WordPress
Reference Guide for Organizations
# WordPress: Reference Guide for Organizations

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**Introduction**

Through Towson University’s WordPress environment, TU organizations can create and manage individual websites. WordPress is a self-service web publishing platform designed to be a quick and easy way to showcase your research, share ideas, house a portfolio, promote your organization, and highlight special events and more.

**Login**

1. From your preferred web browser, type `wp.towson.edu` in the address bar. The Towson landing page will appear.

![Figure 1](Image)

2. Click **LOGIN OR CREATE YOUR SITE**. The Towson University Authenticated Login page will appear.

![Figure 2](Image)

3. Enter your **NetID** and **Password** in the login page and click the **Login** button.
4. You will be directed to the WordPress Dashboard.
Dashboard

The WordPress Dashboard is the main administration homepage. At the very top of your Dashboard (and across every page) you will see the name of your site in the header area. In the example screenshot below (and throughout this documentation) the site name is Your WordPress Site. This is also hyperlinked to your site’s homepage. You will also see the name of the person who is currently logged in (e.g. Joe Blogg). Move your cursor over your name to reveal the Log Out link as well as a link to edit your Profile.

Figure 3

Dashboard Menu Options

Down the left-hand side of the Dashboard, you will see the main navigation menu. This is where you will find all the options to update and configure your site.

Hovering your cursor over each of the main menu options will display a ‘fly-out’ menu with the various choices for that particular menu option. Once you click each of the main menu options, that particular menu will expand to show all the available options within that section (if there are any).

The main menu options and their usage are:

- **Dashboard** – This will display your main Dashboard ‘homepage’. In the top right of your Dashboard you’ll see some brief stats on the number of Posts, Pages and Comments.
- **Posts** – This is where you can create a new Blog Post. You can also update your Categories and Post Tags.
- **Media** – This is where all your uploaded images, documents or files are stored. You can browse through your Media library, as well as edit and update the files.
- **Links** – You can add links here to be displayed on your site, these links are displayed usually by using a Widget.
- **Pages** – This is where you create and maintain all your Pages.
- **Comments** – You can manage all your Comments within this section, including replying to comments or marking them as spam.
- **Appearance** – This menu is where you control how your site looks. You can choose a new Theme, manage your site Widgets or Menus and even edit your site theme files.
- **Plugins** – Plugins extend and expand the functionality of WordPress. You can add or delete plugins within here as well as activate or deactivate them.
- **Users** – This screen lists all the existing users for your site. Depending on your role, you can also add new users as well as manage their roles.

- **Tools** - This section gives you access to various convenient tools. You can also import data to your WordPress site or export all your WordPress data to a file.

- **Settings** - This is where most of your site is configured. Among other things, it allows you to configure your site name and URL, where your Posts appear, whether people can leave Post Comments or not and numerous other settings. Most times, once your site is setup, there’s no need to change any of the settings within this section.

- **Collapse menu** - At the bottom of the menu you will see a link called Collapse menu. Clicking this will hide the menu and simply display their icons instead. Click the small arrow icon again to expand the menu.

Note: Occasionally when you install a plugin, they will have their own configuration or setup pages. The location of these will be entirely dependent on the individual plugin but most times these pages will either appear within the Tools section, the Settings section or in a completely new menu section at the bottom of the menu.

**Admin Toolbar**

The Admin Toolbar is a way of easily accessing some of the most common WordPress features. When you are logged into your WordPress dashboard and you visit your website, you will see the Admin Toolbar running across the top of your site. This bar only appears if you are currently logged into your WordPress site, which means that it won’t be visible to your everyday site visitors.

![Figure 4](image)

The Admin Toolbar allows you to quickly access the following commonly used features:

- **WordPress** – Links you to the WordPress website for support and community forums
- **My Sites** – Houses a dropdown menu allowing you access to your site(s)
- **Name of site** – Houses a dropdown menu allowing quick access to various site editing features
- **Comment Icon** – Allows you to view and moderate all comments on your site
- **New** – Houses a dropdown menu enabling quick creation of posts, media, links, pages or additional users
- **Follow** – Adds the current site to your **Followed Sites** list on the **Dashboard**
- **Blogghiamo Theme Options** – Enables setup of social media icons at the top of your pages.

