



WORDPRESS

WEBSITE EDITOR INFO

Highline College

2022

You are receiving this information since you are a website editor for at least one Highline College website. Here are some great tips, tricks and resources for you to learn more about WordPress and some detailed information about editing your Highline website. If at any time you have questions or would like a one-on-one training session or refresher, please contact Melodie Smith, Web Designer/Developer, mesmith@highline.edu.

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What is WordPress?

Highline College uses Wordpress as a content manage system (CMS) to create and manage public-facing websites. WordPress is Highline College's platform to publish information about a department, unit, or program. The top-level Highline College website is built using WordPress as are many of the department websites. This makes it easier to manage, update and publish new content. When planning your site please do not include course materials that belong in Canvas or internal documents that should be stored on Google drives.

Highline Website WordPress Login URL

You will access your WordPress site using similar formatted URL. Replace yoursite with you new site name. See examples below. You can also log in from:

<https://yoursite.highline.edu/wp-admin>

In the instructions provided below, replace **yoursite** with your website sub-domain name. Examples are highlighted in bold:

registration.highline.edu/...

adminservices.highline.edu/...

justice.highline.edu/...

It might be helpful if you bookmark your site's login URL.

You will only be able to access the WordPress dashboard either on campus, via Highline WiFi, or via VPN (Virtual Private Network). Here is the link to set up VPN on your personal computer.

https://helpdesk.highline.edu/vpn_remote.php

If you need assistance setting up VPN, please contact the Highline College ITS Help Desk.

<https://hd.highline.edu/>

Username and Password

From your WordPress login screen, you'll enter the username and password, which is your campus wide credentials. If you've forgotten your password, visit the link below to reset your password. It may take a little time for your new password to sync with your WordPress website.

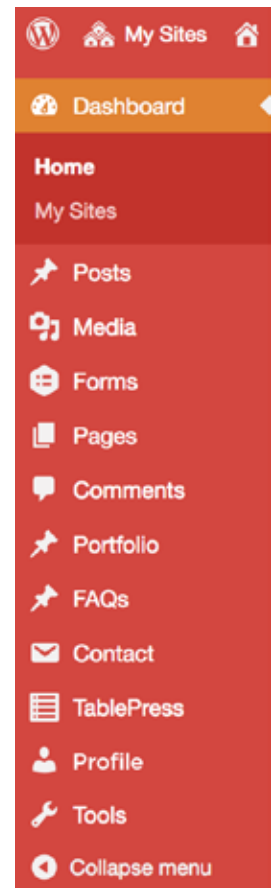
<https://myinfo.highline.edu/MyInfo/>

Exploring the WordPress Dashboard

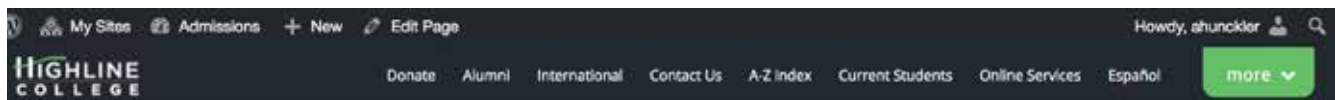
To access the WordPress dashboard, you'll need to first log in to your WordPress site. Once you've logged in to your WordPress site, you'll land at the WordPress Dashboard.

The WordPress Dashboard gives you an all-in-one glance at your website's statistics and activity. The following table gives you brief descriptions of the main menu items in the WordPress Dashboard. Depending on your level of access and what functionality has been added to your site, your menu may differ.

MENU ITEM	DESCRIPTION
Dashboard	Find basic information and statistics for your blog, as well as information from the WordPress Development Blog and other blogs run by those involved with WordPress development or resources.
Posts	Write new posts and edit previous ones. Create categories to organize your posts by topic; upload images; create post excerpts; send trackbacks; manage custom fields. This menu item will only be visible if you have a blog on your website.
Media	View all media files that have been uploaded to your site, including images. Upload and manage new media files with the built-in media uploader. *Please be sure to size your image(s) appropriately before uploading. For information, see the images section in this document or contact Melodie Smith.
Forms & Contact	If your website has an online form, you will see Forms and/or Contact. Visit these sections to make edits and customizations to your web form.
Pages	Write and publish new static pages for your site, and edit or delete previous ones. *In order to add new pages to your menu, please contact Melodie Smith.
Comments	We do not support Comments on our websites. This is visible by default.
Portfolio	This menu item is visible by default.
FAQs	If you have a dedicated FAQ (Frequently Asked Questions) page on your website, you will find the FAQ entries here.
TablePress	If your website has a table, this section will allow you to make edits to existing tables, create new tables and delete tables.
Profile	Manage and edit your own profile. See Making Profile Customizations in this document for more information.
Tools	This menu item is visible by default.



Using the WordPress Admin Bar



The WordPress admin bar is simply a shortcut area that allows you to access site management controls on the front end of your WordPress website.

The WordPress Admin Bar is the dark gray bar that goes across the very top of the screen once you're logged in to your WordPress site. It may be a different color if you changed your **profile color scheme**.

On the far left side of the WordPress Dashboard, you'll see the **WordPress logo**. If you hover over this logo, you'll see links to WordPress-specific information. These are great quick-links if you're ever needing to take a look at WordPress documentation, visit the support forums or leave feedback.

To the right of the WordPress logo, you'll see the **name of your site**. Hover over this and you'll see a sub-menu to visit the front end of your site. This is how your site looks to visitors.

The last section on the left side of the Admin Bar is the **+ New** link. If you hover over this link, you'll see a sub-menu that will quickly take you to the add new screen for post, media, page and user. All of these things can also be done from the navigation on

the left side of the dashboard, but this link is great for getting these tasks done quickly.

On the far right side of the screen, you'll see **"Howdy, your name."** Hover over this section to see the sub-menu to edit your profile or log out of your WordPress Dashboard.

Customizing Your Profile

Changing the WordPress Dashboard Color Scheme

If you'd like to make your dashboard a different color (ex. Ectoplasm), click on **Profile** in the left-hand menu bar. This is where you can change the **color scheme**. Any changes you make here will only affect your profile. If you decide to make some edits to your profile, be sure to scroll to the bottom of the screen and click the **Update Profile** button.



The WordPress Admin Bar Front End View

By default, once you've logged into your WordPress site, the **Admin Bar** will also be visible to you from the front end of your site. If you hover over the **name of our site**, then click **visit site**, you'll see the front end of your site. From this view, the WordPress Admin Bar changes a bit.

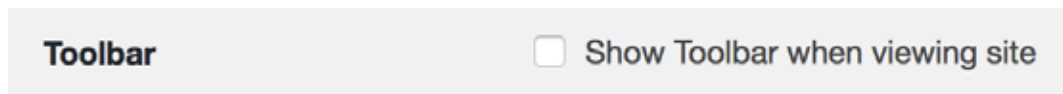
Now, if we hover over the title of our site section, we'll see links for the dashboard, which will take us back to the dashboard home, **and links to take us to themes, customize, widgets, menus, background and header**. Again, all of these sections can also be found from the left-hand navigation menu in the WordPress dashboard, but this is a great quick reference.

This view also adds a search function. Click the magnifying glass to open the search prompt.

How to Turn On/Off the WordPress Admin Bar

Most people find the WordPress admin toolbar useful (See Using the WordPress Admin Bar section), but some people may want to turn the WordPress Admin Bar off from the front end of the site. Remember, the WordPress Admin Bar is **only visible to you when you're logged in to your site**.

