MANUAL FOR WEBSITE DEVELOPMENT USING **WORDPRESS FOR COMMUNITY PAGE** SITE

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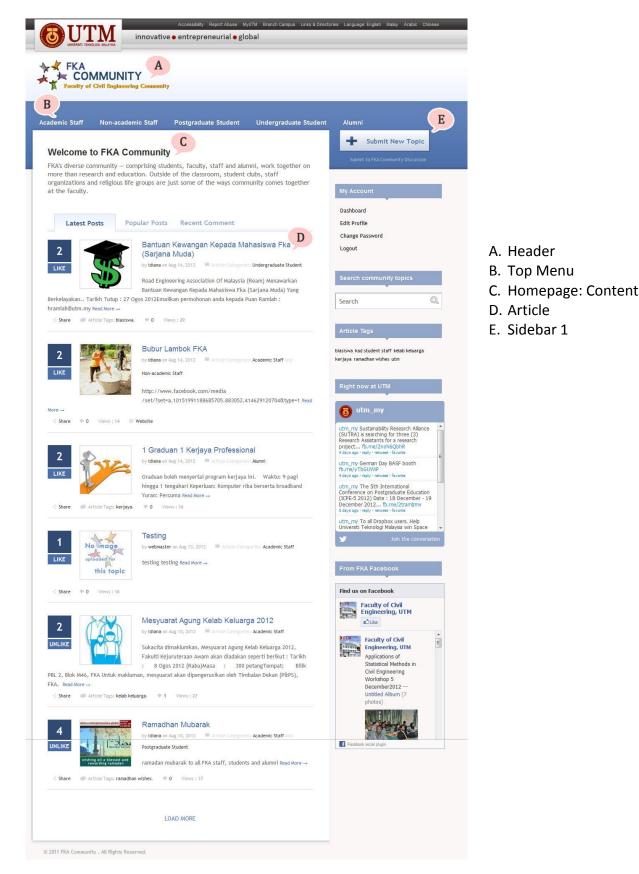
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Written by Aeisyah Hanum

Site Full View



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1. How to get into Dashboard?

		rdPre	
l	Isername	F	3
F	Password		2
	ogin with	D	
	Remember Me	E	g In

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- 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.

MJIIT Commu	inity 🔁 6 🗭 🕇 New	Howdy, webmaster
Posts	Add New Post	
Media		
Links	Enter title here	Publish
Pages		Save Draft Preview
Comments	Upload/Insert 🗐 Visual HTML	Status: Draft Edit
Article	B / ₩ Ξ Ε 4 ≣ \$ ≡ 2 2 8 ⊟ ♥ • 13 ▦	Visibility: Public Edit
ticle A		T Publish immediately Edit
Id Post ticle Categories	C	
ticle Tags		Move to Trash G Publish
PlusOne		Article Categories
Appearance		- F
Plugins 🚯	Path: p Word count: 0	All Categories Most Used
Users		Academic Staff
Tools	Excerpt	Alumni
Settings	Send Trackbacks	Postgraduate Student
FB Like Box	Sellu Hackbacks	Undergraduate Student
Twitter Box	Custom Fields	
Collapse menu	Name Value	
	templ_seo_page_desc	+ Add New Category
	Delete	
		Article Tags
	temp_seo_page_kw	E
	Delete Update	Add

- 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'.



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*Custom Fields

Name	Value	
Delete Update	http://civil.utm.my/community/wp-content/uploads/2012/08 /20120814084459_scholarship-icon.png icon URL	
question_viewed_count	43	
Delete Update		a
templ_seo_page_desc		
Delete Update		A
templ_seo_page_kw		
Delete Update		
templ_seo_page_title		
Delete Update		
votes	2	
Delete Update		
website		
Delete Update		

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What is icon?

Welcome to MJIIT Community

MJIIT'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.





