



RICE

Fondren Library
Digital Media Commons

Creating a Web Site Using CampusPress (blogs.rice.edu)

Digital Media Commons

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Course outline:

Part I-Getting started

1. New CampusPress platform updates
2. Decide what you want to include on your site
3. Decide how to establish a professional presence online
 - Your audience, your goal, your site structure
 - Write for the web
 - Copyright

Part II- Creating a professional website using Rice's CampusPress installation

1. Create your site hosted by Rice (blogs.rice.edu)
2. Screen options
3. Navigation tools on dashboard
4. Change the site's theme
5. Create some static pages
6. Create a child page
7. Upload media
8. Add some sidebar widgets (links, text)
9. Create links
10. Create posts and categories
11. Create image gallery
12. Add plugins
 - a. Contact form plugin
 - b. Add Social Share plugin
 - c. Google map plugin
 - d. Tips of adding plugins
13. Create custom menus
14. Turn your blog into a web site.
 - a. Define homepage
 - b. Turn on/off comments

Resources

Part I - Getting Started

1. A few Updates of Rice CampusPress platform

- No longer called WordPress, but CampusPress
- Some old themes retired and new mobile friendly themes added
- More widgets and plug-ins added
- More quota in media library
- More information about the updates: <http://about.blogs.rice.edu/>

2. Decide what you want to include on your site

Typical sections on an academic web sites include:

- CV and Short Bio
- Research
- Teaching
- Publications
- Groups

3. Decide how to establish a professional presence online

- 1) Decide who your audience is, what your goals for the site are, and what kind of image you want to project.
- 2) Use professional language; proofread carefully.
- 3) Aim for a design appropriate to your image; the design should not be a distraction. For examples of what not to do, see "The World's Worst Web Site" (<http://www.angelfire.com/super/badwebs/>) and "Web Pages That Suck" (<http://www.webpagethatsuck.com/>)
- 4) Keep your site up-to-date.
- 5) Write for the web. Make your site easy to skim by using bullet lists, short sentences and paragraphs, and section headings. Try to incorporate images and other media to give your site some visual flair.
- 6) Respect copyright, but also understand your own rights
 - a. Any work (photo, text, video, music, etc.) is automatically copyrighted as soon as it takes physical (or digital) form.
 - b. Don't use copyrighted images or other content on your web page without permission; you don't want to get sued, and you should respect the creator's rights.
 - c. However, if you are using the copyrighted material for teaching, research or criticism, you may be able to claim *fair use*. To evaluate whether you have a fair use claim, consider four factors: 1) amount and substantiality of the work (if you are using just a small portion, that weighs in favor of fair use); 2) purpose of the usage (if you are commenting on the work or developing an educational project, that tilts towards fair use); 3) nature of the material (if it's factual, that weighs in your favor); and 4) economic impact (if the copyright holder is unlikely to lose money because of your usage, that supports fair use). See <http://www.utsystem.edu/OGC/IntellectualProperty/> and <http://fairuse.stanford.edu/>
 - d. Creative Commons: An increasing number of creators are choosing to share their content through a Creative Commons license (<http://creativecommons.org/>), which defines how people may use a creative work. For instance, a Creative Commons license may say that

you can use this work as long as you attribute it, or as long as the usage isn't commercial. Increasingly you can find copyright free (Creative Commons) media that you can reuse in your work. You can search for such content via the Creative Commons site: <http://search.creativecommons.org/>

Good sources for copyright-free images include:

- i. [Flickr](#): Go to advanced search and check "Only search within Creative Commons-licensed content." Be sure to attribute whatever images you use.
- ii. [Google Images](#): Go to advanced search and choose "labeled for reuse"

7) Share your work if you want to create a website for your portfolio.

- a) You can apply a Creative Commons license to your own work, provided that you haven't signed the rights away to a publisher. By sharing your work openly, you increase its visibility and make it accessible to researchers at institutions without large library budgets. See <http://creativecommons.org/choose/> and <http://sciencecommons.org/about/>
- b) You can share your papers, presentations, and other work via the Rice Scholarship archive, <http://scholarship.rice.edu/>

Part II - Creating a professional web site using Rice's CampusPress platform

1. Create your site.

- a. Visit <http://blogs.rice.edu/wp-signup.php>. (If you don't want your site hosted by Rice, you can instead create a free blog directly at <http://wordpress.com/>. Alternatively, you can contract with a web site hosting service that supports WordPress, such as DreamHost, BlueHost, or WebGator.)
- b. You will be sent to your dashboard after log in. To create a new site, click **My Sites** at the top left, under **Dashboard**. Then click **Create A New Site**.
- c. In the window below, you will need to provide a Site Domain and Site Title. You can choose the language your site will be using. Then in privacy settings, you can choose to make it public or limit access to your site .

