

Doing More with WordPress

This document gives an overview of the different ways you can improve the appearance and functionality of your website using features built-in to WordPress as well as the plugins made available on our WordPress networks. It is broken into 3 sections:

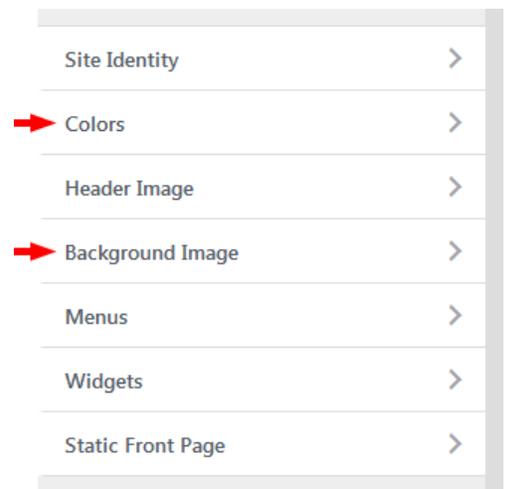
- **Section I. Customizing the Appearance of your Website** includes how to change the background of your site and individual pages, how to add a header graphic and a top navigation bar.
- **Section II. Working with Photos** shows how to create photo galleries and animated slideshows (sliders).
- **Section III. Working with Plugins** shows how to add a calendar of events, scrolling messages, and more.

I. Customizing the Appearance of Your Website

A. Changing the Your Site's Background

A background is a color or image which appears behind your website's content. Your pages and posts will appear on top of the background you set.

- From your Dashboard, go to **Appearance > Customize** to open the Customizer panel on the left.
- To use a solid color for your background, click **Colors** and use the color picker to choose the color you want.
- To use a picture, click **Background Image**.
- Click the button to choose an image in your **Media Library** or upload a new one.
- Images can be tiled or non-repeating, they can scroll with the content or stay in a fixed position.
- For a repeating background image, search Google for "tiled background images."
- For a non-repeating background, an image that is about **1280 pixels wide or larger** is recommended.
- Google's free **Picasa** software can be used to modify and resize images.
 - Download it for free at: <http://dl.google.com/picasa/picasa39-setup.exe>
 - How to resize images with Picasa: <http://picasageeks.com/2012/02/picasa-tip-resizing-a-pictures-height-and-width/>

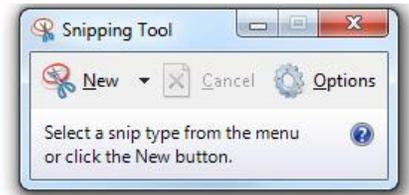


B. Adding a Header Graphic

A header graphic is a panoramic image which appears at the top of your website's content.

- From your Dashboard, go to **Appearance > Header** to open the Customizer panel on the left.
- Click to choose an image in your **Media Library** or upload a new one.
- WordPress will let you optionally crop the image you upload to exactly **980 pixels wide by 206 pixels tall**.
- You may display a single header graphic or let WordPress display a random image each time your site is viewed.
- The header will be displayed on all of your pages, so use it to identify your site.
- Some ideas for your header graphic:

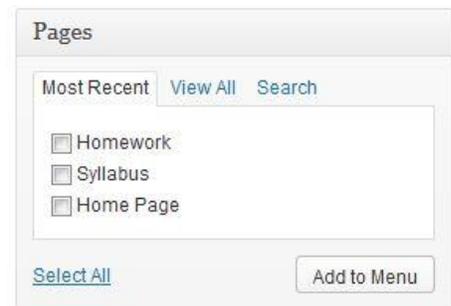
- A digital camera photo from your classroom.
- A picture of you.
- A picture representing the subject area you teach.
- Place text on top of an image with Microsoft Word / PowerPoint and then use the **Snipping Tool** to save it as an image.



