

About WordPress

WordPress is a content management system used to create, manage and publish the content of a Web site. WordPress is an entirely browser-based application; as long as you have a Web browser, there is no need to purchase or install any additional software.

Logging into WordPress

To log into WordPress from within the school, perform the following:

1. Log into a lab computer.
2. Launch Firefox and choose Bloomington Source Login from the bookmarks menu.
3. Use your regular IU username and password to log in.

To log into WordPress outside the school, perform the following:

1. Launch a Web browser, and type in the following URL:
<http://journalism.indiana.edu/classwork/bloomingtonsource/wp-login.php>
2. Use your IU username and password to log in.

How to fill in your profile

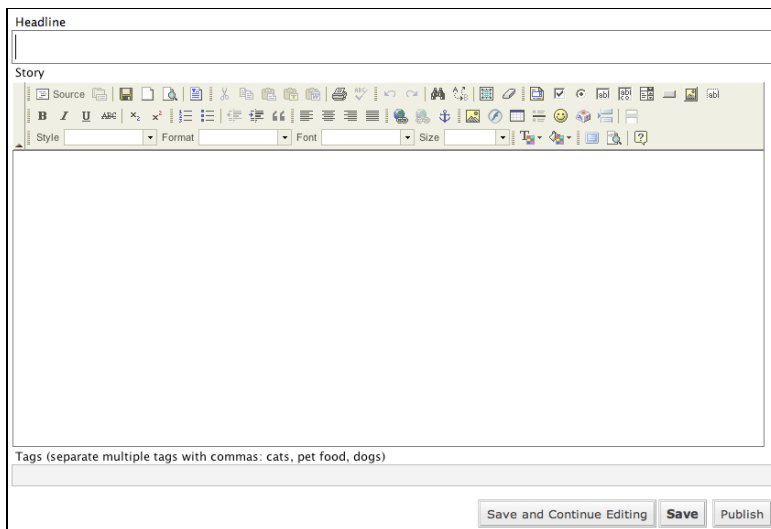
1. Click **Profile**, located at the top of the page in the light blue bar.
2. Uncheck the **Use the visual editor when writing** checkbox.
3. In the page that opens, type in your first and last name, and verify that your e-mail address is correct.
4. Click the **Update Profile** button located at either the top or bottom right of the page.

Please note:

Please be sure that pop-ups are allowed in your browser. In Firefox, go to **Firefox > Preferences > Content** and make sure that "Block pop-up windows" is unchecked.


Posting an Article

1. Log into WordPress.
2. Click **Write** on the main menu.
3. You will see the WordPress editing interface:



The screenshot shows the WordPress article editing interface. At the top is a text input field labeled "Headline". Below it is a large text area labeled "Story" with a rich text editor toolbar above it. The toolbar includes options for bold, italic, underline, text color, background color, link, unlink, list, and more. Below the "Story" field is a text input field labeled "Tags (separate multiple tags with commas: cats, pet food, dogs)". At the bottom right of the interface are three buttons: "Save and Continue Editing", "Save", and "Publish".

4. Type the headline of your story in **Headline** field.

- a. If you'd like to change the size of your headline, go to the **Custom Fields** box (below the editing area) and choose "Headline size" in the **Key** field, then enter a number in the **Value** field. The larger the number, the larger your headline; typically, you won't want to go larger than 3.
- b. If you would like to place content above the headline, put that content at the top of your story, put your cursor at the beginning of the body copy, then click the **Insert WordPress Read More** button. 
5. If the article needs a deckhead, go to the **Custom Fields** box (below the editing area)
 - a. Choose "Deckhead" in the **Key** field.
 - b. In the **Value** field enter the deckhead.
6. Choose the beat for your story under **Categories** on the right side of the web page; just check the appropriate box.

Saving your Article

Save often! To save in WordPress, you can click one of three buttons located directly beneath the editor:

Save and Continue Editing


Save

Submit for Review

Click **Save and Continue Editing** to save your story. Click **Save** to save your story and open a new one. The **Submit for Review** button is only to be clicked when your story is done and ready for the instructor to review.

Adding and Formatting Text

To add text, you can type directly into your editing box, or you can paste text from another application. If you're pasting text, use the **Paste as plain text option**:

- **Paste as plain text:** To paste as plain text, copy the text from another application, then click the **Paste as plain text** button in the WordPress editor that appears in the top row in the middle. When you do, you will be prompted to paste your text into a box. When you click **OK**, it will be pasted into the editor. 


Formatting options are available in the tan colored area of the editor:



To use the formatting options:

1. Type the text you would like to format.
2. Highlight the text.
3. Click the button corresponding to the desired format

Email Links


E-mail links are links that open the user's e-mail program and create a new mail message addressed to the address in the link. E-mail links are created as follows: 

1. Click the **Insert/Edit Link** button.
2. From the **Link Type** drop-down, choose "E-mail."
3. Fill out the e-mail information.
4. Click **OK**.

Anchored Links

Anchored links are links to specific portions (“anchors”) in the same page. Anchored links can be created by first clicking the **Insert/Edit Anchor** button, and then the **Insert/Edit Link** button:



1. Place the cursor at the position you want the anchor to appear, or select the text you would like to use as the anchor.
2. Click the **Insert/Edit Anchor** button.
3. A window will appear asking you for a name for the anchor. When specifying an anchor, you should use just one word, all lower-case.
4. When you click **OK**, the anchor will be inserted and you will see. 
5. At the appropriate place in your article, type in the text for the link.
6. Highlight the text and click the **Insert/Edit Link** button.
7. From the **Link Type** drop-down, choose “Link to anchor in the text.”
 - a. A drop-down listing of all anchors in the text will appear, choose the one you want to link to.
8. Click **OK**.

