Modul Instalasi dan Administrasi Web blog dengan Wordpress

PenyusunTim UGOSUntukPusat Pelayanan Teknologi Informasi dan Komunikasi
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Pengenalan dan Administrasi Web blog dengan Wordpress

Pengenalan Website

Website atau situs dapat diartikan sebagai kumpulan halaman-halaman yang digunakan untuk menampilkan informasi teks, gambar diam atau gerak, animasi, suara, dan atau gabungan dari semuanya itu baik yang bersifat statis maupun dinamis yang membentuk satu rangkaian bangunan yang saling terkait dimana masing-masing dihubungkan dengan jaringan-jaringan halaman (hyperlink).



Gambar 1. Tampilan web Fakultas Kedokteran Hewan

Cara Kerja Website berdasarkan pemrosesan

Server Side

Pengolahan data website yang diminta oleh user diproses di server, output dari proses ini

dikirim kembali ke user (ke browser).

Ex : PHP, MySQL, ASP, JSP

Client Side

Data website dikirim dari server, masuk ke browser (Internet Explorer, Firefox, Opera,dll). Kemudian data ini diproses di browser.

Ex : JavaScript, CSS, XML

Berdasarkan Konten (isi)

Dynamic

Situs yang mempunyai sistem updating. Ex : Blog, Portal, Social Network.

Static

Situs yang hanya merupakan halaman statis, tidak memiliki sistem updating. Ex : Website profil, website korporat.

Pengertian Hosting dan Domain

Web Server = Suatu perangkat komputer yang bertugas sebagai penyedia layanan website.

Hosting = Penggunaan sebagian space di web server untuk meletakkan file website Dengan begitu website tersebut akan bisa diakses lewat internet.

Hosting biasanya dilengkapi dengan Control Panel dan File Manger.



Gambar 2. Tampilan Dashboard Cpanel

Rumah tempat website (Web hosting)

Web Hosting dapat diartikan sebagai ruangan yang terdapat dalam harddisk tempat menyimpan berbagai data, file-file, gambar, video, data email, statistik, database dan lain sebagainya yang akan ditampilkan di website. Besarnya data yang bisa dimasukkan tergantung dari besarnya web hosting yang disewa/dipunyai, semakin besar web hosting semakin besar pula data yang dapat dimasukkan dan ditampilkan dalam website.

Web Hosting juga diperoleh dengan menyewa. Pengguna akan memperoleh kontrol panel yang terproteksi dengan username dan password untuk administrasi websitenya. Besarnya hosting ditentukan ruangan harddisk dengan ukuran MB (Mega Byte) atau GB (Giga Byte). Lama penyewaan web hosting rata-rata dihitung per tahun. Penyewaan hosting dilakukan dari perusahaan-perusahaan penyewa web hosting yang banyak dijumpai baik di Indonesia maupun Luar Negeri. Lokasi peletakan pusat data (datacenter) web hosting bermacam-macam. Ada yang di Jakarta, Singapore, Inggris, Amerika, dll dengan harga sewa bervariasi.

Nama domain (Domain name/URL - Uniform Resource Locator). Nama domain atau biasa disebut dengan Domain Name atau URL adalah alamat unik di dunia internet yang digunakan untuk mengidentifikasi sebuah website, atau dengan kata lain domain name adalah alamat yang digunakan untuk menemukan sebuah website pada dunia internet. Contoh : <u>http://www.nama</u> situs .com

Contoh nama domain ber-ekstensi internasional adalah com, net, org, info, biz, name, ws.

Contoh nama domain ber-ekstensi lokasi Negara Indonesia adalah :

- .co.id : Untuk Badan Usaha yang mempunyai badan hukum sah;
- .ac.id : Untuk Lembaga Pendidikan;
- .go.id : Khusus untuk Lembaga Pemerintahan Republik Indonesia;
- .mil.id : Khusus untuk Lembaga Militer Republik Indonesia;
- .or.id : Untuk segala macam organisasi yand tidak termasuk dalam kategori "ac.id","co.id","go.id","mil.id" dan lain lain;
- .war.net.id : untuk industri warung internet di Indonesia;
- .sch.id : khusus untuk Lembaga Pendidikan yang menyelenggarakan pendidikan seperti SD, SMP dan atau SMU;
- .web.id : Ditujukan bagi badan usaha, organisasi ataupun perseorangan yang melakukan kegiatannya di World Wide Web.

Bagian-Bagian Website



Gambar 3. Tampilan depan(Front End) Blog UGM

Front End Halaman yang sampai ke pengunjung biasa



Gambar 4. Tampilan Front End Library UGM

Back End

untuk sebuah CMS (content management System)

| WordPi | RESS |
|---|--------|
| Username | |
| Password | |
| 🔲 Remember Me | Log In |
| Lost your password? ← Back to UGM Goes Open Source | |

Gambar 5. Backend Wordpress

| gain access to the administrator | | |
|----------------------------------|-----------|---------|
| ackend. | User Name | |
| o to site home page. | Password | |
| | Language | Default |

Gambar 6. Backend Joomla

User End

Halaman bagi user yang login. Banyak digunakan untuk website generasi 2.0



Illustration 5: tampilan modul login user end id-joomla

Pengenalan Wordpress

Wordpress adalah salah satu dari sekian banyak blog publishing system yang ditulis dengan bahasa pemograman PHP dan database MySQL. Wordpress mudah digunakan, cepat diinstalasi, dan tentu saja gratisan. Wordpress sendiri dapat didownload di <u>http://wordpress.org/download/</u>.

Keunggulan Wordpress

- 1. Kemudahan posting dengan dukungan WYSIWYG editor;
- 2. Kemudahan administrasi dan maintenance;
- 3. Fasilitas pencarian yang komprehensif;
- 4. Dukungan berbagai bahasa;
- 5. Dukungan dokumentasi yang lengkap dan komunitas yang cukup banyak;
- 6. Lisensi GNU General Public License sehingga dapat didownload secara bebas;
- 7. Content Based Management System;
- 8. Dukungan kategori dan sub kategori posting yang tak terbatas;
- 9. Sindikasi otomatis dengan RSS(Really Simple Syndication) Feed Atom;
- 10. Menggunakan interface XML RPC (eXtensible Markup Language Remote Procedure Call. Sebuah protokol client-server yang menerima dan mengirim

informasi "di atas";

- 11. HTTP. Data dikirim dan diterima dalam format XML tertentu yang dirancang khusus untuk digunakan dengan XMLRPC) yang memungkinkan posting dari mana saja, termasuk dari email;
- 12. Kemudahan penambahan plugin dan themes (tampilan);
- 13. Kemudahan mengimport data dari sistem blog lainnya, seperti MovableType, Blogger, TextPattern, dan b2evolution.

Login Pada Cpanel

Sebelum Anda bisa login ke cPanel, Anda harus membuka browser internet. Pada demo ini, kita sudah membuka browser dan alamat cPanel Anda biasanya dikirimkan pada email aktivasi hosting Anda. Ada dua cara untuk login ke cPanel :

- 1. Dengan alamat IP satu-satunya cara mengakses cPanel jika domain Anda belum selesai ber-propagasi;
- 2. Dengan nama domain Anda hanya bisa digunakan jika domain Anda sudah aktif;

Masukkan username dan password Anda (juga diberikan dalam email aktivasi hosting)



Gambar 7. Cpanel Login

Klik tombol \mathbf{OK}

Selesai! Sekarang Anda sudah login dan bisa menyiapkan alamat email, domain tambahan, database, membuat toko online dan melakukan puluhan fitur lainnya!



Gambar 8. Cpanel Dashboard

Sekilas menggunakan mengupload file pada cpanel Klik ikon File Manager

| | | | Files | | | |
|-----------------------|------------------|-----------------|------------------------|---------------------|----------|-----------------|
| 9 | | | The second | 2 | Ŷ | 11 |
| Backups | Backup Wizard | File Manager | Legacy File Manager | Disk Space Usage | Web Disk | FTP Accounts |
| (1) | | | | | | |
| TP Session Control | | | | | | |

Gambar 9. File Manager Cpanel



Ini adalah antarmuka File Manager. Anda bisa menggunakan File Manager untuk mengupload file ke akun Anda, menghapus file, mengubah hak akses (permission), dan fungsi lainnya.

Di sebelah kiri terdapat daftar folder dalam akun Anda yang bisa dibuka-tutup

| File Manager Settings | | | S | earch All Your Files | ▼ for | |
|--|------------|--|-----------|--------------------------|----------------------|-------|
| New File New Folder | pad Delete | Rename Edit Code HTML Change View Extract Compress | | | | |
| <pre> public_html Go </pre> | 🕥 Home | 😰 Up One Level 🗢 Back 🗢 Forward 🏐 Reload 🗹 Select all 📗 Unselect all | | | | |
| TE | | Name | Size | Last Modified (WIT) | Туре | Perms |
| T= Collapse all | | cgi-bin | 4 KB | Jan 9, 2013 10:41 PM | httpd/unix-directory | 0755 |
| E- Company (/home 3/ | | main | 4 KB | Jun 12, 2013 1:21 PM | httpd/unix-directory | 0755 |
| E coapel | | wiki | 4 KB | Mar 21, 2013 4:00 PM | httpd/unix-directory | 0755 |
| ···· intpasswds | | .htaccess | 835 bytes | Oct 16, 2012 12:31 PM | text/x-generic | 0644 |
| | | .index.php.swp | 12 KB | Feb 26, 2007 7:55 AM | text/x-generic | 0644 |
| urash | | banner-150.png | 8.76 KB | Aug 22, 2008 2:39 PM | image/x-generic | 0777 |
| ······································ | | banner-200.png | 4.96 KB | Feb 17, 2010 8:01 PM | image/x-generic | 0777 |
| 🔁 bin | | banner-500.png | 27.5 KB | Aug 22, 2008 2:39 PM | image/x-generic | 0777 |
| | | banner-instalfest.png | 26.04 KB | Sep 21, 2010 7:40 PM | image/x-generic | 0666 |
| ⊕ ⊡ etc | | banner-trans-150.png | 9.05 KB | Aug 22, 2008 2:19 PM | image/x-generic | 0777 |
| E php | | banner-trans-175.png | 11.08 KB | Aug 22, 2008 2:19 PM | image/x-generic | 0777 |
| 🕀 🛅 🚸 public_ftp | | banner-trans-200.png | 13.24 KB | Aug 22, 2008 2:19 PM | image/x-generic | 0777 |
| 🗈 🦕 🎯 public_html | | bc-banner-200.png | 12.72 KB | Aug 22, 2008 2:39 PM | image/x-generic | 0777 |
| 🗄 🛅 ssl | | ba.wbite.200 ppg | 12 72 KB | Aug 22, 2008 2:39 PM | image/x-generic | 0777 |
| 🗄 🛅 tmp | | den une el | 16.01 KB | New 0, 2010 9:57 AM | imagaly generic | 0644 |
| when | - | deru-ugm.gr | 16.01 KB | NOV 9, 2010 8:57 AM | image/x-genefic | 0044 |
| 🖽 · 🛅 🎯 www | _ | deru-ugm.png | 16.96 KB | Nov 9, 2010 9:00 AM | image/x-generic | 0644 |
| | | | 0.04.100 | Aug 17. 2008 12:08 | | 0.777 |

Gambar 11. File Manager

Sedang di sebelah kanan adalah daftar file dan folder dalam direktori yang dipilih dari sebelah kiri

Selanjutnya mari mengupload file compresan zip/tar.gz wordpress stable terbaru kedalam folder **public_html.** Selanjutnya klik tombol upload

| Upload files | ~ |
|--|----|
| ce available for uploads: 10 GB | |
| indositehost.com | |
| se select files to upload to /home/abc123c/public_html/cgi-bin | |
| Browse | |
| Browse | |
| Browse | |
| rwrite existing files: | |
| | |
| | |
| Back to /home/abc123c/public_html/cgi-bin | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | 14 |

Klik browse, dan pilih aplikasi wordpress yang telah dipersiapkan sebelumnya

Setelah proses upload berhasil dilakukan, berikutnya pilih menu untuk kembali ke File Manager. Langkah Selanjutnya adalah memecah file wordpress dengan cara menchecklist pada file wordpress dan gunakan lagi button operasi file (button atas) dengan memilih opsi **Extract**. File paket Code Wordpress biasanya dalam format ***.zip** atau ***.tar.gz**. Proses Ekstraksi akan menghasilkan folder Wordpress

Selanjutnya ganti nama folder wordpress hasil extract menjadi public_html

Mempersiapkan database melalui cpanel

Demo ini berasumsi bahwa Anda sudah login ke cPanel. Sekarang kita mempelajari cara membuat database MySQL.

