



# **NWIC EDITOR GUIDE**





### THEME NAME: CLEVERCOURSE

### logging in: GO TO

nwic.edu/wp-login.php blogs.nwic.edu/wp-login.php foundation.nwic.edu/wp-login.php Logins are separate for each website. If you require a login, please contact **is@nwic.edu.** If you have a login but can't remember your password, click, "Lost your password" and follow the prompt to recover it.



### WORDPRESS DASHBOARD

ngine	Dashboard				
ooard <					_
<b>0</b>	Welcome to WordPress! We've assembled some links to g	get you started:			
	Get Started		Ne	xt Steps	
lios	Customite Value Cito		ľ	Edit your front pag	e
es	Customize Your site		+	Add additional pag	es
cates	or, change your theme completely		١Ľ	Add a blog post	
es				View your site	
ų.					
5	At a Glance				Quick Draft
i.e	📌 46 Posts	116 Pages			Title
nents	WordPress 4.3.1 running Clever Course Cl	hild theme.			What's on your mind?
ct					what's on your minur
ommerce	Activity				
icts	News from Modern Tribe				Save Draft
arance	Join our support team as we prepare	The Events Calendar 4.0 for	relea	ase	Drafts
is 🚺	Release: The Events Calendar 3.12.2,	plus PRO, iCal Importer and	Even	tbrite Tickets	General Information August
	3.12.1				

From the DASHBOARD, you'll have access to everything permitted within your User Role. Depending on said user role, you will be able to upload media (PDFs, Images, Videos, Audio, Etc..), add Posts, Pages, Portfolio Items, edit the appearance of the website, and/or everything in between. This document will guide you as you make the more basic additions and changes.

#### COMMON TASKS ADDING A NEW PAGE



You'll discover as you complete tasks within WORDPRESS, there are several paths to the same or similar outcome. For example: Pages can look similar to Posts or Portfolio items and vice versa, but each of these items have their own set of functionality. It is important to recognize what type of content you're trying to create, and choose these items accordingly. In this example, we'll create a new page from the DASHBOARD.

We'll go over the major differences between Pages, Posts, and Portfolio items on Page 4.

To create a new page, simply hover over, 'Pages' in the left navigation menu, and click 'Add New'.



#### ADDING A NEW PAGE (BASICS)

	Screen Options T Help T
TITLE - This displays in page header	Publish
	Save Draft Preview
You can turn the page on and off her	e 📍 Status: Draft Edit
Image: Second and Control and Contr	Visibility: Public Edit
content here, or you can use the visual nize your page.	Move to Trash This makes the page live Page Categories
	Page Attributes Parent (no parent)
l composer	Template
This setting determines the page side	Class Schedule
This setting determines the page side	Sidebar: Capital Campaign
DEFAULT = NO SIDEBAR	Sidebar: Faculty & Staff
	TITLE - This displays in page header You can turn the page on and off her COLLE Shortcode + LMS Shortcode + M + RevSlider + U = A + B 2 Ω = = 0 content here, or you can use the visual nize your page. I composer This setting determines the page side DEFAULT = NO SIDEBAR

#### ADDING A NEW PAGE (VISUAL COMPOSER)

ltem	Media Item	
+	- Select Media Item - 🗢 🕂	
		Undo Redo
		STEP 3

Step 1. Add a Column Wrapper Item. It is always a good idea to wrap elements in wrappers for layout purposes.

Step 2. Add a Content/Post Type or Media Item. Each items serves a unique purpose. Be sure to explore what these tools can do. That said, the most common and versatile item is probable the 'content' item in the middle column.

Step 3. Configure the element by clicking on the gear icon.



#### THE DIFFERENCE BETWEEN PAGES, POSTS, & PORTFOLIOS

#### PAGES

A WordPress Page is best described as a MAIN SECTION of your site that is not often changed.

#### SUB-PAGES

When you create a WordPress page, you have the option to nest it within the hierarchy of another page. In most cases, standard pages being on their own is fine, but if a page is closely related to another it may be a good idea to link them by making one a subpage of the other. On the edit page, in the same panel where you control the page template, you can select a parent page.

Page Attributes	
Parent	
Cooperative Extension, Out	reach i 🗘
Template	1
Sidebar: Student Life	

#### POSTS

Simply put, a WordPress post is like a newspaper article. Most additions to your WordPress site will be posts related to your WordPress categories, in line with the overall topic of your site. A post can be related to several categories, but ideally, your posts will be written for one or two categories.

#### PORTFOLIO ITEMS

Portfolio items are mainly used to showcase a particular project or piece of content. Currently, we have been using portfolio items to showcase the various buildings on campus, student profiles, and student activities.

