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

Table of Content

Site Full View

1. How to create new Post?
Step by step on how to create a new post
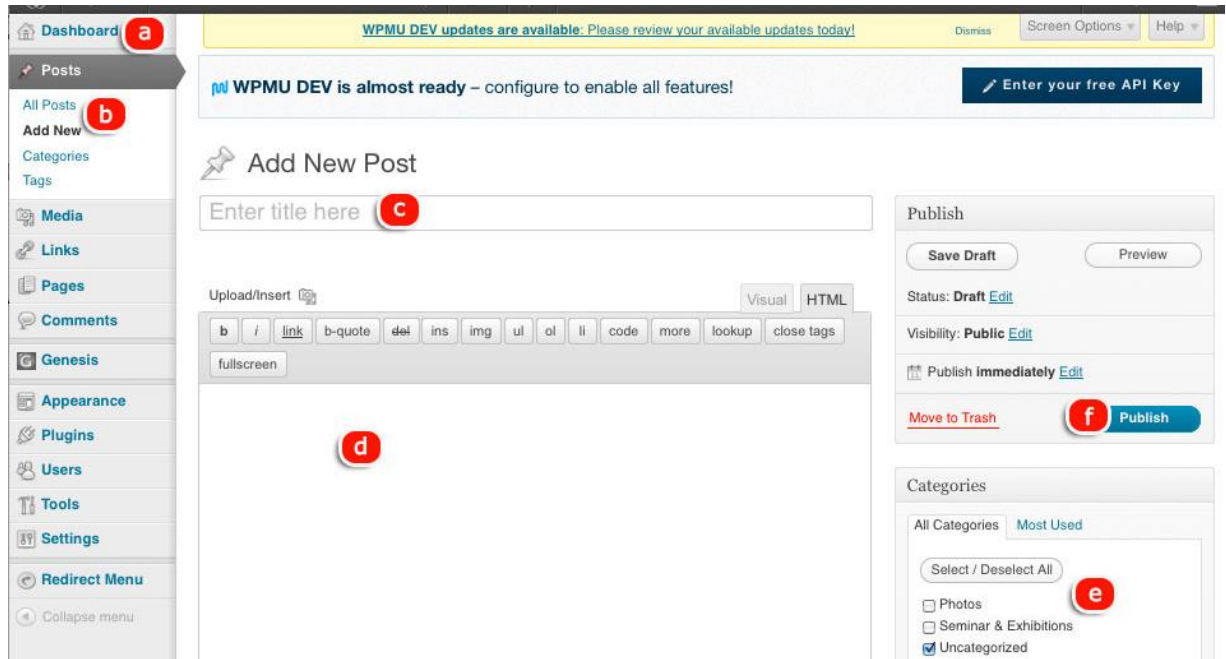
a. Go to Dashboard.
b. Go to Posts and select "Add New".
c. Enter the post title.
d. Enter the post content/ body.
e. Select the post category.
f. Click "Publish".

2. How to create Post Category?
Step by step on how to create post category

<u>Method 1</u>

a. Go to Dashboard.
b. Go to Posts and select "Categories".
c. Enter the category name.
d. Clik "Add new category".

OR

Method 2
When you adding a new post, you can also creat a new post category.
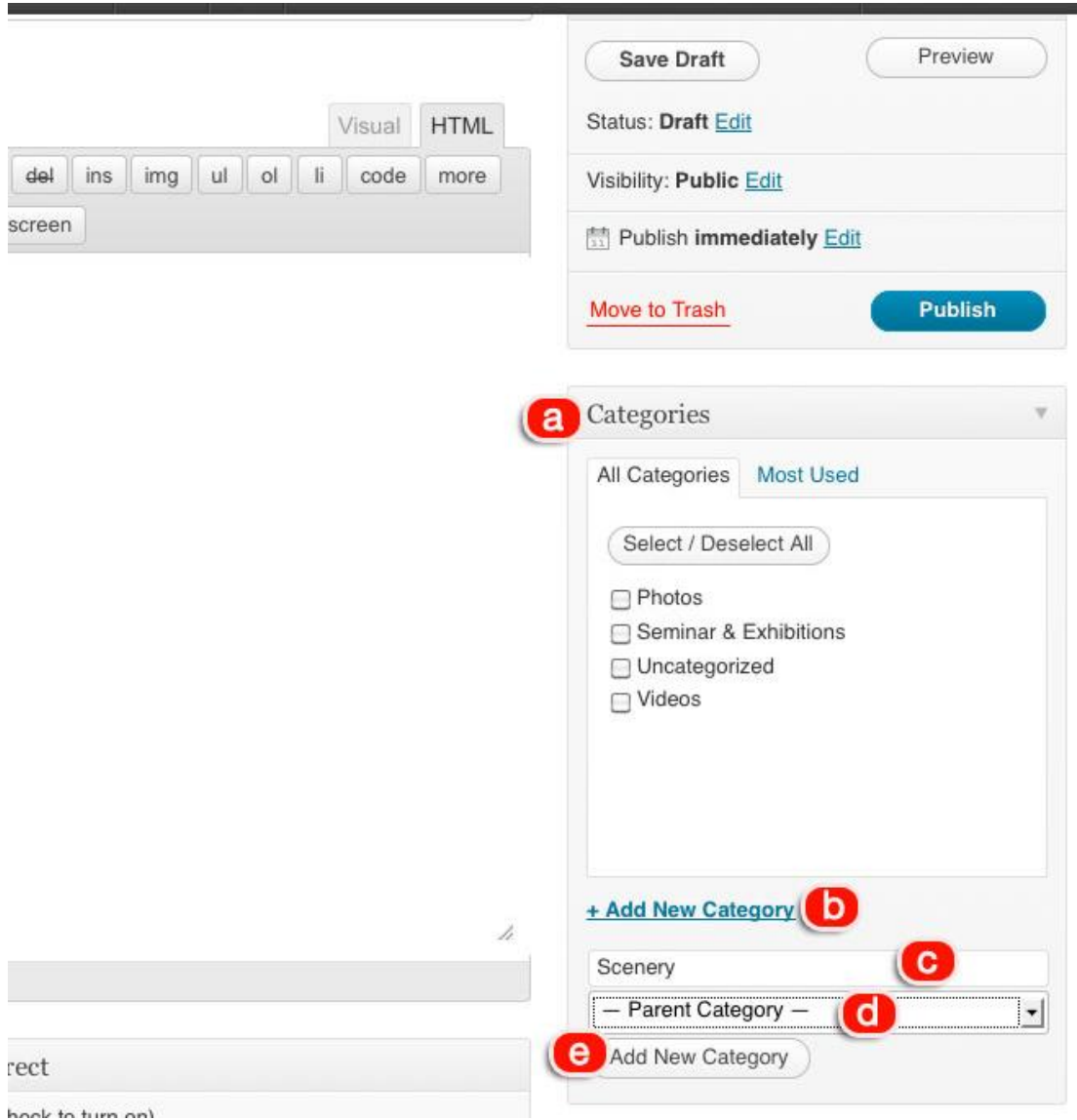
a. Look at "Categories" panel at the right side when you *adding a new post*.
b. Select "Add New Category".
c. Key in the category name.
d. Select the parent category (if any).
e. Click "Add New Category".

