

Website Training

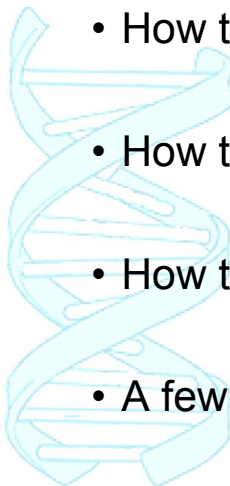


Managing content for
www.westbury-sub-mendip.org.uk

Ben Clay
Evolution Computing

www.evolutioncomputing.co.uk

Tonight



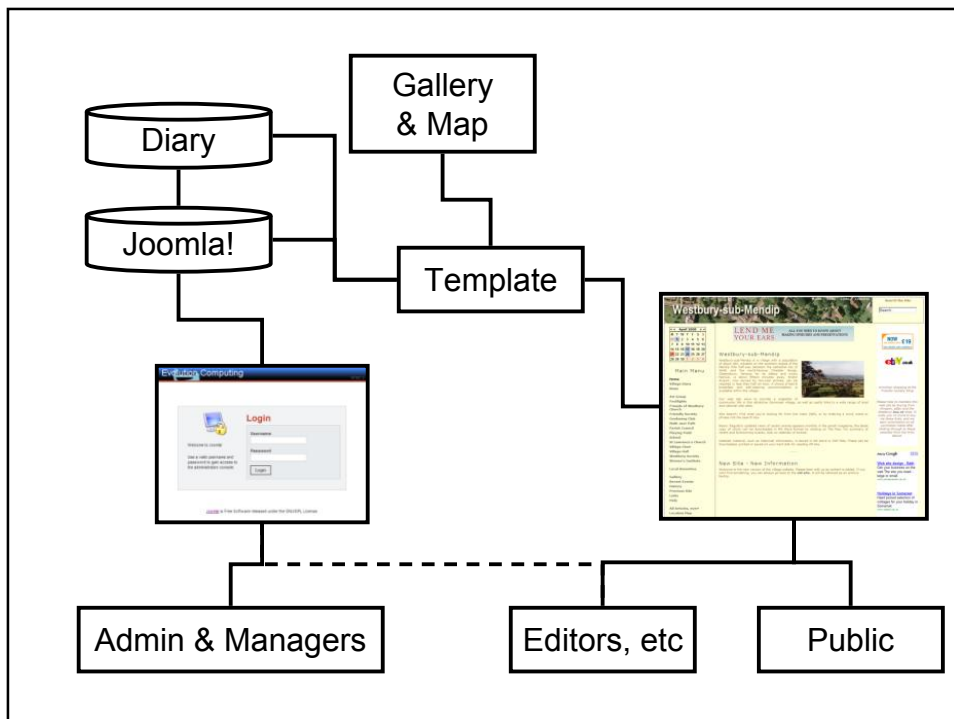
- How the site fits together
- How to create articles
- How to add images
- A few extras

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1 - How it all fits together



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What makes the website

- Data
 - MySQL database
 - Image files
- Data Management
 - Joomla
 - JEvents
- Template
 - Page layout
 - Formatting fonts, etc

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Database & Images

- All behind the scenes
 - Unlimited storage
 - Manual backup (Evolution Computing)
 - You can forget about it

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Data Management – Joomla!

