Documentation on requesting and using a Duke WordPress site can be found here:
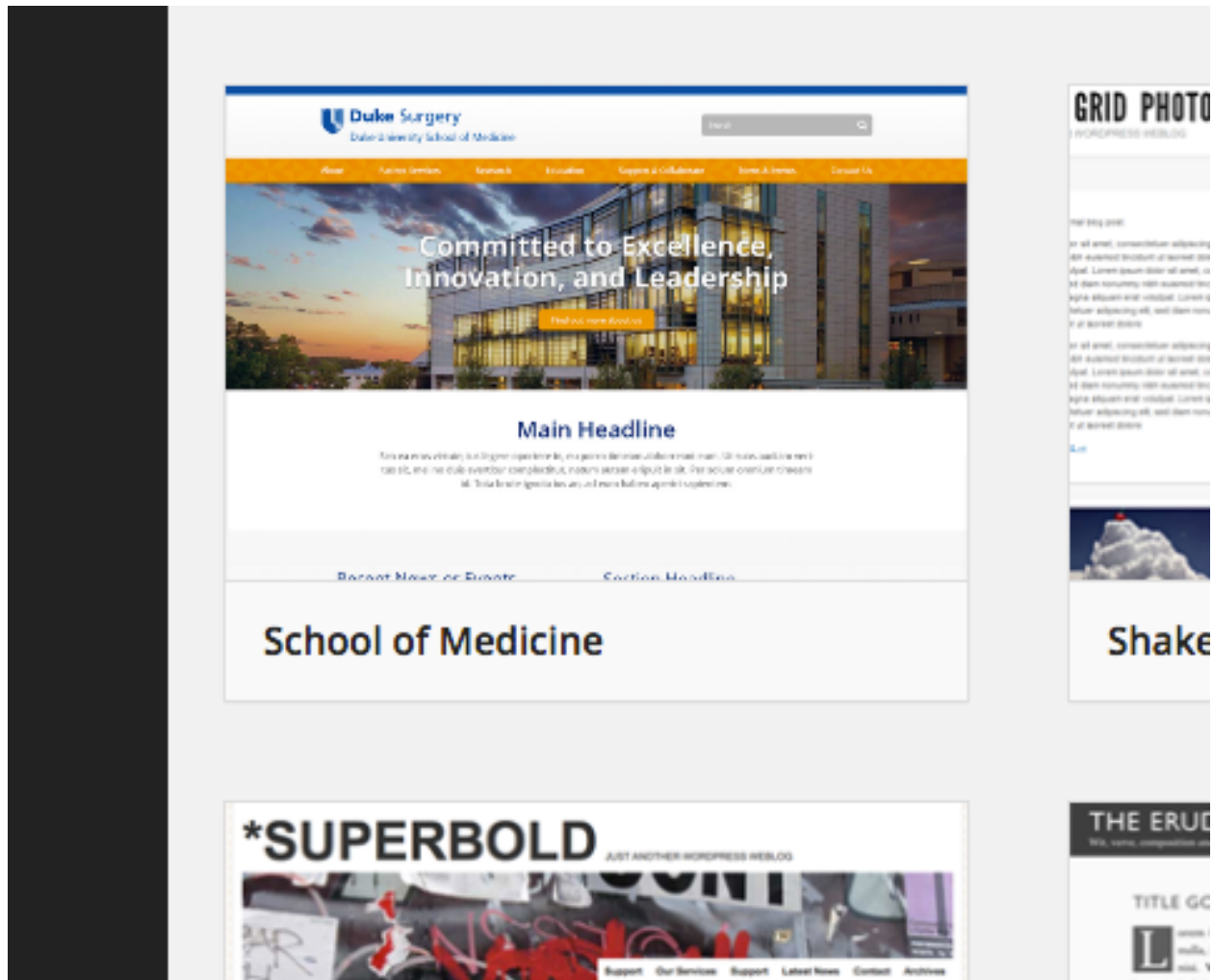http://sites.duke.edu/getting-started/

