

MANUAL FOR WEBSITE DEVELOPMENT USING WORDPRESS FOR COMMUNITY PAGE SITE

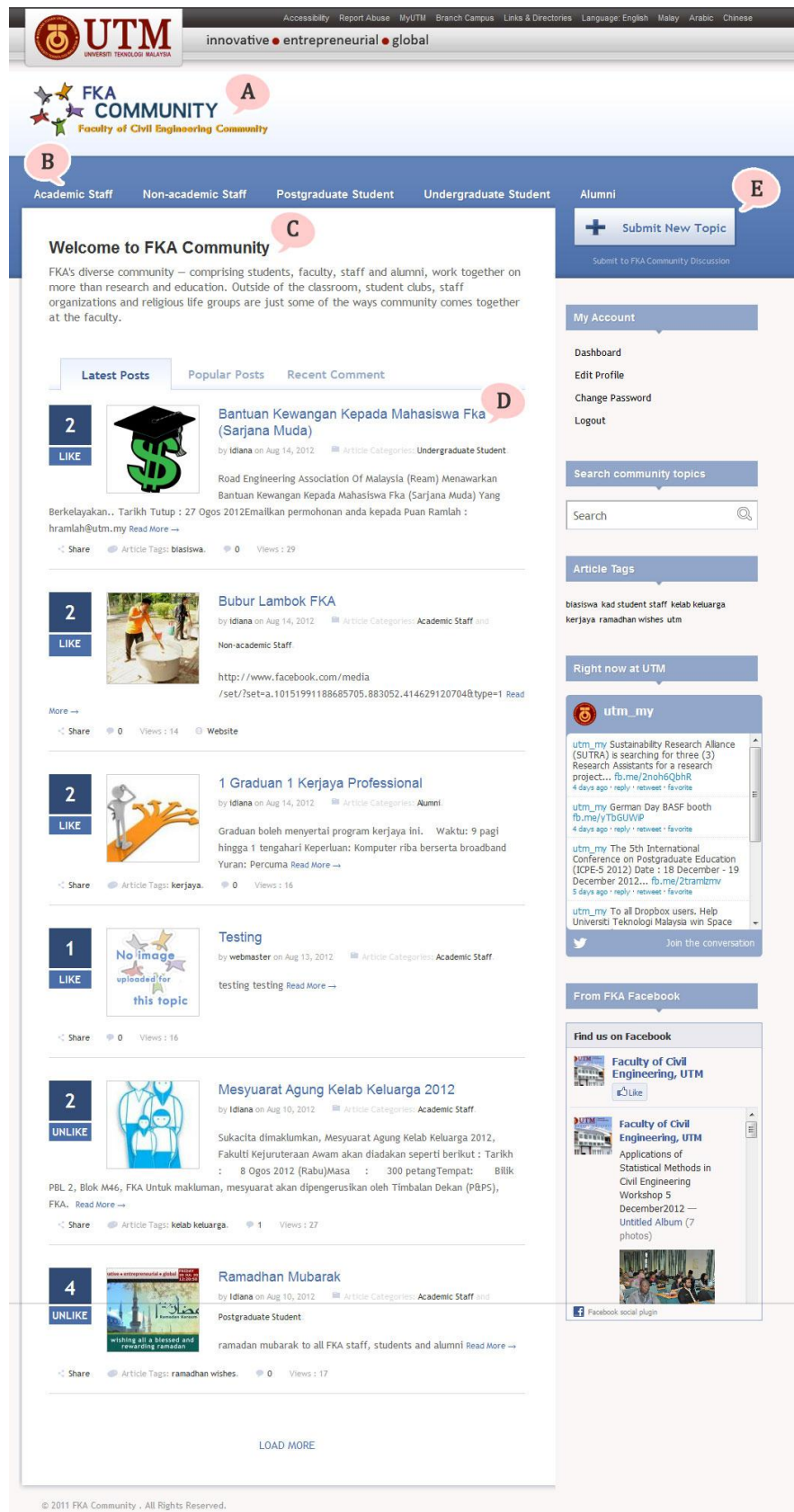
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Site Full View



