



Content Management System

***Maintaining Content
for
www.westbury-sub-mendip.org.uk***

(version A.1)

Evolution Computing
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1. Content

1.	Content	2
2.	Introduction	3
3.	Organisation of web pages	3
4.	Sections, Categories & Content Items	4
5.	General formatting for Content Items	5
6.	Exceptions to general formatting	6
6.1.	Top Menu	6
6.2.	Main Menu	7
6.3.	User Menu	10
7.	Creating Content	11
7.1.	Creating a Content Item	11
7.2.	On Authors, Editors and Publishers	12
7.3.	Creating a diary event	13
8.	Uploading files	14
8.1.	Accessing files	14
8.2.	Accessing image files	14
8.3.	Creating a picture gallery	15
9.	Advanced	15
9.1.	Logging onto Joomla	15
9.2.	Publishing Events	15
9.3.	Uploading files with Joomla	16
9.4.	Locking published articles	17
9.5.	Adding Contacts	17
9.6.	Adding pictures to articles	17
9.7.	Adding and Approving Links	19
10.	Site Statistics	21
11.	Appendix – Sections and Categories	22
12.	Appendix – Email Addresses	23
13.	Appendix – "How to" summary	23
14.	Appendix – FTP Settings	25
14.1.	Data	25
14.2.	Images	25
15.	Accessing Joomla	25
15.1.	Joomla manager/ administrator	25

2. Introduction

The website for Westbury-sub-Mendip is a editable by many users using a Content Management System (CMS). This document outlines the structure of the website and the use of the CMS.

The site uses **Joomla!** for content management. Joomla¹ is a very comprehensive CMS supporting not only user-editable content but also a host of other features that the site will not yet be using (secure areas, user polls, shops, selectable website templates, discussion boards, etc, etc).

3. Organisation of web pages



The site is built from many areas

The principle areas for interaction with the user are the **Main Menu** and the **Main Area**. To explain the other areas...

- Top Menu – a reduced set of the main menu items
- Search – a search engine for content on the site
- Diary – effectively a menu item that brings up a full diary in the Main Area

¹ Officially Joomla has a trailing exclamation mark but that just gets too tedious to type.

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- User Menu – additional menu items for users who have registered
- Banner – banner adverts; these can be paid/free and controlled in impressions made
- Fixed ads – advert text and links as written by Max
- Google ads – adverts based on the content of the rest of the site
- Fixed links – links to village organisations

For pages that need extra width in the main area it is possible to remove the Fixed and Google adverts.



Some content needs a larger MAIN AREA

4. Sections, Categories & Content Items

The bulk of Joomla content is organised into a hierarchical structure. **Sections** contain **Categories**. Categories contain the **Content Items** for display.

The sections created for the Westbury-sub-Mendip site are:

- **News** – for newsworthy articles
- **Important** – one article from this section is displayed underneath the standard article(s) for the home page

- **General Information** – to contain general & unchanging information about the village; intended to hold articles for the home page
- **Church** – this contains a category for each of the organisations based around the church in the village
- **Organisations** – this contains many categories; one for each of the organisations in the village
- **Help** – for helpful articles; a bit of a FAQ (Frequently Asked Questions) for the website, village and other matters
- **Amenities** – containing a category for each of the amenities in the village; initially populated with two categories (shop & pub)
- **History** – containing historical information about the village
- **Events** – set up for reports on past events

For a full list of sections and categories, please refer to Appendix A

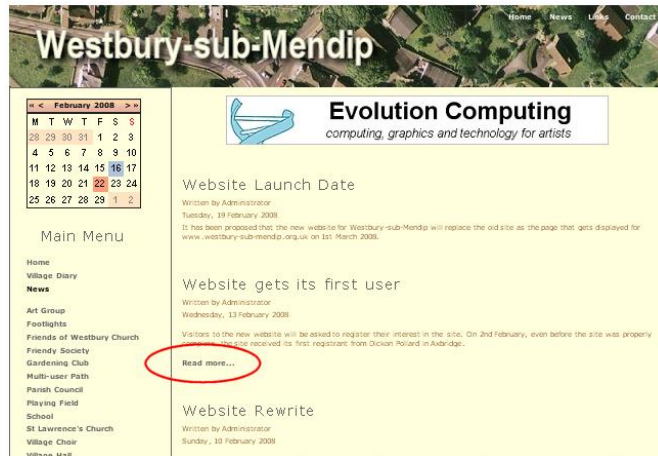
5. General formatting for Content Items

Most of the menu items simply display content items from one or more categories or a section one after the other.



