

Using our authoring tools to amend your web site.

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Quick start hint:

In a mad rush?

For the quickest basic try-out of the system, just find Topic 1 below, and read from the start of the Topic down as far as 'Progress Check', which is less than 400 words!

What is SMPHP?

SmpHP is a web content management system, or 'cms' designed and developed by Ethical Internet. 'Content Management' means that the

information used in your website is stored in a database, which also keeps track of who is allowed to see and change each page.

Most of the work of constructing the web pages is done by the content management software, which makes it easy to ensure that all the pages on the website keep to the same layout and styles, and have up-to-date navigation links to other related pages in the site. The software also keeps backups, restricts who can edit any page, and lets you change pages or add new pages anytime, from any computer that has an internet connection and a web browser: just log into the site and use the built-in editing tools.

What type of computer and web browser do you need?

The site should be fine viewed on almost any commonly used computer and browser.

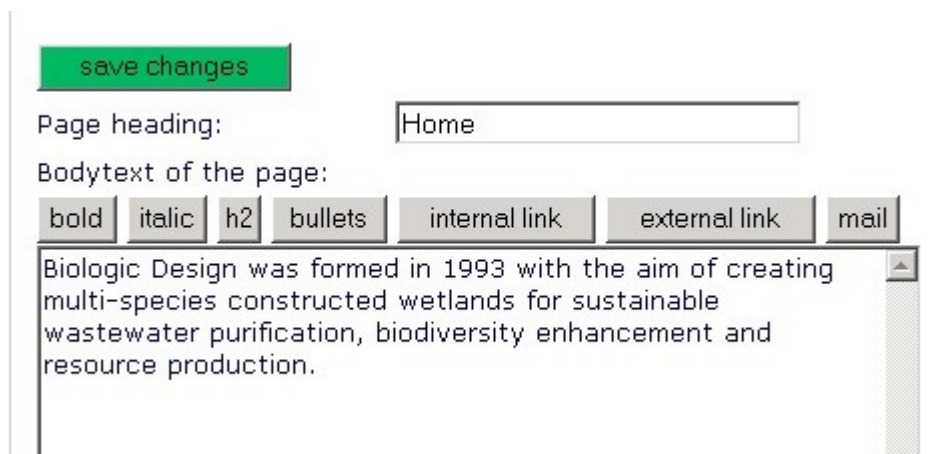
When it comes to **amending** your web site, the recommended browser is Mozilla Firefox (the open source browser available from www.mozilla.com) which is available for Windows, Mac and Linux. You can also use Microsoft Internet Explorer on a PC, and other browsers (such as Safari, Chrome etc) will usually be OK.

Topic 1. How to amend a page.

After you have logged in to the site with your username and password, whenever you are looking at a page which you are allowed to amend, there will be an 'edit' link shown on the screen just below the navigation menu on the left hand side of the page.



If you click on the 'edit' link, you can view the page in 'editing mode'. In editing mode, the page title and the text of the page are displayed in editable boxes. To change the title or text on the page, simply type in the boxes headed 'Page heading' and 'Bodytext of the page'.

A screenshot of a web page in editing mode. At the top left is a green 'save changes' button. Below it is a text box labeled 'Page heading:' containing the word 'Home'. Underneath is a text box labeled 'Bodytext of the page:'. Above this text box is a row of formatting buttons: 'bold', 'italic', 'h2', 'bullets', 'internal link', 'external link', and 'mail'. The text box contains the text: 'Biologic Design was formed in 1993 with the aim of creating multi-species constructed wetlands for sustainable wastewater purification, biodiversity enhancement and resource production.'

When you have changed the text in the boxes, click on the 'Save Changes' button. Simple!

