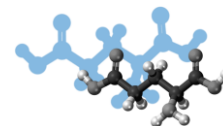# ChemBAM

Wordpress training for new authors

- Go to www.wordpress.com and click "Start your website"
- Register your email address/password. You can use any email address. *If it's not your University email address you'll need to give me your email address you use for Wordpress so I can add you as an author to the ChemBAM site.*
- Once you've registered you can go through the site creation wizard. Things to bear in mind:
    - I'd choose 'professional' rather than 'blog' if you're going for a scientific group-style website.
    - You can change all the styles etc once the website is online so don't worry now about how it will look
    - When choosing a site address, keep it short and simple! https://uk.godaddy.com/blog/10-tips-choosing-perfect-domain-name/
    - You can pay for domains. I pay 18 USD per year for ChemBAM.com. But you can also host a free website as long as it has 'wordpress' in the title before '.com'. E.g. my personal group website is www.schneppgroup.wordpress.com. You can change your domain at a later date so you can start with the free version and decide later to upgrade. But bear in mind you then have a different web address!
    - You're then asked to 'select a plan' and there's a small button that says **Not sure yet? Start with a free site**. Again you can upgrade later, there's no need to pay. Wordpress has plenty of free webpage designs to choose from.

- Once you have a site you'll get a page like this:
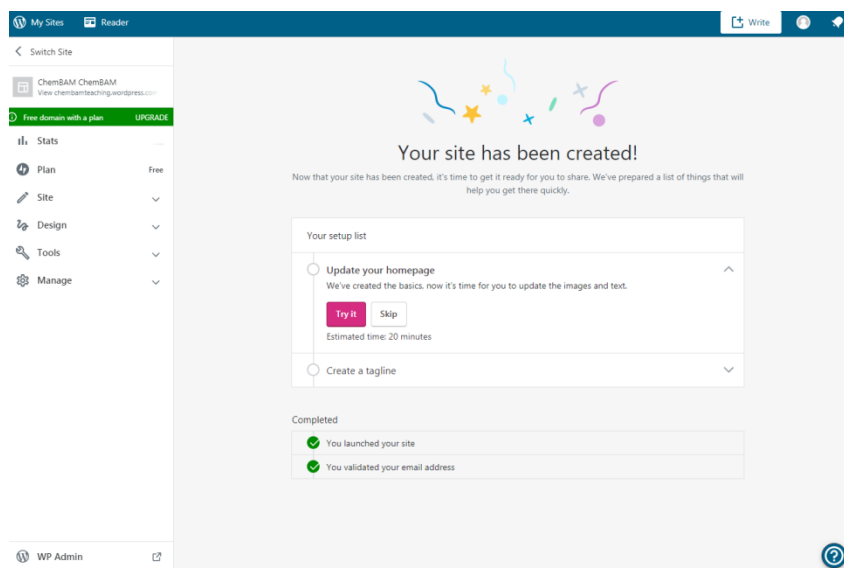
- Wordpress changed its format recently. I personally find the older one more user-friendly so will use that one!
- At the bottom left of the page is a button "WP Admin". Click that and it will take you to your Dashboard. If you ever need to reach this page directly, type your domain followed by /wp-admin. *E.g.* for ChemBAM type www.chembam.com/wp-admin

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Now you'll have this screen, where all the important stuff is on the left:

