

# 2015

## ICPALD.ORG WEBSITE ADMINISTRATION USER MANUAL

Version 1.0 May 2015



IGAD CENTER FOR PASTORAL AREAS AND  
LIVESTOCK DEVELOPMENT



### ICPALD

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## Welcome to the ICPALD Website User Manual

This user manual has been prepared using realtime screen shots with guidelines for each step for the ICPALD.Org Website.

Website outlook of features and Item locations



Image 1:

The Image above indicated the various user focus regions of the website and portions that can be altered to manage the content of the various parts of the website.

The website is designed using the most reliable content management system, this offers the user various advantages and settings that include:

**1. Ease of Use:** ICPALD Website CMS is very easy to use and has an intuitive interface. Adding new pages, blog posts, images, etc. on a regular basis is a easy and can be done quickly. Because the technology is so simple, time spent by end user on formatting is greatly reduced.

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**2. Manage Your ICPALD Website from Any Computer:** ICPALD Designed CMS is browser-based. You can login from any Internet connected computer and manage your site.

**3. No HTML Editing or FTP Software Required:** ICPALD Website CMS is a self-contained system and does not require HTML editing software (such as Adobe Contribute or Dreamweaver). You can create a new page or blog post, format text, upload images (and edit them), upload documents, video files, image galleries, etc. all without the need for additional HTML or FTP software.

**4. Search Engines Optimized:** The code behind ICPALD CMS Platform is very clean and succinct, making it easy for search engines to read and index a site's content. In addition, each page, post, and image can have its own meta tag keywords, description, and title, and be optimized for specific keywords, allowing for very precise search engine optimization. You can also use tags to further enhance your search engine optimization efforts.

**5. You Have Control of Your Site:** ICPALD Website gives user the control of nearly every aspect of your site and can easily make those simple updates yourself.

**6. The Design of Your Website is 100% Customizable:** ICPALD is designed with a CMS that acts as the engine. The look and feel of the site can be 100% customized so your ICPALD can shine through and provide a unique experience to each visitor.

**7. A Blog is Built-in and Ready to Go:** ICPALD Website has capabilities are built-in and are easy to integrate, if desired. Setting up RSS / email subscriptions to your blog, commenting capabilities, and automatically adding the most recent blog posts to other pages of the site (your home page, for example) are also very seamless set-ups, and help to extend ICPALD's reach and make your site more dynamic and interactive.

**8. Extended Functionalities with Plugins:** ICPALD Website gives extended capabilities to introduce new tools and plugins.

**9. Scalability:**ICPALD CMS is very scalable. You can have hundreds of thousands of pages or blog posts on your site and the performance of the site will not be compromised in the least.

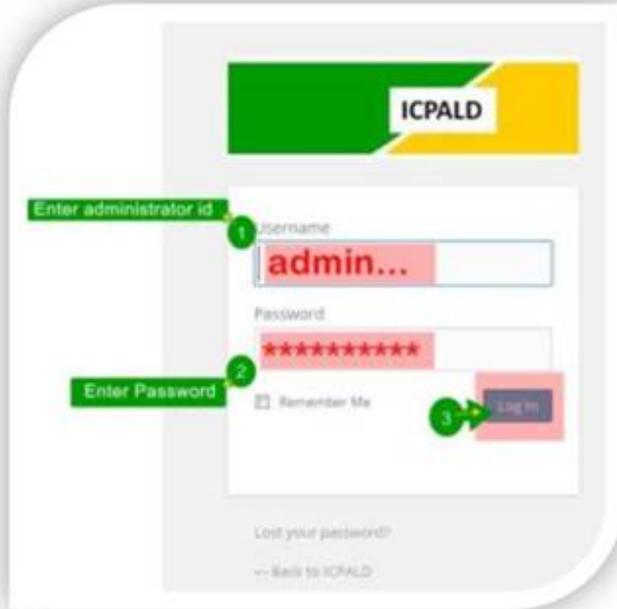
**10. Have Multiple Users:** As an administrator of the ICPALD CMS site, you can set-up multiple users for the website and assign access levels and capabilities to each user.

