# MANUAL FOR WEBSITE DEVELOPMENT USING WORDPRESS FOR NEWS AGGREGATOR SITE

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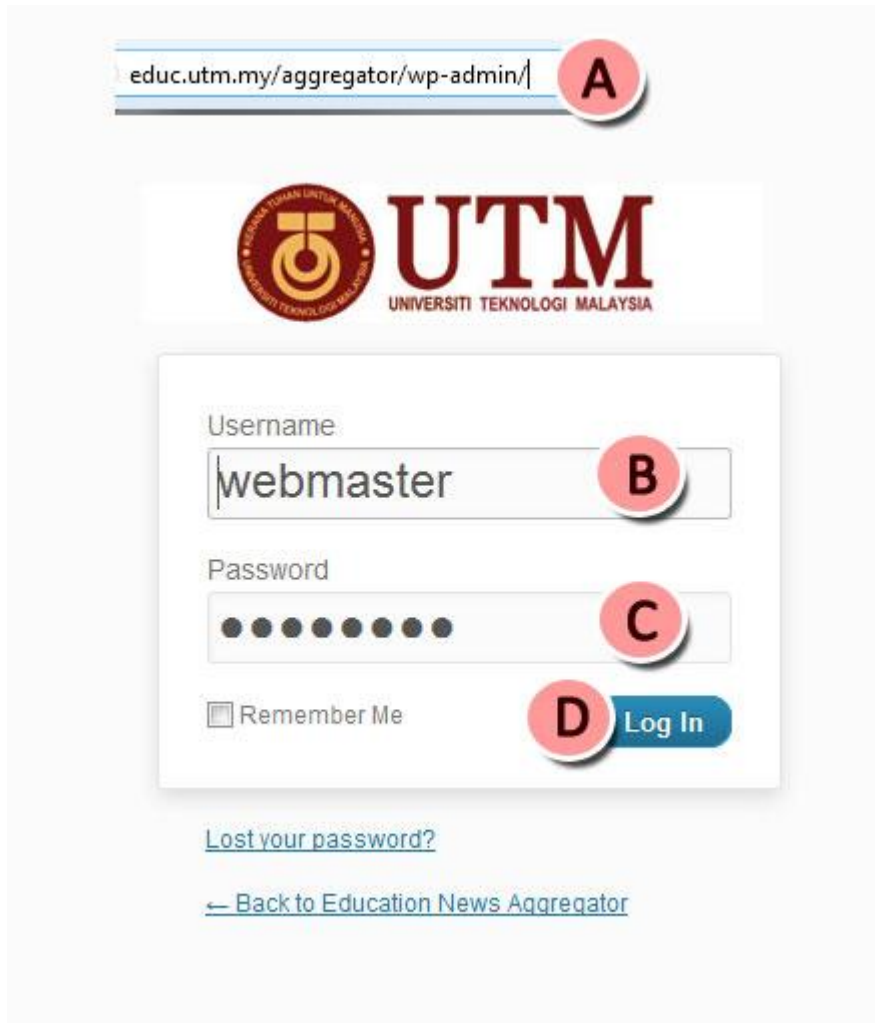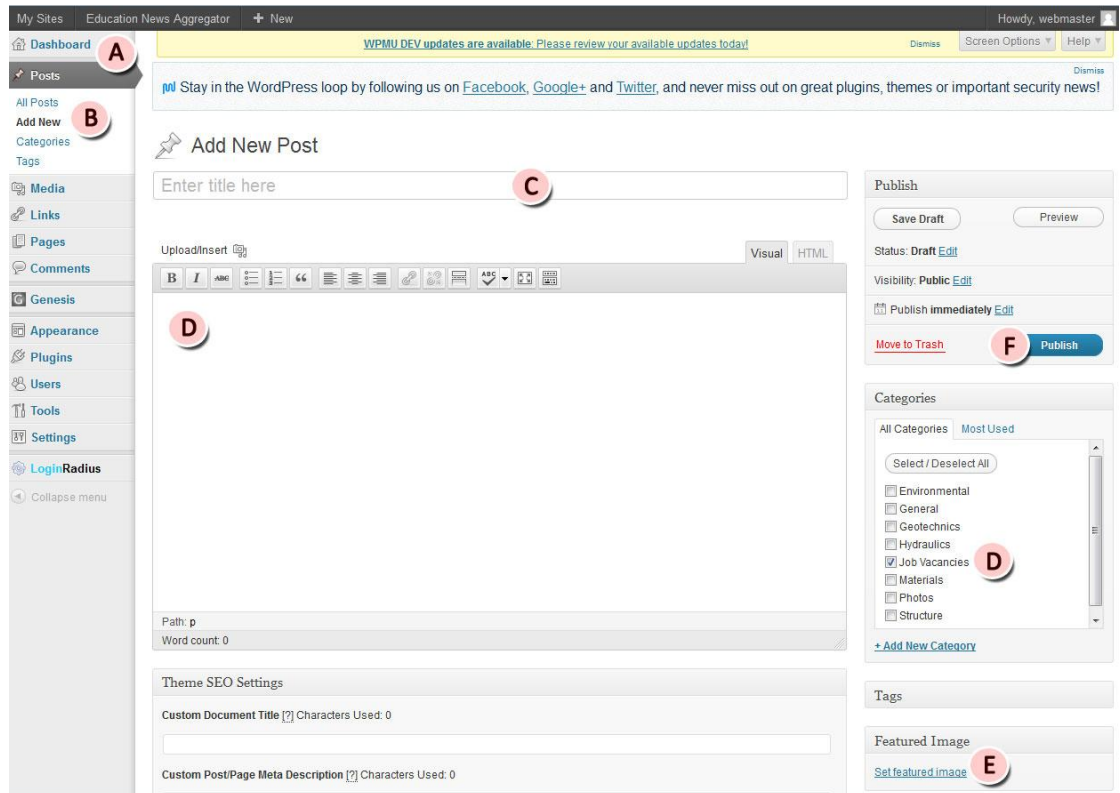## Site Full View