Web Site Links

These are links to other pages, and are most common. The preferred style is to type the name of the Web site (e.g., The New York Times, Google.com, Indiana University), and to use that text as the link. Links can be created using the **Insert/Edit Link** button:



1. Select the text you would like to use as the link text and click the **Insert/Edit Link** button.
2. Select “URL” from the link type drop-down.
 - a. To link to another article on the Bloomington Source, choose it from the **Link to page or post** drop-down, and click **OK**.
 - b. To link to an outside page, type in the actual link in the URL field. Click **OK**.

File Links: Documents, Audio and Video files

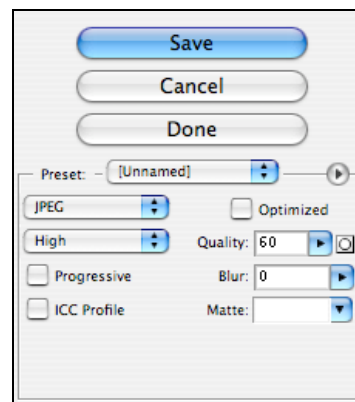
These are links to files that you upload and can be created using the **Insert/Edit Link** button:

1. Click the **Insert/Edit Link** button.
2. Click the **Upload** tab that appears at the top of the window.
3. Click the **Browse...** button and select the file you want to link to, then click **Send it to the server**.
4. You will then be taken back to the **Link Info** tab. Click **OK**.



Images

Format your photos and other images *before* you bring them into WordPress. Ensure that they are sized to fit on your page, and that their file size is as small as possible. You can do this in Photoshop:


1. Open the image in Photoshop.
2. From the **Image** menu, choose **Image size...**
3. Make sure the **Width** is no more than 350 pixels.
4. Click **OK**.
5. Now, from the **File** menu, choose **Save for Web...**
6. In the **Save for Web** screen, make sure the image type is **JPEG** and click **Save**.
7. When the **Save As** window appears, you should give the file a new name and save it; *if you do not rename the file, you will lose the original!*



Inserting Photos

1. Place your cursor at the **beginning** of the paragraph you would like the image to appear next to.
2. Click the **Insert/Edit Table** button. 
3. From the **Alignment** drop-down menu, choose whether you would like the image to appear on the left or right side of your story.
4. Click **OK**.
5. A table appears as a light gray box with three rows. The top row is for your picture, the second for the photo credit, the bottom for the caption. Click inside the top row to place your cursor inside of it.
6. Click the **Insert/Edit Image** button. 
7. Click the **Upload** tab at the top of the window that appears.
8. Once you have chosen your file, click **Send it to the Server**, and the file will be uploaded.
9. Specify an alternate text for the image.
 - a. The alternate text should be just a short description of what the image is. When you are finished, click **OK**.
10. Type in your photo credit and photo caption in the second and third rows.
 - a. For best results, do **not** press the "return" key!
11. Highlight the text you would like to use as your credit, then select **Photo credit** from the drop-down **Style** menu.
12. Highlight the text you would like to use as your caption, then select **Photo caption** from the drop-down **Style** menu.

Inserting sidebars and quote boxes

1. Place your cursor at the **beginning** of the paragraph next to which you would like the sidebar to appear.
2. Click the **Insert/Edit Table** button. 
3. Change **Rows** to **1**.
4. Set a desired width in the **Width** box.
5. From the **Alignment** drop-down menu, choose whether you would like the sidebar to appear on the left or right side of your story.
6. Click **OK**.
7. Type or paste the text into the table that appears.
8. Highlight the text.
9. From the **Style** drop-down menu choose **Sidebar** or **Quote box**.
10. To change the width of your sidebar, right click on the table somewhere and choose **Table properties** from the context menu that appears (you may get an error about pop-ups being block, just enable them). The **Edit table** window will appear again and you can set a new width.

Specifying the assignment

1. Scroll down to the **Custom Fields** option bar below the editing area.
2. If necessary, expand **Custom Fields** by clicking the little "+" that appears at the far right.
3. In the **Key** field, enter or select **Assignment**.
4. In the **Value** field, type in the appropriate assignment (ask the instructor).
5. Click **Add custom field**.

How to add a byline

1. Edit the post whose byline you want to change.
2. On the right side of the edit screen, scroll down to the option box titled **Post Author**.

3. From the drop-down menu, choose the person who should appear as the author.
 - a. The names that are in the drop-down menu will be log-in names, but the name that appears in the article byline will be the first and last names that were entered in the profile page for that person (See **How to fill in your profile** at the beginning of this handout).
4. Click **Save and Continue Editing**.

How to add “Edited by” information

1. In the **Custom Fields** menu select or type “Edited by” in the **Key** field.
2. In the **Value** field, enter your name.
3. Click **Add Custom Field**.

Reopening your article to continue editing

1. Log into WordPress and click **Manage** from the main menu.
2. You will see a list of all articles on the system.
 - a. At the top of the list are several options for filtering. You can filter by category, author, or you can enter a search term to search the content of the articles.
3. Scroll to find the article you would like to edit.
4. Click **Edit** at the far right of the article listing (if no **Edit** link appears, then the article has been published and can no longer be edited).
5. You will then be taken to the **Write** page, and the article loaded into the editor.