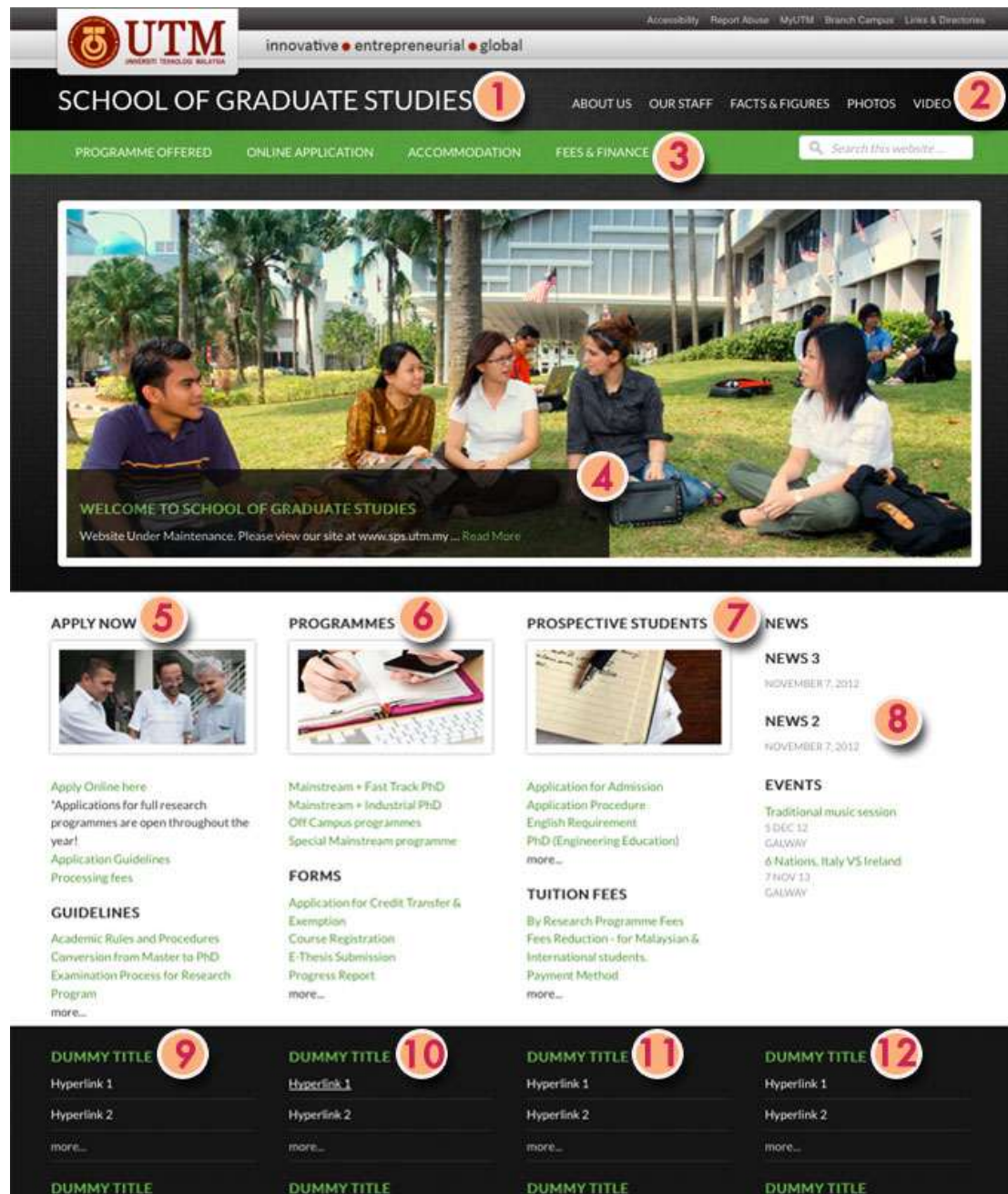


# **MANUAL FOR WEBSITE DEVELOPMENT USING WORDPRESS FOR SPS SITE**

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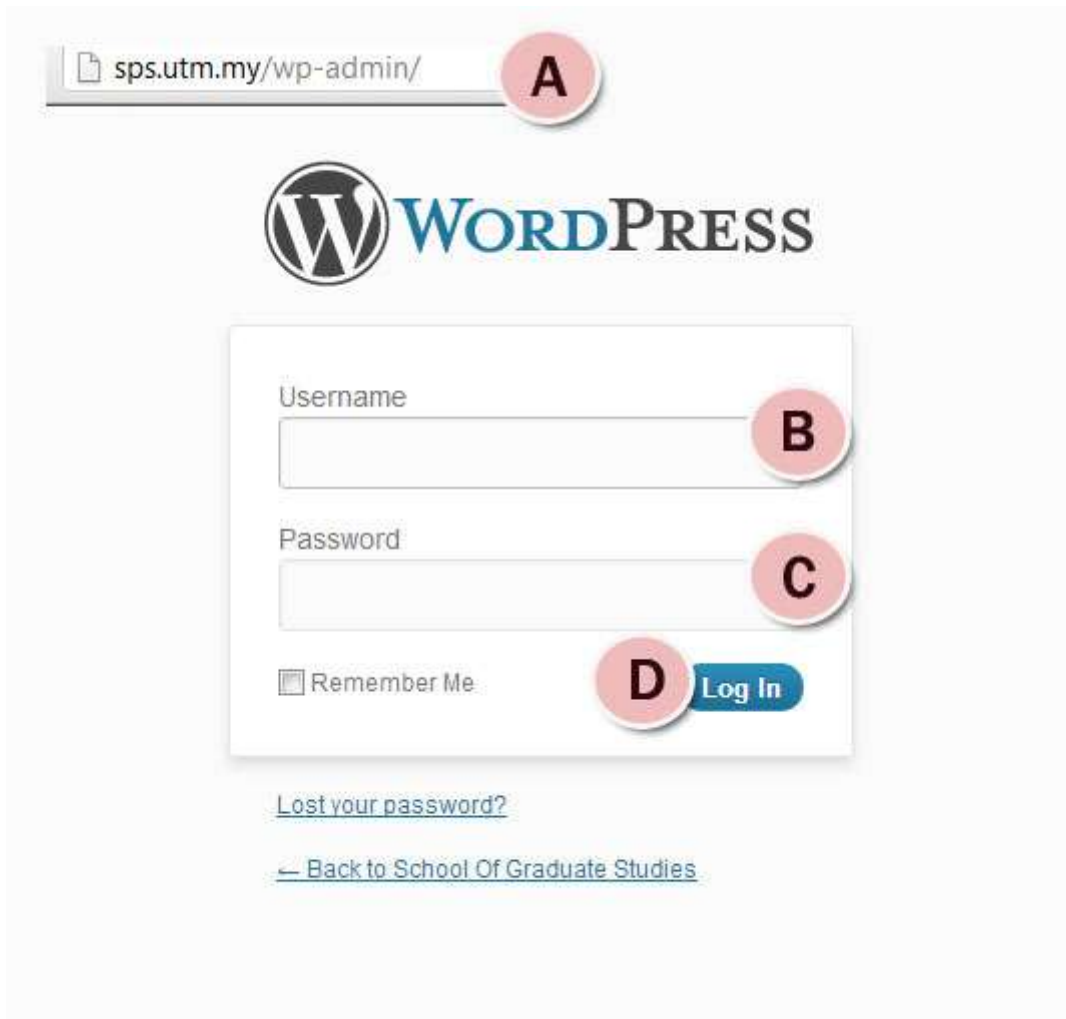
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## Site Full View



