

WordPress Lab Sites

02/2019

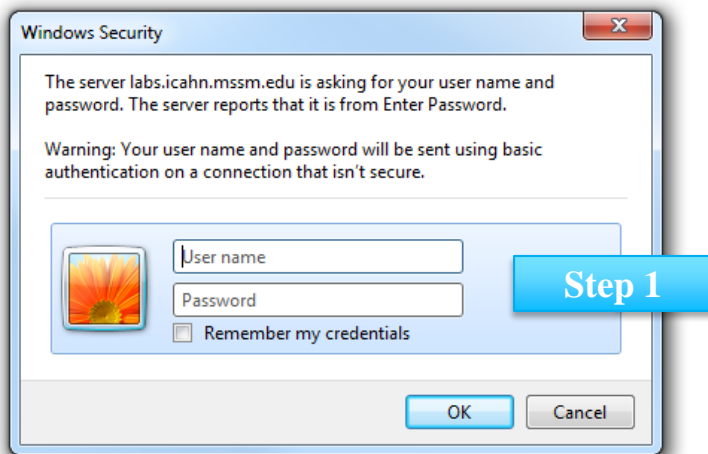


**Mount
Sinai**

WordPress – Administration Log

URL: <http://labs.icahn.mssm.edu/your-lab-name/login>

For security reasons, all users are required to log into both the server and WordPress. After logging in, you will be presented with the main menu.

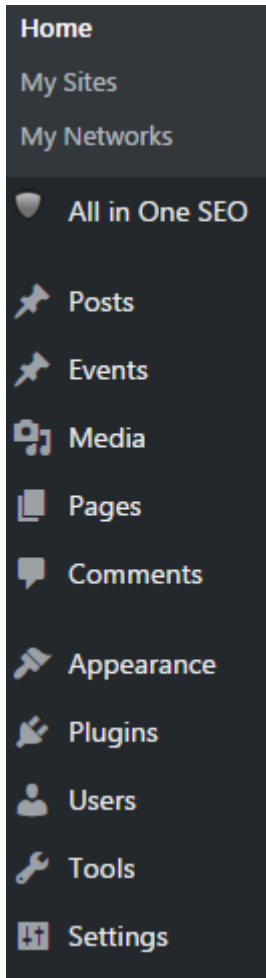


Step 2



The WordPress login interface. At the top is the WordPress logo (a circular 'W' icon) followed by the word "WORDPRESS" in a large, blue, serif font. Below this is a white rectangular form containing two input fields: "Username" with the text "username" and "Password" with masked characters (dots). Below the password field is a checkbox labeled "Remember Me". To the right of the form is a blue "Log In" button. Below the form, there is a link "[Lost your password?](#)". At the bottom, there is a link "[← Back to Laboratories – Icahn School of Medicine at Mount Sinai](#)". A blue callout box with the text "Step 2" is positioned to the left of the "Username" field.

