

MANUAL FOR WEBSITE DEVELOPMENT USING WORDPRESS FOR NON- ACADEMIC STAFF PERSONAL SITE

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Site Full View

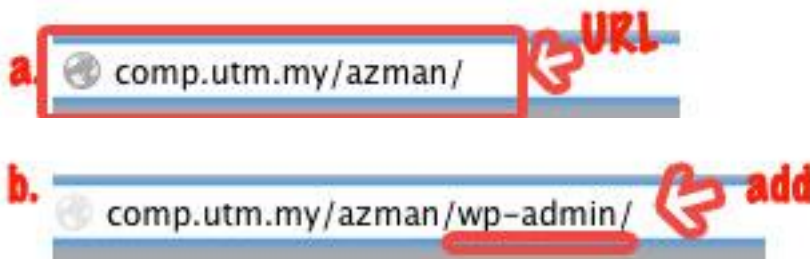
The screenshot displays a WordPress personal website for Associate Professor Dr. Nor Azman Ismail. The site is branded with the UTM (Universiti Teknologi Malaysia) logo and tagline "innovative • entrepreneurial • global". The header includes the user's name, a language selector, and a "Howdy, webmaster" greeting. The layout is divided into three main sections:

- Secondary Sidebar (Left):** Contains navigation links for Profile, Biography, Administrative, Noteworthy Projects, My Calendar, Classes (Current and Past Semesters), Research (Research Areas/Interest, Current Projects, Completed Projects, Consultancies, Intellectual Property), and Publication (Journal Papers, Conference Proceedings).
- Main Content Area (Center):** Features a "Recent Post" titled "Website to all computer science student" dated October 12, 2012. The post content includes a URL and an embedded image of a "STUDENT PERSONAL SITE" template. Below the post are two additional articles: "HCI student webspace" and "HCI Course Evaluation", both dated October 12, 2012.
- Primary Sidebar (Right):** Includes a profile picture of Dr. Nor Azman Ismail, a quote: "The best way to have a good idea is to have a lot of ideas", and social media links for Facebook, Printrest, and Twitter. It also features a search bar and a "Latest News" section with links to the recent posts.

I. How to get into Dashboard?

Dashboard of a site enable user to edit and adding new post/page, upload media, make arrangement on top menu, customizing sidebar and many more. Steps to get into the dashboard are:

- a. Get the site's URL
- b. Add **/wp-admin** at the end of the site's URL.
- c. Key in your **username** and **password**
- d. Click **Log In**.



 **UTM**
UNIVERSITI TEKNOLOGI MALAYSIA

Username
c. key in your username

Password
key in password

Remember Me

d. select "Log In"

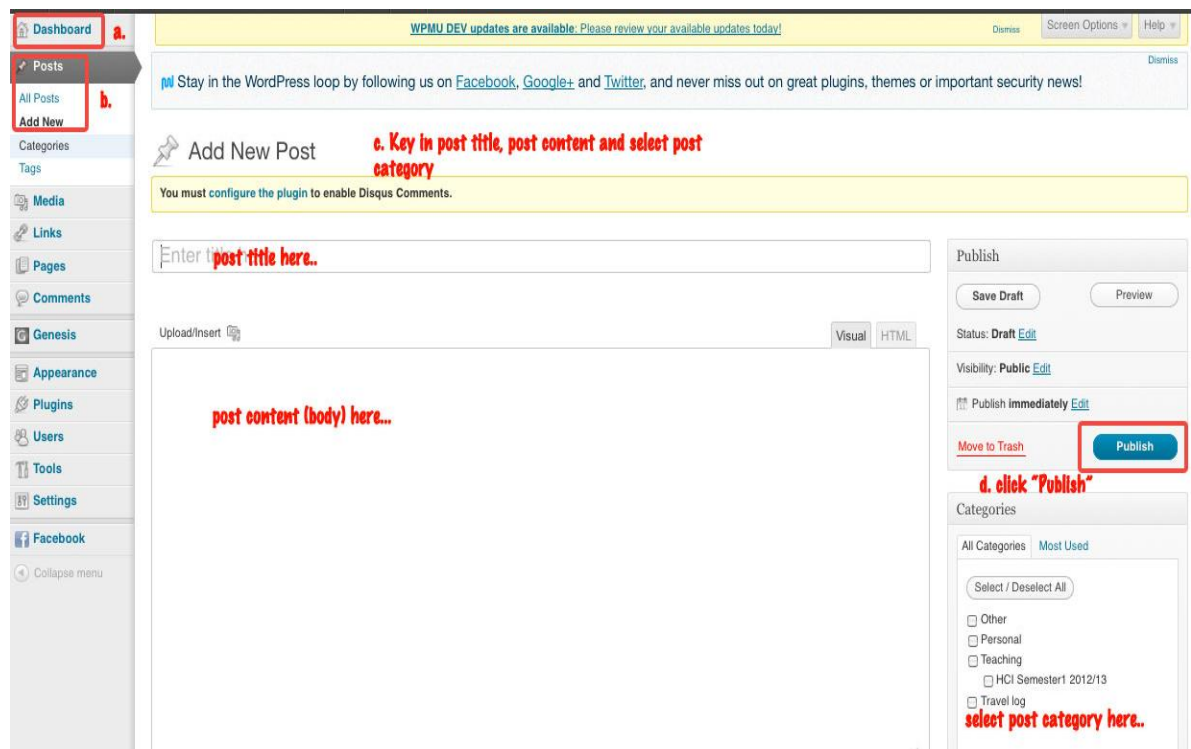
[Register](#) | [Lost your password?](#)

[← Back to Associate Professor Dr. Nor Azman Ismail](#)

II. What is Post and How to Create It?

Post is something that not permanent, which can be group by setting the Post Category/Format. Post will continuously change with the latest post that published by user. Steps to create a new post are:

- a. Go to Dashboard
- b. Select “Post” and click “Add New”
- c. Key in the post title, post content (body) and determine the post format/category.
- d. Click “Publish”



III. What is Page and How to Create It?

Page is permanent compare to Post. Page will be fit with information that user wish to keep and publish it for a longer time. Page can be also used to make up Menu. Steps to create a new page are:

- a. Go to Dashboard
- b. Select “Page” and click “Add New”
- c. Key in the Page title, page content (body)
- d. Click “Publish”

Dashboard **a.**

Pages **b.**

WPMU DEV updates are available. Please review your available updates today!

