Editing in WordPress

For sites on www.trincoll.edu

Login

1. Go to: https://www.trincoll.edu/wp-admin/

2. Click the link that says SAML Login
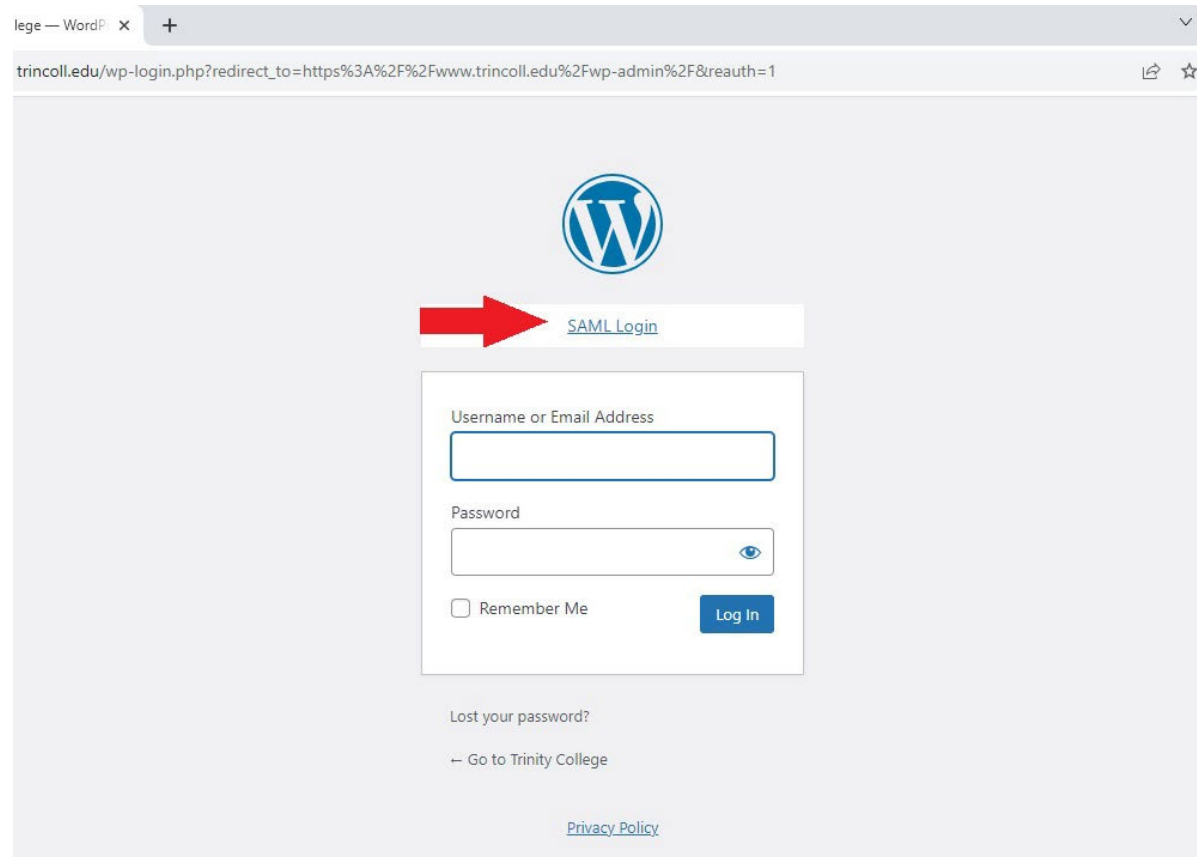
3. Enter your Trinity credentials

4. This will take you to the WordPress dashboard

Once you have logged in you will find the sites you have access to edit under the "My Sites" heading in the top left corner.

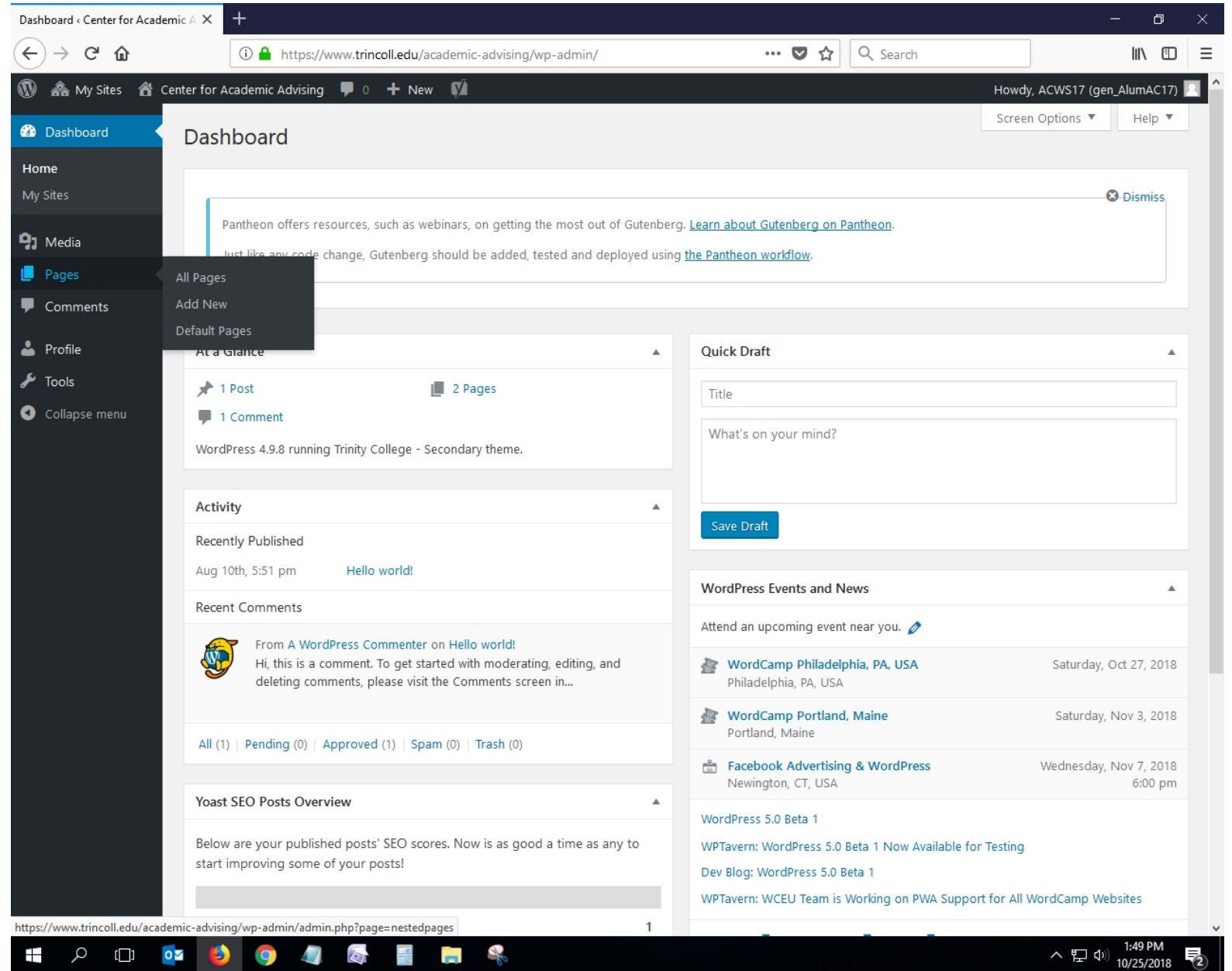Hover over My Sites and then navigate to the Dashboard for the site you want to edit.

Your WordPress Dashboard

From here you can access the pages of your website and the images or documents you want to make available.

To edit the pages of your site, or to add a new page, choose Pages in the left-hand column.

To edit a page, click on "Edit" in the Pages directory

Editing the page

Title: This appears in the header space of the page, if you use a header image, the title will be overlaid on the image so you may want to consider the length of the title and the composition of the image as they relate to each other.

