



Personal Websites - How To Create and Edit Pages in WordPress Elizabethtown College Staff and Faculty

Website URL

<http://facultysites.etown.edu/yourusername>

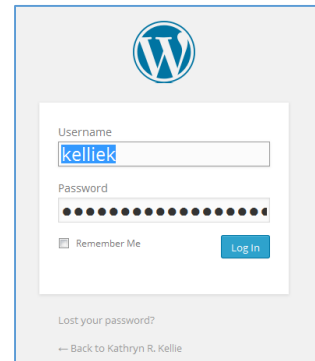
Edit Website

[Use a browser to login to WordPress – Chrome browser is recommended by WordPress because it includes spell checking. You can install Chrome from the link above.](#)

<http://facultysites.etown.edu/yourusername/wp-login.php>

Username: _____
Password: _____

Figure 1 Login



Change Password

You may want to change your password to something you can remember.

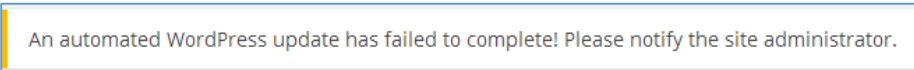
[Users](#) | [Your Profile](#) | [New Password](#)
[Update Profile](#)

Website Home Page

What Users See When They Go to Your Website – Home
URL Address of your site: **<http://facultysites.etown.edu/yourusername>**
Change the first page browsers see – [Customize Your Site](#)
Static Front Page – Front page: choose which one

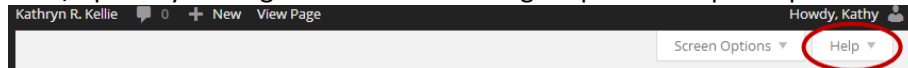
Ignore “Update Failed to Complete”

This message won’t interfere with your work. WordPress sends updates daily but ITS applies them about once a month.

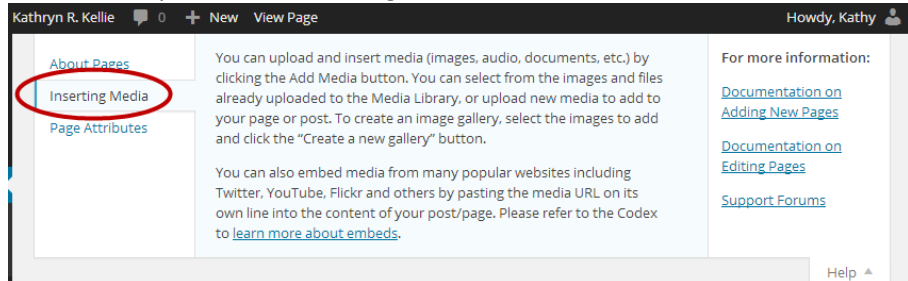


Help in WordPress

Save/Update your Page or Post before using Help. Click Help at top of window.



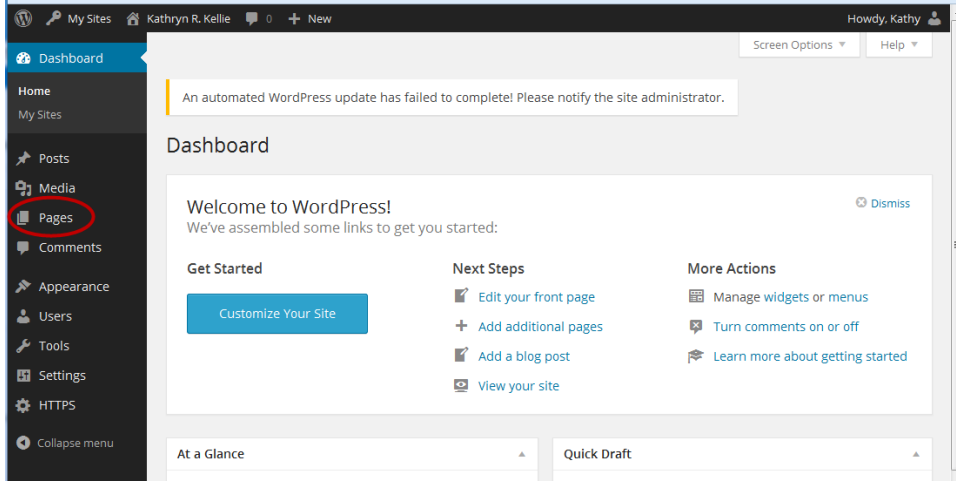
Select the topic such as Inserting Media.



