## Logging In

Log in with your NetID and Password at

- Development server: <u>https://www-dev.montclair.edu/wp-admin/</u>
- Production server: <u>http://www.montclair.edu/wp-admin/</u>

## Getting Around with the WordPress toolbar

Use the My Sites menu to access sites you can edit.

	ሕ My Sites 🛛 🏠	Information Technology Division	0	8 투 0 🕂 New 0.34s 45,738KB 0.0360s 52Q	Howo	dy, piercema 📃	1 ^
	Network Admin				Screen Options 🔻	Help 🔻	
Hor	🔞 Montclair Stat			Please update now.			
				Dashboard			
	College of Ed	ucation and Human Somicos		New Doct			

Use the site menu in the toolbar to go from the Dashboard to the website and then back again.

省 Information Technology Division	😌 8 📮 0 🕂 New 0.365 45,740KB 0.03795 52Q	Howdy, piercema 📃 🤶
		Screen Options 🔻 Help 🔻
Edit Site	le! <u>Please update now</u> .	
Dashbaard		
Dashboard		
Information Technology Division	🖌 Customize 📀 7 🌹 0 🕂 New 🖉 Edit Page 0.41s 42,010KB 0.0284s 58Q	Howdy, piercema 📃 🔍 🤷
	Technology Division	
Themes		
Menus		0
	visit Site Edit Site Dashboard Information Technology Division Dashboard Themes	Edit Site ole! <u>Please update now.</u> Dashboard         Information Technology Division       Customize I Technology Division         Technology Division

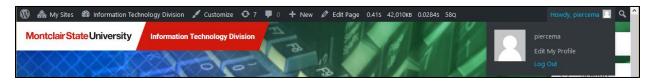
Use the **New** menu to create a new page or post, or to upload new images or PDF documents.

🔞 🚓 My Sites 🚳 Information Technology Division 🖌 Customize 📀	7 👎 0	🕂 New 🖉 Edit Page	0.415 42,010KB 0.02845 58Q	Howdy, piercema 📃 🍳 🔒
MontclairStateUniversity Information Technology Divisio	1-22			
		Media		
		Page	1821	0
		User		O SEARCH

Use the Edit Page button to edit the page you're currently viewing

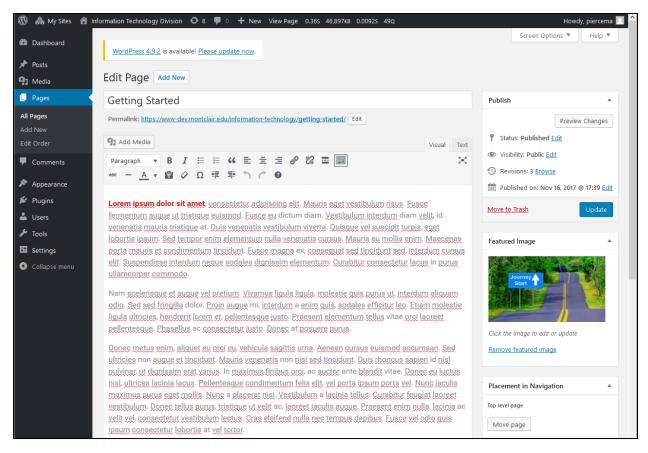


Hover over your username to edit your profile or to log out.



# Editing a Page

The WordPress Edit Page interface is broken into two columns.



## Left Column

- Page Title: This will appear superimposed on the feature image and in the browser's title bar.
- **Permalink:** This is the equivalent of the page's name.
- Add Media: This button will enable you to add images to a page or link to PDF files.
- Page Content: This WYSIWYG editor is where you edit the contents of your page.

#### **Right Column**

- **Publish Toolbox:** Allows you to preview a page, publish, update, or even unpublish a page.
- Featured Image: This toolbox allows you to select an image from your media library.
- Placement in Navigation: Allows you to select the page's parent, which affects the URL.

#### Publishing vs. Updating

When you create a new page in WordPress, that page is given **Draft** status by default. Pages in **Draft** status are available to website editors but not visitors.

When you're ready to make the page available to the public, press the blue **Publish** button.

If you're editing a page that's already been published, the blue **Publish** button will be replaced with a blue **Update** button. Updates to existing pages won't change their publishing status or publication date.

# **Editing Menus**

When you create a page in WordPress it will not automatically be added to the menu. You must do this manually. To edit the menu, first go to **Appearance** in the dashboard, then **Menus**.

