

# **MANUAL FOR WEBSITE DEVELOPMENT USING WORDPRESS FOR ACADEMIC STAFF PERSONAL SITE**

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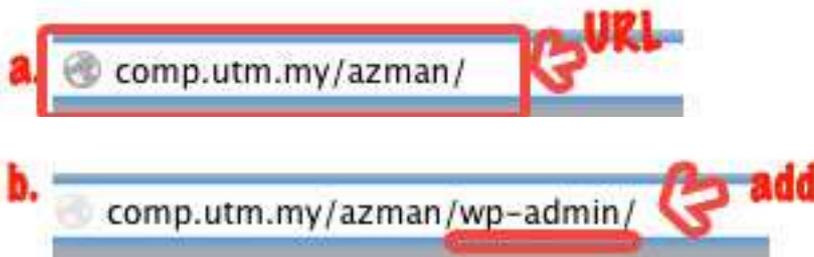
## Site Full View



## 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:

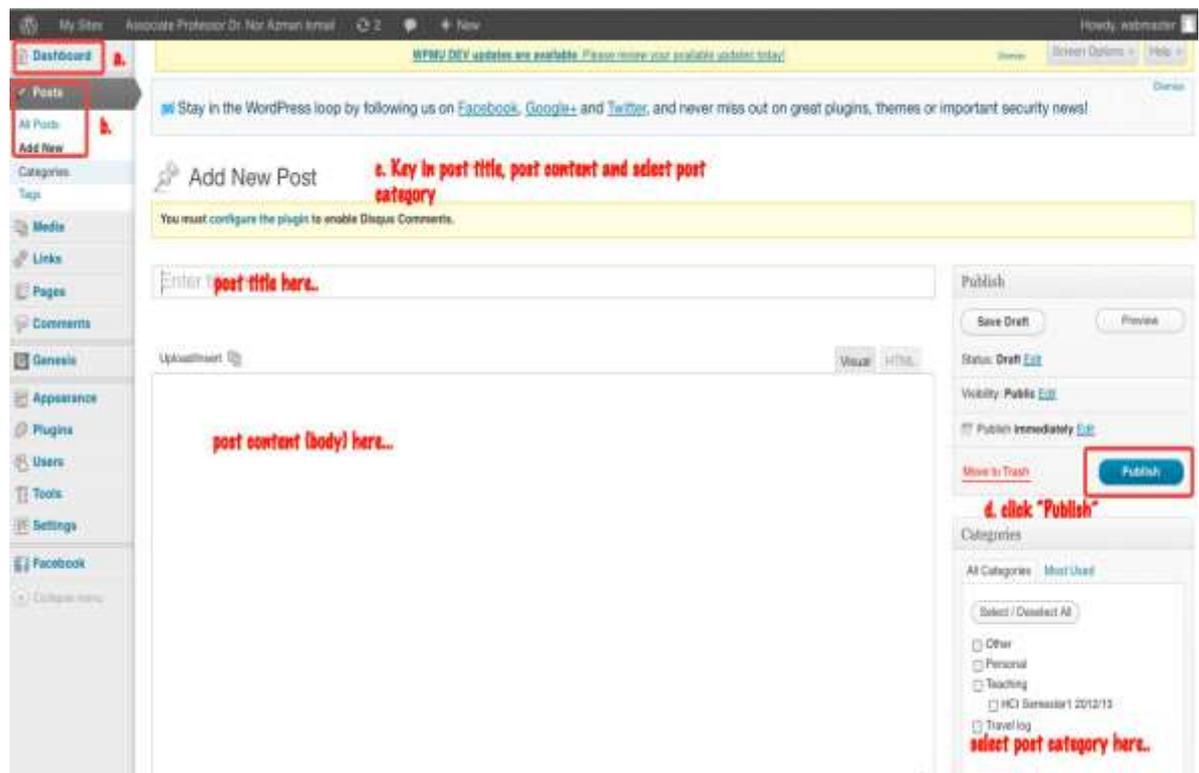
- a. Get the site's URL
- b. Add **/wp-admin** at the end of the site's URL.
- c. Key in your **username** and **password**
- d. Click **Log In**.



