

# Getting Started with ScholarBlogs @ Emory

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# Signing up for ScholarBlogs @ Emory

You can sign up for a free ScholarBlogs account at [scholarblogs.emory.edu](http://scholarblogs.emory.edu). Use the [online request form](#) to request access to ScholarBlogs.

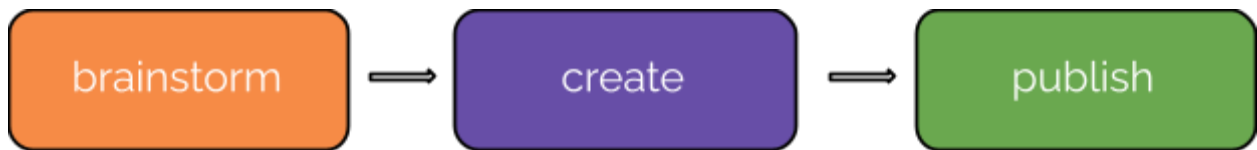
**Note** You will need your Emory ID for the online request form and to log into your ScholarBlogs account.

Once the ScholarBlogs team receives your request, you will receive an email with your site and login information. Visit [scholarblogs.emory.edu](http://scholarblogs.emory.edu), log in, and start creating your website. You can also log into your site by going to `scholarblogs.emory.edu/[Your Site Name]`.

**Note** If your website will require additional users, each additional user must sign in at [scholarblogs.emory.edu](http://scholarblogs.emory.edu) **before** you add them as users to your site.

Contact ECDS at [ecds@emory.edu](mailto:ecds@emory.edu) for questions regarding registering with ScholarBlogs.

## Getting Started



Brainstorm an idea for your project:

What kind of website do I want to create? Blog, portfolio, archive, magazine, etc. ?

What should my website look like?

What kind of menu do I want for my website?

What kind of theme do I want to use?

Use Wordpress to create your content:

Give users access as **editors**, **administrators**, **contributors**, or **authors**.

Create **posts** for blogs and magazines.

Create **pages** for portfolios and archives.

Insert images, audio, and video into your posts and pages.

Choose a theme for your site and customize your reader experience.

Create a workflow for publishing:

Publish immediately for posts ready to go live.

Save as **drafts** or **pending review** to have other users review materials.

# Brainstorming

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## 1 Organizing your site

Wordpress offers two basic ways to present your content: **pages** and **posts**. Before getting started creating content on your site, decide what kind of website you want to create:

dynamic	static
<ul style="list-style-type: none"><li>• Blogs and magazines or anything with regularly updating content</li><li>• You want readers to see your most recent content</li><li>• Date specific and authored content</li><li>• Single or multiple <b>authors, contributors, or editors</b></li></ul>	<ul style="list-style-type: none"><li>• Portfolios, informative websites, archives, or anything with permanent or rarely updated content</li><li>• You want readers to see the same content every time they visit the site</li><li>• Undated and unsigned content</li><li>• Single <b>author</b></li></ul>
use <b>posts</b>	use <b>pages</b>

## 2 What do you want your site to look like?

Decide how you want your readers to experience your website:

- Decide the type of home page you want your readers to see and what information you want on your home page.
- Sketch out a **menu** framework and site map for your site. How do you want readers to access information and how do you want pages and posts to connect to each other?
  - If you are using posts for your site, you should organize your website based on topics or **categories**. For example, your biology class will be creating posts on three topics: viruses, genetics, and experiments. You can set up a menu structure based on these categories. Your home page can be your students' most recent posts and then readers can use your menu to navigate to posts on specific topics.
  - Your website can be a mix of static and dynamic content. Before creating content, decide where you want your static and dynamic content to appear.

