

# WordPress 101

**Block Editor Alert**

# Wordpress - Block Editor

Westliberty.edu uses the wordpress “classic” editor. In December 2018, wordpress launched the “Gutenberg” block editor.

[Learn more about the block editor](#)

I’ll try to describe some of the pros and cons of the block editor and the classic editor that we’re currently using.

# Classic Editor

Classic Editor interface showing the shortcode editor. The shortcode being used is:

```
[su_shadow style="simple"][su_icon_text color="#faa40d" icon="icon: globe" icon_color="#fec145" icon_size="78"]INTERNATIONALIZATION COMMITTEE[/su_icon_text][su_shadow]
```



The image shows a group of approximately ten people of various ethnicities and ages sitting around a long conference table in a meeting room. They appear to be in a discussion or meeting. The room has a white wall and a window in the background. There are some decorative elements like a yellow bar on the left and an orange bar on the right of the image.

Below the image, the text "internationalization." is visible, followed by the heading "Vicion Statement".

Attempts to create a layout with "shortcodes ultimate" plugin.

```
[su_box title="BEYOND LOCAL" style="noise" box_color="#f78812" title_color="#ffffff" radius="6"]Our mission is to prepare students and the community to actively participate in and help shape the future of the interconnected global society.[/su_box]
```

### Committee Description

Campus Internationalization Committee is responsible for coordinating international educational opportunities and initiatives, including overseeing international aspects of the curriculum, evaluating and approving study away programs, and administering resources related to study away and campus


# Block Editor

Objective is to create a WYSIWYG layout.  
3 Column layout

## Testing the Columns Block



Document **Block** ×

 **Column**  
A single column within a columns block.

**Column Settings** ^

Percentage width

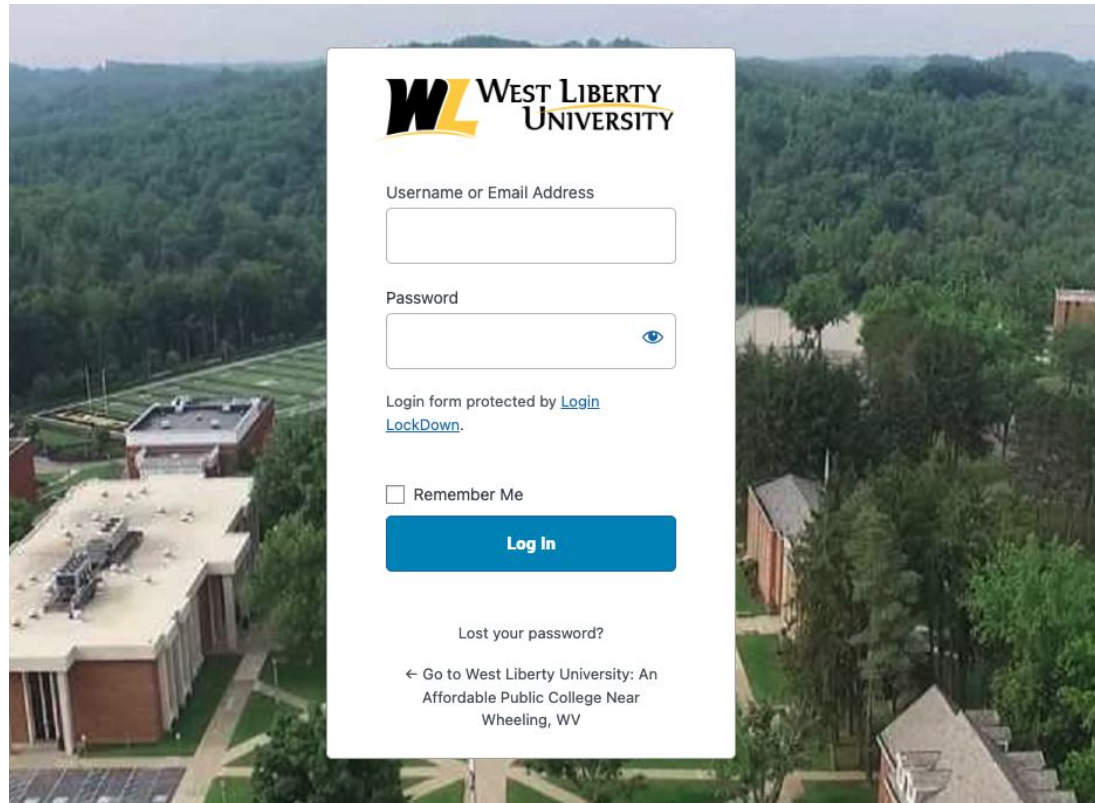
# WordPress 101

How do I log in?



<https://westliberty.edu/wp-admin/>

# How do I log in?

The image shows a login page for West Liberty University. The background is an aerial view of a campus with green trees and brick buildings. A white login form is centered on the page. At the top of the form is the West Liberty University logo, which consists of the letters 'WL' in a stylized font with a yellow underline, followed by the text 'WEST LIBERTY UNIVERSITY'. Below the logo are two input fields: one for 'Username or Email Address' and one for 'Password'. The password field has a blue eye icon to its right. Below the input fields, there is a line of text: 'Login form protected by [Login LockDown](#).' Below this text is a checkbox labeled 'Remember Me'. At the bottom of the form is a blue button with the text 'Log In' in white. Below the button, there is a link: 'Lost your password?' followed by a left-pointing arrow and the text 'Go to West Liberty University: An Affordable Public College Near Wheeling, WV'.



# How do I log in?

**WL** WEST LIBERTY  
UNIVERSITY

Username or Email Address

Password

Login form protected by [Login](#)  
[LockDown](#).

Remember Me

**Log In**

[Lost your password?](#)

← [Go to West Liberty University: An Affordable Public College Near Wheeling, WV](#)

If you lost, forgot or need to change your password, click through the prompts here and check your spam folder.

