



WORDPRESS

USER MANUAL USING WORDPRESS

SAINT LOUIS UNIVERSITY LIBRARY





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I. Introduction

In the Saint Louis University, there are two libraries. One in the main campus and the other one located at the Maryheights Campus. All of the books are not shared within these two libraries. Each of these libraries provide books that are needed by the courses that the campus has.

Wordpress is one of the Content Management System which help us to make better and easier to create a website with provided features like adding of plugins that you want and need to be added and also there are themes that you may also download. When these two features are combined, they look amazingly good and the website is easy to be handled or managed.

We used Wordpress for SLU library to provide more books that are needed by the students and the books that are not available in the current library. Some of the times, there are situations like we need more resources and updated, but sometimes the books are not updated but stays as an old version. Also we want to provide the student some magazines and other research papers that could be useful to the students and so through this website, the students may easily find the books that they are searching and also find their needed references faster.

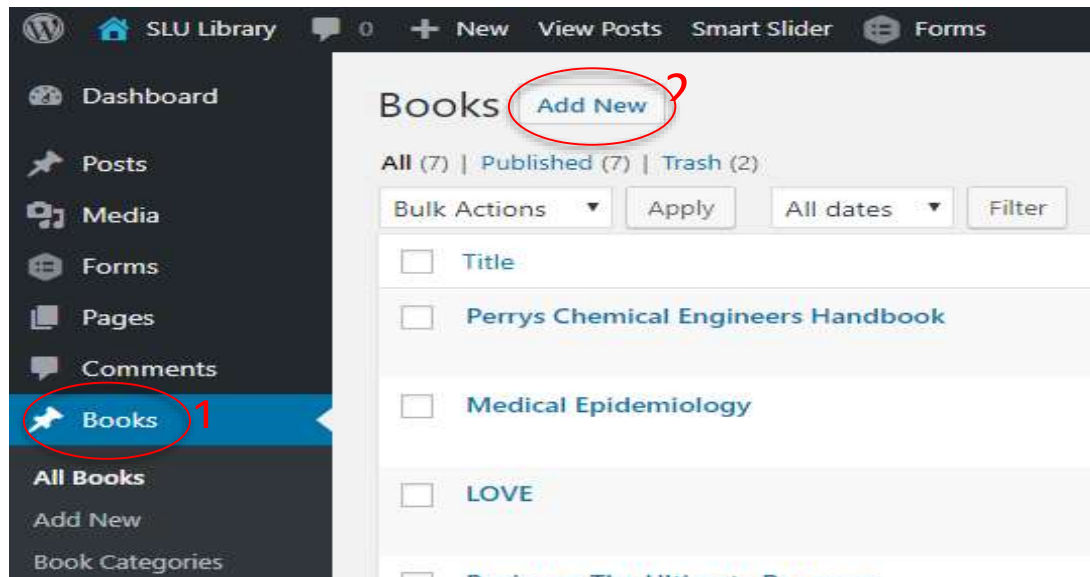


II. Manipulation of Content (Books, Magazines, Research Papers) in WordPress

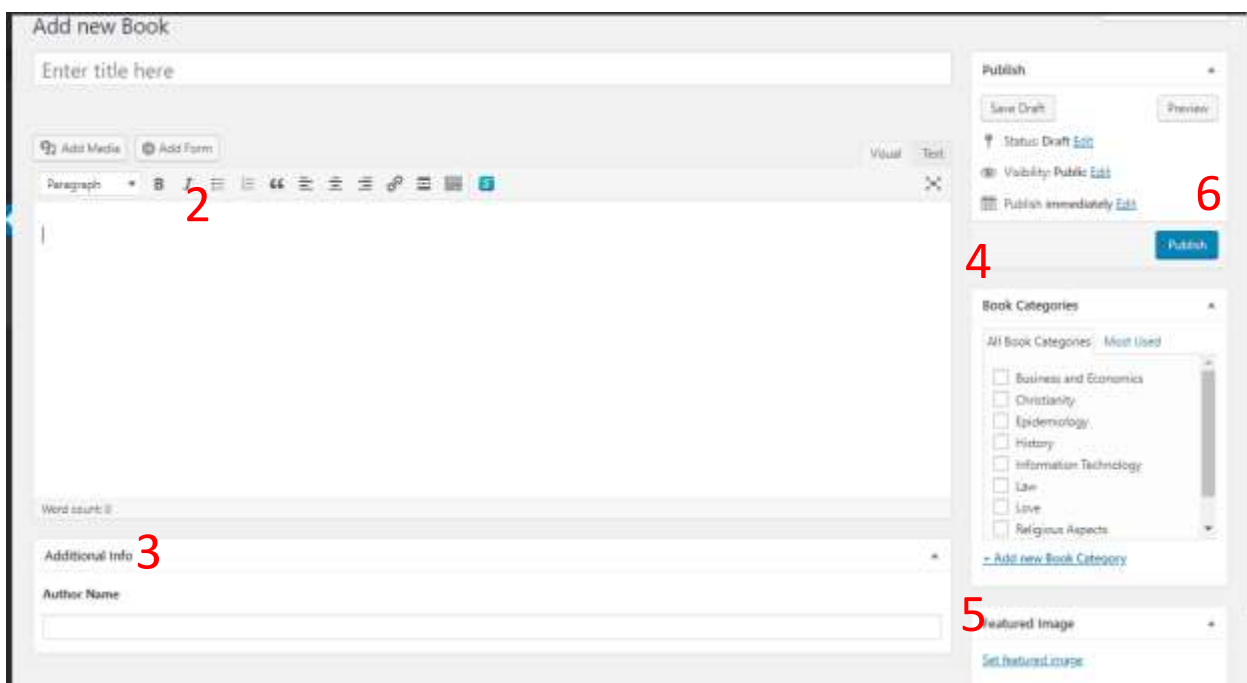
A. BOOKS

1. Adding of Book

When adding new books from the left menu panel find the Books post type and after that just press Add New button.



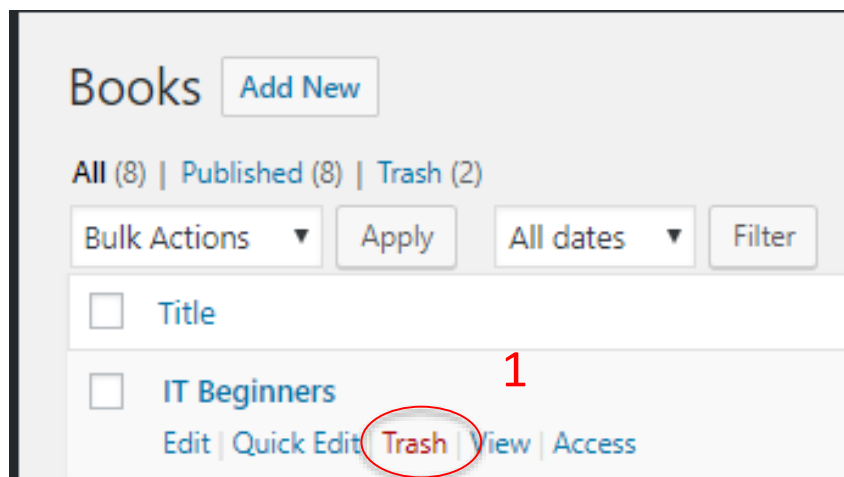
Add the title for the book you are adding and then in the main body part, add the summary and other things that are needed to be inserted. After that add also the name of the author and choose the category of the book that you are adding. If there is a image of the book cover, click set featured image on the bottom right side of the Wordpress and set appropriate image of the book cover. And lastly press Publish after finished with inserting all important content.