## 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:

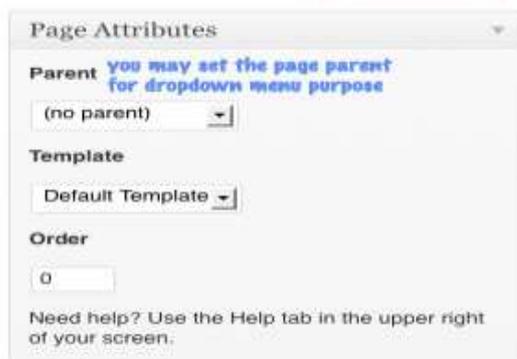
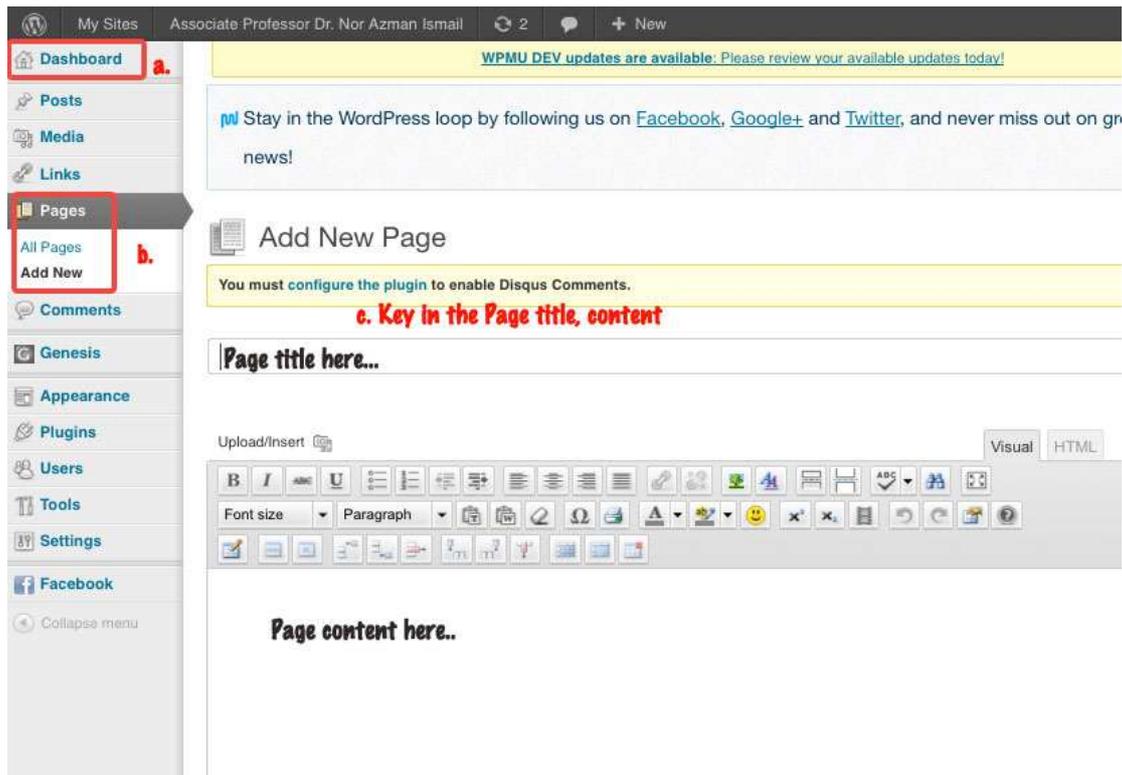
- a. Go to Dashboard
- b. Select “Post” and click “Add New”
- c. Key in the post title, post content (body) and determine the post format/category.
- d. Click “Publish”



## 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 also suitable to make up Menu. Steps to create a new page are:

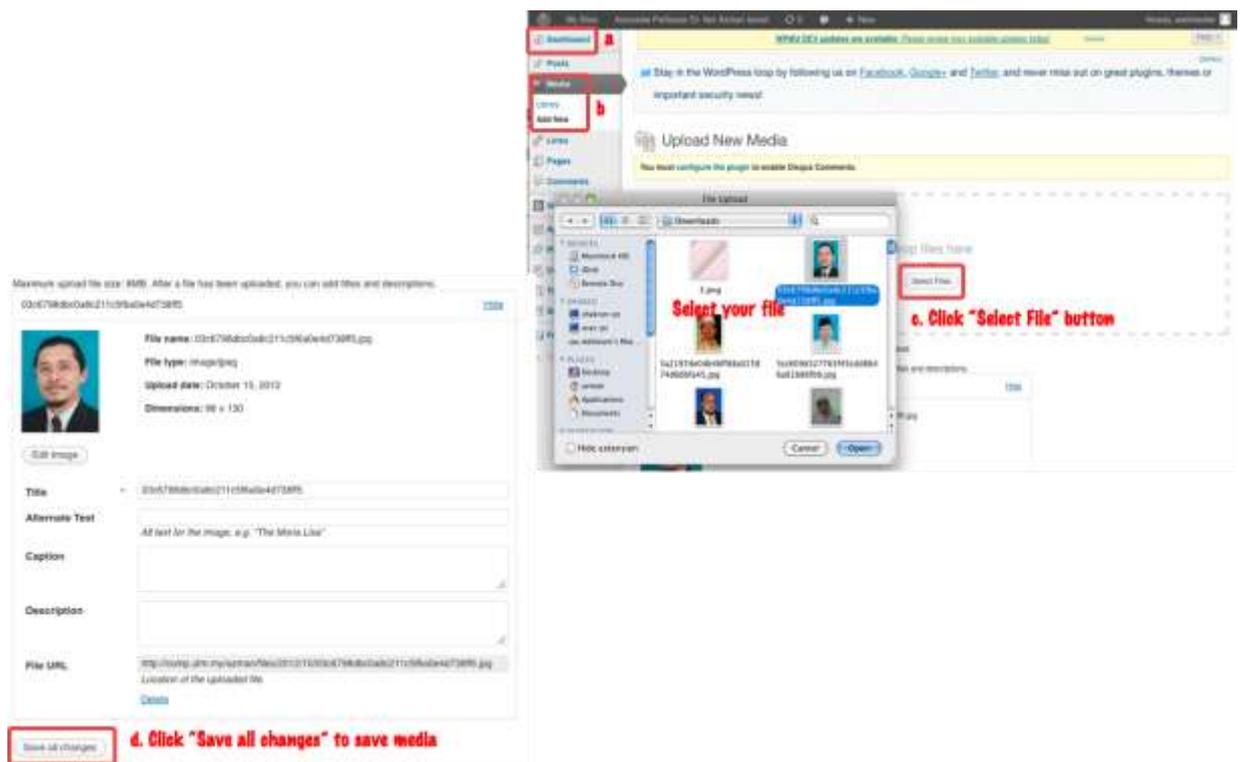
- a. Go to Dashboard
- b. Select “Page” and click “Add New”
- c. Key in the Page title, page content (body)
- d. Click “Publish”



