staff.bilkent.edu.tr

Self authored personal web sites for Bilkenters

Can Uğur Ayfer
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 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

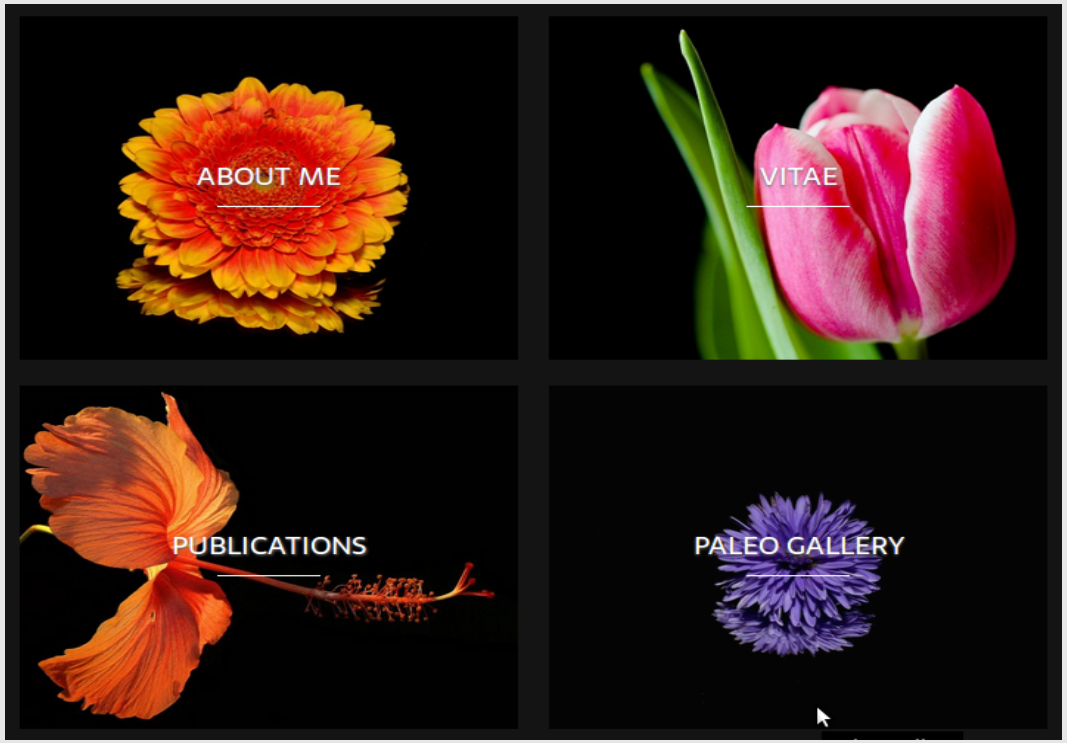
because support is handy, abundant and easy to find

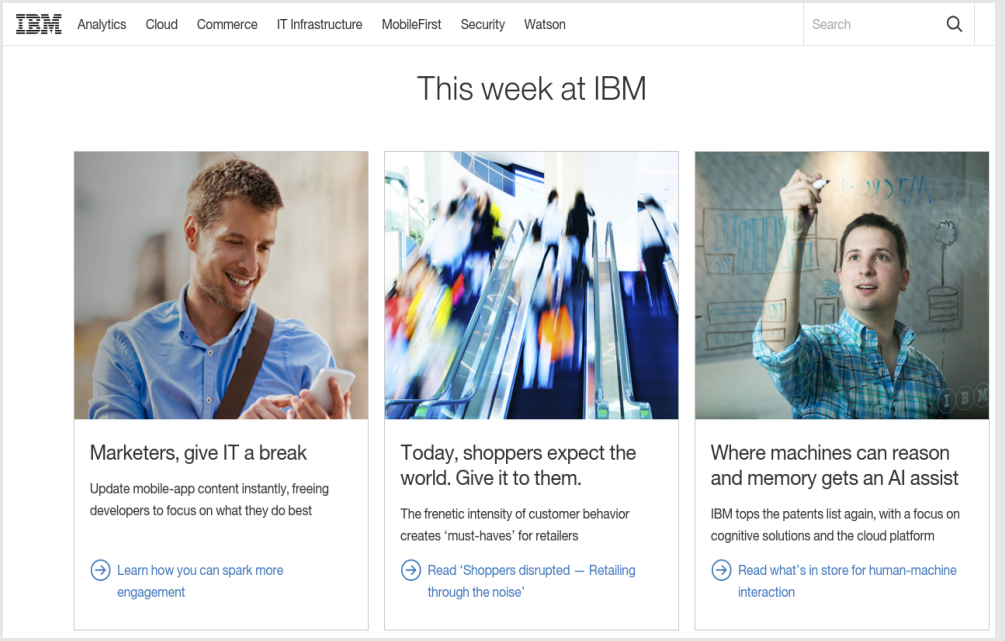
because it is flexible

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...


ABOUT ME
VITAE
PUBLICATIONS
PALEO GALLERY


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

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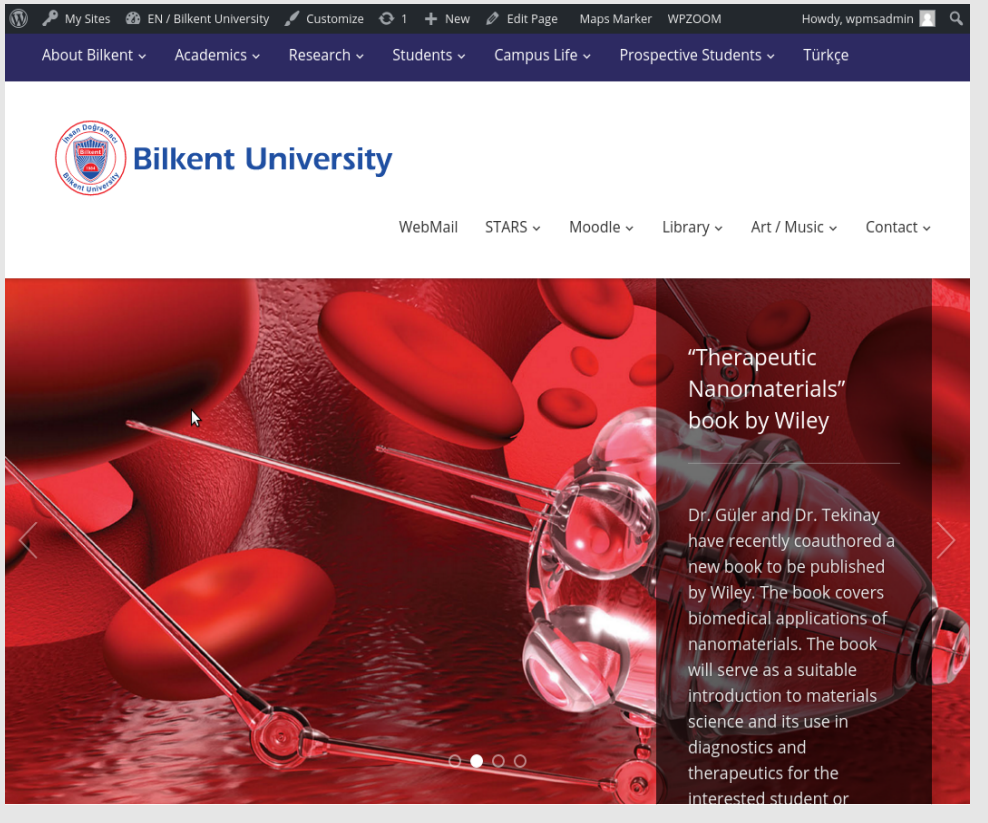
GET STARTED
Iran Says It Released Four Americans in a Prisoner Swap
By THOMAS ERDBRINK and RICK GLADSTONE
Iran's judiciary said it released four Iranian-American nationals, including The Washington Post reporter Jason Rezaian, Iranian media reported.
· About the Detainees
RELATED COVERAGE
· Reporter's Skills Led to
Tehran's Grand Bazaar on Saturday. Western nations are expected to lift sanctions on Iran related to its nuclear activities.
Alta Kenare/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


My Sites
EN / Bilkent University
Customize
New
Edit Page
Maps Marker
WPZOOM
Howdy, wpmsadmin
About Bilkent
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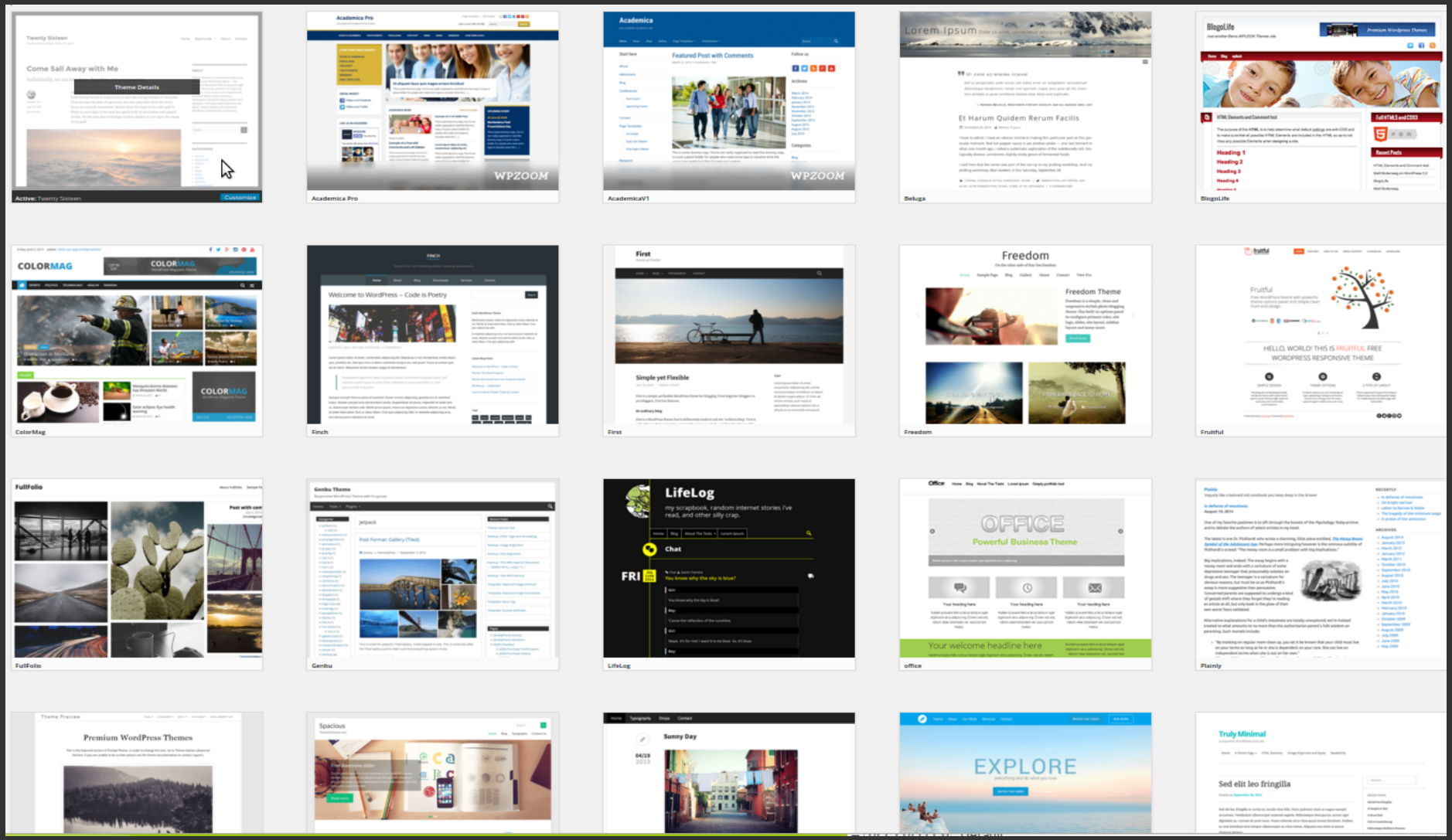
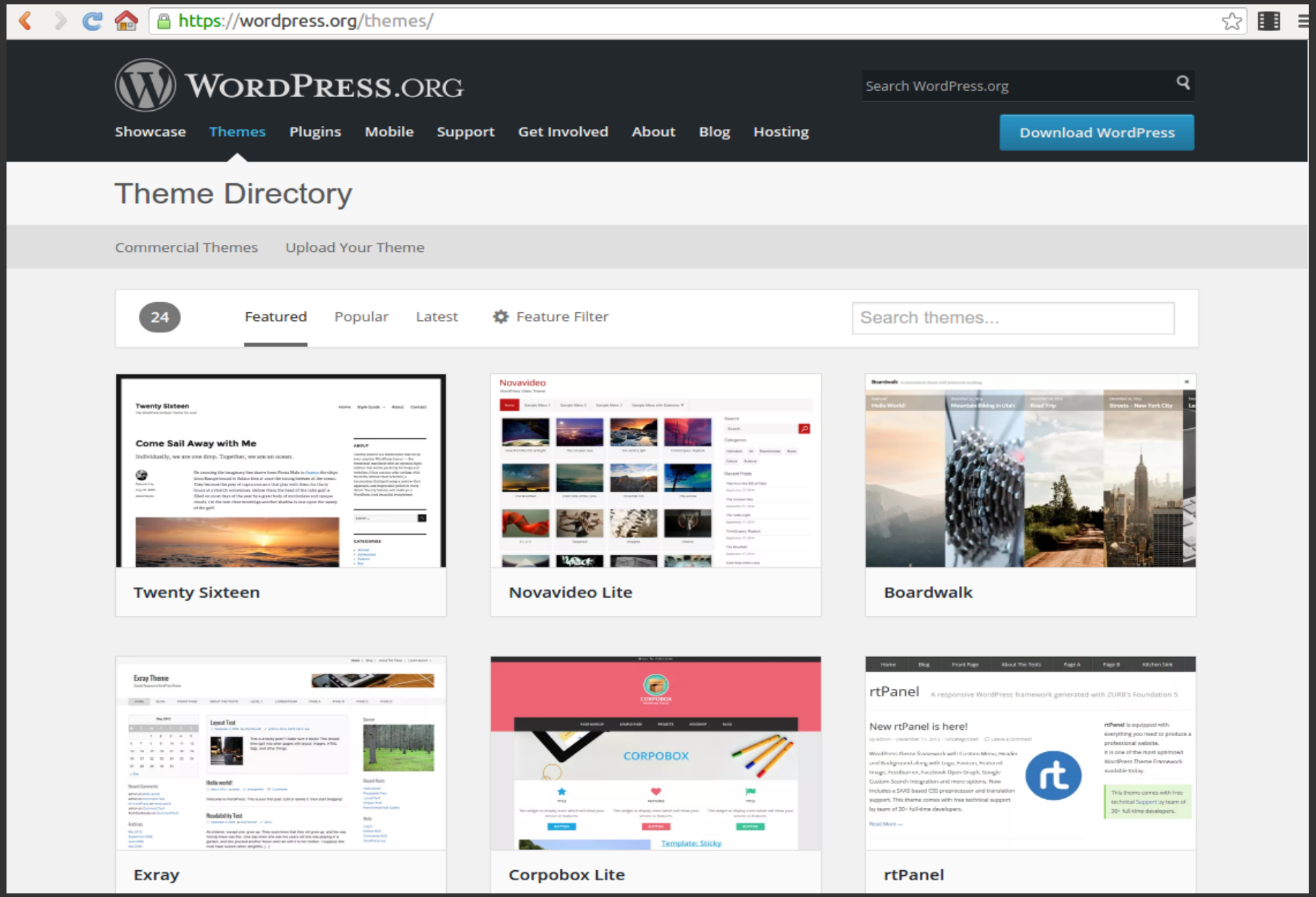
Research
Students
Campus Life
Prospective Students
Türkçe
Bilkent University
WebMail
STARS
Moodle
Library
Art / Music
Contact
"Therapeutic Nanomaterials" book by Wiley
Dr. Güler and Dr. Tekinay have recently coauthored a new book to be published by Wiley. The book covers biomedical applications of nanomaterials. 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`



WordPress is “pluggable”…

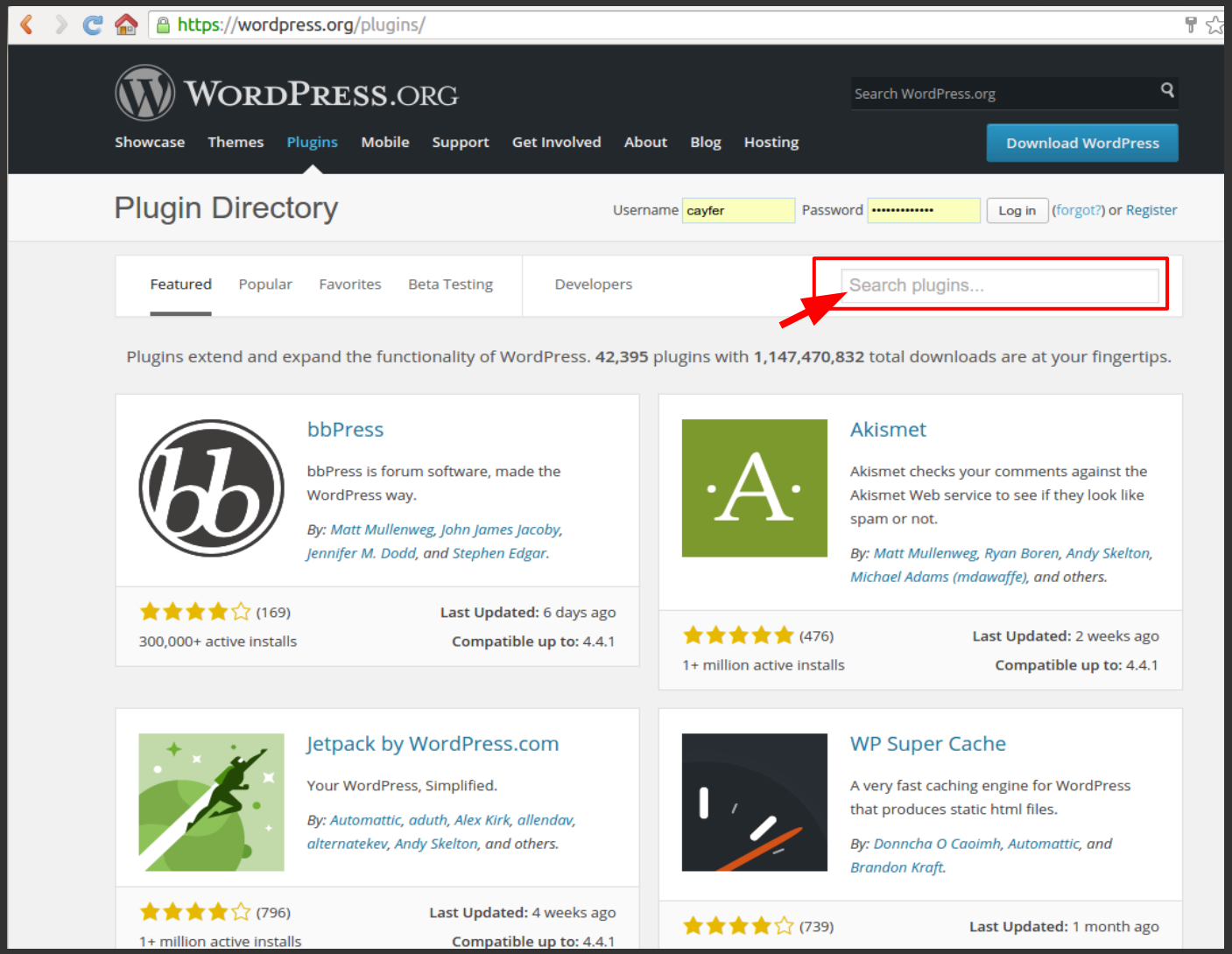
which means you can add extra functions, capabilities using so called “plugins & widgets”...

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.



'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.

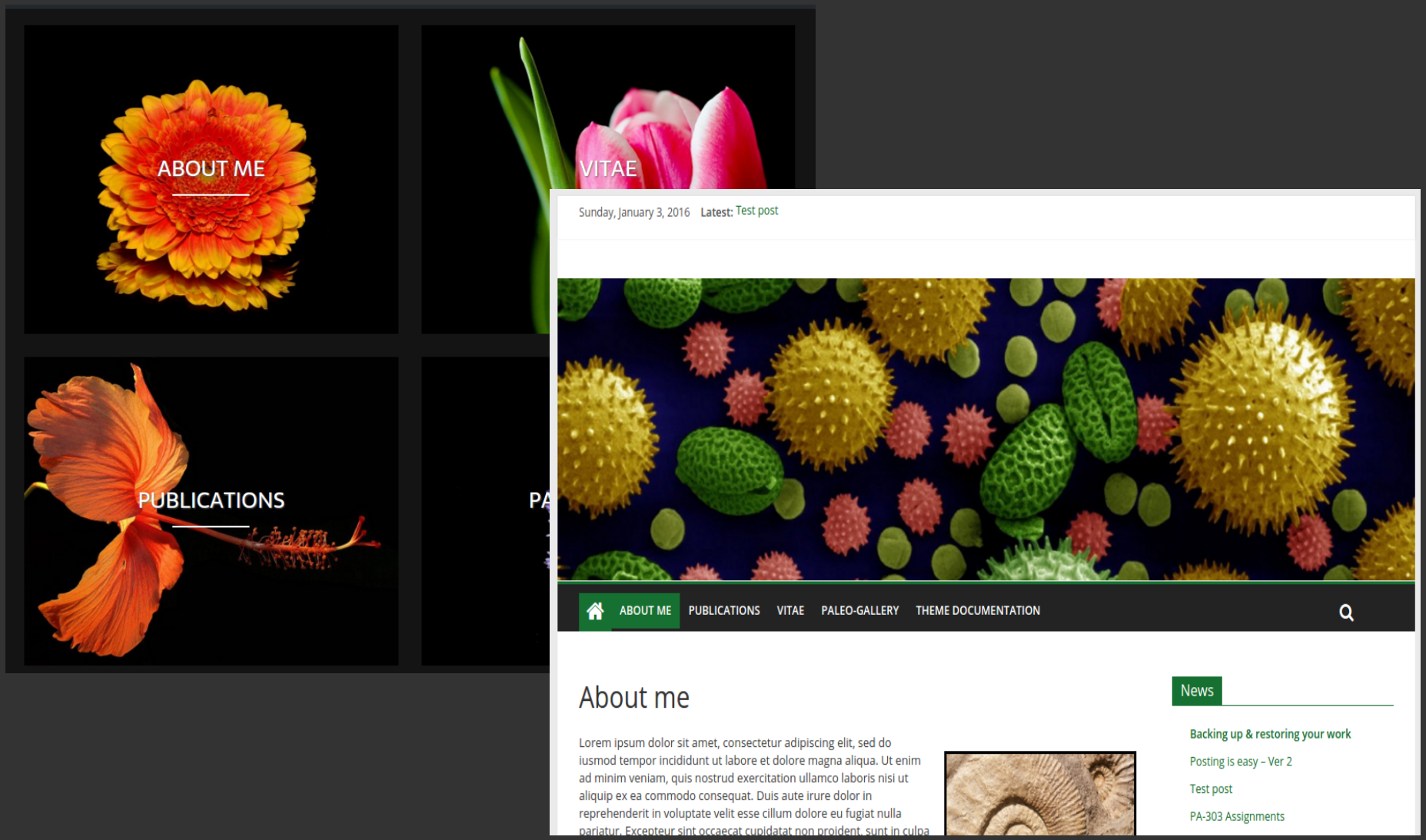
Themes

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)**

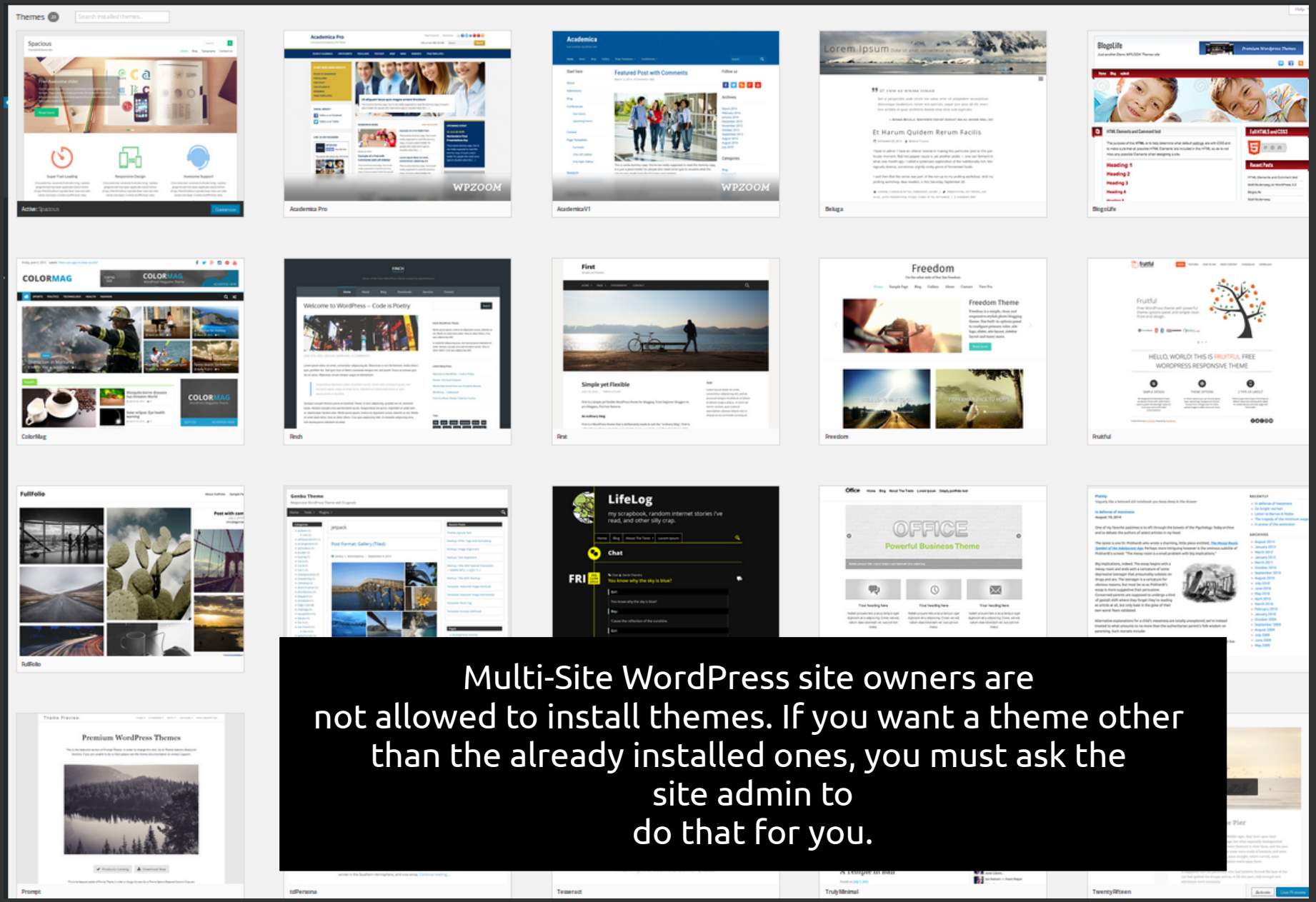
(Premium Themes usually cost money but come with developer's support)

