Faculty of Science
WordPress Training
Oct. 16, 2019

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Login

Before you can make any changes to your site, you will need to log in.
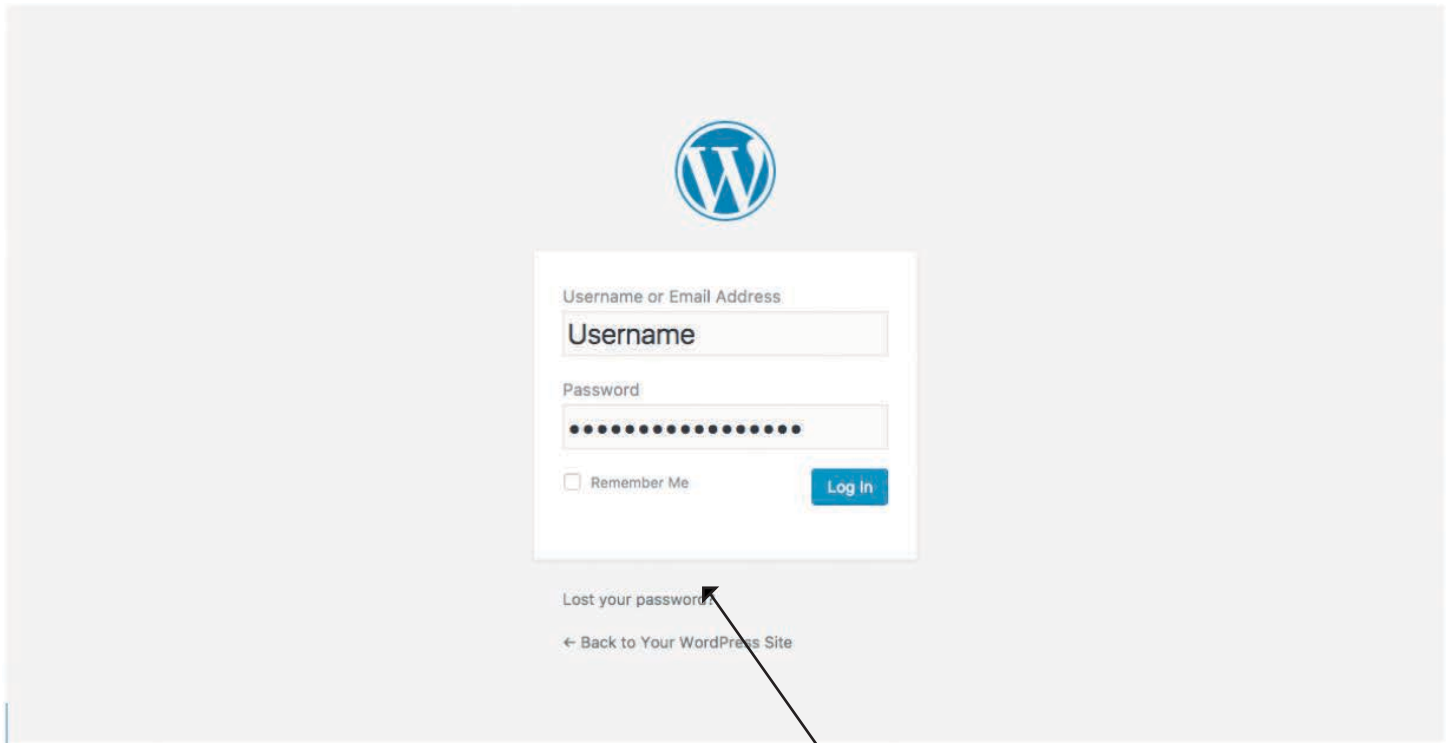
You can login to your Dashboard using either your **Username** or your **email address** associated with your account.

Password
If you've forgotten your password, click "**Lost your password**" and the system will email you another.

The login for your department site is **one of the following** URL domains, choose the appropriate one.

- Faculty of Science - **https://www.sci.umanitoba.ca/wp-admin**
- Department of Chemistry - **https://www.sci.umanitoba.ca/chemistry/wp-admin/**
- Department of Computer Science - **https://www.sci.umanitoba.ca/cs/wp-admin/**
- Department of Statistics - **https://www.sci.umanitoba.ca/statistics/wp-admin/**
- Department of Biological Sciences - **https://www.sci.umanitoba.ca/biological-sciences/wp-admin/**
- Department of Microbiology - **https://www.sci.umanitoba.ca/micro/wp-admin/**
- Department of Physics and Astronomy - **https://www.sci.umanitoba.ca/physics-astronomy/wp-admin/**
- Department of Mathematics - **https://www.sci.umanitoba.ca/mathematics/wp-admin/**
- Science Coop - **https://www.sci.umanitoba.ca/co-op/wp-admin/**

Dashboard

Once you've logged in, the WordPress Dashboard appears. This is your main administration homepage. At the very top of your Dashboard (and across every page) you will see the name of your site in the header area. In the example screenshot below (and throughout this documentation) the site name is Your WordPress Site. This is also hyperlinked to your site's homepage. You will also see the name of the person who is currently logged in (e.g. Jennifer MacRae). Move your cursor over your name to reveal the Log Out link as well as a link to edit your Profile.
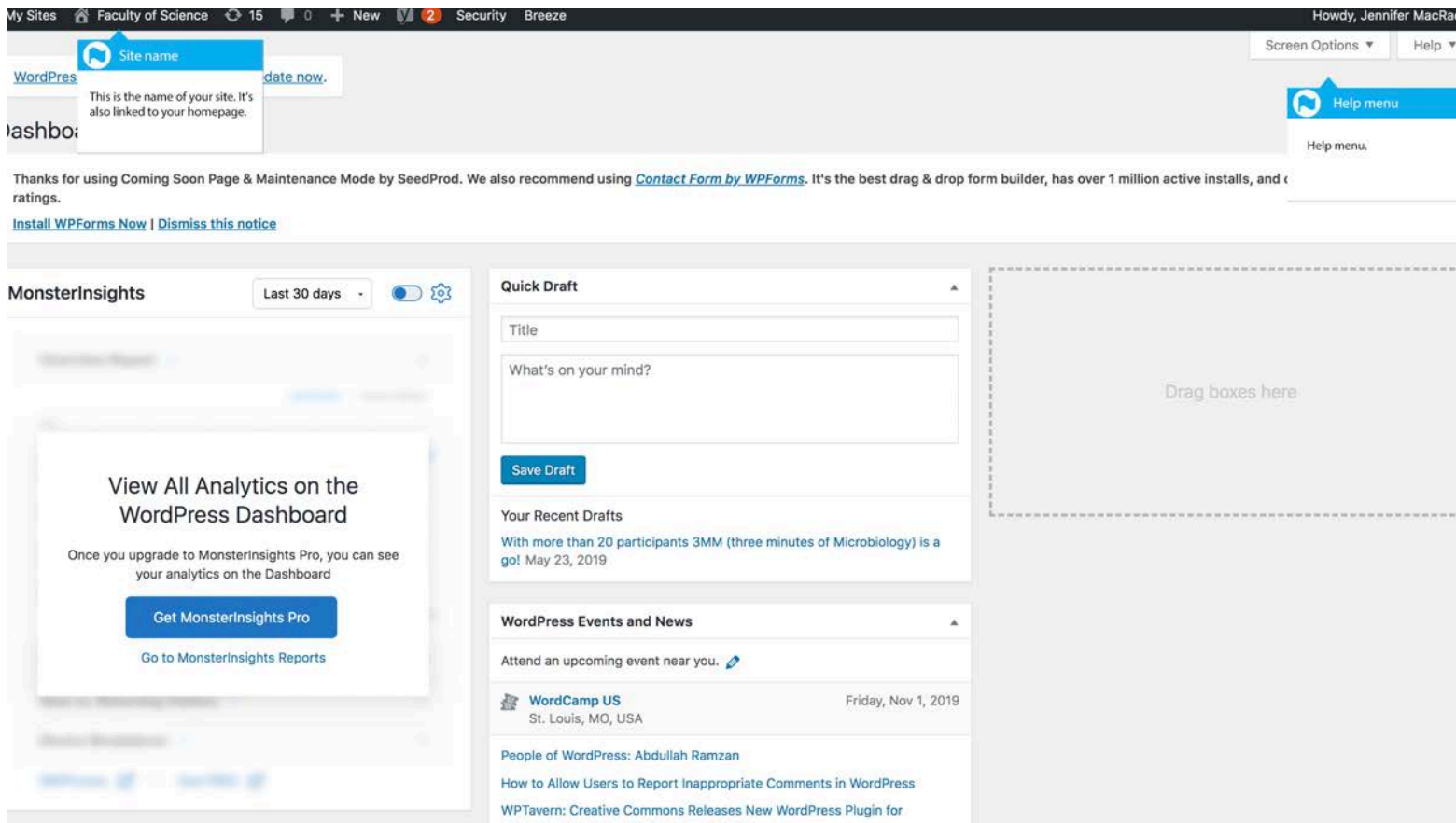
On most pages, just below your Username there are a couple of small inverted tabs. One called Screen Options and another called Help. Clicking either of these links will cause a panel to slide down from the top of the page. The Help link, not surprisingly, displays some help information. The Screen Options link will display various options that allow you to configure what is displayed on the current page.

The details in this panel change depending on what page you're currently viewing. As an example, on your main Dashboard page the Screen Options allow you to set which panels you'd like displayed on the page.

Toolbar

The WordPress Toolbar is a way of easily accessing some of the most common WordPress features. When you are logged into your WordPress dashboard and you visit your website, you will see the Toolbar running across the top of your site. This bar only appears if you are currently logged into your WordPress site, which means that it won't be visible to your everyday site visitors. If you are not logged **in, the Toolbar won't be displayed.**

Dashboard Menu Options

Down the left-hand side of the Dashboard and on every page you will see your main navigation menu. This is where you'll find all the options to update and configure your site.
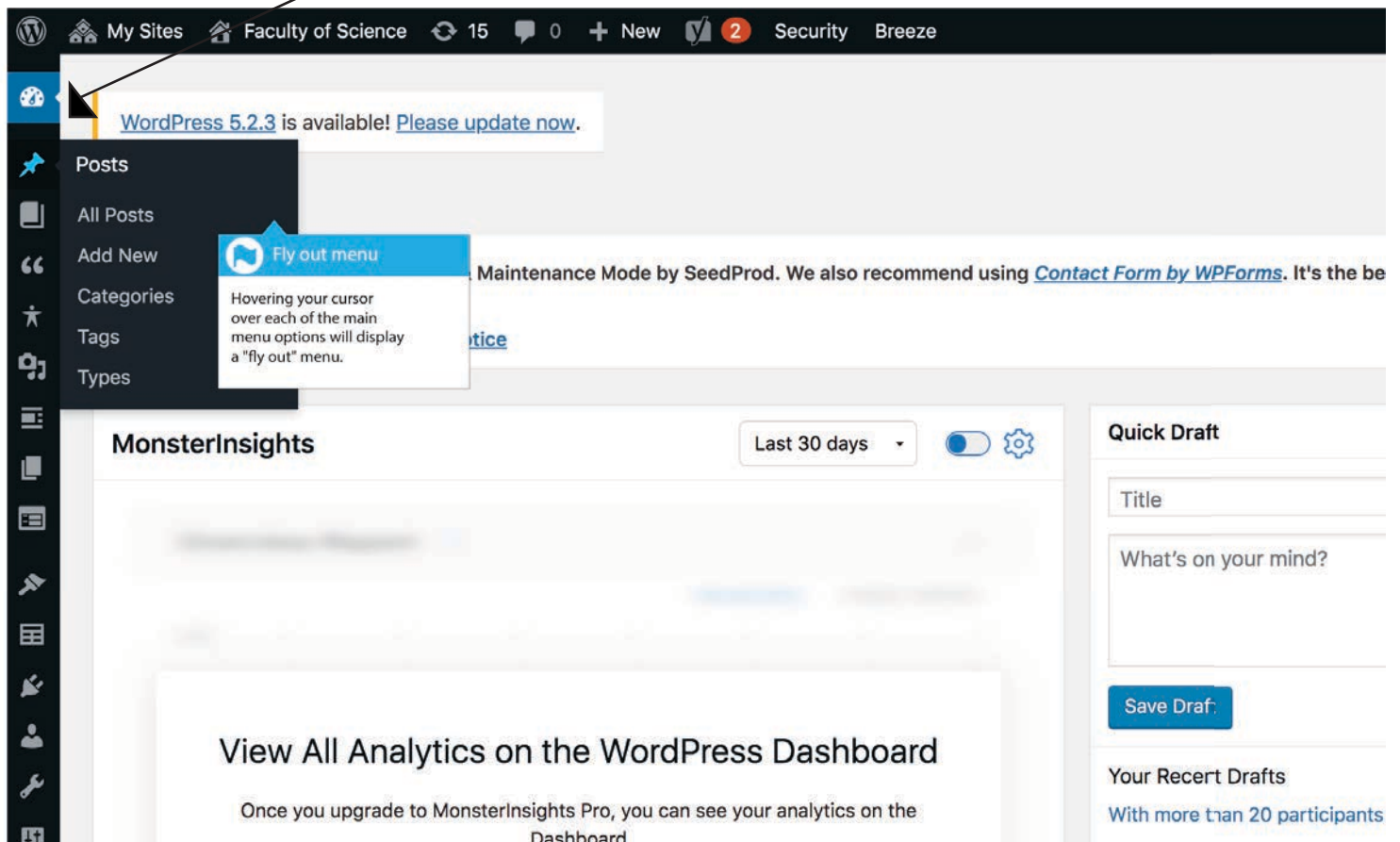
Hovering your cursor over each of the main menu options will display a 'fly-out' menu with the various choices for that particular menu option. Once you click each of the main menu options, that particular menu will expand to show all the available options within that section (if there are any).

The main menu options and their usage are:

Dashboard

This will display your main Dashboard 'homepage'. In the top left of your Dashboard you'll see some brief stats on the number of Posts, Pages and Comments. If you have the Akismet anti-spam plugin activated, you'll also see the number of Spam Comments or comments awaiting moderation.

Posts

This is where you can create a new Blog Post. You can also update your Categories and Post Tags.

Programs

A page template option that only applies to Faculty of Science Undergraduate section see following example: http://www.sci.umanitoba.ca/undergraduate-students/programs/biochemistry/pages. Outlines the individual Degrees and Programs in the Faculty of Science. Departments sites don't use this feature.

Testimonials

This is where you Student, Alumni, Faculty testimonials, the content feeds into a pre-built section content (slider) layout.

Mentors

This content only applies to Faculty of Science site. It's specifically used for the mentoring program.

Media

This is where all your uploaded images, documents or files are stored. You can browse through your Media library, as well as edit and update the files.

Sections

This is pre-built section content/templates for creating different layouts that you can quickly apply to any page.

Pages

This is where you create and maintain all your Pages.

Ninja Forms

This is where you can create custom fillable forms. Event Registration, Surveys etc.

Appearance

This menu is where you control how your site looks. You can choose a new Theme, manage your site Widgets or Menus and even edit your site theme files.

MegaMenus

This is for the drop down menu feature that currently the Faculty of Science main website employs on the Undergraduate, Graduate, Alumn & Friends, and Research section of the site.

Plugins

Plugins extend and expand the functionality of WordPress. You can add or delete plugins within here as well as activate or deactivate them.

Users

This screen lists all the existing users for your site. Depending on your Role, you

can also add new users as well as manage their Roles. This is also where all Faculty and Staff that you want to appear in a directory get entered.

Tools

This section gives you access to various convenient tools. You can also import data to your WordPress site or export all your WordPress data to a file.

Settings

This is where most of your site is configured. Among other things, it allows you to configure your site name and URL , where your Posts appear, whether people can leave Post Comments or not and numerous other settings. Most times, once your site is setup, there's no need to change any of the settings within this section.

At the bottom of the menu you'll see a link called Collapse menu. Clicking this will hide the menu and simply display their icons instead. Click the small arrow icon again to expand the menu.

SEO

Search Engine Optimization. Faculty of Science and IST look after this.

Insights

This is where you can obtain anayltics about your site traffic. You will need to request IST to set this up on your department page.

SeedPro

This is a plugin that only FoS administrators have access to. It allows you to create a building a coming soon page. It also is where you need to go to if you have a new website to launch under the current FoS umbrella and need make a new website go into live mode.

Posts versus Pages

WordPress is built around two basic concepts. Posts and Pages. Posts are typically blog entries. A series of articles, listed (usually) reverse-chronologically. Pages are used for more static content (i.e. content that doesn't change or changes infrequently). An 'About us' page is an example of a Page on a typical website. In most cases you'll find that the content in the 'About us' page doesn't change all that frequently.
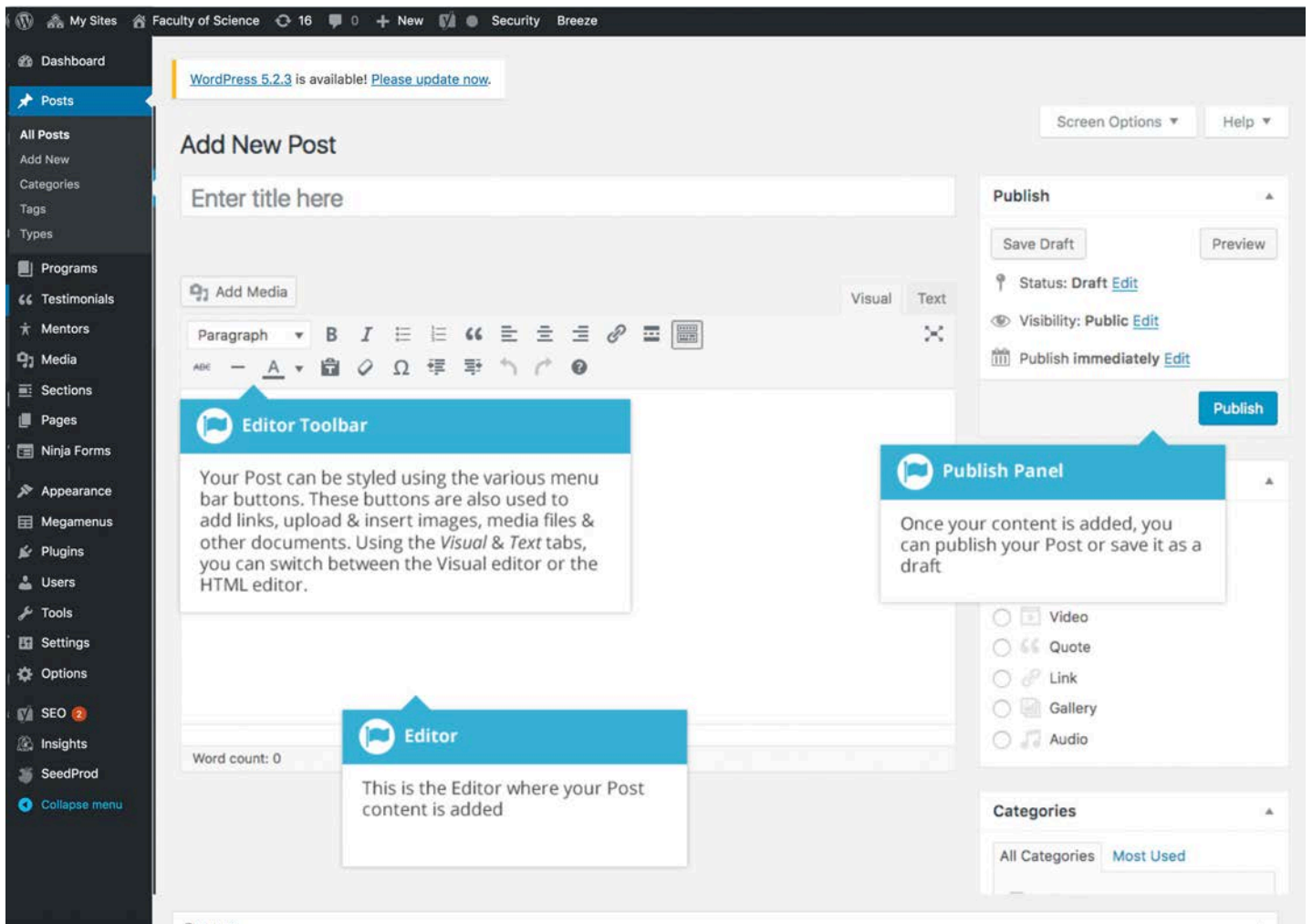
Now, you might be thinking, "but I don't need a blog". This might be true, but you can also use the blog concept if you have a site where you need to display your 'latest news' or even just company updates. Basically, any information that gets updated on a semi-regular basis can benefit from the 'blog' functionality. Whether that's a traditional blog, your company's 'latest news' or even just your own personal updates.

Posts

After clicking on the Posts menu option you'll be shown a list of Posts that your site contains. Among the information displayed is the Post title, the Author, Categories, Tags, No. of Comments and either the Date Published, Date Scheduled or the Date the Post was Last Modified. The Posts screen will look similar to the screen below.

Adding a New Post (NEWS item)

To add a new Post, hover over the Posts menu option in the left-hand navigation menu and in the fly-out menu, click the *Add New* link. Alternatively, click the Posts menu option and then click the Add New link underneath, or the *Add New* button at the top of the page. You will be presented with a page similar to the image below.

At the top of the page you can view how many Posts in total you have in your site, how many have been published by yourself or Published, Scheduled, Sticky, Pending, in Draft or in the Trash.

When hovering your cursor over each row, a few links will appear beneath the Post title.

- **Edit** – Will allow you to edit your Post. This is the same as clicking on the Post
- title
- **Quick Edit** – Allows you to edit basic Post information such as Title, Slug,
- Date plus a few other options
- **Trash** – Will send the Post to the Trash. Once the Trash is emptied, the page is
- deleted
- **View** – Displays the Post. If the Post hasn't been published yet, this will say
- Preview

Next to each Post title is a checkbox. This allows you to perform an action on multiple items at once. You simply check the Posts that you would like to affect and then from the Bulk Actions dropdown select either the Edit option or the Move to Trash option and then click the Apply button. The Edit option will allow you to edit the Categories, Tags, Author, whether to allow Comments and Pings or not, the Status and whether or not the Posts are 'Sticky'. The Move to Trash option will move the selected items to the Trash.

You can also filter the pages that are displayed using the dropdown lists and the Filter button.

Clicking the Screen Options button at the top-right of the screen allows you to change how the Posts list is displayed. Click the List View option to display the posts in the traditional List View or click the Excerpt View option to display a short excerpt from the Post underneath the Post title. You can also hide various columns from view if you don't want to see them. Clicking the Apply button will save your changes.

