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



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## **Site Full View**



- 1. Header
- 2. Custom Menu
- 3. Primary Navigation Menu
- 4. Featured Slider
- 5. Home #1 Widget
- 6. Home #2 Widget
- 7. Home #3 Widget
- 8. Home #4 Widget

- 9. Footer 1 Widget 10. Footer 2 Widget
- 11. Footer 3 Widget
- 12. Footer 4 Widget

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1. How to go to Dashboard?

Username	
	B
Password	C
Remember Me	ng In

- 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?

🛞 My Sides S	chool Of Graduate Studies 📀 1 👳 🕂 New	Howdy, webmaster
Dashboard A	Add New Post	Screen Options + Help +
All Posts Add New B	Please install the latest version of our free Update Notifications plugin which helps you of WPMU DEV themes and slugint. <u>More information a</u>	stay up-to-date with the most stable, secure versions
Categories Tage	Enter title here	Publish
Media		Save Draft. Preview
🖉 Links	UploadInset 📆 Visual HTML	Status: Draft Edit
Pages	B / = 日日 4 数本世 2 2 2 平 ♡→ 12 型	Visibility: Public Edit
Commenta	Paragraph ・ U 三 A ・ 印 倍 ② Ω 作 形 つ C ②	TPublish immediately Edit
Events		Move to Trasm
Appearance		Categories
Plugins		All Categories Most Used
8 Users		
[] Tools		(Select / Deselect All )
III Settings		Events E
Cultapus menu		E Slider

- 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.

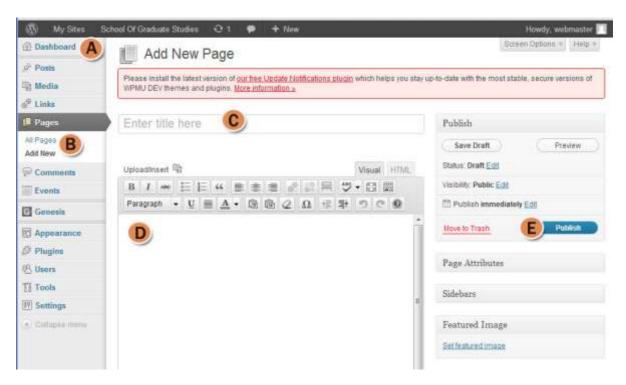
# 3. How to create a post Category?

🚯 My Sites S	School Of Graduate Studies 😳 1 🤛 🕂 New	
A Dashboard	🖉 🖉 Categories	
All Posts Add New Categories	Please install the latest version of our free Update Notifications plugin whic	
Tags	Add New Category	Bulk Actions
🕼 Media	Name	📄 Name Desc
C Links	С	Events
Pages	The name is how it appears on your site.	
P Comments	01	News
Events	Slug	
G Genesis	The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.	Edit   Quick Edit   Delete   View
Depearance	54 EPAL 64 58.1	Name Desc
🖉 Plugins	Parent	Bulk Actions
🕙 Users	None	Convictions In Cobba
Th Tools	Categories, unlike tags, can have a hierarchy. You might have a Jazz category, and under that have children categories for Bebop and Big	Note:
87 Settings	Band. Totally optional.	Deleting a category does not delete the posts in that cate category Events.
Collapse menu	Description	Categories can be selectively converted to tags using the
	The description is not prominent by default; however, some themes may show it.	
	Add New Category	

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

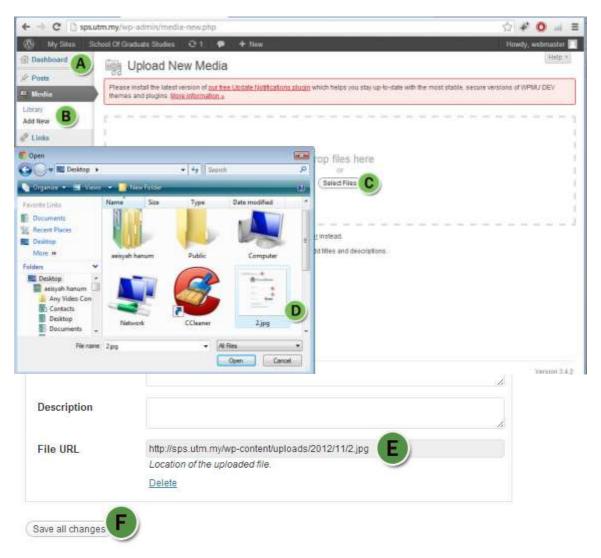


4. How to create a new Page?



- 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.



