Introduction to WordPress

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AFAM 2296

Professor Nicole Aljoe

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Northeastern University
NULab for Texts, Maps, and Networks

Feel free to ask questions at any point during the presentation!

What is WordPress?

WordPress is a professional **website-building tool** that allows you to build your own website, provides a free domain name, and installs plugins and themes to customize your website. There are other website-building tools, such as Wix and Squarespace. We are using WordPress because it is often used for blogging and for academic purposes. Being familiar with Wordpress is an important skill because WordPress often favors text-heavy content and has features for blogging, tagging, and categorizing.

Examples of Northeastern websites (that use Wordpress):

- https://dsg.neu.edu/
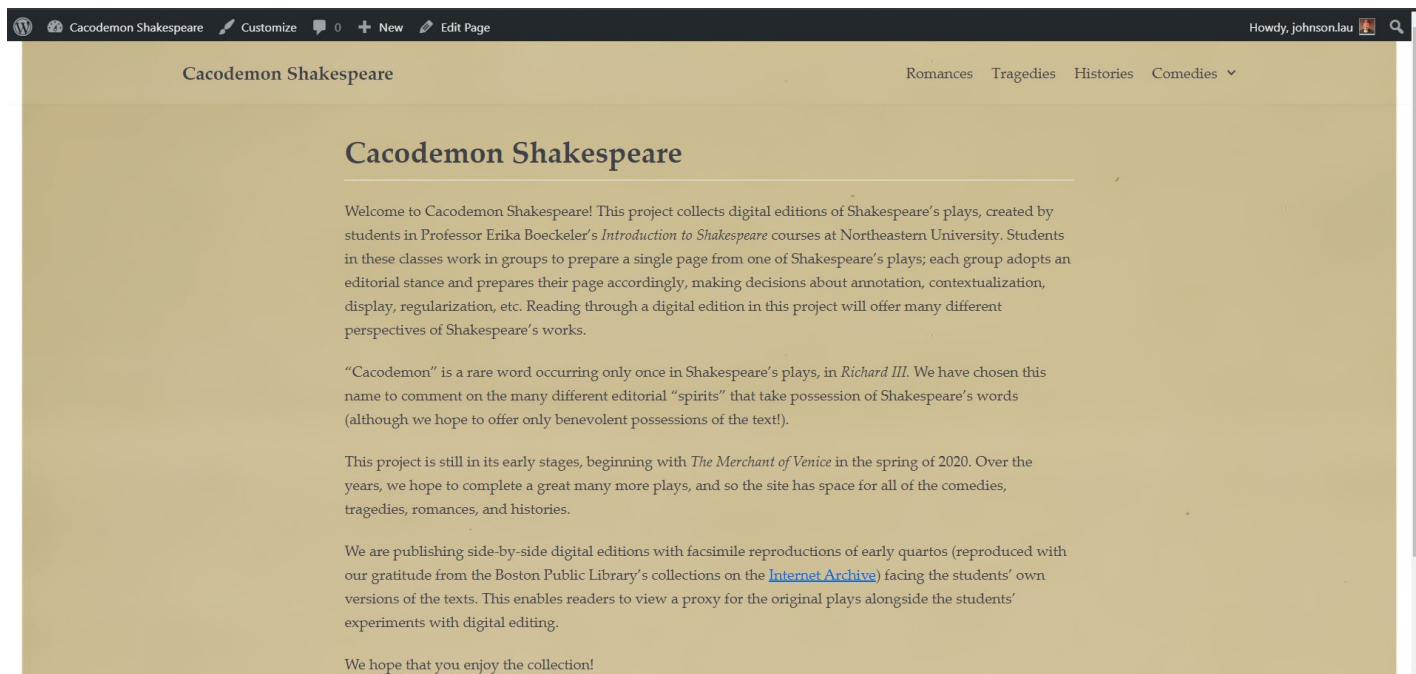- https://cssh.northeastern.edu/english/
- https://des4div.library.northeastern.edu/

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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. Take a minute to access that invite in your email.
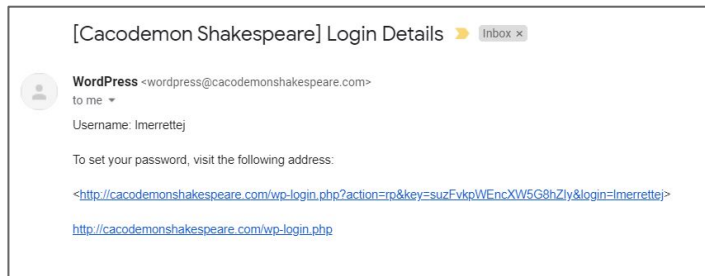
Feel free to ask questions at any point during the presentation!

