



67a2 Media

Wiley|Wilson WordPress Theme Documentation

- 1. The Basics
- 2. Post Types
- 3. Writing Content
- 4. The Main Menu
- 5. Shortcodes
- 6. WP + JS Plugins

The Basics

1

A. Wordpress Development

This Website is built on the WordPress framework. For general information on the usage of WordPress, please consult the following:

- WordPress Website: <http://wordpress.org/>
- WordPress Codex: http://codex.wordpress.org/Main_Page
- Developer Documentation: http://codex.wordpress.org/Developer_Documentation
- Theme Development: http://codex.wordpress.org/Theme_Development

B. Wordpress Installation + Wp Alchemy

WP-Alchemy is used for 'metabox' (Custom Field) creation, and is included with the theme.

- WP-Alchemy Page: <http://www.farinspace.com/wpalchemy-metabox/>
- Wordpress Installation Manual: http://codex.wordpress.org/Installing_WordPress

C. Wordpress Content

Below is some useful information on adding content to posts and pages:

- Writing Posts: http://codex.wordpress.org/Writing_Posts
- Using Images: http://codex.wordpress.org/Using_Images

D. SASS Files

The Wiley|Wilson Theme CSS and Custom .JS files were built with SASS, (and compiled using Codekit). If modifying files, please take advantage of their use!

- SASS (Syntactically Awesome Style Sheets): <http://www.sass-lang.com/>
- CodeKit (THE Mac App For Web Developers): <http://www.incident57.com/codekit/>

E. Log into the WordPress dashboard here: <http://www.wileywilson.com/wp-admin>

Post Types

2

A. Pages (post type = page) <http://codex.wordpress.org/Pages>

For Static Content Pages, such as 'About Us', Program Information, etc.

Special Page templates http://codex.wordpress.org/Page_Templates

Home

- The Homepage is set this page in the dashboard. http://codex.wordpress.org/Creating_a_Static_Front_Page
- The Homepage slideshow is made from images attached to this page (see a2Gallery shortcode)

News

- **do not edit this page** – it should be left blank
- The 'Posts Page' should be set to a page called 'News' [see above link](#)

Bid List

- **do not edit this page** – it should be left blank
- Assigned to the '**Bid Page**' Template

People

- **do not edit this page** – it should be left blank
- Assigned to the '**Leadership**' Template

Portfolio

- **do not edit this page** – it should be left blank
- Assigned to the '**Projects Page**' Template

Contact Us

- Assigned to the '**Contact Page**' Template .
- You may add/edit the office locations. The office **Latitude** and **Longitude** coordinates must be included order for it to show on the map.
- The map is automatically inserted into the page.)

B. Posts (post type = post) <http://en.support.wordpress.com/post-vs-page/>

- For Exclusive use in the News Section. Each Post is a News item
- Posts are listed on the **News** page
- Must be assigned a **Featured Image**
- Includes Custom Fields and Checkboxes for Custom Links and Item Title/Date/Content display settings. (With these you can customize the link and output on the **News** feed.

Taxonomies – Assign to its appropriate taxonomies

- **Categories** (category)
- **Tags** (post_tag)
- **Project Types** (ww_set)
- **Capabilities** (ww_capa)
- **Markets** (ww_client)

C. Projects (post type = ww_gallery)

- A custom Post Type that displays Project Sheets
- Galleries are automatically created by attached images
- Must be assigned a **Featured Image**
- Projects are listed on the **Portfolio** page
- Includes Custom Fields for Project Statistics (Location, Year Completed, Client, etc.)

Taxonomies – Assign to its appropriate taxonomies

- **Project Types** (ww_set)
- **Capabilities** (ww_capa)
- **Markets** (ww_client)

D. Landing Pages (post type = ww_landing)

- A custom Post Type that displays Project Types, Capability, or Market Landing Pages
- Galleries are automatically created by attached images

Taxonomies – Landing Pages MUST only be assigned to one Taxonomy!

