

# **Arts and Sciences Website Guide August 2013**

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# Themes

- Control the look and presentation of content on a website
- All themes are consistent with the Rutgers Visual Identity Manual guidelines

## Scarlet Raptor



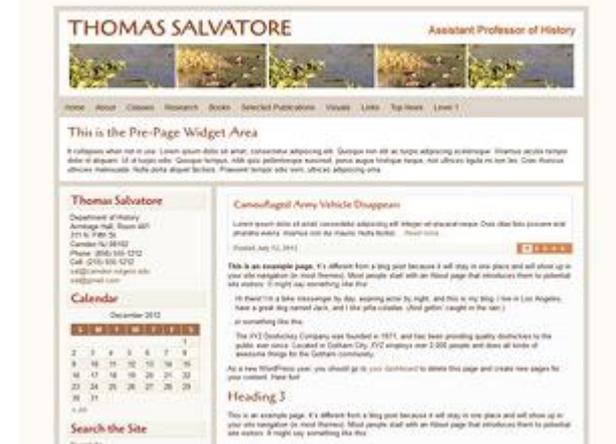
Department Websites  
(dept.camden.rutgers.edu)

## Scarlet Blog



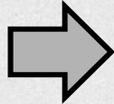
Personal & Department  
Blogs

## Scarlet Web



Personal Websites  
(people.camden.rutgers.edu)

WIDGET



### SEARCH THE FAS SITE

Search

### QUICK LINKS

- ▶ [Apply Now](#)
- ▶ [Make a Gift](#)
- ▶ [Contact Arts & Sciences](#)

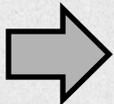
### STUDENT SPOTLIGHT

#### Daniel Stapelkamp

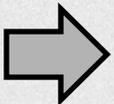


"I am very proud to be a student at Rutgers-Camden: this university allows me to better myself and to become the person I always dreamed I would develop into." [Read more ...](#)

WIDGET



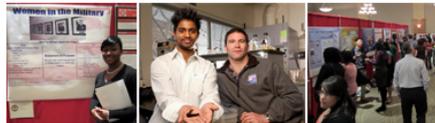
WIDGET



# SIDEBAR

Home » Students » Undergraduate Research

## Undergraduate Research



- [Celebration of Research & Creative Activity \(CURCA\)](#)
- Undergraduate Research Poster Session co-sponsored by the Departments of Psychology and Sociology, Anthropology and Criminal Justice



*The ability to do research at the undergraduate-level is the main reason I came to Rutgers-Camden.*

**Ryan Pachucki**  
*We-R-RUC*

### Message from the Dean



One of the special qualities we offer in Arts and Sciences is the chance for our students to engage in research and creative activity with the guidance of our expert faculty.

**Students can discover new knowledge, solve problems, and use their imagination in artistic endeavors.**

I encourage all of our students to take advantage of the special resources we have to offer in order to engage in research and creative activity.

[Edit](#)



# MAIN PAGE OF CONTENT

# PAGE TITLE

# INNER SIDEBAR

# Terminology

- **Widgets:** Content areas other than the main page of content
  - Pre-Main
  - Post-Main
  - **Primary-Sidebar – most popular content area**
  - Inner-Sidebar
  - Footer-Sidebar
- **Plugins:** tools that extend the functionality of a website
  - Broken link checker, Image gallery & slideshow, FAQ, etc.
- **Menus:** where the navigation of a website resides
- **Toolbar:** Once logged in, the gray bar at the top that gives easy access to editing and logging out of the website

# To Login:

- Find the shortcut in the website's footer
  - Department site

Copyright © 2012 Rutgers, The State University of New Jersey. All rights reserved.  
Page last updated by Department of History at 1:30 p.m. Oct. 25, 2012.

- Blog site

Copyright © 2012 Rutgers, The State University of New Jersey. All rights reserved.  
Page last updated at 5:58 pm October 19, 2012.  
WordPress Theme by ThemeZee

- Personal site

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© 2010 Rutgers, The State University of New Jersey  
Site last updated at 11:49 am December 10, 2012.  
Page last updated at 11:48 am December 10, 2012.



# Logging In



The image shows a WordPress login interface. At the top, there is the WordPress logo (a circular 'W') followed by the word 'WORDPRESS' in a blue serif font. Below this is a light pink rectangular box with a thin red border containing the text 'Please Login'. Underneath is a white rounded rectangular form with a subtle drop shadow. Inside this form, there are two input fields: the first is labeled 'Username' and the second is labeled 'Password'. Below the password field is a checkbox labeled 'Remember Me'. To the right of the checkbox is a blue rounded rectangular button with the text 'Log In' in white.

