# MWSU WordPress User Guide

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1. Posts

WordPress users publish content to their blogs in posts, which appear by default in order from most recent to oldest. Recent entries appear at the top of the blog.

1.1 View Existing Posts in Dashboard

1. Position the cursor over the Posts button in the left frame. Click All Posts in the drop-down menu that appears.

2. Click View from the hypertext options that appear when you position the cursor over the desired post’s title.

1.2 Create New Posts

1. Position the cursor over the Posts button. Click Add New in the drop-down list that appears.
2. Click within the box containing the words "Enter title here." Type the text to appear in the Title column of the Posts page.

3. Select the correct tab (Visual or Text) for the type of content you will post.
4. Enter the content for the post in the blank white box under the tab.
5. When finished adding content, click the blue Publish button. You can use the Preview button to see what the post will look like when published.

**Publishing Options**
- To save the content without publishing it, click the Save Draft button. Do not click Publish.
- To make a post viewable only to you, click Edit in the Visibility row and select Private.
- To set a password to a post to restrict accessibility, click Edit in the Visibility row and select Password protected.

1.3 Delete a Post or Multiple Posts
You can delete a single post using one of three methods:

1.3.1 Delete in Edit Page view:
1. Move the cursor over the Posts button. Click All Posts from the drop-down menu that appears.
2. Click on the title of the post you want to delete. This will open the WordPress editor.
3. Click Move to Trash in the Publish box.

1.3.2 Delete with the rollover Trash link:
1. Position the cursor over the Posts button. Click All Posts in the drop-down menu that appears
2. Move the cursor over the title of the post you want to delete. Four hypertext options will appear beneath the title.
3. Click Trash from these four options.
   ✓ You can undo this deletion by clicking Undo in the yellow box that immediately appears at the top of the page. *If you leave the page, the Undo option will disappear.*

1.3.3 Delete one or more posts with Bulk Actions:
1. To select the post(s) you want to delete, click inside the small box next to the post title(s).
2. Click the arrow in one of the Bulk Actions boxes found above and below the post table.
3. Select Move to Trash from the drop-down menu and click Apply.
   ✓ You can also restore a deleted post or permanently delete the post:
1. View deleted posts by clicking **Trash** near the top of the page (not under a post title).
2. Click the drop-down arrow next to Bulk Actions.

3. Select the desired option and click **Apply**.

## 2. Media

WordPress stores all media files uploaded to an account in its own library.

- View the list of media files by positioning the mouse over Media and clicking Library in the drop-down menu.

- Click **Add New** in the drop-down menu to add new media files to a post (limit 1MB per file).

### 2.1 Insert Media into a Page

1. Open the page editor by creating a new page or clicking **Edit** under the title of an existing page.
2. Click the **Add Media** button under the title box.
3. Choose the location and find the media file(s) you want to add. The file must be 1MB or smaller.

- By default, Media Library is selected. Files in the library appear below.
- Upload a new file from your computer by clicking **Upload Files**, or upload a file from the Internet by clicking **Insert from URL** in the left frame.
- If you do not see a desired file in the library, make sure the correct file type is selected in the drop-down menu.
4. After locating the media file to be added, click the blue **Insert Into Page** button at the bottom.

![Image of media upload process]

5. Save your changes by clicking **Publish** (if page is new) or **Update** (if adding media to existing page).

---

**3. Pages**

WordPress hosts websites as well as blogs. You can create and edit webpages with WordPress.

**3.1 Add a New Page**

1. Position the cursor over **Pages** and click **Add New**.

![Image of adding new page]

2. Enter the title of the new page in the box that says, "Enter title here."

3. Be sure that the correct tab (Visual or Text) is selected and enter the content of the page in the box below the title box.
4. Click **Publish** when finished.

### 3.2 Edit a Page

1. Position the cursor over Pages button in the left frame and click **All Pages** from the drop-down menu that appears.
2. Position the cursor over the title of the page you want to edit and click **Edit** in the hypertext options that appear under the page title. The WordPress page editor will open.
3. Make the desired changes in the appropriate boxes and click the blue **Update** button.

