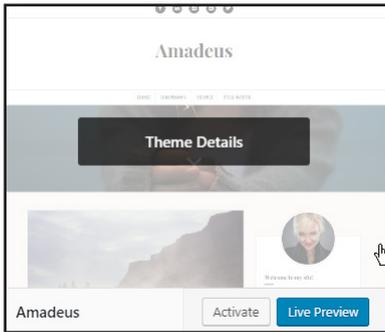YORK
ST JOHN
UNIVERSITY

Est.
1841

Student Life

Introduction

These instructions are based on York St John WordPress installations. See also our leaflets on:

WordPress: Getting started

WordPress: Adding video to posts

Choosing a theme

The theme chosen will be the major factor in how your content is presented. Some themes may not have many customisable options. Some are picture led or text led.
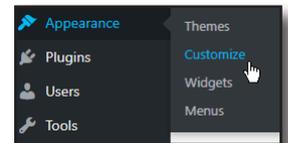
You can change theme without affecting your content although it may be hidden. Hover on Appearance and click on themes. Try a theme using Live Preview and switch using Activate

Twenty Nineteen is the default theme. It is simple, offering few customisations. You will need to add a menu if you want one
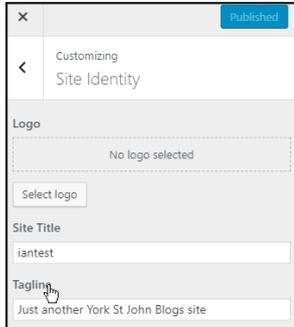
Amadeus is responsive, lots of customisation

Customising the theme

All themes have some customisation but the controls may vary with each theme. Please note that depending on the theme you choose may look different to the details below.

Hover on **Appearance** and click on **Customise**
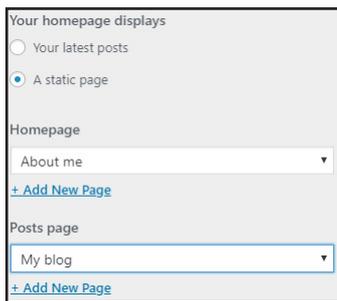
Customising: Site identity

All themes allow changing of Site title and tagline using the menu on the left or the pencils in the visual editor. Changing the site title will not change the site URL which is fixed e.g. https://blog.yorksj.ac.uk/iantest/

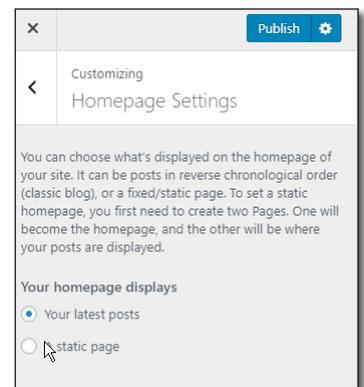Any changes have to be published in order for the live site to be updated.

Customising: Homepage settings

Most themes have this option. This is the page that is seen when someone goes to your blog site address. The option for latest posts will show all blog posts with the latest post shown at the top and older posts below.

The option for a static page allows the website to have a fixed welcome or homepage with the blog posts shown on another page. You may need to create a page for blog posts to sit on and, depending on the theme, you may have to add a menu in order to provide access to the blog page.
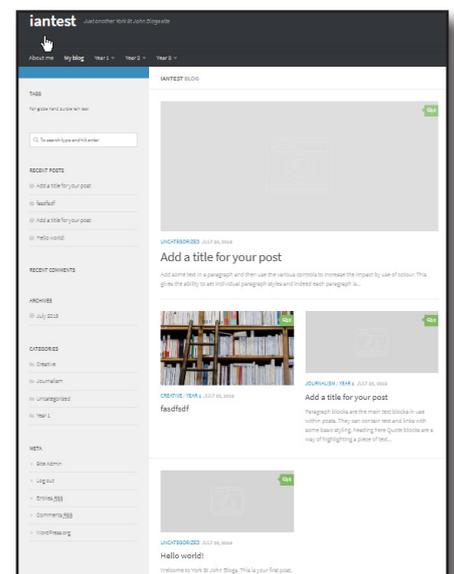
Other options

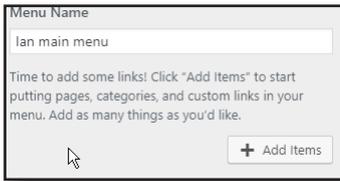Other options including colours and background images will depend on the theme chosen.