3. How to create new Page?

Step by step to create a new page.
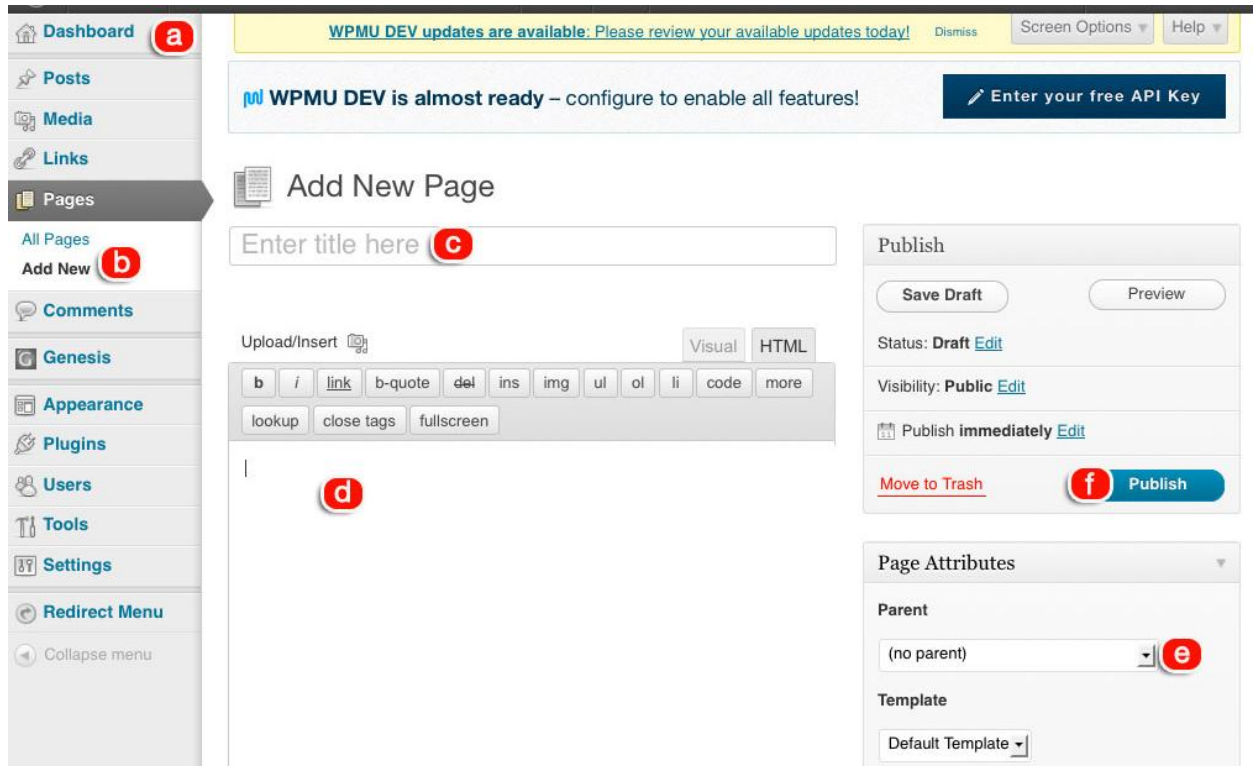
a. Go to Dashboard.
b. Go to "Pages" and select "Add New".
c. Enter the page title.
d. Enter the page content/body.
e. Select the page parent (if any).
f. Click "Publish".

