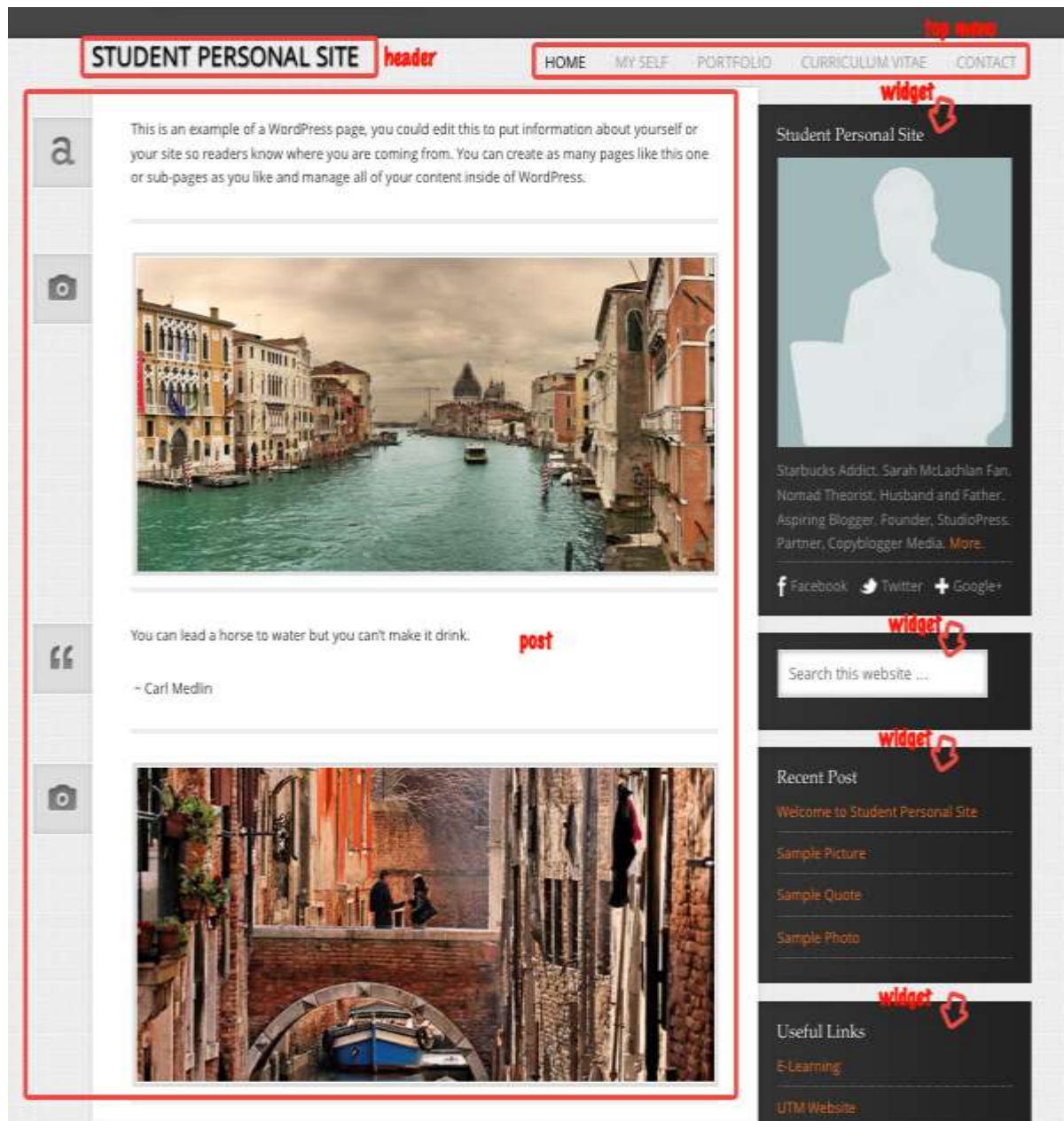


MANUAL FOR WEBSITE DEVELOPMENT USING WORDPRESS FOR STUDENT PERSONAL SITE

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Site Full View



I. How to get into Dashboard?

Dashboard of a site enable user to edit and adding new post/page, upload media, make arrangement on top menu, customizing sidebar and many more. Steps to get into the dashboard are:

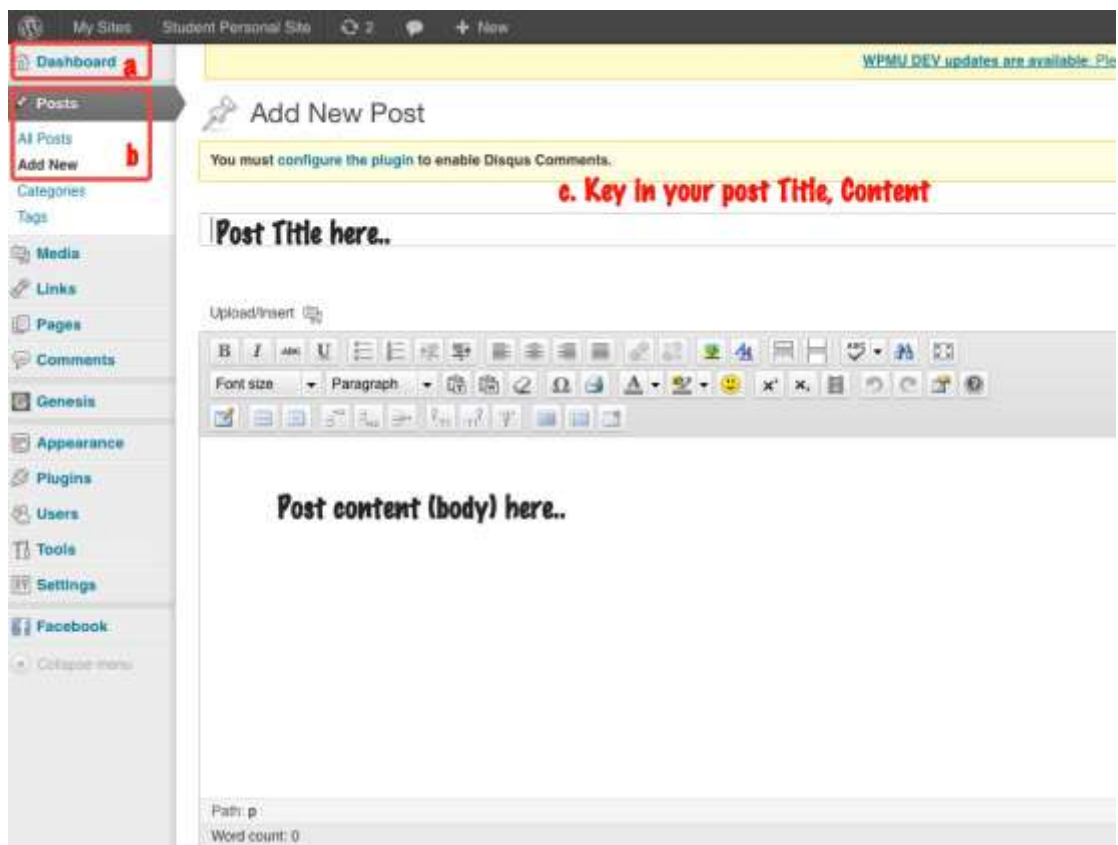
- a. Get the site's URL
- b. Add **/wp-admin** at the end of the site's URL.
- c. Key in your **username** and **password**
- d. Click **Log In**.

