



## Módulu Formasaun Jestaun Plataforma Jornál Parede Dijital

Husi: Departamentu Teknolojia Informasaun no Komunikasaun,  
Sekretáriu Estadu Komunikasaun Sosiál (SEKOMS)

| Ekipa                 |                  |
|-----------------------|------------------|
| Jornál Parede Dijital |                  |
| Abilidade             |                  |
| ✓                     | Nivel Inisianta  |
| ✓                     | Nivel Intermédiu |
|                       | Nivel Avansadu   |
| Tipu Módulu           |                  |
| ✓                     | Referénsia       |
| ✓                     | Tutorial         |
| ✓                     | Prátiku          |
| Suportadores          |                  |
| ✓                     | Windows          |
| ✓                     | Internet         |



## . ALVU FORMASAUN

### **Deskrisaun**

Módulu formasaun “Jestaun Plataforma Jornál Parede Dijital” ida-ne'e destina ba profesór/a no jestór eskola ne'ebé hakarak aprende oinsá atu uza plataforma Jornál Parede Dijital eskola hodi publika perfil eskola nian, atividade aprendizajen sira, no publika produtividade estudante atraves plataforma ne'e. Módulu ne'e apresenta iha lian Tetun no kobre tópiku sira tuir mai ne'e:

### **Espera katak husi formasaun ne'e partisipante sira:**

1. Komprende saida maka domínio, hosting no website sira
2. Komprende dashboard & navegasaun
3. Komprende jestaun utilizadór website nian
4. Komprende konteúdu no jestaun pájina nian

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## **. INTRODUSAUN**

### **1. Domíniu**

Domíniu maka naran úniku ida ne'ebé maka sai hanesan enderesu ba ita-boot nia website iha internet (hanesan google.com)

### **2. Hosting**

Hosting maka espasu ka servidor iha internet ne'ebé maka rai hotu dadus ka arkivu, imajen, vídeo, skript sira no dadus sira seluk ne'ebé maka halo parte iha ita-boot nia website.

### **3. Website**

Website hanesan koleksaun pájina ne'ebé bele asesu husi públiku no kontein konteúdu hanesan testu, imajen, ka vídeo.

### **4. Content Management System (CMS)**

Sistema jestaun konteúdu (Inglés: Content Management System) maka software ne'ebé bele ajuda utilizadór sira atu kria, organiza, no muda konteúdu iha website.

CMS mós permite utilizadór sira atu kolabora iha kriaun, edita, no produsaun konteúdu dijitál simultaneamente.

CMS sira ne'ebé popular maka WordPress, Joomla, Drupal, Magento no Shopify. CMS sira halo fasil atu jere konteúdu website nian la presiza abilidade programasaun ne'ebé klean.

### **5. Page Builder**

Page Builder maka plugin ka ferramenta software ne'ebé permite utilizadór sira atu kria, edita, no personaliza layout no elementu pájina website, la presiza abilidade programasaun hanesan HTML, PHP, ka CSS. Instrumentu ida-ne'e funciona ho karakterístika drag-and-drop, ne'ebé permite utilizadór sira atu aumenta ho fasil elementu sira hanesan testu, imajen, vídeo, no botaun sira ho fasil. Page Builder ajuda poupa tempu no simplifika prosesu dezeñu website nian, ba ema ne'ebe foin aprende no profisionál sira.

Ezemplu sira husi Page Builder pájina sira ne'ebé popular maka Elementor, Divi Builder, no Beaver Builder ba plataforma WordPress.

## **. DASHBOARD NO MENU**

### **1. Dashboard**

Dashboard nu'udar pájina prinsipál hafoin login tama ba plataforma laran. Dashboard hatudu sumáriu ida kona-ba posting sira foin lalais ne'e, komentáriu sira, no atualizasaun ba sistema plataforma nian.

Painél dashboard mos disponivel Widget sira inklui: atividade, notícia sira, no atalho / shorcut sira ba asesu lalais nian.

### **2. Posts**

Menu Post maka elementu fundamentál ida atu harii no jere konteúdu website nian. Iha ne'e maka ita-boot, nu'udar utilizadór, bele kria tipu oioin hosi konteúdu testu nian, hanesan notícia, artigu sira, blog, anúnsiu ka avizu, no istória sira.

### **3. Media**

Menu Media nia funsaun prinsipál maka atu sai hanesan sentru sentrál ida ba jestaun arkivu sira-ne'e, hodi permite utilizadór sira atu aumenta, organiza, edita, no hamoos konteúdu multimédia hodi halo sira nia website sai interesante no informativu liután.

Media iha ne'e refere ba imajen oioin, vídeo, áudiu, no dokumentu sira ne'ebé maka hasai no uza iha website ida, ne'ebé maka rai no jere liuhosi Media Library.

### **4. Pages**

Menu Pages sira iha plataforma website maka seksaun ida hosi painél dashboard nian ne'ebé uza hodi kria, jere, no edita pájina estátika sira iha ita-boot nia website, hanesan pájina sira "Kona-ba Ami" ka "Kontaktu", ne'ebé normalmente mosu iha parte oin hosi sítiu.

### **5. Comments**

Menu Comments maka menu ida iha dashboard ne'ebé permite ita-boot atu haree sumáriu ida hosi komentáriu sira iha post ida. Iha menu komentáriu sira-ne'e, ita-boot sei hetan funsaun barak ne'ebé permite ita-boot atu modera komentáriu ruma ne'ebé simu iha post ida, hanesan aprova, hatán, edita, ka hamoos spam ka komentáriu negativu sira.