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A. Secondary Navigation Menu
B. Header
C. Header Right Widget
D. Primary Navigation Menu
E. Extras on Primary Navigation
F. Home Middle Left
G. Home Middle Right
H. Primary Sidebar

1. How to get into Dashboard?



A. Put */wp-admin* at the end of the site URL.
B. Key in your username.
C. Key in your password.
D. Enter to Log In.

2. How to create a new Post?

A. Go to Dashboard.
B. Go to Posts and select 'Add New'.
C. Enter the post title.
D. Insert the post body/ content.
E. Set post featured image*
F. Click 'Publish'

*refer to item (5) for explanation on how to set up featured image for post or page.*

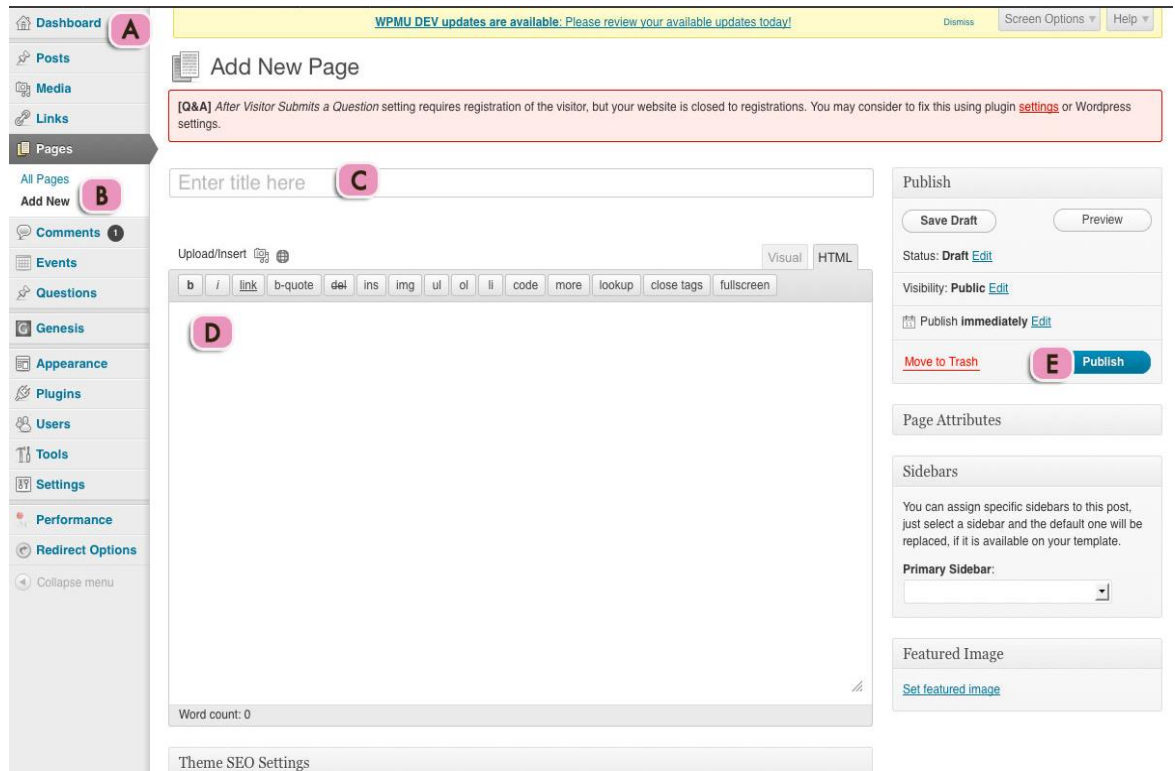3. How to create a new Post Category?