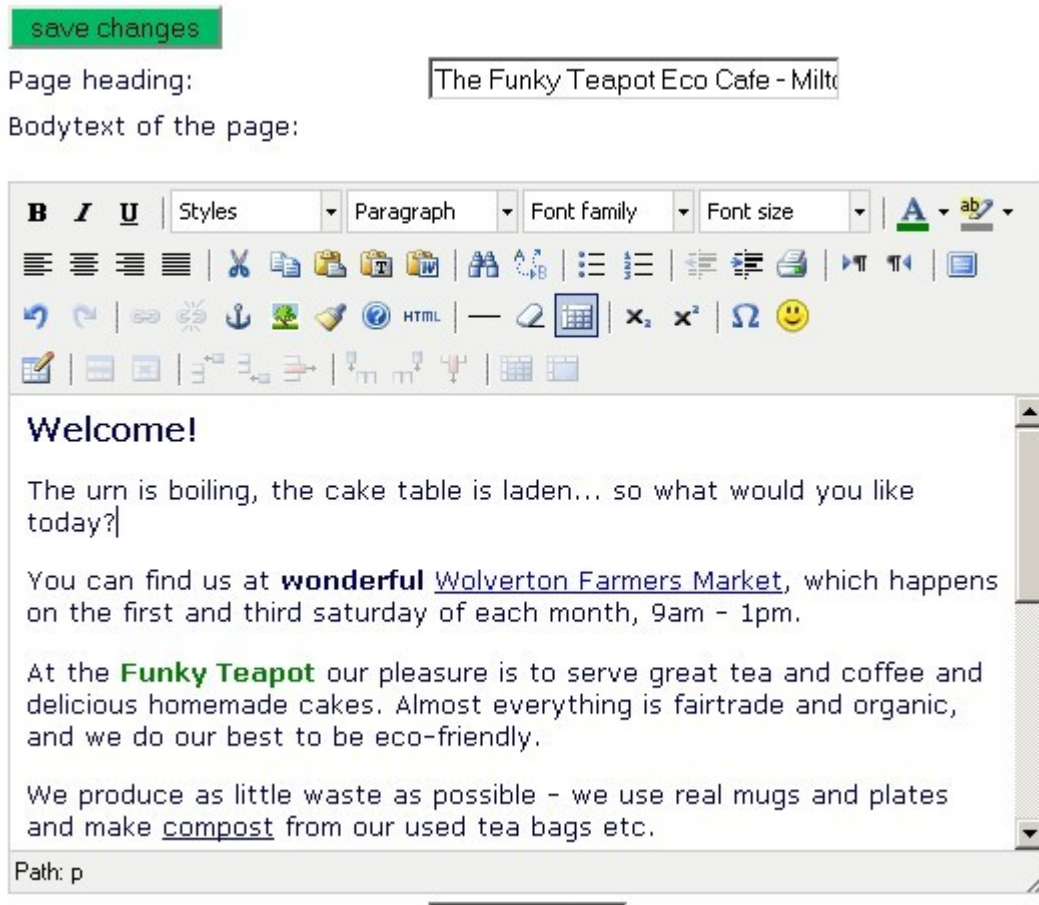


The wysiwyg (what you see is what you get) editor

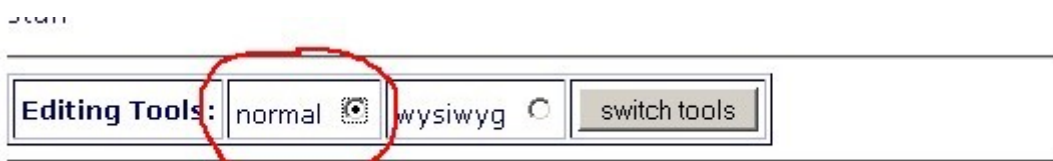
If you prefer, you can also write your webpages using a word-processor-like editor. To switch to the wysiwyg editor, just click wysiwyg then 'switch tools':



The page will now be displayed with a much fancier editing box. The wysiwyg editor has buttons and lists for font face, font size and font colour, text alignment and so on, just like a word-processing program.



The wysiwyg editor is occasionally useful, but indiscriminate use can easily lead to web pages that are rather jarring on the eye! If you keep to the normal editor, your pages will have a cleaner, more consistent look.



Restoring previous versions of the page.

The last 10 versions of the page are automatically archived in the Smphp database. You can restore a previous version of the page using the 'Restore Old Version' button. Select the old version that you wish to restore from the

drop down box where previous versions of the page are listed with the date and time they were saved.

05-Nov-02 10:25 [fran] ▼

05-Nov-02 10:25 [fran]
05-Nov-02 10:24 [fran]
08-Oct-02 00:25 [gpr6]
04-Oct-02 21:09 [gpr6]
04-Oct-02 21:09 [gpr6]

restore old version

affonly

the permission to edit this admin

group:

Editing the text in the 'news' column

You can also put text in the 'news' column, which is the narrow column down the right hand side of the page.

CAS News: March 2003
CAS lawyers have won a
test case showing that
councils must take
serious consideration of
cycle users' needs in their
transport strategy.

To edit the news column, find the link at the foot of the page:

last modified by peter on 2007-02-05 12:49:22

[edit news column](#)

2007-02-05 12:49:22 [peter] ▼

restore old version

The method for editing the text of the news column is similar to editing the main bodytext of the page.

When you have finished changing the news column, click the 'back to page editor' link at the top of the screen.

[back to page editor](#)

Each page does not have its own news column. Instead, the news column is shared by several pages - all the pages that belong to the same admin group. (Admin groups are explained below in Topic 2.)

Progress Check.

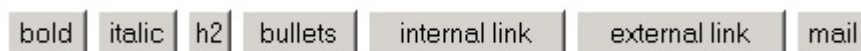
That has covered the basics of how you alter your web page. You don't need to know any HTML to set up your own basic page, but you will probably want to upload some images or other files to use on your page, which is explained in Topic 2 below. The next section – optional use of HTML codes, you might wish to skip (and come back to later for reference if necessary).

Optional use of HTML formatting codes.

The site has been designed so that you do not **need** any knowledge of HTML to amend and create simple pages.

However, if you wish to alter the appearance of the text, or create links, you can use HTML formatting codes. For example, to make a section of text bold, the HTML formatting code is `...`, as in `this text will be bold`

You can either type the HTML codes yourself, or use the 'shortcut' buttons provided.



button name	purpose	HTML codes applied
"bold"	Makes a section of text bold	<code>...</code>
"italic"	Makes a section of text italic	<code><i>....</i></code>
"h2"	Makes a second level heading	<code><h2>...</h2></code>
"bullets"	Creates a list of bullet points.	<p><code>...</code> is placed around the whole list, and the codes <code>...</code> are placed around each item in the list</p> <p>N.B. you can make a numbered list by changing <code>...</code> to <code>...</code></p>
"internal link"	Makes text into a link to another page on your website. You need to supply the pageid of the page you are linking to. One method to find the pageid is by navigating to the target page, then looking in the address bar near the top of the browser window. Another method is to hold the mouse pointer over an existing link to the page, and look at the target url displayed in the 'status bar' at the foot of the browser window.	<code>...</code>
"external link"	makes text into a link to a page on another website. You need to supply the web address ('url') of the page you are linking to, e.g. http://www.someplace.com . When the link is clicked, the other website will open in a new browser window. It is easiest to copy the url from the address bar of the browser, then paste it into the external link dialogue box using the shortcut ctrl+v.	<code>...</code>
"mail link"	makes text into an email link. Note that some users will not have their web browser and email programs linked, so the actual email address should also be visible on the page.	<code>...</code>

A note for advanced users.

Another option for editing more complex pages is to design the page with whichever HTML editing program you are comfortable with e.g. FrontPage, HotMetal, Dreamweaver. Paste the raw HTML for the body of the page (i.e. everything between the <body> and </body> html tags) into the 'bodytext of the page' box.

If you paste in HTML code in this way, remember that the path to any image files in the src attribute of image tags will need to be adjusted to correspond with the path to the images on the web server. You can find the path to an uploaded file on the server by clicking on the 'view/amend details' link in the list of uploaded files, then looking at the 'stored as' property for the file.

NB To suppress smphp's normal behaviour of substituting <p> tags in place of carriage returns, you should embed the codeword 'no_autoformat' inside an html comment anywhere in the page, e.g.

```
<!--no_autoformat-->
```


Topic 2. How to upload files to your pages.

You can upload files such as pictures, mp3 music, wordprocessor or spreadsheet documents, and acrobat .pdf documents to the website for use on your pages. (Videos are best uploaded to youtube.com or another video sharing website, then embed the youtube video player into your website page by pasting in the html supplied by youtube for that particular video clip).

In the Smphp web publishing system, uploaded files are called 'userfiles'. When you have made a new userfile by uploading a file, you then need to display the file (or a link to it) by adding a special UserFile tag to the desired place/s in your page.

Every page and uploaded file belongs to an 'Admin Group', which you can think of as a sort of folder. Admin Groups control who is allowed to edit pages, and keep resources such as files separate for different areas of the website. Let's imagine that in the web page you are currently working on, you wish to add a link to an acrobat pdf file which you wish to upload.

A note about document file formats...

