

DETA - Web Site Management How To...

Contents

Logging into Site	2
Editing existing content	2
Post a new article	3
Upload and link an image.....	6
Upload and link a document	10
Add a web link in an article	12
Add a weblink	15

Logging into Site

To log into the website, go to the “Contact Us” menu.



You will find  a button at the bottom of the page, in the footer area. Clicking on the button will present a login form you can use to enter your credentials.

Once you login, you will see a new menu option which will contain various options to add/edit content on the site.

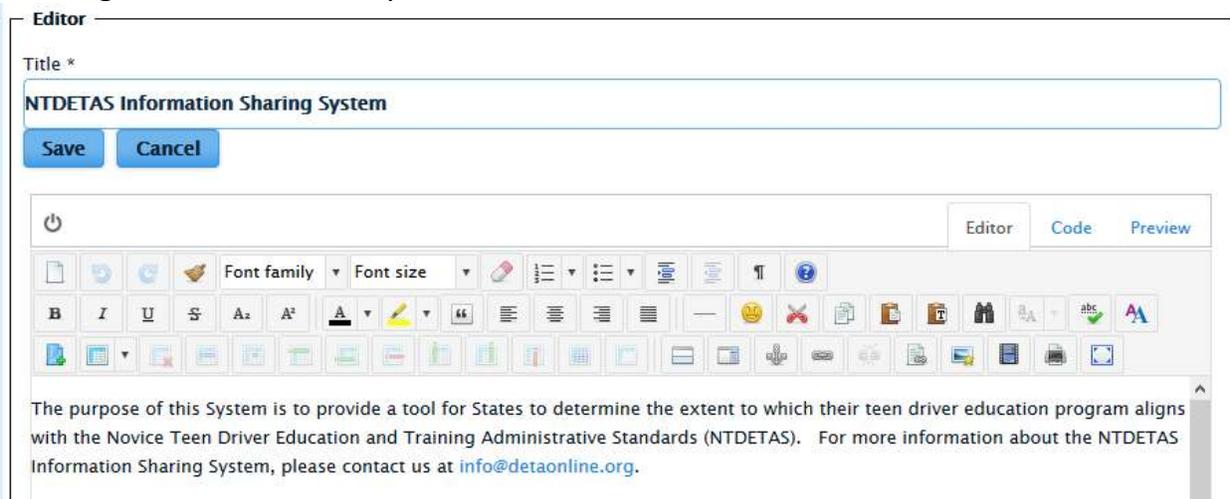


Editing existing content

Once you have logged into the site, you will notice a new icon in the upper left corner, below the title of each article (highlighted below):



Clicking on this icon will open the article in the editor.



The top row of the toolbar has a help button.  Clicking on this button will display a popup window which will provide information about how to use the editor and a description of the various icons and their functions.

Additionally, to browsing to the content you would like to edit, there is an article management module on the Site Mgmt menu which will open up a list of all the articles on the site.



This manager will enable you to easily create new, edit, publish/unpublish, delete, or simply review the status of the articles on the site.

Filter:

- Select Category - - Select Status -

Title	Published	Featured	Category	Edit	Trash
From Passengers to Drivers: Parent perceptions about how adolescents learn to drive			Research		
Driving errors of learner teens: frequency, nature and their association with practice.			Research		
Evaluation of Beginner Driver Education 2014 AAAFTS			Research		
A Fresh Look at Driver Education in America – nhtsa.gov			Research		
Traffic violations in the first two years of driving in a graduated licensing system			Research		
Oklahoma			States		

Post a new article

This tutorial will walk you through the steps of creating a basic article on the site. There are further tutorials which will demonstrate linking a document, adding an image, and adding a web link to your article.

Select the **"New Article"** option from the Site Mgmt menu.



The editor page will be displayed as below. Enter the title for the article and the article content in the boxes as desired.

Editor

Title *

Article Title

Alias

Auto-generate from title

Save Cancel

⏻

Font family Font size

B I U A₂ A² A [color] [background color] [quote] [list] [link] [unlink] [undo] [redo] [help]

Article content here. You may use the buttons above to format the content as you desire.