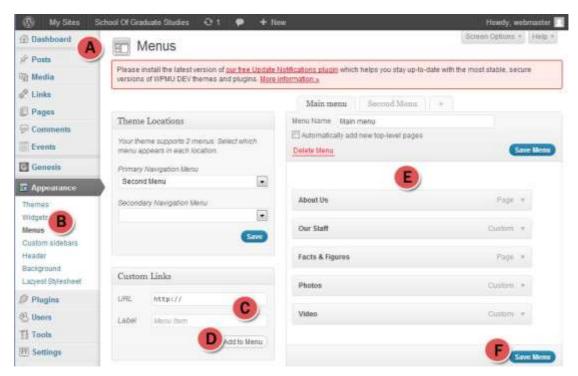
6. How to set up a custom Menu? You need to create a Page or Category and create a new Menu first.

Wy Site School Of Graduate Studies 01 Howdy, we Streen Options (i) Dashboard А E Menus Posts Please install the latest version of our free Locate Notifications plugin which helps you stay up-to-date with the most stable, secure Media versions of WPMU DEV themes and plugins. More information a 2 Links Main month D Pages С Thume Locations Marra Nama Friter menu name here Comments D Create Men Events Cuttom Liniu Genesis To create a custom menu, give it a name above and click Create Menu. Then choose items like pages, categories or custom links from the left column to add to 🖀 Арре this menu. After you have added your items, drag and drop to put them in the order you want. Themes You can also click each item to reveal additional configuration options Widgets B When you have finished building your custom menu, make sure you click the Save Menus Menu button. Custom sidebars Header Pages Background thustReport View 41 Search Lazyest Stylesheet Forms 100-000

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:



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- A. Go to Dashboard.
- B. Got o 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:

(T) My Sten :	School Of Graduate Studies 🛛 1 🗭 🕂 Na	w/	Howdy, webmaster
Header	Pages	Facts & Figures	Paga +
Lazyest Stylesheet	MostRecent View All Search	Photos	Quality: +
🖉 Plugins	Guidelinez		
& Users	Events	Video	Custam +
Tools	My Bookings     E     Calegories		
W Settings	ELocations Tour Staff		L Save Mont
<ul> <li>Colugee menu</li> </ul>	Events & News Resources Head to Head Locations Events		
	Categories		
	Most Used View 48 Search		
	Events		

- 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'.



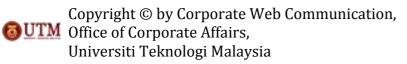
7. How to insert Header?

Header by image:

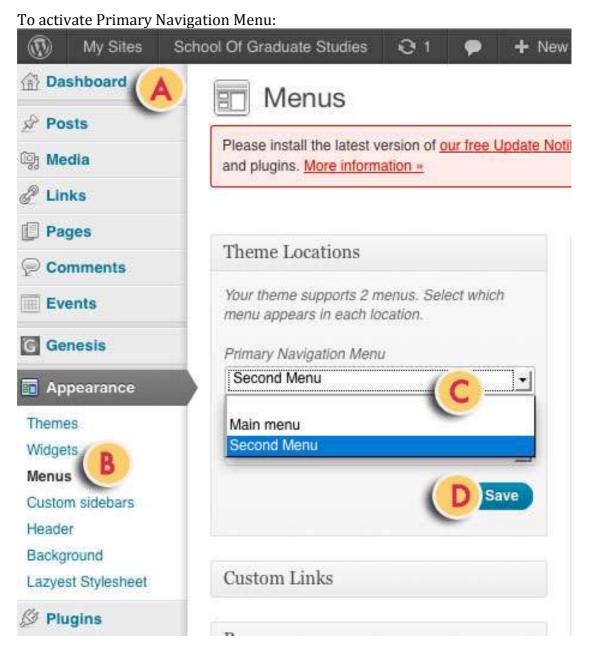
You need to design an image with the size of 1060 pxl width and 120 pxl height. (save as .png file)