Cacodemon Shakespeare

Cacodemon Shakespeare

Romances   Tragedies   Histories   Comedies ▾

Cacodemon Shakespeare

Welcome to Cacodemon Shakespeare! This project collects digital editions of Shakespeare's plays, created by students in Professor Erika Boeckeler's *Introduction to Shakespeare* courses at Northeastern University. Students in these classes work in groups to prepare a single page from one of Shakespeare's plays; each group adopts an editorial stance and prepares their page accordingly, making decisions about annotation, contextualization, display, regularization, etc. Reading through a digital edition in this project will offer many different perspectives of Shakespeare's works.

"Cacodemon" is a rare word occurring only once in Shakespeare's plays, in *Richard III.* We have chosen this name to comment on the many different editorial "spirits" that take possession of Shakespeare's words (although we hope to offer only benevolent possessions of the text!).

This project is still in its early stages, beginning with *The Merchant of Venice* in the spring of 2020. Over the years, we hope to complete a great many more plays, and so the site has space for all of the comedies, tragedies, romances, and histories.

We are publishing side-by-side digital editions with facsimile reproductions of early quartos (reproduced with our gratitude from the Boston Public Library's collections on the Internet Archive) facing the students' own versions of the texts. This enables readers to view a proxy for the original plays alongside the students' experiments with digital editing.

We hope that you enjoy the collection!

Feel free to ask questions at any point during the presentation!

Logging into WordPress

Your email invitation will look something like this:

[Cacodemon Shakespeare] Login Details Inbox ×

WordPress <wordpress@cacodemonshakespeare.com>
to me ▾

Username: lmerrettej

To set your password, visit the following address:

<http://cacodemonshakespeare.com/wp-login.php?action=rp&key=suzFvkpWEncXW5G8hZly&login=lmerrettej>

http://cacodemonshakespeare.com/wp-login.php

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**.

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WordPress Dashboard

Once you have created an account, you will be brought to your 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).

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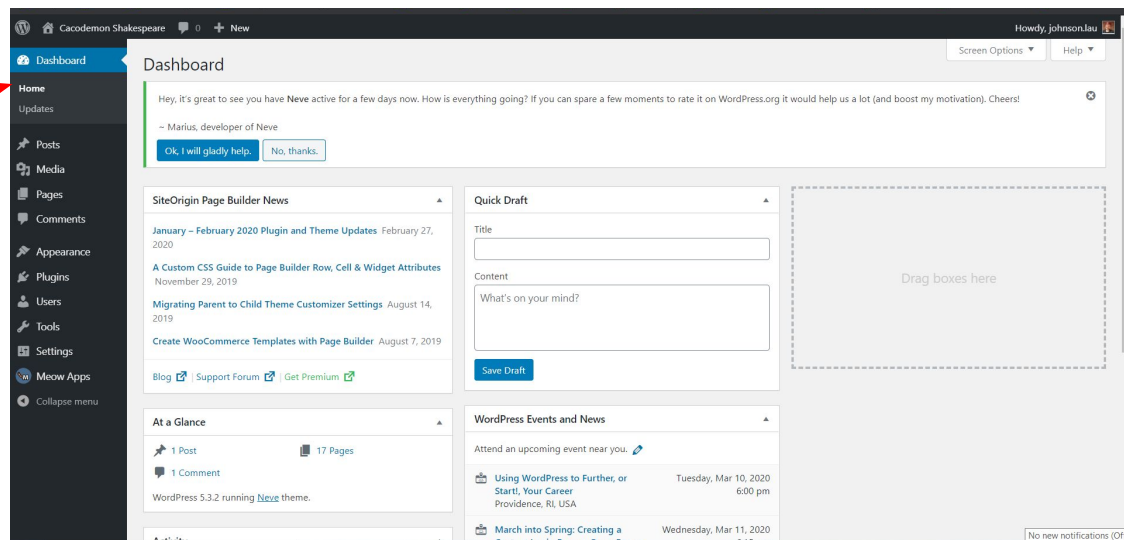
Accessing the Template Pages