Site Domain:

.blogs.rice.edu

Site Title:

Language:

Privacy:

- Public
- Search Engine Blocked
- Visitors must have a login - anyone that is a registered user of Rice University Blogs can gain access.
- Only registered users of this sites can have access.
- Only administrators can visit - good for testing purposes before making it live.
- Anyone that visits must first provide this password:

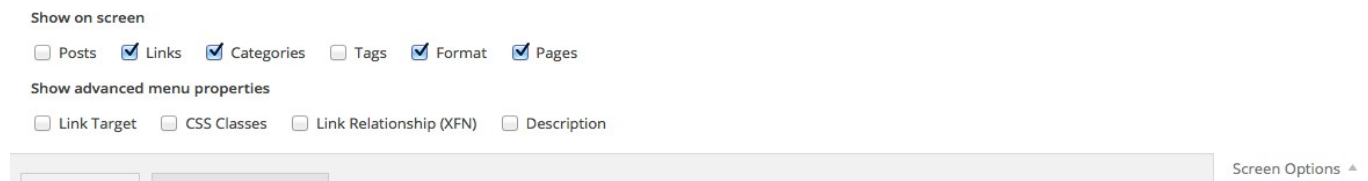
Note: Anyone that is a registered user of this site won't need this password.

- d. You can also define whether your site is visible to Google search.
- e. Click **Create Site**, you will be sent to your website dashboard.

Hint: you can instead log in and go the Site Admin section by typing **/wp-admin/** after the main web address for your site, as in <http://myblogname.blogs.rice.edu/wp-admin/>

2. Screen Options

Screen Options, displayed as a hanging tab to the top right under **the toolbar**, allow the user to decide what fields or modules are presented in the **work area** for a given Administration Screen. Each Screen may have a different set of Screen Options. Click on the Screen Options tab to expand the options available for a particular Screen, check (or uncheck) the desired options, then click the Screen Options hanging tab to collapse the Screen Options.



3. Navigation Tools

New to blogs.rice.edu is the CampusPress fly-out navigation tools. Hover over each section to see the options underneath. If you click on one of the sections, that section will expand and stay open while you are on that set of tools.

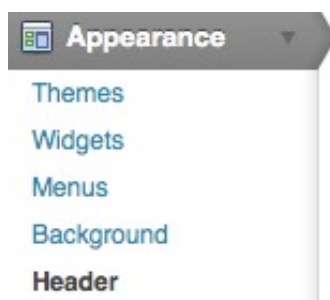
- 1) **Posts:** The Posts tool is where you can add new posts, edit existing posts and edit tags and categories for your posts.
- 2) **Media:** The Media tool includes your Library that lists any images, audio and video files you have already uploaded. The Add New link helps you upload new media to your library.
- 3) **Links:** Links are hyperlinks to other Web sites or blogs. Use the Links tool to edit your existing links, add new ones or organize your categories for links. (If you don't see this, you can include this in your sidebar by adding the Widget called Links. Look under Appearance > Widgets.)
- 4) **Pages:** Pages are static pages on your blog. They are different from posts. Pages can include information about you or the site and are not time sensitive like a post.
- 5) **Comments:** Comments are a way for you to get feedback from your readers. The Comments section allows you to administer your comments to approve, reply, edit, mark as spam or delete. By default, your site will moderate all comments from new people. We also have Akismet spam protection installed.
- 6) **Appearance:** The Appearance tool allows you to change the look and feel of your site. There are over 50 themes loaded and themes can be changed at any time. Click on each theme and then **Live Preview** at the bottom to preview what it will look like before you decide. Any options that come with the theme you have selected will be located under the Appearance menu.
(Note: If you change your theme and have customized your widgets, they may seem to disappear from your site. They are still available under Appearance > Widgets in the Inactive Widget section. Simply drag them back to the sidebar in your new theme.)
- 7) **Plugins:** Plugins are extra bits of code that add additional features to your site, including links

to social media and Google Maps.

