

UW Extension Websites

WordPress Guide: Adding Employees to the County Website

Step 1: Login to your County website.

The username and password for this website is NOT shared by everyone in your office. You will use your own login for the County website. If you cannot remember your username or password, contact Ann Tanaka (atanaka@uwyo.edu) for assistance.

Step 2: Taka a Photo

1. Take a picture of your new employee. Photos taken with phones work great. Do NOT use selfies. Most selfies produce a picture of the employee at an odd angle.
2. Crop the photo to a size of 167x236 pixels. (See Tips and Tricks #1 on page 11 for cropping photos in WordPress).

Step 3: Adding an Employee to the Homepage

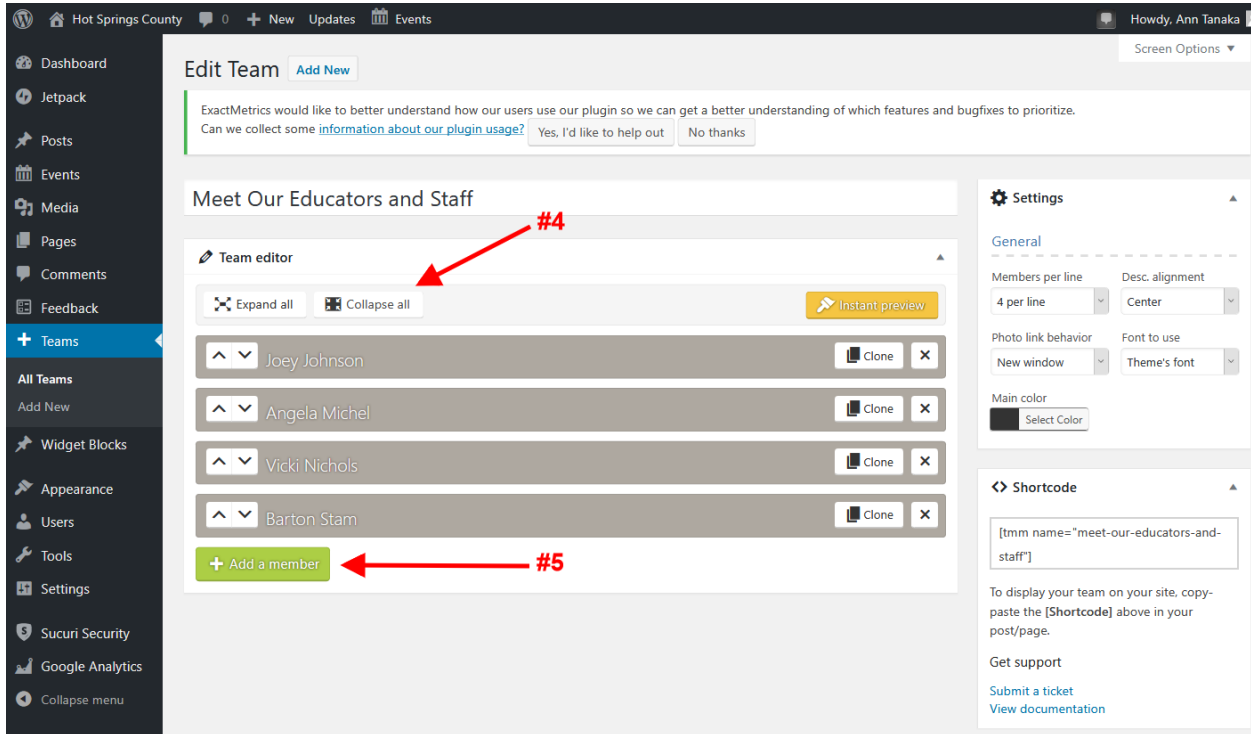
1. Click **“Teams”** to see a list of two teams.
2. The two Teams listed will be:
 - a. Additional Area Educators – This team is maintained by Ann Tanaka (atanaka@uwyo.edu). If you see someone missing or in need of an update, please, let Ann know.
 - b. Meet Our Educators and Staff – This is a team of Educators and Staff.
3. Hover over the **“Meet Our Educators and Staff”**. Click the **“Edit”** link.

The screenshot shows the WordPress dashboard for 'Hot Springs County'. The 'Teams' section is active, displaying a list of two teams. Red arrows and labels indicate the steps described in the text:

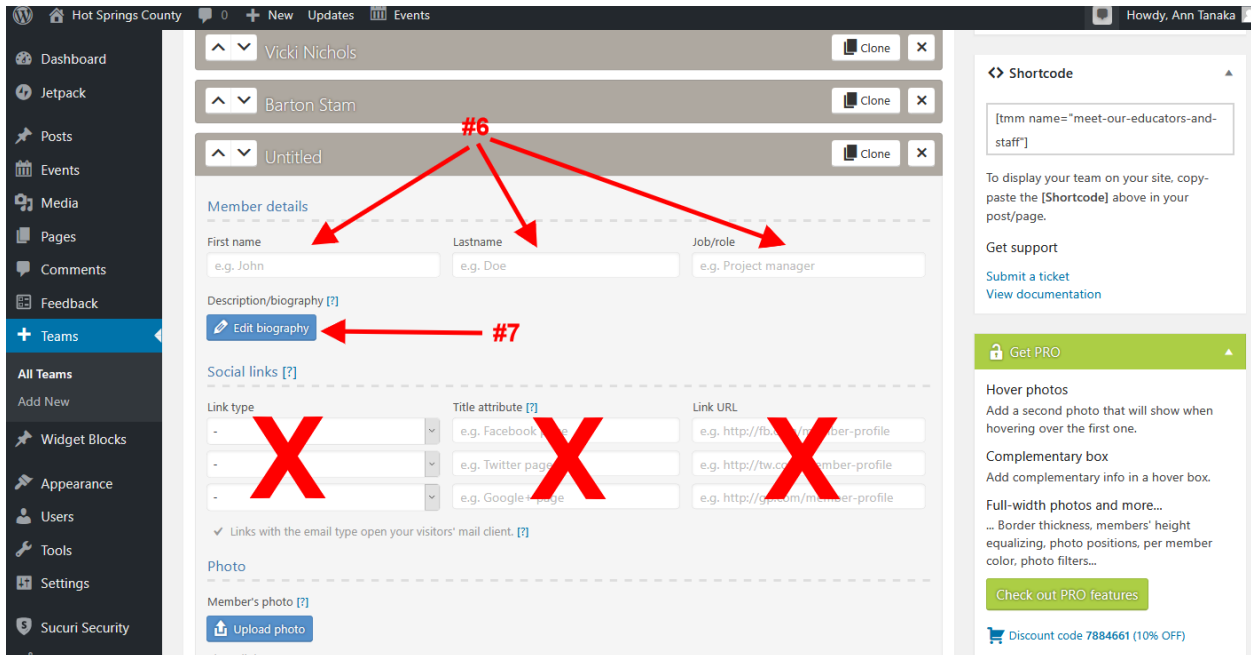
- #1**: Points to the 'Teams' menu item in the left sidebar.
- #2a**: Points to the 'Additional Area Educators' team name in the list.
- #2b**: Points to the 'Meet Our Educators and Staff' team name in the list.
- #3**: Points to the 'Edit' link for the 'Meet Our Educators and Staff' team.

