WordPress Lab Sites

02/2019
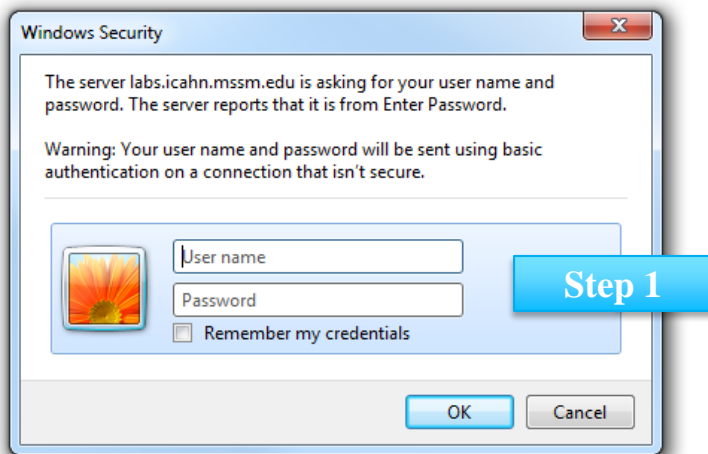
Mount Sinai

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.
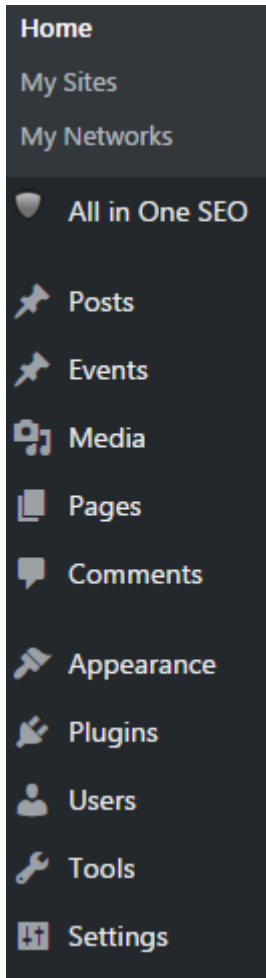
WordPress Main Menu

Home
My Sites
My Networks

All in One SEO

Posts
Events
Media
Pages
Comments

Appearance
Plugins
Users
Tools
Settings
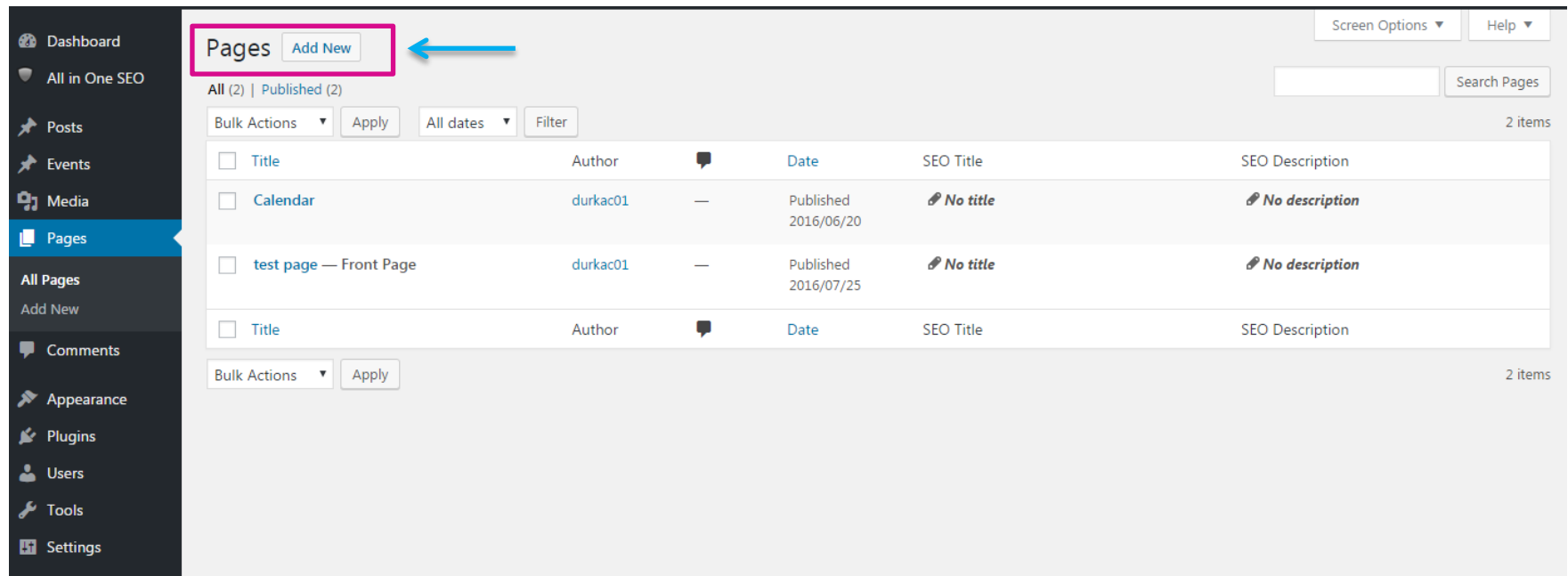
After logging in, you will see a menu similar to the one at left.

