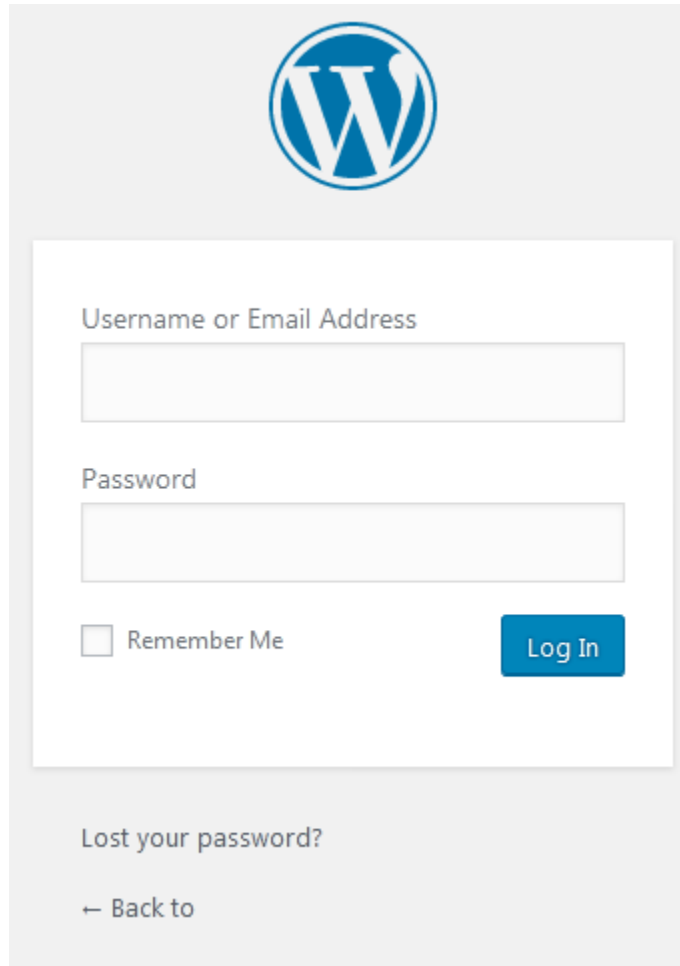


TUTORIAL UPDATE WEBSITE UMSIDA

1. Buka halaman login administrator
 - Nama website Contoh : umsida.ac.id/wp-admin
 - Isikan user
 - Isikan password



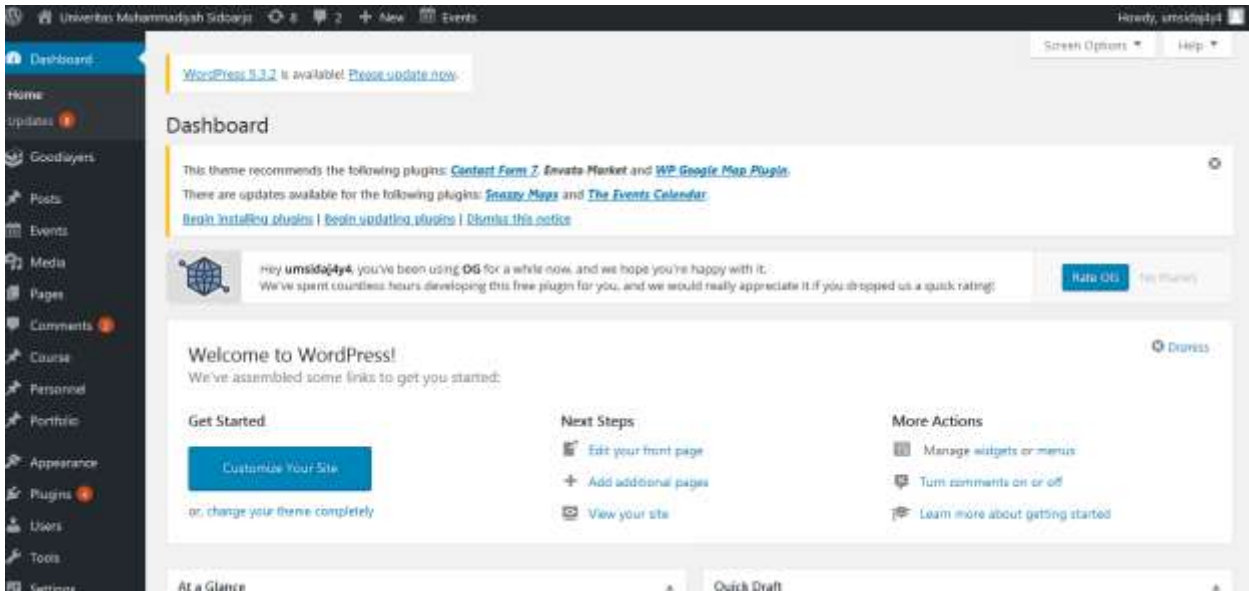
