

Webex Meeting Rules

- Please note all attendees are muted on entry - you are **not** 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 Section Website Tutorial

IEEE Canada Training

Rossitza Marinova marinova@ieee.org

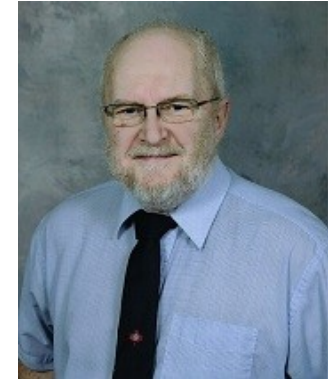
Care and Feeding of a Wordpress Website 2021-Jun-29

John Harris j.harris@ieee.org

IEEE Section Website Tutorial

Presenter

John Harris, LSIEEE
Hamilton Webmaster



IEEE Section Website Tutorial

Agenda

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

What is a website?

- 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)

What is a website?

- 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!

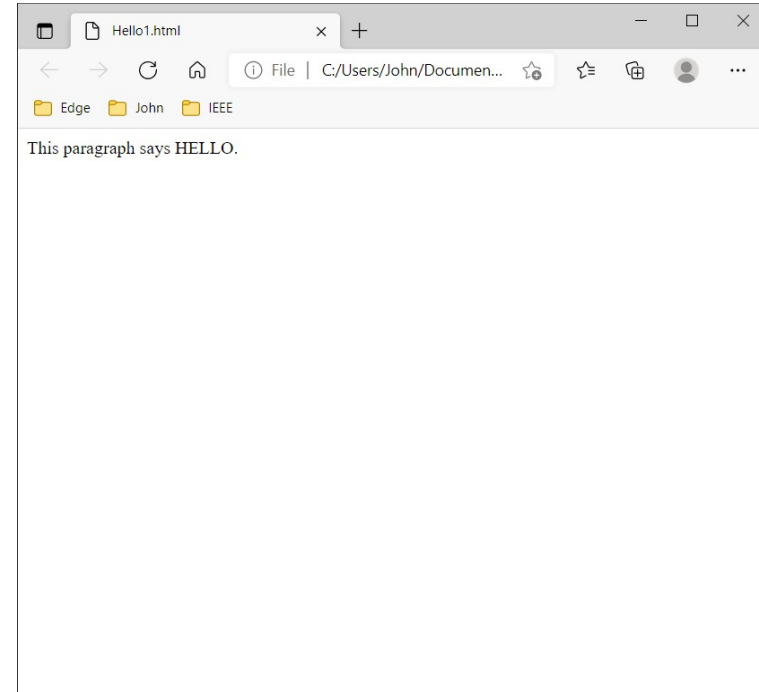
- Hypertext markup language
- Display information is added to text with tags, i.e. something with angle brackets.
- `<p>` indicates a paragraph.
- `` indicates add a picture.
- `<a href>` indicates a link to some other page.

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>
```

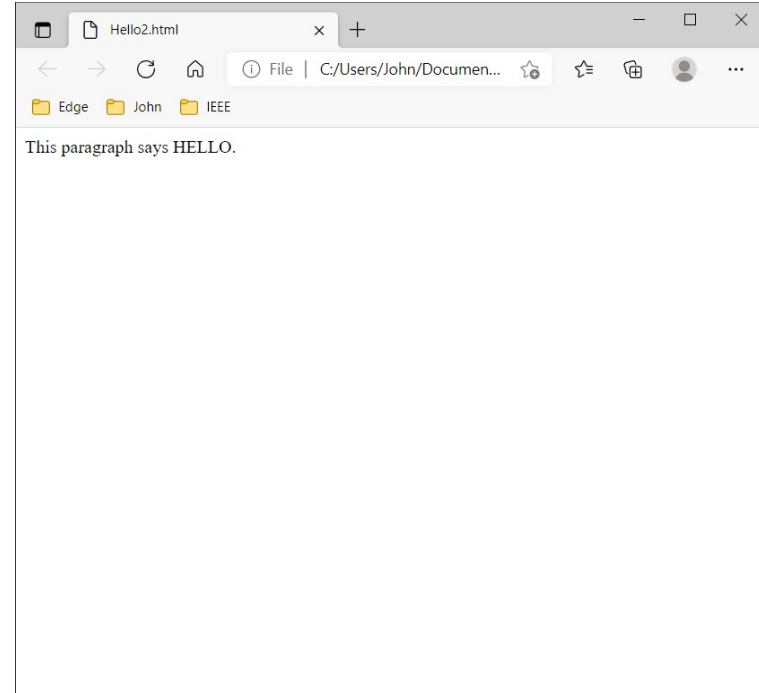
```
</head>
```

```
<body>
```

```
<p>This paragraph says HELLO.</p>
```

```
</body>
```

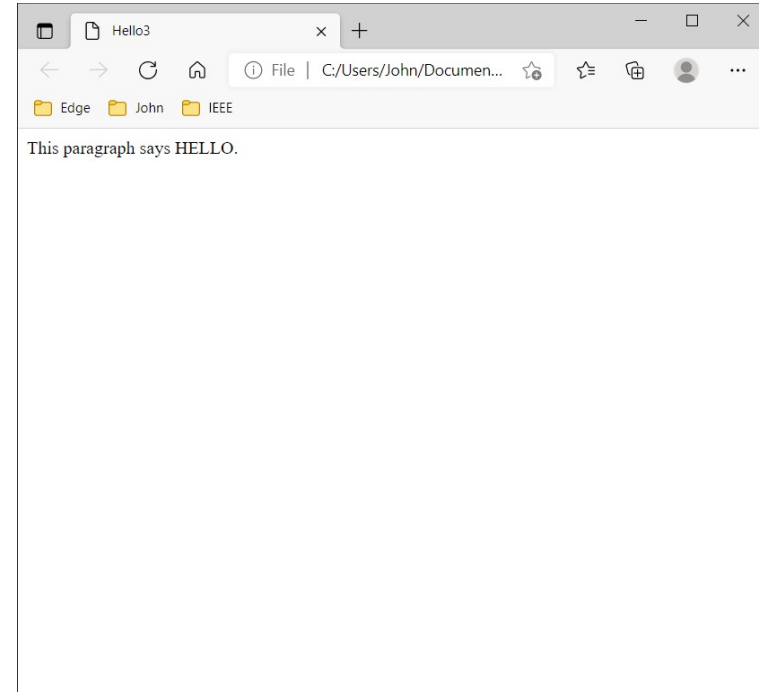
```
</html>
```



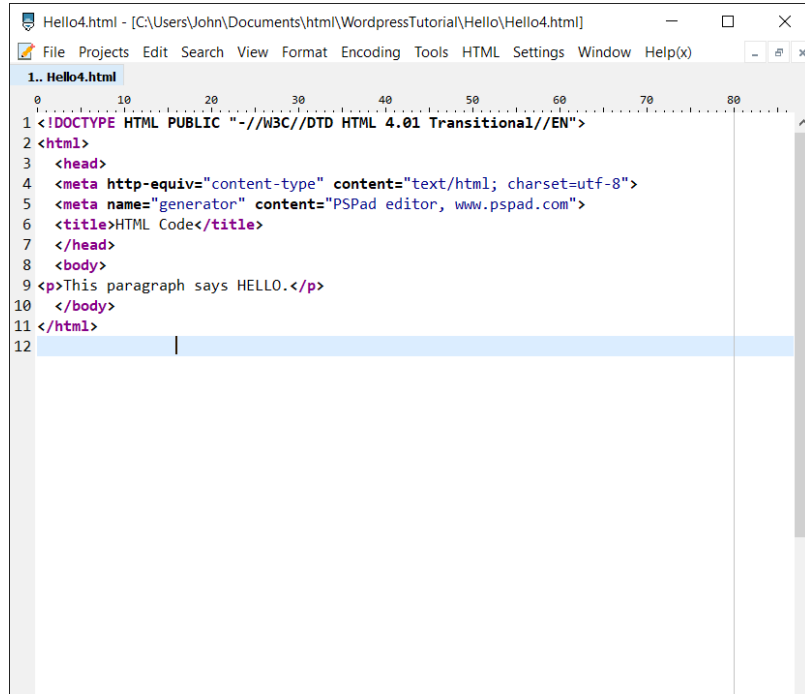
First Website - With Title

Notepad.exe

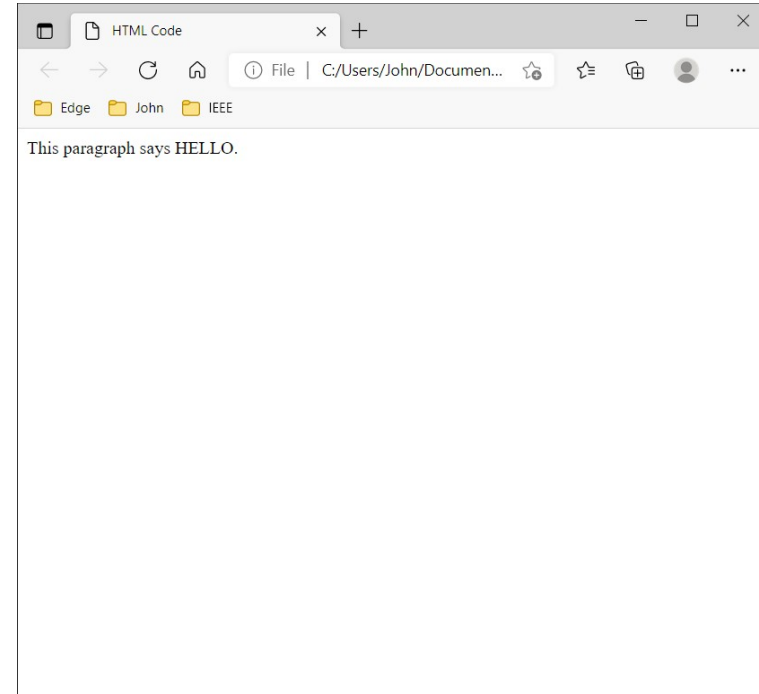
```
<html>  
  <head>  
    <title>Hello3</title>  
  </head>  
  <body>  
    <p>This paragraph says HELLO.</p>  
  </body>  
</html>
```



First Website - More Tags

A screenshot of a text editor window titled 'Hello4.html - [C:\Users\John\Documents\html\WordpressTutorial\Hello\Hello4.html]'. The editor shows the following HTML code:

