NORTHWEST INDIAN COLLEGE

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NWIC EDITOR GUIDE

August 2016

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.

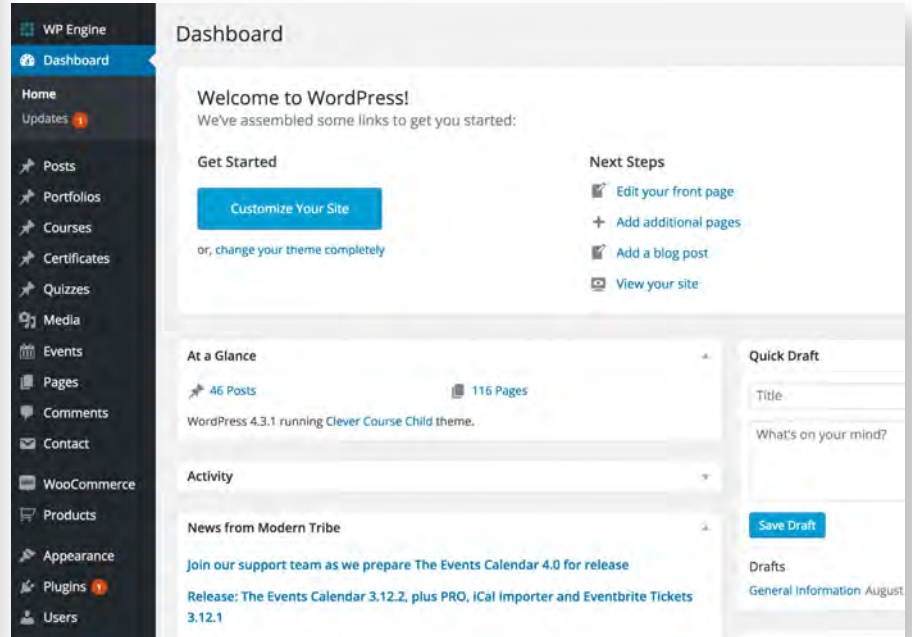**Please note that your Username is your full nwic.edu email address.**

Username
ndavis@nwic.edu

Password

☐ Remember Me   Log In

Lost your password?

← Back to Northwest Indian College

WORDPRESS DASHBOARD

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
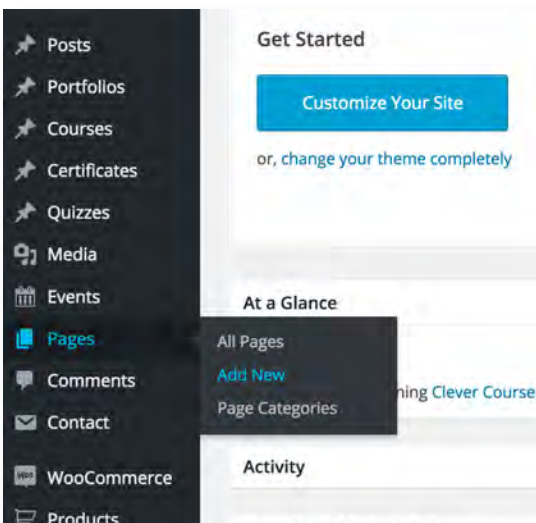
You'll discover as you complete tasks within WORDPRESS, there are several paths to the same or similar outcome. For example: Pages can look similar to Posts or Portfolio items and vice versa, but each of these items have their own set of functionality. It is important to recognize what type of content 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)

Add New Page

← PAGE TITLE - This displays in page header

You can turn the page on and off here

Add Media

B I ABE ≡ ≡ " — ≡ ≡ ≡ ∂ ∂ ≡ GDLR Shortcode ▼ LMS Shortcode ▼ M ▼ RevSlider ▼

Font Family ▼ Font Sizes ▼ Paragraph ▼ U ≡ A ▼

You can enter and format your content here, or you can use the visual composer below to better organize your page.

↓ SCROLL DOWN to use visual composer

p
Word count: 0

This setting determines the page sidebar
DEFAULT = NO SIDEBAR
Be sure to select the proper sidebar for your page.
(If applicable)

Head & Footer Code

Head:

Publish

Save Draft   Preview

Status: Draft Edit ←

Visibility: Public Edit

Publish immediately Edit

Move to Trash → Publish

This makes the page live.