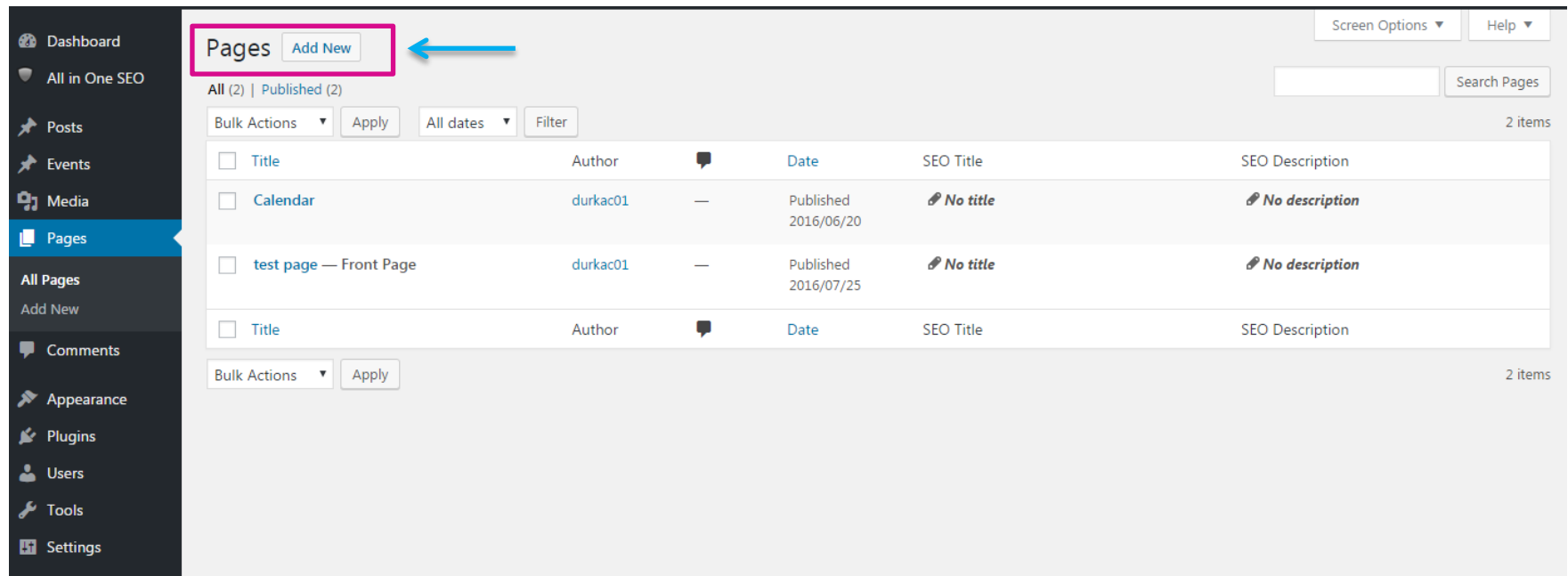
WordPress Main Menu



After logging in, you will see a menu similar to the one at left.

You will use this menu to navigate the administration area of your site. This menu will allow you to add pages, content (images, text, video, etc.), image sliders, and events – and change the settings of your site.

1. WordPress - Pages



The screenshot shows the WordPress dashboard with the 'Pages' menu item highlighted in the left sidebar. The main content area displays the 'Pages' management interface. The 'Pages' header and 'Add New' button are highlighted with a pink box, and a blue arrow points to the 'Add New' button. Below the header, there is a table of pages with columns for Title, Author, Date, SEO Title, and SEO Description. The table shows two pages: 'Calendar' and 'test page — Front Page'. The 'test page — Front Page' is the current page being viewed.

<input type="checkbox"/>	Title	Author		Date	SEO Title	SEO Description
<input type="checkbox"/>	Calendar	durkac01	—	Published 2016/06/20	<i>No title</i>	<i>No description</i>
<input type="checkbox"/>	test page — Front Page	durkac01	—	Published 2016/07/25	<i>No title</i>	<i>No description</i>