**Use your Rutgers NetID and Password**

# Logged in View (The Dashboard)

Dashboard

Pages Tree View

All | Public | Trash | Expand | Collapse | Search

- Student Organization
- News
- WordPress Workshop
- Home
- draft Untitled
- Events
- Contact
- Frequently Asked Questions
- New Program Approval Pathway (3)

Appearance

- Themes
- Widgets
- Menus
- Scarlet Raptor
- Options

Recent Drafts

There are no drafts at the moment

Broken Link Checker

Found 1 broken link  
No URLs in the work queue.  
Detected 13 unique URLs in 21 links.

Most important tabs:

- Posts
- Media
- Pages
- Appearance → Widgets
- Appearance → Menus

# Appearance → Menus

The screenshot displays the WordPress 'Appearance' → 'Menus' interface. The left sidebar shows the navigation menu with 'Appearance' selected. The main content area is titled 'Menus' and shows the 'Main Navigation' menu being edited. The 'Theme Locations' section shows 'Main Navigation' selected. The 'Custom Links' section has fields for 'URL' and 'Label'. The 'Pages' section shows a list of pages with checkboxes and drop-down menus. The 'Categories' section shows a list of categories with checkboxes and drop-down menus. A text box on the right explains that pages can be dragged and dropped, and drop-downs are automatically created when the gray box is pulled to the right.

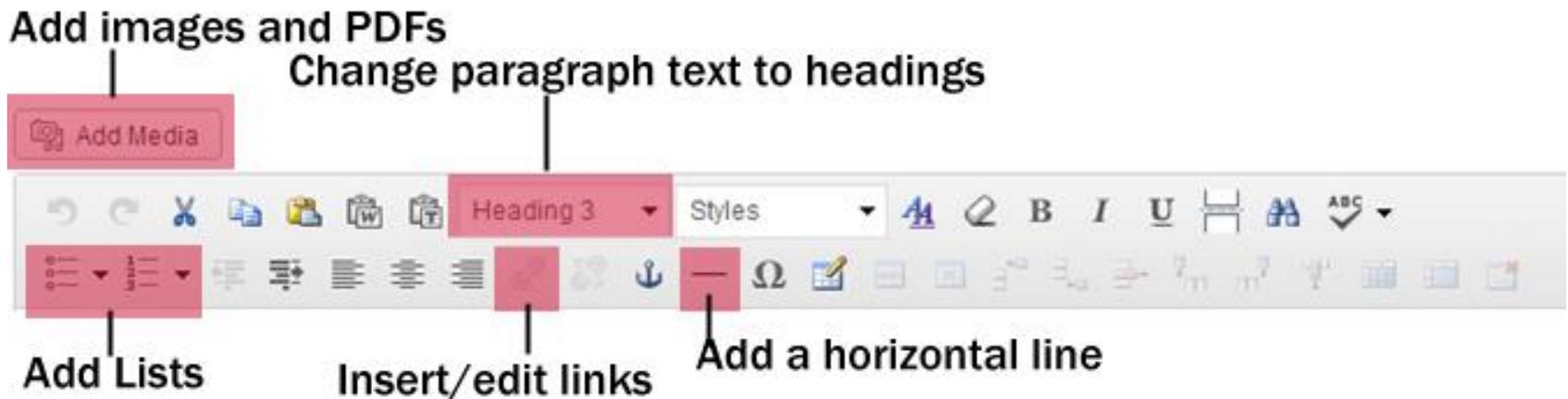
You can drag and drop each page. Drop-downs are automatically created when you pull the page's gray box to the right. To add pages to the menu, click the checkbox next to the Pages Box in the bottom left and click "Add to Menu"

# Editing a Page on Your Website

- **Easiest:**
  - Click the blue Edit link at the bottom of any page
  - Click the Edit Page link in the Toolbar at the top of any page
- **Other ways:**
  - Click the page title on your Dashboard within the Pages Tree View box
  - Hover over Pages in the Logged in Menu, click all Pages, then click the page title

# Text Editing

- WordPress ≠ Word Document (formatting might be lost)
- WordPress automatically double-spaces between paragraphs.
  - **To single space: Press “Shift + Enter”**
- Tables and spreadsheets are more involved to move to WordPress, so please email Jennifer Pope if you’re having difficulties inserting a table



# Notes on Text Formatting

- Please use Headings to denote the architecture/structure of the page, but don't go overboard (don't use headers for entire sentences of text)
  - Heading 1 and Heading 2 are reserved for the site title and subtitle
- Try to link to a sentence or groups of words instead of a single word
  - “[Spring 2013 course schedule](#)” instead of “Click [here](#) for the Spring 2013 course schedule”

# Adding Links

- Highlight the text you want to have linked
- Click the “Insert/edit link” button
- Paste or type in the Link URL
- Click “Update”

**Edit Page** Add New

Page draft updated. [Preview page](#)

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**Sample Page**

Permalink: <http://saltflats.camden.rutgers.edu/jp-sandbox/sample-page/> [Edit](#)

Upload/Insert

Paragraph Styles **B I U** ABC

**Insert/edit link**

This is an example of Header 3

This is an example of Header 4

This is an example of Header 5

This is an example of Header 6

---

This is a sample of a sentence of text.

