



`staff.bilkent.edu.tr`

# Self authored personal web sites for Bilkenters

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Jan 2016



Bilkent University  
Educational Technology Support

# Prerequisites:

- **Advanced Digital Electronics**
- **Logic Design**
- **Theory of Computation**



# Presentation Objectives:

- Familiarize users with WordPress terminology.
- Introduce the [staff.bilkent.edu.tr](http://staff.bilkent.edu.tr) service.
- Introduce our pre-built sites and how to use them in the initial learning/setup stage.
- We shall NOT attempt to teach WordPress; at least not in this seminar. The excellent tutorials that are listed in <http://staff.bilkent.edu.tr/tuts> and many more that you can find through Google and Youtube already tutor various essential WordPress tasks to various levels of users.

# Learning outcomes

The audience of this presentation is expected to be able to

- create a fresh WordPress site,
- import a pre-built template site,
- convert this pre-built template site to a reasonable personal web site within hours (provided that any text, images, videos, PDF documents which will be used on the site are ready on the user's computer).

I, myself, did it in 3 minutes! :)



## Some Bilkent sites which use a similar setup:

(not an exhaustive list)

<http://www.bilkent.edu.tr>  
<http://w3.bilkent.edu.tr>  
<http://bets.bilkent.edu.tr>  
<http://mbg.bilkent.edu.tr>  
<http://physics.bilkent.edu.tr>  
<http://unam.bilkent.edu.tr>  
<http://staff.bilkent.edu.tr>  
<http://web2.bilkent.edu.tr/cci>  
<http://web2.bilkent.edu.tr/turkce-birimi>  
<http://web2.bilkent.edu.tr/turkedeb>  
<http://web2.bilkent.edu.tr/bilkentfoxes>  
<http://web2.bilkent.edu.tr/goktunalab>  
<http://web2.bilkent.edu.tr/yazkampi>  
<http://bilchem.bilkent.edu.tr>  
<http://cayfer-wp.bilkent.edu.tr>  
<http://btf.bilkent.edu.tr>

# The tool



# WordPress

**Why?**

because it is so popular that more  
than 25 percent of **ALL** web sites  
are now driven by WordPress...

<http://w3techs.com/technologies/details/cm-wordpress/all/all>

**because it is quite easy to learn  
and use**

**because support is handy,  
abundant and easy to find**

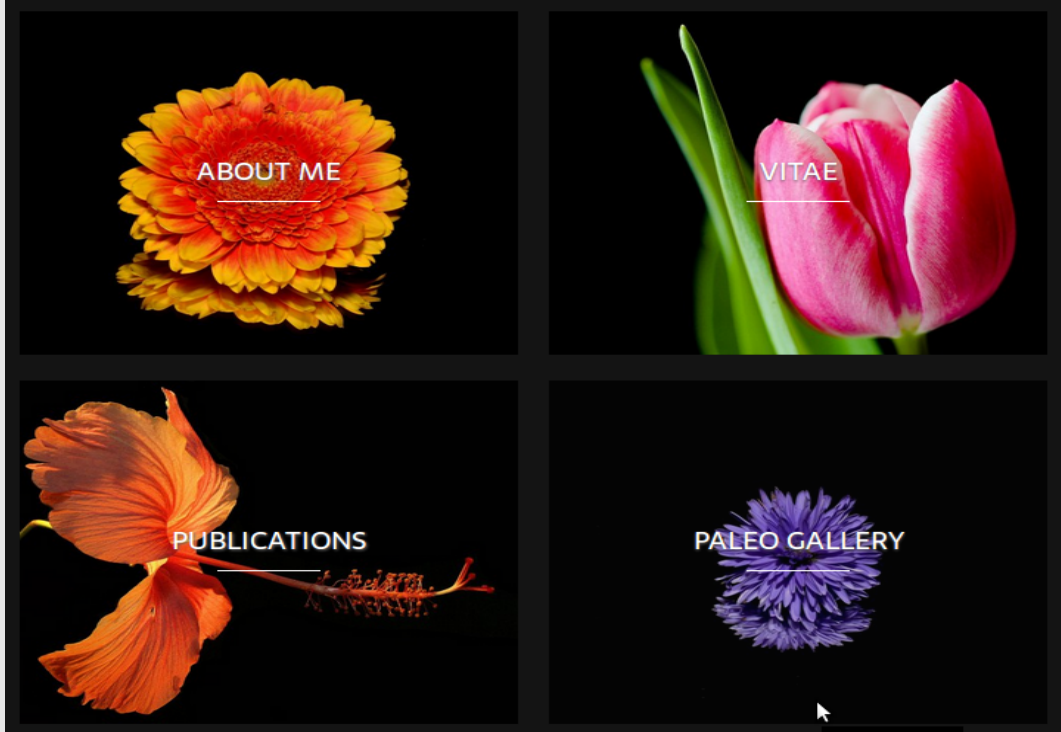
**because it is flexible**

**because there are MANY add-ons  
that enable you to do what you  
want to**



# **WordPress is “themeable”...**

**which means you can build sites with technically infinite number of looks, designs, themes...**



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GET STARTED

## Iran Says It Released Four Americans in a Prisoner Swap

By THOMAS ERDBRINK and RICK GLADSTONE

Iran's judiciary said it released four Iranian-American nationals, including The Washington Post reporter Jason Rezaian, Iranian media reported.

- About the Detainees

RELATED COVERAGE

- Reporter's Skills Led to



Tehran's Grand Bazaar on Saturday. Western nations are expected to lift sanctions on Iran related to its nuclear activities.

Alta Kenani/Agence France-Presse — Getty Images

## Iran Plays Down Nuclear Deal's Completion

By THOMAS ERDBRINK 10:29 AM ET

### The Opinion Pages

OP-ED CONTRIBUTOR

#### The Real Problem With School Lunch

By BETTINA ELIAS SIEGEL

School meals reflect a society's true food culture, as well as its regard for its children.



- Editorial: Gov. Cuomo's Push on Justice Reform
- Editorial: States Should Raise the Gas Tax
- Collins: Hillary and Bernie, Punching

OP-ED | BEPPE SEVERGNINI

#### The Secret Behind Italy's Favorite New Film

The new film "Quo Vado?" is bigger than "Star Wars," because it speaks to the country's nostalgia for safe, secure careers.



- Egan: Giving Obama His Due
- Bittner: Can Germany Be Honest About Refugees?
- Join us on Facebook »

### Weekend Reads

IBM

Analytics Cloud Commerce IT Infrastructure MobileFirst Security Watson

Search

## This week at IBM

### Marketers, give IT a break

Update mobile-app content instantly, freeing developers to focus on what they do best

Learn how you can spark more engagement

### Today, shoppers expect the world. Give it to them.

The frenetic intensity of customer behavior creates 'must-haves' for retailers

Read 'Shoppers disrupted — Retailing through the noise'

### Where machines can reason and memory gets an AI assist

IBM tops the patents list again, with a focus on cognitive solutions and the cloud platform

Read what's in store for human-machine interaction

My Sites EN / Bilkent University Customize 1 + New Edit Page Maps Marker WPZOOM

Howdy, wpmsadmin

About Bilkent Academics Research Students Campus Life Prospective Students Türkçe

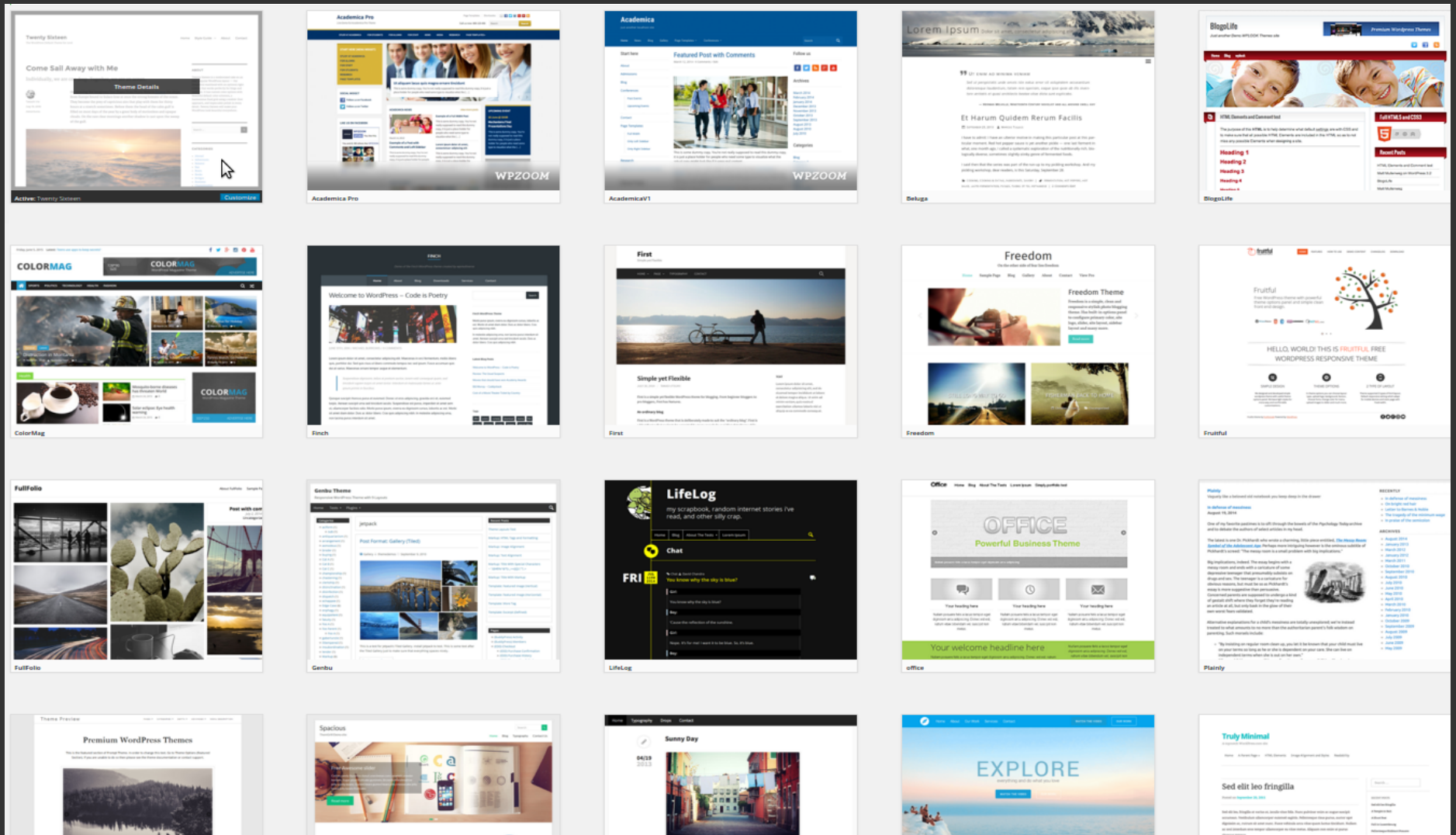
## Bilkent University

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### "Therapeutic Nanomaterials" book by Wiley

Dr. Güler and Dr. Tekinay have recently coauthored a new book to be published by Wiley. The book covers biomedical applications of nanomaterials. The book will serve as a suitable introduction to materials science and its use in diagnostics and therapeutics for the interested student or

We have installed a bunch of themes that we like on this server. You can pick one of those or ask us to install a theme that you like better. If it is a theme from wordpress.org theme repository; we'll install it for you. If it is a premium theme; we'll install it just for you to avoid licensing problems; but you'll need to buy it first!





If you're patient enough; you can browse the thousands of themes available at

<https://wordpress.org/themes>

The screenshot shows the WordPress.org Theme Directory interface. At the top, the WordPress logo and 'WORDPRESS.ORG' are displayed. Navigation links include 'Showcase', 'Themes', 'Plugins', 'Mobile', 'Support', 'Get Involved', 'About', 'Blog', and 'Hosting'. A 'Download WordPress' button is also present. The 'Theme Directory' section features tabs for 'Commercial Themes' and 'Upload Your Theme'. Below this, there are filters for '24' themes, 'Featured', 'Popular', 'Latest', and a 'Feature Filter' icon. A search bar labeled 'Search themes...' is on the right. The main content area displays a grid of theme preview cards. Each card shows a theme's name, a preview image, and a brief description. The themes shown are 'Twenty Sixteen', 'Novavideo Lite', 'Boardwalk', 'Exray', 'Corpobox Lite', and 'rtPanel'. Each card includes a 'Preview' button and a 'Download' button. The 'rtPanel' card also mentions it is a responsive WordPress framework generated with ZURB's Foundation 5.

# **WordPress is “pluggable”...**

**which means you can add extra functions, capabilities using so called “plugins & widgets”...**

**as of today; there are 42,000+ plugins developed by third parties (all open source) which add new functions and features to WordPress. There are also hundreds, may be thousands of commercial plugins out there on the web.**

If you feel like a certain capability/functionality that you need is missing in WordPress,  
just visit

<https://wordpress.org/plugins>

and try to guess the right keywords to type into the Search Box.

The screenshot displays the WordPress.org Plugin Directory homepage. At the top, the WordPress logo and 'WORDPRESS.ORG' are visible. Below the logo is a navigation bar with links: Showcase, Themes, **Plugins**, Mobile, Support, Get Involved, About, Blog, and Hosting. A search bar labeled 'Search WordPress.org' is on the right. Below the navigation bar is a 'Plugin Directory' section with a login/register area. A red box highlights the 'Search plugins...' search bar, with a red arrow pointing to it from the left. Below the search bar, a text line states: 'Plugins extend and expand the functionality of WordPress. 42,395 plugins with 1,147,470,832 total downloads are at your fingertips.' The main content area displays a grid of featured plugins:

- bbPress**: bbPress is forum software, made the WordPress way. By: Matt Mullenweg, John James Jacoby, Jennifer M. Dodd, and Stephen Edgar. (169) stars, 300,000+ active installs, Last Updated: 6 days ago, Compatible up to: 4.4.1.
- Akismet**: Akismet checks your comments against the Akismet Web service to see if they look like spam or not. By: Matt Mullenweg, Ryan Boren, Andy Skelton, Michael Adams (mdawaffe), and others. (476) stars, 1+ million active installs, Last Updated: 2 weeks ago, Compatible up to: 4.4.1.
- Jetpack by WordPress.com**: Your WordPress, Simplified. By: Automattic, aduth, Alex Kirk, allendav, alternatekev, Andy Skelton, and others. (796) stars, 1+ million active installs, Last Updated: 4 weeks ago, Compatible up to: 4.4.1.
- WP Super Cache**: A very fast caching engine for WordPress that produces static html files. By: Donncha O Caoimh, Automattic, and Brandon Kraft. (739) stars, Last Updated: 1 month ago.

**'nough said!**

**Let's start...**

**WordPress started as a  
Content Management System  
for BLOGs...**



# **BLOG:**

A synthetic word derived from “Web logging”

i.e. Keeping a log of your life, experiences, travels, research, etc. on the WEB so that others can see and benefit.

**... but soon evolved to a CMS which can be used to build and maintain almost any kind of live web sites...**

# WordPress parlance

being familiar with this parlance is very helpful in studying text or video tutorials.

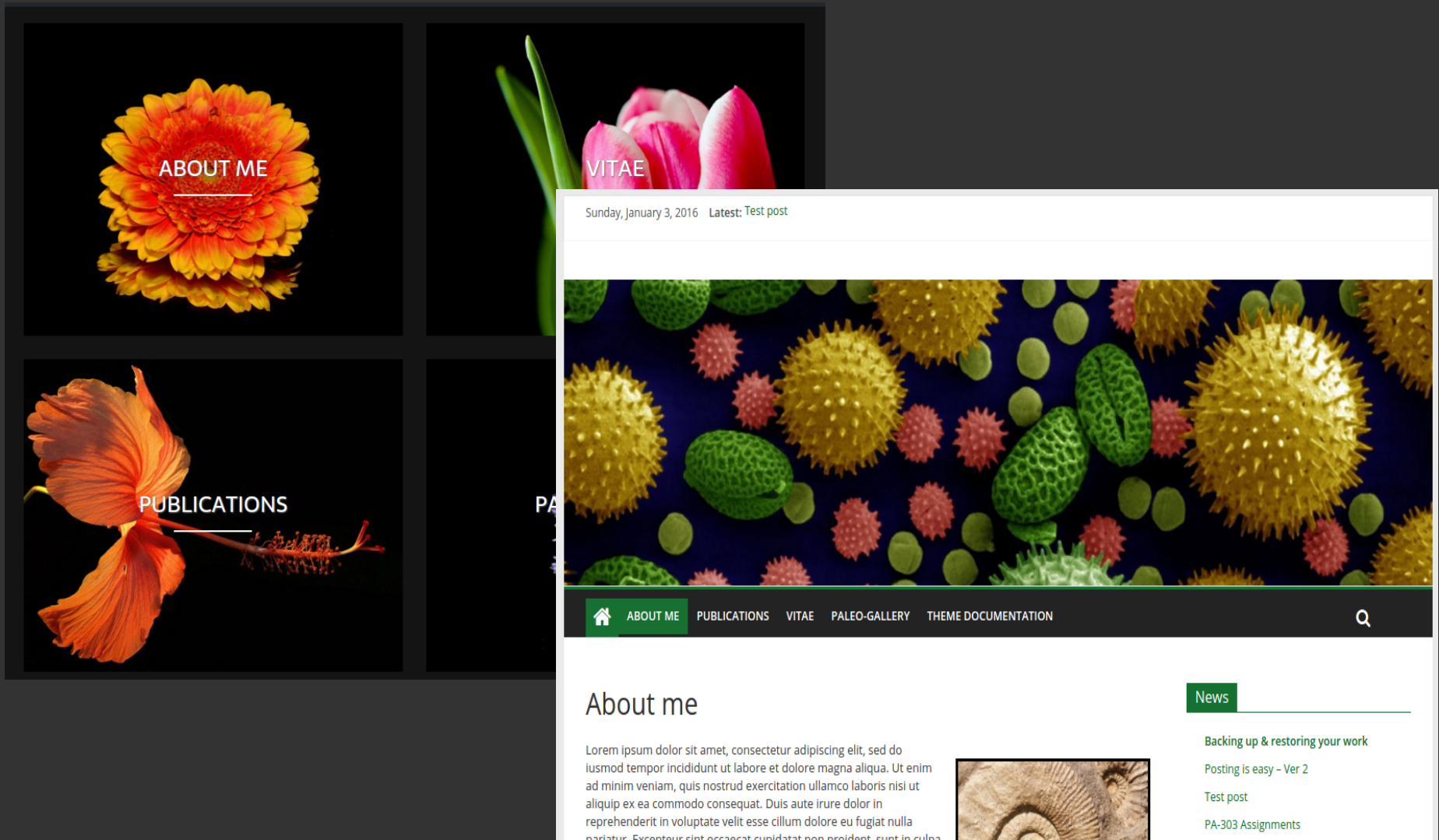
# Themes

**Add-on software developed by third parties which define how a WordPress site will look like in terms of**

- Overall design, layout of components,**
- Colors & fonts**
- Extended functionalities (like image sliders)**