Title	Date	Analytics	Shortcode
<input type="checkbox"/> Additional Area Educators	Published 2018/04/23		[tmm name="additional-area-educators"]
<input type="checkbox"/> Meet Our Educators and Staff	Published 2018/04/23		[tmm name="meet-our-educators-and-staff"]

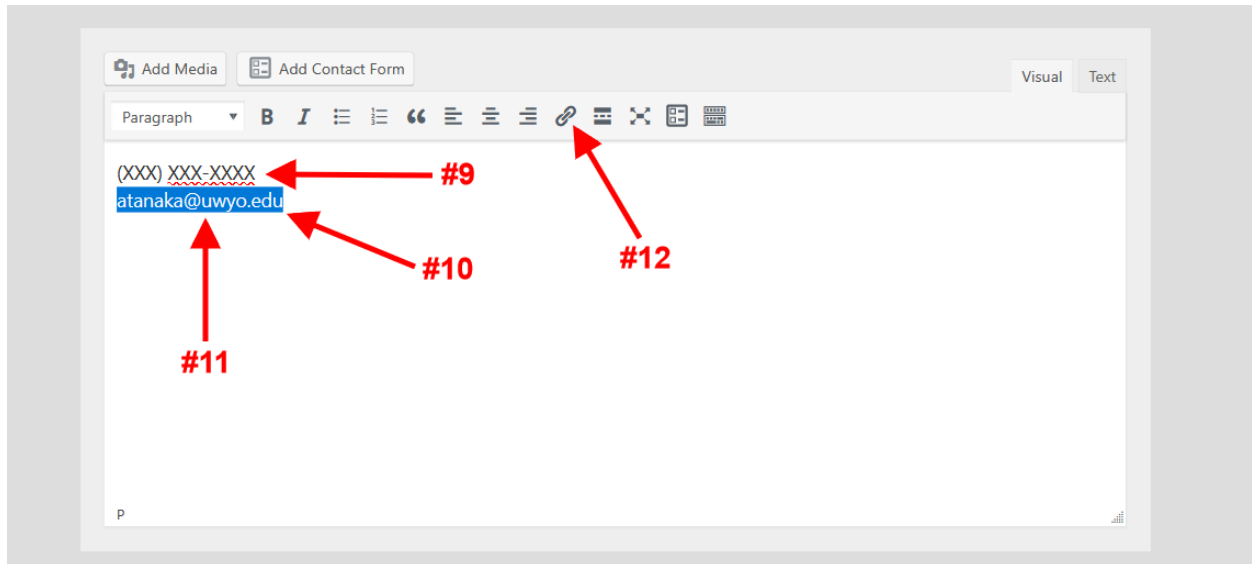
4. Click “Collapse All”. This simply makes working in the system easier and easy is always better!
5. Click “Add a Member”.



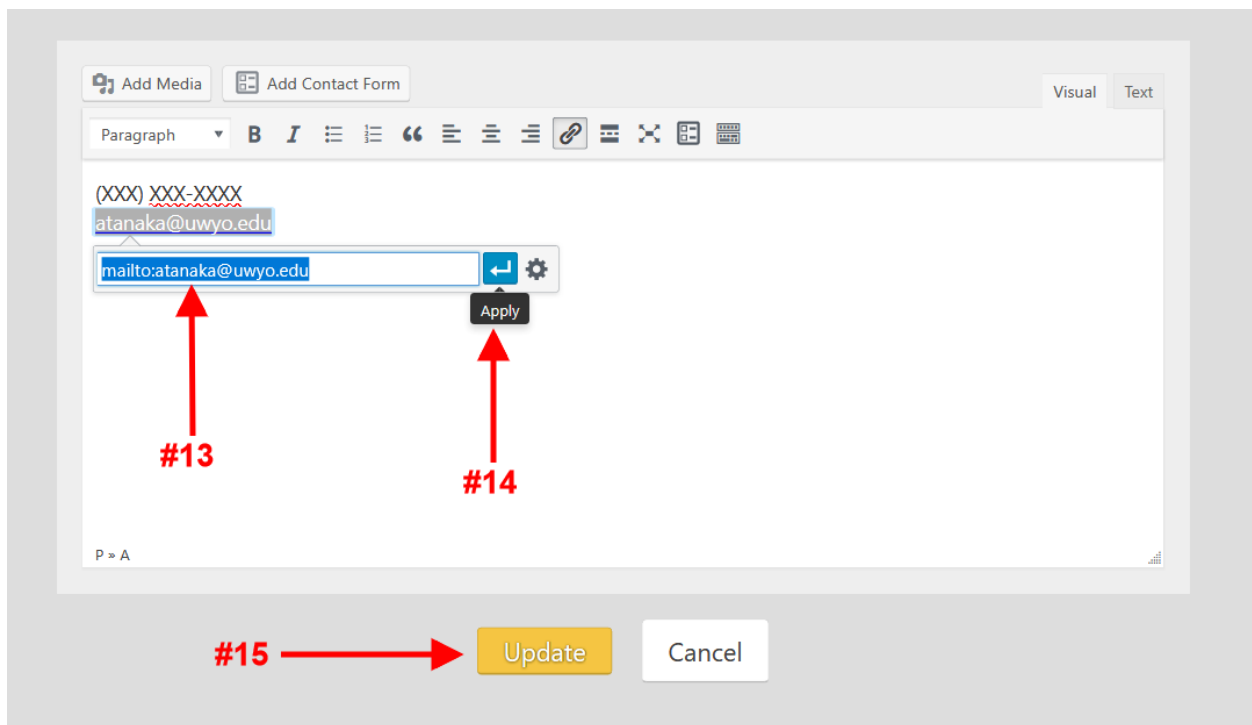
6. Fill in “First Name”, “Last Name”, and “Job Title”.
7. Click “Edit Biography” and a popup window will appear.
8. At this time, the social links are not being used on the County websites for individuals.



9. Enter the employee’s phone number.
10. Press “Shift” and “Enter” at the same time to drop your cursor to the next line. Type in the employee’s email address.
11. Highlight the email address.
12. Click the “link” icon.



