Editing

- A lot of people use the Front End editor for simple text updates.
- Most use the backend editor for more significant changes which require rearranging content.
- Georgia State styled tabs, accordions, toggles, buttons and “creative links” are under the My Elements
  (Remember, use Accordions when you need to, but only use “Toggles” when you need an accordion-like element inside a tab section, or inside an accordion)
- Use Row elements and place Text block elements inside rows.
- Use Single Image element to add images
- Use drag and drop to move elements within a row up or down or into another column.
- Phone numbers should be formatted to look like this: 404-413-5555. They should also all be links so that people on mobile devices can simply press the number to dial it. This is done by making the link look like this: tel:4044135555
- Use Grammarly as you insert copy on your pages. Catch grammar and spelling issues in the very beginning.
- The only time all caps should be used is when OSWALD font is used, and for buttons and Creative Links.
- Don’t use “Georgia State University” or “GSU” when referring to the university. Use “Georgia State”.
- If a link goes to an outside site (even a link to another GSU site) it needs to open in another tab. Internal links open in the same tab. The only exception is for documents (PDFs, Word files, etc.) – documents open in another tab.
- Lato headlines should be set to “Default”, which is 400 font-size, and never in all caps.
- Headlines should never skip their natural order. For example, they should go from H1 to H2, then to H3. Never insert an H3 without an H2 before it. If you need to change the font size of an H2 to look smaller, feel free to do this.
- Do not use a full 12-column row on your pages. It’s simply too long on desktop. Instead, either break the text up into two columns, add an image to the left or right, or change the responsive columns in the row to be “Offset” by “1 column – 1/12” and give them a “Width” of “10 columns – 5/6” in the Tablet – Landscape view.

References:
- Word Press Basics
- The top reverse buttons can be used to revert back to before the change you just made.

Cache
- When a page/post is edited the cache for that page or post is automatically cleared.
- If you are adding news/blog posts, updating rates, updating Staff or updating popovers, you will need to either clear the cache on the page where the content is displayed such as the location and directory pages or clear the entire site cache.
- If menus are changed, the entire site cache must be cleared.
Always check your changes logged in and not logged in to ensure the proper cached version is being delivered. When a page/post is edited the cache for that page or post is automatically cleared, but in the event that you don’t see changes after you publish the post, or in the case someone else doesn’t see the changes after you publish, see instructions below.

Instructions: Right after you publish a new blog post, just click on the “clear cache” button inside of the publish section on the right hand side of the editor.

Cache can also be cleared from the Dashboard Menu bar

Mobile Considerations
- Your audience is likely mostly mobile users so keep that in mind.
- Always check your content for how it looks on mobile.
- There are options for hiding certain content on mobile, changing the order of content on mobile, having a different mobile menu and more. If you need assistance, let us know.
- Make sure that all Oswald font headlines are responsive and shrink with smaller displays.

Working With Specific Areas
- Home – enable news-section and calendar to display department news and events.
- Document Management
  - Compress PDFs using [http://ilovepdf.com/](http://ilovepdf.com/)
  - All documents should be loaded under “Documents” on the left bar in the dashboard.
  - Documents can be replaced by editing the Document “package” and removing the current document and uploading a new one.
  - If you always use the document manager direct package link, the link in our pages never needs to change when a document is updated.
  - Since the link doesn’t change, it’s not necessary to clear cache when a document is updated.
  - Avoid long file name, special chars, spaces and periods in file names.
  - References: Document Management: Linking to Individual Documents and Document Management: Uploading and Replacing Documents

- Images
  - Compress images by using Photoshop or [https://iloveimg.com/](https://iloveimg.com/)
  - Upload images to the Media Folder
  - Upon upload, immediately add in “Alt Text”, which is just a brief description of what the image is. Example: “Portrait of George Washington” or “Bar chart displaying funds for FY 2020”

- Forms
- Forms and form notifications are managed under Forms.
- You can also access and export form entries under the Forms Menu.
- Forms are inserted in page using the WPBakery Gravity Forms element.
- References: How do I stop spam coming from my Gravity Forms?Faculty/Staff Profiles and How do I create a form?

- **Staff Profiles**
  - If your Staff Profiles are being hosted on another Georgia State site and are broadcast into your site, they are managed by the main site’s team.

- **Menus**
  - Menus are applied under Appearance/Menus/Menu Locations
  - To edit the main nav bar, from the Menus page choose: “Main Menu (Academic) (Primary Navigation Menu, Mobile Navigation)”
  - To edit Student utility menu: Select the “Student Menu” from menu page
  - To edit Faculty & Staff menu: Select the “Faculty (Faculty and Staff Header Menu)”

- **Templates**
  - Add or alter templates under “WPBakery Page Builder” > Templates.
  - Add templates to your pages by finding “Templatera” in the elements and selecting the template that you would like.

- **SEO**
  - On the backend editor, scroll down to “Yoast SEO Premium.”
  - Click on “Edit Snippet” in order to change the Meta Description (the short blurb search engines display under the page link.
  - Add a “Featured image” (on the right-most column on the backend editor) if you would like one to appear in social media posts.
  - Or, if you would like a different text blurb and image used for Facebook, click on the “social media” tab under Yoast SEO Premium and add them there.

**Getting Help**

- [https://commkit.gsu.edu/website-management/support/](https://commkit.gsu.edu/website-management/support/)
- [https://commkit.gsu.edu/website-management/](https://commkit.gsu.edu/website-management/) - Typography, Colors, Templates and other resources.
- Send an email to tickets@gsu.uservoice.com to open a support ticket. Or go to [https://gsu.uservoice.com](https://gsu.uservoice.com) and click on contact us.
- Additional Training resources - [https://commkit.gsu.edu/website-management/training/](https://commkit.gsu.edu/website-management/training/)