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.
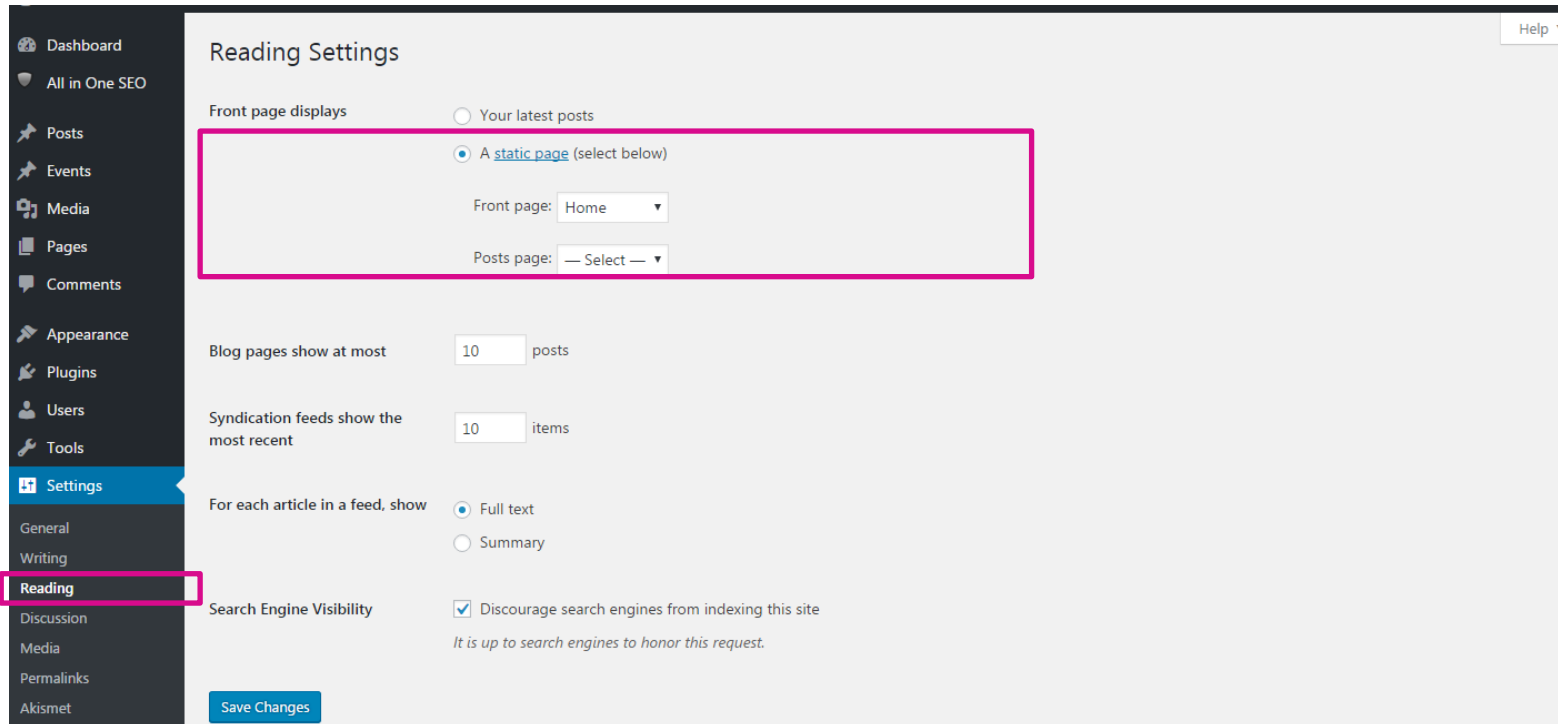
1. WordPress - Pages

