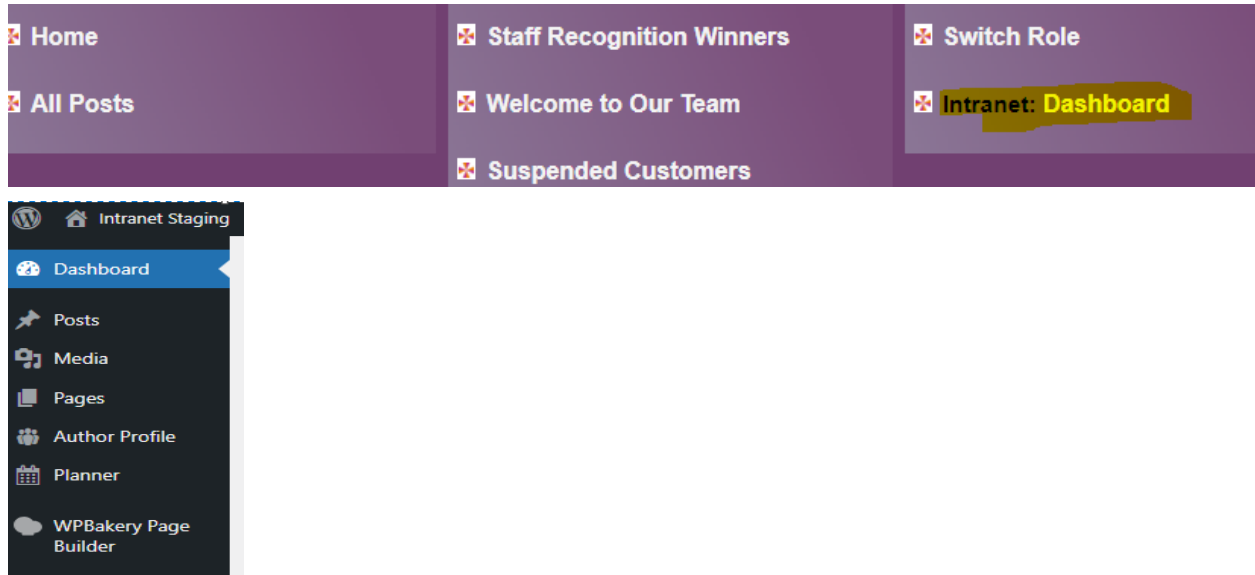


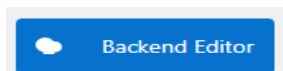
Author Role for <https://intranet.stchlibrary.org/>

- **Can Edit?**

at the bottom (footer), Authors will have an option “Dashboard” (yellow marked)



- **Design page**



(using the default tool: **WPBakery**)

Video: [Create a new page](#) (Select a parent page, so that your group can see/edit it)

! Edit content

Video: [Add a document title into a list](#) (no need to create a post)

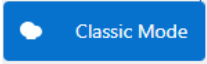
Video: [Add a new section by clone will be more easy](#)

Video: [Add image](#) (from Media library)

! Update the “Excerpt” (at the bottom of the design window)

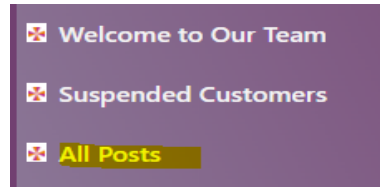
Search results will show more info based on the excerpt. Otherwise only page title.

- **Create** and edit post

(using )

For the new post, select a category/categories, so that your group can see/edit it.

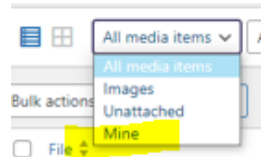
! If you want to review the posts in the intranet new version, in the footer, click



Only a few posts were migrated from the prior version.

- Upload image to Media Library

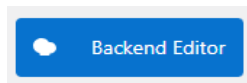
YOU CAN upload from your local drive (file size limit: 8 MB)



You can use images in google folder [If the image is in google drive, click here.](#)

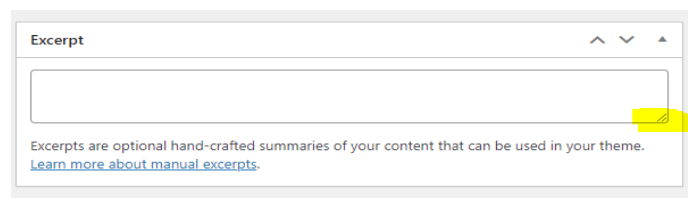
● Options & Suggestions:

