

MANUAL FOR WEBSITE DEVELOPMENT USING WORDPRESS FOR CENTER OF EXCELLENCE (CoE) SITE

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Site Full View

innovative • entrepreneurial • global

Accessibility Report Abuse MyUTM Branch Campus Links & Directories Language: English Malay Arabic Chinese

The Institute of Environmental & Water Resource Management (IPASA)

Centre of Excellence

Header

Top Menu

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Featured Slider

Short Courses 2012

The IPASA with support of our affiliates offers various Short Courses for 2012 to meet your specific technical training needs and requirement. Individual members who may be interested in any of the short course are most welcome to apply. Full brochure can be download here: Short Courses 2012. For general enquiries please ... [Read More](#)

Widget: Home Middle #1


Who We Are



Established in 1994 previously known as the Institute of Environmental as an effort to integrate available expertise in various fields at UTM to understand and to overcome complex problems related to our environment.
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Widget: Home Middle #2


Products & Facilities



Equipped with the state-of-the-art equipments and facilities. We provide services for the usage of our facilities and equipments rentals. Feel free to contact us for more information.
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Widget: Home Middle #3


Services & Consultancies



We provide services and consultancies in water and wastewater engineering, catchment hydrology, environmental biotechnology, solid waste management, and socio-economic environment.
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Widget: Home Bottom #1

News & Highlights



MOU Between Lasbela University, Pakistan and Universiti Teknologi Malaysia

Universiti Teknologi Malaysia (UTM) has signed Memorandum of Understanding (MOU) with Lasbela University of Agriculture, Water and Marine Sciences (LUAWMS) Uthal, Pakistan to have R&D collaboration between two institutions in the field of Water Resources ... [Read More](#)



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Widget: Home Bottom #2

Message From Director



Assalamu'alaikum and Warm Greetings...
With members from different faculties, IPASA has all the necessary critical mass to carry out multi-disciplinary and integrated researches. Our research activities cover five main thrusts, i.e. water and wastewater engineering, catchment hydrology, environmental biotechnology, solid waste management, and socio-economic environment.
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Recents Publications




MOU Between Lasbela University, Pakistan and Universiti Teknologi Malaysia

Universiti Teknologi Malaysia (UTM) has signed Memorandum of Understanding (MOU) with Lasbela University of Agriculture, Water and Marine Sciences (LUAWMS) Uthal, Pakistan to have R&D collaboration between two institutions in the field of Water Resources ... [Read More](#)

Related Links

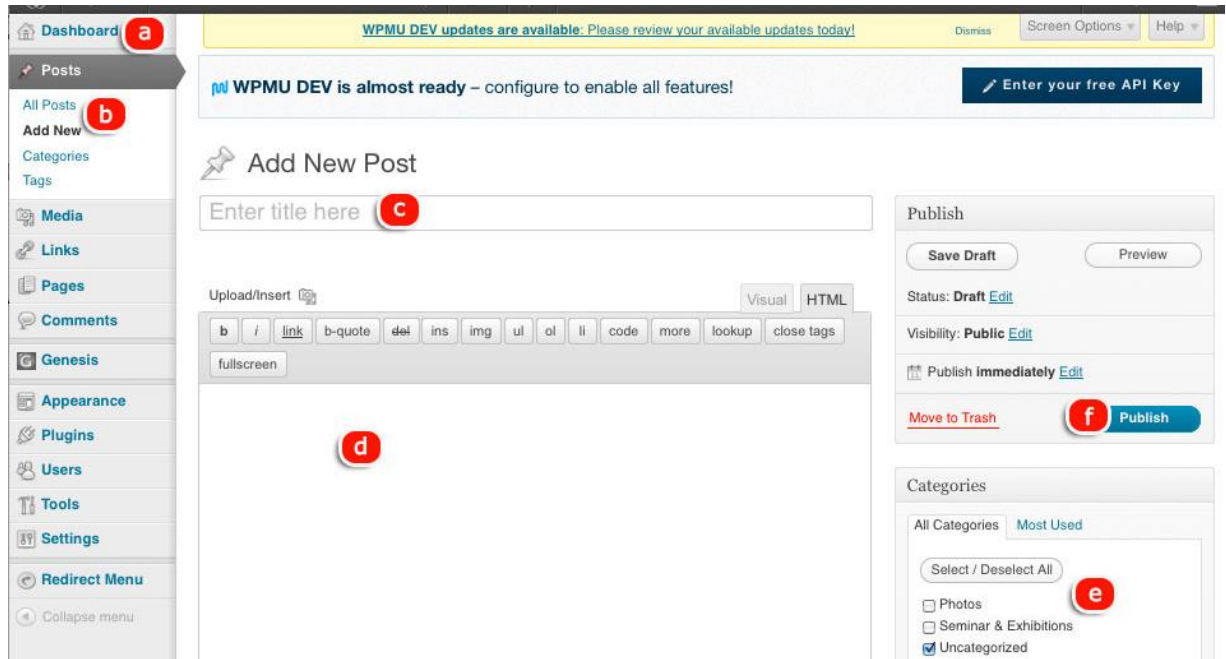
- Faculty of Civil Engineering
- Water Research Alliance
- Coastal & Offshore Engineering

Find Us On



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 various navigation options. The main content area is titled 'Categories' and includes a search bar, a table of existing categories, and a form for adding a new category. The form fields are labeled 'Name', 'Slug', and 'Parent'. The 'Name' field is highlighted with a red circle 'c'. The 'Add New Category' button is highlighted with a red circle 'd'. The table of existing categories is as follows:

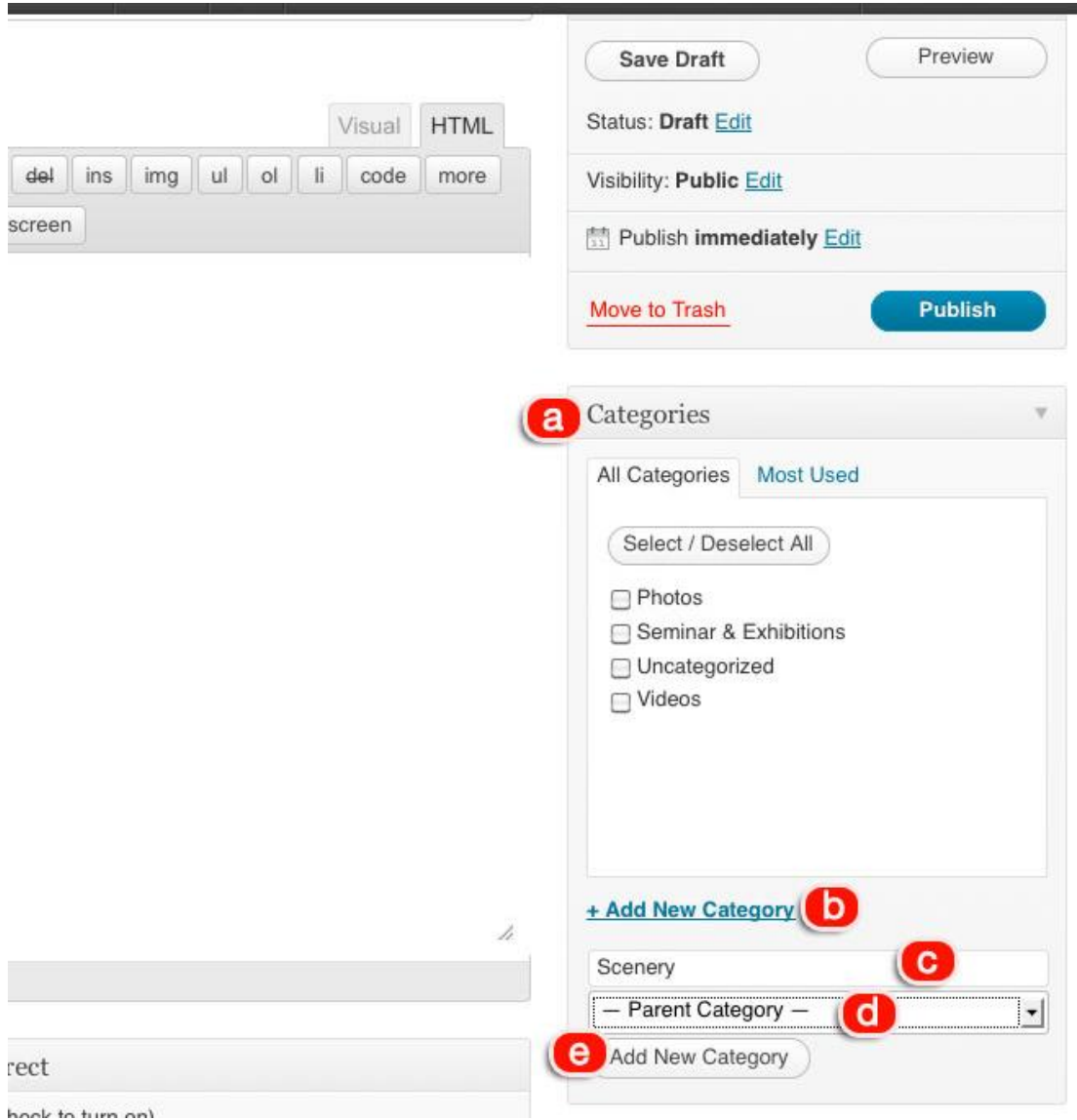
Name	Description	Slug	Posts
Photos		photos	0
Seminar & Exhibitions		seminar-exhibitions	1
Uncategorized		uncategorized	1
Videos		videos	0

- a. Go to Dashboard.
- b. Go to Posts and select “Categories”.
- c. Enter the category name.
- d. Click “Add new category”.

OR

Method 2

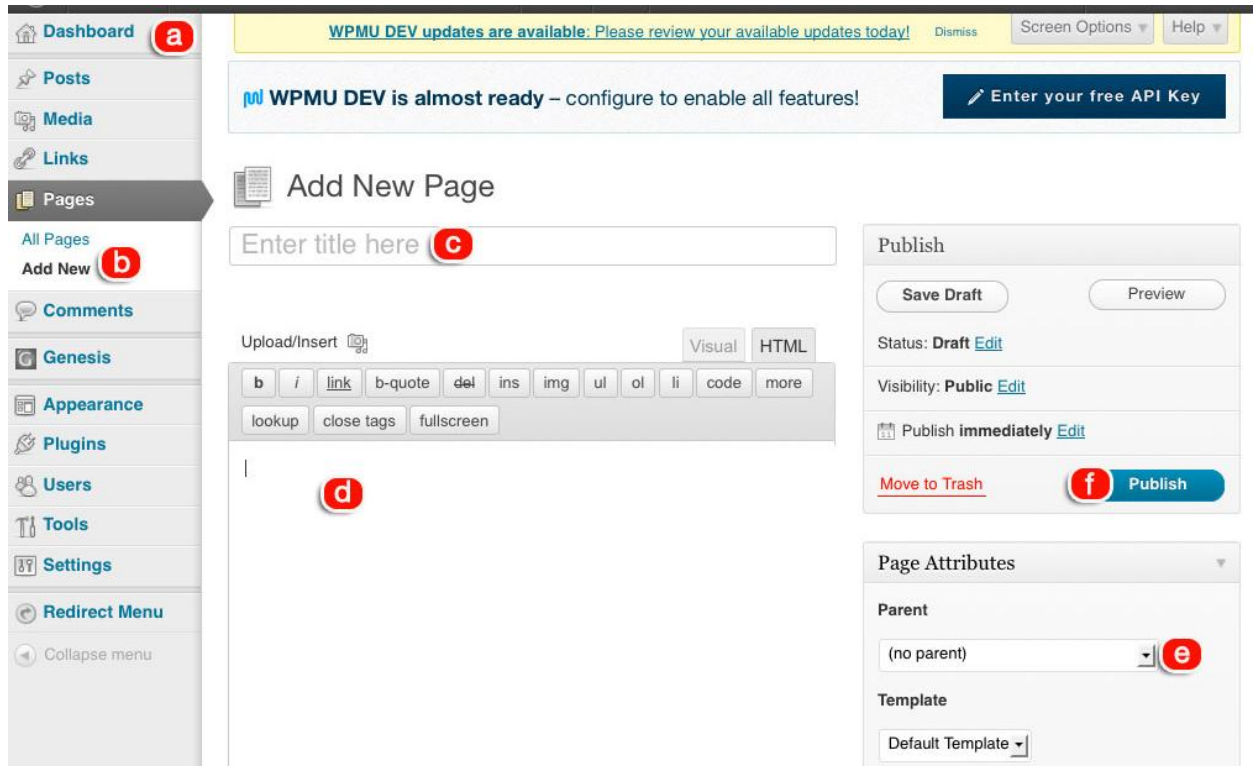
When you adding a new post, you can also creat a new post category.