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/

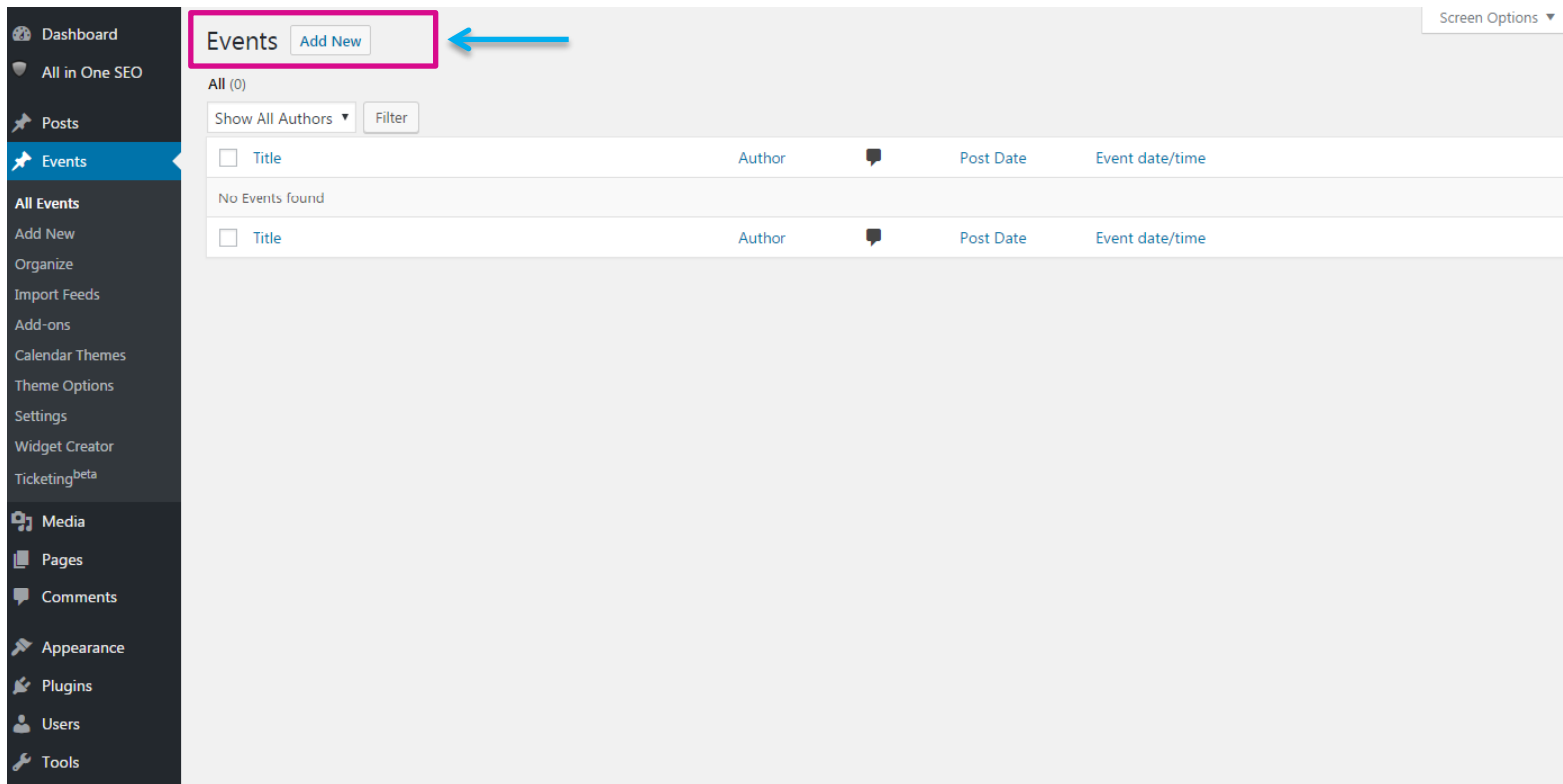# WordPress – Settings > Reading (setting your Home Page)

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.