# WP Dashboard

The screenshot shows the WordPress dashboard for the website `westliberty.edu/media-visual-arts/wp-admin/`. The user is logged in as `Howdy, estackgmail`. The dashboard is divided into several sections:

- Left Sidebar:** Contains navigation links for `My Sites`, `Department of Media and Visual Arts`, `Dashboard` (active), `Home`, `My Sites`, `Posts`, `Media`, `Comments`, `Templates`, `Profile`, `Tools`, `Settings`, and `Collapse menu`.
- Dashboard Header:** Includes `Screen Options` and `Help` buttons.
- Elementor Overview:** Shows the current version of Elementor (`v3.6.3`) and Elementor Pro (`v3.5.2`), along with a `+ Create New Post` button.
- Recently Edited:** Lists recently edited posts, including `Communication Studies` (Mar 30th, 9:50 am), `Department of Media and Visual Arts` (Mar 26th, 4:00 pm), and `Art Therapy` (Mar 22nd, 6:16 pm).
- News & Updates:** Features an article titled `Is Cloud Hosting for Websites Secure?` and another titled `What Is Brutalism in Web Design?`. A third article, `Introducing Elementor 3.6: Leverage Flexbox Containers To Create Top Performing, Pixel-Perfect, Responsive Designs`, is partially visible.
- Quick Draft:** A form for creating a new draft, with fields for `Title` and `Content` (containing the text `What's on your mind?`), and a `Save Draft` button.
- WordPress Events and News:** A section for attending events, with a `Select location` button and a message: `There aren't any events scheduled near you at the moment. Would you like to organize a WordPress event?` Below this are links for `WP Briefing: Episode 29: How to Make a WordPress Blog`, `WordPress 6.0 Beta 1`, and `WPTavern: WooCommerce Plans to Bring Full-Site Editing Support to Single Product Templates`.

# WP Dashboard

The image shows a screenshot of the WordPress dashboard interface. The interface is divided into several key areas, each labeled with red text and arrows:

- Main Navigation:** Located at the top left, it includes the WordPress logo, site name "HelpHub Demo", navigation icons (Home, Back, Forward, Refresh, Comments, New), and the user name "Howdy, atachibana".
- Dashboard:** The main header area containing the "Dashboard" title and "Screen Options" and "Help" dropdown menus.
- Work Area:** The central content area, outlined with a red dashed border, containing the "Welcome to WordPress!" message and various action cards.
- Footer:** Located at the bottom, it includes the text "Thank you for creating with [WordPress](#)." and "Version 4.9.4".

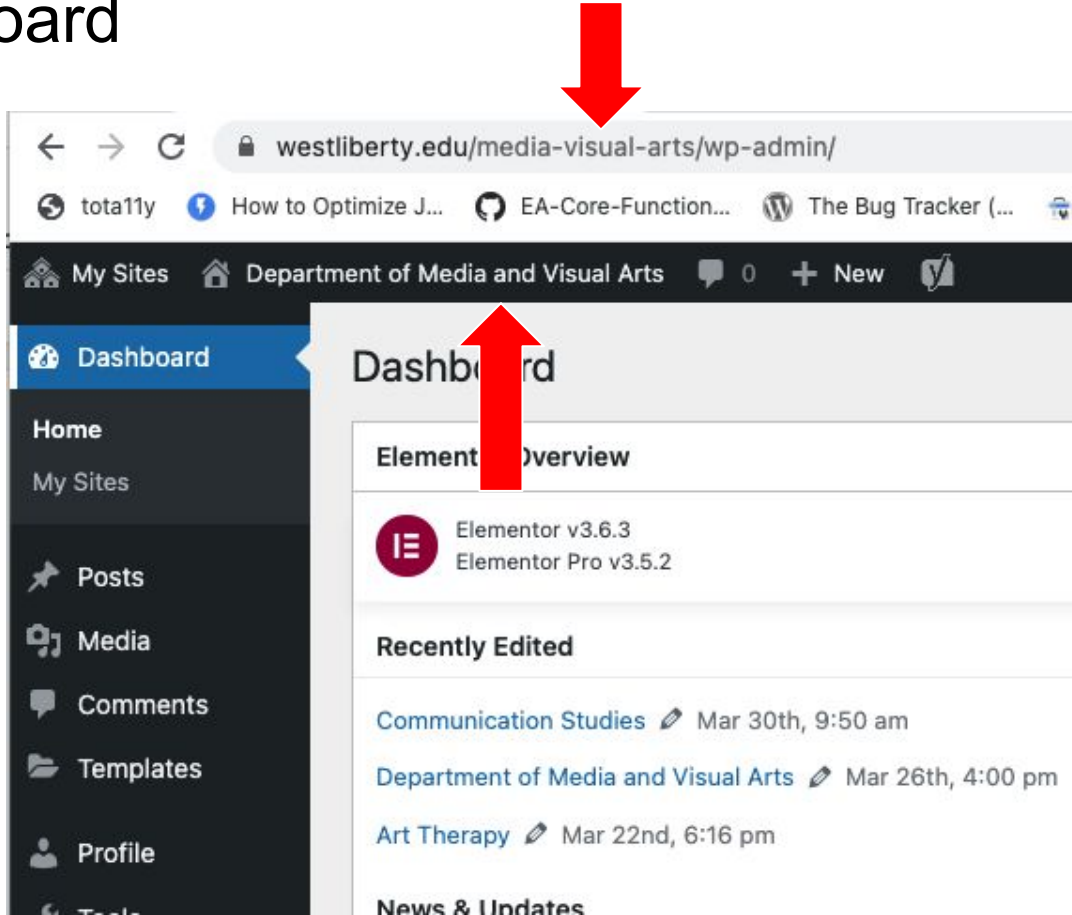
The left sidebar (Main Navigation) lists the following menu items: Dashboard, Home, Updates (8), Posts, Media, Pages, Comments, Appearance, Plugins (5), Users, Tools, Settings, and Collapse menu.

The Work Area content includes:

- Welcome to WordPress!** with a "Dismiss" button.
- Get Started:** A blue button labeled "Customize Your Site" with the text "or, change your theme completely" below it.
- Next Steps:** A list of actions: "Edit your front page", "Add additional pages", "Add a blog post", and "View your site".
- More Actions:** A list of actions: "Manage widgets or menus", "Turn comments on or off", and "Learn more about getting started".
- At a Glance** and **Quick Draft** widgets.
- Activity** and **WordPress Events and News** widgets.