3. How to create a new Article Category?

MJIIT Commu				Howdy, we	in Category
2 Links	Search Category	Bulk Actions	Apply		5 items
Pages	Academic Staff Alumni Non-academic Staff Postgraduate	Name	Description	Slug	Article
Article	Student Undergraduate Student	Academic S Edit Quick Ed View		academic-staff	6
Add Post Article Categories	Add New Category Name	Alumni		alumni	1
PlusOne	The name is how it appears on your site.	Non-acaden	nic Staff	non-academics	1
Appearance	Slug	Postgradua	te	postgrad-student	3
🖉 Plugins 🚯	Siug	Student			
B Users	The "slug" is the URL-friendly version of the				
1 Tools	name. It is usually all lowercase and contains only letters, numbers, and hyphens.	Undergradu	ate	undergrads	1
Settings	1	Student			
FB Like Box	Parent				
) Twitter Box	None	Name Name	Description	Slug	Articl
🕥 Collapse menu	Description	Bulk Actions	Apply		5 items
	The description is not prominent by default; however, some themes may show it.				

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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:

Dublish immediately Edit	
Move to Trash	Publish
Article Categories	
All Categories Most Used	
Academic Staff Alumni Non-academic Staff Postgraduate Student Undergraduate Student	
 + Add New Category	
- Parent Category -	•

A: Click 'Add New Category'.

B: Enter the category name and click 'Add New Category' button.

C: Check the category box.



- 🟦 Dashboard 🗛 WPMU DEV updates are available: Please review your available updates today! Dismiss Posts Q Upload New Media 🔟 Media [Q&A] After Visitor Submits a Question setting requires registration of the visitor, but your website is closed to registrations. You may consider to fix this Library B or Wordpress settings. Add New & Links Pages File Upload Drop files here ; Q C 6_1822473398_0.jpg Select Files **V DEVICES** 🛄 Maci sh HD 6 Sam as thing D 1 E disk Cyberduck S instead. ER allerty ----dd titles and descriptions. 80 Di Cas -T 1 Dealers F arman . Cyberduck 2 e-cert.jpg A Annie D 4 (Today Ε Hide extension (Cancel) Open Description File URL http://civil.utm.my/wp-content/uploads/2012/11/backgroundgray.png F Location of the uploaded file. Delete Save all changes G
- 4. How to upload media to Gallery?

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- 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'.



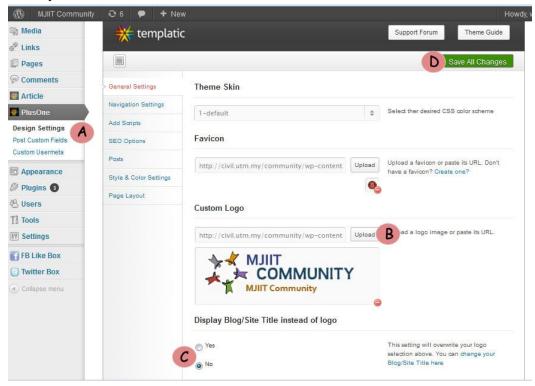
5. How to insert Header?

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.



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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:

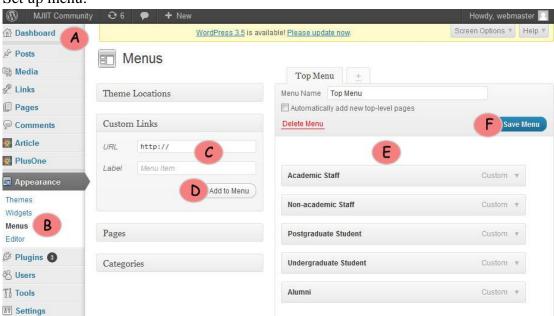
Create a menu • Set up menu • Activate the menu

Create Menu:					
MJIIT Communi	y 🔁 6 🗭 🕇 New		Howdy, webmaster 📃		
Dashboard A	WordPress 3.5 is available! Please update now.		Screen Options 🔻 Help 🔻		
& Posts	Menus				
양 Media		Top Menu +			
C Links	Theme Locations	Menu Name Enter menu name here	C		
Pages	Your theme supports 2 menus. Select whi	ch	D Create Menu		
P Comments	menu appears in each location.				
K Article	Top Header Navigation	To create a custom menu, give it a name ab			
PlusOne		choose items like pages, categories or cust this menu.	choose items like pages, categories or custom links from the left column to add to this menu. After you have added your items, drag and drop to put them in the order you want. You can also click each item to reveal additional configuration options.		
Appearance	Main Navigation				
Themes Widgets Menus Editor		You can also click each item to reveal addition When you have finished building your custon Menu button.			
Ø Plugins 3	Custom Links				
🛞 Users	URL http://				
TI Tools	Label Menu Item				
Settings					
FB Like Box					