![Edit Page](image)

### 3.3 Restore a Page to a Previous Version

If you want to undo updates you have made to a page, you can restore it to an earlier draft. You can also view a page’s revision history without making changes.

1. Position the cursor over the title of the page you want to restore and click the **Edit** hypertext option that appears below it.
2. Click the **Browse** hypertext next to Revisions in the Publish table.
3. Click the **Previous** button to view previous drafts of the page’s coding.
4. Click the blue **Restore This Revision** button when you find the draft you want to restore.

![Compare Revisions](image)

### 4. Comments

*Comments* are responses to posts. They appear directly below the post or previous comment to which they respond.
4.1 Comment on a Post

1. While viewing all posts, click on the title of the post you want to comment on.

   ![WordPress editor](image)

   If clicking on the title opens the WordPress editor instead of displaying the post, position the mouse over the title and click View from the hypertext options that appear below the title.

2. Scroll down to the empty box under the heading "Leave a Post" and subheading "Comment."

3. Enter your response in the box and click the Post Comment button.

   ![Leave a Reply form](image)

   Your comment will appear below the post. Comments display from oldest (at the top) to most recent (at the bottom).

   If your comment does not appear, a user with administrative access to the blog account might have required that comments be approved before they appear on the blog. Your comment might be categorized as Pending until it is approved.
4.2 Edit a Comment
You can only edit comments posted with a WordPress account to which you have administrative access. This includes your own WordPress account and any account to which another WordPress user has granted you administrative access.

1. Click the gold Edit hypertext next to your comment.

2. Make the desired changes and click the blue Update button.

4.3 Reply to a Comment
1. Click the Reply button next to the comment to which you want to respond.

A new heading that says "Leave a Reply" and "Cancel reply" will appear.
2. Type your reply in the Comment box directly under the new heading.

3. Click the Post Comment button. Your reply will appear indented below the comment you replied to.

4.4 Delete a Comment

If you delete a comment, it will no longer be visible on the blog. The comment can still be accessed in Trash until it is deleted permanently.

You can delete comments by accessing them on the blog or the Comments page. The fastest way to delete a comment is from the Comments page.

4.4.1 Delete a Comment on the Comments page
1. Click the Comments button to view all the comments made to the blog.
2. Move the cursor over the comment you want to delete and click the Trash hypertext option that appears below the comment.

4.4.2 Delete a Comment from the Post Page
1. Position the cursor over Posts and click All Posts from the drop-down menu that appears.
2. Click the Edit hypertext to the comment or reply you want to delete.
3. Click the Move to Trash hypertext next to the blue Update button.
4.5 Restore or Permanently Delete a Comment
The Restore option lets you move a deleted post back under the post it originally responded to. Permanently deleting a comment removes it from Trash. The comment is then permanently removed from the account and cannot be restored. You must have administrative access to the comment to restore or permanently delete it.

1. Click the Comments button.
2. Click the Trash hypertext above the table.
3. Move the cursor over the comment you wish to restore or delete permanently.
4. Click the desired hypertext option that appears below the comment.

If you have administrative access to the blog, position the mouse over Settings in the left frame and click the Discussion hypertext option that appears for managing advanced settings for commenting.

5. Menus
Menus allow site visitors to navigate the website. You can choose the location for the menu on your page and create drop-down menus that contain additional menu items.

5.1 Create a Menu
1. Position the cursor over the Appearance button in Dashboard. Click Menus in the drop-down menu that appears.
2. Click the “Create a new menu” hypertext under the Edit Menus tab.
3. Enter a menu name and click the Create Menu button. A list of menu sections will appear on the left.
4. Use the drop-down arrows to expand the menu sections and find items to place in your menu.
5. Select the check box next to an item and click the Add to Menu button to put it in your menu.
1. Position the cursor over the Appearance button in Dashboard. Click Menus in the drop-down menu that appears.
2. Select the menu to be edited from the drop-down menu and click the Select button.
3. Make the desired changes and click the Save Menu button.

6. Widgets

A widget is a preformatted element you can add to the theme of your site. After you add the widget to the theme, it will appear in a designated section on every page of your website. The advantage of using a widget is the ability to add a special section of content to your site without writing the coding for that section. Also, you don’t need to edit individual pages to add the widget’s specialized content.

