



samu

WEBSITE USER MANUAL

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SAMU

Version:1



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Website Content Management Manual

This manual provides a comprehensive guide to managing content within WordPress, focusing on Create, Read, Update, and Delete (CRUD) operations for Posts, Pages, Categories, and Media. Whether you are a new user or seeking to refine your content management skills, this guide will walk you through the essential steps using the latest WordPress 6 visual interface.

Introduction to WordPress Content Types

WordPress is a powerful content management system that allows you to create and manage various types of content. The most common content types are Posts, Pages, Categories, and Media, each serving a distinct purpose.

- **Posts:** Typically used for blog entries, news articles, or time-sensitive content. They are usually displayed in reverse chronological order.
- **Pages:** Primarily used for static content like "About Us," "Contact," or "Services" pages. They are typically hierarchical and not time-sensitive.
- **Categories:** Used to group posts together based on common themes or topics, helping with content organization and navigation.
- **Media:** Includes images, videos, audio files, and documents that you upload to your WordPress site.

Organizing Pages

You can organize your *Pages* into parent and child pages and create a hierarchy. For example, you can have an About Page as a parent page and create subpages under it for Careers, Board of Directors, Locations, Company Culture, Press etc. You can also have a Services Page as a parent page and create subpages for each of the services such as Web Design, Web Development, Stationery Design etc

The structure of the pages on the site would then look like this.

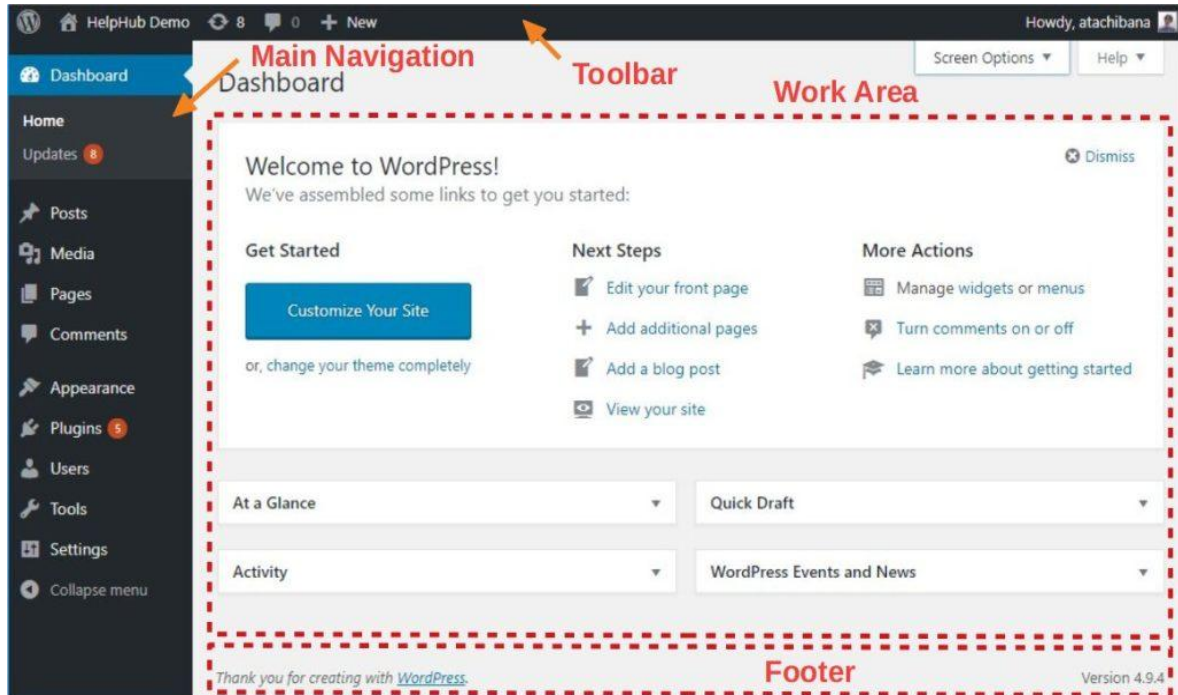
- About Us
 - Board of Directors
 - Company Culture
 - Press
 - Careers
 - Locations
- Services
 - Web Design
 - Web Development
 - Stationery Design



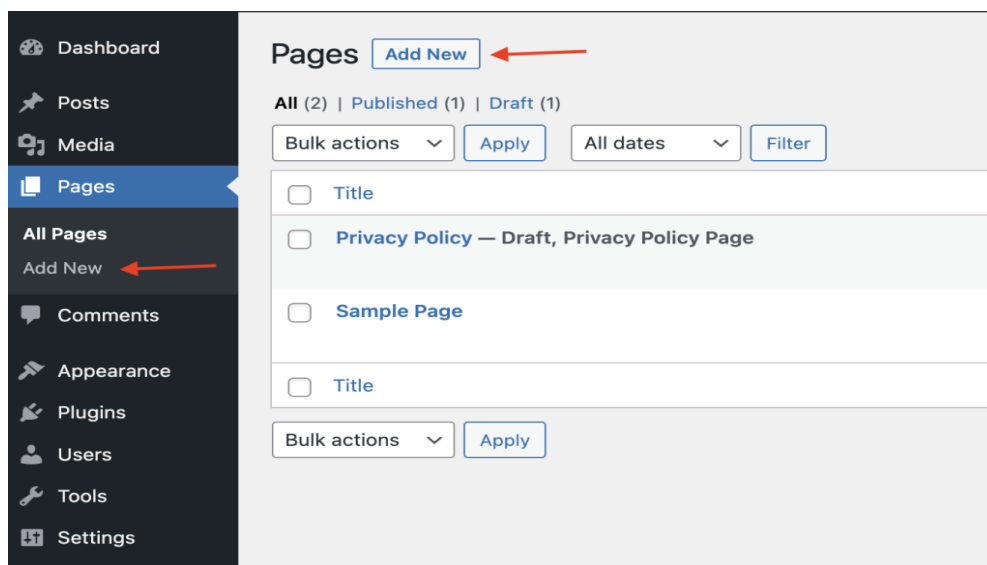
Creating a new Page

To create a new *Page*:

1. Log in to your WordPress admin screen.

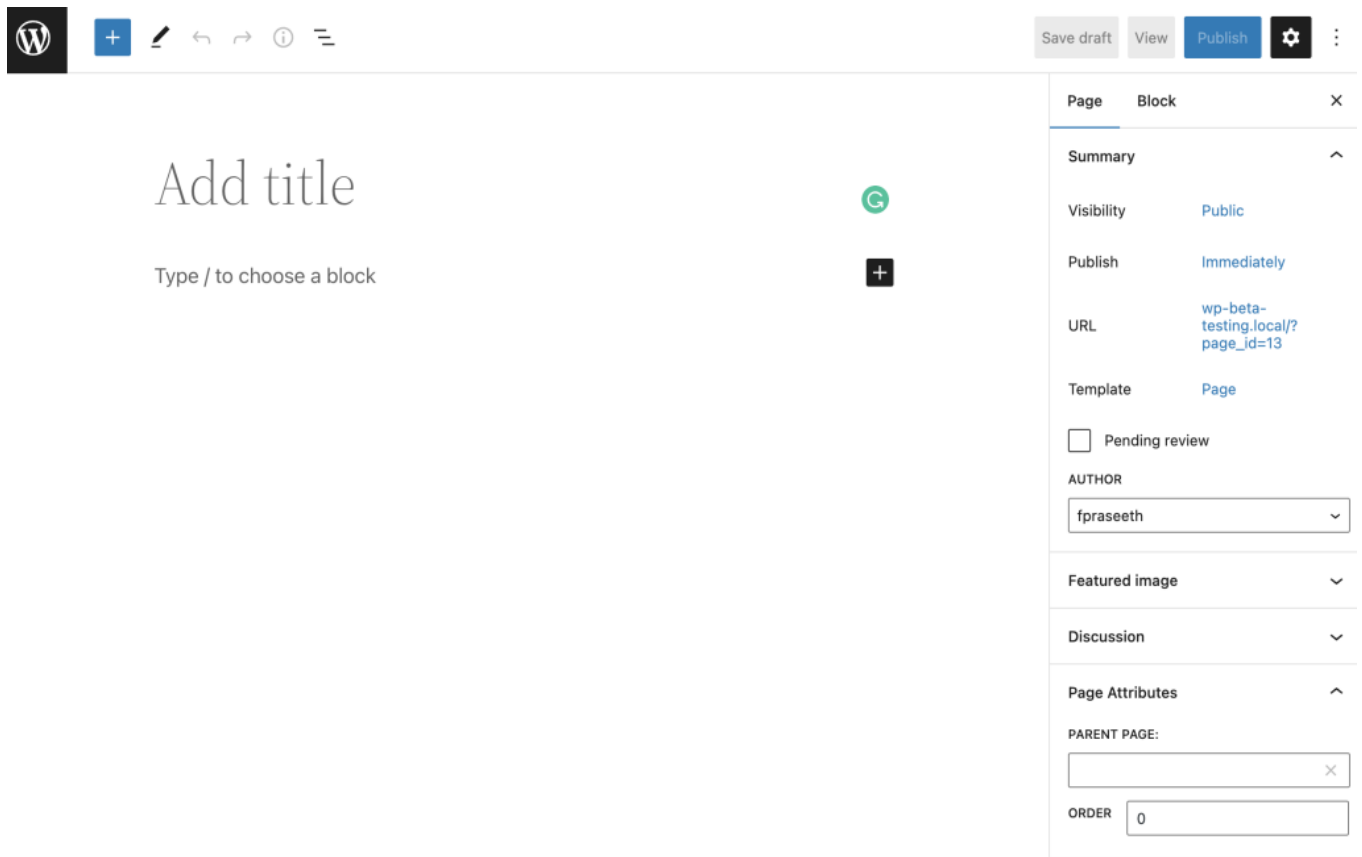


2. Click the **Pages** > **Add New** in the left sidebar.
3. Alternatively, you can also click the *Add New* button in the Pages screen.





4. Add a title for the page.
5. Add body content for the page. If you are using the WordPress block editor, you can use the different blocks available in the WordPress block editor to design the Page.
6. Customize the sidebar settings for the page.
7. When the page is completed, click *Publish*.



If you are using a classic editor, refer to this support article for details about the [Add new screen in the Classic editor](#).

Creating a subpage

Using Parent Pages is a good way to organize your site's *Pages* into hierarchies. A parent page is a top-level page, with subpages nested under it.

To create a subpage under a parent page:

1. Log in to your [WordPress admin screen](#).
2. Click the **Pages** > **Add New** in the left sidebar. Alternatively, you can also click the *Add New* button in the Pages screen.



3. In the [sidebar settings](#) for the page, under **Page Attributes**, open the *Parent Page* drop-down menu. This will list all the *Pages* already created in your site.

Add title

Type / to choose a block



Summary	
Visibility	Public
Publish	Immediately
URL	wp-beta-testing.local/?page_id=13
Template	Page
<input type="checkbox"/> Pending review	
AUTHOR	
fpraseeth	
Featured image	
Discussion	
Page Attributes	
PARENT PAGE:	
<input type="text"/>	
ORDER	0

4. Select the desired page from the drop-down menu that you want to be the parent page for the current you are creating. The current page you are creating now becomes the sub page for the parent page you choose.

