

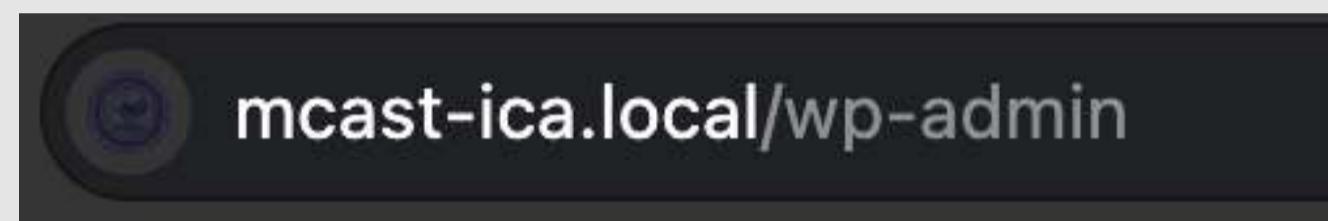
# ICA MCAST

## User Manual

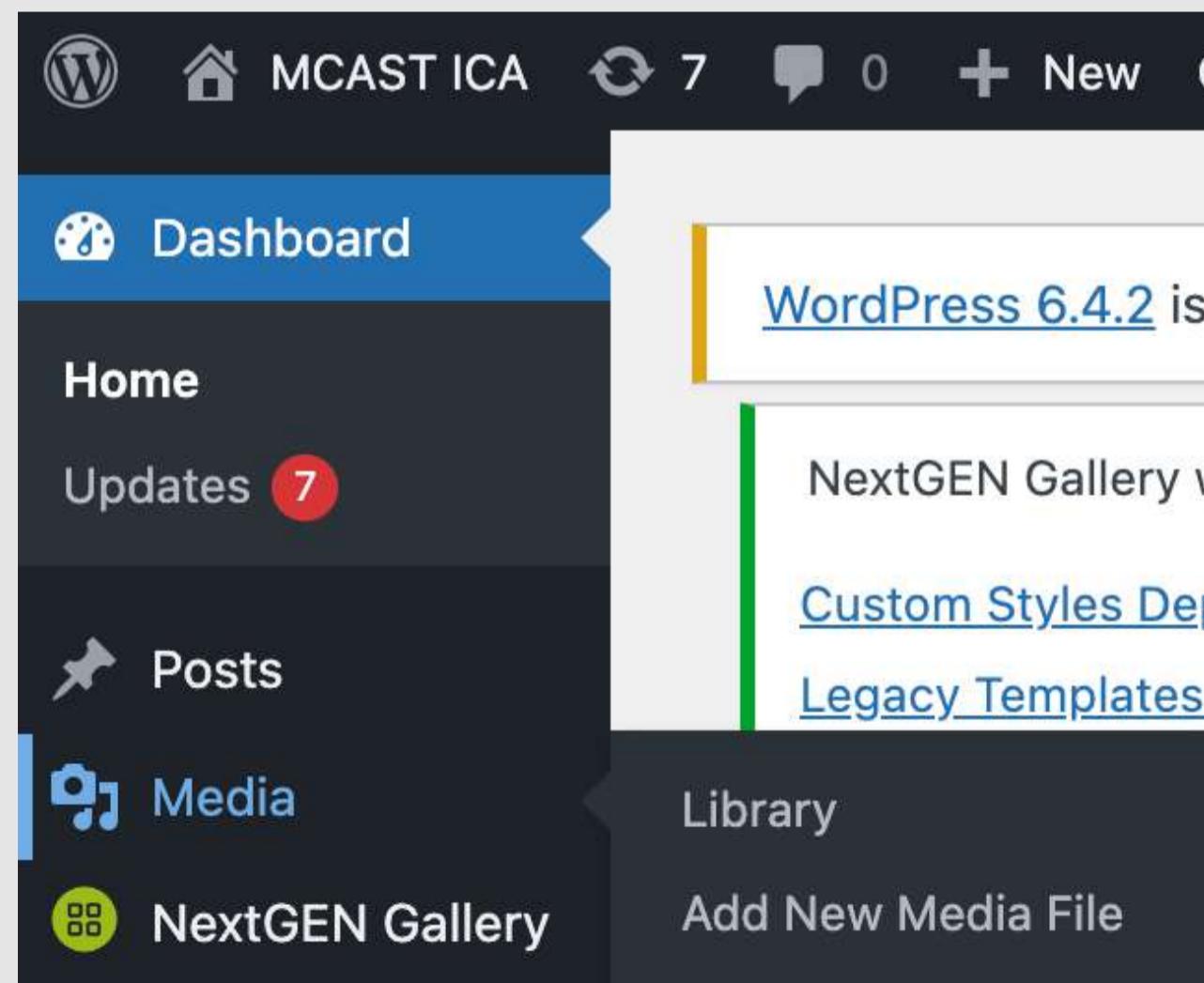
# How to Upload New Media

# How to upload new media?

To upload new media, enter the dashboard of your WordPress website. To enter the dashboard enter the URL of the website and at the end add “**wp-admin**”



Once loaded, you will be greeted with the dashboard of your website. On the left hand side, there is a menu of options you can choose from. To enter new media, hover over the media tab.

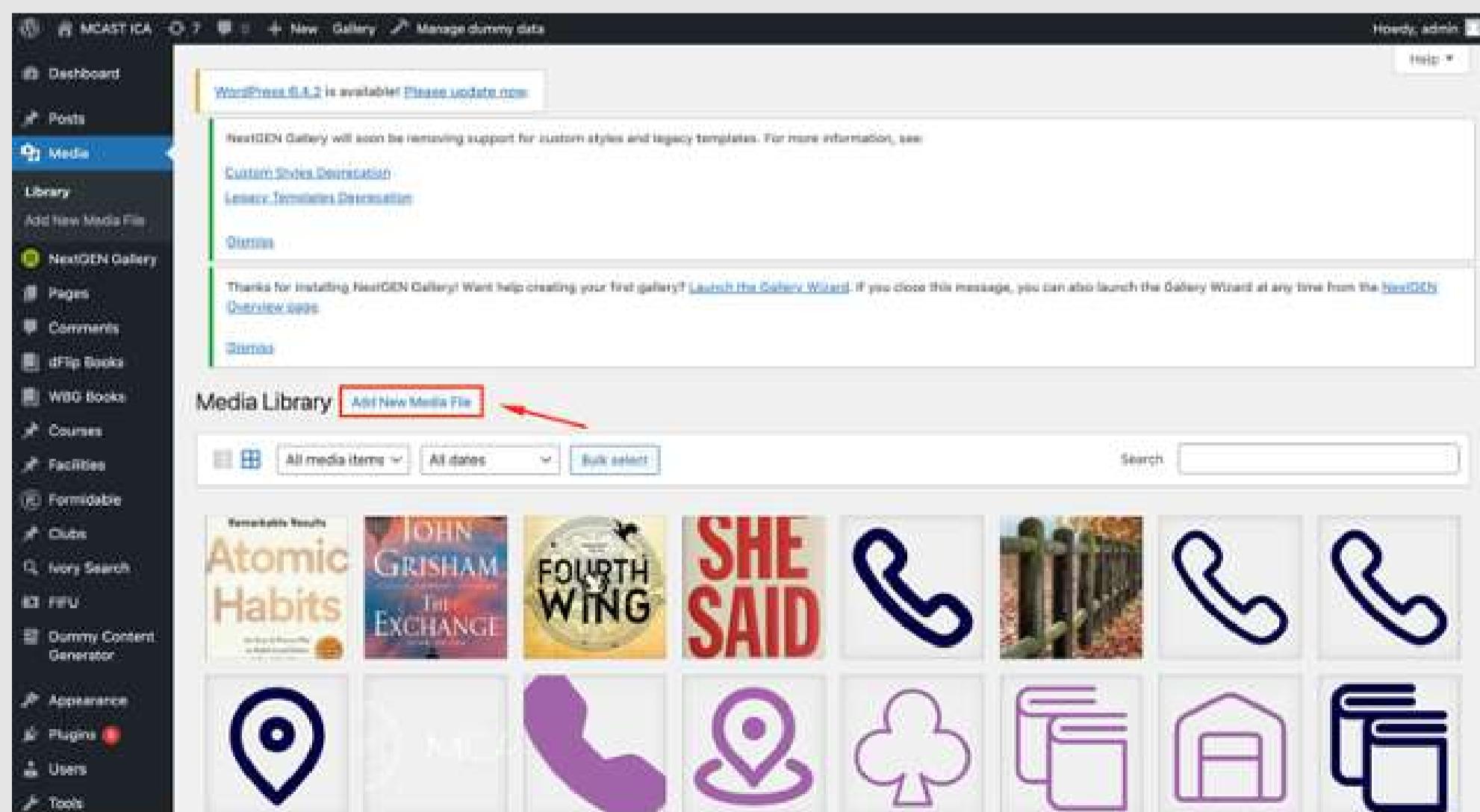


# How to upload new media?

The two options available are “**Library**” and “**Add New Media File**”. Both options will allow you as the administrator to add new media files. These media files can be, any image type, or document type.

## Library

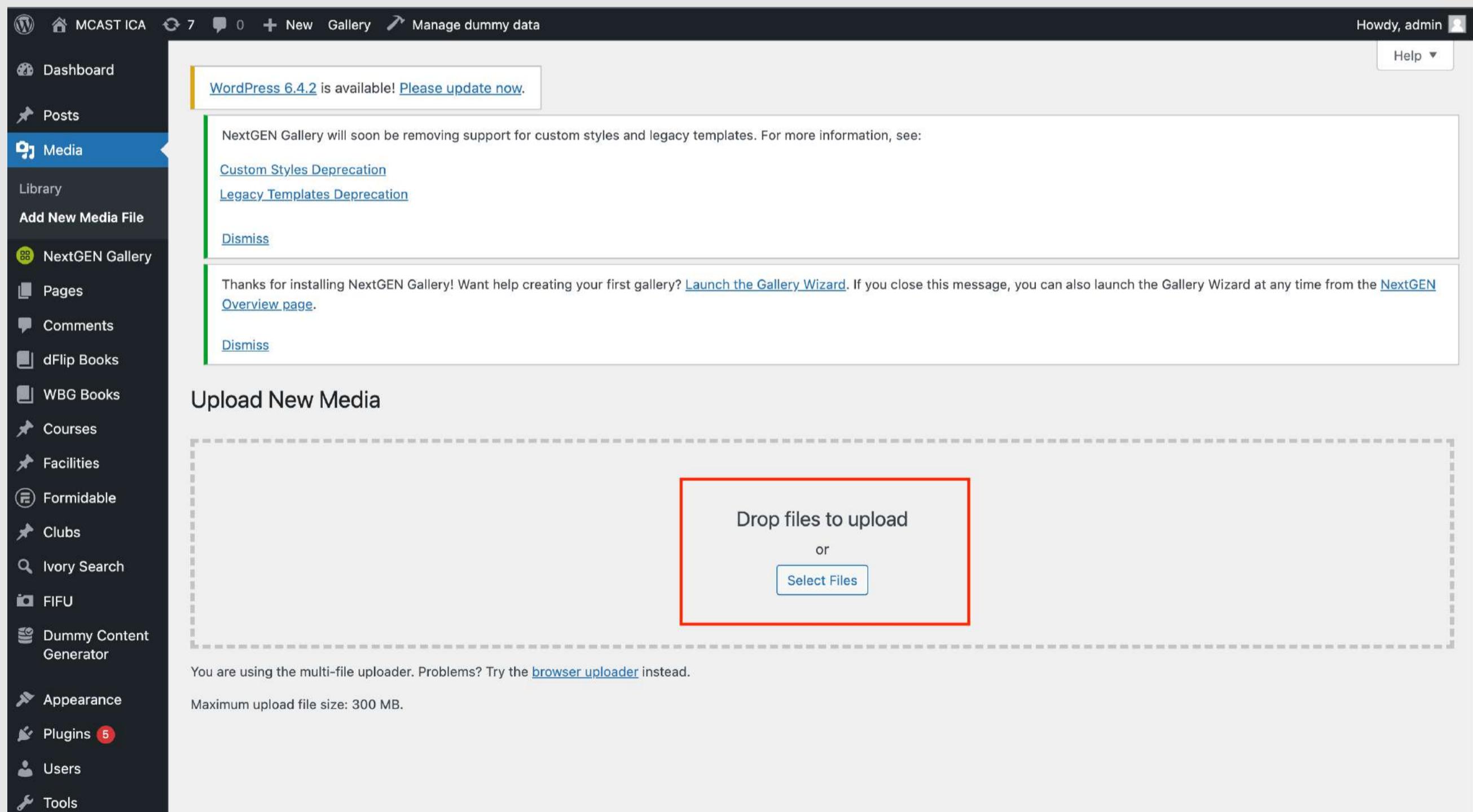
The library page, apart from giving you the option to add a new file it also allows one to see what files have already been uploaded in the case that the file you need might have already been uploaded prior.



# How to upload new media?

## Add New Media File

The add new media file page allows the administrator to add a file without showing what has already been uploaded. The page will prompt you to either “Drop Files to Upload” or “Select Files”

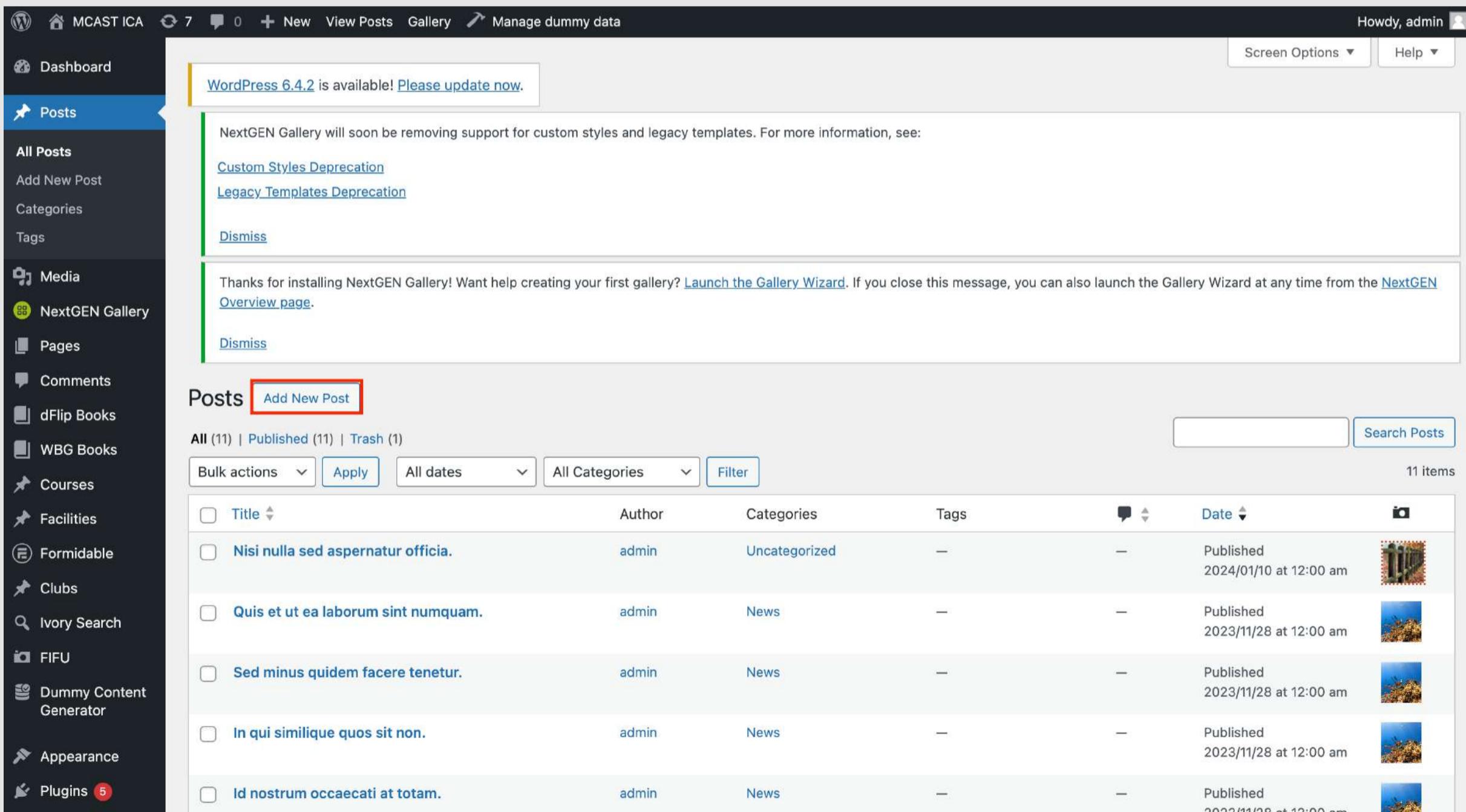


# How to work with Posts, Pages and Custom Post Types

# How to work with Posts, Pages and Custom Post Types

## Create Post

To create a new **Post** or **Page**, the process is relatively the same. On the left hand side, select **Posts**. As highlighted in red, you will be prompted to “**Add New Post**”.



