

Mount Sinai Icahn School of Medicine

Neuroscience Labs Website User Guide

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Logging in to Wordpress

The web administrator will create a user account on the Wordpress platform. In turn you will have to create your password.

Web Address: <http://labs.neuroscience.mssm.edu/wp-login.php>

Basic structure of the website

Note: Some PI websites have more sections for example: *media, press, funding & awards, etc.*

1. **DASHBOARD**
2. **PRIVATE INVESTIGATOR MENU**
pi-menu: this is the customizable menu for each PI. In order to add a menu item, you must contact the website coordinator
3. **HI-RESOLUTION IMAGE HEADER SLIDER**
header-slider: hi-resolution images slider representing the PI's lab with lab name and area of research
4. **RESEARCH SECTION/CONTACT US**
research-heading: section contains the Research heading in the website. You should never have to change this.
research-content: description of the lab's research. You may edit content.
contact-us sidebar: in order to edit this section, you must contact the website coordinator. This is temporary.
5. **FEATURED**
featured-heading: section contains the Featured heading. You should never have to change this.
featured-slider: carousel/slider containing publications, news, or any information to be highlighted
6. **PUBLICATIONS**
publications-heading: section contains the Publications heading. You should never have to change this.
publication toggle item by year: each one is labeled by the year of the publication
7. **TEAM**
team-heading: section contains the team heading. You should never have to change this.
team name section: section contains the team members.
8. **DASHBOARD SIDEBAR**
This section contains the UPDATE button. Must click on this button to see your changes on the live site.

See Image and corresponding numbers.

BASIC WEBSITE STRUCTURE

The Divi Builder interface shows a website structure for a neuroscience project. The interface includes a sidebar with navigation links, a main content area with sections like 'pi-menu', 'header-slider', 'research-heading', 'research-content', 'contact-us', 'featured-heading', 'featured-slider', 'publications-heading', and 'team-heading', and a right sidebar with 'Publish' and 'Project Categories' sections. Red circles with numbers 1 through 8 highlight specific elements.

1 Dashboard

2 pi-menu

3 header-slider

4 research-heading, research-content, contact-us

5 featured-heading, featured-slider

6 publications-heading

7 team-heading

8 Publish

Project Categories

- ☒ Cognitive Neuroscience Learning & Memory
- ☒ Developmental Neuroscience
- ☒ Neuroendocrinology
- ☐ Behavioral & Systems Neuroscience
- ☐ Brain Imaging
- ☐ Computational Neuroscience

+ Add New Category

Requirements

A web browser.

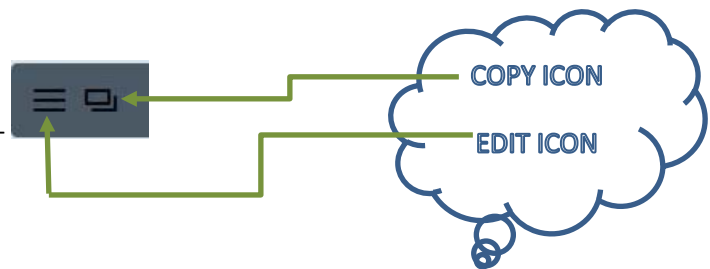
File-naming convention for images

- Files names should be descriptive for Search Engine Optimization
- Less than 72 characters
- All lower case
- Separated by hyphens

All images uploaded into the media library, must have a description in it's Alt Text field described further down. This serves two purpose, 1. search engine optimization, 2. In the event images don't load on the web page, it will be replaced with the description in the Alt Text field. In this way the website layout will continue to make sense to the visitor.

Publication image dimensions: 130px by 170px

Every module on the web page has an **edit/copy** icon -



Making site updates

On the Dashboard, you will only have access to projects and any associated pages related to the assigned lab. After any update, to save your work make sure to click on the **Update** button under item 8 of the website structure image.

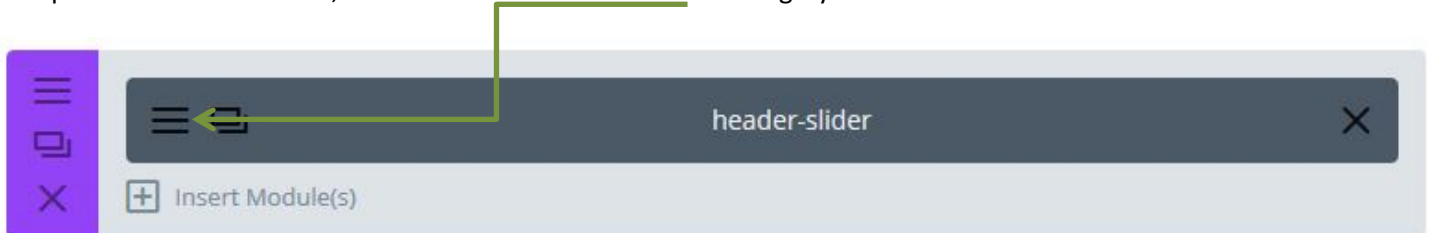
Every section and sub-section have **Save**, **Save & Exit** buttons. If you don't save in each section and you click on the **Update** button, you will loose your changes. Save in each section and Update overall. Rule of thumb – anywhere there is a save button, save your work.

pi-menu section (item 2 on website structure image) can only be changed by the web administrator.

Updating the header-slider (fullwidth slider module) (item 3)

The header-slider is the section of the website underneath the PIs navigation bar with a right and left arrow so that when clicked proceeds to the next "slide." For most, the first slide contains the lab name and the second slide the lab description accompanied by an image (sometime the same image).

To update the header-slider, click on the 3 horizontal bars on the grey bar



You will have a list of option separated in to three main groups: **General Setting**, **Advanced Settings**, and **Custom CSS**. You'll only need to use General Settings to edit the slider.

Fullwidth Slider Module Settings

General Settings Advanced Design Settings Custom CSS

Nestler Lab

Laboratory of Molecular Psychiatry

+ Add New Slide

Arrows: Show Arrows

This setting allows you to turn the navigation arrows on or off.

Save & Add To Library Save & Exit

Most labs will have 2 sliders. The first slider contains the lab's name, and the second, the lab description. Limit sliders to about 4 or 5. Click on the 3 horizontal bars to the left of the lab name or lab description to edit.

To edit header-slider

Click on the 3 horizontal bars to the left of the lab name or lab description

Slide Settings

General Settings Advanced Design Settings Custom CSS

Heading: Nestler Lab

Define the title text for your slide.

Button Text:

Define the text for the slide button

Button URL:

Input a destination URL for the slide button.

Background Image:

UPLOAD AN IMAGE

Save

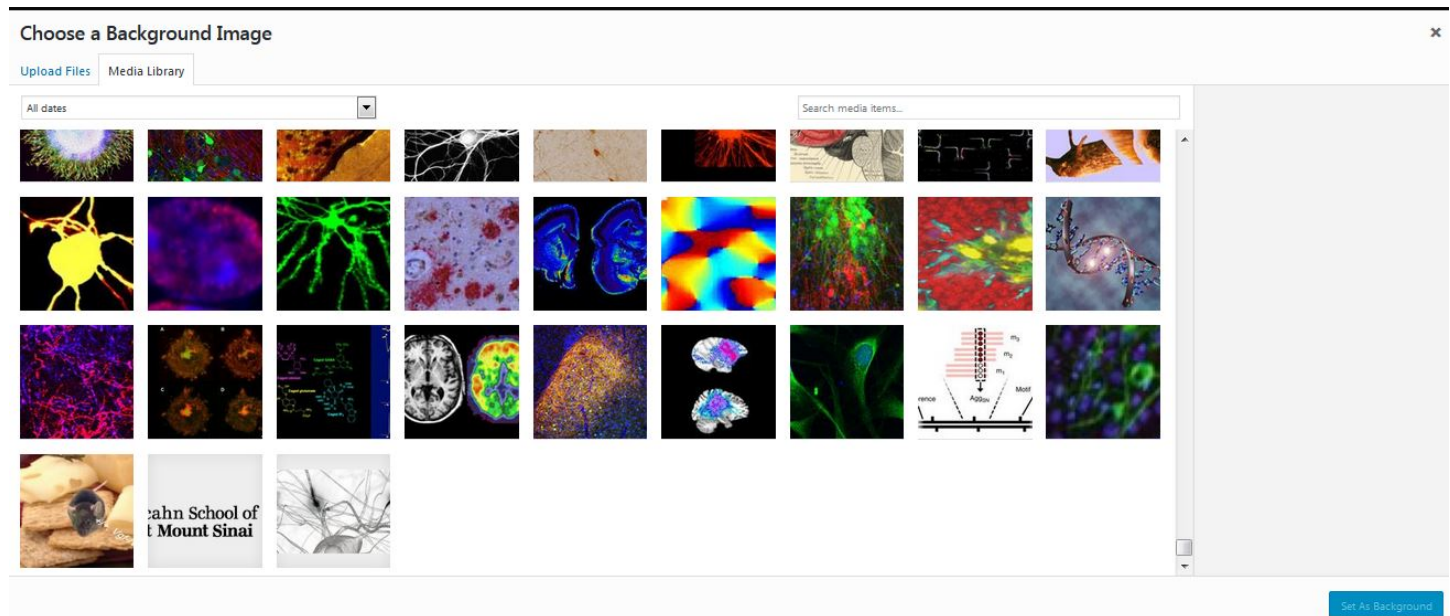
Click on the **HEADING** field to edit lab name or lab description.

Click on **UPLOAD AN IMAGE** to change the image header. By clicking **UPLOAD AN IMAGE** button, you will be greeted with a window organized by tabs, select an image from the **Media Library** or **Upload Files**. The window defaults to **Media Library** tab.