### **6. Appearance**

Menu Appearance iha painél dashboard maka seksaun ida atu jere no organiza aparénsia vizuál husi ita-boot nia website, inklui tema sira, widget sira, menu navegasaun nian, background sira, no personalizasaun vizuál sira seluk atu koresponde ho ita-boot nia identidade marka nian.

### **7. Plugins**

Menu Plugins WordPress nian maka parte ida hosi painél dashboard nian ne'ebé permite ita-boot atu buka, instala, jere, no ativa plugin oioin ne'ebé eziste ona hodi habelar funcionalidade no karakterístika sira hosi ita-boot nia website, hanesan aumenta funsaun loja online, hametin seguransa, ka optimiza Search Engine Optimization.

## 8. Users

Menu Users iha dashboard maka área iha painél ne'ebé ita-boot bele haree, aumenta, edita, hamoos, no muda lisensa (papél) utilizadór nian iha ita-boot nia sítu ka website. Utilizadór ida-idak iha papél espesífiku, hanesan Administradór (Administrator), Editór (Editor), Hakerek-na'in (Author), Kontributór (Contributor), no Subskritór (Subscriber), ne'ebé determina saida maka sira bele halo iha sítu.

## 9. Settings

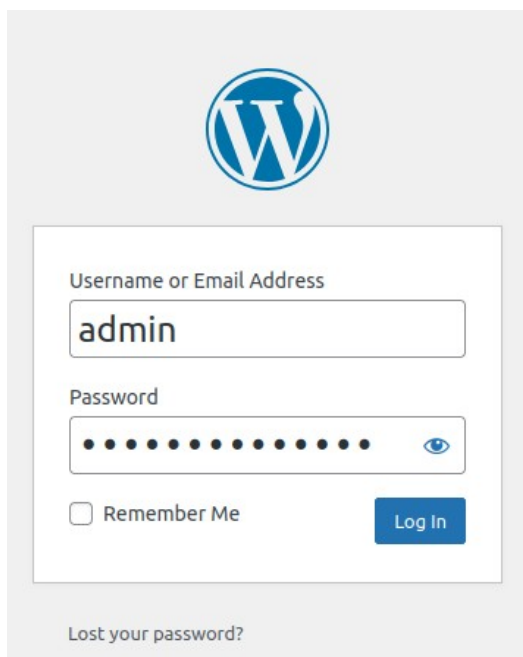
Menu Settings (Konfigurasaun) iha dashboard maka kolesaun opsaun sira atu configura ita-boot nia website nia funsaun prinsipál sira, hanesan ita-boot nia naran sítu, slogan, formatu data no oras, no konfigurasaun sira ba leitura, diskusaun, mídia, no permalink sira. Ita-boot bele hetan menu ida-ne'e iha ita-boot nia painél dashboard no ida-ne'e permite ita-boot atu kontrola hahalok no funcionalidade báziku sira hosi ita-boot nia sítu.

# . PRÁTIKA

## 1. Tama Ba Dashboard

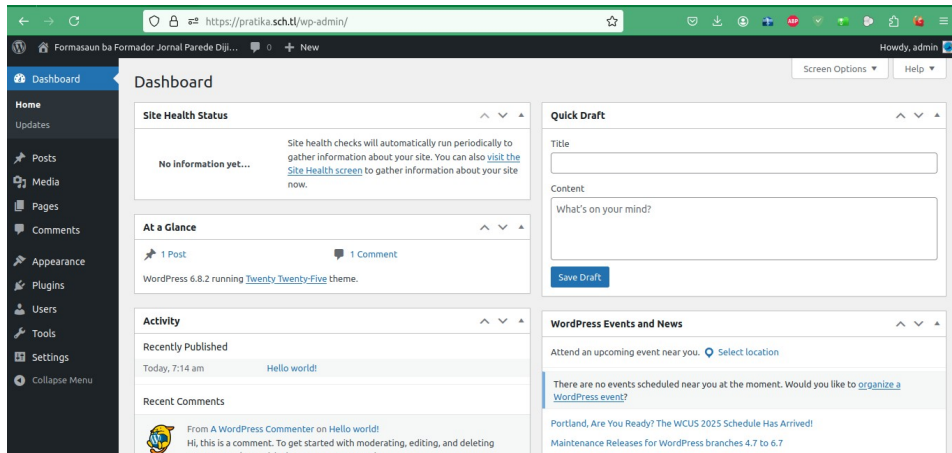
### 1.1. Login

1. Loke plataforma website ezemplu <https://pratika.sch.tl/wp-admin> (ajusta tuir ita-boot nia enderesu domínio)
2. Hatama username no password nian ne'ebé maka fornese ona antes.