	ol of <b>G</b>	raduate Studies
•		
My Sdes	School Of Graduate Studies	Q-1 🗭 + New
Comments	Proview	School Of Graduate Studies
Genesis	1	
Appearance		
Themus Widgets Metrus Custom str Header Background Lazywat Stylesheet	Select Image	You can upload a custom header image to be shown at the top of your site instead of the default o Images of exactly 1980 = 120 pixels will be used as is: B choose an image from your computer Or choose Eller No file chosen Or choose an image from your media lib/ary: Choose Image
Ø Plugins		Grudermage
45 Users	Remove Image	This will remove the header image. You will not be able to restore any customizations.
TI Tools		(Remove Header Image )
W Settings	Header Text	
(a) Collapse menu	HeaderText	I Show header text with your image
	Tert Color	#333333 Extect a Color
	Save Changes	

- 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.



- 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:

+ New			Howdy, webmaster
			Publish immediately Edit
			Move to Trash DPublish
			Categories
			All Categories Most Used
	(Interpret	Pile name: type childrigg Fole type: troughtjeng Sylward date: Detotes 18, 2012 Dimensions: 1925 x 400	Select / Deselect All
	Title Afternate Text	<ul> <li>Ign other</li> <li>At test to the mage, e.g. "Ne Mona Lia".</li> </ul>	3
	Capiton		
	Description		+ Add New Category
Jsed: 0	Link URL	The last an myse-constant actual 2010 Wash-side pg Very (	Tags
	Algement	B = Nana () To Left () T Contar () (T Right () Thursbeak (1997-199)	Sidebars
Characters Used: 0	1205	() Large 2007 - 210 () Large 2007 - 240 () Full Not (1047 + 400	Featured Image
	L	(meet tole Proc.) Like as Andreed In King Dates	Set featured image

- A. Click 'Set featured image'. A pop-up 9window 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:

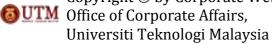
Wy Times	mani Ol Graduate Studies 🛛 🕈 🌩 +	Non		owdy, webmissier 🕅
Dashboard	Widgets	Someri Dotons + 1466 +	Sidebars	
Sig Media	Please install the latest version of <u>our free Update</u> information.x	Notifications plugate which helps you stay up-to-date with the most stable, se	Co Header Right	male a new sidebar
C Links	Available Widgets		Primary Sidebar	-
Comments	Drag wöggeitt from here is a sidebar um the right stalete their antilings.	t In activate them. Drag wedgets hack here to deactivate them and	Secondary Sidebar	
Conesia	Archives	Calendar	in constantly contrain	
	A monthly archive of your site's posts	A calendar of your while pound	Home Featured	÷.
Themes	Categories	Custom Menu	This is the name teatrest se	dian .
Menia Custori sidetars	A list or dropdown of categories	Use this widget to add one of your custom memus as a widget.	Genesis - Responsive Sto	. O)
Header	Event Locations	Evenia	Title	
Background Lazyest Stylesheet	Display a list of event locations on Events Manager	Display a list of events on Events Manager.	To configure silder options, the Sider Settings page	please go to
@ Plugins		Events Calendar	States and a	-
E Users		Diablay your events in a naiendar widget.	Deate I Close	U Save
TI Tools	Genesis - Category Menu	Genesis - eNews and Updates		

- 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:

Dashboard	Sider Settings (E) set Settings
Posts	
Media	Please install the latest version of our tree Update Notifications plugin which helps you stay up-to-date with the most stable, secure versions of WPMU DEV themes and plugins. More information =
🖉 Links	
Pages	Genesis Responsive Slider Settings
Comments	Type of Content
Events	
G Genesis	Would you like to use posts or pages? post
Theme Settings SEO Settings ImportExport README Silder Settings	By Taxonomy and Terms Choose a term to determine what slides to includeSider Include or Exclude by Taxonomy ID List which category, tag or other taxonomy IDs to exclude. (1,2,3,4 for example)
Appearance     Plugins     Users	Include or Exclude by post ID Choose the include / exclude slides using their post / page ID in a comma-separated list. (1,2,3,4 for example) Select +[
Tools	
THE Collings	List which post IDs to include / exclude. (1.2.3.4 for example)

- 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'.
- Copyright © by Corporate Web Communication,



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 refering to item (9).

