



# Basic Mines WordPress Manual

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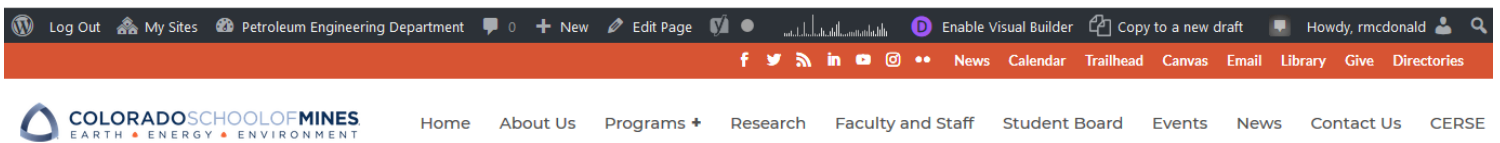
# Accessing Word Press

## Getting Access

- Contact Mark Ramirez in the Communications office to get setup as a site admin.
  - Tell him which site(s) you should have access to and if you'll be posting events to the school calendar.

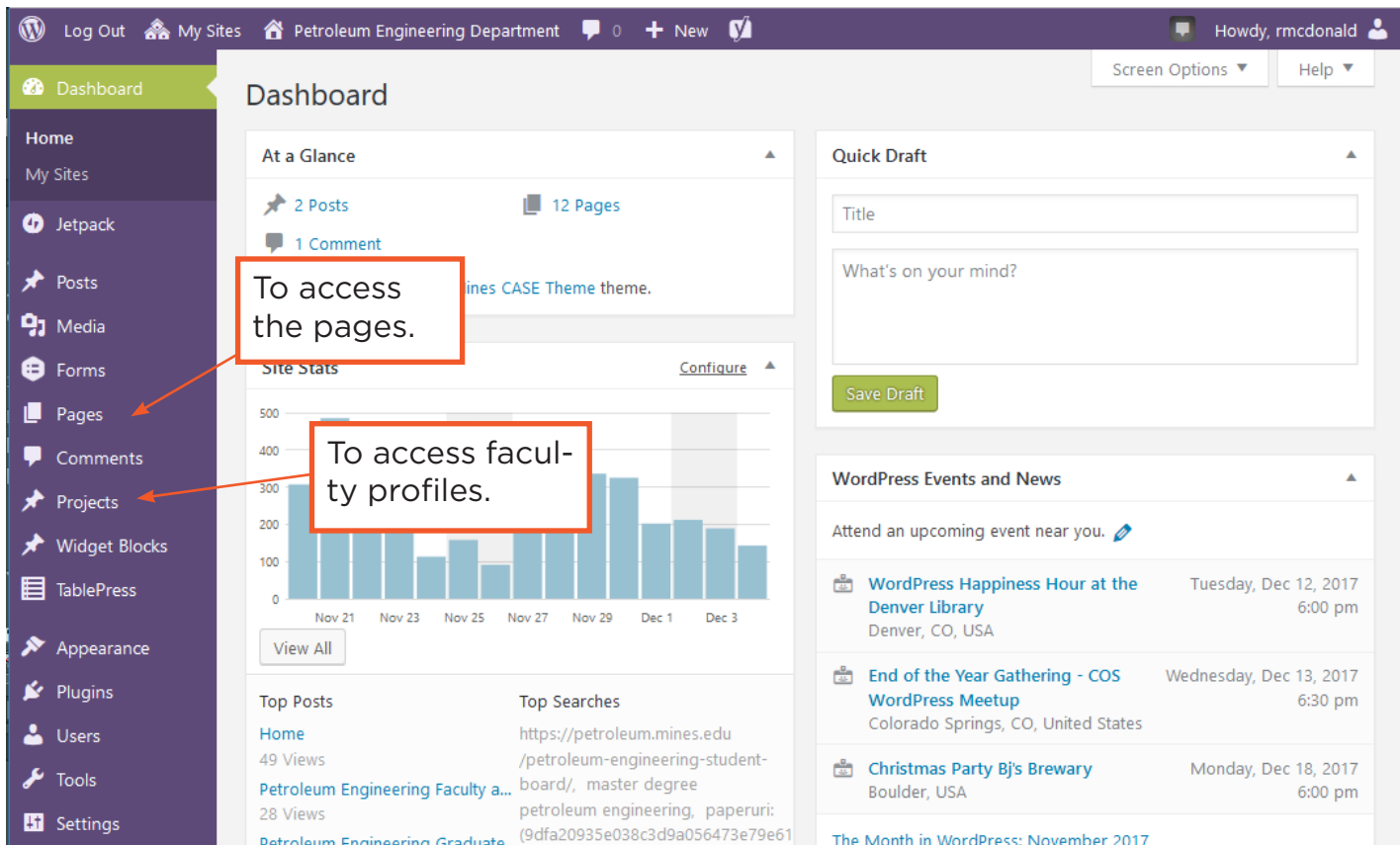
## Signing in

- Go to your site and put /wp-admin at the end (e.g. petroleum.mines.edu/wp-admin).
- This will bring up the log in page
- Enter your username and password. For now, these are NOT your ADIT or network credentials. CCIT is still working to integrate this ID system into the new website.
- If you've forgotten your password, click on "Lost your password?" and follow the instructions.
- A black menu across the top of your site will appear next time you visit if you choose to stay logged in.
  - You can select "Edit Page" to edit whatever page you are on at the time, including faculty project profiles.



## Dashboard

Once you've successfully logged in, you'll find yourself in the Dashboard of your site. From the dashboard, you will be able to access all the functions necessary for managing your website. It will look like this:



The dashboard can be customized and the modules moved around. The left menu is where you'll want to focus.

### *Adding & Editing Users*

Only users with the role of Administrator can edit users.

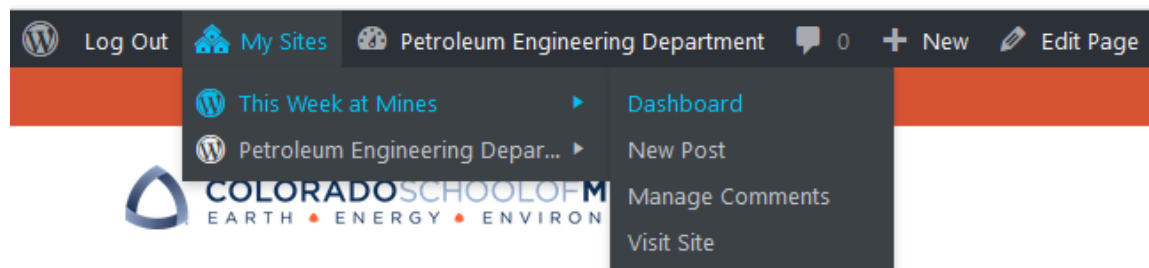
- Click on Users on the left side of your Dashboard to see a list of all users—this list only applies to the site you are currently managing.
- To add a user, click on Add New. If the new user already has an account on another site, enter their info under Add Existing User.
- Otherwise, enter their info under Add New User. Only Mines email addresses may be used. The username should be the user's network username. For example, if their email is johnsmith@mines.edu, their username should be "johnsmith." They will receive an email inviting them to be a user of the site.
- The process of adding users will change once Mines logins are integrated into the system.

Here's a guide to WordPress user roles and permissions: <http://www.wpbeginner.com/beginners-guide/wordpress-user-roles-and-permissions/>

### **Switching between sites**

If you are an administrator for multiple sites, you can switch between them by hovering over "My Sites" in the very top left corner of the page. This will display all the sites you have access to.

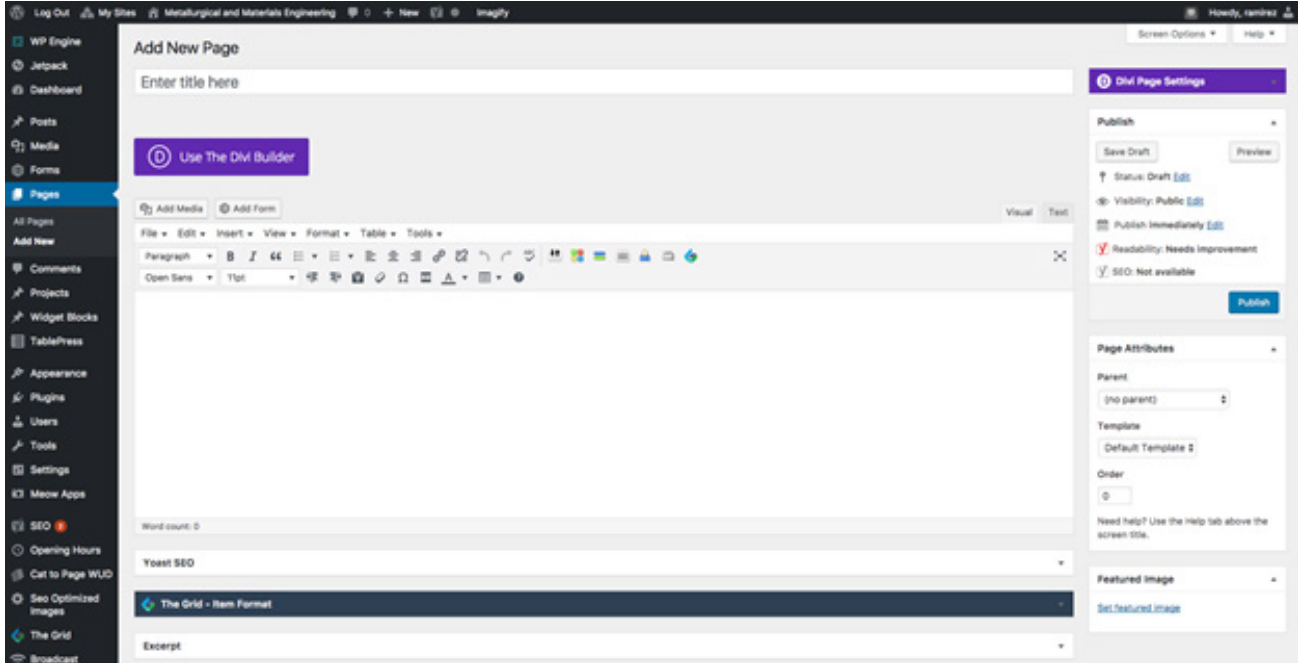
Use the top menu to switch between sites you have permission to edit, such as the calendar and your department site.



