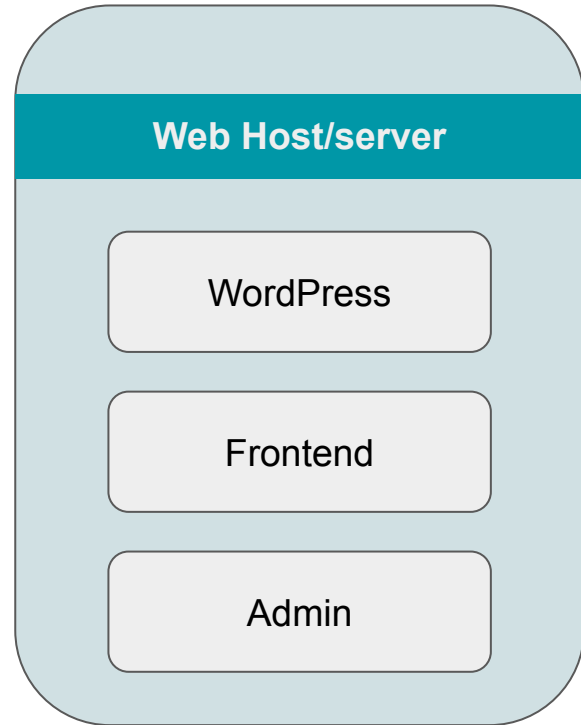
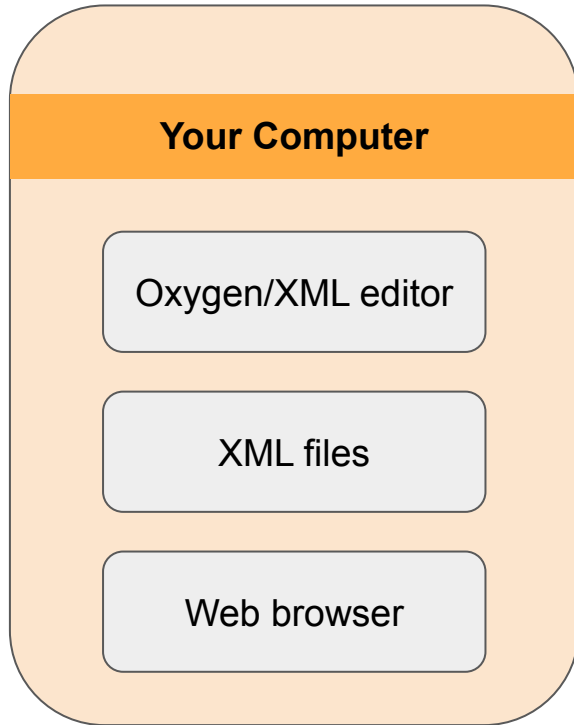


for better for verse

How to manage <https://prosody.lib.virginia.edu>

Tools and structure



Your Computer

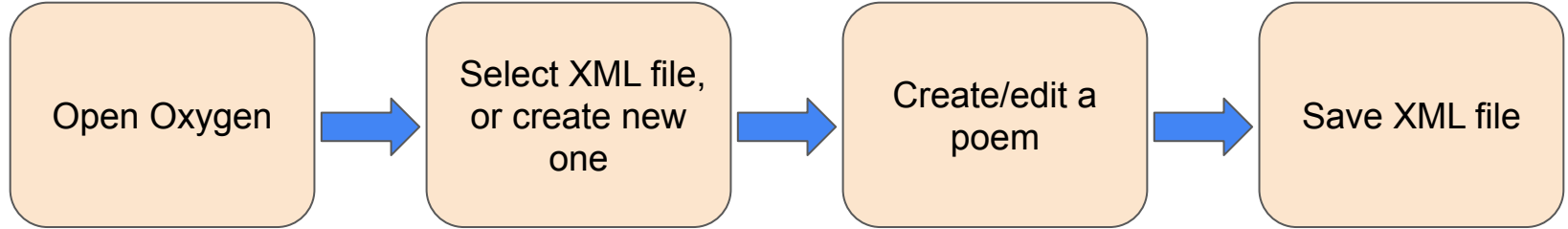
- Use any program to edit XML files. Oxygen just happens to be free and works well with XML files.
- The XML files are just files stored on your computer.
- The relationship between Oxygen and XML files is exactly the same as between Microsoft Word and document files.
- Use the Oxygen program to create and edit the XML files.
- Use the browser to access the website (both the frontend and the admin)
- The admin side is where you upload the XML files.