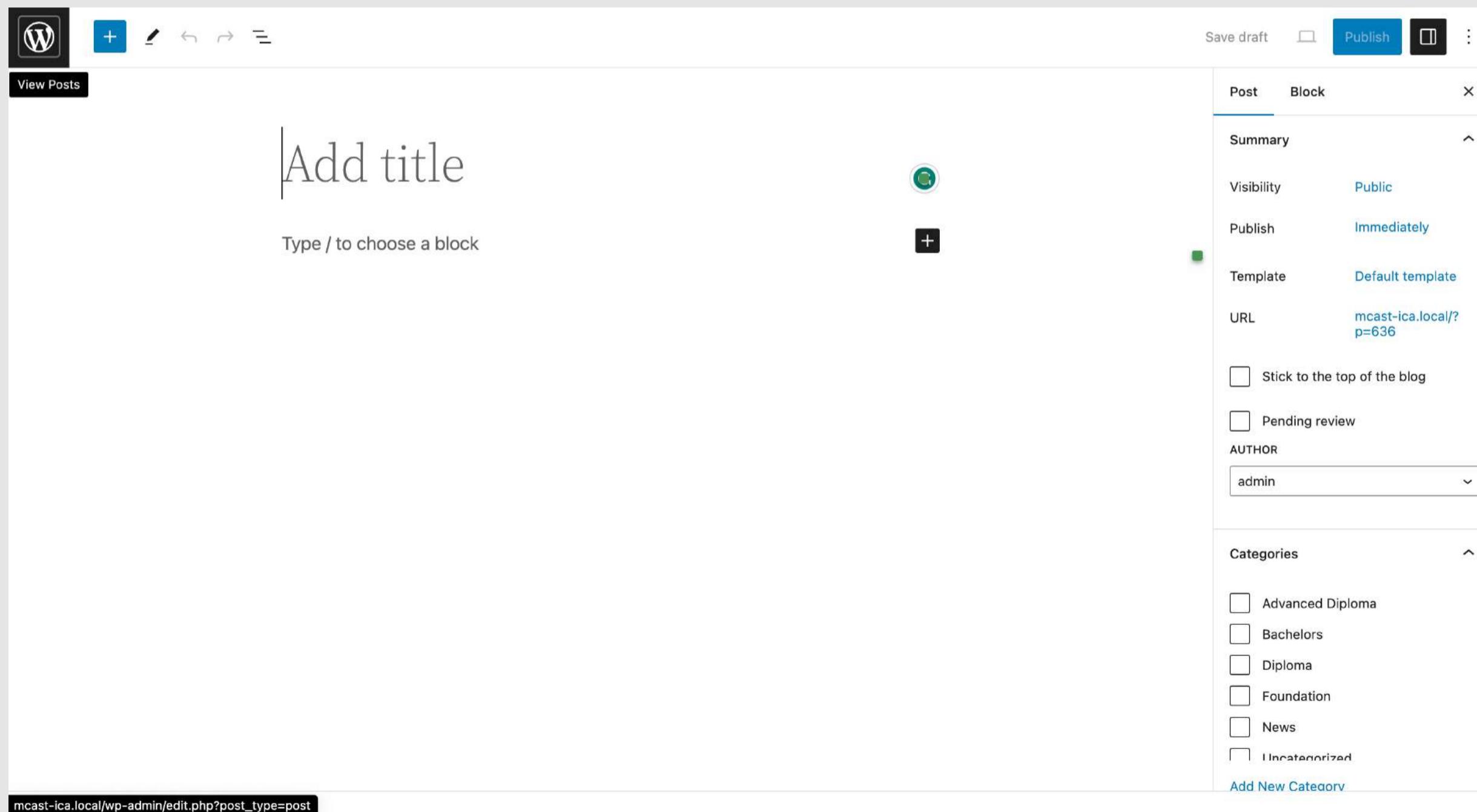
The screenshot shows the WordPress admin dashboard with the 'Posts' menu item selected. A red box highlights the 'Add New Post' button in the top navigation bar. The main area displays a list of posts with columns for Title, Author, Categories, Tags, Date, and a thumbnail image. There are also notices about WordPress updates and NextGEN Gallery support.

Title	Author	Categories	Tags	Date	Thumbnail
Nisi nulla sed aspernatur officia.	admin	Uncategorized	—	Published 2024/01/10 at 12:00 am	
Quis et ut ea laborum sint numquam.	admin	News	—	Published 2023/11/28 at 12:00 am	
Sed minus quidem facere tenetur.	admin	News	—	Published 2023/11/28 at 12:00 am	
In qui similique quos sit non.	admin	News	—	Published 2023/11/28 at 12:00 am	
Id nostrum occaecati at totam.	admin	News	—	Published 2023/11/28 at 12:00 am	

# How to work with Posts, Pages and Custom Post Types

## Edit Post

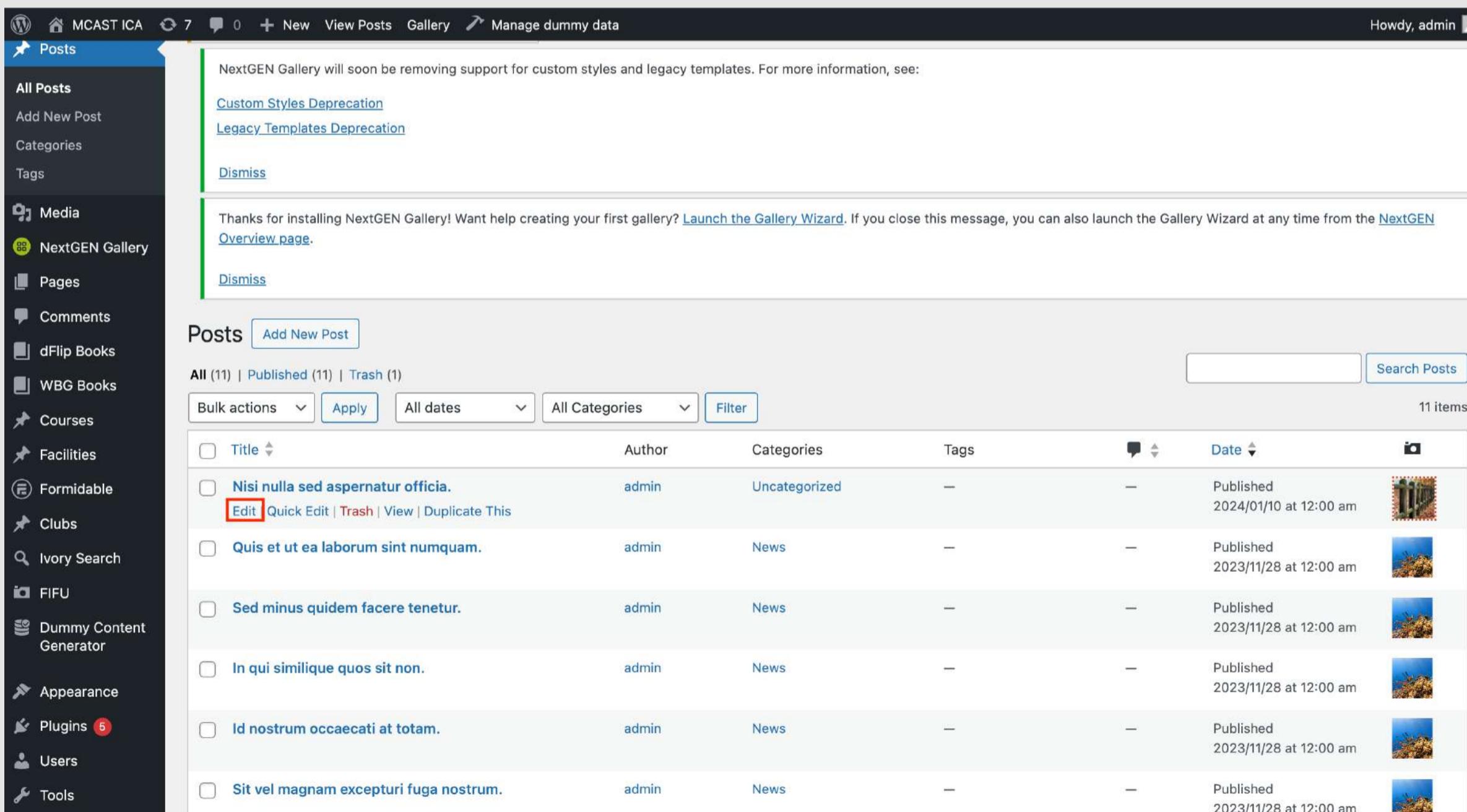
Once the new post is created, you will be shown the edit screen. In this screen, one can add any content they see fit, such as headings, images, post queries, etc.. When finished, click on “**Publish**” on the top right hand corner.



# How to work with Posts, Pages and Custom Post Types

## Edit Post

Once a post is published, it will be visible in the Post list shown below. To edit a published page, hover over it and click on **Edit**. This will take you back to the editor.



The screenshot shows the WordPress Admin interface under the 'Posts' menu. The left sidebar includes links for All Posts, Add New Post, Categories, Tags, Media, NextGEN Gallery, Pages, Comments, dFlip Books, WBG Books, Courses, Facilities, Formidable, Clubs, Ivory Search, FIFU, Dummy Content Generator, Appearance, Plugins (with 5 updates), Users, and Tools. The main area displays a list of 11 published posts. The first post, 'Nisi nulla sed aspernatur officia.', has its 'Edit' link highlighted with a red box. The columns in the list are: Title, Author, Categories, Tags, Date, and a small image thumbnail.

Title	Author	Categories	Tags	Date	Image
Nisi nulla sed aspernatur officia.	admin	Uncategorized	—	Published 2024/01/10 at 12:00 am	
Quis et ut ea laborum sint numquam.	admin	News	—	Published 2023/11/28 at 12:00 am	
Sed minus quidem facere tenetur.	admin	News	—	Published 2023/11/28 at 12:00 am	
In qui similique quos sit non.	admin	News	—	Published 2023/11/28 at 12:00 am	
Id nostrum occaecati at totam.	admin	News	—	Published 2023/11/28 at 12:00 am	
Sit vel magnam excepturi fuga nostrum.	admin	News	—	Published 2023/11/28 at 12:00 am	

# How to work with Posts, Pages and Custom Post Types

## Delete Post

If you wish to delete a post in WordPress, press on the Post tab on the left menu bar. Hover over the post you wish to delete and press on “Trash”. Following this, click on the trash hyperlink to permanently delete post

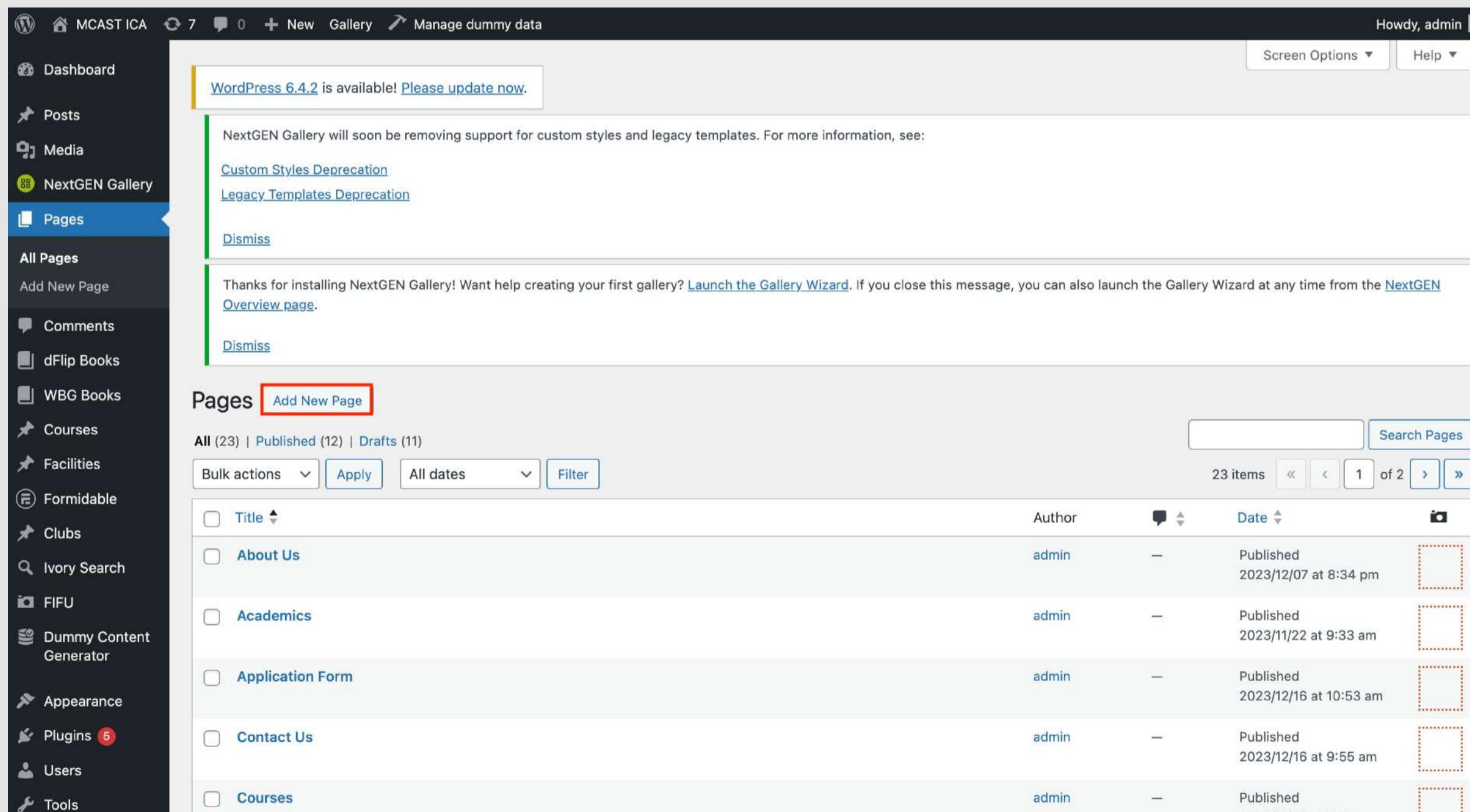
The screenshot shows the WordPress admin interface. The left sidebar has a dark theme with various menu items: Dashboard, Posts (selected), All Posts, Add New Post, Categories, Tags, Media, NextGEN Gallery, Pages, Comments, dFlip Books, WBG Books, Courses, Facilities, Formidable, Clubs, Ivory Search, FIFU, Dummy Content Generator, Appearance, and Plugins (with a red notification badge). The main content area has two notices at the top: one about WordPress 6.4.2 and another about NextGEN Gallery deprecation. Below these, the 'Posts' section is shown with a title 'All (10) | Published (10) | **Trash (2)**'. There are filters for Bulk actions, Apply, All dates, All Categories, and Filter. The table lists six posts (only the first six are fully visible). Each post row includes a checkbox, the post title, author (admin), categories (News), tags (none), date (Published 2023/11/28 at 12:00 am), and a thumbnail image. The second post's 'Trash' link is highlighted with a red box.