Username or Email Address

Password

Remember Me

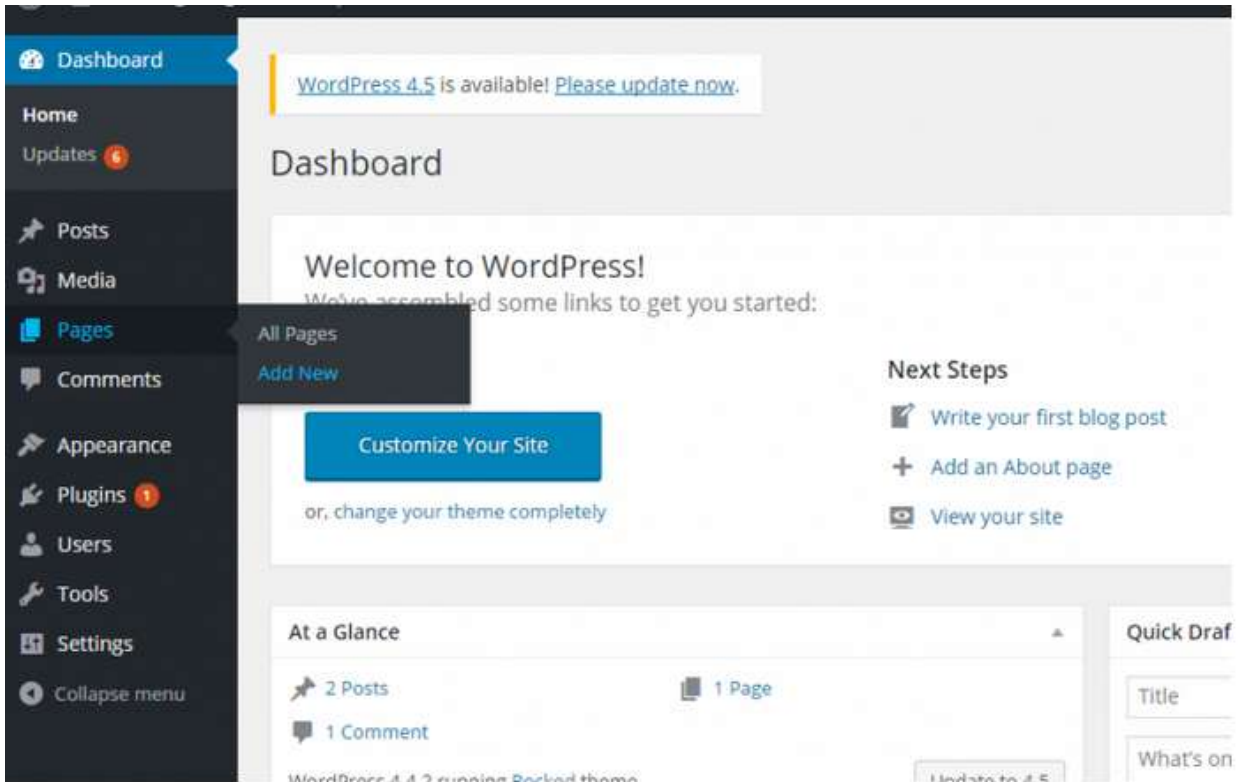
Lost your password?
← Back to

2. Setelah login berhasil, akan tampil dashboard website kita.

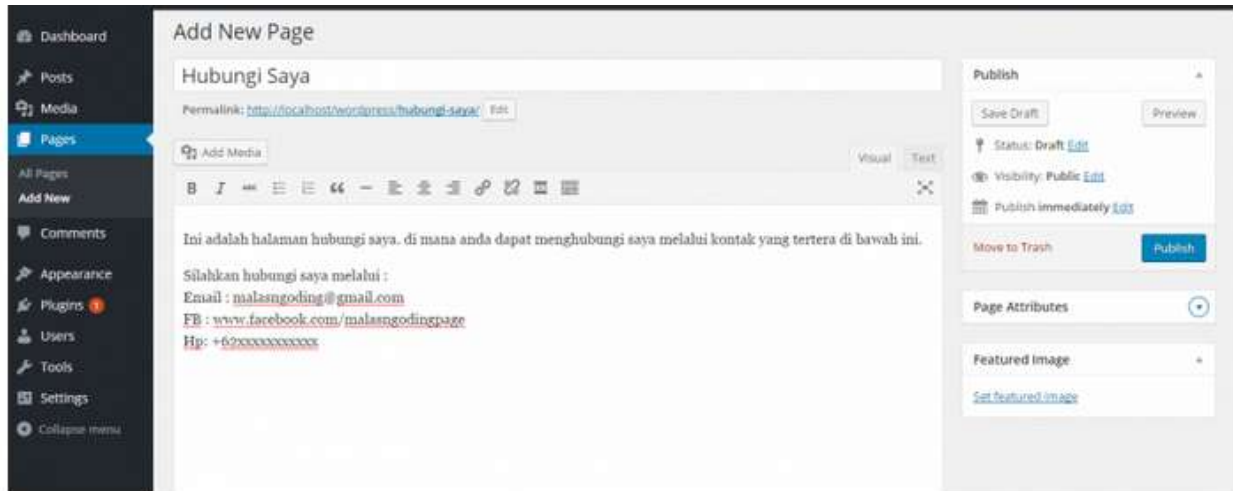