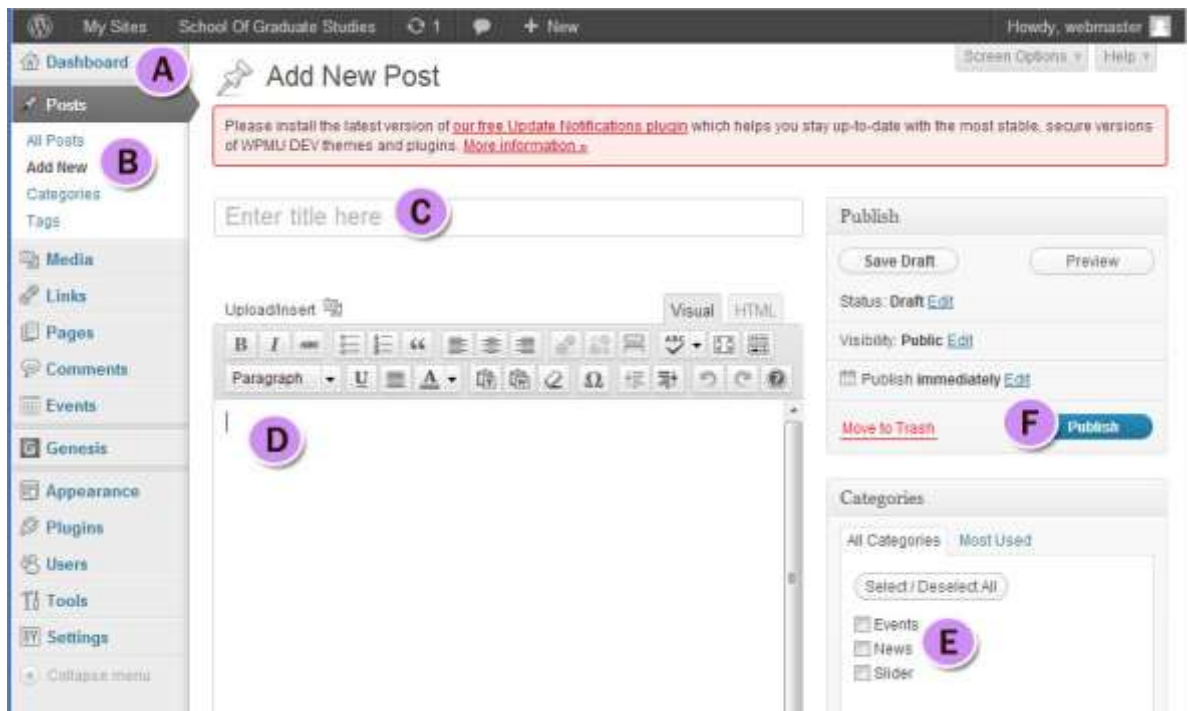
1. Header
2. Custom Menu
3. Primary Navigation Menu
4. Featured Slider
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1. How to go to Dashboard?



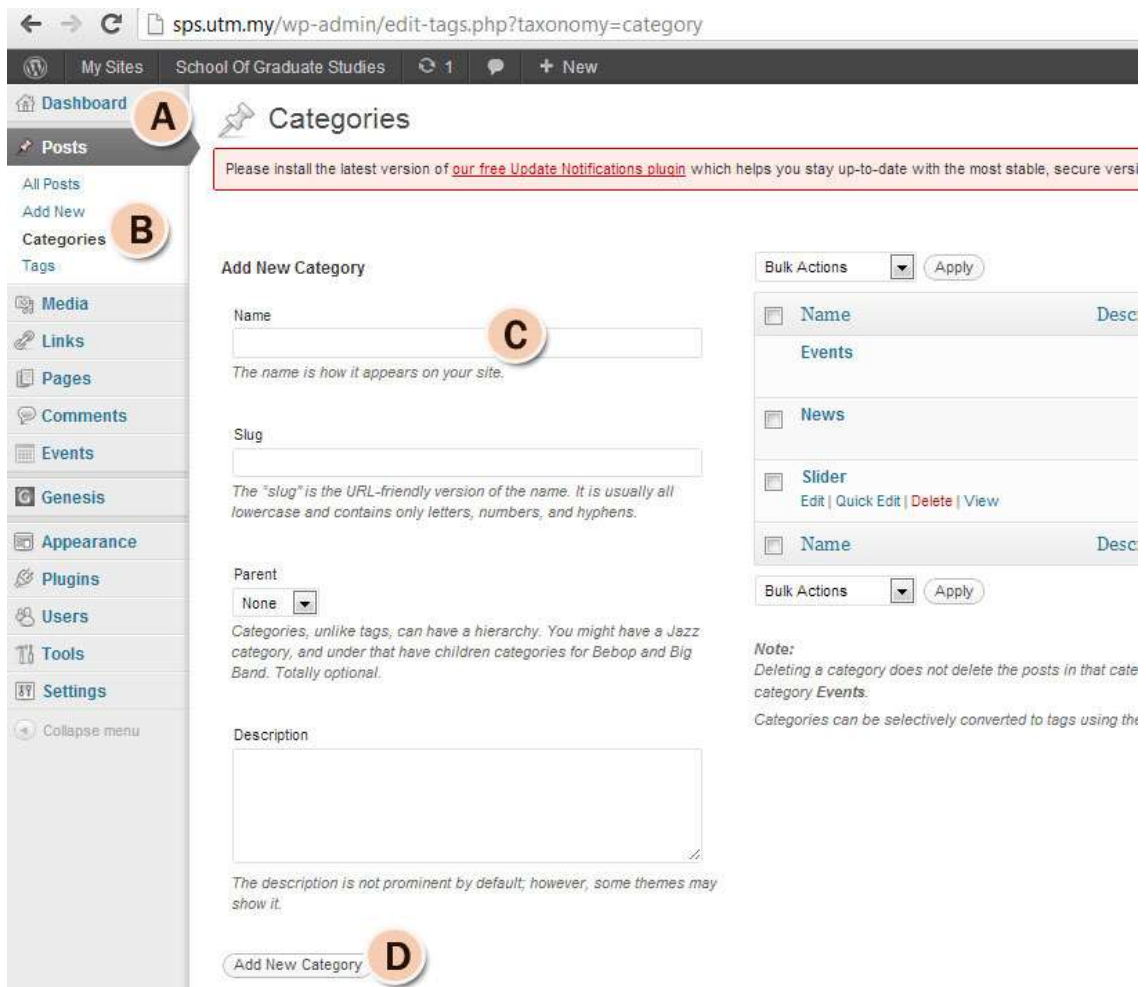
- A. Put ***/wp-admin*** at the end of the site URL. It will directed user to login page.
- B. Key in your username.
- C. Key in your password.
- D. Click “Log In” button.