Themes

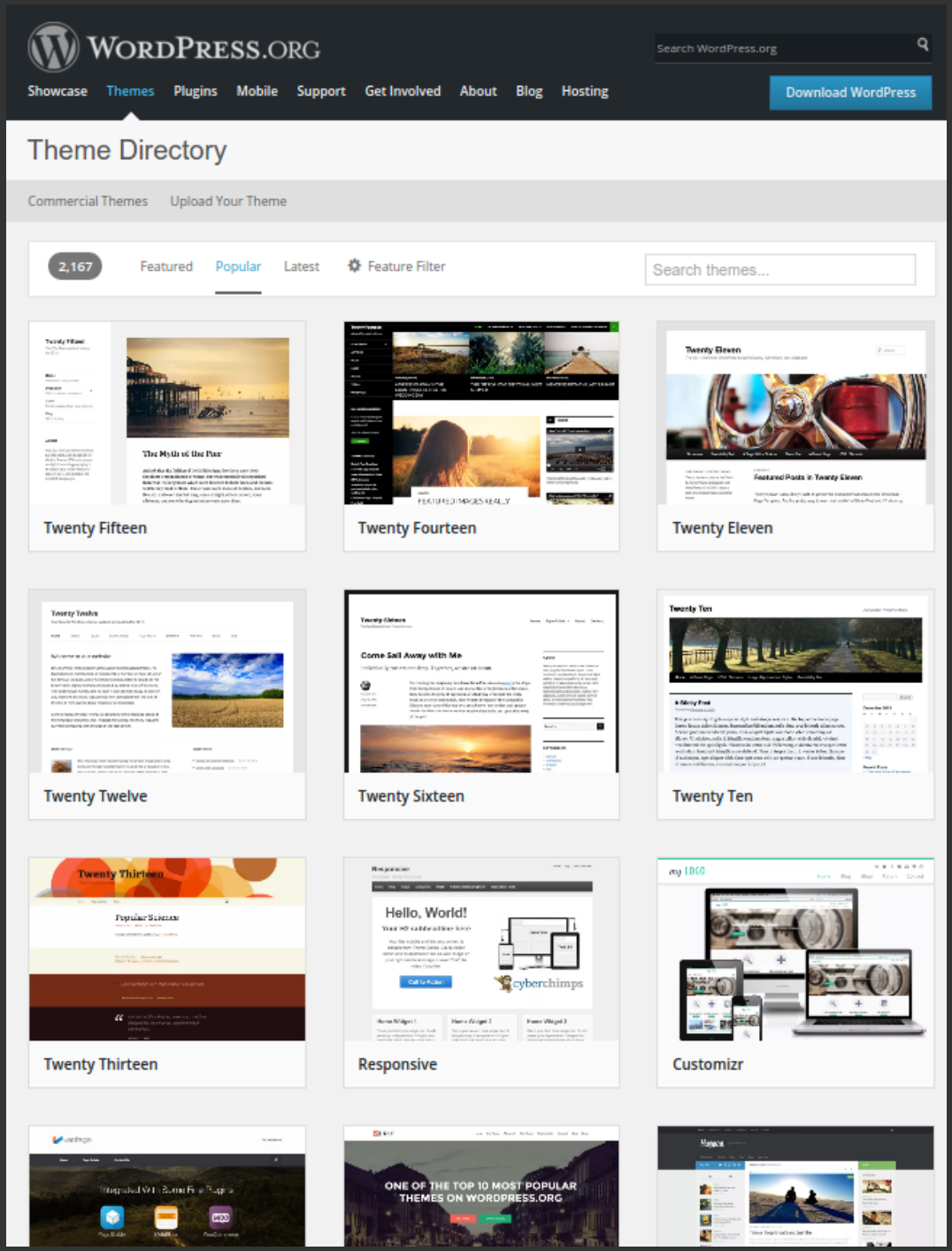


Two different themes presenting more-or-less the same content

Samples from staff.bilkent.edu.tr theme collection

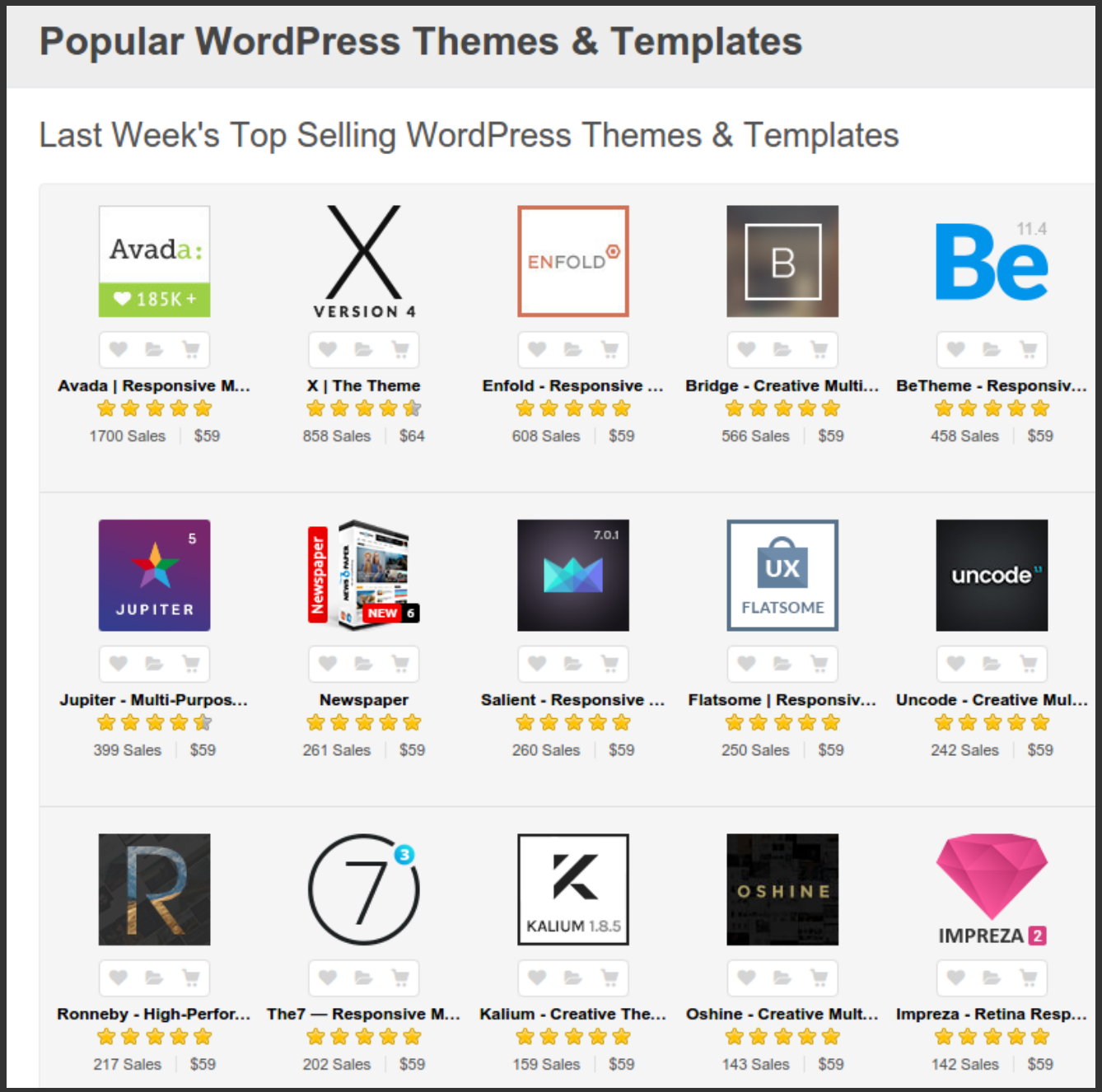


Multi-Site WordPress site owners are not allowed to install themes. If you want a theme other than the already installed ones, you must ask the site admin to do that for you.



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

More pop up as one scrolls down.



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

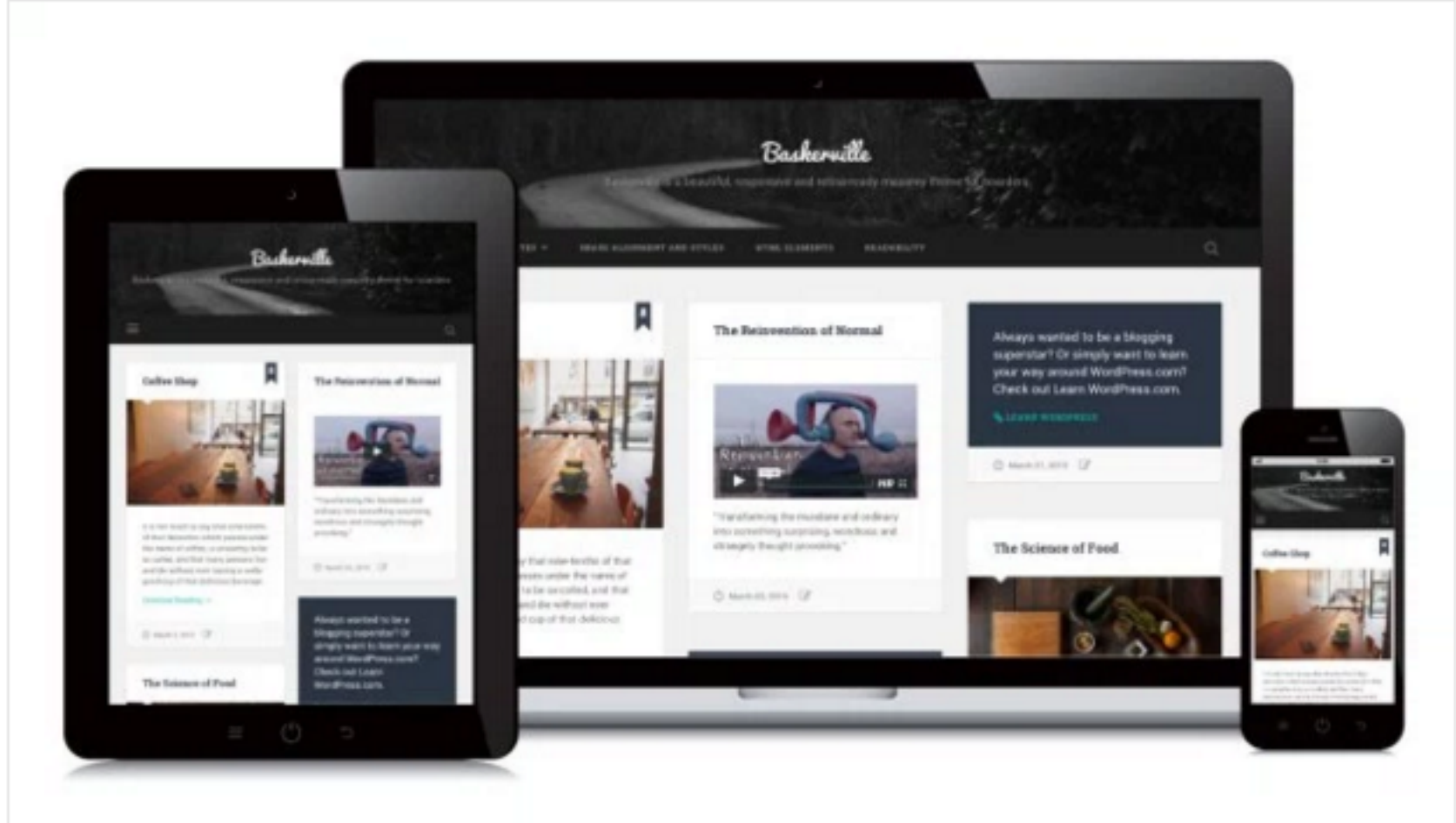
Once you pick and apply a theme to your site, it will never look like the way they look on the theme's demo site. You'll have to add images and text (content) and then play with the theme's customizer and settings.

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.

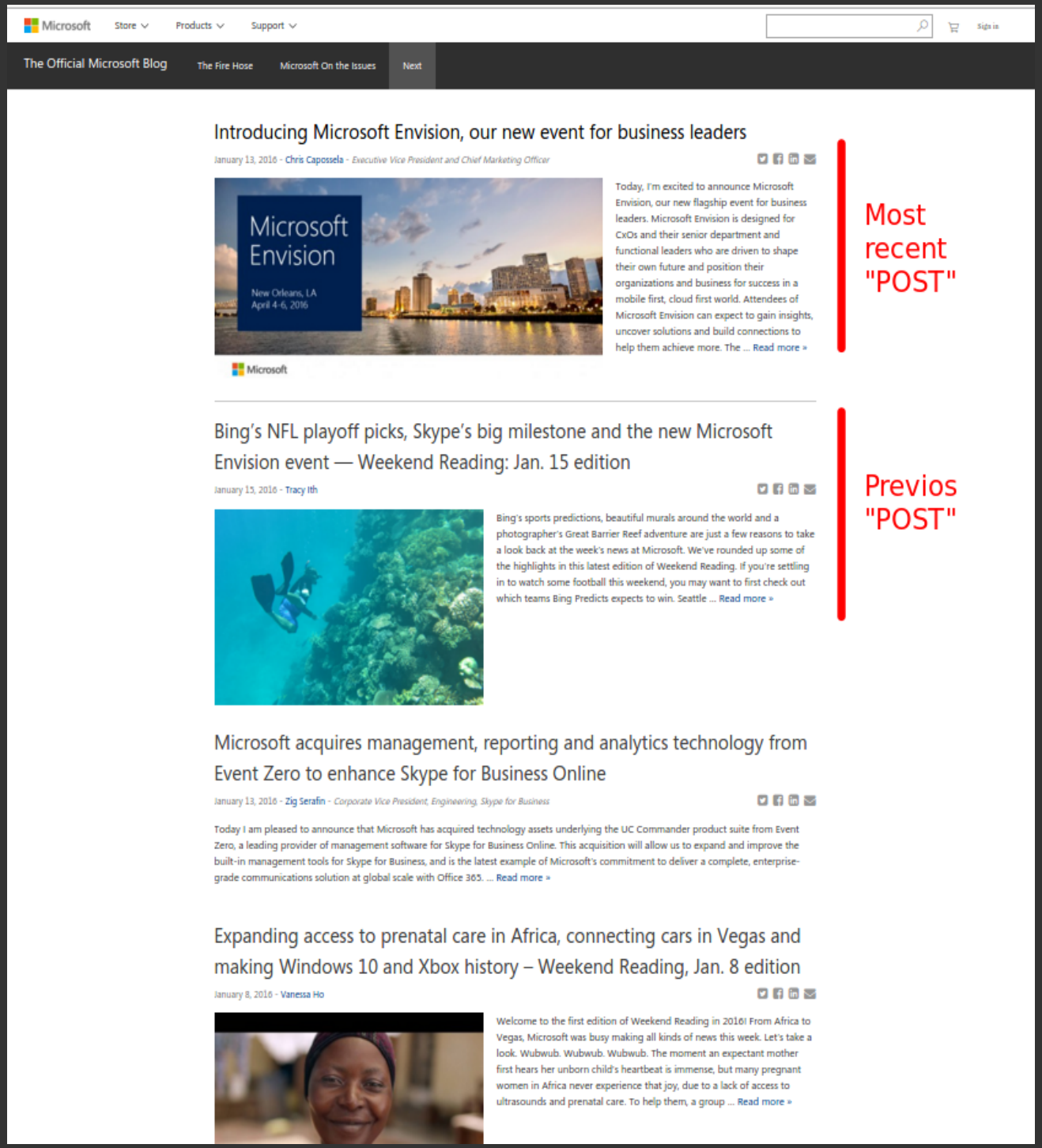


Posts

- 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”.

Posts

Yes! Microsoft uses WordPress too!



Categories

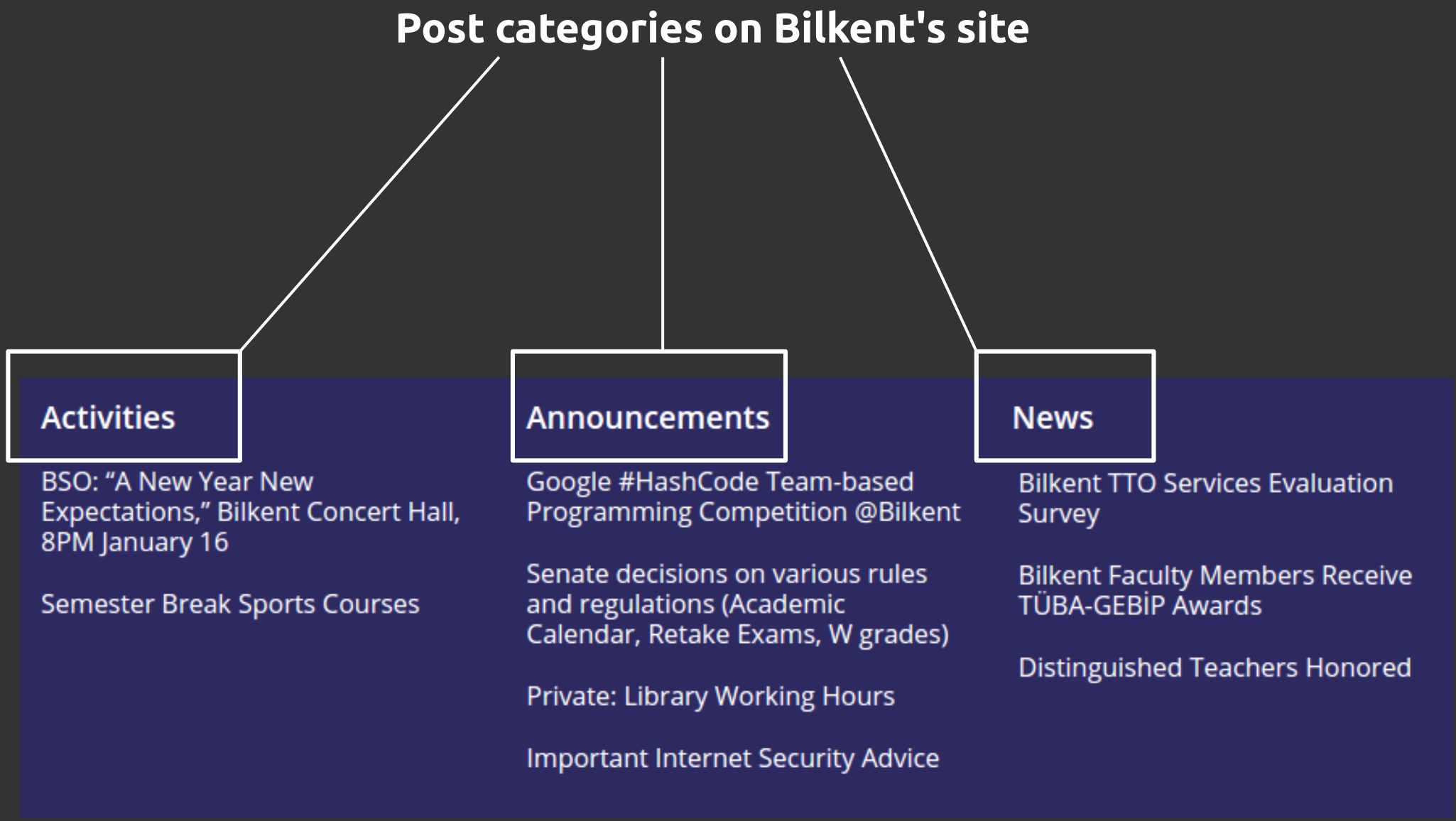
Posts can be placed into author defined categories so that it will be easier for the visitors to find and browse them. A post can be placed in more than one category.

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
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.

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

Site menu

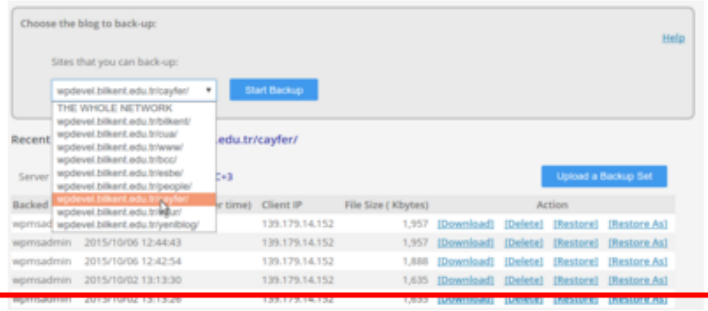
- Home
- Requirements
- Download
- Installation
- **Backing up**
- Restoring
- Uploading backup sets
- Cloning Blogs (Restore-As)
- Screencast Tutorials
- Anatomy of a backup set
- FAQ
- Language support
- Licensing

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 choosea 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.

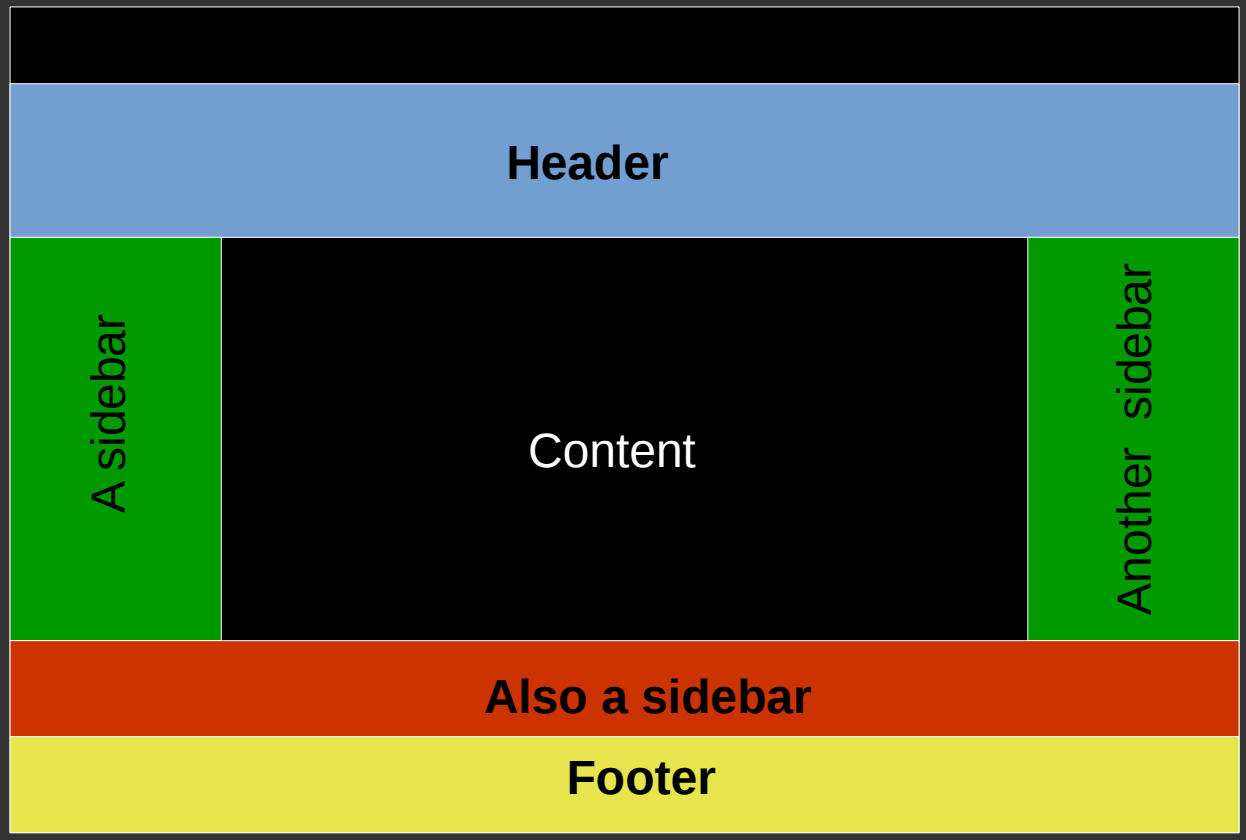


A backup set is in fact a single tar (archive) file which contains the

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

Sidebars

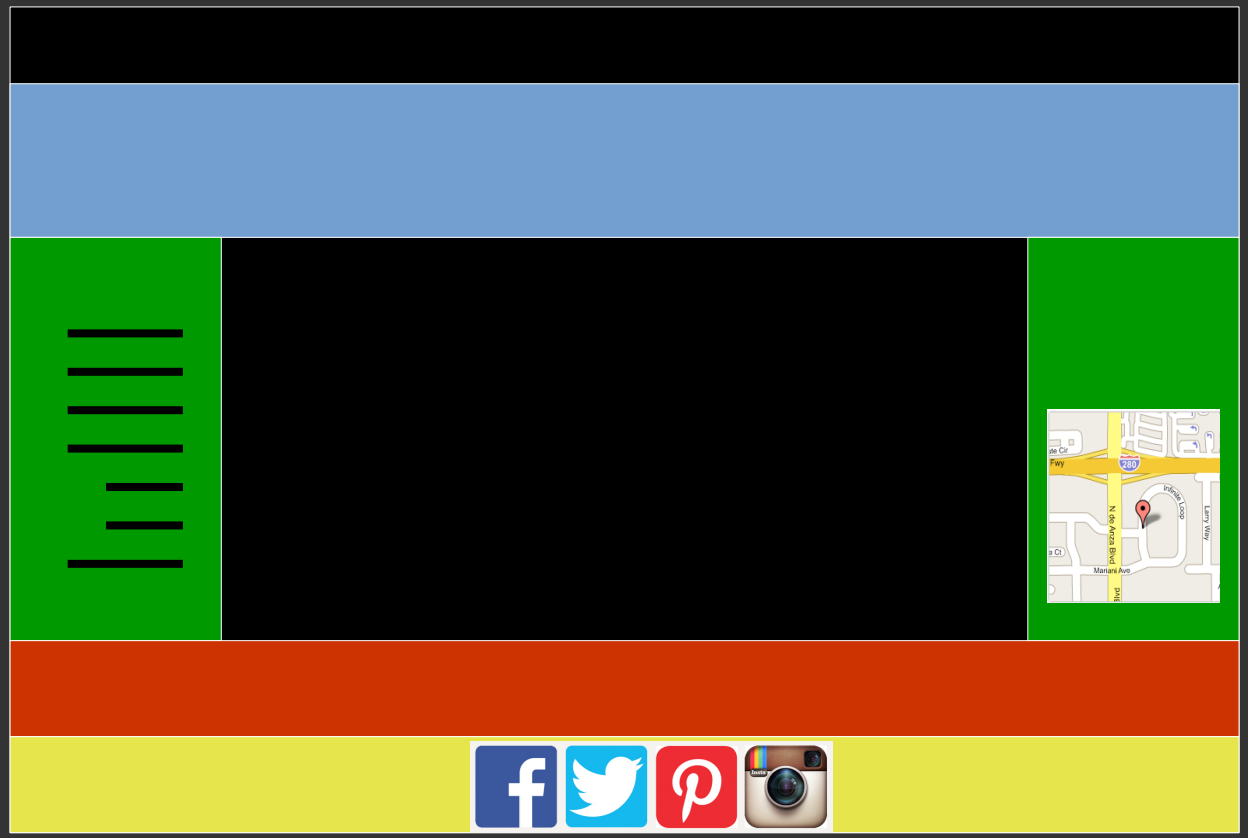
All WP themes address the screen parts as “sidebar” regions. Sidebars do not necessarily sit on sides.