Initial Steps

This document focuses on setting up the School of Medicine theme specifically.
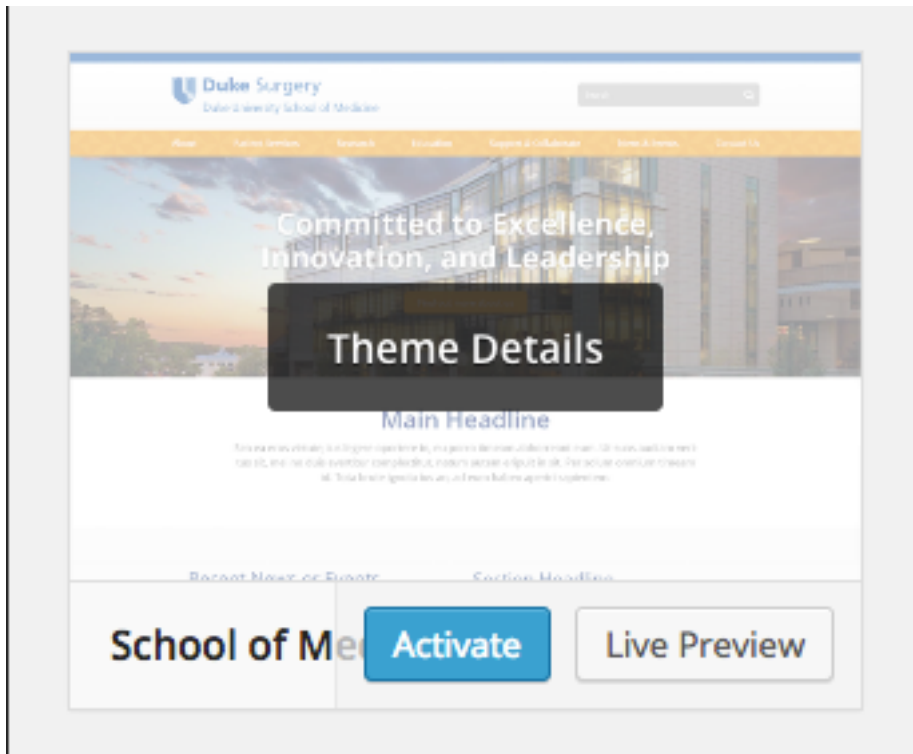Before you begin, take the following steps:

- You will need a logo image file (.jpg format) that is 360 pixels wide to upload.
- Create a new page to use as homepage content. Ideally this would be some welcome text, a brief overview of your group, etc. Go to *Black admin sidebar – Pages > Add New*
- Prepare your homepage image. This is recommended to be at least 800 pixels wide. If you anticipate using the full width version of the homepage banner, it may need to be wider.

Selecting the Theme

Go to *Black admin sidebar – Appearance > Themes* and scroll down until you get to School of Medicine. Themes are in alphabetical order.
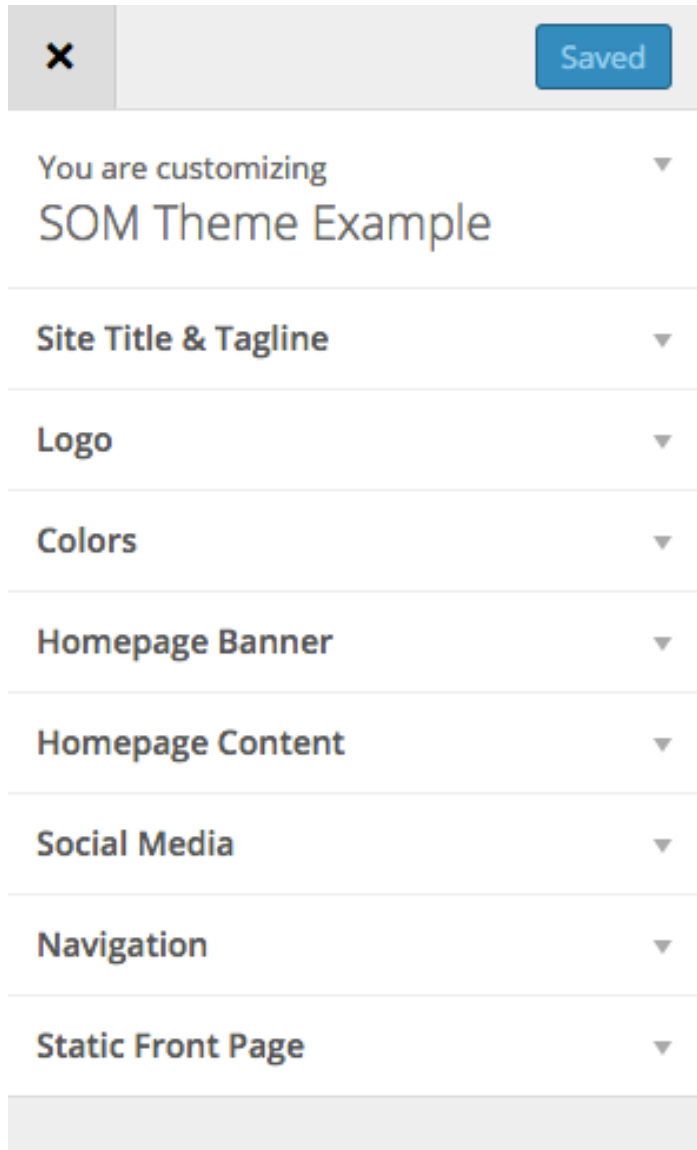
Hover over the theme, and press the blue Activate button.