## 2. How to create a new Post?



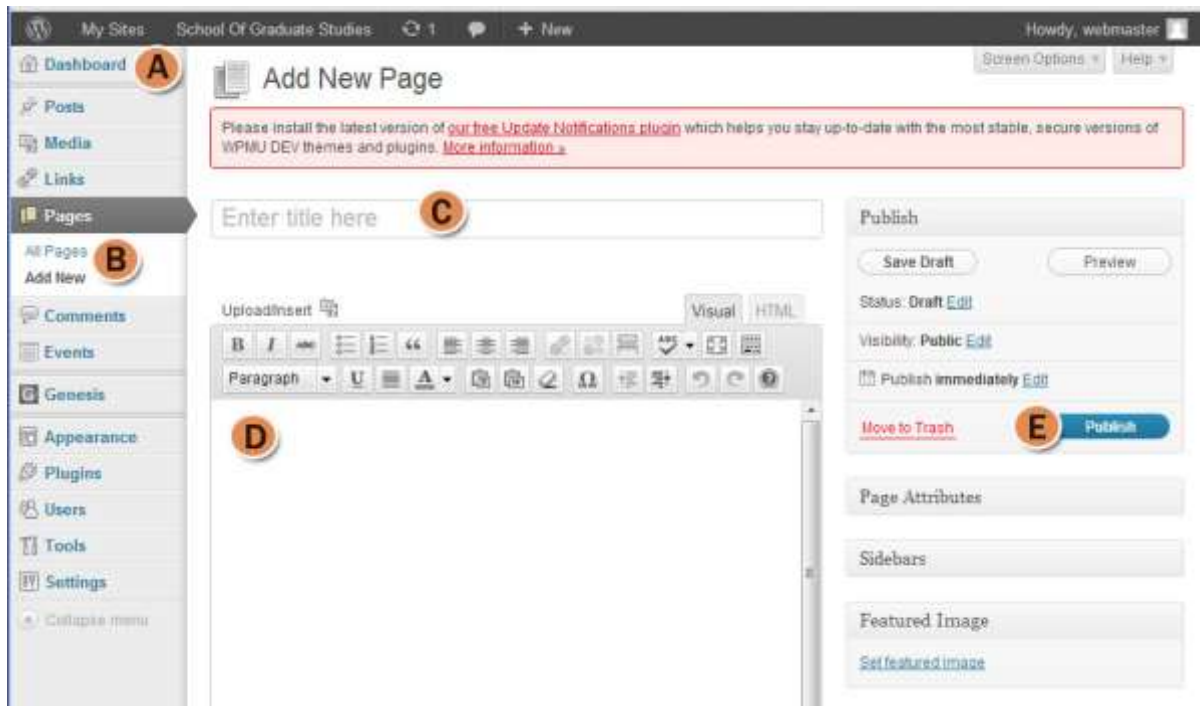
- A. Go to Dashboard.
- B. Go to Posts and select 'Add New'.
- C. Key in the post title.
- D. Insert the post content/body.
- E. Check the post category box if necessary.
- F. Click 'Publish' button.

### 3. How to create a post Category?



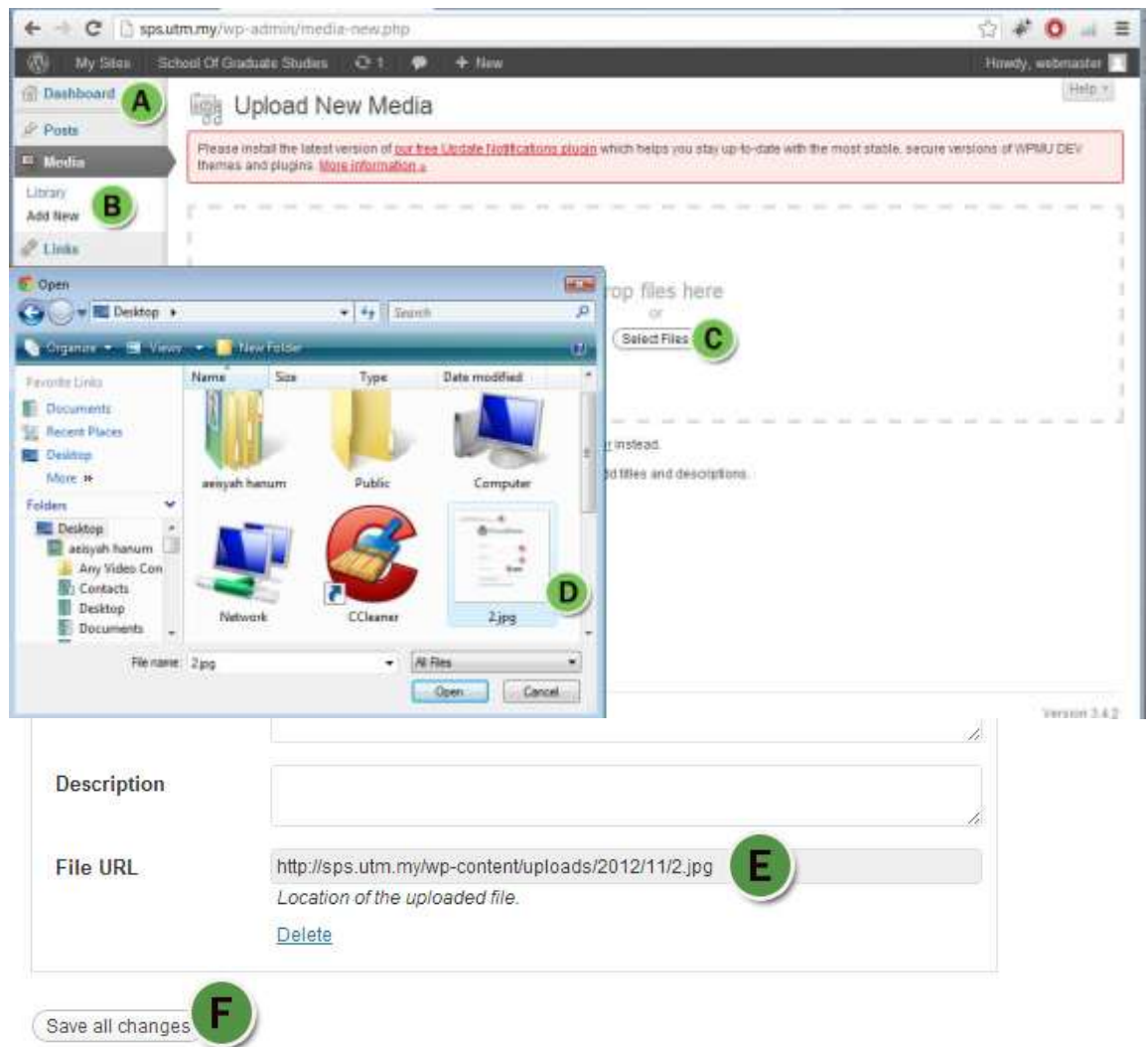
- A. Go to Dashboard.
- B. Go to Posts and select 'Categories'.
- C. Key in your category name.
- D. Click 'Add New Category' button.

