

Parish Council W.B.C.M.S.



A tutorial covering the basic steps in
managing and updating a
Parish Council Website
using our new
WBCMS.

November 2008

Preface.

This guide is designed to assist you in using our Content Management System which is based on the WBCMS model as viewable at www.mh-p.org/wbdemo/ and used in the building of our website at www.parishcouncilwebsite.co.uk/cms/.

We recommend that read this tutorial and then ask us for access to one of our WBCMS test installations so you can take a test drive. Obviously it's imperative that the person who is going to maintain the website fully understands what's involved and that the Council accepts that this person may require remuneration for the work and plans for how they will proceed in the future if the responsible person is no longer able to continue.

Many councils feel, after considering the relative costs and ramification that a bespoke, hand-coded, fully maintained site might better meet their needs now and in the future.

Tools.

In order to maintain your website you will need two pieces of software. The first is a program to create Adobe PDF files. Professionals use Adobe Acrobat however this is quite expensive and there are cheaper alternatives but their quality is often questionable and they usually place a commercial watermark at the bottom of each page. It's considered bad practice to place Word Documents on a website as they do present a security issue and not everyone can open Word files.

You will also need software to resize and compress photographs for use on the website. Professionals use Photoshop which is very expensive but there is a cut-down version called Photoshop Elements which will suffice. Modern cameras can produce very high resolution photographs which need to be reduced in physical size and in terms of memory. If you don't optimise your photographs your pages will load slowly and your site will consume more bandwidth which may lead to additional charges.

Introduction.

The layout of the pages of your website, the colour scheme and the content of the header will be setup by us according to the Councils individual requirements. The header for example could contain a photograph or graphic in addition to the title. On the other hand you may wish to place the photograph or graphic in the body of the page(s) where you can change them yourself.

When the site is handed over to you there will be two URL addresses, the first will be your domain name (in this case we're using our demo site)

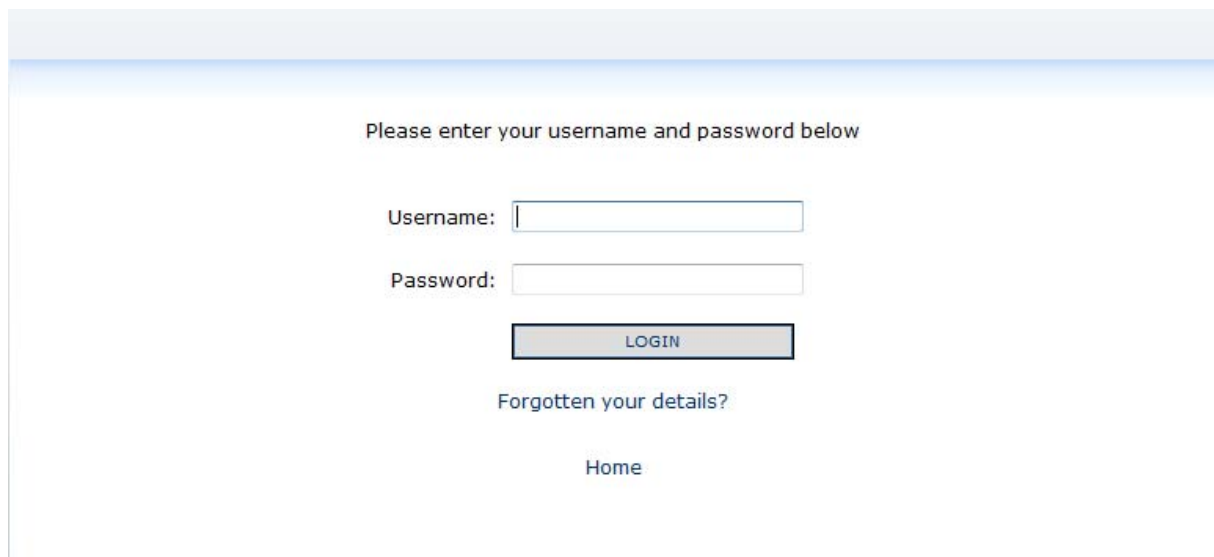
www.mh-p.org/wbdemo/ - this is the public side of your website

The second will be:

www.mh-p.org/wbdemo/admin/ - this is the back end where you maintain the site.

Alternatively you may have elected to have a Log-In Box on your home page.

Here you will see the page:



Please enter your username and password below

Username:

Password:

[Forgotten your details?](#)

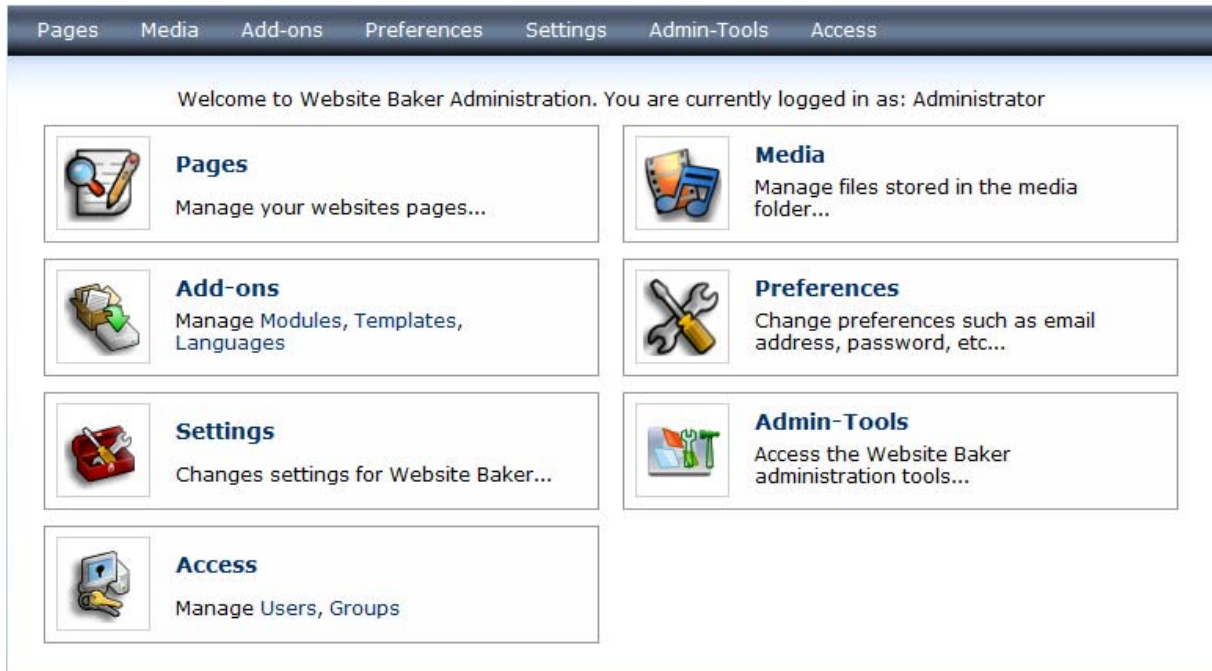
[Home](#)

When you work on your site you are working directly on the server. If the server senses a period of inactivity it will time-out for security reasons and you will have to log-in again.