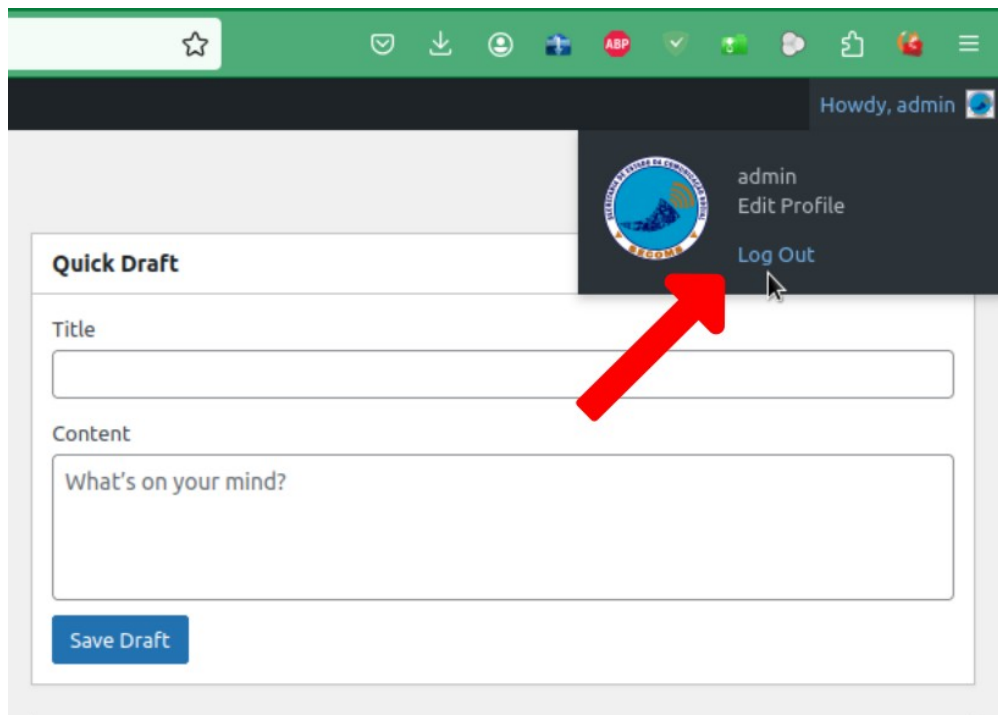
A screenshot of the WordPress login interface. At the top center is the WordPress logo (a blue 'W' inside a circle). Below it is a white rectangular form with a light gray border. Inside the form, the text 'Username or Email Address' is above a text input field containing the word 'admin'. Below that, the text 'Password' is above a password input field represented by a series of black dots, with a blue eye icon to its right for toggling visibility. At the bottom left of the form is a checkbox labeled 'Remember Me'. At the bottom right is a blue button with the text 'Log In' in white. Below the entire form, the text 'Lost your password?' is displayed in a smaller, lighter font.

3. Bainhira pájina dashboard mosu hanesan ezemplu iha kraik, ida-ne'e signifika katak ita-boot login ho susesu.

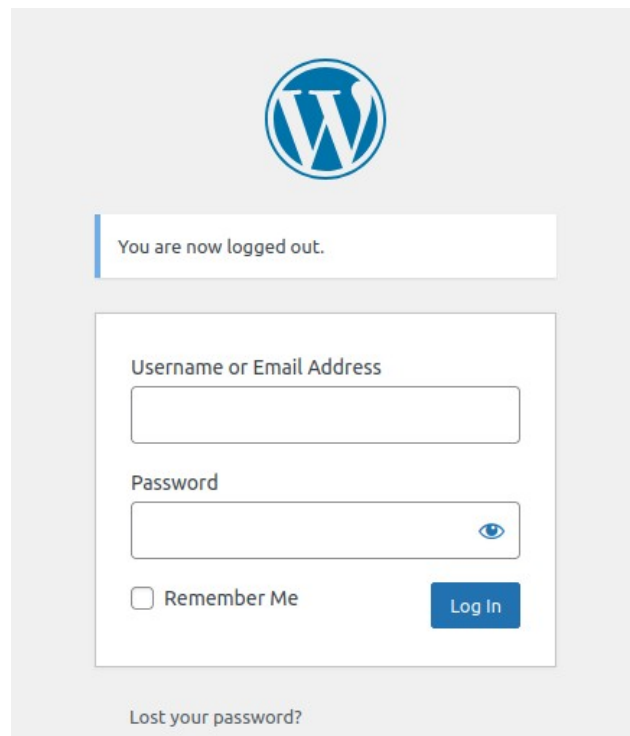


## 1.2. Logout

1. Klik iha kantu leten, hafoin hili opsaun "Log Out".



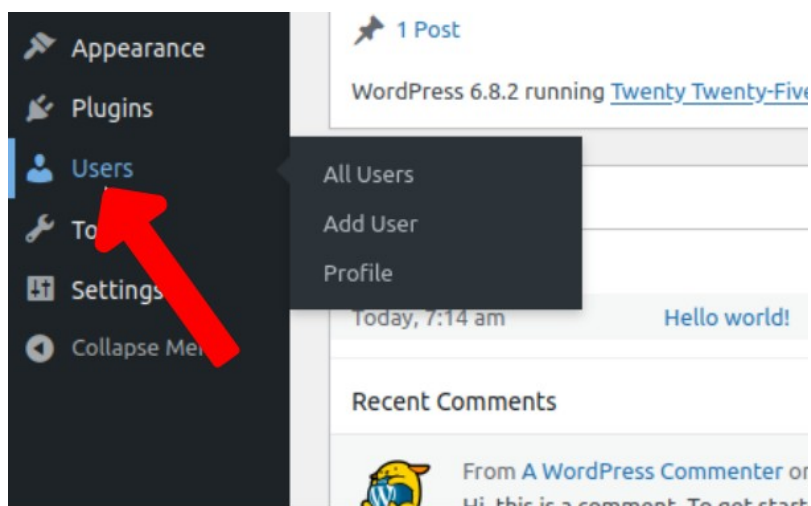
2. Karik mosu pájina hanesan ezemplu tuir mai, ita-bo'ot susesu ona sai husi pájina dashboard.