Featured images

Some themes do not do not look good without featured images set, showing grey blocks instead. Images are set for each post on the right-hand pane in the post editor.

Menus

Some themes may come with menus but you will need to customise them. You can add and edit menus via the **customise** option. Alternatively hover on **Appearance** and click on **Menus**. The appearance of the setup screens will vary according to the method but the concepts and end result are the same.
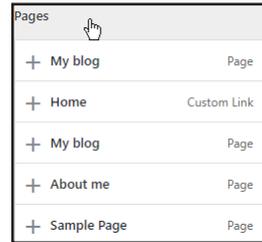
Menus are created and then attached to different locations. Multiple menus can be created for different locations.
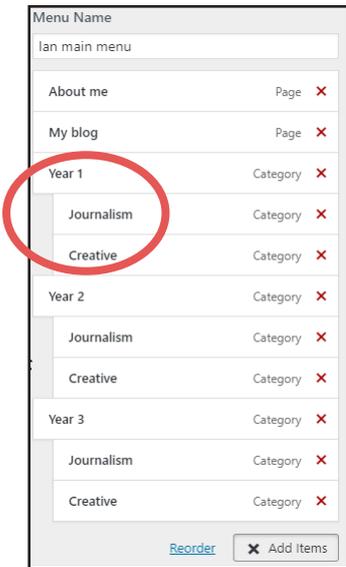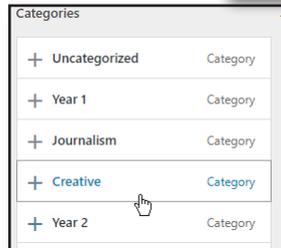
Create a menu with a distinctive name as it wont be seen on the live site.

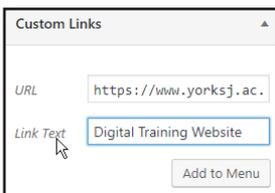The main things that are added to menus are Pages and categories.

Pages to add might be a homepage, about me and Blog page. Use the **+** to add pages to the menu.

Categories are used to view selections of the blog posts. Use the **+** to add categories to the menu. The same category can be added multiple time if needed.
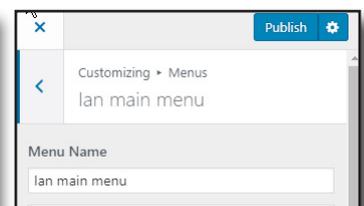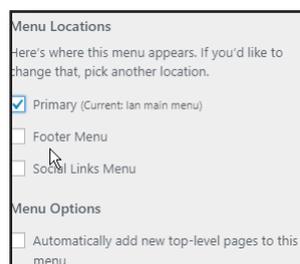
Here, the categories for Year 1,2 and 3 have been added. The categories for Journalism and Creative have been each added three times and arranged as sub-items but dragging to slightly indent the options. This gives this menu with Journalism and Creative available for each year. If Creative in the Year one menu is selected then only blog posts categorised with both categories will be shown. The other posts will be hidden but can be seen again by using the My Blog page menu item.

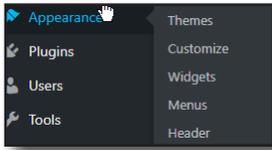Other options include **Custom links** for external websites

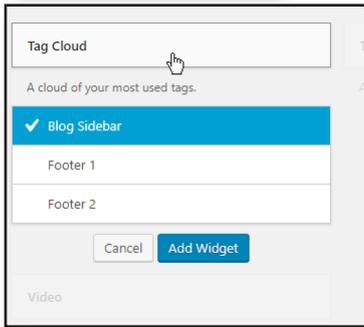Select the **location** for the menu and then **Publish**

Widgets

When viewing blog posts (not pages), widgets are shown in sidebars. The are small blocks that generally add functions to the blog.

The location of sidebars is set in the theme customisation.

To change the widgets in the sidebar, hover on Appearance and click Widgets

Add a widget by location from the list of available widgets on the left and clicking on it. Select the location and add widget.

The widgets can be dragged to set the order in the sidebar.