

# WORDPRESS HOW-TO GUIDE



Congratulations on your school's new website! The following pages will describe how to make changes to the content of your site, including making changes to pages, posts, images, your school directory, and your navigation menu. If you need assistance, please contact [web\\_communications@dpsk12.org](mailto:web_communications@dpsk12.org).

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## HOW TO ADD/UPDATE PAGES

**Pages are used for more permanent, non time based content.**  
**Pages have all of the content blocks available for use.**

### 1 Add New Pages

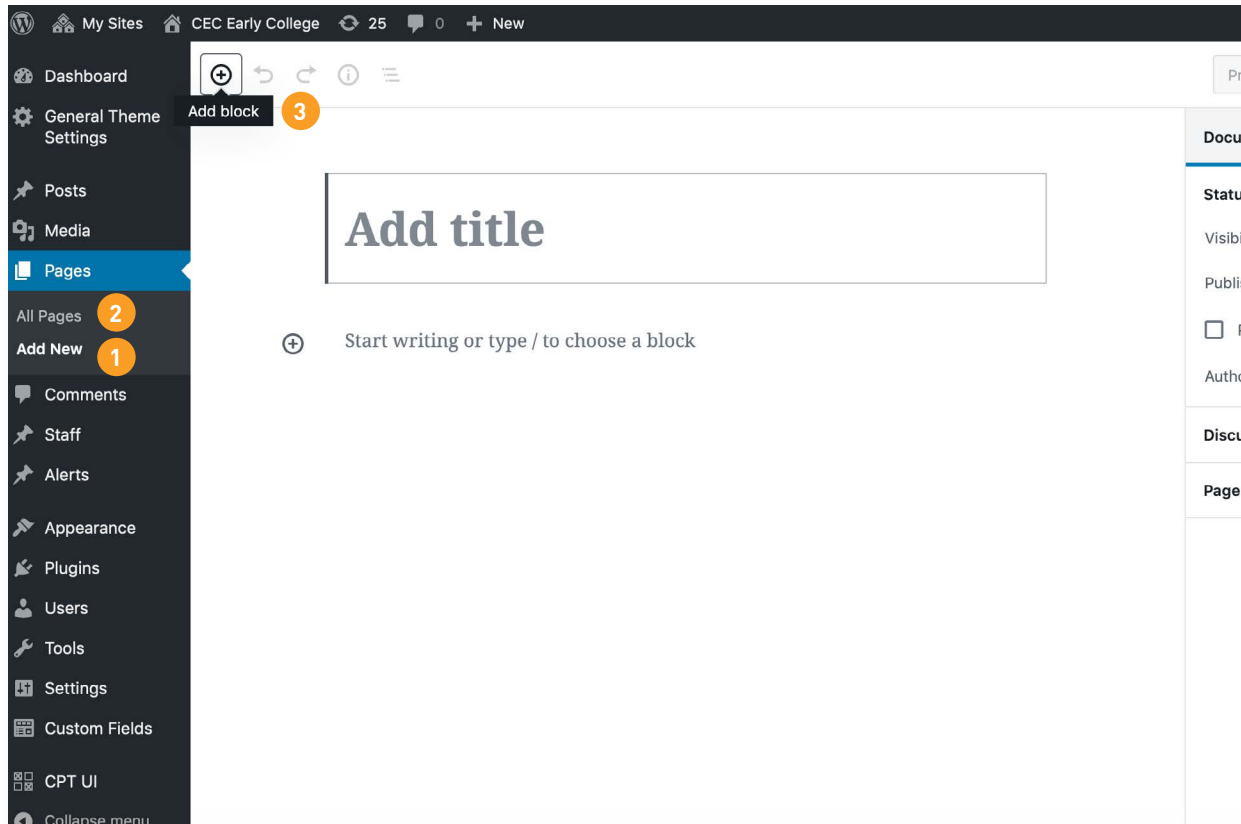
Pages > Add New

### 2 Update Pages

Pages > All Pages > Edit

### 3 Add New Content

Add new content by selecting the Add Block plus sign in the upper left. You can select from a block for text, image, heading, or several other content blocks here.