The Amenities menu item displays all items in the Amenities section

Long articles may be configured to display an introduction with an option to show more text.

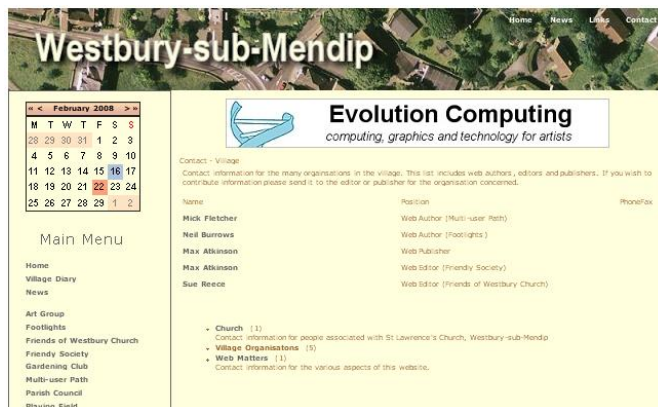


Long articles have a more... option

6. Exceptions to general formatting

6.1. Top Menu

6.1.1 Contact



Village Contacts are accessed through the top menu

6.2. Main Menu

6.2.1 Gallery



An interactive gallery is available

6.2.2 Home



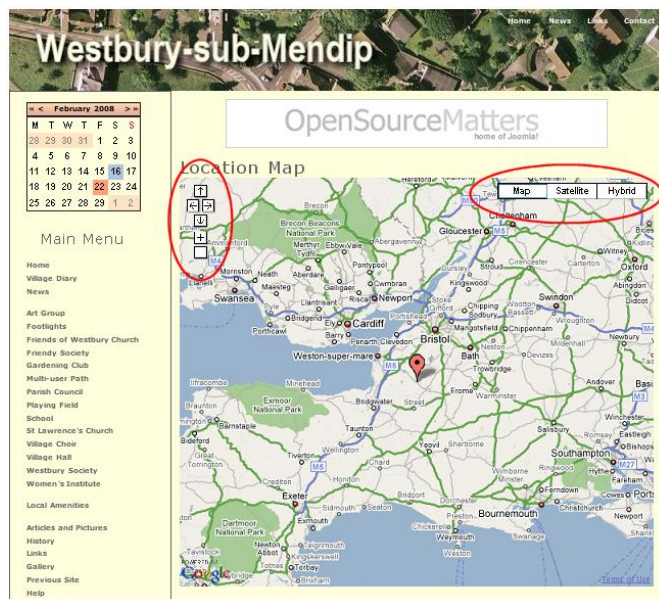
The home page randomly displays an item from the Important section

6.2.3 Links



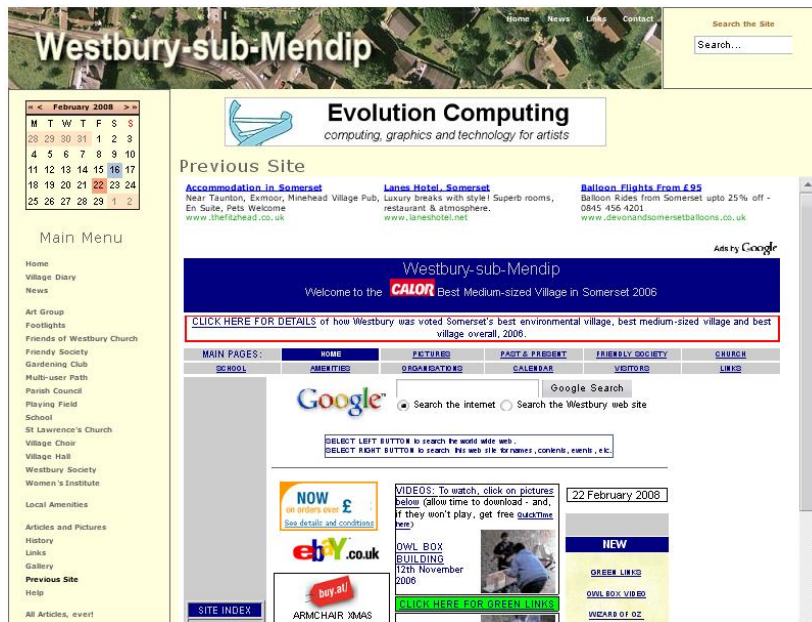
Links are categorised; the categories may be changed