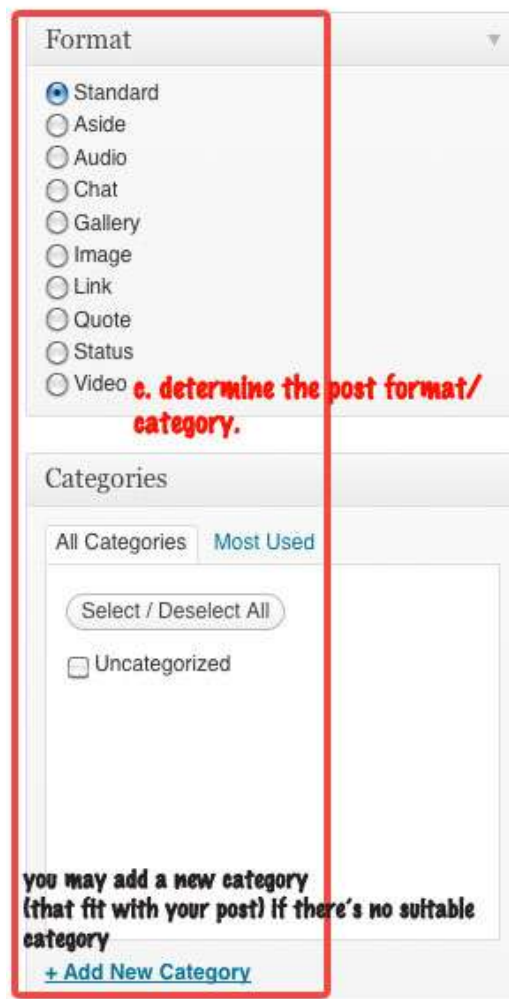


II. What is Post and How to Create It?

Post is something that not permanent, which can be group by setting the Post Category/Format. Post will continuously change with the latest post that published by user. Steps to create a new post are:

- a. Go to Dashboard
- b. Select "Post" and click "Add New"
- c. Key in the post title, post content (body) and determine the post format/category.
- d. Click "Publish"



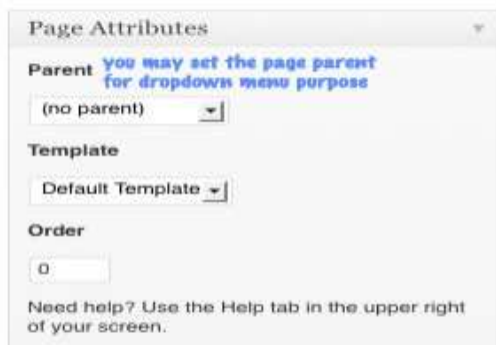
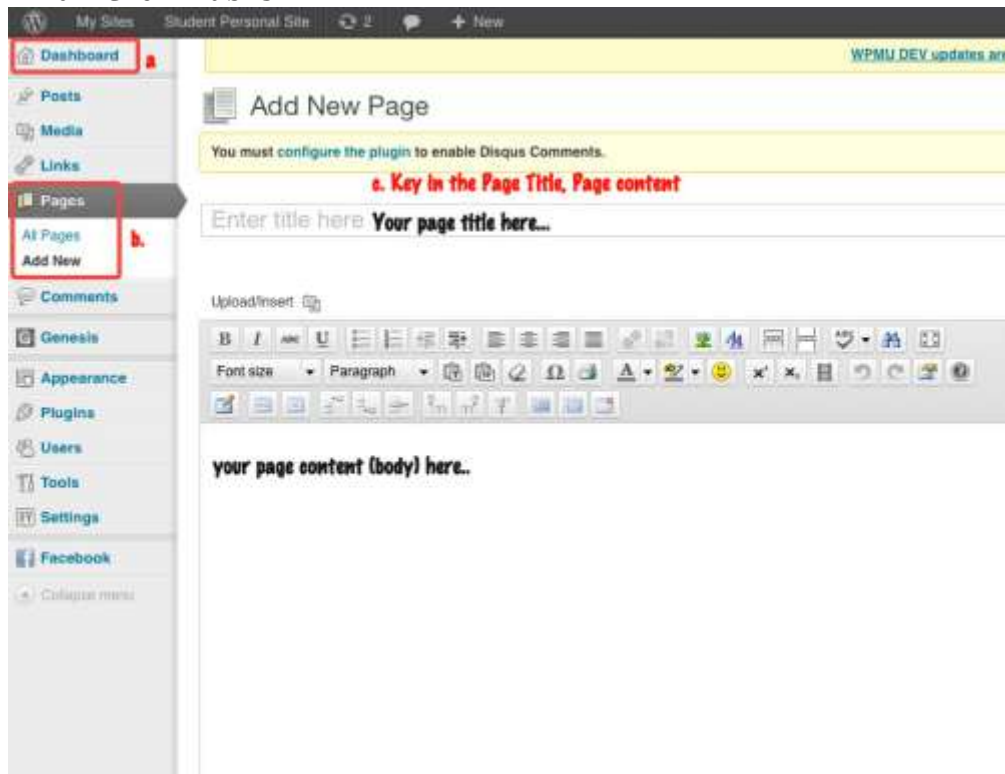


III. What is Page and How to Create It?

Page is permanent compare to Post. Page will be fit with information that user wish to keep and publish it for a longer time. Page also suitable to make up Menu. Steps to create a new page are:

- a. Go to Dashboard
- b. Select "Page" and click "Add New"
- c. Key in the Page title, page content (body)

