Information Technology Services

Quick Start Guide for Detroit Mercy Sites
### Quick Start Guide Sections:

- **Login** ........................................................................................................... 2
- **Dashboard** .................................................................................................... 3
- **Posts** ............................................................................................................ 4
  - **All Posts** .................................................................................................. 5
  - **Categories** ............................................................................................... 6
  - **Tags** .......................................................................................................... 7
- **Media** ........................................................................................................... 8
- **Links Menu (Blogroll)** .................................................................................. 10
- **Pages** ........................................................................................................... 11
- **Comments – Reader Feedback** ..................................................................... 12
- **Appearance** ................................................................................................ 13
  - **Themes** .................................................................................................... 13
  - **Customize** ............................................................................................... 14
- **Widgets** ....................................................................................................... 15
- **Menus** .......................................................................................................... 15
- **Header** ......................................................................................................... 16
  - **Background** ............................................................................................ 17
- **Plugins** .......................................................................................................... 18
- **Users** ........................................................................................................... 18
- **Tools** ............................................................................................................ 19
- **Settings** ....................................................................................................... 19
  - **General** .................................................................................................... 20
  - **Writing** ..................................................................................................... 21
  - **Reading** ................................................................................................... 22
  - **Discussion** ............................................................................................... 23
  - **Media** ........................................................................................................ 25
  - **Privacy** ...................................................................................................... 26
  - **Permalinks** ............................................................................................... 27
Login

- Navigate to: http://sites.udmercy.edu
- Click on the Sign In link on the right menu.

- Please use your My Portal credentials to log in.

Central Authentication Service (CAS)

Enter your Username and Password

Username: 
Password: 

- Warn me before logging me into other sites.

LOGIN  clear
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 blog, plugins, and themes.
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, login to your Dashboard, and in the navigation menu on the left, click on Posts, and then Add New.
• WordPress displays the Posts Add New Screen. Give your posting 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.)

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**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 for 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 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 Upload/Insert.

If you are uploading from your computer, drag and drop files to upload location or click on the Select Files button. If you are uploading from a different location, please click on the appropriate tab at the top. (Any previously uploaded pictures will be in your Media Library.)
• You may choose to change any picture properties displayed below. Finally, click on the **Insert into Post** button to add your picture to the post.

Maximum upload file size: 97MB. After a file has been uploaded, you can add titles and descriptions.

### Dom Helder Camera

- **File name:** Dom-Helder-Camera1.jpg
- **File type:** image/jpeg
- **Upload date:** December 17, 2013
- **Dimensions:** 143 × 160

**Title**

Dom Helder Camera

**Alternate Text**

*Alt text for the image, e.g. “The Mona Lisa”*

**Caption**


**Description**


**Link URL**


- None
- File URL
- Attachment Post URL

*Enter a link URL or click above for presets.*

**Duration**


**Alignment**

- None
- Left
- Center
- Right

**Size**

- Thumbnail (143 × 150)
- Medium
- Large
- Full Size (143 × 160)

[Insert into Post]  [Use as featured image]  [Delete]

Save all changes
Links Menu (Blogroll)

- 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.)
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 UDM Blog: A Work Day in Hard Times.
Comments – Reader Feedback

- Comments are a feature of blogs which allow readers to respond to Posts. Typically readers simply provide their own 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 Presentation Administration 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 under the Manage Theme tab 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. In addition, under the Install Themes tab you can find and install new Themes.
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.)
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.

Menus

- 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 to header to allow this capability.)
**Background**

- The Background feature allows you to manage the look and feel of 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.

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, delete your site, or add a user.

Settings

- In the Settings Administration Screen are all of the settings that define your blog as a whole: settings which 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 location, who may register an account at your blog, 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 control the size of the 'post box' in the Add New Post Screen, the default Category, the default Link Category, the default Post Format, the default image sizes, and the optional Post via e-mail feature.
**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 e-mail notifying you about the goings on at your site, and you can decide if your blog should show Avatars and their ratings.
## Comment Blacklist

When a comment contains any of these words in its content, name, URL, e-mail, or IP, it will be marked as spam. One word or IP per line. It will match inside words, so "press" will match "WordPress".

<table>
<thead>
<tr>
<th>Word</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

## Avatars

An avatar is an image that follows you from weblog to weblog appearing beside your name when you comment on avatar enabled sites. Here you can enable the display of avatars for people who comment on your site.

### Avatar Display

- [ ] Don't show avatars
- [x] Show avatars

### Maximum Rating

- [ ] G — Suitable for all audiences
- [ ] PG — Possibly offensive, usually for audiences 13 and above
- [ ] R — Intended for adult audiences above 17
- [ ] X — Even more mature than above

### Default Avatar

For users without a custom avatar of their own, you can either display a generic logo or a generated one based on their e-mail address.

- [ ] Mustard Man
- [ ] Blank
- [ ] Gravatar Logo
- [ ] Identicon (Generated)
- [ ] Wavatar (Generated)
Media

- The Settings Media Screen allows you to determine where images, documents, and other media files will be linked to when inserted into the body of a post and to specify the maximum dimensions in pixels to use when inserting an image into the body of a post.
Privacy

- The Privacy Screen allows you to choose if you would like search engines (such as google or yahoo) to index your site, allowing your blog to be included in search engine results.
**Permalinks**

- By default, WordPress uses web URLs which 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.