WordPress

User Manual

FIJI NATIONAL UNIVERSITY

Contents

Introduction

WordPress enables you to easily create, edit, and publish web pages on your website(s). It also allows our website Editors and Authors more flexibility on when and where they can update their website. One of the best features we can create by using WordPress is responsive, mobile websites.

Editing and Publishing to Your Website

- When you edit a page on your website, it is edited through a web browser, using your login for WordPress.
- A system is in place that warns you if someone else is currently editing the page or pages you are attempting to edit.
- Updating a page will apply your changes directly to your website.

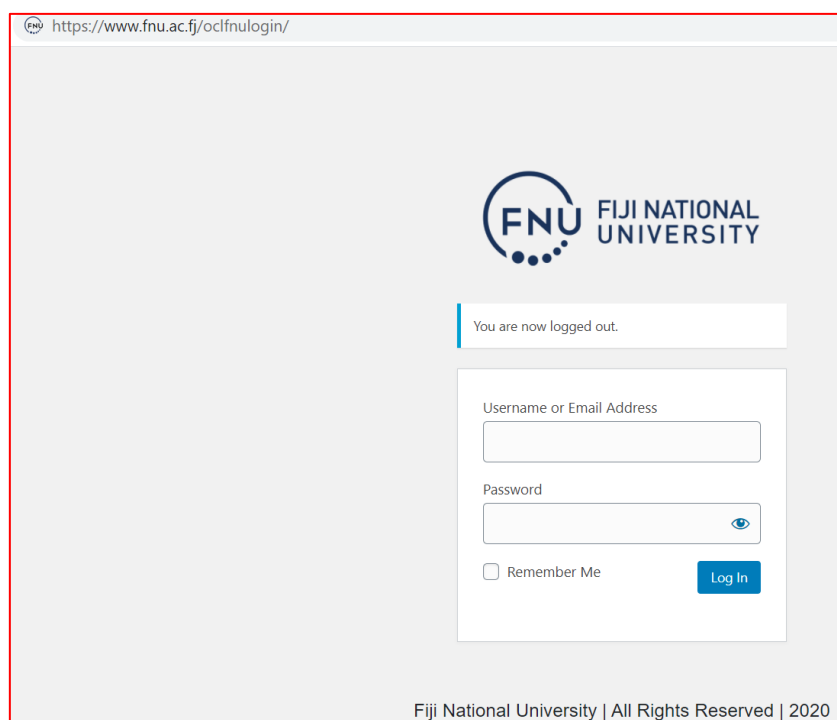## Understanding Roles and the Review Process

The WordPress review process enables an Author to inform an Editor of updates and changes for review.

- An Author may edit content on a Clone (or copy) of a web page but must have new content approved by an Editor.
- An Editor may edit content, review content, and publish content to the website.

Logging into WordPress

- To log into your WordPress site, access the **URL** – https://www.fnu.ac.fj/oclfnulogin/. Always use this URL when logging into WordPress.
- Enter your username or email address and password.

NOTE: The Username and Password will be provided by FNU Webmaster. If you lose your details or for any login issues, please also liaise with the FNU Webmaster.
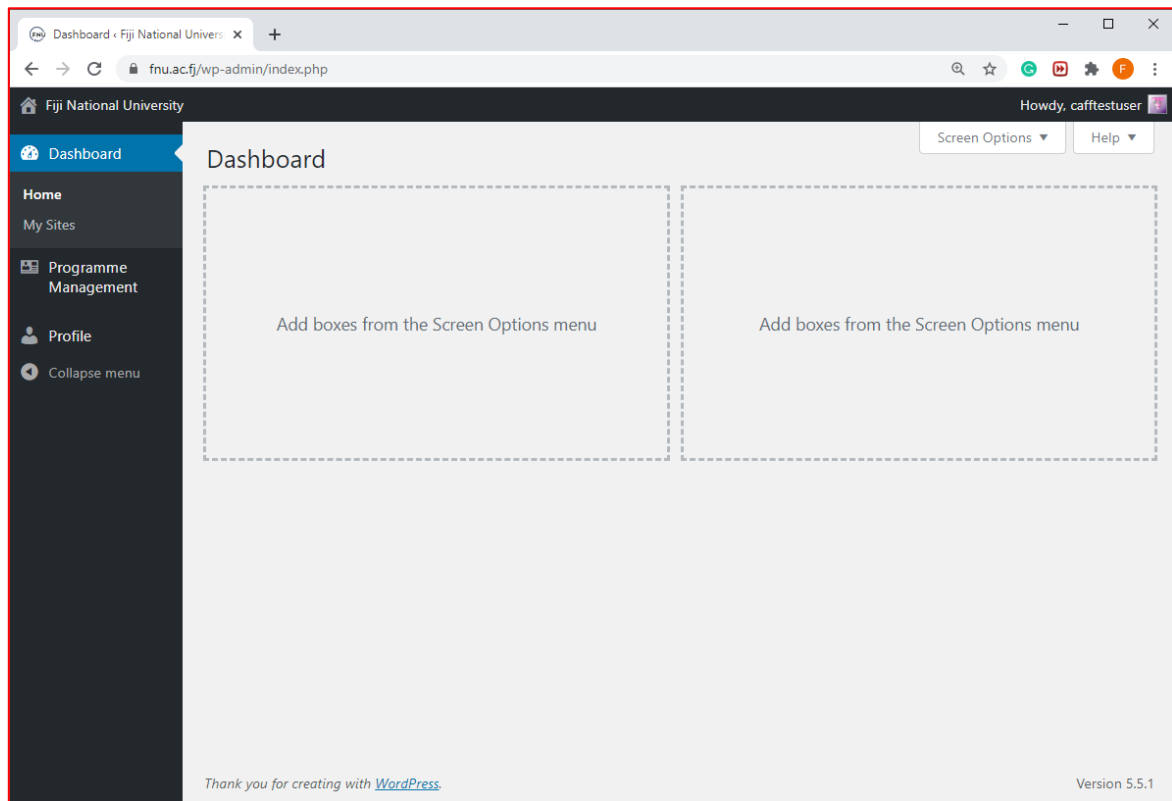
Dashboard

