# MPC WordPress Guide

For Administrators and Students

WordPress Site and Manual Created by Isaiah Cochran, Jennifer Day,
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# Welcome!

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This handbook has been designed to supplement the 2015 WPI Project Center WordPress Manual for Administrators and ensure the success of those wishing to update and utilize the Melbourne Project Center WordPress site. Content is broken up into two sections: students and administrators. Students' involvement with the website will include updating a live blog, and creating pages for completed projects. It is the administrator's' job to approve the content being uploaded or posted to the site as well as adding necessary content. This handbook explains this process, general upkeep, and design decisions made by the MPC 2017 team.

# Students

## Creating a WordPress Account with WPI

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To add content to the Melbourne Project Center website, an account must first be made through the WPI Blogging service. To do this, go to wp.wpi.edu and click 'Log In' on the top bar. This will bring you to WPI's Central Authentication System (CAS), which will require you to sign in using your existing WPI account credentials. Once this is done, the final step is to contact the administrator of the website, who will grant you Editor access.

### Logging In

After permission has been granted, go to wp.wpi.edu/melbourne/wp-admin/ to log in.

# The Dashboard

Once logged in, you will be brought to the 'Dashboard' page. There is a navigation bar on the left side of the screen, which contains tabs such as 'Posts,' 'Media,' and 'Pages.' Generally, student usage of this site will only require these three tabs. The 'Posts' tab is where all blog entries can be created and edited. The 'Media' tab contains the entirety of the media utilized by pages on the website, and the 'Pages' tab is where all of the pages of the website are contained, including project pages.
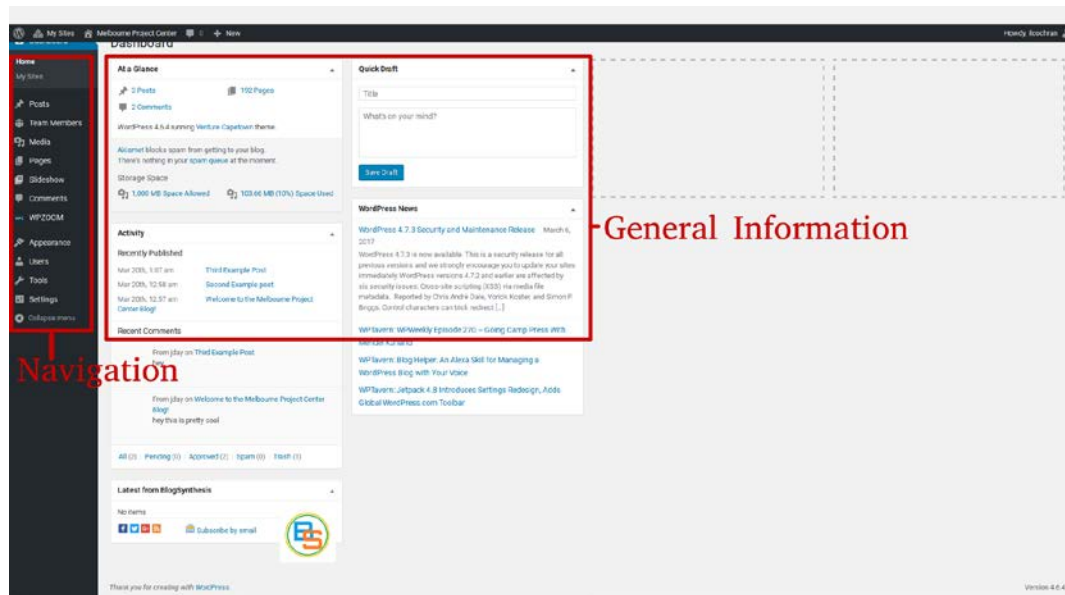


# Uploading a Project

Once the executive summary of your project is completed, go to the 'Pages' tab in the dashboard. Click 'Add New' at the top of the page.
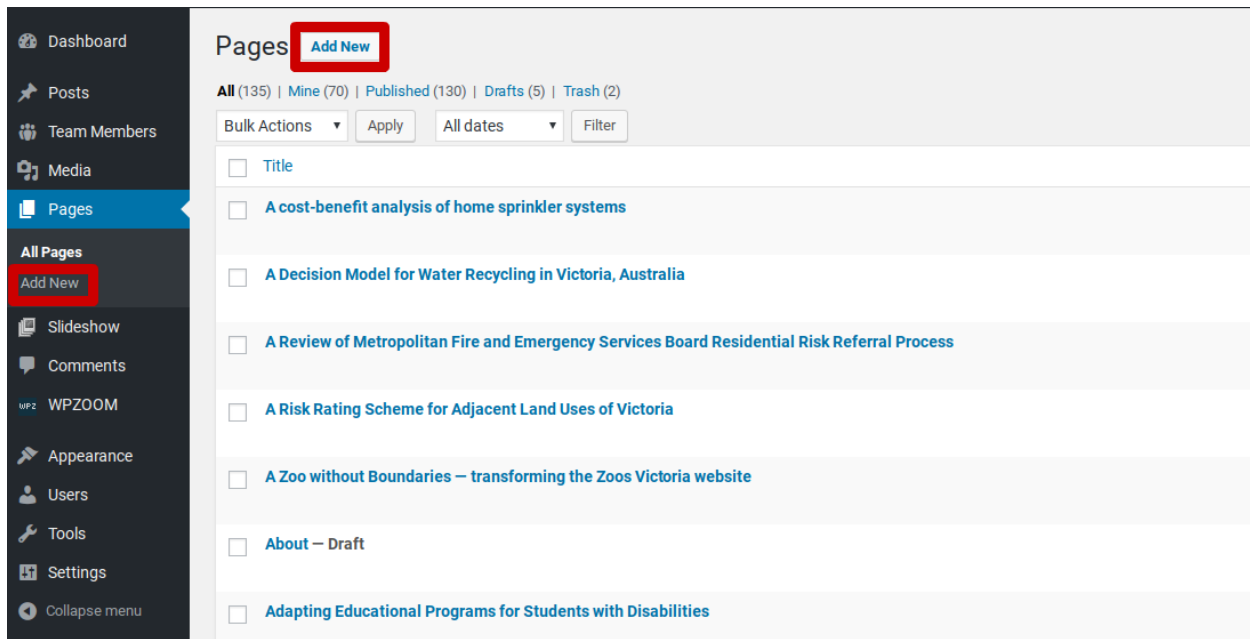
This will bring you to 'Add New Page,' which contains sections for adding a title and the body of the page. Put the entire title of your project in the title box, and the details of your executive summary below it. **Note:** text from executive summaries may be copied and pasted, however, images must be added separately. Click here to see how to add media.

Be sure to include the following information:

*One picture pertaining to the project*

**Authors**

*(Author if only one)*

First Name Middle Name Last Name, (two spaces) First Name Middle Name Last Name, (two spaces) etc.

**Sponsor**

Sponsoring Organization

**Advisors**

*(Advisor if only one)*

First Name Middle Initial Last Name, (two spaces) First Name Middle Initial Name Last Name etc.