Klik ikon MySQL Databases

| Shared Ip Address | 65.98.113.218 | Password | IP Deny | SSH/Shell | HotLink | GnuPG | |
|-------------------|--------------------|---------------------|--|-------------------|---|-------|---|
| Path to sendmail | /usr/sbin/sendmail | Directories | Manager | ALLESS | Protection | Reys | |
| Path to PERL | /usr/bin/perl | | | | Domains | | |
| Kernel version | 2.6.11.7.dn5.p4 | - | | | D d l l d l d d d d d d d d d d d d d d | | |
| Service Status | Click to View | Subdomains | Addon Domains | Parked Domains | Redirects | | |
| | | | | | | | |
| | | 0 | *:* | N Ch | Databases | | |
| | | MySQL® Databases | MySQL [®] Database Wizard | phpMy Admin | Remote MySQL | | |
| | | MySQL® Databases | MySQL® Database Wizard | phpMy Admin | Remote MySQL Software | | A |

Kita akan membuat database bernama mydata Ketik nama database **mydata** di sini

| Hand Findositobost.com | |
|---|--|
| CPAREL 11 | - W 25 |
| MySQL Databases | |
| MySQL Databases allow you to store lots of information in an easy to access me easily read by humans. MySQL databases are required by many web applicatio management systems, and others. To use a database, you'll need to create it. other users) that have privileges to access a database can read from or write t MySQL Databases Create New Database | anner. The databases themselves are not ns including some bulletin boards, content Only MySQL Users (different than mail or that database. Jump to MySQL Users |
| New Database: Create Database | |
| Modify Databases | |
| Check DB: Check DB | |

Lalu klik Create Database

Database sudah dibuat! Sekarang kita perlu membuat dan menambah (memberi akses) user pada database ini

Klik link Go Back



Masukkan user yang akan diberi akses ke database Anda di sini

| MySQL Users | t.com | | ↑Jump to MySQL Databases |
|------------------------------|---------------------------|--|--------------------------|
| Username: Dessword: | R | *Seven characters max Password Strength: Very Weak | |
| Add User To Databas | reate User | | |
| Database: abc123c_ Submit | mydata 💌 | | |
| Current Users | | | |
| Us There are no users as | sers ↓ sociated with y | DELETE our account. | |

dan password untuk user ini di sini

| Add New User indositehosi | t .com | | ↑Jump to MySQL Database |
|--|---|---|-------------------------|
| Username: dav | ve123 *Seven | characters max | |
| Password: | Passwor Very We | d Strength: ak | |
| Password (Again): | reate User | | |
| Add User To Database | e | | |
| User: | | | |
| Database: abc123c_ | mydata 💌 | | |
| | | | |
| | | | |
| Submit | | | |
| Submit | | | |
| Submit Current Users Us | ers ↓ | Delete | |
| Submit Current Users Use There are no users ass | ers ↓ sociated with your account | DELETE | |
| Submit Current Users Use There are no users ass | seciated with your account seciated ilaci di sini | DELETE | |
| Submit Current Users Use There are no users ass Ukan password ySQL Users | sociated with your account sociated lagi di sini | Delete | ↑Jump to MySQL Database |
| Submit Current Users Use There are no users ass Sukan password ySQL Users Add New User | ers ↓ sociated with your account sekali lagi di sini | DELETE t. | ∱Jump to MySQL Database |
| Submit Current Users Use There are no users ass SUKAN PASSWORD YSQL Users Add New User Indositehost | sociated with your account sekali lagi di sini | DELETE t. | ∱Jump to MySQL Database |
| Submit Current Users Use There are no users ass Sukan password ySQL Users Add New User indositehost Username: day | sociated with your account sekali lagi di sini t.com ve123 *Seven | DELETE t. | ∱Jump to MySQL Database |
| Submit Current Users Use There are no users ass Sukan password ySQL Users Add New User indositehost Username: daw Password: ***** | sociated with your account sekali lagi di sini t.com ve123 *Seven Passwor | DELETE t. characters max d Strength: | ∱Jump to MySQL Database |

| Create User | | |
|--------------------------|--------|--|
| Add User To Database | | |
| User: | | |
| Database: abc123c_mydata | | |
| Submit | | |
| Current Users | | |
| Users ↓ | DELETE | |
| | | |

Lalu klik Create User

User baru sudah dibuat. Sekarang kita perlu menghubungkan (link) user ini ke database Klik link Go Back

| indesitehest com | P HELP | LOGOUT |
|---|-----------|--------|
| | | |
| CPANEL 11 | el | |
| Added user dave123 with the password pass1234. | | |
| [Go Back] | | |
| Home • Trademarks • Help • Documentation • Logout | | |
| | | |
| | | |
| | | |
| | | |

Periksa dan pastikan user dan database yang benarlah yang dipilih

| Add New User | | | ∱Jump to MySQL Database |
|--|--|----------------|-------------------------|
| Username: | *Seven characters Password Strength | max | |
| Password (Again): | Very Weak | | |
| Add User To Database User: abc123c_dave123 | | L ₂ | |
| Submit | | | |
| Users | ¢. | DELETE | |
| abc123c_da | ve123 | 8 | |

Mohon diingat bahwa username akun hosting abc123c ditambahkan di awal nama user dan nama database, dengan pemisah garis bawah "_"

Klik Submit untuk menambahkan user pada database

Klik di sini untuk memberi semua hak akses (All Privileges) pada user ini atas database ini

| ALL F | RIVILEGES | |
|-------------------------|-------------|--|
| SELECT | CREATE | |
| INSERT | ALTER | |
| UPDATE | DROP | |
| DELETE | LOCK TABLES | |
| INDEX | REFERENCES | |
| CREATE TEMPORARY TABLES | | |

Lalu klik Make Changes Selesai! User sudah diberi akses ke database

| HONE indesitebost com | ? HELP | LOGOUT |
|--|-----------|--------|
| | | |
| CPRIEL 11 | el | |
| MySQL [®] Database Wizard | | |
| User abc123c_dave123 was added to the database abc123c_mydata. | | |
| [Go Back] | | |
| Home • Trademarks • Help • Documentation • Logout | | |
| | | |
| | | |
| Å | | |
| | | |

Instalasi Wordpress ketikkan di browser <u>http://localhost/</u> maka akan muncul seperti gambar di bawah. Klik tombol "Create a Configuration File".

| | | CONTRACTOR AND A DESCRIPTION OF A DESCRIPTION OF | | | |
|---------------|----------------|--|------------------|---------------|--------------|
| There doesn't | seem to he a w | a-config php | file I need this | hefore we can | net started |
| THELC GOUGHTL | | -courte-bub | me. meeu uno | perore we can | get starteu. |

Need more help? We got it.

You can create a wp-config.php file through a web interface, but this doesn't work for all server setups. The safest way is to manually create the file.



| Image | By |
|----------|------|
| Pesutweb | .com |

Lalu klik tombol "lets Go"

| Velcome to WordDress Refore detting started | we need some information on the database. You will need to |
|--|---|
| now the following items before proceeding. | we need some information on the database. Tou will need to |
| | |
| 1. Database name | |
| 2. Database username | |
| Database password | |
| Database host | |
| 5. Table prefix (if you want to run more than on | e WordPress in a single database) |
| | |
| f for any reason this automatic file creation | n doesn't work, don't worry. All this does is fill in the |
| latabase information to a configuration file | 2. You may also simply open wp-config-sample.php in a site of the sample of the sam |
| ext editor, fill in your information, and sav | e it as wp-config.php. |
| a all likelihood, these items were supplied to vo | u by your Web Host. If you do not have this information, then |
| i ali likelii loou, tilese iteriis were supplieu to yo | a with the second the second sec |

Masukkan detail databasenya pada kotak yang tersedia

| Below you should ent | er your database connection deta | ails. If you're not sure about these, contact your host. |
|----------------------|----------------------------------|--|
| Database Name | database-wordpress | The name of the database you want to run WP in. |
| User Name | root | Your MySQL username |
| Password | admin | and your MySQL password. |
| Database Host | localhost | You should be able to get this info from your web host, if localhost does not work. |
| Table Prefix | wp_ | If you want to run multiple WordPress installations in a single database, change this. |

- (1) Database Name: Diisi dengan nama databasenya yang Anda buat di phpmyadmin tadi
- (2) User Name: Di isi dengan username database "root"
- (3) Password: Masukkan password databasenya.
- (4) Database Localhost: Biarkansaja. localhost
- (5) Klik Tombol Submit jika sudah memasukkan detail databasenya dengan benar

Lalu klik tombol "Run The Install"

| WORDI | PRESS |
|---|--|
| All right sparky! You've made it through this part of the installat database. If you are ready, time now to | ion. WordPress can now communicate with your |
| Run the install | Image By Pesutweb.com |

Lalu masukkan lagi detail websitenya

Information needed

| Please provide the folio | wing information. Don't worry, you can always c | nange these settings later. |
|---|--|--|
| Site Title | Website Wordpress | |
| Username | admin | 2 |
| | Usernames can have only alphanumeric characters, space symbol. | es, underscores, hyphens, periods and the @ |
| Password, twice | ····· | 2 |
| A password will be automatically generated for | ••••• | 3 |
| you if you leave this blank. | Weak | |
| | Hint: The password should be at least seven characters locase letters, numbers and symbols like ! " ? $\$ ^ &). | ng. To make it stronger, use upper and lower |
| Your E-mail | emailanda@email.com | 4 |
| | Double-check your email address before continuing. | |
| Privacy | Allow my site to appear in search engines | like Google and Technorati. |
| | 5 | |
| (Install WordPress | | Image By |
| | | Pesutweb.com |

- (1) Site Title: tuliskan judul webste Anda
- (2) Username: username untuk masuk ke dashboard wordpress
- (3) Password: Masukkan password untuk masuk ke dashboard wordpress
- (4) Your Email: Masukkan email Anda.
- Privacy: Contreng saja
- (5) Klik tombol submit.

Dan selesai. Klik tombol login.

| | WORDPRESS | |
|------------------|--|--------------------------|
| Success! | | |
| WordPress has be | en installed. Were you expecting more steps? Sorry to disappoint | |
| Username | admin | |
| Password | Your chosen password. | |
| | | Image By Pesutweb.com |

LOGIN WEBSITE

Untuk masuk ke bagian admin site ketikkan URL alamat website-nya dan tambahkan "/wp-admin " yaitu " http://psk.ugm.ac.id/main/wp-admin" kemudian klik login atau tekan enter, kemudian akan muncul halaman login admin.

| Username | |
|-------------|--------|
| Password | |
| Remember Me | Log In |

Gambar 12. Login form

Silahkan isi : Username : user admin Anda Password : password admin Anda

MENU DASHBOARD

Selanjutnya Anda akan masuk ke halaman dashboard.

| 🛉 Dashboard | A Dashboard | | Screen Options * Help | | |
|----------------|---|----------------------------------|---|--|--|
| Home | Right Now | | OnielProce | | |
| Akismet Stats | Contant | Discussion | Querinas | | |
| Posts | Content | Discussion | Enter title here | | |
| Media | 34 Posts | O Comments | Add Media | | |
| Pages | 1 Page | O Approved | | | |
| Commonte | 4 Categories | O Pending | | | |
| Comments | 2 Tags | O Spam | | | |
| Aceh Tengah | Theme Humas Aceh Tengah v | with 14 Widgets | Tags (separate with commas) | | |
| Appearance | You are using WordPress 3.5. | | | | |
| Plugins | Akismet blocks spam from gett | ing to your blog. | Save Draft Reset Publish | | |
| Users | There's nothing in your spam q | ueue at the moment. | | | |
| Tools | | | Recent Drafts | | |
| Settings | Recent Comments | | There are no drafts at the moment | | |
| Headline Panel | anel No comments yet. | | WowdProor Dior | | |
| Collapse menu | | | WORLPTESS Blog | | |
| | Incoming Links | | WordPress 3.5 "Elvin" December 11, 2012 It's the most wonderful time of the year: a new WordPress release is available and chord of goodies to delight bloggers and developers alike. We're calling this one "Elvin" in ho drummer Elvin Jones, who played with John Coltrane in addition to many others. If you been around WordPress a while, the most dramatic [] WordPress 3.5 Release Candidate 3 December 4, 2012 | | |
| | This dashboard widget queries Google Blog Search so that when another blog links to your site it will show up here. It has found no incoming links yet. It's okay — there is no rush. | | | | |
| | | | | | |
| | riugilis | | changes over the last week since RC2 that we can't wait to get into your hands. Hope | | |
| | Most Popular | | you're ready to do some testing! Final UI improvements for the new media manager, based | | |
| | gtrans (Install) Make your website available to I | the world using Google Translate | on lots of great regulack. Snow more information about [] | | |
| | | the norm asing bodgle namate | Oth an Wand Duoro Nouro | | |
| | Newest Plugins | | Other word riess news | | |
| | Browser Resize Images (Install) Browser Resize Images | | WPTavern: Instagram To WordPress Importer | | |
| | | | Matt: Forbes 30 Under 30 | | |
| | | | BuddyPress: Re-Thinking College Admissions With BuddyPress | | |
| | | | Weblog Tools Collection: WordPress Plugin Releases for 12/17 | | |
| | | | WordPress.tv: Anna Belle Leiserson: Search Engine Optimize Your Site in Three Easy Steps | | |
| | | | ······································ | | |
| | | | | | |

Gambar 13. Menu Dashboard

- **Right Now**, menerangkan konten yang telah diupload pada website (postingan, halaman (page), kategori, dan juga tag postingan) dan menerangkan theme (tema website) yang digunakan saat ini;
- **Recent Comments**, menampilkan komentar terbaru, tetapi fungsi ini tidak digunakan mengingat user tidak diijinkan untuk berkomentar pada postingan;
- *Incoming Links*, menampilkan situs-situs yang memuat link website Anda pada situs lain;
- **Plugin**, berisi informasi tentang plugin dari website;
- **QuickPress**, digunakan untuk posting konten secara cepat, dengan pengaturan konten lebih sederhana;
- **Recent Draft**, menerangkan draft konten terbaru web, menampilkan update berita terbaru dari website.