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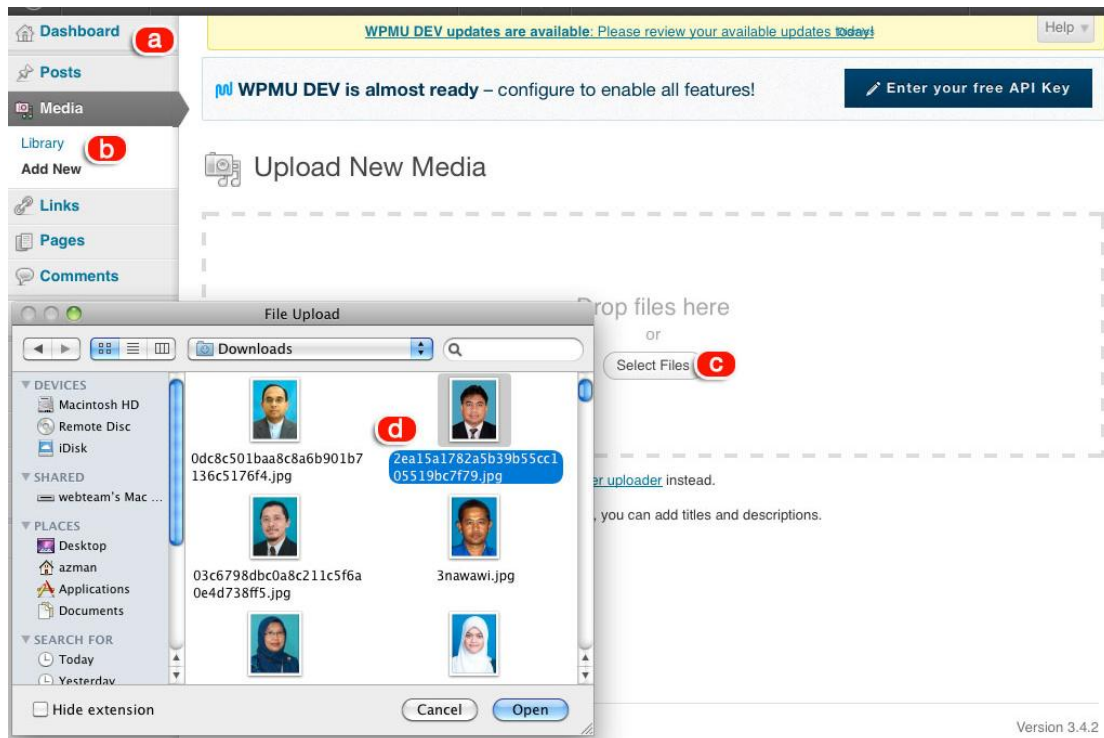
e. Change the media title (if necessary).
f. Select "Save all changes" button.

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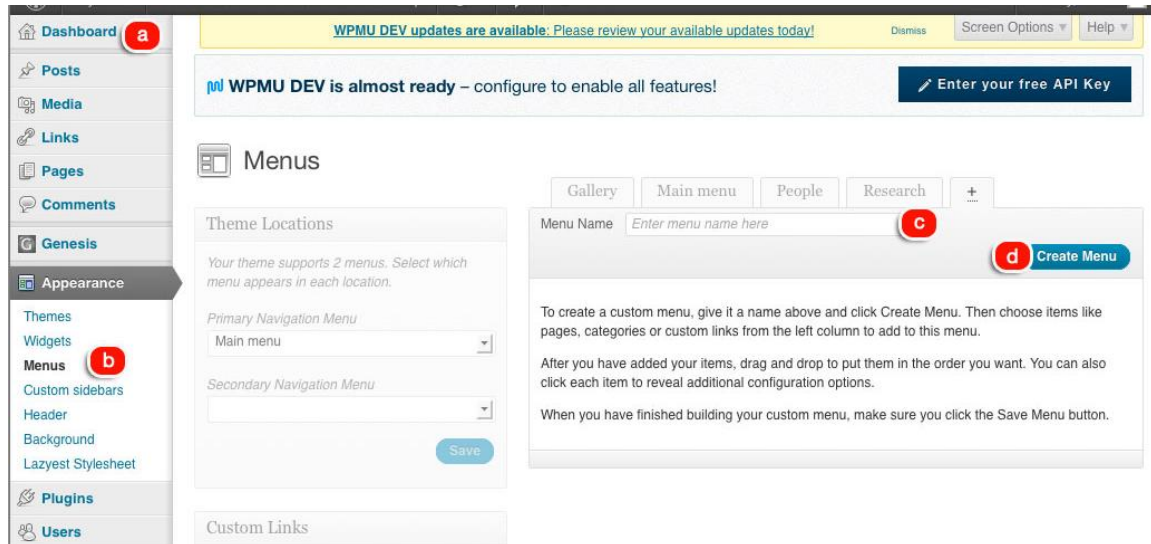
a. Go to Dashbard.
b. Go to "Appearance" and select "Menus".
c. Enter the menu name. Put your menu name as *Top Menu* or *Main Menu* to differentiate which menu you will select as your primary menu/main menu* and which menu will be your secondary menu later.
d. Click "Create Menu".