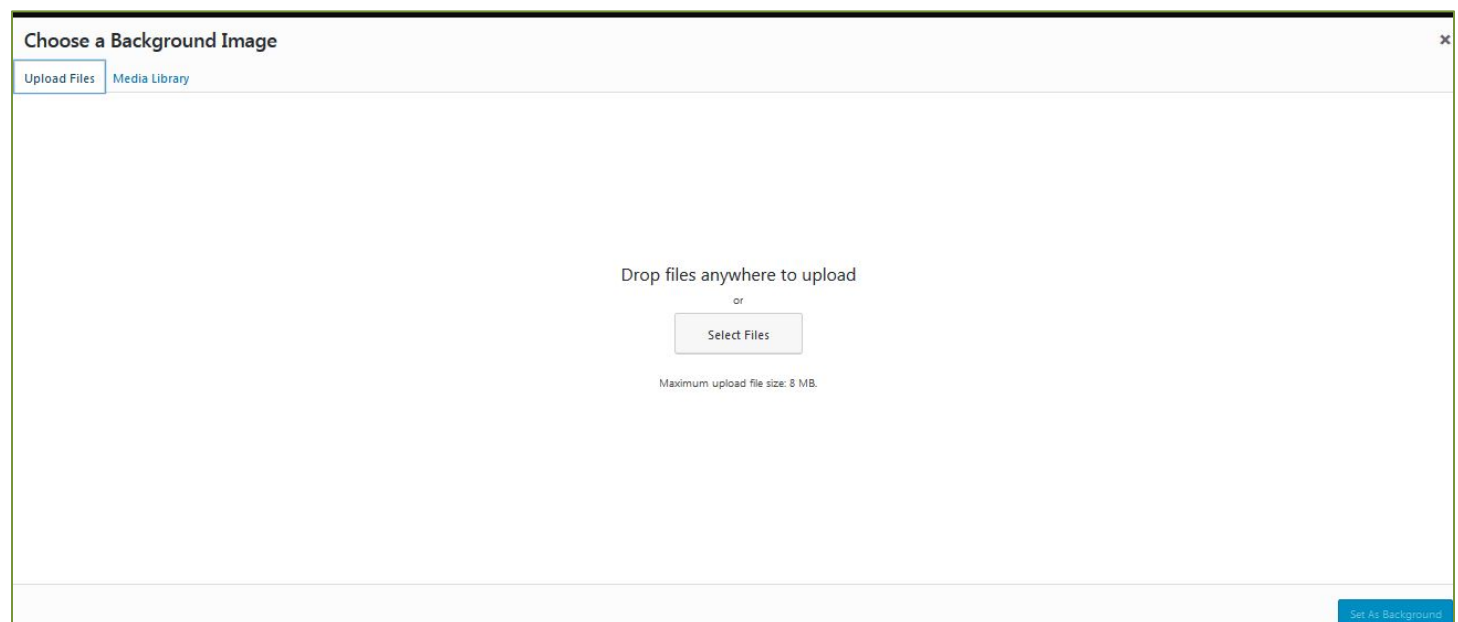
NOTE: *image files must be given a descriptive filename, all lower case, < 72 characters, separate by hyphens.*

You can select an image from the Media Library

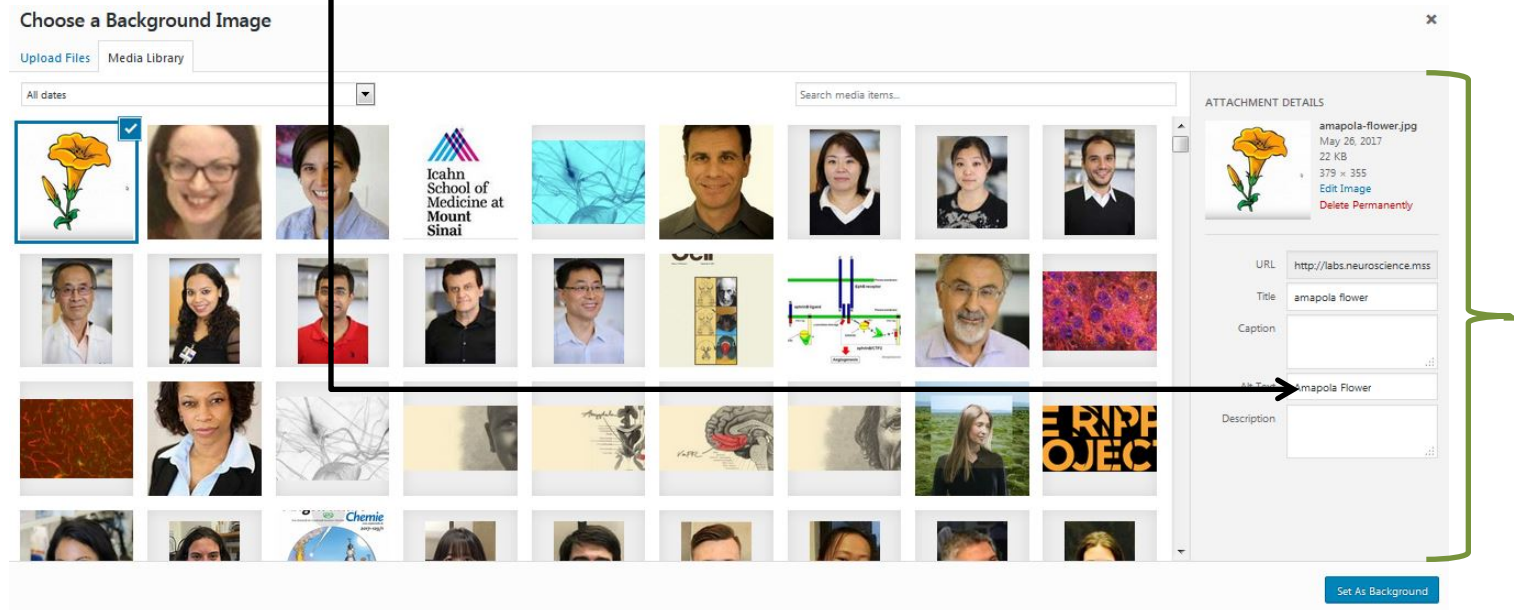
[Select from the list of images](#) and click on **Set As Background** button at the lower right-hand corner.



Uploading a new image file – click on the **Upload Files** tab. You can either drag and drop your image file or click on the Select Files to upload.

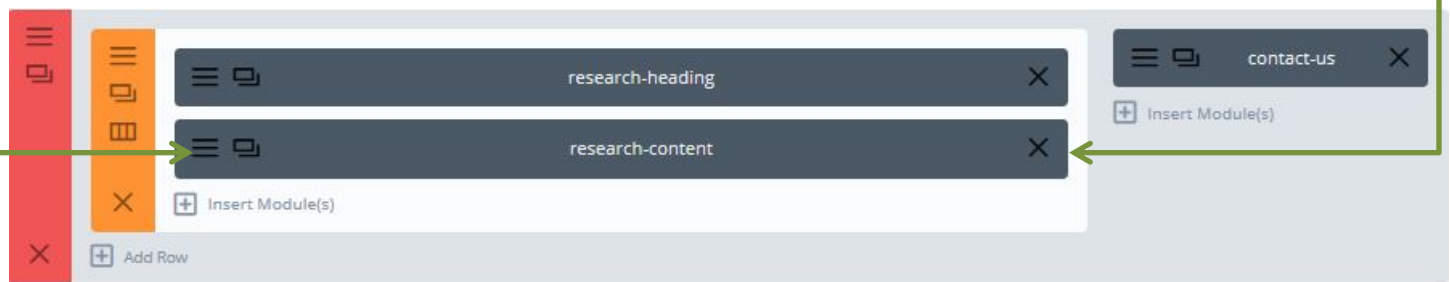


Upon selection of an image file to upload, the following screen will appear with **ATTACHMENT DETAILS** (file details) to the right. Complete the **Alt Text** field with a short description of the file. You may copy the content from the **Title** field and paste into the **Alt Text** field. Remove any hyphens. This is a required field. The content in the **Alt Text** field is used search engine optimization. Click on **Set as Background** button.



Updating the Research content section

Refer to item 4 of the website structure image. You should **ONLY** edit the sub-section labeled “research-content.”



To update research content, click on the 3 horizontal bars to the left of the sub-section label “research-content.” You will be greeted with a Text Module Settings window with a list of option separated in to three main groups: **General Setting**, **Advanced Settings**, and **Custom CSS**. Only use General Settings to edit the content. Scroll to the **Content:** section. Make sure the tab is defaulting to **Visual**.

Adding/changing text & image

The **Content (or Description)** : section has an **ADD MEDIA** button and a text area for adding and formatting your content, similar to a word processor. Bold, italic, bullet points, align text, hyperlink are available on the toolbar. Hover your mouse over each icon for its tooltip. **NOTE:** Editing content is the same throughout different sections of the site.



Add content here

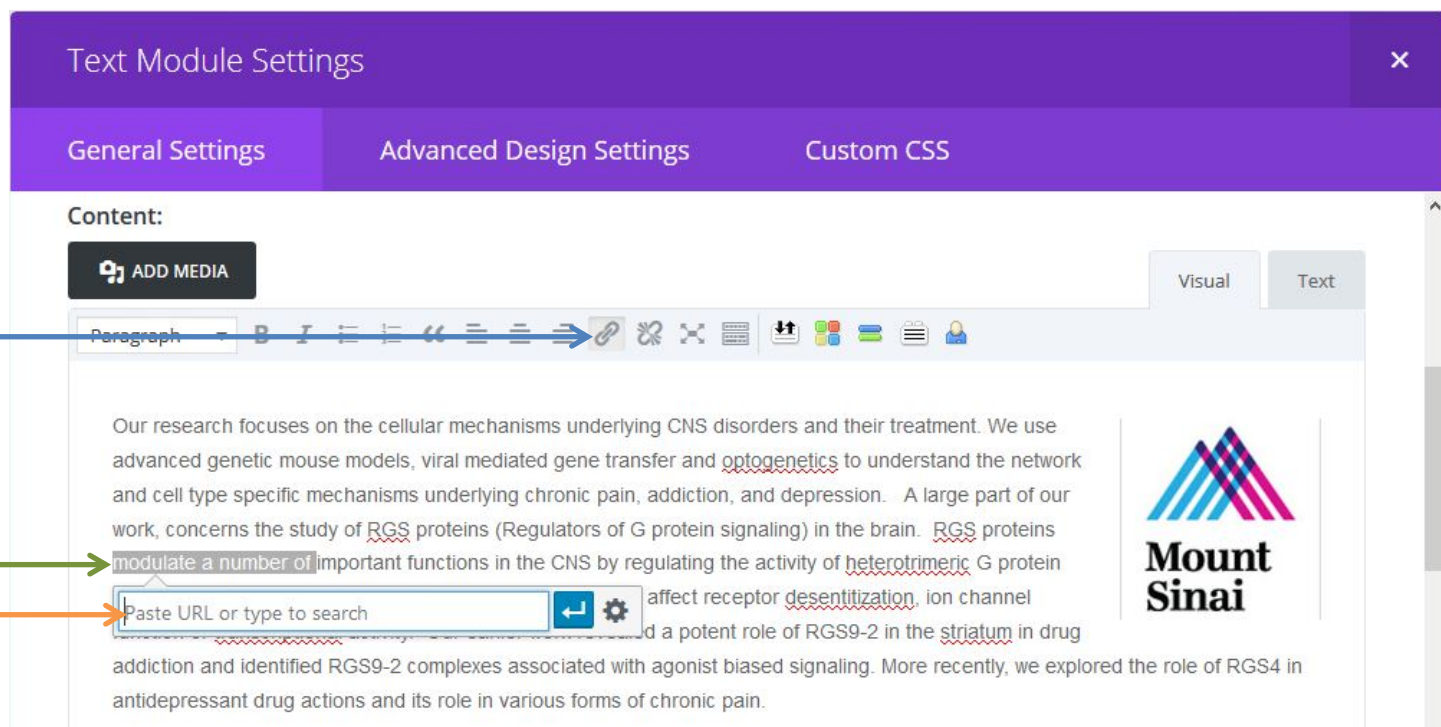
Click on the Content text area to add and edit text.