	Title	Author	Categories	Tags	Date	Thumbnail
<input type="checkbox"/>	Quis et ut ea laborum sint numquam.	admin	News	—	Published 2023/11/28 at 12:00 am	
<input type="checkbox"/>	Sed minus quidem facere tenetur.	admin	News	—	Published 2023/11/28 at 12:00 am	
<input type="checkbox"/>	In qui similique quo sit non.	admin	News	—	Published 2023/11/28 at 12:00 am	
<input type="checkbox"/>	Id nostrum occaecati at totam.	admin	News	—	Published 2023/11/28 at 12:00 am	
<input type="checkbox"/>	Sit vel magnam excepturi fuga nostrum.	admin	News	—	Published 2023/11/28 at 12:00 am	

# How to work with Posts, Pages and Custom Post Types

## Create Page

To create a new **Post** or **Page**, the process is relatively the same. On the left hand side, select **Page**. As highlighted in red, you will be prompted to “**Add New Page**”.



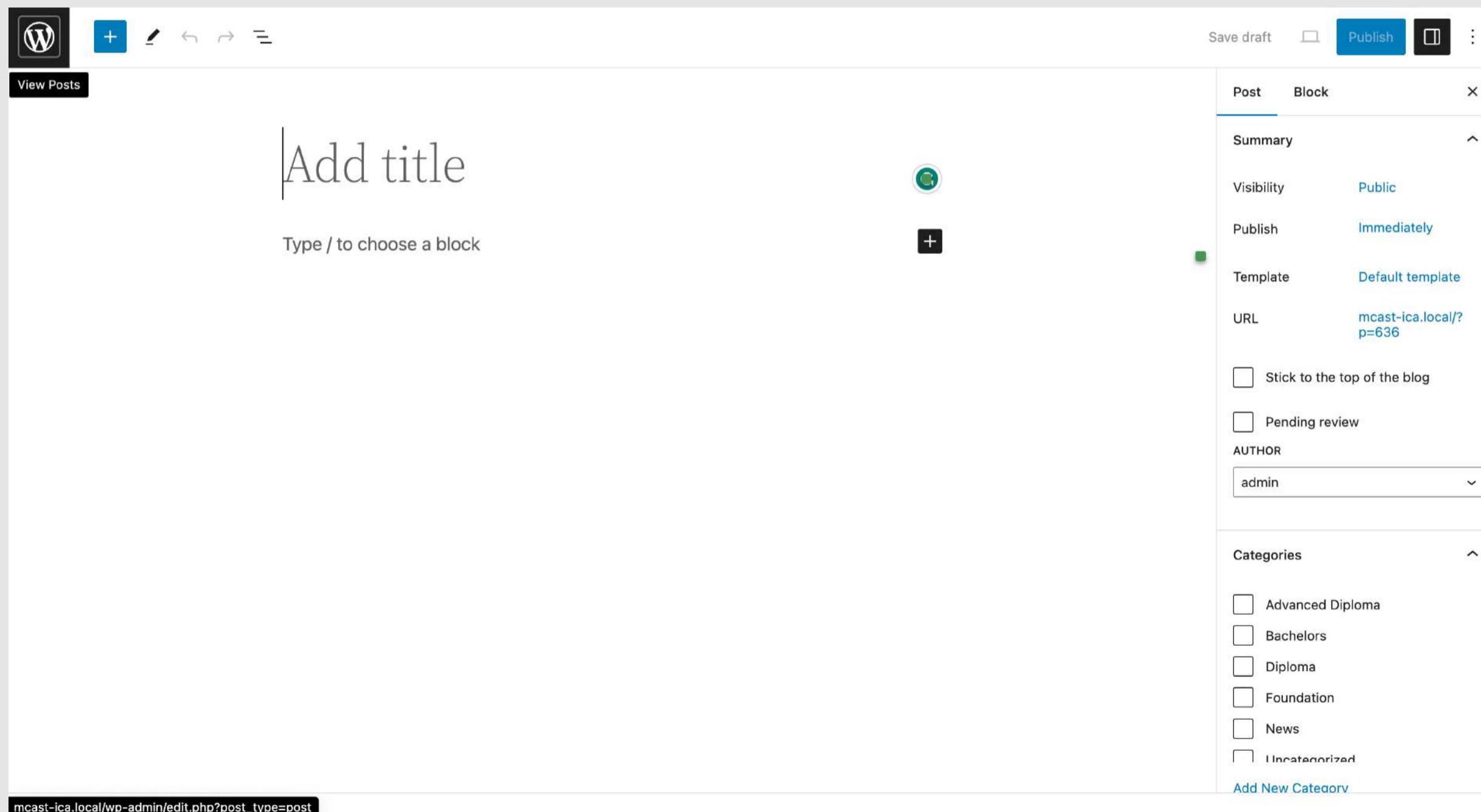
The screenshot shows the WordPress admin dashboard with the 'Pages' menu item selected. A red box highlights the 'Add New Page' button at the top of the page list. The page list displays several published pages: 'About Us', 'Academics', 'Application Form', 'Contact Us', and 'Courses'. Each page entry includes columns for Author (admin), Date (Published), and a small image icon. The top navigation bar shows 'Wordpress 6.4.2 is available! Please update now.' and other site statistics.

Title	Author	Date
About Us	admin	Published 2023/12/07 at 8:34 pm
Academics	admin	Published 2023/11/22 at 9:33 am
Application Form	admin	Published 2023/12/16 at 10:53 am
Contact Us	admin	Published 2023/12/16 at 9:55 am
Courses	admin	Published 2023/12/16 at 9:55 am

# How to work with Posts, Pages and Custom Post Types

## Edit Page

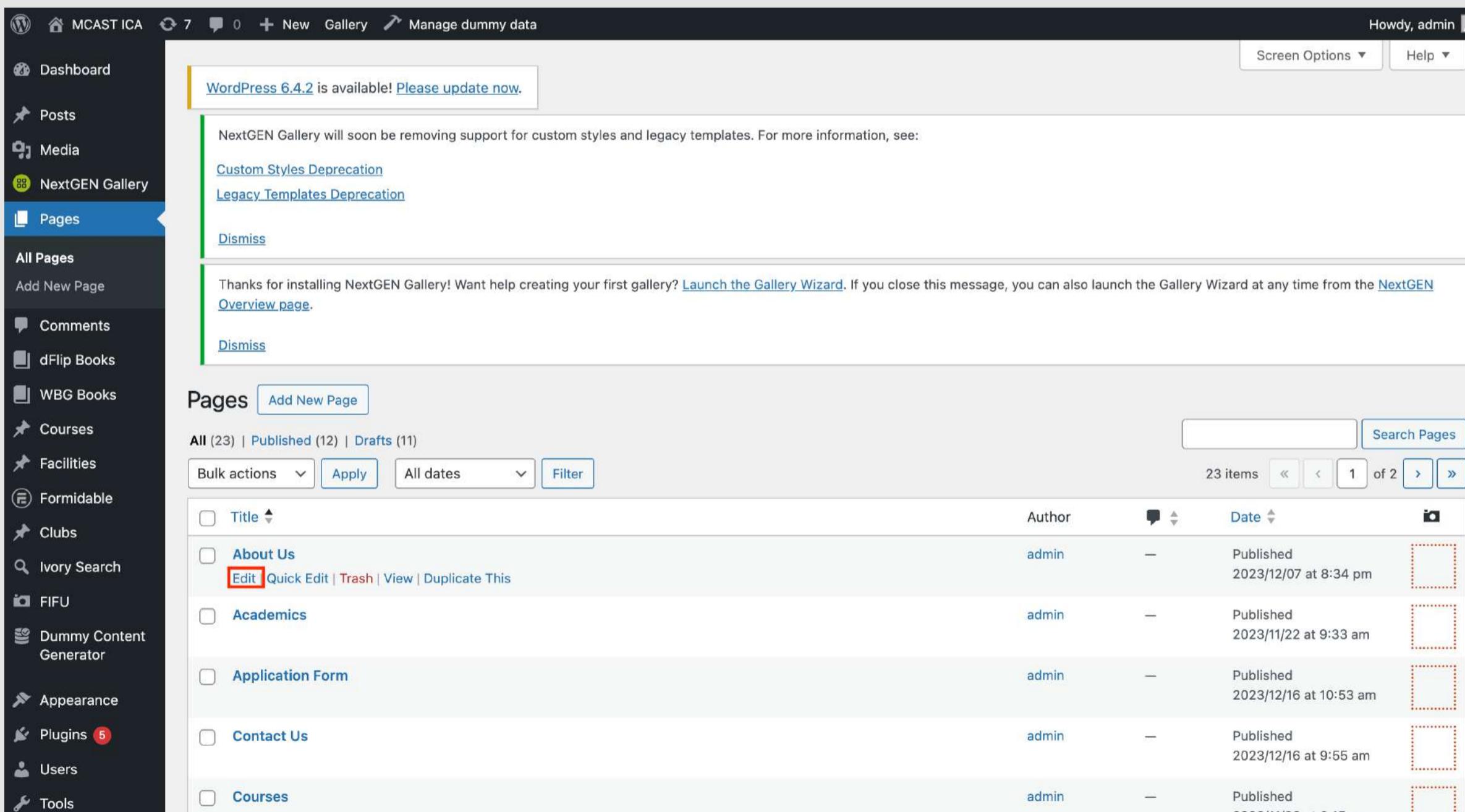
Once the new page is created, you will be shown the edit screen. In this screen, one can add any content they see fit, such as headings, images, post queries, etc.. When finished, click on “**Publish**” on the top right hand corner.



# How to work with Posts, Pages and Custom Post Types

## Edit Page

Once a page is published, it will be visible in the Page list shown below. To edit a published page, hover over it and click on **Edit**. This will take you back to the editor.



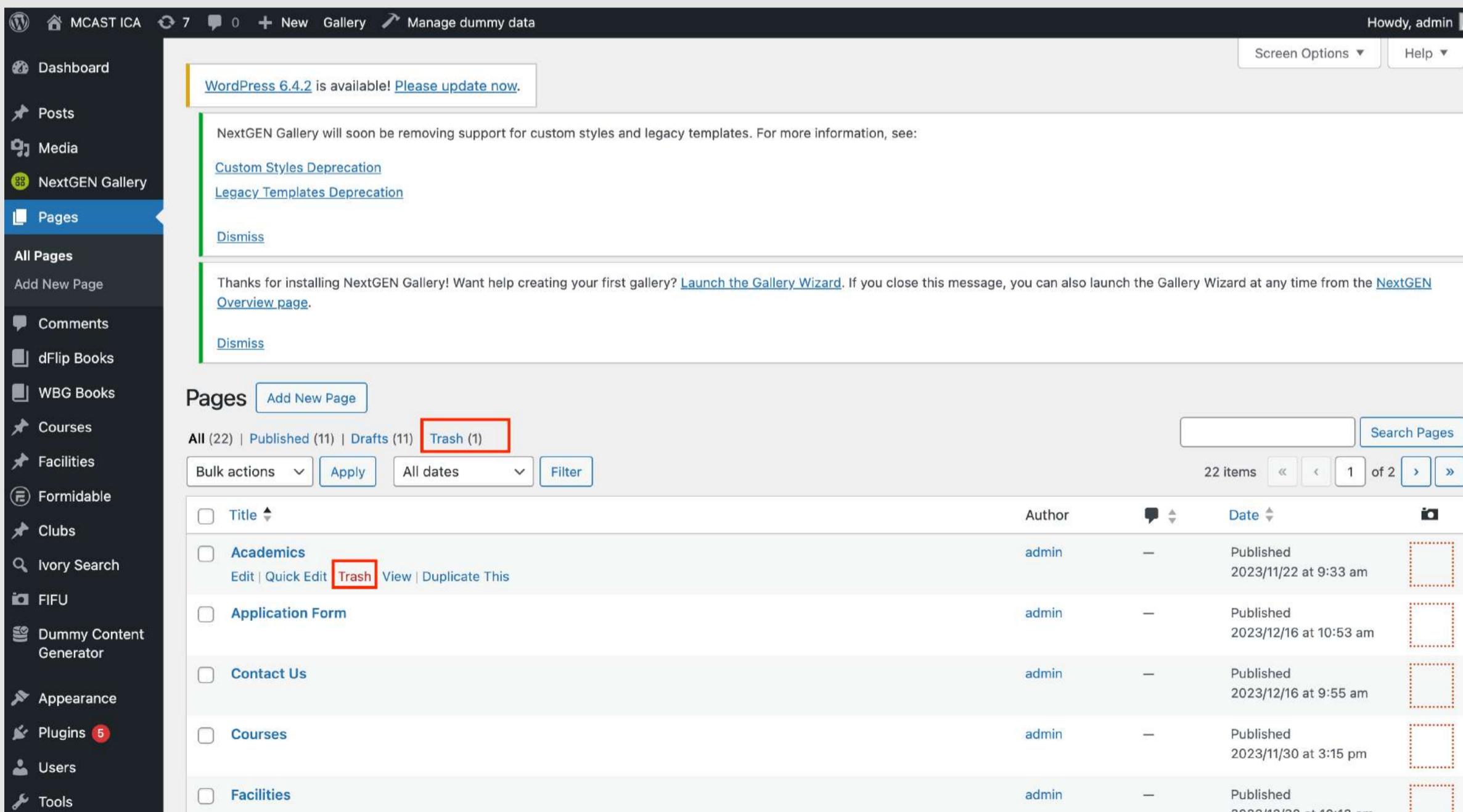
The screenshot shows the WordPress admin dashboard with the 'Pages' menu item selected. The main area displays a list of pages, each with a title, author (admin), date (Published), and a red-bordered 'Edit' link. The sidebar on the left includes links for Dashboard, Posts, Media, NextGEN Gallery, Pages, All Pages, Add New Page, Comments, dFlip Books, WBG Books, Courses, Facilities, Formidable, Clubs, Ivory Search, FIFU, Dummy Content Generator, Appearance, Plugins (5), Users, and Tools. A message at the top of the page indicates that WordPress 6.4.2 is available for update.

Title	Author	Date	Action
About Us	admin	Published 2023/12/07 at 8:34 pm	Edit
Academics	admin	Published 2023/11/22 at 9:33 am	
Application Form	admin	Published 2023/12/16 at 10:53 am	
Contact Us	admin	Published 2023/12/16 at 9:55 am	
Courses	admin	Published 2023/11/22 at 9:34 am	

# How to work with Posts, Pages and Custom Post Types

## Delete Page

If you wish to delete a page in WordPress, press on the Page tab on the left menu bar. Hover over the page you wish to delete and press on “Trash”. Following this, click on the trash hyperlink to permanently delete post



The screenshot shows the WordPress admin dashboard with the 'Pages' tab selected. At the top, there are two notices: one about NextGEN Gallery deprecation and another about installing the plugin. Below the notices, the 'Pages' screen displays a list of pages. The top navigation bar includes links for 'All (22)', 'Published (11)', 'Drafts (11)', and 'Trash (1)'. A red box highlights the 'Trash (1)' link. The main area shows a table with columns for 'Title', 'Author', 'Date', and a trash icon. The first item in the list is 'Academics', which has a red box around its trash link. The table shows 22 items, with page 1 of 2 displayed.

Title	Author	Date	
Academics	admin	Published 2023/11/22 at 9:33 am	[Trash]
Application Form	admin	Published 2023/12/16 at 10:53 am	
Contact Us	admin	Published 2023/12/16 at 9:55 am	
Courses	admin	Published 2023/11/30 at 3:15 pm	
Facilities	admin	Published 2023/12/01 at 10:10 am	

# How to work with Posts, Pages and Custom Post Types

## Custom Posts Types

Custom Post Types, are posts that you wish to segregate from the rest of the posts. This can be used as a way of filtration between the posts, for better searching functionality, etc.. In this case, the theme comes with custom post types for: Courses, Facilities and Student Clubs.