#### CATEGORIES & TAGS

Categories and tags are meant to give readers more efficient options for browsing content than just chronological order. Proper keyword implementation also helps with SEO. (Tags)

#### CATEGORIES

Categories are comparable to newspaper sections like Local News, National, Weather, etc. They help keep your content organized and allow for your readers to navigate the site more efficiently.

#### SUB-CATEGORIES

Like sub-pages, you can add hierarchy to your categories. For example, if Jazz was your main category, you might have The Blues, or Big Band as sub-categories.

#### TAGS

In a nutshell, if categories are the table of contents for your blog, tags represent the index.

They can assist in easy navigation of related topics, and can help search engines better understand the relevance of your site to specific topics. However, poor tagging practice won't do any good and may even have a detrimental impact.

Generally, it's a good idea to tag sparingly and efficiently. Each tag you use should be highly relevant to the content in the post you are tagging, and the tag in question should be short (ideally no more than two words). Try to be specific.

#### ADDING TO AND EDITING THE MEGAMENU

The UBERMENU is a comprehensive menu plugin. The notes within this document pertaining to UBERMENU are basic, and are only meant to introduce the user to this expanded menu system. For more advanced plugin resources and documentation, visit: http://sevenspark.com/docs/ubermenu-3

WP Fogina							mondy, identities a
the secondarie	Dashboard	1				Screen Optio	os n Heip n
Dashboard							
Home Updates 🔋	Welcome We've assen	to WordPress! abled some links to ge	et you sta	rted:			O Dismiss
* Posts	Get Started		Ne	xt Steps		More Actions	
Portfolios	1 Alert	and defining stations	15	Edit your fr	ont page	Manage Widgets of	or menus
Courses	Lustom	ze your site	+	Add additio	inal pages	Turn comments of	n or off
Certificates	or, change you	r theme completely	11	Add a blog	post	摩 Learn more abou	t getting started
A Quizzes			0	View your s	ite		
97 Media							
m Events	At a Glance				Quick Draft		
Pages	# 47 Posts	I 117 Pa	285		Think		
Comments	WordPress 4.3.1	running Clever Course Chil	d theme.		True		
Contact					What's on yo	ur mind?	
WooCommerce	Activity						
Products	News from Mo	dern Tribe			Save Draft		
Appearance	Themes	Rest WordPress Fve	ents Calen	dar for	Drafts		
🖉 Plugins 👩	Customize				General Inform	ation August 19, 2015	
🛓 Users	Widgets	s Calendar 3.12.3					
🖉 Tools	Duplicate Menu	s Calendar PRO 3.12	.2		WordPress Ne	WS .	
E Settings	UberMenu	3.12.1			WordPress 4.3	1 Security and Maintenance	Release
Clever Course	Editor	rter 3.12.2			September 13 WordPress 4.3.	5, 2015 1 is now available. This is a secu	rity release for all

From the dashboard, hover over Appearance, and click 'menus'.

The MEGAMENU allows for content to be displayed within a menu. Hovering over an item will present a button to further edit that menu element.

Menus Manage in Customizer						
Edit Menus Manage Locations						
NWIC UberM	enu is the primary megamenu. The othe	s contain the FOOTER and SIDEBAR menus.				
Select a menu to edit NWIC UberMenu (Ma	sin Navigation Menu) 🗘 Select. or <u>create a new menu</u> .					
Pages	Menu Name NWIC UberMenu	Save Menú				
Most Recent View All Search	Menu Structure					
Guide DEMO	Drag each item into the order you prefer. Click the arrow on the right of th	item to reveal additional configuration options.				
NWIC Class Schedule	Student Life Page *	Columns are used to separate the megamenu. In thi				
Directory	[Column] sub-item [UberMenu Column] *	moved around to change position, and whether an item is a child of another menu item.				
Child Care Available at NWICI						
Bachelor of Arts In Community	Admissions Pag					
Select All Add to Menu	Financial Resources	or menu item.				
Events -	Estadarrhia Information out-iter	Bana -				
Custom Links	scholarship mormation sub tem	rege r				
Categories «	Veterans Benefits sub ltem	Page -				
Event Categories	Catalog and Class Schedule coli					
UberMenu Advanced Items +	item	uge				
	Student Links sub Item Custom Link	Υ.				



#### ADDING A NEW POST

As you can see in the following image, adding a new post is very similar to adding a new page. The most notable change is that the template selection section has been replaced with a 'Format' section. This setting does little to change the overall appearance for the post. It is more for post organization, and it also allows your viewers to identify which type of content they should expect to see in a post.