Stay in the WordPress loop by following us on [Facebook](#), [Google+](#) and [Twitter](#), and never miss out on gn news!

Add New Page

You must configure the plugin to enable Disqus Comments.

c. Key in the Page title, content

Page title here..

Upload/Insert

Visual HTML

Font size Paragraph

Page content here..

Publish

Save Draft Preview

Status: **Draft** [Edit](#)

Visibility: **Public** [Edit](#)

d. Click Publish

[Move to Trash](#) [Publish](#)

Page Attributes

Parent **you may set the page parent for dropdown menu purpose**

(no parent)

Template

Default Template

Order

0

Need help? Use the Help tab in the upper right of your screen.

OpenGraph Settings

[+] Type

[+] Title

[+] Description

[+] Custom OpenGraph images

[+] Custom OpenGraph properties

Featured Image

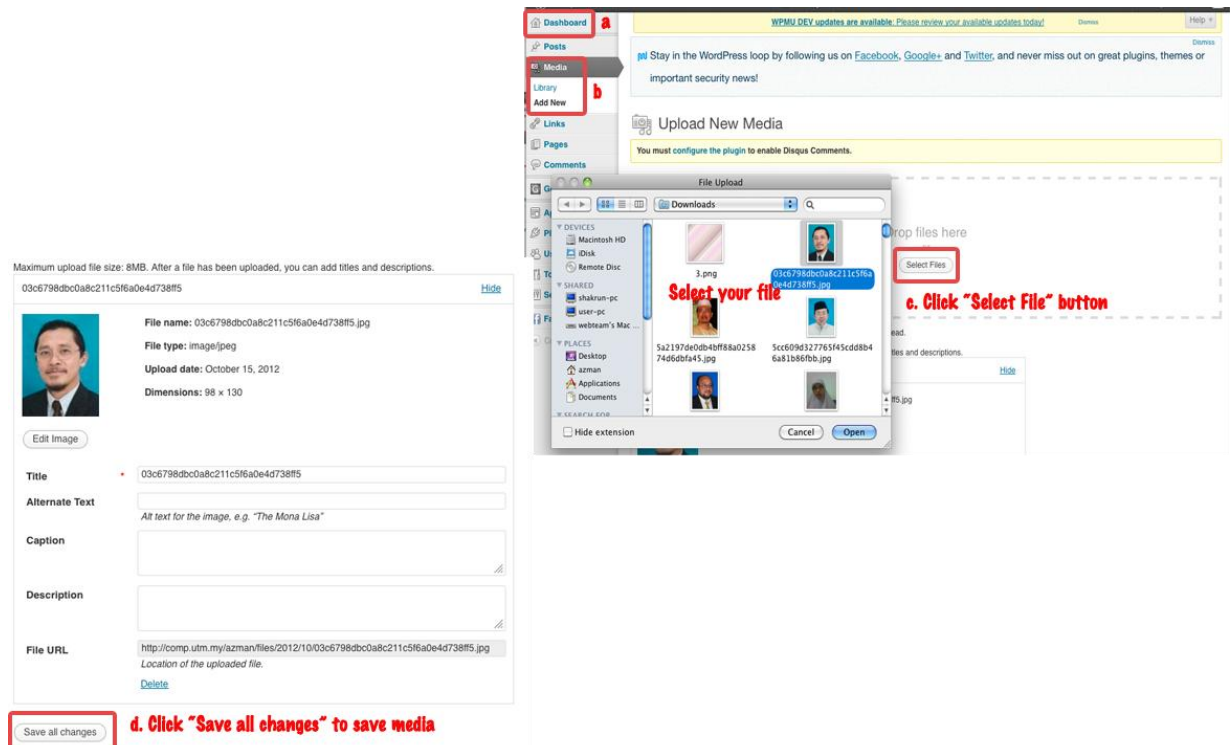
you may set the page featured Image

[Set featured image](#)

IV. How to Upload Media to Gallery?

Media is any type of file like .pdf, .doc, .docx, .jpeg, .png and many more. Gallery act as store and group all media uploaded to the site. Steps to upload media to the gallery are:

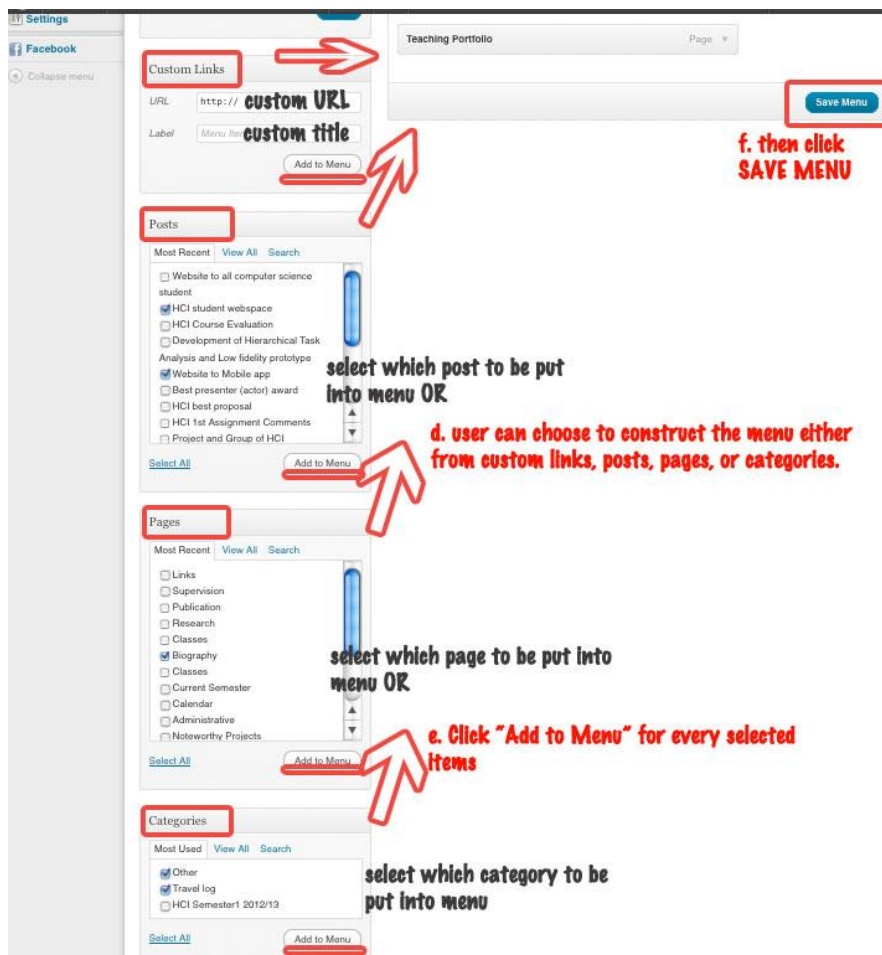
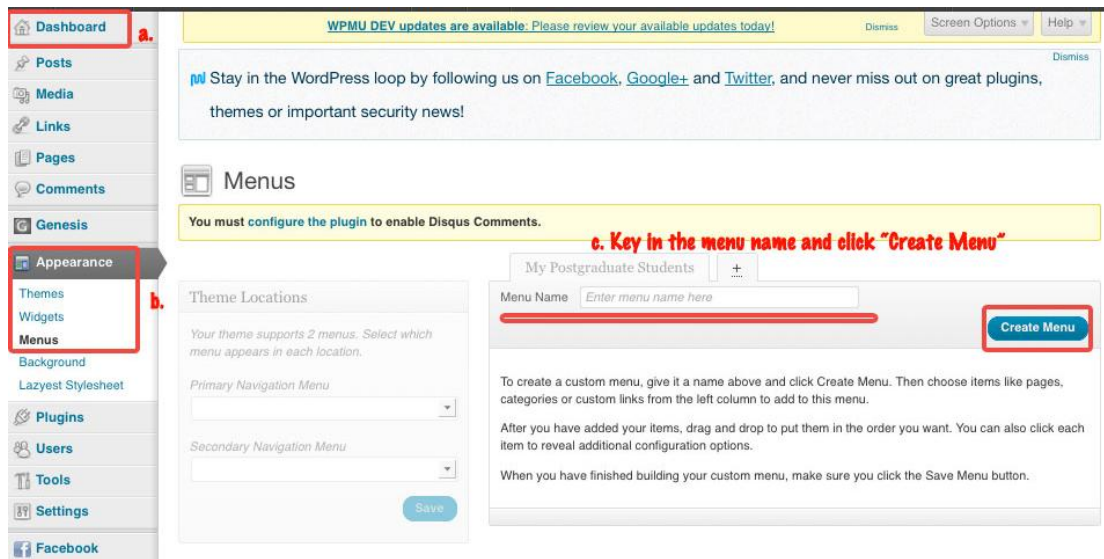
- a. Go to Dashboard
- b. Select “Media” and click “Add New”
- c. Click “Select File” button. Then choose your file.
- d. Save by clicking “Save All Changes”

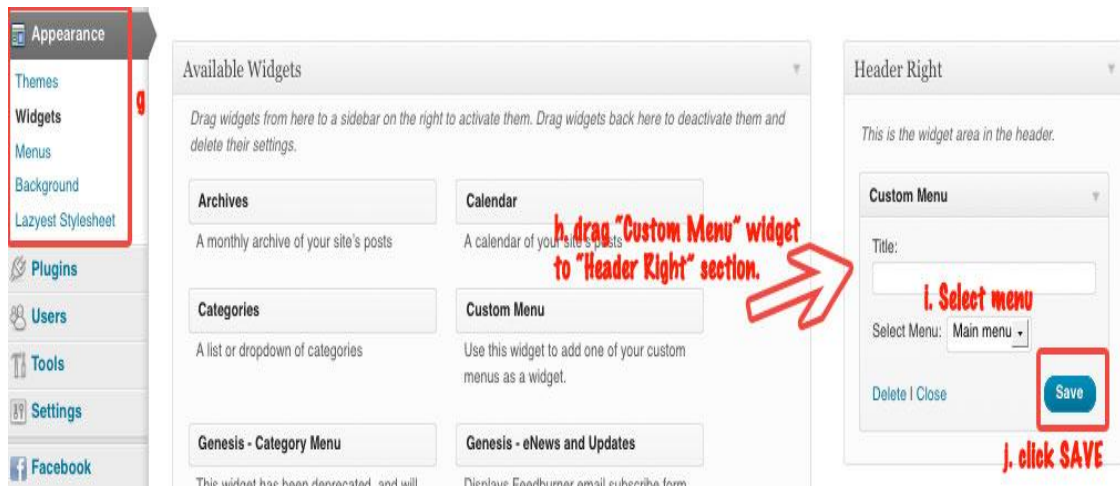


V. How to Arrange Menu?

Menu can be consists of Page, Post, Categories, Format or Custom Links. Steps to create and arranging menu are:

- a. Go to Dashboard
- b. Select “Appearance” and click “Menus”
- c. To create new menu, key in the menu name and select “Create Menu”.
- d. Then, user can choose either to construct the menu from Pages, Posts, Categories, Format or from Custom Links
- e. Do not forget to click “Add to Menu” button to each selected items.
- f. Click “Save Menu” to save menu that user has created.
- g. To activate menu, user need to go to Appearance and choose “Widget”
- h. Drag “Custom Menu” widget to “Header Right” section.
- i. Then, select the menu name (the one that created and saved before)
- j. Click “Save” to save widget.