To access the template pages, navigate on the side menu to the "**Pages**" section.
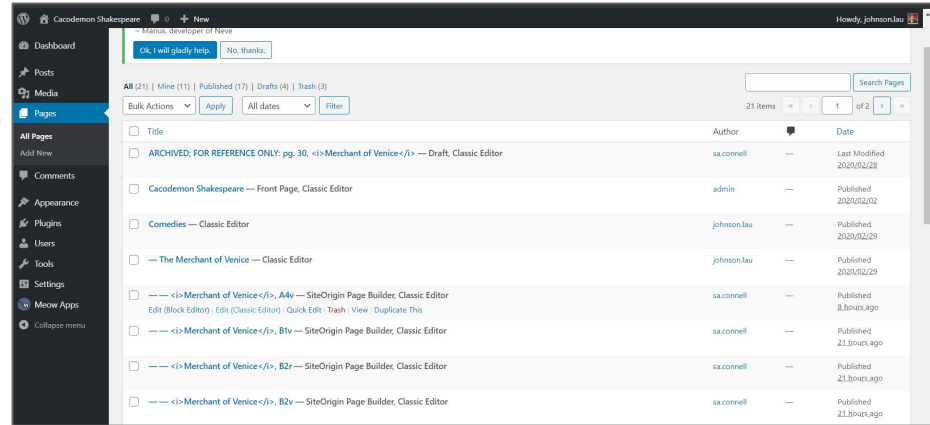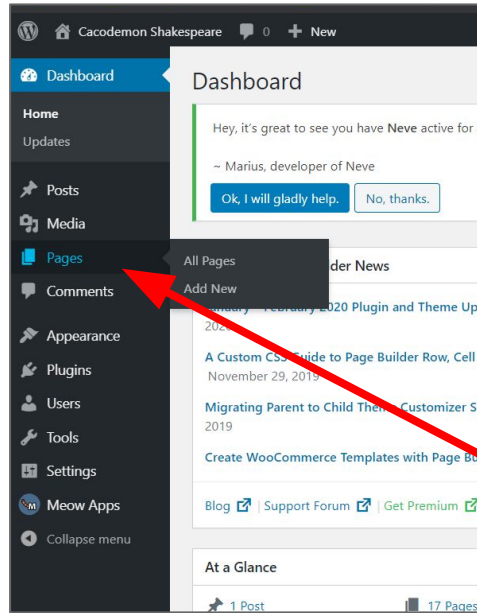
This is what the Pages section looks like and it includes all of the pages for the entire website.

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Classic Editor

There are many different options for editing, but make sure that you are selecting the **"Classic Editor"** option:

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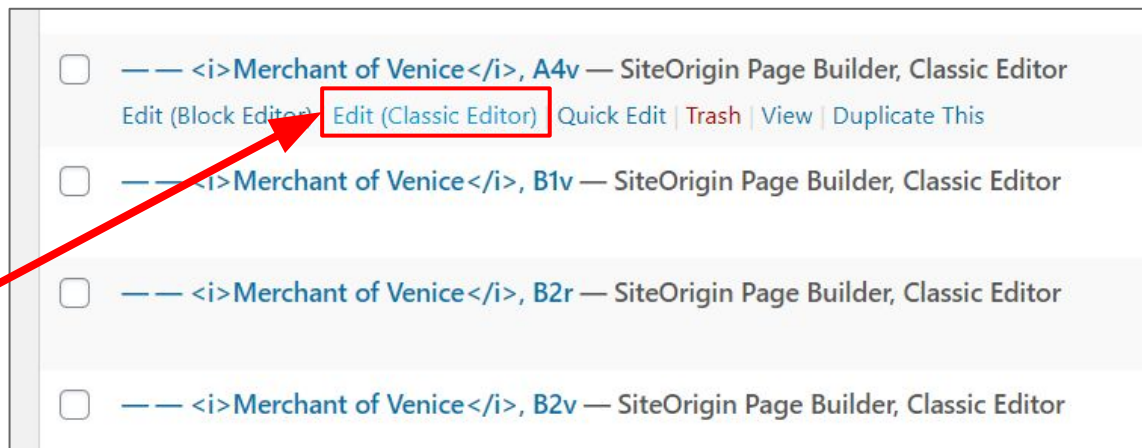
Edit Page Directly

Alternatively, you can click the **"Edit Page"** button on the top menu bar of each of your template pages from the link you were sent before class (after you are logged into the class site).

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

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

Feel free to ask questions at any point during the presentation!
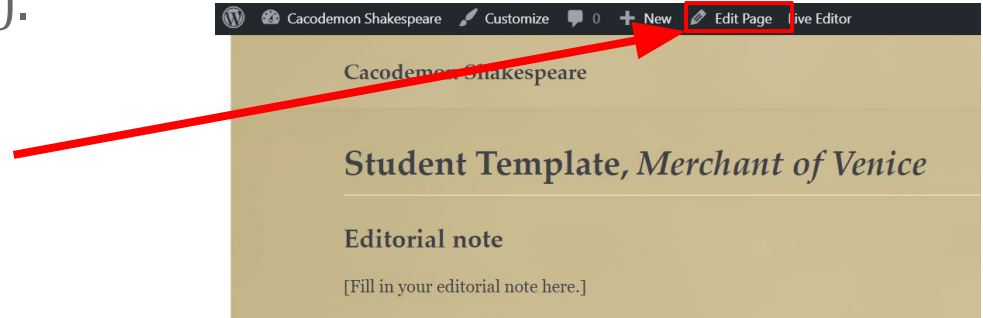
SiteOrigin Editor

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 block structure layout.