**Posts versus Pages**

WordPress is built around two basic concepts - Posts and Pages. Posts are typically blog entries. A series of articles, listed (usually) in reverse-chronological order. Pages are used for more static content (i.e. content that doesn’t change or changes infrequently). An ‘About Us’ page is an example of a Page on a typical website. In most cases you’ll find that the content in the ‘About Us’ page doesn’t change all that frequently.

Now, you might be thinking, “but I don’t need a blog”. This might be true, but you can also use the blog concept if you have a site where you need to display your ‘latest news’ or even just organization updates. Basically, any information that gets updated on a semi-regular basis can benefit from the ‘blog’ functionality. Whether that’s a traditional blog, your organization’s latest news or even just your own personal updates.
Visiting your site

1. Hover over **My Sites** in the Admin Toolbar.
2. Continue to hover over your site name and then navigate to and click on **Visit Site**. Your site will appear on screen, ready for you to add content.

![Image 5](image5.png)

*Figure 5*

![Image 6](image6.png)

*Figure 6*
Developing Your TU Organization Site

Towson has provided you with an automatic default template for your site. This theme contains six pages that are completely customizable for your organization's needs. You do have the option to add or remove pages and features as you see fit. The areas of your template are defined below:

1. **Title** – This is the title of your page and also of your site, located at the top of the page.
2. **Subtitle** – Helpful for listing a tag line or a one sentence summary of your organization, located below the Title at the top of the page.
3. **HOME** – Your organization’s welcome page, located at the top-left corner of the screen below title and subtitle.
4. **ABOUT** – Informs your visitors about your organization, located to the right of the HOME button.
5. **NEWS** – Houses news posts or organization updates for your visitors, located to the right of the ABOUT button.
6. **EVENTS** – A central location for your upcoming or past events, located to the right of the NEWS button.
7. **GALLERY** – A page for your photos organized in a column format, located to the right of the EVENT button.
8. **CONTACT** – Contact information for your site visitors, located to the right of the GALLERY button.
9. **Search Widget** - Allows a visitor to search for keywords in your site content, located on the right side of the screen.
10. **Subscribe by Email widget** - Enables site visitors to receive email updates whenever a news post has been made, located on the right side of the screen below the Search Widget.
11. **Social Media Icons** – Links to various social media sites will show up in your main site header, located below the Subtitle
12. **EDIT** – Click this button to get into Edit mode for a page and add content, located towards the mid-left hand side of the page.

Figure 7
The Home Page

The home or welcome page should include a brief bio of your organization and the purpose for your site. You may also include links and images. It is best to keep it simple, as you can get into further detail on other pages of your site.

1. On the Home/Welcome screen, click the yellow EDIT button in the lower left.

![EDIT button](image)

Figure 8

2. The Edit Page window appears. Click in the Welcome text box.
3. Type your welcome message. (Type Welcome to the Towson Technology Club!)

Note: This changes the title of your specific page. Be careful with changing titles of other pages as they will change the link in the site navigation bar as well.

Adding Content with the Visual Editor

The visual editor may be used to enter content into your Page or Post. It works much like using a regular word processor. When adding content to your page, the visual editor expands to fit your content, rather than simply scrolling. On top of that, no matter how tall the Visual Editor becomes, the toolbar buttons will be available at all times by sticking to the top of the page.

At the top of the editor there are two tabs, Visual and Text. These switch the editor view between the Visual Editor and the Text editor. The Text view will enable you to view the HTML code that makes up your content. For the more experienced users this can be helpful at times; but, for those not familiar with HTML tags, it’s not recommended. (Click on the tabs to see the different views.)

![Visual Text tabs](image)

Figure 9

At the top of the editor where your content is written, there are numerous formatting buttons. Clicking the Toolbar Toggle button will show or hide a second line of formatting buttons which gives you extra functionality. (Click the toggle button to view all icons.)