Because a CMS is edited on the server via your internet connection the speed of operation will be slower than if you were working on your local computer and affected by the speed of your connection and other traffic.

After entering the username and password that we give you, the next page will display the main menu.

You can use the links in the menu bar or the graphic symbols to navigate.



We provide technical support for your use of WBCMS covering "Pages", "Media" and "Access"; other areas of the CMS will be setup for you before you receive the site.

We DO NOT provide support for anything that you might do inside the areas "Add-Ons", "Settings", "Preferences" and "Admin-Tools".

Changes in these areas can have dramatic and possibly a catastrophic effect on the CMS and your website.

Add A Page.

If you have not purchased page population the public face of your website will look like this:



As soon as you create your first page this will be displayed in place of the "Under Construction" sign so, let's make our first page.

Click on PAGES.

Enter a title for your page. Leave the Type as "WYSIWYG", Parent as "None", set Visibility as "Public" and click on ADD which opens the WYSIWYG Editor.

Most parts of the WYSIWYG Editor will look familiar and you will have no trouble in typing the content of the page. All of the icons have tool tips but some need further explanation:



Top Row, left to right:

Insert/Edit Website Baker Link. Highlight a piece of text, select this button and link your text to another page on the website.

Insert/Edit Link. Highlight a piece of text, select this button and link your text to another website.

Remove Link. Removes any type of link

Insert/Edit Anchor. This allows you to link from one word on a page with another word further down the same page.

Insert Picture. This allows you to enter a picture within the body of a page and flow the text around it. Adding pictures is covered in detail later.

Insert Flash. This allows you to enter a Flash animation or video into the page. This is an advanced feature and is covered in detail later.

Insert/Edit Table. You may find yourself using tables quite a lot as they are essential for meetings timetables and planning pages.

Insert Horizontal Line. Does exactly that!

Bottom Row, left to right

This whole row sets out the way that text is displayed on your website. Please remember that not everyone has perfect vision. We will have setup the colour scheme and the font for your website to ensure optimum accessibility.

Changing the size/colour of the fonts/background could cause problems for some of your users. We recommend that you allow the text to be controlled by the settings which are already installed and just define headings by highlighting the text and selecting Heading 4 in the Format Window.

Add MEDIA

The screenshot shows a web application interface for managing media. At the top, there is a navigation menu with the following items: Pages, Media (selected), Add-ons, Preferences, Settings, Admin-Tools, and Access. Below the menu, the main content area is titled 'Browse Media'. It features a header bar with 'Current Folder: /media' and a 'Reload' button. The main area contains the message 'No media found in the current folder'. Below this, there are three sections: 'Create Folder', 'Upload File(s)', and 'Overwrite existing Files'. The 'Create Folder' section has a 'Target folder' dropdown menu set to '/media', a 'Title' input field, and a 'Create Folder' button. The 'Upload File(s)' section has a 'Target folder' dropdown menu set to '/media', an 'Overwrite existing Files' checkbox, an 'Upload File(s)' button, and two columns of file selection inputs, each with a 'Browse...' button.

If you have not purchased page population the media folder will be empty.

It's important that you manage your media by creating folders in which to store your material. If you have requested a photograph gallery add-on these are the only files that should be stored in the /media folder, other photographs and documents should be stored in folders called 'images' and documents.

You'll almost certainly be publishing your agendas and minutes as PDF files, we recommend that you create document folders for each year (documents2008, documents2009 etc.)

To create a new folder type the name of the folder (say) 'images' into the Title Box under Create Folder and click on CREATE FOLDER.

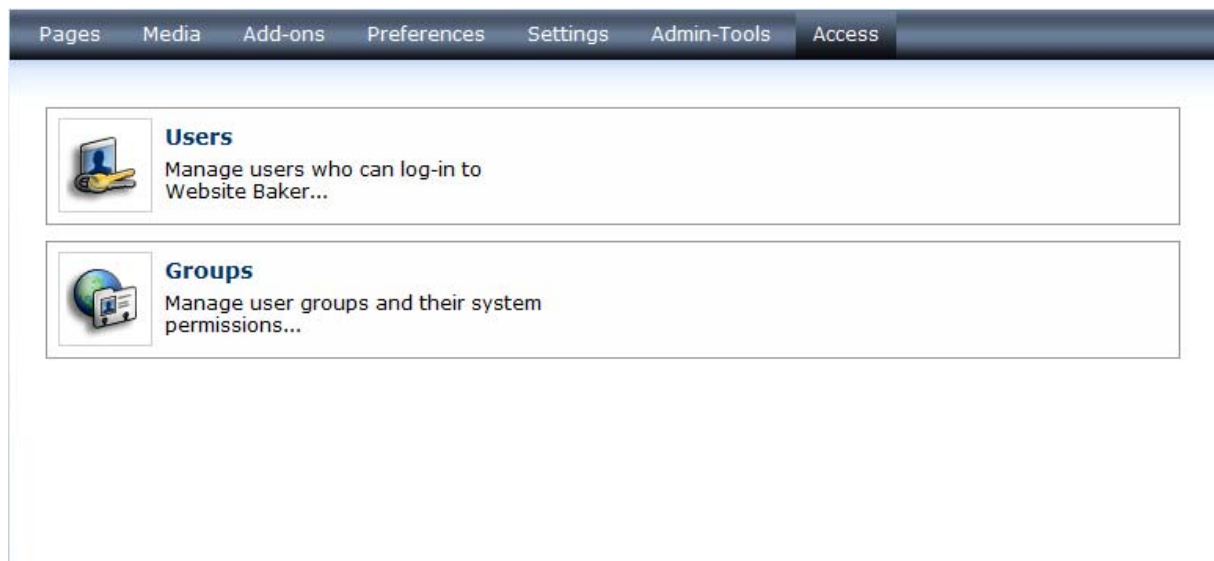
You can follow this procedure to create as many folders as you need.

