

Faculty Websites

*Simple Websites
Using WordPress to Manage Content*

**EEE Workshop
Spring 2015**

*Sylvia Bass
Sites and Faculty Websites Administrator
Office of Information Technology*

What is the difference between Faculty Websites and Sites@UCI?

Faculty Websites and Sites@UCI are simple website services offered by the Office of Information Technology. We use WordPress Multisite to host thousands of small websites on campus.

Sites@UCI

Sites@UCI is available to any faculty, staff, or graduate student. Undergraduates can use Sites@UCI if they are added as a member by a sponsoring faculty, staff or graduate student.

Faculty Websites

Faculty Websites are only available to faculty. Sites are created upon request with sample pages and content to make getting started easy.

- **Sites@UCI** - <http://sites.uci.edu>
- **Faculty Websites** - <http://faculty.sites.uci.edu>

Differences	Faculty Websites	Sites@UCI
<i>Who can create sites?</i>	Only faculty	Faculty, staff and graduate students
<i>Media Upload Quota</i>	1 GB	250 MB
<i>Used For</i>	Personal and lab websites	Personal websites, blogs, class websites, event websites, projects, etc.
<i>Initial Setup</i>	Website with static homepage, sample content, and custom menu	Blog with list of recent Posts

What is WordPress?

WordPress is a web content management system. It started out as a blogging platform but has evolved to be a versatile and powerful way to manage content online. It is easy to use and flexible enough to create media and content rich websites. WordPress is open source software, so it is also free, which allows OIT to offer it to the campus as a service.

How To Request a Faculty Website

1. Go to <http://faculty.sites.uci.edu/>
2. Click on the **Request a Website** image on the front page. Please read “Are Faculty Websites Right For You?” to see if the service will meet your needs.
3. Fill out the web form. Choose if you want a personal website or a lab website.
4. Submit the form.
5. This will create a ticket for OIT. You will receive a confirmation and a link to check on the status. We will create the site for you within 1-2 business days.
6. We will send you the site information and links to help documents.

What You Will Need to Begin

When your website is created it will have sample content. You can change the existing content, remove pages, and add new pages.

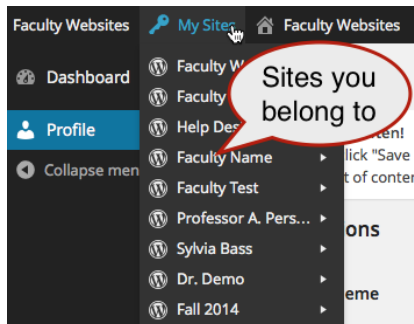
What You Will Need

- An Internet connection
- A current web browser
Chrome, FireFox, Internet Explorer and Safari should all work well. WordPress does check to see if you are using a current web browser and will warn you if your browser needs to be updated.
- Content for your website

Logging into Your Website

A link to login to your website will be sent to you when your account is created. If you forget, you can also try one of these methods.

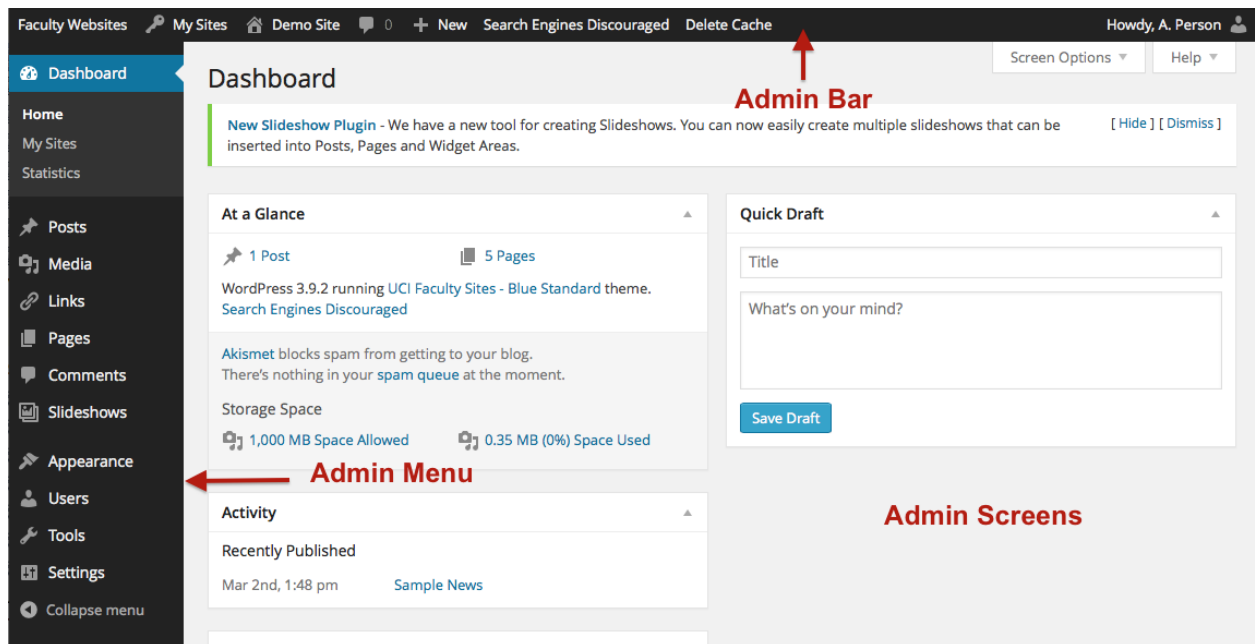
1. Go to your website and look for the login link in the sidebar.
2. Add **/wp-admin/** to end of your website URL. For example, <http://faculty.sites.uci.edu/sitename/wp-admin/>
3. Go to <http://faculty.sites.uci.edu> and login via the link in the footer. After logging in, go **My Sites** and look for your website.