- Articles
- Menu
- Contacts
- Banners
- Links

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Data Management - extras

JEvents

- Collaborative Calendar

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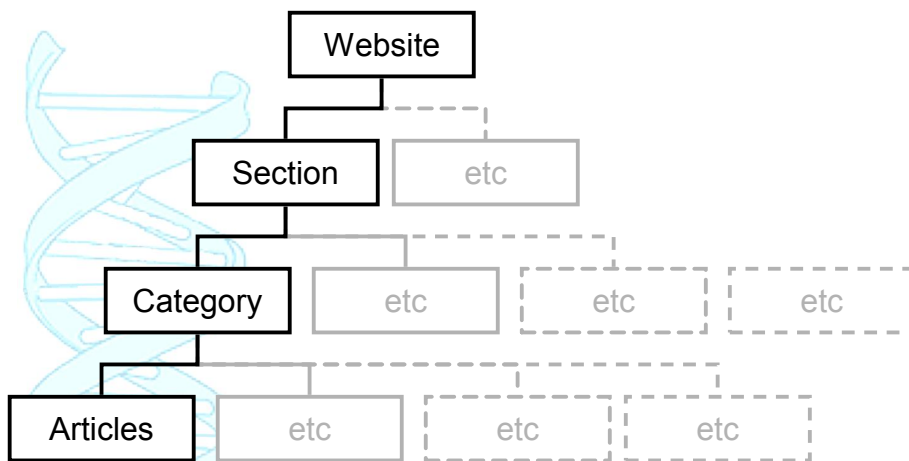
- Gallery
- Map

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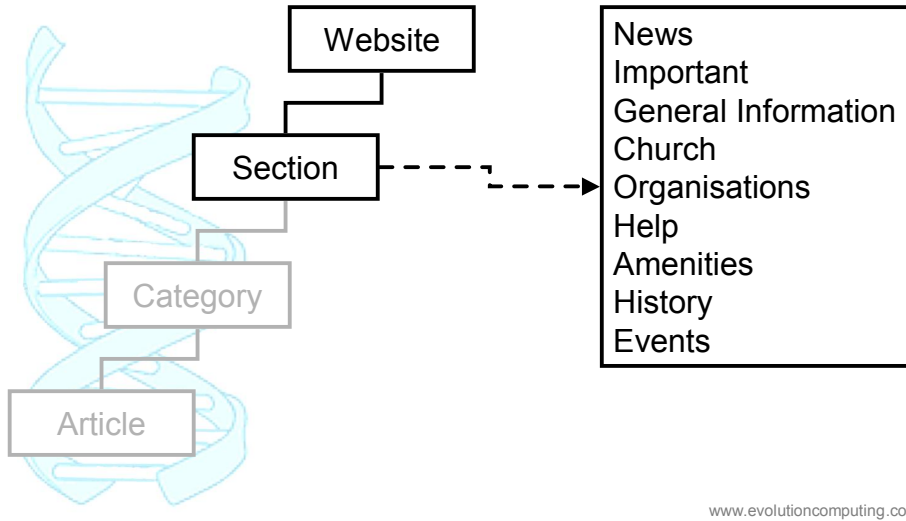
Template



