



# WORDPRESS HELP-BOOK

Step by step guide for enhancing your WordPress site

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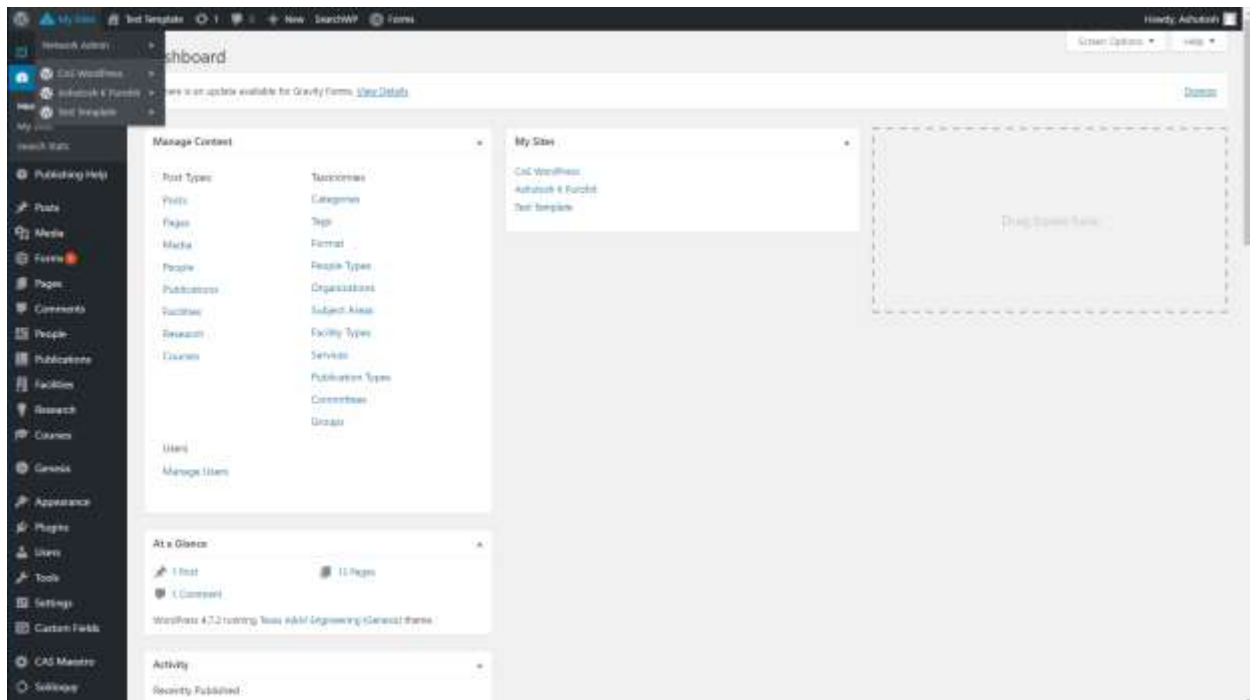
# 1. Introduction

This is a guide to various features that can enhance your faculty website template. Please note that additional resources are also available at our website: <https://sitehelp.engr.tamu.edu>. There is a dashboard menu item called “Video Tutorials” available in your website. We also recommend the Lynda.com video course “WordPress Essential Training” by Morten Rand-Hendriksen. This is available with your NetID login at Lynda.com.

Our HelpDesk can be reached at [wp-engr-helpdesk@tamu.edu](mailto:wp-engr-helpdesk@tamu.edu).

You will login to your site by navigating to the “Log In” link on the front page. Click on the link and enter your NetID and password when prompted.

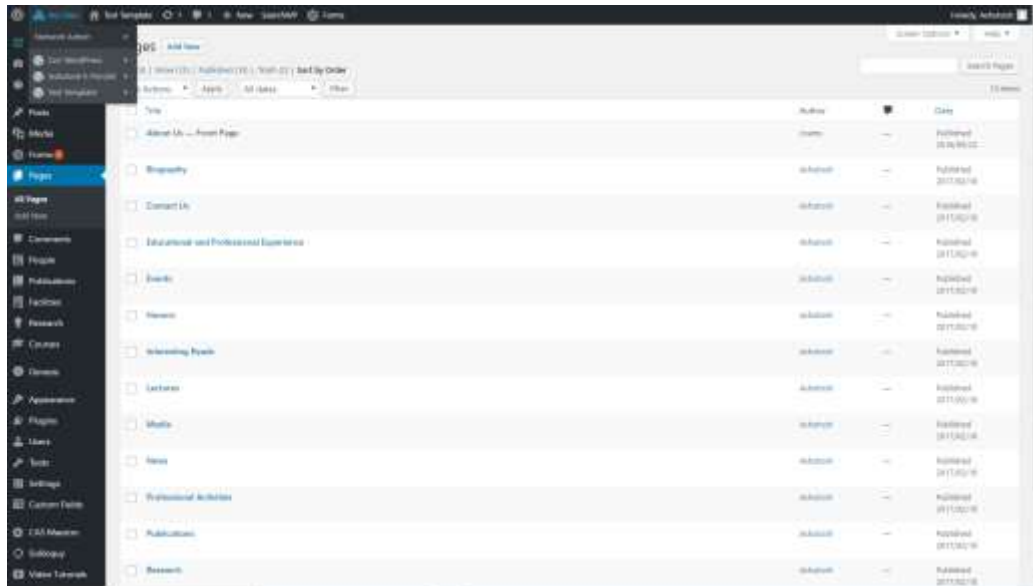
When you are in the dashboard of your website, you get the following view.



## 2. Pages Tab

Content can be added to the site in either a “blog” format using **Posts** or in a website format using **Pages**. We will create website pages by working with **Pages**.

You will see the following view after clicking the “Pages Tab”. Here you can add new pages or modify existing ones.

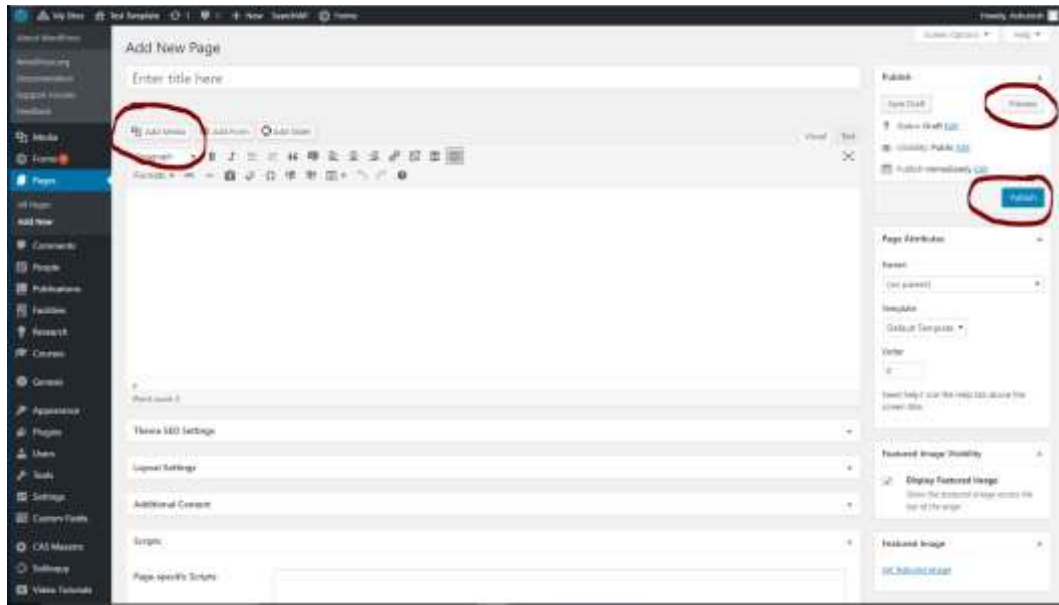


Select “Add New Page”

Here you can add media and text.

We will enter the title as “Home” for this example, but you may enter any name that you prefer. This will become the home page for the site.

You can then use the “Preview” button to view the page that you have created. If you are satisfied with the page created, click on “Publish” to save the changes.



On the dashboard, navigate to **“Settings → Reading”**.

Change the entry under **“Your homepage displays”** from **“About Us”** to **“Home”** (the name of your page).

Click the **“Save Changes”** button.

Navigate back to the Pages menu on the dashboard and select the Home page again.

Add Images and Media

There is more than one way to add media files to a document. We will look at how to add these starting in the document.