Now that you have logged in, you'll arrive at the Dashboard – a screen that gives a range of information about your website.

- Place your cursor over My Sites in the top left corner of WordPress.
- Choose the name of your website to access the Dashboard.

Navigating Around the Dashboard

The navigation of the Home Site Dashboard panels in WordPress is pretty straightforward.

You'll notice that to the left of the dashboard you have a series of links that you can quickly and easily click on – these then expand down to show you other sub-pages. If you hover your mouse over a link the sub-pages show as "fly-outs" and you can move your mouse right and click to navigate to the required sub-page. The quick reference on the next page reveals the range of functions, with a brief explanation alongside.
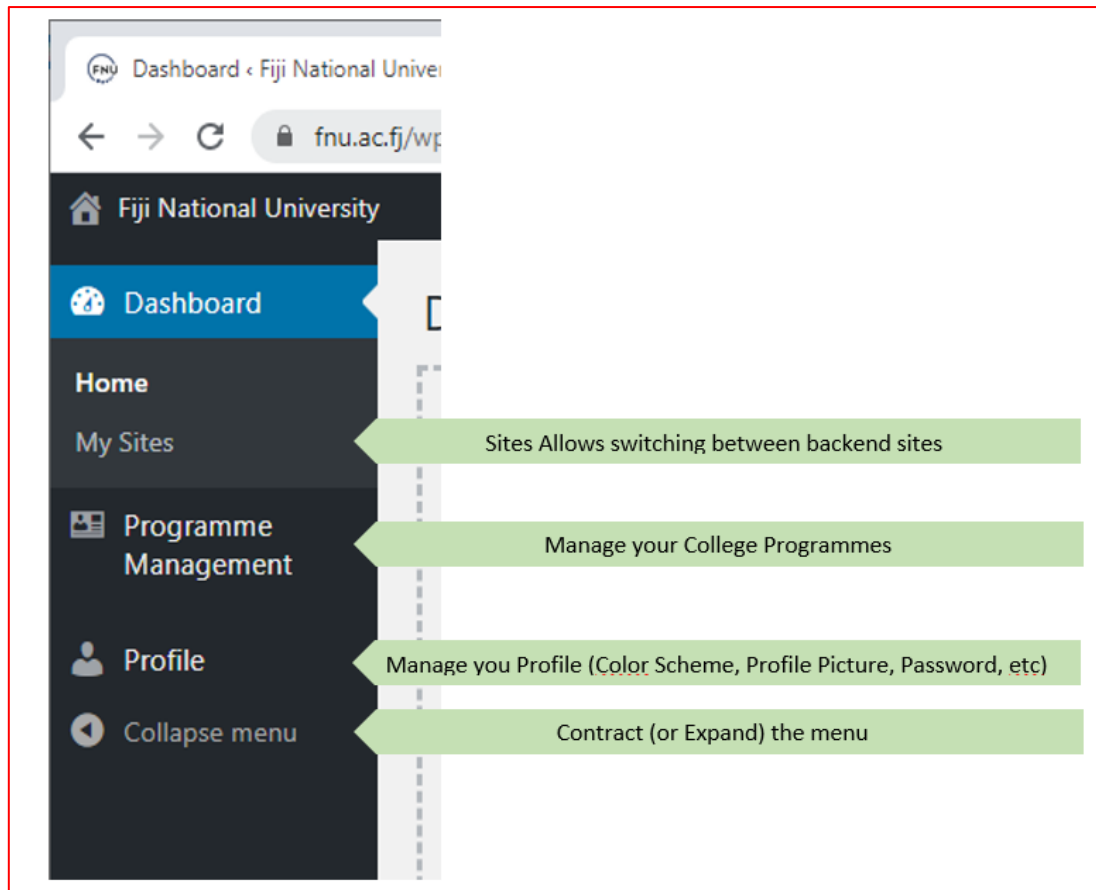
Exploring the Backend

Workspace You will use your web browser to work in WordPress. You can easily switch between browsing web pages and editing web pages because of this. The WordPress workspace makes it easy for you to access pages.