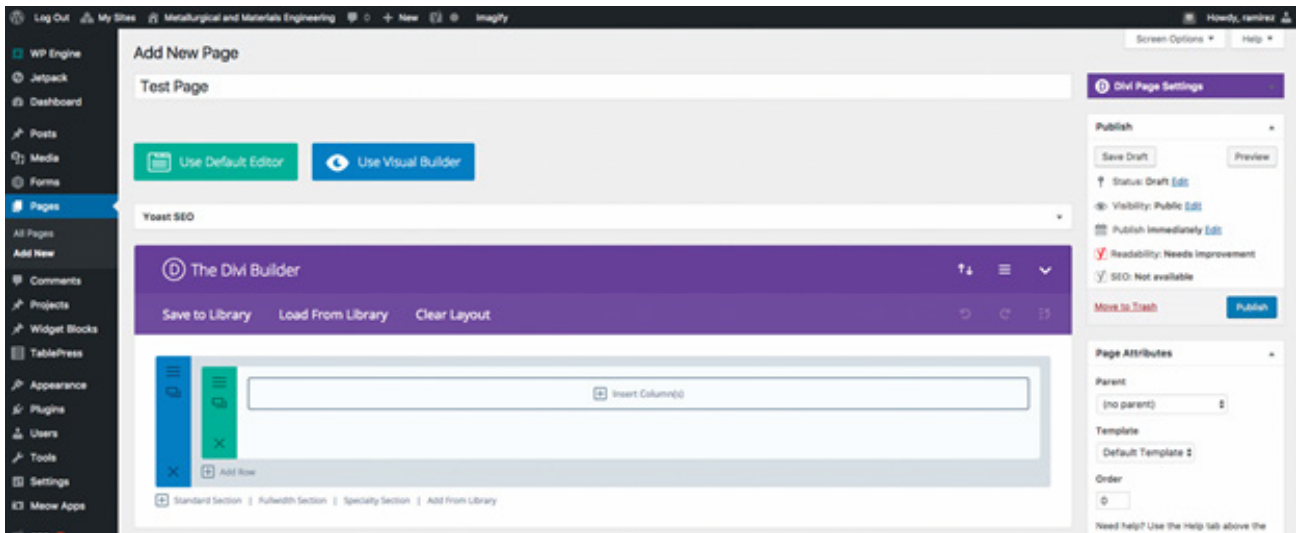
- NOTE - New Post does NOT create a new event or page

## Creating a Page

- Select “Add New” at the top of the Pages menu or from left menu on the dashboard.
- You’ll see this screen:



- In the topmost box, enter the title of your page. The URL or address of your page will be automatically created based on this title, with all letters made lowercase and spaces replaced by dashes. You can override this and manually set a URL. After saving a draft of a page, its URL will appear right under where you’ve entered the page name. Click on the “Edit” button to change this URL. This can be useful for when you want a shorter URL that’s easier to share in print materials, etc. For example, you can title a page “Faculty and Staff” but have the URL just be /faculty.
- Click on the purple button that says “Use The Divi Builder.” This allows you to use a more visually oriented method for building a page. The large text box will disappear and be replaced by this:

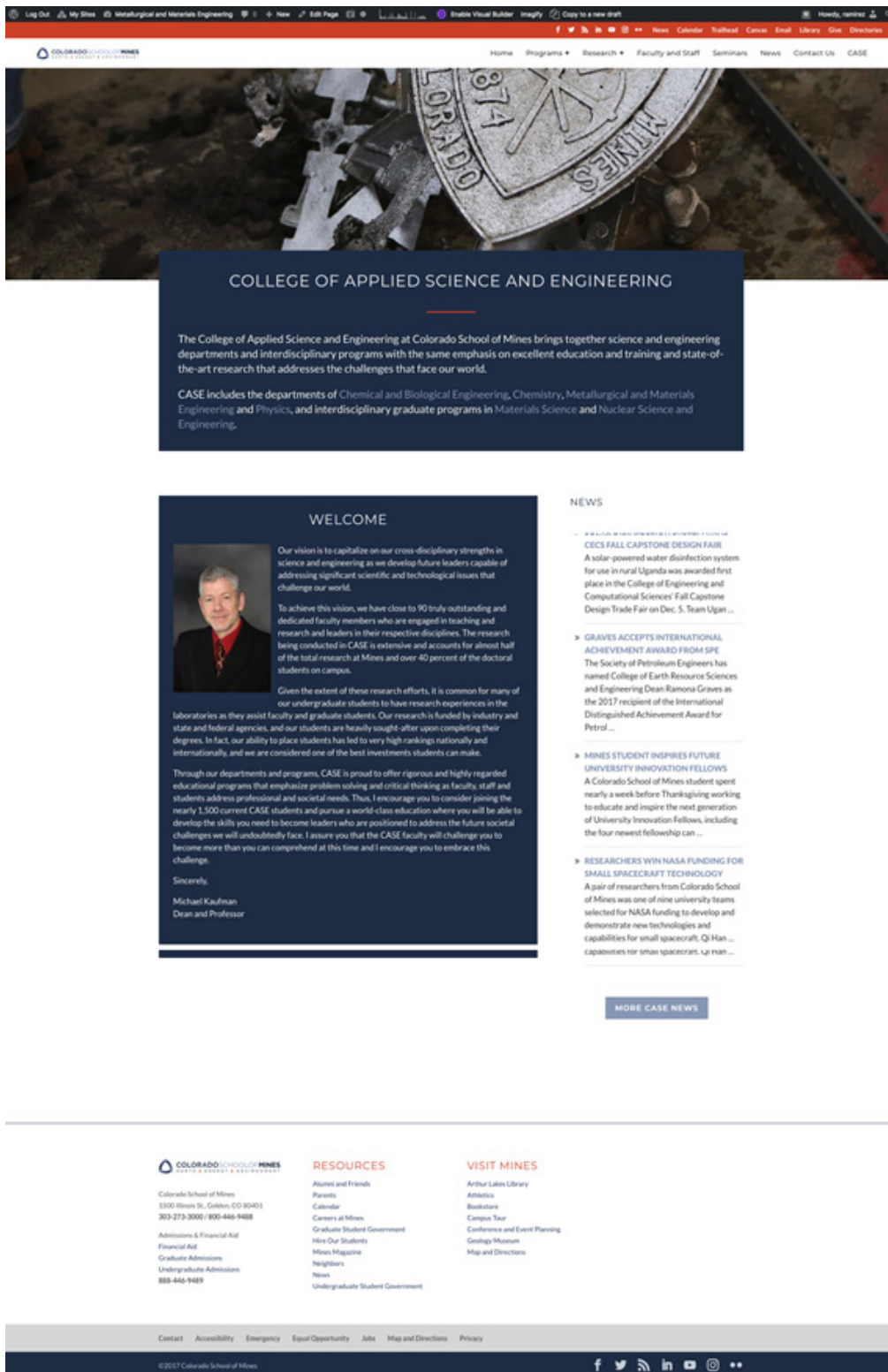


## Templates

- To load a page template, click on “Load From Library.” On the page that pops up, click on the “Add From Library” tab. Check the box next to “Replace the existing content with loaded layout.”

- Click on the “Load” button for the template you would like to use. We currently have two templates for Mines pages: Home Page, which is for home pages, and one labeled UNDERGRAD/GRAD/PROGRAM TEMPLATE, for all other pages. Both templates can easily be modified after being loaded onto a page.

The Home Page template looks like this:



The UNDERGRAD/GRAD/PROGRAM template looks like this:

The screenshot shows a web browser displaying the Colorado School of Mines website. The browser's address bar shows the URL [www.csm.edu](http://www.csm.edu). The website header includes the school's name, navigation links (Home, Programs, Research, Faculty and Staff, Seminars, News, Contact Us, CASE), and a search bar. The main content area features a large image of students in a laboratory setting with the text "TEST PAGE" overlaid. Below this, there is a section titled "ABOUT THE PROGRAM" with several paragraphs of text. To the right of this section is a grey box containing a quote: "With placement outcomes within three months of graduation exceeding 80 percent for the last five years and average starting salaries over \$69,000, our graduates continue to be in high demand for industry, government, military and graduate school positions across the country." Below the quote is a dark blue box with the heading "MORE INFORMATION" and a list of links: "AIChE Mines Student Chapter", "Graduate Placement Data", "Institutional Enrollment Data", and "Undergraduate Bulletin". At the bottom of this box is an "APPLY NOW" button. Below the "ABOUT THE PROGRAM" section is a section titled "ADDITIONAL PROGRAM INFORMATION" with a list of links, each with a plus sign icon: "ACCREDITATION", "COMBINED BACCALAUREATE / MASTER'S DEGREE PROGRAM", "ADVISING SHEET: CHEMICAL ENGINEERING", "ADVISING SHEET: CHEMICAL AND BIOCHEMICAL ENGINEERING", "ADVISING SHEET: CHEMICAL AND BIOCHEMICAL ENGINEERING", "CHEMICAL AND BIOLOGICAL ENGINEERING ELECTIVES", and "BIOMEDICAL ENGINEERING MINOR". The footer of the website includes the school's name and logo, contact information, a "RESOURCES" section with links like "Alumni and Friends", "Parents", "Calendar", "Careers at Mines", "Graduate Student Government", "Hire Our Students", "Mines Magazine", "Neighbors", "News", and "Undergraduate Student Government"; a "VISIT MINES" section with links like "Arthur Lakes Library", "Athletics", "Bookstore", "Campus Tour", "Conference and Event Planning", "Geology Museum", and "Map and Directions"; and a "CONTACT" section with links like "Contact", "Accessibility", "Emergency", "Equal Opportunity", "Jobs", "Map and Directions", and "Privacy". The footer also includes the copyright notice "©2017 Colorado School of Mines" and social media icons for Facebook, Twitter, YouTube, LinkedIn, Instagram, and RSS.

Log Out My Sites Metallurgical and Materials Engineering + New Edit Page + Enable Visual Builder Imagify Copy to a new draft Howdy, tamimz

Home Programs Research Faculty and Staff Seminars News Contact Us CASE

TEST PAGE

### ABOUT THE PROGRAM

Chemical engineering is a broad field encompassing everything from design to large-scale manufacturing of a wide variety of products through chemical and biochemical processes. These products include pharmaceuticals, pulp and paper, petrochemicals, fine chemicals, specialty chemicals, microelectronic devices, polymers and products used in food processing and in biotechnology. Our alumni are employed in diverse fields including traditional and alternative/renewable energy, manufacturing, health care, biotechnology and business services.

Our chemical engineering curriculum builds upon the fundamentals of biology, chemistry, mathematics and physics. Undergraduate students complete a program of study that includes rigorous instruction in fluid mechanics, heat and mass transport, thermodynamics, reaction kinetics and chemical process dynamics and control.

Effective Fall 2017, we updated our ABET accredited degree in chemical engineering. This revision modernizes our curriculum, offers increased flexibility in elective options, and provides optional specialty tracks in process engineering and biological engineering for those who want to focus their degree. In addition, our curriculum also includes elements that clearly set us apart from other programs; for example, taught in a new and unique student-centered environment, Studio Biology introduces active learning to the instruction of biology at the freshman level. This unique course minimizes lecture time and maximizes student involvement in the learning process with the design and performance of experiments exploring biological systems.