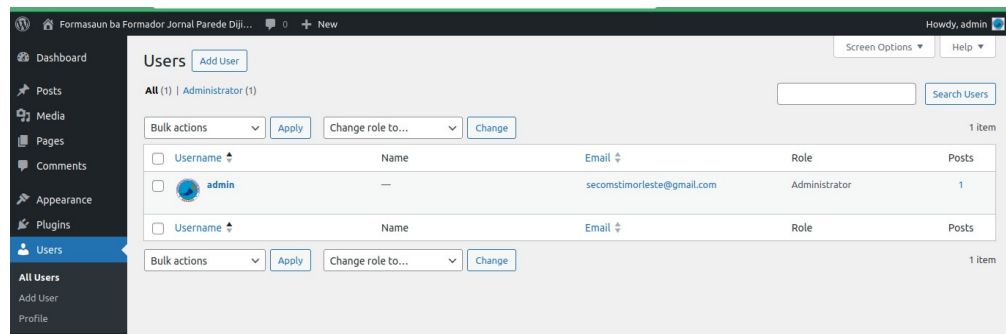
## 2. Jestaun Utilizadór

### 2.1. Kria konta utilizadór

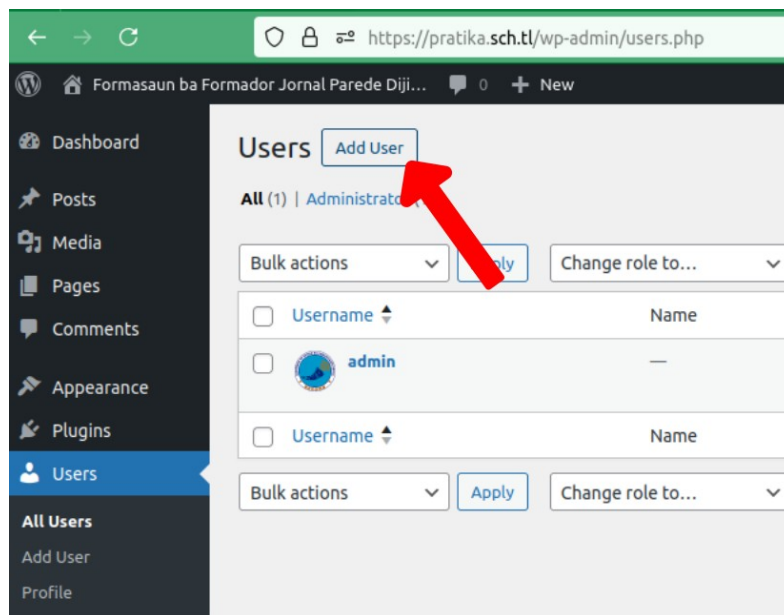
1. Klik ba menu “Users”



2. Hafoin ne'e sei mosu pájina Users hanesan ezemplu iha kraik.



3. Kontinua hodi hili butaun “Add User”



4. Hatama informasaun utilizadór hanesan ezemplu tuir mai ne'e, no kontinua klik ba butaun “Add User”

## Add User

Create a brand new user and add them to this site.

**Username (required)**

**First Name**

**Last Name**

**Website**

**Password** [Generate password](#)

[Hide](#)

**Send User Notification** ☒ Send the new user an email about their account

**Role**

[Add User](#)

5. Bainhira mosu pájina lista utilizadór ho informasaun "New user created" hanesan ezemplu imajen iha kraik ne'e, signifika ita-bo'ot susesu ona kria konta ba utilizadór foun.

New user created. [Edit user](#)

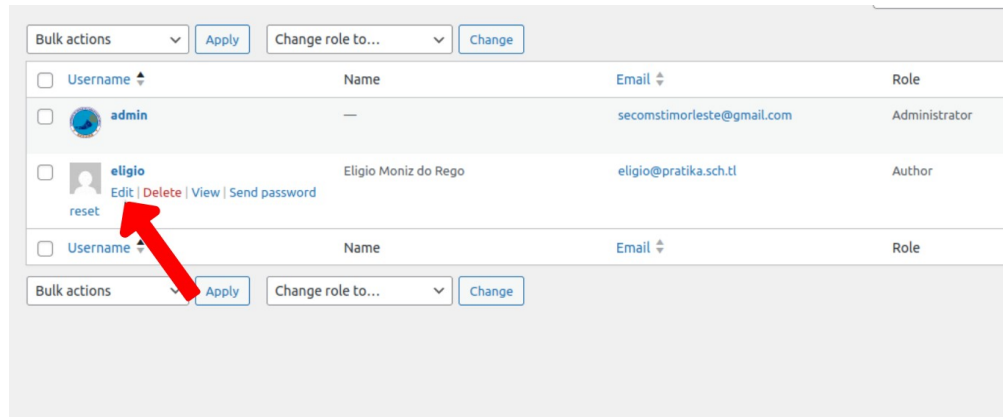
All (2) | Administrator (1) | Author (1)