**Months of the Term**

*(e.g. March - May 2012, October - December 2016)*

**Abstract or Executive Summary**

Abstract or Executive Summary text

**Final Report**

Project title with hyperlink to project pdf. If .pdf is unavailable from Gordon Library, write: Coming Soon.

The two spaces in-between authors is entirely for aesthetic reasons. Once you have finished adding the above information, you may publish the page or save the page as a draft and come back to edit the page at any time. This is done by clicking 'Save Draft' under the publish menu on the right. To find your page after saving a draft, go to 'Pages' in the left navigation bar, then search the title of your project in the search bar to located to the right. Click on the page name to resume editing. Once a page is published, it may be accessed at an auto-generated link.
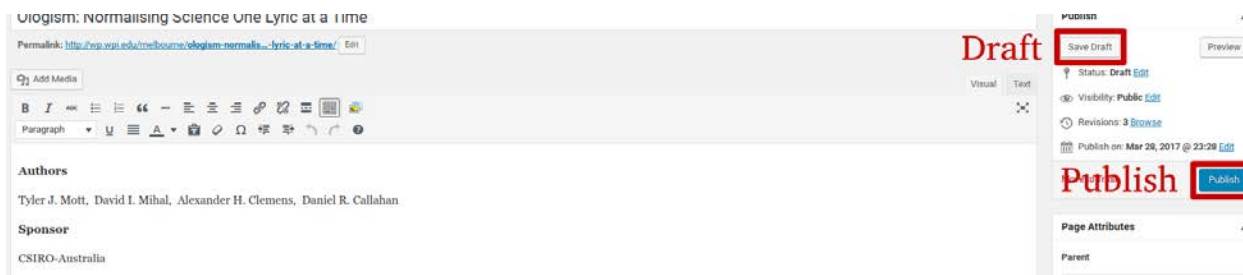


After the page has been published, **notify the Administrators** of the website of your completion, and they will link your project to the main pages.

## Creating a Blog Post

The blog page on the MPC website is to be utilized by the students to update any interested parties on the progress of projects as well as any notable activities the students partake in. If there is a particularly notable addition to your project, or your sponsor is taking your group to an exciting place, feel free to make a blog post about it. To draft a blog post, click on the 'Posts' tab in the left navigation bar of the dashboard, and click 'Add New'.
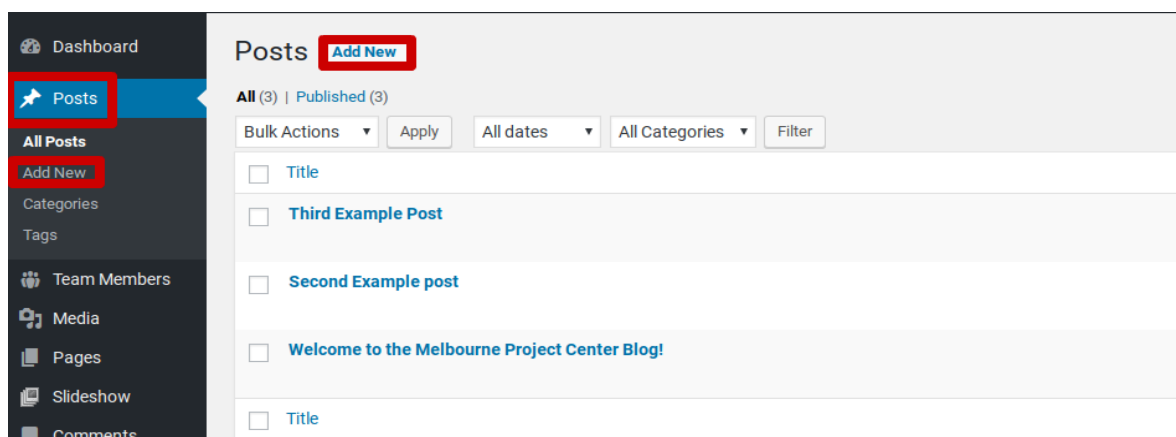
Adding a blog post is very similar to creating a page, as all of the features of the creation page are the same. Video and photos may be added as well (see: 'Adding Media', below). There is no standardized format to creating a blogpost, however, the tone of a blog post should be semi-conversational and informative. Once you have drafted your blog post, **save it as a draft**, then **notify the Administrators** as soon as you save the draft, and the administrators will review and publish it.

## Adding Media

Media can be added to both blog posts and project pages. It is encouraged, if there are any videos or photos accompanying your project, to add this media to your project page. Ask your advisors or project center directors for WPI Marketing's **Photography Guidelines** before adding media to your page.

### Adding Images

The most direct way to add images to a page on WordPress is to click the 'Add Media' button on the page editor. **Note:** copying and pasting will not work.
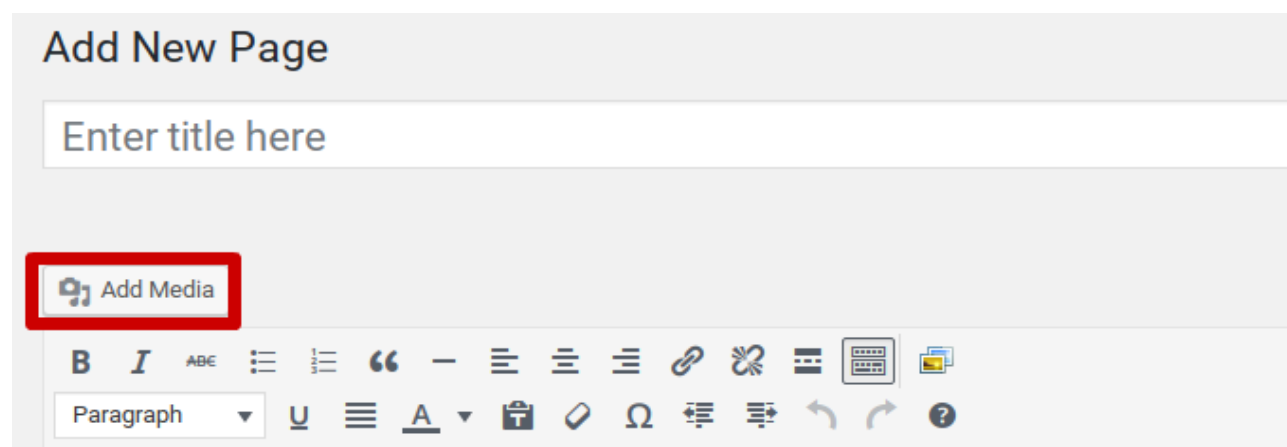