Board of Directors

Type / to choose a block



Page	Block
Visibility	Public
Publish	Immediately
URL	wp-beta-testing.local/?page_id=17
Template	Page
<input type="checkbox"/> Pending review	
AUTHOR	
fpraseeth	
Featured image	
Discussion	
Page Attributes	
PARENT PAGE:	
<div> <input type="text"/> <ul style="list-style-type: none"> About Us — Careers Sample Page </div>	
ORDER	0



5. You can change the order that your pages are displayed when using a default menu, by using the Order field of the Page Attributes module. Put the number **1** in the box for Order. This tells WordPress to display this page first on your site.
6. Add a title for the sub page.
7. Add body content for the sub page.
8. Click *Publish* when ready.

Repeat the process for your other sub pages you want to be displayed under a Parent page, but use higher numbers for the Order field: 2, 3, etc. This tells WordPress to display these pages second and third on your site.

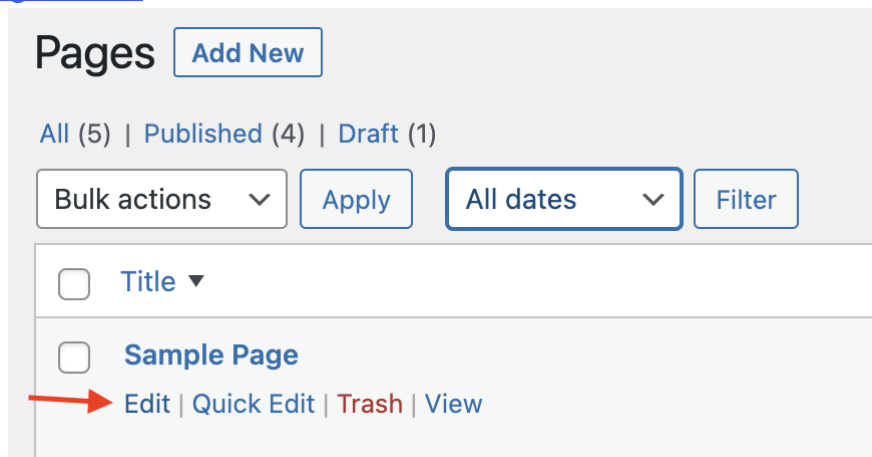
When your *Pages* are [listed](#), the child *Page* will be nested under the parent *Page*. The [Permalinks](#) of your *Pages* will also reflect this page hierarchy. In the above example, the [Permalink](#) for the Board of Directors Page would be:

<http://example.com/about/board-of-directors/>

Changing the URL of a Page

Using the Edit option

To change the URL (also referred to as “slug”) containing the name of your Page, hover over the Page title of the Page in the [Pages screen](#) and select *Edit*.



In the [Page Sidebar settings](#), under *Summary* click the URL link to open the URL popup. Change the Permalink entry to change the URL of the page.



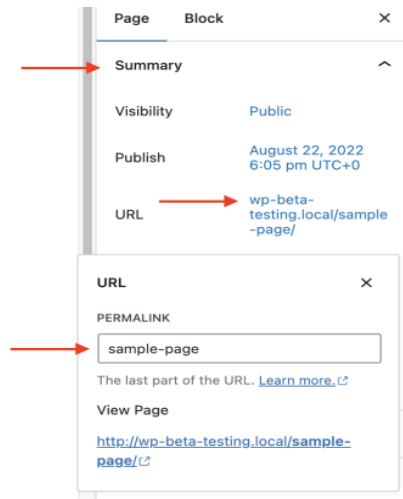
Sample Page

This is an example page. It's different from a blog post because it will stay in one place and will show up in your site navigation (in most themes). Most people start with an About page that introduces them to potential site visitors. It might say something like this:

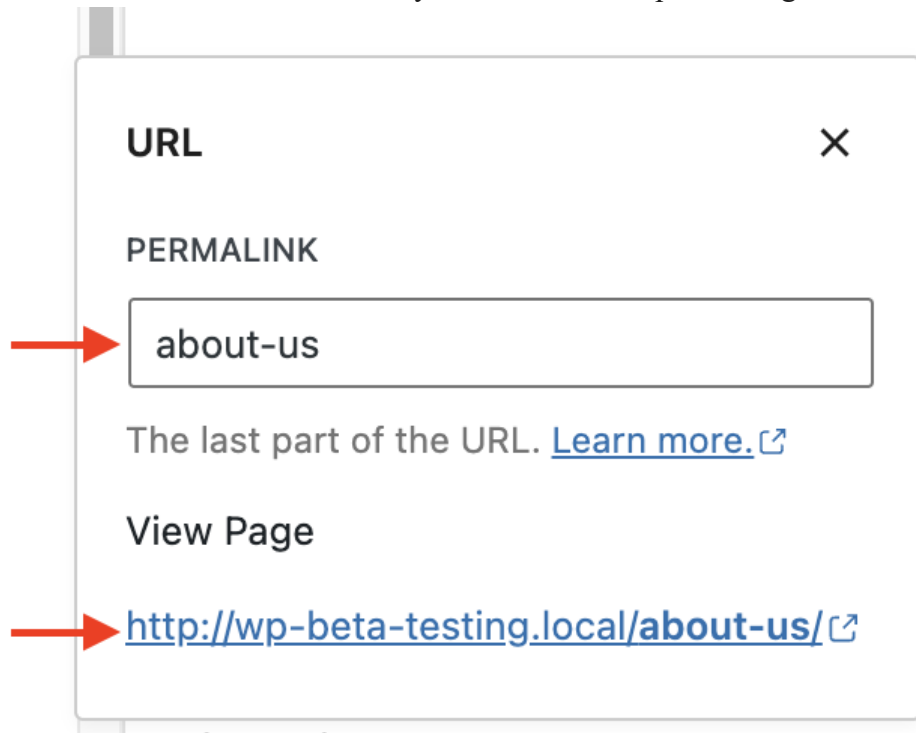
Hi there! I'm a bike messenger by day, aspiring actor by night, and this is my website. I live in Los Angeles, have a great dog named Jack, and I like piña coladas. (And gettin' caught in the rain.)

...or something like this:

The XYZ Doohickey Company was founded in 1971, and has been providing quality doohickeys to the public ever since. Located in Gotham City, XYZ



As you type in a new URL in the *Permalink* field, you can view the updated Page URL under *View Page*.



Select *Update* to save the new URL changes.

Using the Quick Edit option

To change the URL (also referred to as “slug”) containing the name of your Page, hover over the Page title of the Page in the [Pages screen](#) and select *Quick Edit*.



Pages [Add New](#)

All (5) | Published (4) | Draft (1)

Bulk actions [Apply](#) All dates [Filter](#)

<input type="checkbox"/>	Title
<input type="checkbox"/>	About Us Edit Quick Edit Trash View

This will open a Quick Edit Panel while you are still in the Pages screen. The Quick Edit panel allows you to modify page details such as Title, Slug, Date, Author. You can also Password protect the page or mark the page as Private. You can also change the Parent page, page order, template for the page and the Status of the page between Published, Pending Review and Draft.

Pages [Add New](#) [Screen Options](#) [Help](#)

All (5) | Published (4) | Draft (1) [Search Pages](#) 5 items

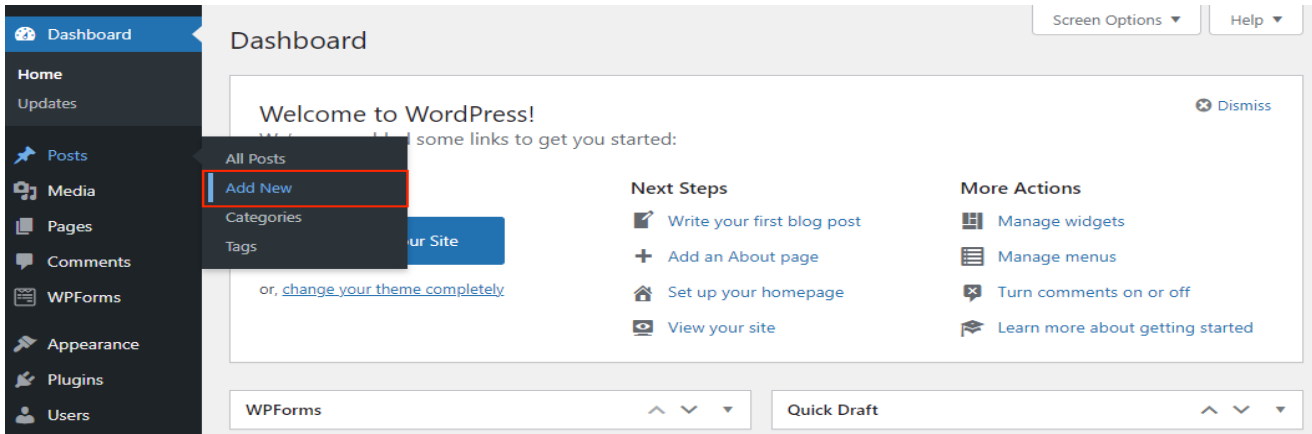
Bulk actions [Apply](#) All dates [Filter](#)

<input type="checkbox"/>	Title	Author	Date
QUICK EDIT			
	Title <input type="text" value="About Us"/> Slug <input type="text" value="about-us"/> Date <input type="text" value="08-Aug"/> <input type="text" value="24"/> <input type="text" value="2022"/> at <input type="text" value="22"/> : <input type="text" value="25"/> Password <input type="text"/> –OR– <input type="checkbox"/> Private	Parent <input type="text" value="Main Page (no parent)"/> Order <input type="text" value="0"/> Template <input type="text" value="Default template"/> <input type="checkbox"/> Allow Comments Status <input type="text" value="Published"/>	
<input type="checkbox"/>	— Board of Directors	fpraseeth	Published 2022/08/24 at 10:29 pm
<input type="checkbox"/>	— Careers	fpraseeth	Published 2022/08/24 at 10:28 pm

Select *Update* button to save the changes.

Post in WordPress

To create a blog post in WordPress, access your WordPress dashboard and navigate to Posts → Add New.



