

**WordPress training**

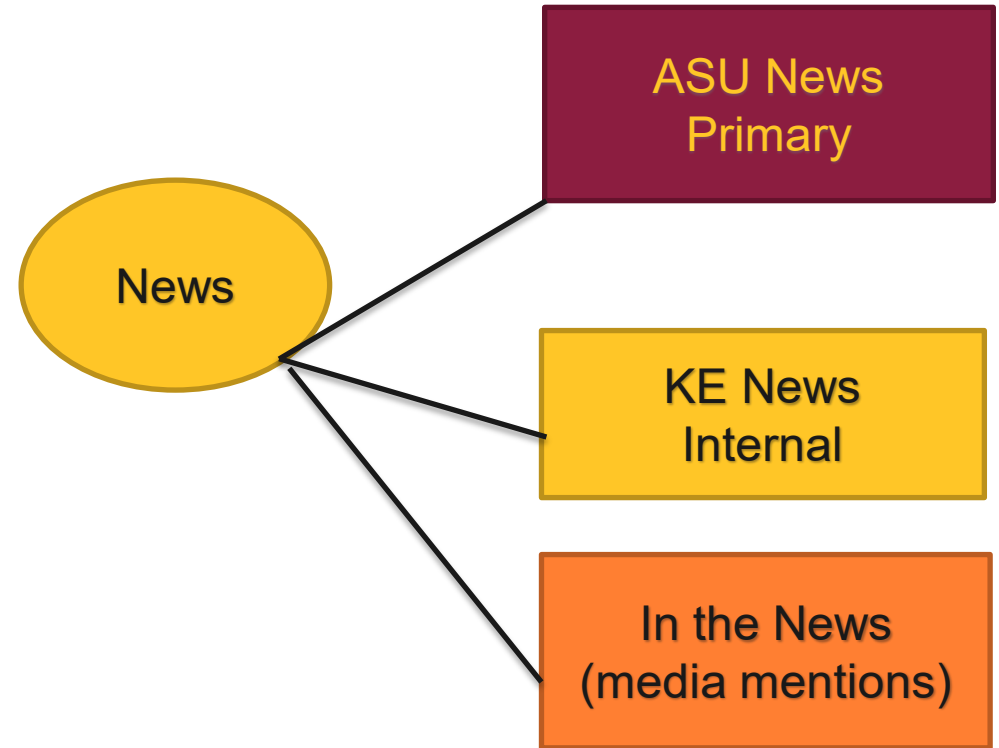
# **WordPress: News Posts and In the News**



Prepared by the KE Web Services

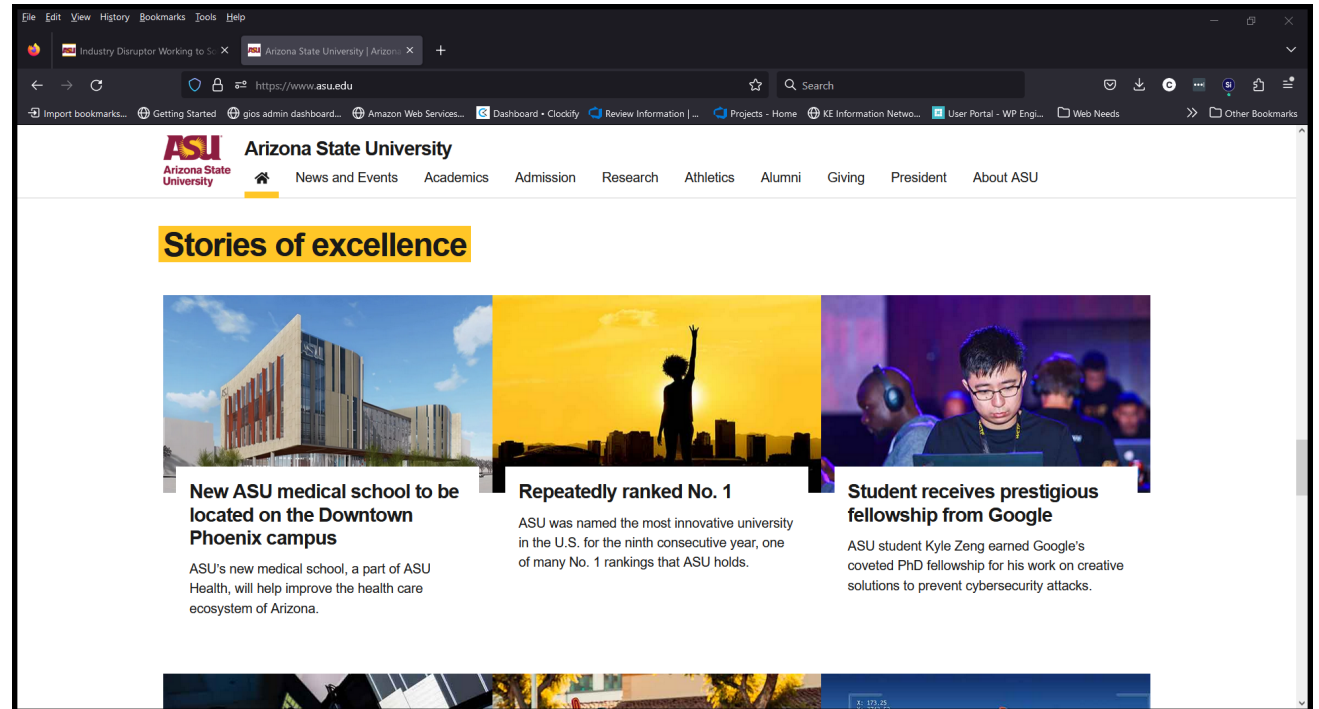
# Where do I enter my news item?