For page – setting options



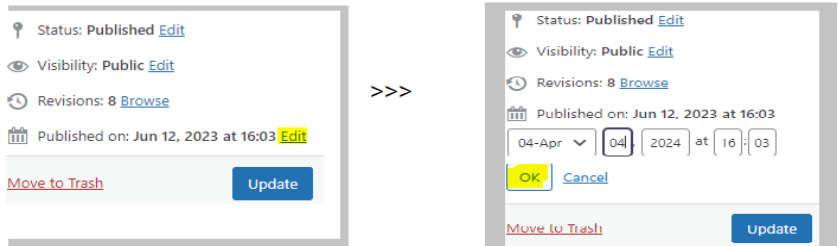
- **Update the “Excerpt”** (at the bottom of the design window)

! Search results will show more info based on the excerpt. Otherwise only page title.



If you cannot find it, click [options](#)

- **Change date to current datetime before update.** The search result list is sorted by date.



For post – setting options

Enable future schedule (change **status** to publish, draft, trash or **delete**)

PublishPress Future

☒ Enable Future Action

ACTION

Change status

NEW STATUS

Draft

TIME

02 : 51

AM

PM

DATE

April

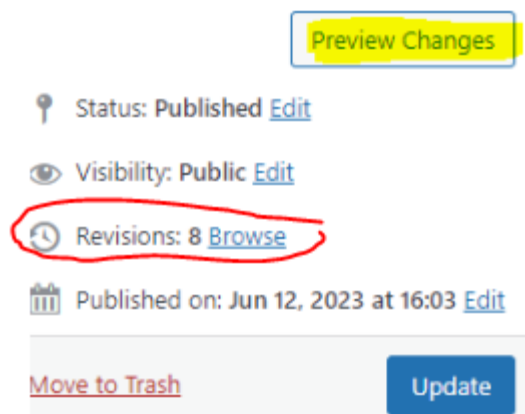
19

2024

● Preview and Update

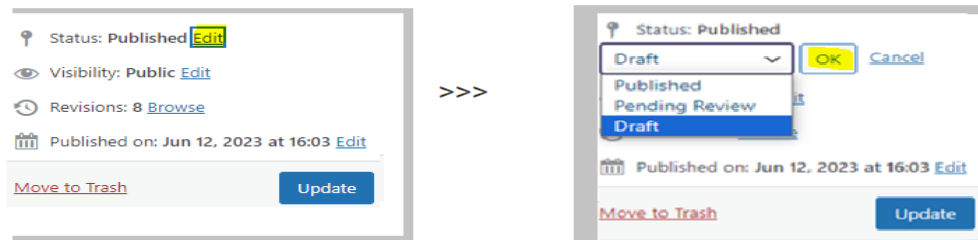
If you want save what you do, click “update”

And you can rollback by click “Revision” (red circle)



- For Practice

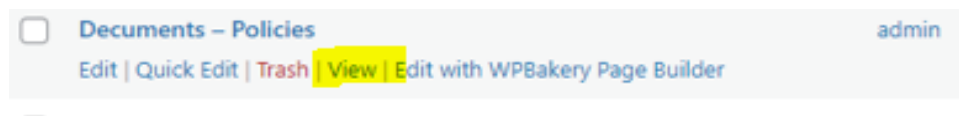
Using a title like “Test - XXX” for a page. After practice, *Make the status to “Draft”*. So it will not be in the search results.



- ❖ Page/Post URLs in browser’s address bar (view vs preview)

- If you want to get the page/post **URL** , (do not using Preview URL)

Go to Dashboard >> All page (or post) >> under title (click view)



- If you need the **ID using edit >>Preview**

Dashboard >> All page (or post) >> under title (click Edit)

In the design window click “Preview change”

The url with id 2575, https://staging.stchlibrary.org/post-title/?preview_id=2575&preview_nonce

Design – Using Icons: WPBakery backend editor.

Backend Editor

WPBakery icons

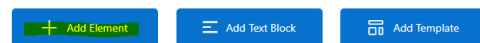
Start with adding a new page or post.

