How To Setup The Website Files On The Server

Setup the website files onto the server:

1. Before you upload the website files onto the host server you will need to modify the *settings.php* file located in the *include* folder with the details of the MySQL server (contact your host provider for these details). Open the *settings.php* file in a web editing software package and update the following items in bold with the information of your MySQL server: $settings["db_username"] = "**root**"; and $settings["db_password"] = "**root**"; The website will now be able to access the database that you will import to the MySQL server (see section below).

2. Use an ftp client to upload all the files and folders from the CD (excluding the *setup* folder) to the root directory on your host server. You will need to know the username and password of host server to upload files to it. Do not modify the contents or file/folder names when uploading to the host server (apart from stated in item 1).

Setup the database:

3. If you are using the program *phpmyadmin*, create a new database. If you have the ability to name the database then use the same name that is set in the *settings.php* file ($settings["db_database"] = "**nameofdatabase**";). If you don't have the option to name the database then update the settings.php file with the created database name. Select the import tab and browse for the database file supplied on the CD in the *setup* folder. Leave all the default fields and click ok, the database you have created will now import all the tables and data from the file.

How To Use The Administrator Module

Log in to the administrator module using the **Administrator** username and password (the default password is: **password** and this should be changed!) or any account that has administrative privileges. The location of the administrator module login is:
http://www.*yourwebsiteaddress.com***/admin/menu.php**

Manage Accounts

Select **Manage Accounts** to edit, delete or create accounts.

- To create a new account click on the Create New Account button, and type in a username, a short description of the user, and a password for the account. When you have created this account you can then edit it by selecting Edit next to it on the Manage Accounts Overview.
- In the Edit Account page you will see that it is already filled with the account details plus the options to add group membership and entrusted database entries. All new accounts have no privileges applied so you will need to apply them now. To allow the user to have administrative privileges (access to the administrator module) add the **Site Administrators** group to the account. To allow the user to be able to upload files to the server add the **File Uploaders** group to the account. Add any custom groups you have created to the account in the same way. The database entries the groups can update will be shown in italics underneath the Add Entrusted Entry button.
- You can give the user the ability to update areas on the website when you **Add Entrusted Entry**. You will be provided with a list of all the entries in the database, select an entry from the list and add it to the account, you can add any number of entries to a single account.
- You can remove any group or database entry from an account by selecting the **remove** link next to each item.
- You can delete any account (but do not delete the Administrator account!) by selecting delete next to each account and confirming the delete.

Manage Groups

There will already be two groups, Site Administrators and File Uploaders, do not edit or delete these two groups.

- To create a new group click on the Create New Group button and type in the group name and short description of the group. When you have created this group you can then edit it by selecting Edit next to the group in the Manage Groups Overview.
- In the Edit Group page you will see that it is already filled with the group details plus the options to add accounts to it's group membership and add entrusted database entries. A group is a useful way to allow multiple users the ability to update the same areas on the website. Select an account from the dropdown list to add them to the group.
- To give this group the ability to update areas on the website, add any number of Entrusted Entries.
- You can remove any user account or database entry from a group by selecting the **remove** link next to each item.
- You can delete any group (but do not delete Site Administrators or File Uploaders!) by selecting delete next to each group and confirming the delete.

Manage the Database

All updateable content on the website is held in the database. The content has been divided into entries with each having a name, description, owner, options to add group and trustee users and the content of the entry that you can update.

- To allow any number of groups the ability to update the entry click on the Add Trustee Group and select a group from the dropdown list. Any users already assigned to the groups will be displayed in italics beneath the Add Trustee User button.
- To allow any number of users the ability to update the entry click on the Add Trustee User and select an account from the dropdown list.
- You can remove any group or trustee user from an entry by selecting the **remove** link next to each item.
- You can edit the content of the entry and upload any files (for more information read How To Update A Webpage), once you have Saved changes the updated content will appear on the website.
- The website displays the content from the database entries so if you delete or change the name of an entry, an error will appear on the webpage(s) that look for that entry.

How To Update A Webpage

Login to the website with your username and password, you will see (depending on which browser you are using) a box in the top left hand corner with the options to edit the webpage or logout.

Browse to a webpage you are allowed to update and click on **Edit**. You will now see a blue dashed border around the areas on the webpage you can update. Then double-click on any of these areas to display the editing toolbar and begin editing the content.

The editing toolbar has many options to style the text, select the content you wish to style and click on the icons to style the selection (hover over each icon to see what the icon does). The options include: copy, paste, undo, redo, Insert link, Insert Image, bold, italics, underline (I don't recommend using the underline as is would appear as though it was a link), bulleted list, numbered list, indent list right, indent list left, text colour, background colour, align left/center/right/justify.

Upload Files

If you have sufficient privileges you will be able to upload files to the online server so that you can display them on the website, contact your web administrator if you haven't got the privileges to upload files.

1. Click on the **upload file** button and a window will appear with the upload file option.
2. Click on the browse button to find the file on your computer you want to upload.
3. Type in the name of the file, this can be different to the file name if you wish, it must not contain spaces (I suggest using underscore_ to separate words) and must be unique (it will over write any files with the same name without warning!).
4. Select the destination on the online server where you want to upload the file to, make a note of this location as you will need to type it in later.
5. Click on the upload button to upload the file, you can see all the files that have been uploaded in the box below.
6. Close the window.

Insert An Image

You must upload your image file before you can insert an image into a webpage, see Upload Files above.

1. Upload your image file, this image should be optimised for the web and be .jpg file. Remember to take note of the location and file name when you upload the file.
2. Put the cursor where you want to insert a file and click on the **Insert/Edit Image** icon in the editing toolbar.
3. Type in the URL of the file, it must start with **/uploaded_files/** and contain the location, file name and extension of the uploaded file (e.g. /uploaded_files/images/myphotos/picture_of_me.jpg).
4. Type in a short description of the image into the Alternative text field, this description aids people with visual impairment, it is important to include this text.
5. You do not have to type in the width and height of the image, if you choose to add the height and width then it's dimensions are calculated in pixels that you can find by opening the file in a graphics program such as Photoshop.
6. If you choose you can align the image within a paragraph by selecting an option from the dropdown list, the most common are left/middle/right that are also available in the editing toolbar. An image will always align left unless you change it.

Insert A Link (same process as inserting a document)

You can insert a link that links to another webpage in the website, links to another website or links to an uploaded document.

1. If you are Inserting a link to a document you need to upload the file first (see section on Upload Files).
2. Select the text or image you want to make a link and select the Insert/Edit Link icon.
3. Type in the URL of the webpage/website/document you are linking to. If you are linking to a document then it must start with **/uploaded_files/** and contain the location, file name and extension of the uploaded file (e.g. /uploaded_files/pdfs/ourmeetings/minutes_010107.doc). To link to a webpage within the website or an external website you must include the full URL including **http://**
4. Leave the Class field empty.

Saving Your Changes

You can update multiple areas on a webpage at once, but beware that when you click on the **Save All Changes** button this will update all the areas you have been updating. I recommend updating and saving each area at a time. When you click on the Save All Changes button the editing toolbar will disappear and the changes will be applied to the database. These changes will be displayed on the website so it is important to review your changes before saving them. You can cancel your changes at any time, but beware that this will cancel all changes to all areas you are updating (uploaded files will still remain on the server). You can then update another page, Exit Update or Logout.

Updating The Website With HTML

If you are proficient and prefer to update the website using HTML, then click on the HTML button to see the HTML code view of the content.