3. Cara Membuat Halaman pada website

➤ Klik pada menu pages > Add New

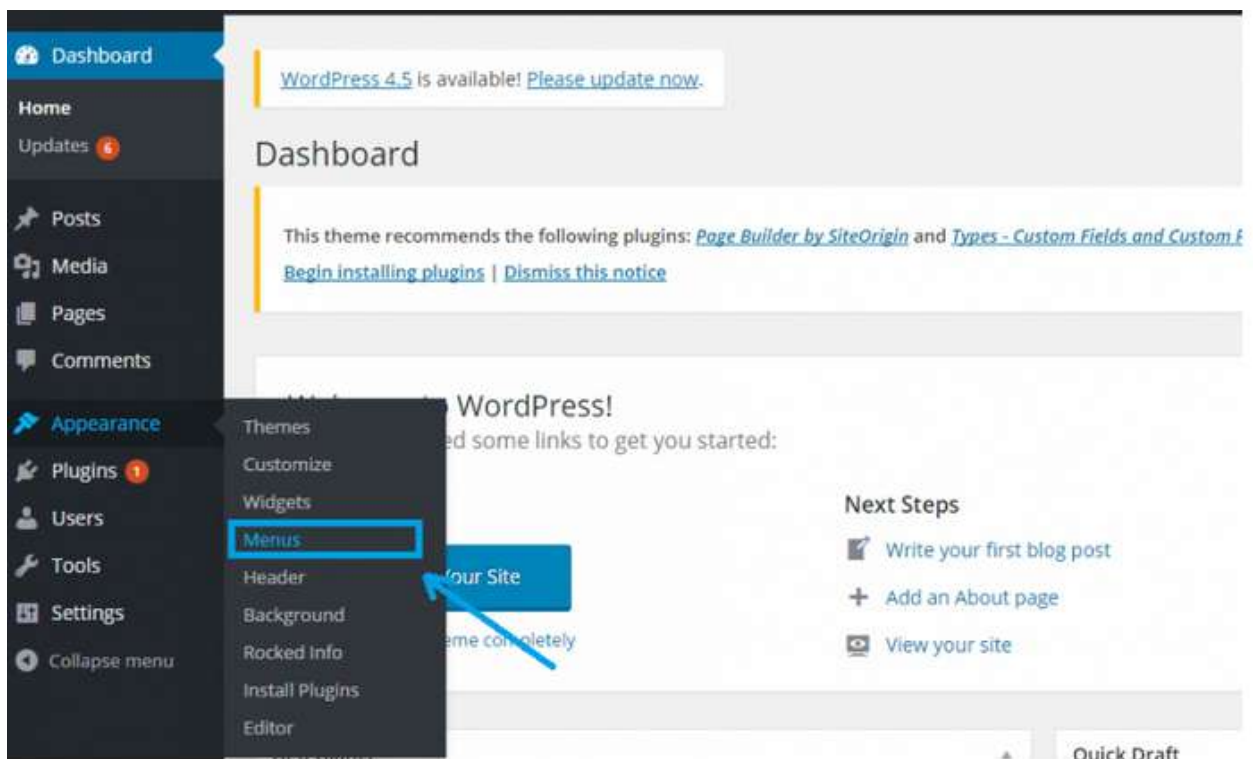


- Ketikkan Judul halaman
- Kemudian isi halaman yang ingin kita buat.
- Kemudian klik **Publish**