**Now let us go into the system back end and experience the different tools, services and tweaks:**

## Log In

To go into the back end of the website: the log in link is: <http://icpald.org/wp-admin>

Image



## The Back End Dash Board:

The back end opens into portal where you have various options of managing the CMS on the left black sidebar, a mouse over on each item reveals new tools and backend settings. The most important parts include the menu sites for the following:

Page-Opens into the library of all the pages in the website

Post-opens into the library of all the posts, news, alerts and blogs

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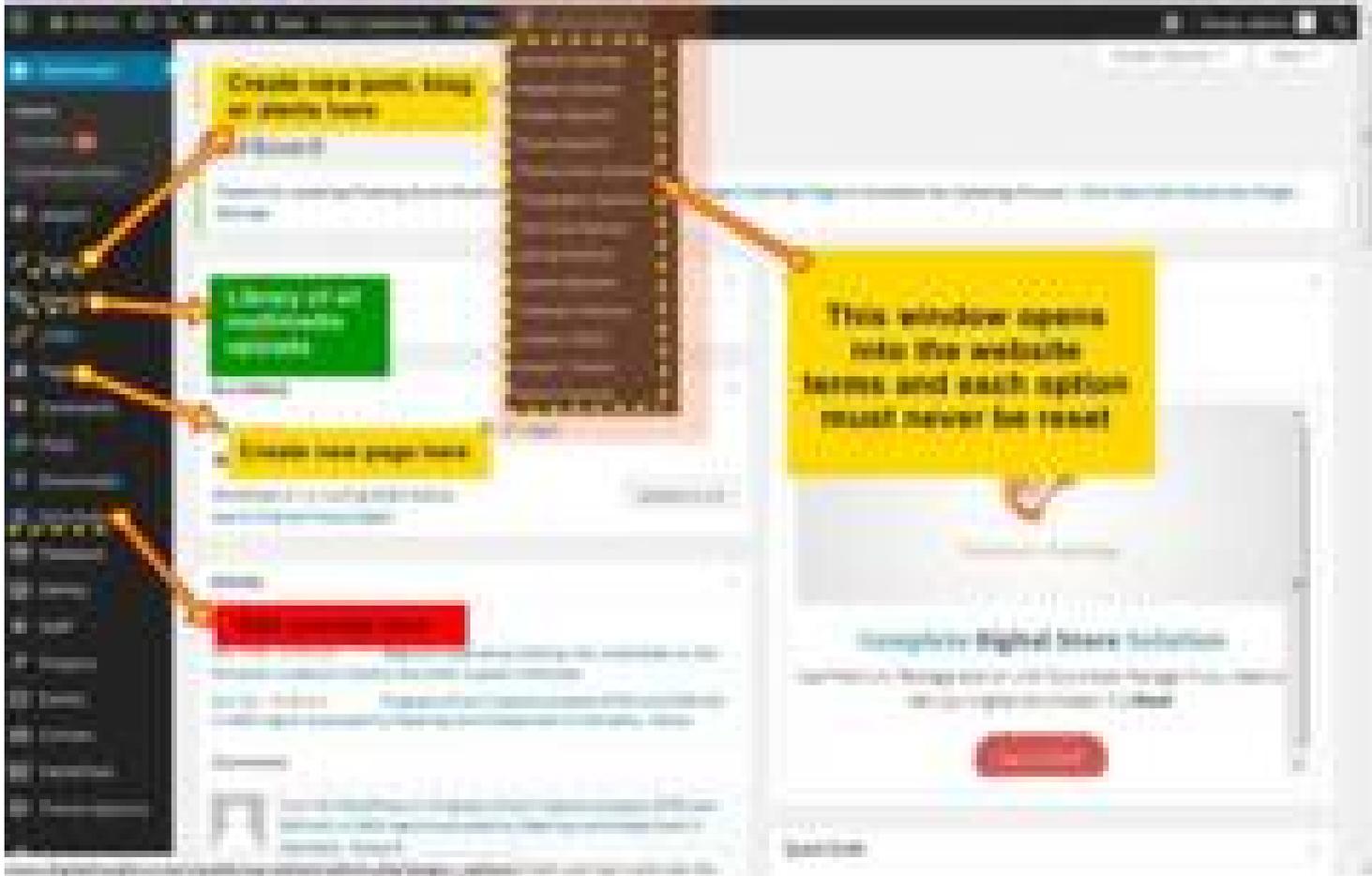
Media: this is the principal library of everything that has been uploaded to the website, including videos, images, files such as word and PDF documents

## Back End outlook

### Part 1



### Part 2



## How to create or edit a new page

### Creating a New Page

1. To get started adding a new page to your site, find the **Pages** menu in the ICPALD Dashboard Navigation menu. Click **Add new**.