The most important buttons are 'Pages', where you can add pages to your site…

…and 'Appearance', where you can change how your site looks, plus add things like widgets and menus.
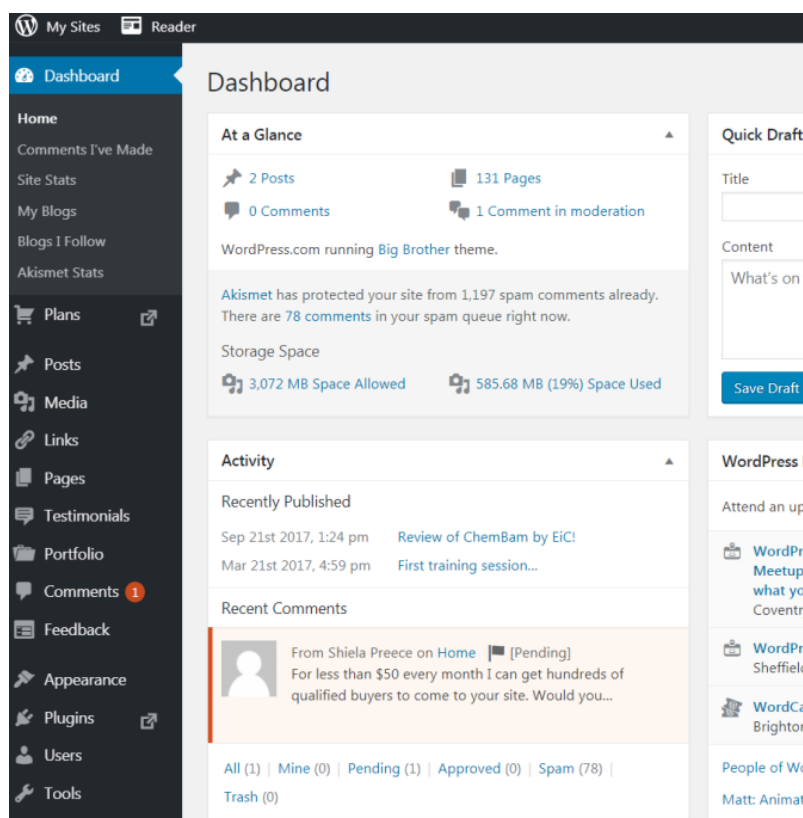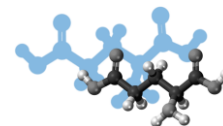
We'll start with the overall website theme:

Click on 'Appearance' and 'Themes'. There are loads of different themes to choose from. Some of the newest ones don't allow you to use the classic editor so just beware if you pick one of the more modern ones you might need to learn how to use the new 'block editor'! You can filter the themes to view only free ones. Pick 'Twenty Sixteen' for now and click 'Activate'.
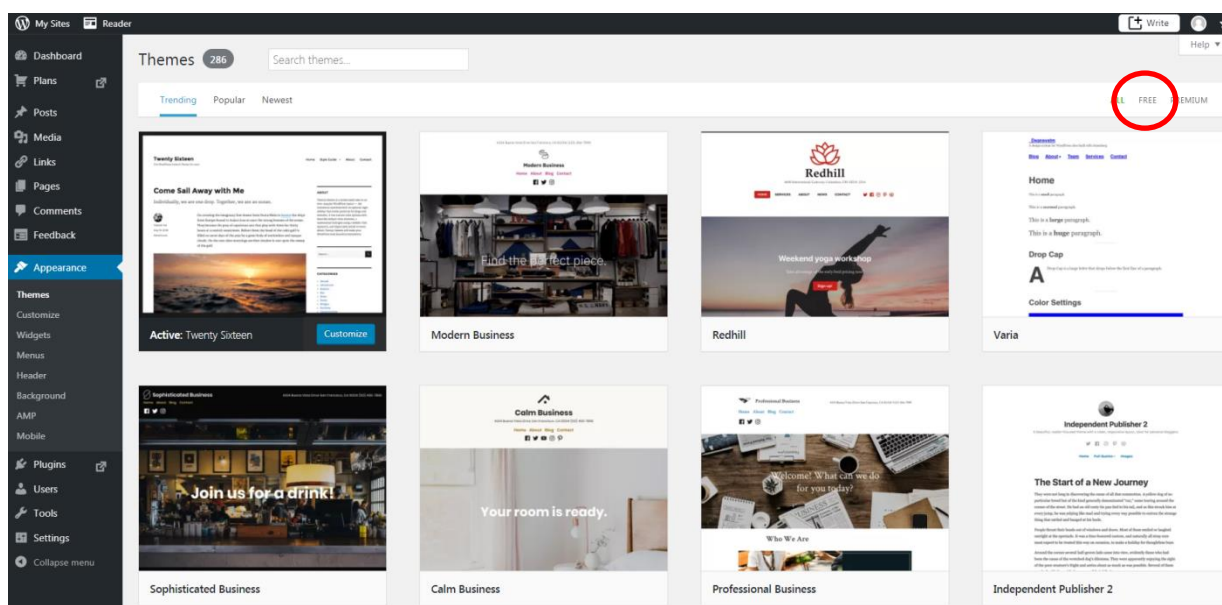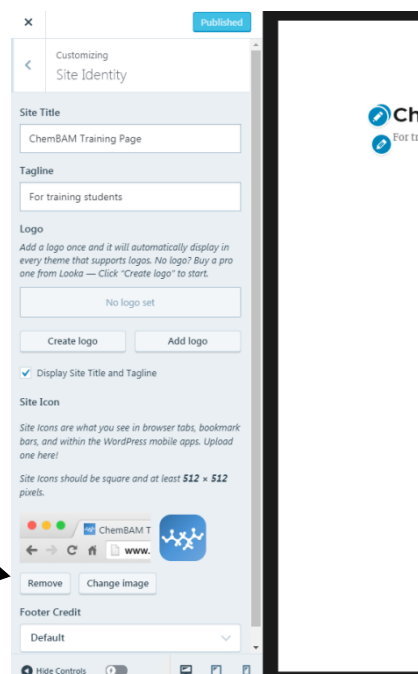
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Customizing your page

