



OPERATIONAL GUIDE : EQUALIZER KDN



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OVERVIEW

In Equalizer, the option to beautify your portal is endless. With Equalizer, even users that are not equipped with web programming language can easily edited the site layout arrangement, adding new portlet or even changing the background colour of the portal can be done in a flash.



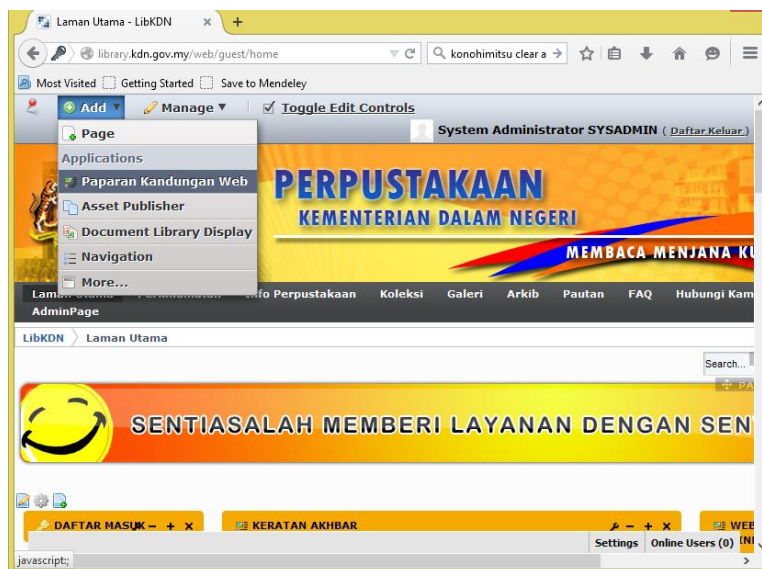
Below are the steps for some of the most common changes that can be done in Equalizer. Users need to **log in** as **System Administrator** to administer all the steps listed in this operational guide.

Before users can proceed, users need to understand the meaning of portlet as Equalizer consisted of either a single portlet or combinations of portlets in a single web page. In Equalizer, a **portlet** is also known as **Web Content Display / Paparan Kandungan Web**.

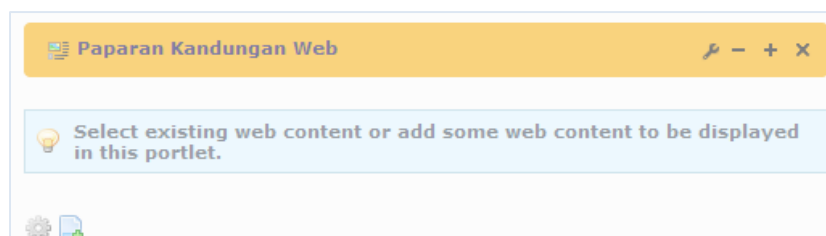
ADD & EDIT WEB CONTENT DISPLAY / PORTLET

Understanding **Portlet / Paparan Kandungan Web** : a Web-based component that will process requests and generate dynamic content. The end-user would essentially see a portlet as being a specialized content area within a Web page that occupies a small window in the portal page. The portlet provides users with the capability to customize the content, appearance and position of the portlet.

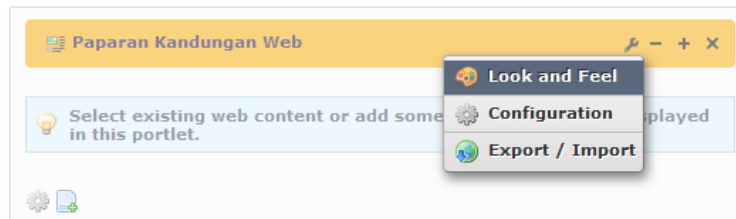
1. Click on **Add** drop down option – **Paparan Kandungan Web** (under **Application**).