[Bulk actions](#) [Apply](#) [Change role to...](#) [Change](#) [Search Users](#) 2 items

| <input type="checkbox"/> | Username | Name                 | Email                        | Role          | Posts |
|--------------------------|----------|----------------------|------------------------------|---------------|-------|
| <input type="checkbox"/> | admin    | —                    | secomstimatorleste@gmail.com | Administrator | 1     |
| <input type="checkbox"/> | eligio   | Eligio Moniz do Rego | eligio@pratika.sch.tl        | Author        | 0     |

## 2.2. Muda Permissaun Utilizadór

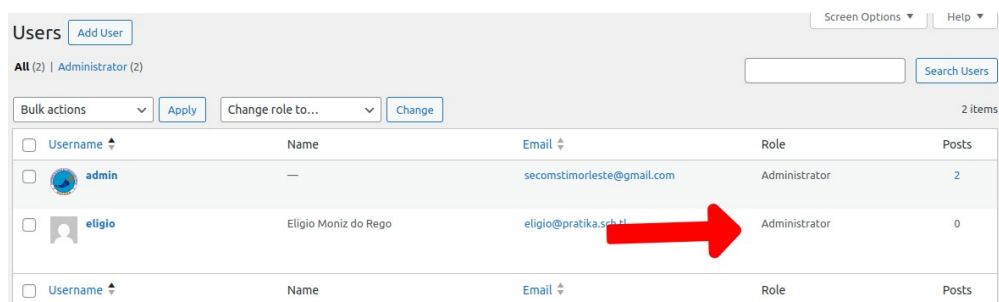
1. Login ba painél dashboard ho konta **Administrator**, hafoin ne'e hili ba menu **"User"**, continua klik ba konta utilizadór no hili **"Edit"**.



2. Bainhira mosu pájina **"Edit User"**, buka opsaun **"Role"** no depois hili kategoria permissaun ezemplu **"Administrator"** no continua klik ba butaun **"Update User"**.

This screenshot shows the 'Edit User' form for the user 'eligio'. The form includes fields for 'Username' (locked), 'Role' (dropdown), 'First Name', 'Last Name', 'Nickname (required)', and 'Display name publicly as'. The 'Role' dropdown menu is open, showing options: 'Author', 'Subscriber', 'Contributor', 'Author', 'Editor', 'Administrator' (highlighted with a green bar and a red arrow), and '— No role for this site'. The 'Display name publicly as' dropdown is set to 'Eligio Moniz do Rego'.

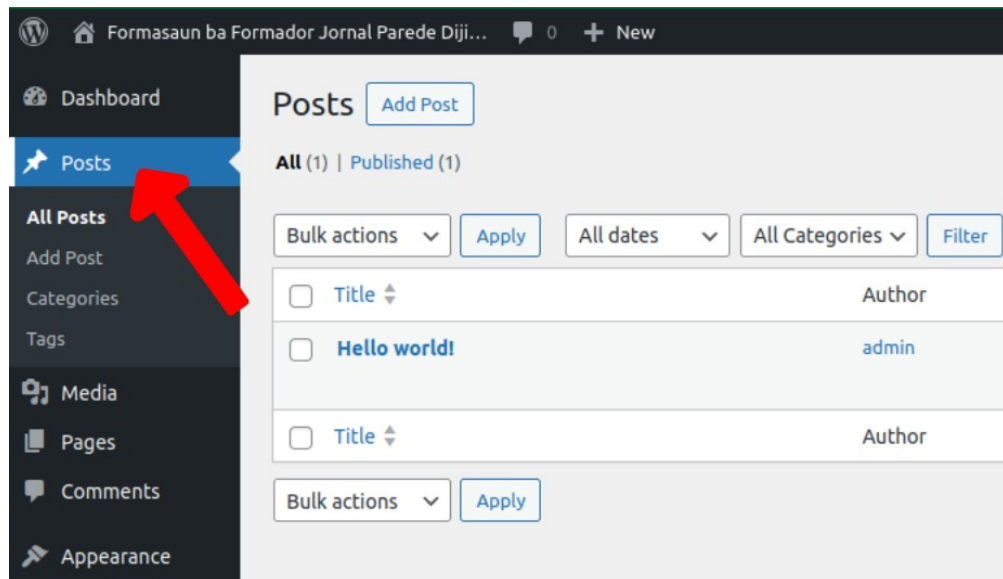
3. Klik fali ba menu **"Users"**, no depois bele haree fila-fali rezultadu mudansa ba konta utilizadór ne'e.