![Formatting buttons](image)

Figure 10

The editor buttons perform the following functions:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
</table>
| ![Add Media](image) | Add Media – Used to upload and insert media such as images, audio, video or documents  
Keyboard Shortcut: Shift+Alt+M (PC) / Ctrl+Option+M (Mac) |
| ![Bold](image) | Bold – Bold text  
Keyboard Shortcut: Ctrl+B (PC) / Command+B (Mac) |
<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
</table>
| ![Italic](icon.png) | Italic – Italicize text  
Keyboard Shortcut: Ctrl+I (PC) / Command+I (Mac) |
| ![Strikethrough](icon.png) | Strikethrough – Add a strikethrough to your text  
Keyboard Shortcut: Shift+Alt+D (PC) / Ctrl+Option+D (Mac) |
| ![Bullet](icon.png) | Bulleted List – Create an unordered (bullet point) list  
Keyboard Shortcut: Shift+Alt+U (PC) / Ctrl+Option+U (Mac) |
| ![Numbered](icon.png) | Numbered List – Create an Ordered (numbered) list  
Keyboard Shortcut: Shift+Alt+O (PC) / Ctrl+Option+O (Mac) |
| ![Blockquote](icon.png) | Blockquote – Used as a way of showing a quote. How this looks will be entirely dependent on the Theme that your site is currently using  
Keyboard Shortcut: Shift+Alt+Q (PC) / Ctrl+Option+Q (Mac) |
| ![Horizontal Line](icon.png) | Horizontal Line – Inserts a horizontal line into your page  
Keyboard Shortcut: --- |
| ![Align Left](icon.png) | Align Left – Align text to the left  
Keyboard Shortcut: Shift+Alt+L (PC) / Ctrl+Option+L (Mac) |
| ![Align Center](icon.png) | Align Center – Align text in the center of the page  
Keyboard Shortcut: Shift+Alt+C (PC) / Ctrl+Option+C (Mac) |
| ![Align Right](icon.png) | Align Right – Align text to the right  
Keyboard Shortcut: Shift+Alt+R (PC) / Ctrl+Option+R (Mac) |
| ![Insert/edit link](icon.png) | Insert/edit link – Used to create an html link to another page or website. The text or image that you want to link needs to be selected first before the button will become active  
Keyboard Shortcut: Ctrl+K (PC) / Command+K (Mac) |
| ![Remove link](icon.png) | Remove link – Remove the html link from the selected link. Your cursor must be sitting on an active link for the button to be active  
Keyboard Shortcut: Shift+Alt+S (PC) / Ctrl+Option+S (Mac) |
| ![Insert Read More tag](icon.png) | Insert Read More tag – Inserts the More tag into your Page. Most blogs only display a small excerpt of a Post and you’re required to click the Post title or a ‘Read more...’ link to continue reading the rest of the article. When you insert a ‘More’ tag into your Post, everything prior to the tag is considered as this excerpt. Most times you’d only use this button when you’re creating a blog Post, rather than a Page  
Keyboard Shortcut: Shift+Alt+T (PC) / Ctrl+Option+T (Mac) |
| ![Toolbar Toggle](icon.png) | Toolbar Toggle – Used to show or hide the second row of formatting buttons on the editor toolbar  
Keyboard Shortcut: Shift+Alt+Z (PC) / Ctrl+Option+Z (Mac) |
| ![Distraction Free Writing](icon.png) | Distraction Free Writing – Clicking this button will enlarge the editor so that it fills the browser window. Clicking the Exit full screen link at the top of the screen will reduce it back to its original size  
Keyboard Shortcut: Shift+Alt+W (PC) / Ctrl+Option+W (Mac) |
| ![Style](icon.png) | Style – Used to format the Page text based on the styles used by the current Theme  
Keyboard Shortcuts:  
- Heading 1 – Shift+Alt+1 (PC) / Ctrl+Option+1 (Mac)  
- Heading 2 – Shift+Alt+2 (PC) / Ctrl+Option+2 (Mac)  
- Heading 3 – Shift+Alt+3 (PC) / Ctrl+Option+3 (Mac) |
<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Icon" /></td>
<td><strong>Heading 4</strong> – Shift+Alt+4 (PC) / Ctrl+Option+4 (Mac)</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td><strong>Heading 5</strong> – Shift+Alt+5 (PC) / Ctrl+Option+5 (Mac)</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td><strong>Heading 6</strong> – Shift+Alt+6 (PC) / Ctrl+Option+6 (Mac)</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td><strong>Paragraph</strong> – Shift+Alt+7 (PC) / Ctrl+Option+7 (Mac)</td>
</tr>
</tbody>
</table>
| ![Icon](image) | **Underline** – Underline your text  
Keyboard Shortcut: Ctrl+U (PC) / Command+U (Mac) |
| ![Icon](image) | **Justify** – Align text on both the left and right (i.e. justify)  
Keyboard Shortcut: Shift+Alt+J (PC) / Ctrl+Option+J (Mac) |
| ![Icon](image) | **Text color** – Use to change the color of text  
Keyboard Shortcut: none |
| ![Icon](image) | **Paste as text** – Copying and pasting text from other sites or word processors sometimes leaves the text formatted differently to what you were expecting. The reason for this is that quite often the html tags or codes that formatted the original text are pasted along with the text itself. To avoid this, Paste as Text will strip all these formatting and html tags. The Paste as Text option acts like a toggle, staying on until you turn it off by clicking the button again or until you save your page content  
Keyboard Shortcut: none |
| ![Icon](image) | **Clear formatting** – Use this to remove all the formatting (e.g. Bold, Underline, text color etc.) from the highlighted text  
Keyboard Shortcut: none |
| ![Icon](image) | **Special character** – Used to insert special characters not easily accessible via the keyboard (e.g. ¼, ½, ¾, ©, €, ö etc..)  
Keyboard Shortcut: none |
| ![Icon](image) | **Decrease indent** – Removes one level of indenting  
Keyboard Shortcut: none |
| ![Icon](image) | **Increase indent** – Indents text by one level  
Keyboard Shortcut: none |
| ![Icon](image) | **Undo** – Undo your last action  
Keyboard Shortcut: Ctrl+Z (PC) / Command+Z (Mac) |
| ![Icon](image) | **Redo** – Redo your last action  
Keyboard Shortcut: Ctrl+Y (PC) / Command+Y (Mac) |
| ![Icon](image) | **Keyboard shortcuts** – Displays information about the WordPress Visual Editor along with keyboard shortcuts  
Keyboard Shortcut: Shift+Alt+H (PC) / Ctrl+Option+H (Mac) |
| ![Icon](image) | **Visual/Text** – Switches the editor view between the Visual Editor and the Text editor. The Text view will enable you to view the HTML code that makes up your content. For the more experienced users this can be helpful at times but for those not familiar with HTML tags, it’s not recommended  
Keyboard Shortcut: none |
There are also various PC/Mac keyboard combinations that may be used. For example:

- **Shift+Enter** inserts a line break
- Ctrl+C/Cmd+C = copy
- Ctrl+X/Cmd+X = cut
- Ctrl+Z/Cmd+Z = undo
- Ctrl+A/Cmd+A = select all, etc.
- Ctrl+Y/Cmd+Y = redo

### Cutting and Pasting Content from Word

1. Click in the body of the **Home** page.
2. Type your content or copy and paste from a document.
   a. Open the document *(Open the *Home*.docx* file on your computer)*
   b. Highlight and copy the body text *(Press **CTRL+C**)*.
   c. Paste the text into the text edit box below the editor toolbar *(CTRL+V)*.
3. To format text, select the text. *(Select “**Living in the Land of Tomorrow…Today!**”)*
4. Choose an icon on the toolbar such as B for bold or I for italic.
   a. *(Make the text Bold by clicking on the B and Italic by clicking on the I in the toolbar.)*
   b. *(Select the text from *WordPress* to Various web apps… and click the Bulleted List icon.)*

![Edit Page](image)

**Figure 11**
Adding Links

You may add links to another page or website. You must select text or a graphic to link off of first. In this example, we will link to another page on our site.

1. Select the text you wish to make a link. *(Select events page in the second to the last sentence.)*
2. Click the **Insert/edit link** button in the editor toolbar.

![Figure 12](image)

3. The **Insert/edit link** window appears. Click the toggle arrow beside **link to existing content**.
4. Select where you would like to link to. *(Select Events)*
5. Click the **Add Link** button.

![Figure 13](image)

*(Highlight contact us and repeat the steps, but link to the Contact page.)*
Adding Media

Media can refer to many different things. This includes images, audio, video and documents. In this example, we will be adding an image to the website. All your images and files are stored in the Media Library. Once they’re uploaded into the Media Library, it’s a simple matter to insert them into your Page or Post content.

(Place your cursor at the beginning of the body of text and Press ENTER two times.)

1. Position the cursor where you want the media to appear. (Click at the top of the Edit window)
2. Click the Add Media button located above the edit toolbar.