By using the drop-down menu at Target Folder you can nest folders.

When you're ready to upload some files select the correct Target Folder under Upload File(s) and then use the browse buttons to locate the files on your computer. You can upload up to ten files at a time.

Once you've selected all the files you want to upload click on UPLOAD FILES and after a few moments the files will appear.

Setup ACCESS



Access controls who can access WBCMS and what they can do.

Before anyone can be granted access you need to setup a group or several groups. Imagine a scenario where you have a couple of assistants and a small group of people who feed information on events that are taking place in and around the parish.

Whilst you'll no doubt be happy to give your assistant's full or slightly restricted access; you probably only want to give the outside contributors sufficient permissions to allow them to update a news and/or events page.

In order to limit access you need to set up some groups first which is where the permissions are set and then add your users and assign them to the appropriate group.

Modify/Delete Group Manage Users

None Found

Add Group

Name:

System Permissions:

<input type="checkbox"/> Pages	<input type="checkbox"/> Media	<input type="checkbox"/> Modules	<input type="checkbox"/> Templates
<input type="checkbox"/> Languages	<input type="checkbox"/> Settings	<input type="checkbox"/> Users	<input type="checkbox"/> Groups
<input type="checkbox"/> Admin-Tools			

Module Permissions:

<input checked="" type="checkbox"/> Code	Template Permissions:	<input checked="" type="checkbox"/> All CSS
<input checked="" type="checkbox"/> Form		<input checked="" type="checkbox"/> Blank Template
<input checked="" type="checkbox"/> Menu Link		<input checked="" type="checkbox"/> Round
<input checked="" type="checkbox"/> News		<input checked="" type="checkbox"/> Simple
<input checked="" type="checkbox"/> Wrapper		
<input checked="" type="checkbox"/> WYSIWYG		

Once you have added your groups you can assign permissions. For your assistants you would probably tick Pages and Media and untick Code, Form, Menu Link, Wrapper and all the templates.

For the contributors you'd probably have only News ticked.

Depending on what Add-On Modules you've selected this page will look slightly different.

If you wish, when we setup your account, we can set permissions that restrict your access to certain areas where you do not need to venture. This will help prevent accidental damage to WBCMS.

It's also worth mentioning that selecting all Add-On Modules for installation will increase the size and complexity of this page and several other pages and menus.

Please just ask for the modules that you KNOW you're going to want and use. The others can be added later as and when the need arises.

Once you've set up at least one group you can then add the details of your users.

Clicking on Access and then Users will deliver this page.

The screenshot shows a web interface for user management. At the top, there is a navigation menu with tabs: Pages, Media, Add-ons, Preferences, Settings, Admin-Tools, and Access. The 'Access' tab is selected. Below the navigation bar, the page title is 'Modify/Delete User' and there is a 'Manage Groups' link. A search bar contains 'None Found' and there are 'Modify' and 'Delete' buttons. The 'Add User' section includes input fields for Username, Password, Re-type Password, Display Name, and Email. The Home Folder is set to 'None'. The Group selection dropdown is open, showing 'Administrators'. At the bottom, there are radio buttons for 'Active' (selected) and 'Disabled', and 'Add' and 'Reset' buttons.

To add a user is very straightforward as you can see from the screenshot above.

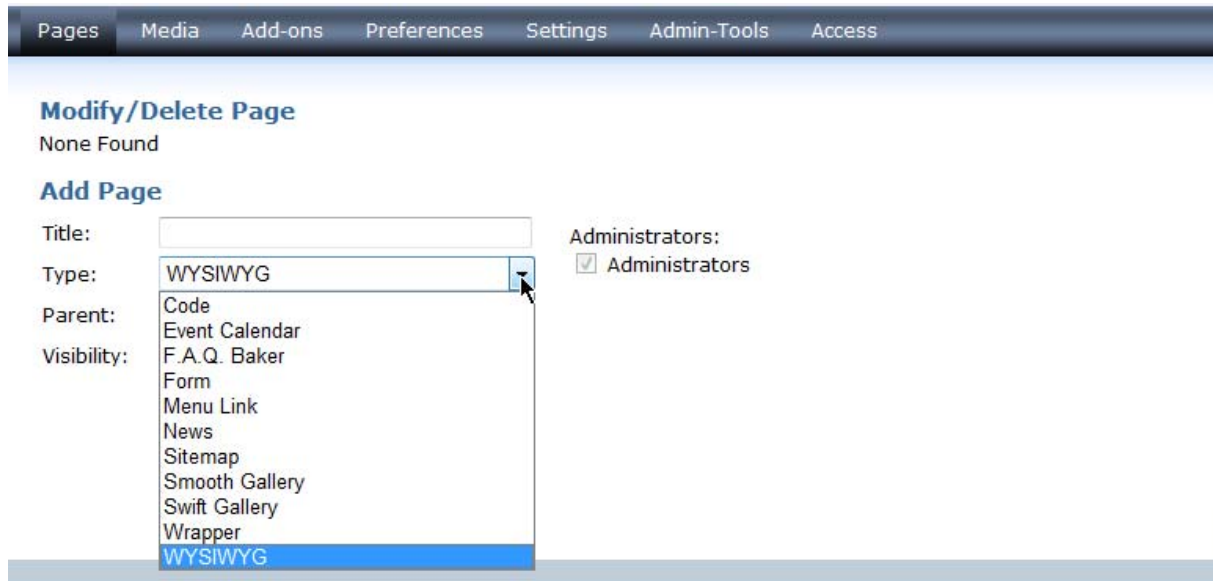
Once you've added the person's details and password make sure you assign them to the correct group.

You'll note at the bottom of the page that you can disable a persons access to WBCMS by clicking on Disable and then clicking the Add button.

Do remember that although you're restricting peoples access to WBCMS you are allowing them entry so take care to choose a secure password that includes uppercase, lowercase and numbers.

We have now covered the basics. Next we can start to look at things in a little more detail.

