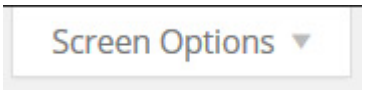
WordPress Website Documentation

Website address: http://www.austincollege.edu
Admin address: https://www.austincollege.edu/ac_login

Login using your Network username and password. Any time you change your Network password, it will also change for the content management system.



Note: There is a button for Screen Options at the top right of the page. If you don't see a particular section, you may need to check the screen options to make sure it is selected. You may also want to turn off some of the screen options that you don't need.

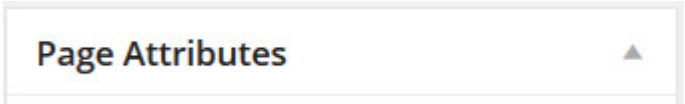
Pages and Posts

Pages and posts display the same and have the same types of features. But, pages become part of the menu structure of the sitemap, depending on the parent page that is chosen. A post displays depending on the category selected and is not part of the menu. A few good examples of posts are staff details, event listings, or news articles.

Pages

To view the pages in the site, click the pages tab on the left menu. This will display a list of pages, depending on your permission settings. You can enter a page you are looking for in the search pages search box, or, if you are the author, you can click on your name to display all of the pages you created. Click the page title to review the page or edit. Or, once you have logged in, you can navigate through the site and click the edit button on any page, to edit that page. From page view, there are simple options below each page that allow you to make a quick edit, move to trash, or preview.

To add a new page, click Add new page under the Pages menu. Enter your page title in the top field. This is the title that will form the link to your page and will show up in the menu. Please avoid using long page titles. After you have entered your title, a Permalink will appear. This link can be edited, but if it is a duplicate title of a page that already appears, there will be a "2" at the end of the link.

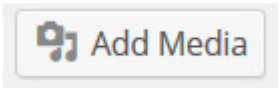


The most important part of setting up a new page is selecting a Parent page. This will provide the location within the menu for the page to reside. After adding a page title, click the dropdown menu under Attributes to choose the page title. Find the section you are working in and choose the page you want your new page to display under. You can also choose the order that your pages will display by entering numbers in the order box. Letters will not work. New pages will default to the end of the menu unless you enter the order number. The order number is easily updated from the Quick Edit option.

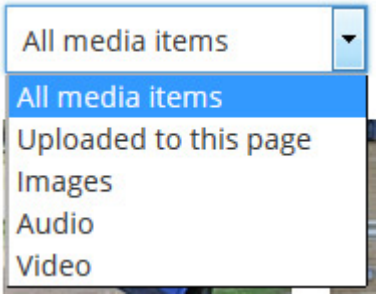
Enter your initial body of text in the text editor at the top. The buttons are similar to those in Microsoft Word. There is a button called Toggle Toolbar which will allow you to view more button options. If you don't see a button you need, click this button for an additional row. Another button that is helpful

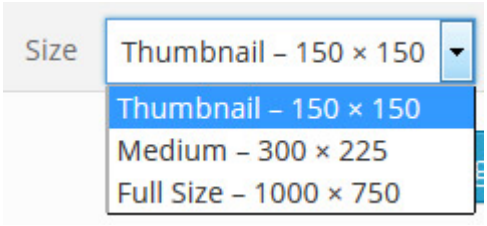
is the Toggle button . This allows you to toggle to full screen for distraction free writing and to view more content. It is not a good representation of how your page will display. You can click the toggle button again to return to the new page.

Entering text will automatically select the default font for the site. If you copy and paste text from a Word document, email, or other source, you may need to highlight the text and select the Remove formatting button . There is also an icon that will let you Paste as Text and will clean up the formatting. There are several heading options to choose from. Heading 3 or Heading 4 are the preferred headings.

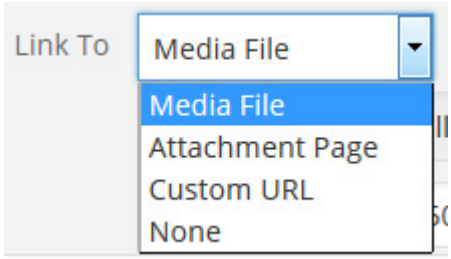


To add an image to any of the content areas, select the Add Media button between the page title and the text editor. This will bring up a screen that will allow you to browse for the image from your computer, or select an image from the gallery or the media library. Any image you select from your computer will be added to the gallery for that page or post. To view the items Uploaded to your Page, select the dropdown menu for All Media Items. The first image you add to the gallery will be the one that displays as a thumbnail in any search results for the site. In some cases, you may want to edit a specific thumbnail image to add to the gallery so that it will display properly. **All images should be properly sized and saved for the web.** Images can also be selected as the Featured Image.