An 'Insert Media' window will appear, click the 'Upload Files' tab at the top of the window. Select the file(s) containing the image(s), make sure the file(s) is/are selected in the window, and click 'Insert into Page' at the bottom right. Images and the link to the .pdf will appear directly in the

body of the page. An image can be moved anywhere within the page body by clicking and dragging it, and a single left click on the image brings up a menu to change its formatting. In this menu, by clicking on the pencil icon, you can edit the size of the image.
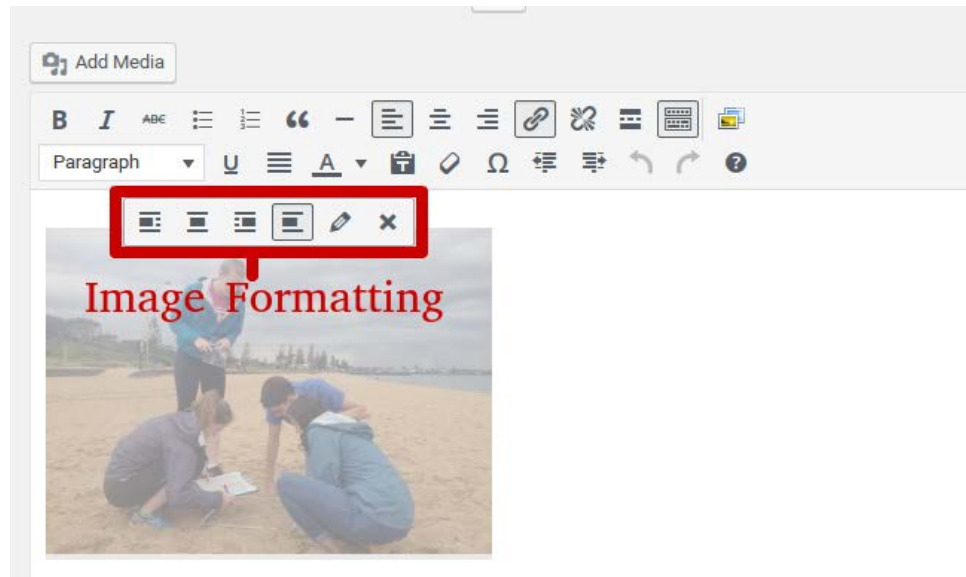


To preview the page before publishing, click "Preview Changes" at the top right. This proves to be beneficial, as the page itself will look very different from what the editor presents.
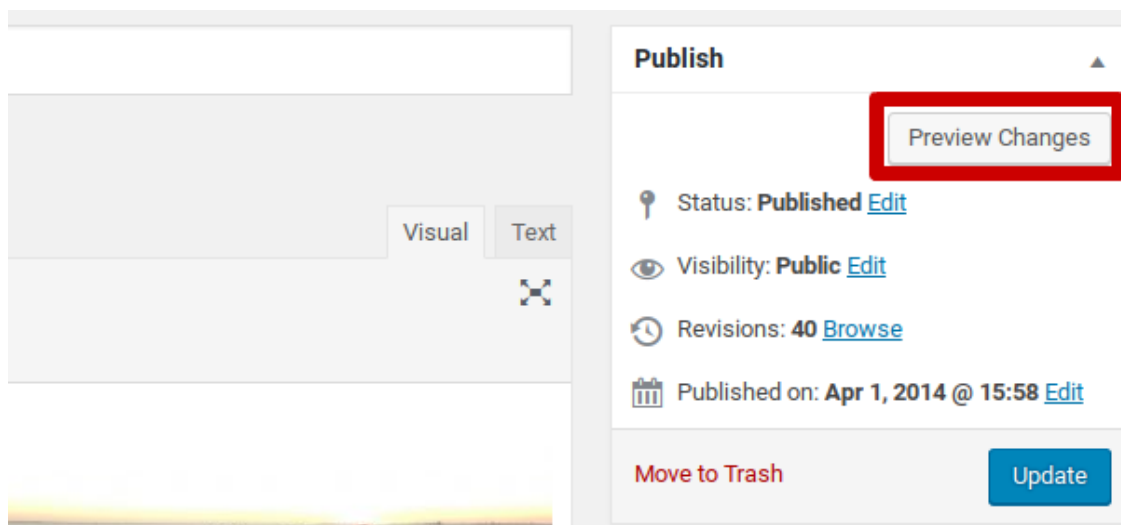


**Note:** Do not publish a page without administrator permission.

## Adding Videos

To add a video to the WordPress site, it must first be published to YouTube. Paste the link of the YouTube video directly into the body of the page, wherever you would like the video to be, and a preview of the title image of the video will load. (Information about the YouTube channel held by administrators.)



The video, by default, will be full sized. Full sized videos do not fit on the page if they are placed next to the sidebar (navigation bar to the left on published page). This means that the video and all content below it will be pushed below the sidebar so the video may fit. The area next to the sidebar has a maximum width of 600 pixels, so the video must be sized accordingly. To address this, go to the text editor within the page editor.
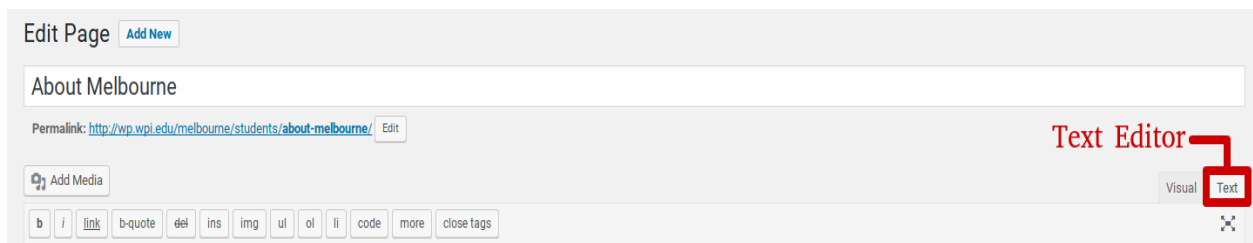


Input the following code wherever you would like the video to be in relation to the rest of the text:

[embed width="600" height="500"]**YOUR_VIDEO_LINK**[/embed]

If you preview the page after doing this, the video should fit perfectly next to the sidebar.
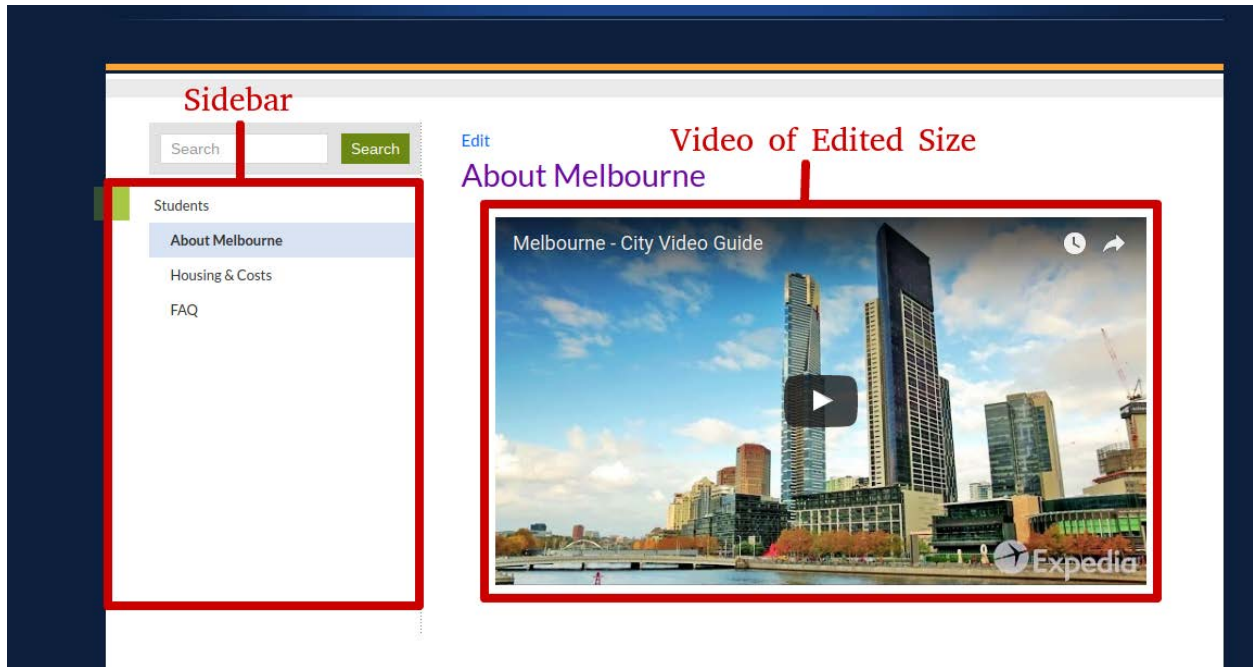