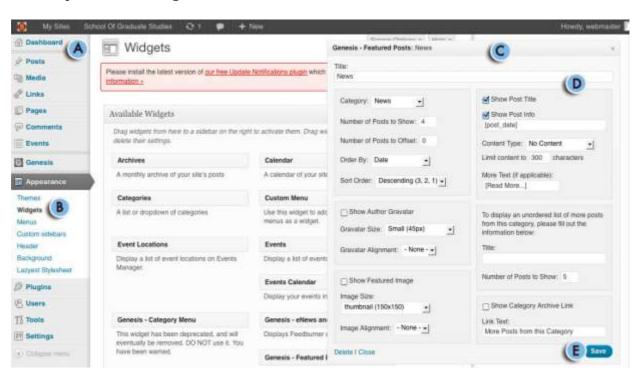
To set up #Home widget: *Applied to Home #1 ~ Home #3 widget* 

🍈 My Silam Sid	tool Ol Graduate Station 🤤 🕂 🕴	lever .	Howdy, webmaaler
Deshboard	Widgets	Bonien Damona v Hage v	Home Featured
Children Children	Please instal the latest version of <u>partner Update</u> stitute(on.e	Notifications plugin which helps you stay up-to-date with the most stable, se	Home #1
de Linka			This is the forme #1 section.
U Pages	Available Widgets		Generals - Featured Page: Apply Note
Comments	Orag widgets turn here to a sidebar on the right defet filer antilings	to activate them. Drag widgets back here to deactivate them and	Tale: Apply Now
Genesis	Archives	Calendar	Page: Apply Now +
Appearance	A monthly archive of your site's posts	A calendar of your site's posts	
Theorem	Categories	Custom Menu	Show Featured Image
Widgets B	A list or dropdown of categories	Use this widget to add one of your custom menus as a widget.	Image Size: home-sections (215x140) 1
Castom Adebara Header	Event Locations	Events	Image Alignment: - None
Background Lucyvist Stylesheet	Display a lat of event locations on Events Manager.	Display a list of avents on Events Manager.	Show Page Title
D Plugina		Events Calendar	C Show Page Byline
Ø. Users		Display your events in a calendar widget.	Bhow Page Content
Th Tools	Genesis - Category Menu	Genesis - eNews and Updates	Content Character Limit 70
IT Settings	This widget has been depreciated, and will	Displays Feedburner email subscribe form	More Text
(g) Collegent Parts	eventually be removed. DO NGT use it. You have been warred.	Genesis - Foatured Page	Delete I Close.

- 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?

🚯 My Sites Bi	chool Of Graduate Studies 😔 t 🜻 🔶 t	Acre .		-	Howdy, webmaster	
Dushboard	Widgets	-flow	en Optune 🔨 (Heith V	Sub Fuoter Left	+	
Posts	Please install the latest version of put free Lipdate Notifications plugs which helps you stay up-to-date with the most stable, se information -			Sub Footer Right	*	
de Links		Footer :	+			
Pages	Available Widgets		÷.	Footer 1 widget area.		
Commenta 🖗	Drag eldgets from here to a sidebar on the right	to activate them. Drag wragers back here to a	Ruchvale them and	rooter rinsgerana.	C	
Eventa	delete their settings.		Text: Dummy Title		C .	
Genesis	Archives	Calendar	Tele			
Appearance	A monthly archive of your site's posts	A calendar of your site's polits	Durviny Title			
Themes	Cetegories	Custom Menu	este ets ca trats?/5 tripetini 1 etis ets ets ca trats?/5 tripetini 2 etis ets			
Mertin B	A list or dropdown of categories	Use this weight to add one of your custom memory as a weight.		and op op		
Ousion sidebare Header	Event Locations	Events				
Background Lazyest Blylesheet	Display a hist of event locations on Events Manager	Display a list of events on Events Manage				
Ø Plagina		Eventa Calendar				
(C. Users		Display your events in a calendar widget.				
TT Tools	Genesis - Category Menu	Genesis - eNews and Updates				
E Settings	This widget has teen deprecated, and will eventually be removed. DD NOT use it. You	Displays Peesburrey email subscribe loss	Automatically add parage	spho	1	
(a) Orligate marks	have been warred.	Genesis - Featured Page	Delete I Close		E Save	
		Displays locatored page with thumbnails				

- 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:

 $\langle ul \rangle$ <a href="#"> Hyperlink 1 </a> <a href="#">Hyperlink 2 </a> more... 

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