To edit the text, simply click on the **SiteOrigin Editor** block that you wish to edit and it will open a new window.

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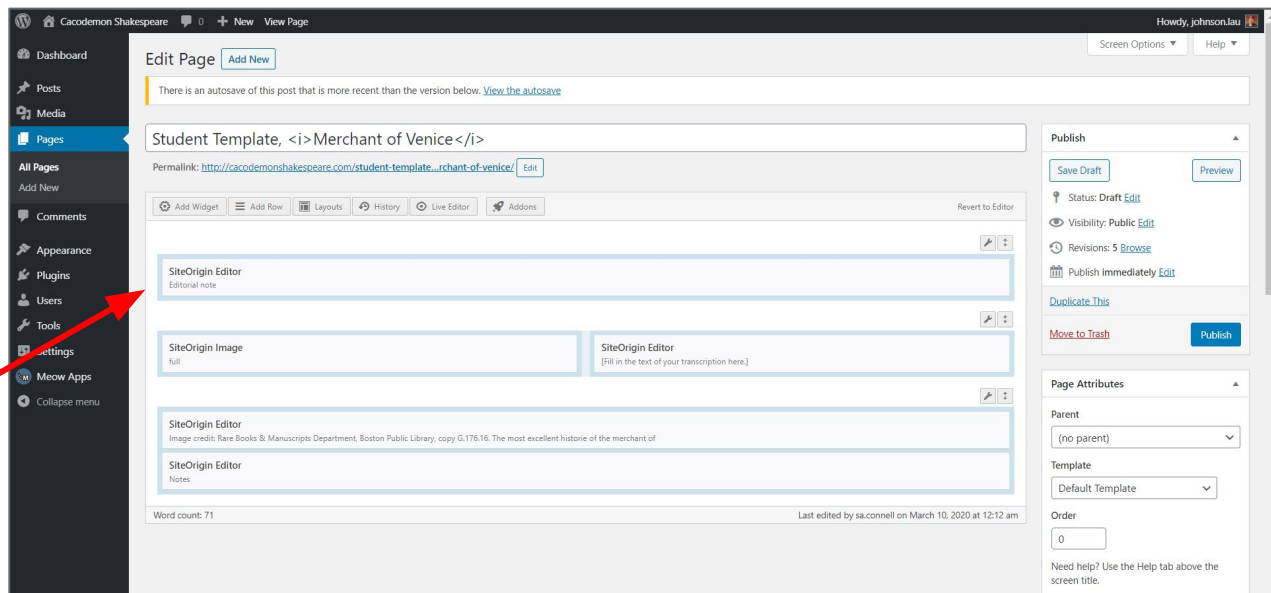
Side by Side Formatting

Each of the template pages has a section for a side-by-side display of the original page in *The Merchant of Venice,* next to the text of your digital edition.

There are also sections for your editorial notes, the text details, and your notes on the text.

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

Permalink: http://cacodemonshakespeare.com/student-template...rchant-of-venice/ Edit

Add Widget | Add Row | Layouts | History | Live Editor | Addons

Revert to Editor

SiteOrigin Editor
Editorial note

SiteOrigin Image
full

SiteOrigin Editor
[Fill in the text of your transcription here.]

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
Notes

Word count: 71

Last edited by sa.connell on March 10, 2020 at 12:12 am

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Adding Text

This is the **Editor** interface, which allows you to add and edit text in a variety of ways. It looks similar to a word processor, complete with a **menu bar** allowing you to italicize, bold, or change the color of the text.

