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!

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

Revision #18
Created 5 April 2019 16:10:53
Updated 3 November 2022 20:32:39