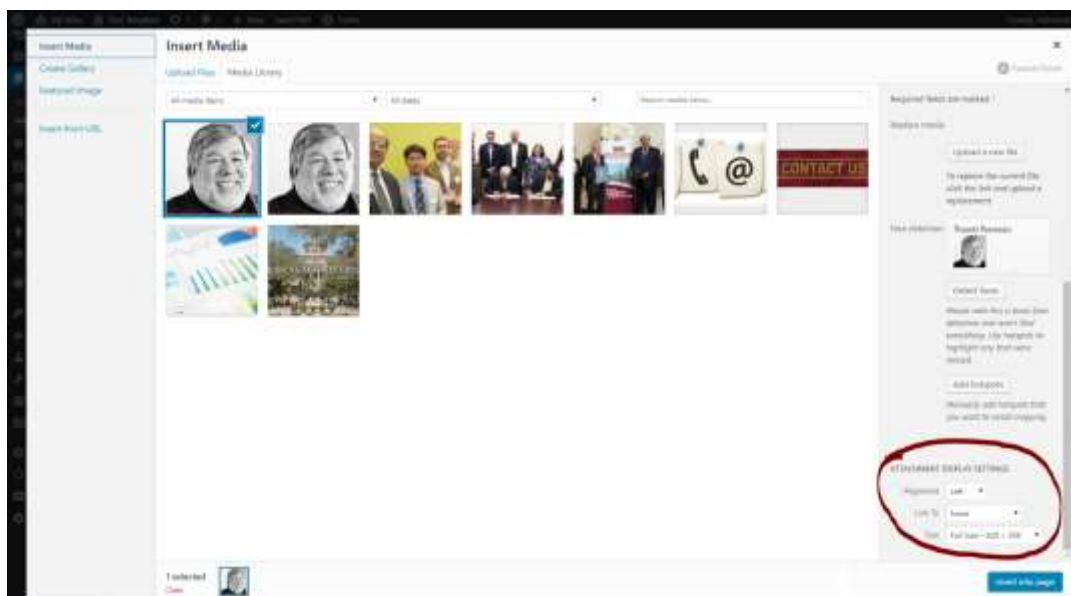
Suppose you would like to add an image to the Home document.

Position the cursor in the document at the point where you would like to add an image.

Select **“Add Media”**

You will see options for **“Upload Files”** or **“Media Library”**. The Upload Files option will allow you to upload new files into the Media Library and place them into the document. The Media Library contains files that have been previously uploaded. You can upload a number of files at once for later use with other documents.

Select **“Upload Files”** and you will get the below view. Drag/ Drop or open the media file to be uploaded from a drive location. If you are uploading photos, you get the below view. Go to the highlighted section and select the appropriate size of the photo that you want uploaded. The quality of the photo uploaded depends on the size you select. Then select **“Insert into Page”** to copy the photo in the page.



### Adding Content to the Page

The editor will allow you to enter written text similar to a word processor like Microsoft Word. Text can be typed and formatted with the use of the toolbars at the top of the edit window. You can control the size of text headers, bold or italicize, add numbered lists, and position text on the screen. Additional menu items can be found under the toolbar toggle button for special characters, indentation, tables, and other options. The menu items are shown in the figure below.



### Insert HTML code into a Page

It's likely that you will need to copy existing HTML code from an existing site into WordPress. This might happen if you had an older site with a page that needs to be transferred to the newer site.

After you create the new page, look on the right-hand side of the edit area for the "Visual" and the "Text" tabs. These two tabs will give you different views of the content you have entered. Visual mode will let you see the text as if it were entered in a word processor. Text mode will let you enter HTML and view the structure of the document.



Copy the HTML code from your old site. Make sure that the “Text” tab is selected in WordPress. Paste the code into the editor and select “Update” to save these changes. You may need to make edits to the appearance of the page.

## Page Attributes

The Page Attributes section lets you select the location of your page within the hierarchy of other pages on your site. If you would like to have one page be the top-level page for several others, then you can set this page as the **Parent** for each of the other pages. In this way, you can control the URL for each of the pages.



## Layout Settings and Screen Options

Each page has a 2-column layout default, which can be changed under the **Layout Settings** control. Select the drop-down menu to see the choices available.



You can also change to a 1-column layout by using the **Screen Options** menu at the top of the page. You have the added benefit of being able to turn on or off any visible options on the page.

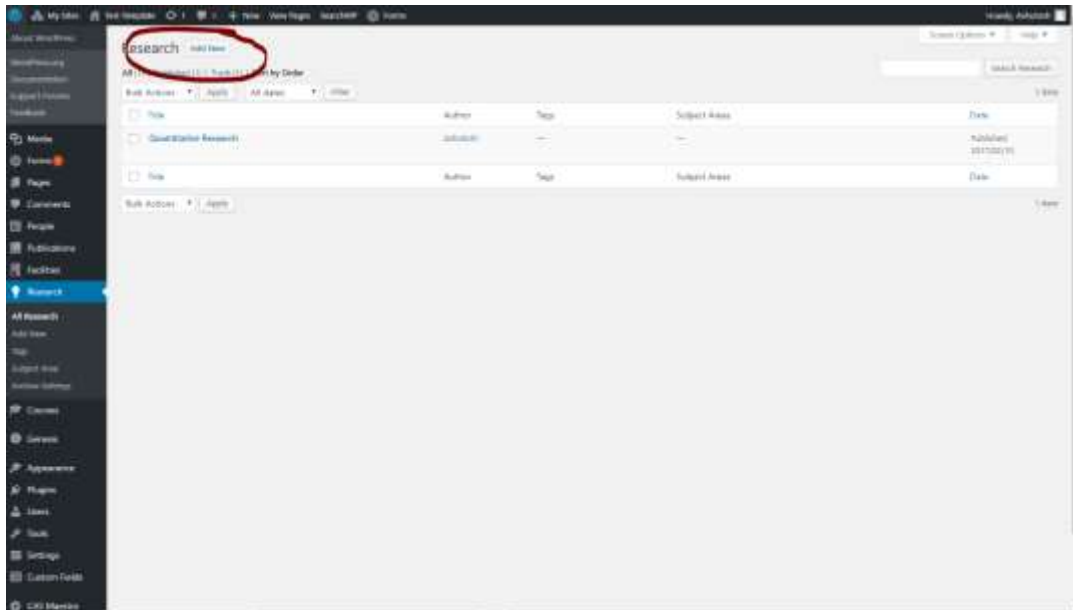
## Other Content Entry Options

There are several featured categories of content that were developed for the model. These are **People, Publications, Facilities, Research, and Courses**. Content can be added and organized without having to create and format web pages.

Here is an example with the “Research” tab.

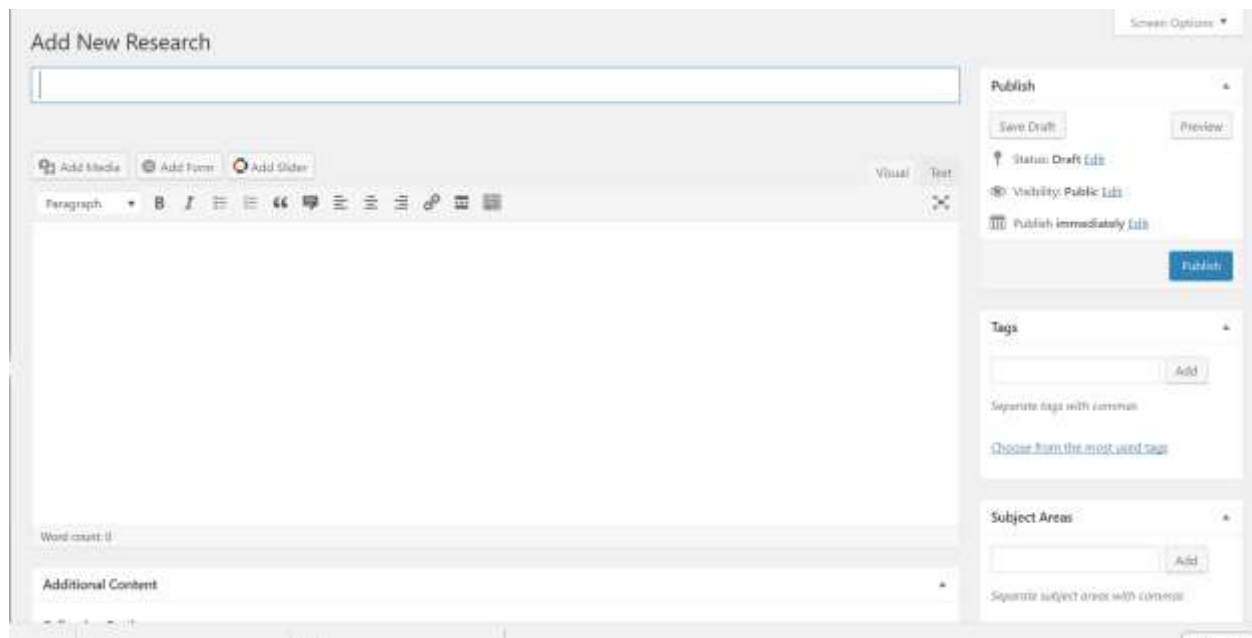
You can add new research titles in a very similar way to how you add Pages.