Our emphasis on active learning is also demonstrated within the Unit Operations Laboratory sequence taken in the summer as a six-week intensive "field session". Here, the fundamentals of heat, mass, and momentum transport and applied thermodynamics are reviewed in a practical, applications-oriented, hands-on setting. Field session greatly hones students' teamwork, leadership, critical thinking and oral communication skills.

This curriculum is delivered within facilities that are among the best in the nation. Our modern in-house computer network supports over 70 workstations with specialized software for modeling chemical engineering systems. Our honors undergraduate research program provides our undergraduates with the opportunity to work with graduate students, postdocs and faculty on cutting-edge chemical and biochemical engineering research. Undergraduate chemical engineering students in this program at Mines have presented at national conferences and have won national competitions and awards based on research conducted while pursuing their baccalaureate degree. Mines also has a very active American Institute of Chemical Engineers (AIChE) student chapter. The student leadership organizes "Lunch and Learn" events with industry leaders, host social events throughout the year, organize a rotational dinner for members and recruiters before our Fall Career Fair, and participate in the Chem-E-Car Competition at the national AIChE meeting.

*With placement outcomes within three months of graduation exceeding 80 percent for the last five years and average starting salaries over \$69,000, our graduates continue to be in high demand for industry, government, military and graduate school positions across the country.*

#### MORE INFORMATION

- AIChE Mines Student Chapter
- Graduate Placement Data
- Institutional Enrollment Data
- Undergraduate Bulletin

APPLY NOW

### ADDITIONAL PROGRAM INFORMATION

- ACCREDITATION
- COMBINED BACCALAUREATE / MASTER'S DEGREE PROGRAM
- ADVISING SHEET: CHEMICAL ENGINEERING
- ADVISING SHEET: CHEMICAL AND BIOCHEMICAL ENGINEERING
- ADVISING SHEET: CHEMICAL AND BIOCHEMICAL ENGINEERING
- CHEMICAL AND BIOLOGICAL ENGINEERING ELECTIVES
- BIOMEDICAL ENGINEERING MINOR

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Colorado School of Mines  
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303-273-3000 / 800-446-9488

Admissions & Financial Aid  
Financial Aid  
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Undergraduate Admissions  
888-446-9489

#### RESOURCES

- Alumni and Friends
- Parents
- Calendar
- Careers at Mines
- Graduate Student Government
- Hire Our Students
- Mines Magazine
- Neighbors
- News
- Undergraduate Student Government

#### VISIT MINES

- Arthur Lakes Library
- Athletics
- Bookstore
- Campus Tour
- Conference and Event Planning
- Geology Museum
- Map and Directions

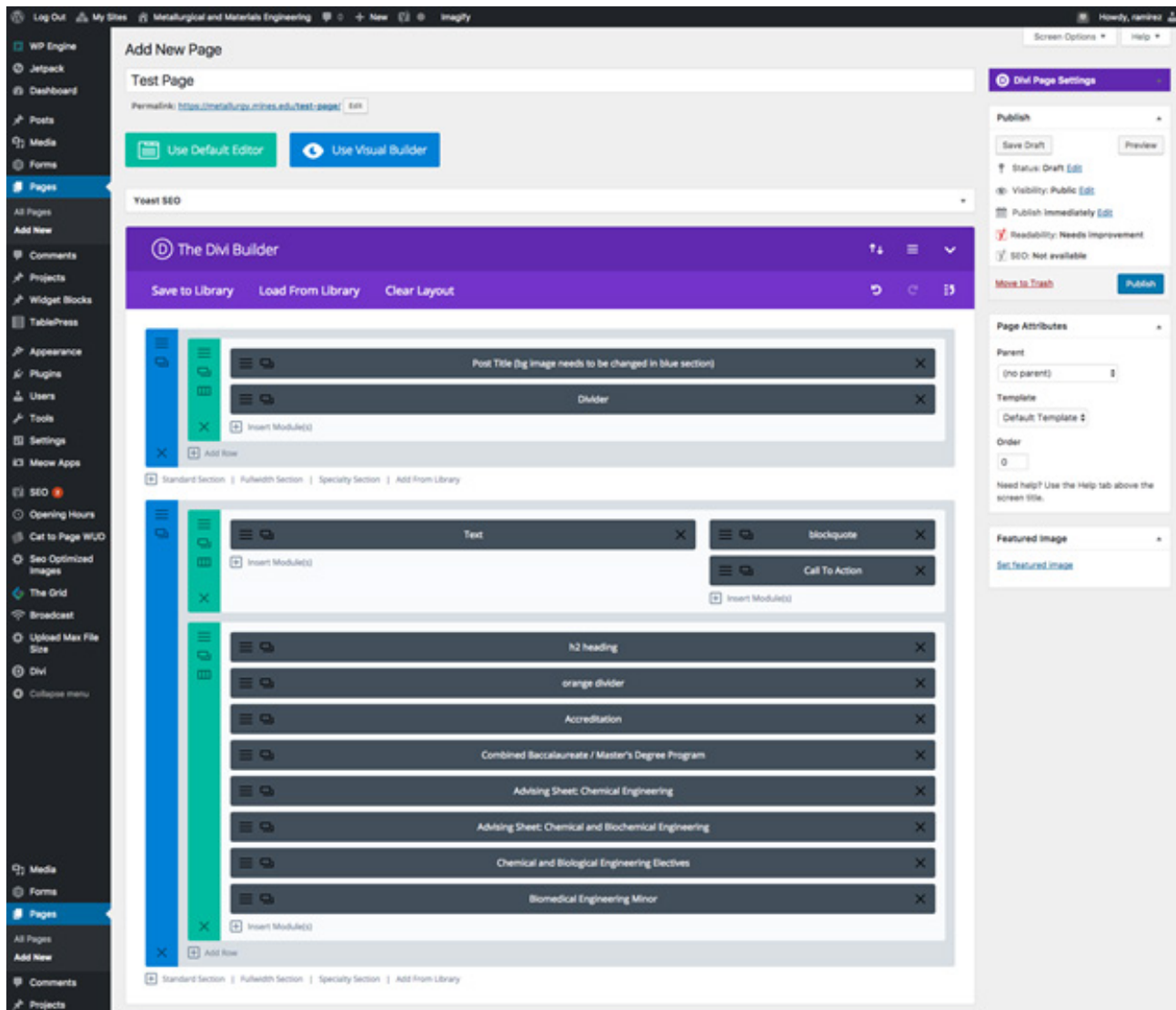
Contact Accessibility Emergency Equal Opportunity Jobs Map and Directions Privacy

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f t y l i n



This template should suffice for nearly all purposes. Here's what it looks like on the back end:



All of the templates have modules with text already loaded in them. Alter the text, add and remove modules to suit your needs.

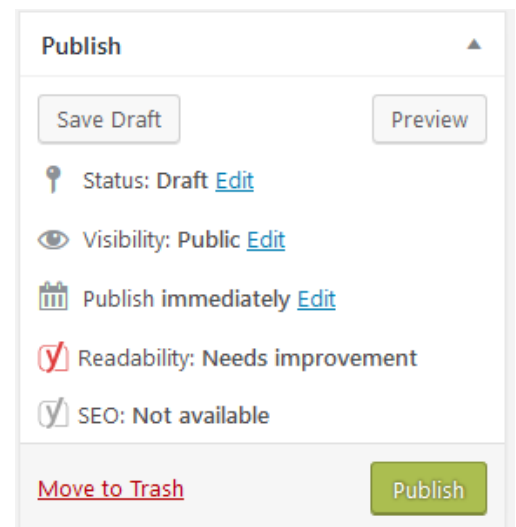
### Page Attributes

In the Page Attributes box, choose whether this has a parent page

- E.g adding a Past Events page as a subpage of your Events page

Manage the status of your page with the Publish Box located in the top right.

- Select Preview to have a new tab open up to preview your page.
- Select Edit after the different categories to open up the options.
- Hit Publish to make the page go live.
  - You can delay the publication until a certain day and time.
- Select Save Draft if you're not ready for it to go live.



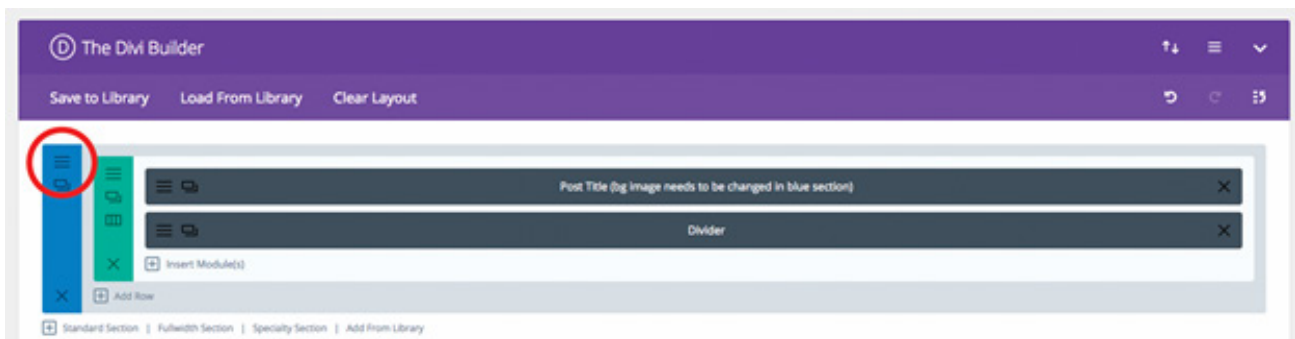
## Components of a Page

Pages are made up of Sections, Rows and Modules.

### Sections

Sections, which have blue bars, are the largest building blocks.

