Introduction to Thinwire
InfoRich Theme

Office of Digital Communications
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<td>34</td>
</tr>
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</tr>
</tbody>
</table>
Introduction

Themes

The InfoRich theme is the most robust, with many optional features for the Home Page.

Recommendation: Decide what you want to do with your site, then determine how to do it using InfoRich features. Do not try to fit all InfoRich features into your site.

Logging in to the Thinwire Admin Console

Append /wp-admin to your site name. For example:

http://yoursite.tufts.edu/wp-admin

Username and password

Your Thinwire username is the same as your Tufts username, but the accounts are NOT integrated.

When you are required to change your tufts password, we suggest that you change your Thinwire password at the same time.

IMPORTANT: Choose a secure password with a combination of mixed case, numbers, and punctuation.
The Administration Screens

Toolbar

The horizontal toolbar links to various administration functions, and is displayed at the top of the screen once logged in. Most commonly used items in the toolbar:

- The home icon, when clicked, will take a user to the front-end of the site. Once there, the home icon in the toolbar is replaced with a dashboard icon; when clicked it will take a user to the back-end of the site.

- The person icon, when hovered over, will reveal the link to log out.

Main Navigation

The left sidebar contains expandable menus for administration functions. Many Toolbar items expand (flyout) when hovered over to display more information.

‘Do Not Modify’ Components

There are several functional components of WordPress that should not be touched by ThinWire administrators. For a complete list, see Appendix A.

Pages vs. Posts

Pages

Pages contain the core content of your web site. The material is fairly stable.

Posts

Posts are more ‘newsy’ than pages. They are event-driven and should be used for content that is new and relevant for a short period of time, such as announcements.

- Posts are assigned to Categories. The default category is News. If a list of posts from a certain category is updated frequently, the list will change to reflect the most recent posts added to that category.

URLs

Each page has a unique url, which can be set to reflect the page hierarchy. The name can be manually modified.

- The url is also known as a permalink.
**Pages**

**Viewing existing pages**
Select *Pages→All Pages*

- Top level pages are listed in alphabetical order.
- Sub-pages are listed below their parent pages, prefixed by a dash (-).

**Creating a new page**
1. Select *Pages→Add New*
2. The Body of the page is created in a WYSIWYG editor. Use the toolbar icons to modify the text and insert media.
3. If the page is to be a sub-page of another page, select the Parent page from the drop-down list. This will be shown in the permalink.
4. When ready to review, click *Save Draft*
5. Click *Preview Page*
6. After all changes are made, and you are satisfied with the preview, click *Publish*.

**Note:** If you make changes after a page has been published, the button changes to *Update*. You must click this button after making any change to a published page.

**Modifying the permalink**
The permalink is the path showing the site, folder hierarchy, and page hierarchy.
If the url is too long, you can modify it to make it shorter, or more comprehensible.
1. Click the *Edit* button below the permalink.
2. Make your changes.
3. Click *OK*.
4. To save the changed permalink, click *Publish*. 
Posts

Select Posts → All Posts

- Posts are listed in reverse date order, with most recent at the top.

Note: The url of a post includes the month and year it was created or modified. For example:

   http://staging.tufts.edu/2012/01/diversity/

Categories

Posts are selected by category, so all posts should be categorized, such as “Recent Events” or “Top Stories”.

Creating post categories

1. Select Posts → Categories
2. Enter a name for the category
3. Enter a ‘slug’; i.e. a url-friendly version of the name, using only letters, numbers, or hyphens (no spaces)
4. Click Add New Category

Creating a new post

1. Select Posts → Add New
2. Create a post in the same way that you create a page.
3. Select one or more categories for this post.
4. Remember to click ‘Save as Draft’ or ‘Publish’ when done.
Images

The Media Library

The Media Library stores images that you have uploaded to your site. You can use any or all of the images, resize them, crop them, and rename them. Be careful of uploading images that are much larger than the size they will display on a screen. You can resize and/or crop images in the Media Library at any time.

