



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.

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

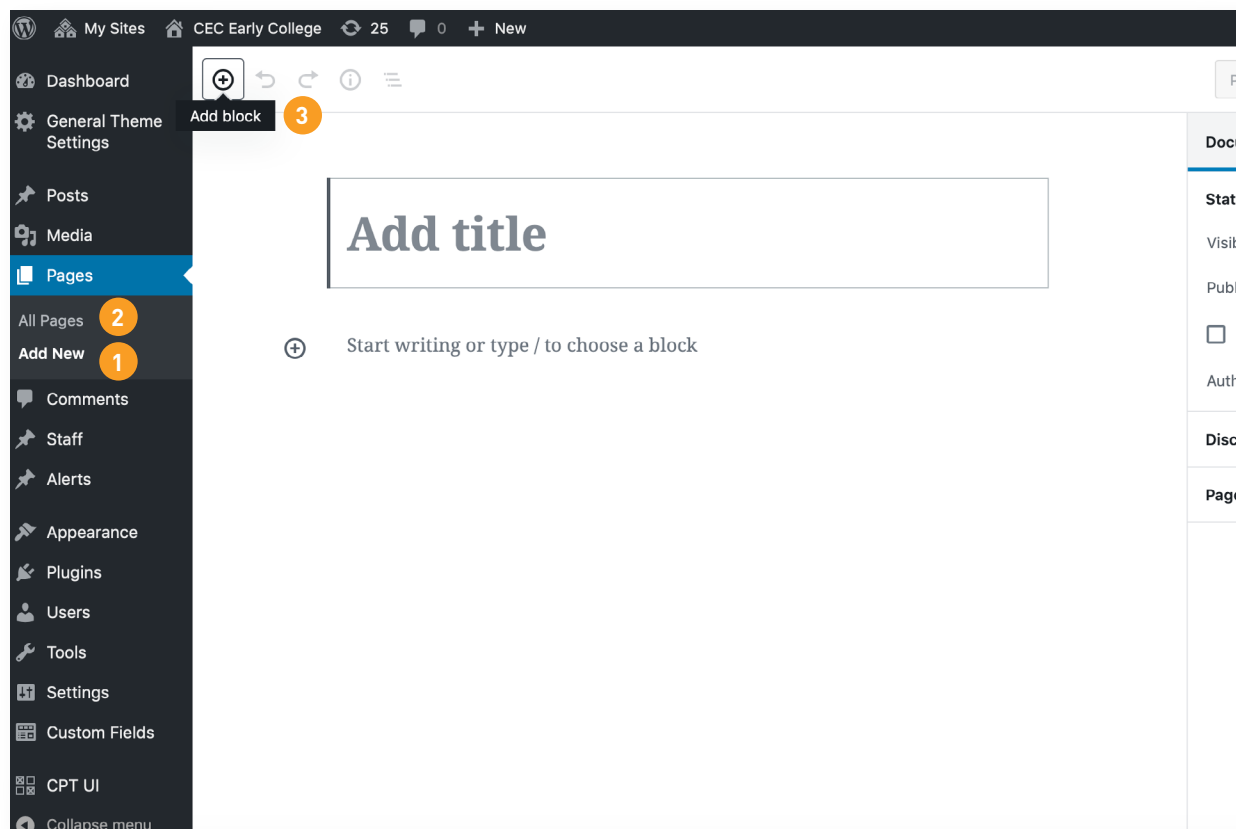
Pages > Add New

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