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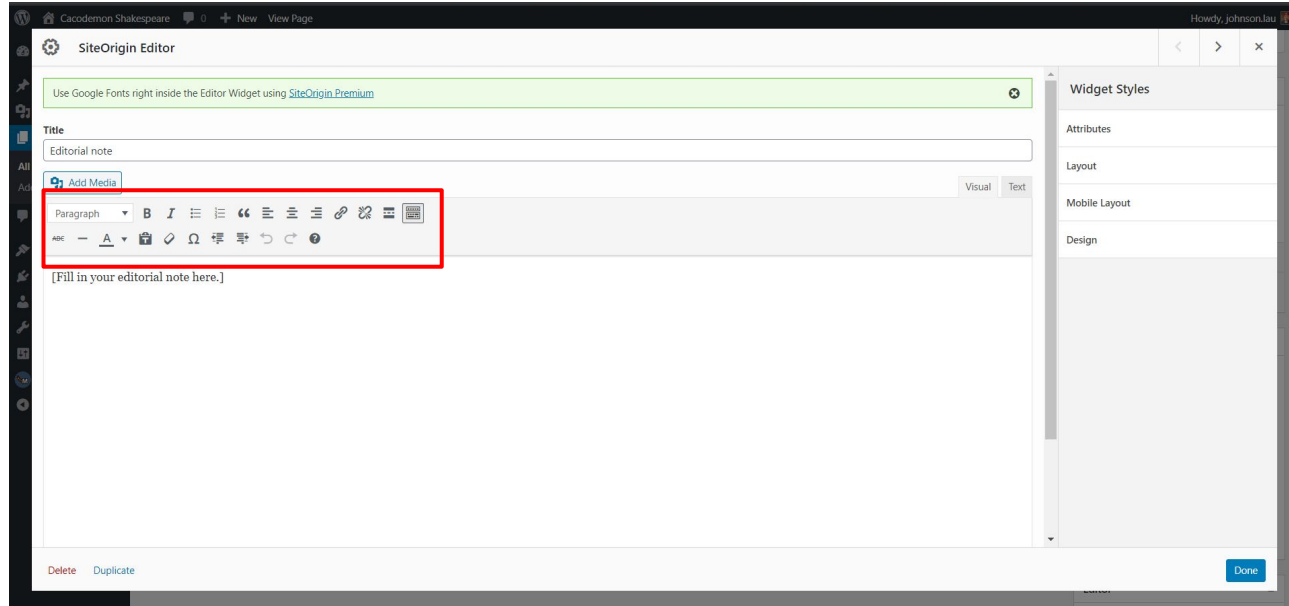
Transcriptions of *Merchant of Venice*

You can find digital transcriptions of *The Merchant of Venice* by the Internet Shakespeare Project:

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.

Feel free to ask questions at any point during the presentation!

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.

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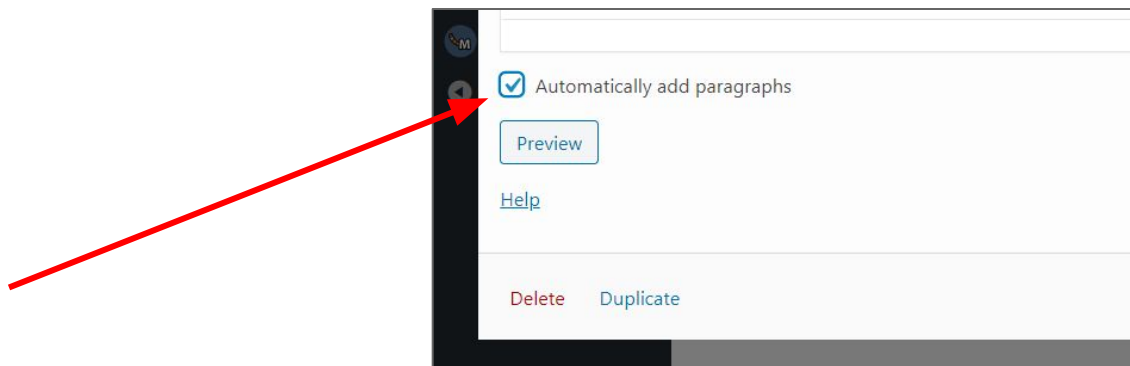
Formatting

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.