This will lead you to the [Gutenberg](#) block editor or the classic editor, depending on your settings. This tutorial will demonstrate how to create a post on WordPress using the block editor. Once on the editor, make sure to add the following elements before publishing the new post:

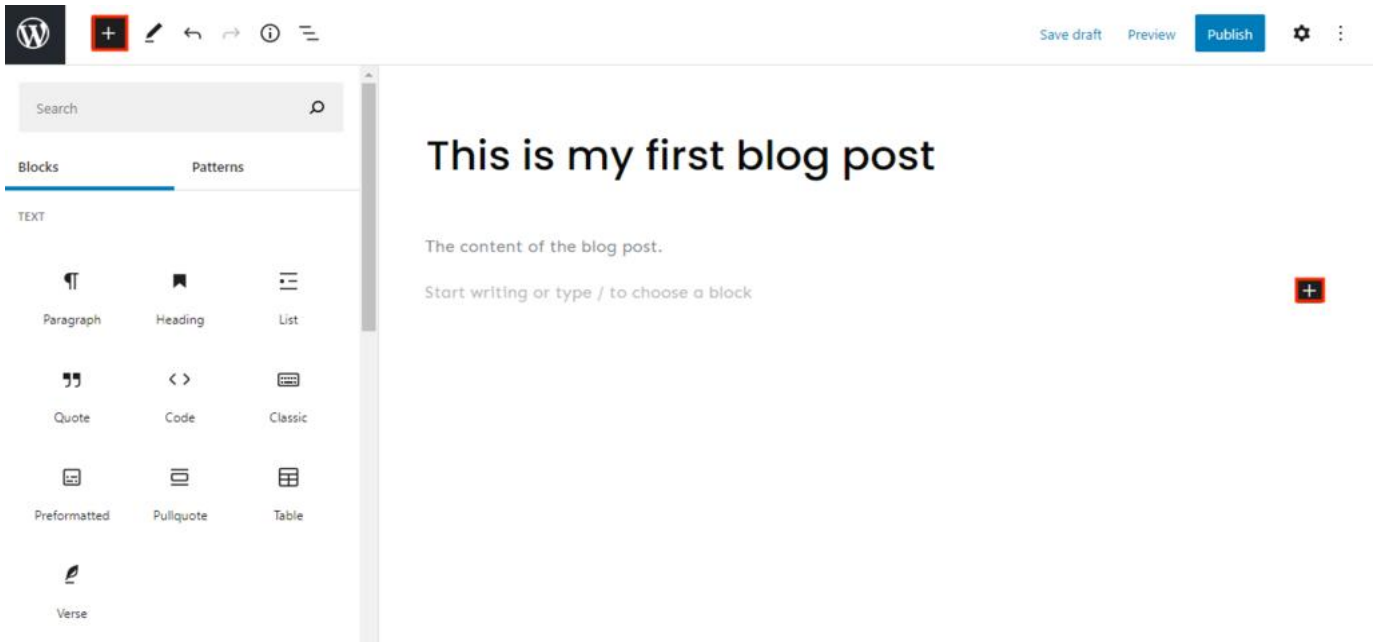
1. Add the Title and Content

The post **title** and **content** are essential parts of [WordPress SEO](#). While it is possible to publish without titles, readers will need extra help finding the WordPress post, which can hurt your website's user experience.

The title and content boxes will appear when you open the visual editor. You'll automatically see an **Add Title** field at the top of the editor.

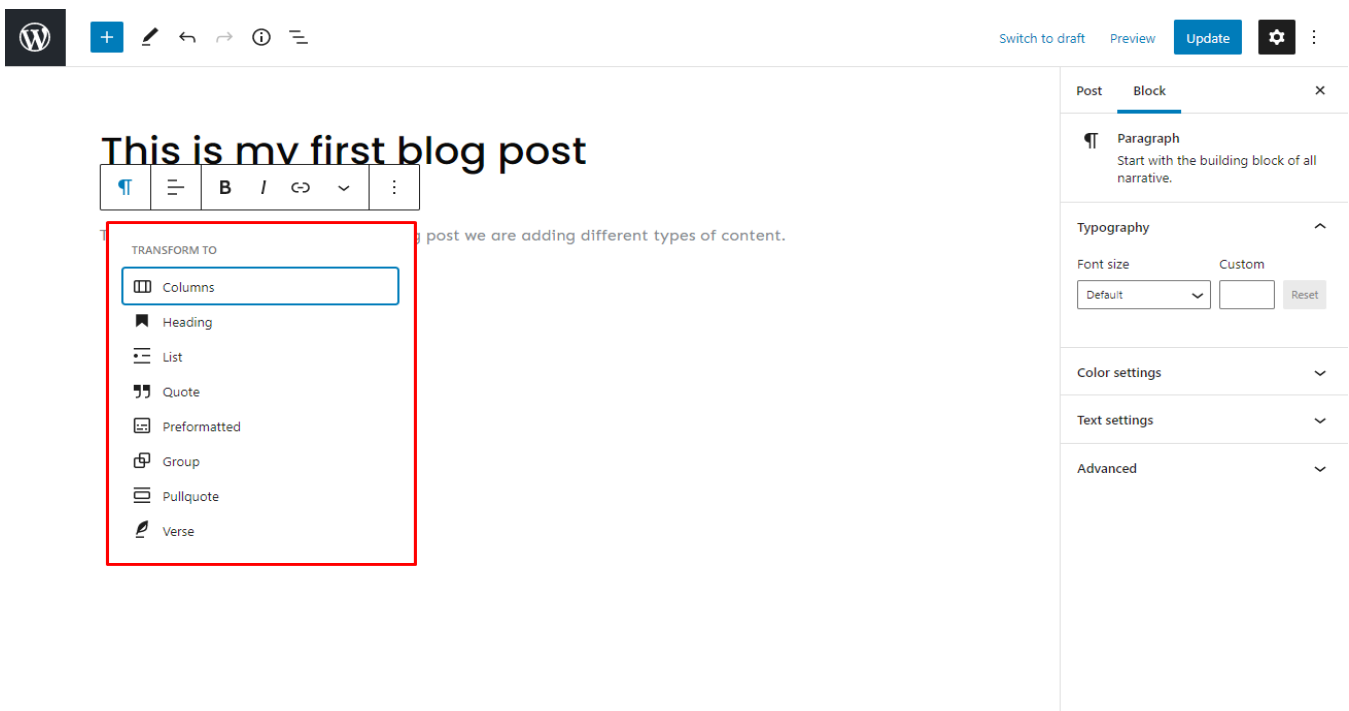
Right below the title field is space to add any content type using blocks. If you're starting with text, begin [writing the blog post](#).

To add other blocks, click the + icon on the top left of the screen next to the WordPress logo.



There are blocks for all common content types, including a **Paragraph**, **Column**, and **Heading**. You can also add widgets, such as **Latest Comments** and **Search**. There are also blocks designed to embed third-party content.

You can also transform existing blocks. For instance, you can change a paragraph into a column, heading, or quote by clicking the **block icon** button.





To make further edits, click the WordPress post **Settings** icon on the upper right corner of the screen. Then, select the **Block** section to view more editing options for all blocks.

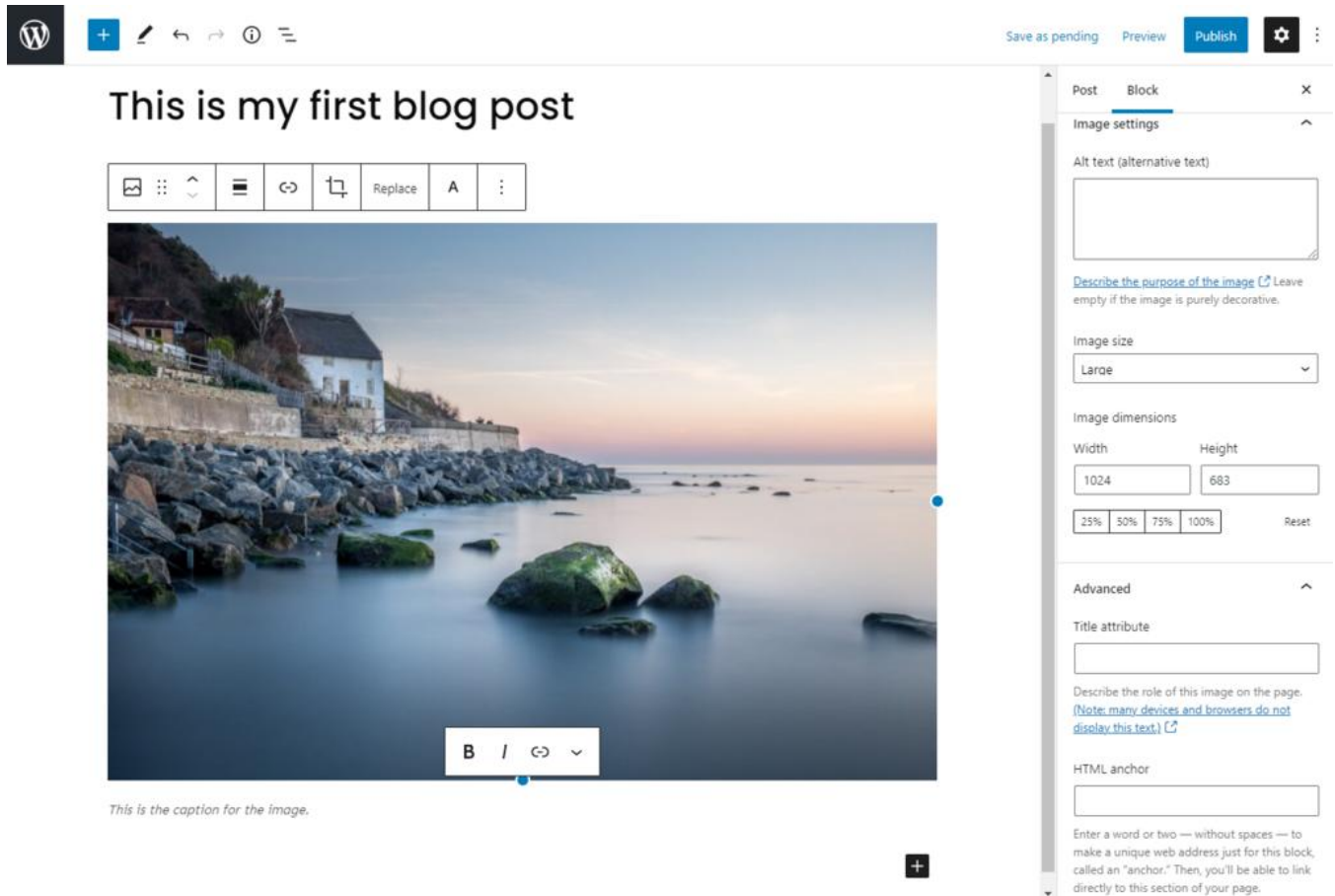
2. Add Images

It's easier to capture visitors' attention with images. [Well-optimized WordPress images](#) make your posts more appealing, increase site speed, and improve SEO.

There are two main image blocks – the **Image block** for uploading a single picture and the **Gallery block** for adding multiple images in a grid layout.

There are three ways to upload images using the WordPress block editor:

- Drag and drop the media directly into the chosen block.
- Add existing media from the **Media Library**.
- Upload a new image by going to the WordPress **Dashboard** → **Media** → **Add New**.