The ICPALD page editor looks nearly identical to the post editor, except for a few different boxes located on the right side of the screen.

2. Add the **title** of the page, like *About*. Note: If you have pretty permalinks set up, the title of your page will also be the URL slug.

3. Next, add some **content**.

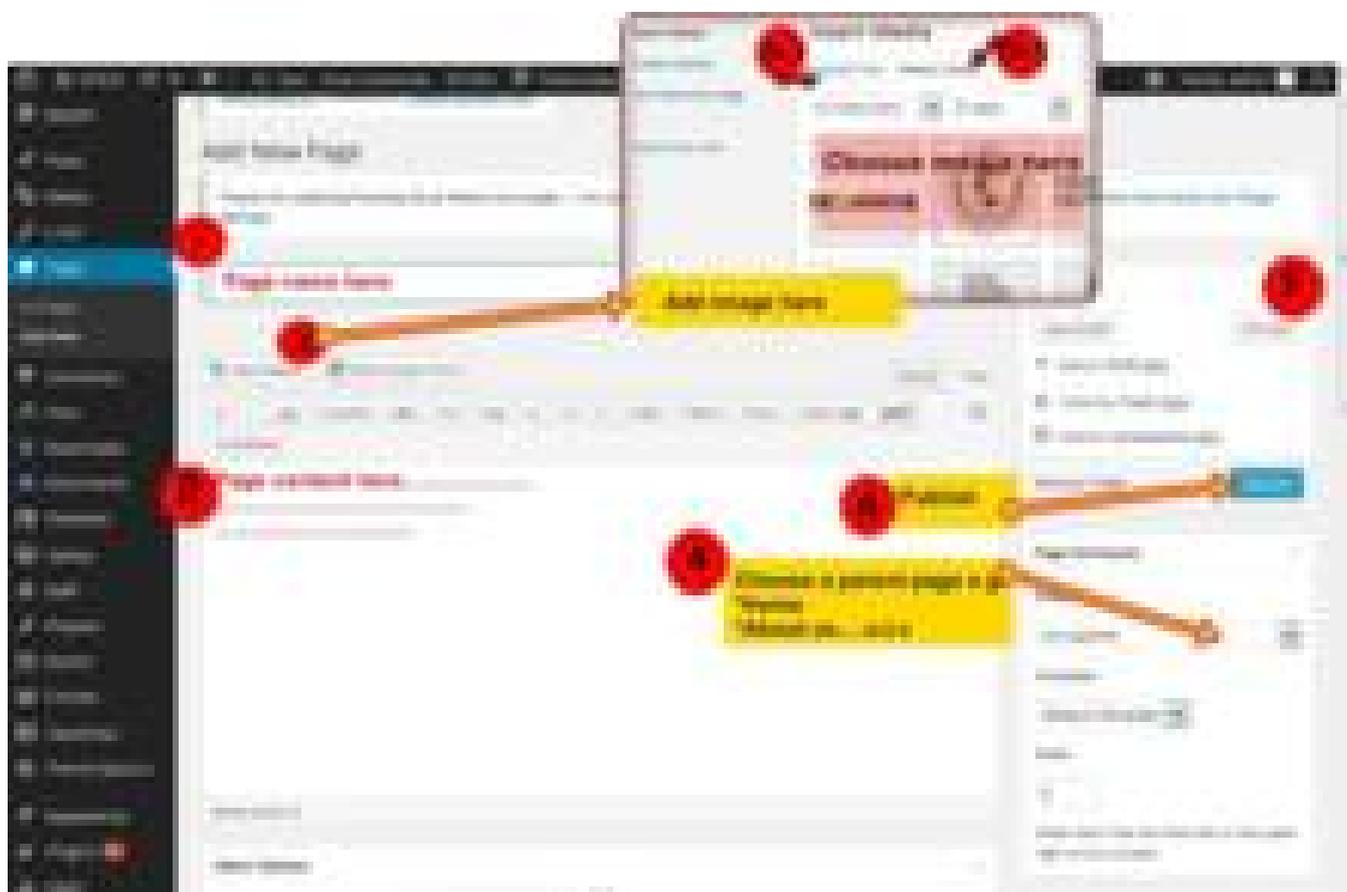
4. The **Publish** section of the page editor is exactly the same as for writing posts. When you're ready to publish, you can either publish immediately, save this or a draft, or schedule the page to be published later.

