

# Introduction to WordPress

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ENGL 1600

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Northeastern University

*NULab for Texts, Maps, and Networks*

# What is WordPress?

WordPress is a professional **website-building tool**, sometimes also called a **content management system**.

**Cacodemon Shakespeare**, the class WordPress site, is a digital edition that allows you and your classmates to take an editorial stance in your transcription of *The Merchant of Venice*, and creatively display this editorial stance through the use of WordPress features like annotations and footnotes, text color and formatting, links to other websites, and the inclusion of images.



# Class WordPress Site

For this course, we have created a class website:

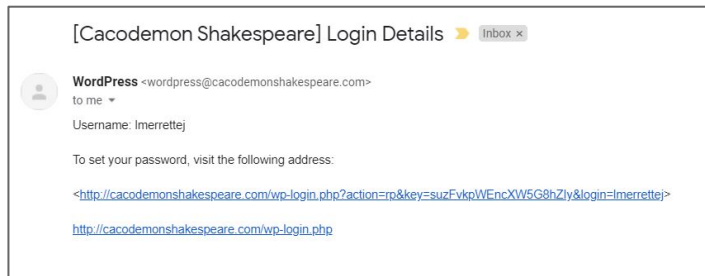
<http://cacodemonshakespeare.com/>

All of you have been invited as **editors** to this website. This means that you can edit any class page—please be careful to edit only your assigned pages.



# Logging into WordPress

Your email invitation will look something like this:



In the future, if you need to log in, go to:  
<http://cacodemonshakespeare.com/wp-admin/>

First, log into your WordPress account from the invitation link, choosing a password. **Write this down!**

Then, join the class WordPress as an **editor**.

If the invitation has expired, go to the login link and hit the 'Lost your password' button, then fill in your Northeastern email to get a new password.

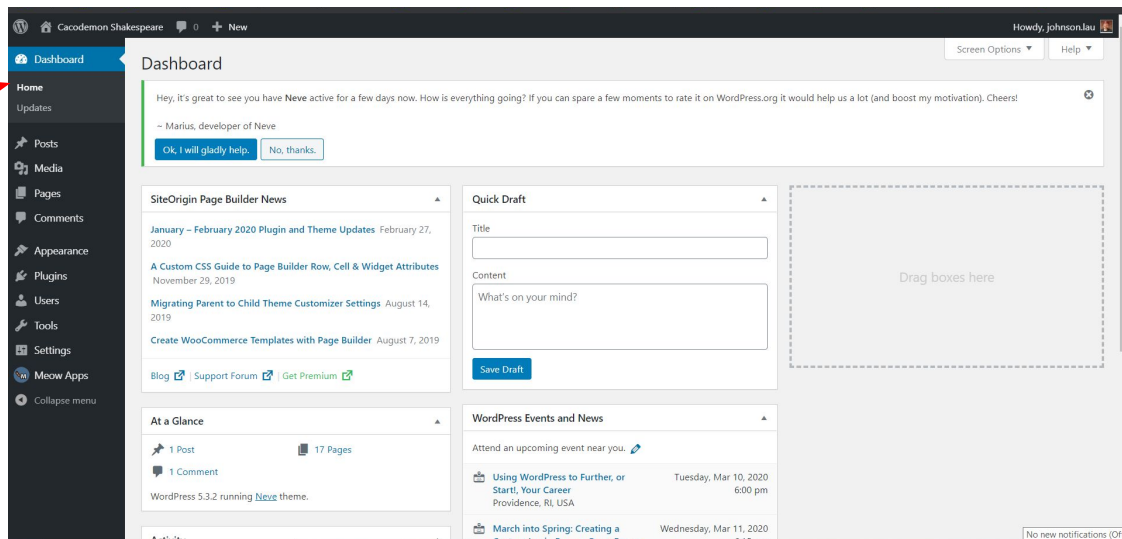


# WordPress Dashboard

Once you have created an account, you will be brought to the WordPress **dashboard**.