# HOW TO ADD/UPDATE POSTS

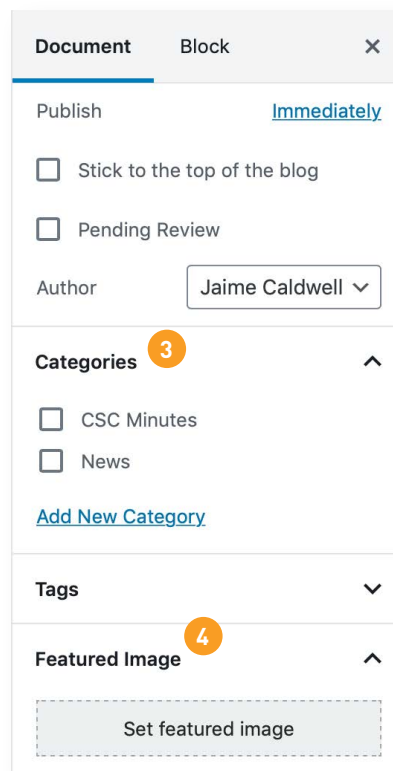
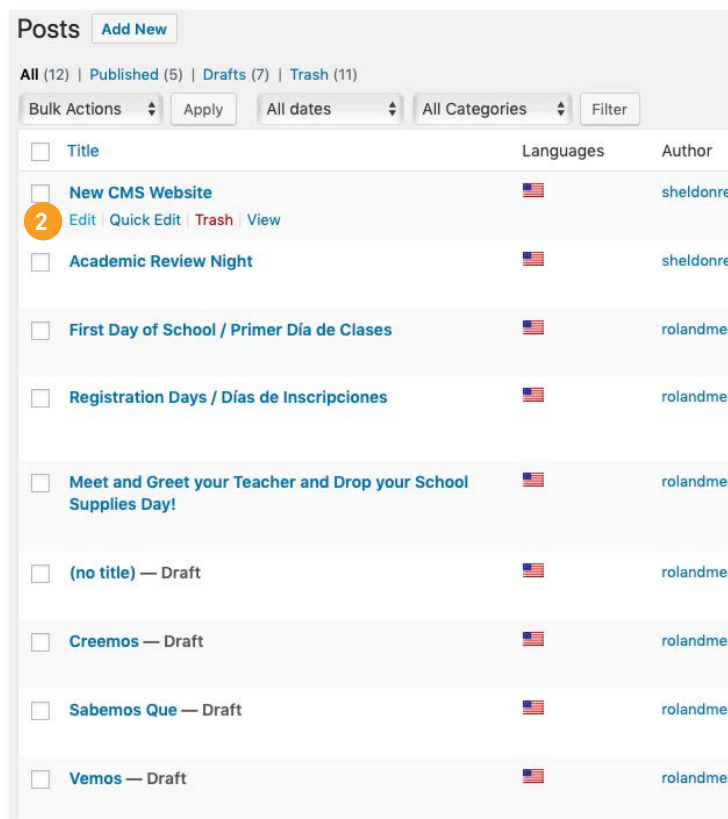
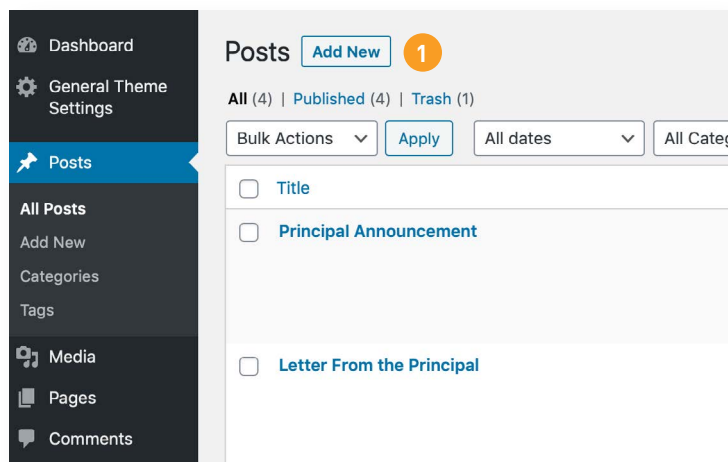
Posts are used for displaying website news.

## 1 Add New Posts

Posts > Add New

## 2 Update Posts

Posts > All Posts > Edit



## 3 Categories

Add or edit existing categories here. Usually, you will want to select the News category so that the post is shown on your homepage.

## 4 Featured Image

Add a featured image for each post. This image will accompany your post and will be displayed in your newsfeed on your homepage.

## HOW TO ADD IMAGES/PDFS

### 1 Step 1

Media > Add New

### 2 Step 2

Drag and drop photos here or click “Select Files” to browse for photos in the folder in which you saved them.

### 3 Step 3

Go to Media > Library at any point you need to access or make edits to your photos.

#### Upload New Media

Drop files here

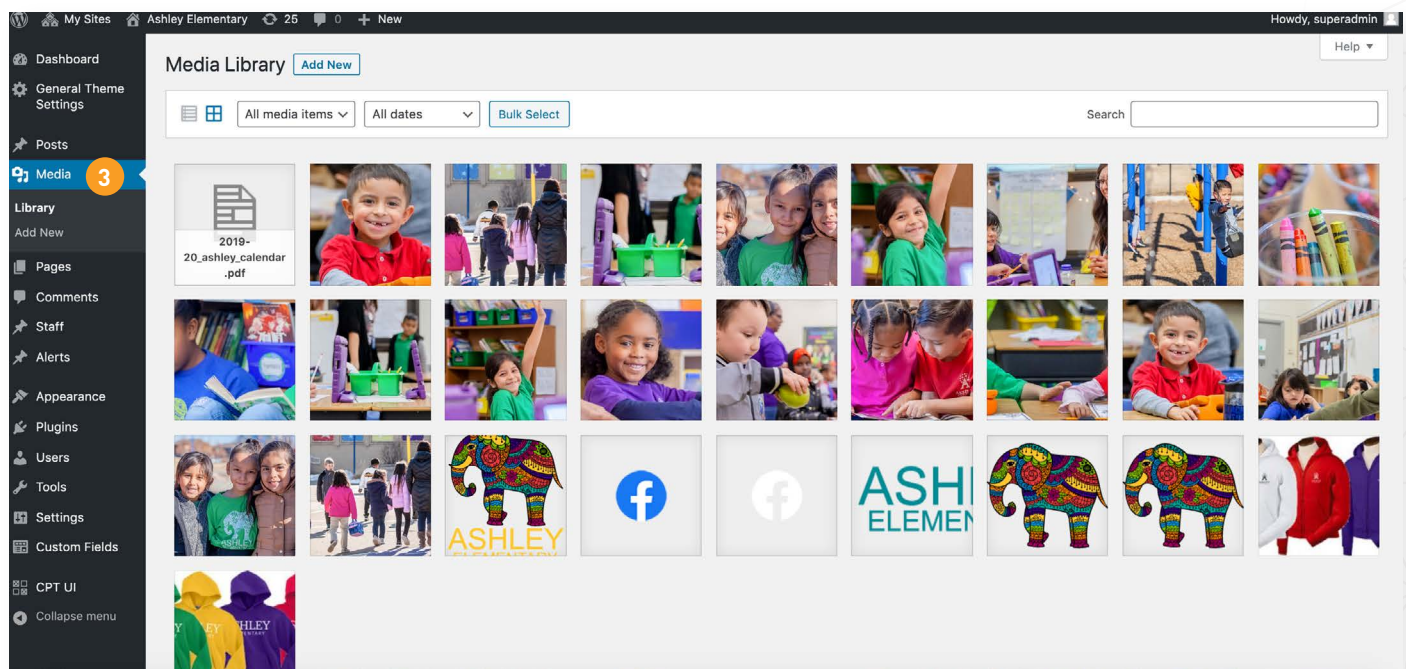
2

or

Select Files

You are using the multi-file uploader. Problems? Try the [browser uploader](#) instead.