Add New Post						au cen opuona	neip i
Enter title here						Publish	
9] Add Media B I ↔ E i≡ 66 Font Family ★ Font Sizes	6 - 王 主 王 伊 s ▼ Paragraph ▼	않 프 📰 GDLR 및 프 <u>A</u> · @	Shortcode + LMS Shortcoo	ie + M₁ + RevSlider +	Visual Text	Save Draft           Status: Draft Edit                 Yisibility: Public Edit                 Minimum Publish immediately	Preview
Enter content h	nere, or use Pa	ge Builder be	low.			Move to Trash	Publish
p Word count: 0		Set The	this according t overall visual a	o the type of post you are offect of this setting is mi	e creating. → nor.	Format  Standard  Aside Gallery Link Image Quote Video Audio	
Page Layout					Categ	sories *Categor	les
Sidebar Template			Tur	n it on here. $\psi$	All Ca	Latest News	rojects
Defour Schler	Witten Stelebar	Bnth Sidelstir	night Sidebar	Larit Sizuelaan		Life Style Muckleshoot Photo Gallery News - Home	
Left Sidebar					Ē	News Article	
blog *Categories: Sele	ecting proper c	← Select the ategories is i	e sidebar you'd l mportant. Depe	ike to display. nding on which categorie	s +Add	Nisqually Bhoto Calloni New Category	
categories are be have, 'News - Ho multiple categori	eing called. ie: me' selected ir ies, allowing th	The news ite the categori nem to be cal	ms currently on es section. NOT led in various pl	the home page are posts ICE: Posts may belong to aces throughout the site.	that Tags	l Tags for SEO earches within	Add

A Featured Image is an image you
assign to this post. Wherever this
post is called, the image will also
be displayed.

Separate tags with commas

Featured Image

Set featured image

Choose from the most used tags



#### **ADDING A NEW EVENT**

Adding a new event is similar to adding a new page or post, but there are some specific differences we will detail here.

Add New Event				Screen Options =
Enter title here			Publish	
			Cause Death	Demulmus
-			Status: Draft Edit	Preview
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B <i>I</i> == ⊞ ⊟ 6	6 - Ξ Ξ Ξ 𝒫 𝔐 Ξ I GDLR Shortcode + LMS Shortcode + M + RevSlider +	×	Bublich immediate	ly Edit
Font Family  + Font Size	as * Paragraph * y 重 <u>A</u> * 圈 Q Ω 標 野 🦷 🖗		(III) Publish immediate	iy <u>con</u>
	have NOTE. Events do not use the name builder		Move to Trash	Publish
Enter content	here NOTE: Events do not use the page builder.		1200	
			Tags	*
			Add Tags for	SEO Add
			& searches w Separate tags with comm	nas
			Choose from the most	used tags
			Event Categories	
P			All Event Categories	Most Used
Word count: 0			Camp	
The Events Calendar			Gathering	
TIME & DATE			Meeting Party	
All Day Event:	🔄 Set time & date.		+ Add New Event Cater	100/
Start Date & Time:	2015-10-14 @ 08 \$ 00 \$ am \$		TANG NEW EVENT Cale	ROLA
End Date & Time:	2015-10-14 @ 05 \$ 00 \$ pm \$			
	Timezone: UTC-7			
LOCATION				
Without a defined location y	our event will not display a <u>Google Rich Snippet</u> on the searth results.			
Use Saved Venue:	Use New Venue			
Venue Name:	It is important to include the building name in the			
Address:	address.			
City:				
Country:	Select a Country: 1			
State or Province:				
Postal Code:				
Phone:				
Website:				
Show Google Map:				
Show Google Maps Link:	V Fill out the nemaining fields as you as fit			
ORGANIZERS	Fill out the remaining fields as you see fit.			



#### Suggestions for Success:

• Take some time to become familiar with the Wordpress format. Navigate through the sites, and take note of how our team built out pages, posts, portfolio items, and MEGAMENUS.

• Create a test page, and set it to private. From there, you can experiment with the various tools built into the theme.

• Learning a bit of HTML and CSS can go a long way while working within Wordpress. Most basic tasks will not require any knowledge, but it provides additional solutions where stock options may fall short.

#### WordPress for Beginners 2015 Tutorial Series

https://youtu.be/Rlqm2mFaAIU?list=PLf0XCtnURNbZjLUyU\_Isp39VdAjqEctNw



#### Additional Resources:

• http://wordpress.com – The Official WordPress website has an immense library of helpful documentation.

• WordPress Glossary: http://codex.wordpress.org/Glossary

• Google & YouTube – Generally, if you're trying to solve something in WordPress, chances are someone else has already asked and answered the same question. Be sure to check online resources to save time.

• ioCreative – Of course, we are always here to help. — tech@iocreative.com

# **WIC WEBSITES – HOSTING NOTES**



#### Your sites are hosted at WPengine.

If you have account access, you'll be able to handle all hosting related tasks by logging in at my.wpengine.com

Once logged in, you'll have access to a set of options comparable to a cpanel setup. The beautiful thing about WPengine is the level of support. As you navigate through, they will often have instructional videos to walk you through the various hosting tasks.