Header Image: Must meet the minimum dimensions stated (1440 px wide x 617 px tall) but does not need to be those exact measurements (for example 1600 x 1200 would work fine).

Intro Paragraph: The intro paragraph is a larger font than the body copy. It is meant to be a sentence or two that describes the content on the page or a subhead for a story.

Editing body copy

The WYSIWYG (What You See Is What You Get) editor accepts text copied and pasted from Word files, usually this retains the bold, italics, and links from another source if you are copying and pasting content into your web page. The tool bar icons allow you to style the text, add a bulleted or numbered list, make links, add images, or add tables.

Hovering over the icons will tell you what each one does and show keyboard shortcuts (if available).

Making hyperlinks

To make a link, highlight the text that will be the link, then click the inset/edit link button.

Add Media   Add Form   Visual   Text

File ▾   Edit ▾   View ▾   Insert ▾   Format ▾   Tools ▾   Table ▾

Paragraph ▾   B   I   "   ☰ ▾   ☰ ▾   ☰   ☰   ☰   🔗   🔗   ↶   ↷   Quote   ⤢

⬅   ➡   📋   ⊘   Ω   ⊟   A ▾   ▦ ▾   ❓   Insert/edit link

From day one, the Career Development Center provides support through a variety of programs, connection to the alumni network, close relationships with influential employers, and support from Trinity families. We reach the destination -- and enjoy the journey -- together.

Add Media   Add Form   Visual   Text

File ▾   Edit ▾   View ▾   Insert ▾   Format ▾   Tools ▾   Table ▾

Paragraph ▾   B   I   "   ☰ ▾   ☰ ▾   ☰   ☰   ☰   🔗   🔗   ↶   ↷   Quote   ⤢

⬅   ➡   📋   ⊘   Ω   ⊟   A ▾   ▦ ▾   ❓

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https://www.trincoll.edu/careerdevelopment/con   ⏎   ⚙

Apply

Paste the url of the destination page or website into the box and click the blue "Apply" icon.

Clicking on the gear will open a properties window which allows you to choose to have the link open in a new window.

Page Attributes

If you want to change the order of the page in the dropdown menu, or change a page to be a child page (subpage) of another page, you can do that in the Page Attributes section of the page.

(no parent) means the page is a top-level page and will appear in the dropdown "In This Section" menu on your site's main landing page. To choose another page as a parent, simply click the arrow and the other published pages will appear so you can choose a different parent.

If you want to change the order of the page in the "In This Section" dropdown, change the number you see in the Order box. If no number is chosen, the default is zero and that will put the page at the top of the dropdown menu so be sure to fill this box in if you have more than one page.

Parent page

Child page

Previewing and Publishing
Once you are done editing the page, you can choose to preview your changes before publishing. The preview will open in a new tab.
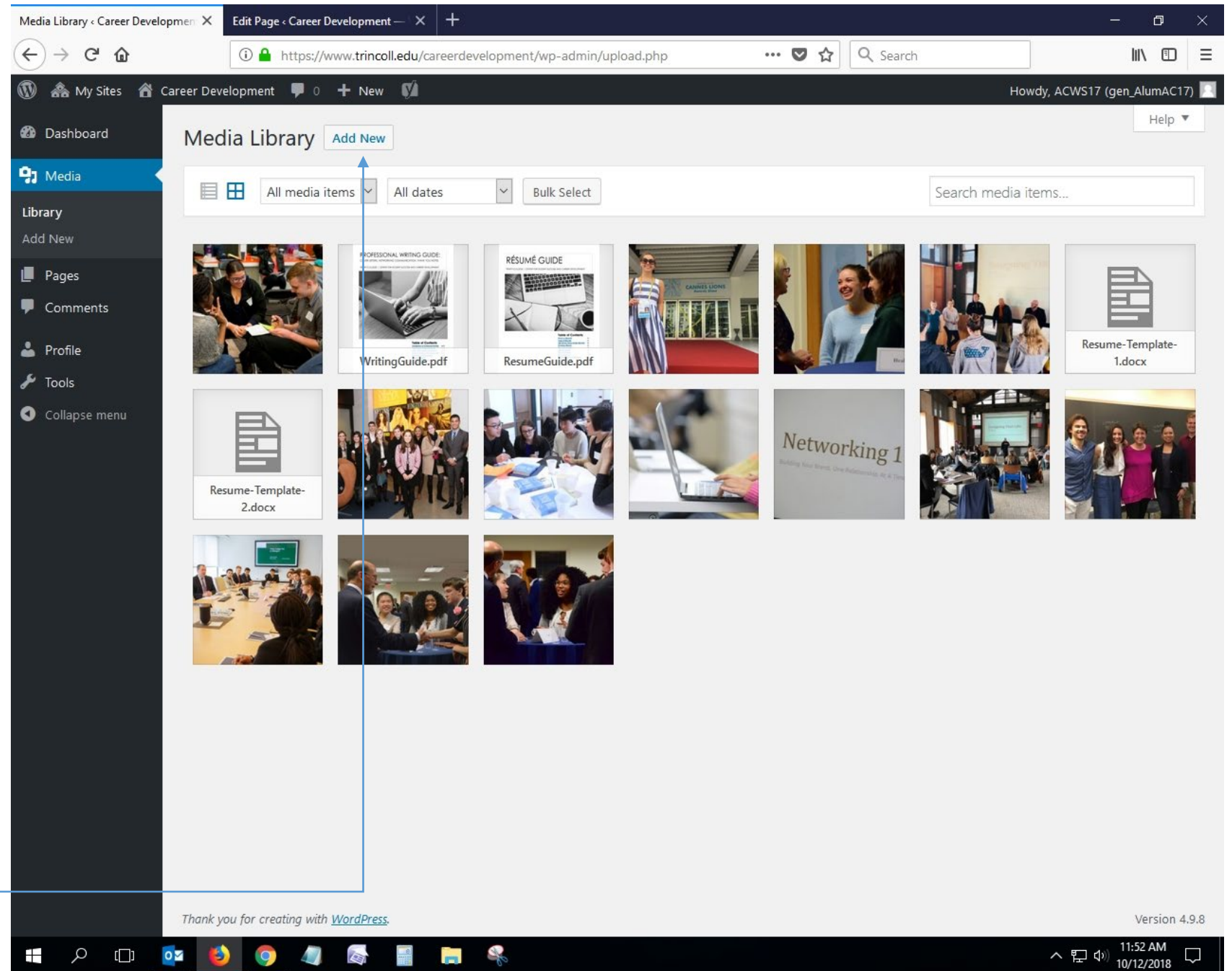
If you are ready to publish the changes, click the blue "Update" button.

Adding images

Images for your site are stored in the Media library. Some image fields require that the pictures meet minimum size requirements. Those pixels dimensions are listed where the image is inserted, for example the header image.

Other images that you would like to have embedded alongside text can be any size. It's a good practice to keep the file size under 1 MB to minimize page load time.

To add a new image, click the Add New button.

A pop-up window will allow you to navigate to the location on your computer where you have the image. Select the picture and click "Open."

Fill in the Alt Text field

Alt text is used by screen readers to describe the picture. This is not the same as a caption. It should describe the image, students talking with a professor in a classroom, for example. It helps us to be compliant with federal guidelines for accessibility so it's important to remember this step.

Adding the image to the page

Put your cursor where you want the picture to appear, then click the Add Media button.

Select the image you want to place on the page. On the right side of the screen you will see the image properties and settings. Here you can enter a caption, add text to the Alt Text field, choose how to align the image, and what size the image should be on the page. Then click Insert into page in the bottom right corner.

To make the image also be a link, click the "Link To" dropdown and choose Custom URL, then paste in the URL for the page or pdf you want to link to.

Add Media

Create Gallery
Create Audio Playlist
Create Video Playlist
Featured Image

Insert from URL

Add Media

Upload Files   Media Library

All media items   All dates

Search media items...