Maximum upload file size: 2 MB.



# HOW TO ADD IMAGES INTO A POST

## Creating a New Post

Posts > Add New

## Edit an Existing Post

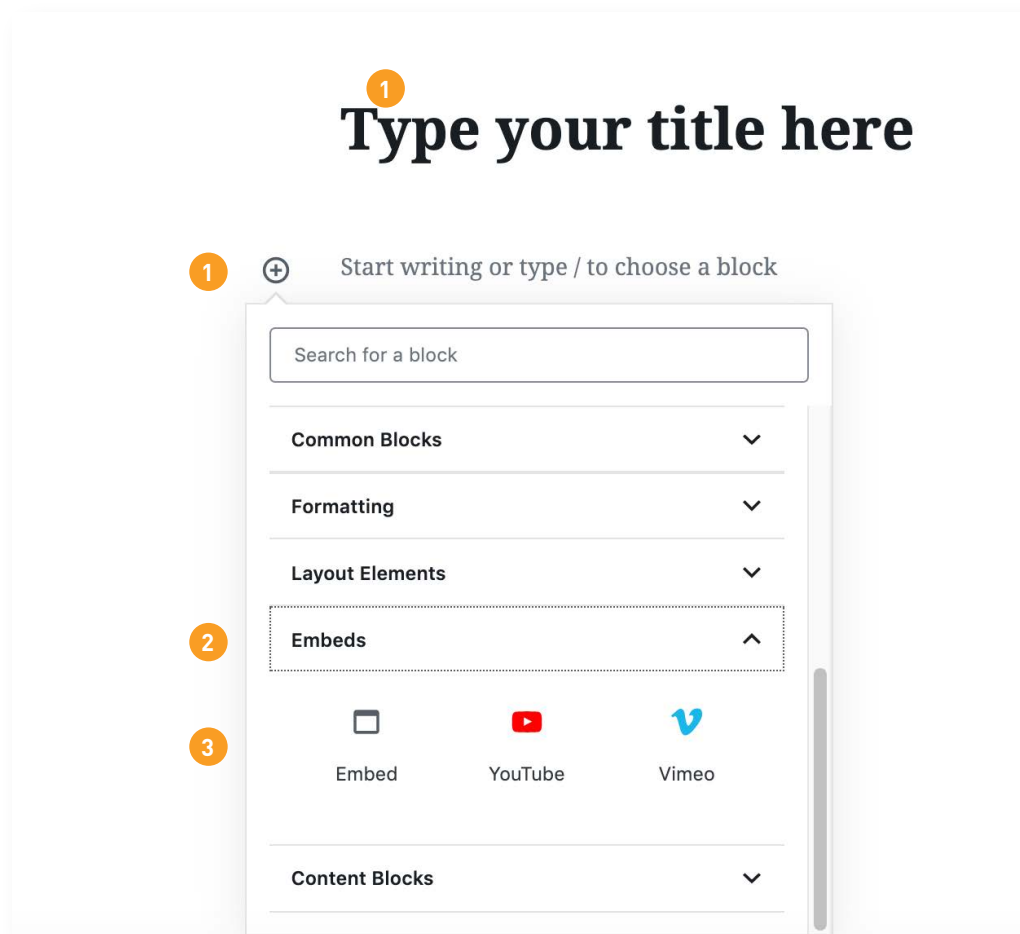
Posts > All Posts > Find the post you want to edit and click on the title of the post

- Step 1** | Title your Post/Announcement
- Step 2** | Type your message in the main Content Area
- Step 3** | Add a featured image to the post by scrolling down the right column on the page and clicking "Set featured image". All posts must have an image here, which will be displayed in your newsfeed on the homepage as well as at the top of the post. To change this image, select "Remove featured image" and add a new image.
- Step 4** | If you would like to add an additional image within the Content Area, click where you want the image to appear and select the picture icon to add image. Then select or drag and drop a photo into your Content Area.
- Step 5** | Click on image in the Content Area and "align left" or "align right" to position appropriately
- Step 6** | Click the Publish or Update button on the right-hand side.  
Your page is now live and ready to be viewed.

The screenshot displays the WordPress post editor interface. On the left is a sidebar menu with options like Dashboard, General Theme Settings, Posts, Media, Pages, Comments, Staff, Alerts, Appearance, Plugins, Users, and Tools. The main content area shows a post title "Type your title here" with a "1" next to it. Below the title is a block selection menu with options: Paragraph (2), Image (4), Heading (H), List, Quote, and File. A blue arrow points from the "Image" block option to a larger image of a young boy in a red shirt. Above this image is a "5" next to the "Align Left" option in a dropdown menu. To the right of the main content area is a "Document" sidebar with sections: Status & Visibility (Public, Immediately), Categories, Tags, Featured Image (3) with a "Set featured image" button, Excerpt, and Discussion. At the top right of the editor are buttons for "Save Draft", "Preview", and "Publish...". A "6" is placed above the "Publish..." button. At the bottom of the image of the boy is a "Write caption..." text field.

## HOW TO EMBED VIDEOS IN POSTS OR PAGES

- Step 1** | Select the plus sign to add a new block
- Step 2** | Scroll down to Embeds
- Step 3** | Select from embed code, Youtube or Vimeo link to embed your video.



## SHARING INFORMATION ABOUT YOUR SCHOOL

**Your homepage includes several different areas where you can share information, news and events about your school.**

### 1. CAROUSEL STORIES

Images should be sized at 1900px x 500px to display properly in the carousel. In order to update your carousel stories, see the instructions below.

