

MJJames

MJJames Admin Tool User Guide

Version 0.5

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5/10/2008

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Accessing the MJJames Admin Tool

Loading the Admin Tool

To access your MJJames Admin Tool and administer your website, simply open your Internet Browser and navigate to your sites URL. Once here append /admin to the end of the web address.

<http://yourwebaddress.com/admin>

You will then be presented with the Admin Tools login screen. See Figure 1.

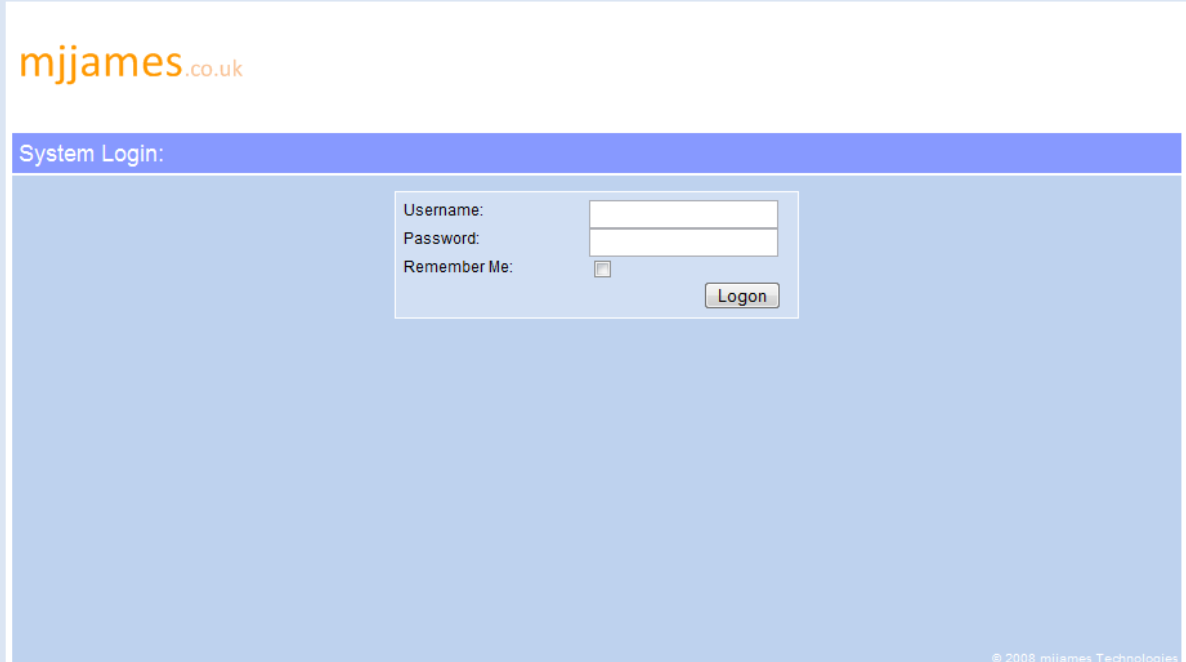


Figure 1 Login Screen

Logging into the System

To Login to the system simply use the username and password provided in your Admin Tool details email. If you are unable to find your details or need your password to be changed for whatever reason please raise a ticket in the MJJames BugTrackr where a new password will be generated for you.

The Remember Me tick box stores your authenticated details on your computer so that when you next use the system all you have to do is click logon. If you are using a shared or public computer it is recommended that you do not use this facility.

Once logged in, if you are inactive for 30 minutes the system performs an automatic log out. Upon using the system again you will be asked to log back in again.

Admin Tool Home Screen

Upon logging into the admin system you will be presented with the welcome / home screen. See Figure 2. This screen provides access to all the areas of the admin tool; these are shown in the navigation bar. The areas available depend on the package you have however you will always have the Home, Page Editor and User Administration options available.

This screen also provides access to the BugTrackr and ability to sign out from the system.

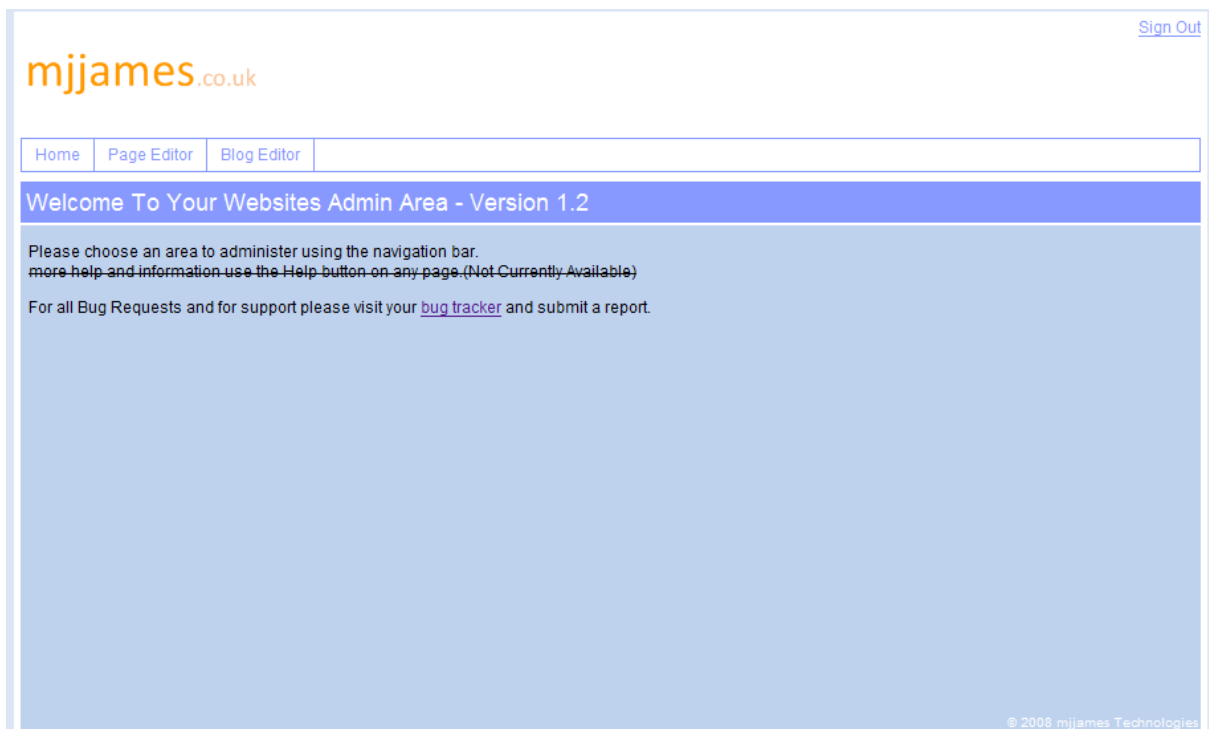


Figure 2 Home Screen

Page Editor

Page Listing

Upon entering the Page Editor section you will be presented with the page editor listing view, see figure 3. This Listing view is broken down into two sections, Quick Edit and Page Listing.

