

# Copper Country Architects: *development guide*

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## Guide to creating new posts

When you're creating a new **post**, it may be for an architect or for a building. Really the only difference between the two is whether or not to drop a pin in the map (for a building only). This manual will walk you through step-by-step, section by section in WordPress, how to create a new **post**. Also, be sure to see the edited screen capture of a new post window at the end of this document.

## Create new post

1. Once you are logged in to WordPress, click **New Post** at the top of the page.
2. **Title:**
  - a. If it's an **architect post**, the title is simply his or her name in regular order (e.g., Frank Lloyd Wright). You may also in some cases use the firm name.
  - b. If it's a **building post**, give the *original* name of the building.  
*Note:* if the building is on one of the campuses, start with the name of the school as it was at the time the building was built (e.g., Michigan College of Mines, or Suomi College), a comma, and the original name of the building.
3. **Main text:**
  - a. The first line of the post itself should be the byline, right-justified *with a period*.<sup>1</sup>
  - b. If it's an **architect post**, there's no particular format, except use H2 (toggle toolbar for second line, then hit paragraph for headline options) for all interior headings. In most cases, you'll have a short intro paragraph followed by a 'Biography' heading and then the biography itself. At the bottom of the architect page, but before any notes, you'll want to insert a heading, "Buildings by [your architect]" and then the shortcode:

```
[display-posts tag="###" category="building" include_date="true" date_format="Y" orderby="date" order="ASC"]
```

where ### is the tag/surname of your architect.

- c. If it's a **building post**, the first few lines, left-justified, should be in this order following this example:

```
Architect: Frank Lloyd Wright  
Builder: ###
```

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<sup>1</sup> This is a small detail but it needs to be there when you see an extract of the post, otherwise all the text just runs together.

Location: 1234 Buccolia St., Calumet<sup>2</sup>  
Built: ####  
Additions: on north 1900; on east 1909 (Louis Sullivan)  
Demolished: ####

Omit any lines that are not relevant for the building.

The name(s) of the architect/builder should be linked back to their page (note that in this case there were additions by different architects so “Louis Sullivan” is linked back to his page). To link: highlight the name, hit the link icon in the toolbar, and search for the post to which you want to link. These lines should be single-spaced, which you can do by hitting shift-enter instead of simple enter at the end of each line.

Now just type the rest of the text about your building. You can insert and caption any images (see below).

At the bottom of your main text, but before any notes section, insert the following code:

```
[codepeople-post-map]  
  
Buildings by ### in the Copper Country3  
[display-posts tag="###" category="building" include_date="true"  
date_format="Y" order="ASC"]
```

replacing ### with the full name of your architect in the first case, and with just their last name (or short firm name) in the short code of tag=.

Footnotes are not linked to the text. To write a footnote, put the number in the text. To make it a superscript, switch to “text” from “visual” (upper right-hand corner of screen), and write <sup>1</sup>. At bottom of page, after the architect’s buildings, write “Notes” (formatted as H2), then add the footnotes.

#### 4. Slug:

- a. If this is an **architect’s post**, you’ll notice that the slug is inserted as `firstname-lastname`. You want to reverse that so the slug reads `lastname-firstname` so that the entry sorts correctly in the list of architects.
- b. If this is a **building**, leave it as it is.

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<sup>2</sup> Note that it has been practice in CAA previously to distinguish between Hancock and East Hancock. In addition, you don’t need the state abbreviation here.

<sup>3</sup> Format this line as H2.

5. **Map:** (If this is an **architects post** skip this step)
  - a. In the box for 'Map point description' for 'location name', copy and paste the exact title of your post and whatever you have for "Location:" in the main post text.
  - b. Leave 'Location description' blank and do not attach picture in this box.
  - c. In the 'Address' box, type the closest thing to the postal address you know and click 'Verify'. The little map it right should now re-center with the red pin somewhere on the Keweenaw. If it tells you it can't find the address, you can just put the road and the name of the town, or an intersection of streets (e.g., 5th and Elm), a highway number in the town, or if you have to just at the town itself.