First, you would select “Add New”.



The next step is to enter the title and description for the research topic. Tags and Subject Areas help to further identify and categorize information. These can be entered and reused from the controls on the right-hand side. Select “Publish” when you are ready to make the page available.





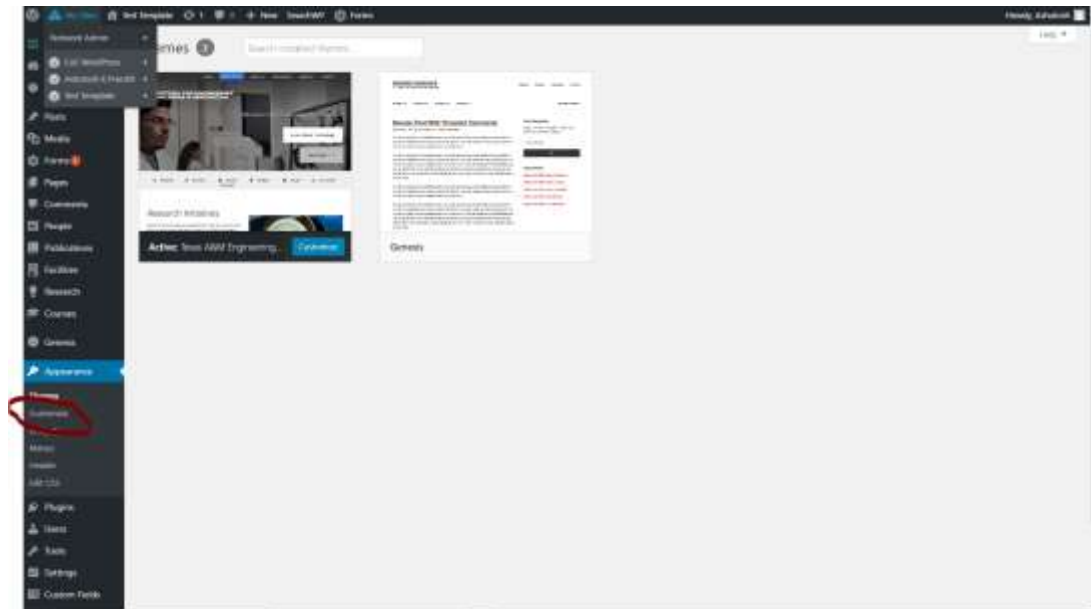
Each of these categories is called a Post Type in WordPress. All of the Post Types operate in the same manner. You enter your content according to the options available and select “Publish” when you are finished. Additional information on other post types is summarized in their sections in this document.

### 3. Appearance Tab

#### 3.1. Customize

You can display other objects on your site along with Page content. These may be headers, menus, and sidebars. These are controlled under the “**Appearance**” dashboard item. The **Customizer** is a visual environment that will let you see changes as you make them and save them when you are ready to make a change.

Under the “Appearance Tab”, select Customize option

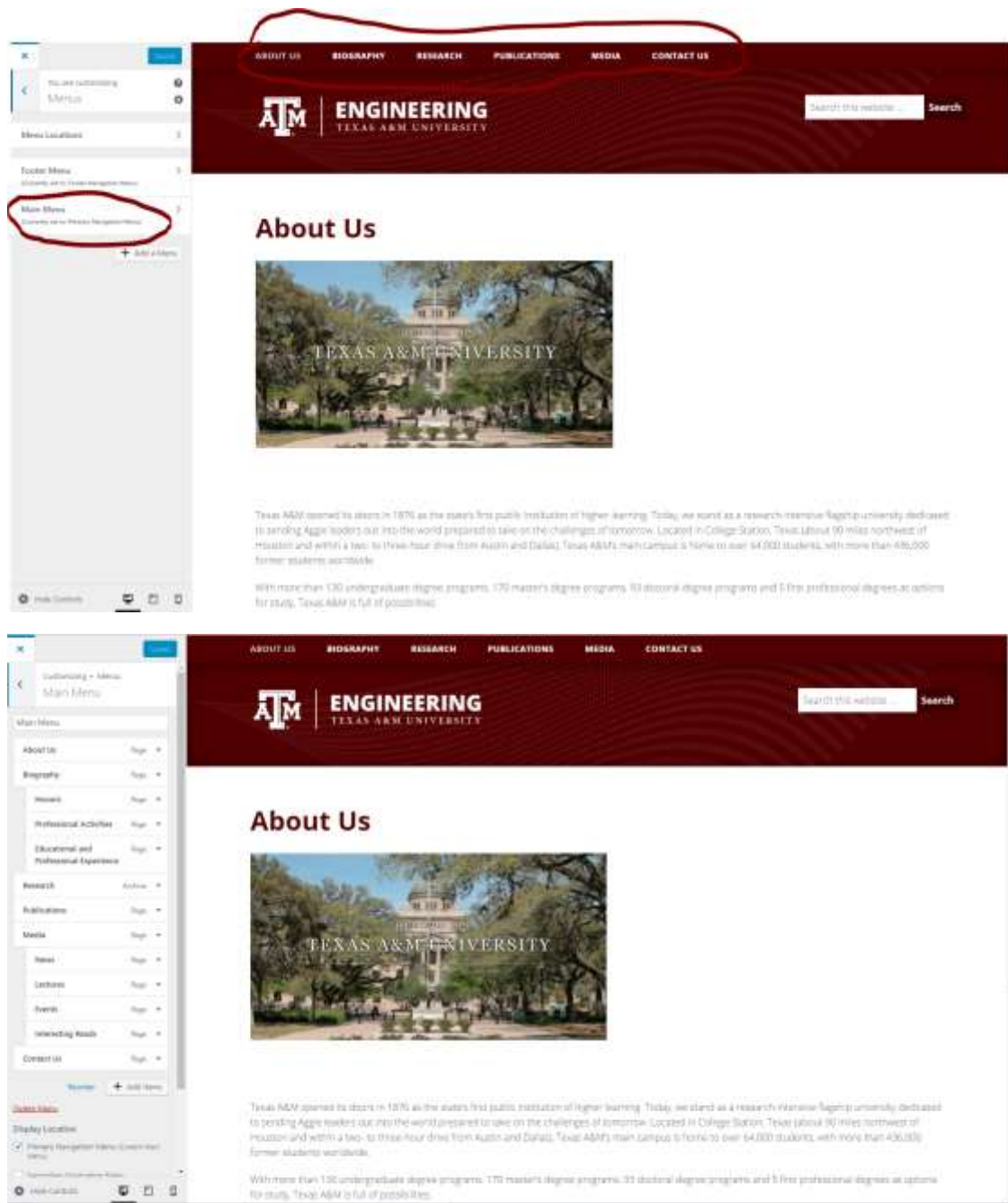


On the following view, you will see a number of choices.