#### 4. How to create a new Page?



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

5. How to upload media to Gallery?



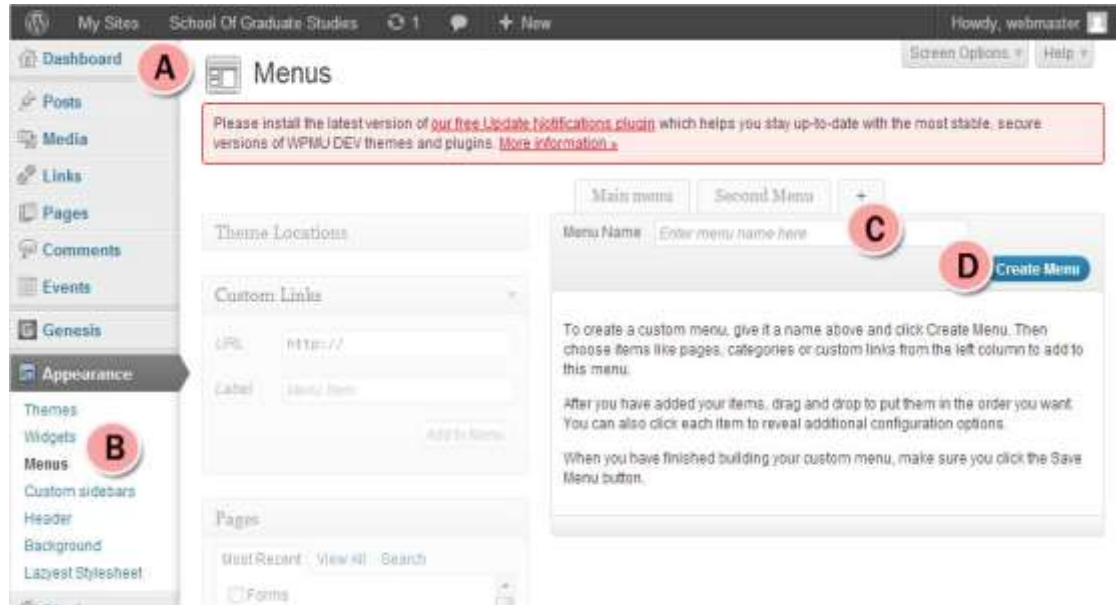
- A. Go to Dashboard.
- B. Go to Gallery and select 'Add New'.
- C. Click 'Select Files' button.
- D. Select your files.
- E. Copy the file URL (if necessary) when file has uploaded.
- F. Click 'Save all changes' button to save.



6. How to set up a custom Menu?

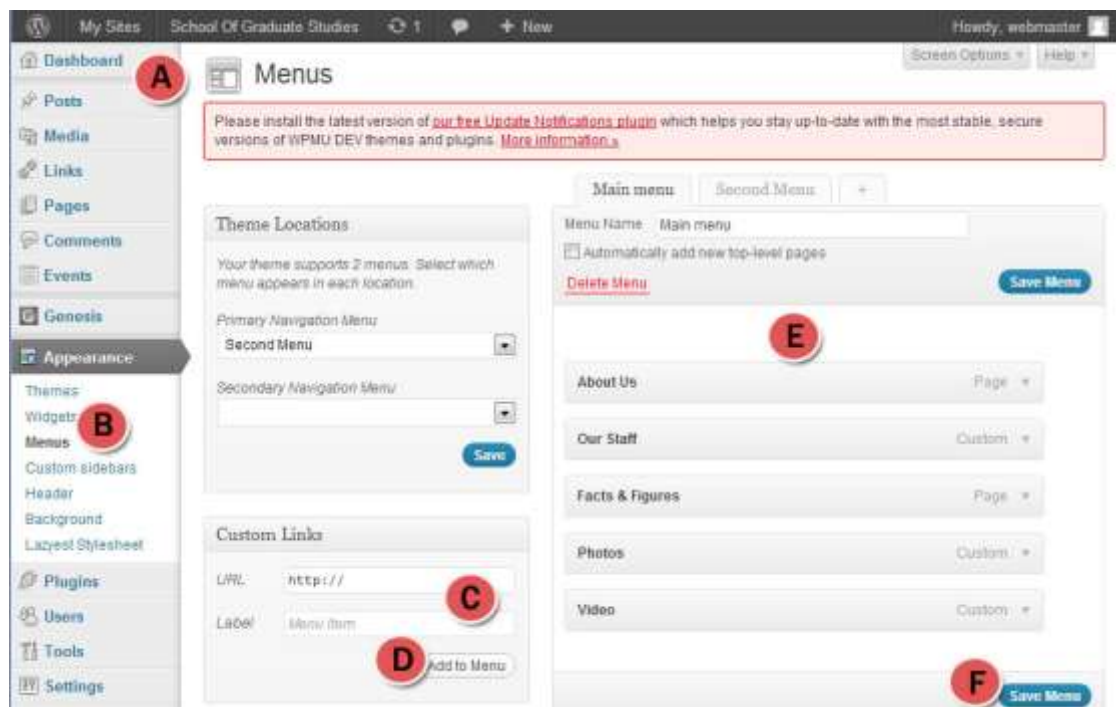
*You need to create a Page or Category and create a new Menu first.*

Creating new menu:



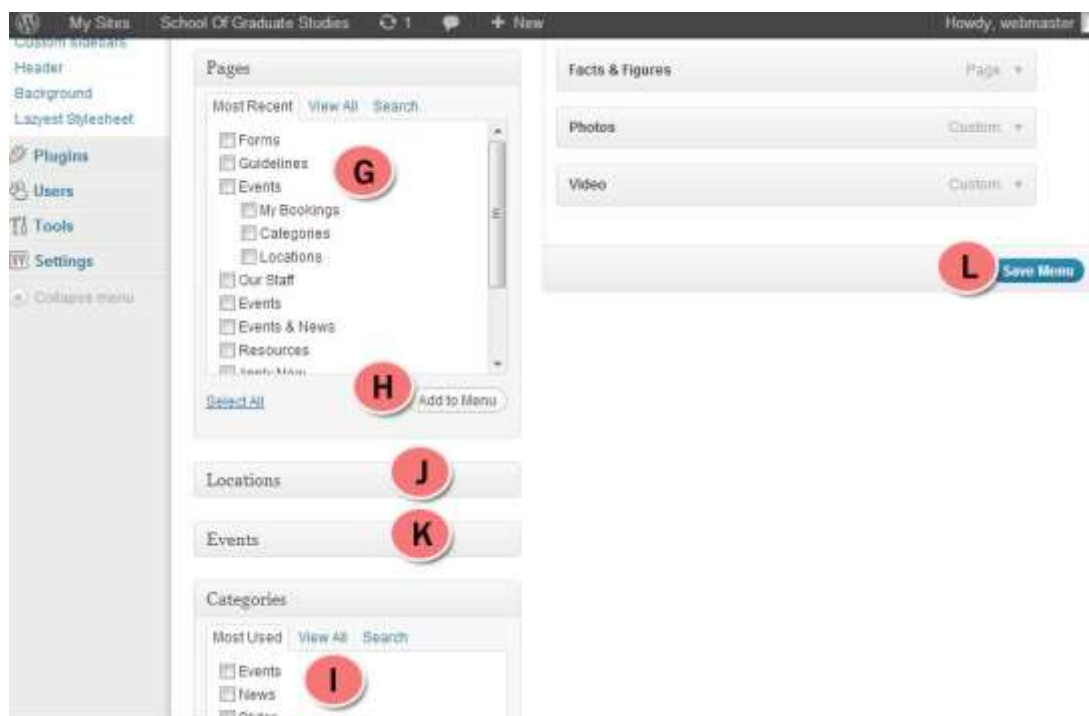
- A. Go to Dashboard.
- B. Go to Appearance and select 'Menus'.
- C. Key in your menu name.
- D. Click 'Create Menu' button.

To arrange menu:



- A. Go to Dashboard.
- B. Go to Appearance and select 'Menus'.
- C. *Custom Link*: Key in the site/page/ post the menu will be directed. Then, enter the menu label.
- D. *Custom Link*: Click 'Add to Menu' button. Menu will be automatically arranged like you see on E.
- E. Drag the menu and arrange it by your need and demand.
- F. Click 'Save to Menu' button to save changes.

Menu can be constructed from Page, Category, Events, and Locations:



- G. Check the box at page you need to include in the menu.
- H. Click 'Add to Menu'. It will be automatically arranged as you seen in E.
- I. Check the box at categories you need to include in the menu.
- J. Menu can also been constructed from Locations.
- K. Menu can also been constructed from Events.
- L. Click 'Save to Menu' button to save all changes made.

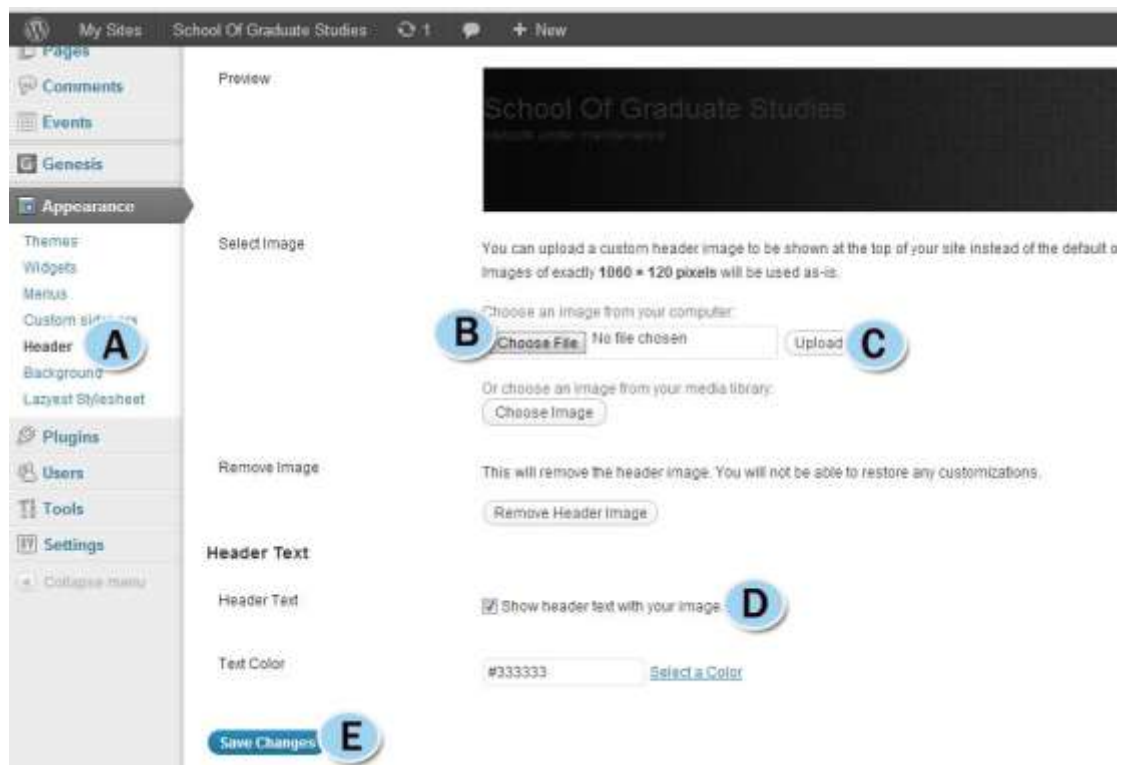
*To activate Custom Menu:*

- 1. Go to Appearance and select 'Widgets'.
- 2. Drag 'Custom Menu' widget and drop it at 'Header Right' section.
- 3. Select your menu.
- 4. Click 'Save'.

## 7. How to insert Header?

Header by image:

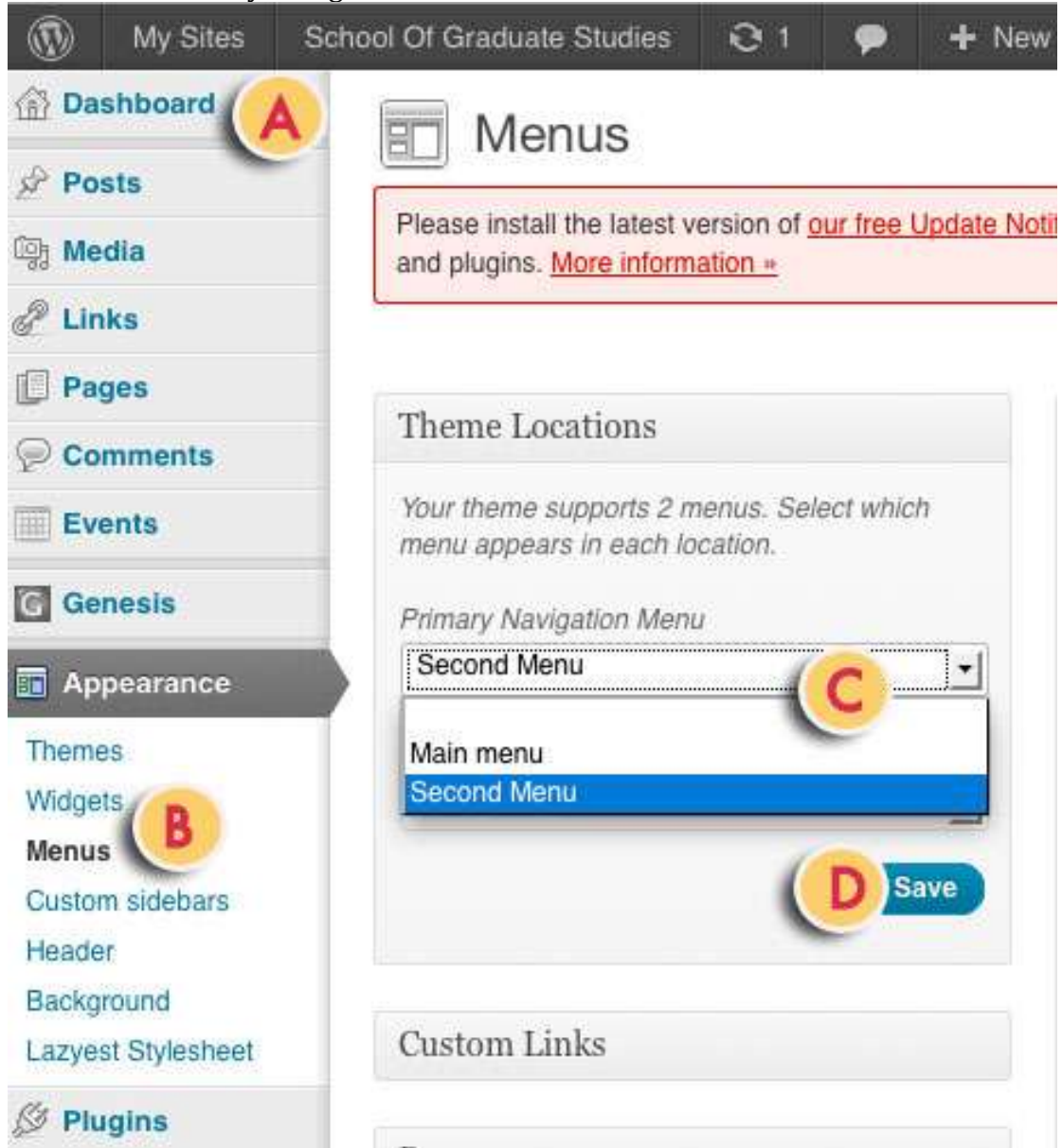
You need to design an image with the size of 1060 pxl width and 120 pxl height. (save as .png file)



- A. Go to Appearance and select 'Header'.
- B. Click 'Choose File' button to choose file from your computer.
- C. Click 'Upload'.
- D. Uncheck box to not show the header text.
- E. Click 'Save Changes' to save all changes.

8. How to activate Primary Navigation Menu?  
*You need to refer to item (6) on how to create menu and how to arrange menu.*

To activate Primary Navigation Menu:



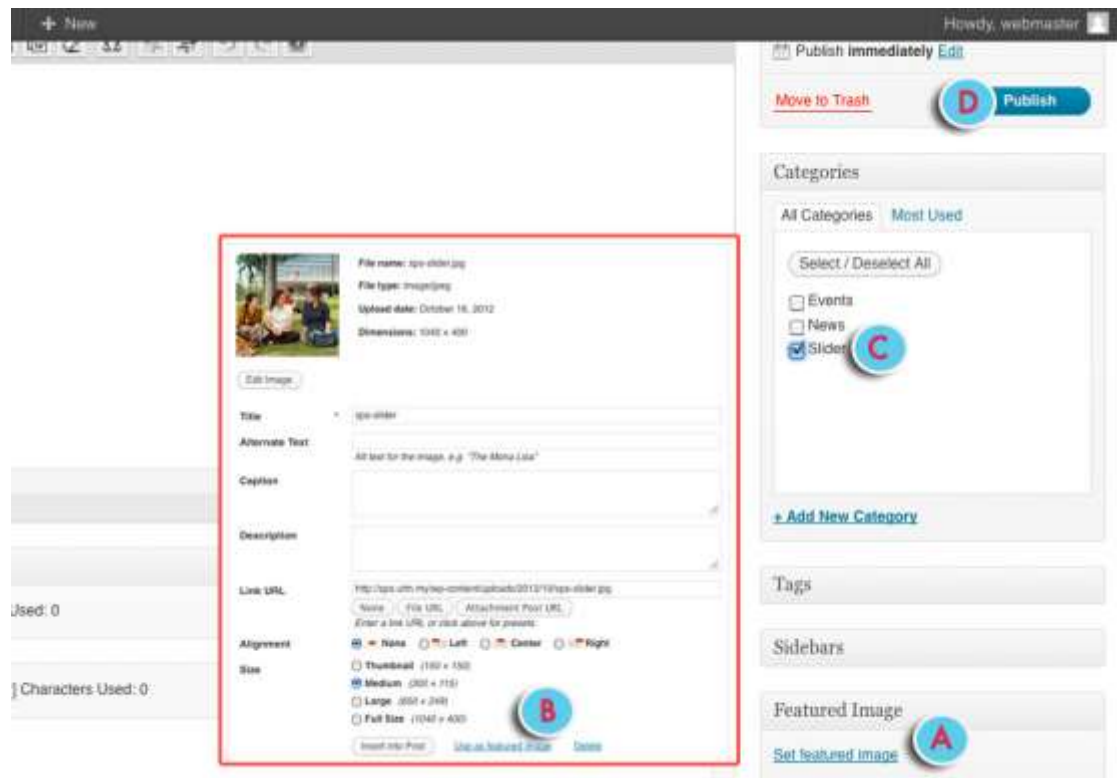
- A. Go to Dashboard.
- B. Go to Appearance and select 'Menus'.
- C. Select your Primary Nvigation Menu at Theme Locations.
- D. Click 'Save'.

9. How to set up Featured Slider?

You need to refer to item (2) and item (3) on how to create a new post and how to create post category.

