

Faculty Websites CMS

End User Guide

(February 2017)



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1. Quick Start guide

Go to the service environment and login using your QUID and Password:

<http://qufaculty.qu.edu.qa/>

You are ready to build a structure for your website, before any further action think about the structure of your website.

- How many pages you want to add to your profile?
- How you want to structure your information in your site?
- What would be the contents of each page?

For the demo sake, we assume we need these pages:

- Home (basic information about me)
- Research (information about my research)
- Publications (list of my publications)
- Teaching (what courses I teach and what I've taught)
- Gallery (a gallery of my images)
- Blog (my thoughts and news)
- Contact me (information about contacting me)

Be creative about your content and present them in an informative way, you can build almost any possible layout with faculty page builder.

1.1. Add some naked pages

So, we need to add those pages to our website, to add new simple pages do as follows. In this stage, pages are naked and we are just

adding them and giving them a title. We will add content to these pages later.

- Select **Pages** form menu at Admin panel
- Click on **Add New** text
- Fill out the **Title** field
- Hit the **Publish** bottom on the sidebar.
- Repeat above procedure for any of your pages.

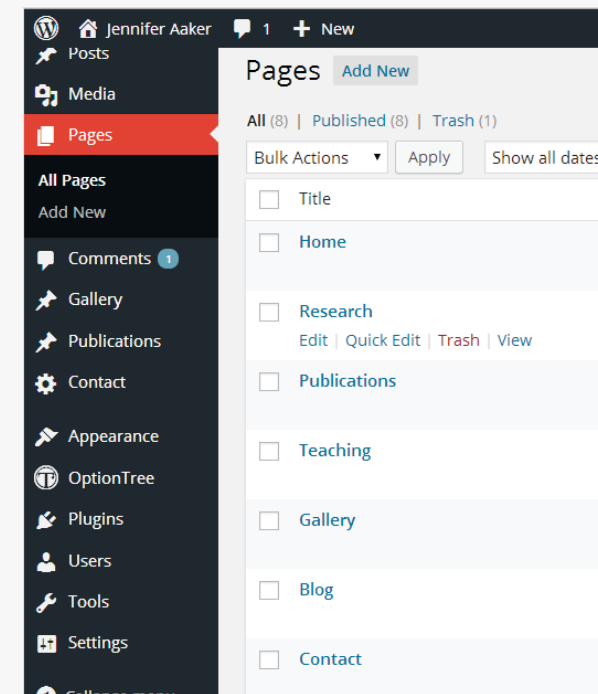
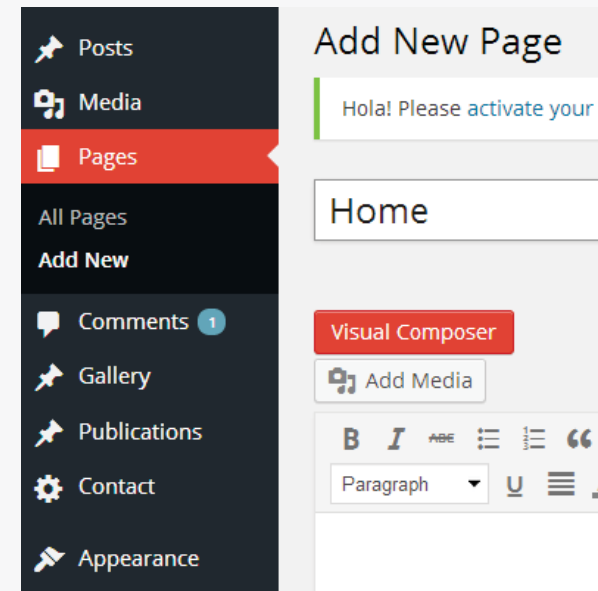
What we have until now?

Here is the list of our pages and you can the list by clicking on *Pages* menu.

You should be able to see the titles of pages which you just build.

Note: If you are using the Visual Composer plugin to build your page, make sure to set the **Template** at *Page attributes* to **Page Builder Template**, otherwise you can use the **Default Template**.

Note: It is necessary to add **Blog, Publications** and **Gallery** pages. The titles are not important, just add a page for them so you can later show them to your website.