Image sources

Images, up to 8 Mb in size, may be inserted from any of three sources:

- Your computer
- Your Media Library
- Another site (We recommend that you do not use this method)

A: Insert an image from your computer

1. Position the cursor where you would like the image to be placed.
2. Click the Add Media icon.
3. Click the Upload Files tab.
4. Click Select Files.
5. Enter a title and alternate text.
6. If desired, add a caption and a description.
7. If you wish to crop and/or resize your image file, click Edit Image

   a. Scale Image
      To make your image smaller, enter a new horizontal or vertical image dimension (in pixels). Thinwire will maintain a 1:1 aspect ratio to prevent the user from accidentally distorting the image. Thinwire does not permit increasing the size of the image to protect against image degradation. For best results, scaling should be done before you crop, flip, or rotate.

   b. Crop Image
      To crop the image, click on it and drag to make your selection. You can preserve the aspect ratio by holding down the shift key while resizing your selection. Use the input boxes to refine your selection further by specifying either the aspect ratio, or entering the size in pixels. Once your selection appears as you like, click the crop button.
c. ** Restore Image**  
After an image has been resized or cropped, a new option will appear to the right side of the screen allowing users to revert to the original version of the image.

8. Select the **Alignment** option to place the image horizontally on the page.  
9. Select the **size** for your image.  
10. When you are satisfied with your changes, click **Insert into Page** (or **Insert into Post** if editing a post).

### B: Insert an image from the Media Library

1. Position the cursor where you would like the image to be placed.  
2. Click the **Add Media** icon.  
3. Choose the image you wish to insert. If you don’t see it on the first page, search through the other pages.  
4. Follow steps 8-10 from section A above.

### C: Insert an image from another web site

Two warnings:  
- Make sure you have permission to reuse the image.  
- Be aware that the other site might change and the image might go away. It may make more sense to copy the image to your own computer then upload it directly from there.

1. Locate the image you want to insert, then copy its url:  
   Right mouse click→**Copy image location**  
2. Access **Add an Image** as in section A above.  
3. Select **Insert from URL**.  
4. Paste the image url.  
5. Enter a **Caption** (if desired) and **Alt Text**.  
6. Select alignment.  
7. **Insert into Page** or **(Insert into Post)** if editing a post.  
   **Reminder:** We recommend that you do **not** use this method.
Sidebars

Thinwire Sidebars can be:

- Repeatable: used on multiple pages; populated with widgets

- Page-specific: unique; you need to know it is there; supports plain text or html only

- If different types of sidebars are used, they appear in this order:
  1. Repeatable
  2. Page-specific

Widgets

A Thinwire widget adds content and features to your sidebars. Examples of default Thinwire widgets include post categories, tag clouds, navigation, search; etc. Plugins will often add their own widgets.

All available Widgets are listed, with a brief description, under Appearances→Widgets.

Unique/ page-specific sidebars

Unique sidebars are displayed on a single page, and are created on the page editor for that page.

You may create up to three unique sidebars per page.

Note: The right sidebar column will be created only if a default sidebar is selected for a page. Choose from one of the following:

<table>
<thead>
<tr>
<th>Sidebar</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>(blank)</td>
<td>No assigned space for sidebar</td>
</tr>
<tr>
<td>Page sidebar</td>
<td>Space is assigned. Needed for page-specific sidebars</td>
</tr>
<tr>
<td>Any other sidebar from the dropdown list</td>
<td>Selected sidebar plus any page-specific sidebars</td>
</tr>
</tbody>
</table>

Repeatable sidebars

1. Select Appearance→Widgets
2. Click the Create a New Sidebar button
3. Enter the sidebar name and description
4. Click **Create Sidebar**

5. The sidebar is now added to the list of all custom sidebars on the right side of the screen.

6. Click the down arrow next to the sidebar name

7. Drag the desired widgets from the left side of the screen to the section below the sidebar name. For example, to enter plain text in the sidebar, drag the **Text** widget. Alternatively, you can click on the text widget after which point a pop-up will appear prompting you to select which sidebar you would like to add the **Text** widget to; click the name of the sidebar than click **Add Widget**.

8. Enter a title and complete any other required fields

9. Click **Save**

10. To add the sidebar to a page:
   - Edit the page where sidebar is to be added
   - In the section **Sidebars→Default Page Sidebar**, select the sidebar you just created

**Modifying widgets on an existing sidebar**

1. All custom sidebars are listed on the right side of the **Appearance→Widgets** screen. Click the down arrow next to the name of the sidebar to be modified.

2. If you wish to add a new widget, drag it to the space below the side bar name. Make any changes to the widget contents, such as title and text, then click **Save** and **Close**.