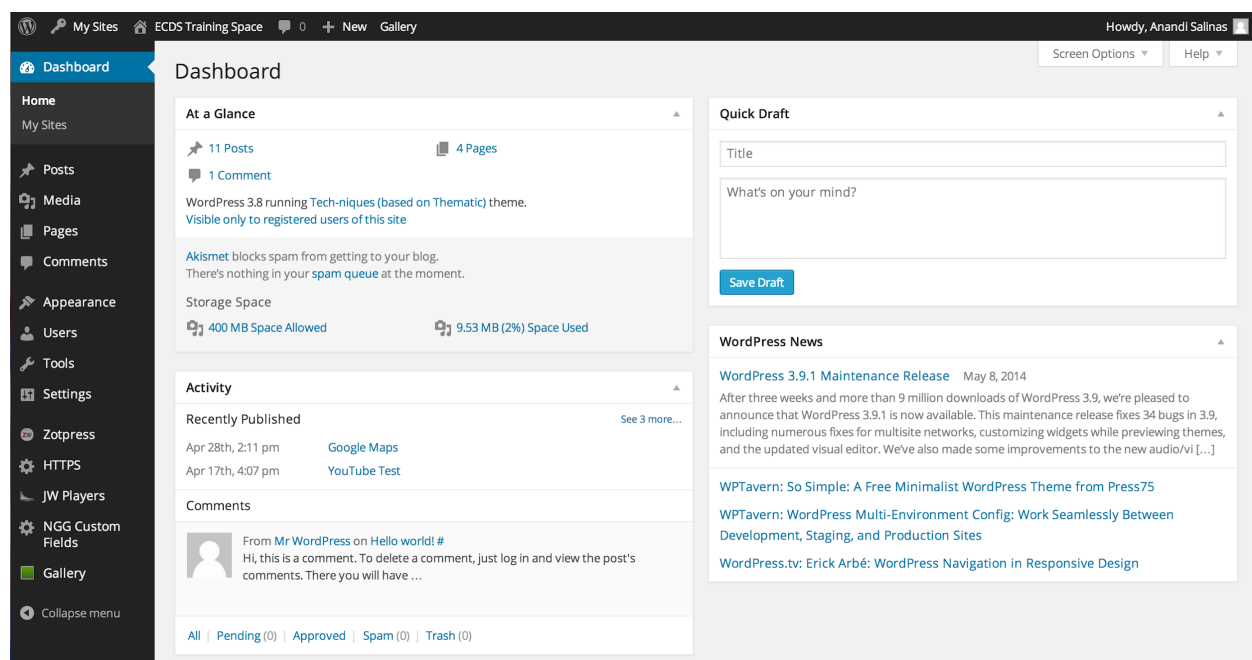
# Creating

## 1 Logging in, setting up, and getting started

### ▣ Logging in

1. Log into your ScholarBlogs account by visiting [scholarblogs.emory.edu](http://scholarblogs.emory.edu).
2. Enter in your Emory ID and password.

You'll immediately be logged into your **Dashboard**. From here you can navigate to all parts of your website to create, customize, and publish your site.



The screenshot shows the WordPress Dashboard interface. The top navigation bar includes 'My Sites', 'ECDS Training Space', '0', '+ New', and 'Gallery'. The user's name 'Howdy, Anandi Salinas' is visible in the top right. The left sidebar contains a menu with options: Dashboard, Home, My Sites, Posts, Media, Pages, Comments, Appearance, Users, Tools, Settings, Zotpress, HTTPS, JW Players, NGG Custom Fields, Gallery, and Collapse menu. The main content area is titled 'Dashboard' and features several widgets: 'At a Glance' (11 Posts, 4 Pages, 1 Comment), 'Quick Draft' (Title field, 'What's on your mind?' text area, Save Draft button), 'WordPress News' (WordPress 3.9.1 Maintenance Release, WPTavern: So Simple: A Free Minimalist WordPress Theme from Press75, WPTavern: WordPress Multi-Environment Config: Work Seamlessly Between Development, Staging, and Production Sites, WordPress.tv: Erick Arbé: WordPress Navigation in Responsive Design), 'Activity' (Recently Published: Google Maps, YouTube Test), and 'Comments' (From Mr WordPress on Hello world! #). The bottom of the dashboard shows filters: All | Pending (0) | Approved | Spam (0) | Trash (0).

Before you get started entering in your content and publishing, you'll need to customize a few settings for your website.

### ▣ Setting up your site's title and your tagline

1. In the left hand menu, go to **Settings**.
2. Select **General**.

From here you can set your site's title, tagline, and the main email address associated with the website as well as time zone specifications.

## ▫ Disabling or enabling comments on all your pages or posts

To enable or disable comments on your website, you must decide whether you want to enable/disable comments on pages and/or posts. These settings exist in different areas for each content type.

To enable or disable comments on your pages:

1. Go to **Settings**.
2. Select **Page Comments Off Please**.
3. By default, comments are disabled. You can enable comments for your entire site and then disable comments on pages on an individual basis. You can also retroactively disable all comments on your pages (existing and future) by clicking **Toggle Page Comments Off Please**.

### Note

If you have previously allowed comments on your pages and select **Disable Page Comments Please**, this feature will disable comments for only those pages you create in the future. To disable all comments on existing and future pages, you must select **Toggle Page Comments Off Please**.

To enable or disable comments on your posts:

1. Go to **Settings** and select **Discussion**.
2. Under **Default Article Settings** check the box marked **Allow people to post comments on new articles** to allow comments on your posts. Uncheck this box to disable comments on future posts.
3. Click **Save Changes**.

### Note

If you disable comments on your posts, your existing posts will still have comments open. To disable comments on existing posts, you must disable them on a post-by-post basis. You can also disable or enable comments on pages on a page-by-page basis See [Creating Content: Creating Posts](#) or [Creating Pages](#) for information about disabling comments on individual posts or pages.

## ▫ Managing comments

If you have comments enabled for your posts and/or pages, you can determine how comments appear on your website, how you are notified of new comments, and how to moderate comments.

1. Go to **Settings** and select **Discussion**.
2. Under **Email me whenever**, choose when you want to be notified by email of incoming comments.
3. Under **Before a comments appears**, decide whether you want to approve comments before they are posted on your site.
4. When you are finished configuring your comment settings, click **Save Changes**.