- If your news item is meant for the public then it needs to be entered in ASU News
- If your news item is internal to your site and other sites within KE, enter it into KE News
- If it is a story published in other media or an ASU News story published by another unit, then it needs to be added to "In the News" section on your website, e.g., a story published in the New York Times.



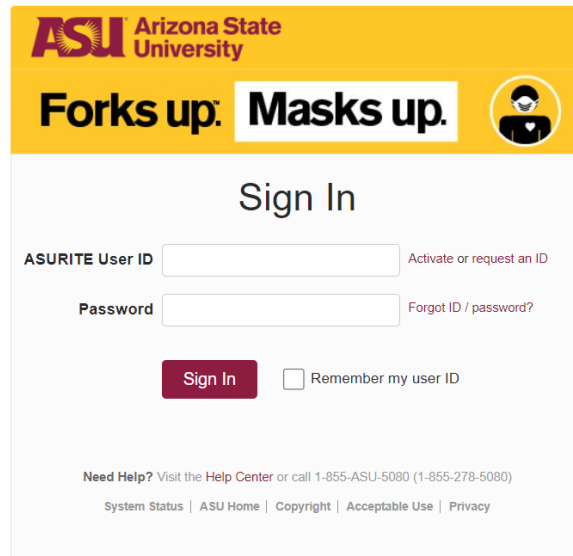
# ASU News

The ASU News Service is maintained by the university, not Knowledge Enterprise. The KE Web Team cannot help with issues or feature requests for the ASU News Service. If you do encounter any issues, or need help entering stories, please contact the ASU News Team at <https://news.asu.edu/contact>.

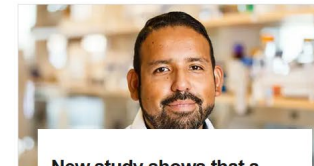


# KE News

- The link to KE News is <https://ke.news.prod.rtd.asu.edu/>
- Click on the Sign In in upper right
- You will be prompted for your ASURITE ID and password
- Once logged In you will be taken to the Dashboard (next slide)



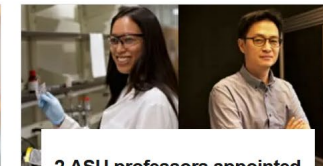
The screenshot shows the ASU Sign In page. At the top, there is a yellow banner with the ASU logo and the text "Forks up. Masks up." and a person wearing a mask icon. Below the banner, the text "Sign In" is centered. There are two input fields: "ASURITE User ID" and "Password". To the right of the "ASURITE User ID" field is a link "Activate or request an ID". To the right of the "Password" field is a link "Forgot ID / password?". Below the input fields is a "Sign In" button and a checkbox labeled "Remember my user ID". At the bottom, there is a "Need Help?" section with a link to the "Help Center" and a phone number "1-855-ASU-5080 (1-855-278-5080)". Below that are links for "System Status", "ASU Home", "Copyright", "Acceptable Use", and "Privacy".



### New study shows that a commonly used agricultural herbicide crosses the blood-brain barrier

Researchers explore possible effects in the brain Neurodegenerative illnesses, such as Alzheimer's disease, are among the most perplexing in medical science. The underlying causes of such diseases range from genetic

Read more



### 2 ASU professors appointed as first-ever Navrotsky Professors of Materials Research

Candace Chan, an associate professor in the School for Engineering of Matter, Transport and Energy, and Dan (Sang-Heon) Shim, a professor in the School of Earth and Space Exploration, were selected for the professorship based on their significant contributions in the field of materials research.

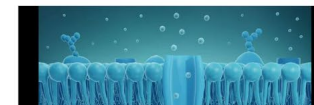
Read more



### Designer neurons offer new hope for treatment of Parkinson's disease

Neurodegenerative diseases damage and destroy neurons, ravaging both mental and physical health. Parkinson's disease, which affects over 10 million people worldwide, is no exception. The most obvious symptoms of Parkinson's

Read more



# KE News Posts

The screenshot shows the WordPress dashboard for the website ke.news.prod.rtd.asu.edu. The interface includes a top navigation bar with 'My Sites', 'KE News Portal', and 'WP Engine Quick Links'. A left sidebar contains menu items for 'Home', 'My Sites', 'Posts', 'Media', 'Pages', 'Appearance', 'Plugins', 'Users', 'Tools', 'Settings', 'Custom Fields', 'Yoast SEO', and 'Collapse menu'. The main dashboard area features several widgets: a 'Huge SEO Issue' warning, 'Site Health Status' (no info yet), 'Quick Draft' (empty), 'At a Glance' (312 Posts, 1 Page), 'WordPress Events and News' (no events), 'Activity' (recently published news items), and 'WP Engine has your back' (performance benefits). Two large dashed boxes on the right are labeled 'Drag boxes here'.

