

Documentation for Wiley Wordpress Sites

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For basic information on how to use Wordpress, visit <http://easywpguide.com/wordpress-manual/>

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ADVERTISING

Manage Banner Ads

Banner ads appear on the Wiley-managed Wordpress sites typically appear in the header and sidebar locations, and sometimes in the footer. You can view the code that's displayed in those spots by going to Appearance -> Widgets. Look for the appropriately named widget area and you'll either see code pasted directly into the spot via a text widget or an ad position managed by the AdRotate plugin.

If the ad spot has code pasted directly into it, most likely it's being managed via DFP (DoubleClick For Publishers). In order to modify what ads appear there, you'll need access to the DFP system which has a separate login. Contact the sales department for more information.

If the ad spot is managed with the AdRotate plugin, you can edit the ad spot settings in the "AdRotate" tab of the menu. You can browse their knowledgebase for support:

<https://www.adrotateplugin.com/support/knowledgebase/>

Create an Interstitial Ad

Active only on ENTtoday.org

1. Go to Interstitial Ads -> Add a New Ad.
2. Set a title for the ad. **Please note:** This title will be viewable in the upper left corner of the ad, so make sure it is something you're ok with the public reading.
3. In the "Ad content" section of the screen:
 - a. Make sure the "Text/HTML" tab is selected.
 - b. Check the "Included as Ad" box.
 - c. Paste the ad code into the editing window. If you are pasting javascript, make sure the "Text" tab is selected instead of the "Visual" ad.
4. In the "Where to Show" section of the screen, select whether you want the ad to appear only on the home page, only in certain categories, on all pages, or only on specific pages.
5. If there are any pages you don't want the ad to appear, enter that page's ID number in the "Where not to show" section of the screen.
6. If you want the ad to only appear every 24 hours, check the box next to "Show only one time based on cookie" and set the "Show again after" field to 1440 minutes, which equals 24 hours.
7. If you want the ad to stop on a certain date, set the date range in the "When to Show" section in the right column.
8. Click the blue "Publish" or "Update" button in the upper right corner to save the ad.
9. If the caching plugin is enabled, clear the cache by clicking on "Performance" from the main and then clicking the "Clear all caches" button. If you don't see the "Performance" tab, then caching is not enabled.

If you want to check the global settings for interstitial ads: Go to Interstitial Ads -> Ad Options.

ARTICLES/POSTS

Add an Issue

1. Go to Articles -> Issues
2. In the "Name" field enter the month and year of the issue, i.e. "June 2012"
3. Leave the "Slug" and "Description" fields empty.
4. Keep the "Issue Status" as Draft. (It can be changed to "Live" once it's ready to be launched.)
5. In the "Issue Order" field enter the year and month of the issue in this format YYYYMM. For instance, June 2014 would have the issue order of 201406.
6. Click "Add New Issues"
7. The new issue should now appear at the top of the column on the right. Click on its name so we can add a cover image for the issue.
8. Look for the "Cover Image" field and upload the cover image for the issue. It should ideally be 159x218 pixels.
9. Click the "Update" button at the bottom of the page.

Add an Article

1. Click on Articles -> Add New Article
2. Enter the title and body text for the article.
3. Check any relevant categories the article belongs to in the "Categories" section on the right. (if you want the article to appear in the slider on the home page, select the "Home Slider" category.)
4. Add any relevant tags using the "Tags" section on the right.
5. If the article is part of an issue, select the one it belongs to in the "Issues" section on the right. If the issue hasn't been created yet, see the "Add an Issue" section of this document.
6. *Optional:* If you want a thumbnail image to appear next to the article when it's listed on the landing pages, or if this article will appear in the home page slider and you want to set what image it should use, click on the "Set featured image" link in the "Featured image" section on the right. You can then upload an image or select one that already exists in the media library.
7. *Optional:* If you wish to include information about the author, fill out the "About the Author" section. You can enter a text biography and upload a picture of the author.
8. *Optional:* Fill out the "Excerpt" field with any information you wish to appear under the headline for the article when it appears on the monthly issue page.
9. *Optional:* Enter the name of the article's author in the "IssueM Article Options" section in the "IssueM Author Name" field. If you do not enter an author's name, no author will be credited to the article.
10. Click the "Publish" button near the top of the right column to publish the article to the site immediately. You may instead choose to click the "Save Draft" button if the article needs to be further reviewed before publication, or if you don't want to publish it immediately.