![Add Media Button](image1.png)

3. You may either drag your file into the window or click the Select Files button. (Choose Select Files)
4. Maneuver to the correct drive and directory.
5. Select a file. (Select TTC LOGO COLOR.jpg)
6. Click Open.
7. The properties of the currently highlighted image (i.e. the image with the blue border) will be shown on the right-hand side of the Insert Media window. These properties include the filename, the date the file was uploaded and the image size. It’s at this point you can also change the image Title, Caption, Alt Text and Description. You may also change the Alignment, Link and the Size at which the image is inserted.

![Insert Media Window](image2.png)
• **Title** – is displayed as a tooltip when the mouse cursor hovers over the image in the browser. *(leave blank)*

• **Caption** – is displayed underneath the image as a short description. How this displays will be dependent on the WordPress theme in use at the time. You can also include basic HTML in your captions. *(leave blank)*

• **Alt Text** – is displayed when the browser can’t render the image. It’s also used by screen readers for visually impaired users, so it’s important to fill out this field with a description of the image. *(Type Towson Technology Club logo)*

• **Description** – is usually displayed on the attachment page for the media; however this is entirely up to the theme that is currently in use. *(Leave blank)*

---

8. Under **Attachment Display Settings**, select and alignment option from the **Alignment** dropdown menu. *(Choose Center)*

9. Click the **Insert Into Page** button.

---

10. The image will appear in the **Edit Page** screen.
Edit or Delete an Image

There are various options available for adjusting the layout of inserted images.

1. Click on the image that has already been inserted into your Page or Post. A small toolbar will appear over the image.

2. By selecting one of the alignment buttons (left, center, right and no alignment), you can change the alignment of the inserted image. (Practice clicking on each of the alignment button. End with center alignment)

3. Click the Edit button to edit the image properties. Those options are listed on the preceding page.

4. Clicking the Remove button (x) will delete the image from your content. It will only remove the image from your Page or Post, it will not delete the image from your Media Library.

5. When you click on an image in your Page or Post, you will also see resizing handles. These are the small squares you see around the edge of the image. To resize your image, simply click and drag one of the corner resize handles. (Practice resizing the image)

*Note: holding down the shift button while resizing will distort the image.
Saving and Publishing Content

After making changes to a page, you must publish the page to make the content visible on the site.

1. From the **Edit Page**, click the **Update** button located in the **Publish** section on the right side of the screen.

2. The changes you have made are now updated on your site. You may click the **View Page** link to view the changes.

The About Page

The **About Page** houses more detailed information about your organization. Here, you can add things like a mission statement, organization history, objectives and more.

1. Click **Pages** in the Dashboard menu.
2. Click on the **About** page from the **Pages** screen. The **Edit Page** screen will appear.
3. Type your content or copy and paste from a document.
   a. Open the ABOUT.docx file located on your computer in Microsoft Word.
   b. Select and copy all text starting at The Towson Technology (CTRL+C).
   c. Paste the text into the main text box in the Edit Page screen (CTRL+V).
   d. Highlight the four objectives under TTC Objectives.
   e. Click on the Bulleted list icon in the editor toolbar.
4. Click **Update** located in the **Publish** section on the right side of the screen.
The News Page

The News page is a good place to share your organization updates, pertinent news stories, links and more with your site visitors.

News Posts/Updates

News posts are vital for keeping your site visitors updated as to what is happening with your organization. All news posts are automatically located on the News page of your site. When you publish a new post, the site can notify your subscribers of the update via Email.

1. Hover over New in the Admin Toolbar.

2. When the dropdown menu appears, click on Post.
3. Click in the title area.
4. Type your content. *(Type We have new members!)*
5. Click in the body of the page. Type content or copy and paste from a document.
   a. Open the Microsoft Word document named NEWS.docx.
   b. Select and copy the text from the body for this post.
   c. Paste the text into the main text edit box of the Add New Post page.
6. To limit how much text is visible on the screen, click the Read More icon. This add a Read More tag under the text.

7. Click the Publish button located in the Publish section on the right side of the screen.
Enabling/Disabling Comments in a Post or a Page

Comments can be a very effective way for site users to communicate with site content creators; however, it does present a double edged sword. How do you know that the comments are acceptable? What if they are spam or contain material of a prurient nature? Luckily, the default setting is that comments are disabled. A secondary safeguard is that all comments must be manually approved by the site administrator.