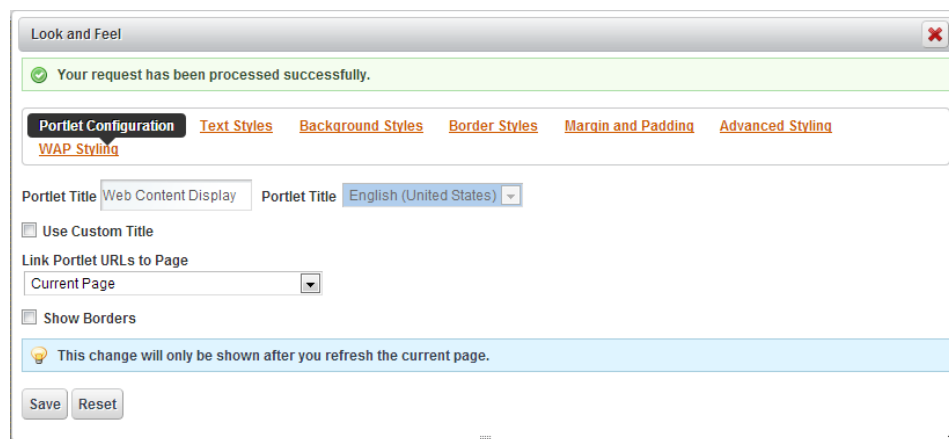
2. To edit the properties of the newly added Paparan Kandungan Web, click on the icon below;



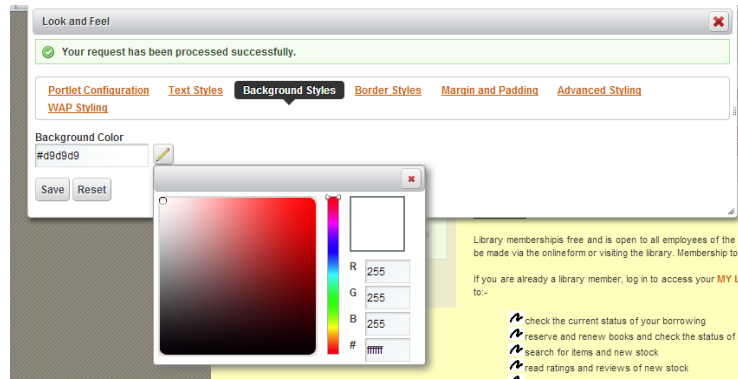
- From the dropdown option, select **Look and Feel**.



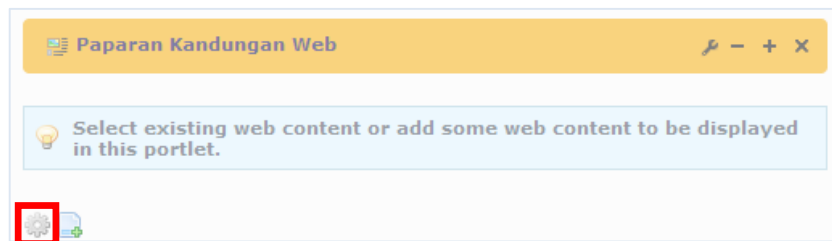
- From the dropdown option, select **Look and Feel**. The display below will be displayed. There are a few options that can be changed under the function of 'Look and Feel'.
- Users can change the Text Styles, Background Styles, Border Styles, Margin and Padding aside from the Portlet Configuration standard option. For more advanced users, there are also Advanced Styling and WAP Styling.



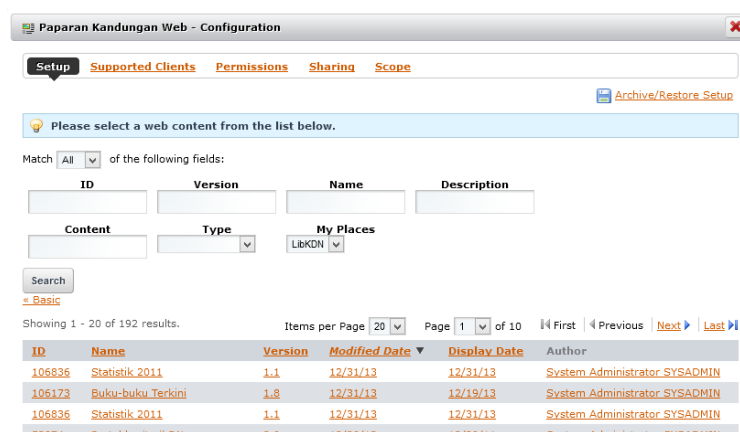
- To change the background color, click on **Background Styles** link. Users can either type the color code eg.; #d9d9d9 or user can use the color picker to select the desired color.
- Click button **Save** once done with color selection.