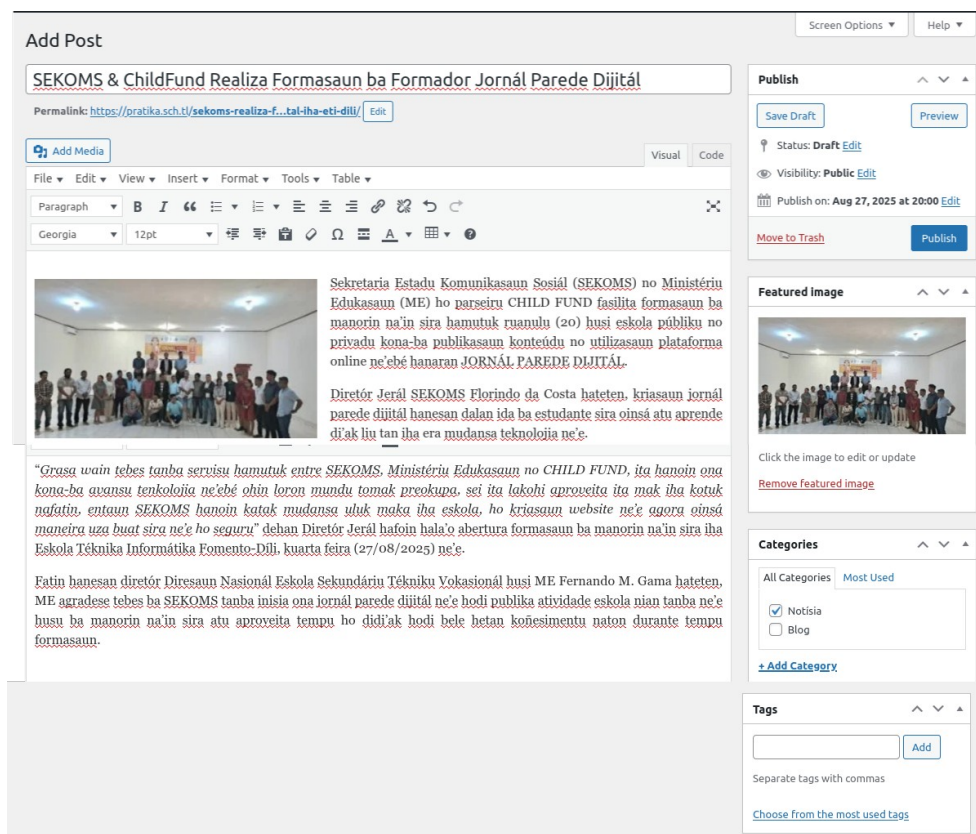
### 3. Kria Post & Page

#### 3.1. Kria Post

1. Klik ba menu "Posts"

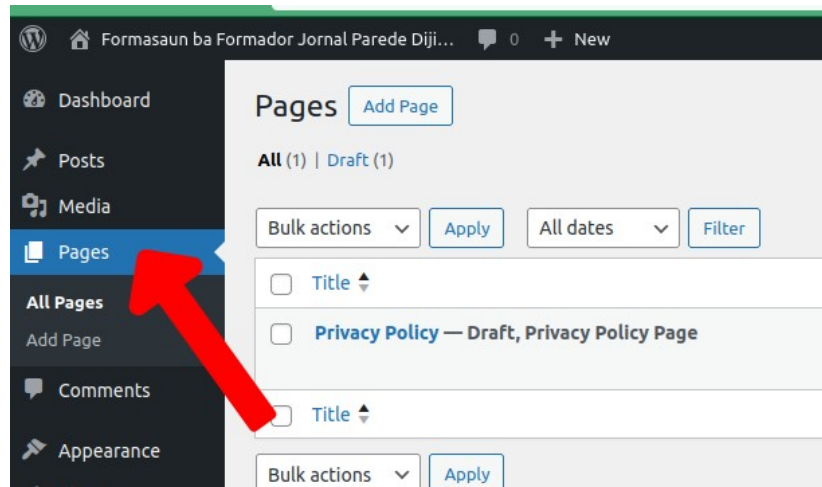


2. Kontinua hodi hili butaun "Add Post" no hahu kria post hodi hatama títulu, prenxe konteúdu post inklui imajen, hatama "Featured image", hili ka kria kategoria no seluktan, hafoin ne'e kontinua hili butaun "Publish" hodi publika artigu ne'e.

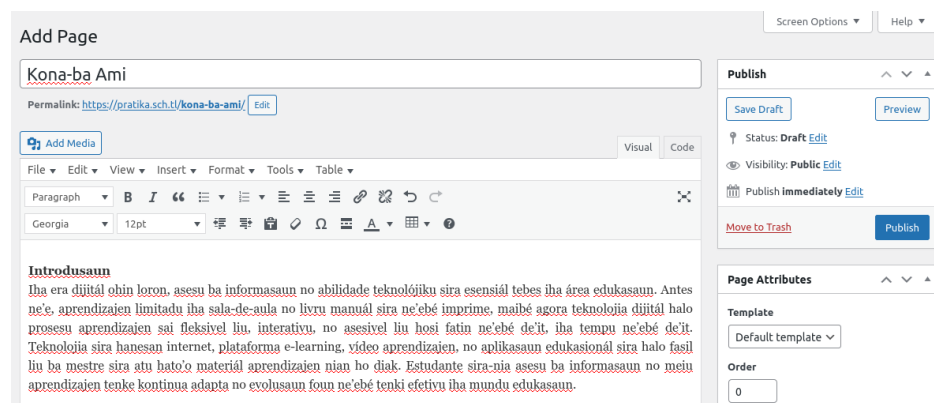


## 3.2. Kria Page

1. Klik ba menu "Page"



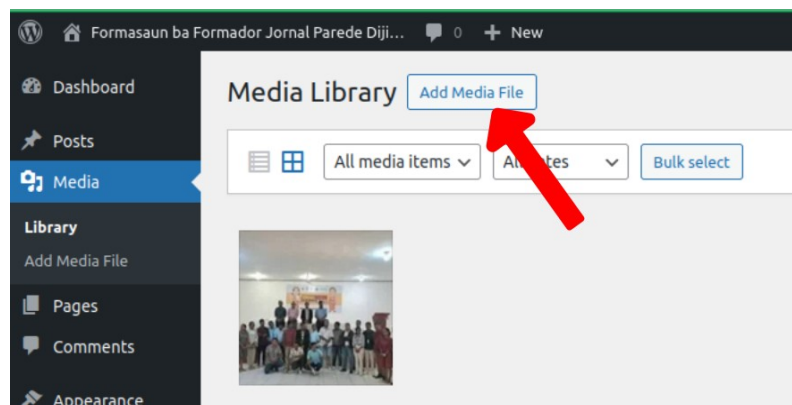
2. Kontinua hodi hili butaun "Add Page" depois ita hatama título ba pájina ne'ebe ita atu kria, ezemplu pájina "Kona-ba Ami" hafoin ne'e hili butaun "Publish" hodi publika pájina foun ne'e.