13. Make sure the text field contains <mailto:> in front of the email address you entered.
14. Click the “Apply” arrow.
15. Click the yellow “Update” button and the popup window will close.

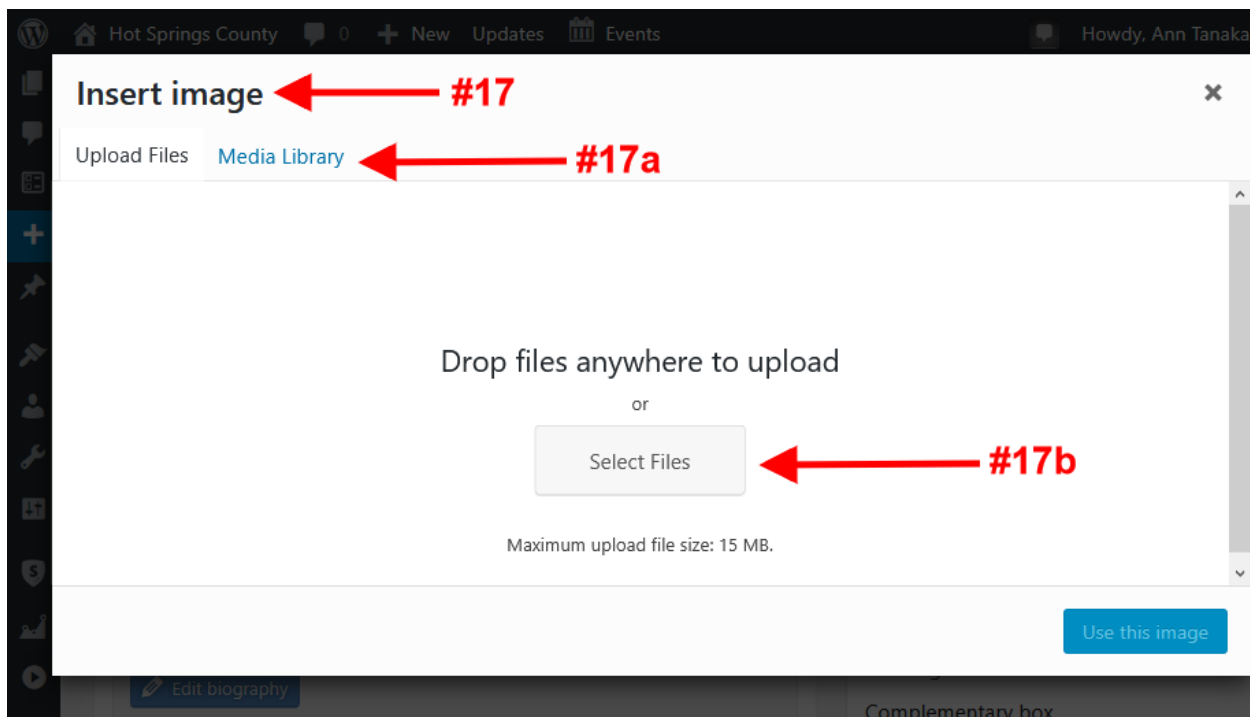


16. Click the “Upload photo” button.

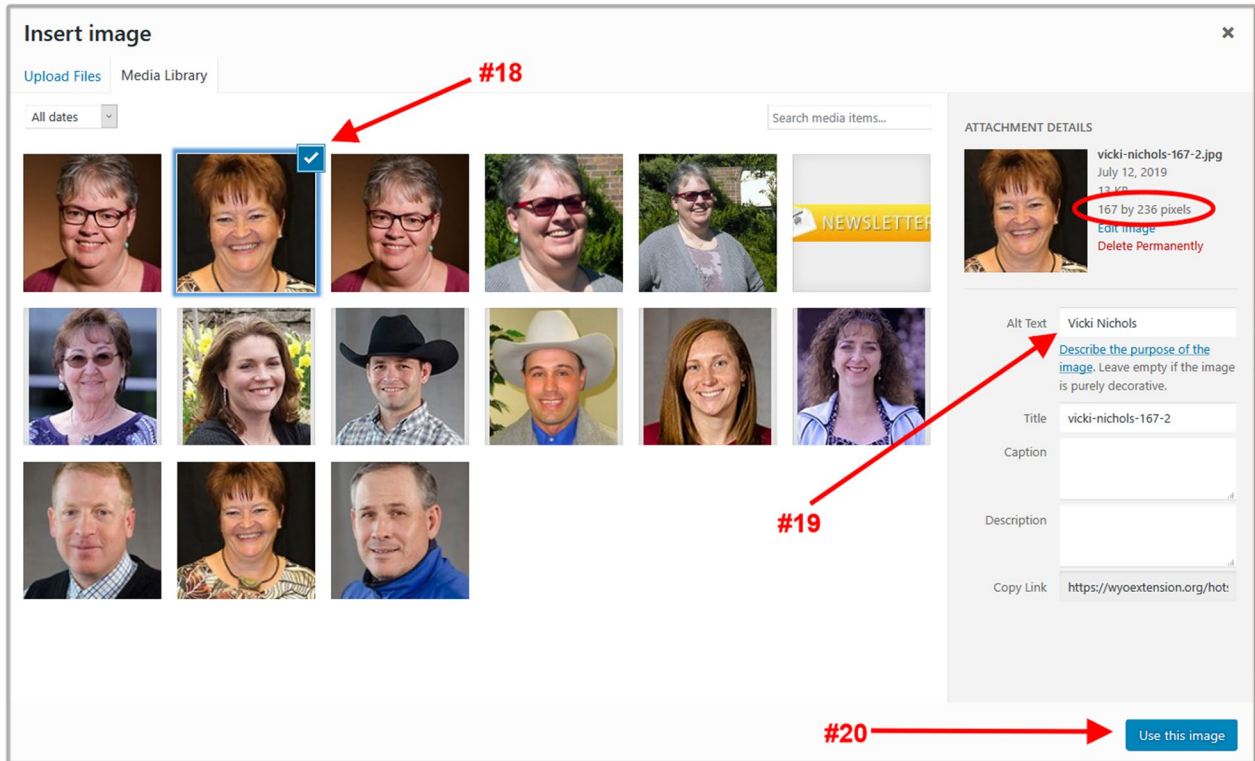


17. Insert the Employee’s photo.

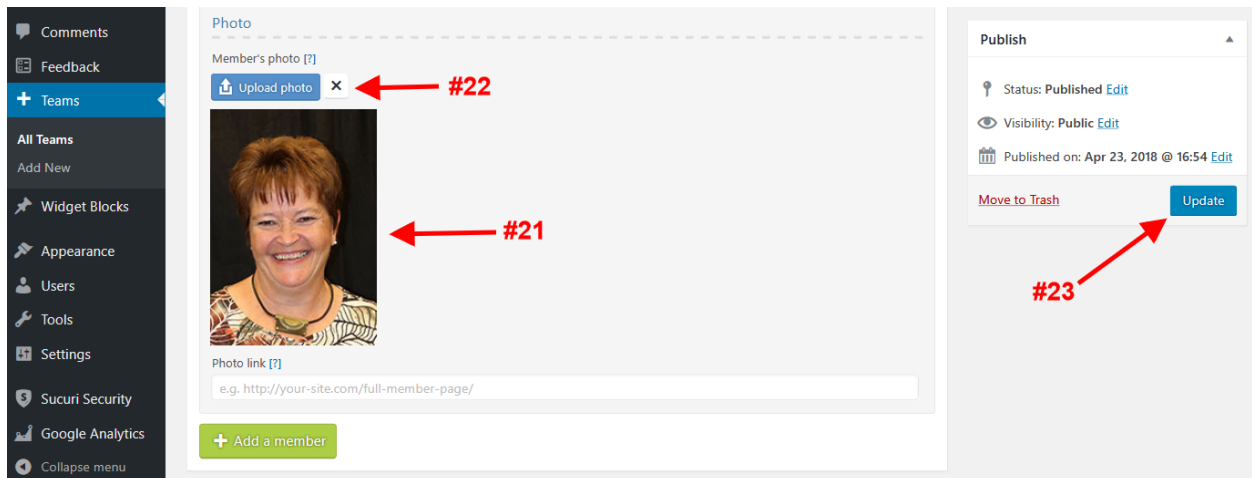
- a. You can select one from the Media Library that was previously uploaded.
- b. You can select one from your files and upload to the Media Library.



18. Make sure the photo you want has been selected. It will have a blue box and a check mark.
