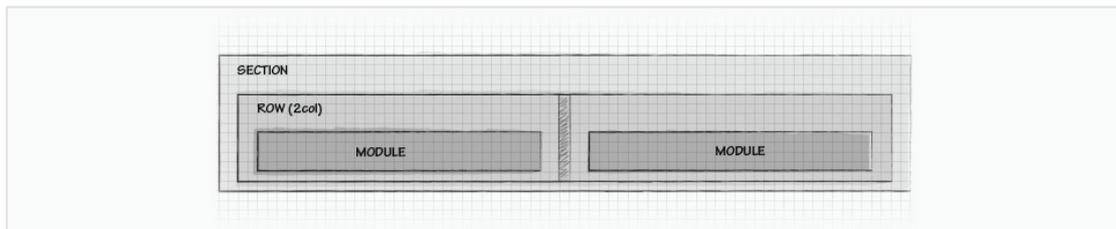


SUPPORT (FOR SUBJECT LIBRARIANS)

Overview

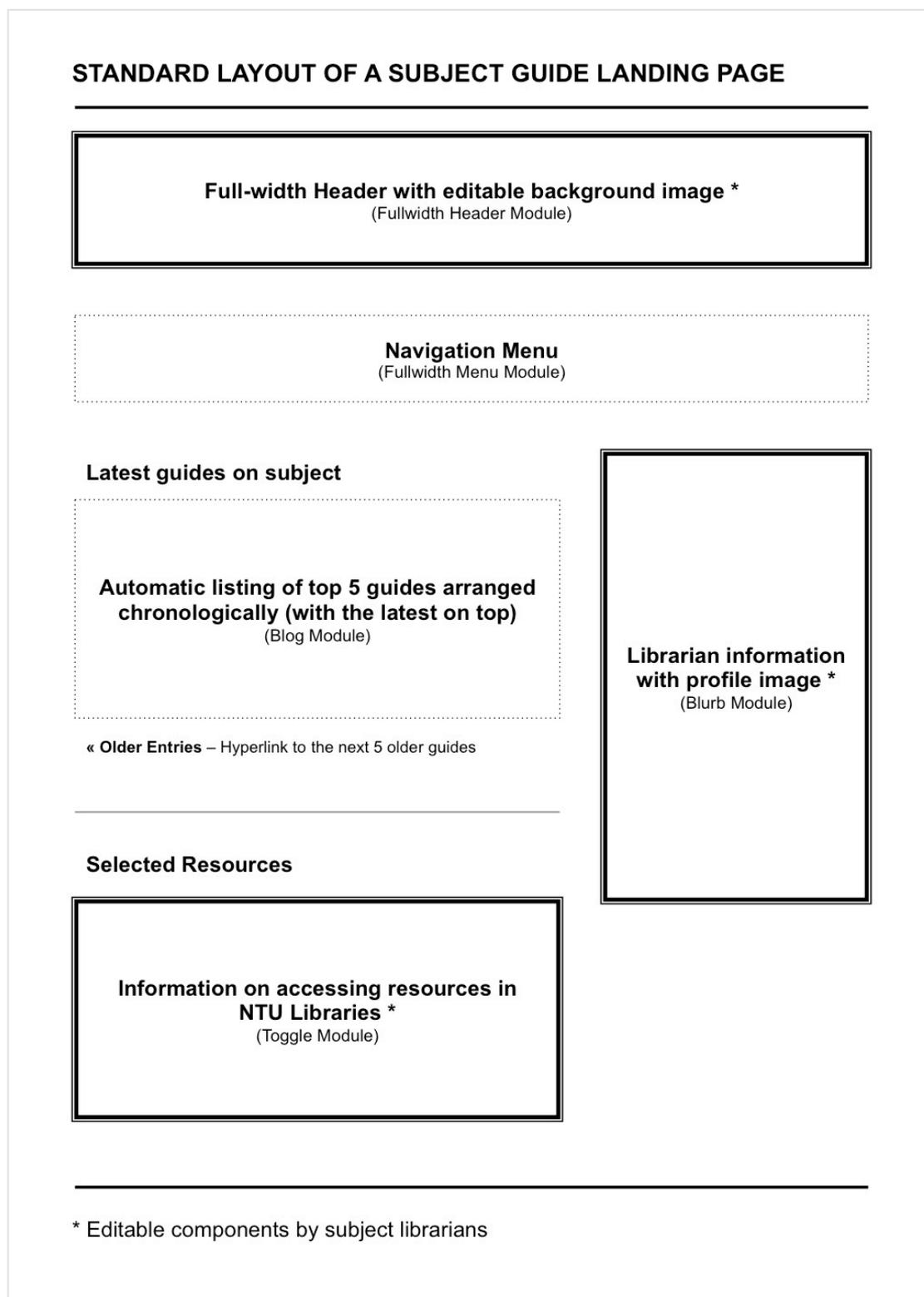
The **new** Subject Guides by NTU Libraries is designed and developed using the Divi theme by Elegant Themes. Divi is built on a page builder platform that uses three main building blocks: Sections, Rows, and Modules. The basic hierarchy of these elements is as follows:



- *Sections* - The most basic and largest building blocks used in designing layouts with Divi are Sections. These are used to create the top-level areas in your website. There are two types of sections: Regular, and Full Width. Regular Sections are made up of column rows and Full Width Sections are made up of full width modules. See more about rows and modules below.
- *Rows* - Rows sit inside of Sections and you can place any number of rows in a section. There are many different Row Types to choose from. Once you define a Row Type, you can then place modules into the selected column structure. There is no limit to the number of modules you can place within a column.
- *Modules* - Modules are the visual elements that make up your website. Every modules that Divi has can fit into any column width and they are all full responsive.

Introduction to the Standard layout of Subject Guide landing page

Using the sections, rows and modules in Divi, we have designed a standard template for all the landing page of each subject guide. The basic components are show as follows:



Editing your Subject Guide landing page

To edit your subject guide landing page:

1. **Login** using your NTU username and password.
2. Go to **Pages > All Pages**
3. **Search** for your subject guide (at the top right of the page)
4. Select **Edit** and you will be directed to the page editor

Understanding the icons

You may observe that each section, row or module comes with the following icons. Here are what they mean:



Settings – To edit contents or configure settings of the particular section or module



Clone – To duplicate the particular section, row or module



Remove – To remove the entire section, row or module

Changing the background of the page header

If defined, this image will be used as the background for the page header. The height of a slide is determined by the amount of text content added. The width of your slider is determined by the browser width. Based on standard screen sizes we recommend that your images are at least **1280px by 768px**.

To change the background of the page header, you may do the following:

The screenshot shows the page editor interface. At the top, there is a 'Fullwidth Header' panel with a close button (X) and an 'Insert Module(s)' button. Below this, the 'Section Module Settings' dialog box is open. It has a blue header with a close button (X). The settings include:

- Background Image:** A text input field containing the URL `http://blogs.ntu.edu.sg/library-resources/files/2014/` and an 'Upload an image' button.
- Preview:** A square image showing a blue gradient background.
- Transparent Background Color:** A dropdown menu set to 'Off' with a small arrow icon. Below it is a note: 'Switch on this option if you need transparent background color for the section.'
- Background Color:** A text input field with a 'Select Color' button.
- Save:** A blue button at the bottom right of the dialog box.

1. Select “**Settings**” on the section, which contains the Fullwidth Header.
2. In the pop-up window, select “**upload an image**” to upload an image of your choice. To remove a background image, simply delete the URL from the settings field.
3. Alternatively, you can also set a **solid background colour** instead of an image. To do this, simply “Select Color” under “Background Color”.
4. Click “**Save**” when you are done.

Changing the background of your page contents

The key contents of your subject guide are basically wrapped in a section. To change the background colour, simple do the following:

The image shows a user interface for editing page content. At the top, there is a horizontal bar with several modules: '* Guide Description', '* Librarian Info', and 'Divider'. Below this, a 'Section Module Settings' pop-up window is open. The pop-up has a blue header and contains the following settings:

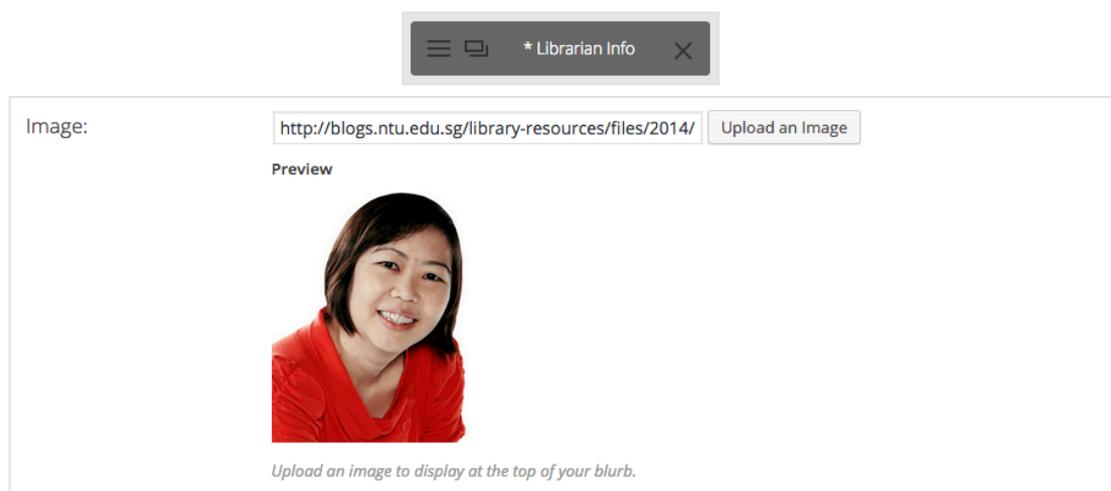
- Background Image:** A text input field with an 'Upload an image' button. Below it, a note reads: "If defined, this image will be used as the background for this module. To remove a background image, simply delete the URL from the settings field."
- Transparent Background Color:** A dropdown menu set to 'Off'. Below it, a note reads: "Switch on this option if you need transparent background color for the section."
- Background Color:** A color selection tool with a 'Select Color' button. Below it, a note reads: "Define a custom background color for your module, or leave blank to use the default color."
- Background Video MP4:** A text input field with an 'Upload a video' button. Below it, a note reads: "All videos should be uploaded in both .MP4 .WEBM formats to ensure maximum"

A 'Save' button is located at the bottom right of the pop-up window.

1. Select “**Settings**” on the section, which contains the guide description, librarian info, etc.
2. In the pop-up window, simply “Select Color” under “**Background Color**”.
3. Alternatively, you may set an image as the page background instead. To do this, select “**upload an image**” to upload an image of your choice. Just be careful as a busy background may affect readability. To remove a background image, simply delete the URL from the settings field.
4. Click “**Save**” when you are done.

Editing your librarian profile contents

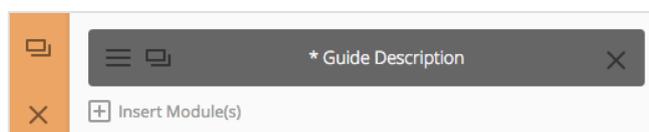
The librarian profile is added using the Blurbs Module. To edit, you may do the following:



1. Select “**Settings**” on the module, “**Librarian Info**” to make changes.
2. Change of edit the following elements:
 - **Image** - To change your **profile image**, place a valid image url under **Image**, or choose/upload an image via the WordPress Media Library. Your image should be 640 x 440px optimally.
 - **Content** - This field is where you can enter the main content, i.e. your guide introduction, similar to a WordPress default editor.
3. Click “**Save**” when you are done.