MENU POSTS

Posts, menu untuk mengedit konten yang telah dibuat.

| 🚯 Humas Aceh Te | ngah 🗭 🛨 New | | | | Howo | dy, admin.DION 🥂 |
|------------------|--|---------|--|-------|-------------------------|-------------------------|
| 🙆 Dashboard | Posts Add New | | | | Screen O | ptions v Help v |
| 🖈 Posts | | | | | | Sourch Posts |
| All Posts | All (38) Published (38) Trash (17) | | | | | Search Posts |
| Add New | Bulk Actions 💽 Apply Show all dates 💌 View all categories 💽 Filter | | | | 38 items « < 1 of 4 > » | |
| Tags | Title | Author | Categories | Tags | | Date |
| මූ Media | Momentum Hari Ibu, Tingkatkan Kemandirian Perempuan | humas | Galeri, Headline, Newsticker | _ | ø | 2012/12/19 Published |
| Pages | | | | | | |
| | Urgensi Komisi Klaim Bagi Penanganan Kerugian Akibat konflik di Aceh | humas | Newsticker | - | φ | 2012/12/17 Published |
| 🏠 Aceh Tengah | | | | | | |
| Appearance | "Tim Kemenristek Beri Pelatihan E-Commerce Bagi Komunitas Kopi Aceh Tengah" | humas | Galeri, Headline, Newsticker, Uncategorized | - | ø | 2012/12/17 Published |
| 🖉 Plugins | | | | | | |
| 🖑 Users | Menanti Kiprah PWI di Dataran Tinggi Gayo | humas | Uncategorized | - | O | 2012/12/16 Published |
| Ti Tools | Bomkah Acah Tangah Komit Tagakkan Suari'at | humas | Galari Haadlina Nowstickar | 33-38 | - | 2012/12/16 |
| IT Settings | Islam | Indinas | Galeri, freadilite, wewsterker | | Ģ | Published |
| 🟠 Headline Panel | Jalan Santai Morjahkan Hari Ibu ka-84 | humas | Galari Haadlina Nowstickar | | 0 | 2012/12/16 |
| Collapse menu | | hands | ouler, reduine, newsterer | | Ģ | Published |
| | Sekda Aceh Tengah, Taufik." Ingatkan Isteri PNS , Agar Dukung Suami Bekerja". | humas | Galeri, Headline, Newsticker | - | Ģ | 2012/12/13 Published |
| | Lepas Sambut Kapolres Aceh Tengah | humas | Galeri, Headline, Newsticker, Uncategorized | _ | ø | 2012/12/11 Published |
| | Kunjungi PPCI Aceh Tengah | humas | Uncategorized | - | Ģ | 2012/12/11 Published |
| | Jambore Kader PKK Se-Aceh | humas | Galeri, Headline | - | Ģ | 2012/12/10 Published |
| | Title | Author | Categories | Tags | | Date |
| | Bulk Actions I Apply | | | | 38 items « | < 1 of 4 > » |
| | Thank you for creating with WordPress. | | | | | Version 3.5 |

Gambar 14. Daftar posting (konten) yang telah dibuat

Add New, menu untuk membuat konten baru.



Gambar 15. Form Add New Post

• Kotak isian paling atas berisi judul postingan.

- **Upload/Insert**, menu untuk menambah atau memasukkan video, gambar, maupun suara pada pada konten;
- Tab menu Visual Text, jika visual, maka Anda melakukan penambahankonten dengan tampilan seperti menulis pada Microsoft Word, sedangkan jika Text maka Anda melakukan penambahan konten melalui tampilan Text, dimana Anda menggunakan tag HTML dalam penulisan isi konten tersebut;
- **Excerpt**, tempat menuliskan ringkasan konten yang akan diperlihatkan pada halaman depan;
- Send Trackbacks, menu untuk mengirim trackback;
- **Custom Fields**, biasanya digukanan untuk melakukan pengaturan isian pada konten, misalnya thumbnail dari konten;
- Discussion, pilihan untuk mengatur interaksi pada konten, misalnya memperbolehkan diberikan komentar atau trackbacks maupun pingbacks;
- **Publish**, bagian untuk mengatur publikasi konten yang baru dibuat, apakah disimpan sebagai draft atau langsung dipublikasi untuk ditampilkan pada situs;
- **Tag**, menambahkan tag konten yang digunakan sebagai search optimation oleh user;
- *Categories*, mengatur kategori konten.

Categories, menu untuk menambah dan mengatur kategori dari konten.

| Posts | | | | | Search Categories |
|----------------------------------|--|--|--|--|--------------------|
| ll Posts dd New | Add New Category | Bulk Actions 🖌 Apply | | | 4 items |
| ategories ags | Name | Name | Description | Slug | Posts |
| Media | The name is how it appears on your site. | Berita | | berita | 23 |
| Pages | Slug | Galeri | | galeri | 13 |
| Aceh Tengah | The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hynbers | Headline | | headline | 12 |
| Appearance Plugins | Parent | Newsticker | | newsticker | 12 |
| Users | None 💌 | Name | Description | Slug | Posts |
| Tools Settings | 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. | Bulk Actions 📕 Apply | | | 4 items |
| Headline Panel Collapse menu | Description | Note: Deleting a category does not category are set to the categ Categories can be selectively | delete the posts in that category. Instead ory Berita. converted to tags using the <u>category to l</u> | , posts that were only assi <u>c</u> a <u>g converter</u> . | ned to the deleted |
| | The description is not prominent by default; however, some themes may show it. | | | | |

Gambar 16. Daftar kategori

- . Category name, nama kategori;
- **Category slug**, nama lain kategori agar URL-friendly. URL friendly disini maksudnya adalah lebih sesuai sebagai sebuah URL;
- **Category parent**, penempatan kategori, apakah sebagai kategori utama atau subkategori;
- Category Description, deskripsi singkat kategori .
- Post Tags, menu untuk menambah dan mengatur tag dari konten website.



Gambar 17. Daftar post tag

- **Tag name**, nama tag;
- **Tag slug**, nama lain tag agar lebih URL-friendly. URL-friendly disini maksudnya adalah lebih sesuai sebagai sebuah URL;
- Tag Description, deskripsi singkat tag.

MENU MEDIA

Library, menu untuk manajemen gambar, video, maupun file suara yang telah diupload pada situs.

| board | | | | | Screen C | Dptions V Help V |
|----------------------|----------------|--|--------|--|----------|------------------|
| | ще Med | IIA LIDrary Add New | | | | |
| | All (145) Im | ages (145) Unattached (1) | | | | Search Media |
| | Bulk Actions | Apply Show all dates Filter | | 145 items | « « | 1 of 15 > » |
| | | File | Author | Uploaded to | • | Date |
| s nents Tengah | 2.43 | 61421_482357375142110_1581366036_n JPG | humas | DPRK Aceh Tengah setujui APBK Perubahan 2012, 2012/12/20 | ø | 2012/12/20 |
| ince | | 484205_482364825141365_1173954441_n JPG | humas | DPRK Aceh Tengah setujui APBK Perubahan 2012, 2012/12/20 | Ģ | 2012/12/20 |
| | | 432222_482396928471488_1072489046_n JPG | humas | Peringatan HUT PGRI, Guru Berprestasi Terima Penghargaan, 2012/12/19 | Ģ | 2012/12/19 |
| Headline Panel | | 148153_482396761804838_1537775174_n JPG | humas | Peringatan HUT PGRI, Guru Berprestasi Terima Penghargaan, 2012/12/19 | Ø | 2012/12/19 |
| | | 378942_482396018471579_1474172035_n JPG | humas | Peringatan HUT PGRI, Guru Berprestasi Terima Penghargaan, 2012/12/19 | Ģ | 2012/12/19 |
| | | 270111_482402821804232_1341583003_n JPG | humas | Peringatan HUT PGRI, Guru Berprestasi Terima Penghargaan, 2012/12/19 | Ø | 2012/12/19 |
| | | flash back JPG | humas | Momentum Hari Ibu, Tingkatkan Kemandirian Perempuan, 2012/12/19 | Ø | 2012/12/19 |
| | | 227111_490488197662361_817444798_n JPG | humas | Momentum Hari Ibu, Tingkatkan Kemandirian Perempuan, 2012/12/19 | Ģ | 2012/12/19 |
| | | 65018_490488017662379_1939037553_n JPG | humas | Momentum Hari Ibu, Tingkatkan Kemandirian Perempuan, 2012/12/19 | Ģ | 2012/12/19 |
| | | 483603_483995964978251_174206553_n JPG | humas | Tingkatkan Kapasitas Petue Kampung Sebagai Pilar Sarak Opat, 2012/12/19 | Ģ | 2012/12/19 |
| | | File | Author | Uploaded to | • | Date |
| | Bulk Actions | Apply | | 145 ite | ems « | < 1 of 15 > » |

Gambar 18. Manajemen Library menu Media

Add New, menambah media baru pada situs untuk dikelola.



Gambar 19. Menu Add New Media

MENU PAGES

Pages, menu untuk mengatur halaman statis pada situs. Halaman ini berbeda dengan posting. Posting biasanya akan muncul secarra berurutan setiap Anda melakukan penambahan, sedangkan Pages biasanya merupakan halaman tunggal yang dimunculkan dengan menggunakan menu-menu website.

| 🚯 Humas Aceh | Tengah 🗭 🕇 New | | Но | wdy, admin.DION 🕂 |
|----------------------|--|--------------------------|--------|-------------------------|
| 💮 Dashboard | Pages Add New | | Screen | Options Help |
| 🖉 Posts | | | | Search Pages |
| 똊 Media | All (3) Published (3) Trash (1) | | | bearenrages |
| 📕 Pages | Bulk Actions 🗾 Apply Show all dates 🗾 Filter | | | 3 items |
| All Pages | □ Title | Author | | Date |
| Add New | Profil | rendi | ø | 2012/12/02 Published |
| 🟠 Aceh Tengah | Profil Pemerintah | admin.DION | ø | 3 mins ago Published |
| Appearance Ø Plugins | 🗌 — Visi Misi | admin.DION | ø | 2 mins ago Published |
| 🖑 Users | Title | Author | | Date |
| Tools Settings | Bulk Actions 🔄 Apply | | | 3 items |
| 🟠 Headline Panel | | | | |
| Collapse menu | | | | |
| | | | | |
| | | | | |
| | Thank you for creating with WordPress. | | | Version 3.5 |
| | Gambar 20. Manajemen Pag | ges untuk halaman statis | | |

Add New, menu untuk menambah page baru.

| Humas Aceh I | engah 🏓 🕇 New | Howdy, admin.DION |
|----------------|--|--|
| Dashboard | Add New Page | Screen Options * Help |
| Posts | | |
| Media | Enter title here | Publish |
| Pages | | Save Draft Preview |
| ages | Reg Add Media | ext Status: Draft Edit |
| d New | B I ₩ ☵ ☵ ₩ ૉ 홈 홈 콜 2 2 3 몸 🎸 • 12 📰 | Visibility: Public Edit |
| Comments | | Dublish immediately Edit |
| Aceh Tengah | | Move to Trash |
| Appearance | | Publish |
| Plugins | | Page Attributes |
| Jsers | | Tage Attributes |
| fools | | Parent |
| Settings | | (no parent) 💽 |
| Headline Panel | | Order |
| Collapse menu | | 0 |
| | | Need help? Use the Help tab in the upper right of your screen. |
| | Path: p | Featured Image |
| | Word count: 0 | |
| | | Set featured image |
| | Thank you for creating with WordPress. | Version |

Gambar 21. Form Add New Pages

- Kotak isian pertama digunakan untuk menulis judul page. Nama judul ini juga yang akan dijadikan sebagai nama menu pada website untuk menuju page tersebut jika menu tersebut diklik.
- Page Attributes
 - *Parent*, mengatur apakah page tersebut tampil sebagai mainpage

atau sebagai subpage ;

• **Order**, untuk memberikan urutan menu. Biasanya menu-menu pages yang telah dibuat diurutkan otomatis secara alfabetis. Namun Anda bisa mengatur urutan tersebut dengan memberikan nomor urut pada menu-menu tersebut.

