

# Northwestern

## NUsites Branded Templates Training Documentation

Global Marketing - Web Communications

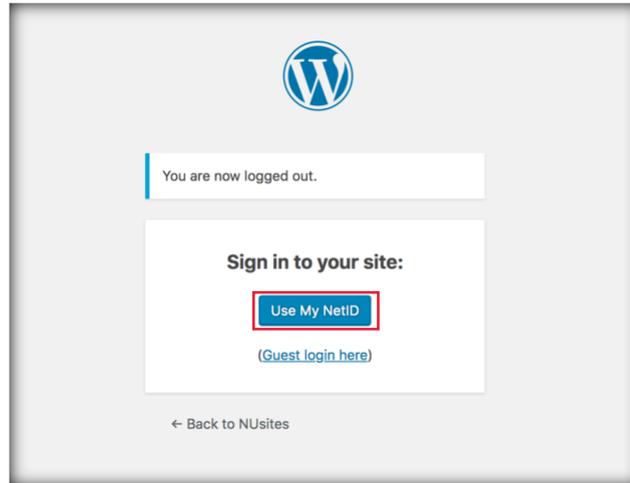
Version: 1.0

### Contents

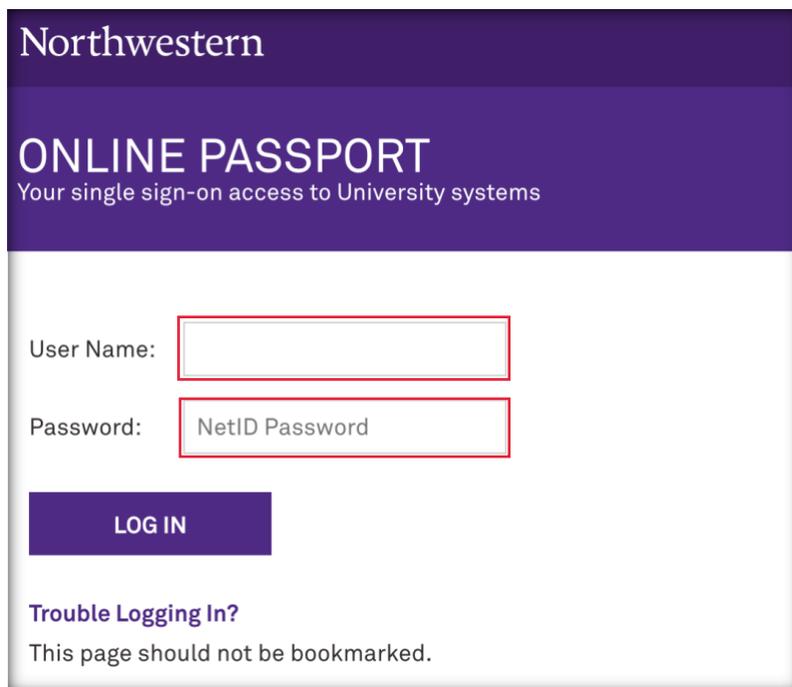
|   |    |
|---|----|
| Logging in.....   | 2  |
| The WordPress Dashboard.....                                    | 3  |
| Editing your Website Tagline.....                               | 4  |
| Editing the Homepage.....                                       | 5  |
| • Customizing the Header Lockup                                 |    |
| • Changing the Hero Image/Title Text                            |    |
| Changing your Menu.....   | 10 |
| • Editing the Page Name   |    |
| • Reordering Menu Items   |    |
| Adding Subpages to your Menu.....                               | 14 |
| • Step 1: Using the “Add to Menu” feature                       |    |
| • Step 2: Dragging and Dropping the subpage to desired location |    |
| Pages vs Posts.....   | 16 |
| Editing Existing Pages.....                                     | 17 |
| • Option 1: Edit Page - Direct Link                             |    |
| • Option 2: “All Pages” Menu Item Link                          |    |
| Creating a New Page.....  | 20 |
| • Previewing your New Page                                      |    |
| • Saving vs. Publishing a Page                                  |    |
| Page Section Instructions.....                                  | 23 |
| • Northwestern Branded Sections                                 |    |
| • Editing Sections on Pages                                     |    |
| • Adding/Inserting a New Sections                               |    |
| Images.....   | 27 |
| • Uploading New Images  |    |
| • Adding Featured/Banner Images to Pages                        |    |
| • Adding Images to Modules                                      |    |
| Uploading Documents.....  | 32 |
| • Creating a link to a Document                                 |    |

## Logging In

Please go to <http://sites.northwestern.edu/> and then select the “Log In” button.



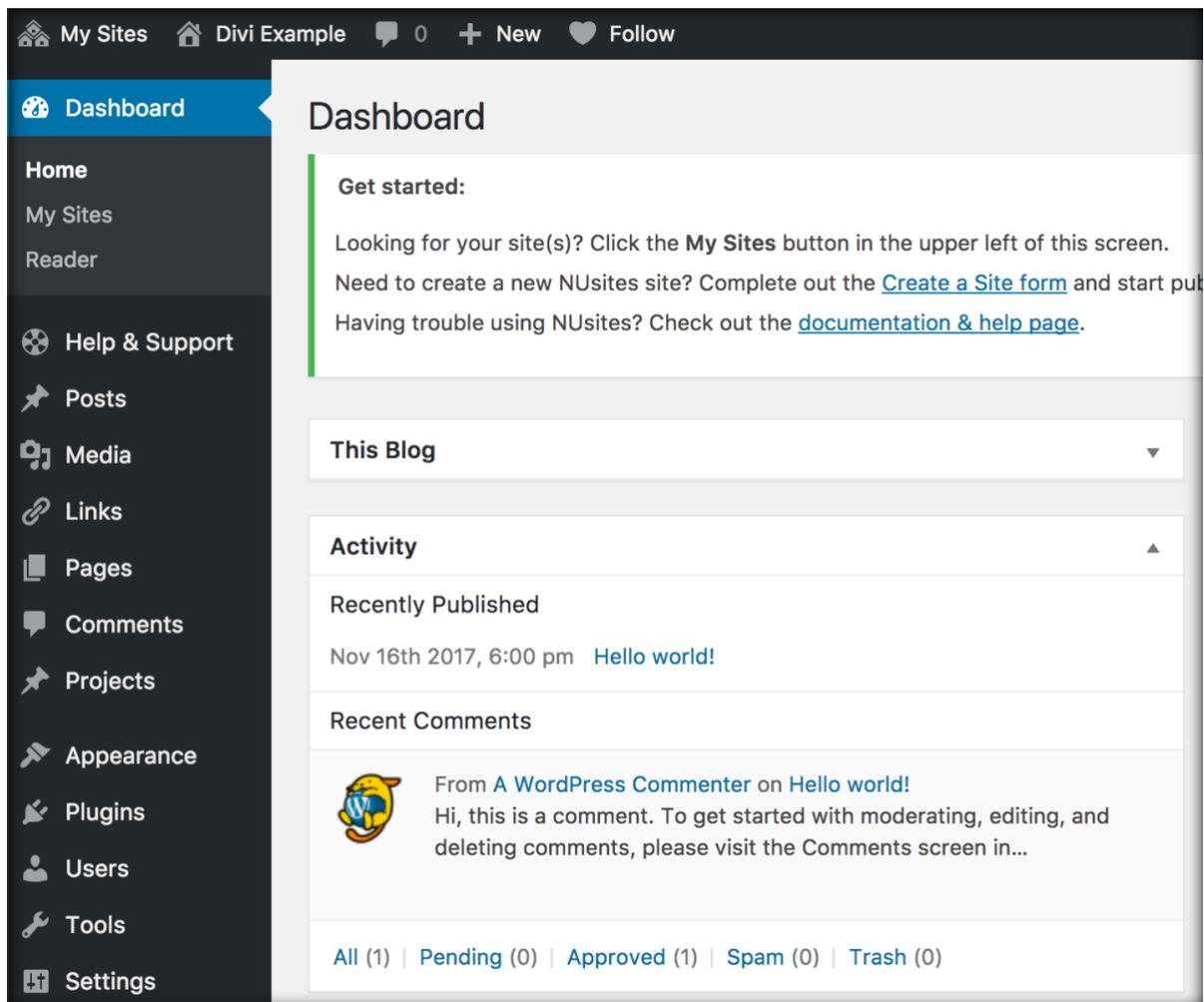
Then you will be taken to the Online Passport. Please enter your NetID and Password.

A screenshot of the Northwestern Online Passport login page. The top section has a dark purple header with the word "Northwestern" in white. Below that, the text "ONLINE PASSPORT" is displayed in large white letters, followed by the subtitle "Your single sign-on access to University systems". The main content area is white and contains two input fields. The first is labeled "User Name:" and the second is labeled "Password:". Both input fields are highlighted with red rectangular borders. The password field contains the text "NetID Password". Below the input fields is a dark purple button with the text "LOG IN" in white. At the bottom, there is a link "Trouble Logging In?" and a note that says "This page should not be bookmarked."

**\*\*If you already have an existing website. You can log in directly to your site by typing in your site URL and then adding /wp-admin/ to the end of the URL.**

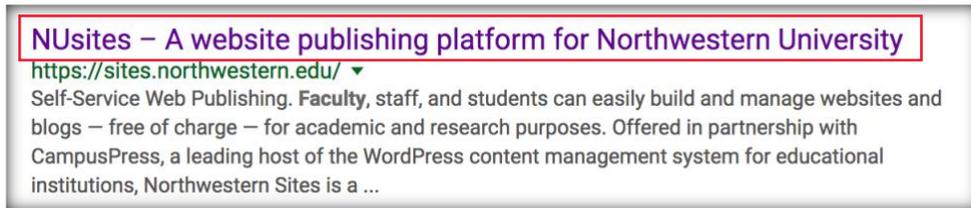
# The Wordpress Dashboard

The Dashboard (wp-admin) is the first screen you see when you log into your website. The main idea of the dashboard is to give you a place where you can get an at-a-glance overview of what's happening with your website.

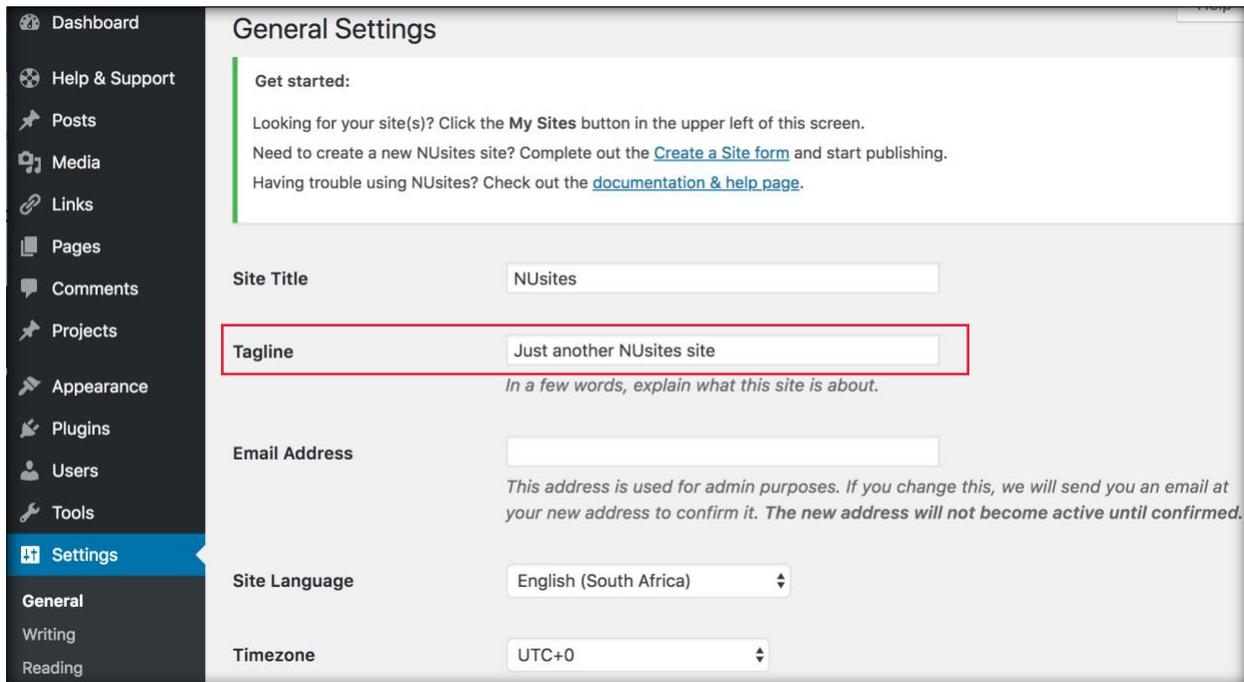


# Website Tagline

Once you receive your Global branded template, it's important to change your website tagline. Your website tagline is what comes up when users Google your website.



To change your website tagline, use the menu on the left to select, “Settings” and then click on “General”.

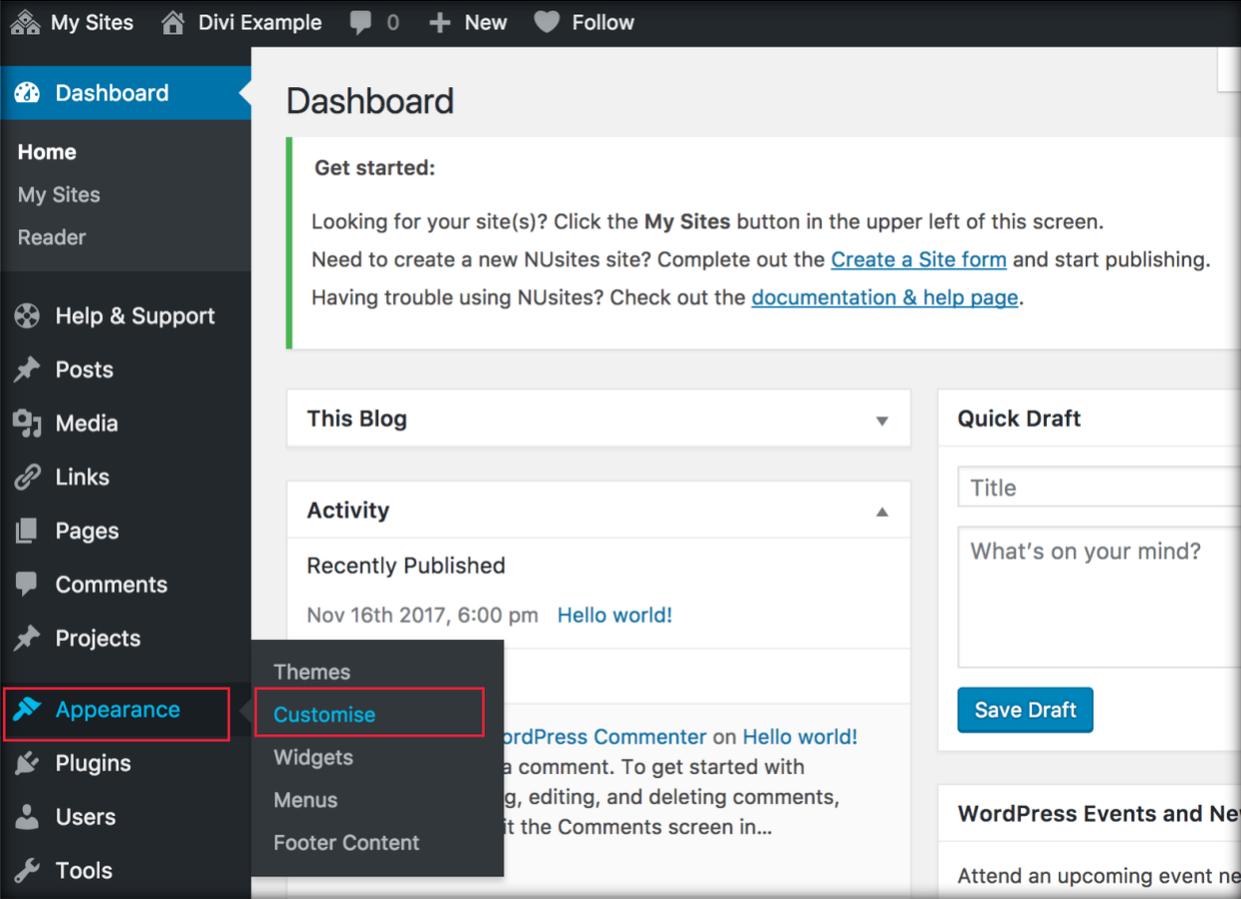


Website taglines are usually 8-12 word phrases that explain what your website is all about.