```
1 <!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.01 Transitional//EN">
2 <html>
3   <head>
4     <meta http-equiv="content-type" content="text/html; charset=utf-8">
5     <meta name="generator" content="PSPad editor, www.pspad.com">
6     <title>HTML Code</title>
7   </head>
8   <body>
9     <p>This paragraph says HELLO.</p>
10  </body>
11 </html>
12
```



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

Properties of "Hello6"

General Description Custom Properties Security Font Statistics

Title: HelloDoc

Subject:

Keywords: hhtml tutorial

Comments:

Hello6.html - LibreOffice Writer/Web

File Edit View Insert Format Styles Table Form Tools Window Help

```
<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.0 Transitional//EN">
<html>
<head>
  <meta http-equiv="content-type" content="text/html; charset=windows-1252"/>
  <title>HelloDoc</title>
  <meta name="generator" content="LibreOffice 7.1.3.2 (windows)"/>
  <meta name="created" content="00:00:00"/>
  <meta name="changedby" content="John Harris"/>
  <meta name="changed" content="2021-06-10T07:31:55.974000000"/>
  <meta name="description" content="From document propertieess to html tag."/>
  <meta name="keywords" content="hhtml tutorial"/>
  <style type="text/css">
    @page { size: 8.5in 11in; margin: 0.79in }
    p { margin-bottom: 0.1in; line-height: 115%; background: transparent }
    a:link { color: #000080; so-language: zxx; text-decoration: underline }
    a:visited { color: #800000; so-language: zxx; text-decoration: underline }
  </style>
</head>
<body lang="en-CA" link="#000080" vlink="#800000" dir="ltr"><p style="margin-bot
This paragraph says HELLO.</p>
<p style="margin-bottom: 0in; line-height: 100%"><br/>
</p>
</body>
</html>
```

Find Find All Match Case

Website Styles

- Every element can be customized
- See html from MS Word
`<p style="margin-bottom: 0in; line-height: 100%">`
- Cascading style sheets (CSS)
affects page and every page below it
`<style type="text/css">...</style>`

What is a website

- Data
- Location of data
- Displaying data

What is a website

- **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.

What is a website

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

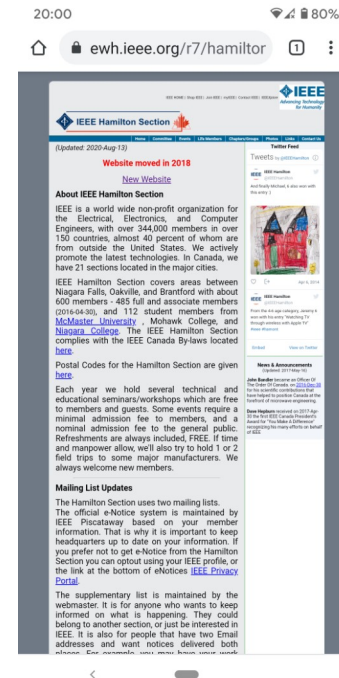
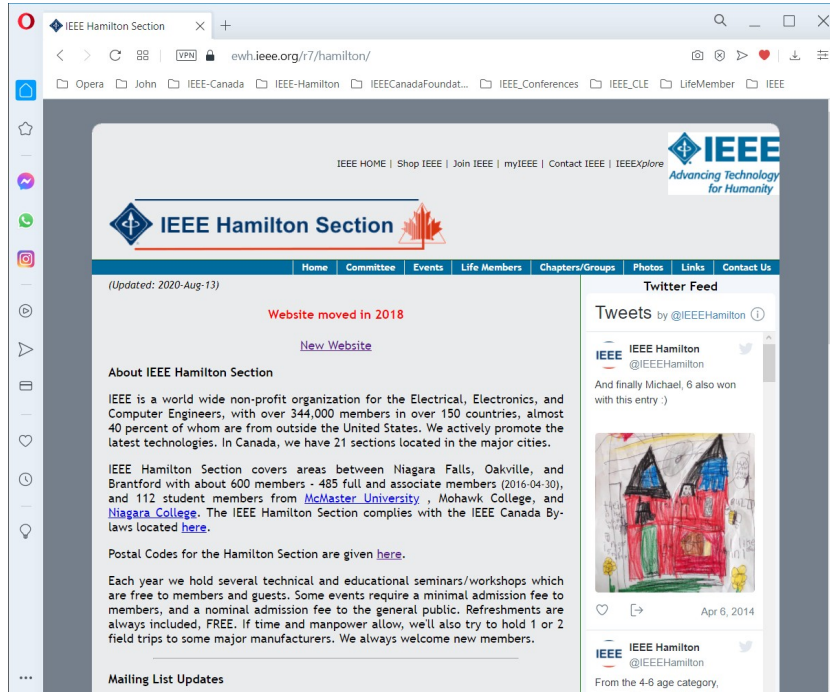
IEEE Website Servers

- **<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

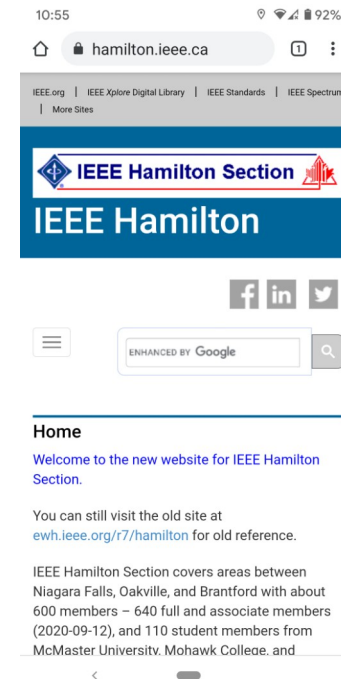
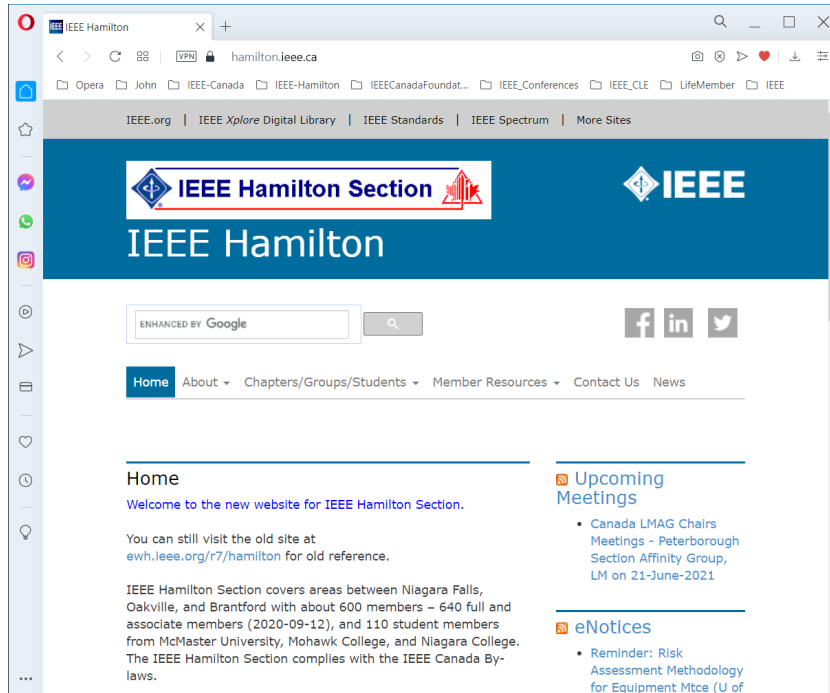