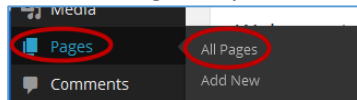
WordPress How-To

Edit Existing Page

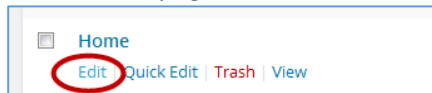
Select Pages.



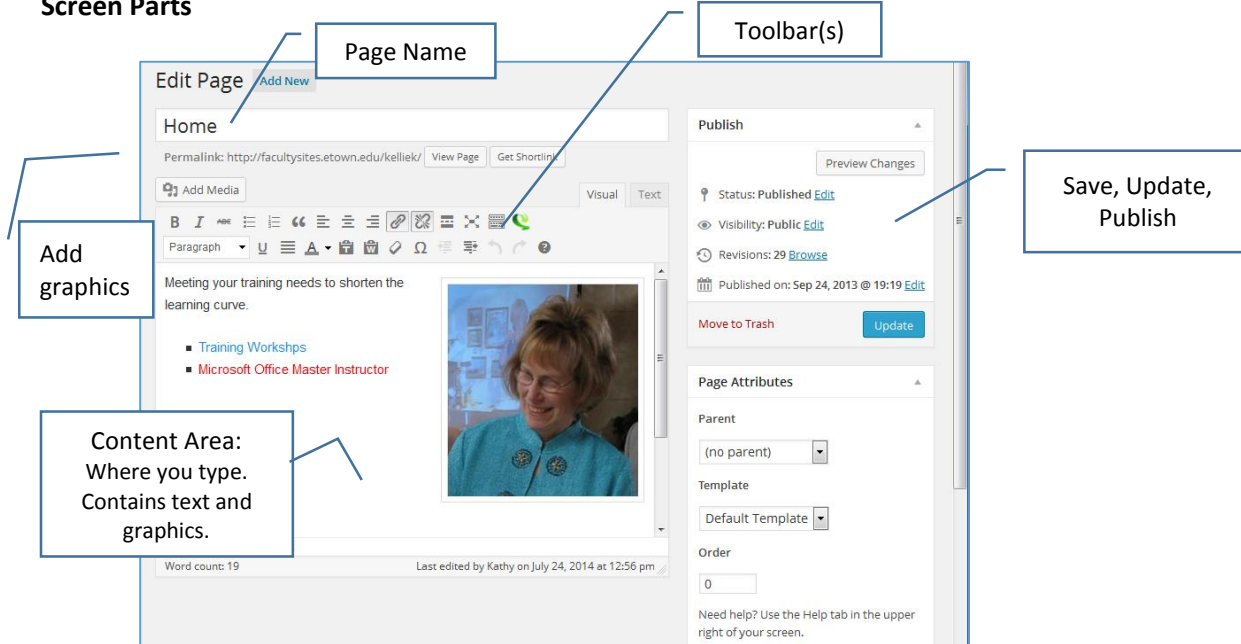
Select All Pages so you can find the one to edit.



Point on the page to edit. Click Edit.