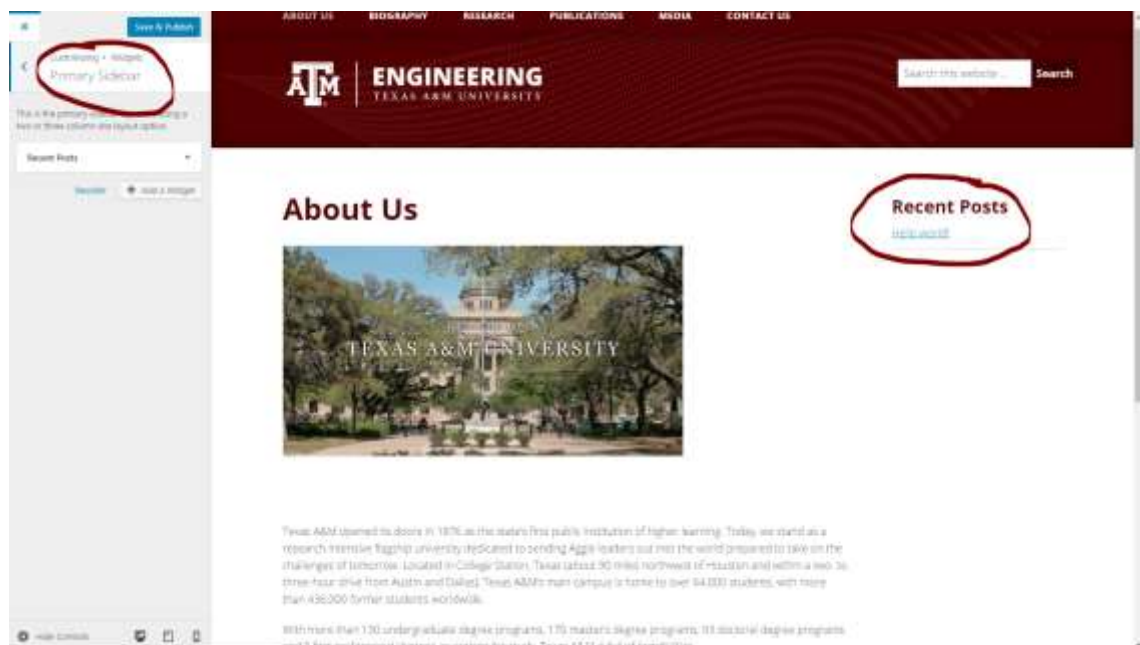
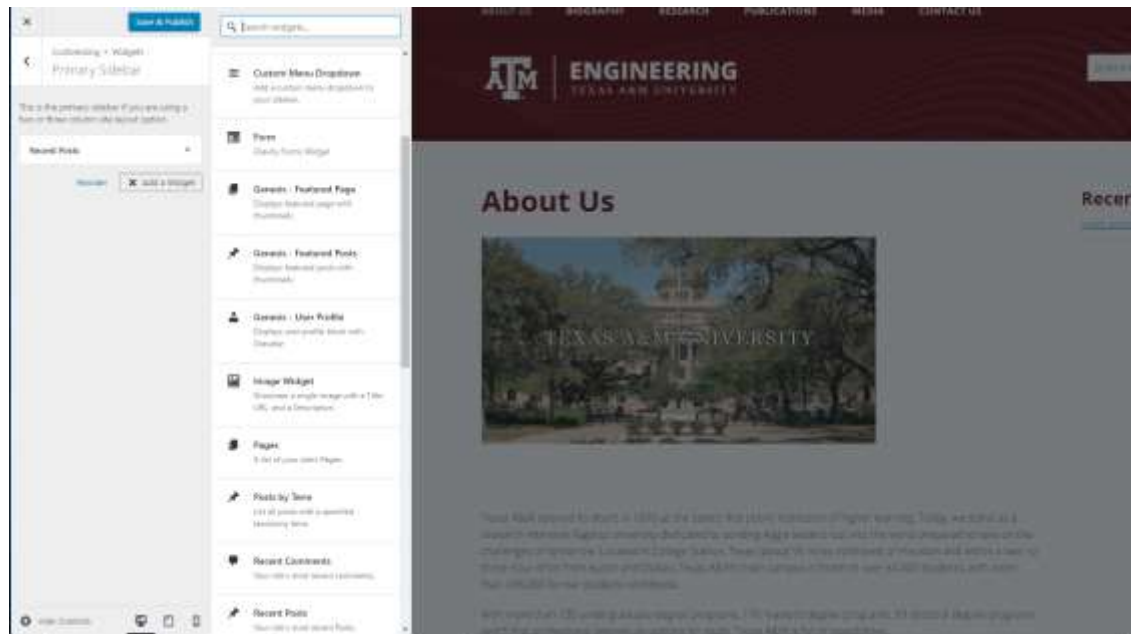
## - Menus

Here you can make changes to the look of your main and footer menus. Note that you can create your own items and subitems on these menus.



## - Widgets

Under the widgets section, you can add the following features. Widgets can be helpful in working with the placement and the items contained within sidebars.



## - Static Front Page

This option is another way to set the front page for the website, with the added benefit that you can see changes before putting them into effect.

**Customizing State Front Page**

- Your theme supports a static front page.
- Front page displays:
  - Your latest posts
  - A static page
- Fixed pages:
  - About Us
  - [Add New Page](#)
- Pixels.aspx
  - [Add New Page](#)

## About Us

Texas A&M opened its doors in 1876 as the state's first public institution of higher learning. Today we stand as a world-renowned flagship university dedicated to sending Aggie leaders out into the world prepared to take on the challenges of tomorrow. Located in College Station, Texas (about 90 miles northwest of Houston) and within a two-to-three-hour drive from Austin and Dallas, Texas A&M's main campus is home to over 64,000 students, with more than 435,000 former students worldwide.

With more than 130 undergraduate degree programs, 170 master's degree programs, 63 doctoral degree programs and 5 Post-professional degrees as options for study, Texas A&M is full of possibilities.

### Recent Posts

[Topic 1](#)

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[Topic 2](#)

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## About Us



Texas A&M opened its doors in 1876 as the state's first public institution of higher learning. Today, we stand as a research-intensive flagship university dedicated to sending Aggie leaders out into the world prepared to take on the challenges of tomorrow. Located in College Station, Texas (about 90 miles northwest of Houston) and within a two- to three-hour drive from Austin and Dallas, Texas A&M's main campus is home to over 44,000 students, with more than 435,000 former students worldwide.

With more than 130 undergraduate degree programs, 170 master's degree programs, 33 doctoral degree programs and 5 first professional degrees as options for study, Texas A&M is full of possibilities.

## - Site Layout

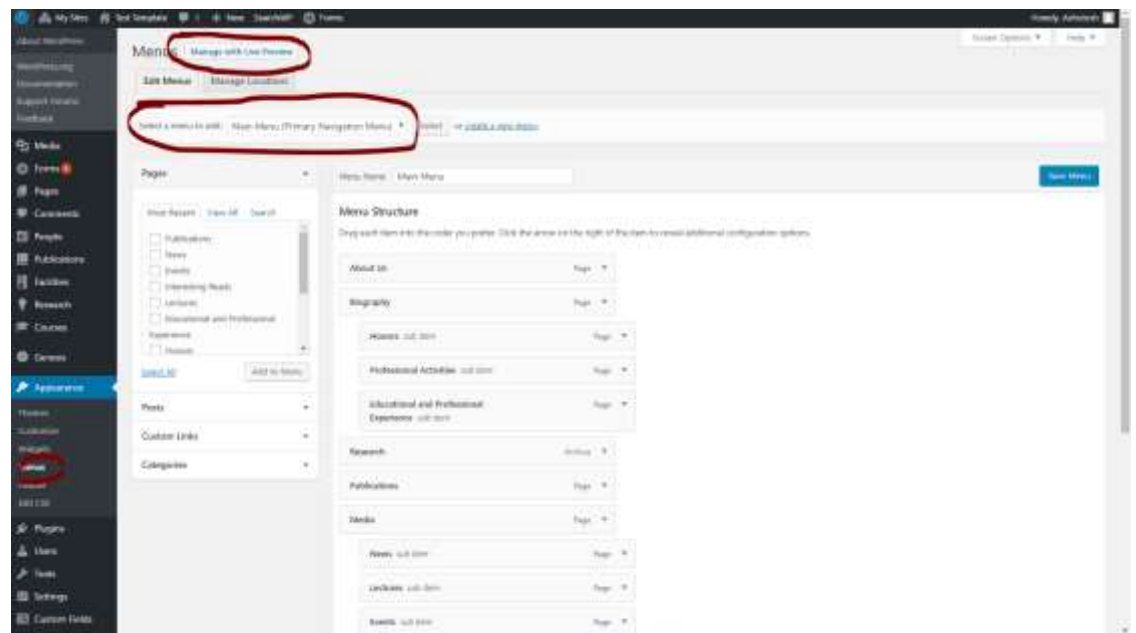
Here you can select from the following options for your site layout. These options give you an idea of site appearance with several available widget options.

When you have made the final changes, select “Save & Publish” at the top left hand corner.

## 3.2.Menus

Under the “Appearance Tab”, select “Menus”. You will get the below view. Here you can make changes to your main and footer menu and save those changes. Menu options can be indented so that they appear as submenus within another menu item.

The default menus are About Us, Research, News, People, and Contact Us. Research and People are built-in and will display any content entered into those categories. Other menus can be created and positioned using the Customizer.





## 4. Publishing Help

Several items in this section were relocated from the WordPress dashboard menu to our resource website located at <https://sitehelp.engr.tamu.edu>. The website can be useful in locating answers for questions about site operation. See the “Working with WordPress” pull-down menu for detailed information.

