



# CUPA-HR Chapters: WordPress Reference Guide

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# How to Log In to WordPress

There are two URLs by which you can access the admin panel of your chapter WordPress installation:

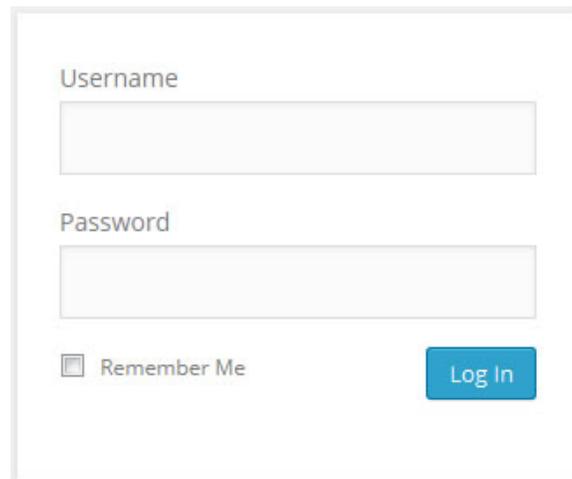
`http://chapters.cupahr.org/{chapter}/wp-login.php`

`http://chapters.cupahr.org/{chapter}/wp-admin`

Just replace the {chapter} in the above URLs with your chapter address. For example, to access the Tennessee chapter site, go to `http://chapters.cupahr.org/tn/wp-login.php` or `http://chapters.cupahr.org/tn/wp-admin`.

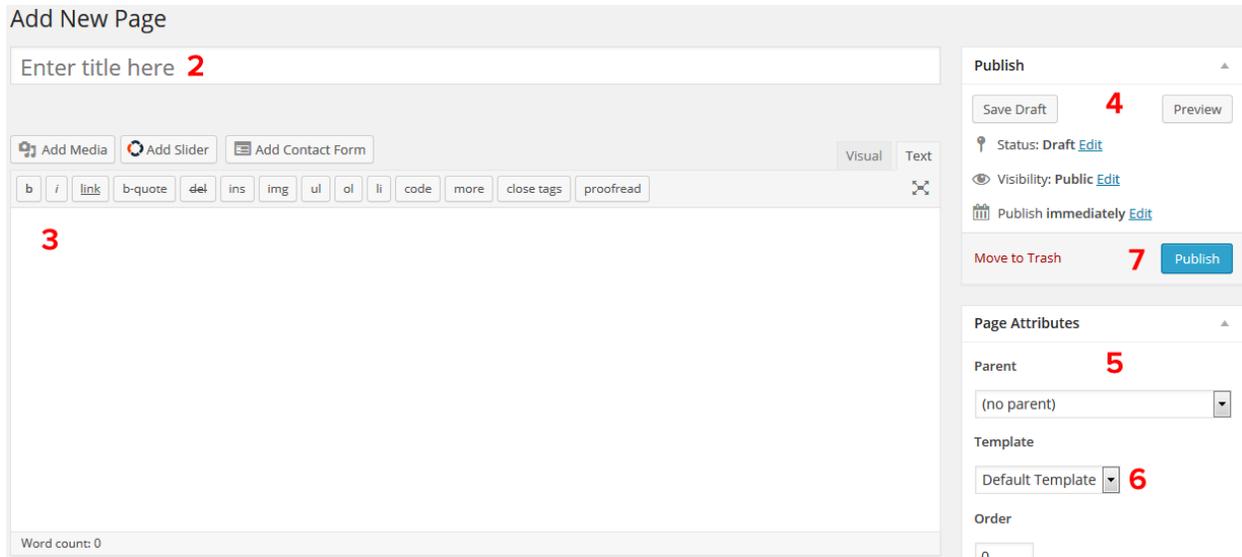
It might be helpful to bookmark your site's login URL.

From your WordPress login screen, you'll enter the username and password that you set up during the WordPress installation process.

