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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

1. The Divi Builder
2. Menu
3. Header Slide
4. Research Heading
5. Featured Heading
6. Publications Heading
7. Team Heading
8. Publish

Project Categories
- All Categories
- Most Used
- Cognitive Neuroscience: Learning & Memory
- Developmental Neuroscience
- Neuroendocrinology
- Behavioral & Systems Neuroscience
- Brain Imaging
- Preventing Mental Neuroscience
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 lose 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 (sometimes 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.
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
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.

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**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 for search engine optimization. Click on **Set as Background** button.

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**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.
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.

**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.

Click on Replace button from Image Details window
If the image exist, select from the list of images and click on the Replace button. If not, click on 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. Click Replace button.

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 Image:** image that will appear in the slide.
Adding Slide Image

Click on UPLOAD AN IMAGE.

Slide 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:

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

Save
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

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.*

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](image)

**Slide Video:**

https://www.youtube.com/watch?v=ZAG5_3EGtRg&amp;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:**

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
**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.

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**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 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**. 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.

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.
Click on the pencil Icon
Type the email address after `mailto:`

Click on the blue arrow to Apply

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.
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.
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

Select Add From Library tab. Select the pinterest-style-media-item
You should now see the new media item with Title: **Place Brief Media Title here**

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.
Text Module Settings

General Settings  Advanced Design Settings  Custom 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:

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 on your module in the builder for easy identification.

Save & Add To Library  Save & Exit
Replace media item image placeholder
Click on the image to invoke the image editing pop-up.

Click on the pencil icon.
Click on the **Replace** button from the **Image Details** screen.

If the image exist, select from the list of images and click on the **Replace** button. If not, click on 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 the image has either been selected from the list or uploaded, make sure to set ATTACHMENT DETAILS attributes.

**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.
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.

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
Required fields

**Title:** *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.

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