To turn off this view, click the **Edit my Profile** link. Now, from this screen, you'll see a check box to **Show Toolbar** when viewing site. Simply **uncheck** this box to turn this view off, then scroll to the bottom and click **Update profile**.



If you return to the front end of our site, the WordPress Admin Bar will be no longer visible. If you decide later that you'd like to turn the Admin Bar back on, just return to your edit profile and check the box to show the toolbar again.

Notifications on Dashboard

What is displayed on your dashboard is controlled by the Screen Options. This a small gray tab located under you Howdy, Username on the Admin Bar at the top of the screen. To select the Boxes of information you would like to have appear on your Dashboard, check or uncheck the boxes in the gray dropdown.

Do not select to make any WordPress or Plugin Updates! These options are available and visible to WordPress Users with Administrator level rights. These notifications may appear as options on your dashboard or within other sidebar options. This may cause software issues and break your site!

Accessing and Updating Your Documents

All document downloads are located on a separate domain from your website. This method allows for easy document updates. This method has been used for images as well.

When you need to update a document, simply name the document the same as what is already in the folder and overwrite the file in the folder. This will eliminate the need to update any web links. If you are adding a new document and need help adding a link on your web page, we are happy to assist.

In the instructions provided below, replace **yoursite** with your website sub-domain name. Examples are highlighted in bold:

adminservices.highline.edu

justice.highline.edu

supportcenter.highline.edu

The link to the document will look like this:

<https://documents.highline.edu/ia/cm/WordPress-Website-Editor-Tips.pdf>

Creating a shortcut to your documents folder

This will add a shortcut to the resource on the user's desktop. Your shortcut can have any name you like.

1. Right-click on desktop, select **New**, then select **Shortcut**
2. In Path enter **\\pleasant\sites\documents\yoursitename** and click **Next**

Manually Mapping a Network drive

This will add a drive letter under This PC that links to the folder.

1. Right-click on This PC and select **Map Network Drive**
2. Select the drive letter you'd like it to be
3. Under the folder box enter **\\pleasant\sites\documents\yoursitename**
4. Make sure that the **reconnect at login** check box is checked, click **Finish**

WordPress Posts vs Pages

In most cases, you'll be editing Pages. However, if your website has a blog, like the Announcements page on Registration and Records (<https://registration.highline.edu/announcements>), you'll be creating and editing posts. Another great example of a blog is our Highline News (<https://www.highline.edu/news>).

A **WordPress Post** is what makes up the **blog** aspect of your site.

- These are generally news or informational updates about a certain topic or talking point.
- Posts are listed in reverse chronological order and can be tagged, categorized and even archived on your site.
- WordPress posts are what make up the RSS content of your WordPress blog. So, when someone subscribes to your RSS feed, your posts will be the content that's delivered to them. Example: <https://registration.highline.edu/feed/>

WordPress Pages is what makes up the main content of your site and are what most Highline users will be working with on their sites. They are similar to posts in that they have a title and body text, but they are different because:

- Pages are generally reserved for static content or information
- Examples of this would be an About Us, Program Information or Contact Us page
- Pages are not listed by date and are not categorized or tagged like WordPress posts
- Pages can have a hierarchy, which means you can nest pages under other pages by making one the "Parent" of the other, thus creating a group of pages. Think of your main pages with sub-pages. Similar to a main menu and sub-menu items.
- Due to their static nature, pages aren't included in RSS feeds and won't have date or time published.

Creating a Post

Most sites do not have a blog. If your site does not have a blog, you can skip Posts.

To get started creating your first WordPress Post, locate the **Posts** menu in the left-hand side of the WordPress Dashboard. You can either hover over the Posts link or click to expand it to reveal the sub-menu.

1. The **Add New Posts page** can also be found from the **+ New** link in the WordPress Admin Bar, also.
2. Click the **Add New** link.
3. Now you'll see the **Add New Post page** where you can create your first post.
4. The first box is where you'll want to enter the title of your post.
5. Next is the **Post formatting section or post editor**. This is where you'll actually type the content of your post.
6. If you look on the right side of the box, you'll see two tabs. There are two modes of editing posts: **Visual** and **Text**.
7. The **Visual tab** will bring up the visual WYSIWYG editor. WYSIWYG just means "what you see is what you get." Here you'll see a formatting toolbar with lots of options for formatting your posts. If you're familiar with Microsoft Word or any other word processing software, most of these icons should look familiar.
8. If you click the **Text tab**, this will reveal a plain-text HTML version of the post editor. This version of the post editor is for editing the HTML code of your post. For most users, the Visual editor is the easiest way to write posts.
9. At the top of the right column on this screen you'll see the **Publish** box. Here, you can save your post as a draft if you'd like to save it for later. (If you have already published a post and are simply making edits, you will see an Update button. For new posts, you'll see a Publish button.) If you click the **Preview** button, you can get a preview of how the post will look once it's published.

10. The **Status** of the post will show if the post has been published, saved as a draft, if it's pending review or if it's been scheduled.
11. The next two links show the visibility of the post — or what visitors will be able to see your post. The Publish line shows whether the post will be published immediately or at a later date.

The next section are for categories and tags assigned to your WordPress post. We'll cover these two topics in more detail later.

If you'd like to change the screen options for your post editor, just click the **screen options tab** in the upper right hand corner. Expand this to reveal all the options that can be displayed on the post editor screen. Just check the options you want to see and uncheck the options you want to hide.

Again from the post editor, you can also drag or drop the order of these boxes to customize how we want them arranged on the page.

Creating a Page

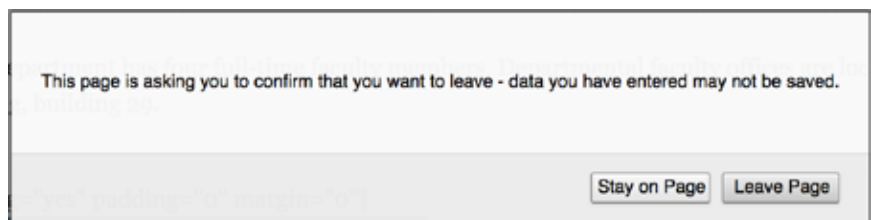
Creating a WordPress page is very similar to creating a post. Just remember that pages are intended for static content.

1. To get started adding a new page to your WordPress site, find the **Pages** menu in the WordPress Dashboard Navigation menu. Click **Add new**.

The WordPress page editor looks nearly identical to the post editor, except for a few different boxes located on the right side of the screen.

2. Add the **title** of the page, like About. **Note:** Your site has pretty permalinks set up, so the title of your page will also be the URL. Please do not change the URL. If you do, this will cause broken links throughout your site and other sites that link to your page.
3. Next, add some **content**.
4. The **Publish** section of the page editor is exactly the same as for writing posts. When you're ready to publish, you can either publish immediately, save this or a draft, or schedule the page to be published later.
5. The **Page Attributes** section applies a parent page and template to your new page. For the Parent section, you can arrange your pages into hierarchies. For example, you could create this new page with additional pages under it. There are no limits to how many levels you can nest pages.
6. Some WordPress themes have custom page templates, so the next **Template** section allows you to apply a template to your new page.
7. The **Order** box allows you to order your page numerically. Pages are usually ordered alphabetically, but you can choose your own order by entering a number in this field.
8. **Preview** the page one last time, then click **Publish**. You've added a new page to your WordPress site.