- 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.

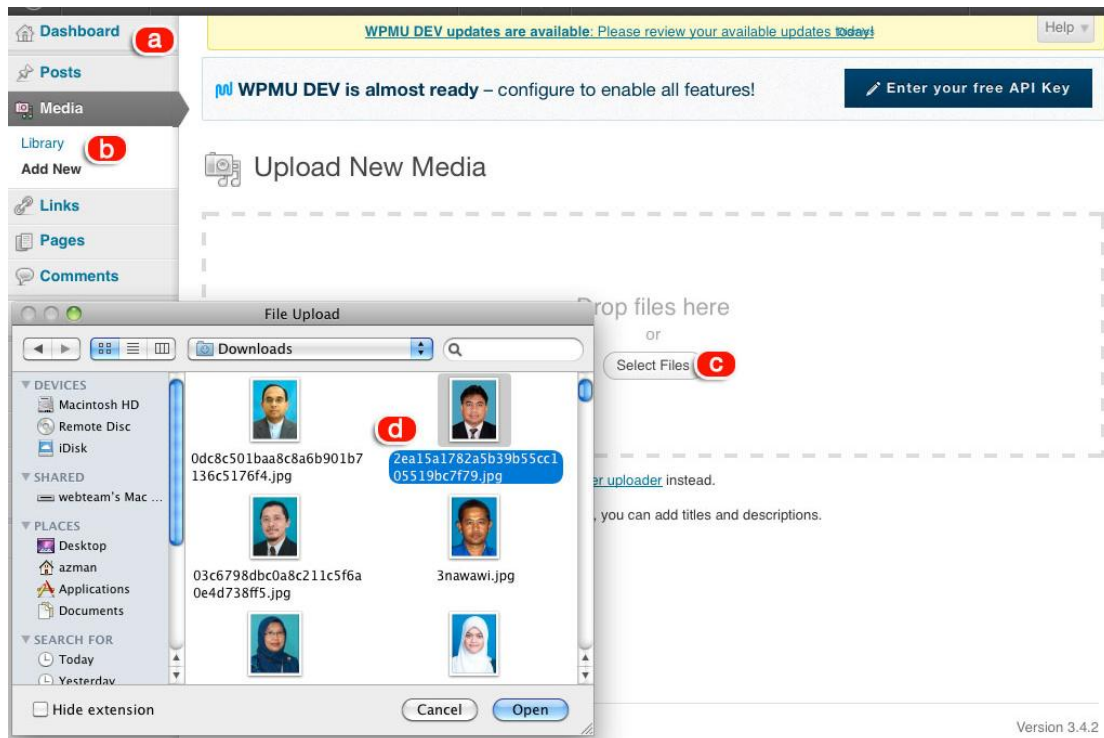


- a. Go to Dashboard.
- b. Go to “Pages” and select “Add New”.
- c. Enter the page title.
- d. Enter the page content/body.
- e. Select the page parent (if any).
- f. Click “Publish”.

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)*



Maximum upload file size: 1MB. After a file has been uploaded, you can add titles and descriptions.

082-300x200 [Hide](#)



File name: 082-300x200.jpg
File type: image/jpeg
Upload date: January 14, 2013
Dimensions: 300 × 200

[Edit Image](#)

Title * 082-300x200 **e**

Alternate Text
Alt text for the image, e.g. "The Mona Lisa"

Caption

Description

File URL
http://water.utm.my/ipasa/files/2013/01/082-300x200.jpg
Location of the uploaded file.
[Delete](#)