In some cases, around here the name of the 'town' is no longer a legal postal address (e.g. Tamarack Location) so you may have to put in the modern equivalent where the location is (in that case it would be Calumet Twp.). But once you press verify and you get latitude and longitude coordinates in the next two boxes, then you can go back and edit the address box to read whatever you like and that will show up on the map pin for users (Just don't hit 'Verify' again!).
  - d. Once you have a little red map pin on the Keweenaw in the map of the right, you can zoom in with the +/- buttons or switch to satellite view to make sure that the pin is in the right place. If you need to move the pin, just click-hold-drag to the correct location.
6. That's all there is in the main central column. Don't change any settings below that.
7. **Add Images:** When you want to add an image to a post, put the cursor at the start of a paragraph where it is to appear and press the 'Add Media' button just below the post's title. Select the image you want from the library of already uploaded images or upload a new one (see "Adding images to the Media Library" section below). Make sure the title and caption are correct and complete in the right hand-column and the display settings are as follows:
  - a. **Alignment:** Typically use *Right* for the top image, and then alternate *L-R-L-R* as you go down the page. If you will be using a full-width image in a paragraph of its own, choose *center*.
  - b. **Link to:** typically choose *Media File*.
  - c. **Size:** for R- or L-justified images, choose *Medium*.<sup>4</sup> For centered choose large (or medium if the image itself is smaller than about 600 pixels across; you can see how big the original is in the stats right below the selected picture at the top right).

Press *Insert into Post*.

**Editing** placed images: If the image does not look the right size, once in the post, you can click the image and a little popup bar will appear where you can change its

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<sup>4</sup> If you choose *Thumbnail (150x150)*, WordPress will artificially force the image into a square, which rarely looks right.

alignment or go to the editing pane (the little pencil icon), or delete it (the X).<sup>5</sup>

You can also **resize the image** by just clicking one corner of it and dragging. This is often useful if you have a couple images on one row that you want to make the same height (WordPress scales an image to *Medium* sizing based on height).

You are also able to insert an **image from an external URL** using the 'Insert from URL' command to the left of the Media Library list/grid. You should use this method if you want to insert an image into the post that someone else holds copyright on.

#### 8. Right-hand column:

- a. At this point you probably want to press 'save draft', and you can do so as often as you like, even once it's published. Once you press publish it will be visible to the world (you can also edit the status field put it back to draft and make it invisible again if you want to hide it).
- b. If this is a **building post**, after you hit publish, edit the 'post date', and change the year to *year of completion* of the building. This tricks the system into sorting these posts by the date of the building rather than the date you compose the post.
- c. **Categories:** Check either *building* or *architect* and make sure to uncheck *uncategorized*.
- d. **Tags:** here you need to add at least four tags:

i. The decade the building was completed with an 's' (but no apostrophe!):	1890s 1920s .
i. The town building is in (or closest one if it's out in a township):	Hancock
i. The one-word name tag of the architect(s): If we have more than one architect with the same surname, add their first initial.	Pei ASaarinen and ESaarinen
i. The type of building from this restricted list: If the building has more than one use, feel free to use multiple tags.	residence, business, school (or MichiganTech / Finlandia), <sup>6</sup> Greek, houses of worship, municipal, hospital, mining, library, theater.

<sup>5</sup> Note: Sometimes, this feature does not always work in WordPress for all images, and it is not at all clear why. Contact your administrator if it is not working.

<sup>6</sup> Use *MichiganTech* and *Finlandia* tags for campus buildings, but if you use either, do **not** tag as *school*.

- e. **Featured Image:** here you want to select the clearest roughly square Image of the building from the media library (see below).
9. **Publish:** when the post is sufficiently ready for prime time, press the **Update** button in the top of the right-hand column. Your post is now visible to the world and will appear in the various other pages on CCA.

## Adding images to the Media Library

From the dashboard of the WordPress site, click on 'Media' in the left-hand column.

You will see all the images (or videos or PDFs or any other media format you'd like) that have been uploaded to the site. You can view this as a list or grid, which you can choose by the two little icons right below the words "Media Library". Notice that you can also filter by type of media item or upload date. More useful however is the search field on the right defining a picture of whatever you're looking for.

If you click **Add New** at the top you can upload pictures by either dragging them into the dotted rectangle or press 'select files' to browse your computer/ external drives for the images you want to upload. Once your picture is uploaded, you can click edit (you get to the edit screen by clicking on the image back in the media library). The only field you really need to fill out is the caption. This should include who took the photo and the year, as well as any indication that it's owned by an archive and used by their permission. The alternative text field is an accessibility feature for text-only browsers (i.e. for the non-sighted), so for full compliance you want to put same information there. There's really no need to put anything in the description field.

The only images that should be uploaded in this media library are those for which you/we/MTU owns copyright or are reasonably in the public domain. So obviously pictures one of us takes are fine, as are any images from before 1937 (70 yr. copyright assumed) or government images (by definition public domain). Small scans from newspapers or journals, even if in copyright, *should* be OK under a fair-use academic setting, but err on the side of caution and at the very least give full attribution. Please do not upload any images that are held in copyright by other people without permission (if you get permission, put a note to that effect in the caption field).