WritingGuide.pdf   ResumeGuide.pdf

Resume-Template-1.docx   Resume-Template-2.docx

Networking 1
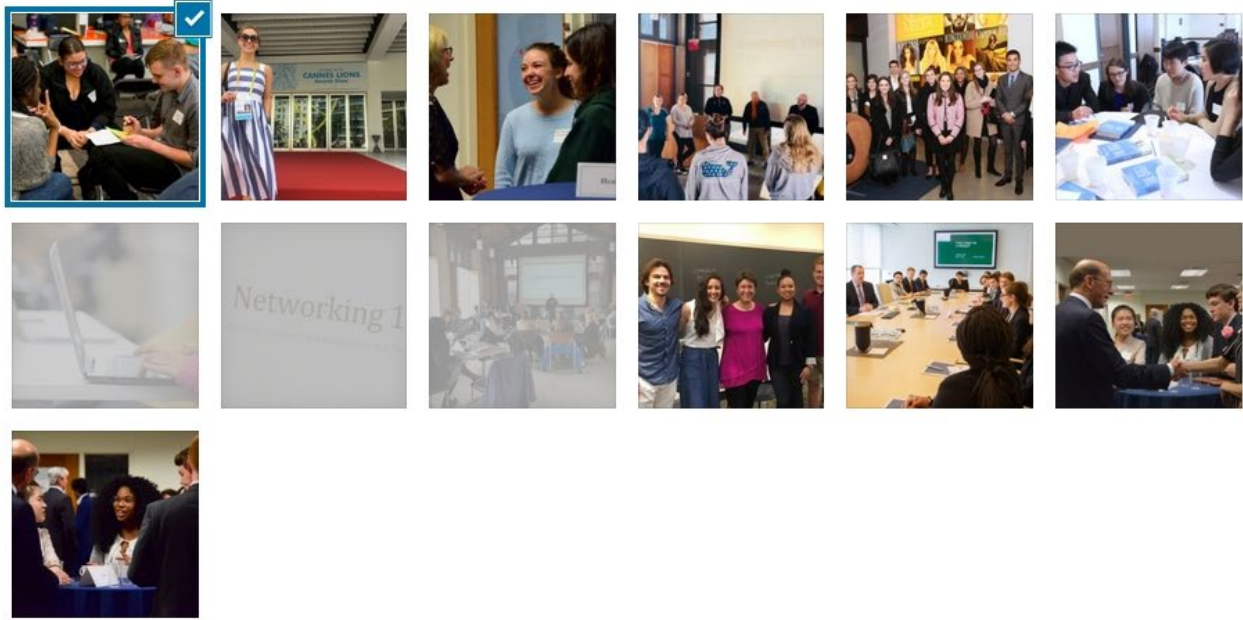
334 × 300
Edit Image
Delete Permanently

URL   https://www.trincoll.edu/ca
Title   JoeCatrino-pic
Caption

Alt Text   Joe Catrino
Description

Required fields are marked *

Replace media

Upload a new file
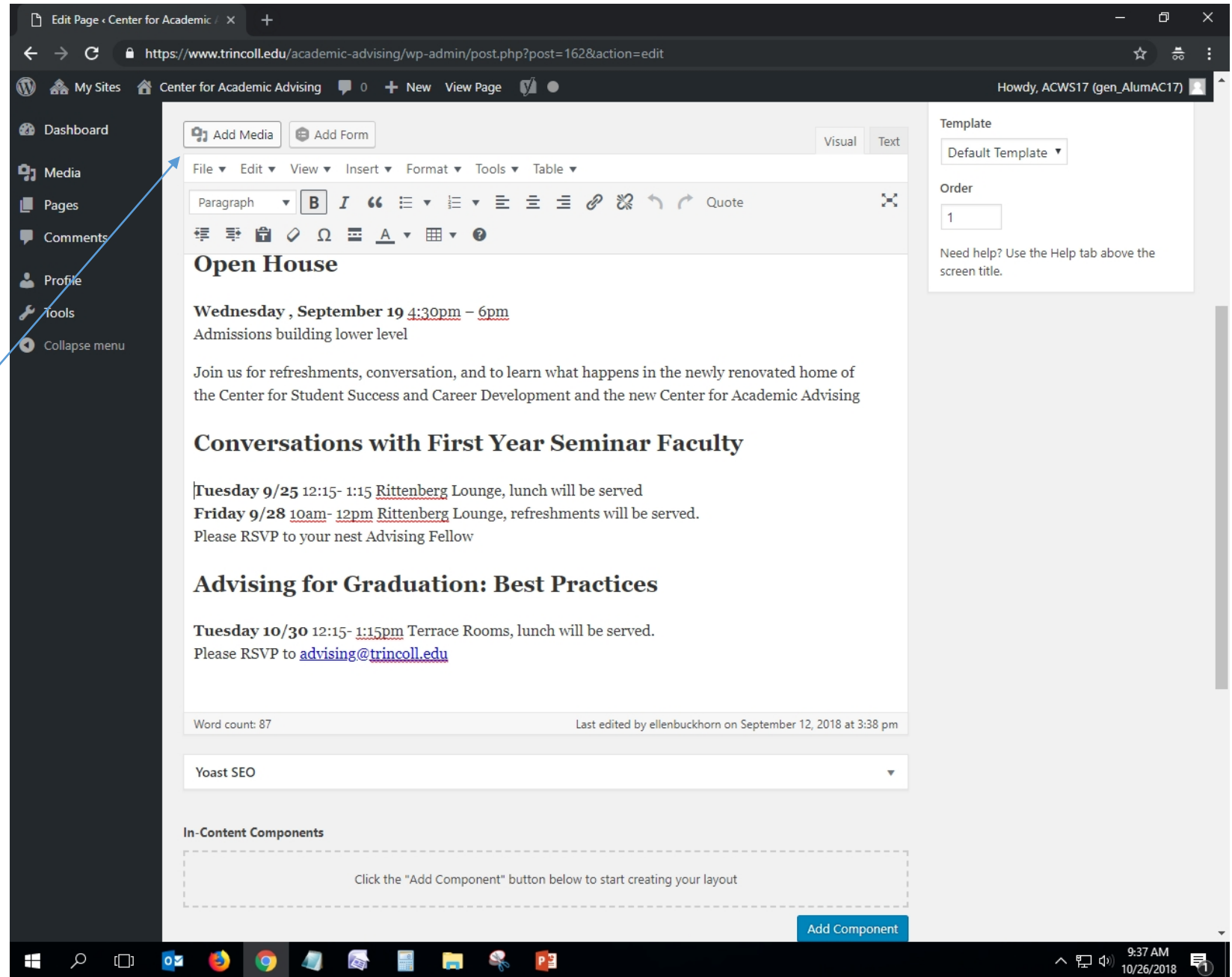
To replace the current file, click the link and upload a replacement.

ATTACHMENT DISPLAY SETTINGS

Alignment   None
Link To   None
Size   Medium – 300 × 269

1 selected
Clear

Insert into page

Adding a pdf file

You may also upload pdfs to the media library. Use the same method as uploading an image to the library.

Once the file has uploaded, you will want to copy the url of the pdf so you can make a link to it on a web page.

Look for the button on the right side of the screen that says "Copy URL to clipboard" and click the button. This will be the link you use on your web page.

If you want to replace a pdf with an updated version of the same document, but you would like the URL to remain the same, you can use the Replace Media feature. This is useful if it is a document that you have made links to in a number of places on the website and you don't want to have to update all of those links.

In the Media Library, hover over the file you would like to replace. You will see some options appear under the file name. Select "Replace media."

On the screen that loads, you will upload the new file to replace the existing one.

Replace Media Upload

Select Replacement Media

You are about to replace **Bicentennial_Commitment_Card.pdf** in your media library. This will be **permanent**. You can click on the new image panel and select a file from your computer. You can also drag and drop a file into this window

Maximum file size: 100 MB

Current	New
1024 x 768	Click here to upload or drop file in area

Replacement Options

◉ Just replace the file

Note: This option requires you to upload a file of the same type (pdf) as the file you want to replace. The attachment name will remain the same (Bicentennial_Commitment_Card.pdf) regardless of what the file you upload is called. If a CDN is used, remember to clear the cache for this image!