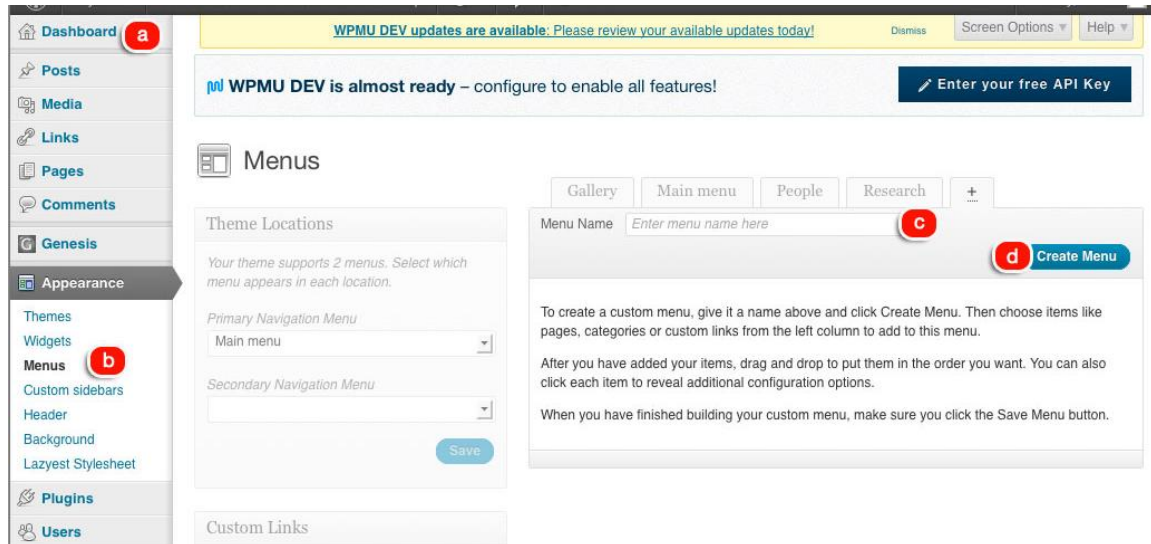
[Save all changes](#) **f**

- e. Change the media title (if necessary).
- f. Select "Save all changes" 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

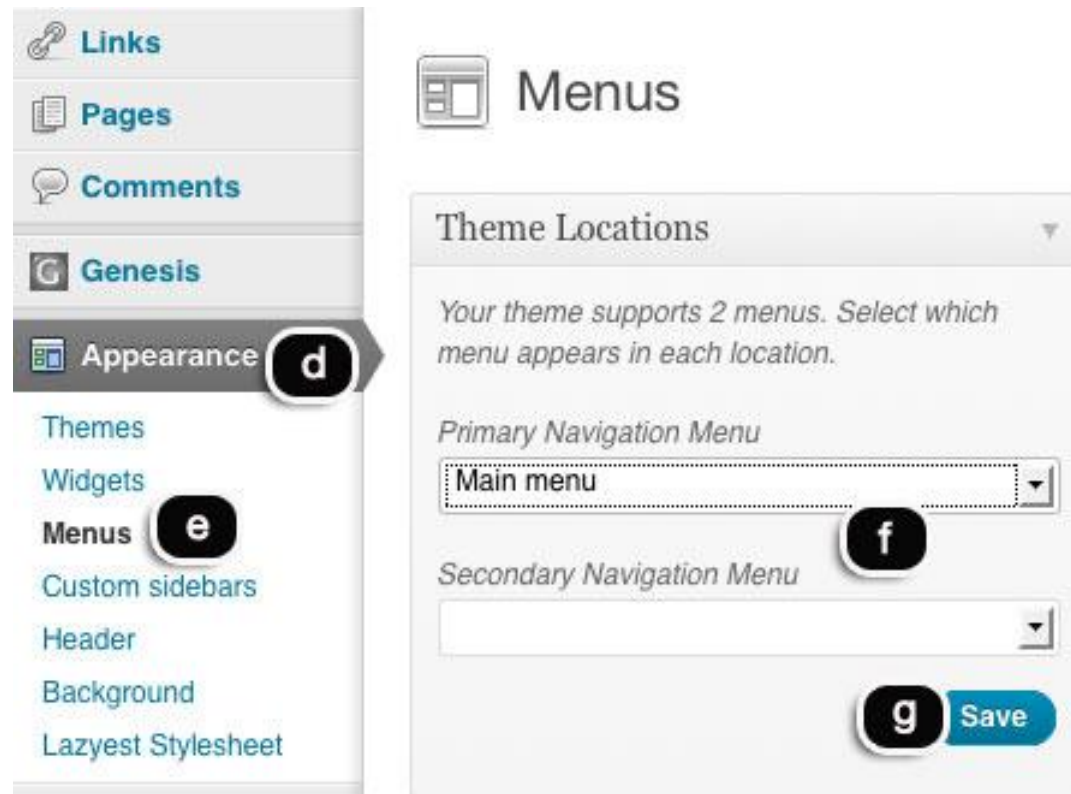
Below is step by step on how to create menu/top menu* based on:

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.*

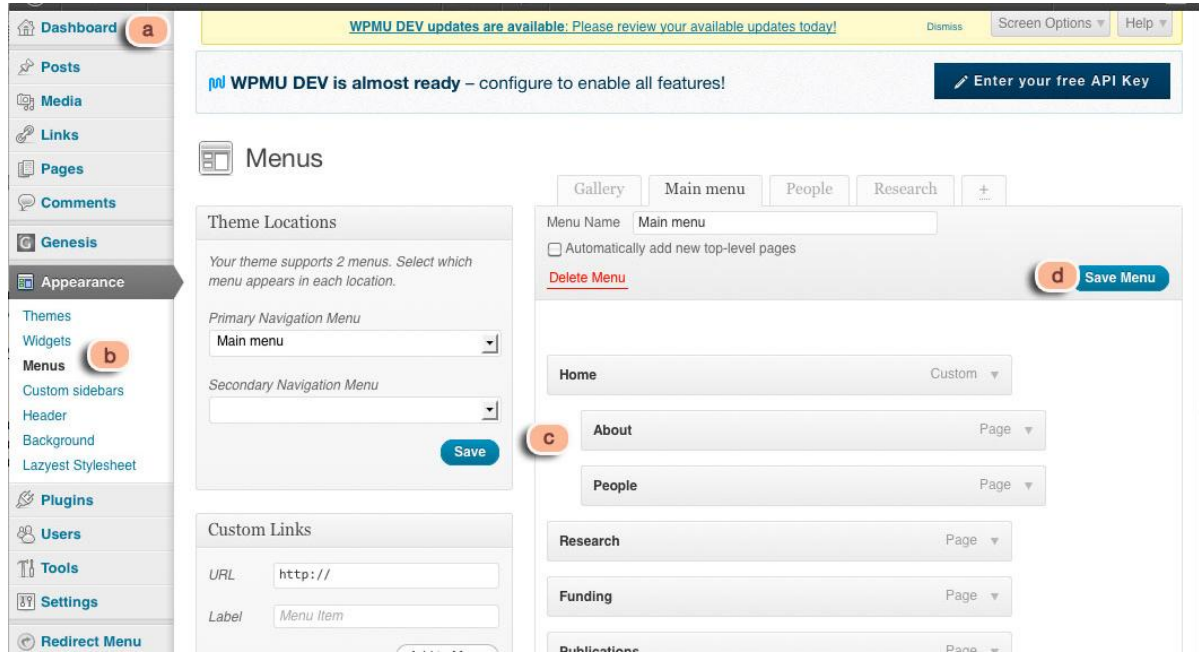


- d. Go to "Appearance".
- e. Select "Menus".
- f. Determine your Primary Menu and Secondary Menu (if any).
- g. Click "Save" button.