5. The **Page Attributes** section applies a parent page and template to your new page. For the Parent section, you can arrange your pages into hierarchies. For example, you could create this new page with additional pages under it. There are no limits to how many levels you can nest pages.

6. ICPALD Website has custom page templates, so the next **Template** section allows you to apply a template to your new page.

6 7. The **Order** box allows you to order your page numerically. Pages are usually ordered alphabetically, but you can choose your own order by entering a number in this field.

8. **Preview** the page one last time, then click **Publish**. You've added a new page to your web site.



## How to create a New Post:

Before you set a post, you must create categories that your post will fall into. In ICPALD we have categories such as Latest News and Alerts

From the post editor page, find the **Categories** box.

## Adding a New Category

If you don't have any categories yet, click the **+ Add new category** link. Add a new category and click **Add new category**. You'll then see your new category has been added to the list of categories.

To assign a category to a post, click the checkbox next to the category.

Another way to manage post categories is through the **Posts > Categories** link in the Website Dashboard navigation menu. Clicking the Categories link will display the Categories page. From here, you can see all your categories on the right, and where to add new ones.

## Category Slug

The **Category Slug** is the URL-friendly version of the category. It is usually all lowercase and contains only letters, numbers and hyphens.

## Category Hierarchies

Categories, unlike tags, can be nested into hierarchies. For example, you might have a Jazz category, and under that have children categories for Bebop and big band.

## Category Description

The description section is a place for you to add more details about the posts assigned to that category.

## Categories vs Tags

What's the difference between categories and tags? Think of your site like a book. Categories are like the Table of Contents and tags are like the terms in the index.

## How to create a new post, alert or news:

The majority of your formatting options can be found in the **Post Editor Toolbar**. If you've ever used a word processing software such as Microsoft Word, most of these icons should look familiar.

To get started formatting your posts, visit **Posts > Add New** or **Post > All Posts** and select the post you'd like to edit.

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The formatting icons included in the post editor include:

- In the first row of the toolbar, we have options to **bold, italicize or strikethrough text**. To bold text, just select the text you'd like to format and click the bold button. You'll see this text has been bolded.
- The next two icons are for **bulleted** and **numbered lists**. If you'd like to add a list to a post, just select the text, then click that icon.
- The **quotation mark icon** is the block quote feature. By default, this will add an indentation and italicized style to your selected text. (Note: your theme controls how block quotes are styled on the front end of your site.)
- Next are **alignment options**. You can choose to align left, center or align right.
- The next icon is the **insert more tag**. This will change how much text your blog page displays with a read more link.
- If you'd prefer to write your posts in **distraction free mode**, click this icon. This will take you to full-screen writing mode similar to using a word processing software. To exit out of this mode, we'll click "exit fullscreen."
- If we click the **Show/hide the kitchen sink**, another line of formatting options will be revealed. Here you add **heading styles** to your text, **underline text** or set a **full alignment**.
- If you decide you'd like to change the color of you selected text, just use this icon to select the color.
- The next two icons are for **pasting text** — either as **plain text** or from **Microsoft Word**.

If you ever get stuck using your formatting icons, you can simply hover over the icon to see the name and function.

## Using the ICPALD Media Library

To visit your Media Library, expand the **Media** menu from the ICPALD Dashboard. The Media Library page will show all of the media items you currently have in your media library.



To add a new media item to your library, click the **Add New** link. From here, upload a new image. Once your image has been uploaded, you'll see it has been added to the library.



### Editing Images in the ICPALD Media Library

Once one of the neat features of the media library is the ability to edit images. Click on an image, then click the **Edit Image button**. Now, you can crop, rotate, flip or scale the image.

For example, you can rescale this image and then click the **Save button**. Now, click the **Update button**.

## ICPALD Media Library Multi-File Uploader

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If you have more than one file to upload at once, you can easily switch to the multi-file uploader. Now, just drag and drop multiple files here to be added to your Media Library.