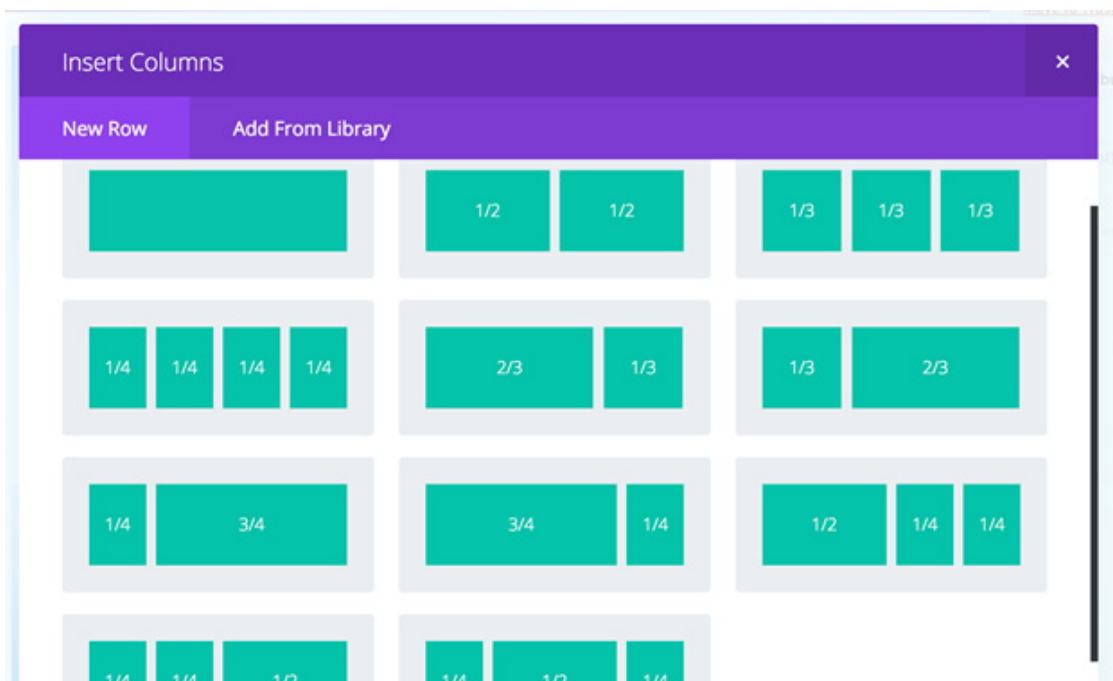
- The vast majority of the time, you will use what is called a Standard Section, which creates a block of content with space on both sides (as seen in the middle of the UNDERGRAD template). A Standard Section can hold multiple rows, each of which can have a different number of columns.
- In some cases, you may want to use a Fullwidth Section, which, as the name implies, stretches across the entire page. Fullwidth Sections do not have rows and can only take certain fullwidth modules, such as sliders, headers and images.
- Specialty Sections come in various configurations and allow you to combine different numbers of columns in one row.
- The standard page templates come with a top section that contains the header image and page title. You can edit them to change the background image, but do not delete them.
- To edit the header image, click on the icon with three lines in the header section:



- Click on the current background image. You can then select another image that's already been uploaded to the site, or upload a new image.

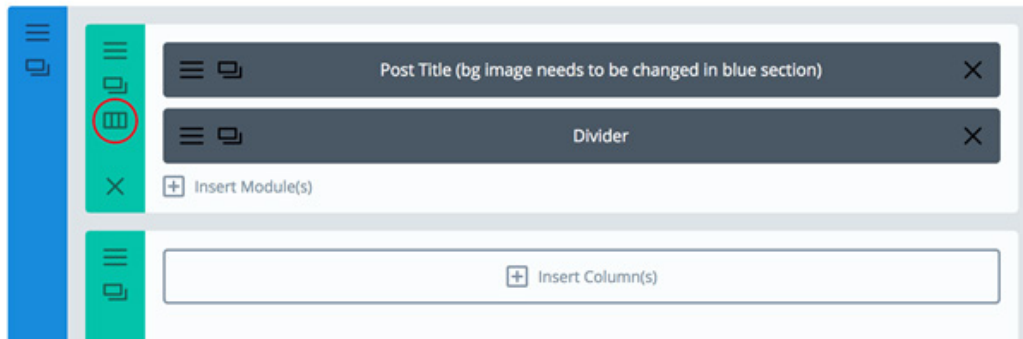
### Rows

Rows, which have the green bars, come in many configurations, from one to four columns. They allow you to easily align content of varying widths and heights.





The number of columns in a row can always be changed by clicking on the icon of a box divided into three columns:



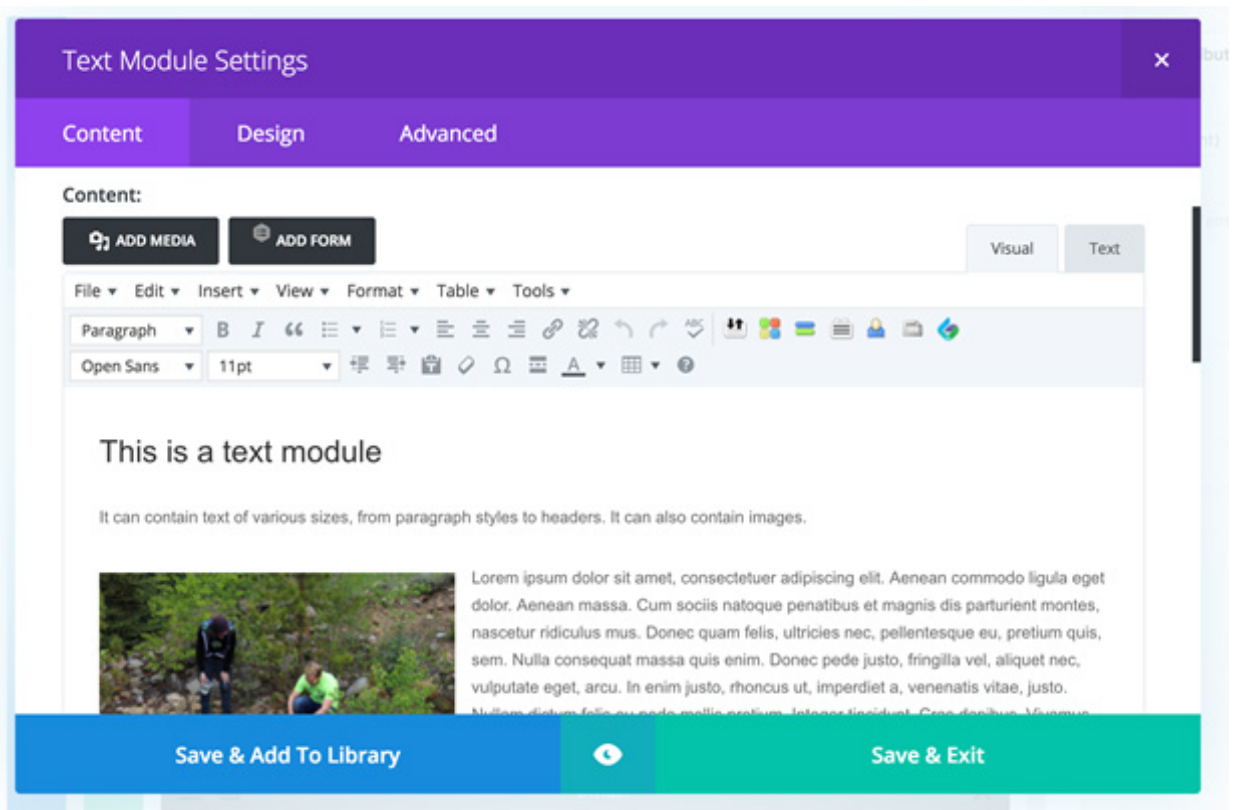
- You must add a new row if you want a different column configuration; you can't have different configurations in the same row.

## Modules

Modules – the dark gray boxes – contain the content. Modules come in many varieties and are chosen based on your content and how you want to display them. WordPress/Divi comes with a set of standard modules; we've also created a few unique to the Mines site that you have access to and are encouraged to use.

You can access the following modules by clicking on “Insert Module(s)” in a Row.

- Text
  - This is likely the module you will use the most. In addition to containing text of various sizes, it can also contain images. Most other modules will have a similar interface, which is a lot like Microsoft Word or any other word processing software:



- To add regular text, just start typing.
- To change the font, highlight the text you want to alter then click on the dropdown that says “Paragraph.” Note: Heading 1 should be reserved for the title of a page.
- See “Embedding an image” section for details on that process.

- Image
  - This module can contain a single image. Any image in this module will automatically expand to fill the width of the column it is in.
- Toggle
  - This is similar to the text module in that it can contain text and images. The difference is that it has a field for a header, which can be clicked to either hide or display its content. The module can be set to either hide or display the content when the page first loads.
- Accordion
  - Essentially a series of toggles stacked on top of one another. The top toggle will be open when the page loads. When the header of another toggle is clicked, it will open and all other toggles will be closed.
- Tabs
  - Similar to an accordion, except horizontally oriented.
- Button
  - Creates a square light blue button with white text that can be linked to any URL.
- Code
  - This allows you to insert script into a page. Particularly useful for embed codes from Twitter, Facebook and other sites, and for embedding feeds from Mines news and calendar sites.
- Video
  - Allows you to embed video from YouTube, Vimeo and other sources. All you need to do is paste in the URL of the video into the correct field.
- Map
  - Creates an embedded, interactive Google Map on your site. You can create pins for multiple locations, then set the address for the center of the map.
- Slider
  - Images and text that the viewer cycles through; can include buttons
- Call to Action
  - This creates a text box with a dark blue background, allowing content to stand out on a page. It can contain images as well as text. If you enter a URL and text, it will also create a button at the bottom of the module.

The following modules are custom ones created for the Mines website. They can be accessed by clicking on “Insert Module(s)” then clicking on the “Add from Library” tab.

- Heading (for above orange divider)
  - This creates a text module with an H2 header. This is the standard format for breaking up a page into various headers.
- Orange divider for under headings
  - This creates an orange line of the proper thickness and with the correct spacing.
- Custom blockquote module
  - This creates a box of large italic text with a gray background. Is used sparingly, usually for quotes or testimonials.

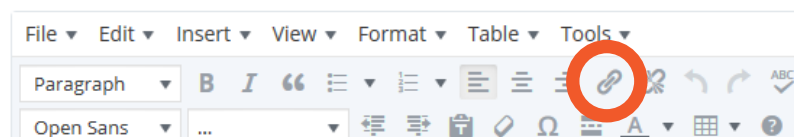
At the bottom of every module is a field called Admin Label. The text you put in this field is not shown to the public, but is handy for later editing of the page, so it’s easier to determine which modules correspond to the content you want to edit.

Once you’re done with your module, click on “Save & Exit.”

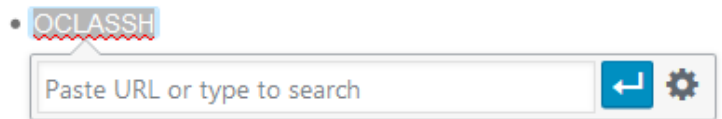
## Hyperlinks

### To Other Pages

- To insert a hyperlink, highlight text and select the “Insert link” button



- Type in or paste the URL.
- The search only works for pages or projects you have editing rights to within WP
- Select the gear icon to open the link dialogue box and use the dialogue box to change whether the link will open in a new tab.



## Anchored links

Use this when you want to link to a certain location on a page. There are two parts to this.

- First, tag the location you want to jump to
  - Open the module with the text you want to jump to.
  - Switch to the text editor, so it looks like below.