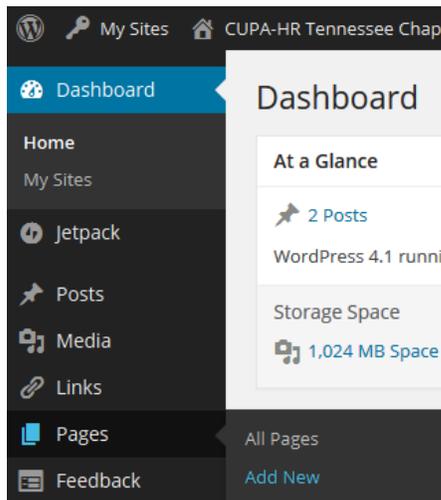
A screenshot of the WordPress login form. It features two input fields: 'Username' and 'Password'. Below the 'Password' field is a checkbox labeled 'Remember Me'. To the right of the checkbox is a blue button labeled 'Log In'. The entire form is enclosed in a light gray border.

If you've forgotten your WordPress login or password, e-mail Jason Heydasch at [jheydasch@cupahr.org](mailto:jheydasch@cupahr.org) for assistance.

# How to Create a Page in WordPress

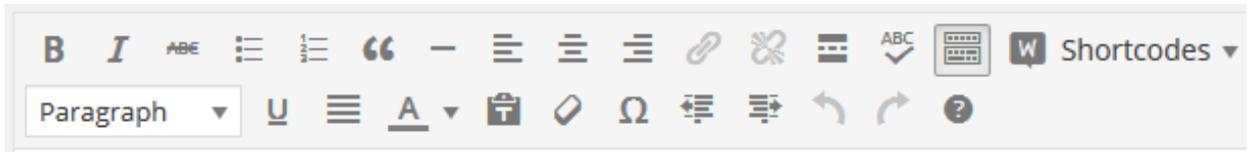


1. To get started adding a new page to your WordPress site, find the **Pages** menu in the WordPress dashboard navigation menu. Hover over **Pages** and click **Add New**.

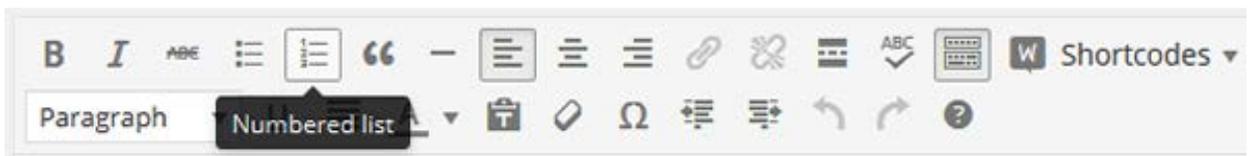


2. Add the title of the page, like *About*.
3. Next, add some content.

- The majority of your formatting options can be found in the Post Editor Toolbar. If you've ever used a word processing software such as Microsoft Word, most of these icons should look familiar.



- Hovering over the icons in the toolbar will provide a description of what that icon will do.



- In the **Publish** section of the page editor, you can either publish immediately or save this page as a draft if you want to come back and work on the page later. The page is not “live” on the site until you hit **Publish**. The only way to access drafts of pages is through the admin panel.
- The **Page Attributes** section applies a parent page and template to your new page. For the Parent section, you can arrange your pages into hierarchies. For example, you could create this new page with additional pages under it. If you plan on having a drop-down menu, the pages that are in a particular drop-down menu are children of the parent page (the top-level menu item). For example, if you wanted an Events menu item with 2015 Conference, 2014 Conference, etc. to be the drop-down items, you would select **Events** as the Parent of those particular pages.
- Default Template** should be automatically selected in the Template Section of the **Page Attributes** box. In most cases, there is no need to change this.

9. Preview the page one last time, then click **Publish**. You've added a new page to your WordPress site.

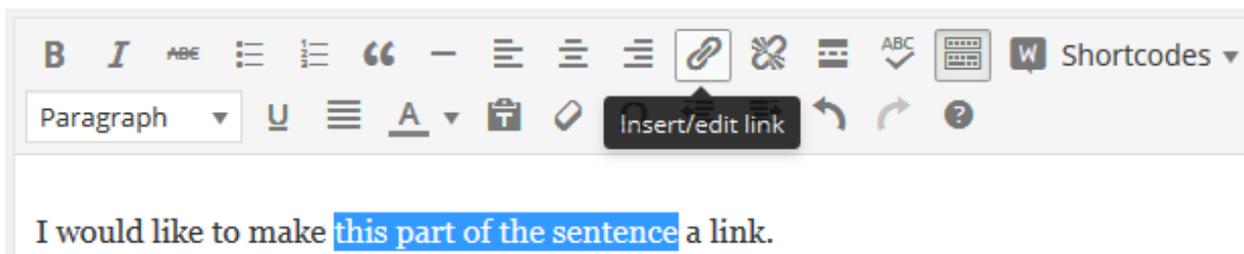
# Editing a Page in WordPress

To edit a page that has already been created:

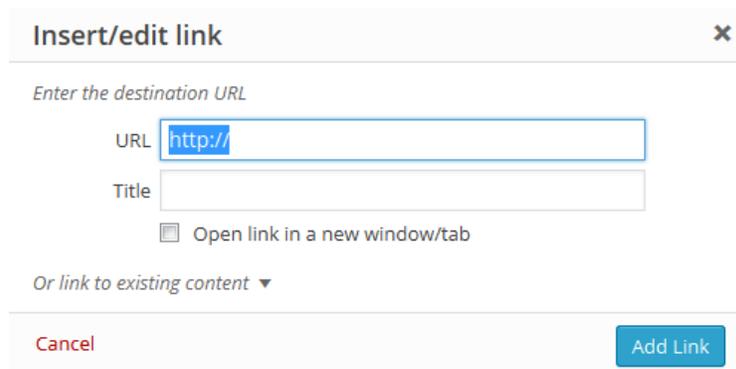
1. From the Dashboard, select Pages > All Pages to see a list of the pages on your site
2. Click “Edit” under the title of the page you wish to edit
3. That will open up your page in page-editing mode
4. From there, you can follow the instructions starting at #4 in the “How to Create a Page in WordPress” section of this document.

# Adding Links in WordPress

1. From the WordPress post or page editor, select the text that you want to be hyperlinked.
2. Once you have that text selected, click the **hyperlink button** in the toolbar.



3. This will bring up a box where you can enter the URL of your hyperlink and a title to be displayed on hover. You can also click the checkbox to open the link in a new tab.

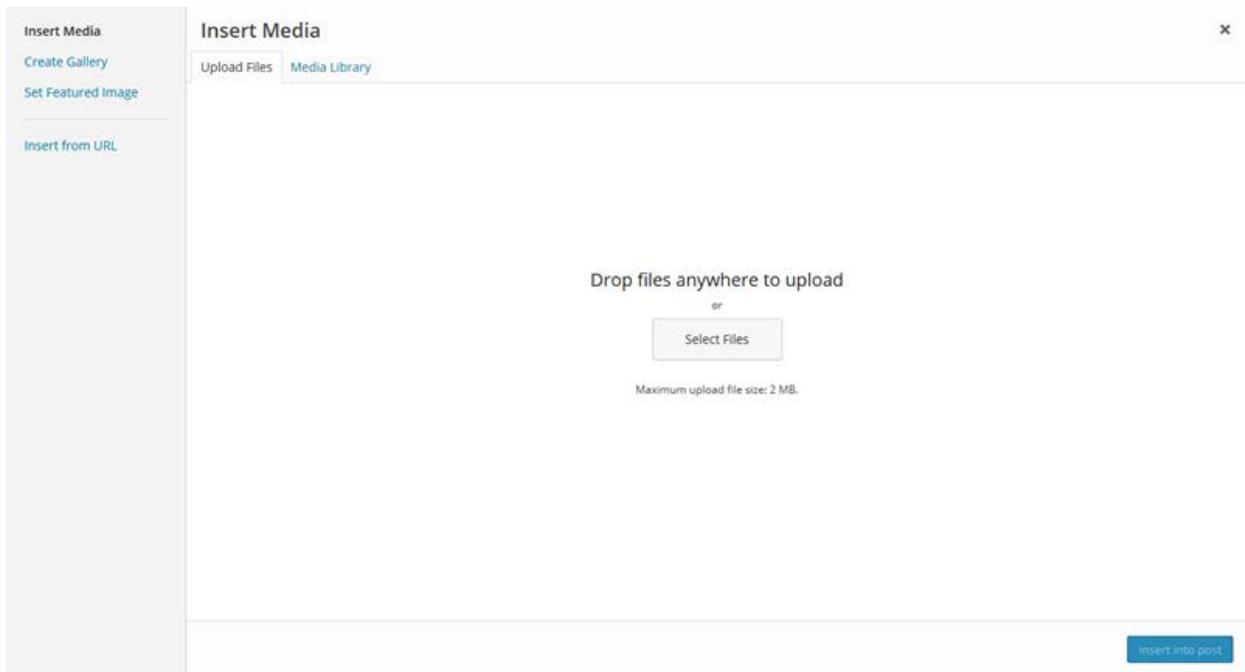
A screenshot of the 'Insert/edit link' dialog box. The title bar says 'Insert/edit link' with a close button. Below the title bar, there is a section 'Enter the destination URL' with a 'URL' input field containing 'http://' and a 'Title' input field. There is a checkbox labeled 'Open link in a new window/tab'. Below this is a section 'Or link to existing content' with a dropdown arrow. At the bottom, there are two buttons: 'Cancel' and 'Add Link'.