6.2.4 Location Map



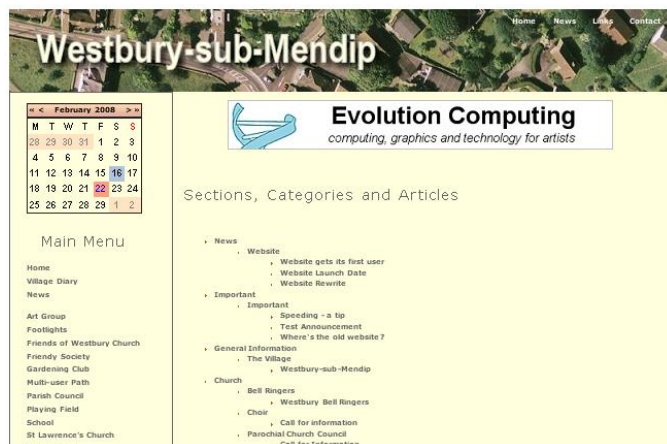
The location map is interactive

6.2.5 Previous Site



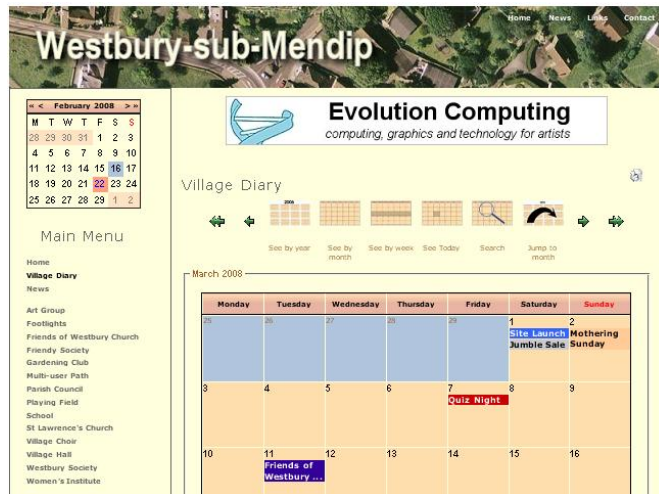
The previous site is available as an archive facility

6.2.6 Sections/Categories



Sections/Categories acts like a sitemap

6.2.7 Village Diary



More on the village diary later...

6.3. User Menu

6.3.1 Create Content

This allows registered users who have been designated as author, editor or publisher to write content items (articles) for the site.

6.3.2 Submit a Link



Any registered user may submit a link for authorisation

7. Creating Content

The following, "Creating a Content Item" is taken from the help article on the website...

7.1. Creating a Content Item

7.1.1 Step 1 - Get registered

The first step to becoming a web author is to register on the site. Use the link at the bottom of the menu on the left and follow instructions. Registering involves a few steps so that we know who we're dealing with

- Click the registration button and fill in the form. The username can be whatever you want ("Evoman" for instance) but please supply your real name and email address. Choose your password.
- Note - your account is not yet active
- We will send an email to the address you gave.
- Click on the link to activate your account.

7.1.2 Step 2 - Get promoted to a web author

- Contact the webmaster and ask to become an author. This might take a few days.
- Once you are an author you will see an extra menu item at the bottom of the left-hand panel. Click on Create Content to display the list of all sections in the website.
- Note that only one section is shown in the image on the right
- See sections and categories for how the content for the website is structured.