Dashboard

Huge SEO Issue: You're blocking access to robots. If you want search engines to show this site in their results, you must [go to your Reading Settings](#) and uncheck the box for Search Engine Visibility. [I don't want this site to show in the search results.](#)

Site Health Status

No information yet... Site health checks will automatically run periodically to gather information about your site. You can also [visit the Site Health screen](#) to gather information about your site now.

Quick Draft

Title

Content

What's on your mind?

Save Draft

At a Glance

312 Posts 1 Page

WordPress 5.9.3 running [UDS WordPress](#) theme.

[Search engines discouraged](#)

WordPress Events and News

Attend an upcoming event near you. [Select location](#)

There aren't any events scheduled near you at the moment. Would you like to [organize a WordPress event](#)?

A New WordPress.org Homepage and Download Page

The Month in WordPress – July 2022

WPTavern: Newsletter Glue Closes Free Plugin on WordPress.org

WordPress.org blog: A New WordPress.org Homepage and Download Page

Post Status: Post Status Excerpt (No. 64) — LearnDash's Adoption of Gutenberg, Full Site Editing, and How to Protect Your Course Content from Theft

Meetups [WordCamps](#) [News](#)

Activity

Recently Published

Jul 27th, 5:00 pm New study shows that a commonly used agricultural herbicide crosses the blood-brain barrier

May 12th, 2:48 pm 2 ASU professors appointed as first-ever Navrotsky Professors of Materials Research

May 11th, 4:05 pm Designer neurons offer new hope for treatment of Parkinson's disease

May 10th, 2:28 pm Artificial cell membrane channels composed of DNA can be opened and locked with a key

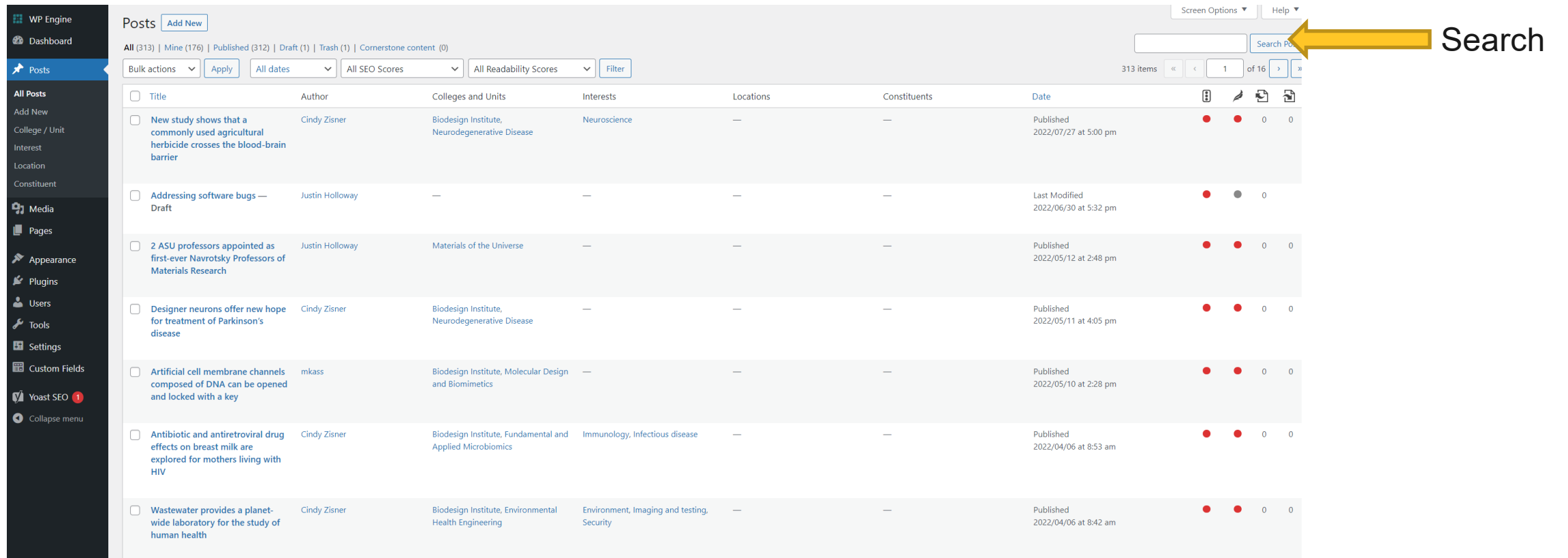
Apr 6th, 8:53 am Antibiotic and antiretroviral drug effects on breast milk are explored for mothers living with HIV

WP Engine has your back

As a WP Engine customer, you have access to Page Performance within the User Portal dashboard.

# KE News Posts (cont)

- On the left sidebar click on Posts which will bring up a listing of existing posts. If you need to edit an existing post this is where you would find it. You can search in the upper right and find posts with the word or phrase in it.