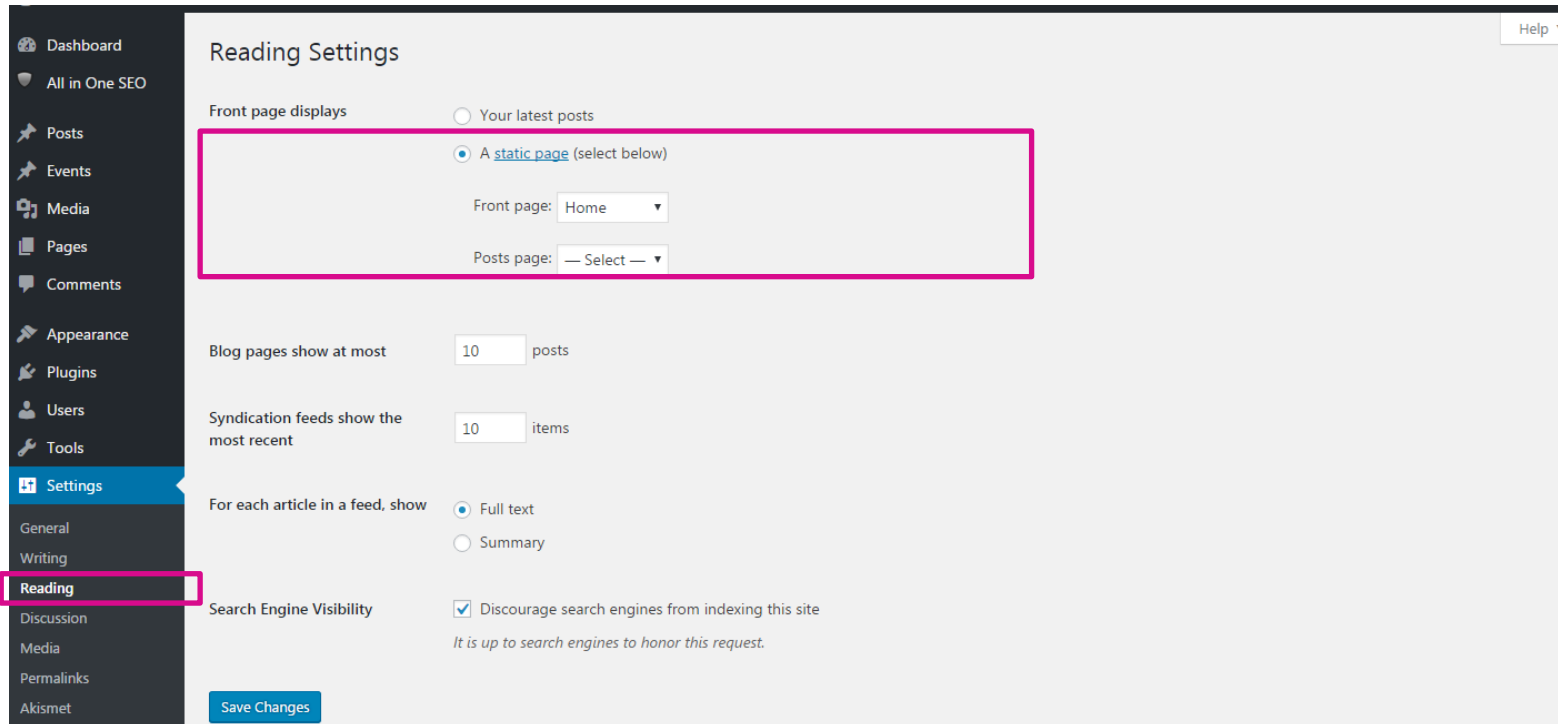
Pages are the core component of your site and are used for your Home page, About Us, Research, Contact, etc.

Ensure that your Home page (front page) is a page, not the default blog setting - please refer to slide 5 for more information.

More general information on Pages can be found here:

<http://wpsites.net/wordpress-tips/wordpress-pages-how-to-create-a-page-in-wordpress/>

WordPress – Settings > Reading (setting your Home Page)