You can add as many WordPress widgets as you like to your site.
6.1 Add a Widget
1. Position the cursor over the Appearance button in the left frame and click **Widgets** from the drop-down menu that appears.

2. Use the drop-down arrows next to the page sections in the right frame to expand the section in which you want the widget to appear.

3. Select the desired widget in the Available Widgets table and drag it to the expanded page section. A new drop-down menu for the widget will appear with the expanded page section.

4. Change the widget settings in the menu as desired and click **Save**.

6.2 Remove a Widget

Be careful which removal method you use to remove a widget. Some allow you to keep the widget’s settings in case you want to restore it, but others will permanently delete the widget and its settings.

6.2.1 Remove a Widget and Keep its Settings
1. Position the cursor over the Appearance button in the left frame and click **Widgets** from the drop-down menu that appears.

2. Use the drop-down arrows next to the page sections in the right frame to expand the section containing the widget you want to delete.

3. Select and drag the widget into the Inactive Widgets table near the bottom of the page.

6.2.2 Remove a Widget Without Keeping its Settings
1. Position the cursor over the Appearance button in the left frame and click **Widgets** from the drop-down menu that appears.
2. Use the drop-down arrows next to the page sections in the right frame to expand the section containing the widget you want to delete.
3. Select the widget and drag it anywhere into the Available Widgets table. When you release the mouse, the widget will be permanently deleted.

6.3 Configuring Settings for Selected Widgets

Text, Social Media icons, Custom Menu, and Responsive 3Level Accordion Menu are four common WordPress widgets that allow users to easily add popular types of content to their WordPress site. Read more about the functions of these widgets and how you can customize them for your site. (For instructions on adding widgets to a page, see Add a Widget.)

a) Text

The Text widget allows you to put text or HTML to an existing section of a page. After you add the Text widget to a desired page section, enter your text or HTML content into the appropriate box. If you do not see two boxes under the Text widget button, make sure that the widget is expanded. If it is not, click the drop-down arrow to the right of the widget title to expand it.

Use the drop-down arrow to expand the Text widget.

You can enter a title to create a heading, but this is optional.

By default, text entered in the widget (except for the title) wraps at the margins if you click in the small box labeled “Automatically add paragraphs,” you will only need to use the Enter key to create line breaks.

If you want most of your text to wrap at the margins, do not check the “Automatically add paragraphs” box. Use HTML to create line breaks where desired.

When you are done entering content to the widget, click the blue Save button to apply it to the page.

b) Social Media icons

This widget inserts hyperlink images called icons that link to you or your organization’s profile on an external social media website. An icon will appear on your WordPress page after you link the icon to the URL of your profile page and click Save. Only linked icons will appear on your page.

Link an Icon to a Social Media Profile

1. Click on the icon you want to link to an external page. A box outlined in yellow will appear above the table of icons.
2. Enter the URL of the external page inside the box outlined in yellow and click Save.
Change the Appearance of Icons

You can choose from a variety of built-in themes for your social media icons. By default, the icon for each social media site resembles its official logo. Using the WordPress icon themes, you can change the look of some icons to a style that is more visually appealing on your page.

After you click on a theme, the appearance of the icons in the table will change to a preview of that theme.
You will notice that some of the icons disappear when you view certain themes. These themes can only apply to the icons shown. 

*If you apply a theme which does not contain an icon you have already added to your page, that icon will be removed from your page.*

---

**c) Custom Menu**

You can customize a menu by clicking the **Menus** hypertext under the Appearance button in Dashboard. However, you must use the Custom Menus widget to apply the menu to your pages.

1. Drag the Custom Menu widget into the desired section on the right side of the Widgets page. (Make sure that the section is expanded first. If necessary, also expand the widget by clicking the drop-down arrow next to its title.)
2. Select an existing menu that you want to apply to your site from the drop-down menu. (You may add a title to the menu as well, but this is optional. The title will appear as a heading above the menu.)
3. Click the blue **Save** button.