(bagian yang lain sama dengan bagian pada penambahan posting)

MENU COMMENTS

Menu untuk mengatur komentar-komentar pada pada situs (fungsi menu ini tidak digunakan karena user tidak diijinkan untuk member komentar).

| W Humas Aceh | Tengah 🌩 🕇 New | Howdy, admin.DION 🖄 |
|------------------|---|-----------------------|
| Dashboard | Comments | Screen Options Help |
| & Posts | All Pending (0) Approved Spam (0) Trash (1) | |
| 똉 Media | | |
| Pages | Buik Actions Apply Show all comment types Hitter Check for Spam | |
| 🦻 Comments | Author Comment | In Response To |
| 🏠 Aceh Tengah | No comments found. | |
| D Appearance | Author Comment | In Response To |
| Ø Plugins | Bulk Actions 🖃 Apply Check for Spam | |
| 🖑 Users | | |
| Ti Tools | | |
| 19 Settings | | |
| 🟠 Headline Panel | | |
| Collapse menu | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | Thank you for creating with WordPress. | Version 3.5 |

MENU APPEARANCE

Menu untuk mengatur tampilan front site. Biasanya sebagian menu-menu yang terdapat pada bagian ini tergantung pada theme yang digunakan. Ada beberapa theme (template) yang akan menyediakan menu untuk mengatur beberapa bagian pada theme tersebut.

Themes, bagian untuk memilih theme yang Anda gunakan. Dibagian ini dimunculkan theme yang telah tersedia pada situs.



Gambar 22. Manajemen tema situs

Untuk mengganti template dengan theme yang Anda inginkan, cukup klik pada thumbnail atau link nama theme tersebut, maka akan muncul window preview theme tersebut. Klik tulisan Activate "nama_theme" yang ada di sudut kanan atas window jika Anda ingin menggunakan theme yang baru.

Widgets, bagian untuk mengatur widget. Widget merupakan fitur atau komponen-komponen yang bisa ditambahkan pada website sehingga membuat website menjadi lebih menarik dan powerful, misalnya kalender, recent posts, dan lain-lain (fungsi menu ini sengaja dinonaktifkan untuk mendukung tema default UB).



Gambar 23. Manajemen Widgets

Editor, bagian untuk melakukan pengeditan pada file-file tema website, misalnya file index, css, dan lain-lain.



Gambar 24. Editor untuk file – file pada tema

MENU USERS

Users, bagian yang menunjukkan daftar user.

| 🚯 Humas Aceh | Tengah 🗭 🕇 New | | | | Howdy, admin.DION 🕂 |
|------------------|--|------------------------|-------------------------------|---------------------|-----------------------|
| 🙆 Dashboard | | | | | Screen Options Help |
| 🖉 Posts | 000013 | | | | Search Users |
| 약 Media | All (4) Administrator (3) Author (1) | | | | Scaren oscis |
| Pages | Bulk Actions Apply Change role t | to 🛨 Change | | | 4 items |
| 🦻 Comments | Username | Name | E-mail | Role | Posts |
| 🟠 Aceh Tengah | admin.DION | dion dion | and rew dion 04@gmail.com | Administrator | 0 |
| Appearance | | adaria kuman | human Orachhumach an id | A day in interation | 0 |
| Ø Plugins | | admin numas | numas@acentengan.go.id | Administrator | 0 |
| 🐇 Users | humas | humas aceh tengah aceh | humas.acehtengahkab@gmail.com | Author | 38 |
| All Users | | | | | |
| Your Profile | C R rendi | | rendi@mgi.co.id | Administrator | 0 |
| TI Tools | Username | Name | E-mail | Role | Posts |
| Settings | | | | | |
| 🟠 Headline Panel | BUIK ACTIONS | | | | 4 items |
| Collapse menu | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | Thank you for creating with WordPress. | | | | Version 3.5 |

Gambar 25. Manajemen Users **Add New**, menu untuk menambah user baru.

| 🛞 Humas Aceh | Tengah 🗭 🕇 New | | Howdy, admin.DION 📉 |
|--------------------------------------|------------------------------------|------------------------------|---|
| 🙆 Dashboard | Add New User | | Help * |
| 🖉 Posts | | | |
| 똉 Media | Create a brand new user and add it | t to this site. | |
| Pages | Username (required) | | |
| | E-mail (required) | | |
| 🟠 Aceh Tengah | First Name | | |
| C Appearance | rischame | | |
| Ø Plugins | Last Name | | |
| 🐇 Users | Website | | |
| All Users Add New Your Profile | Password (twice, required) | | |
| TI Tools | | Strength indicator | Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, |
| 37 Settings | | | numbers and symbols like ! " ? \$ % ^ &). |
| 🟠 Headline Panel | Send Password? | Send this password to the ne | w user by email. |
| (Collapse menu | Role | Subscriber | |
| | Add New User | | |
| | Thank you for creating with WordPr | ress. | Version 3.5 |

Gambar 26. Form Add New Users

Your Profile, menu untuk mengatur profil admin.

| Postboard Post Post Proces Pages Vou Editor Comment Pignine Vor Vor |
|--|
| Posts Personal Options Pages Visual Editor Disable the visual editor when writing Comments Admin Color Scheme Blue Acher Tengah Image: Comments Blue Appearance Image: Comments Comments Visual Editor Image: Comments Blue Acher Tengah Image: Comments Blue Acher Tengah Image: Comments Blue Visual Editor Image: Comments Blue Acher Tengah Image: Comments Blue Visual Editor Image: Comments Blue Visual Editor Image: Comment moderation. More information Visual Editor Image: Comments Add New Visual Editor when viewing site Name Image: Comments Visual Editor Image: Comments Media Image: Comments Visual Editor Image: Com |
| Weda Pages Vsual Editor Omments Cache Tengah Admin Color Scheme Admin Color Scheme Admin Color Scheme Pagearance Vsuar Schere Vsuar Schere <t< th=""></t<> |
| Visual addror Deable the visual addror when writing Comments Admin Color Scheme Admin Color Scheme Image: |
| Admin Color Scheme Blue Appearance Find Color Scheme Admin Color Scheme Blue Admin Color Scheme Blue Pugins Find Color Scheme Keyboard Shotcuts I Users Keyboard Shotcuts Ald Users Toobar Add New Colapse menu Vesting Gin Colapse menu Nickname (required) Admin.DION Image: Colapse menu Vesting admin.DION |
| Appearance Pupearance |
| Plugins Keyboard Shortcuts Enable keyboard shortcuts for comment moderation. More information All Users Toolbar Show Toolbar when viewing site Add New Name Tools Username admin.DION Username Ioin Meadline Panel Last Name Collapse menu Nickname (required) Nickname (required) admin.DION Display name publicly as admin.DION E-mail (required) admin.DION Mebsite |
| Users Keyboard Shortcuts Enable keyboard shortcuts for comment moderation. More information All Users Toolbar Image: Shortcuts Add New Name It Tools Username admin.DION It Settings First Name dion It collapse menu Nickname (required) admin.DION Nickname (required) admin.DION Image: Shortcuts It collapse menu Nickname (required) admin.DION Website |
| Ald Users Toolbar I toolbar when viewing site Add New Your Profile Name I tools Username admin.DION Usernames cannot be changed. IF tools First Name dion Isername (required) admin.DION I colapse menu Nickname (required) admin.DION Isername (required) admin.DION I colapse menu Nickname (required) admin.DION Isername (required) admin.DION I colapse menu Nickname (required) admin.DION Isername (required) admin.DION I colapse menu Nickname (required) admin.DION Isername (required) admin.DION I contact Info Isernal (required) andrewdion04@gmail.com Isernal (required) andrewdion04@gmail.com Yahoo IM Image: Contact Info Image: Contact Info Image: Contact Info Image: Contact Info Yahoo IM Image: Contact Info Image: Contact Info Image: Contact Info Image: Contact Info |
| Name Your Profie Username admin.DION Usernames cannot be changed. I Tools Isername dion I Settings First Name dion I collapse menu Nickname (required) admin.DION Nickname (required) admin.DION I biplay name publicly as admin.DION |
| I tools Username admin.DION Usernames cannot be changed. I settings First Name dion I headline Panel Last Name dion I collapse menu Nickname (required) admin.DION Display name publicly as admin.DION E-mail (required) andrewdion04@gmail.com Website |
| Image: Settings First Name dion Image: Settings Last Name dion Image: Settings Image: Settings dion |
| Keadline Panel Last Name dion Nickname (required) admin.DION Display name publicly as admin.DION Contact Info E-mail (required) andrewdion04@gmail.com Website AIM Yahoo IM |
| Collapse menu Nickname (required) admin.DION Display name publicly as admin.DION Image: Collapse for the second sec |
| Display name publicly as admin.DION Contact Info E-mail (required) andrewdion04@gmail.com Website AIM Yahoo IM |
| Contact Info E-mail (required) andrewdion04@gmail.com Website |
| E-mail (required) andrewdion04@gmail.com Website AIM Yahoo IM |
| L-mail (required) andrewdion04@gmail.com Website |
| Vebsite AIM School AIM |
| AIM Yahoo IM |
| Yahoo IM |
| |
| Jabber / Google Talk |
| About Yourself |
| Biographical Info |
| |
| |
| |
| Share a little biographical information to fill out your profile. This may be shown publicly. |
| New Password If you would like to change the password type a new one. Otherwise leave this blank. |
| iype your new password again. |
| Strength indicator Strength indicator numbers and symbols like ! " 7 \$ % ^ &). |
| Undate Profile |
| |
| Thank you for creation with WordPress |

Gambar 27. Pengaturan profil Administrator

MENU TOOLS

Tools, menu untuk menambah fitur-fitur lain yang disediakan oleh website.



Gambar 28. Manajemen Tools

Import, bagian untuk mengimport isi dari website lain milik Anda pada Wordpress. Misalnya posting, komentar, tags, dan lain-lain dari blogspot.

| 🚯 Humas Aceh | Tengah 🗭 🕇 New | 1 | łowdy, admin.DION 🕂 |
|------------------|---|--|---------------------|
| 🟦 Dashboard | T ¹ Import | | Help * |
| 🖉 Posts | | | |
| 📴 Media | If you have posts or comments in anothe | er system, WordPress can import those into this site. To get started, choose a system to import from below: | |
| Pages | Blogger | Install the Blogger importer to import posts, comments, and users from a Blogger blog. | |
| | Blogroll | Install the blogroll importer to import links in OPML format. | |
| Comments | Categories and Tags Converter | Install the category/tag converter to convert existing categories to tags or tags to categories, selectively. | |
| 🟠 Aceh Tengah | LiveJournal | Install the LiveJournal importer to import posts from LiveJournal using their API. | |
| Appearance | Movable Type and TypePad | Install the Movable Type importer to import posts and comments from a Movable Type or TypePad blog. | |
| | RSS | Install the RSS importer to import posts from an RSS feed. | |
| 2 ridgins | Tumbir | Install the Tumblr importer to import posts & media from Tumblr using their API. | |
| 8 Users | WordPress | Install the WordPress importer to import posts, pages, comments, custom fields, categories, and tags from a WordPress export f | ile. |
| 1 Tools | If the importer you need is not listed, see | arch the plugin directory to see if an importer is available. | |
| Available Tools | | | |
| Import | | | |
| Export | | | |
| II Settings | | | |
| 🟠 Headline Panel | | | |
| Collapse menu | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | Thank you for creating with WordPress. | | Version 3.5 |
| | | Compar 20 Import Konton | |

Gambar 29. Import konten

Export, mengeksport isi dari website Anda.



