

Nicholls WordPress Website Documentation

Author: James Planck < nichweb@nicholls.edu >
<http://www.nicholls.edu/webmanager/>

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Table of Contents

Introduction.....	3
A Nicholls WordPress Website.....	3
User account information.....	3
Nicholls WordPress Website Special Features.....	3
Nicholls WordPress Website Home Page.....	4
Nicholls Website Sub-Pages.....	5
Nicholls Themes.....	5
Nicholls Theme Options.....	6
WordPress Plugins.....	7
WP Super Edit.....	7
Spam Karma 2.....	7
Event Calendar.....	7
Kimili Flash Embed.....	7
Custom HTML.....	7
Get Post Image.....	7
Twitter Tools.....	7
WP Super Cache.....	8
Akismet.....	8
Hello Dolly.....	8
Getting Help!.....	8

Introduction

This documentation has been created to explain the special features and plugins for Nicholls State University websites using WordPress for content management. This documentation is not written for websites using HTML or for specialized web applications other than WordPress.

Updated versions of this documentation will be available for download at:

•<http://www.nicholls.edu/webmanager/documents>

This documentation is meant to compliment the WordPress Basic User Documentation.

The WordPress Basic User Documentation is a brief overview of the WordPress interface and includes topics on managing and editing website content. **WordPress Basic User Documentation is also available for download separately at:**

•<http://www.nicholls.edu/webmanager/documents>

Nicholls State University websites using WordPress have been customized to meet the branding and communication needs for departments and programs. This documentation will explain some of the custom features. You may need to contact the Nicholls State University Website Manager about advanced topics not addressed in this documentation.

A Nicholls WordPress Website

Nicholls websites using WordPress have been customized. In this section you will find documentation and more information about user accounts, themes, plugins and scripts that add to the website functionality.

User account information

Wordpress websites have special user accounts that will allow access to individual WordPress based Nicholls Websites. You may have received e-mail instructions for a user account. You should contact the Nicholls Website Manager at nichweb@nicholls.edu about changing, adding, or deleting WordPress user accounts.

The Nicholls Website Manager does not keep WordPress user account password information on file. Users may need to follow the steps for resetting a forgotten password if they find they cannot log into a department or program WordPress website.

Be sure to use hard to guess passwords, and change your password often to protect against malicious access to WordPress websites. You should not continue to use any default password used when your account was created.

Nicholls WordPress Website Special Features

Nicholls WordPress websites have a custom theme that has several special features.

Wordpress site administrators and editors should **NOT** use other installed themes unless they are aware of the different functionality of those themes. You may need to contact the Website Manager at nichweb@nicholls.edu if you have specific questions about any of the functionality of s Wordpress Web site.

Nicholls WordPress Website Home Page

The **Website Title** area for your WordPress site can be controlled by using a custom **background banner**, and by splitting your **website title** with a “|” in **Settings > General** using the **WordPress Administration Panels**. Using “|” in your **Weblog Title** will cause the first part to be in italic Times and light grey and the text after the “|” to be in the default red.

The **Sidebar** has **Menus** that are specially configured to allow you create sub-pages that are not visible until you click on the parent page. You will also be able to add your **office information**, and control **post archives, links and categories** using settings available under **Appearance > Nicholls Theme Options**.

The “**home**” **page slug** is a special name that will cause the **page** with that **slug** to appear at the top of your home page. Review the sections on managing **pages** in the **WordPress Basic User Documentation** to find out about the “**slug**” option.

Your **Posts** will appear at the bottom of your home page under a **News** heading. You will have control over how the **posts** are displayed under **Appearance > Nicholls Theme Options**.