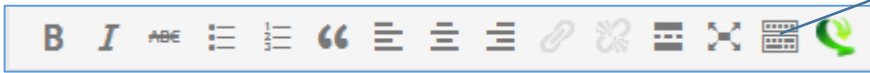
Screen Parts



WordPress How-To

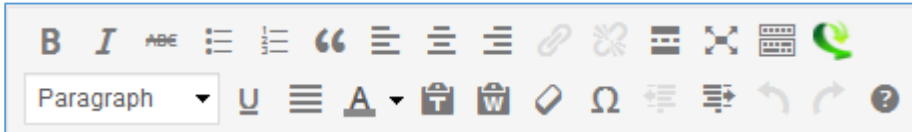


Toolbar



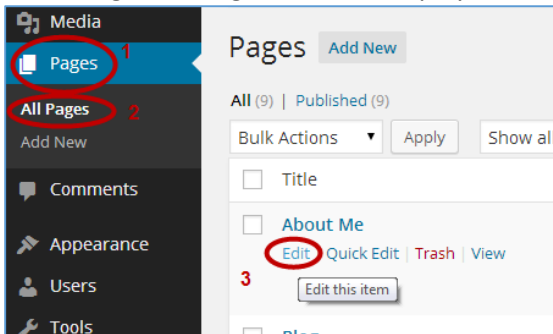
“Kitchen Sink”:
Click to show all tools

Toolbar Including Kitchen Sink

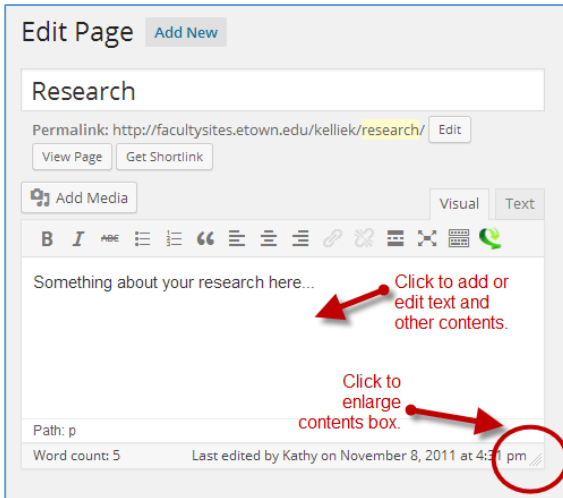


Edit Contents of a Page

Select Pages, All Pages, scroll to display the name of the page to edit. Click Edit.

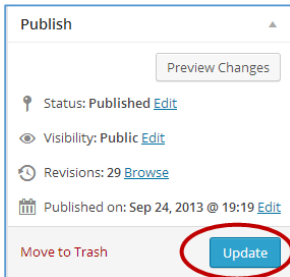


Click in the large white box. Type.



Save Existing Page

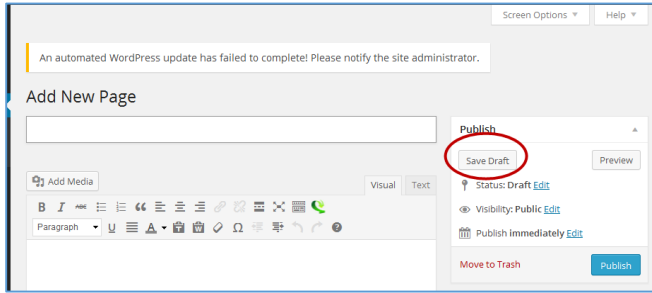
Click Update. Update is what you use for existing pages.



WordPress How-To

Save New Page

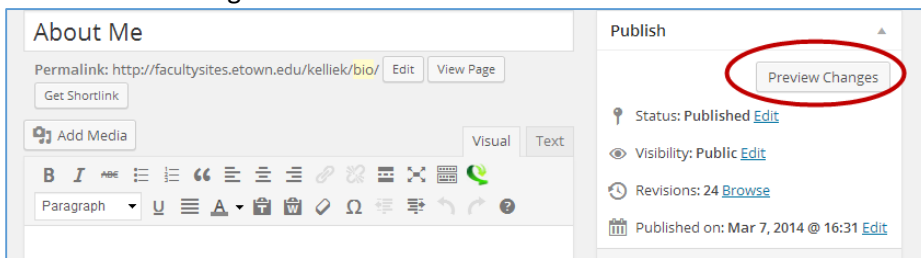
Click Save Draft.



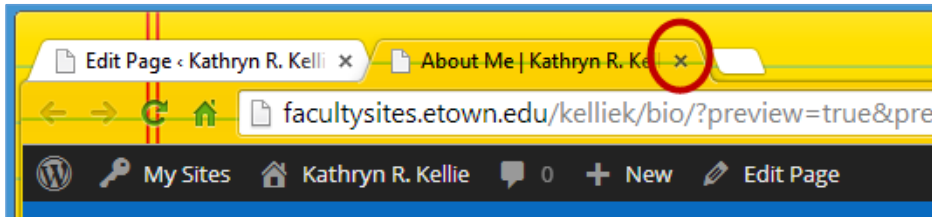
Preview Page as it Appears in a Browser

Update or Save page.

Click Preview Changes.