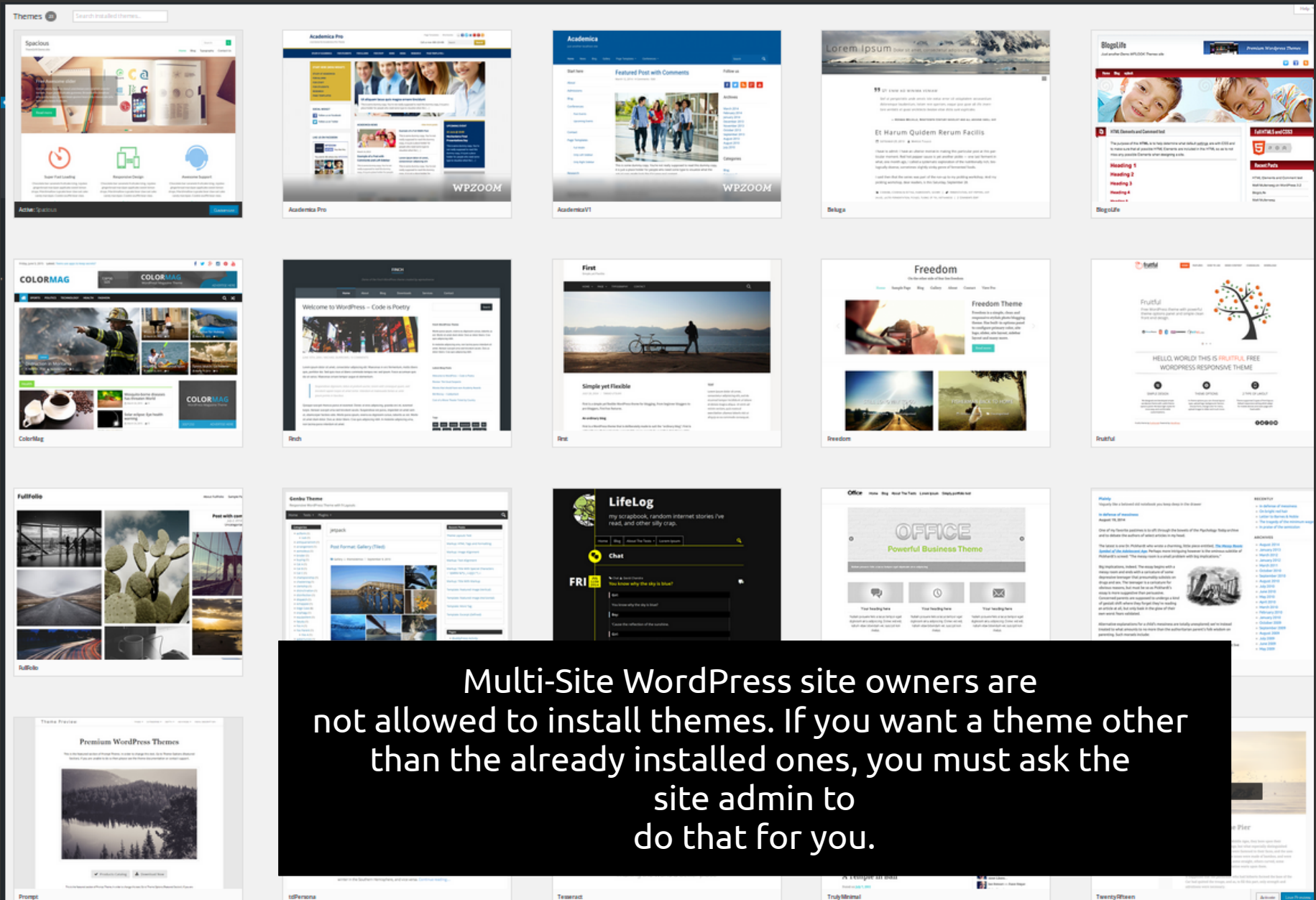
**(Premium Themes usually cost money but come with developer's support)**

# Themes



Two different themes presenting more-or-less the same content

# Samples from staff.bilkent.edu.tr theme collection



## Theme Directory

Commercial Themes Upload Your Theme

2,167

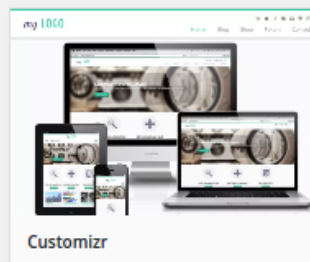
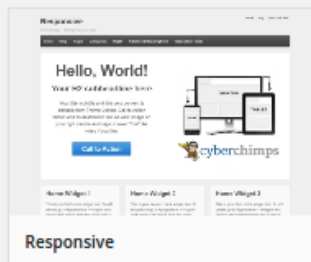
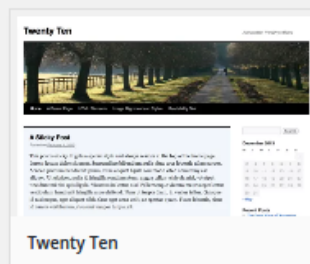
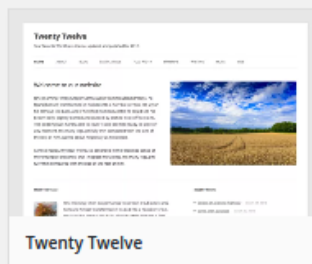
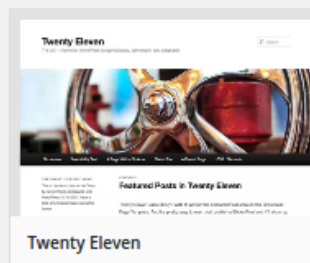
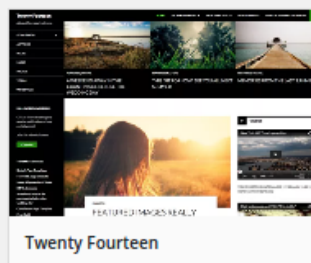
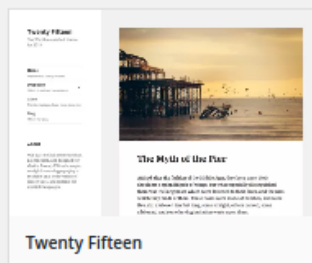
Featured

Popular

Latest

Feature Filter

Search themes...








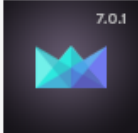









I couldn't find the end of this list of theme thumbnails!

More pop up as one scrolls down.

## Popular WordPress Themes & Templates

### Last Week's Top Selling WordPress Themes & Templates

 Avada   Responsive M... 1700 Sales   \$59	 X   The Theme 858 Sales   \$64	 Enfold - Responsive ... 608 Sales   \$59	 Bridge - Creative Multi... 566 Sales   \$59	 BeTheme - Responsiv... 458 Sales   \$59
 Jupiter - Multi-Purpos... 399 Sales   \$59	 Newspaper 261 Sales   \$59	 Salient - Responsive ... 260 Sales   \$59	 Flatsome   Responsiv... 250 Sales   \$59	 Uncode - Creative Mul... 242 Sales   \$59
 Ronneby - High-Perfor... 217 Sales   \$59	 The7 — Responsive M... 202 Sales   \$59	 Kalium - Creative The... 159 Sales   \$59	 Oshine - Creative Mult... 143 Sales   \$59	 Impreza - Retina Resp... 142 Sales   \$59

There are theme marketers, who promote and sell individual developers' themes.

There are also many software companies which develop and sell their products.

We guarantee that it will be very hard for you to decide and pick a theme.



# Themes : Advice

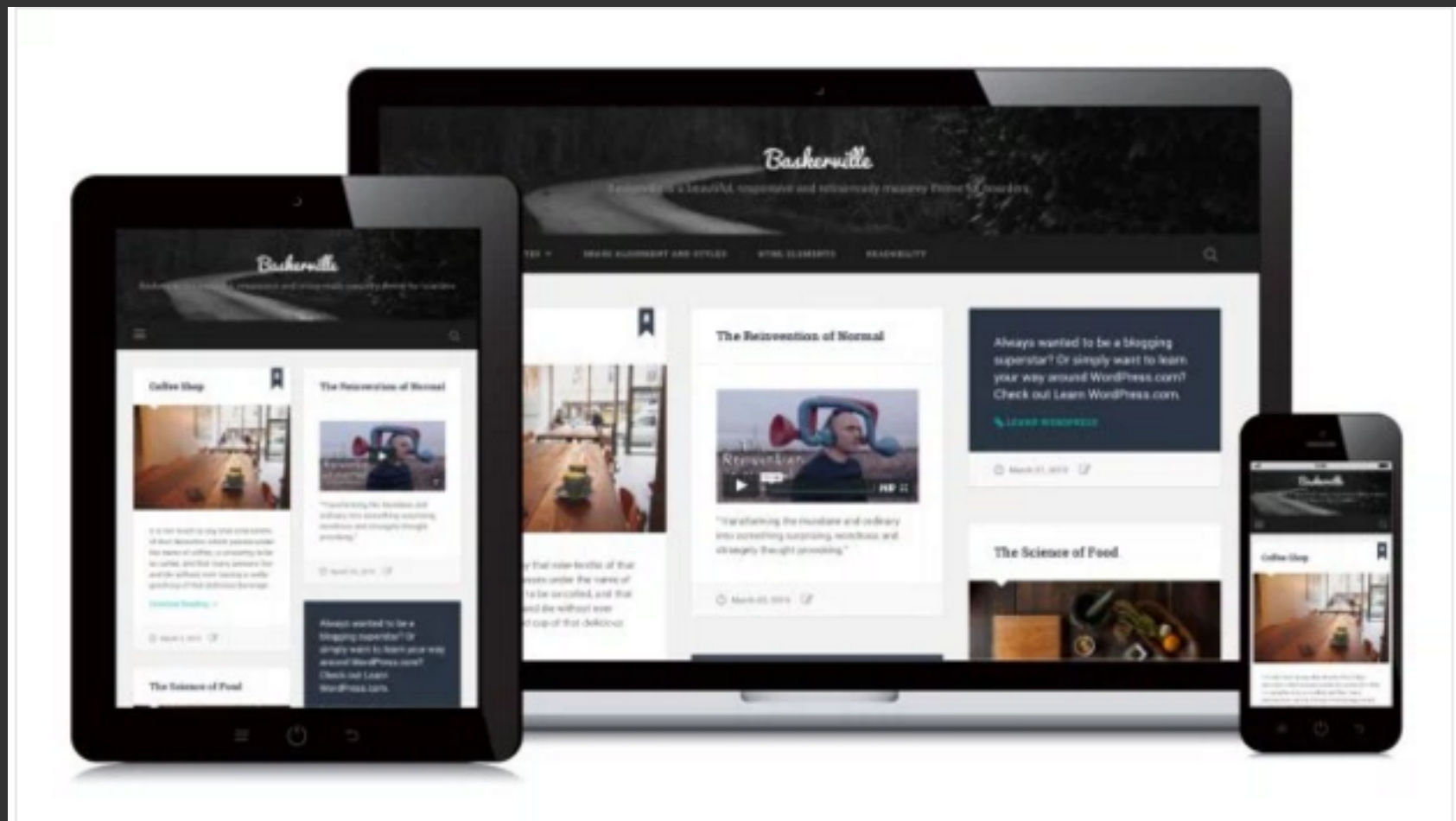
**Once you pick and apply a theme to your site, it will never look like the way they look on the theme's demo site. You'll have to add images and text ( content) and then play with the theme's customizer and settings.**

**Try to pick themes which have documentation.**

**Do not switch themes on a populated production site. You might loose the look & feel of your site and might not revert easily.**

# Responsive Themes

Those themes which automatically adjust the looks of a site depending on the dimensions of the screen ( desktop monitor, tablet or phone) used for viewing the site.



# Posts

- **BLOG entries added to the site every now and then.**
- **Usually presented in chronological order.**
- **Posts are stored in “Archives” and can be presented under “Categories”.**

# Yes! Microsoft uses WordPress too!



Previos  
"POST"

# Categories

**Posts can be placed into author defined categories so that it will be easier for the visitors to find and browse them. A post can be placed in more than one category.**

**For example, if you have the categories :**

- Course Related**
- Research Related**
- What's New?**

**You can place an exam announcement in both “Course Related” and “What's New?” categories so that your student audience can see it more easily.**

# Categories

## Post categories on Bilkent's site

```
graph TD; Root[Post categories on Bilkent's site] --- Activities[Activities]; Root --- Announcements[Announcements]; Root --- News[News];
```

### Activities

BSO: "A New Year New Expectations," Bilkent Concert Hall, 8PM January 16

Semester Break Sports Courses

### Announcements

Google #HashCode Team-based Programming Competition @Bilkent

Senate decisions on various rules and regulations (Academic Calendar, Retake Exams, W grades)

Private: Library Working Hours

Important Internet Security Advice

### News

Bilkent TTO Services Evaluation Survey

Bilkent Faculty Members Receive TÜBA-GEBİP Awards

Distinguished Teachers Honored

# Comments

**Tool that provides a means for visitors to convey a message to the site owner or other visitors.**

**Sorry; this tool is disabled on [staff.bilkent.edu.tr](http://staff.bilkent.edu.tr).**

# Pages

**“Pages” are static web pages. No chronology is involved; they usually appear where the site author wants them to.**

**“Pages” are usually displayed when menu items and links within other documents (including posts) are clicked.**

**A selected “page” can be special though!  
It can be marked as the “Front Page” of the site.  
You can have only one “Front Page”!**



# Pages

## CUA Backup/Restore

Multi-site Wordpress  
Backup/Restore Plugin

Home **Site menu**

Requirements

Download

Installation

**Backing up**

Restoring

Uploading backup sets

Cloning Blogs (Restore-As)

Screencast Tutorials

Anatomy of a backup set

FAQ

Language support

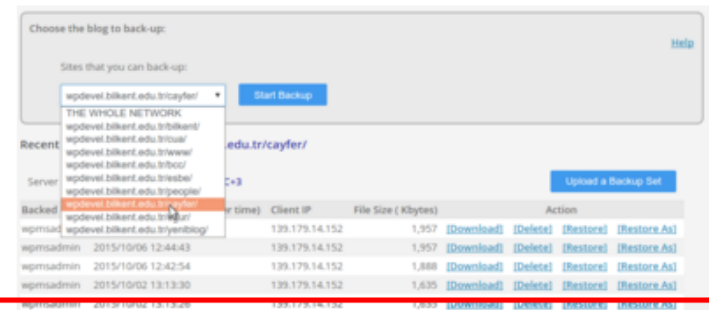
Licensing

## Backing up

(Creating backup sets)

A page containing an image. It could have contained video(s) as well...

Each blog admin will see the list of blogs that he/she has administrative rights on. In order to backup a blog, the the admin must choose a blog from the drop down list titled "Sites that you can back-up". Selecting the blog and clicking "Start Backup" will create a backup set for the blog and add it to the list of Recent Backups. Only blog can be backed up at a time.

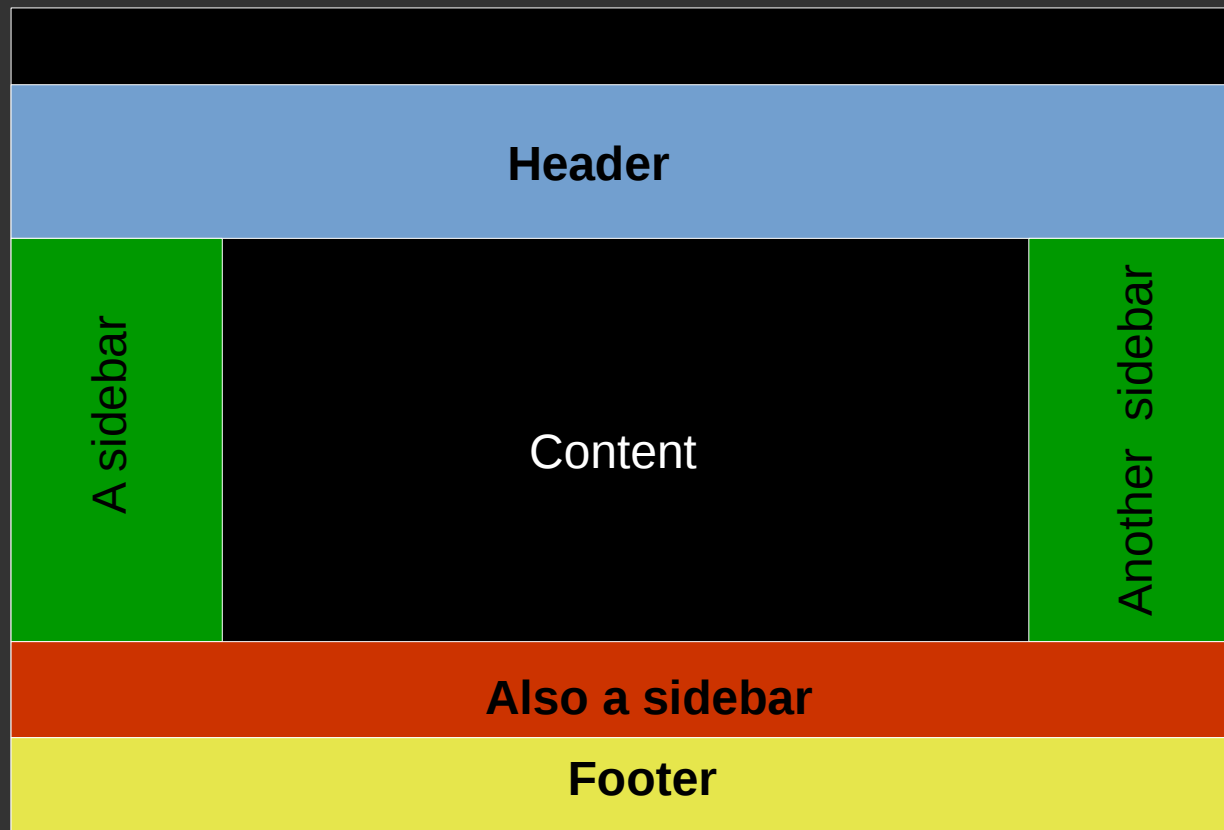


A backup set is in fact a single tar (archive) file which contains the

The "Backing up" page is displayed when the "Backing up" menu item on the "Site Menu" is clicked.