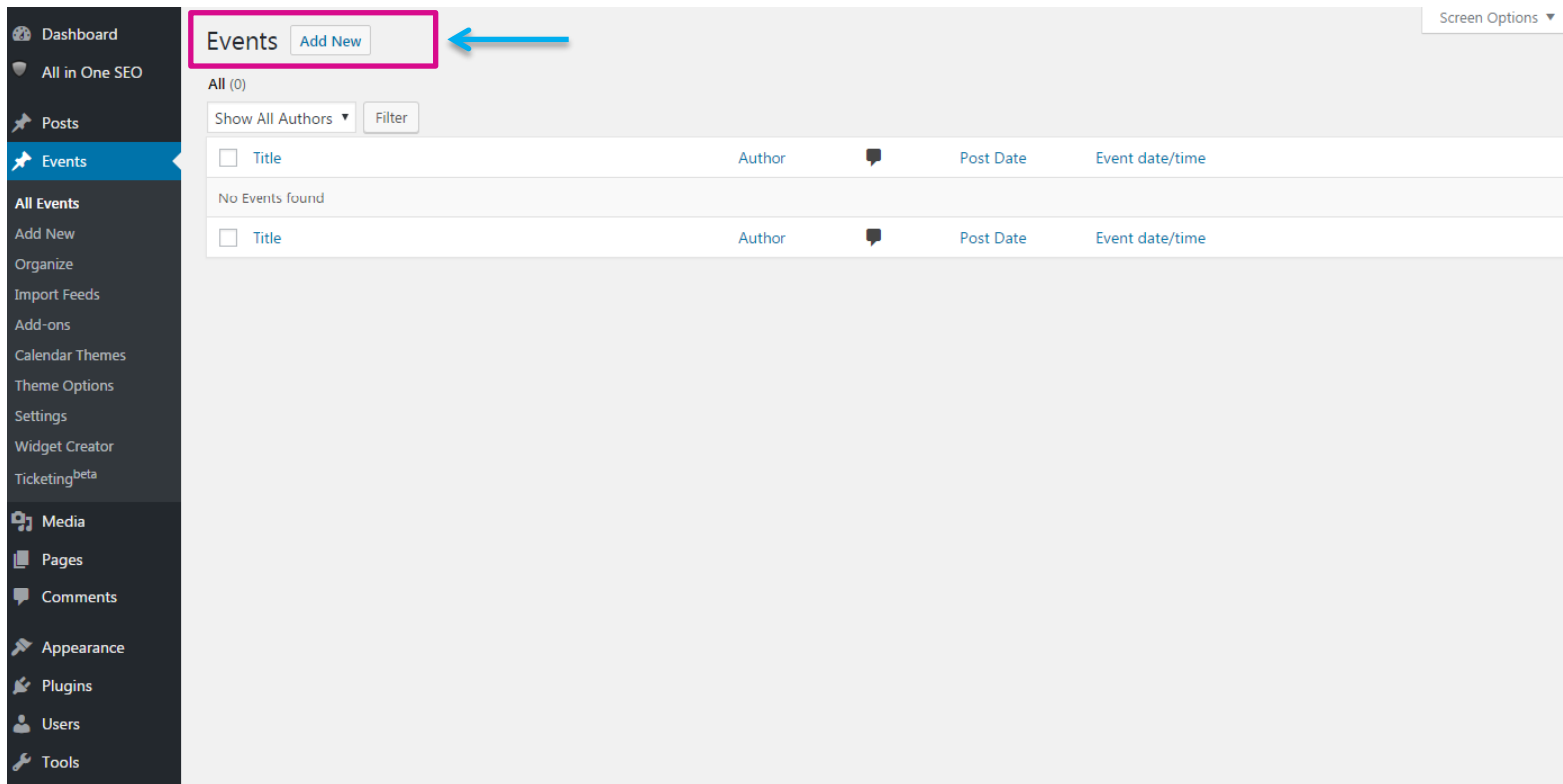


Select the sub menu for “Reading” in the Settings Menu.

This is used to define the homepage of you site. Your homepage should be a page, not a blog.

Select “A static page” and then “Home” as your front page.

