

Using Wordpress at UNG

Posts or Pages?

Wordpress allows you to create content in either a post or a page. Which do you use? Here's the difference:

Posts can be:

- Time-related or event driven items.
- Articles or content that can be divided into categories.
- Assigned tags and categories.
- Written and attributed to a single or multiple authors.
- Created by contributor, author, editor, and admin roles.
- Example of site using mostly posts: <https://blog.ung.edu/ctl>
- Explanation of posts: https://codex.wordpress.org/Writing_Posts

Pages can be:

- Basic information that doesn't change often or is more static in nature. About Us and Contact Us are good examples.
- Linked in the main menu.
- No author(s) indicated.
- Created by editor or admin roles only.
- Example of site using only pages: <https://blog.ung.edu/gta>
- Explanation of pages: <https://codex.wordpress.org/Pages>

You can use both posts and pages, or just one or the other.

Comments:

- We turn comments off by default.
- You can, however, turn comments on for any individual page. Doing so, you will be required to approve any comments before they publish.
- Be warned, turning on comments eventually generates thousands of spam comments once the spam bots find your page or posting. And they are quite good at getting you to think it is a legitimate comment.

Uploading Media:

You can easily upload images and files to your Wordpress site using the "Media" link on the left. Then you can insert images into your content or link to files you uploaded.

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- Be sure to add alt tags to your images for accessibility.

Menus:

- Your default menu automatically generates links to pages (NOT posts) in your site.
 - You can set up a custom menu to replace the default menu.
 - You can have Wordpress automatically add new top-level pages to your menu.
- You can organize the links into submenus by indicating a "parent" page for each page you want in the submenu.
 - You'll find the ability to indicate a parent page in the right sidebar when you are editing a page.
- You can control the order of the links by the "order" number in the right sidebar while editing a page.
 - The default is 0.
 - If left alone, the links will list in alphabetical order.
 - You can skip numbers (0, 10, 20, 30) when ordering pages so it gives you room to insert other pages in-between without having to renumber all your pages.

Themes:

- When your site is first created, it will assign the newest default theme provided by Wordpress.org.
 - There are no pictures/images in some of the themes as they expect you to supply your own.
 - Other themes supply a few header images that can be replaced.
- The newer themes are mobile-friendly and are recommended over the older themes.
- We can help you select a theme and help you find a nice image for the banner image at the top.
- You can usually switch a theme without losing content, but if any settings have been tweaked, you will lose those settings. If there was any custom styling, you will lose that as well unless you saved it first.
- Some themes have more customization than others. If in doubt, ask us.

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Plugins:

- We have several plugins installed that add additional functionality, such as slideshows.
- If you need a plugin we don't have installed, contact the web team and we will go through the steps necessary to review the plugin, have IT security scan it, and install it.

Adding Users:

- If you wish to add someone to allow them to create posts or pages, follow these steps:
 - **If a student, faculty, or staff member of UNG:**
 - Ask them to log in to your site using their network ID and password and log back out. This will assign them the subscriber role.
 - Once they log back out, you can go in and reassign their role to give them more permissions. Here are the basic roles:
 - **Subscriber:** Can manage only their own profile.
 - **Contributor:** Can create and manage their own *posts*, but not publish.
 - **Author:** Can create, manage, and publish their own *posts*.
 - **Editor:** Can create, manage, and publish their own *posts/pages* and those of others.
 - **Administrator:** Access to all administration features in a single site. (Reserved only for those that need the ability to change the appearance of your site, change roles, etc. We recommend not giving this role to anyone without consulting the web team first as they could literally bring your site down.)
 - Have them log back in. They should see more permissions based on their new role.
 - **If a non-UNG student, faculty, or staff:**
 - Email the web team giving us their name, email address, desired login name, site they need access to, and their role (see above).
 - We will set up their account and send them their login information including a password they need to change as soon as they log in.
 - We will also notify you when their account is set up.

Resources:

- https://codex.wordpress.org/WordPress_Lessons