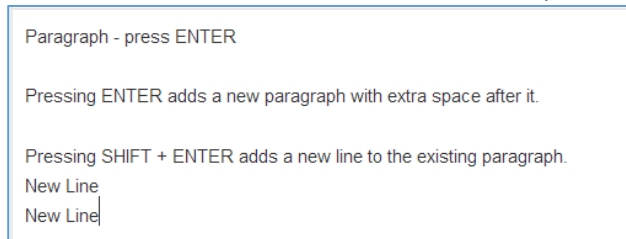
Page will open in a new browser window. When finished previewing, close the page.





Text Content

Paragraphs VS. Line Breaks

Press ENTER to end a **paragraph** – you will get extra white space, or press SHIFT + ENTER to **end the line and start a new line** – you will not get extra white space.



Copy from another Program, Paste

Paste from Word – Click  to display all the tools available, then click  “Paste from Word”

Paste Plain Text – 

WordPress How-To

Spell Checker - If you use Chrome browser, it has spell check built in. Otherwise there is no spell check in WordPress.





HTML – Text (Don't use if you're not familiar with HTML)

More Content

Inserting Pictures (Media)

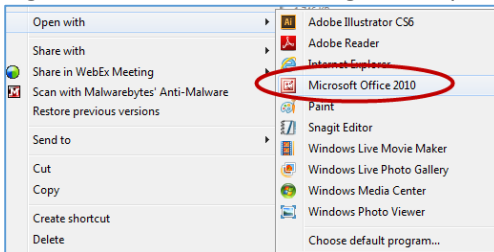
File size of images must be 1 Meg or less.

1,581 KB = 1.6 Meg

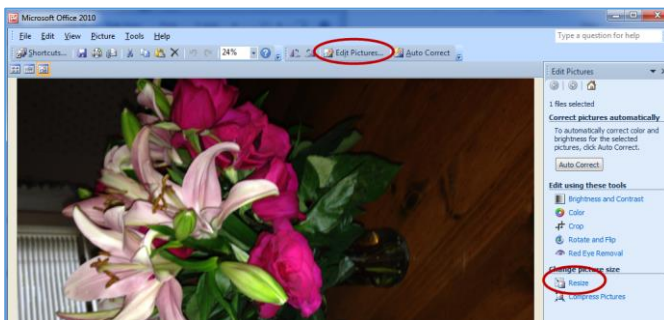
 IMG_0884.JPG	6/19/2014 5:04 PM	JPG File	2,866 KB
 IMG_0898.JPG	6/20/2014 2:56 PM	JPG File	2,316 KB
 IMG_0899.JPG	6/24/2014 7:53 AM	JPG File	1,746 KB
 IMG_0900.JPG	6/24/2014 7:53 AM	JPG File	1,581 KB

Resize file size

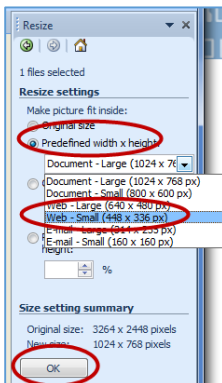
Right mouse click on the image file. Open with... Office 2010



Click Edit Pictures. Click Resize.

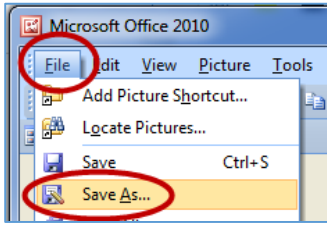


Select Predefined width x height: Web – Small (448 x336 px). Click OK.

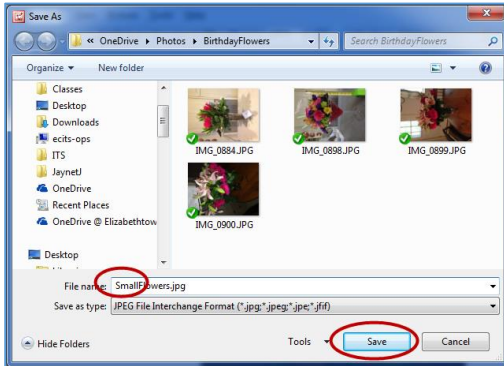


WordPress How-To

File, Save As...



Type Small in front of the file name. Click Save.