They behave in the same way that posts do, so in order to a post in the post type, please follow along from previous slides.

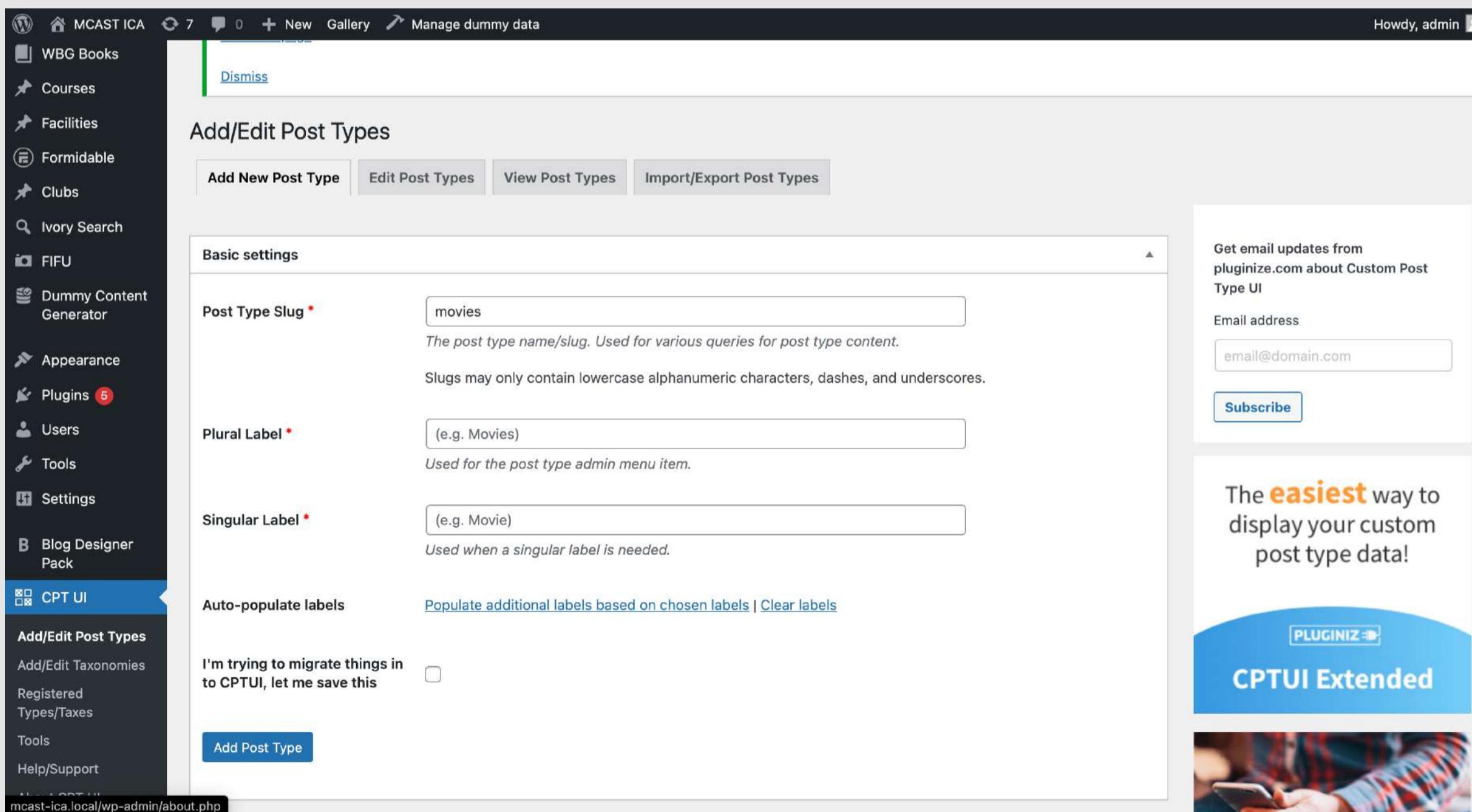
## Creating a custom post type

To create a custom post type, we will be using the plugin called **"Custom Post Types (CPT UI)"**. Addition of plugins will be covered further along the manual.

# How to work with Posts, Pages and Custom Post Types

## Custom Posts Types Plugin Interface

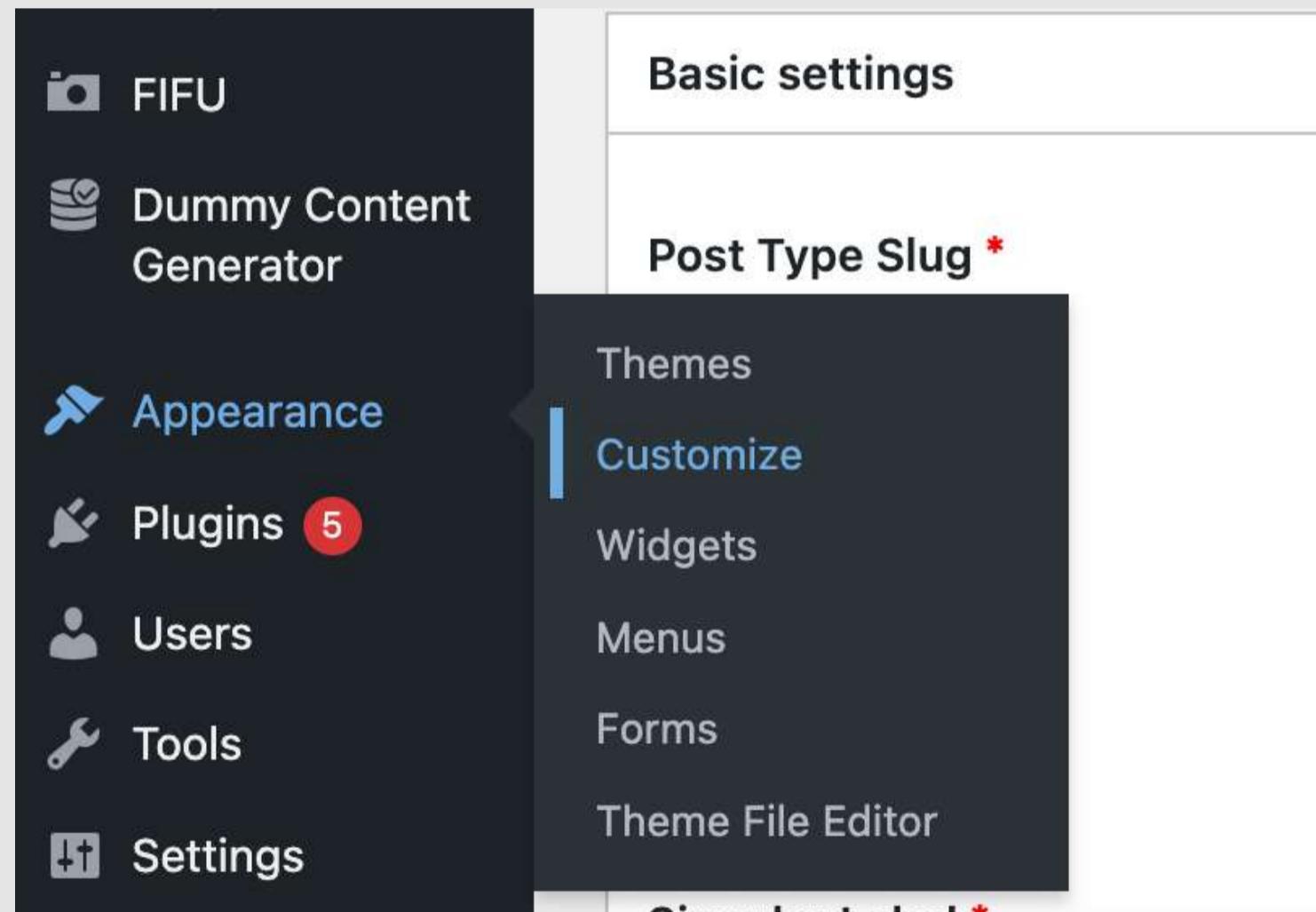
The CPT interface is as follows. by default opens up on the “**Add New Post Type**” page. You fill in the simple form with the post type you want to create for example: Movies as seen in the screenshot below. Once finished, press “**Add Post Type**”.



# Custom Features and Plugins

# Customizer Features

On the WordPress menu, find “**Appearance**”. From this dropdown, click on Customizer. This will open the customizer editor.



# Customizer Features

## Header Options

This theme allows you to change a few options regarding the header options. Once can change the logo image, background colour and text colour. When placing a logo make sure that the image is a PNG, as if it is not it will appear with a background

Customizing  
Header Options

You can change header options here

Choose Theme Header Background Color

Select Color

Choose Theme Header Text Color

Select Color

Choose Theme Header Logo



MCAST

Remove Change image



MCAST

Information Academics About Us

# Customizer Features

## Footer Options

This theme allows you to change some of the settings for the footer. One can change the background colour of either footer and the text colour of either footer.

One can also edit how many sections each footer will be divided by. It is recommended that the second footer is kept with 2 sections to house a logo and the copyright date. Footer design can be edited through the **Widgets** section on the dashboard.

MCAST MOSTA

 Institute for the Creative Arts, MCAST Art & Design  
Institute, Mosta

 +356 23987100

---

Courses → Facilities → Student Clubs →

  
MCAST  
THROUGH KNOWLEDGE AND WORK

© 2023

Customizing  
Footer Options

You can change footer options here

Choose First Footer Background Color

 Select Color

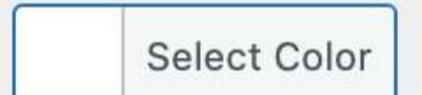
Choose First Footer Text Color

 Select Color

Choose Second Footer Background Color

 Select Color

Choose Second Footer Text Color

 Select Color

Footer Widget Count

2 Widgets 

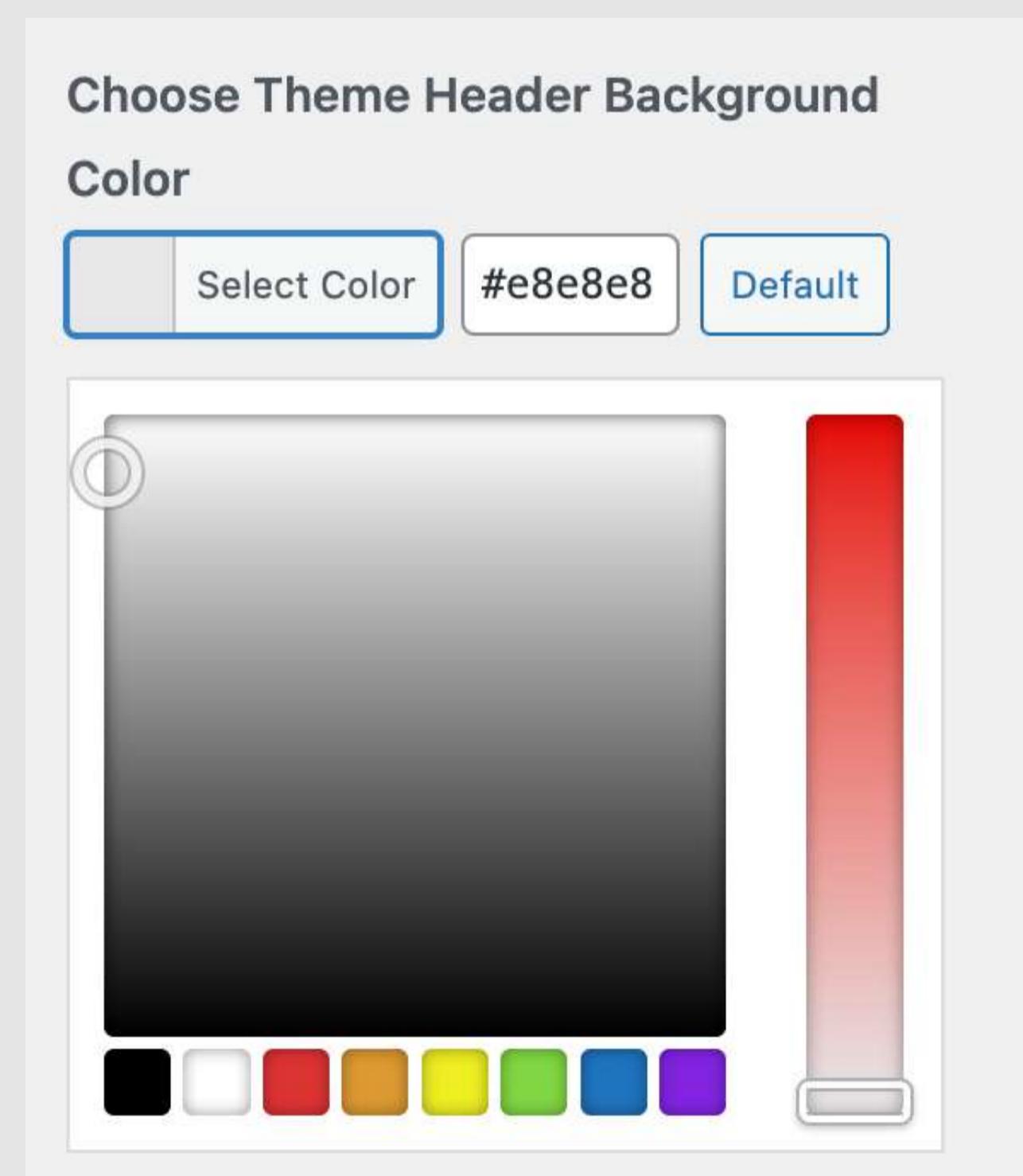
Footer Widget Count

2 Widgets 

# Customizer Features

## Using the Colour Pickers

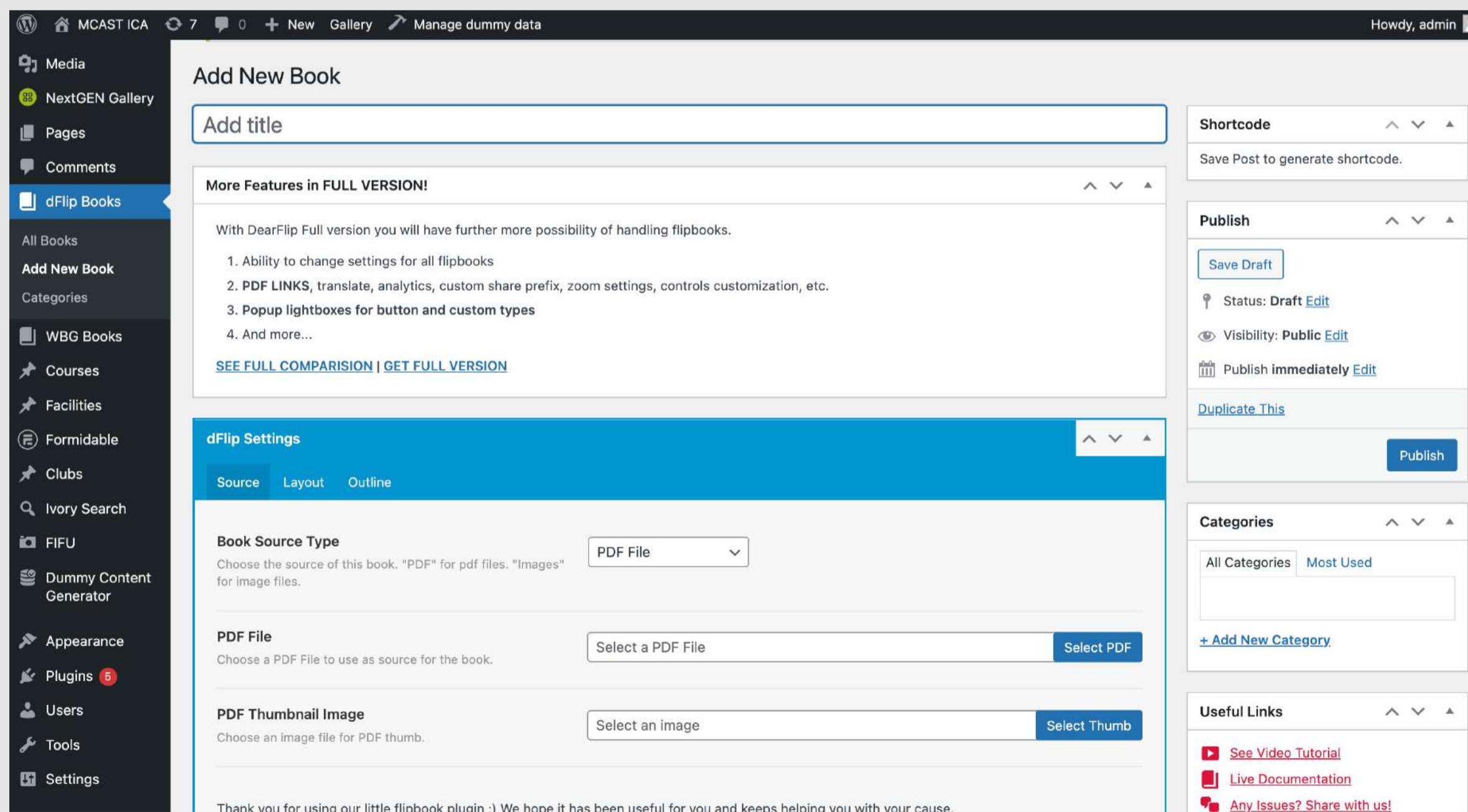
To use the colour pickers for either setting (header or footer), click on the **Select Color** Toggle. Once clicked a colour picker box will open. Click the colour you wish to select.