What is a website

- **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)



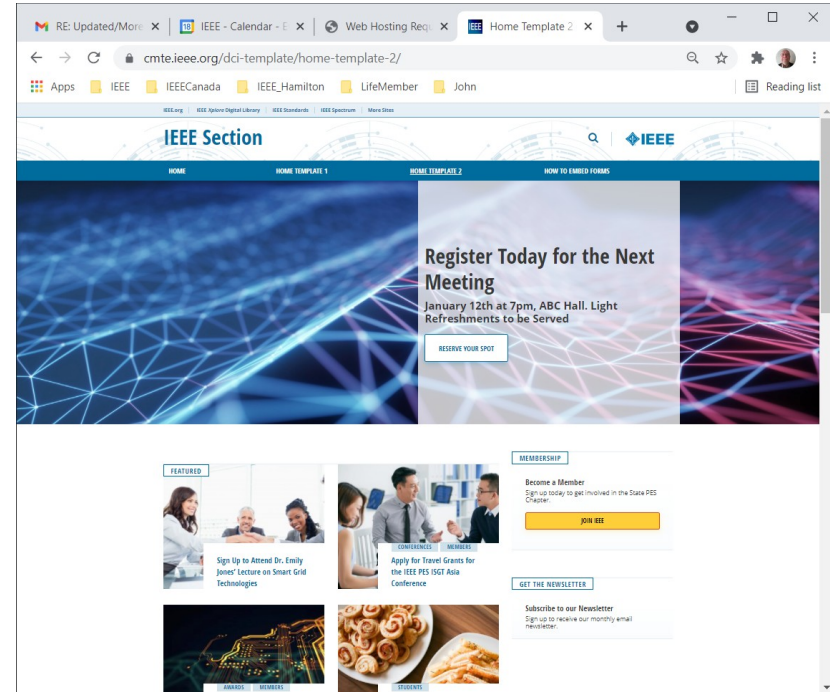
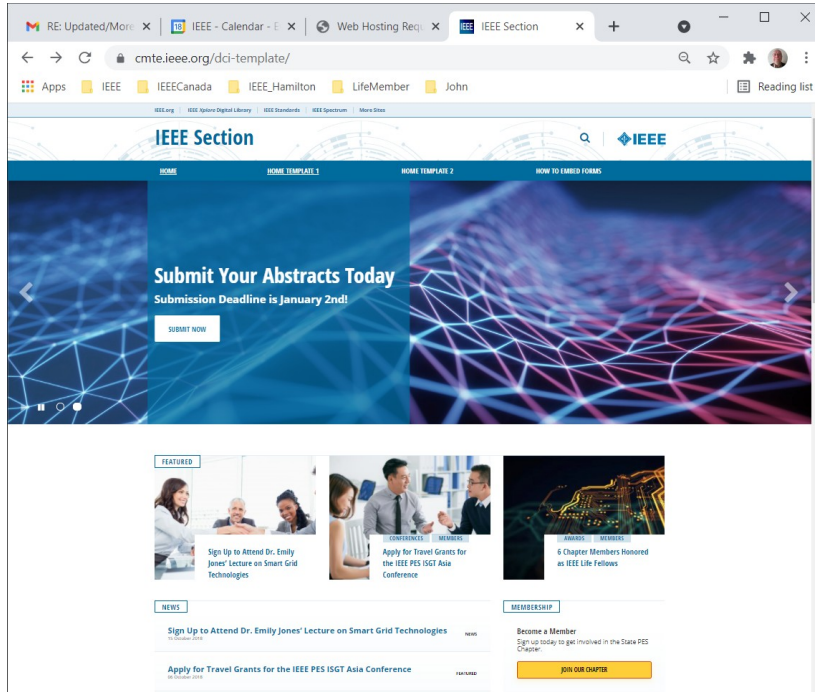
How to get an IEEE website?

- 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?

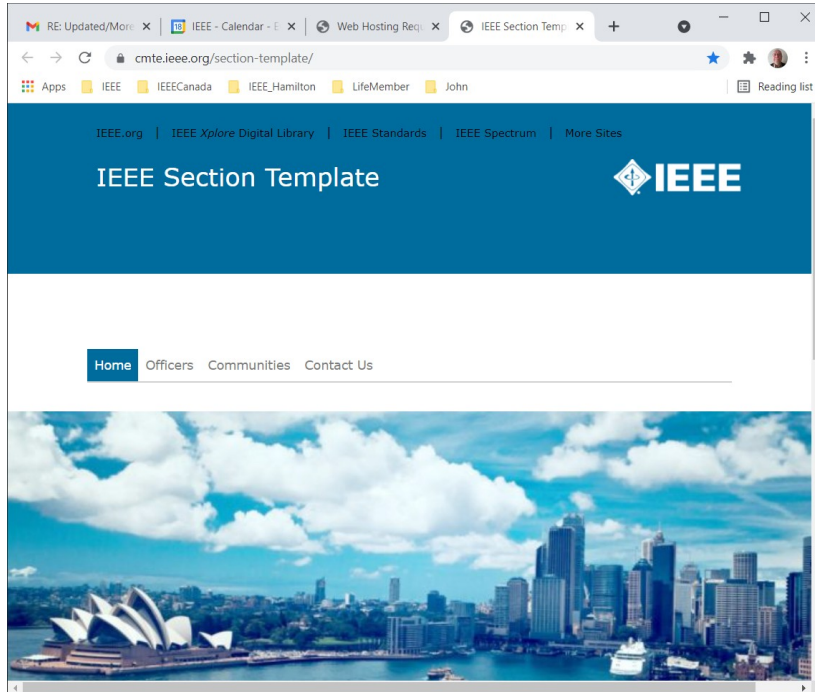
- <https://cmte.ieee.org/web-hosting-request/>
Choose template
IEEE Theme 2012 <https://cmte.ieee.org/section-template/>
IEEE Theme 2019 <https://cmte.ieee.org/dci-template/>
Communications Society <https://cmte.ieee.org/comsoc-template/>
PES Template <https://cmte.ieee.org/pes-template/>
- This talk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

Theme 2019 Templates

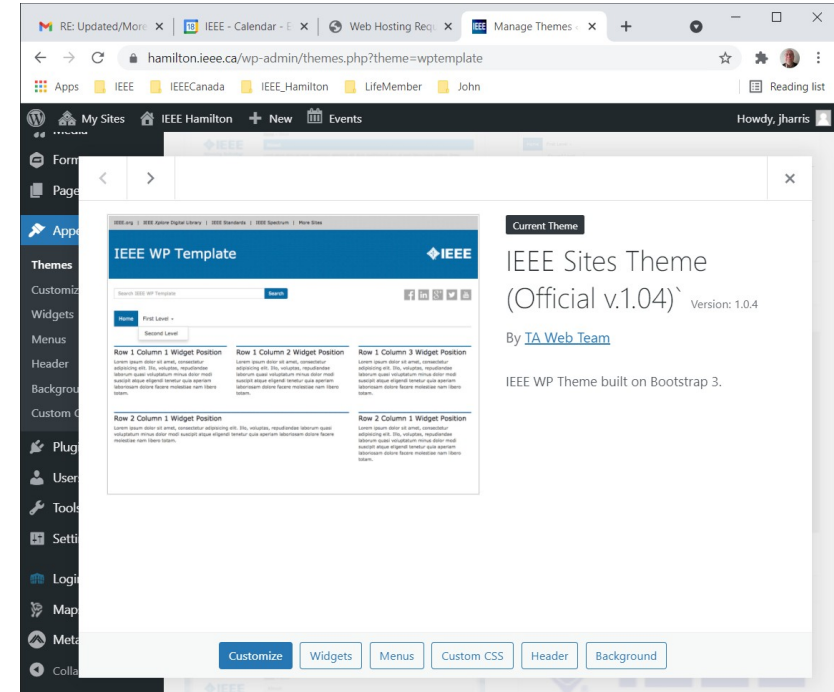




Theme 2012 Template



Wordpress Tutorial 2021-Jun-29



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

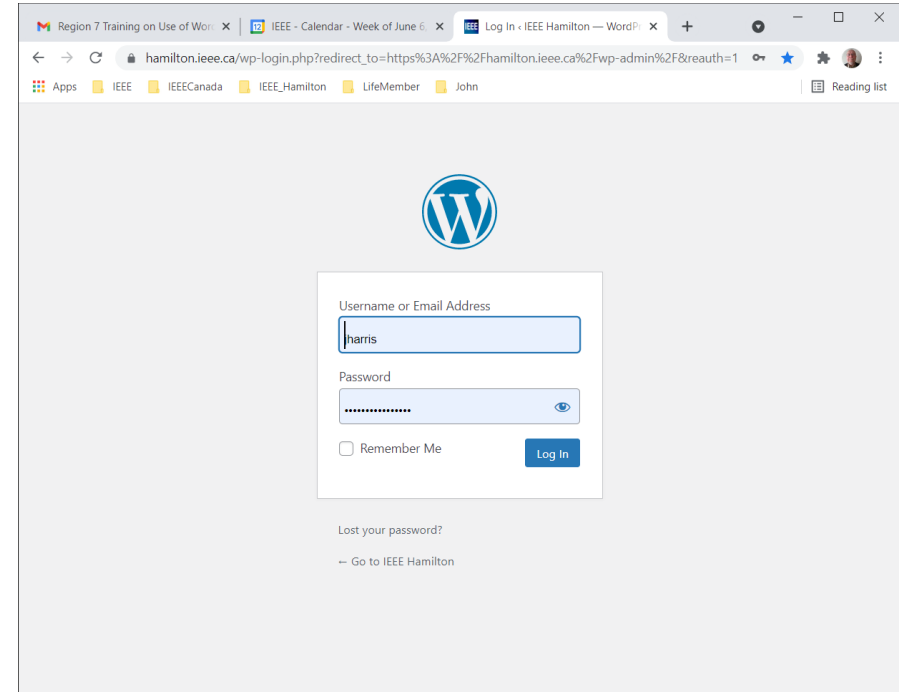
- Admin is the name given by Wordpress to the webmaster.
- He/she has total control of template look and widgets that are used for data pulled from the IEEE database, twitter etc.
- He/she can add other people.

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.

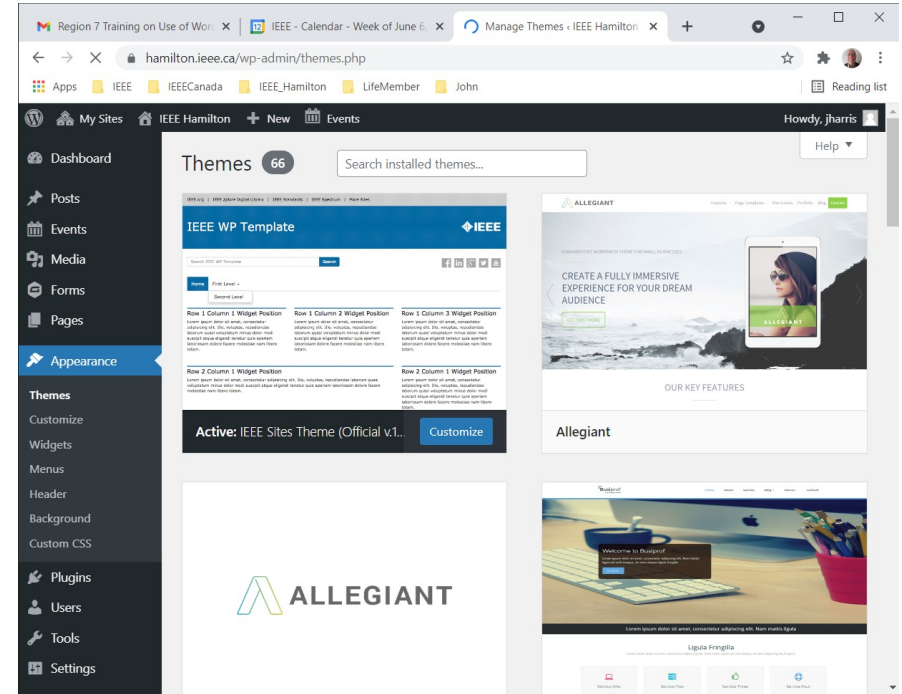
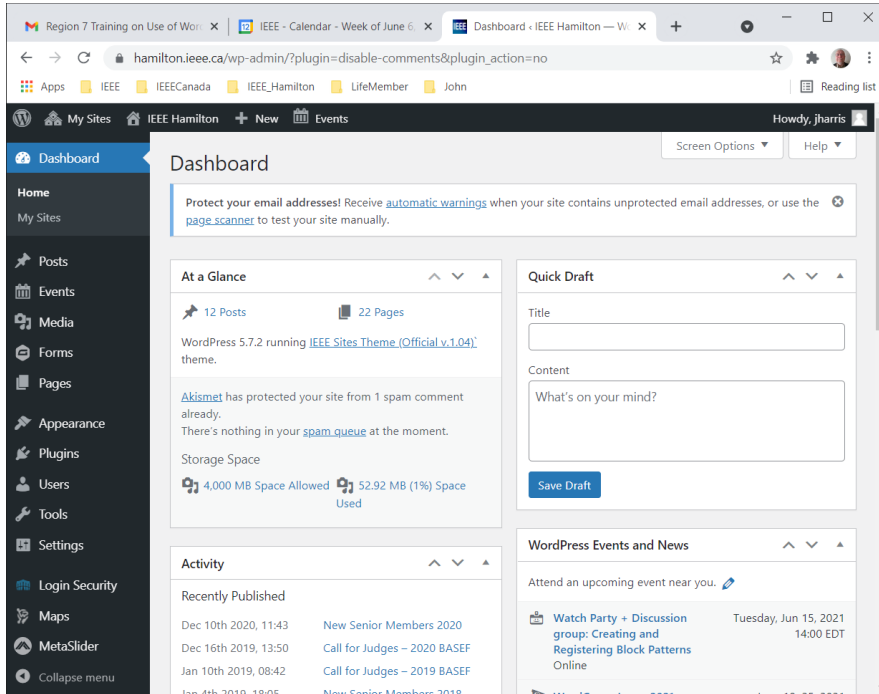
Worpress Administration Menu

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

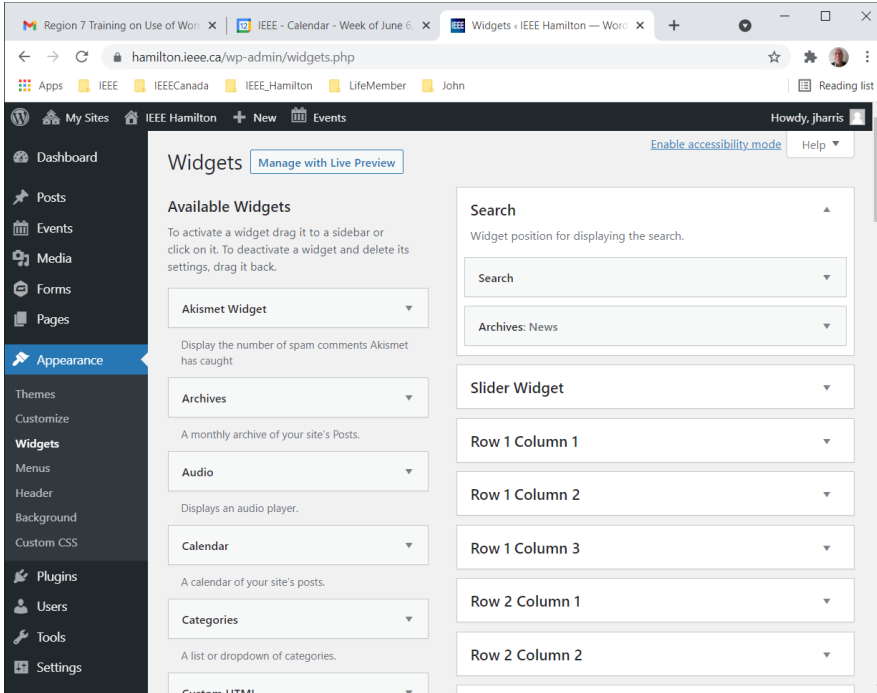




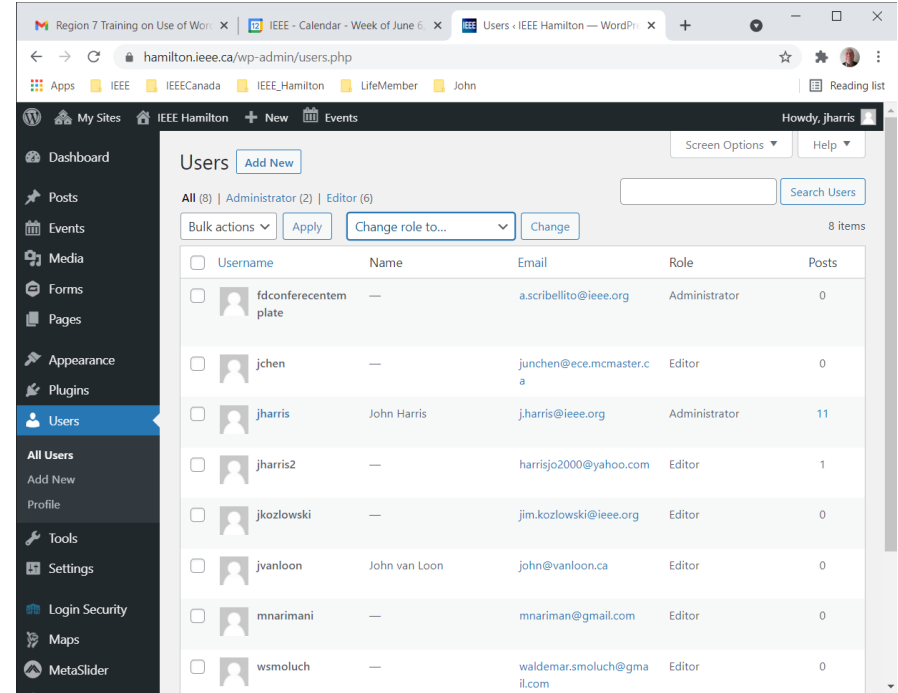
Admin Menu



Admin Menu



The screenshot shows the WordPress Admin Menu with the 'Widgets' section selected. The left sidebar contains the following menu items: Dashboard, Posts, Events, Media, Forms, Pages, Appearance (selected), Themes, Customize, Widgets, Menus, Header, Background, Custom CSS, Plugins, Users, Tools, and Settings. The main content area displays the 'Widgets' management interface, including a list of available widgets (Akismet Widget, Archives, Audio, Calendar, Categories) and a search widget configuration area.



The screenshot shows the WordPress Admin Menu with the 'Users' section selected. The left sidebar contains the following menu items: Dashboard, Posts, Events, Media, Forms, Pages, Appearance, Plugins, Users (selected), All Users, Add New, Profile, Tools, Settings, Login Security, Maps, and MetaSlider. The main content area displays the 'Users' management interface, including a list of users and a table of user details.

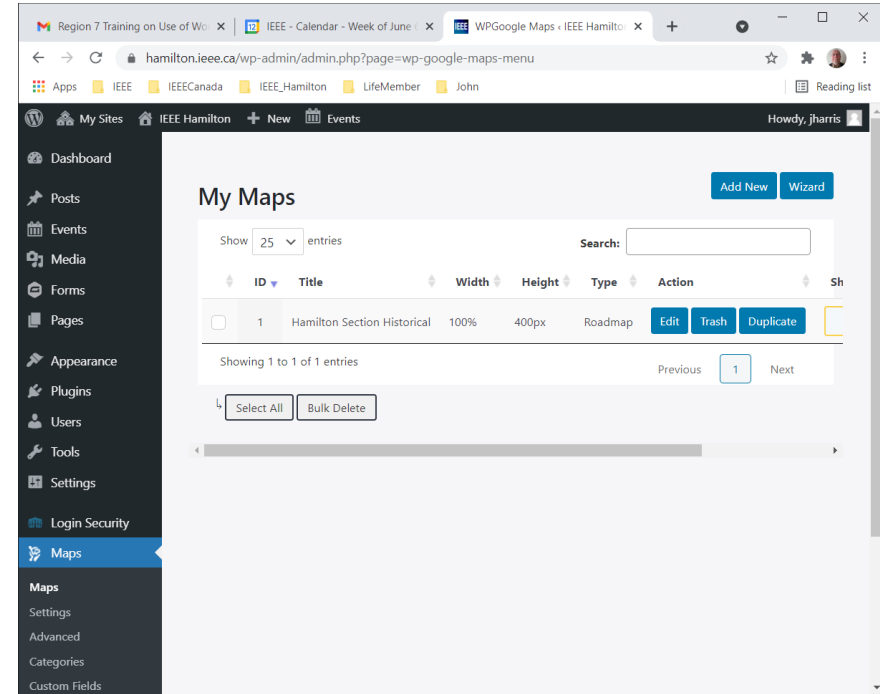
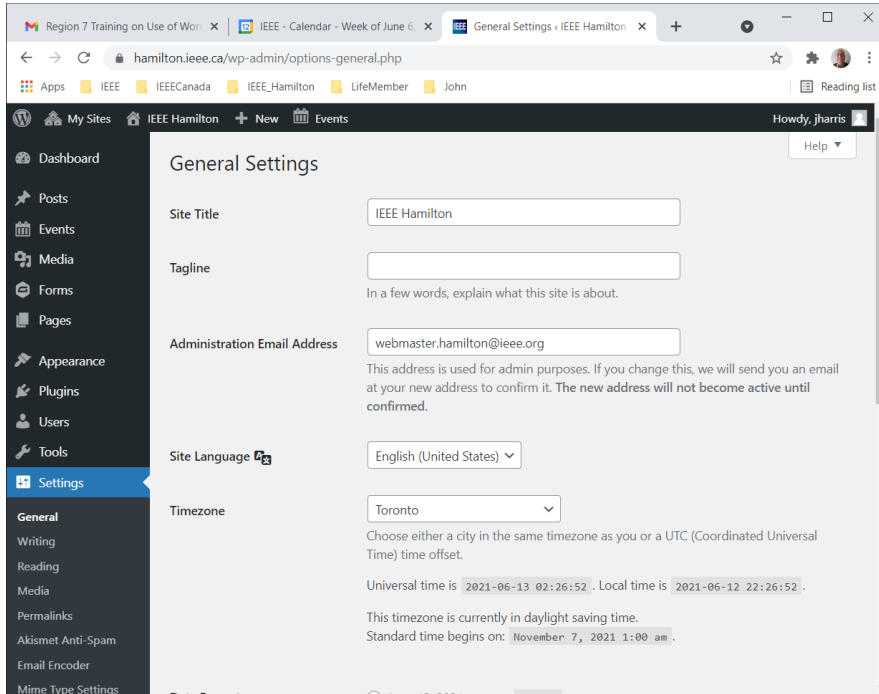
Username	Name	Email	Role	Posts