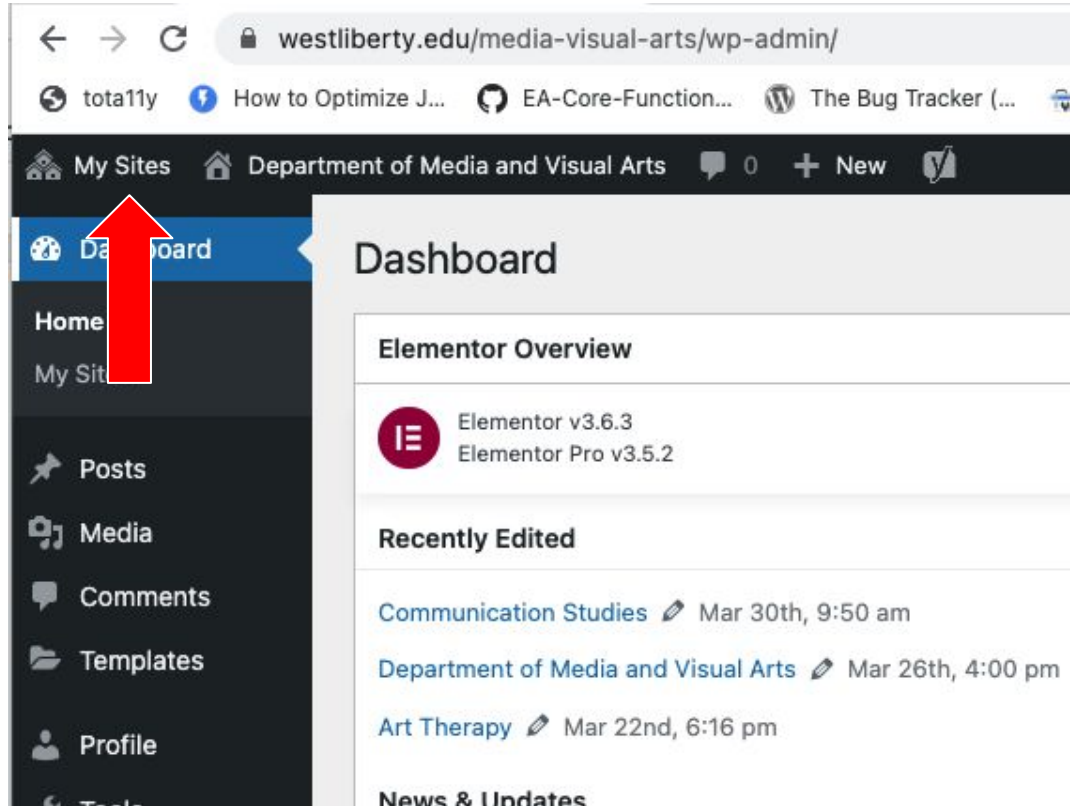
# WP Dashboard

You'll likely be logged in to a site you work on frequently.



# WP Dashboard

Go here to switch

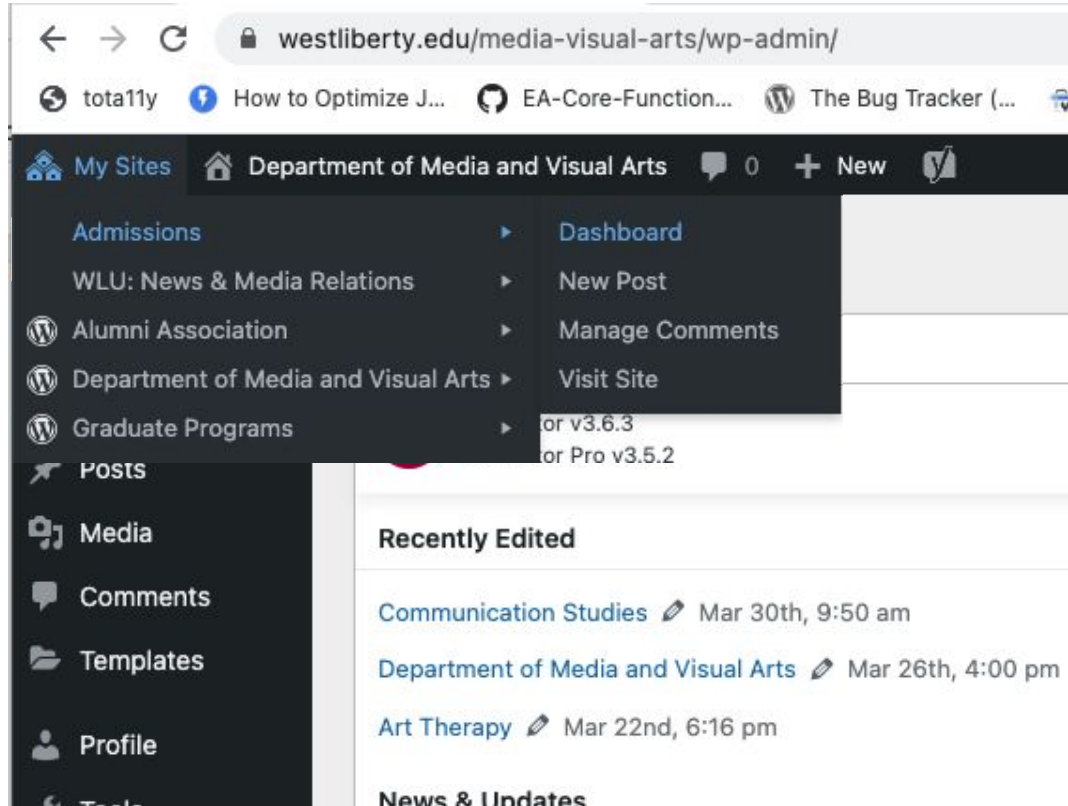


The screenshot shows the WordPress dashboard interface. At the top, the browser address bar displays `westliberty.edu/media-visual-arts/wp-admin/`. Below the browser, the WordPress navigation bar includes "My Sites", "Department of Media and Visual Arts", "0" notifications, a "New" button, and a user profile icon. A dark sidebar on the left contains menu items: "Dashboard" (highlighted in blue), "Home", "My Sites", "Posts", "Media", "Comments", "Templates", and "Profile". A red arrow points to the "Dashboard" menu item. The main content area is titled "Dashboard" and features an "Elementor Overview" section with version information for Elementor v3.6.3 and Elementor Pro v3.5.2. Below this is a "Recently Edited" section listing "Communication Studies" (Mar 30th, 9:50 am), "Department of Media and Visual Arts" (Mar 26th, 4:00 pm), and "Art Therapy" (Mar 22nd, 6:16 pm). A "News & Updates" section is partially visible at the bottom.