## 5. Archive Widget Appearance

Go to “Appearance”-> “Customize”. You will get the below screen





Go to “Content Archives” and by default you will get below options and display

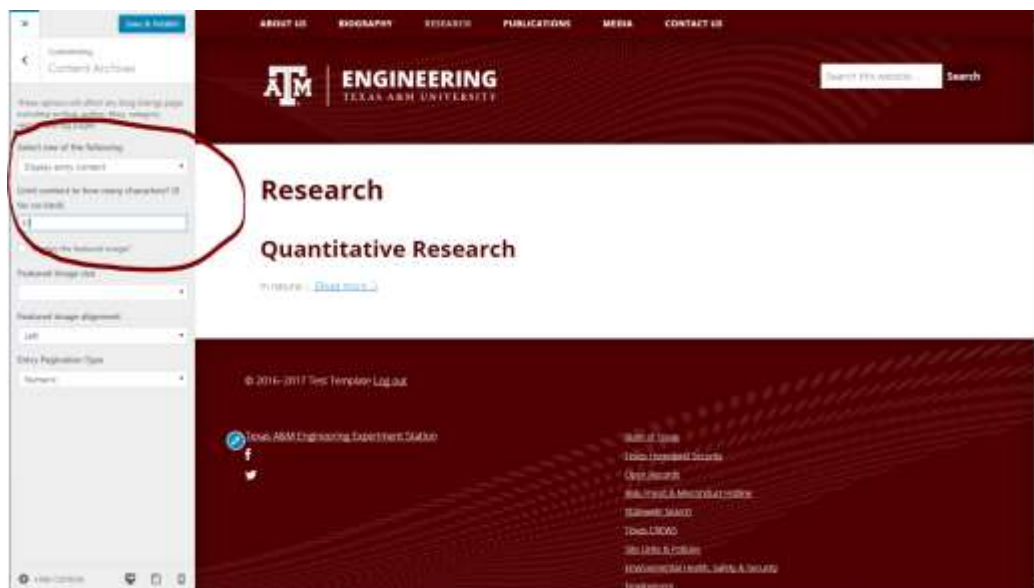




You can change the view with below options



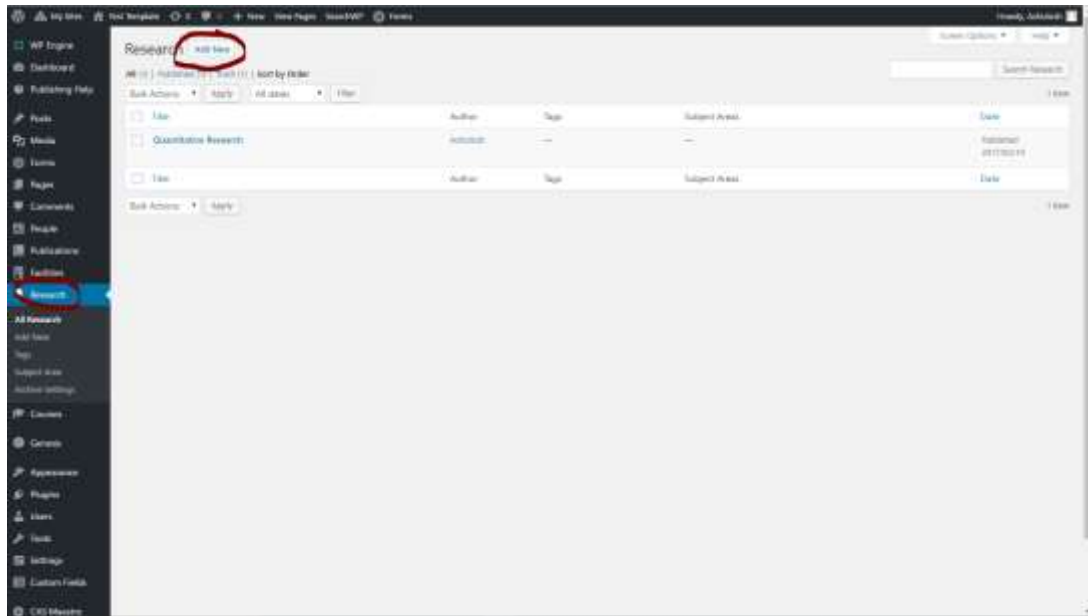
Another view with the following options



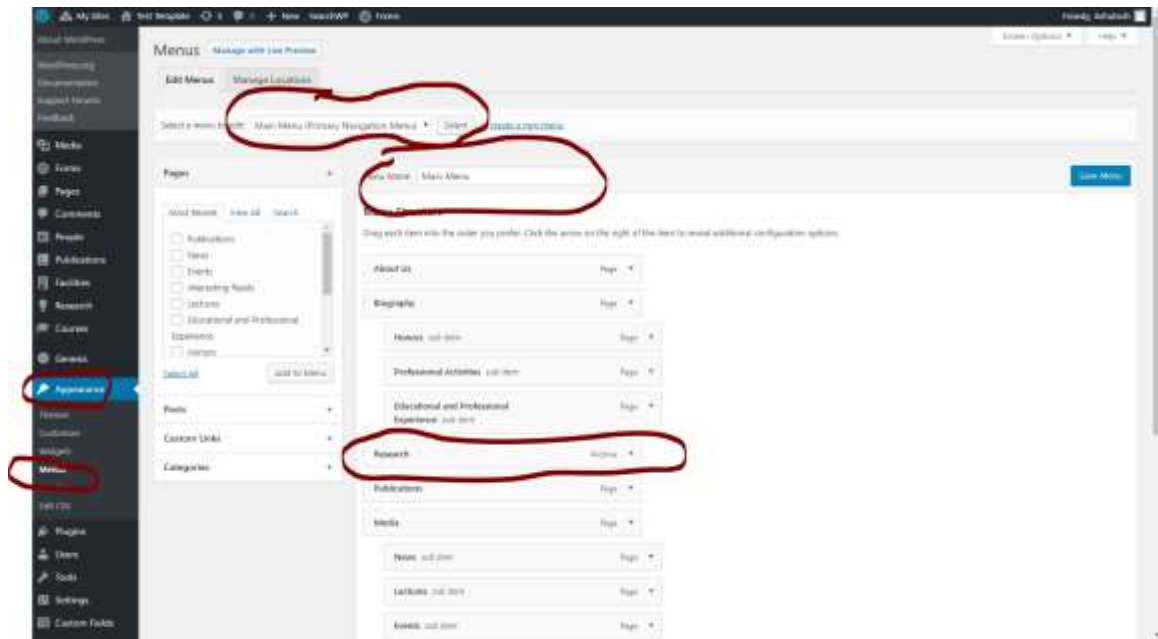
## 6. Research Tab

Under the Research tab you can create research pages and display them on your website

Go to “Research” Tab and “Add New” Research page as shown below



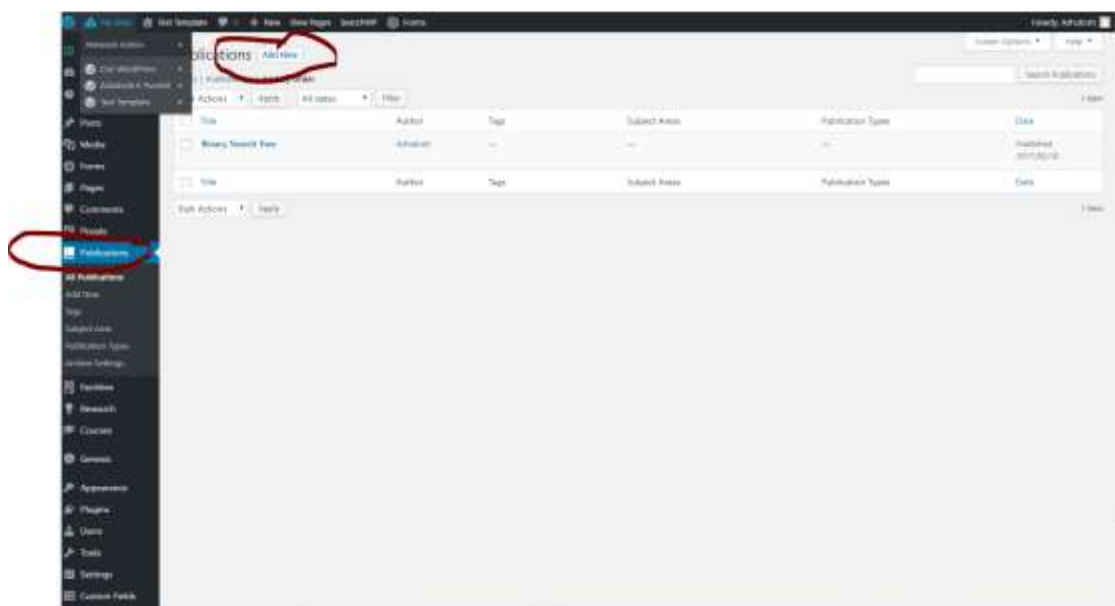
Now go to Appearance -> Menus and you will get the following page. Add the Research option to your Main Menu as shown below