8. The changes will be applied accordingly. To add in items into the Web Content Display, click onto **Select Web Content** icon 



9. To add Menu item into the portlet, click **Setup** when the **Web Content Display menu** popped up. Fill in the ID of the navigation menu (**14021**) – Click **Search**.

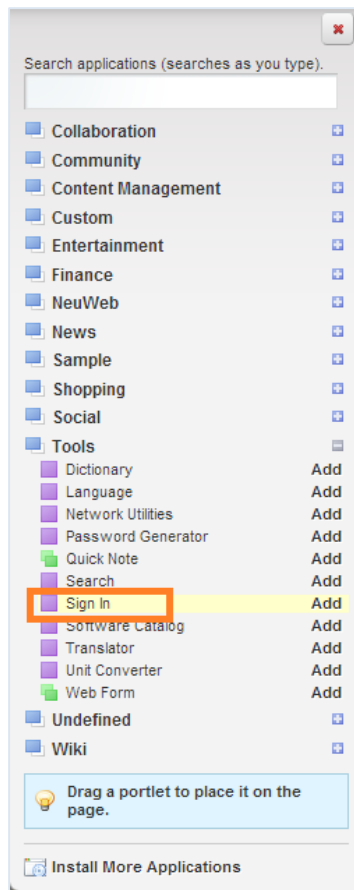


10. Click button **Save**.

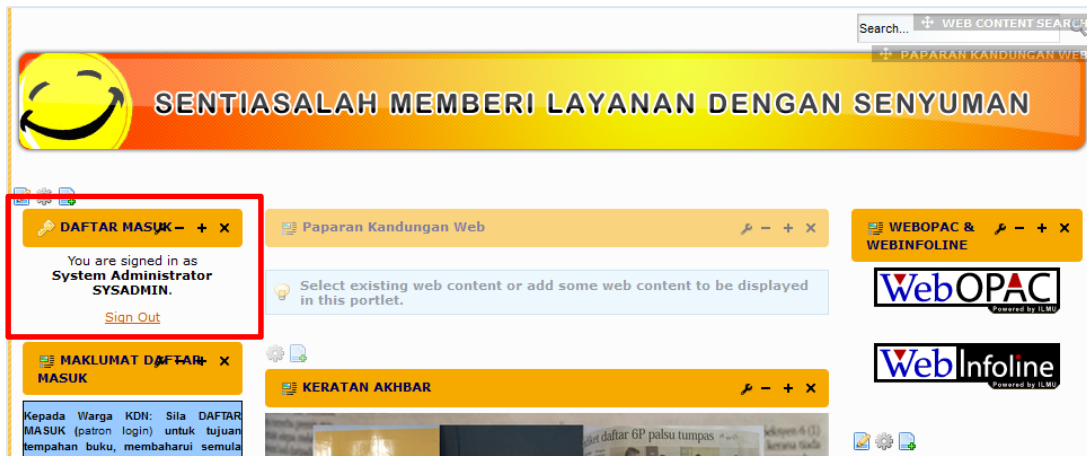
ADD SIGN IN

Aside from the Navigation menu as per above steps, users can also added in **Sign In / Log In** option to a portlet / Paparan Kandungan Web. To add in Sign In option to the portal, follow the steps below;

1. Click **Add – Tools – Sign In**. Click the link **Add** to add in the portlet option into the portal.



2. The output will be as below;



ADD WEB OPAC

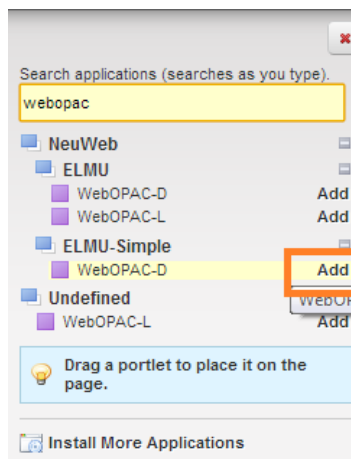
With Equalizer, some of ILMU functionally had already been portletized and can be added into the portlet. Example is adding in Web Opac Search function into the portlet of the portal.