#### 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”

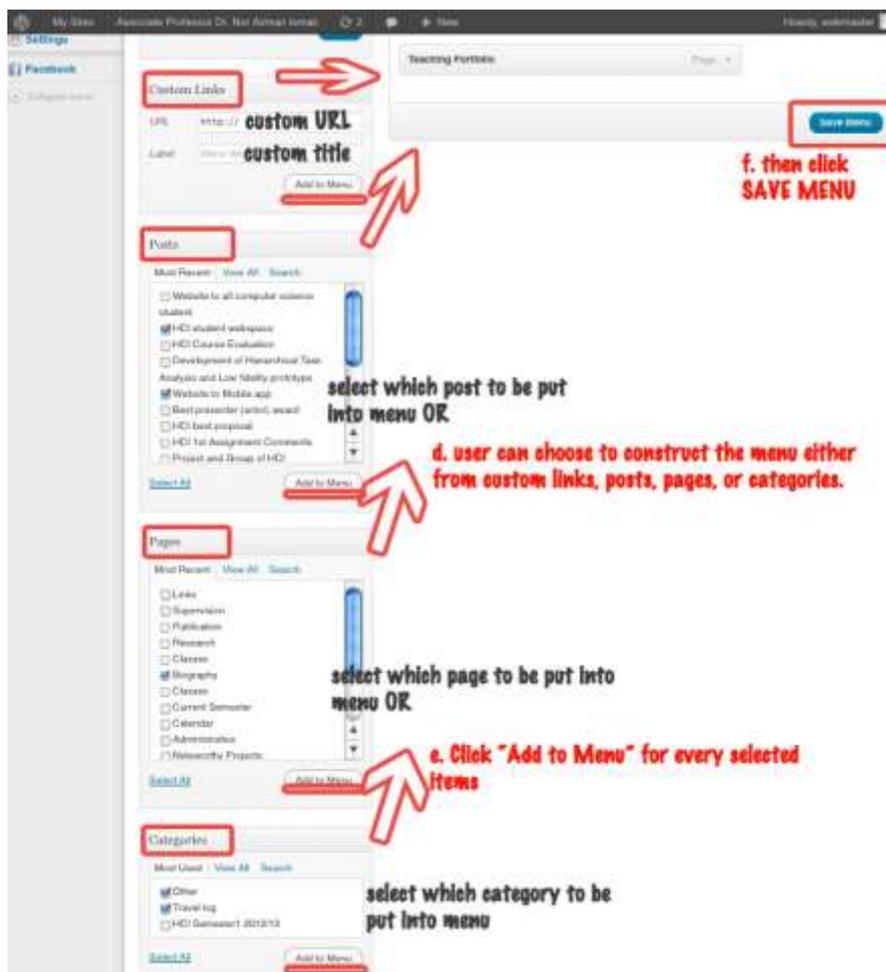
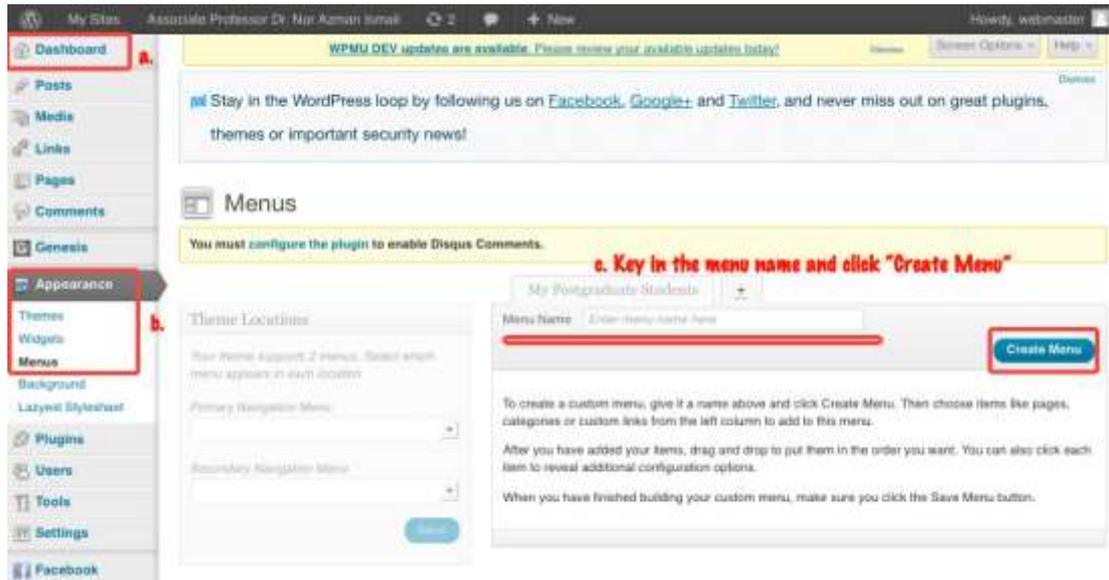


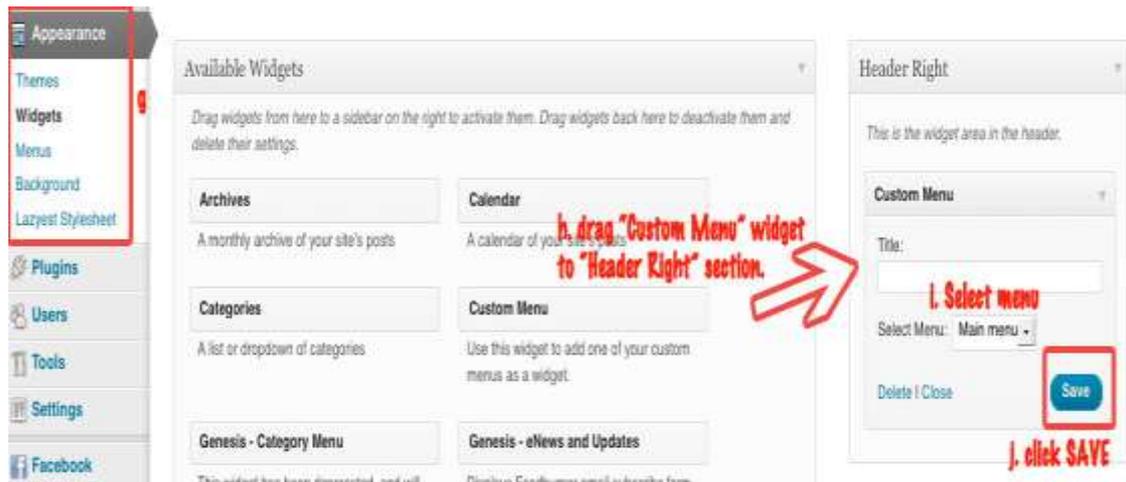
#### V. How to Arrange Menu?