1.2. Build your menu

More or less, we need a menu. After you added your pages (blank or contented) you can add items to the menu of your website, but first you have to add a menu.

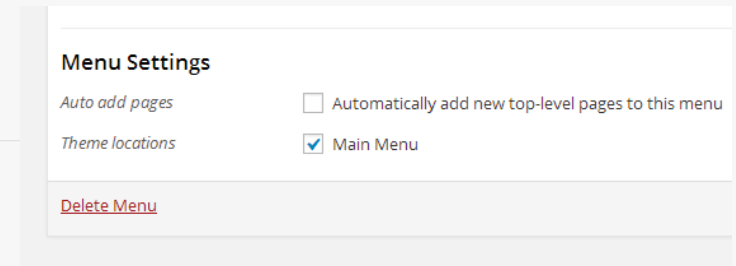
Add a menu:

- Go to admin panel
- Click on Appearance > Menus
- Type a title at **Menu Name** field
- Hit **Create menu** button
- Make sure to check **Main Menu** under *Theme locations*

In order to add menu items to your site:

- Go to *Admin panel > Appearance > Menus*
- From the right sidebar tick **home** under **Pages tab** and click on **Add to Menu**
- It will be added to the *Menu structure* panel.
- Open it and fill the **Navigation Label**.
- Click on **screen options** at the top of the page and check **CSS classes**
- Add class: *fa-home*
- Click on **Save Menu**
- Open your website and inspect the changes

Note: find the name of the icon from *Font Awesome* website and add it to CSS Classes.



<http://fontawesome.io/icons/>

1.3. There are two types of pages, Ordinary and Ajax

As you can see from the demo page of faculty, there are two types of pages:

- **Ordinary pages** like home and blog
- **Ajax pages** which slide in the page when you click on the menu items

So, How to set which page is which type?

It is pretty easy. It is handled by the *CSS Classes* that you set at the menu.

- Page will be Ajax type if you type **ajax-fac**
- **Don't put that keyword** to open a page as an ordinary.

1.4. Two very important setting

First: WordPress is by default a blogging platform, so it assumes you are building a blog which has some pages, but we are building a website which has a blog, there is a way to tell this to WordPress that hey! Use this page as my home page instead of blog index page.

- Go to admin panel
- Click on *Settings > Reading*
- At Front page displays set it to **An static page**

How to make a page to slide in?

Just add the **ajax-fac** keyword as a class to the corresponding menu item.

The screenshot shows the 'Research' menu item configuration in WordPress. The 'Navigation Label' is 'Research' and the 'Title Attribute' is empty. The 'CSS Classes (optional)' field contains 'ajax-fac fa-book'. Below this, there are links to move the item up or down, and a 'Remove' button. The 'Original' link is 'Research'.

The screenshot shows the WordPress admin dashboard with the 'Reading Settings' panel open. The 'Front page displays' section has 'A static page (select below)' selected. The 'Front page' dropdown is set to 'Home' and the 'Posts page' dropdown is set to 'Blog'. The 'Blog pages show at most' is set to 10 posts, and 'Syndication feeds show the most recent' is set to 10 items.

- For **Front Page** select **Home**
- Hit **save changes**

Second:

- Go to admin panel
- Click on settings > Permalinks
- Under **common settings** check the **Post name**
- Hit **save changes**

1.5. Add your content to Home page

After building you menu by adding items and filling appropriate CSS Classes to each one of theme, your site should seem like ready to put some content to it.



2. Templates for pages

There are 4 types of templates provided by Faculty that you can make use of to build your pages.

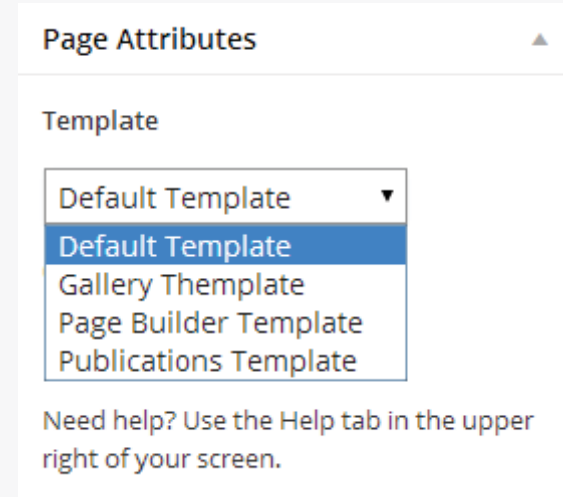
- Default Template
- Page Builder Template
- Gallery Template
- Publications Template
- Page builder with sidebar

2.1. Default Template

This is the main Template you can use for your simple pages, except pages which are build using Visual composer, Galley page and Publications page.