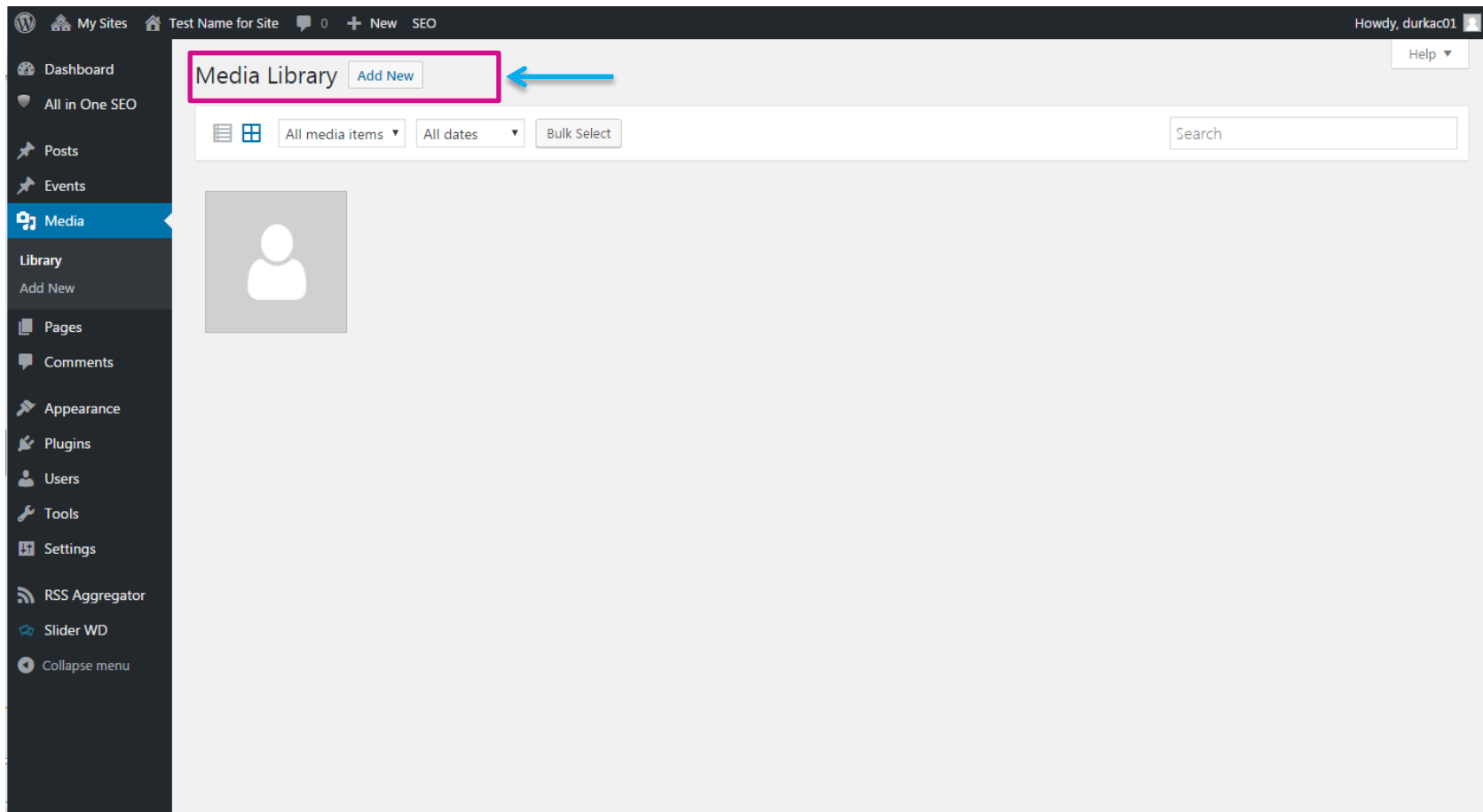Select "A static page" and then "Home" as your front page.