- A. Header
- B. Top Menu
- C. Homepage: Content
- D. Article
- E. Sidebar 1

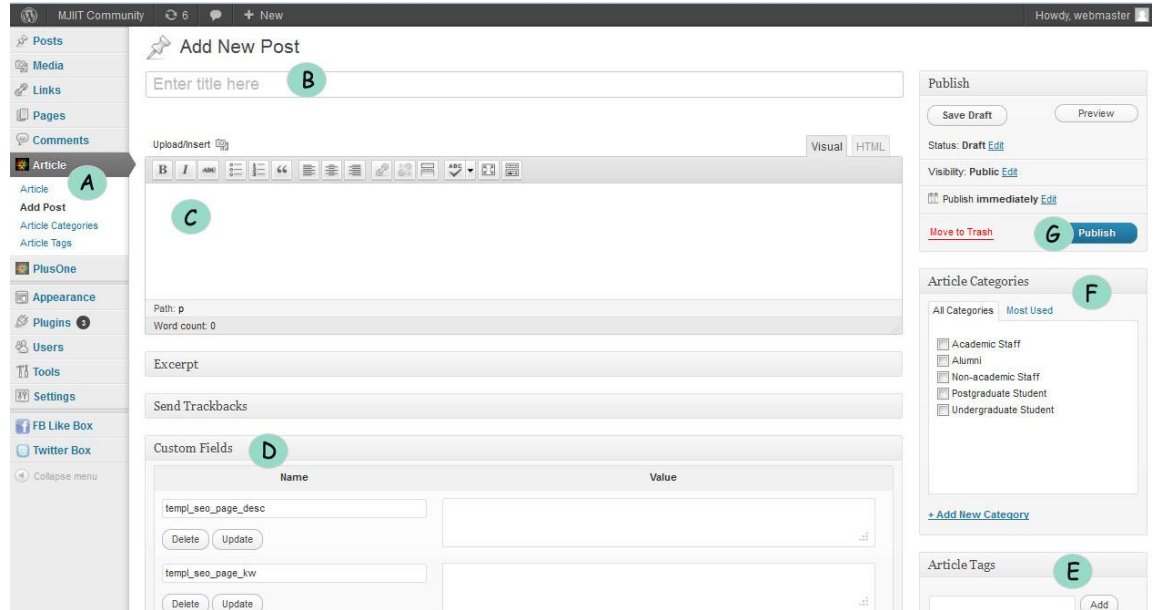
1. How to get into Dashboard?



- A. Add */wp-admin* at the end of the site URL.
- B. Key in your username.
- C. Key in your password.
- D. You may also log in using Facebook account, Google account or Yahoo! account.
- E. Click 'Log In' button to go into Dashboard.