**Step 1** | Pages > Home (sometimes called Front Home)

**Step 2** | Scroll to the Carousel Images section

**Step 3** | Add Images. If you would like to remove an image, hover over the image and click the X.

**Step 4** | Click update in the upper right

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### 2. INTRO PARAGRAPH AND QUICK LINKS

In order to update your Intro paragraph and Quick Links, see the instructions below.

**Step 1** | Pages > Home (sometimes called Front Home)

**Step 2** | Scroll to the Info Box section.

**Step 3** | Update the text or links.

**Step 4** | Click update in the upper right

### 3. RECENT NEWS STORIES

The middle section of the site is intended for the latest news and reminders and, ideally, will be updated at least weekly.

#### TIPS

- Headlines should be kept to a single line.
- Text is automatically pulled from the post text to fill the available space with a “Read More” link. Do not fill out the excerpt field.
- Ensure that your post is more than 200 characters long in order for the text to be filled out on your homepage.
- News posts require a featured image, with a suggested size of 1920px wide by 1080 px high. For your convenience, an image of your school logo is sized at 1920x1080 in the media library to use as needed.

#### CHANGING THE ORDER OF THE RECENT NEWS POSTS

Create a new post through the dashboard. Recent news posts are ordered based on publication time and date; more recent posts appear first. To change the order, change the publication time and/or date of the posts you want to re-order. **NOTE:** that all recent news posts appear when you click on the “recent news” button under the two rows of recent news. If you are concerned these posts may appear out of sequence, change the time rather than the date.

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### 4. FACEBOOK FEED

Your school Facebook feed automatically appears here.

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### 5. UPCOMING EVENTS

Your school Google calendar feed automatically appears here.

### 1. EDITING CURRENT STAFF LISTINGS

To view and/or edit your current staff listings, you will see a “Staff” label pinned to your administrative dashboard. When you click through each listing, you will see a variety of fields for each staff member, including bio, image and any website information. Fields that are filled out will appear on the staff member’s individual page.

**NOTE:** Note all current staff listings either have a staff picture or a placeholder image of your school logo. **Images of staff members should be 180 px wide by 180 px high.** The placeholder image is sized to these dimensions and is available in the media library.

### 2. ADDING STAFF MEMBERS

From the administrative dashboard, hover over the “Staff” label and click on “Add New” to bring up the staff listing form.

### 3. ORDER OF STAFF MEMBERS

Staff members should appear in alphabetical order in all places except for the principal, who will appear first under the ‘administration’ category.

### 4. MANAGING DEPARTMENTS

All staff members are assigned to a department. You can easily change department names or add departments by clicking on the “Staff” label pinned to your administrative dashboard and then clicking on “Department.” You’ll see a list of categories/departments and the opportunity to edit each name.

## MANAGING MENUS ON YOUR HOMEPAGE

### 1. EDITING YOUR MENUS

From the administrative dashboard, click on the “Appearance” label on the left and then on the “Menus” label.

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### 2. ADDING A MENU ITEM

On the left, you’ll see a column with your school’s list of pages. To add a new menu item, you must create a page. Then click on the new item and click on “Add to Menu,” and it will appear at the bottom of your current menu. Simply drag and drop it where you would like it to go. Click save and refresh the homepage to see the new item.

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### 3. EDITING A MENU ITEM

To edit a menu item that already exists, go to the Menu structure and click on the down arrow on the item you want to change. You’ll then see fields that you can change. Click save and refresh the homepage to see the changed item.

## MAINTAINING WEB ACCESSIBILITY

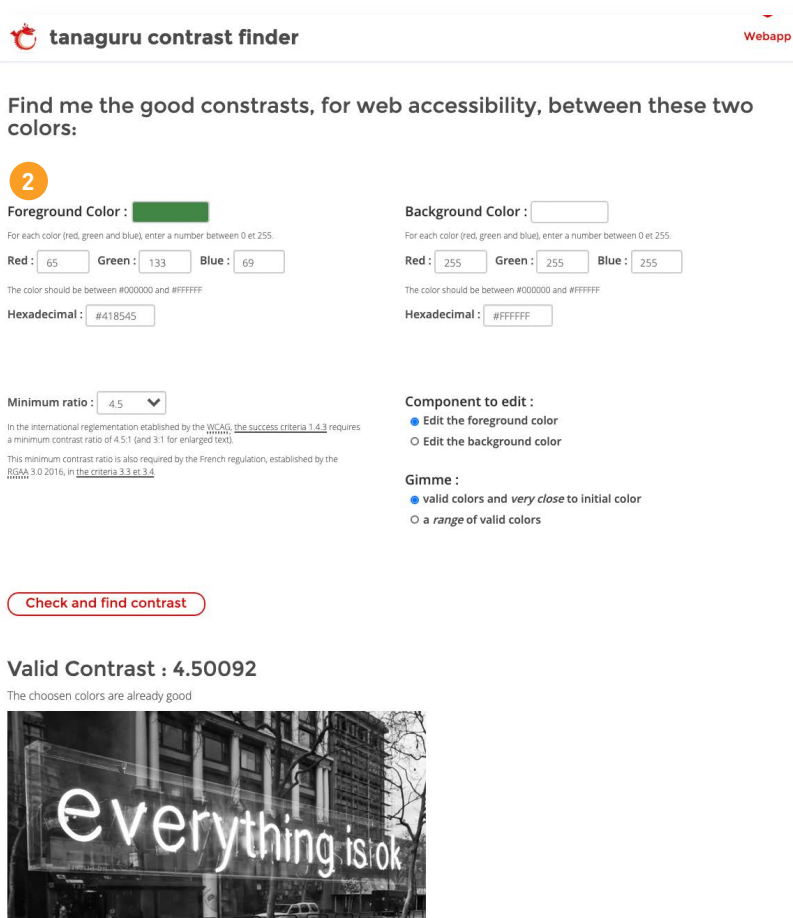
Web accessibility standards include best practices for web content to be accessible to people with a diverse range of hearing, movement, sight, and cognitive ability. Web “content” generally refers to the information in a web page or web application, including text, colors, images, and videos.