Page Categories

Page Attributes

Parent

(no parent) ▼

Template

✓ Default Template
Class Schedule
Sidebar: Assessment
Sidebar: Capital Campaign
Sidebar: Faculty & Staff
Sidebar: Library
Sidebar: NWIC Sites
Sidebar: Student Life

ADDING A NEW PAGE (VISUAL COMPOSER)

Page Builder Options

⊕ Add Content Item

STEP 1
Column Wrapper Item
- Select Column Item - ▼ [+]

STEP 2
Content/Post Type Item
- Select Content Item - ▼ [+]

Media Item
- Select Media Item - ▼ [+]

▦ Page Builder Section   Undo Redo

— Above Sidebar Section

— Content (With Sidebar) Section

Full Size Wrapper

STEP 3

Content → ⚙ ✕

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.
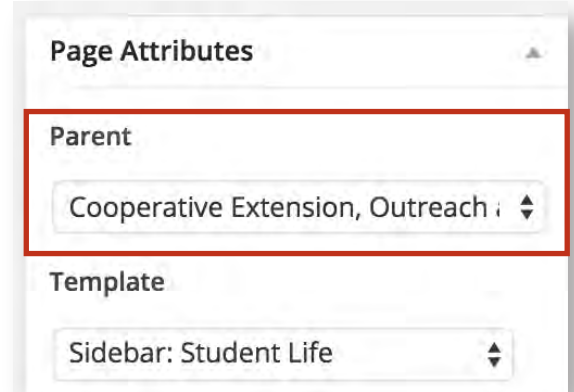
POSTS

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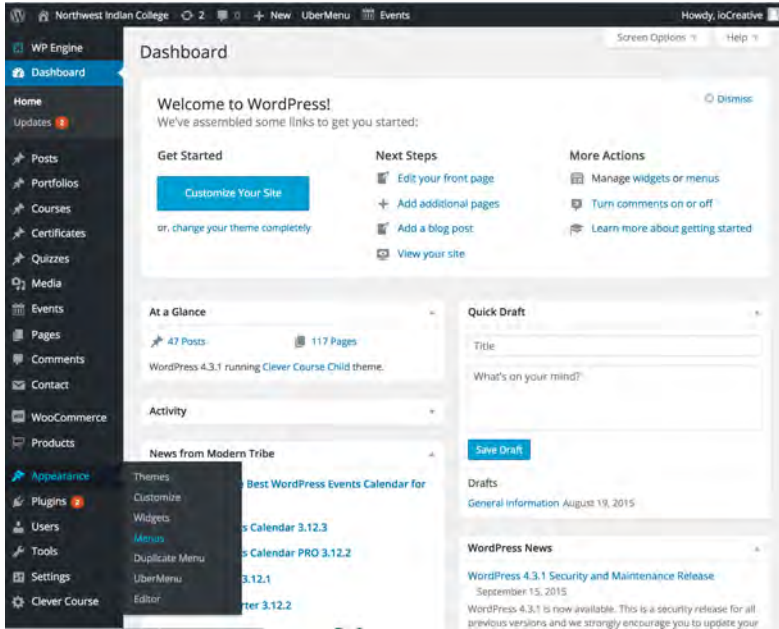
From the dashboard, hover over Appearance, and click 'menus'.

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.

NWIC UberMenu is the primary megamenu. The others contain the FOOTER and SIDEBAR menus.