Note: Just to the right of the Font size box, there is a Remove Formatting "eraser". If the formatting goes haywire, select the content and click that button to start over.

In the **Publishing** area, select the appropriate **Category** for the article. The Category define where the article will appear on the site. Also, if it is an article you want to have displayed on the front page, select Yes on the Featured dropdown.

You may also enter start and end publishing dates if it is something you only want to be shown on the site for a specific period of time.

Access dropdown:

Public/Guest indicates the article will be viewable by anyone who visits the site.

Registered indicates the article will only be viewable after a person logs in to the site. So, this would be good for site member types of content and is how the How To... articles are configured.

Special/Super Users indicates that the article will only be viewable by people with accounts assigned higher than registered.

Publishing

Category *
- **Uncategorised** ▾

Tags
Type or select some options

Author's Alias

Status
Published ▾

Featured
No ▾

Start Publishing

Finish Publishing

Access
Public ▾

Ordering:
New articles default to the first position in the Category. The ordering can be changed in Backend.

Optionally, you may add **Metadata** as well. Metadata is information used by search engines to locate specific content. This is useful if you want the content to be found by people when they are searching for specific topics. Just be aware that this will not take effect until the next time the search engine(s) crawl your site.

Metadata
Meta Description
Keywords

After you have entered all the information for the article, click the **Save** button at the top, then browse to the appropriate area to make sure your content appeared as expected.

Note: *If you are creating a large article, it is good to save and re-edit it frequently to make sure your connection does not time out and you lose your work! If you save the article before assigning it to a Section/Category, you can find it again using the "**Manage Articles**" function on the User Menu.*

Upload and link an image

This tutorial assumes you have a content item (article) you are either creating or editing. See "**Post a new article**" if you aren't, and need instruction on creating an article.

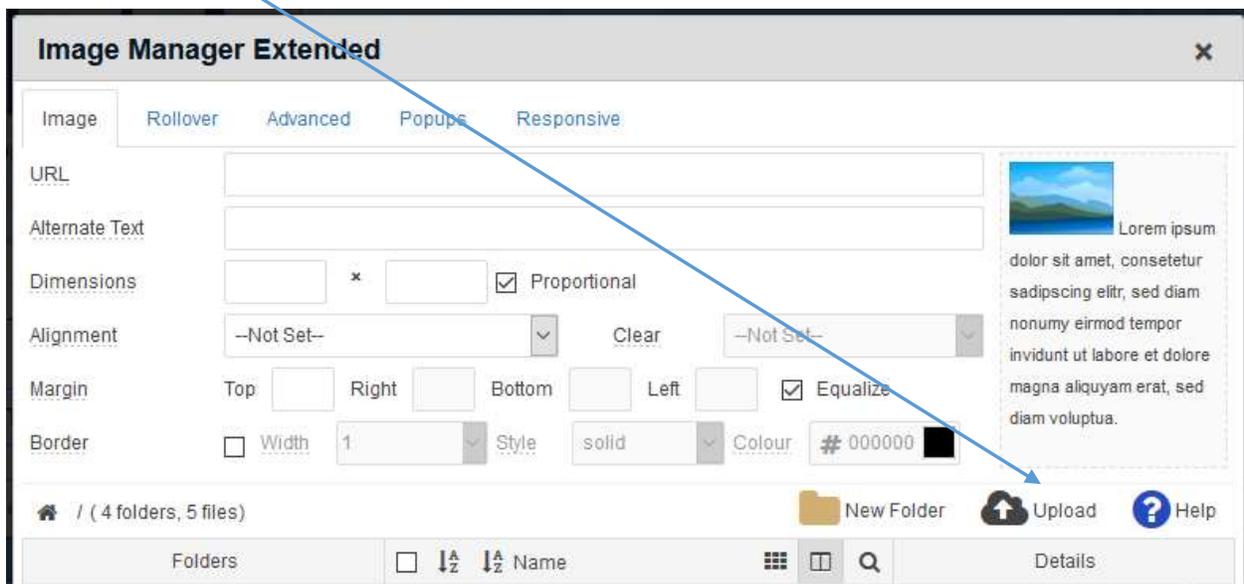
When you are wanting to add an image into your content, the first thing you need to do is place your cursor where you want the image to appear.