Using the Customizer

Now, go to *Black admin sidebar – Appearance > Customize*

Activate the "down" arrows to work on any section. We recommend starting with the Static Front Page section. You should periodically select the blue "Save and Publish" button at the top in order to save your work. If you attempt to close the Customize window without saving, you will be prompted to either leave the page (discarding your work) or stay on the page.

Static Front Page: The School of Medicine theme has been built to use a static front page, so select that option. Then select from the dropdown which of your pages you would like to use on the homepage. If you have not yet created a page that you would like to use here, go to *Black admin sidebar – Pages > Add New* to do so. Remember to select the blue "Save and Publish" button at the top first!

Site Title & Tagline: Should you need to change your site's title, you can do it here. This theme does not utilize the tagline field, so leave that blank.

Logo: Here is where you can upload your 360 pixel-wide jpg logo to replace the default. Activate the arrow next to the No Logo indicator, and either drag and drop your logo file or click on the words "select a file" to open up a file browser.

Colors: Select your primary and secondary colors from the School of Medicine color palette. The secondary color is only used in the two-column layout for the Homepage Banner, described below.

Homepage Banner: Here is where you utilize the feature banner. Upload a feature image using the same method described in the Logo section. Select a full width or two-column layout for your feature. Fill out the Headline, Body Text, Button Text, and Button Link fields. (Please note that the Body Text field is only used in the two-column layout.)

Customize the homepage banner area.

Banner Image

No Image ▼

Upload New

Drop a file here or select a file.

Banner Layout

⦿ Full Width

○ Two Column

Headline

My Headline Goes Here. It Can Be Lor

Body Text

Some default text for the textarea

Button Text

Read more

Button Link

http://medschool.duke.edu

Homepage Content: There is also an optional banner that can display directly underneath the main feature banner. Select Content Option 2 to display this banner, and fill in the Homepage Headline and Homepage Text fields. Content Option 1 is the default, and does not activate this additional banner.

Homepage Content ▲

Select the layout for the homepage content. Homepage headline and text will only display on content option 2.

Homepage Layout

○ Content Option 1

⦿ Content Option 2

Homepage Headline

Main Headline

Homepage Text

Some default text for the homepage.

Social Media: There are five social media options. Filling in one of these fields with your group's URL will add and link the appropriate icon in the right-hand side of the footer. Please make sure to include the starting http or https as appropriate.

Navigation: You can select your menu here if you haven't done so already. Navigation will appear in a horizontal row in your primary color (selected in the Colors section) with the signature School of Medicine patterned background. If you haven't created a menu yet, go to *Black admin sidebar – Appearance > Menus* to do so. Remember to select the blue "Save and Publish" button at the top first!