

Wordpress Posts and Pages

Best Practices and Policies

Summary

- Posts are to capture a point in time (such as an event).
 - Pages are for regular website content
 - Always use Page Builder to create all types of content--makes it easier!
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Posts

Capturing a point in time - content will not be updated over time

- **Content Type:**
 - News
 - Blogs
 - Events
- **Editor/Admin Roles:**
 - Contributors - Can create posts which will then be moderated
 - Authors - Can create, edit, and publish their own posts only
 - Editors and Admins - Can create, edit, and publish any posts
- **Authorization** for certain webpages should be obtained by the corresponding admins:
 - Main MLML website - Approved by Ivano or Jim
 - Tier 1 sites - Approved by website owners
 - Tier 2 & 3 sites - Approved by website owners or web admins (as website owner decides)
- **General Info:**
 - Posts are displayed by the order of when they were created.
 - *You can change the post date to make sure that events stay in order--**please do this!***
 - Content Guidelines for Posts (Press Highlights and Events)

Pages

Content not tied to a specific date - may be updated over time

- **Content Type:**
 - About page
 - Project pages
 - Bio pages
- **Editor/Admin Roles:**
 - Editors and Admins - Can create, edit, and publish
- **Authorization** for certain webpages should be obtained by the corresponding admins:
 - Main website - IT Helpdesk Ticket
 - Tier 1 sites - IT Helpdesk Ticket
 - Tier 2 & 3 sites - Website owners and web admins
- **Reviewing Process:**
 - Main website - IT Helpdesk Ticket > WAG review > approval > page updated
 - Tier 1 sites - IT Helpdesk Ticket > WAG review > approval > page updated
 - Tier 2 & 3 sites - Approved by website owners and web admins
- **Getting Started:**
 - Page Templates - Use these pre-made templates to outline the layout of your page
 - Need help using them? Go to How to use Page Templates

Widget Recommendations:

For more information on the different widgets available: Third-Party Plugins

Page layout:

- Use **Page Builder** for every Page and Post created, even the simplest posts and pages
 - Organize with rows and columns
 - Copy and paste rows and widgets

Text:

- SiteOrigin Editor widget
- Headline Widget

Images: (Image Use Guidelines)

- SiteOrigin Editor widget

- FooGallery - use shortcode in Custom HTML widget
 - SiteOrigin Image widget
 - Inline with text wrap around
 - Photo gallery/slideshow
 - Single image

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