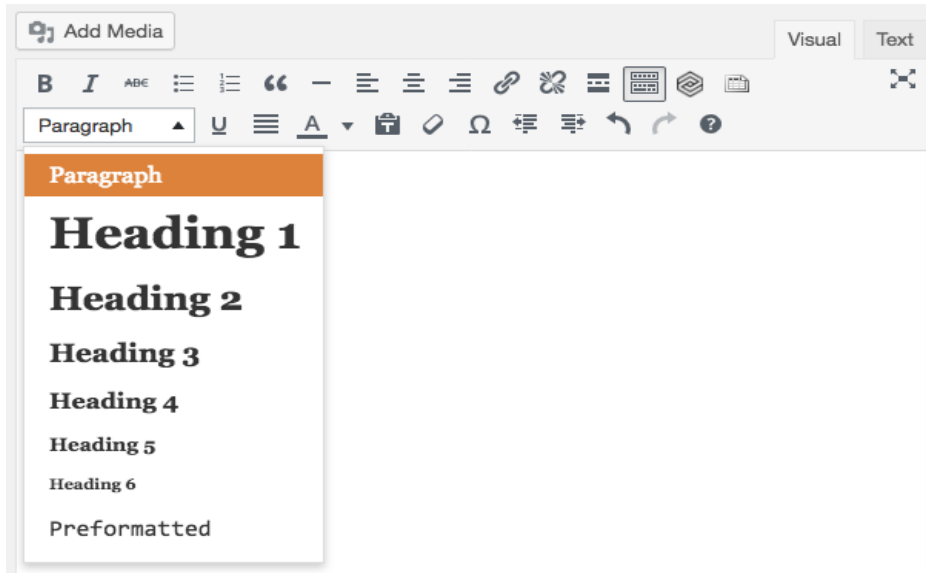
IMPORTANT: If you are editing a post or page and do not click the Publish/Update button, you will see a dialog box pop up asking you if you want to Stay on Page or Leave Page. If you click Stay on Page, you will be able to continue editing the content and Publish/Update your page/post. However, if you click Leave Page, then your changes will not be saved.



Formatting Content

Here are some of the basics of formatting your WordPress posts with the built-in WordPress editor formatting options. These tools apply to both pages and posts. The majority of your formatting options can be found in the **WordPress Editor Toolbar**. If you've ever used a word processing software such as Microsoft Word, most of these icons should look familiar.

To get started formatting your WordPress pages, visit **Pages > All Pages** and select the page you'd like to edit.



The formatting icons included in the WordPress editor include the following. If you ever get stuck using your formatting icons, you can simply hover over the icon to see the name and function.

- In the first row of the toolbar, we have options to **bold**, **italicize** or **strike-through** text. To bold text, just select the text you'd like to format and click the bold icon.
- The next two icons are for **bulleted** and **numbered lists**. If you'd like to add a list to a post, just select the text, then click that icon.
- The **quotation mark icon** is the block quote feature. By default, this will add an indentation and italicized style to your selected text. (Note: your WordPress theme controls how block quotes are styled and displayed on your site.)
- The next icon is to add a **horizontal line** to your page.
- Next are **alignment options**. You can choose to align **left**, **center** or align **right**.
- The next icons are used to **insert/edit links** to text or images. The first icon is to insert/edit a link, the second icon is to **remove a link**.
- The next icon is the **insert more tag**. This will change how much text your blog page displays with a read more link. More than likely, this is something you won't use.
- If you click the **Toolbar Toggle**, another line of formatting options will be revealed. Here you add **heading styles** to your text, **underline text** or set a **full alignment**.
- The hexagon shaped icon is for inserting **shortcodes**. These were used in the development of your website. If you use these, be careful as you may introduce some funky formatting.

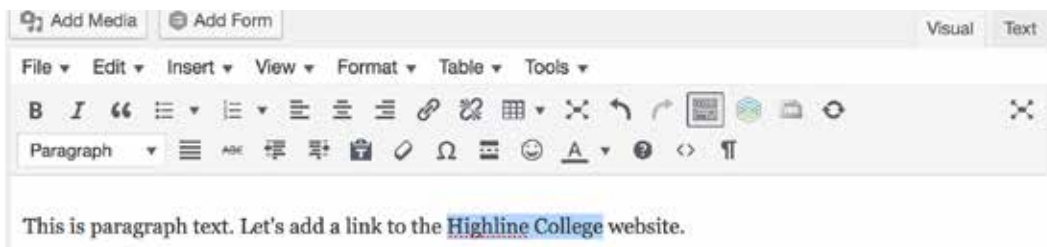
- If your site has tables created with TablePress, use the **Insert a Table from TablePress icon** and select the table shortcode to add to your post.
- If you'd prefer to write your posts in **distraction free mode**, click this icon. It's the one that looks like an X with arrows going to four corners. This will take you to full-screen writing mode similar to using a Word processing software. To exit out of this mode, click "exit full screen."
- In the second row of the toolbar, the first section is where you can add **heading styles** to your text. Just place your cursor within the text you want to style as a heading, then click the down arrow to reveal heading options. Hover over the heading you'd like to apply and click.
- The next icon is to add an **underline** to your text. **Note:** Please do not underline text to indicate it's importance. Underlined text on the web is reserved for links. If you'd like to indicate importance, please consider making the text bold.
- The 4-line icon is to **justify align** text.
- If you decide you'd like to change the color of your selected text, just use the **text color** icon to select the color. We recommend that you use **Highline branded colors**.
- The next two icons are for **pasting text** — either as **plain text** or from **Microsoft Word**.
- If you'd like to remove formatting from text, select the text and click the **Clear formatting** icon.
- The next icon is to add a **special character** to your text. Place your cursor where you want to place the special character, then click this icon.
- Use the next two icons to **increase or decrease indent**.
- If you are currently editing a page, you will be able to use the **undo** and **redo** icons.
- To learn about **Keyboard Shortcuts**, click the last icon with the question mark.

Adding Links

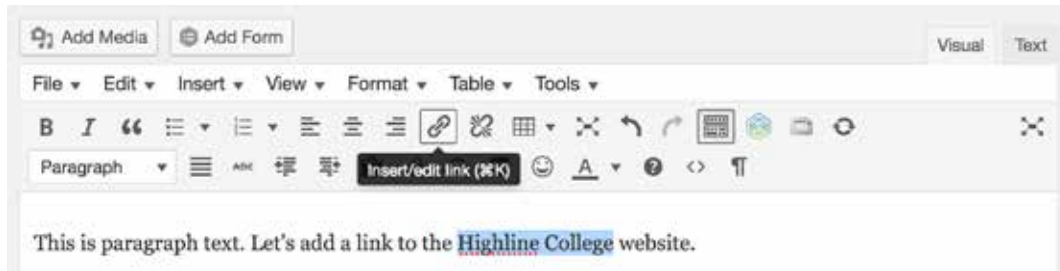
The WordPress post and page editor makes it easy to add hyperlinks to other web pages from your content. Links should be descriptive. The purpose of descriptive links is to provide users with the proper context of where clicking the link will take them.

For example, a link that says "click here to access today's weather" can be shortened to "today's weather."