**Optional:**

By default, videos are aligned to the left side of the screen. If you would like your video to be centered, insert the following code into the text editor:

&lt;div style="text-align: center;"&gt;

[embed width="600" height="500"]
**YOUR_VIDEO_LINK**
[/embed]

&lt;/div&gt;

This code centers the video as well as changes the size of the video to 600x500 pixels so the video may fit next to the sidebar.

# Administrators

Note: All of the information within this section of the handbook discusses features exclusive to the MPC WordPress site, as well as generally useful information. Other general information can be found in "WPI Project Center WordPress Manual for Administrators" provided by WPI.

## Accounts and Access

It is assumed that all WPI faculty have access to the WordPress website of the project center they are representing, however if you cannot log into wp.wpi.edu/melbourne/wp-admin/ with your existing WPI credentials, it is important to contact a previous administrator or WPI Marketing to ask for account access. Go through the process outlined on page 3 under "Creating a WordPress Account with WPI" to ensure that you can be added as quickly as possible by a past administrator.

### Granting Student Access

Once a student has contacted you of their completion of the instructions on page 3, on the Dashboard of the MPC WordPress, go to the 'Users' tab on the lefthand navigation bar, and click on 'Add Existing' at the top of the page.
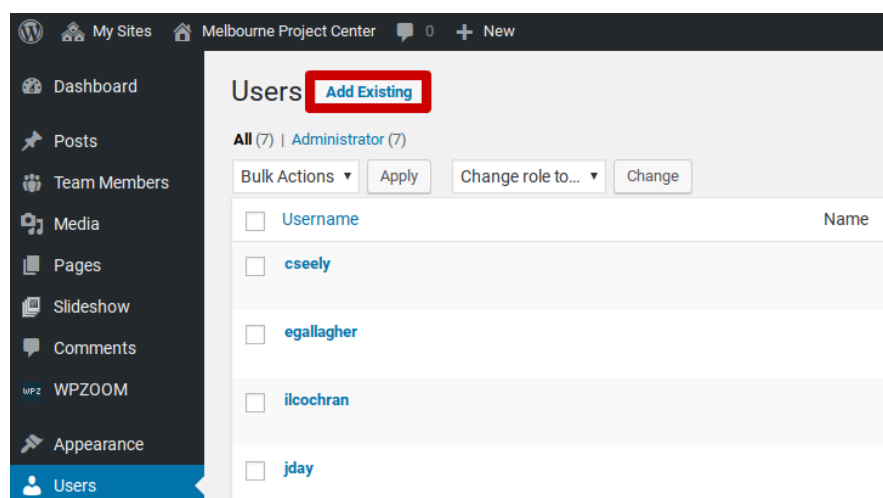


This will take you to a screen which requires you to input the student's WPI email and define a role for them. Please note: if the user's email address does not appear in the email box as you

are typing, that indicates they have not yet logged into the WordPress System. **It is advised that student's assume the role of 'Editor'** for the website, as it contains all of the permissions that a student will require to successfully accomplish the directions laid out in the student section. Visit this link for a graphic of user roles and permissions.

# Editing Pages

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Throughout the process of administering the MPC WordPress, it is important to know how to edit website pages to keep all information as up to date as possible.

In order to access a page to edit it, click on the 'Pages' tab on the navigation panel in the dashboard. A list of all of the pages in the website will come up. Please note: there are over 200 pages on the site, and all web pages are organized alphabetically on multiple pages. Click the arrows above the list to see more. Specific pages may also be searched within the provided search bar in order to save time. Once you have located the page you want to edit, click the page name; this will bring you to the page editor, seen here. Note: the home page is titled Welcome to WPI's Melbourne Project Center, which is not to change according to the 2015 WPI Project Center WordPress Manual for Administrators.



## Editing Page Content

Once on the page editor, all information must be placed inside of the 'Body', which is the bigger white box on the screen. This box contains two tabs, 'Visual' and 'Text' which can be seen at its top right corner. The text tab is used to input HTML code, therefore it is recommended to only use the visual tab, as it can handle most of what is required of an MPC page.
The toolbar at the top of the box allows for formatting content, similar to creating a document in Microsoft Word. Here you can align text and images, add text modifiers, and add horizontal lines

amongst other things. To understand what each button on the editor does, hover your cursor over them and a description will appear.



To preview how information looks before publishing a page, click 'preview changes' on the right side of the page editor. **Note:** if you would like to add a line of white space (like pressing enter in a word document), in the text editor where you would like the space to be, type:   ← include the semicolon.

## Adding A Hyperlink

To add a hyperlink, highlight the text you would like to link, click the button which looks like two chain links then paste the link you would like to add in the box that appears. If a box does not appear, click the button again. The names of published pages can also be typed into this box, then selected from a dropdown. Make sure to press enter after pasting the link or selecting a page. To break the hyperlink, highlight the hyperlinked text and click the button to the right of the hyperlink button, which looks like a singular link being broken.
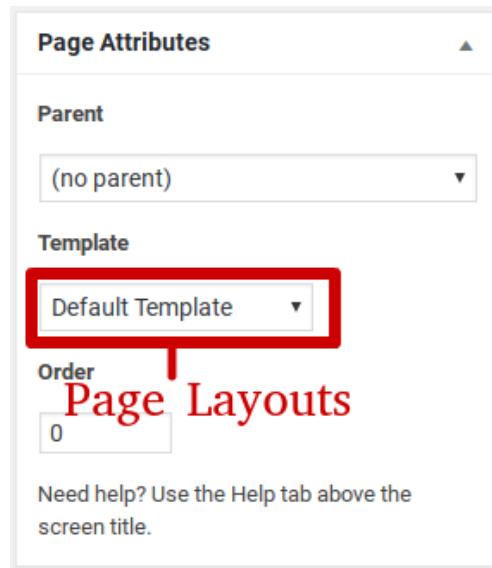
## Adding Project .pdfs

Project .pdfs can be uploaded to the website via the 'Add Media' button on the page editor, however, this takes up lots of space. Instead it is recommended adding the link to project .pdfs once they are uploaded to the Gordon Library website. **If the projects are recent and the Gordon Library does not have the .pdfs up, on the individual project pages, under 'Final Report' write: Coming Soon.**

