



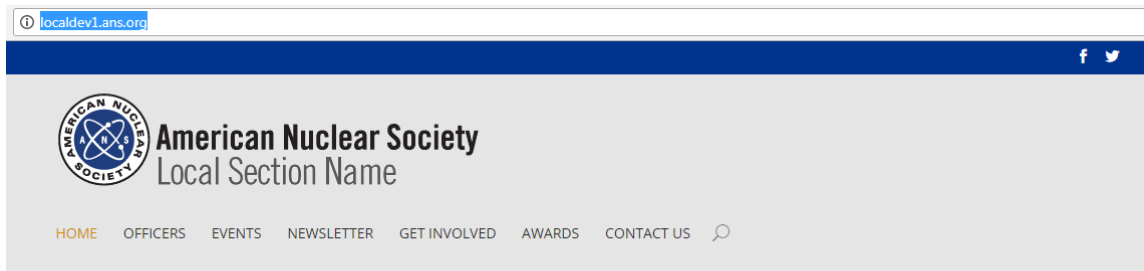
# American Nuclear Society

## Local Section Committee

## WordPress Tutorial: Local Section Websites

The ANS created a template for Local Sections to use. This template can be customized further to suit the needs of each section. When you receive your development site from ANS IT Department it will look like this - <http://localdev1.ans.org/>

1. The site will have a few stock photos and Latin text placeholders for you to edit.



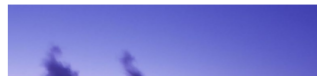
### XX Local Section of the American Nuclear Society

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### Our Mission


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2. As admins are added, they will be sent an email from WordPress with their username and a URL to create a password.

**From:** WordPress <[wordpress@committees.ans.org](mailto:wordpress@committees.ans.org)>  
**To:** [Your Name]  
**Subject:** [Name of Section] Your username and password info

3. When you create a password you will be able to log into the development site.



Username or Email Address

Password

☐ Remember Me

[Lost your password?](#)

[← Back to Local Sections Committee](#)

## WHAT YOU NEED TO DO

1. **Evaluate your current website.** Work carefully through the pages on your existing website, identifying all of the types of content (standard pages, photo galleries, resource pages, etc.) and noting any areas that need special attention.
2. **Set up environment.** Set up WordPress pages you need and get ready to import. Sections that already have sites will need to migrate the content they wish to keep from their existing site to the WordPress site
3. **Import content.** Bring over and organize your content, whether via an importing tool, manual entry (for a small amount, when no tool is available) or a custom importing process. Our IT Department can help sections with large amounts of media (PDFs, video, photos libraries etc)
4. **Review website, go live.** Carefully review the import, making adjustments where needed, and then go live. Once you are done editing the development site, our IT Department will make the site live.



