

MANUAL FOR WEBSITE DEVELOPMENT USING WORDPRESS FOR ACADEMIC DEPARTMENT SITE

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Site Full View

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DEPARTMENT OF GEOTECHNICS AND TRANSPORTATION

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Featured Slider

welcome to Department of Geotechnics & Transportation

We look forward to welcome you to our department as a research collaborators and prospective postgraduate students. Please do not hesitate to contact us for information regarding our department.

Widget: Home Middle #1

Undergraduate Study

undergraduate
The study of structure & material, has a vast range of applications and graduates with up-to-date practical skills are much in demand by employers. Currently, the department offers five undergraduate courses. The courses are informed by industry needs.
[View course information](#)

Widget: Home Middle #2

Postgraduate Study

postgraduate Advancements in technology continue to shape the way we work and live our lives. The department offers four advanced postgraduate courses. The courses feature a broad range of up-to-date, advanced process engineering taught modules and research topics.
[View course information](#)

Widget: Home Middle #3

Research

utm-research Current research activities within the department covers a wide range of topics such as Steel Frame and Composite Structures, Concrete and Masonry Materials and Structures, Structural Dynamics, Structural Earthquake Engineering Research (SEER)..
[Find out more](#)

Widget: Home Bottom #1

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Welcome to Department of Geotechnics & Transportation
We look forward to welcome you to our department as a research collaborators and prospective postgraduate students. Please do not hesitate to contact us for information regarding our department. ... [Read More](#)

Widget: Home Bottom #2

Events

- Group Counselling Session (In English) With Cancer and Diabetic Patients January 14, 2013
- Education-link-Resource January 11, 2013
- Public Lecture : Efficient LiDAR data processing using LASTools January 9, 2013
- Public Lecture : "Small Simple Models Can Yield Big Insights" January 9, 2013
- Public Lecture : "The Need For muslim Unity : This Ummah Of Yours Is One Ummah" January 9, 2013

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From the Head of Department

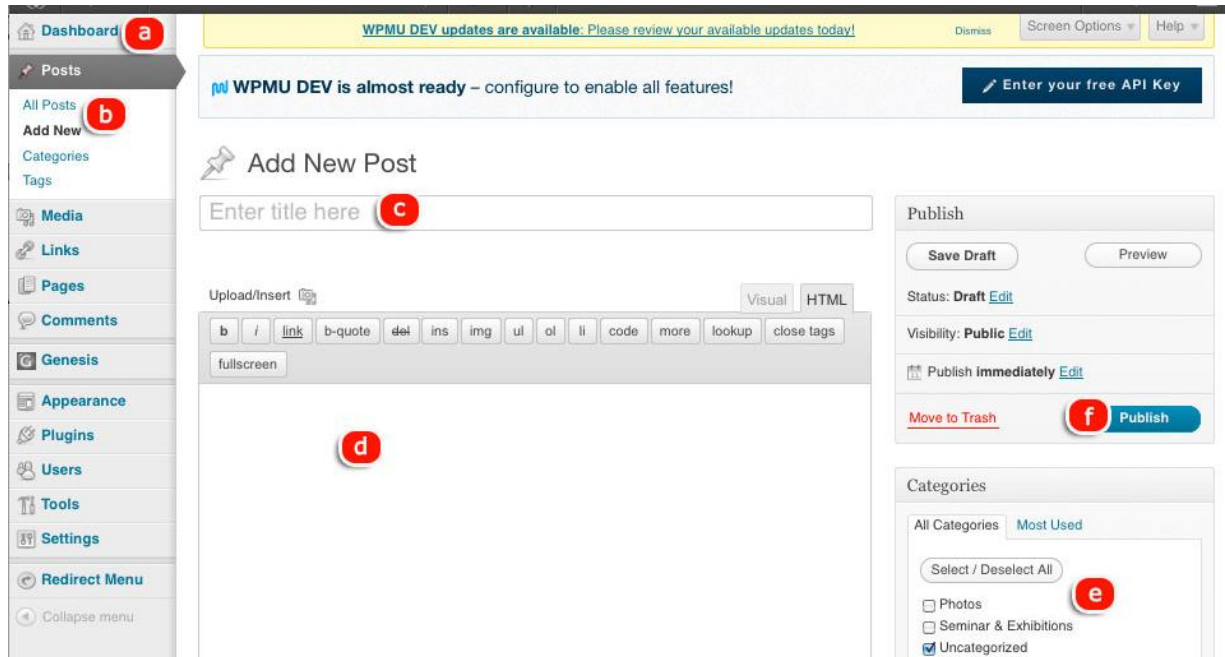
HOD
Assalamualaikum & Good Day 1 Malaysia., I look forward to welcome you to our department as a research collaborators and prospective undergraduate & postgraduate students...
[Read more](#)

Wall of Student Faces

student-faces

1. How to create new Post?

Step by step on how to create a new post



- a. Go to Dashboard.
- b. Go to Posts and select “Add New”.
- c. Enter the post title.
- d. Enter the post content/ body.
- e. Select the post category.
- f. Click “Publish”.

2. How to create Post Category?

Step by step on how to create post category

Method 1

The screenshot shows the WordPress dashboard with the 'Categories' page selected. The sidebar on the left contains navigation links: Dashboard (a), Posts, Add New, Categories (b), Tags, Media, Links, Pages, Comments, Genesis, Appearance, Plugins, Users, Tools, Settings, Redirect Menu, and Collapse menu. The main content area is titled 'Categories' and features a search bar and a 'Bulk Actions' dropdown. Below this is a table of existing categories:

Name	Description	Slug	Posts
<input type="checkbox"/> Photos		photos	0
<input type="checkbox"/> Seminar & Exhibitions		seminar-exhibitions	1
<input type="checkbox"/> Uncategorized		uncategorized	1
<input type="checkbox"/> Videos		videos	0

Below the table is another 'Bulk Actions' dropdown and an 'Apply' button. A note at the bottom states: 'Note: Deleting a category does not delete the posts in that category. Instead, posts that were only assigned to the deleted category are set to the category **Uncategorized**. Categories can be selectively converted to tags using the [category to tag converter](#).'