## Page Layouts

Pages, once created, are made in a default layout, which means that there will be an area for a sidebar on the left, and all information placed into the body of the page will wrap around it. There are several layouts for pages, however. These can be found on the right side of the page editor in the 'Template' drop-down under 'Page Attributes.'
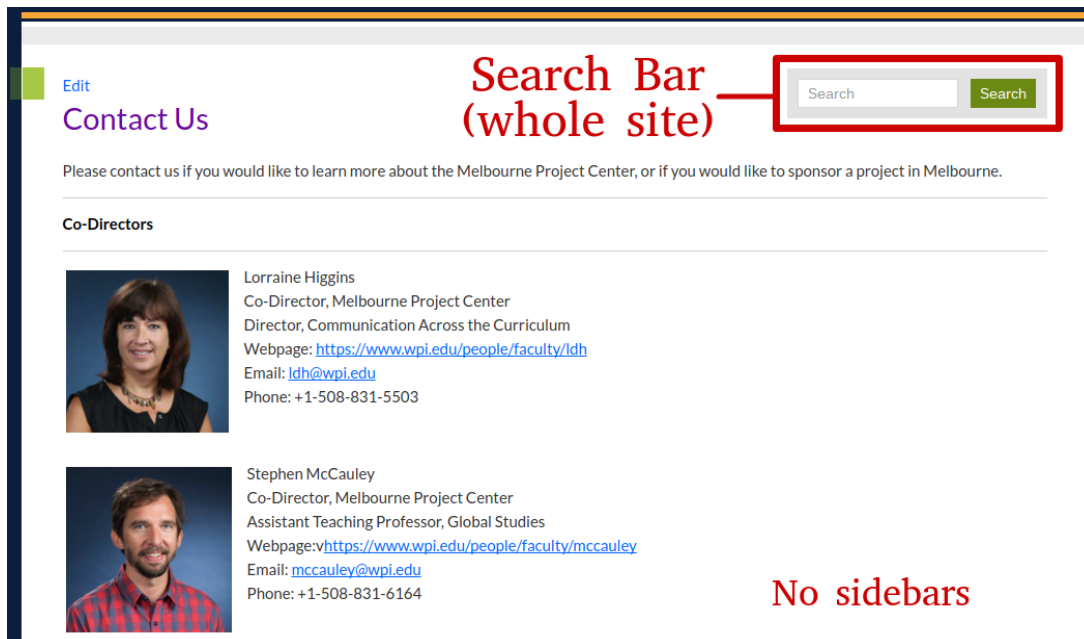


In this dropdown, there are several options for choosing layouts, including the aforementioned default layout, a 'Full Width' layout, and a 'Main Page' layout. These three layouts are the most common on the MPC website. Included below are screenshots of templates that may be of interest.
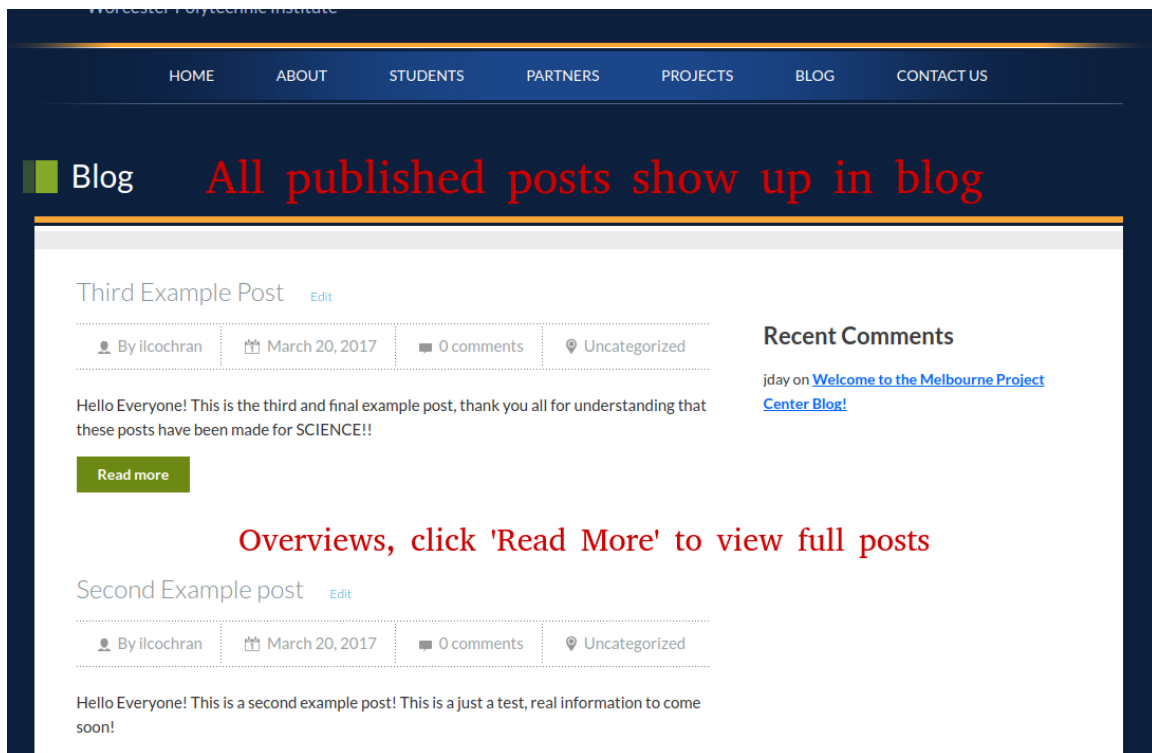
Default Template
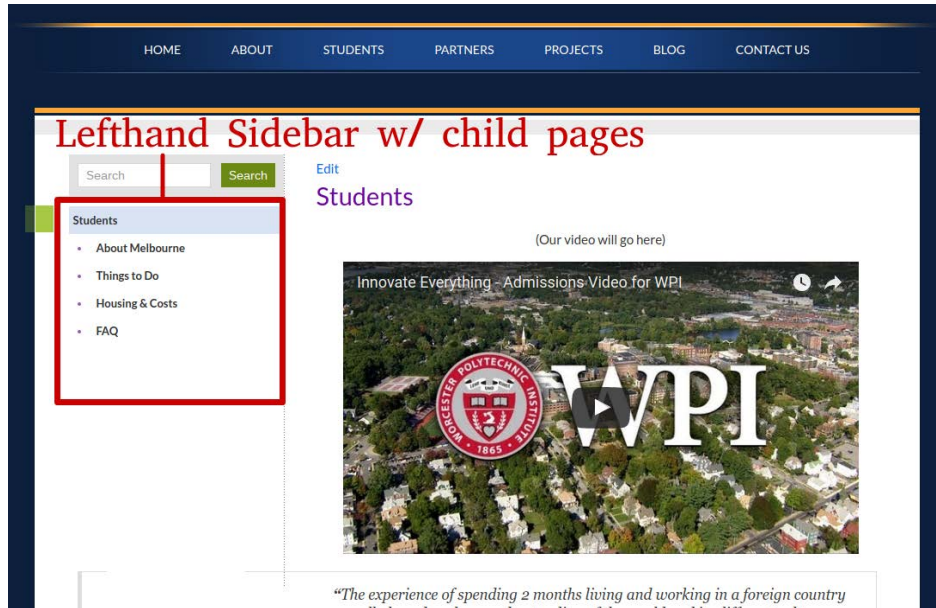