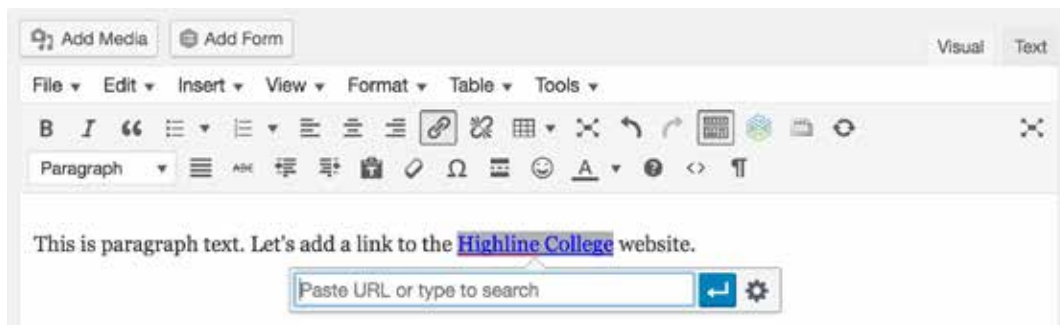
- **Use this:** Learning what to write as proper link text can be confusing, but you can learn more by visiting [Descriptive Links Accessibility](#).
 - **Instead of:** Learning what to write as proper link text can be confusing, but to learn more [click here](#).
1. From the WordPress post or page editor, **select the text** that you want be hyperlinked.



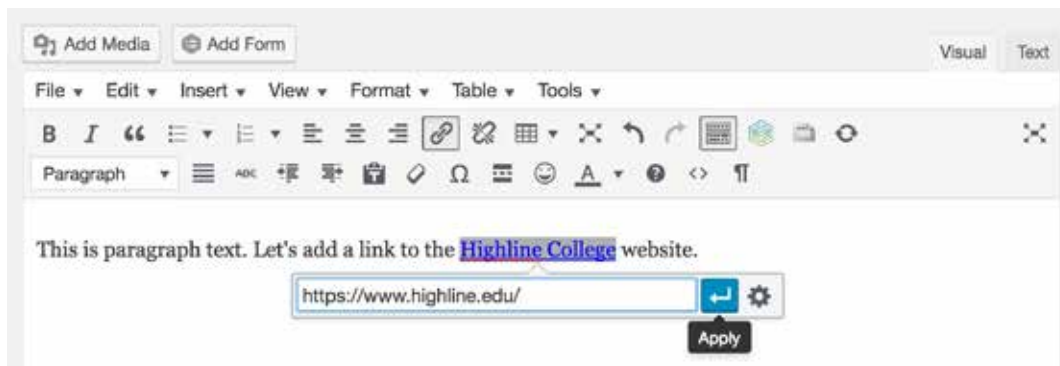
2. Once you have that text selected, click **Insert/edit link** in the toolbar.



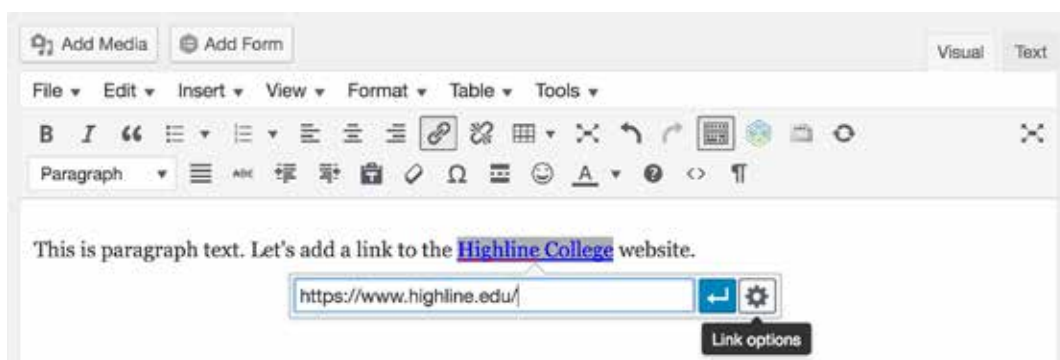
3. This will bring up a box where you can enter the URL of your hyperlink. If you'd rather link to existing content on your website, simply start typing the name of the page/post.



4. After you add a link, be sure to click **Apply**.

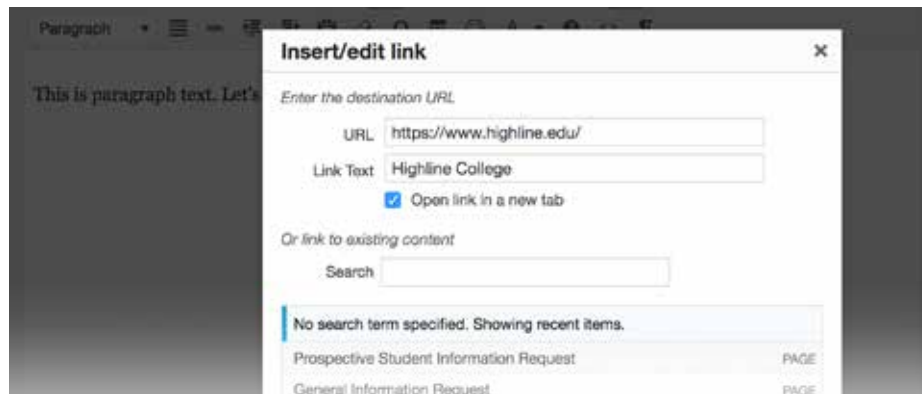


5. If you'd like to have the link open into a new tab, click **Link options**. **Links to outside websites should be set to open in a new tab.**

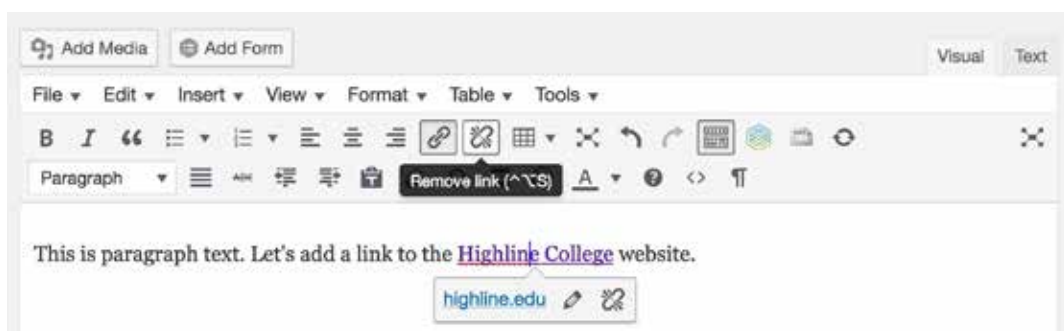
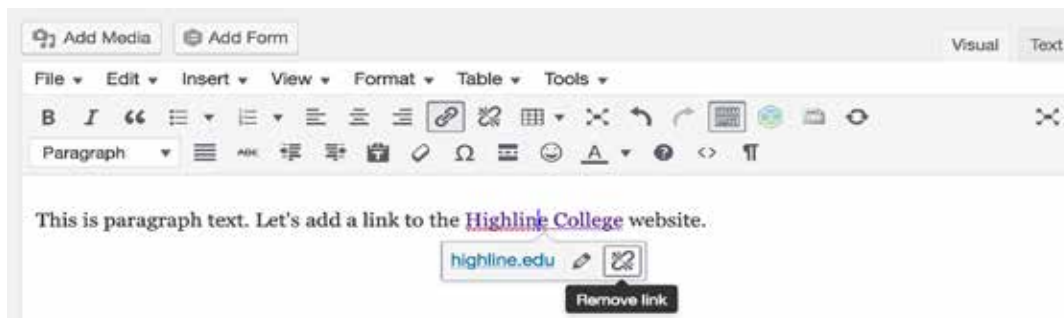


6. You'll see a search bar to search your site and a list of existing posts/pages. Clicking on one of the items will change the hyperlink URL above. You will also see your Link Text. If you would like the link to open into a new tab when

clicked, make sure **Open link in a new tab** is checked.