Content:

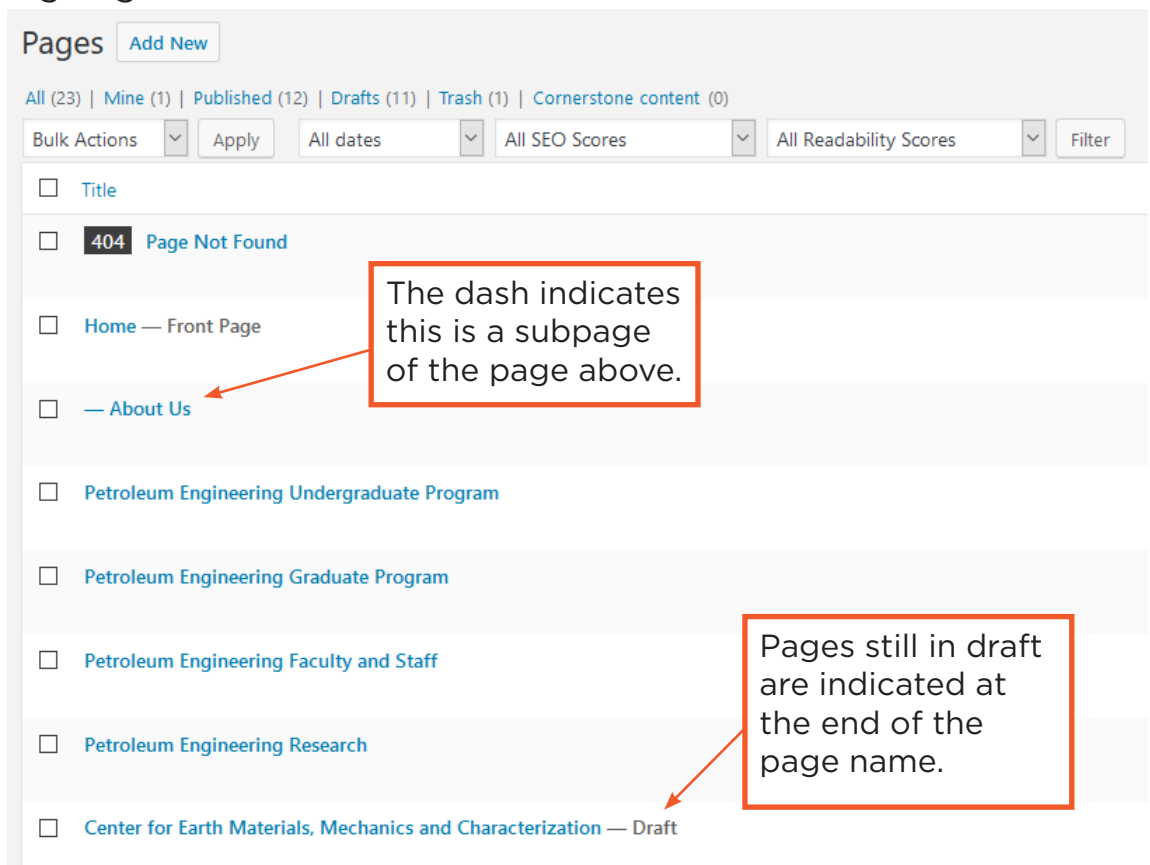


- add `<a id="Your link name"> Text you're anchoring to</a>`
- Second, create the anchor link
  - Open the module where you want to create the anchored hyperlink
  - Highlight text link as you would to create a normal hyperlink, but then use `#"Your text here"`

## Working with Pages

### Viewing & Organizing Pages

Select the Pages option from the left menu to see what pages you have, their status and relationship to each other.



You can use the top menu to filter by set criteria or search the page contents.

- People added or referenced using the Portfolio options will NOT come up in this search, but all mentions within the pages will come up.
- E.g. Below are the pages which use the term “field session”.

The screenshot shows a CMS interface with a search bar containing 'field session' and a 'Search Pages' button. Below the search bar, there are filters for 'All dates', 'All SEO Scores', and 'All Readability Scores'. A table lists search results with columns for Title, Author, Date, and Readability Scores. The results include 'Special Programs' by kboster, 'About Us' by ramirez, and 'Petroleum Engineering Undergraduate Program' by ramirez.

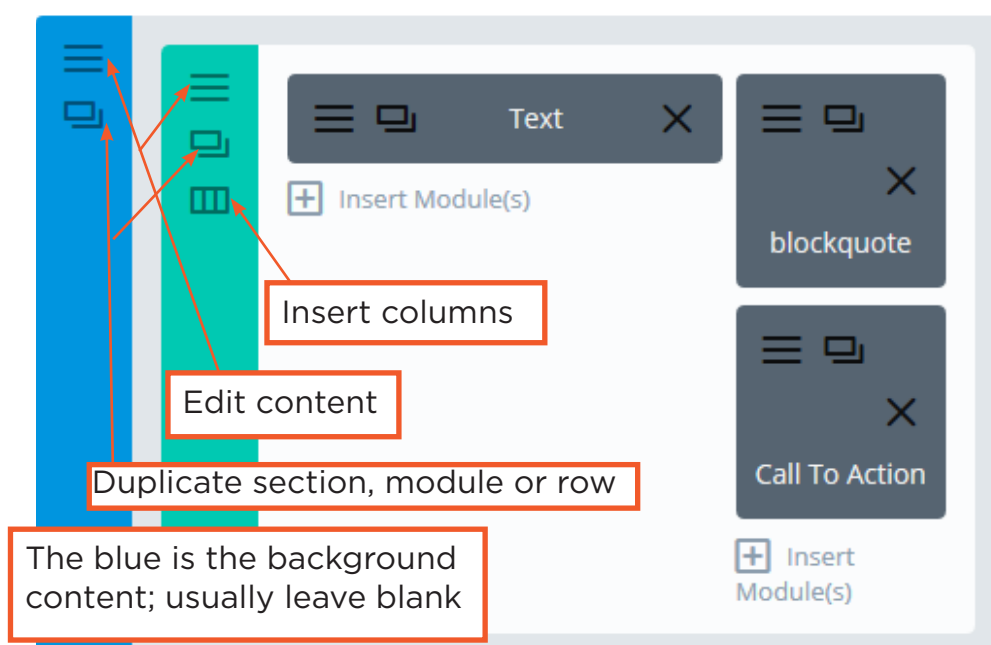
Title	Author	Date	Readability Scores
Special Programs	kboster	Published 2017/11/14	0 0
— About Us   Parent Page: Home	ramirez	Published 2017/09/28	0 0
Petroleum Engineering Undergraduate Program	ramirez	Published 2017/02/28	3 0

### Editing a Page

The following applies to Sections, Rows and Modules.

You can change the location of any element by clicking and dragging it.

To make changes to an element you’ve already created, click on the icon of three horizontal lines. If you duplicate a Section or Row, it will also duplicate any other elements inside of it.



TIP: Duplicate content to try the modules in different column arrangements, then delete the ones you decide not to use.

### Add to Template Library

To save a page element for use on other pages on your site, edit it by clicking on the three-line icon. At the bottom, instead of clicking on “Save & Exit,” click on “Save & Add to Library.” Assign a Template Name to your element.

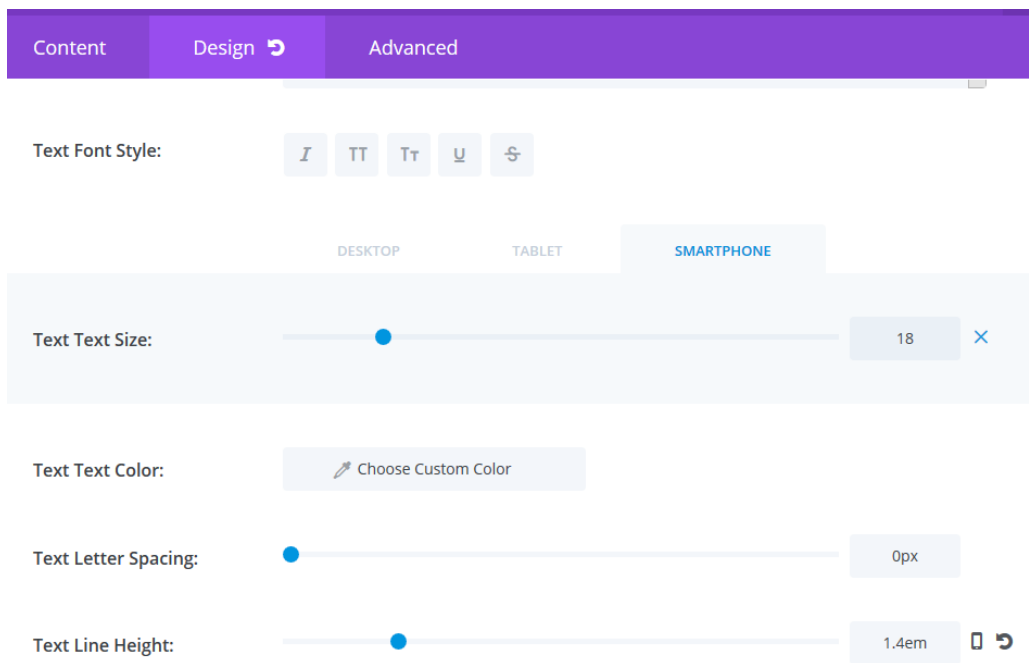
Save as Global: If you tick the box next to “Make this a global item,” this means all instances of the element will always be the same; any changes you make to one will apply to all other elements.

## Visibility and Accessibility

You can create different versions of the modules for different platforms (e.g. mobile vs desktop) or have them only visible on those platforms.

### Accessibility

Create the module you want a different version of for another platform (cloning the existing one will usually be the easiest), then open the Text Module Settings and go to the Design tab. There you can select which platform this is for and adjust the font size and other options as desired.



Tablets follow the desktop settings unless you have a version specifically for them.

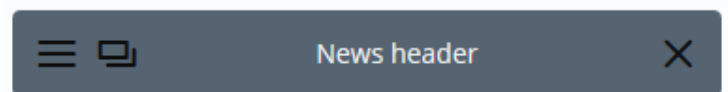
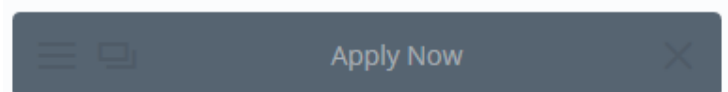
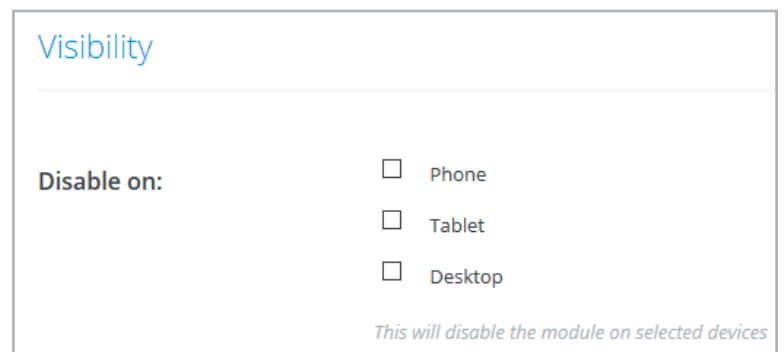
### Module Visibility

If you want to hide a module on certain platforms (e.g. a video or slide show on mobile phones) you can do so in the Advanced tab.

