Arts and Sciences Website Guide
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http://computing.camden.rutgers.edu/help/center/web/wordpress/wordpress-tutorial/

Or the shortened URL:
http://ow.ly/gFKP4
Themes

- Control the look and presentation of content on a website
- All themes are consistent with the Rutgers Visual Identity Manual guidelines

Scarlet Raptor

Department Websites (dept.camden.rutgers.edu)

Scarlet Blog

Personal & Department Blogs

Scarlet Web

Personal Websites (people.camden.rutgers.edu)
Terminology

- **Widgets**: Content areas other than the main page of content
  - Pre-Main
  - Post-Main
  - **Primary-Sidebar** – most popular content area
  - Inner-Sidebar
  - Footer-Sidebar

- **Plugins**: tools that extend the functionality of a website
  - Broken link checker, Image gallery & slideshow, FAQ, etc.

- **Menus**: where the navigation of a website resides

- **Toolbar**: Once logged in, the gray bar at the top that gives easy access to editing and logging out of the website
To Login:

• Find the shortcut in the website’s footer
  – Department site
  – Blog site
  – Personal site
Logging In

Use your Rutgers NetID and Password
Logged in View (The Dashboard)

Most important tabs:
- Posts
- Media
- Pages
- Appearance → Widgets
- Appearance → Menus
You can drag and drop each page. Drop-downs are automatically created when you pull the page’s gray box to the right. To add pages to the menu, click the checkbox next to the Pages Box in the bottom left and click “Add to Menu”
Editing a Page on Your Website

• Easiest:
  – Click the blue Edit link at the bottom of any page
  – Click the Edit Page link in the Toolbar at the top of any page

• Other ways:
  – Click the page title on your Dashboard within the Pages Tree View box
  – Hover over Pages in the Logged in Menu, click all Pages, then click the page title
Text Editing

• WordPress ≠ Word Document (formatting might be lost)
• WordPress automatically double-spaces between paragraphs.
  – To single space: Press “Shift + Enter”
• Tables and spreadsheets are more involved to move to WordPress, so please email Jennifer Pope if you’re having difficulties inserting a table
Notes on Text Formatting

• Please use Headings to denote the architecture/structure of the page, but don’t go overboard (don’t use headers for entire sentences of text)
  – Heading 1 and Heading 2 are reserved for the site title and subtitle
• Try to link to a sentence or groups of words instead of a single word
  – “Spring 2013 course schedule” instead of “Click here for the Spring 2013 course schedule”
Adding Links

- Highlight the text you want to have linked
- Click the “Insert/edit link” button
- Paste or type in the Link URL
- Click “Update”
Uploading Images & Media

Add Media button

Sample Page

Permalink: http://saltflats.camden.rutgers.edu/workshop/sample-page/

This is an example of Header 3
This is an example of Header 4
This is an example of Header 5
This is an example of Header 6

This is a sample of a sentence of text.
This is a link.
• This is a list of text
Adding Images
Adding Images

• Click “Upload Files”
• Choose the image
• Rename it (optional)
• Add a Caption (optional)
• Add the Alt Text (important for accessibility)
• Choose the Alignment
• Choose the Size
• Click “Insert into Page”
Uploading and Linking to PDFs

This is a combination of uploading media and adding a link. You will upload the PDF to the site first, and then you will link to it.

- The title will be what the link displays as on your page
- Make sure this says “Media File” (if it doesn’t, click on the dropdown arrow and choose Media File)
Please Log Out When You’re Finished!

• After you’ve updated your site, please log out- this is important for security.
Miscellaneous

• On blogs, you can create sticky posts
• You can no longer copy + paste email addresses on our websites (for security purposes). If you do, the address will appear backwards.
• We can now create web forms. Please contact Jennifer Pope if you’re interested in implementing web forms on your website.
• Image galleries are now available through the Add Media button on a page.