How to add a new element to the front page slider

1. Upload an image to the web space to use as the slider image
   a. Go to any page or post and click on the icon
   b. A menu will pop up with the option to upload an image
2. Copy the URL of the uploaded image
3. Navigate to the “inFocus” page using the link in the left hand menu
4. Click on the “Homepage” tab and scroll to the bottom
5. Under the “Image Slider Source” section click on the “Click to add new row” button
6. Scroll down to the new row in the table below and fill in the various information
   a. Paste the slider image URL in the “Image URL” field
   b. Paste the URL of the page you want the slider image to link to in the “Link URL” field
   c. Add an appropriate title to the “Title” field (keep it relatively short, a larger font is used to display the title)
   d. Add an appropriate description to the text box on the right side of the row
   e. Choose an appropriate stage effect (Full-Cropped in most cases)
   f. Lastly, disable the “Read More” button by checking the box in the row
7. Click the “Save Changes” button at the bottom of the page
8. Check the homepage to make sure everything looks okay

How to add new Student Pages (Same process for adding new Faculty Pages)

1. Navigate to the “Pages” page using the left hand menu
2. Click on the “Add New” button at the top of the page
3. Enter the Student’s name in the first field; This will be the title of the page
4. Enter the Student’s bio information and upload a profile picture
5. Under the “inFocus General Page Options” Disable the “Header Teaser Text”
6. Scroll down and disable both options in the “Discussion” section
7. Scroll back up and find the “Page Attributes” section on the right hand side
8. For the parent field select an appropriate parent page for this page (Students if you are creating a student page or Faculty if you are creating a faculty page)
9. Click on the “Publish” button in the “Publish” section above the “Page Attributes” section
10. Navigate to the newly created page on the website and copy the number at the end of the URL; This is the page ID and will be used to nest the new student page in the parent page

11. Navigate to the Students page
   a. On this page there are a number of tags that rearrange the individual student pages into one page with a two column layout
   b. The tag [one_half] starts the first column and [one_half_last] starts the second column (The faculty page is similar with the exception that it has a three column layout)
   c. Under the correct degree (ex: PhD, Masters, Undergraduate) place the following code
   d. [include-page id="##" displayTitle="true" displayStyle="DT_FULL_CONTENT" titleBefore="" titleAfter=""]
   e. Now substitute the ## for the page ID of the student page you just created

12. Now click on the “Update” button to update the student page

13. Check to see that that the formatting is correct on the Students page on the front end

How to add Lab News and Project Updates to the website

1. Under the “Posts” menu on the left hand side of the admin panel click on the “Add New” option
2. Enter a title for your news update
3. Fill in the content for your new update (including images)
4. Scroll down the list of options until you find the “inFocus General Post Options” section
5. Under the “Header Teaser Text” section select the “Disable” option
6. Scroll back up and find the “Categories” section
7. Click on the Categories that apply to your news post (This will organize the posts by content categories)
8. In the “Publish” section click on the “Publish” button
9. Check to make sure that the post was correctly processed and organized on the front end (You can do this by going to any project page or the sitemap page on the front end)