Information Technology Services

Quick Start Guide for Detroit Mercy Sites
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Login

- Navigate to: http://sites.udmercy.edu
- Click on the LOGIN link.

Please use your My Portal or website credentials to log in.

A website will automatically be created for you at https://sites.udmercy.edu/username (where “username” is your My Portal username). If you would like a custom website address, please create a Help Desk ticket at https://hd.udmercy.edu.
Dashboard

- After logging in, the **Dashboard**, or main administration area, will open.
- The Dashboard tells you about recent activity both at your site and in the WordPress community at large and provides access to updating your site.

![Dashboard Screenshot](image)

Posts

- Posts are the principal element (or content) of a blog. The Posts are the writings, compositions, discussions, discourses, and musings of a blog owner and contributors.
- To add a post, click on **Posts** in the navigation menu on the left and **Add New**.

![Add New Post Screenshot](image)

- WordPress displays the Add New Post screen. Give your post a **title** and **body**.
• Click on Edit next to Publish immediately if you would like to change the date and/or time of the posting.
• Finally, click Publish to make your post visible on your blog. (You may always go back later and make changes.)

All Posts

• Via the All Posts screen you can select the Post or Posts you wish to edit, delete, or view. Multiple Posts can be selected for deletion and editing.
**Categories**

- Every Post in WordPress is filed under one or more categories. Categories allow the classification of your Posts into groups and subgroups, thereby aiding viewers in the navigation and use of your site.
- The Posts Categories screen allows you to add, edit, and delete categories, as well as organize your categories hierarchically. Multiple Categories can be selected for deletion. A search option allows you to find the Categories you want to edit or delete.

**Tags**

- Tags are the keywords you might assign to each post. Not to be confused with Categories, Tags have no hierarchy, meaning there’s no relationship from one Tag to another. But like Categories, Tags provide another means to aid your readers in accessing the information on your blog.
- The Posts Tags screen allows you to add, change, or delete Tags. Multiple Tags can be selected for deletion. A search option allows you to find the Tags you want to edit or delete. Also, remember Tags can be added in the Posts Add New screen.
Media

- Media is the images, video, recordings, and files you upload and use in your blog. Media is typically uploaded and inserted into the content when writing a Post or Page.
- Within a post, click on Add Media.

- Any previously uploaded pictures will be in your Media Library. If you are uploading from your computer, click on the Select Files tab.
• You may choose to change any picture properties in the right menu. Finally, click on the **Insert into post** button to add your picture to the post.
Links Menu

- The links menu (or Blogroll) allows you to share the blogs you enjoy reading with your reading public.

- The links may be displayed on your blog with a Widget. (The example below shows the Digital Special Collections Blogroll, which links to the “Archives + Special Collections” blog and the “Libraries/IDS Digital Special Collections” blog.)

**Digital Special Collections**

**Welcoming the Tamarack**  12 Dec 2013

The University of Detroit Mercy Libraries/Instructional Design Studio is proud to announce that our newest archive, the Tamarack collection, is now available. Beginning in 1907, these publications are considered the first issues of what in 1913 would be absorbed by the *Varsity Newspaper* that started its publication in 1918.

Reading through each issue of this unique resource is a great way to explore not only a bit of UDM history, but a historical perspective of a very interesting time for the city and the country. These rare issues encompass the years just prior to and during the first world war. The innocence was still there in the fresh outlook of an academic world whose students were not yet jaded by the devastation the world was about to experience. Each essay, with its emphasis on spiritual values, studied philosphizing, and boysih humor, offers entry into the hopes and dreams of the still pure hearts of its young writer. There was more focus on keeping a light heart than knocking down to the hard facts of living in a dangerous world that the war would encourage in later years.

The stories, commentary, and photographs found within these pages are unlike any to be found in other...
Pages

- A Page is another tool to add content to a WordPress site and is often used to present "static" information about the site; Pages are typically "timeless" in nature. A good example of a Page is the information contained in "About" or "Contact" Pages. (Because Pages live outside of the normal blog chronology, and as such, are not displayed with the rest of your Posts, but are displayed individually.)

- The example below shows the About page for the Poetry Blog: A Work Day in Hard Times.

Poetry Blog: "A Work Day in Hard Times"

“Hard times -- a Congress locked in venom and contempt for those with whom one must negotiate. "partisan" is a common adjective for elected officials at the national level; Detroit city caught in uncertainties about bankruptcy that stir mistrust and fear for the future.