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.



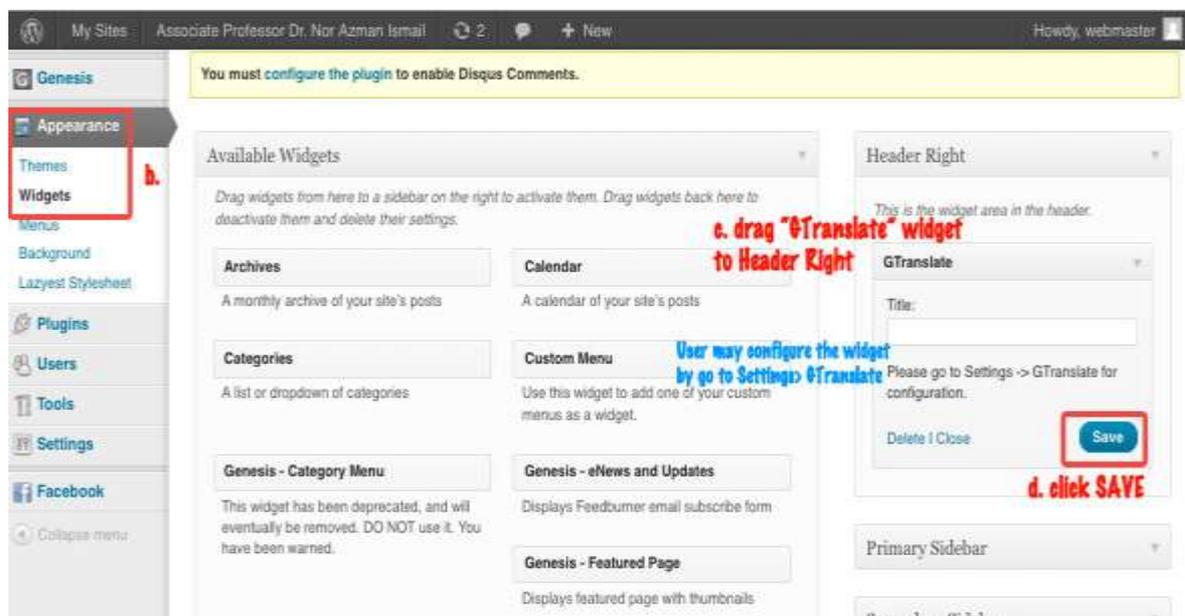


## VI. How to Set Up Widget?

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:

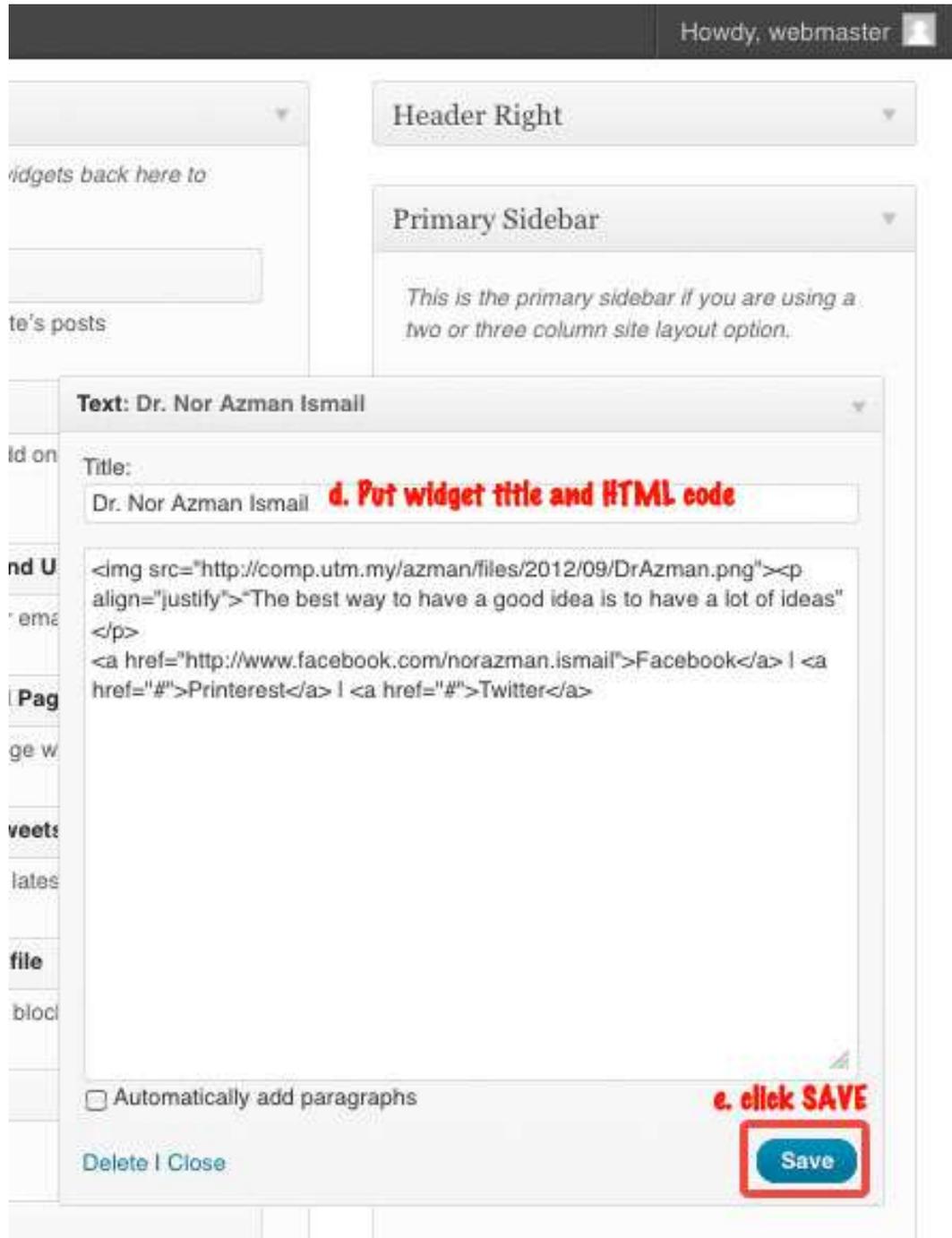
### Header Right:

- Go to Dashboard
- Select “Appearance” and click “Widget”
- Drag “G-Translate” widget to “Header Right” section.
- 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:

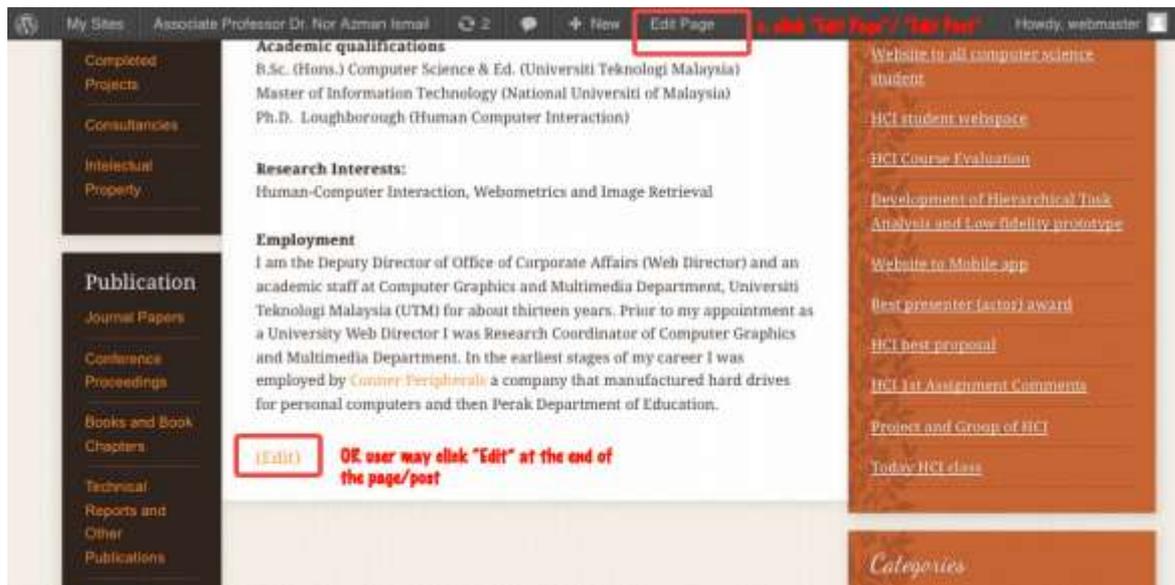
- a. Go to Dashboard
- b. Select “Appearance” and click “Widget”
- c. Drag “Text” widget into “Secondary Sidebar” section.
- d. Put the widget title, and HTML code (as shown below)
- e. Click “Save” to save changes.



## 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:

- User need to Log In, key in the username and password (refer to previous explanation on how to log to dashboard)
- Select "Visit Site"
- 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.
- Edit the page/post by user interest. Click "Update" to save changes made.



Associate Professor Dr. Nor Azman Ismail 2 + New View Page Howdy, webmaster

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**Edit Page** Add New

You must configure the plugin to enable Disqus Comments.

**Biography**

Permalink: <http://comp.utm.my/azman/biography/> Edit View Page

Upload/Insert Visual HTML

Font size Paragraph

Dr. Nor Azman Ismail  
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Deputy Director of Corporate Affairs (Web Director).

**Contact**

Corporate Web Communication Unit,  
Office of Corporate Affairs,  
Universiti Teknologi Malaysia (UTM)  
81310 UTM Johor Bahru, Malaysia.

**Publish**

Preview Changes

Status: **Published** Edit

Visibility: **Public** Edit

Published on: **Sep 25, 2012 @ 20:37** Edit

Move to Trash **Update**

**click "Update"**

**d. edit the page/post content**

Page Attributes

Parent

(no parent)

Template

## 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.

Dashboard

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 great plugins, themes or important security news!

Users [Add New](#)

You must configure the plugin to enable Disqus Comments.

All (2) | Administrator (1)

**list of users and select your name. Click "Edit"**

Bulk Actions     2 items

<input type="checkbox"/>	Username	Name	E-mail	Role	Posts
<input type="checkbox"/>		webmaster	webmaster@utm.my	Administrator	4
<input type="checkbox"/>	Username	Name	E-mail	Role	Posts

[Add New](#)  
[Your Profile](#)

[Tools](#)  
[Settings](#)

My Sites Associate Professor Dr. Nor Azman Ismail 2 + New Howdy, webmaster

About Yourself

Biographical Info

Share a little biographical information to fill out your profile. This may be shown publicly.