*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. <u>Custom Links (Red Mark)</u>
    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. <u>Pages (Green Mark)</u>
    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. <u>Categories (Blue Mark)</u>
    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.
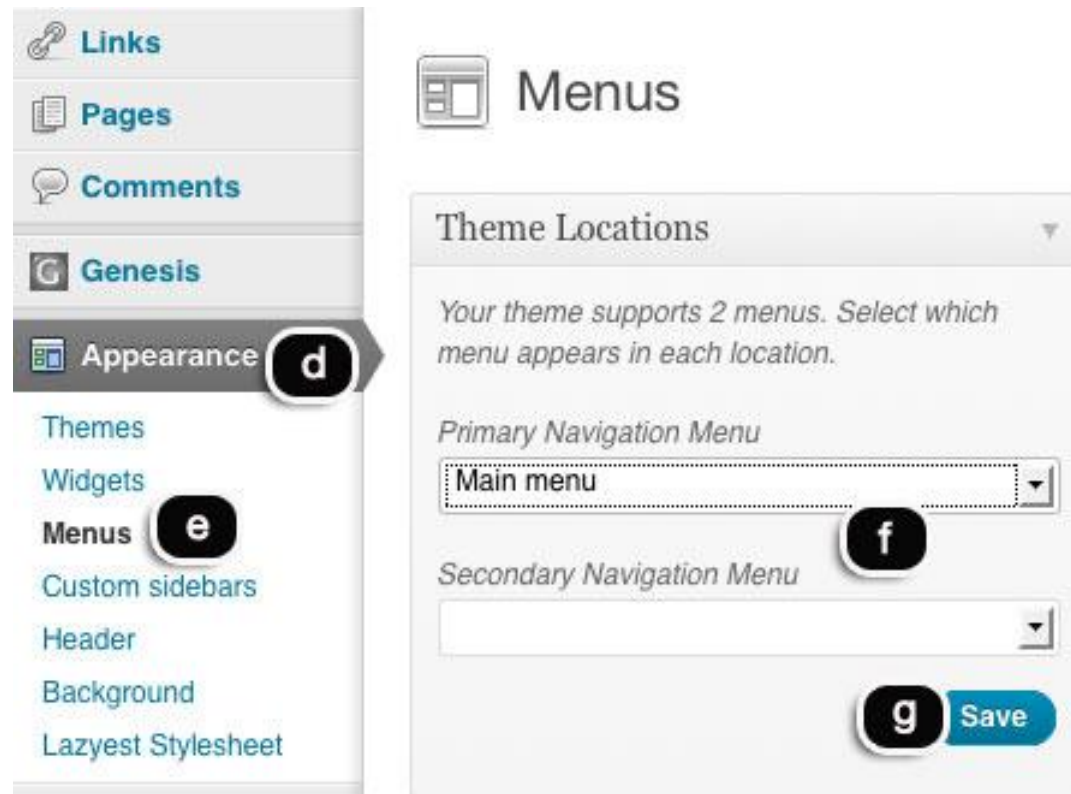
    d. Go to "Appearance".
    e. Select "Menus".
    f. Determine your Primary Menu and Secondary Menu (if any).
    g. Click "Save" button.

6. How to make Dropdown Menu and Parent Page?
Step by step on how to make dropdown menu and parent page.

<u>Dropdown Menu:</u>
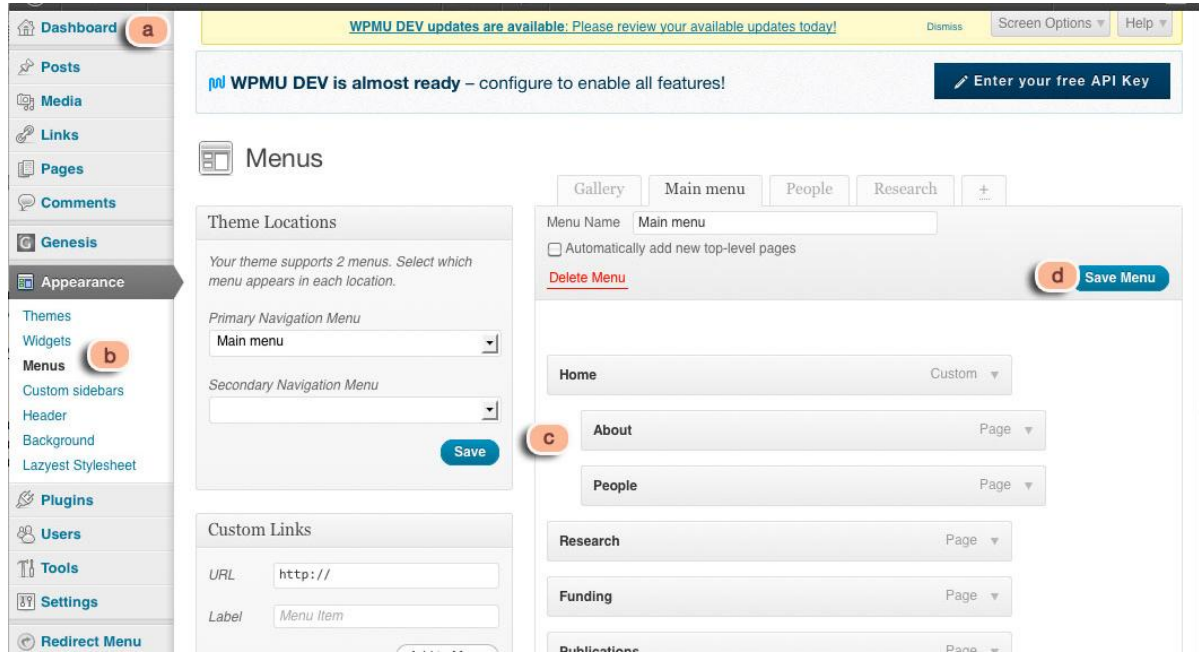
a. Go to Dashboard.
b. Go to "Appearance" and select "Menus".
c. Drag the menu to the right, to make it become submenu. *(submenu also a dropdown menu).*
d. Click "Save Menu" to save changes.

