



SITE ADMINISTRATION

www.iowaregentsannualreport.com/wp-admin

DECEMBER 20, 2010

Iowa's Public Universities
advancing the progress
of all of its citizens.

"FY 2010 was truly an inspirational year
of protecting the core values and quality
of our institutions."



HOW TO LOG IN

Login as an admin:

1. In your web browser, go to **www.iowaregentsannualreport.com/wp-admin**
Note: While in development, you can access the site at:
www.iowaregents-report.gov.demo4.flyinghippo.com/wp-admin
2. Enter your username and password

CREATING AND EDITING PAGES

Create a new page:

1. Click on the 'Pages' tab on the left
2. Under the menu, choose 'Add New'
3. Type your title in the top-most bar
4. Begin typing new content in the 'Main content begins' area
5. All page content and photos go into the large editor area
6. To use subheads, under 'Format' dropdown, choose:
 - heading 1: for large blue titles (with line above)
 - heading 4: for large grey subhead text
 - heading 5: for blue uppercase subhead text

Applying a template and ordering pages

7. On the left column, under 'Page Attributes', select a parent page (ie: page that this new page will fall under.)

On the left column, under 'Template', choose one of the page templates

Default Template = Basic Interior Page Template

Page – Our Strengths = Pages under the 'Strengths' section (includes 'Strength... In')

Page – Our Strengths No Highlight = Pages under the 'Strengths' section, but used for long titles that don't use the 'Highlight' box on the right.

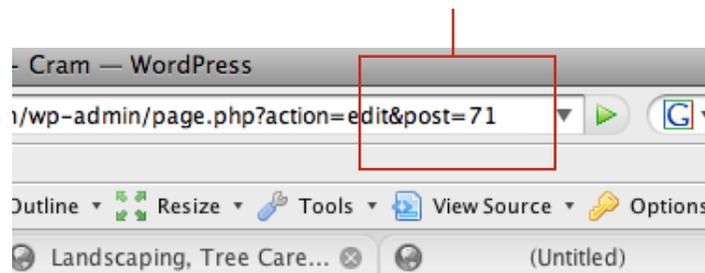
8. To reorder these pages in the side navigation, change 'Order' from 0 to whichever order you want the pages in (**Note:** the first will be 0, second will be 1, etc)

GET PERMALINK

To link to another page, enter:

[permalink href="XX"]Link[/permalink] where XX is the page id of the other page.

This can be found in the address bar when you are editing said page.



ADDING MEDIA

Adding images into pages:

1. While editing in the content window, choose the appropriate square icon next to 'Upload/Insert' (ie: for adding an image, choose 'add an image')



2. From the following pop-up window you can either:
 - From Computer: Add a new image from your computer
 - Media Library: Use an image that is already being used in another content area
3. Select your image either from your hard drive or the gallery (if it has been used before)
4. Next to 'Link URL', press the 'none' button
5. Click 'Insert into post'

Adding a caption or advance formatting your photos

6. In the admin, go to the 'Sample Template' page
7. Switch to HTML mode
8. Copy and paste the table below the text "Switch to HTML mode and begin copying below this line..."
9. Go to the page where you wish to insert the new photo
10. In Visual mode, find the place where you want your new photo. Type "NEW PHOTO HERE"
11. Switch to HTML mode and look for your "NEW PHOTO HERE" text
12. Paste the code from the Sample Template page

Reference classes:

imageleft/imageright = the image will be aligned on the left or right side of the page

captionFloat = this makes the caption left aligned (default)

captionFloatR = this makes the caption right aligned

Adding videos and audio:

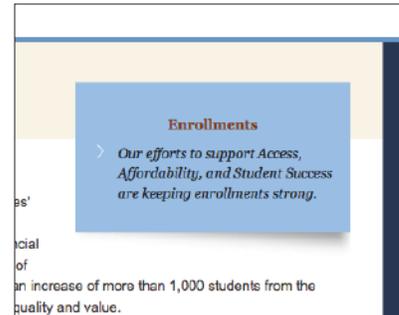
1. While editing in the content window, choose the appropriate square icon next to 'Upload/Insert'
2. On the following screen you can either upload video/audio:
 - From a file on your desktop
 - From a URL (youtube, iTunes)
3. This audio/video file will then be placed in your page's content area.