- 8) **Users:** The Users tool shows you the people contributing to your site. You can add other people who have a Rice NetID to your site as authors, editors, contributors, etc. You may also edit your profile here.
- 9) **Tools:** This set of tools has a couple of CampusPress specific tools for your browser. You can also import your posts or comments from other blogs to your site.
- 10) **Settings:** The Settings tool is the main area to set preferences or properties for your site. Click on **General**, and type in a name of your site in Site Title field.

4. Change the site's theme.

- a. Click the '**Appearance**' button on the left menu, click on Themes to view the available themes. To preview the theme, click on the theme thumbnail, then choose **Live Preview** at the bottom. From here, you can click **Save & Activate** at the top to use the theme. Or you can choose **Activate** at the bottom of the previous window.
- b. Click the **Coraline 1.2 by Automattic** and activate this theme. Themes vary according to their color schemes, layout, etc. Note that only the Rice University themes and WordPress MU (multi-user or multi-site) default user are supported by Rice IT, so you may be on your own if something goes wrong with a different theme.
- c. Some themes allow you to customize the header image. Under **Appearance**, click **Customize**. Then click **Header Image**. You can then upload an image from your hard drive by clicking **Add New Image**. You'll need to crop the image to fit the wide and thin (banner-style) dimensions of your header, which you can do via a web interface.



You can upload a custom header image to be shown at the top of your site. You can also crop the image.

Images of exactly **990 x 180 pixels** will be used as-is.

Choose an image from your computer:

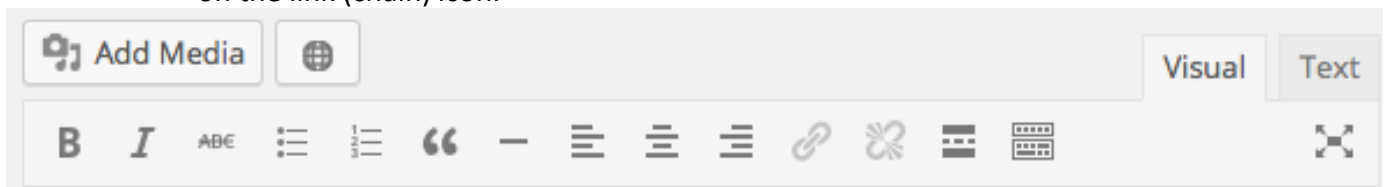
- d. You can also customize the background color or image of particular themes. Under the Appearance menu, choose **Customize**. From here, you can click **Colors** to go change the background color. Or you can choose **Background Image** to upload your own image.
- e. Note: CampusPress offers over 250 themes. Only vetted themes are added to the selection set. To submit a theme, email helpdesk.rice.edu and the system administrators can forward your code to CampusPress for review.

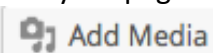
5. Create some pages.

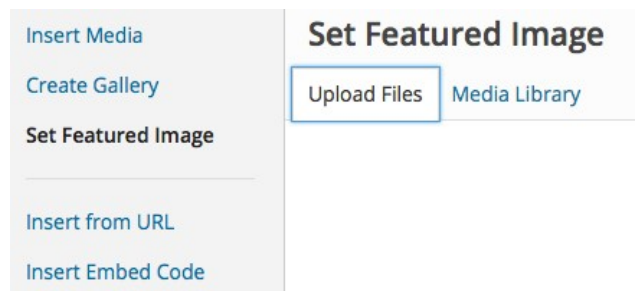
CampusPress differentiates between posts and pages. Blog posts are organized chronologically and appear in the main part of your home page by default, while pages are static content and are typically arrayed either at the top of your page and/or on a sidebar (depending on the theme).

1. Click the 'Pages' button on the left menu of the dashboard.
2. Click the 'Add New' button on the 'Pages' sub-menu.
3. Enter a title for your main page, such as 'CV and Bio' and enter some text for the page.
4. Under Page Attributes > Order field, enter a number that will be used for putting this page into its proper order. I recommend using 0 for the first page, but increments of 10 for each other page, so that it will be easy to re-sort or to put new pages into place later.