# 3D FlipBook: DFlip Lite

3D Flipbook is a plugin that allows the user to import 3d pdfs and have them be visible on a page of their choice.

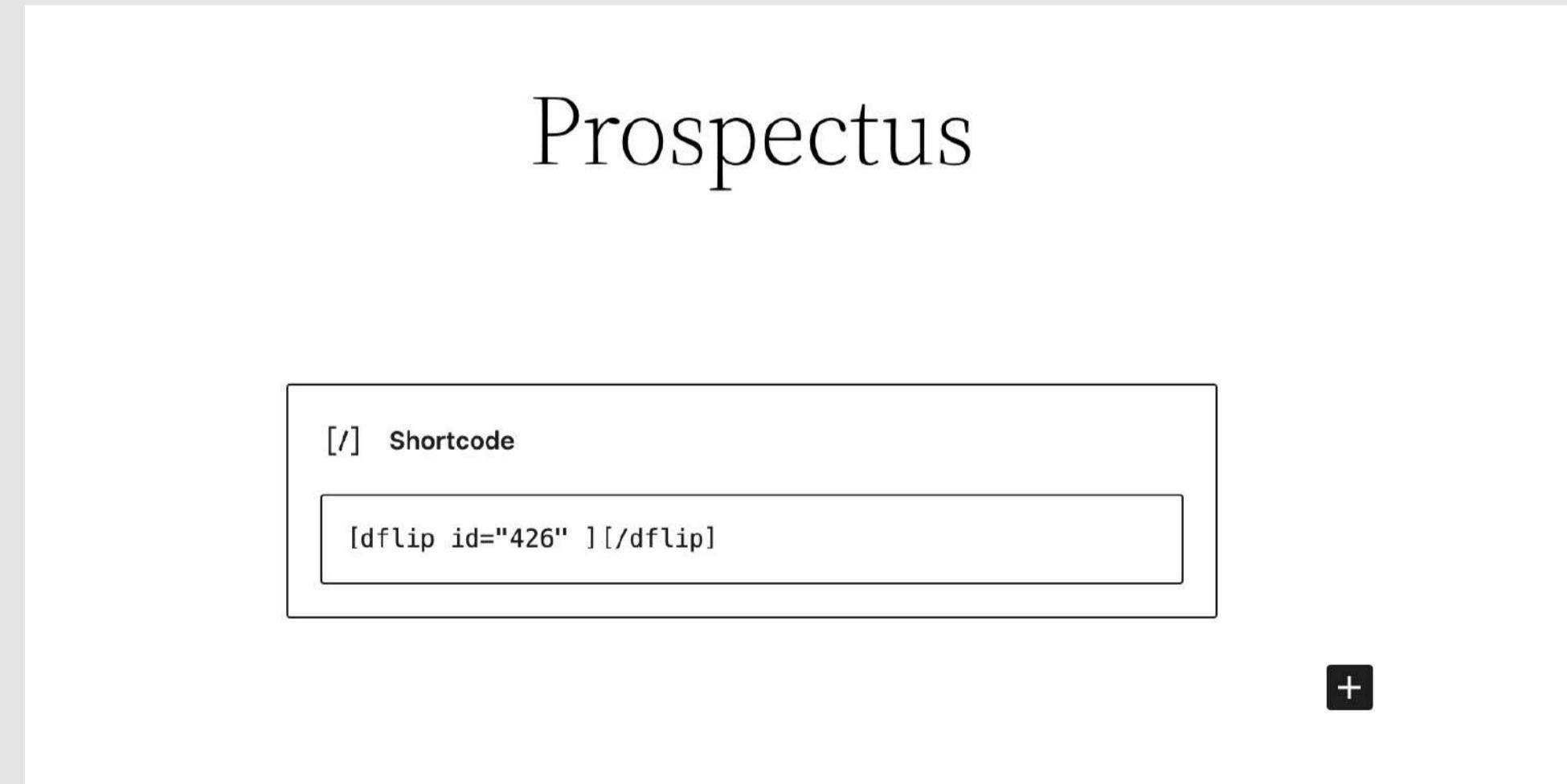
This plugin, when installed is found on the left hand side on the Dashboard menu, called dFlip Books. Once pressed you will be prompted to add a book. Click on “**Add New Book**”.



# 3D FlipBook: DFlip Lite

As seen in the screenshot, firstly give your new “book” a name. This name will help differentiate between books you have created. Once a name has been given, in the blue box, add your PDF file.

Once the PDF file has been added, press “**Publish**”. Afterwards, a shortcode would be generated. In order to display this book in a page, paste . the shortcode in a page as seen below.



# Example

The image shows an open booklet with two pages of course descriptions from the MCAST Prospectus 2023-2024.

**Institute of Applied Sciences**

**Bachelor of Science (Honours) in Nursing**

The Bachelor of Science (Hons) Nursing prepares learners with the necessary competences and qualifications required to register as a first level nurse both in Malta and in all EU member states. This entails the provision of safe and effective care delivered in an evidence-based, holistic manner to patients and their significant others. The learners will pursue a minimum of 4600 hours over a three-year period, as stipulated by EU Directive 2005/36/EC. These are divided into 2300 theoretical hours and 2300 practice hours, most of which are carried out on clinical placements, and are supervised by qualified nurse mentors. The learners will be equipped with an evidence-based skill set and soft skills that will enable them to be fully capable of practicing independently. Learners must cover all the necessary hours and obtain a pass in all theoretical and practical units to be able to apply for registration with the Nursing and Midwifery Council of Malta. This course is recognised across all the EU member states. Applicants will be subject to a values-based interview, followed by the presentation of an occupational health-screening certificate and a clean police conduct certificate. These documents will serve to establish the suitability of applicants for Nursing and ultimately act towards the final selection of course participants.

Il-Baċċellerat tax-Xjenza (Hons) Nursing jipprepara studenti bil-kompetenzi u l-kwalifikati meħtieġa bixx jirregistraw bħala infirmier tal-ewwel livell kemm f'Malta kif ukoll fl-istati membri kolha tal-UE. Dan jinvolvi l-provvida ta' kura sigura u effettiva u bbażata fuq l-evidenza u mogħiġja b'mod olistiku ill-pazjenti u qraba. L-istudenti se jsegwu minnu ta' 4600 siegħa fuq perjodu ta' tliet snin, kif stipul mid-Direttiva tal-UE 2005/36/KE. Dawn huma maqsuma f'2300 siegħa teoretiċi u 2300 siegħa ta' praktika, li l-biċċa l-kbira minn-horn isħru fuq placments kliniči, u huma ssorveljeti minn infirmiera kwalifikat. L-istudenti se jkunu mghamma b'sett ta' hilli ibbażata fuq l-evidenza u soft skills li jipprattikav b'mod indipendent. L-istudenti jridu jkopru s-sighaq kollha meħtieġa u jiksbu pass fit-taqsimiet teoretiċi u praktici kolha biex ikunu jistgħu japplikaw għar-reġistrazzjoni mal-Kunsill tal-Infermiera u l-Qwlebil ta' Malta. Dan il-kors huwa rikonoxxut fl-istati membri kolha tal-UE. L-applikanti jkunu soċġetti għal intervista, kif ukoll ikunu jridu jipprezentaw certifikat ta' skrining tas-sahha fuq il-post tax-xogħol u certifikat ta' kondotta nadifha tal-pulizija. Dawn id-dokumenti se jseru biex naraw li l-applikanti huma adegwati għall-Infermiera u fl-ahħar mill-ahħar issir l-għażla finali tal-partēċipanti tal-kors.

Entry Requirements	Course Duration	MQF Level
MCAST Advanced Diploma in Health Sciences or MCAST Advanced Diploma for Pharmacy Technicians or MCAST Advanced Diploma in Health and Social Care or 2 A-Level passes and 2 I-Level passes Preferred A-Levels: Biology, English, Psychology, Sociology, Chemistry. Preferred I-Levels: Chemistry, Mathematics, Sociology	3 Years Full-time	6
Mode	Credits	
Internship (Assessed Clinical Placement)	180 ECTS	
Career Opportunities		
State registered nurse		

**Other Entry Requirements**

Applicants will be subject to a values-based interview, followed by the presentation of an occupational health screening certificate and a clean police conduct certificate. These documents will serve to establish the suitability of applicants for nursing and will ultimately act towards the final selection of course participants.

**Institute of Applied Sciences**

**Bachelor of Science (Honours) in Environmental Health**

Prospective learners following this programme will be dealing with the various, often inter-related, facets of environmental health that include: public health; environmental health and safety; food and water safety; health aspects relating to domestic, leisure and workplace environments, and the impact of these various factors on the individual and on society at large. Learners will gain the knowledge, skills and competences on how to assess, analyse, devise and implement efficient solutions to environmental health issues, with a view that successful candidates may be employed in advisory, enforcement or educational positions. They will also learn about current local policies and legal frameworks that oversee the governance of these environmental health factors. Successful candidates will be eligible to apply for Registration with the Council for the Professions Complementary to Medicine of Malta.

L-istudenti prospettivi li jsegwu dan il-programm sejkun jħabtu wiċċhom mad-diversi aspetti, hafna drabi relatati ma' xulxin, tas-sahha ambjentali li jinklu: is-sahha pubblika; is-sahħa u s-sikurezza ambjentali; is-sikurezza tal-ikel u tal-ilma; l-aspetti ta' saħħa relatati ma' ambjenti domestiči, ta' divertimenti u tal-post tax-xogħol, u l-impatt ta' dawn id-diversi fatturi fuq l-individwu u fuq is-socjetà inġenerali. L-istudenti jiksbu l-gharrien, il-hiliet u l-kompetenzi dwar kif jivvalutaw, janalzzaw, ifasslu u jimplimentaw soluzjonijiet effċienti għal kwistjoniċċi ta' saħħa ambjentali, bil-ġhan li dawk li jtemmu l-kors b'suċċess isibu xogħol f'pożizzonijiet ta' konsulenza jew ta' infurzar, jew anke fil-qasam edukattiv. Huma jitgħallmu wkoll dwar il-politika lokali u l-oqfsa legali kurrenti li jirregolaw dawn il-fatturi ta' saħħa ambjentali. L-istudenti li jtemmu l-kors b'suċċess ikunu eliġibbi biex jirregistraw mal-Kunsill għall-Professionijiet Kumplimentari għall-Mediciċina ta' Malta.

Entry Requirements	Course Duration	MQF Level
MCAST Advanced Diploma in Health Sciences or MCAST Advanced Diploma in Environmental Sustainability or MCAST Advanced Diploma in Food Technology or MCAST Advanced Diploma in Applied Science or 2 A-Level passes and 2 I-Level passes Compulsory A-Level: Biology	3 Years Full-time	6
Mode	Credits	
Internship	180 ECTS	
Career Opportunities		
Environmental health officer		

68 MCAST Prospectus 2023-2024 71/316 69 MCAST Prospectus 2023-2024

# Block Designer Pack

Block Designer Pack is a plugin that allows the user to use predetermined grids to achieve a nicer layout. This plugin works by having categories posts, so it is important that all of the posts that are created, are categorised. As the theme uses the free version of the plugin, we are limited to the free layouts highlighted in green.

The screenshot shows the WordPress dashboard for the 'MCAST ICA' site. The left sidebar has a 'Blog Designer Pack' menu item selected. The main content area displays the 'Blog Designer Pack' dashboard. It includes sections for 'Getting Started' (with a note about activating the plugin), 'Important things' (with a note about shortcode usage), and 'Usage of Blog Designer Pack' (with sections for creating a blog/news website and displaying latest posts). On the right, there is a 'Free and Premium Layouts' section showing a grid of 15 layout options. Most are labeled 'FREE' in a green box, while some like 'Category Ticker' and 'Slider with Thumb' are labeled 'PRO (New)' or 'PRO' in red boxes.

Looking to customize your existing blog page?

Getting Started (Must Read)

Once you've activated your plugin, you'll be redirected to this page (Blog Designer Pack Dashboard). Here, you can view the required and helpful steps to use plugin.

We recommend that please read the below sections for more details.

Important things (Required)

Well done 😊 !!

Edit your Blog page OR Home page (a static page created by you OR Chosen by you) and add the desired [Shortcode](#) in it.

If still you have any question, please feel free to contact us on [Support Forum](#).

Usage of Blog Designer Pack

Create a Blog OR News Website

This is very helpful plugin to create a Blog website or News/Magazine website. Just use the layouts with the help of shortcode and design your page.

Check sample [Blog-1](#), [Blog-2](#) and [News/Magazine](#) page here created with Blog Designer Pack.

Display latest post on home page from blog

Free and Premium Layouts

Please click on layouts below and create the shortcode.