If you would like to enable comments on a specific post:

1. In the Dashboard menu, click on Posts.
2. Hover over the post you would like to disable commenting and click Quick Edit from the sub-menu that appears. The Quick Edit menu allows you to change various attributes of your post.
3. Click in the check box beside Allow Comments and then click Update.
4. Comments have now been enabled for that specific post.
5. To edit comment settings for pages, click on Pages in the Dashboard menu and repeat steps 2-4 above.

Events Page

The Events page can be edited to house links to calendars, flyers or text entries about your organization’s upcoming events.

(For our training purposes, let’s create a link to the TU master calendar filtered by OTS Training.)

1. Hover over My Sites in the Admin Toolbar.
2. Continue to hover over your site name and then navigate to and click on Visit Site.
3. Click on the EVENTS link in the navigation bar.
4. On the Events page, click the yellow EDIT button in the lower left.
5. Click in the body of the page. Type content or copy and paste from a document
   a. Open the EVENTS.docx file located on your computer in Microsoft Word.
   b. Select and copy the sentence starting with There are many.
   c. Paste the sentence into the main text box in the Edit Page screen.

**Linking to Events Page at Towson**

1. Open a new browser tab and go to events.towson.edu
2. In the search box, type what event you wish to link to and press ENTER. *(Type OTS Training and press ENTER)*
3. Click View all events.
4. Select and copy the URL from the browser window.
5. Return to the WordPress tab in your browser and highlight workshops in the edit window.
6. Click the Insert/edit link icon and paste the URL in the Insert/Edit Link window text box labeled URL.

7. Select Open link in a new window/tab.
8. Click the Add Link button

9. Your page will now link to the TU master calendar filtered by what you designated. *(OTS Training in this example)*
10. Click Update located in the Publish section on the right side of the screen.
11. Click View Page.

Gallery Page

The Gallery Page is a great way to house pictures pertaining to your organization. All pictures can be captioned, have descriptions and have alt text for accessibility. The gallery organizes them in a tidy thumbnail table with each thumbnail linking to the full size photo.

1. Hover over My Sites in the Admin Toolbar.
2. Continue to hover over your site name and then navigate to and click on Visit Site.
3. Click on the Gallery link in the navigation bar.
4. On the Gallery screen, click the yellow EDIT button in the lower left.
5. In the Edit Page window, click on the Add Media button.

6. The Insert Media window appears. On the left side of the window, click Create Gallery.
7. Make sure you are on the Upload Files tab.

8. Open the Windows Explorer. Select the files you wish to add to the gallery. (Select the following files: digital-catapult.jpg, flicker.jpg, ipad.jpg, iphone.jpg, touch.jpg, various.jpg, mouse.jpg and apple-watch.jpg)
9. Drag the files in the Upload Files tab and drop them where it says Drop files anywhere to upload. The files will upload to your site’s Media Library and will be already selected for gallery creation.
10. Click Create A New Gallery in the lower right corner of the window. This will take you to the Edit Gallery window.

11. Click Insert Gallery in the lower right corner of the window. Your pictures have now been added in a gallery format on the body of the page.
Edit the Image Gallery Settings

All the images that appear will be used within your Image Gallery. There are a variety of other options associate with images.

1. Click anywhere in the gallery on the Gallery Edit Page. An Icon will appear over the gallery allowing you to edit or delete the gallery.
2. Click the Edit icon.

![Figure 36](image)

3. Click on an image. The GALLERY SETTINGS pane will appear on the right side of the screen.
4. You may do any of the of the following:
   - **Reorder the images** - click on an image and drag it to its new position. *(Move the iphone after the ipad).*
   - **Delete an image** - If you decide you no longer want a certain image to appear in your gallery, click the small dash (-) that appears in the top right corner of the image when you hover your cursor over the ‘x’. *(Delete flicker).*
   - **Link to** – This sets what happens when the thumbnail image is clicked. Selecting Media File will open the full size image directly in your browser window. Selecting Attachment Page will open the image within one of your WordPress formatted pages. *(Select Media File for all images)*
   - **Columns** – Specifies the number of columns to use when displaying your thumbnail images. Ultimately, this will be dependent on your Theme and how wide your page is. If you find the gallery isn’t displaying properly after changing this number you may need to change it to another number. *(Change this number to 2).*
   - **Random Order** – Click this checkbox to display your images in a random order.
   - **Size** – Selects the size of the image to use in your gallery. *(Keep this on thumbnail).*

5. Make sure to create Alt Text for each picture. Click on the picture and then add a meaningful name in the Alt Text fields on the right hand side of the screen. This is required for accessibility purposes.