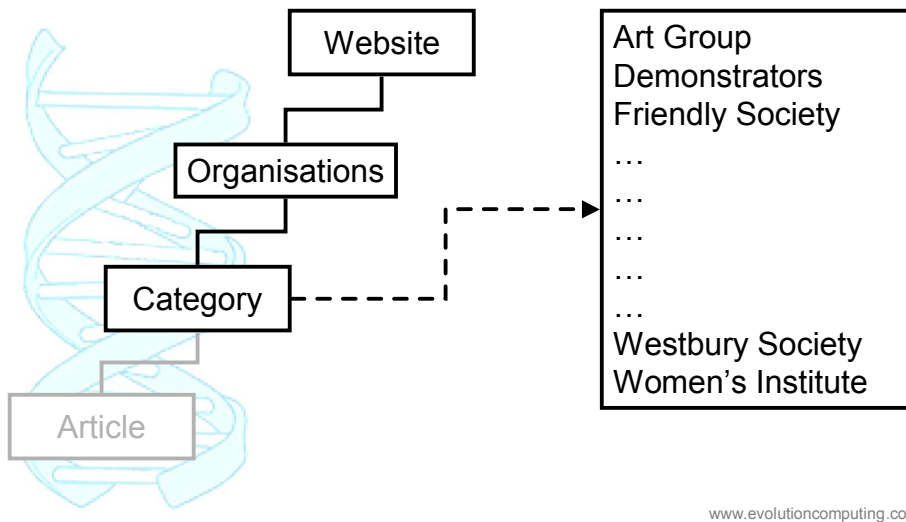
Joomla Content



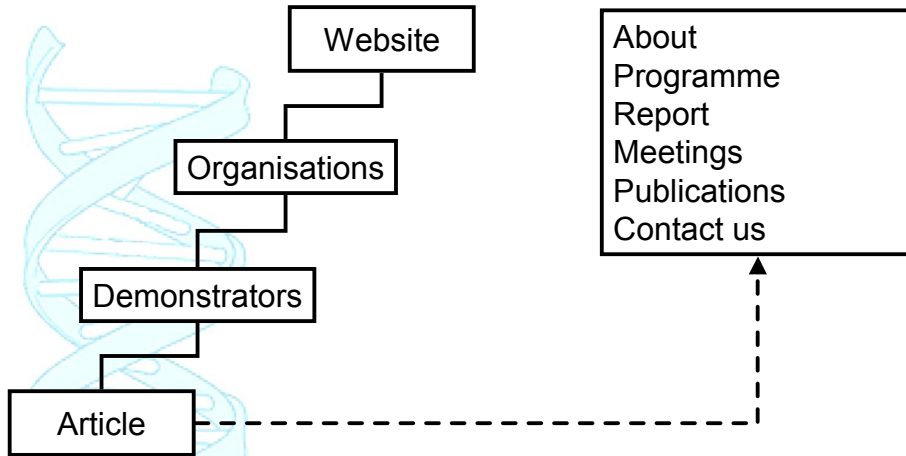
Joomla Content



Joomla Content



Joomla Content



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2 - How to create articles



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Let's get practical!

- Open the site
 - www.westbury-sub-mendip.org.uk
- Log on
- View sections/categories
- Go to Westbury Demonstrators

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Creating & Editing Content

- Front-end
 - Hierarchy of users
 - Authors
 - Editors
 - Publishers
- Back-end
 - Not recommended
 - Managers and Administrators

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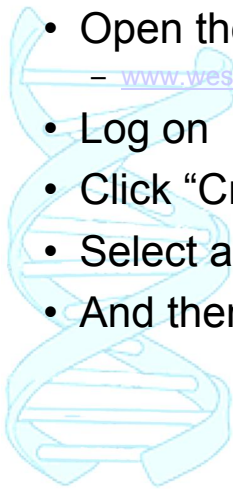
Author, Editors, etc



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Let's Demonstrate!

- Open the site
 - www.westbury-sub-mendip.org.uk
- Log on
- Click “Create Content”
- Select a Section
- And then...



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Creating Content

The screenshot shows a web form titled "Organisations / Add Content" with an "[Info]" link. The form includes a "Title:" text input field (callout 1), a "Category:" dropdown menu (callout 2), and a "Intro Text (Required):" text area (callout 3). A toolbar with various formatting icons is positioned above the text area. To the right of the form are three buttons: a document icon (callout 4), a blue checkmark, and a red X.

Basic Editing

- Basic formatting
 - Paragraph
 - Headings
 - Paragraph
 - bulleting
 - Font
 - bold, italic, etc
- Don't fight the formatting

More Editing

- Aligning text
- Adding Links
- Removing formatting
- Getting serious...
 - Inspecting/changing the HTML

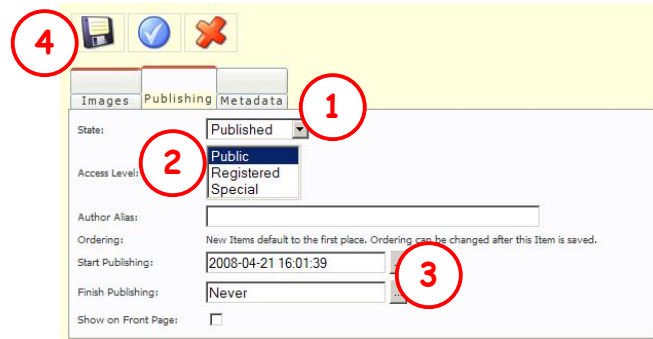
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Publishing