Note: The selected image should be **167x 236 pixels**. If you need to edit the photo see the section below.
19. Make sure the **Alt Text** field box is not empty. Enter text that will aid someone with a sight impairment to understand what the image is showing.
20. Click the **“Use this image”** button.



21. Is this the image you selected?
22. If you find an issue with the image, click the “x” and repeat Steps 16-21.
23. If you are happy, basically satisfied or it’s the end of the day....click **“Update”**.



24. Check your work! Go to your website homepage and verify:

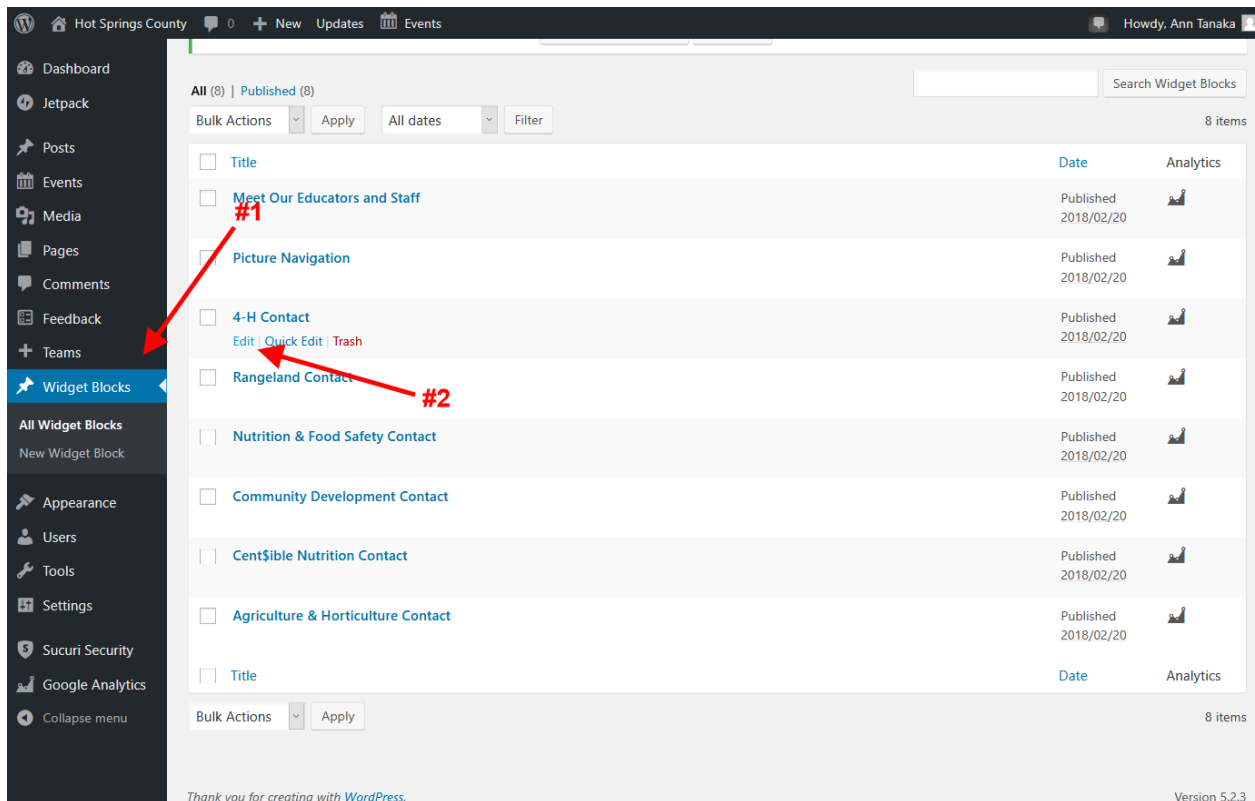
- a. Employee name
- b. Job Title
- c. Phone number
- d. Email address
- e. Photo