On the left-hand side, you'll notice that there's a large list of links. Three important areas in the sidebar are: Programme Management, Media, and Pages. You can:

- **Programme Management:** add/edit and delete individual programmes and their course units
- **Media:** view any images, documents or other media files on your website in the Media Library
- **Pages:** edit individual web pages on your website
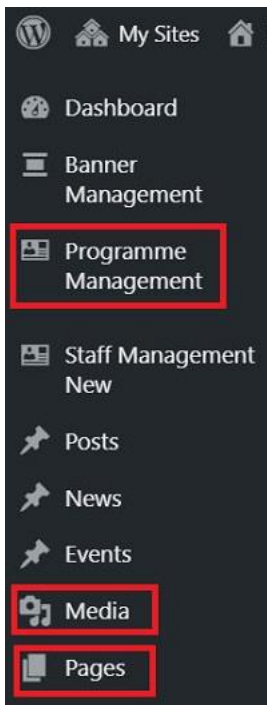
What you see here will depend a lot on the user level you have.

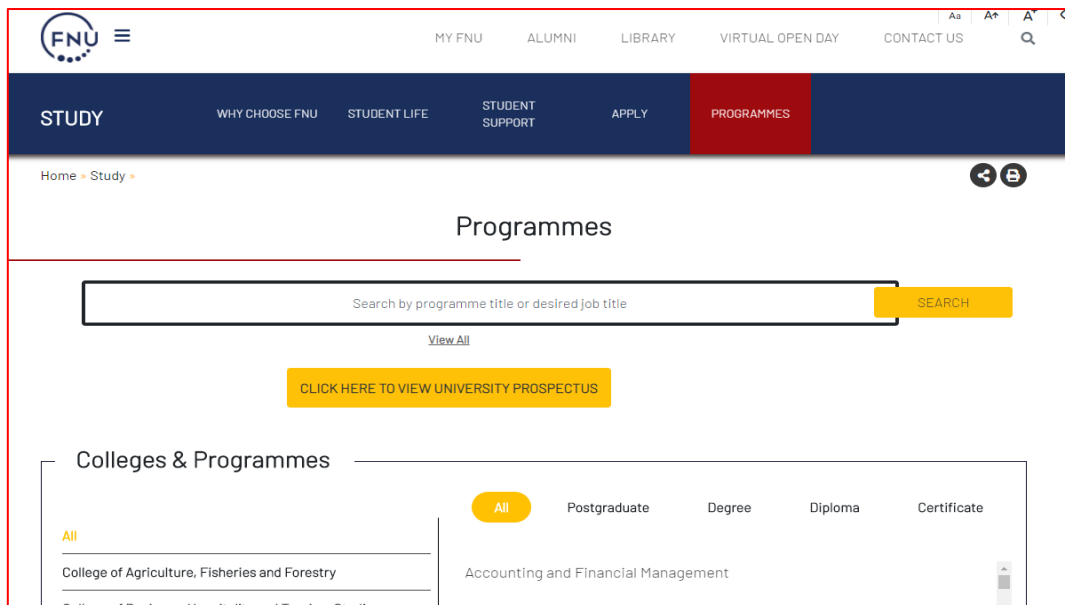## Working with Programme Management

The Programme Management Functionality is used to manage the Programmes shown on the FNU Website.

You can edit any Programme Management Pages on your website, if you have permission. After you have connected to a website, you can easily open and edit Programme Management Pages on that website. To open a Programme Management Pages for editing:

1. Sign into WordPress at https://www.fnu.ac.fj/oclfnulogin/
2. Click on Programme Management in the WordPress sidebar
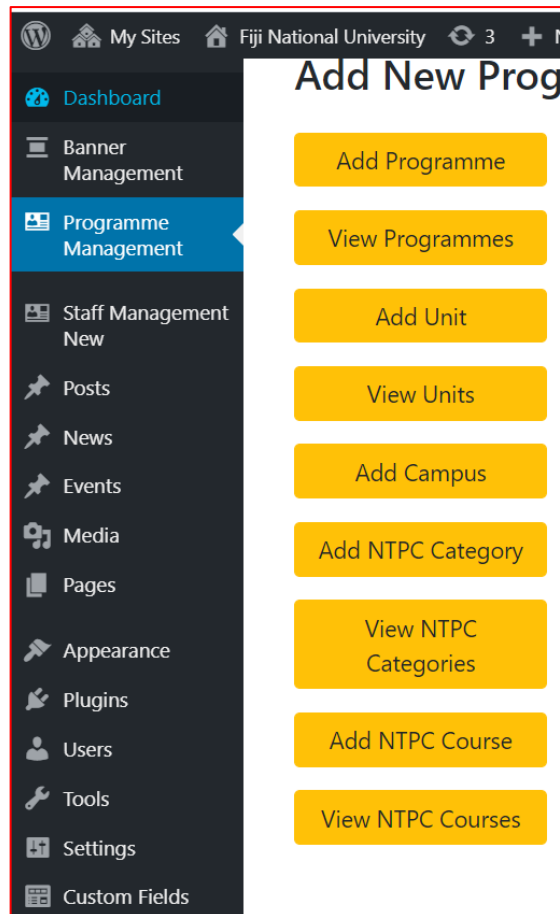
1. Adding a New Programme