Pages

After clicking on the Pages menu option you'll be shown a list of Pages that your site contains. Among the information displayed is the Page title, the Author, No. of Comments and either the Date Published or the Date the Page was Last Modified. The Pages screen will look similar to screen below.
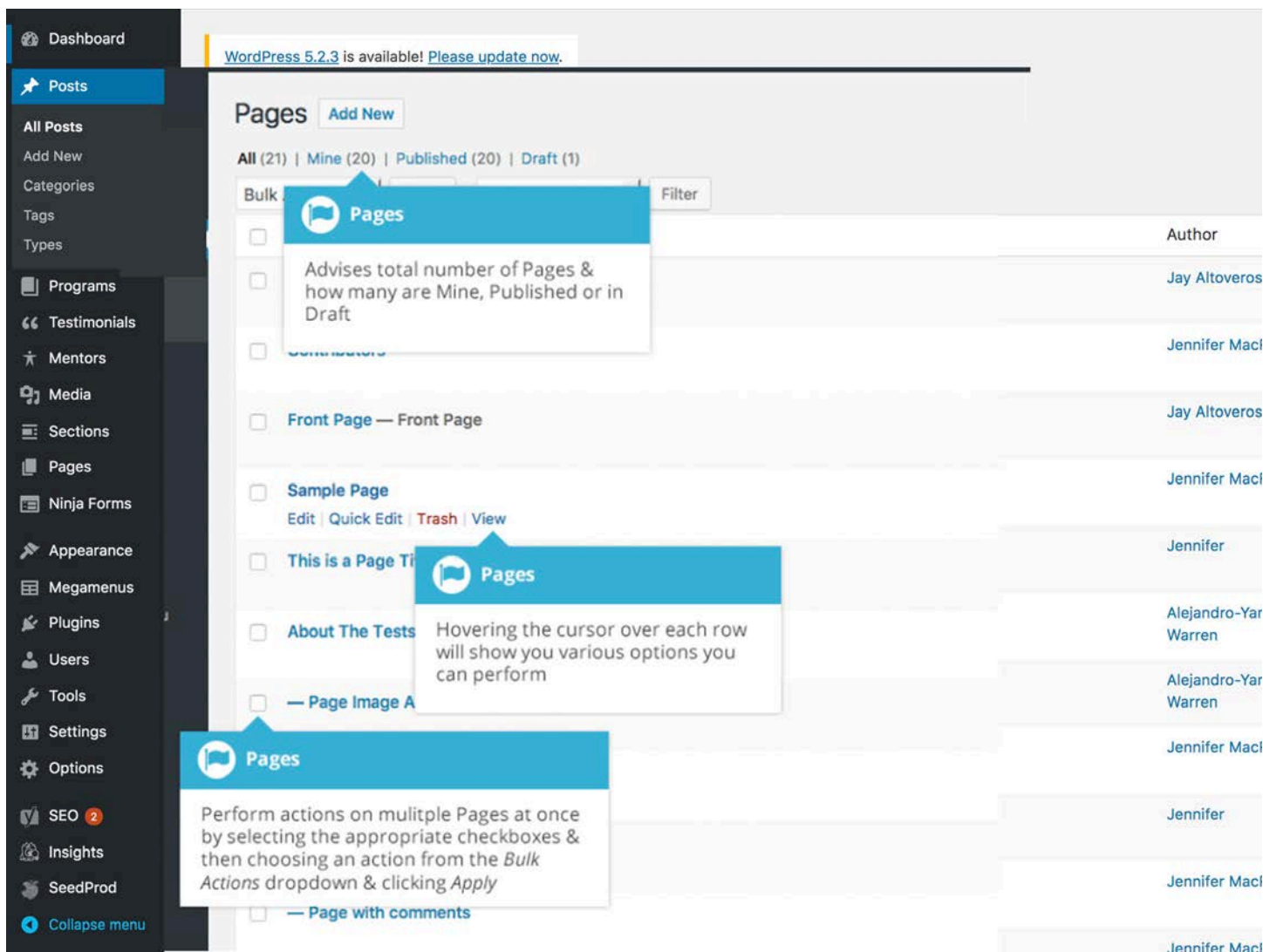
At the top of the page you can view how many Pages in total you have in your site, how many have been published by yourself or how many are Published or in Draft.

When hovering your cursor over each row, a few links will appear beneath the Page title.

• **Edit** – Will allow you to edit your Page. This is the same as clicking on the Page title

• **Quick Edit** – Allows you to edit basic Page information such as Title, Slug, Date plus a few other options

• **Trash** – Will send the Page to the Trash. Once the Trash is emptied, the page is deleted

• **View** – Displays the Page. If the Page hasn't been published yet, this will say Preview

Next to each Page title is a checkbox. This allows you to perform an action on multiple items at once. You simply check the Pages that you would like to affect and then from the Bulk Actions dropdown select either the Edit option or the Move to Trash option and then click the Apply button. The Edit option will allow you to edit the Author, Parent, Template, whether to allow Comments or not and the Status of each of the checked items. The Move to Trash option will move the selected items to the Trash.

You can also filter the pages that are displayed using the dropdown list and the Filter button.

Adding your Site Content

Adding content to your site is an easy process no matter whether you're creating a Post or a Page. The procedure for both is almost identical. Apart from how they display on your site, which was described earlier, the other main difference is that Posts allow you to associate Categories and Tags whereas Pages don't. What's the difference between categories and tags? Normally, Tags are ad-hoc keywords that identify important information in your Post (names, subjects, etc) that may or may not recur in other Posts, while Categories are pre-determined sections. If you think of your site like a book, the Categories are like the Table of Contents and the Tags are like the terms in the index.

Adding a New Page

To add a new Page, hover your cursor over the Pages menu option in the left-hand navigation menu and in the fly-out menu, click the *Add New* link. Alternatively, click the Pages menu option and then click the *Add New* link underneath, or the *Add New* button at the top of the page. You will be presented with a page similar to the image below.
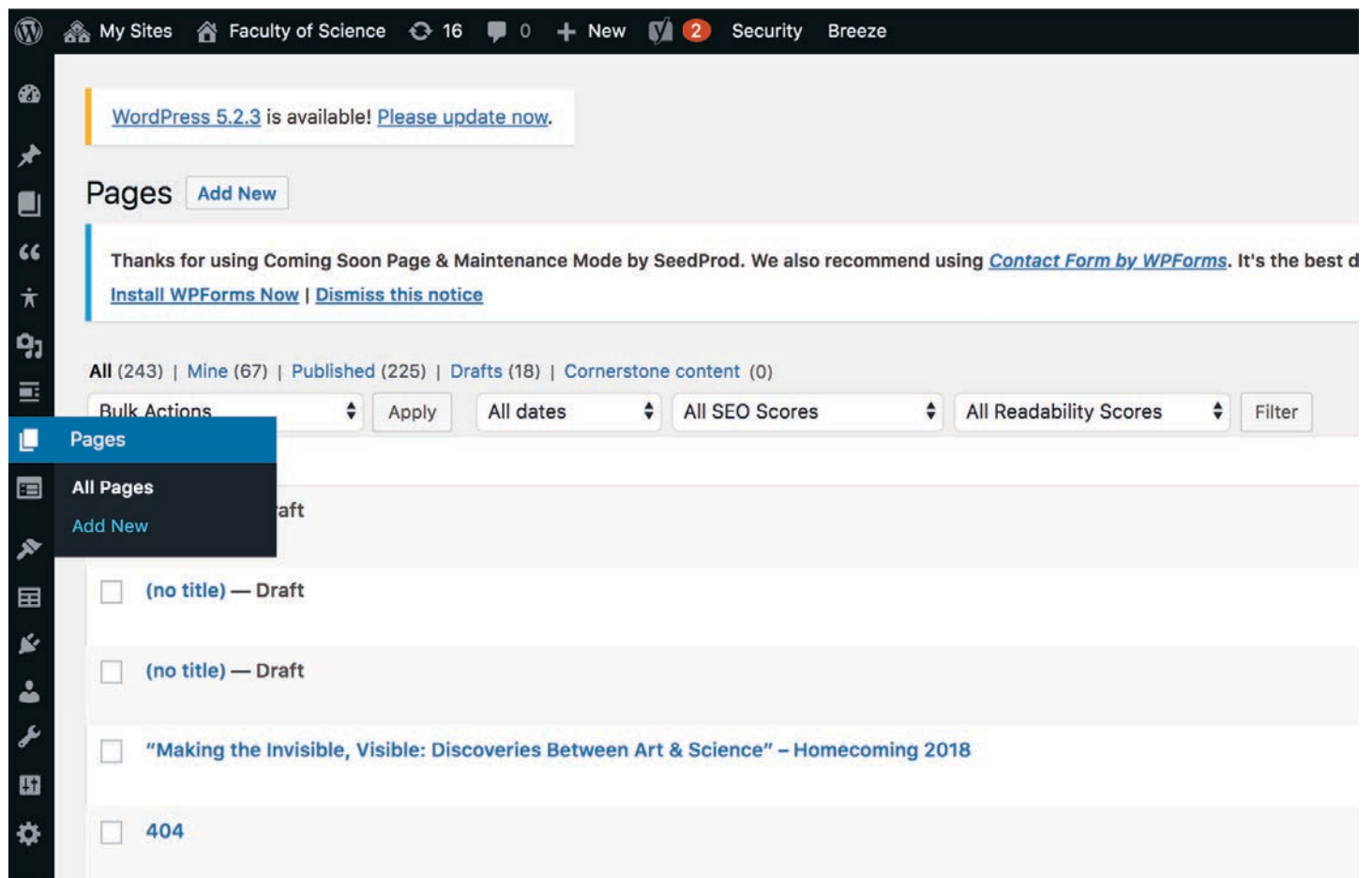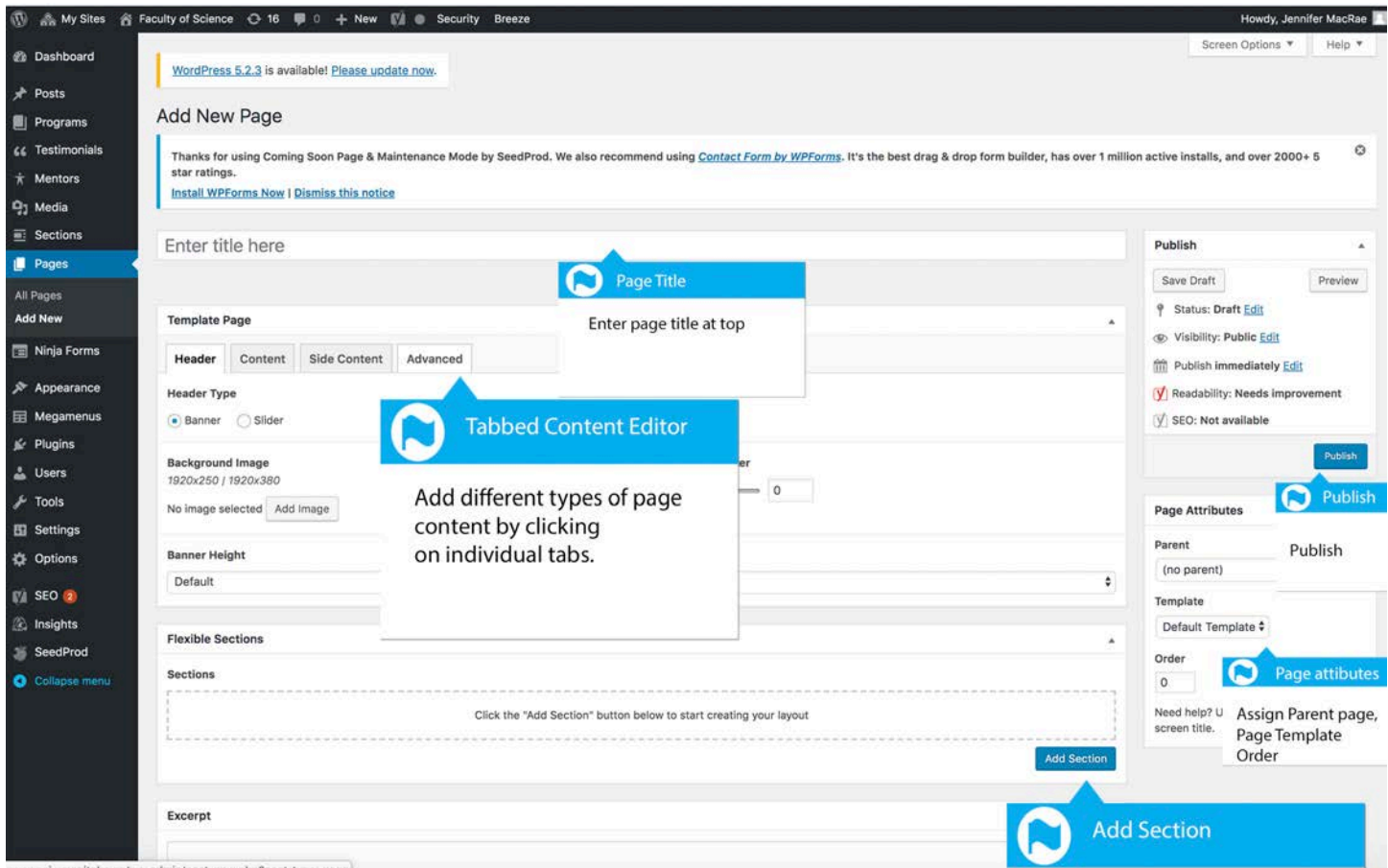
Page Title

Begin by entering a page title.

Create Page Content

Below page title are four tabs where you can enter content.

Header Tab

This is where you can choose a Banner or Rotate Slider image(s). Slider images can feed from your news posts and you can customize the height of Banner images. Here you can also set a background image to fill the page.

Content Tab

Enter paragraph text, add images to paragraph content. This content will always appear at the top of the page following a Banner or Slider image. If no banner or slider image, content entered here will show up at the very top.

Side Content Tab

An alternative to a traditional page layout add a side image and picture. This option allows you to have a nice responsive layout. However, it's rarely used.

Advanced Tab

This is where you can hide the H1 or Page Title from appearing by default on your page. You can also assign permissions to page content, if it should be visible and to who.

Publish

You can set a page to draft or publish mode, you can have a page in draft, or private mode. Once published the page is live and can be shared or linked to main navigation.

Page attributes

This is where you customize how the page will appear in the menu navigation once live.

Parent

This is where you may choose to create pages that are subpages of a section of content. If the page is the parent than it is a stand alone page, or the Parent of a section of parents. If the website was a book think of the Parent page as the Chapter Page.

Order

If the page is part of selection of pages that are grouped together under a section, you can assign what order you want them to appear in, in the navigation/menu.

Add Section

This is pre-built section/templates that can be applied to pages. Content is responsive (it looks nice in a variety of different devices) and you don't have to worry as much about the design/layout. The content added to sections will always appear after whatever content is added to the Header tab, and Content tab.
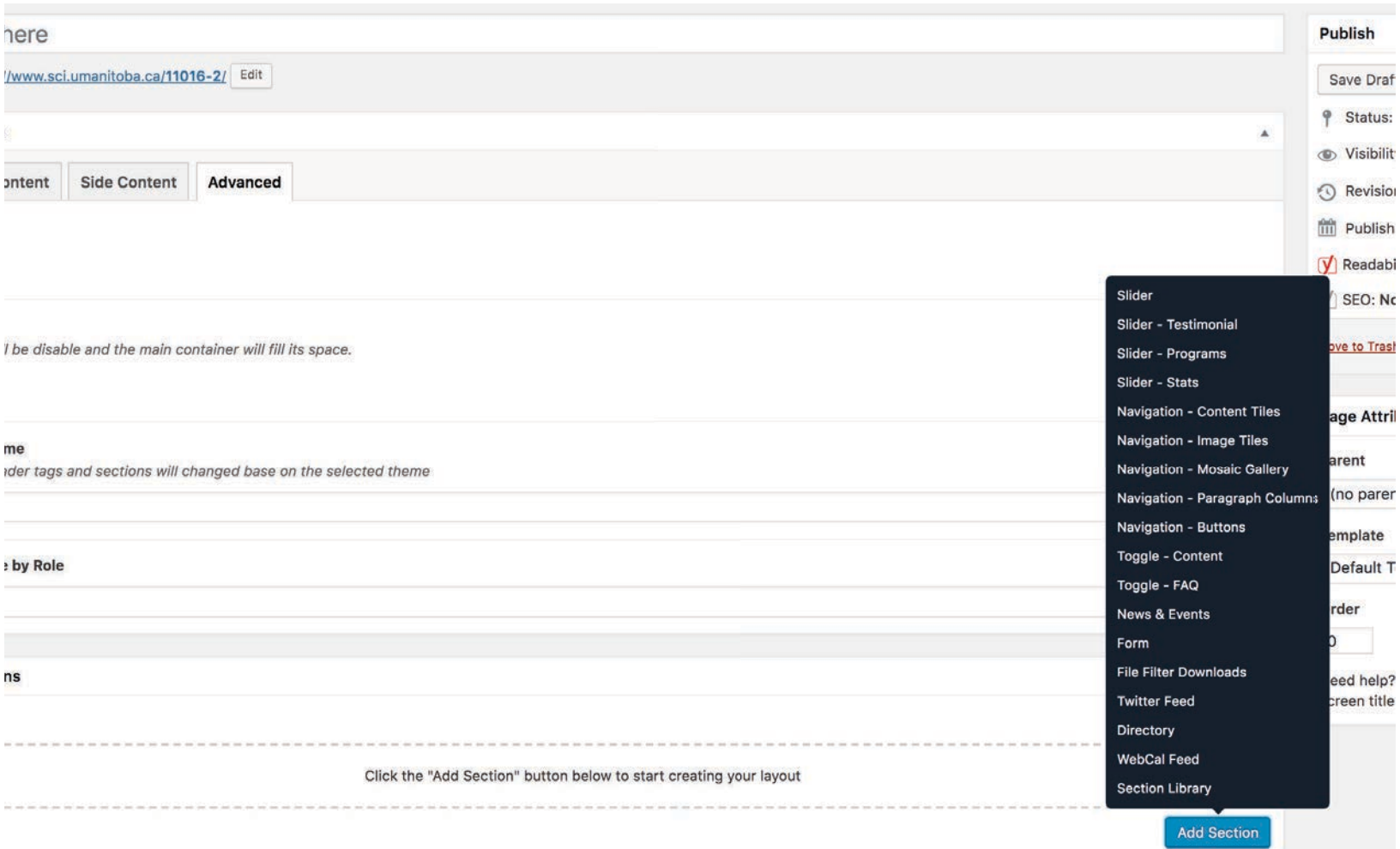
Slider

Add an image slider (content will appear below header sliders)

Slider = Testimonial

Slider that is linked to Testimonials that are entered into separate place.

Slider - Programs

Slider that functions the way these do.

Slider - Stats

Slider that is formated to display a larger formatted font, with descriptive text.

Navigation Content Tiles

Three column layout with images and paragraphs

Navigation - Image Tiles

Four column layout with images and fly out text when cursor hovers over.

Navigation - Paragraph Columns

Three columns of paragraphs

Navigation - Buttons

Button content that links to other pages.

Toggle - Content

Tabbed content on a page, can be verticle or horizontal, that only display when clicked on.

Toggle - FAQ

FAQs set up as collapsible/expandable tabbed content.

News & Events

News & Event Feed

Form

Form content, feeds from Ninja Forms - see Ninja Forms page.

File Filter Downloads

N/A

Twitter Feed

as above.

Directory

Staff/Faculty/Student directory, must click and drag users into manually. Individuals must be set up as Users with the role (Profiles) assigned to appear in directory.

WebCal Feed Section Library

N/A.

Toolbars, similar to Word for formating text and images.

Adding Content with the Visual Editor

The editor used to enter content into your Page or Post is very easy to use. It's much like using a regular word processor, with toolbar buttons that allow you to Bold or Italicize text or enter in Headings or bullet points. You can even use most of the basic keyboard shortcuts used in other text editors. For example: Shift+Enter inserts a line break, Ctrl+C/ Cmd+C = copy, Ctrl+X/Cmd+X = cut, Ctrl+Z/Cmd+Z = undo, Ctrl+Y/Cmd+Y = redo, Ctrl+A/Cmd+A = select all, etc. (use the Ctrl key on a PC or the Command key on a Mac).

When adding content to your page, the Visual Editor expands to fit your content, rather than simply scrolling. On top of that, no matter how tall the Visual Editor becomes, the toolbar buttons will be available at all times by sticking to the top of the page.

By making use of special keyboard shortcuts, adding content is now even easier. When you want to add different size headings to your content, rather than having to select the heading size from the toolbar dropdown you can now start a line with two or more hashtags (#) and once you hit Enter to go to the next line, the Visual Editor will automatically convert your text to the appropriate heading. Like headings, you can also use * or - to create an unordered list, using 1. will start an ordered list, and > will create a blockquote.

The complete list of keyboard shortcuts available are as follows;
- * – Start an unordered list
- - – Start an unordered list
- 1. – Start an ordered list
- 1) – Start an unordered list
- ## – H2
- ### – H3
- #### – H4
- ##### – H5
- ###### – H6
- > – Add a blockquote
- --- – Add a horizontal line Bold (") or Italicize (") text or enter in Headings (") or bullet points (" "). You can even use most of the basic keyboard shortcuts used in other text editors. For example: Shift+Enter inserts a line break, Ctrl+C/Cmd+C = copy, Ctrl+X/Cmd+X = cut, Ctrl+Z/Cmd+Z = undo, Ctrl+Y/Cmd+Y = redo, Ctrl+A/Cmd+A = select all, etc. (use the Ctrl key on a PC or the Command key on a Mac).

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- 1. – Start an ordered list
- 1) – Start an unordered list
- ## – H2
- ### – H3
- #### – H4
- ##### – H5
- ###### – H6
- > – Add a blockquote
- --- – Add a horizontal line
- `..` – Convert text into code block (replace .. with your text)

At the top of the editor there are two tabs, Visual and Text . Visual Text .

These switch the editor view between the Visual Editor and the Text editor. The Text view will enable you to view the HTML code that makes up your content. For the more experienced users this can be helpful at times but for those not familiar with HTML tags, it's not recommended.
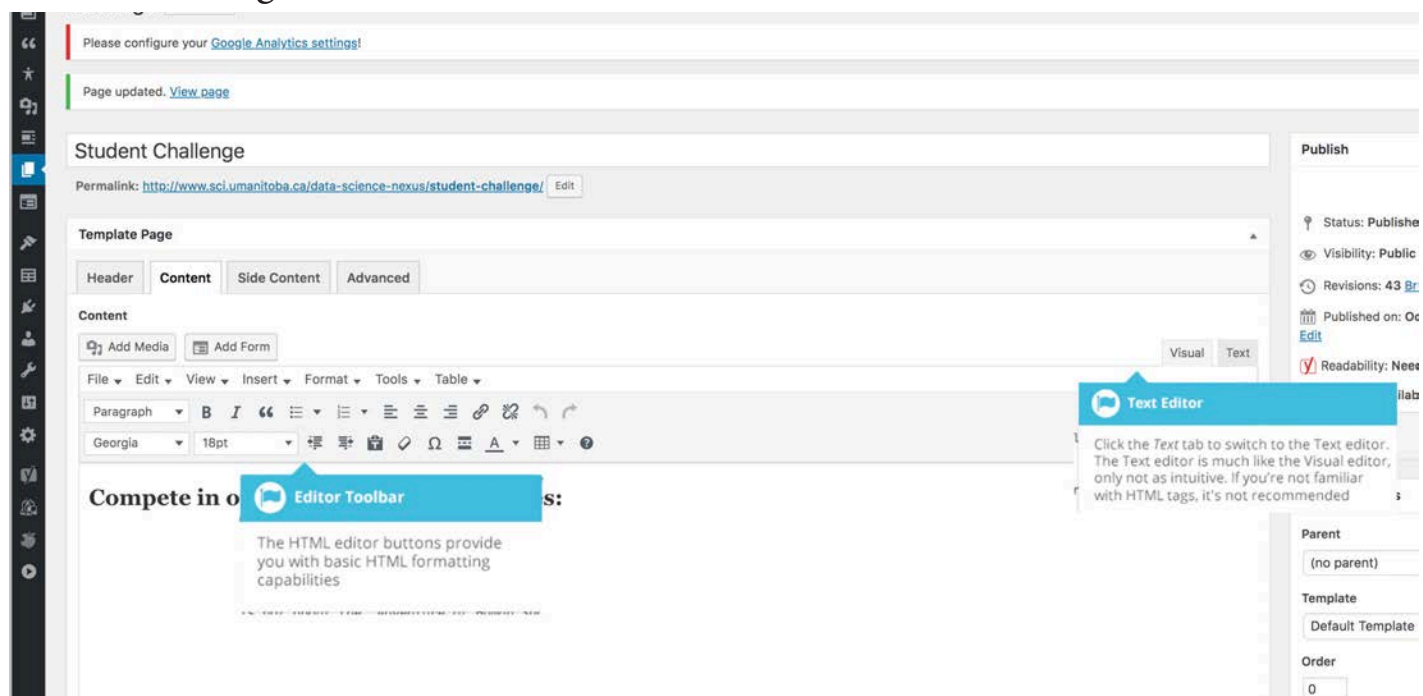
When creating a new Page or Post, the first thing to do is enter in your title in the top entry field where it says Enter title here. After moving the cursor down to the editor a new Permalink is created for your page. Permalinks are the permanent URL's to your individual Posts, Pages, Categories etc.. Though not usually necessary, you can manually edit your permalink by clicking on the actual permalink (the part after the domain name with the yellow background) or by clicking the Edit button next to it. Once you've modified it, click *Ok* to save or Cancel to cancel your changes.