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,

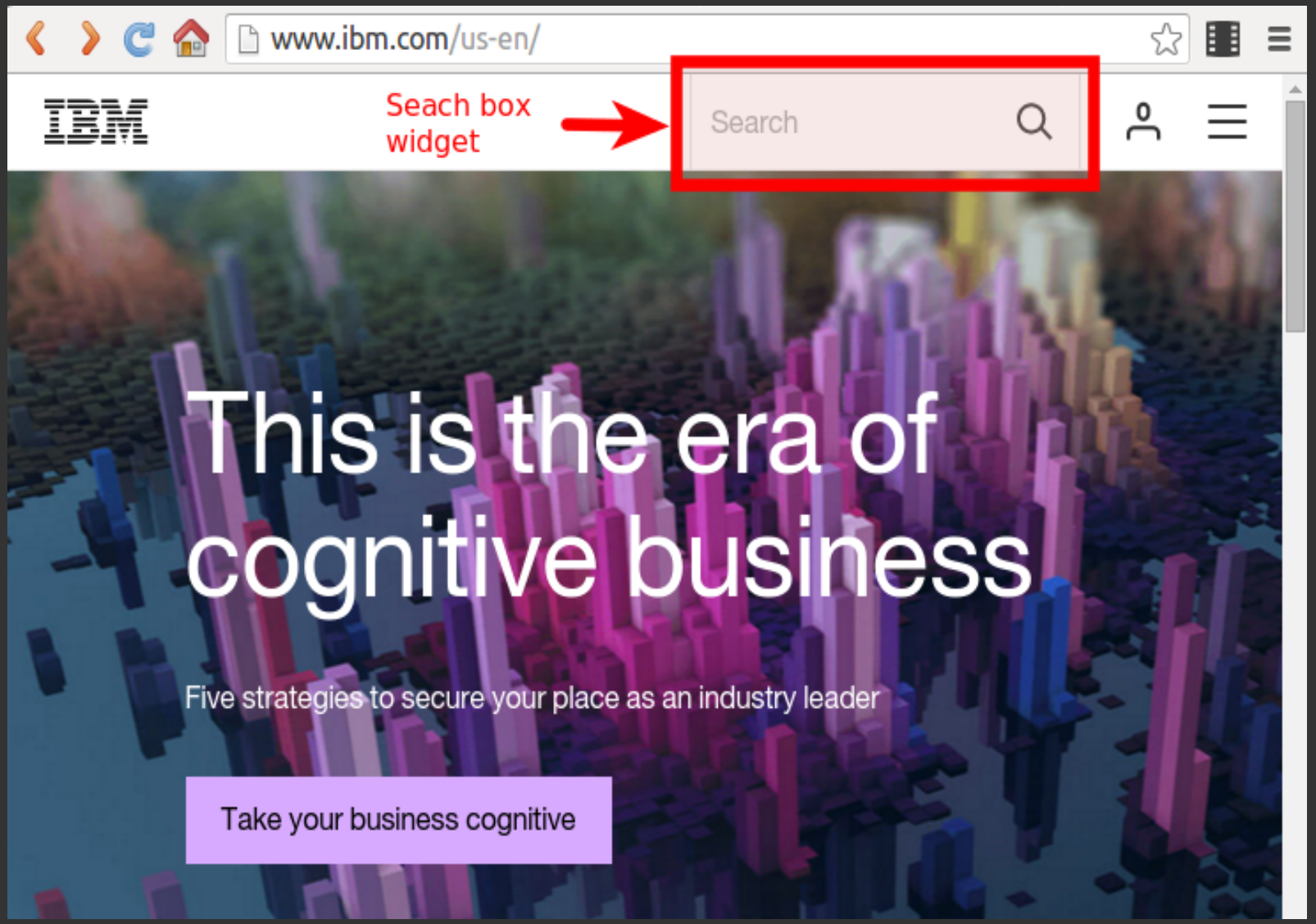
displaying a list of most recent posts,

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

There are thousands of widgets available at WordPress.org site.

Widgets

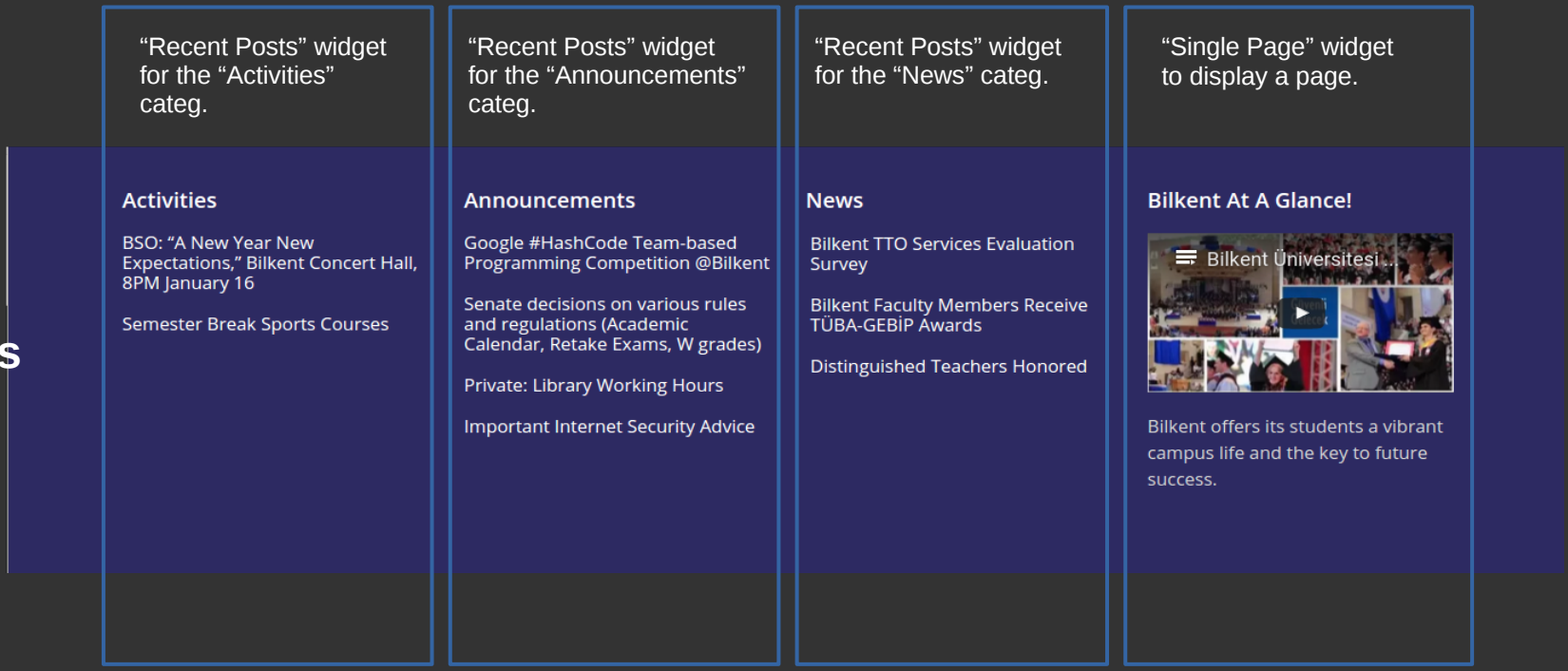
Yes! IBM uses WordPress too!



Widgets

The footer sidebar of Bilkent's web site:

Yes! Bilkent uses WordPress too!



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

Plugins

the 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.**

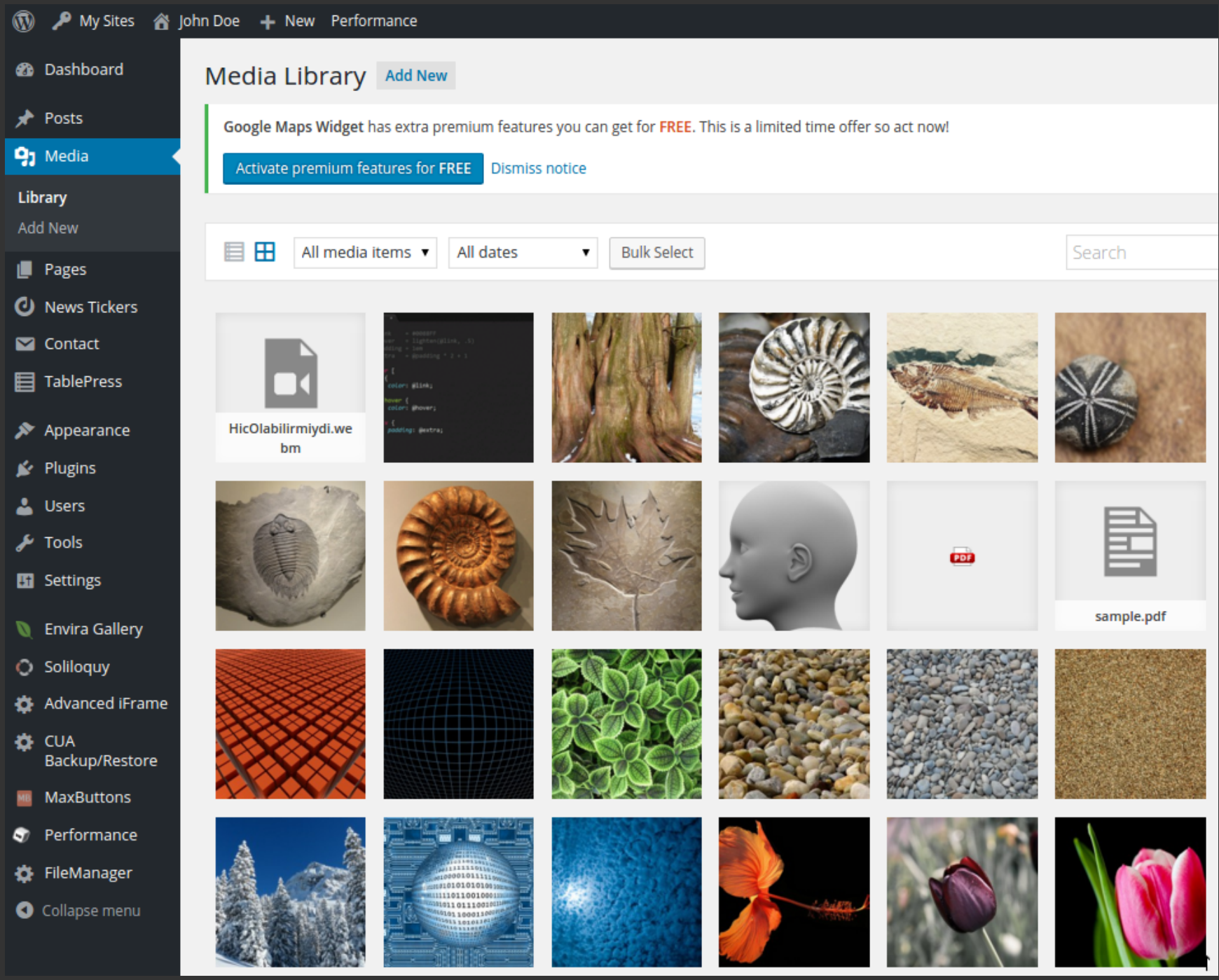
Media

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



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.

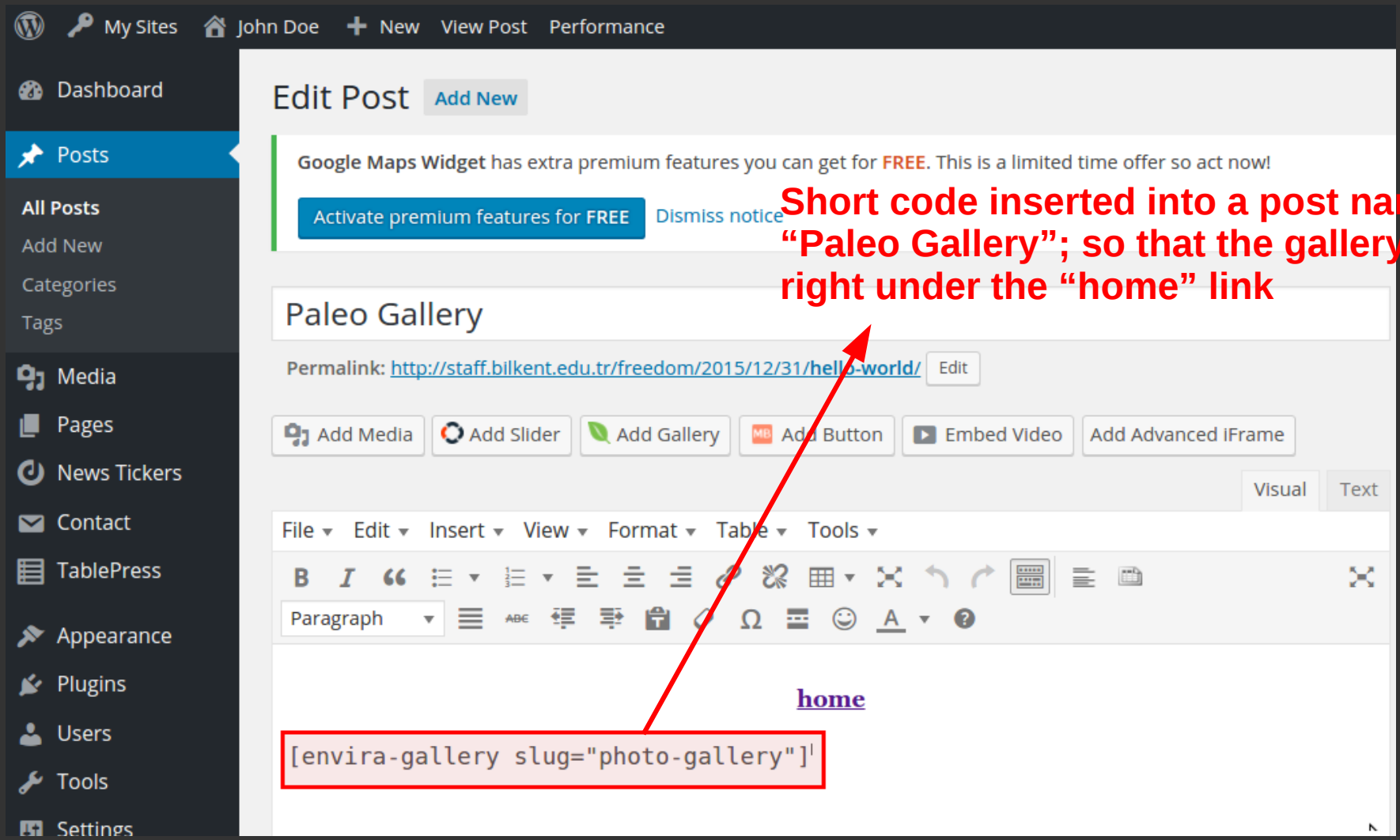
With the plugin “Envira”; for instance, you create an image gallery; stack photos in it; set how the images will be displayed, rotated, etc.

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


My Sites
John Doe
New
View Post
Performance
Dashboard
Posts
All Posts
Add New
Categories
Tags
Media
Pages
News Tickers
Contact
TablePress
Appearance
Plugins
Users
Tools
Settings
Edit Post
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
Short code inserted into a post named "Paleo Gallery"; so that the gallery appears right under the "home" link
Paleo Gallery
Permalink: http://staff.bilkent.edu.tr/freedom/2015/12/31/hello-world/
Edit
Add Media
Add Slider
Add Gallery
Add Button
Embed Video
Add Advanced iFrame
Visual
Text
File
Edit
Insert
View
Format
Table
Tools
Paragraph
home
[envira-gallery slug="photo-gallery"]

Slugs

A web address like

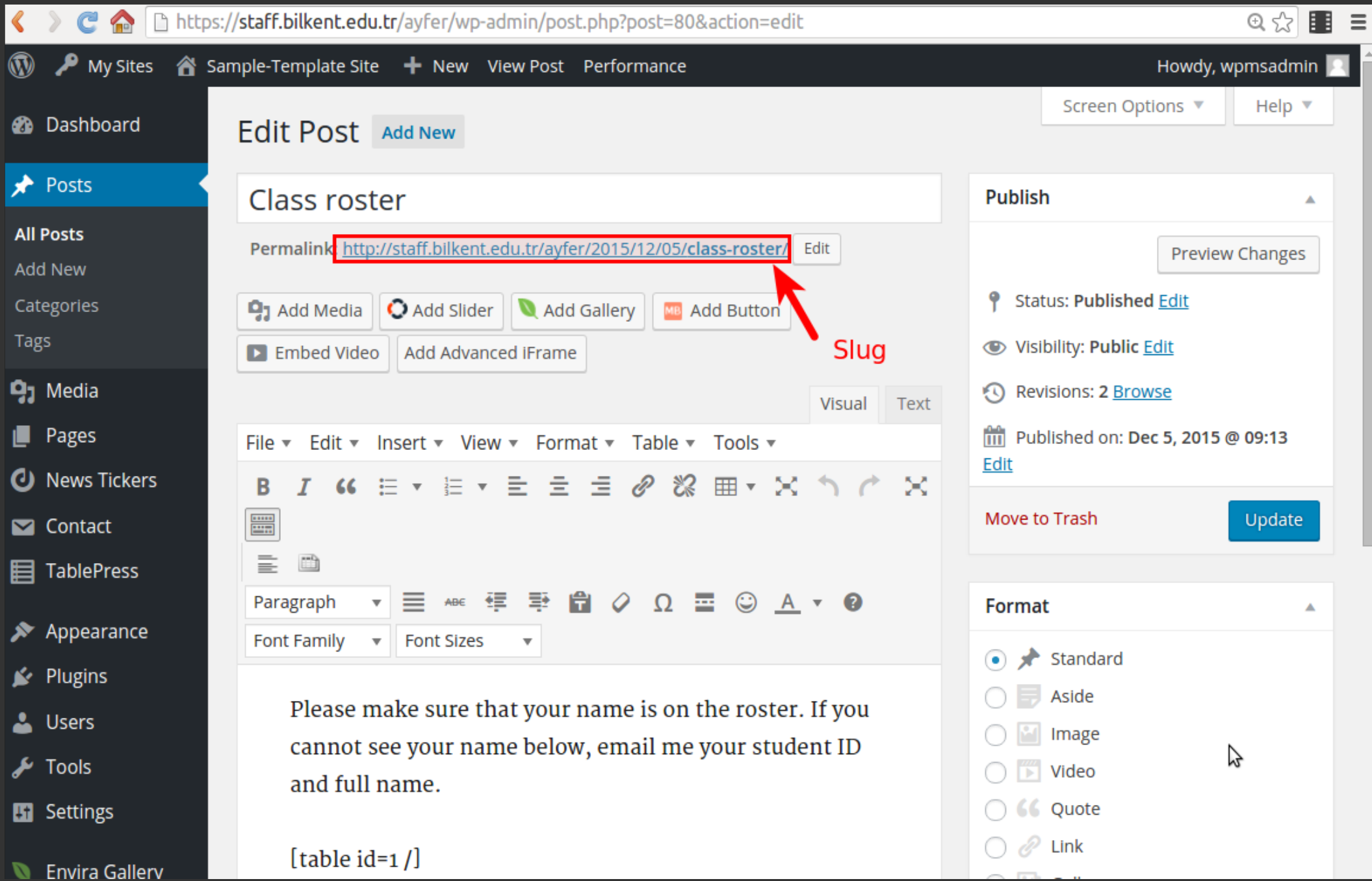
http://mysite.org/?page_id=54554

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.


https://staff.bilkent.edu.tr/ayfer/wp-admin/post.php?post=80&action=edit
My Sites
Sample-Template Site
New
View Post
Performance
Howdy, wpmsadmin
Dashboard
Posts
All Posts
Add New
Categories
Tags
Media
Pages
News Tickers
Contact
TablePress
Appearance
Plugins
Users
Tools
Settings
Envira Gallery
Screen Options
Help
Edit Post
Add New
Class roster
Permalink: 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
File
Edit
Insert
View
Format
Table
Tools
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
Edit
Move to Trash
Update
Format
Standard
Aside
Image
Video
Quote
Link

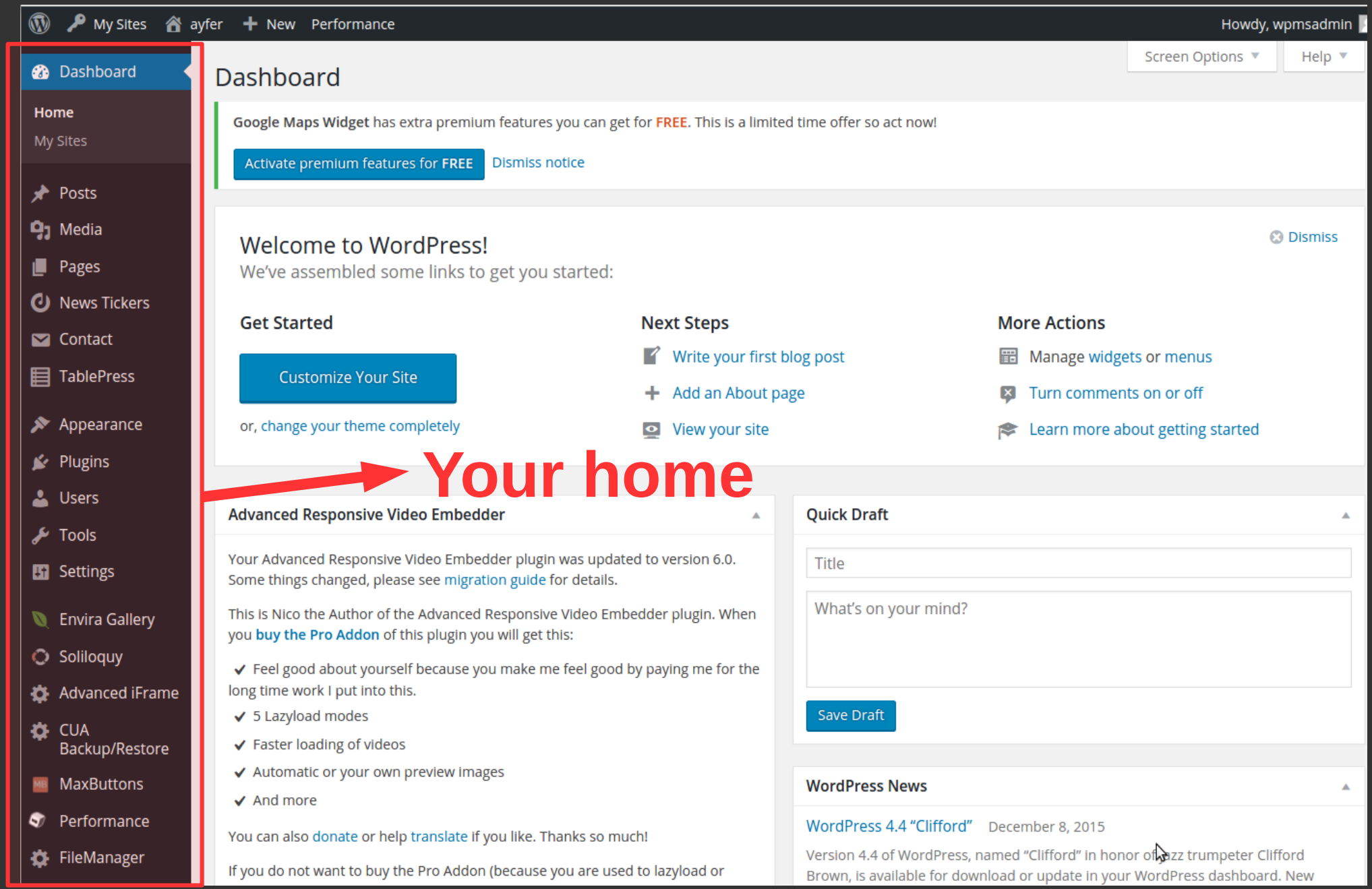
The Dashboard

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



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;

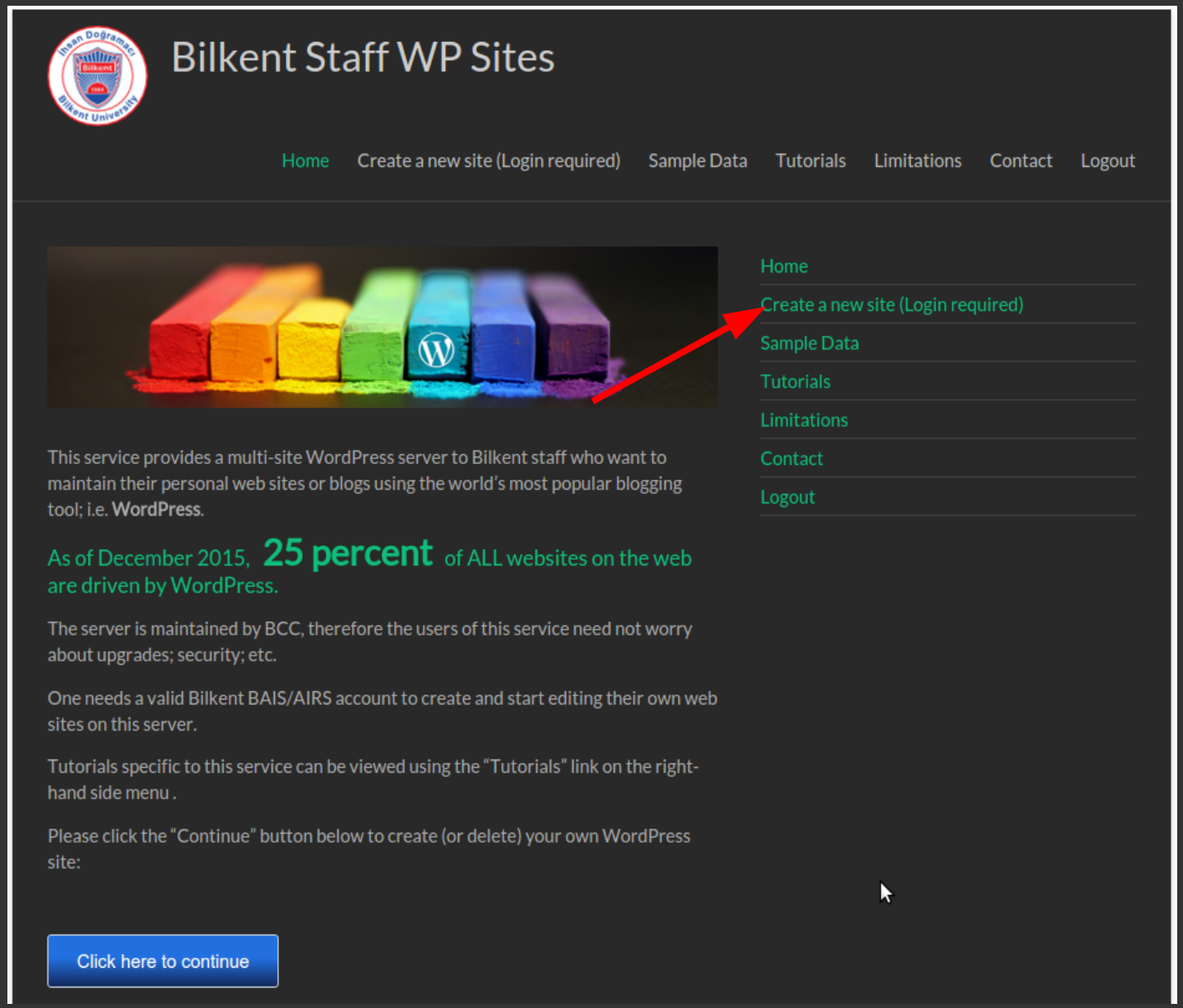
then we shall import the sample data of that theme onto our freshly created site;

and finally fix some “look & feel” problems.