Columns are used to separate the megamenu. In this setup, we have 4 columns. These elements can be moved around to change position, and whether an item is a child of another menu item.
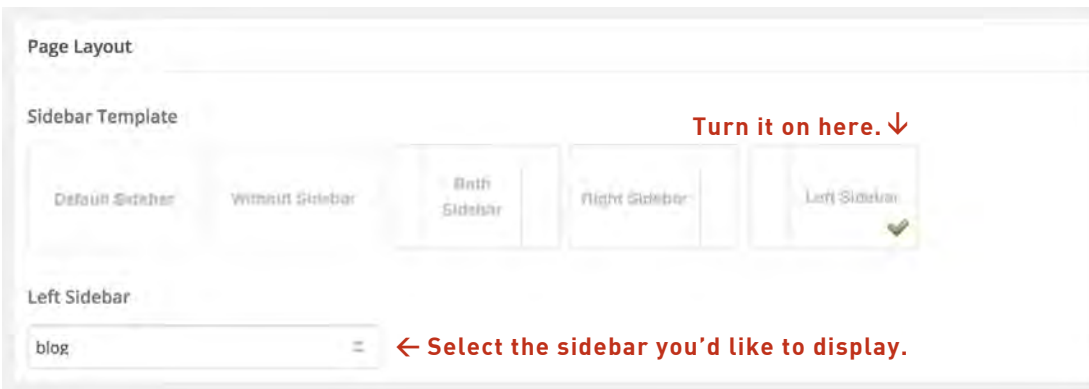
← Options for menu item.
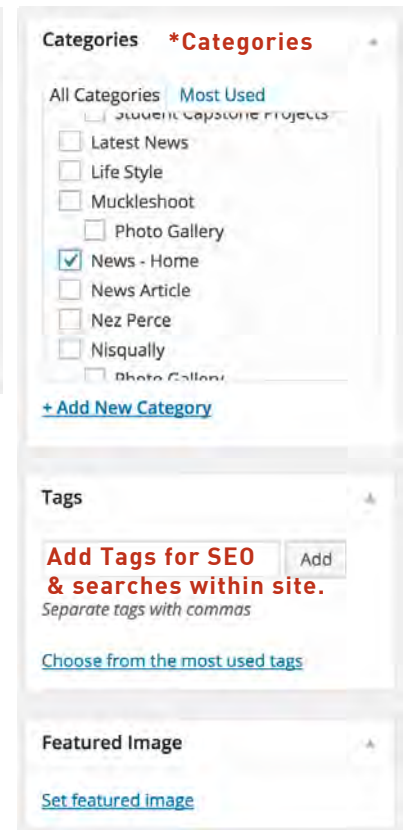
ADDING A NEW POST

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

Enter title here

Add Media   Visual   Text

B I abc ≔ ≔ " — ≡ ≡ ≡ & ⚋ ▦ GDLR Shortcode ▾ LMS Shortcode ▾ M ▾ RevSlider ▾

Font Family ▾ Font Sizes ▾ Paragraph ▾ U ≡ A ▾ 🛢 ∅ Ω ⅙ ⅚ ↰ ↱ ❓

Enter content here, or use Page Builder below.
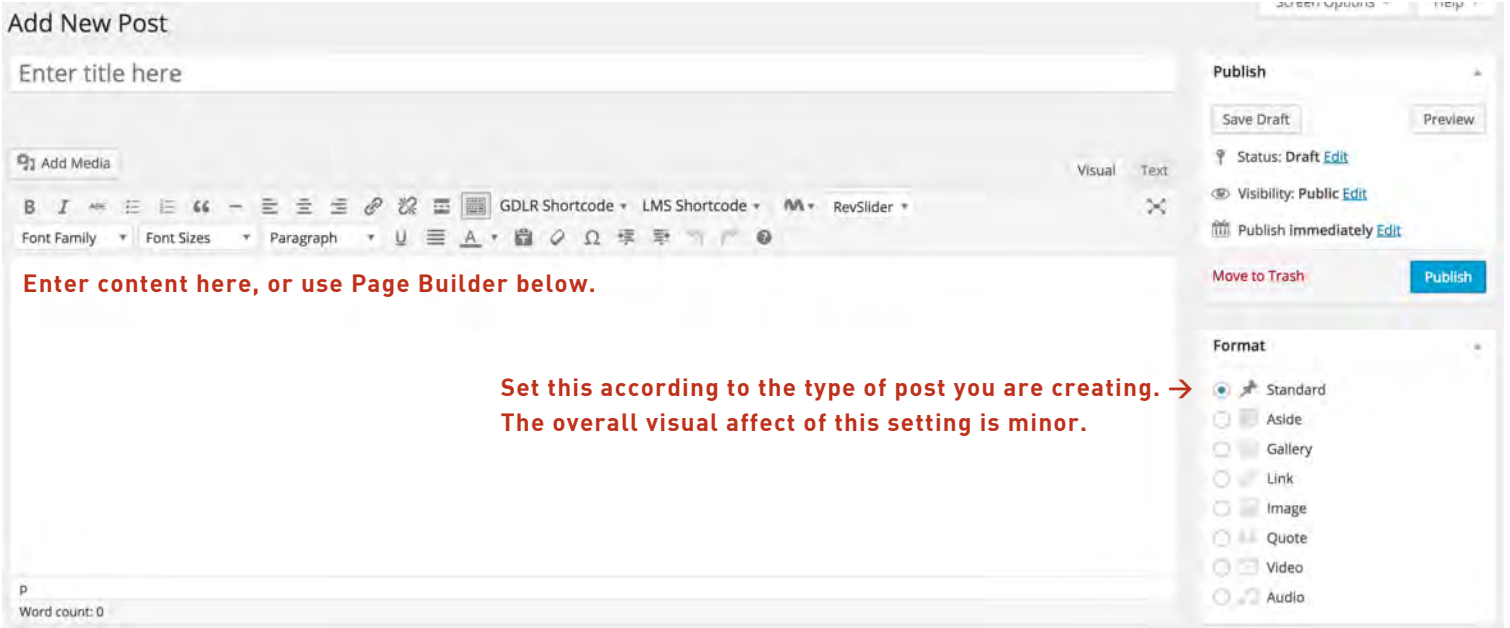
Set this according to the type of post you are creating. →
The overall visual affect of this setting is minor.