7. Once you have your hyperlink URL ready to go, click the **Add Link** button. Now your selected text will have a link.
6. To remove the link, place your cursor on the linked text and click either the **Remove link** button that appears next to the link box or in the toolbar.



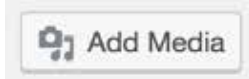
Adding Images

Photos are an important part of making your website interesting and engaging. When used incorrectly, however, images can be distracting rather than helpful. **Note:** Text comes first. While a good photo may illustrate key details and increase interest, a page should be understandable and operable without it. Photography of real Highline College students, faculty, staff and community members is often more authentic and engaging than illustrations, generic graphics, or stock content. Do not use emojis or graphical avatars such as Bitmoji, Animoji, or Memoji.

Highline provides a repository of photos for use in publications and on the website. Logged in staff and faculty can access the images in the [Google Drive Photo Bank](#).

1. Place your cursor where you'd like to insert an image in your page.

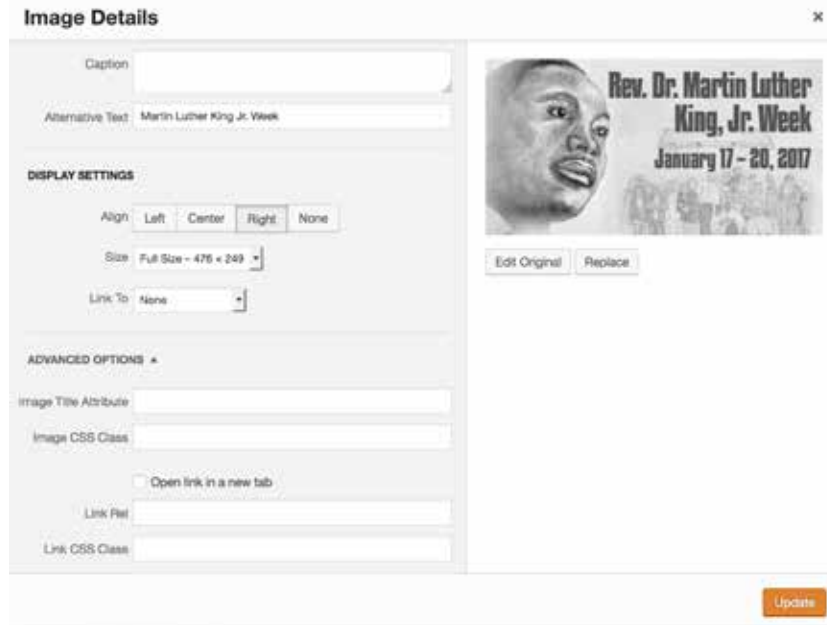
- Above the Post editor toolbar, you'll see an **Add Media button**. Click the Add Media button and you'll see the **Insert Media box**.



- Your WordPress site uses a media library to store all of your media like images and videos. From this box, you can choose to either upload a new file or use an existing file in from the media library. To upload an image, click the **Select files button**. Find the image you'd like to use and click open.
- If you are adding new images, be sure they **are sized** and **optimized for the web**. Resizing the image in WordPress will not make the file size smaller. It is recommended that you images be 100KB or less in file size. The file size is listed in the Media Library. It is also best practice to upload the image already formatted to the size you want it to appear on the page. For example, you want the image to appear as 500 x 300 pixels on the page. It is best to resize the image outside of WordPress and upload the image at the preferred size of 500 x 300 px into the page.
- If you are unsure what this, please contact Communications and Marketing and they will be happy to size and optimize your images for the web. If you have a photo editing program and willing to learn how to size and optimize your images, please contact Communications and Marketing for a brief tutorial.
- Now that your image has been uploaded, you'll see it has been added to the media library. On the right side of this box, you'll see the attachment details for this page. Here you can change the **Title**, **Caption**, **Alt text** (this is very important for Website Accessibility) and **Description**. **Note:** The Alt text should include a brief description of the image and the text, if any, included in the image. For example if you upload the college logo, it should include the words Highline College in the description.
- You can also choose the **alignment** of the image (such as center, left or right), where the inserted image should link to, the actual **URL of the image** and the **size** of the image.

The screenshot shows the "Insert Media" interface in WordPress. On the left is a sidebar with options: "Insert Media", "Create Gallery", "Featured Image", and "Insert from URL". The main area is titled "Insert Media" and has tabs for "Upload Files" and "Media Library". Below the tabs are filters for "All media items", "All dates", and a search box. A grid of media items is displayed, including a portrait of a woman, a portrait of a man, a portrait of a man with glasses, a "TWRIGHT" logo, a "TQIA Safez" logo, a "55" logo, a "Rev. Dr. Martin Luther King Jr. January 17" logo, a "Transfe Center TRANSFER FAIR" logo, a "New Year's I" logo, a "ring Quarter nds June 1" logo, a "ring Quarter begins April" logo, and a "nter Quar ds March" logo. On the right side, the "ATTACHMENT DETAILS" for the selected image "milk-week-2017.jpg" are shown, including the date "December 14, 2015", file size "29 KB", dimensions "476 x 248", and options to "Edit Image" or "Delete Permanently". Below this, the "ATTACHMENT DISPLAY SETTINGS" are shown, including "Alignment: None", "Link To: None", and "Size: Full Size - 476 x 248". At the bottom right is an "insert into page" button. At the bottom left, it says "1 selected" and "Clear".

8. Make sure the image has a **check box** (see image above) and click the **Insert into page button**. Now you'll see your image has been added to your content.
9. If you click on the image, you will see five buttons appear above the image. The first four buttons are to align the image (left, center, right, none). If you click on the **Align right** button, your image will be aligned on the right-hand side and text will wrap around the image.
10. If you click on the last icon, the pencil, you'll see another box open for editing the details of the image. Here you can add/edit/remove a caption, alternative text (necessary for Website Accessibility), change the image alignment, change the size of the image based on percentages, and link to.



11. If you click the advanced settings tab, you'll see the Image Title Attribute, Image CSS Class, option to open link in a new tab, Link Rel (aka URL) and Link CSS Class.
12. Return to the image in your post. The next icon in the upper left corner, the X, will delete the image out of the post.

WordPress Media Library

The WordPress Media Library contains all the files that have been uploaded to your WordPress site, with the most recent uploads listed first. Video and audio files should be uploaded to YouTube.

Using the WordPress Media Library



Adding a New Category

If you don't have any categories yet, click the **+ Add new category link**. Add a new category and click **Add new category**. You'll then see your new category has been added to the list of categories.

To assign a category to a post, click the check box next to the category.

Another way to manage post categories is through the **Posts > Categories** link in the WordPress Dashboard navigation menu. Clicking the Categories link will display the Categories page. From here, you can see all your categories on the right, and where to add new ones. **Note:** It's good to keep your categories short and reuse them. Don't make a new category for each post.

Category Slug

The **Category Slug** is the URL-friendly version of the category. It is usually all lowercase and contains only letters, numbers and hyphens.

Category Hierarchies

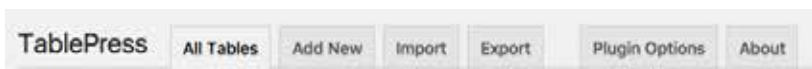
Categories, unlike tags, can be nested into hierarchies. For example, you might have a Jazz category, and under that have children categories for Bebop and Big Band.

Category Description

The description section is a place for you to add more details about the posts assigned to that category.