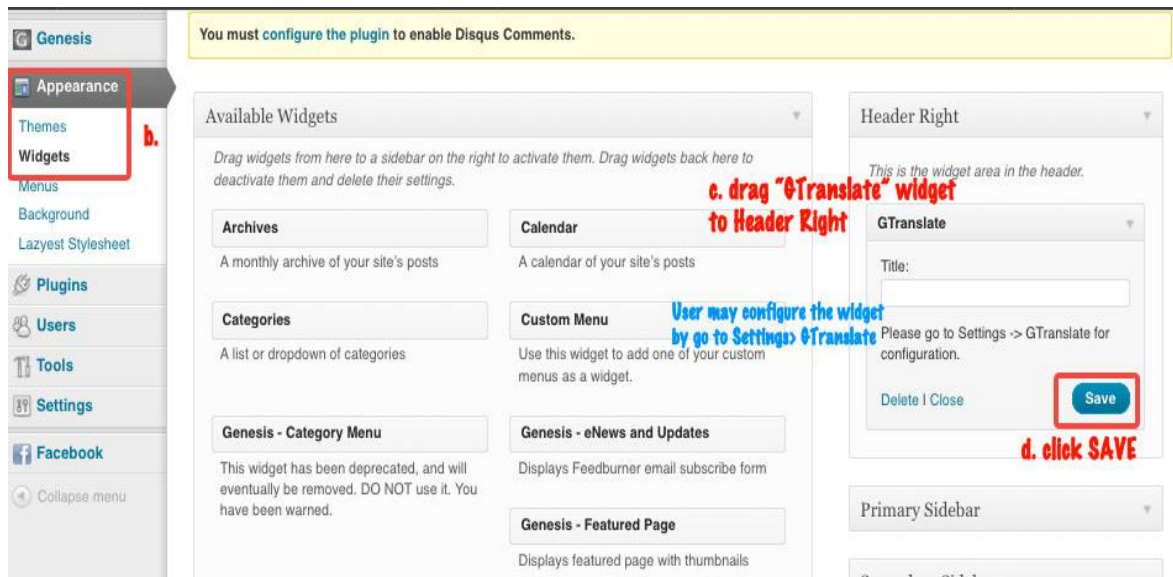


VI. How to Set Up Widget?

Widget is something that can be customized by user. It depends on what user does wish to show at the homepage. Steps to set up the widgets are:

Header Right:

- a. Go to Dashboard
- b. Select "Appearance" and click "Widget"
- c. Drag "G-Translate" widget to "Header Right" section.
- d. Click "Save" to save changes.



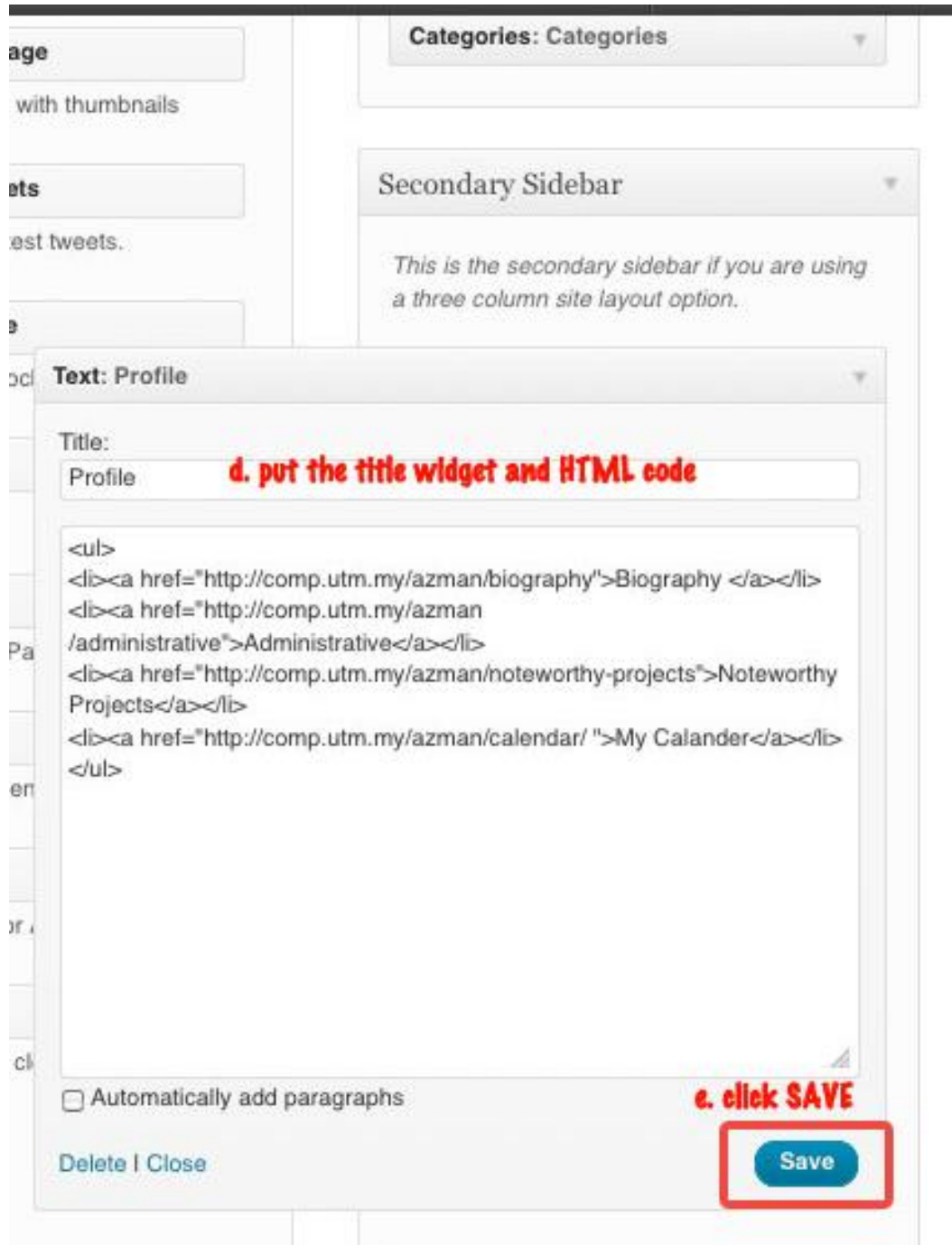
Primary Sidebar:

- a. Go to Dashboard
- b. Go to “Appearance” and select “Widget”
- c. Drag “Text” widget to the “Primary Sidebar” section.
- d. Put widget title, and HTML code (as shown below)
- e. Click “Save” to save changes.