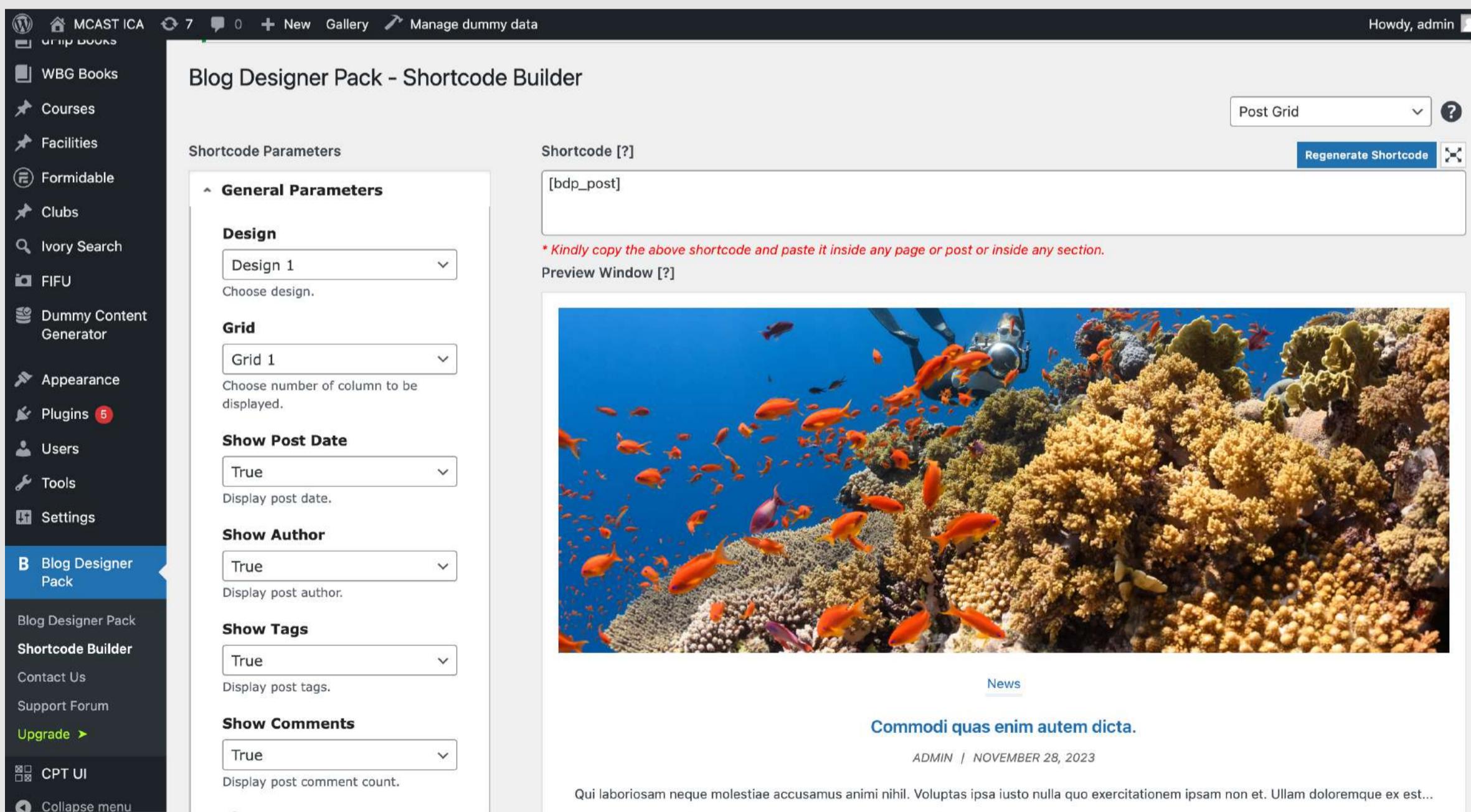
Free layouts only having 2 designs option each. If you are looking for more options and 10+ designs for each layout please check [Premium Demo](#) for more details.

Layout Type	Design Options
Grid	2 designs (FREE)
Slider	2 designs (FREE)
Carousel	2 designs (FREE)
Grid Box-1	2 designs (FREE)
List	2 designs (FREE)
Masonry	2 designs (FREE)
Post Ticker	2 designs (FREE)
Category Ticker	2 designs (PRO)
Slider with Thumb	2 designs (PRO)
Partial Slide	2 designs (PRO)
Grid Box-2	2 designs (PRO)
Grid Box-3	2 designs (PRO)

# Block Designer Pack

Once a layout is selected, you will be prompted with the layout settings. As the free version is being used, only the Posts will be visible, so this cannot be applied to any custom post types.

Similar to the flip book, a shortcode is generated, and it needs to be inserted into the page in order for it to be used.



# Example

The image shows a screenshot of a website for 'MCast'. The header features the 'MCast' logo with a circular emblem containing text and symbols, followed by the word 'MCast' in a serif font. To the right of the logo are three navigation links: 'Information', 'Academics', and 'About Us'. Below the header is a large, light-colored rectangular area containing the word 'News' in bold black font. Underneath this area are two news cards, each consisting of a large image and a title.

A photograph of a calm lake reflecting a range of snow-capped mountains under a clear blue sky. The mountains are partially obscured by dark, forested slopes on the right side of the frame.

Uncategorized

**Qui molestiae aut dolorem.**

A photograph of a scuba diver wearing a mask and flippers, swimming over a vibrant coral reef. The water is a deep blue, and numerous small orange fish are swimming around the coral.

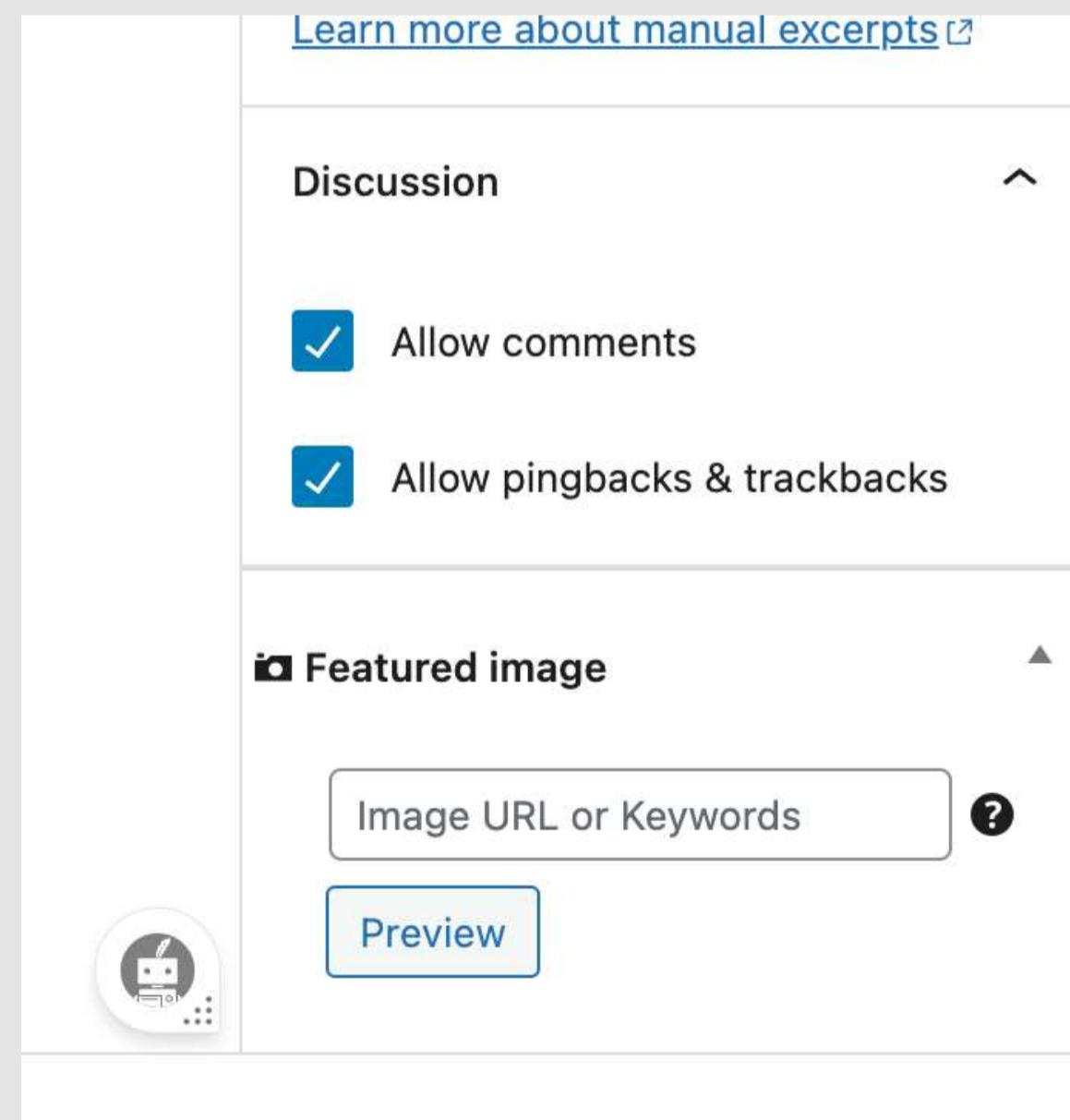
News

**Commodi quas enim autem dicta.**

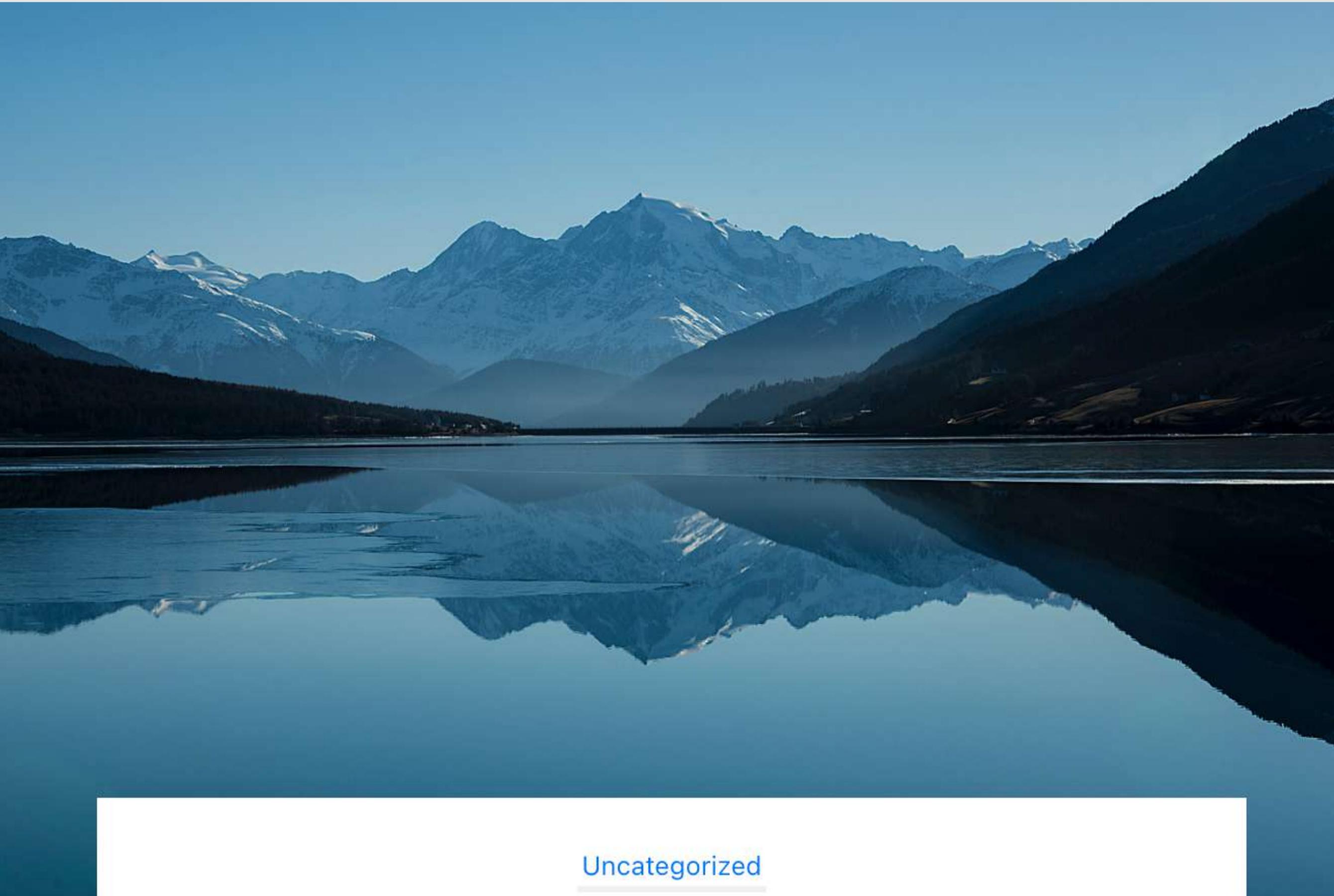
# Featured Image From URL (FIFU)

By default, one cannot add a thumbnail image to a post but FIFU allows you to add a thumbnail image. Once installed, go to **Posts/Pages/Custom Post Types**. Enter the editor, and on the right hand settings panel, scroll all the way down.

Enter the image URL into this input field and press preview to preview the image. Once you are happy with the image selected, re-publish the page to save our changes.



# Example

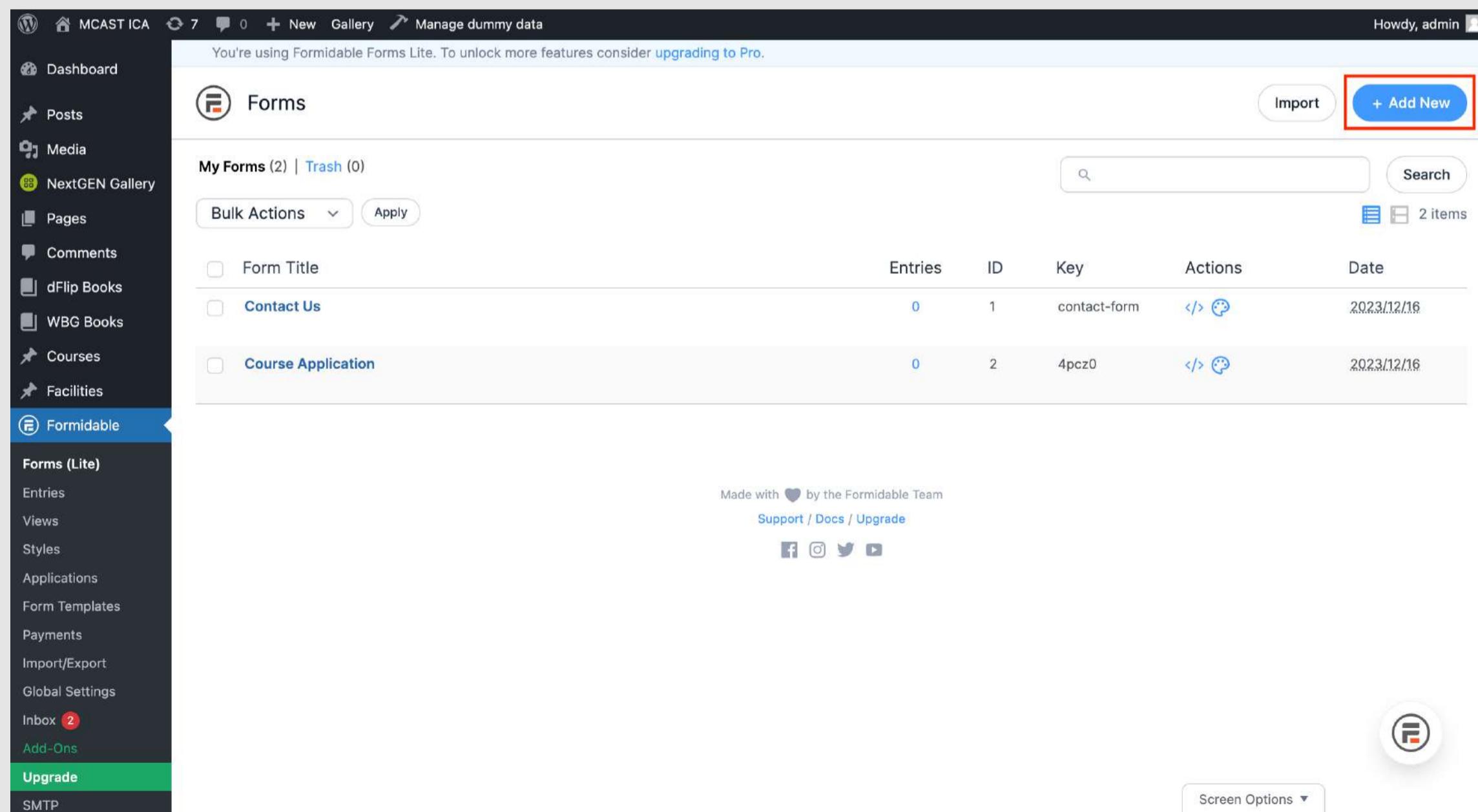


Uncategorized

# Formidable Forms

Formidable Forms is one of the best and easiest form building plugins in WordPress. Formidable Forms can be accessed on the left hand side menu in the dashboard, under “**Formidable**”.

Once clicking on “**Formidable**”, you will be shown a dashboard from which, you can either edit existing forms, or create new ones. To create new ones, click on the “**Add New**” button.