6. How to make Dropdown Menu and Parent Page?

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

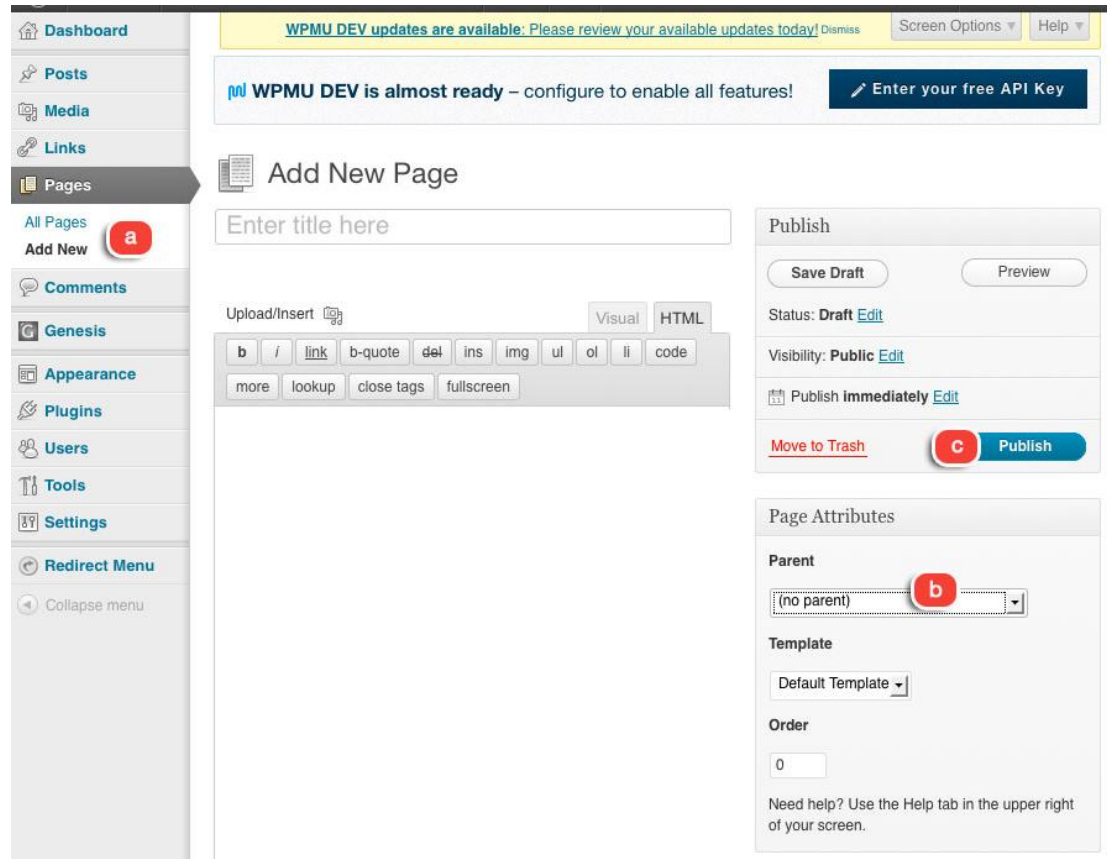
Dropdown Menu:



- 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.

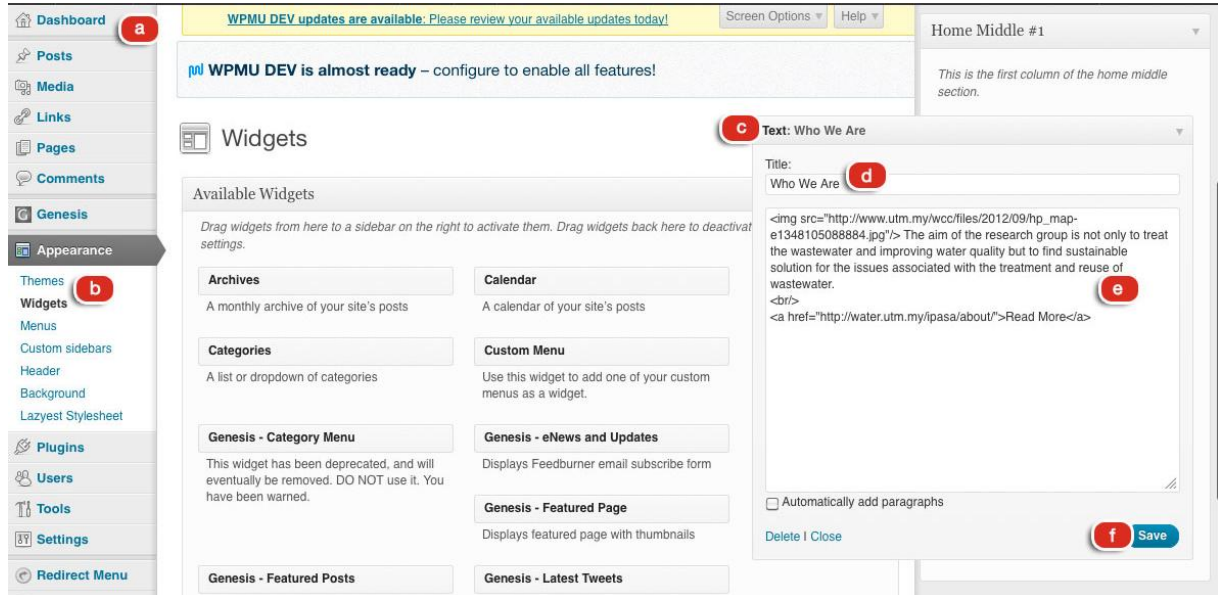


- Go to “Pages” and select “Add New”. Follow steps on how to create new site until you insert the page content.
- Look at Page Attributes on the right side of the page. You may select the parent page for current new page.
- Click “Publish”.