To link text

Select the text to link by highlight the text.

Click on the **Insert/Edit link** Icon.

Paste URL (website address) in the URL pop-up tool.

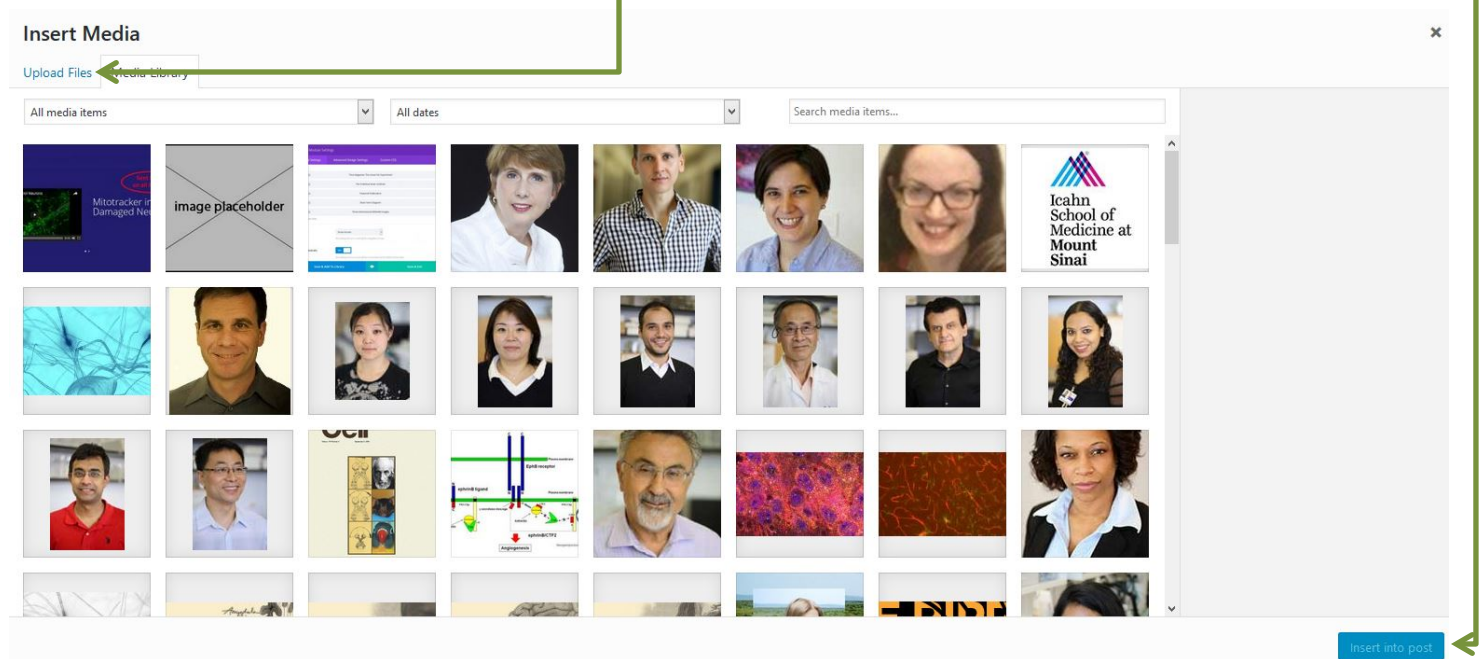


The screenshot shows the 'Text Module Settings' dialog box with three tabs: 'General Settings', 'Advanced Design Settings', and 'Custom CSS'. The 'General Settings' tab is active. Under the 'Content:' section, there is an 'ADD MEDIA' button and a rich text editor. The rich text editor has a toolbar with various icons, including the 'Insert/Edit link' icon (a chain link). A green arrow points from the instruction 'Select the text to link by highlight the text.' to the text 'modulate a number of' in the editor. A blue arrow points from the instruction 'Click on the Insert/Edit link Icon.' to the chain link icon in the toolbar. An orange arrow points from the instruction 'Paste URL (website address) in the URL pop-up tool.' to the 'Paste URL or type to search' input field in the link pop-up tool. The text in the editor is: 'Our research focuses on the cellular mechanisms underlying CNS disorders and their treatment. We use advanced genetic mouse models, viral mediated gene transfer and optogenetics to understand the network and cell type specific mechanisms underlying chronic pain, addiction, and depression. A large part of our work, concerns the study of RGS proteins (Regulators of G protein signaling) in the brain. RGS proteins modulate a number of important functions in the CNS by regulating the activity of heterotrimeric G protein affect receptor desensitization, ion channel and a potent role of RGS9-2 in the striatum in drug addiction and identified RGS9-2 complexes associated with agonist biased signaling. More recently, we explored the role of RGS4 in antidepressant drug actions and its role in various forms of chronic pain.' To the right of the text is the Mount Sinai logo.

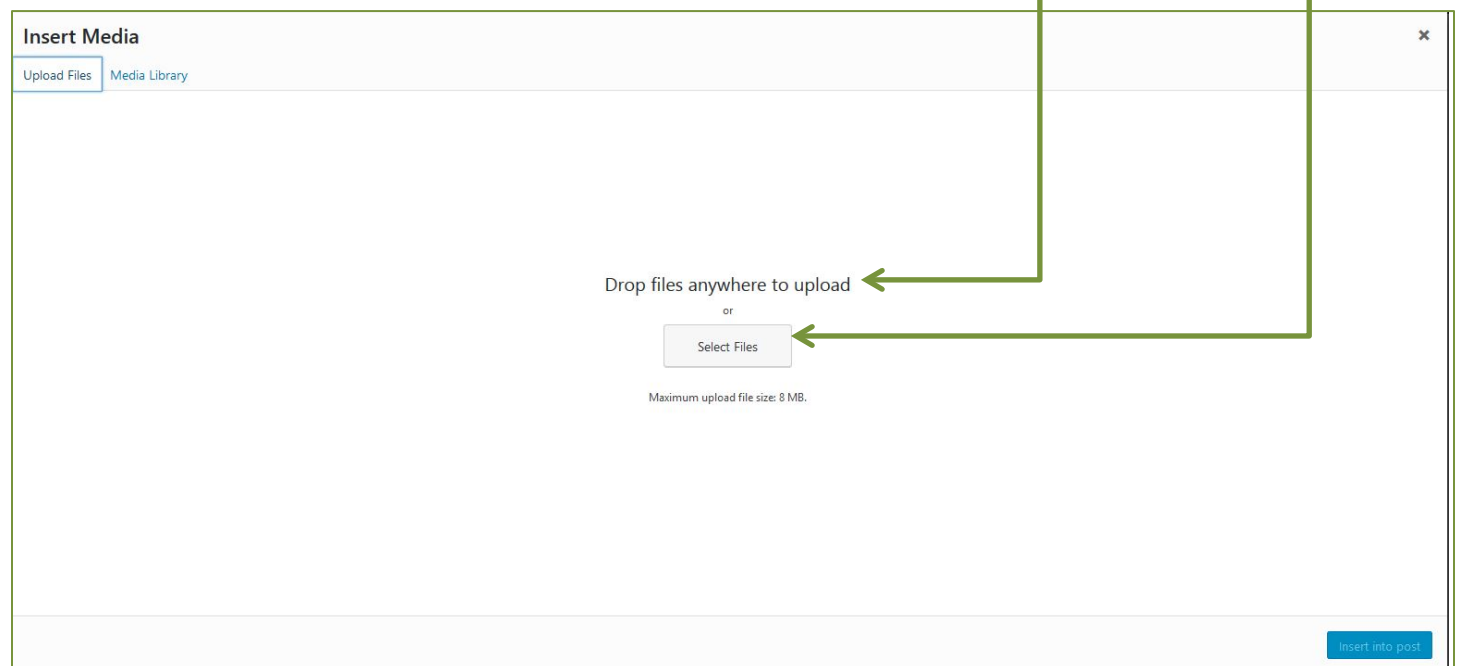
To add an image

Click on **ADD MEDIA** button.

If the image exist, select from the list of images in the **Insert Media** window, select the image and click on **Insert Into Post** button. If not, select the **Upload** Files tab.



To upload file, you may drag and drop a file into the area **DROP FILES ANYWHERE TO UPLOAD** or click on **Select Files** button to select the file for upload. When done click **Insert Into Post** button.



To edit or replace an image

Click on the image to invoke the pop-up bar to align and edit the image. The image in the example has been aligned to the right. To replace the image, click on the **pencil** icon.

The screenshot shows the 'Text Module Settings' dialog box with three tabs: 'General Settings', 'Advanced Design Settings', and 'Custom CSS'. The 'General Settings' tab is active, showing a 'Content' section with an 'ADD MEDIA' button and a rich text editor. The rich text editor contains a paragraph of text about research on CNS disorders. An image of the Mount Sinai logo is inserted into the text. A green arrow points from the 'pencil' icon in the image's toolbar to the 'image edit pop-up' label. Another green arrow points from the alignment icons in the toolbar to the 'Alignment for images' label. The bottom of the dialog box has two buttons: 'Save & Add To Library' and 'Save & Exit'.

Text Module Settings

General Settings Advanced Design Settings Custom CSS

Content:

ADD MEDIA

Paragraph B I [bulleted list] [numbered list] [quote] [link] [unlink] [table] [media] [undo] [redo] [help]

Visual Text

Our research focuses on the cellular mechanisms underlying CNS disorders and their treatment. We use advanced genetic mouse models, viral mediated gene transfer and optogenetics to understand the network and cell type specific mechanisms underlying chronic pain, addiction, and depression. A large part of our work, concerns the study of RGS proteins (Regulators of G protein signaling) in the brain. RGS proteins modulate a number of important functions in the CNS by regulating the activity of heterotrimeric G protein alpha subunits but also by various other interactions which affect receptor desensitization, ion channel function or transcriptional activity. Our earlier work revealed a potent role of RGS9-2 in the striatum in drug addiction and identified RGS9-2 complexes associated with agonist biased signaling. More recently, we explored the role of RGS4 in antidepressant drug actions and its role in various forms of chronic pain.

We focus on five major research areas:

Mount Sinai

image edit pop-up

Alignment for images

Save & Add To Library Save & Exit

Click on **Replace** button from **Image Details** window

The screenshot shows the 'Image Details' dialog box. It has a 'Caption' field, an 'Alternative Text' field (containing 'Mount Sinai No Image'), and a 'DISPLAY SETTINGS' section with 'Align' (Left, Center, Right, None), 'Size' (Full Size - 140 x 140), and 'Link To' (None). There is also an 'ADVANCED OPTIONS' section with fields for 'Image Title Attribute', 'Image CSS Class', 'Link Rel', and 'Link CSS Class', and a checkbox for 'Open link in a new tab'. On the right side, there is a preview of the Mount Sinai logo and two buttons: 'Edit Original' and 'Replace'. A green arrow points from the 'Replace' button to the 'Replace' label. The bottom right corner has an 'Update' button.