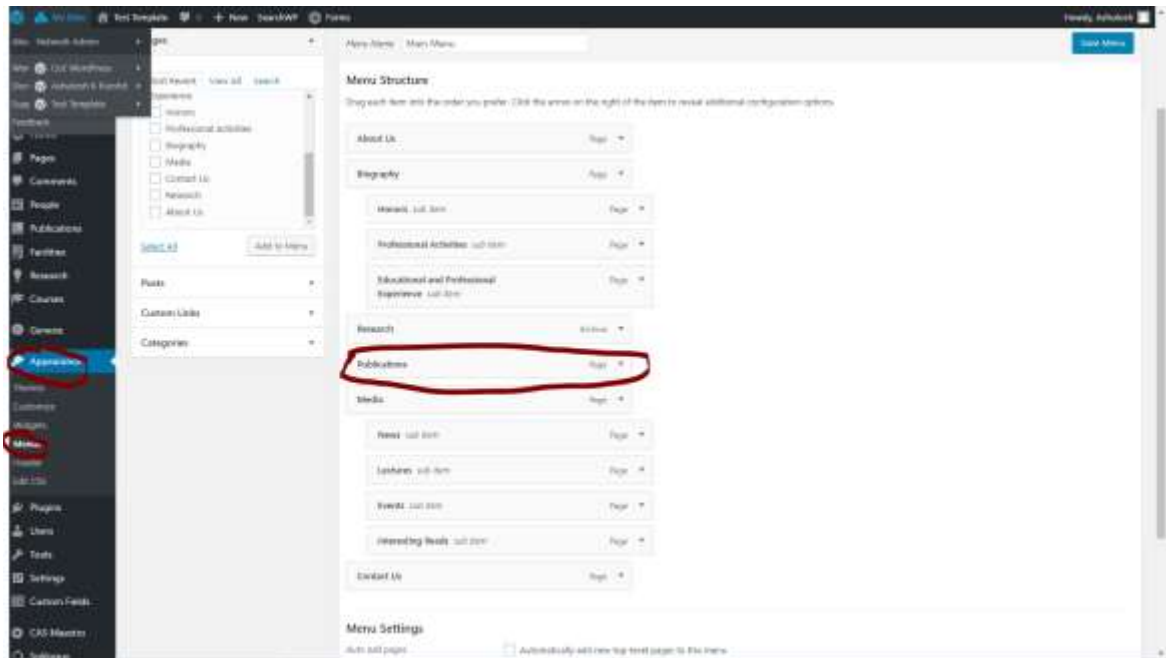
This will display Research Tab on your webpage and clicking it will display all research entries under it

## 7. Publications Tab

Go to your Dashboard and under the “Publications” tab click “Add New” Publications.

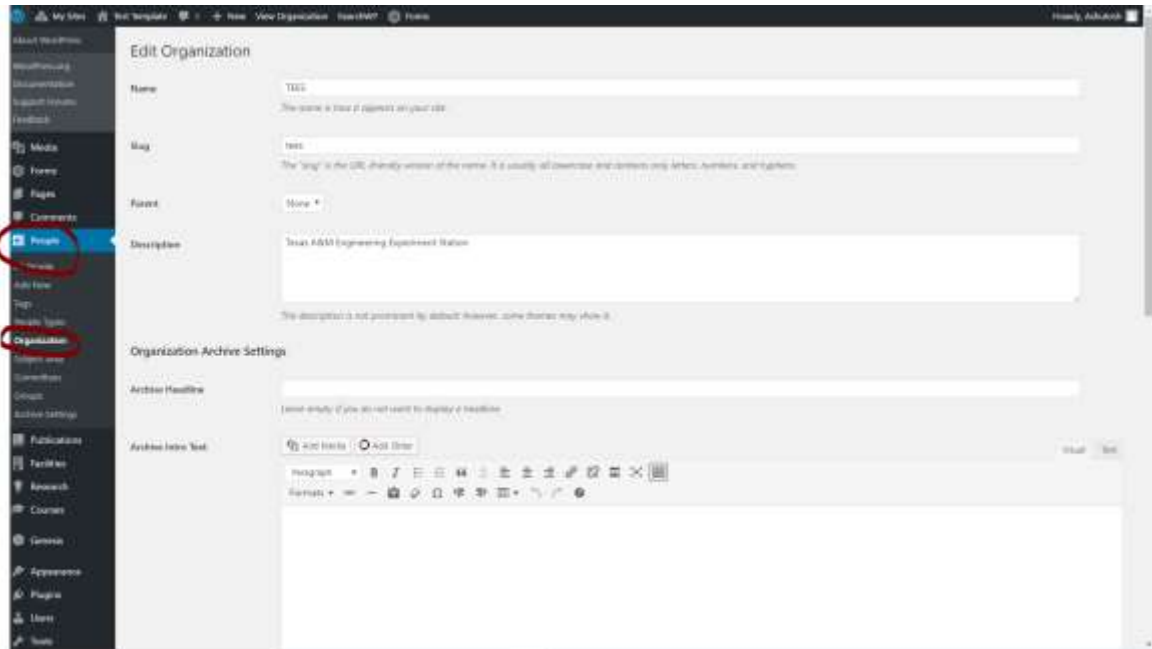


Go to Appearance -> Menus and add “Publications” to your “Main Menu” as shown below. The Publications tab will show up on your website with all the publications that you have added under it.

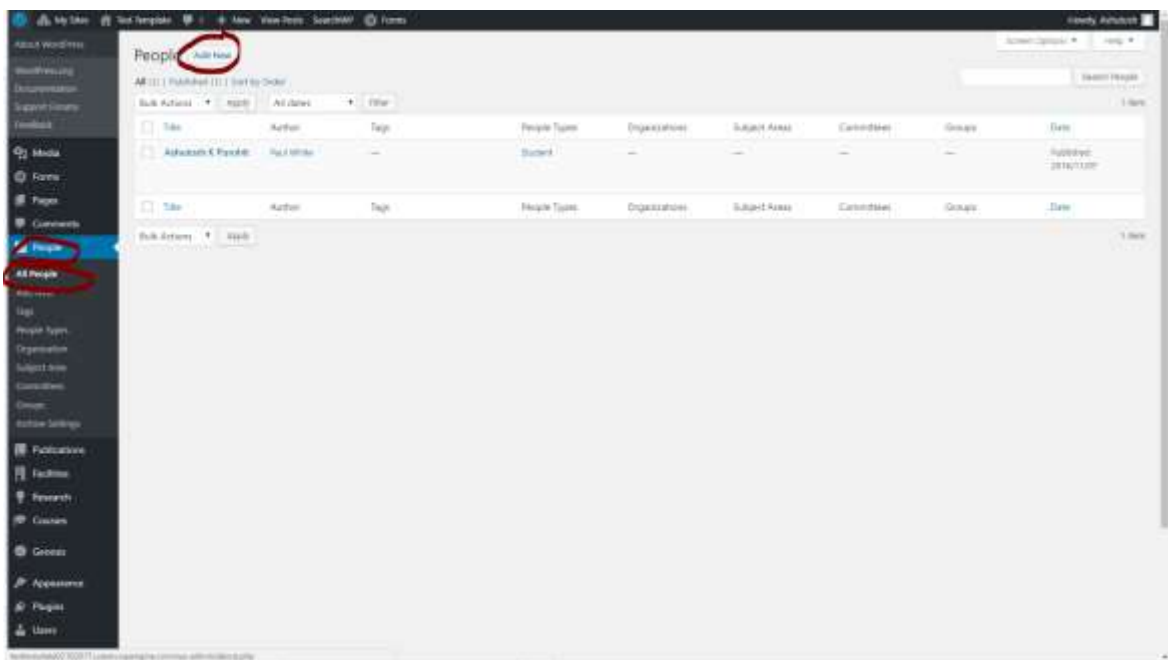


## 8. People Tab

Go to People -> Organization -> Add New and create your organization name as shown below



Now under “People” tab click “Add New” to add a new entity. I have added an entity “Student” as shown below



You can then fill in the details and can even add media to personalize each entity.