7. How to set up Widget?

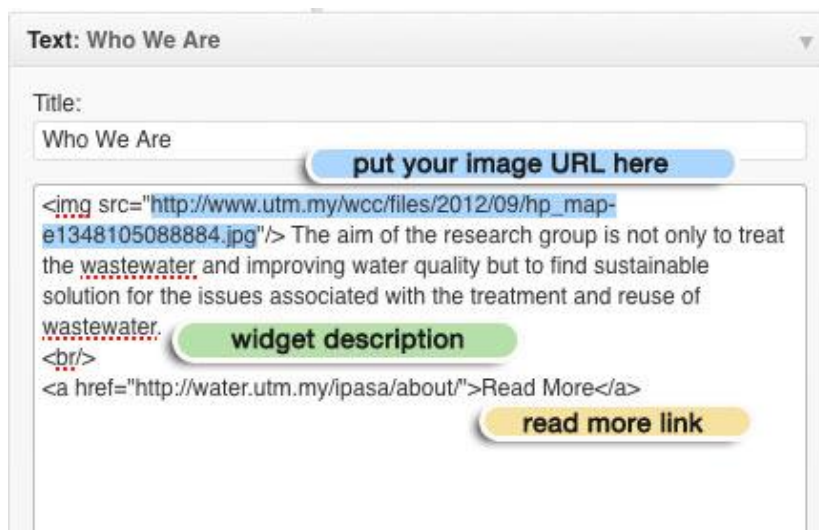
Step by step on how to set up a widget.

Home Middle #1 #2 #3:

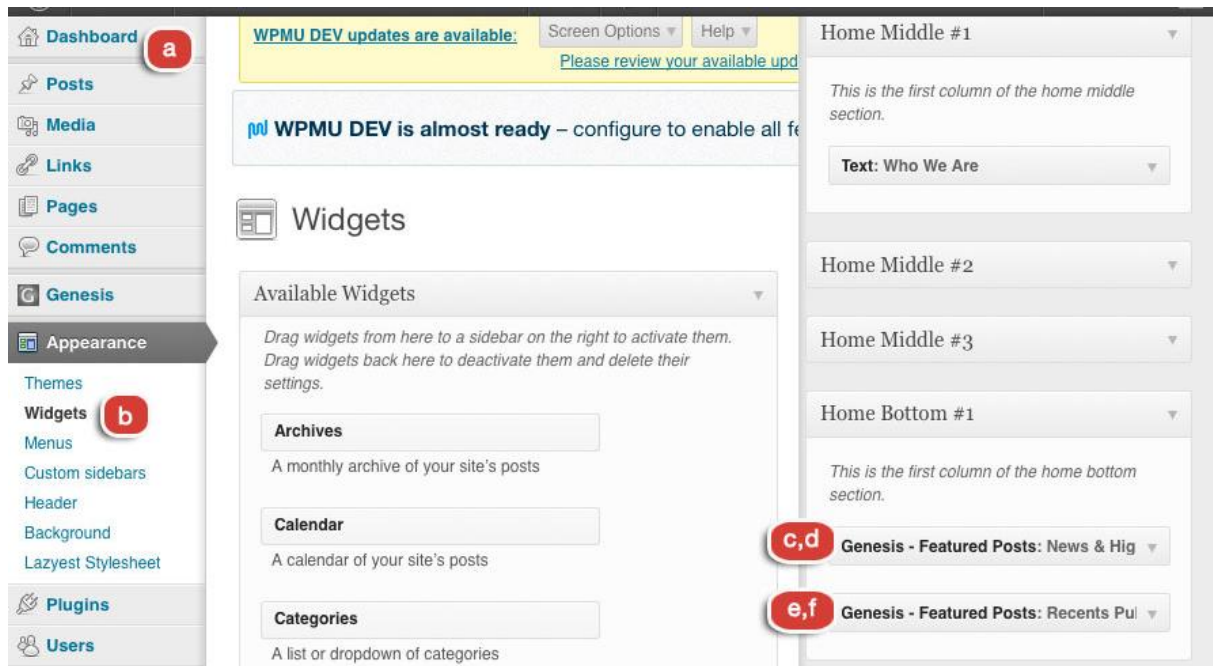


- Go to Dashboard.
- Go to “Appearance” and select “Widgets”.
- Drag *Text Widget* to Home Middle #1 section on the right.
- Put the widget title.
- Insert widget content. It consists of image, some description and *read more* link. Image must be in the size of 286 pxl (width) X 70 pxl (height). Upload 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 image shows the 'Genesis - Featured Posts: News & Highlights' widget configuration interface. 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)'. A red circle 'b' is positioned between this section and the 'Show Post Info' section.
- Show Post Info:** A section with a checked checkbox for 'Show Post Title' and an unchecked checkbox for 'Show Post Info'. Below 'Show Post Info' is a text input field containing '[post_date] By [post_author_posts_link] [r]'. A 'Content Type' dropdown is set to 'Show Content Limit', and a 'Limit content to' field is set to '270' characters.
- More Text (if applicable):** A text input field containing 'Read More...'.
- 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'.
- More Posts Section:** A section with the text 'To display an unordered list of more posts from this category, please fill out the information below:'. It includes a 'Title:' text input field and a 'Number of Posts to Show:' text input field.
- 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 red circle 'c' next to a blue 'Save' button.