The screenshot shows the WordPress dashboard's 'Posts' management screen. The left sidebar contains navigation options: WP Engine, Dashboard, Posts (highlighted), All Posts, Add New, College / Unit, Interest, Location, Constituent, Media, Pages, Appearance, Plugins, Users, Tools, Settings, Custom Fields, Yoast SEO (with a red notification icon), and Collapse menu. The main area is titled 'Posts' and includes an 'Add New' button. Below the title, there are filters for 'Bulk actions', 'Apply', 'All dates', 'All SEO Scores', 'All Readability Scores', and 'Filter'. A search bar in the top right corner is highlighted with a yellow arrow and the word 'Search'. The post list table has columns: Title, Author, Colleges and Units, Interests, Locations, Constituents, Date, and a set of icons for actions. The table contains several rows of posts, including titles like 'New study shows that a commonly used agricultural herbicide crosses the blood-brain barrier' and 'Addressing software bugs — Draft'.

<input type="checkbox"/>	Title	Author	Colleges and Units	Interests	Locations	Constituents	Date				
<input type="checkbox"/>	New study shows that a commonly used agricultural herbicide crosses the blood-brain barrier	Cindy Zisner	Biodesign Institute, Neurodegenerative Disease	Neuroscience	—	—	Published 2022/07/27 at 5:00 pm			0	0
<input type="checkbox"/>	Addressing software bugs — Draft	Justin Holloway	—	—	—	—	Last Modified 2022/06/30 at 5:32 pm			0	0
<input type="checkbox"/>	2 ASU professors appointed as first-ever Navrotsky Professors of Materials Research	Justin Holloway	Materials of the Universe	—	—	—	Published 2022/05/12 at 2:48 pm			0	0
<input type="checkbox"/>	Designer neurons offer new hope for treatment of Parkinson's disease	Cindy Zisner	Biodesign Institute, Neurodegenerative Disease	—	—	—	Published 2022/05/11 at 4:05 pm			0	0
<input type="checkbox"/>	Artificial cell membrane channels composed of DNA can be opened and locked with a key	mkass	Biodesign Institute, Molecular Design and Biomimetics	—	—	—	Published 2022/05/10 at 2:28 pm			0	0
<input type="checkbox"/>	Antibiotic and antiretroviral drug effects on breast milk are explored for mothers living with HIV	Cindy Zisner	Biodesign Institute, Fundamental and Applied Microbiomics	Immunology, Infectious disease	—	—	Published 2022/04/06 at 8:53 am			0	0
<input type="checkbox"/>	Wastewater provides a planet-wide laboratory for the study of human health	Cindy Zisner	Biodesign Institute, Environmental Health Engineering	Environment, imaging and testing, Security	—	—	Published 2022/04/06 at 8:42 am			0	0

# KE News Posts (cont)

- On the left sidebar under Posts is Add New. Click on it to add a new post.

Add New



The screenshot shows the WordPress admin interface for managing posts. The left sidebar contains navigation menus for WP Engine, Dashboard, Posts, Media, Pages, Appearance, Plugins, Users, Tools, Settings, Custom Fields, Yoast SEO (with a red notification badge), and Collapse menu. The 'Posts' menu is active, and the 'Add New' link is highlighted with a yellow arrow. The main content area displays a table of posts with columns for Title, Author, Colleges and Units, Interests, Locations, Constituents, and Date. The table includes several rows of posts, some published and some in draft status.

<input type="checkbox"/>	Title	Author	Colleges and Units	Interests	Locations	Constituents	Date				
<input type="checkbox"/>	New study shows that a commonly used agricultural herbicide crosses the blood-brain barrier	Cindy Zisner	Biodesign Institute, Neurodegenerative Disease	Neuroscience	—	—	Published 2022/07/27 at 5:00 pm	●	●	0	0
<input type="checkbox"/>	Addressing software bugs — Draft	Justin Holloway	—	—	—	—	Last Modified 2022/06/30 at 5:32 pm	●	●	0	0
<input type="checkbox"/>	2 ASU professors appointed as first-ever Navrotsky Professors of Materials Research	Justin Holloway	Materials of the Universe	—	—	—	Published 2022/05/12 at 2:48 pm	●	●	0	0
<input type="checkbox"/>	Designer neurons offer new hope for treatment of Parkinson's disease	Cindy Zisner	Biodesign Institute, Neurodegenerative Disease	—	—	—	Published 2022/05/11 at 4:05 pm	●	●	0	0
<input type="checkbox"/>	Artificial cell membrane channels composed of DNA can be opened and locked with a key	mkass	Biodesign Institute, Molecular Design and Biomimetics	—	—	—	Published 2022/05/10 at 2:28 pm	●	●	0	0
<input type="checkbox"/>	Antibiotic and antiretroviral drug effects on breast milk are explored for mothers living with HIV	Cindy Zisner	Biodesign Institute, Fundamental and Applied Microbiomics	Immunology, Infectious disease	—	—	Published 2022/04/06 at 8:53 am	●	●	0	0
<input type="checkbox"/>	Wastewater provides a planet-wide laboratory for the study of human health	Cindy Zisner	Biodesign Institute, Environmental Health Engineering	Environment, Imaging and testing, Security	—	—	Published 2022/04/06 at 8:42 am	●	●	0	0

# KE News Posts (cont)

- Add the title of your post where it says **Add title** and add the content in the **type/to choose a block**.