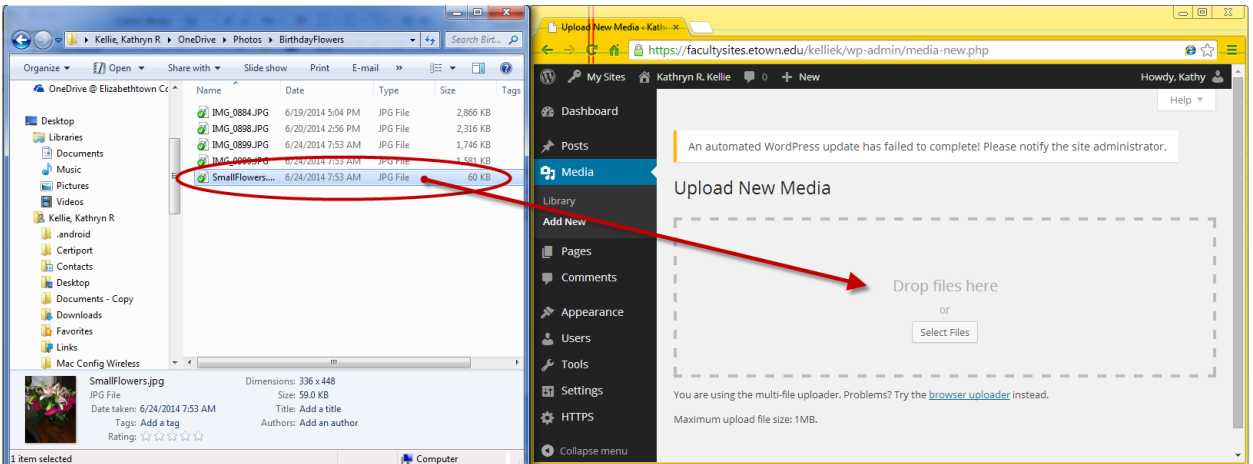


Close Microsoft Office 2010 (This is Picture Manager)
Don't save when prompted.

Upload File to WordPress

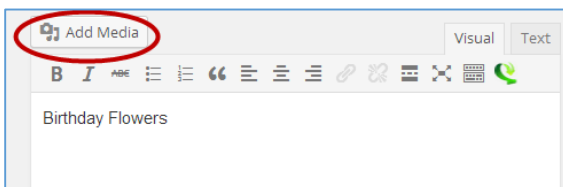
On your computer, navigate to the location of your picture
Resize and arrange this window so you can also see the WordPress window
In WordPress, select Media, Add New. Upload New Media windows appears.

- 1.) Drag image from computer window and 2.) drop onto WordPress's "Drop files here" window.



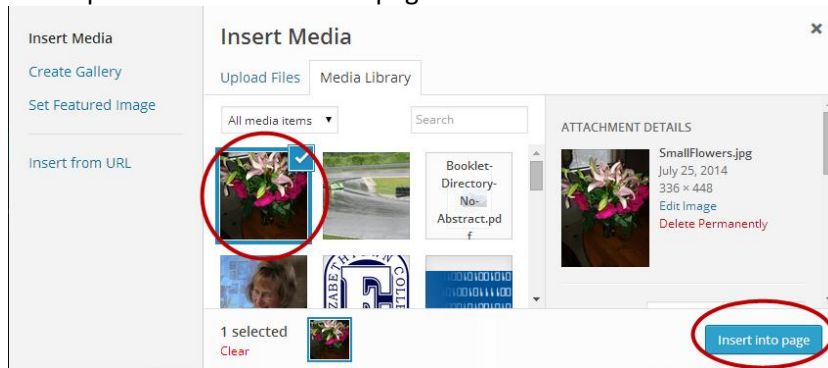
Insert Picture on Web Page

Edit the page on which you want the picture to appear.
Click in the content area. Click Add Media.



WordPress How-To

Select picture. Click insert into page.



Picture appears on the web page.
Update or Save Draft of the page.

Appearance

Save after changing anything.

Theme (choice of 1)

Customize

- Site Title & Tagline

- Colors

- Header Image - (must be uploaded first)

- Background Image

- Navigation - (supports 1 menu)

- Static First Page – Front page choice

Widgets

Menus

- Check and uncheck

Theme Options

Header

Background

Mailto HTML Code including re-filled in Subject line

```
<a href="mailto:your email address?subject=your  
subject">kelliek@etown.edu</a>
```

Working in HTML

Click the Text tab

Note: Some code will not be retained as the template doesn't recognize it. So if you put in HTML code and then chose View and what you just did is not displayed, then that code will not work.

