

## QUICK-START INSTRUCTIONS IN USING WORD PRESS FOR THE FACULTY SENATE WEBSITE

The login and password will be the same as for all of your other UNET/FirstClass accounts. The administrator of the web site (currently Harlan Onsrud) can add additional users who will have specific capabilities depending on whether they are assigned, in descending order, as administrator, editor, author, contributor, subscriber.

**Note:** This is a quick- start set of instructions. Once logged in, if you have questions when editing, make use of the help facility (upper right hand corner) for each of the capabilities you might be trying to use.

### Dashboard for Faculty Senate Web Site

<https://umaine.edu/facultysenate/wp-admin/>

Login:

Password:

(After provided with your initial login and password, immediately change your password to something you can remember.)

**To Back Up All of Our Faculty Senate Pages** (Available only to Administrators. Do this every time before you start editing! This will also backup changes made by others.)

Tools > Export > Download Export File

**NOTE:** By backing up all the pages each editing session, you should be able to restore all of the pages by importing this file if you have a major calamity and want to get back to where you started at the beginning of the editing session.

### Adding pdf files, images, audio, or video files

Media > Add New ... you should typically do this before adding the pdf or media file to a post or a web page but you can also add files from your desktop on the fly if desired. There is 62 MB limit on video file size. After you add a pdf file or media file, you can immediately view its url address.

### Revising Text on Any Web Page

Go to Pages (in left menu) > Scroll over title of page to be edited > click on edit

If you want to link some text to a pdf file or a media file, highlight the words to be linked > click on the “chain link” in the menu > paste in the url address for the pdf or media file

### Altering the Menus on All the Pages

Pages > Pagemash ... Move pages up or down as desired (click and drag) as you want them to appear in the menu on the right ... moving to the right makes the page a subpage or to the left a main page

**Note 1:** Edit any page by clicking on the arrow for that page. To get a page out of the menu without deleting it you can “hide” it so it will not appear in the actual public menu any longer. The page will dim in your pagemash.

**Note 2:** Subpages: Pages appearing in the pagemash as subpages of another page are automatically published as an *index* of active url links at the top of the parent page. Example: See the Minutes pages in the mashup. Look at the actual pages to see the indices.

### Add an item to Announcements/Notices

Posts > Add New ... After creating an entry in the text box select in the lower right menu *News* (or other appropriate choice) before you click *Publish* in the upper right menu

### Revise a Recent Announcement

Posts > scroll over the announcement title and click Edit

### Changing the Ordering of Recent Announcements

Note: You can change the ordering by simply changing the publication dates of the items.

Posts > Edit ... click on the specific item whose publication date you want to alter > after the *published on* date in the right menu, click Edit

### **To Create an Announcement/Notice Box (or to remove one)**

Posts -> Add New. Then go to Appearance -> Widgets and drag a Recent Posts widget to the home or other menu. Name it whatever you want. The window will now list the most recent announcement each time you add a new post. To get rid of Announcements window, drag it away.

### **Adding a Video using Quicktime Plug In**

1. Typically create a new page first for the video. If you don't want the new page to appear in the right menu, go to PageMash and click on "hide" for the page. It is still active but just not in the menu.
2. To link the video you need to know the url of the video on our site. You can find it by going to your new page and then using Add Video (icon is above the tool bar which is above the window). Look at the html, find the address and then get rid of this link.
3. To add the video in a quick time window click the Quicktime logo above the window and paste in the url.

### **Altering the items at the Bottom of the Page in the Footer**

Appearance >UMaine Theme Options

### **If you are an administrator, to Add a New User who can alter specifically assigned pages**

- Log into the site and go to Users -> Add New.
- Give the person a username (we've been using first letter of first name followed by entire last name as a general rule) and put in their *xxxx@maine.edu* or *xxxx@umit.maine.edu* e-mail address.
- Typically, set their Role as Author.
- Hit Add User. They'll receive an e-mail where they need to click a link confirming their subscription to the new site. You may want to notify everyone ahead of time so they don't delete the e-mail, mistaking it for spam.
- They have to click the link before they'll show up as an active user to the site.
- Once a user is active, go to Pages and scroll/click over to the page you want them to be able to edit. Hover over the page's link and hit Quick Edit.
- You should see an Author option with a drop-down menu. Select that faculty's username from the menu and hit Update Page.
- Now that faculty person will have access to edit that page and create new pages. They will also have access to create new posts in the blog, but not change/delete others' posts.

### **Roles:**

- Administrators have access to all the administration features.
- Editors can publish posts, manage posts as well as manage other people's posts, etc.
- Authors can publish and manage their own posts.
- Contributors can write and manage their posts but not publish posts or upload media files.
- Subscribers can read comments/comment/receive newsletters, etc.

DRAFT E-MAIL TO NEW USERS after the administrator adds a new user

Dear <New Faculty Senate User>,

You have been activated as a new user on the UMaine Faculty Senate web site. You have been given power to edit the following pages: <provide urls> When you edit these pages your changes should automatically show up on the Faculty Senate web site. You should also be able to add Announcements. If you have questions about making edits, see the Quick-Start set of instructions posted at <http://umaine.edu/facultysenate/documents/> or see the help menu when accomplishing any edit action.

Best, <Name>, Faculty Senate Web Site Administrator