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

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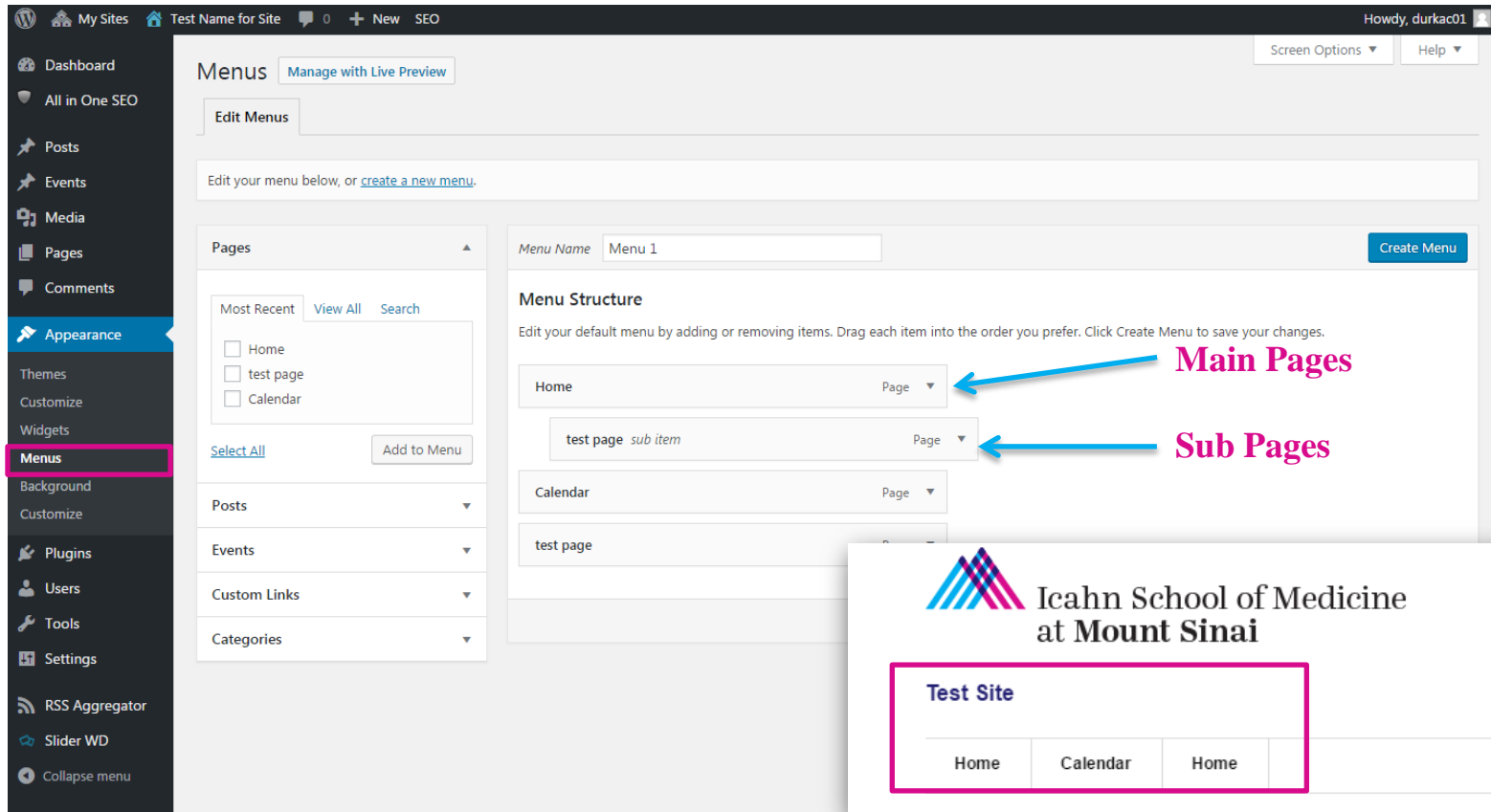
Menus allow you to customize the navigation structure of your website. The Menu appears at the top of your website, beneath your lab name. By creating a Menu, you can add pages as main pages or subpages. Your site should contain no more than 5-6 main pages.

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 "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

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/