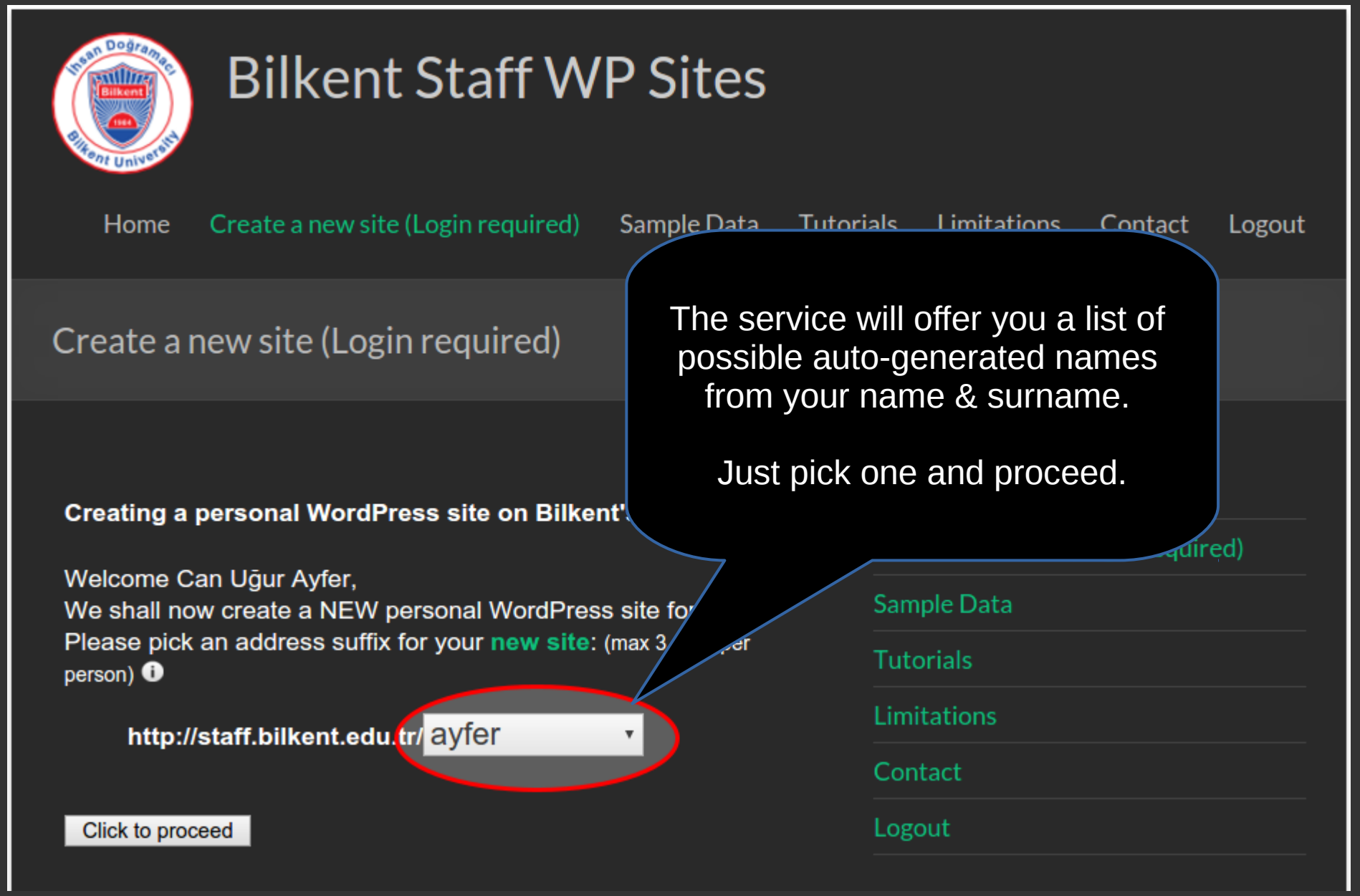
Visit

http://staff.bilkent.edu.tr

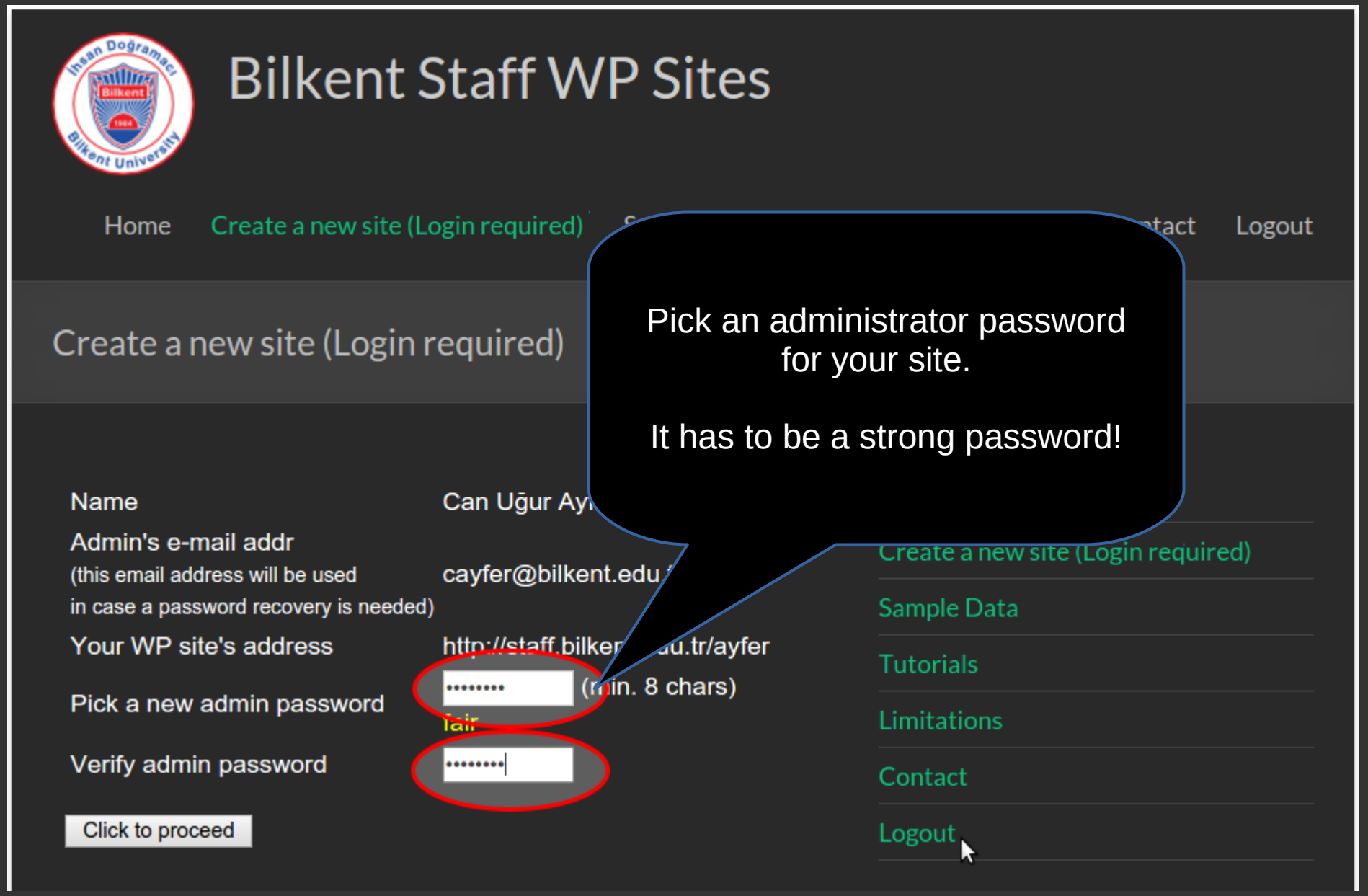
to create your first WP site



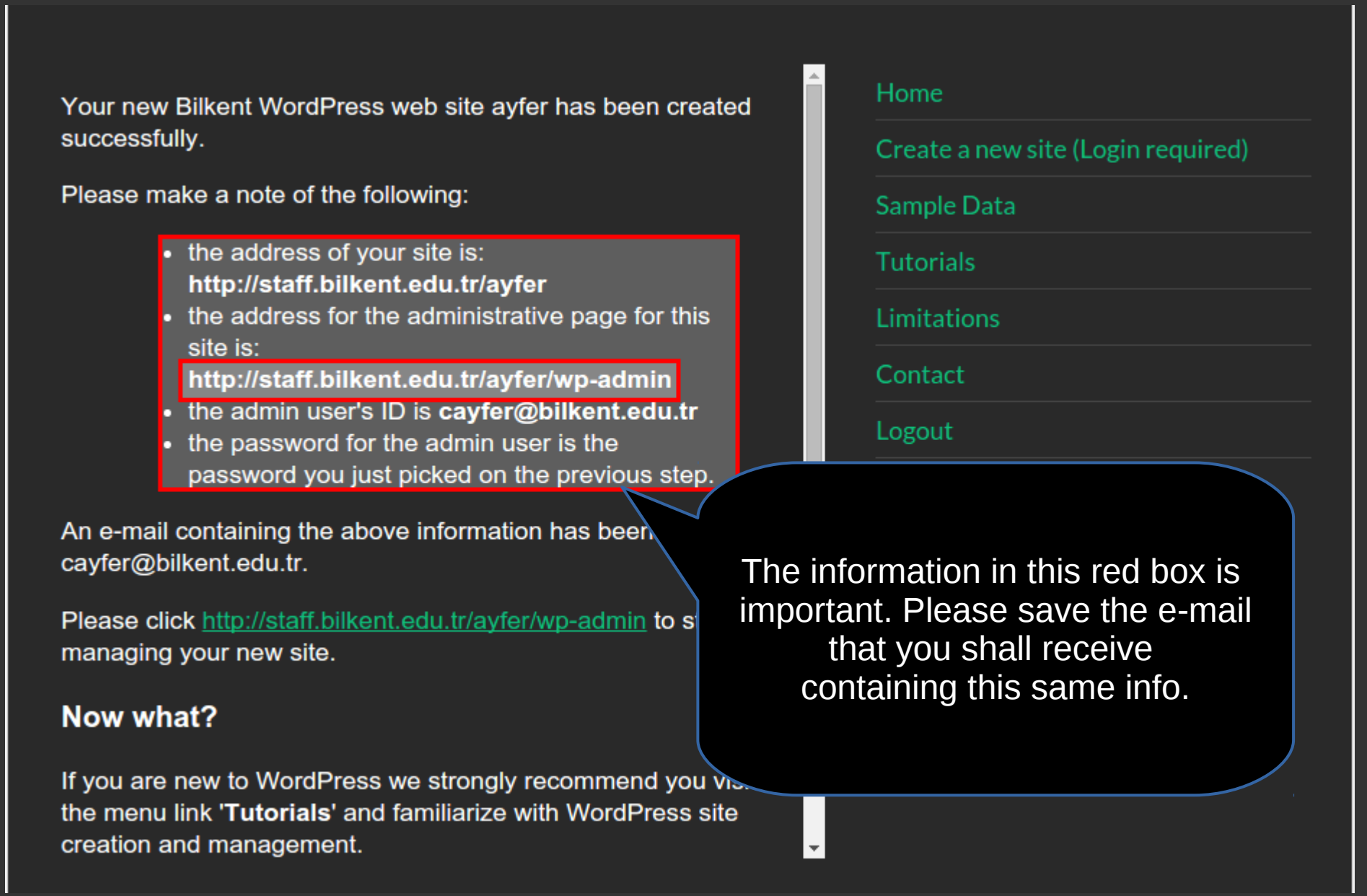
Pick a name for your site



Pick your administrator password



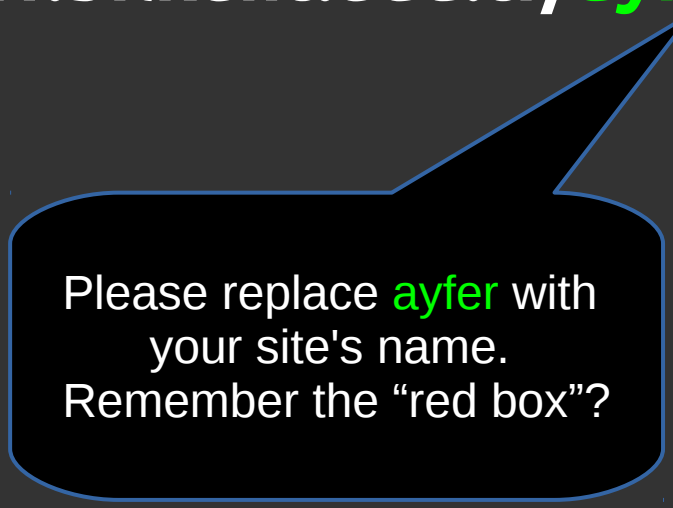
Make a note of your administrator credentials and the address for the administrator's page.



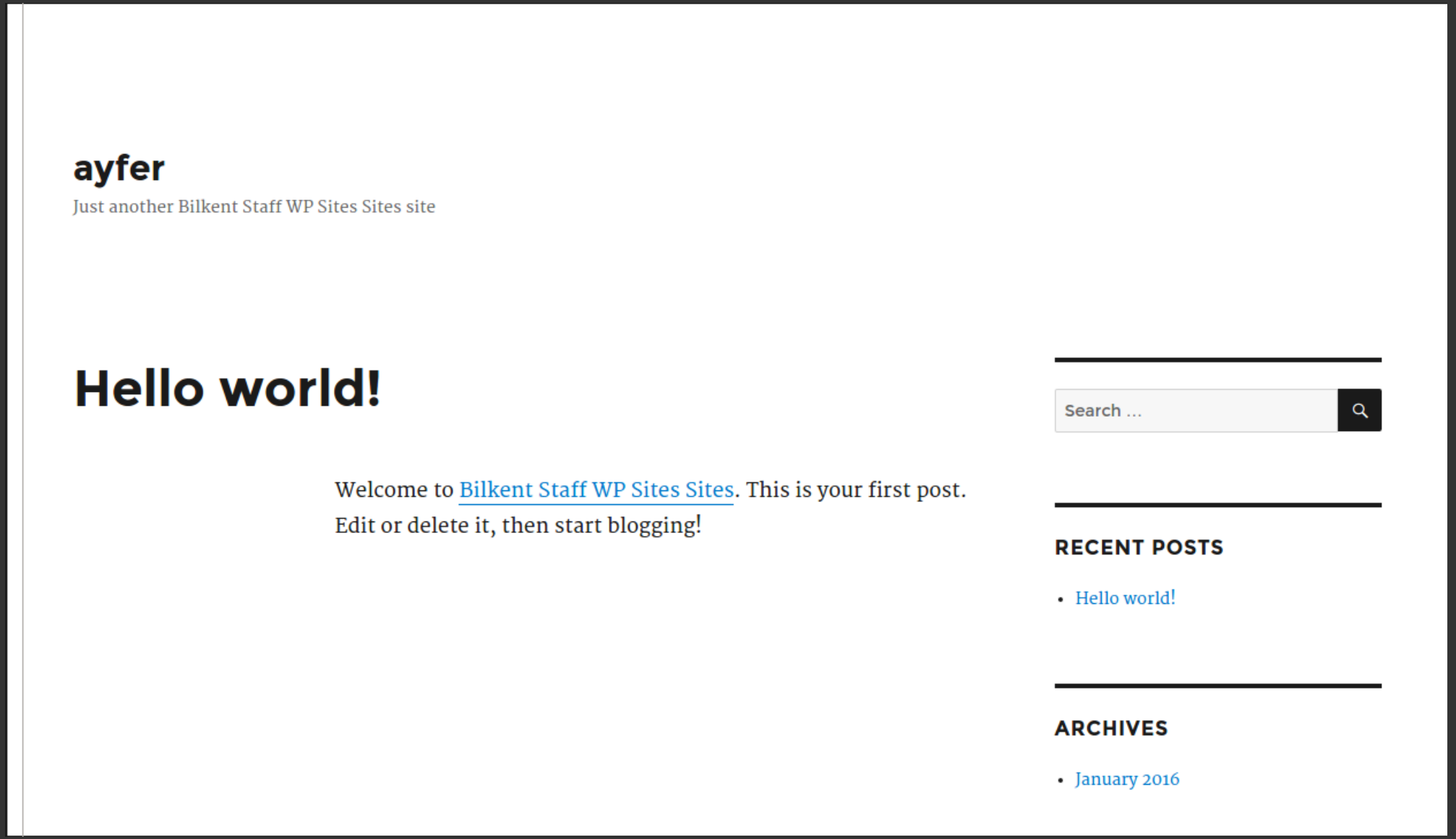
Lets check what the new site looks like:

visit

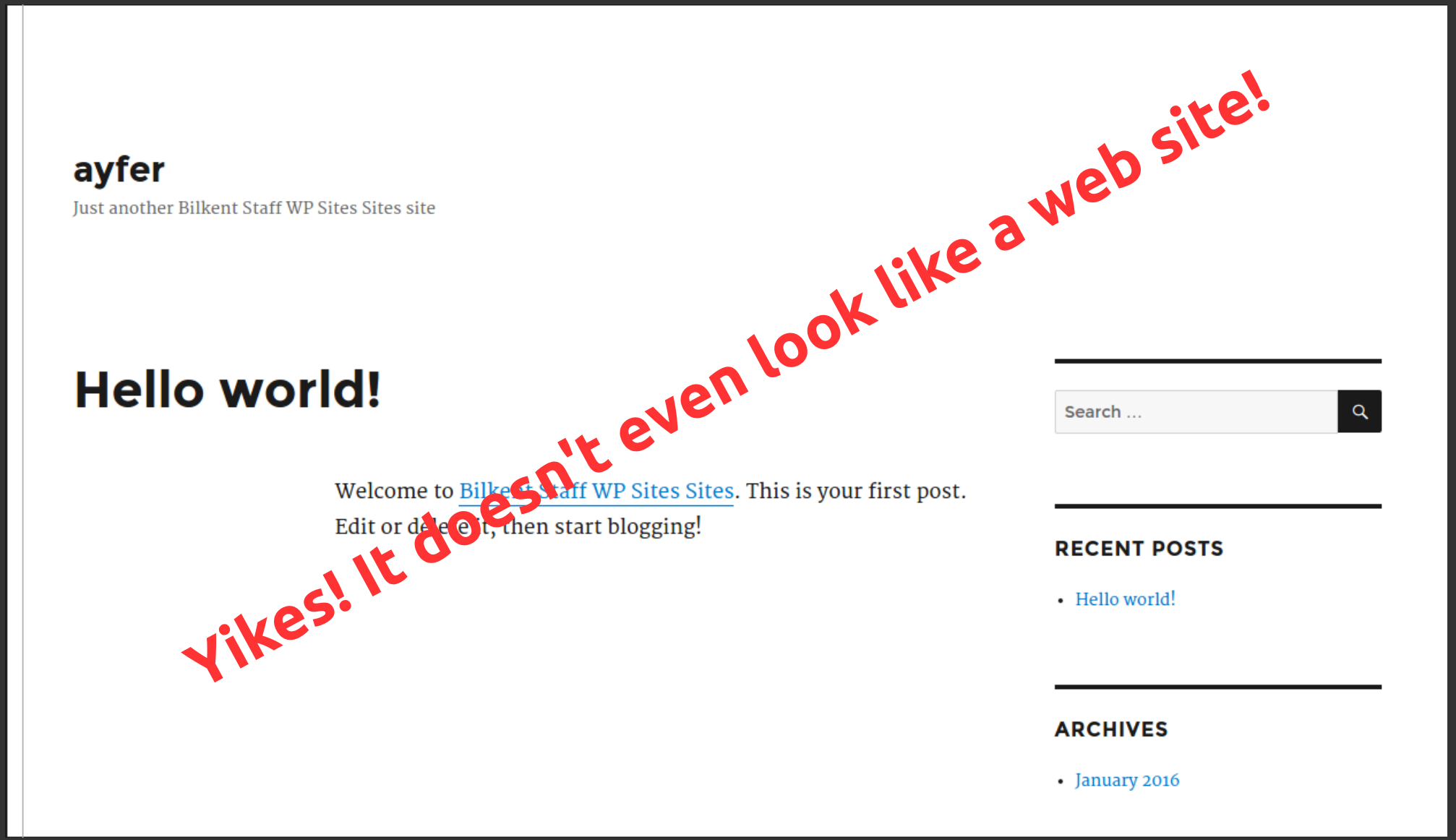
http://staff.bilkent.edu.tr/ayfer



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



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



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.

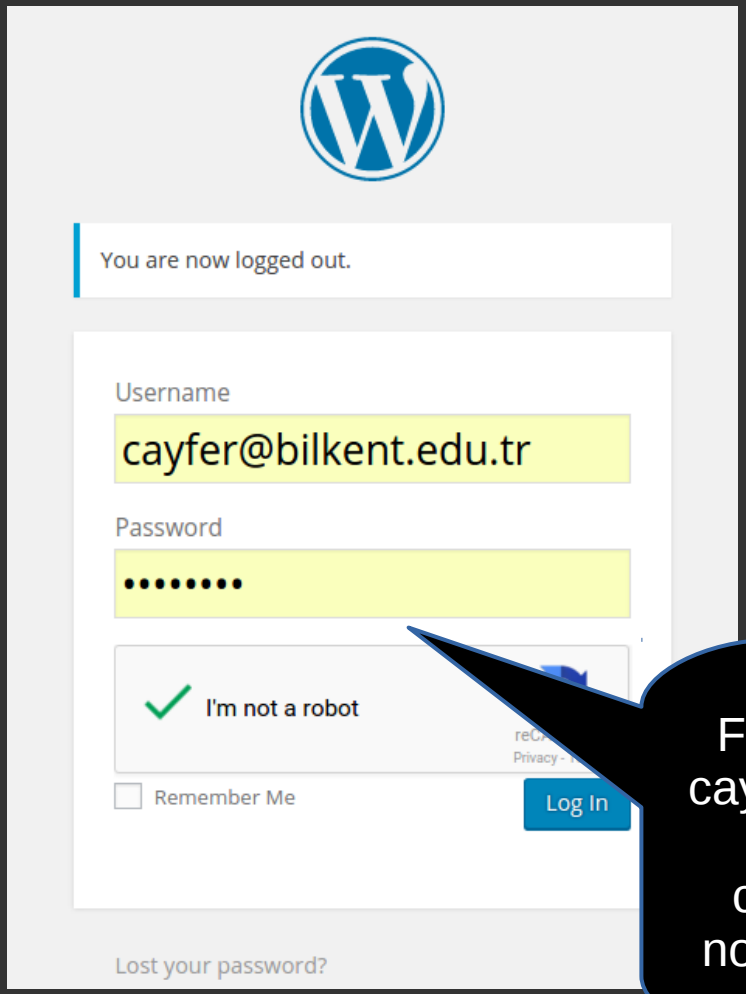
Which is slightly better than WordPress' default export-import tool; but is still far from being perfect.

Nevertheless; back to

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

Login to administration panel (Dashboard)

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

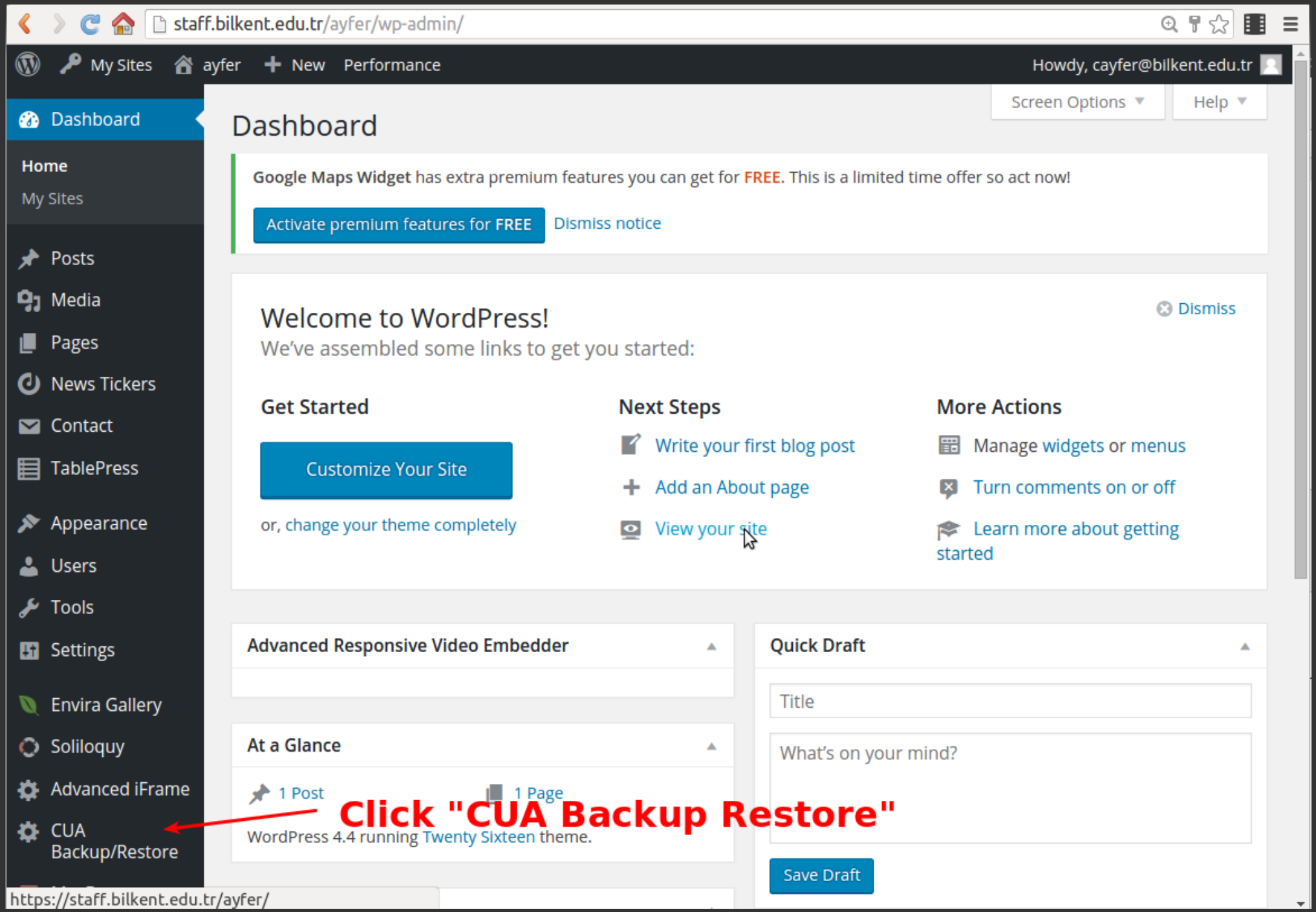


Does Google have to know all that's happening on the Net?