Add an Online Exclusive Article

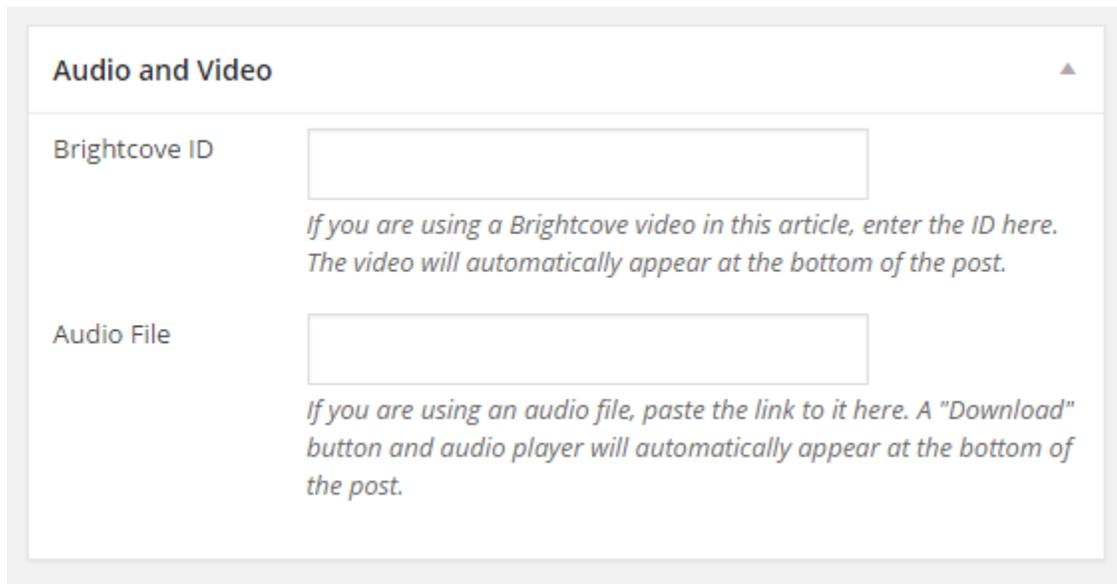
Only available on ACEPNow.com and ENTtoday.org

Follow all the instructions in the "Add an Article" section of this document, but:

1. Do not assign the article to an Issue.
2. Do assign it to the "Online Exclusives" category.

Add an Audio or Video File to an Article

Go to add or edit an Article as normal. Look for the "Audio and Video" box in the same column as the main text editor.



Audio and Video

Brightcove ID

If you are using a Brightcove video in this article, enter the ID here. The video will automatically appear at the bottom of the post.

Audio File

If you are using an audio file, paste the link to it here. A "Download" button and audio player will automatically appear at the bottom of the post.

Audio

If you're adding an audio file, first upload the file via the Media Library. Copy the web address for the file and then paste it in the "Audio File" field. After you save and view the article an audio player and a button to download the audio will automatically appear at the bottom of the article.

Video

If you're adding a Brightcove video file, just paste the ID number of the video in the "Brightcove ID" field. After you save and view the article the Brightcove player will automatically appear at the bottom of the article.

If you want to use any other type of video, such as YouTube or Vimeo, paste the embed code directly in the text editor.

If you want to upload a video directly to the site, there is no current method to display that video in the post. Instead we recommend using a third-party platform like Brightcove to serve the video.

Create Pagination in an Article

To paginate an article you need to insert one line of code at the place in the article where you want the break.

1. Go to the "Edit Article" screen for the article you want to edit.
2. Click on the "Text" tab at the upper right of the text editor so you can see the HTML code of the article.
3. Insert your cursor where you want the break to appear and paste this code in there:
`<!--nextpage-->`
4. Save the changes to the post.

Your article will now be paginated. You can insert as many page breaks in an article as you want.

If you click on the "Visual" tab at the upper right of the text editor you will see a graphic where the break appears that looks like this:

----- PAGE BREAK -----

Add Articles to the Home Page Slider

To add an article to the home page slider all you need to do is assign it to the "Home Slider" category. The most recent articles in this category will automatically appear in this slider. If no "Featured Image" is assigned to an article, a default image of the site's logo will appear.