- Scroll down to the bottom and select which platforms you want this module disabled on.

This feature is also helpful when you're preparing draft information and want to save it with out going live. Just disable the draft module on all devices. This will result in the module name being grayed out, like the “Apply Now” module to the right.

Enable the module when you're ready to go live.



# Images

## Image library

Found in left menu under Media. It's a repository of media items uploaded to the site, including images and PDFs. They are in upload order, but can be searched.

- Media library has everything uploaded to the parent site
- Uploads in calendar or different sites are not available in your site library and vice versa.

## Embedding an Image

- To insert an image into a module, place your cursor where you'd like it to appear. Click on the Add Media button above the text box. The media library will pop up. If the image you'd like to use is already in the system, you can choose or search for it from here.
- If you need to upload a new file, simply drag and drop it into the window to upload.
  - Keep in mind that the file size limit for embedding an image is 1.6MB.
- Once you choose the image you'd like to insert, its details will appear on the right side of the page. Make sure the Alt Text box has descriptive information—this doesn't have to be long, but it is necessary to make sure our website is accessible. Captions and descriptions are not required, but may be helpful for users.

The screenshot shows the 'Add Media' dialog box. On the left is a sidebar with options: Add Media, Create Gallery, Create Audio Playlist, Create Video Playlist, Featured Image, and Insert from URL. The main area has tabs for 'Upload Files' and 'Media Library'. Below the tabs are filters for 'All media items' and 'All dates', and a search bar. A grid of media items is displayed, with one image of a woman selected, indicated by a blue checkmark. A red box points to this image with the text 'Label so you & others can find pic later.' To the right, the 'ATTACHMENT DETAILS' panel is visible, showing the image thumbnail and the following information: URL (https://petroleum.mines.edu/), Title (KarimiSomayah-3-1), Caption, Alt Text (Somayah Karimi headshot), and Description. A red box points to the Alt Text field with the text 'Descriptive for accessibility.'

- Further below in the details, you can choose whether the image is aligned left, right or center, and if it links to something (the default is None). You also choose the size of the image. The system provides preset sizes, but this can be changed.
- Click Insert into Post

## Editing image

- To edit an image once it's been placed, just click on it so a border appears. You can edit the alignment in the menu that pops up, delete it by clicking on the X, or edit it by clicking on the pencil icon. In the Image Details window that pops up, you can again edit the alignment, choose a custom size, add a link, caption and alt text, etc.
- Cropping doesn't work well in WP, so crop before importing if possible.



The screenshot shows the WordPress editor interface. At the top, there are two buttons: "ADD MEDIA" and "ADD FORM". Below these are tabs for "Visual" and "Text". The main editing area has a menu bar with "File", "Edit", "Insert", "View", "Format", "Table", and "Tools". Below the menu bar is a toolbar with various icons for text formatting (bold, italic, quote, list, link, unlink, undo, redo, ABC), media (image, video, audio, gallery), and other functions. The text area contains a paragraph: "Manika Prasad received her B.S. (1978) from St. Xavier's College, Bombay, India and an M.S. (1983) from University of Kiel, Germany in geology, Ph.D. (1990) in geophysics from University of Kiel, Germany. Manika's Ph.D. work focused on attenuation, energy loss mechanisms and velocity dispersion in dry and fluid". To the left of the text, there is a partially visible image of a person's head.

## Adding Attachments

- PDFs and other files can be uploaded as attachments
  - File size limit for uploading is 7MB.
- Follow the same steps as when you're embedding an image.
- When you click "Insert into Page" WP will automatically create a hyperlink with the file name as the link text.
- Use the hyperlink dialogue box to alter the link text if needed.

## Faculty Profiles

This only applies to sites that display faculty profiles – generally, departments, interdisciplinary programs and research centers. Faculty profiles originate from the faculty member’s home department and are broadcast to other sites – for this reason, profiles should only be modified in their “home” site.

For example, a Chemistry professor might also be a faculty member in Biology or Hydrology. Any edits should be made to the version of the profile that is in the Chemistry Department site; otherwise, those changes will not be reflected in all versions.

In the new Mines websites, faculty profiles are a content type called **Projects** – you can find this in the left column of your dashboard.

While Projects are different from Pages, they behave similarly in that they are made up of Sections, Rows and Modules. The same rules for editing these elements apply.

The real advantage of creating Faculty Profiles as Projects is the ability to automatically display them in a neat grid on a page, using the DP Blog Portfolio module:

### FACULTY

---



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Associate Department Head  
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[jbrune@mines.edu](mailto:jbrune@mines.edu)



**KADRI DAGDELEN**  
Professor  
303-273-3711  
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**H. SEBNEM DUZGUN**  
Professor and Fred Banfield  
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**RENNIE KAUNDA**  
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**EUNHYE KIM**  
Assistant Professor  
303-273-3428  
Brown Hall 214



**MARK KUCHTA**  
Associate Professor  
303-273-3306  
Brown Hall 212



**HUGH MILLER**  
Associate Professor  
303-273-3558  
Brown Hall 215



**MASAMI NAKAGAWA**  
Associate Professor  
303-384-2132  
Brown Hall 211

## Creating a new project

These instructions are to create a profile page that look like this:

# MANIKA PRASAD

PROFESSOR, PETROLEUM ENGINEERING



Manika Prasad received her B.S. (1978) from St. Xavier's College, Bombay, India and an M.S. (1983) from University of Kiel, Germany in geology, Ph.D. (1990) in geophysics from University of Kiel, Germany. Manika's Ph.D. work focused on attenuation, energy loss mechanisms and velocity dispersion in dry and fluid saturated sands. After graduation Manika worked as a fellow at the Indian Institute of

Geomagnetism, Bombay, India and as a visiting scientist for five years in the Mineral Physics Group at the University of Hawaii on seismic and microstructural properties of reservoir rocks. A major emphasis of Manika's work at Hawaii was on Acoustic Microscopy of rocks and ceramic composites. Manika joined the SRB group in December 1996 as a research associate and helps coordinating experimental work in the group, supervising students, conducting experimental and theoretical studies on acoustic, microstructural, transport and storage properties of various rocks including salts, clays, shales, unconsolidated sands, poorly and well consolidated sandstones and chalks. Manika currently has an NSF proposal to study the impedance microstructure in rocks and glasses.

Manika's paper entitled "Correlation Permeability with Velocity using Flow Zone Indicator" presented at the SEG Annual Meeting in Houston, 1999 was judged among the top 25 papers (from a total of 587 papers).

## EDUCATION

- B.S., St. Xavier's College
- M.S., Ph.D., University of Kiel

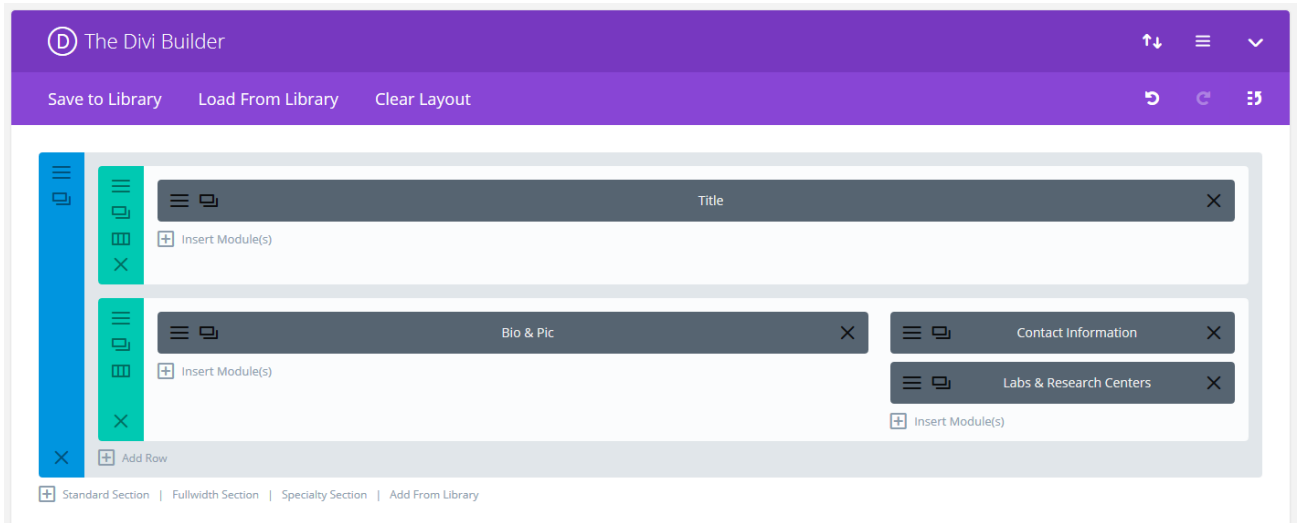
- Select "Add New" either from the left menu or at the top of the All Project page.
- Enter the faculty member name in the title
- Select Divi Builder
- Insert text modules according to the layout below

## CONTACT

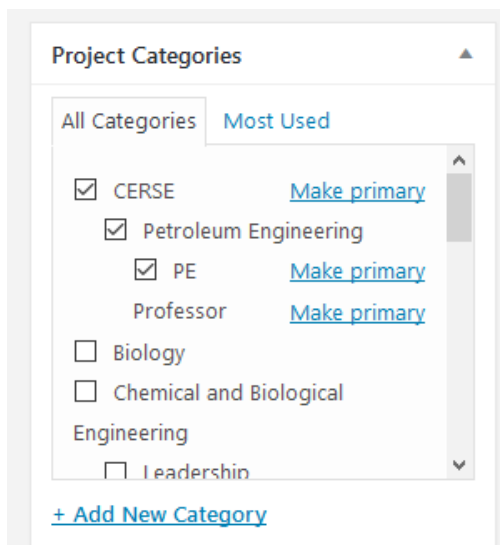
Room 215 Marquez Hall  
303-273-3457  
Fax: 303-273-3189  
mprasad@mines.edu

## LABS AND RESEARCH CENTERS

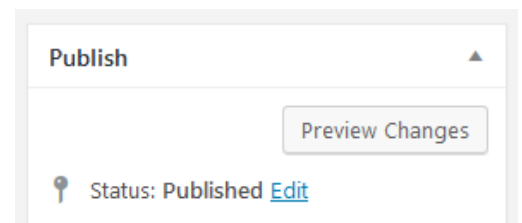
- Physics of Organics, Carbonates, Clays, Sands and Shales
- Center for Rock Abuse
- Bakken Research Consortium



- Title Module
  - Use Heading 1 for faculty member's name and Heading 6 for their title(s).
- Bio & Pic Modules
  - Add whatever bio information you want to include.
  - Heading 3 was used for the Education heading
  - Click on Add Media to insert faculty photo. See Images section for details on uploading and editing options.
- Contact Module
  - Add whatever contact info you want to include.
  - Email hyperlink- just write the email address, select it and then press the hyperlink button in the menu and it will automatically create the link.
- Labs & Research Centers
  - Add labs, research centers or any other affiliations you wish to highlight
- Project Categories
  - Select all applicable titles- this is important as it determines how and where the profile feeds into other pages
  - Create new categories if needed



- Featured Image
  - This is image that will feed into other pages
  - Add the image the same way you do in the modules.
- Click Preview Changes button in the upper right to check the formatting before publishing the profile.
  - The preview will open in a new tab.
- You can either save the profile as a draft or publish it.