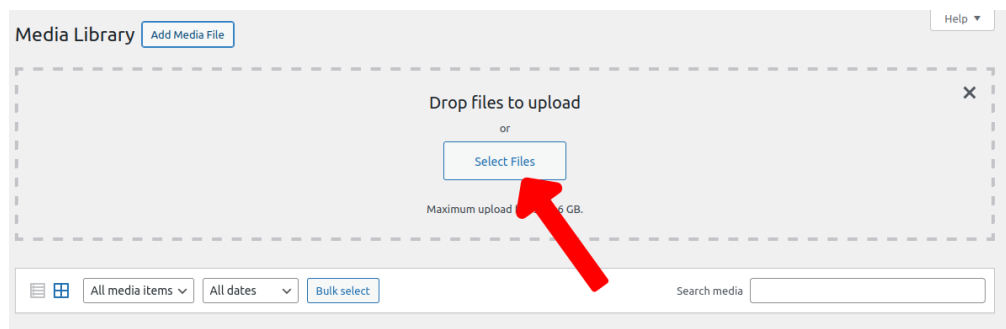
## 4. Jere Arkivu Dokumentus

### 4.1. Upload Dokumentus

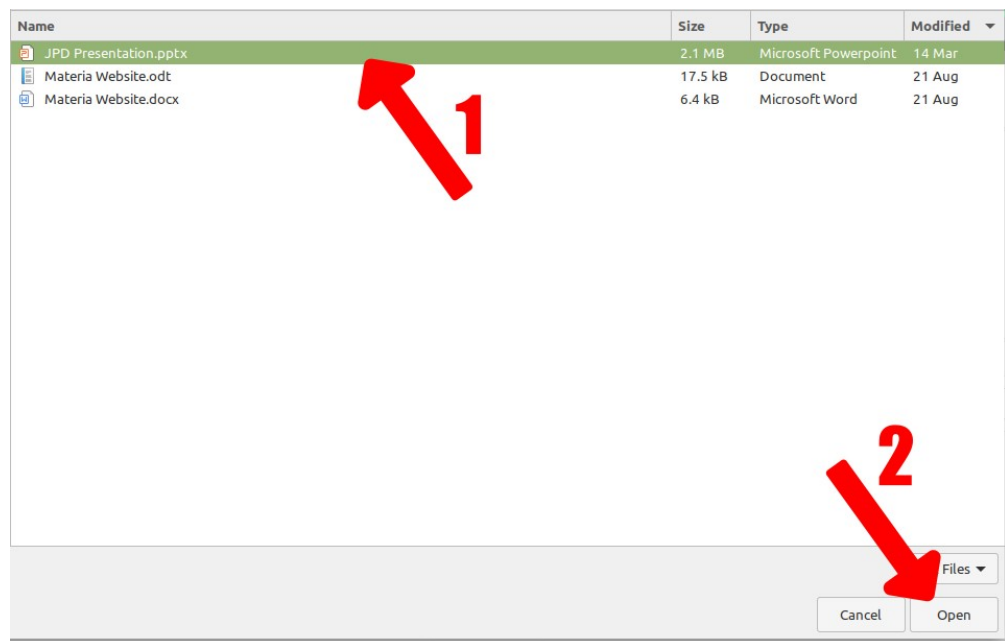
1. Klik ba menu "Media", hafoin ne'e klik ba butaun "Add Media File".



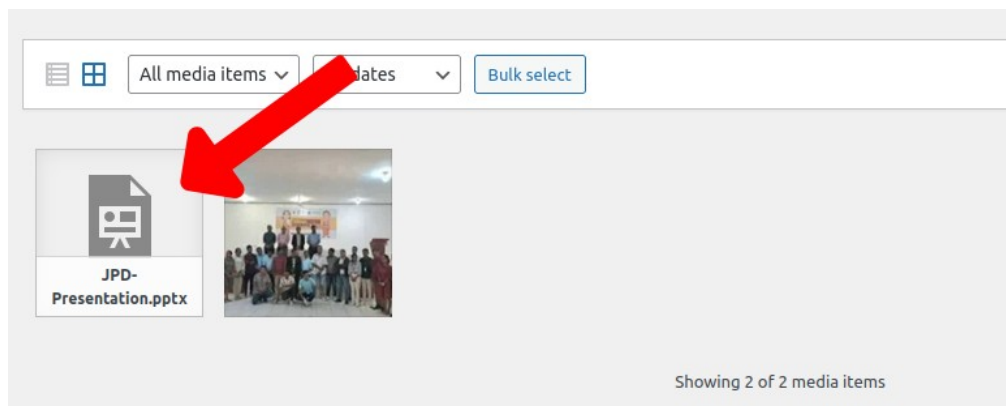
2. Kontinua hili butaun "Select Files".