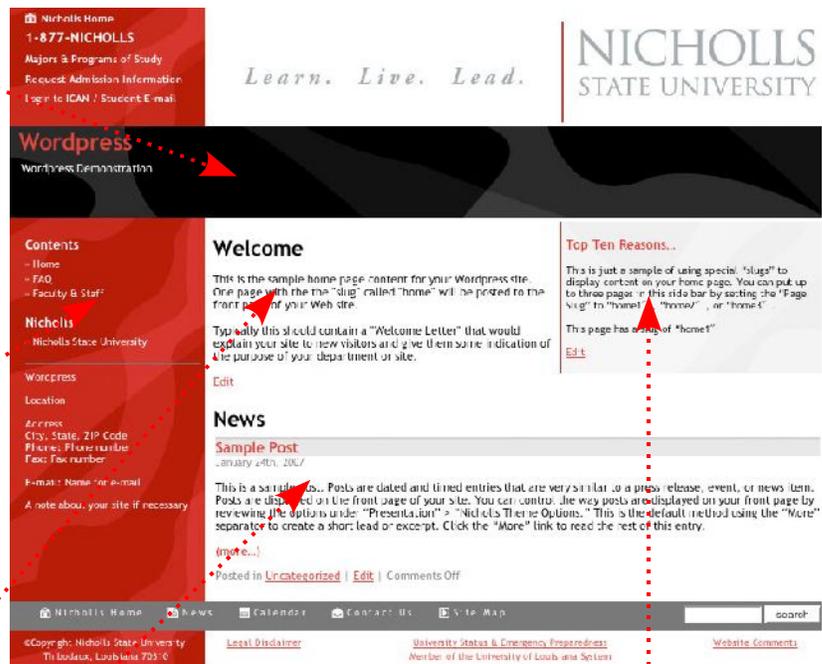


Illustration 1: Nicholls Wordpress "Home"

You also have the option of adding content to your home page by using special **page slugs** named **home1**, **home2** and **home3**. Similar to the **home** slug, these pages will not appear in your menu, and the content should be limited to the width of this smaller area.

You should review additional sections about the **Nicholls Theme Options** to learn more about the special features added to the **home page** of your theme.

Nicholls Website Sub-Pages

In many cases the sub-pages for your site will operate simply by showing the content that you have added to your **posts** and **pages**. There are some special features that allow you manipulate your sub-pages to offer some additional features.

Sub-pages will normally simply display content that is added using Wordpress, but you can also use a **page template** to add some additional features. There are **three templates** that can be used with your site; **Fullpage, setone, and settwo**.
Fullpage – will display your content without the sidebar and menu.
SetOne – allows you to create special pages that can be used to fill in the right side grey area. These special page slugs are named **setone1, setone2 and setone3**.
SetTwo – allows you to create special pages that can be used to fill in the right side grey area. These special page slugs are named **settwo1, settwo2 and settwo3**.

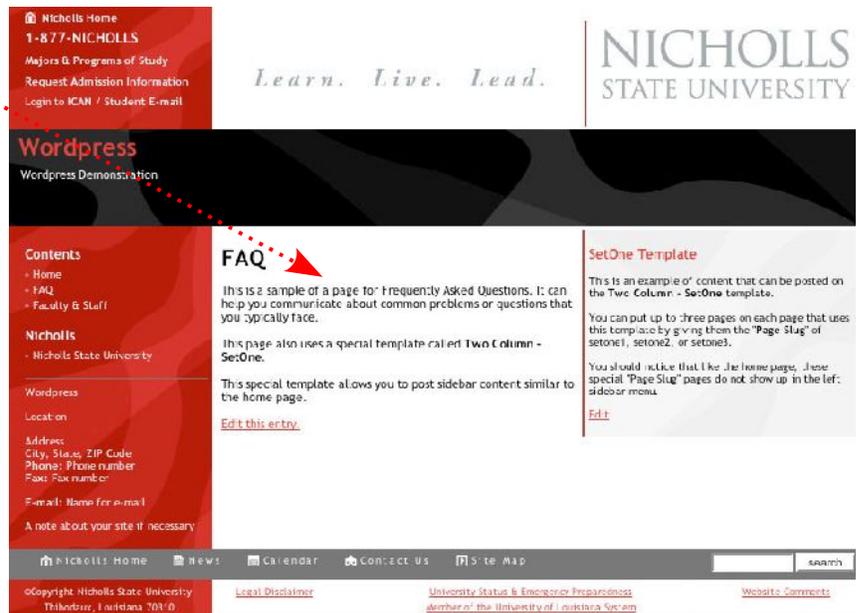


Illustration 2: Nicholls Wordpress "Sub-pages"

Nicholls Themes

There are some settings for your theme that you should be aware of. These settings are available under the **"Appearance"** area of the **WordPress Administrative Panels**.

Be sure to use the appropriate theme for your site. Some themes listed under the Presentation area are for specific purposes.

Nicholls Theme Options

You have some ways to configure your theme that are available under the **Appearance > Nicholls Theme Options** area.

You can change the **header settings** to display an appropriate image for the **background of your site's title area**. You may contact the Website Manager if you have appropriate images that can be used to create a custom header image.

Departments and Programs must list proper contact information. Be sure to use proper address, phone number, and other information. Make sure the e-mail contact is correct and this person is able to respond to information requests. If possible include office hours or specific notes about staff availability.