Sign Out

mjjames.co.uk

Home Page Editor Blog Editor

Page Editor: Listing View

Quick Edit

- home
- Current
- Credits
- CV
- Book
- Contact
- Links
- About
- TShed
- Gallery

Pages At This Level

< < Up a Level

Add Page

	Nav Title	Page Title	Page Sort Order	Active	
Edit	Current	Current Work		True	Delete
Edit	Credits	Film Credits		True	Delete
Edit	CV	CURRICULUM VITAE		True	Delete
Edit	Book	Book		True	Delete
Edit	TShed	TShed	5	True	Delete
Edit	Contact	Contact Me		True	Delete
Edit	Links	Links		True	Delete
Edit	Gallery	Photo Gallerys	9	True	Delete
Edit	About	About Ted Giffords		True	Delete
Edit	Blog	Blog	8	False	Delete

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Figure 3 Page Listing

Quick Edit

The quick edit section provides a tree navigation view of your site. Here you can open and close tree leafs (page levels), thus showing / hiding sub pages of a section. Clicking a page link within the quick edit section opens the page editor for that page, thus providing a quick way of editing a page buried several levels down in a site.

The Quick Edit section does not provide the means to add or remove pages from the system only edit them at present.

Page Listing

The page listing shows all the pages at the current navigation listing level. These pages are shown in a tabular view. This tabular view shows the Nav Title of each page, the Page Title, the Page Sort Order (The Main Navigation's Page Ordering) and whether the page is Active or not. Each of these headings provide a means of ordering the page listing, by clicking any of the headings the tabular view is updated to reflect new ordering. E.G Clicking the Page Sort Order would order the pages according to the numerical sort order value, where as clicking Page Title would arrange the pages alphabetically based upon the Page Title.

The page listing table also provides an additional column at the beginning and at the end of the table. The first column provides each page with an edit link. Click this loads the page editor for the

specified page. The final column provides a delete link, this when clicked removes the specified page from the system. Warning this process is irreversible.

Above the page listing table there are two additional links. The left one << Up a Level takes you to the page editor of the parent page for the current navigation level. The right one Add Page takes you to a new page editor for inserting a page at the current navigation level.

Page Editor

The page editor performs in two states, editing and inserting. The main state the editor is used in is editing, for editing existing pages. The editing and inserting states perform in pretty much the same way as each other, the only difference mainly being whether or not the Delete Page button is available. For the remainder of this section we will treat the page editor as if it's in the editing state.

The page editor consists of two sections, similar to the page listing. The first section is the same quick edit section and has been covered earlier. The second section provides the main page editing area. Figure 4 shows the editor.

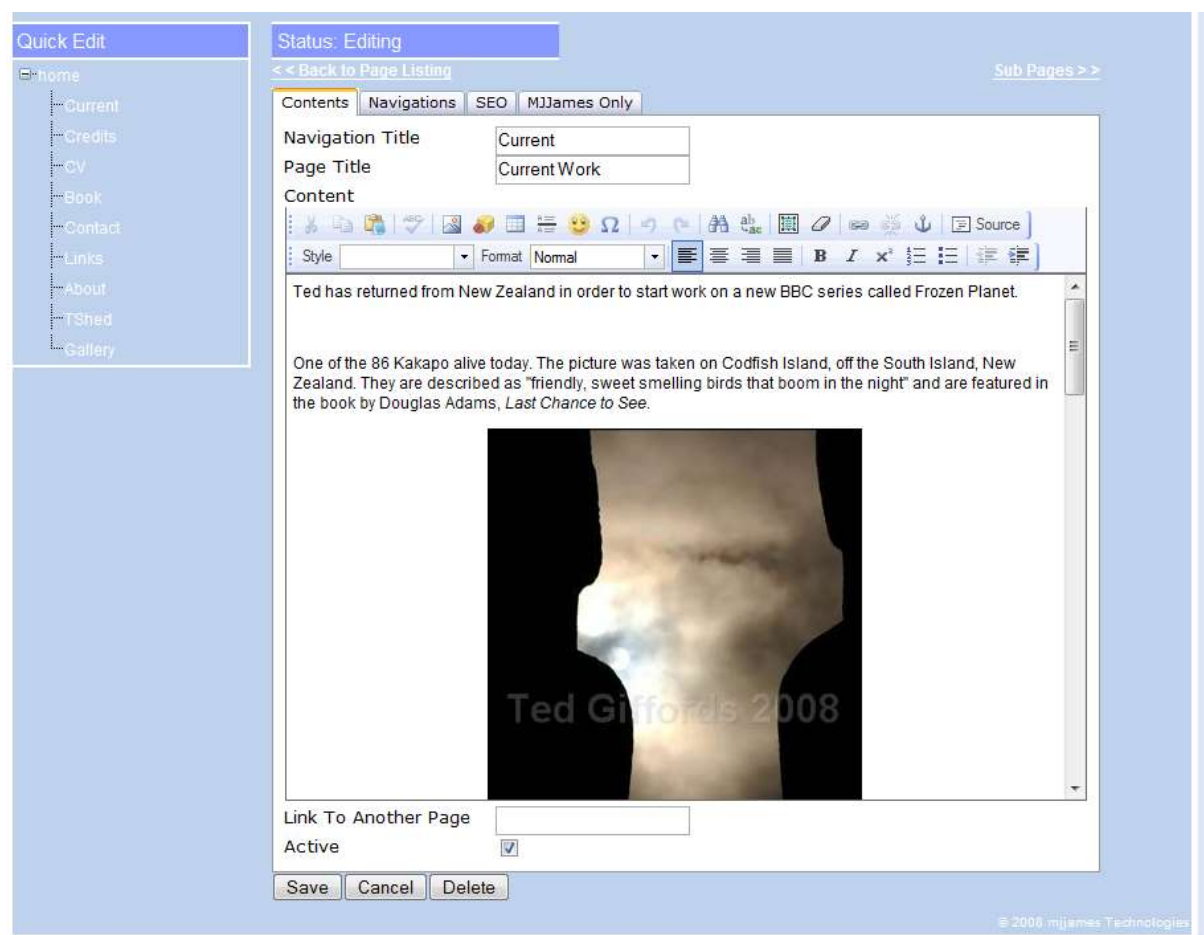


Figure 4 - Page Editor

The page editor itself is broken down into tabs. The tabs available depend on the system configuration; however Contents, Navigation and SEO are always available.