Change the Number of Articles in the Home Page Slider

1. Go to Genesis -> Slider Settings.
2. Look for the "Number of slides to show" field and update the number accordingly.
3. Click the "Save Settings" button at the bottom of the page.

The Difference Between Categories and Tags

Although both categories and tags are used to describe the topics of a post, they have slightly different purposes.

Categories are topics that we've decided will be an essential part of the structure of the site. They're included in the navigation or are used to divide monthly issues into different sections (like Features, Departments, Reviews, etc.).

Tags, which are sometimes also called keywords, are not part of the site's organizational structure. It's possible a tag may be only used once on one article, or it could be used on hundreds of articles. Tags are not used in the navigation of the site, but still help describe the topics of an article to readers.

Authors

Create an Author Profile Page

An author profile page lists a short bio, a picture of the author, and a list of their latest posts. An author profile page is automatically created for every Wordpress user, therefore an author has to have a Wordpress user account on the site to have their own profile page.

It's recommended that you only give a user as much access as they need.

- If the author will not be adding or editing their own posts, give them "Subscriber" level access.
- If the author should be able to add and edit their own articles, but not have permission to publish them, give them "Contributor" level access.
- If the author should be able to add , edit and publish their own articles, give them "Author" level access.
- If the author should be able to add, edit and publish their own articles as well as others' articles, give them "Editor" level access.

For more information on access levels, view this page:

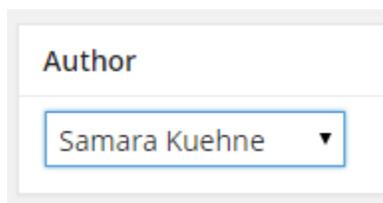
http://codex.wordpress.org/Roles_and_Capabilities

Once they have an account, you can go to the Users tab and click on their name to edit their profile information.

The bio and picture will also be listed at the bottom of any posts the author makes and will include a link back to the author's profile page.

How to Assign an Author to a Post

If you have "Editor" or "Administrator" access to Wordpress, you can edit the "Author" field of a post and assign that post to whichever Wordpress user you want. Just select the author from the dropdown.



How to Assign Multiple Authors to a Post

Active only on ACEPNow.com

If you want to assign multiple authors to a post, the "Co-Authors Plus" plugin must be activated on the site. If it is, you will see something like the following image in the "Author" section of the post instead of the default dropdown list that appears when that plugin is not activated:

Authors

Click on an author to change them. Drag to change their order. Click on **Remove** to remove them.

Jennette Fulda



[Remove](#)

Donna Petrozzello



[Remove](#)

Guest McGuest



[Remove](#)

Jas|

6 | [Jason Carris](#) | [Jason Carris](#) | [jcarris@wiley.com](#) | [jason-carris](#)

To add an author, start typing their name. A list of possible matches will appear below it. If you see the right author, click on their name to add them to the post.

If you need to remove any authors from the post, click the red "Remove" link next to their name.

How to Assign an Author Without Creating a Wordpress Account

If you want to assign an author to an article, but don't want to create a Wordpress user account, you can do so. However, be aware that this author won't have a profile page either.

If you are editing an Article, look for the "IssueM Article Options" box. Enter the author's name in the "IssueM Author Name" field.

IssueM Article Options

Teaser Text

IssueM Author Name

John Smith

Featured Rotator Options

Set as Featured Rotator Article

Featured Thumbnail Options

Set as Featured Thumbnail Article

Please note, even though you've entered an IssueM Author, the article will still be assigned to a Wordpress user as well because you cannot create an article or post without assigning it to a Wordpress user. You can check who it's assigned to in the "Author" section of the post. When you visit the profile

page of the Wordpress user this article is assigned to, **it WILL NOT display** any posts with an IssueM Author assigned to it because they are not the actual author of this post. Even if the name you enter in the "IssueM Author Name" field is the same as the name of the Wordpress user, that article will not appear on the author's profile page. The only way an article appears on an author's profile page is if there is no value in the "IssueM Author Name" field or "Author Override" field if it's a post.

Author profile pages are not created for authors whose names you enter in the "IssueM Author Name" field. So even if you use the same name on several posts, you still won't be able to see a list of those posts anywhere on the site.