Next click on the "**Insert/Edit image**" icon. It is highlighted in the image below.



The Image Manager box will popup. The bottom center portion of this box shows the images that are currently available for you to link in your content/article.

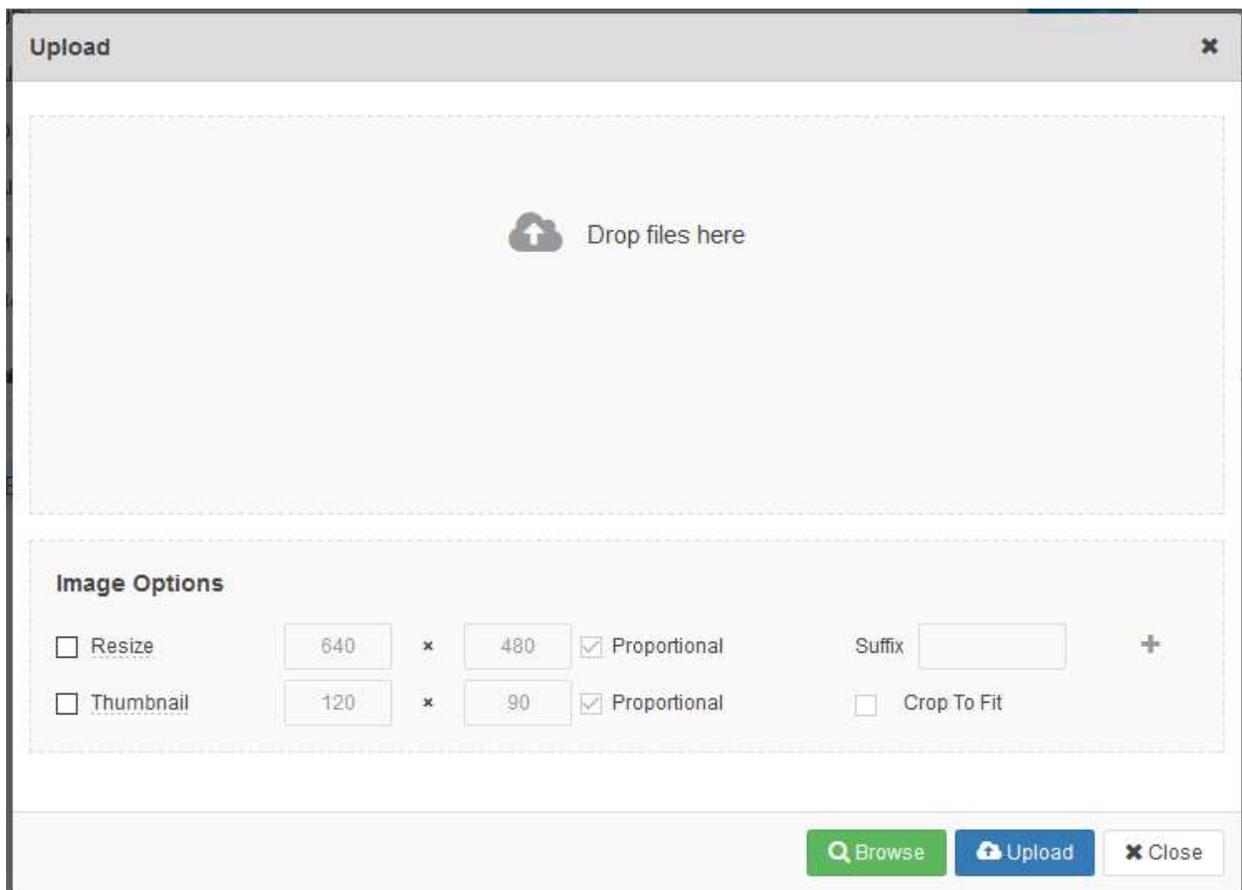
If you need to upload a new image, notice the **Details** box to the right of the file list. Directly above this box are three icons; New Folder, **Upload**, and Help.