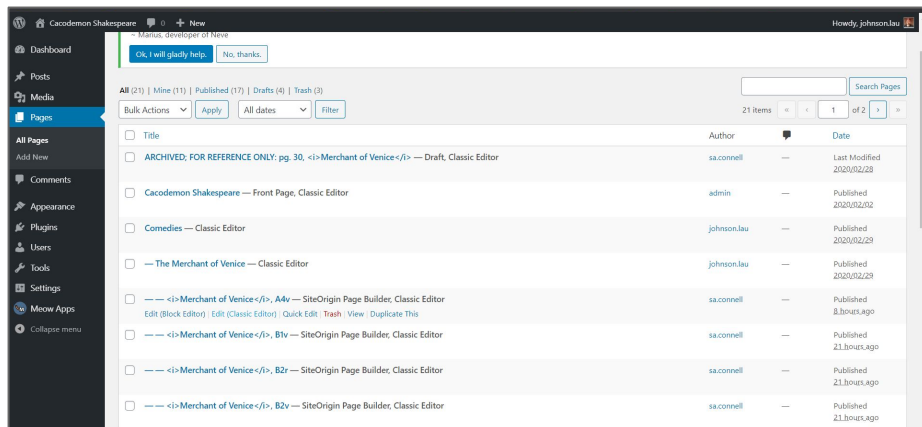
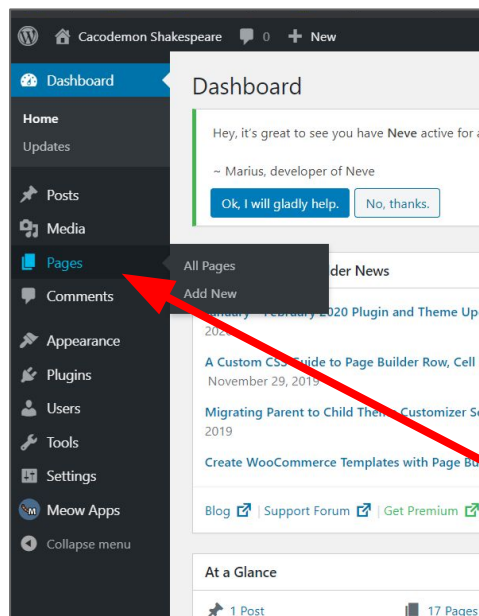
This is the **side menu** in the dashboard, the main way to navigate.

It includes links to all **pages** and **posts**, and information about **users** (where you can update your user profile if needed).



# Accessing the Template Pages

To access the template pages, navigate on the side menu to the “Pages” section.

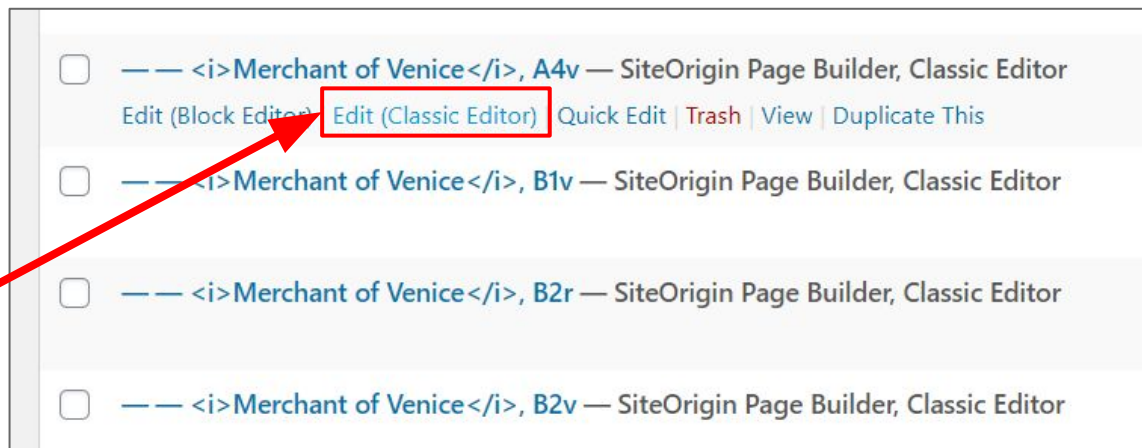


This is what the Pages section looks like and it includes all of the pages for the entire website. From this section, you can view or edit any page. Make sure that you only edit **your own** page!



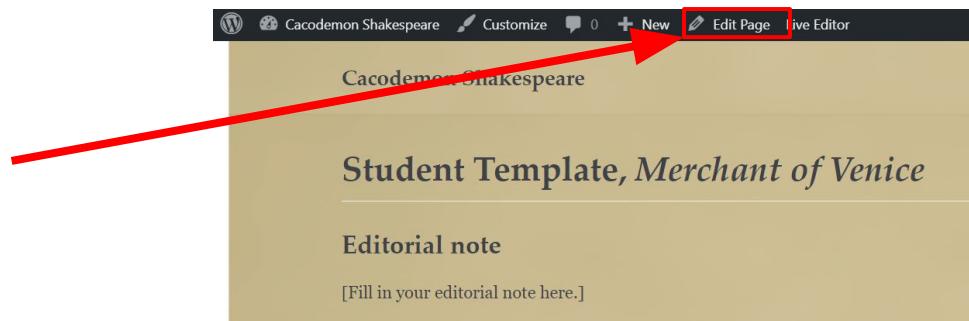
# Classic Editor

There are many different options for editing, but make sure that you are selecting the “**Classic Editor**” option when you edit your page:



# Edit Page Directly

Alternatively, you can first log into the site and then go to the link for your specific template page. From there, just click the “**Edit Page**” button on the top menu bar.