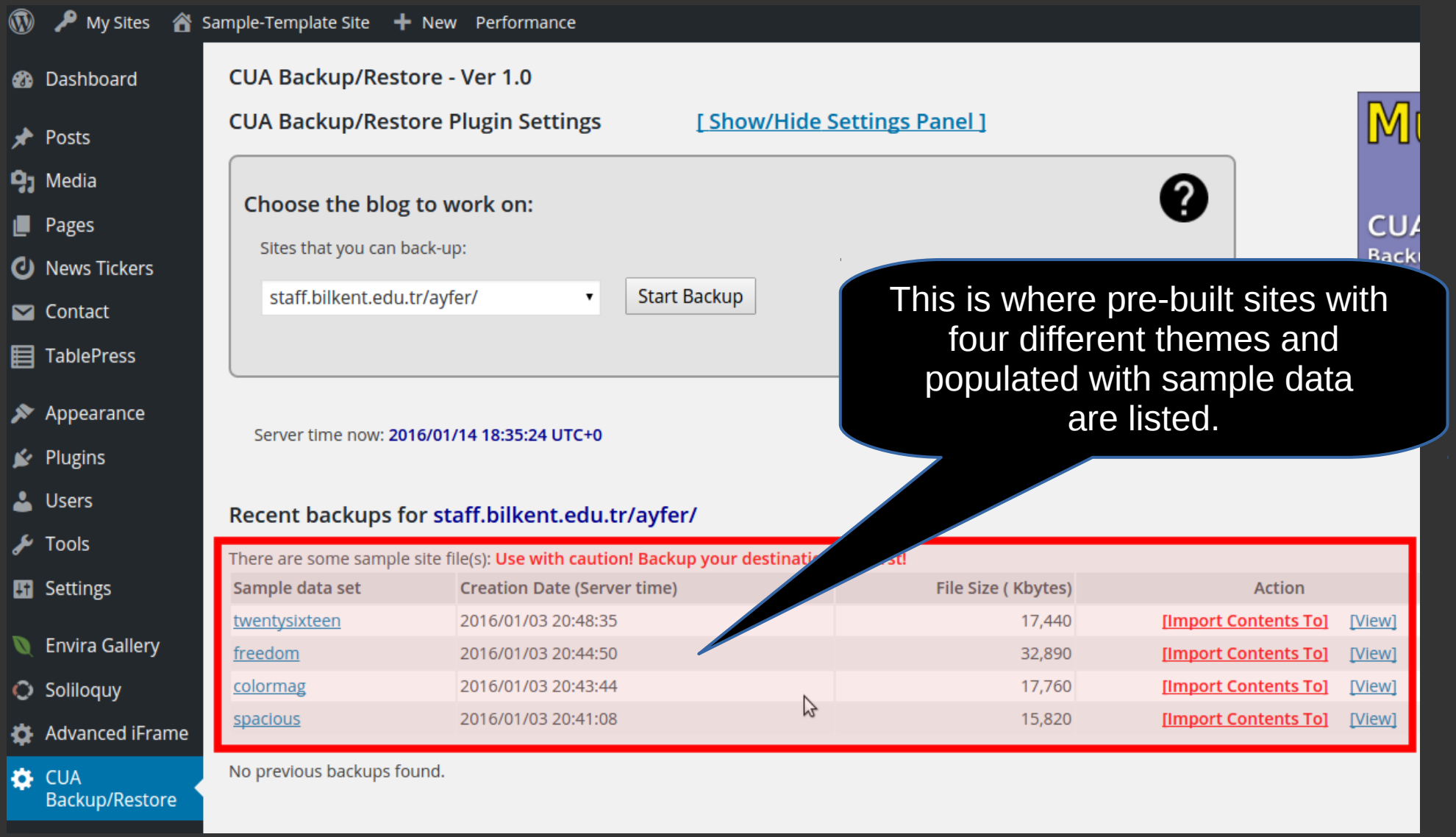
Probably “Yes”!

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
Dashboard
Home
My Sites
Posts
Media
Pages
News Tickers
Contact
TablePress
Appearance
Users
Tools
Settings
Envira Gallery
Soliloquy
Advanced iFrame
CUA Backup/Restore
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:
Dismiss
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
At a Glance
1 Post
1 Page
WordPress 4.4 running Twenty Sixteen theme.
Quick Draft
Title
What's on your mind?
Save Draft
Click "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



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.

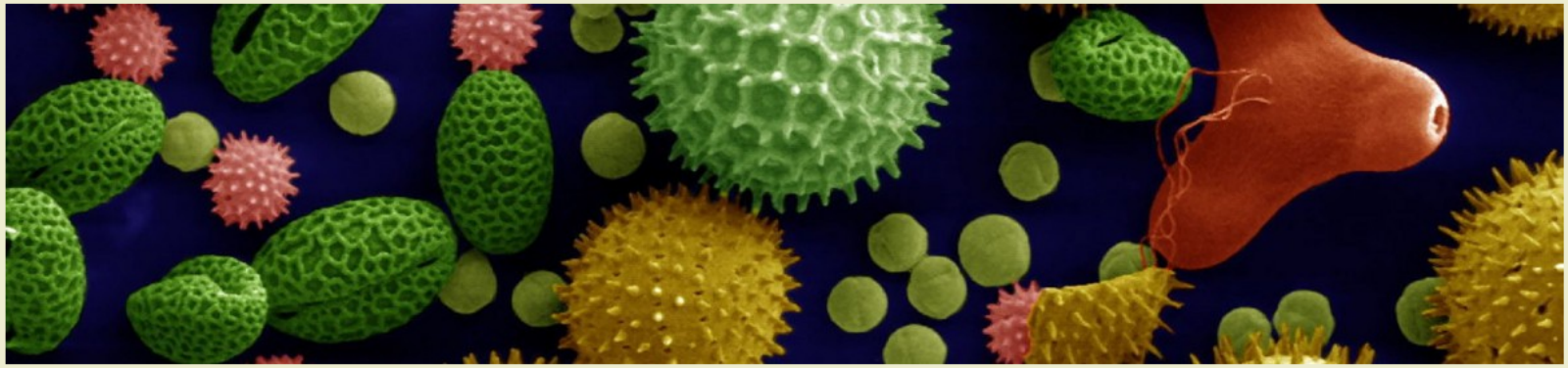
Sample data set	Creation Date (Server time)	File Size (Kbytes)	Action	
twentysixteen	2016/01/03 20:48:35	17,440	[Import Contents To]	[View]
freedom	2016/01/03 20:44:50	32,890	[Import Contents To]	[View]
colormag	2016/01/03 20:43:44	17,760	[Import Contents To]	[View]
spacious	2016/01/03 20:41:08	15,820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

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

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

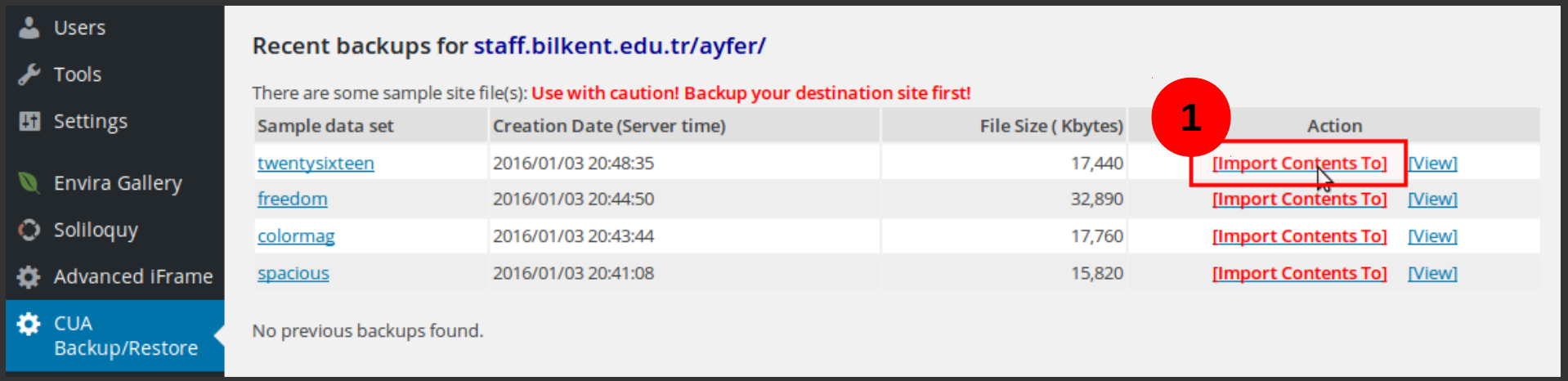
NEWS

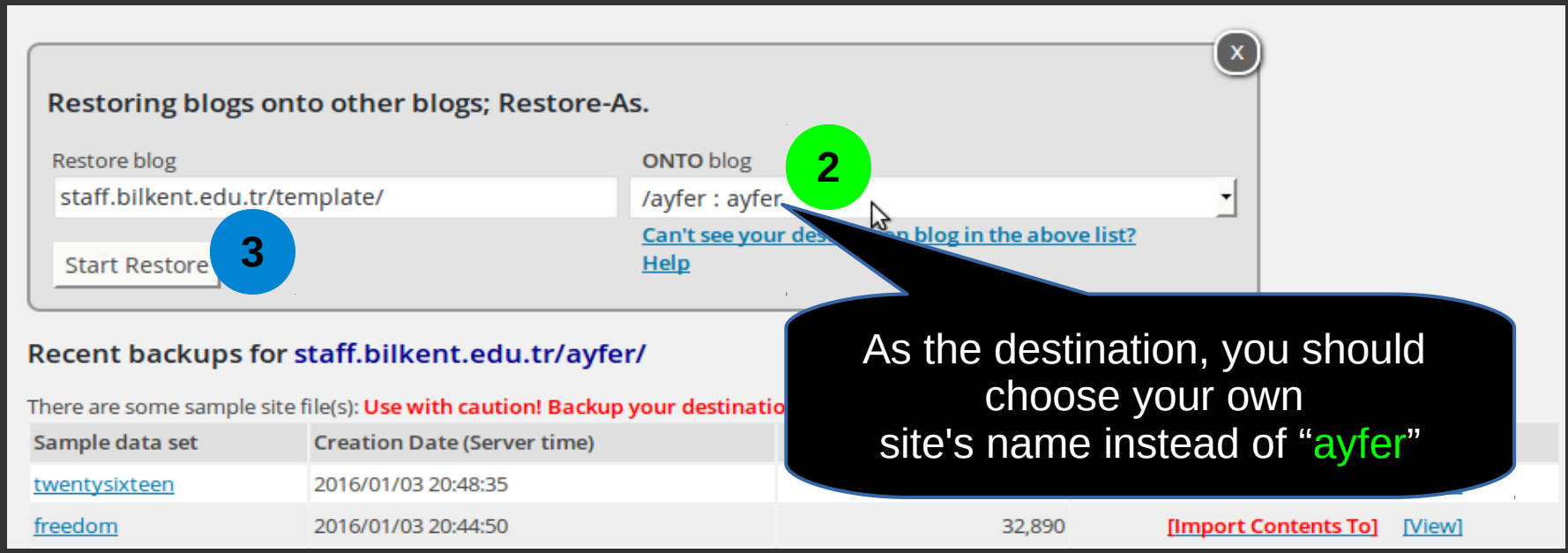
- **Backing up & restoring your work**
- Posting is easy – Ver 2
- Test post
- PA-303 Assignments
- PA-101 Midterm on 6th Nov

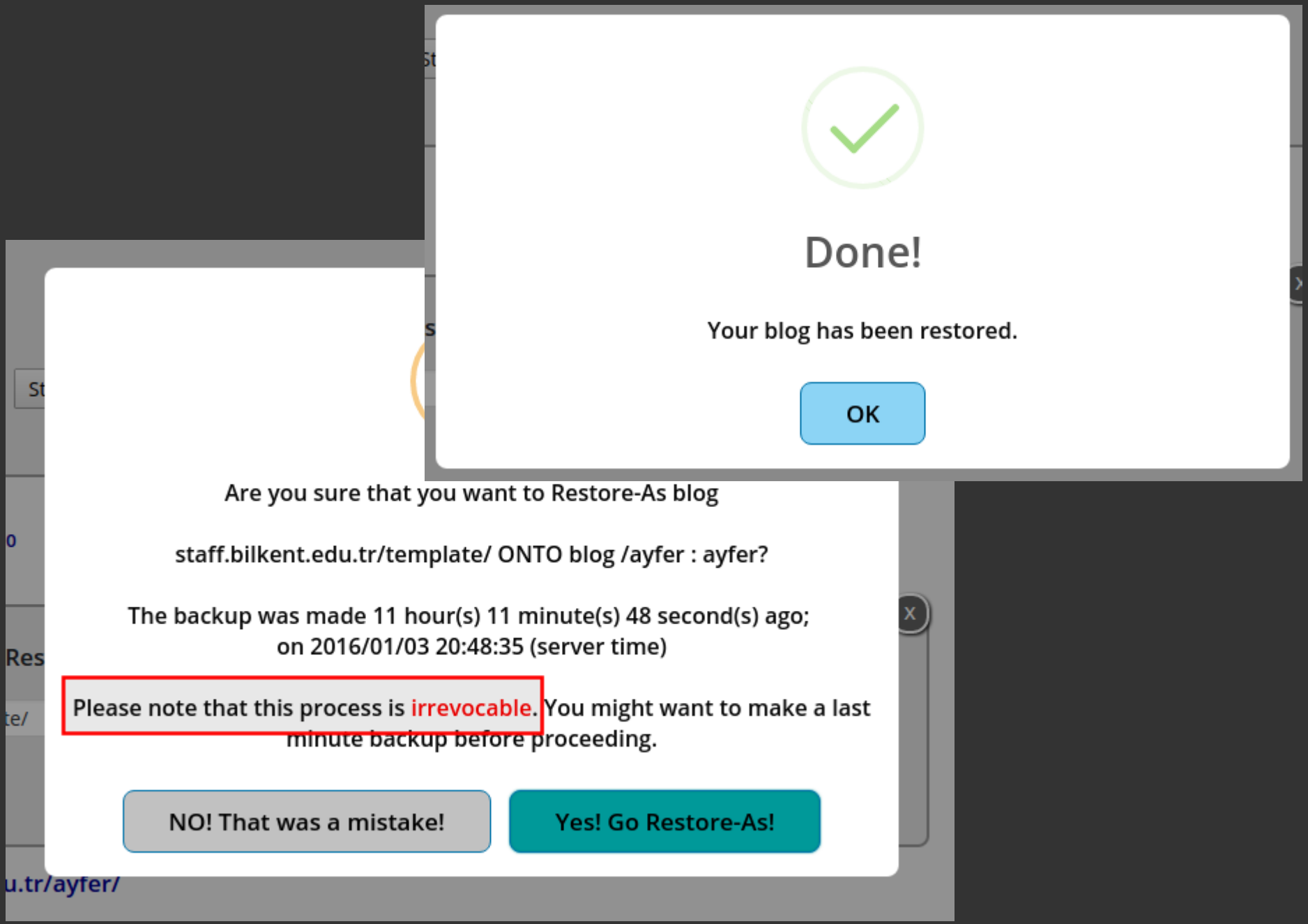
TOPICS

- Misc.
- PA-101
- PA-303

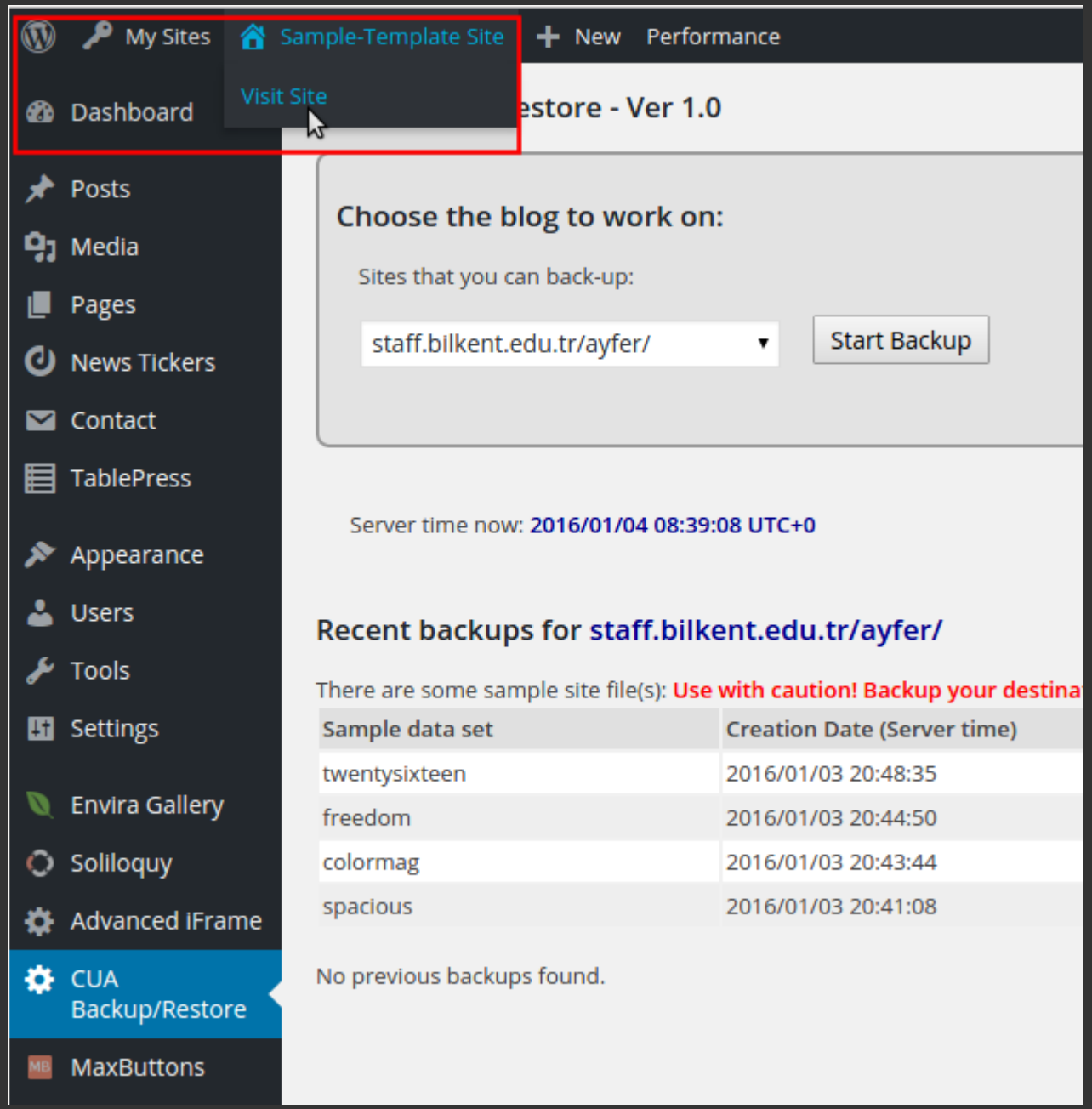
1. Click “Import Contents To” link for “twentysixteen”
2. Choose “/your-site-name” as the ONTO blog;
3. and click “Start Restore”





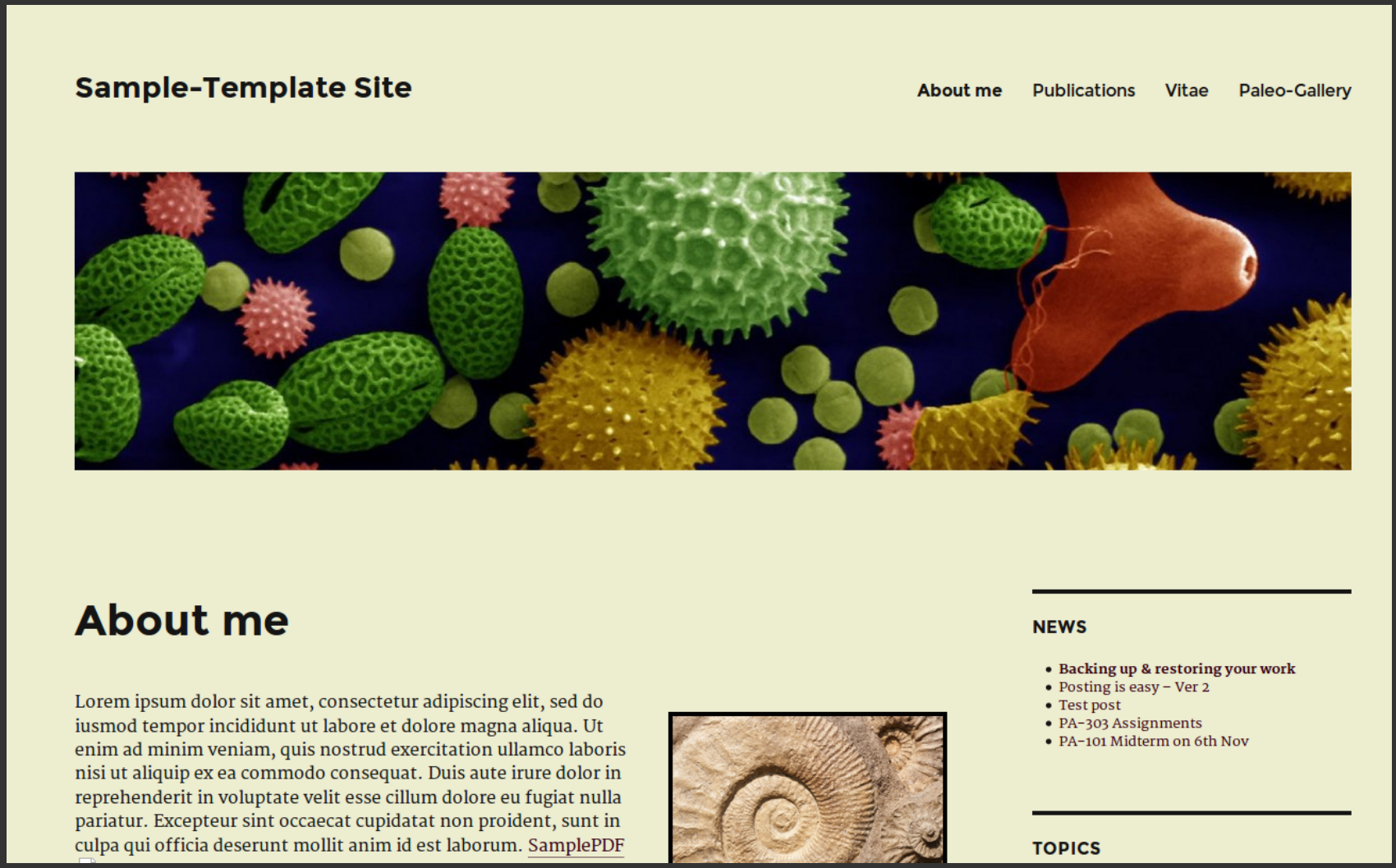

Done!
Your blog has been restored.
OK
Are you sure that you want to Restore-As blog
staff.bilkent.edu.tr/template/ ONTO blog /ayfer : ayfer?
The backup was made 11 hour(s) 11 minute(s) 48 second(s) ago;
on 2016/01/03 20:48:35 (server time)
Please note that this process is irrevocable. You might want to make a last minute backup before proceeding.
NO! That was a mistake!
Yes! Go Restore-As!

Then visit your site again

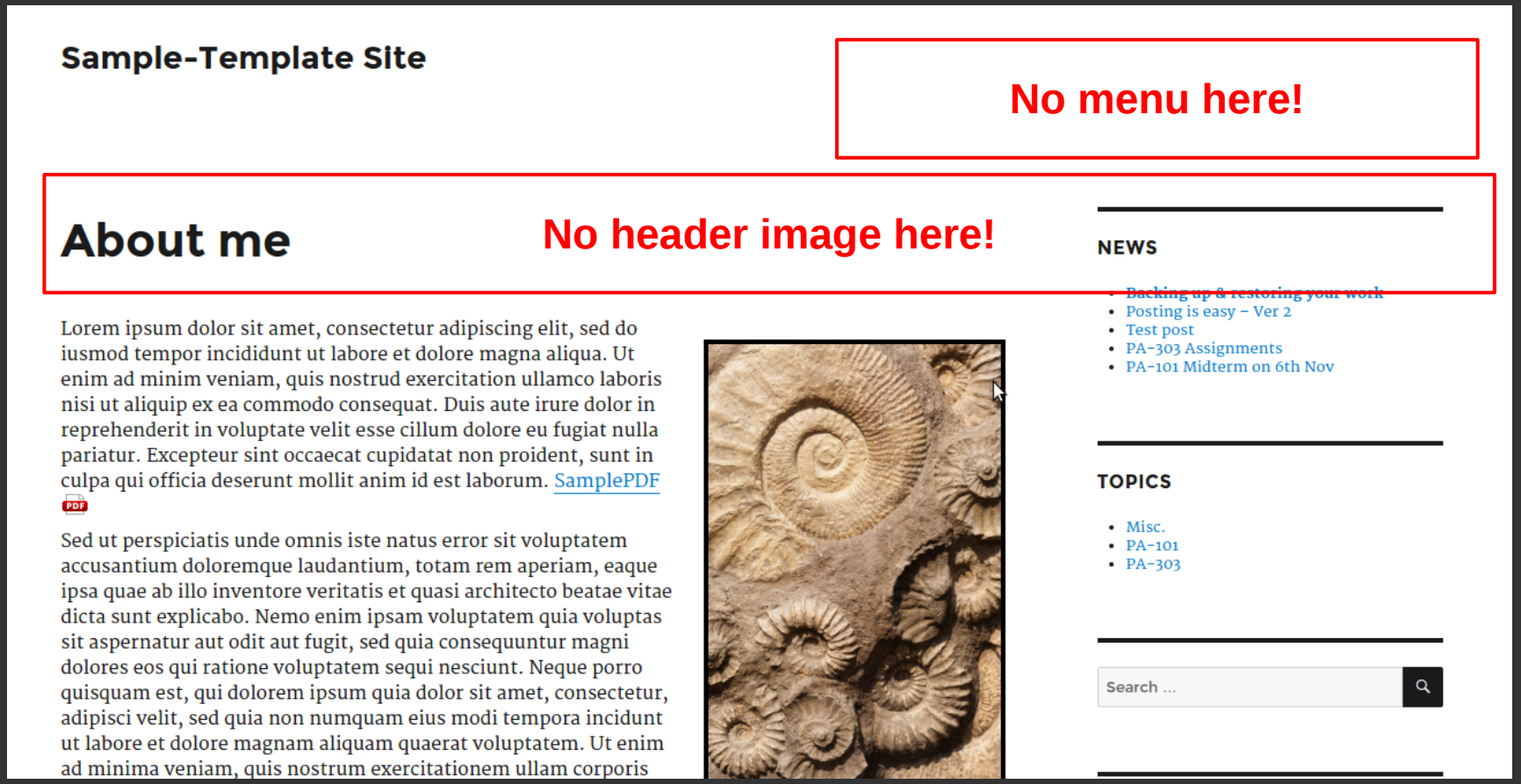


Oops!

You were expecting something like this:



...but you got this instead!