**Full Width**

**Blog**



Please note: the Homepage of the website is currently a 'Default Layout' page, though it does not look like one. It is the default layout for home pages, it is recommended to leave the layout as it currently is. Additionally, **all project pages should be left in the default layout.**

## Page Parenting

Parenting is a useful way to organize pages within WordPress. If a page is the parent of another, the child page will appear below it in its sidebar. For example, the pages: 'FAQ' and 'Housing & Costs,' are both parented under 'Students,' as seen on page 16. Additionally, all parent and child pages are grouped together when searching through the 'Pages' tab on the dashboard, which simplifies locating them.
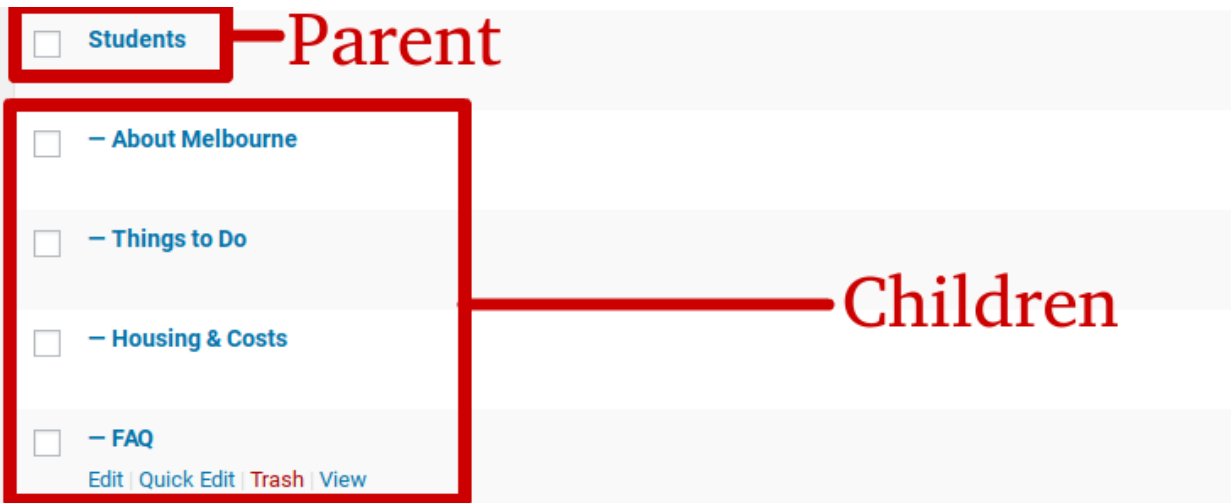
The first step to parenting one page to another is making sure both pages are published. If the intended parent is not published, it will not appear when trying to select a parent page. If the child is not published, it will not appear in the sidebar. Once both pages are published, go to the intended child page in the page editor, and on the right side of the screen, click the drop-down under 'Page Attributes' which says '(no parent).' Select the page intended to be the parent, then click the update button in the top right. Now, if you view the parent page on the website, the child page will be below the title of the parent in the sidebar. If there is no sidebar, the layout has not been set to the default (see: ). Note: parenting can be nested (Ex: 'Projects' is the parent of each 'Year' page, which are the parents of the individual project pages).

Page Order

The order of children under a parent page can be determined by entering the number of the spot you wish each child to be in. For example, in the sidebar of the 'Partners' page, the tab 'Project Impacts' is listed first because the number 1 was entered into the 'Order' box in the page editor after it was parented. This must be done for all child pages, unless it is desired for pages to be organized alphabetically, which is the default.
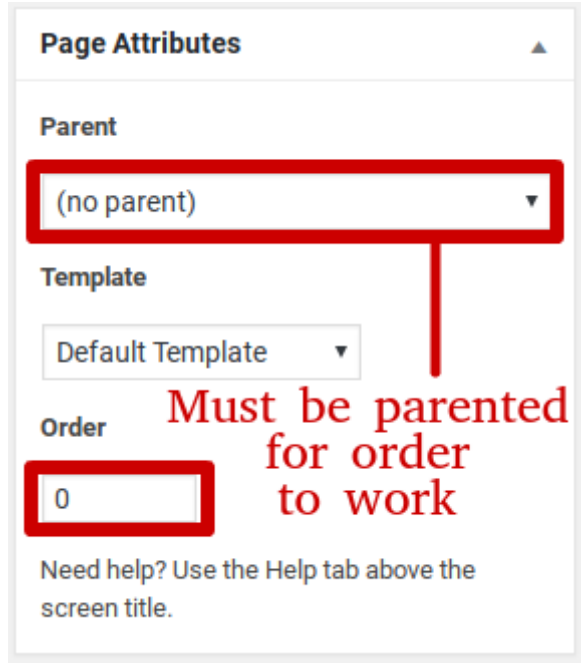
# Adding Projects

Once a student has completed uploading their project to the website, they will contact you to alert you of their completion. Once this is done, there are steps that need to be followed to ensure that projects appear where they are supposed to.

## Step 1: Edit & Publish Year Pages

Projects on the MPC WordPress are organized into various categories, including Sponsors, Theme, and Year. These can all be found parented under the 'Projects' page. The 'Projects by Year' page is the parent of several other pages, which are the individual years each project was completed. Each project page is parented under its corresponding year.

On each of these year pages is the following information:

**Term** *(e.g. "B Term (October - December)")*

**Advisors**

Advisor 1 Name, (two spaces) Advisor 2 Name

**Sponsors**

*(ordered alphabetically)*

- Sponsor 1
- Sponsor 2
- Etc.

**Projects**

*(In the order of the sponsors. i.e. Project 1 was done for sponsor 1)*

- Project 1 name w/ Hyperlink to project page
- Project 2 name w/ Hyperlink to project page
- Etc.

-Horizontal Line-

(Do this for each term a project was completed, D Term is placed first due to chronology)

Example:

# 2016

**D Term** (March – May)

**Advisors**

Holly K. Ault,  James P. Hanlan

**Sponsors**

- Alternative Technology Association

- Banksia Gardens Community Centre

- CERES Community Environment Park

- CSIRO-Australia

- Metropolitan Fire and Emergency Services Board

- Museum Victoria

**Projects**

- [Fire Safety of Solar Photovoltaic Systems in Australia](#)


Year pages have been created for projects from 1999 until 2025, though not all are published. This has been done due to the fact that adding a page requires reordering all subsequent pages. If the year 2026 was added, for example, the page would have to be ordered as 1, resulting from the fact that the most recent year appears first in the list. The administrator would then have to go to the '2025' page and order it 2nd, then to '2024' and so on. The year 2025 was chosen to give a bit of buffer time before having to reorder every page. All individual year pages are already parented to 'Projects by Year' and ordered correctly, so if the year that you are looking for is before 2025 but does not appear in the sidebar, that is because it has not yet been published.