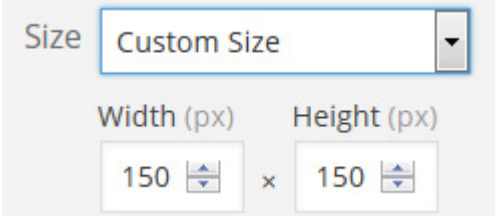


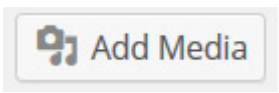
When adding larger images, the system will allow you to insert a large, medium, small, or thumbnail image into your page, depending on the size of your original.



Be sure that your image is not linked, unless you are posting a thumbnail image that would link to a larger image or a logo that might link to another website.

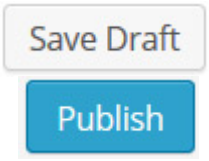
Also, be sure to add a Title to your image for screen readers to provide a description for the visually impaired, required to make our site ADA compliant. When your image is set, click the Insert into Page button. You can edit or delete your image, by clicking on it. When you select the edit option, you can also resize your image by selecting Custom Size from the drop down menu, to help make it fit according to your page setup.



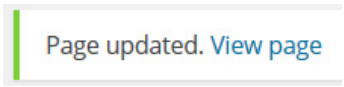


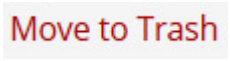
To add media to your page, select the Add Media button on the right of the Upload/Insert option. This will bring up a screen that will allow you to browse for the file from your computer and upload, or select a file from the gallery. Select a word document, pdf file, excel spreadsheet, or powerpoint presentation. Enter the title for the

document in the Title field. This is the text that you want to display as a link to the file. Click the Attachment Display Settings dropdown and select Media File, so that your text is linked to the file you are uploading. Then click, Insert into Page. Be sure your cursor is in the place where you want the text inserted.

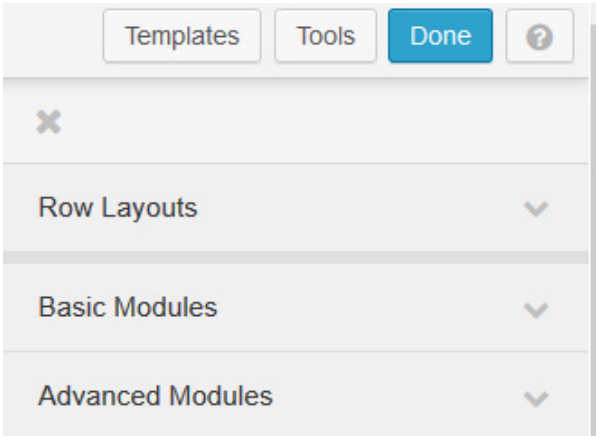


You may save your page as a draft until you are ready to publish the information. A draft page will not show up in the menu structure. When your page is complete, click the Publish button, then View Page when it has finished saving. If you have a page that you no longer want to display on the web, you can select Draft from the Status drop down menu, then click the Update button to save your changes. There is also an option to password protect a page if you are sending the link to a specific audience and do not want the general site visitors to view.



To delete a page, click Move to Trash. 

PageBuilder

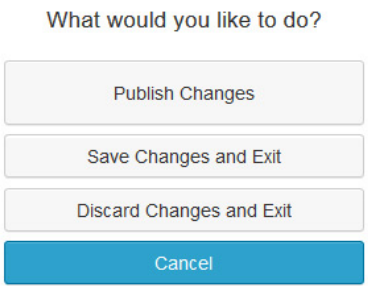


PageBuilder is a plug-in that allows different modules to be incorporated into a page. Once a page is designed in PageBuilder, it should not be returned to editor mode.

To convert a page to PageBuilder, click the PageBuilder button in the black edit bar at the top, or click the PageBuilder tab from the editor.

There are options for different size column containers from the menu at the top right. Modules can be dragged to the desktop to set up. Columns and rows serve as containers for content to be added. The second and third options allow for basic and advanced modules to be dragged to the containers to add text, images, video, or other media.

The text editor is the same as the one in wordpress, although very small. All of the same functions are available.

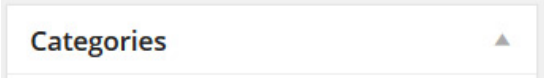


Note: I've had trouble uploading media (images and files) while in PageBuilder, so I usually upload any media I plan to use by selecting the media tab. Then, I go into PageBuilder to place everything I uploaded.

