

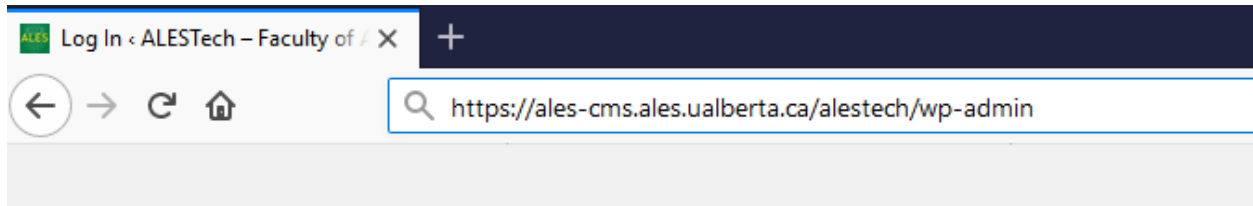
ALES Wordpress Editor documentation

ALES Research websites

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Login



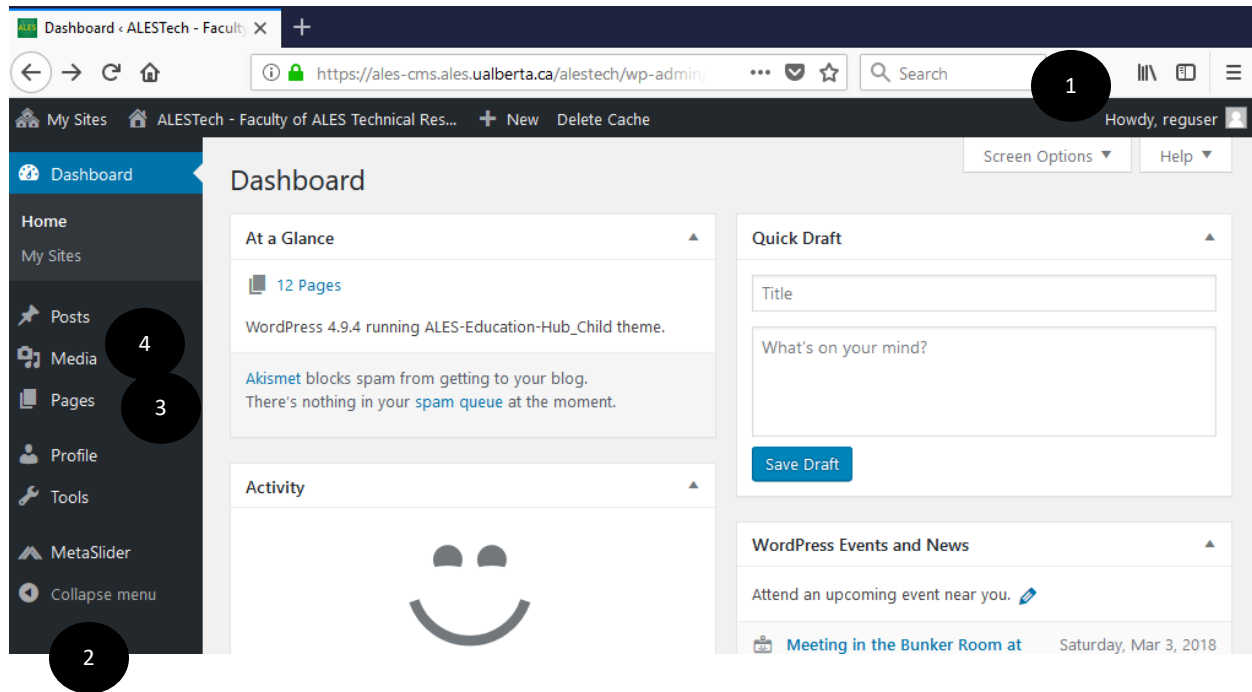
Navigate to: https://ales-cms.ales.ualberta.ca/*Your Site Here*/wp-admin/
or the URL of your website + “/wp-admin”
(<http://examplesite.ualberta.ca/wp-admin>)

A screenshot of the WordPress login form. At the top is the WordPress logo. Below it is a white form box with a light gray border. The form has two input fields: "Username or Email Address" containing "brad.grier" and "Password" which is masked with black dots. Below the password field is a "Remember Me" checkbox and a blue "Log In" button. At the bottom of the form is a link that says "Lost your password?".

Enter your Username and Password.

**First.Last and your ALES password
(same one you use to log into your computer).**

Website Dashboard

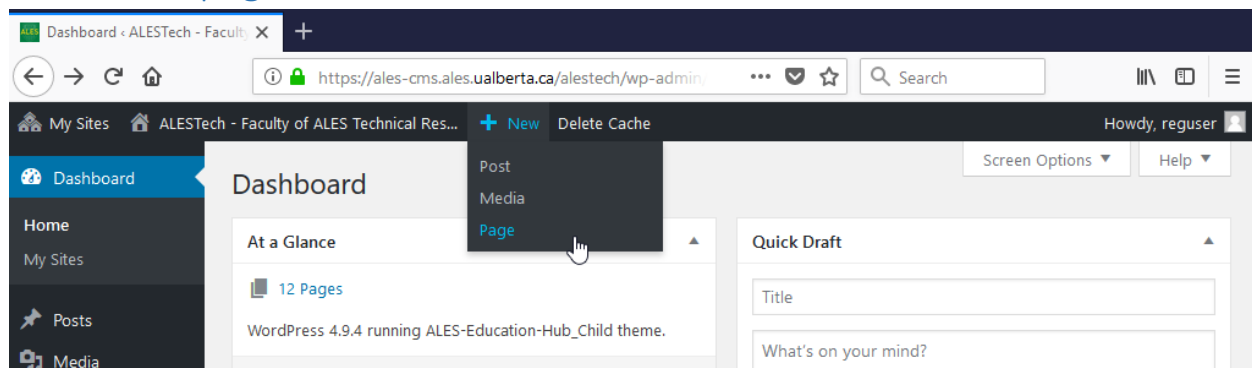


1. Logout and User Profile – use this area to exit the website editing system or to change your user password.
2. Main site commands
3. Pages – this is where you choose to edit or add new pages
4. Media – all images and documents (jpg, gif, pdf, word, etc) are stored in this area