Clicking the **Upload** button * will display a box like the one below. Clicking **Browse** will bring up the standard browse dialog box on your computer which you

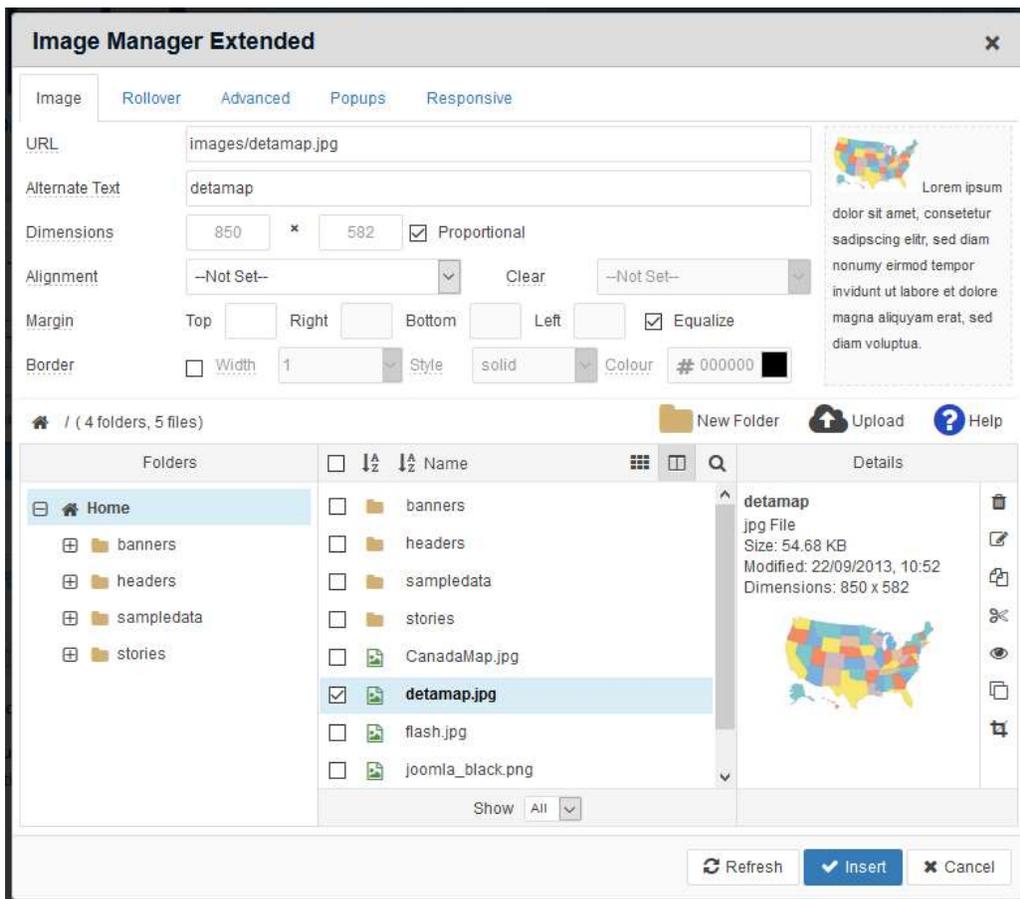
can use to search for and locate the desired file(s) – you may select/upload more than one file at a time – on your computer.

Once you find the file and click **OK** on the browse box, it will appear in the **Drop files here** box below. Take a look at the image below. Notice that it offers you the opportunity to do some minor editing functions in conjunction with the upload. When you are satisfied. Click **Upload** and the file will be uploaded to the site and added to the list of available files in the Image Manager.