Gambar 30. Export konten

MENU SETTINGS

General, menu untuk pengaturan umum situs.

| 🚯 Humas Aceh | Tengah 🗭 🕂 New | | Howdy, admin.DION 📉 |
|-----------------------|---------------------------------|---|---------------------|
| 💮 Dashboard | III General Setti | nas | Help * |
| Posts | eneral Setti | 195 | |
| ଜj Media | Site Title | Humas Aceh Tengah | |
| Pages | Tagline | Informatif dan transparan | |
| Comments | | In a few words, explain what this site is about. | |
| 🟠 Aceh Tengah | WeedDeers Address (UDL) | | |
| Appearance | wordPress Address (URL) | nttp://numas.acentengankab.go.ld/main | |
| Ø Plugins | Site Address (URL) | http://humas.acehtengahkab.go.id/main | |
| 용 Users | | Enter the address here if you want your site homepage to be different from the directory you installed WordPress. | |
| Til Tools | E-mail Address | dimas.sapta@gmail.com | |
| III Settings | | This address is used for admin purposes, like new user notification. | |
| General Writing | Membership | Anyone can register | |
| Reading Discussion | New User Default Role | Subscriber | |
| Media | Timezone | UTC+0 UTC time is 2012-12-24 11:01:45 | |
| Permalinks | | Choose a city in the same timezone as you. | |
| Moo Collapsing | Date Format | • December 24, 2012 | |
| Archives | | 2012/12/24 | |
| Special Recent Posts | | 12/24/2012 | |
| WP-reCAPTCHA | | 24/12/2012 | |
| | | Custom: F J, Y December 24, 2012 | |
| Headline Panel | | Documentation on date and time formatting. | |
| Collapse menu | Time Format | • 11:01 am | |
| | inter office | (11:01 AM | |
| | | 011:01 | |
| | | Custom: g:i a 11:01 am | |
| | Week Starts On | Monday • | |
| | | | |
| | Save Changes | | |
| | | | |
| | Thank you for creating with Wor | dPress. | Version 3.5 |

Gambar 31. Pengaturan umum situs

- Site Title, nama situs yang juga akan terlihat pada title bar browser;
- Tagline, kalimat slogan dari situs;
- · Wordpress address (URL), URL dari website;

- Site address (URL), URL lain dari website. Meskipun URL ini digunakan namun isi yang ditampilkannya adalah isi yang berasal dari alamat website;
- Email address, alamat email admin;
- *Membership*, bagian untuk memilih apakah memperbolehkan pendaftaran user atau tidak;
- New user default rule, rule stAndart dari user yang baru terdaftar.
- Time Zone, zona waktu dari situs;
- **Date format**, format tanggal yang digunakan pada situs;
- *Time format*, format waktu yang digunakan pada situs;
- Week starts On, mengatur hari awal dalam seminggu.

Writing, menu untuk pengaturan penulisan konten pada website.

| 🚯 Humas Aceh | Tengah 🗭 🕇 New | | | Howdy, admin.DION 📉 |
|-----------------------------|--|---|---|---------------------|
| 🙆 Dashboard | Writing Settings | | | Help 🔻 |
| 🖉 Posts | | | | |
| ៊្យៃ Media | Formatting | ✓Convert emoticons like :-) and :-P to grap | hics on display | |
| Pages | | | ML automatically | |
| 🦻 Comments | Default Post Category | Uncategorized 💌 | | |
| 🏠 Aceh Tengah | Press This | | | |
| Appearance | Press This is a bookmarklet: a little a | app that runs in your browser and lets you grab bit | s of the web. | |
| Ø Plugins | Use Press This to clip text, images a | nd videos from any web page. Then edit and add n | nore straight from Press This before you save or publish it in a post on your site. | |
| 용 Users | Drag-and-drop the following link to | your bookmarks bar or right click it and add it to yo | our favorites for a posting shortcut. | |
| Ti Tools | Press This | | | |
| 🖩 Settings | | | | |
| General | Post via e-mail | | | |
| Writing Reading | To post to WordPress by e-mail you must set up a secret e-mail account with POP3 access. Any mail received at this address will be posted, so it's a good idea to keep this address very secret. Here are three random strings you could use: Lvbxy796, 9017N50d, nyukp5GL. | | | |
| Discussion Media | Mail Server | mail.example.com | Port 110 | |
| Permalinks iSlidex | Login Name | login@example.com | | |
| Moo Collapsing Archives | Password | password | | |
| Special Recent Posts PRO | Default Mail Category | Uncategorized | | |
| WP-reCAPTCHA | Update Services | | | |
| 💮 Headline Panel | When you publish a new post, WordPress automatically notifies the following site update services. For more about this, see Update Services on the Codex. Separate multiple service URLs with line breaks. | | | |
| Collapse menu | http://rpc.pingomatic.com/ | | | |
| | | | | |
| | | | | |
| | Save Changes | | | |
| | | | | |
| | Thank you for creating with WordPr | ess. | | Version 3.5 |

Gambar 32. Pengaturan penulisan konten

Reading, menu untuk mengatur konten yang akan dibaca user pada front site website.

| 🚯 Humas Aceh Te | èngah 🗭 🕂 New | | Howdy, admin.DION 📉 |
|------------------|-------------------------------------|---|---------------------|
| 💮 Dashboard | II Reading Setting | as | Help 🔻 |
| 🖉 Posts | in Redding Setting | 55 | |
| මා Media | Front page displays | € Your latest posts | |
| Pages | | A <u>static page</u> (select below) | |
| | | Front page: — Select — | |
| 🟠 Aceh Tengah | | Posts page: — Select — | |
| Appearance | | | |
| 🖉 Plugins | Blog pages show at most | 3 posts | |
| 🖑 Users | Syndication feeds show the most | 3 items | |
| Ti Tools | recent | | |
| 🔛 Settings | For each article in a feed, show | • Full text | |
| General | | Summary | |
| Writing | Search Engine Visibility | Discourane search engines from indexion this site | |
| Discussion | Search Engine visionity | It is up to search engines to honor this request. | |
| Media | | | |
| Permalinks | Save Changes | | |
| Moo Collapsing | | | |
| Archives | | | |
| PRO | | | |
| WP-reCAPTCHA | | | |
| 🟠 Headline Panel | | | |
| Collapse menu | Thank you for creating with WordPre | 255. | Version 3.5 |

Gambar 33. Pengaturan pembacaan posting **Discussion**, menu untuk mengatur interaksi (komentar) pada website (fungsi ini tidak digunakan karena komentar dari user tidak diijinkan).

| | | Help |
|---------------------|---|--|
| Posts | Discussion Se | ictings |
| g Media | Default article settings | ✓Attempt to notify any blogs linked to from the article |
| Pages | | ✓ Allow link houncations from other blogs (pingoacks and trackbacks) ✓ Allow people to post comments on new articles |
| Comments | | (These settings may be overridden for individual articles.) |
| Aceh Tengah | Other comment settings | ✓ Comment author must fill out name and e-mail |
| | | Users must be registered and logged in to comment |
| Plugins | | Automatically close comments on articles older than 14 days |
| liser | | ✓ Enable threaded (nested) comments 5 ▼ levels deep |
| Taolo | | Comments should be displayed with the older recomments at the top of each page |
| Cottinue | | comments another be adaptived with the local and comments at the top of each page |
| settings | E-mail me whenever | ✓ Anyone posts a comment |
| Vriting | | V Comment is new for moderation |
| eading | Before a comment appears | An administrator must always approve the comment |
| iscussion | | Comment autror must have a previously approved comment |
| ermalinks | Comment Moderation | Hold a comment in the queue if it contains 2 or more links. (A common characteristic of comment spam is a large number of hyperlinks.) |
| Slidex | | When a comment contains any of these words in its content, name, URL, e-mail, or IP, it will be held in the moderation queue. One word or IP per line. I |
| oo Collapsing | | will match inside words, so "press" will match "WordPress". |
| pecial Recent Posts | | |
| RO | | |
| /P-reCAPTCHA | | |
| Headline Panel | | |
| Collapse menu | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | Avatars | |
| | Avatars An avatar is an image that follows who comment on your site. | ail |
| | Avatars An avatar is an image that follows who comment on your site. Avatar Display | s you from weblog to weblog appearing beside your name when you comment on avatar enabled sites. Here you can enable the display of avatars for people |
| | Avatars An avatar is an image that follows who comment on your site. Avatar Display Maximum Rating | s you from weblog to weblog appearing beside your name when you comment on avatar enabled sites. Here you can enable the display of avatars for people Show Avatars • G — Suitable for all audiences |
| | Avatars An avatar is an image that follows who comment on your site. Avatar Display Maximum Rating | s you from weblog to weblog appearing beside your name when you comment on avatar enabled sites. Here you can enable the display of avatars for people ✓ Show Avatars ● G — Suitable for all audiences ● PG — Possibly offensive, usually for audiences 13 and above |
| | Avatars An avatar is an image that follows who comment on your site. Avatar Display Maximum Rating | s you from weblog to weblog appearing beside your name when you comment on avatar enabled sites. Here you can enable the display of avatars for people Show Avatars • G - Suitable for all audiences • PG - Possibly offensive, usually for audiences 13 and above • R - Intended for adult audiences above 17 X - Fyre more mature than above |
| | Avatars An avatar is an image that follows who comment on your site. Avatar Display Maximum Rating | s you from weblog to weblog appearing beside your name when you comment on avatar enabled sites. Here you can enable the display of avatars for people ✓Show Avatars ● G — Suitable for all audiences PG — Possibly offensive. usually for audiences 13 and above R — Intended for adult audiences above 17 X — Even more mature than above |
| | Avatars An avatar is an image that follows who comment on your site. Avatar Display Maximum Rating Default Avatar | s you from weblog to weblog appearing beside your name when you comment on avatar enabled sites. Here you can enable the display of avatars for people Show Avatars G – Suitable for all audiences PG – Possibly offensive, usually for audiences 13 and above R – Intended for adult audiences above 17 X – Even more mature than above For users without a custom avatar of their own, you can either display a generic logo or a generated one based on their e-mail address. |
| | Avatars An avatar is an image that follows who comment on your site. Avatar Display Maximum Rating Default Avatar | s you from weblog to weblog appearing beside your name when you comment on avatar enabled sites. Here you can enable the display of avatars for people Show Avatars G - Suitable for all audiences PG - Possibly offensive, usually for audiences 13 and above R - Intended for adult audiences above 17 X - Even more mature than above For users without a custom avatar of their own, you can either display a generic logo or a generated one based on their e-mail address. Mystery Man |
| | Avatars An avatar is an image that follows who comment on your site. Avatar Display Maximum Rating Default Avatar | s you from weblog to weblog appearing beside your name when you comment on avatar enabled sites. Here you can enable the display of avatars for people Show Avatars G - Suitable for all audiences G - Possibly offensive, usually for audiences 13 and above R - Intended for adult audiences above 17 X - Even more mature than above For users without a custom avatar of their own, you can either display a generic logo or a generated one based on their e-mail address. For users without a custom avatar of their own, you can either display a generic logo or a generated one based on their e-mail address. Blank Blank |
| | Avatars An avatar is an image that follows who comment on your site. Avatar Display Maximum Rating Default Avatar | s you from weblog to weblog appearing beside your name when you comment on avatar enabled sites. Here you can enable the display of avatars for people ✓Show Avatars ● G - Suitable for all audiences ● PG - Possibly offensive, usually for audiences 13 and above ■ R - Intended for adult audiences above 17 ■ X - Even more mature than above For users without a custom avatar of their own, you can either display a generic logo or a generated one based on their e-mail address. ● G Mystery Man ■ Blank ● C C cravatar Logo |
| | Avatars An avatar is an image that follows who comment on your site. Avatar Display Maximum Rating Default Avatar | s you from weblog to weblog appearing beside your name when you comment on avatar enabled sites. Here you can enable the display of avatars for people ✓Show Avatars ● G - Suitable for all audiences ● FO - Possibly offensive, usually for audiences 13 and above ■ R - Intended for adult audiences above 17 ■ X - Even more mature than above For users without a custom avatar of their own, you can either display a generic logo or a generated one based on their e-mail address. ● Mystery Man ■ Blank ● G Gravatar Logo ● Wetter (Generated) |
| | Avatars An avatar is an image that follows who comment on your site. Avatar Display Maximum Rating Default Avatar | you from weblog to weblog appearing beside your name when you comment on avatar enabled sites. Here you can enable the display of avatars for people ✓ Show Avatars ● G - Suitable for all audiences ● G - Possibly offensive, usually for audiences 13 and above R - Intended for adult audiences above 17 X - Even more mature than above For users without a custom avatar of their own, you can either display a generic logo or a generated one based on their e-mail address. ● Mystery Man ■ Blank ● Cravatar Logo ● Cravatar Logo ● Wenctory (Consented) |
| | Avatars An avatar is an image that follows who comment on your site. Avatar Display Maximum Rating Default Avatar | s you from weblog to weblog appearing beside your name when you comment on avatar enabled sites. Here you can enable the display of avatars for people Show Avatars G - Suitable for all audiences G - Possibly offensive, usually for audiences 13 and above R - Intended for adult audiences above 17 X - Even more mature than above For users without a custom avatar of their own, you can either display a generic logo or a generated one based on their e-mail address. For Users without a custom avatar of their own, you can either display a generic logo or a generated one based on their e-mail address. For Users without a custom avatar of their own, you can either display a generic logo or a generated one based on their e-mail address. For Users without a custom avatar of their own, you can either display a generic logo or a generated one based on their e-mail address. For Users without a custom avatar of their own, you can either display a generic logo or a generated one based on their e-mail address. For Users Without a custom avatar of their own, you can either display a generic logo or a generated one based on their e-mail address. Wavatar Logo Wavatar (Generated) Wavatar (Generated) |
| | Avatars An avatar is an image that follows who comment on your site. Avatar Display Maximum Rating Default Avatar | s you from weblog to weblog appearing beside your name when you comment on avatar enabled sites. Here you can enable the display of avatars for people Show Avatars G - Suitable for all audiences G - Possibly offensive, usually for audiences 13 and above R - Intended for adult audiences above 17 X - Even more mature than above For users without a custom avatar of their own, you can either display a generic logo or a generated one based on their e-mail address. For Users without a custom avatar of their own, you can either display a generic logo or a generated one based on their e-mail address. For Users without a custom avatar of their own, you can either display a generic logo or a generated one based on their e-mail address. For Users without a custom avatar of their own, you can either display a generic logo or a generated one based on their e-mail address. For Users without a Custom avatar of their own, you can either display a generic logo or a generated one based on their e-mail address. For Users without a Custom avatar of their own, you can either display a generic logo or a generated one based on their e-mail address. For Users without a Custom avatar of their own, you can either display a generic logo or a generated one based on their e-mail address. For Users without a Custom avatar of their own, you can either display a generic logo or a generated one based on their e-mail address. For Users without a Custom avatar of their own, you can either display a generic logo or a generated one based on their e-mail address. For Users without a custom avatar of their own, you can either display a generic logo or a generated one based on their e-mail address. For Users without a custom avatar enables at the set of their own of the set of their own of th |
| | Avatars An avatar is an image that follows who comment on your site. Avatar Display Maximum Rating Default Avatar | s you from weblog to weblog appearing beside your name when you comment on avatar enabled sites. Here you can enable the display of avatars for people Show Avatars G - Suitable for all audiences PG - Possibly offensive, usually for audiences 13 and above R - Intended for adult audiences above 17 X - Even more mature than above For users without a custom avatar of their own, you can either display a generic logo or a generated one based on their e-mail address. Mystery Man Blank Dank Mystery Man Blank Wavatar (Generated) MonsterID (Generated) Retro (Generated) Retro (Generated) |
| | Avatars An avatar is an image that follows who comment on your site. Avatar Display Maximum Rating Default Avatar | s you from weblog to weblog appearing beside your name when you comment on avatar enabled sites. Here you can enable the display of avatars for people Show Avatars G - Suitable for all audiences PG - Possibly offensive, usually for audiences 13 and above R - Intended for adult audiences above 17 X - Even more mature than above For users without a custom avatar of their own, you can either display a generic logo or a generated one based on their e-mail address. For users without a custom avatar of their own, you can either display a generic logo or a generated one based on their e-mail address. Mystery Man Blank Displank Wavatar (Generated) MonsterID (Generated) Retro (Generated) Retro (Generated) |
| | Avatars An avatar is an image that follows who comment on your site. Avatar Display Maximum Rating Default Avatar | s you from weblog to weblog appearing beside your name when you comment on avatar enabled sites. Here you can enable the display of avatars for people Show Avatars G - Suitable for all audiences PG - Possibly offensive, usually for audiences 13 and above R - Intended for adult audiences above 17 X - Even more mature than above For users without a custom avatar of their own, you can either display a generic logo or a generated one based on their e-mail address. For users without a custom avatar of their own, you can either display a generic logo or a generated one based on their e-mail address. For users without a custom avatar of their own, you can either display a generic logo or a generated one based on their e-mail address. Mystery Man Blank For users direction (Generated) Wavatar (Generated) For user for (Generated) For user (Generated) For user (Generated) For user (Generated) |