Contents

The Contents tab is used to provide the main content for the page. The first two text fields are used to provide a title for use in the navigation and then a title for the page.

The next area is the main content area; this is a full Rich Text Editor and is covered in detail further on.

After the main content area another text field called Link to another Page exists. This field is used to provide a full URL to another website or page. This link enables the page to redirect to another page / site upon view from the front end. As it triggers the page to become a redirect all other page content is ignored.

The final field on the content tab is the Active checkbox. This checkbox indicates whether the page should be active on the live site, making it inactive just leaves the page within the admin tool.

Navigation

The navigation tab as shown in Figure 5 provides a way to indicate in which navigations the page should exist in as well as configure other navigational aids. The number of navigations depends on the site configuration.

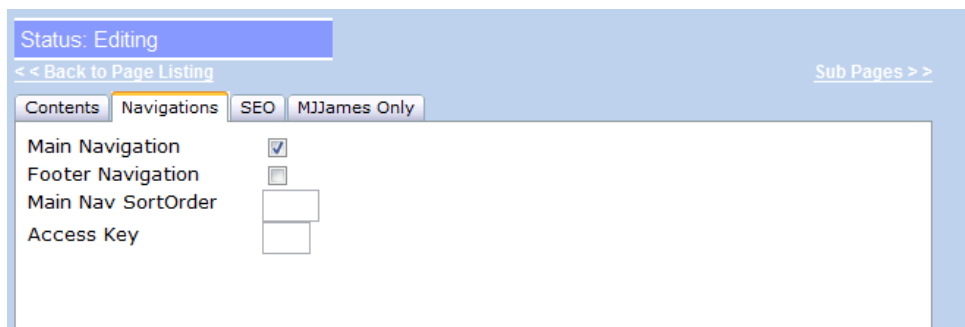


Figure 5 - Navigations Tab

Figure 5 shows a site with two navigations, Main and Footer. To add a page to either of these navigations simply tick the checkbox associated with it.

The main navigation has another field associated with it, sort order. This field is used to indicate the order the page should be in within the current page navigation. This field only accepts a numerical value.

If we had 3 pages at the top level navigation, About Us, Contact Us and Getting to Us, and we didn't want the navigation to order them alphabetically:

- About Us
- Contact Us
- Getting To Us

But in the following order:

- Getting To Us
- About Us

- Contact Us

What we would do is give the pages the following sort order values:

Getting To Us: 1

About Us: 2

Contact Us: 3

The final field available on the navigations tab is the access key field. This field is to allow pages to be accessed using a navigational access key. Navigation access keys are used in trying to provide accessible websites and form part of the W3Cs Web Accessibility Initiative. These additions allow users with limited physical capabilities to navigate websites more easily.

The UK Governments recommends that at least the following standard keys are used.

S - Skip navigation

1 - Home page

2 - What's new

3 - Site map

4 - Search

5 - Frequently Asked Questions (FAQ)

6 - Help

7 - Complaints procedure

8 - Terms and conditions

9 - Feedback form

0 - Access key details

Some of these may not be applicable to your website, however at least the Home Page and Site Map will be.

If you assign pages access keys please ensure you provide a page detailing the access keys available for the site and give this page the access key 0.

SEO

The SEO tab provides tools that aid your sites listing in search engines, see Figure 6. The Meta Description field is an area to provide a short description about the page; this description is then used for the description of your page in a search engine. Thus it's important to include a description on any main page and possible entry into your site.

The Meta Keywords field is used to provide additional text for crawler-based search engines to index along with your body content. Meta Keywords are not used by search engines much nowadays however they can reinforce keywords for a few engines, as such it's provided for legacy.

The screenshot shows a web application interface with a top navigation bar containing four tabs: 'Contents', 'Navigations', 'SEO', and 'MJJames Only'. The 'SEO' tab is currently selected and highlighted. Below the tabs, the 'SEO' section contains two labels on the left: 'Meta Description' and 'Meta Keywords'. To the right of each label is a large, empty rectangular text input field for entering the respective information.

Figure 6 - SEO Tab

One of the most important things to remember is that your “page rank” and search listing is based upon the quality of the sites content, how pages are linked together and who else links to your pages. Simply providing a Meta Description and Meta Keywords will not give you a great listing.

Thumbnails (Optional)

The optional thumbnail provides a means of attaching a thumbnail image to a page. This image can be used in a featured navigation or other suitable places depending on the set up.

As Figure 7 shows, the thumbnail tab provides a simple file upload field that allows you to browse for a local image on your computer and upload this to the server. Once you have chosen an image click the upload button, this image is then uploaded to the server and upon completion the image preview field will reload to show your uploaded image. To replace an existing image simply upload a new image.

The screenshot shows the 'Thumbnails' tab selected in the same web application interface. The 'Thumbnails' section has a label 'Thumbnail' followed by a text input field. To the right of the input field are two buttons: 'Browse...' and 'Upload'. Below the input field and buttons is a rectangular image preview area. This area currently displays a photograph of several sausages cooking on a grill, with a person's hand visible in the background.

Figure 7- Thumbnails

Rich Text Editor

The MJJames Admin Tool uses the FCKEditor as its main Rich Text Editor. This editor provides a familiar and easy to use interface for adding and editing site content. Additional to the text formatting and styling features of the editor it also includes additional features that allow for the inserting of other rich content, images and flash videos.

Text Formatting

Figure 8 shows the basic toolbar set provided within the page editor. The toolbar is broken down into two bars. The top bar provides editor functionality, copy, paste, insert image etc. The second toolbar covers formatting of text. For a full list and explanation of the toolbar icons see Appendix I.



Figure 8- Rich Text Toolbar

Formatting options available, left to right: Predefined styles, format, text alignments, bold, italic, subscript, numerical list, bullet list, indent options.

Style

The style drop down contains predefined styles suitable for formatting content within your site. These styles are configured during the site setup process and will be tailored specifically to the site.

To apply a style to the content, first highlight the content to be styled and then click on the drop down list. This list will then adapt to the content highlighted, if it's an image layout options will become available, if text style options will become available. Figure 9 shows an example of this.