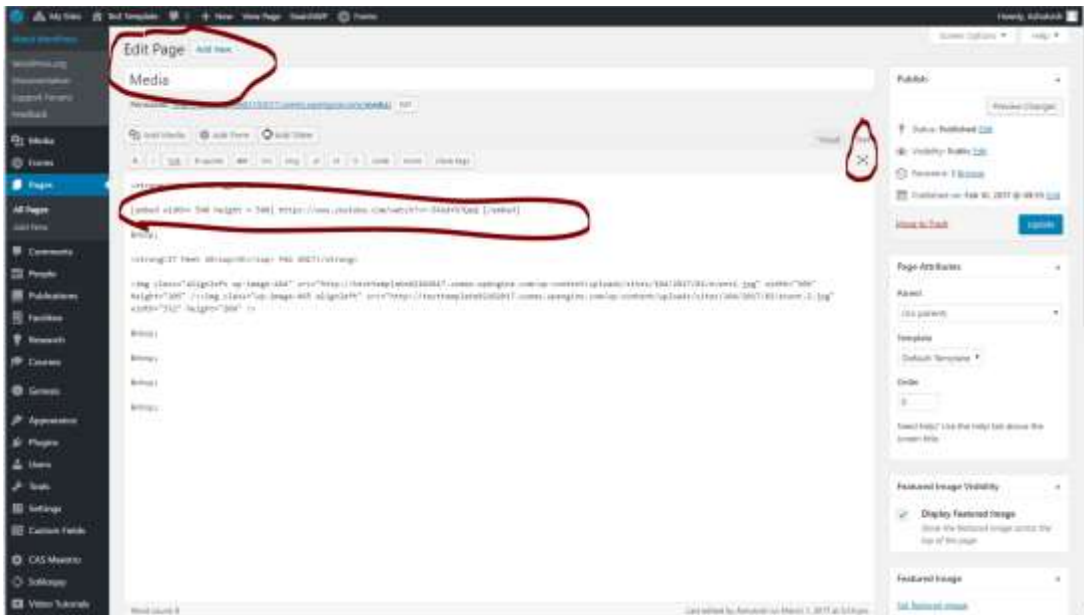
## 9. Short-Codes

These are codes which can help you format the text on your created page or embed photos or videos just by the use of codes.

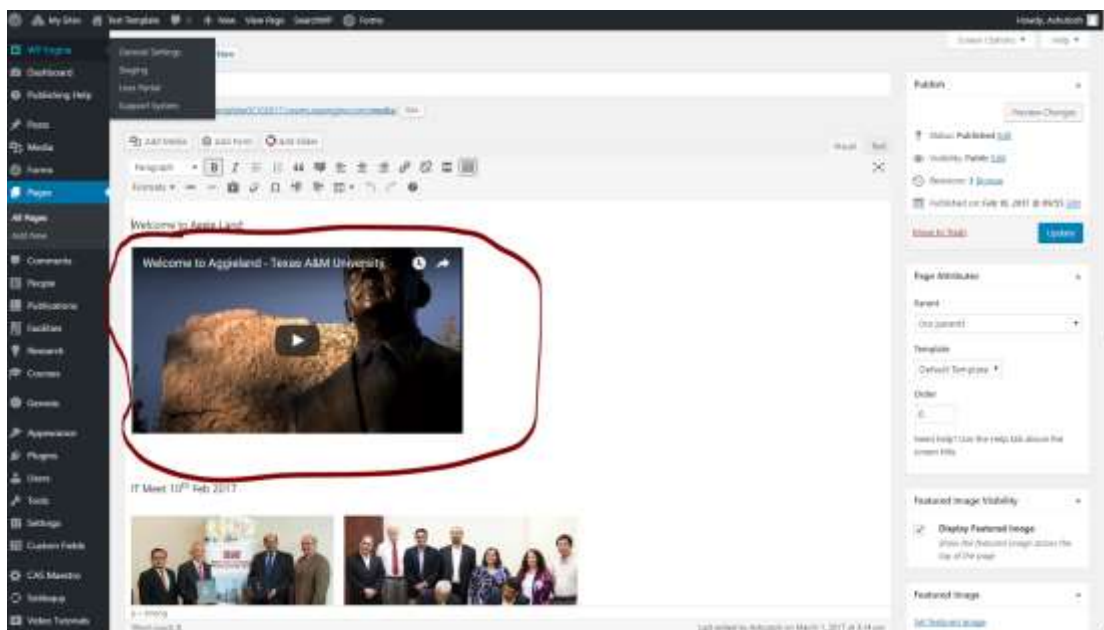
Below is an example of embedding a YouTube video.

Go to your created page and add following code to your “Text Editor”

[embed width = 500 height = 500] video url [/embed]



Now check your “Visual Editor”



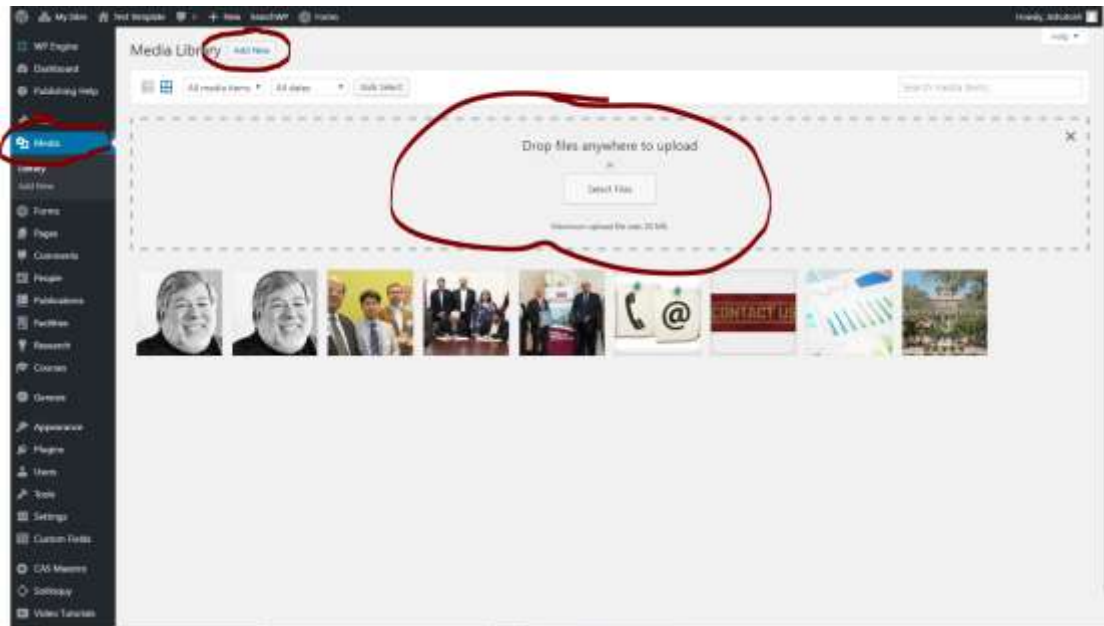
Here is a link to more short codes - [http://mysitemyway.com/docs/Full\\_Shortcode\\_List](http://mysitemyway.com/docs/Full_Shortcode_List)

## 10. Adding Videos

Option 1 – Adding from “Media” tab

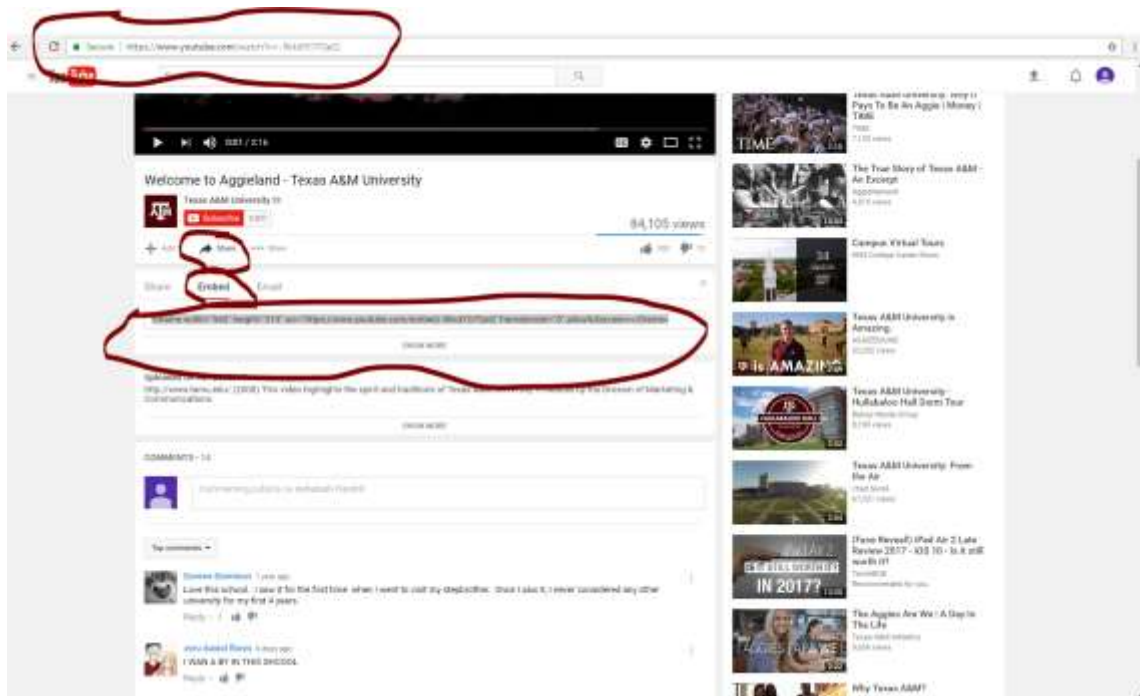
Go to the “Media” tab and click on “Add New”. You can even drag and drop media files if they are saved on your system.