Image Details

Caption

Alternative Text Mount Sinai No Image

DISPLAY SETTINGS

Align Left Center Right None

Size Full Size - 140 x 140

Link To None

ADVANCED OPTIONS

Image Title Attribute

Image CSS Class

☐ Open link in a new tab

Link Rel

Link CSS Class

Mount Sinai

Edit Original Replace

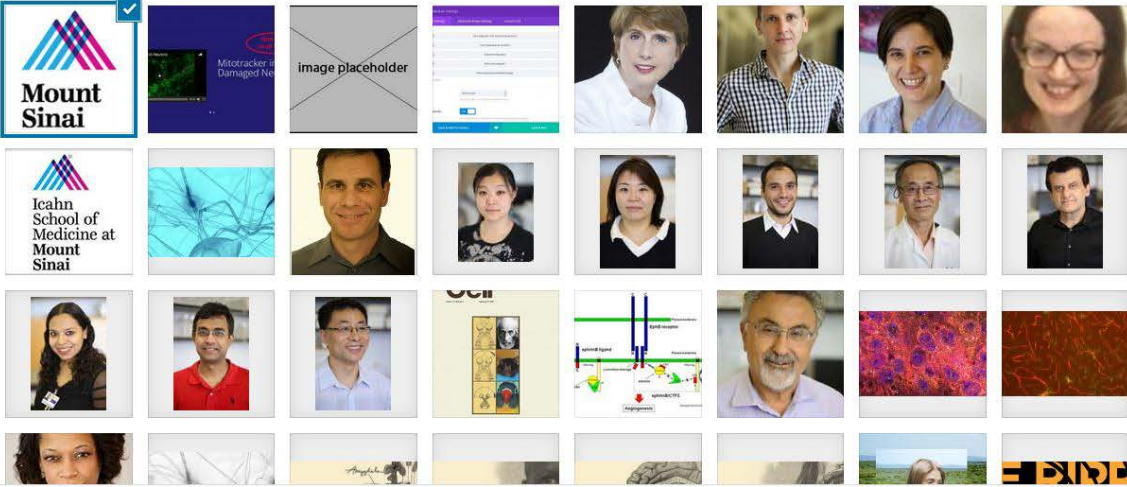
Update

If the image exist, select from the list of images and click on the **Replace** button. If not, click on the **Upload Files** tab.


Replace Image

Upload Files **Media Library**

Images All dates Search media items...



ATTACHMENT DETAILS


noimageprofile-140x140.jpg
March 10, 2017
7 KB
140 x 140
[Edit Image](#)
[Delete Permanently](#)

URL
Title
Caption
Alt Text
Description

Replace **Back**

To upload file, you may drag and drop a file into the area **DROP FILES ANYWHERE TO UPLOAD** or click on **Select Files** button to select the file for upload. Click **Replace** button.

Replace Image

Upload Files **Media Library**

DROP FILES ANYWHERE TO UPLOAD
or
Select Files

Maximum upload file size: 8 MB.

Replace **Back**

When done, remember to Save & Exit. Click on UPDATE from the main screen.

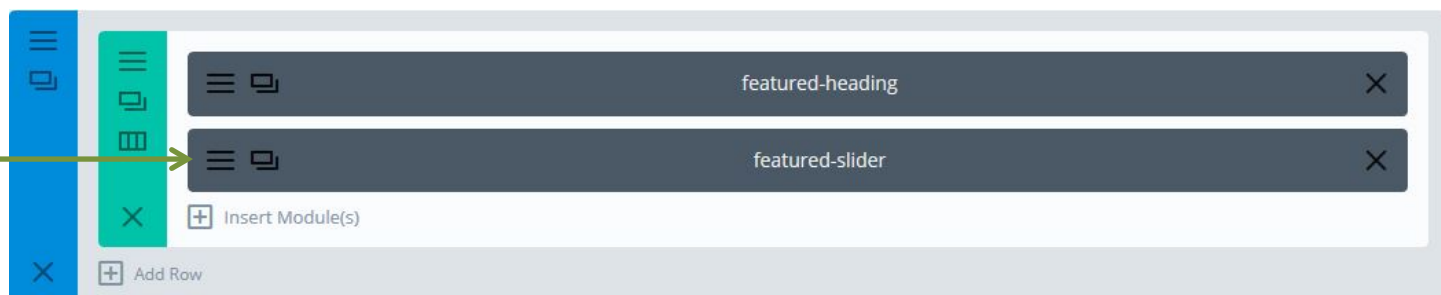
Updating the Featured section

This section contains a carousel/slider for highlighting any publications or news worthy items. Limit sliders to about 4 or 5. Some PI have this section. If the webpage doesn't have this section it can be added. If you find you have many news worthy items, consider adding a media section. In either case, contact the web coordinator.

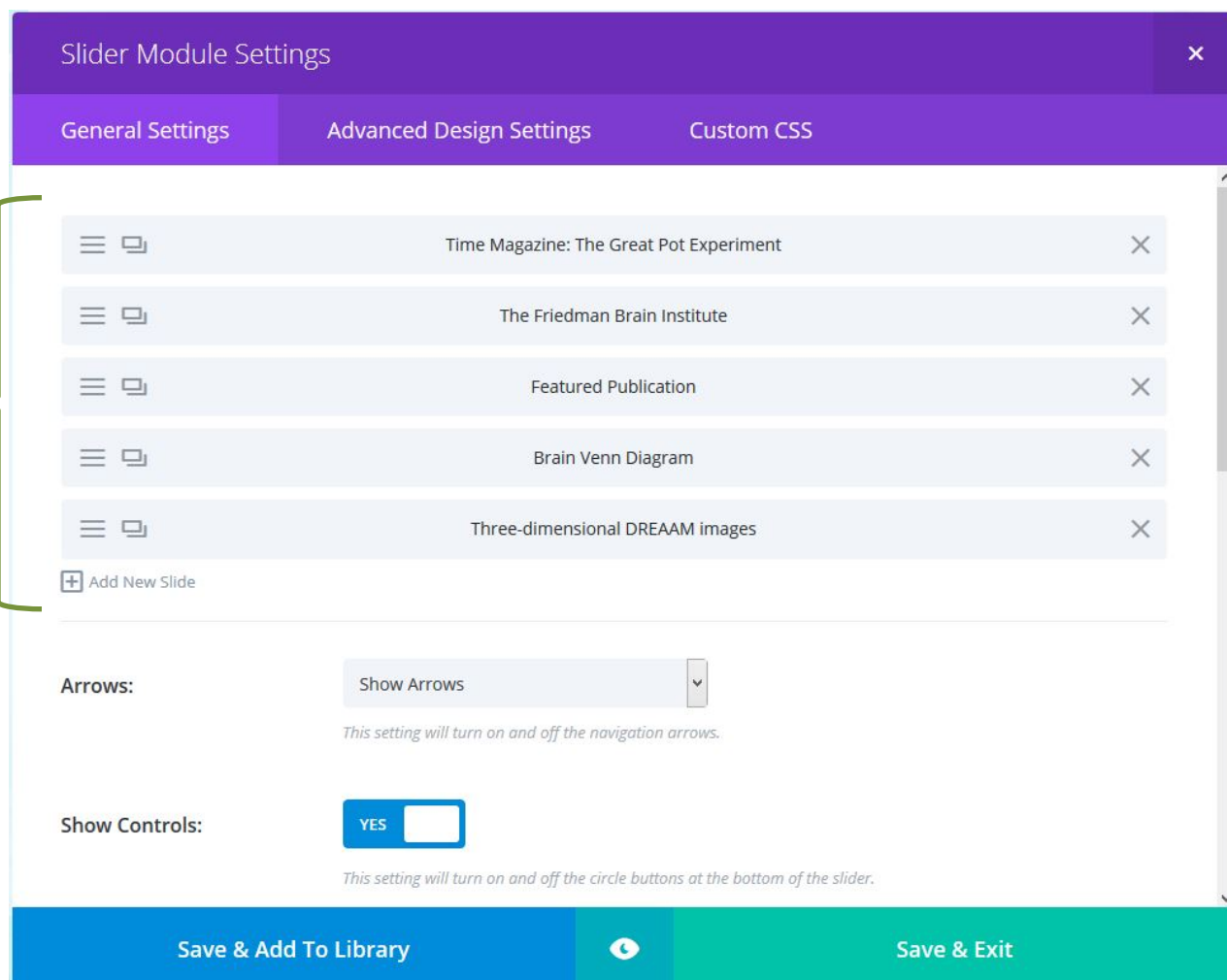
The feature-slider can have images or videos.

Update featured-slider with image

To edit the slider, click on the 3 horizontal bars to the left of **featured-slider**.



In this example there are 5 sliders. If you only have one slider make sure to click on the **Arrows** drop-down and select **Hide Arrows**, and Show Controls should be set to **No**.



In the **Slide Settings**, the following are required fields.

Heading: *The slide heading. Will appear as the first large text in the slider*

Button URL: *Link to the article*

Slide Settings

General Settings

Advanced Design Settings

Custom CSS

Heading:

Time Magazine: The Great Pot Experiment

Define the title text for your slide.

Button Text:

Define the text for the slide button

Button URL:

http://icahn.mssm.edu/static_files/MSSM/Files/Research/Labs/The%20Great%20Pot%20Exper

Input a destination URL for the slide button.

Background Image:

UPLOAD AN IMAGE

If defined, this image will be used as the background for this module. To remove a background image, simply delete the URL from the settings field.

Background Image Position:

Default

Save

Slide Image: image that will appear in the slide.

Adding Slide Image

Click on **UPLOAD AN IMAGE**.

Slide Settings

General Settings

Advanced Design Settings

Custom CSS

Slide Image:

http://labs.neuroscience.mssm.edu/wp-content/uploads/2016/06/tir

UPLOAD AN IMAGE

Preview

If defined, this slide image will appear to the left of your slide text. Upload an image, or leave blank for a text-only slide.