### WEBSITE COLOR CONTRAST

For text to be legible and distinguishable from its environment, it needs to have sufficient contrast with the background. Website users who have low vision, low contrast vision, or color vision deficiency will require color choices that meet color contrast ratios.

#### HOW TO VERIFY COLOR CONTRAST:

- Step 1** | Visit Tanaguru Contrast Finder website [contrast-finder.tanaguru.com](https://contrast-finder.tanaguru.com)
- Step 2** | Enter foreground color RGB or HEX, and the background color RGB or HEX to check and find contrast.



**tanaguru contrast finder** Webapp

Find me the good contrasts, for web accessibility, between these two colors:

**2**

**Foreground Color :**

For each color (red, green and blue), enter a number between 0 et 255.

Red :  Green :  Blue :

The color should be between #000000 and #FFFFFF

Hexadecimal :

**Background Color :**

For each color (red, green and blue), enter a number between 0 et 255.

Red :  Green :  Blue :

The color should be between #000000 and #FFFFFF

Hexadecimal :

**Minimum ratio :**

In the international réglementation established by the WCAG, the success criteria 1.4.3 requires a minimum contrast ratio of 4.5:1 (and 3:1 for enlarged text).

This minimum contrast ratio is also required by the French regulation, established by the RGAA 3.0 2016, in the criteria 3.3 et 3.4

**Component to edit :**

- ☒ Edit the foreground color
- ☐ Edit the background color


**Gimme :**

- ☒ valid colors and very close to initial color
- ☐ a range of valid colors


**Check and find contrast**


**Valid Contrast : 4.50092**

The choosen colors are already good





# MAINTAINING WEB ACCESSIBILITY

 tanaguru contrast finder



Find me the good contrasts, for web accessibility, between these two colors:

**Foreground Color :** 

**Background Color :** 

For each color (red, green and blue), enter a number between 0 et 255.

Red :  Green :  Blue :

The color should be between #000000 and #FFFFFF

Hexadecimal :

Minimum ratio :

In the international reglementation established by the [WCAG](#), the success criteria 1.4.3 requires a minimum contrast ratio of 4.5:1 (and 3:1 for enlarged text).

This minimum contrast ratio is also required by the French regulation, established by the [RGAA 3.0 2016](#), in the criteria 3.3 et 3.4.

Component to edit :


- ☒ Edit the foreground color
- ☐ Edit the background color

Gimme :


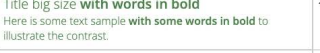


- ☒ valid colors and very close to initial color
- ☐ a range of valid colors

[Check and find contrast](#)


**Old contrast**


Foreground	Background	Sample	Ratio	Distance
hsl(120, 32%, 40%) rgb(70, 136, 71) #468847	hsl(0, 0%, 100%) rgb(255, 255, 255) #FFFFFF		4.3094	

**New contrast : 23 results (1,786,080 colors tested)**


Foreground	Background	Sample	Ratio	Distance
hsl(123, 34%, 38%) rgb(65, 133, 69) #418545	hsl(0, 0%, 100%) rgb(255, 255, 255) #FFFFFF		4.50092	5.43
hsl(118, 26%, 40%) rgb(77, 131, 76) #4D834C	hsl(0, 0%, 100%) rgb(255, 255, 255) #FFFFFF		4.50022	7.0
hsl(125, 39%, 37%) rgb(58, 134, 65) #3A8641	hsl(0, 0%, 100%) rgb(255, 255, 255) #FFFFFF		4.50038	12.5
hsl(119, 44%, 36%) rgb(53, 135, 52) #358734	hsl(0, 0%, 100%) rgb(255, 255, 255) #FFFFFF		4.50011	22.75


Find me the good contrasts, for web accessibility, between these two colors:

 tanaguru contrast finder



Find me the good contrasts, for web accessibility, between these two colors:

**Foreground Color :** 

**Background Color :** 

For each color (red, green and blue), enter a number between 0 et 255.

Red :  Green :  Blue :

The color should be between #000000 and #FFFFFF

Hexadecimal :

Minimum ratio :

In the international reglementation established by the [WCAG](#), the success criteria 1.4.3 requires a minimum contrast ratio of 4.5:1 (and 3:1 for enlarged text).

This minimum contrast ratio is also required by the French regulation, established by the [RGAA 3.0 2016](#), in the criteria 3.3 et 3.4.

Component to edit :

- ☒ Edit the foreground color
- ☐ Edit the background color


Gimme :

- ☒ valid colors and very close to initial color
- ☐ a range of valid colors

[Check and find contrast](#)

**Valid Contrast : 21.0**

The chosen colors are already good



The color ratio minimum score requirement is a 4.5. If the result does not meet the minimum ratio, then valid colors that are similar to the initial color are provided as a New Contrast option. The higher the score, the greater the contrast.

## ALTERNATIVE TEXT FOR IMAGES

The Alt Text (alternative text) for an image is for people who cannot see and use a screen reader that reads aloud the information on a page. When equivalent alt text is provided, the information is available to people who are blind, as well as to people who turn off images (for example, in areas with expensive or low bandwidth). It's also available to technologies that cannot see images, such as search engines.

### HOW TO ADD ALTERNATIVE TEXT FOR IMAGES:

- Step 1** | Add image block into a page or post
- Step 2** | Upload or select from image library to insert
- Step 3** | Add a description of the image in the Alt Text, press select.

The screenshot illustrates the steps to add alternative text to an image in the WordPress editor. It is divided into two main sections: the top section shows the initial block selection, and the bottom section shows the media selection and alt text entry process.