Step 4. Editing an Employee on the Homepage

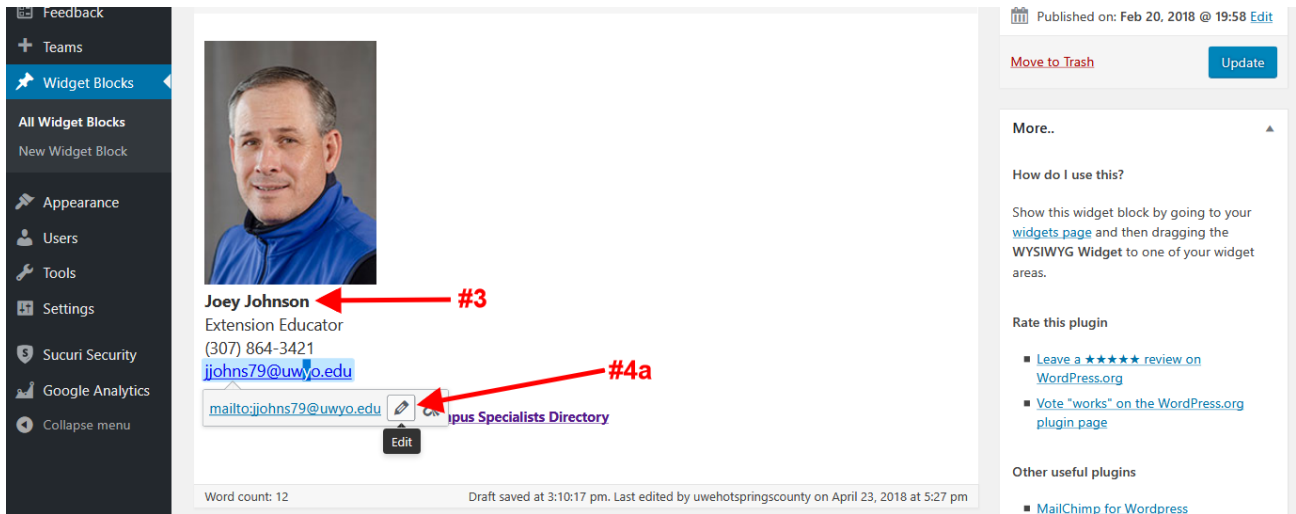
1. Complete Step 1, Step 2, and Step 3 #1-#4.
2. Click on the employee name to expand the information.
3. Continue with Step 3 #6-#24

Step 5. Adding an Employee as a Contact on an Initiative Team Page

1. Click “Widget Blocks” or “Content Blocks”. Only a few have the “Content Blocks” option.
2. Hover over the Initiative Team name and click “Edit”.



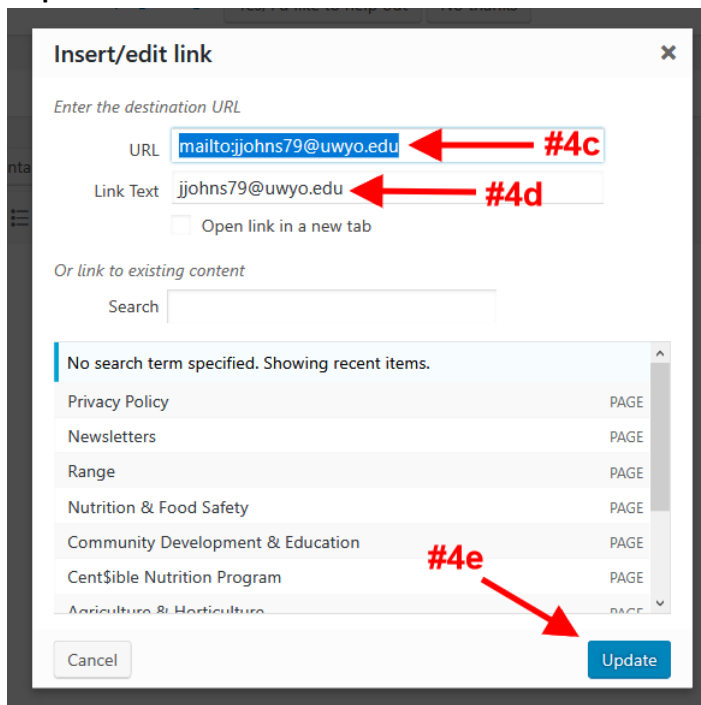
3. Update the name.
4. Update the email address.
 - a. Click the “Edit” pencil.



- b. Click the “Link options” cog.



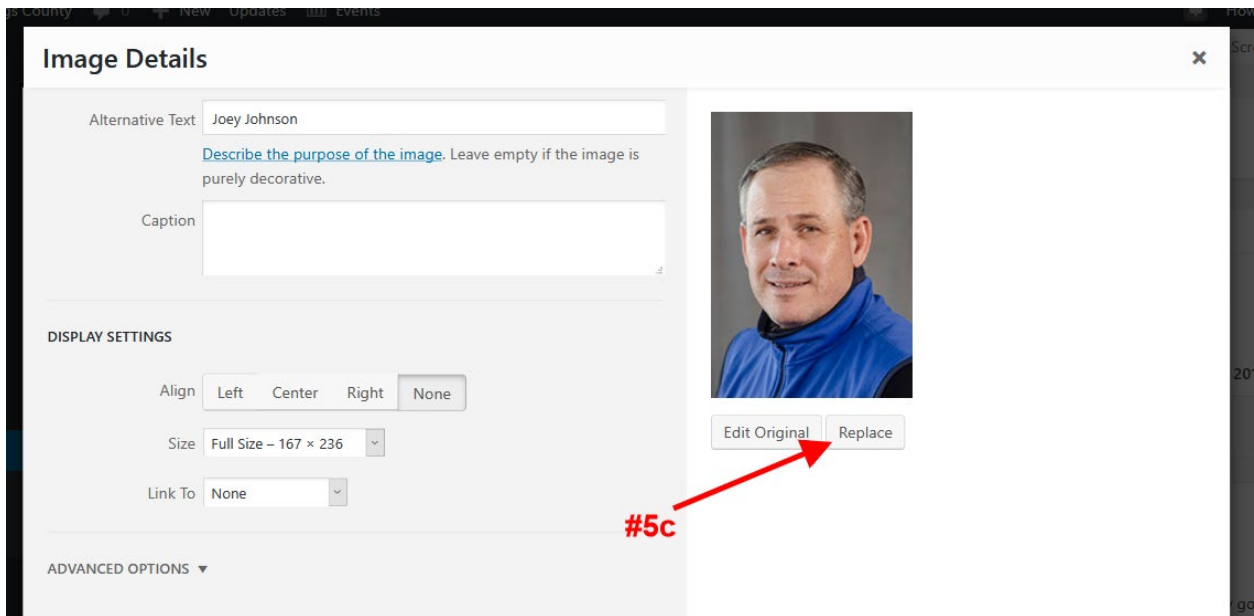
- c. Update the URL email address. The field must contain <mailto:> before the email address.
 - d. Updated the email address.
 - e. Click “Update”.



5. Update the Employee Photo.
 - a. Click the photo.
 - b. Click the “Edit” pencil.



- c. Click the “Replace” button.



- d. Select an image from the Media Library or Upload a File.
- e. Make sure the selected image has a check mark and blue border.
- f. Make sure the Alt Text is filled in accurately.
- g. The **Alignment** should be set to None. The **Link to** should be set to None. The **Size** should be Full Size – 167 x 236.
- h. Click **“Replace”**.