2. Deleting of Book

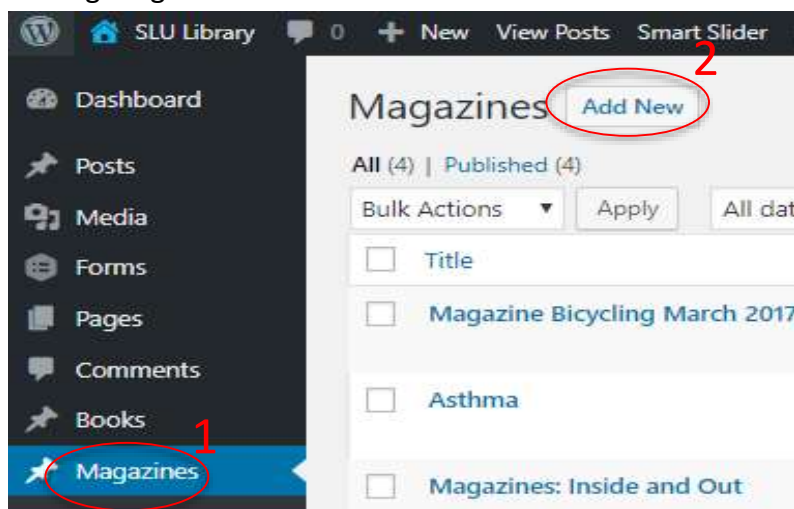
When deleting of added books, other sub menu will appear when just hovering over a book that is present. And in that sub menu, press Trash to delete book.



B. Magazines

3. Adding of Magazines

In the adding of new magazines, it has almost similar process with add a book. Find the post type Magazines on the left side of the menu and then press Add New after pressing Magazines.





Add/Insert the title of the magazine that you are adding and the body part of it. Add also the author of that magazine and put a tick mark in which that magazine belongs to. If there is cover page image of that magazine just set featured image and then simply press publish.

1. Enter title here

2. Add Media

3. Author Name

4. Magazine Categories

5. Featured image

4. Deleting of Magazines

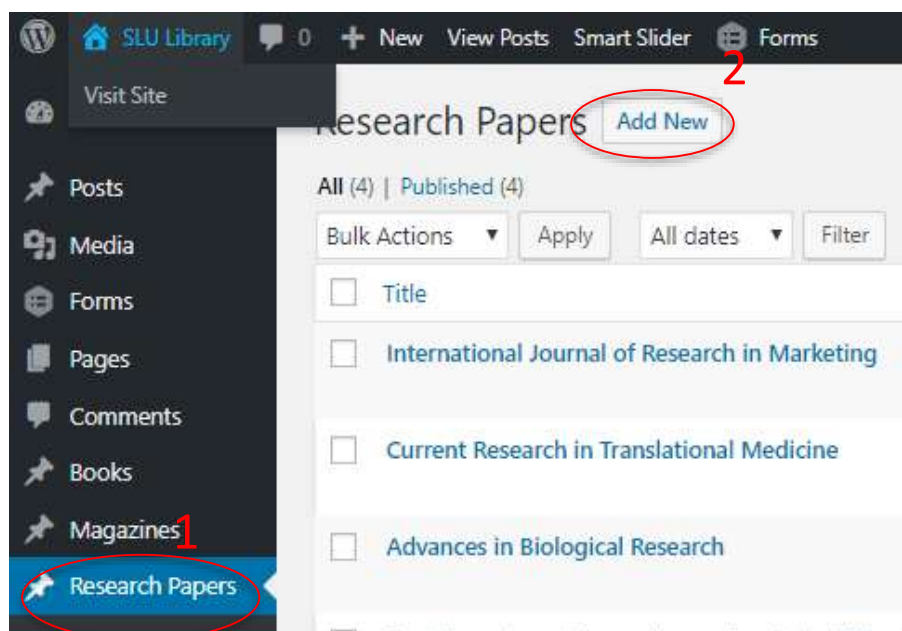
When deleting magazine content just have to hover the mouse pointer to the content that you want to delete and press trash