○ Replace the file, use the new file name, and update all links

Note: If you enable this option, the name and type of the file you are uploading will replace the old file. All links pointing to the current file (Bicentennial_Commitment_Card.pdf) will be updated to point to the new file name. (If other websites link directly to the file, those links will no longer work. Be careful!)

Options

When replacing the media, do you want to:

○ Replace the date with the current date   (21/Dec/2023 17:58)
◉ Keep the date   (21/Dec/2023 17:57)
○ Set a Custom Date

Upload   Cancel

Click in the white box on the right, this will pop open a window allowing you to pick the new pdf from a location on your computer.

The three choices in the Options box on the lower portion of the page are related to the date of the file *in WordPress*. It will not show a date or alter a date that exists in part of the document itself.

Leave the button checked for "Just replace the file." This is a more reliable method of being sure the new document loads when someone clicks on the link from an outside source.

Finally click the Upload the button at the bottom of the screen. Be aware that the site cache and your browser cache may mean that you don't see the new document immediately after uploading the new version. Try clearing your cache or view it in a browser you haven't previously used to view that link. Have patience!

Engineering, Physical Science, IT

Health Care, Life Science

Policy, Law, International Affairs

Social Good, Education, Human Services

Exploring Majors & Careers Hidden

Coaching & Advising Hidden

Résumés & Cover Letters Hidden

Students Hidden

Resources & Materials Hidden   ...   Quick Edit   View   🗑

   🔗 Add Child Link

Résumés & Cover Letters   ☰ Add Child Page

LinkedIn & Networking   ↑ Insert Page Before

Interviewing & Negotiating   ↓ Insert Page After

          📋 Clone

Alumni Hidden

Identity-Based Resources (Private)Hidden

Search & Apply Hidden

Employers Hidden

Funding & Housing Hidden

Add a new page or new child page

The easiest way to add a new child page (which will create the drop down menu "In This Section" in the header of your main page) is to click on the three horizontal dots at the right edge of the page under which you want the child page to live, and click "Add Child Page."

You can also add top level pages and place them in the order you want by choosing the "Insert Page Before" or "Insert Page After" options.

Components

Your site may have some components on it that you want to edit, or you may want to add or subtract components as your needs change. There are two groups of components available, In-Content Components and Full-Width Components.

In-Content Components are the same width as the main WYSIWYG component. All In-Content components must be placed on the page above any Full-Width components. Click the Add Component button to see the list of available options. If you choose to add a component, by default it will come after any of the main elements or other In-Content components you already have on your page. You can click and hold, then drag the new component into the place where you want it to be.

Full-Width Components run the full-width of the web page, extending beyond the text area of the main WYSIWYG component and so they must appear below any In-Content component. You may click and drag them around within the lower portion of the page.

WYSIWYG

Testimonial

Topic Rows

Link List

Facts and Stats

Add Component

In-Content Components

Click the "Add Component" button below to start creating your layout

Add Component

Full-Width Components

Click the "Add Component" button below to start creating your layout

Add Component

Important Now

News & Events

Related News

Related Events

Media Gallery

Contact Information

Story

Add Component

Topics

Eyebrow

Title *

Major and Minor Information

Blurb *

Visual | Text

File ▾   Edit ▾   View ▾   Insert ▾   Format ▾   Tools ▾   Table ▾

B   I   U   66   ABC   ☰ ▾   ☷ ▾   ☰   ☰   ☰   ↶   ↷   🔗   ⤢

Information on our major, minor, courses, and learning goals.

1

Link Title *

View

Link URL *

🌐 https://www.trincoll.edu/english/sample-page/major-and-minor-information/

Image *
minimum dimensions 334 x 500px

Image Position

◉ Image Left
◯ Image Right

Video URL
YouTube or Vimeo URL

🌐

In-content Components

Topic Rows
Topic rows can be used to feature or highlight something on your website, or as a more visual navigation to supplement the "In This Section" dropdown menu.

Each topic row **requires** a title, blurb, link title, link URL, and an image. You also have the option of adding an "eyebrow" which appears as a light blue, small caps heading above the title field, and you can choose whether the image displays on the left or right side. There is also the ability to add a YouTube video to play in place by adding the YouTube link (not the embed code, just the link) in the Video URL field.

To add a new topic row to the bottom of the existing topic rows, scroll to the bottom of the section and click "Add Topic."

If you want to add a row in between existing rows or above the top row, hover your mouse in the gray bar at the right edge of the component. You will see a little plus or minus symbol appear, allowing you to insert a new topic row or delete an existing row.

You can also rearrange the order of the topic rows by clicking and dragging in the gray bar on the left edge of the component.
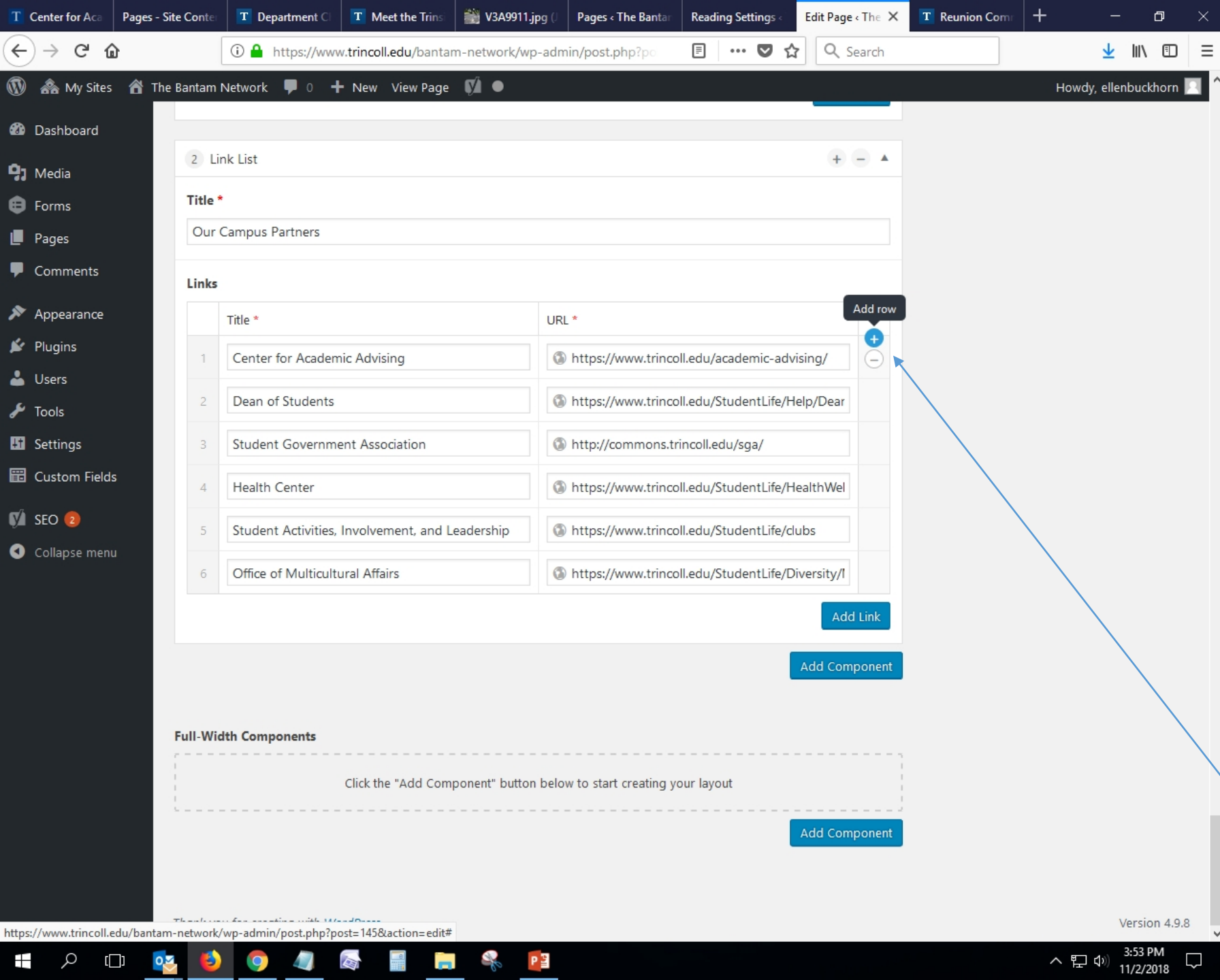
Link List
Each link list requires a title which sits above the links and gives context to the links below.

