Tutorial Admin Website di Universitas Ciputra

- 1. Login
- Masukkan alamat login admin website ke address bar mesin peramban (browser)

Sebagai contoh, halaman website yang ICT miliki adalah https://www.uc.ac.id/ict

Tambahkan /wp-admin dibelakang nama alamat website. Contohnya seperti berikut;

Contoh 1 : https://www.uc.ac.id/ict/wp-admin

Contoh 2 : https://www.uc.ac.id/wp-admin

Contoh 3 : https://www.uc.ac.id/htb/wp-admin

Jika alamat yang dimasukkan sudah benar, maka akan diarahkan ke halaman login.
 Lalu masukkan Username dan Password.

Username or Email Address	
Password	
l'm not a robot	reCAPTCHA
Remember Me	Privacy-Terms

 Jika berhasil masuk ke halaman Admini Website, akan diarahkan ke halaman Dashboard. Gambar seperti berikut;

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LOGIN SUCCESS !!! Ready The Next Level

2. Add Edit Page

- Arahkan pandangan mata ke sebelah kiri halaman, untuk melihat semua menu yang ada, termasuk plugin yang terinstall akan tampil pada sisi kiri menu tersebut.
- Arahkan kursor ke menu *Page*, Pilih. Selanjutnya akan diarahkan ke halaman menu Page.

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Tools	What's on your mind?
WPBakery Page Builder At a Glance	
🖬 Settings 🖈 26 Posts 🔲 2 Pages	Save Draft
🖾 WP Mail SMTP	
WordPress 5.4 running <u>university</u> theme.	WordPress Events and News
https://www.uc.ac.id/ict/wp-admin/edit.php?post_type=page	Attend an upcoming event near you. 🖉

- Klik – Add New, dilanjutkan ke halaman Page baru yang dibuat.

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- Tulis nama judul Page, dicontoh saya tuliskan *"Test Membuat Page Baru"*. Klik Publish untuk menyimpan ke Page yang sudah di buat.



Klik – *Preview* untuk melihat Page yang sudah dibuat. Secara otomati akan membukan tab baru pada browser yang menampilkakn preview Page yang sudah dibuat.

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- Selanjutnya ketahap edit isi konten Page, arahkan kursor ke "Add new elements".

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- Pada fitur "Add Elements", terdapat banyak pilihan yang akan digunakan untuk mengisi konten Page yang akan dibuat. Tergantung dari kreatifitas dan kebutuhan kita seperti apa nantinya.

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 Sebagai contoh, pada tutorial ini mencontohkan secara sederhana seperti apa Page yang dibuat. Secara default Ketika memilih/ menggunakan sebuah element, element tersebut berada di dalam Row, dan Row tersebut layoutnya bisa dirubah sesuai dengan kebutuhan. Seperti contoh gambar berikut;

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Keterangan :

- Row 1 diisi dengan element "Slider Revolution", yang berfungsi untuk menampilkan gambar yang ditampilkan secara slide.
- Row 2 diisi dengan element "Text Block", yang berfungsi untuk menampilkan tulisan.

Row 3 diisi dengan element "WP Calender", yang dimana akan menampilkan sebuah kalender



- Berikut hasil dari percobaan edit Page yang sudah dibuat.

- *Page* yang sudah dibuat, akan otomatis tersimpan di menu *Page*. Menu *Page* tersebut akan menampilkan semua *Page* yang pernah dibuat.

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- Sampai tahap ini, hanya dijelaskan bagaimana <u>membuat dan mengedit Page</u>, belum sampai ketahap menampilkan sebuah *Page* ke halaman website secara langsung.

"Jadi.. jangan berpikiran jika Page yang buat dan dipublish langsung tampil dihalaman website" **Don't Panic...!**

Ready The Next Level

3. Add Edit Post dan Kategori Post

- Arahkan kursor ke menu Post !, lalu pilih Add Post.



Halaman Post sudah terbuat dan siap untuk diisi dengan konten yang diinginkan.
 Seperti biasa masukkan nama judul sesuai kebutuhan. Contoh judul Post yang saya tulis "Test Membuat Post Baru". Lalu add element apa saja yang dibutuhkan. Sebagai contoh saya menggunakan element Text Block dan WP-Calender saja dan sedikit modifikasi di layout tampilan Row



- Atur dulu layout Row yang diinginkan. Pilih Add element – Row. Layout yang saya atur seperti gambar berikut.