# Sidebars

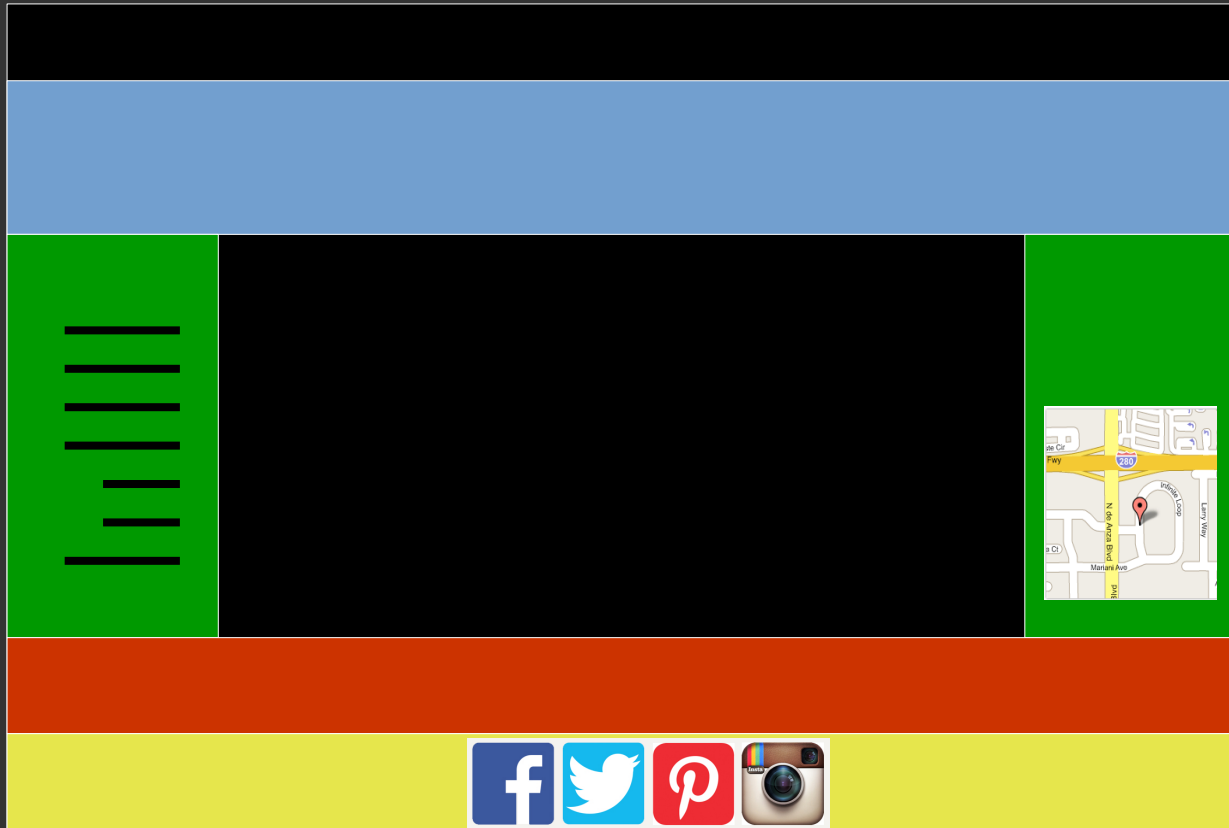
**All WP themes address the screen parts as “sidebar” regions. Sidebars do not necessarily sit on sides.**



**The theme designer decides how the sidebards will be laid out and named.**

# Sidebars

Sidebars usually hold menus and “**widgets**”



# Widgets

**Widgets are small building blocks used to perform specialized functions within sidebars.**

**For example:**

**the search boxes,**

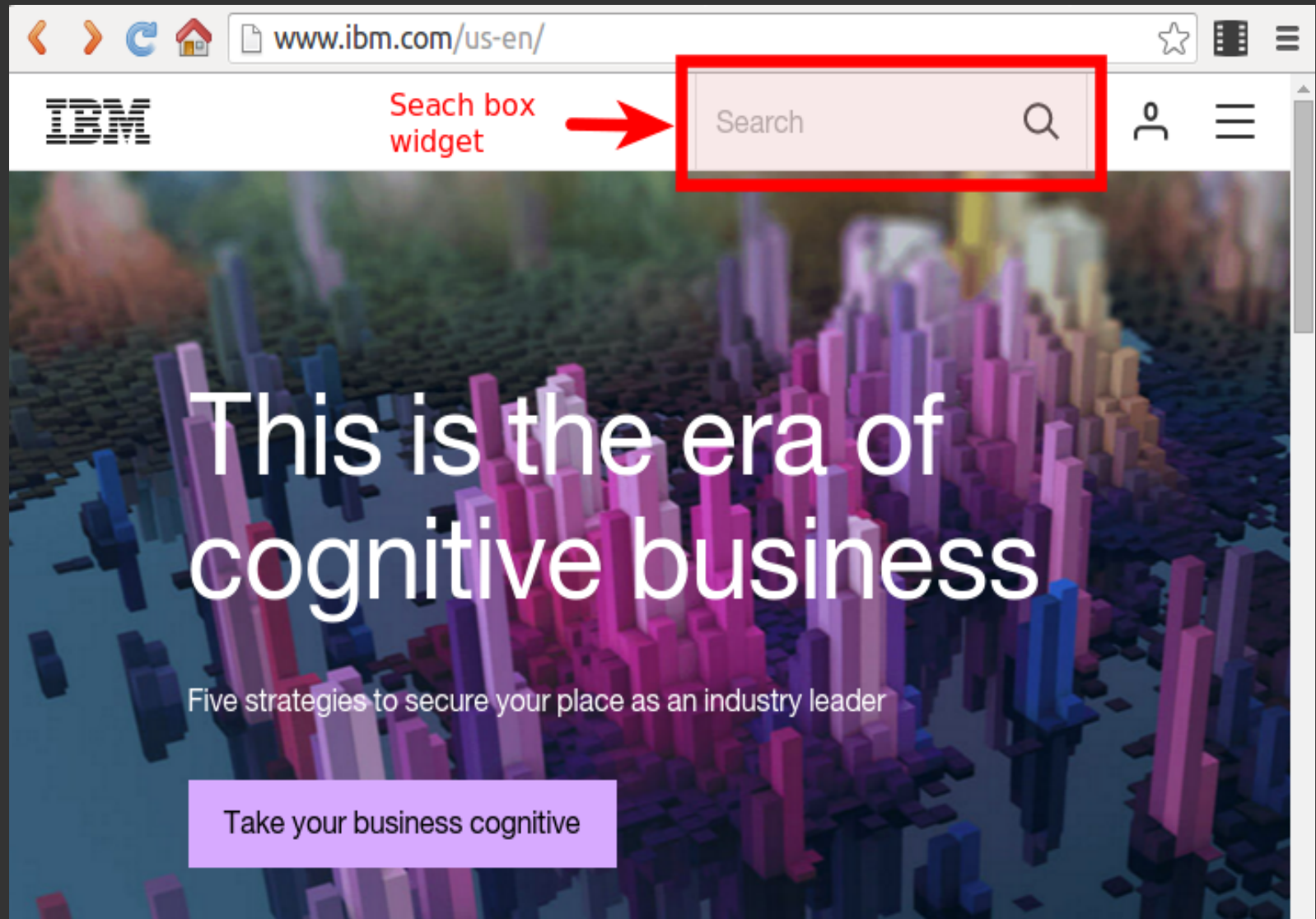
**displaying a list of most recent posts,**

**adding an “I'm here” map using Google Maps.**

**There are thousands of widgets available at [WordPress.org](https://WordPress.org) site.**

# Widgets


Yes! IBM uses  
WordPress too!



# Widgets

## The footer sidebar of Bilkent's web site:

**Yes! Bilkent uses  
WordPress too!**

<p>"Recent Posts" widget for the "Activities" categ.</p>	<p>"Recent Posts" widget for the "Announcements" categ.</p>	<p>"Recent Posts" widget for the "News" categ.</p>	<p>"Single Page" widget to display a page.</p>
<p><b>Activities</b></p> <p>BSO: "A New Year New Expectations," Bilkent Concert Hall, 8PM January 16</p> <p>Semester Break Sports Courses</p>	<p><b>Announcements</b></p> <p>Google #HashCode Team-based Programming Competition @Bilkent</p> <p>Senate decisions on various rules and regulations (Academic Calendar, Retake Exams, W grades)</p> <p>Private: Library Working Hours</p> <p>Important Internet Security Advice</p>	<p><b>News</b></p> <p>Bilkent TTO Services Evaluation Survey</p> <p>Bilkent Faculty Members Receive TÜBA-GEBİP Awards</p> <p>Distinguished Teachers Honored</p>	<p><b>Bilkent At A Glance!</b></p>  <p>Bilkent offers its students a vibrant campus life and the key to future success.</p>

**These widgets are part of the theme. (WPZOOM's Capital)**

# Plugins

the [wpbeginner.com](http://wpbeginner.com) site defines plugins as:

*A plugin is a piece of software containing a group of functions that can be added to a WordPress website. They can extend functionality or add new features to your WordPress websites.*

The plugin “Envira”; for instance; adds the image gallery feature to WordPress.

The “Wordfence” plugin continuously monitors the web site against security breaches, updates, etc.; has no visual components at all.

The difference between a “widget” and a “plugin” is a bit vague; but you'll get to know them better as you use them.

# Media

**All images, video and audio files, PDF documents, presentation files, spread sheets, ZIP files are collectively called “Media” and they should reside in the “Media Library” before you can use them in your site.**

**The file formats that the Media Library allows uploading is quite limited. e.g. You cannot upload a file with “php” extension.**

**There are file size limits for uploads too.**



# Media-Library

My Sites John Doe + New Performance

Dashboard

Posts

Media

Library

Add New

Pages

News Tickers

Contact

TablePress

Appearance

Plugins

Users

Tools

Settings

Envira Gallery

Soliloquy

Advanced iFrame

CUA  
Backup/Restore

MaxButtons

Performance

FileManager

Collapse menu

## Media Library [Add New](#)

Google Maps Widget has extra premium features you can get for **FREE**. This is a limited time offer so act now!

[Activate premium features for FREE](#) [Dismiss notice](#)

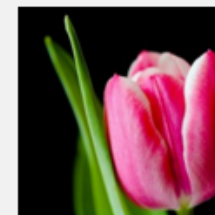
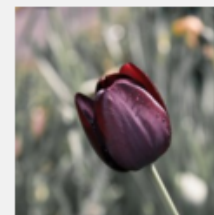
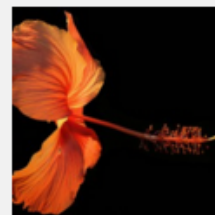
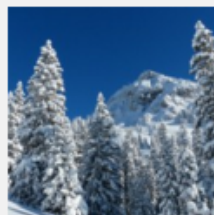
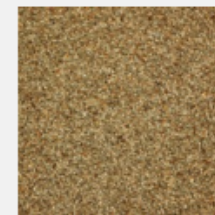
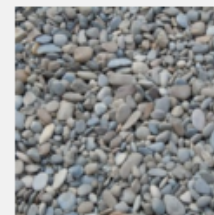
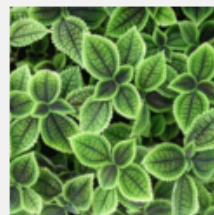
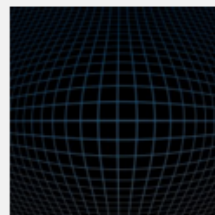
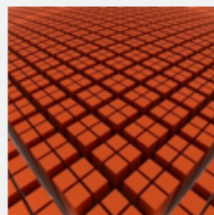
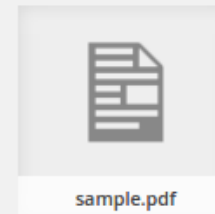
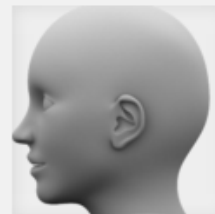
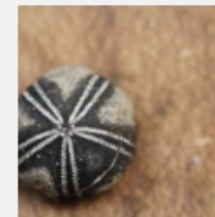
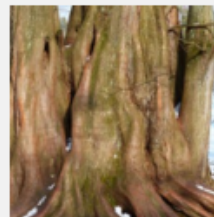
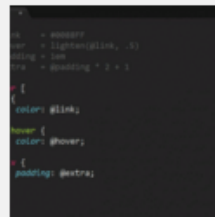
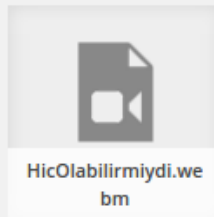


All media items ▼

All dates ▼

Bulk Select

Search



**You can search and download high quality, high resolution and royalty free images at:**

**<http://search.creativecommons.org>**

# Short Codes

**Another term you'll see frequently...**

**Most plugins and widgets insert visual components into pages & posts using shortcodes.**

**With the plugin “Envira”; for instance, you create an image gallery; stack photos in it; set how the images will be displayed, rotated, etc.**

**Then you insert a “short code” like**

```
[envira-gallery slug="paleo-gallery"]
```

**into a post/page so that your gallery is displayed on that post/page; at the position where you insert the short code.**

# Short Codes

Short code inserted into a post named "Paleo Gallery"; so that the gallery appears right under the "home" link

# Slugs

A web address like

**[http://mysite.org/?page\\_id=54554](http://mysite.org/?page_id=54554)**

is not human friendly at all. Using a post's or page's title, WordPress generates much more readable SLUGs and replaces web addresses on links, address bars with these.

With the Slug mechanism; WordPress, instead, uses an address like

**<http://mysite.org/aboutus>**


and allows the author to edit these auto generated slugs.

[Add New](#)Permalink <http://staff.bilkent.edu.tr/ayfer/2015/12/05/class-roster/> EditPermalink <http://staff.bilkent.edu.tr/ayfer/2015/12/05/class-roster/> Edit

[Add Media](#) [Add Slider](#) [Add Gallery](#) [Add Button](#)

[▶ Embed Video](#) [Add Advanced iFrame](#)

## Slug

Visual	Text
	<p>Sales increased steadily from 2010 to 2015, reaching a peak of 10 million dollars in 2015.</p>

File ▾ Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

B I “ ☰ ▼ ≡ ▼ ≡ ≡ 🔗 ✖ 📊 ▼ ✂ ↶ ↷ ✂

Paragraph

Font Family ▼ Font Sizes ▼

Please make sure that your name is on the roster. If you cannot see your name below, email me your student ID and full name.

[table id=1 /]

## Publish

### Preview Changes

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


 Visibility: **Public** [Edit](#)Revisions: 2 [Browse](#)

 Published on: Dec 5, 2015 @ 09:13

Move to Trash

Update

### Format

 Standard

  **Aside**

 Image Video

○ “Quote

 [Link](#)

# The Dashboard

**This is the WordPress page you'll see when you login to your site with site administrator ID.**

**And this is the web page where you will be living for a long while when you are working on your site.**

**You'd better love this page!**

# The Dashboard

The screenshot shows the WordPress Dashboard interface. A red rectangular box highlights the left sidebar, which contains the following menu items: Dashboard, Home, My Sites, Posts, Media, Pages, News Tickers, Contact, TablePress, Appearance, Plugins, Users, Tools, Settings, Envira Gallery, Soliloquy, Advanced iFrame, CUA Backup/Restore, MaxButtons, Performance, and FileManager. A red arrow points from the 'Dashboard' item in the sidebar to the text 'Your home'.

**Dashboard**

Howdy, wpmsadmin

Screen Options Help

Google Maps Widget has extra premium features you can get for **FREE**. This is a limited time offer so act now!

Activate premium features for **FREE** Dismiss notice

Welcome to WordPress!  
We've assembled some links to get you started:

**Get Started**

Customize Your Site

or, change your theme completely

**Next Steps**

- Write your first blog post
- Add an About page
- View your site

**More Actions**

- Manage widgets or menus
- Turn comments on or off
- Learn more about getting started

**Your home**

**Advanced Responsive Video Embedder**

Your Advanced Responsive Video Embedder plugin was updated to version 6.0. Some things changed, please see [migration guide](#) for details.

This is Nico the Author of the Advanced Responsive Video Embedder plugin. When you [buy the Pro Addon](#) of this plugin you will get this:

- ✓ Feel good about yourself because you make me feel good by paying me for the long time work I put into this.
- ✓ 5 Lazyload modes
- ✓ Faster loading of videos
- ✓ Automatic or your own preview images
- ✓ And more

You can also [donate](#) or help [translate](#) if you like. Thanks so much!

If you do not want to buy the Pro Addon (because you are used to lazyload or

**Quick Draft**

Title

What's on your mind?

Save Draft

**WordPress News**

[WordPress 4.4 "Clifford"](#) December 8, 2015

Version 4.4 of WordPress, named "Clifford" in honor of jazz trumpeter Clifford Brown, is available for download or update in your WordPress dashboard. New



**Now, let's get  
our hands  
dirty...**

**We shall now create our personal WP site;**

**then we shall review the offered pre-built sample sites with different themes and pick one;**

**then we shall import the sample data of that theme onto our freshly created site;**

**and finally fix some “look & feel” problems.**

# Visit

## <http://staff.bilkent.edu.tr>

# to create your first WP site



## Bilkent Staff WP Sites

[Home](#) [Create a new site \(Login required\)](#) [Sample Data](#) [Tutorials](#) [Limitations](#) [Contact](#) [Logout](#)



This service provides a multi-site WordPress server to Bilkent staff who want to maintain their personal web sites or blogs using the world's most popular blogging tool; i.e. **WordPress**.