**Top Section: Adding an Image Block**

- Page Title:** The editor shows a page titled "Page Title" with a prompt "Start writing or type / to choose a block".
- Block Selection:** A modal window allows selecting a block. The "Image" block is highlighted with a red circle and the number "1". Other options include Paragraph, Heading, List, Separator, and Staff Listing.
- Block Settings:** A sidebar on the right shows settings for the selected block, including Status & visibility (Public), Publish (Immediately), Permalink (page-title), and a discussion toggle.

**Bottom Section: Select or Upload Media**

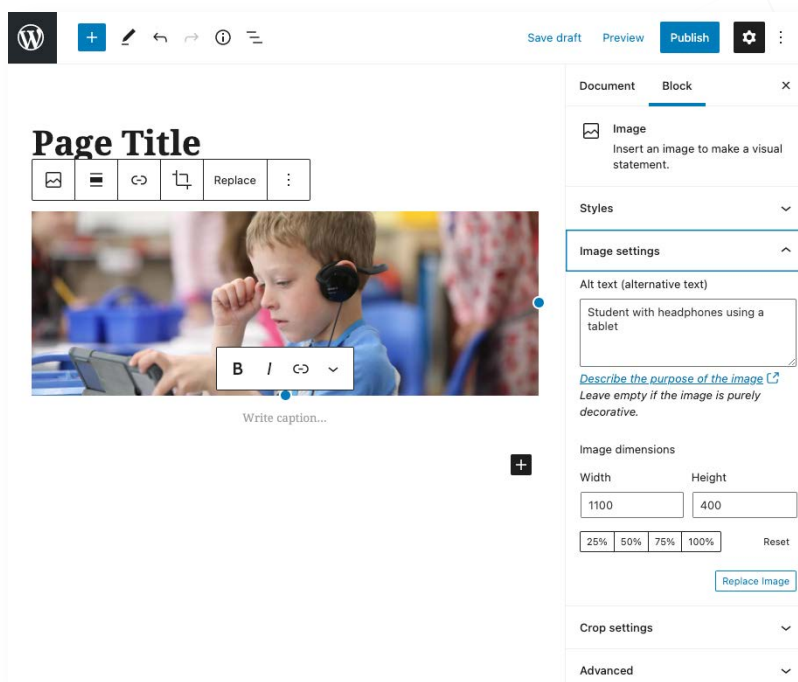
- Media Selection:** The "Select or Upload Media" modal is open, showing a grid of images. One image is selected with a red circle and the number "2".
- Attachment Details:** A sidebar on the right shows details for the selected image, "Stephen\_Knight-0028.jpg", including its date, size, and a link to "Edit Image".
- Alt Text Entry:** The "Alt Text" field is highlighted with a red circle and the number "3". The text "Student with headphones" is entered. Below it, a link "Describe the purpose of the image" is provided, with a note: "Leave empty if the image is purely decorative." Other fields for Title, Caption, Description, and File URL are also visible.

## MAINTAINING WEB ACCESSIBILITY

There are two other ways to add alt text.

**OPTION 1:** Underneath the Block Settings, expand Image settings to add or edit Alt text.

**OPTION 2:** From your Dashboard, access your Media Library. Click on any image and edit the alternative text. When you close out the image, the alternative text will be saved.



## VIDEO ACCESSIBILITY

Video is a multimedia tool that involves both sound and images to tell a full story. For those who are visually or hearing impaired, it is required to have that information in another form (closed captioning and transcriptions) to ensure full accessibility to that video. This rule applies to any video on a DPS website, even if it is (for example) an embedded video from YouTube that someone else owns.

### ■ CAPTIONS

Closed captions are the most accessible option, according to our correspondence with the Office of Civil Rights. Before posting a video publicly to a DPS website or social media post, it is good practice to have a finalized caption file (written in the video's native language) attached to that video.

You can create captions using a number of tools available online. The easiest approach is to upload the video to Youtube or Facebook, and use the auto-captioning tool to do most of the work for you. **Instructions on how to create captions using the YouTube tool are available in this document under “How To Use YouTube to Create Captions” on page 17.**

**NOTE:** Captions auto-created by the video hosting platform (such as YouTube or Facebook) are not considered accessible. A user uploading the file must fully review the auto-captions to ensure they are matching the word-for-word audio presentation, along with proper punctuation (periods, commas, capitalization, spelling) within a video to be compliant with OCR accessibility requirements.

After review, you can finalize the captions by ‘publishing’ them. Save the caption file to your computer, and you can then use that caption file on any other video hosting platform (including vimeo). This will make your video accessible and ready to post publicly.

### TRANSCRIPTS

In lieu of captions (if the video is hosted by another source), or while in the process of captions being created and uploaded, you can provide a transcription of the word-for-word audio (below). In some cases, this may be the only form of accessibility you can provide (i.e., the video belongs to someone else who did not create a caption file).

**NOTE:** A transcription is not preferred, but does work as a temporary form of access (ahead of finalizing a caption, for instance, if a video needs to be posted quickly).

Transcripts are also beneficial for those using screen reading tools and search engine optimization, so feel free to keep them up even after your caption file has been created.

Audio files aren’t available to people who can’t hear, as well as to search engines and other technologies. A transcript of the video dialogue assists people with a diverse range of hearing, as well as those with limited Internet bandwidth to view videos.

#### How To Make Transcripts

Add a video transcript using these formatting tips:


- To force the start of a new caption, use a blank line.
- To designate background sounds, use square brackets. For example, [music] or [laughter].
- Add >> to identify speakers or change of speaker.

## MAINTAINING WEB ACCESSIBILITY






### How to add Transcripts for Videos



#### Option 1: Embed a video on a page/post

After embedding a video block, add the transcript below using a paragraph block. Videos hosted on Google Drive will need to have transcripts included this way.