A. Go to Dashboard.
B. Go to Posts and select Categories.
C. Enter the category name.
D. Click 'Add New Category' button.

4. How to create a new Page?

A. Go to Dashbaoard.
B. Go to Pages and select 'Add New'.
C. Enter the page title.
D. Insert the page content/ body.
E. Click 'Publish' button.

5. How to set up Featured Image for Post or Page?
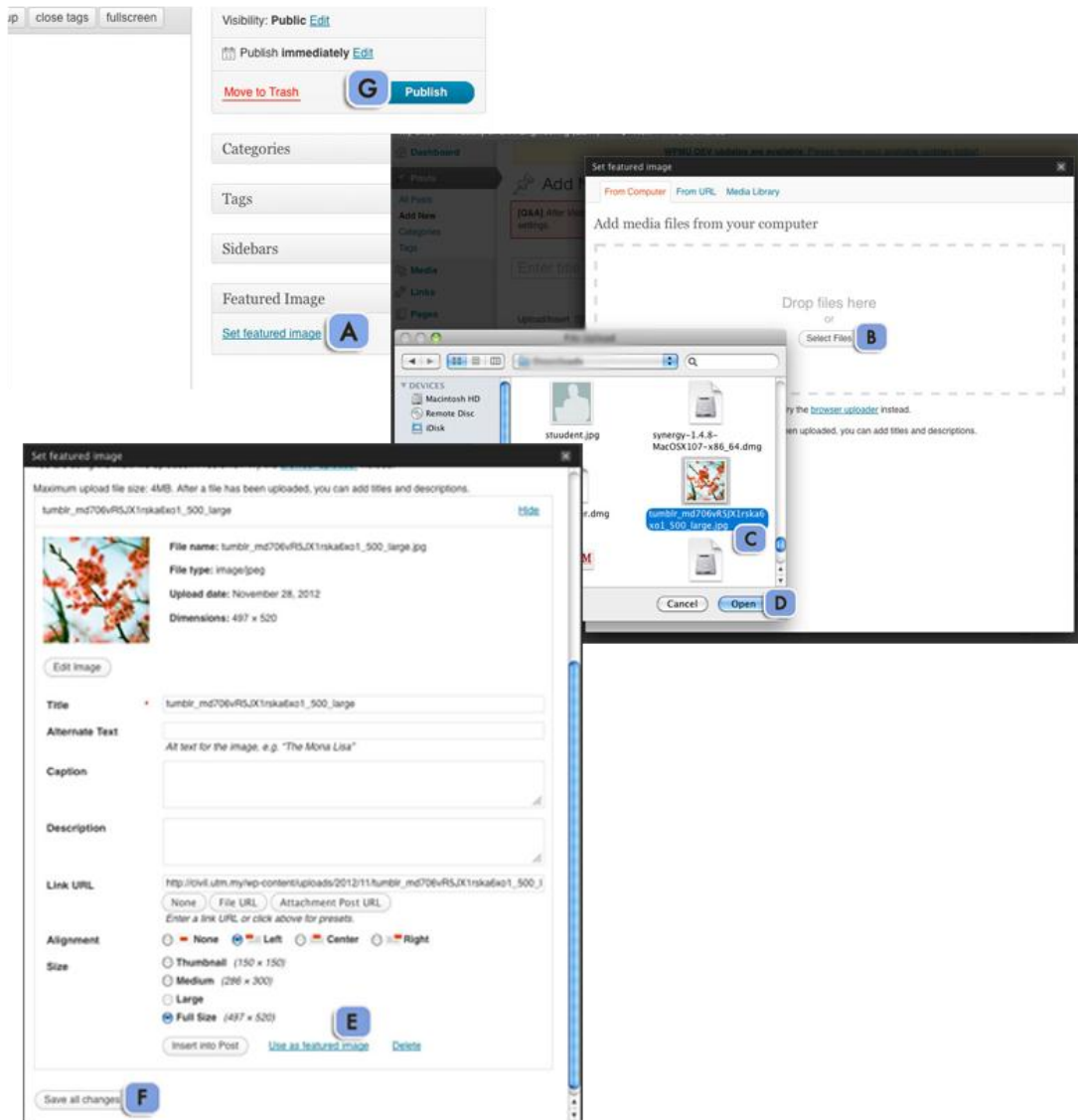
A. Go to post/page and select 'Set featured image'.
B. Click 'Select files' button.
C. Select file from your computer.
D. Select your file and file will be uploaded.
E. Click 'Use as featured image'.
F. Click 'Save all changes' button to save changes made.
G. Click Publish.