THIS IS AN EMPTY PAGE
SELECT THE LAYOUT AND START BUILDING

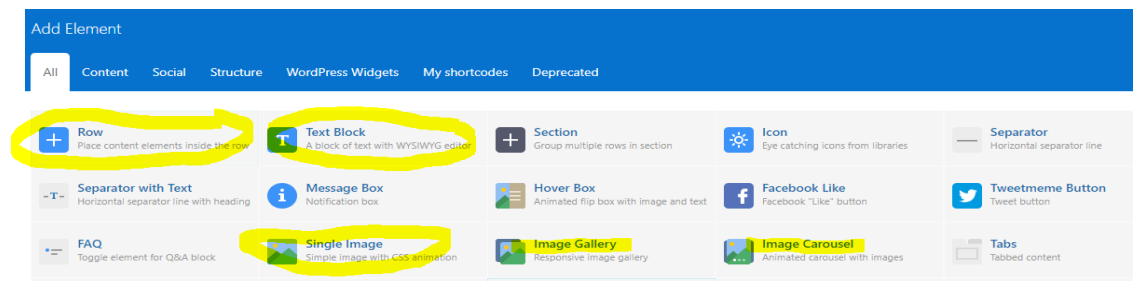


Add element

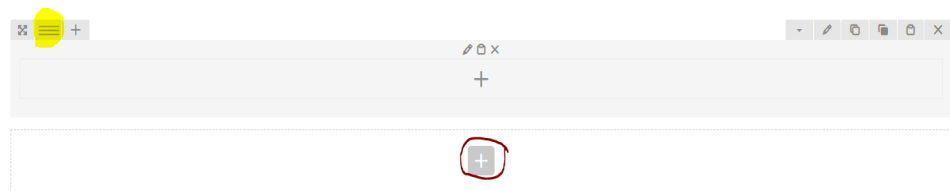
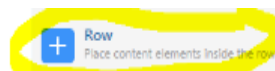
START BY ADDING ELEMENTS OR TEMPLATES



Elements. You will see the elements like



Add a Row,



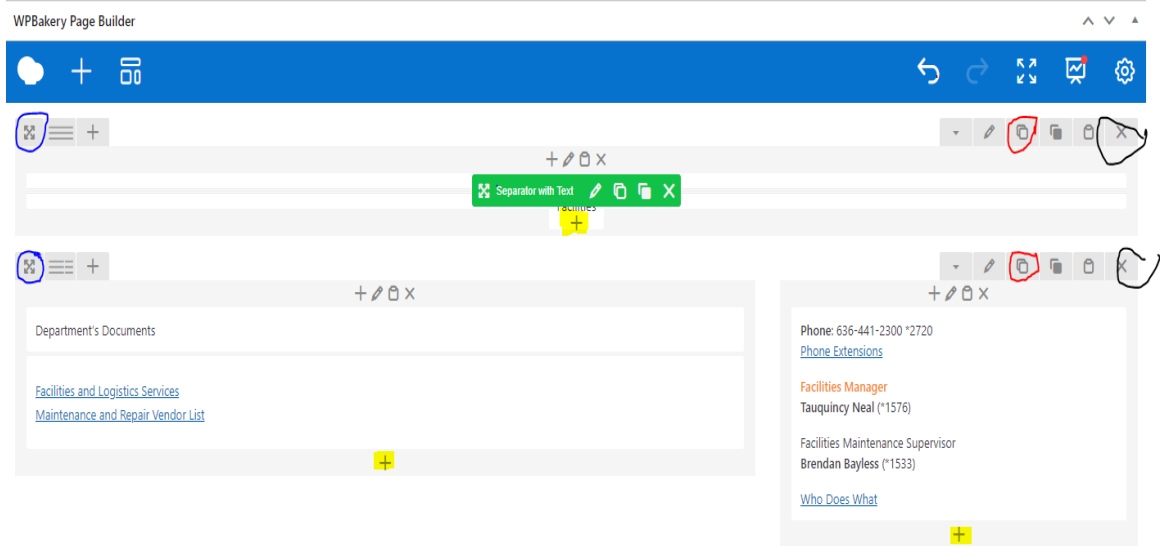
click icon under the row  to add another row.

click icon “+” in the row will add elements/block in row

Click the icon() to custom columns in row(default layout is one column).

Icon Functions/options

After adding elements, hover mouse over, some icons popup in green box



 -open a window for editing, setting and designing options

 -clone element/block on this page.

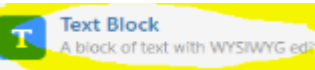
 -drag it to move around.