+



Save draft Preview Publish 

# Page Title





Write caption...

[Applause]


>>NARRATOR  
During a year when history feels like it's written every day...

>>KALIAH YIZAR  
All history matters. But our history needs to matter now, more than ever.

>>NARRATOR  
These Black students from Dr. Martin Luther King, Jr. Early College, are pushing for history curriculum, to change – and better reflect themselves.

>>YIZAR  
Because no one should have to wait as long as we have to have their history

Document Block X

 YouTube  
Embed a YouTube video.

Media settings ^  

Resize for smaller devices  
*This embed will preserve its aspect ratio when the browser is resized.*

Advanced v

Document → YouTube

## MAINTAINING WEB ACCESSIBILITY

### Option 2: Linking text or button to a video on YouTube or Vimeo

Add a hyperlink to open a video in a new tab hosted on YouTube or Vimeo video, and add the transcript in the description section.



DMLK Students Advocate for Inclusive Curriculum

73 views • Sep 22, 2020

2 1 SHARE SAVE ...



Denver Public Schools  
1.79K subscribers

SUBSCRIBE

(Applause)

NARRATOR

During a year when history feels like it's written every day...

KALIAH YIZAR

All history matters. But our history needs to matter now, more than ever.

NARRATOR

These Black students from Dr. Martin Luther King, Jr. Early College, are pushing for history curriculum, to change – and better reflect themselves.

YIZAR

Because no one should have to wait as long as we have to have their history fully and truthfully told. Not just our struggles, but our successes. Not just our pain, but our beauty. Not just where we've been, but where we are going.

NARRATOR

Where these young women are going: is to the Denver Board of Education - with their "Know Justice, Know Peace" resolution. It calls for Denver Public Schools to adapt inclusive curriculum.

JENELLE NANGAH

"Truly being able to find myself within my history."

NARRATOR

A trip to the National Museum of African-American History and Culture in Washington D.C. last year, opened their eyes to topics, and people, they hadn't seen or heard about in their classrooms.

### | HOW TO USE YOUTUBE TO CREATE CAPTIONS

[Click here to watch a video](#) that explains how to add Youtube captions; written instructions are provided below.

1. LOGIN with a YouTube account (for the purpose of creating captions, any youtube account will work)
2. UPLOAD your video

**Step 1** | Click on the 'CREATE' icon (looks like a video camera) at the upper right of your browser

**Step 2** | Click on "Upload Video"

**Step 3** | Follow the on screen instructions, and allow for your video to fully upload.

3. While / after uploading, you should already be on the CONTENT page – which lists all of your video files. From here, click on SUBTITLES on the left-hand column.

If you are not on the CONTENT page or can't see SUBTITLES as an option, you can access it from the YOUTUBE STUDIO page.

To navigate to the CONTENT or SUBTITLES pages via YouTube Studio:

**Step 1** | Click on the icon on the upper right of the Youtube home page

**Step 2** | Click on 'YouTube Studio'

**Step 3** | Find the CONTENT (all your files) and SUBTITLES (captioning tools) buttons on the left-hand column

**Step 4** | Click SUBTITLES

4. On the SUBTITLES page, click on the video you would like to caption. You will navigate to the "Video Subtitles" page for this specific video.
5. From here, you can create subtitles with YouTube's auto-generated captions (bullet a), or by manually typing in your own (bullet b).

#### A) AUTO-GENERATE CAPTIONS (Slower, but less labor intensive)

To let YouTube auto-generate captions (which you are required to review for punctuation, spelling, etc. to be compliant with OCR guidance), you can simply refresh this page until the option pops up. Generally speaking, it takes YouTube between 5-10 minutes for shorter videos, and about 30 minutes for longer videos.

When captions have been auto-generated, you should see an option under Language like English (Automatic).

## MAINTAINING WEB ACCESSIBILITY

### TO EDIT THESE CAPTIONS (required)

**Step 1** | Click on “Duplicate and Edit”

**Step 2** | Review the captions with the captioning tool on the next page, and when done, click the blue PUBLISH button at the upper right of the window.

**Step 3** | You will then be automatically navigated back to the “Video Subtitles” page, where you can DOWNLOAD your captions.

**Step 4** | Hover over the captions you just created

**Step 5** | On the right hand side will be three vertical dots. Click on that to bring up an options menu

**Step 6** | Click download, then select .srt

**Step 7** | You can now use this caption file across the internet! Be sure it’s saved in a location where you can easily find it later. Note that Facebook has an added naming mechanic, where you will have to rename the .srt file as “filename.en\_US.srt” to upload it for English.

### B) CREATE CAPTIONS (Preferred - More precise, potentially faster, but slightly more labor intensive on the typing side of things without a transcript)

**Step 1** | Click on the blue ADD LANGUAGE button

**Step 2** | Select your language

**Step 3** | Scroll to the right and click on “ADD” for the caption file you just created.

**Step 4** | Click on AUTO-SYNC

**Step 5** | On the left hand column (where it says “Enter the words that are spoken”), you can either copy and paste a transcript (if you have the word-for-word script for the video) or manually type in the audio that’s spoken (as well as critical messages / words displayed on screen) while reviewing the video. You can start and stop the video (using the play button, or by using keyboard shortcuts). You can also check the box that says “pause while typing” for YouTube to automatically give you a break while you’re typing out the video.

**Step 6** | When finished typing out all dialogue / critical on-screen words and messages, click on “ASSIGN TIMINGS” (upper left of the window). YouTube will either automatically show the captions made, or tell you it needs more time.

**Step 7** | If the captions populate automatically (you’ll see several boxes pop up), you’re all set! Click the blue PUBLISH button at the top right of the window. You will then be automatically navigated back to the “Video Subtitles” page, where you can DOWNLOAD your captions.