6.  How to upload media to Gallery?
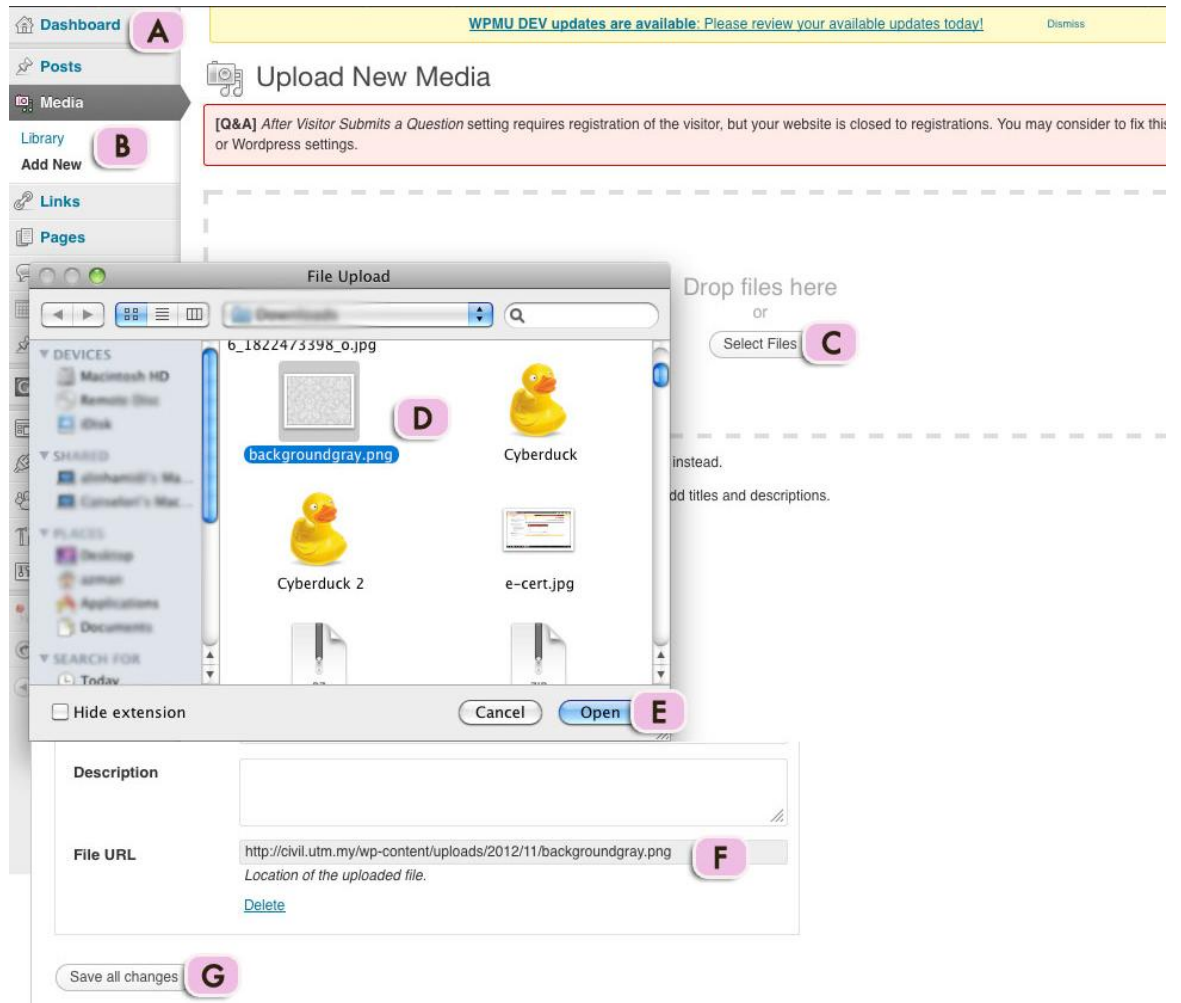


A.  Go to Dashboard.
B.  Go to Media and select 'Add New'.
C.  Click 'Select Files' button.
D.  Select file from your computer.
E.  Select your file and your file will be uploaded.
F.  Copy files URL if necessary.
G.  Click 'Save all changes'.

