WordPress Level 2

Pre-requisite: WordPress Intro Training

Assumption

The Participants already know the basics of WordPress including how to create and manage:

A. Pages
B. Posts

Topics

1. Sandbox Site
2. Organization Roles
3. Section Editing
4. Gravity Forms
5. Design Options
6. Widgets
7. Image Editing
8. Slideshows
9. Profiles
10. Video Embedding
1. Sandbox Site
   - We’ve created a sandbox site for everybody who registered
   - Different from L1 training as it’s been so far
   - Address for front end: wptraining.bu.edu/[username]
   - Example: http://wptraining.bu.edu/kenwil/

2. Organization Roles
   - Go to Users
   - Select a User
   - From drop-down select user role –

   a. Section Editor:
   b. Site Admin: All access / Nothing is off-limits within the site
   c. Lead Editor: has access to all pages, comments, categories, tags, and links and publishing
   d. Section Editor: has access to their own contents
   e. Subscriber: Can change their own profile and leave comments
   f. Contributor: Can only write contents and submit for approval
   g. Super Admin: Access to the site network administration
3. **Section Editing**

This is a BU plugin that allows you to choose who can edit what

- Go to Users > Change the role to section editor
- Go to Section Editing page
- From the dashboard go to section groups > Add New
- Under Properties give a name & description to your group

- Click on the Members tab

- Type the user name of your section editor
- Go to the Permissions tab

- Assign permissions
4. **Gravity Forms**

- You can create custom forms in WordPress
- Click on Forms -- New Forms
- Give a title & description to your form
- Preview it
- Add various fields to your form
- Options:
  a. Standard Field - You can customize these options
  b. Advanced Fields – Preset options
  c. Post Fields – For a specific post
  d. Pricing Fields – For business purpose
- Update the form
- Preview it
- Send confirmation – Form Settings --> Confirmations --> Edit
- Admin Notification --> Receive the form information in an email every time it is filled by someone
- Entries: View Entries generated by this form
5. Design Options

How to customize look & feel of your website

- Boston University WordPress was changed recently
- Site Designs were updated with new themes
- New themes now includes a Responsive Framework theme

What is a Responsive Framework?
The web-page designed in Responsive Framework theme can be easily accessed with a wide range of devices including computers, tablets & cell phones

Benefits of Responsive Design

- Eliminates the need for extra apps for the variety of devices
- Improved user experience because the webpage fits the requirements of user’s frame (Flexible Grid System)
- Improves SEO (Search Engines Visibility) hence Search Engines (Google, Bing, Yahoo etc) love Responsive Web Design

A note to developers from Google - https://developers.google.com/webmasters/mobile-sites/mobile-seo/configurations/responsive-design

- To get responsive framework for your BU website please contact ithelp@bu.edu
- Go to Appearance→Themes

- Try out various themes on your website by clicking on the theme and seeing the Live Preview
- Don’t hit activate until you are satisfied with the theme and would like to save for your website
- Responsive Framework is the only ‘Responsive Theme’ currently available on this website
- Hit Customize to customize this theme
- Try various Layouts, Colors and Fonts for this theme

<table>
<thead>
<tr>
<th>Layout</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fonts</td>
<td></td>
</tr>
<tr>
<td>Colors</td>
<td>&gt;</td>
</tr>
</tbody>
</table>
6. Widgets

- Widgets allow you to add more features to your website menu
- Think of them as Apps on your smartphone
- Go to Widgets page
- Old way to get to them was Appearance/Widgets
- You can also get there in Customizer
- From your dashboard go to Appearance-->Customize

- Click on Widgets
- You’ll be able to see two locations for your widgets
  - Main Sidebar
  - Footerbar

- You should see some pre-installed widgets to your website (May be a Calendar)
- Let's start by installing some widgets in the main sidebar

- Click on ...

- You should be able to see a list of BU Widgets
- Add BU Posts Widget
- Choose post option

- You should be able to see live preview of your widget

- Once satisfied hit ...
- Let's add a Footer Widget
- Before we do that let's create a Custom Menu
- Go to your dashboard
- Go to Appearance-->Menus
- Click on Create a New Menu
- Give a name

Choose Options & Links

- Hit Go to Appearance
- Customize

- Go to Widgets
- Footbar
- Add a Widget
- Choose Custom Menu from the list
- Give a Header Title to your widget and choose you Custom Menu

- Once satisfied hit Save & Publish
7. Image Editing

- Now you can edit your images in WordPress
- From you Dashboard go to Media--Library

Choose any image

Click on Edit Image
- Edit Options on top

You can also scale the image by changing the dimensions on the right side
- Once satisfied with the changes hit Save
- You can always go back to the original image by editing again and clicking on

RESTORE ORIGINAL IMAGE
8. Slideshows

- It’s a Plugin that allows you integrate moving images/slideshow in your website
- From front end click on slideshows
- Browse through the images
- Now from the dashboard go to Slideshows
- Click on Add new to see how to create a new slideshow

- Go back to the demo Slideshow by clicking on Slideshows again
- Click Edit

- Here you can delete and add additional slides
- For displaying Slideshow on you page go to Pages-->Add New
  o Click on Add Slideshow
Choose Options

Insert Slideshow

Select Slideshow:
Select...

Select transition type:
Slide

Display navigation

Navigation style:
Icon

Automatically play slideshow

Shuffle slides

Show advanced

Insert Slideshow
9. Profiles

- Go to the front end Profiles page
- It’s a special tool to show faculty and staff profiles on your website
- This feature is turned on by the site admin request
- Each individual profile works the same way as a post or a page
- Go to Faculty page
- These are the examples of profiles
- From dashboard go to Profile
- Click on Add New
- Give a Title
- Add Contents
- Add an Image
- Save Draft, Preview & Publish
10. Video Embedding

- If you have attended a Level 1 WordPress Training you were told that you cannot embed videos to your website from a public video hosting website (and I also showed you a work around that restriction in L1 training)
- But now you can upload your video to BUNIVERSE and embed them on your website
  - Upload your video to YouTube
  - Go to [http://www.bu.edu/buniverse](http://www.bu.edu/buniverse)
  - Once your video is published go to your video
- Click
- Go to your page
- Click on Text
- Save draft, Preview and Publish
For More Information Please Contact:

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