Secondary Sidebar:

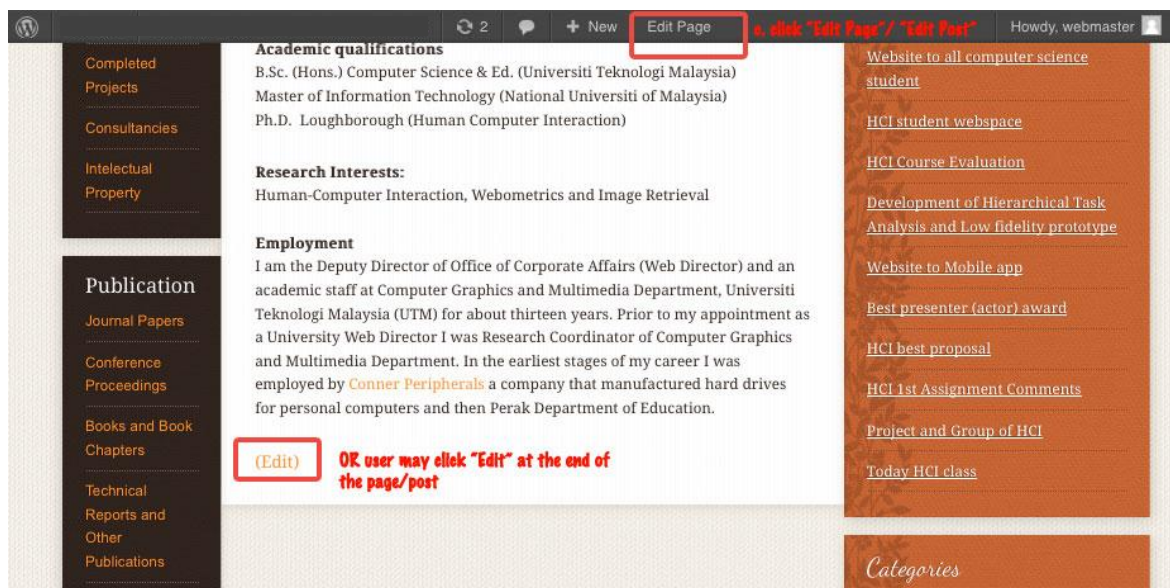
- a. Go to Dashboard
- b. Select “Appearance” and click “Widget”
- c. Drag “Text” widget into “Secondary Sidebar” section.
- d. Put the widget title, and HTML code (as shown below)
- e. Click “Save” to save changes.

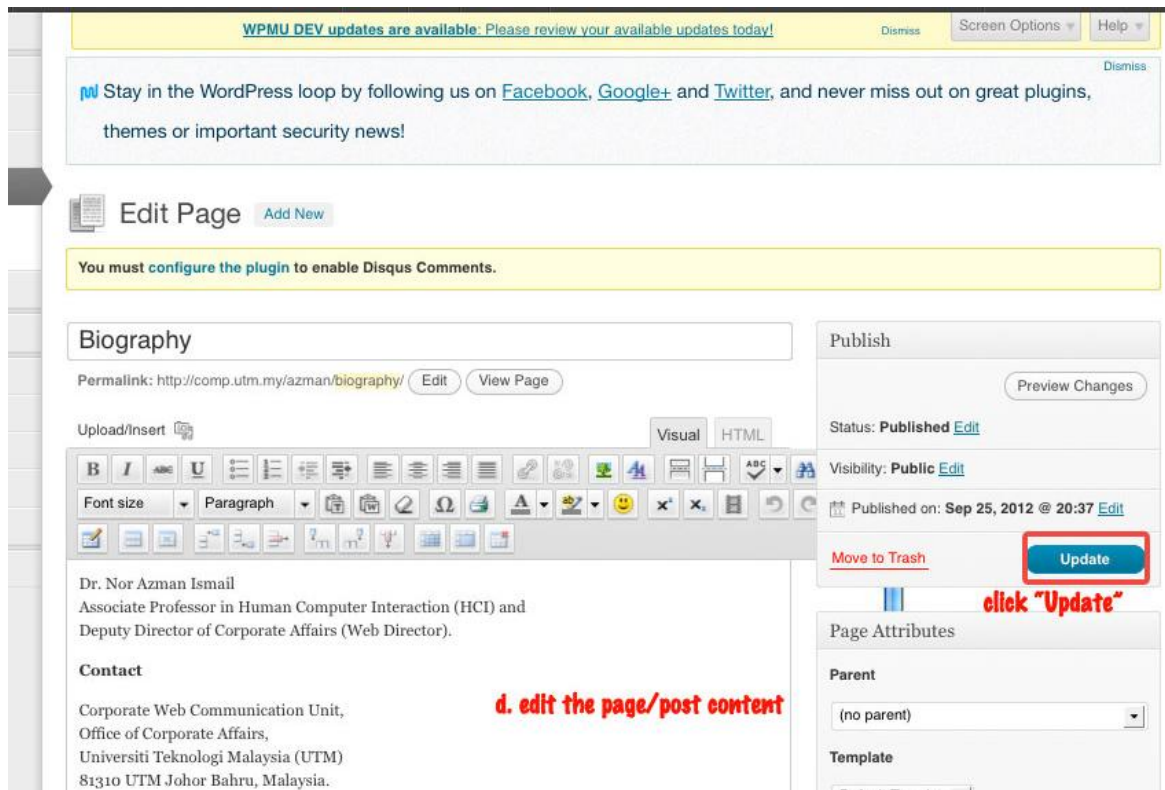


VII. How to Edit Post/Page after Published?

Edit Post/ Page is to change any of the Post/Page content. Steps to edit page/post after published are:

- a. User need to Log In, key in the username and password (refer to previous explanation on how to log to dashboard)
- b. Select "Visit Site"
- c. Go to any post/page user wish to edit. Click "Edit Page" or "Edit Post" at the top of the page or user may click "Edit" at the end of the page/post.
- d. Edit the page/post by user interest. Click "Update" to save changes made.