In the future, if you need to log in, go to:

<http://cacodemonshakespeare.com/wp-admin/>



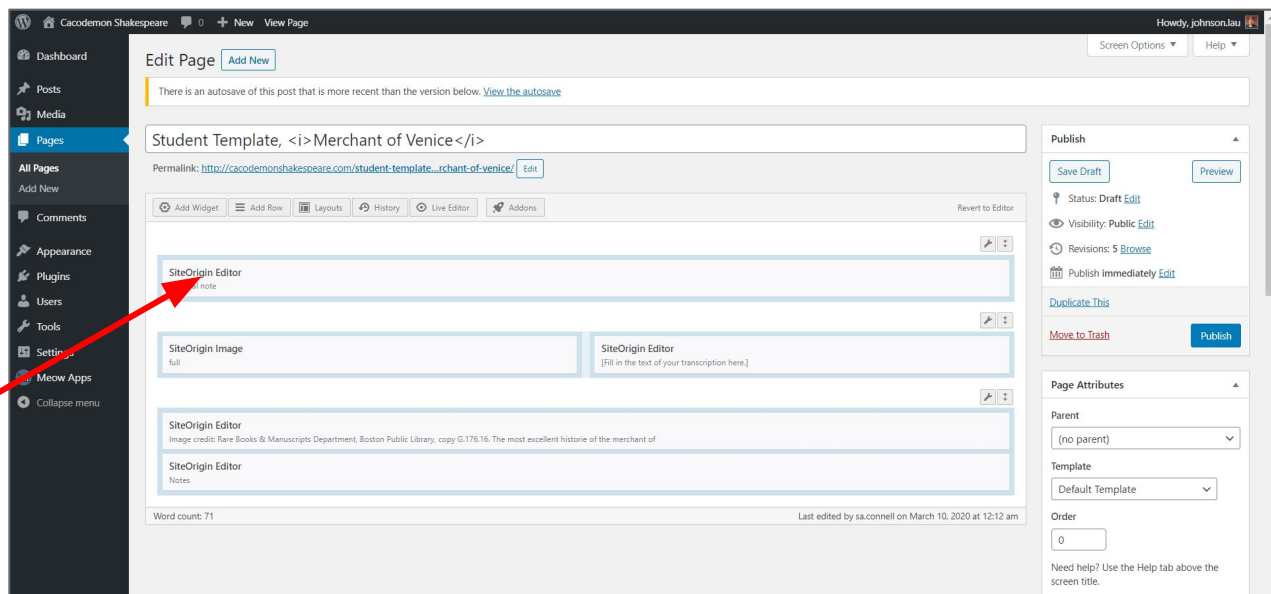


# SiteOrigin Editor

This is what the classic editor looks like for all of the template pages. This interface uses a plugin called **SiteOrigin**, which constructs the page using different **blocks** and **rows**.

All of the pages are templates with pre-made formatting so you will not need to change this basic layout.

To edit the text, click on the **SiteOrigin Editor** block that you wish to edit and then hit the 'edit' button in the top-right corner. This will open up the Editor window.



# Navigating the template pages

Each template page is set up with several blocks, some of which you will be editing, and some of which you can leave as they are.

The next three slides show you where each of these blocks appear and then discuss what you will find in each one, and where you should be adding your own content.



# Page breakdown

Editorial note

Facsimile

Navigation

Student Template, <i>Merchant of Venice</i>

Permalink: <http://cacodemonshakespeare.com/comedies/merchant/a4v/> Edit

Add Widget Add Row Layouts History Live Editor Addons Revert to Editor

**SiteOrigin Editor**  
Editorial note

**SiteOrigin Image**  
full

**SiteOrigin Editor**  
And many lasons come in quest of her. O my Anthonio, had I but the meanes

**SiteOrigin Editor**  
Image credit: Rare Books & Manuscripts Department, Boston Public Library, copy G.176.16. The most excellent historie of the merchant of

**SiteOrigin Editor**  
a[class="manicule"] {color:white;}

**SiteOrigin Editor**  
a[class="manicule"] {color:white;}

**SiteOrigin Editor**  
Notes

Transcription

Attribution

Notes



# Page contents, part one

**Editorial note:** this block at the top of the page is where you can fill in an editorial note contextualizing your transcription and describing your editorial approach.

**Facsimile:** this block on the left of the side-by-side main reading area is where the facsimile image of the *Merchant of Venice* appears. The image is already set up, so you don't need to edit this section.

**Transcription:** this block on the right of the side-by-side main reading area, is where the transcription of your page will go. You can copy the contents of the page from the Internet Shakespeare Project (see below for more on this), but you should make your own editorial decisions about the regularization, annotation, formatting, and so on.



# Page contents, part two

**Attribution:** the block below the main reading pane is where attribution for the image and digital edition appears. You can update the part on "citing this page" to include your names (but you don't have to, if you'd rather not have your names online).