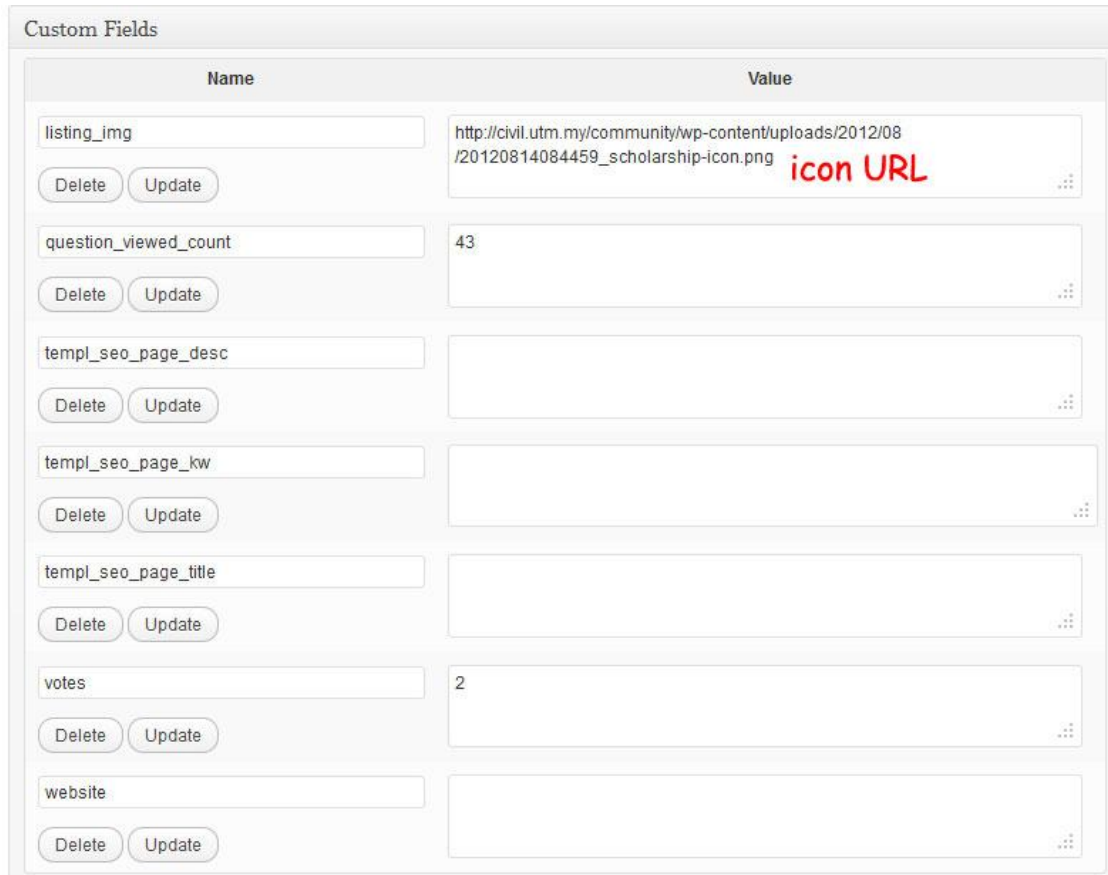
2. How to create a new Article?

Go to Dashboard.



- A. Go to Article and select 'Add Post'.
- B. Enter the post/article title.
- C. Insert the article content.
- D. Set up the article Custom Fields.*
- E. Put the article tags.
- F. Check box for article categories.
- G. Click 'Publish'.

**Custom Fields*



What is icon?

Welcome to MJIT Community

MJIT's diverse community – comprising students, faculty, staff and alumni, work together on more than research and education. Outside of the classroom, student clubs, staff organizations and religious life groups are just some of the ways community comes together at the faculty.

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2

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Bantuan Kewangan Kepada Mahasiswa Fka (Sarjana Muda)

by Idiana on Aug 14, 2012 Article Categories: Undergraduate Student

Road Engineering Association Of Malaysia (Ream) Menawarkan Bantuan Kewangan Kepada Mahasiswa Fka (Sarjana Muda) Yang Berkecayakan.. Tarikh Tutup : 27 Ogos 2012Emailkan permohonan anda kepada Puan Ramlah : hramlah@butm.my [Read More](#) →

< Share Article Tags: biasiswa. Views : 43

3. How to create a new Article Category?

Go to Dashboard.

The screenshot shows the WordPress dashboard for 'MJIT Community'. The left sidebar has 'Article' selected, and 'Article Categories' is highlighted with a red circle 'A'. The main content area shows the 'Add New Category' form with a 'Name' input field (marked with a red circle 'B') and an 'Add New Category' button (marked with a red circle 'C'). To the right, a table lists existing categories:

Name	Description	Slug	Article
Academic Staff		academic-staff	6
Alumni		alumni	1
Non-academic Staff		non-academics	1
Postgraduate Student		postgrad-student	3
Undergraduate Student		undergrads	1

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- A. Go to Article and select 'Article Categories'.
- B. Enter the category name.
- C. Click 'Add New Category'.

