

Self-Serve Personal Site

How to sign up for a site

<https://www2.whoiedu/staff/website-signup/>

How to login

<https://www2.whoiedu/staff/XXXXXX/wp-admin/>

or **login** link in the footer of our website.

What is the Dashboard

Main section

Quick start instructions and videos. Most important link to webdev@whoiedu in case you have questions and ARE READY TO GO LIVE.

Starting from the top

- WHOI Sites – How to instructional videos
- My Sites – List of sites you are working on
- Your name – Link to your site
- New – where you can add new items

Left hand navigation

- Home – Link to Dashboard
- My Sites – List of sites you are working on
- Statistics – Stats for your website
- Video Tutorials – A library of wordpress videos

- Posts – this is where you add/update the News section of your site
- Media – this is where all your images and files are stored, you can organize your files in folders. There is a video about this under WHOI Sites
- Pages – this is where all of your pages are listed. Here you can add new pages, change the url of a page, make a page a draft or delete a page
- Comments – we do not use this
- Album Gallery Pro – use this to make slideshows and albums – there are video tutorials about this under WHOI Sites

- Tablepress – use this to make tables
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 - Appearance: Themes – change the background color – white or blue
 - Appearance: Customize – change the nav from right aligned to under the banner Header > Header Layout – change Layout to Nav Centered and Fix Header to Fixed
 - Appearance: Menus – this is where you add, remove or move pages in the menu
 - Users – add new or existing users to the site
 - Tools – we do not use this
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- Settings: General – Under Site Title – change the banner text of your site
 - Settings: General – Under Tagline – add words to explain what your site is about – good for search engine optimization (SEO)
 - Settings: Reading – Search Engine Visibility - when you are ready to go live, uncheck Discourage search engines from indexing this site
 - Settings: Media – this is where you can change the standard images sizes – not recommended

How to edit your site

To edit the pages on your site, you need to get into Page Builder

There are three ways to get to Page Builder

1. From the Dashboard, mouseover your name and click Visit Site, once in your site, you will see Page Builder.
2. From the Dashboard, go to Pages, in the list when you mouseover a page, you will see a link for Page Builder.
3. From the Dashboard, click on a page, click blue Launch Page Builder button.

To get to the Dashboard from Page Builder, mouseover your name and select Dashboard.

How to edit the Homepage

1. Click on content block or mouseover and use wrench to edit.
2. Change image – click on placeholder image and upload new image 450x300 or any size. Add alt text. (important for SEO).
3. Type over text to change it.
4. To change CV link if it is a pdf. go to the Dashboard, go to Media, add a folder call it pdfs, select Add New button, select the file, but in folder on right. If replacing the file – use button by Replace media. Copy url go back to front page – add link to CV.

5. To change email link – copy email address open link, paste, push enter.
6. Edit and delete modules as needed. If you delete a module and want it back, click Add Content on the top right. Open Saved Modules and drag the module you need back into place.
7. When finished select DONE on the top right – if you want to save your work but not publish, select Save Changes and Exit. The edits will save in the editor but will not show up on the published site.
8. If you want to edit more, select Page Builder on the top left.

Please note: Research Interests has code that shows or hides some content. This is also found other places on the site such as the Outreach page. To make this work, put this code around the text you want to hide. [expand title="Read more" swaptitle="Read Less"] hidden text [/expand].

How to edit the Project Index Page

1. Select Page Builder at the top left.
2. To edit intro click on content block or mouseover and use wrench.
3. To edit images click on content block or mouseover and use wrench, click on image and then select Add Media and upload new image, make sure the image has NO alignment selected.
4. Replace name of Project #1 and keep the style as Heading 3. Change descriptive text. Do this for all images modules that you need.
5. If you need more modules – go to Add Content on top right, select Row Layouts, 3 Columns. Copy one of the Project modules and move into one of the columns in the new Row layout.

How to edit a Project Page

1. Select Page Builder at the top left.
2. To edit content click on content block or mouseover and use wrench.
3. To change image, click on image, select Add Media, select or upload image , make sure the image has NO alignment, add caption, alt text and the large image size (1024x683).
4. Save module.
5. Edit right hand assets as before.
6. Select DONE on the top right when finished.