The screenshot shows the WordPress 'Replace Image' dialog box. The 'Media Library' tab is selected, indicated by a red circle and arrow labeled #5d. A search bar at the top right is labeled #5f. A grid of images is displayed, with the image of a man in a blue shirt selected, marked with a blue border and a checkmark, and labeled #5e. The 'Alt Text' field is filled with 'Joey Johnson', circled in red, and labeled #5f. The 'ATTACHMENT DISPLAY SETTINGS' section is circled in red and labeled #5g, showing 'Alignment' set to 'None', 'Link To' set to 'None', and 'Size' set to 'Full Size – 167 x 236'. The 'Replace' button is circled in red and labeled #5h. The background shows the WordPress dashboard sidebar and a page editor.

6. Click “Update”.

The screenshot shows the WordPress editor interface for a page titled "4-H Contact". On the left is a sidebar with various menu items like Events, Media, Pages, Comments, Feedback, Teams, and Widget Blocks. The main editor area shows a rich text editor with a paragraph block containing a profile picture of a man, the name "Joey Johnson", his title "Extension Educator", phone number "(307) 864-3421", email "jjohns79@uwyo.edu", and affiliation "University of Wyoming Extension Campus Specialists Directory". On the right, the "Publish" panel shows the status as "Published" and a blue "Update" button. A red arrow labeled "#6" points to the "Update" button.

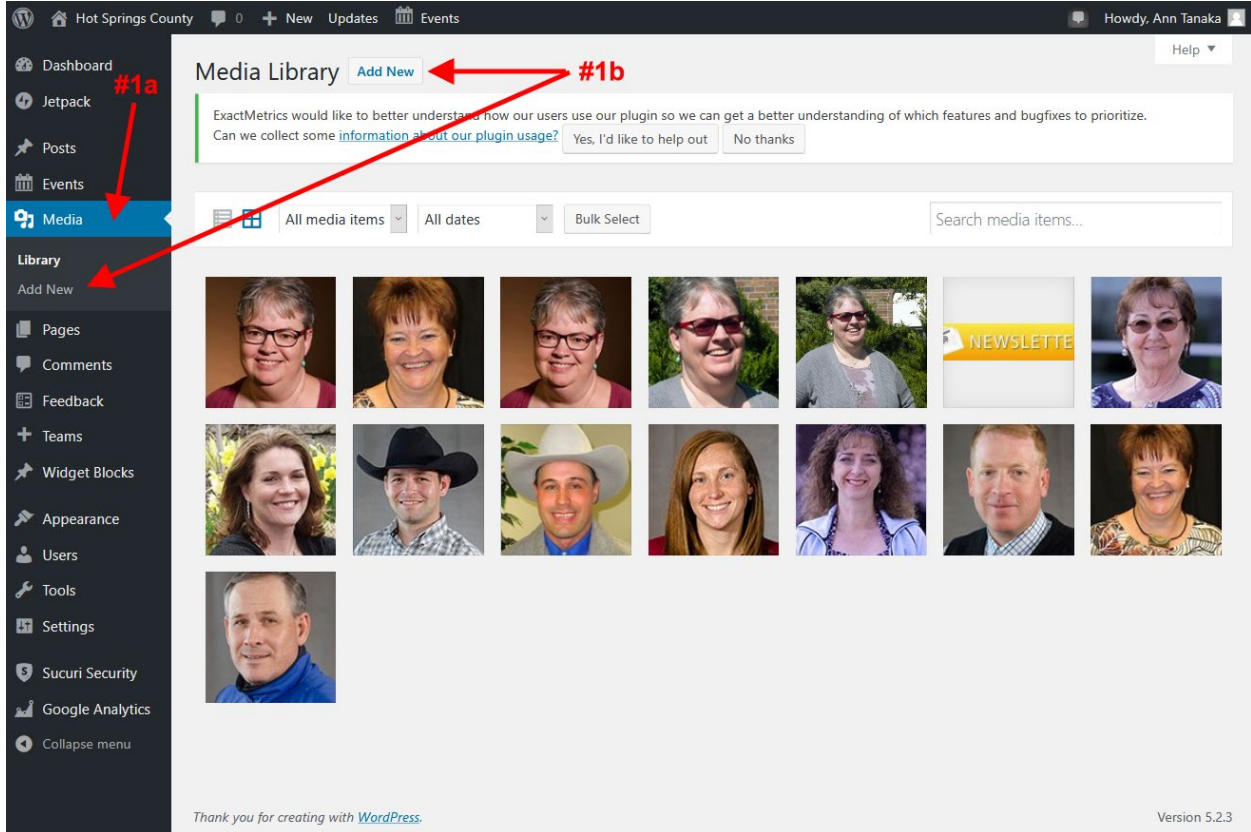
7. Check the display on the appropriate Initiative Team webpage.

The screenshot shows a webpage header for "4-H & YOUTH DEVELOPMENT" with a yellow background. Below the header is a search bar and a "NEWSLETTERS" button. The main content area features a "Contact" section with a "4-H Contact" widget. This widget displays a profile picture of a man, the name "Joey Johnson", his title "Extension Educator", phone number "(307) 864-3421", email "jjohns79@uwyo.edu", and affiliation "University of Wyoming Extension Campus Specialists Directory".

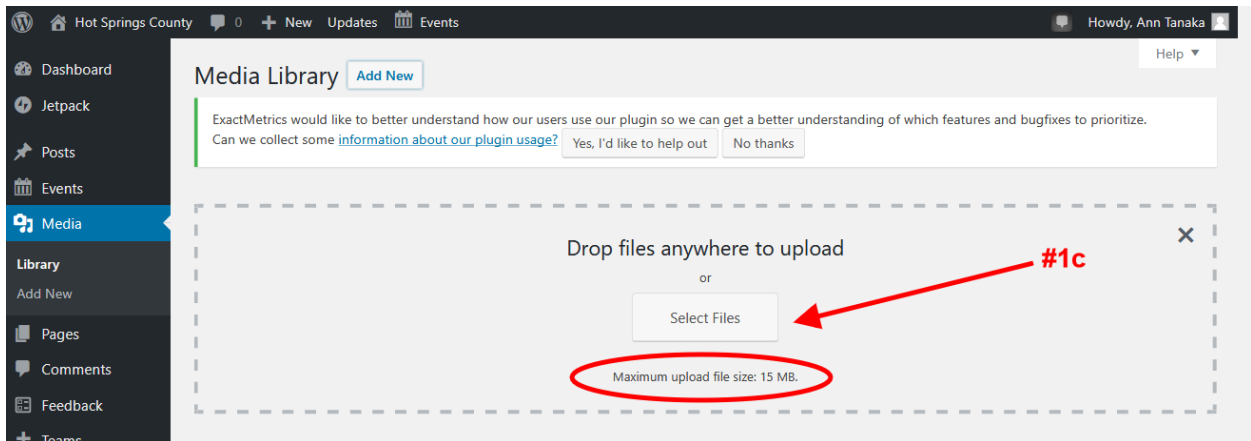
Tips and Tricks

1. Adding and Cropping Photos in WordPress

- a. Click “Media Library”.
- b. Click “Add New” to upload a photo to the Media Library.