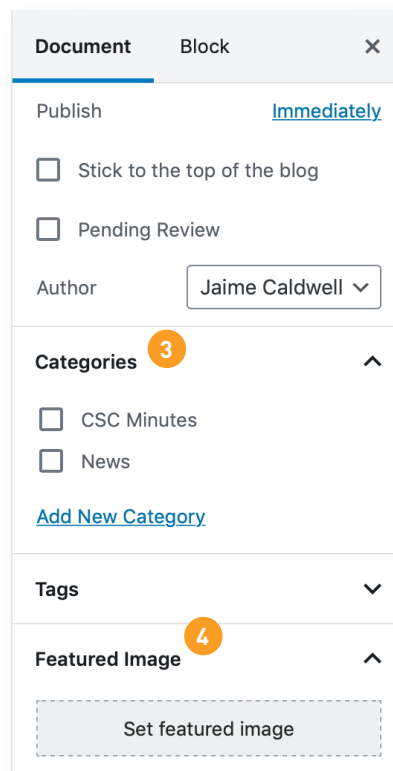
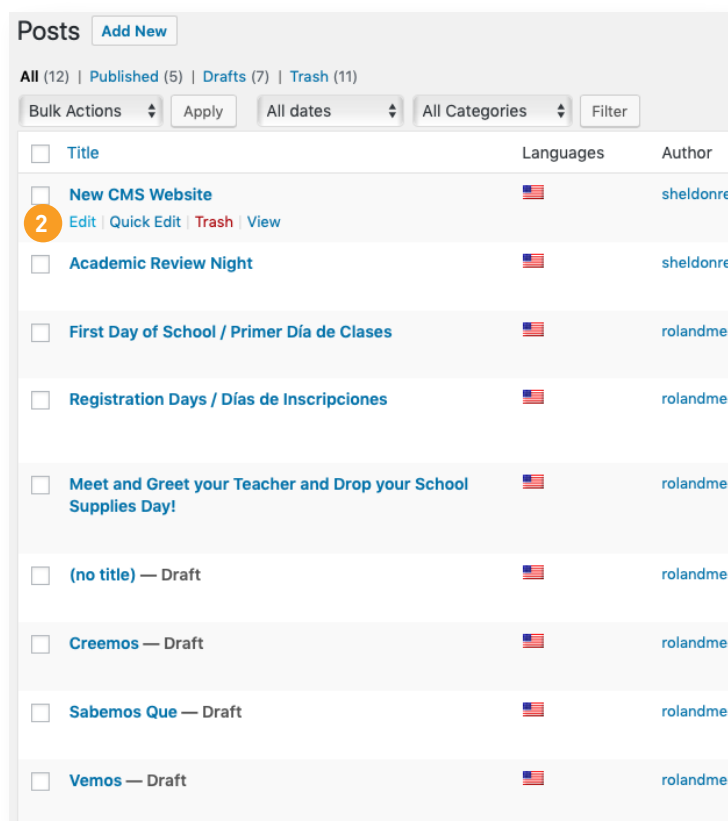
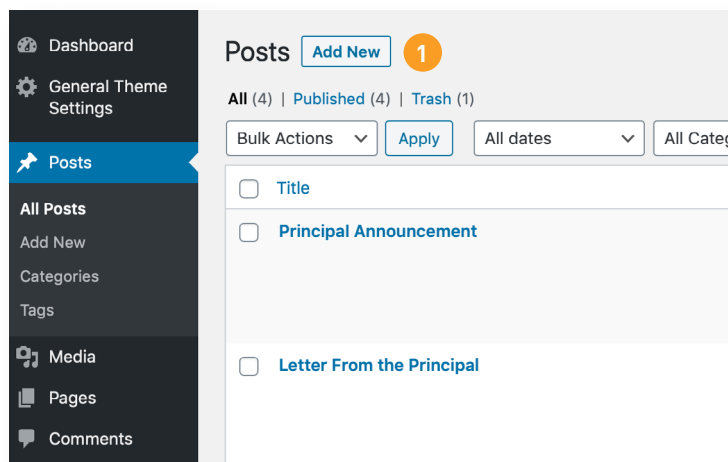
Posts are used for displaying website news.

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.