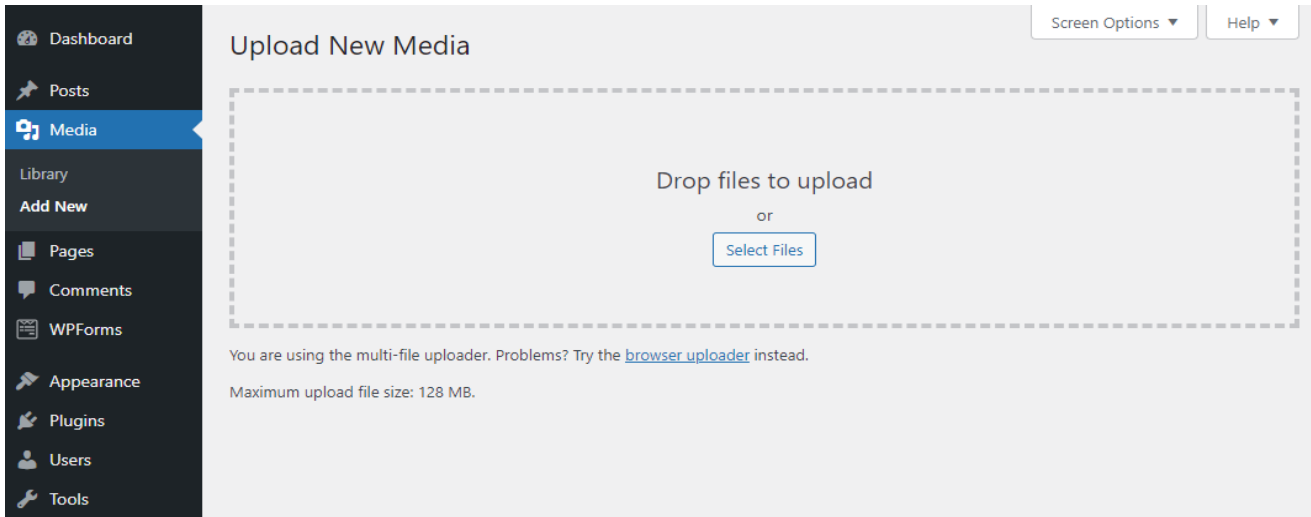


To edit the image, click it and head to **Settings** → **Block**. You can change an image's style, size, and dimensions there. Use the default [WordPress image sizes](#) or customize them to suit your website.

3. Add Other Media Files

Other media files can enhance the visual appeal of a WordPress post, including videos, audio, and downloadable documents.

To upload a media file, head to **Dashboard** → **Media** → **Add New**.



You can also add media directly in the block editor. Click on the + sign, and head to the **Media** section.



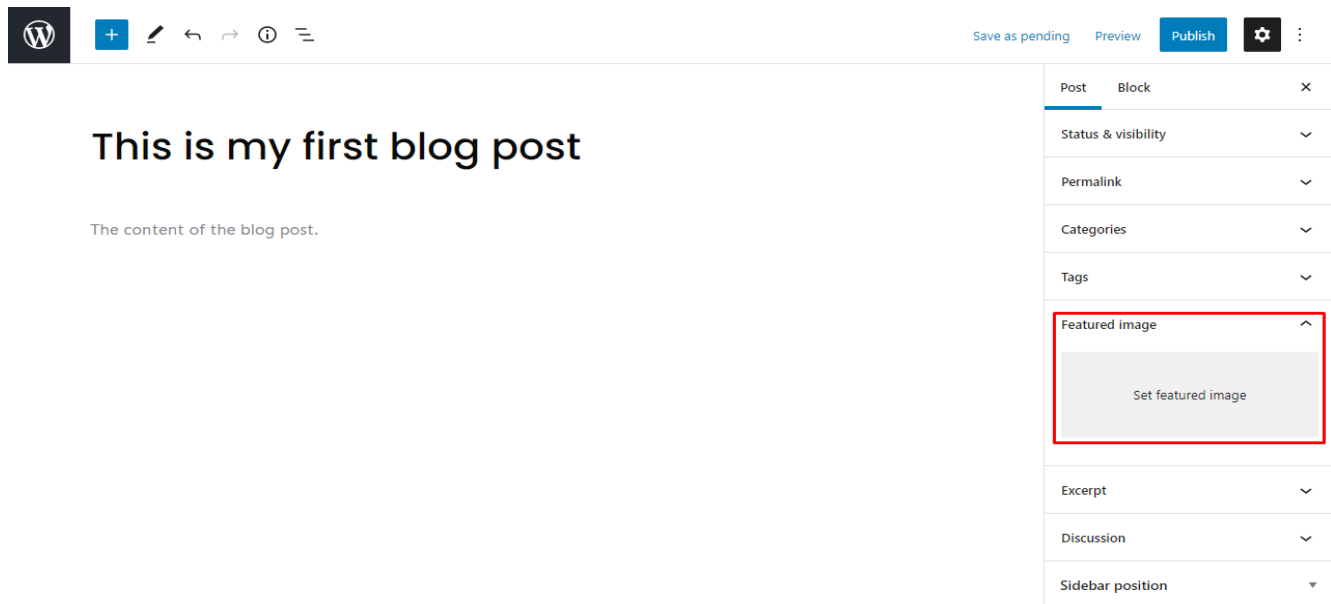
Another way to add images, audio, and videos is by copy-pasting the file URL in the block. Since the media isn't hosted on your server, it can help reduce the load on your hosting resources.

4. Add a Featured Image

A **featured image** or post thumbnail is a picture that appears on search engines or social media when a WordPress post is shared. It helps attract visitors, increase content value, and improve SEO.



To add a featured image, open your post-editing screen. Head to **Settings** → **Post** → **Featured image**, and click the **Set featured image** link. It will direct you to the **Media Library**, where you can pick an image.



Choose the image wisely. It is the first thing your WordPress site visitors will see before opening the post content.

The image you select can be edited using tools on the right side of the **Media Library**. You can also change the alt text, caption, and image description.

Click the **Replace Image** button under the **Settings** section to change the featured image.

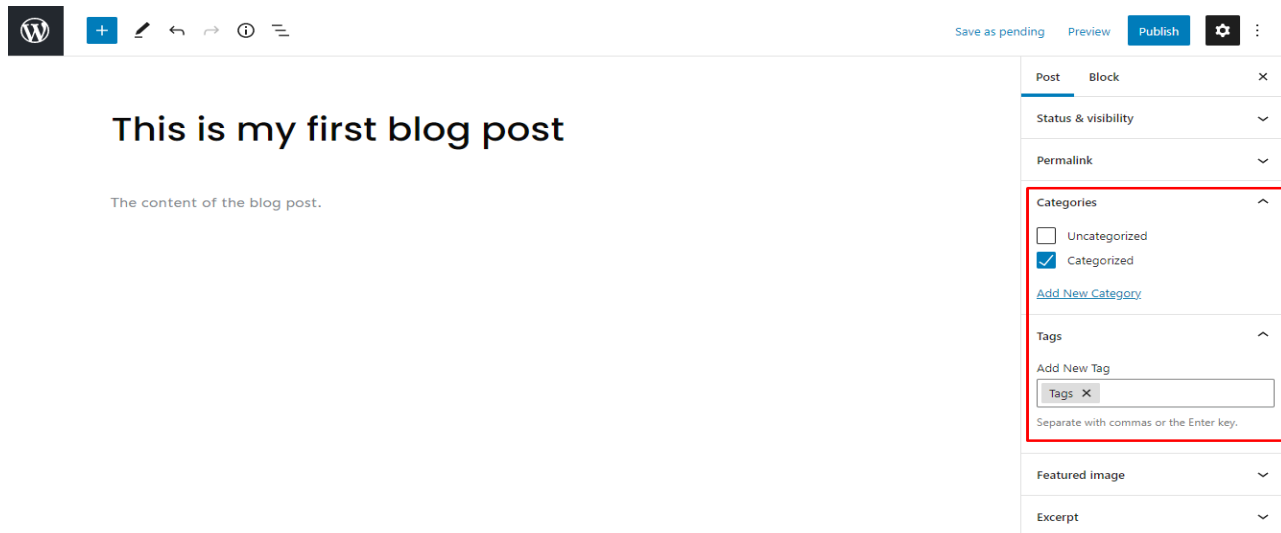
5. Add Categories and Tags

Implementing WordPress post **categories** and **tags** is essential for SEO and website organization. It's also excellent for user experience, as visitors can quickly locate other WordPress posts within the same category.



Categories cover the general topics of the blog. Meanwhile, **WordPress tags** are more specific to the individual post. For example, when writing blog posts for a food recipe, the tag would be similar to “**pasta recipes**,” and the category would be “**recipes**”.

Remember that you can assign multiple categories and tags to a post.



To add a new category or tag, go to **Dashboard → Posts → Categories or Tags**.

From there, edit the name, post URL slug, and description. You can then view all the posts under the categories and tags.



Categories

Add New Category

Name:

The name is how it appears on your site.

Slug:

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

Parent Category:

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

Description:

The description is not prominent by default; however, some themes may show it.

Table of Categories:

Name	Description	Slug	Count
Generator	–	generator	3
Placeholder	–	placeholder	3

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

Furthermore, you can add categories to the website menu. Head to **Dashboard** → **Appearance** → **Menus** to find **Categories** under **Add menu items**. You can add posts, pages, categories, and URLs to your navigation here.

Add menu items

Pages
Posts
Custom Links
Categories

Most Used View All Search

☐ Generator
☐ Placeholder

☐ Select All **Add to Menu**

Menu structure

Menu Name:

Drag the items into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.

Home	Front Page, Block editor
Portfolio	Block editor, Elementor
About	Block editor, Elementor
Testimonials	Block editor, Elementor
Contact	Block editor, Elementor

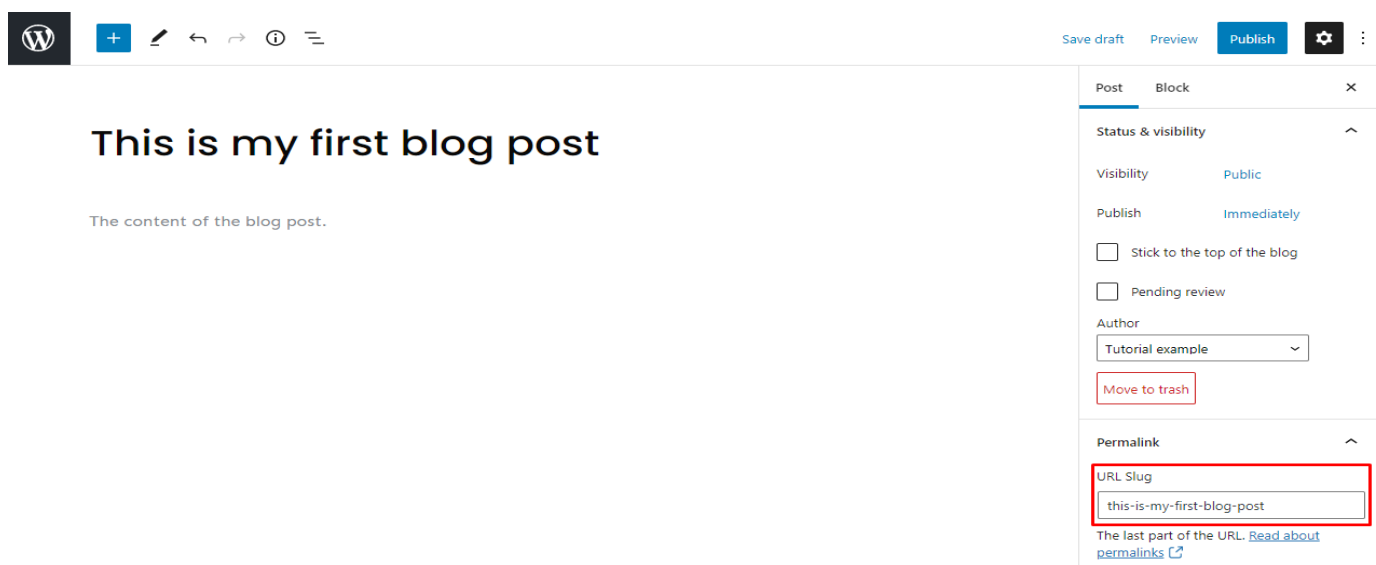
6. Set Permalinks or Slugs

As an essential part of on-page SEO, permalinks or [slugs](#) help increase the post's ranking on search engines.