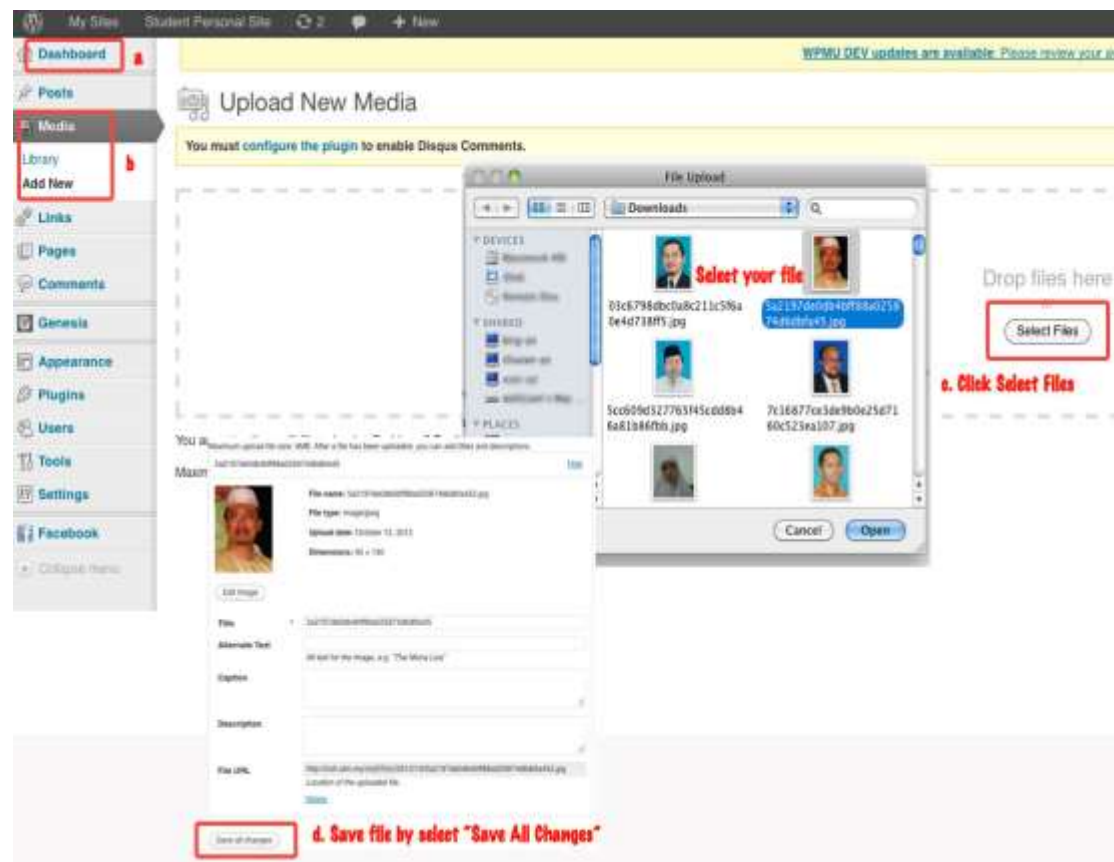
d. Click "Publish"



IV. How to Upload Media to Gallery?

Media is any type of file like .pdf, .doc, .docx, .jpeg, .png and many more. Gallery act as store and group all media uploaded to the site. Steps to upload media to the gallery are:

- a. Go to Dashboard
- b. Select “Media” and click “Add New”
- c. Click “Select File” button. Then choose your file.
- d. Save by clicking “Save All Changes”

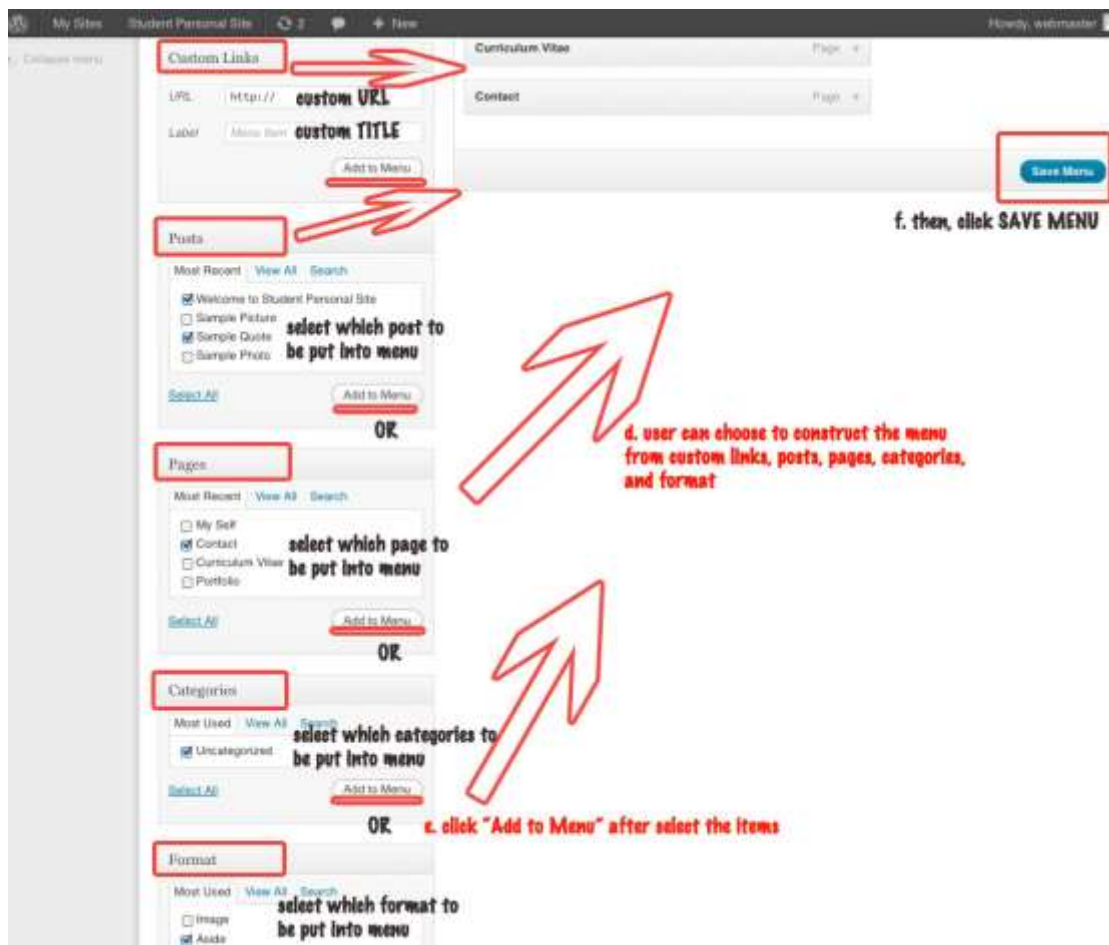
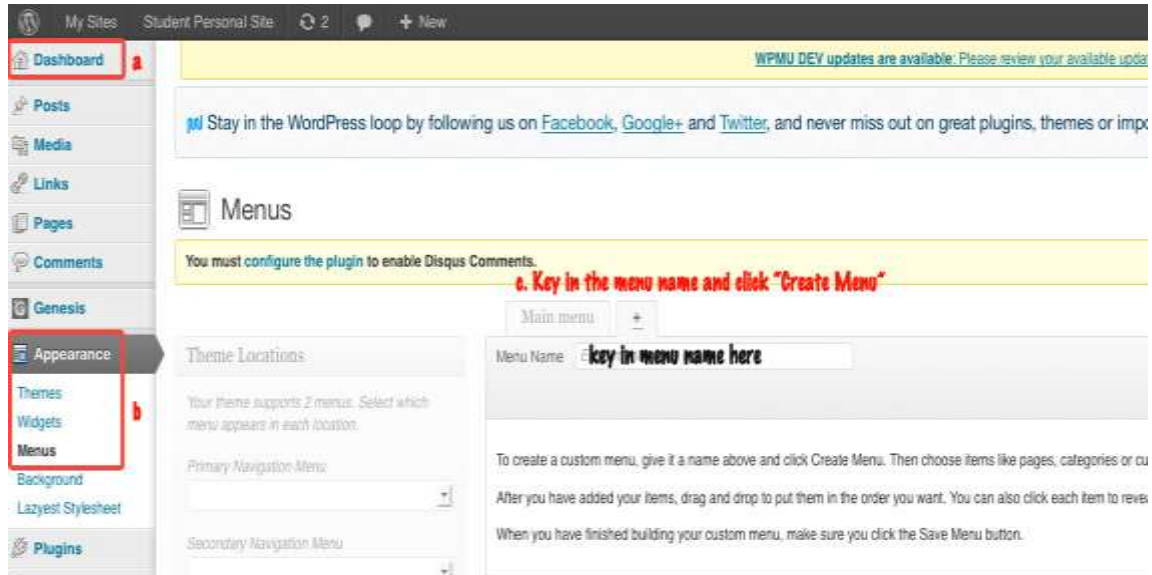