## ▫ Configuring privacy settings

Some websites (such as course-related websites or medical websites) may need to be closed to the public. Other websites may need to be public but not listed in search engines. You can change the level of privacy for your ScholarBlogs site as needed.

1. Go to **Settings** and select **Reading**.
2. Under **Site Visibility**, select the level of visibility or privacy that you want for your website.
3. When you are finished configuring your settings, click **Save Changes**.



Many instructors want their course websites open to only their students. You can select “Visible only to registered users of this site” to allow only students registered with your website to view, comment, and add content.

## ▫ Adding users to your website (if applicable)



All users that you add to your ScholarBlogs site must have already signed in at [scholarblogs.emory.edu](http://scholarblogs.emory.edu) before you can add them to your site.

1. In the left-hand menu, go to **Users**.
2. Either from the left-hand menu or from the **Users** page, select **Add New**.
3. Under **Add Existing User**, enter in the user’s Emory email address and the role you want to assign to them. Disregard the **Add New User** portion of the Users page.
  - a. **Administrator** – nothing is off limits
  - b. **Editor** – has access to all posts, pages, comments, categories, tags, and links
  - c. **Author** – can write, upload photos to, edit, and publish their own posts
  - d. **Contributor** – has no publishing or uploading capability, but can write and edit their own posts until they are published
  - e. **Subscriber** - a registered user who can read and comment on posts and pages

Each user role is capable of everything that a less powerful role is capable of. In others words, editors can do everything authors can do, authors can do everything contributors can do, and so on.



## 2 Organizing your content

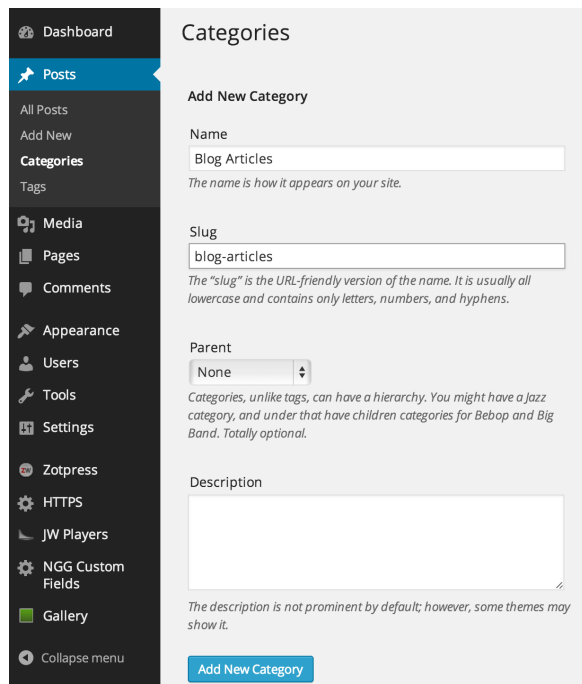
### ▫ Creating categories (For sites that will use posts for part or all of the site)

You can easily organize the content on your post-based website (or portion thereof) by using Wordpress categories. After creating your categories you can begin to organize your posts by category as you write.



The benefit of using categories as an organizational tool is that you can easily create menus from categories. Creating menu items from categories allows your readers easy access to various types of posts you create. These category-based menus are dynamically populated by the latest posts in your categories.

You also can create sidebar widgets that display categories that are in use. Such widgets provide alternative ways for your readers to find your content.



1. To create a category, go to **Posts** and select **Categories**.
2. In the Categories Window, enter the name of your category and the **slug** name. The slug name is the URL-friendly version of the category name. For the slug name, you should use all lowercase letters.  
**Note:** Do not use categories named “blog” or “blogs.” You can use combinations of “blog(s)” with other words, for example, “blog articles” or “blog posts.”
3. You can place categories in a hierarchy from this window and add a description.