Repeat the steps to set up similar widget.

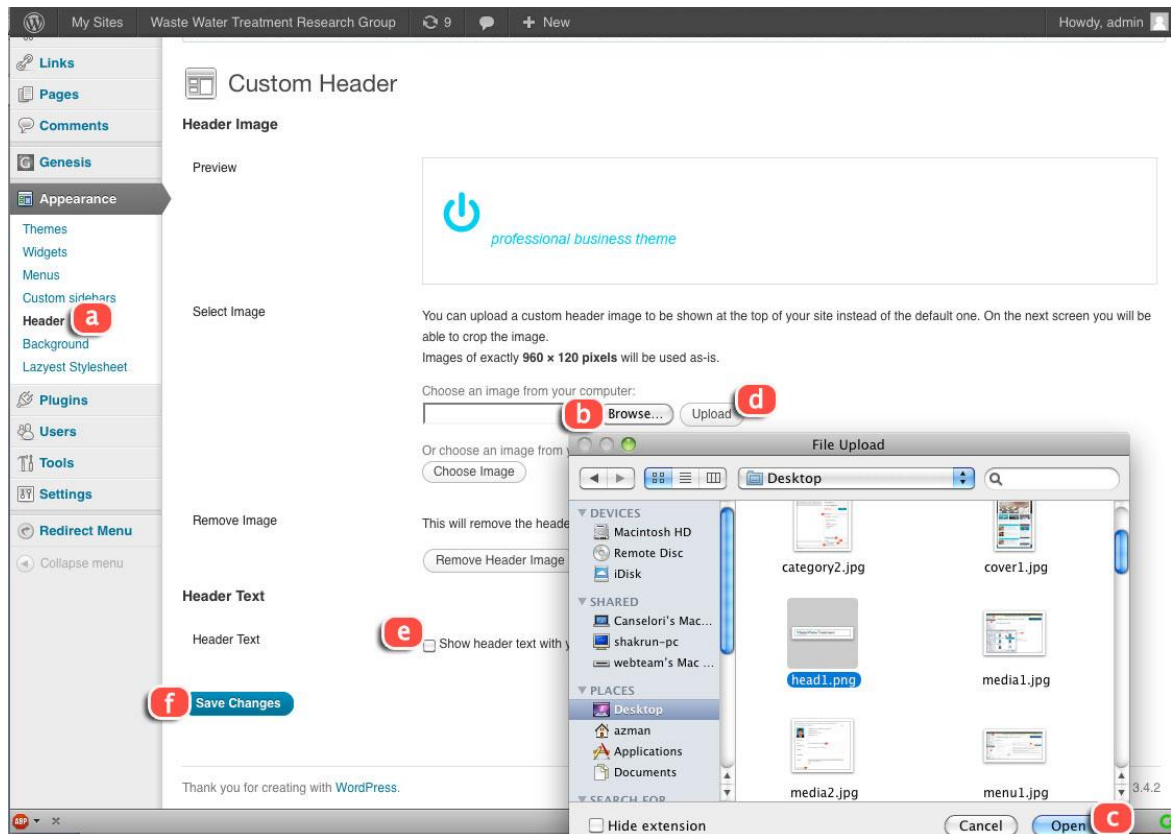
Home Bottom #2:

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?

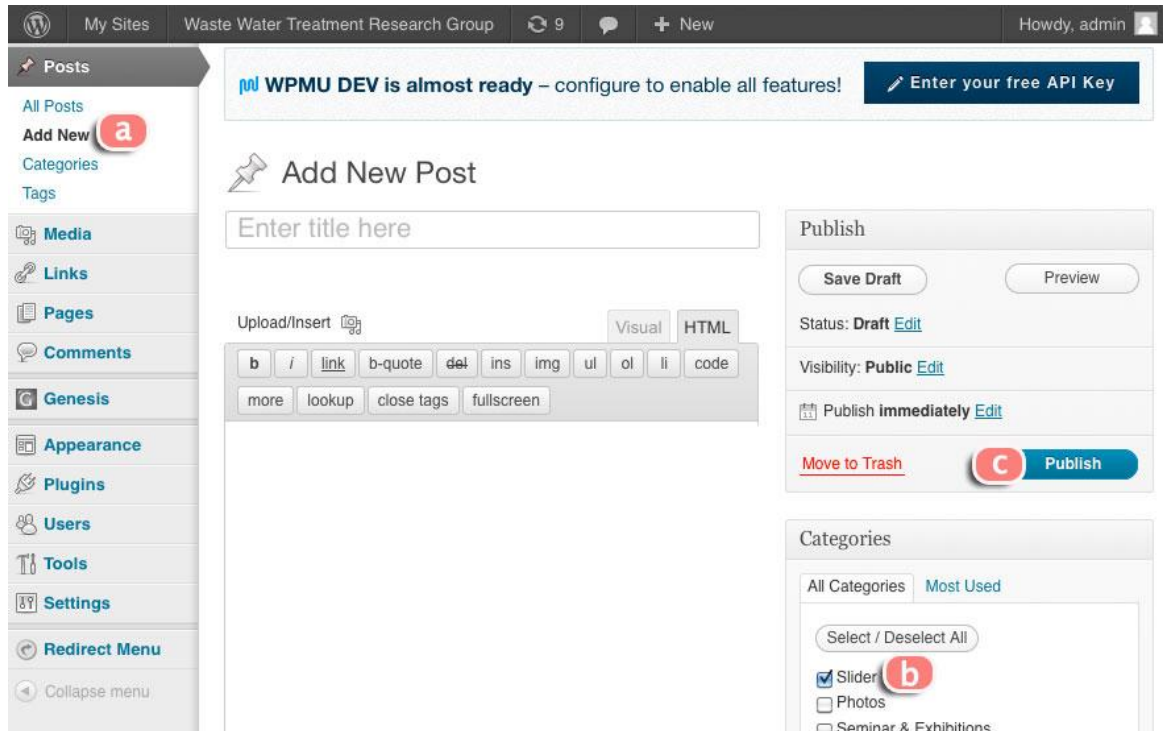
Step by step on how to insert header.