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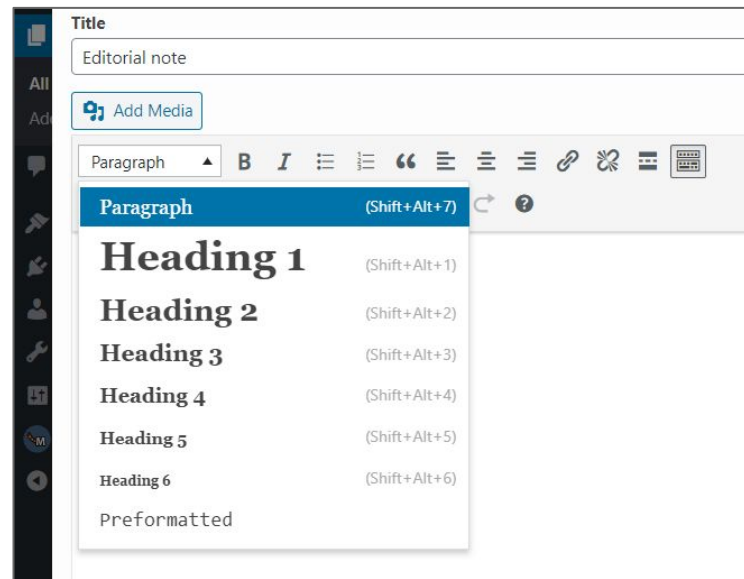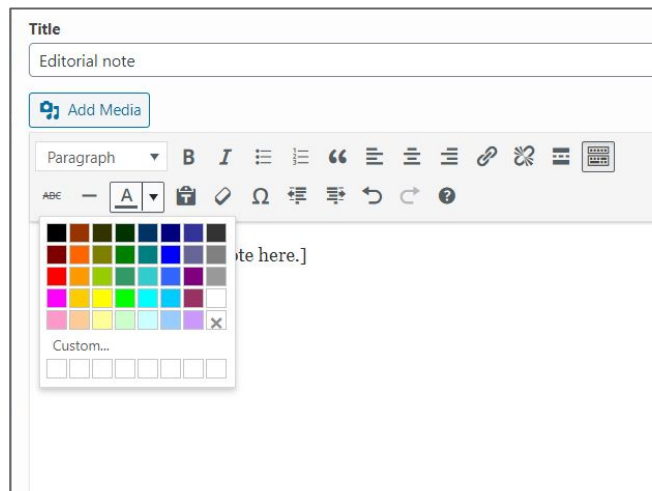
Adding Links

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.

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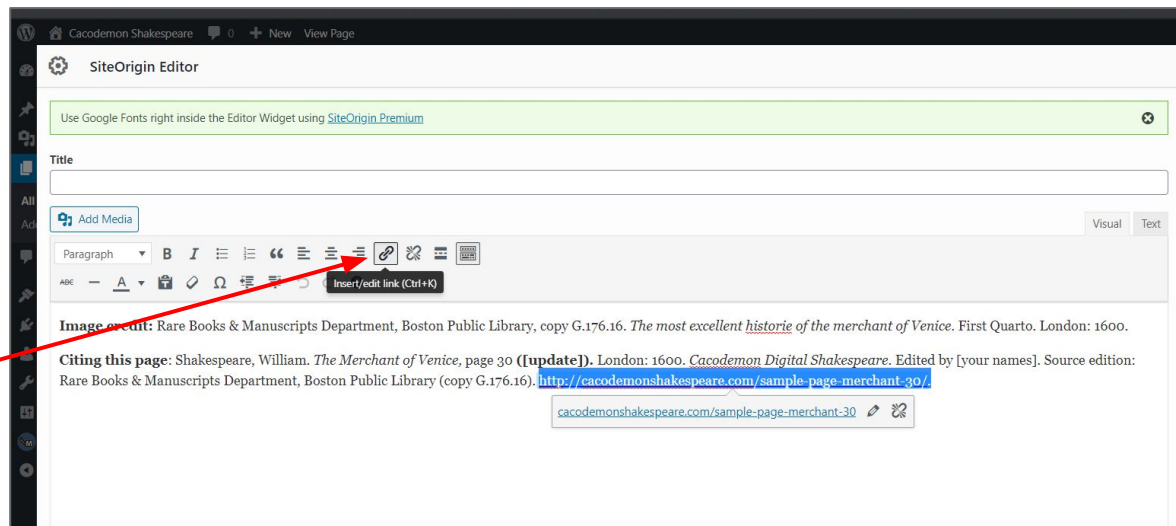
Adding Annotations

To add annotations or footnotes 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.

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]**.

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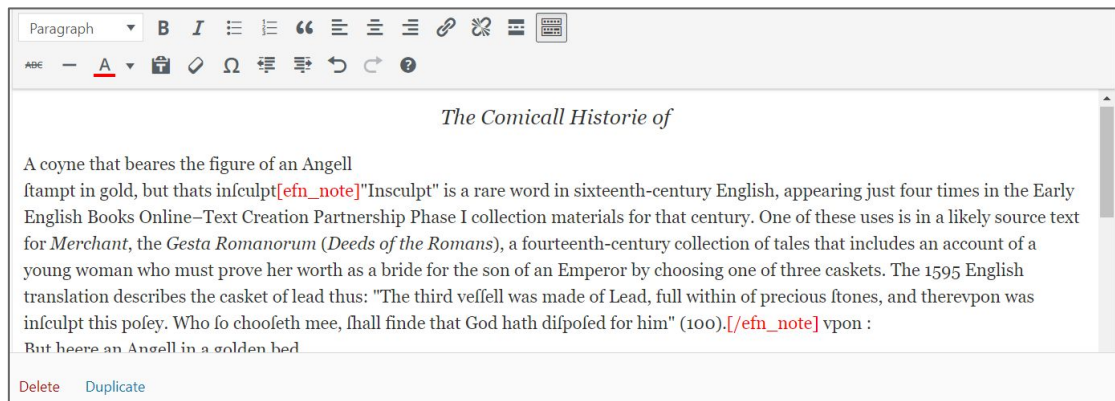
Save Draft

When you are working, it is very important to save your changes, especially when there are multiple people working on something at once.