4. If you'd rather link to existing content on your website, just click the **Or link to existing content** section. Now you'll see a search bar to search your site and a list of existing posts or pages. Clicking on one of the items in the list will change the hyperlink URL above.
5. Once you have your hyperlink URL ready to go, click the **Add Link** button. Now your selected text will have a link.

6. To remove the link, select your text again and click the unlink button. Now you'll see that your link has been removed.

# Adding Images or Files in WordPress

1. Determine where you'd like to insert your image in your post.
2. Above the Post editor toolbar, you'll see an **Add Media** button. Click the **Add Media** button and you'll see the Insert Media box.



3. Your WordPress site uses a media library to store all of your media (like images and videos). From this box, you can choose to either upload a new file or use an existing file from the media library. To upload an image, click the **Select files** button or drag your file into the Media box.
4. Now that your image has been uploaded, you'll see it has been added to the media library. On the right side of this box, you'll see the attachment details for this page. Here you can change the Title, Caption, Alt text and Description. You can also choose the alignment of the image (such as center, left or right), where the inserted image should link to, the actual URL of the image and the size of the image.

- a. If you are adding a file (Word document, pdf, etc.), you would copy the entire URL in the attachment details section. This is the URL you will use to link to that document following the instructions in the “Adding Links in WordPress” section above.

**ATTACHMENT DETAILS**



CFP.jpg  
August 15, 2014  
57 kB  
720 × 540  
[Edit Image](#)  
[Delete Permanently](#)

URL

Title

Caption

Alt Text

Description

**ATTACHMENT DISPLAY SETTINGS**

Alignment

Link To

Size

5. Make sure the image has a checkbox and click the **Insert into post** button. Now you'll see your image has been added to your post.
6. If you click on this image, you should see a box appear above the image. The first four icons change the alignment of the image relative to the text (align left, align center, align right and no alignment). The edit icon opens the image details box where you can further edit the details of the image.



7. The last icon will delete the image out of the post.

# Using WordPress Widgets

WordPress Widgets add additional content and features to your WordPress site's sidebars. Examples are the default widgets that come with WordPress — like those for archives, post categories, search bars and custom menus.

One of the great things about WordPress widgets is that they require no code experience or expertise. They can simply be added, removed and rearranged.

Widgets will show up in the right-hand column on your pages if using the default template. There are no widgets on the full-page template.