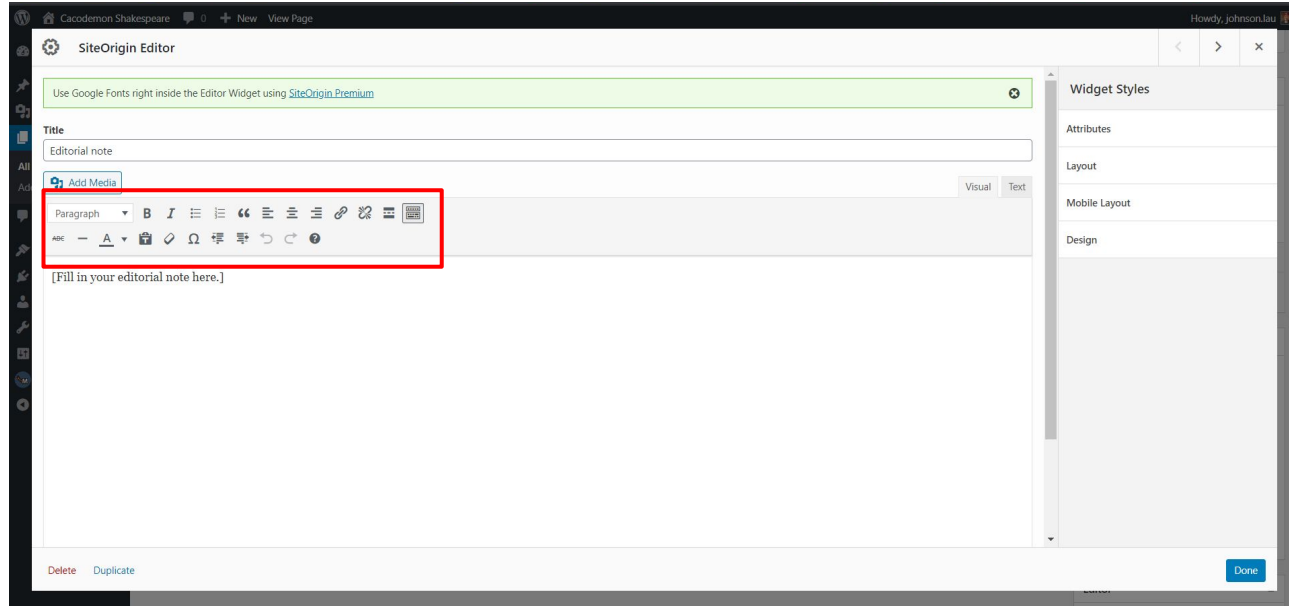
**Navigation:** the next row down controls the navigation between pages. You don't need to edit anything here. If you have the last page in the sequence, you will have only one block in this row.

**Notes:** the block at the very bottom is where any notes you write will automatically appear; you don't need to edit this section.



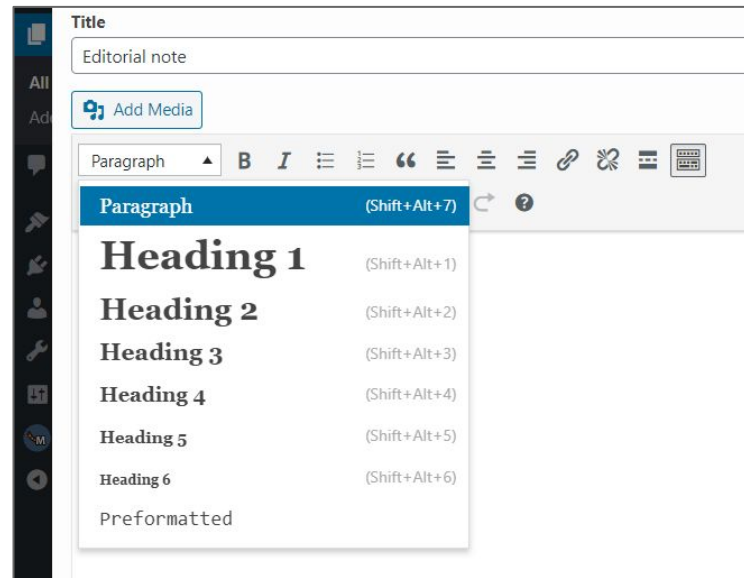
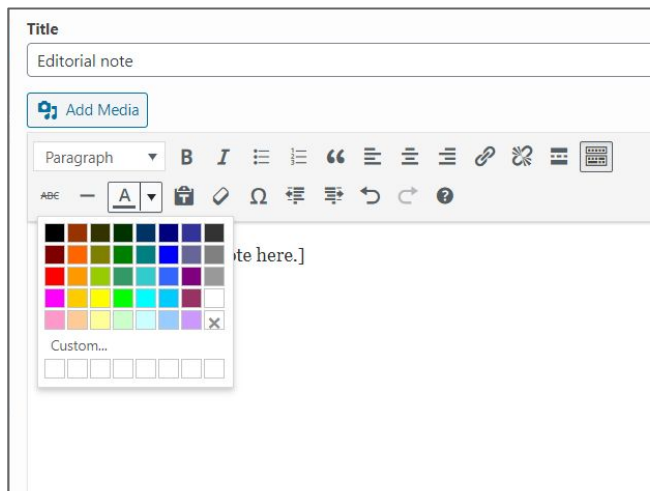
# Adding Text

When you click on a block and hit "edit," it will take you to the **Editor** interface. Here, you can add and edit text in a variety of ways. The Editor interface looks similar to a word processor, complete with a **menu bar** allowing you to italicize, bold, or change the color of the text.