Adding Tables

If you see **TablePress** as a menu item in your WordPress Dashboard, then you have at least one table on your website. TablePress makes it easy to update tables that appear throughout your site. Click on the TablePress menu item. Depending on your user permissions, you may not see all of the following sections.



- **All Tables** – shows the list of all created tables.
- **Add New Table** – allows creating a new table.
- **Import a Table** – offers various options for importing single and multiple tables.
- **Export a Table** – offers various options for exporting single and multiple tables.
- **Plugin Options** – individual tables can be customized with CSS under this section.
- **About TablePress** – shows the details about the plugin and other details.

Creating a New Table in TablePress

Click on the **Add New tab** or on the **Add New Table** under TablePress in your Dashboard left-hand menu.

The screenshot shows the 'TablePress' interface with a navigation bar containing 'All Tables', 'Add New', 'Import', 'Export', 'Plugin Options', and 'About'. Below the navigation bar, there is a heading 'TablePress' and a sub-heading 'Add New Table'. The main content area contains the following form fields:

- Table Name:** A text input field with the placeholder text 'Enter Table Name here' and a small arrow icon on the right. Below it is the instruction 'The name or title of your table.'
- Description (optional):** A larger text area with the placeholder text 'Enter Description here' and a small arrow icon on the right. Below it is the instruction 'A description of the contents of your table.'
- Number of Rows:** A numeric input field with the value '5' and a small arrow icon on the right. Below it is the instruction 'The number of rows in your table.'
- Number of Columns:** A numeric input field with the value '5' and a small arrow icon on the right. Below it is the instruction 'The number of columns in your table.'

At the bottom of the form is an orange button labeled 'Add Table'.

This is where you will add your table name, description and specify how many rows and columns you'd like to start off with. You can always add/delete rows and columns later. After you have added your information, click the Add Table button.

Helpful Tip: If you have several tables on your site, you can use the description area to notate where the table is located. This can help later on when you're trying to figure out what table to edit.

Helpful Tip: The following information will walk you through how to add content to your table. If you do not see these sections, look for the little arrow on the top-right side of each section. The arrow will point down if the section is collapsed. Simply click on the arrow to expand the section.

Helpful Tip: There is **no undo** when using TablePress. If this is your first time using TablePress and you would like to familiarize yourself with the functionality before editing a table on your site, go ahead and create a new table to play with. You can see a preview within the TablePress editing section or you can place the shortcode on a page (preferably a page that is not published) and preview it there. This will give you a more accurate representation of your table as it will utilize the website style sheet.

Table Information Section

You will now see the Table ID, Shortcode, Table Name, Description, and Last Modified information. The Shortcode is what you will need to add the table to your web page. **Do not modify the shortcode.**

The screenshot shows the 'Table Information' section with the following details:

- Table ID:** 1
- Shortcode:** `[table id=1 /]`
- Table Name:** Sample Table
- Description:** Located on the Programs page
- Last Modified:** February 9, 2017 10:21 am by ahunckler

Table Content Section

The Table Content section is where you will enter the actual content of your table rows and columns. By default, the first row, highlighted in light blue, is your table heading. This can be changed under the Table Options section.

Table Content						
	A	B	C	D	E	
1	Table Heading 1	Table Heading 2	Table Heading 3	Table Heading 4	Table Heading 5	1
2	Cell 1	Cell 2	Cell 3	Cell 4	Cell 5	2
3	Cell 6	Cell 7	Cell 8	Cell 9	Cell 10	3
4						4
5						5

Table Manipulation Section

In the Table Manipulation section, you can do the following:

- Add rows and columns to your table
- Hide, show, delete, duplicate and insert rows and columns
- Click on the “Insert Link” button and choose the table cell to open the default WordPress insert link pop-up. You can also directly add links using HTML anchor tags.
- Similar to links, click on the “Insert Image” and click on the cell to insert images from WordPress media library. You can also directly add images using HTML img tag.
- The advanced editor allows you to add formatted content using simple editor.
- Use rowspan and colspan options to combine cell on a row and columns.

Table Manipulation

Combine cells:

Selected rows:

Selected columns:

Selected rows:

Selected columns:

Add row(s)

Add column(s)

Advanced Editor Section

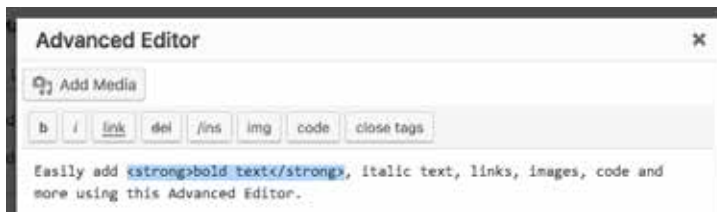
To use the Advanced Editor, place your cursor inside a table cell and click the Advanced Editor button.



Here is an example of how to easily add bold text. In the dialog box, type your text and highlight the text you want to make bold. In this example, **bold text** is selected. Next, click on the button that has a lowercase **b**.



Now, you will see that the text has been wrapped in HTML code that will make the text within the code bold. The HTML tags for making text bold are `text here that will be bold`. You can repeat this same process for making italic text, adding links, adding images, code and more. Feel free to explore this by creating your own table.



TablePress Options

The Table Options pane, in addition to offering alternating row colors, is where you can enable the Table Header Row. It is important to mark the check box for Table Head Row and to use the first row to label your header columns, but at this time we recommend not marking the Table Foot Row. If the footer option is checked, TablePress uses the incorrect tag which can introduce accessibility errors.

Accessibility Issues with Table Options: Tables are subject to the same accessibility standards as the rest of your content. TablePress makes it easy to add accessibility features like headers and search functions, but some features are not yet accessible. To create accessible tables, please only use the following features in TablePress:

- **Table Head Row:** Always select the table head row for each table. This add the required “table head” tag for accessibility.
- **Table Foot Row:** Leave this option unchecked as TablePress assigns the incorrect tag making the table appear to have

two header rows.

- **Alternating Row Colors:** At this time there are no known accessibility concerns with alternating row colors. This option can be used or left turned off.
- **Row Hover highlighting:** Leave this option unchecked as the hover feature introduces significant navigation barriers for screen reader users making the information in the table completely inaccessible by the screen reader.
- **Print Table Name:** At this time there are no known accessibility concerns with print table name. This option can be used or left turned off. However, if you leave this option off, we do recommend you list the table name somewhere on the main web page, for example as a header, so users understand the purpose of the table. If you leave this option on, select to show the table name **above** the table.
- **Print Table Description:** At this time there are no known accessibility concerns with print table description. This option can be used or left turned off. However, if you leave this option off, we do recommend you indicate the purpose of the table somewhere on the main web page, for example a brief paragraph description, so users understand the purpose of the table. If you leave this option on, select to show the table description above the table.

The screenshot shows the 'Table Options' panel with the following settings:

- Table Head Row:** The first row of the table is the table header.
- Table Foot Row:** The last row of the table is the table footer.
- Alternating Row Colors:** The background colors of consecutive rows shall alternate.
- Row Hover Highlighting:** Highlight a row while the mouse cursor hovers above it by changing its background color.
- Print Table Name:** Show the table name **above** the table.
- Print Table Description:** Show the table description **below** the table.
- Extra CSS Classes:** An empty text input field with a note: "Additional CSS classes for styling purposes can be entered here. This is NOT the place to enter [Custom CSS](#) code!"

Features of the Data Tables JavaScript Library

This is where you can select to add additional functionality to your table. When you have enabled the first row of the table as the table header under the Table Options section, then the table can be converted to a data table by enabling the features in this section. To see how this functionality works, feel free to create your own table and explore these options.