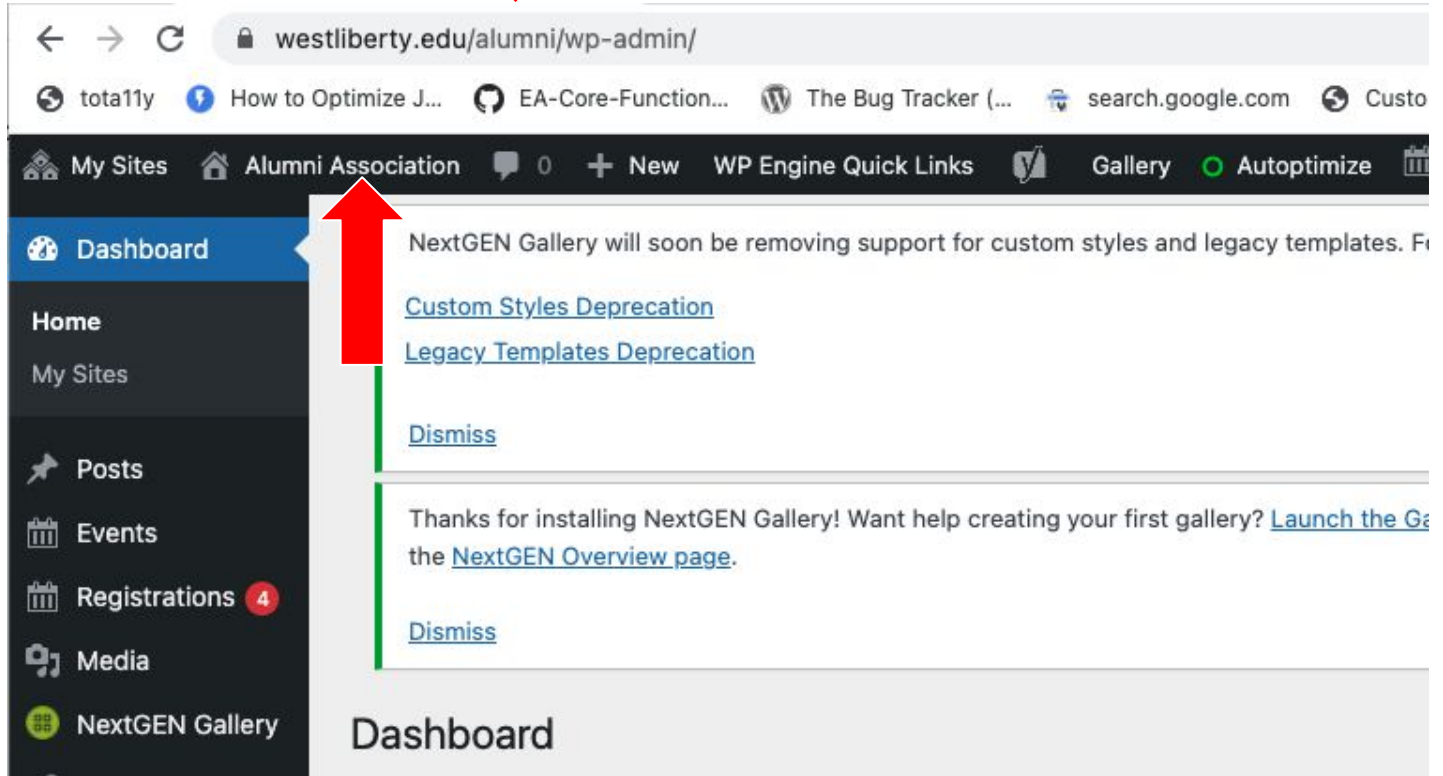
# WP Dashboard

Go here to switch

Click Dashboard

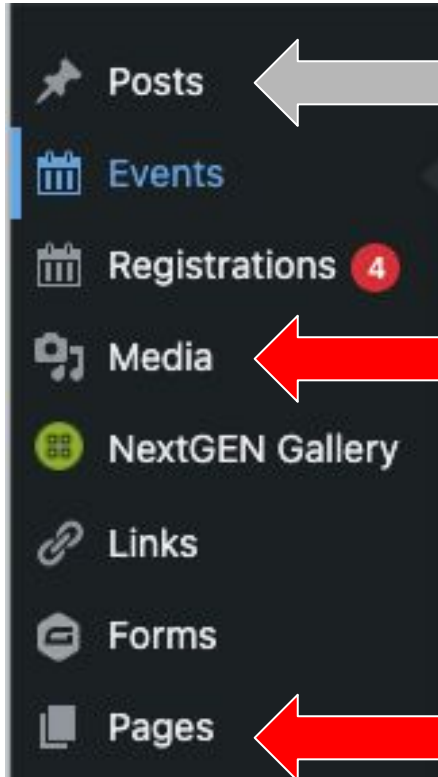


# WP Dashboard



The image shows a screenshot of a WordPress dashboard in a web browser. The browser's address bar displays the URL `westliberty.edu/alumni/wp-admin/`. The top navigation bar includes 'My Sites', 'Alumni Association', a notification count of '0', a '+ New' button, and several quick links: 'WP Engine Quick Links', 'Gallery', and 'Autoptimize'. The left sidebar menu is visible, with 'Dashboard' highlighted in blue. A red arrow points from the top of the page down to the 'Dashboard' menu item. Another red arrow points from the 'Dashboard' menu item up to a notification box on the main dashboard area. The notification contains the following text: 'NextGEN Gallery will soon be removing support for custom styles and legacy templates. For more information, see [Custom Styles Deprecation](#) and [Legacy Templates Deprecation](#). [Dismiss](#)'. Below this notification is another one: 'Thanks for installing NextGEN Gallery! Want help creating your first gallery? [Launch the Gallery](#) or view the [NextGEN Overview page](#). [Dismiss](#)'. The word 'Dashboard' is also visible at the bottom of the main content area.