4. When you are finished entering your category information, click **Add New Category**.



## 3 Creating your content

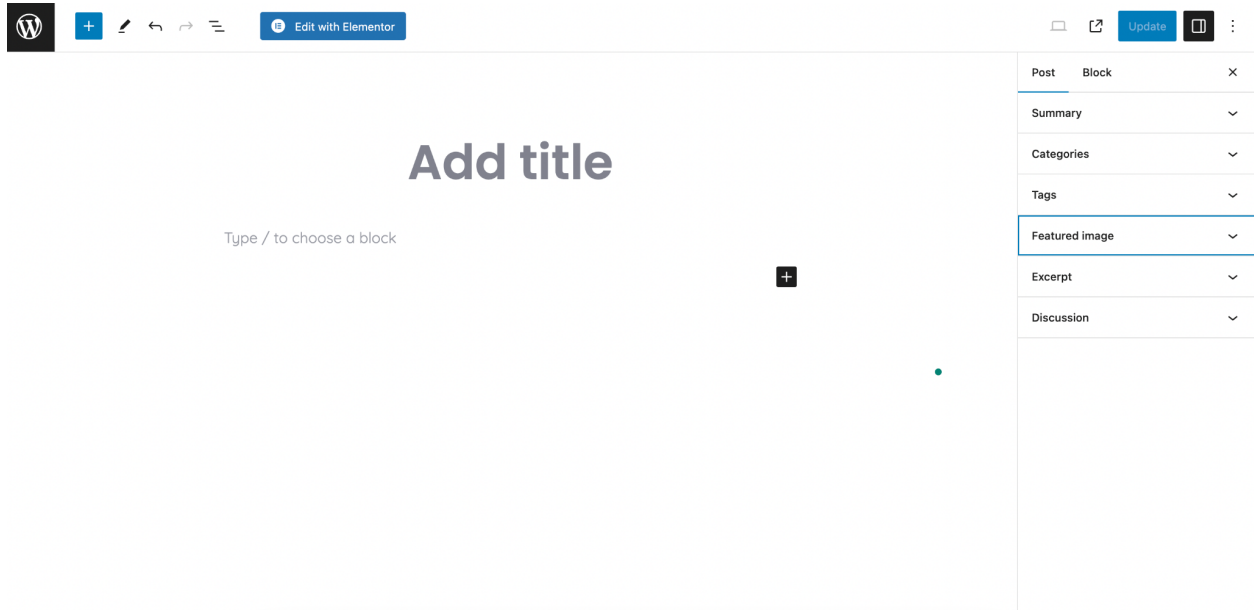
Depending on the requirements of your website, you might create only posts, only pages, or a mix of both. The interfaces for creating posts and pages are similar, but posts come with additional resources, like [categories](#) and tags, that help you organize your regularly added material.

### ▣ Creating posts

1. Go to **Posts** and select **Add New**.
2. In your New Post Window, add a **title** for your post.

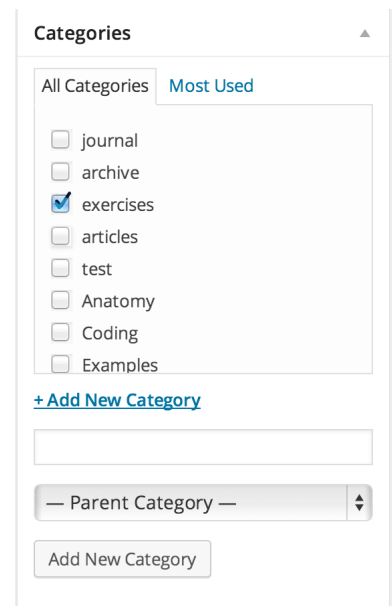
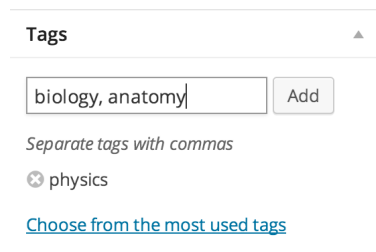


- In the Content Window, you can use the WordPress Gutenberg to enter in your content. You can do this by clicking the plus sign to add in a block (paragraphs, headings, images, galleries, videos, files, code, etc). You can also copy and paste documents from Word into Wordpress. Wordpress will retain formatting and linking from Word documents (more or less) or other website content, but you may need to format it.



- After you've finished entering in your content, select the appropriate categories (if applicable) for your post. You can select multiple categories and add categories from the Categories panel.

- Posts can also be tagged with phrases appropriate to the post. You can use these tags to organize your content and assist with site-wide searches. To add tags to your post, enter in tag names separated by commas in the Tag panel and click **Add**.

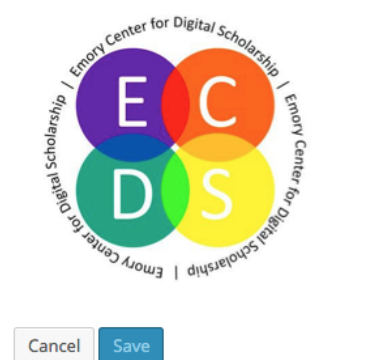
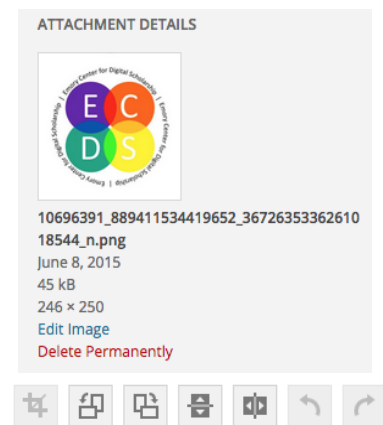


6. Some themes allow you to specify custom excerpts for your posts. Under the editor, you can enter in a custom short description in the **Excerpt** text box. Wordpress allows you to use basic HTML in your short description. For more information about using custom excerpts, visit <http://codex.wordpress.org/Excerpt>.
7. If you have multiple authors of your site, you can set the Author on a post-by-post basis by using the **Author** drop-down menu under the editor.
8. Some themes provide multiple formats for posts. If your theme has multiple post templates, you can choose the style that is most appropriate for the post content in the **Format** panel.
9. If your site design requires certain posts to be featured anywhere in your website, you may need to add a **Featured Image** to your post. Navigate to the bottom-right of the New Posts page and select **Set Featured Image**. From the Set Featured Image Window, you can select image files from your **Media Gallery** or upload new images from the **Upload Files** tab.