7. How to set up Primary and Secondary Navigation Menu?
   *Menu can be consists of custom links, menu and categories. For this primary navigation menu, you need to create a category. Refer to item (3) on how to create a category.*

   To create menu:
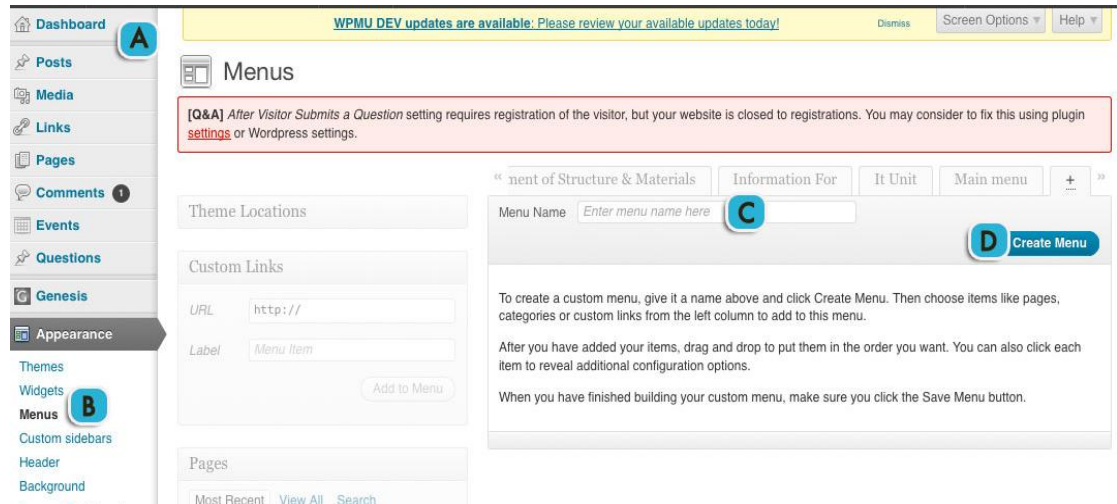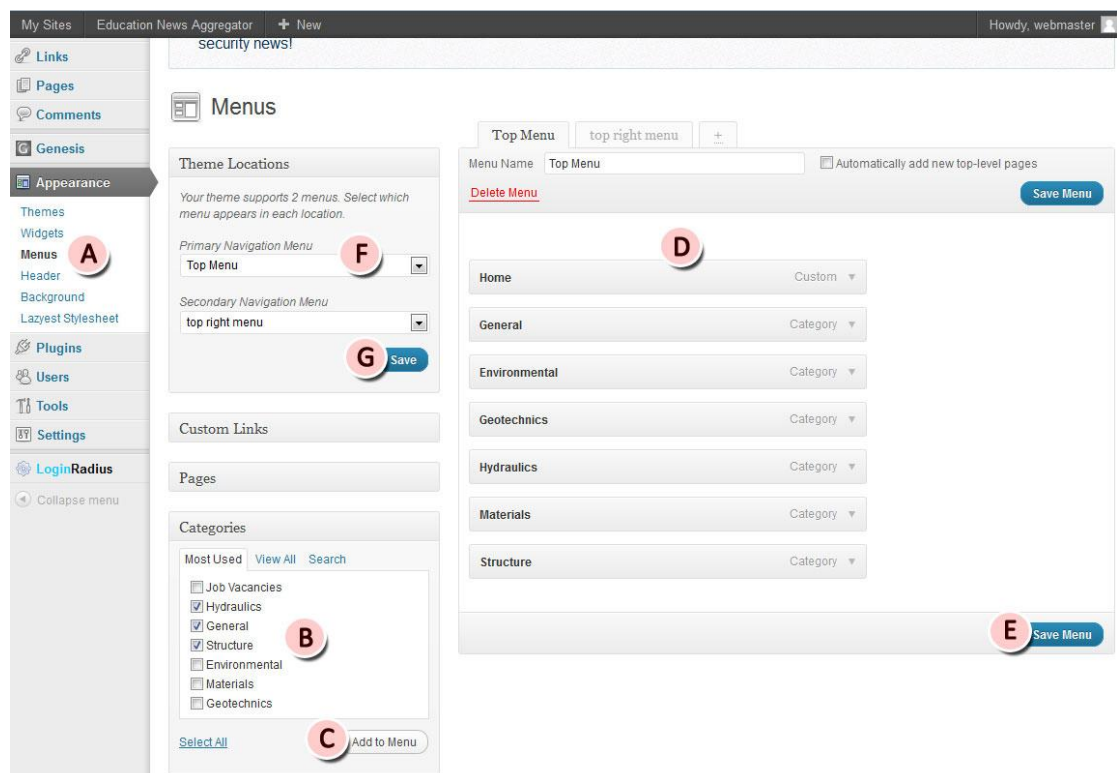