As of December 2015, **25 percent** of ALL websites on the web are driven by WordPress.

The server is maintained by BCC, therefore the users of this service need not worry about upgrades; security; etc.

One needs a valid Bilkent BAIS/AIRS account to create and start editing their own web sites on this server.

Tutorials specific to this service can be viewed using the "Tutorials" link on the right-hand side menu .

Please click the "Continue" button below to create (or delete) your own WordPress site:

[Click here to continue](#)

[Home](#)

[Create a new site \(Login required\)](#)

[Sample Data](#)

[Tutorials](#)

[Limitations](#)

[Contact](#)

[Logout](#)

# Pick a name for your site



## Bilkent Staff WP Sites

[Home](#)[Create a new site \(Login required\)](#)[Sample Data](#)[Tutorials](#)[Limitations](#)[Contact](#)[Logout](#)

Create a new site (Login required)

### Creating a personal WordPress site on Bilkent

Welcome Can Uğur Ayfer,

We shall now create a NEW personal WordPress site for

Please pick an address suffix for your **new site**: (max 3 person) ⓘ

<http://staff.bilkent.edu.tr/>

[Click to proceed](#)

The service will offer you a list of possible auto-generated names from your name & surname.

Just pick one and proceed.

[Sample Data](#)[Tutorials](#)[Limitations](#)[Contact](#)[Logout](#)

# Pick your administrator password



## Bilkent Staff WP Sites

[Home](#)

[Create a new site \(Login required\)](#)

[Contact](#)

[Logout](#)

Create a new site (Login required)

Pick an administrator password  
for your site.

It has to be a strong password!

Name

Can Uğur Ay

Admin's e-mail addr

(this email address will be used  
in case a password recovery is needed)

cayfer@bilkent.edu.tr

Your WP site's address

http://staff.bilkent.edu.tr/ayfer

Pick a new admin password

..... (min. 8 chars)

fail

Verify admin password

.....

[Click to proceed](#)

[Create a new site \(Login required\)](#)

[Sample Data](#)

[Tutorials](#)

[Limitations](#)

[Contact](#)

[Logout](#)

# Make a note of your administrator credentials and the address for the administrator's page.

Your new Bilkent WordPress web site ayfer has been created successfully.

Please make a note of the following:

- the address of your site is:  
<http://staff.bilkent.edu.tr/ayfer>
- the address for the administrative page for this site is:  
<http://staff.bilkent.edu.tr/ayfer/wp-admin>
- the admin user's ID is **cayfer@bilkent.edu.tr**
- the password for the admin user is the password you just picked on the previous step.

An e-mail containing the above information has been sent to [cayfer@bilkent.edu.tr](mailto:cayfer@bilkent.edu.tr).

Please click <http://staff.bilkent.edu.tr/ayfer/wp-admin> to start managing your new site.

## Now what?

If you are new to WordPress we strongly recommend you visit the menu link '**Tutorials**' and familiarize with WordPress site creation and management.

[Home](#)

[Create a new site \(Login required\)](#)

[Sample Data](#)

[Tutorials](#)

[Limitations](#)

[Contact](#)

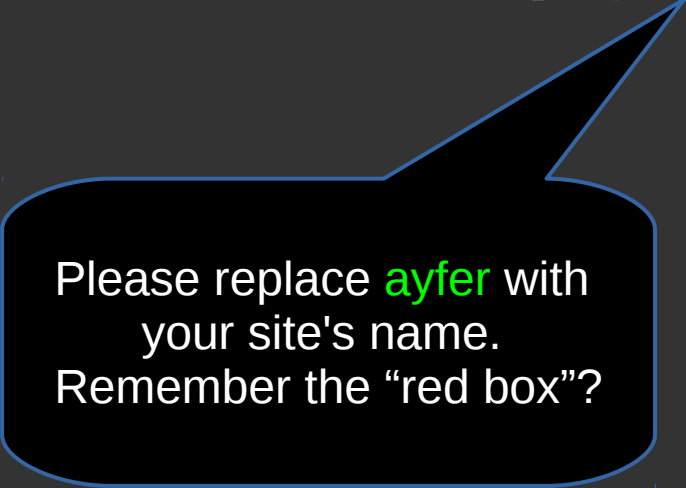
[Logout](#)

The information in this red box is important. Please save the e-mail that you shall receive containing this same info.

**Lets check what the new site looks like:**

**visit**

**<http://staff.bilkent.edu.tr/ayfer>**



Please replace **ayfer** with  
your site's name.  
Remember the “red box”?

`http://staff.bilkent.edu.tr/ayfer`

**ayfer**

Just another Bilkent Staff WP Sites Sites site

# Hello world!

Welcome to [Bilkent Staff WP Sites Sites](#). This is your first post.  
Edit or delete it, then start blogging!

---



---

## RECENT POSTS

- [Hello world!](#)

---

## ARCHIVES

- [January 2016](#)



`http://staff.bilkent.edu.tr/ayfer`

**ayfer**

Just another Bilkent Staff WP Sites Sites site

# Hello world!

Welcome to [Bilkent Staff WP Sites Sites](#). This is your first post.

Edit or delete it, then start blogging!

---



---

## RECENT POSTS

- [Hello world!](#)

---

## ARCHIVES

- [January 2016](#)

**Yikes! It doesn't even look like a web site!**

<http://staff.bilkent.edu.tr/ayfer>

**That's because you do not have any posts or pages or menus yet. You do not have any visuals in your media library and you haven't placed them into pages or posts.**

**Putting it simply:**

**You do not have any content!  
Yet...**

<http://staff.bilkent.edu.tr/ayfer>

**My personal experience says:**

**Learning WordPress and building a WP site is much easier when you start with modifying an existing site rather than building a site from scratch.**

`http://staff.bilkent.edu.tr/ayfer`

**Therefore we have developed a tool and documentation for populating a fresh and empty WordPress site with some sample content.**

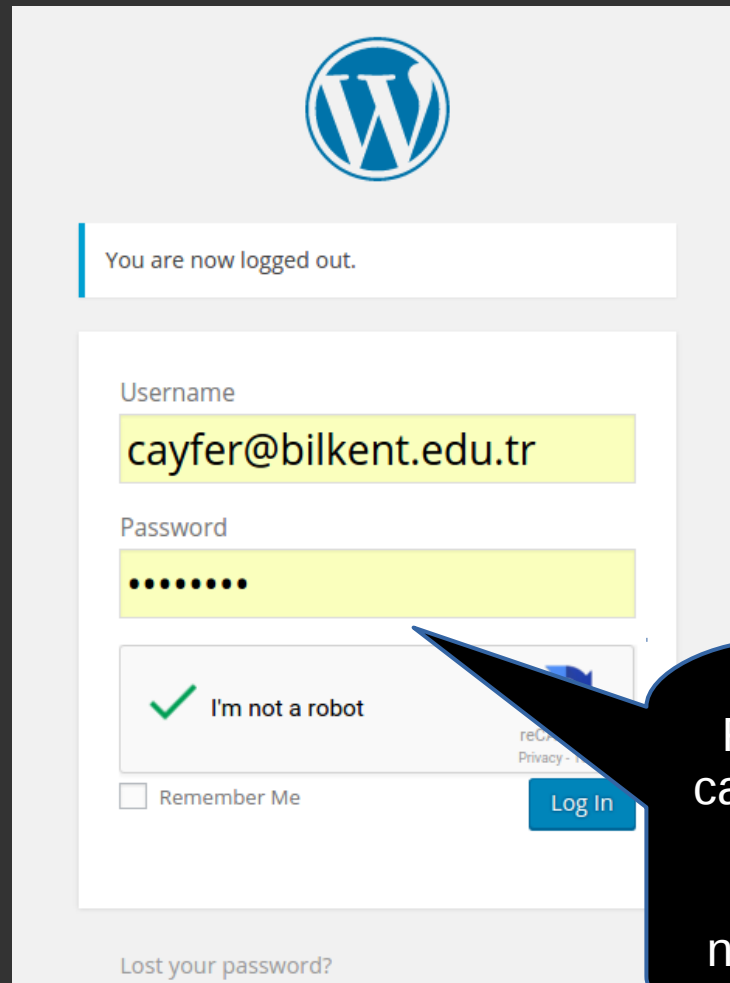
**Which is slightly better than WordPress' default export-import tool; but is still far from being perfect.**

**Nevertheless; back to**

**`http://staff.bilkent.edu.tr/ayfer/wp-admin`**

## Login to administration panel (Dashboard)

`http://staff.bilkent.edu.tr/ayfer/wp-admin`



A screenshot of the WordPress login form. At the top is the WordPress logo. Below it is a message: "You are now logged out." The login form itself has two main input fields: "Username" and "Password". The "Username" field contains the text "cayfer@bilkent.edu.tr". The "Password" field is filled with dots. Below these fields is a checkbox labeled "Remember Me" and a "Log In" button. To the left of the "Log In" button is a reCAPTCHA widget showing a green checkmark and the text "I'm not a robot". At the bottom of the form is a link that says "Lost your password?".

Does Google have to know all that's happening on the Net?

Probably "Yes"!

Fill in the login form replacing cayfer@... with your own userID;

convince Google that you're not a robot trying to crack sites.

staff.bilkent.edu.tr/ayfer/wp-admin/

My Sites ayfer + New Performance

Howdy, cayfer@bilkent.edu.tr

Screen Options Help

## Dashboard

Google Maps Widget has extra premium features you can get for **FREE**. This is a limited time offer so act now!

[Activate premium features for FREE](#) [Dismiss notice](#)

### Welcome to WordPress!

We've assembled some links to get you started:

#### Get Started

[Customize Your Site](#)

or, change your theme completely

#### Next Steps

- [Write your first blog post](#)
- [Add an About page](#)
- [View your site](#)

#### More Actions

- [Manage widgets or menus](#)
- [Turn comments on or off](#)
- [Learn more about getting started](#)

#### Advanced Responsive Video Embedder

#### Quick Draft

Title

What's on your mind?

[Save Draft](#)

#### At a Glance

[1 Post](#) [1 Page](#)

WordPress 4.4 running [Twenty Sixteen](#) theme.

**Click "CUA Backup Restore"**

[CUA Backup/Restore](#)

https://staff.bilkent.edu.tr/ayfer/

You will see a list of pre-installed; pre-populated sample sites for a bunch of themes

CUA Backup/Restore - Ver 1.0

CUA Backup/Restore Plugin Settings [\[ Show/Hide Settings Panel \]](#)

Choose the blog to work on:

Sites that you can back-up:

Server time now: 2016/01/14 18:35:24 UTC+0

Recent backups for [staff.bilkent.edu.tr/ayfer/](#)

There are some sample site file(s): Use with caution! Backup your destination first!

Sample data set	Creation Date (Server time)	File Size ( Kbytes)	Action
<a href="#">twentysixteen</a>	2016/01/03 20:48:35	17,440	<a href="#">[Import Contents To]</a> <a href="#">[View]</a>
<a href="#">freedom</a>	2016/01/03 20:44:50	32,890	<a href="#">[Import Contents To]</a> <a href="#">[View]</a>
<a href="#">colormag</a>	2016/01/03 20:43:44	17,760	<a href="#">[Import Contents To]</a> <a href="#">[View]</a>
<a href="#">spacious</a>	2016/01/03 20:41:08	15,820	<a href="#">[Import Contents To]</a> <a href="#">[View]</a>

No previous backups found.

This is where pre-built sites with four different themes and populated with sample data are listed.



You can click **“View”** link of each pre-built site to see what it looks like and then click **“Import Contents To”** link for the one you like most.

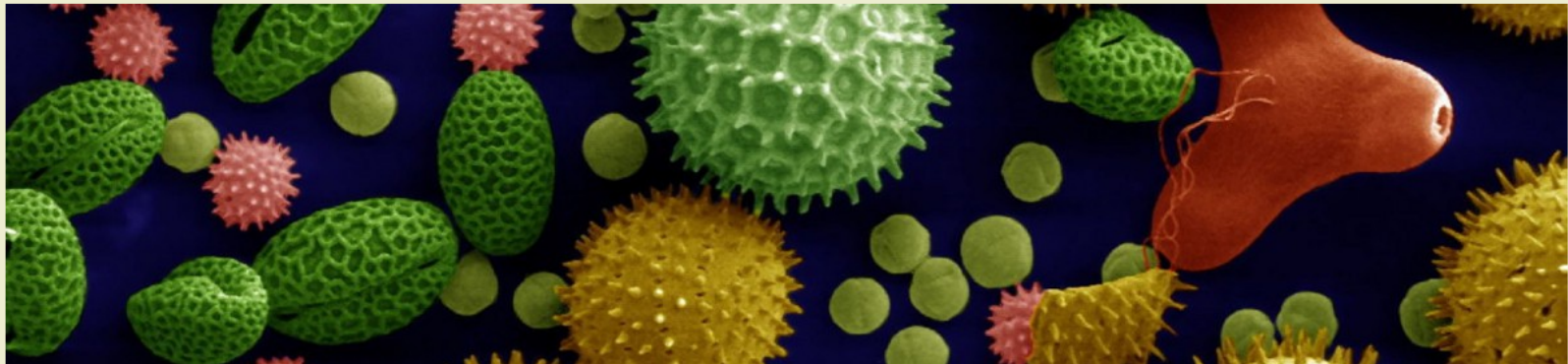
Sample data set	Creation Date (Server time)	File Size ( Kbytes)	Action	
<a href="#">twentysixteen</a>	2016/01/03 20:48:35	17,440	<a href="#">[Import Contents To]</a>	<a href="#">[View]</a>
<a href="#">freedom</a>	2016/01/03 20:44:50	32,890	<a href="#">[Import Contents To]</a>	<a href="#">[View]</a>
<a href="#">colormag</a>	2016/01/03 20:43:44	17,760	<a href="#">[Import Contents To]</a>	<a href="#">[View]</a>
<a href="#">spacious</a>	2016/01/03 20:41:08	15,820	<a href="#">[Import Contents To]</a>	<a href="#">[View]</a>

This is where pre-built sites with four different themes and populated with sample data are listed.

As an example; assume that you've viewed the **twentysixteen** theme and loved it!

## Sample-Template Site

[About me](#) [Publications](#) [Vitae](#) [Paleo-Gallery](#)



## About me

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do iusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. [SamplePDF](#)

PDF

Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae



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### NEWS

- [Backing up & restoring your work](#)
- [Posting is easy – Ver 2](#)
- [Test post](#)
- [PA-303 Assignments](#)
- [PA-101 Midterm on 6th Nov](#)

---

### TOPICS

- [Misc.](#)
- [PA-101](#)
- [PA-303](#)



1. Click “**Import Contents To**” link for “**twentysixteen**”
2. Choose “**/your-site-name**” as the ONTO blog;
3. and click “**Start Restore**”

Users

Tools

Settings

Envira Gallery

Soliloquy

Advanced IFrame

CUA Backup/Restore

Recent backups for [staff.bilkent.edu.tr/ayfer/](#)

There are some sample site file(s): **Use with caution! Backup your destination site first!**

Sample data set	Creation Date (Server time)	File Size ( Kbytes)	Action
<a href="#">twentysixteen</a>	2016/01/03 20:48:35	17,440	<b>[Import Contents To]</b> <a href="#">[View]</a>
<a href="#">freedom</a>	2016/01/03 20:44:50	32,890	<b>[Import Contents To]</b> <a href="#">[View]</a>
<a href="#">colormag</a>	2016/01/03 20:43:44	17,760	<b>[Import Contents To]</b> <a href="#">[View]</a>
<a href="#">spacious</a>	2016/01/03 20:41:08	15,820	<b>[Import Contents To]</b> <a href="#">[View]</a>

No previous backups found.

Restoring blogs onto other blogs; Restore-As.

Restore blog  
[staff.bilkent.edu.tr/template/](#)

Start Restore

ONTTO blog  
[/ayfer : ayfer](#)  
[Can't see your destination blog in the above list?](#)  
[Help](#)

Recent backups for [staff.bilkent.edu.tr/ayfer/](#)

There are some sample site file(s): **Use with caution! Backup your destination**

Sample data set	Creation Date (Server time)	File Size ( Kbytes)	Action
<a href="#">twentysixteen</a>	2016/01/03 20:48:35		
<a href="#">freedom</a>	2016/01/03 20:44:50	32,890	<b>[Import Contents To]</b> <a href="#">[View]</a>

As the destination, you should choose your own site's name instead of “ayfer”



## Done!

Your blog has been restored.

OK

Are you sure that you want to Restore-As blog

staff.bilkent.edu.tr/template/ ONTO blog /ayfer : ayfer?

The backup was made 11 hour(s) 11 minute(s) 48 second(s) ago;  
on 2016/01/03 20:48:35 (server time)

Please note that this process is **irrevocable**. You might want to make a last  
minute backup before proceeding.

NO! That was a mistake!

Yes! Go Restore-As!

# Then visit your site again

WordPress dashboard interface showing the Backup/Restore plugin. The top navigation bar includes links for My Sites, Sample-Template Site, New, and Performance. The left sidebar lists various WordPress features, with CUA Backup/Restore highlighted. The main content area displays the Backup/Restore interface, including a dropdown menu for selecting the site to back up (staff.bilkent.edu.tr/ayfer/) and a Start Backup button. Below this, it shows recent backups for the selected site, listing sample data sets and their creation dates.