Follow the steps below;

1. Click on **Add – More**



2. The list will expand more and show a list of ELMU portlet option. Choose **ELMU – Simple** (this option will only display a Search option) – Click **Add** to add in the portlet into the page

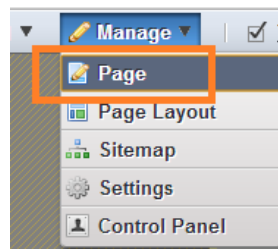


3. WebOPAC portlet will be inserted into the page.

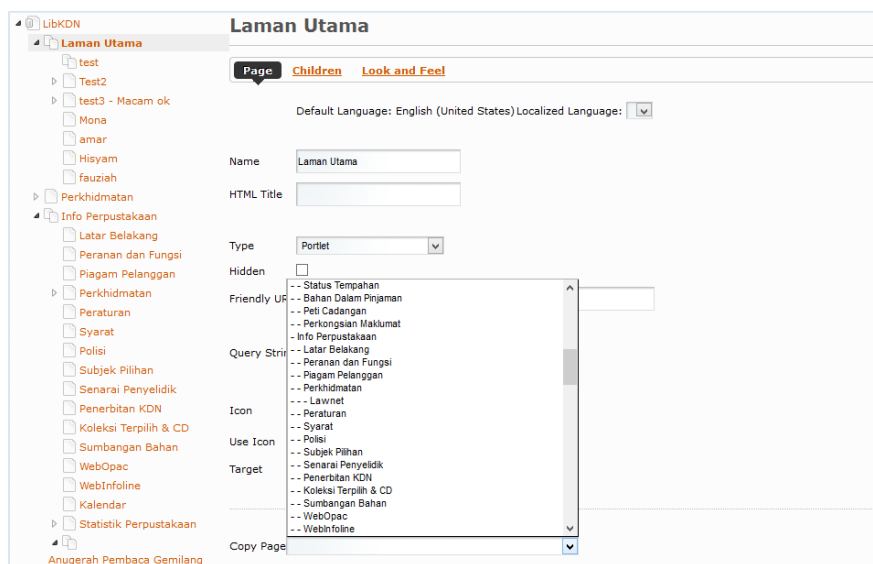
COPY PAGE

Understanding Copy Page : It's function allow users to duplicate / replace a page easily along with all it's content inclusive of its navigation menu (if available). To do a 'copy page', follow the steps below;

1. Open the page that needed to be '**replaced**' (also known as **target page**).
2. Go to **Manage - Page**



3. The page below will be displayed. From the **Copy Page** dropdown option, select the **Source** / page to be copied from.



4. Click Save to finalize the selection.
5. Click Return to Full Page to return back to the updated page.

The screenshot shows the 'Pengurusan Laman Portal' (Portal Page Management) interface. The breadcrumb trail is 'LibKDN > Laman Utama > LibKDN > Pengurusan Laman'. The main title is 'Pengurusan Laman Portal' with a 'Kembali' (Back) link. Below the title are tabs for 'Pages', 'Look and Feel', and 'Export / Import'. The 'Pages' tab is active, showing a tree view of the site structure. The 'Laman Utama' (Home) page is selected. The configuration form for 'Laman Utama' includes fields for 'Name' (Laman Utama), 'HTML Title', 'Type' (Portlet), 'Hidden' (checkbox), 'Friendly URL' (http://library.kdn.gov.my/web/guest/home), 'Query String', 'Icon' (Browse...), and 'Use Icon' (checkbox). The 'Default Language' is set to 'English (United States)' and the 'Localized Language' is set to 'v'.

