

## Composition Program Guide to Creating Hawksites

This guide is for students creating projects and portfolios for their Composition or other courses at SUNY New Paltz. [Click here to view a sample portfolio Hawksites page.](#)

### Getting Started

1. Logging into CampusPress is the first step to begin making your own Hawksite.
  - Go to [hawksites.newpaltz.edu](http://hawksites.newpaltz.edu)
  - Click the "Login" link near the top right.
  - Log in with your New Paltz username (NCUID) and password (the same one that you use for Blackboard, [my.newpaltz.edu](http://my.newpaltz.edu), email, etc).
  - This will bring you to the dashboard of your main site and you can begin working.

### Changing the Appearance and Theme

2. To change the appearance of your website, go into **Appearance>Themes**.
  - Select an appropriate theme for the purpose of your website.
  - If needed, change the background/color scheme, under **Appearance>Background**

[Click here for the team dynamix page](#) with more detailed instructions about how you can change the theme.

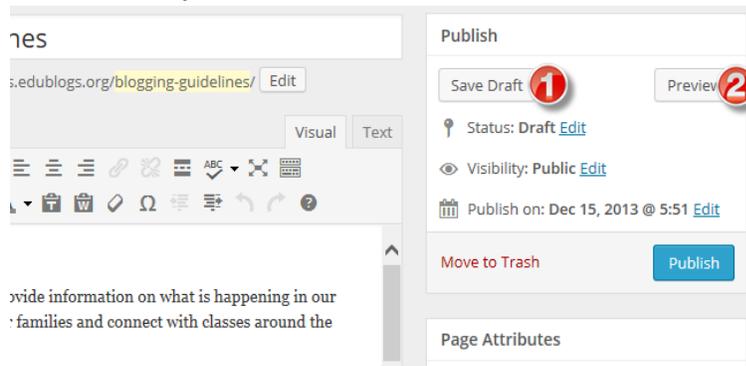
### Creating Pages and Posts

**Pages:** These are used for information that you want to share with your readers but don't expect to update frequently (for example, one of your essays or projects).

**Posts:** These are where you'll publish current content such as what's been happening in class. Some examples might be assignment information, or an introduction to yourself and the portfolio. Posts function best for updates, similar to new blog posts.

3. To create a **Page** go to **Pages>Add New**.
  - Give your page a title in the upper white text block, and then add your content below.
  - You can save a draft (1) or preview (2) how the page will look while you are working by using the buttons on the right side.
  - You can also toggle the **Visibility** of your page. It's recommended to not make a page public until you are finished working on it. However, the only way you will be able to link it in the **Menu** is if it is public. (See section 4.)

- Finally, hit the blue **Publish** button in order to submit your page onto the website.

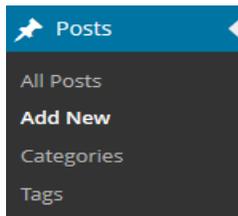


*An example of a Page you might create is your own Reflective Cover Letter. In this you could discuss your experience and development as a writer throughout the process of creating your Portfolio, as well as the works within it. Because this is a main page, it should be present on the **Menu**. (See number 4 below.)*

#### 4. To create a **Post** go to **Posts**>

##### **Add New.**

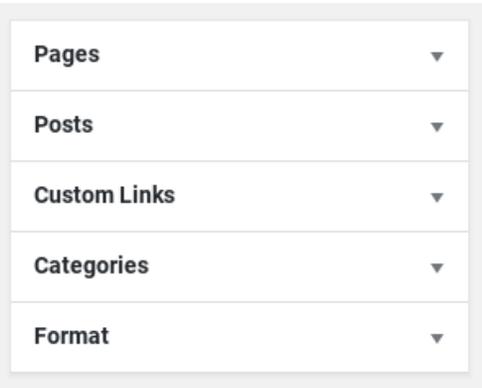
- Give your post a title in the upper white text block, and then add your text in bellow.
- You can save a draft or preview how the page will look while you are working by using the buttons on the right side.
- Make sure the **Visibility** of your page is set to Public once you are finished.
- Unlike a page, a post can have a variety of different formats. If you want to post something other than text, change the **Format** on the right hand side. However, you also can add in links and media content alongside text. Keep the format in Standard if you want to do this.
- Hit the blue **Publish** button in order to submit your page onto the website.