Choose the blog to work on:

Sites that you can back-up:

staff.bilkent.edu.tr/ayfer/ Start Backup

Server time now: 2016/01/04 08:39:08 UTC+0

Recent backups for staff.bilkent.edu.tr/ayfer/

There are some sample site file(s): Use with caution! Backup your destination

Sample data set	Creation Date (Server time)
twentysixteen	2016/01/03 20:48:35
freedom	2016/01/03 20:44:50
colormag	2016/01/03 20:43:44
spacious	2016/01/03 20:41:08

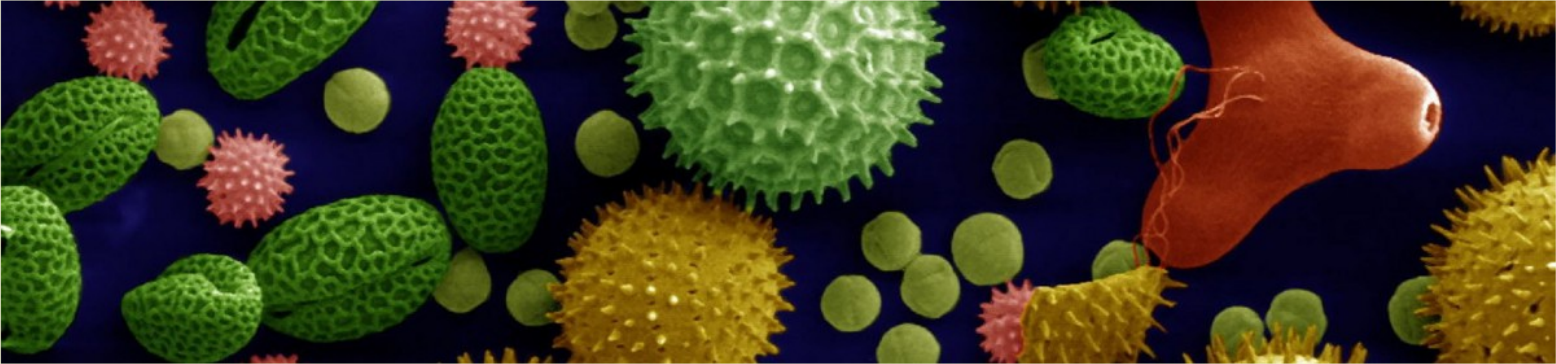
No previous backups found.

# Oops!

## You were expecting something like this:


### Sample-Template Site

About mePublicationsVitaePaleo-Gallery



### About me

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do iusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. [SamplePDF](#)



#### NEWS

- Backing up & restoring your work
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- Test post
- PA-303 Assignments
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#### TOPICS



# ...but you got this instead!

## Sample-Template Site

No menu here!

### About me

No header image here!

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do iusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. [SamplePDF](#)

PDF

Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis



### NEWS

- [Backing up & restoring your work](#)
- [Posting is easy – Ver 2](#)
- [Test post](#)
- [PA-303 Assignments](#)
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### TOPICS

- [Misc.](#)
- [PA-101](#)
- [PA-303](#)

Search ...



## That's because we lost some theme and plugin settings during the import process and those need a little tweaking.

## Now the “Fixing look & feel” steps...

**The next 22 or so slides are a sort of user manual/tutorial which are only be useful when you decide to import a pre-built WordPress site and modify it so that it eventually becomes your own site.**

**During this seminar; I'll go over them very promptly.**

**If you are not interested in the details of importing and fixing a pre-built site; you can jump to the slide titled “Advice”.**

**You can always come back to this section of the seminar presentation and review these steps through**

**<http://staff.bilkent.edu.tr/tuts>**



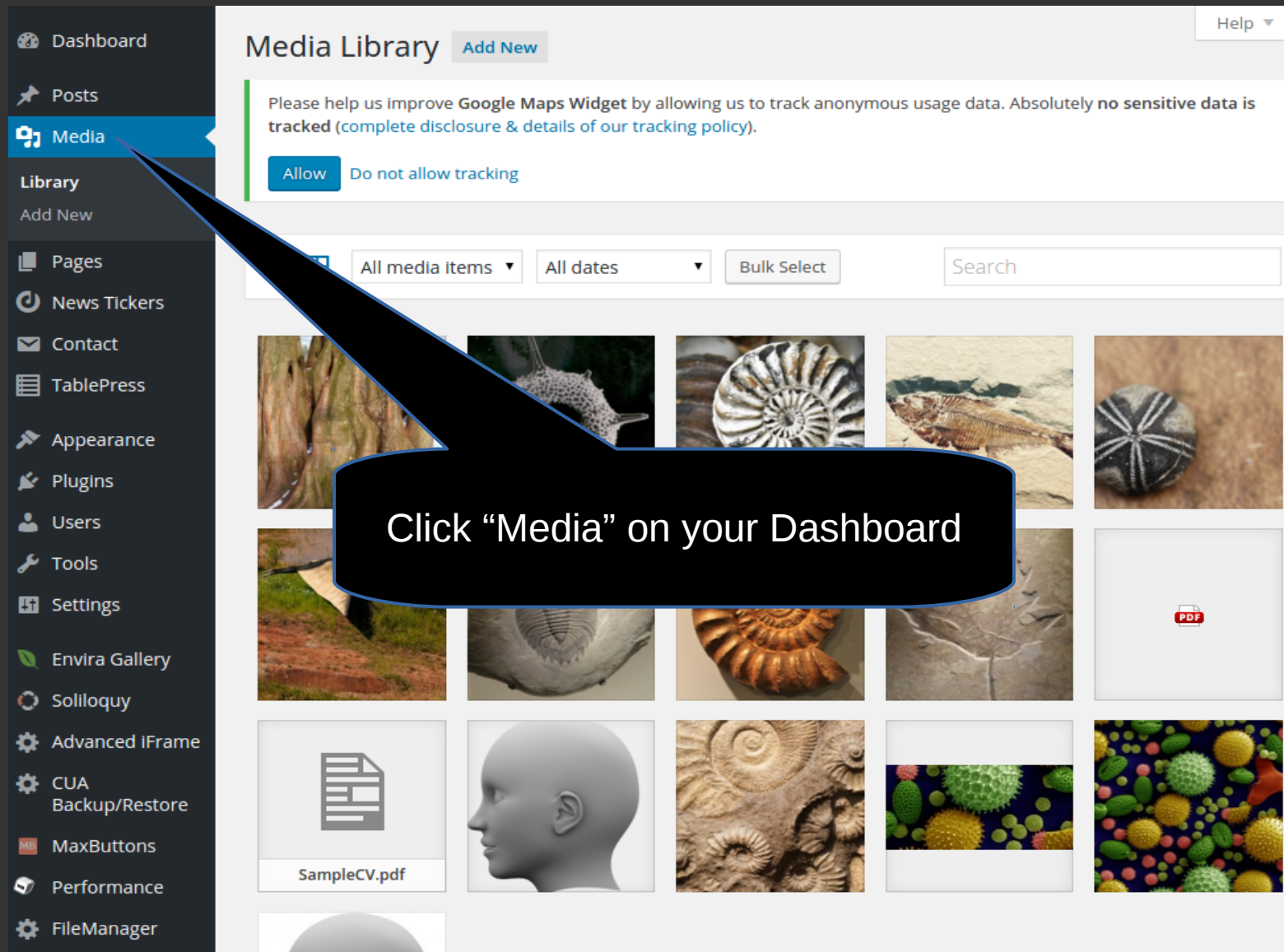
**Let's check a few things before starting the tweaks...**

**Using the Dashboard:**

- **Display the Media Library and make sure that imported palenthological images are there**
- **List all posts (*Dashboard - Posts - All posts*) and make sure that there 6-7 posts**
- **List all pages and make sure that pages titled “Vitae”, “Publications”, etc. are there**

**If all the above checks are OK, then the import is successful and your site is populated with sample content.**

# Checking the media library:



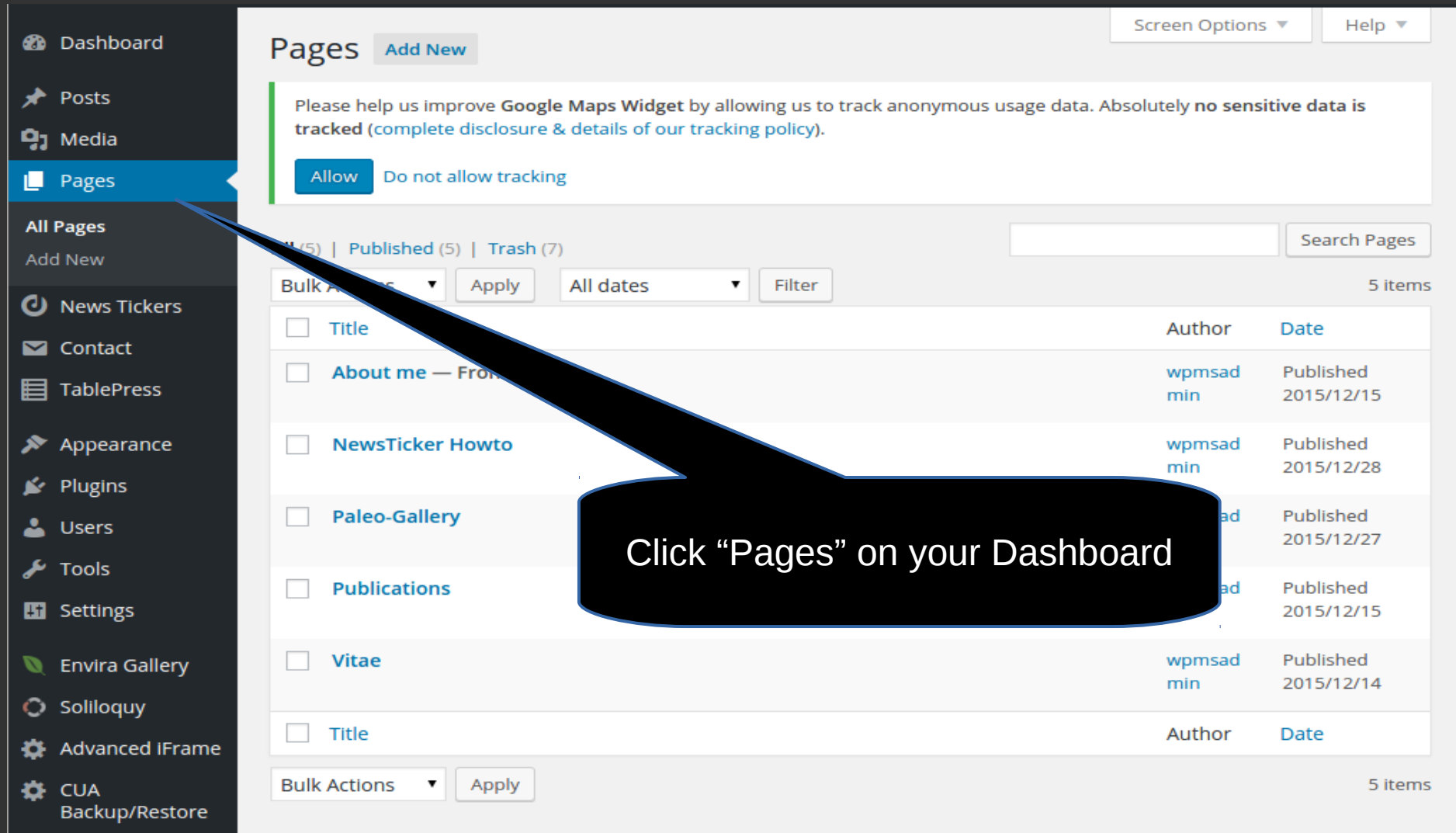
The screenshot shows a WordPress dashboard with a dark sidebar on the left. The sidebar contains a list of menu items: Dashboard, Posts, Media, Library, Add New, Pages, News Tickers, Contact, TablePress, Appearance, Plugins, Users, Tools, Settings, Envira Gallery, Soliloquy, Advanced iFrame, CUA Backup/Restore, MaxButtons, Performance, and FileManager. The 'Media' menu item is highlighted with a blue bar. A large black callout bubble with a blue border points from the 'Media' menu item to the main content area. Inside the bubble, the text reads: "Click 'Media' on your Dashboard".

The main content area is titled "Media Library" and includes an "Add New" button. Below the title, there is a message from Google Maps Widget asking for permission to track anonymous usage data. The message includes two buttons: "Allow" and "Do not allow tracking".

Below the message, there is a search bar and a grid of media items. The grid displays various images, including fossils, a 3D model of a human head, and a PDF document labeled "SampleCV.pdf".

**Media library looks OK! Paleontological images are there!**

# Checking the “Pages”



The screenshot shows the WordPress dashboard with the 'Pages' menu item highlighted in the sidebar. A callout box points to this menu item with the text "Click “Pages” on your Dashboard". The main content area shows the 'Pages' section with a list of pre-built pages.

**Pages** [Add New](#)

Please help us improve **Google Maps Widget** by allowing us to track anonymous usage data. Absolutely **no sensitive data** is tracked (complete disclosure & details of our tracking policy).

[Allow](#) [Do not allow tracking](#)

1 (5) | [Published \(5\)](#) | [Trash \(7\)](#)

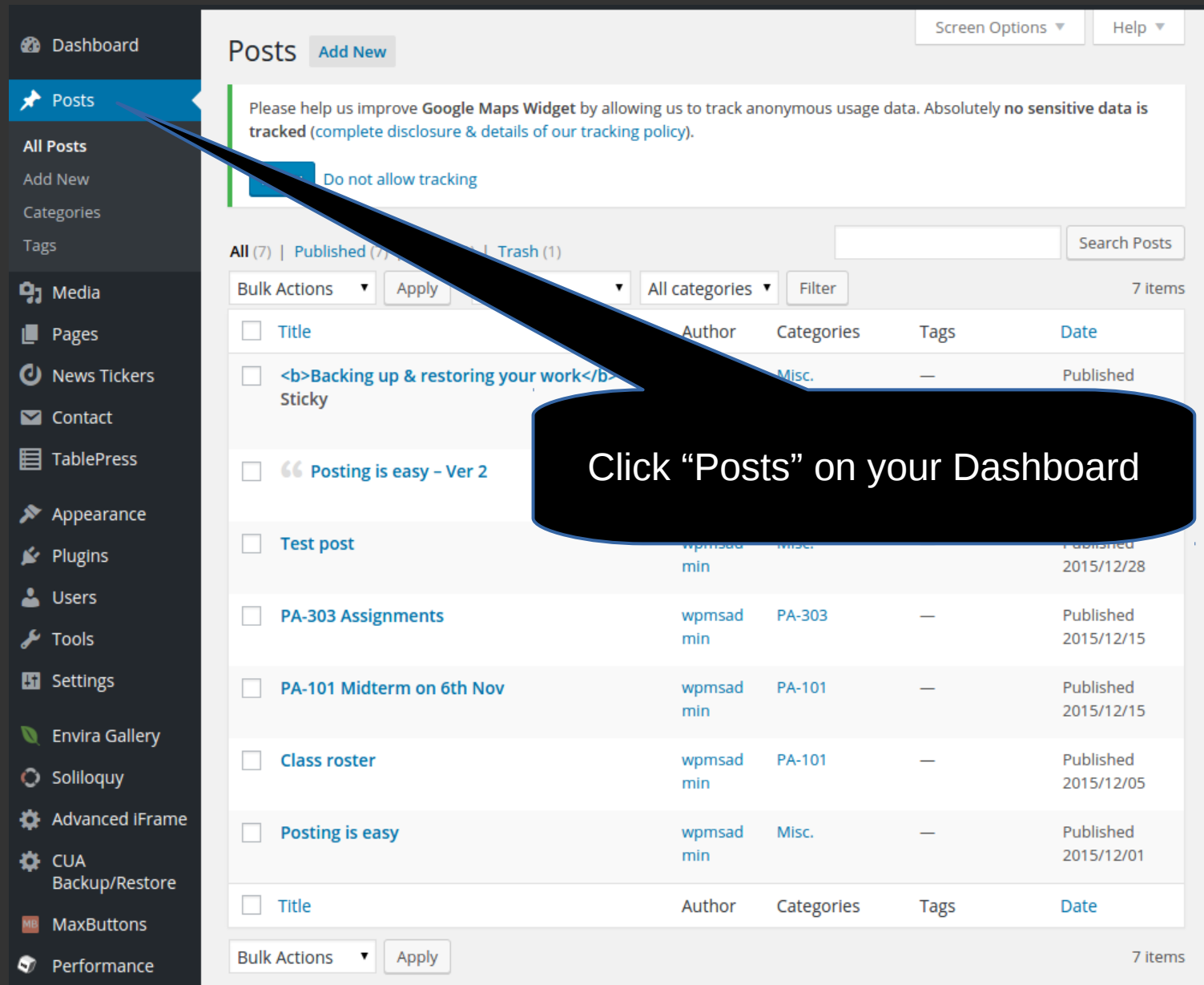
[Bulk Actions](#) [Apply](#) [All dates](#) [Filter](#) [Search Pages](#) 5 items

<input type="checkbox"/>	Title	Author	Date
<input type="checkbox"/>	<a href="#">About me — From</a>	wpmsad min	Published 2015/12/15
<input type="checkbox"/>	<a href="#">NewsTicker Howto</a>	wpmsad min	Published 2015/12/28
<input type="checkbox"/>	<a href="#">Paleo-Gallery</a>	wpmsad min	Published 2015/12/27
<input type="checkbox"/>	<a href="#">Publications</a>	wpmsad min	Published 2015/12/15
<input type="checkbox"/>	<a href="#">Vitae</a>	wpmsad min	Published 2015/12/14
<input type="checkbox"/>	<a href="#">Title</a>	Author	Date

[Bulk Actions](#) [Apply](#) 5 items

**Pages look OK! Pre-built five pages are there!**

# Checking the “Posts”



The screenshot shows the WordPress dashboard with the 'Posts' menu item highlighted in the sidebar. A callout box points to this menu item with the text: "Click 'Posts' on your Dashboard".

