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GETTING STARTED WITH WORDPRESS

1. Navigate to the home page of your department/program website

2. To access the dashboard, at the end of the website address enter:

    /wp-admin

For example, for the Department of Sociology you would navigate to http://soci.laps.yorku.ca and once you type in /wp-admin at the end of the website address, it would display as http://soci.laps.yorku.ca/wp-admin

3. Click Enter on your keyboard to continue

4. Passport York login page will open. Login with your Passport York Account

Once you've logged in to your WordPress site, the WordPress dashboard page will open.

NOTE: Get familiar with the layout of the dashboard and location of the buttons and tools provided.
Once you are logged in to the dashboard, you will see a menu across the left hand side with different icons in front of them and different names.

Take a moment and get familiar with the locations of the following items that you will be using in the dashboard and that will be covered in this tutorial:

- a. Posts
- b. Pages
- c. Media
- d. Widget Blocks

GLOSSARY OF TERMS

POST

To add the **News** (News & Events, or similar) to the bottom of the home page, you would create new posts. Last three posts would be listed at the bottom of the home page.

*This is the blog portion of the website and all posts would be listed when you click on the Visit the Newsroom link.*
**Page**

Page is content that is accessible from the main website navigation. This is where all your main content information is displayed, so be careful when editing the pages. Do not delete pages as they are all linked to the menu and it will generate an error and a broken area of the website.

Pages are used for more static content (i.e. content that doesn’t change frequently). An ‘About us’ is an example of a Page on a typical website.

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**Media**

All images, photos, PDF files and other attachments are kept in the Media Library. You can add the files to Media directly from the post or a page, but if you need to upload multiple pages, you can download them to the Media Library first and than link to the website content. Do not delete any files from this area as they may be attached to existing pages/posts on your website.

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**Widget Blocks**

If you need to edit hours of operation or any other items in the footer (bottom of each page) or quick links (on the right hand side), you would click on Widget Block and edit the information from there. This will be reflected on all pages of the website.
GETTING FAMILIAR WITH THE WORDPRESS TOOLBAR

1. Once logged in, you will see a black bar along the top of the screen. That is called the toolbar.

2. Go over the “Faculty of Liberal Arts & Professional Studies” with the mouse and the Visit Site option will open. Click Visit Site.

3. This will take you to your new WordPress site home page.

Please note that you will see the toolbar as long as you are logged in.
NOTE: You can easily navigate to the page you wish to edit simply by using the website navigation and clicking the red link (with the little pencil in front of it) that says Edit at the bottom left corner of each page, just above the Hours of Operation (in the footer).

4. To go back to the WordPress dashboard, go with the mouse over the Faculty of Liberal Arts & Professional Studies in the toolbar and click on the Dashboard from the dropdown menu.

5. Once you have finishing editing the website, please Log Out of the website. To log out, find your name in the toolbar, in the top right hand corner.

6. When you go with the mouse over your name, the log out option will appear.
CREATING NEW POSTS

1. Click on **Posts** on the left side menu.

2. Click on **Add New** button.

   *Once you click on the Posts, list of options will open. You will see the Add New button in two places: 1) right below All Posts in the sidebar, or 2) on the top of the page, right below the toolbar.*

3. Post editor will open. Enter the **title** of your post.

4. Enter the content of the news in the **content box/area** (right below the **editing toolbar**).

   **Please note that title is very important.** Title will generate the URL as well as show up on the home page as a link to this post under News.
ADDING LINKS

Note: You can add two types of links to your posts and pages: external and internal links.

a) Internal links are links to the content within your current website – posts and pages. Example of internal page is Contact Us page on your website.

b) External links are links to any content outside of your current website, such as York Libraries, any other department, resources within or outside of York University website. Example of external page is York university Library website: http://www.library.yorku.ca/web/

1. To add the link, select/highlight the text that you want to link to a page or a website.

2. Once you have selected the text, click the Insert/edit link icon in the editing toolbar.

3. This will bring up the Insert/edit link box.

   a) To add an internal link, a link to your existing content on your program/department website, click on the text Or link to existing content to expand/open the options for the existing content.

   You will now see a search box and a list of existing posts/pages/events.
Please note that you should never link to the event, only to the page or post.

Enter the page title in the search box (or the part of the title) of the page you want to link the text you have highlighted.

For example, to link to the About page, type “about” and wait for a few seconds for the search list to update. About page will show up as the first search result in the list.

Click one time on the page you want to link to and select it. It will automatically fill out the URL box for you.

**NOTE:** Make sure you do **not** check the *Open link in a new window/tab* checkbox for any links that are within the existing content.
b) To add an **external link**, make sure that you paste the full URL, including `http://...` into the URL box.

![Insert/edit link](image)

**Do not type in the URL**, always first navigate to the webpage/website you want to link to and, once you are sure the webpage is correct and functional, **copy** the full URL from the address bar.