[This is a link.](#)

**Insert/Edit Link**

General Popup Events Advanced

**General Properties**

Link URL

Target Open in This Window/Frame

Title

Class -- Not set --

**Update** Cancel



# Adding Images

### Insert Media

Create Gallery  
Set Featured Image

Insert from URL

### Insert Media

Upload Files | Media Library

All media items

1 selected  
Clear

#### ATTACHMENT DETAILS

**ridley-state-park.png**  
February 22, 2013  
1982 × 1090  
[Edit Image](#)  
[Delete Permanently](#)

Title:   
Caption:   
Alt Text:   
Description:

#### ATTACHMENT DISPLAY SETTINGS

Alignment:   
Link To:   
Size:

[Insert into page](#)

# Adding Images

- Click “Upload Files”
- Choose the image
- Rename it (optional)
- Add a Caption (optional)
- Add the Alt Text (**NOT OPTIONAL- this is important for accessibility**)
- Choose the Alignment
- Choose the Size
- Click “Insert into Page”

# Uploading and Linking to PDFs

This is a combination of uploading media and adding a link. You will upload the PDF to the site first, and then you will link to it.

ATTACHMENT DETAILS



Digital-Marketing-higher-Education-Ebook.pdf  
February 22, 2013  
[Delete Permanently](#)

Title

Caption

Description

ATTACHMENT DISPLAY SETTINGS

Link To

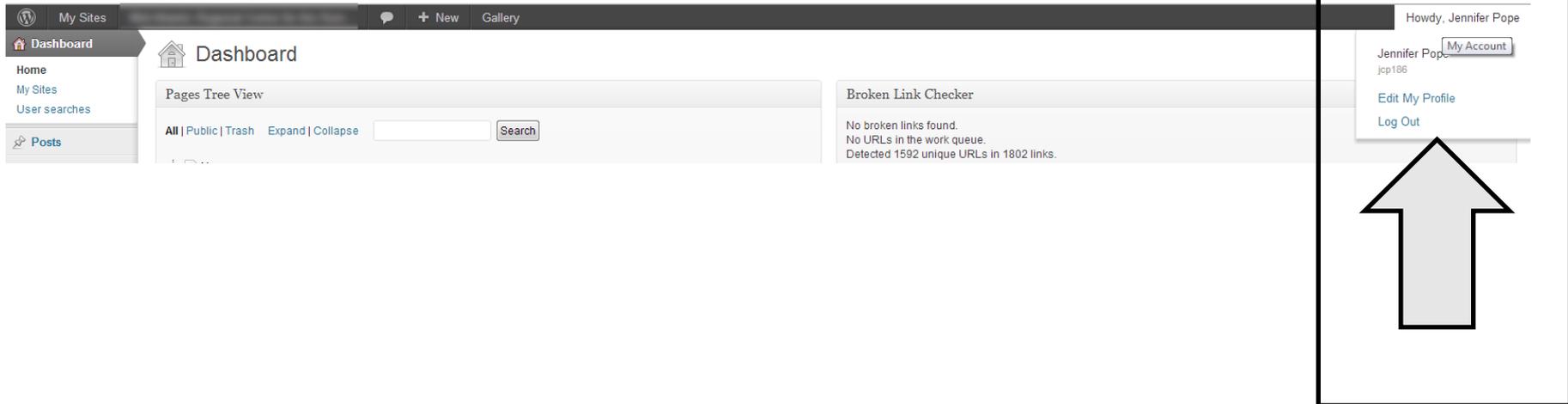
← The title will be what the link displays as on your page

← Make sure this says “Media File” (if it doesn’t, click on the dropdown arrow and choose Media File)

Insert into page

# Please Log Out When You're Finished!

- After you've updated your site, please log out- this is important for security.



# Miscellaneous

- On blogs, you can create sticky posts
- You can no longer copy + paste email addresses on our websites (for security purposes). If you do, the address will appear backwards.
- We can now create web forms. Please contact Jennifer Pope if you're interested in implementing web forms on your website.
- Image galleries are now available through the Add Media button on a page.