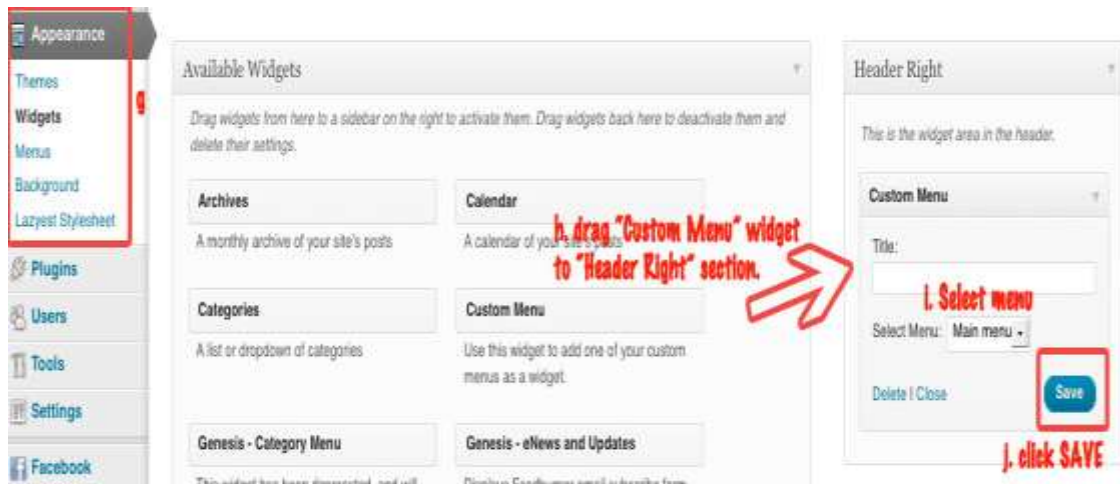
V. How to Arrange Menu?

Menu can be consists of Page, Post, Categories, Format or Custom Links. Steps to create and arranging menu are:

- a. Go to Dashboard
- b. Select “Appearance” and click “Menus”
- c. To create new menu, key in the menu name and select “Create Menu”.
- d. Then, user can choose either to construct the menu from Pages, Posts, Categories, Format or from Custom Links

- e. Do not forget to click “Add to Menu” button to each selected items.
- f. Click “Save Menu” to save menu that user has created.
- g. To activate menu, user need to go to Appearance and choose “Widget”
- h. Drag “Custom Menu” widget to “Header Right” section.
- i. Then, select the menu name (the one that created and saved before)
- j. Click “Save” to save widget.