3. If you wish to delete an existing widget, click the down arrow next to its name, scroll down, and then click **Delete**.
Menus

Pages are not accessible from menus unless you explicitly add them. You may choose to explicitly match your page hierarchy to your menu hierarchy if you wish.

1. Select Appearance→Menus from left sidebar

   Pages are listed on the left; menus are listed on the right.

   - Pages are listed in the reverse order of creation; the last page created is at the top of the list. Menu hierarchy is determined by the indent
     - Top-level menu items have no indent.
     - Sub-menu items are indented below their parent menus.

2. Select the page you wish to add to a menu from the “Pages” list

3. Click Add to Menu

   - Your selected page is at the bottom of the menu list.

4. Drag the gray box with the page name indented to the desired location in the menu list.

5. Click Save Menu

6. Click the home icon in the top toolbar

7. The menu item for your page will be where you placed it

Linking a menu item to an external site

You can also link a menu item to an external site.

1. On the Menus page, enter the url of the site in the Custom Links section.

2. Click Add to Menu, then follow the directions for adding pages to menus.

Menu hierarchy vs. Page hierarchy

There is no automatic relationship between menu items and pages.

- Menu hierarchy is determined by dragging pages to menus, as described above.
- Page hierarchy is determined by selecting the Parent page from the Add Page/Edit Page screen.
Modifying the InfoRich theme Home Page

The InfoRich Home Page is divided into the following sections:

<table>
<thead>
<tr>
<th>Section</th>
<th>Named components</th>
<th>Optional contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top</td>
<td>Main Element</td>
<td>Either (choose one):</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Glideshow</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Single page</td>
</tr>
<tr>
<td>Middle</td>
<td>• Home Page Left</td>
<td>Widgets</td>
</tr>
<tr>
<td></td>
<td>• Home Page Right</td>
<td>• Use as with sidebars</td>
</tr>
<tr>
<td>Lower</td>
<td>Lower</td>
<td>Posts</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• By category</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Include featured images</td>
</tr>
<tr>
<td>Footer</td>
<td>Footer</td>
<td>• Links</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Contact Information</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Social Media</td>
</tr>
</tbody>
</table>

All changes are made on Appearance→T-Panel, unless otherwise stated.

Note: Do NOT make any changes to the T-Panel Header Options. This section is maintained by Web Communications.

**Top: Main Element**

1. Select Homepage Options.
2. Under Homepage Main Elements (top) select either Glideshow or Page.
3. If you select Page, select the page you want from the dropdown list.
   Note: All migrations from ThinWire 1.0 will be Single Page.
4. If you select Glideshow, then follow the directions below.

**Adding an image to the slideshow**

1. Create a post to be included in the slideshow.
2. Select Feature in WP-Glideshow?
4. Select the image to include in the slideshow.
5. Click Use as featured image.
Note: all featured images for the slideshow will be resized to 468 x 310, so make sure your image has a 3:2 ratio, otherwise it will be displayed skewed.

Items will be displayed in descending date order. If you want to change the order, return to the page or post and update it, in order to change the published date.

**Glideshow Tips**

- Glideshow slides cut off after a specific number of characters, whether they’re text or HTML. Be careful when adding HTML to a slideshow post, as that can sometimes break the slideshow, especially if there is an open HTML tag when the text cuts off. Do not use ordered or unordered lists.

- Sometimes the solution is to add a small amount of text to the “Excerpt” field on the edit post page. If you don’t see this field, go to the Edit Post page and click on “Screen Options” in the upper right. Then check off the box next to “Excerpt.”

- The best workaround to link a Glideshow slide to a page with full content is to create a post that just includes a small snippet of content for the Glideshow, and then use the “Page Links To” field at the bottom of the edit post page to link to another post or page with the full content.

- If you want your Glideshow to automatically rotate between slides, contact Digital Communications at thinwire@tufts.edu

**Middle: Home Page Left, Home Page Right**

The Middle section is divided into independent left and right sections. These sections are basically reusable sidebars, populated with widgets. The space is assigned, even if you choose not to use it.

1. Go to Appearance→Widgets.
2. Select the widgets you want and drag them to Home Page Left (or Right).

Note: The sizes of these two sidebars are independent of each other, so try to balance the quantity of content in order to make your home page more aesthetically pleasing.