C. Adding a Top Navigation Bar

A top navigation bar is a horizontal list of links which helps your site visitors get around your website. Some links on the bar may have drop down menus with more links. *The theme used on the public District website and Inside SJCSJ does not support custom top navigation bars.*

- From your Dashboard, go to **Appearance > Menus**.
- If you do not have an existing menu, enter a descriptive **Menu Name** such as “Top Navigation Bar” and click **Save Menu** to create a new menu.
- In the **Pages** panel, put checks beside the pages to which you want to link, then click **Add to Menu**.
- Drag and drop your links to put them in the order you choose, then click **Save Menu**.
- To change the link’s text or to **Remove** a link, click the small arrow to see more options.



- To create a drop down menu, drag a link a little bit to the right.



- To place the menu on your site, check the **Primary Navigation** setting at the bottom of the menu.

Some additional notes about Menus....

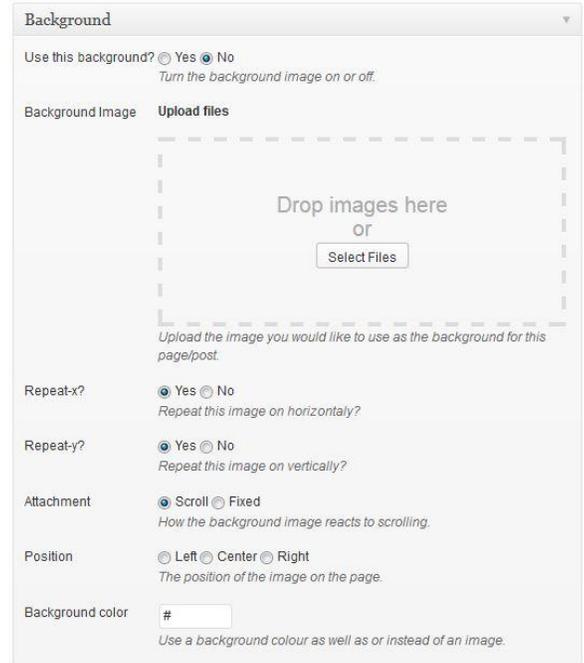
- You may also use the **Custom Links** panel to link to another website or a file
- Or you may use the **Categories** panel to link to your blog post categories
- Check the “Automatically add new top-level pages” setting to automatically add links to new pages as you publish them.

- You may also display a custom menu in the sidebar or footer of your site by going to **Appearance > Widgets** and then dragging and dropping the **Custom Menu** widget into one of the widget areas.

D. Adding Backgrounds to Individual Pages

A page background is a color or image which appears in place of the white background on an individual web page. Each page can have its own unique background.

- From your Dashboard, go to **Plugins**.
- Find the plugin named **Background Per Page** and **Activate** it.
- Edit the page on which you would like to add a background.
- The **Background** panel will appear below the Visual Editor (the box where you add text, images, etc.)
- This plugin will **NOT** allow you to use an image in your Media Library.



- To use a background image, click  to upload one.
- Images can be tiled or non-repeating, they can scroll with the content or stay in a fixed position.
- At the bottom of the Background panel, you may also set a solid background color.
- The background will be applied when you click the **Save Draft**, **Publish** or **Update** button.

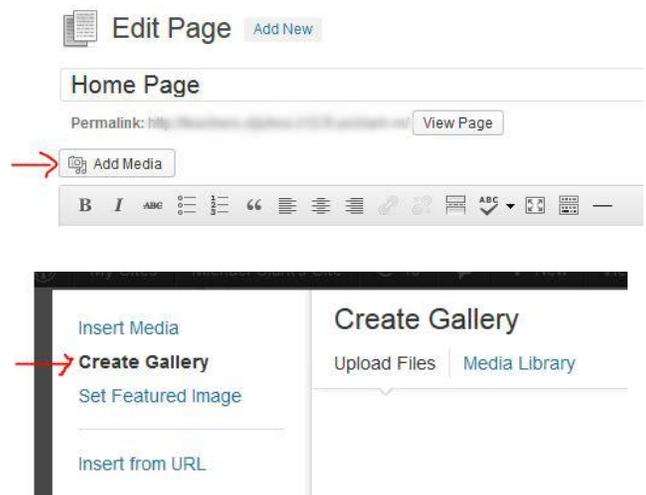
Note: You cannot see the page background you set in the Visual Editor. The **Preview** button must be used to see the page background in use on the page.

