

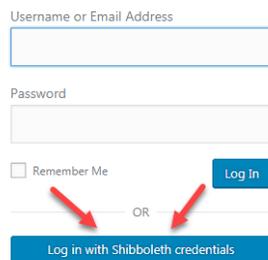
## Working on your WordPress Website

- A. To log in, go to the URL of your website: <https://oceanobservatories.org>
- B. Scroll to bottom of the webpage. You'll see a Login link in tiny type in the footer. Click to open the login screen:

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On the login screen, click the big blue button on the login screen to be able to use your WHOI Shibboleth credentials.



Username or Email Address

Password

Remember Me

OR



**Woods Hole**  
**Oceanographic**  
INSTITUTION

Username

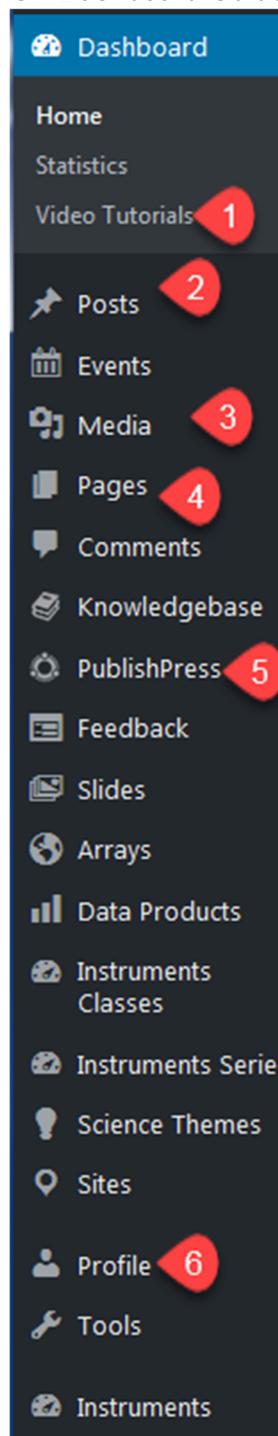
This WHOI login service provides single sign on functionality for our staff, students and affiliates to access multiple applications with just one login.

Password

Login only to this application

Once logged in, you will be on the 'backend' Admin interface called the 'Dashboard'.

## C. Dashboard Guide



1. Help Videos are found under the top 'Dashboard' item. We encourage you to view these to familiarize yourself with the WordPress way of doing things.

Content:

Most of the rest of your Dashboard items are for content of various types.

2. Posts are items that are more time dynamic content. Examples: Program Updates, Announcements, News releases. When creating a Post, you assign one or more categories to it. Those items assigned to the category 'News' appear on the front page of your website.

3. Media: This is the library of uploaded images and documents that are referenced by different pages and posts on your site.

4. Pages are designed for content that is pretty static. Examples: the About page, the Observatories intro page.

5. PublishPress contains a calendar view and a content overview to see what items are underway or recently published. This is also the system that sends emails to users with the WHOI-OOI role whenever content is created or 'touched'.

The other items you see (Knowledgebase, Feedback, Slides, Arrays, Data Products, Instrument Classes, Instrument Series, Science Themes, Sites, Instruments) are specific types of content.

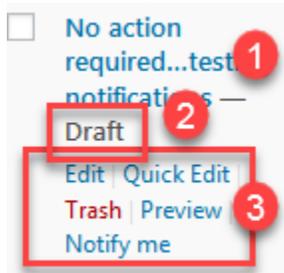
6. Profile: This is where you can set how you want your name displayed on content you publish. For those users not using WHOI's Shibboleth, this is where you can change your local WordPress password.

If you need in person help, we can meet in our Group Training Facility in Clark 141 or via webex or jabber. Please send email to [webapp-support@whoi.edu](mailto:webapp-support@whoi.edu) or call Helen Gordon x2812.

#### D. Editing/Creating Pages and Posts

Navigate to the type of content you wish to edit.

This example uses a Post



1. Title of the Post
2. Publication Status. If something is not yet published, it will display 'Draft'. If it is password protected, the label is 'Private'.
3. Hover over the title of the post. Actions you to click are displayed. To edit content, click 'Edit'. To simply change the categories assigned to an existing post, click 'Quick Edit'. 'Notify Me' tells PublishPress to send email to you if there are content changes. For users with the WHOI\_OOI role, this is redundant and unnecessary.

In the Edit mode (usually referred to as the 'Editor'), there are boxes on the right that control publication status, visibility and scheduling/date.

DRAFT (not yet published)	PUBLISHED CONTENT
<p>Visibility reflects who can see the content.            Visibility: Public, Private (only logged in users), Password Protected (anyone with the password you set and tell them)</p>	<p>Publish immediately: by default, WordPress will set the date/time of publication to that of the moment when you click the 'Publish' button. You can change this to a date and time of your choosing in order to schedule publication of the post.</p>

Post Specific Additional Boxes	
<div data-bbox="256 226 766 772"> <p><b>Categories</b> ▲</p> <p>All Categories <b>Most Used</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Data Issue</li> <li><input type="checkbox"/> News</li> <li><input type="checkbox"/> OOI In The News</li> <li><input type="checkbox"/> Program Updates</li> <li><input type="checkbox"/> Science Highlights</li> <li><input type="checkbox"/> Uncategorized</li> </ul> <p><a href="#">+ Add New Category</a></p> </div>	<div data-bbox="799 226 1318 457"> <p><b>Featured Image</b> ▲</p> <p><a href="#">Set featured image</a></p> <p><a href="#">Set NextGEN featured image</a></p> </div>
<p>Categories: Posts can be assigned to categories. Please make sure to check at least one category before publishing a post.</p> <p>The website has logic built in to display different categories of posts in different places. Most importantly for you to know:</p> <p>Posts that have the category 'News' checked will automatically appear on the front (home) page of your website in reverse chronological order (newest at the top).</p>	
<p>Featured Image: For Posts (unlike pages and most other content), WordPress expects you to use a featured image so that it can display a thumbnail next to the excerpt and title of the post in lists. Use this box to 'Set featured image' and select one from the Media Library or upload one from your computer.</p>	