Use Background Overlay:

☐

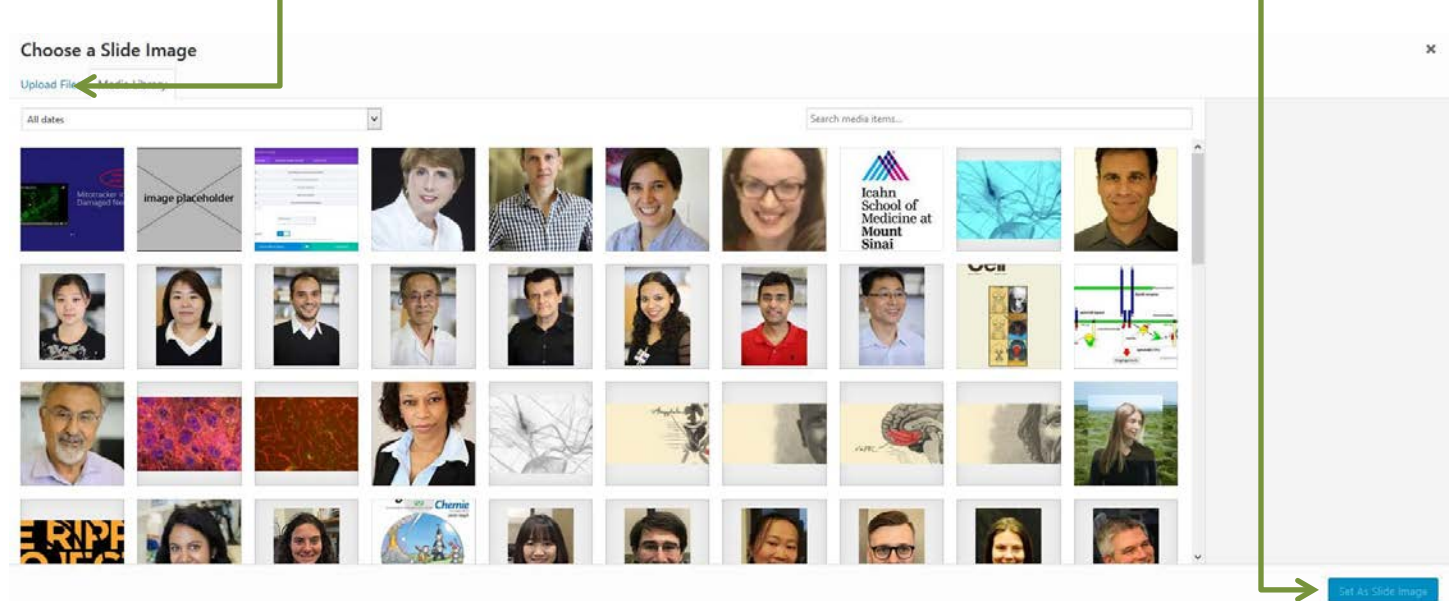
NO

When enabled, a custom overlay color will be added above your background image and behind your slider content.

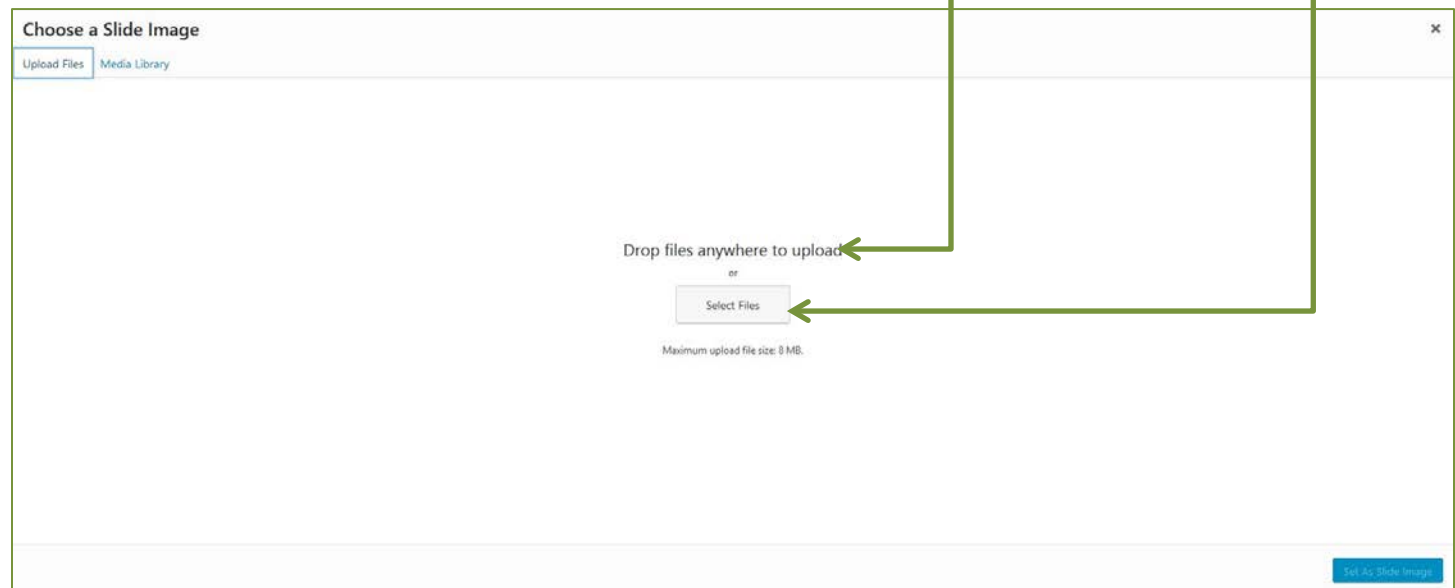
Save

Page 15

If the image exist, select the image from the **Choose a Slide Image** window, click on **Set as Slide Image** button . If not, click on **Upload Files**.



To upload file, you may drag and drop a file into the area **DROP FILES ANYWHERE TO UPLOAD** or click on **Select Files** button to select the file for upload. Click **Set as Slide Image** button



Content: Add a short abstract. Cite your references.

Admin Label: Make the same as your heading

Slide Settings

General Settings

Advanced Design Settings

Custom CSS

Pause Video:

NO

Allow video to be paused by other players when they begin playing

Content:

ADD MEDIA

VisualText

Paragraph

BBIListListQuoteListListListLinkImageTableMediaGridUser

The recent push to legalize recreational and medical marijuana has put the spotlight on Dr. Yasmin Hurd and her pioneering work on the transgenerational effects of cannabis on the developing brain. Dr. Hurd's research was featured on the cover story of TIME magazine on May 25, 2015: [The Great Pot Experiment](#).

Input your main slide text content here.

Admin Label:

Time Magazine: The Great Pot Experiment

This will change the label of the slide in the builder for easy identification.

Save

To update the content area, follow steps for [Adding/changing text & image](#), page 8.

Save. Remember to Save & Exit. Click on UPDATE from the main screen.

Update featured-slider with video

Updating the featured-slider with video is similar to the steps above, however instead of a **Slide Image**, you will have **Slide Video**. The slide video can be a youtube or vimeo link. If you have a video that's in neither, you may request the video to be added to our Neuroscience Labs Youtube playlist. Once it has been uploaded, copy/paste the youtube video link in the **Slide Video** field.

Slide Settings

General Settings

Advanced Design Settings

Custom CSS

Slide Video:

https://www.youtube.com/watch?v=ZAG5_3EGtRg&t=2s

If defined, this video will appear to the left of your slide text. Enter youtube or vimeo page url, or leave blank for a text-only slide.

Image Alternative Text:

If you have a slide image defined, input your HTML ALT text for the image here.

Text Color:

Light

Here you can choose whether your text is light or dark. If you have a slide with a dark background, then choose light text. If you have a light background, then use dark text.

Background Video MP4:

UPLOAD A VIDEO

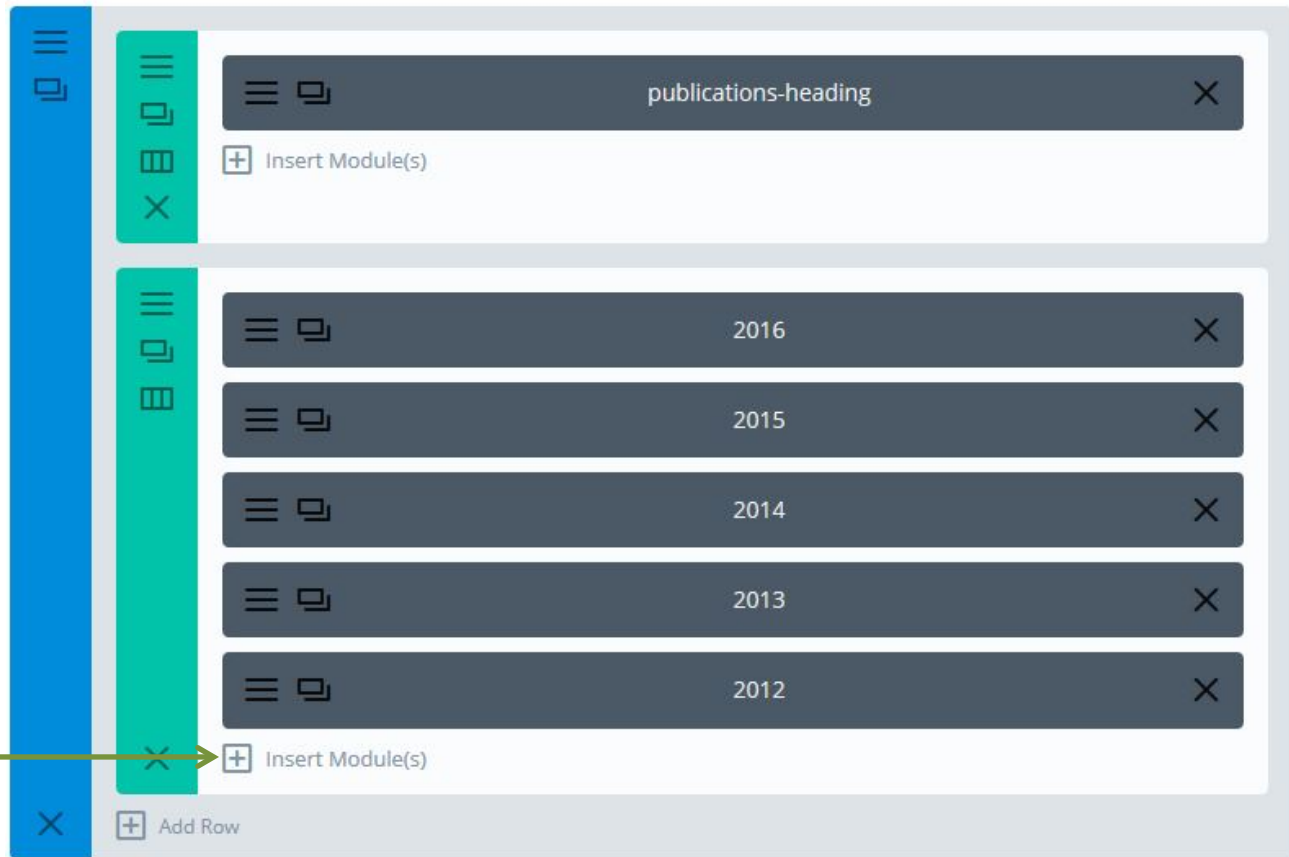
All videos should be uploaded in both .MP4 .WEBM formats to ensure maximum compatibility in all browsers. Upload the .MP4 version here. Important Note: Video backgrounds are disabled from mobile devices. Instead, your background image will be used. For this reason, you should define both a background image and a background video to ensure best results.

Save

Page 18

Updating Publications section

Publications are designed using a toggle module whereby you can expand and collapse the section when viewing the site live. For most labs, publications were listed for the last 5 years, otherwise the website page would get too long requiring to scroll down the page too much. This isn't best practice. For publications prior to 2012, add a toggle module and label it "2011 and earlier" or "Prior to 2012." Publication cover image dimensions should be **130px by 170px**, with a concise, yet descriptive file name, all lower-case, separated by hyphens.