How to edit the Publications Page

1. Select Page Builder at the top left.
2. To edit **the Accordion menu**, click on content block or mouseover and use wrench.
3. Click Edit item under 2016 to add publications there. Can cut and paste from MS Word.
4. Move, copy or delete the items as needed.
5. Save module.
6. To edit the **straight list of publications**, click on content block or mouseover and use wrench and then paste the new content. To make the year headings, highlight the year and select Heading 3 in the wysiwig.

7. Edit right hand assets as before.
8. Select DONE on the top right when finished.

How to edit the Outreach Page

1. Select Page Builder at the top left.
2. To edit content click on content block or mouseover and use wrench.
3. To edit image, upload image to Media library and copy the url.
4. Go to image and click on the content block or mouseover and use wrench.
5. Paste url in Photo URL field.
6. OR Go to Photo Source and select Media Library from the dropdown
7. Select Replace – this will take you to the Media Library where you could select or upload an image.
8. Make sure all images on the page are the same dimension.
9. To add another Outreach Project you can duplicate a row or go Add Content, WHOI Rows, select Outreach- Project Row and drag to the place you want it on the page.

How to update or edit news items on the News Page

1. Go to Dashboard.
2. Select Posts from the left nav.
3. Add or edit a post.
4. To edit a post, mouseover post title, you will see option to edit.
5. Click edit.
6. Edit the text.
7. Add an image by selecting Add Media.
8. To have an image show up on the main News page, add a Featured Image

How to add video to a Page

There are two ways to add video to a page

1. Copy a Vimeo or YouTube link, go to the page you want the video, click on content block or mouseover and use wrench, once in the wysiwig, click the Text tab on the top right and paste the link. This works but the video is small.
2. To add a full width video, go to the Vimeo link and copy the embed code. Go to the page where you want to add the video. Click the Add Content button, Basic Module, Video. Drag that module to the place you want the video to appear in the page. Under Video Type select Embed. Paste Vimeo embed code here.

How to add a new Page to your site

- Go to the Dashboard, go to Pages, select Add New

- Give the page a title and push Publish
- Click on Page Builder tab and select a Layout Template closest to the layout you want.
- Edit as before

How to remove a Page from your site

1. Go to the Dashboard, go to Pages, All Pages and select the page you want to remove. On the right side, you will see a link in red Move to Trash.
2. If you want to remove the page from your site but get back to it at a later date, on the right side where it says Status, click the Edit link, from the dropdown, select Draft.
3. To remove the page from the navigation, Go to Appearance, Menus, open the page you want to remove, click the Remove link in red at the bottom.

Please note: Even if you remove a page from the menu, it is important to put the page in the trash or in draft form so they don't show up in search engines.

How to change the Page url

Go to the Dashboard, go to Pages, All Pages and select the page you want to change the url. Near the top of the page, select the Edit button near the Permalink.

How to make a Gallery

- You can edit the existing galleries by changing the photos in the templates.
- To make a new gallery
 1. Go to Dashboard
 2. Select Album Gallery Pro
 3. Select Add Album Gallery
 4. Add a title, on the bottom Select Gallery Images – upload images
 5. Select Add to Gallery
 6. Add a Featured image for the callout image
 7. Publish
 8. Select Album Gallery Pro
 9. Copy the longer short code - [aigpl-gallery-slider id="274"]
 10. Go to Gallery page – Click Page Builder
 11. Edit the html text module
 12. Paste shortcode
- To make an album, change the word slider to album [aigpl-gallery-album id="288"]
- To make a simple gallery without using Album Gallery Pro
 1. Go to Add Content, Row Layouts, 1 Column
 2. From Basic Modules, drag over Text Editor, click on content block or mouseover and use wrench to get to the wsywig.

3. Click Add Media, upload or select images for the gallery, click Create Gallery on the right, then Create Gallery button. Next, you will get to the Edit Gallery screen, where you can change the Gallery Setting such as the number of column ofpics and the size. Link to Media file will open a larger version of the image.
4. To edit the gallery, click on content block or mouseover and use wrench to get to the wysiwig editor and then double click on the gallery image.

What to do when you are ready to go live

- Email webdev@whoi.edu. IS will make a url without the www2.whoi.edu for your site and redirect your old personal site to the new personal site.
- Go to Settings: Reading, at Search Engine Visibility, uncheck Discourage search engines from indexing the site.
- Add a link to the site on your WHOI Profile page.

Sample Sites

<https://www2.whoi.edu/staff/afrese/>

<https://www2.whoi.edu/staff/wzhang/>

<https://www2.whoi.edu/staff/pzigah/>