The screenshot displays the WordPress admin interface for a news post. The main content area shows the 'Add title' field and the 'Type / to choose a block' field. The right sidebar contains a 'VIEW' section with 'Fullscreen mode' highlighted, and a 'PREFERENCES' section with dropdown menus for 'Location', 'Constituent', 'Featured image', and 'Excerpt'.

**VIEW**

- Top toolbar  
Access all block and document tools in a single place
- Spotlight mode  
Focus on one block at a time
- Fullscreen mode  
Work without distraction **Ctrl+Shift+Alt+F**

**EDITOR**

- Visual editor
- Code editor **Ctrl+Shift+Alt+M**

**PLUGINS**

- Yoast SEO

**TOOLS**

- Manage Reusable blocks
- Keyboard shortcuts **Shift+Alt+H**
- Welcome Guide
- Copy all content
- Help

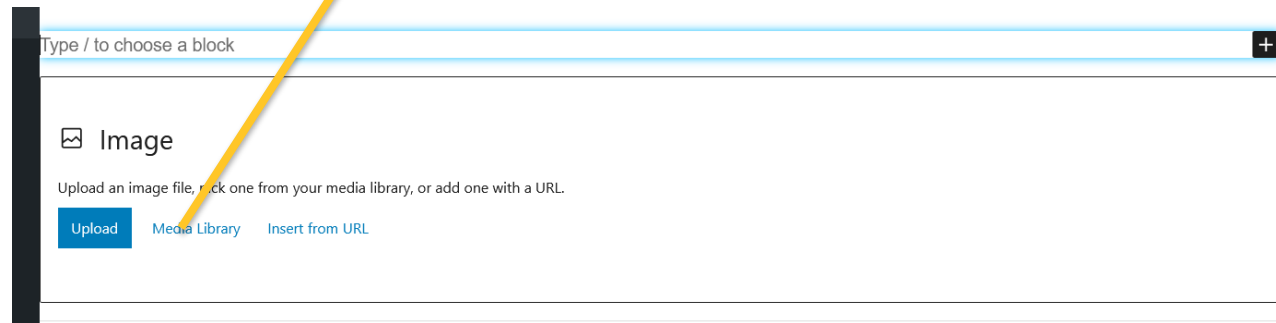
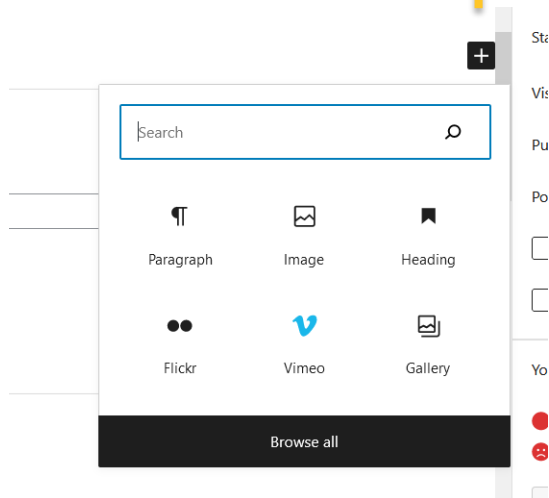
**PREFERENCES**

- Location
- Constituent
- Featured image
- Excerpt



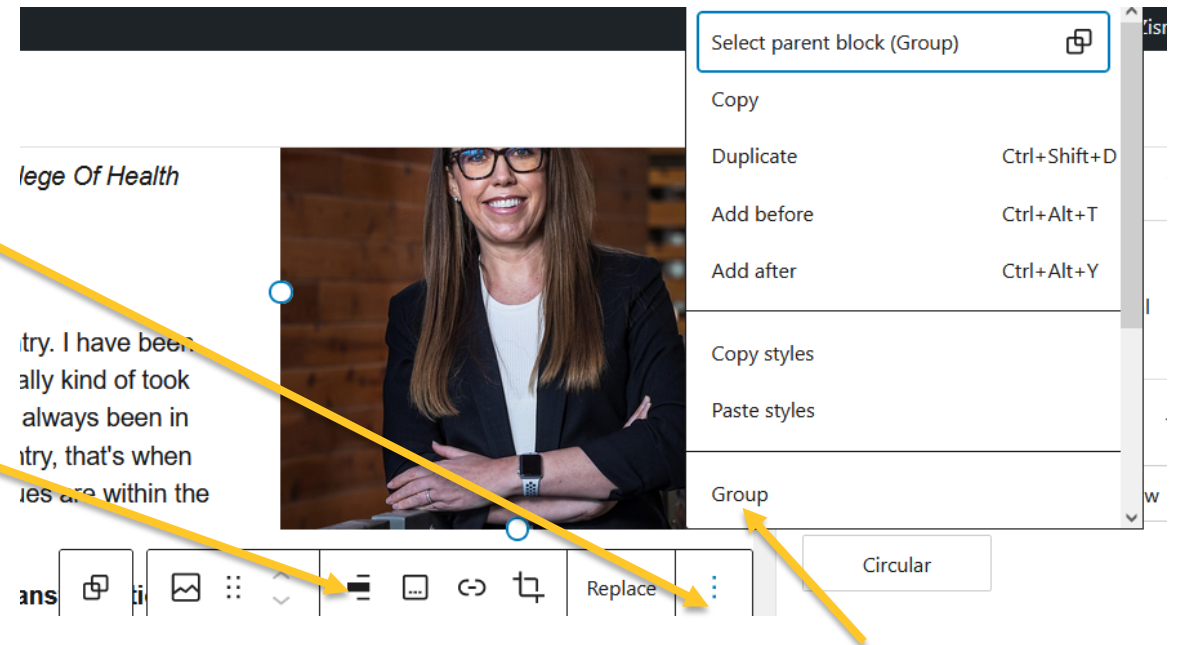
# KE News Posts (cont)