Add the following Alt Text:
- Ipad – ipad image
- Iphone – iphone image
- digital-catapult – students viewing computer screen image
- Various – image of various technology
- Touch – image of touch screen
- Mouse – image of a computer mouse
- Apple-watch – image of an apple watch

6. Click Update Gallery at the lower right corner of the screen.
7. Click Update on the right hand side of the screen to update the website.
8. Click View Page and click on an image.
Contact Page

The Contact Page is a great place to house your organization’s contact information. This includes things like links, email address, phone numbers or even multiple contacts.

1. Hover over My Sites in the Admin Toolbar.
2. Continue to hover over your site name and then navigate to and click on Visit Site.
3. Click on the Contact link in the navigation bar.

4. On the Contact screen, click the yellow EDIT button in the lower left.
5. Click in the body of the page. Type content or copy and paste from a document
   a. Open the CONTACT.docx file located on your computer in Microsoft Word.
   b. Select and copy the contact information.
   c. Paste the information into the main text box in the Edit Page screen.
6. Click Update on the right hand side of the screen to update the website.

Create Email hyperlinks

1. Highlight the email address, then click on the Insert/Edit Link icon. (Highlight training@towson.edu)

2. In the field labeled URL, delete any text, then type mailto: email address. (Type mailto:training@towson.edu)
3. Click Add Link in the lower right corner of the Insert/Edit Link window.

Note: Once the page is published, clicking on the email address will open a new email window with the email address automatically in it.

4. Click the Update button located in the Publish section on the right side of the screen.
5. Click Visit Site and click through the links at the top of the page to see your completed site.
Widgets

Widgets are independent sections of content that can be placed into any widgetized area provided by your theme. Although these widgetized areas are commonly called ‘Sidebars’ and are quite often located in the left or right-hand column, they can be also located anywhere within your site and are entirely dependent on the current theme as to their location. There are numerous widgets available, however, by default the theme for organizations utilizes two: site search and subscribe.

The site search widget is located globally on the right side of your site. This widget enables site visitors to search all of your organization’s site content by key words. Think of it as google for just your site. Other than the title, there are no customizable settings for this widget.

The subscribe widget gives site visitors the option to opt-in for email updates from your organization’s site. The subscribe widget default setting is to automatically send your subscribers an email notification when new news posts have been made.

To customize settings for the subscribe widget:

1. Navigate to your site’s dashboard by hovering over your site name in the Admin Toolbar and then click Widgets.

2. The active widgets will be located on the right side of the screen under the heading Sidebar.
3. Click on the down arrow beside Subscribe by Email: Subscribe by Email.

4. Available options for this widget will appear.
5. Replace the default text under **Text** with new text. *(Type Subscribe to Receive TTC Updates)*

6. If you do not want viewers to receive an email confirmation when they subscribe, select the **Auto-opt in** setting. *(We will not select this)*

7. Click **Save**.

---

**Figure 42**

**Note:** Further customization of subscriptions is available through the subscriptions menu in the site dashboard.

8. Click the down arrow beside the Search widget.

9. Under **Title**, type your content. *(Type Search the Towson Technology Club Site)*

10. Click **Save**.

---

**Figure 43**
Customization Options

1. From the Dashboard, hover over Appearance and then click on Customize in the fly-out menu. This brings your site with a side menu for customization.

![Customization Options](image)

2. You may choose from the options below:
   - **Site Identity** – Click on this menu item to edit the following items:
     - **Site Title** – This is will be the main title of your website and will show at the top of every page. *(Type Towson Technology Club)*
     - **Tagline** – This the vision, mission statement or motto of the club or organization. *(Type “Live in the Land of Tomorrow...Today!”)*
   - **Colors** – Click Select Color to make changes to any of the fields:
     - **Background** – This changes the entire page background color. *(Choose black)*
     - **Text** – This changes the text on the entire site. *(Make NO changes)*
     - **Box** – This changes the background interior color of the entire site. *(Make NO changes)*
     - **Special** – This changes the color of the Navigation bar and banners. *(Make NO changes)*
     - **Special text** - The changes the color of the text within the Navigation bar and banners. *(Make NO changes)*
   - **Background Image** – You may add a background image of the entire site. *(Make NO changes)*
   - **Widgets** – You may add widgets from here. *(Make NO changes)*
   - **Static Front Page** – Defines whether the front page is static or displays your latest posts. *(Make NO changes)*

3. Click Save and Publish and then the X to close the sidebar.

![Save and Publish](image)
Setting a Featured Image

Some themes allow you to specify a Featured Image for your Page and Post. A Featured Image, often called a Post/Page Thumbnail, is usually some sort of image that is representative for that particular Page or Post. How these images are displayed is dependent entirely on the Theme that is currently in use.