**Lower**

The lower section is populated with the featured images and titles of posts. (See the section about Featured Images on the previous page).

**Assigning a category to the Home Page lower level**

1. In Appearance→T-Panel, select Homepage Options.
2. Under Lower Section of the Homepage, select the category of posts to include.
**Note:** The four most recent posts within a category are displayed. If you want to change the posts to be displayed, return to the post and update it, in order to change the published date.

**Recommendations for lower section**

In order for the lower section to look neat:

- Use a consistent size for the thumbnails of your featured images
- Keep the title length reasonably short

**Footers**

Footers can contain Links, Contact information and Social Media.

**Links**

Footer links are displayed by category.

**Creating a link category**

1. Select **Links→Link Categories**
2. Enter a name for the category
3. Enter a ‘slug’; i.e. a url-friendly version of the name, using only letters, numbers, or hyphens (no spaces)
4. Click **Add New Link Category**

**Adding a link**

1. Select **Links→Add New**
2. Enter an appropriate name for the link
3. Enter the url, including the protocol (e.g., http:// or https://)
4. Enter a description for the link. This will be seen when users hover over the link with their cursor
5. Select one or more categories for this link
6. Click **Add Link**

**Adding link categories to the footer**

1. In **Appearance→T-Panel**, select **Footer Options**
2. Select the category of links from the **Footer Quick Links** dropdown
3. Click **Save Changes**
Contact Information

Enter the contact information in Appearance→T-Panel→Footer Options

Note: The phone field may be used for either phone or email address

Social Media

By default, Social Media are displayed in the top right corner of your site. You may also choose to display a maximum of 3 of them in your Home Page footer.

Note: If no Social Media information is entered at all, icons that link to Tufts’ Facebook page, Twitter page, and Social Media Hub will appear in the footer.

1. In Appearance→T-Panel, select Social Media Options
2. Enter the links for your social media pages
3. Check the in footer box if you wish to have them displayed in the footer
4. Click Save changes

T-Panel warnings

• Do not modify HEADER OPTIONS.

• Do not make any changes to SEO OPTIONS unless you really know what you are doing. Incorrect modifications to this section may break your site.
Appendix A: ‘Do Not Modify’ List

Due to the complexities of WordPress, we are unable to "hide" several dashboard options that could potentially cause your site to go down or do further damage to the system if you try to edit them.

**Do not do ANYTHING unless you are absolutely sure what you are doing.**

We will provide all the documentation you will need or you can contact us and ask first. You should never have a reason to access these restricted areas (although your user setting allows you access).

Here are the menu options you should **NEVER** modify.

### BW Options

- Settings → General
- Settings → General
- Settings → Reading
- Settings → Writing
- Settings → Discussion
- Settings → Media
- Settings → Privacy
- Settings → Permalinks
- Settings → White Label CMS
- Settings → WP Super Edit
Appendix B: The Toolbar

The Toolbar contains many standard tools and some that are related to plugins. The name of each tool, and its keyboard shortcut, is displayed when you hover the mouse over it.

Following is a list of non-standard tools, together with comments on some standard tools.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Tool Name</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Add Media]</td>
<td>Add Media</td>
<td>Use to add all media including images, video, audio, documents, PDFs</td>
</tr>
<tr>
<td>![Add Form]</td>
<td>Add Form</td>
<td>Use to embed a previously created form into the body of pages or posts. To create a form, see Gravity Forms section under Appendix H.</td>
</tr>
<tr>
<td>![RSS]</td>
<td>Embed RSS</td>
<td>Use to embed a RSS feed into a page or post.</td>
</tr>
<tr>
<td>![Paste as Text]</td>
<td>Paste as Text</td>
<td>Click this icon once to enable plain text mode. Once enabled contents will be pasted as plain text until you click the icon again to toggle this option off.</td>
</tr>
<tr>
<td>![Show/Hide Kitchen Sink]</td>
<td>Show/Hide Kitchen Sink</td>
<td>Displays extra rows of common tools</td>
</tr>
<tr>
<td>![Insert ReadMore tag]</td>
<td>Insert ReadMore tag</td>
<td>May be used on posts. Do not use on pages.</td>
</tr>
</tbody>
</table>
NOTE: The “Paste from Word” button has been removed because Thinwire has better built-in support for pasting in blocks of text from MSWord. If you are still experiencing formatting issues after pasting text from MSWord, then try instead to use the “Paste as Text” mode listed above.
Appendix C: Shortcode

Shortcodes are blocks of code that perform specific functions. They may be used in any text area whether it's the body of a page or post or a text or smart block sidebar widget.