## Editing Sliders

Thanks for updating Floating Social Media Icon plugin... You need to visit [Plugin's Settings Page](#) to Complete the Updating Process - [Click Here Visit Social Icon Plugin Settings](#)

### SLIDER REVOLUTION

#### Revolution Sliders

ID	Name	Shortcode	Source	N. Slides	Actions
1	geax (geax)	[rev_slider geax]	Gallery	7	<a href="#">Settings</a> <a href="#">Edit Slides</a> <a href="#">Export Slider</a> <a href="#">Delete</a> <a href="#">Refresh</a> <a href="#">Search</a>

[Create New Slider](#) 10

#### Revolution Slider Templates

No Template Sliders Found

[Create New Template Slider](#)

#### How To Use the Slider

From the page and/or post editor insert the shortcode from the sliders table

From the theme html use: `<?php revSlider( "alias" ); ?>` example: `<?php revSlider( "geax" ); ?>`

For show only on homepage use: `<?php revSlider( "geax", "homepage" ); ?>`

For show on certain pages use: `<?php revSlider( "geax", "2,18" ); ?>`

desired sidebar

**1 Access the slider here**

**2 Edit Sliders here**

## Editing All sliders

The screenshot displays the Revolution Slider interface. On the left is a dark sidebar with navigation options: Jetpack, Posts, Media, Pages, Comments, Gallery, Staff, Projects, Events, Contact, TablePress, Theme Options, Appearance, Plugins, Users, Tools, Settings, Floating Social Media Settings, Photo Gallery, Revolution Slider (highlighted), Punch Fonts, StatPressV, Widgetize pages, WP Edit, and Collapse menu. The main area shows a list of six slides. At the top, there are buttons for '2+ New Slide', '2+ New Transparent Slide', and 'Close'. A red banner at the top of the slide list reads 'All Slides here individually'. Each slide entry includes a status icon (checkmark or magnifying glass), a title, a thumbnail image, and three action buttons: 'Delete' (red), 'Duplicate' (yellow), and 'Copy / Move' (blue). The first slide, 'Slide Sanitary Phyto-sanitary (Sanitary-Phyto-sanitary-IGAD.jpg)', has a green checkmark and its 'Edit Slide' button is highlighted with a red circle containing the number '3' and a red arrow pointing to it.

Slide ID	Title	Status	Thumbnail	Actions
1	Slide Sanitary Phyto-sanitary (Sanitary-Phyto-sanitary-IGAD.jpg)	✓	[Group photo]	Delete, Duplicate, Copy / Move, Edit Slide
2	SlideSMPDodoma (IC-PALD-National-SMPs-Roll-out-Dodoma.jpg)	✓	[Group photo]	Delete, Duplicate, Copy / Move, Edit Slide
3	SlideEUISTVS (ISTVS-HD-Best.jpg)	✓	[Group photo]	Delete, Duplicate, Copy / Move, Edit Slide
4	Slide1a (3rd-Meeting-Photo-With-Caption1.png)	✓	[Group photo]	Delete, Duplicate, Copy / Move, Edit Slide
5	Slide1b (ICPALD-WTO1.jpg)	✓	[Group photo]	Delete, Duplicate, Copy / Move, Edit Slide
6	SlideAmbAkwel (Amb-Akwel-Bona-Accredits.jpg)	🔍	[Group photo]	Delete, Duplicate, Copy / Move, Edit Slide

### Editing an individual slide

The screenshot shows a slide editor interface with a dark sidebar on the left containing various menu items like Home, Media, Pages, Comments, Gallery, Staff, Projects, Events, Contact, TablePress, Theme Options, Appearance, Plugins, Users, Team, Settings, etc. The main area displays a slide with a background image of a group of people. A red circle with the number '4' points to the 'Change Image' button in the 'Background Image' section. A red text box above it says 'Change image here, Size of image 1110 \* 450'. Another red circle with the number '5' points to the text overlay on the slide: 'Regional training on Sanitary Phyto-sanitary, Technical Barriers to Trade and trade facilitation for IGAD member states Nairobi, Safari Park Hotel, May 5-8, 2015'. A red text box above it says 'Edit Slider info here'. A red circle with the number '6' points to the 'Read More' link in the 'Layers Timing & Starting' section. A red text box below it says 'Edit read more here'. A red circle with the number '8' points to the 'Save' button at the bottom left. A red text box below it says 'Save slider at the bottom'.

### More Settings:

Most settings have ben configured to enable the website run, the tools available for the web master are easily configurable and editable.