*** *A point worth noting here is that it's worth having your site open on a separate tab so you can keep refreshing it and see how it would look to a viewer*** *

1. Site identity

You can change the site title and tagline (not the domain, but the title if you want one at the top. Or you can leave these blank. We'll play around with these features a bit more later.

An icon is nice (but not essential). It is the little picture that appears on the tab on your internet browser.

2. Header Image

Instead of (or as well as) the Site Title, you can have a header image. In some themes this is stretched across the whole page – e.g. in the ChemBAM 'Big Brother' Theme. In others it's just across part of the page. It's worth exploring different themes to see what you like. We'll return to this later. It's just fyi for now.

3. Homepage settings

I'd recommend having Homepage as a 'static page' unless you particularly want a blog rather than a website. The Homepage is then 'Home' and leave the Posts page as blank (-Select-).

We'll come back to menus and widgets later

Colours, fonts and backgrounds is something you can play around with.

Another point to note is that different themes might have slightly different menus within the 'Customize' section as they support different features.
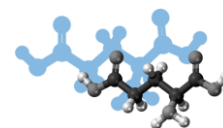
ChemBAM
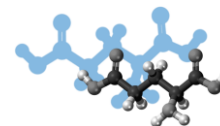
Adding pages

You can 'Add New' to create a brand new page…

Or if you want to make a new page in the same format or with similar content as a previous one you can 'copy'

To edit an existing page just click on it.

New page:

Click 'New Page' and the new page will be created. Again, I prefer the old style of editing. If wordpress takes you to the new 'block editor' (below) just click on the options button (top right) and click "Switch to Classic Editor"

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It should now look like this:

The first two things you need to do is identify a 'parent' and then name your page.
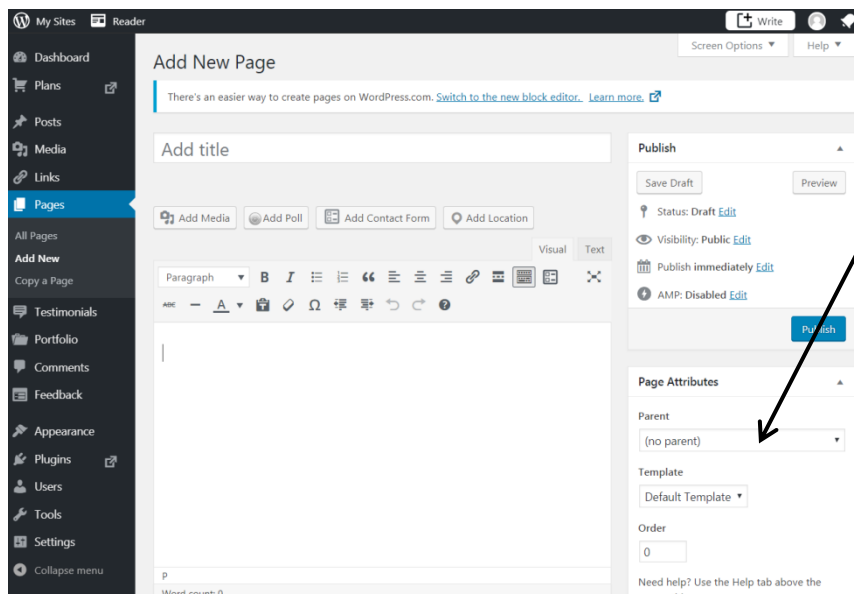
1. Choose a parent here. This allows you to subdivide your website. E.g. on ChemBAM we have 'Online Resources' and under that, the resources are divided up into 'pre-school, Key-stage 1' etc.