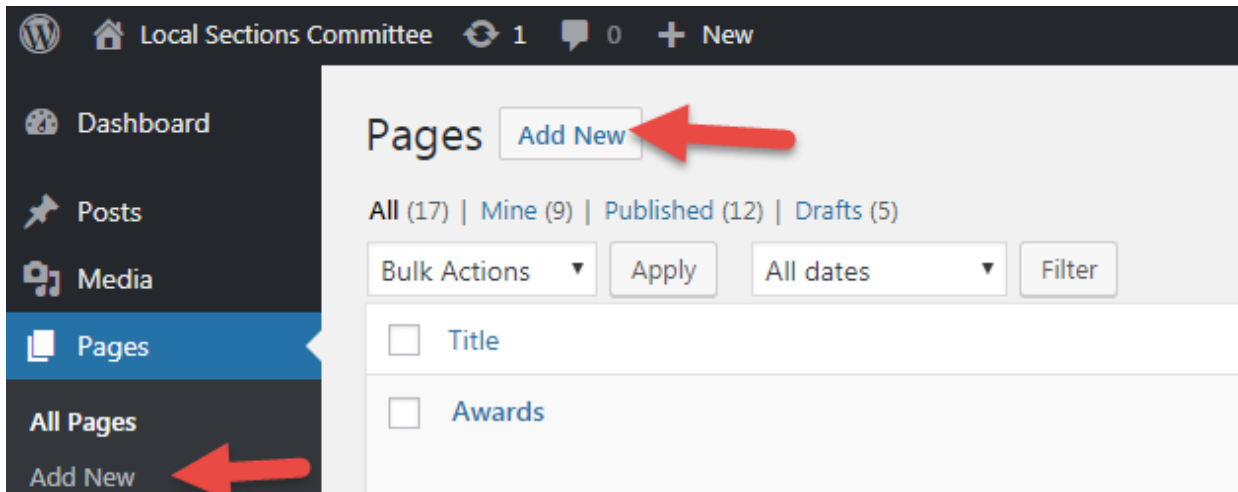
## DASHBOARD

When logged in, you will be taken to your dashboard. The left column of the dashboard provides quick navigation to every section of your website (pages, posts/blog, media library, appearance)

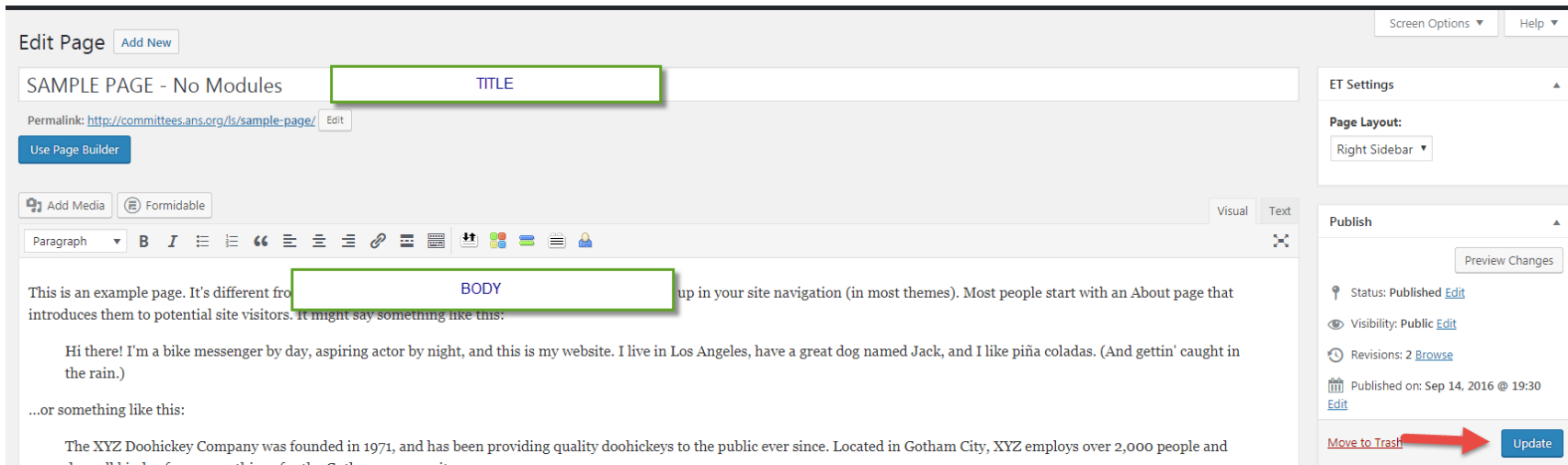
The screenshot shows the WordPress dashboard interface. At the top, the browser address bar displays `committees.ans.org/ls/wp-admin/` with a red arrow pointing to it. Below the browser bar, the WordPress header includes the site name 'Local Sections Committee', a refresh button, a comment count of 0, and a '+ New' button. The left sidebar contains a navigation menu with the following items: Dashboard (active), Home, Updates (1), Posts, Media, Pages, Comments, Projects, Appearance, Plugins, Users, Tools, Settings, Wordfence, and a Collapse menu button. The main content area is titled 'Dashboard' and features several widgets. The 'At a Glance' widget shows '1 Post', '1 Comment', and '11 Pages', along with version information 'WordPress 4.9.4 running Divi-child theme.' and a 'Search Engines Discouraged' notice. The 'Activity' widget is divided into 'Recently Published' (showing a post from Sep 14th 2016 at 7:30 pm titled 'Hello world!') and 'Recent Comments' (showing a comment from 'A WordPress Commenter' on the same post). At the bottom of the activity section, there are filters: 'All (1) | Pending (0) | Approved (1) | Spam (0) | Trash (0)'. The 'Wordfence activity in the past week' widget is partially visible at the bottom. On the right side, the 'Quick Draft' widget includes a 'Title' field, a text area with the placeholder 'What's on your mind?', and a 'Save Draft' button. Below this is the 'Your Recent Drafts' section, listing two drafts: 'Post a Gallery' (dated February 26, 2018) and 'Post as a quote' (dated February 26, 2018). The bottom right section, 'WordPress Events and News', includes a prompt to 'Attend an upcoming event near you.' and a news item titled 'Gutenberg – WordPress changes the editor' from Chicago, IL, USA.