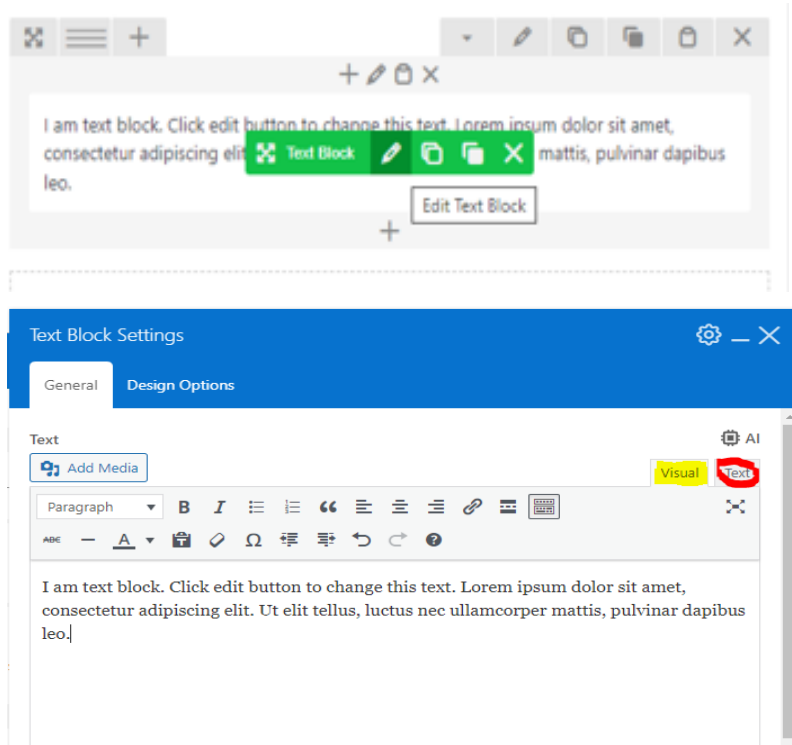
 - copy element/block;

 -past element/block;

("X") -delete element/block;

- Edit Elements

- Text Block ( or edit)

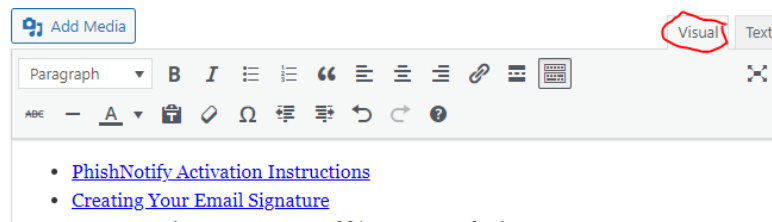


★ If you click “Text”, you can use the tools on top, or you can write *html*.



Like, add image tag <img..

★ If you click “Visual”, (click “Enter” key will create a new list item, or can paste with format).



You can add an image here Using “Add Media”

- **Image** (Single Image; Image Gallery, Image Carousel)



- Image source - “Media library”, click “+”.

Image source

Media library

Select image source.

Image

+

Not in the “Media Library”? you can upload.

Set Image

Upload files Media Library

Filter media

Images All dates

- Image source - “External link”

★ Using image with trusted domain:

<https://paseap.com/wp-content/uploads/2022/05/logo.svg>

Image source

External link

Select image source.

External link

Copy link here

★ Image in google drive? copy the id from the shared link (Yellow marked) .

https://drive.google.com/file/d/1tB11oylBJLb2_J0vSixFPoKUhFiicY/view?usp=drive_link

Then set the external link like this

Image source

External link

Select image source.

External link

https://drive.google.com/thumbnail?id=1tB11oylBJLb2_J0vSixFPoKUhFiicY_

- Image size: *thumbnail; Full or 200x100*

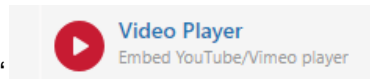
- Image alignment, style and Animation
- Image On click action and Target (in a new window)

○ Video

- Add youtube video can be In a “Text Block”



- OR Add an element “

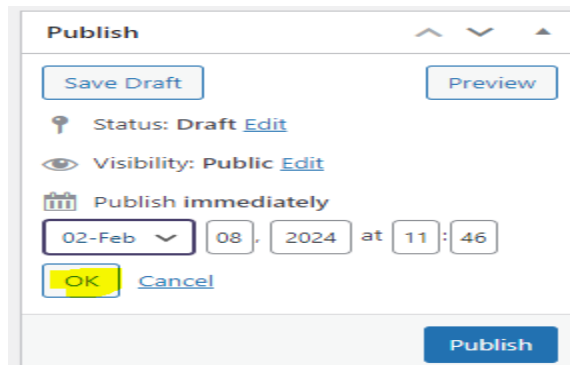


This will have more options for display setting.