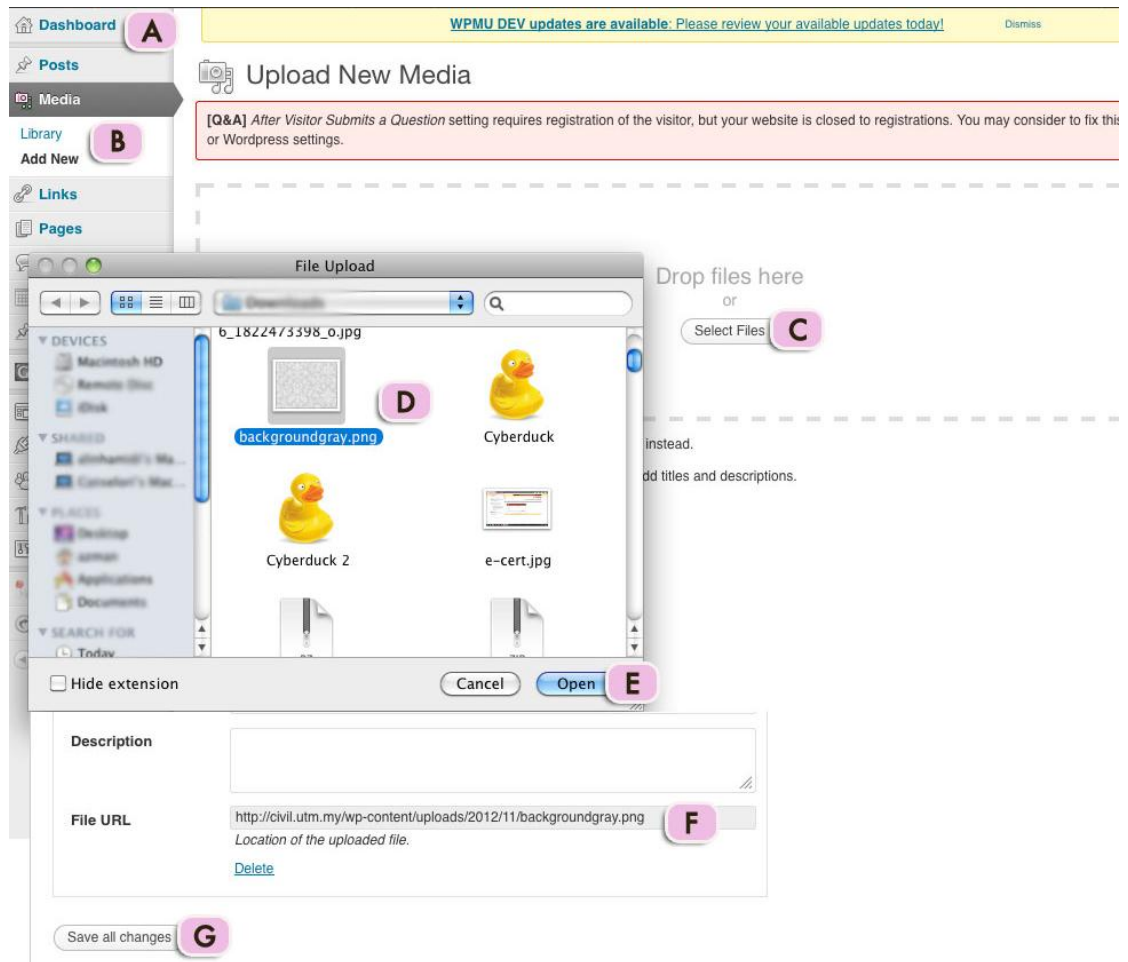
Or you can use another method to create the article category.

Method 2:

The screenshot shows the 'Article Categories' widget in the WordPress dashboard. It displays a list of existing categories: Academic Staff, Alumni, Non-academic Staff, Postgraduate Student, and Undergraduate Student. Below the list is a '+ Add New Category' button (marked with a red circle 'A'). Below that is a 'Parent Category' dropdown menu (marked with a red circle 'B') and an 'Add New Category' button (marked with a red circle 'C').