To add a new Programme you would have to:

1   Click on the *Add Programme* button from the Programme Management page
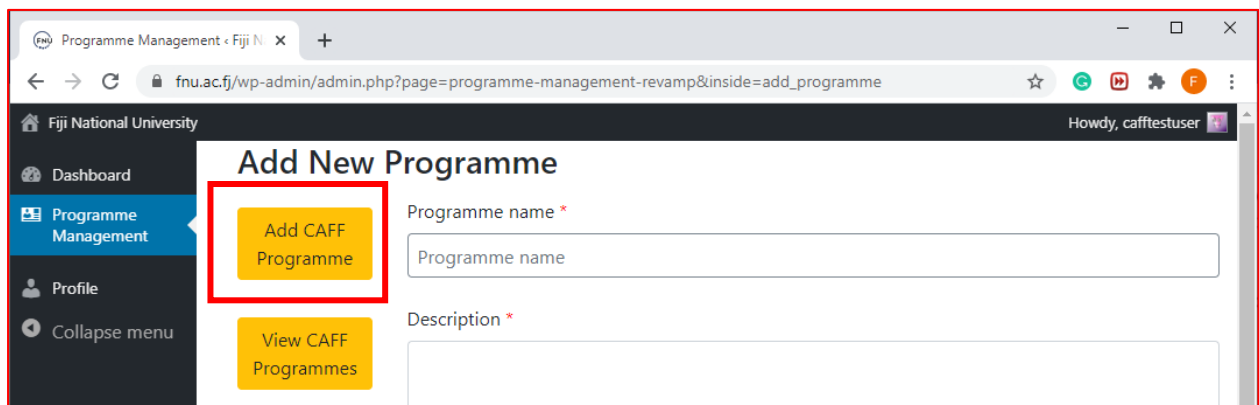
When adding a new Programme, The Programme name, Description, Majors, Minimum Requirements will come directly from the Programme Structure.

Note: Do not copy and paste as trailing spaces will cause formatting problems

Add New Programme

Add CAFF Programme

View CAFF Programmes

View CAFF Units

Add CAFF Unit

Programme name *

Description *

Majors

Minimum Requirements

Fields having red asterisk * needs to be completed

For the remaining fields, the following selections can be made:

- **School:** the respective school for the programme is to be chosen.
- **Programme Type:** the respective programme type for the programme is to be chosen. For e.g. Certificate or Diploma or Bachelor's Degree, etc.
- **Programme Level:** Choose from the dropdown menu. Kindly note that there are only four levels to choose from (Certificate, Diploma, Degree, Postgraduate)
- **Total Credit Point:** to be filled in from the programme Document
- **Duration:** the number of years it will take to complete the programme
- **Estimated Tuition Fees:** Local: type in the estimated tuition fees for local students. Kindly note not to use dollar sign ($), commas (,) or a dot (.). If no value is entered here, the field will not show on the Website
- **Estimated Tuition Fees – Regional:** type in the estimated tuition fees for Regional and international students. Kindly note not to use dollar sign ($), commas (,) or a dot (.). If no value is entered here, the field will not show on the Website
- **Term:** choose the appropriate term for the programme, either semester, trimester or quarter
- **Mode of Delivery:** choose the appropriate Mode of Delivery for the programme
- **Campus Offered:** choose the appropriate Campus in which the programme is offered. Kindly note that multiple campuses can be chosen in there

- **Search Terms:** type the appropriate Search Term for your programme. Multiple terms can be set, just separate them with an ampersand sign &. E.g. if you want student to search for the programme using the keyword Agriculture, then

Once you have filled in all the details in the Add New Programme, click on the **Save** button.

2. Edit Programme

To Edit a Programme you would have to:

1. Click on the **View Programmes** button from the Programme Management page
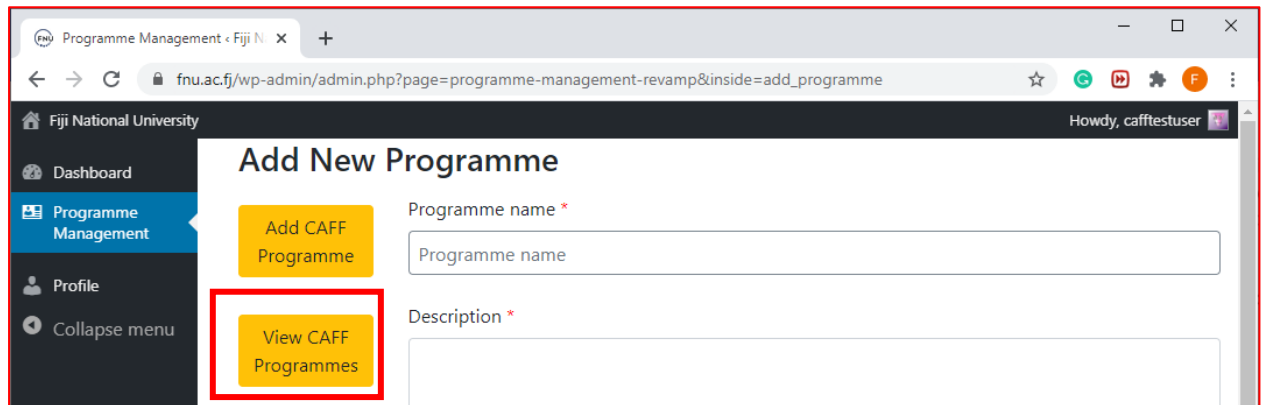
2. Use the **Search Box** to search programme to edit, by full programme name
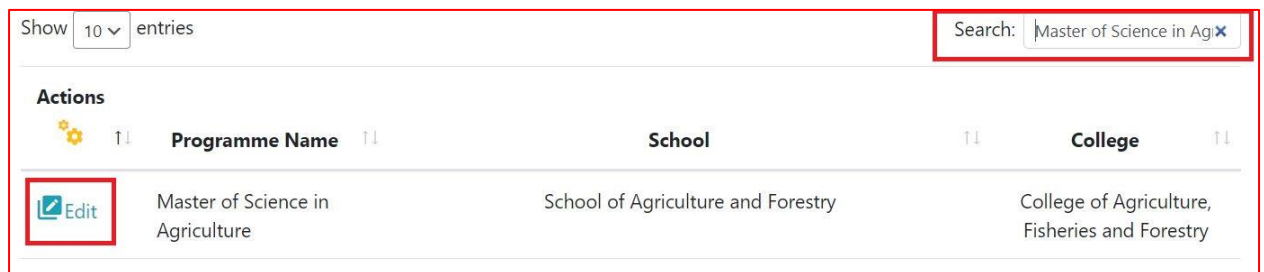
3. Click on the **Edit** text to edit the programme
4. After making changes Click on the green **Update Programme Details** button to save
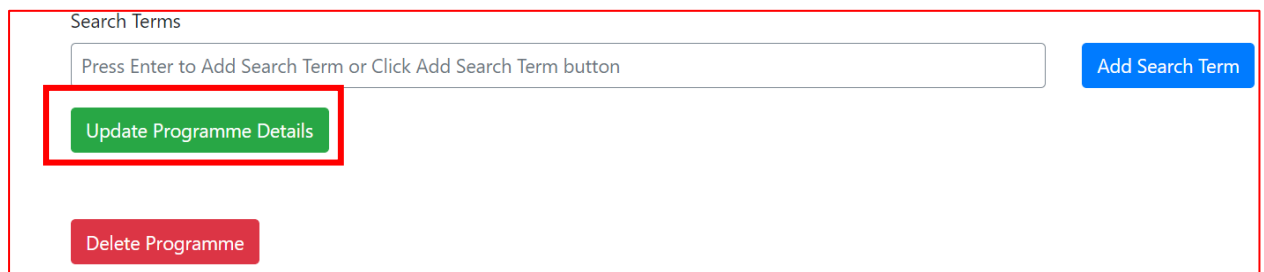
3. Delete Programme

To delete a Programme you would have to:

1. Click on the ***View Programmes*** button from the Programme Management page
2. Use the ***Search Box*** to search programme to edit by full programme name
3. Click on the ***Edit*** text to edit the programme
4. Scroll down the page and click red ***Delete Programme*** button
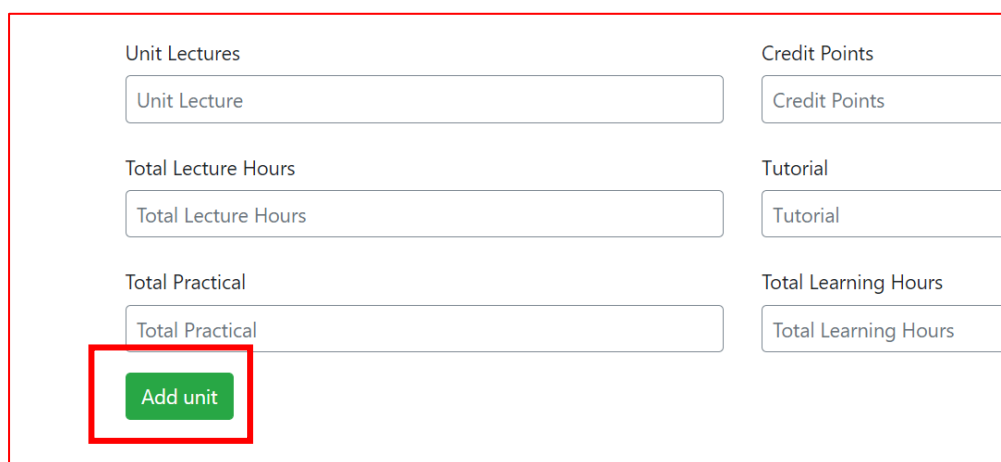
Search Terms