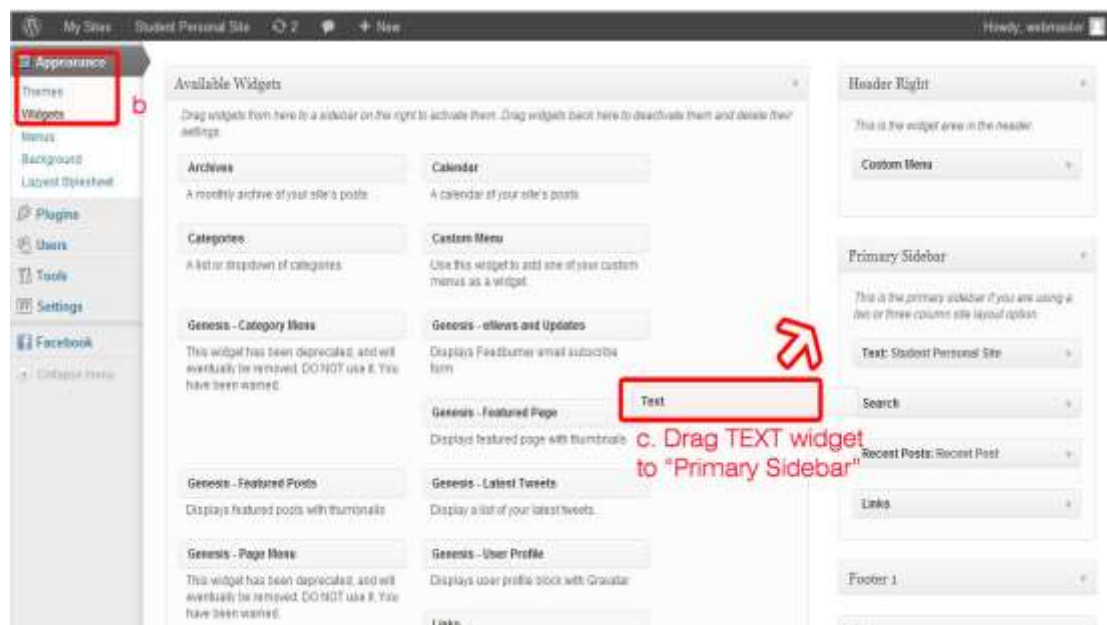


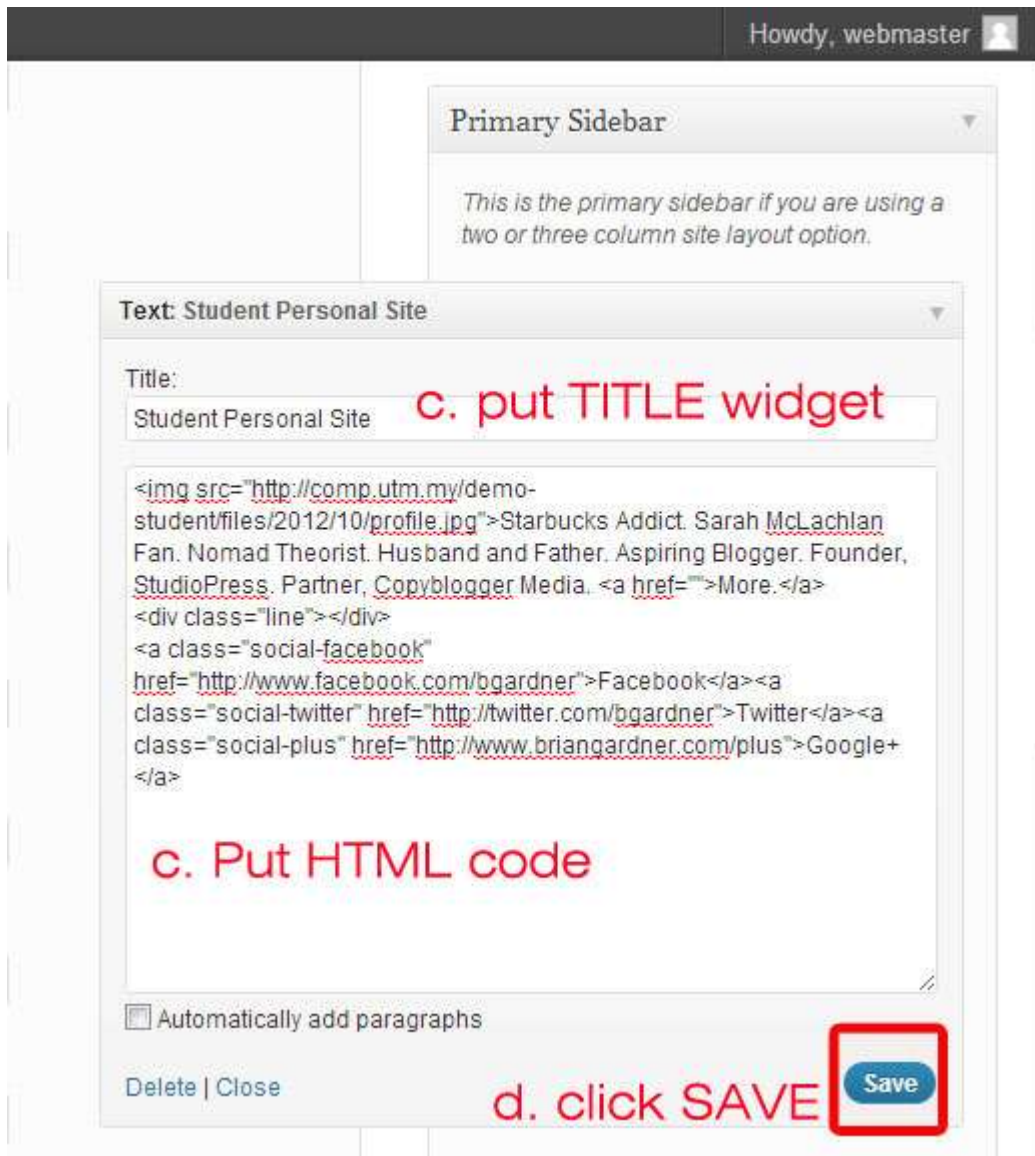
VI. How to Set Up Widget?

Widget is something that can be customized by user. It depends on what user does wish to show at the homepage. Steps to set up the widgets are:

Text Widget

- Go to Dashboard.
- Select “Appearance” and click “Widget”.
- User can see “Primary Sidebar” section. First, drag “Text” widget to this section. Put the title for the widget and HTML code (refer to the image below) for user profile image, and user self- introduction.*
- Then, click “Save”.*

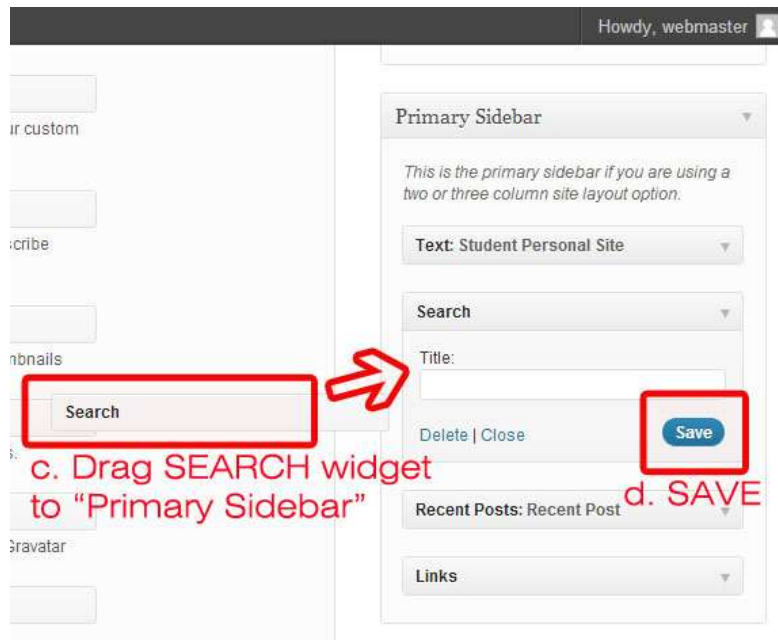




*Repeat Step C and Step D for any widget.

Search Box Widget

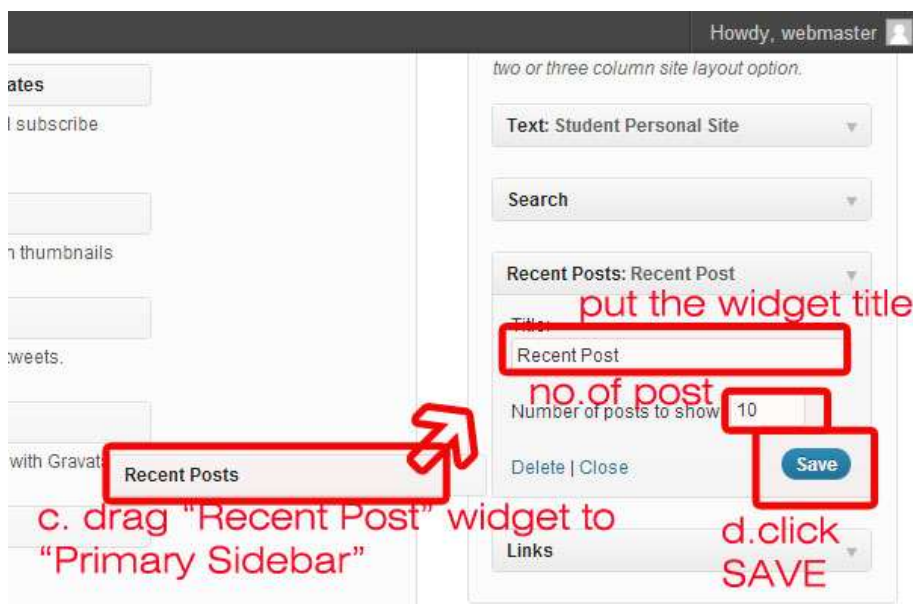
- c. Drag "Search" widget and put it at the "Primary Sidebar" section.
- d. Click "Save" (refer to the image below)



Recent Post Widget

User has to create a new “post” before applying this type of widget. Refer to the explanation on how to “Create a New Post”.

- c. Drag “Recent Post” widget to the “Primary Sidebar” section. Put the widget title, and number of “Recent Post” to be listed.
- d. Click “Save”.