You should bear in mind that how the file will be displayed depends on what software the web site visitor's computer has available. For this reason, it is preferable to upload document files in Acrobat rather than Word format, since the Acrobat Reader program is free and already installed on most computers. (You can get a free program to create pdf files from www.pdf995.com, and some office programs, including the free Open Office suite, now have an option to save as pdf. To download Open Office, see openoffice.org)

...And a note about filenames

Files used in web pages shouldn't have any spaces in their names. Before you start trying to upload a file, if the name of your file contains spaces,

e.g. 'my price list.pdf'

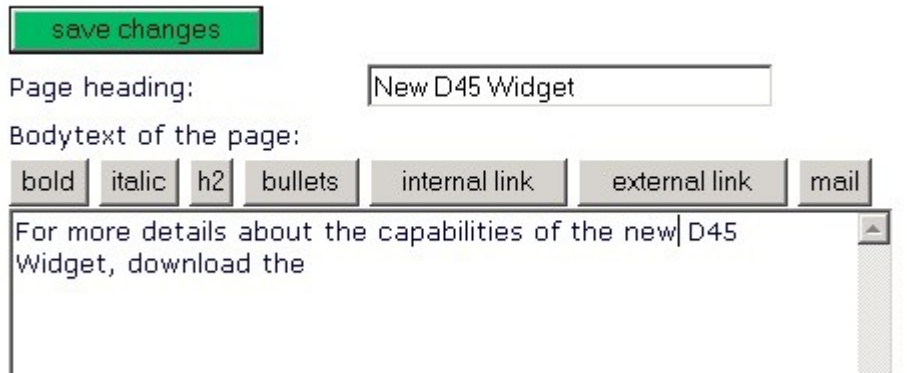
rename it, removing the spaces from the name

e.g. 'mypricelist.pdf'

Filenames may contain hyphens, underlines, and full stops, but not commas, exclamation marks, slashes, etc. To be on the safe side, just use letters, numbers, underlines, and full stops in file names, e.g. 'garden_july17.jpg'

Uploading a document

Your page currently looks like this:



Step 1: create a new userfile

When you are in edit mode, click on the link titled 'upload new file'.

this admin group has 0 uploaded files | [upload new file](#)

name	link	size
------	------	------

Clicking on this link will take you to a new screen where you fill in a form giving details about your file and what you want to do with it. The filename ('d45techspecs.pdf' in this example) must not contain any spaces: rename it if necessary before beginning to fill in the form.

essential information for the userfile

id for the new userfile:

①

new file to upload

②

Browse...

save

④

optional extra information for the userfile

text for the link to the file:

(needed for any file that opens in new window, not needed for in-the-page images or in-the-page Flash movies,)

③

There are quite a few boxes on this form, but for the time being we are only concerned with the first three, which are all you need to fill in if you are uploading a document file such as a pdf or Word file.

In box (1), invent a name or id for your new userfile (for example, 'd45 specs'). The id for the userfile can contain spaces if you wish.

In box (2), click the 'browse' button to locate the file you wish to upload (e.g. C:\peter\brochures\d45techspecs.pdf).

You will be creating a link on your web page which goes to the uploaded acrobat file. In box (3), type the text that you want the link to say. In this example, the link will say 'technical specifications'.

Finally, click the 'save' button (4) to upload your file and create the new userfile.

[back to page editor](#)

[create / amend userfile](#)

essential information for the userfile

id for the new userfile:

new file to upload:

optional extra information for the userfile

text for the link to the file:

(needed for any file that opens in new window, not needed for in-the-page images or in-the-page Flash movies,)

If the file upload is successful, click the link that says 'back to page editor'.

[back to page editor](#)

[create / amend userfile](#)

New userfile uploaded successfully.

[back to page editor](#)

This will take you back to the web page you were editing.

Your new userfile will now be listed in a table just below the 'upload new file' link. This table shows all the userfiles that have been uploaded for the admin group that the page belongs to. If there were already other uploaded files, the new file probably won't be in the first row of the table – the files are listed in alphabetical order.

this admin group has 1 uploaded files | [upload new file](#)

name	link	size	
d45 specs	technical specifications	17 K	view/amend details paste into page

last modified by peter on 2007-03-05 15:46:51

Step 2: display the new UserFile on a page

Having created the UserFile, you will then wish to display it somewhere on your page – in this case by inserting link that says 'technical specifications' into the page. To do that, click the 'paste into page' button (circled in the picture above). This inserts a UserFile tag into the bodytext editing box of your page.

[save changes](#)

Page heading:

Bodytext of the page:

[bold](#) [italic](#) [h2](#) [bullets](#) [internal link](#) [external link](#) [mail](#)

For more details about the capabilities of the D45 Widget, download the [:userfile id='d45 specs':]

Click the 'Save Changes' button. When the page is displayed, the tag is converted into the correct html to display a link to your uploaded acrobat file.

For more details about the capabilities of the new d45 widget, download the [technical specifications \(pdf, 140K\)](#)

You will probably have noticed that the file type and size have been automatically added to the link text – "(pdf, 140K)" has been appended to the link text in the example above. This is because it is good practice to tell the people reading your web pages what sort of file you are offering them, and how big the file is. Users don't want to waste time downloading a file that is in a format their computer cannot display, and might not want to download a large file if they are using a slow internet connection (e.g. modem).

Uploading a picture.

Imagine that you now want to upload a picture of the new product to use on the web page you are making.

The procedure is very similar to how the acrobat file was uploaded and displayed – first create a new userfile by uploading the picture, then display it on the page by inserting a userfile tag.

A note about image files...

Image files must be saved as either .gif or .jpg files before you can upload them to a web site. For photographs, .jpg is the more suitable format, and .gif works better for artwork. The filename ending of .jpg files is occasionally .jpeg instead – this is just an alternative and less common spelling.

Width and height are measured in pixels. Image files that have been produced using a scanner or with a digital camera tend to be very big files, thousands of pixels wide and tall, and are not suitable for use on the web until they have been resized to a few hundred pixels wide and tall.

For the best results, use an image editing program (e.g. PhotoShop Elements or Paint Shop Pro) to prepare your images for use on the web by cropping and resizing them. Cropping means selecting only part of the image – you would need an image editing program in order to do this. Resizing means reducing the width and height of an image so that the same image is fewer pixels wide and tall. The Smphp system can resize images for you when you upload them (just specify the new width in the 'resize image width to' box – you do not need to specify the new height as this will be calculated automatically).