Insert all relevant information into the year page that represents the projects completed during that year. There is already draft text on these pages, so information just needs to be pasted in. Hyperlinking the projects will be the last step, so at this point it is of no concern. Once everything has been added, publish the page, and it will appear on the sidebar on the 'Projects' page.

## Step 2: Edit the 'Projects by Sponsor' Page

The 'Projects by Sponsor' page contains a list of all of the projects completed under each sponsoring organization the MPC has worked with. Sponsors are listed alphabetically, but the projects under them are in no particular order. If the sponsor organization you are currently working with is not on the list, enter its name on the page (in the correct spot, alphabetically) in bold font. Add a bullet point below it with the title of the project completed for the sponsor. If the

sponsor name already exists on the page, add another bullet point under it with the project's title. Click the 'Update' button.

## Step 3: Edit the 'Projects by Theme' Page

The 'Projects by Theme' page is very similar to the 'Projects by Sponsor' page, in that, it is organized similarly. A list of themes was created by the B16 MPC team, and each project has been labeled under a specific theme based off of this list. You may determine the theme of a project by utilizing the list or ask the team to choose an appropriate theme. If there are no applicable themes, a new theme may be added to the list, and therefore the website. Each theme is placed alphabetically with the project titles bulleted under them. Add the new project titles under the appropriate themes. Click the 'Update' button.

## Step 4: Parent Project Pages

Once a student has contacted you about completing their project page, and the previous steps have been completed, locate the project in the list of pages on the Dashboard. The name of the page should be the exact name of the project, so searching the project title in the search bar on the 'Pages' tab will save time finding it. Click the page name to edit it. Once in the page editor, preview the information on the page to make sure it is satisfactory, and parent the project to the appropriate year page. For more information on parenting pages, see page 17. There is no particular order of pages under the year, so ordering them is not necessary. Click the 'Update' button, or, if the page is not yet published, the 'Publish' button.

## Step 5: Add Hyperlinks

Only **after the project pages are published** should this step be followed. Adding the appropriate hyperlinks to the correct pages is an important step (see: Adding a Hyperlink), which can be done in two ways (the first is recommended, as it requires less page traversal):

1.) Navigate to the appropriate Year page. Hyperlink the previously entered project titles using each page name rather than the link. Do the same for both the 'Projects by Sponsor' and 'Projects by Theme' pages.
2.) While still on the project page editor, right click on the generated URL under the title bar and select 'Copy Link Address' in the menu that pops up.
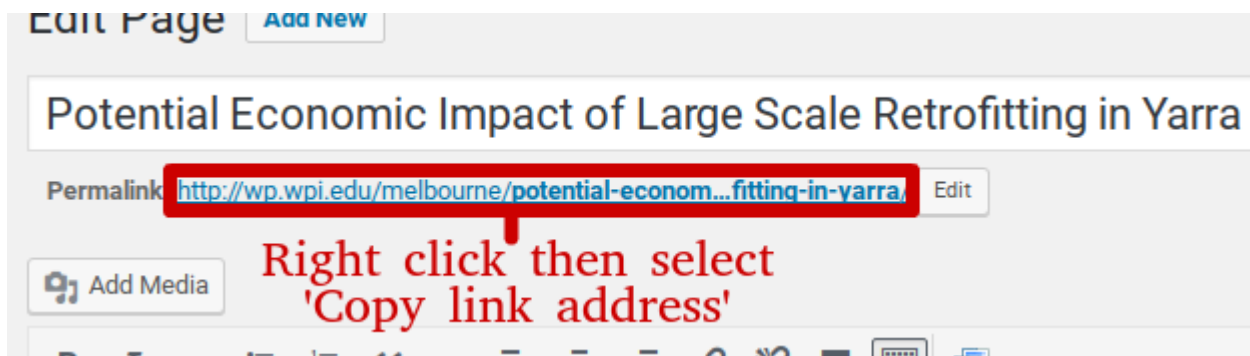
Go to the appropriate year page in the dashboard and add a hyperlink to the title of the project. Do the same for both the 'Projects by Sponsor' and 'Projects by Theme' pages.

That's it! You've done it!

# Moderating MPC Social Media

A blog page has been created as a way of keeping outside parties updated on progress and activities occurring at the Melbourne Project Center. Blog posts are also linked into social media posts, which bring traffic in from Facebook to the MPC website.

## Blog Posts

When students are done drafting their content, they are told to contact the administrators of the site. Students, due to having editor privileges on the website, have the ability to publish posts, though they should not do so. Blog posts must be approved by administrators before they are posted, which ensures that all information is appropriate to both WPI guidelines and advisors' wishes. To view blog posts and drafts, click the 'Posts' tab on the left navigation bar on the dashboard. Posts are organized by the date they were most recently modified, so it should be rather easy to find the draft pages. Read through the blog post and make any necessary changes. Once done, click the 'Publish' button at the right side of the page.

## Comments

WPI has set up a system on their WordPress sites which does not allow for users who are not members to comment. Only registered MPC students and administrators can leave comments

on blog posts, so there is no way for the comments to be pushed to pending; all comments by members are immediately posted. Therefore, it is recommended that administrators check the comments a few times a week, to make sure that all comments are appropriate. To view all comments, click on the comments tab in the left navigation bar on the dashboard.

### Facebook Integration of Blog Posts

A Facebook page has been created for the MPC in order to provide updates and a communication platform between MPC stakeholders. Posts from the blog on the WordPress should be linked from the Facebook page to allow traffic to enter the MPC site. This process, due to the WPI template, does not allow for the automation of this process, nor the integration of social media directly to the site. Once a blog post is published to the WordPress, copy the link of that post found on the post editor under the title bar, as seen on page 24. On the Facebook page, post text along the lines of, "Hey everyone! Check out our newest blog post!" Paste the link to the blog post below it, then click post.  The resulting post will allow Facebook users to go directly to the MPC site to read the newest posts. To see how to log in to the MPC Facebook, go to Notes.

## Widgets and Menus

Widgets have been added to the MPC WordPress for both aesthetic and well as practical reasons. This section explains all of the widgets utilized by the MPC WordPress and situations where it is the most appropriate to use them.

