

# Creating a Basic Website with UF WordPress

GMA - Computer Training

Fall 2017

## Accessing your website

Your main website can be found at [people.clas.ufl.edu/YOUR\\_GATORLINK\\_USERNAME](http://people.clas.ufl.edu/YOUR_GATORLINK_USERNAME)  
To edit your website you will need to access the WordPress admin. This is located at [people.clas.ufl.edu/YOUR\\_GATORLINK\\_USERNAME/wp-admin](http://people.clas.ufl.edu/YOUR_GATORLINK_USERNAME/wp-admin)

You will then be prompted to enter your UFID and password.

## Dashboard

Once you enter your UFID and password, you will be taken to the Dashboard. This is where you can access all your webpages, uploaded media, and such. You can also create preset tables, change some of the appearances of your webpage, and also change the order of the menus.

At the top of the page is a toolbar with links that take you back to the dashboard, allow you to add new content, and access your different webpages. This toolbar is always present throughout as you work on your website.

On the toolbar, you should see your name. Mouse over it and click on the “Visit Site” from the dropdown menu. This will show you what your webpage looks like right now.

## Your Webpage

This is what your website looks like as of now. This training aims at helping you set up a basic website and instruct you on how to upgrade your website in the future.

You probably do not have a picture or any important information listed yet. To make changes to this page, go to the toolbar. There should now be a button that says “Edit Page.” Click on this.

From here you can change all the features of the current webpage. At the top, you can change the name of page. For your front page, you will probably want to leave it as “Home.” Further down you will see the editor for the page. Here you can change any text on the page as well as include images, tables, etc. This is currently in the “Visual” mode. In the top right-hand corner of the editor are two tabs. One says “Visual” and the other says “Text.”

If you click on “Text,” the editor will change to show the html code for the page instead of the general user interface. If you are more familiar with writing webpages in html, then you may want to do most of your work here.

Note: as you change/edit the html code, you can go back to the “Visual” tab and see that changes you have made so far. However, WordPress does not always work well with anything that is not already in the WordPress template. The upshot is that you may not be able to create something that is outside the template.

To include a picture, which you will need to do, click on the “Add Media” button. It will then bring up an explorer with all the different files that are have been uploaded. Since you will probably need to upload a new picture click on the “Upload Files” tab. You can now either drag-and-drop files to be uploaded or browse a specific folder for the files you want. Once the image file has been uploaded, click on the “Insert Into Page” button in the bottom right. This will put the image on the page. You may need to resize and reposition the image to where you want it to go.

When you have your page ready to your liking, you will need to publish your page. When you first create a new page, there will be a blue button on the right-hand side of the page that says “Publish.” After you have published your page this button will change to “Update.” Anytime you wish to make changes you will click “Update” for the changes to take effect. Once you click update, there will be a message at the top of the page acknowledging the update and a button that will take you to the page to see how it looks. Go ahead and view your new page.

As you navigate your webpage, you will see in the toolbar the “Edit Page” button. If you ever want to change something on a particular page, go to the page and click on “Edit Page.”

## Uploading and Linking Files

Often times, you may want to link a pdf file or some other document. These files in the WordPress language are called media. You will first need to upload your desired files before you can link them. You can get to the “Add Media” page in a couple of ways. Either mouse over the “+ New” in the toolbar and click on the “Media” from the drop down menu, or go to the Dashboard and mouse over the “Media” tab on the right and click on the “Add New” link. Either way it will take you to an explorer similar to the one where you uploaded your picture. Again, either by drag-and-drop or by browser, select the files you want to upload. Once a file has been successfully uploaded, it should appear listed towards the bottom of the upload box.

Next what you need is the specific link for the document. On the list of uploaded files, next to the item you want should be an “Edit” button. Click on this, and you will be taken to all the details for that particular file. On the right side of the page there is a box with the title “File URL.” Highlight this link and copy it. This is what you will need to link this document to your page.

Now go to the page you wanted the document linked to and highlight the text for the link. In the editor is an “Insert/Edit Link” button. Press this and paste the link location you copied. Click on “Add Link” and you are done.

Note: If you notice, the link for the document has a similar form to that of the generic website, i.e. <http://people.clas.ufl.edu/yourufid/files/filename.pdf>. So you do not need to go through all the copy/paste process if you remember the file name. It is just easier to know where to go if you forget the formatting of the file links, which is why we showed the copy/paste process first.

## TablePress

On the Dashboard, you will see a tab called “TablePress.” If you click on this, you will be taken to a walkthrough on how to create a table to insert into your webpage. If you know html, you can make your own in the page code instead. However, as mentioned earlier, WordPress may not play nicely if it is not in the desired WordPress format. For that reason, to avoid some hassle, you may just want to use TablePress to quickly set up a table for use.

## Menus

If you create a new page for your website and you publish it, you still may not see it on your website. This is probably because the menus has not been set up for this new page yet. To access the “menu” menu (sorry about that) go to the Dashboard, mouse over the “Appearance” tab, and click on the “Menus” from the subtab.

On the main screen you will see the current layout of the webpage. Your missing page is probably not here (obviously since it is missing). On the left-hand side of the main screen you will see a list of the recent pages and your missing page should be here. Click on the check box for the page and click on the “Add to Menu” button. Now your page should appear in the main screen. It may however be in the wrong location.

Suppose the page you made was for the Pre-calc class you will be teaching this semester. You would like it to be a subpage under the courses page. When you mouse over the page tab, you should see a cross-arrows cursor, indicating that you can move the tab. Click and drag the tab until it is under the page you want. If you move it a little to the side, it will designate this as a subpage of the main one. So for instance you want the Pre-calc page to be a subpage of the Courses page, so it should be under and to the side of the Course tab.

If you ever have difficulties with this, you can also just click on the “Page” drop down menu on the right side of the tab and manual place the page where it needs to go, such as “Up One,” “Down One,” or “Under Course.” When you are finished arranging your menu, click on the “Save Menu” button. Then go back to your website and see how it looks.

From the menus page you can also remove pages that you no longer want to use/display on your website. Suppose after you finished teaching Pre-calc you want to remove the page

from the courses page. Click on the “Page” drop down menu on the right side of the Pre-calc tab. Towards the bottom of the options, there should be a “Remove” in red. Click on this to remove it from the menus. WordPress will keep the page in your archive of pages in case you want to use it again.

## **Additional Information**

There are more things you can do with your website, but these are the basics that you will definitely need to know. Feel free to play around with your website and make it the way you would like. Remember that you may not be able to do certain things because of the WordPress formatting. As always, if you have any questions please make sure to ask either a fellow grad student or the GMA Webmaster.

## **The Frequently Asked Question**

Very, *very* frequently, graduate students will find that their students cannot access the graduate student’s website. The primary reason for this is a setting that is so-very hidden away. On the left-hand side click Settings > Reading, and then check the radio button that says “Allow search engines to index this site”. This will allow people other than the graduate student to see their website.