# Formidable Forms

Once the button is clicked, you can either choose from the free templates or create a new form without a template. Using the templates will save a lot of time for whoever is creating as all that might need to be changed is the verbiage of the labels.

The screenshot shows the WordPress admin dashboard for the 'MCAST ICA' site. The left sidebar has a dark theme with various menu items: Dashboard, Posts, Media, NextGEN Gallery, Pages, Comments, dFlip Books, WBG Books, Courses, Facilities, Formidable (which is selected and highlighted in blue), Forms (Lite), Entries, Views, Styles, Applications, Form Templates (selected), Payments, Import/Export, Global Settings, Inbox (with 2 notifications), Add-Ons, Upgrade (highlighted in green), and SMTP. The main content area is titled 'Form Templates'. It features a search bar labeled 'Search Templates' and a button to 'Create a blank form'. Below this is a section titled 'All Templates' containing six cards: 'Contact Us' (basic contact form), 'Stripe Payment' (gather payment info), 'User Registration' (user registration), 'Create WordPress Post' (allow users to create posts), 'Survey' (collect feedback), and 'Quiz' (multiple-choice quiz). A promotional message at the bottom encourages upgrading to PRO with the text 'Get Super Powers with 318 More Pre-built Forms' and a 'Upgrade to PRO' button. At the bottom right is a 'F' logo.

# Creating Form from Scratch

When creating a blank form, you are shown a blank screen with options on the left such as: Text field, Number field, Email, etc... We are using the free version of this plugin, therefore not all of the options are available but certain workarounds can be found in order to complete the scope of the form. Once happy with the designed form, click save in the top right hand corner.

The screenshot shows a form builder interface with the following elements:

- Header:** (no title) ▾, Build (selected), Style, Settings, Entries, Views, Reports, Embed, Preview ▾, Save, X.
- Left Sidebar (Add Fields):** Contains a search bar ("Search Fields") and a list of field types with checkboxes:
  - Text
  - Paragraph
  - Checkboxes
  - Radio Buttons
  - Dropdown
  - Email
  - Website/URL
  - Number
  - Name
  - Phone
  - HTML
  - Hidden
  - User ID
  - Captcha
  - Payment
- Main Area:** "Add Fields Here" with the placeholder "Click or drag a field from the sidebar to add it to your form".
- Bottom Sidebar (Advanced Fields):** Contains:
  - File Upload
  - Rich Text
  - Date
  - Time

# Example



MCAST

Information Academics About Us

## Contact Us

Name \*

First

Last

Email \*

Subject \*

Message \*

Submit

MCAST MOSTA



# Ivory Search

Ivory search is a search bar plugin that allows content to be filtered depending on it's category. This means that if a custom post type for Courses is created, the search bar can be limited to only search within that post type or category.

To access Ivory Search, go to the left hand menu and select “**Ivory Search**”. Once in the plugin, one can create a new search form by clicking “**Add New Search Form**”.

The screenshot shows the WordPress admin dashboard with the "Ivory Search" plugin active. The left sidebar includes links for Media, NextGEN Gallery, Pages, Comments, dFlip Books, WBG Books, Courses, Facilities, Formidable, Clubs, and Ivory Search (which is currently selected). The main content area displays a "Search Forms" table with four entries:

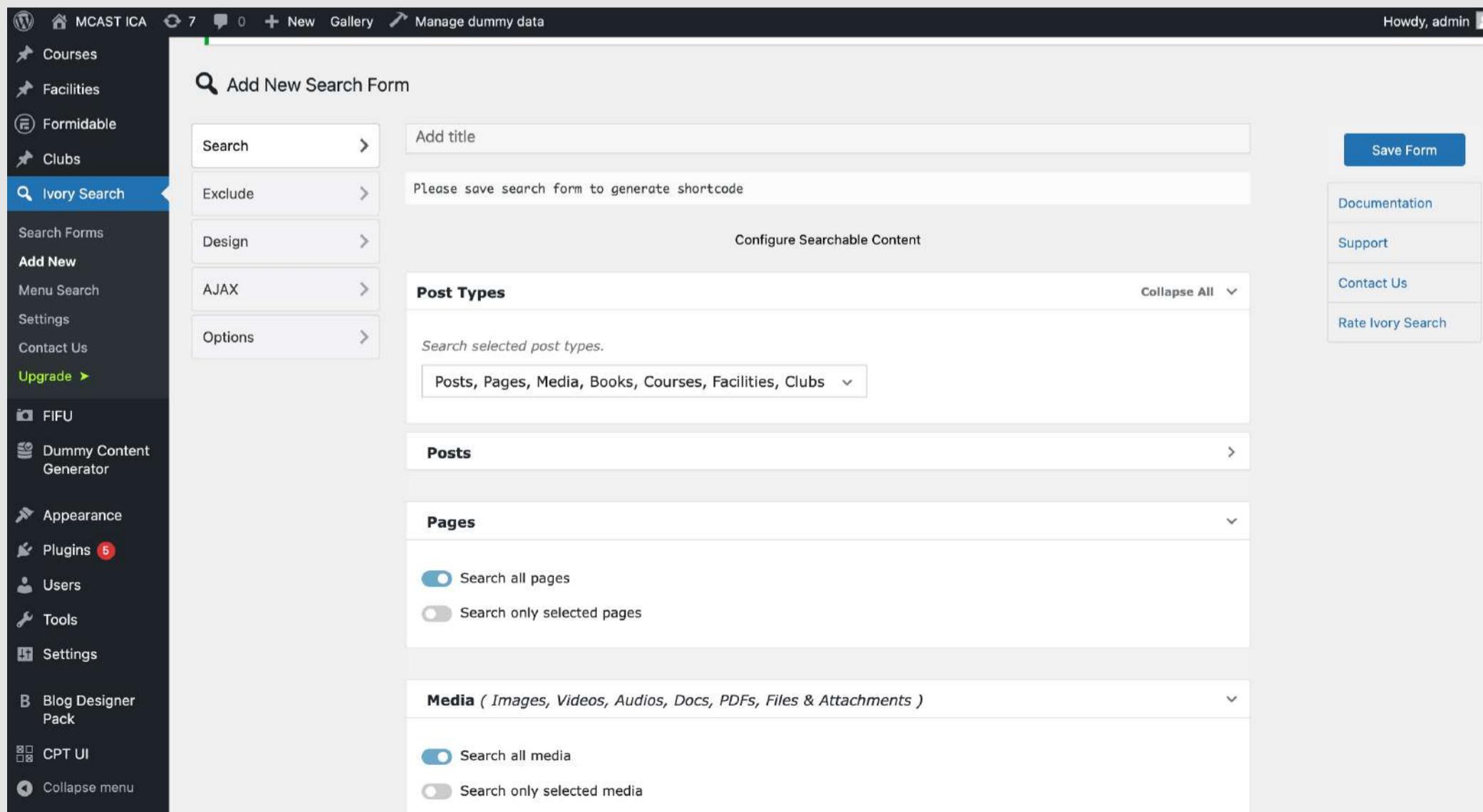
Title	Shortcode	Date
Courses Search Form	[ivory-search id="463" title="Courses Search Form"]	04/01/2024
Default Search Form	[ivory-search id="464" title="Default Search Form"]	04/01/2024
AJAX Search Form	[ivory-search id="465" title="AJAX Search Form"]	04/01/2024

At the top of the main content area, there are two notices about NextGEN Gallery deprecation. Below the notices, there is a "Search Forms" section with a red box around the "Add New Search Form" button. At the bottom of the table, there are "Bulk actions" and "Apply" buttons.

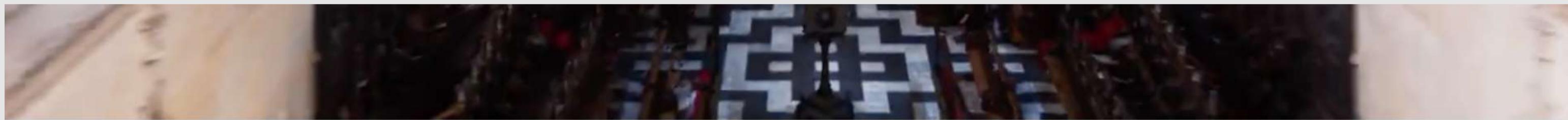
# Adding Search Form

When creating a search form, one must first give the search form a name in order to be able to refer to it and edit it if needs be at a later stage. Apart from the title, the most important setting that needs to be addressed is “**Post Types**”.

Post Types lets you choose how you will be filtering the search form. Once satisfied click on “**Save Form**”, on the right hand side in order to generate shortcode. As before the short code needs to be added to the page in order to deploy the plugin



# Example



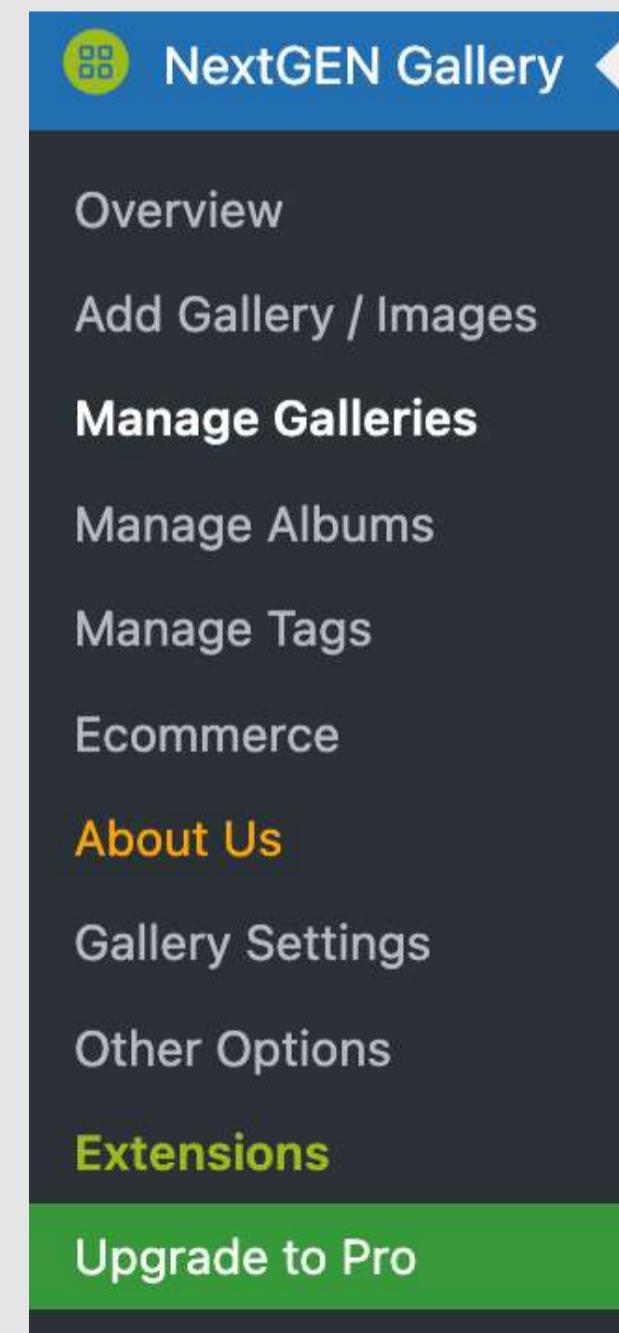
# Study at MCAST

Search Courses

# NextGEN Gallery

NextGen Gallery, is a gallery plugin which displays images in a way that adds interaction through next and previous arrows. This gallery plugin is used in the Campus section where sample images are set by default. These sample images can then be replaced to have actual images of the school campus.

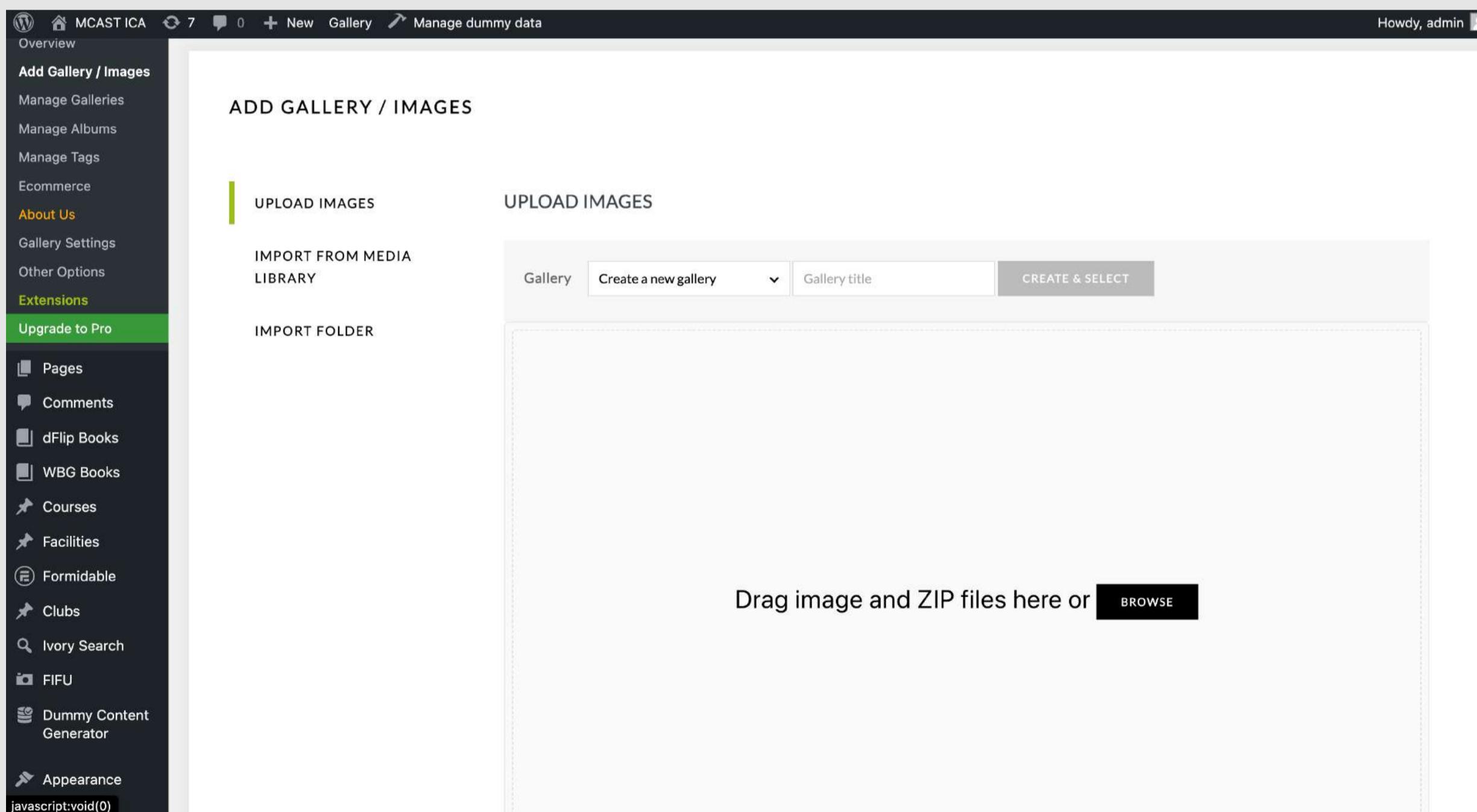
To access this plugin find “**NextGen Gallery**” on the left hand side menu. From the dropdown menu, click “**Add Gallery / Images**”



# NextGEN Gallery

To create a new gallery, enter a name in the “**Gallery Name**” input field and press on “**Create a Gallery**”. Once created, it will select the “**Test**” gallery and prompt you to either drag and drop images or browse files.

To add the gallery to the post or page, go to the editor of the post or page and select the NextGen module.