At the top of the editor where your content is written, there are numerous formatting buttons. Clicking the Toolbar Toggle button) will show or hide a second line of formatting buttons which gives you extra functionality. The editor buttons perform the following functions:
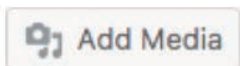
Add Media – Used to upload and insert media such as images, audio, video or documents

Style – Used to format the Page text based on the styles used by the current Theme

Bold – Bold text

Italic – Italicise text

Bulleted List – Create an unordered (bullet point) list

Numbered List – Create an Ordered (numbered) list

Blockquote – Used as a way of showing a quote. How this looks will be entirely dependent on the Theme that your site is currently using

Align Left – Align text to the left

Align Center – Align text in the center of the page

Align Right – Align text to the right

Insert/edit link – Used to create an html link to another page or website. If no text is selected first, the URL that you enter will also be used for the link text

Insert Read More tag – Inserts the More tag into your Page. Most blogs only display a small excerpt of a Post and you're required to click the Post title or a 'Read more...' link to continue reading the rest of the article. When you insert a 'More' tag into your Post, everything prior to the tag is considered as this excerpt. Most times you'd only use this button when you're creating a blog Post, rather than a Page

Toolbar Toggle – Used to show or hide the second row of formatting buttons on the editor toolbar

Distraction Free Writing – Clicking this button will enlarge the editor so that it fills the browser window. Clicking the Exit fullscreen link at the top of the screen will reduce it back to its original size

Strikethrough – Add a strikethrough to your text

Horizontal Line – Inserts a horizontal line into your page

Text color – Use to change the color of text

Paste as text – Copying and pasting text from other sites or word processors sometimes leaves the text formatted differently to what you were expecting. The reason for this is that quite often the html tags or codes that formatted the original text are pasted along with the text itself. To avoid this, **Paste as Text** will strip all these formatting and html tags. The Paste as Text option acts like a toggle, staying on until you turn it off by clicking the button again or until you save your page content

Clear formatting – Use this to remove all the formatting (e.g. Bold, Underline, text color etc..) from the highlighted text

Special character – Used to insert special characters not easily accessible via the keyboard (e.g. ¼, ½, ¾, ©, €, ö etc..)

Decrease indent – Removes one level of indenting

Increase indent – Indents text by one level

Undo – Undo your last action

Redo – Redo your last action

Keyboard shortcuts – Displays information about the WordPress Visual Editor along with keyboard shortcuts
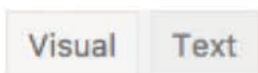
Visual/Text – Switches the editor view between the Visual Editor and the Text editor. The Text view will enable you to view the HTML code that makes up your content. For the more experienced users this can be helpful at times but for those not familiar with HTML tags, it's not recommended.

Adding Images and Other Media

Adding images and other media files such as videos, documents or PDFs is extremely easy within WordPress. All your images and files are stored in the Media Library. Once they're uploaded into the Media Library, it's a very simple matter to insert them into your Page or Post content. In the case of files such as Word Documents or PDFs, if necessary, it's a simple process to create links to those files so that people can then download them.

Inserting an Image

Using the WordPress media manager, it's extremely simple to insert, align and link your individual images and image galleries.
To insert an image into your Page/Post, click the Add Media button
(") and then simply drag your image(s) from wherever they are on
your computer, into the browser window. Your file(s) will be automatically uploaded.

Alternatively, click the Select Files button and then select the file(s) that you'd like to upload, using the dialog window that is displayed.
It's also possible to simply drag your image straight into the Visual Editor, rather than clicking the Add Media button.
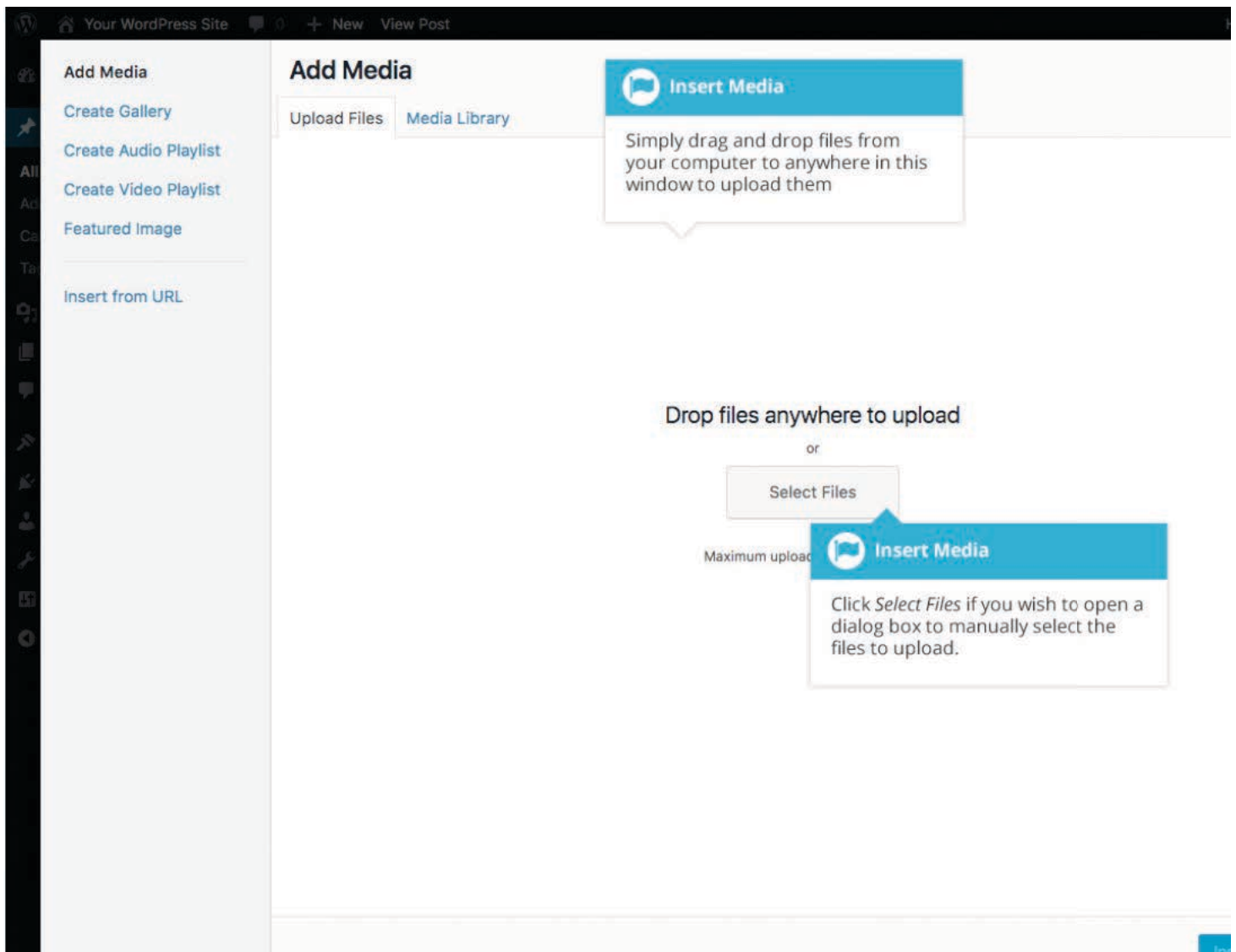
No matter whether you've clicked the Add Media button or simply dragged and dropped your image into the Visual Editor, once your image is uploaded, your Media Library is displayed, which contains all your previously uploaded images. The image(s) that you've just uploaded will be automatically 'selected' for easy insertion into your Page or Post. Selected images are shown with a 'tick' icon in the top right corner of the image.

After uploading your image(s), you can then select other previously uploaded images by holding down the Ctrl key (Cmd key on Macs) and simply clicking on them. To deselect an image, click the 'tick' in the top right corner of the image. At the bottom of the window you will see a count of the number of images currently selected.

There are several options within this Insert Media window to help make it easier to add images into your Page or Post.

Page: 27

By default, all previously uploaded images are shown, starting with the most recent uploads. If you'd like to narrow this list down, at the top of the window is a dropdown list that allows you to filter your displayed images by All media items, items Uploaded to this post/page, or Images, Audio files, Video files or Unattached files. You can also filter your media files by selecting a date, or alternatively, there is also a Search field that allows you to search for specific images.

The properties of the currently highlighted image (i.e. The image with the blue border) will be shown on the right-hand side of the Insert Media window. These properties include the filename, the date the file was uploaded and the image size. It's at this point you can also change the image **Title**, **Caption**, **Alt Text** and **Description** for each image, as well as the Alignment, Link and the Size at which the image is inserted.

• **Title** – is displayed as a tooltip when the mouse cursor hovers over the image in the browser

• **Caption** – is displayed underneath the image as a short description. How this displays will be dependent on the WordPress theme in use at the time. You can also include basic HTML in your captions

• **Alt Text** – is displayed when the browser can't render the image. It's also used by screen readers for visually impaired users so it's important to fill out this field with a description of the image. To a small degree, it also plays a part in your website Search Engine Optimisation (SEO). Since search engines can't 'read' images they rely on the Alt Text

• **Description** – is usually displayed on the attachment page for the media, however this is entirely up to the theme that is currently in use
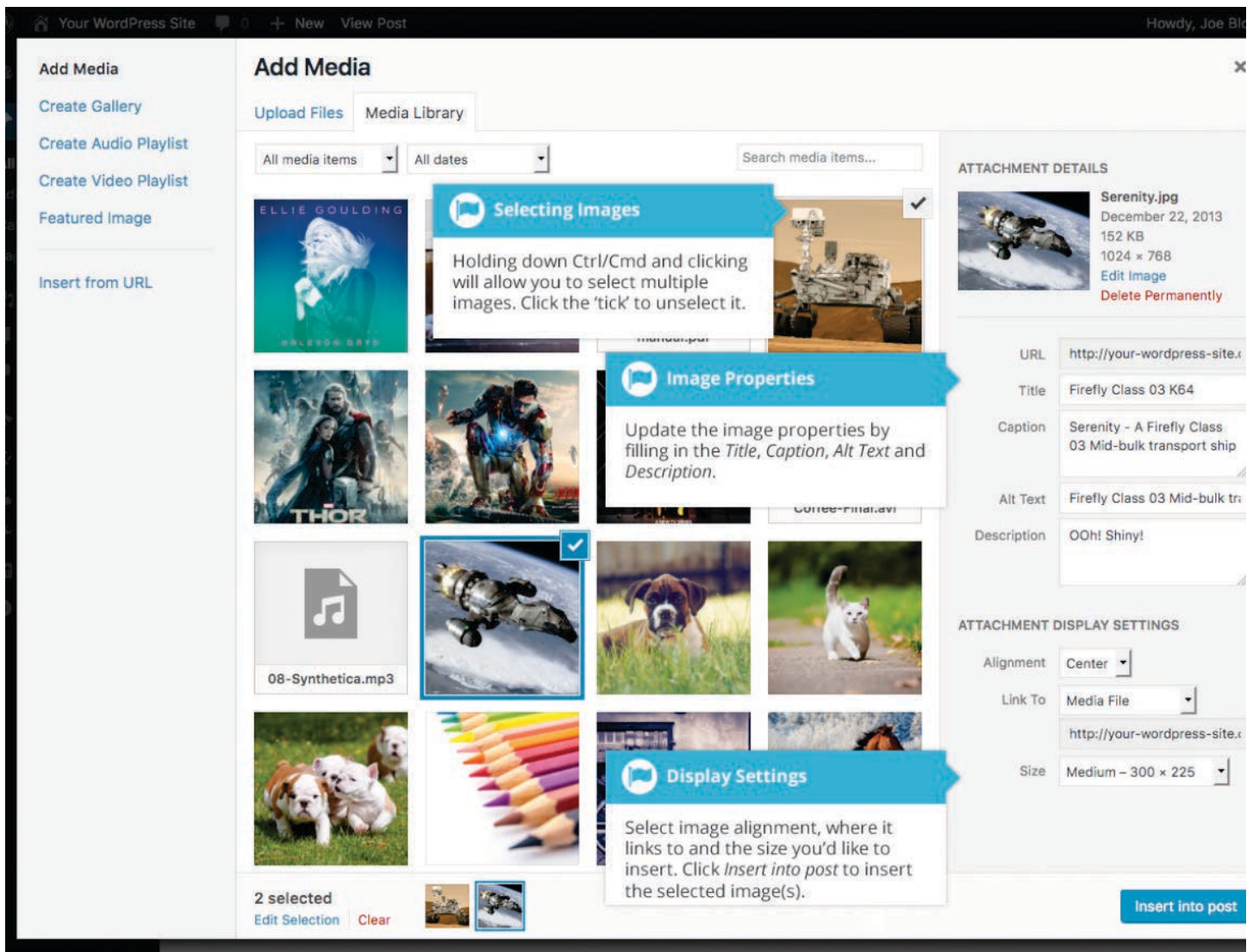
For each image, you can select how you would like the image aligned, either Left, Center or Right aligned, using the Alignment dropdown list. You can also select None for no alignment which will mean the image will display using the default alignment setting for your Theme.

You can also change what your inserted image(s) will link to using the Link To dropdown list. You have the choice of linking to the image's attachment page by selecting Attachment Page, or you can link to the full size image by selecting Media File. You can also link to any URL by selecting Custom URL. When you do this, a new field will appear that allows you to enter in the custom URL. You can also choose not to link to anything by selecting None.

uploaded, simply select Full Size. Next to each size listed in this dropdown will be the actual dimensions of the image, in pixels (e.g. 300 x 225).

Once you've selected all your images, click the Insert into post button to insert the selected image(s) into your Post at the current cursor position (when editing a

uploaded, simply select Full Size. Next to each size listed in this dropdown will be the actual dimensions of the image, in pixels (e.g. 300 x 225).

Once you've selected all your images, click the Insert into post button to insert the selected image(s) into your Post at the current cursor position (when editing a Page, this button will say Insert into page).

If you'd like to change the order of your images, click the Edit Selection link at the bottom of the Insert Media window. The window will change so that only the selected images are shown. Alternatively, clicking the Clear link will deselect all images.

After clicking the Edit Selection link at the bottom of the Insert Media window, all the currently selected images are shown. You can change the order in which the images will appear in your Page or Post by clicking and dragging each image to reorder them. You can also update the image Title, Caption, Alt Text and Description for each image. To remove one of your selected images, click the small '-' that appears in the top right corner of the image when you hover your cursor over the tick.
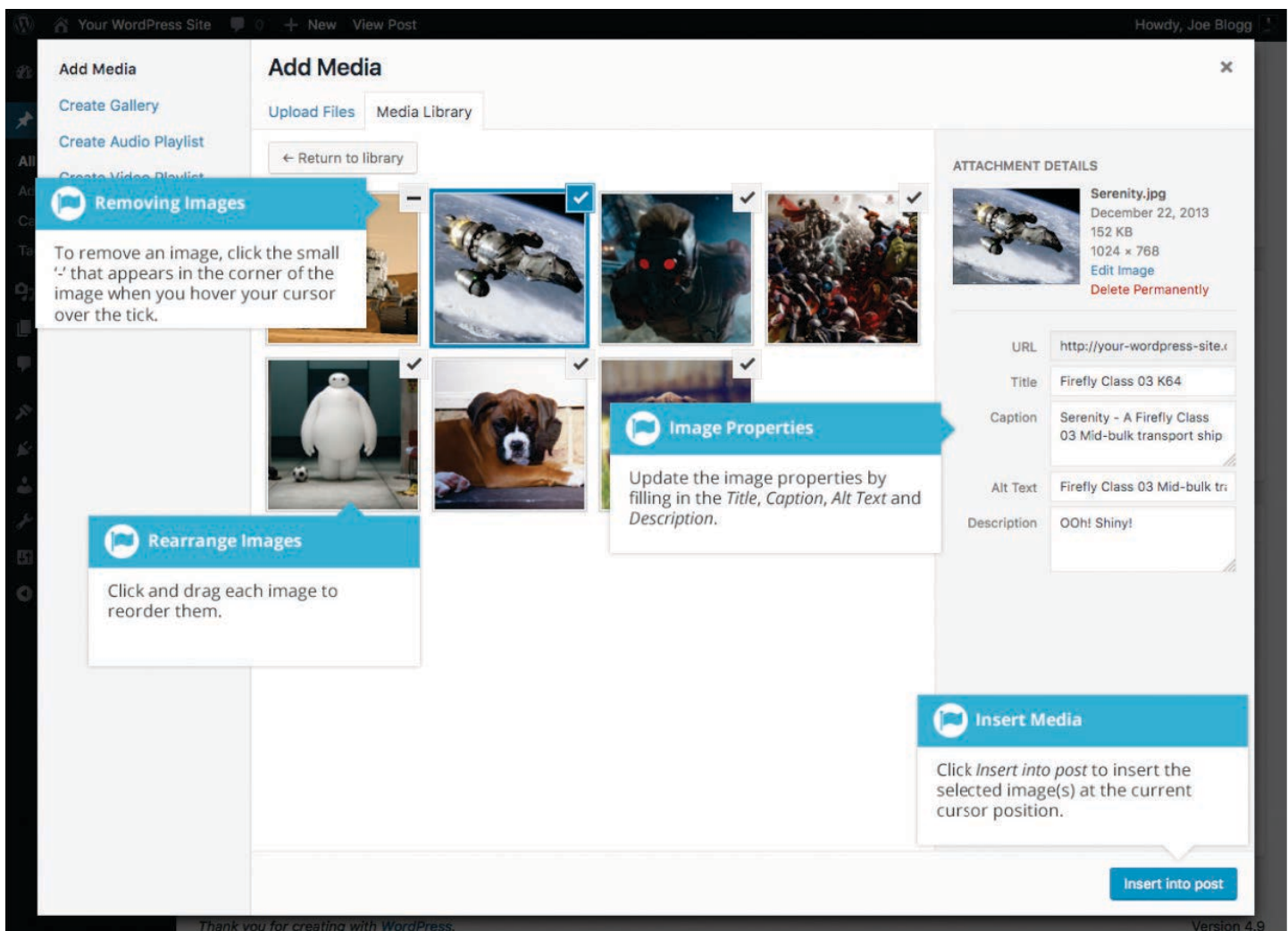
Clicking the Return to library button will take you back to the previous screen that allows you to select or deselect your images.

When you're editing your Post/Page, if you wish to insert an image that you uploaded earlier (as opposed to uploading a new image), click the Add Media button again ("). Once the pop-up window displays, click the Media Library tab at the top of the pop-up window rather than dragging a new file into the upload window. All your previously uploaded images will be displayed, with the most recent ones shown first.

Select the image(s) that you'd like to insert into your Page or Post and then simply click the Insert into post button (or if you're editing a Page, this button will say Insert into page). As mentioned earlier, you can also click the Edit Selection link at the bottom of the window if you'd like to change the order the images are inserted.

Edit or Delete an Image

There are various options available for adjusting the layout of inserted images.

After clicking on an image that has already been inserted into your Page or Post, a small toolbar will appear over the image. By selecting one of the alignment buttons ( ) you can change the alignment of the inserted image.

Clicking the *Edit* button ( ) allows you to edit the image properties. Clicking the *Remove* button ( ) will remove the image from your content. It will only remove the image from your Page or Post, it will not delete the image from your Media Library.

When you click on an image in your Page or Post, as well as the alignment, edit and delete icons mentioned above, the image also displays 'resizing handles'. These are the small squares you see around the edge of the image. To resize your image, simply click and drag one of the corner resize handles.

As with any image editing software though, if you try to enlarge a small image, it will tend to get quite pixelated. It's always best to insert a large image and then resize down.

After clicking the *Edit* button ( ) the following pop-up window will appear.
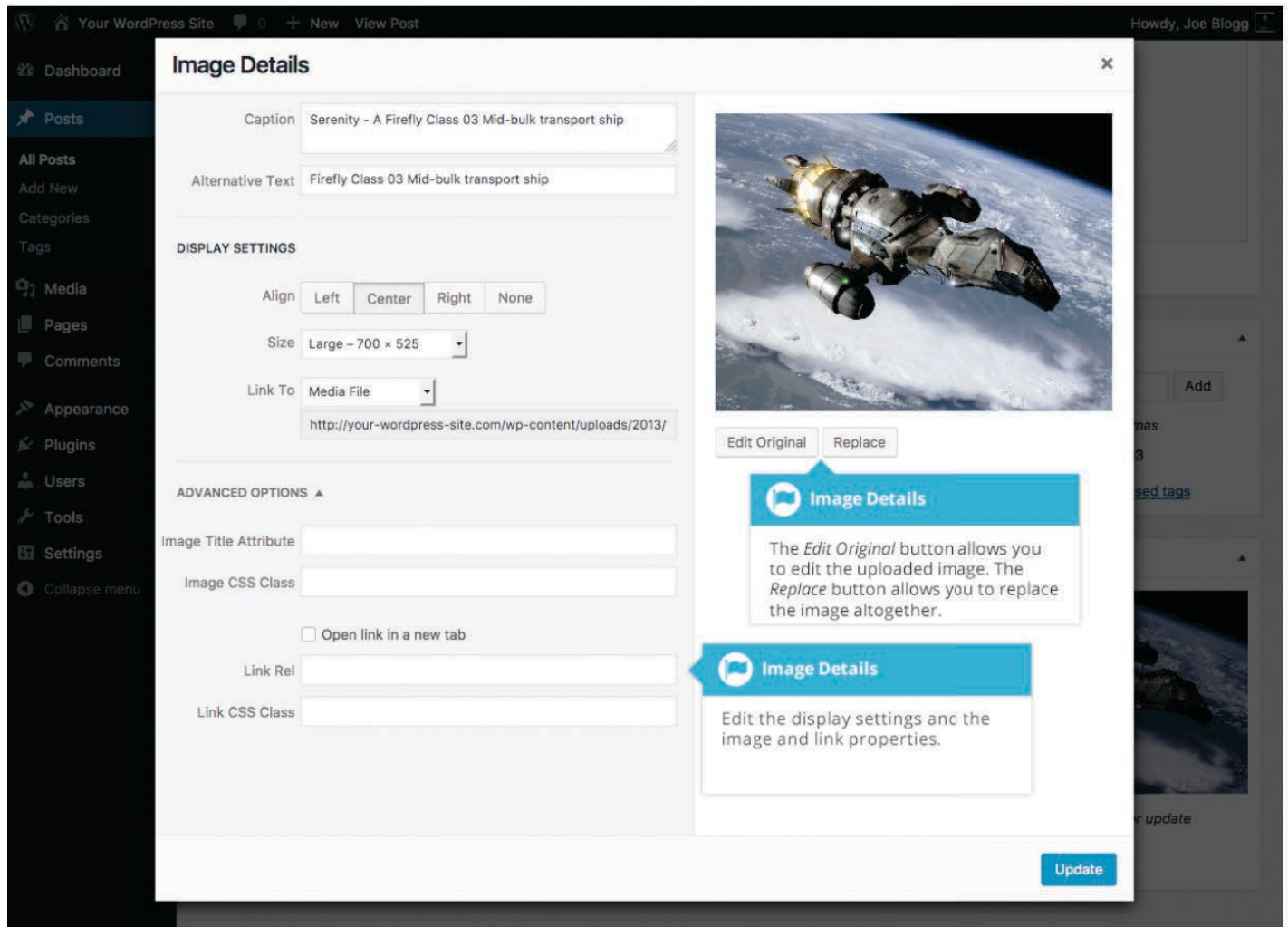
The Image Details pop-up window allows you to edit the various image and link properties:

- **Caption** – Displayed underneath the image as a short description. How this displays will be dependent on the WordPress theme in use at the time. You can also include basic HTML in your captions

- **Alternative Text** – Displayed when the browser can't render the image. It's also used by screen readers for visually impaired users so it's important to fill out this field with a description of the image. To a small degree, it also plays a part in your website Search Engine Optimisation (SEO). Since search engines can't 'read' images they rely on the Alt Text

- **Align** – Allows you to select how you would like the image aligned. They can be either Left, Centered or Right aligned. Setting alignment to None will

remove the other alignment settings. How this affects your image within your content will depend on the current theme in use

• **Size** – Select a specific size from the dropdown list or select 'Custom Size' and then enter the Width and Height (in pixels) in the input fields that appear

• **Link To** – Select where you would like to link your image to from the dropdown list. You have the choice of linking to the image attachment page by selecting Attachment Page, or you can link to the full size image by selecting Media File. You can also link to any URL by selecting Custom URL. When you do this, a new field will appear that allows you to enter in the custom URL. You can also choose not to link to anything by selecting None

• **Image Title Attribute** – Displayed as a tooltip when the mouse cursor hovers over the image in the browser

• **Image CSS Class** – By default, WordPress will assign several CSS Classes to your image. If, for some reason, there's other CSS Classes that you'd like to assign to your image then you can add them into this input field

• **Link Rel** – Describes the relationship from the current document to the specified link. More information on the rel HTML attribute can be found on Wikipedia

• **Link CSS Class** – If there is a specific CSS Class that needs to be set on the HTML link then you can add it into this input field

Clicking the Edit Original button allows you to perform some simple manipulation with your uploaded image. You're able to rotate and flip your image as well as scale and crop it to different sizes.

If you'd like to replace the image entirely, click the Replace button and you'll be shown your Media Library where you can select a new image.

Once you have updated the image properties, click the Update button to save your changes. Alternatively, click the small 'x' in the top-right of the pop-up window to close the pop-up without saving any changes.

Setting a Featured Image

Some themes allow you to specify a Featured Image for your Page and Post. A Featured Image, often called a Post/Page Thumbnail, is usually some sort of image that is representative for that particular Page or Post. How these images are displayed is dependent entirely on the Theme that is currently in use.