Every link then has a title and a URL, which must be absolute, not relative. Meaning you need to copy and paste the whole URL, including the https:// and not just www.trincoll.edu/XXX

You can add a link to the bottom of the list by clicking the "Add Link" button at the bottom of the component, or add a new link to any place in the list by clicking on the little plus (or minus to remove) icons in the gray bar at the right edge.

Testimonial

Adding a testimonial component is a great way to add a personal touch to a web page and you don't have to have an image to be able to use it.

Click the In-Content Component button and choose Testimonial. Fill in the required Quote, Quote Attribution, and Quote Attribution Context fields. The component will style the text as you see in the example below. If you want to have an image in background, click the Add Image button and choose the image. Be aware that the image will crop off some of the top and bottom of the image, based on the length of the quote. It's a good idea to choose an image where the focus of the image is near the center.
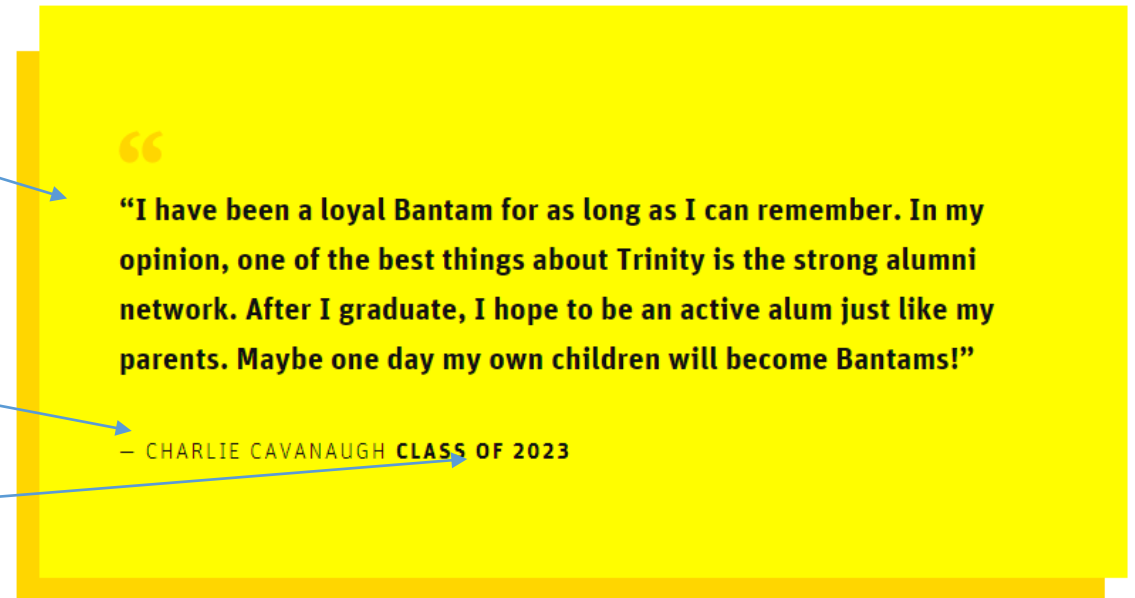
Facts and Stats

The Facts and Stats component allows you to feature a number and a sentence for context. It can be used with or without a picture.

To add a Facts and Stats component, choose it from the options under the In-Content Component button. Enter the number you want to highlight and the context for that number. If you want to add an image, click the Add Image button and choose one from media library or upload a new one. Be aware of the image size requirements and that the image will crop out the top and bottom of the image depending upon the length of the text in the Context field.

3 Facts and Stats

Figure *
e.g. 70% or 70,000

58

Context *

Courses sponsored by the Office of Community Learning in academic year 2019–20

Image
minimum dimensions 740 x 980px

58

Courses sponsored by the Office of Community Learning in academic year 2019–20
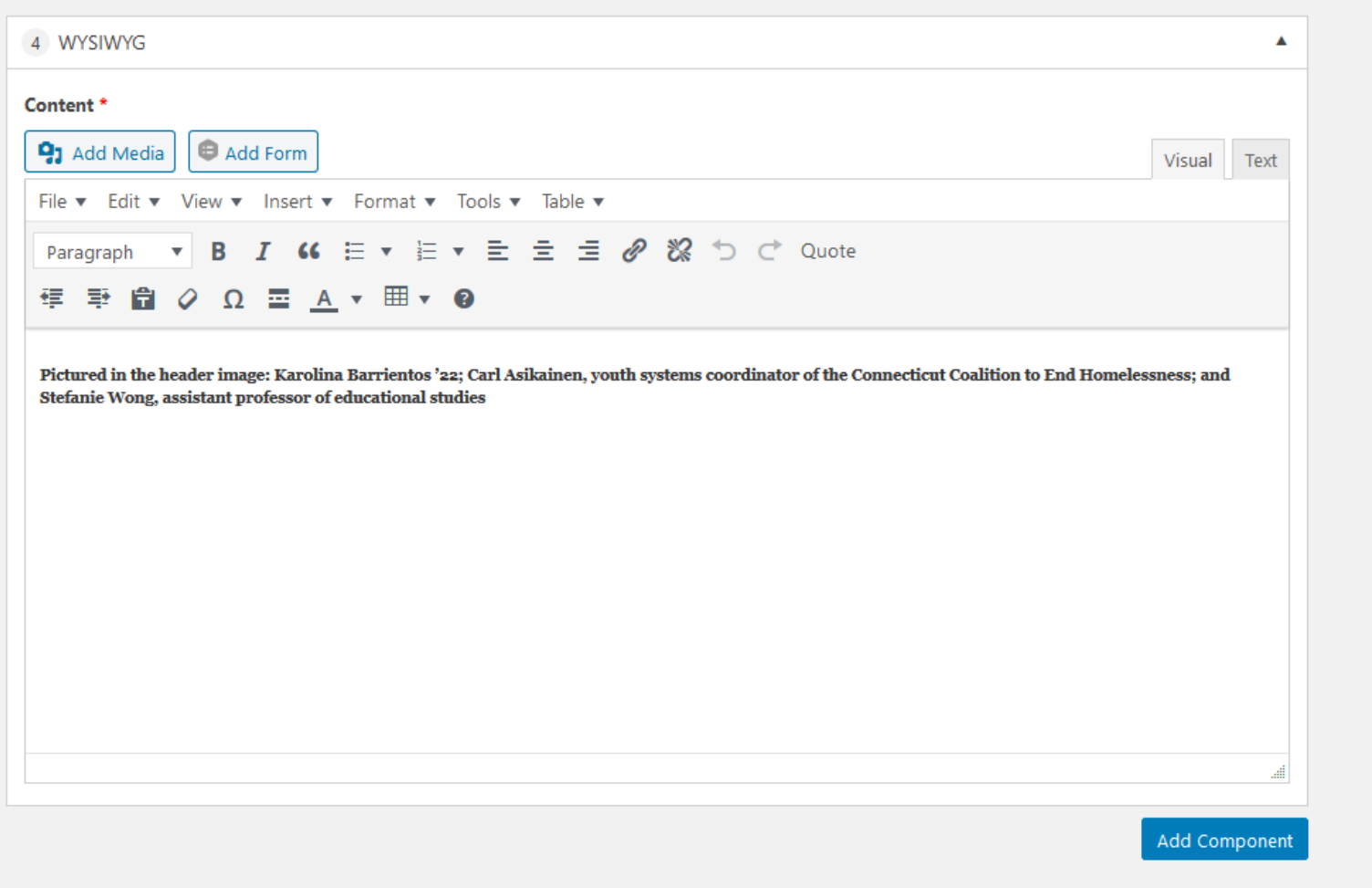
WYSIWYG

You can also add another WYSIWYG box if, for example, you want to have some text below some Topic Rows. It has the same functionality as the main text field at the top of the page.