- Start & Stop dates
- Publishers have full author/editing rights

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Publishing Content



A screenshot of a web-based publishing interface. The interface has three tabs: 'Images', 'Publishing', and 'Metadata'. The 'Publishing' tab is active. At the top left, there are three icons: a document, a checkmark, and a red 'X', with a red circle containing the number '4' next to them. The 'Publishing' tab contains several fields: 'State' is a dropdown menu with 'Published' selected, with a red circle containing the number '1' next to it; 'Access Level' is a dropdown menu with 'Public', 'Registered', and 'Special' options, with a red circle containing the number '2' next to it; 'Author Alias' is a text input field; 'Ordering' is a text input field with the text 'New Items default to the first place. Ordering can be changed after this item is saved.'; 'Start Publishing' is a date and time input field with the value '2008-04-21 16:01:39', with a red circle containing the number '3' next to it; 'Finish Publishing' is a dropdown menu with 'Never' selected; and 'Show on Front Page' is a checkbox that is unchecked.

3 – Adding Images



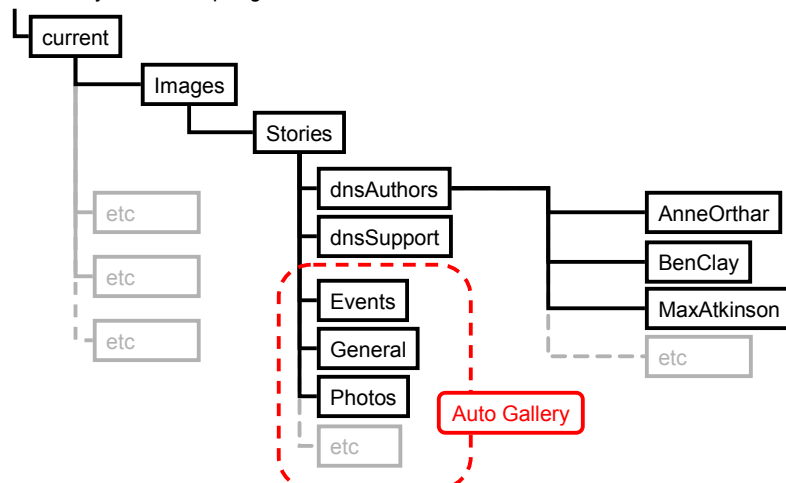
Adding Images

- Before we start
 - The directory structure
- Uploading images
 - as administrator
 - using FTP
- Inserting Images
- Image positioning

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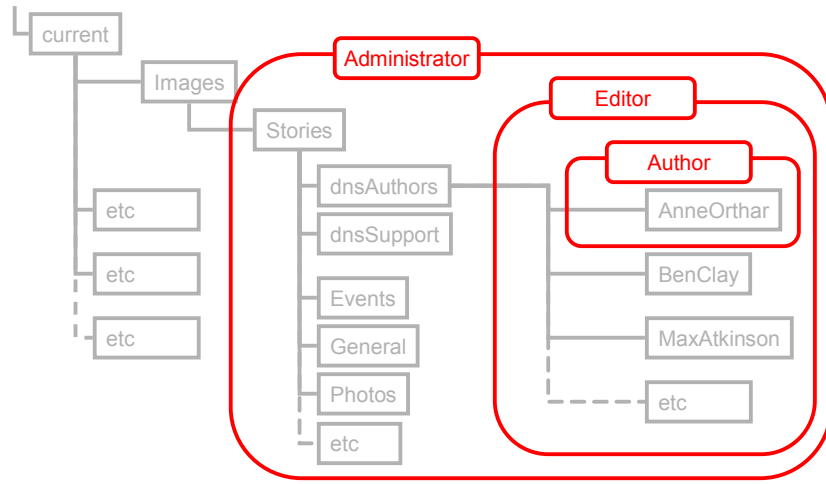
Images Directory