Sorting based on the any of the column just by clicking on the column. **Note:** At this time there are accessibility concerns with sorting. This option should be left unchecked.

Searching / Filtering allows to show a search box on top right corner of the table and users can filter the results by entering a keyword. This is a very useful feature especially when you have many rows and the content is not visible due to pagination. **Note:** At this time there are no known accessibility concerns with search/filtering. This option can be used or left turned off. If you choose this option, also include the following table description displayed above the table: **Use the search field to search and filter this table.**

Pagination will show only particular rows with “previous / next” pagination links at bottom right corner of the table.

You can also allow the user to filter and view particular number of rows. **Note: At this time there are accessibility concerns with pagination. This option should be left unchecked.**

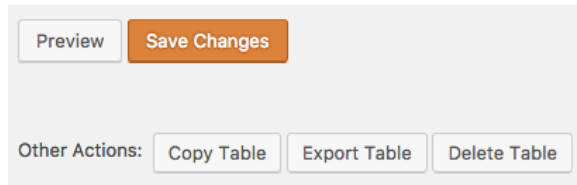
Enable **horizontal scrolling** if you have many columns in the table that won’t all display in the text area of your web page.

Note: This will help make your table accessible.

Custom commands is generally not used.



Once you have completed the options for your table, you can preview the table. Be sure to click the Save Changes button to save your table. You can also copy, delete and export the table from the same screen.

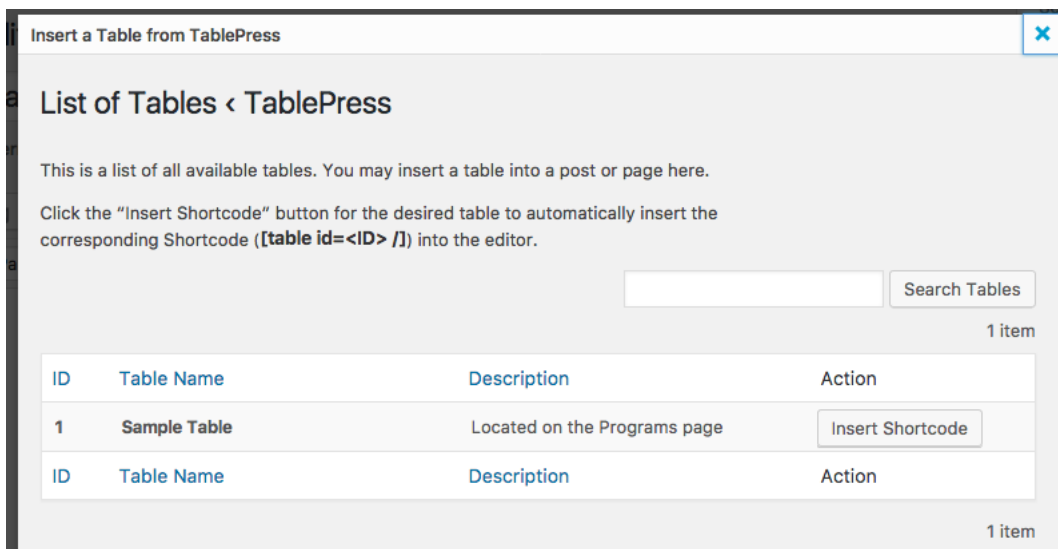


Placing the Table on a Post or Page

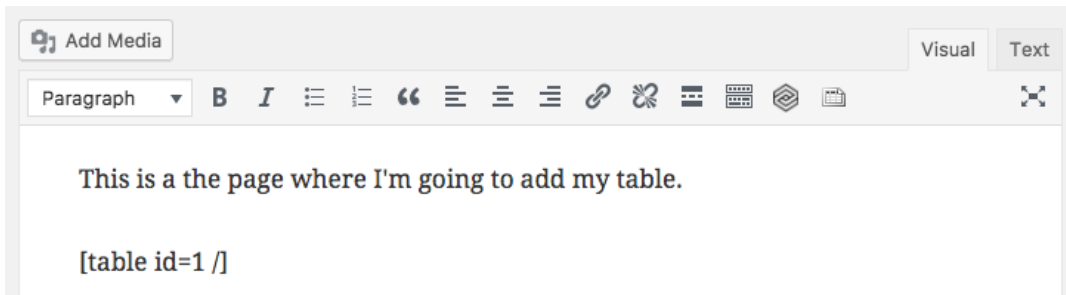
Each table in TablePress will have a unique id which can be seen on the “Table Information” section and used as a shortcode on the visual editor like `[table id = 1 /]`. Also you can directly insert the table on the editor using TablePress icon. Place your cursor on the page where you want to insert the table. Click on the TablePress icon as shown below.



Next, select the **Insert Shortcode** button next to the table to insert.



Now you will see that the shortcode has been placed on the page.



To see the table on the page, you can Preview the page or Update the page. The table below is the Sample Table that was used during this example. This table has a table heading, table name shown above table, sorting and search functionality, as well as pagination.

Sample Table

Show 10 entries Search:

Table Heading 1	Table Heading 2	Table Heading 3	Table Heading 4	Table Heading 5
Cell 1	Cell 2	Cell 3	Cell 4	Cell 5
Cell 6	Cell 7	Cell 8	Cell 9	Cell 10
Easily add bold text, italic text, links, images, code and more using this Advanced Editor.				

Edit

Showing 1 to 4 of 4 entries Previous Next

Viewing All Tables

All the tables created with TablePress can be seen under “TablePress > All Tables” menu. You can carry out actions like copy, export and delete on individual tables as well as on bulk. If you need further assistance in creating tables, view the [Official TablePress Documentation](#).

Shortcode

A shortcode is a WordPress-specific code that lets you do nifty things with very little effort. Shortcodes can embed files or create objects that would normally require lots of complicated, ugly code in just one line. Basically, a **Shortcode = shortcut**.

Using WordPress Widgets

WordPress Widgets add additional content and features to your WordPress site’s sidebars. Examples are the default widgets that come with WordPress — like those for post categories and custom menus.

To see how widgets work, log in to your WordPress site and visit the **Appearance > Widgets** panel. On the left side of the page, you’ll see all available widgets. Default widgets will be visible here, plus any additional widgets that have been added by your installed plugins. On the right, you’ll see all of your widget available widget locations.



To add a widget to a location, simply drag the widget from place on the left into the right section to activate them. To remove them, simply drag the widget back or click delete.

its

Contact Info as a Widget

Say you want to update the contact information on your site.

You go to edit the page and find something like

`[widgets_on_pages id="Contact Info"]`.

1. If that's the case, head on over to **Appearance > Widgets**. Here you will be presented with a variety of Available Widgets and Widget Areas. Look for the Widget Area named **Contact Info**. (The examples provided are from the Placement and Testing Center Widget Area.)
2. Click on the top-right arrow to open the **Widget Area**.
3. Then, click on the top-right arrow to open the Text Widget. In the **Content** area, you will see a combination of text, shortcodes, HTML and CSS. As long as you don't delete any of the following characters: `< > / " []`, then your formatting should stay in tact. After you make your edits, be sure to click the **Save button**.

Note: Once you click the **Save** button, there is **no Undo**. If you'd like, copy all of the text into a text editor as your local backup. That way, if the layout gets goofy after you Save, you can always copy the text from the text editor and past it back into the Content area of the Widget.