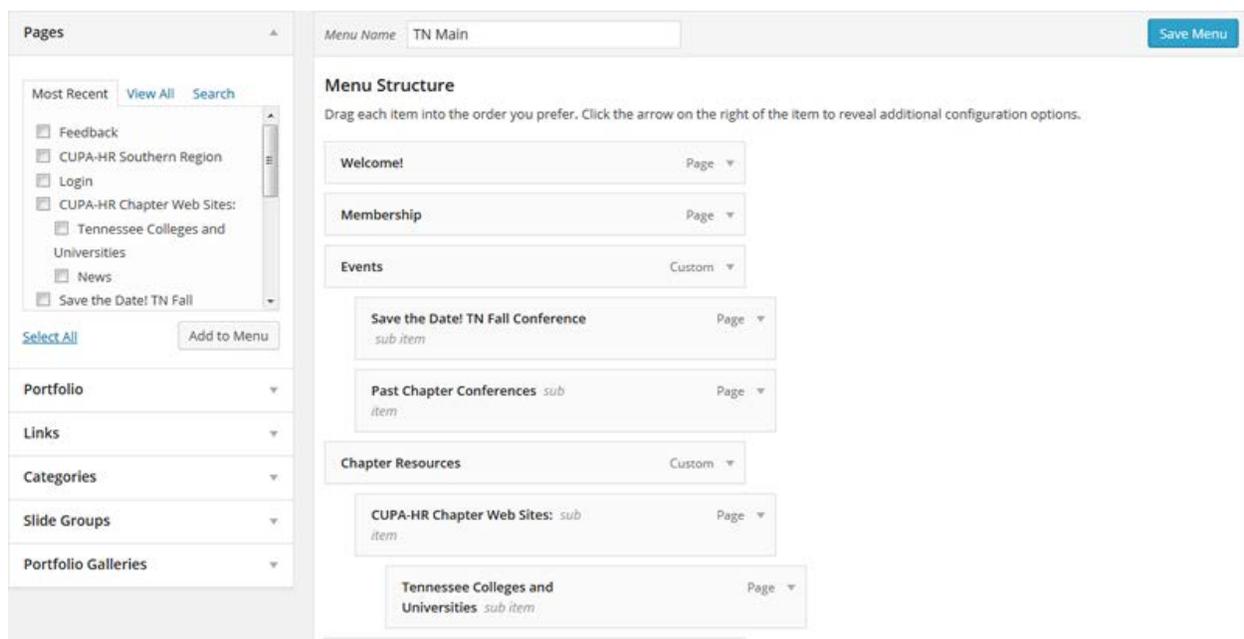
1. To see how widgets work, log in to your WordPress site and visit the **Appearance > Widgets** panel.
2. On the left side of the page, you'll see all available widgets. Default widgets will be visible here, plus any additional widgets that have been added by your installed plugins. On the right, you'll see all of your available widget locations. **For the CUPA-HR chapters site, you will only utilize the Primary widget location.**
3. To add a widget to a location, simply drag the widget from its place on the left into the right section to activate it. To remove a widget, simply drag it back or click delete. There is no need to save anything while activating or de-activating widgets.

If you have questions or need help using widgets, just click the help tab on the top of the screen. Here you'll find an overview and information on removing and reusing widgets.

# Editing a Custom Menu in WordPress

Menus in WordPress may contain links to pages, categories, custom links or other content types. You can also specify a different navigation label for a menu item as well as assign other attributes.

1. To get started creating a custom menu, visit the **Appearance > Menus** panel.
2. Now you're ready to add menu items from the boxes on the left, such as pages, categories and links.



3. You will usually be adding Pages and Links to your main menu. If you click on the Pages tab on the left, you will see a listing of all the pages in your site. Check the box next to the page or pages you wish to add to your menu and click **Add to Menu**. Those pages will then be added to the Menu Structure section of the Menu window at the bottom of the list. Drag and drop the items into the order you want the menu to be in. If you drag a menu item underneath another and indent it to the right, that menu item will become a sub-item of the one above it and will show up as a drop-down item. For example, in