# Editing the Homepage

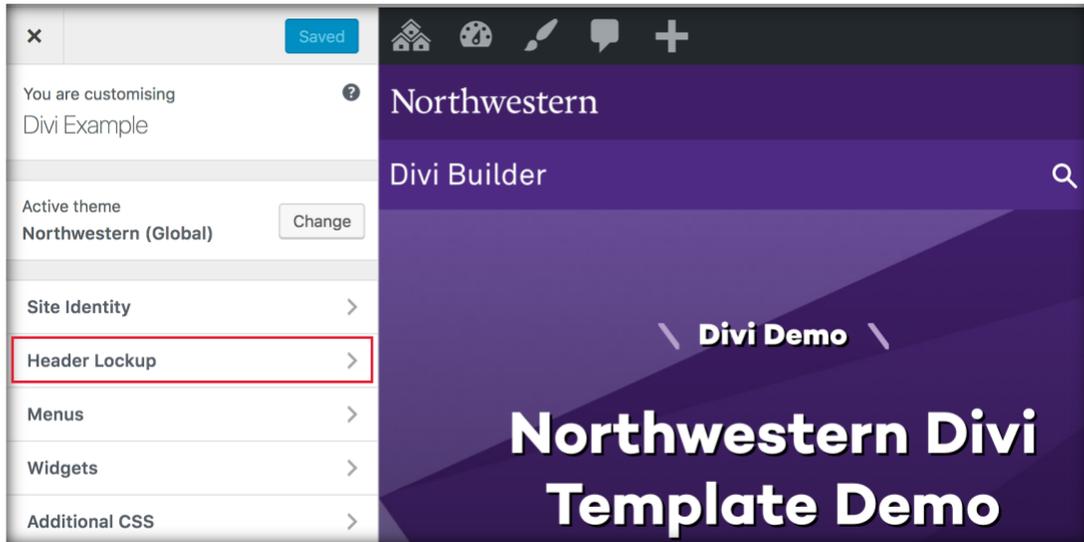
The first thing you should do when you receive one of our Global Marketing templates is personalize your homepage.

From the Dashboard, use the menu on the left to hover over “Appearance”, and then select “Customise”.

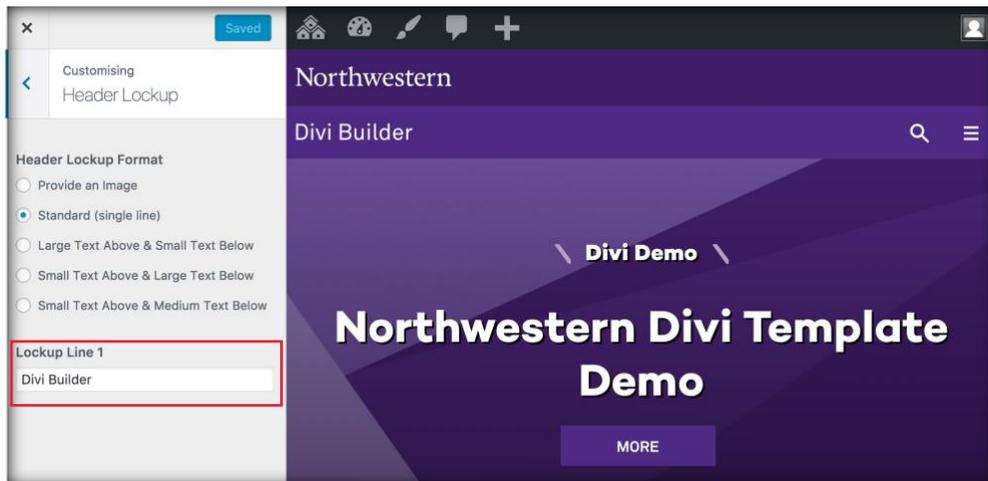


## Customizing the Header Lockup

To change the header on your new website, select the “Header Lockup” option on the left-hand side.



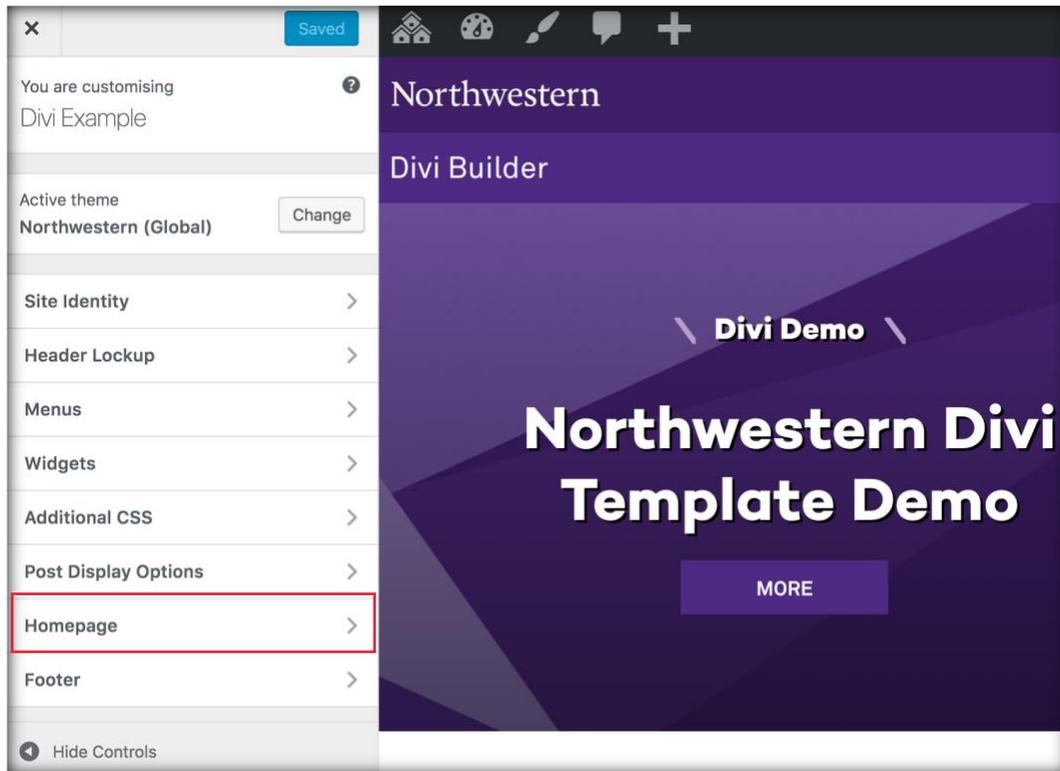
The default format is a single standard line of text. There are four additional options, but we recommend that you use the single line option unless you are a part of a larger entity. To edit the Heading text, please change the text in the “Lockup Line 1” text field.



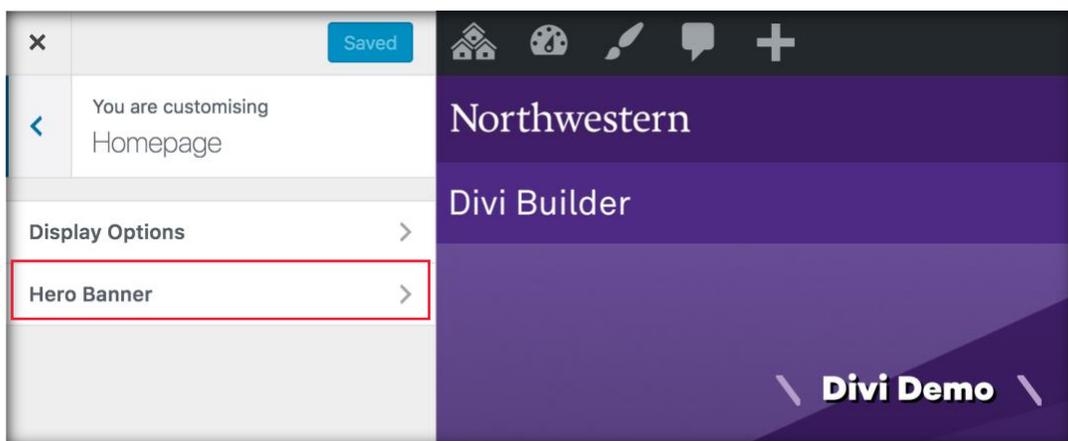
To ensure that your changes have been implemented hit the “Save & Publish” blue button after making your site title changes. You will have to hit the Save and Publish button every time you change something within the “Customise” menu.

## Changing your Hero Image/Title Text

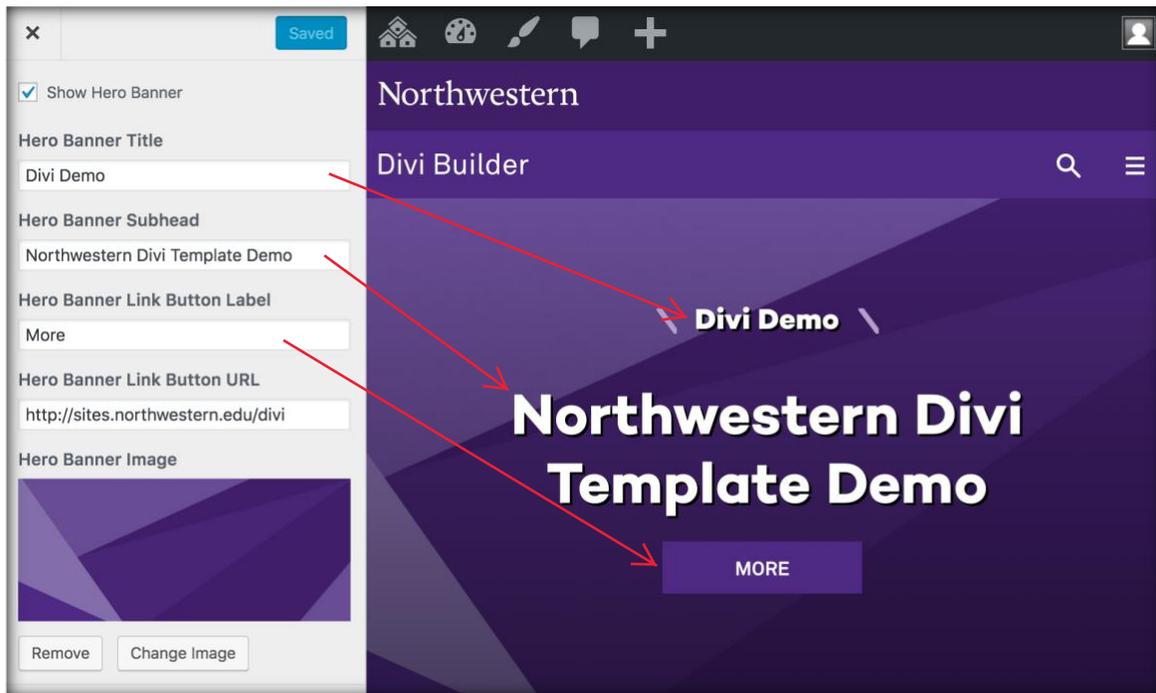
To change the hero image and text on that appears on the image, please select the “Homepage” option on the left-hand side of the “Customise” menu.



Then you will have two options on the left. Please select the “Hero Banner” option.



Then customize the four options below. Please use the preceding screenshot for guidance.

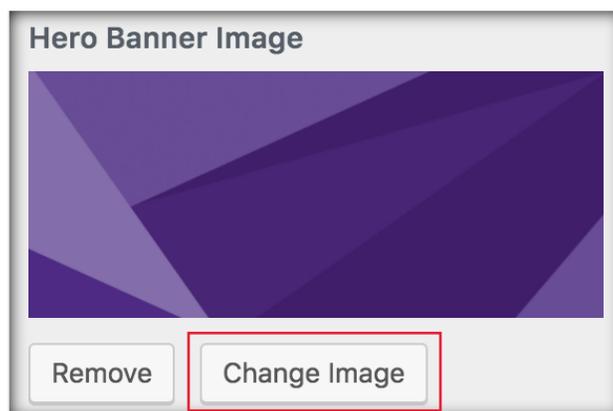


When you are changing your “Hero Banner Image”, please make sure that your new image has already been cropped to the proper image dimensions.

**(\*The image dimensions for the Hero Banner Image are 1440 px x 420 px.)**

When the image you want to feature has been cropped to the correct dimensions, please remove the purple default hero banner image and replace it with your desired image.

To do so, select the “Change Image” option and select your image from your desktop or drag it into the uploader.

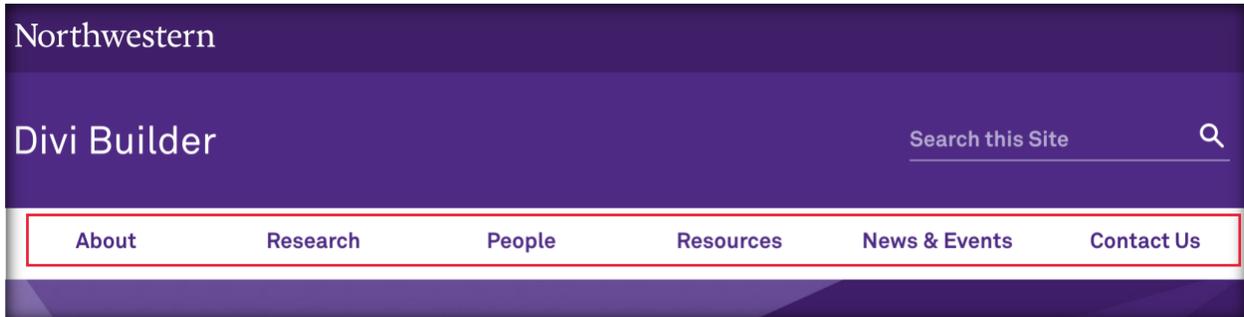


Once you have customized the four options below and changed the hero banner image, please make sure to hit the blue “Save and Publish” button.