- c. Drag the files into the page or click the “Select Files” button. Your file must be smaller than 15MB to upload.



- d. Click the photo and add the **Alt Text**. The Alt Text is used to describe the image to persons with visual impairment.

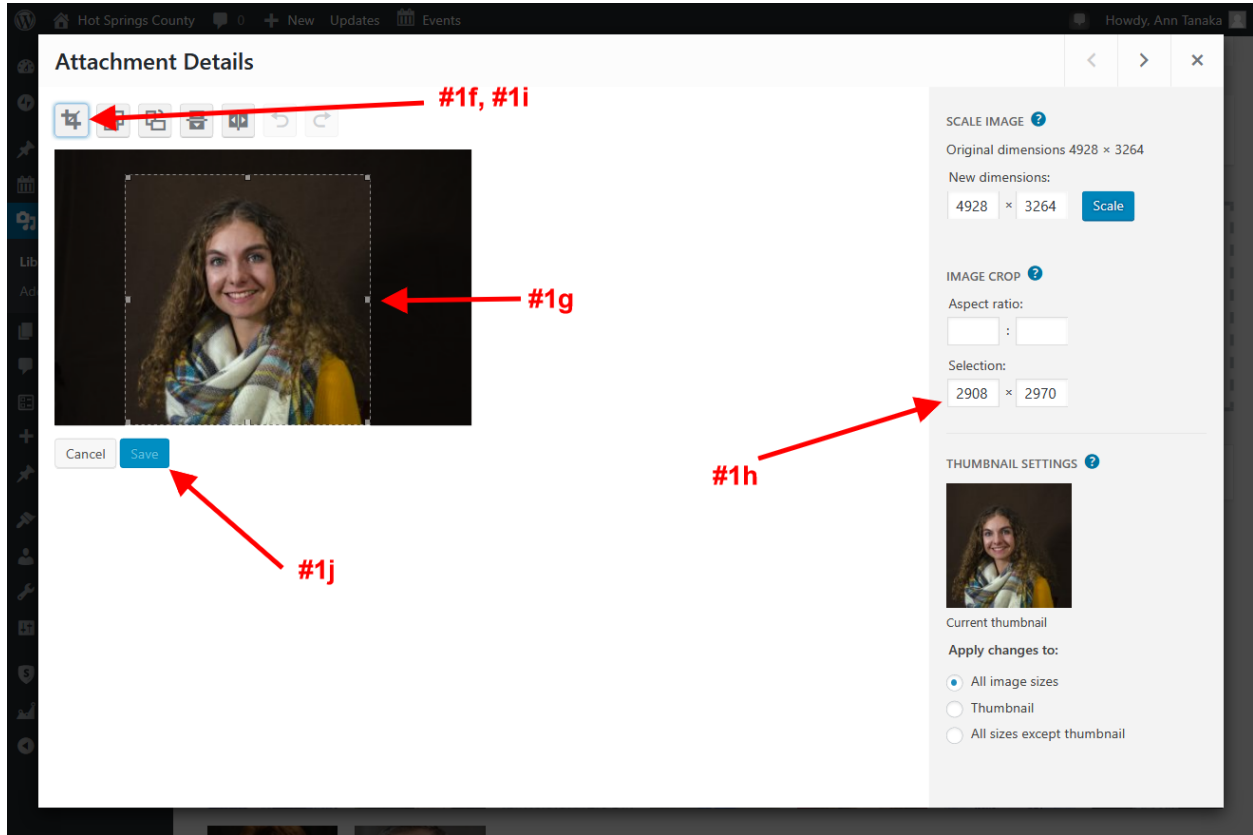
e. Click “Edit” to crop or resize the image.

The screenshot displays the WordPress 'Attachment Details' interface. On the left, a portrait of a woman with curly hair and a scarf is shown. Below the image is a button labeled 'Edit Image', with a red arrow labeled '#1e' pointing to it. On the right, the metadata panel contains the following information:

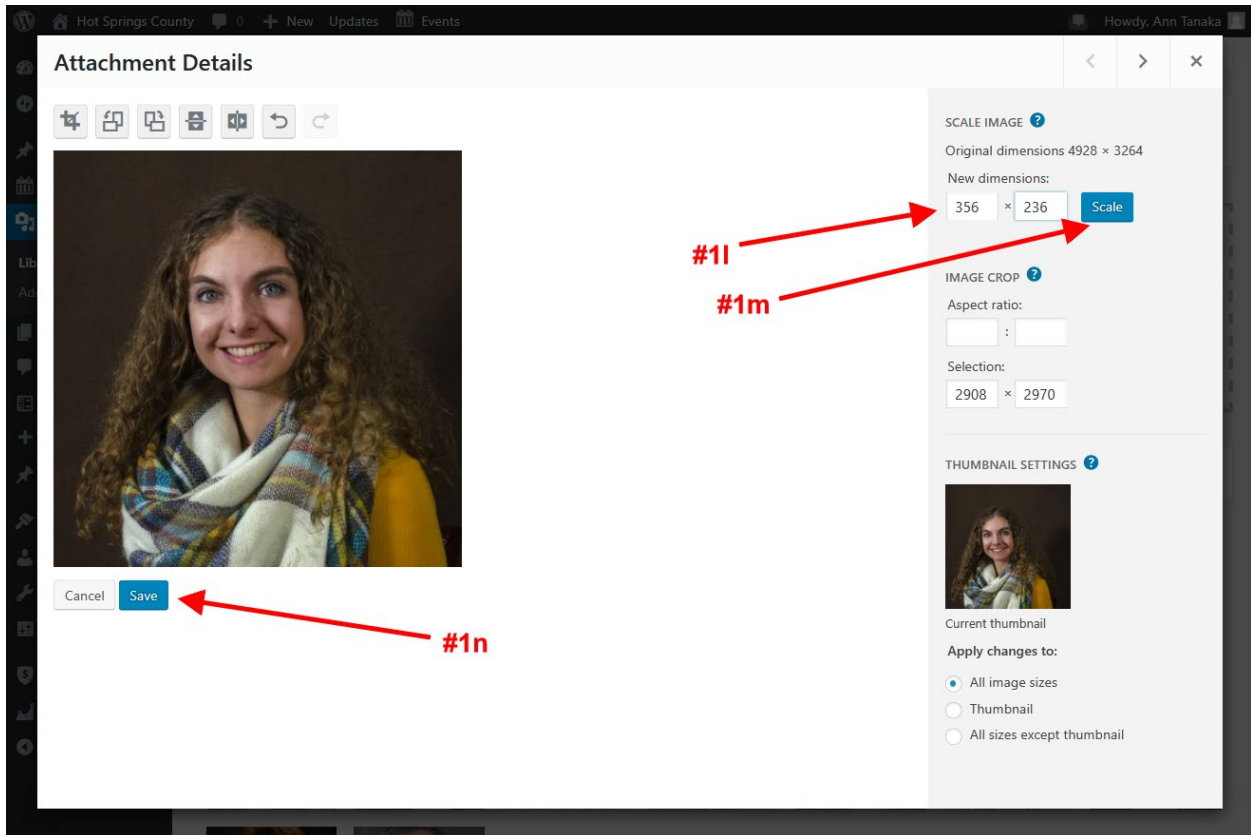
- File name: Hamilton-Brittany-2018.jpg
- File type: image/jpeg
- Uploaded on: September 10, 2019
- File size: 13 MB
- Dimensions: 4928 by 3264 pixels