If your Theme allows you to set a Featured Image, the following *Featured Image* panel will be displayed when you're editing your Page or Post. If Featured Images can't be set then this panel won't be displayed.

Setting your featured image is very similar to adding an image into your Page or Post. After clicking the *Set featured image* link a pop-up window will display that looks similar to the one that displays when you add an image to your Page/Post. You can upload a new image to use as your Featured Image or you can simply choose from one of your previously uploaded images.

By default, you'll be shown a list of the previously uploaded images. If you'd like to upload a new image, click on the *Upload Files* link at the top of the pop-up window. After clicking the image you'd like to use as your *featured image* you can then update the Title, Caption, Alt Text and Description. To set the image as your Featured Image, click the *Set featured image* button. Your chosen image will then appear in the *Featured Image* panel.
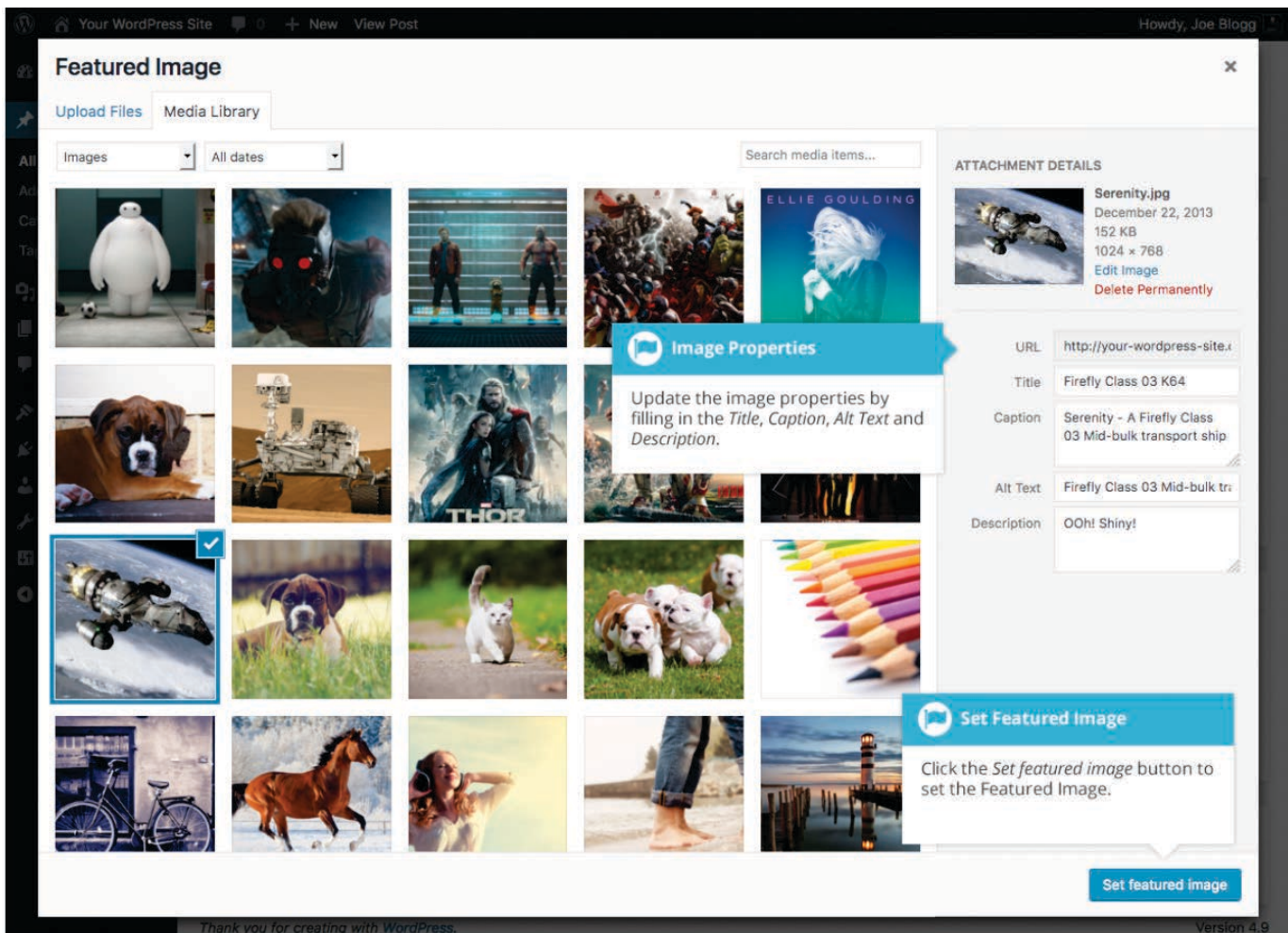
Insert an Image Gallery

WordPress has its own simple built-in Image Gallery that allows you to add multiple images to a page in one easy step.

To insert an image gallery into your Page/Post, click the *Add Media* button (**Add Media**). A pop-up window will display that looks the same as the one that displays when you add an image to your Page/Post. You can upload new images to use in your gallery or you can simply choose from your previously uploaded images.

By default, you'll be shown a list of your previously uploaded images. If you'd like to upload a new image, click on the *Upload Files* link at the top of the pop-up window.

Click the *Create Gallery* link in the left-hand navigation then select the images that you'd like to insert into your gallery.
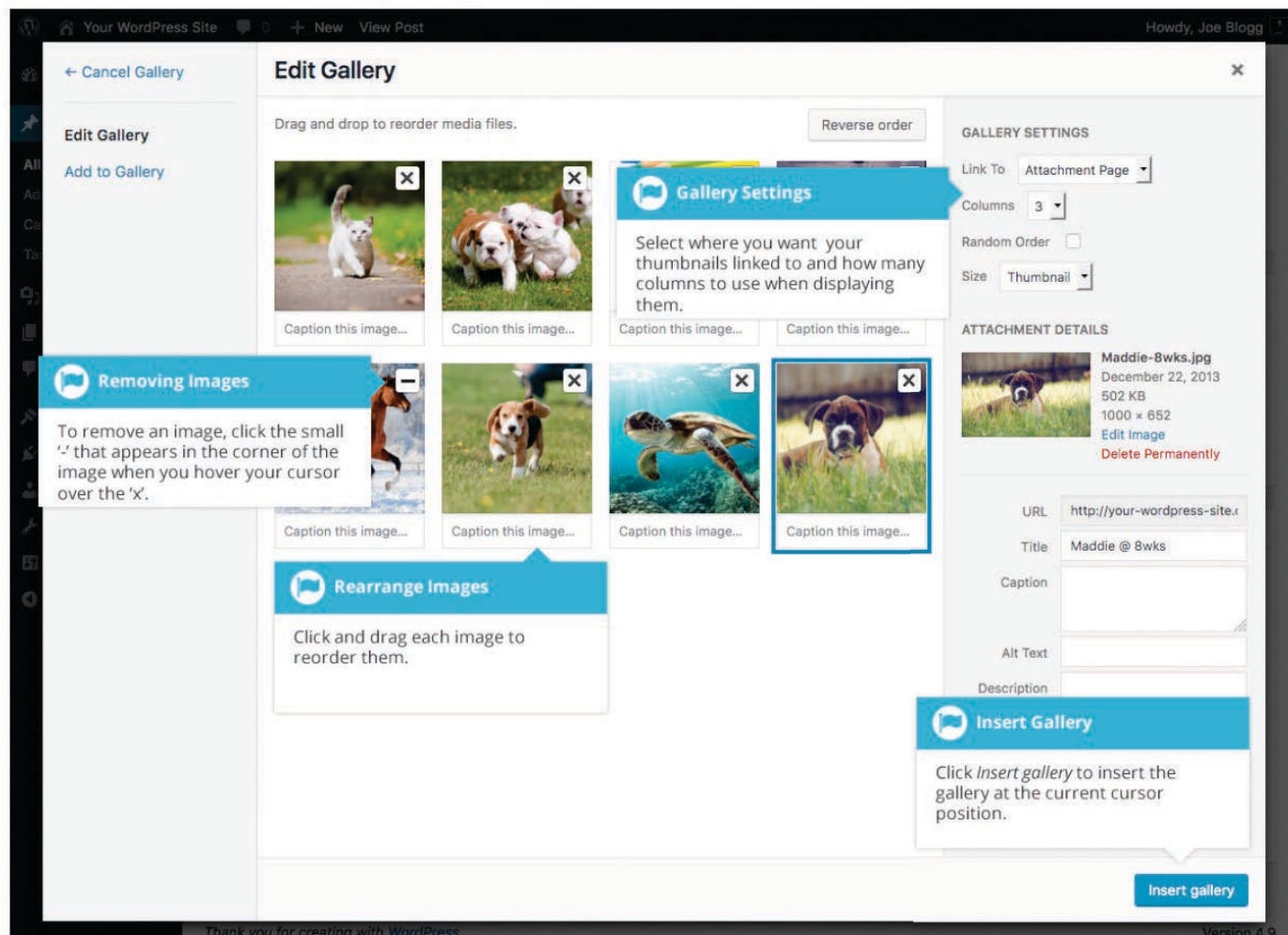
After selecting your images, click the *Create a new gallery* button at the bottom of the pop-up window. The window will change so that only the selected images are shown.
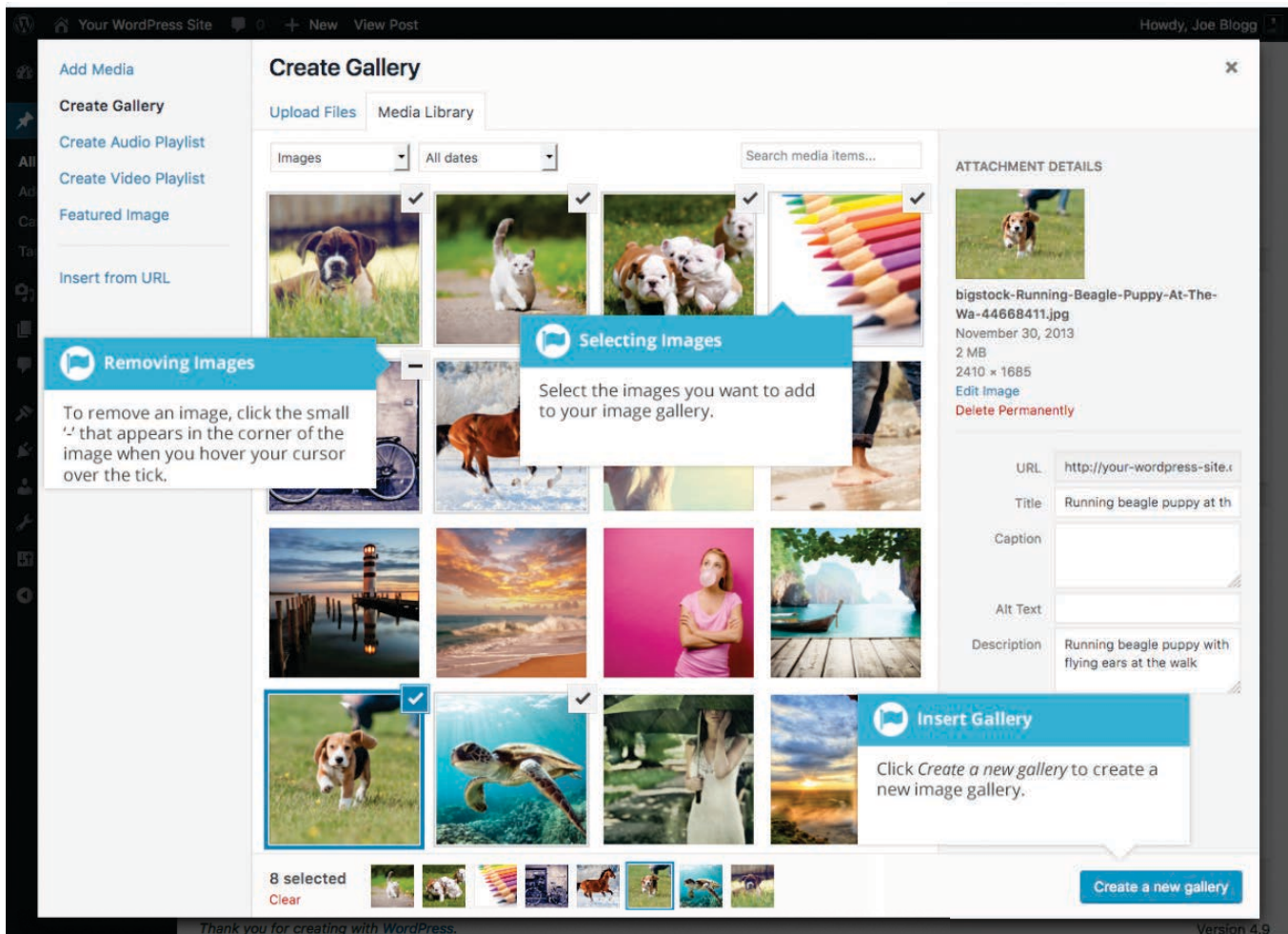
All the images that appear will be used within your Image Gallery. To reorder the images simply click on an image and drag it to its new position. If you'd like to add captions to your images, click the *'Caption this image..'.* text below each image and then type in your caption. Alternatively, click each image and then update the Title, Caption, Alt Text and Description on the right-hand side of the pop-up window. You can also include basic HTML, such as links, in your captions.

If you decide you no longer want a certain image to appear in your gallery, click the small '-' that appears in the top right corner of the image when you hover your cursor over the 'x'.

Since the built-in gallery is quite simple, there aren't that many options to choose from when setting it up.

- **Link to** – This sets what happens when the thumbnail image is clicked. Selecting *Media File* will open the full size image directly in your browser

window. Selecting *Attachment Page* will open the image within one of your WordPress formatted pages

- **Columns** – Specifies the number of columns to use when displaying your thumbnail images. Ultimately, this will be dependent on your Theme and how wide your page is. If you find the gallery isn't displaying properly after changing this number you may need to change it to another number

- **Random Order** – Click this checkbox to display your images in a random order

- **Size** – Selects the size of the image to use in your gallery

Edit or Delete an Image Gallery

Editing or Deleting an Image Gallery is much like editing or deleting an image. After clicking on an Image Gallery that has been inserted into your Page or Post, two icons will appear on top of the gallery. Clicking the *Edit* button ( ) allows you to edit the image gallery properties. Clicking the *Remove* button ( ) will delete the image gallery from your content. It will only remove the image gallery from your Page or Post, it will not delete any images from your Media Library.
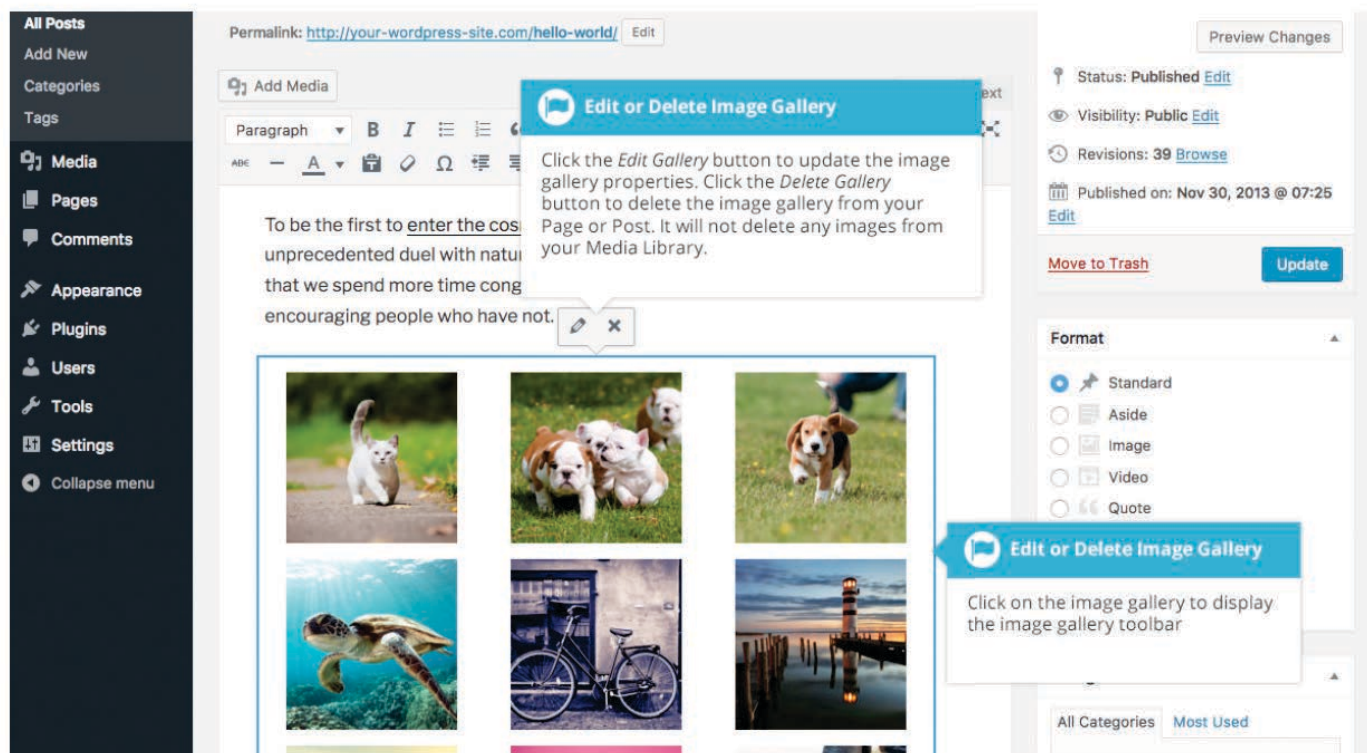
After clicking the *Edit* icon you will be shown the same pop-up window and options as when your image gallery was inserted into your Page/Post.

Insert an Audio or Video Playlist

Inserting an audio or video playlist is almost identical to inserting an image gallery. Click the *Add Media* button ( ). A pop-up window will display that looks the same as the one that displays when you add an image to your Page/Post. You can upload new media files to use in your playlist or you can simply choose from your previously uploaded files.

By default, you'll be shown a list of your previously uploaded files. If you'd like to upload a new media file, click on the Upload Files link at the top of the pop-up window.

To create an audio playlist, click the *Create Audio Playlist* link in the left-hand navigation. The pop-up window will display a list of your audio files.

Alternatively, to create a video playlist, click the *Create Video Playlist* link in the left-hand navigation. The pop-up window will display a list of your video files.
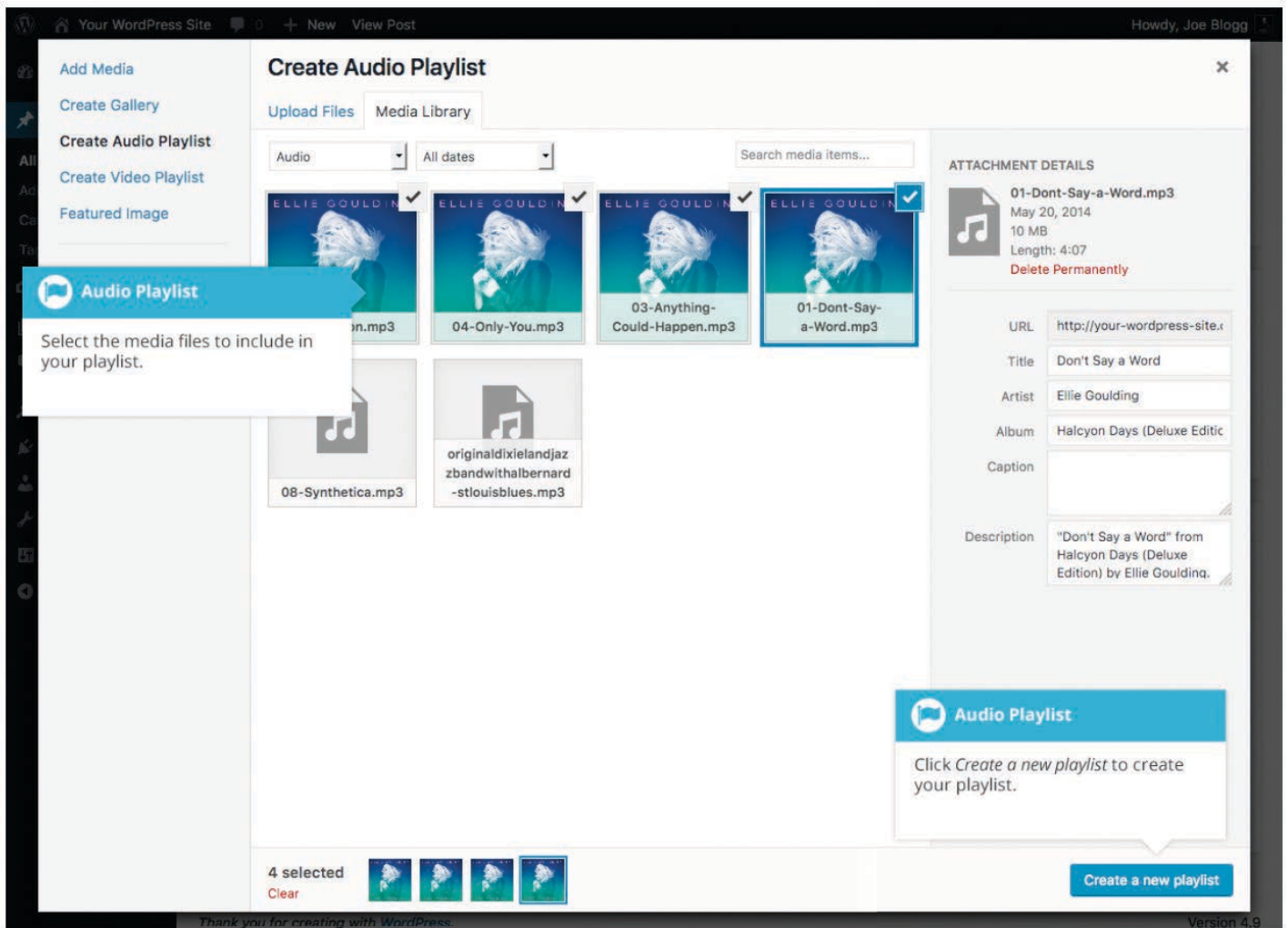
After selecting your media files, click the *Create a new playlist* button at the bottom of the pop-up window. The window will change so that only the selected media files are shown.
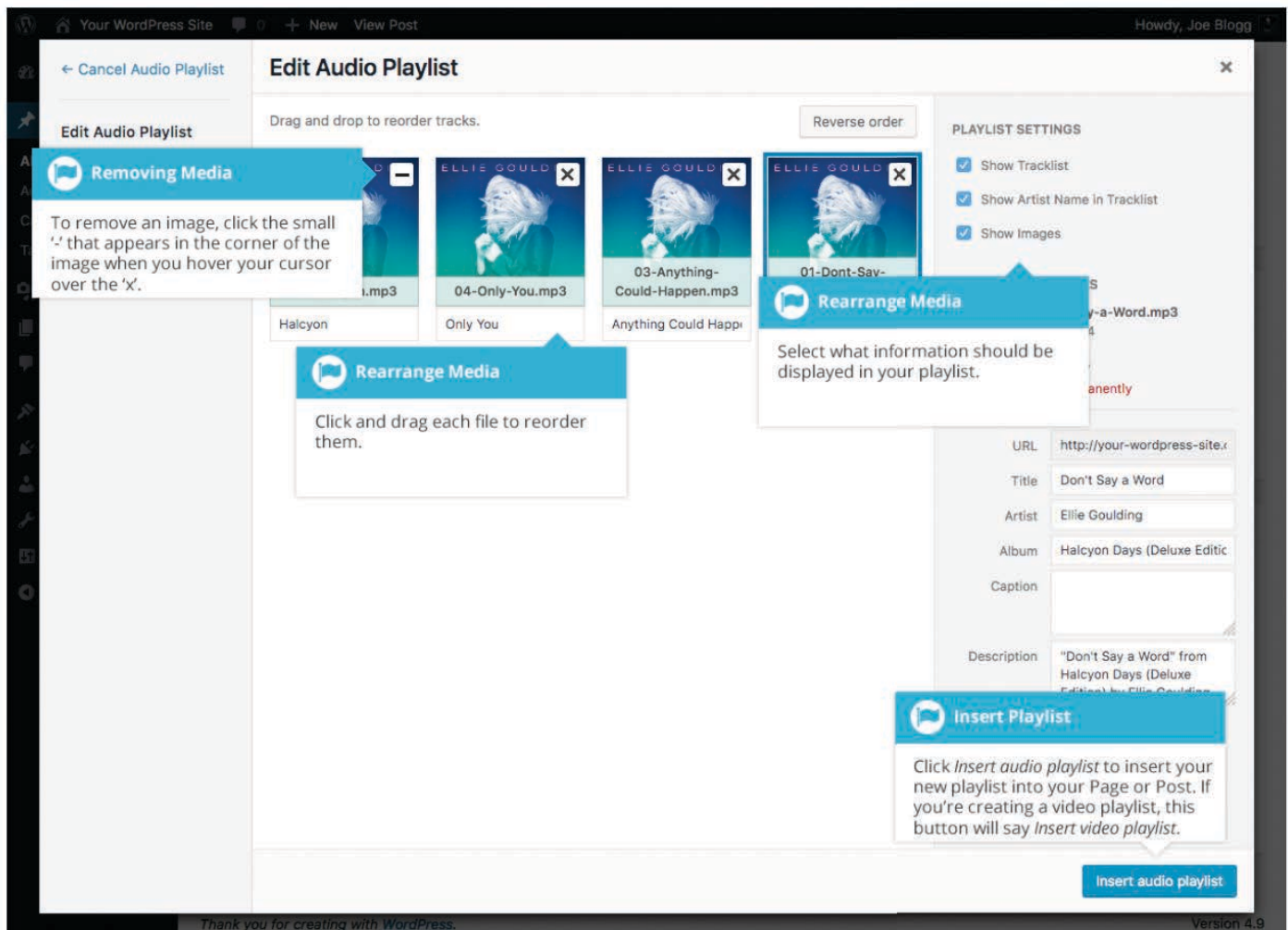
All the media files that appear will be used within your playlist. To reorder the files simply click on a file and drag it to its new position. You can change the title for each file by clicking the text below each file and then typing in your new title. Alternatively, click each file and then update the *Title, Caption* and *Description* on the right-hand side of the pop-up window.