A. Go to Dashboard.
B. Go to Appearance and select 'Menus'.
C. Enter your menu name.
D. Click 'Create Menu' button to create new menu.
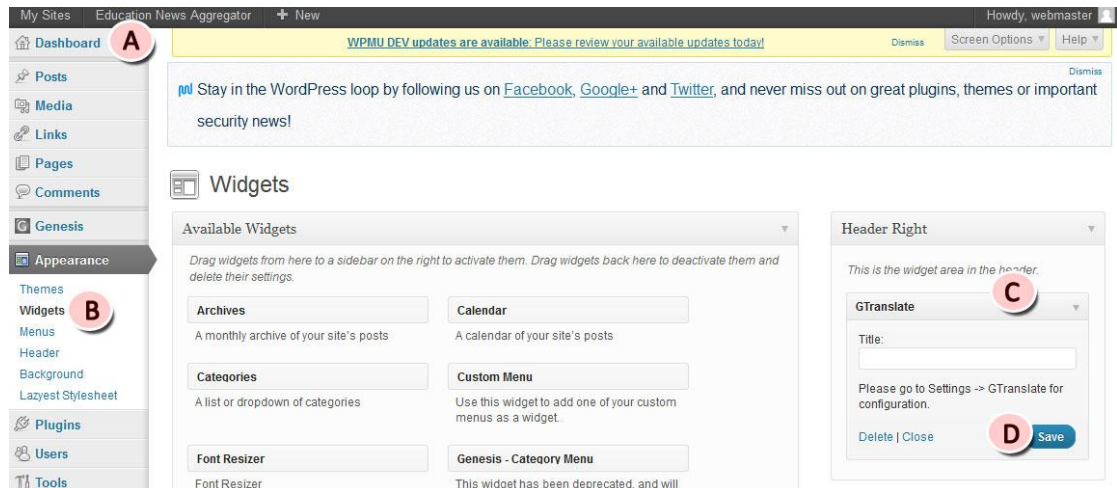
To set up Primary Navigation Menu:

A. Go to Appearance and select 'Menus'.
B. Check categories box.
C. Click 'Add to Menu' button.
D. Drag and drop menu to arrange it.
E. Click 'Save Menu' to save changes made.
F. Select which menu will be primary and secondary navigation menu. *Activate the menu.
G. Click 'Save' to save all changes.

*Activate the menu:*
- *Go to Dashboard> Genesis> Theme Setting*
- *Go to 'Navigation Setting' section. Checked both 'Include Primary Navigation Menu' and 'Secondary Navigation Menu' box. Then save setting.*

8. How to set up Header Right Widget?

A. Go to Dashboard.
B. Go to Appearance and select Widgets.
C. Drag 'GTranslate' widget and drop it at Header Right section.
D. Click 'Save'.