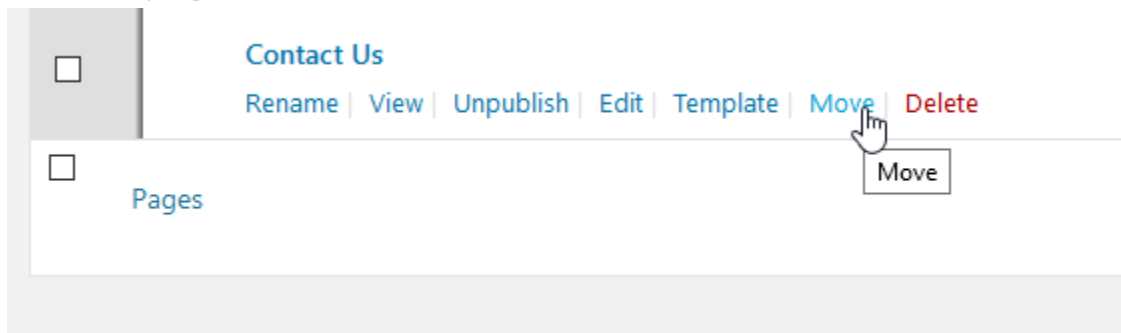
Editing menu order or structure

Please see your ALES-Web team for additional training.