- **Project Types** (ww_set)
- **Capabilities** (ww_capa)
- **Markets** (ww_client)

E. People (post type = ww_staff)

- A custom Post Type that displays Staff Profiles
- People that are assigned to a **People Group** are listed on the **People** page
- Must be assigned a **Featured Image** (profile photo)
- Includes Custom Fields for Contact and Job Descriptions

Taxonomies

- **People Groups** (ww_staff_group)

F. Bid List (post type = ww_staff)

- A custom Post Type that displays Bids
- Bids are listed on the **Bid List** page

G. Media (post type = attachment) http://codex.wordpress.org/Media_Library_Screen

- Any media (images, PDF's, files) that is attached to to posts using the Media Uploader
- Bids are listed on the **Bid List** page
- See the section '**Writing Content**': '**Inserting Media**' below

Writing Content

3

A. Visual/Text Editor http://codex.wordpress.org/Writing_Posts

You can write either in **Visual** or **Text** Editor Mode.

- In Visual Mode, a *Return* starts a new paragraph, while *Shift+Return* is a soft return
- In Text Mode, you will see the html code, with the exception of paragraph tags. In this mode, a new paragraph would be 2 *Returns*, while a soft return is 1 *Return*.

WordPress uses **TinyMCE 4** as it's WYSIWYG editor (<http://codex.wordpress.org/TinyMCE>)

Preset Styles and

- **Headline1, 2, 3, 4** (<h1>, <h2>, <h3>, <h4>) are preset to specific font sizes, and use the font **Helvetica Neue Thin**
- All other text will be **Helvetica Neue**
- Use **Horizontal Line** (<hr />) to create a single horizontal line, useful for dividing content into sections
- See **Shortcodes: Grid System** for building complex layouts!

Important Tip!

TinyMCE strips empty paragraphs!

A trick is to use a **white period** to add extra line spacing if desired.

Keep things simple! The Site's layout does a lot, so there is no need to get overly complicated in your text layouts!

B. Inserting Media Into Posts and Pages

http://codex.wordpress.org/Inserting_Media_into_Posts_and_Pages

C. a2Gallery Slideshow

You can add or create an a2Gallery at any time using the **Shortcode**, but in following post types, an a2Gallery will be automatically inserted if un-inserted images exist.

- **Homepage**
- **Landing pages**

Any images NOT inserted into the page content area will be available to its gallery

- You may add a **Caption** (appears small in the lower left margin of the image, and/or
- You may add a **Description** (appears large, in yellow, overlaying the image

The following media fields are **only** used for a2Galleries, and not for any other media

- **Slide Link** - Use the Page or Post ID if linking to content within the site, otherwise enter the URL.
- **Video Link** (optional) - If a Video Link is entered, it will add a play button over the image.

D. Sly Gallery (slygal) Slideshow

You can add or create a **slygal** at any time using the **Shortcode**, but in following post types, an a2Gallery will be automatically inserted if un-inserted images exist.

- **Projects**
- **Landing pages**

Any images NOT inserted into the page content area will be available to its gallery

- You may add a **Caption** (appears small in the lower left margin of the image, and/or
- You may add a **Description** (appears large, in yellow, overlaying the image

The following media fields are **only** used for a2Galleries, and not for any other media

- **Slide Link** - Use the Page or Post ID if linking to content within the site, otherwise enter the URL.
- **Video Link** (optional) - If a Video Link is entered, it will add a play button over the image.

Make sure you have selected 'Uploaded to this Page' to see only the images that were added!

You can then view and order the images that are attached to any post/page/post type by dragging and dropping the images.

When first uploading the images, the order may need to be SET by moving one image. Once an image is moved, you can then proceed to set the image order

The screenshot displays the WordPress 'Insert Media' interface. On the left, there are options for 'Insert Media', 'Create Gallery', 'Set Featured Image', and 'Insert from URL'. The main area is titled 'Insert Media' and has tabs for 'Upload Files' and 'Media Library'. A dropdown menu is open, showing 'Uploaded to this page' selected. Below the menu is a grid of image thumbnails. On the right, the 'ATTACHMENT DETAILS' sidebar is visible, showing the following information:

- Title: IMG_120
- Caption: SLIDE TITLE will go HERE
- Alt Text: (empty)
- Description: NEWS
- Slide Link: 24
- Video Link: (empty)

Below the details, there are links for Vimeo and YouTube. At the bottom of the interface, it shows '1 selected' and an 'Insert into page' button.