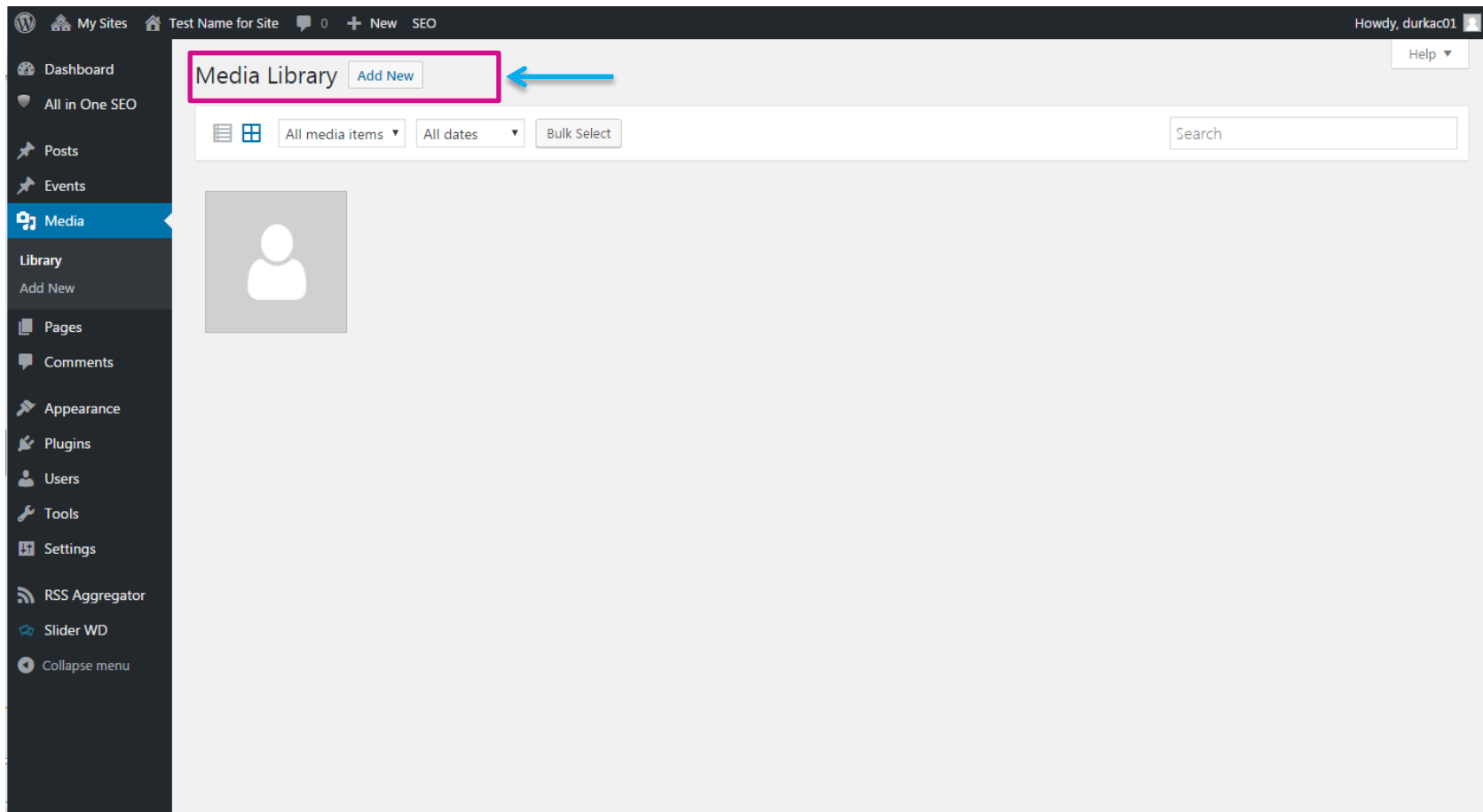
WordPress - Events



The Events module will allow you to create event pages and display a calendar on your website.

More detail on the events calendar can be found here: <http://time.ly/document/user-guide/>

WordPress - Media Library



The Media Library houses your images and documents (PDFs, Excel, Power Point, etc.). Once images and documents are in the Media Library, you will be able to insert images into pages and create links to documents.