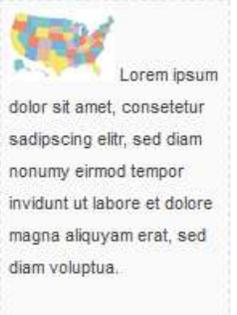
Select the desired image in the list below. Verify the details of the image look correct in the right hand column. You also have many options available to you on this screen to add functionality and highlights to your picture. Once you are satisfied with your settings, click on the **Insert** button.

-  Delete
-  Rename
-  Copy
-  Cut
-  View
-  Create Thumbnail
-  Edit Image



Note: If, for some reason, the image does not appear, try clicking on the **Refresh** button before trying to upload again.

URL	images/detamap.jpg	
Alternate Text	detamap	
Dimensions	850 * 582	<input checked="" type="checkbox"/> Proportional
Alignment	--Not Set--	Clear --Not Set--
Margin	Top <input type="text"/> Right <input type="text"/> Bottom <input type="text"/> Left <input type="text"/>	<input checked="" type="checkbox"/> Equalize
Border	<input type="checkbox"/> Width 1	Style solid Colour # 000000



URL: This is where the file lives on the website.

Alternate Text: This is text that is displayed when the site visitor mouses over the image

Dimensions: You can adjust the displayed size of the image here. Leave Proportional checked.

Alignment: This allows you to specify how/where the image is displayed in relation to the text.

Margin: Allows you to force empty space around the image.

Border: Allows you to create a border around the image with various properties.

To the right of the properties is a small example of how the image will look in your text as the options are adjusted.

Once you are happy, click the Insert button in the bottom left corner of the window. The image will appear in your article in the position indicated by your icon prior to clicking on the **Image Manger** button.

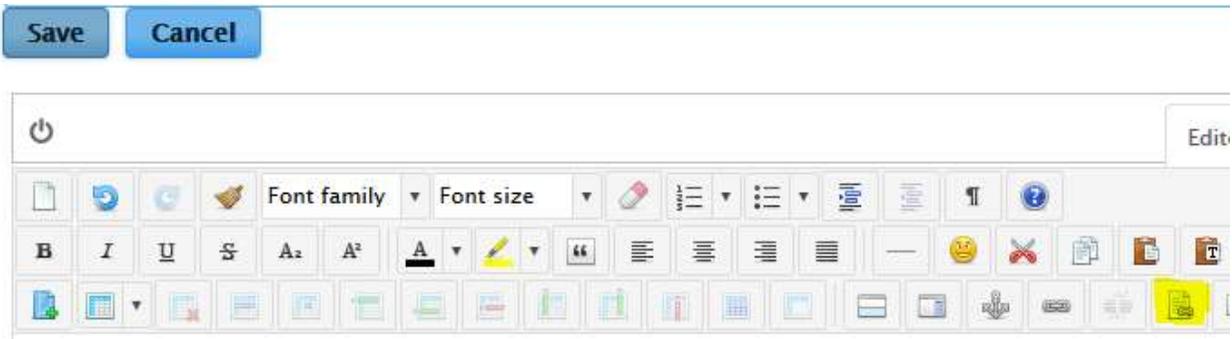
Click **Save** in the upper right corner of the editor when you are done editing your article.

Upload and link a document

This tutorial assumes you have a content item (article) you are either creating or editing. See "**Post a new article**" if you aren't, and need instruction on creating an article.