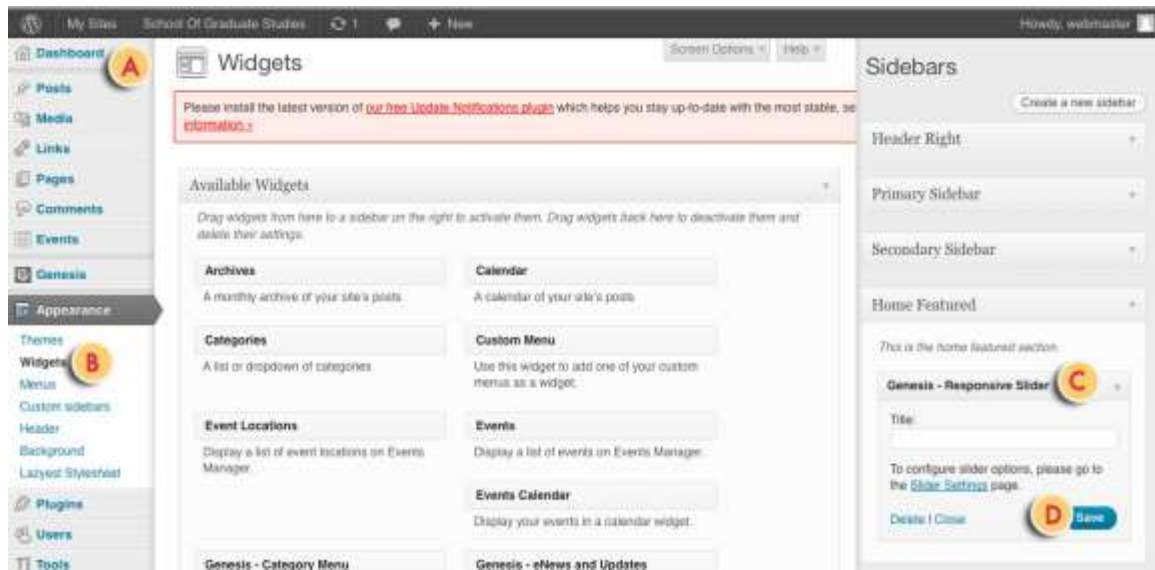
You need to set up the featured image for the post:

Design an image with the size of 1040 pxl width and 400 pxl height. Then, refer to item (2) on how to create a new post with addition to this steps below:



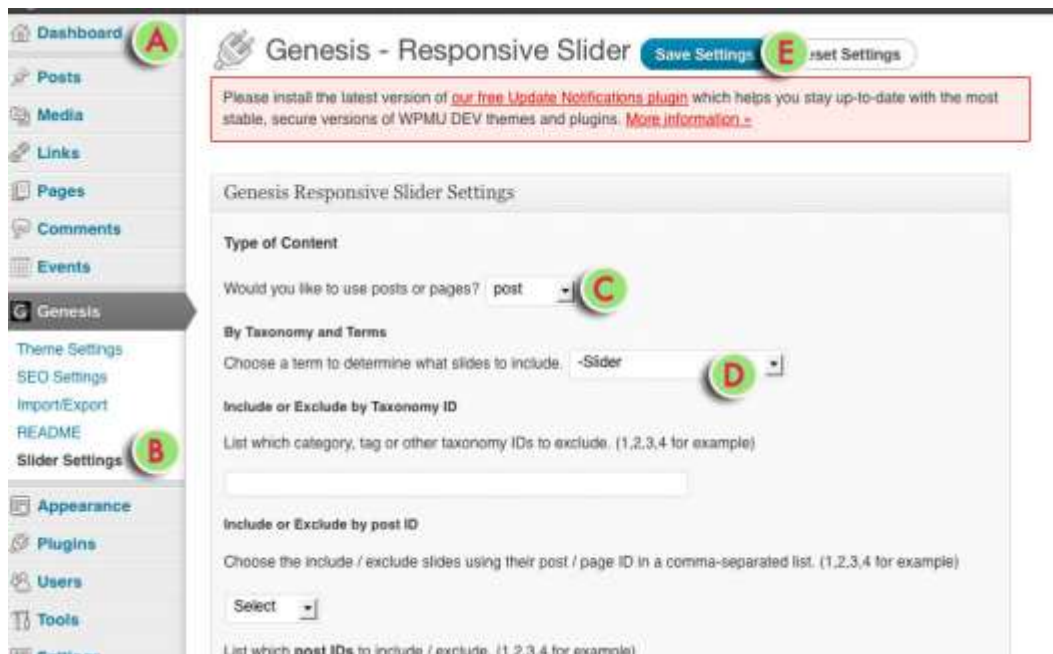
- A. Click 'Set featured image'. A pop-up window will appear and allow you to select your file either from computer or media library. Choose your file.
- B. Click 'Use as a featured image'.
- C. Check the post categories box. For featured slider, click 'Slider'.
- D. Click 'Publish' button.

To activate Featured Slider:



- A. Go to Dashboard.
- B. Go to Appearance and select 'Widgets'.
- C. Drag 'Responsive Slider' widget and drop into 'Home Featured' section.
- D. Click Save.

To set up Responsive Slider setting:



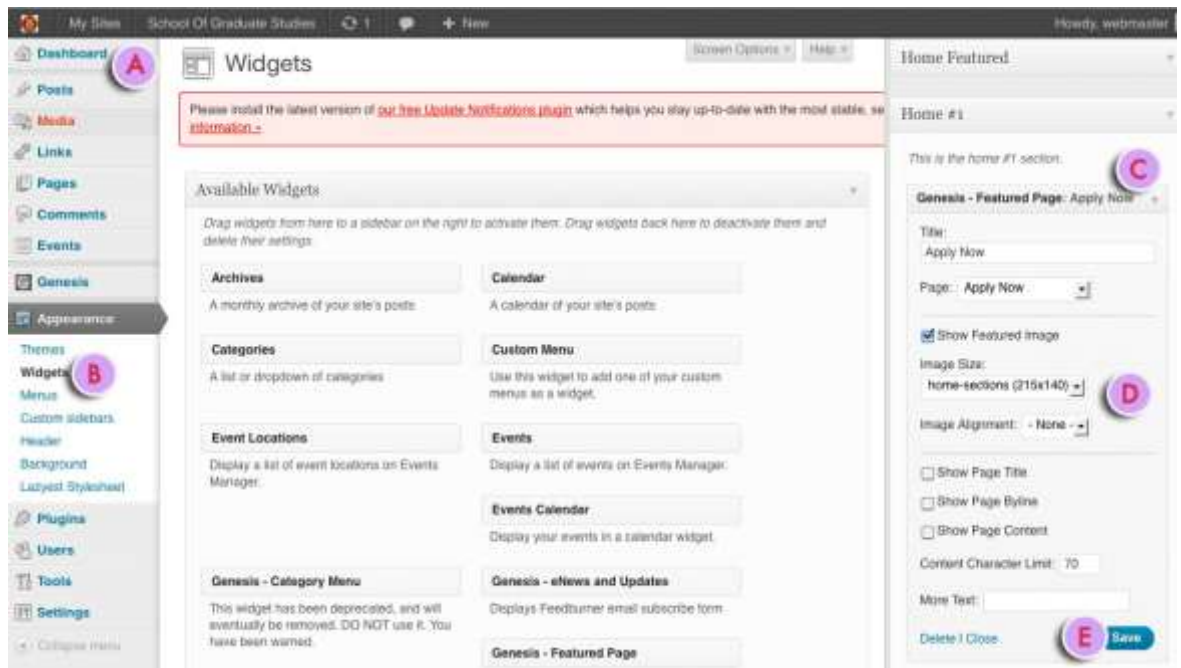
- A. Go to Dashboard
- B. Go to Genesis and select 'Slider Settings'.
- C. Set by type of content.
- D. Set by Taxonomy and Terms.
- E. Click 'Save Settings'.

## 10. How to set up #Home Widget?

You need to design an image for thumbnails with the size of 215 pxl width and 110 pxl height. Then, refer to item (4) on how create a new Page. You also need to set up featured image for the page by referring to item (9).