### Editing Faculty Profiles

You can't edit the profile information from the Faculty/Staff page. The only thing you control on the Faculty/Staff page is what information is shown; you must go into the individual projects to change content.

### Draft Changes

Projects don't have a way to save changes once they are published that keeps the changes off the live page. See Module Visibility section for a work-around.

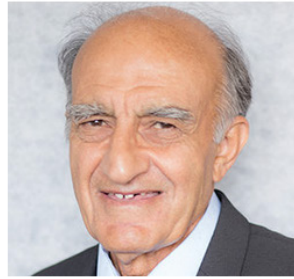


## Customizing DP Blog Portfolio

This allows you to control what info is shown below the faculty photos on your main faculty/staff page, like these below.



RAMONA M. GRAVES  
Professor  
Dean, College of Earth Resource  
Sciences and Engineering  
Co-Director of the Center For  
Earth Materials, Mechanics, and  
Characterization (CEMMC)  
rgraves@mines.edu  
303-273-3746



HOSSEIN KAZEMI  
Professor, Chesebro'  
Distinguished Chair in Petroleum  
Engineering  
Co-Director of Marathon Center  
of Excellence for Reservoir  
Studies (MCERS)  
hkazemi@mines.edu  
303-384-2072



CARRIE MCCLELLAND  
Teaching Associate Professor  
cmcclell@mines.edu  
303-273-3367



MARK G. MILLER  
Teaching Associate Professor  
mmiller@mines.edu  
303-273-3187

Otherwise the DP Blog Portfolio only feeds in the faculty names. If you manually set up the faculty page with the extra info any changes made in the project wont feed into your page.

### Setup Faculty Profiles

- Go to the Projects page and select a faculty profile.
- Scroll down to the Custom Fields box.
- Select “Enter New” and give the field a title.
- In the Value box type in the information you want displayed below the photo
  - This MUST be done in HTML code. (See the examples of how to do the codes)
- Select Add Custom Field and you’re done.
- You can have multiple custom fields.

#### Custom Fields

Name	Value
Title	Professor, Chesebro' Distinguished Chair in Petroleum Engineering Co-Director of Marathon Center of Excellence for Reservoir Studies (MCERS) <a href="mailto:hkazemi@mines.edu">hkazemi@mines.edu</a> 303-384-2072

Add New Custom Field:

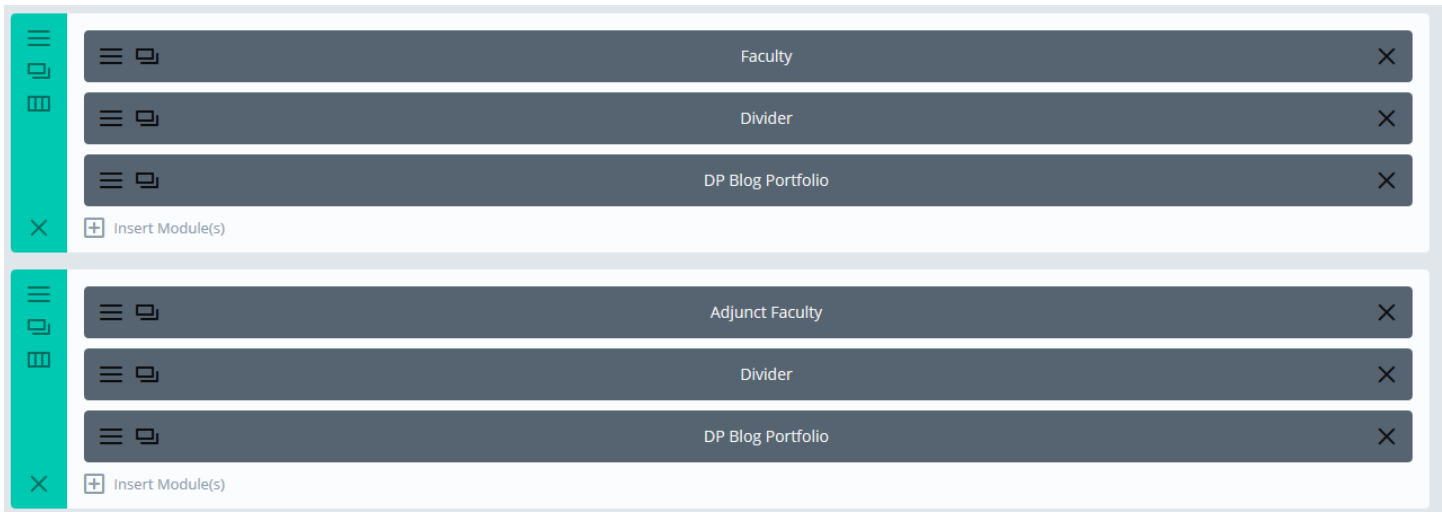
Name	Value
------	-------

### Updating Custom Fields

Updating the field is simple. Just make the changes in the Value box and press update. Once the box flashes yellow it has updated; you don't need to update the project to have it saved and updated.

## Setup Faculty/Staff Page

Open the page in the editor and add the DP Blog Portfolio module under each section title.



Items to change in Content tab of the DP Blog Portfolio:

- Posts Number
  - Change post number to more than the number of faculty you have or the later people will be cut off.
- Categories
  - Select which titles you want to include
- Show Custom Fields
  - Switch to Yes
- Custom Field Names
  - Add name(s) of the custom field(s) you want displayed
  - Only put in Custom Field Labels if you want to see the field names

Show Custom Fields:

*Displays custom fields set in each post.*

Custom Field Names:

Title

*Enter a single custom field name or a comma separated list of names.*

Custom Field Labels:

*Enter custom field label (including separator and spaces) or a comma separated list of labels in the same order as the names above. The number of labels must equal the number of names above, otherwise the name above will be used as the label for each custom field. For more information, see demo at [Divi Plugins](#)*

- Show Categories
  - Switch to no

Items to change in Design tab:

- Layout
  - Change to grid

## Display Order

The default display order is by date of creation of the pages. If you add new faculty, then they will be out of alphabetical order. Utilize the Slug Field to address this.

- Go to the Projects page



- Hover the mouse over a name and select Quick Edit

<input type="checkbox"/>	Title	Author	Project Categories
<input type="checkbox"/>	Somayeh Karimi	rmcdonald	PE Post-Doc, Petroleum Engineering
<input type="checkbox"/>	Trent Green <a href="#">Edit</a>   <a href="#">Quick Edit</a>   <a href="#">Trash</a>   <a href="#">View</a>	rmcdonald	PE Adjunct Faculty, Petroleum Engineering, Petroleum Engineering
<input type="checkbox"/>	Hazim H. Abass	ramirez	CERSE, PE Affiliate Professor, Petroleum Engineering

- The default Slug is first, then last name.

QUICK EDIT

Title:

Slug:

Date: 06-Jun 30, 2017 @ 11 : 33

Author:

Password:  -OR-  Private

Project Categories

Biology

CERSE

Petroleum Engineering

PE Adjunct Faculty

PE Affiliate Professor

Project Tags

Allow Comments

Status:

- Change it to [Last Name, First Name]

QUICK EDIT

Title:

Slug:

Date: 12-Dec 18, 2017 @ 08 : 24

Author:

Project Categories

Biology

CERSE

Petroleum Engineering

PE Adjunct Faculty

PE Affiliate Professor

Project Tags

Allow Comments

Status:

- Go to the individual DP Blog Portfolio modules on the faculty/staff page.
  - Change “Order by” to Slug.

## Site Menu

Site menus are created manually, separately from pages. This means how you organize your pages has no bearing on the navigation that appears at the top of your site.

- Access your site menu by going to the left menu Appearance, Menus.
- Your page will look like the one below.

## Editing

### Menu Structure

- Drag and drop the page boxes into the order and hierarchy you want.

The screenshot shows the WordPress Menus editor. The 'Appearance' menu is open, and 'Menus' is circled in red. The 'Menus' editor shows a list of pages on the left and a 'Menu Structure' on the right. The 'Menu Structure' shows a hierarchy where 'Programs' is a sub-item under 'About Us'. A red box highlights the 'Programs' sub-item with the text: 'This indent indicates these pages are sublisted under this heading.'

- You can also use the Move options at the bottom of the individual boxes to adjust placement.
- The default name displayed in the menu is your page name. Alter the Navigation Label if you want a different name/title displayed.
  - Petroleum Engineering Events is listed in the menu as simply Events.

The screenshot shows the 'Events' menu item configuration in the WordPress Menus editor. The 'Navigation Label' is 'Events'. The 'Original' is 'Petroleum Engineering Events'. The 'Move' options are 'Up one', 'Down one', 'Under Student Board', and 'To the top'. The 'Remove' and 'Cancel' buttons are visible at the bottom.

You can adjust Menu settings at the bottom of the Menu page.

- Don't change the Secondary or Footer Menu as these are the Mines menus we want all pages to have.

The screenshot shows the 'Menu Settings' form. It has two sections: 'Auto add pages' with a checkbox for 'Automatically add new top-level pages to this menu' (unchecked), and 'Display location' with three checkboxes: 'Primary Menu' (checked), 'Secondary Menu (Currently set to: Global Nav)' (unchecked), and 'Footer Menu (Currently set to: Global Footer)' (unchecked). At the bottom, there is a red 'Delete Menu' link and a green 'Save Menu' button.

### Adding a New Page to the Menu

Make sure the page you want to add is already published as unpublished pages can't be added.

- Go to the Pages box on the left and select the page you wish to add, then click Add to Menu.
- The page will be added at the bottom of the menu
  - Page will be added even if already in the menu.
- Change name and placement as desired.

### Custom Links

Custom links allow you to add pages outside of your site, including other Mines sites, to your menu.