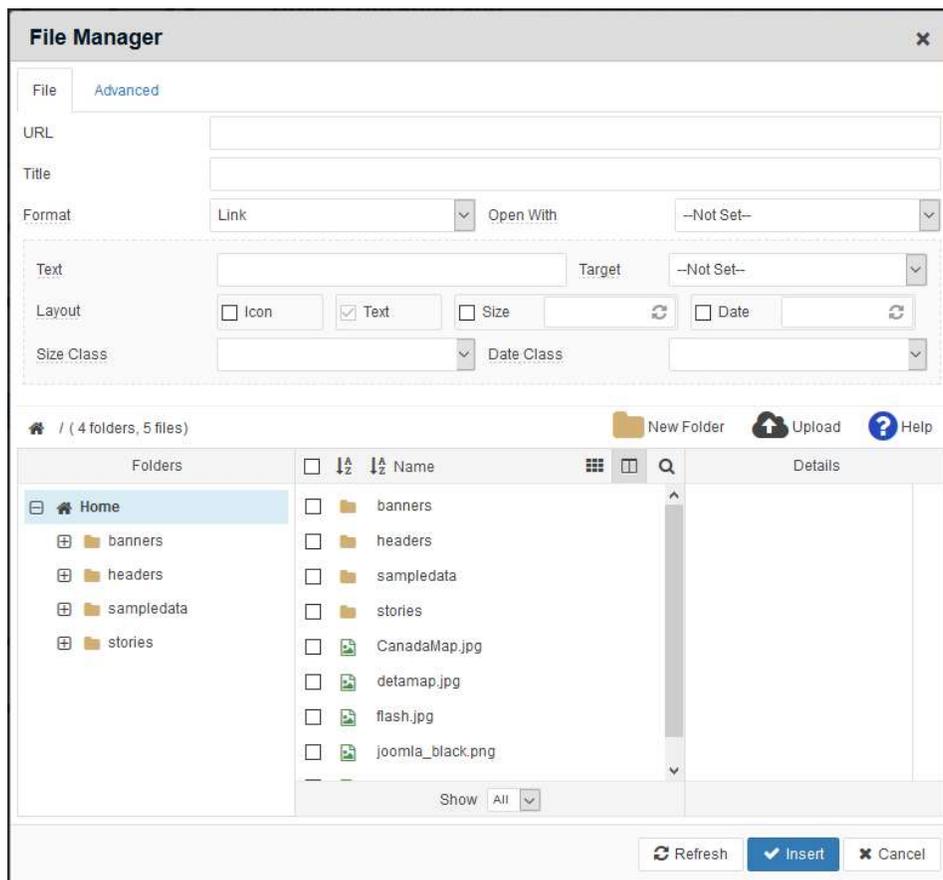
When you are wanting to add a document into content, the first thing you need to do is place your cursor in the document where you want the document to appear.

Next click on the "**Insert/Edit file**" icon. It is highlighted in the image below.



The file manager box will popup. The bottom center portion of this box shows the documents that are currently available for you to link in your content/article.

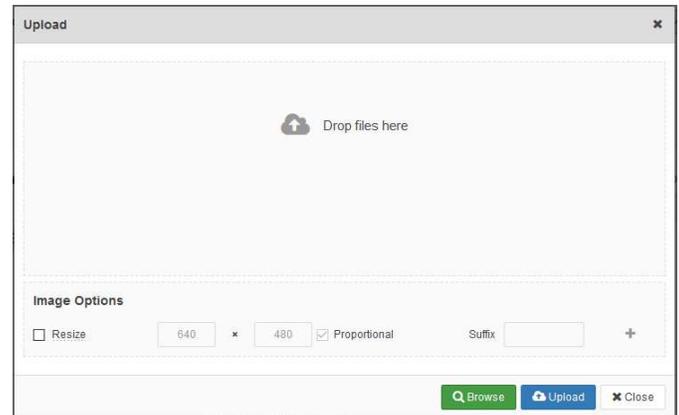
If you need to upload a new document, notice the **Details** box to the right of the file list. Directly above this box are three icons; New Folder, **Upload**, and Help.



Clicking the **Upload** button will display a box like the one below. **
Clicking **Add** will bring up the standard browse dialog box on your computer which you can use to search for and locate the desired file on your computer. Once you find the file and click **OK** on the browse box, it will appear in the **Drop files here** box below. Click **Upload** and the file will be uploaded to the site and added to the list of available files in the File Manager.