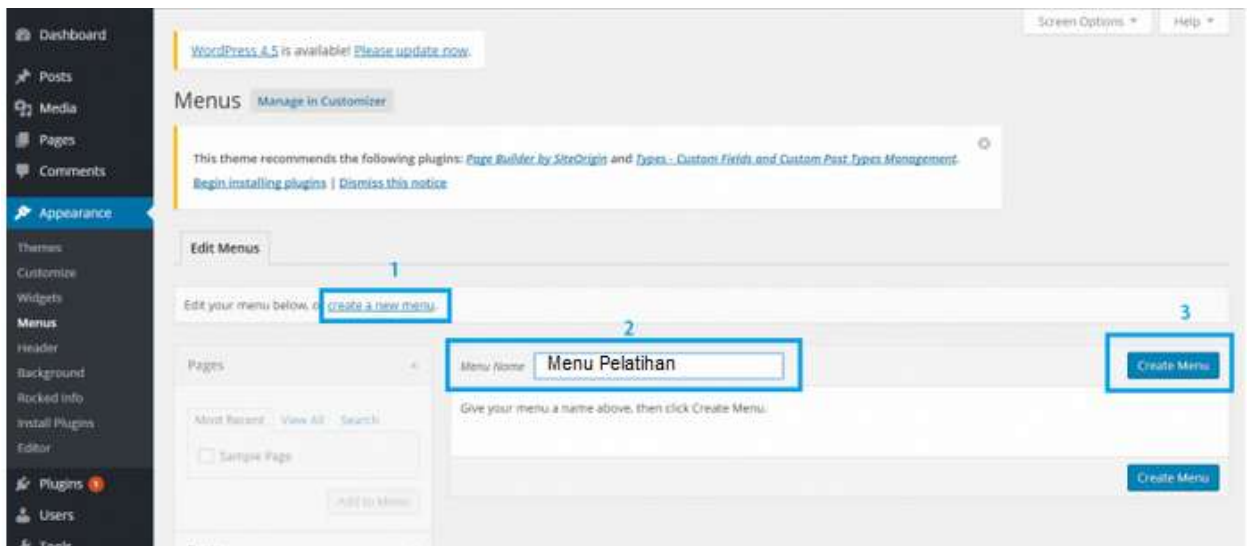


4. Mengatur Menu Navigasi

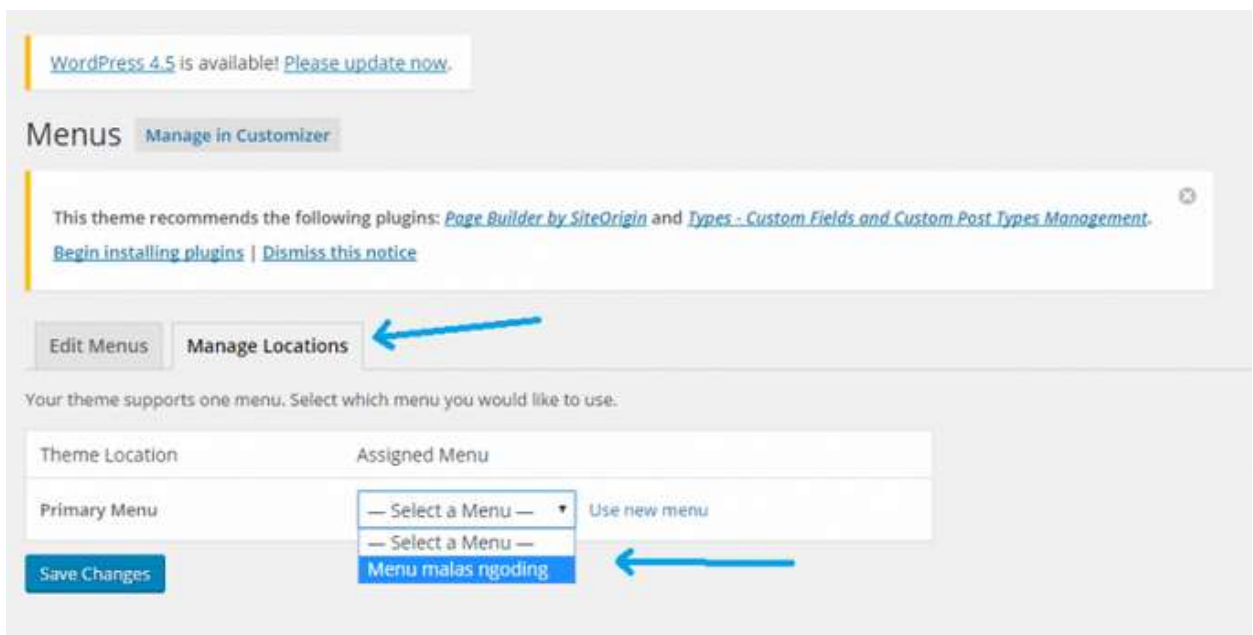
- Cara mengatur menu
- Pilih menu **Appearance -> Menus**



