Creating and Managing
Your Personal Mines Website on WordPress

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Creating your site

1. Please read the Appropriate Use Policy at https://inside.mines.edu/UserFiles/File/PoGo/Policies/CIT/ITAppropriateUse.pdf. Proceeding further presumes you have agreed to this policy.
2. Go to http://people.mines.edu/wp-admin/ and log in with your Mines MultiPass credentials. Agree to share your authentication info with the site.
3. Submit a support request at http://helpdesk.mines.edu/ stating that you would like a personal website and have completed both previous steps. If you have an existing personal website on the previous system, indicate this in your Mines Help Center help desk ticket as well.
4. Once it’s created, your site will be located at https://people.mines.edu/YourUserName

Managing your site

About WordPress

Mines’ new personal websites are built on the open-source WordPress platform, the world’s most popular content management system. As such, if you are looking for information beyond this guide, numerous resources are available online. WordPress courses are also available on Mines’ eLearning platform at https://mines.skillport.com.

WordPress allows for the use of various “themes,” which determine the look and feel of a WordPress site—fonts styles, colors, layouts, design elements and more. People.mines.edu uses a customized Divi theme that in addition to setting the look of a site also changes the user interface for creating content. (This really only matters if you’re familiar with the standard WordPress interface and have to adjust to Divi’s.)

Logging in

Once your site has been created, you can log in by going to https://people.mines.edu/YourUserName/wp-admin/ and entering your network username and password. You will be redirected to your site’s Dashboard, where you’ll access all the functions needed to edit and manage your site.

Pages

Your new website will be blank, but there will be several pages that can serve as templates/starting points should you need them. These pages are Drafts and will not be visible to others until they are published.
(The Page Not Found page is the standard 404 page visitors see if they try to view a page that is in draft form or otherwise doesn’t exist. Please do not modify this page.)

Editing an Existing Page

To edit an existing page, click on Pages on the left side of your Dashboard. You’ll see a list of your pages; click on the one you want to edit.

Creating a Page

To create a new page from your Dashboard, hover over Pages on the left side of the screen and click on Add New.

Enter the title of your page in the first field. (A URL will automatically be created based on this title, but you can modify it. You can do this after the Permalink appears below the page title field by clicking on the Edit button.)

Click on the big purple button that says Use The Divi Builder. This enables a visual interface for creating your page. The large text box will disappear and will be replaced with the following:
From here, the simplest way to proceed with building your page is to load a saved layout and use that as a starting point.

To load a layout, click on Load Layout in the purple bar toward the top of the page. Click on the Your Saved Layouts tab and you will see four layouts that have been designed specifically for personal pages: Generic Page, Home Page, People Page, Publications Page. These pages contain modules that you can move or delete as needed, with text, links and images that you can edit.
And here’s what the Home Page template looks like when you’re editing it:
And here’s what it looks like on the back end:

The Generic Page template should serve as a good starting point for nearly all purposes. At the very least, you can delete all of the modules except for the Fullwidth Page Title, and start from there.

Once you’re ready to publish a page, click on the blue Publish button on the right side of your screen.

To edit the content of any of the modules, click on the icon with three horizontal lines. Further instructions on working with page components are below.
Components of a Page

Pages are made up of Sections, which contain Rows, which contain Modules.

All of these elements can be duplicated in a page by clicking on the icon of one rectangle overlapping another:

Sections

Sections are the largest building blocks, and are bordered on the left by blue or purple bars.

- The vast majority of the time, you will use what is called a Standard Section (blue border), which creates a block of content with space on both sides. A Standard Section can hold multiple Rows, each of which can have a different number of Columns.
- In certain cases, you may want to use a Fullwidth Section (purple border), which, as the name implies, stretches across the entire page. Fullwidth Sections do not have rows and can only accommodate certain fullwidth modules, such as sliders, headers and images. It is most often used at the top of pages for page titles.
- Specialty Sections (red border) come in various configurations and allow you to combine different numbers of columns in one row:
To add a section, click on the name of the section you want to add next to the plus sign (+) in the Divi Builder.

**Rows**

- Rows come in many configurations, from one to six columns of varying widths. They have a green border in Standard Sections and orange borders in Specialty Sections.
- Once you’ve added a row, you can always change its number of columns by click on the icon of a box divided into three columns:

**Modules**

Modules—the dark gray boxes—contain your content. They come in many varieties with various functions and options, and display content in many ways.
The Divi theme comes with a set of standard modules; we have modified a few specifically for personal websites that we encourage you to use.

To insert a module in a row, click on Insert Module(s). A window will pop up showing all the standard Divi modules. To see the custom Mines modules, click on the Add From Library tab at the top of the popup window.

Below is an overview of the modules you are most likely to use:

- **Text**
  This is the most versatile module and likely the one you will use most, as it can display text and images. Its interface is similar to Microsoft Word or any other word processing software—just start typing. This applies to many other modules as well.

You’ll see the standard buttons for bolding or italicizing text, creating bullet lists and aligning text. To automatically change text into headers, highlight the text you want to modify and click on the dropdown that says “Paragraph.” Note that Heading 1 should be reserved for the title of a page.
To create a link, highlight the text you want to turn into a hyperlink and click on the chain link icon. Type or paste the URL you want to link to into the box that pops up. You can also link automatically to any of your pages by typing in its title and selecting the correct one that appears. For further options, such as opening the link in a new tab, click on the gear icon.