To save your draft, simply click the **"SAVE DRAFT"** button on the right-hand side of the screen in the "Publish" box.

Saving your page as a draft means that is not accessible or published on the website. Publishing the page will make it available online.

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

Permalink: http://cacodemonshakespeare.com/student-template...rchant-of-venice/ Edit

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

SiteOrigin Editor
Editorial note

SiteOrigin Image
full

SiteOrigin Editor
[Fill in the text of your transcription here.]

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
Notes

Word count: 73 | Last edited by johnson.lau on March 10, 2020 at 9:31 pm

Publish

Save Draft | Preview

Status: **Draft** Edit
Visibility: **Public** Edit
Revisions: **5** Browse
Publish **immediately** Edit

Duplicate This

Move to Trash | Publish

Page Attributes

Parent
(no parent)

Template
Default Template

Order

*Feel free to ask questions at any point during the presentation!*

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 on the right-hand side. This will open a new tab in your web browser, showing the page.
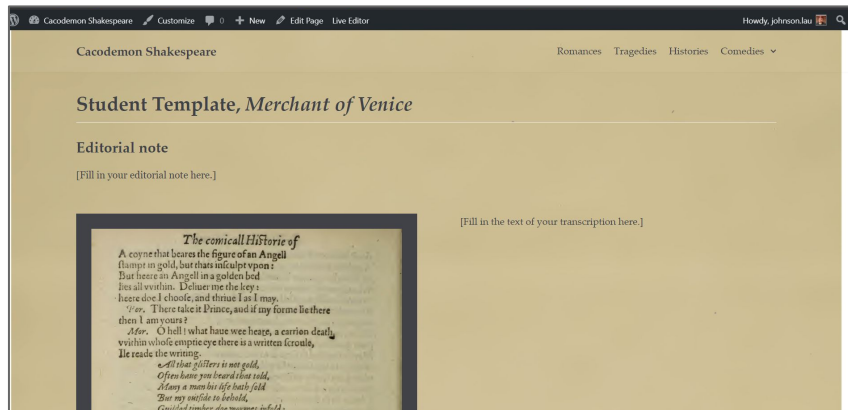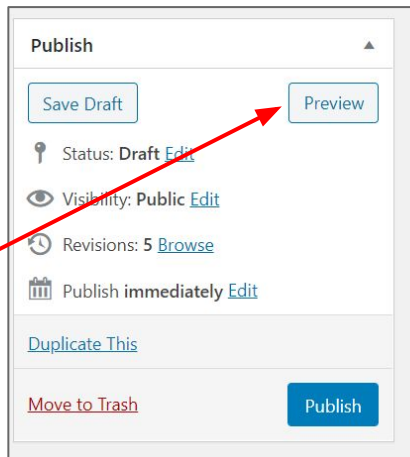
A preview of the template page.

Feel free to ask questions at any point during the presentation!
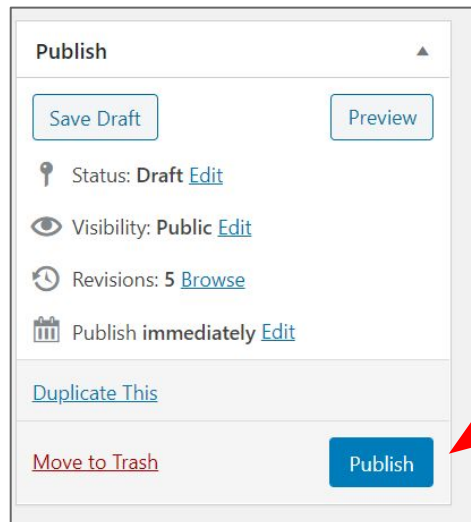
Publish

If you want to take your edition offline while you are working on it, you can change its status to **"draft."**

When you are finished with your digital edition, you should publish it online by clicking the **"Publish"** button in the right-hand menu. This will make the page live on the web again.

Feel free to ask questions at any point during the presentation!