The width of the main column that your text and pictures will occupy is usually between 400 and 600 pixels, and the right hand 'news' column, if present, is usually between 100 and 200 pixels wide.

If you ever want your website users to be able to view a very big image that is wider than your website main column, for example a high resolution image for printing, be sure to set the image to open in a separate window (there is an explanation of how to do this later in this chapter).

Keep an eye on the file size of pictures that you upload to your website, i.e. how many kilobytes (kB) of disk space they take up. If you are using an image editing program to resize your images, save the images with some compression – nearly all image editing programs have options for this when saving .jpg files. If you use the smphp system to resize your images, they are automatically saved with compression. Images should usually be no more than a few hundred kilobytes. Any larger than that and they will be very slow for some website users on slower connections, e.g. mobile broadband, to download.

And a note about filenames...

File names for web image files must not contain any spaces. If the name of your image file contains spaces, e.g. 'my horse picture.jpg', be sure to rename it without the spaces, e.g. 'myhorsepicture.jpg' before you upload it.

To upload a picture as a userfile, click the 'upload new file' link above the list of uploaded files.

this admin group has 1 uploaded files | [upload new file](#)

name	link	size	
d45 specs	technical specifications	17 K	view/amend details paste into page

last modified by peter on 2007-03-05 15:46:51

This will take you to the 'create / amend userfile' screen, which you previously used to upload an acrobat pdf file. This time we will be uploading an image file instead, but the procedure is very similar.

[back to page editor](#)

[create / amend userfile](#)

essential information for the userfile

id for the new userfile:

d45 pic

new file to upload:

C:\peter\pictures\widget45.jpg

[Browse...](#)

[save](#)

optional extra information for the userfile

text for the link to the file:

(needed for any file that opens in new window e.g. pdf, not needed for in-the-page images)

resize image width to:

200

pixels

In box 1, invent a name for the new userfile – the name I made up is “d45 pic” in this example.

In box 2, use the 'browse' button to locate on your disk or storage device the file that you want to upload – the file is c:\peter\pictures\widgetd45.jpg in this example.

If you wish to resize the image while uploading it, type the desired width into box 3, the 'resize image width to' box. In this example we will resize a large image to a new width of 200 pixels. The new height for the image will be calculated automatically.

Then click the 'save' button (labelled 4) to upload the file.

When the file has been uploaded, you should see the 'upload successful' message.

Click the 'back to page editor' link to return to the page you are working on.

[back to page editor](#) [create / amend userfile](#)

New userfile uploaded successfully.

[back to page editor](#)

The text of the page in the bodytext editing box currently looks like this:

save changes

Page heading:

Bodytext of the page:

bold

italic

h2

bullets

internal link

external link

mail

For more details about the capabilities of the D45 Widget, download the [:userfile id='d45 specs':]

This is what the standard D45 Widget looks like:|

The list of userfiles shows the new userfile called "d45 pic". Click the 'paste into page' button to display the picture on your page.

this admin group has 2 uploaded files | [upload new file](#)

name	link	size		
d45 pic		7 K	view/amend details	paste into page
d45 specs	technical specifications	17 K	view/amend details	paste into page

This inserts another [:userfile id= :] tag into the 'bodytext of the page' box.

save changes

Page heading: New D45 Widget

Bodytext of the page:

bold

italic

h2

bullets

internal link

external link

mail

For more details about the capabilities of the D45 Widget,
download the [:userfile id='d45 specs':]

This is what the standard D45 Widget looks like:
[:userfile id='d45 pic':]

Click the 'Save Changes' button, and you will see that the new picture is displayed on the page:

New D45 Widget

For more details about the capabilities of the D45 Widget,
download the [technical specifications \(pdf, 17 K\)](#)

This is what the standard D45 Widget looks like:



That's it. You now know how to upload pictures and document files for use on your web pages. Remember to be careful about the file size of images you upload.

Wrapping text to the side of an image (using image align).

Narrow images, such as the picture above, can look effective with text wrapped alongside the image.

First let's add an extra paragraph of text after the image:

save changes

Page heading:

Bodytext of the page:

bold **italic** **h2** **bullets** **internal link** **external link** **mail**

For more details about the capabilities of the D45 Widget,
download the [:userfile id='d45 specs':]

This is what the standard D45 Widget looks like:
[:userfile id='d45 pic':]

Acme Inc have been striving ceaselessly to improve the
environmental performance of the D45 Widget. We are proud
to say that the D45 is now made from FSC certified timber
from sustainably managed woodlands.

Now, we will change the properties of the image so that it is aligned to the left of the page and text can flow alongside it to the right.

In the list of uploaded files, click the 'view/amend details' link for the picture we want to alter – in this example the userfile with the name 'd45 pic'

this admin group has 2 uploaded files | [upload new file](#)

name	link	size	
d45 pic		7 K	view/amend details <input type="button" value="paste into page"/>
d45 specs	technical specifications	17 K	view/amend details <input type="button" value="paste into page"/>

This takes us to the 'create/amend userfile' screen, which shows details about the userfile we are amending, 'd45 pic'. Scroll down the form to the boxes near the bottom of the page:

text for the link to the file: (needed for any file that opens in new window e.g. pdf, not needed for in-the-page images)	<input type="text"/>
resize image width to:	<input type="text"/> pixels
image caption:	<input type="text"/>
alt text: (for in-the-page images only, a text description)	<input type="text" value="Picture of the Acme D45 Widget (2007 model)"/>
image align: (for in-the-page images only, controls text wrap)	<input type="text" value="left"/>
space around image: (for in-the-page images only)	vertical: <input type="text" value="10"/> pixels horizontal: <input type="text" value="10"/> pixels
display size: (required for in-the-page Flash movies)	width: <input type="text"/> pixels height: <input type="text"/> pixels

To make the text wrap to the right of the image, all we need to do is to set the 'image align' property to 'left'.

The other boxes on this screen aren't needed for wrapping text alongside images, but it's worth taking the chance to learn about them while we are here....

The '**resize image width to**' box allows you to resize an image when uploading it or when later amending the userfile details. The image is resized by software on the server to the width that you specify. (The new image height is chosen automatically to keep the proportions of the image unchanged, i.e. ratio of width to height.)

The '**image caption**' box allows you to supply a caption for an image. The caption will be displayed under the image, in whatever style is set for image captions in your site's css stylesheet. The image and its caption can also have a coloured background behind them if this is specified in the stylesheet.