This is important as it will allow you to create drop-down menus later on. You can also order the 'child' pages but it's not particularly important. You can assign a parent page later but it's best to do it as you go along, especially for a big site like ChemBAM!

For your first few pages you won't need a parent so leave it as (no parent) for now.

2. Now type in a title for your new page, then click somewhere outside of that box and a suggested permalink (web address) will appear for your page. You can change it if you want but it should be logical. If you've selected a 'parent', that should be included in the address
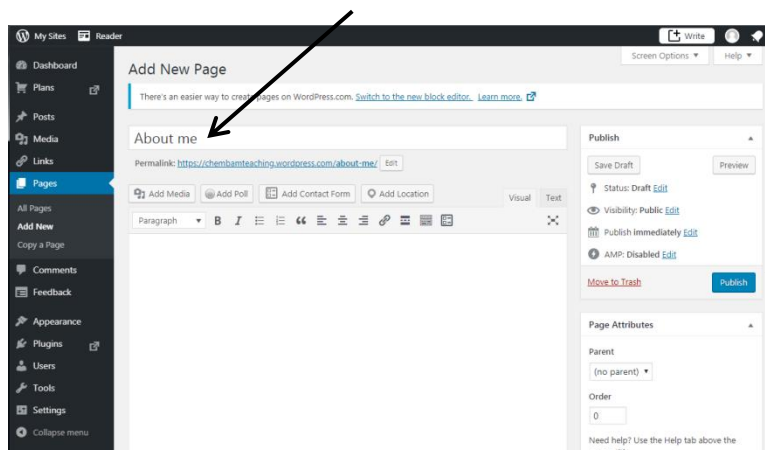
Now click 'publish'!

Add a few more pages *e.g.* 'my research' and 'my publications'. Also add a page that could be about a specific area of research *e.g.* 'nanoparticles'

Then when you go back to 'all pages' in the main dashboard menu you should see all your new pages listed.

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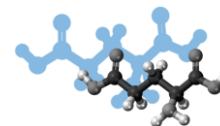
Creating your menu

Go to 'Appearance' on the dashboard and click on 'menus'. Select the pages you want to add to your menu and click 'Add to Menu'. They should appear under **Menu structure** on the right. You can also choose a name for your menu (this is for your admin purposes and doesn't appear on the website). You can drag the items in your menu around and also have 'sub items'.

Click 'Save Menu' and your site should now have a menu at the top. If you hover over 'Research' you'll see that 'Nanoparticles' appears as a sub-item on the menu.

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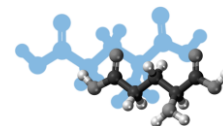
Exploring different themes

Now you have the basic structure of your website it's worth exploring themes. Within 'Twenty Sixteen' there are various things you can do to change the appearance of your website.

In the Dashboard, go to **Customize** then click on **Header Image**. You can pick one of the suggested images, or upload an image of your choice. You'll be guided through a wizard, where you crop your uploaded image to fit the header. Click **Publish** to update your website.

A note on images: There are lots of 'royalty free' image sites on the internet. Some of them charge a subscription but there are plenty that don't (*e.g.* https://unsplash.com/). If they don't charge a subscription, the authors often ask to be credited. This is something we believe strongly in at ChemBAM. Many of these sites will give you a short piece of credit text you can add to your website. On the dashboard, go to **Pages** then click on **Home**. Paste your credit text into your page.