Gambar 35. Manajemen Media file yang diupload

Permalink, menu untuk mengatur permanen link.

| 🚯 Humas Aceh | Tengah 🗭 🕇 New | Howdy, admin.DION 💆 | | | |
|-----------------------------|--|--|--|--|--|
| 🖄 Dashboard | Permalink Setti | ngs | | | |
| 🖉 Posts | | | | | |
| මා Media | By default WordPress uses web URLs which have question marks and lots of numbers in them, however WordPress offers you the ability to create a custom URL structure for your permalinks and archives. This can improve the aesthetics, usability, and forward-compatibility of your links. A <u>number of tags are available</u> , and here are some examples to get you started. | | | | |
| 📳 Pages | Common Settings | Common Settings | | | |
| 🦻 Comments | A • • | | | | |
| 💮 Aceh Tengah | Opefault | http://humas.acehtengahkab.go.id/main/?p=123 | | | |
| Appearance | ODay and name | http://humas.acehtengahkab.go.id/main/2012/12/24/sample-post/ | | | |
| 🖉 Plugins | Month and name | http://humas.acehtengahkab.go.id/main/2012/12/sample-post/ | | | |
| 🖑 Users | Numeric | http://humas.acehtengahkab.go.id/main/archives/123 | | | |
| Ti Tools | OPost name | http://humas.acehtengahkab.go.id/main/sample-post/ | | | |
| Settings | Country Structure | | | | |
| General | Ocustom structure | http://humas.acehtengahkab.go.ld/main /%year%/%Monthnum%/%postname%/ | | | |
| Writing | Optional | | | | |
| Reading | If you like, you may enter custom st | ructures for your category and tag URLs here. For example, using topics as your category base would make your category links like http://example.org | | | |
| Media | /topics/uncategorized/. If you lea | ave these blank the defaults will be used. | | | |
| Permalinks | Category base | | | | |
| iSlidex | | | | | |
| Moo Collapsing Archives | Tag base | | | | |
| Special Recent Posts PRO | Save Changes | | | | |
| WP-reCAPTCHA | | | | | |
| 🟠 Headline Panel | | | | | |
| Collapse menu | Thank you for creating with WordPre | ess. Version 3.5 | | | |

Gambar 36. Pengaturan permanen link

Manajemen Post/Berita

Menulis berita

Setelah Anda login lalu kita akan masuk ke halaman posting artikel pada **Dashboard** dengan klik **Posts** \rightarrow **Add New Posts**.

| Dashboard | Add New Post | |
|------------------|--|------------|
| 🖈 Posts | | |
| All Posts | Enter title here | |
| Add New | | |
| Categories | Oh Add Media | |
| Tags | -al Addinicalia MC | isual Text |
| මා Media | B I +## ☵ ☷ +4 ☷ 書 書 2 22 몸 4♥ ▼ [2] ▦ | |
| Pages | | |
| Comments | | |
| 🟠 Aceh Tengah | | |
| Appearance | | |
| 🖉 Plugins | | |
| & Users | | |
| Tools | | |
| IT Settings | | |
| 🏠 Headline Panel | | |
| Collapse menu | | |

Setelah itu, isikan Judul pada kolom judul dan artikelnya. Coba isikan artikel ini:

Judul : ICW Ancam Polisikan Sekolah yang Pertahankan RSBI

Isi Post : Indonesia Corruption Watch (ICW) bersama Koalisi Anti Komersialisasi Pedidikan menggelar acara syukuran atas penghapusan RSBI oleh Mahkamah Konstitusi (MK). Dua LSM ini akan bekerjasama untuk mengawasi sekolah-sekolah yang tak mentaati keputusan MK yang membatalkan payung hukum program RSBI. Menurut Febri, pasal 50 ayat 3 UU Sisdiknas yang telah dihapuskan MK memang dengan semangat UUD 1945 karena bersifat diskriminatif terhadap kondisi masyarakat. Kedepan, pemerintah harus bisa memfasilitasi semua sekolah untuk meningkatkan kualitas pendidikian Indonesia. UU Sisdiknas No 20 Tahun 2003 telah menjelaskan bahwa pemerintah berkewajiban menjamin pendidikan warga negaranya. Dengan dihapuskannya IAndasan hukum RSBI, Pasal 50 Ayat 3 UU Sisdiknas, maka sekolah tidak berhak lagi mengelola dana masyarakat untuk menyelenggarakan pendidikan.

| 🛞 Humas Aceh Teng | gah 🗭 🕂 New | |
|------------------------|---|---------------------------------|
| | Add New Post | |
| 🖈 Posts | | |
| All Posts | ICW Ancam Polisikan Sekolah yang Pertahankan RSBI | |
| Add New | Permalink: http://humas.acehtengahkab.go.id/main/2013/01/icw-ancam-polirtahankan-rsbi/ Edit | |
| Categories Tags | ලි Add Media | Visual Text |
| ঞ্ যি Media | B I ANG ☵ ☵ 46 ☷ 毫 클 🖉 🐰 ☵ ♠ ♠5 ▾ 🖸 ☶ | |
| Pages | Indonesia Corruption Watch (ICW) bersama Koalisi Anti Komersialisasi Pedidikan menggelar acara syukuran atas penghi | apusan RSBI oleh |
| Comments | Mahkamah Konstitusi (MK). Dua LSM ini akan bekerjasama untuk mengawasi sekolah-sekolah yang tak mentaati keputu membatalkan payang bukum program PSRI | isan MK yang |
| 🏠 Aceh Tengah | inclusate and paying maxim program with. | |
| Appearance | Menumit Febri, nasal 50 ayat 2 IIII Sisdiknas yang telah dihanuskan MK memang dengan semangat IIIID 1045 karena ber | sifat diskriminatif |
| 🖉 Plugins | terhadap kondisi masyarakat. Kedepan, pemerintah harus bisa memfasilitasi semua sekolah untuk meningkatkan kualitas | pendidikian Indonesia. |
| 생 Users | UU Sisdiknas No 20 Tahun 2003 telah menjelaskan bahwa pemerintah berkewajiban menjamin pendidikan warga negari dihapuskannya landasan hukum RSBI, Pasal 50 Ayat 3 UU Sisdiknas, maka sekolah tidak berhak lagi mengelola dana ma | anya. Dengan asyarakat untuk |
| Tt Tools | menyelenggarakan pendidikan. | |
| IT Settings | | |
| 🟠 Headline Panel | | |
| Collapse menu | | |
| | Path: p | |
| | Word count: 103 | Draft saved at 12:04:13 am. |

Keterangan gambar :

| В | Gunanya untuk mempertebal huruf (contoh: humas), atau juga bisa dengan menekan tombol CTRL+B pada keyboard. |
|----------------|---|
| I | Gunanya untuk membuat huruf dicetak miring (contoh: <i>humas</i>), atau juga bisa dengan menekan tombol CTRL+I pada keyboard. |
| ABC | Gunanya untuk mencoret huruf/kata, atau juga bisa dengan menekan tombol ALT+SHIFT+D pada keyboard. |
| 0 0 0 | Gunanya untuk membuat list (tanpa menggunakan angka). Contoh: • List 1 • List 2 • List 3 |
| 1— 2— 3— | Gunanya untuk membuat list (menggunakan angka). Contoh: 1. List 1 2. List 2 3. List 3 |
| 66 | Gunanya untuk menAndai suatu kalimat yang dianggap penting. |



Gunanya untuk membuat paragraf menjadi rata kiri, tengah, dan kanan



Gunanya untuk menambahkan atau menghilangkan link pada suatu kata/kalimat.

Menambahkan gambar

Pada bagian atas menu bar, terdapat beberapa icon yang fungsinya menambahkan suatu media (gambar, video, audio) pada artikel. Tetapi akan dibahas bagaimana cara menambahkan gambar karena memang seringnya suatu artikel itu ditambahkan dengan gambar. Untuk penambahan video maupun audio caranya sama saja dengan penambahan gambar, hanya saja media yang ditambahkan berbeda.

| Dashboard | Add New Post | |
|----------------------|------------------|--|
| 🖈 Posts | | |
| All Posts Add New | Enter title here | |
| Categories Tags | াঞ্জ Add Media | |

Lalu, klik tombol '*Select Files*' untuk mencari dan memilih gambar yang ingin di masukkan. Setelah di klik nanti akan muncul kotak dialog untuk mencari gambar. Setelah gambar yang dimaksud sudah dipilih, lalu klik 'Open'. Seperti gambar dibawah berikut ini:

| WordPress 3.5 🛛 🦈 | + New View Post | | Howdy, ryanima |
|--------------------------------|----------------------------|----------------------------------|------------------|
| Insert Media Create Gallery | Upload Files Media Library | | × |
| Set Featured Image | | | |
| Insert from URL | | | |
| | | | |
| | | | |
| | | Drop files anywhere to upload | |
| | | Select Files | |
| | | | |
| | | Maximum upload file size: 500MB. | |
| | | | |
| | | | Insert into post |
| | | | |

Setelah itu akan ada proses upload gambar. Setelah proses upload gambar selesai, lalu akan muncul seperti ini:



Kemudian Anda bisa menentukan judul dari gambar itu apa, deskripsi atau penjelasan dari gambar itu apa, tetapi itu tidak wajib, bisa dikosongkan jika memang merasa tidak perlu diisi. Kita juga bisa menentukan posisi dan ukuran gambar itu. Selanjutnya klik tombol 'Insert into Post' yang terletak pada bagian bawah.