## PAGES

1. You can create a page just by clicking “Add New”.

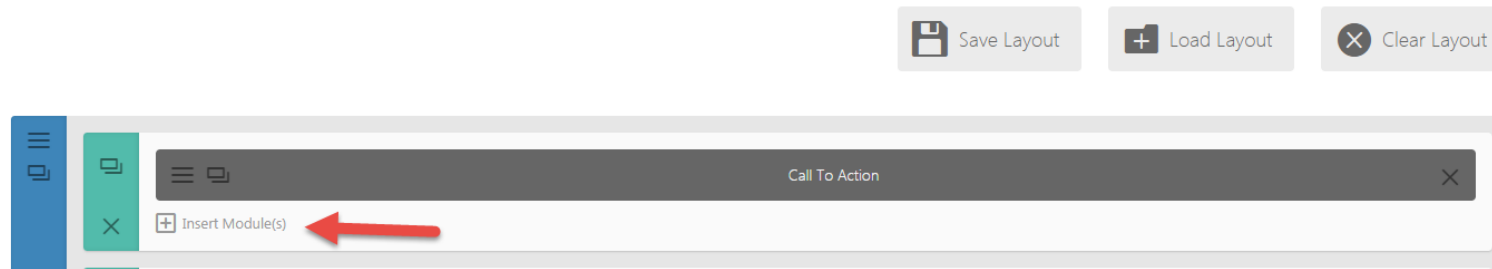


2. Name your page in the first Title field, create your content in the Body field and click Publish or Update. Note: After publishing a new page the URL automatically becomes live, but that does not mean that it is in the navigation dropdown of your site. You will have to add pages to your navigation bar for them to appear (See Appearance).



3. The Page Builder helps organize page content efficiently using modules. After clicking on Use Page Builder, you will be able to set up the number and width of the columns on your page. You can add various types of modules to each column you set up.

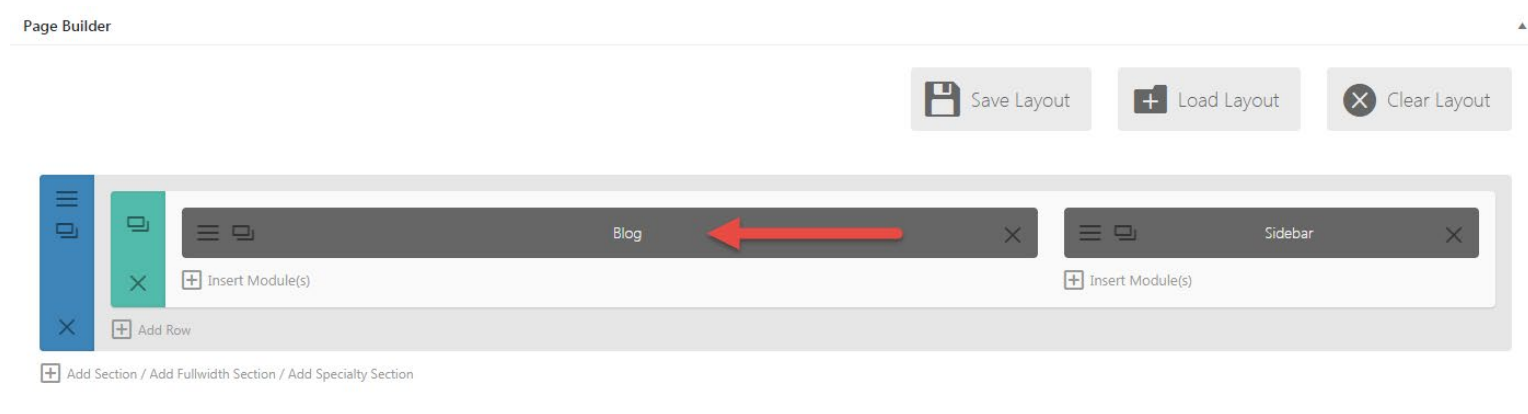
Page Builder



4. In the webinar we covered a few modules. For a quick review of what each module does, please visit <https://kb.wpbeaverbuilder.com/category/51-module-overviews>