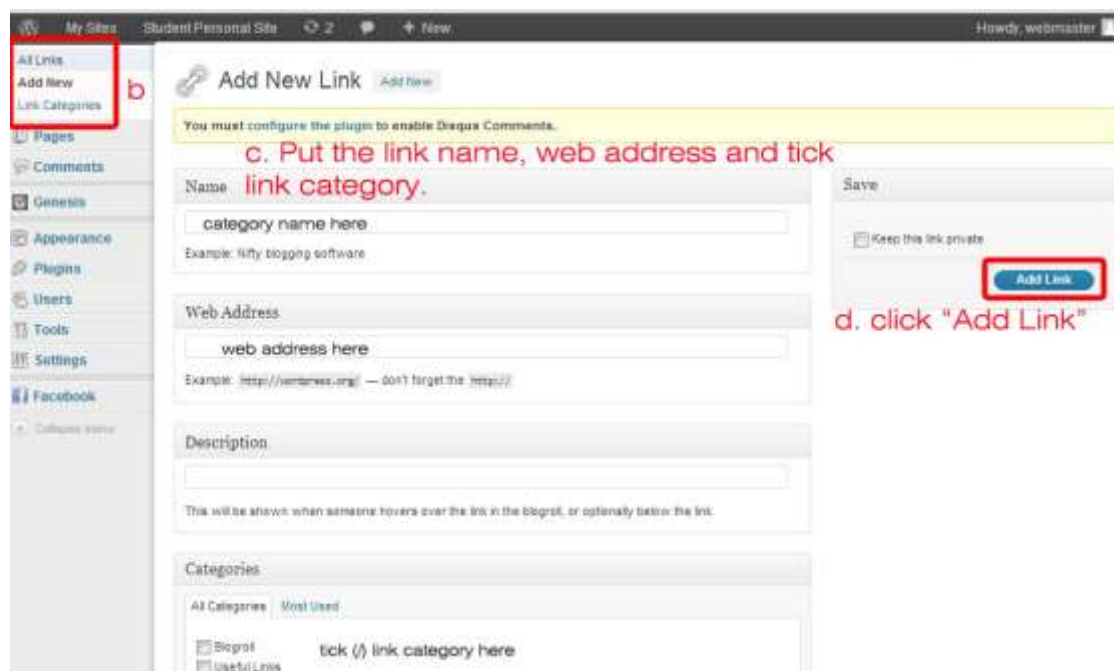
Links Widget

User need to create a new “Link” before applying this type of widget. Refer further explanation on how to create a new “Link”.

VII. How to Create a New Link?

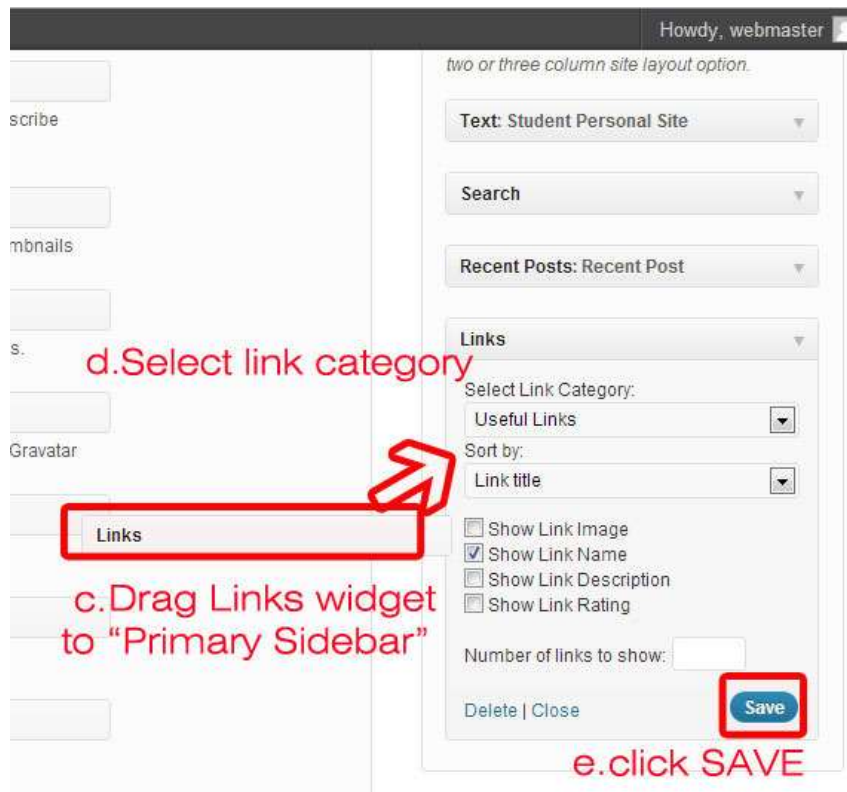
Link is a user’s blogroll, where can be redirected to any prescribed website/ URL. Steps to create a new link are:

- a. Go to Dashboard
- b. Select “Links” and click “Add New”
- c. Key in link title, website address, and tick the link category.
- d. Select “Add Link” to save.



Set up Links Widget

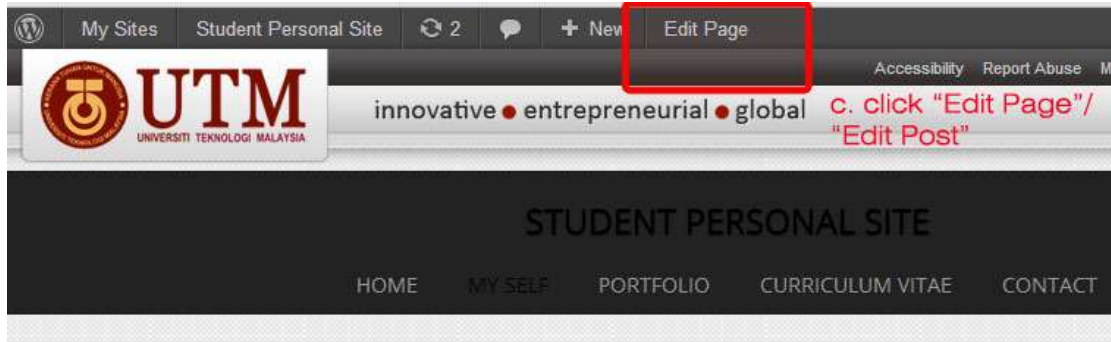
- c. Drag “Links” widget to “Primary Sidebar” section.
- d. Select Link category to show.
- e. Click “Save”



VIII. How to Edit Post/Page after Published?

Edit Post/ Page is to change any of the Post/Page content. Steps to edit page/post after published are:

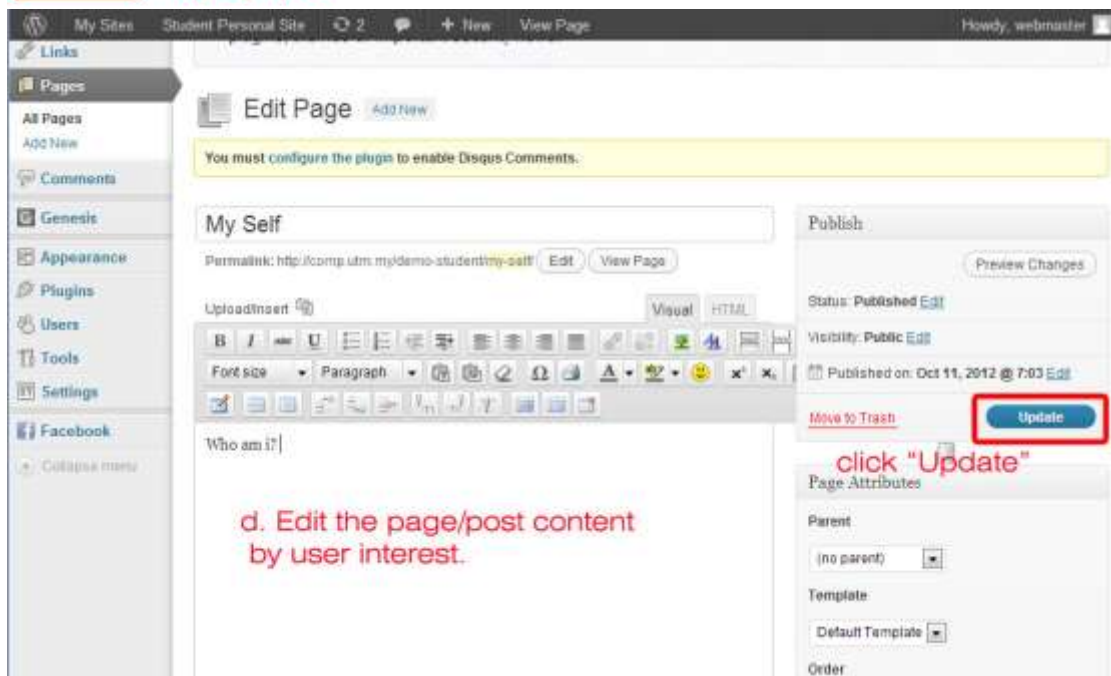
- User need to Log In, key in the username and password (refer to previous explanation on how to log to dashboard)
- Select "Visit Site"
- Go to any post/page user wish to edit. Click "Edit Page" or "Edit Post" at the top of the page or user may click "Edit" at the end of the page/post.
- Edit the page/post by user interest. Click "Update" to save changes made.



My Self

Who am i?

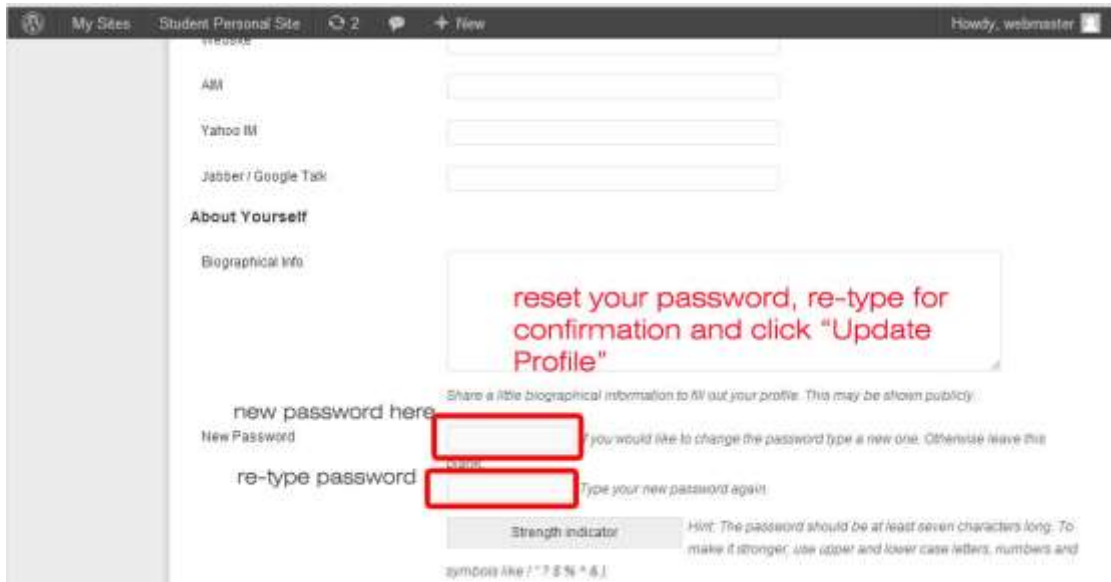
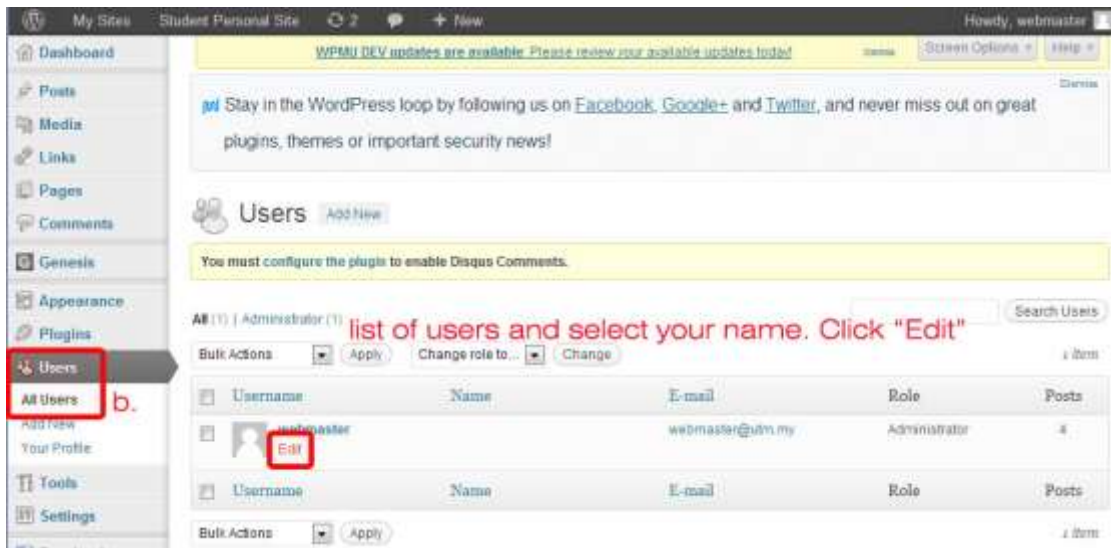
(Edit) OR may click "Edit" at the end of the page/post



IX. How to edit User Password and How If You Forgot It?

User can edit the current password by:

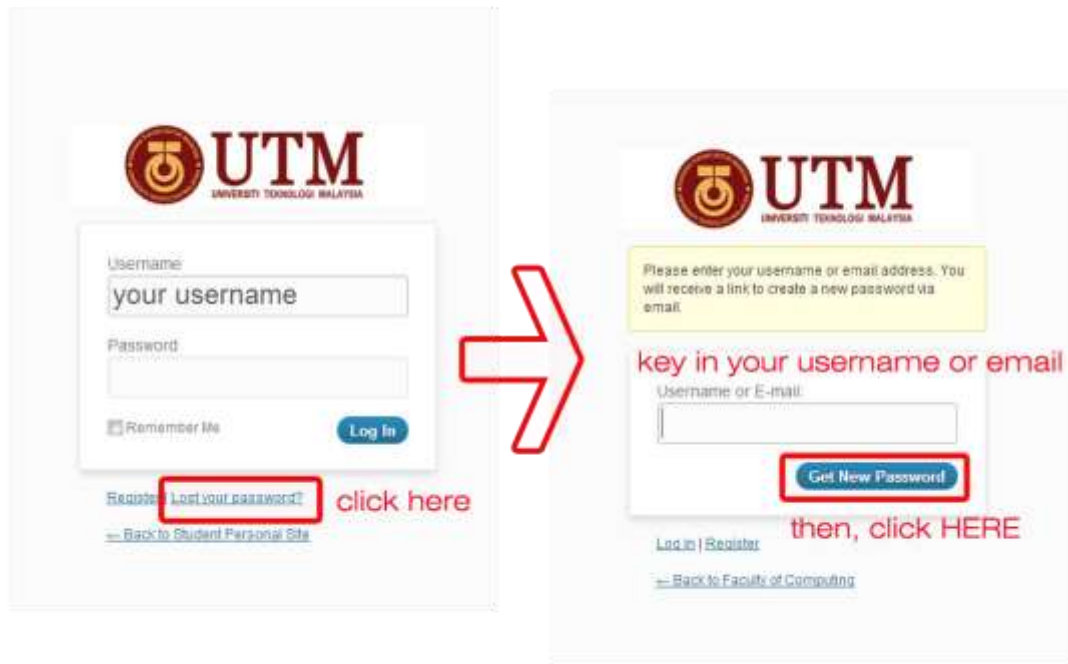
- a. Log in and go to Dashboard.
- b. Go to Users and select "All Users". A list of all users of the site will appear. Find your name/username. Click "Edit".
- c. Now, you are in Profile Personal Options. Scroll down a bit and search for "About yourself" section. You may see "New Password" box there. Fill out the field with your new password. Re-type your password for confirmation.
- d. Click "Update Profile" to save changes made.



If you forgot or lost your password:

Do not panic if this happen! Simply:

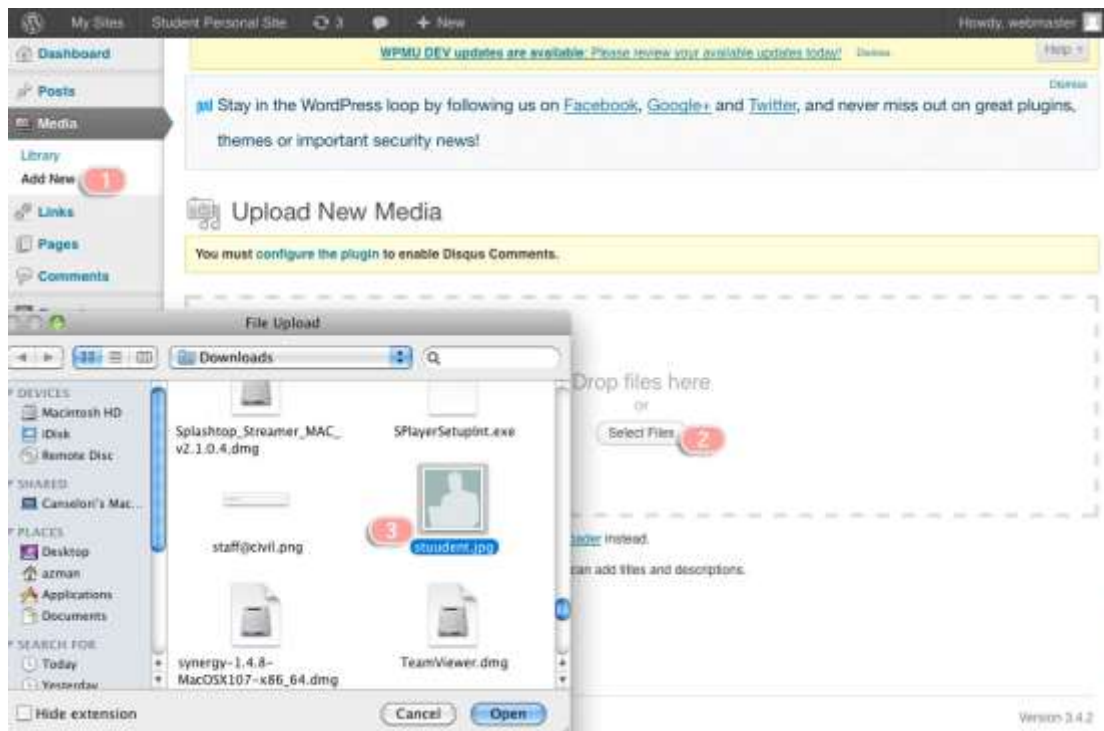
- a. Click "Lost Your Password" below password field.
- b. Key in your username or email and click "Get New Password". A confirmation email for the new password will be emailed to you.



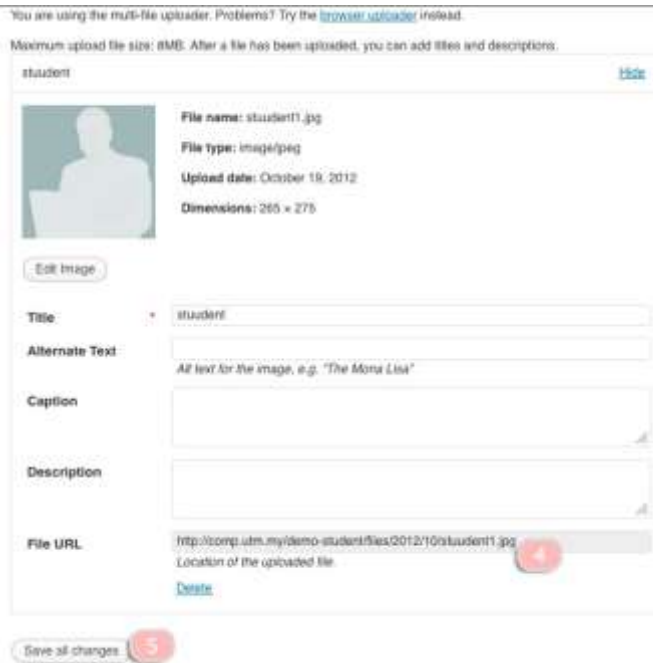
X. How to Change Profile Picture?

Steps to change profile picture are:

1. Go to Media and select "Add New".
2. Select Files.
3. Select your file. (File must be in 265 pxl width X 275pxl height)



4. Copy the file URL.
5. Click “Save all changes” button.



6. Go to Appearance and select “Widgets”
7. Paste the file URL you copied before at Step 4.
8. Click “Save” button to save changes.