Permalink stands for **permanent link**, the WordPress post URL generated from the post title. Meanwhile, the part of the URL that automatically follows the title is known as the **post slug** or **URL slug**. You can edit the post slug via **Settings** → **Post** → **Permalinks**.

Note that punctuations like commas, quotes, and apostrophes are invalid URL characters. They will automatically be replaced with dashes.



Fortunately, you can change a published post's slug. If you changed a post title after publishing, recheck the slug.

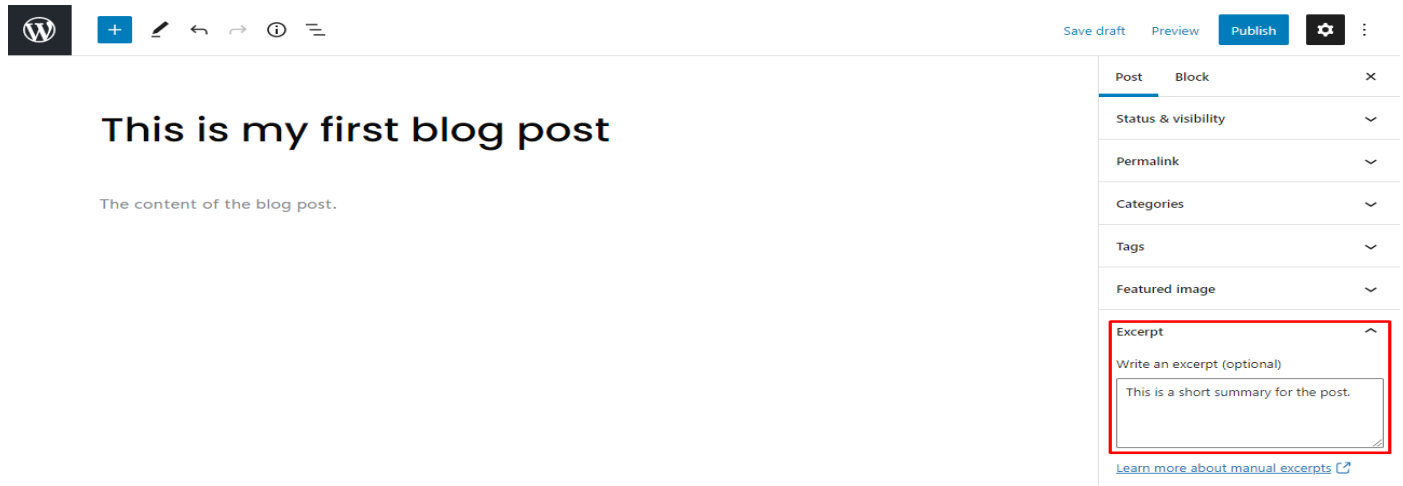
7. Add an Excerpt

An **excerpt** is the summary or teaser of the blog post. It attracts and engages readers because the title and featured image sometimes need to be revised.

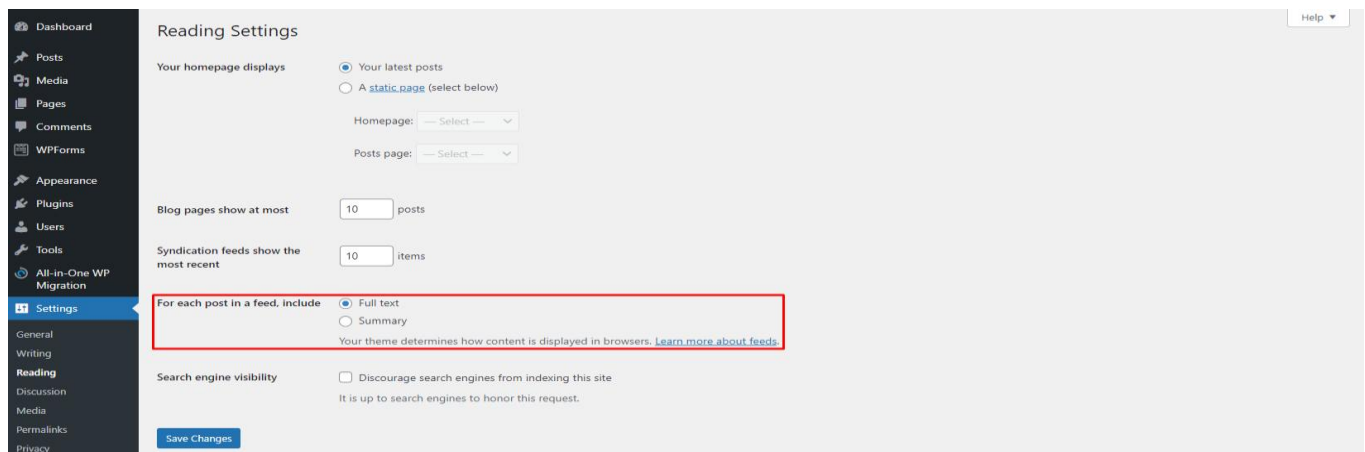
WordPress will automatically use the first 55 words of the blog content to generate the excerpt. However, you have the option to customize it by heading to **Settings** → **Post**



→ **Excerpt** and writing in the box. You may even customize the word limit using HTML code or plugins.



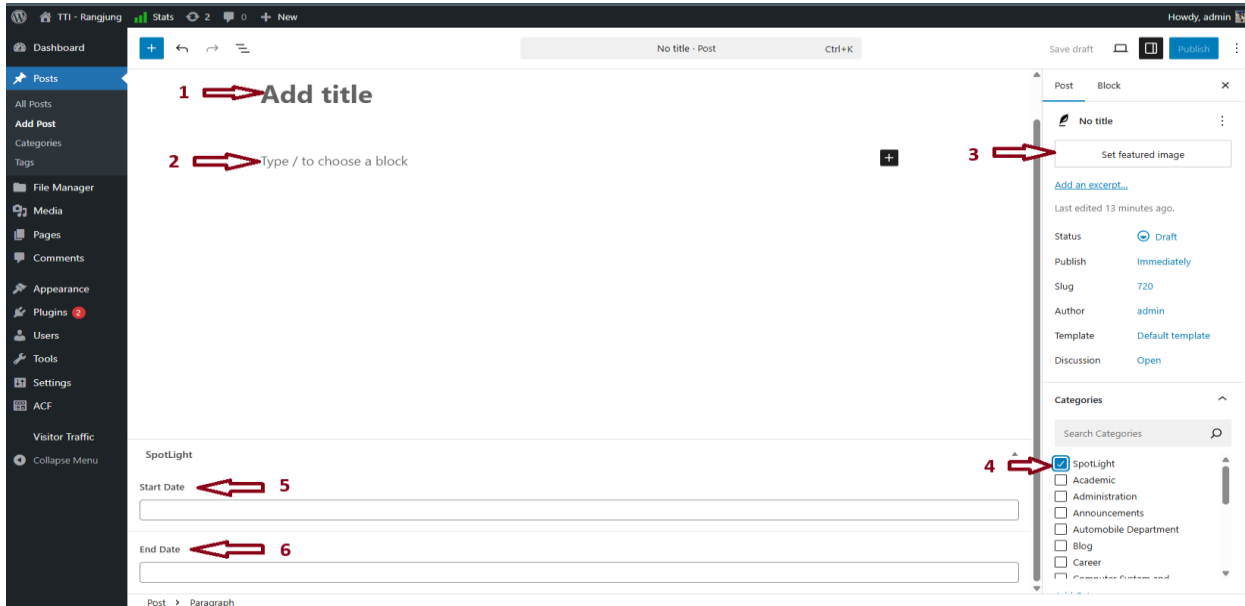
In WordPress, there's an option to display the full content of your article and blog post or only to show the excerpt. To display excerpts for your blog posts, head to **Dashboard → Settings → Reading**. Then, for **Each post in a feed, include** section, select **Summary**.



You can display more WordPress posts on the dedicated blog page by only showing excerpts. This can help generate more clicks.

SpotLight

Click the **Posts > Add New** in the left sidebar. Alternatively, you can also click the **Add New** button in the Posts screen.



The screenshot shows the WordPress 'Add New Post' interface. The left sidebar contains the 'Posts' menu with 'Add New' highlighted. The main content area has a large text input field for the title, a block editor area with a plus icon, and a 'SpotLight' section with 'Start Date' and 'End Date' fields. The right sidebar shows the 'Post' settings panel with fields for title, featured image, excerpt, status, slug, author, template, and discussion. The 'Categories' section is expanded, showing a list of categories with 'SpotLight' selected. Red arrows and numbers 1 through 6 point to the following elements:

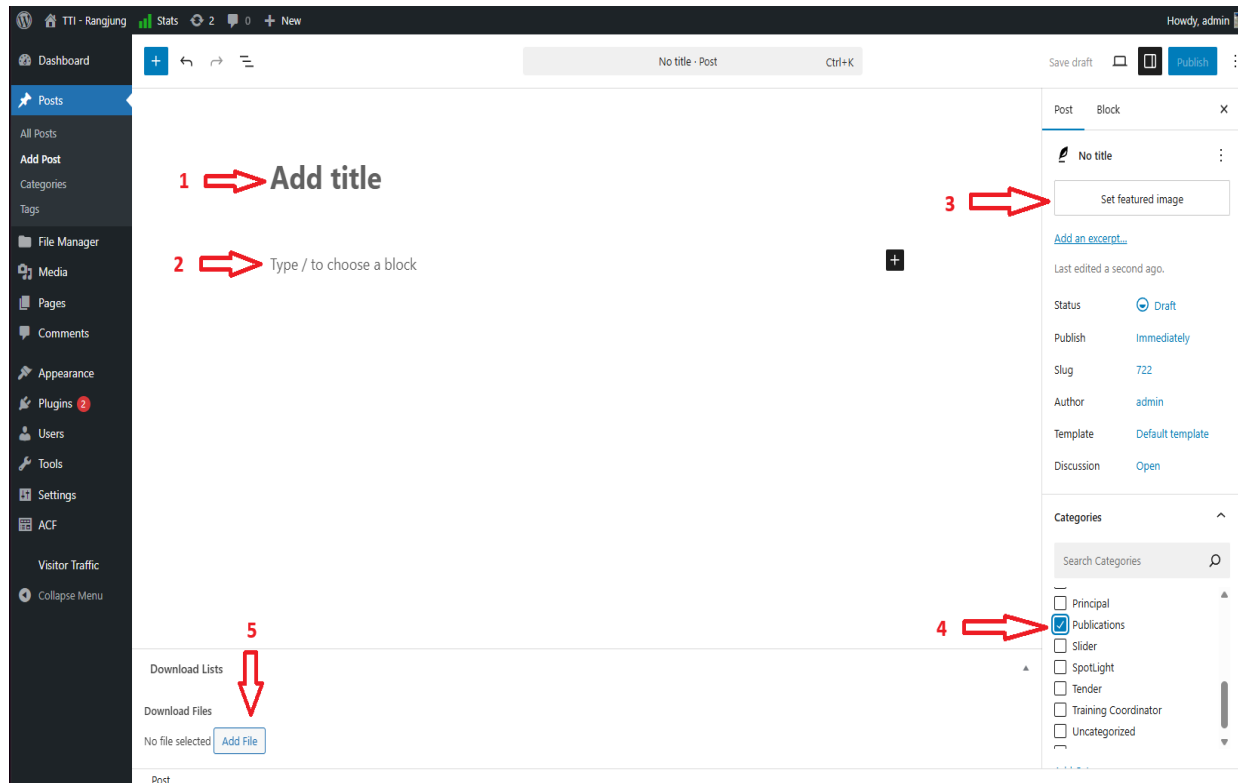
1. Add title
2. Type / to choose a block
3. Set featured image
4. Select **SpotLight** under categories (important)
5. Add Start Date
6. Add End Date

1. Add Title
2. Content in Block
3. Add Feature Image
4. *Select **SpotLight** under categories (important)*
5. Add Start Date
6. Post End Date



Publications

Click the **Posts > Add New** in the left sidebar. Alternatively, you can also click the **Add New** button in the Posts screen.