## BLOG POSTS

1. If you have set up a page with the Blog module, you have to use the Posts section to add blog posts to that page.



2. The settings of the blog module determine which posts will be posted to that page. Your site can have multiple blogs.

Blog Module Settings

Layout:

Fullwidth ▼


Toggle between the various blog layout types.

Posts Number:

10

Choose how much posts you would like to display per page.

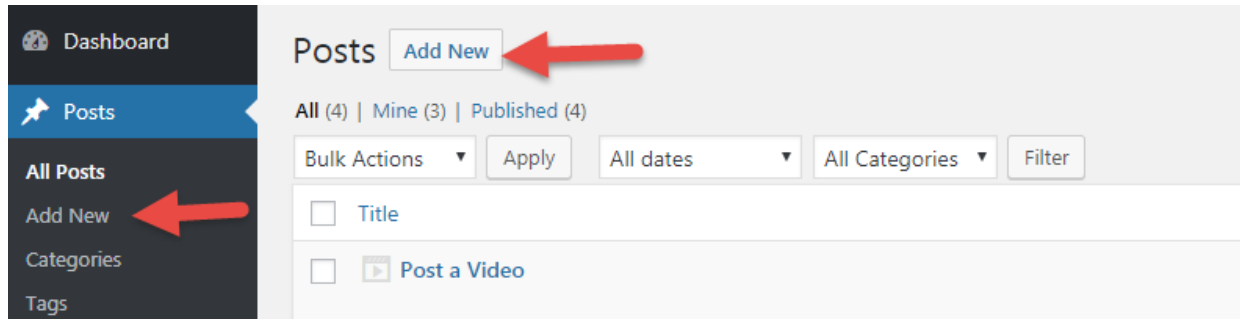
Include Categories:

☒ Blog 

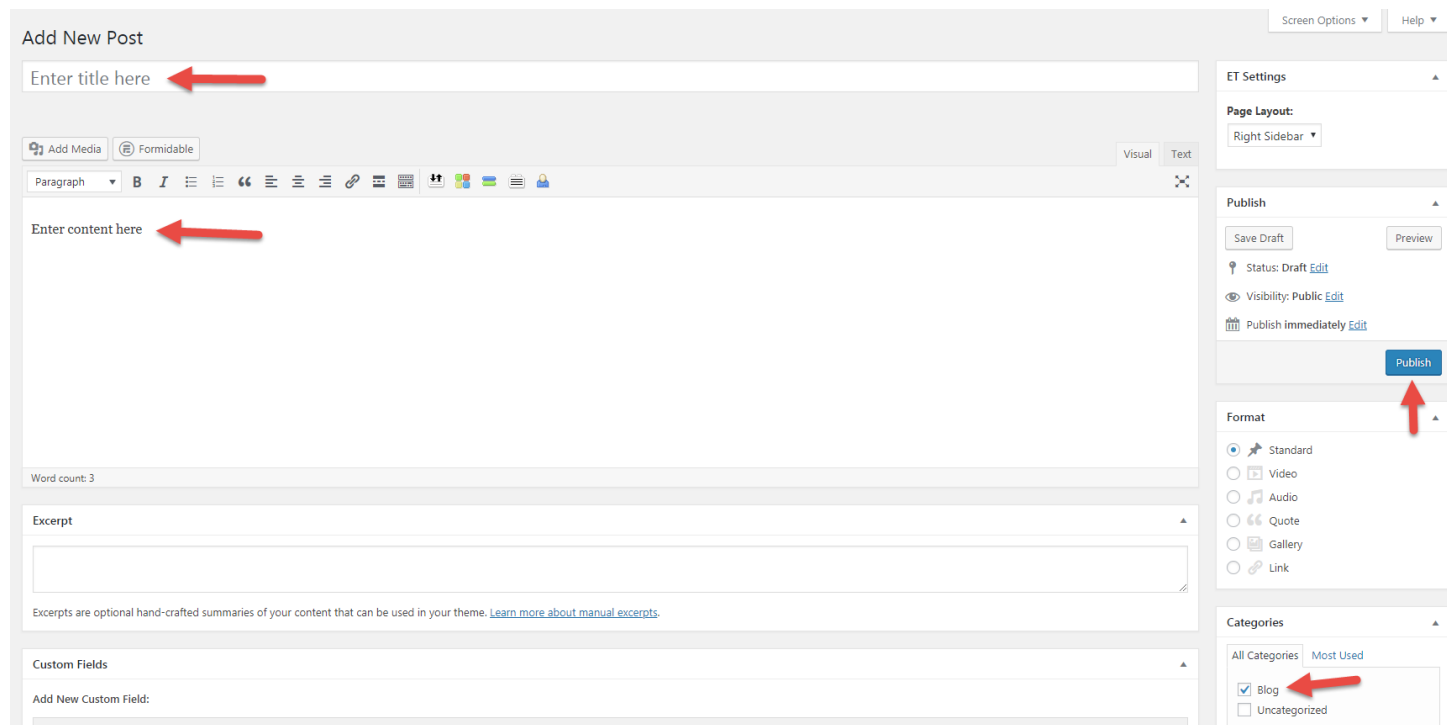
☐ Uncategorized

Choose which categories you would like to include in the feed.

3. To post to the blog, click on Add New



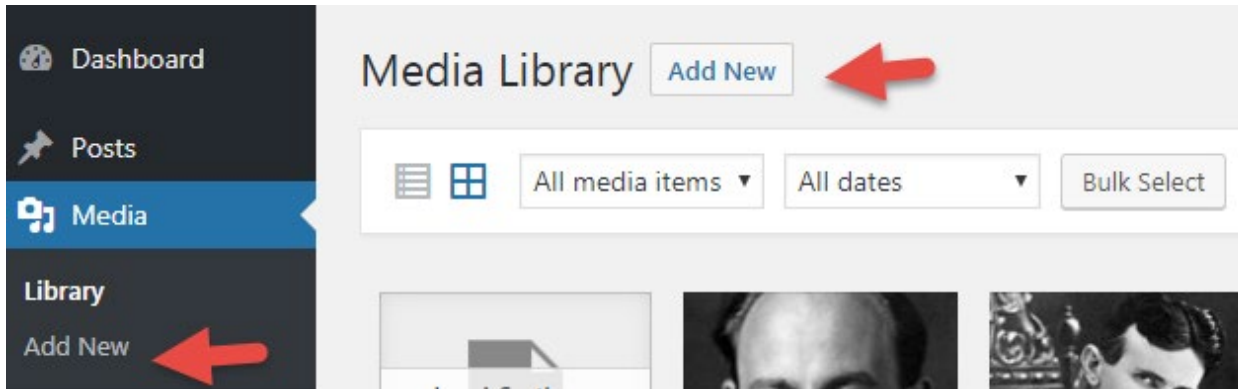
4. Enter the Title, add content to the Body field, select the category of the page you are posting to, and click Publish.



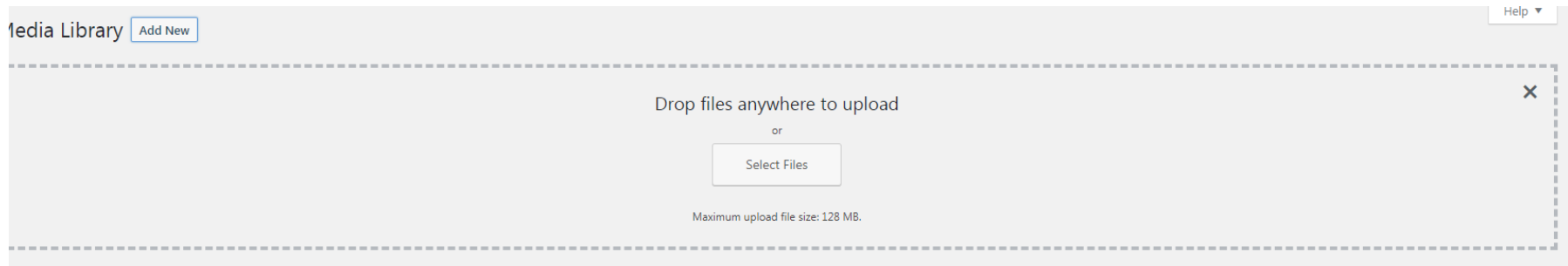


## MEDIA LIBRARY

1. It is quite simple to add files to your site's library. Files can include PDFs, images, video or most document types. To add media, click Add New.