Accordion FAQ

The Accordion FAQ component allows you to create a collapsible Question and Answer format on a page.

You will need a Title for the FAQ component, for example Application Questions, Housing FAQs, etc. The Item Title field is where you put the question, the answer goes in the Item Content field, which also has the same functionality as the WYSIWYG editor so you can make links, add a bulleted list, insert a picture and so forth.

Continue adding more FAQ Items by clicking the Add FAQ Item button in the lower right-hand corner of the component or use the small plus symbol in the right-hand column of the component to insert a new item between existing ones. You can also rearrange the order of the FAQ Items by dragging and dropping on the left-hand side of the component.

Full-Width Components

1 Important Now ▲

Title

Subtitle

Important Now

Sections

Title *	Description	Link *	Image * minimum dimensions 980 x 980px
How's Your Handshake?	Career Development is us	🌐 https://trincoll.joinhar	
Career Treks	Sign up for one of our Ca	🌐 https://www.trincoll.ed	

Add Link

Full-Width Components
Important Now Component

The Important Now component is designed to be a way for you to add information about upcoming deadlines or feature content that you want to rotate out over time.

You do not need to put a title or subtitle, know that if you do, the title appears in small type and the subtitle appears in large type.

The sections require a title, link to the page or other source you want to direct traffic to, and an image that must be at least 980px square. It does not need to be a square image but if it isn't, be aware that the image will only display what fits in the square format.

The description field isn't required but it's useful to tell visitors what is important about the content you want them to read. A sentence or two is best, it is not designed for a lot of text.

To add a section, just click the Add Link button. Three to four sections usually looks best, depending on the text in the description field. You can also add a section in between existing sections by hovering your mouse in the right-hand column and clicking on the + button.

You can rearrange the order by clicking on the left side (where the numbers appear) and dragging them into place.
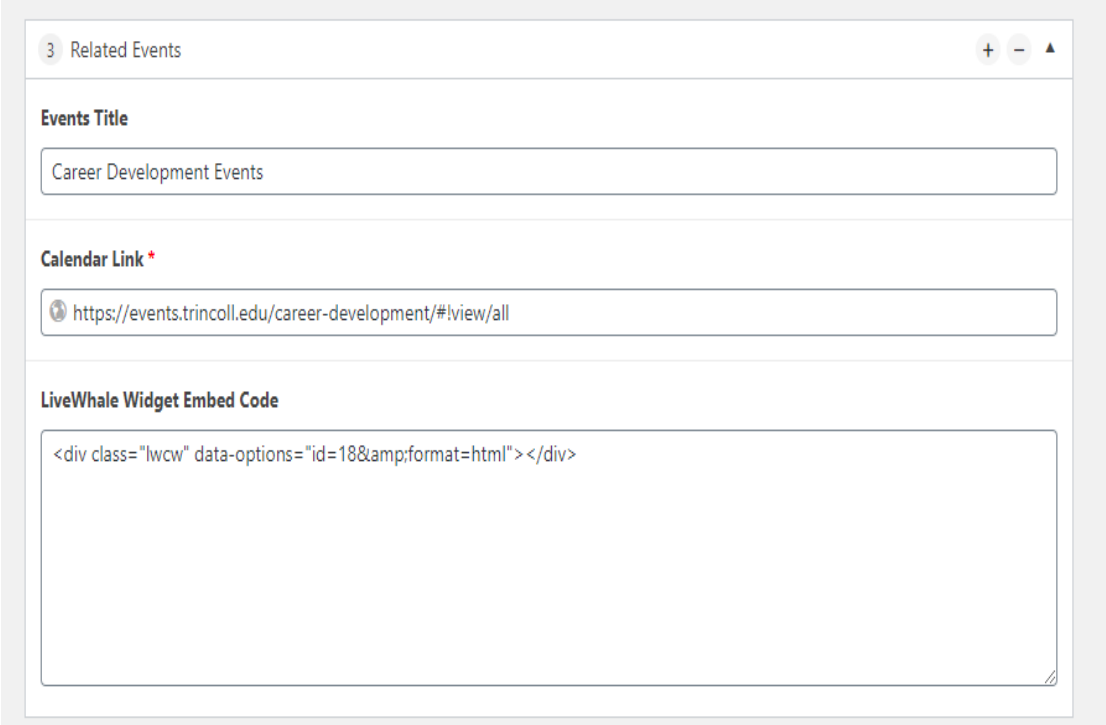
Related Events

If you have events that have been booked and approved in EMS, you can add details to those events in the LiveWhale calendar system and have a widget pull those events onto your website. Instructions for LiveWhale are available from the Office of Communications.

Once you have the information required from LiveWhale, click on Add Component button under Full-Width Components and choose Related Events. A title is not necessary but it does provide a visual break between the components. Calendar link is a required field. If you do not have a specialized calendar link, contact Communications, or use the public calendar http://events.trincoll.edu/. The LiveWhale Widget Embed Code is the first section of code provided after creating a widget in LiveWhale. It is just the part that begins and ends with the <div> code, for example:
<div class="lwcw" data-options="id=18&format=html"></div>
Each calendar has a unique id number.

Related News

Adding a Related News component allows you to have a feed of articles that have appeared in the [News section](#) of trincoll.edu automatically pulled onto your page based on a related news category. Simply choose from the drop down menu the news category that matches your site. If you don't see an appropriate category, contact the Office of Communications to ask for it to be added. The component will display the three most recent articles that match with the category you chose.

Full-Width Components

1 Related News   ▲

Related News Category *

Select   ▲

| |

Academy of Lifelong Learning

Alumni

American Studies

Anthropology

Art History

Arts

Athletics

Trinity Alumnus Inspires Students to be Innovators and Entrepreneurs →

Delivering a message of hard work leading to an innovation that impacts daily life, Eric R. Fossum '79, H'14 spoke recently with Trinity Summer Research Program students and participants of the Partnership in Innovation and Education (PIE) program. Fossum is the inventor of the image sensor technology that is at the heart of every digital camera.

Tech Savvy Offers Girls a Peek into STEM careers →

At the sixth annual Tech Savvy Conference, more than 70 Connecticut girls spent a day on Trinity's campus learning how to extract DNA from plants, pinpoint blood samples carrying Lyme Disease, make their own Android app, print products in 3D, and more.

Robotics Teams from around the Globe Compete at Trinity →

Teams representing seven countries gathered at Trinity to compete in the college's 26th International Fire Fighting Home Robot Contest, which advances robot technology and knowledge by using robotics as an educational tool.

Media Gallery

The media gallery component provides a photo gallery option that you can add to any web page. There isn't a limit on the number of pictures you can include but there is a minimum size for each image, 980px x 740px. There is a caption box for each image as well.

To add images, click the Add Media button, then click the Add Image button. If the image is not already in your media library, simply choose the Upload Files option in the top left corner of the pop up window. Remember to fill in the Alt Text field for the images you select if it isn't already filled in, then click Select. Add a caption, then click Add Media to add another image.

The media gallery also supports videos if they are uploaded to YouTube or Vimeo and you have the link for that video. A static image is still required even if using video so you will want to have a still from the video to use. Choose video instead of image from the dropdown menu in the media gallery component and add the image as above, then paste in the url for the video.

The media gallery as it appears on your web page

L. What each image looks like when you click in to the image gallery.

R. The media gallery component in edit mode.

EXPLORE THE GALLERY

Highlights from the International Show 2019

4 / 14

(L-r) Anoushka Sood '20, Kalsang Sherpa '20, and Hamna Tariq '20 perform a Bollywood dance during the International Show.