Dashboard

After logging in you will see your WordPress Dashboard. This is the administrative area where you manage your website. This includes the following areas:

- **Admin Bar (top)**
 - A toolbar with shortcuts to many WordPress features including creating new pages, posts, etc.
- **Admin Menu (left)**
 - The Admin menu has all of your tools and configurations for your website. What you see will depend on your role. If you are the administrator for your site, you will see the options below.
- **Admin Screens**
 - This is the area to the right of the Admin Menu where you do all your work.



Pages

Sample Pages

The following pages are pre-created on a new Faculty Website. We have two types of faculty websites: personal and lab websites. They include the following sample pages.

- Home page (both)
- Classes page (personal)
- Curriculum Vitae page (personal)
- Publications page (both)
- Research Projects page (lab website)
- Lab Members page (lab website)
- Links page (lab website)

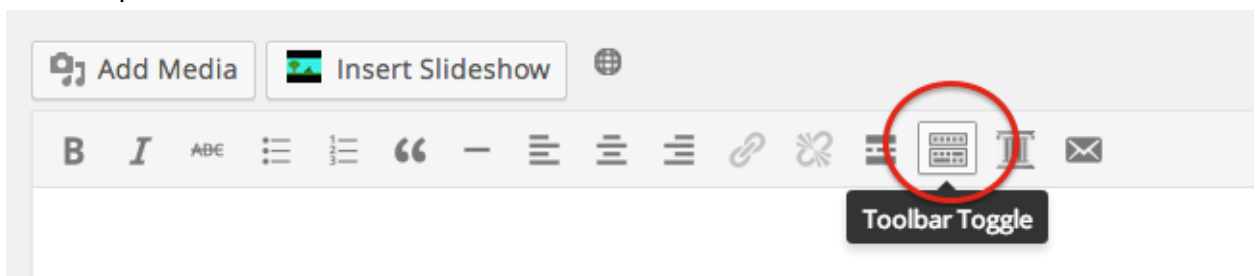
Editing an Existing Page

1. From your website, navigate to the page you want to edit.
2. Click **Edit Page** from the **Admin Bar** at the top or click the **Edit** link in the page.

Note: You will only see the Edit options if you are logged in.



3. Alternately, you can go to the Dashboard and select **Pages > All Pages** to find your page.
4. You can change the **title** of the page in the Title field.
5. You can edit the content in the editor below the title.
6. The body of the page can be formatted by using the formatting toolbar above the content. If you only see one row of tools, click the **Toggle Toolbar** button for more toolbar options.

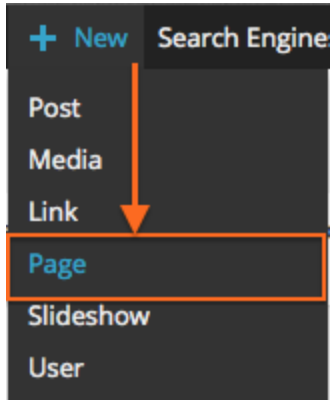


7. Click the **Update** button in the Publish panel to save your changes to the live site.
8. You can use the **Preview Changes** button to see the changes before committing to them. This will open a new tab or window to view the changes. Remember to close the preview to not get it confused what has been published to the live site.