If you have top level access, log in and become familiar with the WPengine toolset. If you can't find what you're looking for, or if you need assistance, you account includes

#### Site Staging: http://nwicis.staging.wpengine.com/

More often than not, changes to your wordpress sites will be handled on the fly. A developer or editor will simply update a file or two here and there, in which case you probably don't need to use the staging functionality. However, if the changes are larger in scale it's a good idea to use a staging site, and then copy that site to the live site once your changes have been made and proofed.

To access the Staging functionality, click 'WP Engine' in the left menu from the wp admin. Initially, you'll be asked to set up the staging area with the click of a button. Once the site has been copied, you'll be presented with this screen:

🔲 WP Engine	General Settings Staging
WP Engine User Portal	A Staging Status: Readyl
Support System	Last staging snapshot was taken on 2015-10-23 1:42:15pm, Access it here: http://nwicis.staging.wpengine.com
✤ Posts ✤ Portfolios	A What is a Staging Area?
* Courses	This takes a snapshot of your blog and copies it to a "staging area" where you can test out changes without affecting your live site. There's only one staging area, so every time you click this button the old staging area is lost forever, replaced with a snapshot of your live blog.
A Certificates	Please note: If you want to access your staging site via SFTP; there is a different username required. You can manage your SFTP users in your User Portal:
9) Media	Copy site from LIVE to STAGING     O Copy site from STAGING to LIVE
TTT Events	

By clicking the link in the green box, you'll be directed to the staged site. When you access the parent site via the WP Engine account, you'll have access to a SFTP account specific to the staged site.

Server Address: 45.33.117.182	Port Number: 2222	All   Live   Staging	+ Add login
USERNAME	РАТН	ENVIRONMENT	
nwicis		Live	۲
nwicis-staging		Staging	۲

Once you are happy with the staged site and it is ready to be launched, navigate to the staging tab seen above, and select 'Copy site from STAGING to LIVE'. It will take a few minutes, and the changes will be live.



#### Backup & Restore

Make a mistake? Not to worry, WP Engine has a robust and easy to use restore system. Log into WP Engine and select the site that needs to be restored.

nwicis 💙					Add Install Copy Insta
Overview Domains CDN	Overview				Block traffic on production / stagin
Redirect rules Backup points Error logs	Install stats				Download Usage CSV
Git push SSL	Domain: www.nwic.e	du CNAME: nwicis	wpengine.com	IP Addre	<b>ss:</b> 45.33.117.182
Utilities Site migration	Visitors	althattaltint of	<b>899</b> 30 day avg	<b>26,961</b> 30 day total	WordPress Version: 4.3.1
Links to: phpMyAdmin WordPress Admin	Bandwidth	M M	8.68 GB 30 day avg	<b>260 GB</b> 30 day total	Up to date     Learn about our update process
	Storage	2.64 GB install total			Defer the next update

ac	ckup points			
		Section Englished ZIP	Back up now	
	Date and time	Description	ID	
ø	10/30/15 3:07:47 AM UTC	daily checkpoint	1446174467	
0	10/29/15 3:07:34 AM UTC	daily checkpoint	1446088054	
Ø	10/29/15 12:35:37 AM UTC	WP Engine pre-deployment checkpoint (deploy_20151028_1)	1446078937	
Ö	10/28/15 3:07:46 AM UTC	daily checkpoint	1446001666	
ò	10/27/15 3:07:35 AM UTC	daily checkpoint	1445915255	
0	10/26/15 3:07:55 AM UTC	daily checkpoint	1445828875	
0	10/25/15 3:07:41 AM UTC	daily checkpoint	1445742461	
0	10/24/15 3:07:42 AM UTC	daily checkpoint	1445656062	

From there, simply select the desired restore point, and click 'Restore'. Within a few minutes, the site will revert to the state of that point.

WP Engine takes an automated restore point every day at about 3 AM.





#### GUIDE UPDATE \*AUG 2016 IMAGE SIZES

In order to make images display properly, it's a good idea to define a set of sizes that work best with your theme. Here is a list of the currest sizes we've been using for the current site. Note: You can export images out at double the resolution for retina devices, delivering crisper images. This will make the images larger in file size, but if sharper images on higher resolution devices is the goal, export an @2x version along with the original.

HOMEPAGE SLIDESHOW: 1620 x 1080



BLOG FEATURED IMAGE: 434 x 368

Vine Deloria, Jr. enous Studies Symposium

July 7-9, 2016 11th Annual Vine Deloria. Jr. Indigenous Studies Symposium

- July 7-9, 2016... 06 Jul 2016

Indig

Explore Campus

FEATURED SLIDER:

704 x 550

#### STAFF DIRECTORY IMAGE: 200 x 240



INTRO IMAGES: 300 x 123