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- Selanjutnya, tambahkan element didalam layout Row yang sudah dibuat. Klik logo tambah didalam Row. Pilih element *Text Block*



- Edit Text Block sesuai dengan kebutuhan Post. Sebagai contoh sederhana, ditutorial ini membahas tentang "tutorial login ke admin website".

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- Menambahakn Row yang kedua dibagian bawah Row yang sudah ada.

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 reCaptcha Slider Revolution 	Post Masonry Grid Posts, pages or custom posts in mercorrected	BBD Masonry Media Grid Masonry media grid from Media Library	Slider Revolution	G Gutenberg Editor Insert Gutenberg editor in your layout	WP Search A search form for your site	WP Meta Log in/out, admin, feed and WordPress links	
Collapse menu - accienta	r review as.					+ Add New Category	

 Add element *Text Block* didalam Row yang baru dibuat. Row bagian ini akan jadikan sebagai isi dari "Tutorial Login Ke Halaman Website". Didalam Text Block juga terdapat Fitur untuk menambah gambar, video, dan link url.



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 Jika process editing pada element *Text Block* selesai, Langkah selanjutnya adalah memilih kategori untuk *Post* yang sudah dibuat tersebut dikategorikan kedalam kategori yang sesuai dengan isi konten. Jika belum ada kategori yang sesuai, maka bisa ditambahkan sendiri. Arahkan kursor kebagian kanan halaman, cari menu Category, lalu pilih *Add New Category*.



- Sebagai contoh, ditambahkan kategori *Tutorial*. Selanjutnya pilih kategorinya sampai muncul tanda centang. Dimenu kategori bisa memilih lebih dari satu kategori.

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- Post siap untuk di review maupun di publish

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- Preview Post yang dibuat, Klik Preview.

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- Hampir sama dengan *Page*, jika sudah membuat sebuah Post baru dan diakhiri dengan pilihan *Publish*.
- Secara otomatis Post atau Postingan yang baru dibuat tersebut akan tersimpan di halaman List Post dan belum dimuat/terlihat di website, <u>terkecuali kategori yang</u> <u>dipilih untuk Post tersebut sudah pernah dibuat dan sudah terkoneksi link ke Menu</u> <u>yang ada di halaman website</u>.
- Jika sebelumnya belum pernah membuat kategori dan kategori tersebut belum di linkkan ke halaman website, maka Post yang baru dibuat masih belum terlihat di halaman website.
- Jika Post yang baru dibuat tersebut lupa untuk dikategorikan, maka secara otomatis
 Postingan / Post tersebut dikategorikan kedalam pilihan dari *Default Post Category* yang ada di Menu *Settings Writing*.

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٢									
Post via email									
To post to WordPress by email you must set up a secret email 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: uZoFdxTn., YZL0j96Q., 15xeaVwY.									
	A Prasetyo Help •								

Is Easy,,,

"Post berbeda dengan Page. Page bersifat statis, biasanya digunakan untuk membuat halaman About US, Profil, Kontak, dan lainnya yang tulisan tidak mudah berubah. Page bisa dijadikan sebagai halaman utama website. Post tidak dikategorikan. Sedangkan Post atau bisa disebut dengan Postingan ini bersifat dinamis, biasanya digunakan untuk membuat artikel, blog, atau berita. Post bisa dikategorikan"

4. Tools Page Builder / Editor

- Tools Page Builder merupakan alat bantu untuk membuat, mengedit, dan melakukan kustomisasi tata letak sebuah website. Agar mudah diartikan disebut saja dengan *Editor*
- Didalam tutorial ini tools Page Builder / Editor yang digunakan adalah WPBakery Page
 Builder. Editor ini berbentuk plugin, yang artinya bisa diinstall dan didelete secara mudah
- Untuk menggunakan Editor *WPBakery Page Builder* pastikan editor tersebut sudah terinstall. Terlihat ada di Side bar sebelah kiri.