The 'Add New Category' form on the left includes:

- Name:** A text input field with a red circle 'c' next to it. Below it is the text: 'The name is how it appears on your site.'
- Slug:** A text input field. Below it is the text: 'The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.'
- Parent:** A dropdown menu set to 'None'. Below it is the text: 'Categories, unlike tags, can have a hierarchy. You might have a Jazz category, and under that have children categories for Bebop and Big Band. Totally optional.'
- Description:** A large text area. Below it is the text: 'The description is not prominent by default; however, some themes may show it.'
- Add New Category:** A button with a red circle 'd' next to it.

- Go to Dashboard.
- Go to Posts and select "Categories".
- Enter the category name.
- Click "Add new category".

OR

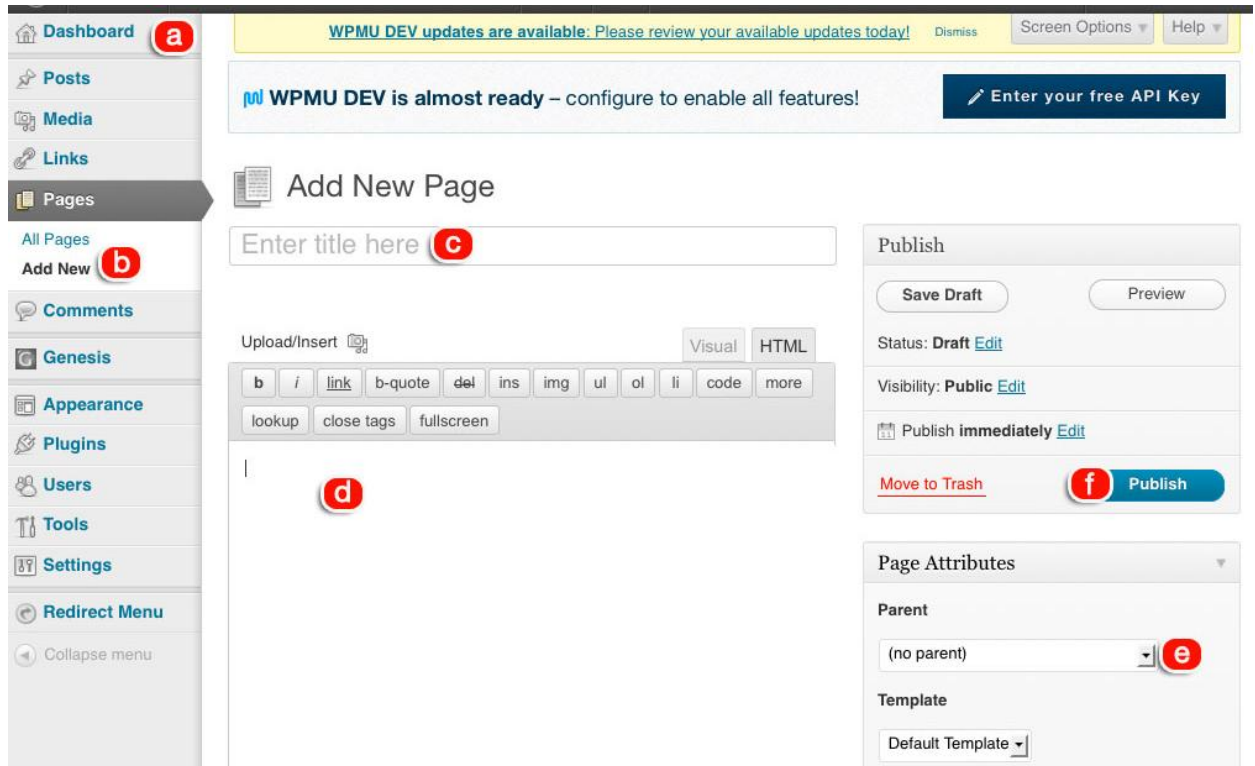
Method 2

When you adding a new post, you can also create a new post category.

- Look at “Categories” panel at the right side when you *adding a new post*.
- Select “Add New Category”.
- Key in the category name.
- Select the parent category (if any).
- Click “Add New Category”.

3. How to create new Page?

Step by step to create a new page.



- a. Go to Dashboard.
- b. Go to “Pages” and select “Add New”.
- c. Enter the page title.
- d. Enter the page content/body.
- e. Select the page parent (if any).
- f. Click “Publish”.

4. How to upload media to Gallery?

Step by step to upload media into Gallery.

Refer to the image below.