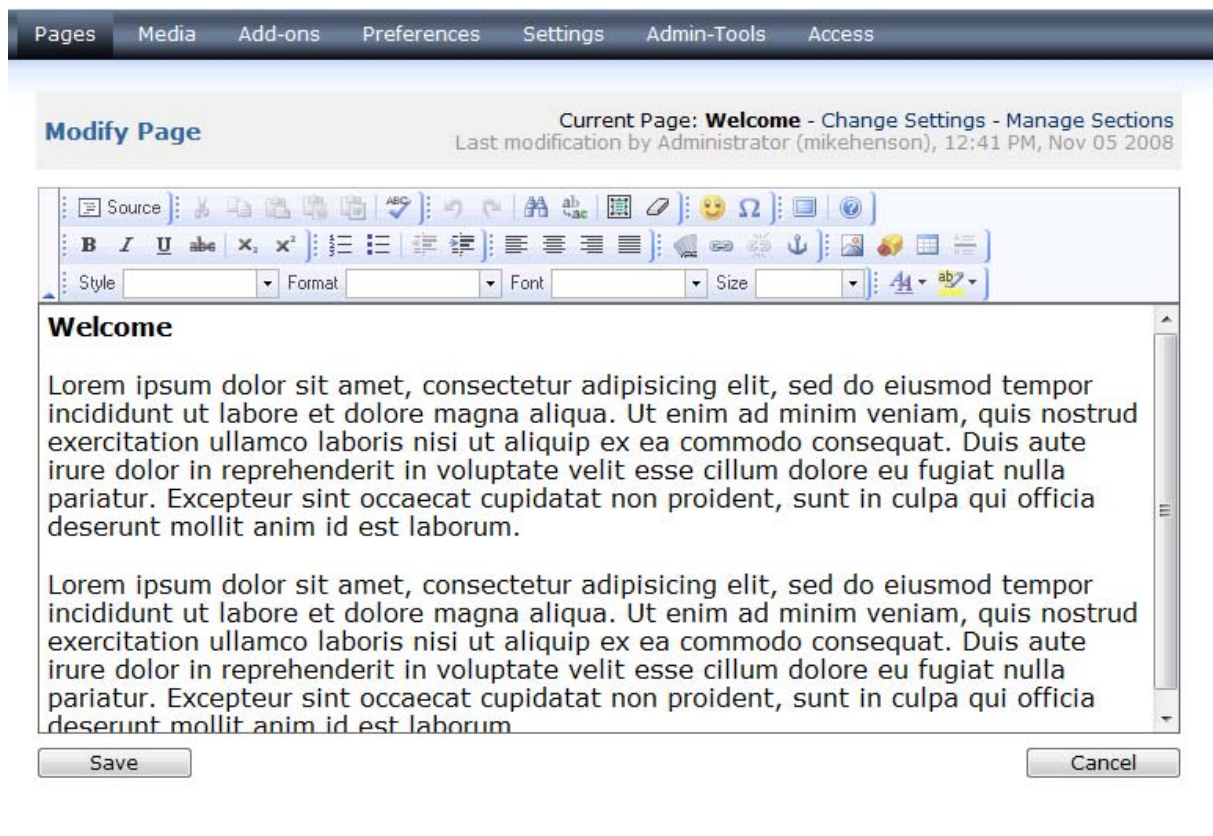
Working With WYSIWYG Pages



Enter a title "Welcome" and click on Add. The WYSIWYG Editor will now open.

Type Welcome at the top of the page and hit the Enter/Return Key.

Add some text to the page, then go back to the top of the page and highlight "Welcome", select Heading 4 from the format menu and then save the page.



Adding A Picture

Before we can add a picture to a page we need to upload the picture to the server.

Be aware that you must own or have the owners written permission to publish any picture, graphic or document on the website or any other publication otherwise the Council we be in breach of copyright.

Open the Media Page and in the Create Folder Title Box enter: images and click the Create Folder button. The folder "images" will appear in the box.

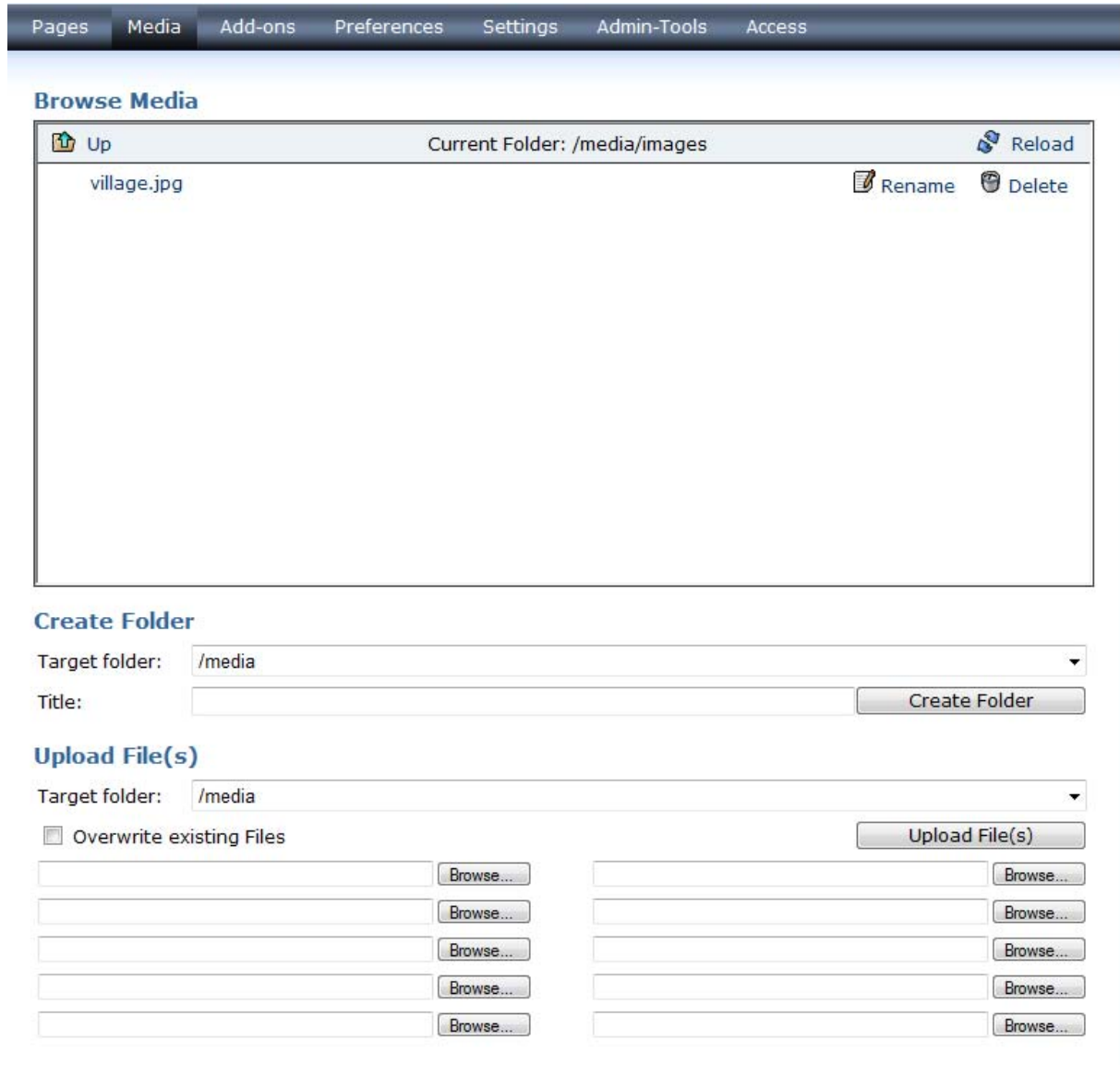
Under Upload Files select "/media/images" using the drop down menu.