If you decide you no longer want a certain media file to appear in your playlist, click the small '-' that appears in the top right corner of the file when you hover your cursor over the 'x'.

You can change how your playlist appears in your page by selecting which items you'd like to appear.

When inserting an audio playlist you have the following display settings.

- **Show Tracklist** – Ticking this checkbox will show a list of all the audio files within your playlist

- **Show Artist Name in Tracklist** – Ticking this checkbox will show the artists name next to each track name
- **Show Images** – Ticking this checkbox will show any associated audio file images

When inserting a video playlist you have the following display settings.

- **Show Video List** – Ticking this checkbox will show a list of all the video files within your playlist
- **Show Images** – Ticking this checkbox will show any associated video file images

Inserting Video, Audio or Other File Type

The procedure for inserting any other type of file into your Page/Post is exactly the same as Inserting an Image. Simply click the *Add Media* button ( ). Once the relevant pop-up window displays, perform the same steps to upload your file to your site and to insert it into your Page or Post.

When inserting video or audio files, you can select *Embed Media Player* from the *Embed or Link* dropdown list in the Insert Media pop-up window to use the audio and video players that are now built into WordPress. Supported audio/video formats include M4a, MP4, OGG, WebM, FLV, MP3, and WAV files.
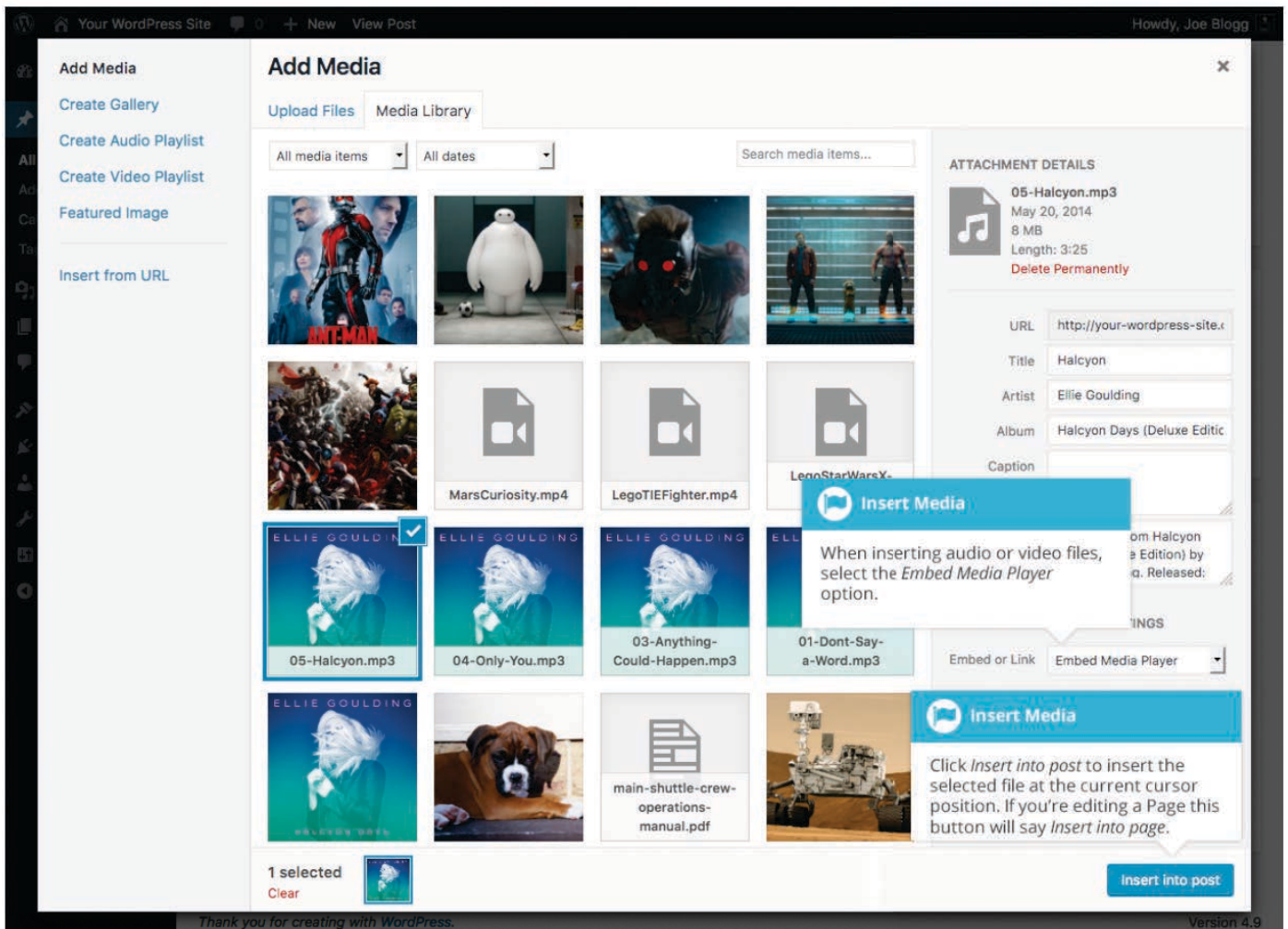
It's recommended that you make your filename 'server friendly'. Make sure the filename has no spaces, apostrophes, slashes or other non-alphanumeric characters (such as $, % and &). Rename the file before uploading if it does. To preserve readability, some people replace spaces with the underline character or hyphen. For instance, *My File Name.txt* becomes *My_File_Name.txt* or *My-File-Name.txt*

Embedding a Video, Image or Other Content

Another way to add video or other content into your pages is through embedding. A popular example of this is embedding a YouTube video into your page.

When you're embedding a file, there's no need to upload the file to your site. You're basically just creating a link to the file, from within your own page.

WordPress is able to automatically embed files from a number of different services.

To embed something into your Post or Page, simply paste the URL into your content area. The URL needs to be on its own line and not hyperlinked.
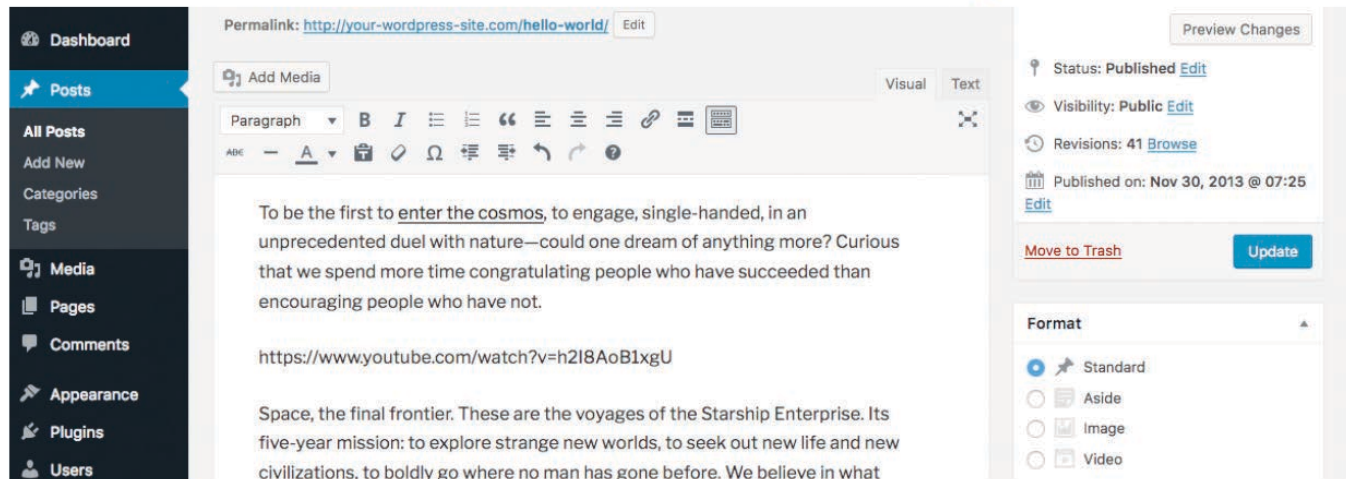
When embedding content in this manner (as opposed to using the embed shortcode mentioned below), your url will change to show a preview of that content. For example, when embedding a video from YouTube, after pasting in the URL to the editor, it will magically change to show the actual video content, right there in the editor.

If you'd like to specify the width and height, you can wrap the URL in the *[embed] shortcode*. Embedding your link using this shortcode does not require the URL to be on its own line. The format for using the shortcode is:

[embed width= "123" height= "456"] *url* [/embed]

WordPress will automatically embed content from the following sites:

- Animoto
- blip.tv
- Cloudup
- CollegeHumor
- DailyMotion
- Facebook
- Flickr

- FunnyOrDie.com
- Hulu
- Imgur
- Instagram
- Issuu
- Kickstarter
- Meetup.com
- Mixcloud
- Photobucket
- Polldaddy
- Reddit
- ReverbNation
- Scribd
- SlideShare
- SmugMug
- SoundCloud
- Speaker Deck
- Spotify
- TED
- Tumblr
- Twitter
- VideoPress
- Vimeo
- Vine
- WordPress Plugin Directory

- WordPress.tv

- YouTube (only public and "unlisted" videos and playlists)

Adding HTML Links

HTML links allow your site visitors to easily navigate around your site. They're also used when you want to allow people to download files from your site, such as PDFs or other documents, for viewing images or even just linking to other websites. HTML links will frequently be shown with an underline to differentiate it from other text, but this may vary depending on the theme you're currently using.

Inserting an HTML Link

Inserting an html link in your Page/Post to one of your own pages or another site is extremely easy. Simply click and drag the cursor and highlight the text that you want turned into a link and then click the *Insert/edit link* button ( ). A small inline link toolbar will display where you can enter your link URL. If you enter a URL without including 'http://' in front of it, WordPress will automatically correct it for you. As an example, if you type 'google.com' it will automatically correct this to 'http://google.com'. After you've entered your link url, hit your *Enter* key or click the *Apply* button ( ) to save your changes.

If you don't select any text prior to clicking the *Insert/edit link* button, it will use the URL that you enter as the link text.

You can also insert a link to one of your existing Posts or Pages by simply typing the Post or Page name and then selecting it from the list that displays. As you type the Post/Page name the list will re-populate based on matching results.
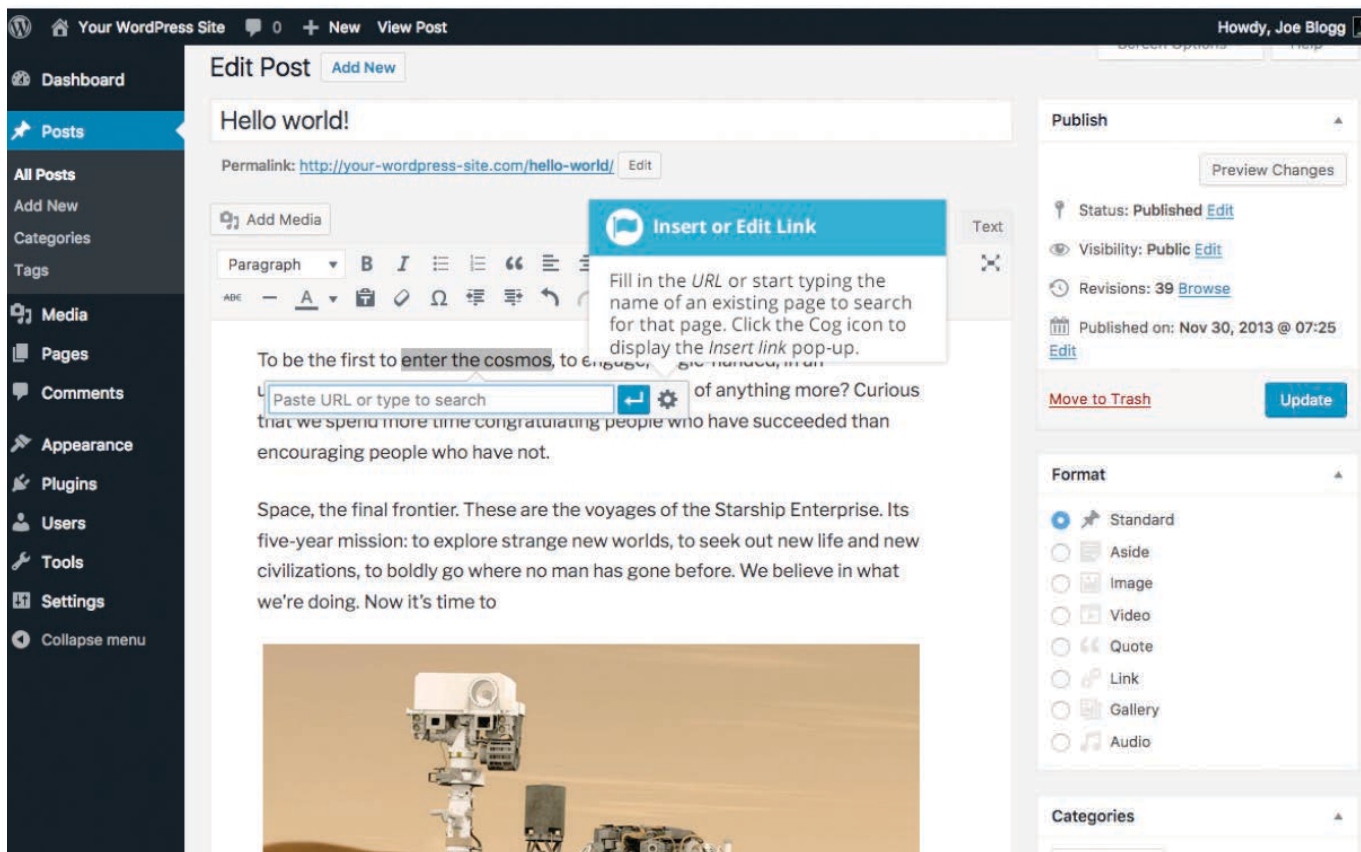
If the URL that you enter in the inline link toolbar has the incorrect syntax, WordPress will let you know by highlighting the link with a red dotted outline. When this happens, simply click the link to display the inline link toolbar again and then click the *Edit* button (✏) to edit the URL you entered.
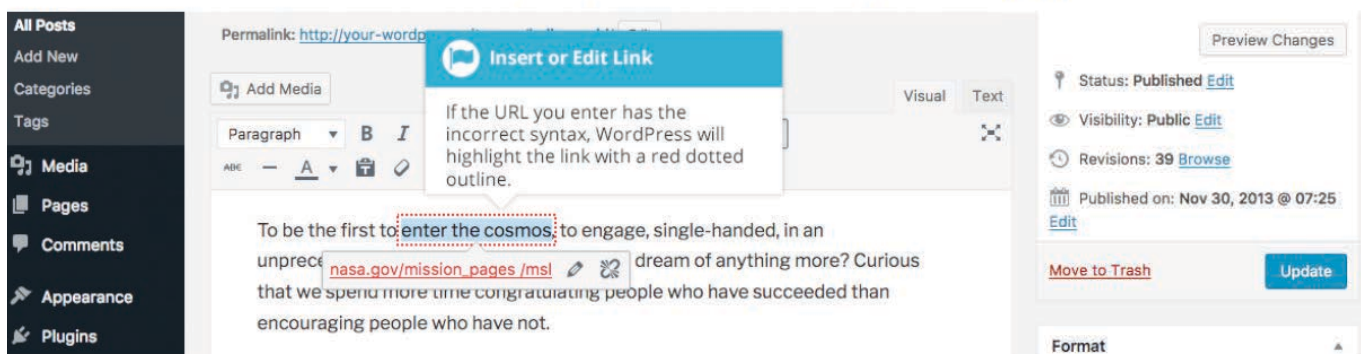
If you wish to display the pop-up window that previously displayed prior to WordPress 4.5, click the *Link options* icon (⚙). This pop-up is also useful if you wish to have your link open in a new tab/window when clicked as it gives you access to the *Open link in a new tab* checkbox.
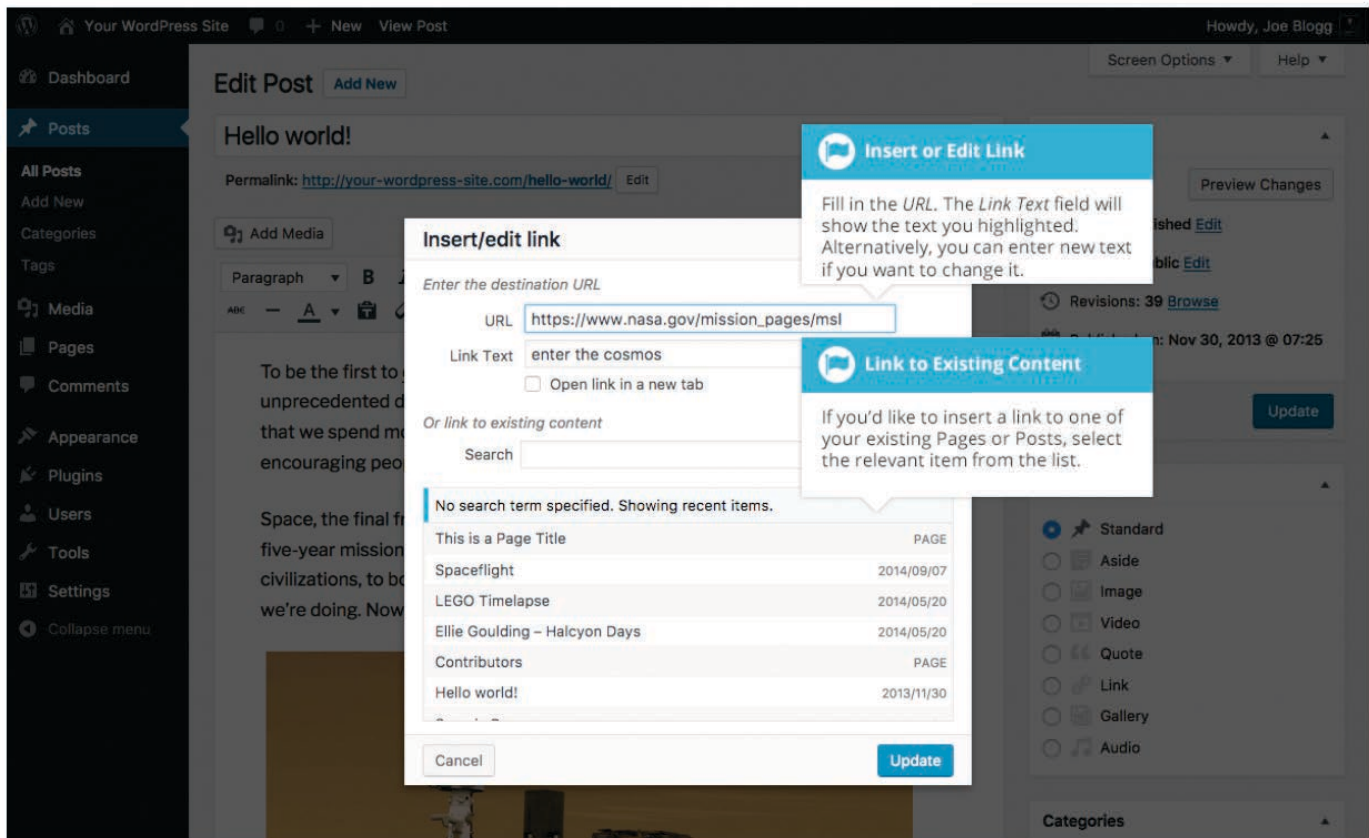
If you're displaying the pop-up window, simply fill in URL and the Title and then click the *Add Link* button.

- **URL** – URL of the page or website that you would like to create a link to

- **Link Text** – The text that you highlighted prior to clicking the *Insert/edit link* button will be automatically displayed

- **Open link in a new tab** – When someone clicks the link you can have it open in the same window (default setting) or have it open in a new browser window/tab

Alternatively, if you'd like to add a link to one of your existing Posts or Pages, select the relevant page from the supplied list. If you have a large number of pages within your site, you can type the Page or Post name in the *Search* field to make it easier to find. As you type, the list will re-populate based on matching results. After selecting one of your existing pages, the link will be updated in the *URL* field. Click the *Add Link* button to add your link.

Inserting Links to Media Files

Adding a link to media files such as documents or PDF's is just as easy as adding a standard html link. There are a couple of ways you can go about it.

Click the *Add Media* button (Add Media) and then simply drag your file from wherever it is on your computer, into the browser window. Your file will be automatically uploaded.

Alternatively, click the *Select Files* button and then select the file that you'd like to upload, using the dialog window that is displayed.

Once your file is uploaded, your Media Library, which contains all your previously uploaded files, is displayed. The file that you've just uploaded will be automatically 'selected' for easy insertion into your Page or Post.
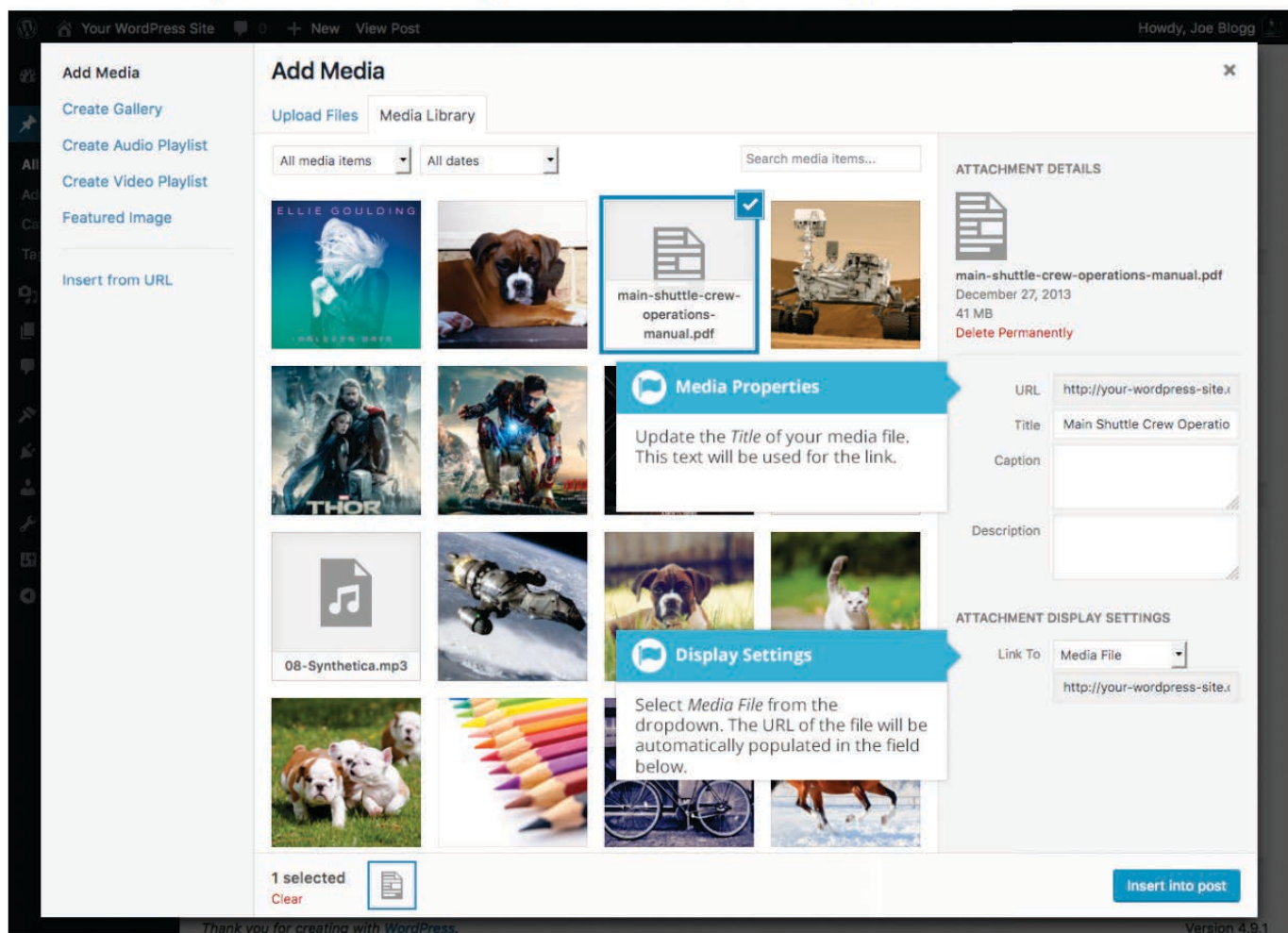
Update the *Title* for your file. The *Title* will be used for the text link when it's inserted into your content. From the *Link To* dropdown list, select *Media File*. The field just below this will be automatically populated with the URL for the file.

