

Customization/Making your Site Live

Customization

Clicking the **Customize** button allows you to update various settings whilst also previewing those changes. Until you click the **Save & Publish** button, only the theme preview window is updated, not the theme on your live site.

Here are the customization options in the default TU Faculty/Staff theme:

Site Identity – Edits the following:

- **Site Title** – The main title of your website and will appear in the header
- **Tagline** – This can be your job title

Colors – Makes changes to any of the following:

- **Header Text** - Changes the header text color
- **Background** – Changes the page background color
- **Link** – Changes the color of links
- **Header** – Changes the header background color

Header Image – Adds a header image

Background Image – Adds a background image

Menus – Define which menus are in the site navigation bar and the social menu locations.

Widgets – Allows widget management from the customization menu

Static Front Page – Defines whether the front page is static or displays your latest posts

Theme Options – Changes the location for the sidebar as well as how old posts display in your archive

Making Your Site Live

1. From the **Dashboard** menu, hover over **Settings**.
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** – your site is fully visible on the web to anyone who searches for it.
 - **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.

TU WordPress Support Resources

There are numerous resources available to you for support. Please visit www.towson.edu/otselfhelp and click on the Individual Websites link.

TU WordPress for Faculty/Staff

Quick Reference Guide

Introduction

Through Towson University's WordPress environment, TU faculty and staff 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, highlight special events and more.

Logging In

1. From your preferred web browser, type **wp.towson.edu** in the address bar. The **Towson landing page** will appear.
2. Click **LOGIN OR CREATE YOUR SITE**. The **Towson University Authenticated Login** page will appear.
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.

Hovering your cursor over each of the main menu options on the left side 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.



Intro, Logging In and the Dashboard

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.

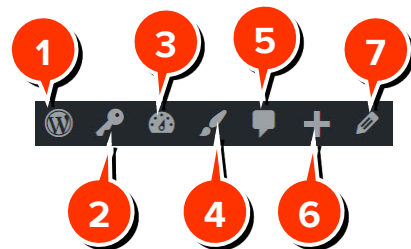
Admin Toolbar

At the very top of your **Dashboard** (and across every page) you will see the name of your site in the header area along with other items. This is the **Admin Toolbar**. 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**.

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.

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



1. **WordPress** – Links you to the WordPress website for support and community forums
 2. **My Sites** – Houses a dropdown menu allowing you access to your site(s)
 3. **Name of site** – Houses a dropdown menu allowing quick access to various site editing features
 4. **Customize** - Links to the site customization menu with live preview
 5. **Comment Icon** – Allows you to view and moderate all comments on your site
 6. **New** – Houses a dropdown menu enabling quick creation of posts, media, links, pages or additional users
 7. **Edit Page** - Links you directly to the edit page screen for the page you are currently viewing
- ** **Follow** – Heart Icon (not pictured) adds the current site to your **Followed Sites** list

A list of all of your benefit elections and dependents, along with associated monthly costs will appear.

Visual Editor/Adding Content

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 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.

The editor buttons perform the following functions:

Icon	Function
	Add Media – Upload and insert media
	Bold – Bold text
	Italic – Italicize text
	Strikethrough – Strikethrough your text
	Bulleted List – Create a bulleted list
	Numbered List – Create a numbered list
	Blockquote – Used as a way of showing a quote.
	Horizontal Line – Inserts a horizontal line into your page
	Align Left – Align text to the left
	Align Center – Align text in the center
	Align Right – Align text to the right

	Insert/edit link – Used to create an html link to another page or website.
	Remove link – Remove the html link from the selected link.
	Insert Read More tag – Everything prior to the tag is considered as this excerpt.
	Distraction Free Writing – Clicking this button will enlarge the editor so that it fills the browser window.
	Style – Used to format the Page text
	Underline – Underline your text
	Justify – Align text both the left and right
	Text color – Use to change the text color
	Paste as Text –Toggle pasting text without formatting from source
	Clear formatting – Removes formatting from the selected text
	Special character – Insert characters that aren't on the keyboard
	Decrease indent – Removes indenting
	Increase indent – Indents text
	Undo – Undo your last action
	Redo – Redo your last action
	Keyboard shortcuts – Displays shortcuts
	Visual/Text – Switches the editor view between the Visual Editor and the Text editor. The Text view will enable you to