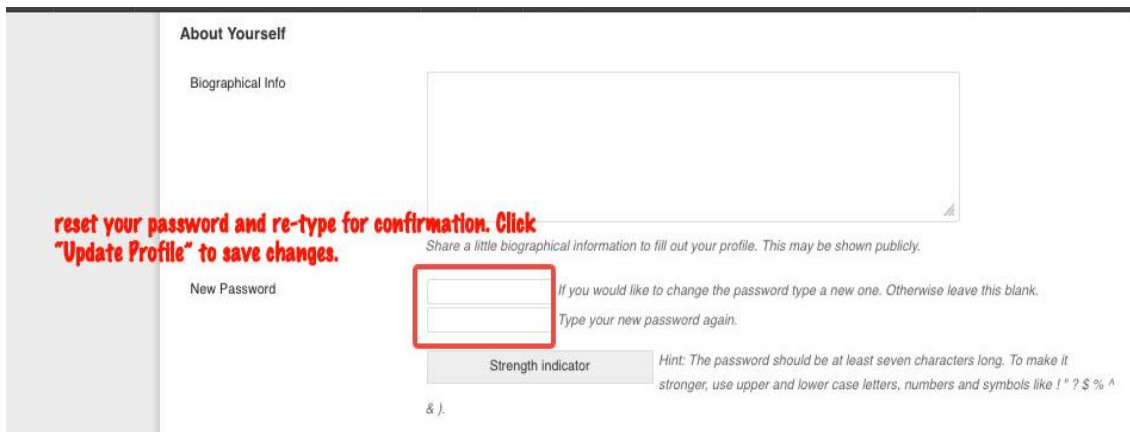
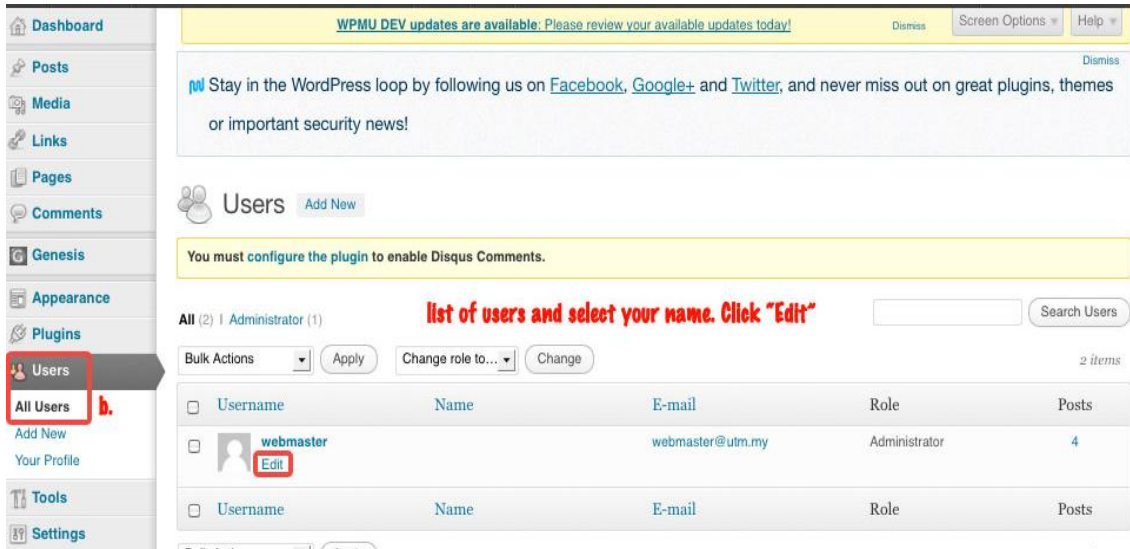




VIII. How to edit User Password and How If You Forgot It?

User can edit the current password by:

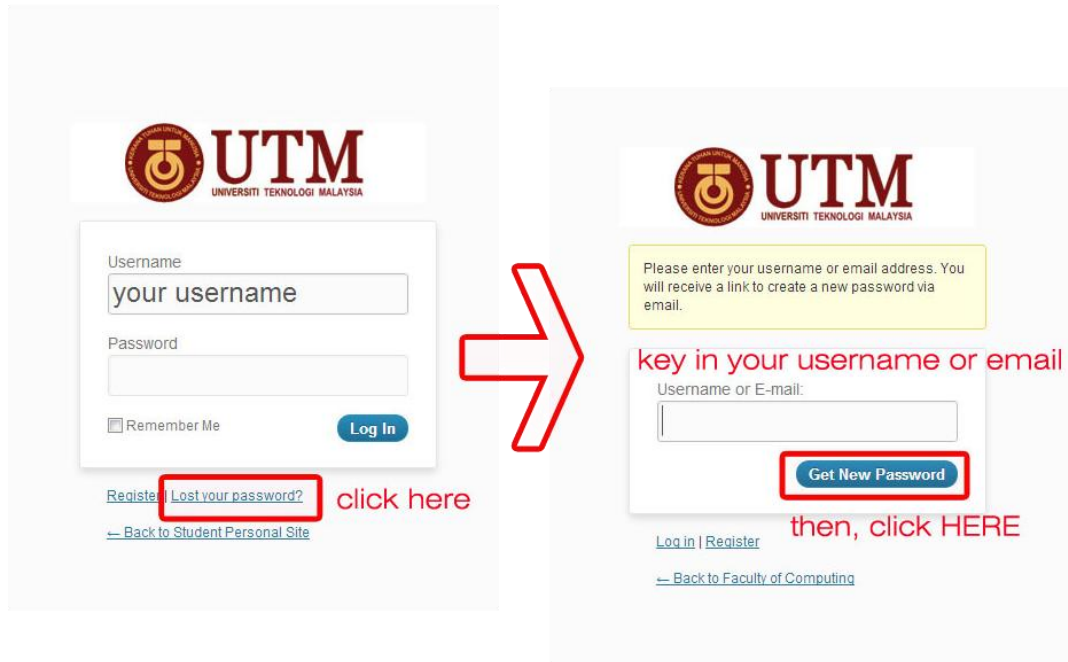
- Log in and go to Dashboard.
- Go to Users and select "All Users". A list of all users of the site will appear. Find your name/username. Click "Edit".
- Now, you are in Profile Personal Options. Scroll down a bit and search for "About yourself" section. You may see "New Password" box there. Fill out the field with your new password. Re-type your password for confirmation.
- Click "Update Profile" to save changes made.