**d) Responsive 3Level Accordion Menu**

With this type of menu, you can put submenus under items in the main menu. These submenus are hidden until a page visitor clicks on or hovers over main menu items.

You can add two sublevels to a main menu. Although a third-level item will not appear until you click or hover over the second-level heading containing it, the third-level item will appear aligned with second-level items.

---

*Create a Responsive 3Level Accordion Menu*

1. Click **Widgets** under Appearance in Dashboard.
2. Drag the Responsive 3Level Accordion Menu widget into the desired page section on the right.
3. Select an existing menu from the drop-down box.
4. Choose the desired settings for your 3Level Accordion Menu and click **Save**.

**Set the Levels of the 3Level Menu**

1. Click **Menus** under Appearance in Dashboard.
2. Find the menu you want to edit in the drop-down menu and click the **Select** button.
3. Use the drop-down arrows to expand the menu sections on the left.
4. Select the items you want to add to your 3Level menu and click the **Add to Menu** button. New menu sections that appear on the right.

   - Drag the menu sections around to reorder them.
   - To make a menu section a sublevel item, drag it onto the section you want it to appear under.
   - Use the drop-down arrows to expand the sections to edit them.

5. Click the **Save Menu** button when finished.

---

**7. User Roles and Capabilities**

The *role* of a WordPress user determines what parts of an account the user can access and edit. WordPress categorizes users into five roles: Site Administrator, Editor, Author, Contributor, and Subscriber.

- An **Administrator** has the greatest access and editing privileges to the site. A **Super Admin** can access and edit a network of WordPress sites, whereas a **Site Administrator** can only perform these tasks on one site.
- An **Editor** can publish, manage, and remove user-generated content. An Editor cannot edit the site’s theme (design) or change the status of another site user.
- An **Author** can publish, edit and delete only his or her own posts.
- A **Contributor** can write, edit, and delete a post but not publish it. The post must be approved and published by an Administrator or Editor. A Contributor can edit and delete his or her own post once it had been approved.
- A **Subscriber** can view the published contents of the site but not contribute. For example, a Subscriber can view posts but not create any.

View a comprehensive description of role capabilities in the official [WordPress Support](https://wordpress.org/support) documentation.
7.1 Assign a Role to a User

If you are an Administrator of a site, you can add users your site and define their capabilities on your site by assigning a role to them.

7.1.1 Add and Assign a Role to a New User

1. Position the cursor over the Users button in Dashboard. Click Add User in the drop-down menu that appears.
2. Enter the username of the person you want to add to the site.
3. Choose a role from the drop-down menu.
4. Click the Add User button.

7.1.2 Change a Site User’s Role

1. Position the cursor over the Users button in Dashboard. Click All Users in the drop-down menu that appears.
2. Select the small box that appears left of the desired username.
3. Click the drop-down arrow to expand the “Change Role to...” menu.
4. Select the desired role and click the Change button.

7.1.3 Remove a User from the Site

1. Position the cursor over the Users button in Dashboard. Click All Users in the drop-down menu that appears.
2. Select the small box that appears left of the desired username.
3. Click the drop-down arrow to expand one of the “Bulk Actions” menus.
4. Select “Remove” from the drop-down menu and click the **Apply** button.

8. **Content Builder**

Content Builder (located directly below the WordPress editor) lets you customize the default page layout. View below the options for editing sections of a page with Content Builder.
In addition, you can choose from a number of preformatted elements to add to your page, including a blockquote, map, and contact box. With Content Builder, you can select the element (also called an item), add content to it, and publish it without any coding knowledge.

### 8.1.1 Add an Item
1. In the WordPress page editor, scroll down to Content Builder in the Page Options table.
2. Click the arrow to expand the drop-down menu next to the blue **Add item** button.
3. Select the type of element you want to add to your page and click the **Add item** button.

**Editing Items**
- Expand the width of some items by clicking the plus and minus buttons left of the item in Content Builder.
- Remove item from the page layout by clicking the “x” in upper right corner of the item.
- Edit an item’s content by clicking on the pencil icon in bottom right corner of the item.
- Rearrange items by dragging and dropping them.