The screenshot shows a web editor interface for customizing a hero banner. At the top right, a blue button labeled "Save & Publish" is highlighted with a red rectangular box. Below this, the breadcrumb "Customising > Homepage" and the title "Hero Banner" are visible. A checked checkbox labeled "Show Hero Banner" is present. The form includes several input fields: "Hero Banner Title" with the value "Lab Name", "Hero Banner Subhead" with the value "Research Lab Motto", "Hero Banner Link Button Label" with the value "Learn More", and "Hero Banner Link Button URL" with the value "http://sites.northwestern.edu/researchlab". At the bottom, there is a preview of the hero banner image, which is a purple abstract geometric design. Below the image are two buttons: "Remove" and "Change Image".

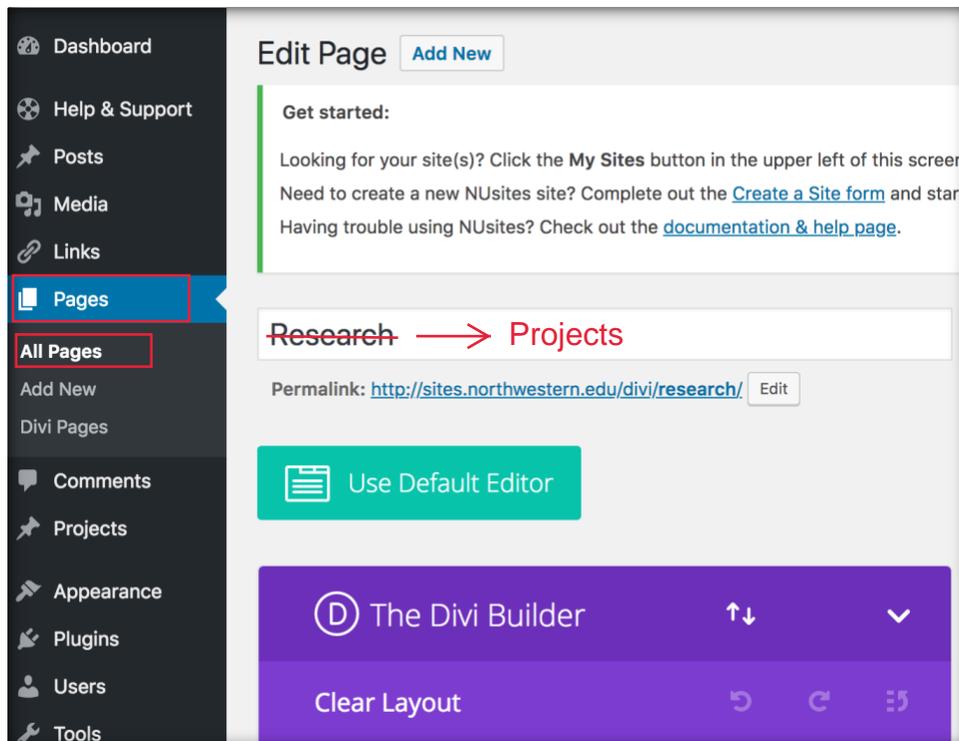
## Changing Your Menu

The menu items on your website are derived from the name of the pages on your NUsite. For example, if one of the page titles is “About” then that title gets pulled into the menu.

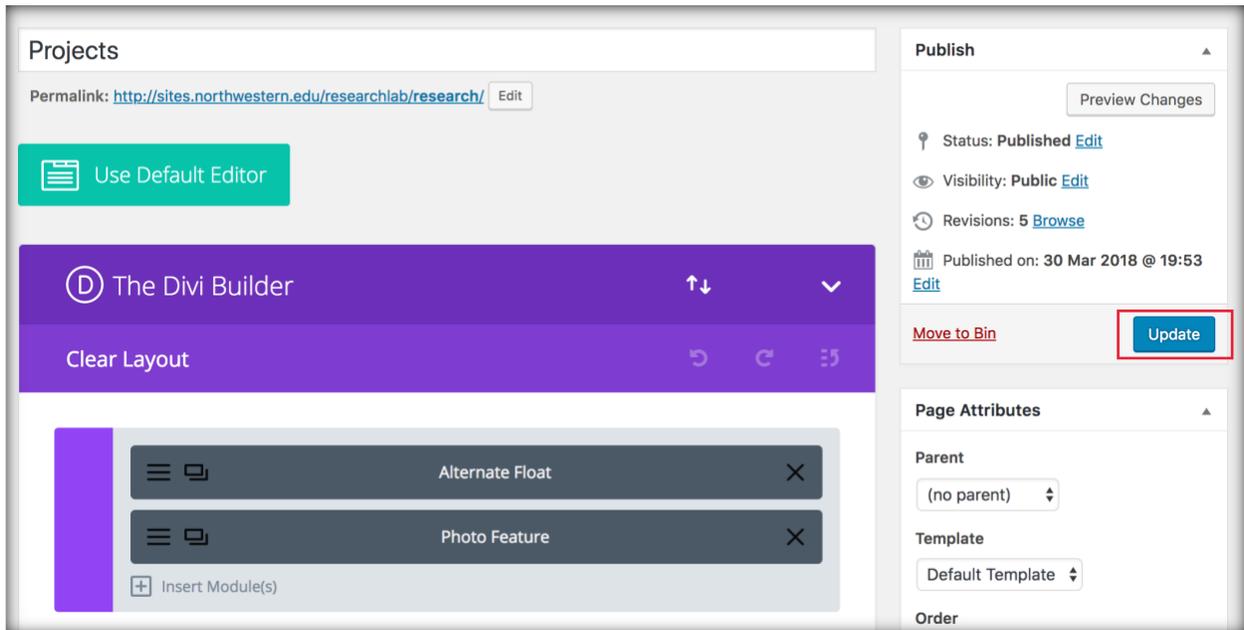


## Editing the page name

The first option is to directly edit the page you would like to change in the menu. For example, if you would like to change the “Research” page to say “Projects” instead, please edit the page title from “Research” to “Projects”.

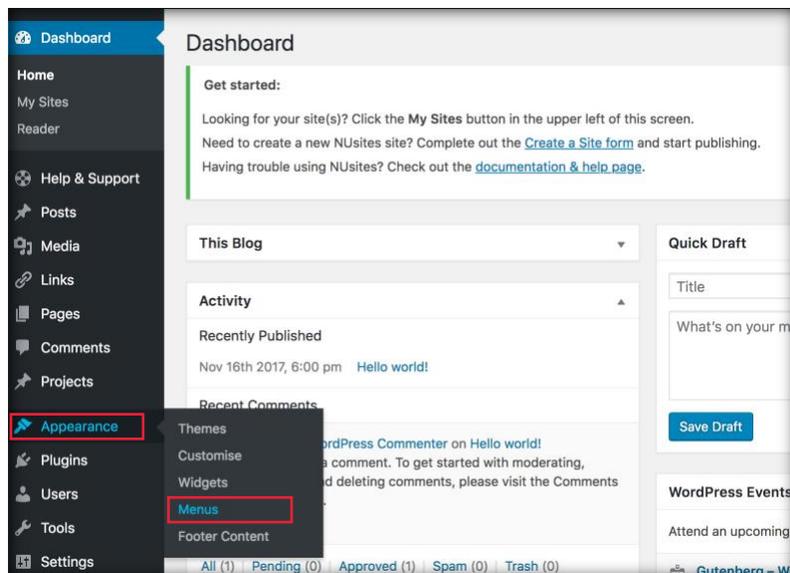


Once you have changed the page name, make sure you hit the blue “Update” button to save your changes.

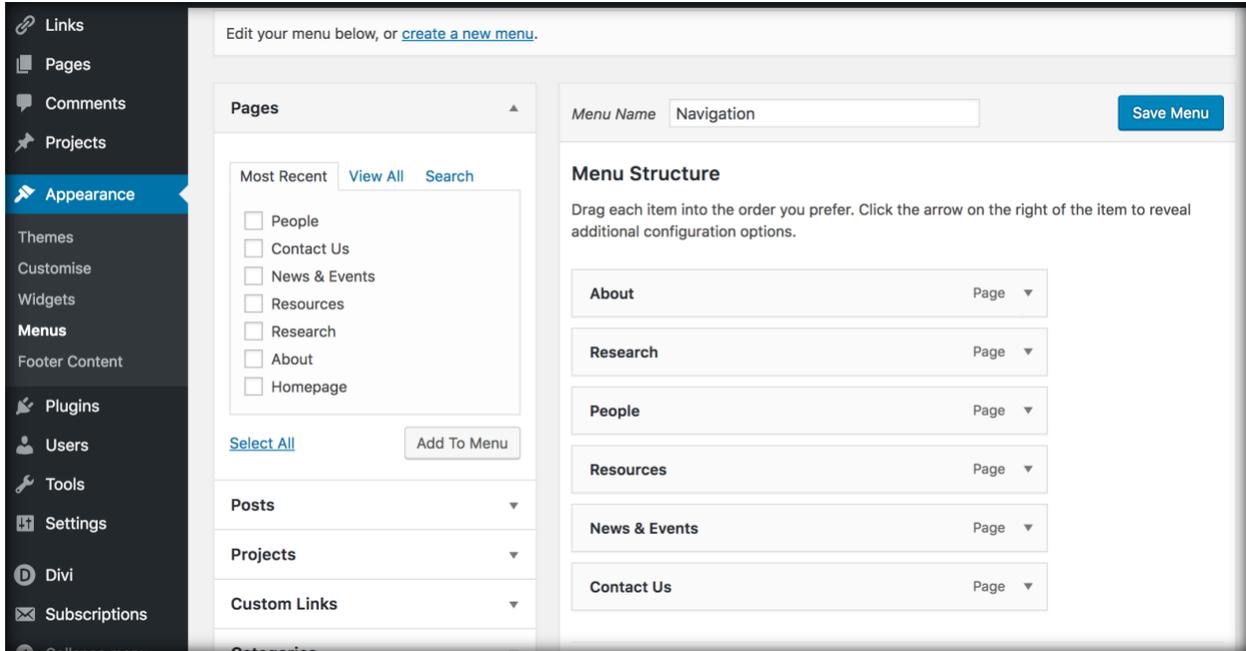


## Reordering Menu Items

To reorder the items in your menu, please go back to your site dashboard and then hover over “Appearance”, and then select “Menus”.

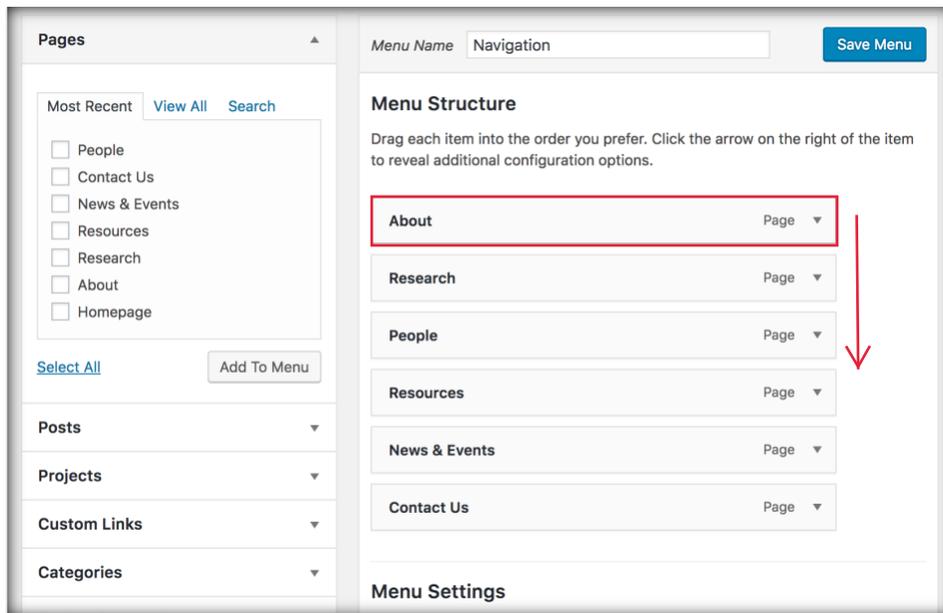


That will take you to the “Menus” screen and then you have to scroll down to the Menu Structure and select the menu item and drag and drop it into the position that where you’d like it to be featured.



For example, if you’d like the “About” page to be the third tab in the menu, simply select the “About” tab and then drag it below the “People” item.

Before:



After:

The screenshot shows the 'Pages' menu configuration interface. On the left, there is a 'Pages' sidebar with a 'Most Recent' tab and a list of pages: People, Contact Us, News & Events, Resources, Research, About, and Homepage. Below this list are 'Select All' and 'Add To Menu' buttons. The main area is titled 'Menu Name' with the value 'Navigation' and a 'Save Menu' button. The 'Menu Structure' section contains a list of menu items, each with a 'Page' dropdown: Research, People, About (highlighted with a red border), Resources, News & Events, and Contact Us. Below this is the 'Menu Settings' section.

**\*Make sure you hit the Save Menu button before exiting.**

This screenshot is identical to the one above, showing the 'Pages' menu configuration interface. The 'About' item in the 'Menu Structure' list is highlighted with a red border, and the 'Save Menu' button is visible in the top right corner.