<input type="checkbox"/>	fdconferencem plate	a.scribellito@ieee.org	Administrator	0
<input type="checkbox"/>	jchen	junchen@ece.mcmaster.c a	Editor	0
<input type="checkbox"/>	jharris	j.harris@ieee.org	Administrator	11
<input type="checkbox"/>	jharris2	harrisjo2000@yahoo.com	Editor	1
<input type="checkbox"/>	jkozlowski	jim.kozlowski@ieee.org	Editor	0
<input type="checkbox"/>	jvanloon	john@vanloon.ca	Editor	0
<input type="checkbox"/>	mnarimani	mnariman@gmail.com	Editor	0
<input type="checkbox"/>	wsmoluch	waldemar.smoluch@gma il.com	Editor	0

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

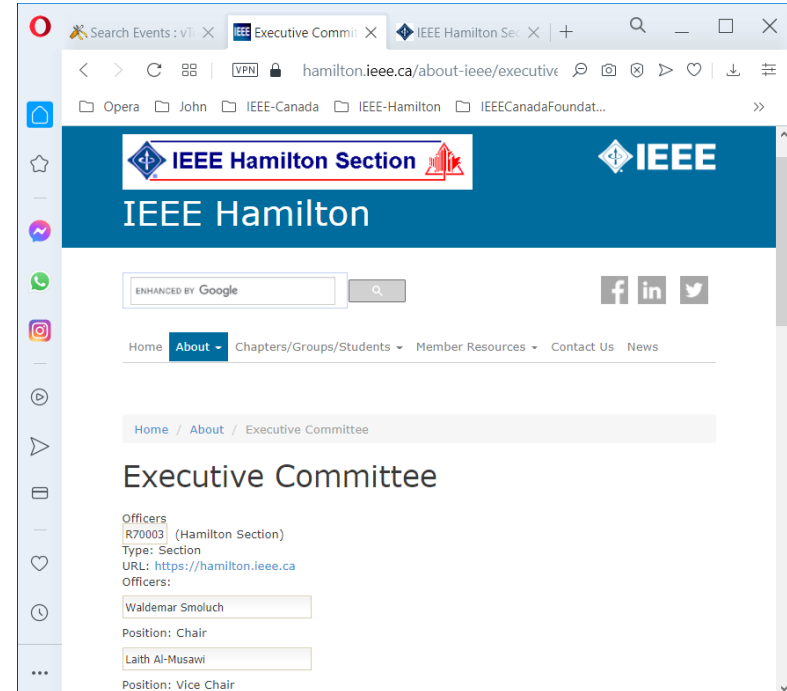
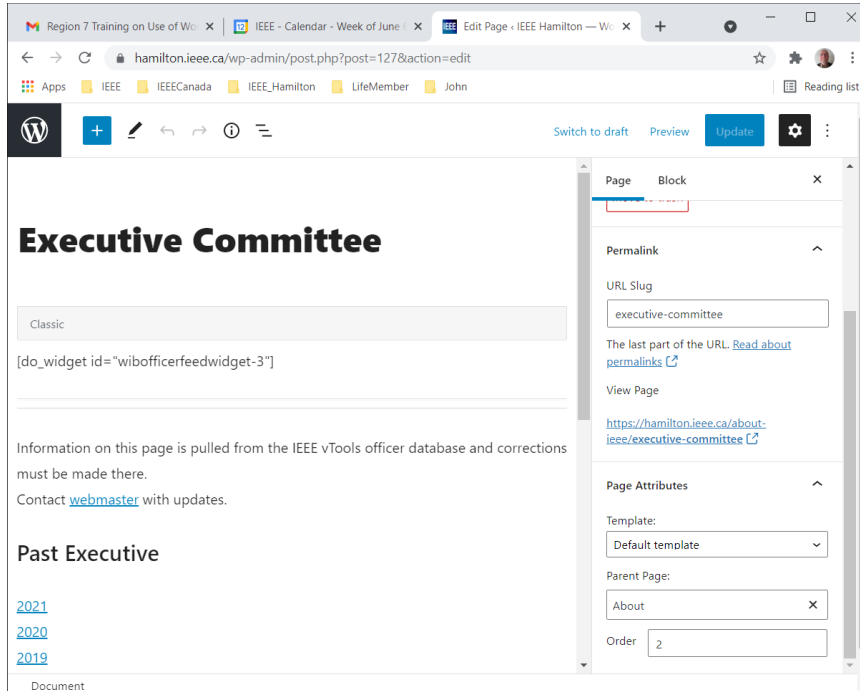


Admin Menu





Admin Menu





Admin Menu

Region 7 Training on Use of W... x | IEEE - Calendar - Week of June x | Edit Page - IEEE Hamilton - W... x

hamilton.ieee.ca/wp-admin/post.php?post=279&action=edit

Apps | IEEE | IEEECanada | IEEE_Hamilton | LifeMember | John

Switch to draft | Preview | Update | Settings

Home

Classic

Welcome to the new website for IEEE Hamilton Section.

You can still visit the old site at ewh.ieee.org/r7/hamilton for old reference.

IEEE Hamilton Section covers areas between 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 Niagara College. The IEEE Hamilton Section complies with the IEEE Canada By-laws.

Postal Codes for the Hamilton Section are given [here](#).

Each year we hold several technical and educational seminars/workshops which are

Document

Page | Block

Publish 2015-Jan-26 14:14

Author a.scribellito

Move to trash

Permalink

View Page

<https://hamilton.ieee.ca/>

Page Attributes

Template: Default template

Parent Page:

Order 0

IEEE Hamilton

hamilton.ieee.ca

Opera | John | IEEE-Canada | IEEE-Hamilton | IEEECanadaFoundat... | IEEE_Conferences | IEEE_CLE | LifeMember | IEEE

IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites

IEEE Hamilton Section

IEEE Hamilton

ENHANCED BY Google

Home | About | Chapters/Groups/Students | Member Resources | Contact Us | News

Home

Welcome to the new website for IEEE Hamilton Section.

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Upcoming Meetings

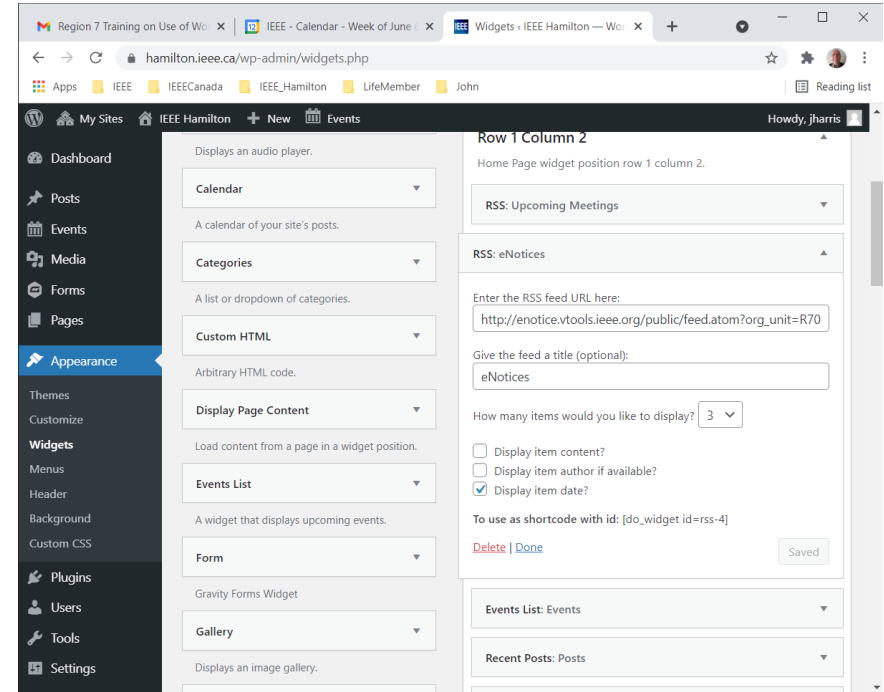
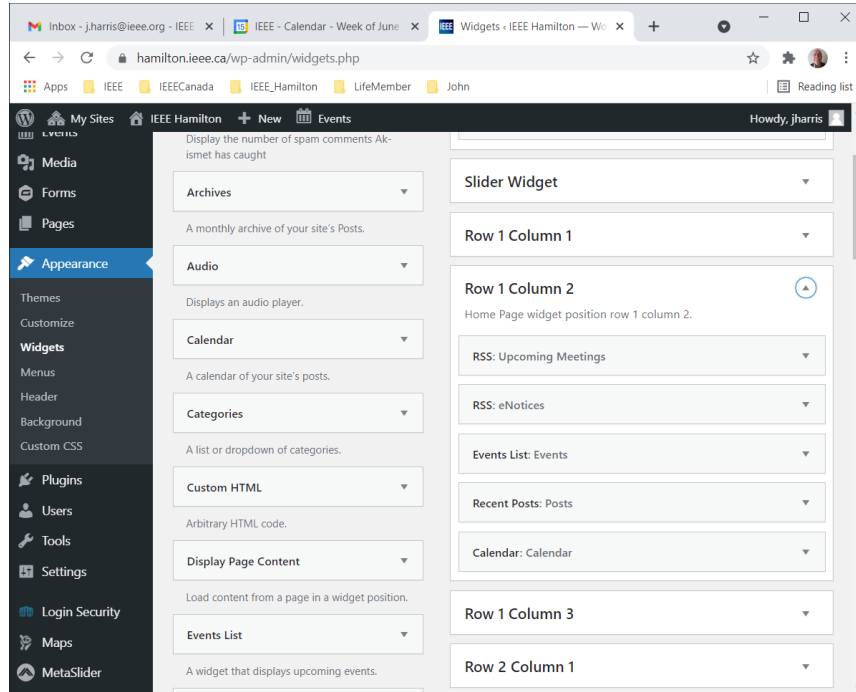
- Canada LMAG Chairs Meetings - Peterborough Section Affinity Group, LM on 21-June-2021

eNotices

- Reminder: Risk Assessment Methodology for Equipment Mtce (U of T ESP program - Student Team project) 2021-Jun-02
