VU Wordpress User Group (WUG)

1. Slack.com: Group chat. Allows us to discuss VU Wordpress issues, ask and answer questions online. Contact me (stephen.m.doster@vanderbilt.edu) if you want to join.

vuwug.slack.com

2. Wordpress Transition Notes & Training Information
The Basic Sciences home page nav bar includes a link to information (updates, training links, user group meeting, short cuts) related to Wordpress.

https://medschool.vanderbilt.edu/basic-sciences/barista-wordpress-transition-notes

3. Wordpress Tips & Short Cuts

Home Page Header
Department header backgrounds can be customized. Open a Help Desk Ticket for assistance in creating visually attractive headers for departmental sites.

A nice example of a visually appealing header is at:
https://wp0.vanderbilt.edu/csb/about/

Log In
To log in to a Wordpress website, open the website in your browser, scroll down to the footer, and click on the copyright (©) symbol, then enter your VU Net ID and password.

If you don't see "Appearance" in your Dashboard menu, you only have editing privileges. Ask your content manager or Digital Services to upgrade your user profile to "Administrator".

Change Header Text
Go to Dashboard/Appearance/Customize. Click on "Site Identity" and enter the desired text in the "Site Title" window. Click the "Save & Publish" button**.**

Edit A Web Page
Once you have logged on, use the site navigation bar to choose the page you want to edit. You can also choose "Pages" from the dashboard and select a page to edit. Open the page. Click on the "Edit" button.

Restrict Entire Site to People With VUNet IDs
Go to Dashboard/Appearance, and select "Customize". Click "Vanderbilt – General Options" and place a check mark next to "Site behind VUnetID?" Click the "Saved" button.

Restrict A Page To People With VUNet IDs
If you want to limit access to a page to those with VUNet IDs:
Open the page, click the "Edit" button, go to the "Page Attributes" sidebar on the right side of the page, click on the "Template" down-arrow, select "VUnetID Protected", and click the "Update" button.

Restrict A Page To People With a Custom Password
To limit access to a page with a custom password that you create:
Open the page, click the "Edit" button, go to the "Publish" sidebar on the right side of the screen, select word "Edit" next to "Visibility: Password protected", click on "Password protected" radio button, enter a custom password, click the "OK" button, then click the "Update" button.

Insert Text
Start typing, or cut-and-paste text into the body of the page. To change the text style, use the tool bar (Bold, Italicize, bullets, indent, etc.). To change to a sans serif font, click on the "Paragraph" window down-arrow, and select "Perforated".

Full-Justify Text
There are Wordpress toolbar icons to right, center, and left text justification but not one for full text justification. To fully justify text, use the letter "j" and these shortcut keys:
Mac: Control + Option + j
PC: Control + Alt + j

Headings
Type a heading (e.g., About Our Research). Click on the "Paragraph" window down-arrow located on the toolbar above the page text, and select an option (e.g., Paragraph, Heading 1, Heading 2, etc.).

Insert A Graphic (63MB file size max)
On the web page, click the location where you want to insert an image. Then click the "Add Media" button located on the tool bar above the page text. Your library of images already uploaded to your site will appear. To add a new image, click the "Upload Files" tab. Drag-and-drop an image (JPEG preferred, max 63 MB) to the screen, or click "Select Files" and upload one or multiple files from your computer. The image you uploaded should have a check mark. Click the "Insert into page" button on the lower-right of the screen. The image will appear where you last clicked on that page. You can cut-and-paste it to a different location on the page if necessary. Click on the image to justify (left, right, center). To further edit the image, click on it and select the pencil icon, then click the "Update" button.

Insert A YouTube or VUIT Streaming Content Storage Movie
Copy the web address (URL) where the movie appears. Open a web page, and paste the URL in the desired location. Click the "Update" button. To request VUIT to store your video file, go to https://it.vanderbilt.edu/services/streaming/index.php, and complete the Storage Request Form.

Insert An mp4 Movie File
Click on the page where you want the movie to appear. Click on the "Add Media" button. Click-and-drag or upload an mp4 (.mp4) video file to the screen. The max file size is 64 MB. Make sure the file is highlighted (with a check mark) in the Media Library, and click the "Insert into page" button. Click the "Update" button.

Carousel (rotating images) - Add A New Image To Your Carousel
Go to "Posts," and type in the title (the title will appear as text on the slide when it is displayed on web) of the post in the "Add New Post" window. Enter the word *featured* in the Tags window on the right side of the screen, then click "Add". Under the "Set Featured Image" window, click "Set Featured Image," choose the image from the Media Library (or add an image; see Insert A Graphic above to add images), then click the "Set Featured Image" button.

Carousel – Remove Text From Rotating Images
Open slide in question. In the "Tags" window enter the word *nocaption*. Click "Add" and "Update". Open the home page. Refresh your browser.

Carousel - Reorder Images
Go to Dashboard/All Posts, then click on "Re-Order". Click-and-drag slides into the proper sequence.

Carousel – Select the Carousel Image Display Size
You can determine how large carousel images should appear on the home page by going to Dashboard/Appearance and clicking on "Customize". Click on "Vanderbilt – General Options". Under "Homepage Slideshow, choose "None, Standard Width, Full Width, or Edge to Edge". The preferred image sizes are: Standard Width: 800 x 400 pixels, Full Width: 1100 x 400 pixels Edge-to-Edge: 2600 x 500 pixels. Choose the desired setting, and click the "Saved" button. Experiment to see which size looks best. You might find that 800x400 images work well with all three settings.