Creating a New Page

In addition to the existing pages, you can create new ones.

1. From the Admin Bar, select **New > Page**.

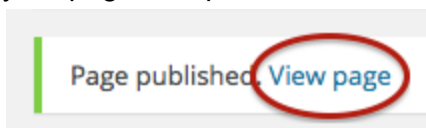


Alternately, you can go to the **Admin Menu** and select **Pages > Add New**

2. Enter a **Title** in the title field.
3. Type or copy and paste your content in the body. Use the formatting toolbar to format your text.

*If you have copied any content from another application or website, the formatting may have been copied too. To remove this, highlight the content and use the **Clear Formatting** button. (Hint: it's in the second row of formatting buttons.)*

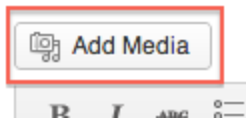
4. Click **Save Draft** to save without Publishing. This will save the content but it will not be live on the website, yet.
5. When you are ready to publish, click the **Publish** button. You should see a notice that your page was published. Click **View Page** to see it live on the website.



Adding Images to a Page or Post

WordPress makes it easy to add images to your pages or posts. While you can upload high resolution images from your digital camera or smartphone, we recommend resizing the image before uploading to make it smaller. This will not only save you storage space, but make your site load faster.

1. Edit a page or post.
2. Place your cursor where you want the image to appear.
3. Click the **Add Media** button.

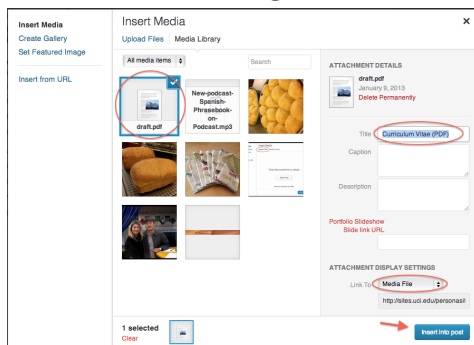


4. Select an image from your Media Library or upload a new image. The image will need to be either a JPEG (.jpg or .jpeg), a GIF (.gif) or a PNG (.png) file to be viewable in a browser. If the image you choose is not your own, make sure you have permission to use it.
5. To upload an image either drag the image in the **Insert Media** overlay or click **Upload Files** and click the **Select Files** button to navigate to the image on your computer.
6. Type a short description of the image in the **Alt Text** field. This will help with both web accessibility (screen readers) and for Search Engine Optimization (SEO).
7. Display Options
 - a. Select the image alignment. This will help the text wrap around the image.
 - b. The image can link to other content. By default it will link to the full size image in an overlay on the published page.
 - c. Choose the size you want the image displayed. You can choose thumbnail, medium, large or full size.
8. Click **Insert into post/page**.
9. You can make small adjustments to the size of the image by clicking the corner of the image and dragging to make it smaller.
10. Click **Update** to see the image on your post or page.

Adding PDF Files

In addition to images, you can add files like PDF, Microsoft Word or Excel to your website for download. The method is similar to adding images.

1. Edit a page or post.
2. Place your cursor where you want the linked file to appear.
3. Click the **Add Media** button.
4. Drag the file in **Insert Media** overlay or click **Upload Files** and click the **Select Files** button to navigate to the file on your computer.
5. In the **Title** field, change the name of the file if needed. It will default to the file name. This is the linked text that will be displayed. For example, instead of “my-cv.pdf”, you can change the Title to “Curriculum Vitae (PDF)”
We recommend adding the file type in parenthesis to let your reader know what to expect. Not all browsers handle external files in the same way.
6. Click **Insert into Page**.



7. Your PDF is now linked and will be available when you publish or update your page.

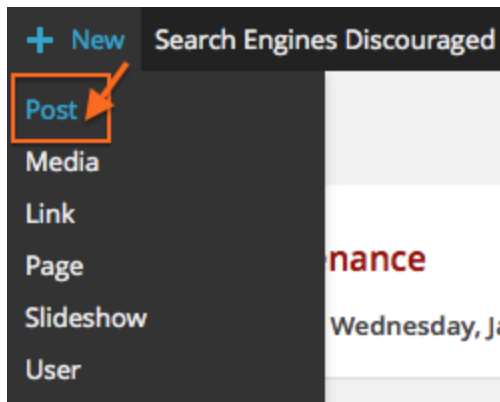
Using Posts for News

WordPress started out as blogging software displaying posts in reverse chronological order on the front page. Posts include an author, a publish date, and the ability to organize using taxonomies which include categories and tags.