- A: Click 'Add New Category'.
- B: Enter the category name and click 'Add New Category' button.
- C: Check the category box.

4. How to upload media to Gallery?



- A. Go to Dashboard.
- B. Go to Media and select 'Add New'.
- C. Click 'Select Files' button.
- D. Select file from your computer.
- E. Select your file and your file will be uploaded.
- F. Copy files URL if necessary.
- G. Click 'Save all changes'.

5. How to insert Header?

You need to design an image with the size of 343 pixel width X 99 pixel height. You may use any type of photo editor and save it as .png file.



Follow the steps below on how to insert header.

Upload image into the Gallery. Refer item (4) on how to upload media to the Gallery.

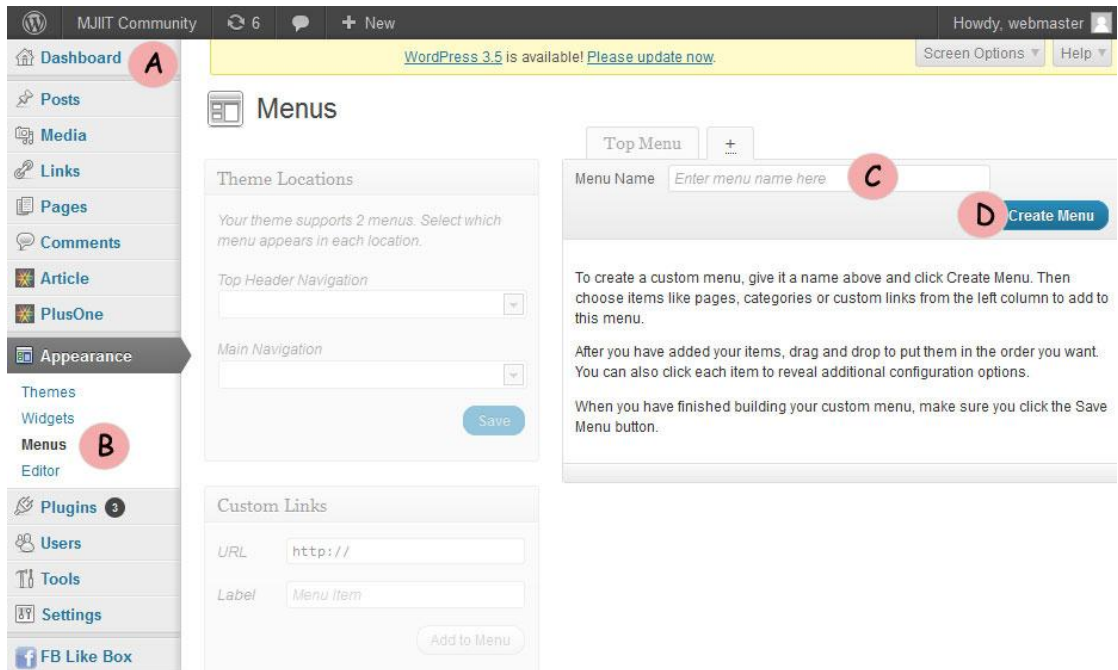
- A. Go to PlusOne and select 'Design Settings'.
- B. Paste the image URL that has been uploaded at Gallery.
- C. Select 'No' for display blog/site title instead of logo.
- D. Save setting by clicking 'Save all changes' button.

6. How to set up Top Menu?

Menu can be consists of Custom Links, Categories and Page. Three (3) steps you need to do to set up the Top Menu:

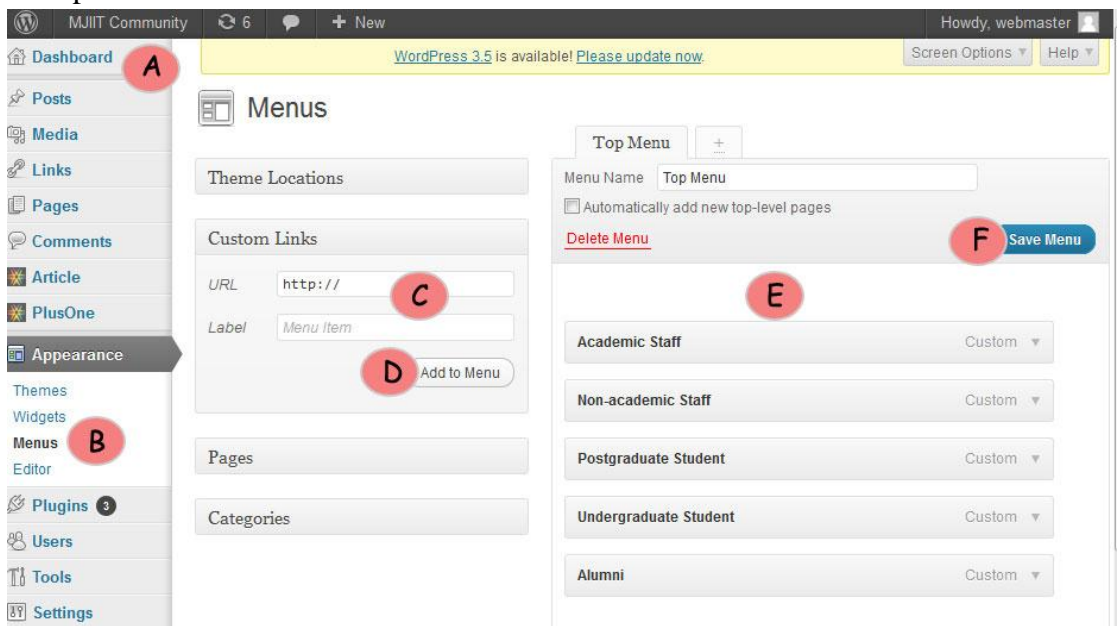
- Create a menu
- Set up menu
- Activate the menu

Create Menu:



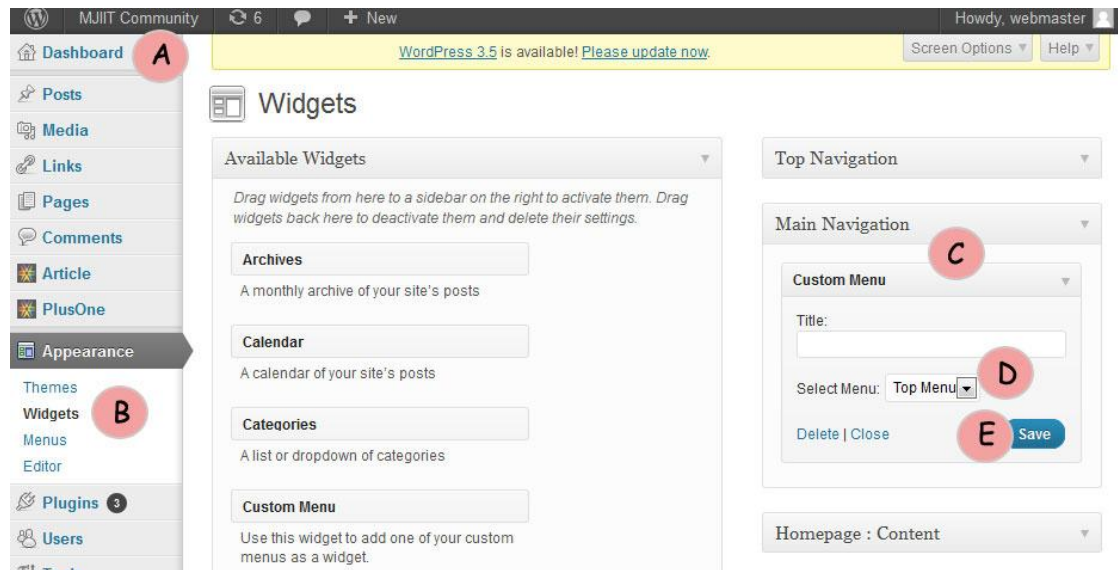
- A. Go to Dashboard.
- B. Go to Appearance and select 'Menus'.
- C. Enter the menu name.
- D. Click create menu.