# Most important items for most admins



Posts - Only used by news section, unless there are unique reasons to do it elsewhere. Continually updated - Time sensitive - content is relevant usually only for time posted, then relevancy passes.

Media - Upload pictures, PDF documents etc.

Pages - Create/edit website pages. Most important feature for westliberty.edu users to explore content. Relevance for this content is long-lasting.

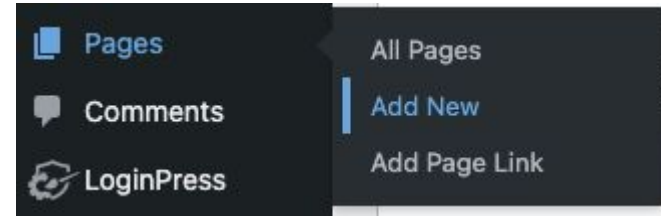


# Creating and Editing Pages

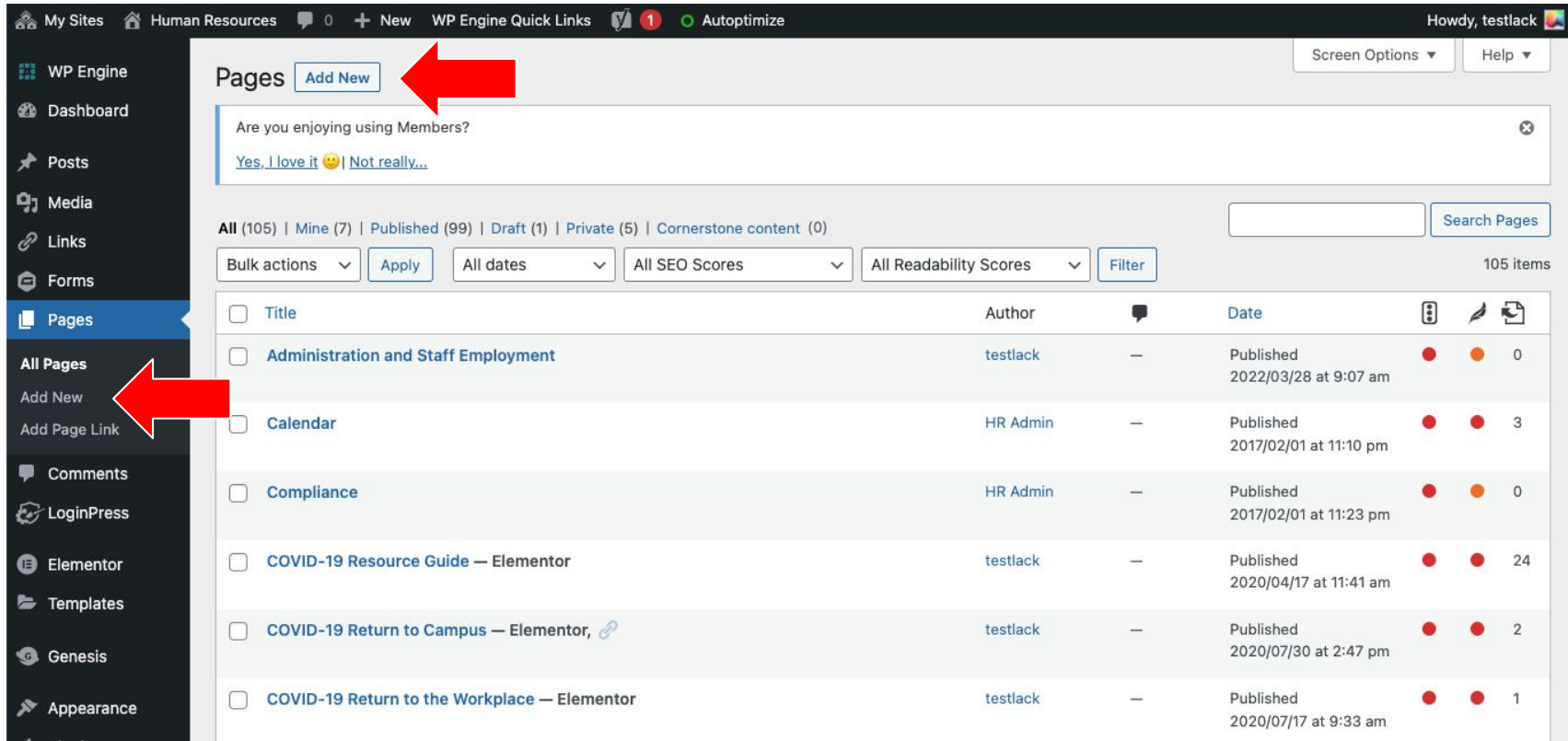
## Demo

1. Create Page
2. Visibility
3. Add and Edit Content
4. Add and Edit Media
5. Change URL (slug) + best practices
6. Default page templates - Elementor