The Web Host/server

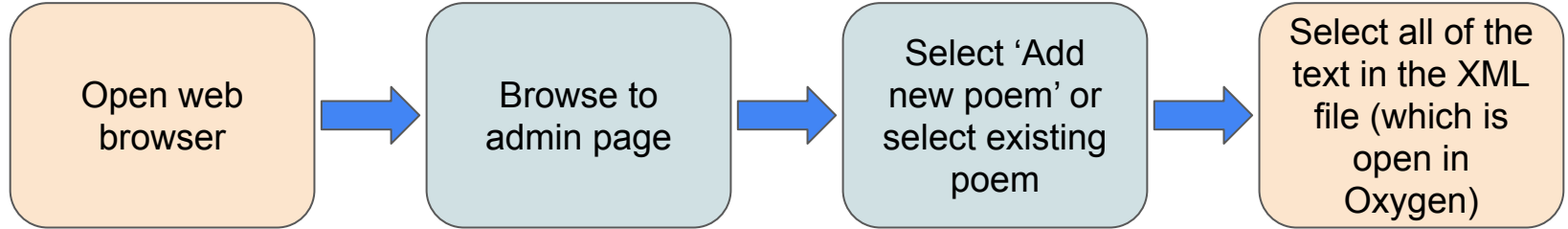
- The Web Host or server, is just a computer in a building somewhere.
- The software running on the server is WordPress.
- WordPress is software to create and manage websites.
- There are two “faces” to the website, the frontend (for the public) and the admin (for uploading poems).
- The admin requires a username and password.