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`

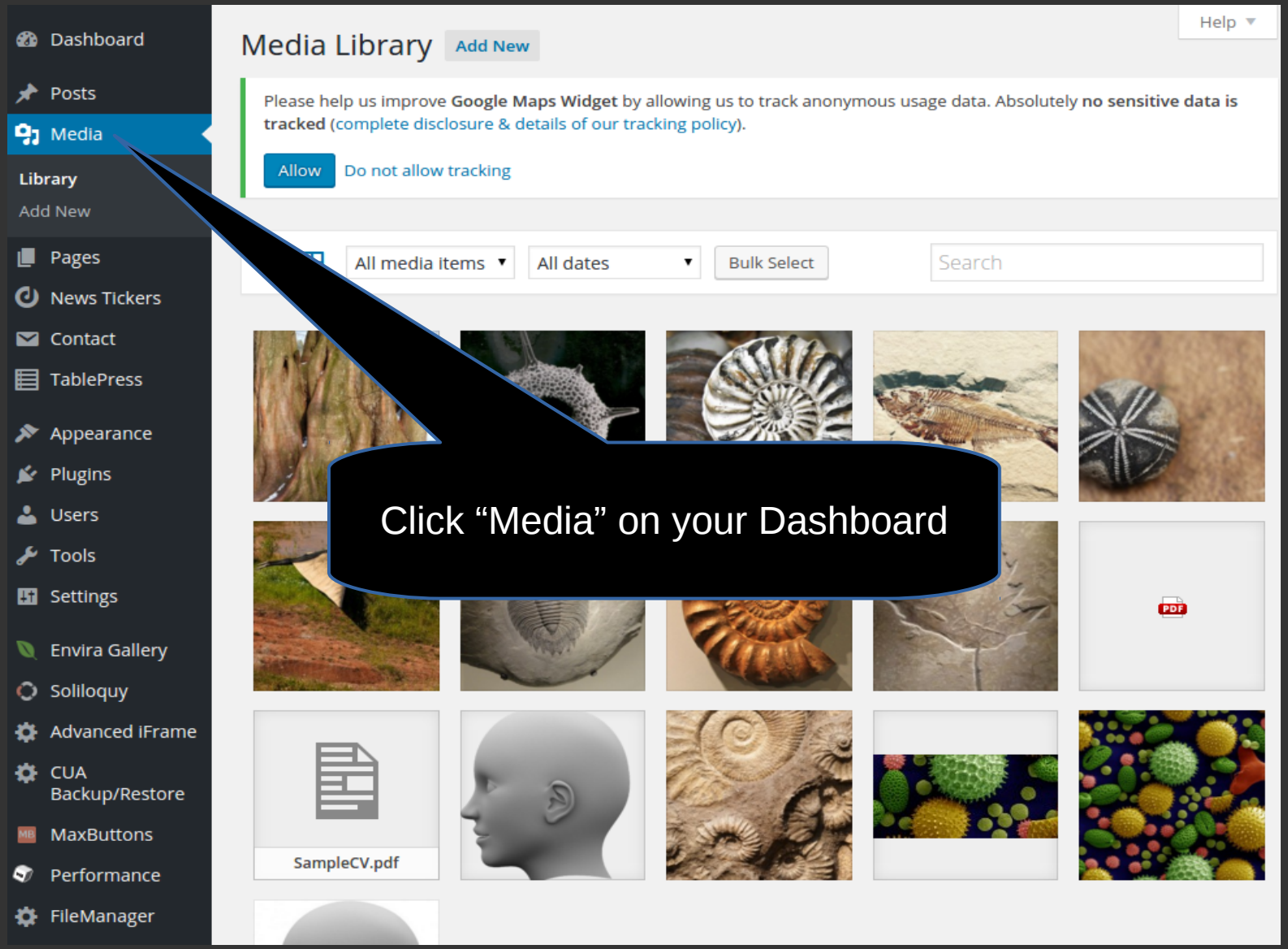
Let's check a few things before starting the tweaks...

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**

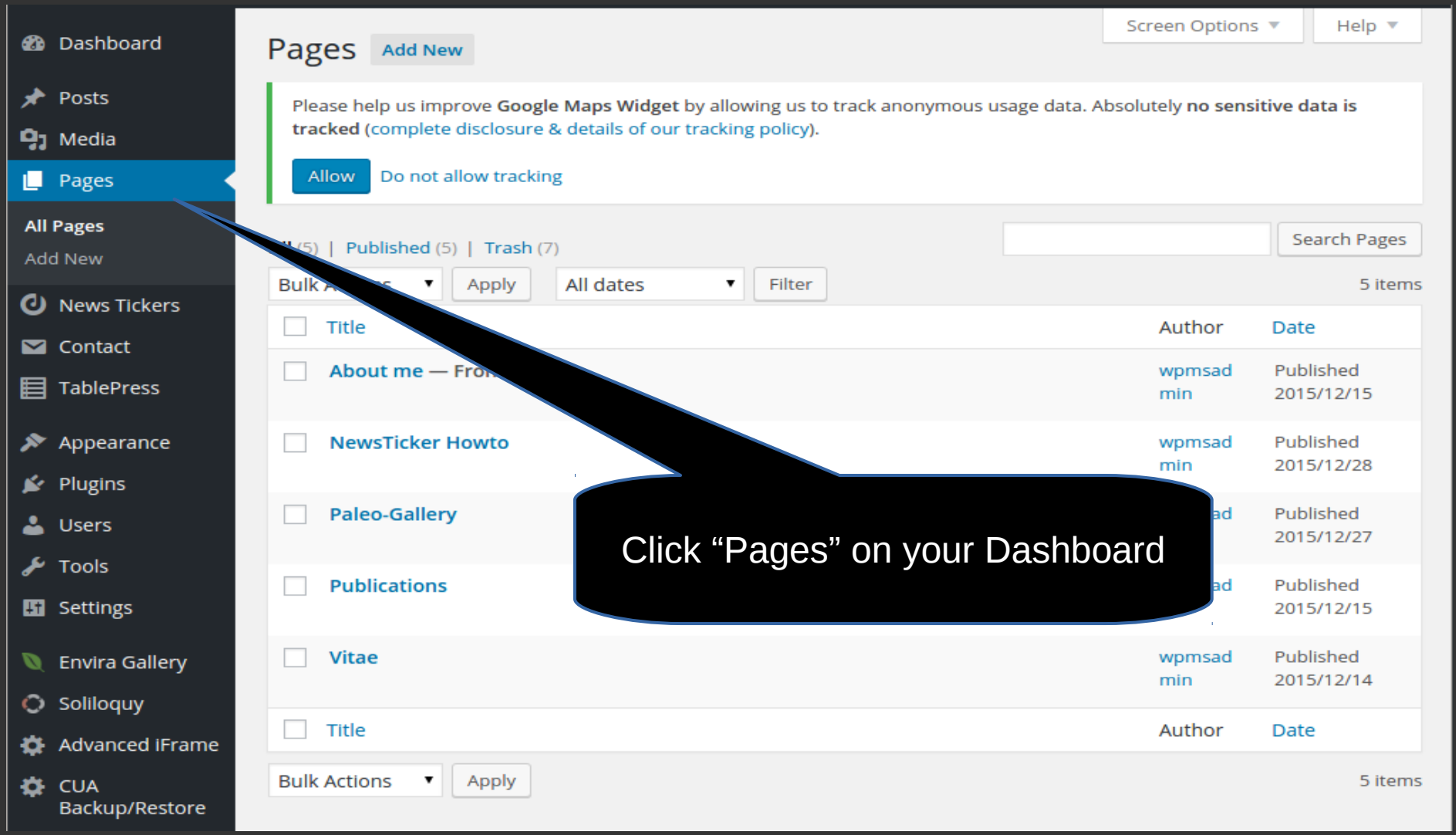
If all the above checks are OK, then the import is successful and your site is populated with sample content.

Checking the media library:



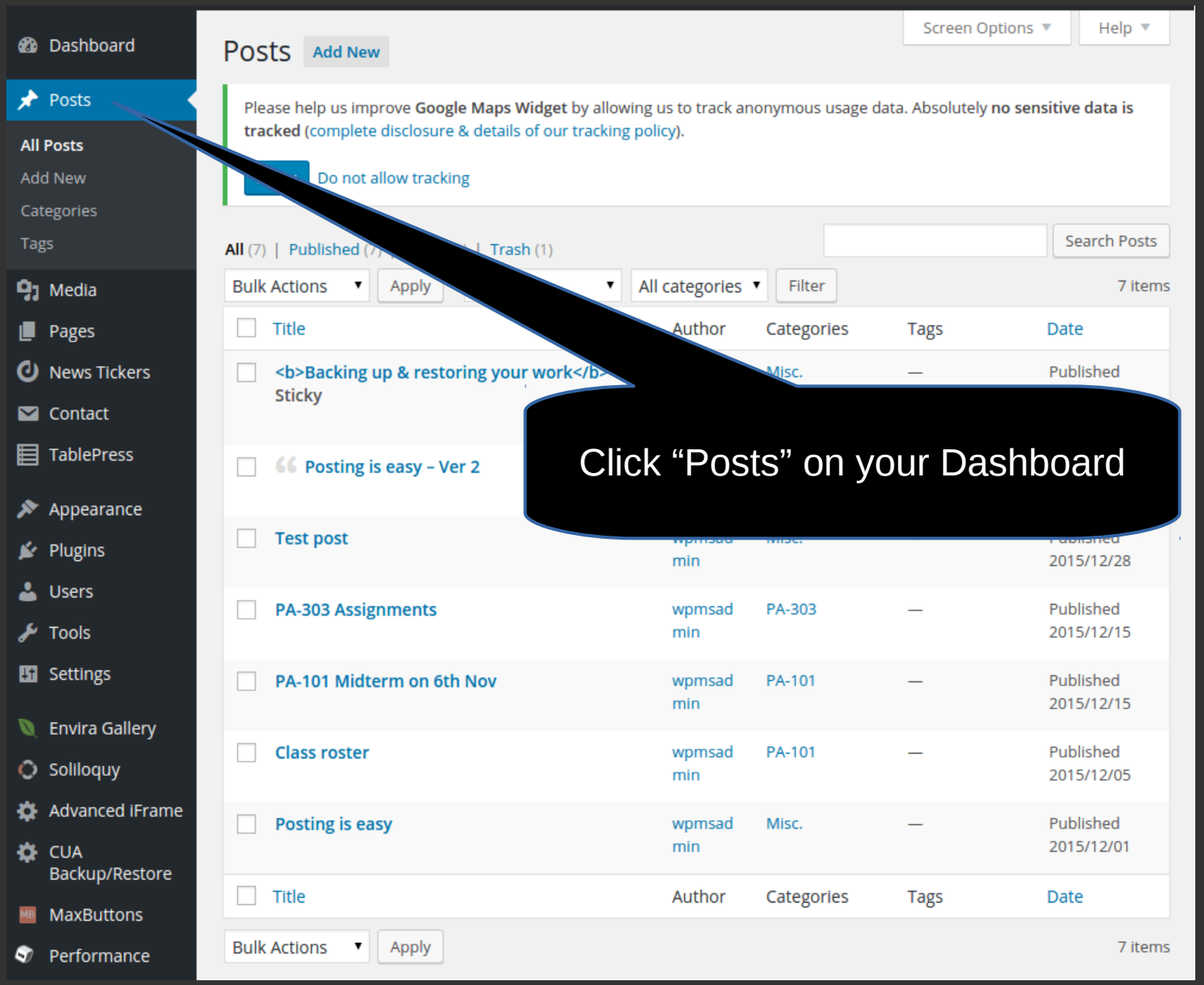
Media library looks OK! Paleonthological images are there!

Checking the “Pages”



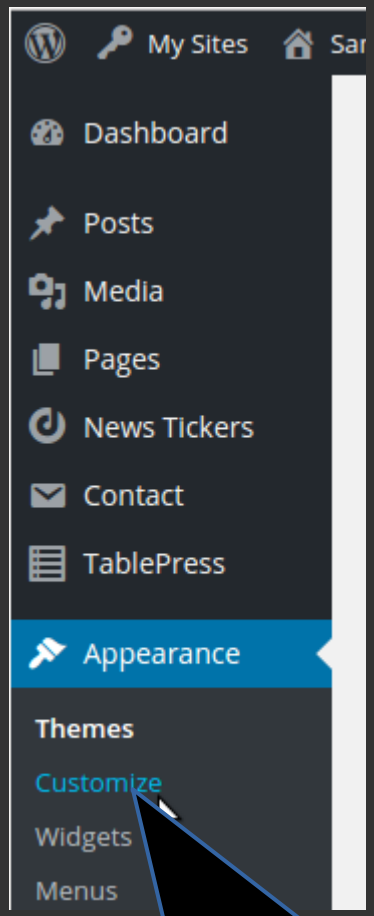
Pages look OK! Pre-built five pages are there!

Checking the “Posts”

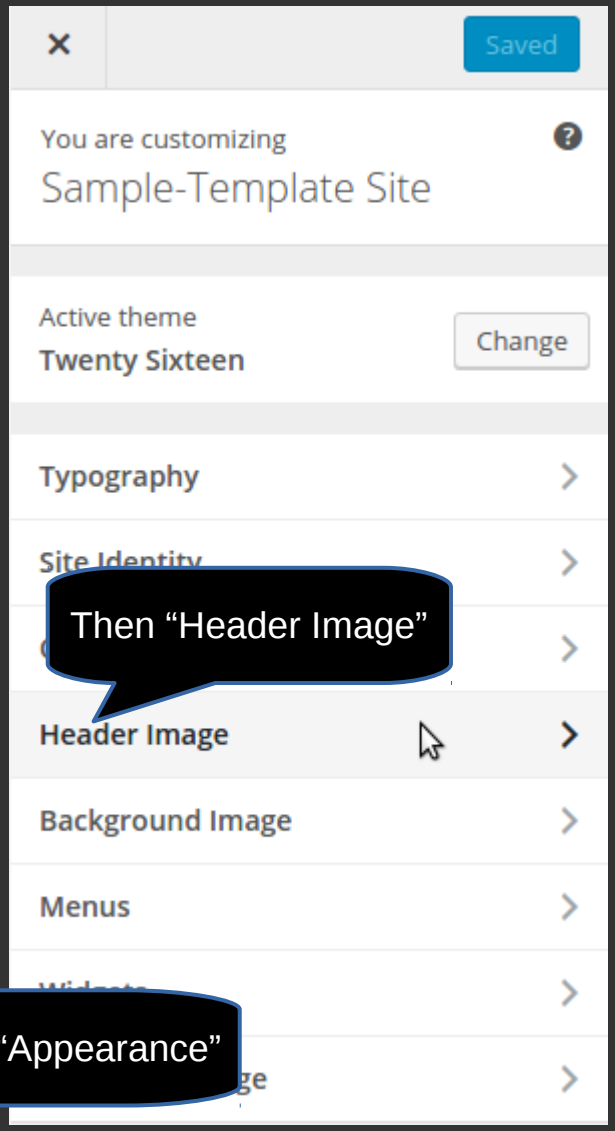


Posts look OK! Pre-built seven posts are there!

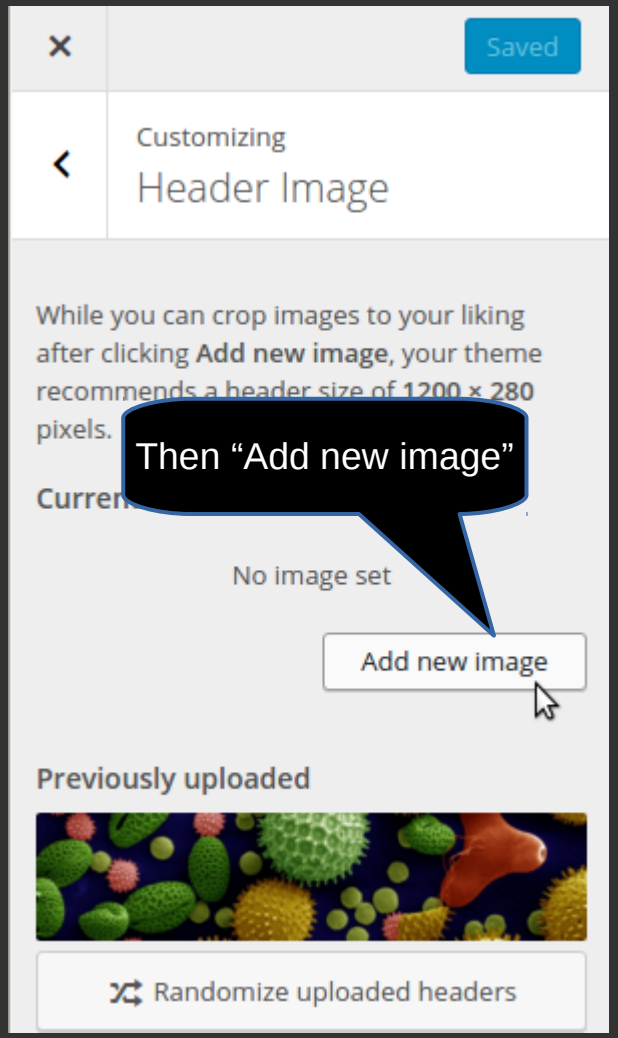
Now let's start tweaking...
First : fixing the “header image”



Click “Customize” under “Appearance”

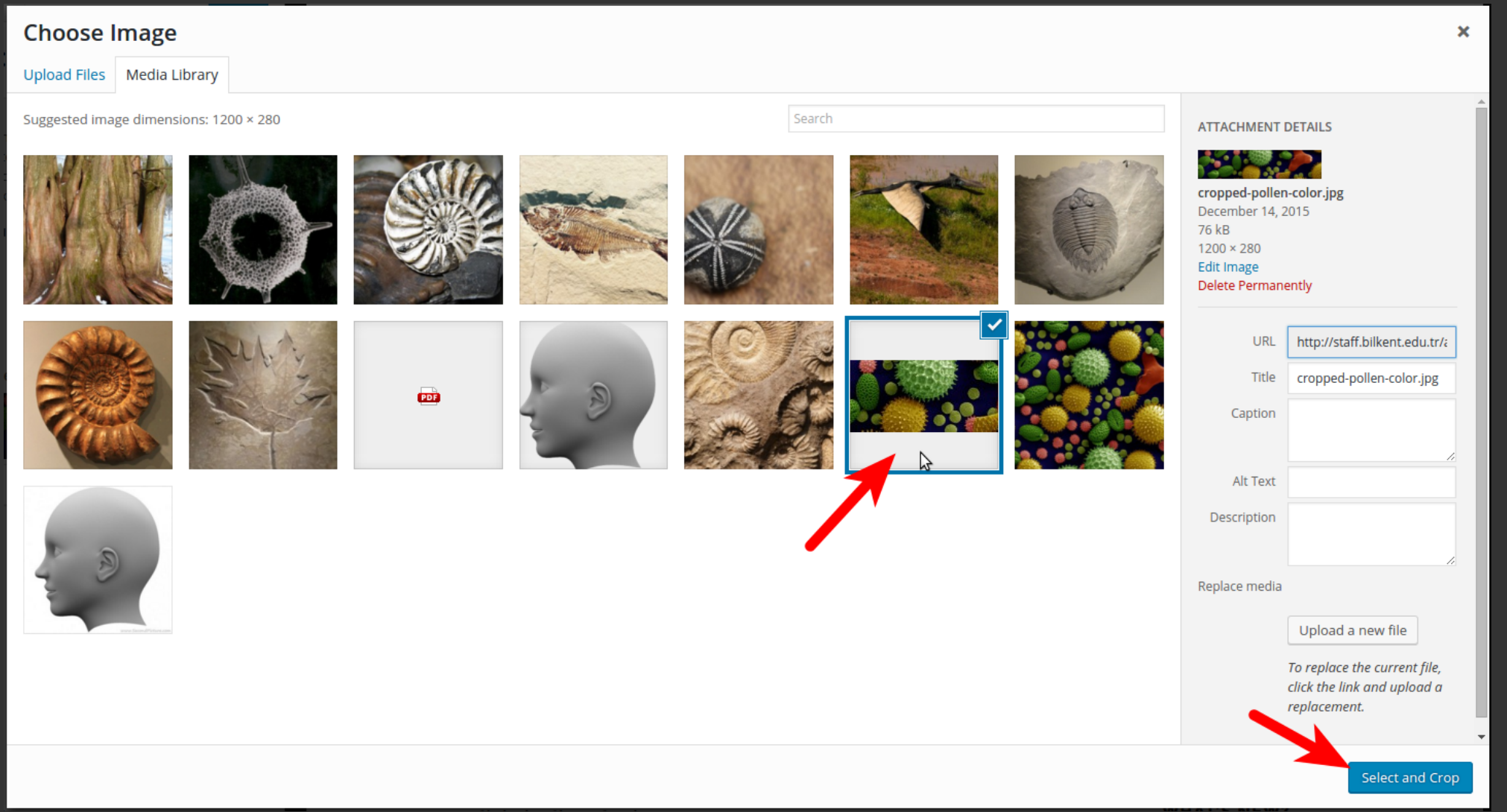


Then “Header Image”

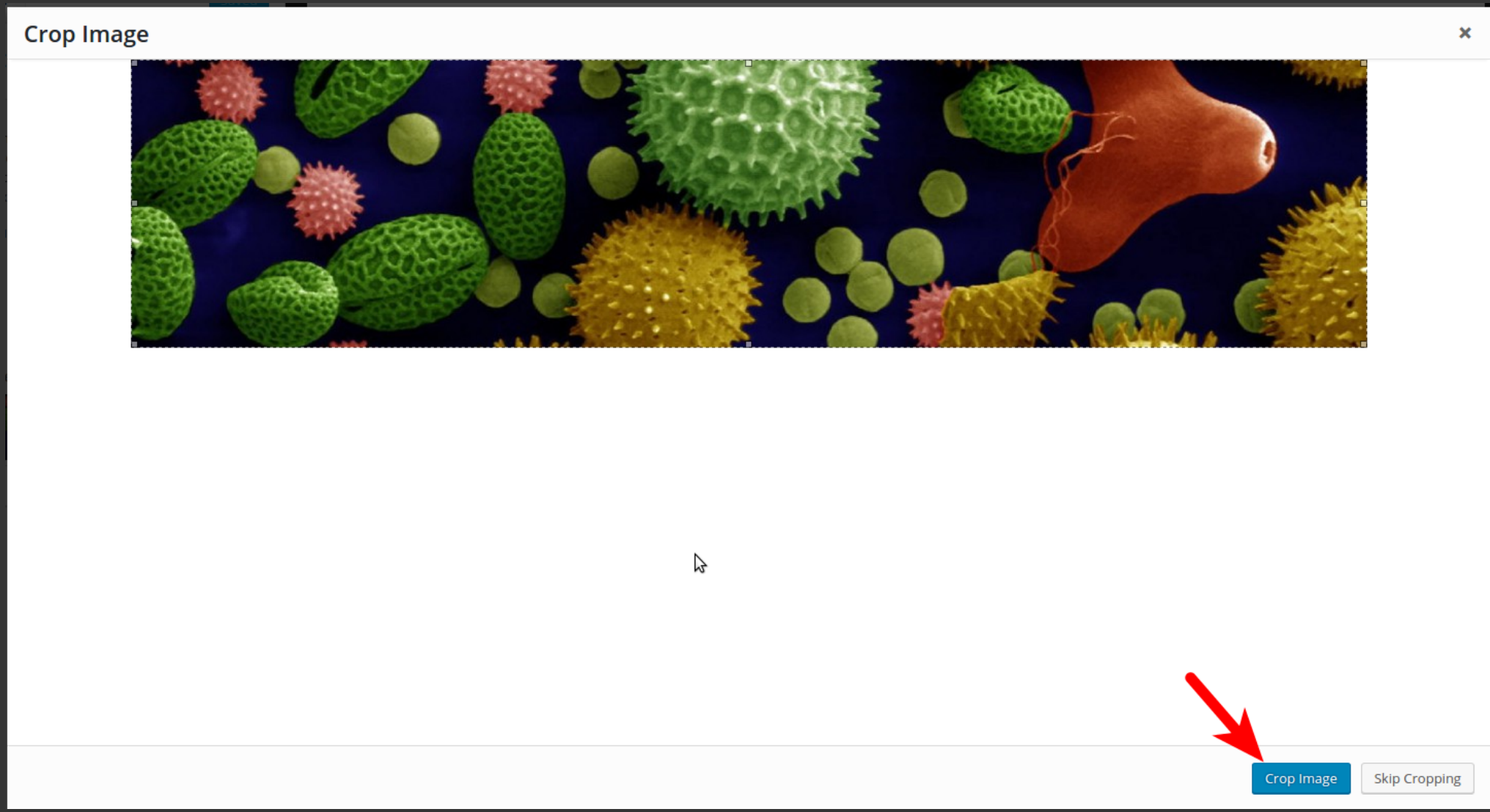


Then “Add new image”

Fixing the Header image

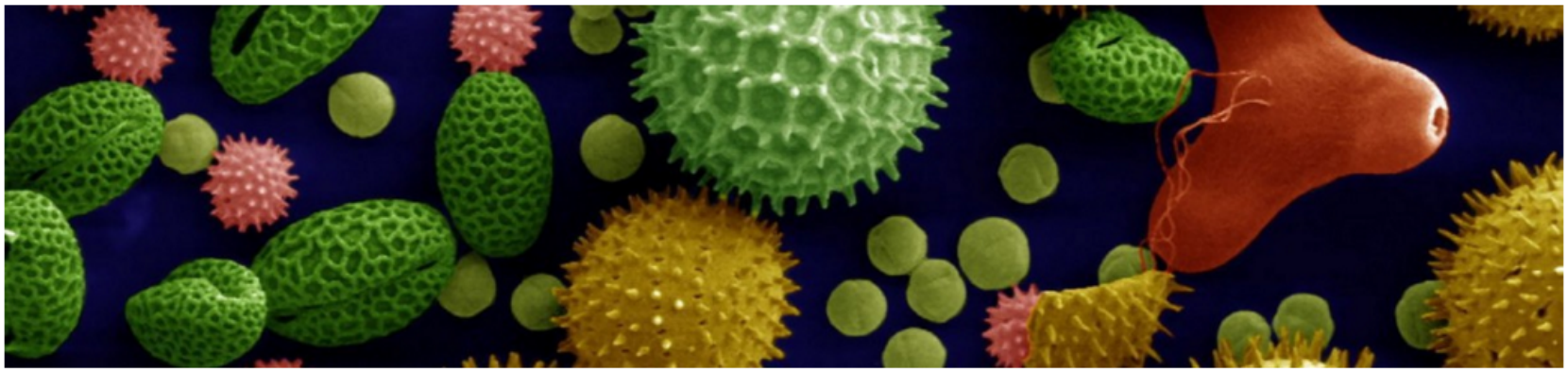


Fixing the Header image - 2



we are getting there...