Main Menu

4

A. General Menu Setup http://codex.wordpress.org/Appearance_Menu_Screen

The Wiley|wWilson theme uses 3 Menus:

- Primary (Main) Menu
- Right (Secondary) Menu
- Footer Menu

To Edit A Menu:

- Navigate to **Appearance > Menus**
- Select the Menu that you would like to edit from the dropdown list.
- Add your Menu Items from Existing Content, Taxonomies, Categories, or create a new Custom Item.
- Drag and drop the items to order them.
- You can also edit the name of any Menu item if needed.

Screen Options:

The [Screen Options](#) allow you to choose which modules are displayed, or not displayed, in the underlying Screen. Clicking on the Screen Options tab shows a list of the possible modules and options with a check-box next to each. Check the box for each module or option you want displayed, or uncheck the box to not display that module. Click the Screen Options tab again to close the Screen Options.

Certain modules, like **Custom Taxonomies** are hidden by default, and must be enabled once by new users.

Always hit Save Menu after Editing!

Important Note:

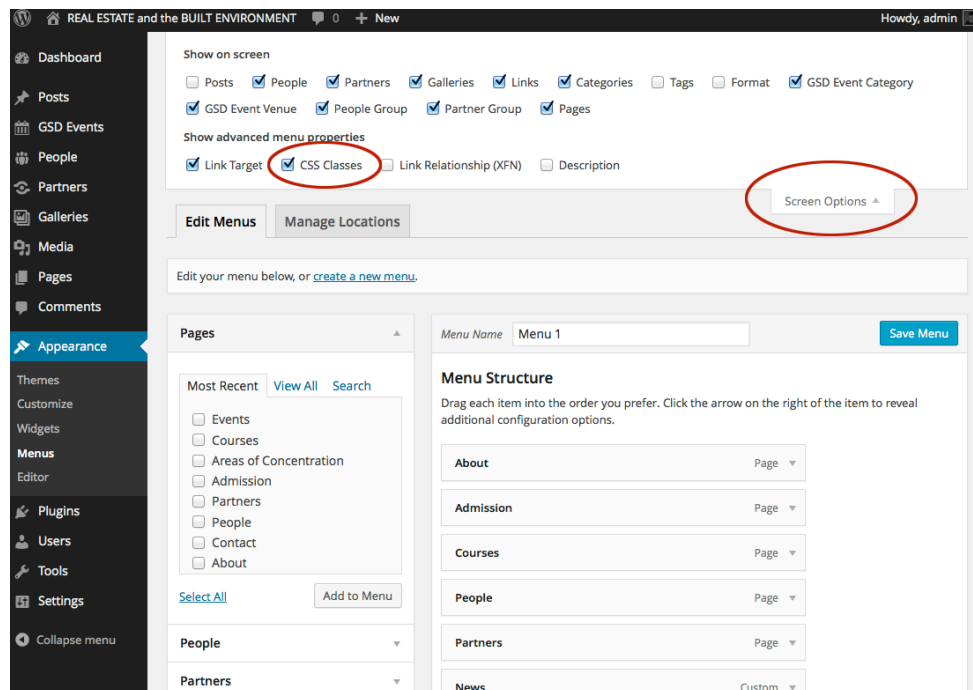
Parent Menu Items must be 'Links' with the URL set to '#' like so

This allows mobile users to 'click', and access the children without navigating away.