1. Click Pages in the Dashboard menu.
2. Click the EVENTS page. The Edit Page screen will appear.
3. In the bottom right corner, click Set featured image.

![Figure 47]

4. Click the Upload Files tab.
5. Click Select Files. (Choose rod-training.jpg)
6. Add Alt Text on the right side of the screen. (Type Trainer in classroom image)
7. Click Set Feature image.

![Figure 48]

8. Click Update in the Publish section of the Edit Page screen.
9. Click View Page to see your changes.
Plugins

Plugins extend and expand the functionality of your WordPress site. There are a variety of plugins including Google maps, forms, tables, and wikis.

Adding a Plugin

1. Navigate to your site’s dashboard by hovering over My Sites in the Admin Toolbar, select your site name and click Dashboard.
2. On the left dashboard menu, click on Plugins.

![Plugins](image)

3. The default view for the plugins page shows all available plugins. To add a plugin to your site, simply click the Activate button corresponding with the plugin you would like to use. (Activate the Google Maps plugin)

![Google Maps](image)

Note: Depending on the plugin, you might also find that there are settings that need to be configured. Activated plugins will be displayed with a different coloured background within your list of plugins. If an activated plugin also has an updated version available, the background colour will change and the vertical bar will be red.

Using a Plugin

1. Navigate to the page where you want to place the plugin. (Click Pages> Contact)
2. Notice that the plugins are now available at the top of the screen. Place your cursor where you want the plugin to appear. (Click at the bottom of the page)
3. Click the Google Maps plugin button above the text edit toolbar.
4. Click where it says Enter map title here and type a title for your map. (Type Towson University)
5. Click beside Add Location and type the address of the location. (Type 8000 York Road, Towson, MD 21252)
6. Click the Add Marker button.
7. Zoom into the map to find your location. (Using the wheel on your mouse zoom in until you see Towson University)

![New map](image)

Figure 52

8. Click the Save Changes button.

![Insert This Map](image)

Figure 53

9. Click Insert This Map.

![Insert This Map](image)

Figure 54

10. In the Publish section of the Edit Page screen, click the Update button.
11. Click View Page.

Removing a Plugin

1. Navigate to your site’s dashboard by hovering over My Sites in the Admin Toolbar, select your site name and click Dashboard.
2. On the left dashboard menu, click on Plugins.
3. Navigate to the plugin you would like to remove and click the Deactivate corresponding to that plugin.

![Google Maps](image)

Figure 55
Revising Theme Options

Included in the Theme for Organizations are a variety of social media icons located in the site header. You may choose to activate these icons or you may remove them from the site.

1. When viewing your site, click Customize in the Admin Toolbar.
2. Click Blogghiamo Theme Options in the Customize menu.

3. Each of the social media options will appear on the screen. If you wish to hide an icon, click in the corresponding box and delete the #. (Delete the # from the following: Twitter, Google, Linkedin, Instagram, YouTube, Pinterest and Tumblr)

4. For each site you wish to add specific link to, click in the corresponding box and add the url.
   a. Click in the Facebook box and type http://facebook.com/otstraining

5. You may also hide the RSS feed icon and the Search icon by clicking the check box beside the corresponding option. (Click beside Hide the RSS feed icon)

4. Click the Save & Publish button at the top of the menu and then the X to exit the Customize sidebar.
1. In your site’s Dashboard, hover over the Settings link in the left side menu.
2. In the Settings fly-out menu, click on Reading.

3. Under the Site Visibility section of the Reading page, select one of the following options according to your preference:
   - Allow search engines to index this site – allows your site to be crawled by robots, ping services and spiders.
   - Discourage search engines from indexing this site – your site is still visible on the web, however it sends back code to the search engines to ignore your site.
4. Click Save Changes. Your site is now live.