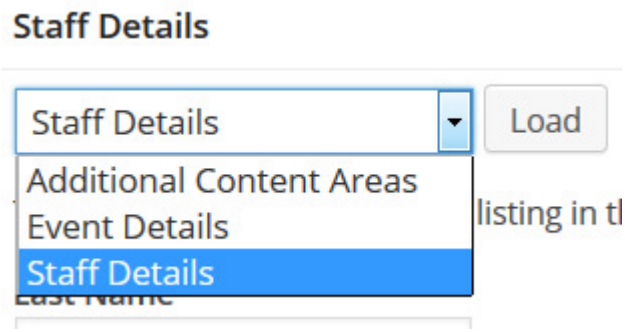
When you are finished editing, you much click the blue Done button at the top right, then Publish Changes, Save Changes and Exit, or Discard Changes and Exit. Then click, OK.

Posts

To view a Post, click the Post tab on the left menu. You can enter a post you are looking for in the search posts search box, or, if you are the author, you can click on your name to display all of the posts you created. You can also navigate to a post and click the edit button. Posts allow the same type of content to display on pages, but **the most important**



thing to remember about posts is to select one or more categories. News posts can also be selected as a category and will auto populate into a news page that refers to that category.



There is a category for **staff directory**. When adding a new faculty or staff post, select the Staff Details from the drop down menu in the Additional Content Area, then click load. This will load a form to fill out with all the staff information. For faculty or staff posts, additional code should be added to the main body of text, specifically for staff posts: **[cft format=0].** Any additional content should go below this code (bio information, responsibilities, class hours, etc.). If a photo is available, it can be added to the left of the code by inserting an image as described in the page section above. **The Office of Human Resources is responsible for Faculty and Staff Posts.**

There may be pages in the website that need to link to multiple items. Instead of adding numerous pages to the menu, one approach might be to create posts for each item, then link these posts to your page. A good example is the Find Your Counselor page: http://www.austincollege.edu/admission/staff/. Each admission staff member has a post that is linked to the page. You'll see that each post has no menu, but users can easily click the Back Button to return to the list.

Forms

You can view forms by clicking on the forms tab on the left menu. This will display a list of all forms created. To add a new form, click New Form. In the pop up box, add the name of your form, a description, and click Create Form.

To add fields, select from the Standard Fields (single line text, paragraph text, etc.) or from the Advanced Fields (name, address, etc.). There are many great options in the advanced fields. Note: Radio Buttons allow users to make one selection (example: gender – male or female). Checkboxes or Multi Select allow users to choose more than one selection (example: hobbies – hunting, fishing, crafts, shopping, cooking, etc.).

One field that is available is reCaptcha. This requires users to enter randomly generated text or numbers to verify that the form is being submitted by a real person and not a web crawler.

After the field is added, you can click the dropdown arrow to enter a Field Label (title), description, check required field or set advanced parameters.

Add fields as needed. To rearrange fields, simply drag and drop. New fields will automatically go to the bottom of the form, but can be dragged to the location needed.

Also, at this time, forms are not submitting with Number fields selected, so please choose Single Line Text for any numbers needed (example: Student ID Number).

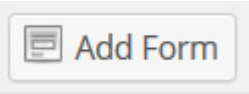
When finished, click the Update Form button.

Next, hover over Form Settings and select Confirmations. Click the Default Confirmation and enter the text you want to appear on the webpage after the user Submits the Form to let them know it was submitted successfully and provide any additional instructions or information.

Note: To set up a confirmation email to reply to the user submitting the form, an Email Address field must be included in the form. (not a single line text field)

Then, hover over Form Settings and select Notifications. Select Admin Notification and fill out the fields appropriately. This sends the email with the form data to the administrator of the form. Click Update Notification at the bottom when complete.

You can add a New Notification if you would like to send an email confirmation to the user who is submitting the form. Additional details can also be included to the user.



Now that your form is set up, code will need to be inserted into a page or post. To add the code to a post, add a new post and enter your form name as the post title. Click the Add Form button. This will load your Gravity Form. Select your form from the dropdown menu and uncheck the display form title, as your Post Title will serve as the title of your form. Click Insert Form and the code will be generated into the post. Select the Category for Forms and click publish. A form in a post will not be linked or displayed as part of the menu in the site. You will need to view this post, copy the url and add the link to the page for users to access the form. Or, you can simply email the url to the users you want to access the form. **Note:** if necessary, edit the permalink (url) to ensure simplicity since it will pick up the name of your post/form. If there is already a form with that same name (Example: Online Registration), the url will have a 2 at the end of the Permalink.

Forms can also be added to new Pages in the same way and will display in the menu of the site, as a Parent Page is selected.

Forms can be added to existing pages, as well. In this instance, you would want to include the Form Title by checking the display form title box when you add the gravity form.

Website Formatting Notes

All phone numbers should be in xxx.xxx.xxxx format.
Always use a.m. and p.m. format.
Always use the calendar icon for dates on forms.
Changed the date on form posts each time they are updated.
Never use “Click Here.” Always hyperlink the words for where the link takes users.
Example: Use **Register Online**, instead of **Click Here** to Register.