The '**alt text**' box is for an 'alternative description' of the image – this is primarily for use by people using web browsers that do not display images, such as those used by some blind and partially sighted people, so it is good practice to fill in a description. The alt text is also used by search engines – another very good reason to make sure that all your images have a text

description. In this example we have supplied some text as a description of the image.

'space around image' sets a horizontal and vertical margin around the image – this makes it look better when text is flowed alongside it. In this example, we have set the vertical and horizontal space to 10 pixels, which is usually about right.

Finally, the **'display size'** width and height boxes. These are essential for .swf flash movies, but they can also be used for previewing an image at a smaller size before using the 'resize image width' box to resize it permanently. If you want to preview an image at a smaller size, you only need to supply the display width – the new height will be calculated automatically.

Having set the image align property to 'left', click the 'back to page editor' link. Now, having altered the image properties to make it into a left-aligned image, the page will look like this, with the text flowing to the right of the picture:

New D45 Widget

For more details about the capabilities of the D45 Widget, download the [technical specifications \(pdf, 17 K\)](#)

This is what the standard D45 Widget looks like:



Acme Inc have been striving ceaselessly to improve the environmental performance of the D45 Widget. We are proud to say that the D45 is now

made from FSC certified timber from sustainably managed woodlands.

Uploading large images - making an image open in a new window.

Sometimes there are images that for some good reason you don't want to resize into smaller ones, for example detailed photos or maps, or photos intended for people to download for printing. The best way to deal with these large images is to insert into your web page just a link to the image, rather than inserting the image itself. Then the person reading your web page can look at the picture by clicking the link if they are interested, but skip the picture if not.

'Large' images means

- images are more than 400-600 pixels wide: the centre column of your website is only 400-600 pixels wide
- images that are more than about 500K in file size (remember, one megabyte, 1MB, is 1000K).

You will often still need to resize large images before uploading them to the website, because images direct from a digital camera or scanner will be too wide to fit onto people's computer screens, which at the moment (2010) are typically 1024 pixels or 1280 pixels wide.

Displaying a link to open a picture in a new window is very simple. Let's imagine that we want to upload a detailed picture of the D45 widget for people to print out if they want to.

First, click the 'upload new file' link as before:

this admin group has 2 uploaded files | [upload new file](#)

name	link	size		
d45 pic		7 K	view/amend details	<input type="button" value="paste into page"/>
d45 specs	technical specifications	17 K	view/amend details	<input type="button" value="paste into page"/>

Next, upload the image file:

In this example, we will give the new large image an id of 'd45 pic big'. And this time, because you want to display a link to the image, fill in the box which says 'text for the link' (marked with a * in the diagram below).

[back to page editor](#)

[create / amend userfile](#)

essential information for the userfile

id for the new userfile:

new file to upload:

optional extra information for the userfile

text for the link to the
file:
(needed for any file that
opens in new window, not
needed for in-the-page
images or in-the-page
Flash movies,)



Now click the 'save' button to upload the new file.

Your list of userfiles will now look like this:

name	link	size		
d45 pic		7 K	view/amend details	paste into page
d45 pic big	hi res picture for printing	295 K	view/amend details	paste into page
d45 specs	technical specifications	17 K	view/amend details	paste into page

last modified by peter on 2007-02-05 16:31:08

Display the new userfile by clicking the 'paste into page' button. The text in the 'bodytext of the page' box will now have an extra userfile tag at the end:

[save changes](#)

Page heading:

Bodytext of the page:

[bold](#) [italic](#) [h2](#) [bullets](#) [internal link](#) [external link](#) [mail](#)

For more details about the capabilities of the D45 Widget, download the [:userfile id='d45 specs':]

This is what the standard D45 Widget looks like:
[:userfile id='d45 pic':]

Acme Inc have been striving ceaselessly to improve the environmental performance of the D45 Widget. We are proud to say that the D45 is now made from FSC certified timber from sustainably managed woodlands.

[:userfile id='d45 pic big':]

Click the 'save changes' button to see the result – at the end of the page there is now a link to open the big image in a new window.

New D45 Widget

For more details about the capabilities of the D45 Widget, download the [technical specifications \(pdf, 17 K\)](#)

This is what the standard D45 Widget looks like:



Acme Inc have been striving ceaselessly to improve the environmental performance of the D45 Widget. We are proud to say that the D45 is now made from FSC certified timber from sustainably

managed woodlands.

[hi res picture for printing \(jpg, 295 K\)](#)

To display userfile images or links to userfile documents in the right hand 'news' column

Reminder: there is a link to the news column editing screen at the foot of the page when editing the main column.

this page last modified by peter on 2010-11-27 11:44:28

[edit news column](#)

2010-11-27 11:44:28 [peter] ▼

restore old version

Editing the news column is broadly the same as editing the main column.

At the moment, the list of uploaded userfiles is not shown on the news column editing screen, but nevertheless they can be used in the news column.

Userfile tags can simply be copied from the main column's bodytext editing box and pasted into the news column editing box. Alternatively, you can just type the userfile tag. For example, if you have a userfile with an id of 'test image', you could copy and paste, or type, the following tag into the news column editing box

```
[ :userfile id='test image': ]
```

Userfile tags behave just the same way in the news column as they do in the main column – the tag will display an image or a link to a file, depending on how you have set up the userfile properties.

Topic 3. Adding a new section and/or new pages to your website.

You can create new sections and new pages in your website by editing the 'site map'.

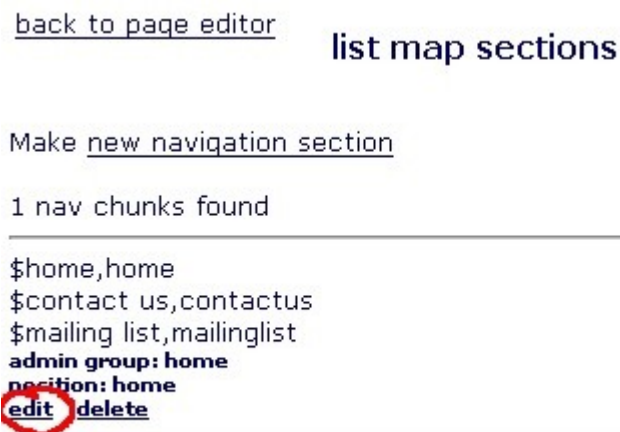
Let's imagine that we want to add a section called 'Our Animals' to our website.