Update - Publish



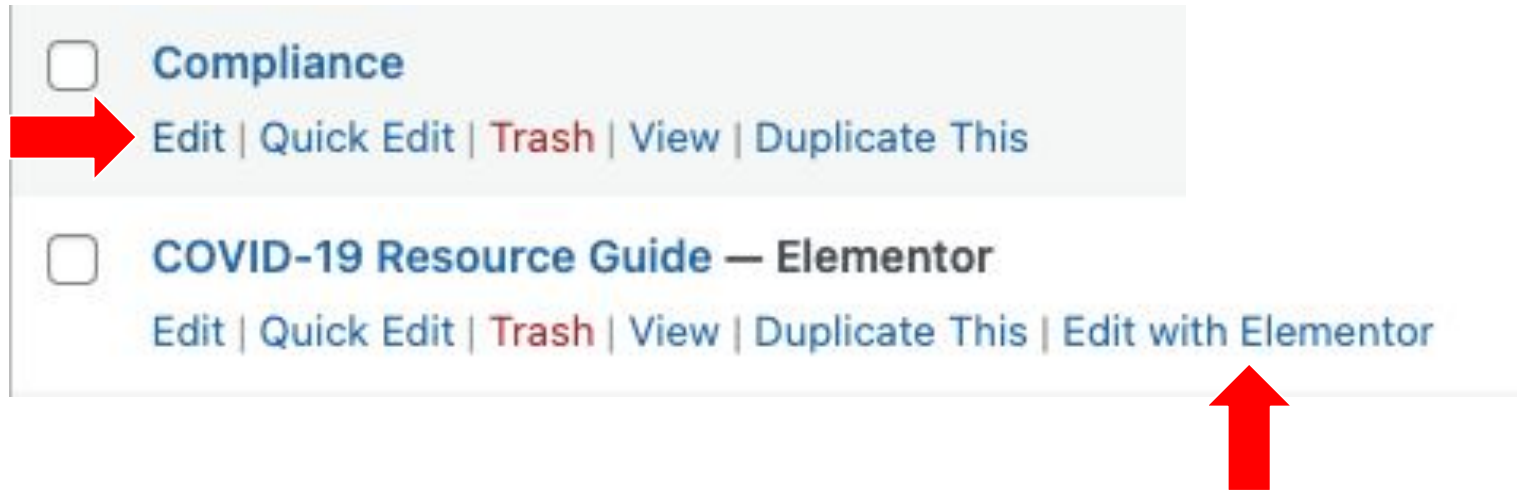
# Creating and Editing Pages - Add New Page



The screenshot displays the WordPress dashboard interface. At the top, the navigation bar includes 'My Sites', 'Human Resources', 'New', 'WP Engine Quick Links', and 'Autoptimize'. The user's name 'Howdy, testlack' is visible in the top right corner. The left sidebar contains various menu items, with 'Pages' highlighted in blue. Under 'Pages', the 'All Pages' sub-menu is expanded, and a red arrow points to the 'Add New' link. In the main content area, the 'Pages' section is active, showing a list of pages. A red arrow points to the 'Add New' button located in the top right of this section. Below the 'Add New' button, there is a search bar and a 'Search Pages' button. The page list includes columns for 'Title', 'Author', 'Date', and status indicators. The following table represents the data shown in the page list:

<input type="checkbox"/>	Title	Author	Date			
<input type="checkbox"/>	Administration and Staff Employment	testlack	Published 2022/03/28 at 9:07 am	●	●	0
<input type="checkbox"/>	Calendar	HR Admin	Published 2017/02/01 at 11:10 pm	●	●	3
<input type="checkbox"/>	Compliance	HR Admin	Published 2017/02/01 at 11:23 pm	●	●	0
<input type="checkbox"/>	COVID-19 Resource Guide — Elementor	testlack	Published 2020/04/17 at 11:41 am	●	●	24
<input type="checkbox"/>	COVID-19 Return to Campus — Elementor, <a href="#">link</a>	testlack	Published 2020/07/30 at 2:47 pm	●	●	2
<input type="checkbox"/>	COVID-19 Return to the Workplace — Elementor	testlack	Published 2020/07/17 at 9:33 am	●	●	1

# Creating and Editing Pages - Edit Page



A screenshot of a WordPress page list. The list contains two entries. The first entry is 'Compliance', which has a red arrow pointing to its checkbox. Below the title are the links 'Edit | Quick Edit | Trash | View | Duplicate This'. The second entry is 'COVID-19 Resource Guide — Elementor', which has a red arrow pointing to the 'Edit with Elementor' link. The 'Trash' link in both entries is highlighted in red.

- Compliance**  
Edit | Quick Edit | Trash | View | Duplicate This
- COVID-19 Resource Guide — Elementor**  
Edit | Quick Edit | Trash | View | Duplicate This | Edit with Elementor

# Creating and Editing Pages - URLs

Apply Now 2022

Permalink: <https://westliberty.edu/admissions/apply-now-2022/>

Avoid using date/time strings in titles and urls

Behavioral Health Clinic

Permalink: <https://westliberty.edu/health-sciences/academics/psychology/behavioral-health-clinic/>

Subtitle

Avoid having too many hierarchies in urls segments

Behavioral Health Clinic

Permalink: <https://westliberty.edu/health-sciences/academics/psychology/behavioral-health-clinic/>

Subtitle

Avoid redundancies

# Creating and Editing Pages - URLs

Campus Security Authority Information



Permalink: <https://westliberty.edu/residence-life/csainfo/>

Avoid acronyms and strings that almost look like words

Women for Economic and Leadership Development (WELD) WLU

Permalink: <https://westliberty.edu/westbusiness/women-for-econom...llegiate-chapter/>

If title is unavoidably long try to keep url short. Always exclude conjunctions

Undergraduate Minors



Permalink: <https://westliberty.edu/westbusiness/undergraduate-minors-3/>

Other pages had this url. They may need to be archived (url changed) or this page's url might need to be changed.

# Media Library

## Image File Types

JPG

GIF

## Document Types - only if necessary

Use if the content can't be made into a page.