Shortcodes may be used in any text area whether it's the body of a page or post or a text or smart block sidebar widget.

Shortcodes use the following format:

```
[shortcode_name shortcode_options]
```

All widgets are listed, with a brief description, under **Appearances→Widgets**.

---

**Blog in Blog**

See **Blog in Blog** in **Appendix H: Other Plugins** for details.

The following is an example of a Blog in Blog shortcode:

```
[blog_in_blog category_slug="my-category-slug" num=10]
```

---

**FAQ Manager**

See **FAQ Manager** in **Appendix H: Other Plugins** for details.

The following is an example of a FAQ shortcode:

```
[faq]
```

---

**Google Calendar of Events**

See **Appendix D: Adding a Calendar** for details.

Google Calendar Plugin documentation is available at:

http://wpdocs.philderksen.com/google-calendar-events/shortcode/

The following is an example of Google Calendar shortcode:

```
[gcal id="1" display="list" title="Events on"]
```

---

**Gravity Forms**

See the Appendix E: **Gravity Forms** for details.
The following is an example of the shortcode to embed a form:

```
[gravityform id= "3 " name= "Comments "]
```

---

**Portfolio Slideshow Pro**

See Appendix H: Other Plugins for details.

For detailed instructions about the shortcode options, visit the plugin website at:

https://wordpress.org/plugins/portfolio-slideshow/installation/ or
http://momnt.co/documentation/portfolio-slideshow-pro/

The following is an example of the shortcode syntax:

```
[portfolio_slideshow id= "140 "]
```

---

**Quotes**

See Appendix H: Other Plugins for details.

Documentation for the shortcode can be found on the plugin website at:

http://srinig.com/wordpress/plugins/quotes-collection

The following is an example of the shortcode syntax:

```
[quotcoll tags="funny"]
```

---

**Smart Blocks**

See Appendix H: Other Plugins for details.

The following is an example of the shortcode syntax:

```
[smartblock id= "3358 "]
```

---

**WordPress FAQ Manager**

See Appendix H: Other Plugins for details.

The following is an example of the shortcode syntax:

```
[faq]
```

---

**Appendix D: Google Calendar**

You can add a calendar to:
1. In Google calendar, make sure your calendar is public:
   a. Click the down arrow next to the calendar you wish to share.
   b. Select **Share this Calendar**.
   c. Select **Make this calendar public**.
   d. Unselect **Share only my free/busy information**.
   e. Click **Save**.

2. Get the calendar ID:
   a. Select the **Calendar Details** tab.
   b. Under **Embed This Calendar**, copy the **Calendar ID**.

3. In Thinwire, add the calendar feed information to ThinWire:
   a. Select **GCal Events → Add New**.
   b. Enter a **Form Title**.
   c. Paste the **Google Calendar ID** into the matching field under **Feed Settings**.
   d. Enter any other options you choose.
   e. Click **Update Feed** at the top of the page.
   f. Make note of the **feed ID**.

4. To enter in a sidebar - add the Google calendar widget to your sidebar:
   a. In **Appearance → Widgets**, pull the **Google Calendar Events** widget to the desired sidebar.
   b. Enter the correct **feed ID**.
5. To enter on a page – use shortcode:

For example:

\[ \text{gcal id='3360' display='list' title='Events on'} \]

For more information about the available shortcodes see the Google Calendar Plugin documentation at:

http://wpdocs.philderksen.com/google-calendar-events/shortcode/
Appendix E: Gravity Forms

Creating a New Form

1. Select Forms→New Form

2. Enter Form Title (required) and Description (optional).

3. Click on the type of field you would like to add. It will be added to the bottom of your form.

4. To edit individual form fields, click the field to expand its options.

5. To re-order fields on your form, drag and drop to arrange them in the desired order.

6. When you are finished, click the Update Form button to save your form.

Note: Gravity Forms Checkboxes are binary, for example: Enabled/Disabled, Yes/No, etc. Although they provide multiple options, the first option is considered the desired field, and its name will be displayed as the field name in admin reports. If you wish to have a multiple choice field, use the Multiple Choice field type.