- Go to the Custom Links box on the left to insert the URL and link names. Once you click Add to Menu it will appear in the Menu Structure list.

The screenshot shows the 'Pages' selection interface. It has a 'Most Recent' tab, 'View All', and 'Search' options. A list of pages is shown with checkboxes: 'Petroleum Engineering Student Board', 'Special Programs', 'Page Not Found', 'Petroleum Engineering News', 'Contact Us', 'Petroleum Engineering Research'. At the bottom, there is a 'Select All' link and an 'Add to Menu' button.

The screenshot shows the 'Custom Links' form. It has a 'Pages' dropdown menu, 'Posts', and 'Custom Links' sections. The 'URL' field contains 'https://humanitarian.', and the 'Link Text' field contains 'Humanitarian Engineering'. There is an 'Add to Menu' button and a 'Categories' dropdown menu at the bottom.

The screenshot shows the 'Custom Link' details form. It has a 'CERSE' dropdown menu and a 'Custom Link' dropdown menu. The 'URL' field contains 'https://humanitarian.mines.edu/'. The 'Navigation Label' field contains 'Humanitarian Engineering'. There are links for 'Move Up one', 'Under CERSE', and 'To the top'. At the bottom, there are 'Remove' and 'Cancel' links.

## Null Menu Headings

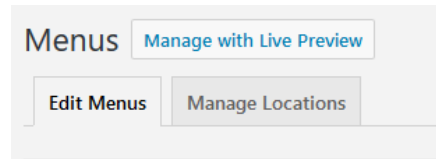
If you want to create a heading in your menu and don't have or want a page for it, you can create a custom link that leads nowhere using the format below.



The screenshot shows a form for configuring a menu item. At the top, the name 'Programs' is displayed on the left and 'Custom Link' with an upward-pointing triangle on the right. Below this, there are two input fields. The first is labeled 'URL' and contains the character '#'. The second is labeled 'Navigation Label' and contains the text 'Programs'.

## Live Preview

Really is live! Otherwise, you can't preview menu changes.



## Feeds

### News Feed

Most departments are set up with a news page with a feed, but in case you aren't, insert a Code module. Use the code below, but replace the tag number with whichever tag you want to feed.

```
<style>
.et_pb_code a {font-size: 18px; font-weight: bold; text-transform: uppercase;}
.et_pb_code ul {list-style-type: none !important;}
.et_pb_code li {padding-bottom: 15px !important; border-bottom: 1px solid
#e0e0e0 !important; margin-bottom: 15px !important;}
</style>

[RSSImport display="15" target="blank"
feedurl="http://www.minesnewsroom.com/taxonomy/term/149/feed"
use_simplepie="true" displaydescriptions="true"]
```

*Here you can create the content that will be used within the module.*

Find out the tag number by going to the Newsroom page and finding an article with the tag you want. Click on that and the tag number is in the URL.

www.minesnewsroom.com/news/archive/113

Most Visited Inside Mines CASHNet Discoverer Astra Savvior DiggerNet Cognos TEM Cay

**COLORADO SCHOOL OF MINES**  
EARTH • ENERGY • ENVIRONMENT

Daily Blast | Alumni

**NEWSROOM** PUBLICATIONS ARCHIVE CONTACT CONNECT RESOUR

Showing 'Mining' News

**DEC 22 2017** **Mines team gets NASA funding for intelligent drilling system**  
An intelligent drilling system capable of characterizing materials as it drills into the lunar or Martian surface is under development at Colorado School of Mines. A team of three Mines professors, led by Jamal Rostami, Haddon/Alacer Gold Endowed

News

### Calendar Feed

PE has it set up so all calendar events tagged “Petroleum Engineering” show up on our Events page, and part of the event description.

### UPCOMING EVENTS

The text formatting doesn't feed if you have an image at the start the event entry.

With image

Without image

**PE Distinguished Seminar: Shale Development - Does Cheap Energy Really Mean Flaming Tap Water**

Friday, January 19

*Will Fleckenstein Adjunct Professor, CSM The prevention of contamination of fresh water aquifers has been a prime concern in drilling operations since the inception of drilling in China for salt 5,000 ...*

**Distinguished Seminar Series: Imaging-Based Characterization of Gas Transport & Storage and CO2-Enhanced Recovery Effectiveness in Shale**

Friday, February 2

**ANTHONY KOVSCEK**

*KELEEN & CARLTON BEAL PROFESSOR OF ENERGY RESOURCES ENGINEERING, STANFORD UNIVERSITY*

*Abstract and bio TBA*

To load your own feed, create a Code module and populate with the text below. Insert the tag you desire where indicated.

**Content:**

Insert desired tag name here.

```
<style>
.et_pb_code li>a {font-size: 18px; font-weight: bold;}
.et_pb_code ul {list-style-type: none !important;}
.et_pb_code li {padding-bottom: 15px !important; border-bottom: 1px solid
#e0e0e0 !important; margin-bottom: 15px !important;}
.et_pb_code li>a {width: 75%;}
</style>

[RSSImport display="125" feedurl="https://calendar.mines.edu/events
/tag/petroleum-engineering/feed?order=asc" use_simplepie="false"
target="blank" displaydescriptions="true" date="true" date_format="l, F j"
before_date="<BR>" after_date="<BR>" html="true" truncatedescchar="200"
before_desc="<i>" after_desc="</i>"]
```

*Here you can create the content that will be used within the module.*

If you just want the event title and date, use the following code: [RSSImport display="125" feedurl="https://calendar.mines.edu/events/tag/petroleum-engineering/feed?order=asc" use\_simplepie="false" target="blank" date="true" date\_format="l, F j" before\_date="<BR>" after\_date="<BR>" html="true"]

For other format variations, contact Mark Ramirez in the Communications office.

### *Embed a Twitter feed*

Go to <https://publish.twitter.com/#> and enter the account URL, hashtag, etc., you want to display. Select your display option. You can set other customization options such as color and height. When you're done, copy the code and paste it into a Code module on your page.

Note: WordPress occasionally modifies code like this, stripping out important elements, when you try to edit them. If this happens and you don't see your feed, just paste in the same code again. It's handy to keep a copy of this code on your computer.

### *Embed a Facebook feed*

Same rules as Twitter above, except go to <https://developers.facebook.com/docs/plugins/page-plugin/>

Note: WordPress occasionally modifies code like this, stripping out important elements, when you try to edit them. If this happens and you don't see your feed, just paste in the same code again. It's handy to keep a copy of this code on your computer.



# Calendar Events

Using the Mines calendar website in WordPress

## Creating a New Event

On the left side of the Dashboard page, hover over Events. A menu will appear; click on Add New, or click “New Event” at the top of the Events page.

- Enter the title of your event in the top text box. Do not include date, time or place information in the title. If the event is part of a series, e.g., the Heiland Lecture Series, include that in the title.
- In the large text box below, enter the details of your event: abstract, speaker bio, location.
- If you are copying text from elsewhere, such as a Word document or PDF, prevent any unwanted formatting from being copied over by first pasting it into a plain-text editor such as Notepad, copying it from there again, then pasting it into the text box. Another method is to click on Edit in the menu above the text box, then click on Paste as text. When this is clicked, any text pasted into the text box will be stripped of formatting.
- To insert an image, follow the directions found in the Images section.

### PE Distinguished Seminar Series: Export Dependence: Why US Gas

Permalink: <https://calendar.mines.edu/event/pe-distinguished...e-foreign-demand/> Edit


Add Media Add Form Add Contact Form

File Edit Insert View Format Table Tools

Paragraph **B** *I* “” ☰ ☷ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ♀ ♁ ☾ ☿ ♀ ♁ ↶ ↷

↑ ↓ ☰ ☷ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ♀ ♁ ↶ ↷

-apple-system 12pt ☰ ☷ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ♀ ♁ ↶ ↷



**Rick Allen**  
 Director, Consulting Services  
 S&P Global Platts

Relatively recent shale oil and gas production techniques have been wildly successful, so much so that new gas supplies, whether from oil, liquids-rich or dry gas plays, have eclipsed U. S. demand. North American gas producers are faced with maturing markets, low costs of production, and a “just in time” environment, where supply can be ramped-up relatively quickly upon strengthening price signals. Export market development will be mandatory for significant ongoing growth in U.S. gas production.

**Bio:** Mr. Allen is responsible for managing the Consulting Group at S&P Global Platts, a select team of highly-experienced energy experts focused on the delivery of in-depth market analytics services to S&P Global Platts’ consulting clients, utilizing the collective intelligence of PIRA Energy Group, Bentek Energy, and the Eclipse Energy Group. He has more than twenty-five years’ experience in energy market analysis, infrastructure planning and risk management in positions with Western Gas Resources, Anadarko, and Nexen Marketing USA. Prior to his energy experience he held positions in commodity finance with UBS NY and regulatory compliance with Bunge Corporation North America in New York. Mr. Allen holds a BBA in Marketing from the University of Oklahoma and a J.D. from the Sturm College of Law at the University of Denver.

Word count: 213

Last edited by rmcdonald on November 9, 2017 at 8:59 am

**Publish**

Preview Changes

Status: **Published** Edit

Visibility: **Public** Edit

Published on: Oct 9, 2017 @ 09:05 Edit

Readability: Needs improvement

SEO: Not available

Move to Trash Update

**Tags**

Add

Separate tags with commas

- PE Distinguished Seminar Series
- Petroleum Engineering

Choose from the most used tags

**Event Categories**

All Event Categories Most Used

- Faculty and Staff
- Holidays
- Lectures and Seminars
- Networking Events
- Signature Events
- Student Organizations
- University Events
- Workshops

+ Add New Event Category

- Tagging your event: This is important to make sure that your event makes it to the right places, especially your department calendar. Events can accommodate multiple tags. To tag your event, click on the Tags text box on the right side of the page and start typing the tag. Choices will appear; click on the correct tags. You can also click on Choose from the most used tags. Some departments and lecture series tags already exist in the system, but you can create new ones. As with organizers, consistency is important.
- Event Categories: This is fairly self-explanatory.
- Set the Time and Date in the window below the text box.
- All campus buildings and locations should be available in the dropdown box for Venue. Let Mark Ramirez know if any are missing. These do not include individual rooms, so this information should be in the main body of the event or in the “Additional Event Fields” section under room number.
- Organizers: You can choose your department from the dropdown menu. If your department is not yet in the system, you can create it by typing in the name and clicking Create. Be sure to use the same organizer each time, and not to create variations such as Physics Department and Department of Physics.
- Event Website: Optional, and likely not necessary.
- NOTE: WordPress will autosave your post, but you can click on Save Draft in the upper right corner of the window at any time to save your progress without publishing.
- Click on Publish.

## **QUESTIONS?**

Contact Mark Ramirez in Communications at [ramirez@mines.edu](mailto:ramirez@mines.edu) or x3088.