



YOUR WORDPRESS PROFILE

In C226, you will be posting your creative projects on our class website. Your work can be seen from the home page, in collections of each of the projects, as well as on your own gallery page. The gallery will feature your biography and self-portrait, plus your project posts.

PRELIMINARIES

We strongly urge you to create a project folder and organize all your contents in it. Your project folder should contain:

- a subfolder for your gallery page
- a second subfolder for your picture story

In the example below, the picture story folder has two additional subfolders:

- One for the photos
- One for the text and captions

Give your files and folders meaningful names.

Before you start working in WordPress, drag your project folder to the Desktop so its contents are easily accessible. They should include:

IN THE GALLERY PAGE FOLDER:

1. Your self-portrait

Make sure it is in .jpg format. Name it with your name — for example:

jo_college.jpg

THIS HANDOUT

This handout takes you through the process of setting up your profile on our C226 website and your Picture Story page. We will use a story on the markets of Paris, which is analogous to your Picture Story.

2. Your short biography

It can be in any word processing program you can copy and paste from.

IN THE PICTURE STORY FOLDER:

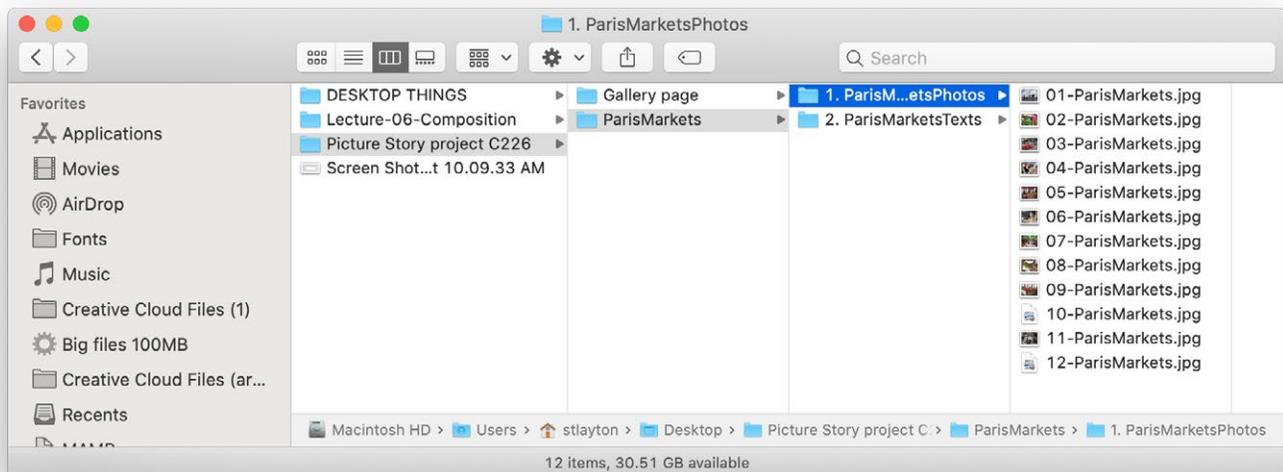
1. A subfolder with all your photos

They should be optimized for the Web. (See the separate handout on optimizing.)

2. A subfolder with all your text files, including:

- Your text story
- Your captions

You will copy and paste the appropriate text for your post in WordPress, as well as the captions for your photo gallery.





<https://sites.mediaschool.indiana.edu/mschc226-stlayton-fall21>



WORDPRESS

1. Open any Web browser, and type in the URL you see above (or click the link in the PDF).
2. From the home page, click the log-in link.
3. When the window opens, log in with your IU username and pass phrase. This will open WordPress's dashboard.

UPDATING YOUR PROFILE

1. Return to the desktop and open the file with your bio. Select and copy all the text.



2. In the top right of the WordPress dashboard, find the "Howdy, Your Name" section, and choose "Edit My Profile."

3. When the window opens:

- Make sure "Disable the visual editor when writing" is **UNCHECKED**.
 - Fill in your first name and last name if they aren't already there, and put your username in the nickname area.
 - For **Display name publicly as**, choose the option that shows your first and last name in order. For example: Jo College.
 - Under **E-mail**, enter your IU e-mail address.
 - Under **About Yourself**, paste your copied bio into the Biographical Info field.
4. Click the "Update Profile" button to save.