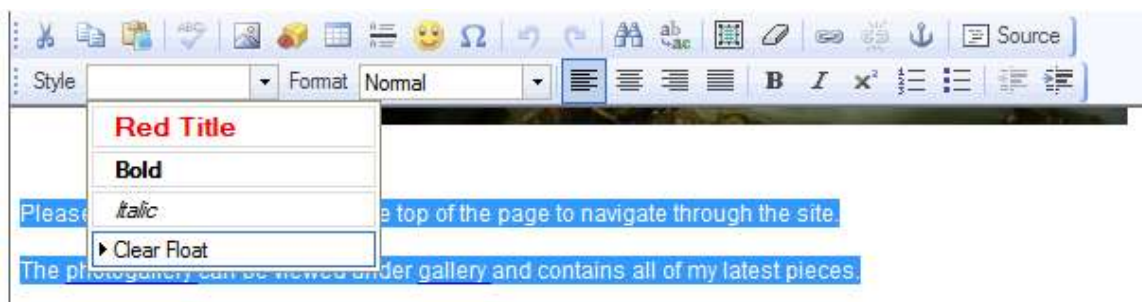


Figure 9 - Style Example

Format

The format dropdown field is used to give content structure. The drop down gives you options to define headings, sub headings and normal text. It is important to appropriately structure page content to give the end user a logical and clear document structure. Appropriate document structure can also significantly improve search engine optimisation and page rank.

Text Alignment

Just as you can align text in most word processors, the admin tool also allows you to align content within your website, the options available are left, center, right and justified.

Text Emphasis

The three text emphasis options available are to bold text, B, to make text italic / and finally to make text superscript.

Lists

The admin tool contains both major types of lists, numerical and bulleted. These lists behave similar to that of lists in most word processors; they provide indentation and increasing bulleted levels as well as the numerical lists being auto incrementing.

If you want to change the list properties press your right mouse button any place inside your list. A context menu will appear: Choose Numbered list Properties. A popup window will appear showing different options Figure 10 and Figure 11:

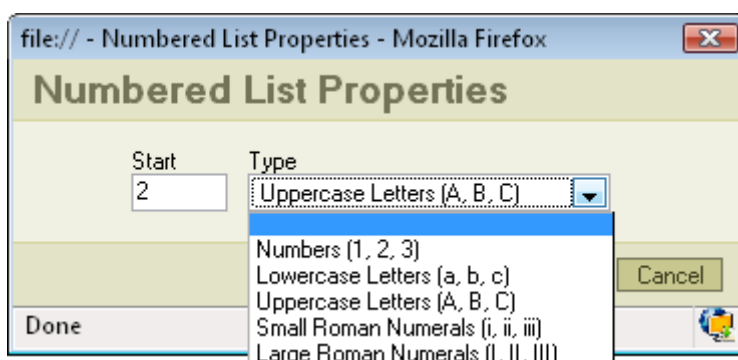


Figure 10 - Numerical List Options

Start: the number which you'll put in to this field will determine from which number your list will start.

Type: you may choose from several options regarding what type of listing you want to use, for example Large Roman Numerals.

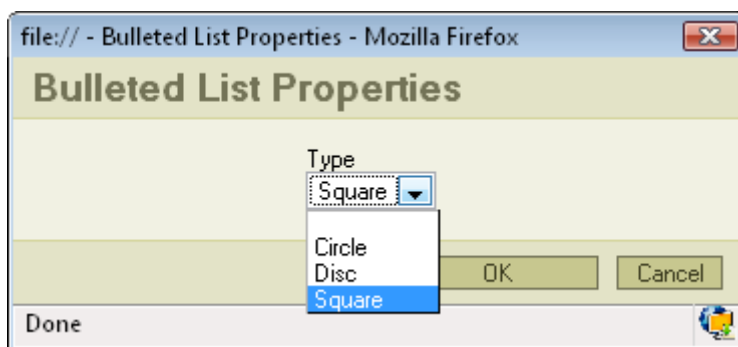


Figure 11- Bulleted List Properties

Type: you may select the type of the dots you use in your list.

FCK Functionality

Cut Copy Paste

The toolbar includes the standard cut, copy paste buttons for use in manipulating content; these behave in the standard way for your operating system. If your browser security settings prevent you

from using these additional toolbar items please revert to using your operating systems usual keyboard shortcuts, CTRL+C etc.

Spell Check

If your browser supports the optional spell check functionality, at present IE 7, you can use the spell check button to highlight any spelling errors in your page, Figure 12. If you haven't got the spell checker installed you will be prompted to download and install the plug-in. Please note this is an external third party extension and is not maintained by MJJames.

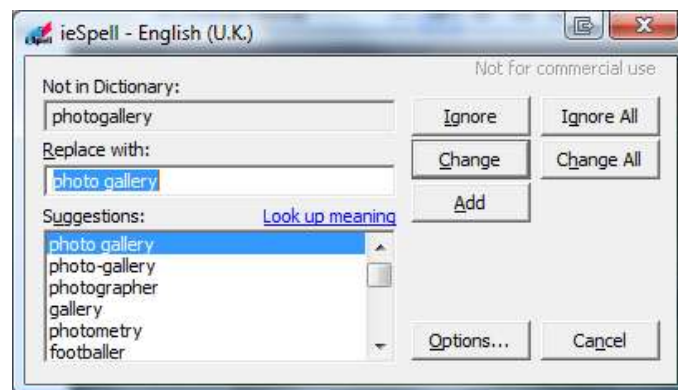


Figure 12 - IE Spell

Rich Content

The next set of toolbar items each adds richer content to the page. The first item is the insert image functionality, the second flash movie, third inserts a table, fourth horizontal line, fifth insert an emoticon, and finally sixth insert a special character.

Image Insert

Upon clicking the insert image icon a new dialogue will open titled Image Properties. This new dialogue consists of four tabs, the main one to be concerned about is the first one, image info, and the others provide more advanced features beyond the scope of this document.

The image Info tab, Figure 13, consists of 5 areas, the URL field, The Alternative Text field, The Watermark field (if available), sizes and the preview pane.



Figure 13- Image Info

The URL field provides the option to provide the path to an image to show on the site, this can be a fully qualified web address, http://mijames.co.uk/img/dark_pixel.jpg or more commonly the local path to an image. Using the Browse Server button on the right you can choose an image already on the server or upload a new one. Pressing the button will open up the file manager dialogue, figure 14.