ACEPNow.com Only

If you are editing a Post, look for the "ACEPNow Post Options" box which has a field called "Author Override." It works in the same way as the "IssueM Author Name" mentioned above.

How to Quick Edit IssueM Author Names

ACEPNow.com Only

If you want to edit an IssueM Author Name field or the ACEP Author Override field, you can do that via the Quick Edit link for a post. Go to the "Articles" or "Posts" tab of Wordpress, depending on what type of content you want to edit. Hover your mouse over the post/article to edit and links will appear at the bottom of the listing. Click on the "Quick Edit" link.



If you look at the bottom left area of the editing field, you'll see a text area where you can edit the text for the IssueM Author field or Author Override field. (See image below)

QUICK EDIT

Title

Slug

Date , 2015 @ :

Password -OR-

Private

Authors Click on an author to change them. Drag to change their order. Click on **Remove** to remove them.

[Joseph Harrington](#) 

Issue ACEP News: Vol 28 - No 01 - January 2009

ACEP News: Vol 28 - No 02 - February 2009

ACEP News: Vol 28 - No 03 - March

Article Categories

CME Now

Features

From the College

Opinion

Article Categories

ACEP 14 - Featured

ACEP Policy

ACEP14

Airway

Benchmarking

Break Room

Order

Article Tags

Allow Comments *Allow Pings*

Status

Issue Click on an author to change them. Drag to change their order. Click on **Remove** to remove them.

Author

Name

Authors

Unfortunately you can't bulk edit the author field in multiple posts at once. You have to edit each post individually.

Images

How to Set the Crop Area for a Thumbnail Image

Wordpress sometimes crops photos when it's generating a thumbnail image of the photo. If you want to specify what portion of the image is cropped, you can do so.

1. Go to the Media Library.

2. If you're in the "Grid View" mode, you'll see only the images in the media library. Click on the image you want to crop and then click the "Post Thumbnail Editor" link.
3. If you're in the "List View" mode, you'll see the images along with meta information in a list. Hover over the image you want to crop and click on "Thumbnails."
4. You should now see the image along with a list of checkboxes that list the various thumbnail sizes used on the site. Check the box next to the thumbnail size you want to edit. Hopefully you can figure out the right one by the title, but if not contact the web developer listed at the top of this document.
5. Move your mouse over the image and your cursor should turn into a crosshair. Use it to select the area of the image you want cropped.
6. Click the "Crop" button.
7. You'll be taken to a screen that shows what the cropped thumbnail will look like. If you like it, click the "Save" button which looks like a floppy disk. If you don't like it, click the "Trash" icon that looks like a trash can and your changes will not be saved.

Other

Events

Active only on ENTtoday.org and The-Hospitalist.org

You can manage events by clicking on the "Events" tab. The events are managed with The Events Calendar plugin by Modern Tribe. You can find a user primer on their site here:

<http://tri.be/support/documentation/events-calendar-pro-new-user-primer/>

A note about venues/locations

When adding the venue/location for an event be sure to check the dropdown next to the "Use Saved Venue" field to see if one already exists for your location. Otherwise you'll end up creating a duplicate venue entry.

When you are adding an event, **if you do not have a specific address for the event** like at a hotel or conference center, **DO NOT** fill in the address, city, state, or country fields in the "Event Location Details" section. Instead, set the "Venue Name" to be the city and state and leave the rest of the fields blank. This will prevent the location from being displayed twice on the individual page for an event.

Job Listings

Active only on ACEPNow.com and ENTtoday.org

You can manage jobs by clicking on the "Job Listings" tab. Job listings are managed with the WP Jobs plugin. You can read their documentation for support: <https://wpjobmanager.com/documentation/>

Polls

You can manage polls by clicking on the "Polls" tab. The polls are managed by the WP-Polls plugin. If you are in need of help you can try the support forum on the Wordpress.org plugin repository here:

<http://wordpress.org/support/plugin/wp-polls>

Webinars/Webcasts

Active only The-Hospitalist.org and FoodQualityAndSafety.com

To manage the Webinars or Webcasts, click on the tab with that name in Wordpress. You can add/edit/delete webinars in the same way you do posts. The only real difference is that there is a "Webinar Link" or "Webcast Link" field on the editing page. If the webinar/webcast is hosted on an external site, insert the link to the webcast/webinar page there.