Poem creation process

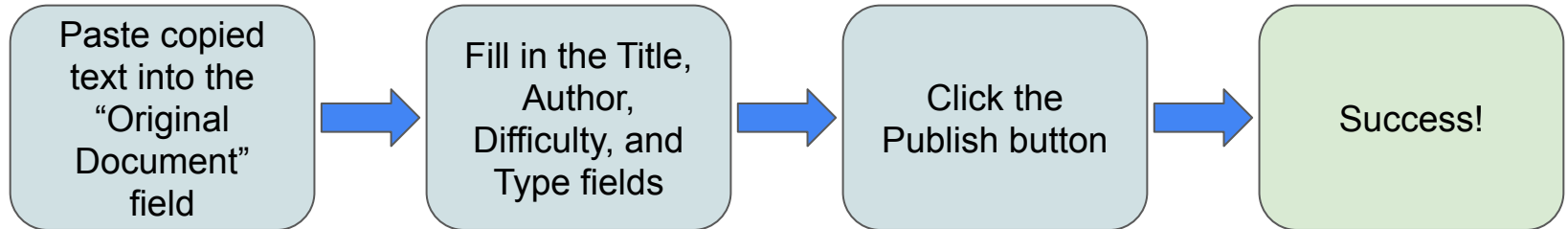
1



2



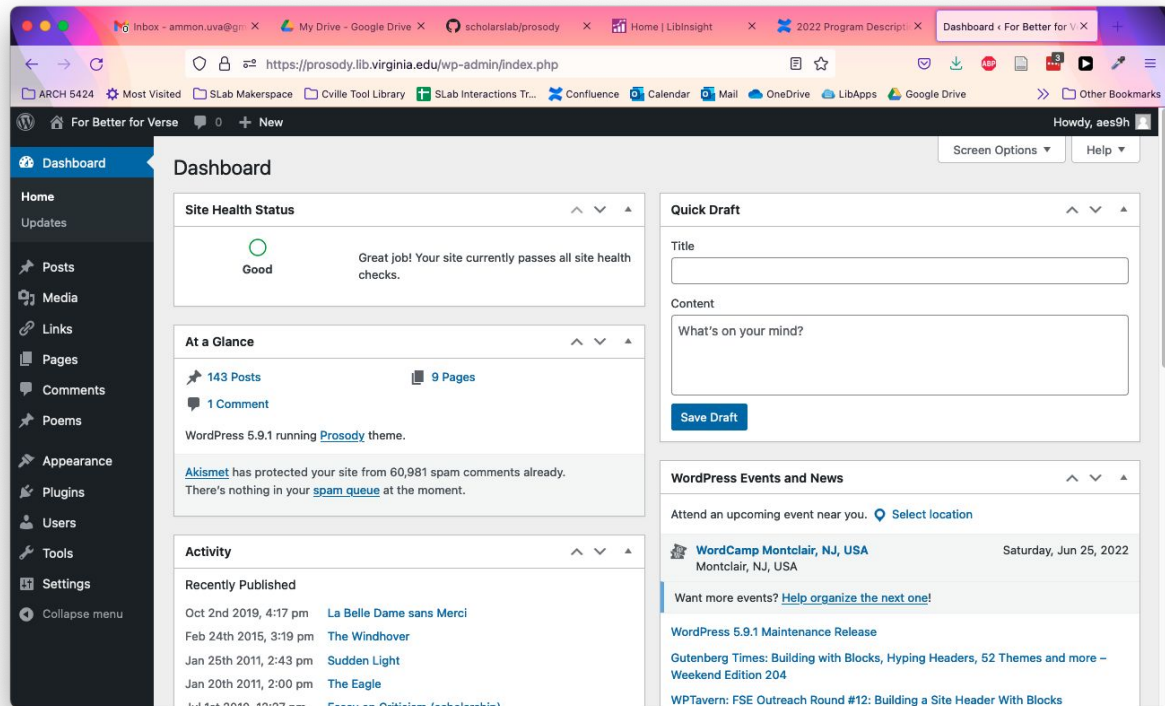
3



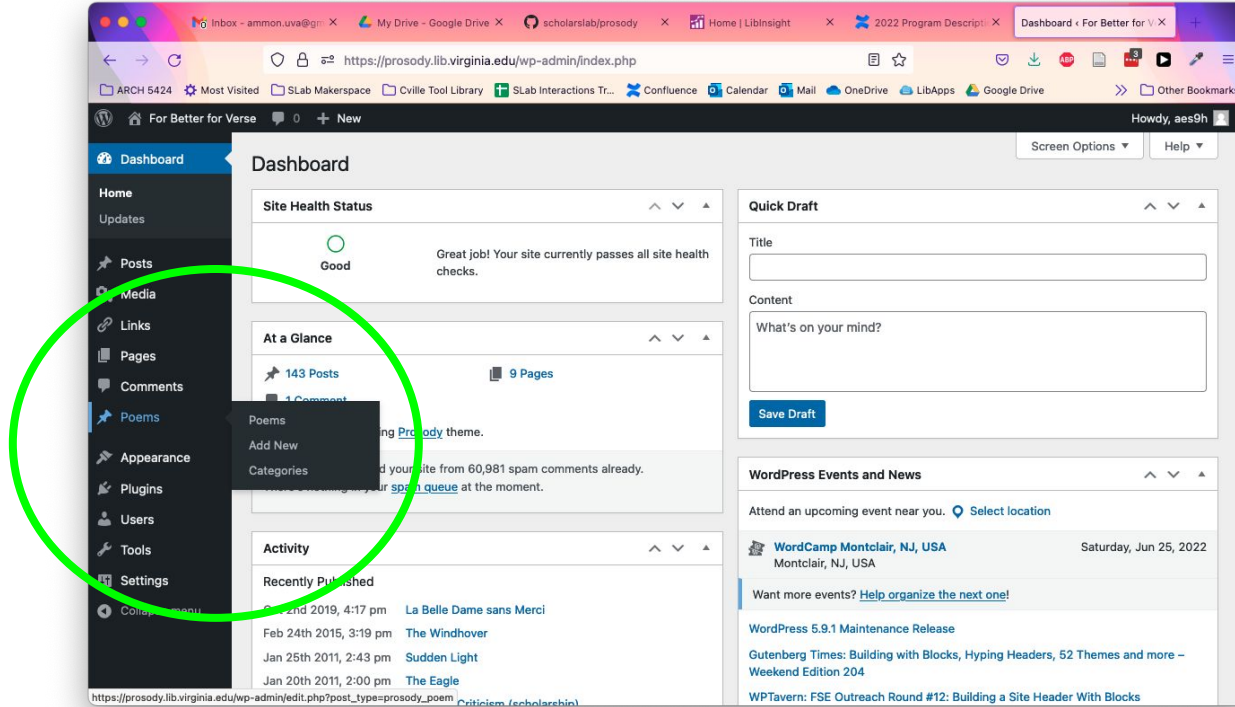