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St cro	About g <u>university</u> theme.	WordPress Events and News						
https://www.uc.ac.id/ict/wp-a	dmin/admin.php?page=vc-general	Attend an upcoming event near you. Ø						

 Editor tersebut sudah ICT aktifkan. Sehingga user Admin Website hanya tinggal menjalankan fitur Editor tersebut. Untuk memastikan editor tersebut aktif, bisa dilihat di WPBakery Page builder – Role Manage.

🖉 Role Manager < Informa	ation Com × +		-	٥	×						
← → C 🔒 uc.a	c.id/ict/wp-admin/admin.php?page=	vc-roles	☆ ©	Θ	:						
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SEO https://www.uc.ac.id/ict/wp-ad	Page settings min/admin.php?page=vc-roles	Enabled Control access to WPBakery Page Builder page settings. Note: Disable page settings to restrict editing of Custom CSS through page.			-						

- Jika mengikuti panduan tutorial ini dari awal, sebagian fitur yang ada di Editor
 WPBakery sudah praktikkakn penggunaannya dalam tutorial ini. Jika belum paham
 bisa melihat lagi tutorial point 2 dan 3.
- Secara bertahap panduan ini akan mempraktikkan beberapa fitur yang ada di editor *WPBakery Page Builder*. Berdasarkan fitur yang paling sering digunakan;

4.1. Insert Picture

- Pastikan sudah memiliki bayangan/gambaran seperti apa layout yang akan natinya di edit atau dimomdifikasi.
- Sebagai contoh, edit atau Add New Page. Pastikan sudah masuk ke tampilan Page yang siap untuk di edit.
- Pilih Backend Editor.



Add Elements Row – atur layout sesuai dengan kebutuhan. Gambar dibawah hanya contoh layout, bisa dikustomisasi sesuai kebutuhan.

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- Arahkan kursor ke lambang icon + yang berarti add element. **Row 1** berisi gambar (Single image), **Row 2** berisi Text (Text Block), **Row 3** berisi gambar (Single image).
- Row 1: Add element Single Image

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🖌 Plugins 🕹 Users	Single Image Simple Image with CS animation	S Image Gallery Responsive image gallery	Animated carousel with Images	Tabs Tabbed content	Vertical tabbed content	Accordion Collapsible content panels	~
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ÇÂ SEO	Pie Chart Animated pie chart	Pie and Doughnut charts	Line Chart Line and Bar charts	Empty Space Blank space with custom height	Post Grid Posts, pages or custom posts in grid	Media Grid Media grid from Media Library	
 reCaptcha Slider Revolution 	Post Masonry Grid Posts, pages or custom posts in	Hasonry Media Grid Masonry media grid from Media Library	6 Slider Revolution	G Gutenberg Editor Insert Gutenberg editor in your layout	WP Search A search form for your site	WP Meta Log in/out, admin, feed and WordPress links	
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- Add image

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Pilih dari media yang sudah ada, atau upload fille baru. Maksimum ukuran file yang bisa diupload <2Mb.



- Jika sudah, pilih gambar hingga tercentang, lalu Set Image.

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Pada settingan gambar sesuaikan dengan kebutuhan yang akan ditampilkan.
 <u>Contohnya</u> seperti pengaturan *Image Size = medium; image alignment = center, on click action = open prettyPhoto*. Jika sudah yakin pilih *Save Changes*. Gambar sudah dimasukkan ke dalam element Row 1 tersebut.

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- Sampai tahap ini, gambar berhasil dimasukkan kedalam element. Masukkan fitur element lainnya yang belum terisi sesuai dengan kebutuhan.
- Contoh hasil akhir layout trial page yang dibuat.



 Preview page dari layout yang didesign. Jika hasil preview halaman yang di edit sudah benar, jangan lupa untuk Pilih <u>Update</u> atau <u>Publish</u> untuk menyimpan.



dPress Theme by (C) CactusThemes

4.2. Insert Video dari Youtube

- Open atau buat baru sebuah Page atau Post yang akan di edit
- Jika sudah di halaman edit, pastikan editor sudah menggunakan WPBakery Page Builder.



Atur layout sesuai dengan kebutuhan. Contoh pada tutorial ini, akan ditambahkan video dari Youtube yang diletakkan <u>di bawah Row gambar Logo UC</u>. Klik icon +, lalu tambahkan *Row/kolom* baru.