Now go back to **Customize.** Try adding a Site Title. You'll find this under **Site Identity**. Try adding a Site Icon within the same section. Your website is now starting to take shape…
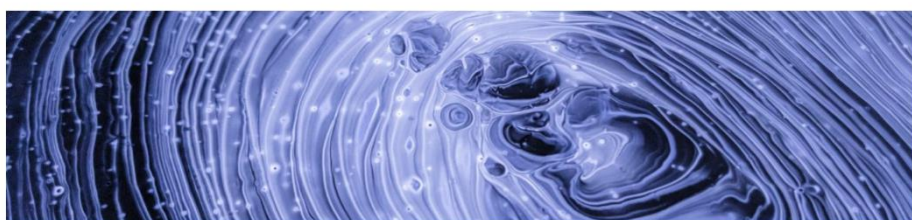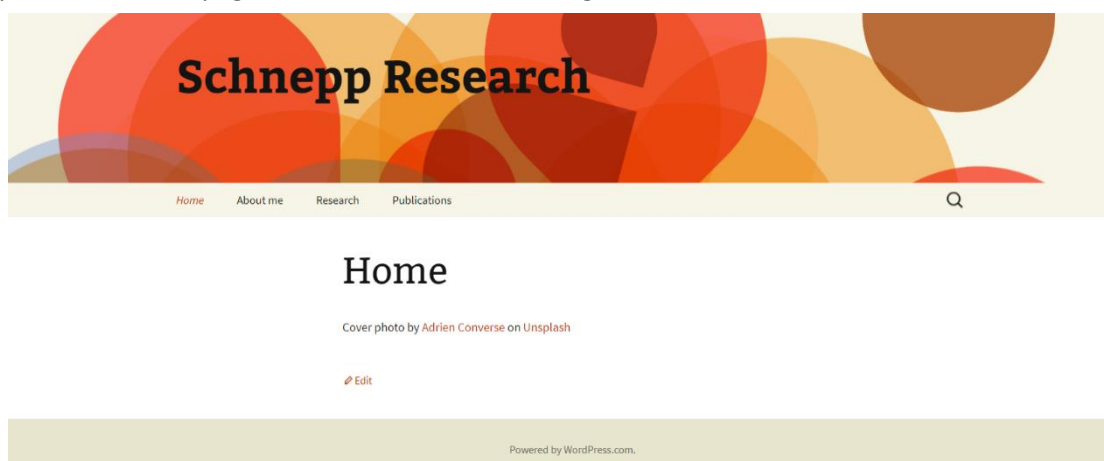

It's worth now taking a bit of time to explore different themes. Go back to **Appearance** then **Themes** and try 'Twenty Thirteen'. Your page should now look something like this….

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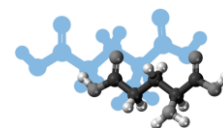
Try changing the header image, the fonts and the colours and backgrounds. This particular theme doesn't allow too many variations, but you can try other themes later. For the most control over the appearance of your website you need to go for the paid themes, but you can get a really nice looking website on the free themes. For ChemBAM, we wanted a blue header with white text, which we couldn't do via the theme. So we created a header image with ChemBAM in white text in a separate imaging software, then uploaded that to the page.
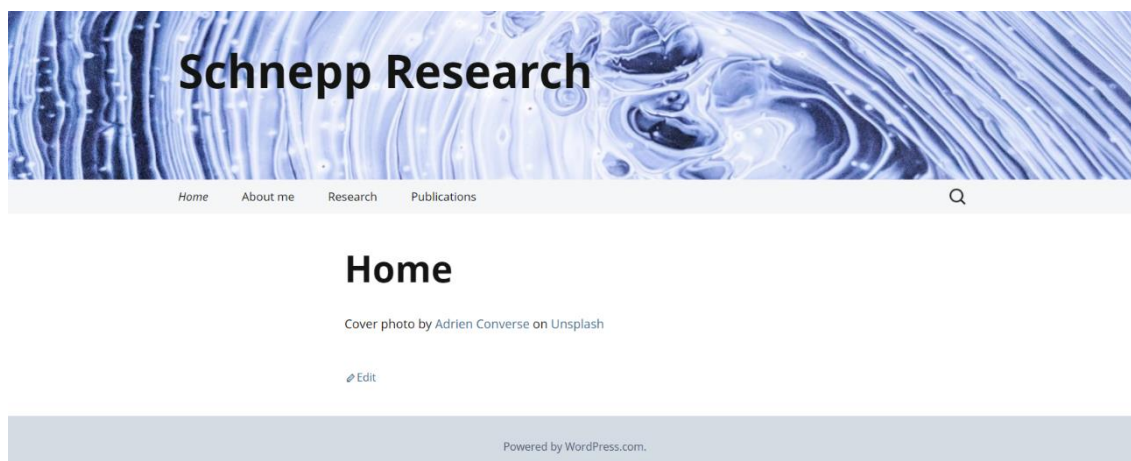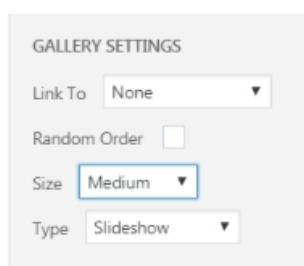

Widgets

These are a great way to make your site more lively and interesting. Under **Customise** go to **Widgets**. On this theme, there are two places you can add widgets. The primary area is in the footer of the page and the secondary area is the sidebar. In other themes this might be different.