5. Give your page a concise and meaningful title, and use the Word-like interface to compose your page. You can create bulleted lists, use bold or italics, create new paragraphs, etc. If you wish to turn something into a link, highlight that phrase and click on the link (chain) icon.



6. You can also insert an image or media into your pages. Just click on , then you can either choose files from your computer to upload or insert from URL or Embed Code. Or you can choose images uploaded in your Media Library as well.



7. You can "Preview" your page to see what it will look like. Your page will not be publicly available until you click "Publish."
8. Once you're satisfied with your page, click the 'Publish' button on the right of the page.

9. Go ahead and create pages for things like Research, Teaching, and Publications. You can re-edit pages easily later, once you've played around and decided on an information architecture.

6. Create a child page

Making "child" pages (subpages) is useful because you may not want all your pages to show in the main page navigation of your CampusPress theme. In most themes, only "main" pages (pages that don't have a "parent") show up in the main page navigation. In the CampusPress platform, child pages show up in a popup menu that appears when you roll over the main page link. Lets make Publications as the child page of Research page.


- a. Open the page "Publications" in Edit or Quick Edit mode.
- b. On Page Attributes on the right, click on Parent drop down menu, choose "Research" as parent page, click on Preview Change, if satisfied, click on Publish.

7. Upload some media.

You may want to make files such as a PDF of your CV, photos, a recording, or other media available on your web site. To do so:

- a. Click the 'Media' button on the left menu of the control panel.
- b. Click the 'Add New' link on the 'Media' sub-menu.
- c. Under Upload New Media, browse on your computer to the files you'd like to upload.
- d. Note that you can select multiple files at once—they'll all be uploaded.
- e. Note that although the maximum file size for a single upload is 50MB, **Rice's CampusPress platform provides each blogs.rice.edu site with a 10GB total quota, including your media library.** A single video can use up a lot of that space, so try to be selective and make sure your images are well-compressed for the web.
- f. For each file you've uploaded, click 'Edit' and assign titles, captions, and descriptions. Note that every uploaded file has been assigned with an unique URL. If you want to link the file on any page, this is the place you can find and copy the URL.

[Update Media](#)




File name: Using-the-DocuMate-Scanner.pdf

File type: application/pdf

Upload date: October 5, 2011

Title	<input type="text" value="Using the DocuMate Scanner"/>
Caption	<input type="text" value="DocuMate162"/>
Description	<input type="text" value="How to use DocuMate Scanner 162"/>
File URL	http://dmc.blogs.rice.edu/files/2011/10/Using-the-DocuMate-Scanner.pdf <small>Location of the uploaded file.</small>

- g. To link a media file from Media Library to any page, you need to copy the File URL from Media Library, then go back to your page, highlight the text you want to make link, then click on insert link icon , copy the URL, click on Add Link. You can Preview Changes to test the link.



Tips:

- As an alternative to CampusPress media library, you can use Rice's online personal (2GB for undergrads and 5GB for faculty and staff) storage space to upload your media files, then link the files to your CampusPress pages or posts. For more information, visit IT website at <http://it.rice.edu/storageoptions/> or <https://docs.rice.edu/confluence/x/LoDLAg>.
- Be sure to upload well-compressed images to your media library to save space. If you have many images to upload, then upload them to Flickr, Google images, or other image hosting site before you embed them into your website.
- Uploading a short video to your media library is not recommended, because video files generally take a lot of space. Please consider to set up an external YouTube account and upload your videos to YouTube (**remember Rice Gmail accounts cannot add videos to YouTube**). A web URL will be generated by YouTube for each of your video clips. You can then copy the link and paste to your site.
- If you want to embed the video in your website, click on Share > Embed, then copy and paste the embed code to your pages in HTML editing mode.

Download Add to Share More

Share **Embed** Email

```
<iframe width="1280" height="720" src="https://www.youtube.com/embed/
```

8. Add some sidebar widgets.

"A Widget is a fancy word for tools or content that you can add, arrange, and remove from the sidebars of your blog. Widgets make it easy to customize the content of your blog sidebar – the part of your blog to the left, right or sometimes top or bottom of your main content" (<http://en.support.wordpress.com/widgets/>). Some widgets automatically come with your theme.