**reset your password and re-type for confirmation. Click "Update Profile" to save changes.**

New Password

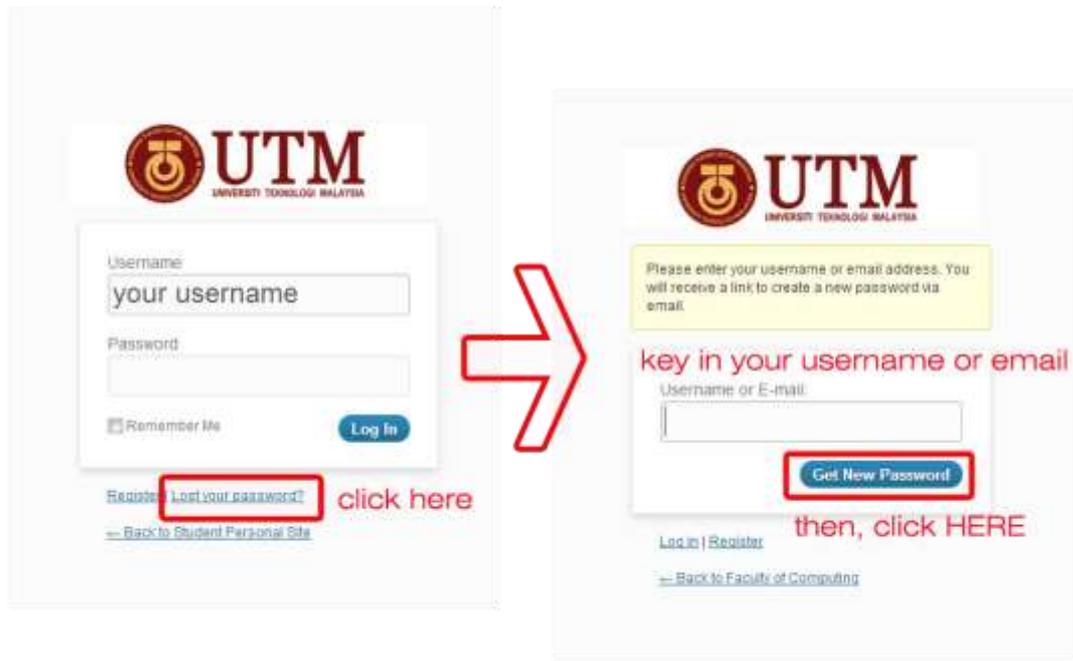
If you would like to change the password type a new one. Otherwise leave this blank.  
Type your new password again.

Strength indicator Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! \* ? \$ % ^ & ;

If you forgot or lost your password:

Do not panic if this happen! Simply:

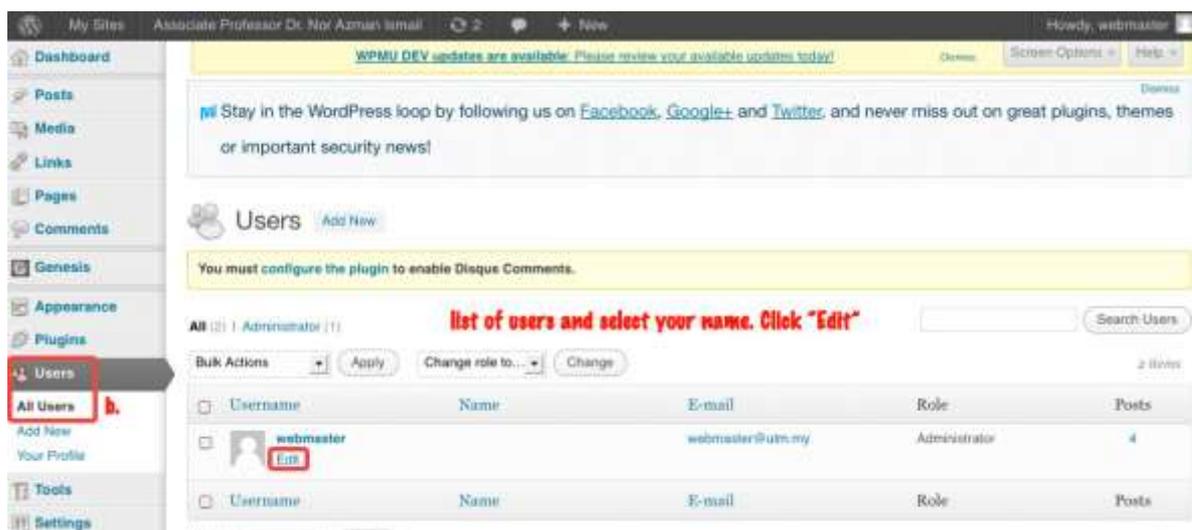
- a. Click "Lost Your Password" below password field.
- b. Key in your username or email and click "Get New Password". A confirmation email for the new password will be emailed to you.



## IX. How to Edit User Profile?

User can edit their profile by:

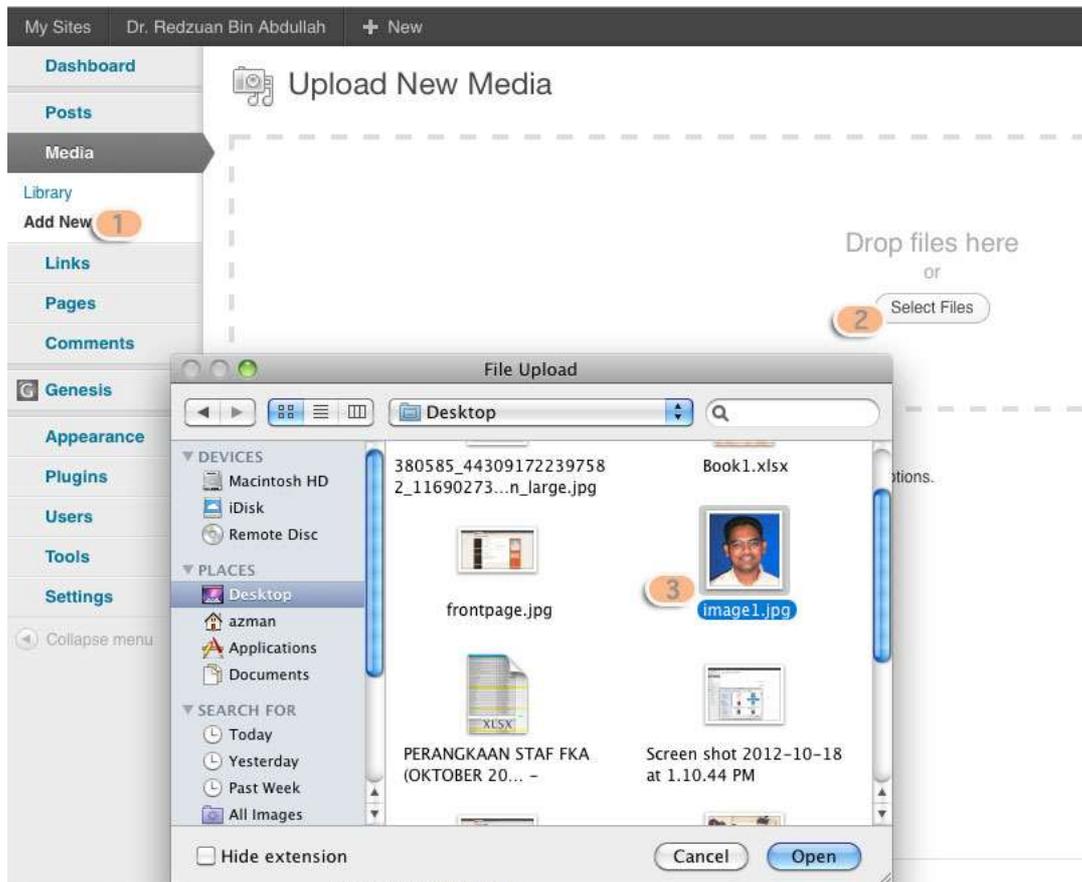
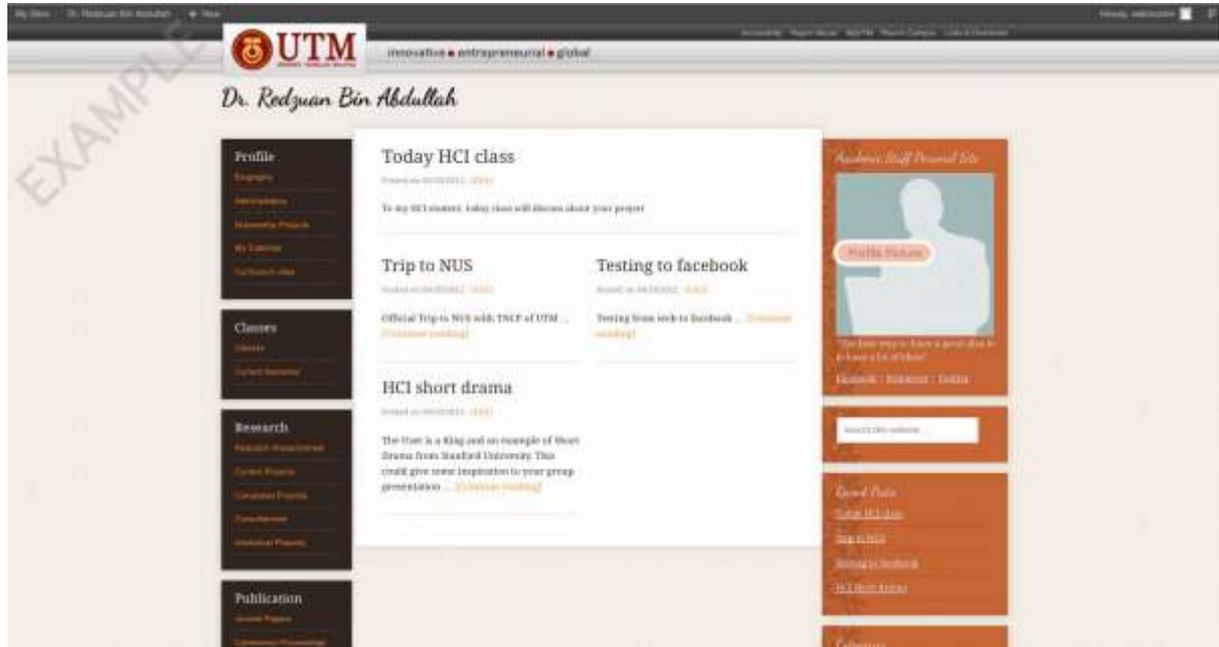
- a. Log in and go to Dashboard.
- b. Go to Users and select "All Users". A list of all users of the site will appear. Find your name/username. Click "Edit".
- c. User has logged into user profile. Now user may edit their Personal Options, Name, Contact Info, scroll down a bit to edit About Yourself, 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 for a user named 'webmaster'. The left sidebar contains navigation menus for Pages, Comments, Genesis, Appearance, Plugins, Users, Tools, Settings, and Facebook. The 'Users' menu is highlighted, and a red box around it contains the text: 'e. User has logged into user profile. Now, user may edit settings'. The main content area is divided into 'Personal Options' and 'Layout Settings'. Under 'Personal Options', there are checkboxes for 'Disable the visual editor when writing', 'Enable keyboard shortcuts for comment moderation', and 'Show Toolbar when viewing site'. The 'Name' section includes input fields for Username (webmaster), First Name, Last Name, Nickname (webmaster), and a dropdown for 'Display name publicly as' (webmaster). A note states 'Usernames cannot be changed'. The 'Contact Info' section has input fields for E-mail (webmaster@utm.my), Website, AIM, and Yahoo IM. A red arrow points to the E-mail field with the text 'user may change e-mail'. The 'Layout Settings' section has a 'Choose Layout' dropdown set to 'Default Layout set in Theme Settings' and four layout preview thumbnails. At the bottom, a red box around the 'Update Profile' button is accompanied by the text 'd. click "Update Profile"'. A yellow banner at the top of the profile page reads: 'You must configure the plugin to enable Disqus Comments.'