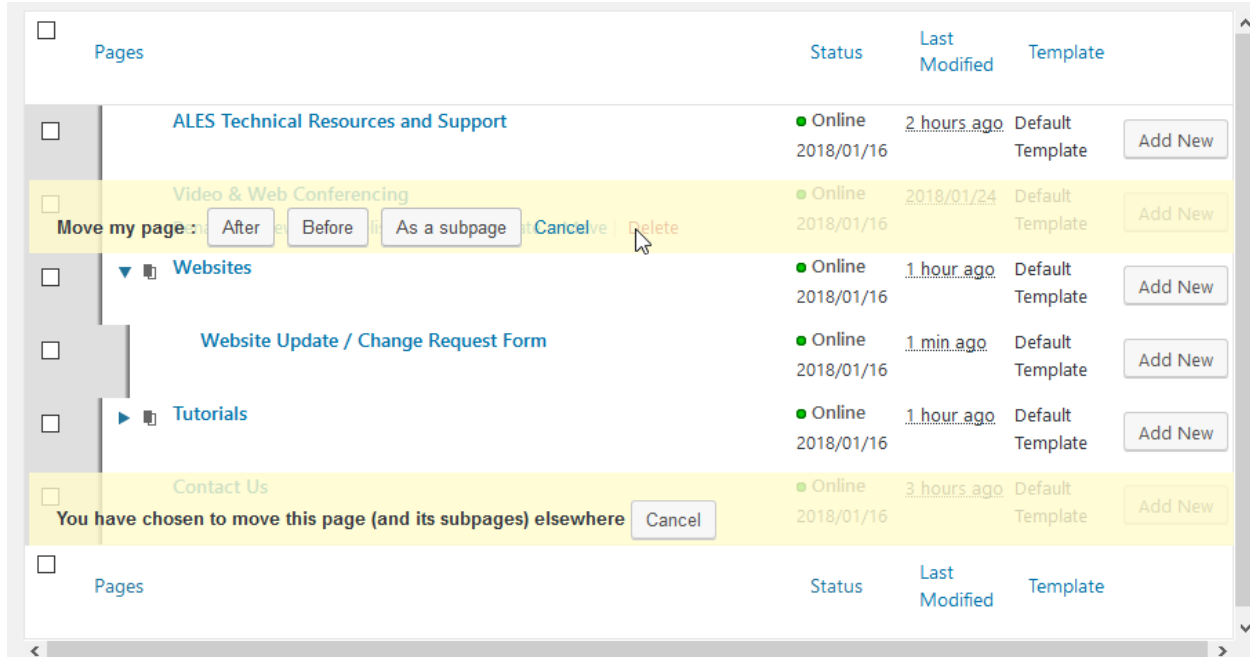
Add a new page



Move a page



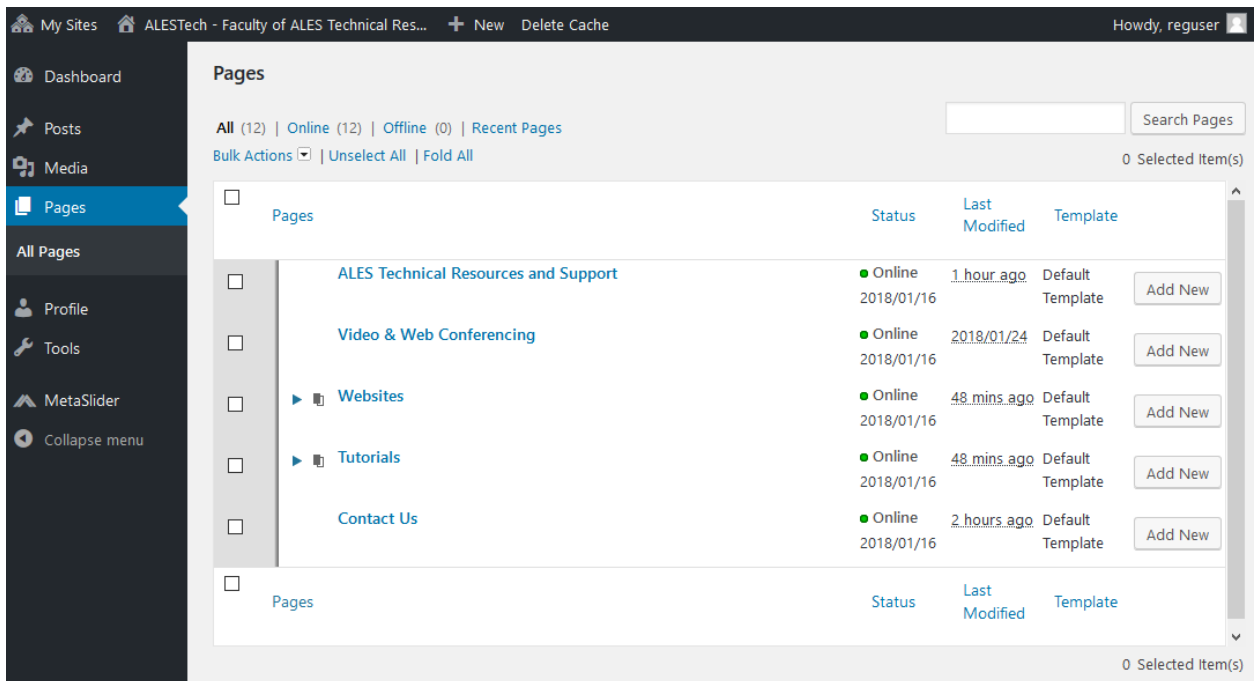
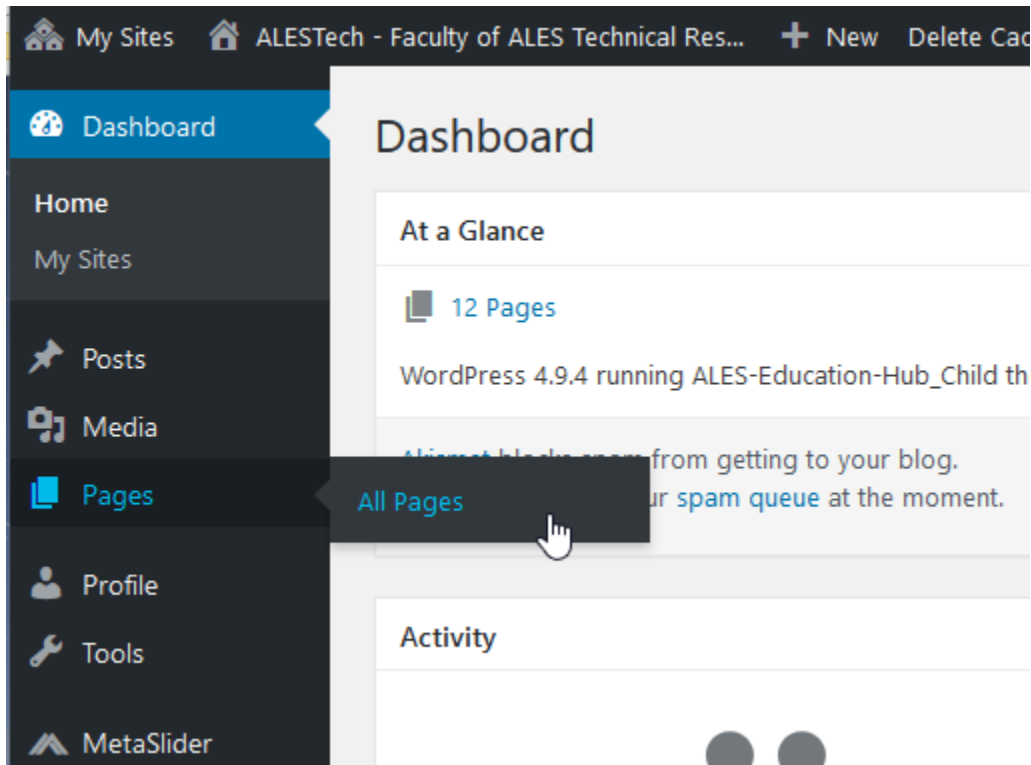
Hover over the page to move. Click move. The page will now be highlighted with a yellow bar.



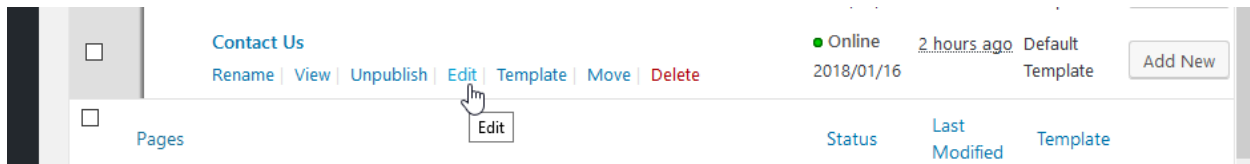
Move your mouse pointer to the destination location for the new page. Click the appropriate button to insert the page after the destination page, before the destination page, or make it a subpage of the destination page.

NOTE: This does not add the page to the menu or navigation structure. Altering this page arrangement is only for your ease of use within the editing tools.