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🔊 Appearance	Simple image with CSS animation	Responsive image gallery	Animated carousel with images	Tabs Tabbed content	Vertical tabbed content	Collapsible content panels	ab above the

Klik icon + pada Row yang baru ditambahkan tersebut. Lalu add element *Video Player*.

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Copy alamat video dari youtube, lalu paste ke pengaturan *Video Player*. Contoh link yang dimasukkan <u>https://www.youtube.com/watch?v=Wo-Mcj1TqoU</u>.
 Atur pengaturan pada video player sesuai dengan kebutuhan, contohnya seperti;
 Video link : berisi link alamat video.
 Video width : ukuran frame video yang akan ditampilkan.
 Video aspect resolution : mengatur resolusi video
 Alignment : tata letak video
 Css animation : animasi tampila video

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Ado	https://www.youtube.com/watch?v=Wo-Mcj1TgoU	
•	Enter link to video (Note: read more about available formats at WordPress <u>codex page</u>).	
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- Insert video dari youtube selesai. Pilih *Preview* untuk melihat hasilnya, jika sesuai dengan tampilan yang diinginkan, pilih *Update* atau *Publish*.

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		didalamnya terdapat unsur kreativitas & inovasi,		Show sharing buttons.
V	SEO	kemampuan membaca kebutuhan pasar (market sensitivity) dan pengambilan resiko yang terhitung (calculated risk		
	reCaptcha	taking). Pada era masa kini, tantangan zaman semakin berat, kompetisi global terjadi, oleh karena itu Entrepreneur		Slider Revolution

- Selesai, berikut hasil tampilan dari menambahkan video dari youtube



4.3. Insert Foto/Image Slider.

- Add new Page atau edit page yang sudah ada untuk dikustomisasi.

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Slider Revolution	membekali setiap mahasiswa agar mampu menjadi Entrepreneur sesuai keahlian masing-masing. Pendidikan		Need help? Use the Help tab above the screen title.

- Contohnya di tutorial ini akan diletakkan di bagian paling atas layout.

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- Add atau edit Row yang akan ditambahkan element Slider
- Jika di Row tersebut terdapat element lain, hapus element tersebut dengan pilihan tombol "x". Ganti dengan element Slider Revolution. Add element Slider Revolution dengan menekan tombol +.

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 Pilih modul foto slide yang akan digunakan. Jika belum terdapat modul yang dibuat, buat modul di menu slider revolution. Untuk tutorial membuat modul foto slide baru akan dijelaskan tutorial point yang berbeda.

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- Preview layout dari penambahan element Slider Revolution

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- Akhiri dengan Update/Publish untuk menyimpan settingan.
- Preview dari tampilan Page yang di edit.



WordPress Theme by (C) CactusThemes

ТОР

5. Merubah Warna Thema

- Masuk ke menu tampilan Dashboard, arahkan kursor ke menu Appearance – Theme



- Pilih *Colors,* lalu rubah *Main Color* sesuai dengan kebutuhan. Pilih *Save Changes* untuk menyimpan pengaturan.

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🕅 SEO			
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- Buka halaman website untuk melihat hasil perubahan.

6. Add Foto di Slider Revolution

- Arahkan kursor ke sebelah kiri halaman Dashbboar, pilih menu Slider Revolution.



 Jika belum ada modul foto slide yang dibuat, pilih New Blank Module untuk membuat modul foto slide baru. Jika sudah ada modul foto slide yang sudah aktif ditampilkan di halaman website, pilih modul yang aktif tersebut untuk menambahkan atau menghapus foto yang ada didalam slider tersebut. Tutorial ini menggunakan modul foto slide yang sudah dibuat, dan akan ditambahkan foto baru.





- Arahkan kursor ke arah modul foto slide, klik logo pensil / Open in Editor.

- Pada layar editor, arahkan kursor ke *Slide* – *Add Slide(s)* – *Blank Slide*.

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- Klik Transparent – pilih *Image*.



- Pilih *Image library,* pilih foto/gambar. Upload foto/gambar jika belum tersedia. Klik insert untuk mengakhiri pilihan.

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Pastikan pengaturan image seperti berikut Source type = Original Size; BG Fit = Cover;
 Positioin = Center. Akhiri pilihan Save untuk menyimpan settingan.



- Preview dari penambahan foto slide.



- Untuk tutorial mengaktifkan modul foto slide ada di tutorial Point 4.3