- a. Go to Dashboard.
- b. Go to “Media” and select “Add New”.
- c. Click “Select Files” button.
- d. Select your files. (files may be in format of .ppt, .doc, .docx, .jpg, .png, .xls, .xlsx, .pdf)

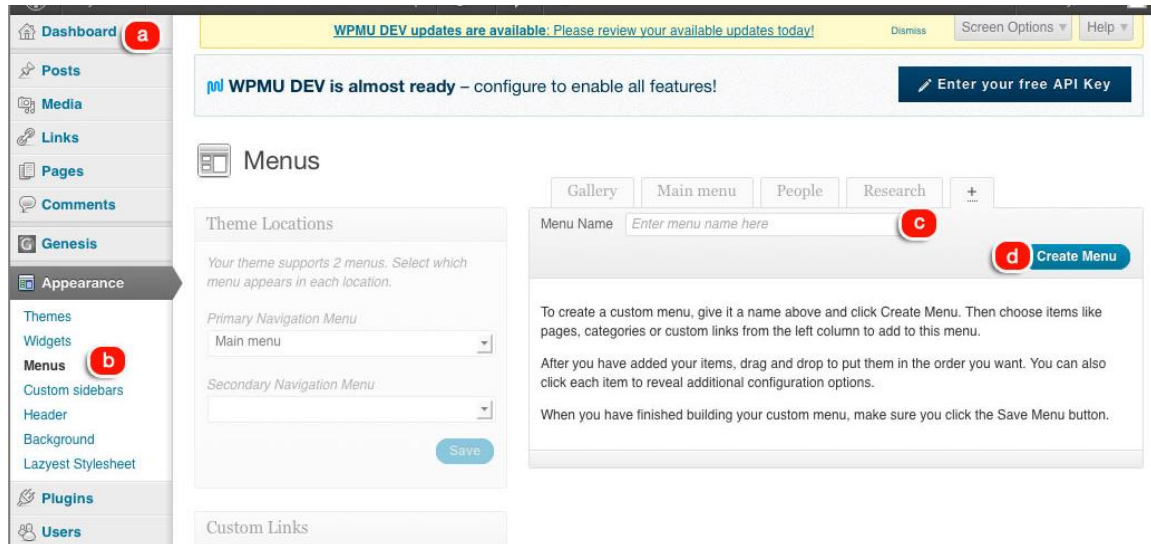
The screenshot shows the WordPress Media Library and the 'Edit Media' interface. In the Media Library, a 'File Upload' dialog box is open, displaying a grid of image thumbnails. One thumbnail is highlighted with a blue selection box and a red letter 'd'. The 'Edit Media' interface shows the selected image with a red letter 'e' next to its title '082-300x200'. The interface includes a 'Save' section with metadata (Uploaded on: Jan 14, 2013 @ 10:08, File name: 082-300x200.jpg, File type: JPG, Dimensions: 300 x 200) and a 'Delete Permanently' button with a red 'f' icon. Below the image is a text input field for the 'Caption' and an 'Alternative Text' field.

- e. Change the media title (if necessary).
- f. Select "Update" button.

5. How to create Top Menu/Main Menu?

Step by step to create top menu or main menu.

Top menu/main menu can be consist of custom links, page, and categories. In order to build your top menu/main menu* from page and categories, first you need is to create new page or new category. Refer previous content from this manual on how to create new page and how to create new category.*



- a. Go to Dashboard.
- b. Go to “Appearance” and select “Menus”.
- c. Enter the menu name. Put your menu name as *Top Menu* or *Main Menu* to differentiate which menu you will select as your primary menu/main menu* and which menu will be your secondary menu later.
- d. Click “Create Menu”.

**main menu, top menu or primary menu is basically a same thing, explaining in different terms.*



As stated before, menu can be consists of:

1. Custom Links **OR**
2. Pages **OR**
3. Categories

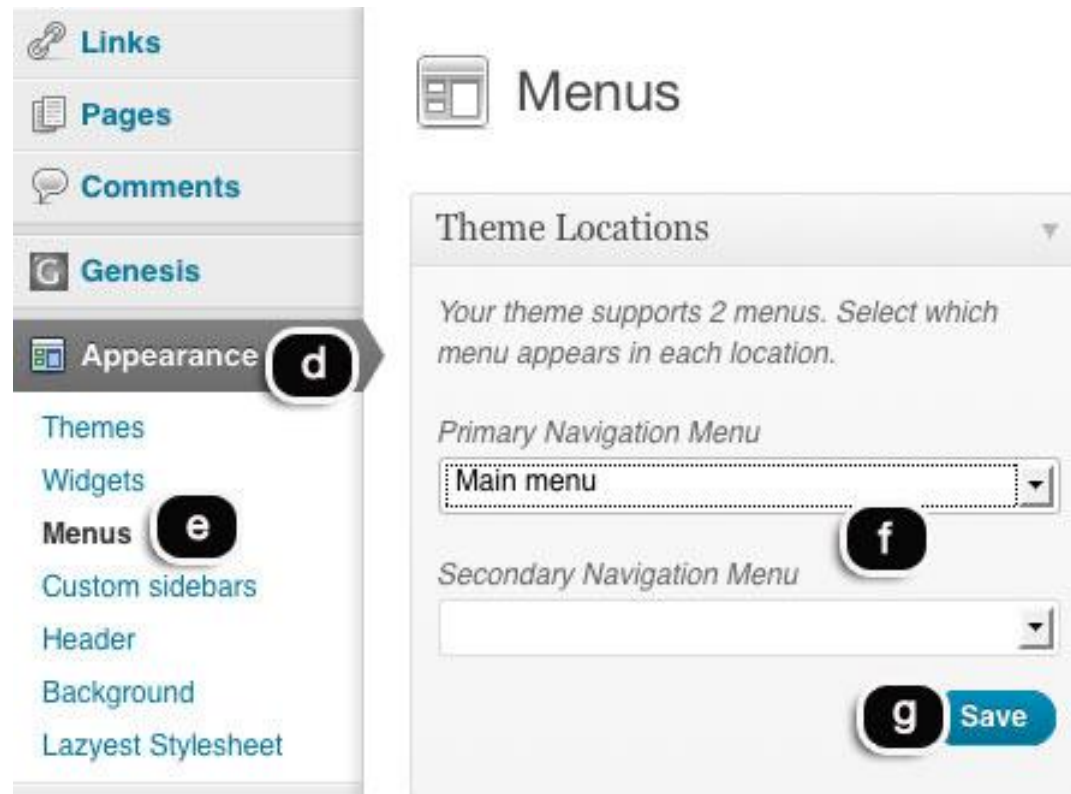
Below is step by step on how to create menu/top menu* based on:

1. Custom Links (Red Mark)
 - a. Insert your prescribed URL and put the menu label. (see above figure).
 - b. Click "Add to Menu" to add your link into the menu. (see red arrow).
 - c. Click "Save Menu" to save changes.
2. Pages (Green Mark)
 - a. Checked page/pages that you need to add into your top menu.
 - b. Click "Add to Menu" to add page into the menu (see green arrow).
 - c. Click "Save Menu" to save changes.
3. Categories (Blue Mark)
 - a. Checked category/categories that you need to add into your top menu.
 - b. Click "Add to Menu" to add categories into the menu (see blue arrow).
 - c. Click "Save Menu" to save changes.

*main menu, top menu or primary menu is basically a same thing, explaining in different terms.

To activate menu, you need to choose which menu will be your primary menu/ main menu* and which menu will be your secondary menu. This Associate Theme can support two menu in a time. Refer to this example, we only use one menu which is primary menu/main* menu.

**main menu, top menu or primary menu is basically a same thing, explaining in different terms.*

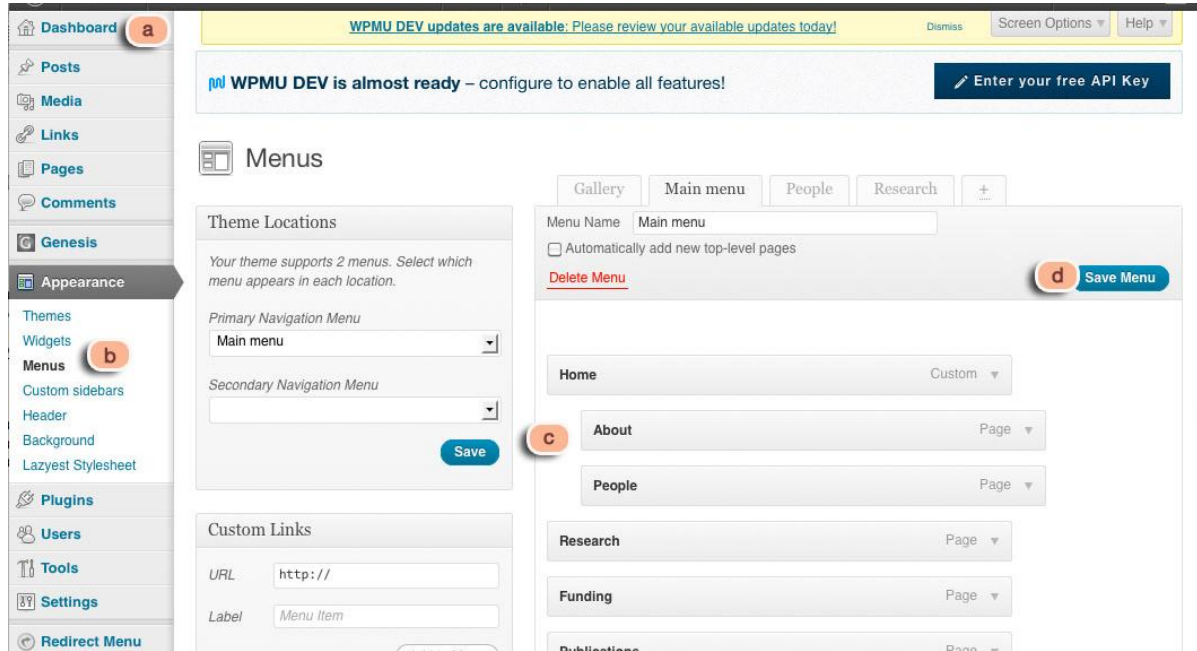


- d. Go to "Appearance".
- e. Select "Menus".
- f. Determine your Primary Menu and Secondary Menu (if any).
- g. Click "Save" button.

6. How to make Dropdown Menu and Parent Page?

Step by step on how to make dropdown menu and parent page.

Dropdown Menu:



- a. Go to Dashboard.
- b. Go to “Appearance” and select “Menus”.
- c. Drag the menu to the right, to make it become submenu. (*submenu also a dropdown menu*).
- d. Click “Save Menu” to save changes.

Parent Page:

Parent page can be set up while you creating a new page.