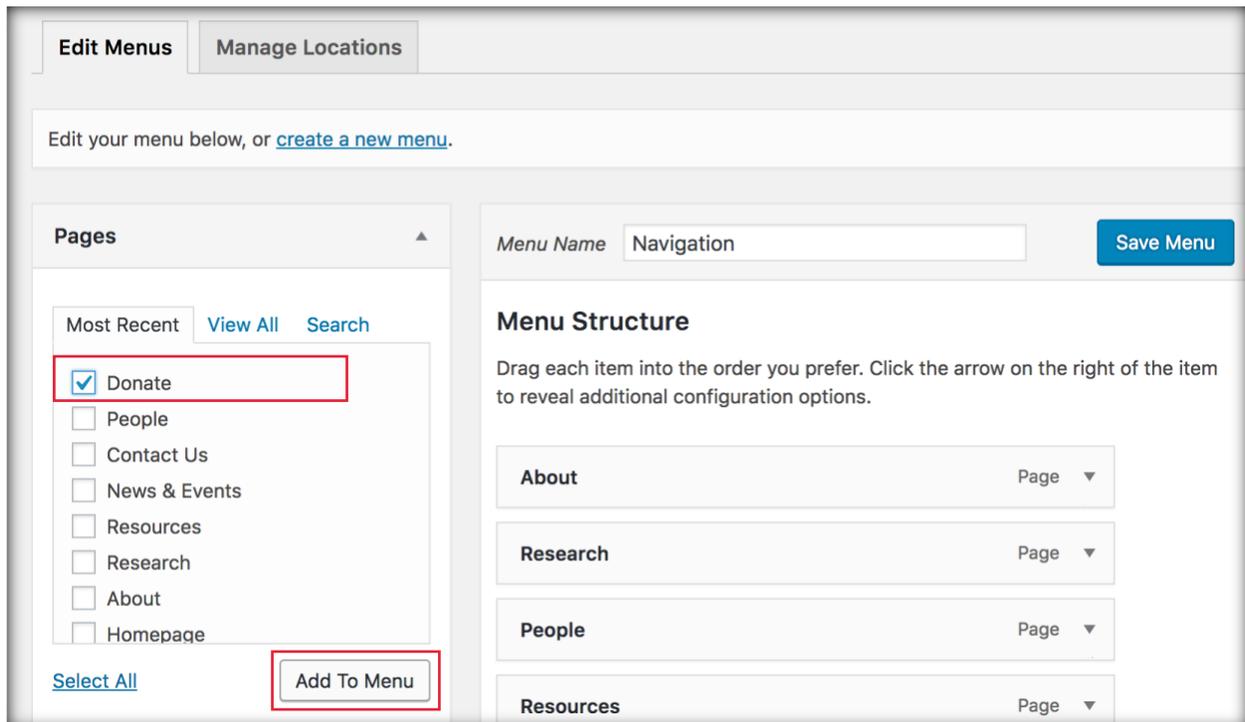
## Adding Subpages to your Menu

If you have created additional pages that you would like to feature in the menu under one of your existing menu items, please go utilize the drag and drop feature explained in the Reordering Menu Items section of the guide (page 11).

The only difference is that you will have to add your new page to the menu and then drag it just under and to the right of the menu item you'd like it to be featured under.

### Step 1: Using the “Add to Menu” feature

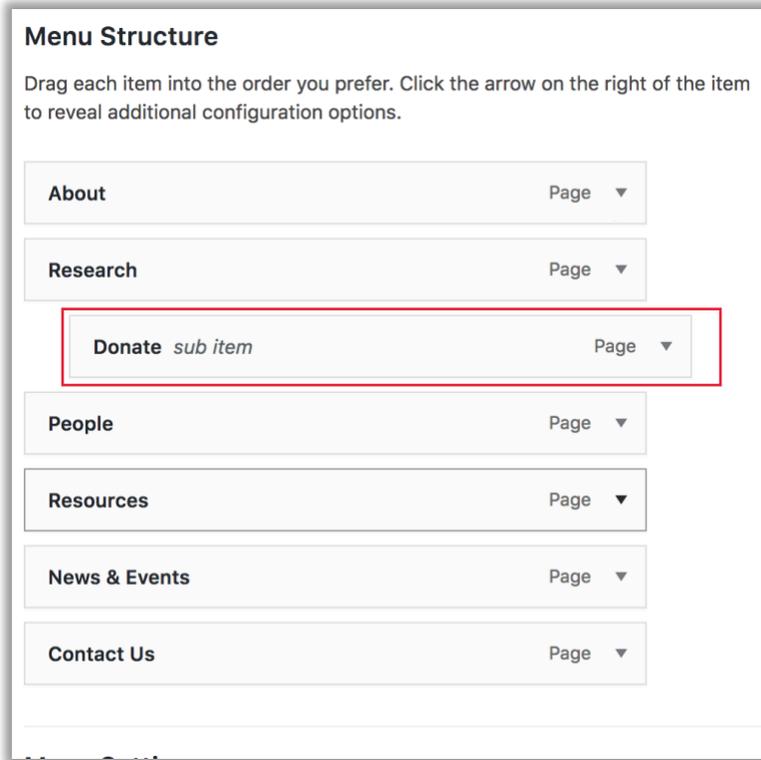
Your most recent pages will show up in the left-hand column and then you have to select the checkbox and hit the “Add to Menu” button.



### Step 2: Drag and Drop the new page to your desired location

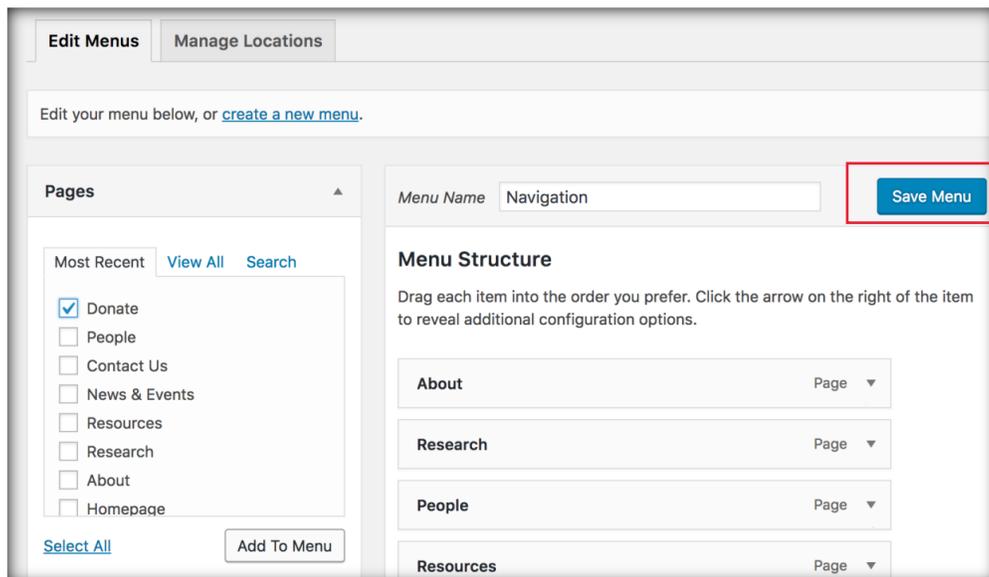
Your new page will be automatically added to the bottom of your menu structure. You will click and hold onto that item to drag it under the desired menu item.

The example below shows how the Donate page was dragged into position under the Research main menu page.



### Step 3: Save your Menu

Make sure you hit the Save Menu button before exiting.



## Pages vs Posts

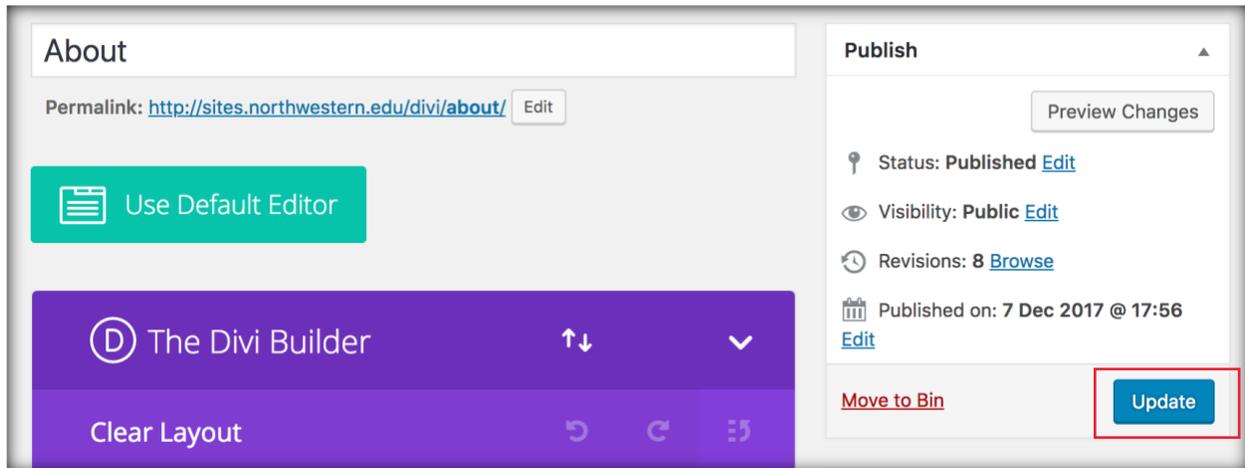
The Northwestern premade templates are created with the plugin Divi Builder. **Divi Builder is a page builder, not a post builder. Therefore, these templates only utilize full-width pages.**

If you want to create a blog, you can create posts. Please visit the general Wordpress documentation help page on our website for more information.

## Editing Existing Pages

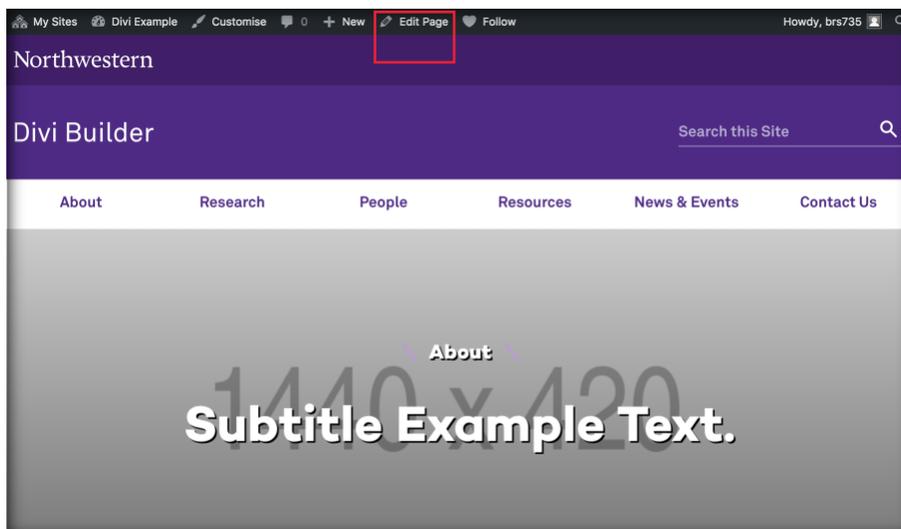
There are multiple ways to get to the edit screen in WordPress.

**\*Remember that after you make changes to your pages, you have to hit the blue “Update” button save your changes.**



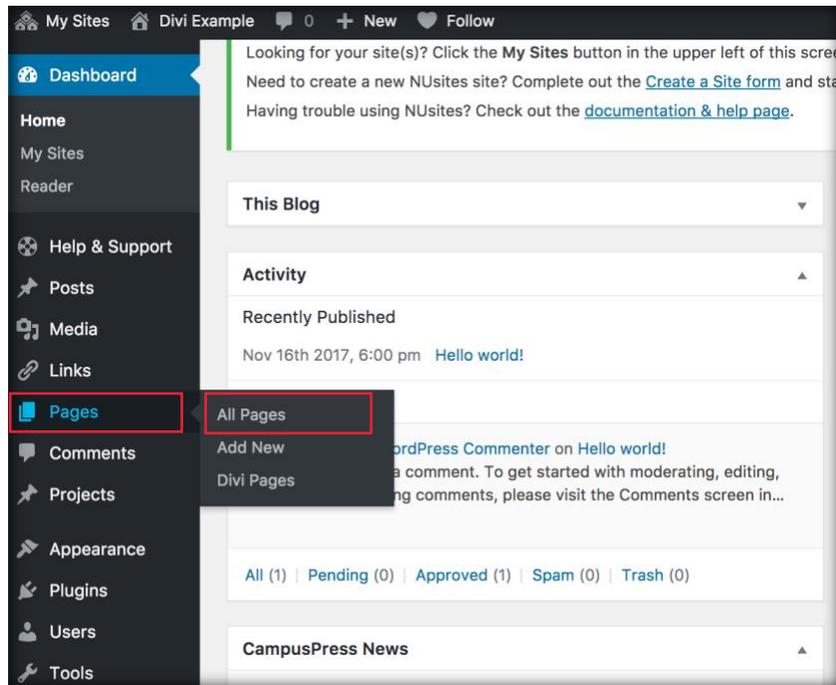
### Option 1: Edit Page – Direct Link

This is the easiest way to get directly to the editing screen. When you are logged into NUsites, you can go directly to the page you want to edit and then simply select the “Edit Page” option in the administrator bar at the top of the page. This gives you the option to view any page on your site and edit it with just one-click.

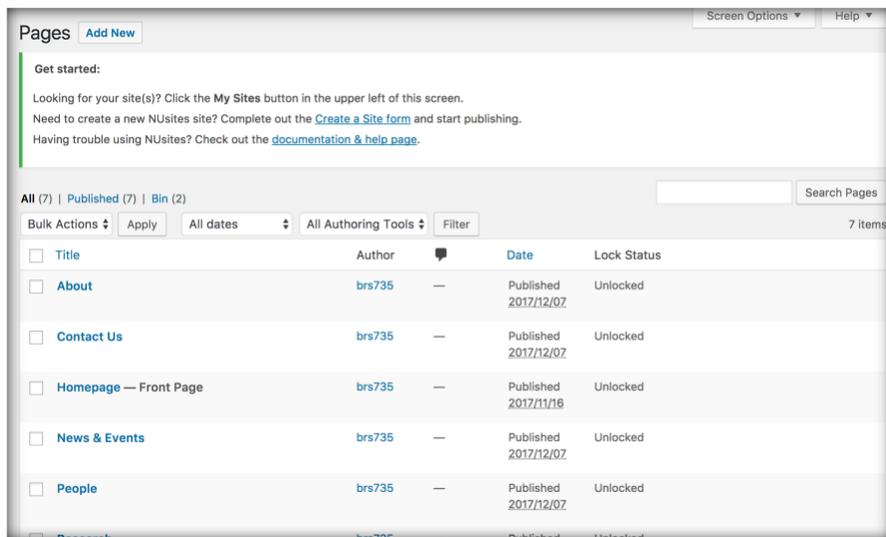


## Option 2: “All Pages” Menu Item

If you hover over the pages tab in the left navigation, you will have the option to view all of your pages or add a new page.