Click the *Insert into post* button to insert a link to the selected file in your Post at the current cursor position (when editing a Page, this button will say *Insert into page*).

If you happen to know the URL for the media file that you'd like to link to or if you'd like to create a link on some existing text, simply click and drag the cursor and highlight the text that you want turned into a link and then click the *Insert/ edit link* button (🔗). Just like previously, when adding a simple HTML link, enter the URL to your media file and then click the *Add Link* button. A standard html link will be created that links to the media file that you specified.

Editing an HTML Link

To edit an html link, click the link within your Page/Post that you'd like to edit to display the inline link toolbar. Once the toolbar appears, click the *Edit* button (✏️) to display the edit field. Alternatively, click the link within your Page/Post and then click the *Insert/edit link* button (🔗) on the main Visual Editor toolbar.
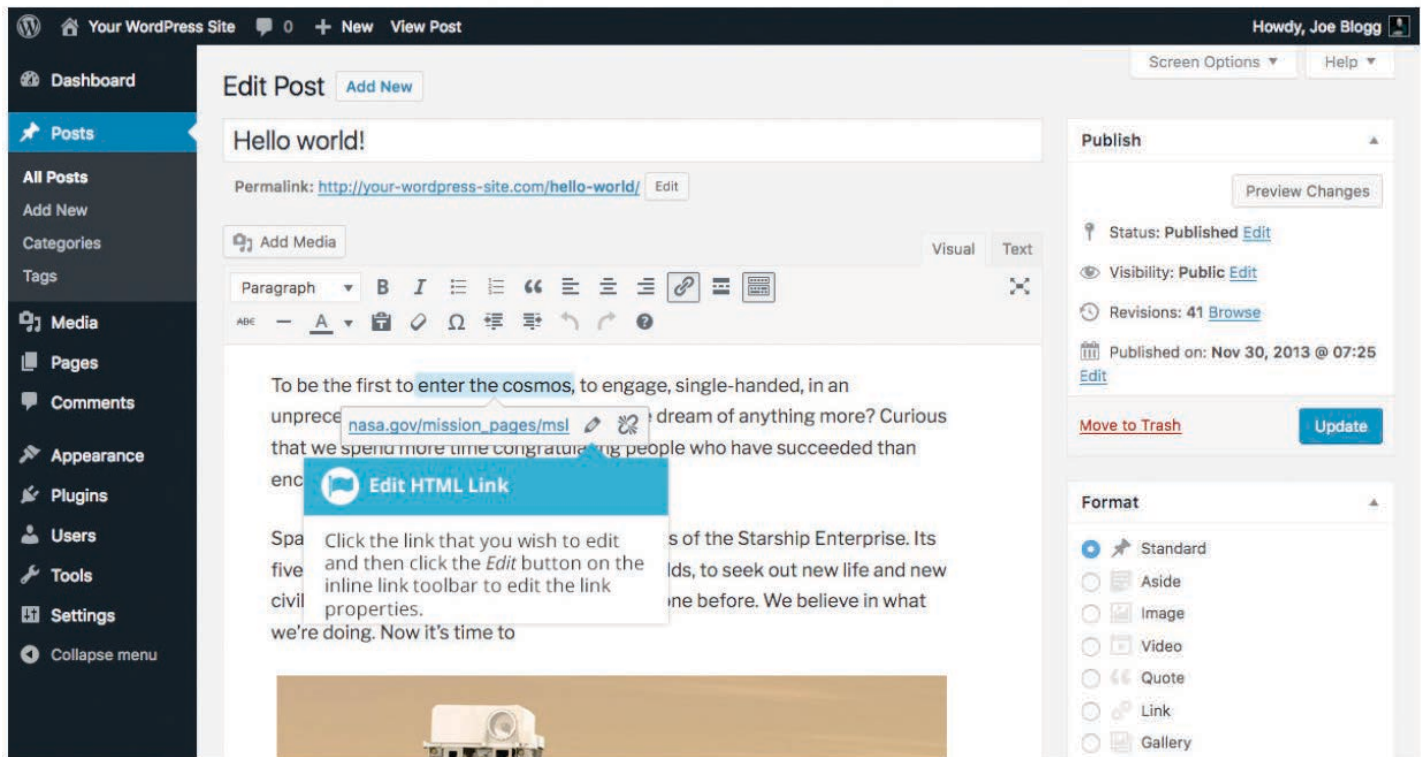
After you've updated the link url, hit your *Enter* key or click the *Apply* button (![]) to save your changes. If you wish to display the Insert/edit link pop-up window click the *Link options* icon (![]).
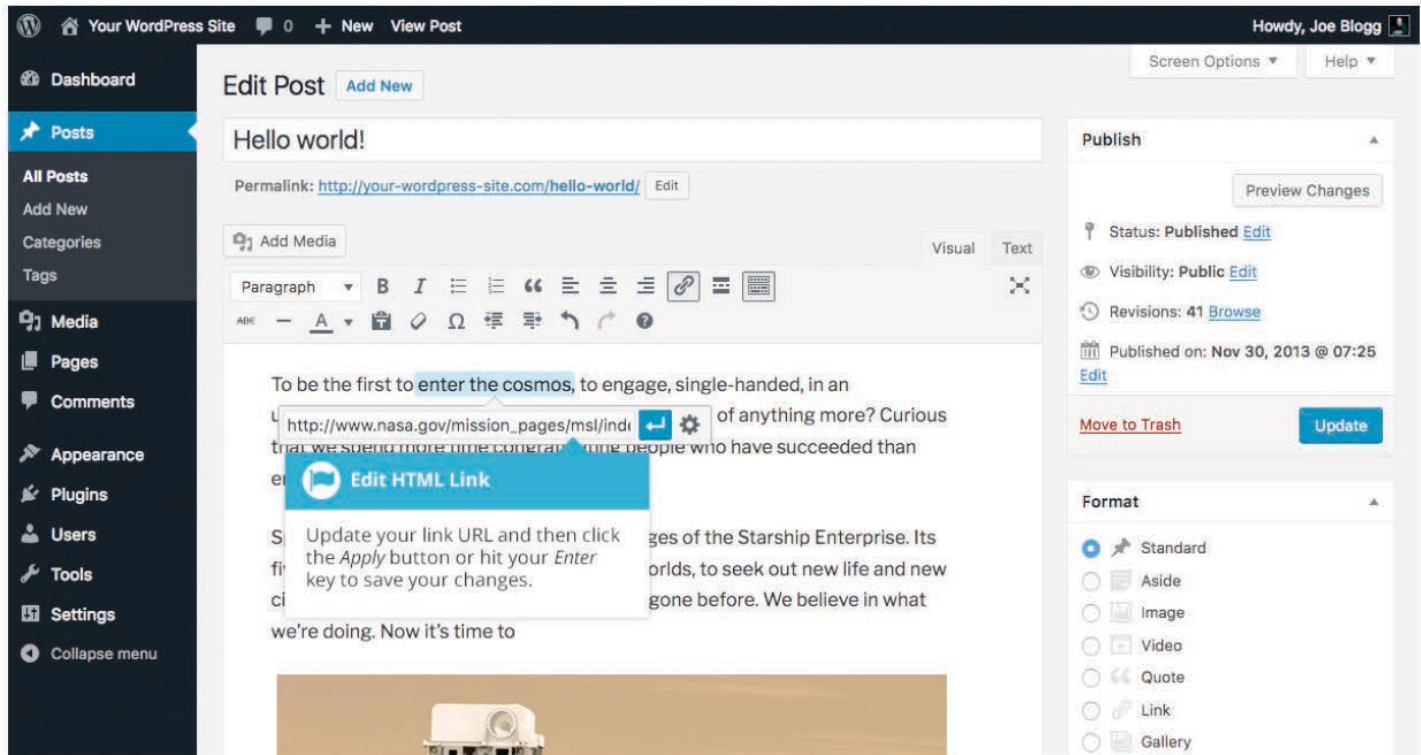
Removing an HTML Link

To remove an html link, click the link within your Page/Post that you'd like to remove to display the inline link toolbar. Once the toolbar appears, click the _Remove_ button ( ) to remove the link. Alternatively, click the link to position the cursor somewhere within it and then click the _Remove link_ button ( ) on the main Visual Editor toolbar. If you want to remove a link from an image, simply click the image once to select it and then click the _Remove link_ button ( ) on the main Visual Editor toolbar. If the html link is linking to an uploaded file or image, clicking the _Remove link_ button won't remove or delete that file, it will simply remove the hyperlink.
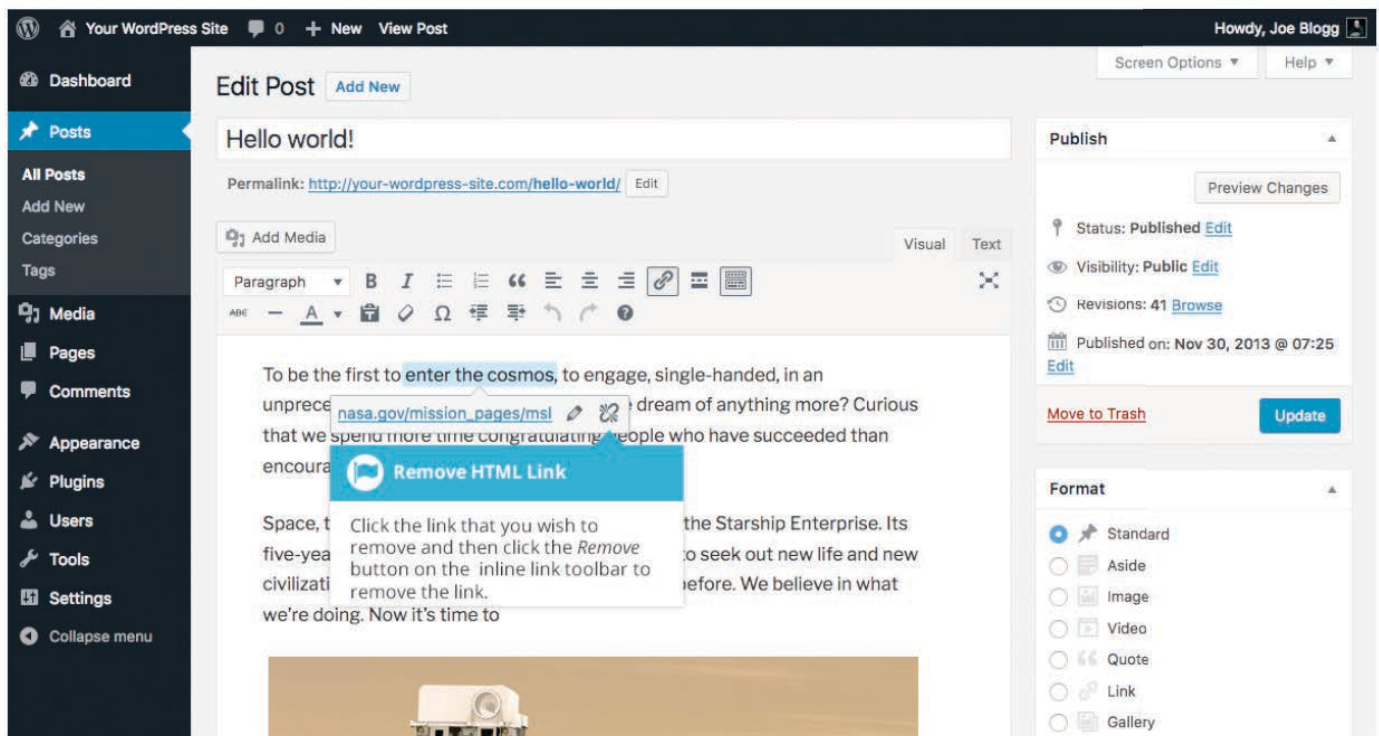
Editing Existing Content

To edit an existing page, simply click on the relevant Page/Post title, when viewing your list of Pages or Posts. Alternatively, click on the *Edit* link that appears beneath the title when hovering your cursor over each row.

The screen that appears will be exactly the same as the *Add New Page/Add New Post* screen, only with the existing content displayed. When you've finished editing your Page/Post, click the *Update* button.

Deleting Content

If you wish to delete one of your Pages or Posts, click on the *Trash* link that appears beneath the title when hovering your cursor over each row. This will move the Page/Post to the Trash.
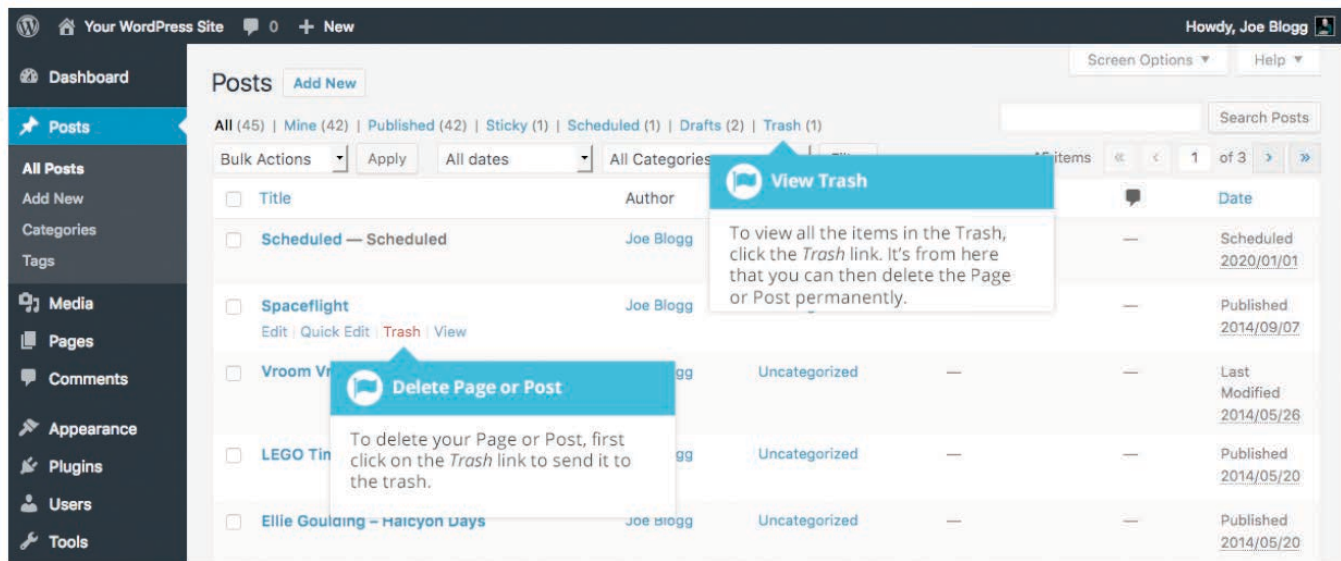
To delete the Page/Post permanently or to restore the Page/Post, click the *Trash* link at the top of the screen. When the cursor is hovering over each item in the Trash, the *Restore* and *Delete Permanently* links appear. Click *Delete Permanently* to permanently remove a single Page or Post. Clicking *Restore* will restore the Page or Post.
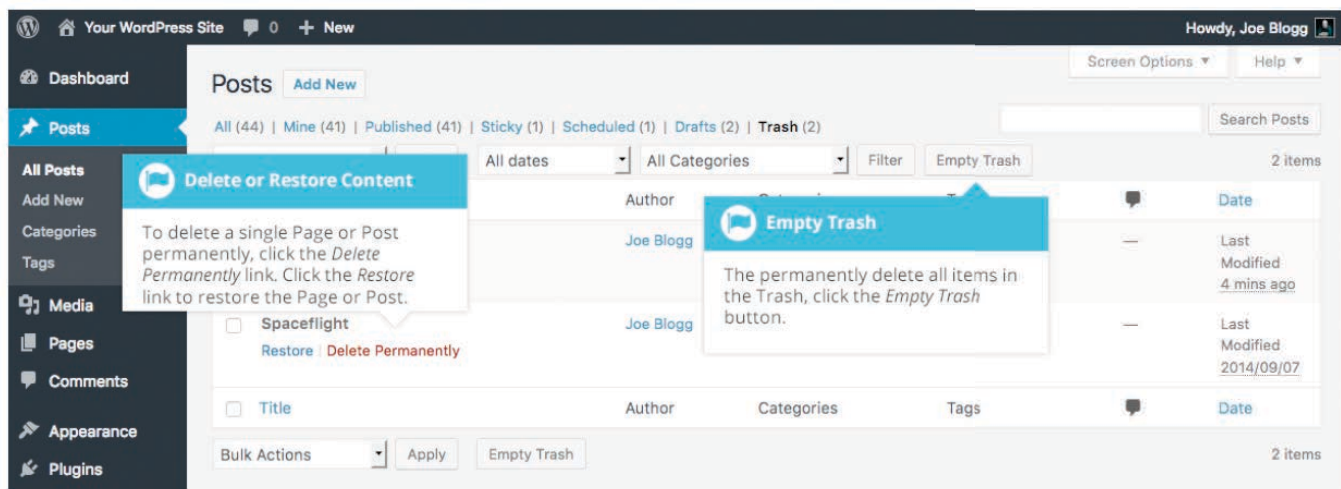
If you would like to permanently delete or restore numerous items at once, click the checkboxes next to the items you would like to delete or restore and then choose either *Restore* or *Delete Permanently* from the *Bulk Actions* dropdown list at the top of the page. After selecting the appropriate action click the *Apply* button to make your change. Alternatively, click the *Empty Trash* button to delete all the items in the Trash.

Saving and Publishing Content

Once you've added all your content to your Page or Post you have the option of Saving the Page as a Draft or Publishing the page. Clicking the *Save Draft* button will simply save your Page/Post. This is handy if you would like to come back at a later date to add more content or if you're simply not ready to publish yet.
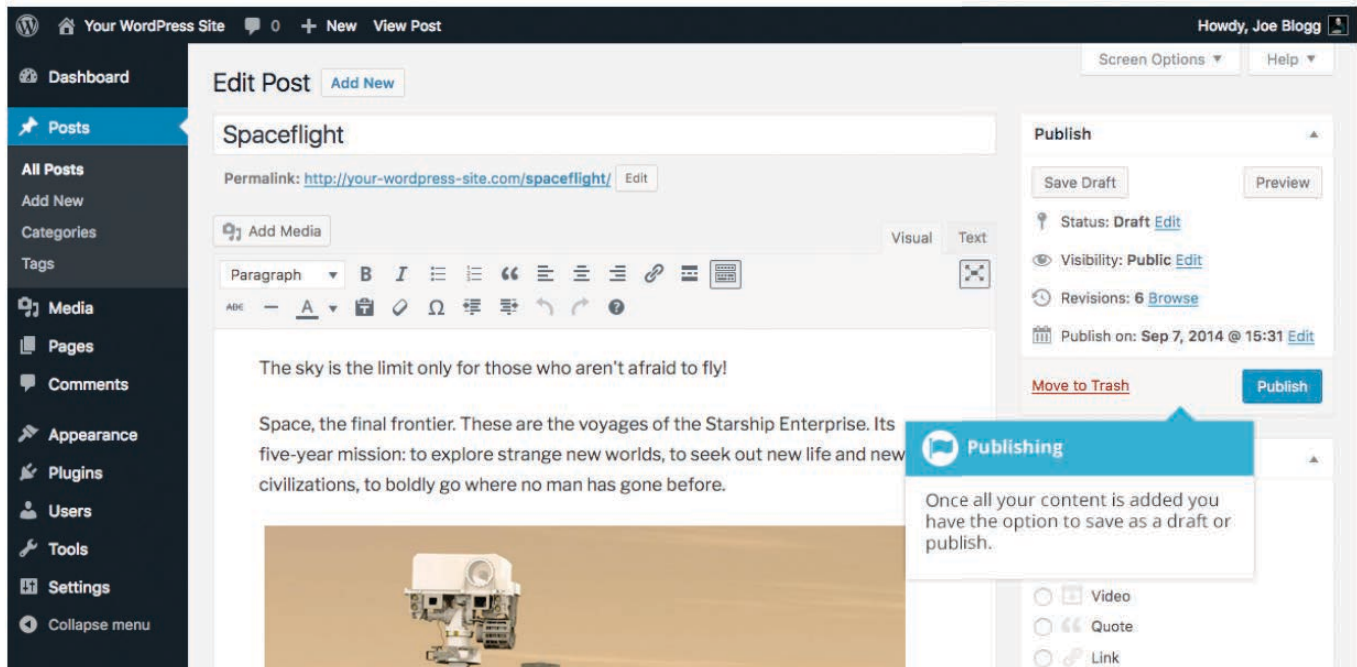
Clicking the *Publish* button will save your Page/Post and publish it on your website.

Clicking the *Preview* button will show you a preview of the current Page/Post.

There are also several options available when saving. By default the *Status* is set to Draft but this can be changed by clicking the *Edit* link just to the right of *Status:* within the *Publish* panel.

- **Pending Review** means the draft is waiting for review by an editor prior to publication.

- **Draft** means the post has not been published and remains a draft for you.

You can also change the visibility of the Page by clicking the *Edit* link just to the right of *Visibility:* within the *Publish* panel.

- **Public** is the default and means the page is viewable to all. There is also an option to make the Post 'sticky'. Sticky posts are placed at the top of all blog posts and stay there even after new posts are published.

- **Password Protected** allows you to assign a password to your page. Only people who have the password will be able to access the page.

- **Private** hides the content from the public completely. Normal users and visitors will not be aware of private content. You will only see the private content when you are logged into your WordPress blog.

Just below the Title for your content is the full URL for your Page or Post. Clicking this will take you to the published page, or if the page hasn't been published yet, a preview of the page. Clicking the *Edit* button next to the URL allows you to change the Permalink (i.e. the URL) of the Page or Post. You might decide to do this for improving SEO (Search Engine Optimisation). Most times though, you'll simply leave the default URL which WordPress automatically generates based on your Page/Post Title.

By default, when you click the *Publish* button your Page/Post is published immediately. To change this, click the *Edit* link just to the right of *Publish immediately* within the *Publish* panel. You can then select the date and time that you'd like to schedule your Page/Post to be published. You must also click the *Publish* button when you have updated the date and time fields to publish at the desired date and time.

Categories

You can use categories to define sections of your site and group related posts. The default category is Uncategorized but this can be easily changed in your Settings. Pages cannot be associated with Categories. You can only associate Categories to Posts.

There are two ways to add Categories. They can be added whilst adding or editing your Post or they can be added via the Categories menu option. Adding Categories whilst editing your Post, will automatically assign those Categories to your Post. Adding Categories using the Categories menu option will simply add them to the list of available Categories.

When you click on the Categories menu option you'll be shown a list of Categories that have already been added along with some blank fields that allow you to add a new Category.