When you are in edit mode, click on the 'edit site map' link at the bottom of the navigation menu on the left hand side of the page.



home
contact us
mailing list
logged in as:
peter
browse
edit site map
admin menu
log out

This takes you to a page showing any site map sections that you have permission to change.



back to page editor **list map sections**

Make new navigation section

1 nav chunks found

\$home,home
\$contact us,contactus
\$mailing list,mailinglist
admin group: home
position: home
edit delete

Click on the 'edit' link under the relevant site map section (there is only one site map section in the picture above).

This takes you to a page which allows you to change the site map:

[back to page editor](#)

[list map sections](#)

save changes

```
$home,home  
$contact us,contactus  
$mailing list,mailinglist
```

At present in this example, there are only 3 main sections in this website, and each of those consists of only one page. The main sections are 'home', 'contact us' and 'mailing list'. The structure of the website is defined by the text in this site map editing box. To add more sections and pages, you just add more lines to the list in the box.

The rules for creating more sections and pages are very simple. They are written at the bottom of the site map section editing page, and they say:

Instructions

Each line in the site map consists of link text, then a comma, then a unique page identifier, e.g.

John's Stamp Collection,js_stamphome

Main sections start with a \$ and aren't indented. Sub-sections are indented with one tab character. Sub-sub sections are indented with two tabs, and so on.

To indent, use the ">" character. This will be converted to a tab character when you save the map section.

To expand a little on this brief set of instructions....

The 'link text' is what the public will see – it is what the link to the page or section in the left column will say, E.g "Vegetables available in July". The link text can contain spaces.

The page identifier or pageid is a label which you invent, which is then used by the system to store the information about the new page in the database. The pageid is similar to the filename that you would invent when you save a new word processor document. The pageid should not contain any spaces and should be composed of just letters and numbers, e.g. Vegjuly06

We are using the > character to indent, instead of pressing the tab key on the keyboard, because of quirk of how web browsers handle forms: the 'tab' key takes you to the next box on the form.

In our example, we are going to add to the website a new main section called 'our animals', and, inside that section, two sub-pages, one called 'our ducks' and another called 'our sheep'.

Here is what we would type into the site map:



The screenshot shows a web form with a green 'save changes' button at the top. Below it is a text area containing a site map. The site map entries are as follows:

```
$home,home
$contact us,contactus
$our animals,animals
>our ducks,ducks
>our sheep,sheep
$mailing list,mailinglist
```

A red vertical line is visible to the right of the 'our ducks' and 'our sheep' entries.

The first line we have added to the site map says

'\$' (because it is the start of a main section) then 'our animals' (the link text seen by visitors to the website) then a comma ',' then 'ducks' (the pageid we have invented for that page).

The following two lines that we added say

>our ducks,ducks

>our sheep,sheep

Each one starts with a > character so that it will be indented and will act as a sub page belonging to the 'our animals' section.

Click on the 'Save Changes' button to create the new section and pages, and the screen now looks like this:

The site map has been updated.

[save changes](#)

```
$home,home
$contact us,contactus
$our animals,animals
    our ducks,ducks
    our sheep,sheep
$mailing list,mailinglist
```

Notice that each > has been converted into a tab character, making the sub page entries indented to the right of the main page.

When you have finished creating sections and pages, click on the 'back to page editor' link to return to the normal view of the web site. Links for the new 'our animals' section and its sub-pages will now appear in the navigation menu:

home

contact us
our animals
mailing list

logged in as:
peter

Click on the 'our animals' link to start using the new page:

home
contact us
our animals
 our ducks
 our sheep
mailing list

logged in as:
peter

[browse](#)
[edit site map](#)
[admin menu](#)

[save changes](#)

Page heading:

Bodytext of the page:

**This page does not yet belong to an admin group.
Please select an admin group from the drop down list,
and then save the page.**

page is in admin group:

new admin group:

edit news column

Before a new page can be used for the first time, you just need to do two things:

1. give the page a heading - in this example, we'll say that the page heading is 'All about our animals', and
2. say which admin group the new page should belong to (this is mainly to control who can edit the page later). Select an admin group from the drop down list (if you are the site administrator you could alternatively create a new admin group).

Untitled Page

Page heading:

Bodytext of the page:

**This page does not yet belong to an admin group.
Please select an admin group from the drop down list,
and then save the page.**

page is in admin group:

new admin group:

[edit news column](#)

Having done this, click the 'save changes' button and the page is ready to use!

All about our animals

Page heading:

Bodytext of the page:

Topic 4: Sending a message to your website's mailing list

This topic is relevant if you are the website administrator, and if your website has a mailing list for visitors to subscribe to.

The mailing list is of the '*news announcement*' type. That is, once people sign up, you can easily send everyone on the list announcements, but list members cannot send announcements to the list. It is easy for people to subscribe or unsubscribe to the mailing list via the website, and also via a link automatically included at the end of every message.



The screenshot shows a web form titled "Mailing list" with a decorative header image. The form contains two sections. The first section, "To join our mailing list, fill in your email address below, and click the 'add' button. Simple!", has a label "email address:" followed by a text input field and an "add" button. The second section, "If you wish to be removed from our mailing list, fill in your email address below, and click the 'remove' button.", has a label "email address:" followed by a text input field and a "remove" button. On the right side of the form, there is a vertical navigation menu with links: "Home", "About", "Contact", "Privacy", "Terms", "Mailing list", and "Admin". The "Mailing list" link is currently selected.

If your site doesn't have a mailing list and you would like one, ask ethical internet to set one up.

To reach the mailing list admin page, click on the 'admin menu' link in the left column of any page of your website:

logged in as:
peter
[browse](#)
[edit site map](#)
[admin menu](#)
[log out](#)

Then, at the Admin menu page, click the 'mailing lists' link:

[back to page editor](#)

admin menu

[admin groups](#)
[mailing lists](#)
[users](#)

Now you can see who is subscribed to your mailing list (and delete addresses if you wish).

Current Mailing List (6 members)

[admin@mkpermaculture.org.uk](#) [delete](#)
[fredbloggs@tesco.com](#) [delete](#)
[ian_jones@hotmail.com](#) [delete](#)
[j.adams@myuni.ac.uk](#) [delete](#)
[peter@ethicalinternet.co.uk](#) [delete](#)
[sarahsmith@mywork.co.uk](#) [delete](#)

from:

subject:

message:

It is a very good idea to make sure that **you** have subscribed to the mailing list with your own email address – that way you will be sure when the mailing list messages have been successfully sent, and you will also have a record of exactly what your message said!