Now, using the Browse button navigate to a picture on your computer that you have already prepared for the website. (see Tools on page 2)

The screenshot shows the Joomla! Media Manager interface. At the top, there is a navigation bar with tabs: Pages, Media, Add-ons, Preferences, Settings, Admin-Tools, and Access. The main content area is titled "Browse Media" and shows the current folder as "/media". A folder named "images" is visible in the file list. To the right of the folder list are buttons for "Reload", "Rename", and "Delete". Below the file list, there is a "Create Folder" section with a "Target folder:" dropdown set to "/media" and a "Title:" input field. Below that is the "Upload File(s)" section with a "Target folder:" dropdown set to "/media/images" and an "Upload File(s)" button. There are two columns of "Browse..." buttons for selecting files from the local file system.

When you've selected the picture/pictures click on the Upload Files button.

When the page refreshes click on the images folder in the box to see the name of your picture in the folder.



Now that we have the picture/image filed away on the server we can create a page on which we can use it.

Go back to the Pages menu.

The first thing you'll notice is that your Welcome Page is listed at the top of the screen.

Add a page and give it the title "About"

Enter the title "About", add some text and format the title as a Heading 4.

Pages Media Add-ons Preferences Settings Admin-Tools Access

Modify Page Current Page: **About** - Change Settings - Manage Sections
Last modification by Administrator (mikehenson), 1:16 PM, Nov 05 2008

Source

B *I* U abc x₂ x² Format Heading 4 Font Size

About

Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur

Save Cancel

Now place your cursor immediately in front of the first word 'Sed' and then click on the picture icon.

Pages Media Add-ons Preferences Settings Admin-Tools Access

Modify Page Current Page: **About** - Change Settings - Manage Sections
Last modification by Administrator (mikehenson), 1:16 PM, Nov 05 2008

Source

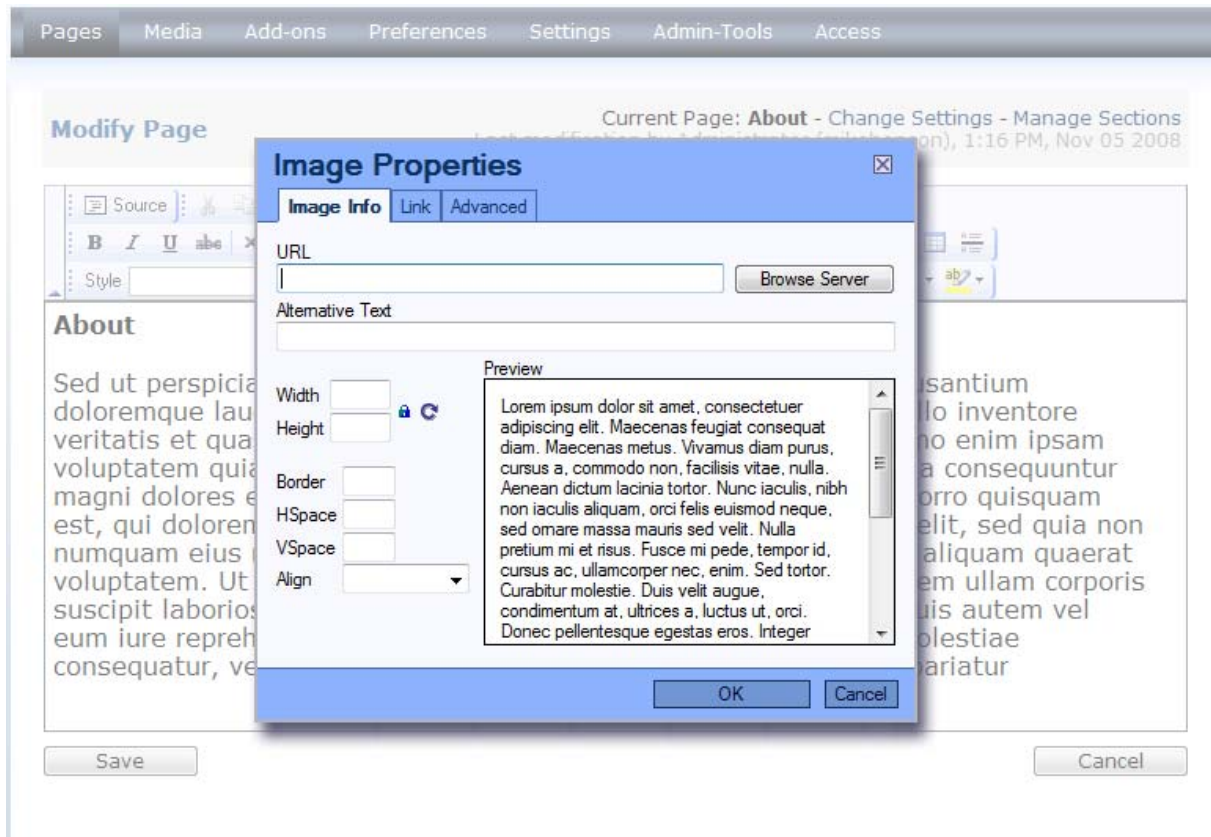
B *I* U abc x₂ x² Format Heading 4 Font Size

About

Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur

Save Cancel

The Image Properties Box will appear.



Browse for the image you uploaded.

Add descriptive Alternative Text.

Enter zero for the border.

Enter 12 for HSpace.