To add a new Category, fill in the blank fields and then click the *Add New Category* button:

- **Name** – The name is how it appears on your site

- **Slug** – The Slug is the URL-friendly version of the name. It's usually all lowercase and contains only letters, numbers, and hyphens

- **Parent** – Categories, unlike tags, can have a hierarchy. You might have a Car category, and under that have children categories for Ford, General Motors and Toyota. Totally optional. To create a subcategory, just choose another category from the *Parent* dropdown

- **Description** – The description is not prominent by default; however, some themes may display it

Once you add a new Category it will appear in the list of Categories on the right side of the screen.

When hovering your cursor over each row in the list of Categories, a few links will appear beneath the Category name.

- **Edit** – Allows you to edit the Category properties such as Name, Slug, Parent and Description

- **Quick Edit** – Allows you to quickly edit the Category Name and Slug

- **Delete** – Deletes the Category permanently from the list of Categories. After clicking Delete you will be prompted to confirm your choice. Click *OK* to delete the Category or *Cancel* if you don't want to delete it

- **View** – This will list all the Posts that are currently using this Category

If you would like to permanently delete numerous Categories at once, click the checkboxes next to the Categories you would like to delete and then choose *Delete* from the *Bulk Actions* dropdown list at the top of the page. After selecting Delete, click the *Apply* button to immediately delete the selected Categories (you will not be prompted to confirm your choice).

Deleting a Category does not delete the posts in that Category. Instead, posts that were only assigned to the deleted Category are set to the default Category, which is set to *Uncategorized* by default. The Default Post Category can be configured within the *Settings > Writing* section.

# Adding Categories within your Post

Adding Categories whilst editing your Post will automatically assign those Categories to your Post.

When adding or editing your Post, the *Categories* panel can be found just below the *Format* panel if your Theme supports Post Formats. Alternatively, it will reside just below the *Publish* panel. To add an existing Category, simply tick the checkbox(es) next to the Categories you'd like to assign to the Post.

If you would like to create a new Category and assign it to the Post at the same time, click the + Add New Category link. Two fields will then appear. Type the name of the Category that you'd like to add into the empty input field. If you'd like the new Category to have a Parent, select it from the Parent Category dropdown list. Click the Add New Category button when done to create the Category and automatically assign it to the Post.

Tags

Tags are ad-hoc keywords that identify important information in your post (names, subjects, etc) that may or may not recur in other posts. Unlike Categories, Tags have no hierarchy, meaning there's no relationship from one Tag to another. Pages cannot be assigned Tags and cannot be associated with Categories. You can only associate Tags and Categories to Posts.

Like Categories, there are two ways to add Post Tags. They can be added whilst adding or editing your Post or they can be added via the Tags menu option. Adding Tags whilst editing your Post, will automatically assign those Tags to your Post. Adding Tags using the Tags menu option will simply add them to the list of available Tags.

When you click on the Tags menu option you'll be shown a list of Tags that have already been added, along with some blank fields that allow you to add a new Tag. A list of Popular Tags is also displayed in 'cloud' format. That is, the Tags are displayed in alphabetical order and the more often a Tag has been used, the larger the font it's displayed in.

To add a new Tag, fill in the blank fields and then click the Add New Tag button:

- **Name** – The name is how it appears on your site
- **Slug** – The Slug is the URL-friendly version of the name. It's usually all lowercase and contains only letters, numbers, and hyphens
- **Description** – The description is not prominent by default; however, some themes may display it. Once you add a new Tag it will appear in the list of Tags on the right side of the screen. When hovering your cursor over each row in the list of Tags, a few links will appear beneath the Tag name.
- **Edit** –Allows you to edit the Tag properties such as Name, Slug and Description
- **Quick Edit** – Allows you to quickly edit the Tag Name and Slug
- **Delete** – Deletes the Tag permanently from the list of Tags. After clicking Delete you will be prompted to confirm your choice. Click OK to delete the Tag or Cancel if you don't want to delete it
- **View** – This will list all the Posts that are currently using this Tag

If you would like to permanently delete numerous Tags at once, click the checkboxes next to the Tags you would like to delete and then choose Delete from the Bulk Actions dropdown list at the top of the page. After selecting Delete, click the Apply button to immediately delete the selected Tags (you will not be prompted to confirm your choice).

Adding Tags within your Post

Adding Tags whilst editing your Post, will automatically assign those Tags to your Post.

When adding or editing your Post, the Tags panel can be found just below the Categories panel. To add an existing Tag, click the Choose from the most used tags link. This will display a list of previously used Tags (if available). They are arranged alphabetically and in 'cloud' format. That is, the more often a Tag has been used, the larger the font it's displayed in. To add a previously used Tag, simply click on the Tag name and it will be assigned to your Post. To add a new Tag, simply write the Tag or Tags (separated with commas) into the edit field and click the Add button. Tags that are assigned to the Post will be displayed below the edit field. To remove a Tag from your Post, click the small 'x' icon next to the Tag name.

Media Library

The Media Library is where you can find all the files that you've uploaded. There are two different types of views you can select from when viewing your media library. You can click the *List View* icon ( ) to display your images in a list, or you can click the *Grid View* icon ( ) to view your images in a Grid layout.

The Grid View will display a grid of thumbnail images for each of your media files. The Grid View employs infinite scrolling, rather than displaying your images over multiple pages. To view more images, simply scroll to the bottom of the page and more thumbnails are automatically loaded.
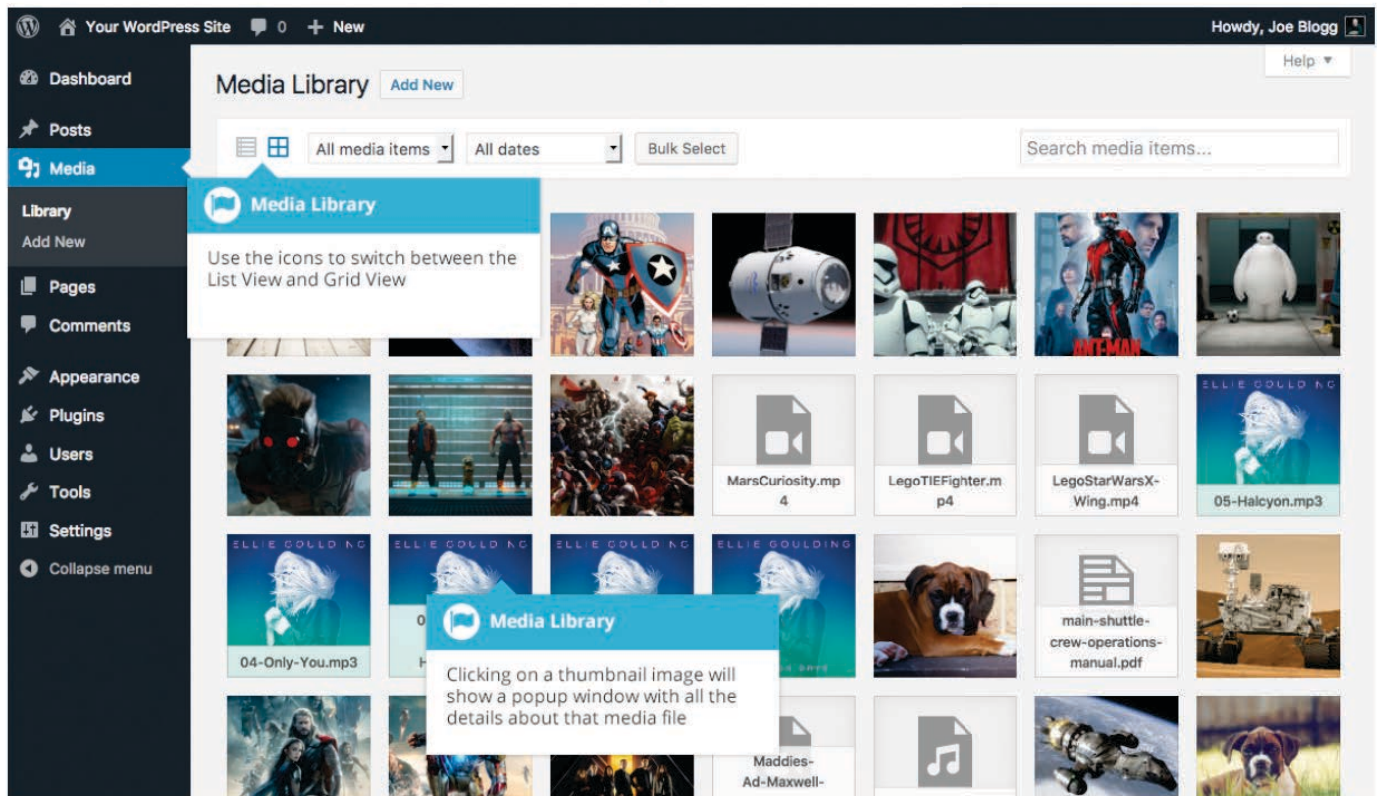
The List View will display your images vertically down the page, over multiple pages. By default, it will display 20 images per page but you can change this number by clicking the *Screen Options* link at the top-right of the page and changing the *Number of items per page*.
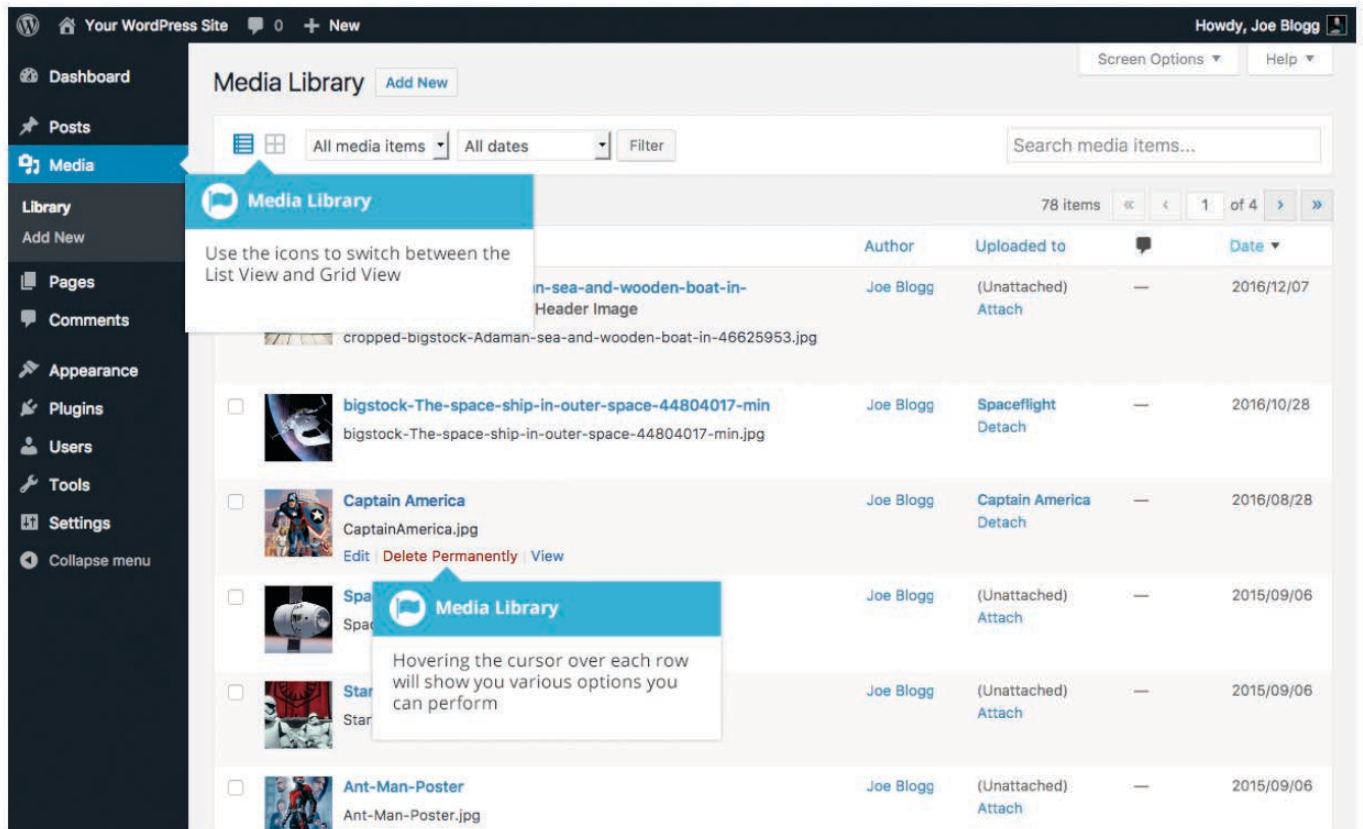
Both views show the most recently uploaded files first. There are also dropdown lists that allow you to filter the list of files that are currently being displayed, along with a search field to help search for files.

Within the List View, the list of files contains a small thumbnail version of the image or file, the file title and the file name along with the file extension which shows the type of file (JPG, MP3, etc.), the name of the Author who uploaded the file, the Page or Post which the image was uploaded to, the number of comments and the date the file was uploaded.

When hovering your cursor over each row in the List View, a few links will appear beneath the file name.

- **Edit** – Allows you to edit the file properties such as Title, Alt Text, Caption and Description. You can also perform some basic image manipulation

- **Delete Permanently** – Deletes the file permanently from the Media Library

- **View** – Will take you to the display page for that file

Menus
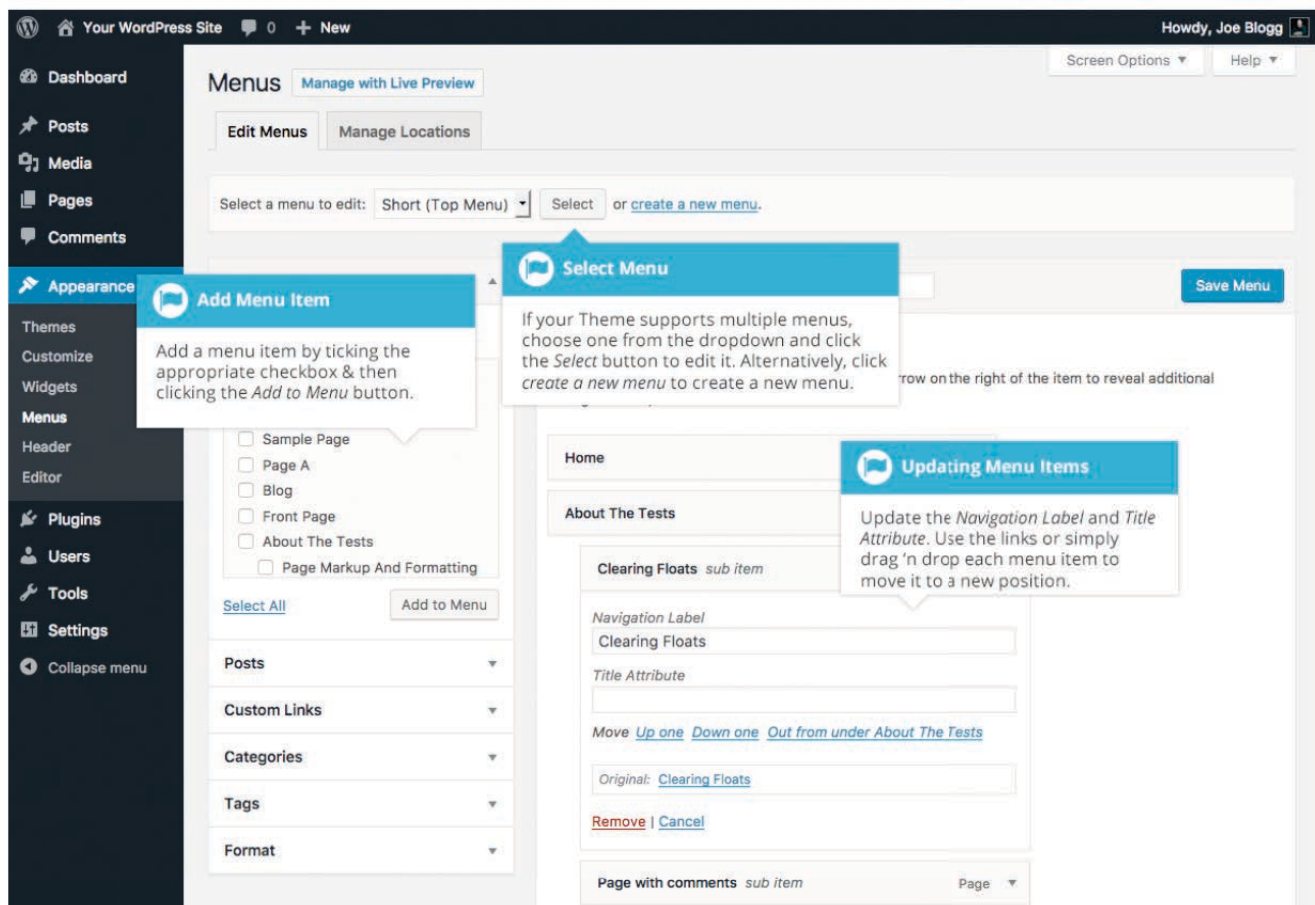
The items in this right-hand column on the *Menus* page will match the menu items that appear on your website. Clicking on the down arrow next to each menu item name will show an options panel for that particular menu item. In this options panel, there are several items that can be updated. You can show or hide extra fields such as *Link Target, CSS Classes, Link Relationship (XFN)* or *Description* using the *Screen Options* tab at the very top-right of the screen.

- **URL** – Only displayed for Custom Links and will contain the URL to navigate to when that menu item is clicked

- **Navigation Label** – This is the label that will display within the actual menu on your website

- **Title Attribute** – This is the tooltip that appears when the mouse cursor hovers over the menu item

- **Open link in a new window/tab** – (Hidden by default) You can set the menu item to open in the same window or tab (which is the default) or in a new

window or tab. This option is made visible by ticking the *Link Target* option on the *Screen Options* panel

- **CSS Classes** – (Hidden by default) Optional CSS Classes to add to this menu item. This option is made visible by ticking the *CSS Classes* option on the *Screen Options* panel

- **Link Relationship (XFN)** – (Hidden by default) Allows for the generation of XFN attributes so you can show how you are related to the authors/owners of site to which you are linking. This option is made visible by ticking the *Link Relationship (XFN)* option on the *Screen Options* panel

- **Description** – (Hidden by default) The description for the link. This may or may not appear, depending on the theme This option is made visible by ticking the *Description* option on the *Screen Options* panel

Each menu item can be moved to a new location in the menu hierarchy by using either the links underneath the *Title Attribute* input field or by clicking on the title area of the menu item and dragging 'n dropping the menu to new location. If you choose to drag 'n drop your menu items, the cursor will turn into a four-pointed arrow when you're hovering over the correct area.

After making updates to your menu items, click the *Save Menu* button at the top or bottom of the screen.

Adding a New Menu Item

By default, only the Pages, Custom Links and Categories panels are shown. If you'd like to add Posts, Tags or Post Formats as menu items, you simply use the *Screen Options* tab at the top-right of the screen to enable these panels as well.

To add a new Page as a menu item, tick the checkboxes in the *Pages* panel, next to each of the Pages that you'd like to add. You can select one Page at a time or multiple. After selecting your Pages, click the *Add to Menu* button. The new menu items will append to the bottom of the current list of menu items. The menu item name will default to the Page name. To change this, simply click on the down arrow next to the menu item name to view the options panel and then update the *Navigation Label* to your preferred name. After making your updates, click the

Save Menu button at the top or bottom of the screen. The steps to add a Post, Post Format, Category or Tag as a menu item are exactly the same as adding a Page.
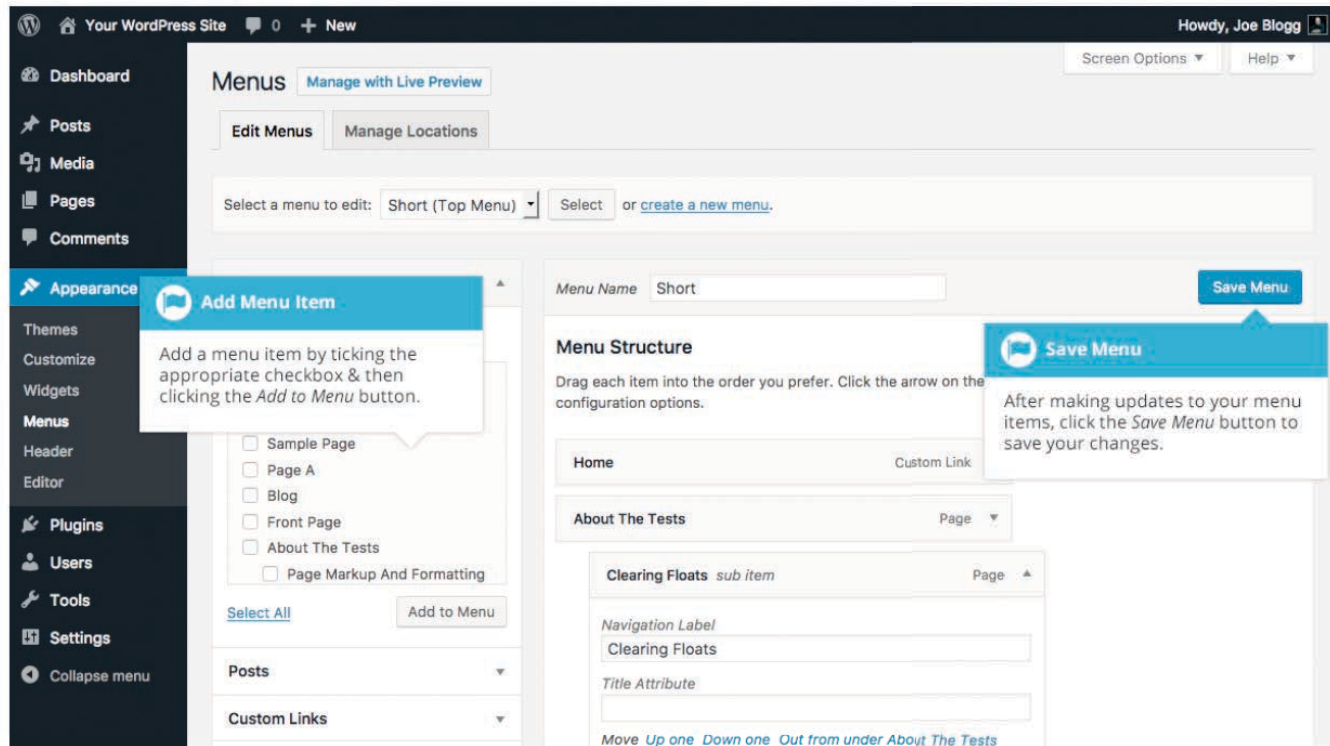
To change the order that the menu options appear in, simply place your cursor over the title area of the menu item you'd like to move. When the cursor changes to a four-pointed arrow, click and drag the menu item to its new location. Depending on how your menu is configured within your theme, it's even possible to create the multi-level hierarchy required for dropdown menus. After moving your menu items around, don't forget to click the *Save Menu* button at the top or bottom of the screen to save your changes.