**NOTE:** Make sure you check the **Open link in a new window/tab** checkbox for any links that are not within your website. This way you can direct the visitors to another website, but still keep them on your website.

4. Once you have entered the URL, internal or external, click the **Add Link** button.

Now your selected text will be linked – in red colour and when you click on the text, you can see the link as well as editing options.

5. If you added the link in error, and you want to remove it or link to a different page/website, you can break/remove the link.

To remove the link, select your text again and click the **unlink** button.
1. To insert the image/photo to your post or page, place the cursor where you would like the photo to be inserted.

2. Click **Add Media** button - above the Post editor toolbar, you’ll see an Add Media button.

3. Insert Media screen will open.

4. You can choose to either **Upload** a new file or use an existing file from the **Media Library**. To upload an image/photo from your computer or USB key, click the **Select Files** button to open the browse window.

5. Find the image you’d like to use and click open.

6. Your photo/image will upload into the Media Library. Once uploaded, it will have the checkmark next to it, meaning, it is now selected and ready to be inserted into your page or post.
7. On the right side, you’ll see the details for this image/photo (it has to be selected – you will see the checkmark in the right hand corner of the photo).

Please note the following:

a. **Caption (optional):** You can enter a caption to display below your image,

   E.g. “Figure 1,” “2015 Awards Ceremony,” etc. and this text will move with the photo, it will stay below and will not be affected with the remaining text on the page

b. **Alt Text (required):** For accessibility, for the visitors who are using screen readers, we have enter the alt text so that the screen reader can let them know what the photo/image represents

   *Note: This text will not display on the page and should not be too long*

c. **Size option (required) -** choose to display your image at full-size, medium, or as a thumbnail. Usually you will have 2 or 3 options, based on the original image size.

   Always select **300x## pixels or less**, medium or thumbnail is recommended.

   *Note: If you choose full size for a very large image, it can extend past the border of the page and interfere with website layout.*

8. Click **Insert into post** button on the bottom right corner to insert your new image/photo to post or page
9. Your image/photo will now show inside the post/page (where you clicked with the mouse).

You can now align the image in reference to the.

To do that, press either left align or right align icon.
EDITING IMAGES

1. You can also edit an image directly from the visual editor of a post or page. To do this click on any image in the visual Editor and select the Pencil button that appears and also you can edit the Alignment of the image. You can also select the “X” button to remove the image.

![Image Editor]

2. When you click on Pencil button (Edit), an Image Details pop-up window appears with the same options you had when adding the image to the post/page, as well as some additional ones, such as custom size option and some other advanced options. To save the changes, you can click on the Update button to finish the update.

![Image Details]

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WORDPRESS TRAINING MANUAL FOR LA&PS DEPARTMENTS, SCHOOLS AND COLLEGES
UPLOADING FILES/DOCUMENTS

1. To add a file, such as PDF (Word document, Excel Spreadsheet, etc.), click on the Add Media button found directly above the editor.

2. Click Upload Files tab.

3. Simply drag and drop your files into the box that appears, or click Select Files to choose a file from your computer.

Note: If you have uploaded the files previously, click on the Media Library tab to use an existing file.

4. Your file will upload into the Media Library. Once uploaded, it will have the checkmark next to it, meaning, it is now selected and ready to be inserted into your page or post.
5. On the right side, you’ll see the details for this file (it has to be selected – you will see the checkmark in the right hand corner of the file).

   a. **Title**: Change the title to what you like to be displayed in the page as a hyperlink to this file.

      *Required* for accessibility - at the end of the file title please add *(PDF)* for a PDF file, or file type for any other type of documents.

      *Note*: adding file type is important so that the screen reader can recognize the file (vs. the link to another page) and be able to read it.

   b. **Description** *(optional)*: description of the file that will assist with the Google search

6. Click on **Insert into post** button on the bottom right side to insert attachment to post or page.

7. You will now see your file hyperlinked to the text that was in the title.

8. To edit the file, click **Edit** (Pencil icon), **Insert/edit link** box will open.

   Two editing options you will have available now are:

   1. **Delete (x) the file**
      
   2. **Edit (pencil icon) the file**

   You will be able to change the **Link Text** (title of the file) and make sure that you check the **Open link in a new window/tab** *(required)* so the PDF/File will open in a new window/tab.

9. Click the **Update** button to save your changes.
1. When you are ready to publish the post/page you have just created, you will have several options.

   **Note:** Options are available on the right hand side of the content editor.

   a. **Save Draft:** If you are not ready for your post to go live on the home page, or you need to wait for approval, you can save it and publish it later. In this case you would click **Save Draft** button

   b. **Preview:** If you would like to see what your post will look like once published, you can view preview it by clicking the **Preview** button. Your post will open in a new tab and you can see what the post will look like.

   c. **Publish:** If you are ready to go live and make your new post public, click the **Publish** button (on the right side of the page).