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

Set up menu:





Written by Aeisyah Hanum

- 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:

MJIIT Community	😂 6 🗭 🕂 New	Howdy, webmas		
🟦 Dashboard 🗛	WordPress 3.5 is availab	ple! <u>Please update now</u> .	Screen Option	ns 🔻 Help 🔻
& Posts	Widgets			
මූ Media	and whoge to			
Links	Available Widgets		Top Navigation	Ψ.
Pages	Drag widgets from here to a sidebar on the right to widgets back here to deactivate them and delete t			
P Comments		nen seurrigs.	Main Navigation	Ŧ
K Article	Archives		Custom Menu	*
PlusOne	A monthly archive of your site's posts		Title:	
Appearance	Calendar		The.	
Themes	A calendar of your site's posts		Select Menu: Top Menu	D
Widgets B	Categories		Delete Close	Save
Menus Editor	A list or dropdown of categories		Delete Close	Save
🖉 Plugins 🔞	Custom Menu			
🖑 Users	Use this widget to add one of your custom		Homepage : Content	Ŧ
T'I Tasla	menus as a widget.			

- 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 Dashbo	ard.					
MJIIT Communit			Howdy	/, webmaster		
Pages	widgets back here to deactivate them and delete		Main Navigation	v		
Comments	Archives					
Article	A monthly archive of your site's posts		Homepage : Content	v		
PlusOne			B			
Appearance	Calendar	Text: Welcome to MJ	IIT Community	×		
Themes	A calendar of your site's posts	Title:				
Widgets A	Categories	Welcome to MJIIT Community				
Editor	A list or dropdown of categories	MJIIT's diverse community — comprising students, faculty, staff and alumni, work together on more than research and education. Outside				
🖉 Plugins 3	Custom Menu	the classroom, student clubs, staff organizations an groups are just some of the ways community come				
🖑 Users	Use this widget to add one of your custom					
TI Tools	menus as a widget.					
BY Settings	Links					
FB Like Box	Your blogroll					
Twitter Box	Login Radius					
🕙 Collapse menu	Login or register with Facebook, Twitter, Yahoo, Google and many more					
	Login Radius Share	Automatically add	paragraphs			
	Share post/page with Facebook, Twitter, Yahoo, Google and many more	Delete Close	D	Save		

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- 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'.

Howdy, webmaster Dashboard WordPress 3.5 is available! Please update now Posts 약 Media 🔆 templatic Support Forum Theme Guide & Links Pages P Comments B Theme Skin General Setti K Article Content Display 🔣 PlusOne A Design Settings In category listings, choose whether post A Full Content Post Custom Fields excerpts or full posts are displayed С Excerpt Custom Usermeta Appearance Content Excerpt Word Count Ø Plugins 3 Enter Content Excerpt Word Count. D 40 Users Tools Content Excerpt "Read More" Link Text 89 Settings Enter Content Excerpt "Read More" Link Text Read More → FB Like Box C Twitter Box Enable Image auto-resize (via timthumb scripts)

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?

Appearance	Calendar	Header Logo Right Side
Themes	A calendar of your site's posts	Treater Dogo Tagint Dite
Widgets A	Categories	Single Post Below Content
Editor	A list or dropdown of categories	
Ø Plugins 🗿	Custom Menu	Sidebar 1
🖑 Users	Use this widget to add one of your custom	B T -> Submit Article Button ->
TI Tools	menus as a widget.	
T Settings	Links	T > Loginbox: Member Login v
FB Like Box	Your blogroll	D Search: Search community topics
C Twitter Box	Login Radius	
Collapse menu	Login or register with Facebook, Twitter, Yahoo, Google and many more	Tag Cloud v
	Login Radius Share	Twitter Tweets Box
	Share post/page with Facebook, Twitter, Yahoo, Google and many more	G Facebook Like Box v
	Meta	
	Logislaut admin feed and MardDress	

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- 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.