- a. **Edit your image.** Select your image and select **Edit Image** on the right-hand side of the screen under **Attachment Details**.
- b. In the Edit Media Window, you can crop, rotate, and flip your image on the left-hand side of the screen.

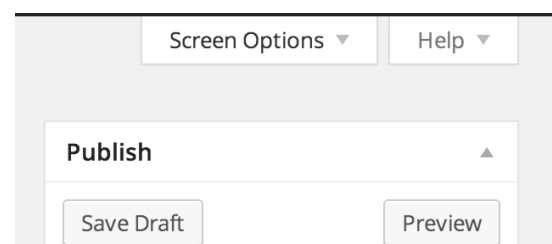
If you edit your image in any way, click **Save** when you've completed your edits.

- c. From this window, you can also scale your image and set the thumbnail settings.
- d. When you are done editing your image, click **Update** on the right-hand side of the screen.
- e. You will return to the Media Gallery Window. Under **Attachment Details**, click **Refresh** and your edited image details should be visible.
- f. Click **Set Featured Image**.



**Note**

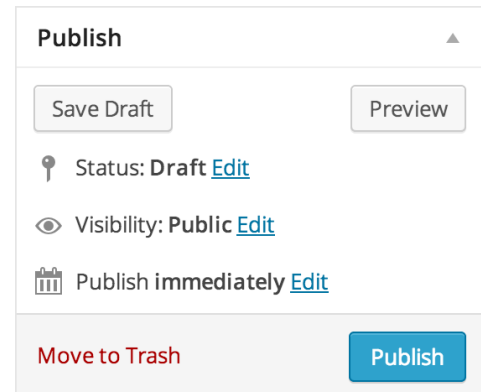
Themes that use featured images may have size requirements for these images. When you choose a theme, ensure that your images meet the featured image criteria of your theme, otherwise your images may not show up properly on your site.



10. You can turn comments on and off on individual posts. Go to the top right-hand corner of the New Posts Window and click **Screen Options**.

The Screen Options tab will expand and give you several options to enable or disable for your post. To enable or disable comments, click **Discussion**.

11. In the **Publish** panel, you can select the status of your post. When you are ready to finish your post, you can either select **Save Draft** and return to it later, set the post to **Pending Review** if you have other authors who need to review the post before publishing it, or you can select **Publish** and publish the post immediately.



12. You can also manage the status of posts, visibility, and publish date from this window.
  - a. If you want to move a post from **Draft** to **Pending Review**, click **Edit** under **Status**.
  - b. To change a public post to private or password protected, click **Edit** under **Visibility**.
  - c. If your site design allows for “sticky” posts (posts that “stick” to the top of the page to highlight content or make announcements), you can select **Stick this post to the front page** from under **Visibility**.
  - d. To set a future date for publishing or change the date of an already published post, select **Edit** under **Publish**.



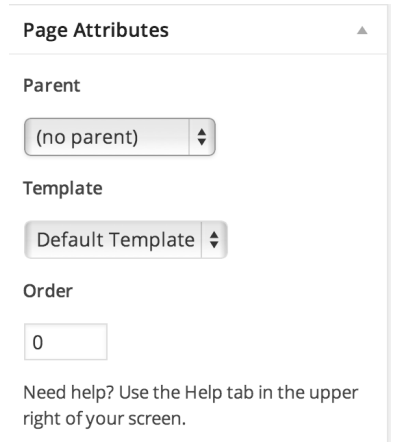
You can always edit published posts from the Posts Window. Go to **Posts** and select **All Posts**. From here, click **Edit** under any post or simply click on the post to go to the WYSIWYG editor. From the All Posts Window, you can also apply bulk editing actions and bulk delete posts.

#### ▣ Creating pages

1. Go to **Pages** and select **Add New**.
2. In your New Page Window, enter in a **title** for your page.
3. In the Content Window, you can use the WordPress Gutenberg to enter in your content. You can do this by clicking the plus sign to add in a block (paragraphs, headings, images, galleries, videos, files, code, etc). You can also copy and paste documents from Word into Wordpress. Wordpress will retain formatting and linking from Word documents (more or less) or other website content, but you may need to format it.

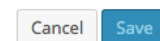
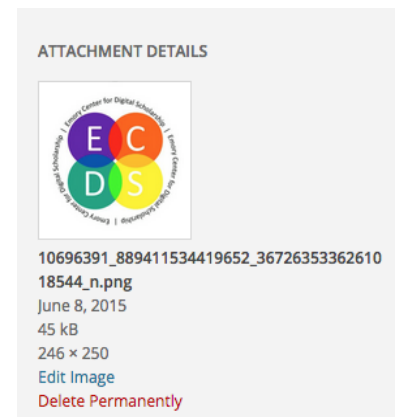
4. (Optional) After you have entered in all your content, you can organize your page structure from within the New Page Window.
  - a. In the Page Attributes panel, select a Parent page for your new page. When you select a parent page for your new page, your new page shows up as a nested menu item under the parent page.
  - b. Enter in a number for the page **Order**. This number represents where your page appears on the menu. A "0" represents the leftmost position on the menu.