2.2. Page Builder Template

If you want to use the Visual Composer to build a page, make sure to use this Template.



2.3. Galley Template

Use this page template just for your Gallery. It is take a Title and Description from you and the rest of the page will be populated with the images you add to the Galley *Custom Page type*.

2.4. Publications Template

Use this page template just for your Publications page.

2.5. Page builder with sidebar

This page template uses a built-in dynamic sidebar of the theme, and you can build the content of the page either using visual composer or the native WordPress editor. This page template added at v3.0 of the theme.

3. Custom Page Types

Custom page types (CPTs) in WordPress are much like pages, except they use custom fields. There are two CPTs provided by Faculty theme to ease the process of data entry for you.

- **Gallery page type**
- **Publications page type**

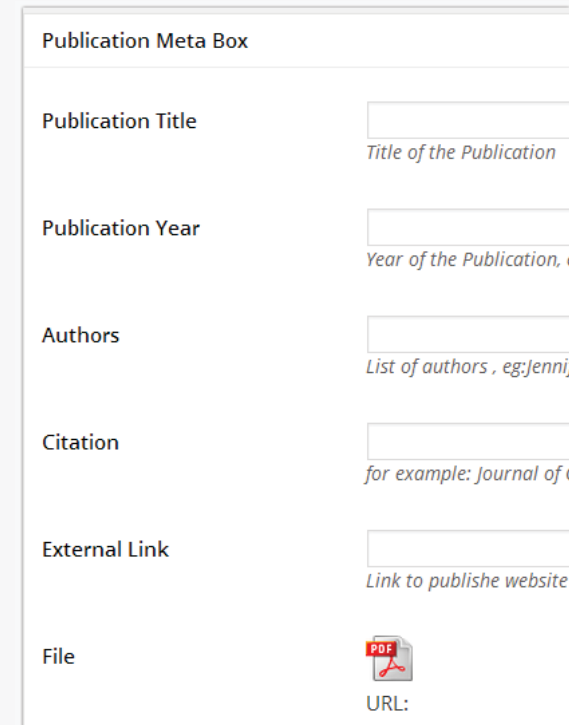
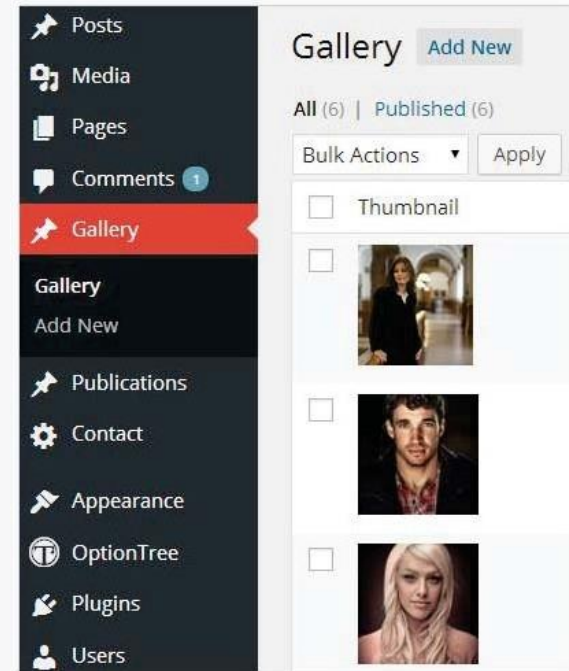
3.1. Gallery page type

This type of pages is specialized to build your gallery page. Think of it as a tool to add individual images to your gallery, each item in your gallery - which is an image with a title and description - is considered as a custom page.