II. Working with photos

E. Adding a Photo Gallery

A photo gallery is a group of small images which your site visitors can click to see larger versions of those pictures. The photos in your gallery may include text captions. Photo galleries may be added to Pages or Posts.

- To add a photo gallery, create a new **Page** or **Post**, or edit an existing Page or Post.
- Click the **Add Media** button above the editing toolbar.
- In the **Insert Media** window, click **Create Gallery** on the left.
- You may select images which are already in your **Media Library** or click **Upload Files** to upload new images.
- Click on the images to add check marks to the images you want to include in the photo gallery.
- Click the  button.



- Drag and drop the images into the order you would like.
- You may also type captions below each image.
- Click 
- You will not see the gallery in the Visual Editor, but you can click **Preview Changes** in the Publish panel to see how it will look before you Update or Publish.

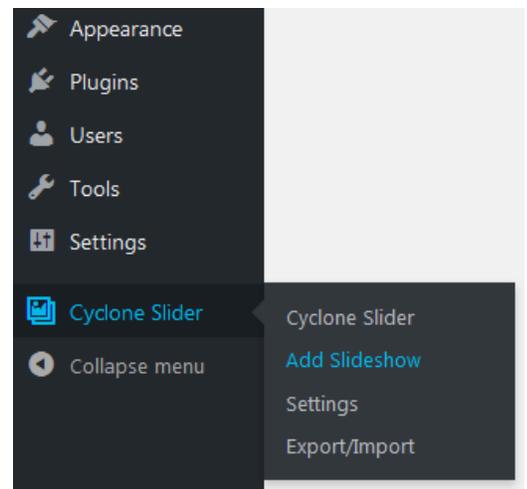
Some additional notes about photo galleries

- Activate the **Lightbox Gallery** plugin to automatically improve how your photo galleries are displayed
- You can change the size of the thumbnail images (the small square images) by going to **Settings > Media**
- Changing the thumbnail size will only change the size of any new images you upload

F. Adding a Slideshow (also called a “Slider”)

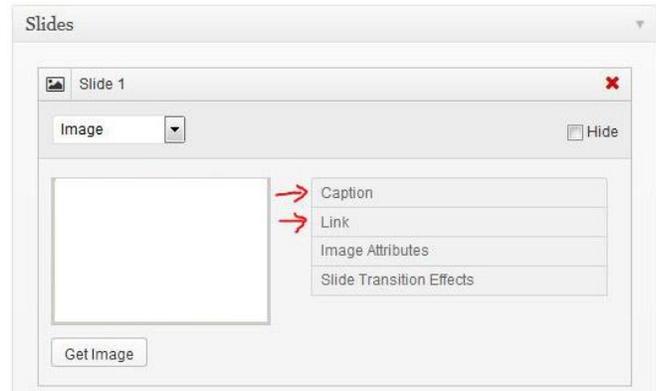
A slideshow or slider is a group of images which are displayed in a timed animation. Sliders may be added to Pages or Posts.

- From your Dashboard, go to **Plugins**.
- Find the plugin named **Cyclone Slider 2** and **Activate** it.
- A **Cyclone Slider** link will be added to the side.
- Under Cyclone Slider, click **Add Slideshow**.
- At the top of the page, **Enter a Title** for your slider. This is just for your reference, the title will not appear on your site.
- Click  to quickly add a group of images to your slider.
- You may select images which are already in your **Media Library** or click **Upload Files** to upload new images.
- Click on the images to add check marks to the images you want to include in the slider.
- Click the  button.
- You may drag and drop your slides to change their order.
- On the right, click the  button to save your new slider.
- Below the publish button, find the field named **Your Shortcode** and copy its text. You will use this to place your slider on a Page or Post.
- To place the slider on your site, create a new **Page** or **Post**, or edit an existing Page or Post.
- In the Visual Editor, paste in the shortcode you copied earlier.
- You will not see the slideshow in the Visual Editor, but you can click **Preview Changes** in the Publish panel to see how it will look before you **Update** or **Publish**.