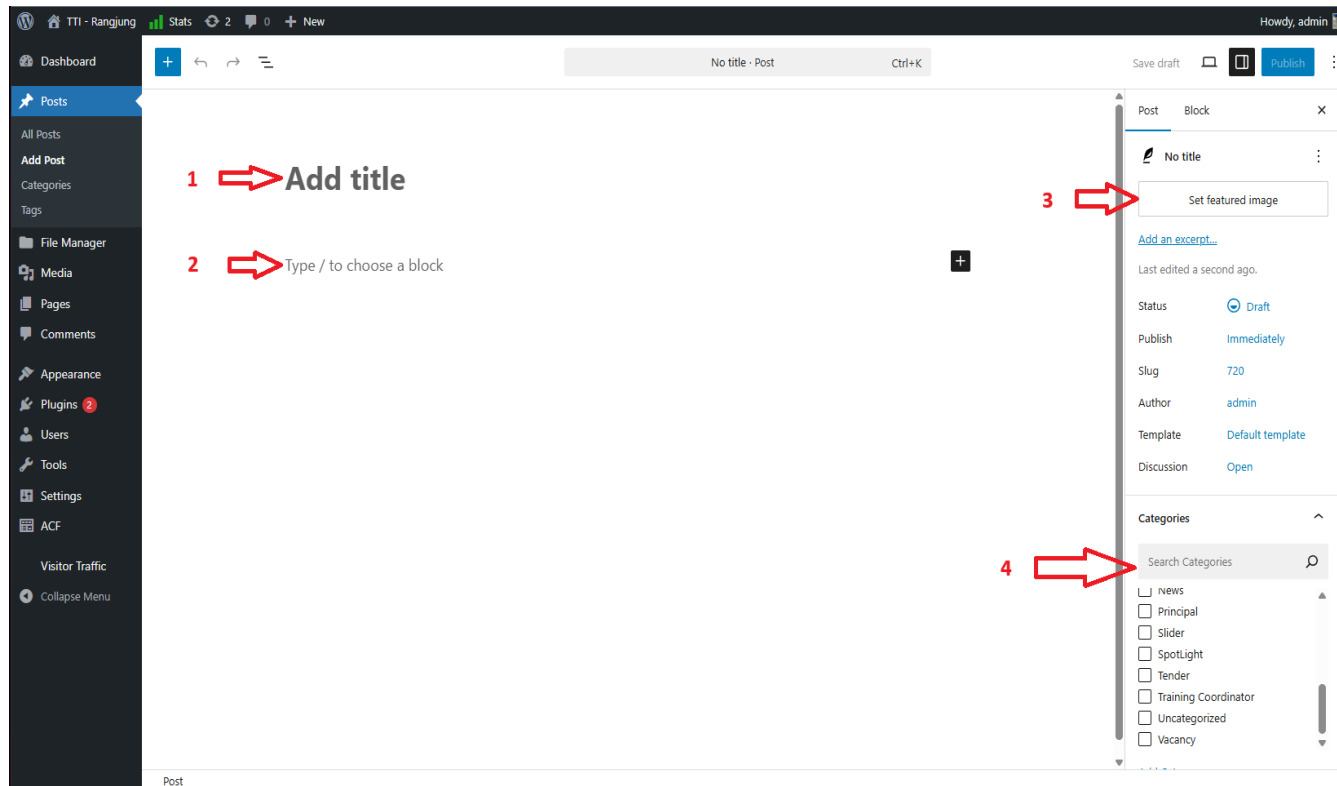


1. Add Title
2. Add Contents
3. Add Featured image
4. *Select Categories as Publications*
5. Add Publication File (PDF/Word) not more than 50mb



Events

Click the **Posts > Add New** in the left sidebar. Alternatively, you can also click the **Add New** button in the Posts screen.



1. Add Title
2. Add Contents
3. Add Featured image
4. Select Categories (*Events*)
5. Add Date, Venue, Start Time, End Time, Contact Numbers, Organizers, Address and Map IFrame. (Map can be different for different venue)



The screenshot displays a WordPress post editor interface. On the left, a dark sidebar contains a menu with items like Dashboard, Posts, All Posts, Add Post, Categories, Tags, File Manager, Media, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, ACF, Visitor Traffic, and Collapse Menu. The 'Posts' item is highlighted. The main content area is titled 'No title - Post' and 'Ctrl+K'. It contains several form fields, each with a red arrow pointing to it: Date, Venue, Start Time, End Time, Number, Organizer, Address, and Map. The right sidebar shows post metadata: Post, Block, No title, Set featured image, Add an excerpt, Last edited a second ago, Status (Draft), Publish (Immediately), Slug (722), Author (admin), Template (Default template), Discussion (Open), Categories (with a search bar and a list of categories including Career, Computer System and Networking Department, Electrical Department, Events (checked), Furniture Making Department, Lecturer, and News), and Tags.

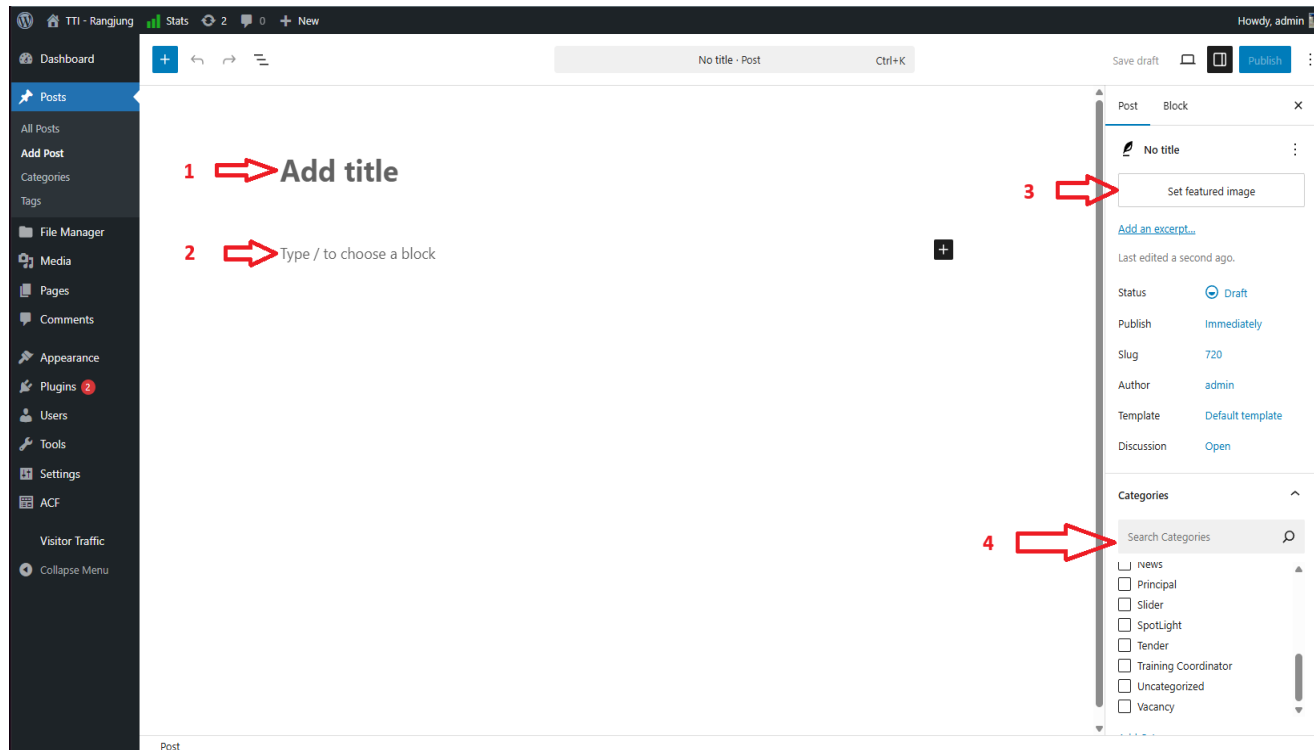
Phone: +975-17988759 | **Email:** info@samu.bt

Website: www.samu.bt



Homepage Slider

Click the **Posts > Add New** in the left sidebar. Alternatively, you can also click the **Add New** button in the Posts screen.