2. You can click and drag items or select files from your computer to bring them over.



3. After files are uploaded they will have a URL which you can use to hyperlink the files anywhere on your site.

File name: bookmarks.jpg  
File type: image/jpeg  
Uploaded on: March 23, 2018  
File size: 191 KB  
Dimensions: 1280 × 853

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 URL

Title

Caption

Alt Text

Description

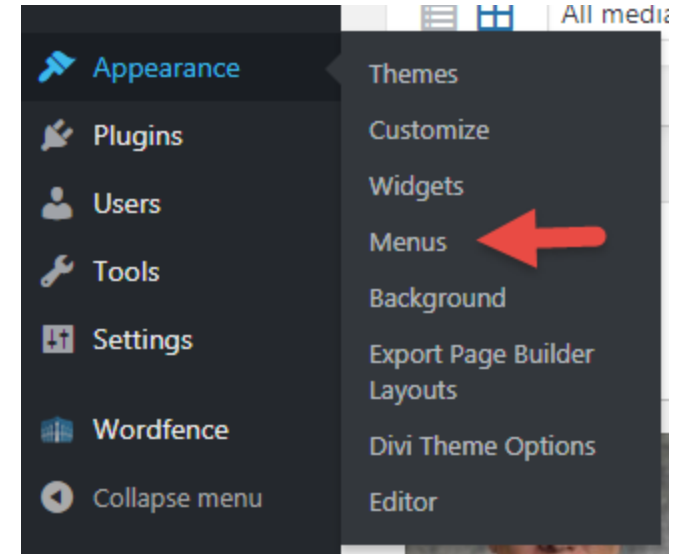
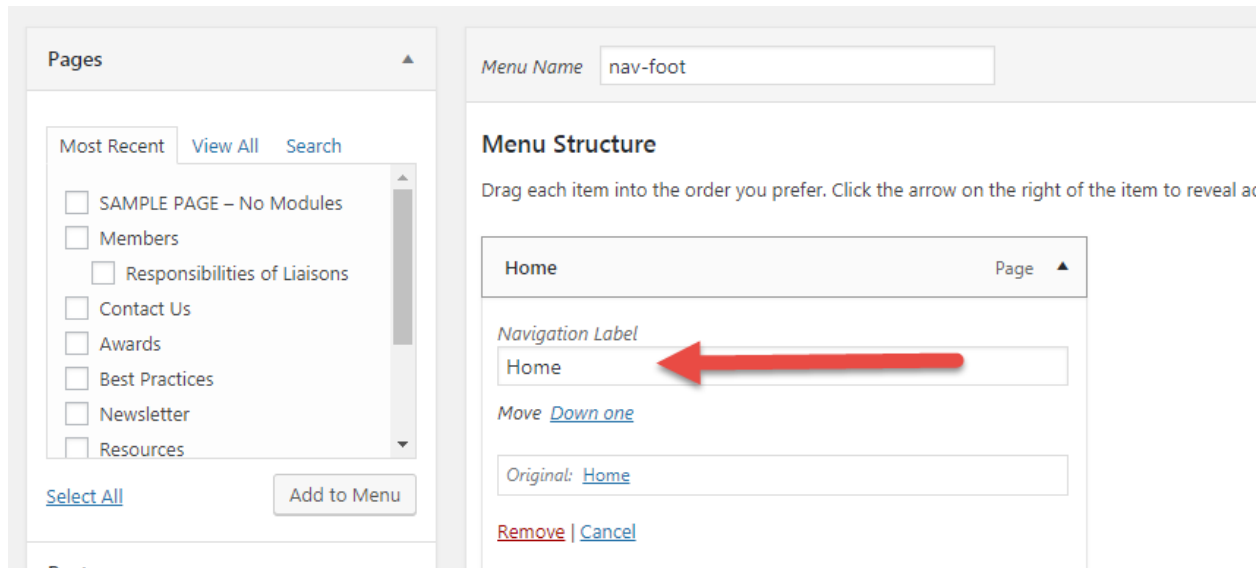
Uploaded By Tracy Coyle

Uploaded To [SAMPLE STORE](#)

## APPEARANCE – Menus

Since the template is already set up using the ANS Branding Guidelines, it is recommended that you don't edit the appearance of the site except for the navigation tabs.