<u>Parent Page:</u>
Parent page can be set up while you creating a new page.
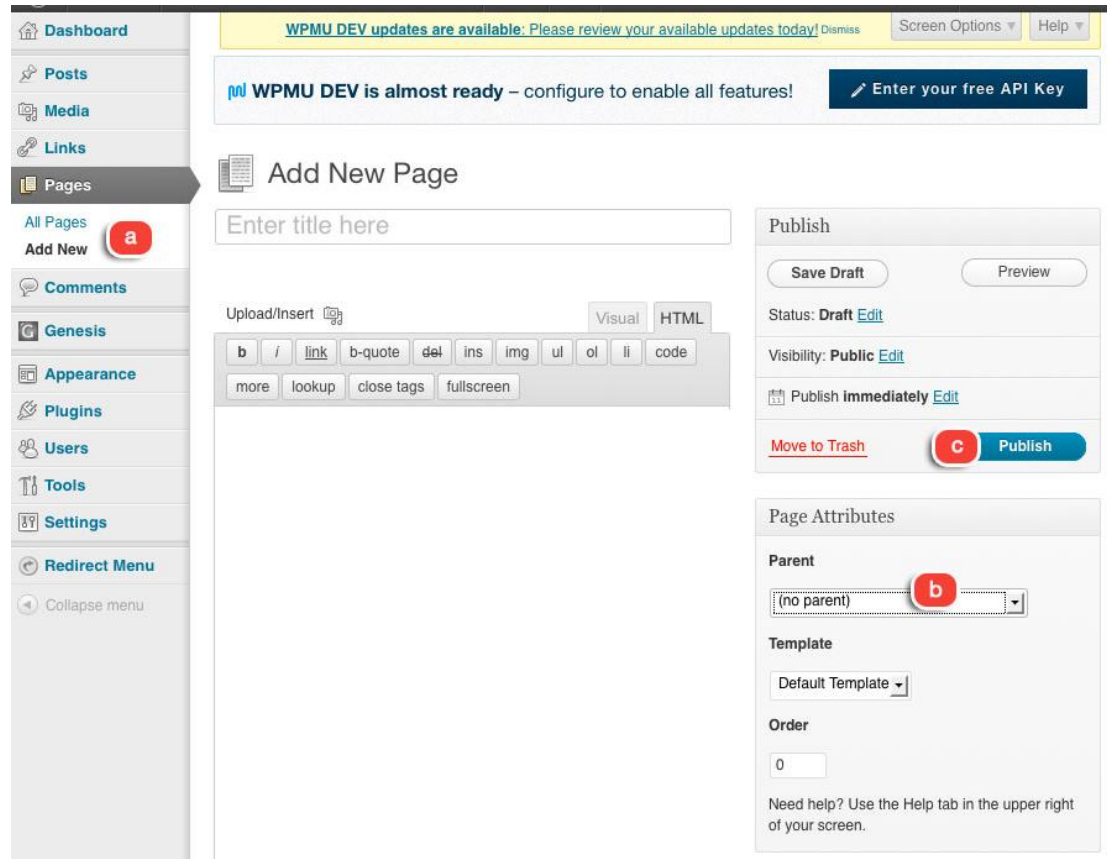
a. Go to "Pages" and select "Add New". Follow steps on how to create new site until you insert the page content.
b. Look at Page Attributes on the right side of the page. You may select the parent page for current new page.
c. Click "Publish".

7. **How to set up Widget?**
   Step by step on how to set up a widget.

Home Middle #1 #2 #3:
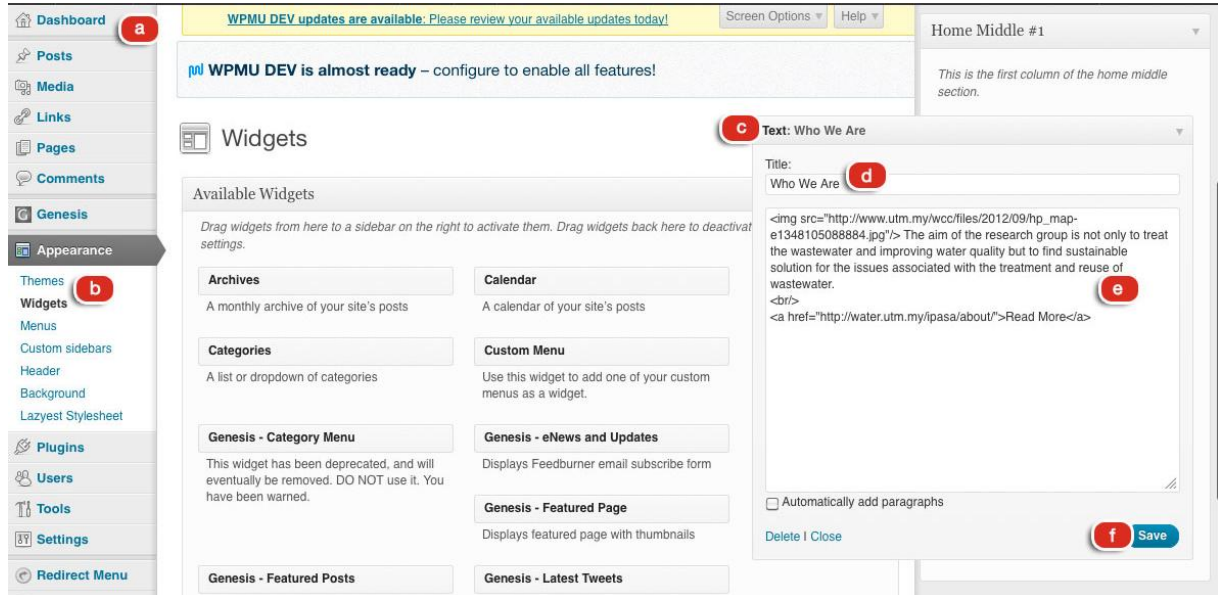
a. Go to Dashboard.
b. Go to "Appearance" and select "Widgets".
c. Drag *Text Widget* to Home Middle #1 section on the right.
d. Put the widget title.
e. Insert widget content. It consists of image, some description and *read more* link. Image must be in the size of 286 pxl (width) X 70 pxl (height). Upload the image file first into Gallery and copy the *File URL.* Then paste it when you insert the widget content using HTML code.
f. Click "Save".