- Teleoperation, Force Sensing,



Admin Menu





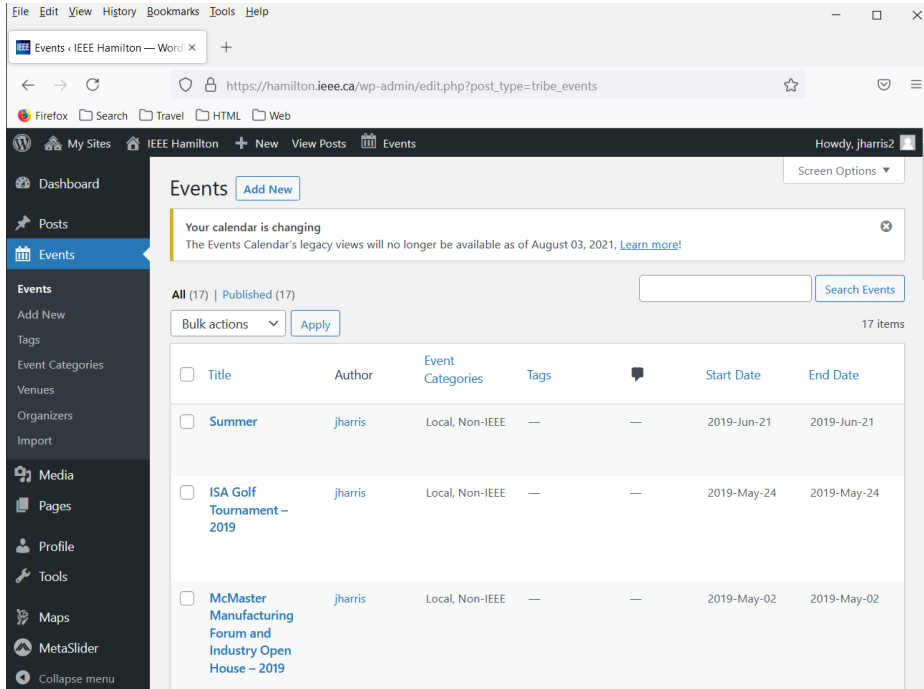
Editor Menu

The screenshot shows the WordPress Dashboard for the 'IEEE Hamilton' site. The left sidebar contains a menu with options: Home, My Sites, Posts, Events, Media, Pages, Profile, Tools, Maps, and MetaSlider. The main content area is titled 'Dashboard' and includes several widgets: 'At a Glance' showing 12 posts and 22 pages; 'Quick Draft' with fields for Title and Content; 'Activity' showing recently published posts; and 'WordPress Events and News' with upcoming events like 'Watch Party + Discussion group: Creating and Registering Block Patterns Online' and 'WordCamp Japan 2021 Online'.

The screenshot shows the WordPress 'Posts' editor interface. The left sidebar menu is the same as the dashboard, but the 'Posts' option is selected. The main content area is titled 'Posts' and includes a 'Add New' button. Below this, there are filters for 'All (12)', 'Mine (1)', and 'Published (12)'. A table lists the posts with columns for Title, Author, Categories, Tags, and Date. The posts listed are:

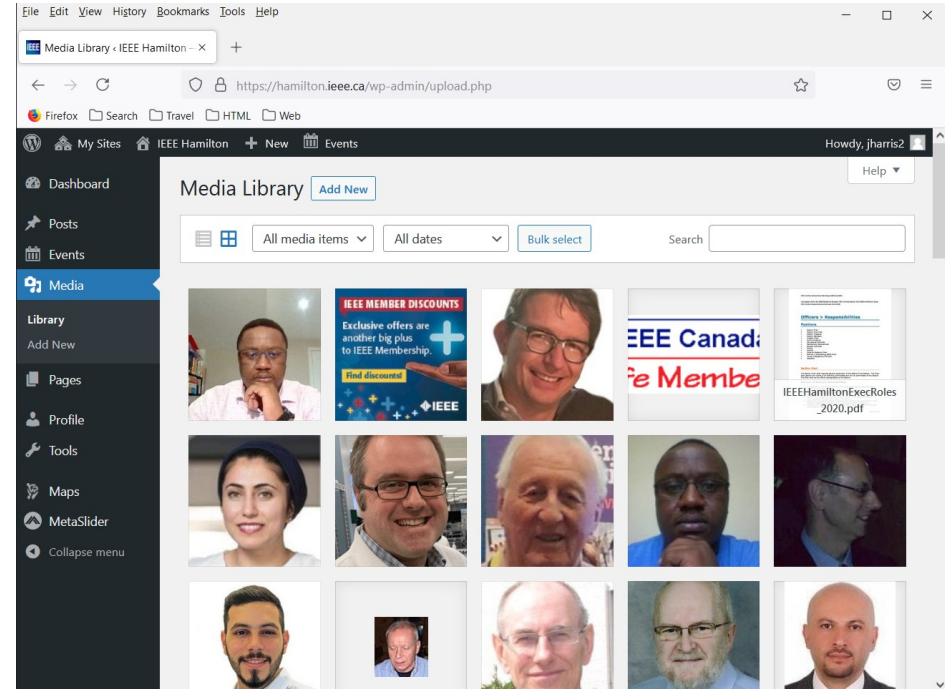
Title	Author	Categories	Tags	Date
<input type="checkbox"/> New Senior Members 2020	jharris	Senior Member	—	Published 2020/12/10 at 11:43 am
<input type="checkbox"/> Call for Judges – 2020 BASEF	jharris	News, Volunteer	—	Published 2019/12/16 at 1:50 pm
<input type="checkbox"/> Call for Judges – 2019 BASEF	jharris	News, Volunteer	—	Published 2019/01/10 at 8:42 am
<input type="checkbox"/> New Senior Members 2018	jharris	News, Senior Member	—	Published 2019/01/04 at 6:05 pm
<input type="checkbox"/> Executive Committee Volunteer Training 2019	jharris	Life Member, News, Volunteer	—	Published 2018/11/26 at 10:33 am
<input type="checkbox"/> Toronto Power Chapter Meeting 2018-Feb-26	jharris	News, Power Chapter	—	Published 2018/02/06 at 11:43 am

Editor Menu



The screenshot shows the WordPress admin interface for the 'Events' section. The left sidebar contains a menu with 'Events' highlighted. The main content area shows a list of events with columns for Title, Author, Event Categories, Tags, Start Date, and End Date. The events listed are 'Summer', 'ISA Golf Tournament – 2019', and 'McMaster Manufacturing Forum and Industry Open House – 2019'.

Title	Author	Event Categories	Tags	Start Date	End Date
Summer	jharris	Local, Non-IEEE	—	2019-Jun-21	2019-Jun-21
ISA Golf Tournament – 2019	jharris	Local, Non-IEEE	—	2019-May-24	2019-May-24