Word - .docx

Excel

PDF (use this one) - Universally accepted by W3C

Demo - Uploading and linking to a page

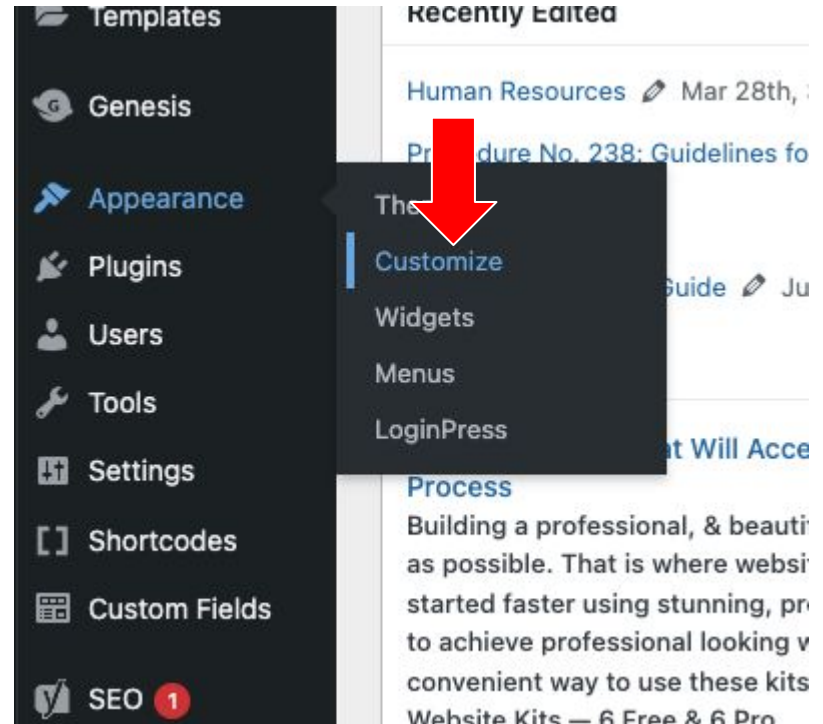
# Admin Questions

How to edit sidebar content, menus etc.?

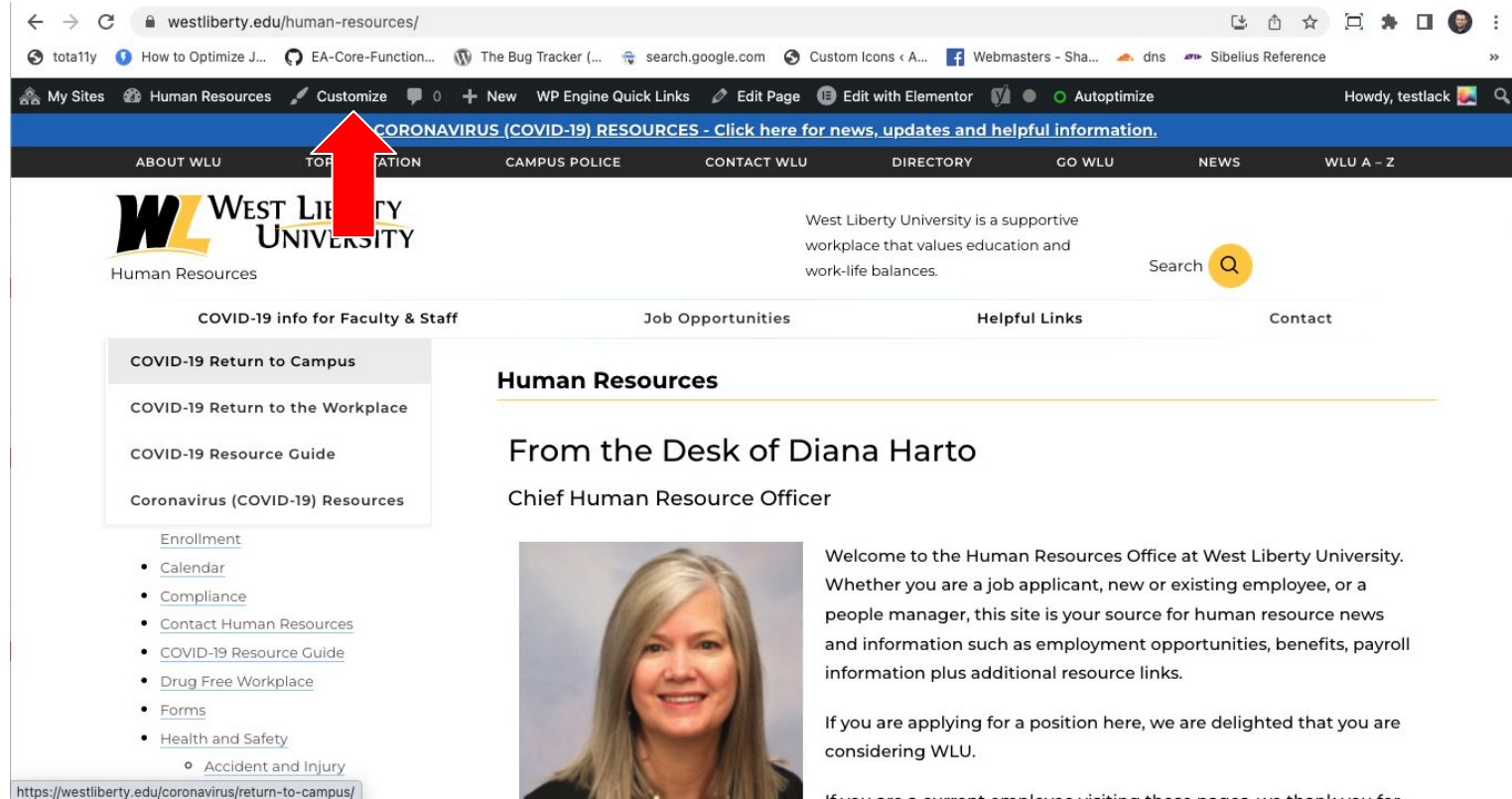
Customize Menu

Demo - Example:

<https://westliberty.edu/human-resources/>



# Admin Questions



The screenshot shows a web browser displaying the West Liberty University Human Resources page. The address bar shows the URL [westliberty.edu/human-resources/](https://westliberty.edu/human-resources/). The browser's address bar contains several tabs, including "tota11y", "How to Optimize J...", "EA-Core-Function...", "The Bug Tracker (...)", "search.google.com", "Custom Icons < A...", "Webmasters - Sha...", "dns", and "Sibelius Reference". The browser's toolbar includes icons for "My Sites", "Human Resources", "Customize", "New", "WP Engine Quick Links", "Edit Page", "Edit with Elementor", "Autoptimize", and a user profile icon labeled "Howdy, testlack".