To set up #Home widget:

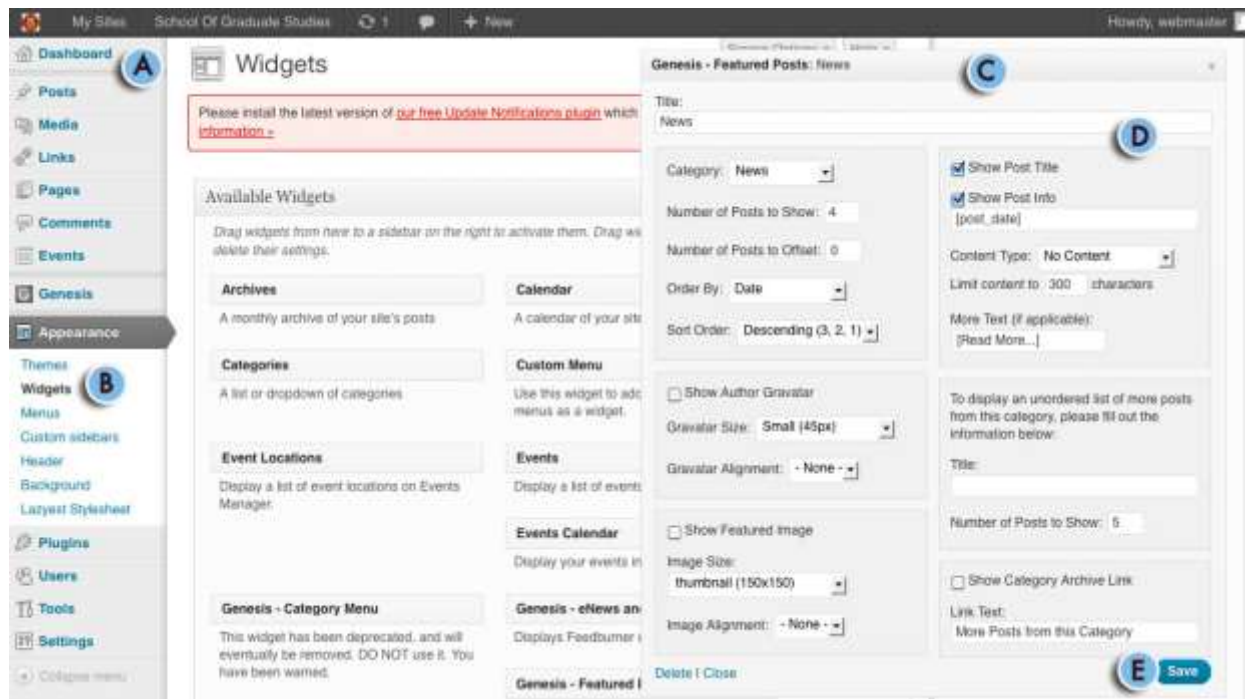
Applied to Home #1 ~ Home #3 widget



- A. Go to Dashboard.
- B. Go to Appearance and select 'Widgets'.
- C. Drag 'Genesis- Featured Page' widget and drop it at Home #1 section.
- D. Set the widget as key in the title and checked the 'Show Featured Image' box. Select the image size as *home-sections (215x140)*.
- E. Click 'Save' button to save all changes.

**\*Do the same for Home #2 and Home #3 widget.**

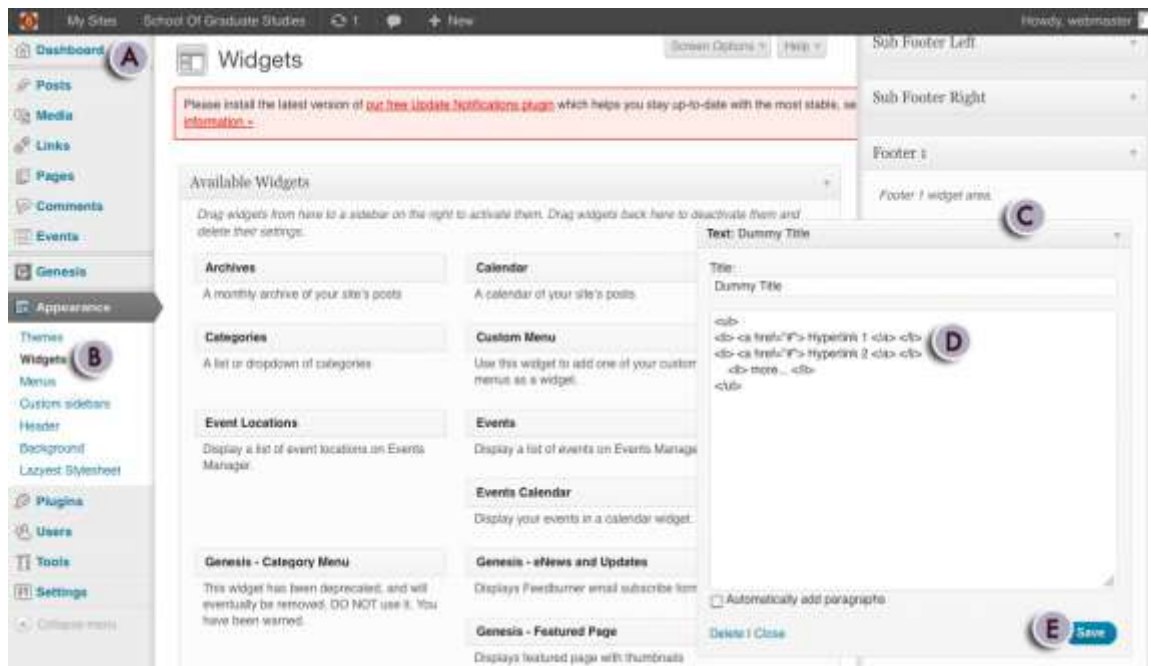
To set up Home #4 Widget:



- A. Go to Dashboard.
- B. Go to Appearance and select 'Widgets'.
- C. Drag 'Genesis- Featured Posts' widget.
- D. Set the widget as key in the title, choose the category as *News*, order by *date*, sort order by *descending (3, 2, 1)*, gravatar size of *small (45px)*, choose gravatar alignment as *none*, image size of *thumbnail (150x150)*, image alignment of *none*, and checked 'Show Post Title' and 'Show Post Info' boxes.
- E. Click 'Save' button to save the changes.



## 11. How to set up Footer Widget?



- A. Go to Dashboard.
- B. Go to Appearance and select 'Widgets'.
- C. Drag "Text Widget" and drop it at Footer 1 section.
- D. Insert HTML code.
- E. Click 'Save' to save all changes.

*HTML code for Footer Widget:*

```
<ul>
<li> <a href="#"> Hyperlink 1 </a> </li>
<li> <a href="#"> Hyperlink 2 </a> </li>
  <li> more... </li>
</ul>
```

***\*Do the same for Footer 2 ~ Footer 4 widgets.***