3.2. Publications page type

Similarly, each publication needs more fields such as title, authors, DOC file, abstract, etc. These entries are handled by publications page Theme Options

In this section, we introduce the theme options for Faculty which you can use to customize the functionality and look of theme.



4. Theme Options

4.1. General

- Your name
- Sub-title
- Personal Photo

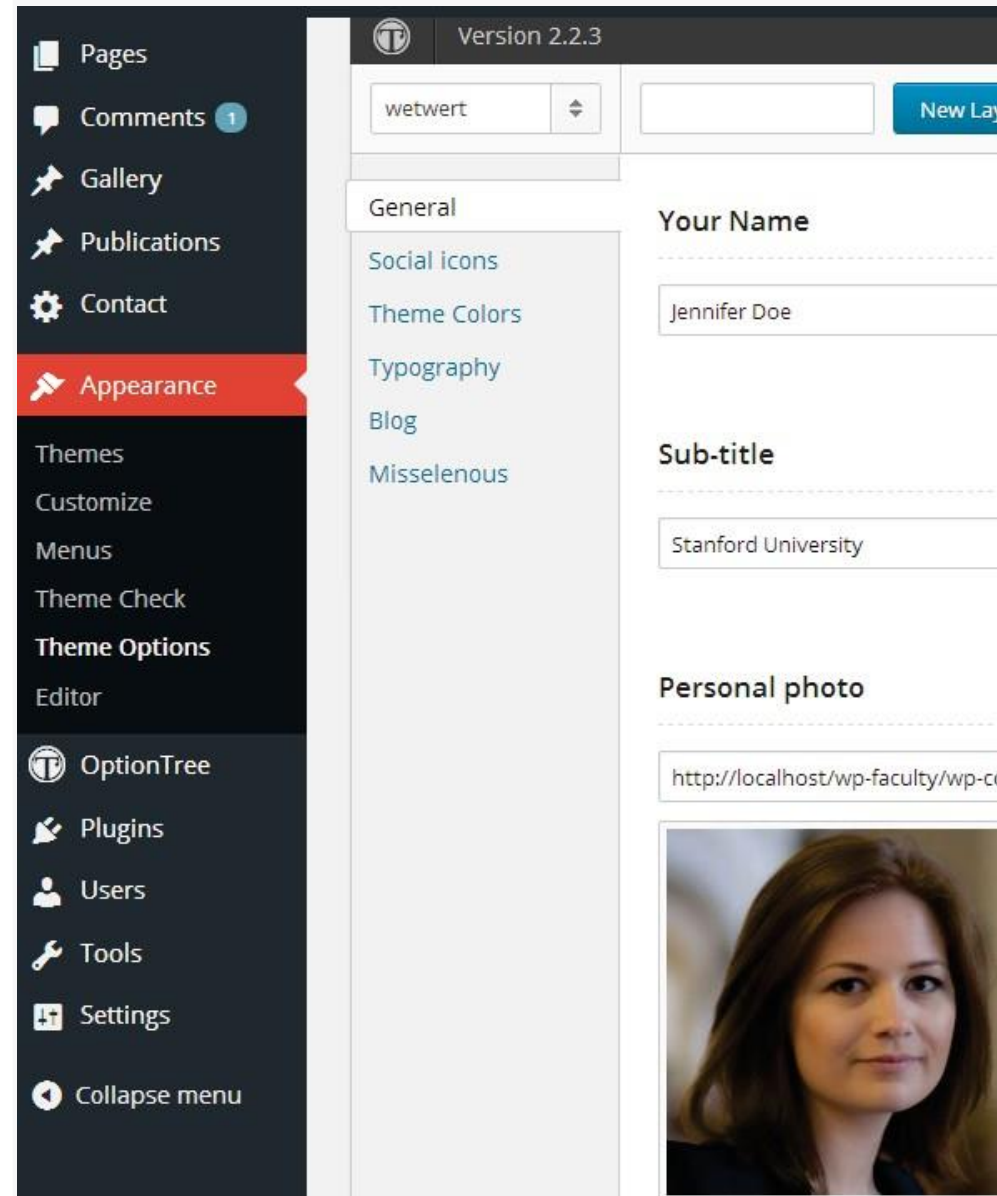
4.2. Social Icons

In the social Icons Tab, you can choose which social icons you want to show at the bottom of the sidebar.