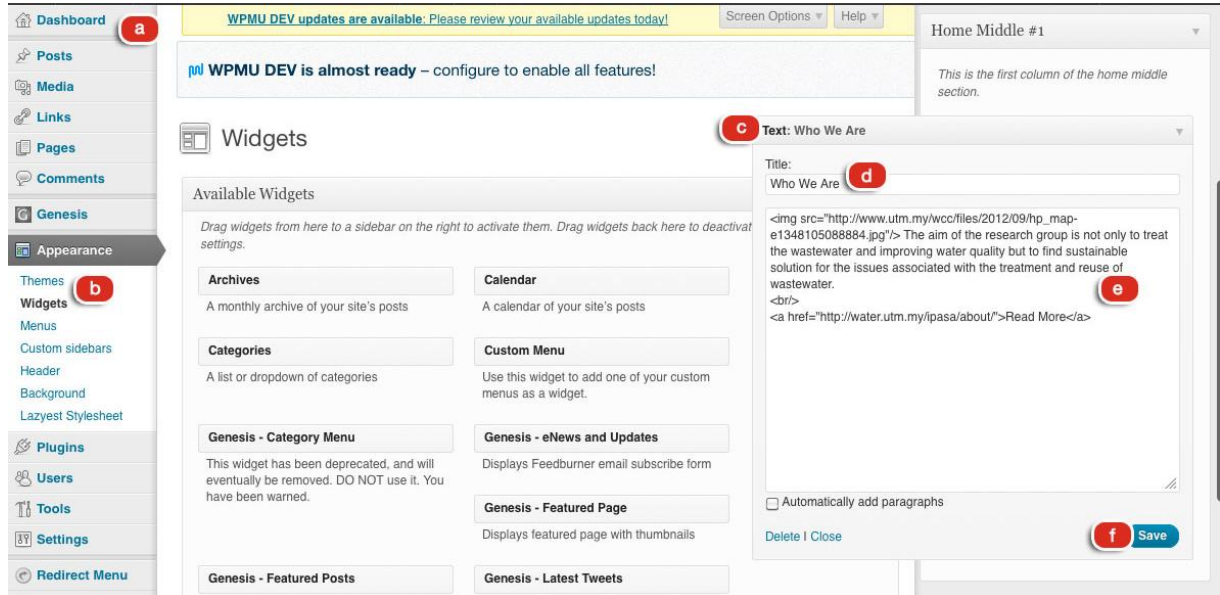
The screenshot shows the WordPress dashboard's 'Add New Page' screen. On the left sidebar, the 'Pages' menu is active, and the 'Add New' button is highlighted with a red circle labeled 'a'. The main content area features a title input field, a rich text editor with 'Visual' and 'HTML' tabs, and a 'Publish' section with buttons for 'Save Draft', 'Preview', and 'Publish'. The 'Page Attributes' section on the right includes a 'Parent' dropdown menu set to '(no parent)', a 'Template' dropdown set to 'Default Template', and an 'Order' field set to '0'. A red circle labeled 'b' is placed over the 'Parent' dropdown, and another red circle labeled 'c' is placed over the 'Publish' button.

- Go to “Pages” and select “Add New”. Follow steps on how to create new site until you insert the page content.
- Look at Page Attributes on the right side of the page. You may select the parent page for current new page.
- Click “Publish”.

7. How to set up Widget?

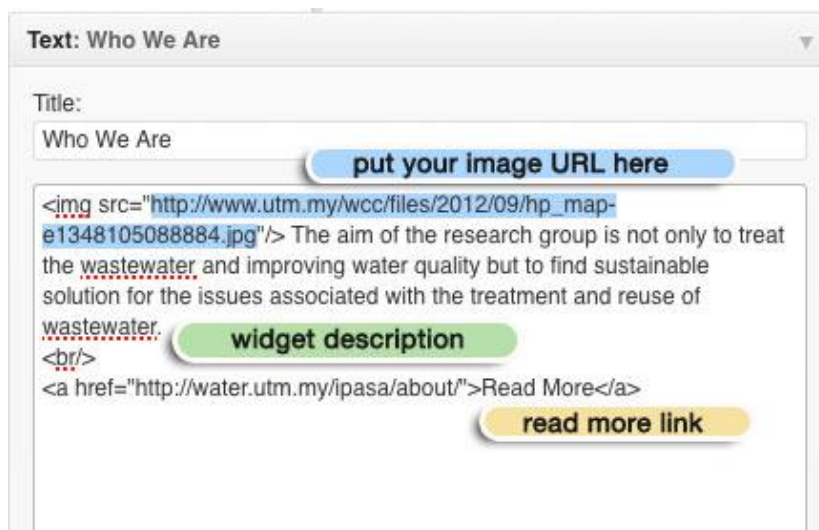
Step by step on how to set up a widget.

Home Middle #1 #2 #3:

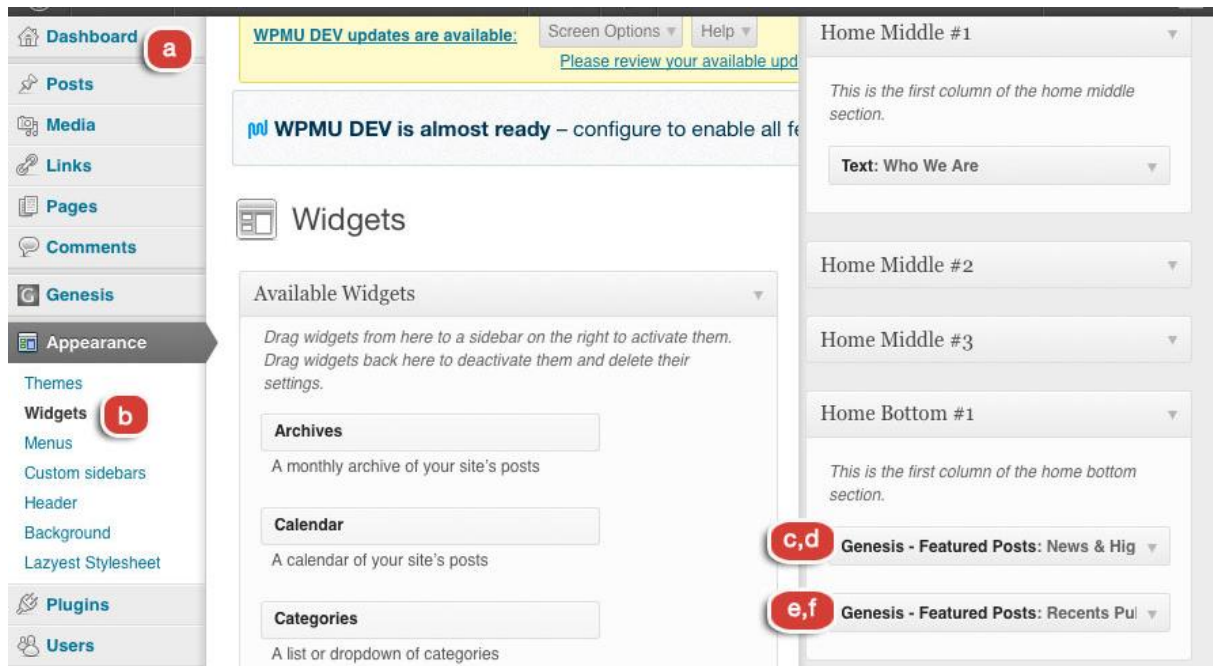


- Go to Dashboard.
- Go to “Appearance” and select “Widgets”.
- Drag *Text Widget* to Home Middle #1 section on the right.
- Put the widget title.
- Insert widget content. It consists of image, some description and *read more* link. Image must be in the size of 286 pxl (width) X 70 pxl (height). Upload the image file first into Gallery and copy the *File URL*. Then paste it when you insert the widget content using HTML code.
- Click “Save”.

Insert the widget content:



Home Bottom #1:



- a. Go to Dashboard.]
- b. Go to “Appearance” and select “Widgets”.
- c. Drag *Genesis- Featured Posts* widget to the Home Bottom #1 section on the right.
- d. Set up the widget.
- e. Drag *Genesis Featured Posts* widget to the Home Bottom #1 section on the right.
- f. Set up the widget.

To set up the widget:

- a. Put the widget title.
- b. Set up the widget as figure shown.
- c. Click “Save”.

The screenshot shows the 'Genesis - Featured Posts: News & Highlights' widget configuration. It is divided into several sections:

- Title:** A text input field containing 'News & Highlights', marked with a red circle 'a'.
- Category:** A dropdown menu set to 'All Categories'.
- Number of Posts to Show:** A text input field with the value '2'.
- Number of Posts to Offset:** A text input field with the value '0'.
- Order By:** A dropdown menu set to 'Date'.
- Sort Order:** A dropdown menu set to 'Descending (3, 2, 1)'.
- Show Post Title:** A checked checkbox.
- Show Post Info:** An unchecked checkbox.
- Content Type:** A dropdown menu set to 'Show Content Limit'.
- Limit content to:** A text input field with '270' and the label 'characters'.
- More Text (if applicable):** A text input field containing 'Read More...'. This section is marked with a red circle 'b'.
- Show Author Gravatar:** An unchecked checkbox.
- Gravatar Size:** A dropdown menu set to 'Small (45px)'.
- Gravatar Alignment:** A dropdown menu set to '- None -'.
- Show Featured Image:** A checked checkbox.
- Image Size:** A dropdown menu set to 'home-bottom (150x130)'.
- Image Alignment:** A dropdown menu set to 'Left'.
- Show Category Archive Link:** An unchecked checkbox.
- Link Text:** A text input field containing 'More Posts from this Category'.

At the bottom left, there are 'Delete' and 'Close' links. At the bottom right, there is a 'Save' button marked with a red circle 'c'.

Repeat the steps to set up similar widget.

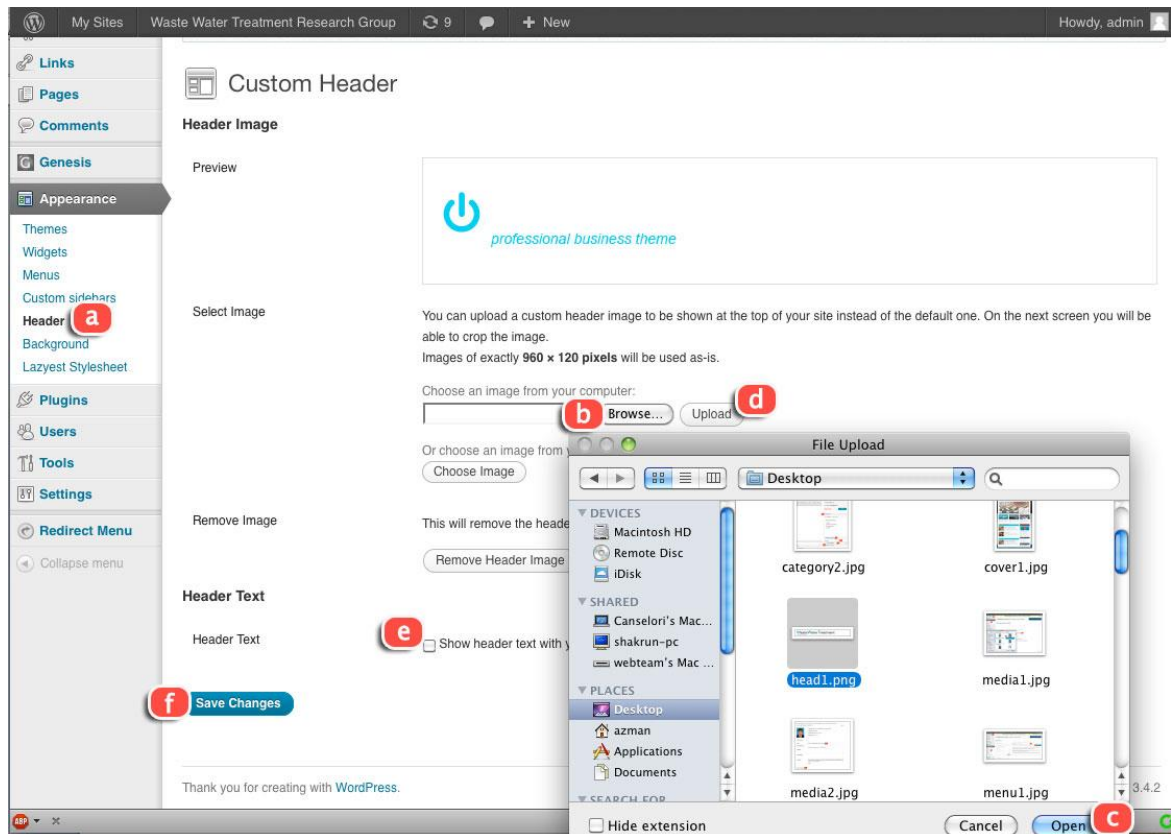
Home Bottom #2:

Repeat the steps to set up widget as shown in previous manual on how to set up Home Middle #1 #2 #3.