If your site does not use the **posts or news** items, or if you simply want to have your **categories** and **archives of posts** listed, you can use the **sidebar options** to activate and deactivate links to the **category** and **archive** areas of your site's **sidebar**.

You can control how your **posts or news items** appear on your home page by setting these options.

Do not display posts on home page will make all of your posts invisible on the front page of your site.

Normal post display will allow you to control the post display on your home page using the more separator in the Wordpress editor.

Simple post display will display only a short amount of text or the excerpt for your post.

Title only display will just display the title of your posts.

Once you have made changes to your settings you will need to press the **Save Settings** button. If you want to clear or delete all of your settings you can press the **Reset Settings** button.

Nicholls Theme Options

Customize your department site!

Header settings

Adjust your header image

Header Image : Nicholls Grey Pattern

Header Disabled

Department Information

This contact information is necessary to find and contact your offices for information. You should provide current and relevant information. You should only provide office hours if your hours are not 8:00 am to 4:30 pm

Main Office Location & Building :
Office Mailing Address :
Office Mailing City, State, and Zip Code :
Phone Number :
Fax Number :
Contact Email Name :
Contact Email Address :
Office Hours or Short Note :

Sidebar Options

This will control the options that are viewable on your side bar. Some sites may not want to show the "Categories" or "Archives" areas.

Sidebar Options : Show Categories Show Archives

Home Page Post Display Options

This will control how your Posts are displayed on the front page of your site.

Heading for front page news : Upcoming Events

Home Page Post Display Options :
 Do not display posts on home page. This can make ALL posts invisible to your visitors.
 Normal Post Display: Control display using "More" tag and options.
 Simple Post Display: Short text only display with excerpt.
 Title Only Display: Display post titles only.

Save Settings

Reset

If for some reason you need to reset or delete all options then press the reset button to clean things up in the database.

Reset Settings

Illustration 3: Nicholls Theme Options

WordPress Plugins

WordPress sites can be made more functional by adding plugins. Here is a list of plugins added to Nicholls WordPress websites. Not all of these plugins will be activated for all websites. Only necessary plugins for department and program websites should be activated.

Some of these **plugins** may require some advanced configuration. If you have questions about these additions to your WordPress site, you should contact the Website Manager at nichweb@nicholls.edu. You should not activate or deactivate any **plugin** unless you know what you are doing.

WP Super Edit

This WordPress Plugin adds several editing options to the Wordpress editor.

Spam Karma 2

Spam Karma 2 is a WordPress plugin designed to help combat comment spam. Comment spam is as much a nuance as e-mail spam, but has an additional effect because it can impact public websites. Spam Karma 2 can help with some comment spam, but still requires WordPress users to actively maintain the comments made to Posts on their websites.

Event Calendar

The Event Calendar plugin will allow the addition of dates to Posts. This plugin will allow the use of a javascript calendar for displaying these dates on a page or in the sidebar. Dates are added to individual posts using a special option available on the Post edit screen.

Kimili Flash Embed

Is a special plugin that assists in the addition of Flash movies. **It may require assistance from the Website Manager.**

Custom HTML

This WordPress plugin is designed to help add complex HTML that may not be easily added using the default WordPress editor. **This should only be used if necessary. It may require assistance from the Website Manager.**

Get Post Image

This is an optional plugin used to access images and other attachments for posts and pages. **This should only be used if necessary. It may require assistance from the Website Manager.**

Twitter Tools

This plugin is designed to link a WordPress website with a Twitter.com account. It allows WordPress users to publish links to articles to the Twitter Social Network. **This should only be used if necessary. It may require assistance from the Website Manager.**

WP Super Cache

WP Super Cache is a complex WordPress plugin to help deal with website traffic and performance. Some Nicholls websites may find this plugin activated. It works by caching the website content that would normally be created dynamically during every website visit. Use of this plugin may delay the display of content to a WordPress website.

Akismet

The Akismet is another anti-spam WordPress plugin. It requires a special key and an annual subscription fee to be effective. **This plugin is currently not in use and should not be activated!**

Hello Dolly

The Hello Dolly WordPress plugin is only for development purposes. It is designed to be a short reference for writing WordPress Plugins. **This plugin is currently not in use and should not be activated!**

Getting Help!

If you have problems, questions or anything that you need to discuss about your Wordpress site or this documentation, you should contact the Website Manager:

- **E-mail:** nichweb@nicholls.edu
- **Phone:** 985.448.4075
- **Office:** The Website Manager Office is located in the print room of the Student Publications Building.
- **Department:** The Website Manager is under the Office of Printing and Design Services.