7.1.3 Step 3 - Create an article

Click on Create Content to display the list of all sections in the website.

- Select the section in which you want to create an article and you will be taken to the editor page.
- Add a title.
- Select a category.
- Type your text...
 - introductory text goes in the first box.

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- text displayed with the more... link goes in the second box.



It's best to stick to a limited set of formatting functions

7.1.4 Step 4 - Save or Discard

- save and close your article with the floppy disk button.
- save and keep editing with the tick button.
- discard all edits with the cross button.

7.1.5 Step 5 - Now What?

Your article is not published straight away. It must be reviewed by a website editor/publisher who will review your article and mark it for publication on the website.

7.2. On Authors, Editors and Publishers

The ability to create and publish articles on the website is controlled by user privileges. Joomla defines four types of user...

Registered – These users may login to the site. Registered users can submit links but can't contribute content, but being registered may allow them access to other areas.

Author - These users may post content by a link in the User Menu. For new content, they can select options to show the item on the front page and select dates for publishing but they cannot directly publish any content. When content is submitted by Authors, they receive the message, "Thanks for your submission. Your submission will now be reviewed before being posted to the site."

Authors can edit their own submitted articles but only when that article has been published and is visible.



Articles that may be edited have an edit button

Editor - These users may to post and edit any (not just their own) content item. They can also edit content that has not been published. Unpublished articles will be displayed in

the "All Items, ever" list. Editors cannot, publish or change the publishing status of any articles, even their own.

Publisher - These users may post, edit and publish any (not just their own) content item. Publishers can review all articles, edit and change publishing options but they can also determine when an article is ready for publication (thus making it visible to Registered, Author and the Unregistered Public)

WARNING: Once an article is published the original author will be able to edit it and changes are effective immediately!

7.3. Creating a diary event

The screenshot shows the Westbury-sub-Mendip website. At the top, there's a banner for 'LEND ME YOUR EARS' with the text 'ALL YOU NEED TO KNOW ABOUT MAKING SPEECHES AND PRESENTATIONS'. Below this is the 'Village Diary' section, which includes a calendar for February 2008. The calendar shows dates from 1 to 29. A red circle highlights the 'Add an event' link at the bottom of the calendar. The left sidebar contains a 'Main Menu' with various links like 'Home', 'Village Diary', 'News', 'Art Group', 'Footlights', etc. The bottom of the page has a 'Login Form' and a copyright notice for 2006-2007.

Authors and above may create diary events

Any registered user who is an author, editor or publisher may create a diary event. Once created the event remains unpublished until reviewed and published from the site administration pages. Creating a diary event automatically sends an email to a configurable address.

Once published, the creator (and **only** the creator) will be able to edit it. As when editing published articles, changes are effective immediately!

8. Uploading files

Although you can use the media manager to upload and control files (both images and data files - PDFs, for instance), FTP access has been made available to two locations for ease of transferring files

data	www.westbury-sub-mendip.org.uk/data
images	www.westbury-sub-mendip.org.uk/current/images/stories

See the appendices for FTP locations, usernames and passwords

8.1. Accessing files

Once data files have been loaded they may be accessed with their URL

8.2. Accessing image files

Image files are usually accessed while creating an article (see below). However, image files may also be accessed by their URL and an additional pseudo-URL that automatically generates a resized version of the uploaded image (**but only if the uploaded images in a .jpg**).

8.2.1 An example...

Suppose a collection of jpeg images has been uploaded to stories/Photo-Comp/2008 (note: directory names and filenames are case sensitive and are not allowed to contain spaces) and one particular image is called Winner.jpg. Thus...

Image	Location (www.westbury-sub-mendip.org.uk /...)
Uploaded image	... current/images/stories/Photo-Comp/2008/Winner.jpg
Thumbnail (90x90)	...current/modules/mod_autogalleryImage.php?padding=0... ...&dir=Photo-Comp/2008&image=tnWinner
Half-size (280px max)	... current/modules/mod_autogalleryImage.php?padding=0... ...&dir=Photo-Comp/2008&image=hsWinner
Resized (560px max)	... current/modules/mod_autogalleryImage.php?padding=0... ...&dir=Photo-Comp/2008&image=rsWinner

Although the URLs for the images seem complex they are

- (a) available to cut & paste from the Gallery page
- (b) only vary in the prefix for the image (tn, hs and rs).