The screenshot shows the WordPress Media Library interface. The top navigation bar includes 'My Sites', 'Ashley Elementary', '25', '0', '+ New', and 'Howdy, superadmin'. The left sidebar contains a menu with 'Dashboard', 'General Theme Settings', 'Posts', 'Media' (highlighted with a '3'), 'Library', 'Add New', 'Pages', 'Comments', 'Staff', 'Alerts', 'Appearance', 'Plugins', 'Users', 'Tools', 'Settings', 'Custom Fields', 'CPT UI', and 'Collapse menu'. The main content area is titled 'Media Library' and includes an 'Add New' button. Below the title are filters for 'All media items', 'All dates', and 'Bulk Select', along with a search box. The media grid displays a variety of items: a PDF file named '2019-20_ashley_calendar.pdf', several photographs of children in a classroom, a colorful elephant logo with 'ASHLEY ELEMENTARY' text, a Facebook logo, and a red and purple hoodie.

HOW TO ADD IMAGES INTO A POST

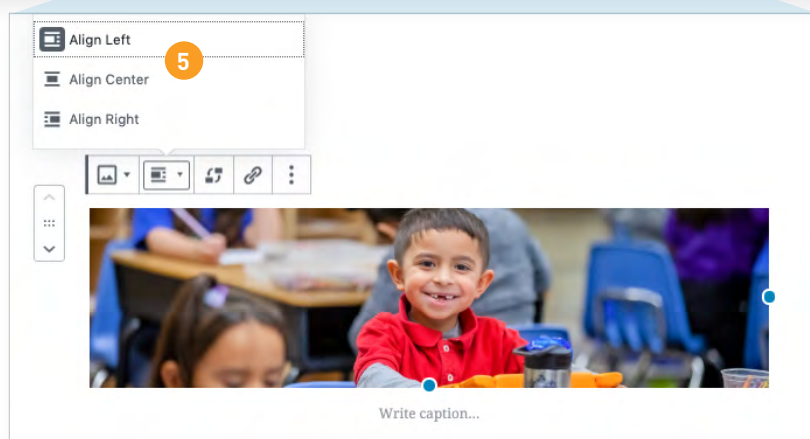
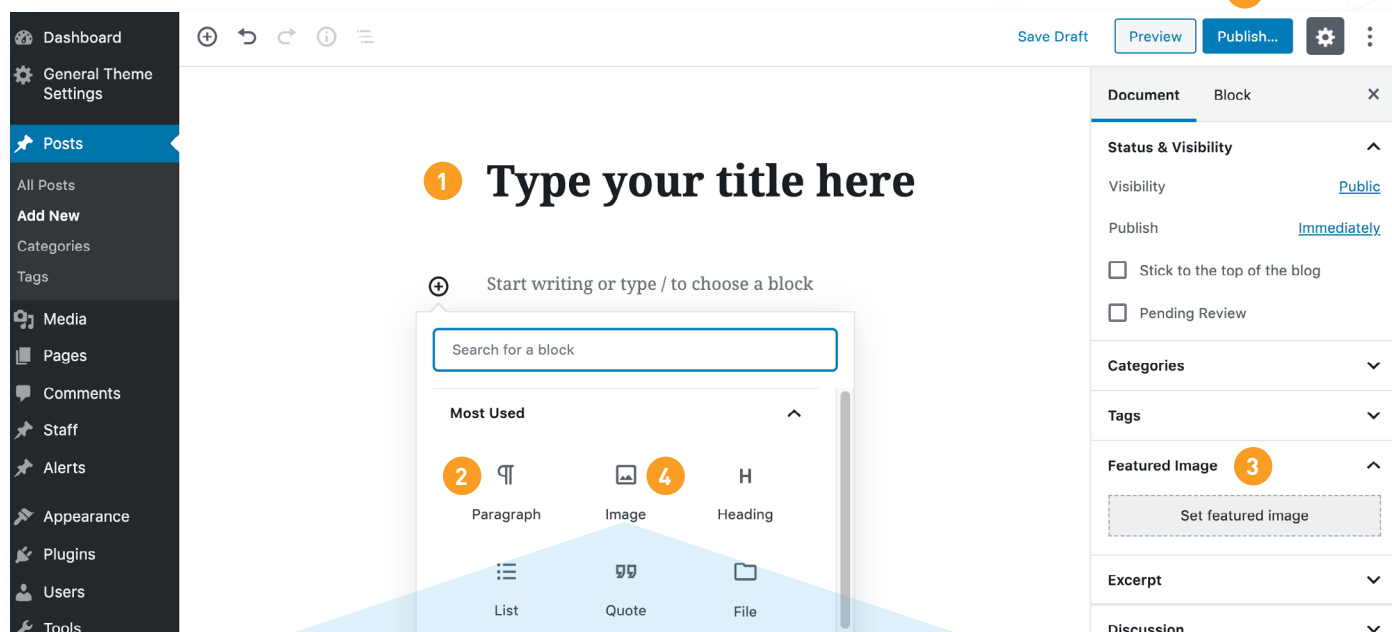
Creating a New Post