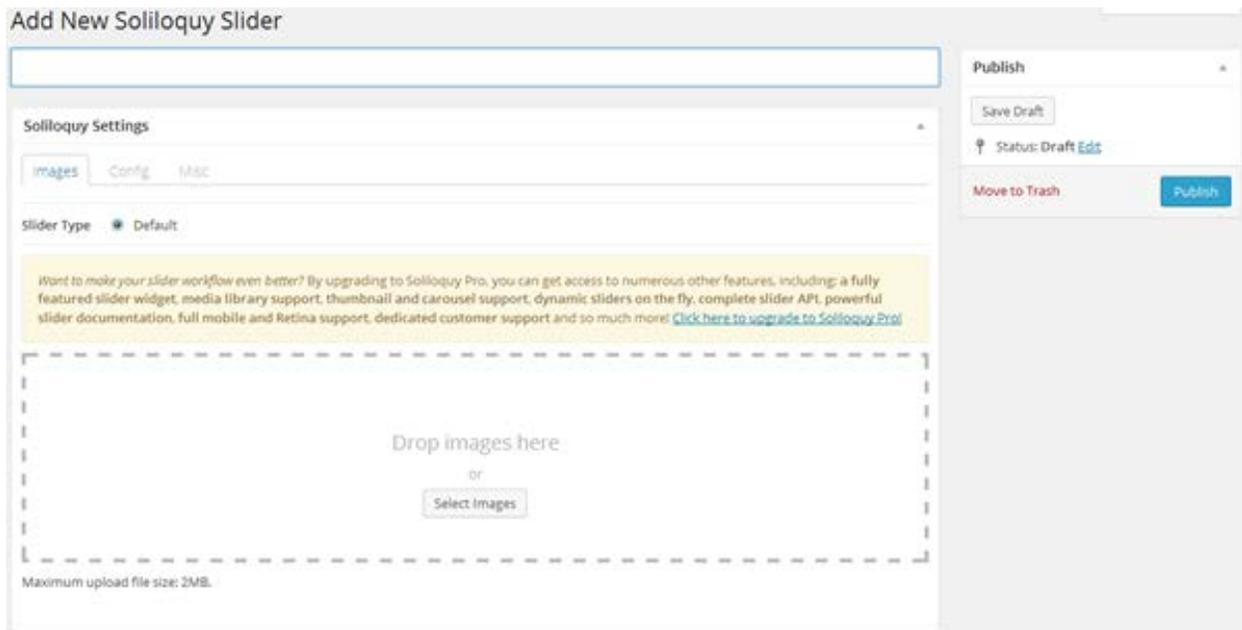
the screen shot above, the menu item “Past Chapter Conferences” is a drop-down menu item under Events, as is “Save the Date! TN Fall Conference.”

4. When you have your menu items arranged in order, click **Save Menu**.

# How to Add an Image Slider

You can add a custom image slider to your chapter home page (or any other page of your site) rather easily.

1. To create a new slider, from the Dashboard, select **Soliloquy > Add New**



2. Enter a title for your slider at the top of the page
3. In the Soliloquy Settings section you can add your images in the “Images” tab (which should already be selected). You can drag and drop your images in the “Drop images here” section – just like you would add an image to a page.
4. The default size of the slider is 960 pixels wide by 300 pixels high. The best option would be to make sure the images you are uploading are already this size or larger. If they are larger, they will be cropped automatically to fit the 960x300 dimensions.
5. Once you have added your images, they will be displayed beneath the “Drop images here” box. You can drag and drop them to rearrange the images or you can click on the blue “I” icon to edit the image attributes, including:

- a. Image Title
  - b. Image Alt Text
  - c. Image Hyperlink (if you would like the images to be “clickable”)
  - d. Image Caption
  - e. If you choose to edit these attributes (which is optional), be sure to click the “Save Metadata” button when finished
6. In the “Config” tab you can change these options:
- a. Slider Theme – you can choose “Base” or “Classic.” The only difference between the two is the styling of the navigation arrows in the slider.
  - b. Slider Dimensions – Please don’t change the width (960) dimension since it’s tied into the overall theme of the site. You can change the height from 300 to a different height if you need to.
  - c. Slider Transition – “Fade” is the only option.
  - d. Slider Transition Duration – this is the time that the slider stays on a particular slide. The time is in milliseconds (ms), so 5000ms (which is the default) is 5 seconds.
  - e. Slider Transition Speed – this is the time that the slider takes to move from one slide to another. The default is 400ms (less than half a second).
  - f. Slider Gutter – you shouldn’t need to alter this setting.
7. There isn’t anything in the “Misc” tab that you would need to alter.
8. If you make any changes to your slider, make sure you click on the blue “Update” button in the top right of the page to save your changes.

### **Inserting a Slider Into a Page**

1. Open the page on which you wish to add the slider by going to the Pages > All Pages menu and selecting “Edit” for the page.
2. In the same manner in which you would insert an image in a page, place the cursor on the page where you want the slider to be and click the “Add Slider” button above the editing window.



3. You should now see the “Choose Your Slider” page where all of your created sliders are displayed.
4. Select the slider to be added and click on the “Insert Slider” button at the bottom right of the screen.
5. Once that is done, make sure to update the page by clicking on the “Update” button at the top right of the page.
6. Your slider is now live on the page.
7. If you need to make any edits to a slider once it has been added to a page, you can make those edits through the **Soliloquy** menu at the bottom of the dashboard. Choose your slider in the “Soliloquy Sliders” area and make your changes. Updating the slider will automatically update it on the page on which the slider is already installed.