Links

URL

Link Text



5

Shortcodes

A. a2 Gallery

Adds a slideshow, Similar to the Homepage/News Slideshow

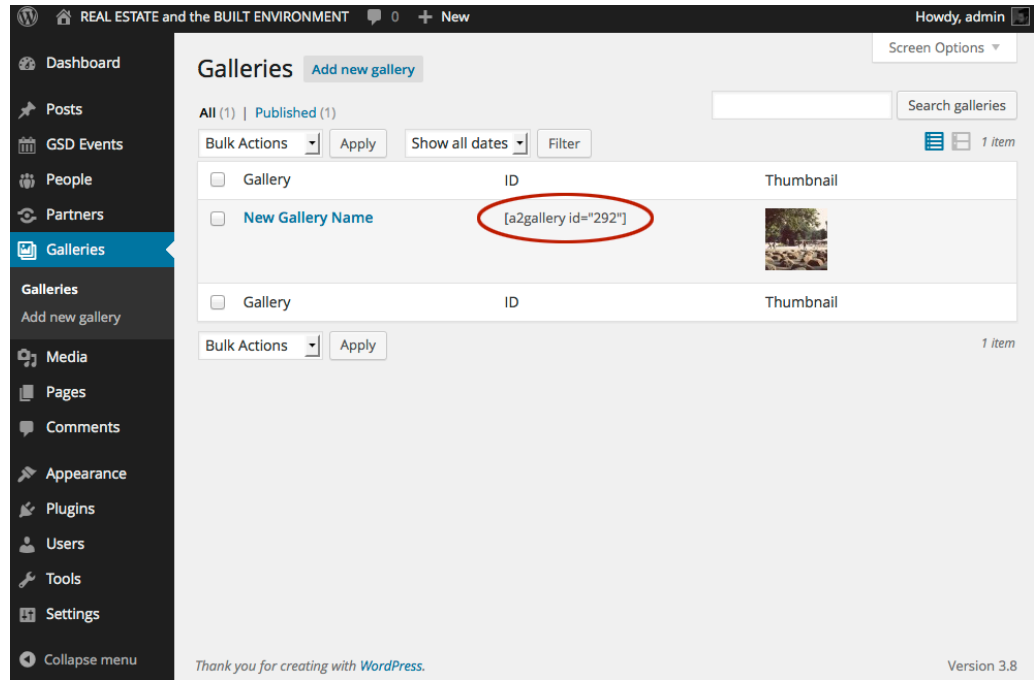
Usage:

Create a new Gallery Page, and attach images to it.

Do not place the images into the content! Arrange, and Caption the images as desired.

You may also use the Video Link field to add YouTube and Vimeo Links.

Copy the ID of this gallery, or grab the shortcode from the Galleries List in the Dashboard:



Go to the post or page that you would like to insert the gallery into, and click the A2 Gallery Icon. This will insert the following on new line:

```
[a2gallery id="" width="100%" align="none"]
```

a2Gallery Attributes:

- id = ID of Gallery
- width = numerical value in % or px (default = 100%)
- align= none, left, right (default = none)

B. Grid System Creates columns and more complex layouts

Grid System is based on the 960 Fluid Grid: <http://www.designinfluences.com/fluid960gs/> which is an expansion of the basic 960 Grid System: <http://960.gs/>

The Wiley|Wilson Theme has adopted the system into a series of shortcodes that can be used to create the grid system columns inside posts

- Step 1 choose your container... either [container_12] or [container_16]
- Step 2 Choose your grids to equal either 12 or 16

Be sure that you properly close your tags!

Example:


```
[container_12]
[grid_3]A. Lorem ipsum dolor sit amet, consectetur adipiscing elit.[/grid_3]
[grid_3]B. Lorem ipsum dolor sit amet, consectetur adipiscing elit.[/grid_3]
[grid_3]C. Lorem ipsum dolor sit amet, consectetur adipiscing elit.[/grid_3]
[grid_3]D. Lorem ipsum dolor sit amet, consectetur adipiscing elit.[/grid_3]
[/container_12]
[container_12]
[grid_6]E. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut convallis ornare quam.[/grid_6]
[grid_6]F. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut convallis ornare quam.[/grid_6]
[/container_12]
```

This creates the following:

A. Lorem ipsum dolor sit amet, consectetur adipiscing elit.	B. Lorem ipsum dolor sit amet, consectetur adipiscing elit.	C. Lorem ipsum dolor sit amet, consectetur adipiscing elit.	D. Lorem ipsum dolor sit amet, consectetur adipiscing elit.
E. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut convallis ornare quam.	F. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut convallis ornare quam.		

THE END. Thanks for using 67a2 Media!