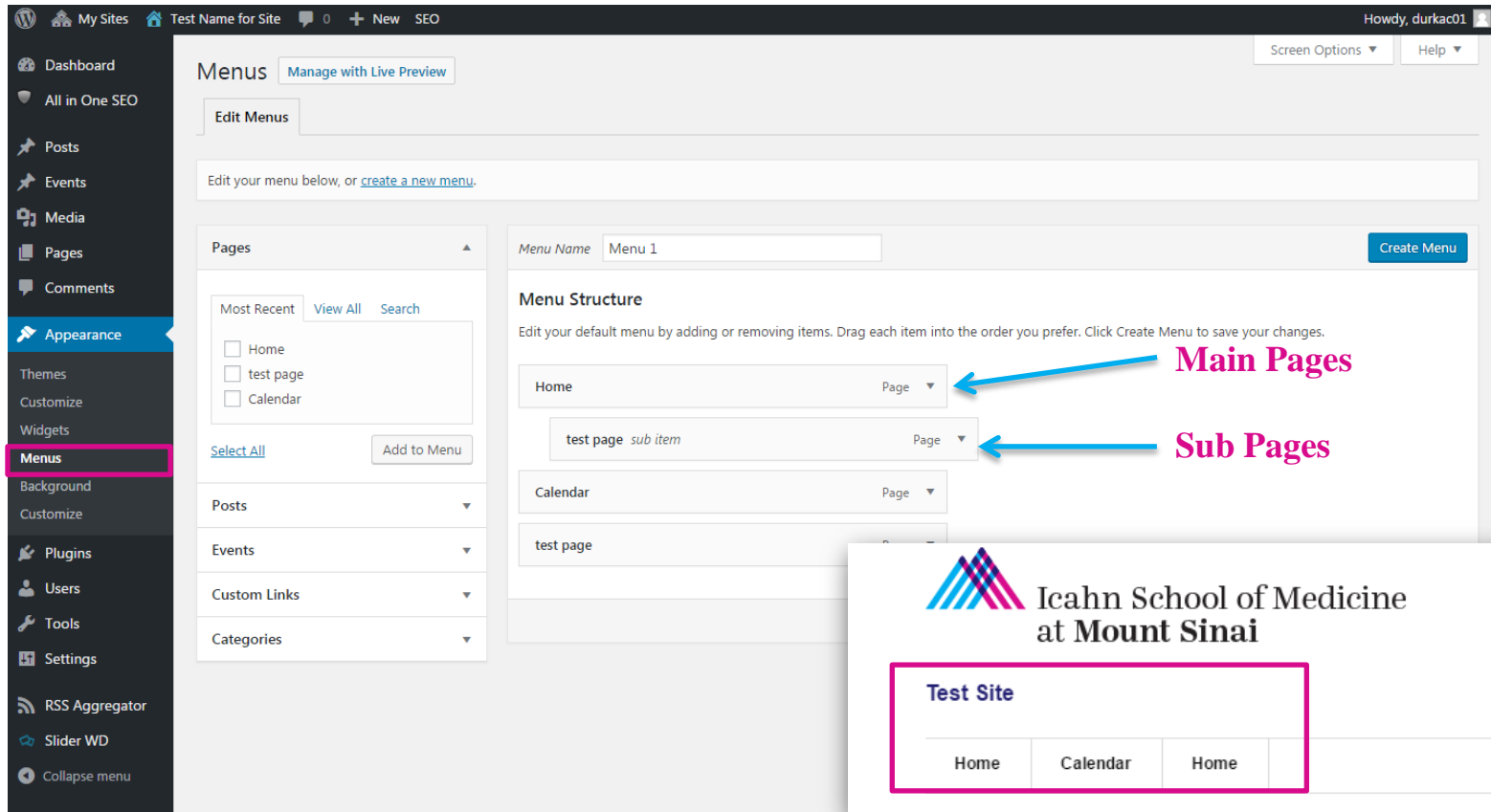
WordPress – Appearance > Widgets

The screenshot displays the WordPress 'Widgets' management screen. On the left, the 'Appearance' menu is expanded, and 'Widgets' is highlighted. The main area shows 'Available Widgets' with a grid of options including Akismet Widget, Calendar, Custom Menu, Recent Posts, Slider WD, Text, Archives, Categories, Pages, RSS, Tag Cloud, and Upcoming Events. Each widget has a brief description. To the right, there are four widget areas: 'Sidebar', 'Header', 'Footer – Left', and 'Footer – Center'. The 'Sidebar' area currently contains 'Text: Contact Us' and 'Upcoming Events: Upcoming Events'. Below the available widgets is a section for 'Inactive Widgets'. An inset image shows a preview of a website for the 'Icahn School of Medicine at Mount Sinai'. The website has a 'Contact Us' widget in the right sidebar, which is highlighted with a red box. The widget contains the address: 'Annenberg Building, Floor 22 Room 16, 1468 Madison Avenue, New York, NY 10029, Tel: 212-241-8399, Donate Now'.