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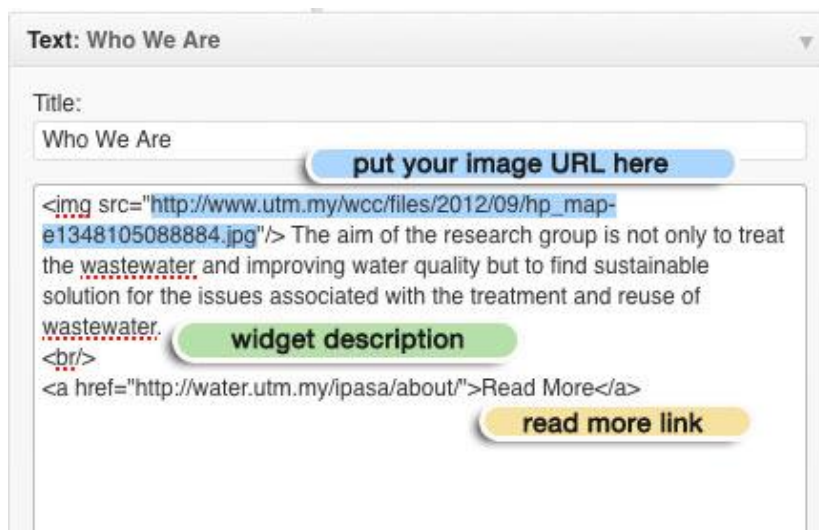
Home Bottom #1:
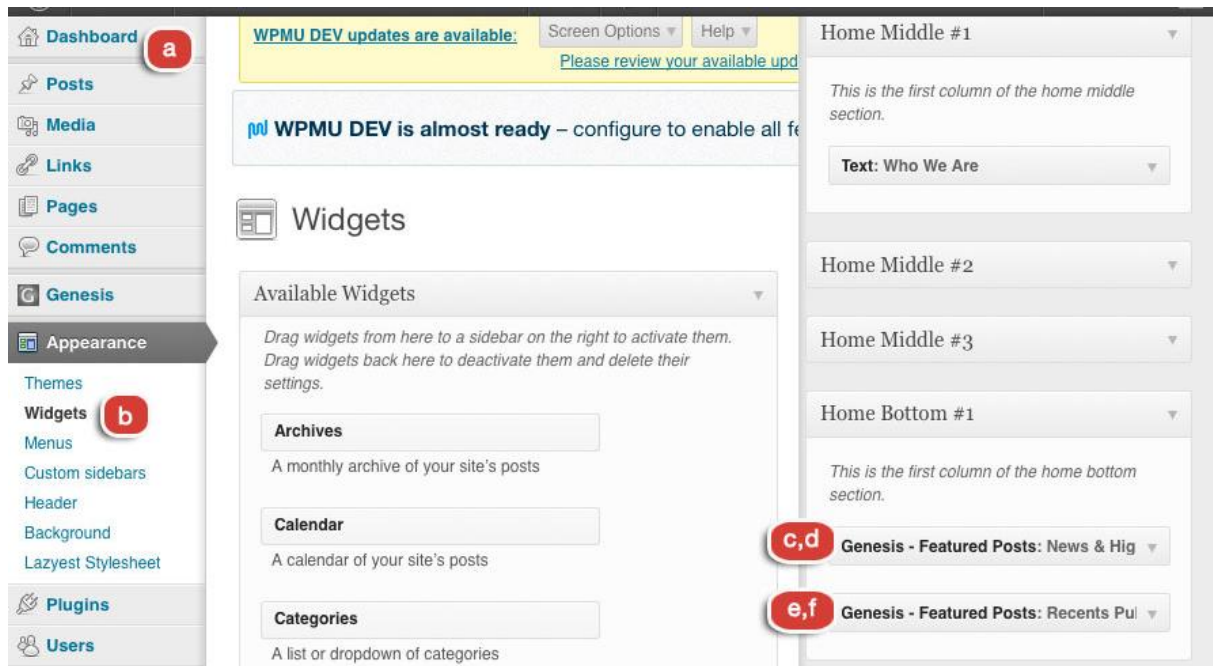
a. Go to Dashboard.]
b. Go to "Appearance" and select "Widgets".
c. Drag *Genesis- Featured Posts* widget to the Home Bottom #1 section on the right.
d. Set up the widget.
e. Drag *Genesis Featured Posts* widget to the Home Bottom #1 section on the right.
f. Set up the widget.

To set up the widget:

a. Put the widget title.
b. Set up the widget as figure shown.
c. Click "Save".

Repeat the steps to set up similar widget.