8. How to insert Header?

Step by step on how to insert header.

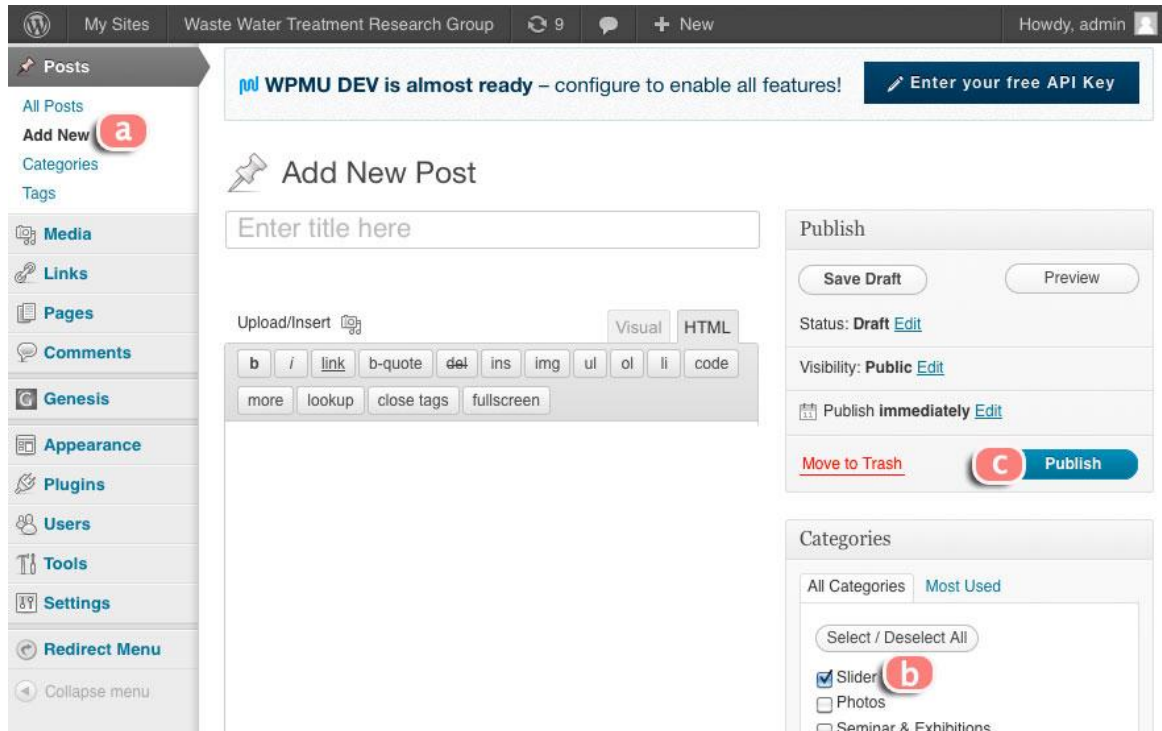
First, you must design a header image with the size of 960 pxl (width) X 120 pxl (height) to be upload to the site.



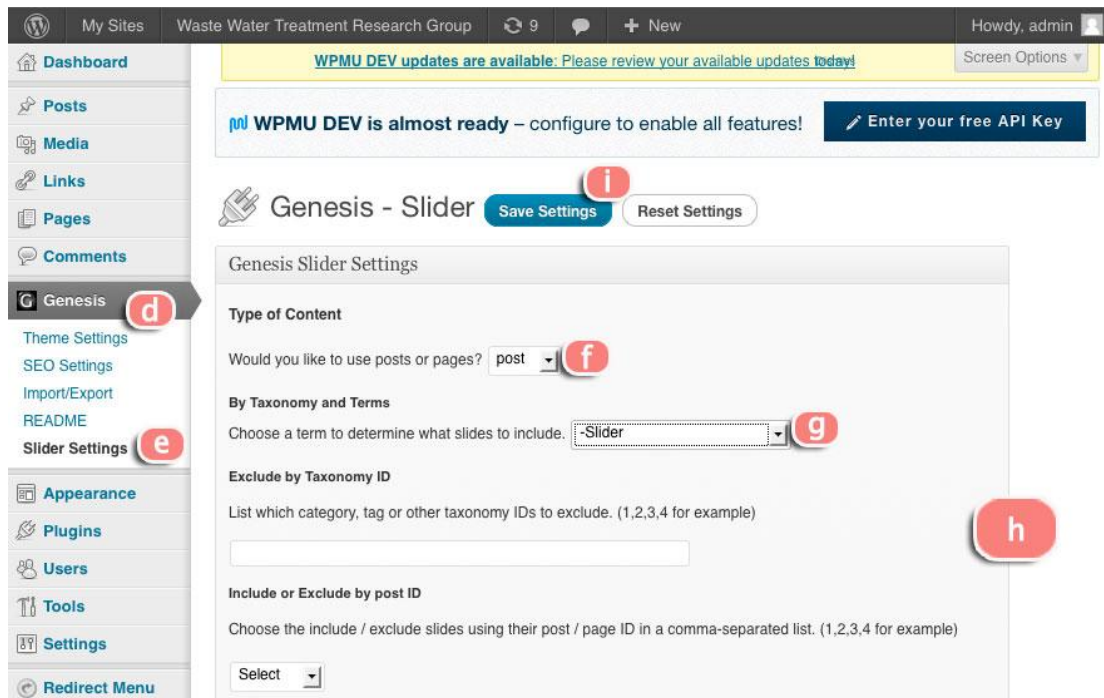
- Go to "Appearance" and select "Header".
- Select "Browse".
- Select your file.
- Click "Upload".
- Uncheck box.
- Click "Save Changes".