Adding Website Editors

If you'd like to allow another Highline Faculty or Staff member to make edits to your website, please contact Melodie Smith (mesmith@highline.edu) or Tony Johnson (tjohnson@highline.edu). Please do not add editors without requesting/providing training on WordPress.

Google Analytics

All websites migrated to the new layout have been set up with Google Analytics. If a website already has an associated Google Analytics tracking code, that will carry over to the new website.

With Google Analytics you can track your user engagement, the number of new and returning site visitors, pages visited, how much time visitors stayed on your site, average pages per site visit, percentage of returning visitors, frequency of site visits, bounce rate, and more.

If you would like access to view the Google Analytics of the site you are a web editor of, please let Melodie Smith (mesmith@highline.edu) know and she will provide access.

Web Accessibility

Web accessibility refers to the inclusive practice of removing barriers that prevent interaction with, or access to websites, by people with disabilities. When sites are correctly designed, developed and edited, all users have equal access to information and functionality. Here are some things you can do to keep your website accessible.

According to the World Health Organization, 285 million people have vision impairments. As web applications have grown rich and creative, they have become less accessible to these users.

Watch the Use of CAPS

All caps can be difficult to read and can be read incorrectly by screen readers. Please don't use all caps unless absolutely necessary.

Importance of Text Links

Ensure that link text makes sense on its own. Avoid “Click Here” or other ambiguous link text, such as “More” or “Continue”. The purpose of descriptive links is to provide users with the proper context of where clicking the link will take them.

For example, a link that says “click here to access today’s weather” can be shortened to “today’s weather.”

- Use this: Learning what to write as proper link text can be confusing, but you can learn more by visiting [Descriptive Links Accessibility](#).
- Instead of: Learning what to write as proper link text can be confusing, but to learn more [click here](#).

File Naming

Here are a few useful tips when naming your image files for use on the web and document files for downloads.

- Use descriptive words to help with internal document searches (<https://search.highline.edu>)
- Do not use periods, spaces or underlines to separate words. Instead, use hyphens (aka dashes). This makes it easier to read and helps our internal search engine locate these files.
- Make sure that all documents are using the Highline College logo, not the Highline Community College logo. Download logos here: <https://thundernet.highline.edu/highlinelogo.php>
- In your documents, be sure not to use “Community” between all mentions of Highline College. (Highline College, not Highline Community College.)
- Do not use **&** in the file names. Instead, use **and**. Example:
DO THIS: **mail-services-and-special-handling.doc**
NOT THIS: **mail.services&special_handling.doc**

Writing Content

There are many ways to make your content easier to understand. Write clearly, use clear fonts, and use headings and lists appropriately. Also, keep in mind who your audience is. If you use jargon, please be sure to provide an explanation. Remember, we are a diverse community college with over 100 languages spoken. Not all jargon is easily understood.

Provide appropriate alternative text

Images require descriptive alternative text. Alternative text describes images for users who cannot see them and is read by screen readers or displayed on the screen when the image is not available to users. Alternative text does not need to describe every element in an image, but rather provide a short, concise, description of either the content, or the function. For more information about alternative descriptions utilize the [W3C’s Web Accessibility Initiative Alt Text Decision Tree](#).

The alt attribute should typically:

- **Be succinct.** Typically, only a few words are necessary, though rarely a short sentence or two may be appropriate.
- **Not be redundant** or provide the same information as text near the image.
- **Do not** include phrases like “image of ...” or “graphic of ...”, etc. This would be redundant since screen readers already announce “graphic” along with the alt text. If the fact that an image is a photograph or illustration, etc. is important content, it may be useful to include this in alternative text

Types of Images

- **Informative images:** Images that graphically represent concepts and information, typically pictures, photos, and

illustrations. The text alternative should be at least a short description conveying the essential information presented by the image.

- **Decorative images:** Provide a null text alternative (alt="") when the only purpose of an image is to add visual decoration to the page, rather than to convey information that is important to understanding the page.
- **Functional images:** The text alternative of an image used as a link or as a button should describe the functionality of the link or button rather than the visual image. Examples of such images are a printer icon to represent the print function or a button to submit a form.
- **Images of text:** Readable text is sometimes presented within an image. If the image is not a logo, avoid text in images. However, if images of text are used, the text alternative should contain the same words as in the image.
- **Complex images such as graphs and diagrams:** To convey data or detailed information, provide a complete text equivalent of the data or information provided in the image as the text alternative.
- **Groups of images:** If multiple images convey a single piece of information, the text alternative for one image should convey the information for the entire group.
- **Image maps:** The text alternative for an image that contains multiple clickable areas should provide an overall context for the set of links. Also, each individually clickable area should have alternative text that describes the purpose or destination of the link.

Note: Removing images from websites (so-called “text-only versions”) make them less accessible and functional for these users and situations.

Provide appropriate document structure

Organize your ideas into a logical outline—before and during the writing process.

Define headings to visually and structurally organize the content. These provide an easy way for users to examine the content structure and, if desired, jump directly to content of interest.

Headings, lists, and other structural elements provide meaning and structure to web pages. They can also facilitate keyboard navigation within the page. Use short headings to group related paragraphs and clearly describe the sections. Good headings provide an outline of the content. Authors may also want to consider putting the most important information at the beginning of each heading.

Headings

A heading describes the content that follows it, much like a news headline. When arriving at a new page, sighted users gravitate toward headings to quickly find what they want on the page. Authors may also want to consider putting the most important information at the beginning of each heading. Screen reader and other assistive technology users can also skip from heading to heading.

H1: My Favorite Recipes

H2: Quick and Easy

H3: Spaghetti

H3: Hamburgers

H3: Tacos

H4: Beef Tacos

H4: Chicken Tacos

H4: Fish Tacos

H2: Some Assembly Required

H3: Tuna Casserole

H3: Lasagna

[Resource Link for Headings: http://webaim.org/techniques/semanticstructure/](http://webaim.org/techniques/semanticstructure/)

Make sure content is clearly written and easy to read

Writing clearly and simply can be one of the most difficult of all writing tasks. Clear and simple writing is essential to the understandability of web content. Unclear or confusing writing is an accessibility barrier to all readers but can be especially difficult for people with reading disorders or cognitive disabilities. Ensure users find what they need, understand what they find and use what they find to meet their needs.

Write for your audience: Who is your audience? Student, general public or staff?

[Resource Link for Content Writing: http://webaim.org/techniques/writing/](http://webaim.org/techniques/writing/)

Keep content clear and concise

- Use simple language and formatting, as appropriate for the context.
- Write in short, clear sentences and paragraphs. Eliminate unnecessary words.
- Use plain language.
- Avoid using unnecessarily complex words and phrases.
- Use even shorter paragraphs than on paper.
- Use short lists and bullets to organize information.
- Don't assume your readers have knowledge of the subject or have read related pages on your site. Clearly explain things so each page can stand on its own.
- Expand acronyms on first use. For example, Web Content Accessibility Guidelines (WCAG).
- Consider providing a glossary for terms readers may not know.
- Consider using images, illustrations, video, audio, and symbols to help clarify meaning.

Accessibility Resources

[Web AIM: https://webaim.org/](https://webaim.org/)

[WCAG: https://www.w3.org/WAI/standards-guidelines/wcag/](https://www.w3.org/WAI/standards-guidelines/wcag/)

[SBCTC Accessible Documents: https://www.sbctc.edu/about/accessibility/accessible-documents](https://www.sbctc.edu/about/accessibility/accessible-documents)

[SBCTC's Library of Accessibility Resources: https://sbctc.instructure.com/courses/1578604/](https://sbctc.instructure.com/courses/1578604/)