LibKDN > Laman Utama > LibKDN > Pengurusan Laman

Pengurusan Laman Portal [Kembali](#)

Pages **Look and Feel** **Export / Import**

LibKDN

- Laman Utama**
 - test
 - Test2
 - test3 - Macam ok
 - Mona
 - amar
 - Hiayam
 - fauziah
 - Perkhidmatan
 - Info Perpustakaan
 - Latar Belakang
 - Peranan dan Fungsi
 - Piagam Pelanggan
 - Perkhidmatan
 - Peraturan
 - Syarat
 - Polisi
 - Subjek Pilihan
 - Senarai Penyelidik
 - Penerbitan KDN
 - Koleksi Terpilih & CD
 - Sumbangan Bahan

Laman Utama

Page: **Children** **Look and Feel**

Default Language: English (United States) Localized Language: **v**

Name: Laman Utama

HTML Title:

Type: Portlet

Hidden: ☐

Friendly URL: http://library.kdn.gov.my/web/guest/home

For example, /news.



Query String:

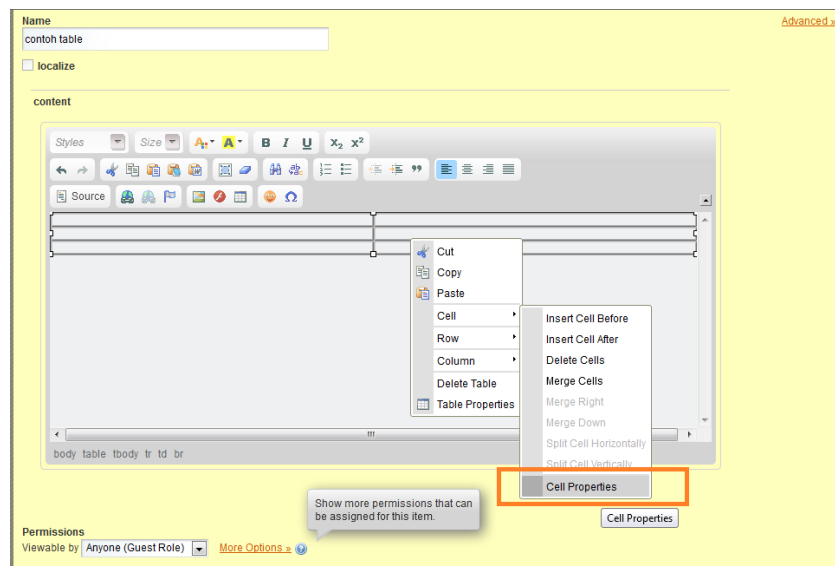
Icon: [Browse...](#) No file selected.

Use Icon: ☐

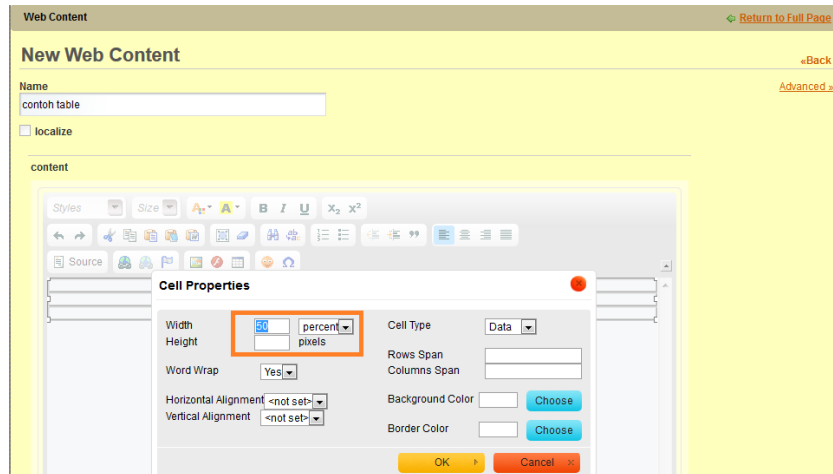
CREATE TABLE

A Paparan Kandungan Web not only can added a pre-ported menu, it can also included a table into users's portal page. To add a table into the page, simply follow the steps below;