McMaster Manufacturing Forum and Industry Open House – 2019	jharris	Local, Non-IEEE	—	2019-May-02	2019-May-02



The screenshot shows the WordPress admin interface for the 'Media Library' section. The left sidebar contains a menu with 'Media' highlighted. The main content area shows a grid of media items, including a video thumbnail, a 'IEEE MEMBER DISCOUNTS' graphic, and several portrait photos of individuals. The interface includes filters for 'All media items', 'All dates', and 'Bulk select'.



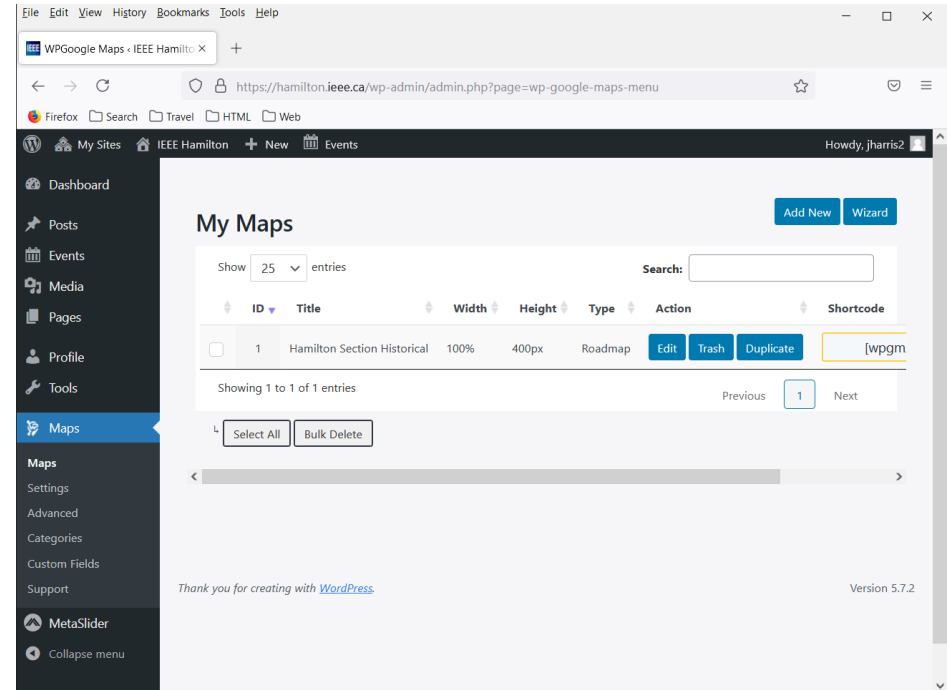
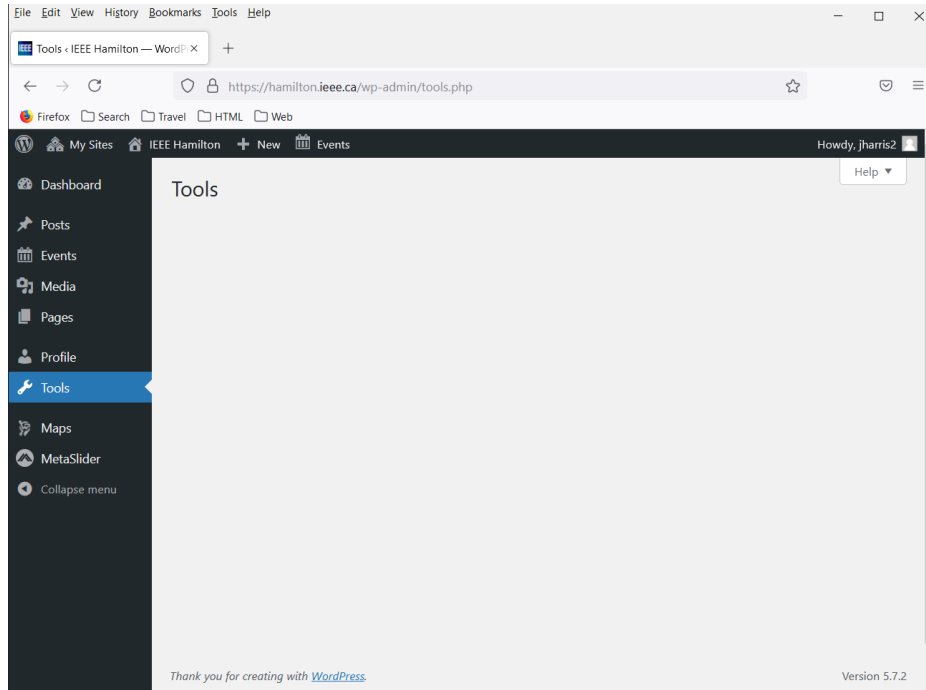
Editor Menu

This screenshot shows the WordPress 'Pages' editor menu. The left sidebar contains a list of menu items: Dashboard, Posts, Events, Media, Pages (highlighted), All Pages, Add New, Profile, Tools, Maps, MetaSlider, and Collapse menu. The main content area displays a list of pages with columns for Title, Author, and Date. The pages listed are 'About', 'Hamilton Section Historical Map', 'Join IEEE', 'Executive Committee', 'Executive 2018', and 'Executive 2019'. The 'About' page is selected, and its details are shown in the right sidebar.

Title	Author	Date
About	a.scribellito	Published 2014/09/11 at 3:52 pm
Hamilton Section Historical Map	jharris	Published 2018/02/02 at 8:08 pm
Join IEEE		Published 2015/06/23 at 3:35 pm
Executive Committee	a.scribellito	Published 2014/10/22 at 5:05 pm
Executive 2018	jharris	Published 2018/03/14 at 12:28 pm
Executive 2019	jharris	Published 2019/10/29 at 10:30 pm

This screenshot shows the WordPress 'Profile' editor menu. The left sidebar contains a list of menu items: Dashboard, Posts, Events, Media, Pages, Profile (highlighted), Tools, Maps, MetaSlider, and Collapse menu. The main content area displays the user profile form with fields for Name, Username, First Name, Last Name, Nickname (required), Display name publicly as, Contact Info, Email (required), and Website. The 'Username' field is filled with 'jharris2' and has a note that 'Usernames cannot be changed.' The 'Email' field is filled with 'harrisjo2000@yahoo.com' and has a note that 'If you change this, we will send you an email at your new address to confirm it. The new address will not become active until confirmed.'

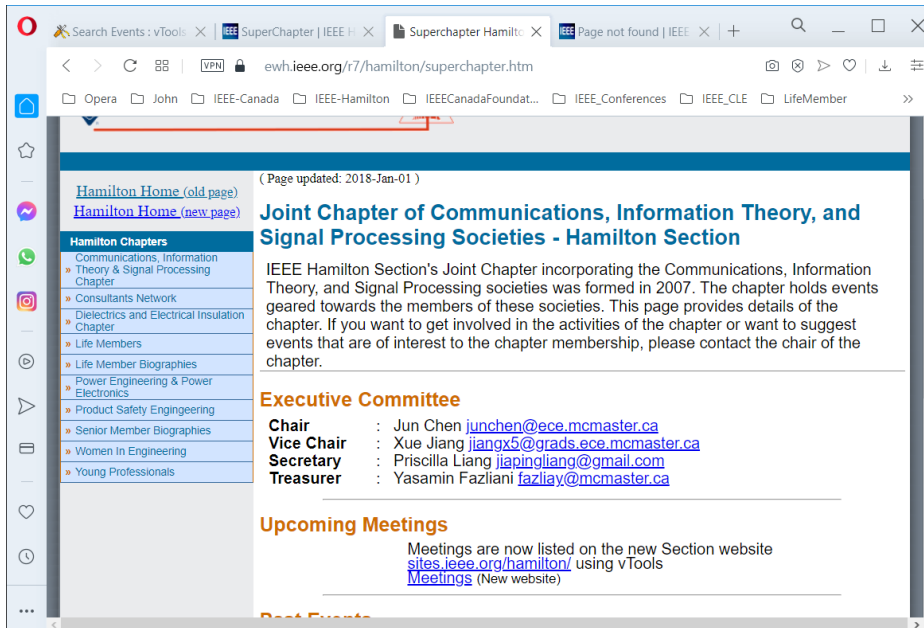
Editor Menu



Worpress Content Providers

- Editor is the name given by Wordpress to someone who can change the content of the webpages.
- Each Section should have two or more people doing this.