1. Add Title
2. Add Contents
3. Add Featured image
4. Select Categories (Slider)
5. Add Title one, Title Two, Subtitle, Highlighted Text



Slider	▲
Title One	
Title Two	
Sub Title	
Highlited Text	
Post	

Categories ▲

Search Categories 🔍

- ☐ Principal
- ☐ Publications
- ☒ Slider
- ☐ SpotLight
- ☐ Tender
- ☐ Training Coordinator
- ☐ Uncategorized
- ☐ Vacancy

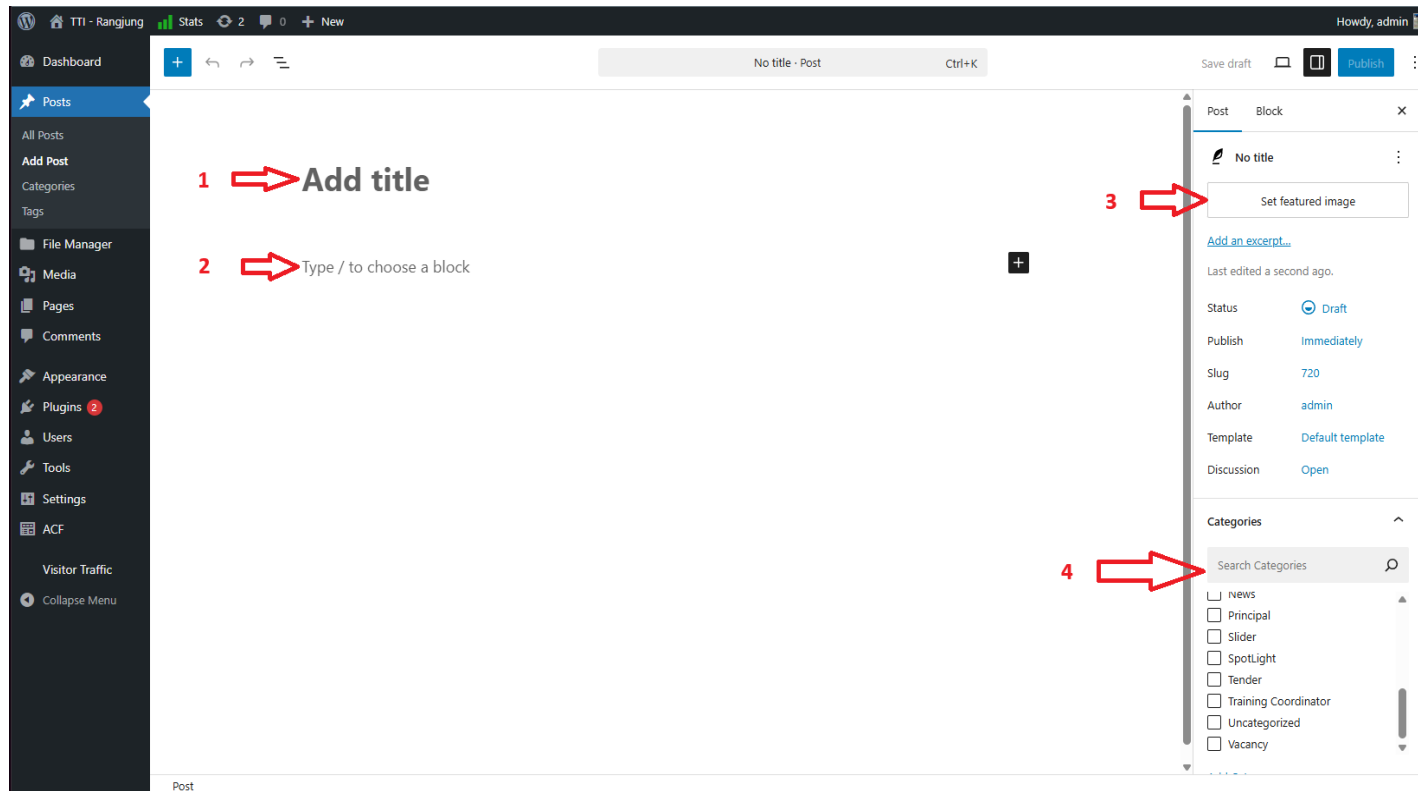
[Add Category](#)

Tags ▼



Announcements/Tender/Vacancy/Blog/About us

Click the **Posts > Add New** in the left sidebar. Alternatively, you can also click the **Add New** button in the Posts screen.

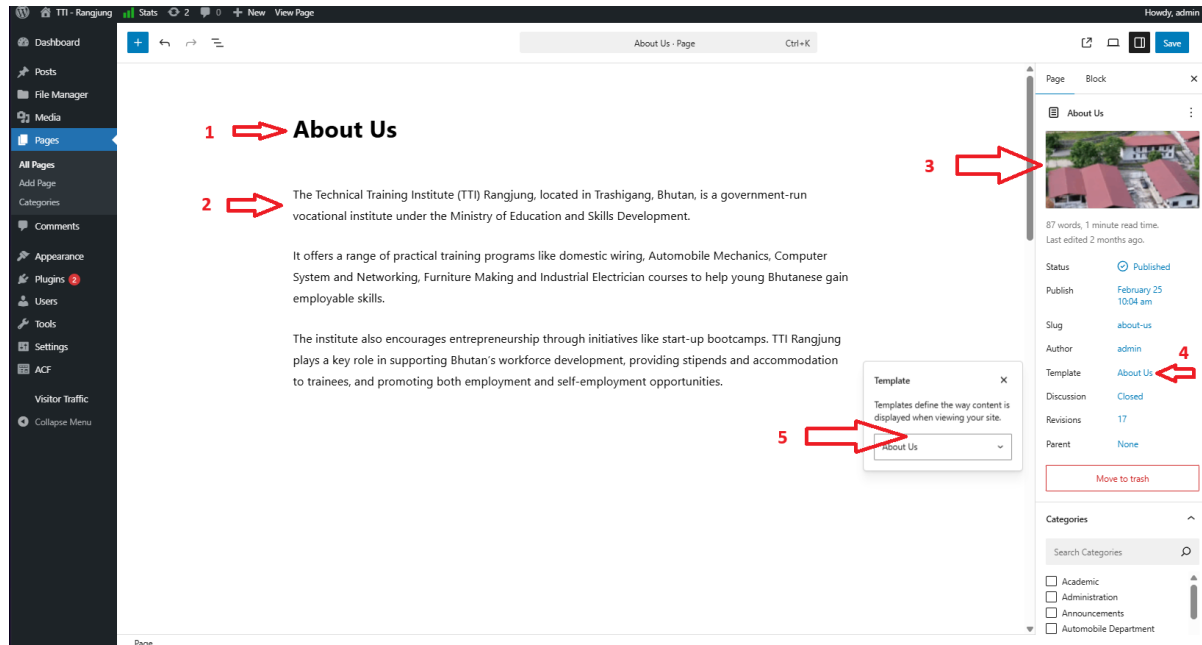


1. Add Title
2. Add Contents
3. Add Featured image
4. Select Categories (Post Category)
5. Publish



About Us Template

Click the **pages > Add New** in the left sidebar. Alternatively, you can also click the **Add New** button in the Pages screen.



1. Add Title
2. Add Contents
3. Add Featured
4. Click to Change Templates
5. Select Templates you want to Change (Ex. About Us)
6. Add all the required fields below

Phone: +975-17988759 | **Email:** info@samu.bt

Website: www.samu.bt

^ v ▴

 Add Media

Visual Text

Paragraph ▼ **B** *I* ☰ ☷ “ ≡ ≡ ≡ 🔗 ≡ ✕ 📑

Be the best center for skills training empowering youths with 21st century skills and innovation to meet the nation's demand for skilled professionals.

P

Visual Text

 Add Media

Paragraph ▼ **B** *I* ☰ ☷ “ ≡ ≡ ≡ 🔗 ≡ ✕ 📑

To provide effective teaching- learning and skills development for the enhancement of economic growth and community development.



Objectives

	Objectives	
1	Customized training services and adequate access to skills training	
2	Real time quality Skills Training and Engagement in gainful employment	
		Add Row

Zorig Commitments

	Commitments	
1	Quality	
2	Continuous learning	
3	Dignity of Labours	
4	Enterprise	
5	Resist corruptions	
		Add Row

Core Value

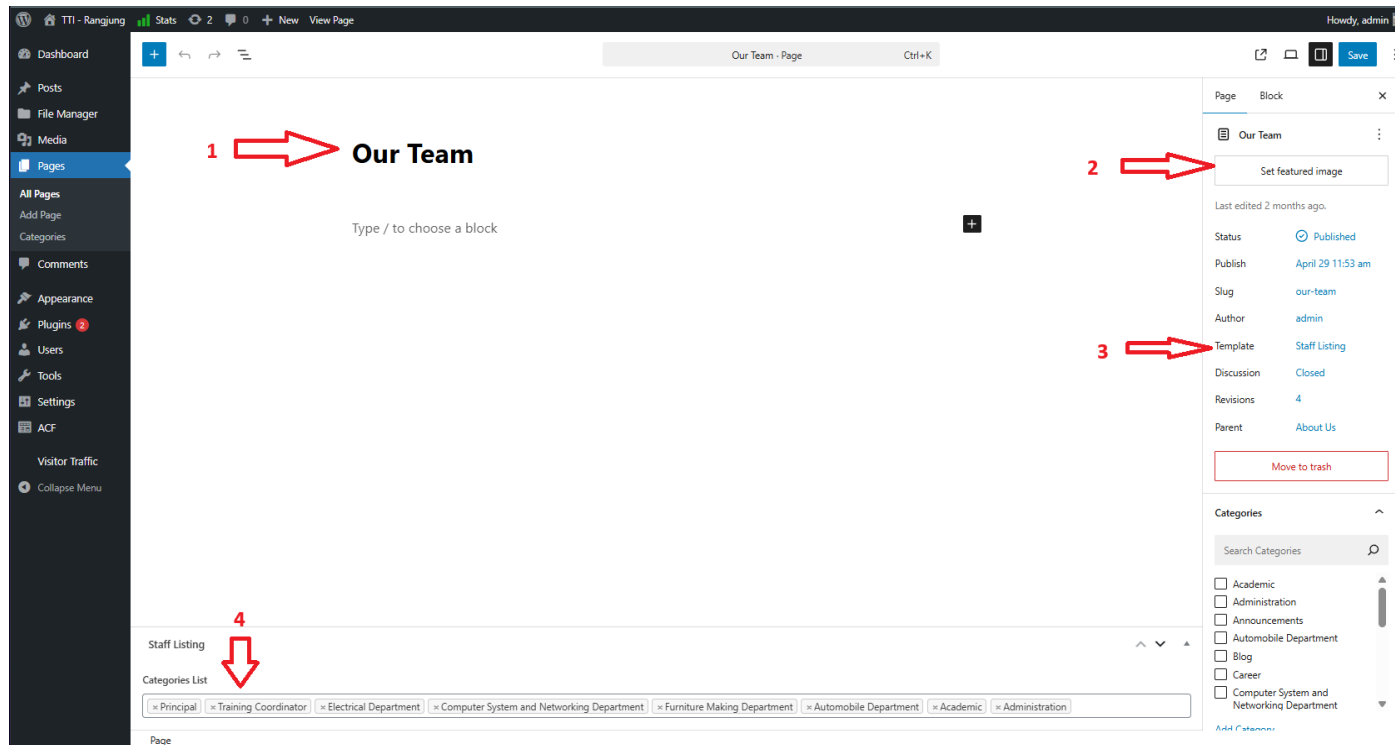
	I CARE	
1	Excellence	
2	Commitment	
3	Collaborations	
4	Skills Training	
		Add Row

YouTube Links



Preparing the Our Team / Staff Profile template

Click the **pages > Add New/Edit** in the left sidebar. Alternatively, you can also click the **Add New** button in the Pages screen.



1. Add Title
2. Add Featured Image
3. Select Template (Ex. Staff Listing)
4. Select Categories and Arrange them



Adding Our Teams / Staff Profiles

Note: Follow these steps to add the staff

Click the **pages > Add New/Edit** in the left sidebar. Alternatively, you can also click the **Add New** button in the Pages screen.