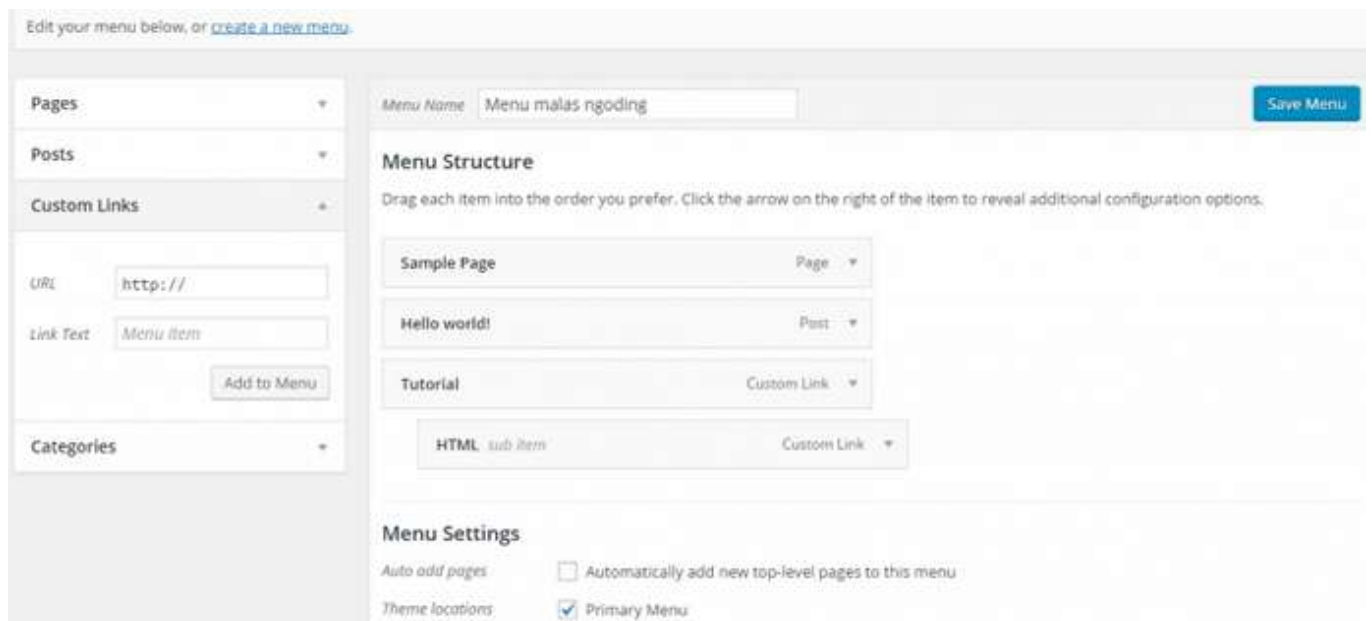
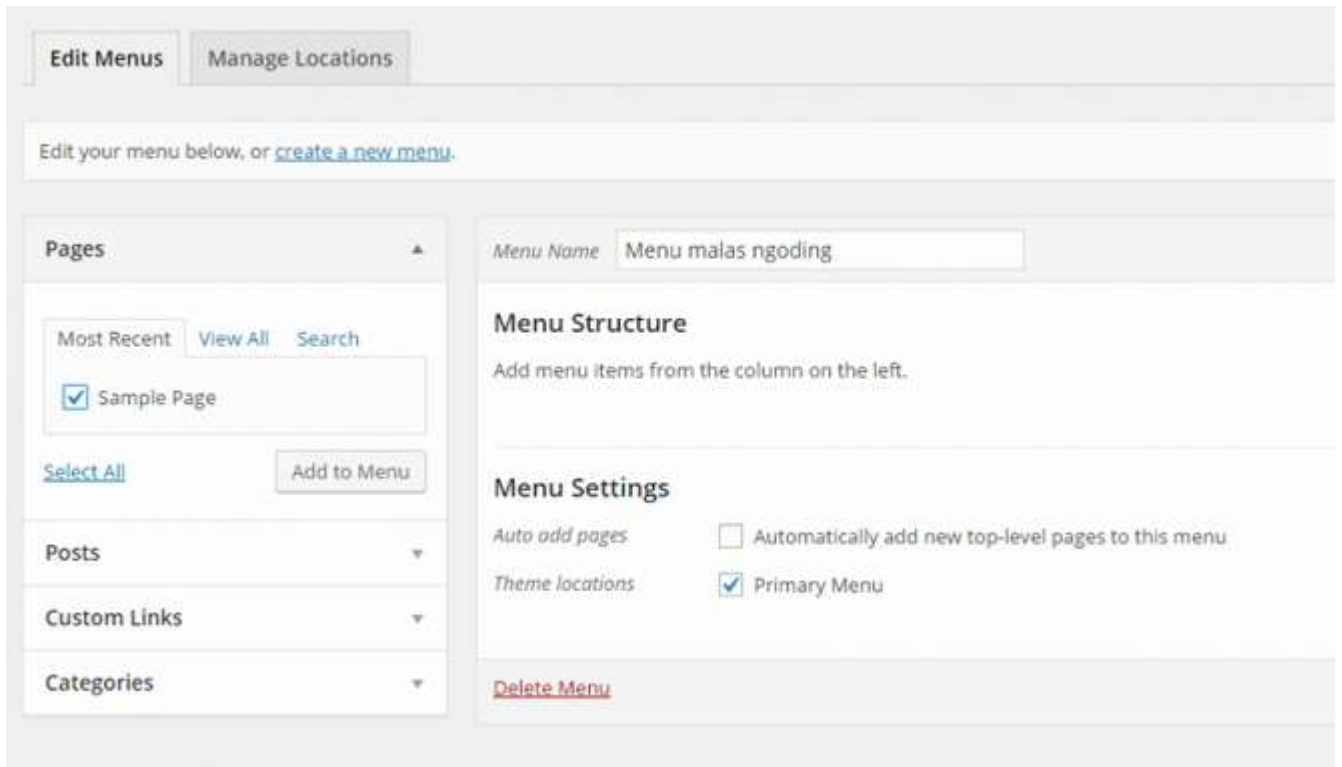
- Selanjutnya akan diarahkan ke halaman pengaturan menu.
- Sampai disini kita buat dulu menu baru. Kemudian kita buat menu navigasi di dalam menu yang kita buat.
- Caranya **Create a New Menu** kemudian akan di arahkan lagi ke halaman pembuatan menu baru. Kemudian ketikkan nama menu yg kita buat.
- Contoh : Menu pelatihan