<u>Home Bottom #2:</u>

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.
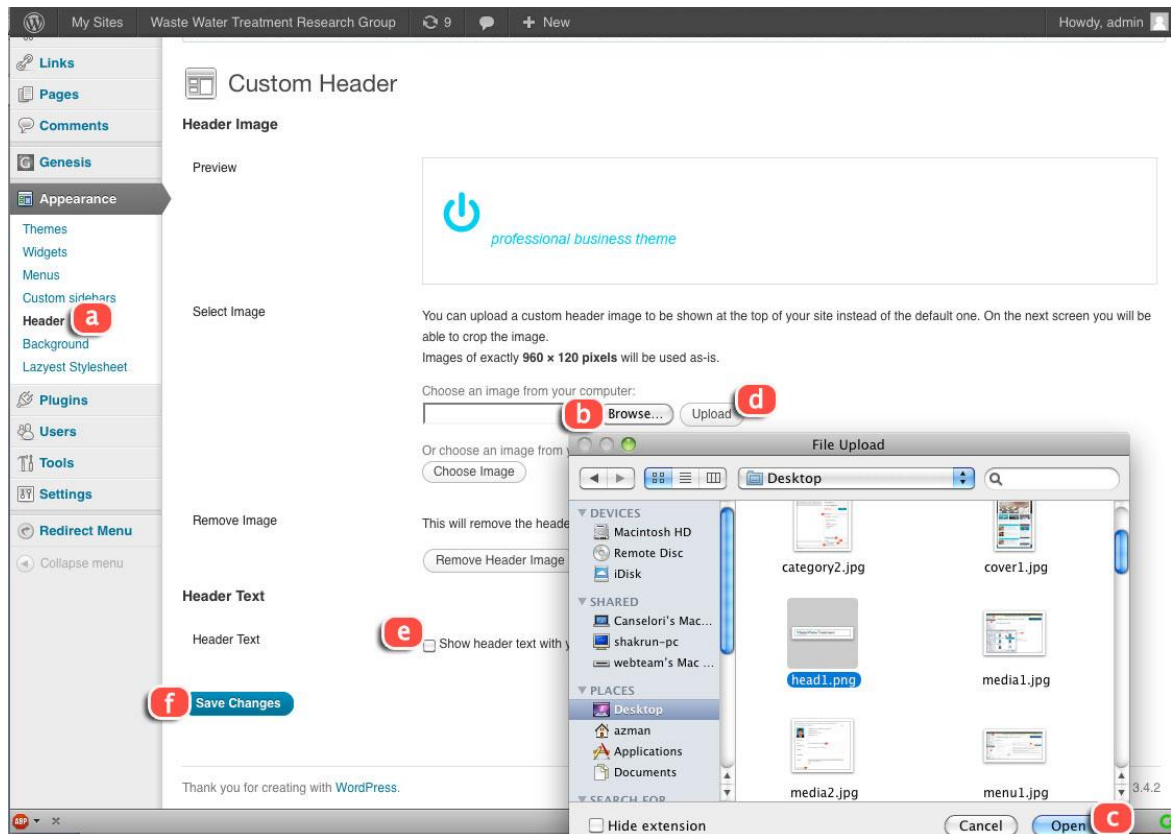
a. Go to "Appearance" and select "Header".
b. Select "Browse".
c. Select your file.
d. Click "Upload".
e. Uncheck box.
f. Click "Save Changes".

9. How to make Featured Slider?
Step by step to set the featured slider.
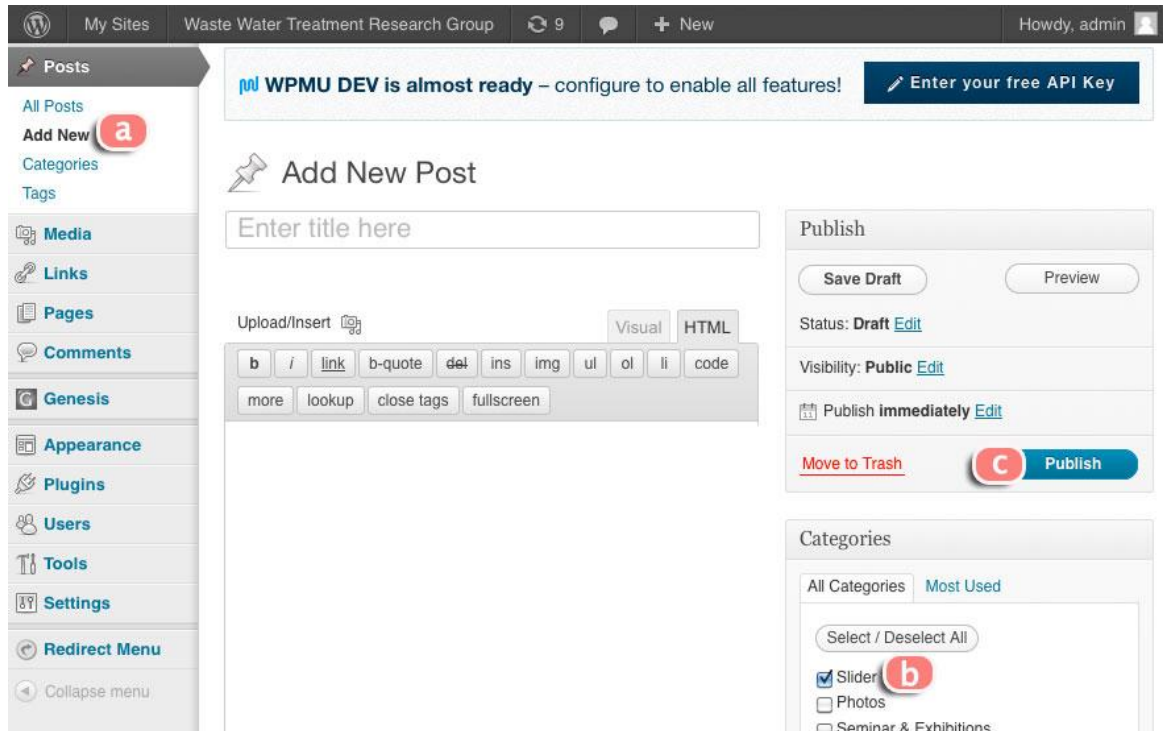
a. Go to "Posts" and select "Add New". Then, follow steps on how to create a new post.
b. Set the post category as *Slider* (follow steps on how to create new category).
c. Click Publish.
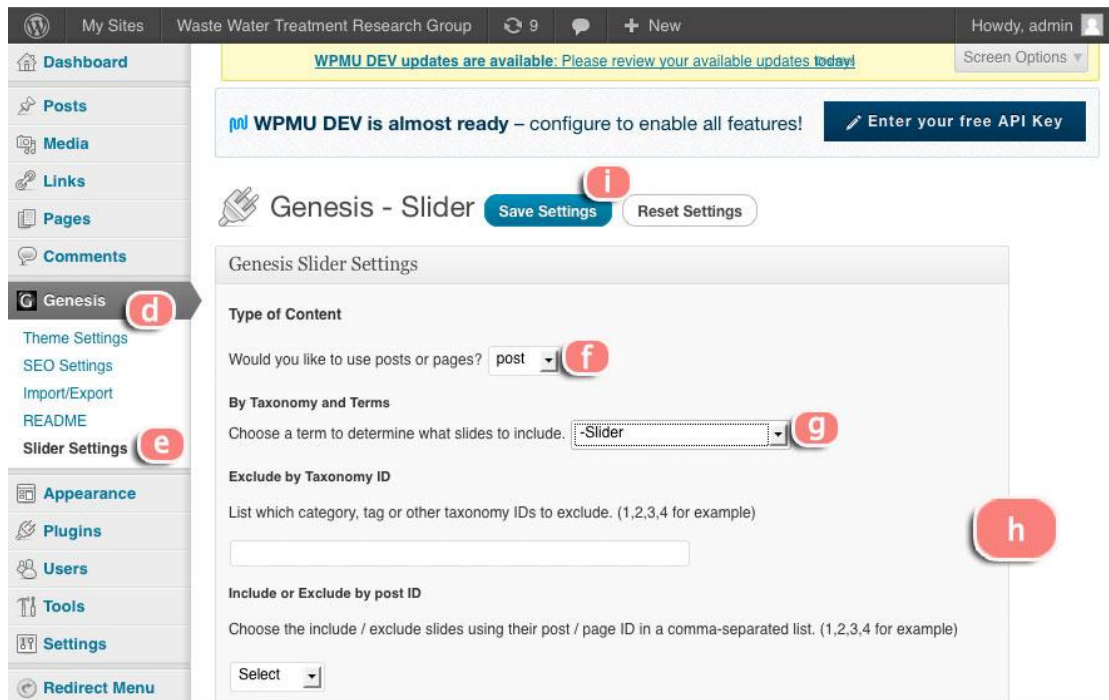
d. Go to "Genesis".
e. Select "Slider Settings".