Note: You can just turn on maximum 3 items.

Available social icons are:

1. Facebook
2. Twitter
3. linkedIn
4. ResearchGate
5. Academia.edu



4.3. Theme colors

Colors of the Faculty theme are highly customizable using some color-pickers! You can go to **Theme-colors** tab and try to edit them.

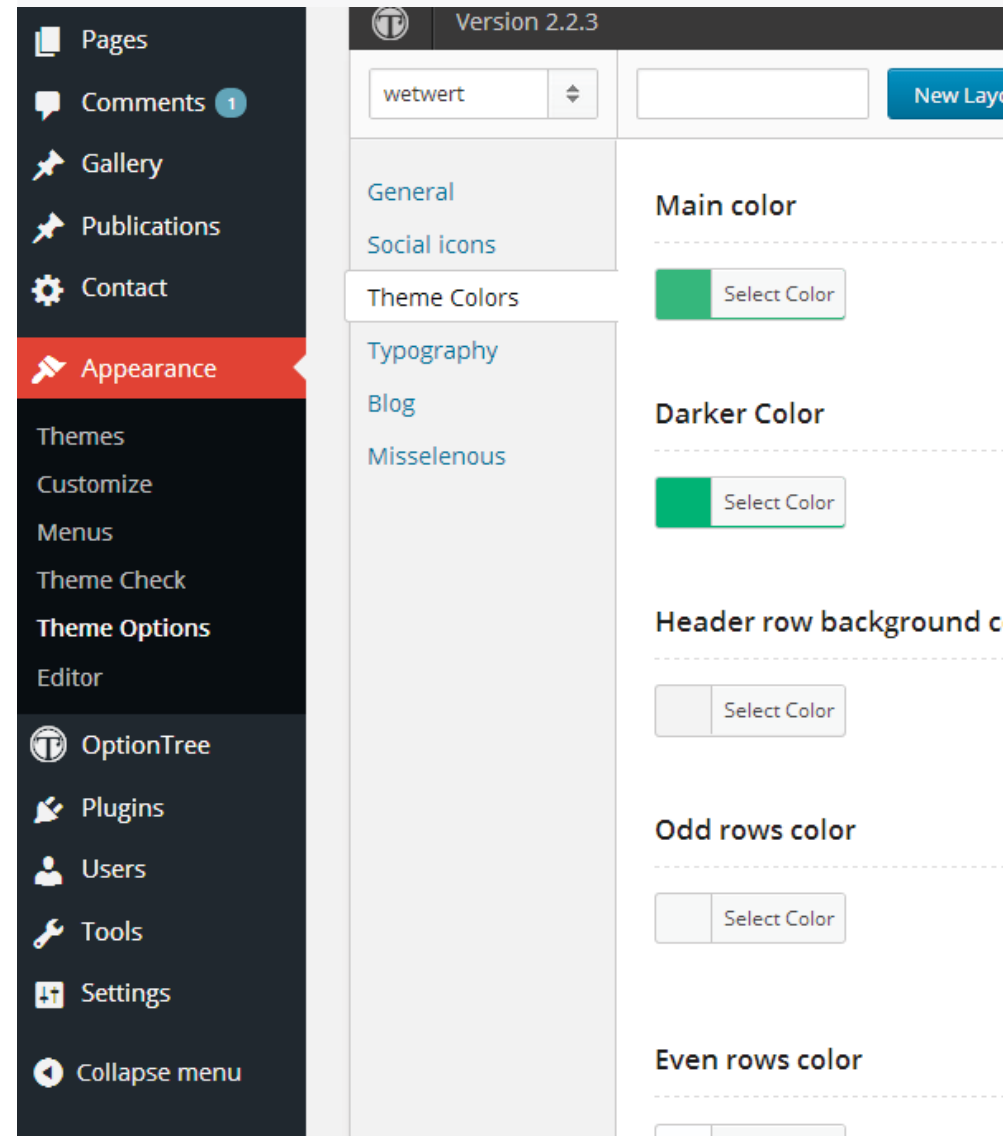
Note: if you changed a color you can simply go back to default color. Just open the color picker and click on the **default** button.