Press Enter to Add Search Term or Click Add Search Term button   Add Search Term

Update Programme Details

Delete Programme

4. Add Unit

To Add Unit, you would have to:

1. Click on the ***Add Unit*** button from the Programme Management page
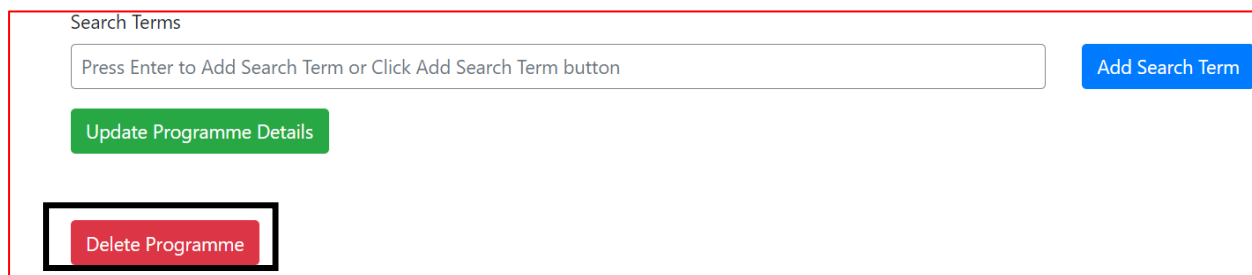2. Fill the fields with unit information
3. Scroll down the page and click green ***Add Unit*** button

Unit Lectures   Credit Points

Unit Lecture   Credit Points

Total Lecture Hours   Tutorial

Total Lecture Hours   Tutorial

Total Practical   Total Learning Hours

Total Practical   Total Learning Hours

Add unit

5. Edit Units

To Edit Unit, you would have to:

1. Click on the ***View Units*** button from the Programme Management page
2. Use the ***Search Box*** to search units to edit units by unit code

3. Click on the *Edit* icon to edit the units
4. After making changes scroll and Click on the green *Update Unit Details* button to save

6. Delete Units

To Delete Unit, you would have to:

1. Click on the *View Units* button from the Programme Management page

2. Use the **Search Box** to search unit code to edit units by unit code

3. Click on the **Edit** icon to edit the units
4. After making changes scroll and Click on the green **Delete Unit** button to save

Working with Pages

WordPress enables you to edit existing web pages on your website and to create new ones.

- If you are an Editor, you will be able to publish these updates.
- If you are an Author, an Editor will publish your updates.

You can edit web pages on websites that you are connected to and have permission to edit. When you choose to edit a page, you may receive a warning that another user is editing the page if there are multiple Editors on your website.

1. Editing Existing Web Pages

You can edit any web pages on your website, if you have permission. After you have connected to a website, you can easily open and edit pages on that website. To open a page for editing:

1. Sign into WordPress at https://www.fnu.ac.fj/oclfnulogin/
2. Click on **Pages** in the WordPress sidebar
3. Locate the **page** you want to edit in the Pages list
4. Place your cursor over the name of a page you'd like to edit
5. Click on **Edit** in the choices that appear

2. Working with Text

You can use WordPress to add text, much as you do with a basic word processor.

Note: Do not copy text directly from a Microsoft Word document and paste it into WordPress! Text from Microsoft Word contains code that will not appear correctly in WordPress and causes web accessibility errors for your website. Save your file as a plain text file before copying and pasting, or choose the Paste as text option in the WordPress toolbar before pasting Word content.

3. Undo and Redo Options

In WordPress, as in most applications, you can undo individual mistakes as you make them. You can also redo an edit if you decide that you do not want to undo it.

The ***Undo button*** is located on the toolbar.
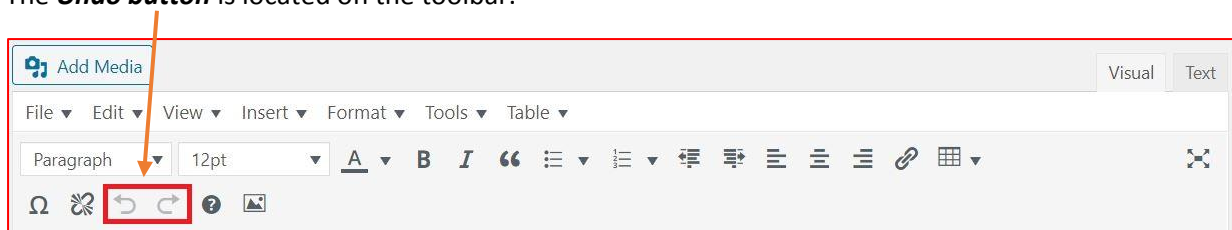
4. Adding Text to a Web Page

You can add text to a web page by typing text, or copying and pasting plain text.