*Please remember that Content Builder works only with Default template.*

### 8.1.2 Content Builder Items
Learn about the function and appearance of individual Content Builder items (also called elements).

**a) Accordion**
*Available sizes: '1/4', '1/3', '1/2', '2/3', '3/4', '1/1'*

You can add unlimited vertical tabs (like rows of a table) to your page with Accordion.
1. Click the blue **Add tab** button.
2. Enter the title and content for the tab.
3. Repeat steps 1 and 2 for as many tabs as you want.
4. Click the green **Save changes** button when finished.

![Accordion Example](image)

To delete a tab, click the “x” next to its title.
b) Article box

An Article box contains a thumbnail image and short description that provide a preview and hypertext link to another page.   
**Available sizes:** '1/2'

Use these fields to assign the following aspects to the Article Box:

- Image to display
- Background color
- Slogan (Call to action text that appears above the title)
- Title (becomes the image’s alt text)
- Button text (text link appears as)
- Button link (link destination)
- Open in new window (optional)

Full-width Preview:
c) **Blockquote**

A *blockquote* sets a quotation apart from other bodies of text. Also, it automatically provides a quotation mark and a designated space for the Author (the source being quoted). You can link the Author section of the item to a relevant page, such as the homepage of the Author.

**Available sizes:** '1/4', '1/3', '1/2', '2/3', '3/4', '1/1'

![Blockquote Preview](image)

```
At Missouri Western, teachers and students alike are encouraged to make a difference. The emphases on community contribution and lifelong learning make the Missouri Western education unique. I left Missouri Western equipped with knowledge, experience, and a sense of passion for music and teaching.

Mary Ann Haenni, '81 - Director of Vocal Music
```

d) **Call to Action**

A *Call to action* button draws a site visitor’s attention to a goal which the site compels readers to complete. The example below invites readers to contact MWSU.

**Available sizes:** '1/1'

![Call to Action Preview](image)
The phone image and gold font color seen below in the preview image were inserted with HTML coding. You can also make the text hypertext using HTML. By default, only the content in the Button will become hypertext when you enter a URL in the “Button Link” field.

### Preview:

```
CALL US AT (816) 271-5889 OR CLICK TO GET IN TOUCH WITH US!
```
e) Clients
This element allows you to embed a list of clients (organizations, associations, groups, or any entity relevant to your department or office) into your page. 
Available sizes: '1/4', '1/3', '1/2', '2/3', '3/4', '1/1'

Preview:

Please note that you need first add new clients into Clients > Add New.

Add Clients:
To add a client,
1. Click Clients and select Add New
2. Enter a Title
3. Enter the full web address link to the client’s website
4. Click Set Featured Image
5. Select image from your Media Library and click Set Featured Image
6. Click Publish when finished

f) Code
This element allows you to display HTML code that visitors can copy and paste on another page to embed content. For example, if your organization’s site offers a button featuring an official logo that users can embed on an external webpage as a link to your organization’s site, you can paste the code for the button in the Code box. The Code box isolates the HTML for the button so it won’t be converted as a button on your page. 
Available sizes: '1/4', '1/3', '1/2', '2/3', '3/4', '1/1'

Preview:
g) **Column**

Creates columns on your page.

*Available sizes*: '1/4', '1/3', '1/2', '2/3', '3/4', '1/1'

---

h) **Contact box**

Create a section for contact information. The email address and Twitter account will automatically be posted as hypertext.

*Available sizes*: '1/4', '1/3', '1/2', '2/3', '3/4', '1/1'
Preview:

Contact Us

phone number:

(816) 271-5889

our address:

Hearnes 151

email address:

web@missouriwestern.edu

twitter:

@missouriwestern
i) **Contact form**

A contact form lets visitors compose and send you an email directly from your page.

**Available sizes:** '1/4', '1/3', '1/2', '2/3', '3/4', '1/1'

![Contact Form Preview](image)

**Customize the header.**

Enter the email address to which all the visitor comments and questions should be sent.

**Preview:**

**Send us a question**

Your name | Your email | Subject
---|---|---

Send message

j) **Content**

Adding this item will display the Content from Wordpress Editor located above Page Options. You can use it only one time per page. Also remember to turn off the "Show the Content" option.