Play with the colors and inspect your website to get the best feel of your desire.

4.4. Typography

There is a possibility for you to change the font sizes of the theme. Find the settings at **Typography** tab.

- **Sidebar title** size, in case your name is long and does not fit the space there, you can adjust the size here
- **Menu text size**, in case one or more of your menus are long labeled you can adjust the size of the text in you menus.
- **Global font size**, here you can adjust the size of the text specially paragraphs in your website.
- **Big titles**, you wonder how to make those giant titles of pages a little bit smaller? This setting is for you.



4.5. Blog

In the blog section, there are few settings that you can make to your blog posts mainly.

4.6. Sidebars

Since v3.0 you can have unlimited sidebars and use each of them making use of visual composer to any page of the theme.

4.7. Miscellaneous

Other settings of your theme are here.

- **Analytics and scripts:** Copy and paste your Google analytics code here. Be careful with this you may break your site if you don't know what is this for.
- **Site favicon** upload your site favicon here

The screenshot displays the WordPress theme customizer interface. On the left is a dark sidebar menu with icons and labels for various site management areas: Posts, Media, Pages, Comments (with a notification badge), Gallery, Publications, Contact, Appearance (highlighted in red), Themes, Customize, Menus, Theme Check, Theme Options (highlighted in red), Editor, OptionTree, Plugins, Users, Tools, and Settings. The main content area is titled 'Theme Options' and shows 'Version 2.2.3'. Below the version, there is a search input field containing 'wetwert' and a 'New Lay' button. A list of settings categories is shown on the left: General, Social icons, Theme Colors, Typography, Blog, and Misselenous. The 'Blog' category is selected, showing three toggle switches: 'Show Post social sharing' (ON), 'Show post author' (ON), and 'Show post tags' (ON). A red 'Reset Options' button is located at the bottom of the panel.

5. HOW-TOs

5.1. How to Create a sample page?

You can find how easy is building the sample page by checking this video:

[Building Faculty Sample Page](#)

http://content.qu.edu.qa/faccms/faculty_builging_sample_page.mp4

5.2. How to upload my CV file?

- Go to admin panel
- Click on *Appearance > Theme Options*
- Go to General tab and upload your cv file (DOC or PDF)

5.3. How to add a menu to download CV?

- Go to admin panel
- Click on *Appearance > Theme Options*
- **Copy the URL** from upload cv field
- Click on Appearance > Menus
- At the left sidebar click and open the **Links**
- **Paste the URL** the field and give the menu a name
- Click on **add to Menu** button
- Pick a font awesome class for it (read 3.2 Build your menu)
- Save menu

5.4. How to add publications page?

Add a new page to your WordPress and fill the title and content with a text, then at the **Page attributes** panel select the **Publications template** to handle the content.

5.5. How to add a new publication?

You publications are listed as a custom page type which are available from the publications menu.

Click on Add New and fill the fields.

5.6. How to add/edit publication type?

Publication types (journal paper, conference paper, book, etc.) can be managed at submenu of **Publications menu**, go there and add as many types you want, then they can be used to organize your publications when you are editing a publication you can assign it to one or more types.

5.7. How to add the Gallery page?

The process is pretty much same for publications page. Except you should choose the **Galley Template** for this page.

5.8. How to add images to Gallery?

Go to **Gallery** form admin panel and click on Add New, then pick a title and description and upload a photo.

5.9. How a page is structured?

Except for publications and gallery pages which are special pages you are flexible to build your pages in the way you want them to be. While editing a page click on the **Visual Composer** to switch to a more flexible content management interface.

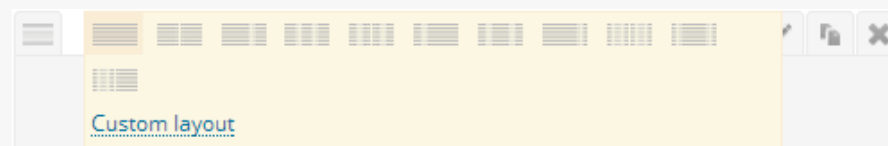
Each page consists of rows. In each row, you can have one or more columns. You can put secondary rows in columns too.