To add text to a page, do one of the following:

1. While editing a page, place the insertion point in the current text; then type text directly into your draft.
2. Select text that was written elsewhere and copy it. Place the insertion point in your page content, choose the ***Paste as Text*** button, then paste your text.

5. Changing Text Appearance on a Web Page

To make text bold or italic:

1. While editing your page, select the text you want to change.
2. Choose the ***Bold*** or ***Italic*** buttons in the toolbar.

Note: The "Style" dropdown menu is used to create headings on your web page, not to change your text appearance. The "Heading 2, 3, 4…" styles available should be used in order and only for heading purposes for web accessibility.
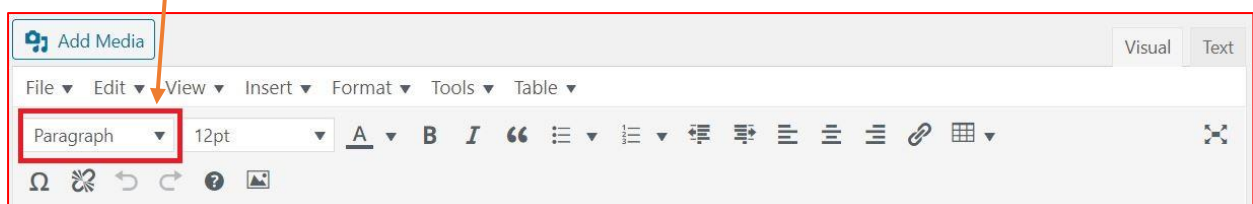
6. Positioning text on the page

To position text on your page, you can add paragraph spacing, align text, or change indentation.

WordPress works similarly to many word processing applications: you press Enter to create a new paragraph.

To add a paragraph return:

1. On your page, place the insertion point at the end of a paragraph.
2. Press Enter.

You can select one of three text alignment options: Left, Center, and Right.

To add a "soft" return (one-line return):

1. On your page, place the insertion point at the end of a line.
2. Hold down the Shift key and Press Enter.

You can select one of three text alignment options: Left, Center, and Right.

To change text alignment:

1. On your page, select text, or place the insertion point within the text.
2. Choose one of the alignment buttons in the text formatting toolbar.

The text alignment changes in your draft.

To increase or decrease the indent:

1. On your page, select the text you want to change or place the insertion point within the text.
2. Click the *Increase Indent* or *Decrease Indent* buttons in the text formatting toolbar.

The text indention changes in your draft.

To create a list:

1. On your page, select the text you want to add to a list.
2. Choose the bullet or numbered list buttons.

Creating Links

WordPress can be used to create internal and external links on your website. Understanding the difference between these two links makes it easier to create them.

• **External Links** are links that lead to a website outside of UIS. For example, a link from the Web Services website to an article on CNN.com should be an external link. For external links, it is important to have the link open in a new tab in the browser.
• **Internal Links** are links to other pages or resources that are a part of the website you are working on. All UIS websites are considered the same website. For example, a link from the Web

Services website "Projects" page to the "Community" page is an internal link, or a link from the Web Services website to the Biology website is an internal link.

Creating External Links

1. Navigate to the page that you would like to create a link on.
2. Drag and select the section of text that you would like to become a link.
3. In the top portion of the screen is the toolbar. The **Insert/edit link** button on this toolbar allows for links to be created on the highlighted text.
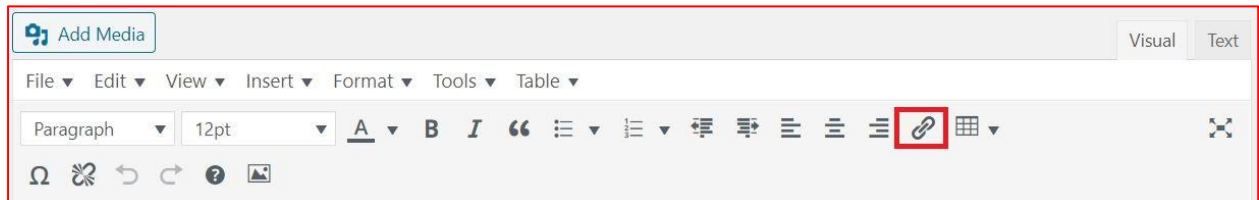
4. Choose the **Insert/edit link** button. A link box appears by the text you selected.
5. Paste a URL into the **URL** field.
6. Choose the small gear icon to the right of the URL field
7. Check the box next to **Open link in a new tab**. This will cause a new browser tab to be opened when the link is clicked.
8. Choose the **Add Link** button. Your link has been created.
9. Click on the **Update** button to save and upload your changes or have an Editor do this for you.

Creating Internal Links

1. Navigate to the page that you would like to create a link on.
2. Drag and select the section of text that you would like to become a link.
3. In the top portion of the screen is the toolbar. The **Insert/edit link** button on this toolbar allows for links to be created on the highlighted text.