In Faculty Websites we use posts as a way to create news items. We display the news posts on a special page called News. To update the News content, you create and publish new posts instead of editing the News page. The News page just acts as a display for recent posts.

Creating a News Post

1. From the Admin Bar, select **New > Post**



2. Type a title in the Title field
3. Type or copy and paste your content in the body. Use the formatting toolbar to format your text. If you have copied any content from another application or website, the formatting may have been copied too. To remove this, highlight the content and use the **Clear Formatting** button. (Hint: it's in the second row of formatting buttons.)
4. **Create** or **Choose** a Category in the Category panel. (Optional). Using categories allows you to organize your posts.
5. Create or choose a Tag. Tags are a free form way to organize or label content. They are similar to the hashtags used in Twitter, Facebook and other social media.
6. Click **Save Draft** to save without Publishing. This will save the content but it will not be live on the website, yet.
7. When you are ready to publish, click the **Publish** button. You should see a notice that your post was published. Click **View Post** to see it live on the website.

Editing Information in the Sidebar

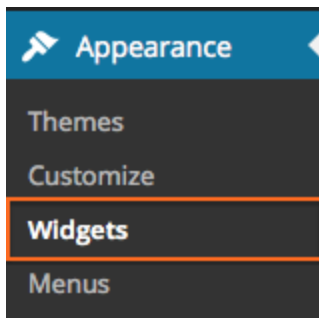
When your website was created it included a sidebar which includes:

- Contact Information
- News Feed
- Links
- Site Tools

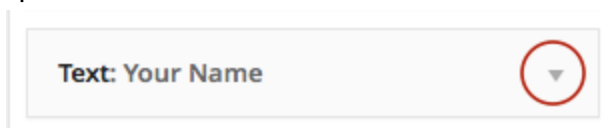
These all use a WordPress feature called a widget. A widget allows you to add content and features in widgetized areas of your theme, which is usually the sidebar but may include other areas depending on the theme.

Editing the Contact Information Widget

1. Go to **Appearance > Widgets**



2. Click the triangle next to the **Text: Your Name** widget. This will expand the text widget options.



3. Replace the sample content with your own contact information.
4. Click **Save**
5. Hint: You can remove the text widget by clicking the **Delete** link in the expanded content.

Recent Posts

The Recent Posts widget is a dynamic list of your recent Posts (News items). This list will automatically update every time you create and publish a new Post. The Recent Posts widget has a few options including how many posts you want to display and if you want to display the date.

1. Go to **Appearance > Widgets**
2. Click the triangle next to the **Recent Posts** widget. This will expand the Recent Posts widget options.

3. Change the number of posts to show.
4. Check the “Display post date?” if you want to display the date.
5. If you have made any changes, click **Save**.

Links

The Links widget displays websites you have linked using the Links tool.

Add a new linked site

1. Go to **Links > Add New**
2. Type in a Name (This is the text that will be displayed.)
3. Type in the Web Address (URL)
4. Select Links in the Categories panel.
5. Click **Add Link**
6. Your new link will automatically be displayed in the Links widget.

Edit or Remove a linked site

1. Go to **Links > All Links**
2. Hover over the link and click **Edit** to edit the link or **Delete** to remove it.

Site Tools

Site Tools is a Custom Meta widget that has a handy link to login and logout of your website. This widget includes some other options or you may choose to remove it.

1. Go to **Appearance > Widgets**
2. Click the triangle next to the **Custom Meta** widget. This will expand the Custom Meta widget options.
3. You can add RSS links to your Posts and Comments, a link to WordPress.org or even add one custom link.
4. If you have made any changes, click **Save**.
5. If you want to remove the widget, click **Delete**.

Other Widgets

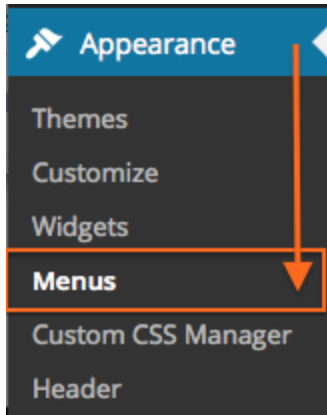
You are not limited to the widgets we supplied, you can add any others from the **Available Widgets** list. You can also add widgets to other widgetized areas of your theme. These will vary with each theme.