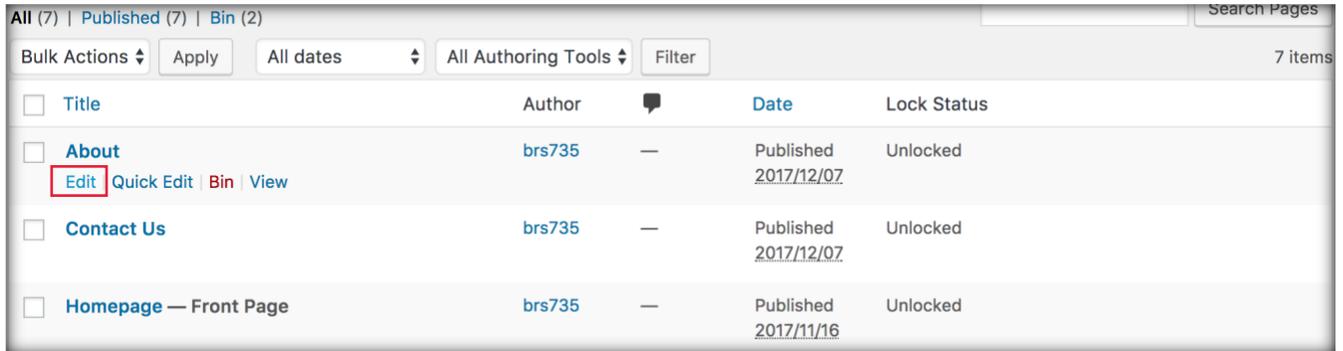


If you select “All Pages” you will be taken to a screen that shows you the current pages that exist on your site (This depends on the template that you requested).



(Ex: Research template)

If hover one of the pages, it will give you the option to edit the page, quick edit the page, bin (trash) the page, or view the page.

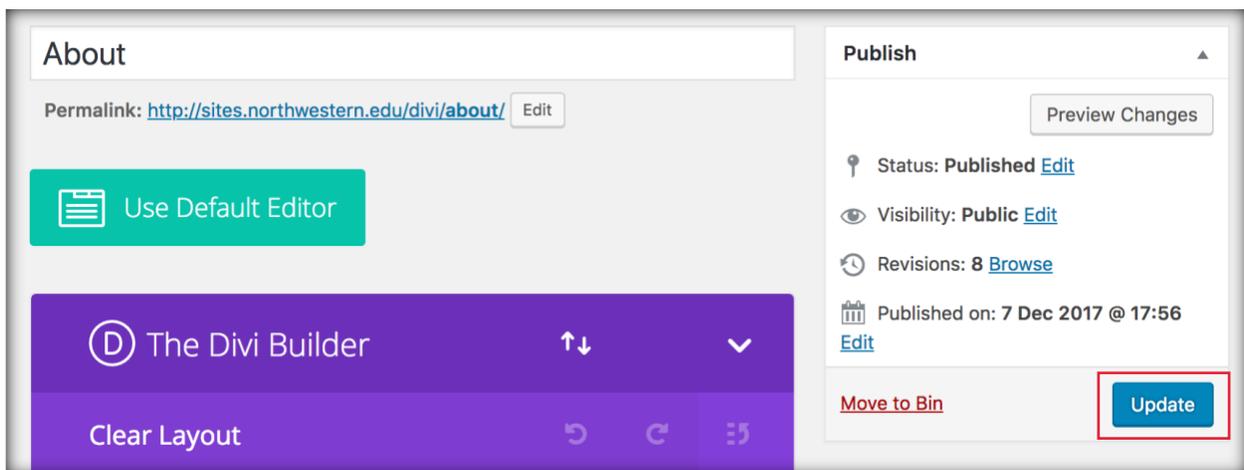


| <input type="checkbox"/> | Title  | Author |   | Date                    | Lock Status |
|--------------------------|--|--------|---|-------------------------|-------------|
| <input type="checkbox"/> | <b>About</b><br><a href="#">Edit</a> <a href="#">Quick Edit</a> <a href="#">Bin</a> <a href="#">View</a> | brs735 | — | Published<br>2017/12/07 | Unlocked    |
| <input type="checkbox"/> | <b>Contact Us</b>  | brs735 | — | Published<br>2017/12/07 | Unlocked    |
| <input type="checkbox"/> | <b>Homepage</b> — Front Page   | brs735 | — | Published<br>2017/11/16 | Unlocked    |

From here, you can select the “Edit” option and it will bring you to the page you would like to edit.

## Final Step: Save your Page

After you make changes to your pages, you have to hit the blue “Update” button save your changes.



**About**

Permalink: <http://sites.northwestern.edu/divj/about/> [Edit](#)

[Use Default Editor](#)

**The Divi Builder** [↑↓](#) [v](#)

[Clear Layout](#) [↶](#) [↷](#) [⋮](#)

**Publish**

[Preview Changes](#)

Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

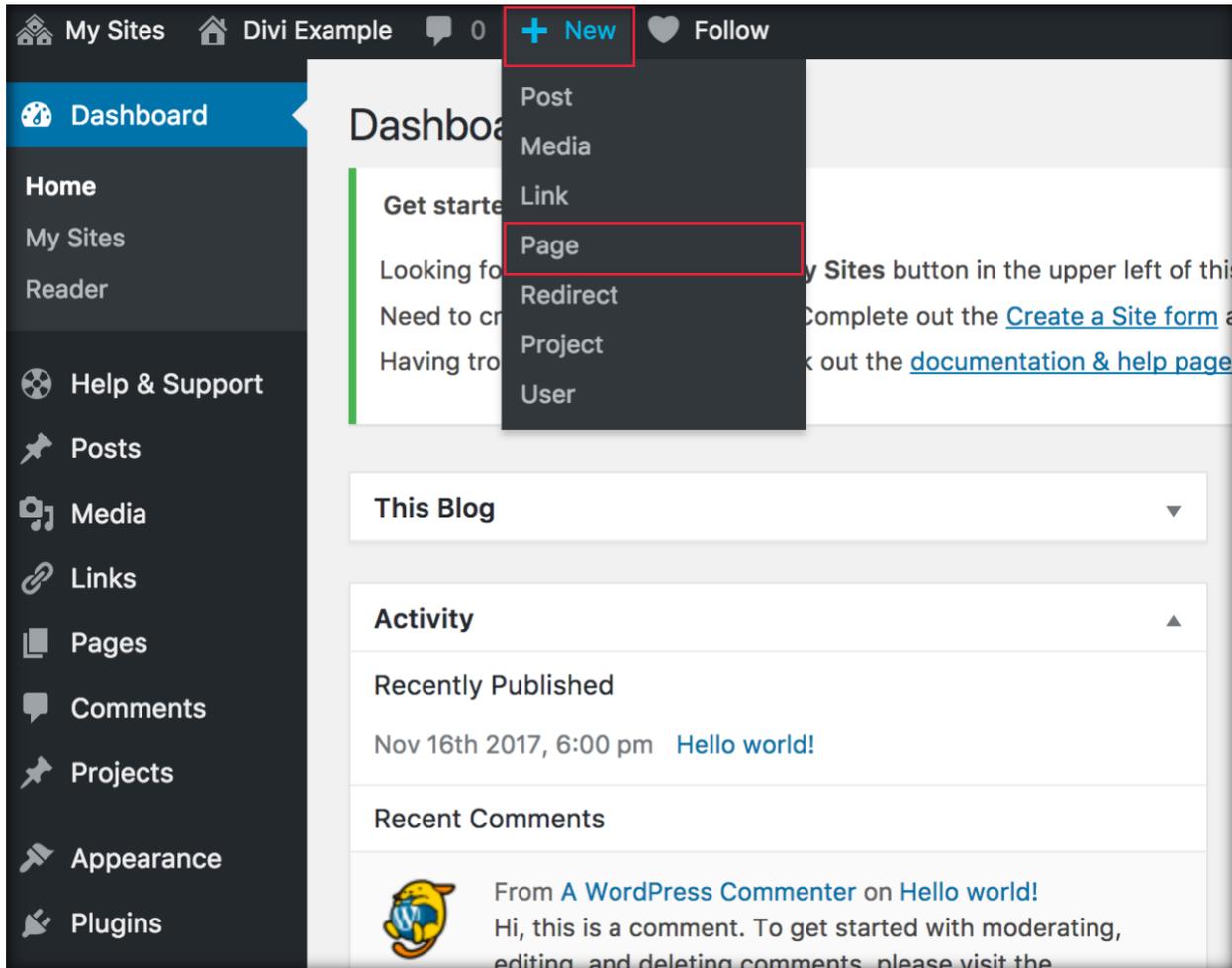
Revisions: **8** [Browse](#)

Published on: **7 Dec 2017 @ 17:56**  
[Edit](#)

[Move to Bin](#) [Update](#)

## Creating a New Page

When you are logged into NUsites you can add a new page at any time via the admin horizontal navigation bar. Simply hover over the “+ New” option then scroll down and select “Page”.



Please follow these three steps when you create a new page:

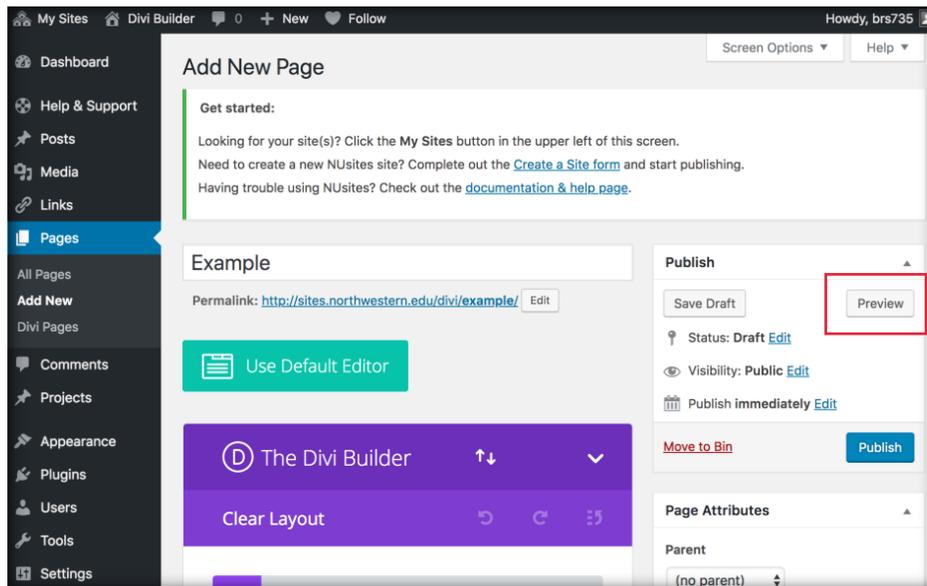
1. Enter a title
2. Select the purple “Use The Divi Builder” option
3. Hit the Publish button to save your page

These three steps ensure that your page is created and saved. Then you can go back and edit the page, add modules to the page, or insert an image.

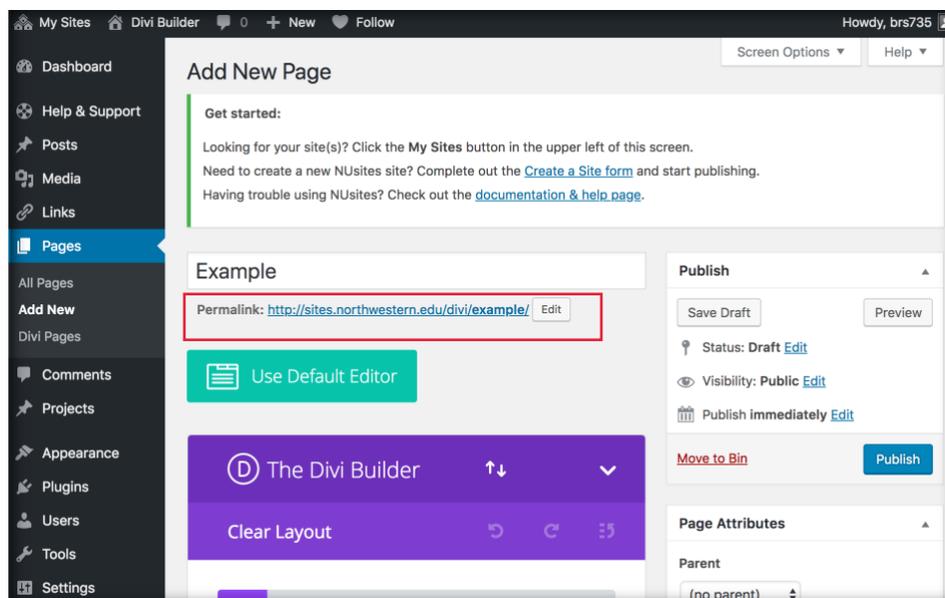
## Previewing your New Page

If you would like to preview your new page before you publish it, you have two options.

1. You can click on the “Preview” button on the right-hand side.

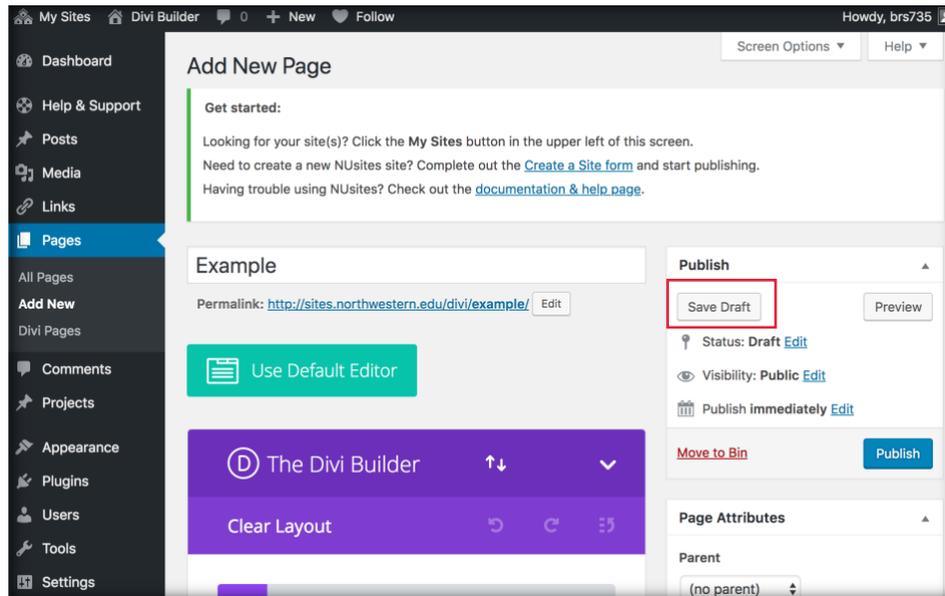


2. Or you can click on the example permalink that is generated once you type in the page name and click out of the title box.