Widgets allow you to place content in the right column of your website. Widgets appear in the right column of every page. Examples of widgets that you can add include contact info, upcoming events, and posts.

More information on adding Widgets can be found here: <http://www.wpbeginner.com/glossary/widgets>

WordPress – Appearance > Menus (Navigation)



Menus allow you to customize the navigation structure of your website. The Menu appears at the top of your website, beneath your lab name. By creating a Menu, you can add pages as main pages or subpages. Your site should contain no more than 5-6 main pages.

More information on adding Menus can be found here: <http://www.wpbeginner.com/beginners-guide/how-to-add-navigation-menu-in-wordpress-beginners-guide>

WordPress – Settings > General

The image shows the WordPress 'General Settings' page on the left and a browser preview on the right. In the settings page, the 'Site Title' field is set to 'Test Site' and the 'Tagline' field is set to 'Training site'. Both fields are highlighted with pink boxes. The 'Email Address' field contains 'claire.durka@mountsinai.org'. The 'Timezone' is set to 'UTC+0'. The 'Date Format' is set to 'March 2, 2017' (F j, Y). The 'Time Format' is set to '6:04 pm' (g:i a). The browser preview on the right shows the site's title bar as 'Test Site | Training site' and the address bar as 'labs.ica...mssm.edu/test/'. The page content includes the Icahn School of Medicine at Mount Sinai logo and the text 'Test Site'. A blue arrow points from the 'Training site' tagline in the settings to the site's title in the browser preview.

WordPress Dashboard: My Sites Test Site 0 + New SEO Howdy, durkac01 Help

General Settings

Site Title: Test Site

Tagline: Training site
In a few words, explain what this site is about.

Email Address: claire.durka@mountsinai.org
This address is used for admin purposes. If you change this we will send you an email at your new address to confirm it. The new address will not become active until confirmed.

Timezone: UTC+0
Choose a city in the same timezone as you.
Universal time (UTC) is 2017-03-02 18:04:34 .

Date Format:
☒ March 2, 2017 F j, Y
☐ 2017-03-02 Y-m-d
☐ 03/02/2017 m/d/Y
☐ 02/03/2017 d/m/Y
☐ Custom: F j, Y March 2, 2017