3. Buka no hili dokumentus ne'ebe ita atu upload, hafoin ne'e klik ba butaun "Open".

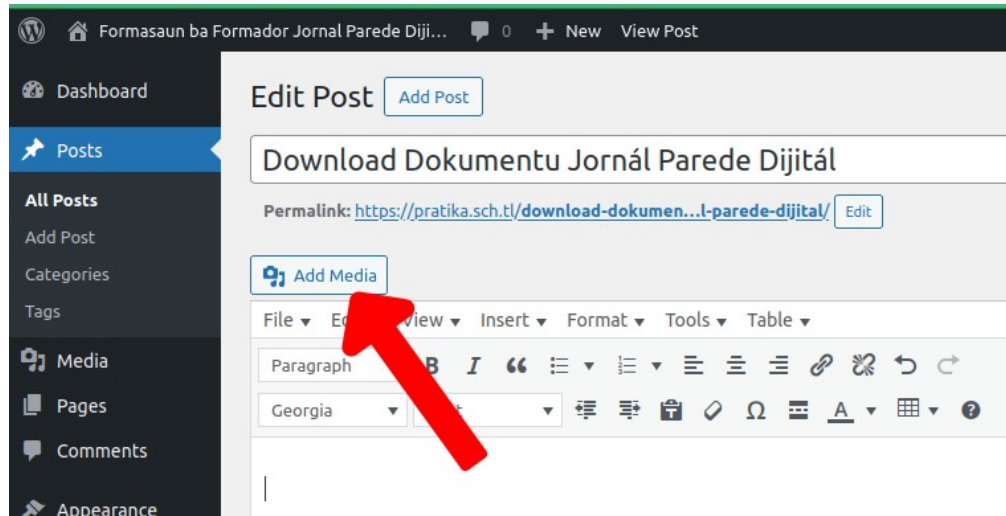


4. Depois dokumentus ne'e sei mosu iha pájina **Media Library** hanesan ezemplu tuir mai ne'e.

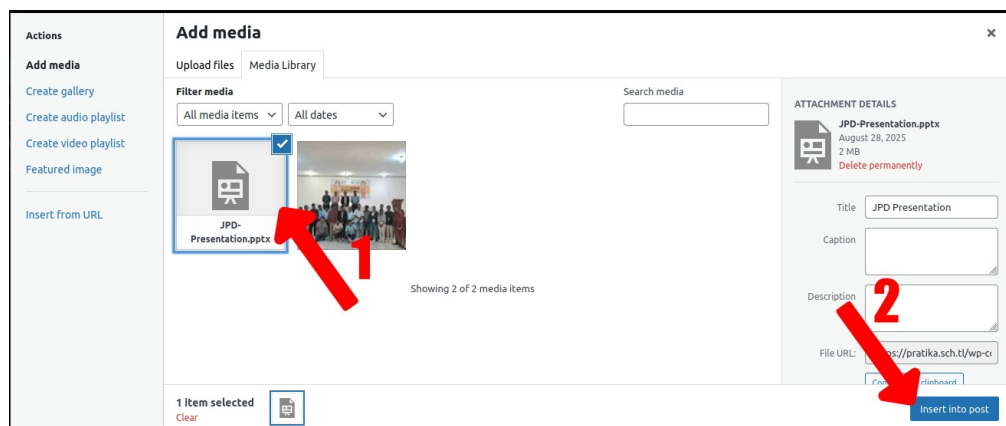


## 4.2. Kria Download Dokumentus

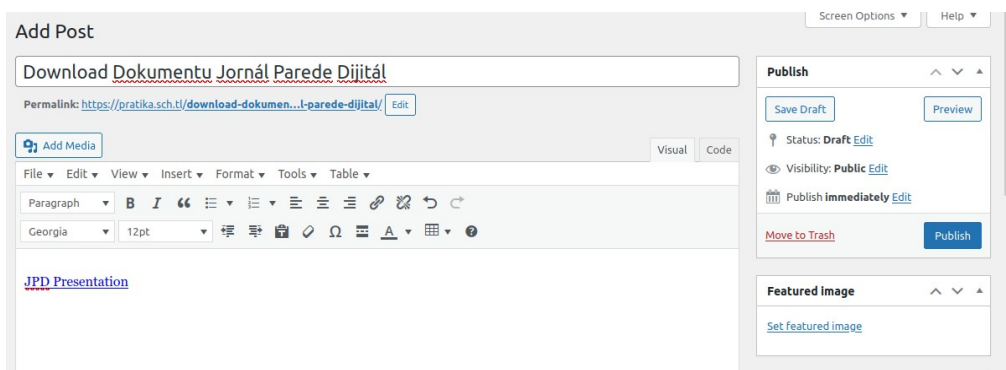
1. Klik ba menu "**Posts**" depois hili butaun "**Add Post**", hatama título, no kontinua hili butaun "**Add Media**".



2. Iha pájina "**Add Media**", hili dokumentu no depois kontinua klik ba butaun "**Insert into post**".



3. Hafoin hatama ona dokumentus, klik ba butaun "**Publish**".



## . REFERÊNCIA

1. <http://www.wikipedia.org>
2. <http://www.wordpress.com>
3. <https://www.hostinger.com/id/tutorial/cms-terbaik>