4. Choose the **Insert/edit link** button. A link box appears by the text you selected.
5. In the URL field, begin to type the name of your page you'd like to link to, or paste a URL.
6. If you searched for a page on your site, choose the page on your site you'd like to link to from the list shown.
7. Press Enter. Your link has been created.
8. Choose the **Update** button to save and upload your changes or have an Editor do this for you.

Linking to a PDF

1. Navigate to the page that you would like to create a PDF link on.
2. Drag and select the section of text that you would like to become a link.
3. **Copy the text you are linking**.

4. Choose the ***Add Media*** button. All of your documents and images are located in the Media Library.
5. If you have already uploaded your document to the Media Library:
    a. Locate your document.
    b. Select it.
    c. Paste the text you copied into the ***Title*** field.
    d. Choose the ***Insert into Page*** button.

6. If you have not uploaded your document yet:
    a. Choose the Upload Files tab at the top of the Media Library
    b. Drag your document(s) into the upload window or choose the ***Select Files*** button and locate your document on your computer.
    c. Once your file is uploaded, paste the text you are linking into the ***Title*** field.
    d. Click on the ***Insert into Page*** button.

Note: *If you do not paste the text you are linking into the Title field for your document, WordPress will place whatever the document title is onto your page and link that text instead.*

Working with Images

1. About Images and Graphics

Images can be used in a variety of methods in your WordPress posts and Pages. They can be major subject matter, or a referenced detail that enhances information or a story. The first thing you should consider is the "look" of the images on your page. Not what the images are of, but the general look of how they flow and interact with the rest of the content on your page.

Wrapping text around images helps you to begin to understand how images interact with the text around them, changing the margins, padding and borders around the images within the content.

It will also help you understand how to create captions under your images. The size of the images depends on their importance and how they work with the text.

2. Inserting Images into Pages

WordPress makes it easy to add images to your content. Images can be used in your pages directly.

1. Choose ***Pages*** in the WordPress sidebar.
2. Mouse over the page you would like to add a photo to and click on ***Edit***.
3. Place your cursor where you would like the image to appear on the page, then click on the ***Add Media*** button above your toolbar:
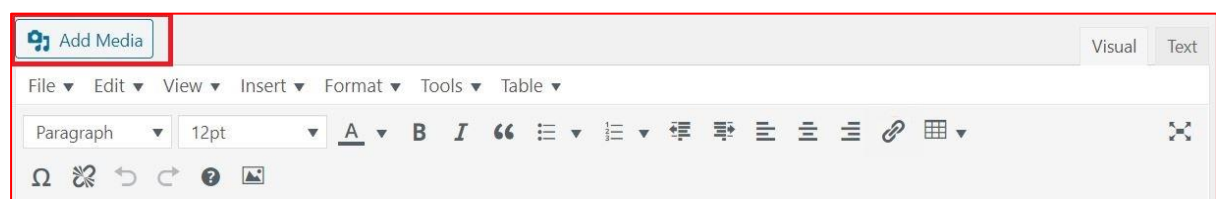
4. Click on ***Upload Files*** at the top of the screen.

5. You can drag and drop your files into the box that appears or click on ***Select Files*** to choose a picture from your computer to upload.
6. Once uploading has completed, you will be given the option to edit some settings before inserting the image into the page.

• **Title** – Appears in several different places. This is important and should not contain the file name.

• **Caption** – This will be shown underneath your photo on the web page if you would like.

• **Alt Text**: Alternate text is required and is read aloud to visually impaired users by screen readers. This is a **very important** part of keeping your website free of accessibility errors.

• **Description** – For internal purposes. This description will display in your media library within WordPress.

• **Alignment** – Choose whether your image will be aligned to the left, right, center, or not at all. (Aligning to the left or right will allow text to wrap around your image).

• **Link To** – This gives you the option to link your image and define what URL it links to. **Leave this as "None" in almost all cases**. Images should not link to themselves (the Media File or Attachment Page choices) unless necessary.

• **Size** –WordPress will automatically generate up to three smaller sizes based on the dimensions you choose in your Media Settings and you can choose any of those depending on what fits best in your post.

7. Click **Insert into page** when you're done adjusting the image's settings.

Creating a New Page

1. Choose *Pages* in the WordPress sidebar.

2. Choose the *Add New* button at the top.

3. Enter a title for your page.

4. Add your content in the content area.

5. In the right sidebar, in the Placement in Navigation area, choose what section of your website (i.e. About, Curriculum, etc.) this page will reside in using the *Move page* button. You can drag your new page (which will appear as "Untitled" until you publish it) to any section and drop it off. Once you publish the page, the URL changes to include the website section and name of the page.

6. Choose the *Publish* button when you are finished.

Deleting a Web Page or Alternate Version

To delete a page:

1. Choose *Pages* in the WordPress sidebar

2. Locate the page you want to delete in the Pages list

3. Place your cursor over the page you'd like to delete

4. Choose *Trash* in the choices that appear [trash appears in red]