9. How to set up Extras on Primary Navigation?
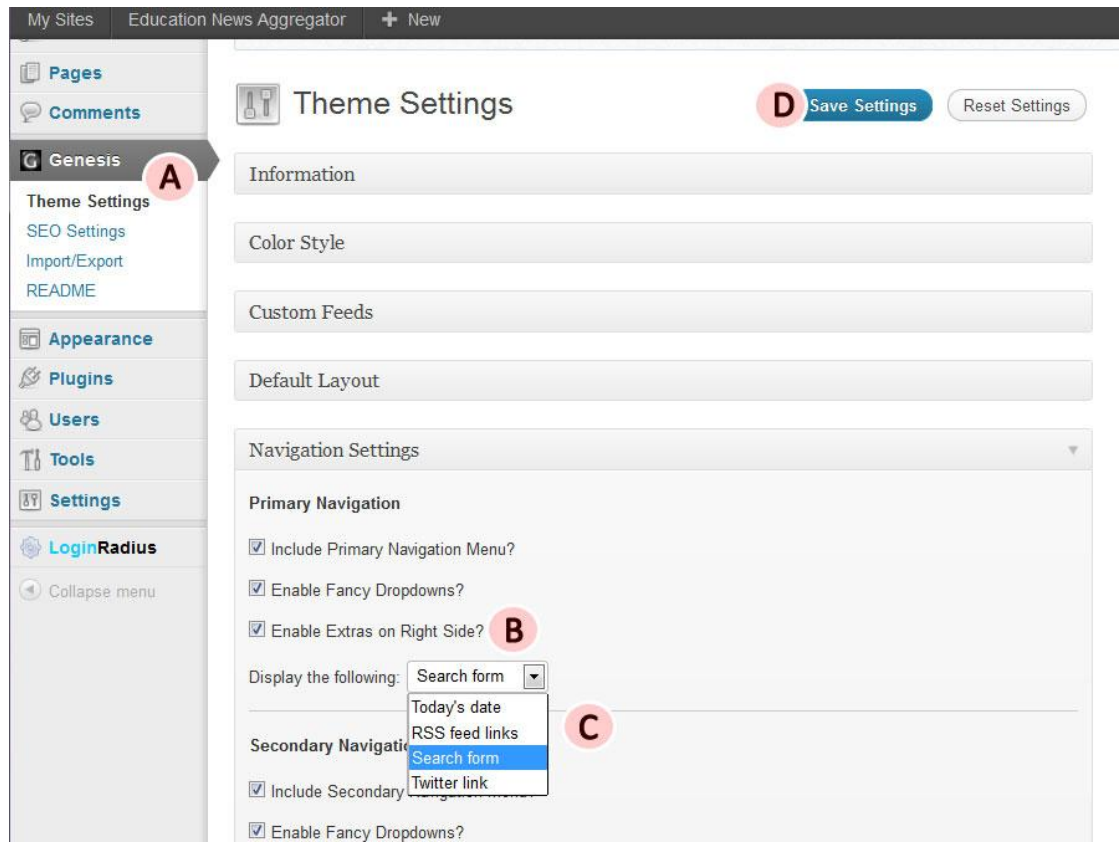
A. Go to Genesis and select 'Theme Settings'.
B. Go to 'Navigation Settings' and check *Enable Extras on Right Side* box.
C. Choose what to display on the right side.
D. Click 'Save Settings'.