Contact Information

The Contact Information component is designed to be at the bottom of the webpage. It allows you to customize information for your office or department. None of the fields are required so you only need to insert the information that is relevant for you. It will create a link for the email address so you don't need to worry about inputting any code.
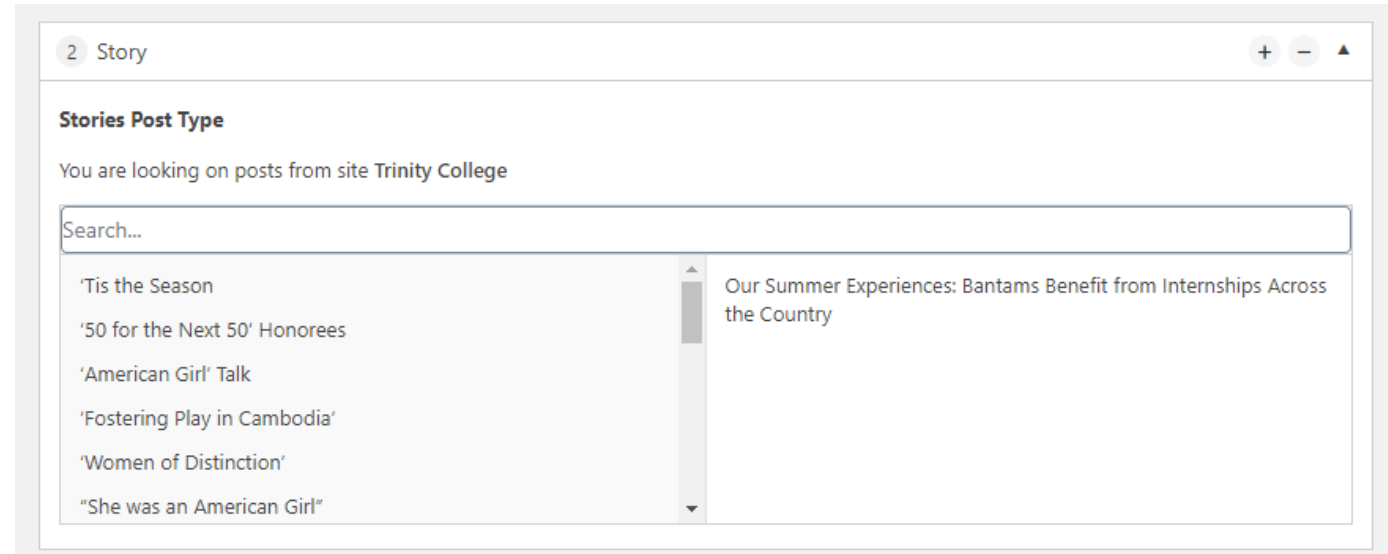
At the bottom of the component, there is a section for Social Links. You can add links for Facebook, Twitter, Instagram, and LinkedIn. Click on the Add Contact button then choose the service from the drop down menu on the left, then paste in the link to the account on the right. Click Add Contact again to add additional accounts. You can drag and drop the accounts into a different order by clicking and holding in the gray column on the left where the numbers appear.

Story

The Story component allows you to share feature content from the college's home page on your site. These are usually stories that have appeared in the People, Places, or Pride sections on the https://www.trincoll.edu/ homepage. You can browse through existing stories by visiting:
People: https://www.trincoll.edu/trinity-people/
Places: https://www.trincoll.edu/trinity-places
Pride: https://www.trincoll.edu/trinity-pride

The story component can only hold one story at a time. To choose the story, enter words into the text field related to the story you want to feature. When you see the one you want, click it on the left side and it will move to the column on the right. If one is already on the right side, you will need to delete it by hovering over the title on the right and clicking on the black circle that appears. Once the right column in empty, you may choose a new story.

The story component can be a link to a written story or a video, which will play in a place on the page.

Blog

The blog function allows a department or office to publish their own blog posts or news stories. The blog template is very similar to the page template however, it has a few additional fields: Date, Blurb, Author, Source, List Image, Header Image, and Categories.

Clicking on the date field pops open a calendar so you can choose the "posted" date for the blog post. The Blurb will display on the blog landing page, it is a short summary or teaser text for the full blog post.

The author field is not tied to the user, so it is possible to have a blog post contributed by someone outside of your office but still be able to attribute the post to that person.
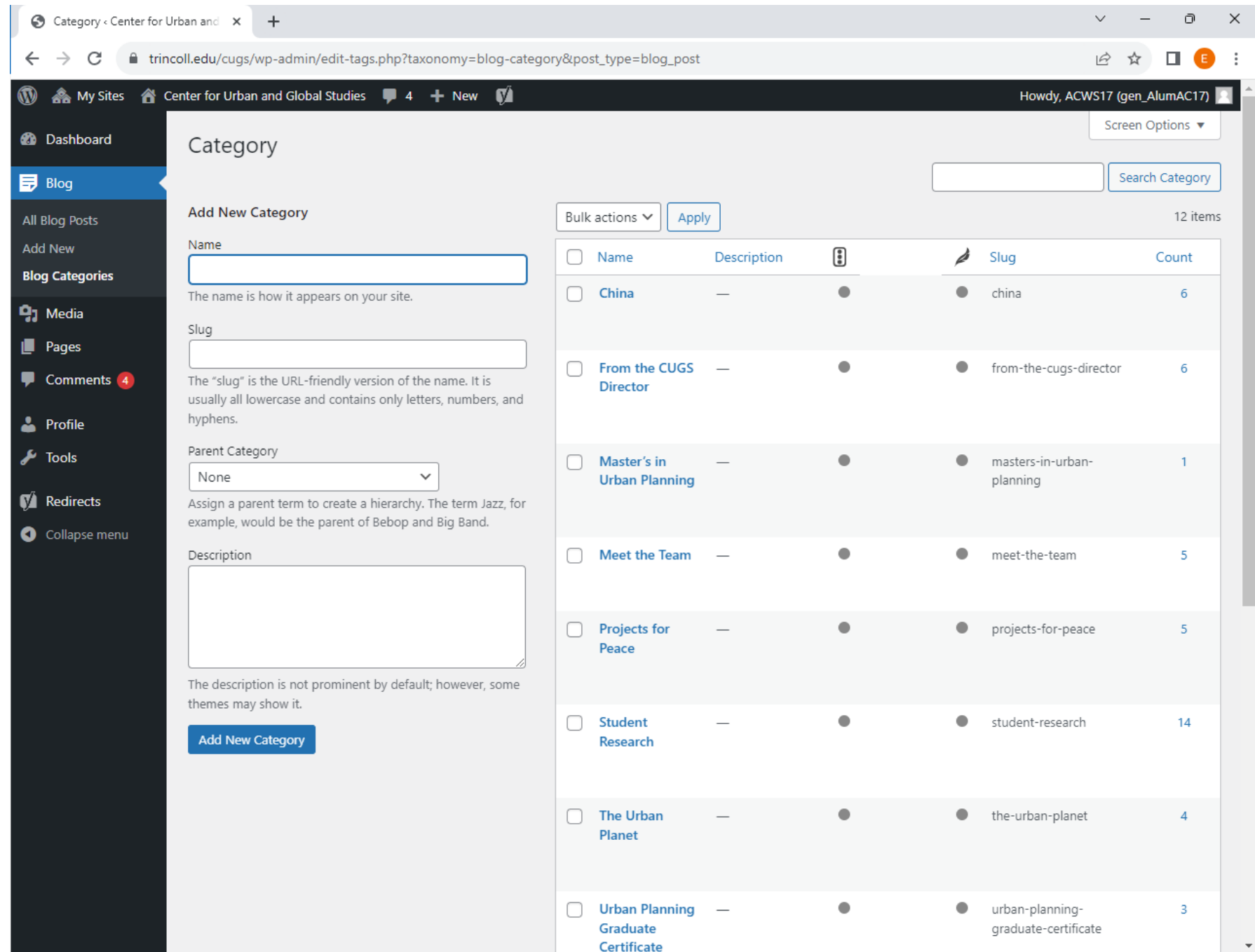
Source is meant to be a link to an external website. An example might be if a professor wrote an article for a news paper and you would like to be able to have that included in your blog feed. Your blog feed would show the title, image and blurb, but then link to the original source.