Enter 12 for VSpace

Select Align as "Left"

The Image Properties Box should now look like this:

Pages Media Add-ons Preferences Settings Admin-Tools Access

Modify Page Current Page: **About** - Change Settings - Manage Sections
Last modification by Administrator (mikehenson), 6:46 PM, Nov 07 2008

Image Properties [X]


Image Info Link Advanced

URL:

Alternative Text:

Width: Height:


Border: HSpace: VSpace: Align:

Preview: 

Source:

Style: Format: Font: Size:

About



consectetur, ad
labore et dolore
quis nostrum ex
commodi consec
velit esse quam

When finished Click on OK and then preview your work.


Pages Media Add-ons Preferences Settings Admin-Tools Access

Modify Page Current Page: **About** - Change Settings - Manage Sections
Last modification by Administrator (mikehenson), 11:34 AM, Nov 11 2008

Source:

Style: Format: Font: Size:

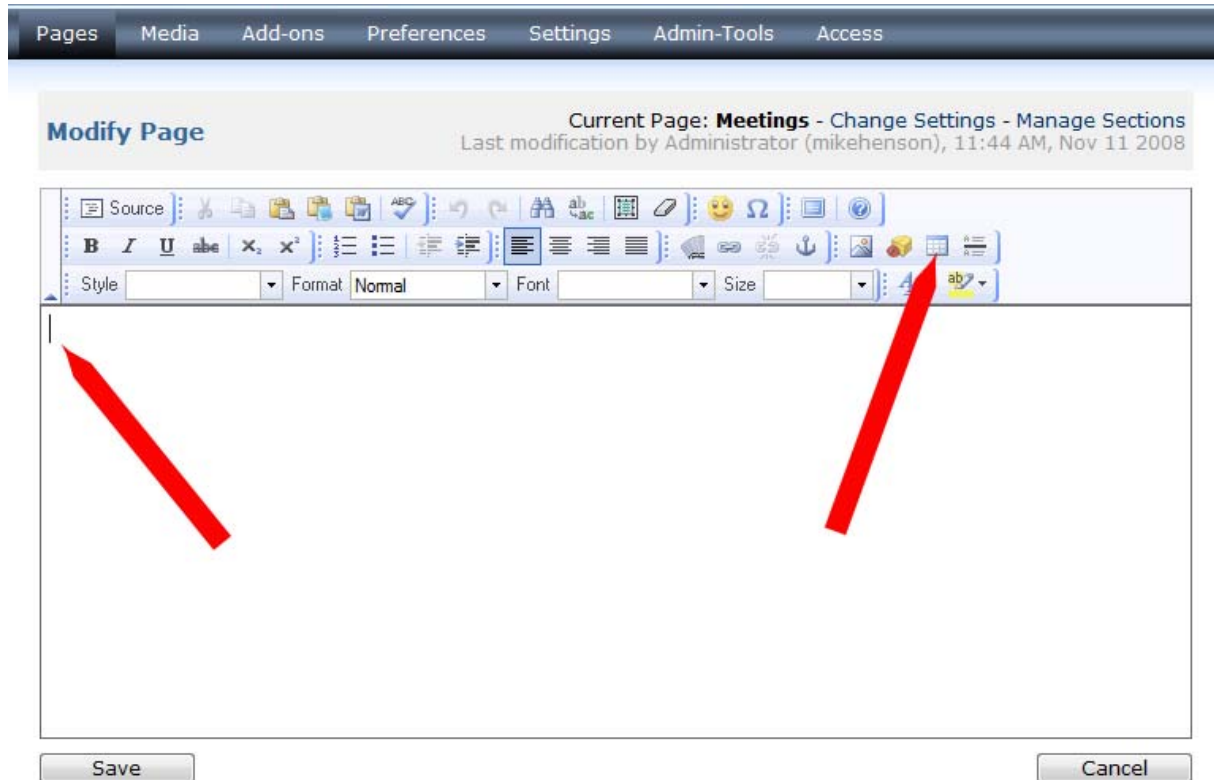
About



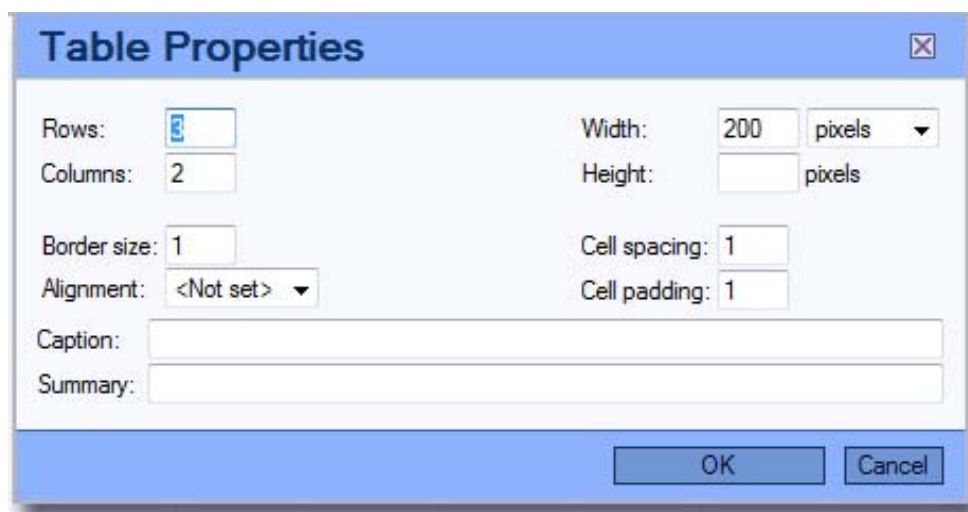
Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo

Adding A Table

If you have several committees, list your planning applications or place your information inventory online, then you'll find that these are best displayed in a table.



So let's start a new page which we'll call "Meetings". Once you've added the page place your cursor in the top left hand corner click on the table icon. The Table Properties window will appear.