### Managing Widgets

To access widgets, on the Dashboard, go to Appearance → Widgets. A screen will appear with various boxes. The left side of the screen contains all of the widgets available to use, and the right side contains all of the areas that widgets can be added to.
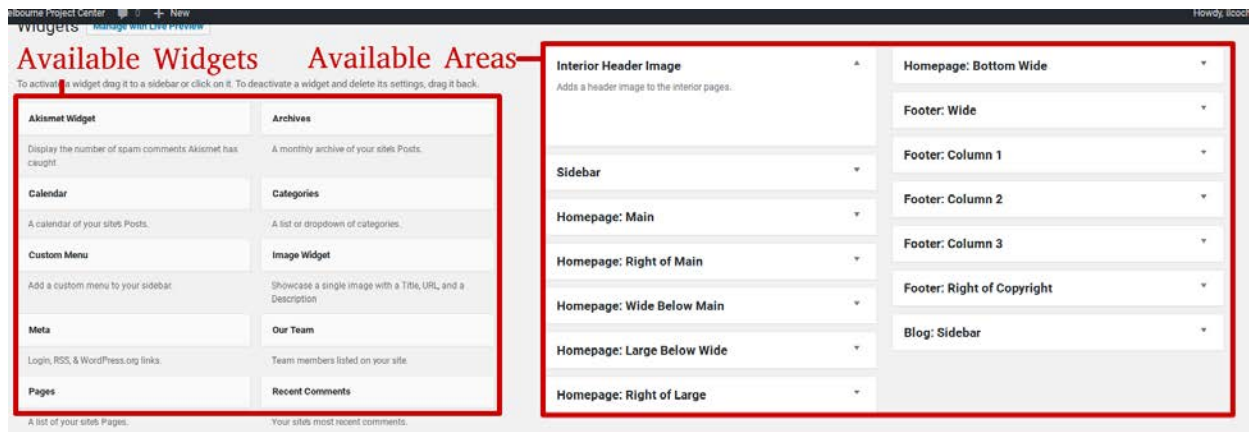
On this screen, widgets can be dragged from the available widgets section to the available areas. Once dragged over, each widget has certain settings that can be edited. A notable setting in these menus is the 'Show Widget for' menu, which allows the widget to be shown to certain users on certain pages. This can be done by selecting either 'Hide on Checked Pages' or 'Show on Checked Pages' then selecting the pages you wish each page to hide or show the widget on.
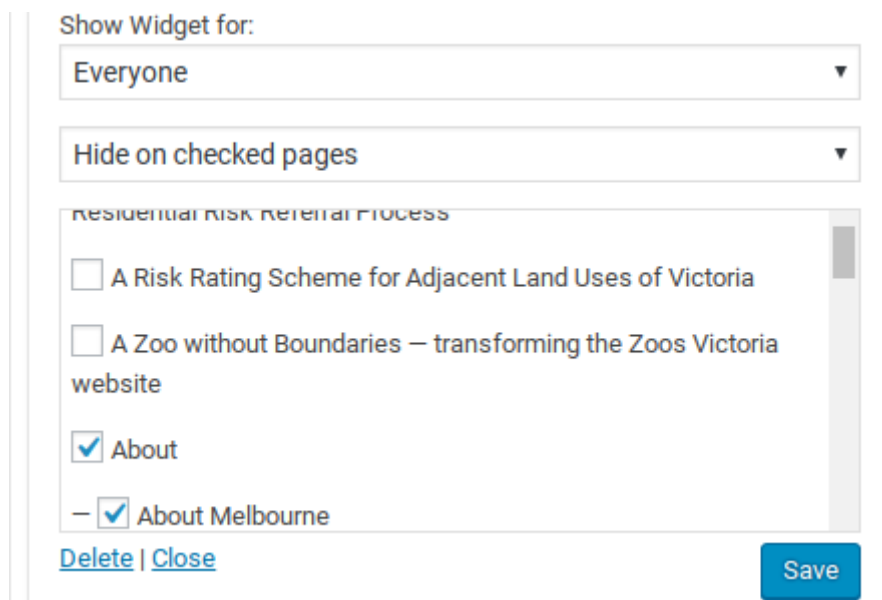


All of the widgets on the MPC site can be seen by all users, but not on all pages. The MPC WordPress utilizes this feature because a lot of the sidebar widgets are used for placeholders. Placeholders are needed in the sidebar due to the fact that, if there is not much information in it, content on the page will wrap around it, which generally is not aesthetically pleasing.

**Without Widgets**



Text Wraparound

**With Widgets**



Here it can be seen that once a widget was added into the sidebar, the sidebar was made longer, so the text on the page did not immediately wrap around it. The text does eventually wrap around the sidebar, however, as widgets are not infinitely scalable. Content and spacing must be planned out in order to address this. Certain pages, such as the 'About Melbourne' page have videos placed in the space next to the sidebar, and the text content starts below it, so there is no text wraparound.

## WPZOOM: Recent Posts

The 'WPZOOM: Recent Posts' widget contains a limited amount of text from the most recently published blog posts. The widget updates automatically, once a blog post is published. Currently, the widget is set to display the first 140 characters of the 3 most recent blog posts, and allows users to click on the post to view the entirety of the text. This widget is currently only set to be in the sidebar of the 'Projects by Sponsor' and 'Projects by Theme' pages. Settings for this widget can be found in the 'Widgets' page, under the sidebar.

## WPZOOM: Single Page

The 'WPZOOM Single Page' widget displays a page wherever it is placed. This widget has been placed on the homepage, and should under no circumstances be edited. This widget is currently set to display the "Welcome to WPI's Melbourne Project Center" page, so whenever the page is edited, the Home page is as well.

## WPZOOM: Social Widget

This widget is used to bring people from the MPC WordPress site to any linked social media sites. Currently, Facebook is the only social media account linked to it. It has been placed on the home page under the main page content. To add a social media account, on the edit widgets page, locate the widget under **Homepage: Bottom Wide**. Click on the widget, and paste the social media link into its appropriate box.

## Image Widgets

The image widget is currently being used in two ways in the sidebar: one as a placeholder, and the other for the picture of the local coordinator. The first image widget in the sidebar is simply a white box, which blends into the white background of pages. There is no title of the picture, and users cannot click on it. This widget has proven to be very versatile in regards to increasing the sidebar length where needed. There are three of these in the sidebar, the first white box a medium size, the second is a bit bigger, and the third is the smallest. The fourth image widget is found on the sponsor page, which shows the picture, phone number, and email of the MPC local coordinator.

## Recent Comments

The recent comments widget has been placed into the sidebar of the blog. The widget is set to display the 5 most recent comments added to the blog, though this can be changed. This widget was simply used as a space filler for the blog page.

## Managing Menus

To edit a menu, go to 'Appearance' → 'Menus' on the dashboard. The only menu currently is the main menu. Only one menu can be used for the main menu; other created menus can be used for the 'Custom Menu' widget, though, currently, there is no need for this feature. Pages, posts, and custom links can be added to menus. These elements can be selected on the left side of the screen, and added to the right side (the actual menu) by clicking 'Add to Menu' after clicking the checkbox next to the element(s) you wish to add. Pages, on the right side of the screen, can be dragged to reorder the menu. If a page is dragged under another and indented a bit, it will be placed in a dropdown. The image below shows three pages under 'Projects', which, on the website, appear on a dropdown under it.

# Notes

- Currently (May 2017), projects that were completed before 2005, do not have any links to project .pdfs on the MPC WordPress site. This has resulted because these projects were scanned into the library site and made unavailable due to not having consent by the project authors to have their projects accessible by all. If access is granted, missing information must be added to the pages.
- Administrator access to the MPC Facebook page must be granted from current administrators, and those wishing to edit/manage the page must have a Facebook account. The current administrators of the page are professors Higgins and McCauley.
- There is an MPC Youtube account for any videos that pertain to the MPC, students may utilize this account or their own to upload videos to; the login information can be given by an administrator.