- From the 'Appearance' sub-menu on the left side of the control panel, click 'Widgets'.
- To add any widgets, simply drag from **Available Widgets** area and drop in **Primary Widget Area** on the right side of your dashboard
- If they aren't in that order, drag widget and drop it to your desired location.
- Click on the dropdown triangle to reveal more options under widgets. For example, drag 'Archives' widget and drop to right primary widget area. Click the disclosure triangle and then enter 'News Archives' as a title. Select 'Display as a drop down,' and then click 'Save' button.

The screenshot shows the 'Archives' widget settings panel. At the top, the title 'Archives' is displayed with a dropdown arrow. Below this, the 'Title:' label is followed by a text input field containing 'News Archives'. Underneath the input field are two checkboxes: 'Display as dropdown' which is checked, and 'Show post counts' which is unchecked. At the bottom left of the panel are the links 'Delete | Close', and at the bottom right is a blue 'Save' button.

- e. Alternatively, you can click **Manage with Live Preview** at the top of the widgets screen. This will allow you to edit widgets and see your changes in real time.

9. Create some links.

Create a sidebar that lists your favorite links, such as your department; class web pages, favorite blogs, etc.

- a. Click the 'Links' button on the left menu of the dashboard.
- b. Click the 'Add New' link on the 'Links' sub-menu.
- c. Enter the title for your link (e.g. "Physics Department").
- d. Enter the URL for your link (e.g. <http://yourdepartment.rice.edu>).
- e. Click the 'Add Link' button on the right side of the page.
- f. Repeat adding links for every site or document you want to link to directly.
- g. If you uploaded your CV as a PDF in your media library, you can find a direct link to it by clicking the 'Media' button on the left menu of the dashboard, clicking the 'Edit' link under the document, and copying the File URL.

File URL

<http://dmc.blogs.rice.edu/files/2011/10/Using-the-DocuMate-Scanner.pdf>

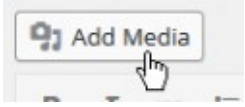
- h. In order for Links to show up on your website, you need to add Links widget to your site. Please refer *Add some sidebar widgets* on page 10.

10. Create some posts and categories

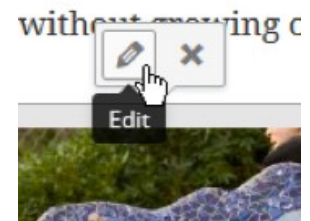
- a. To create a new post, click on Posts on left navigation tools of your dashboard and click on Add New. Use word-like interface to compose your content.
- b. You can allow your readers to leave comments on your posts under Discussion by simply checking the box next to Allow Comments. (If you don't see the Discussions box, remember to use Screen Options at the top.)
- a. You might want to create different categories to organize your posts. To do so, click on Categories under Posts
- b. Name the category and decide whether you want the category as a parent category, or a subcategory of an existing category.
- c. Once you create a new category, you can add a new post to any categories by checking the checkbox, click on Preview, then Publish your post.

11. Create Image Gallery (<http://wordpress.tv/2013/03/12/how-to-create-an-image-gallery-in-wordpress/>)

Image galleries are a great way to share groups of pictures on your WordPress site. The **Create Gallery** feature of the WordPress media uploader allows you to add a simple image gallery to pages or posts on your site.