A LITTLE <HTML> ON YOUR TEXT

5. In your profile, you may need to add a couple of HTML tags for emphasis:

- To add separate paragraphs, add `<p>` tags around each:

`<p>Long ... paragraph.</p>`

- Wherever your name appears in your bio, we want it to be bold. Add `` tags around your name when it appears:

`Jo College`

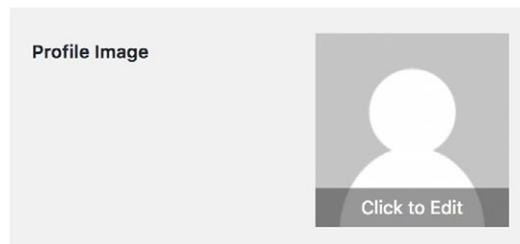
- Select any words you want italicized, type `` tags around them, like this:

`Italicized words here`

- If you want to provide an email link, type:

`jocollege@indiana.edu`

6. Leave the **New Password** fields blank. **DO NOT** change your password here.



7. In the **Profile Image** section, click the silhouette icon. Click "Upload Files" in the next panel, and navigate to find your self-portrait from your Home Page folder. After it has uploaded, click the "Set Profile Image" button.

[Update Profile](#)

8. Click the "Update Profile" button to save.

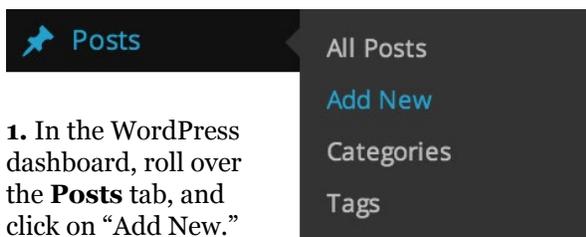


UPLOADING YOUR PICTURE STORY

Now we're ready to create our picture story as a slideshow. It has two major elements:

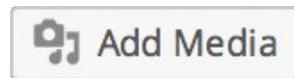
- 1) the images (with captions), which will be a gallery slideshow, and
- 2) your full story.

CREATING A NEW POST



1. In the WordPress dashboard, roll over the **Posts** tab, and click on “Add New.”

2. In the **Add New Post** window, enter your title in the first field. For example, “Explore the Markets of Paris.” *This is very important, as this will become the hyperlink to your project.*

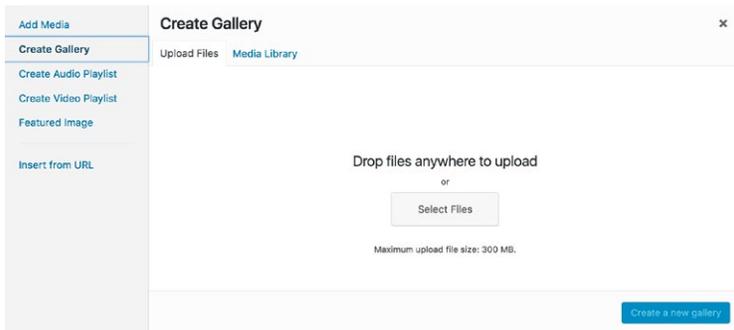


3. Click the **Add Media** button.

4. Click **Create Gallery** at the top left. **DO THIS BEFORE UPLOADING YOUR IMAGES!**

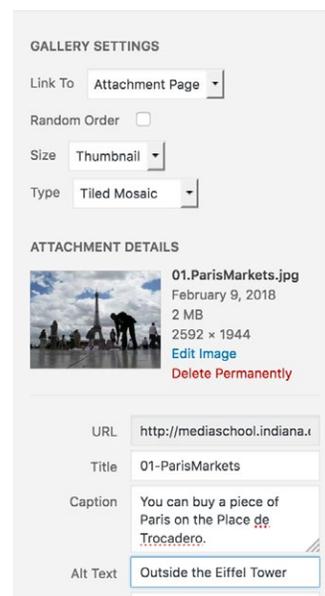
5. Click **Select Files** and navigate to your optimized photos. You can upload multiple images by using the SHIFT key as you click. Note that there is a 2MB upload limit on our site — you may have to upload one image at a time!