**Note** Custom menus will override these page order settings.



5. (Optional) When you choose a theme, you can go back to your finished pages and select a template if your chosen theme provides useful templates for your site plan.
6. If your site design requires certain posts to be featured anywhere in your website, you may need to add a **Featured Image** to your post. Navigate to the bottom-right of the New Page Window and select **Set Featured Image**. From the Set Featured Image Window, you can select image files from your **Media Gallery** or upload new images from the **Upload Files** tab.

- a. You can select your image and edit it from this window. After you select your image by clicking on it, you can select **Edit Image** on the right-hand side of the screen under **Attachment Details**.
- b. In the Edit Media Window, you can crop, rotate, and flip your image on the left-hand side of the screen.
- c. If you edit your image in any way, click **Save** when you've completed your edits.
- d. From this window, you can also scale your image and set the thumbnail settings.
- e. When you are done editing your image, click **Update** on the right-hand side of the screen.
- f. You will return to the Media Gallery Window. Under **Attachment Details**, click **Refresh** and your edited image details should be visible.



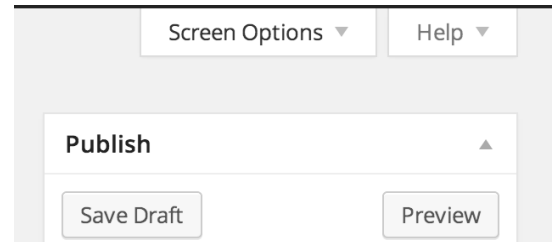
- g. Click **Set Featured Image**.

**Note**

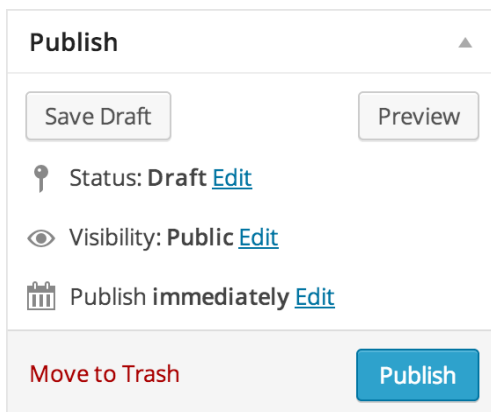
Themes that use featured images may have size requirements for these images. When you choose a theme, ensure that your images meet the featured image criteria of your theme, otherwise your images may not show up properly on your site.

7. You can turn comments on and off on individual pages. Go to the top right-hand corner of the New Pages Window and click **Screen Options**.

The Screen Options tab will expand and give you options to enable or disable for your page. To enable or disable comments, click **Discussion**.



8. In the **Publish** panel, you can select the status of your page. When you are ready to finish your page, you can either select **Save Draft** and return to it later, set the page to **Pending Review** if you have other authors who need to review the page before publishing it, or you can select **Publish** and publish the page immediately.
9. You can also manage the status of page, visibility, and publish date from this window.



- a. If you want to move a page from **Draft** to **Pending Review**, click **Edit** under **Status**.
- b. To change a public page to private or password protected, click **Edit** under **Visibility**.
- c. To set a future date for publishing or change the date of an already published page, select **Edit** under **Publish**.




You can always edit published pages from the Pages Window. Go to **Pages** and select **All Pages**. From here, click **Edit** under any page or simply click on the page to go to the WYSIWYG editor. From the All Pages Window, you can also apply bulk editing actions and bulk delete pages.

For more information on pages and posts, refer to the [Wordpress Publishing Guide](#).

## ▣ Creating links

You can use the Gutenberg editor to create links to external and internal content.

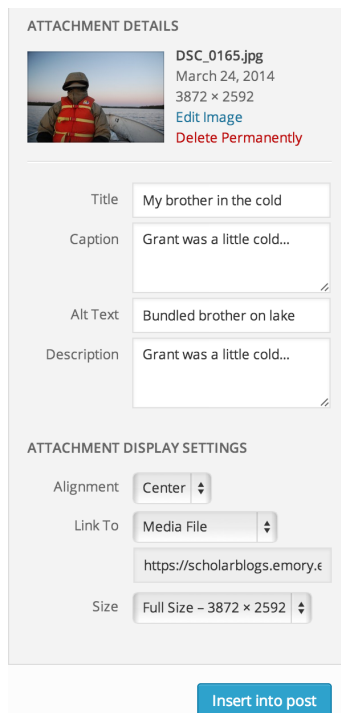
To create an external or internal link:

1. In the Gutenberg editor, highlight the text you want to link.
2. Go to the link icon  in the editor.
3. **External:** Insert the URL for the site you want to link to and the title of the site (optional).  
**Internal:** Expand the section **Or link to existing content**. Select the internal content for the link.
4. Click **Add Link**.


## ▣ Inserting images

You can insert images to your posts and pages using the Media Gallery.