Editing an Existing Form

Select Forms→Forms

The Edit Forms page displays a list of all your forms. You can manage and edit your existing forms, and get basic analytics on the form usage.

Fields

The following fields are displayed:

<table>
<thead>
<tr>
<th>Field</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Views</td>
<td>The number of times a form has been viewed.</td>
</tr>
<tr>
<td>Entries</td>
<td>The number of times a form has been submitted.</td>
</tr>
<tr>
<td>Conversion</td>
<td>The percentage of users who viewed the form and submitted an entry. For example, if the form has been viewed 20 times, and 2 entries were generated, the conversion will be 10%.</td>
</tr>
</tbody>
</table>

Form Options

Hover over a form in the list to see the form options. The options are:

- Edit: Edit the form using the form editor
- Settings: Edit the forms settings including confirmations and notifications
- Entries: View the entries for this form (see details later in this document)
- Preview: Preview the form to see how it will look to the end user. This can also be used to test the form.
Notifications  Manage the email notifications associated with a form  
(see details later in this document)

Trash  Delete a form and ALL entry data associated with the form

Save your changes

Click **Update Form** to save your changes.

Entries

The Entries page displays all entries generated by form submissions. From this screen you can browse, sort, and modify entries.

Settings Notifications enable you to manage communication that takes place as a result of a form submission. This allows you automatically to send an email to:

- The user immediately after a form is submitted
- An administrator with the contents of the form entry

Notifications to Administrator or Users

**To enable email notification to administrators** or users, click **Add New** and configure the following settings (note: you will likely create one notification for Administrators and then repeat all steps to create another customized notification for users): **Send To Email**

Enter the email address you would like to receive the notification.

You may optionally select **Routing** which allows you to route the email based on field selections.

**Subject**

Enter the subject you would like used for the notification email.

You may optionally insert form field variables in this field using the included Insert Form Field drop down.

**Message**

Enter the body message you would like used for the notification email.

You may optionally insert form field variables in this field using the included **Insert Form Field** drop down.
**Disable Auto-Formatting**

When enabled, auto-formatting will insert paragraph breaks automatically. Disable auto-formatting when using HTML to create email notification content.

**Save the changes**

Click **Update Notifications**

**Embedding a form in your web page**

Create the shortcode using either the shortcode builder, or by entering it manually.

**Using the Shortcode Builder**

1. Position your cursor on the page or sidebar where you want to insert the form.

2. Click the **Add Gravity Form** tool on the toolbar.

3. Select the form to insert from the dropdown list.

**Form options**

**Display form title**

Checking this option will display the form title

**Display form description**

Checking this option will display the form description

**Enable AJAX**

Checking this option will enable your form to be submitted via AJAX. Submitting the form via AJAX allows the form to be submitted without requiring a page refresh.

**Note:** due to limitations with reCAPTCHA, forms containing a reCAPTCHA field will not be submitted via AJAX even if this option is enabled.

**Entering Shortcode Manually**

Use the format and options as in the following example:

```
[gravityform id=1 title=false description=false ajax=true]
```

**Note:** The form ID is required.

You can also specify the **tabindex** option to specify the starting tab index for the fields of this form.
Import/Export

You can import and export the following from Forms→Import/Export:

- Export Entries
- Export Forms
- Import Forms

Export Entries

The Export Entries tool allows you to export your form entry data as a CSV file which can be opened in Excel.

1. Select Forms→Import/Export.
2. The Import/Export page defaults to the Export tab.
3. Select the form from which you would like to export entries.
4. Check the checkbox next to each field for which you would like to export entry data.
5. You can optionally specify a date range.
6. When you are ready, click Download Export File.

Export Forms

The Export Forms tool allows you to export your forms as a XML file.

1. Select the Export Forms tab.
2. Check the checkbox next to each form you would like to export.
3. Click Download Export File

Import Forms

The Import Forms tool allows you to import from XML files. This is useful for transferring forms from one Gravity Forms installation to another.