*Depending on the content of your portfolio and/or the guidelines of your instructor, there are a lot of things that could make up a post. Some of these include an introduction post about you, the author, or simply media content such as videos or even articles that you found useful to your writing process. Be sure to check with your instructor as to what is encouraged when it comes to posting.*

##### **Formatting the Menu**

In order to ensure you can open your **pages** on your website, you must ensure they are linked to the **Menu**. However, posts will usually appear on the homepage of your site in the order they were created. This depends on your theme, but overall this makes putting posts in the menu unnecessary.



*Adding pages to a menu is simple, using the following steps:*

5. To edit the **Menu**, go to **Appearance>Menus**.

- You can either open the pages or posts subheadings (see picture) in order to manage each one respectively.
- Check off the pages/posts that you wish to add.
- Click on **Add to Menu**.
- Once this is done, the new content will be added in the main Menu Structure
- To ensure, that the menu is visible, check off **Primary Menu** in **Menu Settings**.
- Once you are done editing your menu, be sure to click the blue **Save Menu** button on the right side.

### **Menu Settings**

*Auto add pages*

Automatically add new top-level pages to this menu

*Display location*

Primary Menu

Footer Links

*Some pages you will likely include in your Menu are two main papers, as well as two major writing projects, and a cover letter. The Menu titles will vary depending on your specific portfolio assignment genres (research, multi-genre, rhetorical analysis).*

### **Adding Media Content**

6. There are two ways you can add photos and other content to your pages/posts.

-You can either add media directly from your computer on the page/post itself.



-Or you can upload photos, via the main function of **Media** on the left side of the page.

- Go into **Media>Add New**
- Then select the file you wish to upload

Either way, you must go to the exact page or post where you wish to insert the picture. If you uploaded the picture to the overall gallery, then you will be able to pick out the exact one by hitting the same button in the picture above - **Add Media**.

- A number of options will appear on the left hand side side giving you options to create a gallery, create a video playlist, etc. You can also add a caption to the media if you wish, on the right hand side.
- Press the blue **Insert into Page** button.
- Format the image as you wish, changing the size, moving it, and using the alignment buttons.
- Be sure to click the blue **Update Button** in order to save your changes.

### ***Embedding Media Content***

7. If you want to [embed media content on your page, click here for instructions](#).

-To summarize, copy and paste the link of the content you wish to upload on the desired page/post.

This can be used to embed content from sources such as Flickr, YouTube, Twitter, Vimeo, Google, Pinterest, etc.

### ***Adding a Word or PDF File to Hawksites***

7. To add one of these types of files, you must first upload the file to the “Media” library of your WordPress site. Then link the file URL (created by WordPress).

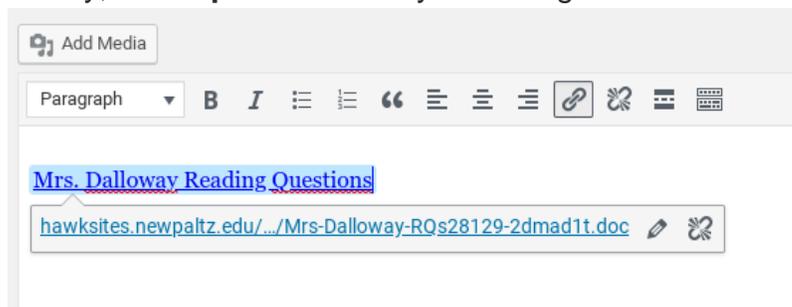
#### **Part I: Adding the File to the Media Library**

- Click on **Media** and then **Add New**.
- Click **Select Files** and browse your hard drive. When you have found the file, click it once and then click **Open**.

- When the file finishes uploading to the Media library, look below. Click on the file.
- When the file window opens, locate the “URL” area, and then highlight and copy the entire file link.
- When you have copied the file link, move on to the next step.

## Part II: Linking the File URL to a Page or Post

- Next, locate the page or post where you want to add the file via **Posts>All Posts** or **Pages>All Pages**.
- When your page or post opens, you can create the link to the file by either selecting existing text or typing and then selecting new anchor text.
- Once your text is selected, click the “**Link**” icon.
- When the “**Link**” window opens, paste the URL for the file that you copied when you were in the “**Media**” area.
- Now, click **Add Link**.
- Finally, click **Update** to save your changes.



\*Always check to ensure your file has uploaded properly by viewing it in **Preview Changes**. This will allow you to view the page/post on the actual site.

[Click here to upload Word and PDF files](#) to **upload Word and PDF files** to your sites, as well as a **video tutorial**.

### **Other Useful Links:**

[CampusPress \(Hawksite\) Fundamentals \(with video\)](#)

[Knowledge Press - CampusPress / WordPress for more information and instructions](#)

[Hawksites Use Policy](#)

[Information on how to edit a published page and more](#)