Select a page to edit



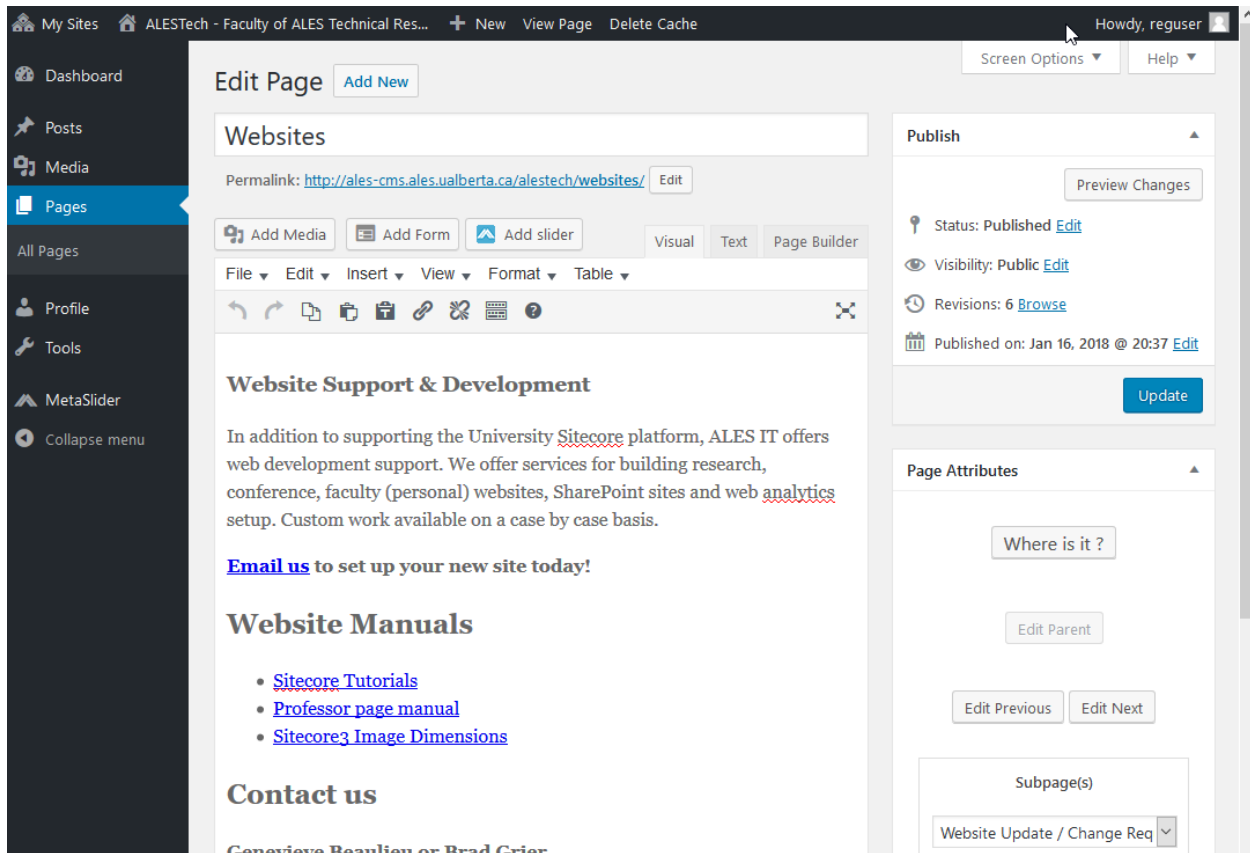
Hover over the page name and then click Edit when it appears.



Edit a page

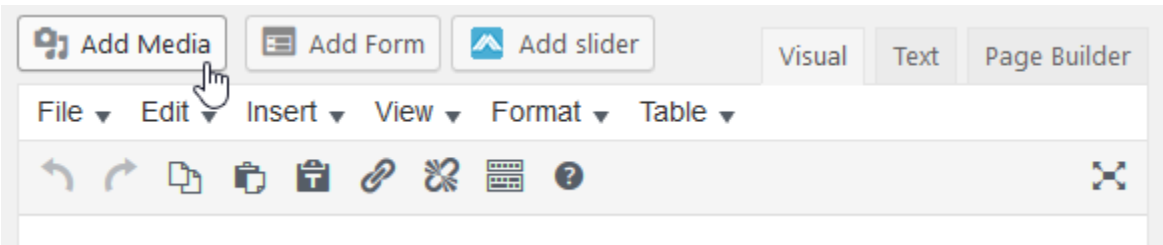
Depending how the page is set up, you will see one of two views.