To update an existing year

Click on the 3 horizontal bars to the left of the year you wish to edit.

You will be greeted with a Toggle Module Settings window with a list of options separated into three main groups: **General Setting**, **Advanced Settings**, and **Custom CSS**. Only use General Settings to edit the content. Scroll to the **Content:** section. Make sure the tab is defaulting to **Visual**. The **Content:** section has a toolbar to **ADD MEDIA** (follow instruction for [Adding/changing text & image](#) on page 8) and formatting tools to format your content similar to a word processor - bold, italic, bullet points, and align text. Edit the existing publications or add a new one.

To add a new year

Click on the **+ Insert Modules(s)** icon at the end of the last publication year.

Scroll down the **Insert Module** window and select **Toggle**

In the **Toggle Module Settings**, the following are required fields.

Title: *Publication Year*

Content: *List of all your publications. Follow instructions for [Adding/changing text & image](#), on page 8.*

Admin Label: *Publication Year*

When done, remember to Save & Exit. Click on UPDATE from the main screen.

Updating Areas of Research or Projects section

Same as Publications.

Updating the Team section

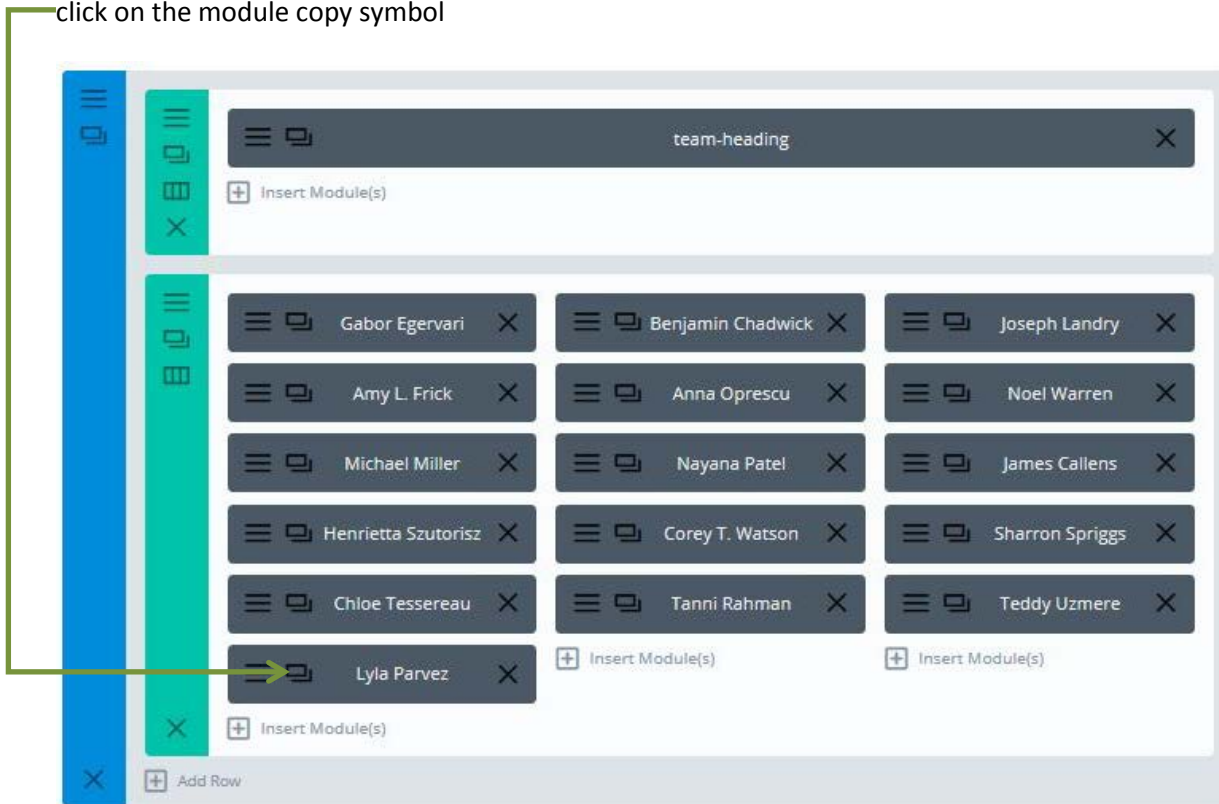
There are 2 team layout designs. Some PIs have a combination of both:

Design Layout 1 - Team member image with team member details below it – no bio

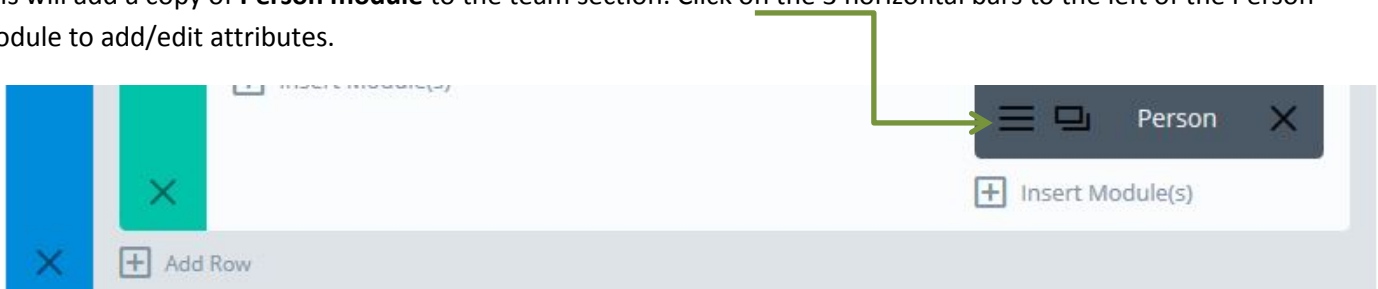
Design Layout 2 - Team member image with details above it and bio to the right of the image.

Adding a new team member with design layout 1 – no bio

The simplest way to add a team member is to copy an existing one and change its attributes. At the bottom of the list, click on the module copy symbol



This will add a copy of **Person module** to the team section. Click on the 3 horizontal bars to the left of the Person module to add/edit attributes.



Required Fields for the **Person Module Settings**. See images on the next pages

Name: *Name of team member*

Position: *position of team member*

Image URL: *team member photo.*

Description: *team member email address*

Admin Label: *Name of team member*

Click on the **UPLOAD AN IMAGE** button to either select an image from the media library or to upload an image.

Person Module Settings

General Settings Advanced Design Settings Custom CSS

Name:

Input the name of the person

Position:

Input the person's position.

Image URL: **UPLOAD AN IMAGE**

Preview

Save & Add To Library Save & Exit

The **Description** field is used to enter the team member's email address.

Click anywhere on the email address placeholder to activate the **mailto: pop-up tool**.

Person Module Settings

General Settings Advanced Design Settings Custom CSS

Description:

ADD MEDIA

Visual Text

Paragraph B I [List Icons] [Quote Icon] [Link Icon] [Unlink Icon] [Table Icon] [Media Icons] [User Icon]

email@mssm.edu

Email address placeholder

Input the main text content for your module here.

Save & Add To Library Save & Exit

Click on the **pencil icon**

Person Module Settings

General Settings Advanced Design Settings Custom CSS

LinkedIn Profile Url:

Input LinkedIn Profile Uri

Description:

ADD MEDIA

Visual Text

Paragraph B I [List Icons] [Quote Icon] [Link Icon] [Unlink Icon] [Table Icon] [Media Icons] [User Icon]

test@mssm.edu

mailto: [Pencil Icon] [Link Icon]

Pencil Icon

Save & Add To Library Save & Exit

Type the email address after **mailto:**

Click on the **blue arrow** to Apply

Person Module Settings

General Settings Advanced Design Settings Custom CSS

LinkedIn Profile Url:

Input LinkedIn Profile Url

Description:

ADD MEDIA

Visual Text

Paragraph B I [List Icons] [Link Icon] [Unlink Icon] [Image Icon] [Table Icon] [Fullscreen Icon] [More Icons]

test@mssm.edu

mailto:test@mssm.edu

Save & Add To Library Save & Exit

Replace email address placeholder with team member's email address.

Type member name in **Admin Label** field.

When done, Remember to Save & Exit. Click on UPDATE from the main screen.

Adding a new team member with design layout 2 – with bio

Required Fields for the **Person Module Settings**.

Name: *Name of team member*

Position: *position of team member*

Description: *team member image, team member bio, email address (optional)*

Admin Label: *Name of team member*

Follow steps for [Design layout 1](#) with the exception of the Image URL field. Make sure that the Image URL is blank, if not, delete its content.

Person Module Settings

General Settings

Advanced Design Settings

Custom CSS

Name:

John Doe

Input the name of the person

Position:

Post Doc

Input the person's position.

Image URL:

Upload your desired image, or type in the URL to the image you would like to display.

Animation:

Left To Right

This controls the direction of the lazy-loading animation.

Save & Add To Library

Save & Exit

The Image URL field is used to add an image. However, in this design, the image will be added to the body of the **Description** field instead accompanied by the team member's bio. To add the team member image follow steps on page 8 - [Adding/changing text & image](#).

Person Module Settings

General Settings

Advanced Design Settings

Custom CSS















Description:


ADD MEDIA

Visual

Text

Paragraph

B *I*              




I am currently a rising Junior in high school. I participate in the Advanced Science Research Program at my school. Through this program I will design and conduct an experiment of my own making, with the help and guidance of my mentor here at the Schiller Lab. I am very interested in neuroscience and I am very excited to perform my study throughout the next two years.
joedoe@mssm.edu

Input the main text content for your module here.

Disable on:

☐ Phone

Save & Add To Library



Save & Exit

Person Module Settings

General Settings

Advanced Design Settings

Custom CSS

Mount Sinai

perform my study throughout the next two years.
joedoe@mssm.edu

Input the main text content for your module here.

Disable on:

☐ Phone

☐ Tablet

☐ Desktop

This will disable the module on selected devices

Admin Label:

John Doe

This will change the label of the module in the builder for easy identification.