1. Select the Import Forms tab.
2. Select the Gravity Forms XML file you would like to import.
3. Click Import
Appendix F: Widgetized-Only Plugins

The following plugins are available as widgets only (and thus only able to be added to sidebars)

<table>
<thead>
<tr>
<th>Plugin</th>
<th>Comments and further information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black Studio TinyMCE Widget</td>
<td>Use the “Visual Editor” widget to add text to your sidebar; widget includes a WYSIWYG editor</td>
</tr>
<tr>
<td>Facebook Like Box Widget</td>
<td>See <a href="https://wordpress.org/extend/plugins/facebook-like-box-widget/">wordpress.org/extend/plugins/facebook-like-box-widget/</a></td>
</tr>
<tr>
<td>Image Widget</td>
<td>Use the image widget to display images in the sidebar. It follows the same rules as inserting an image on a page.</td>
</tr>
<tr>
<td>Random Text</td>
<td>Create sets of random text, which will be randomly displayed each timer the page is loaded.</td>
</tr>
<tr>
<td></td>
<td>Select <strong>Settings→ Random Text</strong> to enter the random text. Use the Random Text widget to put the content into your sidebar.</td>
</tr>
</tbody>
</table>
Appendix G: Social Media

Embedding Social Media

Thinwire offers you many ways to incorporate your social media platforms in your site.

Facebook

- **Add Facebook Like Box to Sidebar**
  This is a widget that can be displayed in your sidebar. It's highly configurable through the widget and will add a “Like” box so site visitors can like your Facebook page from your site.

- **Embed Facebook Album into Thinwire Page/Post**
  To embed a Facebook album into a Thinwire Page/Post, simply copy and paste the URL of the facebook album into the body of the page or post. Make sure the URL is on a line of its own and is not hyperlinked.

Twitter

- **Embed Single Tweet into Thinwire Page/Post**
  To embed a single Tweet into a Thinwire Page/Post, simply copy and paste URL into body of the page or post. Make sure the URL is on a line of its own and is not hyperlinked.

- **Embed Twitter Feed into Thinwire Page/Post**
  Follow instructions on how to configure embeddable elements via your Twitter account here: [https://dev.twitter.com/web/embedded-timelines](https://dev.twitter.com/web/embedded-timelines)

  Once elements have been configured, cut and paste code into the **Text** tab of the WYSIWYG editor of a Thinwire Page or Post.

YouTube or Vimeo

- **Embed Single Video into Thinwire Page/Post**
  To embed a single video into a Thinwire Page/Post, simply copy and paste URL into body of the page or post. Make sure the URL is on a line of its own and is not hyperlinked.

- **Add Single Video to Sidebar**
  To embed a single video in a sidebar:

  1. Simply drag the ‘Video Sidebar Widget’ to the preferred sidebar.
  2. Enter the Title (if necessary).
3. Select Video Source from drop down list.

4. Enter Video ID (the Video ID is the string of characters found at the end of Video’s URL; for YouTube exclude v=)

5. Enter width of video: 165px (leave height blank, it will auto calculate)

6. Select Auto Play settings. Select Yes to play video automatically after web page loads, or Select No to prevent video from automatically playing after web page loads.

7. Click on save.
Appendix H: Other Plugins

Following is a list of miscellaneous other plugins.

Articulate

Articulate is a third-party interactive e-learning software used by some departments. To embed Articulate content into a WordPress page or post, first contact Thinwire Support and request that this plugin be activated for your site. Once the plugin is activated, complete the following steps:

1. Edit the page or post, and click the “a” icon above the WYSIWYG editor.
2. A window will pop-up prompting you to upload your Articulate content as a ZIP file.
3. The same pop-up window contains a video which will instruct you on how to configure your Articulate content once the upload is complete. Please watch video and complete all required steps.

Blog in Blog

This plugin allows you to show posts from a category or tag on any page using a shortcode. To begin, first contact Thinwire Support and request that this plugin be activated for your site. Once the plugin is activated, you can edit or add a page and enter the required shortcode (see examples below).

The following is an example of the shortcode syntax for a single category:

[blog_in_blog category_slug="my-category-slug" num=10]

The following is an example of the shortcode syntax for a single tag:

[blog_in_blog tag_slug="my-tag-slug" num=10]

If needed, you can also specify multiple categories or tags in the shortcode, separated by commas. The following is an example of the shortcode syntax for multiple tags:

[blog_in_blog tag_slug="my-tag-slug-1, my-tag-slug-2" num=10]

In the above examples, the number of posts being displayed at a given time has been limited to the 10 most recent posts. If you prefer, you can limit the number of posts displayed to a smaller or larger number:

[blog_in_blog tag_slug="my-tag-slug-1, my-tag-slug-2" num=5]

If there are more than posts in your categories or tags than the number you have set to display, pagination links will appear at the bottom of your list which will enable users to navigate to a list of the next oldest posts. If you prefer, you can hide the pagination links:
NOTE: In order to implement the shortcode correctly, you will need to know the ‘slug’ for the categories or tags in use on your site. To find the slug, navigate to Posts→Categories or Posts→Tags and look for the slug listed to right of each of your category or tag names.