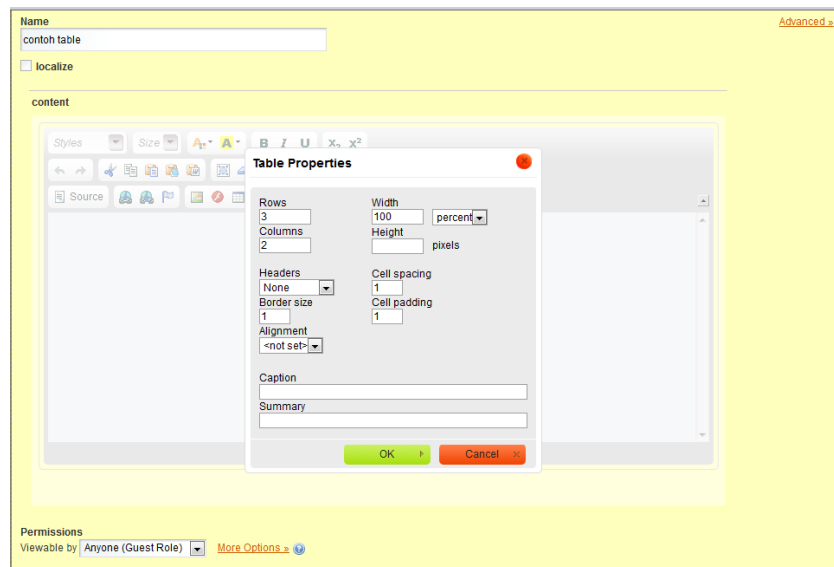
1. Click on  icon from the portal page. The below display will appeared.
2. Click – from the menu click on **Table** icon . A table can be edited by right clicking the table and select either **Cell**, **Row**, **Column** or **Table Properties**.
3. A **Cell** dropdown contains the options in the figure below;



4. To define the properties of a cell, click on **Cell Properties**. Thus, a cell can be customized according to users' taste. Once done, click **OK**.



5. With a **Table Properties**, users can define the total number of **Rows** and **Columns** to be added to the table. Users may also define the **Header** and assortments of other options. Once done, click **OK**.



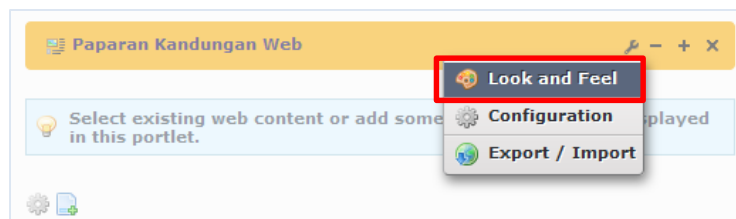
PADDING

Understanding Padding : The distance between the portlets borders and the content within it. Padding is usually used to create a more desirable display.

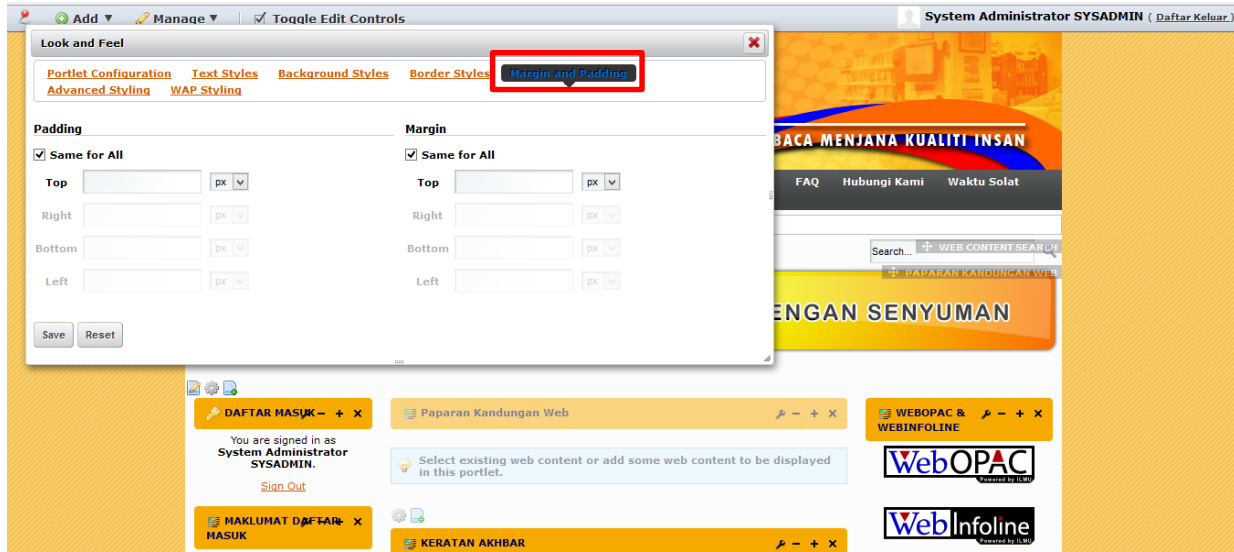
1. Click on **Add** drop down option – **Paparan Kandungan Web** (under **Application**).
2. To edit the properties of the newly added Web Content Display, click on the icon below;