If you forgot or lost your password:

Do not panic if this happen! Simply:

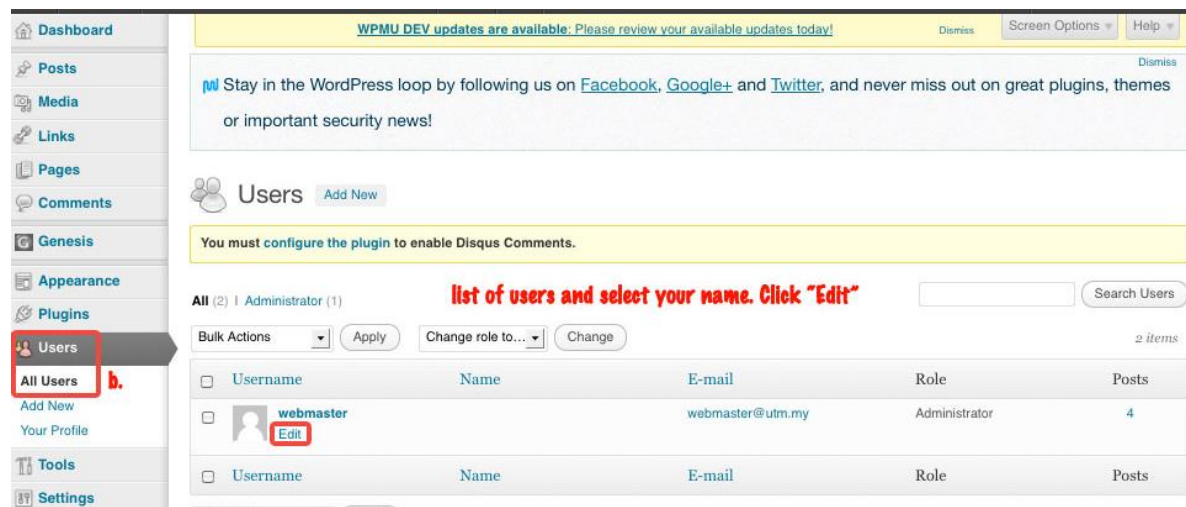
- a. Click “Lost Your Password” below password field.
- b. Key in your username or email and click “Get New Password”. A confirmation email for the new password will be emailed to you.



IX. How to Edit User Profile?

User can edit their profile by:

- a. Log in and go to Dashboard.
- b. Go to Users and select "All Users". A list of all users of the site will appear. Find your name/username. Click "Edit".
- c. User has logged into user profile. Now user may edit their Personal Options, Name, Contact Info, scroll down a bit to edit About Yourself, User Permissions, Author Archive Settings, Theme SEO Settings, and Layout Settings.
- d. Click "Update Profile" to save any changes made.



The screenshot shows the WordPress 'Profile' settings page. On the left sidebar, the 'Users' menu is highlighted with a red box, containing 'All Users', 'Add New', and 'Your Profile'. A red annotation 'c. User has logged into user profile. Now, user may edit settings' points to this menu. The main content area is titled 'Profile' and includes a yellow warning box: 'You must configure the plugin to enable Disqus Comments.' Below this are sections for 'Personal Options', 'Name', 'Contact Info', and 'Layout Settings'. In the 'Personal Options' section, the 'Admin Color Scheme' is set to 'Gray'. In the 'Name' section, the 'Username' field contains 'webmaster' with a note 'Usernames cannot be changed.' In the 'Contact Info' section, the 'E-mail (required)' field contains 'webmaster@utm.my' with a red annotation 'user may change e-mail' and a red arrow pointing to the field. At the bottom, the 'Update Profile' button is highlighted with a red box, and a red annotation 'd. click "Update Profile"' points to it.

Profile

You must [configure the plugin](#) to enable Disqus Comments.

Personal Options

Visual Editor Disable the visual editor when writing

Admin Color Scheme Blue Gray

Keyboard Shortcuts Enable keyboard shortcuts for comment moderation. [More information](#)

Toolbar Show Toolbar when viewing site

Name

Username Usernames cannot be changed.

First Name

Last Name

Nickname (required)

Display name publicly as

Contact Info

E-mail (required) **↔ user may change e-mail**

Website

AIM

Yahoo IM

Layout Settings

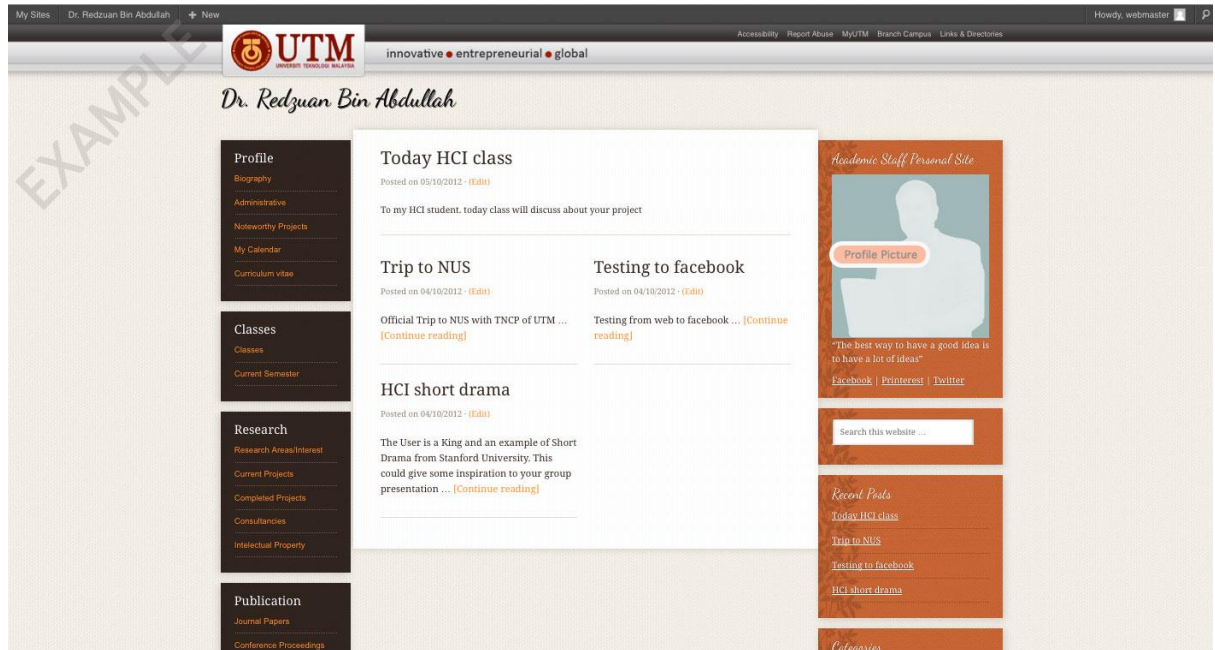
These settings apply to this author's archive pages.