Simple page layout

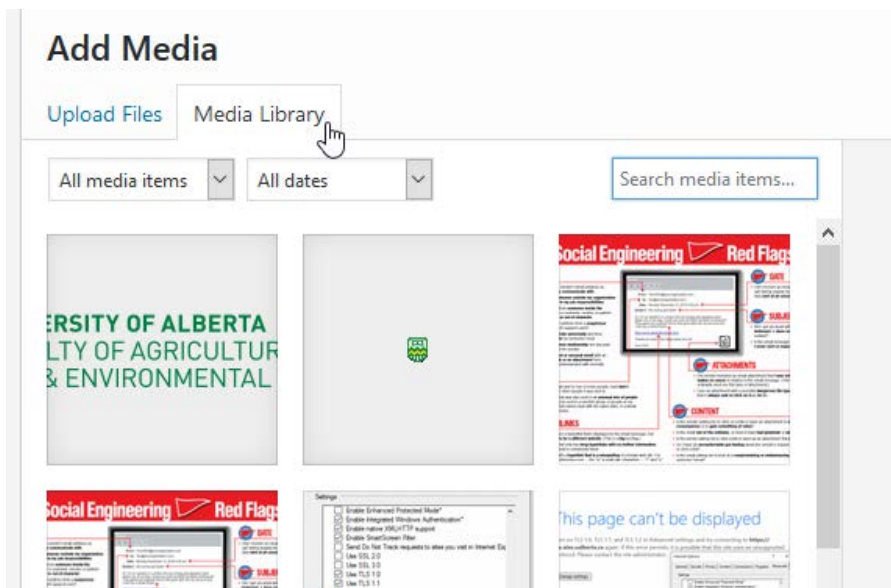
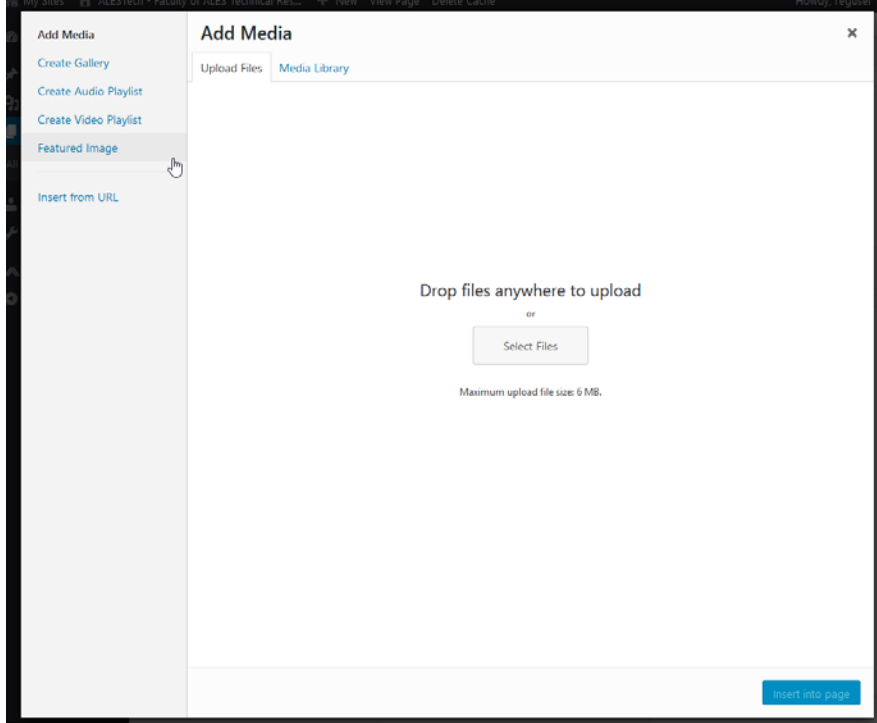


This edit interface is the common one used to edit both Simple and Modular pages.