3. From the dropdown option, select **Look and Feel**.



4. From **Look and Feel** – click **Margin and Padding**. Change the **Padding Properties** as required.



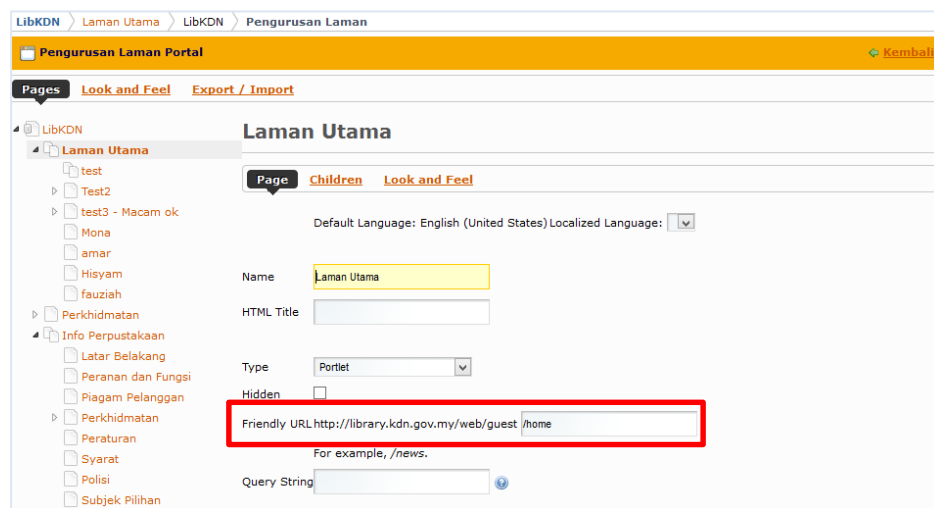
CHANGING THE PAGE 'FRIENDLY URL'

Understanding '**Friendly URL**' : URL that were used as a referral in a hyperlink to '**call/redirect**' a certain page.