p
Word count: 0

Publish

Save Draft   Preview

⚲ Status: Draft Edit

👁 Visibility: Public Edit

🗓 Publish immediately Edit

Move to Trash   Publish

Format

⦿ 📌 Standard
◯ ▦ Aside
◯ Gallery
◯ Link
◯ Image
◯ Quote
◯ Video
◯ Audio

Page Layout

Sidebar Template

| Default Sidebar | Without Sidebar | Both Sidebar | Right Sidebar | Left Sidebar ✓ |

Turn it on here. ↓

Left Sidebar

blog   ≡   **← Select the sidebar you'd like to display.**

Categories *Categories

All Categories   Most Used

☐ Student Capstone Projects
☐ Latest News
☐ Life Style
☐ Muckleshoot
☐ Photo Gallery
☑ News - Home
☐ News Article
☐ Nez Perce
☐ Nisqually
☐ Photo Gallery

+ Add New Category

Tags

Add Tags for SEO   Add
& searches within site.
Separate tags with commas

Choose from the most used tags

Featured Image

Set featured image

*Categories: Selecting proper categories is important. Depending on which categories you select, the post will be displayed throughout the site wherever posts within selected categories are being called. ie: The news items currently on the home page are posts that have, 'News - Home' selected in the categories section. NOTICE: Posts may belong to multiple categories, allowing them to be called in various places throughout the site.

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

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

Add Media   Visual   Text

B *I* ⫶ ≣ ≣ ❝ ─ ≡ ≡ ≡ ⸂ ⸃ ⊞ GDLR Shortcode ▾ LMS Shortcode ▾ M▾ RevSlider ▾   ⤫

Font Family ▾ Font Sizes ▾ Paragraph ▾ U ≣ A ▾ ⬚ ⬚ Ω ⸮ ⸮ ⤺ ⤼ ❓

Enter content here NOTE: Events do not use the page builder.

p
Word count: 0

The Events Calendar

TIME & DATE

All Day Event: ☐   **Set time & date.**

Start Date & Time: 2015-10-14   @ 08 ⬍ 00 ⬍ am ⬍

End Date & Time: 2015-10-14   @ 05 ⬍ 00 ⬍ pm ⬍

Timezone: UTC-7

LOCATION

Without a defined location your event will not display a Google Rich Snippet on the search 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: ▾
State or Province:
Postal Code:
Phone:
Website:
Show Google Map: ☑
Show Google Maps Link: ☑

                       Fill out the remaining fields as you see fit.