Work around for embedding video

Copy the embed code from Google, but change the iframe tag to an href tag.

Hyperlinks

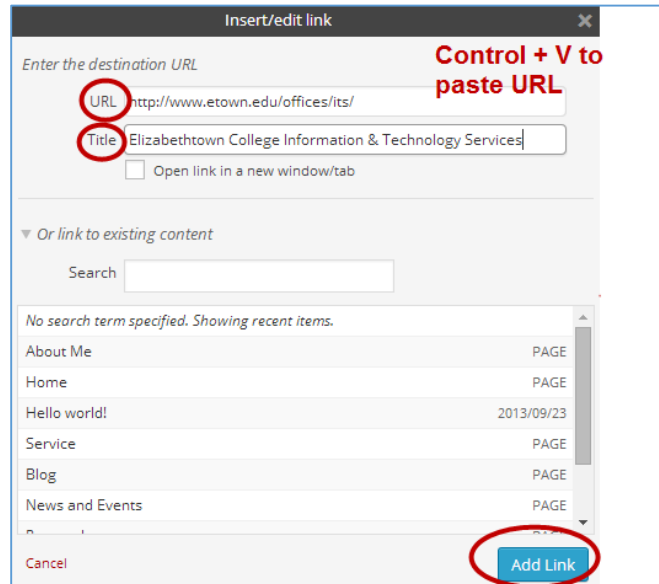
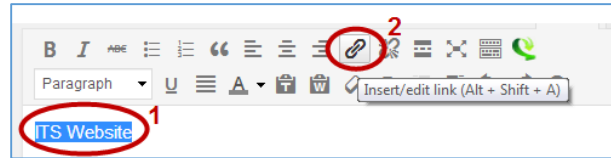
Hyperlink to a web site – not your own – an External site page such as (www.google.com)

Visit the site. Copy the URL (address) with the keyboard shortcut: Control + C.

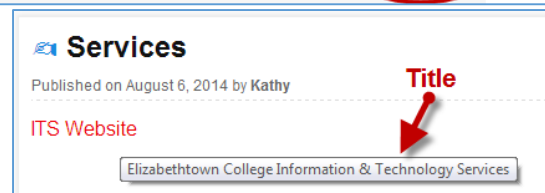
WordPress How-To

Back in your web page, 1.) Select the text to be made into a hyperlink. 2.) Click the hyperlink button.

Click in the URL box. Press Control + V to paste the URL. Title is mouse over text and is optional. Finish by clicking Add Link.