1. Click **Manage - Page**



1. From **Page** option, go to **Friendly URL** – fill in the designated name
2. Click **Save**

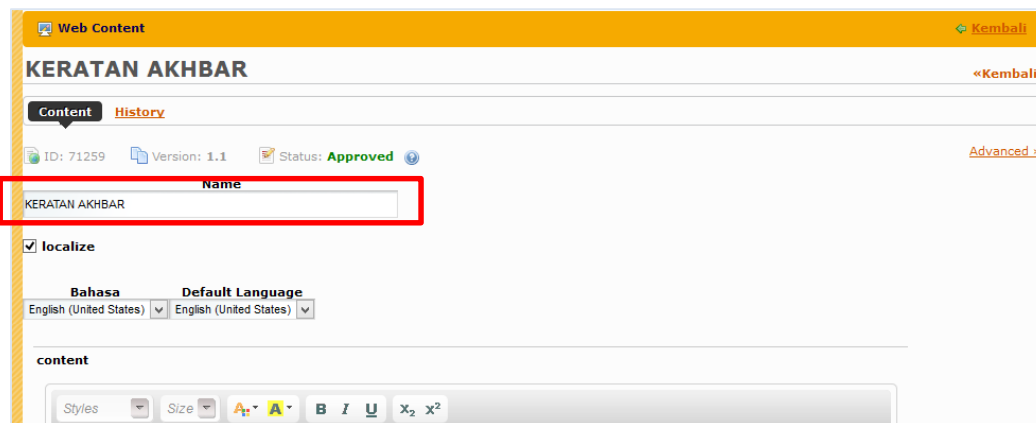


CHANGE TITLE NAME

1. The **title** of the portal page can be change via the Paparan Kandungan Web option. Click on  icon.






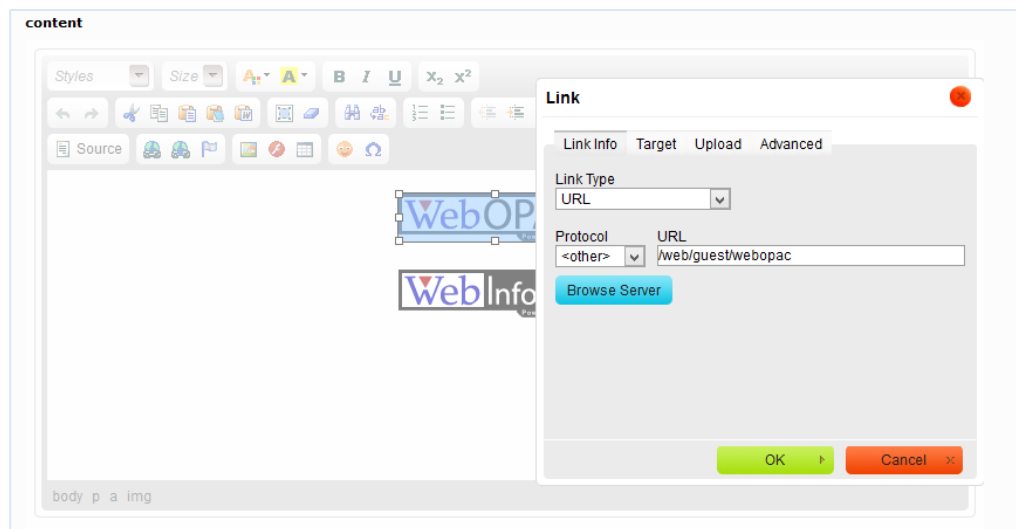
2. From the **Content** display, edit the **Name** column – Click button **Save**.
3. The name of the page will be changed accordingly to the changes that have been made.



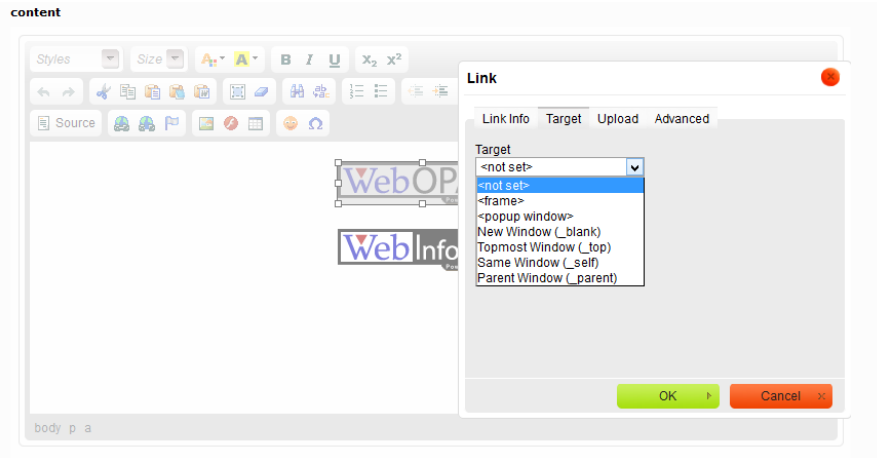
CREATE LINKS VIA IMAGE / WORDS

Hyperlinks can be created via clicking on words or by clicking on image. To create a hyperlink via an image or words, follow the steps below;

1. Click on  icon. To add an **image** into the content area, click on  and **Browse** for desired image press **OK**.
2. Highlights the words/sentence that needed to be converted into link. For image; to make the image '**linkable**', click on  icon.
3. Change the protocol to **http://** and set the **URL** accordingly. Click button **OK**.



4. To set the new page as **separate** new window, choose the dropdown as **New Window** (as in figure below). Click **OK** when done.





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