**Available sizes:** '1/4', '1/3', '1/2', '2/3', '3/4', '1/1'

![Content Preview](image)

**Page Options**

Adding this item will show Content from WordPress Editor above Page Options. You can use it only once time per page. Please also remember to turn off "Show The Content" option.

**Inner horizontal padding**

No

**Margin bottom**

4 px

Save changes
k) **Divider**
Create a break between elements.
**Available sizes:** '1/1'

![Divider Options]

Define how far apart (in pixels) the elements should be placed.

Choose whether or not you a visible line to mark the break.

l) **FAQ**
Create a Frequently Asked Questions (FAQ) item easily by entering a question in the Title field and putting the answer in the Content field directly below.
**Available sizes:** '1/4', '1/3', '1/2', '2/3', '3/4', '1/1'

To create each question corresponding answer, click the Add Tab button. Each question will appear in the FAQ table as a separate row. Visitors can then click to expand only the answers they wish to see—no more scrolling through endless FAQ pages for information.
m) Image
Edit some basic image properties with this element.
**Available sizes:** '1/4', '1/3', '1/2', '2/3', '3/4', '1/1'

- **Select an image from Media Library or from your computer.**
- **Add alternative text.**
- **Add a caption.**
- **Make the image a thumbnail so a larger version opens when users click on it.**
- **Make the image a link.**
- **Add a border to the image.**

---

n) Map
Embed a Google map on your webpage. The Map item is based on the Google Maps API.
**Available sizes:** '1/4', '1/3', '1/2', '2/3', '3/4', '1/1'

- **These are the latitude and longitude fields.**
- **MWSU’s coordinates are:**
  - **Latitude:** 39.75764
  - **Longitude:** -94.78552

Find coordinates for any location in the world.
o) **Offer page**

An Offer Page contains appeals and invitations to visitors to interact with your organization. This element organizes offers, but you cannot create new offers with it. (To create offers, you must click the Offers button in Dashboard and then click Add New.)

**Available sizes:** ‘1/1’

- Organize the offers by column (Date, Menu, or Title).
- Select Ascending or Descending order.

---

**Reasons to Visit**

**Chill Out**

Relax and learn about Missouri Western's history at University Plaza or listen to the music from the Clock Tower in the middle of campus. - but be careful, it’s not if a student stops on the clock underneath the Clock Tower, he or she will graduate.

**Support the Griffons**

Take in the view and cheer on the defending NCAA champion Griffins from Spratt Stadium.

**Start Up a Game**

Satisfy your need for competition by starting a game on the campus courts and sand volleyball courts or take a dip in the university pool.

**Catch a show**

Join or see one of the many theatre performances offered throughout the year.

**Stock Up**

Find all the gear you need to show your Griffin pride at the campus bookstore, located in the Sum Student Union.
p) Offer slider

An Offer Slider is for the same content as an offer page, but it displays the content in a horizontal scrolling box. You must create an Offer Page before making a slider; the slider uses the content from the Offer Page you select from the third drop-down menu below.

Available sizes: '1/1'

Choose the number of offers to include and order them by column and ascending or descending order.

q) Our team

Create a gallery of employee profiles. You must add a new Our Team item to your page for employee. Profiles can include photos, contact information, and links to an employee’s individual or department page.

Available sizes: '1/4', '1/3', '1/2', '2/3', '3/4', '1/1'

Photo Dimensions: 320px width x 288px height; Resolution: 72dpi

- Photo (browse to photo)
- Title (enter name of team member)
- Subtitle (enter office location, `<br/>` tag creates a line break, and office phone number)
- Email (enter email of team member)
- Facebook (enter Facebook link with `http://` for team member)
- Twitter (enter Twitter link with `http://` for team member)
- Employee Information (LinkedIn) (enter link with `http://` to team member's information)
This Our Team item only contains the profile for Dr. Matt Gilmour (first image on left in the preview below). After saving an employee profile, select Our Team and click Add Item to add more profiles to the gallery. Arrange the profiles as desired by dragging and dropping the items.
r) **Portfolio**

Create portfolios with categorizes for your various kinds of work. See Section 15 for instructions on creating portfolios.

Preview:

```
<table>
<thead>
<tr>
<th>Select category:</th>
<th>All</th>
<th>Chamber Winds (1)</th>
<th>Golden Griffon Marching Band (1)</th>
<th>Renaissance &amp; Chamber Singers (1)</th>
<th>University Concert Band (1)</th>
</tr>
</thead>
</table>
```

These three tables were created as pricing items. The gold graphics (the suitcase and number 4) were added by writing the HTML codes for the images in the “Price” field.

s) **Pricing item**

A *pricing item* can be customized to fit into your academic site

**Available sizes:** '1/4', '1/3', '1/2', '2/3', '3/4', '1/1'

Preview:

These three tables were created as pricing items. The gold graphics (the suitcase and number 4) were added by writing the HTML codes for the images in the “Price” field.

---

t) **Tabs**

Divide a section of content into tabs so that site visitors can select only the information they want to view in that section. You can add an unlimited amount of tabs to a section. Type the header for each tab in the Title field and enter the content for that tab in the Content field.

**Available sizes:** '1/4', '1/3', '1/2', '2/3', '3/4', '1/1'
u) Vimeo

Embed Vimeo videos in a page.

**Available sizes:** '1/4', '1/3', '1/2', '2/3', '3/4', '1/1'

- Enter the value shown after the last slash in the video’s URL on Vimeo.

- Set the parameters for the embedded video. A width of 700 pixels is ideal for sidebar templates, and a width of 950 pixels is best for a one-column layout.
v) **YouTube**

Embed a YouTube video in a page.

**Available sizes:** '1/4', '1/3', '1/2', '2/3', '3/4', '1/1'

Enter the value shown after “v=” in the video’s URL on YouTube.

Set the parameters for the embedded video. A width of 700 pixels is ideal for sidebar templates, and a width of 950 pixels is best for a one-column layout.

9. **Page Options**

Below the **Content Builder** you will find these additional *Page Options*:

- **Show the content.** WordPress users add content by entering it in the WordPress Editor or adding Content Builder items. If you are using Content builder to add content and do not wish to add content with the WordPress editor, set the “Show the content” button to Off. When the button is set to On, content added to the WordPress editor will appear on the published page.

- **Layout.** For each page, you can choose one of three available layouts: *full width without sidebar*, *left sidebar*, and *right sidebar*.

- **Sidebar.** Select a sidebar for the page. (You must choose right sidebar or left sidebar in Layout for this to work.) You can create your own sidebars in Appearance > Theme Options-MWSU > Getting started > Sidebars.

- **Slider.** Select an existing Muffin offer slider or Revolution Slider.

- **SEO Title.** This is the page title that appears at the top of the Internet Browser and in search engine results.

- **SEO Description.** The description you enter here will appear in the page’s meta tag and under the page title in the search engine results page (SERP).

- **SEO Keywords.** This content appears in the page’s meta tag and should consist of keywords relating to the page’s content. If an Internet user runs a search for a keyword found in your page’s keywords, your page will be among the search results.
10. Page Templates

WordPress users may either customize the Default template or use one of the two preformatted WordPress templates: Archives and Portfolio.

- Archives. This template automatically creates a list that contains Available Pages, Latest Posts, Archives by Subjects and Archives by Months.

- Portfolio. This template lets you to add a Portfolio to your website. You can see the specifics in section Portfolio > Portfolio.

11. Slider Offer

Creating and managing a slider is easy and can take only a few minutes. You can include as many slides as you want in the slider.

11.1 Create a Slider

1. Move the mouse over Slider Offer in Dashboard and click the Add New hypertext that appears.

2. Edit the slider as desired with the fields on the left and set a featured image on the right. Photo size should be 480px width x 340px height with a resolution of 72dpi.
For additional options to edit a slider: Click Appearance in Dashboard, then find Getting Started under the Theme option-MWSU link. Click Slider Offer.

12. Theme options panel
Settings in the Theme options panel apply to all pages on the website, but some settings can be overridden when you edit individual pages.