1. In your page or post, click **Add Media**.
2. In the Insert Media Window, select the image you want to add to your post. If you need to add an image to your gallery, click the **Upload Files** tab.



ATTACHMENT DETAILS

 DSC\_0165.jpg  
March 24, 2014  
3872 × 2592  
[Edit Image](#)  
[Delete Permanently](#)

Title

Caption

Alt Text

Description

ATTACHMENT DISPLAY SETTINGS

Alignment

Link To

Size

3. After you select your image, under **Attachment Details** you can set several settings for your image.

- a. To crop, rotate, flip, or scale your image, click **Edit Image** to enter the image editor.
- b. If you edit your image in any way, click **Save** when you've completed your edits.
- c. When you are done editing your image, click **Update** on the right-hand side of the screen.
- d. You will return to the Media Gallery Window. Under **Attachment Details**, click **Refresh** and your edited image details should be visible.

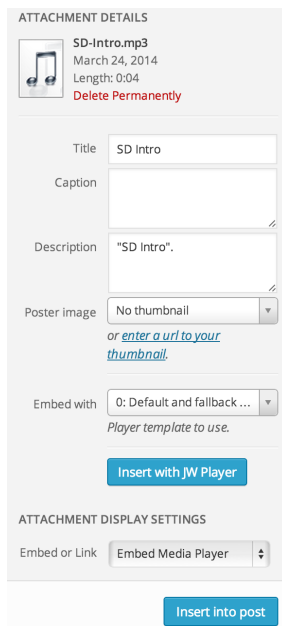
4. **Attachment Details** you can configure how you want the image to look and behave in your page or post.
5. When you're done editing and configuring your image, click **Insert into post**.

## ▣ Inserting audio files

You can add audio files to your pages or posts in two ways: you can insert them directly through the Media Gallery or you can embed audio files from other websites such as SoundCloud by pasting the URL of your audio file directly into the WYSIWYG editor.

To insert an audio file using the Media Gallery:

1. In your page or post, click **Add Media**.
2. Select the audio file you want to add to your page or post or click the **Upload Files** tab to upload your audio file.



The screenshot shows the 'ATTACHMENT DETAILS' form for an audio file named 'SD-Intro.mp3'. The form includes fields for Title, Caption, Description, Poster image, and Embed with. The Title field contains 'SD Intro'. The Description field contains '\*SD Intro\*'. The Poster image dropdown is set to 'No thumbnail'. The Embed with dropdown is set to '0: Default and fallback ...'. Below the form is a blue button labeled 'Insert with JW Player'. At the bottom of the form is another blue button labeled 'Insert into post'.

3. After you select your audio file, you can configure the file in **Attachment Details**.

- a. From here you can set attributes for your audio file and set a thumbnail image. The thumbnail image can be from your Media Gallery or from an external URL.
- b. You can choose to insert the audio file with the JW Player, which embeds the file directly into your post so that you can play the audio file without navigating away from your page or post.
- c. You can also have users click on a link to the file to play it. Under **Attachment Display Settings**, use the drop down menu to select how you want users to see your audio file.

4. When you are finished configuring your audio file, click **Insert into post**.

## ▣ Inserting videos

You can upload your videos to websites like Youtube or Vimeo and embed your links directly into Wordpress. To embed a video from these websites, you need to copy the video URL and paste it into your page or post. ScholarBlogs takes care of the rest.



Do not upload videos directly to ScholarBlogs. Wordpress does not provide enough space for video content. You should upload videos to a third-party server and link or embed your videos to your pages or posts.

For more information about inserting media into your site, refer to the [Wordpress Media Guide](#).

### 3

## Setting up your theme

You can choose from a number of Wordpress themes for your website. All Wordpress themes are customizable so you can create customized menus, widgets, and CSS for your theme.

### ▣ Deciding between pages and posts

To select whether you want readers to see a static **page** or your most recent **posts** when they visit your website:

1. In the left hand menu, go to **Settings**.
2. Select **Reading**.
3. Under “Front page settings,” select **Your latest posts** or **A static page**. If you select **A static page**, you can select which page you want your readers to see when they visit your website.

#### Note

You can also select which static page you want your users to see when they go to your website from the Theme Customization Window (see *Customizing your Theme* below).

### ▣ Selecting a theme

1. In the left hand menu, go to **Appearance**.
2. Select **Themes**.
3. Browse the Theme Gallery.
  - a. Hover your mouse over any theme to see the **Theme Details**.
  - b. To preview a theme, click **Live Preview**.
  - c. To select a theme, click **Activate**.

### ▣ Customizing your theme

1. After activating a theme, your theme will be highlighted in the Theme Gallery. Click **Customize**. You can also go to **Settings>Customize**.
2. In the Customization Window, you can set your site’s title and tagline and your preferred main menu.
3. Depending on your theme options, you can also set colors, custom header images, background images, and theme-specific settings. You can also activate [Widgets](#) from this menu.
4. (Optional) If you decide you want users to see a static front page when they come to your website, you can set which page the user will see by selecting **static front page** and setting a page from the drop-down menu.
5. After customizing your theme, click **Save** and **Close** in the Customization Window.