Change Rows to 14

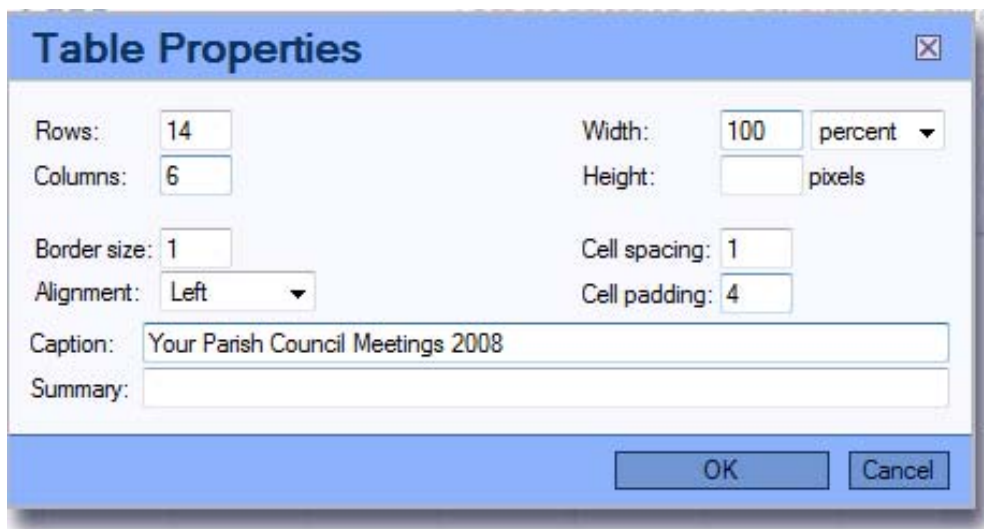
Change columns to 6

Change Width to 100 percent

Change Cell Padding to 4

Set Alignment to Left

Enter a caption "Your Parish Council Meetings 2008"



Click on OK.

Now you can start to enter your data into the boxes.

The screenshot shows a web-based page editor interface. The top navigation bar includes 'Pages', 'Media', 'Add-ons', 'Preferences', 'Settings', 'Admin-Tools', and 'Access'. The main area is titled 'Modify Page' and shows 'Current Page: Meetings - Change Settings - Manage Sections' and 'Last modification by Administrator (mikehenson), 11:44 AM, Nov 11 2008'. Below this is a rich text editor toolbar with various icons for text formatting, alignment, and insertion. The main content area contains a table with the title 'Your Parish Council Meetings 2008'. The table has 6 columns and 6 rows. At the bottom of the editor are 'Save' and 'Cancel' buttons.

Insert your cursor in the first box of the first column and enter "MONTHS"

In the same column immediately below "MONTHS", add the actual months of the year in each box.

Next, along the top row, add the committees, "Finance", "Planning", "Playgrounds", "Village Hall" and "Council".

Your table should now look like this:

Pages Media Add-ons Preferences Settings Admin-Tools Access

Modify Page Current Page: **Meetings** - Change Settings - Manage Sections
Last modification by Administrator (mikehenson), 11:44 AM, Nov 11 2008

Source

Style Format Font Size

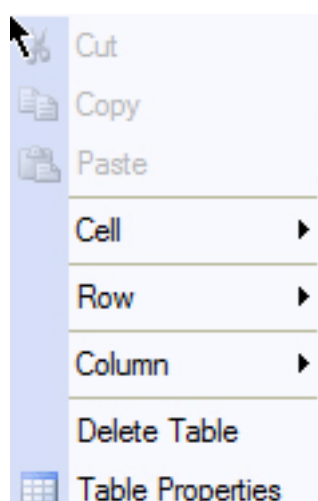
Your Parish Council Meetings 2008

MONTHS	Finance	Planning	Playgrounds	Village Hall	Council
January					
February					
March					
April					
May					

Save Cancel

Be careful to save your work regularly. If you try to build the whole table before saving your session will time out and your work will be lost.

The remainder of this tables tutorial is self-explore. Place your cursor in any box and right click your mouse. You will then see a whole menu system which allows you to customise cells, rows and columns.



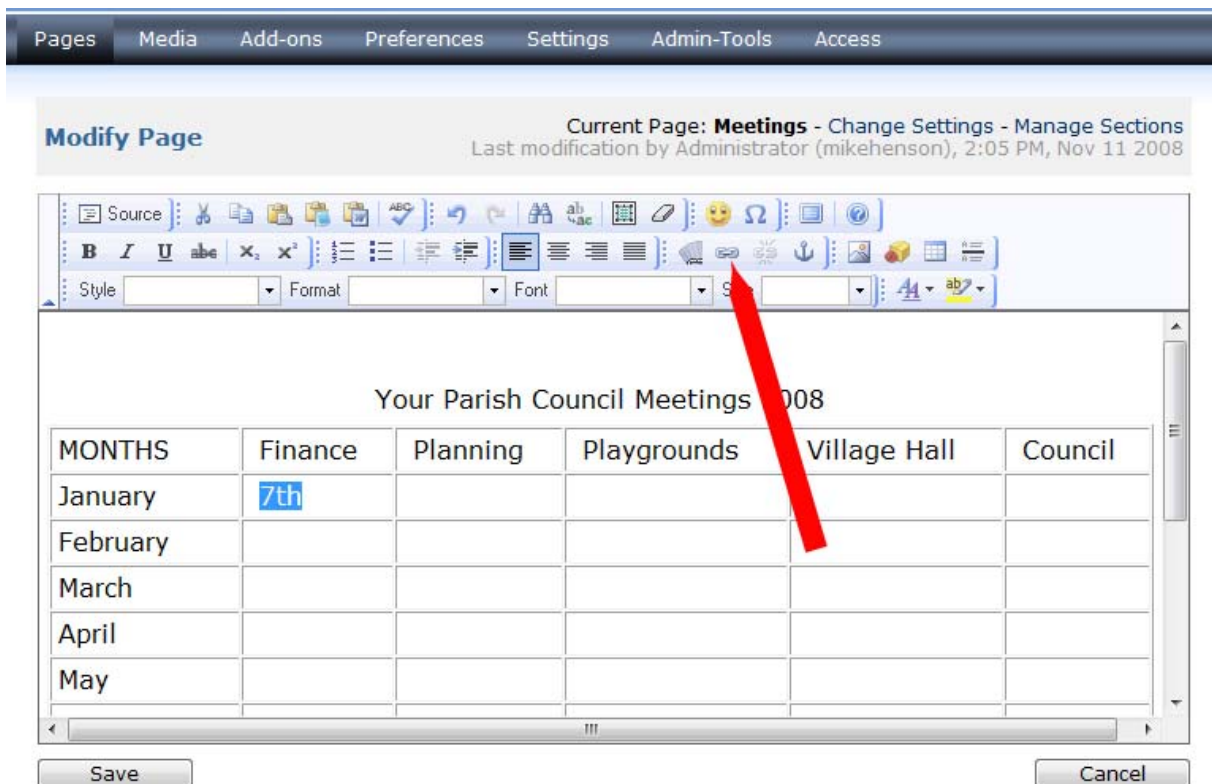
To complete your table place your cursor in the appropriate cell and add the date for the meeting.