The 'Alternative Text' field is circled in red, with a red arrow labeled '#1d' pointing to it. Below this field is a text area with the placeholder text: 'Describe the purpose of the image. Leave empty if the image is purely decorative.' Other fields include 'Title' (Hamilton Brittany 2018), 'Caption', 'Description', 'Uploaded By' (Ann Tanaka), and 'Copy Link' (https://wyoextension.org/hotspring:). At the bottom of the metadata panel are links for 'View attachment page', 'Edit more details', and 'Delete Permanently'.

- f. Click the crop icon.
- g. Adjust the selection area with the tabs.
- h. Watch the selection area to make sure the numbers are not smaller than 167x236.
- i. Click the crop icon to crop the area.
- j. Click “Save”.



- k. Repeat step e.
- l. Change the New Dimensions. If working with a horizontal image, set the height to 236. If working with a vertical image, set the width to 167.
- m. Click “Scale”. The page will display “Image Saved” and the Original Dimensions will show the new size.
- n. Click “Save”.
- o. Repeat step e.
- p. Repeat steps f-j. Watch the selection area. You want the numbers to be 167x236.
- q. The image is now ready to be used as the employee photo on the website.



2. Change the order of the employees on the homepage:

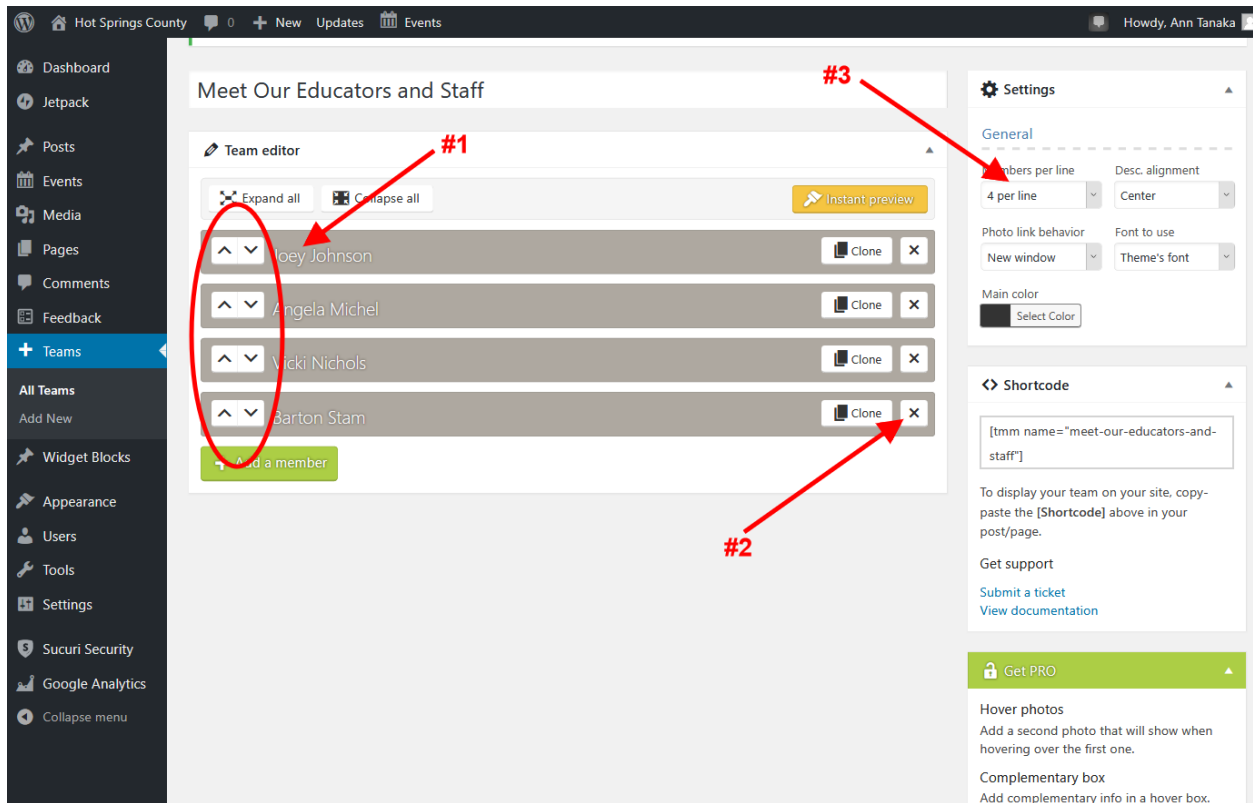
- a. Simply use the arrows located to the left of the employee names in the Teams section. Click the up and down arrows to move the employees into the preferred order.
- b. Click "Update".
- c. View your changes on the homepage.

3. Delete an employee from the homepage:

- a. Click the X located at the right end of the bar containing the employee name.
- b. Click "Update".
- c. View your changes on the homepage.

4. Change the number of photos displayed on each line on the homepage:

Select the correct number from the dropdown. The optimal number is 3-4 even if the number of people in the office is more or less. Smaller numbers (1 & 2) will cause the display of each individual to be very large. Larger numbers (5 & above) will cause the display of each individual to be very small. This option will rarely need to be changed.



Questions?

If you have questions or issues, please, contact Ann Tanaka at atanaka@uwo.edu or (307) 766-3571.