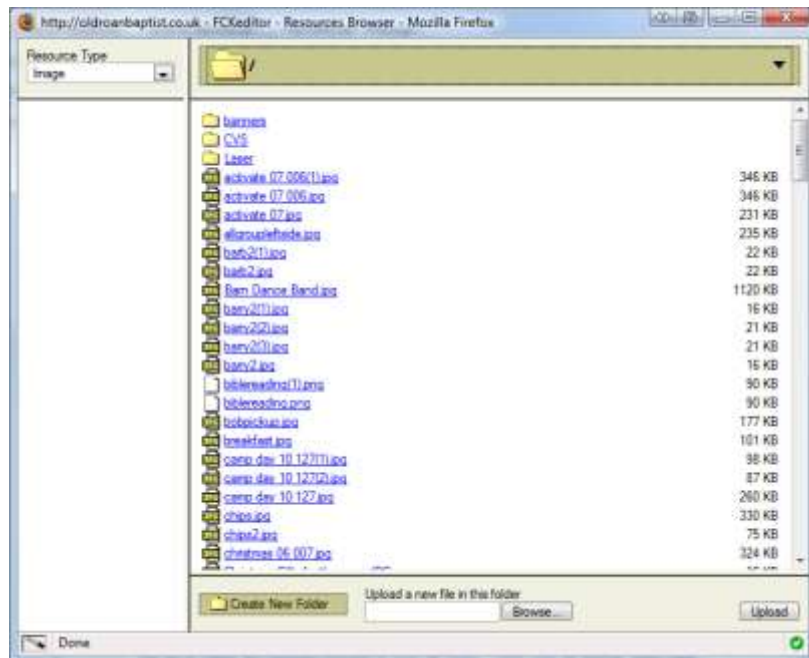


Figure 14 - File Browser

The file browser shows you all the images on the server, you can choose and existing one by clicking its filename. You can also organise your images by creating new folders using the Create New Folder button. To upload a new image to the server and library simply use the browse button to find an image to upload on your local file system, upon completion of this click the upload button. This will then upload the image into the file browser for selection.

The left hand bar shows the directory tree of folders if you choose to organise your files into folders.

Upon choosing an image the file browser dialogue closes and the image info box is updated. The URL is now populated and the preview box shows the image in comparison to some default text.

Next you can provide the alternate text for the image, something that describes the image. You can adjust the size of the image by either specifying the new image dimensions within the provided text fields or you can resize the image by dragging the image handles within the preview box.

The watermark field is used to provide text to watermark onto the image; this watermark is then shown on the site whenever the page and image is viewed. This functionality is additional and is provided on a site by site basis.

Embed Flash

The embed flash dialogue is very similar to how the image dialogue works. Upon clicking the Embed Flash icon a new dialogue opens up, this allows you to again directly provide the full URL to a flash file or to browse the site and upload one using the file browser.

Insert Table

Tables are a great way of showing tabular data. To insert a table use the insert table button, this will open a new dialogue containing options for configuring and inserting a new table. Figure 15. This dialogue allows you to specify the number of rows and columns it's going to have, its width, px or % of the page, whether it's to have a border as well as other accessibility enhancing options.

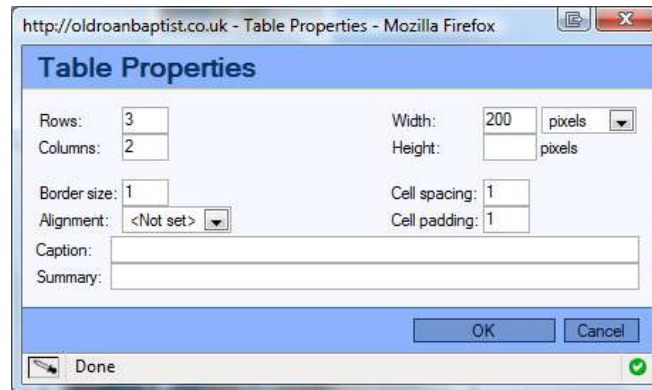


Figure 15 - Table Properties

Upon specifying the table options and clicking OK a new table will be added to the content editor. This table can then be populated with data as well as be manipulated further by dragging the edges to change the size, adding / removing columns or rows by using the context menu (by right clicking).

Horizontal Line

The horizontal line button simply inserts a horizontal line into the content area to break up content.

Emoticons

Upon clicking the Emoticon button a new dialogue, Figure 16, appears showing the emoticons available for use within the site. Simply click the one you would like to insert to have the emoticon added to the content editor.



Figure 16- Emoticon / Smiley

Special Character

At times a special character is needed within content, a © or other similar character. The special character button provides this functionality. Upon clicking the button a new dialogue will appear

showing the characters available, normal ASCII characters are also shown. To choose a character simply click the one desired to have it inserted into the content area. Figure 17 shows the opened dialogue.

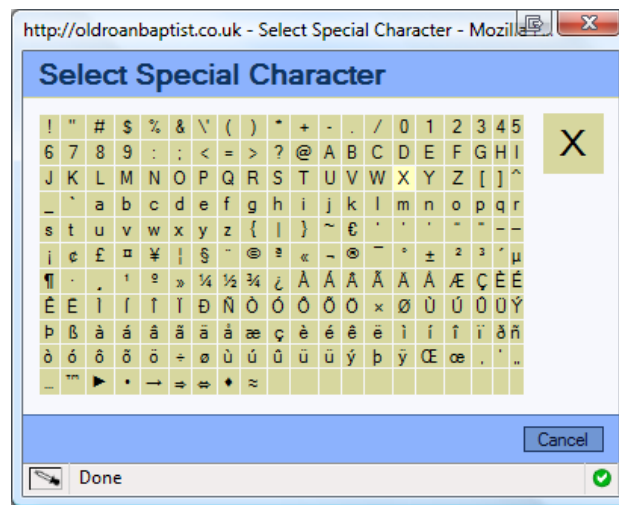


Figure 17 - Special Characters

Undo / Redo

The Rich Text Editor contains basic undo / redo functionality. Just like most desktop applications if you make a change you wish to undo or redo a previously undone you can use the undo / redo buttons shown in figure 18.



Figure 18 - Undo / Redo Toolbar Buttons

Find / Replace

The find replace dialogue gives you the option to finds words and terms within the content and optionally replace the term with another. Figure 19 shows this dialogue.



Figure 19 - Find and Replace

The dialogue also gives the ability to match the search term by case and whether or not to match a whole word.

Select All / Remove Formatting

The select all button allows you to select all the content in the content area.

The remove formatting button is a quick way of removing all formatting from content, all styling and headings are reverted to plain text.

Figure 20 shows the buttons.



Figure 20 - Select All / Remove Formatting Buttons

Linking

There are three buttons to help with hyper linking content, the first opens a dialogue that can be used to link to internal and external sources, the second removes previous links and the third can be used to create links within the content. Figure 21 shows each of these buttons.



Figure 21- Linking Buttons

The link dialogue consists of four tabs, the first is the main linking tab, here you can choose the link type, URL, Email, internal, and you can then specify the URL for the link. The browse server button can be used to link to files on the server. Upon clicking the browse server button the file manager is loaded, here you can choose a file to link to or alternately upload a new file.



Figure 22 - Link Dialogue

The target dialogue can be used to specify if the link is opened in a popup, new window etc. The third tab upload is a direct way of linking to a newly uploaded file. The advanced tab allows for custom CSS classes and other advanced settings

Source

The view source button can be used to view the XHTML that the Rich Content Editor produces. You can manually edit the XHTML here; it is advised that only advanced users of the system use this tool.