Time Format:
☒ 6:04 pm g:i a
☐ 6:04 PM g:i A
☐ 18:04 H:i
☐ Custom: g:i a 6:04 pm

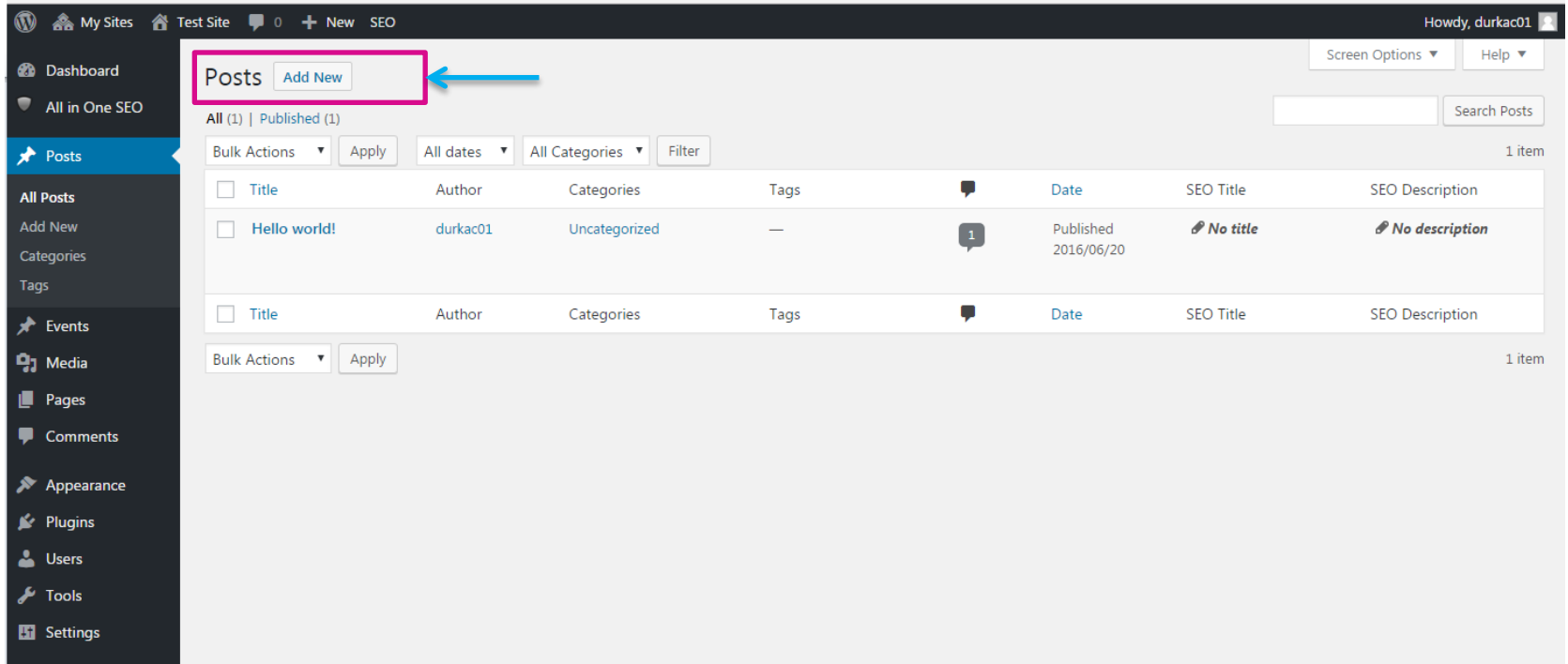
[Documentation on date and time formatting.](#)

Browser Preview: Test Site | Training site
labs.ica...mssm.edu/test/
Most Visited Suggested Sites Getting Started Web Slice Gallery
Icahn School of Medicine at Mount Sinai
Test Site

The “General” setting is used to update the title of your site.

You can also add a tagline to give a short description which appears in a browser’s navigation tab.

WordPress - Posts



The screenshot shows the WordPress dashboard interface. In the top navigation bar, the 'Posts' link is highlighted with a red rectangular box, and a blue arrow points to it from the right. Below the navigation bar, the left sidebar contains a list of dashboard items: Dashboard, All in One SEO, Posts (highlighted), All Posts, Add New, Categories, Tags, Events, Media, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The main content area displays the 'Posts' section. At the top, there is a 'Posts' header with an 'Add New' button. Below this, there are filters for 'All (1)' and 'Published (1)'. A table of posts is shown with columns: Title, Author, Categories, Tags, Date, SEO Title, and SEO Description. The first post listed is 'Hello world!' by 'durkac01', categorized as 'Uncategorized', published on '2016/06/20', with 'No title' and 'No description' for SEO. The table is followed by a 'Bulk Actions' dropdown and an 'Apply' button.

Posts are typically used for a blog or to post news. Most lab sites will be made up of pages, **NOT** posts. **Please refer to the slide 4 for more information on adding pages to your new site.**

More detail on adding posts can be found here <http://www.wpbeginner.com/beginners-guide/how-to-add-a-new-post-in-wordpress-and-utilize-all-the-features/>