Some additional notes about sliders

- To make changes to an existing slider, click **Cyclone Slider** to see a list of your slideshows.
- Click the title of the slideshow you want to edit.
- On the **Edit Slideshow** screen, click **Caption** on a slide to add a title and caption which will be displayed on top of the slide.
- Also, click **Link** to enter a web address. If the visitor click the slide, they will be taken to that address.
- Scroll down and find the **Basic Settings** panel on the right to change the slideshow's dimensions, animation speed, etc.



III. Using Plugins

G. Adding a Scrolling Message to Your Site

1. Under **Plugins**, activate the **Marquee** plugin
2. Click **Appearance** → **Marquee**
3. Type your message into the **Marquee content** field
4. Choose where you want your message to be displayed
5. You may customize the message's font size, color, speed
6. Click the  button at the bottom

H. Adding a Calendar of Events

1. Under **Plugins**, activate the **Event Organiser** plugin
2. Go to **Settings > Event Organiser** and change the Date Format to **mm-dd-yyyy**
3. On the top gray bar, click the **+ New** → **Page** to create a new web page
4. Enter a title for your calendar page
5. In the editing box, enter `[eo_fullcalendar]`
6. Click the  button
7. New events may be added using **+ New** → **Event** on the top gray bar
8. Widgets may be used to display events in your sidebar

I. Additional Plugins

Listed below are all of the plugins which are currently available to teachers whose websites are hosted on teachers.stjohns.k12.fl.us. If you are not editing a teacher website, the list of available plugins may be different for you.

Alfie WP Weather – Adds a “Alfie WP Weather” widget to your site that you can place in your sidebar or footer to display the local weather forecast.

Background Per Page – Lets you set background colors and images on individual pages. See Section D on page 5.

Custom Google Fonts – Lets you change the paragraph and heading fonts on your site to Google fonts.

Cyclone Slider 2 – A robust slideshow maker that lets you use images, videos, titles and captions on your slides.

Display Widgets – Gives you control over which widgets are displayed on which pages and posts on your site.

Document Links Widget – Adds a simple “Document Links” widget to your site that automatically links to documents you upload to your Media Library.

Easy Smooth Scroll Links – Helps you add anchor links to particular parts of a web page and control the scrolling when those links are clicked.

Email Log – Keeps a detailed log of all of the emails sent by your site. Use it with the Subscribe2 plugin.

Event Organiser – Lets you manage a calendar of events and control how your events are displayed with widgets and shortcodes. Supports ICS imports and exports.

Fonts – Adds font size and font family dropdown menus to the Visual Editor so you can modify how text is displayed.

Insert HTML Snippet – If HTML code you’ve pasted into the Text Editor is not working, this is an alternative way to insert the code.

Lightbox Gallery – If you have photo galleries on your site, this will improve the way they are displayed.

Link Manager – Lets you maintain categorized list of links to resources on the web and display them in your sidebar.

Marquee – Display a scrolling message on your site to call attention to important news. See Section H on page 10.

MCE Table Buttons – Adds a table button to the Visual Editor so you can to display information in rows and columns.

Quick Page/Post Redirect Plugin – Lets you redirect visitors from one page or post to another web address.

Responsive WordPress Slider – Soliloquy Lite – A simple slideshow maker that makes it easy to insert slideshows onto posts and pages.

Shortcodes Ultimate – An extensive pack of shortcodes you can use to add a variety of features to your site including responsive columns, accordion menus, buttons, and more.

SJCSD Widget – Adds a “SJCSD Widget” you can use to provide a link to Home Access Center in your sidebar or footer.

Subscribe2 – Allows visitors to subscribe to receive an email update each time you publish a new post on your site.

Widget Content Blocks – Allows you to make your own widgets that you can place in your sidebar or footer.