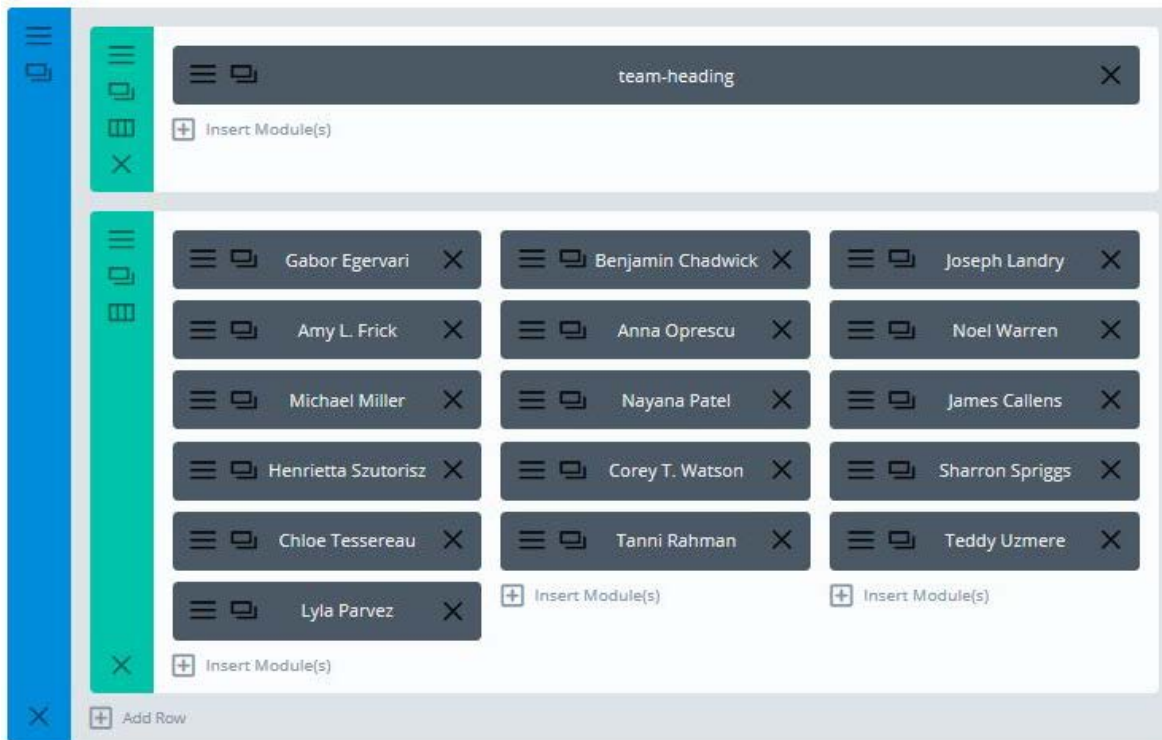
Save & Add To Library

Save & Exit

When done, remember to Save & Exit. Click on UPDATE from the main screen.

Edit an existing team member

Click on the 3 horizontal bar to the left of the team member name. Following steps on [Updating the Team section](#) to edit the required fields.



When done, remember to Save & Exit. Click on UPDATE from the main screen.

Updating Media (Pinterest style) section

This section is used when there are many news worthy items to highlight. Images, videos, links to articles, and brief summary (optional) may be included in this section. This section looks best with images and videos. It is designed in row/column format.

Adding a media item

Click on **+ Insert Module(2)**, anywhere at the end of each column

The screenshot shows a website builder interface with a grid of media modules. The grid is organized into four columns. The first column contains modules for 'The Irish Times', 'Time Magazine', 'The Colbert Report', 'ABC - Junk food can become addictive', 'The Scientist miRNA', and 'Perez Hilton'. The second column contains modules for 'The Friedman Brain Institute: Conquering Brain Disease', 'BBC', 'CNN', 'New York Daily News', 'Good Morning America (ABC)', and 'The Telegraph'. The third column contains modules for 'PR Newswire', 'Understanding the mind of a cocaine addict', 'The Wall Street Journal', 'Nature Junk-food Junkies', and 'KPBS Radio'. The fourth column contains modules for 'Pharmaceutical Technology', 'Katie Couric, CBS News', 'CBS News', 'Scientific American Overeating', and 'Wikipedia, the free encyclopedia'. At the bottom of each column, there is a '+ Insert Module(s)' button. A green arrow points to the '+ Insert Module(s)' button at the bottom of the first column. Another green arrow points to the '+ Insert Module(s)' button at the bottom of the second column. A third green arrow points to the '+ Insert Module(s)' button at the bottom of the third column. A fourth green arrow points to the '+ Insert Module(s)' button at the bottom of the fourth column.

Select **Add From Library** tab. Select the **interest-style-media-item**

The screenshot shows the 'Insert Module' dialog box. The 'Add From Library' tab is selected. The 'All Categories' dropdown is open. The 'interest-style-media-item' is selected in the list of modules. The other modules in the list are 'new contact us' and 'Project in research about-us section'.

You should now see the new media item with Title: **Place Brief Media Title here**

The screenshot displays a media management interface with a grid of media items. The interface includes a top header bar with the text "media-heading" and a close button. Below the header, there is a section labeled "Insert Module(s)". The main area contains a grid of media items, each with a title and a close button. The items are arranged in four columns. The first column contains items like "The Irish Times", "Time Magazine", "The Colbert Report", "ABC - Junk food can become addictive", "The Scientist miRNA", and "Perez Hilton". The second column contains items like "The Friedman Brain Institute: Conquering Brain Disease", "BBC", "CNN", "New York Daily News", "Good Morning America (ABC)", and "The Telegraph". The third column contains items like "PR Newswire", "Understanding the mind of a cocaine addict", "The Wall Street Journal", "Nature Junk-food Junkies", and "KPBS Radio". The fourth column contains items like "Pharmaceutical Technology", "Katie Couric, CBS News", "CBS News", "Scientific American Overeating", "Wikipedia, the free encyclopedia", and "Place Brief Media Title here". A green arrow points to the "Place Brief Media Title here" item in the bottom right corner. The interface also includes a sidebar on the left with icons for adding rows and modules, and a bottom bar with an "Add Row" button.

To edit the media item, click on the 3 horizontal bars to the left of **Place Brief Media Title here**

Required fields:

Content: This is where images, videos, links, and text will go

Admin Label: Title of the media item

Image and placeholder text have been provided in the module as a visual aid. Image must be aligned to the center of the page content area.

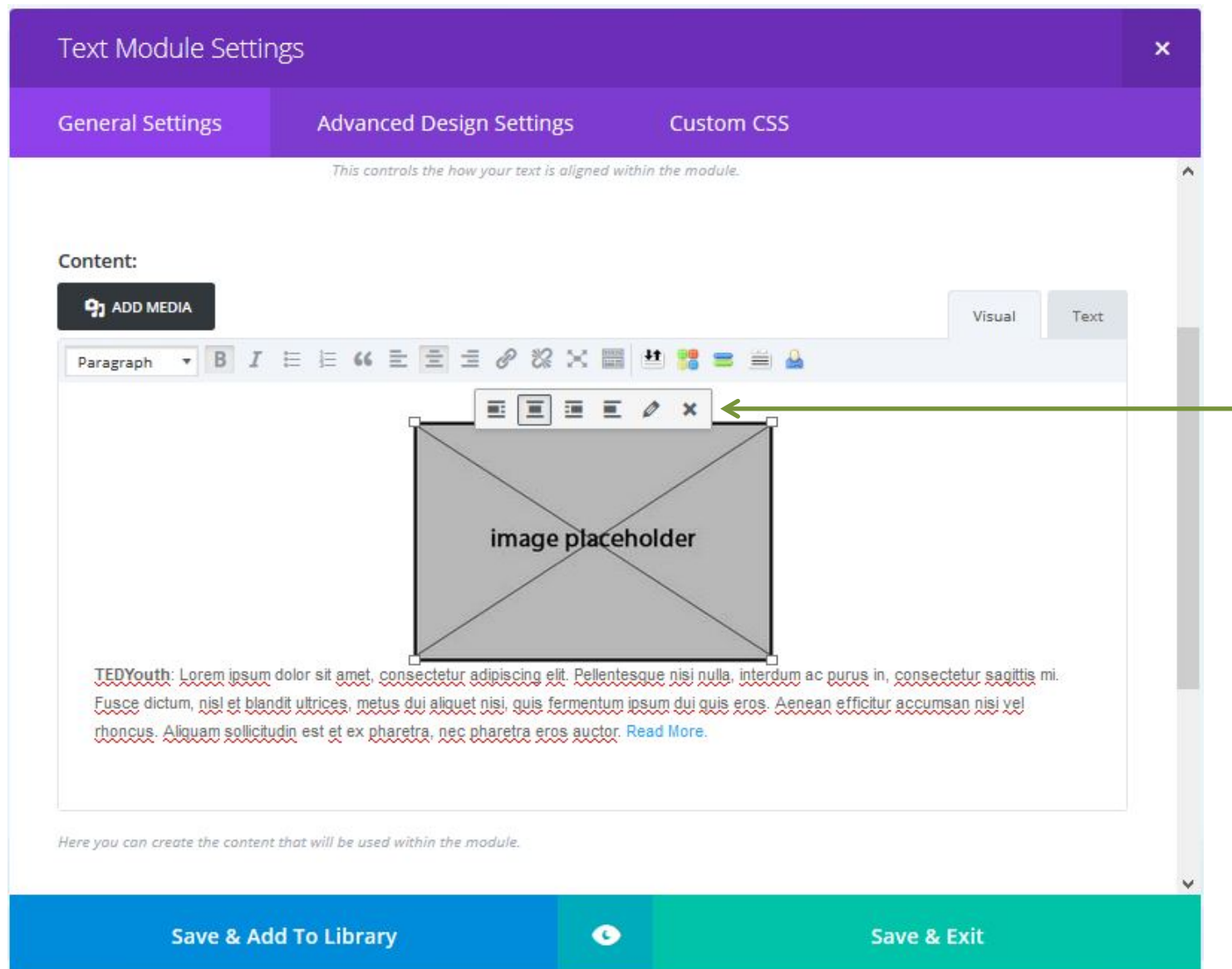
X

Custom CSS

Text

Replace media item image placeholder

Click on the image to invoke the image editing pop-up.



The screenshot shows the 'Text Module Settings' dialog box. The 'Content' tab is active, displaying a text editor with a placeholder image. A green arrow points to the pencil icon in the image editing toolbar. The text editor contains placeholder text: 'TEDYouth: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque nisi nulla, interdum ac purus in, consectetur sagittis mi. Fusce dictum, nisl et blandit ultrices, metus dui aliquet nisi, quis fermentum ipsum dui quis eros. Aenean efficitur accumsan nisi vel rhoncus. Aliquam sollicitudin est et ex pharetra, nec pharetra eros auctor. [Read More.](#)'

Text Module Settings

General Settings Advanced Design Settings Custom CSS

This controls the how your text is aligned within the module.

Content:

ADD MEDIA

Visual Text

Paragraph B I [List Icons] [Link Icon] [Unlink Icon] [Table Icon] [Image Icon] [Pencil Icon] [Close Icon]

image placeholder

TEDYouth: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque nisi nulla, interdum ac purus in, consectetur sagittis mi. Fusce dictum, nisl et blandit ultrices, metus dui aliquet nisi, quis fermentum ipsum dui quis eros. Aenean efficitur accumsan nisi vel rhoncus. Aliquam sollicitudin est et ex pharetra, nec pharetra eros auctor. [Read More.](#)

Here you can create the content that will be used within the module.

Save & Add To Library Save & Exit

Click on the pencil icon.