User Administration

The user administration currently allows a user to change their password. To do this simply provide your existing password, and then enter your new one and confirm it again. This new password will be active from the next login. Figure 23 shows this simple dialog.

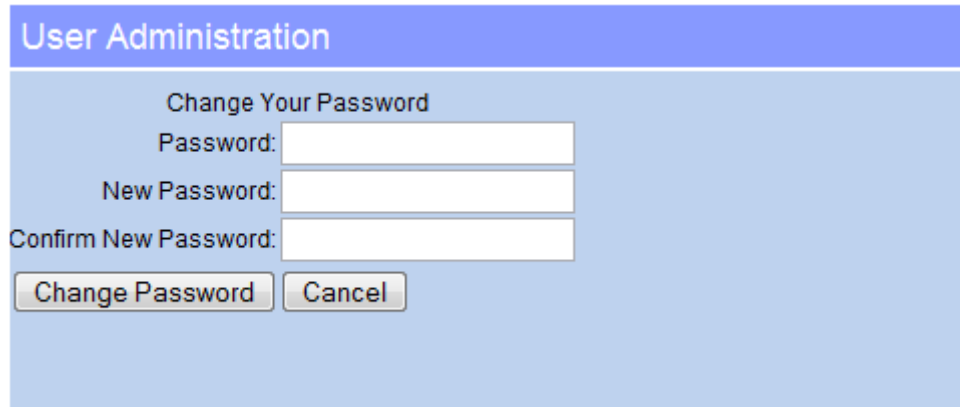
A screenshot of a 'User Administration' dialog box. The title bar is blue with the text 'User Administration' in white. The main area has a light blue background. It contains the text 'Change Your Password' in bold. Below this are three text input fields: 'Password:', 'New Password:', and 'Confirm New Password:'. At the bottom are two buttons: 'Change Password' and 'Cancel'.

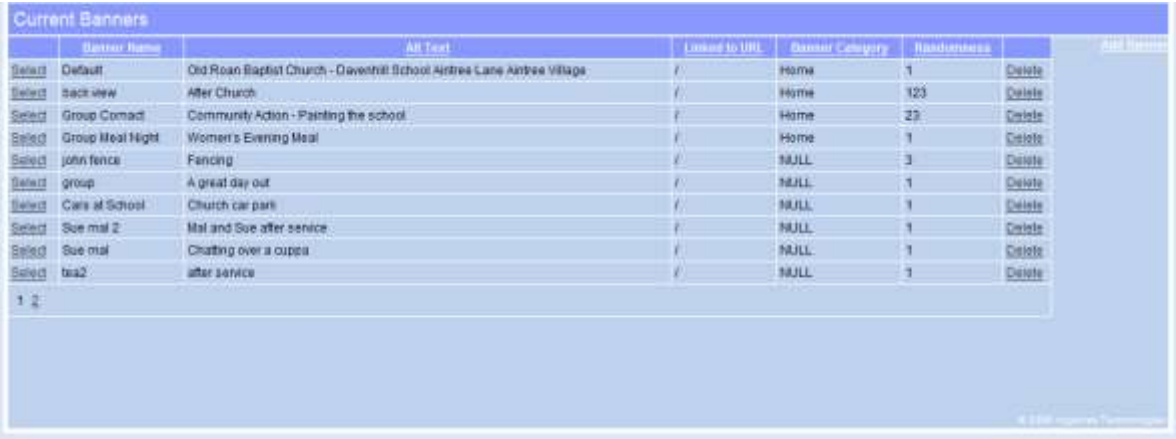
Figure 23 - User Administration

Banner Manager

The banner manager is another additional module for the MJJames Admin Tool and it provides the ability to control page banners. These can be header images or side banners dependant on the setup.

Banner Listing

The first screen in the banner manager is the banner listing. Figure 24 shows the banner listing. Similar to the page listing, the banner listing shows the banner name, the alt text for the image, the URL it's linked to, the banner category and a randomness value. Each of these titles can be used to order the banner listing.



Current Banners						
	Banner Name	Alt Text	Linked to URL	Banner Category	Randomness	
Select	Default	Old Roan Baptist Church - Dawetnall School Andree Lane Andree Village	/	Home	1	Delete
Select	backview	After Church	/	Home	123	Delete
Select	Group Contact	Community Action - Painting the school	/	Home	23	Delete
Select	Group Meal Night	Women's Evening Meal	/	Home	1	Delete
Select	john fence	Fencing	/	NULL	3	Delete
Select	group	A great day out	/	NULL	1	Delete
Select	Cars at School	Church car park	/	NULL	1	Delete
Select	Sue mal 2	Mal and Sue after service	/	NULL	1	Delete
Select	Sue mal	Chatting over a cuppa	/	NULL	1	Delete
Select	tea2	after service	/	NULL	1	Delete

1 2

Figure 24 - Banner Listing

A banner can be edited by using the select field on the left and removed by using the delete field on the right.

Banners can be added by using the Add Banner Link.

Banner Editor

The banner editor as shown in Figure 25 provides 6 editable fields. The first field, Banner Name, is solely used for use in identifying the banner in the admin tool; it is not used in the front end. The second field, Alt Text, is used to provide a description of the image if the user has disabled images, is using a screen reader or the image is currently unavailable. Alt text fields form part of accessibility and should always be provided for banners.

The third field, URL, is used to link a banner to another page within the site or even an external site. If for example you had a header image showing a barbeque you could link to a page within your site about social events or barbeques. Then when this banner is shown on a page a user could click through to this new page. It is also useful if you are using banner images as a means of providing links to other sites.

The category field, forth field, is used to group banners together. This can be used when multiple banner images are shown on a page to configure which category of images should show where, or if the site is configured to even limit the banners to only appear on specific pages. E.G. any images with the Home category would only show on the home page.



Figure 25 - Banner Editor

The randomness field takes a numerical value, and is used to weight images within the image selector. Banner images are taken from the database at random however by adding a weighting certain images can be weighted to be shown more often. The higher the number the more frequently it will be displayed.

The final field is a file input field, this field is used to provide a banner image and to upload it to the system, once uploaded the banner will be shown in the preview field. To replace an existing image simply upload a new banner, this will then overwrite the existing banner.

Blog Editor

The blog editor is broken down into four tabs, Add Entry, Blogroll, Categories and Referrers. For the day to day use of the blog Add Entry is the main tab that will be used.

Add Entry

The Add Entry tab is used to add blog post's to the blog section of the site. Each post consists of a title, content, categories and tags. Each of these items is administered through this tab. Figure 26 shows this interface.