Adding Documents

Currently your table is filled with dates so everyone knows when the meetings take place but they can't see any Agendas or Minutes.

Assuming that you have used Adobe Acrobat or similar software to produce PDF files of your agendas/minutes, go back to page 13 and follow the first part of the "Adding A Picture" section which deals with Media and create a new folder called "documents 2008" and then upload your agendas/minutes to that folder.

Next, open your "Meetings" page, place your cursor in January/Finance and insert the date "7th"

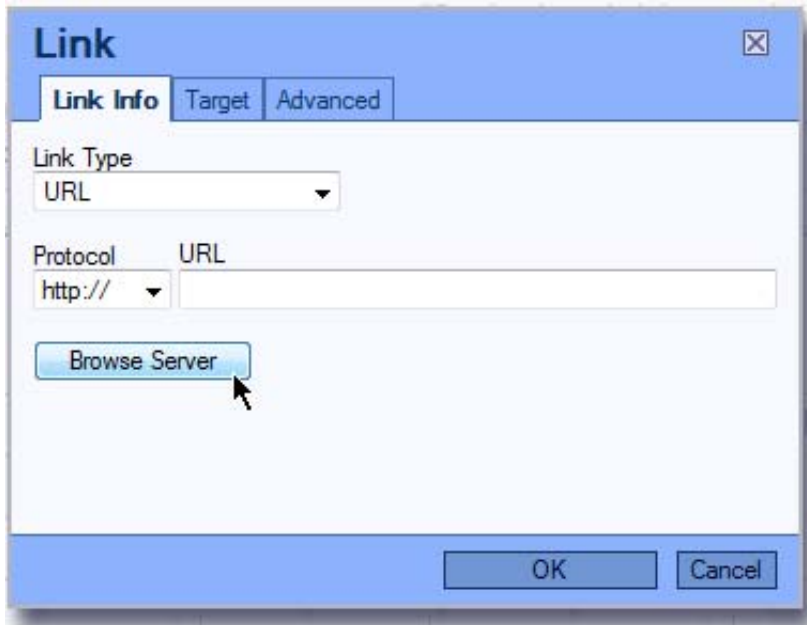


The screenshot shows a web page editor interface. At the top, there are tabs for Pages, Media, Add-ons, Preferences, Settings, Admin-Tools, and Access. Below the tabs, the current page is identified as "Meetings - Change Settings - Manage Sections", with a note that it was last modified by Administrator (mikehenson) on Nov 11 2008 at 2:05 PM. The main editing area contains a table titled "Your Parish Council Meetings 2008". The table has six columns: MONTHS, Finance, Planning, Playgrounds, Village Hall, and Council. The rows represent the months from January to May. The cell for January in the Finance column contains the text "7th". A red arrow points from the "Insert/Edit Link" button in the toolbar to the "7th" text in the table cell. The toolbar includes various icons for text formatting, alignment, and linking. At the bottom of the editor, there are "Save" and "Cancel" buttons.

MONTHS	Finance	Planning	Playgrounds	Village Hall	Council
January	7th				
February					
March					
April					
May					

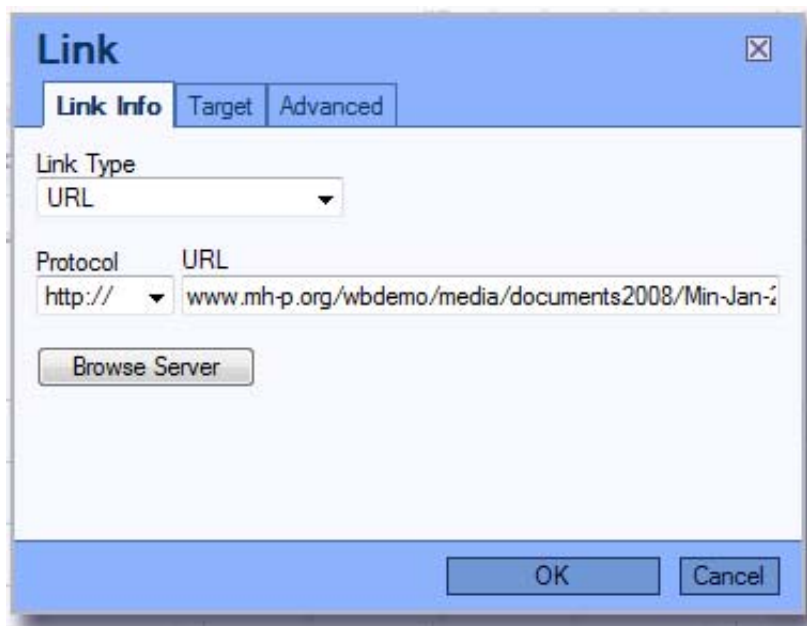
Next, highlight "7th" and click on the button Insert/Edit Link

The Link Properties Window opens



Clicking on the Browse Server button will open the media window where you can click on your "documents2008" folder and then select your minutes.

As soon as you select a file the Link Properties Box returns.



Click on the Target tab and change Target from <not set> to New Window Click on OK.

The page refreshes and you will now see that the date has an underline signifying that it links to another location.

Current Page: **Meetings** - Change Settings - Manage Sections
Last modification by Administrator (mikehenson), 2:28 PM, Nov 11 2008

Modify Page

Your Parish Council Meetings 2008

MONTHS	Finance	Planning	Playgrounds	Village Hall	Council
January	7th				
February					
March					
April					
May					

Save Cancel

In addition to creating links to pictures and documents you can also create email links however, a word of caution. Spammers crawl web pages looking for email addresses so it's best to use a contact form for your own staff/members.

In any event you should be using an Email Filtering software package like [Cloudmark](#) or [Spamfighter](#) and an Anti-Virus/Anti-Spyware package like the excellent [Webroot Spysweeper](#) which now includes the Sophos A/V Engine.

To create an email link first highlight the text which will carry the link

Click on the Insert/Edit Link button

Change Link Type from "URL" to "Email"

Enter the recipients email address in the Email Address Box and click on OK

The End

Well, not quite. We've finished the basic introductory tutorial that will get you up and running. Further tutorials will follow that cover the Add-On Modules.