Compose your message in the 'subject' and 'message' editing boxes, and when you are ready to proof read it, click the 'preview' button:

from:

subject:

message:

Do join us at our next group meeting, which is a visit to a newly finished straw bale house in Wolverton, which has photovoltaics, rainwater harvesting, woodstoves for heating and a amazing kitchen garden...|

You will see the message again, formatted differently. You can continue editing it, or if you are happy with it, press the send button:

Previewing message only.

from: admin@mkpermaculture.org.uk
subject: visit to straw bale house

Do join us at our next group meeting, which is a visit to a newly finished straw bale house in Wolverton, which has photovoltaics, rainwater harvesting, woodstoves for heating and a amazing kitchen garden...

To subscribe or unsubscribe from this mailing list, go to harriet/page.php?pageid=mailinglist

The email address this message was originally sent to is shown below:

from:

subject:

message:

Do join us at our next group meeting, which is a visit to a newly finished straw bale house in Wolverton, which has photovoltaics, rainwater harvesting, woodstoves for heating and a amazing kitchen garden...

When you press 'send', you will see a confirmation that the message has been sent to each subscriber of the mailing list:

sending email to...

sending mail to admin@mkpermaculture.org.uk
sending mail to fredbloggs@tesco.com
sending mail to ian_jones@hotmail.com
sending mail to j.adams@myuni.ac.uk
sending mail to peter@ethicalinternet.co.uk
sending mail to sarahsmith@mywork.co.uk

from:

subject:

message:

Do join us at our next group meeting, which is a visit to a newly finished straw bale house in Wolverton, which has photovoltaics, rainwater harvesting, woodstoves for heating and a amazing kitchen garden...

Mailing list - limitations

This sort of mailing list tool is suitable for mailing lists with up to about 300 names. If your mailing list is growing bigger than that, contact ethical internet to discuss upgrading the mailing list tool.

Also, you cannot send a message with an attachment using this mailing list, and nor can you send an html formatted message (e.g. a message containing pictures, or a message containing text formatted in different colours and fonts).

Topic 5: Online shop tools

You can easily create an online shop with Smphp by creating product descriptions, then displaying the product descriptions on pages on your website to create a product catalogue. The product catalogue on your own website then sends customer orders to Mals Ecommerce, a popular, free, secure shopping cart service (see www.mals-e.com). If the online shop tools have already been enabled on your website, you will already have an account at Mals Ecommerce, and you can log into your Mals Ecommerce account at the Mals Ecommerce website to download orders, adjust shipping costs, adjust payment methods etc.

The aim of this guide is to explain how to set up and display the product catalogue on your own website. There are other tutorials on the Mals Ecommerce website to explain how to alter the settings there and process your orders. Mals Ecommerce has a lot of advanced features that you can set up, but if you are running a simple online shop, you will find Mals Ecommerce very straightforward with little to do there except download orders there when they arrive.

Let's get started. If you are in editing mode and if the online shop tools have been enabled on your website, then just under the list of userfiles on the page editing screen you will see a link that says 'create new product'

this admin group has 2 products [create new product](#)

If you click this link you will go to the '*create/amend product*' screen.

essential information for the product

id for the new product:

new product photo to upload:

product name

product description:

price:

This screen is similar to the *create/amend userfile* screen that you will already be familiar with.

To set up a simple product description, you just need to fill in the first five boxes – product id, product photo, product name, product description, and product price.

product id: make up an id for the product, the same way that you would invent a userfile id when you create a new userfile. E.g. 'tea cosy spotty'

product photo: click the 'browse' button to select a product photo that you have already created and stored on your computer. Product photo images should be quite small – normally 150 – 200 pixels wide, because the product description and product picture are displayed side by side.

product name: this will be the heading displayed for the product in the product description. It would normally be just one line of text, e.g. 'Handmade spotty cotton tea cosy.'

product description: this will be displayed under the product name, and is a more detailed description of the product, usually one or two paragraphs long. E.g. 'These tea cosies are handmade by us in organic cotton. The insulation between the layers is organic wool, and the tea cosy is machine washable. Height: 26cm, width, 28 cm. Price includes UK postage and packing.'

product price: price in sterling, e.g. 12.50 (omit the £ sign). For simple online sales you may wish to price products inclusive of UK postage and packing. (For more sophisticated shops, there are options in the Mals Ecommerce system to add postage and packing charges to the order based on

total weight and delivery destination. You would set these up in the Mals Ecommerce control panel).

Having entered the above information in the form, click the Save button, wait for the product details and photo to be uploaded, and then click the 'back to page editor' link.

You will now see your product in the list of products belonging to this admin group:

this admin group has 1 products | [create new product](#)

name	link	size	
tea cosy spotty		11 K	view/amend details paste into page

To display the product on the page, just position the cursor in the bodytext editing box and click the 'paste into page' button next to your product (the product system is very similar to creating and displaying userfiles).

[save changes](#)

Page heading:

Bodytext of the page:

[bold](#) [italic](#) [h2](#) [bullets](#) [internal link](#) [external link](#) [mail](#)

```
[ :showproduct id='tea cosy spotty': ]
```

Now click the 'save changes' button, and the product description will be displayed on the page:

Time for tea

Handmade spotty cotton tea cosy



These tea cosies are handmade by us in organic cotton. The insulation between the layers is organic wool, and the tea cosy is machine washable. Height: 26cm, width, 28 cm. Price includes UK postage and packing.

price: £12.50

quantity:

[add to basket](#)

[Review Shopping Basket / Checkout](#)

[amend product description](#)

The 'amend product description' link is only displayed when **you** the site administrator/editor view the site, of course, and not when the site is viewed by normal visitors.

When a shopper clicks the 'add to basket' button, the product is added to their shopping cart, which is part of the Mals Ecommerce system.

