

Webex Meeting Rules

- Please note all attendees are muted on entry you are <u>not</u> able to unmute yourself. Attendees can not turn on camera.
- Please use the chat feature to share your comments and questions during the presentation make sure the message is directed to "All panelists". The chat feature can be turned on with the bubble icon when hovering at the bottom of screen.



- We will address all questions and comments at the end of the presentation.
- If you wish to speak, please use the "Raise Hand" button in the participants list and the host will unmute you.
- Please note this session is being recorded.



IEEE Canada Training Rossitza Marinova marinova@ieee.org

Care and Feeding of a Wordpress Website 2021-Jun-29

John Harris j.harris@ieee.org



Presenter

John Harris, LSIEEE Hamilton Webmaster





Agenda

What is a website? How to get IEEE website? How to modify a website? Questions



- A website is a set of related web pages located under a single domain name, typically produced by a single person or organization. Oxford Dictionary
- A website is a group of World Wide Web pages usually containing hyperlinks to each other and made available online by an individual, company, educational institution, government, or organization. Merriam-Webster Dictionary
- The simplest website is a single page. (described on following slides)



- A website/webpage is a text file with a file extension of .html
- It can be generated with any editor, e.g. notepad. For Wordpress, use their WYSIWYG.
- It should be placed on a server so it can be seen.



What is html? You don't need this for Wordpress!

- Hypertext markup language
- Display information is added to text with tags, i.e. something with angle brackets.
- indicates a paragraph.
- indicates add a picture.
- <a href> indicates a link to some other page.



First Webpage

• Notepad.exe

This paragraph says HELLO.

- File SaveAs hello.html
- Double click the file and it opens in web browser.





First Webpage - With Tags

• Notepad.exe

<html>

<head>

</head>

<body>

This paragraph says HELLO.

</body>

</html>





First Website - With Title

Notepad.exe

<html>

<head>

<title>Hello3</title>

</head>

<body>

This paragraph says HELLO.

</body>

</html>



This paragraph says HELLO.



First Website - More Tags

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What is html?

- Latex is an example of a markup language (if you used that for your thesis).
- Microsoft Word can save a document as html.
- Wordpress creates html. All you have to worry about is the content; the words and pictures and links you want on your website.



First Website - MS Word

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Wordpress Tutorial 2021-Jun-29



Website Styles

- Every element can be customized
- See html from MS Word
- Cascading style sheets (CSS) affects page and every page below it <style type="text/css">...</style>



- Data
- Location of data
- Displaying data



Data

 Text file with extension htm, html, or php Picture with extension ico, gif, jpg, jpeg, png Video with extension mp3, mp4 Link to other page Form to be filled out javascript, cascading style sheet, etc.



- Location of data URL Uniform Resource Locator IEEE web servers (a.k.a. hosts)
- EWH (Electronic Web Hosting)
- Web In A Box
- Wordpress



IEEE Website Servers

- https://ewh.ieee.org/r7/hamilton/index.htm https://ewh.ieee.org/r7/hamilton/ https://ewh.ieee.org/r7/hamilton
- https://site.ieee.org/hamilton/index.php https://hamilton.ieee.ca/ hamilton.ieee.ca
- DNS Domain Name System



- Displaying data
 - Browser connects to server.
 - Identifies name, screen width, location
 - · Server delivers content.
 - "Responsive sites" deliver different content to computers and phones
 - · Browser displays content.



EWH Website (non-responsive)







Wordpress Website (responsive)





Niagara Falls, Oakville, and Brantford with about 600 members – 640 full and associate members (2020-09-12), and 110 student members from McMaster University. Mohawk College. and

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How to get an IEEE website?

- Go to vTools and fill out the form to ask for one.
- Old websites start with http://ewh.ieee.org These were made by html programmers.
- New (Wordpress) websites start with https://site.ieee.org These are supposed to be easy to make by anyone.



How to get an IEEE website?

- https://cmte.ieee.org/web-hosting-request/ Choose template IEEE Theme 2012 https://cmte.ieee.org/section-template/ IEEE Theme 2019 https://cmte.ieee.org/dci-template/ Communications Society https://cmte.ieee.org/comsoctemplate/ PES Template https://cmte.ieee.org/pes-template/
- This talk is based on 2012



Theme 2019 Templates



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IEEE Canada Section Websites

- 10 Sections use Wordpress on IEEE server
- 8 Sections use Wordpress on other servers
- 2 Sections use EWH server Southern Saskatchewan in process of moving to Wordpress
- 1 Section unknown Newfoundland and Labrador



Wordpress Webmaster

- Admin is the name given by Wordpress to the webmaster.
- He/she has total control of template look and widgets that are used for data pulled from the IEEE database, twitter etc.
- He/she can add other people.



Best Practices

- Section should have ONE webmaster. Contact information should be on every page.
- Succession Planning: Think of it as editor rather than "techie" position.
- Disaster Plan:

Username and password should be known by Section chair.



Worpress Administration Menu

- Add /wp-admin to website URL
- Webmaster is called admin
- Junior webmaster is called editor

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List of User Roles

- Administrator nothing is off limits*
- Editor has access to all posts, pages, comments, categories, tags, and links.
- Author can write, upload photos to, edit, and publish their own posts.
- Contributor has no publishing or uploading capability, but can write and edit their own posts until they are published
- Follower (public sites) / Viewer (private sites only) can read and comment on posts and pages





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