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# **CLAC Website Documentation**

KUDU CREATIVE - FEBRUARY 26, 2016

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# Institutions

Institutions have been set up as custom post type within WordPress, to access the listing of all Institutions within the admin portal, click on “Institutions” on the left navigation toolbar.

## Add New

At the top of the Institutions list (as well as in the left navigation bar), you will see a button to “Add New”.

### Required Fields:

- Title
- City
- State
- Institution URL
- Featured Image (School Logo)

### Additional Fields

- IT Department URL
- Representatives
  - If adding a representative, the name field is required, all other fields are optional.
- WYSIWYG Editor (Content block on institution page)

## Edit

To edit an existing institution’s listing, click on the “Edit” link, or the Institution Name in the listing in the admin section.

## Image Recommendations

We recommend using a square photo for the institutions. The standard we used was:  
**600 pixels x 600 pixels (with a built in padding on all sides of 38 pixels).**

## Publish

To save your changes (new or edits), ensure you click the “Publish” button.

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# Projects

Projects have also been set up as custom post type within WordPress, to access the listing of all Institutions within the admin portal, click on “Projects” on the left navigation toolbar.

## Add New

At the top of the Projects list (as well as in the left navigation bar), you will see a button to “Add New”.

### Required Fields:

- Title
- Featured Image (Project Logo)

### Additional Fields

- Project Details:
  - External URL (If linking to an external site)
  - Meta Text - This text will appear below the title & subtitle
  - Archive Button Text - This is the text that will appear in the button on the projects page.
  - Subtitle - Appears immediately below the title.
  - Has Lead in Text / Lead in Text
    - This allows for a secondary text input for initial copy that falls before the “grey” content area.
- WYSIWYG Editor: Recommended, but not required.

## Image Recommendations

The recommended image size / aspect ration is **285 pixels x 167 pixels**

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# Gallery

Images added to a gallery, will automatically populate on the Gallery page on the site.

## Required Fields

- Title
- Images

## Image Recommendations

There is no limitation on size, but web optimized image no greater than 2000 pixels by 2000 pixels would be best for people on slower connections.

# Generic Page Template Fields

## Subtitle & Lead In Text

Just like the Projects post type, many of the page templates will have the option to add a subtitle and lead in text. This content will appear with the Title in the white area above the grey content block.

## Featured Image

Featured Image field will be used to place the banner image at the top of many of the pages. These image have been pre-formatted with a Blue Overlay, as is available in the Photoshop files. The recommended image size for these header images in **1280 pixels by 355 pixels**.

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# About Page Template (We are CLAC)

## About Navigation Blocks

This repeating field will generate the blocks used on the about page. These can be links, but do not have to be. There are two types of these links on this page, Block Links (2 wide), and Full-Width (blue gradient links), both are managed in the same way.

When adding "Block Links" it is recommended adding them in pairs, as to maintain a consistent page flow.

### Required Fields

- Title
- Description

### Recommended Fields

- Link
  - Off-Site (Option to use off site url instead of WordPress Page)
  - URL / Page
- Icon (Image used for each block)

# Resources Page Template (Ready. Set. Connect.)

## Resources Navigation Blocks

These blocks function in an almost identical way to the About Navigation blocks, with two exceptions. They lack the addition of an icon, and have gained the ability to add a button.

### Extra Fields

- Button Text
- Button Icon - Optional for added effect

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# Annual Conference Page Template (Listing of Past Conferences)

## Conference Blocks (Current & Past)

### Required Fields

- Host
- Start Date / Year

### Replace School Logo?

If checked, an image uploader field will appear to upload an annual conference logo. We recommend the same image sizes as Institution Logos.

## Board Members (Even Leaders Need Leaders)

### Board Member Blocks

The only required fields on this page are the **Image** and **Name**. The page will automatically display any additional info provided for each board member. We understand that currently there are only 6 board members, but we did enable this repeating field to go up to 10 just in case the addition of new members, or members-elect is required.

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# Home Page Template (Reach out. Connect. Collaborate.)

Last, but certainly not least, the homepage template. On this page there are several customizations, including the Home Navigation Blocks, Home Callouts, A content block, and Home Bottom Content.

## Home Navigation Blocks

These function almost identically to the About Navigation Blocks, with the exception being that ALL fields are required, and they all must link somewhere on the CLAC website.

The icons in this section are transparent, square aspect ratio images, automatically scaled down to fit the circles on the home page.

## Home Callouts

This section drives the 3 animated “callouts” on the home page. Each one required an icon, a number, and a label.

## WYSIWYG Editor

This is the content that will appear before the Home Callouts, in the grey box. This section is also where the page title will display.

## Home Bottom Callout

This is the “image accented” content are at the bottom of the home page, just before the footer. We recommend ALL fields, but NONE are required.

The recommended image size here is the same the other header images site wide.

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# Additional Theme Customizations

Within the “Appearance” Menu in the WordPress admin section, there is a “Customize” link. In this section you will have access to a few more customizations to your site.

## Footer

### Mini Mission

The mission statement text which will appear on the left side of the footer.

### Contact Section Title / Gallery Section Title

The heading above the Email / LinkedIn links in the footer, and mini gallery (respectively)

### Contact Email / Text

The email address listed in the contact section of the footer and accompanying text.

### LinkedIn URL / Text

The website address for the LinkedIn icon in the footer and accompanying text.

## 404 Page

### Banner Image

Image that displays on the 404 (File not found) page. Recommended size is **1280 x 489**

### Content

The text that appears on the 404 page.

### Button Page / Text

Button 1 is set up to link to a page within the Site, you can select the page, and enter the button text in the provided inputs.

### Button Email / Text

Button 2 is set up to be an email link instead of a page link. You can enter an email address and any desired text.