# Formatting, part one

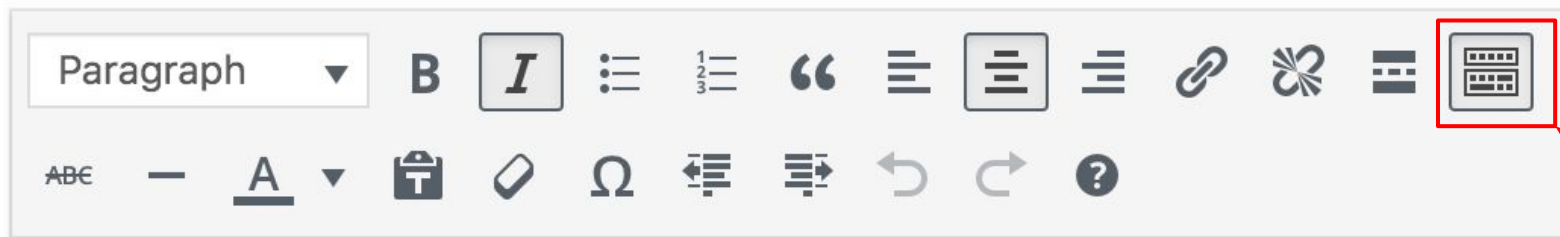
Here are some examples of things that you can format in this editor. This includes adding headings and changing the **text color**, which is especially useful if you want to add color coding for themes or interpretations in a digital edition.



# Formatting, part two

There are many other aspects of the formatting that you can use to support your edition's interpretation of the text. The menu bar in the editor interface will allow you to control all of these—the buttons are fairly self-explanatory, but you can also mouse over these to see glosses for each. Some options you might want to use are: bold, italic, strikethrough, text alignment, block quotes, horizontal lines, and lists.

To see the full set of options, you might need to hit the "Toggle Toolbar" button.

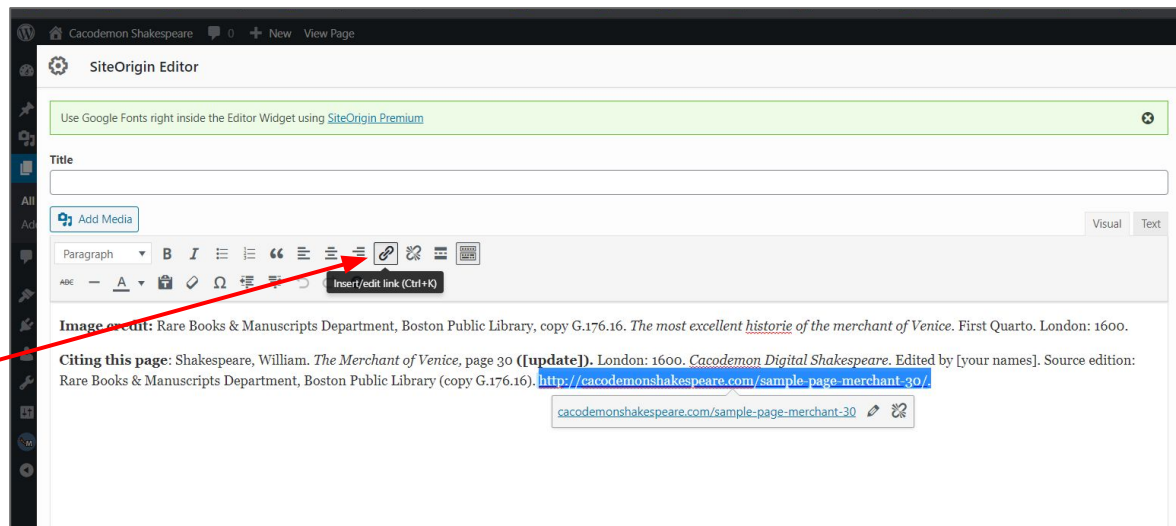




# Adding Links

If you are interested in adding **links** to your digital edition, you can easily do that in the editor interface by:

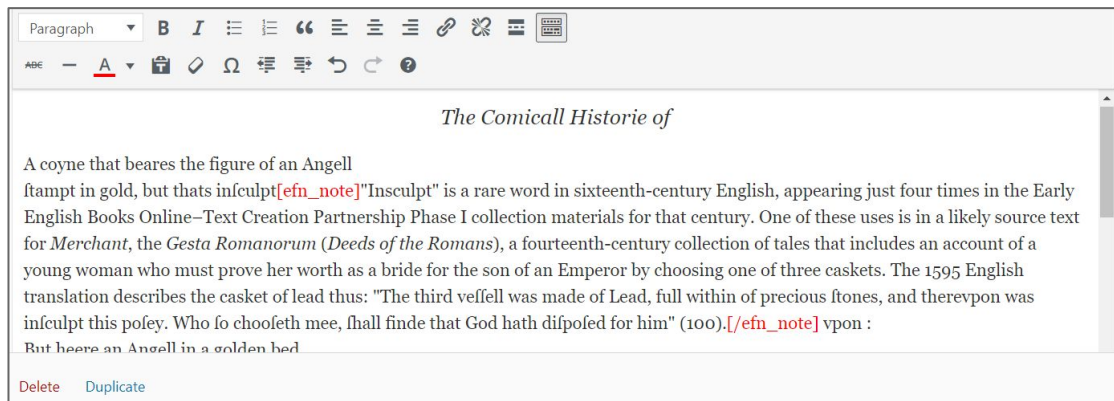
1. Selecting the text you wish to add a link to.
2. Click the “**Insert link**” button in the menu.
3. Adding the URL in the link window.



# Adding Annotations

To add annotations to your digital edition, we will be using a plugin called **Easy Footnotes**. This works by using start and end tags around the text of your footnote. The annotation will automatically appear in the web version at the end of the page under the Notes section. Pay careful attention to where you are adding the footnote: you'll want to have it start right after the relevant word/punctuation. Watch out for missing or extra spaces!

1. To add a footnote, place your cursor at the end of the line or word where you would like it to be added.
2. Type in the start tag **[efn\_note]**
3. Directly after this, type the text of your annotation.
4. When you have finished, add the end tag **[/efn\_note]**.



# ***Merchant of Venice*** Transcriptions

To make it easier to add the text of your page to the transcription block, you can use digital transcriptions of *The Merchant of Venice* by the Internet Shakespeare Project:

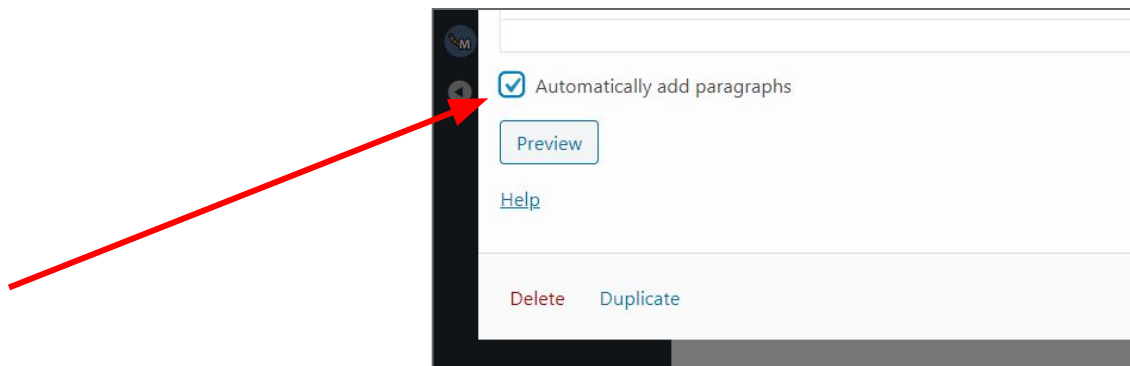
[https://internetshakespeare.uvic.ca/doc/MV\\_Q1/index.html](https://internetshakespeare.uvic.ca/doc/MV_Q1/index.html)

As always, make sure to check this edition against your own page to look for any differences in content, spellings, or format. If you see differences, follow what's in your facsimile, unless you are choosing to regularize your text.



# Copying Transcription Text

When you copy in your text from the Internet Shakespeare Project, make sure that you unclick the “Automatically add new paragraphs” button at the bottom of the editor.

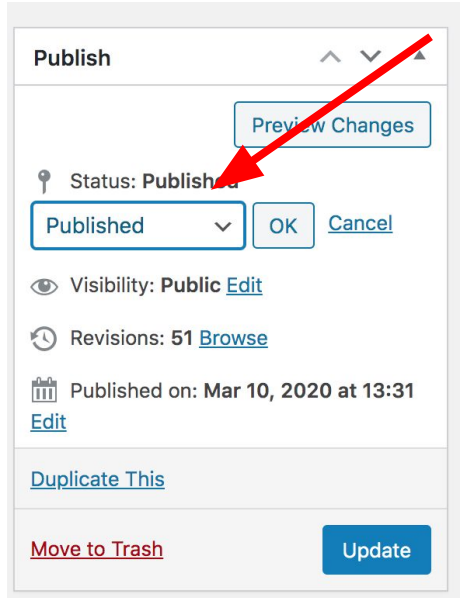


# Working together

Only one person can edit a page at a time, so you will need to be communicating with each other. You can 'take over' a page from someone, if you need to work on it, but the best thing to do is make sure that you close out of the edit screen whenever you are done working on a page.