Click on the **Replace** button from the **Image Details** screen

Image Details

Caption

Alternative Text

DISPLAY SETTINGS

Align

Size

Link To

ADVANCED OPTIONS

Image Title Attribute

Image CSS Class

☐ Open link in a new tab

Link Rel

Link CSS Class

image placeholder

If the image exist, select from the list of images and click on the **Replace** button. If not, click on the **Upload Files** tab.

Replace Image

Images Search media items...

image placeholder

ATTACHMENT DETAILS

image-placeholder.jpg
June 1, 2017
5 KB
300 x 200
[Edit Image](#)
[Delete Permanently](#)

URL

Title

Caption

Alt Text

Description

ATTACHMENT DISPLAY SETTINGS

Alignment

Link To

Size

To upload file, you may drag and drop a file into the area **DROP FILES ANYWHERE TO UPLOAD** or click on **Select Files** button to select the file for upload.

Replace Image

Upload Files Media Library

DROP FILES ANYWHERE TO UPLOAD

or

Select Files

Maximum upload file size: 8 MB.

Replace Back

When the image has either been selected from the list or uploaded, make sure to set **ATTACHMENT DETAILS** attributes.

ATTACHMENT DETAILS

THE IRISH TIMES the-irish-times.jpg

April 10, 2017

16 KB

460 x 79

Edit Image

Delete Permanently

URL

Title

Caption

Alt Text

Description

ATTACHMENT DISPLAY SETTINGS

Alignment

Link To

Size

Replace Back

Required:

Alt-text

Alignment: *Center*

Size: *Medium*

Click on the **Replace** button

Replace text placeholder

Click in the text placeholder area of the content section to begin editing the content. News item title with or without a brief summary of the news item may be placed here.

Text Module Settings

General SettingsAdvanced Design SettingsCustom CSS

Text Color:

Dark

Here you can choose the value of your text. If you are working with a dark background, then your text should be set to light. If you are working with a light background, then your text should be dark.

Text Orientation:

Left

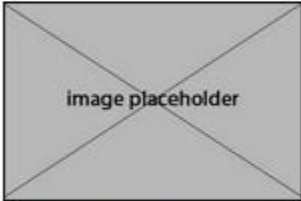
This controls the how your text is aligned within the module.

Content:

ADD MEDIA

VisualText

Paragraph



TEDYouth: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque nisi nulla, interdum ac purus in, consectetur sagittis mi. Fusce dictum, nisi et blandit ultrices, metus dui aliquet nisi, quis fermentum ipsum dui quis eros. Aenean efficitur accumsan nisi vel rhoncus. Aliquam sollicitudin est et ex pharetra, nec pharetra eros auctor. [Read More](#).

Here you can create the content that will be used within the module.

Disable on:

☐ Phone

☐ Tablet

☐ Desktop

This will disable the module on selected devices

Admin Label:

Place Brief Media Title here

This will change the label of the module in the builder for easy identification.

Save & Add To Library

Save & Exit

To link text

Select the text to link by highlight the text.

Click on the **Insert/Edit link** Icon.

Paste URL (website address) in the URL pop-up tool.

The screenshot shows the 'Text Module Settings' dialog box with three tabs: 'General Settings', 'Advanced Design Settings', and 'Custom CSS'. The 'General Settings' tab is active. It features a 'Content:' section with an 'ADD MEDIA' button and a 'Visual'/'Text' toggle. Below the toggle is a rich text editor toolbar with icons for paragraph, bold, italic, underline, strikethrough, link, unlink, list, and media. The editor area contains a large 'image placeholder' box and a paragraph of placeholder text: 'lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque nisi nulla, interdum ac purus in, consectetur sagittis mi. Fusce dictum. rhoncus. Aliquam'. A text input field with the placeholder 'Paste URL or type to search' is positioned over the text. A blue arrow points from the 'Insert/Edit link' icon in the toolbar to the text input field. A green arrow points from the 'lorem ipsum' text to the same input field. An orange arrow points from the 'rhoncus. Aliquam' text to the same input field. At the bottom of the dialog are three buttons: 'Save & Add To Library', 'UPDATE' (with a circular arrow icon), and 'Save & Exit'.

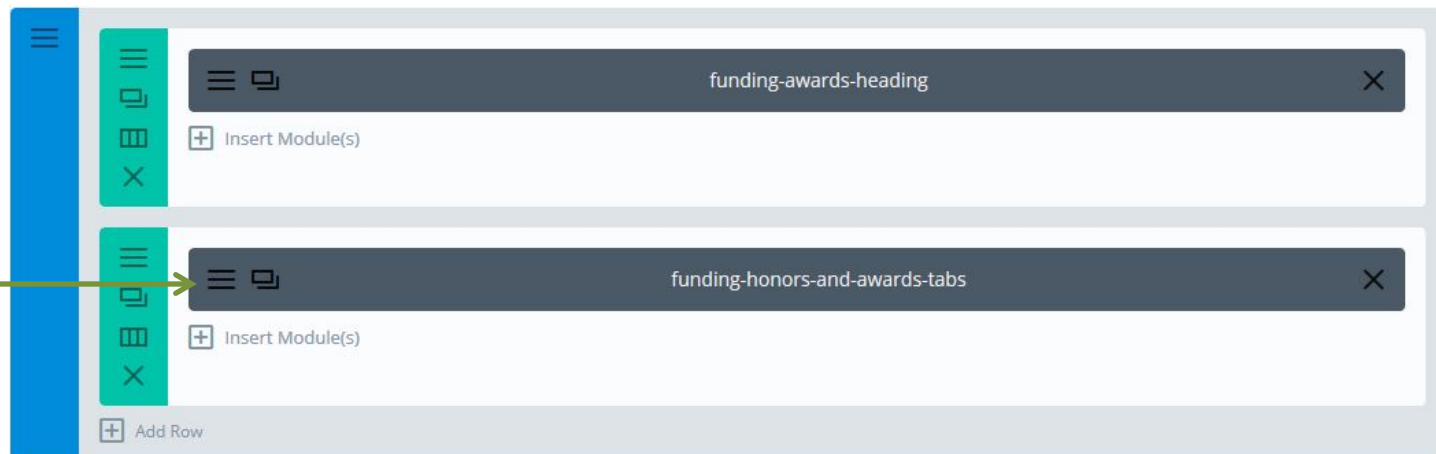
When done, Remember to Save & Exit. Click on UPDATE from the main screen.

Updating Funding & Awards, News, Outreach, Research Questions

For some PI websites, these sections have been designed using a tabbed layout.

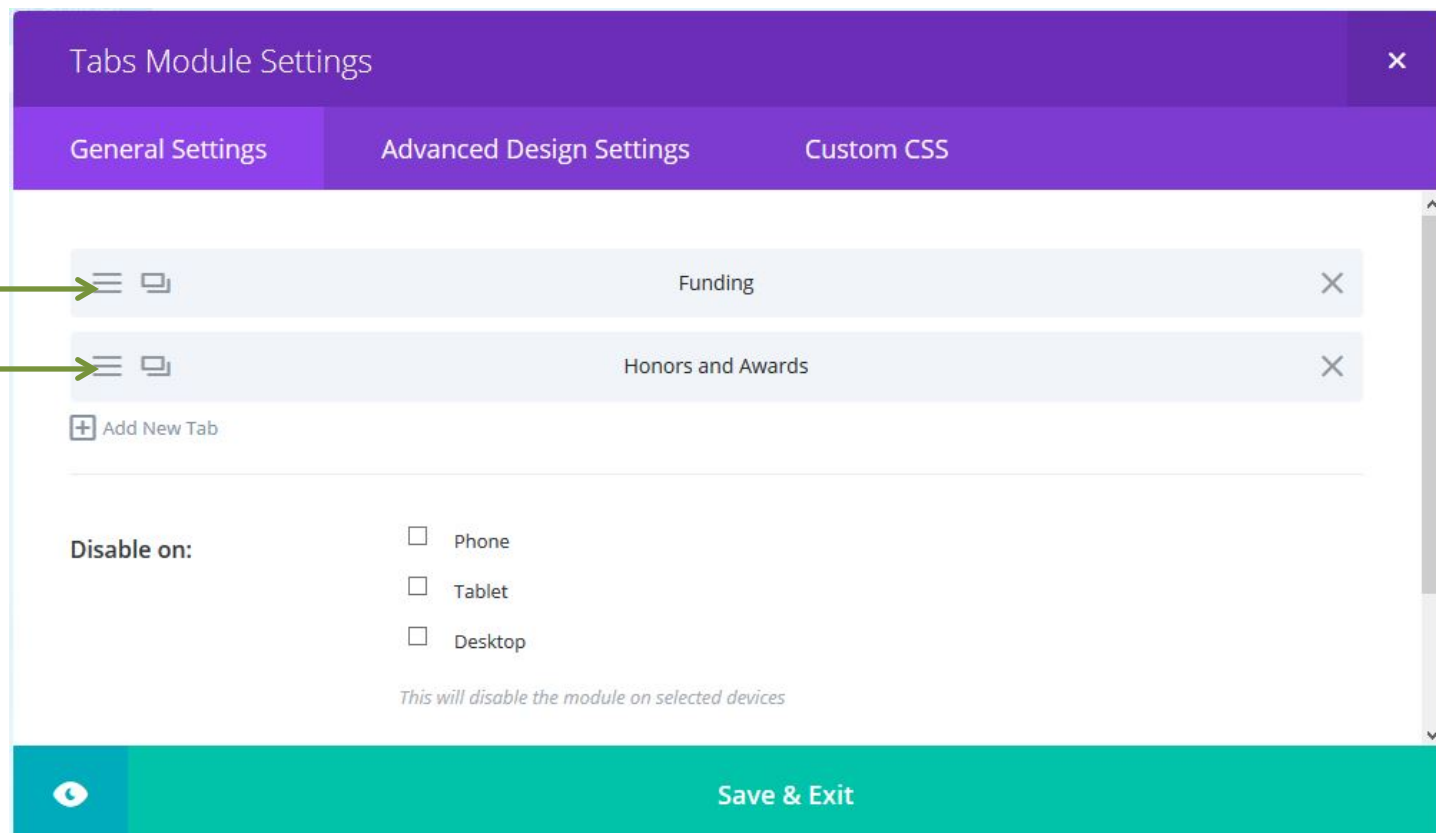
If the Funding & Awards is designed as a toggle, where the content expands and contracts, follow step for editing [publications](#).

To update tabs, click on the 3 horizontal bars to the left of the section title



Adding funding or other information to an existing tab

Click on the 3 horizontal bars to the left of the tab title



Content: *Information about funding, awards, or anything else.*

Follow steps for [Adding/changing text & image](#), page 8.

Adding a tab

Click on **+ Add New Tab**. **Add content.** Follow steps for [Adding/changing text & image](#), page 8.

Tabs Module Settings

General Settings Advanced Design Settings Custom CSS

Funding

Honors and Awards

+ Add New Tab

Disable on:

- ☐ Phone
- ☐ Tablet
- ☐ Desktop

This will disable the module on selected devices

Save & Exit

When done, Remember to Save & Exit. Click on UPDATE from the main screen.