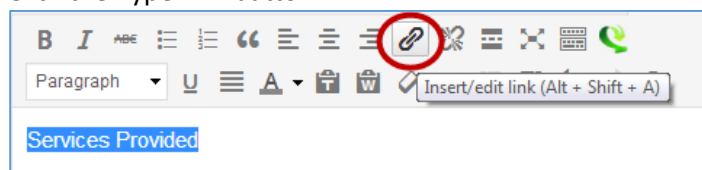


Example of Title – mouse over text



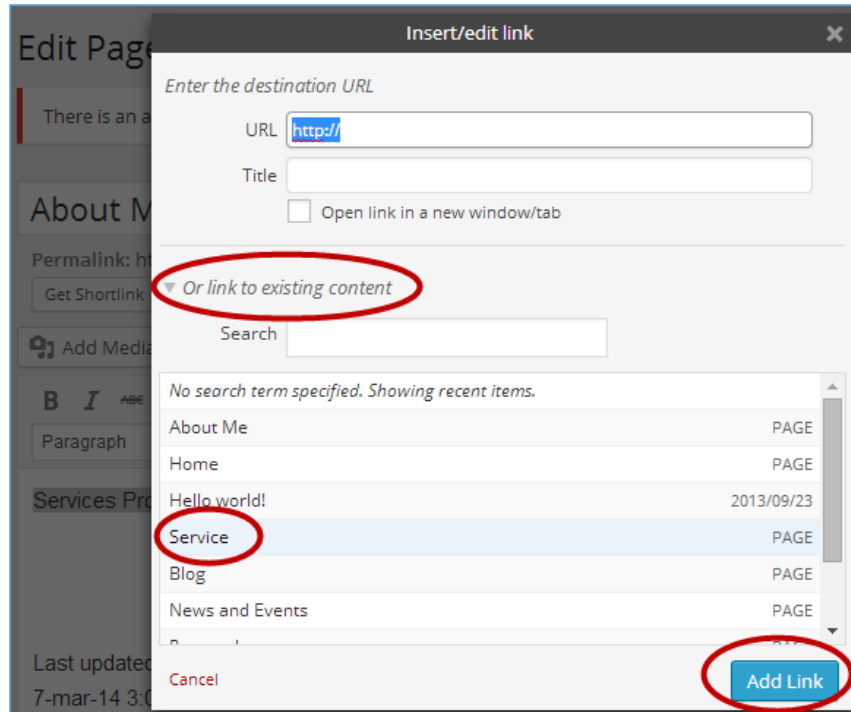
Hyperlink to a page on your site

Select the text to be made into a hyperlink
Click the hyperlink button



Under “Or link to existing content”, select the page, click Add Link.

WordPress How-To



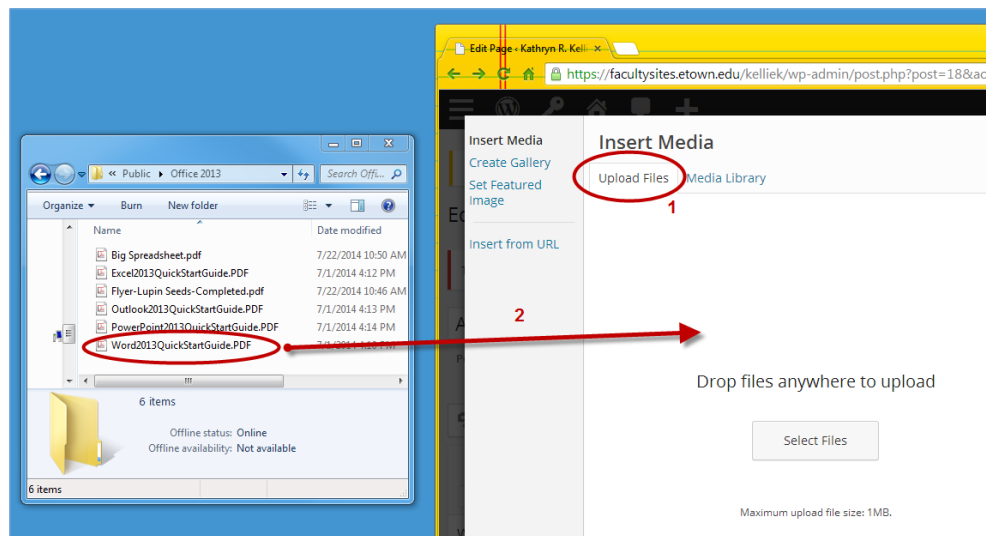
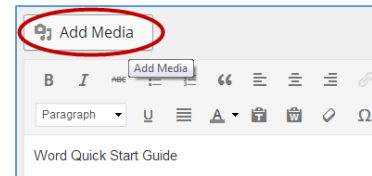
Linking to Documents (PDF) Files

Upload File to WordPress

Arrange the Computer and Word Press windows so you can see both at the same time
Using Computer, navigate to the location of the file to upload. Resize this window to take up only 1/2 of the screen.
In WordPress, arrange the window so it only takes up 1/2 of the screen.

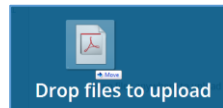
Add Linked Document in Word Press Page

In the page's content pane click where you want the link to the document.
Click Add Media.
Drag the file from the Computer window to the WordPress window