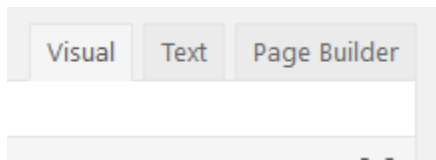
Editor detail



Add images and documents

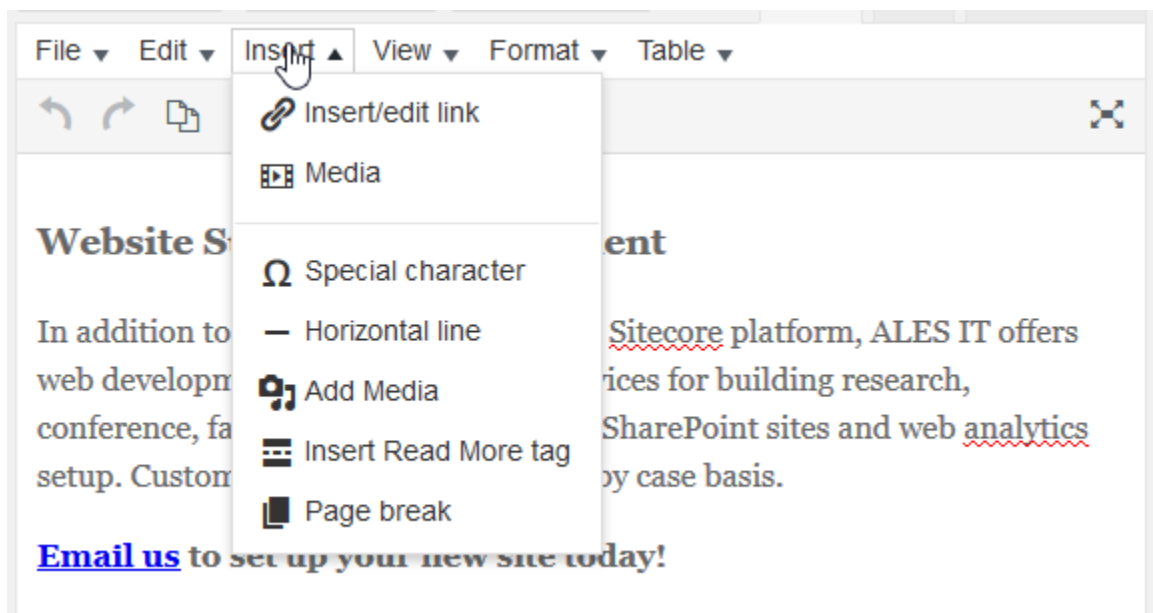


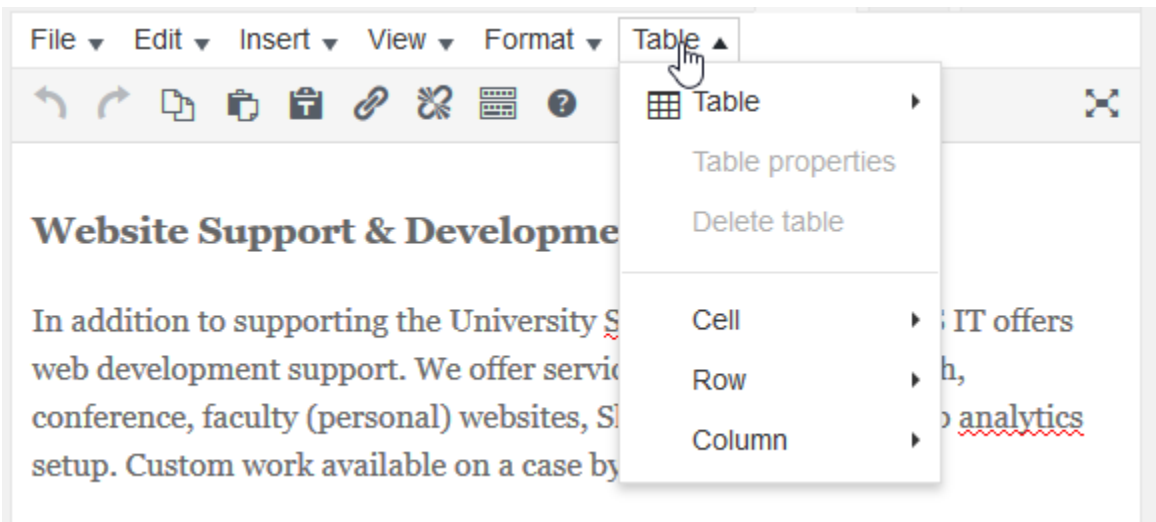
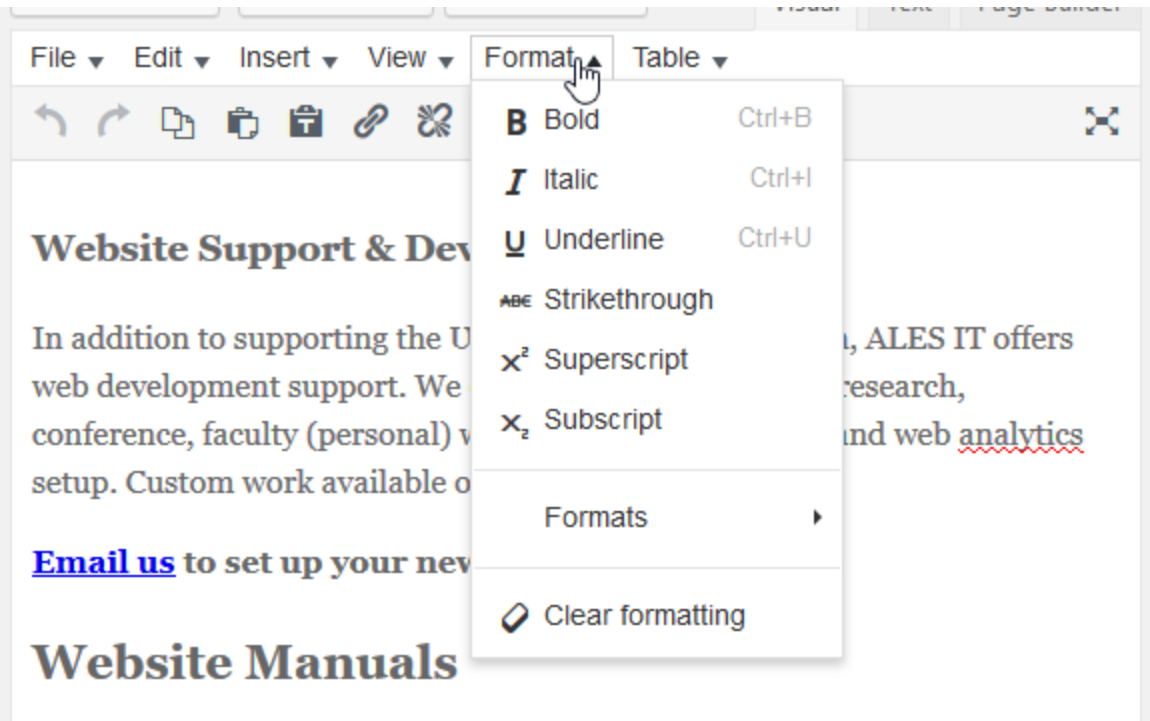
Visual editor vs HTML editor



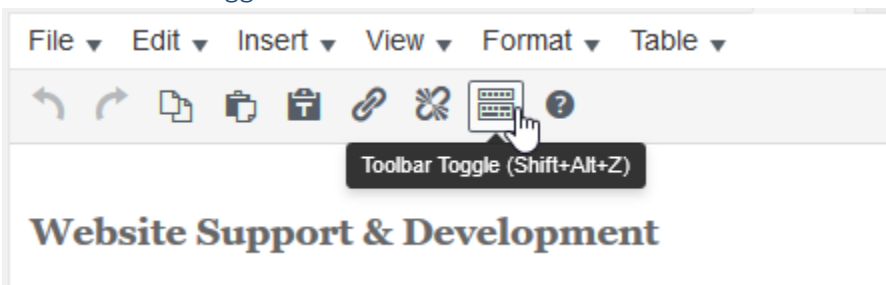
Visual is a What You See is What You Get editor (similar to Word or other online content editors). Text is a raw HTML text editor.

Editor Menus

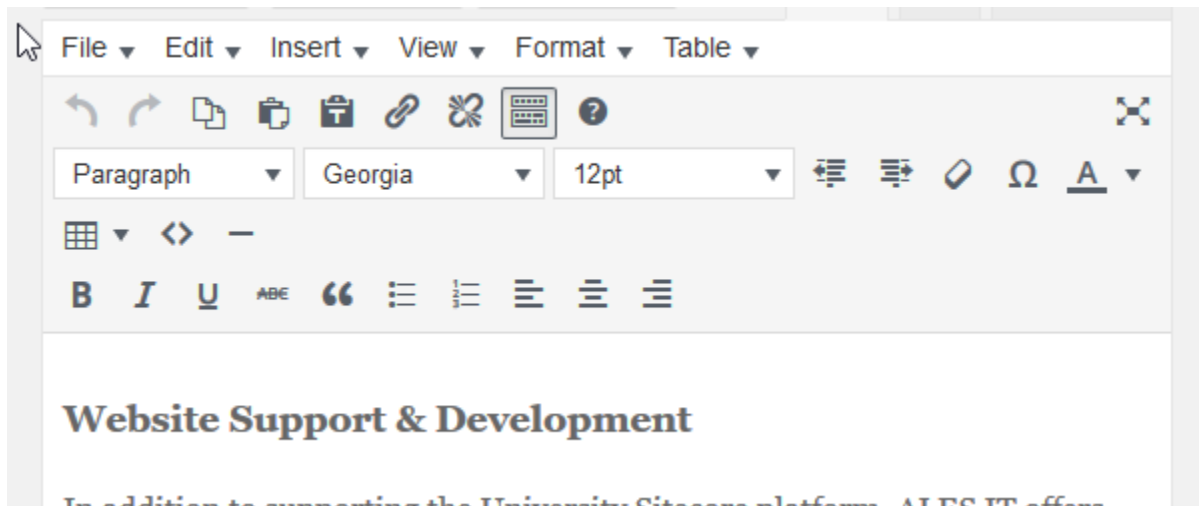




Editor Toolbar Toggle



Shows or hides additional features of the editor.



Content Information

- [Professor page manual](#)
- [Sitecore3 Image Dimensions](#)

Contact us

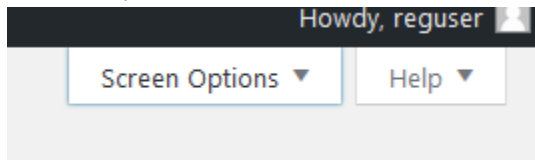
Genevieve Beaulieu or Brad Grier
ALES IT - Web Team

Word count: 73

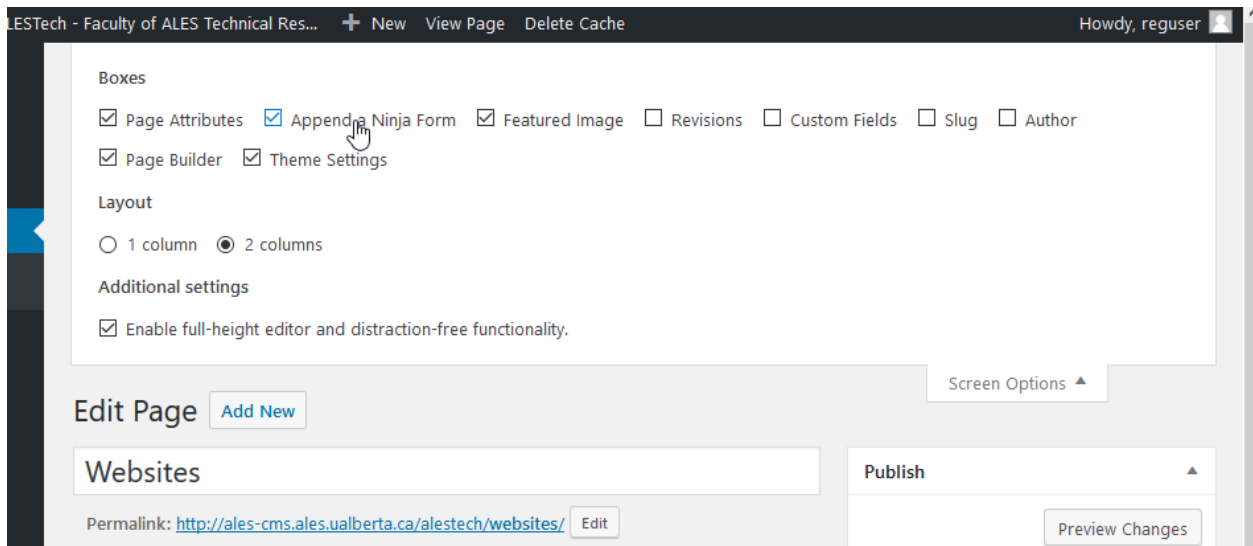
Last edited by gmb1 on February 21, 2018 at 9:45 pm

At the bottom of the edit window. Displays last edit detail and current word count.

Screen Options



At the top of the edit window is a tab labeled Screen Options. Clicking it reveals a dropdown that allows you to add or remove various edit components in the Edit Window.



Content Versions or Revisions

Boxes

Page Attributes Append a Ninja Form Featured Image Revisions Custom Fields Slug Author

Page Builder Theme Settings

Layout

1 column 2 columns







Additional settings

Enable full-height editor and distraction-free functionality.

Edit Page [Add New](#) Screen Options ▲

In the screen options, check the Revisions checkbox to enable viewing revisions. Here you can review previous versions of this content and, if necessary, revert back to a previous version.