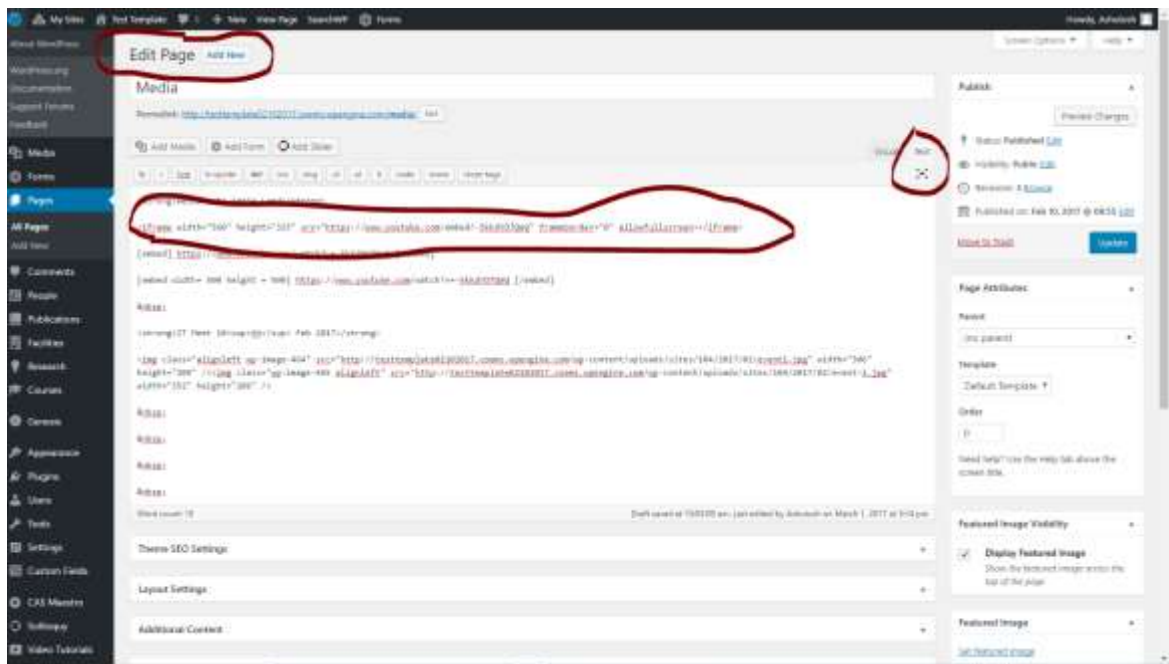


## Option 2 – iFrame

Go to “Youtube” and click on “Share” and copy the link given under “Embed” as shown below

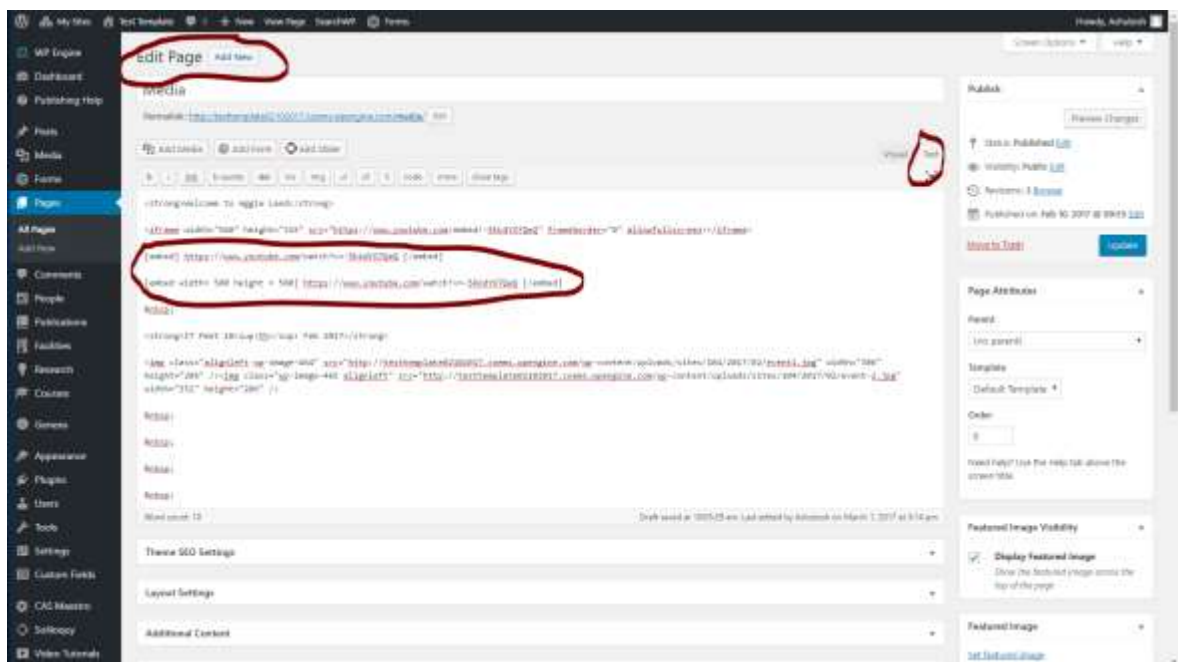


Now copy this link in the text editor of the page where you want to embed the link as shown below

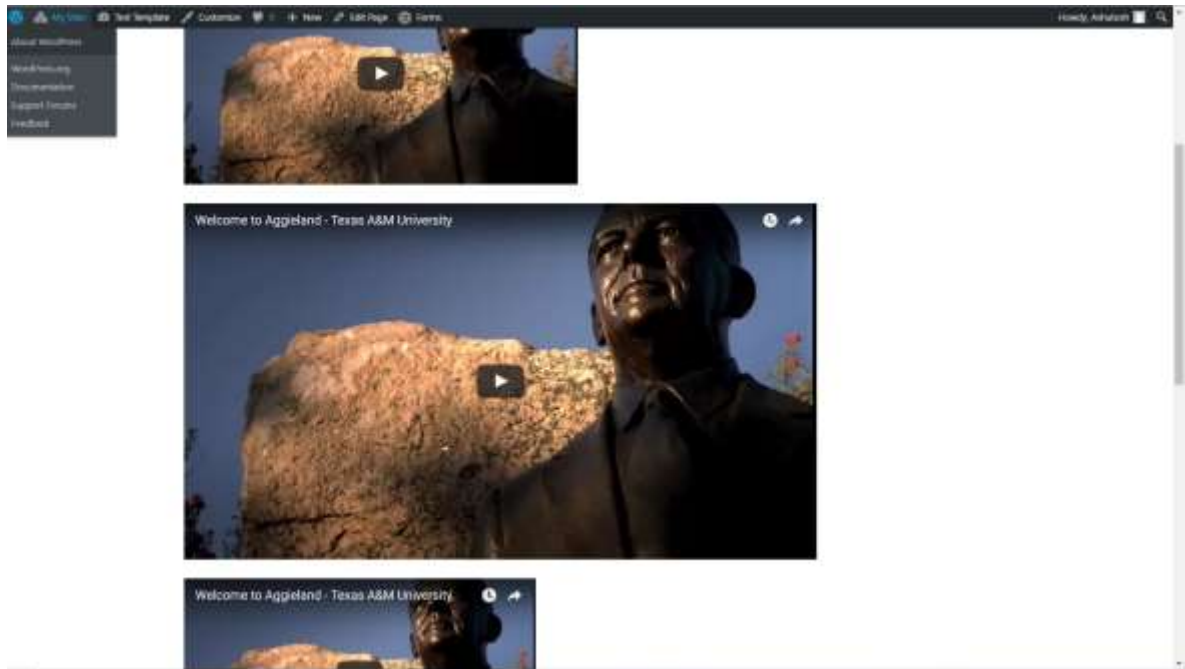


### Option 3 – Embed

In the text editor, you can write a short code as given below. Writing without width and height displays the video in its original size.



Below is a snap of videos embedded using different options.



Following is link for the sites from which you can embed media and the short codes to be used for them - <https://codex.wordpress.org/Embeds>