Setting options (on design window's left)

○ Before Publish New

- “Preview...”.
- “Edit” the publish time **The search result list is sorted by publish date.**
and click “OK” (yellow marked)



- Parent page and post Category
If you want others in your group to have the permission for editing

For a **page**, select the parent page.

Page Attributes

Parent
(no parent) ▼

Template
Default template ▼

For **post**, select a category.

Categories

All Categories Most Used

☒ Finance

☐ Adult Youth Services

iv. Set “Featured image”? (for **post** only, not for page)

Featured image

[Set featured image](#)

v. *Excerpt (under design elements blocks)

For the **page**, write a summary for search results.

Otherwise, only a page title listed the search result.

★ In the excerpt, some html tag can be used for format

<h6><h5><i><a>
<p><u>

Can enlarge the box by dragging the icon (yellow marked)

Learn more about manual excerpts.'"/>

Excerpt

Excerpts are optional hand-crafted summaries of your content that can be used in your theme.
[Learn more about manual excerpts.](#)

- **Schedule the status**

PublishPress Future

☒ Enable Future Action

ACTION

Change status

NEW STATUS

Draft

TIME

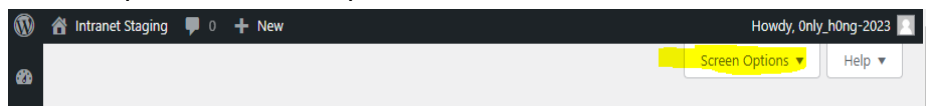
02 : 51 AM PM

DATE

April 19 2024

- **Cannot find “Option” ?**

1. On “Edit” window
2. If you can not see the “Excerpt” option, At the window’s top, click “ScreenOptions”



3. Select the check box (yellow marked)

Screen elements

Some screen elements can be shown or hidden by using the checkboxes. Expand or collapse the elements by clicking on their headings, and arrange them by dragging their headings or by clicking on the up and down arrows.

☐ Permissions: Read this Page ☐ Permissions: Edit this Page ☐ Permissions: Select this Page as Parent

☐ Permissions: Assign Terms to this Page ☒ WPBakery Page Builder ☐ Editorial Comments ☐ Revisions

☒ **Excerpt** ☐ Custom Fields ☒ Discussion ☐ Slug ☒ Page Attributes ☒ Authors

☒ Featured image

Layout

☐ 1 column ☒ 2 columns

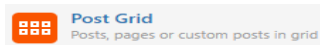
Additional settings

☒ Enable full-height editor and distraction-free functionality.

Screen Options

❖ Grid or List for post items (template customizations)

➤ Post Grid



Post Grid Settings

General Data Settings Item Design Design Options

Data source

Post

Select content type for your grid.

Narrow data source

District Shares × Click here and start typing...

Enter categories, tags or custom taxonomies.

Total items

10

Set max limit for items in grid or enter -1 to display all (limited to 1000).

Display Style

Show all

Select display style for grid.

Show filter

☐ Yes

Append filter to grid.

Grid elements per row

2

Gap

30px

➤ Style Grid (custom template)