      **Note:** Once you publish the post or a page, the Publish button will change to **Update.** Preview button will change to **Preview Changes.**

2. If you have published the new post in error, or you want to wait a day or two before it is made public, you can change the status to **draft** instead of published, after it has already been published.

   a. Click **Edit** button next to **Status: Published**

   b. Dropdown box will open with several options. Select **Draft** from the list of options.

   c. Click **OK** button to update the status change. Status will now display **Status: Draft**

3. Click **Update** button to save the post as a draft.

   **Note:** Once you change the status of the post or a page to **Draft,** the Update button will change back to **Publish.** So, you can publish drafted posts and you can only updated published ones.
Creating New Pages

1. Click on Page tab on the left side menu in the dashboard

2. Click the 'Add New' sub-tab (you could see 'Add New' button on the top, beside 'Page' or on the left side menu, right below 'All Post')

3. Follow the steps described in the Add new post section
   a. Enter your page title in the upper field, which will then create the Permalink or URL link to the page.
   b. You can modify the page URL link by clicking the Edit button next to it. When you're finished editing, click OK.

   ![Title of the page]

   Permalink: http://soci.laps.yorku.ca/title-of-the-page/  Edit

   ![Title of the page]

   Permalink: http://soci.laps.yorku.ca/title-of-the-page

   c. Enter your Page content in the main page editing box below it
   d. You can add links, uploading images, and uploading documents, please follow the steps above as in Posts
   e. When you are ready to publish the post, click Publish on the right side of the page.

Important:

Please note that pages will not show up automatically in the menu/navigation, or under the news section on the home page. You can link to the new page from one of the existing pages using the link to existing content.

If the new page needs to be added to the menu, please e-mail esohelp@yorku.ca for assistance and we will add the new page to the menu.
1. To edit posts or pages, log in to your WordPress dashboard (e.g. [http://soci.laps.yorku.ca/wp-admin](http://soci.laps.yorku.ca/wp-admin)).

2. To Edit pages, you can:
   a. Click on **Pages** in the dashboard and **search** for the page you wish to edit, or
   b. Edit pages or posts from the home page by using the **main navigation** (e.g. [http://soci.laps.yorku.ca](http://soci.laps.yorku.ca)).

3. To go to the home page, click **Visit site** on your WordPress toolbar (at the top of the page).

   **Note:** As long as you are logged in, the Edit button will be available at the bottom of each page on the website.

4. To edit page, click **Edit** button on the bottom of the page.

   **Note:** For posts, **Edit** will be available at the top, right below the post title.

5. Once you click the edit button, you will be directed to the dashboard and the page will be in the editing mode right away.

6. After editing the content, press **Update** button on the right hand side.
PAGE/POST LOCKING

Posts/pages get locked during editing, preventing other users from accessing and modifying the post.

**Note:** If someone in your team is currently editing the same Post or Page you are trying to edit, you will get notified.

1. If a user clicks to edit a post that’s currently locked, they are presented with three options in a pop-up dialog:
   a. **Go Back** - Return to the ‘Posts’ listing.
   b. **Preview** - Preview the current state of the post that’s being edited.
   c. **Take Over** - Lock out the current editor of the post and begin editing. (The other user will receive a notification)

![Lock notification](image)

Notification will appear letting you know who is editing and asking if you want to take over. Select Go back or preview, but **DO NOT TAKE OVER**. Wait until the other person has completed the changes before you go back to edit that same page.

2. Also, if you are navigating through the dashboard and someone is editing the page, you will see a lock right beside the page title as well as a note letting you know who is currently editing that page.

![Dashboard view](image)

This is very important when there are multiple editors for the website and in order to prevent other editors from accessing and modifying the same content at a same time. Always wait until the lock has cleared before editing that page.
1. On the left side in the WordPress dashboard, click on **Widget Blocks**.

2. You will be able to edit (Page) **Footer** or **Quick links**.
   
   a. To change any information for Hours of Operation, Contact Us, and Address, select **Footer**
      Widget Block
   
   b. To change/update links on the right sidebar on the website, select **Quick Links**

3. After editing the content, click on **Update** button on the right side.

   **Quick Links**
   - Advising
   - YU Start
   - Academic Calendars
   - Events Calendar
   - Glendon Undergraduate Program

   **Footer**

   **Hours of Operation**
   Monday-Friday: 8:30am-4:30pm

   **Contact Us**
   Email: lapssoci@yorku.ca
   Telephone: 416-736-5015

   **Address**
   Department of Sociology
   Vari Hall, Room 2060
   Map
LOG OUT OF WORDPRESS

1. After editing all the content always remember to Log Out – WordPress is using Passport York authentication!

2. To Log Out, you will see 'Howdy, Your Name' on the top right side of the page

3. Hover over it and you will see a drop down menu with Log Out button on the end

HELP AND SUPPORT

NOTE: For more information or for assistance, please email esohelp@yorku.ca