ORGANIZERS

Publish

Save Draft   Preview

⚲ Status: Draft Edit

👁 Visibility: Public Edit

🗓 Publish immediately Edit

Move to Trash   Publish

Tags

Add Tags for SEO Add
& searches within site.
Separate tags with commas

Choose from the most used tags

Event Categories

All Event Categories   Most Used

☐ Camp
☐ Class
☐ Gathering
☐ Meeting
☐ Party

+ Add New Event Category

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=PLfOXCtnURNbZjLUyU_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**

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:
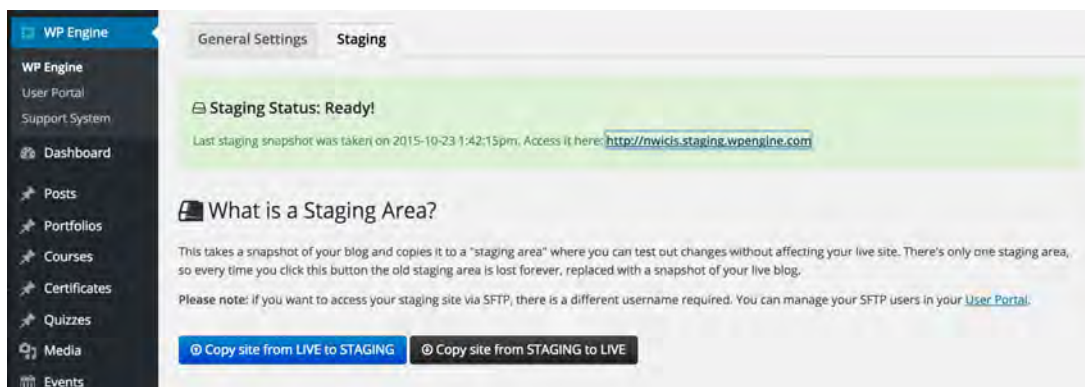
By clicking the link in the green box, you'll be directed to the staged site. When you access the parent site via the WP Engine account, you'll have access to a SFTP account specific to the staged site.
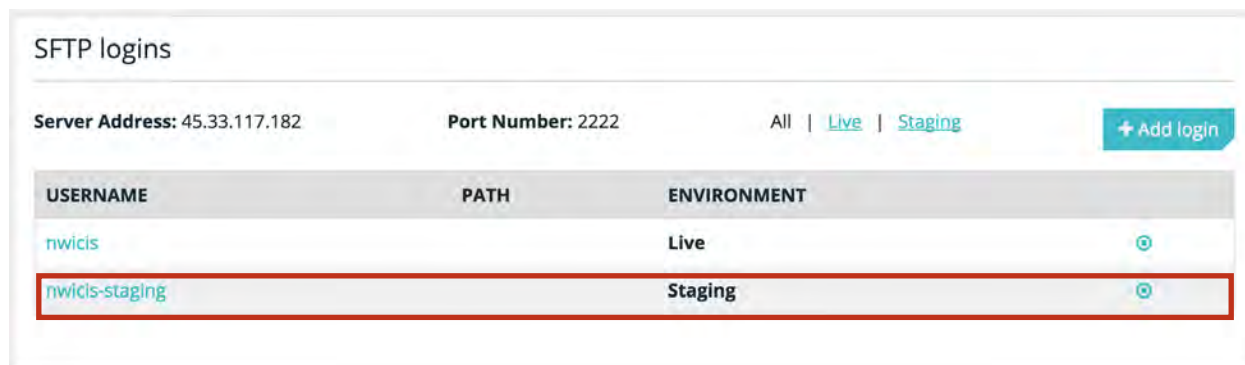
Once you are happy with the staged site and it is ready to be launched, navigate to the staging tab seen above, and select 'Copy site from STAGING to LIVE'. It will take a few minutes, and the changes will be live.

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.

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.

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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.
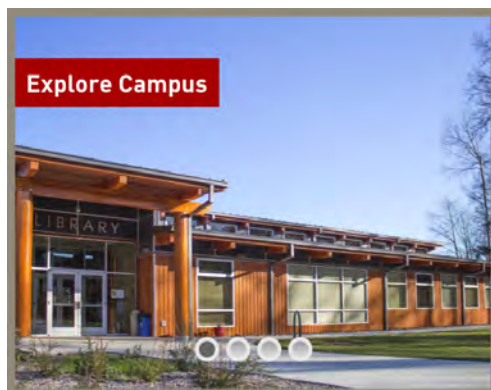
HOMEPAGE SLIDESHOW: 1620 x 1080

INTRO IMAGES: 300 x 123

BLOG FEATURED IMAGE:
434 x 368

FEATURED SLIDER:
704 x 550

STAFF DIRECTORY IMAGE: 200 x 240