Note: To save the changes you make to the theme, click the Save Changes button below each section you make changes to and click the Save Changes button in the black header when you are done editing.

12.1 Getting Started
Find the Theme Options menu under Appearance in Dashboard. Use the menu items and subitems to find and edit the appropriate sections.

12.1.1 General
In this section you can set up some general options for your site.
- Meta Description. Enter the meta description for the homepage. This information becomes the default description for each page you add under the Pages button in Dashboard.
- Meta Keywords. Enter the meta keywords for the homepage. This information becomes the default keyword list for each page you add under the Pages button in Dashboard.
- Google Analytics. Paste your Google Analytics code to track your site.
12.1.2 Sidebars

Default Layout
You can set the layout of your posts or pages to Full width without sidebar, Left Sidebar, or Right Sidebar. For example, when you choose Left sidebar, each of your pages or posts that you create will have a left sidebar.

Note: This is only a default option; layout options can be changed on individual pages or posts.

Sidebars (Custom)
Add, manage, and delete sidebars.
12.1.3 Blog
View the options for managing your blog’s properties below.

12.1.4 Portfolio
View the options for managing your portfolio’s properties:
12.1.5 Slider Offer

View the advanced options for a Slider Offer:

![Slider Offer settings](image)

12.2 Translate

12.2.1 Blog & Portfolio

By default, the text for each of the categories shown below appears the same as the category names. You can customize the text that certain category will appear as on the blog or portfolio. Note that these changes will only apply to the sections in the third column. For example, changes to Next Page will apply to both the blog and portfolio, but Select Category changes will apply only to the portfolio.

![Blog & Portfolio settings](image)
12.2.2 Contact
By default, the text for each of the Contact categories shown below appears the same as the category names. You can customize the text that each category appears as.

13. Shortcode Generator
A shortcode is a WordPress-specific code that lets you embed files or create objects without coding knowledge.

13.1 Adding Shortcodes in Content Using Wordpress Editor
1. Click on the green circle button with a plus symbol in the menu directly below the Visual tab.
A list of shortcodes will appear in a drop-down menu.

2. Select the desired shortcode and click "Insert". The shortcode will be inserted into editor.

3. Edit the shortcode as desired and click the Update button to save the changes.

**13.2 Shortcodes available in the Shortcode Panel that are not in the available in the Content Builder:**

a) **Buttons.** Add a button to a page.
   For sample button shortcodes and demos, go to our [Buttons Shortcode Demo](#) page.

b) **Ico.** Embed icons into a page.
For sample icon shortcodes and demos, go to our Ico Shortcode Demo page.

c) Image. Embed images into page.
For sample image shortcodes and demos, go to our Image Shortcode Demo page.

14. Blog

14.1. Create a Blog
A blog page has been set up for each department on campus. To view it, move the mouse over the Pages button in Dashboard and click the All Pages hypertext that appears. Locate Blog in the list of pages and click on View.

To create a new blog:
1. Move the mouse over the Pages button in Dashboard and click the Add New hypertext that appears.
2. Enter a title for the blog.
3. Select a Layout and Sidebar from the categories under Page Options. All other fields (except the title field) are optional.
4. Click the Publish button when finished editing the desired fields.
5. Move the mouse over the Settings button in Dashboard and click Reading.
6. Select a Posts page from the drop-down menu.
7. Click the Save Changes button.

MWSU has created some features specifically for bloggers. To access these features, click the Theme options-MWSU button in Dashboard, click Getting Started, then click Blog.

For information about creating, viewing, and deleting blog posts, see Section 1.

15. Portfolio

15.1. Create a Portfolio
1. Move the mouse over the Pages button in Dashboard and click the Add New hypertext that appears.
2. Enter a title.
3. Select “Portfolio” in the Template field. If desired, edit the advanced fields under Page Options.
4. Click the Publish button when finished.

To view more options for customizing a portfolio, click the Theme options-MWSU button in Dashboard, click Getting Started, then click Portfolio.

15.2 Publish a Portfolio on a Page
1. Move the mouse over the Portfolio button in Dashboard and click the Add New hypertext that appears.
2. Enter and edit content as desired.
3. Click the Publish button when finished.