- Images may be added to the story and the first image will be considered the featured image that will appear on the top of the card. Insert an image before the paragraph you want it in, right align it so that it will wrap appropriately on mobile. Please size no wider than 300 px. See next slide for alignment and sizing.
- Click on the plus and select image, you can then upload it or select from media library.



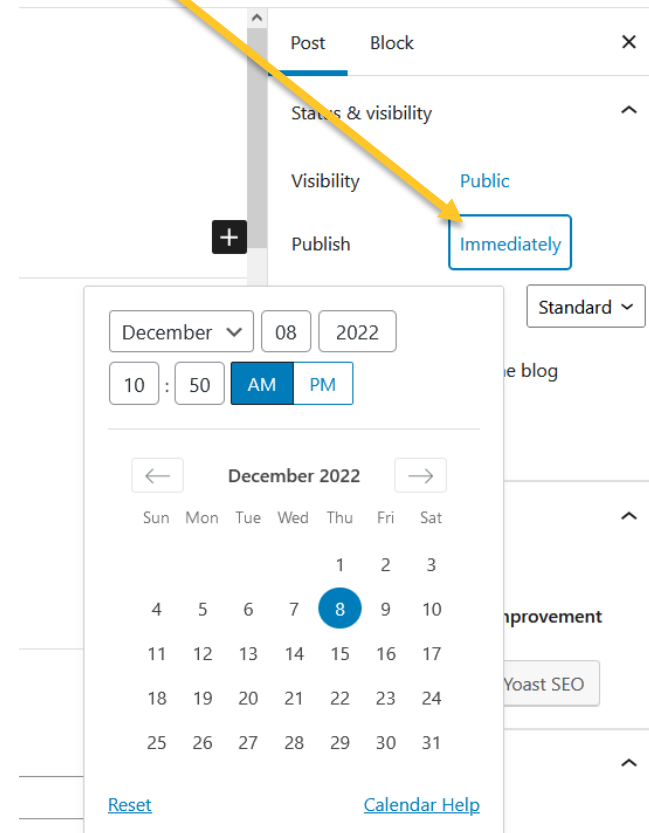
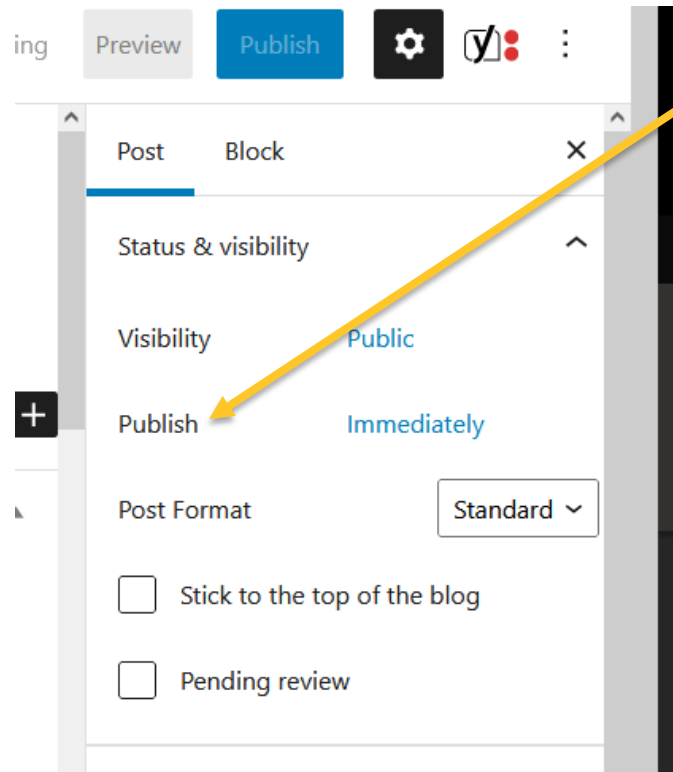
# KE News Posts (cont)

- To right or left align the image select it, and when you do a menu bar should appear. Click on the three dots to get another menu and select Group.
- Once you have Grouped it, select the desired alignment from the menu bar.