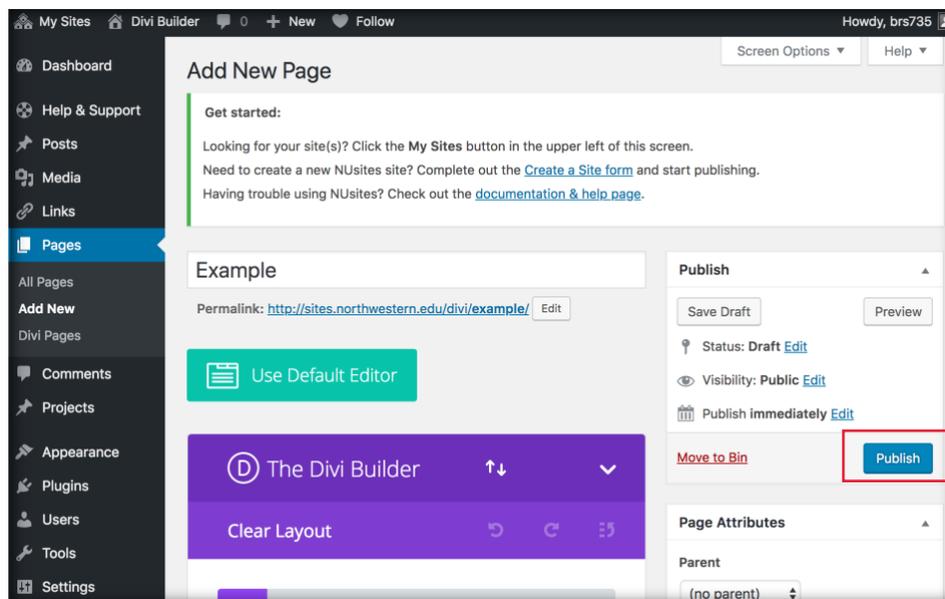


## Saving vs Publishing Pages

Once you've added all your content to your Page you have the option of Saving the Page as a Draft or Publishing the page. Clicking the *Save Draft* button will simply save your Page. This is handy if you would like to come back at a later date to add more content or if you're simply not ready to publish yet.



To publish your new page, you just simply hit the blue button that says “Publish”.



# Page Section Instructions

NUsites templates are made with Divi Builder **full-width modules (sections)** that have the exact Global Marketing branding that our main University website uses. Divi Builder is a drag and drop website builder that helps users with limited Wordpress knowledge create a website.

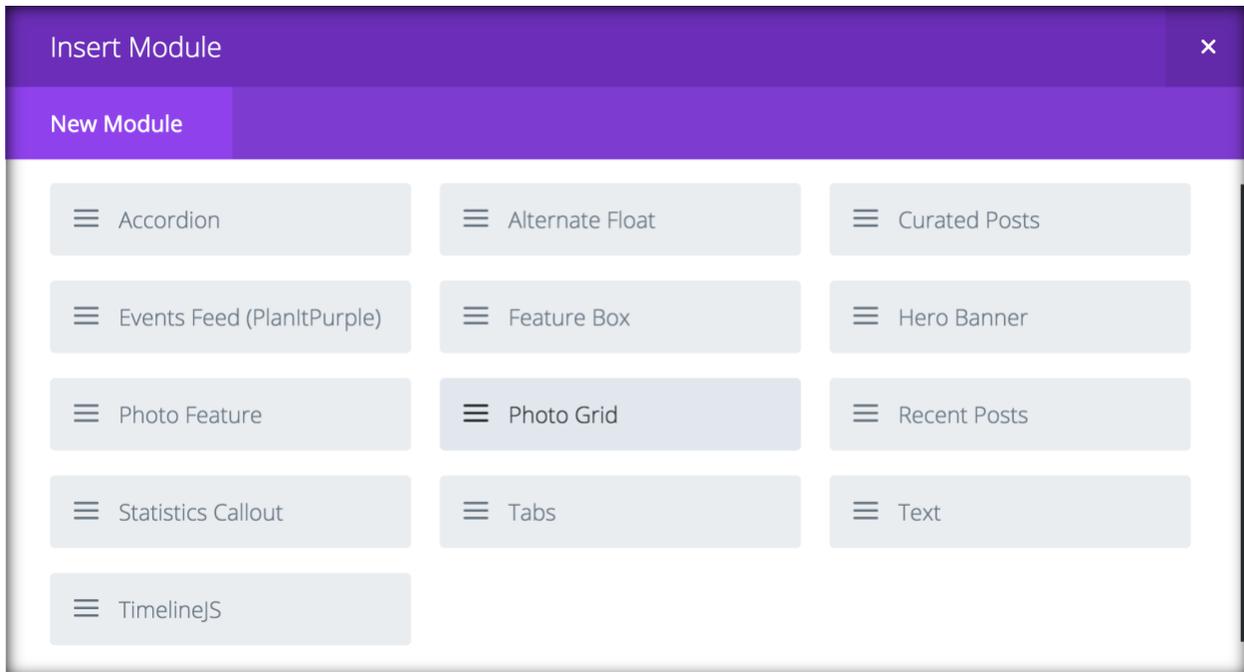
## Northwestern Branded Sections/Modules

We currently have 13 sections/modules that NUSites users have the ability to use on their website.

To see an example of how each of these modules work please visit the following page:

[http://sites.northwestern.edu/divi-modules/.](http://sites.northwestern.edu/divi-modules/)

Here are all of the options:

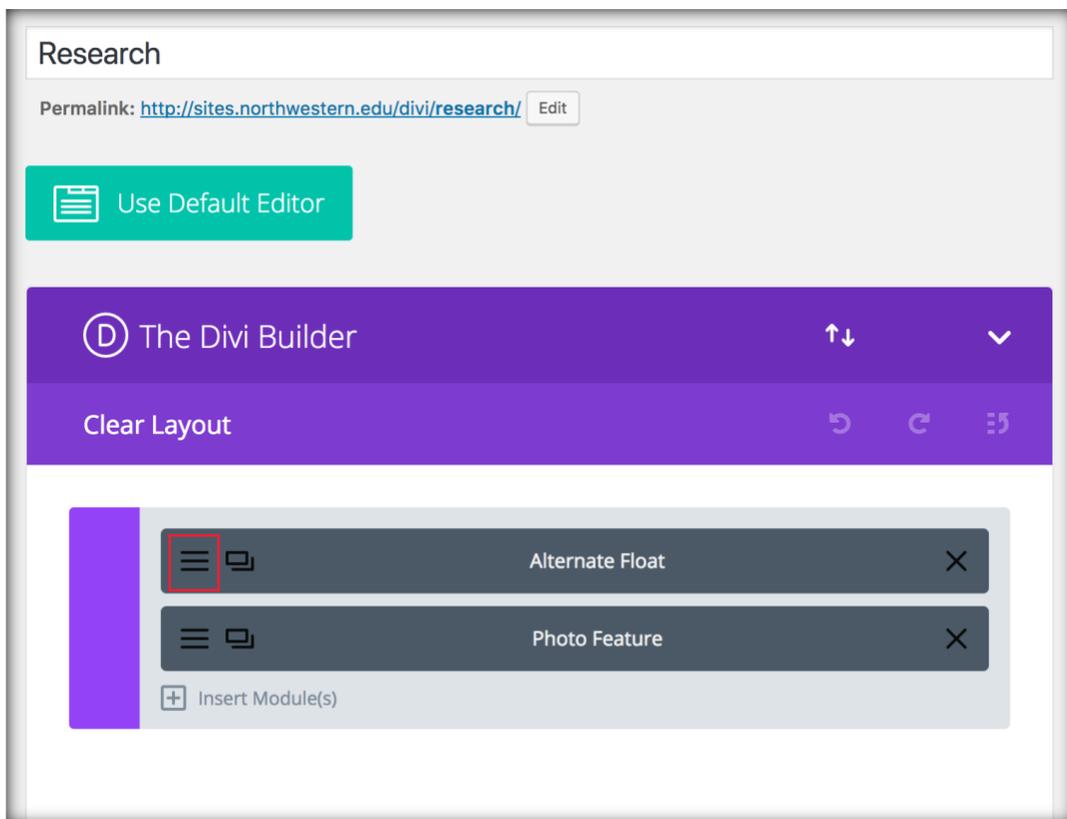


## Editing Sections on Pages

Since you have started with one of our Northwestern templates, there will be existing Divi Modules on the pages. Therefore, you will simply have to edit an existing module with your custom content.

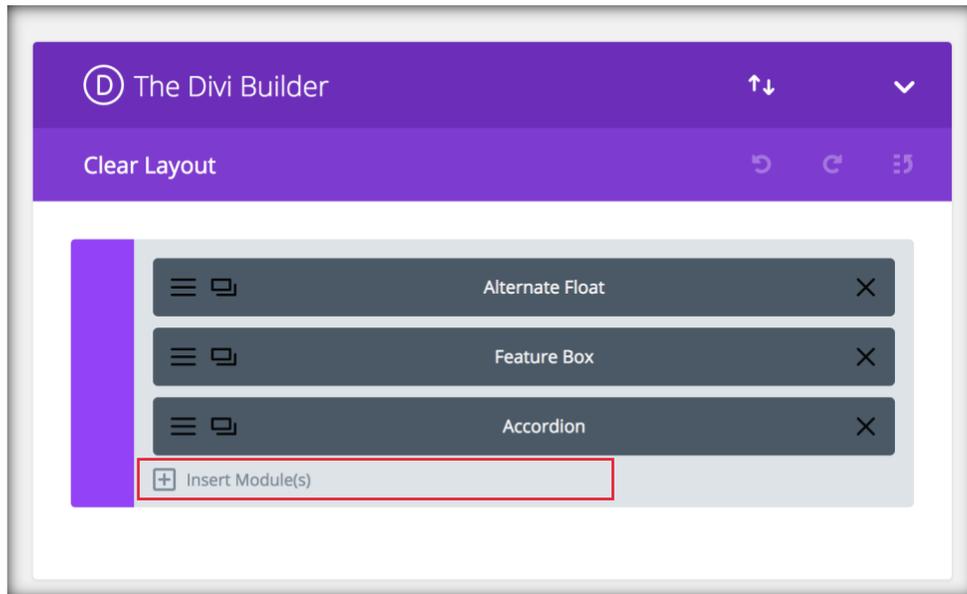
To edit an image or text within a module, simply **hit the accordion button** on the module that you would like to edit.

Ex: If we wanted to edit the text or image within the Alternate Float Module, we would select the accordion icon below.

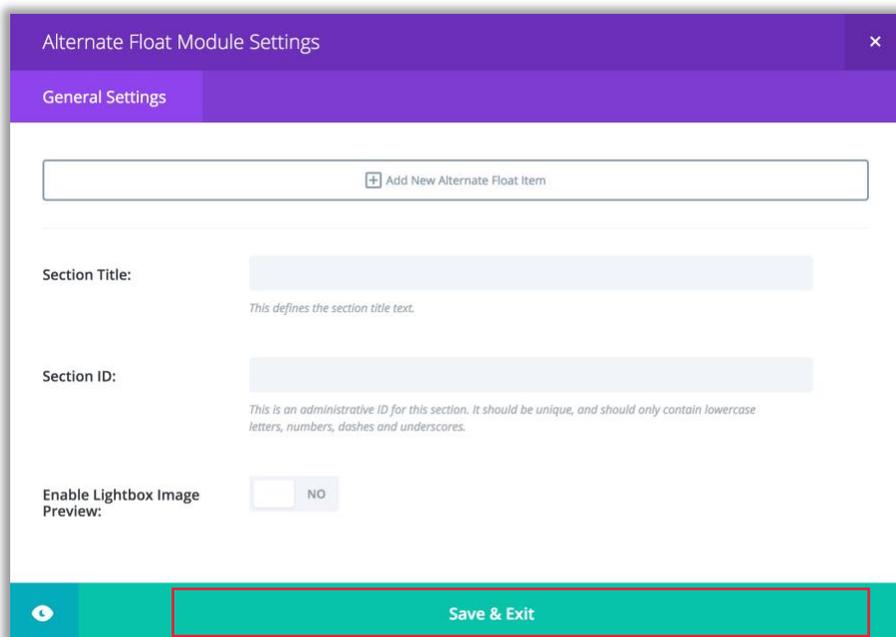


## Adding/Inserting a New Section

To add a new module to your page, please select the page you would like to edit and then navigate down the Divi Builder Layout. To add a new module, select the “Insert Module(s)” option in the grey box.

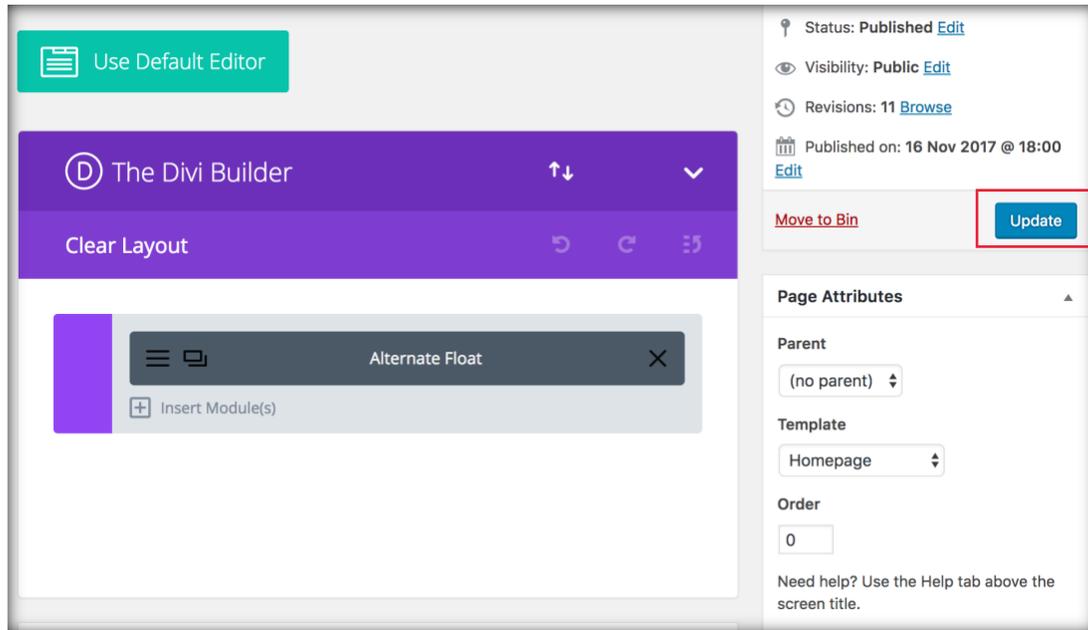


\*Make sure that if you insert a new module, you also hit save and exit before you leave the editing screen.