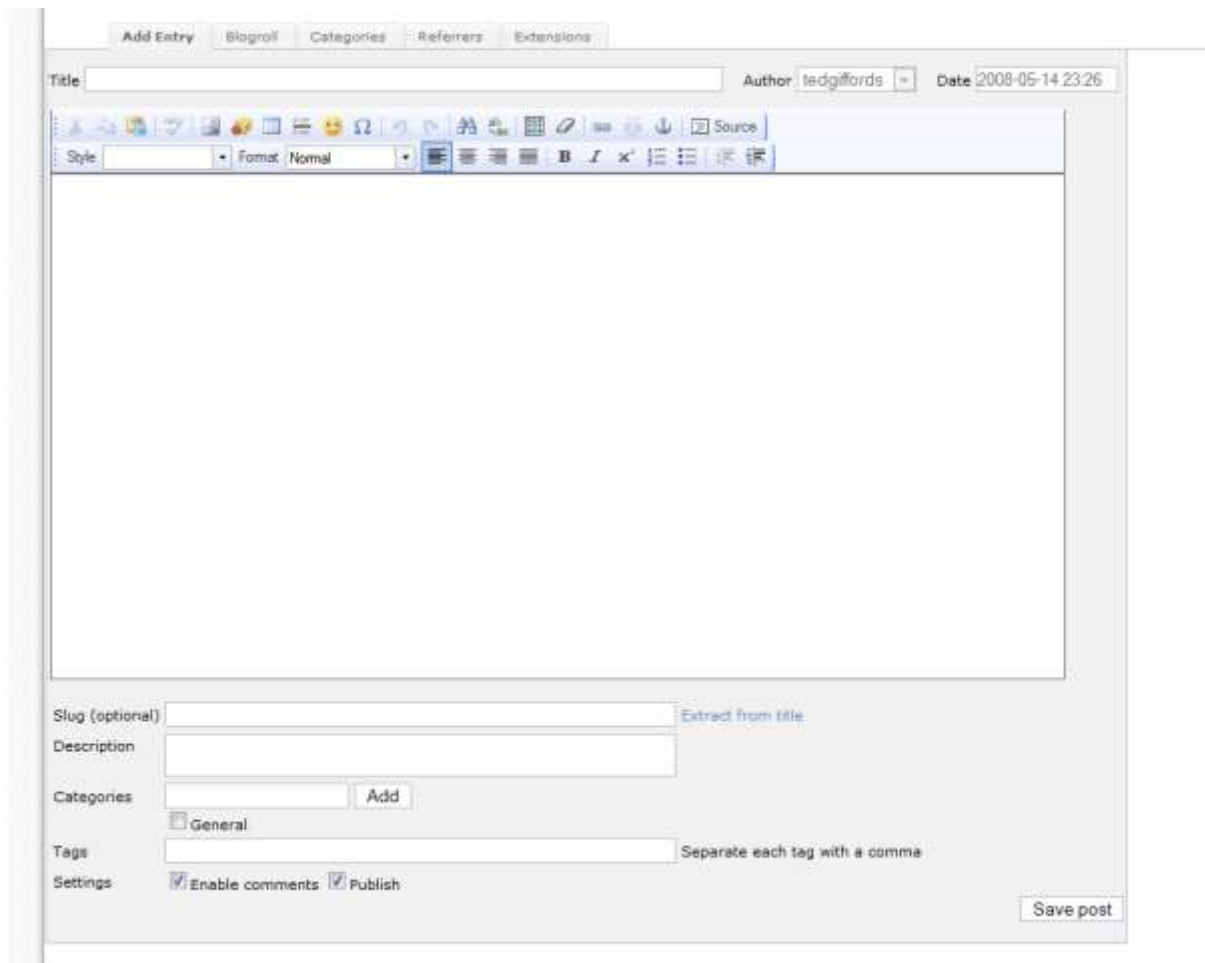
The screenshot shows the 'Add Entry' tab of a blog editor. At the top, there are five tabs: 'Add Entry' (selected), 'Blogroll', 'Categories', 'Referrers', and 'Extensions'. Below the tabs, there are input fields for 'Title', 'Author' (set to 'tedg@fords'), and 'Date' (set to '2008-05-14 23:26'). A large Rich Text Editor (WYSIWYG) is in the center, with a toolbar showing various formatting options like bold, italic, underline, and links. Below the editor, there are fields for 'Slug (optional)', 'Description', 'Categories' (with an 'Add' button), 'Tags' (with a note to 'Separate each tag with a comma'), and 'Settings' (with checkboxes for 'Enable comments' and 'Publish'). A 'Save post' button is located at the bottom right.

Figure 26 - Add Entry Tab

The main content area uses the same Rich Text Editor as the page editor; as such this will not be covered in detail here.

When writing a blog post it is good practice to provide a description outlining the contents of the blog post, this is used in the blogs RSS feed, to add it to a suitable category within your blog, and to finally add tags to the post. Tags are used to help group posts together and highlight the content matter of a post. Tags are like keywords / terms that would describe your post, typically posts will have more than one tag associated with it, these tags can be added by separating each one with a comma.

You can also on a per post basis enable / disable comments by using the provided checkbox.

Blogroll

A Blogroll is a list on your blog that shows and links to other people's blogs. Quite often these are people that you know and may even link back to you.

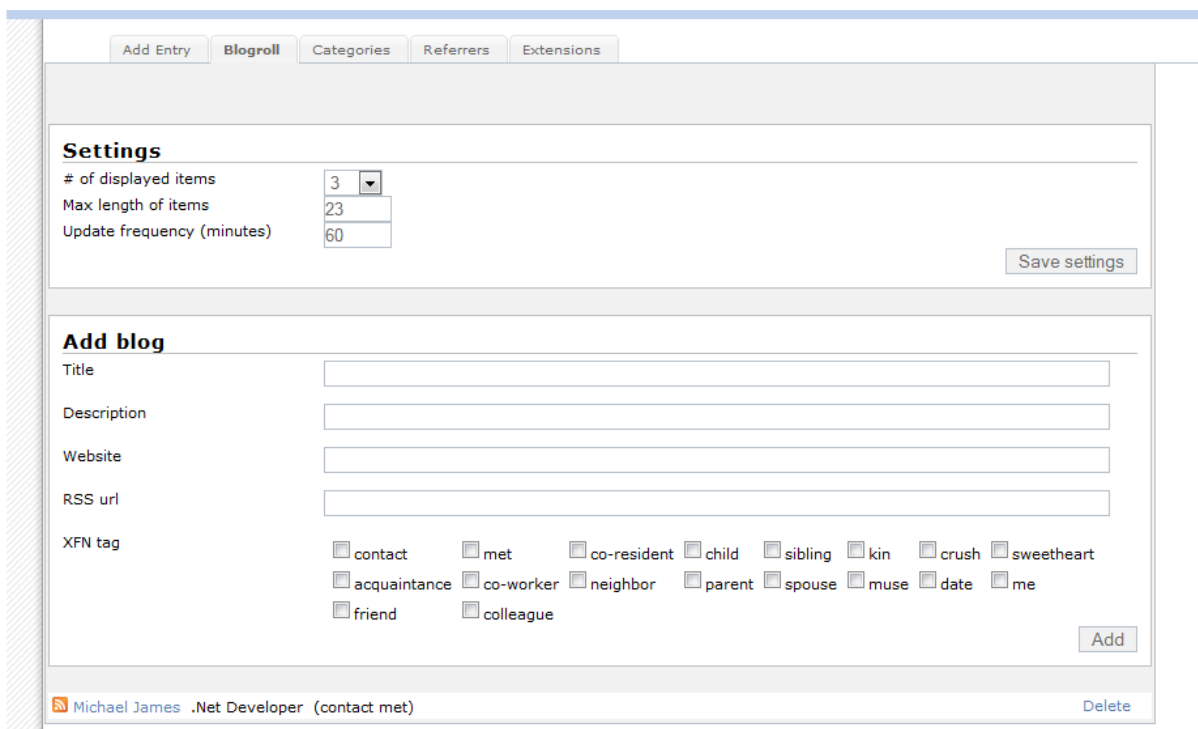
The Blogroll tab is broken down into three sections: settings, add blog and finally a list of all the blogs in your Blogroll.