List image is what appears on the blog landing page. It can be the same as the header image or something different. It does not need to be as large as the header image so it is often a good way to use a picture that illustrates the blog post, but which is not suitable for a header photo.
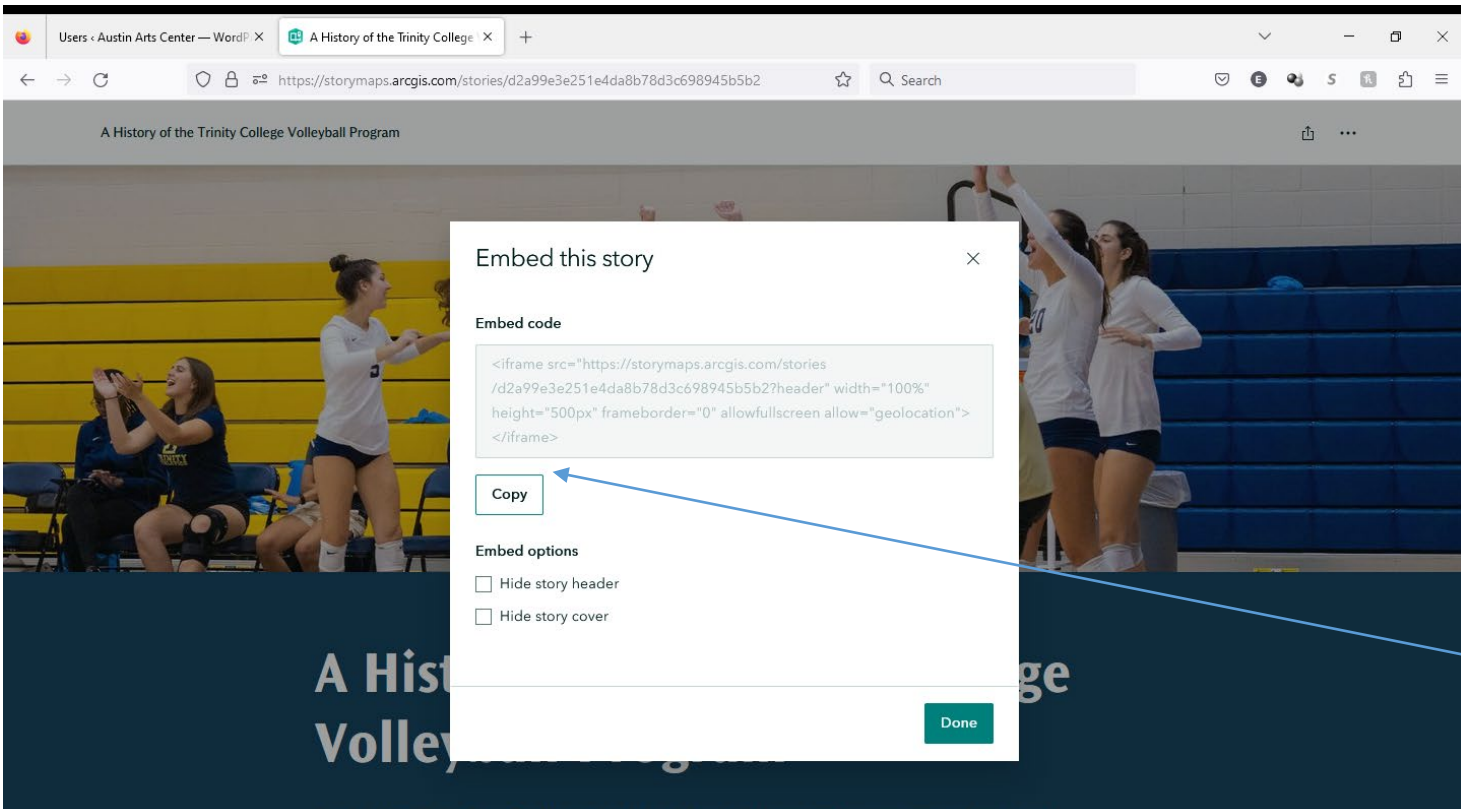
Blog Categories

Blog categories give the reader the ability to view multiple blog posts about a particular topic by selecting the category on the blog landing page.

You can create as many categories as you want, either by clicking on Blog Categories in the left-hand column of the dashboard under the Blog heading, or within the post. You then check the check box in the post to apply the categories you want to ascribe to the post. You can choose multiple categories per post.

Embedding videos and other media

If you would like to embed a video on your page, it must first be uploaded to a video platform such as Vimeo or YouTube. If it is on Vimeo or YouTube, all you need to do is paste the URL of the video on to the page and WordPress will automatically embed the video player on the page.

If you are embedding media from another platform you will need to find the embed code. Look for a share icon or perhaps three dots, then copy the embed code. Often this code will be in a format that WordPress doesn't use, but you only need to make a small adjustment to be able to use the embed code.
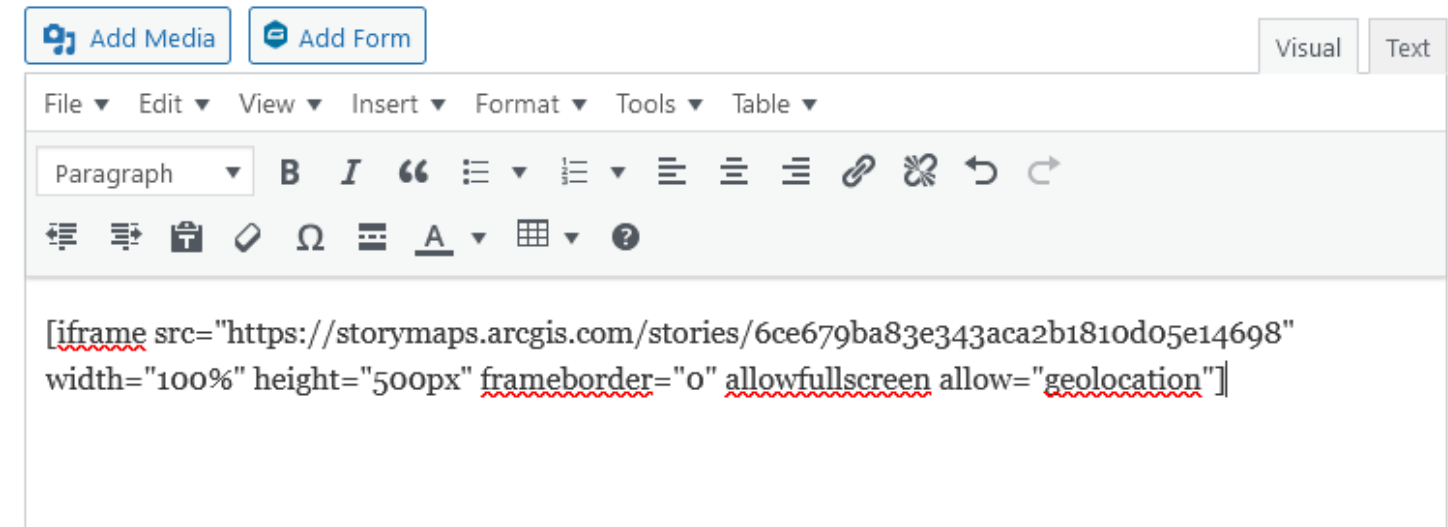
WordPress uses brackets instead of the standard html code of < and >. On your page, paste in the code you copied, then change the < to a [and > to]. You do not need the final </iframe> and can delete that entirely. Your code should look like the example to the left.