1. Trash

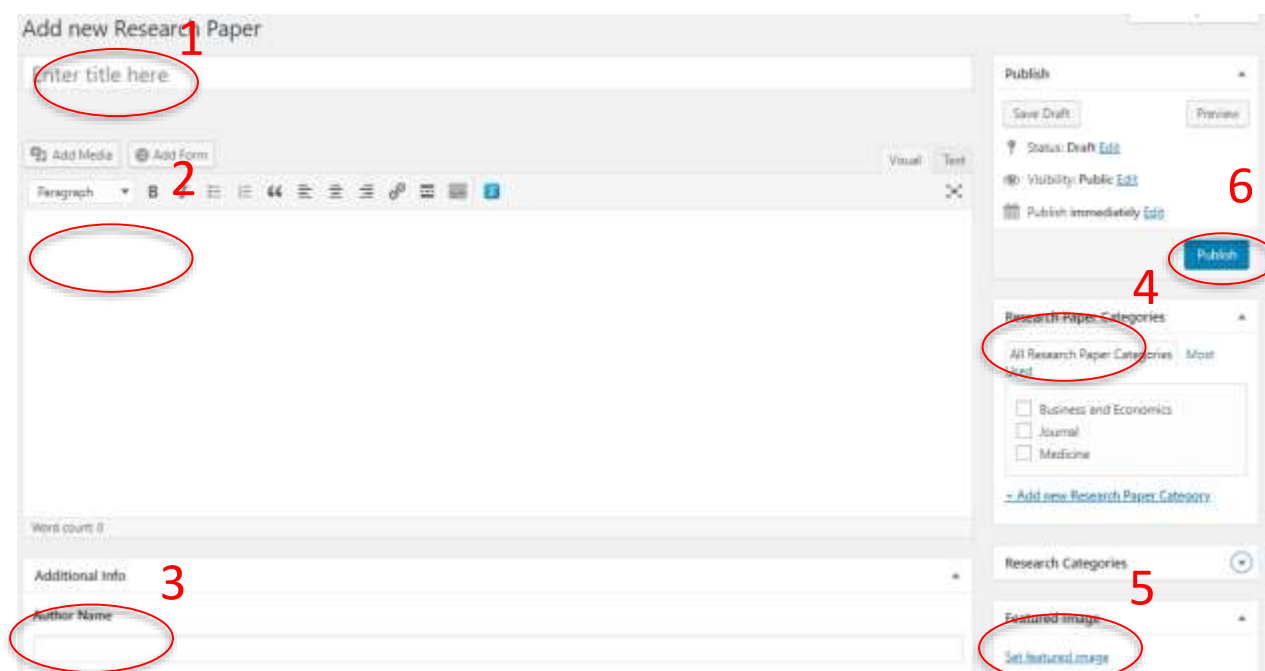
C. Research Papers

5. Adding of Research Papers

When adding new Research Papers from the left menu panel find the Research paper post type and after that just press Add New button.



Add/Insert the title of the research paper that you are adding and the body part of it. Add also the author of that research paper and put a tick mark in which that research paper belongs to. If there is cover page image of that research paper just set featured image and then simply press publish



6. Deleting of Research Papers

When deleting research paper content just have to hover the mouse pointer to the content that you want to delete and press trash



Research Papers

[Add New](#)

All (5) | Published (5)

Bulk Actions ▼

Apply

All dates ▼

Filter

☐ Title

☐ feasibility study

1

Edit | Quick Edit | Trash | View | Access



III. Plugins Used

- Admin Menu Editor – Allows direct edit in the WordPress admin menu. Menus can be reordered, hidden, renamed, and allows addition of more menus.
- Advanced Access Manager – Allows management of access to the WordPress website.
- Advanced Custom Fields – Enables customization of WordPress with professional and intuitive fields.
- Custom Post Type UI – Adds an admin panel for creating custom taxonomies and custom post types for WordPress.
- FooBox Image Lightbox – Adds a responsive Lightbox capability to the WordPress website. It automatically resizes all resolutions and allows easy navigation.
- Gravity Forms – Easily creates web forms and manage entries in the admin page.
- Gravity Forms Placeholder Add-On – Places an HTML5 placeholder support to Gravity Forms and also a placeholder to selected boxes.
- Smart Slider 3 – Plugin that creates sliders in WordPress. It has features such as a live slider editor, unique layouts, and responsive sliders.
- WP Responsive Menu – is plugin that allows addition of customizable menus in WordPress websites with no coding needed at all.



IV. CONCLUSION

WordPress is an effective Content Management System which helps the user to create website with provided features like adding of external plugins and also themes that are available in WordPress. With this software, anyone can seamlessly come up with website that they want to create without creating any codes for it to be designed. And also with the plugins, users can create more attractive website.