Select the desired document in the list below. Verify the details of the document look correct in the right hand column. Notice just to the right of the **Layout** option is an **Icon** checkbox. If selected, it will add an icon associated with the file you are linking. If it looks correct, click on the **Insert** button.

***Note:** If, for some reason, the file does not appear, try clicking on the **Refresh** button before trying to upload again.*



The document will appear in your article in the position indicated by your cursor prior to clicking on the **Insert/Edit file** button.

Click **Save** in the upper right corner of the editor when you are done editing your article.

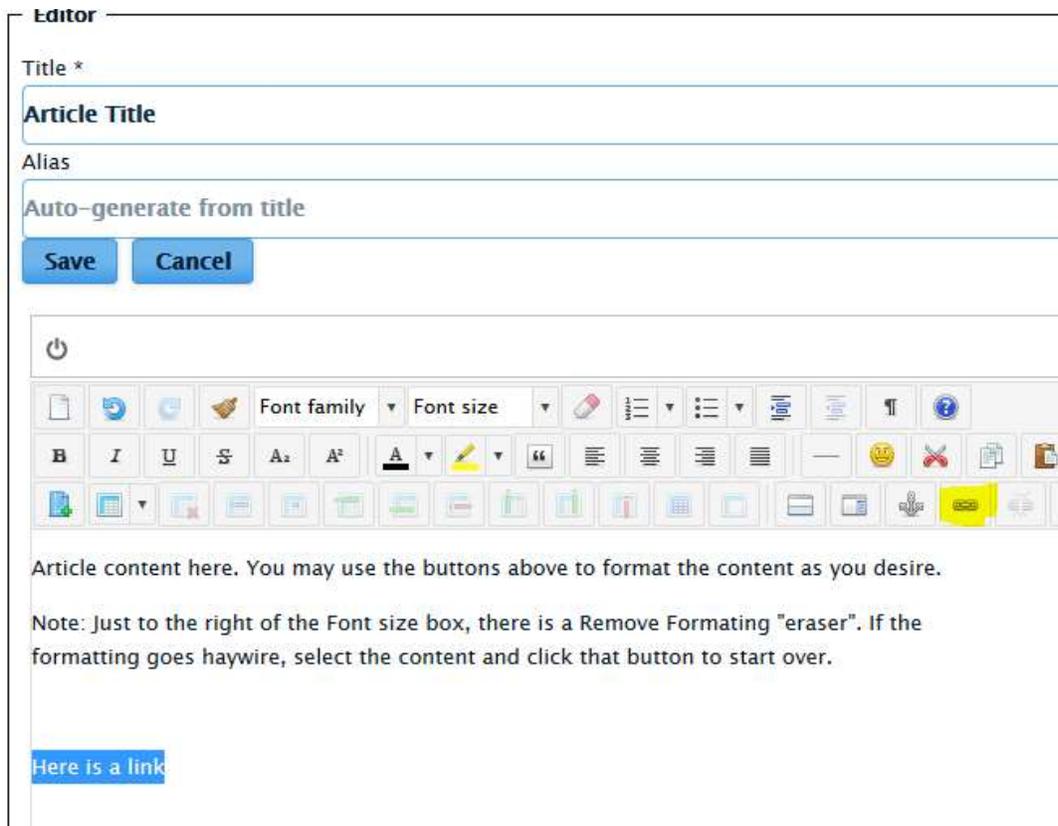
Add a web link in an article

This tutorial assumes you have a content item (article) you are either creating or editing. See "**Post a new article**" if you aren't, and need instruction on creating an article.

When you are wanting to add a link to another web page into content, the first thing you need to do is type the text you want link to the web page, then select the text as seen below.

Next click on the "Insert/Edit link" icon. It is highlighted in the image below.

Note: The icon just to the right of the highlighted icon is used to break or unlink an existing link. Just highlight an existing link and click the "Unlink" icon to break the link.