Setelah di klik, kita akan kembali ke halaman utama Posting artikel, seperti gambar dibawah berikut ini:



Pemilihan Kategori

Pada kolom sebelah kirim tengah, Anda dapat memilih kategori seperti berita, galeri, headline, dan newsticker. Anda dapat memilih lebih dari 1 kategori. Selain itu Anda juga bisa menambahkan kategori dengan klik *add new category*.

| Categories | | | |
|--|-----------|--|--|
| All Categories | Most Used | | |
| Berita Galeri Headline Newsticker | | | |
| + Add New Category | | | |

Pemilihan Tags

pada kolom ini Anda dapat menambahkan tags (klasifikasi berita berdasarkan pencarian). Tags dapat berupa kata kunci dari berita yang Anda tulis.

| Tags |
|--------------------------------|
| Add |
| Separate tags with commas |
| Choose from the most used tags |

Publish Berita

Langkah terakhir yaitu mempublikasikan artikel yang kita tulis, dengan cara mengeklik tombol 'Publish' yang terletak di bagian kanan

| Publish | |
|-------------------------------|---------|
| Save Draft | Preview |
| Status: Draft Edit | |
| Visibility: Public Edit | |
| 11 Publish immediately Edit | |
| Publicize: Not Connected Show | |
| Move to Trash | Publish |

Setelah tombol 'Publish' di klik, nanti akan ada proses publishing, tunggu beberapa saat hingga proses publishing itu selesai.

Penjadwalan berita

Selain Anda dapat posting berita saat ini juga. Anda juga dapat menjadwalkan berita untuk di publish pada tanggal tertentu. Seperti gambar berikut :

| Save Draft | P | review |
|-------------------------|------|---------|
| Status: Draft Edit | | |
| Visibility: Public Edit | | |
| Publish immediately | | |
| 12-Dec \$ 31 , 2011 | @ 13 | : 00 |
| OK Cancel | | |
| Move to Trash | | Publieb |

Administrasi post/berita

Melihat semua berita

Untuk melihat seluruh berita Anda dapat klik Post \rightarrow All Posts.

| Humas Aceh Ten | gah 🗭 🕇 New | | | |
|--------------------|--|-------------|------------------------------|------|
| ☆ Dashboard | Posts Add New | | | |
| 🖈 Posts | | | | |
| All Posts | All (54) Published (54) Trash (10) | | | |
| Add New | Bulk Actions Apply Show all dates View all categories | Filter | | 54 |
| Categories Tags | Title | Author | Categories | Tags |
| මා Media | "Bupati Dan Unsur Pimpinan Daerah Aceh Tengah Pimpin Pelaksanaan Jum'at Bersih (PJB)" | humas | Berita | _ |
| Pages | | | | |
| Comments | " Upaya Revitalisasi Taman Buru Linge Aceh Tengah" Rencana Pengelolaan 10 Tahun | admin.humas | Berita | - |
| 🏠 Aceh Tengah | | | | |
| Appearance | Para Guru di Aceh Tengah Ikuti Porseni | humas | Berita, Headline, Newsticker | _ |
| 🖉 Plugins | Selumlah Penghargaan Tandai Unacara Hari Amal Bakti Kementeri | an humas | Berita Galeri Headline | _ |
| lusers | Agama di Aceh Tengah | | Newsticker | |

Editing berita

Untuk melakukan editing berita Anda dapat klik judul berita tersebut untuk editing berita secara keseluruhan.

| 🖈 Posts | |
|--------------------|--|
| All Posts | All (54) Published (54) Trash (10) |
| Categories Tags | Title |
| ៊្វែរ Media | "Bupati Dan Unsur Pimpinan Daerah Aceh Tengah Pimpin Pelaksana n Jum'at Bersih (PJB)" |
| Pages | Edit Quick Edit ""Bupati Dan Unsur Pimpinan Daerah Aceh |
| Comments | " Upaya Revitanciasi Faman Bura Engeritori Tengan Iteresia (PJB)"" Pengelolaan 10 Tahun |
| 🟠 Aceh Tengah | |

Namun jika hanya melakukan editing sebagian saja, seperti judul, link, dan kategori. Anda cukup klik **quick edit**

| All (54) Pu | blished (54) Trash (10) | | | | Search Posts |
|---------------|--|--------------------|------------------|---------------|-------------------|
| Bulk Actions | Apply Show all dates View all categories Fi | ilter | | 54 iten | ns « < 1 of 3 > » |
| 🔲 Title | | Author | Categories | Tags | Date |
| QUICK ED | π | Categories [more] | Tags | | |
| Title | *Bupati Dan Unsur Pimpinan Daerah Aceh Tengah Pimpin Pelaksanaa | Berita | | | |
| Slug | bupati-dan-unsur-pimpinan-daerah-aceh-tengah-pimpin-pelaksanaan- | Galeri Headline | | | 1. |
| Date | 01-Jan ▼ 09 , 2013 @ 23 : 33 | Newsticker | Allow Comments | ✔ Allow Pings | |
| Author | humas 🔻 | | Status Published | ▼ | sky |
| Password | -OR- 🗌 Private | | v | | |
| Cancel | | | | | Update |

Menghapus berita

Untuk menghapus berita, Anda klik *trash.*

Manajemen Pages/Halaman

Menulis Halaman

Setelah Anda login lalu kita akan masuk ke **Dashboard** dengan klik **Pages** \rightarrow **Add New** Page. Seperti gambar dibawah ini:



Setelah itu, isikan Judul pada kolom judul dan artikelnya.

Keterangan gambar :

| В | Gunanya untuk mempertebal huruf (contoh: humas), atau juga bisa dengan menekan tombol CTRL+B pada keyboard. |
|-------------|--|
| I | Gunanya untuk membuat huruf dicetak miring (contoh: <i>humas</i>), atau juga bisa dengan menekan tombol CTRL+I pada keyboard. |
| ABC | Gunanya untuk mencoret huruf/kata, atau juga bisa dengan menekan tombol ALT+SHIFT+D pada keyboard. |
| 0 0 0 | Gunanya untuk membuat list (tanpa menggunakan angka). Contoh: • List 1 |

List I

- List 2
- List 3



Gunanya untuk membuat list (menggunakan angka). Contoh:

- 1. List 1
- 2. List 2
- 3. List 3



Gunanya untuk menAndai suatu kalimat yang dianggap penting.



Gunanya untuk membuat paragraf menjadi rata kiri, tengah, dan kanan



Gunanya untuk menambahkan atau menghilangkan link pada suatu kata/kalimat.

Menambahkan Gambar

Pada bagian atas menu bar, terdapat beberapa icon yang fungsinya menambahkan suatu media (gambar, video, audio) pada artikel. Tetapi akan dibahas bagaimana cara menambahkan gambar karena memang seringnya suatu artikel itu ditambahkan dengan gambar. Untuk penambahan video maupun audio caranya sama saja dengan penambahan gambar, hanya saja media yang ditambahkan berbeda.



Lalu, klik tombol '*Select Files*' untuk mencari dan memilih gambar yang ingin di masukkan. Setelah di klik nanti akan muncul kotak dialog untuk mencari gambar. Setelah gambar yang dimaksud sudah dipilih, lalu klik '*Open*'. Seperti gambar dibawah berikut ini:

| 💮 WordPress 3.5 🐢 | + Naw View Post | urrente dimensione | Howdy, ryanimal 🚽 |
|--------------------------------|----------------------------|----------------------------------|-------------------|
| Insert Media Create Gallery | Upload Files Media Library | | × |
| Set Featured Image | | | |
| Insert from URL | | | |
| 0 | | | |
| | | | |
| | | Drop files anywhere to upload | |
| | | | |
| | | Select Files | |
| | | | |
| | | Maximum upload file size: 500MB. | |
| | | | |
| | | | Insert into post |
| - | | | |

Lalu nanti akan ada proses upload gambar. Setelah proses upload gambar selesai, lalu akan muncul seperti ini:



Disitu kita bisa menentukan judul dari gambar itu apa, deskripsi atau penjelasan dari gambar itu apa, tetapi itu tidak wajib, bisa dikosongkan jika memang merasa tidak perlu diisi. Kita juga bisa menentukan posisi dan ukuran gambar itu. Selanjutnya klik tombol *'Insert into Post'* yang terletak pada bagian bawah.

Atribute Halaman

Untuk mengganti halaman atribut, terdapat pada kolom page attributes

| Page Attributes | |
|---|----------------------------|
| Parent | |
| (no parent) 💲 | |
| Template | |
| Default Template | + |
| Order | |
| 0 | |
| Need help? Use the I of your screen. | Help tab in the upper righ |

Kolom ini digunakan untuk memanajemen halaman Anda. **Parent**, digunakan untuk menentukan induk halaman, misalkan **halaman visi dan misi** merupakan **bagian dari profile**, maka **halaman visi dan misi** yang Anda buat harus mengubah **Parent** \rightarrow **Profil**

Publish Halaman

Langkah terakhir yaitu mempublikasikan halaman yang kita tulis, dengan cara mengeklik tombol 'Publish' yang terletak di bagian kanan

| Publish | |
|-------------------------------|---------|
| Save Draft | Preview |
| Status: Draft Edit | |
| Visibility: Public Edit | |
| 11 Publish immediately Edit | |
| Publicize: Not Connected Show | |
| Move to Trash | Publish |

Setelah tombol '*Publish*' di klik, nanti akan ada proses publishing, tunggu beberapa saat hingga proses publishing itu selesai.

Administrasi Page/Halaman

Melihat semua halaman

Untuk melihat seluruh berita Anda dapat klik $Pages \rightarrow All Pages$.

| Dashboard | Pages Add New | |
|---------------|--|------------|
| 🖉 Posts | | |
| ම; Media | All (3) Published (3) Irash (1) | |
| Pages | Bulk Actions Apply Show all dates Filter | |
| All Pages | Title | Author |
| Add New | Profil | rendi |
| Comments | Edit Quick Edit Trash View | |
| 🏠 Aceh Tengah | Profil Pemeri Edit this item inline | admin.DION |
| Appearance | | |
| 🖉 Plugins | | admin.bioN |
| 🖑 Users | Title | Author |
| Ti Tools | | |
| | Bulk Actions Y Apply | |

Editing halaman

Untuk melakukan editing halaman Anda dapat klik **judul halaman** tersebut untuk editing halaman secara keseluruhan.

| Dashboard | Pa | Ges Add New | | | | | |
|---------------|---|------------------------|-----------------------|----|----------|--------------------|--------|
| Posts | | 5 | | | | | |
| ট্টি Media | All (3) Pub | lished (3) Trash (1) | | | | | |
| 📙 Pages | Bulk Action | Apply Sho | ow all dates V Filter | | | | |
| All Pages | Title | | | | | | Author |
| Add New | | п | | | | | |
| Comments | Title | Profil | | | Parent | Main Page (no pare | nt) 🔻 |
| 🏠 Aceh Tengah | Slug | profil | | | Order | 0 | |
| Appearance | Date | 12-Dec 🔻 02 , 2012 | 2 @ 23 : 56 | | Template | Default Template | 9 |
| Ø Plugins | All (3) Published (3) Trash (1) Bulk Actions Apply Show all dates Filter UICK EDIT Title Profil Slug profil Date 12-Dec 02, 2012 23:56 Template Default T Author rendi Author | omments | | | | | |
| 🖑 Users | Password | | –OR– 🔲 Private | 12 | Status | Published • | |
| Tt Tools | Cancel | | | | | | |

Namun jika hanya melakukan halaman sebagian saja, seperti judul, link, dsb. Anda cukup klik *quick edit* seperti gambar diatas.

Menghapus halaman

Untuk menghapus halaman, Anda klik **trash**

Mengelola Widget

Widget memudahkan kita dalam mengelola blok tampilan. Dengan widget kita dapat menambahkan beberapa plugin atau tampilan khusus. Widget juga memudahkan pengguna dengan fitur drag and drop, dimana Anda tinggal menggeser saja widget yang tersedia ke blog tertentu.