10. How to set up Primary Sidebar?
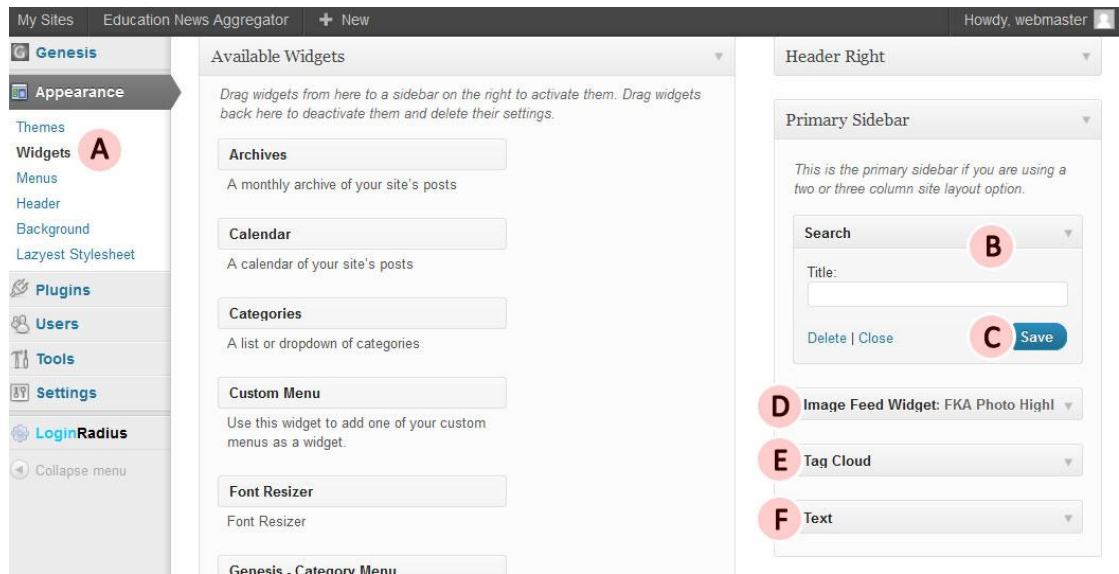


A. Go to Appearance and select 'Widgets'.
B. Drag 'Search' widget and drop it at Primary Sidebar section.
C. Click 'Save'.
D. Drag 'Image Feed Widget' and drop it at the same section as B*.
E. Repeat step D for 'Tag Cloud' widget*.
F. Repeat step D for 'Text' widget*.

**\*How to set up widget.**
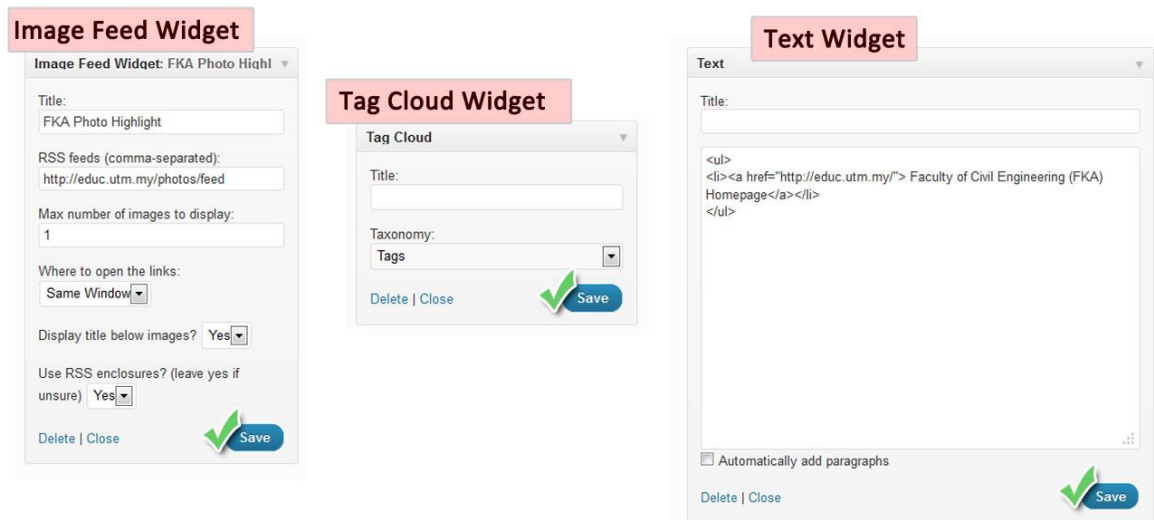
11. How to set up Home Middle Left and Right?

A. Go to Appearance and select Widgets.
B. Drag 'Genesis- Featured Posts' widget and drop it at Home Middle Left/Right section.
C. Set up the widget by key in the title and set another setting required.*
D. Click 'Save'.

# *How to set up the widget.

**Genesis - Featured Posts:** Latest

Title:  **set title as 'Related Job Vacancies' for Home Middle Right setting.**

Latest

**set 'Job Vacancies' as category for Home Middle Right setting.**

Category:  General

Number of Posts to Show: 4

Number of Posts to Offset: 2

Order By:  Date

Sort Order:  Descending (3, 2, 1)

☑ Show Post Title

☐ Show Post Info

[post_date] By [post_author_posts_link]

Content Type:  Show Excerpt

Limit content to  250  characters

**set limit content as '200' for Home Middle Right setting.** More Text (if applicable):

[Read More...]

☐ Show Author Gravatar

Gravatar Size:  Small (45px)

Gravatar Alignment:  - None -

To display an unordered list of more posts from this category, please fill out the information below:

Title:

☑ Show Featured Image

Image Size:

thumbnail (150x150)

Image Alignment:  Left

**set image alignment as 'None' for Home Middle Right setting.**

Number of Posts to Show:

☐ Show Category Archive Link

Link Text:

More Posts from this Category

Delete | Close

✔ Save

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