In the **Secondary widget area** try adding a gallery. Select **Add Images** and upload a few image files. Click **Create a new gallery**.
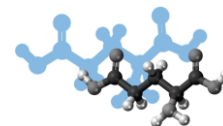
In gallery settings select
1. Type = slideshow
2. Link To = None
3. Size = Medium

Then **Insert Gallery**. You'll now have a slideshow in the sidebar of your website.

If you use Twitter, you can have your Twitter feed as a widget in the sidebar. There are lots of other widgets too, you can explore those and see what suits you.
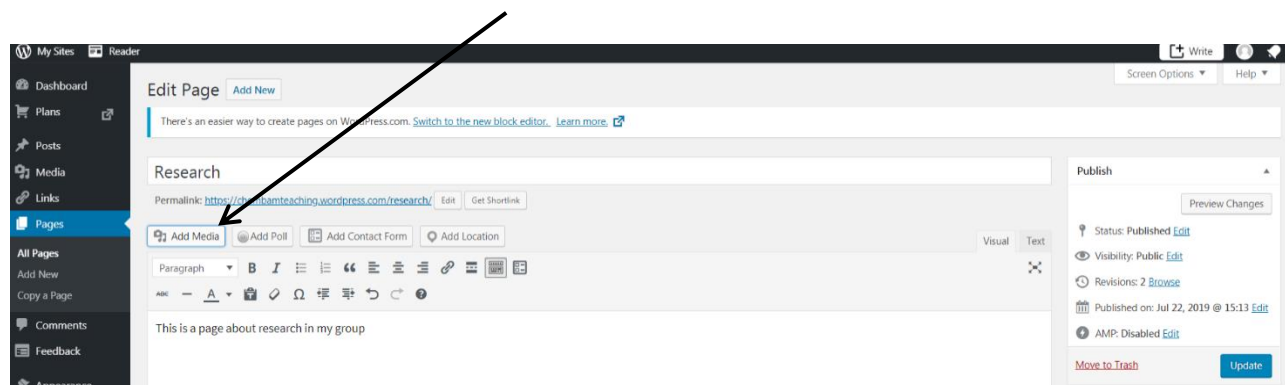
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Populating your pages

This is the easiest bit about building the website. Simply click on **Pages** then click on the name of the page you want to work on and start typing in the box! Click **Update** every now and then to save your changes and view the site on a separate tab on your browser.

A few helpful things…

To add images, files or videos, click on **Add Media**.

You upload an image, or choose one from your gallery. On the right hand side of the page you'll then be given some options.

Alt Text is not essential, but it is something you can use to make your site more accessible. It's something we are keen to promote on ChemBAM. Its purpose is to describe images to visitors who cannot see them. This could be due to a browser blocking the image. But it also includes users who are visually impaired.
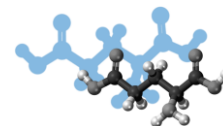
A caption will appear under your image on your website. You may or may not choose to use this.

'**Link To**' allows you to direct viewers to other places by clicking on the image. For example, they could simply open a window with the full sized **Media File**. Alternatively, you could direct them to an external site or to another page within your site by selecting **Custom URL**.

For some reason, within this wizard, you can't select a custom size for your image, I'll show you how to do that on the next page.
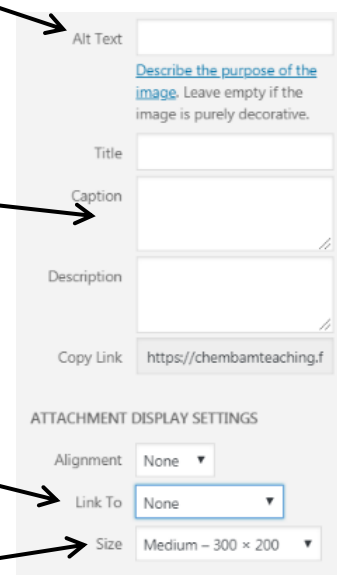
Now click **Insert into page**.