Post Grid Settings

General Data Settings Item Design Design Options

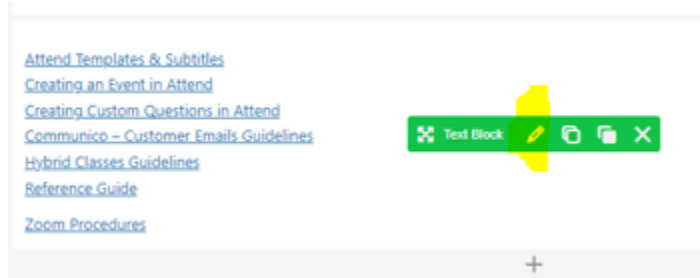
Grid element template

MyGrid-withDate

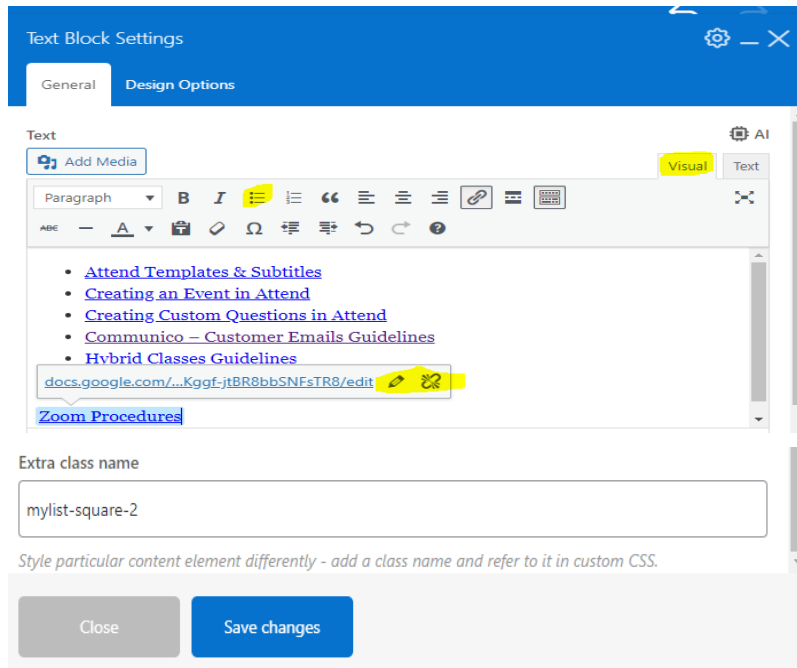
mytitlelist-withdate
MyTitleList
MyMasonry
MyGrid-withDate

➤ List Style (custom style setting)

- Add and edit a list in text block



- If add a custom style class



- List on page will be like

★ On big screen

- [Attend Templates & Subtitles](#)
- [Creating an Event in Attend](#)
- [Creating Custom Questions in Attend](#)
- [Communico – Customer Emails Guidelines](#)
- [Hybrid Classes Guidelines](#)
- [Reference Guide](#)

[Zoom Procedures](#)

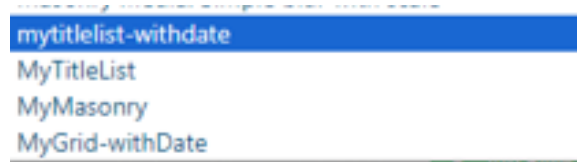
★ On small screen

- [Attend Templates & Subtitles](#)
- [Creating an Event in Attend](#)
- [Creating Custom Questions in Attend](#)
- [Communico – Customer Emails Guidelines](#)
- [Hybrid Classes Guidelines](#)
- [Reference Guide](#)

[Zoom Procedures](#)

Administrator designs and customizations

- Theme: Wordpress default editor and the default theme
 - Using Gutenberg (Site Editor) create and edit pattern and theme
 - Functions are in the child theme (for twenty twenty-three).
 - Create Breadcrumb
 - Create block template, Grid block



- Create List Style Class
 - Mylist-none
 - mylist-square,
 - Mylist-square-2 (**two columns**: vertical)
 - mylist-square-big (style is image)
 - mylist (style is disc)
 - mylist-2 (style is disc with **two columns**: vertical)
 - mylist-grid (**two columns cross and down**: horizontal)

On the small screen, All lists are one column.

- Custom CSS – add style and template
 - Breadcrumb
 - For window screen size
 - For Custom “List” style
 - For Custom “Grid” template
 - Patterns on Header or Footer

- Screen options

Screen elements

Some screen elements can be shown or hidden by using the checkboxes. Expand or collapse the elements by clicking on their headings, and arrange them by dragging their headings or by clicking on the up and down arrows.

☐ Permissions: Read this Post ☐ Permissions: Edit this Post ☐ Permissions: Assign Terms to this Post ☒ Page Links To
☒ WPBakery Page Builder ☐ Editorial Comments ☒ Revisions ☒ Excerpt ☐ Send Trackbacks ☐ Custom Fields ☐ Discussion
☐ Comments ☐ Slug ☒ Categories ☐ Tags ☐ Post Attributes ☒ PublishPress Future ☐ Metadata ☒ Authors ☒ Featured image

- Permission: limit user [group setting](#).

- Checking:

- the excerpt and its format
- Setting all test-XXX to Draft and clear excerpt.

- Tracking: Plugin Publishpress, with function for sending email notices to the administrator when authors create a new, change status or edit content.

If no email is sent out, there is a log file for tracking.

Schedule status actions

- Plugins: Renew and update.
- Server side: ...