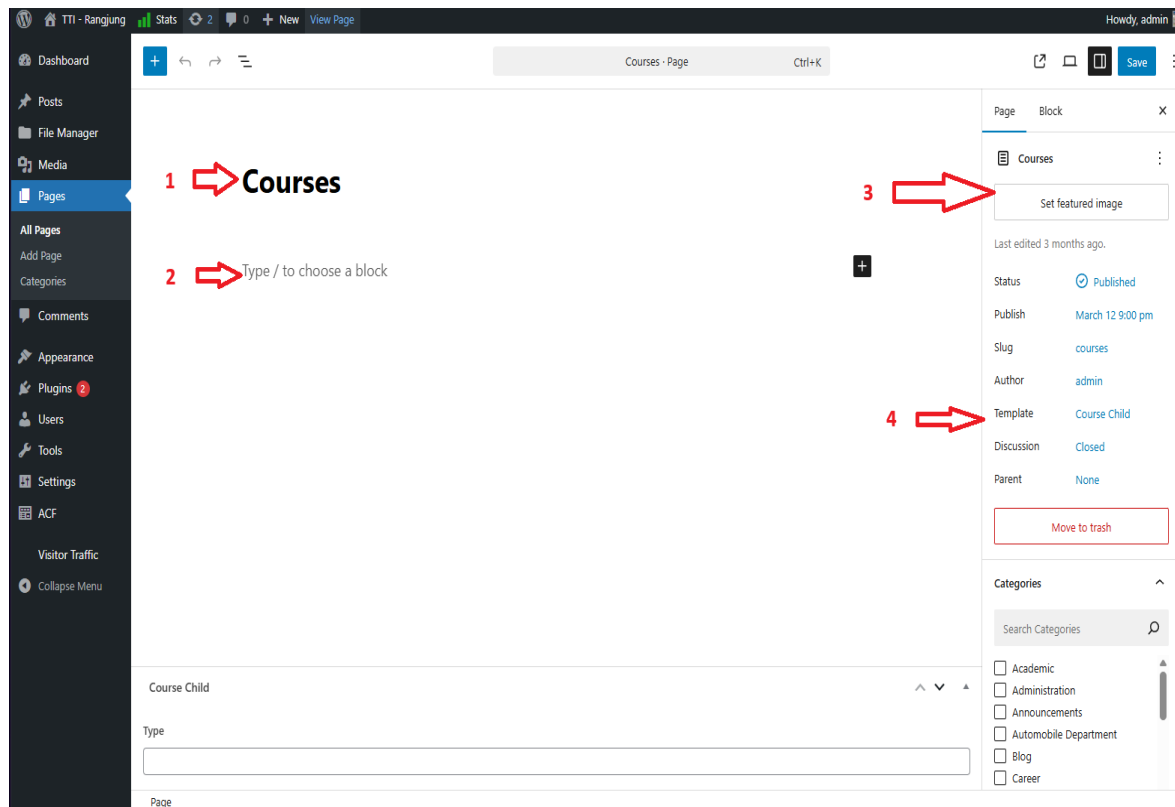
The screenshot shows the WordPress admin interface for adding a new page. The left sidebar is visible with the 'Pages' menu item selected. The main content area shows the 'Add New Page' screen for 'Choki Wangchuk'. The page title is 'Choki Wangchuk' (1). The featured image is being added (2). The parent is set to 'Our Team' (3). The categories are being selected (4). The staff profile form is visible at the bottom with fields for Designation (5), Email (6), and Number (7).

1. Add Title (Name)
2. Add Featured Image (Image of staff)
3. Select the parent as Our Team/Staff Profile created Above.
4. Add Designation
5. Add Email (Optional)
6. Contact Number (optional)



Preparing the Course page Template

Click the **pages > Add New/Edit** in the left sidebar. Alternatively, you can also click the **Add New** button in the Pages screen.

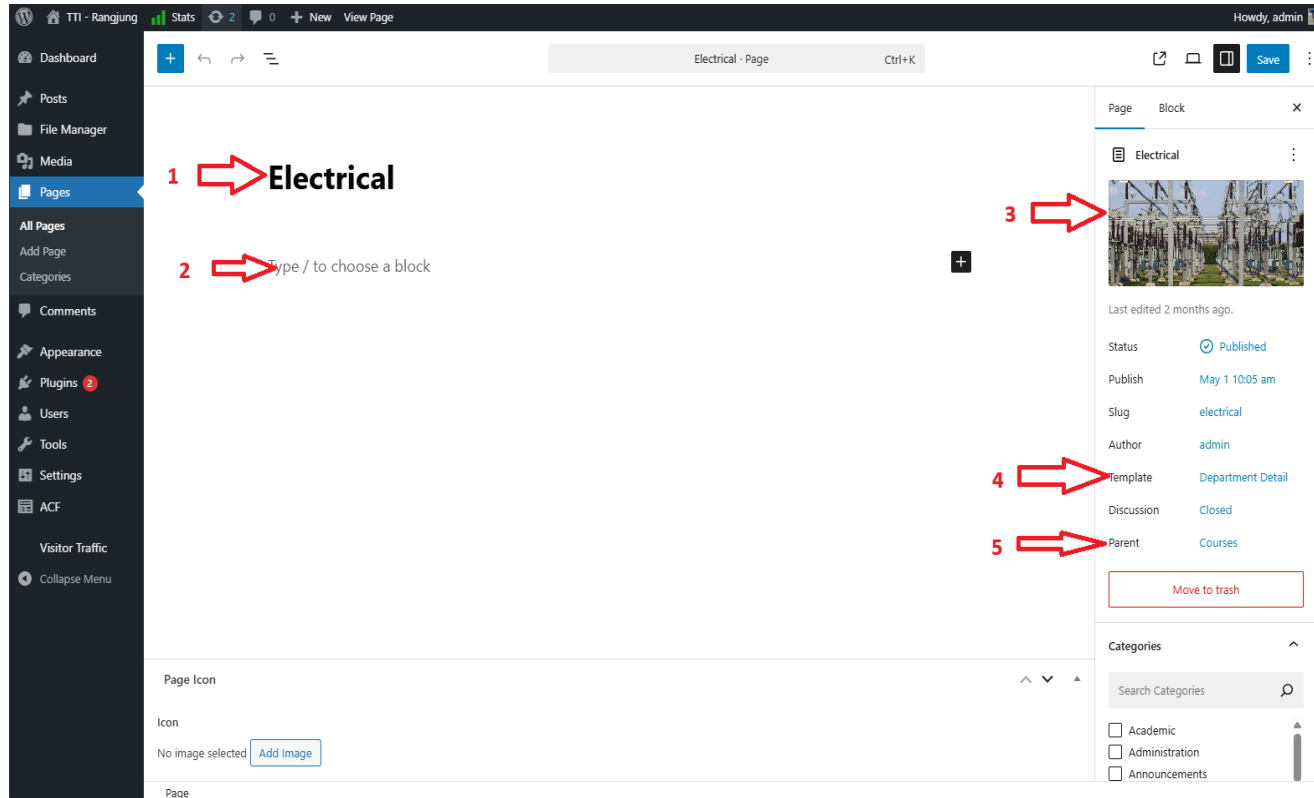


1. Add Title
2. Add Contents
3. Add Featured Image
4. Select Template (Ex. Course Child)
5. Publish



Adding the Course Page Department

Click the **pages > Add New/Edit** in the left sidebar. Alternatively, you can also click the **Add New** button in the Pages screen.

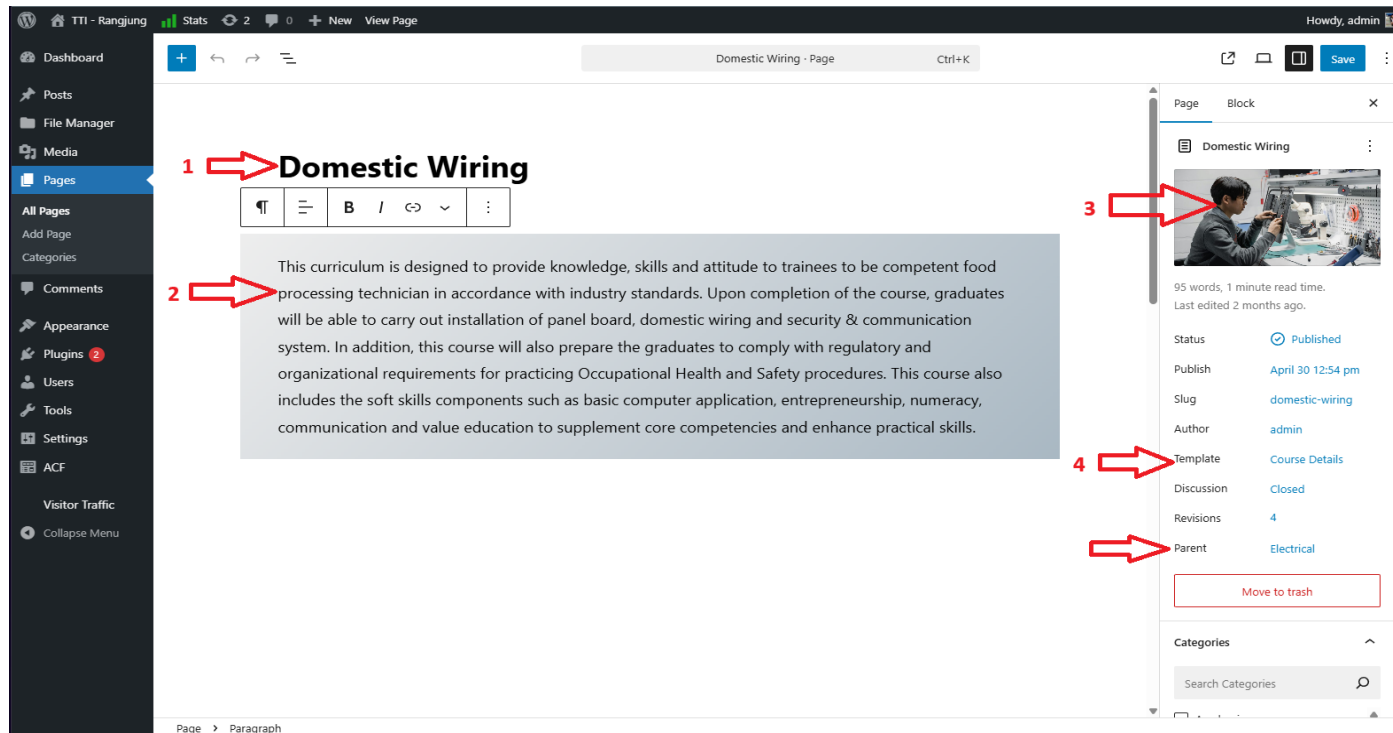


1. Add Title
2. Add Contents
3. Add Featured Image
4. Select Template (Ex. Course Listing)
5. Select parent Course



Add the Course Details

Click the **pages > Add New/Edit** in the left sidebar. Alternatively, you can also click the **Add New** button in the Pages screen.



1. Add Title
2. Add Contents
3. Add Featured Image
4. Select Template (Ex. Course Details)
5. Select Course Parent
6. Add all the required custom fields for Course details as shown in below images



Course Details

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Category

Course Difficulty

Beginner

BQFC Level

NC 2

Durations

11 months

Course Duration (Hours)

Institute Training

951

OJT

408



Trainer & Trainee Ratio

Practical

1:12

Theory

1:20

Training Outcome

	OutCome	
1	Apply fundamentals of electricity	
2	Carryout installation of panel board	
3	Carryout Domestic Wiring	
4	Carryout installation of security and communication system	

Add Row

Entry Requirement

	Requirement	
1	Class 10 Completed	

Add Row

--All the Best--