Sample-Template Site



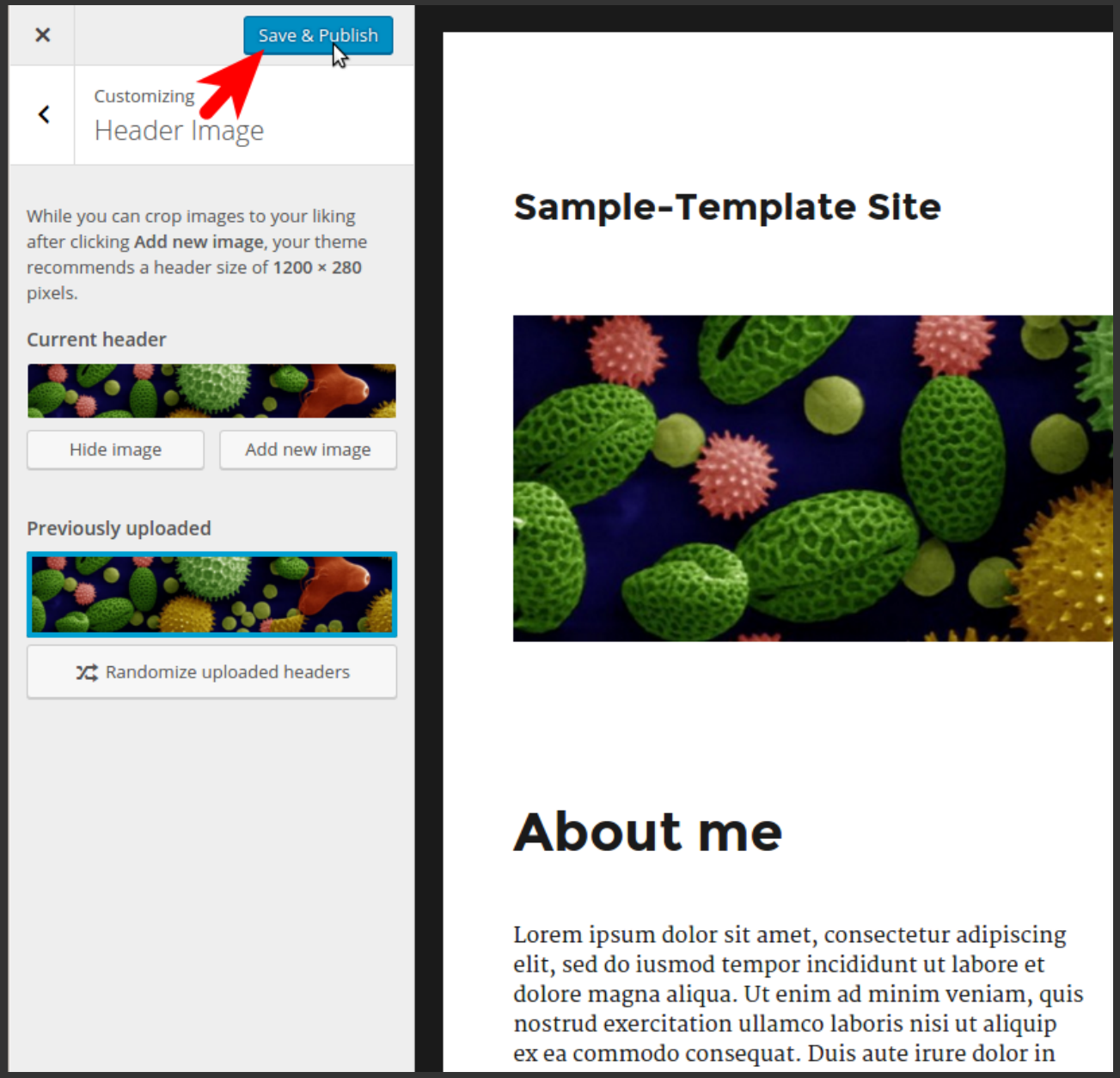
About me

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do iusmod tempor 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

NEWS

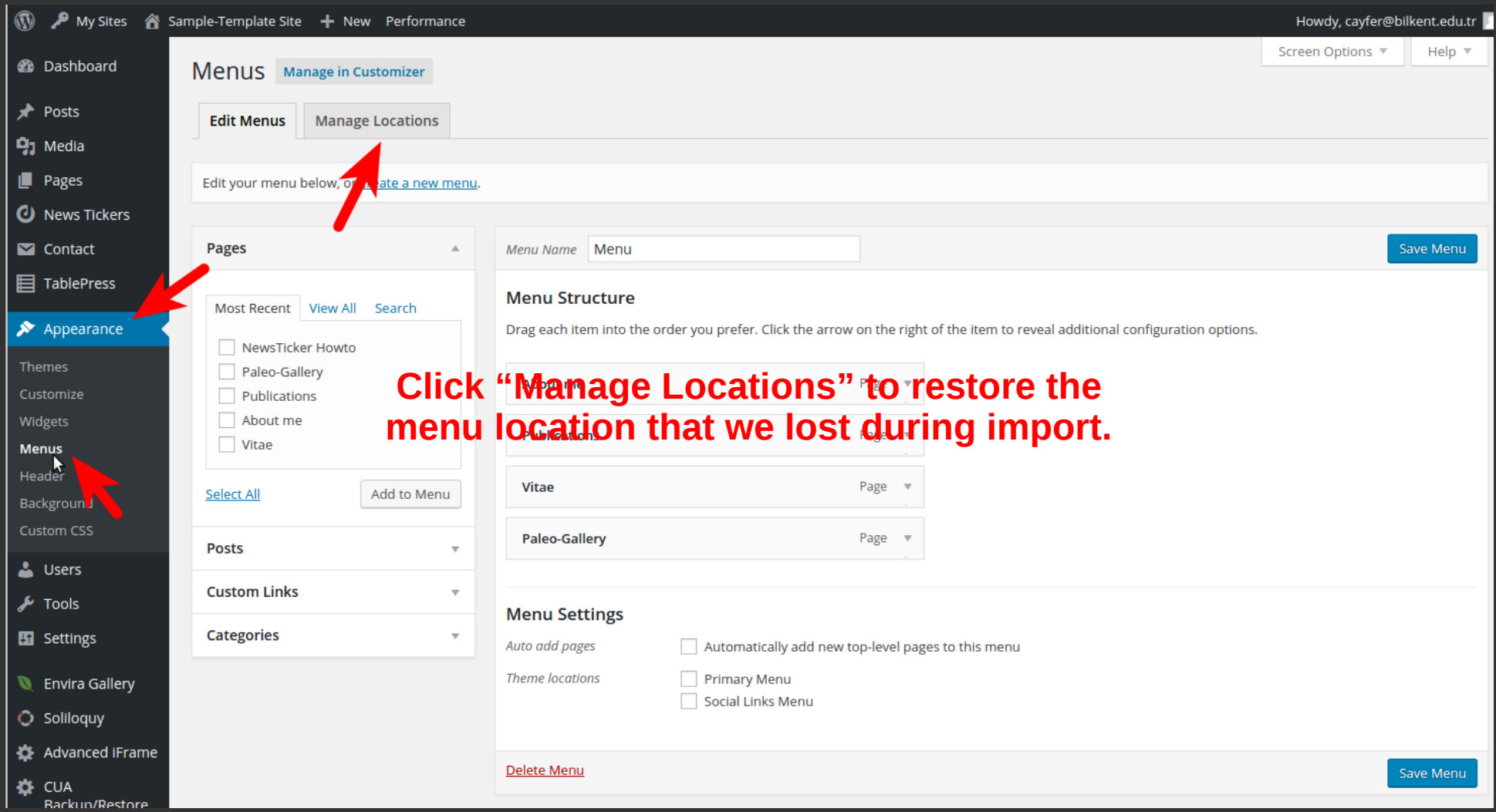
- **Backing up & restoring your work**
- Posting is easy – Ver 2
- Test post
- PA-303 Assignments
- PA-101 Midterm on 6th Nov

Save & Publish

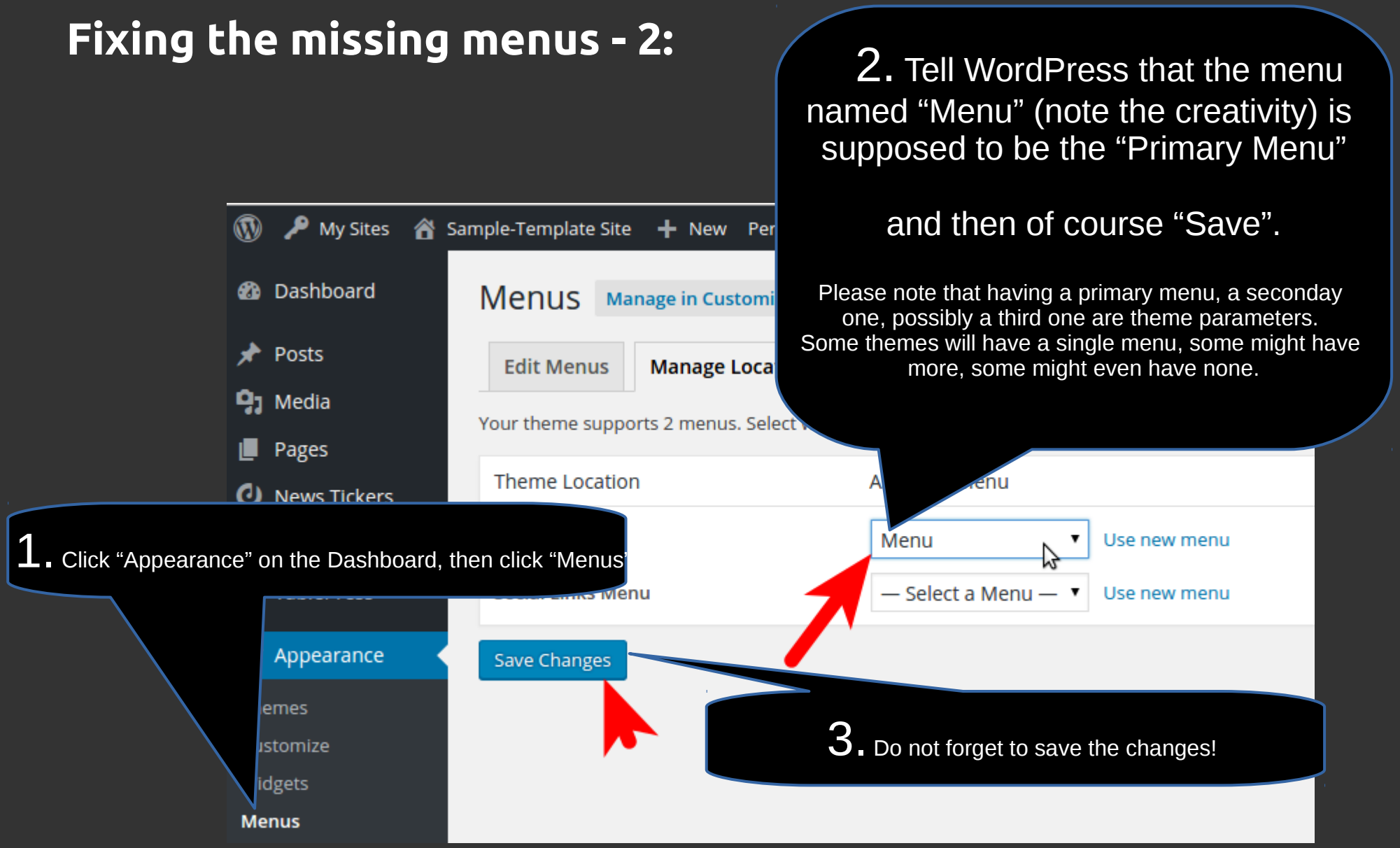


Fixing the missing menus:

Appearance - Menus - Manage Locations



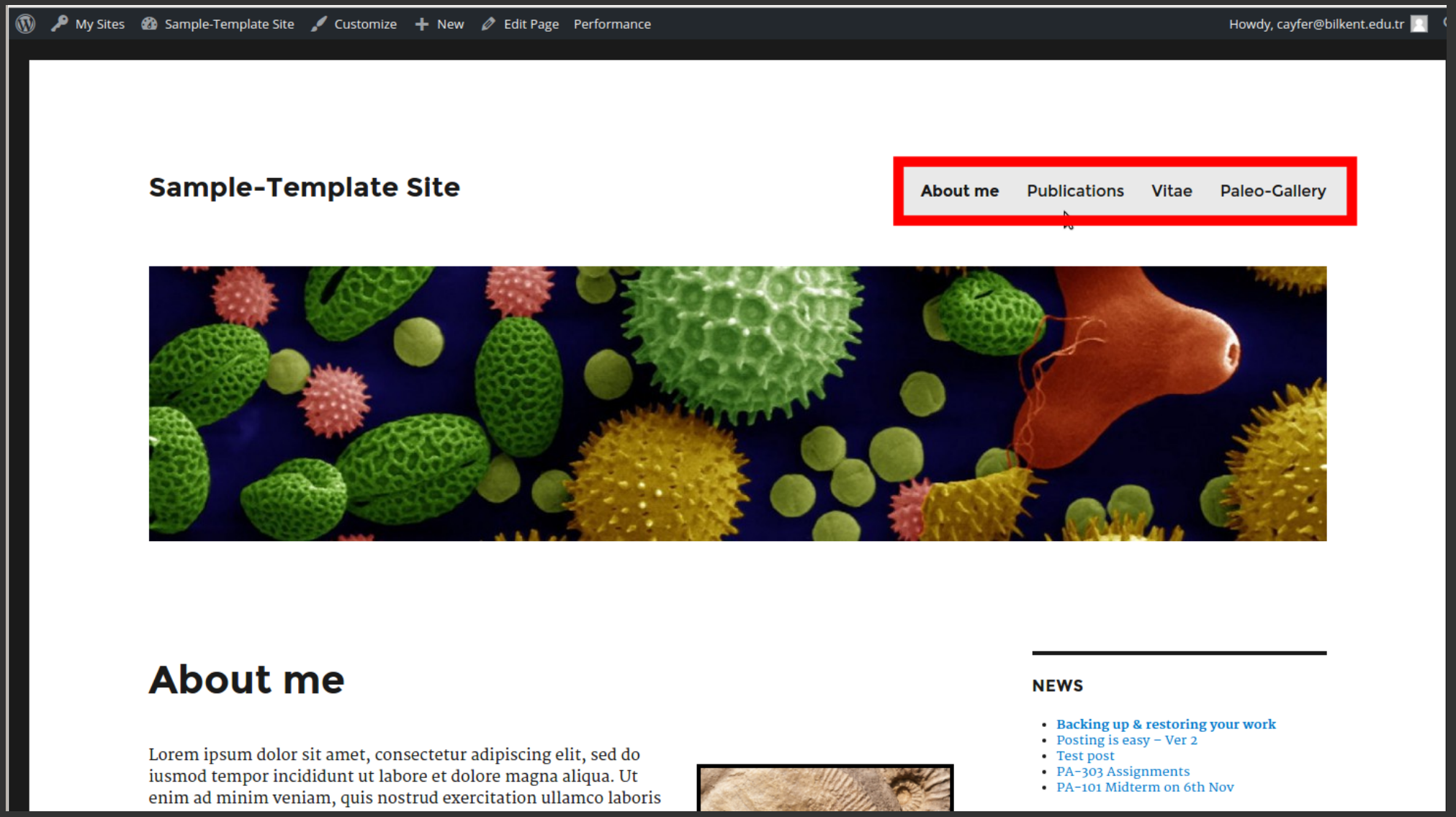
Fixing the missing menus - 2:



Visit your site again to see the effect.

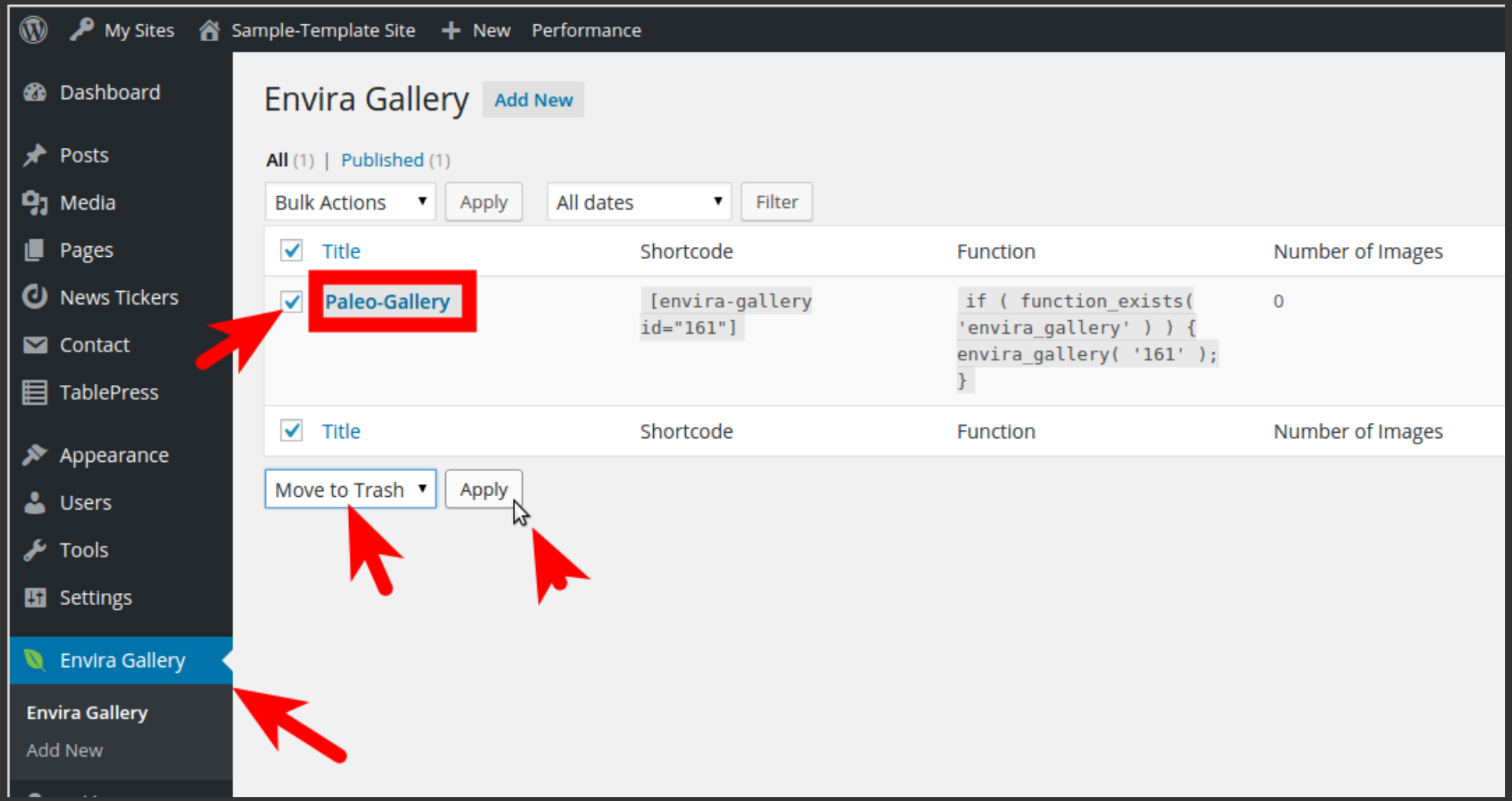
If you do not know how to visit and preview your site by now, you should probably watch/read the tutorials again.

Yes... The menu is there now.



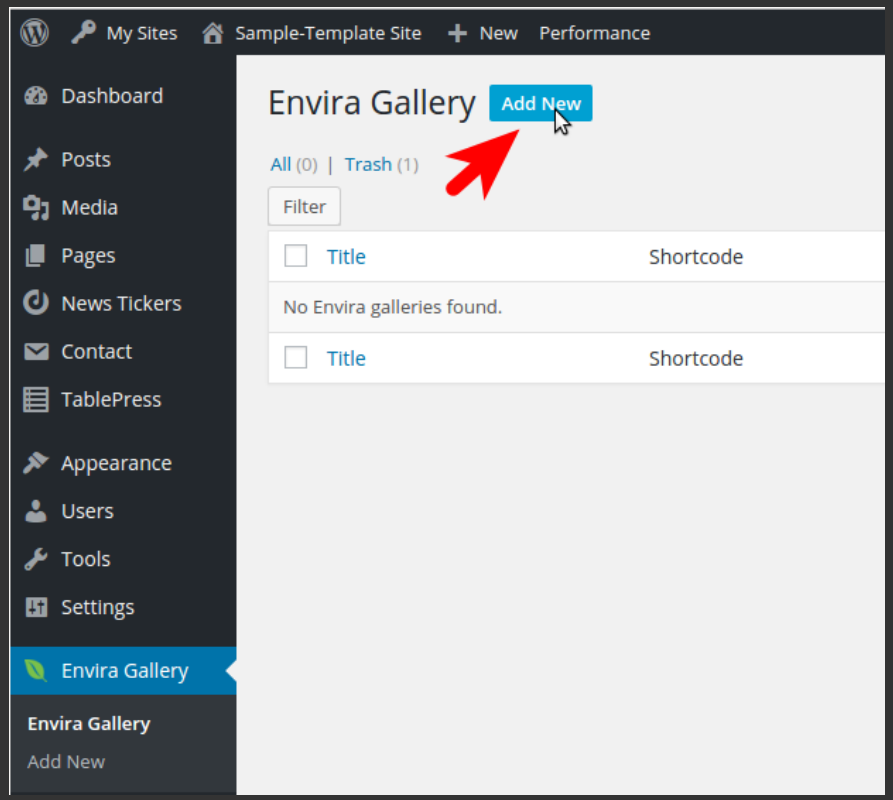
Fixing the Image Gallery

First delete the existing gallery named “Paleo-Gallery”

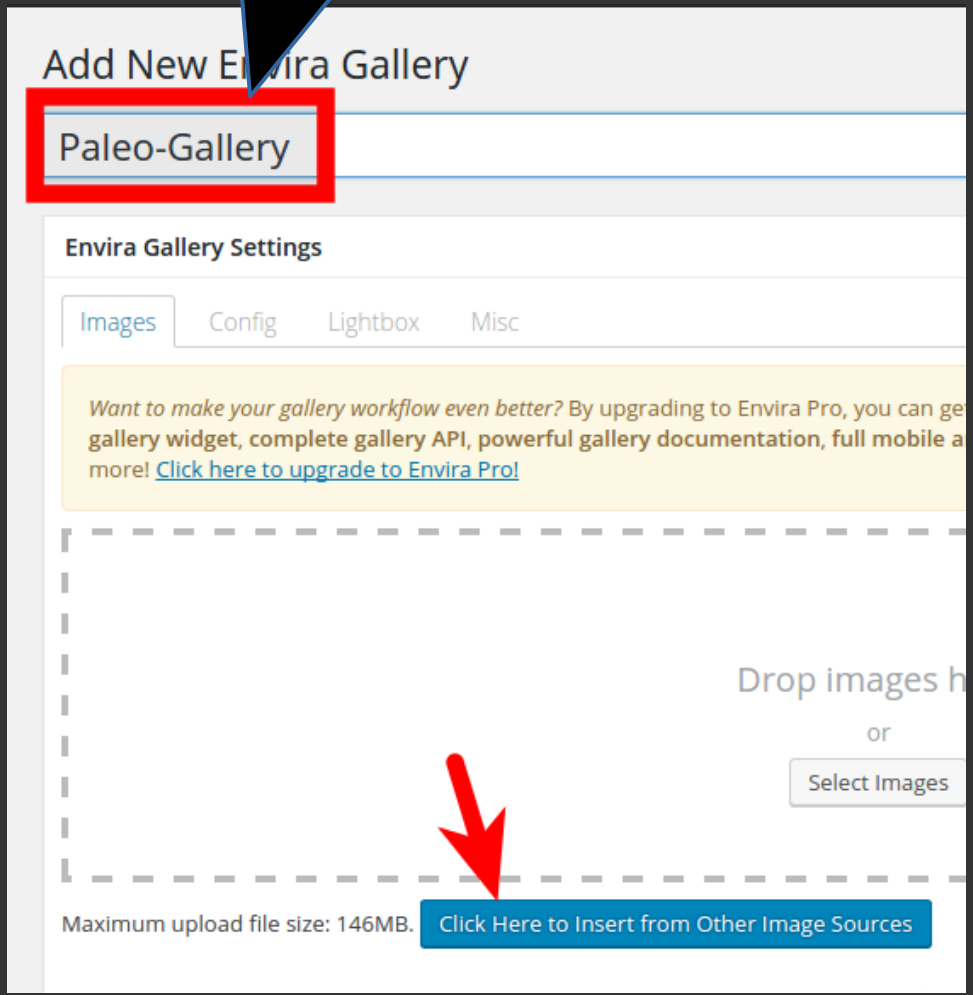


Fixing the Image Gallery - 2

then add a new gallery

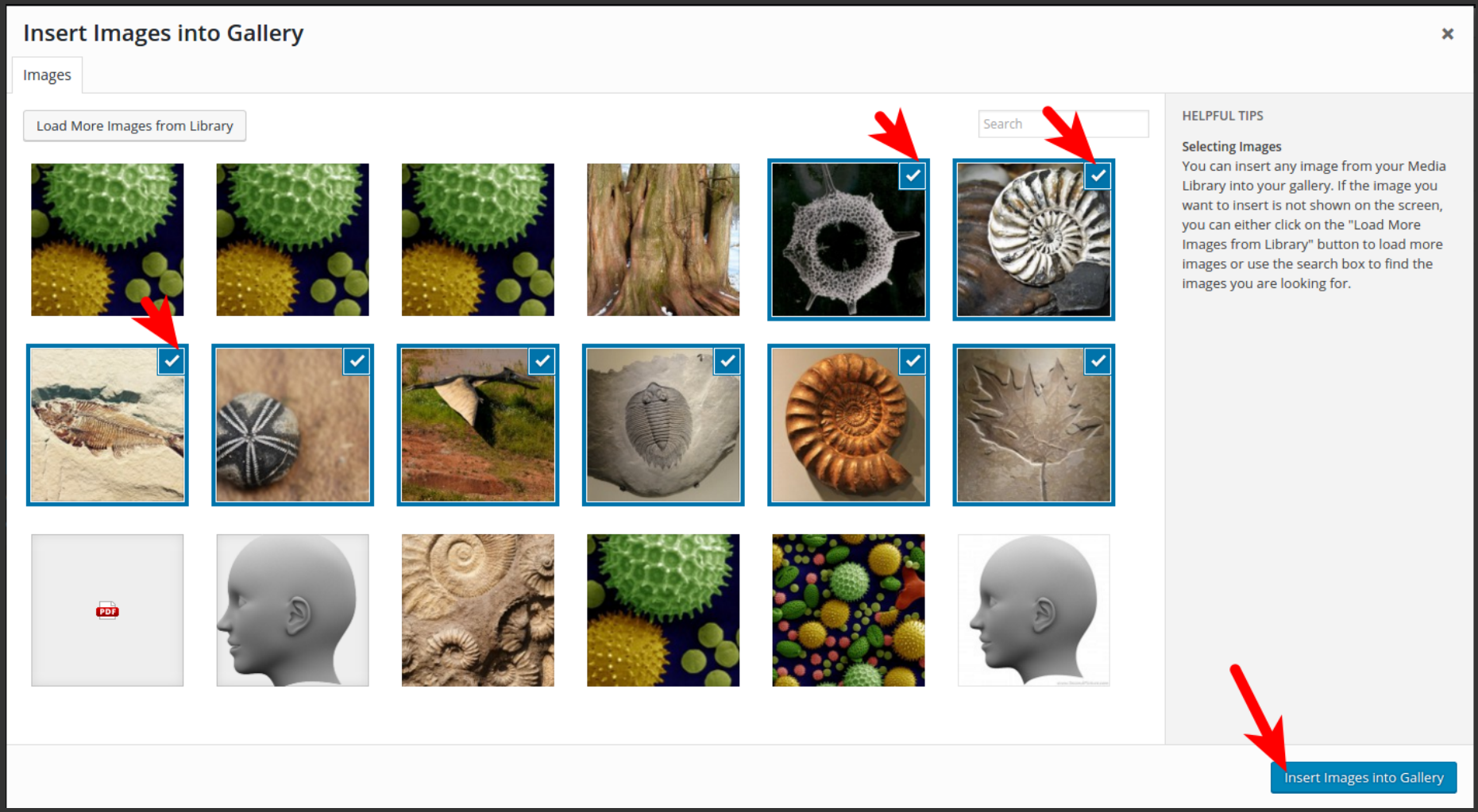


Make sure that the name of the new gallery is exactly “Paleo-Gallery”. Case sensitive!