# Example



MCast

Information Academics About Us

## Gallery



**MCast MOSTA**

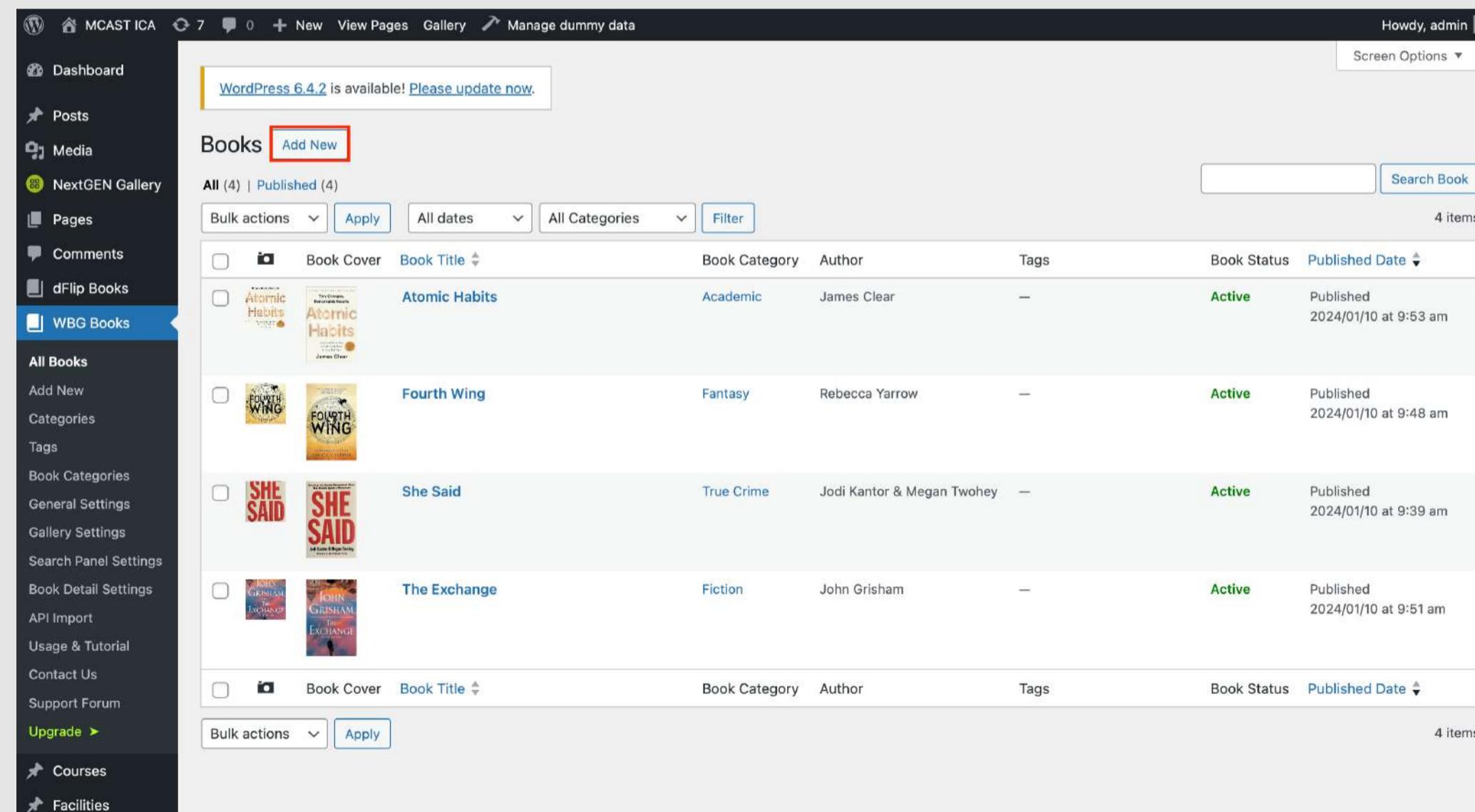
 Institute for the Creative Arts, MCAST Art & Design  
Institute Mosta



MCast

# WordPress Books Gallery

WordPress Books Gallery allows you to create the feel of a Library inside of WordPress. To access the plugin, look for “**WBG Books**” on the dashboard menu. Once in it you will see a list of book entries you have created as well as a prompt to “**Add New**”.



The screenshot shows the WordPress Books Gallery dashboard. The left sidebar includes links for Dashboard, Posts, Media, NextGEN Gallery, Pages, Comments, dFlip Books, and WBG Books (which is selected). The main area displays a table of four book entries:

	Book Cover	Book Title	Book Category	Author	Tags	Book Status	Published Date
<input type="checkbox"/>		Atomic Habits	Academic	James Clear	—	Active	Published 2024/01/10 at 9:53 am
<input type="checkbox"/>		Fourth Wing	Fantasy	Rebecca Yarrow	—	Active	Published 2024/01/10 at 9:48 am
<input type="checkbox"/>		She Said	True Crime	Jodi Kantor & Megan Twohey	—	Active	Published 2024/01/10 at 9:39 am
<input type="checkbox"/>		The Exchange	Fiction	John Grisham	—	Active	Published 2024/01/10 at 9:51 am

At the bottom of the table, there are buttons for Bulk actions and Apply. The status bar indicates there are 4 items.

# WordPress Books Gallery

When adding a new book you will be prompted to give the book a name, followed by an open text field where, if possible you can past the entire book or just the excerpt. Additionally, as you scroll down you will be asked to enter as much information about the book as possible, such as: author, publisher, etc..

The screenshot shows the WordPress admin dashboard with the 'WBG Books' plugin active. On the left, the sidebar includes links for Dashboard, Posts, Media, NextGEN Gallery, Pages, Comments, dFlip Books, WBG Books (selected), All Books, Add New, Categories, Tags, Book Categories, General Settings, Gallery Settings, Search Panel Settings, Book Detail Settings, API Import, Usage & Tutorial, Contact Us, Support Forum, Upgrade, Courses, and Facilities.

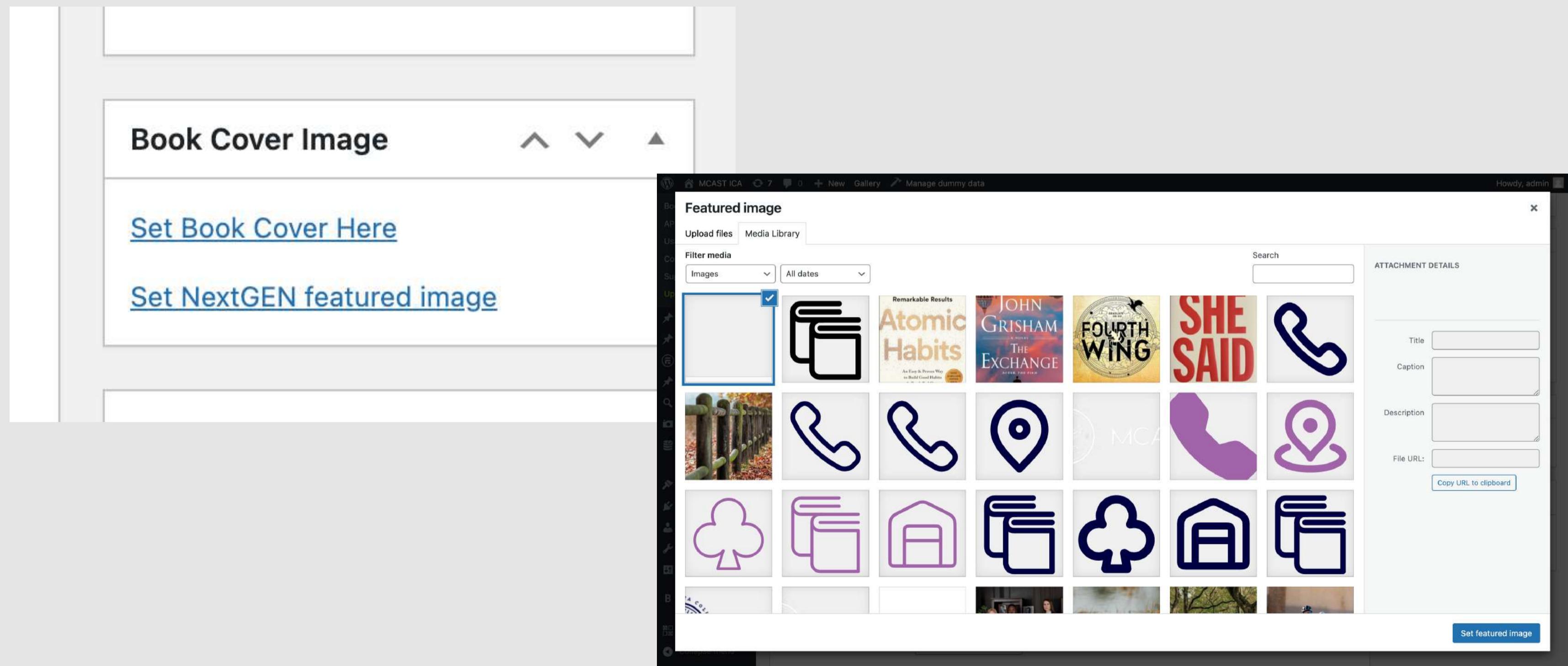
The main area displays the 'Add New Book' screen. A message at the top says 'WordPress 6.4.2 is available! Please update now.' Below it, a text input field is labeled 'Add title'. Underneath the title input is a rich text editor toolbar with options like 'Add Media', 'Formidable', and 'Add Gallery'. To the right of the editor is a 'Publish' box with 'Save Draft' and 'Preview' buttons, and status indicators for 'Draft' and 'Public' visibility.

A vertical sidebar on the right contains sections for 'Categories' (with a dropdown menu for 'All Categories' and links to 'Advanced', 'Bachelors', 'Diploma', 'Foundation', 'News', and 'Uncategorized'), 'Courses', 'Facilities', 'Formidable', 'Clubs', 'Ivory Search', 'FIFU', 'Dummy Content Generator', 'Appearance', 'Plugins (5)', 'Users', 'Tools', 'Settings', 'Blog Designer Pack', 'CPT UI', and a 'Collapse menu' button.

The right side of the screen features the 'Book Information' metabox, which includes fields for Sub Title, Primary Author, Publisher, Co-Publisher, Published On, ISBN, ISBN-13, ASIN, Pages, Country, Language, and Dimension. Each field has a 'Upgrade to Professional!' link next to it. To the right of the metabox are sections for 'Tags', 'Book Categories' (listing 'All Book Categories' and 'Most Used' categories like Academic, Fantasy, Fiction, and True Crime), 'Book Cover Image' (with 'Set Book Cover Here' and 'Set NextGEN featured image' buttons), and 'Featured image' (with 'Image URL or Keywords' and 'Preview' fields).

# WordPress Books Gallery

Lastly, in order to increase the feel of this plugin, after adding all of the books information, when scrolling down, on the right hand side select “**Set Book Cover Here**”. This will open the media library, when you can choose the appropriate image.



# Example

## Library

Book Title    ISBN-10    All Categories    All Authors    Search Books    Refresh

**Atomic Habits**  
Academic  
James Clear  
[Download](#)

**Fourth Wing**  
Fantasy  
Rebecca Yarros  
[Download](#)

**She Said**  
True Crime  
Jodi Kantor & Megan Twohey  
[Download](#)

**The Exchange**  
Fiction  
John Grisham  
[Download](#)

# User Management Functionality

# Adding a user

To add a backend user to the website, go to the dashboard of the site, and near the bottom of the menu, find the menu item “**Users**”. Once clicked you will be taken to the users page. To add a new user, click on “**Add New User**”.

The screenshot shows the WordPress admin dashboard with the "Users" page selected. A red box highlights the "Add New User" button in the top right corner of the main content area. The page displays a table of existing users, including one named "admin" with the email "dev-email@wpengine.local". The table has columns for Username, Name, Email, Role, and Posts. At the bottom of the table, there is another set of "Bulk actions" buttons and dropdown menus.

Username	Name	Email	Role	Posts
admin	—	dev-email@wpengine.local	Administrator	11
Username	Name	Email	Role	Posts

# Adding a user

Once clicked, you will be taken to a page where the details of this new user can be set. One of the most important fields to make sure is filled in and selected correctly is the “**Role**”. This is the field that dictates what the user will be able to use or do throughout the website.

The screenshot shows the 'Add New User' page in a WordPress admin interface. The left sidebar has a dark theme with various menu items like Media, NextGEN Gallery, Pages, Comments, dFlip Books, WBG Books, Courses, Facilities, Formidable, Clubs, Ivory Search, FIFU, Dummy Content Generator, Appearance, Plugins (with a red '5' badge), Users (selected and highlighted in blue), All Users, Add New User (highlighted in blue), Profile, Tools, and Settings. The main content area has a title 'Add New User' and a sub-instruction 'Create a brand new user and add them to this site.' It contains several input fields: 'Username (required)' with an empty text box; 'Email (required)' with an empty text box; 'First Name' with an empty text box; 'Last Name' with an empty text box; 'Website' with an empty text box; 'Language' with a dropdown menu set to 'Site Default'; 'Password' with a 'Generate password' button and a text box containing a generated password 'm#Synkm0i^\*z0NVLa2kecfJ\*'; a 'Hide' link next to the password field; a 'Send User Notification' checkbox which is checked; and a 'Role' dropdown menu set to 'Subscriber'. At the bottom is a blue 'Add New User' button.

# Editing a User

Once a user is created, it will appear in the user dashboard. Through this user dashboard, one can edit the user's settings as well as view the website from within that role. If the role set is different from admin, you can use this feature to see how the website behaves for a person with that role.

The screenshot shows the WordPress Admin interface for managing users. The left sidebar has a dark theme with various menu items like Dashboard, Posts, Media, etc., and the 'Users' item is currently selected, highlighted in blue. The main content area is titled 'Users' with a 'New user created.' message and a link to 'Edit user'. Below this is a table listing two users: 'admin' and 'test'. The 'test' user row has a red box around the 'Edit | Delete | View | Send password reset' links in the actions column. The table columns are 'Name', 'Email', 'Role', and 'Posts'. At the bottom of the table, there are bulk action buttons and a note about 2 items.

	Name	Email	Role	Posts
<input type="checkbox"/>	admin	dev-email@wpengine.local	Administrator	11
<input type="checkbox"/>	test	test@gmail.com	Administrator	0

# Editing a User

To edit the user, click on edit. The edit screen allows you to edit the admin colour scheme, as well as name, surname, email, etc.. Through this edit, one can also set or change a profile picture. Through this page, one is also able to add a new user.

The image consists of three side-by-side screenshots of the WordPress Admin interface, illustrating the process of editing a user.

- Screenshot 1: Edit User Test Test**  
This screenshot shows the "Edit User test test" screen. It includes sections for "Personal Options" (Visual Editor, Syntax Highlighting, Admin Color Scheme, Keyboard Shortcuts, Toolbar, Language), "Name" (First Name: test, Last Name: test, Nickname: test, Display name publicly as: test test), and "Contact Info" (Email: test@gmail.com). The "Role" dropdown is set to "Administrator".
  - Admin Color Scheme:** Offers a color palette with options like Default, Light, Modern, Blue, Coffee, Ectoplasm, Midnight, Ocean, Sunrise, and Sunset.
- Screenshot 2: Add New User**  
This screenshot shows the "Add New User" screen. It has fields for "First Name" (test), "Last Name" (test), "Nickname (required)" (test), "Display name publicly as" (test test), "Email (required)" (test@gmail.com), and "Website". The "Role" dropdown is set to "Administrator".
- Screenshot 3: Profile Picture**  
This screenshot shows the "Profile Picture" section of the user edit screen. It displays a placeholder profile picture icon and a note: "Share a little biographical information to fill out your profile. This may be shown publicly." Below it, there's a "Profile Management" section with "New Password" and "Password Reset" buttons, and an "Application Passwords" section with a note about their use.

# Deleting a User

When an employee will no longer have access to the backend of the website, the best thing to do is to delete their user account. This will safeguard the website from potential breaches or harmful activity.

To delete a user, go to the user dashboard, hover over the intended user that you wish to delete and click on “**Delete**”. Once clicked, you will be prompted to confirm deletion. If the deletion is to go through, click on “**Confirm Deletion**”.