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Once you have your image in the page you can continue to edit it. Just click on the image and then click the **edit** button (looks like a pencil). Now you can change the size of your image to a custom size.

You can also use the **Add Media** feature to insert downloadable documents or to embed Youtube videos into your page.
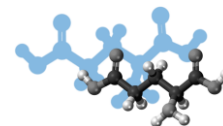
Creating links

This can be used to link to external websites and also to other pages within your site.

Select the text that you want to be your 'link'. This will appear underlined on your website.


Then click the 'link' icon

Paste your URL (the place you want to link to) and press enter or click the blue arrow.

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A note on html (Hypertext Markup Language)

It can be useful to learn a little bit of html, or at least to understand a bit. It's a language that was developed to write webpages. Most web-design services (like Wordpress) are WYSIWYG (what you see is what you get) and you aren't shown the html (and other) code that is behind what you're doing. But html is really straightforward and there are times that it's easier to do things in html. In the classic view on Wordpress it's really easy to view the html version of what you've created. Just click on **Text** on the right hand side.
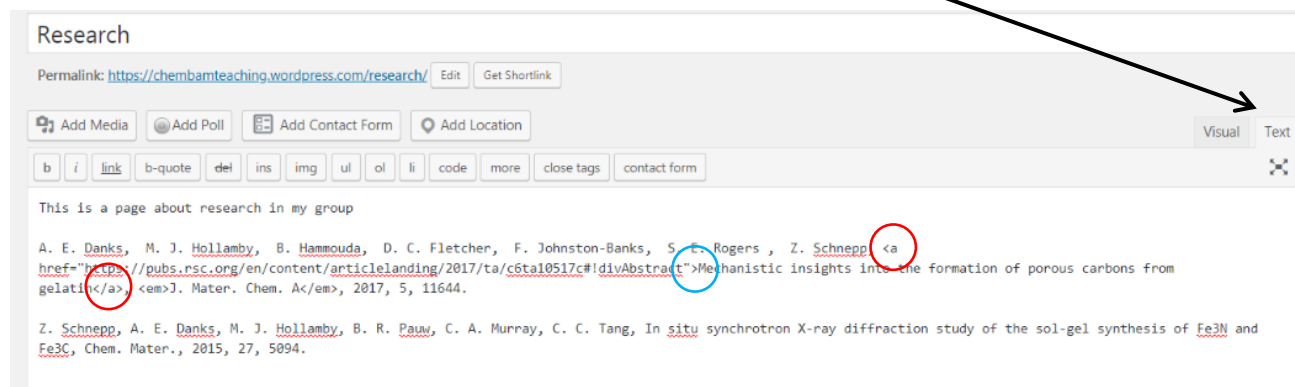
You can see that the page doesn't look that different! If you had much more content, it would start to look more complicated. The main 'tags' (bits of code that html uses to tell the browser how to display the info) on this page are <a> and .

<a> (red circles) is a 'tag' that defines a hyperlink, which is used to link from one page to another. The a is followed by href="" and within the inverted commas is the URL for the place you want to link to. The tag is then closed with a bracket (blue circle). The next bit of text is the bit that you want to appear on your webpage. In my case it's the title of my paper. You then close the tag (define the end of the hyperlink) by putting (second red circle).

 is text that has been 'emphasized' with italics. Older versions of html used <i>text</i> which personally I find more logical! Try removing the and and go back to the **Visual** version of your website and you'll see that your italics have been removed.

You'd probably never use html to put in hyperlinks or add italic text – it's easier to do that in the visual editor. But it's worth knowing that you can use 'tag's like this to do things within the text editor. One example where it's easier using html than the visual editor is subscript.

E.g. For the second paper reference, the Fe3C and Fe3N should be Fe_3C and Fe_3N. You can achieve this by adding a html subscript 'tag' in the text editor.

Write Fe3C on your visual editor. Then go to the text editor and change it to Fe₃C. Then go back to your visual editor and you should see that the 3 is now subscripted.

The _{'opens' the subscript tag and the} one closes it. The 3 is between those two tags and so the tag is applied only to that 3.