## Final Step: Save your Page

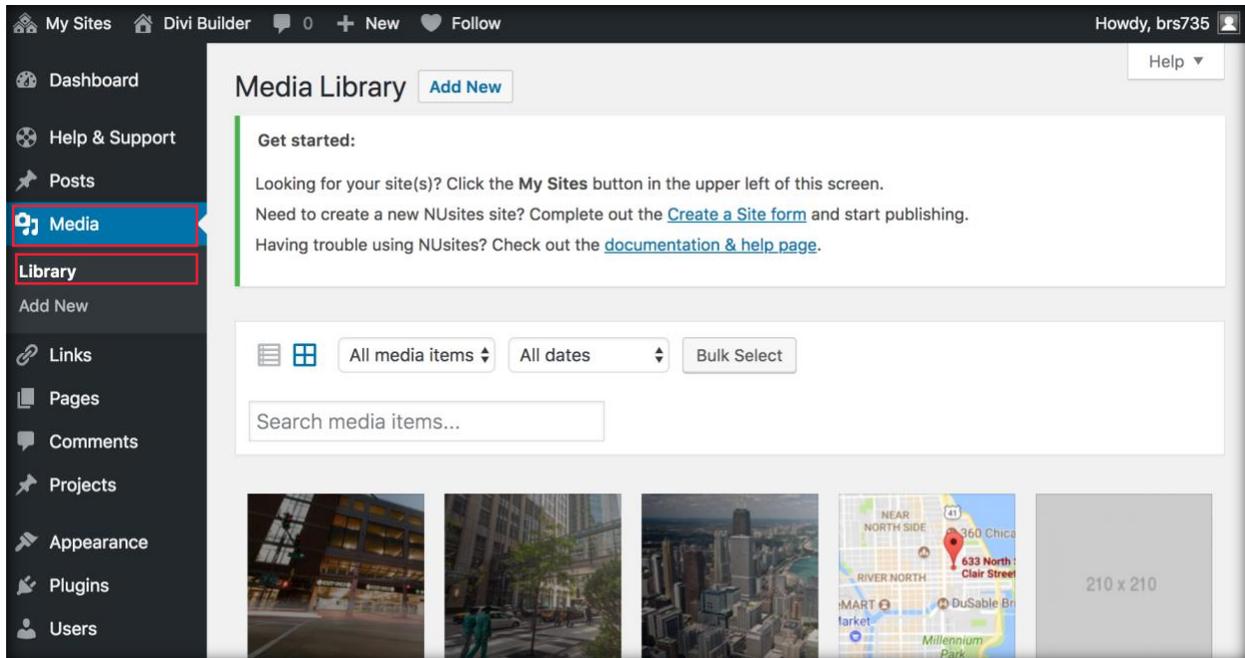
**Save your Page!** The last step is to make sure you hit the blue “Update” button to save your page.



# Images

The Northwestern templates come with placeholder images that tell you exactly what the dimensions should be for every image within the modules.

All of the images on your new website are hosted in the Wordpress “Media” library which can be found by selecting the “Media” menu item from the dashboard.



## Uploading New Images

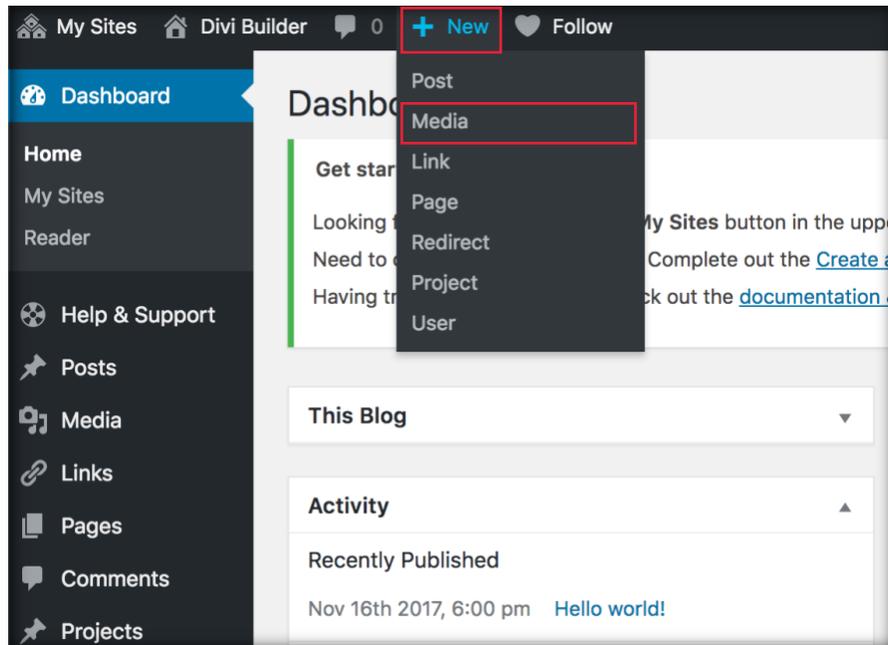
Northwestern templates come with placeholder images that tell you what the dimensions should be for every image within a module.

### Step-by-step Guide

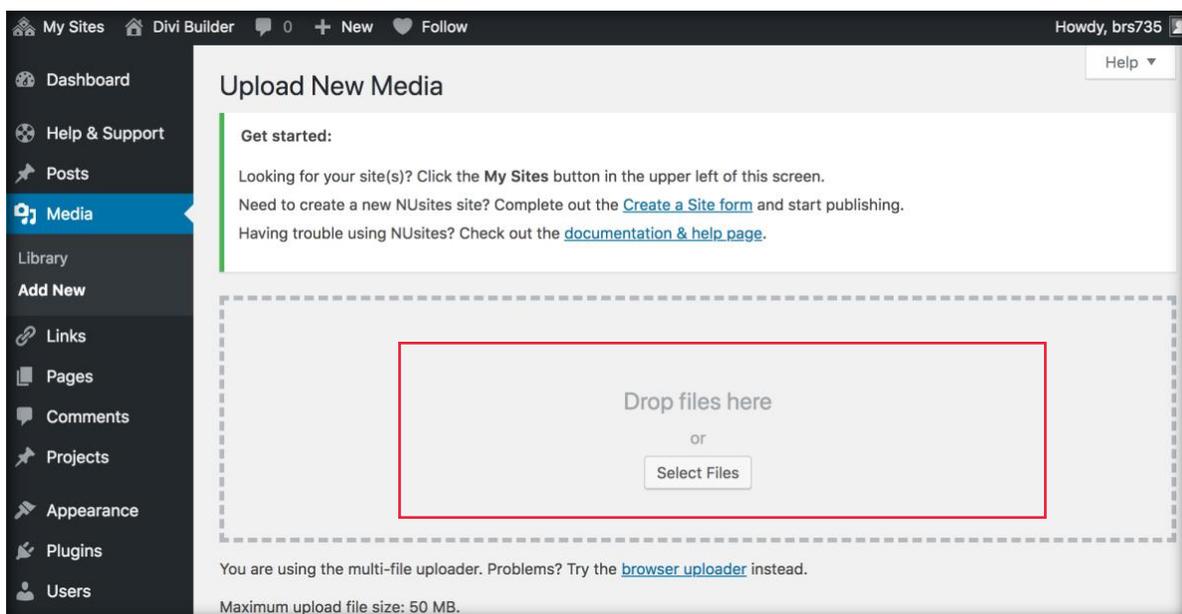
1. Determine what image you are going to use
2. Crop your image to the placeholder image size
3. Upload your image
4. Place your image in the desired location
5. Save your image
6. Save the page you are working on (Hit the blue “Update” button)

## Option 1: Add Media – Direct Link

The quickest way to add images is to simply hover over the “+ New” option at the top of the page then scroll down and select “Media”.

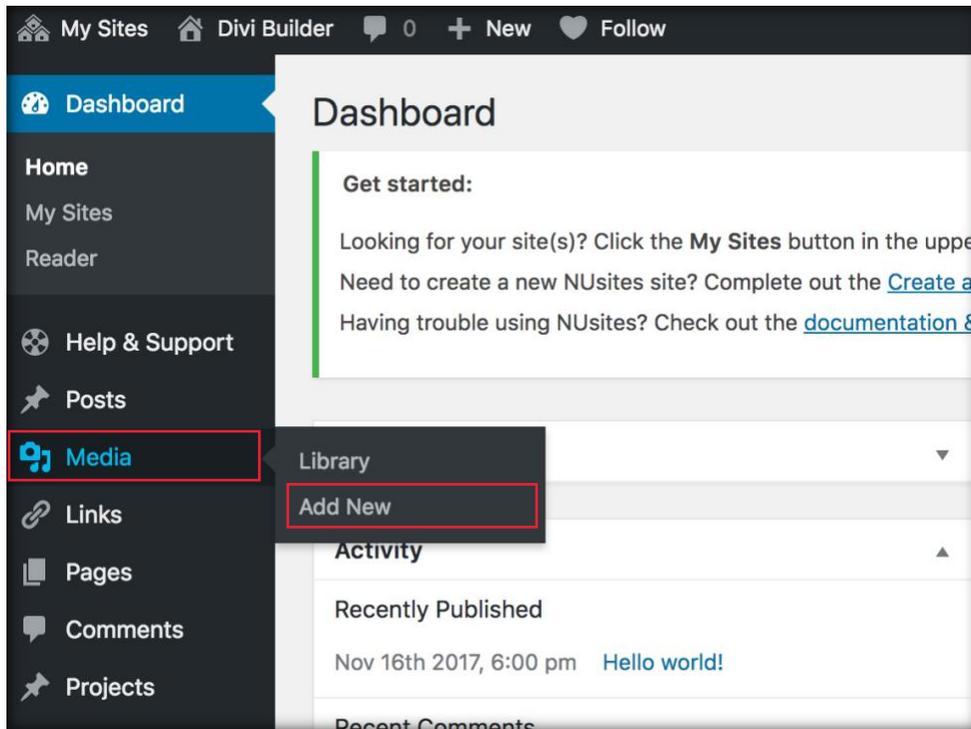


You will be directed to the following screen where you can drag and drop your **cropped image(s)** into your media library or you can select files from the folder you saved them from.

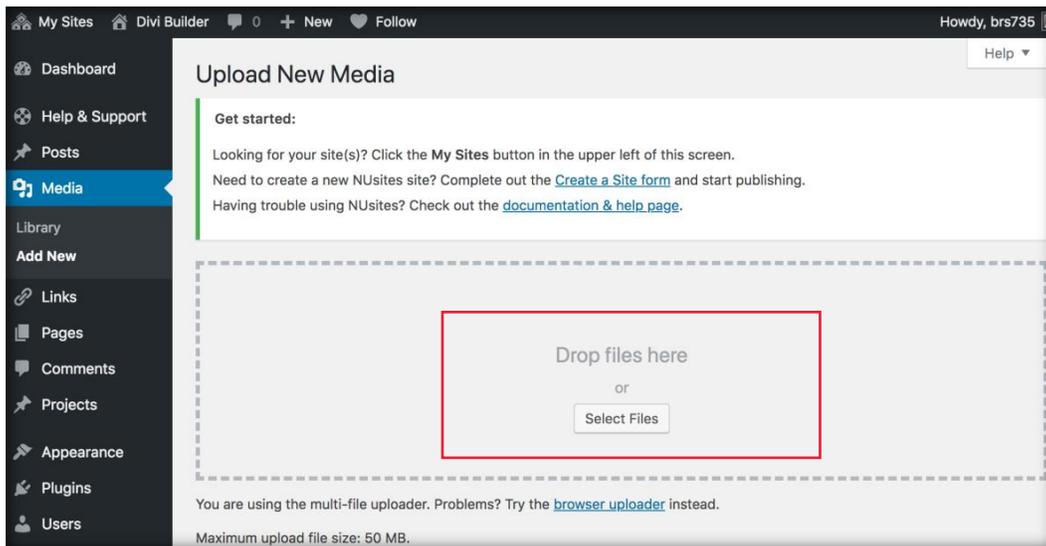


## Option 2: “Add New” Menu Item

If you hover over the “Media” tab in the left navigation, you will have the option to “Add New” media items.



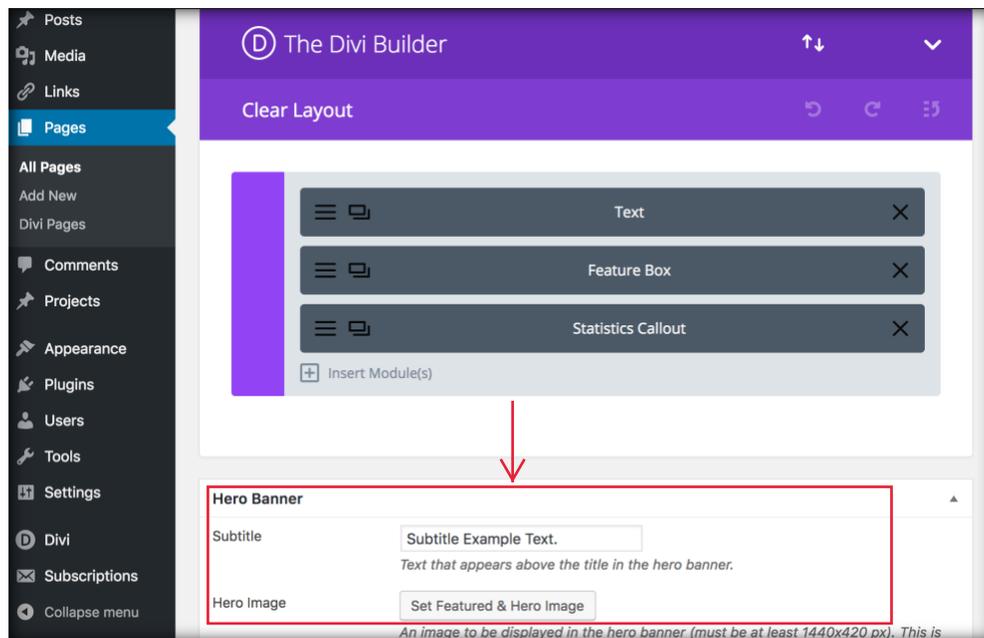
If you select the “Add New” screen, you will be taken to the same screen, which allows to drag and drop your cropped image(s) into your media library or you can select files from the folder you saved them from.



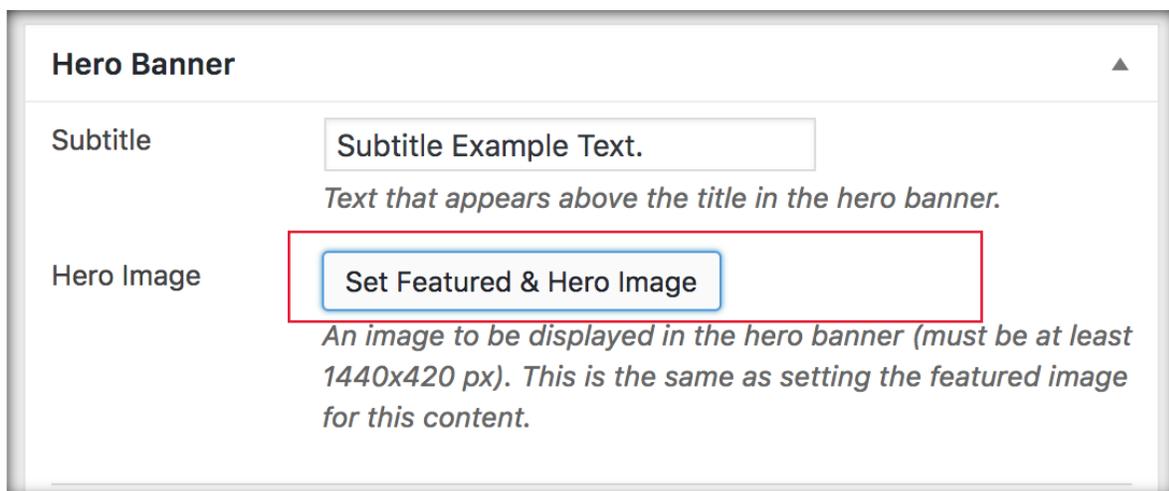
## Adding Top/Featured Images to Pages

To add a top/featured image to one of your pages, all you have to do is edit the page you want to insert a top/featured image on.