1. To add pages to the navigation tab go to Appearance/Menus
2. In the Menu section you can rename tabs on your site.



3. You can also add pages to the navigation menu and drag them up or down in the order you would like them to appear on the site.

**Pages**

Most Recent View All Search

- ☐ SAMPLE PAGE – No Modules
- ☒ Members
- ☒ Responsibilities of Liaisons
- ☐ Contact Us
- ☐ Awards
- ☐ Best Practices
- ☐ Newsletter
- ☐ Resources

[Select All](#) [Add to Menu](#)

**Posts**

**Custom Links**

**Categories**

**Menu Name** nav-foot

**Menu Structure**

Drag each item into the order you prefer. Click the arrow on the right of the item to reveal a

**Home** Page ▲

Navigation Label  
Home

Move Down one

Original: Home

Remove Cancel

**Members** Page ▼

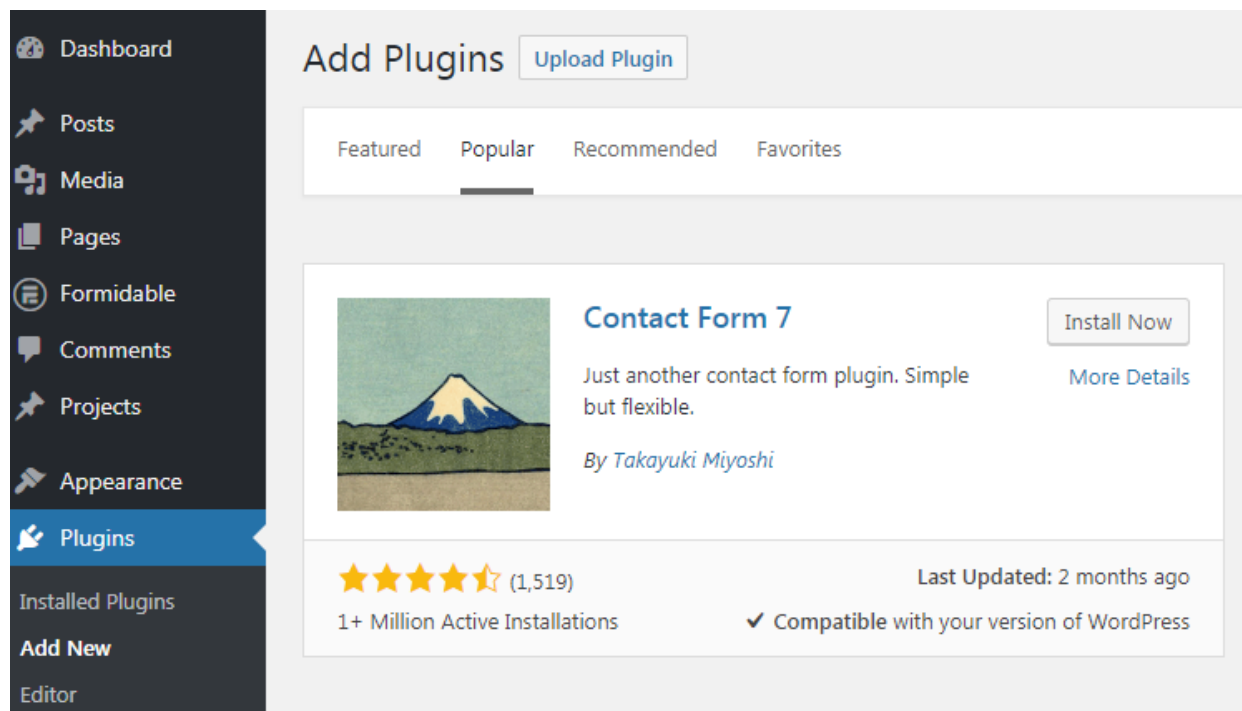
**Responsibilities of Liaisons sub item** Page ▼

## PLUGINS

If you are not completely satisfied with what the template provides, there are many free plugins that you can add to enhance your site.