To insert an image, place your cursor where you’d like it to appear then click on the Add Media button. Your media library will pop up, showing the images currently in your site. You can use one of these existing images or upload a new one by dragging the file from your computer.

Once you’ve selected an image by clicking on it, options will appear on the right side of your screen.

The Caption field is optional, but filling out the Alt Text field is highly recommended—they help make sites accessible for the visually impaired. Below that, you can choose the alignment of the image, whether it links to a URL and its size. Once that’s set, click on the Insert into page button to insert the image. Once the image is placed, it can be replaced by clicking and dragging on its corners.

You can also edit content using HTML by clicking on the Text tab at the top of the text window; the default word-processing-type interface is available under the Visual tab.
- **Image**
  This module contains a single image. Any image in this module will automatically expand or contract to fill the width of the column it is in.

- **Toggle**
  This module is similar to the text module in that it can contain both text and images. It has an additional field for a header. This header can be clicked on to either hide or display its contents. Below the text field is an option for State, which determines whether the toggle is open or closed when the page first loads.

- **Accordion**
  This module is essentially a series of toggles stacked on top of each other. The top toggle is set to open when the page first loads. When the header of another toggle is clicked, it will open and all other toggles will close.

- **Tabs**
  Similar to an accordion, except horizontally oriented.

- **Button**
  This module creates a square, light-blue button with white text that can be linked to any URL.

- **Video**
  This module allows you to embed video from YouTube, Vimeo and other sources, simply by pasting the URL of the video into the correct field.

- **Map**
  Creates an embedded interactive Google Map. To set the center of the map, enter an address into the Map Center Address field. You can then add multiple pins, along with text for each pin.

- **Slider**
  Creates a slideshow that can feature both images and text.

- **Call to Action**
  Creates a text box with a dark-blue background, allowing content to stand out on a page. It can contain images as well as text. If you fill out the fields for Button Text and Button Link URL, it will automatically create a button at the bottom of the box.

  The following custom modules can be found under Add From Library.

- **Section Header**
  This creates a text box prepopulated with Heading 2 text. We use this with the Divider Below Section Header immediately below it.

- **Divider Below Section Header**
  Creates a divider in Colorado red with the proper margins above and below.

More information about working with modules

- Modules automatically conform to the width of the column they are in.
• They can be moved to different columns, rows and sections by clicking and dragging them.
• They can be duplicated by clicking on the icon of one rectangle overlapping another.
• Every module has an Admin Label field, which is not visible to the public. Creating individual labels for modules will help you keep track of which content is in which module.

Navigation

The navigation menu across the top of your site is created manually.

To edit your navigation menu, go to left side of your dashboard, hover over Appearance, and click on Menus. Your site menu will automatically load, and will be prepopulated with sample pages and links. Feel free to delete these and start anew.

To delete a navigation item, click on the down arrow then click on Remove. You can also rename navigation items from this dropdown.

Navigation items will appear at the top of your page from left to right based on its order from top to bottom in your Menu Structure.

Adding a navigation item

To add a page to your menu, select a page from the Pages dropdown to the left of your Site Menu and click Add to Menu. Note that only published pages will appear here. The selected page will now appear at the bottom of your Site Menu. Once there, you can click and drag to
change where it appears. If you indent it under another item, it will become a submenu of that item.

You can also add custom links to your navigation (e.g., links to other websites). To do so, click on the down triangle next to Custom Links. Enter a URL and Link Text and click Add to Menu. Again, the item will be added to the bottom of your navigation, where you can click and drag to move it.

If you want to create a navigation item that doesn’t link to a page and is only used to hold submenu items, enter # in the URL field.

Blogging

To create blog posts, simply click on Posts in your Dashboard, then click on Add New. You’ll see familiar fields for the title and content of your blog post. For these, it’s not necessary to use the Divi Builder.

In the right column, you’ll be able to create categories and tags for your posts if you so desire. Click Publish once you’re ready to make your post public.

You have several options for displaying your blog posts, using the Blog module. The module has options for how many posts to display, which categories to include if any, whether to display the entire post or just an excerpt.

For example, you could create a page that only contains a Blog module, with, for example, 100 posts. Or you could place a blog module with just one post on your homepage. In these feeds, blog posts are arranged in descending order by date published.

Questions?

There are numerous resources and guides to using WordPress on the web. Answers to even very specific questions/issues can be found via simple searches.

- Mines offers online courses on WordPress via the Skillsoft platform: https://mines.skillport.com/skillportfe/main.action
- https://ithemes.com/tutorials/
- https://www.wpbeginner.com/category/wp-tutorials/
- https://www.wpbeginner.com/category/wp-tutorials/
- https://codex.wordpress.org/
  - https://codex.wordpress.org/Pages
  - https://codex.wordpress.org/Posts
For other questions and Mines-specific issues, please contact Mark Ramirez at ramirez@mines.edu or file a Help Desk ticket at http://helpdesk.mines.edu.