Navigation Bar - Create A Pull-Down Menu
Go to Dashboard/Appearance, and choose "Menus". (You will need "Administrator" privileges to access the "Appearance"option.) If you have multiple menus, go to "Select a menu to edit" at top of the menu screen, and choose "Top Navigation (Main Top Navigation)". If you don't have multiple menus, this option should already display on your screen. Click-and-drag the pages under "Menu Structure" to the desired locations. Nesting (indenting) a page under another will create a pull-down menu on the navigation bar. Click "Save Menu". To add pages to the menu, highlight

a page from the "Pages" sidebar on the left side of the screen (you can search for a page), and click the "Add to Menu" button. It will place the selected page at the bottom of the "Menu Structure". Click-and-drag the page to the desired location.

Publications – Insert Publications from PubMed
Go to the Dashboard. In the "PubMed Posts" window (top of dashboard screen) enter either the author's full name (John Doe), last name and initials (doe jk), article title, or PMID(s). You can also search on terms (e.g., "SEER"). Click the "Search" button. Click to place checkmarks in the box next to all of the articles you want to download to the Publications page. Scroll to the bottom of the list, and click the "Publish" button. The articles should appear on your Publications page.

Sidebars/Widgets: You can populate sidebars on each web page with "widgets," which are add-on items such as a search bar, a calendar, a text field (e.g., news, announcements, job postings), a news feed, an image, or links to other pages on your site. Following are instructions for adding widgets to the home page, all pages, or a specific page.

Add Widget to Home Page
Go to Dashboard/Appearance, and choose "Widgets". . A menu of sidebars and footers should appear. Choose the one you want to add the widget to, and click the "Add Widget" button. If a menu does not appear, drag the widget (e.g., text) to "Right Sidebar – Home Only". In the Right Sidebar – Home Only window, click on the down-arrow of the text widget, give it a title, and enter text in the window below the title. Click "Save". You will also see a "Delete" button, which you can come back to and click on anytime you want to delete the widget.

Add Widget to All Pages
Repeat the steps above, but drag to widget to "Right Sidebar – All Pages."

Add Widget to Specific Web Page
Go to Dashboard/Appearance, and choose "Widgets". Click on the desired widget. A menu of sidebars and footers should appear. Choose the one you want to add the widget to, and click the "Add Widget" button. If a menu does not appear, drag the widget to "Right Sidebar – Pages Except Home". Enter a title and text in the window below the title. Click the "Visibility" button. Click the "Select" down-arrow, and choose "Page". Then click the blank down-arrow to the right of the word "is" and select the page you want the widget to appear on. Click "Save".

Tags & Shortcodes
Tags work in conjunction with shortcodes to let you to assign images, posts, people, and publications, to specific areas of your website.

Tags are short phrases (e.g., primary faculty, 2018) you create and assign to images, people, publications, posts, etc.

Digital Strategies has programmed tags to work with the home page slide carousel:
    "featured" places a photo in the rotating carousel of images on the home page
    "nocaption" removes text and the grayed-out box from an image on the carousel

Shortcodes are text codes (created by Digital Strategies), which can be placed on web pages to serve as links to tags. For instance, if you tag a person "primary faculty" and place the short code [LabPeople tag="Primary faculty"] on a web page, every person you tag "primary faculty" should appear on that web page.

If you place [LabPublication tag="Publication"] on your Publications web page, every publication you import and tag "Publication" should appear on that page.

If you want to sort publications by year, use this shortcode (enter the appropriate year):
        [LabPublication tag="2018"]
…and tag each 2018 publication "2018"

More sample shortcodes:
        [LabPeople tag="LabMember" style="grid"]
        [LabPeople tag="LabMember"]
        [LabPeople tag="Grad"]
        [LabPeople tag="Postdoc"]

Open a Help Ticket if you experience problems using tags and shortcodes.

More information about shortcodes is available at:
https://web.vanderbilt.edu/wordpress-at-vanderbilt

Create a Wordpress Anchor (aka, Page Jump)
Anchors let you link to related text somewhere else on the page. Anchors also let you link to text on a different web page within your website, or a page on a different website. To do this, you need a link (e.g., #fig1) and anchor or "Jump Text" code (<p id="fig1">).
1. Highlight the text you want to jump from (example: "See Fig 1").
2. Click the "Insert/Edit Link" toolbar button (the icon used to add a URL).
3. Type a pound sign (#) and the link text (example: #fig1), and press the Return button on your keyboard. The link text must exactly match the named anchor in step #7 below.
4. Click the Update button.
5. Click the "Text" editor tab on far right of the Wordpress tool bar.
6. Scroll to the anchor text you want to link to. Click above or to the left of the anchor text (example "Figure 1").
7. Type anchor name (example: <p id="fig1">). It must match the link text in step #3 above.
8. Click the Update button.

9. Click on the "Visual" tab on the far right of the tool bar.
10. Click Preview Changes and test the link.

Jump to an Anchor on Another Web Page
1. Create an anchor on the desired web page (page A), steps 5-8 above.
2. Copy the URL of the page you will link to (page A).
3. Open the page you will link from (page B) and highlight the text (e.g., "See Figure 1 on the Research web page").
4. Click the "Insert/Edit Link" toolbar button (the icon used to add a URL).
5. In the popup window, paste the URL you copied in step #2 above.
6. Type a pound sign (#) at the end of the URL and the link text (example: #fig1), and press the Return button on your keyboard.
   It will look something like this (make sure a back slash precedes the # sign.
      https://medschool.vanderbilt.edu/research/#fig1
7. Click the Update button.
8. Click on the "Visual" tab on the far right of the tool bar.

* If you are jumping to a web page on the same VU Wordpress website, you can type the name of the page in the Insert/Edit Link pop-up window. That page, or a list of pages with the word(s) you type, should appear. Click on the appropriate page name to load it in the window.