🔞 🙈 My Sites 🔗 In	formation Technology Division 🛛 🛛 🕈 🛡 0 🕂	New 0.535 48,346KB 0.03975 67Q	Howdy, piercema 📃
Dashboard	WordPress 4,9.2 is available! Please update r		Screen Options 🔻 Help 🔻
🖈 Posts	worderress 4.5.2 is available! Please update r		
91 Media	Menus Manage with Live Preview		
📕 Pages	Edit Menus Manage Locations		
Comments			
🔊 Appearance	Edit your menu below, or create a new menu.		
Themes Customize	Pages 🔺	Menu Name Header Menu	Save Menu
Menus	Most Recent View All Search	Menu Structure	
🖉 Plugins	Campus file sharing and	Drag each item into the order you prefer. Click the arrow on the right of the item to re-	veal additional configuration options.
📥 Users	printing Server hosting and	Getting Started Page 🔻	
P Tools	administration	detung started	
<ul> <li>Settings</li> <li>Collapse menu</li> </ul>	File storage and data	Activate/Manage NetID & Page   Password sub item	
Conapse menu	Backup Service     Support Services	Password sub-term	
	Networking and	Set Up Email/Calendar sub item Page 🔻	
	Select All Add to Menu	Connect to Wireless Network sub Page 🔻	
	Posts v	item	
	Custom Links 💌	Print on Campus sub item Page 🔻	
	Categories •	Quick IT Guide sub item Page 🔻	
	Tags 🔻	I Need to Page 🔻	

The **Edit Menu** page is broken into two columns.

## Left Column

The left column displays items you can add to the menu.

- **Pages:** You can find recent pages, view the entire site tree, or search by title.
- **Posts:** If you want to link to a news article you can search for it under posts.
- **Custom Links:** This allows you to supply a label and URL to create a link.
- **Categories:** Links to a category of posts.
- **Tags:** Links to a collection of posts with the same tags.

#### Right Column

The right column is for re-ordering and editing menu items.

	-	- -		
	Activate/Manage NetID & Password sub item	Page	•	
	Set Up Email/Calendar sub item	Page	•	]]
l to Menu				J
	Connect to Wireless Network, sub	Dago		

Drag and drop items to re-order them. Pay attention to the dotted-line box – it will let you know where the item will go when you release it.

## Managing Media

When you upload an image or PDF file in WordPress, it gets placed in the **Media Library**. You can reach the **Media Library** from the left menu of your site's **Dashboard**.

#### Adding Images to Pages

To add an image to a page, start by clicking the **Add Media** button above the WYSIWYG editor.

✤ Posts ✿ Media	Edit Page Add New	
📕 Pages 🔸	Getting Started	Publish 🔺
All Pages	Permalink: https://www-dev.montclair.edu/information-technology/getting-started/ Edit	Preview Changes
Add New Edit Order	Yisual Text	Status: Published <u>Edit</u>

You can add an image or a PDF file by uploading a new file or by selecting from your Media Library.

🚳 🖓 Nysites 🖻 elevation	Jechnology Girlen 🔿 z 🖟 z 🕂 New Vew Tope 19455 46,8000 0,0103 403	Howdy, piercerna	🕲 🚠 sty sites 🖻 Information	Technology Division $\hat{O}$ = $   $ = $+$ New View Lage 0.405 46,1501E c.	Houdy, persona
insert Media	Insert Media	×	insert Media	Insert Media	×
Create Galery	Upload Files Media Library	1.0	Create Gallery	Upload Files Media Library	
Create Audio Playlist			Create Audio Playist	Altmedia tems 👻 Altidates 💌	Search media items ATTACHMENT DETAILS
Create Video Playlist			Create Video Playlist		A new-ant-event-jpg
Teatured Image			Festured Image		January 23, 2018 71 KB
Insert from URL	Drop files anywhere to upload $\simeq$		Insert from URL		bds = 100 bds = 100 Ddex Permanenty
2	Select Files		1	C 475	URL https://www.dov.montclas
14			4	a canv	Title news and events
14 2	Maximum upbead File size 10 MB.		4	BY INSTRUCTURE	Caption
100					Alt Text
0			0	lines.	Description U
		insert into page		1 selected Clear	Iscort into page

#### Setting ALT Text

**ALT Text** is a description of an image that can be read aloud to a visually impaired user. *Note:* You are *required* to set appropriate *ALT Text* for every image on your site.

After uploading a file, you can set the **ALT Text** from the right column of the **Media Library**.