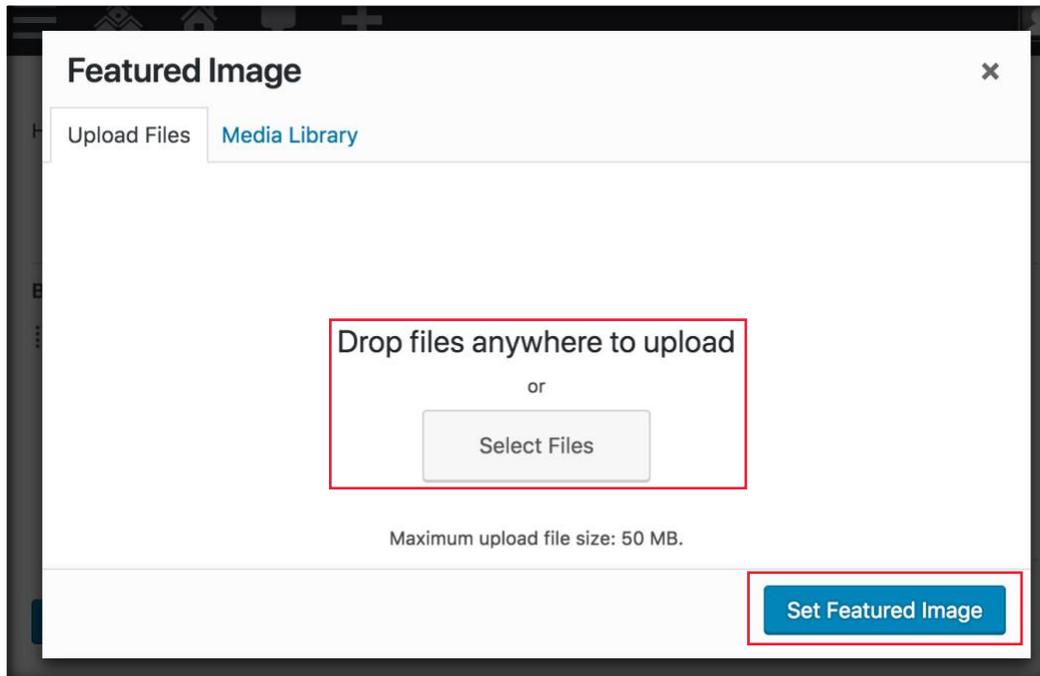
1. Once you are on the edit screen, you have to scroll down below the Divi Builder and you will see the Hero Banner section.



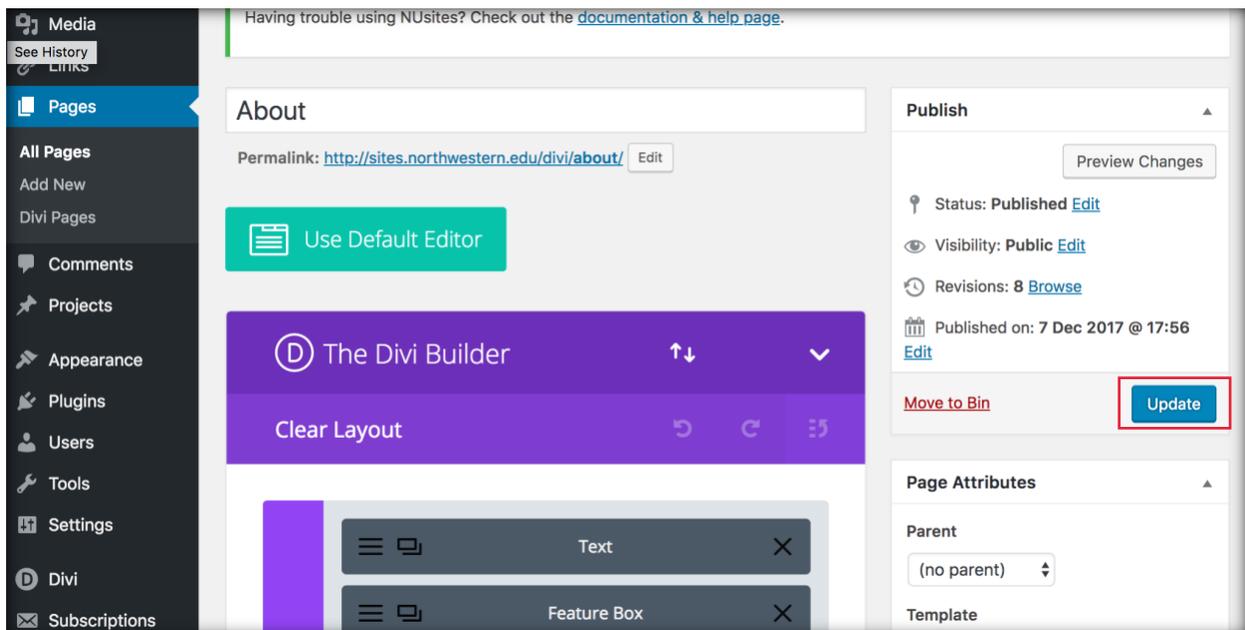
2. Then, simply hit the “Set Featured & Hero Image” button and drag and drop your image into the selection area or add it from your media library. **Please make sure your header image is 1440 x 420 px before inserting it.**



3. The next step is to hit the blue button that says “Set Featured Image” and then it will take you back to the page you are on.

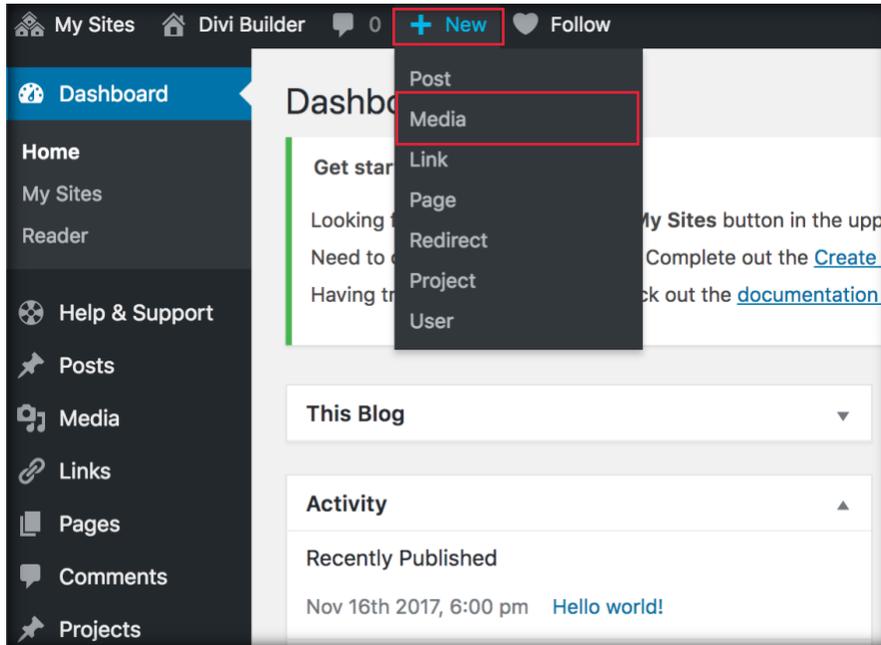


4. The last step is to hit the blue Update button to save your page.

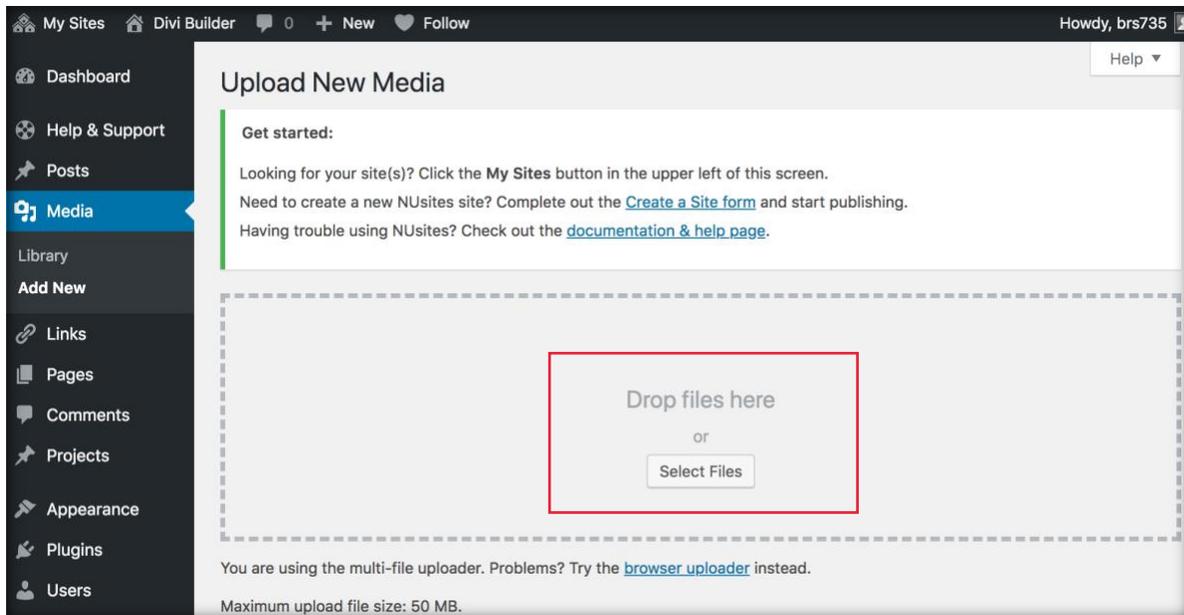


# Uploading Documents

The quickest way to add images is to simply hover over the “+ New” option at the top of the page then scroll down and select “Media”.

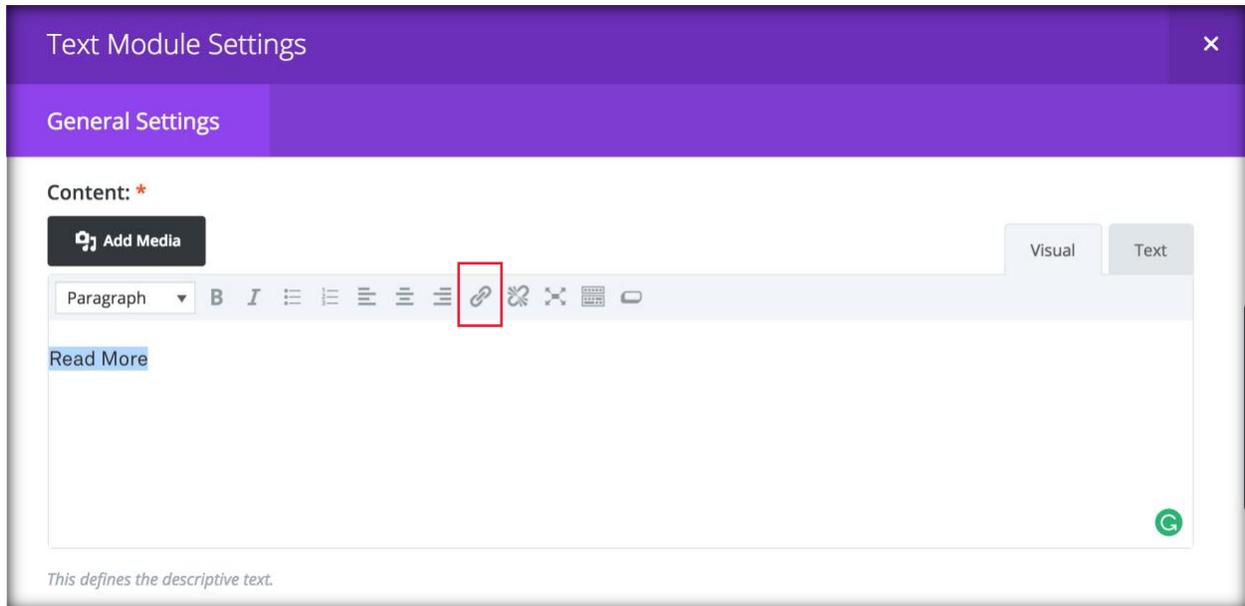


You will be directed to the following screen where you can drag and drop your documents into your media library, or you can select your documents from the folder you saved them from.



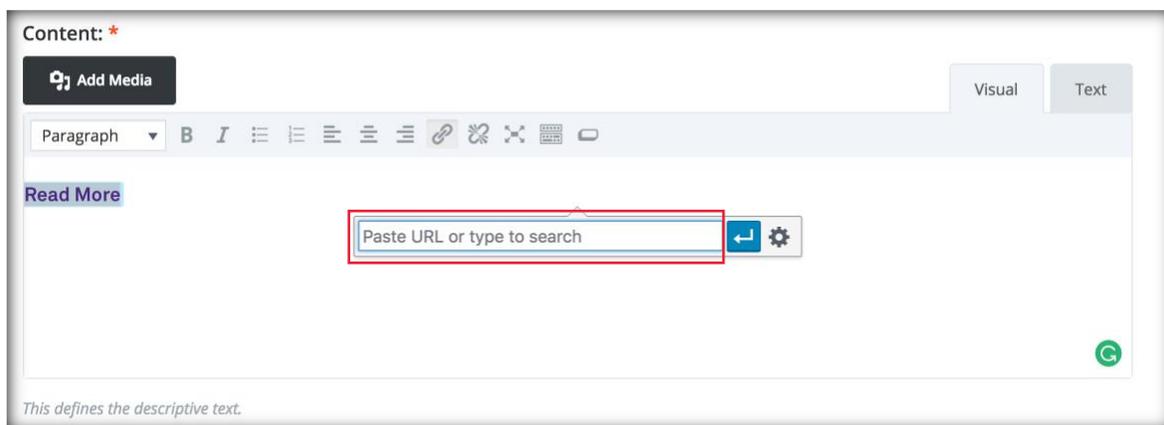
## Creating a Link to your Document

To insert your uploaded document into the desired location, you must create a hyperlink.



For example, if you wanted to insert your document into the text that says “Read More” you will take the following steps:

1. Highlight the “Read More” text
2. Select the Insert/Edit Link icon
3. Grab the document URL
4. Paste the URL or type it into the link box
5. Hit the blue arrow to save the link
6. Save the page you are working on



## Final Step: Save your Page

After you have created your link, make sure you save your page by hitting the blue “Update Button” to save your page.