The website's header features a blue banner with the text "CORONAVIRUS (COVID-19) RESOURCES - Click here for news, updates and helpful information." Below the banner is a dark navigation bar with links for "ABOUT WLU", "TOP", "FORMATION", "CAMPUS POLICE", "CONTACT WLU", "DIRECTORY", "GO WLU", "NEWS", and "WLU A - Z". A red arrow points to the "TOP" link.

The main content area includes the West Liberty University logo and the text "Human Resources". To the right, there is a search bar and a quote: "West Liberty University is a supportive workplace that values education and work-life balances." Below the search bar are four tabs: "COVID-19 info for Faculty & Staff", "Job Opportunities", "Helpful Links", and "Contact".

The sidebar on the left contains a list of COVID-19 resources:

- COVID-19 Return to Campus
- COVID-19 Return to the Workplace
- COVID-19 Resource Guide
- Coronavirus (COVID-19) Resources
  - Enrollment
  - Calendar
  - Compliance
  - Contact Human Resources
  - COVID-19 Resource Guide
  - Drug Free Workplace
  - Forms
  - Health and Safety
    - Accident and Injury

The main content area features a section titled "Human Resources" with a yellow underline. Below the title is a heading "From the Desk of Diana Harto" and a sub-heading "Chief Human Resource Officer". To the left of the text is a portrait of Diana Harto, a woman with long blonde hair. To the right of the portrait is a welcome message:

Welcome to the Human Resources Office at West Liberty University. Whether you are a job applicant, new or existing employee, or a people manager, this site is your source for human resource news and information such as employment opportunities, benefits, payroll information plus additional resource links.

If you are applying for a position here, we are delighted that you are considering WLU.



# Admin Questions



Published

Customizing - Menus  
Sidebar Menu

Menu Name  
Sidebar Menu

Welcome	Front Page, Elementor
Benefits	Page
Benefits - Annual Open Enrollment	Page
Calendar	Page
Compliance	Page
Contact Human Resources	Page

Navigation Label  
Contact Human Resources

Open link in a new tab

Title Attribute

Hide Controls

CORONAVIRUS (COVID-19) RESOURCES - Click here for news, updates and helpful information.

ABOUT WLU TOPPERSTATION CAMPUS POLICE CONTACT WLU DIRECTORY GO WLU NEWS WLU A - Z

**WL WEST LIBERTY UNIVERSITY**

Human Resources

West Liberty University is a supportive workplace that values education and work-life balances.

Search


COVID-19 info for Faculty & Staff Job Opportunities Helpful Links Contact

## Human Resources

From the Desk of Diana Harto

**Hold Shift and Click on the item you need to edit.**

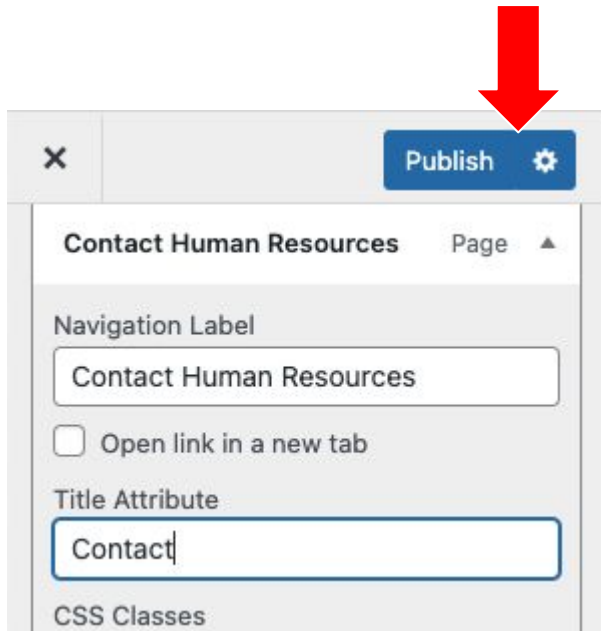
- [Welcome](#)
- [Benefits](#)
- [Benefits - Annual Open Enrollment](#)
- [Calendar](#)
- [Compliance](#)
- [Contact Human Resources](#)
- [COVID-19 Resource Guide](#)
- [Drug Free Workplace](#)
- [Forms](#)
- [Health and Safety](#)
  - [Accident and Injury Investigation Report](#)
- [Job Opportunities](#)



at West Liberty  
ent, new or existing  
is your source for  
human resource news and information such as  
employment opportunities, benefits, payroll information  
plus additional resource links.

If you are applying for a position here, we are delighted that you are considering WLU.

# Admin Questions



Make changes and hit  
Publish.

# Admin Questions

Edit Header Widgets

Keep it short (example is not short)

The screenshot shows the West Liberty University website's Human Resources page. A red arrow points to the top navigation bar, which contains a blue banner for 'CORONAVIRUS (COVID-19) RESOURCES' and a black menu with items like 'ABOUT WLU', 'TOPPERSTATION', 'CAMPUS POLICE', 'CONTACT WLU', 'FACTORY', 'GO WLU', 'NEWS', and 'WLU A - Z'. Another red arrow points to the main content area, which features the university logo, a search bar, and a 'Human Resources' section with a heading 'From the Desk of Diane Harte' and a photo of a woman. A third red arrow points to the left sidebar, which contains a 'COVID-19 info for Faculty & Staff' section with links like 'Return to Campus', 'Return to the Workplace', and 'Resource Guide', along with an 'Enrollment' section with links like 'Calendar', 'Compliance', and 'Forms'.

Edit Navigation

Edit Sidebar Widgets

# Resources

# Tutorials + Websites

[WP Beginner](#)

[Very Thorough WP Tutorial - this person does a lot of them](#)

[Same as previous, starting with WP Dashboard](#)