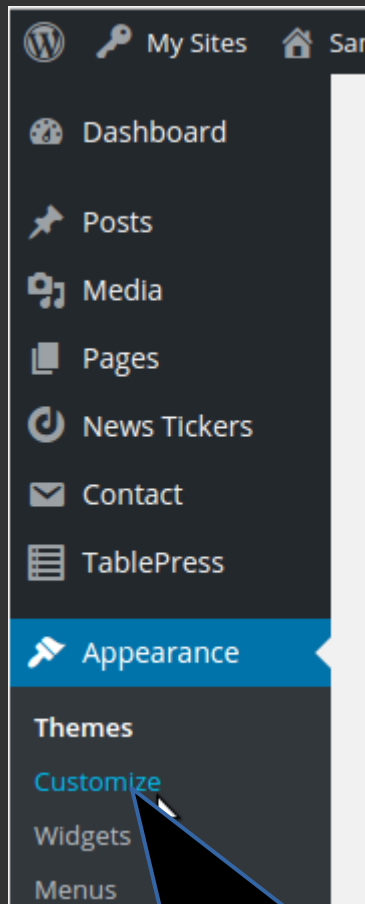
The main content area shows the 'Posts' section with a table of posts. The table has columns for Title, Author, Categories, Tags, and Date. There are 7 items listed.

<input type="checkbox"/>	Title	Author	Categories	Tags	Date
<input type="checkbox"/>	<b>Backing up & restoring your work</b> Sticky	Misc.	—	Published	
<input type="checkbox"/>	“ Posting is easy – Ver 2				
<input type="checkbox"/>	Test post	wpmsad min	Misc.	Published	2015/12/28
<input type="checkbox"/>	PA-303 Assignments	wpmsad min	PA-303	—	Published 2015/12/15
<input type="checkbox"/>	PA-101 Midterm on 6th Nov	wpmsad min	PA-101	—	Published 2015/12/15
<input type="checkbox"/>	Class roster	wpmsad min	PA-101	—	Published 2015/12/05
<input type="checkbox"/>	Posting is easy	wpmsad min	Misc.	—	Published 2015/12/01
<input type="checkbox"/>	Title	Author	Categories	Tags	Date

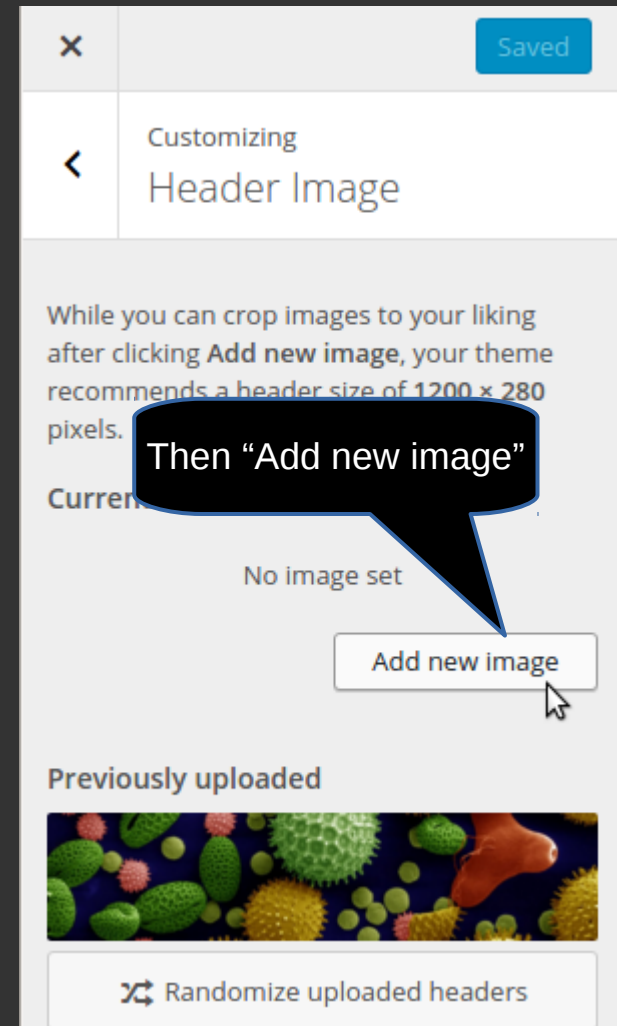
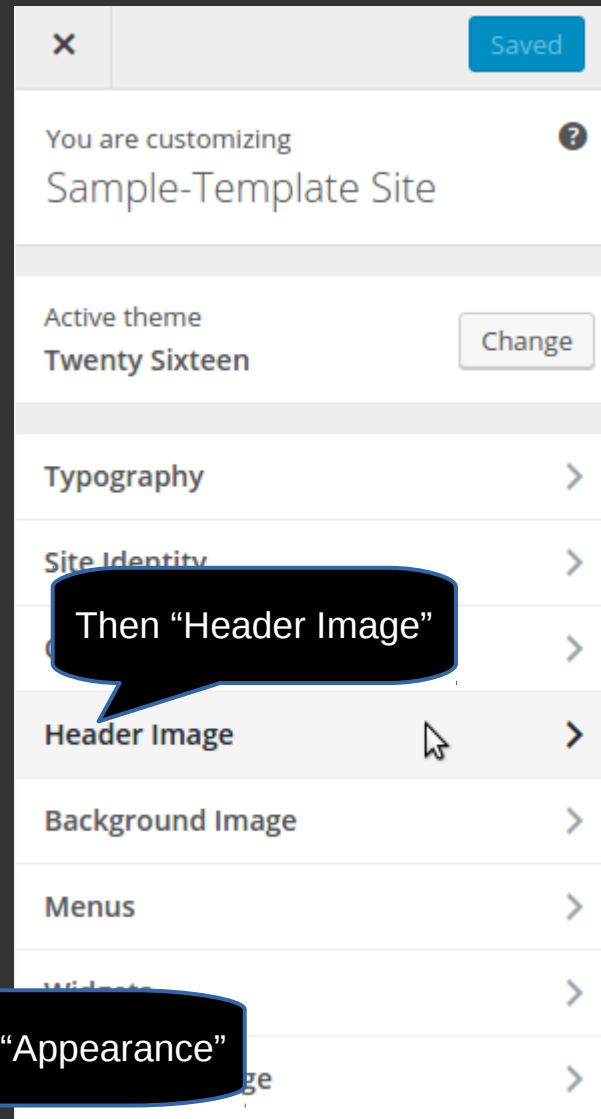
**Posts look OK! Pre-built seven posts are there!**

# Now let's start tweaking...

## First : fixing the “header image”



Click “Customize” under “Appearance”



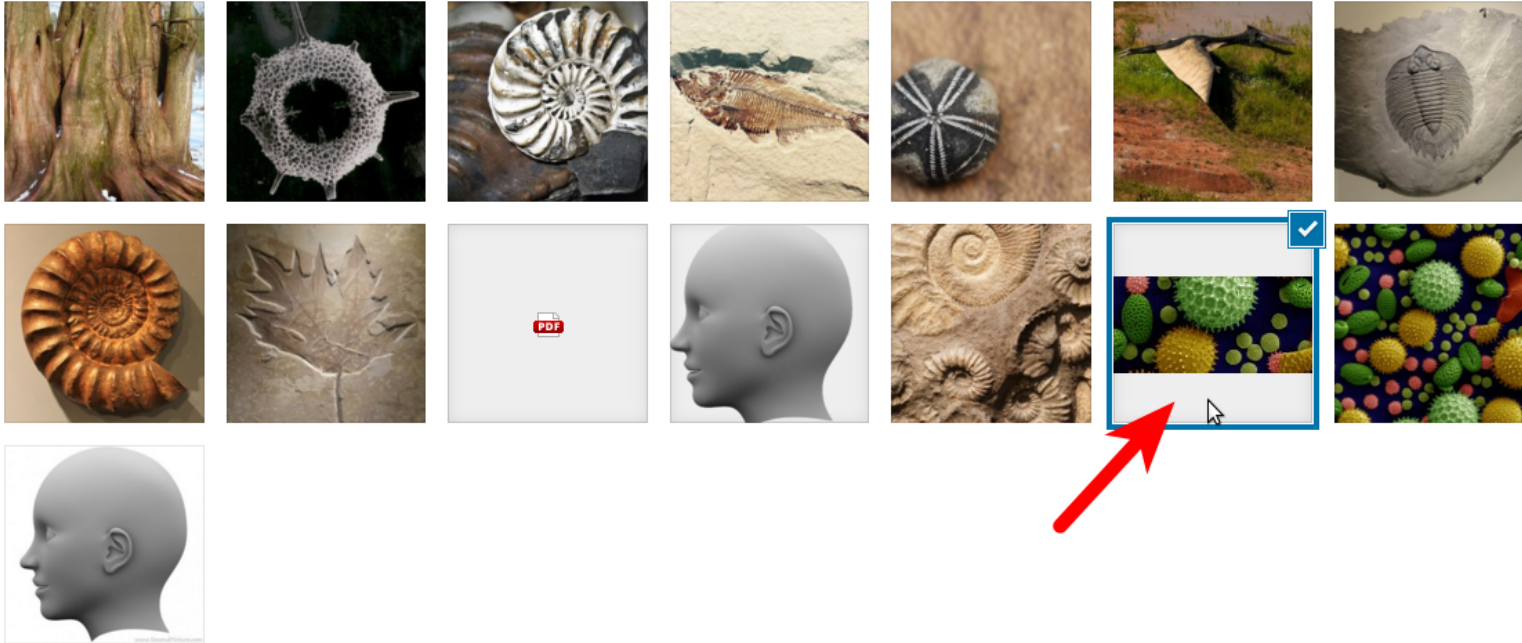
# Fixing the Header image

## Choose Image

[Upload Files](#) [Media Library](#)

Suggested image dimensions: 1200 × 280

Search



### ATTACHMENT DETAILS



cropped-pollen-color.jpg

December 14, 2015

76 kB

1200 × 280

[Edit Image](#)

[Delete Permanently](#)

URL

Title

Caption

Alt Text

Description

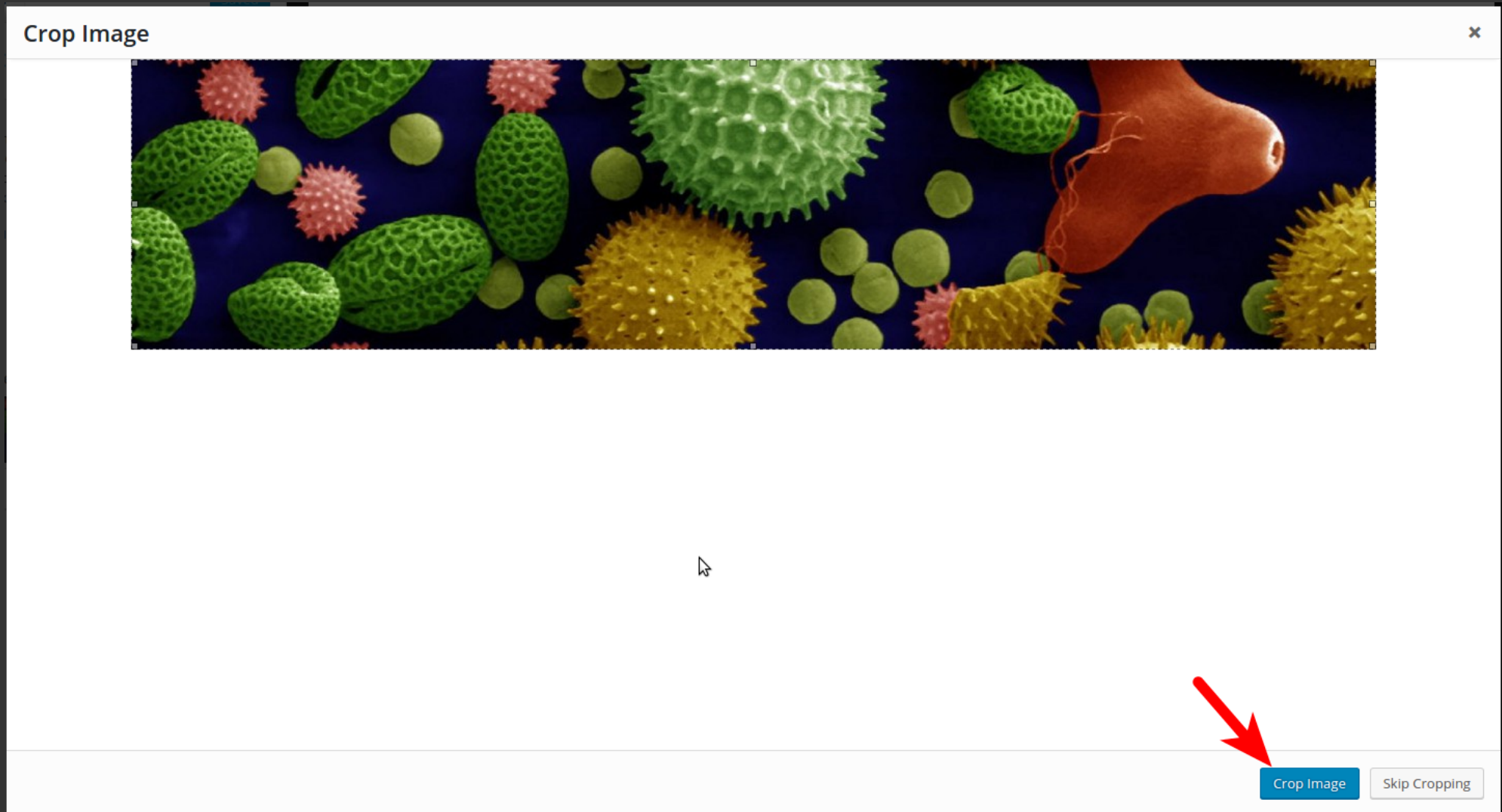
Replace media

[Upload a new file](#)

*To replace the current file,  
click the link and upload a  
replacement.*

[Select and Crop](#)

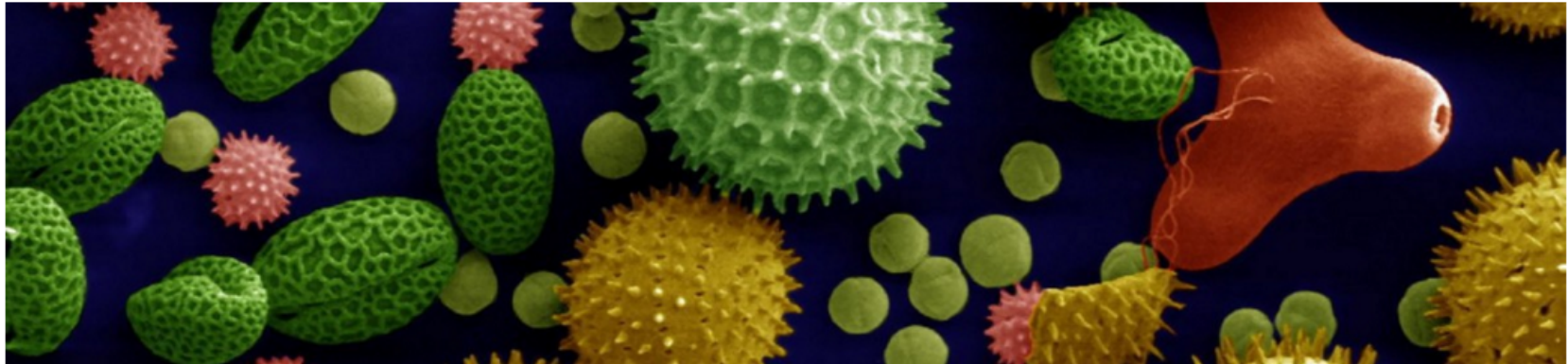
## Fixing the Header image - 2





# we are getting there...

## Sample-Template Site



## About me

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do iusmod tempor incidunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu



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### NEWS

- [Backing up & restoring your work](#)
  - [Posting is easy – Ver 2](#)
  - [Test post](#)
  - [PA-303 Assignments](#)
  - [PA-101 Midterm on 6th Nov](#)
-




# Save & Publish

×Customizing Header ImageSave & Publish

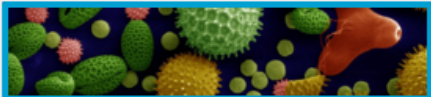
While you can crop images to your liking after clicking **Add new image**, your theme recommends a header size of 1200 × 280 pixels.

**Current header**



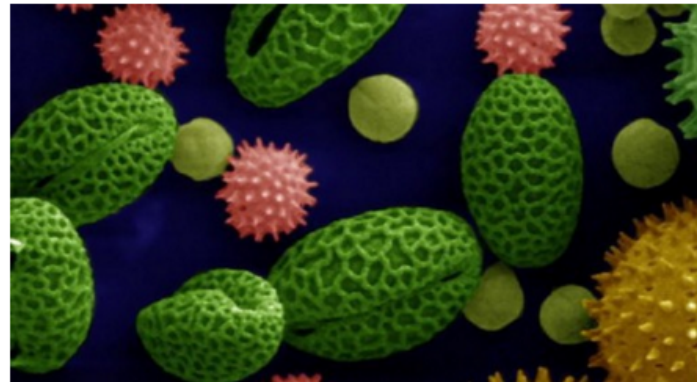
Hide ImageAdd new image

**Previously uploaded**



↻ Randomize uploaded headers

## Sample-Template Site



## About me

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do iusmod tempor incidunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in

# Fixing the missing menus:

## Appearance - Menus - Manage Locations

The screenshot shows the WordPress Admin interface. The top navigation bar includes 'My Sites', 'Sample-Template Site', '+ New', and 'Performance'. The user is logged in as 'Howdy, cayfer@bilkent.edu.tr'. The left sidebar shows the 'Appearance' menu item selected, with a red arrow pointing to it. The 'Menus' menu item is also highlighted with a red arrow. The main content area shows the 'Menus' screen with the 'Manage Locations' tab selected. A red arrow points to the 'Manage Locations' tab. The 'Manage Locations' tab shows a list of menu locations and a list of menu items. The 'Menu Structure' section shows a list of menu items with configuration options. The 'Menu Settings' section shows options for 'Auto add pages' and 'Theme locations'. A red text overlay says 'Click "Manage Locations" to restore the menu location that we lost during import.'