Set up menu:



- A. Go to Dashboard.
- B. Go to Appearance and select 'Menus'.
- C. Put your redirected URL and label your menu at Custom Links area.
- D. Click 'Add to Menu'.
- E. Rearrange your menu at E.
- F. Click 'Save' to save all changes made.

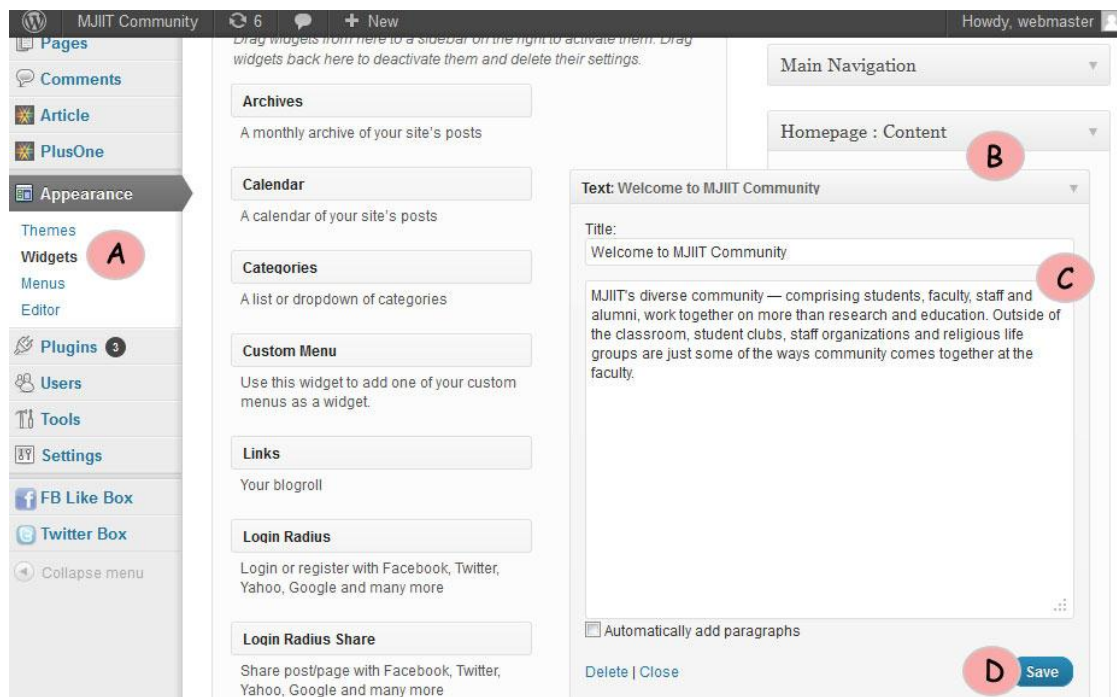
Activate the menu:



- A. Go to Dashboard.
- B. Go to Appearance and select 'Widgets'.
- C. Drag Custom Menu widget and drop it at Main Navigation area.
- D. Select which menu you need to activate.
- E. Click 'Save'.