# Publish



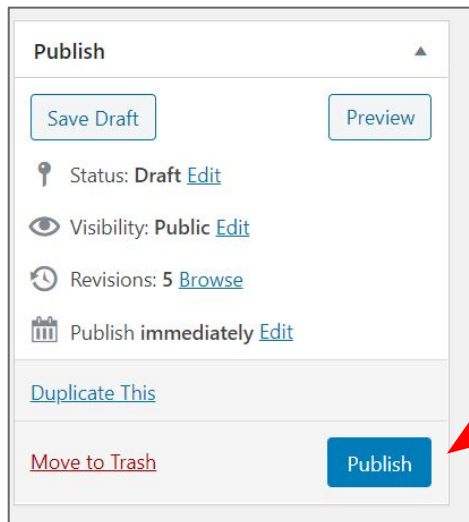
The "**Publish**" menu appears in the right-hand side of your page. All your templates will start as published web pages. If you want to take your edition offline while you are working on it, you can change its status to "**draft.**"

To do that, click the "edit" button next to the "Published" status and change the status to "Draft" in the dropdown, then hit "OK" and "Update"



# Publish

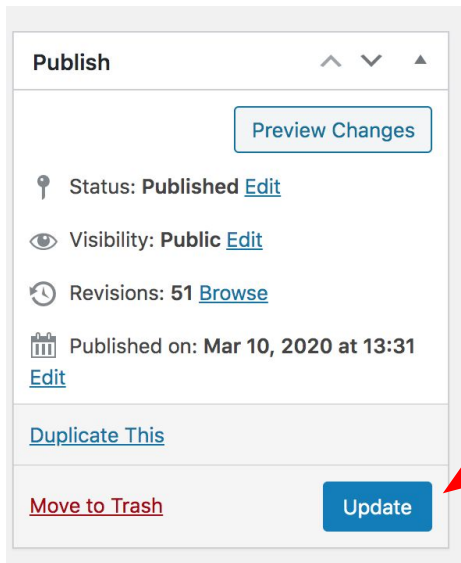
When you are finished, you should publish the page online by clicking the “**Publish**” button in the Publish menu on the right. This will make the page live on the web again.



# Update

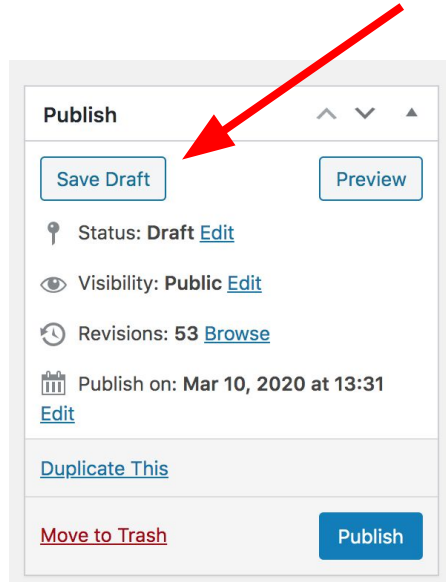
When you are working, it is very important to save your changes.

If your page is published, you save your work by hitting the "**Update**" button in the "Publish" menu.





# Save draft



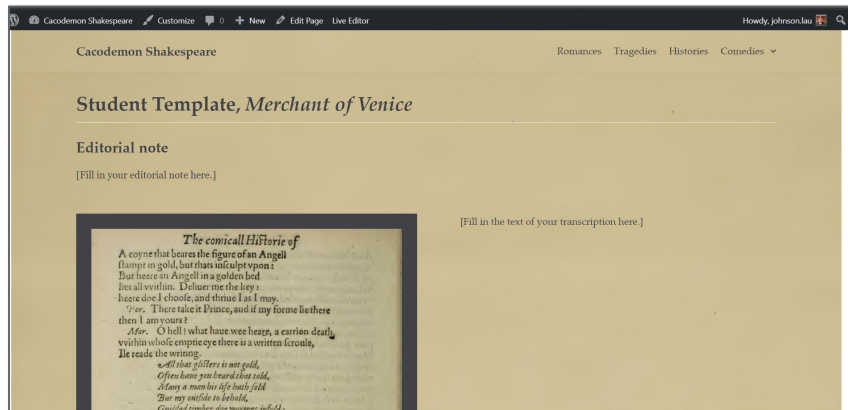
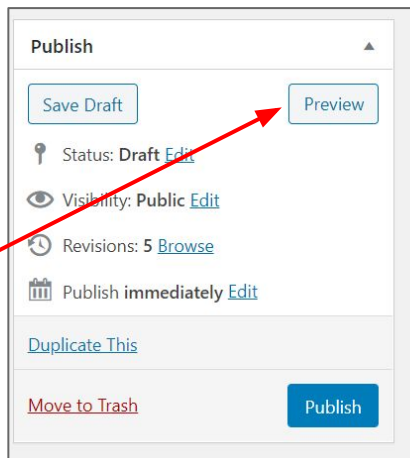
If you switch your page to a draft, you should hit the "Save Draft" button instead to save your work.