- **Place your cursor:** A gallery can go anywhere on a page or post - by itself on a blank page, or above, below, or in the midst of text. Start by placing your cursor where you want the gallery to appear - if it's in between blocks of text, like in the photo example below, consider adding a return and placing your cursor on a new line so there's space above and below.
- **Click the Add Media button:** Once you've placed your cursor where you want your image gallery to appear, click on the Add Media button (located left above the editing window) to launch the media uploader interface. In the resulting popup window, select the 'Create a Gallery' option from the list of actions on the left.A screenshot of the WordPress editor interface showing the 'Add Media' button. The button is a rectangular box with a plus sign icon and the text 'Add Media'. A mouse cursor is pointing at the button.
- Add and/or Select the Images You Want to Include: You can add or select the images you want to include in your image gallery by choosing from either of the following options in the center of the media uploader window:
 - **Upload Files:** Upload the images you want to use from your computer by dragging them into the upload area. You can add more than one image, and they will be automatically grouped together as an image gallery.
 - **Media Library:** Select from previously uploaded images in the media library by clicking on the ones you wish to add to the gallery. You will see a checkbox next to your selections.
 - Note: You can create an image gallery using any combination of new images and previously uploaded images simply by switching back and forth between the Upload Files and Media Library tabs.
 - As you upload and/or select images, you will see your selection confirmed on the Insert Media screen by check boxes at the top corner of each thumbnail. Also, a row of thumbnails appears at the bottom of the window to help you keep track of all the images you've selected. When you are happy with your selection, click the **Create a new gallery** button.
 - Edit Your Gallery: On the Edit Gallery page, you can do the following things before inserting the gallery you have created into your page or post:
 - **Rearrange your images:** Drag and Drop image thumbnails to rearrange the order of images in your gallery.
 - **Reverse Order:** Reverses the order of the images in your gallery.
 - **Add image descriptions:** Add descriptions to your images (optional) which appear as image captions below each thumbnail in the gallery.
 - **Remove images:** Hover over a thumbnail and click on the "X" to remove any of the images you previously selected.
 - **Add more images:** Click on the "Add to Gallery" link in the left hand sidebar and add or select the images you want to include in your image gallery by choosing from either "Upload Files" or "Media Library" tabs.
 - **Cancel Gallery:** Click on the "Cancel Gallery" link from the actions on the left to exit the Edit Gallery page and cancel your image gallery.

- Check Gallery Settings: Gallery Settings are available in a pane on the right to control the following:
 - **Links To:** Controls whether the gallery thumbnails (on the published page/post) link to the image attachment page or directly to the source image file itself.
 - **Columns:** Set the number of columns you would like to have in your gallery.
 - **Random Order:** Enables your gallery to display your image thumbnails in a random order each time they are viewed on the site.
 - **Size:** Changes each image size in gallery. Available options are Thumbnail, Media, Large and Full Size.
- Editing Existing Galleries: Within the visual editor, the image gallery is displayed as a series of thumbnail images. When you click any area of the image gallery, icon buttons appear top of *the area*. *At any time, you can edit the images or settings of your gallery by clicking on the Edit button. You can remove the image gallery at any time by clicking on the Remove button.*



12. Add some plugins

Tips: Find plug in you want, get instruction from Plugin Help link below the plugin, then activate the plug in. Find the activated plugin under Settings for further customization.

- **Contact Form:** The Contact Form plugin is designed to add a straightforward contact form to your blog which allows visitors to your blog to send you an email. Once you have activated the Contact Form plugin in **Plugins > All** you need to: go to **Settings -> Contact Form**; Add your email address; Click **Update Options**; Go to **Pages > Add New**; Create a Contact page and add the contact form code to the page. (%%wpcontactform%%)
- For more information, visit <http://help.edublogs.org/contact-form-plugin/>
- **Social Bookmarking:** The AddThis Social Share adds Social Share button to every post and page, so readers can easily share your content on their social networks. You can also add the Social Share widget to your blog sidebar. Once you have activated the AddThis Social Share plugin in **Plugins > All**, go to **Settings > AddThis Share** to choose the look of your social share buttons and where they are displayed. In the basic settings select which icons you want to appear above and below the posts. On the advanced settings page select which pages you want the icons to appear. You would normally show AddThis on homepage and pages. To configure your sidebar widget and add social media links to your sidebar, just drag the new AddThis Share widget into your desired sidebar in **Appearance -> Widgets**. For more information, visit <http://help.edublogs.org/addthis-social-bookmarking-plugin/>