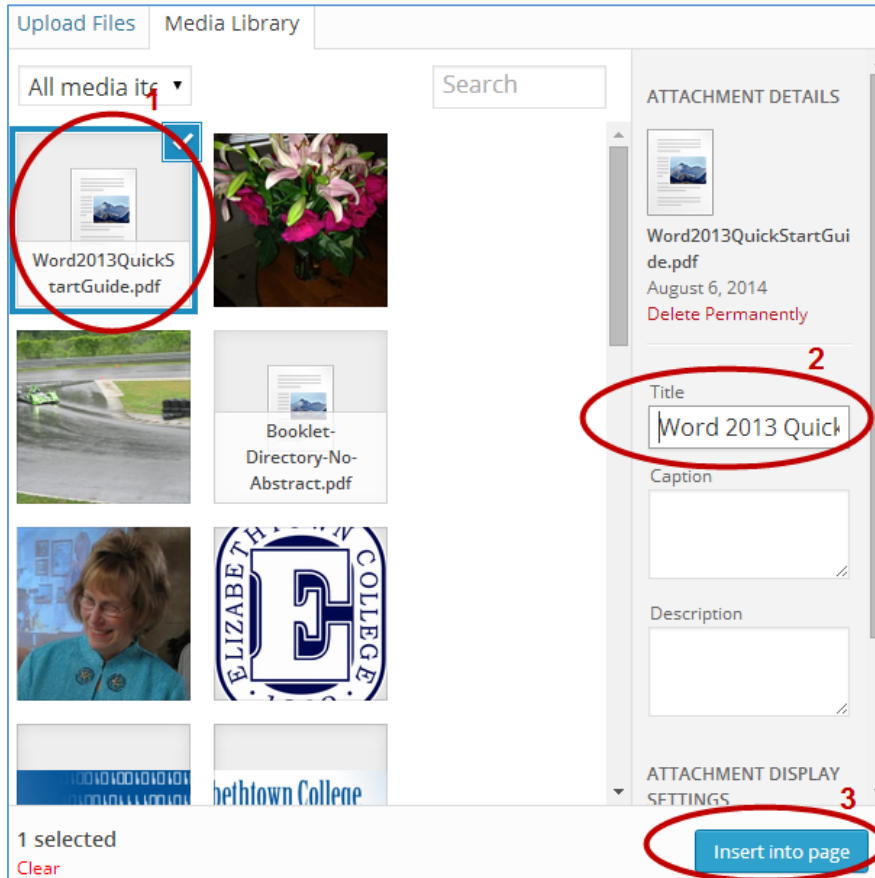


WordPress How-To

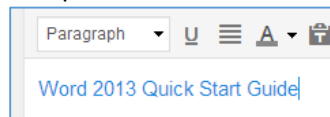
Release the mouse button in the WordPress window.



1.) Select the file just uploaded. 2.) In the Title box, type the link text. 3.) Click Insert into page.

A screenshot of the WordPress Media Library interface. The "Upload Files" tab is active. A grid of media items is shown, with the first item, "Word2013QuickStartGuide.pdf", circled in red and labeled with a red "1". To the right, the "ATTACHMENT DETAILS" panel is visible, with the "Title" field containing "Word 2013 Quick" circled in red and labeled with a red "2". At the bottom of the panel, the "Insert into page" button is circled in red and labeled with a red "3". The interface also shows a search bar, a "Delete Permanently" link, and "ATTACHMENT DISPLAY SETTINGS".

Completed link.



WordPress How-To

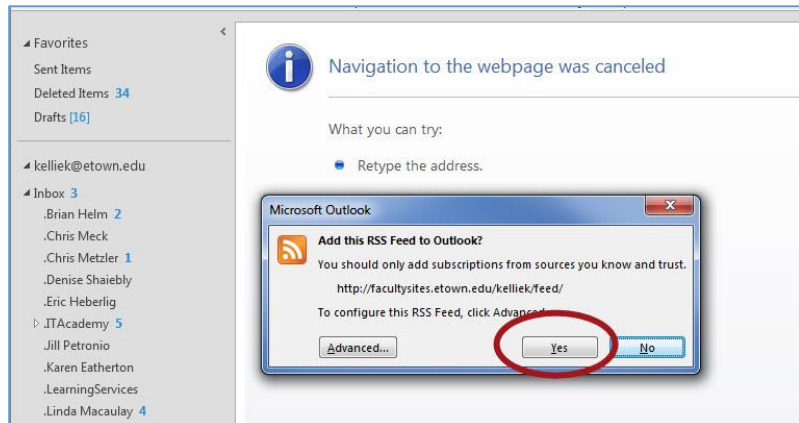
How Viewers can Receive RSS Feeds from Your Website or Blog in Outlook

An RSS feed will send your readers a notice of new content on your website whenever you update it. The RSS feed notice will appear under RSS Feeds in Outlook.

Tell your readers that when typing the URL of the website, to enter the following:

<http://facultysites.etown.edu/username/rss>

Click Yes on the prompt to “Add this RSS Feed to Outlook?”



The RSS feed appears under the RSS folder in Outlook.

The reader opens the feed and reads a short description of the new information, then clicks the link to View article...