Then you can put your content in the columns.

5.10. How to add a row?

To add a row, click on .

5.11. How to add columns to a row?



As you can see in the picture you can choose how you want your columns to be, choose on of pre-defined ones or click on **custom layout** to make yours. It is better to use *span* prefix and a number, for example if you want 3 equal columns you can type-in: `span4+span4+span4`. Note that $4+4+4=12$, so your spans should be equal to 12.

5.12. How to add a title and text?

Click on the **Plus sign** inside any column then click on the box says **Title**, or search for title.

- Input the title
- **Title position** is the alignment of the text
- **Title tag** is responsible for the size of the text

5.13. How to add my academic positions?

Click on the **Plus sign** inside any column then click on the box says **Positions**, or search for positions. It adds a container for you in the column. Now you can click on the plus sign and add as many positions as you want.

Edit Title

Title

Title

Separator title.

Title position

Align center

Select title location.

Title tag

Big heading

Select title tag.

Extra class name

Save Cancel

5.14. How to add educations background?

Click on the **Plus sign** inside any column then click on the box says **Educations**, or search for educations. It adds a container for you in the column. Now you can click on the plus sign and add as many educations as you want.

5.15. How to add honors and awards?

Click on the **Plus sign** inside any column then click on the box says **Awards**, or search for awards. It adds a container for you in the column. Now you can click on the plus sign and add as many awards as you want.

5.16. How to add research interests?

Read the 5.12 questions and follow the answer.

5.17. How to build the Lab carousel?

Read the 5.12 questions and follow the answer.

5.18. How to add/edit Research Projects?

Read the 5.12 questions and follow the answer.

5.19. How to add icons beside lists?

Use the **List with icons** short-code in visual composer.

5.20. How to add those big Icons?

Use the **Single font awesome icon** short-code in visual composer.

5.21. How to add background image to a row?

Click on the little icon at the top right corner of the row which says "Edit this row" and add a background image for it. At the **Extra class name** field put this keyword: **fix-bg**

5.22. How to create QU faculty site pages?

Dashboard → Pages → New Page (to create a new page)

Hint: When you work with visual composer elements, create title element for each element.

QU Faculty Home Page:

Page Template (Default Template)	
Faculty Picture (single image)	Biography (Text block)
Academic Positions (Positions)	Education (Educations)
Honors, Awards and Grants (Awards)	

QU Faculty Research Page:

Page Template (Default Template)	
Introduction (Text block)	Interests (Interests)
Research Projects (Research Projects)	

QU Faculty Publications Page:

Page Template (Publications Template)
Introduction (Text block)
Publications List: Go to your Dashboard Choose Publications Add new Publication (create list of all your publications in categories if you like).
All your publications will be displayed in publications page by default when you choose the page template to be Publications Template)

QU Faculty Teaching Page:

Page Template (Default Template)	
Intro (Text block)	
Current teaching (Positions)	
Teaching History (Positions)	

QU Faculty Contact Me Page:

Page Template (Default Template)	
Paragraph (Text block)	Social Media Links: (Raw HTML) Facebook Twitter Email Phone number
At My Office (Text block)	Picture (single image)
Location (Google Map)	

QU Faculty Gallery Page

Page Template (Gallery Template)
Introduction (Text block)
Go to your Dashboard Choose Gallery Add new (create list of all your pictures).
All your gallery will be displayed in Gallery page by default when you choose the page template to be Gallery Template)

5.23. How to Update Theme Options?

When all pages created go to Theme Options to create the:

- General Information.
- Theme colors.
- Social Icons.

Colors

Appearance → Theme Options → Theme Colors

- Main color: 89d4df
- Darker Color: 00718f

Site Menu

Appearance → Menu → menu setting

- Tick the Main Menu option and Save.
- Reorder your menu and save it.
- Enable CSS Classes option from Screen Options (top right of the page) to add the icons next to the matched page name, update the css class for each page as following:

Page Name	CSS Class
Home	fa-home
Research	fa-book
Publications	fa-pencil-square-o
Gallery	fa-picture-o
Teaching	fa-clock-o
Contact Me	fa-calendar