Adding a Custom Link Menu Item

Use the *Custom Links* panel to add a custom link to your menu, such as a link to an external website. Simply type in the website URL in the *URL* field and the menu name in the *Link Text* field. Click the *Add to Menu* button when done. Use the same steps outlined previously to adjust the order of the menu item and click the *Save Menu* button at the top or bottom of the screen to save your changes.
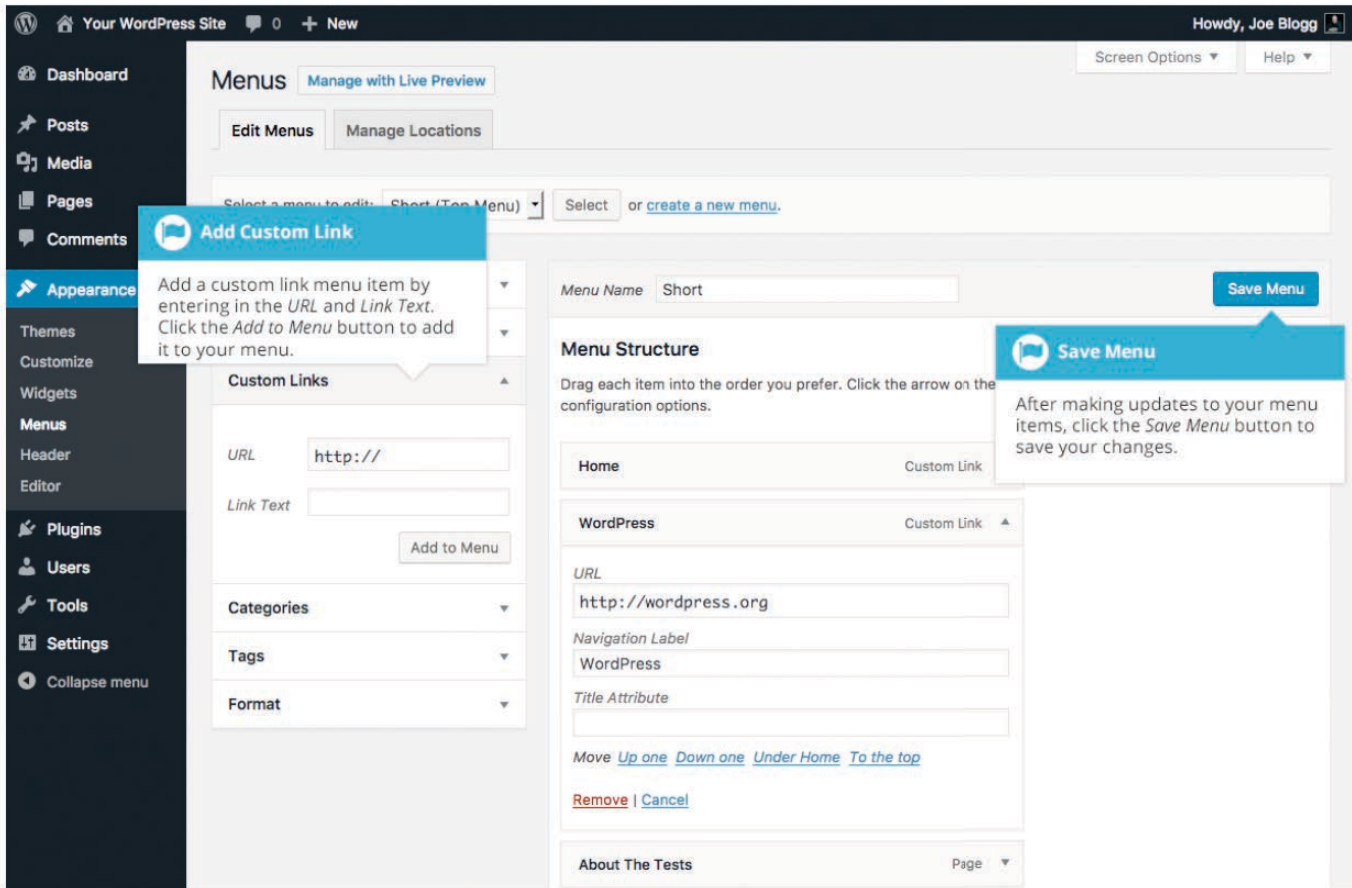
Deleting a Menu Item

To delete a menu item click on the down arrow next to the menu item name to view the options panel for that item and then click the *Remove* link. After making your updates, click the *Save Menu* button at the top or bottom of the screen.
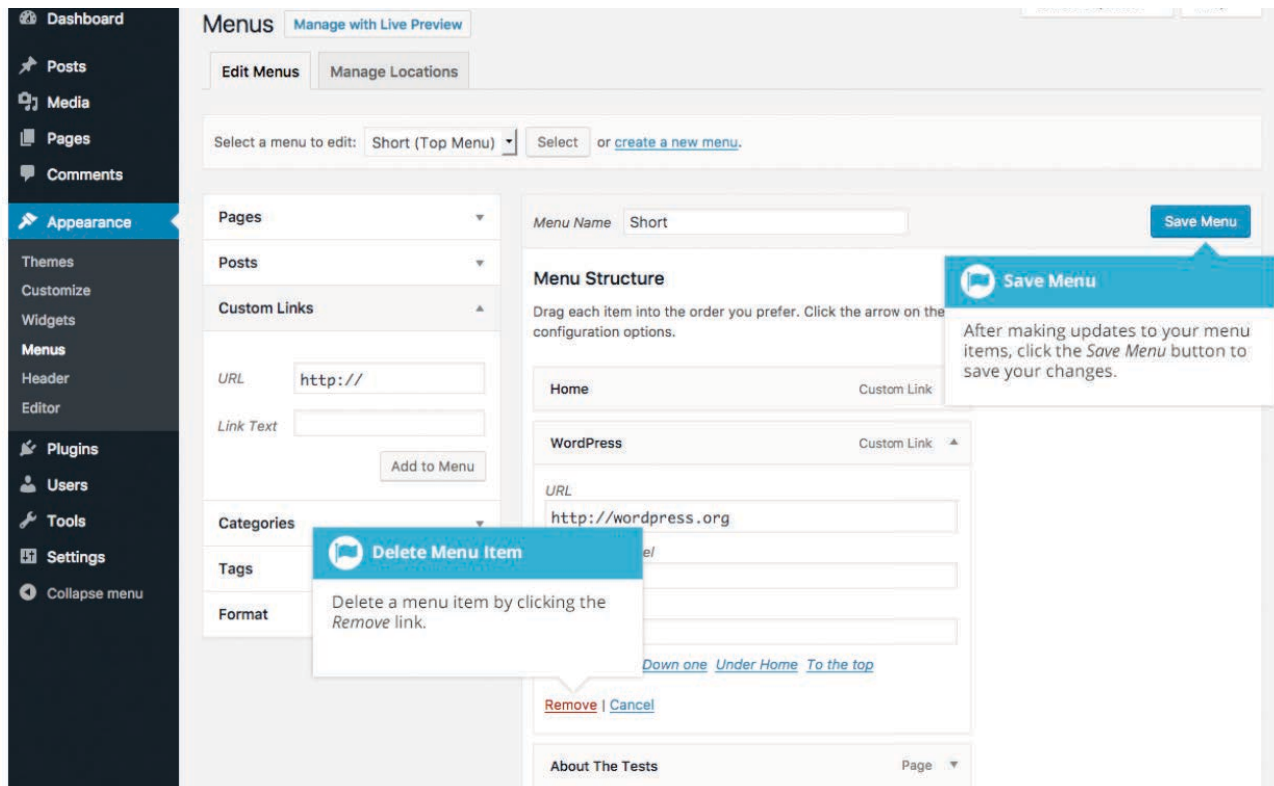
Managing Menu Locations

After you create a menu, you also need to tell WordPress where to use it. This is where the *Manage Locations* tab on the *Menus* page comes in.

After clicking the *Manage Locations* tab on the *Menus* page, you will be shown a page similar to below, with a list of the various menu locations used in your Theme. You may have one menu location or you may have multiple, depending on the Theme currently in use. Your menu location won't necessarily be called 'Primary Menu' either, as shown below. Again, that will depend entirely on your Theme.

Assign an existing menu that you've created to the appropriate location by selecting it from the dropdown list. Click the *Save Changes* button to save your changes.

Alternatively, you can choose to create a new menu and automatically assign it to the location by clicking the *Use new menu* link.

Users

This screen lists all the existing users for your site. Users with roles other than Administrator will see fewer options when they are logged in. Depending on your Role, you can also add new users as well as manage their Roles.

At the top of the screen there are links that allow you to filter the list of Users based on the User Roles. The number in brackets will advise how many there are for that particular type.

When hovering your cursor over each row in the list of Users, links will appear beneath the user name.
• **Edit** – Allows you to edit the user profile
• **Delete** – Allows the User to be deleted. This link won't be available for your own profile
A User can have defined roles as set by the site admin such as: **Administrator, Author, Contributor, Editor, or Profile.**
• **Super Admin** – (Only relevant when running multiple sites from one WordPress installation). Someone with access to the blog network administration features controlling the entire network

Adding a New User

To add a new user, click on the **Add New** link in the left-hand navigation menu or the **Add New** button at the top of the page.

Once the above page is displayed, simply fill in the various fields and click the Add New User button.

• **Username** – (mandatory) Enter the username of the new user here. This will also be used as the Login name for the user. Once saved, the Username can't be changed

Role - Select Role:
"Profile" = Faculty, Students or Staff that you want profile pages created for on website or want to appear in a directory listing. Administrator, Editor, Contributor = can edit other sections/pages, posts on website.

Skip Confirmation Email
***Very important check this box when initially setting up new Users.

Other Roles
If someone is an administrator, editor, contributor, and also Profile. Ensure their first Role is the "Administrator, Editor, Contributor..etc." and that the secondary /additional role is Profile. Otherwise the functions of one role may not work, ie they may not have the Profile option.

• **E-mail** – (mandatory) Enter a valid email address of the new user here. The email address must be unique for each user. If a published Post or Page is authored by this user and approved comments are made to that post or page, a notification email is sent to this email address

• **First Name** - Enter the first name of the new user here

• **Last Name** – Enter the last name of the new user in this text box

Example of Users with Additional Roles

Deleting a User

To delete a user, click on the Delete link that appears beneath the user name when hovering your cursor over each row. The Delete link wont appear for the user that is currently logged in.

Faculty Profile Updates

Faculty, Instructors, Post-docs, Grad Students can update their own profiles. ***Once they have been set up as users. ***

Follow the Login steps listed on page 1, except click "Lost Password".

The system will email you a request to change your password. Change your password and update your information as follows.

Once logged in you will see the User profile tabs. Edit/add information. Click the "Update Profile" button at bottom of page when done.

Adding a Directory

Directories can be a list view or a photo profile view.

Creating a Directory requires first creating Users with the Role assigned as "Profile"

Then creating a page selecting and selecting the pre-formatted section content "Directory" and then manually adding users. Drag-and-Drop Users in.

LIST VIEW

Administration

NAME	TITLE	RESEARCH
Robert Stamps	Professor (Department Head of Physics & Astronomy)	Condensed Matter Theory
Gerald Gwinner	Professor (Associate Head Graduate Studies)	Subatomic, Fundamental Symmetries in Atoms
Khodr Shamseddine	Professor (Associate Head Undergraduate)	Non-Archimedean Analysis and Mathematical Physics
Stephen Pistorius	Professor (Associate Head Medical Physics)	Medical Physics

Department Office Staff

NAME	TITLE	EMAIL
Robyn Beaulieu	Administrative Assistant	Robyn.Beaulieu@umanitoba.ca
Susan Beshta	Office Assistant - Graduate School Inquiries	Susan.Beshta@umanitoba.ca
Aymsley Bishop Mahon	Office Assistant - Undergraduate School Inquiries	Aymsley.Bishop-Mahon@umanitoba.ca

DEFAULT DIRECTORY - NON LIST VIEW

FACULTY AND STAFF

Department Heads

Professor, Department Head
Dr. Viktor Nemykin

Parker 368
—
Victor.Nemykin@umanito...
PHONE: 204-474-9265

Associate Professor, Associate Head
Dr. Sean Mckenna

Parker 380
Sean.Mckenna@umanito...
PHONE: 204-272-1562

Professor, Associate Head
Dr. Georg Schreckenbach

Parker 596
Georg.Schreckenbach@u...
PHONE: 204-474-6261

Research Faculty

Once Users are created as Profiles you can select them and then manually put them in the order you wish.

LIST VIEW OPTION

Put different Directory headings/titles here.

Ninja Forms

Build contact forms, registration forms, or survey's using Ninja Forms. Ninja Forms offers conditional logic and file uploads.

For complete video tutorials go to: https://ninjaforms.com/documentation/
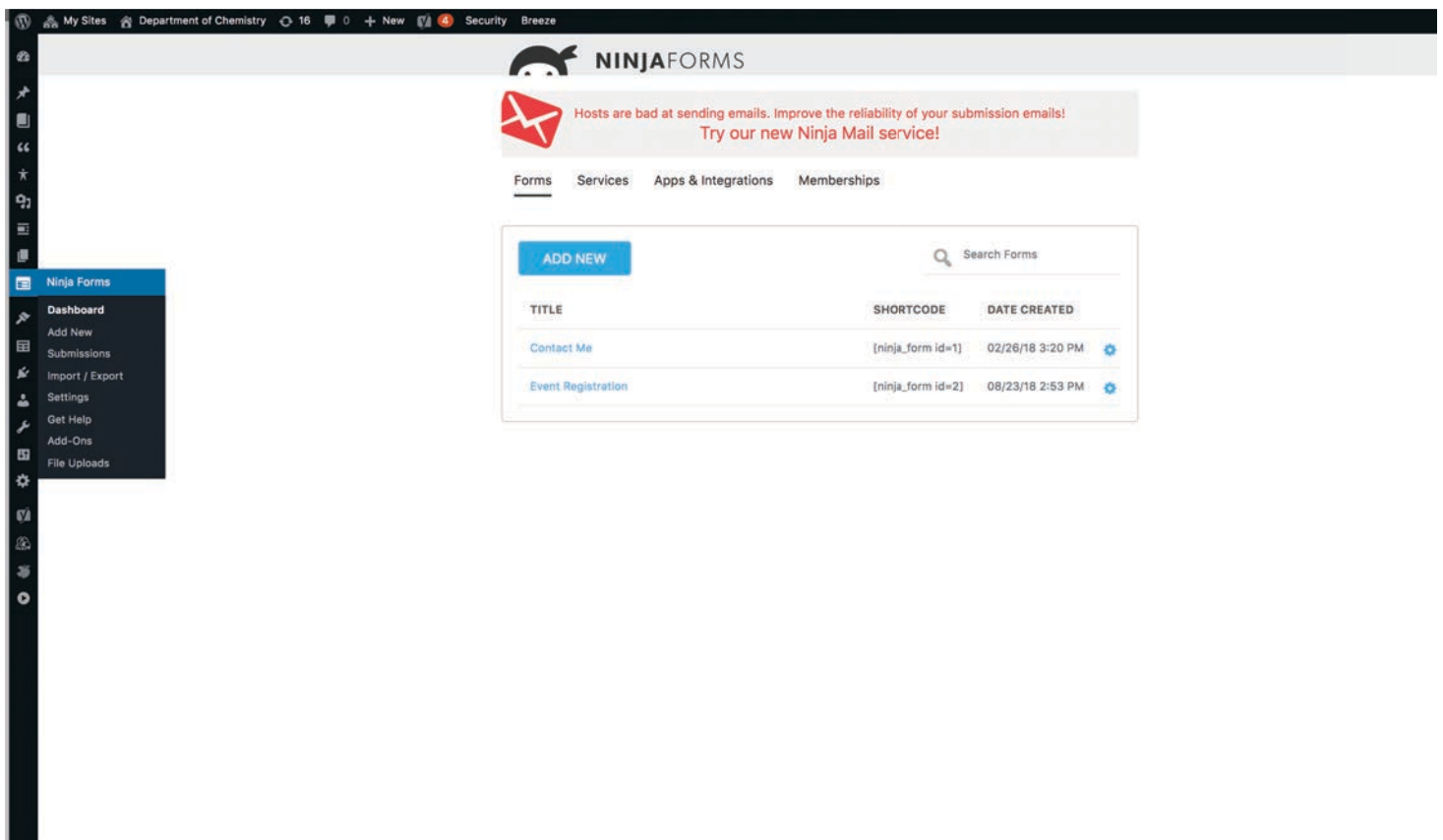
Click **Add New** and then select from a variety of templates or build your own from scratch. You can edit templates too!

Forms   Services   Apps & Integrations   Memberships

CANCEL   🔍 Search Templates

Blank Form

The blank form allows you to create any type of form using our drag & drop builder.

Collect feedback

Collect feedback for an event, blog post, or anything else. You can add and remove fields as needed.

Contact Us

Allow your users to contact you with this simple contact form. You can add and remove fields as needed.

Create a Post

Allow users to create posts from the front-end using a form, including custom post meta!

Delete Data Request

Includes action to add users to WordPress' personal data delete tool, allowing admins to comply with the GDPR and other privacy regulations from the site's front end.

Edit User Profile

Allow WordPress users to edit their profiles from the front-end, including custom user meta!

Event Registration

Allow user to register for your next event this easy to complete form. You can add and remove fields as needed.

Export Data Request

Includes action to add users to WordPress' personal data export tool, allowing admins to comply with the GDPR and other privacy regulations from the site's front end.

File Upload

Allow users to upload files using a form. You can add and remove fields as needed.

General Enquiry

Collect user enquiries with this simple, generic form. You can add and remove fields as needed.

Job Application

Allow users to apply for a job. You can add and remove fields as needed

MailChimp Signup

Add a user to a list in MailChimp. You can add and remove fields as needed

Modify your form

Select a variety of pre-built form fields from right side screen. They will appear on the left. Drag and drop form fields into the order you want them to appear.
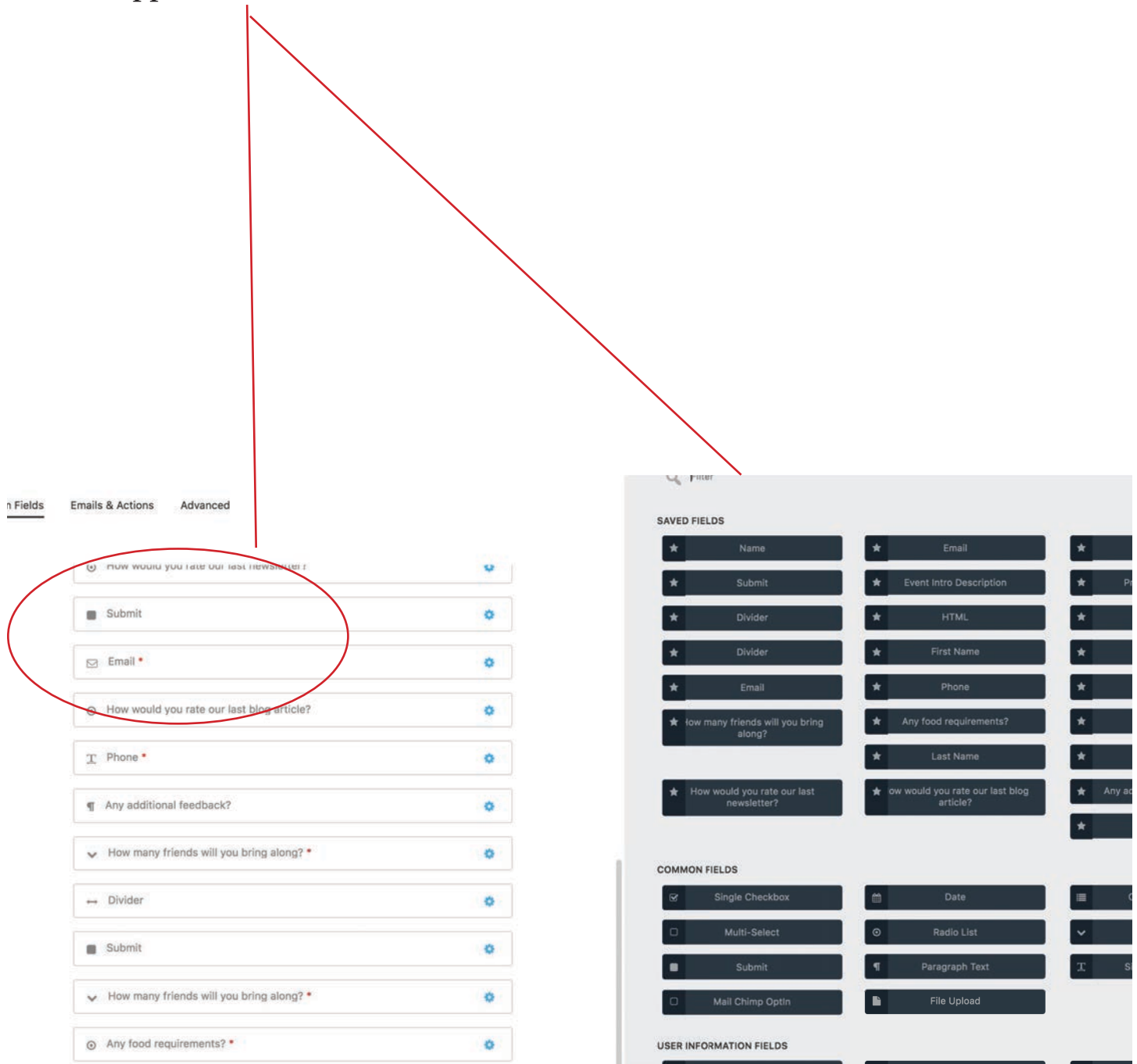
Add your form to a page

Once you have your form ready to go, you have 2 simple options for adding your new WordPress contact form to any page you choose, anywhere you choose.

Option 1: Shortcode. Close the builder (Publish/Save if you've made modifications) and in the dashboard navigate to Forms>All Forms. Here you'll see each form you have made in one column, and also a shortcode column. You can copy and past that shortcode onto any page to display your form on that page. The form will appear right where your shortcode is pasted.
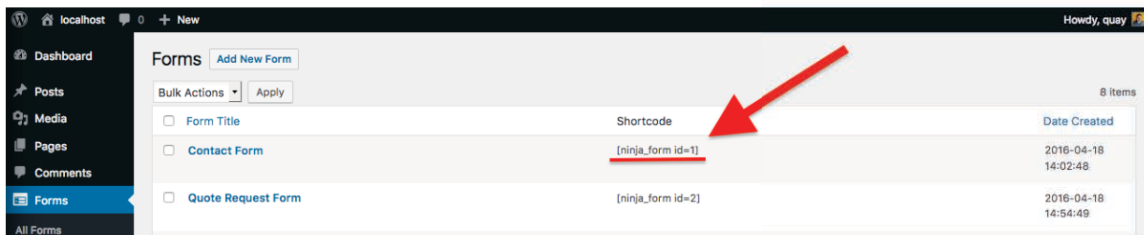
Option 2: Append a Ninja Form box. Navigate in your dashboard to Pages>[page you want to add a form to]. Open that page and on the right hand sidebar of the page builder you'll see a box labeled "Append a Ninja Forms". Select the name of the form you want in that dropdown, and the form will be added to the bottom of that page!
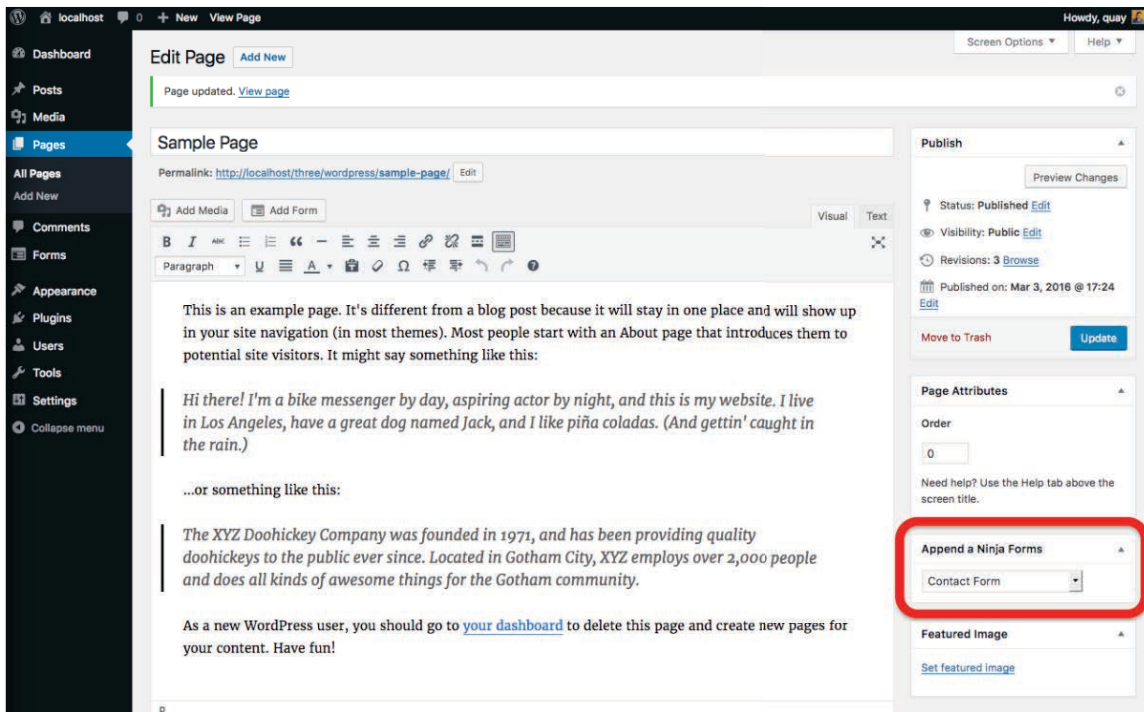
View Submissions
Hover over Ninja Forms to select Submissions, you will then see all the registrations.

Export or download submissions to .csv file

It will take a few moments to process and you will see this screen.

WordPress 5.2.4 is available! Please update now.

Ninja Forms - Processing

Thanks for using Coming Soon Page & Maintenance Mode by SeedProd. We also recommend usir
Install WPForms Now | Dismiss this notice

The process has started, please be patient. This could take several minutes. You will be automatically r

Complete!

Once Downloaded the .csv will appear at the bottom of the screen, you can save it as an excel file.