- Lalu kita aktifkan dulu menu pelatihan yang baru kita buat tadi, dengan cara masuk ke tab manage locations



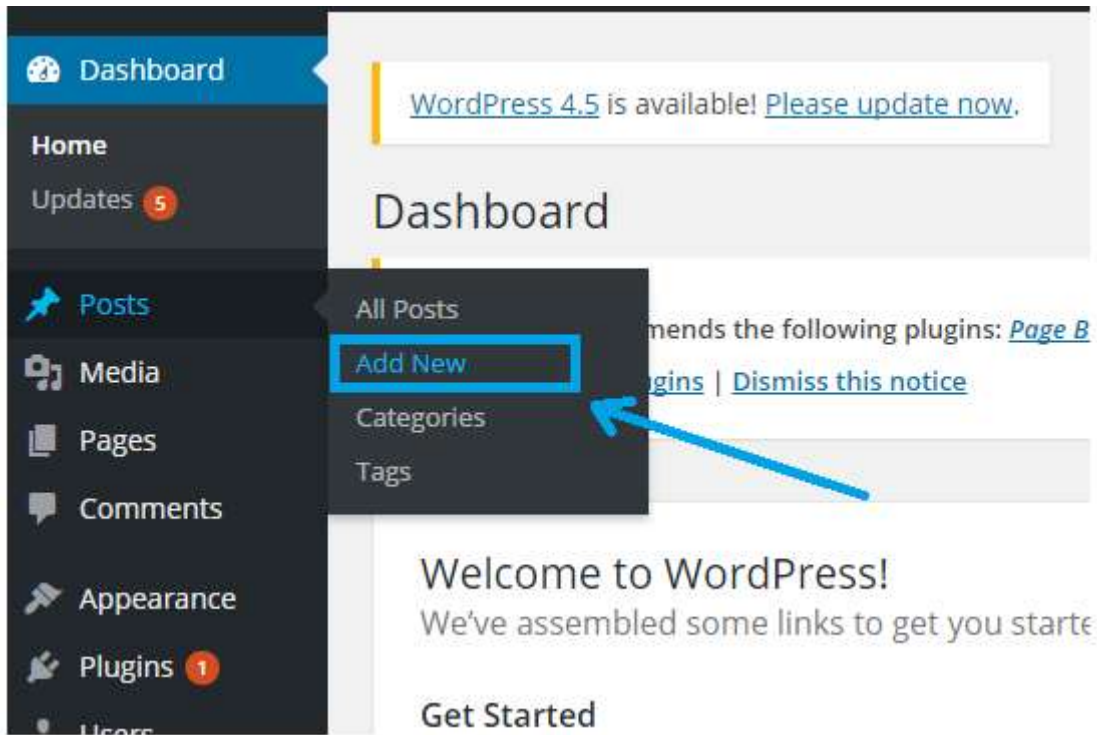
➤ Mengatur navigation menu



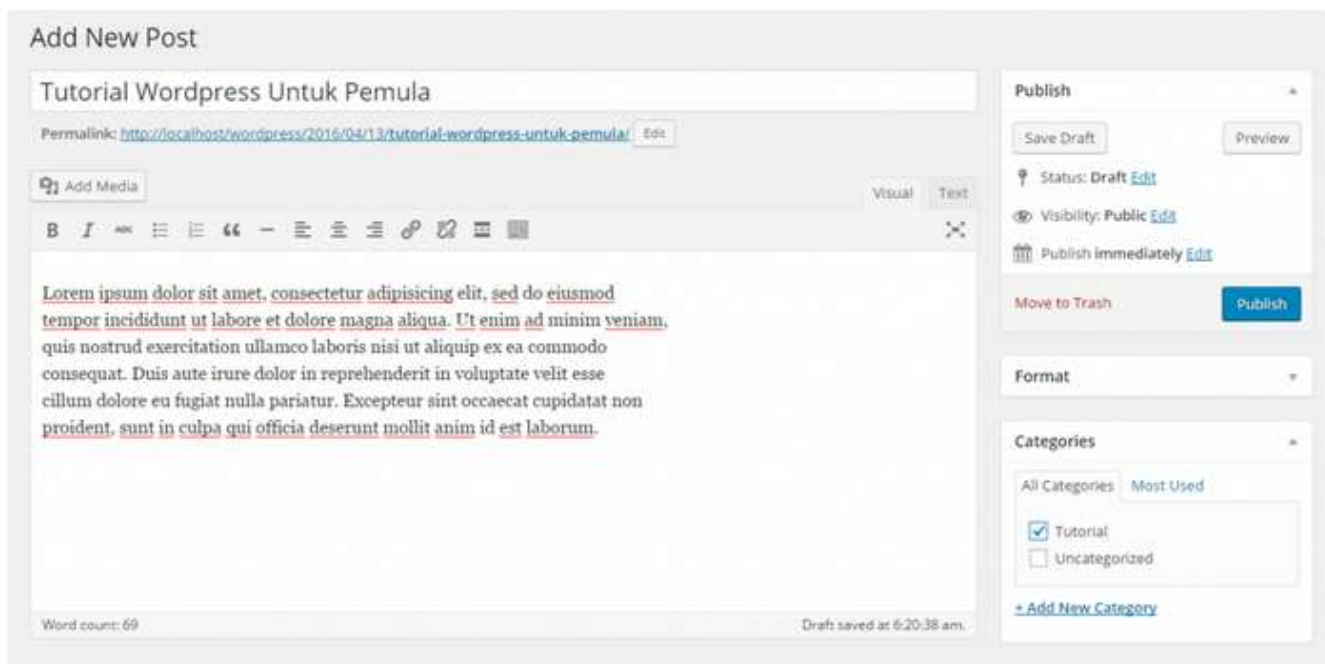
➤ Kemudian jangan lupa save menu.