      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? post

By Taxonomy and Terms

Choose a term to determine what slides to include. -Slider

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)

Select

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

Number of Slides to Show: 5

Number of Posts to Offset: 0

Order By: Date

Order: Descending

Transition Settings

Time Between Slides (in milliseconds): 4000

Slide Transition Speed (in milliseconds): 800

Slider Effect: Select one of the following: Fade ▾

Scroll Loop (only applies to scroll options): Loop slides ▾

Display Settings

Slider Width (in pixels): 870

Slider Height (in pixels): 353

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: Display post content ▾

More Text (if applicable): [Continue Reading]

Limit content to 150 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.
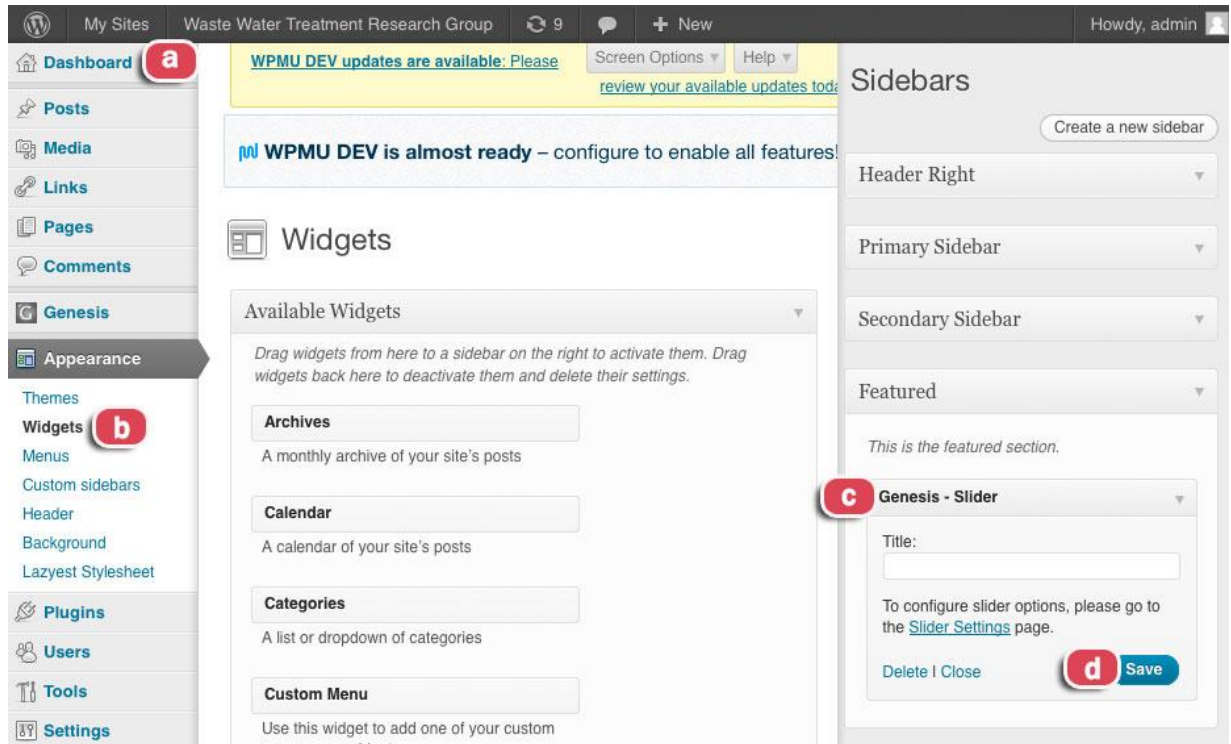
Slider Excerpt Width (in pixels): 300

Excerpt Location (vertical): Bottom ▾

Excerpt Location (horizontal): Right ▾

Save Settings   Reset Settings

19

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".