Adding PDFs:

PDFs are considered media, and must be uploaded using the last button in the row (the 'burst')

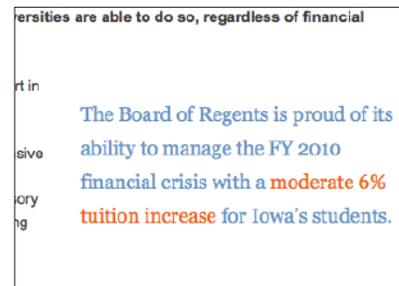
ADDING OR EDITING BLUE HIGHLIGHT BOXES

1. In the admin, go to a page where you wish to add or edit a highlight box
2. Ensure that your page does not have the 'Page – Our Strengths No Highlight' template chosen. If it is, choose 'Page – Our Strengths'
3. At the very top of the content area, begin by typing [highlight]
4. Next, type whatever you'd like to title to say. Select this text and choose 'Heading 1'
5. Now enter your highlight text in bulleted form. Select it all and format it to use bullets.
6. When you have completed, type [/highlight] this closes the highlight box area.
7. **Note:** You can also look at the sample highlight box in the 'Sample Template' page



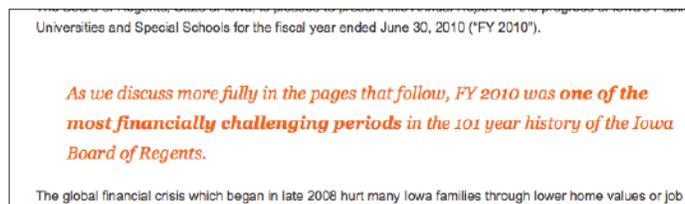
ADDING OR EDITING PULL QUOTES

1. In the admin, go to the place on a page where you wish to add a pull quote.
2. Type [pullquote]
3. Now type whatever text you'd like to see in the pullquote
4. To make text orange, just bold that text
5. To end the pullquote, type [/pullquote]
6. **Note:** Pullquotes are always set to the right side of the page with text wrapping around it. If you encounter difficulty with your other formatting, it means you probably need more text to fill this area.



ADDING OR EDITING LARGE ORANGE HIGHLIGHTED TEXT

1. In the admin, go to the place on a page where you wish to add the important text.
2. Select the text that you wish to use this formatting.
3. Choose 'Heading 3'



CHANGING THE HOMEPAGE LETTER EXCERPT

1. In the admin, go to the 'Iowa Board of Regents Main Page'
2. Scroll down the page to the 'Custom Fields' area
3. Change the text in the content window 'Letter Excerpt'



ADDING OR EDITING TESTIMONIALS

By default, this feature does not display until we have several testimonials. When you reach this point, please notify us, and we'll make this area appear on the site.

1. On the left column, open up the 'Testimonials' panel
2. Click 'Add New'
3. For title, enter the person's name
4. The main content area is not used
5. Enter the testimonial verbiage into the 'Testimonial Text' region (below the mail content region). For special characters, you'll need to use the HTML equivalent (eg: em dash is **—**)
Note: A reference of these codes can be found here: <http://www.ascii.cl/htmlcodes.htm>
6. Enter the person's name in the 'Attribution Text' region
7. Enter the person's title and company in the associated fields

SUPPORT

After the site has launched, any changes or issues can be sent to support@flyinghippo.com where our team of technicians will respond as soon as possible with suggestions and solutions.

CREATING WORDPRESS ACCOUNTS

There are six pieces of information you need to know to setup an account:

- First name
- Last name
- Email
- Desired Wordpress username
- Password
- Permission level

To keep things simple, use the username from the email address for the Wordpress username (e.g., bjones@asdf.com has username bjones).

You can think of your own password or you can use a website to generate some for you. One such website is

<http://www.pctools.com/guides/password/>

That will generate 40 random 8-character passwords and you can pick one, or refresh until you find one you find suitable. (The user can then change the password to whatever they desire after logging in.)

CREATING WORDPRESS ACCOUNTS (CONTINUED)

The permission level determines what the user can do in Wordpress:

- Site Administrator – An administrator can create pages, posts and users.
- Editor – An editor is the same as Site Administrator except an editor cannot change users.
- Author – An author can do basic post creation, editing, and publishing. Authors cannot work with pages, only posts.
- Contributor – A contributor is an Author that cannot publish, which means they can only create and edit. This is a good starting point if you want to control who or when posts are published.
- Subscriber – A subscriber can only read posts and creating subscriber accounts is generally not needed since anonymous users can read public sites.

More in-depth explanation of roles is explained on Wordpress' site:

http://codex.wordpress.org/Roles_and_Capabilities

Determining the permission level depends on what the user is supposed to do and how much responsibility is to be bestowed. Start with Editor if the user does not need to create other user accounts or if your Wordpress site uses pages; start with Author if your Wordpress site does not use pages (uses only posts); and start with Contributor if you wish to control if/when their posts are published.

Once these six pieces of information are known then it is time to create the account:

1. Log into the admin page for Wordpress
2. Click on "Users" on the left
3. Click "Add New" either on the left or above the listed users (it is the same link)
4. Fill in the new user information:
 - Enter in the Wordpress username, first name, last name, email, and password.
 - The "Website" is not required but you may set this to your website
 - If you chose a random password you may leave the "Send Password?" checkbox checked or if you prefer to not send a password through email you should uncheck this and convey the password to the user in some other way
5. Choose the desired role (again: Editor is a good starting point)
6. Click "Add User"

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