Menambahkan banner

Pada contoh berikut akan mengubah blok banner dengan menambahkan widget banner gambar pada blok tersebut. Berikut merupakan langkah-langkahnya :

 Anda upload terlebih dahulu banner gambar yang akan digunakan, ukuran banner yang digunakan dalam contoh ini adalah 130x311. Proses upload dapat Anda lakukan melalui menu media. Klik *Media* → *Add New* → *select files* (pilih file banner yang akan diupload)

| 💮 Dashboard | Dia Upload New Media |
|---------------|--|
| Posts | |
| 👰 Media | |
| Library | |
| Add New | Drop files here |
| Pages | or |
| Comments | Select Files |
| 🏠 Aceh Tengah | |
| Appearance | |
| 🖉 Plugins | You are using the multi-file uploader. Problems? Try the browser uploader instead. |
| 생 Users | Maximum upload file size: 2MB. |
| TI Tools | |
| IT Settings | |

2. Setelah ter-upload, Anda klik edit. Lalu klik kanan pada gambar \rightarrow copy image URL



3. Masuk ke menu appearance \rightarrow widgets

| Posts Media Pages Comments Akismet Widgets Acht rengah Akismet Widgets Acht rengah Akismet Nar aught Categories Pacebook Like Box Displays a Facebook Like Box Collapsing Archives Pages Media | 🙆 Dashboard | - Widgets | | | | | Screen Options V He | lp ₹ |
|---|------------------|--|--|---|---|------------|---------------------|------|
| Media Available Widgets absolute Pages Drag widgets from hore to a sidebar on the right to activate them. Drag widgets back hore to deactivate them and delete their settings. Actor Tengah Actives Calendar Actained that caught Anonthly archive of your sile's posts A calendar of your sile's posts Actives Calegories Ausmeth as caught Themes Calegories Custom Menu Facebook Activity Feed Media Use this widget to add one of your custom Displays a Facebook Like Box Pitugins Displays a Facebook Like Box Displays a Facebook Recommendations By Settings Collapselle archives listing Your sile's WordPress Pages Media Moco Collapsing Archives Pages Collapser menu Collapser menu Recent Posts Recent Comments Recent Posts Rss The most recent comments The most recent posts on your sile Entries from any RSS or Atom feed Beach Tag Cloud Text | 🖉 Posts | | | | | | | |
| P ages C rag widgets from here to a sidebar on the right to activate them. Drag widgets back here to deactivate them and delete their settings. A chara C comments A kismet Widget A chares Catepories C categories C collapset and D splays a | ট্টি Media | Available Widgets | | | v | absolute | | V |
| Comments Akismet Widget Archives Calendar Akismet Widget An monthly archive of your sile's posts A calendar of your sile's posts Akismet has caught A monthly archive of your sile's posts A calendar of your sile's posts Akismet has caught A monthly archive of your sile's posts A calendar of your sile's posts Akismet has caught Categories Custom Menu Facebook Activity Feed Menus Alist or dropdown of categories Use this widget to add one of your custom menus as a widget. Displays a Facebook Activity Feed Menus Facebook Like Box Facebook Recommendations Displays a Facebook Recommendations Displays a Facebook Like Box Ø Plugins Displays a Facebook Recommendations Displays a Facebook Recommendations Displays a Facebook Like Box Ø Settings Meta Moo Collapsing Archives Pages Meta Kecent Posts Recent Posts Rss The most recent normments The most recent posts on your site Entries from any RSS or Alom feed Meaderbar Tag Cloud Text | Pages | Drag widgets from here to a sidebar on the rig | ht to activate them. Drag widgets back here to dea | ctivate them and delete their settings. | | | | |
| Acch Tengah Acch Tengah Appearance Categories Categories Custom Menu Facebook Activity Feed Nenus Eathor Biplays a Facebook Recommendations Biplays a Facebook Like Box Displays a Facebook Recommendations Bisterings Collapsemenu Collapse menu Collapse menu Collapse menu Collapse menu | P Comments | Akismet Widget | Archives | Calendar | | | | |
| Appearance Categories Custom Menu Pracebook Activity Feed Menus Editor Pracebook Like Box Displays a Facebook Recommendations Displays a Facebook Recommendations Box Displays a Facebook Recommendations Box Pages Collapsible archives listing Your site's WordPress Collapsible archives listing Your site's WordPress Collapse menu Collapse menu Collapse menu Collapse menu The most recent posts on your site Entries from any RSS or Alom feed Facehoak I Teg Cloud | 🏠 Aceh Tengah | Display the number of spam comments | A monthly archive of your site's posts | A calendar of your site's posts | | | | |
| Categories Custom Menu Facebook Activity Feed Widgets A list or dropdown of categories Use this widget to add one of your custom menus as a widget. Menus Facebook Like Box Facebook Recommendations Ø Plugins Displays a Facebook Recommendations Isildex Ø Users Displays a Facebook Recommendations Displays a Facebook Recommendations Ø Users Displays a Facebook Recommendations Displays a Facebook Recommendations Ø Settings Meta Moo Collapsing Archives Pages In trools Collapsbile archives listing Your site's WordPress Pages In hins Recent Posts RSS The most recent posts on your site Entries from any RSS of Alom feed Beach Tag Cloud Text | Appearance | Akismet nas caught | | | | search | | Ŧ |
| Widgets Menus Editor Plugins Objetyses a Facebook Like Box Displays a Facebook Recommendations Displays a Facebook Recommendations Displays a Facebook Like Box Displays a Facebook Recommendations Box Plugins Objetyses a Facebook Like Box Displays a Facebook Recommendations Displays a Facebook Like Box Displays a Facebook Recommendations Box Pages Collapsbile archives listing Your sile's WordPress Collapsbile archives listing Your sile's WordPress Collapsbile archives listing Your sile's MordPress Collapsbile archives listing Your sile's MordPress Collapse menu Collapse menu Collapse menu Collapse menu Collapse menu | Themes | Categories | Custom Menu | Facebook Activity Feed | | | | |
| Menus Initializa a a mage. Editor Facebook Like Box Facebook Recommendations Isilidex Plugins Displays a Facebook Like Box Displays a Facebook Recommendations Display Sildex in a Sidebar menu v @ Users Meta Moo Collapsing Archives Pages toolbar-l v @ Settings Collapsible archives listing Your sile's WordPress Pages toolbar-l v Meta Recent Posts RSS toolbar-l v The most recent posts on your sile Entries from any RSS of Alom feed headerbar v | Widgets | A list or dropdown of categories | Use this widget to add one of your custom | Displays a Facebook Activity Feed | | logo | | T. |
| Edior Facebook Like Box Facebook Recommendations iSlidex menu menu Plugins Displays a Facebook Like Box Displays a Facebook Recommendations Displays lidex in a Sidebar banner menu | Menus | | menus as a widget. | 2 | | | | |
| Plugins Displays a Facebook Like Box Displays a Facebook Recommendations Displays ISildex in a Sidebar Users Ti Tools Settings Log inkout, admin, feed and WordPress Collapsible archives listing Your site's WordPress Pages Collapse menu Collapse menu Collapse menu The most recent comments Search Tag Cloud Total Collapse menu | Editor | Facebook Like Box | Facebook Recommendations | iSlidex | | menu | | T |
| Meta Moo Collapsing Archives Pages ID Settings Log in/out, admin, feed and WordPress Collapsible archives listing Your site's WordPress Pages Image: Settings Log in/out, admin, feed and WordPress Collapsible archives listing Your site's WordPress Pages Image: Settings Collapse menu Recent Comments Recent Posts RSS The most recent posts on your site Entries from any RSS or Alom feed headerbar Search Tag Cloud Text | 🖉 Plugins | Displays a Facebook Like Box | Displays a Facebook Recommendations Display iSlidex in a Sidebar | | | | | |
| Meta Moo Collapsing Archives Pages Image: Settings Log in/out, admin, feed and WordPress Inixs Collapsible archives listing Collapse menu Your site's WordPress Pages toolbar-1 v Image: Collapse menu Recent Comments Recent Posts RSS toolbar-r v Image: Collapse menu The most recent comments The most recent posts on your sile Entries from any RSS or Alom feed headerbar v | 🖑 Users | | DUX | | | banner | | V |
| Instruction Log inlout, admin, feed and WordPress Collapsible archives listing Your site's WordPress Pages toolbar-r toolbar-r <t< th=""><th>Tools</th><th>Meta</th><th>Moo Collapsing Archives</th><th>Pages</th><th></th><th>to allow 1</th><th></th><th></th></t<> | Tools | Meta | Moo Collapsing Archives | Pages | | to allow 1 | | |
| Recent Comments Recent Posts RS The most recent comments The most recent posts on your site Entries from any RSS or Atom feed Search Tag Cloud Text | IT Settings | Log in/out, admin, feed and WordPress | Collapsible archives listing | Your site's WordPress Pages | | toolbar-i | | Ÿ |
| Recent Comments Recent Posts RSS The most recent comments The most recent posts on your site Entries from any RSS or Alom feed headerbar Search Tag Cloud Text Text | 🎡 Headline Panel | IIIKo | | | | toolbar-r | | v |
| The most recent comments The most recent posts on your site Entries from any RSS or Alom feed Search Tag Cloud Text | Collapse menu | Recent Comments | Recent Posts | RSS | | toonbul 1 | | |
| Search Tag Cloud Text | | The most recent comments | The most recent posts on your site | Entries from any RSS or Atom feed | | headerbar | | v |
| | | Search | Tag Cloud | Text | | | | |

4. Klik banner pada kolom sebelah kanan, lalu klik kiri text dan tahan kemudian geser ke kolom banner.

| iSlidex | menu | T |
|-----------------------------------|-----------|---|
| Display iSlidex in a Sidebar | banner | Ŧ |
| Pages | Text | Ŧ |
| Your site's WordPress Pages | | |
| RS | | |
| Entries from any RSS or Atom feed | toolbar-l | v |
| Text | | |

5. Untuk title dapat Anda kosongkan, sementara isi dapat Anda paste html berikut (paste image URL yang sudah Anda kopi tadi diantara tAnda kutip 2 ("")) :

| menua aa a wuger | | | | |
|--|------------------------------|--|--------------|------|
| Facebook Recommendations | iSlidex | | menu | |
| Displays a Facebook Recommendations Box | Display iSlidex in a Sidebar | | banner | |
| Moo Collapsing Archives | Pages | Text | | V |
| Collapsible archives listing | Your site's WordPress Page | Title: | | |
| Recent Posts | RSS | <ima arc="http://bur</td><td>nas acahtangahkah go id/main/wn</td><td></td></tr><tr><td>The most recent posts on your site</td><td>Entries from any RSS or At</td><td>content/uploads/20</td><td>13/01/banner.jpg"></ima> | | |
| Tag Cloud | Text | | | |
| Your most used tags in cloud format | Arbitrary text or HTML | | | |
| Warp - Breadcrumbs | | | \$ | |
| Display your sites breadcrumb navigation | | | | |
| | | | | |
| | | Automatically add | d paragraphs | |
| r but keep their settings. | | Delete Close | | Save |

Setelah Anda save, maka pada halaman depan akan muncul seperti berikut :



Update wordpress dan plugin

Update dilakukan untuk memperbaharui engine wordpress dan plugin yang Anda gunakan. Proses update ini dimaksudkan untuk menambahkan beberapa fitur terbaru dan perbaikan bugs pada versi sebelumnya. Update juga bermanfaat untuk meminimalisir kemungkinan celah keamanan dari sebuah web.

Update wordpress

Proses update di wordpress dapat dikatakan sangat mudah. Karena Anda cukup masuk ke menu **Dashboard** → **Updates**. Untuk proses update wordpress Anda cukup klik **Update Now**, dan wordpress Anda akan di update secara otomatis. Sementara untuk update manual, Anda dapat memilih **Download 3.5** (sesuai versi terbaru).



Proses update secara otomatis dan proses update dikatakan sukses akan seperti berikut :



Downloading update from http://wordpress.org/wordpress-3. Unpacking the update... Verifying the unpacked files... Installing the latest version... Upgrading database... WordPress updated successfully

Update plugin wordpress

Untuk proses update plugin dapat digunakan pada lebih dari satu plugin, sehingga Anda dapat melakukan update beberapa plugin pada saat bersamaan. Untuk update plugin Anda masuk ke menu **Dashboard** \rightarrow **Updates**. Lalu tAndai plugin yang akan Anda update seperti pada gambar berikut :

| Up | date Plugins |
|----|--|
| ~ | Select All |
| ~ | Disqus Comment System You have version 2.73 installed. Update to 2.74. View version 2.74 details. Compatibility with WordPress 3.5: 100% (according to its author) |
| ~ | Download Manager You have version 2.3.1 installed. Update to 2.3.2. View version 2.3.2 details. Compatibility with WordPress 3.5: 100% (according to its author) |
| ~ | WP-Filebase You have version 0.2.9.28 installed. Update to 0.2.9.31. View version 0.2.9.31 details. Compatibility with WordPress 3.5: 100% (according to its author) |
| ~ | Select All |

Setelah Anda tAndai, selanjutnya cukup klik **Update Plugin**. Proses update plugin akan berjalan seperti berikut :

| 😭 Dashboard | 🖉 Undate Plugins | |
|--|--|--|
| Home Updates 3 Akismet Stats WP-Piwik | The update process is starting. This process may take a while on some hosts, so please be patient. Enabling Maintenance mode Updating Plugin Disqus Comment System (1/3) | |
| Media | Disqus Comment System updated successfully. Show Details. | |
| de Links | Updating Plugin Download Manager (2/3) | |
| Pages | | |
| 🦻 Comments | Download Manager updated successfully. Show Details. Updating Plugin WP-Filebase (3/3) WP-Filebase updated successfully. Show Details. Directions Maintenance media | |
| 🌸 Sasbar | | |
| Appearance | | |
| 🖉 Plugins 3 | | |
| 🖑 Users | All undates have been completed | |
| TI Tools | Return to Plugins page Return to WordPress Updates | |
| 37 Settings | | |
| MobilePress | | |
| 🌸 Headline UGM | | |
| WP-Filebase | | |
| WP-Optimize | | |
| () WPSQT | | |
| Collapse menu | | |
| | | |