## X. How to Upload Profile Picture?

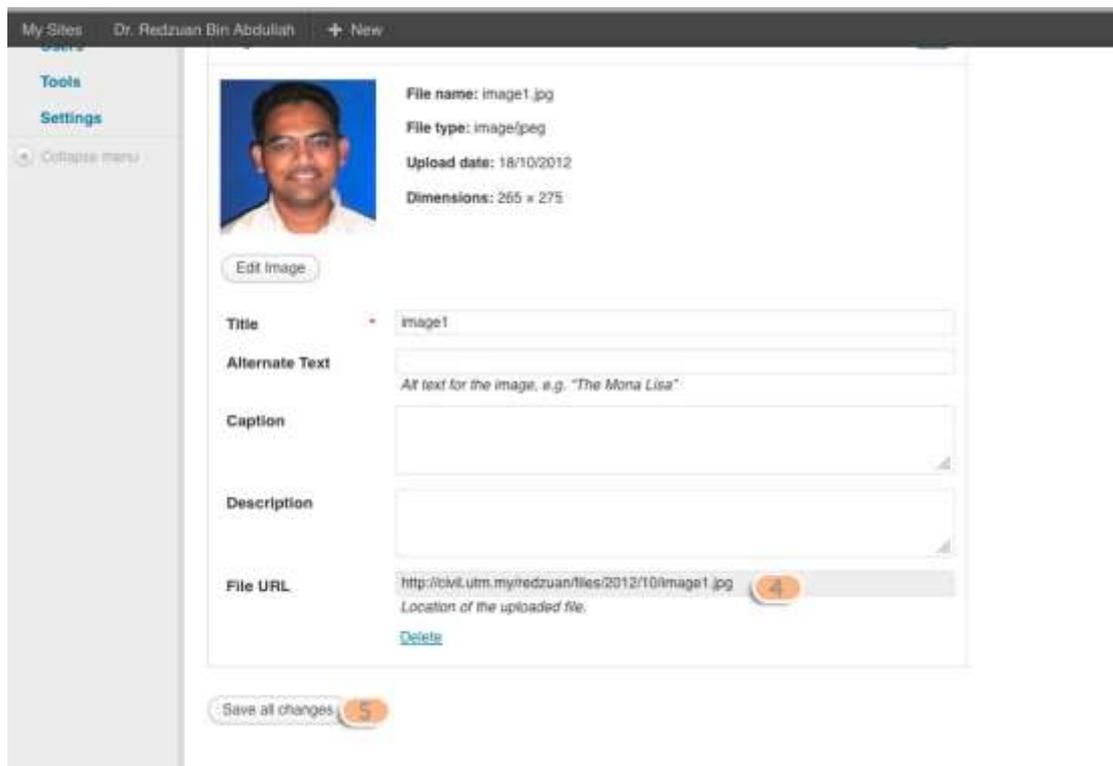
Step by step to upload profile picture



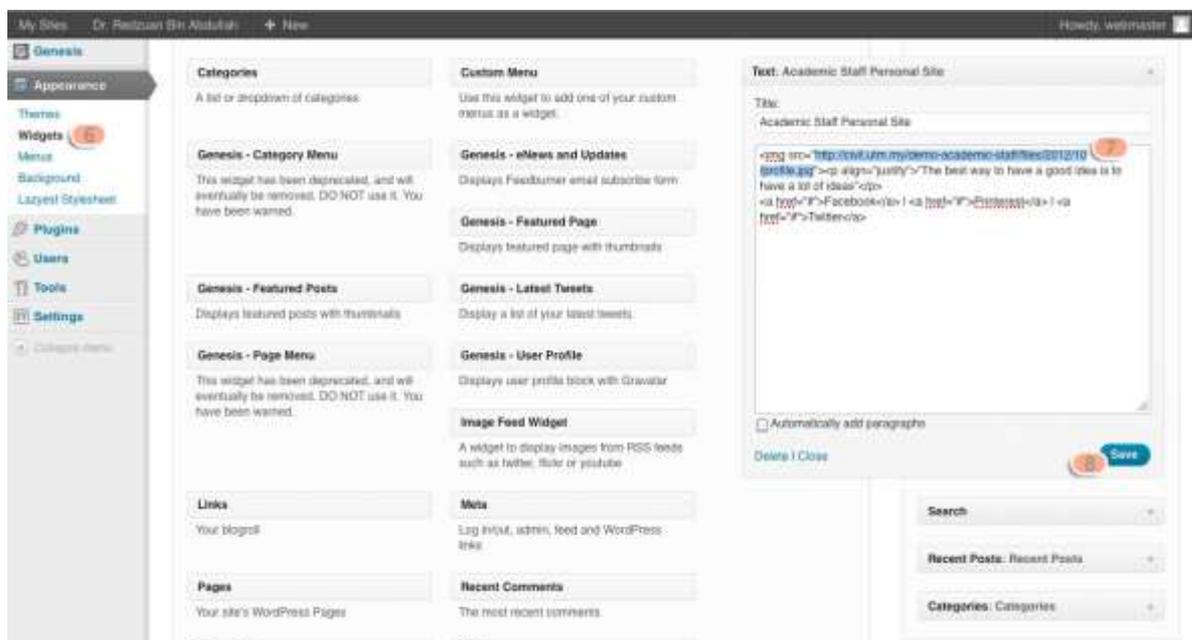
1. Go to Media and select "Add New".
2. Select Files.



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