**Step 8** | Hover over the captions you just created. On the right hand side will be three vertical dots. Click on that to bring up an options menu.

**Step 9** | Click download, then select .srt. You can now use this caption file across the internet! Be sure it’s saved in a location where you can easily find it later. Note that Facebook has an added naming mechanic, where you will have to rename the .srt file as “filename.en\_US.srt” to upload it for English.

## MAINTAINING WEB ACCESSIBILITY

If the captions did not populate automatically, you will need to give YouTube more time to assign timings to the dialogue you just put in the box (happens frequently with long transcripts. You will be kicked back to the “Video Subtitles” page to wait. Refresh every few minutes. Eventually, there will be an option to review the captions. Click on that option when it pops up, and review the captions – then click on the blue PUBLISH button at the upper right of the screen. You will then be automatically navigated back to the “Video Subtitles” page, where you can DOWNLOAD your captions.

**Step 1** | Hover over the captions you just created

**Step 2** | On the right hand side will be three vertical dots. Click on that to bring up an options menu

**Step 3** | Click download, then select .srt

**Step 4** | You can now use this caption file across the internet! Be sure it’s saved in a location where you can easily find it later. Note that Facebook has an added naming mechanic, where you will have to rename the .srt file as “filename.en\_US.srt” to upload it for English.

## OVERALL THEME INFORMATION

The theme uses the new **Wordpress Gutenberg page builder**. It is important to note that Gutenberg is a new technology so improvements will be rolling out constantly in the coming years. The theme uses a combination of included gutenberg blocks and some that are custom.

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### THEME BLOCKS

- **IMAGE** The image block is one of the most basic block elements. It can be used to insert a single image on your post or page.
- **PARAGRAPH** The paragraph is another very simple block. It is used for display chunks of text. The paragraph blocks has some basic formatting tools associated with it. If advanced formatting is necessary you may need to utilize a different block.
- **HEADING** Use the heading block to break a page into sections. Headings should be arranged in an outlined based structure with the most important topics fall under an <h1> tag. There are also basic formatting tools for the heading tag like bold, italic and links.
- **LIST** The list content block is a simple block that displays lists of information. Two types of lists are available, unordered, bulleted lists and numbered lists.
- **QUOTE & PULLQUOTE** The quote and pull quote blocks are very similar. Both are used for highlight a quote and citation. The quote has an accent bar on the left side of the content while a pull quote separates itself from content with top and bottom accent bars.
- **FILE** The file block creates a link to a file that has been uploaded to the media library. There is an option available to display a download button next to the link.
- **VIDEO** The video block will display a file that has been uploaded to the media library. This can be useful to post a video quickly, but for better performance it is advised that web admins embed videos from Vimeo or YouTube.
- **CLASSIC** The classic block utilizes all of the editing features of the Wordpress content editor. This block has many more content editing features as compared to the paragraph block.

- **CUSTOM HTML** You can insert custom HTML code like <iframe>, <script> and <style> tags. This can be useful for embedding content from Facebook and Twitter.
- **TABLE** The table block displays tabular data. A user can specify one or many rows and columns. There is also basic formatting for the table cell data.
- **ROW** The row block is one of the most important blocks. It is used to create custom layouts within pages. After selecting the row block a web admin will be prompted to select a number of columns. Once the number of columns is selected a web admin can choose the layout depending on which column widths are necessary. The row block serves as a container so once a layout is selected the web admin must still add additional content blocks for display. It is recommended that a user avoids nesting rows in rows as this can create an overly complex layout.
- **BUTTON** A button block creates a button and allows you to link to other pages or third party sites.
- **MORE** A read more block can be used instead of an excerpt to specify which content is displayed on archive pages. Note that it is advised that a web admin uses the excerpt field for greater control of the excerpt.
- **SEPARATOR** A separator adds a horizontal rule that is used to provide an indication of a new section within a page or post. Users can also specify margin and padding to add space between the separator and other content blocks.
- **SPACER** A space simply adds vertical space between elements.
- **YOUTUBE, VIMEO AND GENERIC EMBED BLOCK** An embed blocks allows a user to embed third party content onto your site. This is the easiest way to embed content is by pasting a URL into the embed field of the embedded block. Content from the following sites can be embedded:

- |              |                |                |                |
|--------------|----------------|----------------|----------------|
| • YouTube    | • Cloudup      | • Mixcloud     | • Speaker      |
| • Twitter    | • CollegeHumor | • Photobucket  | • TED          |
| • Facebook   | • Dailymotion  | • Polldaddy    | • Tumblr       |
| • Instagram  | • Funny or Die | • Reddit       | • VideoPress   |
| • Vimeo      | • Hulu         | • ReverbNation | • WordPress    |
| • Soundcloud | • Imgur        | • Screencast   | • WordPress.tv |
| • Spotify    | • Issuu        | • Scribd       |                |
| • Flickr     | • Kickstarter  | • Slideshare   |                |
| • Animoto    | • Meetup.com   | • SmugMug      |                |

- **IMAGE GALLERY** An image gallery displays one or many photo thumbnails to the web user. Click the thumbnails will open up a lightbox view and allow the user to use next and previous buttons to navigate through the images.

- **SLIDESHOW** A slide show displays a scrolling carousel of images to users. There are many different settings to configure depending on how the slide is place on the page:

**Images Per Slide** - These settings allow a web admin to specify how many slides to display depending on the screen size of the user. A useful use case is if you would like to place a slideshow in a narrow column. With limited space a user should select 1 image per slide for each screen size. If a slideshow is placed in a large area it can be useful to specify multiple images per slide on larger devices.

**Space Between Slides** - This represents the distance between the images on a given slide.

**Show Controls, Loop Slideshow, Autoplay and Delay** - These settings control the UI interface and whether or not the slide will autoplay without user interactive.

- **STAFF LISTING** The staff listing will display all staff members from a specified department. Note that more than one department may be chosen.