Posts > Add New

Edit an Existing Post

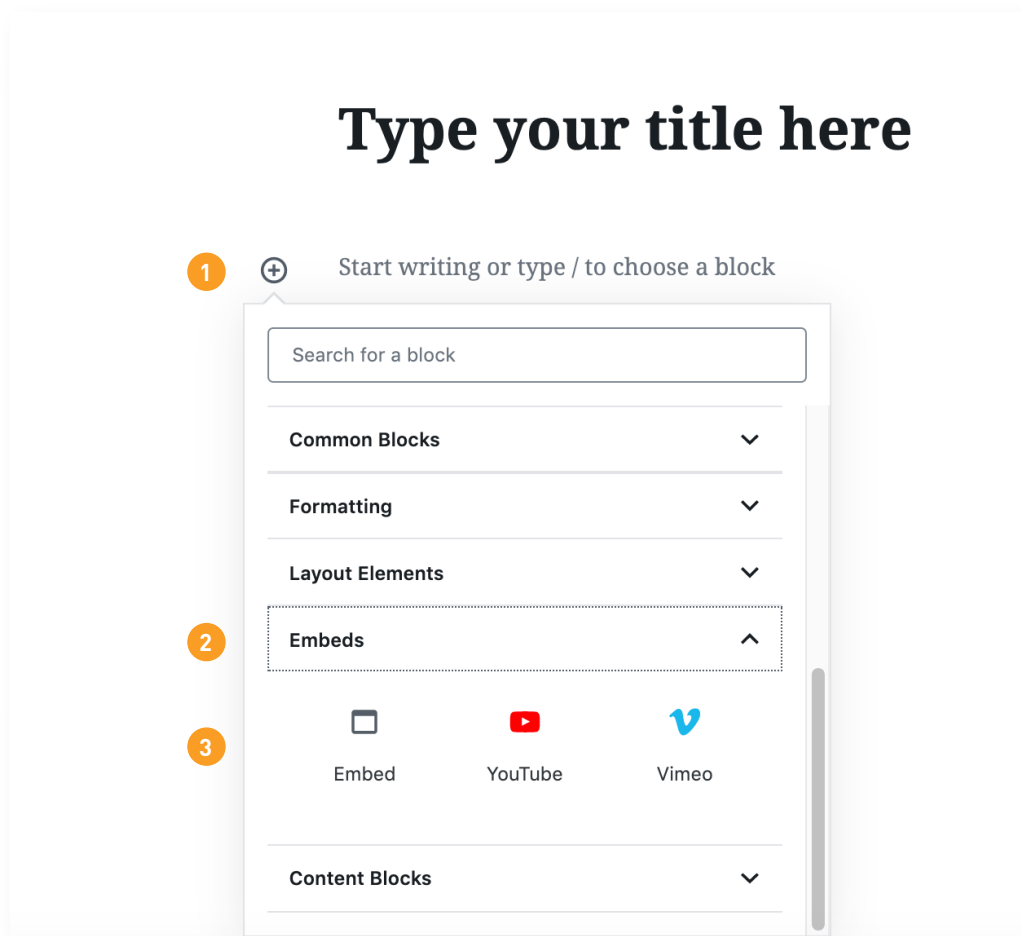
Posts > All Posts > Find the post you want to edit and click on the title of the post

- 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.



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

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.

4. FACEBOOK FEED

Your school Facebook feed automatically appears here.

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.

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.

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.

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.

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.