The settings area provides fields to configure the maximum number of blogs to be displayed on your blog at any time, the total amount of blogs to have in your blog roll, and the frequency in which the blogs in your blog roll should update.

The add blog area provides 4 fields to fill in. The blog title, a description about the blog, the Blogs RSS feed URL and finally XFN tags.

XFN tags are used to highlight to blog readers and other applications the relationship between the blog and yourself. For example if you were to put a work colleagues blog onto your Blogroll then you would could choose the friend, met, co-worker and colleague tags.

You can remove blogs from you Blogroll by using the delete link next to each blog.



The screenshot shows the 'Blogroll' tab selected in a navigation bar. The interface is divided into two main sections: 'Settings' and 'Add blog'. The 'Settings' section includes three input fields: '# of displayed items' (set to 3), 'Max length of items' (set to 23), and 'Update frequency (minutes)' (set to 60). A 'Save settings' button is located to the right of these fields. The 'Add blog' section contains four text input fields: 'Title', 'Description', 'Website', and 'RSS url'. Below these is a section for 'XFN tag' with a grid of checkboxes for various relationships: contact, met, co-resident, child, sibling, kin, crush, sweetheart, acquaintance, co-worker, neighbor, parent, spouse, muse, date, me, friend, and colleague. An 'Add' button is at the bottom right of this section. At the very bottom of the interface, there is a status bar showing a user profile for 'Michael James .Net Developer (contact met)' and a 'Delete' link.

Figure 27 - Blogroll Tab

Categories

The categories tab allows the user to administer the categories used within the blog. Here new categories can be added by providing a title and a category description, or existing ones can be removed or edited. Figure 28 shows this interface.

Add Entry

Biografi

Categories

Referrers

Extensions

Title

Description

Add category

Edit

Delete

Name	Description
General	

Figure 28 - Categories

Site Settings

The site settings page is used to modify and configure system settings. These can range from the flickr photosets to show in a photo gallery, if available, to the postcode used in the get directions control. Because of this flexible nature for the site settings page as well as user access control, the layout and options available vastly differ from site to site.

Setting Selection

The first part of the site settings page is the settings drop down list. This list as shown in Figure .. shows the current selection of site settings available to you. Upon selection of a setting / group of settings the site setting editor will load the correct interface for configuration. You can change the settings selection at any time.

Flickr Settings

The flickr settings screen is usually broken into two tabs, flickr settings and photosets, however dependant on a user's access level, the flickr settings tab may not be available. The flickr settings tab contains fields for specifying the flickr user, the flickr API and secret key to use and the photo license filter to be applied. The photo license field is a drop down list containing all the different licences, for more information on each license click the License help link.

Podcast Settings

Figure .. shows the podcast settings screen. Within here you can specify a podcast feed for use within the site's podcast area, additional feed formats for users of your site to subscribe to, as well specify and configure how many podcasts should be available from your site and whether or not you want the feed paginated.

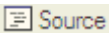


















Bible Gateway Verse of the Day



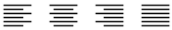









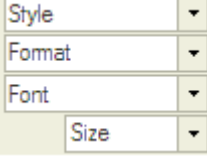




At present the Bible Gateway VotD settings panel only allows you to specify which version of the bible to use. This choice is made by choosing the version's radio button.

Google Calendar

The Google Calendar screen allows you to specify a calendar feed to use for the site's calendar as well as configuring the date range and level of detail to show.

Appendix I Common Toolbar Functions

Toolbar Element	Function
 Source	View or edit the document source code (for advanced users).
	Removes all contents, creating a new blank page.
	Saves the page you were editing.
	Preview what the HTML page will look like for users.
	Select a layout template.
	Cut the highlighted text to the clipboard.
	Copy the highlighted text to the clipboard.
	Paste the data copied to the clipboard (with or without formatting).
	Paste content copied from Microsoft Word or similar applications.
	Print the current document.
	Spell checks the text in the document.
	Undo or redo the most recent action taken.
	Find a word or phrase within the document.
	Find and replace a word or phrase within the document.
	Select the entire text in the document.
	Remove the formatting from the highlighted text.
	Applies bold , <i>italic</i> , <u>underline</u> or strikethrough formatting to the highlighted text.
	Superscript or subscript the highlighted text.
	Creates numbered or bulleted lists.

	Increase or decrease the text indentation.
	Format a block of text to identify quotations.
	Sets the text alignment (left, centered, right or justified).
	Converts or removes the text in hyperlinks. It may also be used to manage file uploads and links to files on the web server.
	Inserts or modifies a link anchor.
	Inserts images into the document.
	Inserts an Adobe Flash element into the page.
	Creates a table with the defined number of columns and rows.
	Inserts a divider line (horizontal rule).
	Inserts an emoticons image (smiley faces, email icon, light bulb, etc.).
	Inserts symbols & special characters (accented characters, trademark, currency symbol, etc.).
	Inserts a printing page break. Only impacts printed version.
	Styles & formatting determine the appearance and semantic value of you document. You may use the drop down boxes to apply styles, set the font, its size, etc. To remove the applied style, select the style name again.
	Changes the colour of the text.
	Changes the background colour of the text.
	Maximizes the editor size inside the browser.
	Shows where the block elements boundaries in the text.