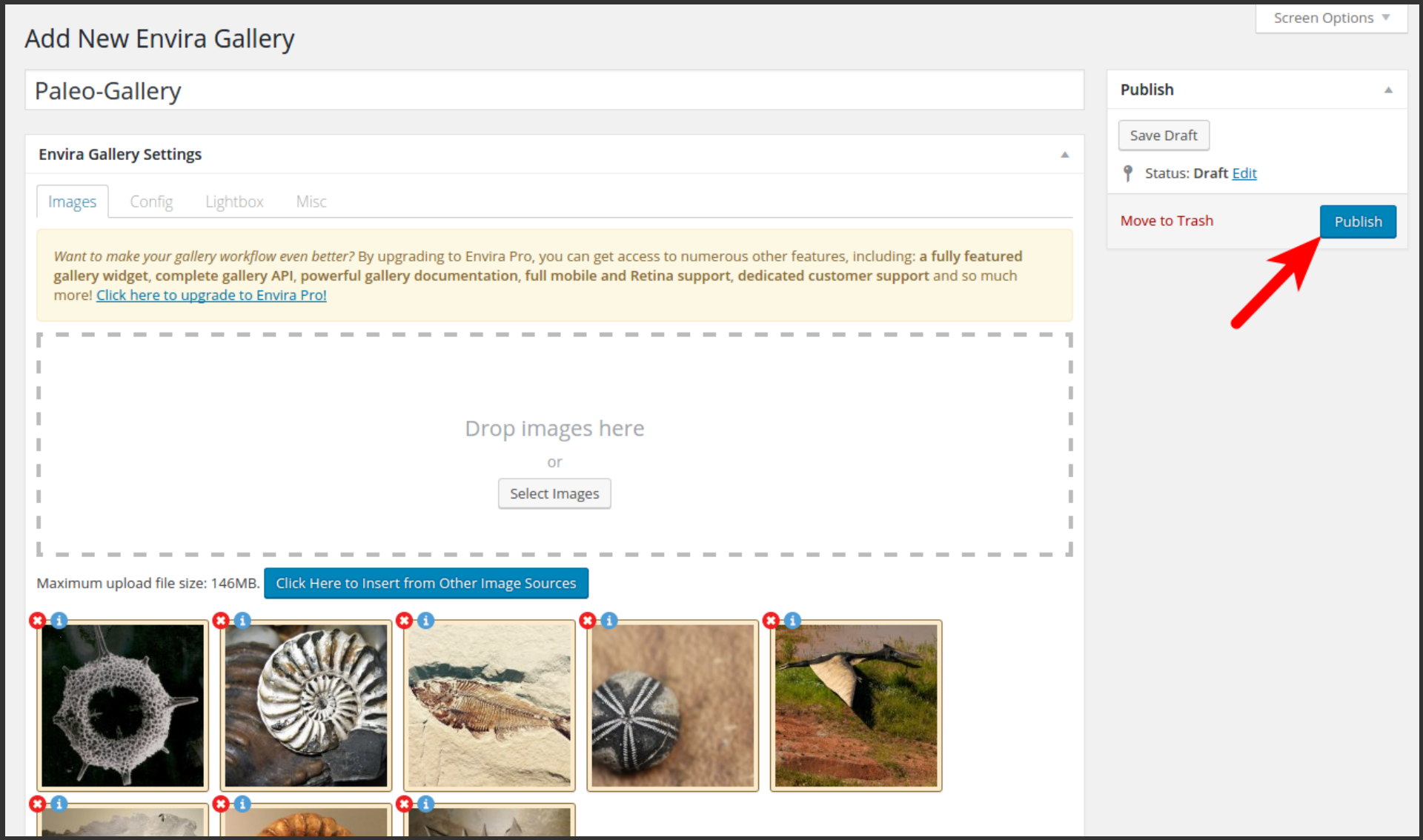


Fixing the Image Gallery - 3

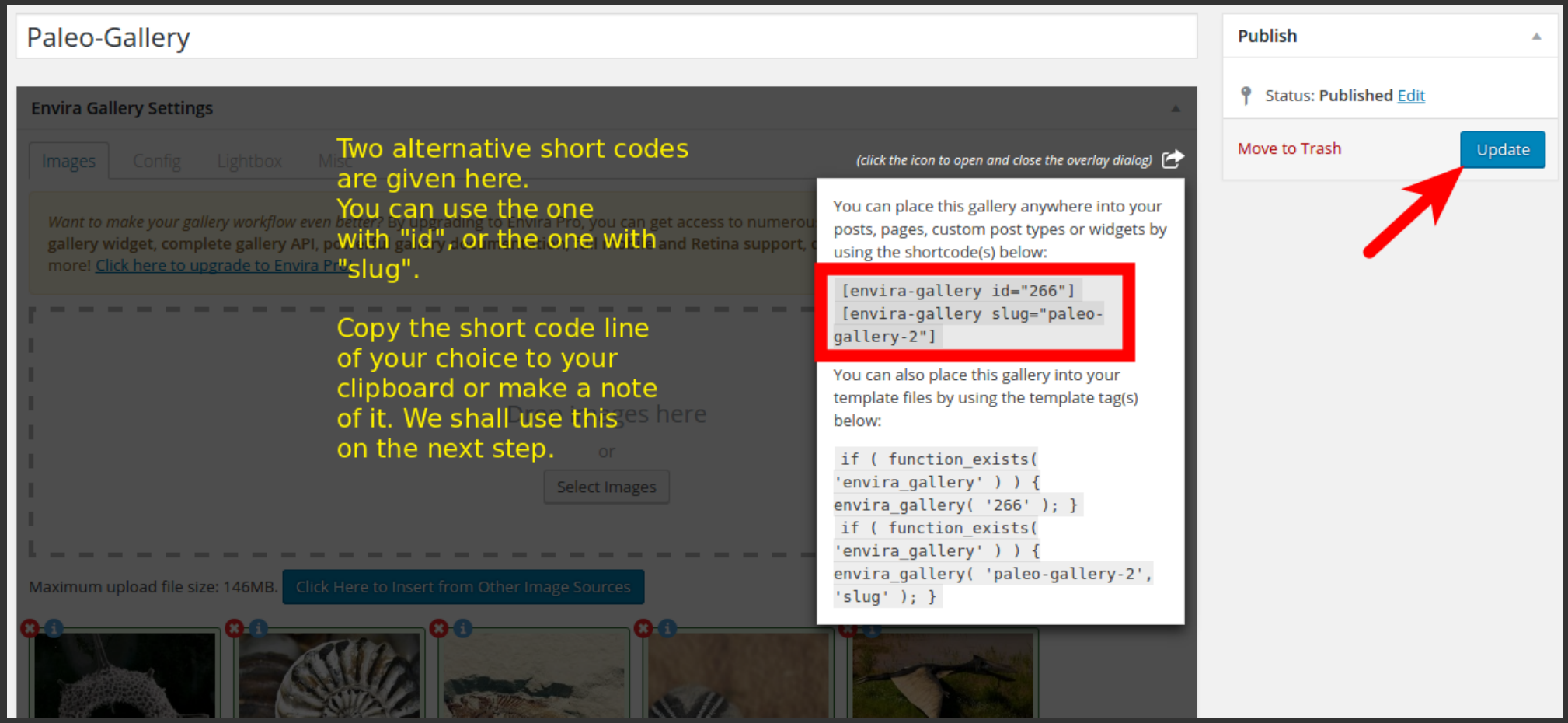
then pick and insert the images you want to appear in the gallery



then publish the new gallery

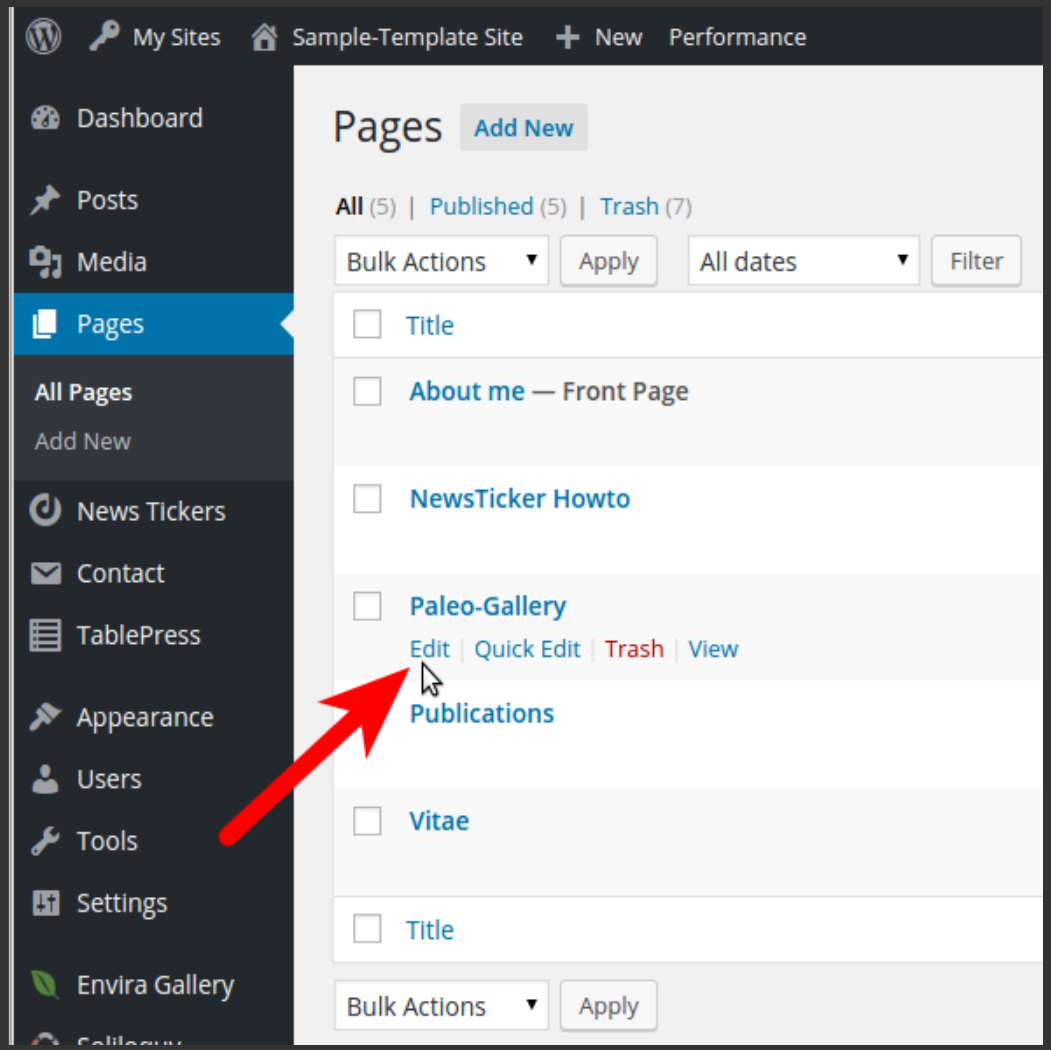


the next screen will contain important information; namely the “short code” for the new gallery...



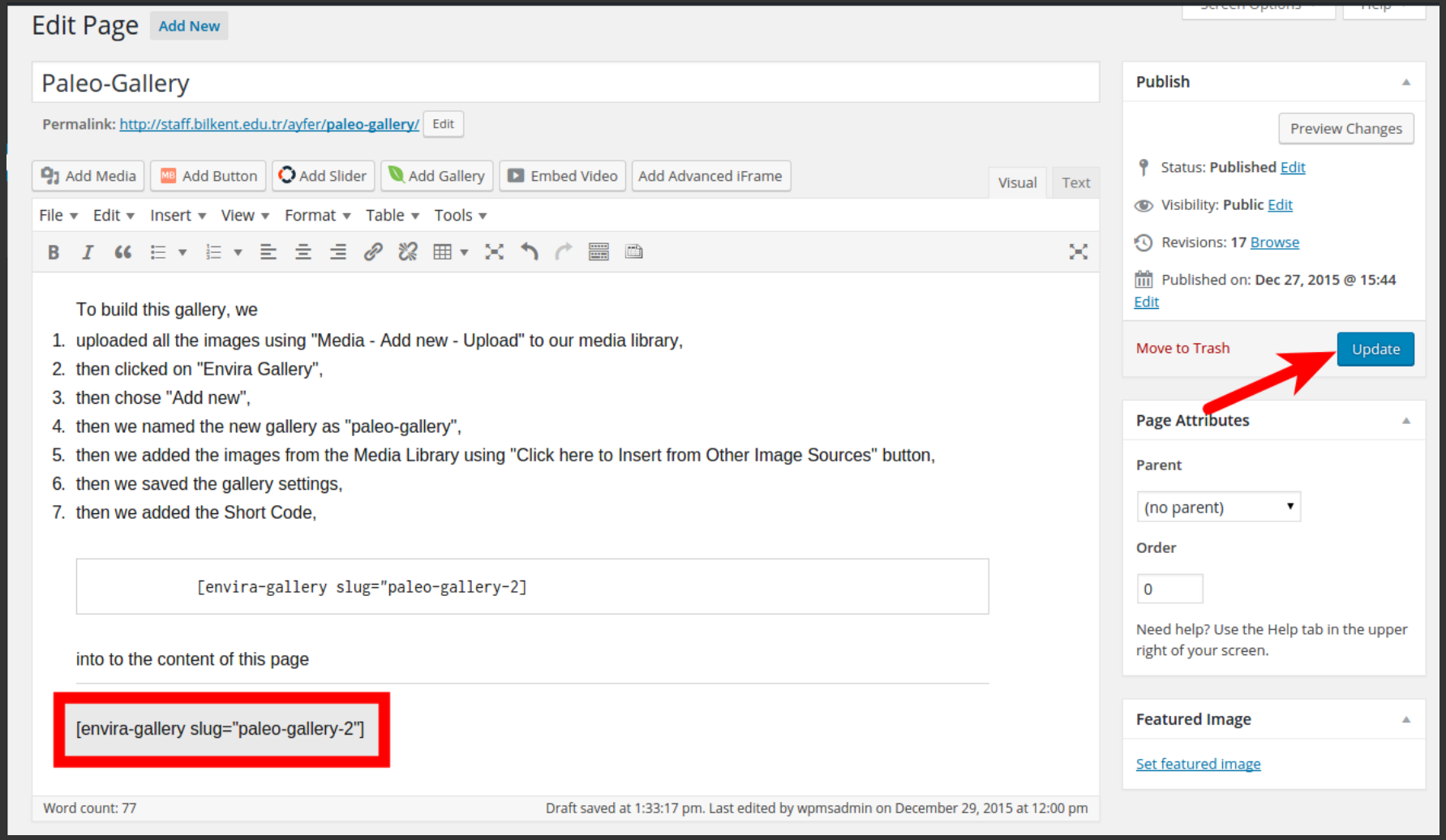
Inserting the gallery into a page using its “short code”

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



and start editing the page “Paleo-Gallery”

Fixing the Image Gallery - Cont'd



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”;

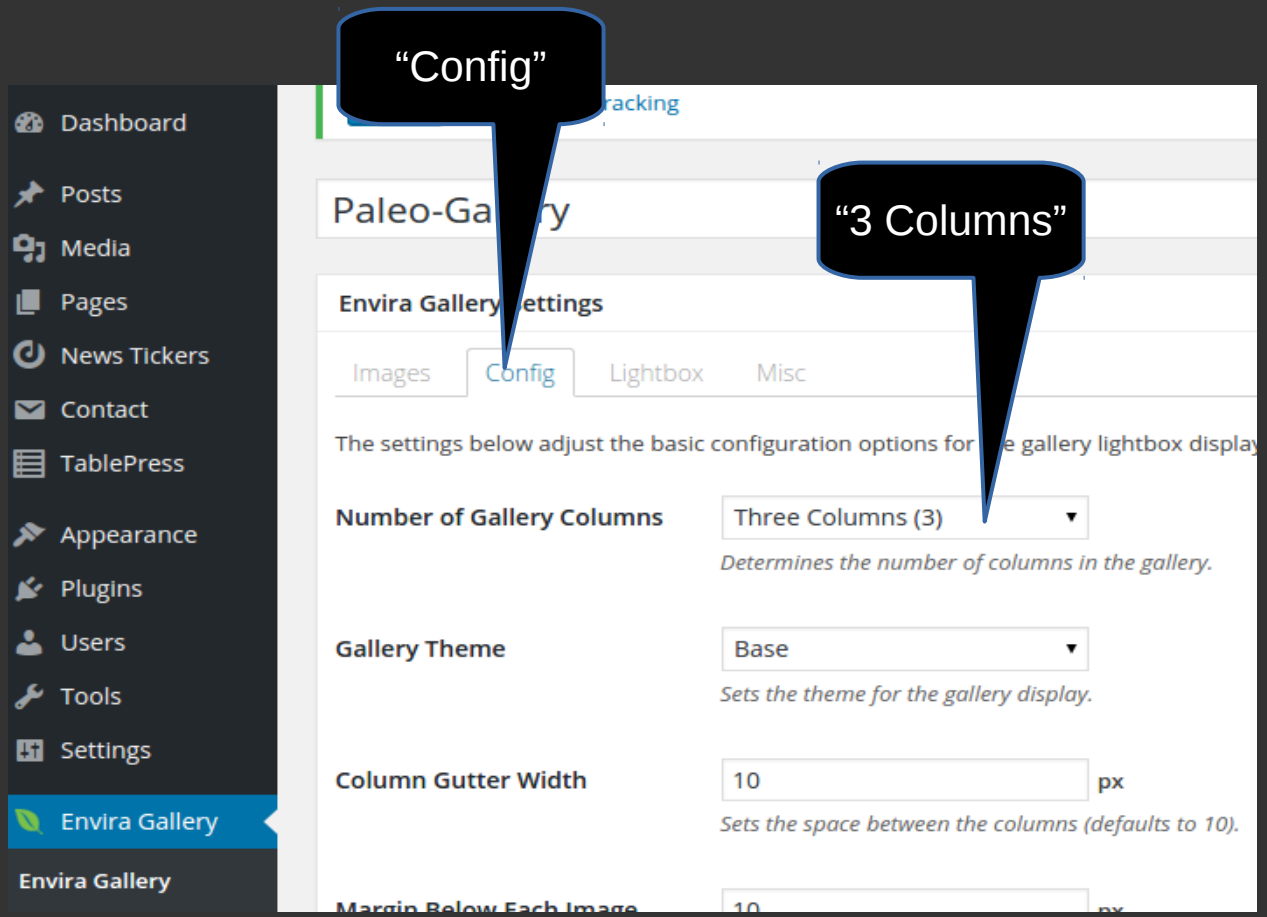
which ends up in a gallery view like this:

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,

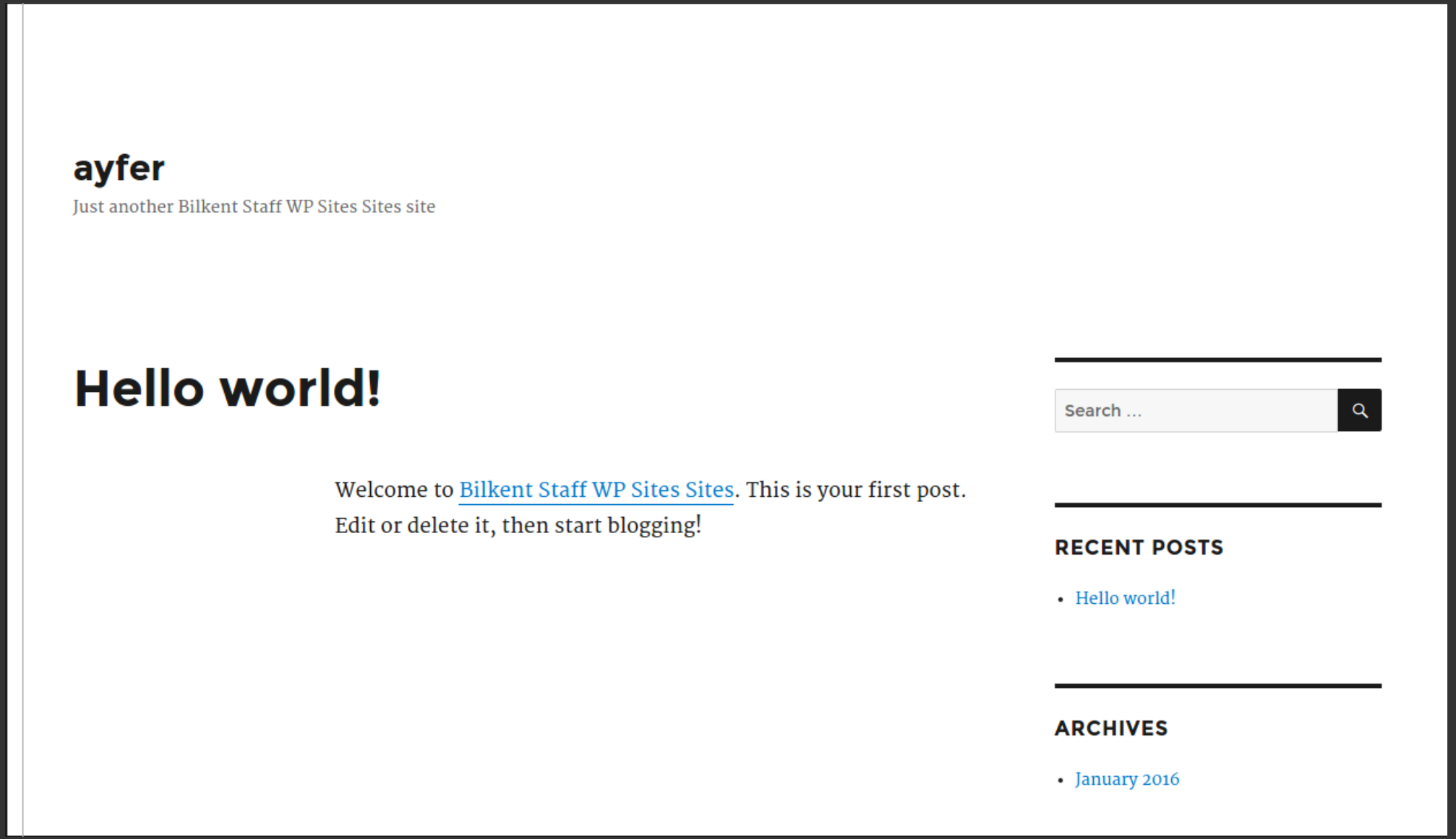
3) click the “Config” tab, set “Number of gallery columns” to 3 and then update



3 Columns in the gallery looks much better!

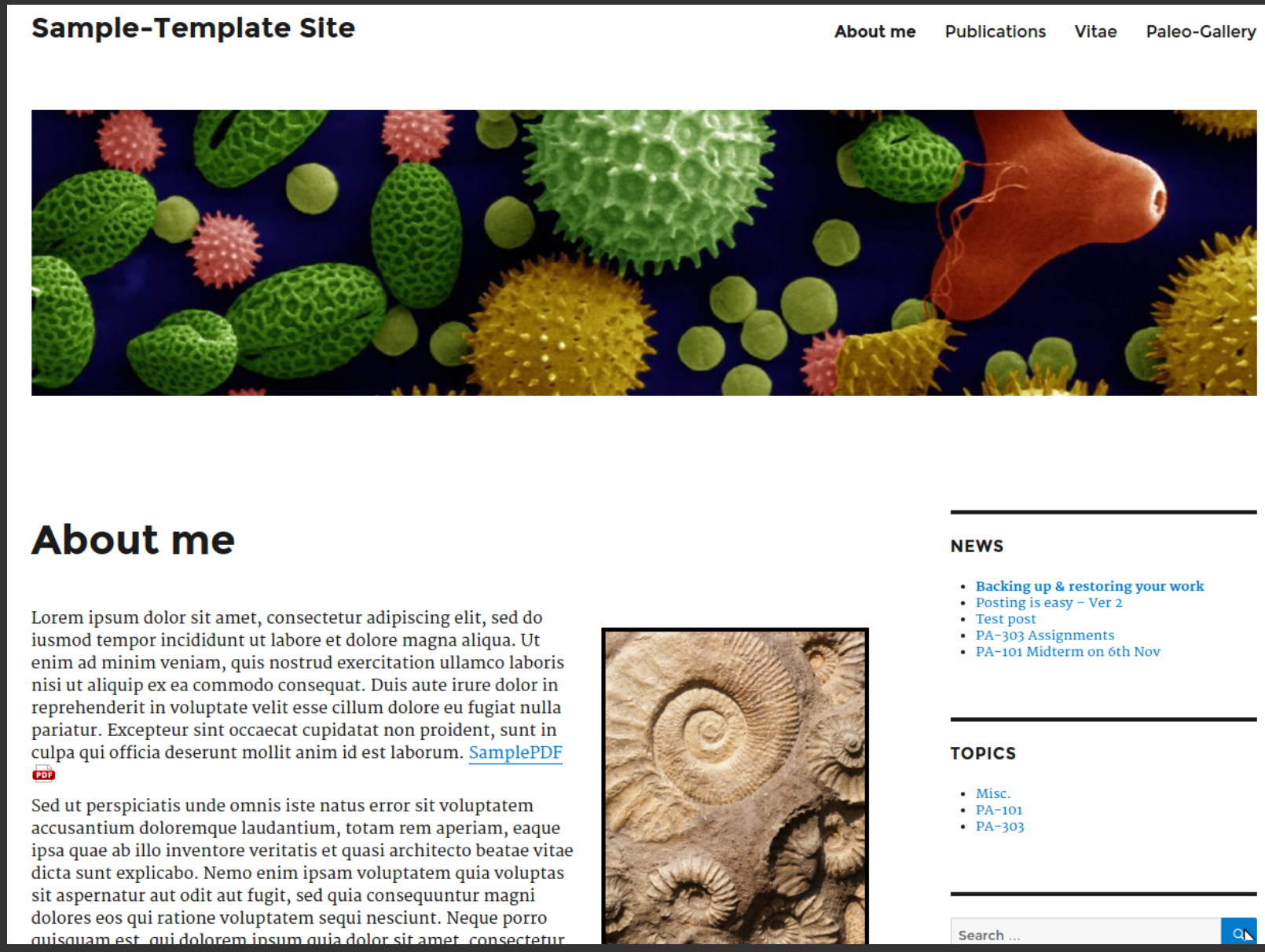
We started with this:

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



and ended up with this:

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



...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 applicatons 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 loose 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 1st 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

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 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