Edit poem or create new one in Oxygen

Browse to admin page:

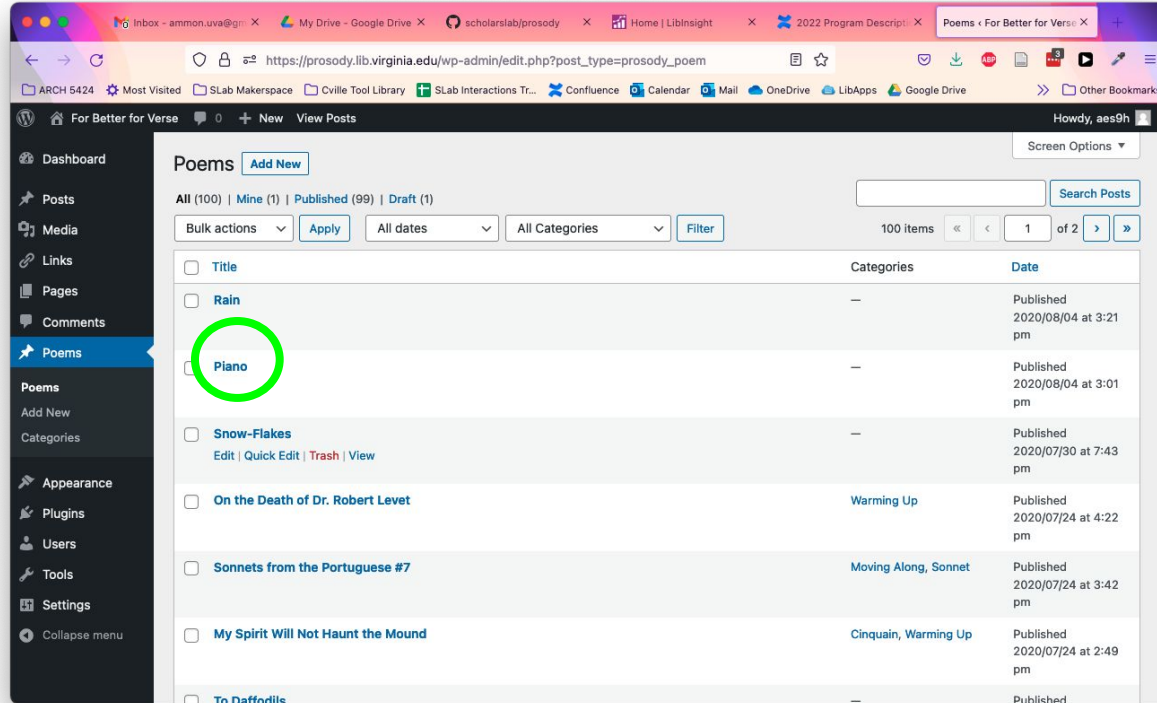
<https://prosody.lib.virginia.edu/wp-admin>