8.3. Creating a picture gallery

The Gallery page automatically detects new directories and images in the /images/stories directory and generates the thumbnails and resized images. It also generates the URLs for you to incorporate images into your pages manually.

9. Advanced

9.1. Logging onto Joomla



"Site Content" in the footer is a hidden link

Use the secret link or type <http://www.westbury-sub-mendip.org.uk/current/administrator/> into your browser to gain access to the username/password challenge before getting access to the Joomla administration pages. The functions available depends on the role assigned to you.



Not all administrator functions are available to all backend users

9.2. Publishing Events

You need to be logged into Joomla as an administrator to do this

Start the events manager with Components – Events – Manage Events and click on any unpublished article titles to edit them. Once you are happy with the editing, click on the unpublished cross to publish them.

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Title	Category	Repeat	Published	Timesheet	Checked Out	Access
Friends of Wesley Church AGM	Church	-		From : 2008-03-11 19:30:00 To : 2008-03-11 23:59:00		Public
Citiz Night	Entertainment	-		From : 2008-03-07 19:30:00 To : 2008-03-07 23:59:00		Public
Club Day Parade	General	-		From : 2008-05-25 10:00:00 To : 2008-05-25 14:30:00		Public
Club Day Sports & Civic Field	General	-		From : 2008-05-26 12:30:00 To : 2008-05-26 16:45:00		Public
Jumble Sale	General	-		From : 2008-03-01 10:30:00 To : 2008-03-01 12:00:00		Public
Site Launch	Website	-		From : 2008-03-01 00:01:00 To : 2008-03-01 00:01:00		Public
Birthday	Website	-		From : 2008-07-02 00:01:00 To : 2008-07-02 00:01:00		Public
Mothering Sunday	Information	-		From : 2008-03-02 00:01:00 To : 2008-03-02 00:01:00		Public
Good Friday	Information	-		From : 2008-03-21 00:01:00 To : 2008-03-21 00:01:00		Public

User entered events are unpublished. Simply publish to approve.

9.3. Uploading files with Joomla

You need to be logged into Joomla to do this

Image upload and management is available through Joomla's **Media Manager**. Log into Joomla (see section on Security & Login) and select the Media Manager from the Control Panel of 12 large push-buttons.

Images are stored in a directory and sub-directory structure. The initial display shows images used by Joomla itself. All user controlled images are in the directory called stories². Click on the stories folder...

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Home Site Menu Content Components Modules Mambots Installers Messages System Help

White Canvas / com_media / deletefolder

Upload Create Cancel Help

Media Manager

Create Directory

Image/URL Code

Directory /stories

Factory General HireATent OwnATent Press Testimonia...

Use the Media Manager to upload and delete images

² Joomla is predominantly used for publishing news stories.

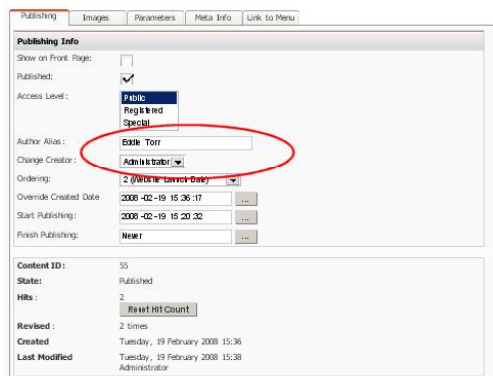
Key functions:

- Click on a directory icon to go a level
- Use the Directory list to go straight to your chosen directory
- Click on the button next to the Directory list to go up a level
- Click on Browse to select a local file for uploading to the current directory
- Delete folders and files with the trash can icon

As soon as images are loaded into a directory in the stories folder, those images will be shown on the Gallery menu. They will also be available for insertion into articles – see below