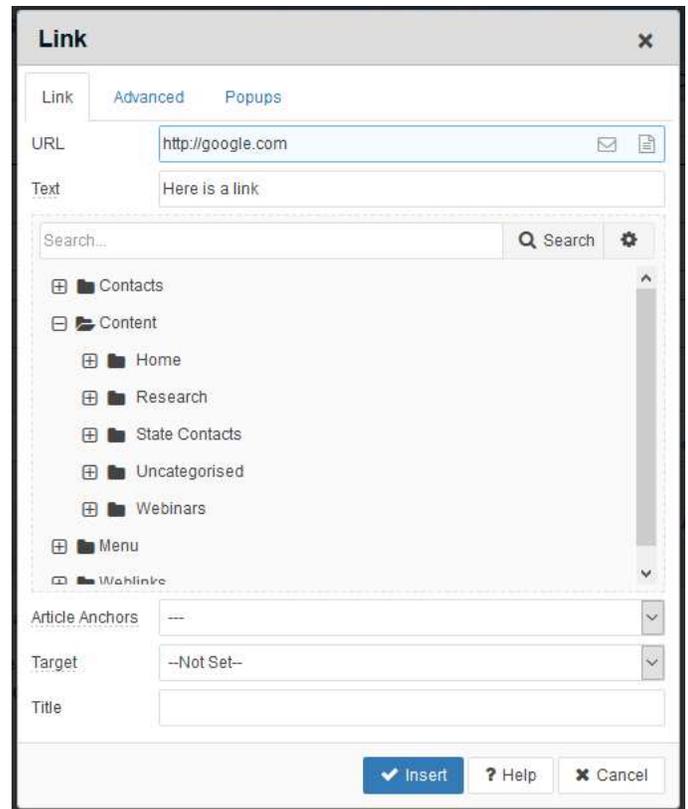


The Link box will popup.

If you want to link to an external website, type the web address/URL for the website in the **URL** box. **Note:** *Don't forget to precede the URL with http:// or else it will try and link the content to your site.*

If you want to create a link to specific content on your site you may use the Link Browser area in the middle of the box to locate the linkable content on your site.

The **Anchor** attribute allows you to create links within documents. First you must define all your anchor points using the anchor icon to the left of the "**Insert/Edit link**" icon on the editor tool bar. Then you will be able to select and link to these anchors with the dropdown box associated with this attribute.



The **Target** attribute allows you to specify how the new page will pop up. You can have the new page open within the site (Open in this window/frame), open in a new browser over the site (Open in a new window) or replace the site (Open in parent window/frame or Open in top frame). Generally speaking, I prefer Open in a new window so the site visitor just has to close the new browser window to be back at the site.

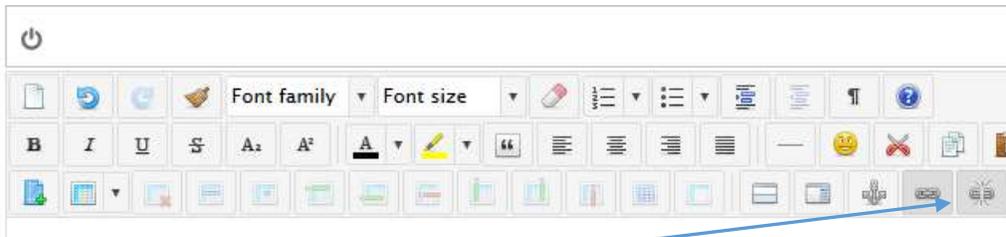
The **Title** attribute allows you to add a description or other text that is displayed with the visitor holds their mouse pointer over the link.

The **Advanced** tab offers infrequently used settings which are not necessary for normal site usage.

For linking to other sites, I will generally set **URL**, **Target** and **Title**.

Once you are satisfied, click the **Insert** button.

You will be returned to the editor. The text you highlighted will now be hotlinked to the location you specified.



Note: Notice the “break link” button becomes active when a link is selected in case you want to remove the link.

When you are done with your article, click the **Save** button in the upper right corner.

Add a weblink

Click on "**New Weblink**" menu option on the Member Menu.



Complete the form as seen below:

