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)

Username or Email Address brad.grier	9+
Password	***I 9+
Remember Me	Log In
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

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🚵 My Sites 🖀 ALESTech - Faculty of ALES Technical Res 🕇 New Delete Cache Howdy, reguser 🔲						
🐼 Dashboard 🛛 🔸	Dashboard			Screen Options 🔻	Help 🔻	
Home My Sites	At a Glance		Quick Draft		*	
 Posts Media Pages 3 	 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. 		Title What's on your mind?			
ProfileTools	Activity	•	Save Draft			
∧ MetaSlider	••		WordPress Events and News	s		
Collapse menu			Attend an upcoming event nea	ar you. 🖉		
2			Meeting in the Bunker R	Room at Saturday,	Mar 3, 2018	

- 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

and Dashboard (ALESTech - Facult) × +						
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Home My Sites	At a Glance	Page	•	Quick Draft	*	
✤ Posts	WordPress 4.9.4 running ALES-	Education-Hub_Child them	2,	Title		
PostsMedia	WordPress 4.9.4 running ALES-	Education-Hub_Child them	2.	What's on your mind?		

Move a page

	Contact Us Rename View Unpublish Edit Template Move Delete
Pages	Move

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

	Pages	Status	Last Modified	Template	^
	ALES Technical Resources and Support	• Online 2018/01/16	2 hours ago	Default Template	Add New
Mor	Video & Web Conferencing ve my page After e Before II As a subpage it Cancelve Delete	• Online 2018/01/16	2018/01/24	Default Template	
	v ∎ Websites	• Online 2018/01/16	1 hour ago	Default Template	Add New
	Website Update / Change Request Form	• Online 2018/01/16	<u>1 min ago</u>	Default Template	Add New
	Tutorials	• Online 2018/01/16	1 hour ago	Default Template	Add New
You	Contact Us have chosen to move this page (and its subpages) elsewhere Cancel	• Online 2018/01/16		Default Template	
	Pages	Status	Last Modified	Template	
<					>

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 Interface, Uploading and linking to Images and Documents

Add images and documents

Images

Uploading an image or document.

In the edit interface, move the cursor where you'd like the image to appear. Click the Add Media button.



From the Add Media popup window, either drag-and-drop (from your desktop) the image/document or press the 'Select File' button and choose the image/document from your computer. The file will be uploaded to the Media Library.

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🔊 Ad	dd Media	Add Media	×
Cr	reate Gallery	Upload Files Media Library	
Cr	reate Audio Playlist		
Cr	reate Video Playlist		
Fe	atured Image		
All	di		
e. In:	sert from URL		
p.			
~			
0		Drop files anywhere to upload	
		or	
		Select Files	
		Maximum upload file size: 6 MB.	

Inserting an image

Once uploaded, the image will be preselected. It'll have a blue checkmark in the upper right corner.



Press the blue 'Insert into page' button in the lower right to insert the image into the content.

If you have an image already in the Media Library, press the Add Media button.



Select the Media Library tab (if it's not already selected). Then either scroll to your item or use the 'Search media items...' box to filter the presented options.



Once selected the image will have a blue checkmark in the upper right corner.



Press the blue 'Insert into page' button in the lower right to insert the image into the content.

Documents

This description assumes the document has already been uploaded to the Media Library. See the first part of the Images section (above) to review the uploading instructions.

To link text to a PDF or Word doc:

- 1) Select the text that you want to be the link. Then copy the text (Ctrl+C)
- 2) Click the 'Add Media Button'



3) Select the Media Library tab (if it's not already selected). Then either scroll to your item or use the 'Search media items...' box to filter the presented options.

Add Media		
Upload Files Media Libra	ary Im	
All media items 🗸 All da	ates 🗸	Search media items
ERSITY OF ALBERTA LTY OF AGRICULTUR & ENVIRONMENTAL	\$	<image/>
Social Engineering Red Flag:	Setup: Fails: Extransit Market * Op table: Extransit Market * *	This page can't be displayed institution of the operation of the second

4) Click on the document. This will select it and put a blue box/check mark in the upper right corner of the selected document.



5) Then, go immediately to the 'Title' box in the attachment details section on the right.

ATTACHMENT DETAILS



Paste in the text you copied to your clipboard from step 1 above.

6) Then Press the blue 'Insert into page' button to complete linking your document to this content.



Visual editor vs HTML editor

Visual	Text	Page Builder

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





File 🗸 Edit 🖌 Insert 🗸 View 🗸	Format	
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	I Italic Ctrl-	+
Website Support & Dev	Underline Ctrl+	U
	♣ Strikethrough	
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conference, faculty (personal) v	$\mathbf{x}_{\mathbf{z}}$ Subscript	ind web <u>analytics</u>
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File • Edit • Insert • View • Format •	Table ▲	
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Editor Toolbar Toggle



Shows or hides additional features of the editor.



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

Screen Options
Howdy, reguser

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.

LESTech	- Faculty of ALES Technical Res 🕂 New View Page Delete Cache		Howdy, reguser 📃 🥤
	Boxes Page Attributes Append Ninja Form Featured Image Revisions Custom F Page Builder Theme Settings Layout 1 column © 2 columns Additional settings Enable full-height editor and distraction-free functionality.	Fields 🗌 Slug 🗌 Author	
	Edit Page Add New	Screen Options	•
	Websites	Publish	*
	Permalink: http://ales-cms.ales.ualberta.ca/alestech/websites/ Edit	Pr	eview Changes

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	
Additional settings	
☑ Enable full-height editor and distraction-free functionality.	
	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 (<u>February 21, 2018 @ 18:12:36</u>)	
gmb1, 5 hours ago (<u>February 21, 2018 @ 18:09:34</u>)	
Dgrier1, 4 weeks ago (<u>January 24, 2018 @ 20:56:34</u>)	
Dgrier1, 4 weeks ago (January 24, 2018 @ 20:55:31)	
Dgrier1, 4 weeks ago (January 24, 2018 @ 20:53:52) [Autosave]	

Compare Revisions of " <u>Websites</u> "	Help 🔻
	Compare any two revisions
Previous	• Next
Revision by gmb1 5 hours ago (21 Feb @ 18:09)	Restore This Revision
Title	
Websites	Websites
Content	
<div></div>	<div></div>
<h3>Website Support & Development</h3>	<h3>Website Support & Development</h3>
<div></div>	<div></div>
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.	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.
Having a site built is a simple process that requires very little time on your part.	
The steps involved are:	
	
A brief meeting to choose site template	



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



Modular page layout

🖚 Dashboard	Edit Page Add New	Screen Options 🔻 Help 🔻
🖈 Posts	Contact Us	Publish 🔺
93 Media	Permalink: http://ales-cms.ales.ualberta.ca/alestech/contact-us/ Edit	Preview Changes
L Pages	Add Widget 🗮 Add Row 🖩 Layouts 🔗 History 📀 Live Editor 🖳 Learn Revert to Editor	 Status: Published <u>Edit</u> Visibility: Public <u>Edit</u>
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٨ MetaSlider	SiteOrigin Editor We are here to help General Hours Unless specified [below], all IT support staff hours are:	Update
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