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

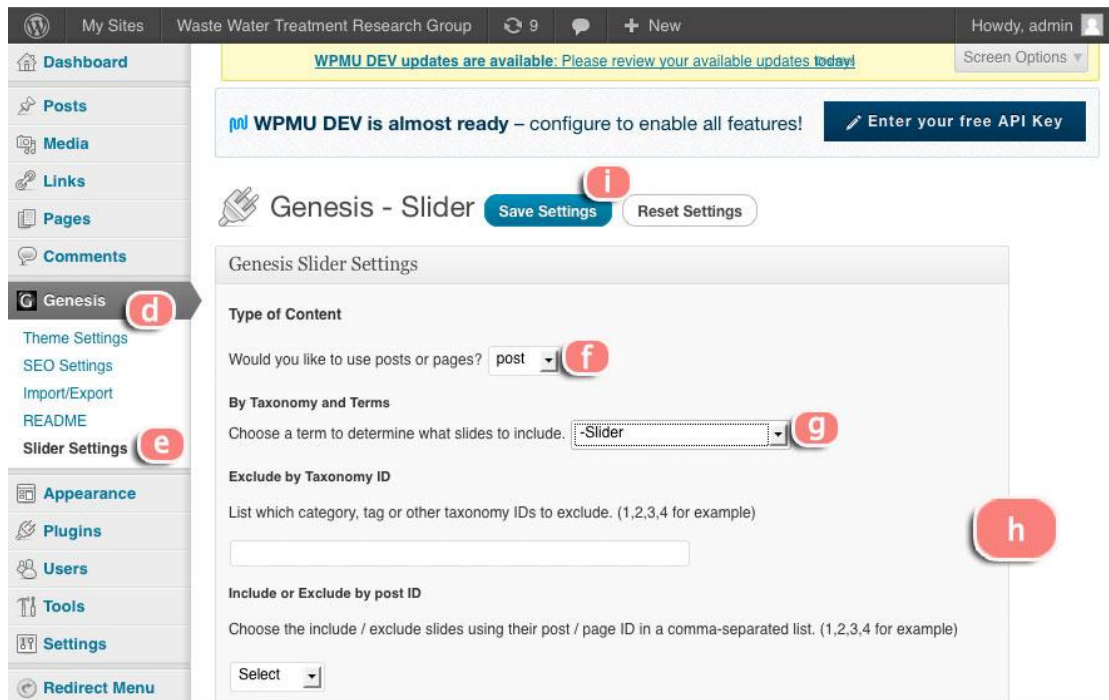


- Go to "Appearance" and select "Header".
- Select "Browse".
- Select your file.
- Click "Upload".
- Uncheck box.
- Click "Save Changes".

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):

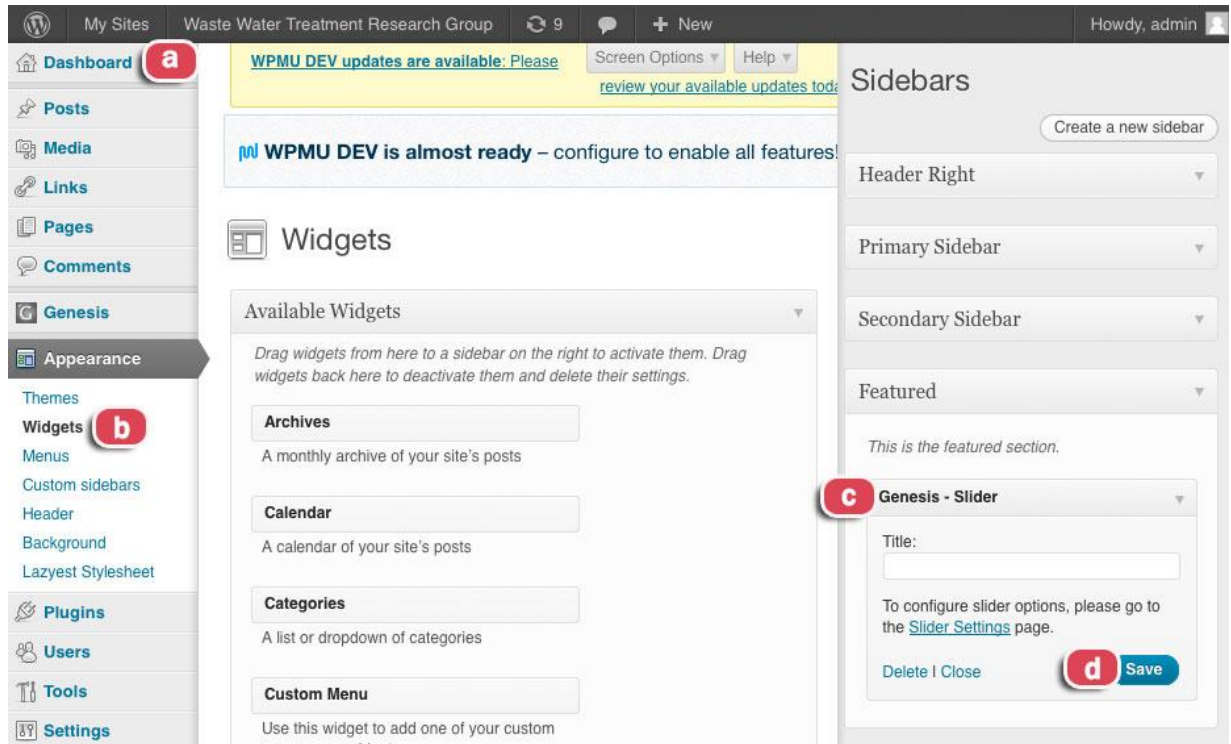
Excerpt Location (vertical):

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”.