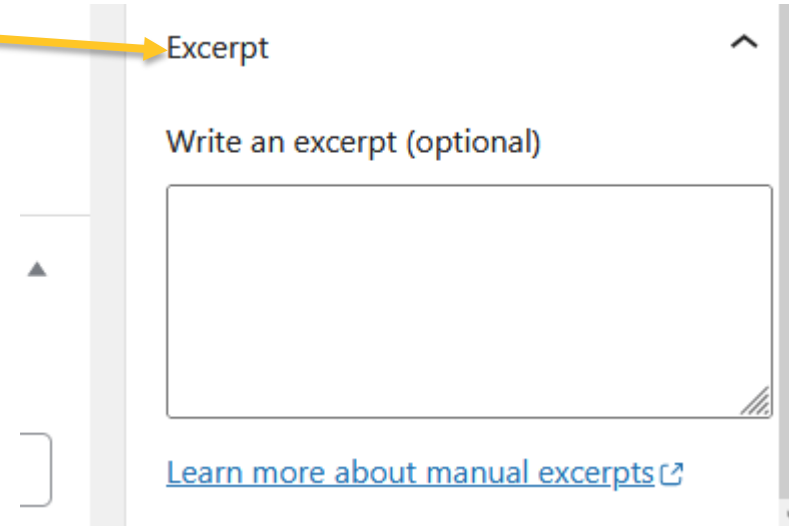
# KE News Posts (cont)

- The publish date defaults to the current date. You can change it to a previous date or schedule in the future. On the right sidebar, under Post is Publish **immediately**, click on it to change date (and time if needed).



# KE News Posts (cont)

- Scroll down on the right sidebar to Excerpt. There you can add a short excerpt or the first few lines will be automatically picked.
- You can also add a hero (banner) image that will show when the full page story is seen. These images should be 1920x512px. Go to UDS Story Hero and click on Image, Medium hero, and Add Image to upload one.



Excerpt

Write an excerpt (optional)

[Learn more about manual excerpts](#)

This screenshot shows a vertical sidebar on the right side of a page. At the top, there is a section labeled 'Excerpt' with an upward-pointing arrow. Below this label is a text input field with the placeholder text 'Write an excerpt (optional)'. Underneath the input field is a blue link that says 'Learn more about manual excerpts' with an external link icon.

## UDS: Story Hero

### Instructions

Select a background color or image to use as the hero for this story. Hero images supplied here do NOT represent the featured image for the story. (Recommended featured image sizes and formatting are different than this story hero image.)

### Background color or image? \*

- Color
- Image

### Background image size

Select the background image size.

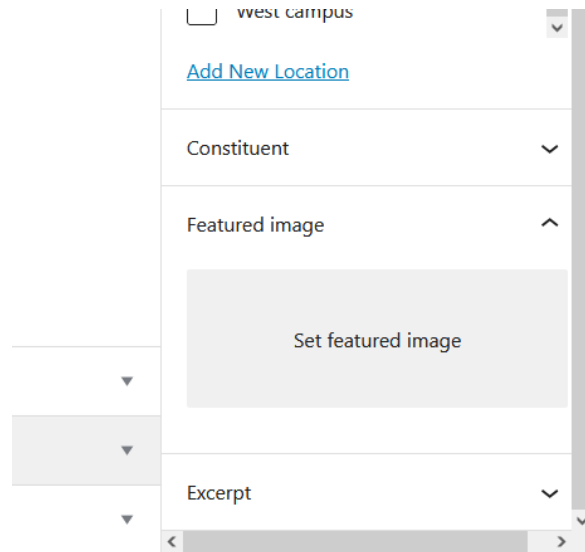
- Medium hero
- Large hero

### Select background image

No image selected [Add Image](#)

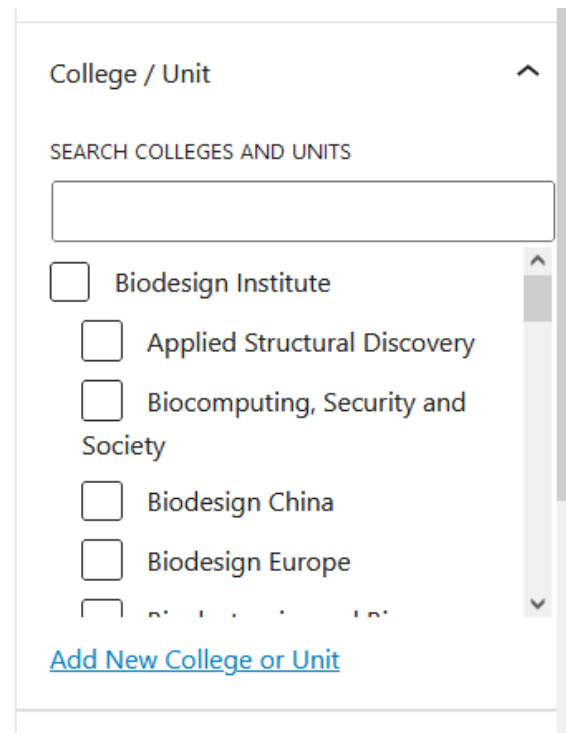
# KE News Posts (cont)

- You can add a featured image if you want a different one to show on the news card.
- That is done by going to the right sidebar and clicking on the **Set featured image box** which will open the media library or you can upload a file. Keep in mind the 16:9 ratio.