Select **Poems** or **Add New** from the Poems sidebar



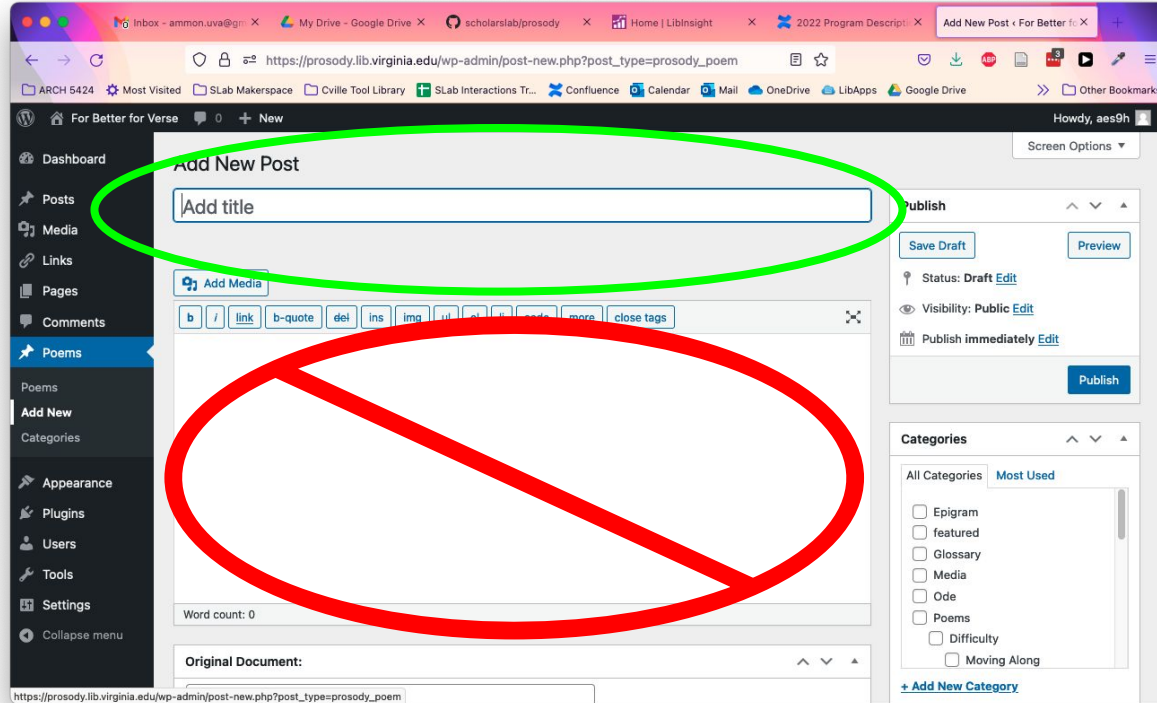
Click on poem title to edit an existing poem



The screenshot shows a WordPress admin dashboard for a site named "For Better for Verse". The left sidebar contains a menu with "Piano" highlighted. The main content area displays a list of poems. The "Piano" poem title is circled in green. The table lists poems with columns for Title, Categories, and Date.

Title	Categories	Date
<input type="checkbox"/> Rain	—	Published 2020/08/04 at 3:21 pm
<input type="checkbox"/> Piano	—	Published 2020/08/04 at 3:01 pm
<input type="checkbox"/> Snow-Flakes Edit Quick Edit Trash View	—	Published 2020/07/30 at 7:43 pm
<input type="checkbox"/> On the Death of Dr. Robert Levet	Warming Up	Published 2020/07/24 at 4:22 pm
<input type="checkbox"/> Sonnets from the Portuguese #7	Moving Along, Sonnet	Published 2020/07/24 at 3:42 pm
<input type="checkbox"/> My Spirit Will Not Haunt the Mound	Cinquain, Warming Up	Published 2020/07/24 at 2:49 pm
<input type="checkbox"/> To Daffodils	—	Published

For a new poem, fill in the title. Do not add anything to the blank field.



Paste the XML code in the **Original Document** field.

The screenshot shows the WordPress admin interface for adding a new poem post. The browser address bar displays the URL: `https://prosody.lib.virginia.edu/wp-admin/post-new.php?post_type=prosody_poem`. The left sidebar contains a menu with the following items: Dashboard, Posts, Media, Links, Pages, Comments, Poems (highlighted), Poems, Add New, Categories, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The main content area is titled "Add New Post « For Better for Verse" and includes a "Howdy, aes9h" greeting. The "Word count: 0" is displayed at the top. The "Original Document:" field is highlighted with a green oval. Below it are fields for "Author (Lastname, Firstname):", "Difficulty:" (set to "Warming Up"), "Type:" (set to "Ballad"), and "Resources:". The "Resources:" field includes an "Add Media" button and a rich text editor toolbar with buttons for bold, italic, link, b-quote, del, ins, img, ul, ol, li, code, more, and close tags. On the right side, there is a "Categories" sidebar with checkboxes for "Ode", "Poems", "Difficulty", and "Moving Along", and a "+ Add New Category" link.