Choose Layout Default Layout set in [Theme Settings](#)

Update Profile **d. click "Update Profile"**

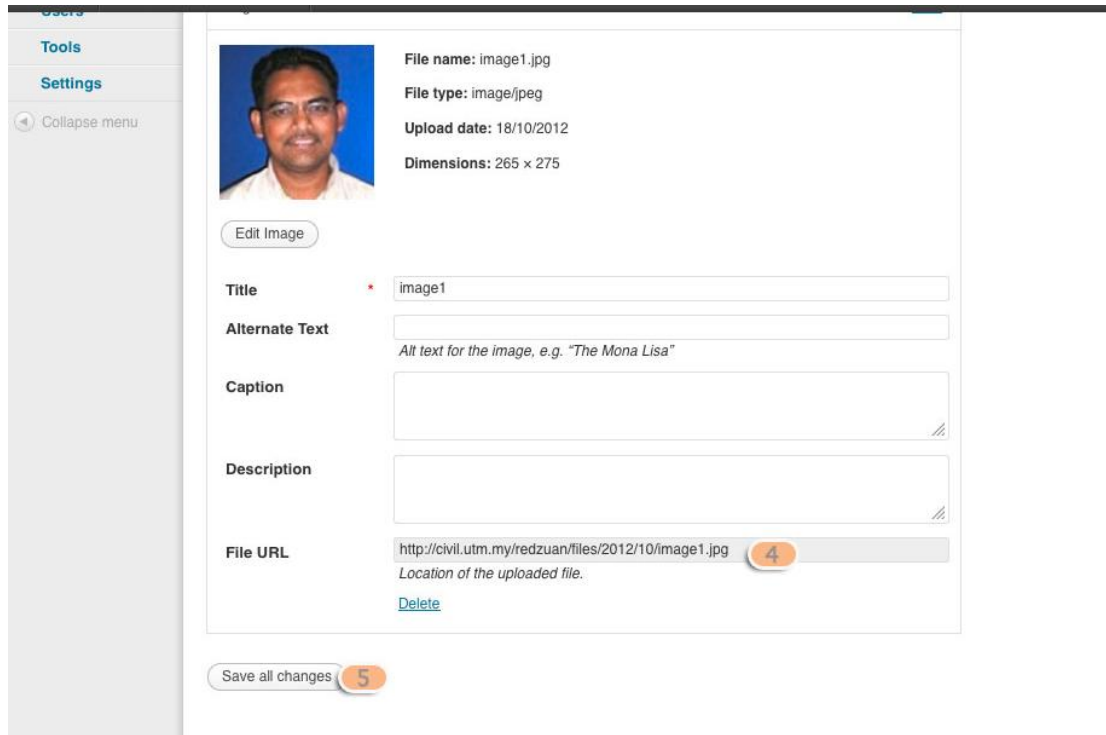
X. How to Upload Profile Picture?

Step by step to upload profile picture

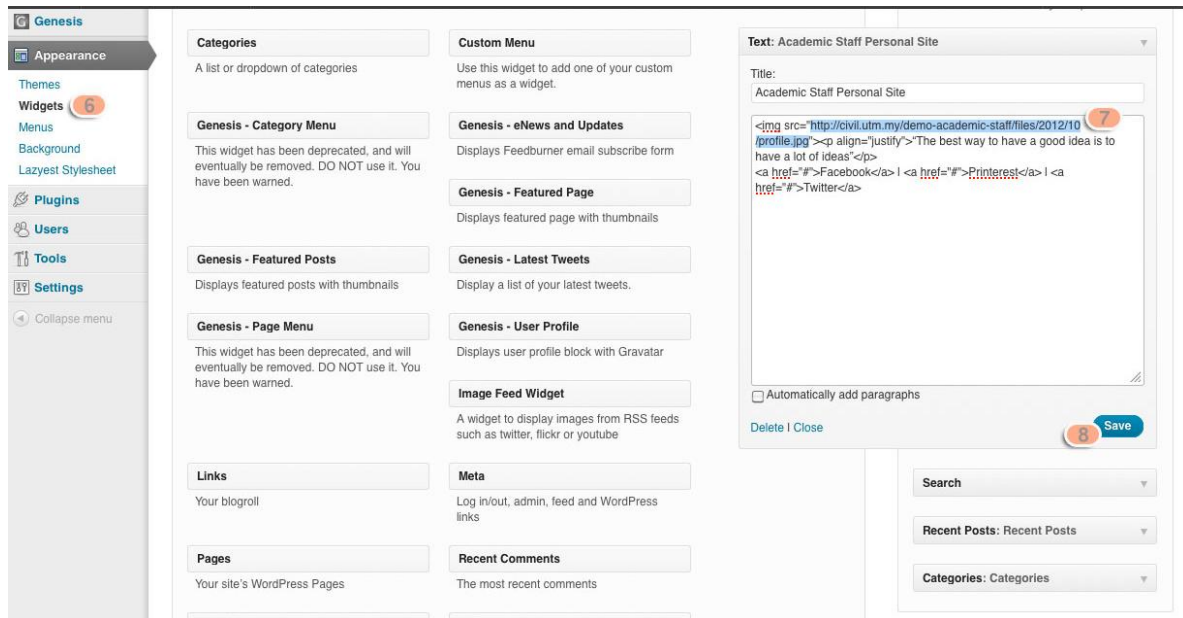


1. Go to Media and select “Add New”.
2. Select Files.

3. Select your file. (file must be in 265 pxl width X 275pxl height)



4. Copy the file URL.
5. Click “Save all changes” button.



6. Go to Appearances and select “Widget”
7. Paste the file URL you copied before at Step 4.
8. Click “Save” button to save changes.