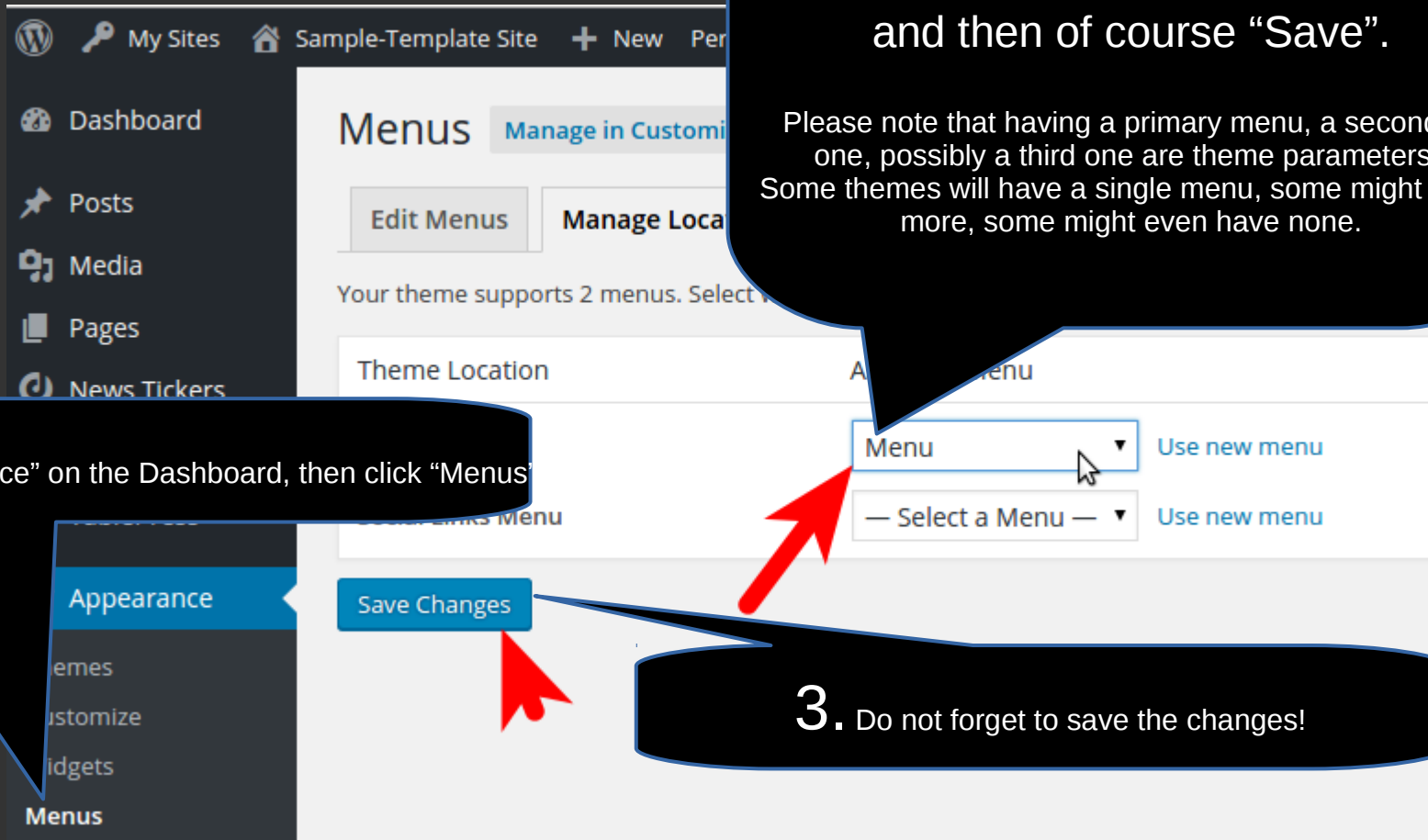
Click "Manage Locations" to restore the menu location that we lost during import.

## Fixing the missing menus - 2:

2. Tell WordPress that the menu named “Menu” (note the creativity) is supposed to be the “Primary Menu” and then of course “Save”.

Please note that having a primary menu, a secondary one, possibly a third one are theme parameters. Some themes will have a single menu, some might have more, some might even have none.

1. Click “Appearance” on the Dashboard, then click “Menus”

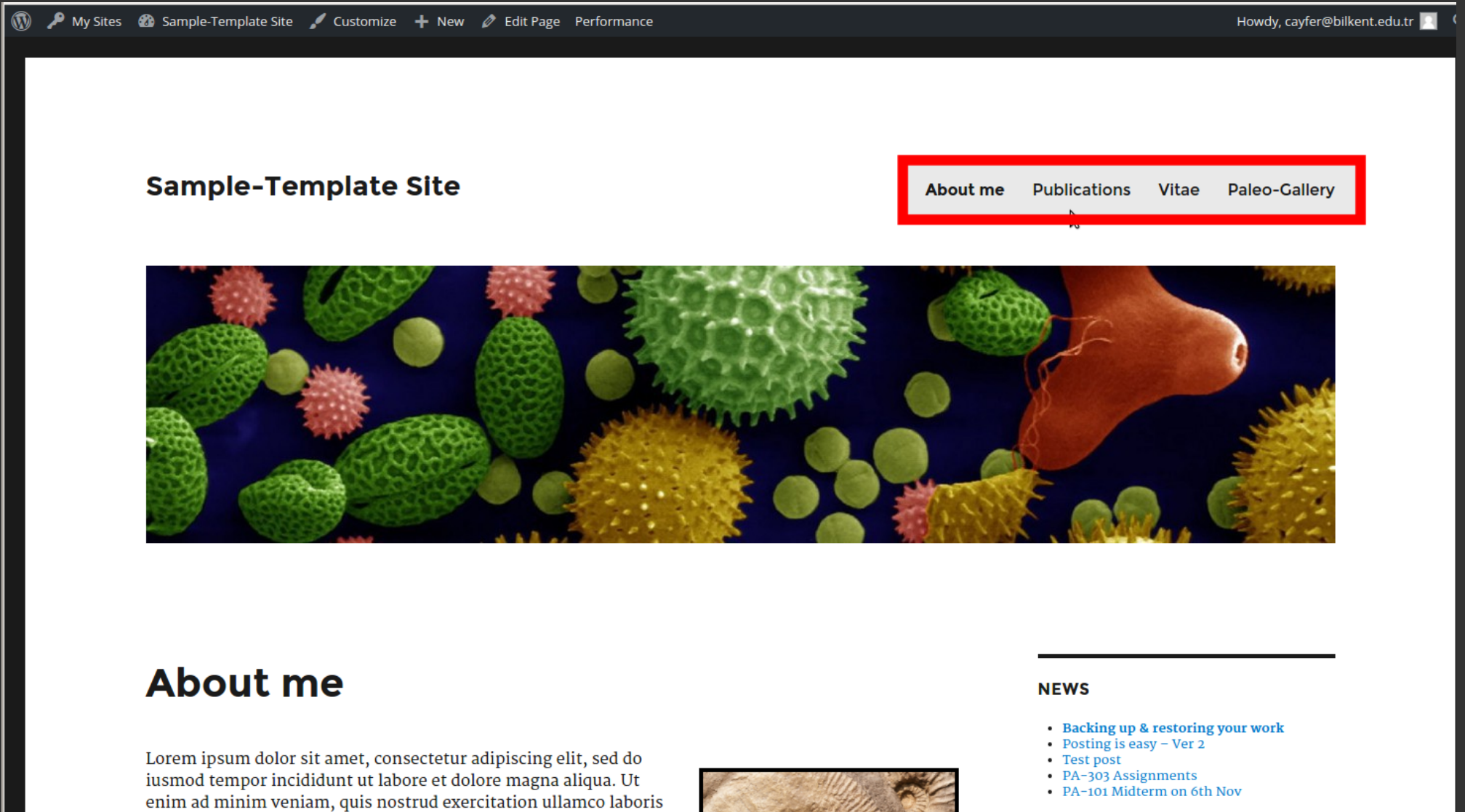


3. Do not forget to save the changes!

**Visit your site again to see the effect.**

If you do not know how to visit and preview your site by now, you should probably watch/read the tutorials again.

# Yes... The menu is there now.



# Fixing the Image Gallery

First delete the existing gallery named “Paleo-Gallery”

The screenshot shows the WordPress dashboard with the Envira Gallery plugin interface. The sidebar on the left contains the following menu items: Dashboard, Posts, Media, Pages, News Tickers, Contact, TablePress, Appearance, Users, Tools, Settings, Envira Gallery, and Envira Gallery Add New. The main content area is titled 'Envira Gallery' and includes an 'Add New' button. Below the title, there are filters for 'All (1)' and 'Published (1)'. A table lists the galleries with columns for Title, Shortcode, Function, and Number of Images. The 'Paleo-Gallery' entry is highlighted with a red box. Below the table, there are buttons for 'Move to Trash' and 'Apply'. Red arrows point to the 'Move to Trash' button, the 'Apply' button, and the 'Envira Gallery' menu item in the sidebar.

WordPress Dashboard: My Sites, Sample-Template Site, + New, Performance

Envira Gallery [Add New](#)

All (1) | Published (1)

Bulk Actions Apply All dates Filter

<input checked="" type="checkbox"/>	Title	Shortcode	Function	Number of Images
<input checked="" type="checkbox"/>	Paleo-Gallery	[envira-gallery id="161"]	if ( function_exists( 'envira_gallery' ) ) { envira_gallery( '161' ); }	0

☒ Title Shortcode Function Number of Images

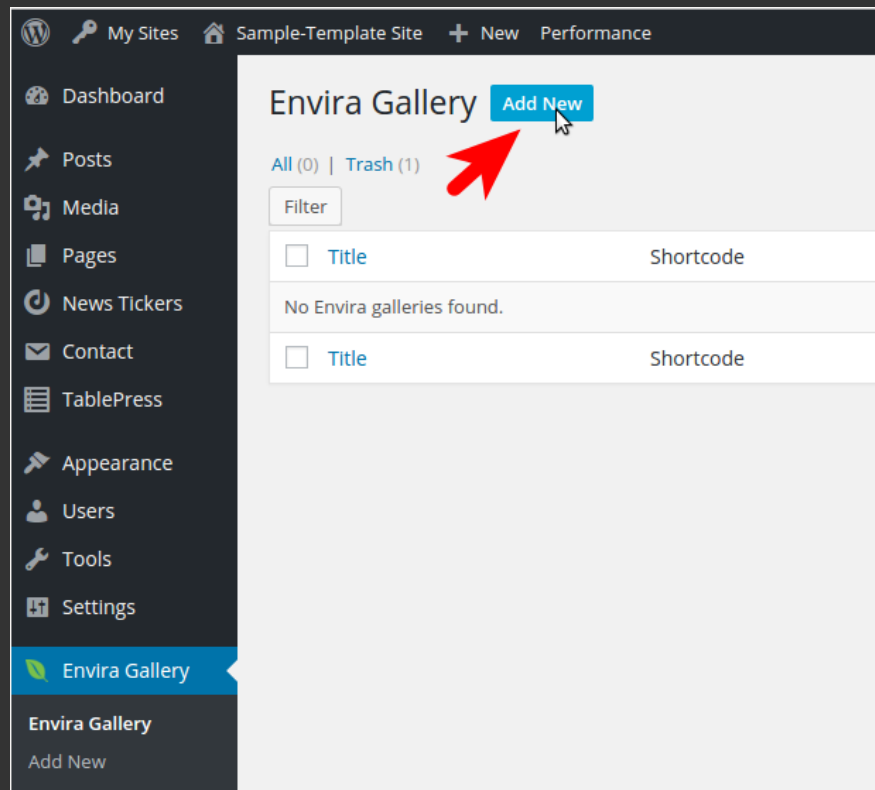
Move to Trash Apply

Envira Gallery

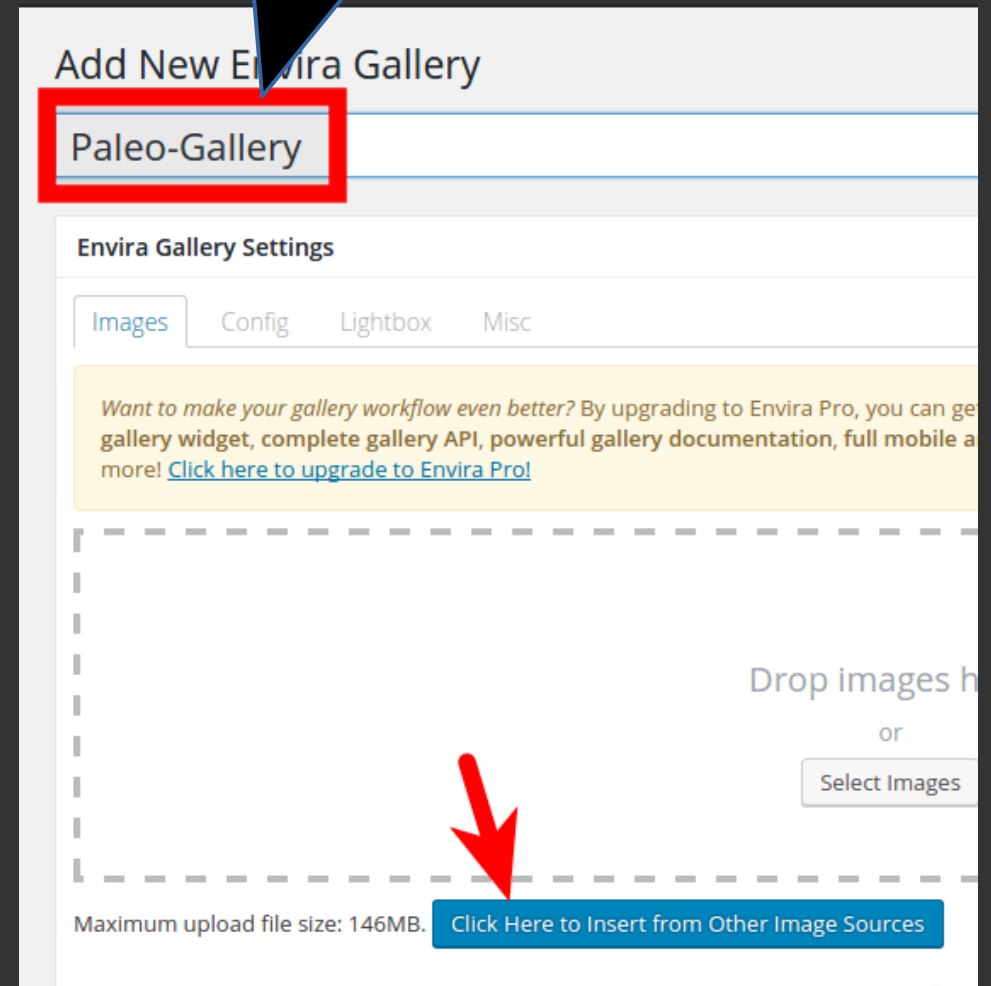
Envira Gallery Add New

# Fixing the Image Gallery - 2

then add a new gallery



Make sure that the name of the new gallery is exactly "Paleo-Gallery".  
Case sensitive!



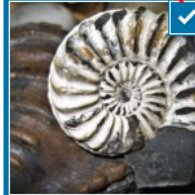


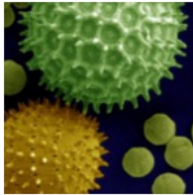
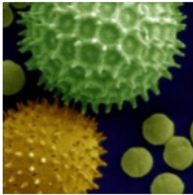
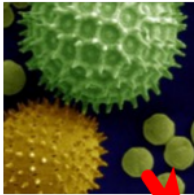
# Fixing the Image Gallery - 3




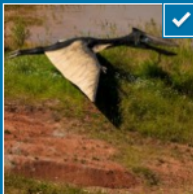


then pick and insert the images you want to appear in the gallery

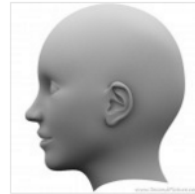
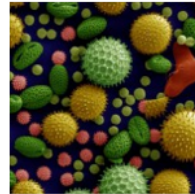
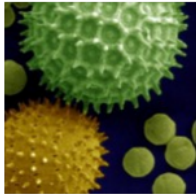



### Insert Images into Gallery

Images

Load More Images from Library







Search

HELPFUL TIPS

Selecting Images

You can insert any image from your Media Library into your gallery. If the image you want to insert is not shown on the screen, you can either click on the "Load More Images from Library" button to load more images or use the search box to find the images you are looking for.

Insert Images into Gallery



then publish the new gallery

## Add New Envira Gallery

Paleo-Gallery

Envira Gallery Settings

Images

Config

Lightbox

Misc

Want to make your gallery workflow even better? By upgrading to Envira Pro, you can get access to numerous other features, including: a fully featured gallery widget, complete gallery API, powerful gallery documentation, full mobile and Retina support, dedicated customer support and so much more! [Click here to upgrade to Envira Pro!](#)






Drop images here



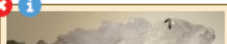
or

Select Images

Maximum upload file size: 146MB.

Click Here to Insert from Other Image Sources





Screen Options ▾

Publish ▴

Save Draft

🔑 Status: Draft [Edit](#)

Move to Trash

Publish



the next screen will contain important information;  
namely the “**short code**” for the new gallery...

### Paleo-Gallery

#### Envira Gallery Settings

Images Config Lightbox Misc

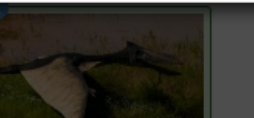
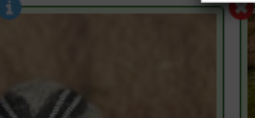


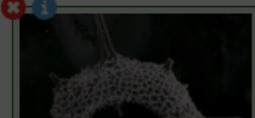
Want to make your gallery workflow even better? By upgrading to Envira Pro, you can get access to numerous gallery widget, complete gallery API, powerful gallery administration tools and Retina support, and more! [Click here to upgrade to Envira Pro](#)

Two alternative short codes are given here. You can use the one with "id", or the one with "slug".

Copy the short code line of your choice to your clipboard or make a note of it. We shall use this on the next step.