e.g. Chapter chair for chapter page
Affinity Group chair for AG page, etc.

Edit Superchapter Page



Search Events : vTools X SuperChapter | IEEE X Superchapter Hamilto X Page not found | IEEE X +

ewh.ieee.org/r7/hamilton/superchapter.htm

Opera John IEEE-Canada IEEE-Hamilton IEEECanadaFoundat... IEEE_Conferences IEEE_CLE LifeMember

Hamilton Home (old page)
Hamilton Home (new page)

Hamilton Chapters

- Communications, Information Theory & Signal Processing Chapter
- Consultants Network
- Dielectrics and Electrical Insulation Chapter
- Life Members
- Life Member Biographies
- Power Engineering & Power Electronics
- Product Safety Engineering
- Senior Member Biographies
- Women in Engineering
- Young Professionals

(Page updated: 2018-Jan-01)

Joint Chapter of Communications, Information Theory, and Signal Processing Societies - Hamilton Section

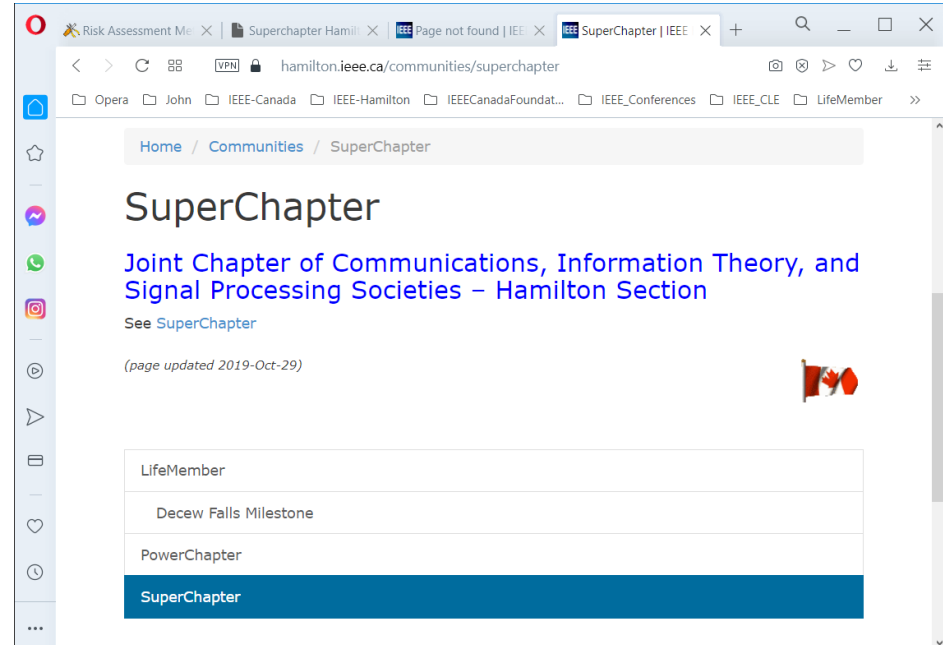
IEEE Hamilton Section's Joint Chapter incorporating the Communications, Information Theory, and Signal Processing societies was formed in 2007. The chapter holds events geared towards the members of these societies. This page provides details of the chapter. If you want to get involved in the activities of the chapter or want to suggest events that are of interest to the chapter membership, please contact the chair of the chapter.

Executive Committee

Chair : Jun Chen junchen@ece.mcmaster.ca
Vice Chair : Xue Jiang jiangx5@grads.ece.mcmaster.ca
Secretary : Priscilla Liang jiapingliang@gmail.com
Treasurer : Yasamin Fazliani fazliay@mcmaster.ca

Upcoming Meetings

Meetings are now listed on the new Section website sites.ieee.org/hamilton/ using vTools Meetings (New website)



Risk Assessment Me X Superchapter Hamil X Page not found | IEEE X SuperChapter | IEEE X +

hamilton.ieee.ca/communities/superchapter

Opera John IEEE-Canada IEEE-Hamilton IEEECanadaFoundat... IEEE_Conferences IEEE_CLE LifeMember


Home / Communities / SuperChapter

SuperChapter

Joint Chapter of Communications, Information Theory, and Signal Processing Societies – Hamilton Section

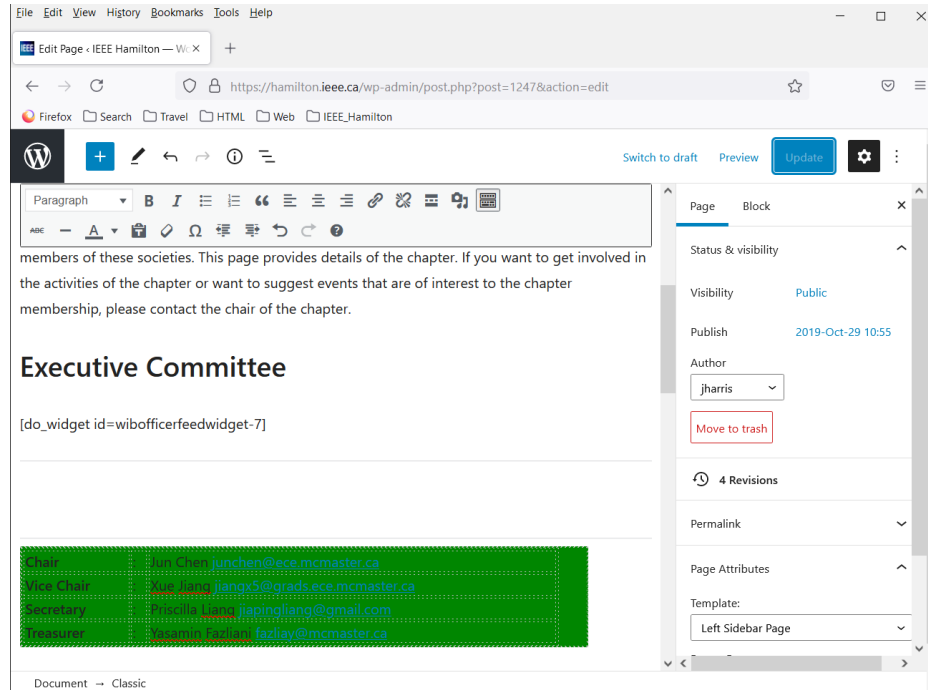
See SuperChapter

(page updated 2019-Oct-29)



LifeMember
Decew Falls Milestone
PowerChapter
SuperChapter

Edit Page Superchapter

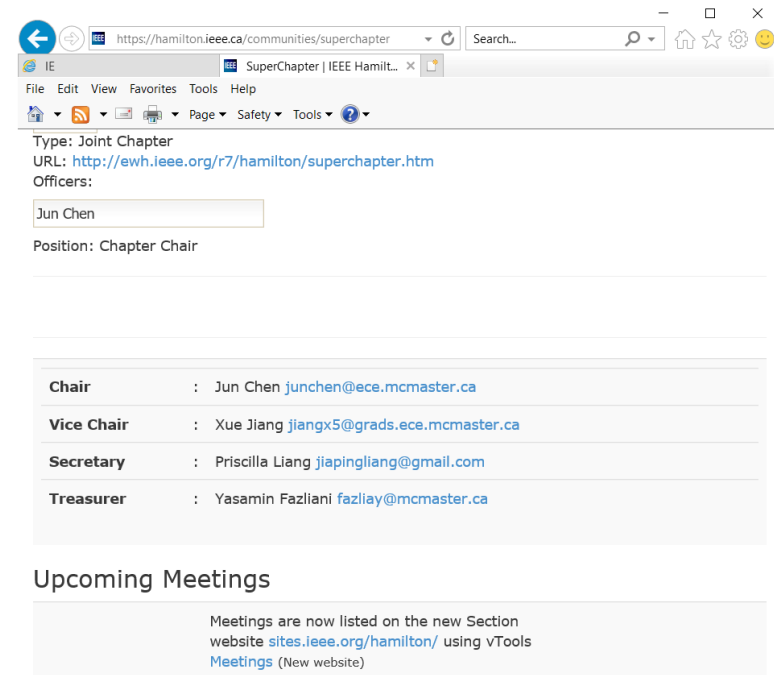


members of these societies. This page provides details of the chapter. If you want to get involved in the activities of the chapter or want to suggest events that are of interest to the chapter membership, please contact the chair of the chapter.