# KE News Posts (cont)

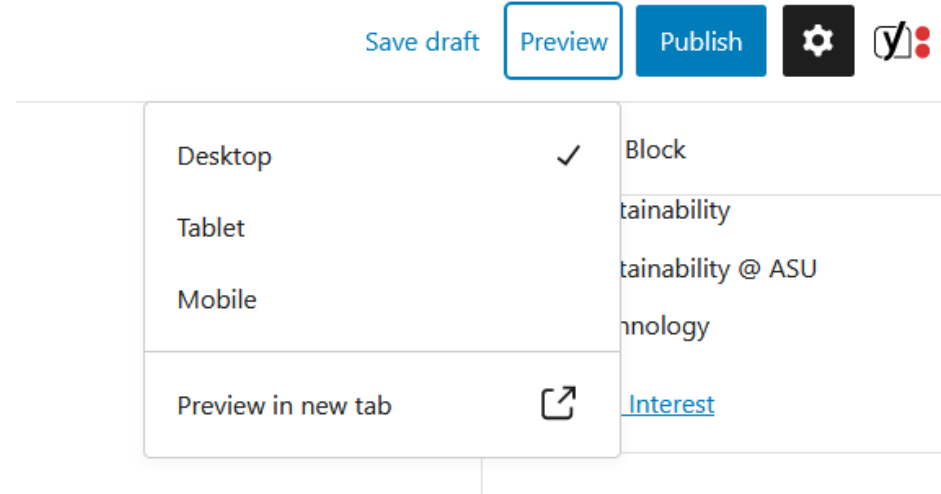
- For your story to appear on the correct website you need to select a College from the drop down list of Colleges and Units. If your unit does not appear contact [RTSHelp@asu.edu](mailto:RTSHelp@asu.edu) to request it be added.
- You can select more than one so that your post can be on several different sites.



The screenshot shows a web form titled "College / Unit" with an upward arrow icon. Below the title is a search bar labeled "SEARCH COLLEGES AND UNITS". Underneath the search bar is a list of checkboxes with corresponding unit names: "Biodesign Institute", "Applied Structural Discovery", "Biocomputing, Security and Society", "Biodesign China", and "Biodesign Europe". A vertical scrollbar is visible on the right side of the list. At the bottom of the form, there is a blue link that says "Add New College or Unit".

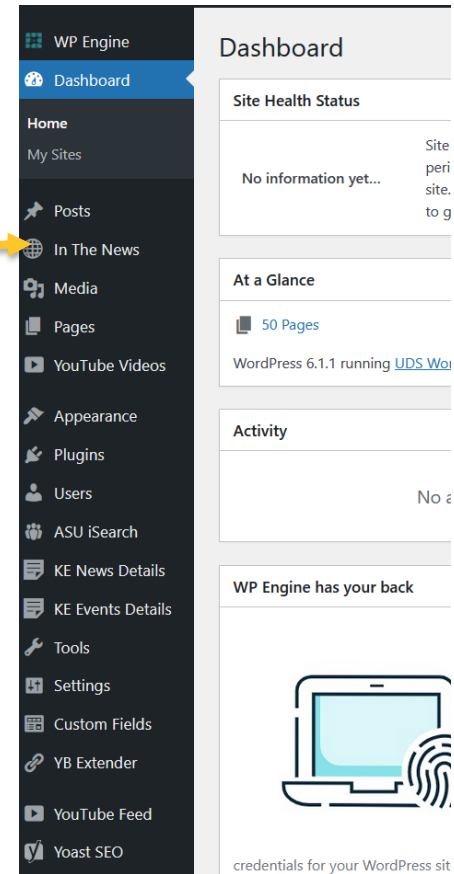
# KE News Posts (cont)

- Once you have finished your post you may preview it before publishing. You can preview as desktop, tablet or mobile phone. Click on preview again to close the menu.
- When you preview a new tab is opened, so **make sure to close that tab** before making any more edits because you will end up editing the wrong version. i.e., you will be editing the preview!
- When you are ready to publish just click on publish.



# KE In the News

- In the News is also a post type but it lives on your website. You will need permission to that site to be able to add In the News posts.
- When you log in go to the Dashboard and on the sidebar menu will be In the News.





# KE In the News

To add an In the News item

- Add the title of the story
- A small descriptive excerpt
- The publication date
- The source link to the story
- The domain name, e.g., <https://www.asu.edu/news-events> the [www.asu.edu](https://www.asu.edu) is the domain name.
- You can preview before publishing or save as a draft.
- If you are entering past items you will need to change the Publish date to be the same as the Publication Date field for it to be in the proper order.

The screenshot shows the WordPress admin interface for adding a new 'In The News' item. The left sidebar contains a menu with 'In The News' selected. The main content area is titled 'Add New In The News item' and contains several input fields: 'Add title', 'Story Excerpt \*' (with a note: 'Enter brief snippet from the story introduction (max 180 characters)'), 'Publication Date \*' (with a note: 'Enter publication date of source story.'), 'Source Link \*' (with a note: 'Enter the full canonical url to the external story/media mention.'), and 'Source Name \*' (with a note: 'Enter the short display name of the news organization that published the story.'). The 'Source Name' field is pre-filled with 'The Daily Bugle'. On the right side, there is a 'Publish' panel with options: 'Save Draft', 'Preview', 'Status: Draft Edit', 'Visibility: Public Edit', 'Publish immediately Edit', and a 'Publish' button. Yellow arrows from the text on the left point to the 'Add title' field, the 'Story Excerpt' field, the 'Publication Date' field, the 'Source Link' field, the 'Source Name' field, and the 'Publish' panel.