Both of these options will save the work that you've done; the only difference is whether the page (and your changes) are visible online or not.



# Preview

As you are editing your page, it is useful to see how your changes will look on the website itself. You can preview any changes you make with the “**Preview**” button in the Publish menu. This will open a new tab in your web browser, showing the page as it will look with your new edits.

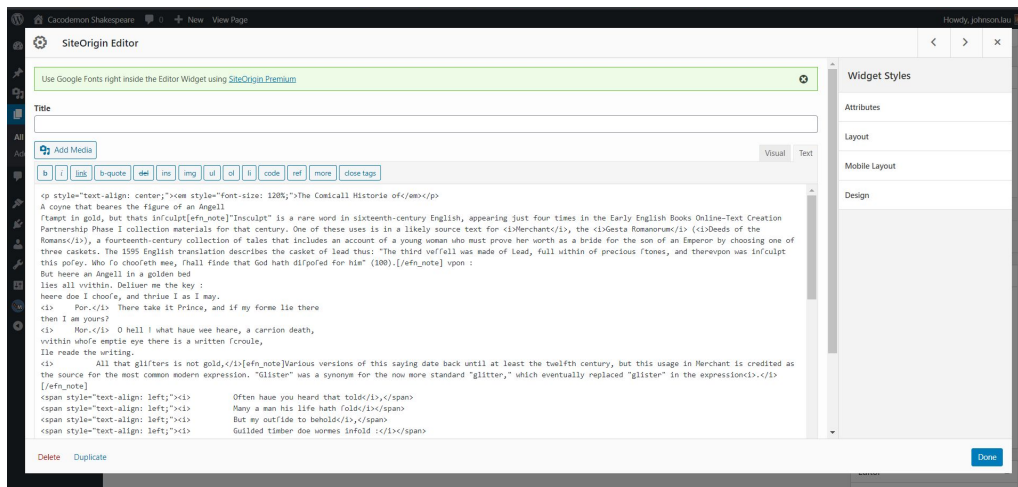


A preview of the template page.



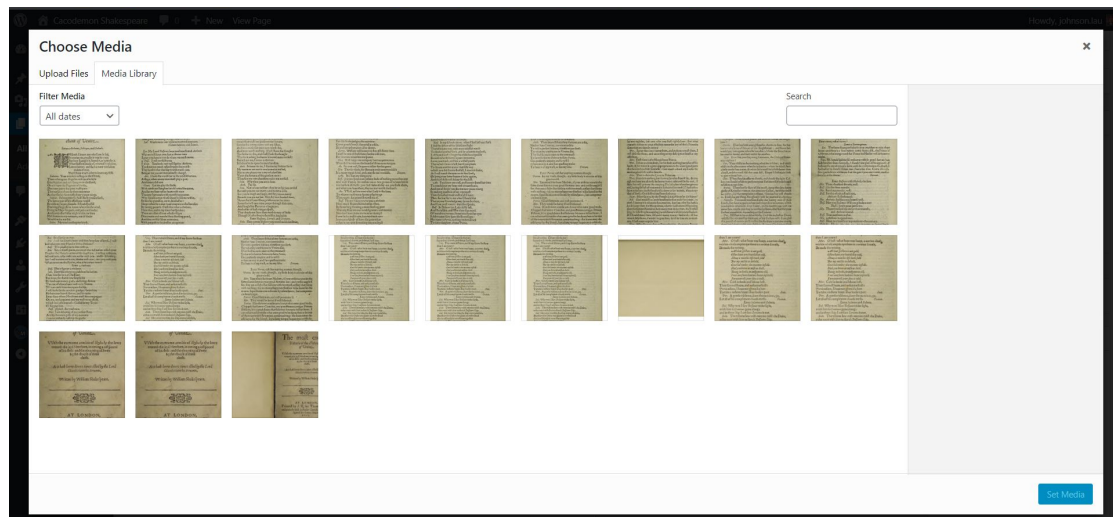
# Text Editor

When you are using the editor, you can toggle between the **Visual** and **Text** views. The text editor is the “back end” version of the website, including any formatting changes in HTML. If you end up with extra spaces between lines in your transcription, the text editor is the easiest place to fix those. Here is an example of what the Text Editor looks like:



# Adding Images in Media Library

If you want to add images to your page, you can do so by clicking the **"Add Media"** button. This will bring up the **"Media Library"** where you can upload image files. Each template page already has the associated page image added, so there is no need to add this yourself, but you might want to include images in your headnote or the transcription block.



# Thank you!

If you have any questions, contact us at:

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Slides, handouts, and data available at: <http://bit.ly/diti-fall2020-boeckeler>

**Office Hours** (see email for Zoom links):

Sarah: Nov. 20, 1 to 3pm

Caroline: Nov. 24th, 2 to 4pm



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