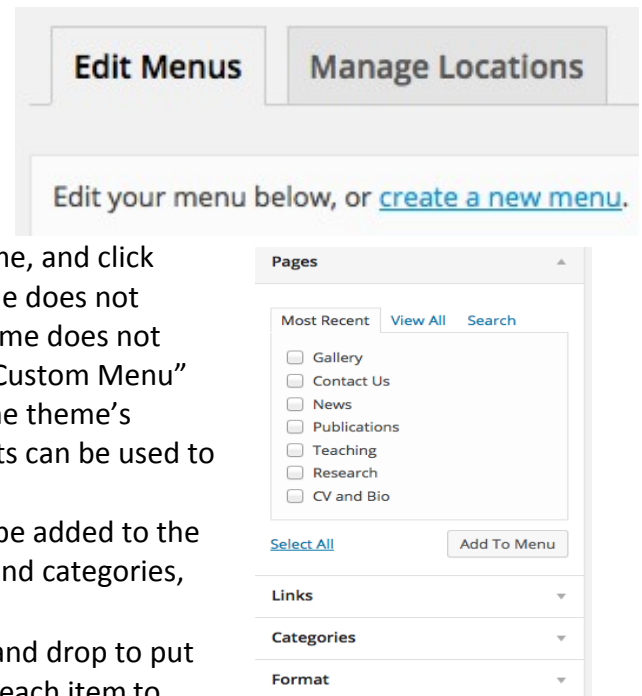
Google Map: The Google Maps plugin allows you to easily embed, customize, and use Google maps in posts, pages and your sidebar. You can also display local images and let your site visitors get directions in seconds. Once you have activated the Google Maps plugin in **Plugins > All**, go to **Posts > Add New** (or **Pages > Add New**), write your post, place your cursor where you want the map to be inserted and then click on the Google Maps icon. Enter the location you want to display and then click **Add**. To add

more location(s), just add the address(es) and then click **Add**. Alternatively you can add a location(s) by zooming in on your map, click on **Drop Marker** to add a Marker to your Map and then drag/drop it to the desired location. Give your map a name. Now zoom in on your place marker(s) so your readers have the best map view of your location. You can click on **Map Options** to set your Map preferences. Click **OK** once you have chosen your map options. Click **Save changes to this map** in the **Add Map** window. Click **Insert this map**. The **Add Map** window will close and the map will be added to your visual editor using Google maps shortcode as shown below. When you view your published post you will see your Google Map embedded in your post. For more information, visit <http://help.edublogs.org/working-with-the-maps-plugin/>

13. Create custom menu

The **Appearance > Menus Screen** enables a user to create custom navigation menu in place of a theme's default menu.

- To **create a new custom** menu, click the "create a new menu" link, give the menu a name, and click Create Menu button. Note: If the current theme does not support menus, the message, "The current theme does not natively support menus, but you can use the "Custom Menu" widget to add any menus you create here to the theme's sidebar." will display informing you that widgets can be used to put custom menus in a sidebar.
- After a menu is created, then detail items can be added to the menu. Choose items like custom links, pages, and categories, from the left column to add to the menu.
- After items have been added to a menu, drag and drop to put them in the order you want. You can also click each item to reveal additional configuration options. You can also drag a menu item a little to the right to make it a submenu, to create menus with hierarchy. You'll see when the position of the drop target shifts over to portray the nested placement. When you have finished building your custom menu, make sure you click the **Save Menu** button.



Menu Structure

Drag each item into the order you prefer. Click the arrow on the right of the

CV and Bio	Page ▾
Teaching	Page ▾
Research	Page ▾
Publications <i>sub item</i>	Page ▾
Gallery	Page ▾
News	Page ▾
Contact Us	Page ▾

- Once you have saved the menu, be sure to click on **Manage Locations** tab on the top to change your primary navigation to your custom menu. Then click on Save Changes.

Edit Menus	Manage Locations
Your theme supports 1 menu. Select which menu you would like to use.	
Theme Location	Assigned Menu
Primary Navigation	Menu1 ▾ Edit Use new menu
Save Changes	— Select a Menu — Menu1

14. Turn your blog into a web site.

So far, your primary site page has been a blog page. Now, we're going to make your primary site page a content page.

1. If you would like to use a static page as your home page (what appears when people first visit your site), create and publish the page, then on the left of your dashboard, go to Settings>Reading.
2. On Reading Settings page, select 'Front page displays: "A static page."'
3. Select 'Front page: "Home."'
4. Select 'Posts page: "News."'
5. Click 'Save Changes.'
6. You can delete your site under Tools, or Export your entire site as XML file and import it into different WordPress friendly platform.

Congratulations, you now have a web site! Fill in the content and let people know about the site

Resources

1. CampusPress support page: <http://about.blogs.rice.edu/>
2. Edublogs user guide: <http://help.edublogs.org/user-guide/>
3. Official Word Press Support: <https://en.support.wordpress.com/>
4. Embed Content: <http://help.edublogs.org/user-guide/embedding-media/>

Name of your website