A few plugins that have been used by other sections and divisions include:

- Formidable Forms - Quickly and easily create drag-and-drop forms
- Publish to Schedule – Schedule posts to go live on a specified date
- The Events Calendar - Lets you easily manage and share events.
- Embed Any Document - Lets you upload and embed your documents easily in your WordPress website without any additional browser plugins like Flash or Acrobat reader.
- TablePress - Embed beautiful and feature-rich tables into your posts and pages, without having to write code.
- WooCommerce - eCommerce plugin that helps you sell anything.



## ROYALTY-FREE IMAGES (LIBRARY)

When using images for social media, websites, and other section communications you should always make sure they are not copyright to avoid any copyright infringements. The easiest way to avoid this is to use your own photos taken at meetings and events or reach out to a local lab or company/organization and ask if they have any images that can be used. Usually, companies are happy to share photos if you give credit notation.

When in doubt always ask permission and get it in writing!

While there are not a lot of good nuclear focused images available for free stock imagery can be licensed/purchased at affordable prices (\$10-\$15)

iStock

<https://www.istockphoto.com/>

Shutterstock

<https://www.shutterstock.com/>

### Flickr

Many national laboratories and government agencies have flickr pages, but those sometimes need permission - each image gives the usage info.

NRC flickr pages

<https://www.flickr.com/photos/nrcgov/sets/> or <https://www.flickr.com/photos/nrcgov>

INL flickr page

<https://www.flickr.com/photos/inl/with/9196075004/>

Sandia Labs

<https://www.flickr.com/photos/sandialabs/sets/72157627999347798>

### Copyright free options:

#### NASA

<https://www.nasa.gov/multimedia/imagegallery/index.html>

NRC (some may not be royalty-free)

<https://www.nrc.gov/reading-rm/photo-gallery/guide.html>

## Wikicommons

Each image has to be checked for usage rights, but many are copyright free, some require credit notation.

[https://en.wikipedia.org/wiki/Wikimedia\\_Commons](https://en.wikipedia.org/wiki/Wikimedia_Commons)

## Pixaby

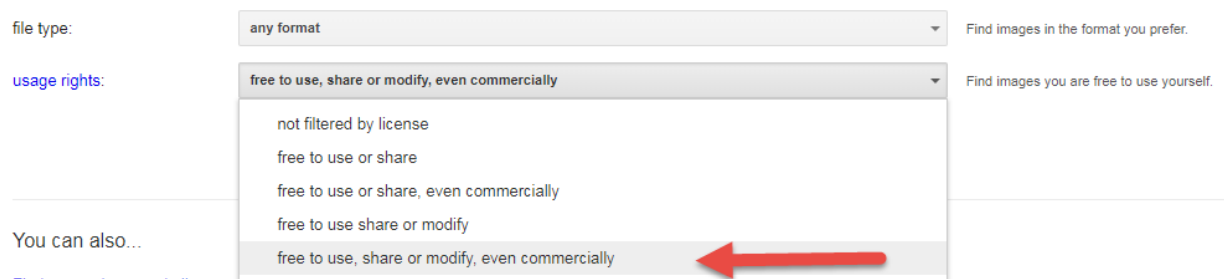
Some of these may link back to a pay site.

<https://pixabay.com>

## Google image

<https://www.google.com>

Images should be *labeled for reuse*. To find these easily go to Settings/Advanced Search/Usage Rights



The image shows a Google search interface with two dropdown menus. The first menu, labeled 'file type:', has 'any format' selected. The second menu, labeled 'usage rights:', has 'free to use, share or modify, even commercially' selected. A red arrow points to this selected option. To the right of the 'usage rights:' menu, there is a text prompt: 'Find images you are free to use yourself.'

file type: any format Find images in the format you prefer.

usage rights: free to use, share or modify, even commercially Find images you are free to use yourself.

not filtered by license

free to use or share

free to use or share, even commercially

free to use share or modify

free to use, share or modify, even commercially

You can also...

Here is an article on free stock images and some site links <https://www.foleon.com/blog/5-sites-for-free-stock-photos>