CARA POSTING ARTIKEL DI WEBSITE

- Pilih menu **Post** -> **Add New**

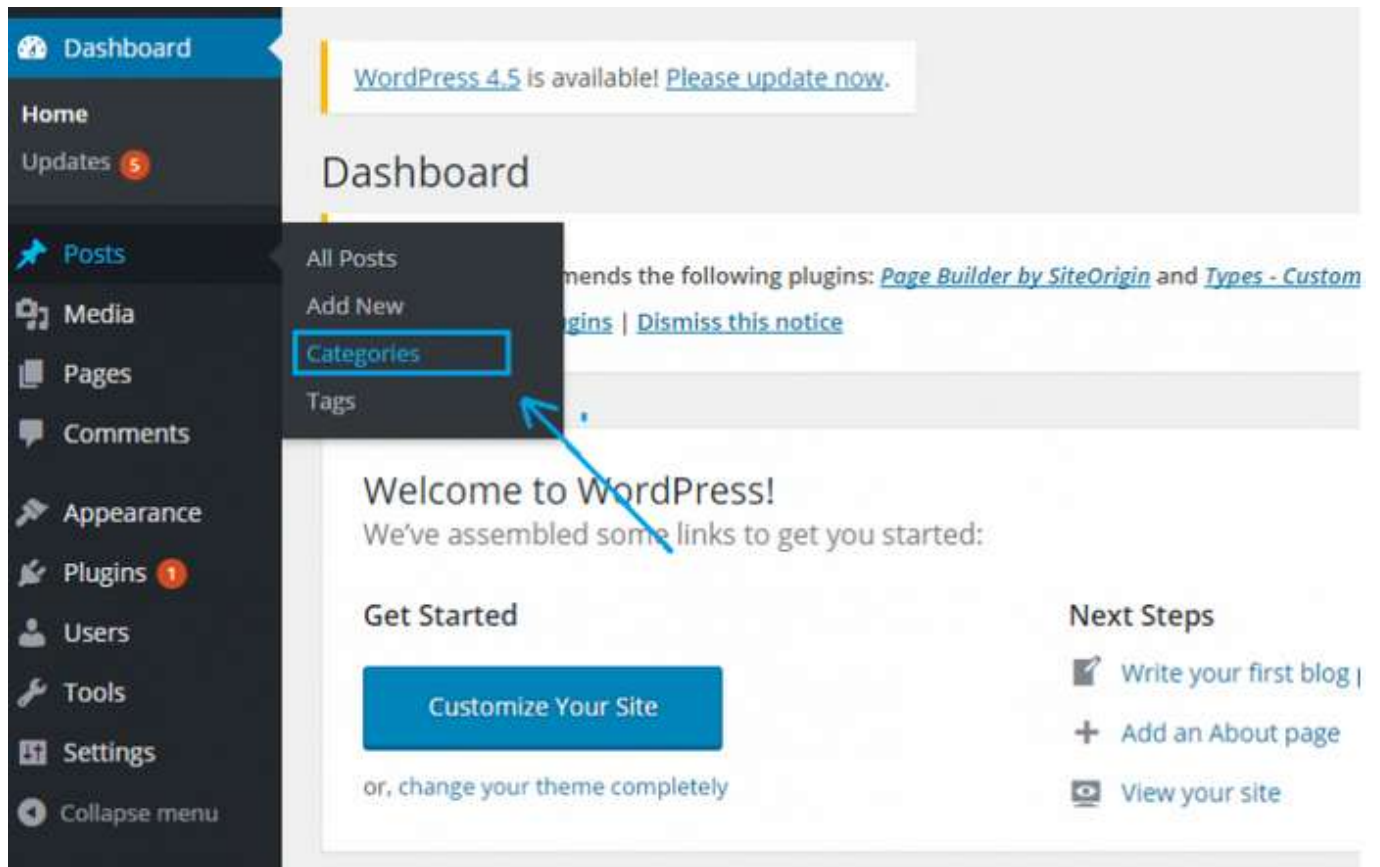


- Kemudian isikan judul artikel
- Setelah itu ketikkan isi artikel



CARA MEMBUAT DAN MENGATUR KATEGORI

- Pilih Post -> Categories Add New Category



- Kemudian akan diarahkan ke halaman pengelolaan kategori wordpress
- Langsung saja isikan pada form kategori tersebut
 - Name : isi dengan nama kategori
 - Slug : (kosong saja)
 - Parent : (kosong)
 - Description : isi dengan penjelasan

- Dashboard
- Posts**
- All Posts
- Add New
- Categories
- Tags
- Media
- Pages
- Comments
- Appearance
- Plugins
- Users
- Tools
- Settings
- Collapse menu

WordPress 4.5 is available! [Please update now](#)

Screen Options ▾ Help ▾

Categories

Search Categories

Add New Category

Name

The name is how it appears on your site.

Slug

The "slug" is the URL friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent

Categories, unlike tags, can have a hierarchy. You might have a jazz category, and under that have children categories for Bebop and Big Band. Totally optional.

Description

Bulk Actions ▾ Apply

1 item

<input type="checkbox"/>	Name	Description	Slug	Count
--------------------------	------	-------------	------	-------

<input type="checkbox"/>	Uncategorized		uncategorized	1
--------------------------	---------------	--	---------------	---

Bulk Actions ▾ Apply

1 item

Note:
 Deleting a category does not delete the posts in that category. Instead, posts that were only assigned to the deleted category are set to the category *Uncategorized*.
 Categories can be selectively converted to tags using the [category to tag converter](#).