9. How to make Featured Slider?

Step by step to set the featured slider.



- a. Go to “Posts” and select “Add New”. Then, follow steps on how to create a new post.
- b. Set the post category as *Slider* (follow steps on how to create new category).
- c. Click Publish.



- d. Go to “Genesis”.
- e. Select “Slider Settings”.

- f. Select "Post".
- g. Choose "Slider" as a term to include in the slides
- h. Set other general settings for the Genesis Slider.
- i. Click "Save Settings" to save changes.

(h) Set other general settings for the Genesis Slider.

Genesis Slider Settings

Type of Content

Would you like to use posts or pages?

By Taxonomy and Terms

Choose a term to determine what slides to include.

Exclude by Taxonomy ID

List which category, tag or other taxonomy IDs to exclude. (1,2,3,4 for example)

Include or Exclude by post ID

Choose the include / exclude slides using their post / page ID in a comma-separated list. (1,2,3,4 for example)

List which **post IDs** to include / exclude. (1,2,3,4 for example)

Number of Slides to Show:

Number of Posts to Offset:

Order By:

Order:

Transition Settings

Time Between Slides (in milliseconds):

Slide Transition Speed (in milliseconds):

Slider Effect: Select one of the following:

Scroll Loop (only applies to scroll options):

Display Settings

Slider Width (in pixels):

Slider Height (in pixels):

Navigation: None Arrows

Content Settings

Do not link Slider image to Post/Page.

Display Post/Page Title in Slider?

Display Content in Slider?

Select one of the following:

More Text (if applicable):

Limit content to characters

Using this option will limit the text and strip all formatting from the text displayed. To use this option, choose "Display post content" in the select box above.

Slider Excerpt Width (in pixels):

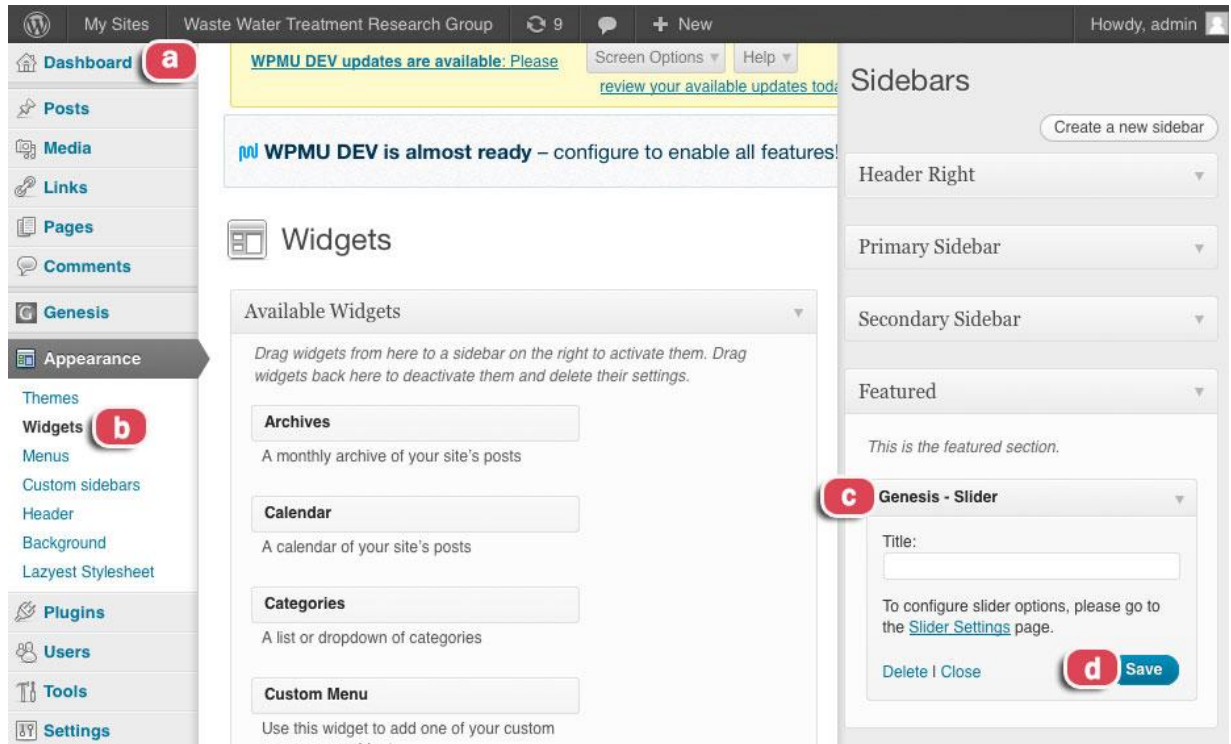
Excerpt Location (vertical):

Excerpt Location (horizontal):

Save Settings

Reset Settings

To activate Genesis Slider, you need to follow these following steps:



- a. Go to Dashboard.
- b. Go to “Appearance” and select “Widgets”.
- c. Drag Genesis- Slider widget to the Featured section.
- d. Click “Save”.