Select Images

Maximum upload file size: 146MB. [Click Here to Insert from Other Image Sources](#)



(click the icon to open and close the overlay dialog)

You can place this gallery anywhere into your posts, pages, custom post types or widgets by using the shortcode(s) below:

```
[envira-gallery id="266"]  
[envira-gallery slug="paleo-gallery-2"]
```

You can also place this gallery into your template files by using the template tag(s) below:

```
if ( function_exists(  
'envira_gallery' ) ) {  
envira_gallery( '266' ); }  
if ( function_exists(  
'envira_gallery' ) ) {  
envira_gallery( 'paleo-gallery-2',  
'slug' ); }  
}
```

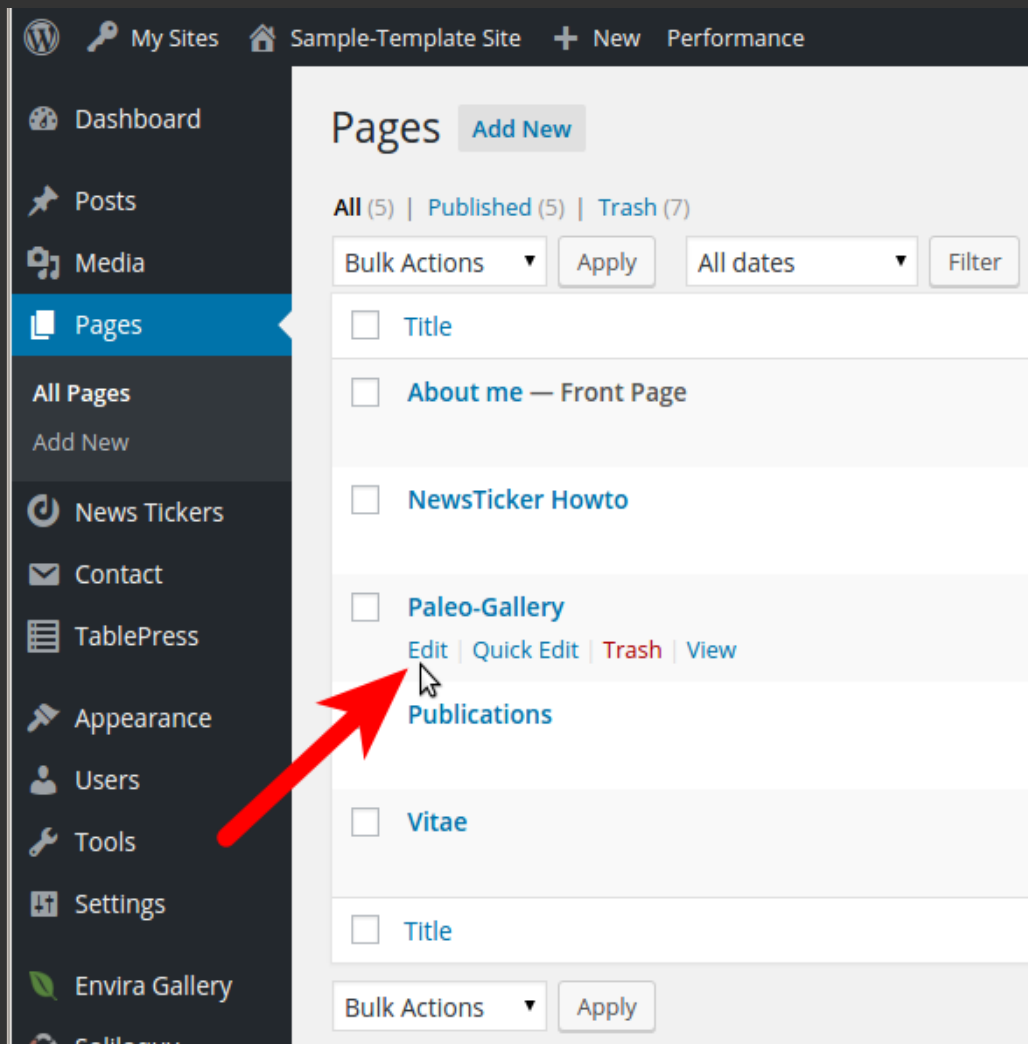
#### Publish

Status: Published [Edit](#)

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

# Inserting the gallery into a page using its “short code”

List all the pages and pick the page titled “Paleo-Gallery”



and start editing the page “Paleo-Gallery”

## Fixing the Image Gallery - Cont'd

# Edit Page

Add New

Paleo-Gallery

Permalink:  
[http://staff.bilkent.edu.tr/ayfer/paleo-gallery/](#)

Edit

Add Media

Add Button

Add Slider

Add Gallery

Embed Video

Add Advanced iFrame

VisualText

FileEditInsertViewFormatTableTools

B**I**"

- [List Icon]
- [List Icon]
- [List Icon]
- [List Icon]
- [List Icon]
- [Link Icon]
- [Image Icon]
- [Grid Icon]
- [More Icons...]

To build this gallery, we

- 1. uploaded all the images using "Media - Add new - Upload" to our media library,
- 2. then clicked on "Envira Gallery",
- 3. then chose "Add new",
- 4. then we named the new gallery as "paleo-gallery",
- 5. then we added the images from the Media Library using "Click here to Insert from Other Image Sources" button,
- 6. then we saved the gallery settings,
- 7. then we added the Short Code,

[envira-gallery slug="paleo-gallery-2"]

into to the content of this page

[envira-gallery slug="paleo-gallery-2"]

Word count: 77Draft saved at 1:33:17 pm. Last edited by wpmsadmin on December 29, 2015 at 12:00 pm

Publish

Preview Changes

Status: Published  
Visibility: Public  
Revisions: 17  
Published on: Dec 27, 2015 @ 15:44

Move to TrashUpdate

Page Attributes

Parent:(no parent)

Order:0

Need help? Use the Help tab in the upper right of your screen.

Featured ImageSet featured image

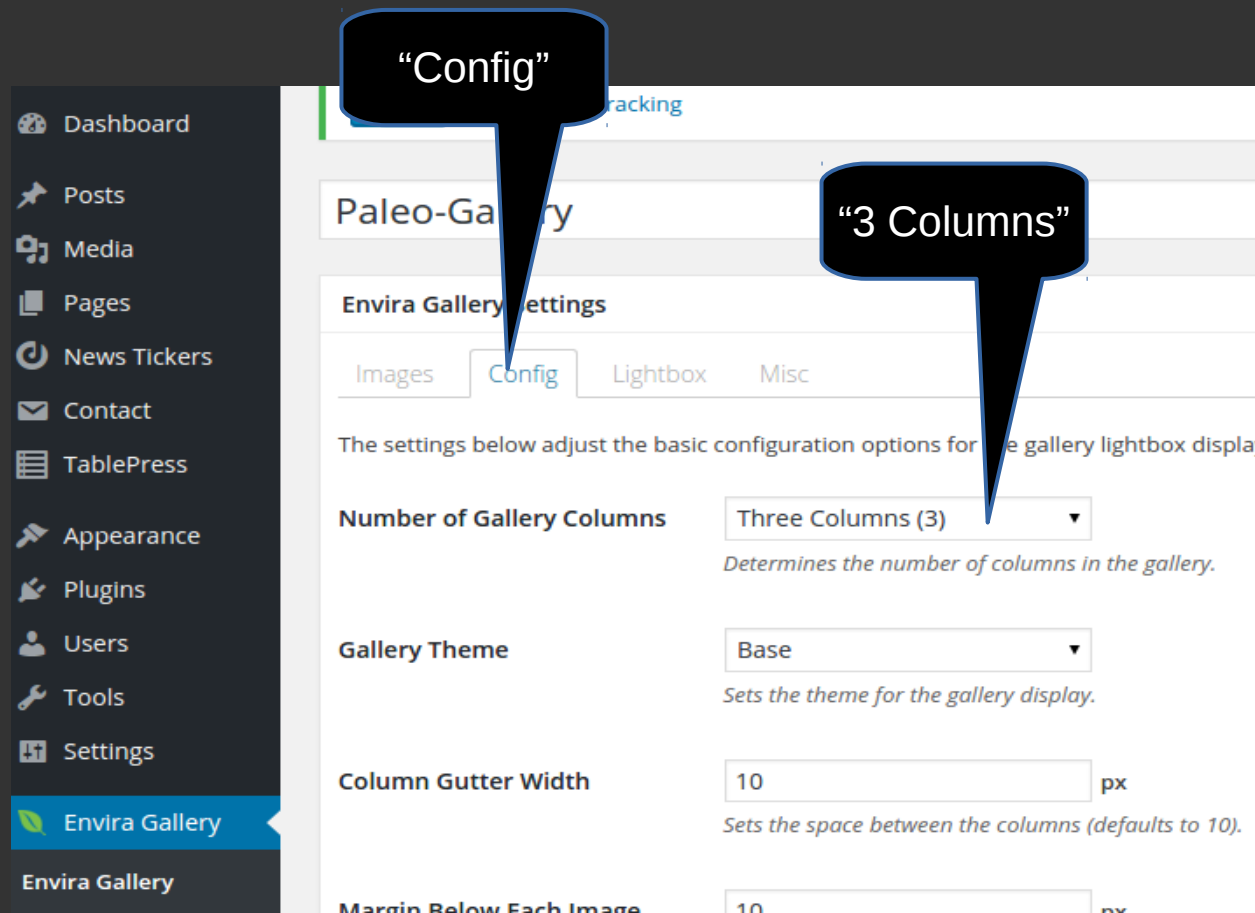
**Make sure that the short code at the bottom of the page points to the new short code of our new gallery.  
(short code is on the clipboard)**

**The default number of columns in a gallery is “1”;  
which ends up in a gallery view like this:**



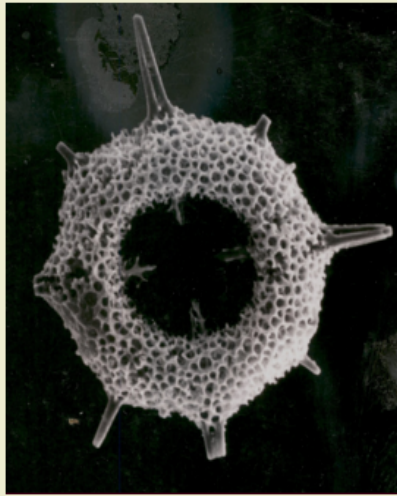
# Fixing the Image Gallery - Last touch

- 1) List the galleries (Envira Gallery button on the dashboard),
- 2) click “Edit” to change the parameters of our new gallery,
- 3) click the “Config” tab, set “Number of gallery columns” to 3 and then update





**3 Columns in the gallery looks much better!**



**We started with this:**

`http://staff.bilkent.edu.tr/ayfer`

**ayfer**

Just another Bilkent Staff WP Sites Sites site

# Hello world!

Welcome to [Bilkent Staff WP Sites Sites](#). This is your first post.  
Edit or delete it, then start blogging!

---



---

## RECENT POSTS

- [Hello world!](#)

---

## ARCHIVES

- [January 2016](#)

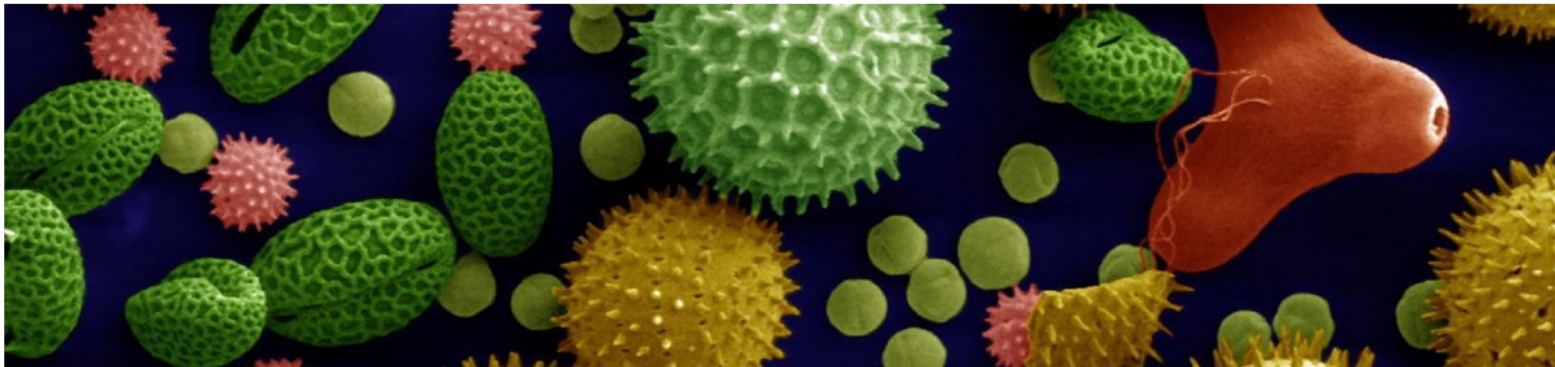


**and ended up with this:**

<http://staff.bilkent.edu.tr/ayfer>

## Sample-Template Site

[About me](#) [Publications](#) [Vitae](#) [Paleo-Gallery](#)



## About me

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do iusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. [SamplePDF](#)



Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur



### NEWS

- [Backing up & restoring your work](#)
- [Posting is easy – Ver 2](#)
- [Test post](#)
- [PA-303 Assignments](#)
- [PA-101 Midterm on 6th Nov](#)

### TOPICS

- [Misc.](#)
- [PA-101](#)
- [PA-303](#)

Search ...



**...without adding any pages, posts or images!**

**Not bad; eh?**

**Now you can go and edit pages, posts so that their content becomes what you want.**

**You can (and probably should) change menus, images, documents, text, header images, gallery images, etc.**

**If you do not want an image gallery, just remove the menu item which reads “Paleo Gallery”.**

I know that it is not as simple it looks; but I also know that it is not as complicated as it looks.

Please be patient and do not hesitate to try things. In the end, you're learning how to use a new software.

Remember to make backups as you proceed; worst case, you can revert to a previous state and start over.

**Some advice...**

**(based on personal experience)**

# Editing posts & pages

**Never copy and paste text from office applications** such as Microsoft Word, Excel, LibreOffice, PDF docs.

Formatted text in these applications include some invisible codes which render in WordPress documents as a mess.

Use “Paste as text” when you need to paste text from office applications. Figuring out how to do this is a homework assignment for you. (*Hint: it is a button in the visual editor*)

When you “paste as text”, you'll loose all formatting; therefore you will have to go through formatting again using the WordPress editor.

# Switching themes

When you change your theme, you will not lose any posts, pages or media files but your site will have a new look & feel.

However; your menus, front page, pages, posts, widgets or speaking more generally; the site layout will probably not look like exactly what you were expecting. Theme changes usually require extensive re-doing of theme customization and plugin/widget settings.

Before populating your site with the real content, try to find the theme you like most and try to stick to it.



# Images

Make sure that the images you use on your site have reasonable sizes. Images which are multiple MegaBytes in size are not reasonable. Try to keep your image files sized in the order of kilo bytes (a few hundred KiloBytes is OK).

The **best** header image size is defined by your theme. If the header image size is less than theme's suggested size (either in height or width) it will not look good. If it is larger in any dimension, the theme customizer will try to crop it and offer you a cropped image window. Use it!

If the images start to appear in weird sizes; use “Regen. Thumbnails” under the “Tools” function of your dashboard.

# Videos

The easiest and probably the best way to embed videos to a WordPress site is providing a link to youtube or vimeo.

If this is not possible or preferred, convert your video to “mp4” format. There are many online services or opensource applications which convert across video formats for free.

# Videos

The easiest and probably the best way to embed videos to a WordPress site is providing a link to youtube or vimeo video.

Most themes will embed a video into pages or posts when you simply paste the URL of youtube or vimeo video into the text. If your theme does not support this, you will have to use a plugin like “Advanced Responsive Video Embedder” or “WP Video Lightbox”.

A Google search will direct you to the plugin's site and you'll find documentation on how to use the plugin there.

# Audio

The easiest and probably the best way to embed audio files into a WordPress site is uploading the audio file to the site's media library.

“mp3” is the best format to present audio files .

# Documents

People tend to publish documents in Microsoft's “.doc” or “.docx” format. This causes rendering problems when opened by other manufacturers' office suites. Remember; not everyone on this planet have Micros~1 Windows or Micros~1 Office on their computers. Some wise people have Linux instead. A much better and “free” environment to do IT stuff in!

It is much better to present your documents in PDF format which is a more “universal” document format; at least the for the time being.

by the way... what is wrong with the plain text format?

# HTML & CSS

Familiarity with the HTML coding standard and a little CSS knowledge will be useful in case you'll need to tweak your site.

Please visit the relevant tutorials suggested at <http://staff.bilkent.edu.tr> site.

If you feel uncomfortable with these just ignore them; they are not a must.

# Policies

Every 1<sup>st</sup> day of each month, those sites which belong to users who are not a Bilkenter anymore, will be deleted automatically.

## Policies - 2

All WordPress, plugin, theme upgrades will be applied automatically when they are released. We have seen upgrades/updates ending up in misbehaving sites.

Sorry, we have to install all upgrades due to security reasons. Please check your site every now and then to make sure it appears on your web browser properly.

You can report problems to [wpadmin@bilkent.edu.tr](mailto:wpadmin@bilkent.edu.tr)



## Policies - 3

All staff.bilkent.edu.tr sites are expected to have contents in accordance with the university's objectives.

A site which contains only a soccer team related content; for instance; will be deleted by the administrators.

Similarly; all sites which have “*Hello world*” as their sole post or the tag line reading “*Just another Bilkent Staff WP Sites site*” for more than a month will be removed automatically.

We do not want Google to associate Bilkent University with these tags.

# Backing up

This is probably the most important part of your work in setting up and maintaining your site.

You could make a mistake which might cause loss of content. WordPress or one of the plugin or theme developers might make a mistake as well.

Some hardware or software problem might result in failing staff.bilkent.edu.tr service.

In either case, having a copy of the latest backup set will save you from re-doing everything. Please explore the “**CUABR Plugin**” and backup your site after making significant changes and **download** the most recent backup set to your PC.

# Summing up

WordPress has become a HUGE piece of software together with all its plugins and widgets and themes. There is no single piece of documentation which describes what WordPress can do and how.

WordPress and its add-ons are evolving (having an update of the core or plugins or themes) every few days. Some new features are introduced by new plugins or new versions, some features are obliterated.

A WordPress site should be treated as a living organism which requires care. If you are not willing to give this care; [staff.bilkent.edu.tr](http://staff.bilkent.edu.tr) is not for you!

**Now you can visit CS and EEE Depts. and claim your certificates on:**

- Advanced Digital Electronics**
- Logic Design**
- Theory of Computation**
- Extremely Advanced WordPress Techniques**



**Thank you...**

The BETS team