Also fill out Author, Difficulty, Type, and Resources, if any.

The screenshot shows the WordPress admin interface for adding a new poem post. The URL is https://prosody.lib.virginia.edu/wp-admin/post-new.php?post_type=prosody_poem. The left sidebar shows the 'Poems' menu item selected. The main content area contains the following fields:

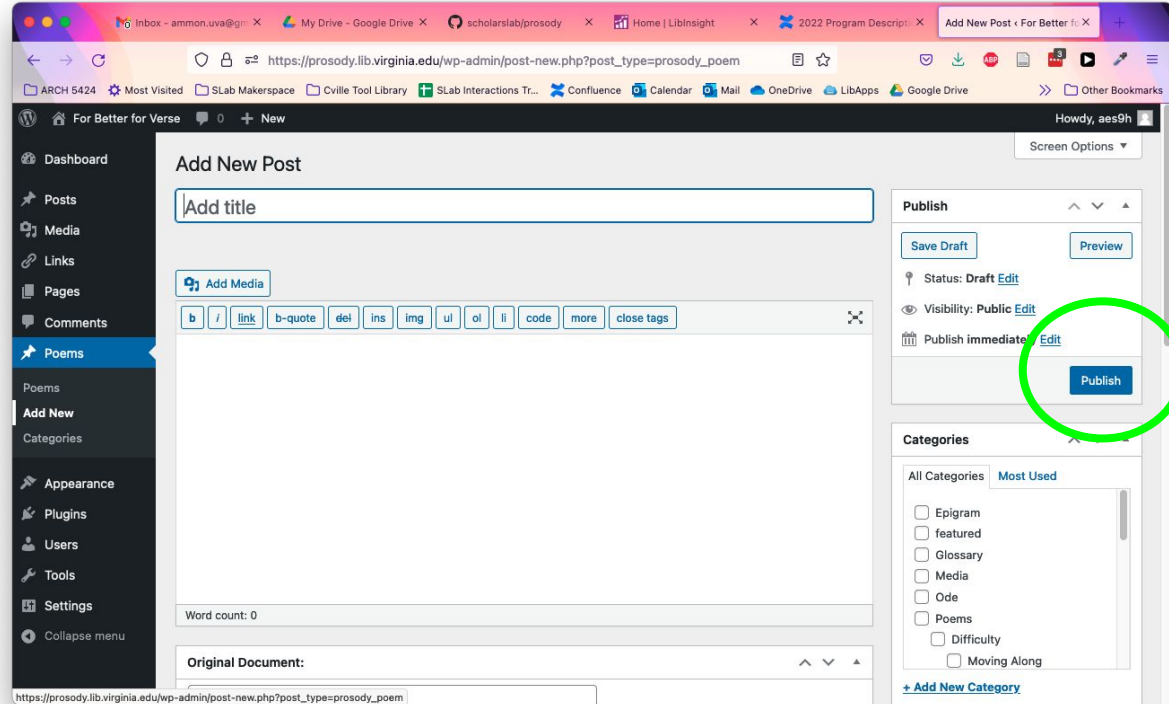
- Word count: 0
- Original Document:
- Author (Lastname, Firstname):
- Difficulty:
- Type:
- Resources:

A green oval highlights the 'Original Document', 'Author', 'Difficulty', 'Type', and 'Resources' fields. The right sidebar shows the 'Categories' section with the following options:

- ☐ Ode
- ☐ Poems
- ☐ Difficulty
- ☐ Moving Along

Below the categories is a link: [+ Add New Category](#).

Click the **Publish** button when done.



Developer Resources

Local Development

You can create a local copy of the website on your own computer to test the poems before uploading to the live website.

Follow instructions here:

<https://github.com/scholarslab/prosody#development-with-docker>

Other resources for development:

- https://github.com/scholarslab/prosody_plugin
- https://github.com/scholarslab/prosody_theme