6. Once all your images have finished uploading, you can click the “Create New Gallery” button.



7. You can drag your photos in the “Edit Gallery” section to reorder them if they are not already in the order you want them to appear (we recommend naming them based on that order, as in *01-parismarkets.jpg*)

8. Open your captions file and copy the caption from your first photo.



9. Back in WordPress, click on the first photo in your gallery, and paste the copied text into the **Captions** field at the right of the page. Add the photograph's title in the **Alt Text** field, but leave Description blank.

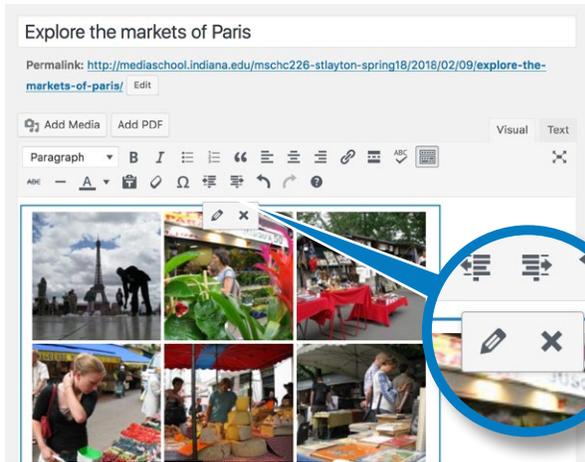
10. Repeat steps 8 and 9 for the rest of the photos in your slideshow.

11. Under the Gallery Settings section, you can choose how your thumbnails will appear on your post.

- Leave the “Link To” and “Random Order” fields alone. The Size should be “Thumbnail.”

- You can select any of the “Type” dropdown items — we recommend “Tiled Mosaic.” If you choose “Thumbnail Grid” you'll have a choice of columns. Choose no less than 2 and no more than 4.

11. Click the **Insert gallery** button.



13. In your post, you'll see a grid representing your slideshow. You can click on this box and either edit it (left button, a pencil) or delete it from your post (right button, an "x").

14. Click the Preview button. If your page looks okay, proceed to the next phase. If not, click the edit button and return to the page and make fixes.

INSERTING YOUR FULL STORY

1. Insert your cursor after the gallery and hit a return. (If you do not see the gallery, make sure the **Visual** tab is highlighted in the upper right of your post.)

2. Open the file that has your story, select all the text and copy it.

3. Back in WordPress, paste in your text by hitting Command-V. Note there are options along the top of the editing window that allow you to add bold or italic words, among other options.



4. After the main idea for the story is clear to the reader, you can insert a "Read More" button — a link that will take the reader to the post that includes your full story. Click on the Read More button to insert it — do this at the end of a paragraph, not in the middle!

----- MORE -----

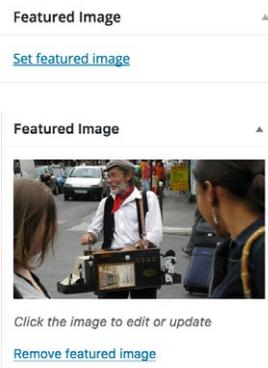
5. At the top right, click the **Save Draft** button, then click the **Preview** button.

6. Click on a thumbnail image to start your slideshow. The slides will start from that point, and loop around.

NOTE > You can continue to make changes to your post and image gallery after publishing.

ADDING A FEATURE IMAGE

1. A feature image displays prominently at the top of your post. Choose what you feel is the one image that best sums up your project — it can be, though doesn't have to be, your first image.

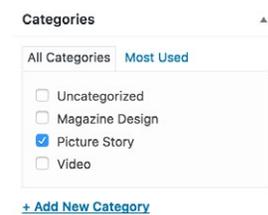


2. Scroll down to the bottom of the page to find "Feature Image."

3. Click the link to add a feature image.

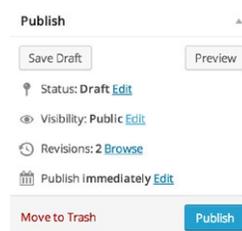
4. Select the image you want from the gallery in the next panel, and then click "Set Featured Image."

FINAL POST



Finally, change the category of your post from "Uncategorized" to "Picture Story." If you accidentally click the blue Publish button before the post is ready, you can return it to a

draft state: next to "Status," click the Edit button, choose "Draft" and click OK.



After you have completed these steps for *your* Picture Story and previewed it, click the **Publish** button. You can still make changes after this should you need to.