Editing the guide introduction

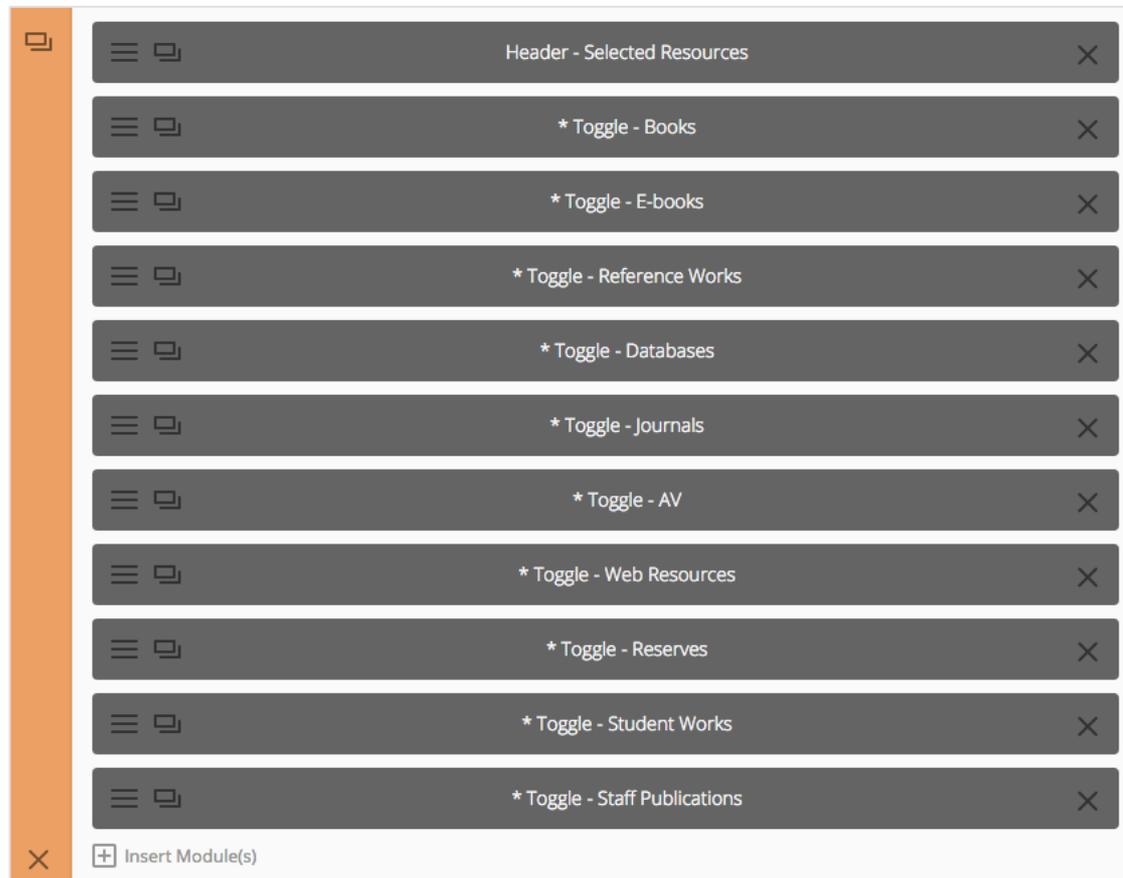
The guide introduction is added using the Text Module. The module gives you all the editing capabilities of a normal WordPress page. To edit, you may do the following:



1. Select “**Settings**” under “Guide Description”
2. Change of edit the following elements:
 - **Text Color** - If your text is being placed onto a dark background the Text Color should be set to ‘Dark’. Visa versa, if your text is being placed onto a light background, the Text Color should be set to ‘Light’.
 - **Text Orientation** - This dropdown menu allows you to specify the orientation of your text to be Left Justified, Centered, or Right Justified.
 - **Content** - This field is where you can enter the main content, i.e. your guide introduction, similar to a WordPress default editor.
3. Click “**Save**” when you are done.

Editing your selected subject resources

Contents of each type of selected resources are added using the Toggle Module. To edit, you may do the following:



1. Select “**Settings**” under each type of “**Topic/Course Guides**”.
2. In the pop-up window, you can edit the **contents** like a regular Wordpress post editor.
3. Click on “**Save**” when you are done.

Adding/Editing your resource guides

Similar to a regular WordPress blog, resource guides, book lists or postings can be added or edited:

1. Login using your NTU username and password.
2. Go to Posts > All Posts

Start filling in the blanks: enter your post title in the upper field, and enter your post body content in the main post editing box below it.

Adding a new post

1. To add a new post, select “**Add New**” at the top left corner. You will be directed to the post editor.
2. Start filling in the blanks: enter your post title in the upper field, and enter your post body content in the main post editing box below it.
3. Make sure to **set the appropriate category** for your posting or your post will not be listed in your subject guide. (*Note: Each subject guide have three categories: Books, Guides, and Useful tools and tips*)
4. Add **Tags** or keywords to your post.
5. Set a “**Featured Image**” to represent your post. Your featured image should be at least 400 x 300px optimally.
6. **Preview**. When you are ready, click **Publish**.

Visit https://codex.wordpress.org/Writing_Posts for full guidelines and tips on writing posts.

Editing existing posts

1. To locate for your posts, you may filter by categories or do a keyword search
2. Mouse-over the title of a post and select “Edit”. You will be directed to the post editor.
3. Start editing the various components of your post.
4. **Preview**. When you are ready, click **Update**.