**Breadcrumb NavXT**

This plugin adds breadcrumb navigation showing the visitor’s path to their current location. To begin, first contact Thinwire Support and request that this plugin be activated for your site. Once activated, breadcrumbs should appear automatically on your site. If you would like to customize how these breadcrumbs appear, you may configure settings under Settings→Breadcrumb NavXT. For additional information, please visit the plugins website:


**Category Order**

This plugin allows you to order categories via a drag-and-drop interface. To begin, first contact Thinwire Support and request that this plugin be activated for your site.

To re-organize categories:

1. Go to Posts→Taxonomy Order
2. Click-and-drag categories into your preferred order
3. Click Update

**FAQ Manager**

You can create simple to highly complex FAQs on your site and embed the content throughout your site on posts and pages.

Complete instructions and shortcode examples are on the Instructions link under the FAQs tab in the Dashboard.

FAQs→Instructions

The simplest way to create an FAQ on your site is to add your FAQs via the FAQ section on the Dashboard. When you are finished, create a page to hold your FAQs.
The easiest thing to do is to embed the complete list (including title and content). To do that, use the following shortcode.

[faq]

**Google Analytics**

All Thinwire sites are automatically added to the Digital Communications Google Analytics account when the site goes live. For access to your site’s analytics, please contact Digital Communications at thinwire@tufts.edu.

**Portfolio slideshow**

To create a Portfolio slideshow:

1. Create a new slideshow: **Slideshows→Add New**

2. Select images to upload for your slideshow (or choose from images already in your Media Library)

3. Click **Save draft** to generate the shortcode to embed your slideshow on a post or page, or get the ID to use the slideshow widget for sidebars.

For example:

[portfolio_slideshow id=140]

For detailed instructions about the shortcode options, visit the plugin website at:

https://wordpress.org/plugins/portfolio-slideshow/installation/ or
http://momnt.co/documentation/portfolio-slideshow-pro/

**Post Types Order**

This plugin allows you to re-order posts via a drag-and-drop interface. To begin, first contact Thinwire Support and request that this plugin be activated for your site.

To re-organize posts:

1. Go to **Posts→Re-Order**

2. Click-and-drag categories into your preferred order

3. Click **Update**
Quotes

From the Quotes tab on the dashboard, add as many quotes as you wish. Be sure to tag them as this will enable you to display random quotes based on a specific tag.

You can add random quotes to the sidebar via the Random Quote widget or you can use shortcode to display the quotes on pages or posts.

Documentation for the shortcode can be found on the plugin website at:

http://srinig.com/wordpress/plugins/quotes-collection/

An example of shortcode for Quotes Collection using a tag is:

[quotcoll tags="funny"]

Smart Blocks

Smart blocks are chunks of content that you can put anywhere on a page or post or in a sidebar.

Smart Blocks have a WYSIWYG editor to make it easier for you to add formatting to your content.

Smart Blocks are useful for when you have snippets of text that needs to appear multiple places on your site but you don’t want to have to remember all the places that information appears when it comes time to edit it.

For example, if you create a Smart Block listing your staff and put the content on a page (via shortcode) and/or in a sidebar (via the widget), if someone leaves or joins your staff, all you have to edit is the Smart Block — you don’t have to remember all the places the content appears.

To create a Smart Block:

1. Select Smart Blocks→Add New.

2. Obtain the Smart Block ID from the url at the top of the window. It will be in the following format:

   ... post=ID-number ...

   For example, if this is the link in the browser:


   The Smart Block ID is 156.
<table>
<thead>
<tr>
<th>Add the Smart Block to a ...</th>
<th>By using...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sidebar</td>
<td>Smart Block widget</td>
</tr>
<tr>
<td>Page</td>
<td>Shortcode, in the following format: [smartblock id=ID-number]</td>
</tr>
</tbody>
</table>