In easy times you don't have to be so careful about your language; you will spontaneously find playful words, wise with kindness. In hard times it helps to pay attention to word choices lest we slide into cynical, frightened or bitter language that biases our imaginations. The poems or sacred texts in these posts are beautiful, just the thing to pay attention to in hard times.” - John sj

About

UDM Mission Statement

The University of Detroit Mercy, a Catholic university in the Jesuit and Mercy traditions, exists to provide excellent, student-centered, undergraduate and graduate education in an urban context. A UDM education seeks to integrate the intellectual, spiritual, ethical, and social development of our students.
Comments

- Comments are a feature of blogs that allow readers to respond to Posts. Typically, readers simply provide their thoughts regarding the content of the post, but users may also provide links to other resources, generate discussion, or simply compliment the author for a well-written post.
- In the Comments screen, you can edit and delete as well as mark comments as spam. Comments that are awaiting moderation can be marked as approved or previously approved comments can be unapproved. Multiple comments can be selected and approved, marked as spam, unapproved, or deleted. A section at the top of the Comments screen displays the number of comments awaiting moderation and the number of approved comments. A search box allows you to find specific comments.
Appearance

- From the Appearance screen, you can control how the content of your blog is displayed. WordPress allows you to easily style your site by either installing and activating new Themes or changing existing Themes.

Themes

- A Theme is the overall design of a site and encompasses color, graphics, and text.
- From the Appearance Themes screen, you can choose which Theme will be presented to users visiting your site. You can also view screenshots of each theme you have uploaded to your site.
Customize

- The Customize screen displays the settings that can be customized for a specific theme. (This option will only be present if the Theme author has configured the theme to allow this capability.)

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May 21- Mary Oliver – “Wild Geese”

Posted on May 23, 2021 by poetry

"over and over announcing your place

in the family of things."

Some few years ago, I was catching up with an old friend after too long a hiatus. I tracked his email address and found a batch of emails. In three of them we exchanged posts about a poem both of us like a great deal. I read it again and decided to post it on the second last Friday in this Spring’s wide open outpouring of this first Spring since the ordeal of Covid. I imagined that my dad would have liked this poem a lot, Mary Oliver’s “Wild Geese” brought me back to October 1980 when he died. I wrote this journal note then.

“While he was dying -- -- after pancreatic cancer gone to the liver made him thin and jaundiced -- -- one day he put on a business suit, now too big for his body, and went one last time to the modest city bank where he had been president for years. He stopped at each person’s work place, told each one goodbye; told them that he was proud to have worked with them, shook hands, and came back home where we had moved his bed downstairs into the dining room for his last weeks.

Dad was a man who enjoyed the ordinary human condition and respected the women and
**Widgets**

- Widgets are gadgets or gizmos that allow you to add various pieces of information to your Theme's sidebar content. Widgets, for example, can be used to add Categories, Archives, Blogroll, Recent Posts, and Recent Comments to your sidebar.
The Menus feature allows you to create a navigation menu of pages, categories, custom links, tags, etc. that is presented to your visitors. (This option will only be present if the Theme author has configured the theme to allow this capability.)
**Header**

- The Header feature allows you to manage what image is displayed in a Theme's header. (This option will only be present if the Theme author has configured the header to allow this capability.)
Background

- The Background feature allows you to manage the look and feel of the background for your theme. (This option will only be present if the Theme author has configured the theme to allow this capability.)
Plugins

- Plugins allow you to add new features to your WordPress blog that don't come standard with the default installation. (We recommend using plugins sparingly. Often, we find plugins are not maintained by the creator and the plugin stops working overtime.)

Users

- Via the Users option in the main navigation menu, you can set up user accounts, as well as change user information, or delete users. A user can be assigned the following roles: Administrator, Editor, Author, Contributor, or Subscriber.
Tools

- WordPress Tools provide you the ability to import content from other sources, export your content, or delete your site.
Settings

- In the Settings Administration screen are all of the settings that define your blog as a whole: settings that determine how your site behaves, how you interact with your site, and how the rest of the world interacts with your site. This is different from the previous options in that the previous settings have dealt with specific parts of your site or have been limited in scope (only applying to one Category, for example).

General

- The Settings General screen is the default screen in the Settings Administration screen and controls some of the most basic configuration settings for your site: your site's title and time zone and how dates and times are calculated and displayed.
Writing

- Using the Settings Writing screen, you can control the interface with which you write new posts. These settings include the default Post Category, the default Post Format, the default Link Category, and the default editor.
**Reading**

- In the Settings Reading screen, you can decide if you want posts or a "static" Page, displayed as your blog's front (main) page. You can also adjust how many posts are displayed on that main page. In addition, you can adjust syndication feed features to determine how the information from your site is sent to a reader's web browser or other applications.
**Discussion**

- The Settings Discussion screen allows you to control settings concerning incoming and outgoing comments, pingbacks, and trackbacks. You can also control from this screen the circumstances under which your blog sends you an email notifying you about the activity at your site, and you can decide if your blog should show Avatars and their ratings.
Media

- The Settings Media screen allows you to determine the maximum dimensions in pixels to use when adding an image to the Media Library.
**Permalinks**

- By default, WordPress uses web URLs that have question marks and lots of numbers in them; however, WordPress offers you the ability to create a custom URL structure for your permalinks and archives. This can improve the aesthetics, usability, and forward compatibility of your links. The Settings Permalinks screen controls how that custom URL structure is defined.