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 . Here is an example of what the Text Editor looks like:

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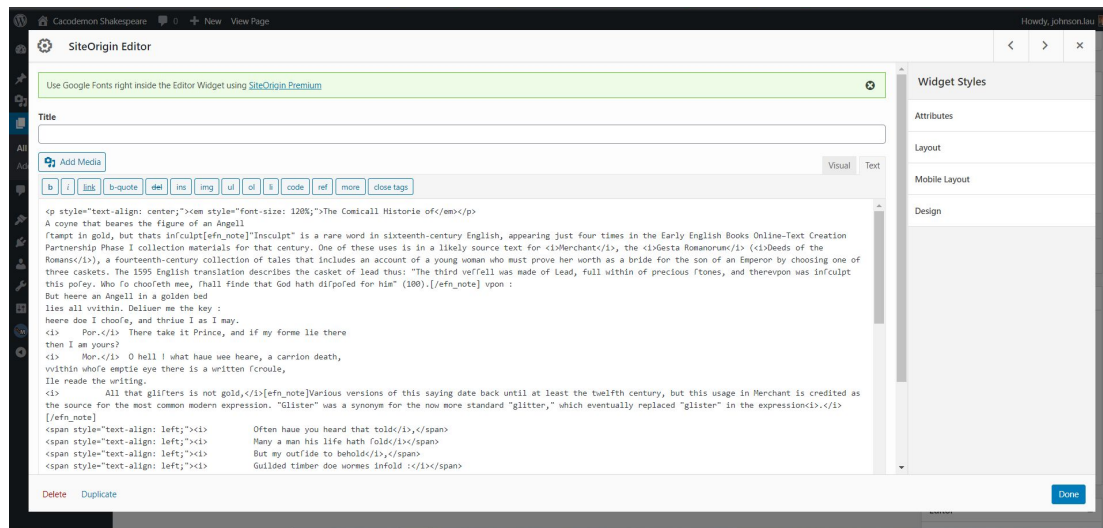
Adding Images in Media Library

If you want to add images in your document, you can do so simply by clicking the **"Add Media"** button. This will bring up the website media library. Each template page already has the associated page image added, so there is no need to add this yourself.

Feel free to ask questions at any point during the presentation!
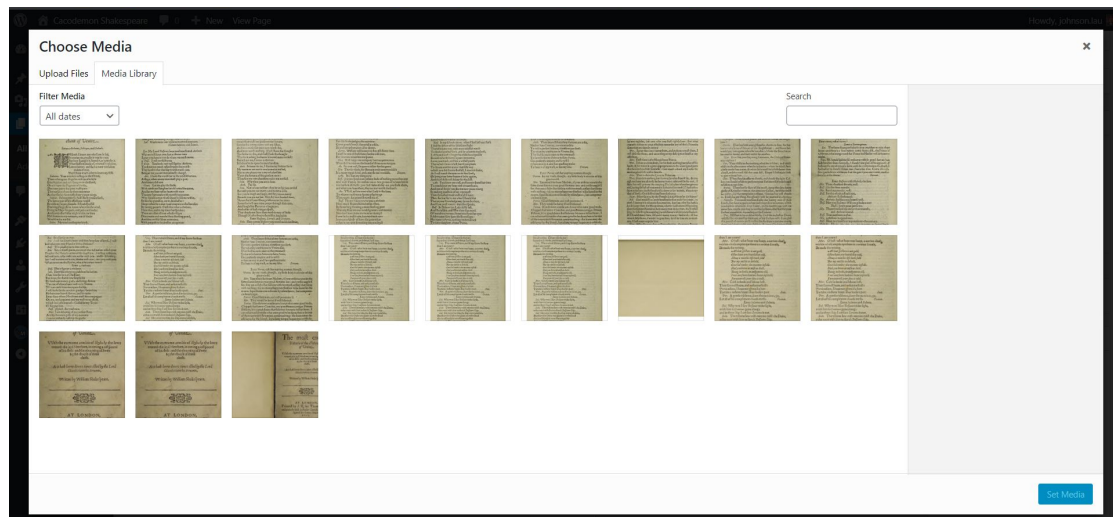
Your Turn!

Break into your pairs and begin planning for your digital edition. Make sure to discuss:

- A plan for meeting outside of class and for completing the work.
- The editorial approaches that you want to adopt
- Your annotations to the text

You should also begin experimenting with entering and formatting text on your page. Note that you can't both edit the page at the same time!

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Feel free to ask questions at any point during the presentation!

Thank you!

If you have any questions, contact us at:

Sarah Connell   **Colleen Nugent**
Digital Integration Teaching Initiative   Digital Integration Teaching Initiative
NULab Assistant Director   DITI Fellow
sa.connell@northeastern.edu   nugent.c@northeastern.edu

If you have questions, we'll be having digital office hours on Wednesday, March 25th at 10–11am and Friday, March 27 at 3–4pm, via Zoom.

Slides, handouts, and data available at: **http://bit.ly/diti-spring2020-boeckeler**

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