9.4. Locking published articles

You need to be logged into Joomla to do this



The screenshot shows the Joomla! Publishing Info form. The 'Change Creator' dropdown menu is highlighted with a red circle and set to 'Administrator'. Other fields include 'Published' (checked), 'Access Level' (Public), 'Author Alias' (Eddie Torr), 'Ordering' (2), 'Override Created Date' (2008-02-19 15:36:17), 'Start Publishing' (2008-02-19 15:20:32), and 'Finish Publishing' (None). The bottom section shows 'Content ID: 55', 'State: Published', 'Hits: 2', 'Revised: 2 times', 'Created: Tuesday, 19 February 2008 15:36', and 'Last Modified: Tuesday, 19 February 2008 15:38 Administrator'.

The administrator can change the owner an article

If you wish to prevent an author, editor or publisher changing an published article, change the owner to admin. You can also enter an author alias to give the original author credit for the article.

9.5. Adding Contacts

You need to be logged into Joomla as an administrator to do this

Start the events manager with Components – Contacts – Manage Contacts, click on any contact to edit the information

9.6. Adding pictures to articles

9.6.1 {mosimage}

You can insert images into content by using the {mosimage} directive. The image is displayed *near* the directive according to the parameters set in the Images panel. Any

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number of images can be displayed – insert a {mosimage} directive for each one. You will need to set display parameters for each image

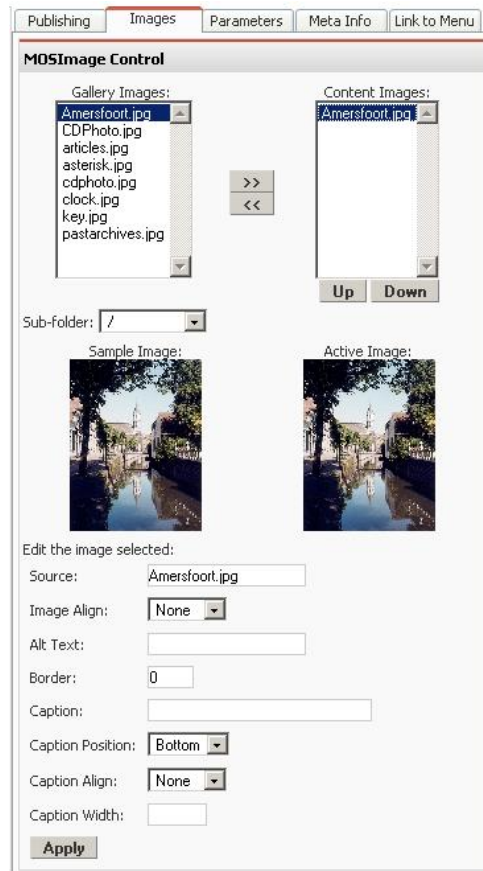


Image display controls are set for each image in the list

To display an image in text (refer to the **School** item for an example)...

- Insert {mosimage}
- Select an image to include (using sub-folders if necessary) and click >>
- Select the image from the right list and set parameters below
- Click Apply

Image Align	Result
None	To be honest I've never tried!
Left	

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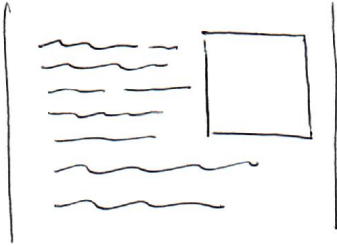
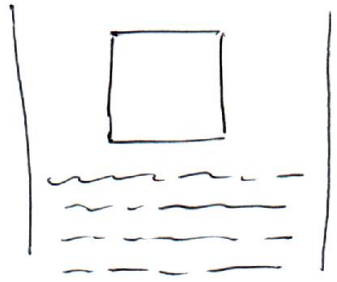
Image Align	Result
Right	
Centre	

Image Align controls how "{mosimage}Blah blah blah..." is displayed

9.6.2 Use the URL

To be completed if required.

9.7. Adding and Approving Links

You need to be logged into Joomla as an administrator to do this

The links to other websites is controlled by Joomla's **Web Links Component**.



Use the Web Links Component to manage the suppliers' links

User submitted links may be approved simply by publishing them. You can also create new categories and then add your own links....