## ▣ Customizing your header (optional)

If your theme supports a custom header image, you can change your header image to suit your site's appearance.

1. Go to **Appearance** and select **Header**.
2. Under **Header Image** click **Add new image**. You can also choose an image from your Media Gallery. Your theme should provide the image size it requires.
  - a. When you have selected your image, click **Select and Crop**.
  - b. In the Crop Image window, you can crop your image or skip cropping.
3. You can also remove and reset your header image from this page and enable or disable any text that your theme allows in the header area.
4. When you are finished setting your header image, click **Save & Publish**.

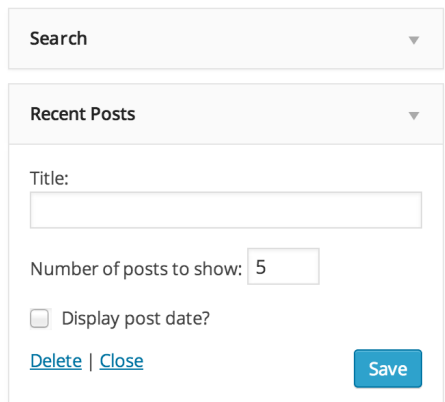
## ▣ Setting up your widgets

All Wordpress themes support widgets. Widgets are tools or content that you can add, arrange, and remove from the sidebar(s) and footer of your website. Depending on the theme you choose, you will have different places on your website for widgets.

1. Access your widgets by going to **Appearance** and selecting **Widgets**.
2. In the Widgets Window, you will see a list of available widgets on the left and a list of available spaces for widgets on the right. Drag and drop the widgets you want to activate into the appropriate spaces on the right.
3. When you drag and drop a widget into a sidebar or footer, Wordpress allows you to quickly customize your widget. Enter in the information for your widget and click **Save**.
4. To remove a widget but keep its settings, drag the widget down to the bottom of the screen to the **Inactive Widgets** section.

### Primary Aside

The primary widget area, most often used as a sidebar.



The screenshot shows the settings for the 'Primary Aside' widget. At the top is a search box. Below it is the 'Recent Posts' widget settings. It includes a 'Title' field, a 'Number of posts to show' input field with the value '5', and a checkbox for 'Display post date?'. At the bottom are 'Delete' and 'Close' links, and a 'Save' button.

## ▣ Creating a menu

Most Wordpress themes have a main menu that allows your readers to navigate your website. Some themes allow you to have multiple menus in different areas of your website.

1. To create and customize your menu, go to **Appearance** and select **Menus**.
2. In the **Edit Menu** tab, under **Select menu to edit**, click **create a new menu**.
3. In the **Menu Name** box, enter a name for your menu and click **Create Menu**.
4. Now you can add content to your new menu. From the left hand side of the Menu Window, select the pages, categories, and/or links that you want to add to your menu.



By default, you can add only pages, categories, and links to your menus. You can enable posts and tags on your menus by navigating to **Screen Options** in the Menu Window and selecting **posts** and/or **tags**.

- a. To add pages to your menu, your pages must be already created and listed in the **Pages** dropdown menu.
- b. To add links, copy and paste the URL for the website you want your menu to link to and add the **Link Text**. The **Link Text** is the descriptive text that will show up on the menu bar.
- c. To add categories to your menu, select existing categories. To add additional categories, refer to *Organizing your content* section.

**Note**

After selecting the pages you want, click **Add to Menu**. Then go to links and enter the links you want and then click **Add to Menu**. Then go to categories and repeat the process for any categories you want to use.

5. After you select the pages, categories, and/or links you want, click **Add to Menu**.
6. Once you have your menu items set up, you can create hierarchies in your menu by dragging and dropping menu items under other menu items.

Menu Name test Save Menu

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**Menu Structure**

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

Courses Page ▾

Examples Category ▾

Training *sub item* Category ▾

**Menu Settings**

Auto add pages  Automatically add new top-level pages to this menu

Theme locations  Primary Menu (Currently set to: NewMenu)

Delete Menu Save Menu

7. To ensure that your menu is the primary menu for your website, under **Menu Settings: Theme Locations** select **Primary Menu**.
8. Click **Save Menu** when you are done customizing your menu.

For more information about customizing your navigation menu, refer to the [Wordpress Menu Guide](#).

For more information about personalizing your Wordpress site, refer to the [Wordpress Theme Guide](#) and to the [Wordpress Theme Customization Guide](#).

## Publishing

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If your website requires multiple authors or contributors to produce content, you may want to consider using the **Save Draft** or **Pending Review** features for your posts. If your workflow allows for regularly publishing on specific days and times, you can edit the **Publish Immediately** default setting in your posts to publish your post at a future date.

## Need Help?

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If you need help with organizing, planning, or implementing any part of your ScholarBlogs site, contact [ecds@emory.edu](mailto:ecds@emory.edu). ECDS also provides Wordpress workshops that introduce basic Wordpress concepts and Wordpress one-on-one appointments to assist you with specific issues related to your site.