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Uploading Images

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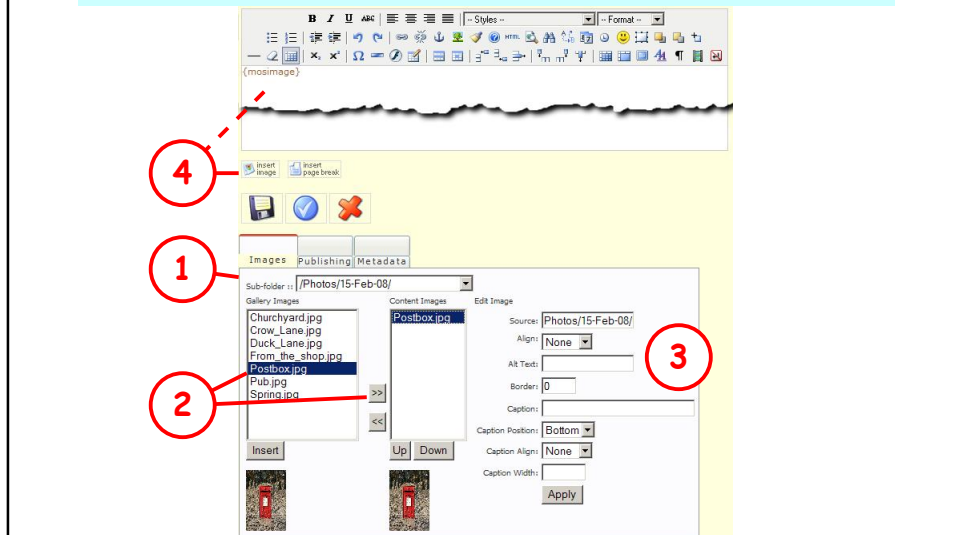


Using FTP (on a PC)

- My Network Places
- Add a new place
- Location:
 - ftp://ftp.westbury-sub-mendip.org.uk
- Anonymous...
- ...then
 - Username/Password
- Use location like an extra disk

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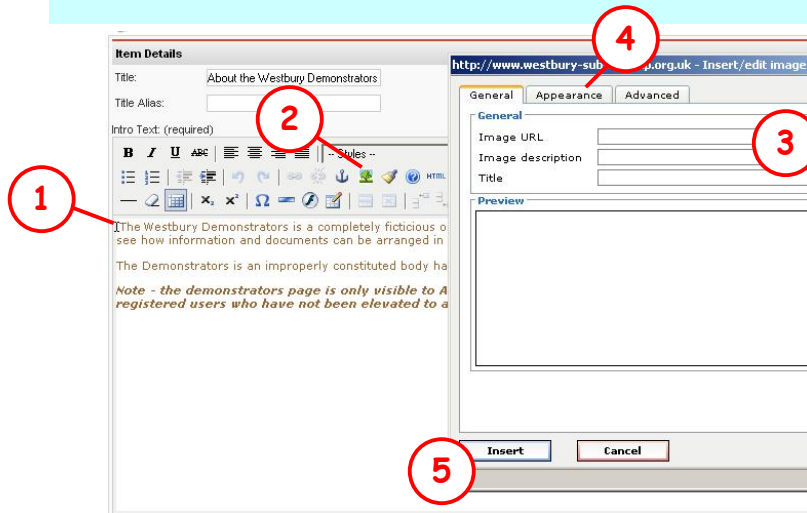
Images from Images Directory



Images from Anywhere!

- From another website (naughty!)
 - <http://www.evolutioncomputing.co.uk/images/evolution.jpg>
- From a user's directory
 - <http://www.westbury-sub-mendip.org.uk/current/images/stories/dnsAuthors/BenClay/image.jpg>
- From our website's gallery (clever!)
 - http://www.westbury-sub-mendip.org.uk/current/modules/mod_autogalleryImage.php?dir=Photos/15-Feb-08&image=hsDuck_Lane&padding=0

Images from Anywhere!



Note

- There is no Organisational Separation
 - Editors can edit anything
 - Publishers can edit/publish anything
- Administrators can lock articles

4 - A Few Extras



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Event Management

- Categories of events
- Who can create events
- Approving events



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Other Components

- Contacts
- Banners
- Links
- Random articles

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Technical

- Can add...
 - Menu items
 - Polls
 - Webcams
 - Shop
 - email accounts:
 - e.g. ben@westbury-sub-mendip.org.uk

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Management

- How long do articles stay on site?
- Selling Banners
- Approving links
- Managing banners
- Allocating roles
- Setting up FTP accounts
- Much more...

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