7. How to insert Homepage: Content?

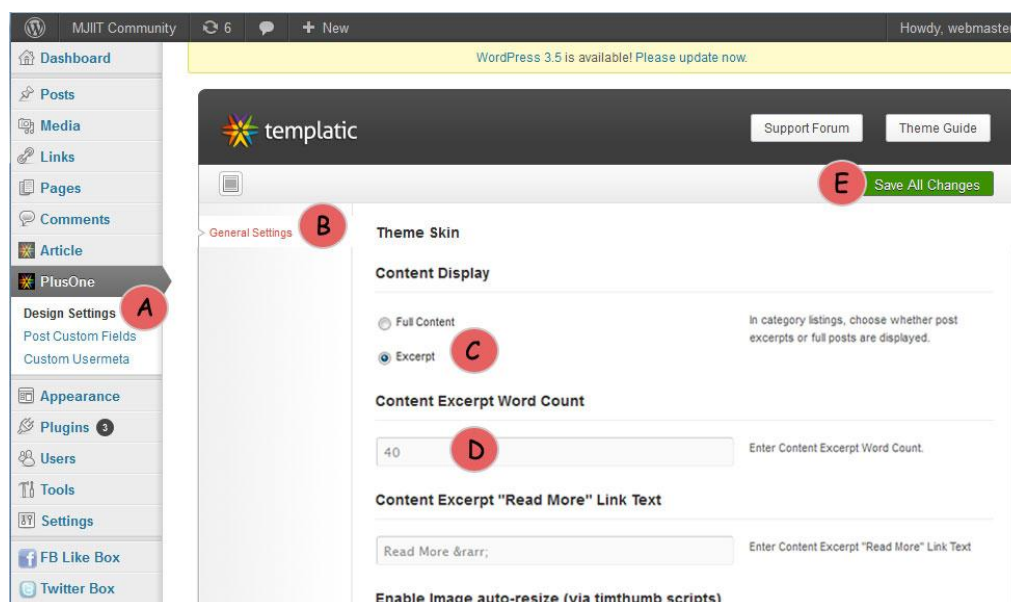
Go to Dashboard.



- A. Go to Appearance and select 'Widgets'.
- B. Drag the 'Text' widget and drop it at Homepage; Content area.
- C. Put the widget title and content.
- D. Click 'Save'.

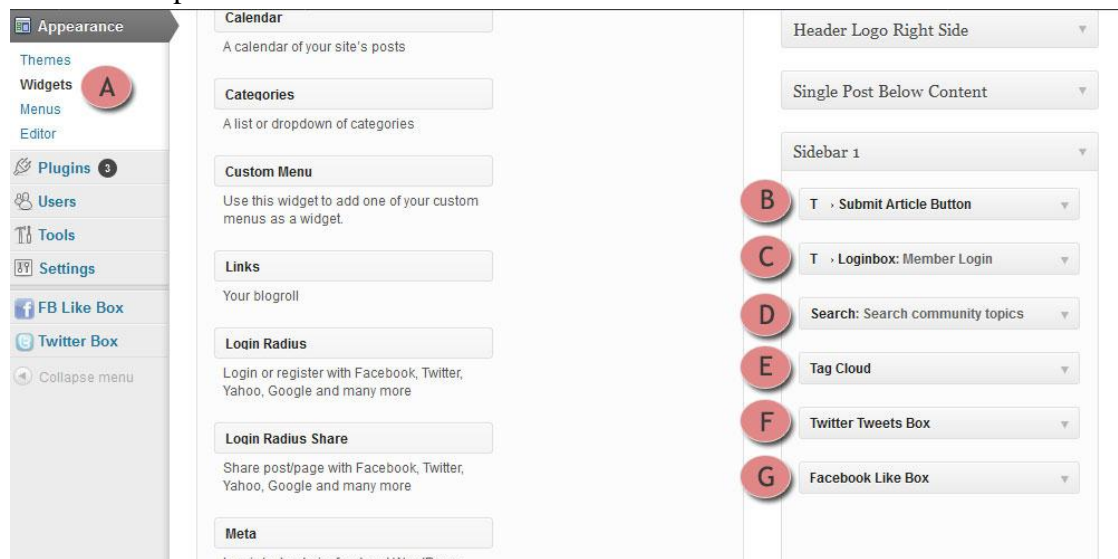
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8. How to list out Article?



- A. Go to PlusOne and select 'Design Settings'.
- B. Go to General Settings and look for Content Display.
- C. Choose 'Excerpt'.
- D. Insert your custom content excerpt word count.
- E. Click 'Save all changes' button to save changes made.

9. How to set up Sidebar 1?



- A. Go to Appearance and select 'Widgets'.
- B. Drag and drop 'Submit Article Button' widget at Sidebar 1 area.
- C. Repeat the same step at B for widget at C until G.