Revisions

-  gmb1, 4 hours ago ([February 21, 2018 @ 18:26:07](#))
-  gmb1, 5 hours ago ([February 21, 2018 @ 18:12:36](#))
-  gmb1, 5 hours ago ([February 21, 2018 @ 18:09:34](#))
-  bgrier1, 4 weeks ago ([January 24, 2018 @ 20:56:34](#))
-  bgrier1, 4 weeks ago ([January 24, 2018 @ 20:55:31](#))
-  bgrier1, 4 weeks ago ([January 24, 2018 @ 20:53:52](#)) [Autosave]

Compare Revisions of "[Websites](#)" Help ▾

[← Return to editor](#) Compare any two revisions

Previous ◀ ▶ Next

Revision by  gmb1
5 hours ago (21 Feb @ 18:09) [Restore This Revision](#)

Title	Content
Websites	Websites
<code><div></code>	<code><div></code>
<code><h3>Website Support & Development</h3></code>	<code><h3>Website Support & Development</h3></code>
<code></div></code>	<code></div></code>
<code><div></code>	<code><div></code>
<code><p>In addition to supporting the University Sitecore platform, ALES IT offers web development support. We offer services for building research, conference, faculty (personal) websites, SharePoint sites and web analytics setup. Custom work available on a case by case basis.</p></code>	<code><p>In addition to supporting the University Sitecore platform, ALES IT offers web development support. We offer services for building research, conference, faculty (personal) websites, SharePoint sites and web analytics setup. Custom work available on a case by case basis.</p></code>
<code><p>Having a site built is a simple process that requires very little time on your part.</p></code>	
<code><p>The steps involved are:</p></code>	
<code></code>	
<code>A brief meeting to choose site template</code>	

Dashboard

Posts

Media

Pages

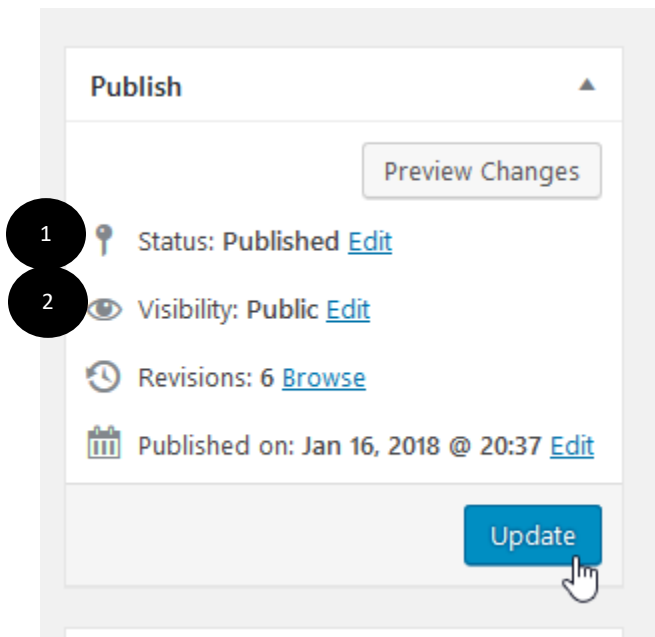
Compare Revisions of "[Websites](#)"

[← Return to editor](#)

Previous ◀ ▶

Once you've completed reviewing versions, the Return to editor link in the upper left corner will take you back to your content.

Publishing your content



1. Content can be in one of three states:
 - a. Published – this content is public and on the Internet
 - b. Draft – this content is not yet published
 - c. Pending Review – this content is final content, but a website Author, Editor, or Administrator has to review it yet. They have the ability to publish this content.
2. You can also hide final or Published content by editing the visibility of the content.

View your site

Dashboard - ALESTech - Faculty

https://ales-cms.ales.ualberta.ca/alestech/wp-admin

My Sites ALESTech - Faculty of ALES Technical Res... + New Delete Cache

Dashboard Visit Site

Home My Sites Posts Media Pages Profile Tools

At a Glance

12 Pages

WordPress 4.9.4 running ALES-Education-Hub_Child theme.

Akismet blocks spam from getting to your blog. There's nothing in your spam queue at the moment.

Activity

Quick Draft

Title

What's on your mind?

Save Draft

Modular page layout

Dashboard Posts Media Pages All Pages Profile Tools MetaSlider Collapse menu

Edit Page Add New

Screen Options Help

Contact Us

Permalink: <http://ales-cms.ales.ualberta.ca/alestech/contact-us/> Edit

Add Widget Add Row Layouts History Live Editor Learn Revert to Editor

SiteOrigin Editor

We are here to help General Hours Unless specified [below], all IT support staff hours are:

Custom HTML Website Development

Custom HTML ALES eLearning

Custom HTML System Analysts

Custom HTML AFNS & REES

Custom HTML HE & RenR Initial

Custom HTML Faculty Initial

Custom HTML University of

Word count: 222 Last edited by bgrier1 on February 21, 2018 at 8:22 pm

Publish

Preview Changes

Status: **Published** Edit

Visibility: **Public** Edit

Revisions: 30 Browse

Published on: Jan 16, 2018 @ 20:37 Edit

Update

Page Attributes

Where is it ?

Edit Parent

Edit Previous Edit Next

 Add Widget  Add Row  Layouts  History  Live Editor  Learn

Revert to Editor



SiteOrigin Editor

We are here to help General Hours Unless specified [below], all IT support staff hours are:



Custom HTML

Website Development

Custom HTML

ALES eLearning

Custom HTML

System Analysts



Custom HTML

AFNS & REES

Custom HTML

HE & RenR Initial

Custom HTML

Faculty Initial

Custom HTML

University of

Word count: 222

Last edited by bgrier1 on February 21, 2018 at 8:22 pm