Menus

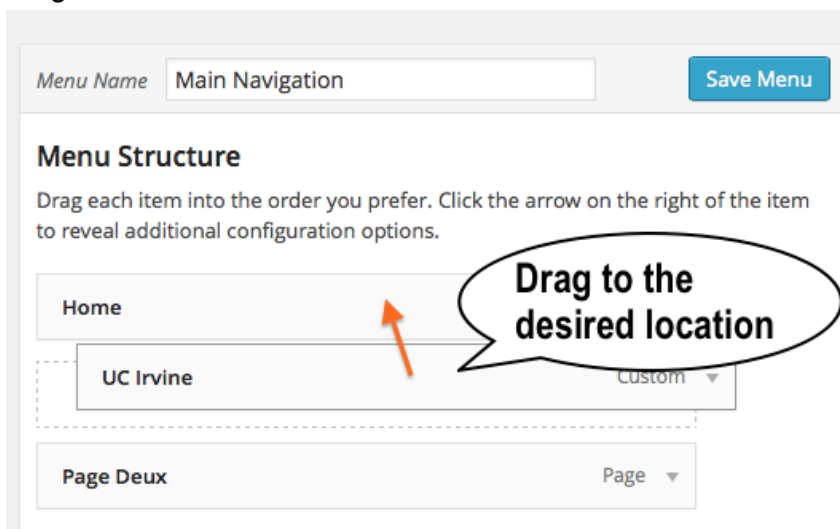
The tabs at the top are your site's Custom Menu. By default, WordPress will list all of your published pages in alphabetical order. We have created a **custom menu** for you. Custom menus allow you more control over the order and the pages or other content that is linked.

Reorder Your Custom Menu

1. Go to **Appearance > Menus**



2. Drag a menu item to reorder it.

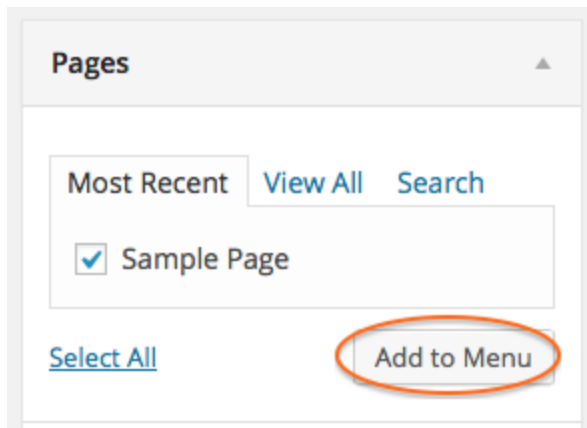


3. You can drag a menu item underneath another one to create a drop-down menu.
4. If you have made any changes, click **Save Menu**

Add a New Menu Item

Note: If you are adding a new page, you need to create and publish the page before it becomes available in the Pages pane.

1. In the Menu editor, click on a Page in the **Pages** pane.
2. Click **Add to Menu**



3. The new page will be added at the bottom.
4. Drag it to the desired location.
5. Click **Save Menu**

Remove a Page

1. Click the triangle next to the menu item
2. Click the **Remove** link
3. Click **Save Menu**

Edit a Menu Item

1. Click the triangle next to the menu item
2. The **Navigation Label** is the text that is shown. If your page name is too long, you can change the Navigation label. The Original label will be shown to help you keep track of the Page it is referencing.
3. Click **Save Changes**

Themes

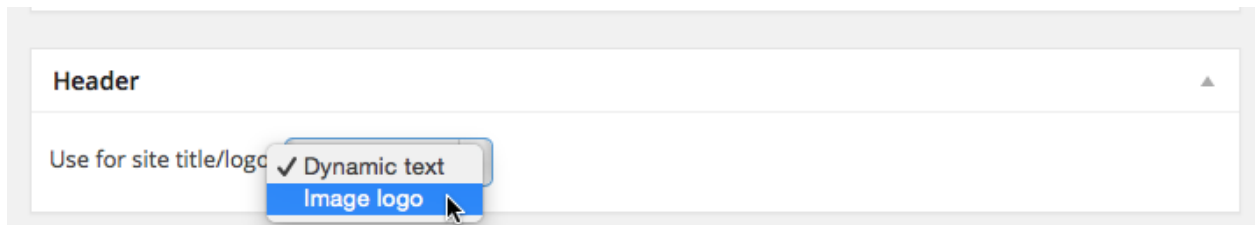
One wonderful feature of WordPress is the separation of content from the design. This allows you to change themes without having to redo your website. We have more than 20 themes available on Faculty Websites. You can change the theme completely or customize the theme you have. All of the themes we provide include the following features:

- Search
- Custom headers
- Custom menus
- Widgetized areas

Changing the Logo (Genesis UCI Theme)

The new default theme (Genesis UCI) uses dynamic text in the header by default. If you want to place a logo as a header image, follow the steps below.

1. Go to **Genesis > Theme Settings**
2. Go to the Header panel and change the drop down menu to **Image Logo** from Dynamic text.



3. Click **Save Settings** at the bottom of the screen.
4. You can now upload an image.
5. Go to **Appearance > Customize**
6. Expand **Upload Logo** by clicking on the triangle.
7. Click **Select Image** and either choose a logo from your media library or upload an image. The recommended height for logo images in this theme is 75 pixels.
8. You can request a Logo from University Communications at their website:
<http://communications.uci.edu/about-us/index.php>
They can create one that matches UCI's branding.

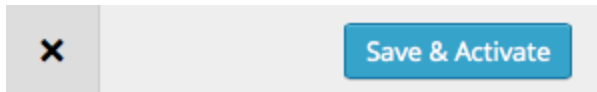
Changing the Header Image (Most themes)

1. Go to **Appearance > Customize** (or **Appearance > Header**)
2. You can upload your own image, remove the image, or select a different default image (some themes).
3. If you have made any changes, click **Save Changes**

Changing the Theme

If you would like to try on a new theme, you can select one we have installed.

1. Go to **Appearance > Themes**
2. Each theme will have a small generic preview. You can also do a Live Preview to see your site's content with the new theme's style.
3. Hover over a theme and click **Live Preview**
4. You can also play with some of the customizations like header image, background, navigation, etc. If you like your site with the new theme and changes, click **Save & Activate**. The new theme will become active on your site. If you do not want to change, click the **X** to return to the theme viewer.



Adding Other Site Members

Another nice feature of WordPress is the ability to add others to help you with the site. You do not need to share your login information. You can now anyone with a UCInetID to assist you.

1. Go to **Users > Add New**
2. Under **Add New User**, type in the UCInetID and UCI Email address of the person you want to add.
3. Choose a Role (This limits what they can do on the site. See below for roles and their capabilities.)
4. Click **Add New User**
(If you know the person has an account on Faculty Sites, you can use Add Existing User.)
5. This will send the person an email invitation to join the site. If he or she does not receive the email, ask him or her to check the Spam folder or contact oit@uci.edu. We can add the person manually if needed.

Roles

Role	Capabilities
Administrator	Can do anything you can to administer the site.
Editor	Can edit any page or post. Cannot change themes or edit the menu.
Author	Can write posts and publish. Can only edit their own posts. Cannot edit or create pages.
Contributor	Can write posts, but not publish. Needs an editor or administrator to help them publish.
Subscriber	Similar to the public. Can view site and comment with their real name.

Making Your Site Public

When you click Publish on a Page or Post, it is available live on your website. Anyone with the URL can see the content. However, by default your website is hidden from Google and other search engines. We do this by design to allow you time to add content to your site. When are ready for people to find it via search, you can change a setting in WordPress.

1. Go to **Settings > Reading** or click the **Search Engines Discouraged** in the Admin Bar.
2. Select “Allow search engines to index this site”
3. Click **Save Change**

***Note:** It can take 4-6 weeks or more for Google to index your site. It is usually much faster, but can take some time. Unfortunately, there is nothing we can do to speed up the process.*

We have more information at:

<http://sites.uci.edu/docs/how-to-make-your-website-searchable-by-google-and-other-search-engines/>

More Help

All of the content in this guide and more can be found on our website.

<http://faculty.sites.uci.edu/help/>

If you have questions or need extra help, contact the OIT Help Desk at (949) 824-2222 or oit@uci.edu. If the person you speak to can't help, a ticket will be created and escalated to someone who can.

A copy of this guide can be downloaded from:

<http://faculty.sites.uci.edu/help/training-guide/>