Product	Quantity	Price	Amount
Handmade spotty cotton tea cosy	<input type="text" value="1"/>	12.50	12.50
			Subtotal
			12.50
			Tax VAT
			0.00
			TOTAL
			12.50

All prices are in Pounds

[RECALCULATE](#)

[GO TO PAYMENTS](#)

[CONTINUE SHOPPING](#)

To delete an item, change the quantity to zero and click **Recalculate**

Shopping cart by
Mal's e-commerce

The appearance of the Mals shopping cart (above) can be customised, for example by adding your own logo, via the Mals Ecommerce control panel which you log in to at www.mals-e.com

Other options available when setting up product descriptions:

Having set up a basic product description, you may wish to use some of the other options available for product descriptions. To see these, click on the 'view/amend details' link next to your product in the list of products.

this admin group has 1 products | [create new product](#)

name	link	size	
tea cosy spotty		11 K	view/amend details <input type="button" value="paste into page"/>

On the view/amend product page, you will see there are some more boxes to alter the appearance and behaviour of your product description.

optional extra information for the product

weight:	<input type="text" value="0"/>
tax rate (percent):	<input type="text" value="0"/>
info link url:	<input type="text"/>
info link text:	<input type="text"/>
big image url:	<input type="text"/>
big image link text:	<input type="text"/>
extra html for form:	<input type="text"/>

Most of these are quite simple:

weight: weight of the product (and packaging) in KG – necessary if you wish to set up shipping costs based on total order weight in the Mals Ecommerce cart system

tax rate: if you are VAT registered, you would enter the VAT rate applicable to the product, e.g. 17.5. Then the price on the website would be displayed inclusive of VAT.

info link URL: if you wish to display a 'more information' link in the product description, enter the URL here, e.g.

<http://www.somewebsite.co.uk/teacosies.htm>

info link text: the text to use for the above link, e.g. 'more information'.

big image URL: if you wish to display a link to a bigger product photo, enter the URL of the image here, e.g.

<http://www.mywebsite.co.uk/images/bigspottedteacosy.jpg>

big image link text: the text to use for big image link, e.g. 'larger image'.

extra html for the form: this box can be used for extra html to extend the product description form with more options (advanced users only).

Further options:

options list 1 label:	<input type="text"/>
options list 1:	<input type="text"/>
options list 2 label:	<input type="text"/>
options list 2:	<input type="text"/>
date happening:	<input type="text"/> format (YYYY-MM-DD)
category:	<input type="text"/>
show photo:	<input type="button" value="yes"/> (if yes, show photo in item description)
hide:	<input type="button" value="no"/> (if yes, don't show product on website for now)
suspend:	<input type="button" value="no"/> (if yes, show product but don't allow orders for now)
show stock level:	<input type="button" value="no"/> (if yes, show stock level in item description)
suspend when out of stock:	<input type="button" value="no"/> (if yes, customer cannot order if stock level is less than 1)
stock level:	<input type="text" value="0"/>
product photo position:	<input type="button" value="left"/>
<input type="button" value="save"/>	

The first of these, options list 1, is **very useful** as it allows you to charge different prices for different variations of the product, e.g. different prices for small, medium or large. The options will be displayed as a drop down list box in the product description.

options list 1 label: the label for the first options drop-down list box, e.g. 'size'

options list 1: values for the options. If the options do not determine the product price, just enter a list of the option names, with each option on a separate line, e.g.

small

medium

large

If you want the options to determine the product price, each line of the list consist of the option name, then a colon, then the price for that option, e.g.

small :5.99

medium :7.99

large:9.99

extra large: 12.99

This will produce a drop down list box in the product description which lists a different price for each option, as below:



(If you set the price this way, there is no need to enter a value in the normal 'price' box in the basic product settings, as the normal price box is not displayed.)

You can also use a second drop down box, options list 2, for extra options such as colour. The second drop down box cannot affect the product price.

options list 2 label: label for second options drop-down list box

options list 2: values for second list of options, with each option on a separate line, e.g.

red

green

blue

date happening: not currently used (could be of use later for courses or events so that these 'products' can be found by date)

category: not currently used (could be of use later for searching for products by category)

show photo: if you have uploaded a photo but no longer wish to show it, set this option to 'no'

hide: if you wish to temporarily hide a product, set this to 'yes'

suspend: if you wish to display a product but not allow ordering of it, set this to 'yes'

show stock level: there is a stock monitoring system which tells customers how many units of a product are currently in stock. If you wish to use stock monitoring for this product, set this option to 'yes'

suspend when out of stock: when using stock monitoring, set this option to 'yes' if you wish to prevent orders for this product when there are fewer than 1 in stock

stock level: when using stock monitoring, set the current stock level here, e.g. 10. The number in stock is automatically decreased when the Mals Ecommerce system notifies this system that a customer order has proceeded successfully through the payment process.

product photo position: product photos can be displayed to the left or to the right of the product description.

Topic 6: How to set up a private area or 'intranet' on your website

Making certain areas of your website private can be useful while developing or rewriting your website, or more permanently for material which you wish to restrict to a certain group of people such as members, customers, trustees, staff or supporters.

To make existing pages private:

All pages belonging to an existing admin group can be made private just by going to Admin menu... Admin Groups...Details, and ticking the 'Admin group is only visible to logged-in users' box. In the example below, we are setting the admin group called 'test' to be private



[back to page editor](#) [admin menu](#) [admin groups](#) **admin group details**

Properties for Admin Group test

design template folder (leave blank for default):

Admin group is only visible to logged-in users: ☒

Click 'save changes'.

From now on, any non logged-in users who visit any pages belonging to the admin group called 'test' will just see a message saying that the page is only available to site users who have logged in with their username and password.

Normally, you would also want to hide the links to the private pages in the website's navigation menu. The way to do that is to cut and paste the links into a private navigation section, made following steps 7 to 9 below. The new private navigation section that you create just needs to be set to belong to any admin group which is private, i.e. only visible to logged-in users. In our example, that is the admin group called 'test'

[back to page editor](#)[list map sections](#)[edit map section](#)[save changes](#)

```
$intranet,intranethome  
  meeting minutes,minutes  
  photo archive,photos  
  staff home phone numbers,staffnumbers
```

position: admin group: **To make a new private area on the website:**

- 1) log in
- 2) go into edit mode
- 3) click on 'admin groups' link
- 4) make a new admin group (called, for example, 'intranet')
- 5a) click on the 'details' link for the new admin group
- 5b) tick the box 'Admin group is only visible to logged-in users', click 'save changes' button
- 6) click on 'back to page editor'
- 7) click on 'edit site map'
- 8) click on 'Make new navigation section'
- 9) set up a new page or pages in the new navigation section, use the drop down 'admin group' box to set it to belong to your new admin group 'intranet', and save changes
- 10) click on 'back to page editor' link
- 11) visit your new page/s and put them in the new private admin group called 'intranet'
- 12) back to the admin menu
- 13) click on users
- 14) set up new username/s so that people can log into the website in order to see the private area. You might decide to just create one username and let everyone share it, or create a separate username for each individual user. For the new username/s the status setting should usually be 'ordinary site user'. However, if you wish to give them editing privileges, set their status to 'section editor', then in the 'Admin Groups...details' screen give them editing permission over whichever admin groups you want them to be able to edit.