Executive Committee

[do_widget id=wibofficerfeedwidet-7]

Chair	Jun Chen junchen@ece.mcmaster.ca
Vice Chair	Xue Jiang jiangx5@grads.ece.mcmaster.ca
Secretary	Priscilla Liang jiapingliang@gmail.com
Treasurer	Yasamin Fazliani fazliay@mcmaster.ca



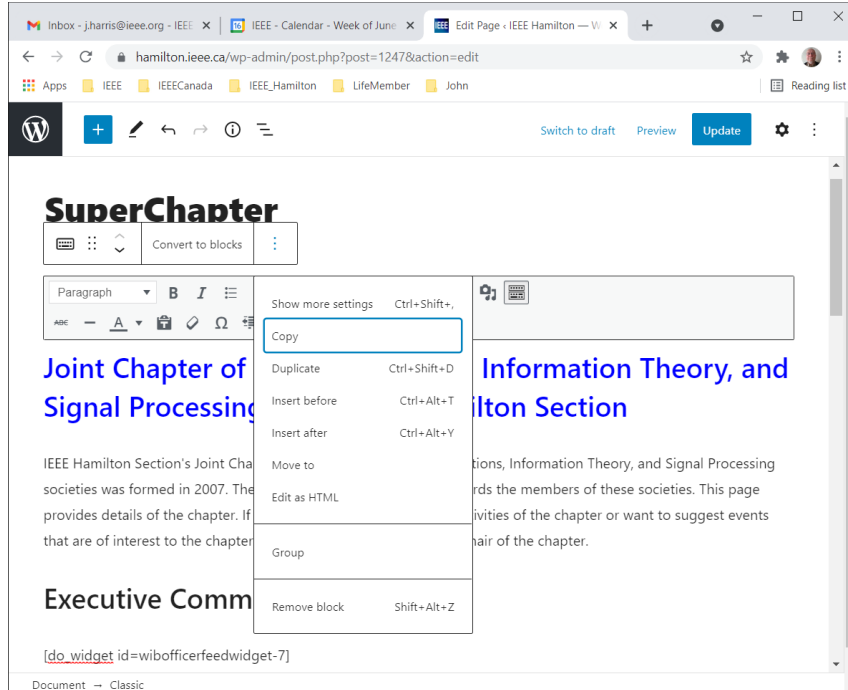
Type: Joint Chapter
URL: <http://ewh.ieee.org/r7/hamilton/superchapter.htm>
Officers:
Jun Chen
Position: Chapter Chair

Chair	: Jun Chen junchen@ece.mcmaster.ca
Vice Chair	: Xue Jiang jiangx5@grads.ece.mcmaster.ca
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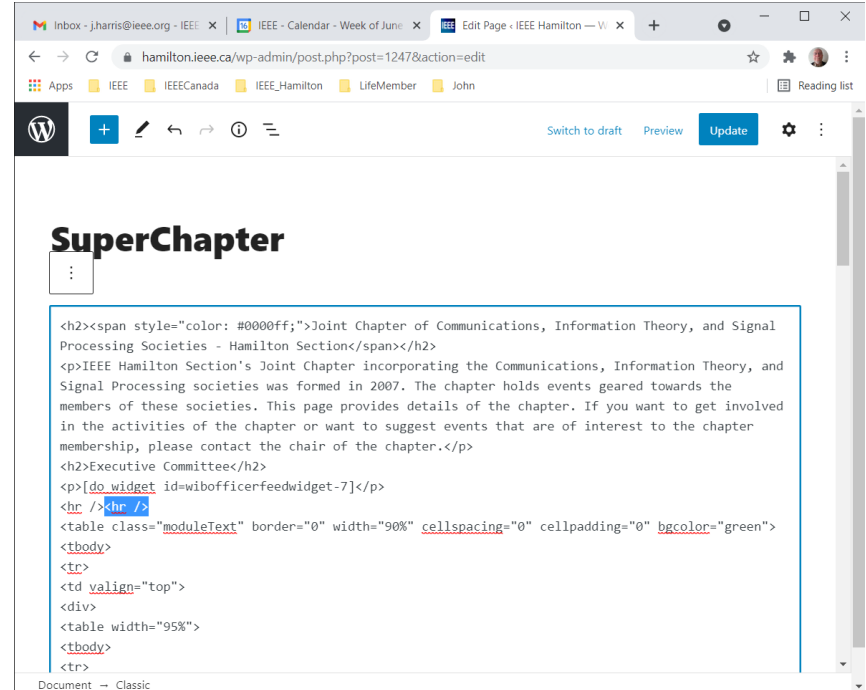
Upcoming Meetings

Meetings are now listed on the new Section website sites.ieee.org/hamilton/ using vTools Meetings (New website)

Edit Page Superchapter (power user)



The screenshot shows the WordPress Classic editor interface. The top toolbar includes buttons for 'Switch to draft', 'Preview', and 'Update'. The main content area displays the 'SuperChapter' block. A context menu is open over the block, showing options like 'Copy', 'Duplicate', 'Insert before', 'Insert after', 'Move to', 'Edit as HTML', 'Group', and 'Remove block'. The text of the SuperChapter block is visible, including the title 'Joint Chapter of Communications, Information Theory, and Signal Processing' and the introductory paragraph.



The screenshot shows the same WordPress Classic editor interface, but the SuperChapter block is displayed in its raw HTML source code. The code includes the title, introductory paragraph, and a table structure for the Executive Committee. The table has a green background color and a width of 95%.

Worpress Bloggers

- Authors can add news items, and comment on them.
- Everyone who uses vTools Events, eNotice and Officer Reporting affects feed data.
- Everyone who tweets or uses Facebook affects feed data or linked data

Best Practices

- Use IEEE template with minimal changes.
Keep your additions such as CSS in separate files and add comments. The next webmaster will thank you.
- Put revision date on every page.
- Put webmaster contact on every page, for when people spot errors.
Corrections are only made when someone points it out.
Respond to every error report.



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Questions entered in chat.

Raise hand if you want to be unmuted.



IEEE Section Website Tutorial

Thank You

webmaster.hamilton@ieee.org