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Home Site Menu Content Components Modules Manibots Installers Messages System Help 0 2 Logout admin

White Canvas / com_weblinks / new Save Cancel Help

Weblink: New

Details	Parameters
Name: <input type="text"/>	Target: Parent Window With Browser Navigation
Category: <input type="text" value="- Select Category -"/>	
URL: <input type="text"/>	
Description: <input type="text"/>	
Ordering: New Items default to the first place. Ordering can be changed after this Item is saved.	
Published: <input type="radio"/> No <input checked="" type="radio"/> Yes	

Joomla! is Free Software released under the GNU/GPL License.
Joomla! 1.0.13 Stable [SunGlow] 21 July 2007 16:00 UTC
[Check for latest Version](#)

Links will invariably need to be opened in a new browser window

10. Site Statistics

Site statistics are available at <http://www.google.com/analytics/>. I have created an account in the name of <to be decided>. You should use that name in to see the visitor numbers. There's really not much to getting simple statistics and you can easily explore the site through the menu on the left for more information.



Site statistics are available from Google Analytics

11. Appendix – Sections and Categories

Section	Category	Comments
Amenities	Green Lantern Stores	
Amenities	Other Amenities	
Amenities	The Westbury Inn	
Church	Bell Ringers	
Church	Choir	
Church	Parochial Church Council	
Church	St Lawrence's Church	
Events	General	Intended for reports on past events
General Information	The Village	
Help	Intro	Used to explain how help works and guide people to the correct item.
Help	Village	
Help	Website	
History	General	
History	People	
History	Prehistoric	
Important	Important	Used as a container for articles to be displayed at the bottom of the home page.
News	General	
News	Village	
News	Website	
Organisations	Art Group	
Organisations	Footlights	
Organisations	Friendly Society	
Organisations	Friends of Westbury Church	
Organisations	Gardening Club	
Organisations	Multi-user Path	
Organisations	Parish Council	
Organisations	Playing Field	
Organisations	School	
Organisations	Village Choir	

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Section	Category	Comments
Organisations	Village Hall	
Organisations	Westbury Society	
Organisations	Women's Institute	

12. Appendix – Email Addresses

The domain westbury-sub-mendip.org.uk comes with unlimited email capability. The servers can host email accounts or simply forward email to other email addresses.

Function	Westbury-sub-Mendip address	Forwards to...
Events notification	diary@...	<tbd>
General	webmaster@...	Ben Clay and <tbd>
Authors	author.<organisation>@ e.g. author.footlights@westb...	designated author
Editors	editor.<organisation>@	
Publishers	publishers@	ALL publishers

13. Appendix – "How to" summary

How to...	Who	Steps
Create Content	Author or above	Register as author Submit Content Notify editor/publisher
Edit Content	Editor or above	Register as editor View "All articles, ever" and edit the article. Notify publisher
Publish Content	Publisher	Register as publisher View "All articles, ever" and set publishing parameters
Lock Content	Joomla Manager or admin	Log into Joomla Select article to lock In "Publishing", enter author's name in "Author Alias" and set "Change Creator" to administrator

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How to...	Who	Steps
Approve link	Joomla Manager	Log into Joomla as administrator Use menu item Components – Weblinks Open link to check it Click on publish
Publish Event	Joomla Manager	Log into Joomla as administrator Use menu item Components – Events – Manage Events Open event to check it Click on publish
Manage Banners	Joomla Manager	Log into Joomla as administrator Use menu item Components – Banners – Manage Banners Make changes as necessary

This information is put on a separate page so it may be removed from the main document for security.

14. Appendix – FTP Settings

14.1. Data

directory: *deleted for public version of the document*

ftp: *deleted for public version of the document*

username/password: *deleted for public version of the document*

14.2. Images

directory: *deleted for public version of the document*

ftp *deleted for public version of the document*

username/password: *deleted for public version of the document*

15. Accessing Joomla

15.1. Joomla manager/ administrator

Certain users will be designated Joomla managers/administrators.

URL: *deleted for public version of the document*

username/password: *deleted for public version of the document*