VEGSOC.ORG.AU MANUAL

LOGGING IN

To login in to the site to make changes, begin by opening a web browser and going to:

vegsoc.org.au/user

NB: This system can be accessed from any computer with an internet connection.

If you forget your password:

On the login page there is a tab called "request a new password". You must enter your user name *or* your email address, and the system will send you a new password by email. If you enter your user name, it will send your password to the email address that the system has on file for you.

USER ACCOUNTS, PERMISSIONS/ACCESS CONTROL

There are 4 main types of users for your Drupal website: **Site Admin, Editor, Public and Anonymous**. Each level of user has different permissions on the site, allowing them to access different parts of the site administration, and manage content.

Anonymous: these users are the general public, and are not logged in on the site.

Public: these users are people who have registered and logged in on the site. They can post content in the forums, suggest restaurants, add reviews and ratings.

Editor: these users are public users who have been given the editor role. They can administer users, content on the site, and many other things.

Site Admin: has the highest level of access, and can add/edit/delete all content, as well as manage things like menus, and user accounts. This role should generally not be used.

New User Accounts

Public Accounts: Signing up for member accounts can be done by going directly to **http://vegsoc.org.au/user/registe**r which is the user registration page. [The new user will then be sent a confirmation email, with instructions that they *must* follow to activate their account. You do not need to approve their account manually.]

If a user loses their password, it can be reset through this same user page by entering and saving the new password and emailing it to them. If a Web Account user with an external email address loses their password, they can simply click on the "Request new password" tab on the login page.

Users who previously had accounts in the old system will need to do a password reset before they can login.

OVERALL SITE STRUCTURE REVIEW:

This manual was created to provide a reference point for administering different content related tasks on your website. There are several general types of site content on this website:

- Event
- Restaurant
- Forum Topic
- Basic Page
- Article
- Product

All of these can be created using the editor role from the menu Content -> Add Content

To view and search the latest content on the site (including being able to be filtered by type) click on the Content menu item at the top of the screen.

In this type of website, which is a content management system (CMS), the terminology used to refer to each of those types of content is as follows:

Event

Events are entries that have a set start and end date, and which can be automatically archived from the live version of the site once the end date has passed. Events will appear on the Events page (vegsoc.org.au/events).

Restaurants

Restaurants can be created by users or editors. If a user creates a website, it will not be live on the site until it had been "published". To publish a restaurant click on Edit, then go to Publishing Options towards the bottom of the page.   The user who creates a restaurant will be able to edit or delete it later, but they will not be able to Publish it. Note if an administrator creates a restaurant they will also need to select Published before it will appear on the site.

Page (Structural Content Pages)

These pages are single pages which are long term/core site pages, that can have a link from the main menu and contain regular content. They may contain documents, images or just regular text.

Article (Transitory content)

Articles are for short term content, a news article, an upcoming protest or petition etc. They function similarly to a page, but to keep things in order, it's best not to mix the two types.

Product (Transitory content)

Products are items which will appear in the store. Note that only the items with a red Asterisk have to be filled in for each product, the rest are there should you choose to use them. SKU stands for Stock Keeping Unit, and is a short text label for an item. This will be used to track the item, even if the name, description or price change. SKU's should be unique for each product.

Forum Topic (Forum thread)

These are the forum threads.   Public users will usually create these through the forums interface. To create a new top level forum, you would do this under Structure -> Taxonomies -> Forums

EDITING SITE PAGES

To edit a regular Page of your website:

1. If you have added a menu item for this page, click the "Edit" tab at the top of the page

2. Begin by logging in at vegsoc.org.au/user

3. You will now see a slightly different version of the site that introduces Editing tabs.

4. To edit any page, you must navigate to the page you wish to make a change on, and click on the **"Edit" tab** at the top of the site content.

5. To make a change to site content, place your cursor in the content editing window and make your changes.

   NB: You will see several formatting tabs at the top of this content editing window. These all function much like they do in a regular word processing program (like OpenOffice or MS Word), or if they require more detailed instructions are covered in later sections of this manual. These include:

- Bold

- Italic

- Underline

- Strikethrough

- Left Justified Paragraph

- Centre Justified Paragraph

- Right Justified Paragraph

- Bullets

- Numbered Lists

- Remove Indent on Text

- Indent Text

- Undo

- Redo

- Link (for making links, covered in detail later in the manual)

- Remove Link (for removing existing links)

- Anchor Link

- Insert An Image (covered in detail later in manual)

- Superscript

- HTML View (allows you to see the HTML code view)

- Cut

- Copy

- Paste

- Erase

- Test format/style

- Font face

- Font size

- Insert Table

- Select All

- Iframe

Note the text format is fine to leave on Wysiwyg but if you have any issues, try changing it to Full Html which is a bit more permissive.
6. When you are satisfied with your change, click "Submit" to save your change.

Advanced Editing Options: Styling Text

Within the site content, a stylesheet has been developed that pre-defines various heading styles for use on your website. You can apply those heading styles to site content via the content editor, choosing from a "Format" drop down box which offers you six levels of headings.

To set a heading style, select the line of text that you wish to make a heading in the content window, and then choose a style from the formatting drop down. Note that by default all regular text will be set as a Paragraph.

NB: In order to set a heading style the line that is being given the style must be separate from the next paragraph, ie. you can't give something a heading style in the middle of a sentence.

Advanced Editing Options: Making Links

There are three different types of links you can add to a web page: email links, absolute links and relative links. Email links are links that go directly to someone's email address, typically opening up an email client for the user to send a message to that address. Absolute and relative links refer to two different types of links that will take you from one page in a one website to a page in another, or from one page in a website to another within the same site. We will deal with absolute and relatives links first, offering more information about them below, and then will cover making email links.

Absolute vs. Relative Links:

Absolute link is a term that refers to links that go to other websites outside of http://vegsoc.org.au. To make absolute links work, they need a full prefix in front of them, for example: http://vegsoc.org.au not just vegsoc.org.au is required for that link to work. Often the easiest way to ensure that you have the correct URL for an absolute link (and don't accidentally mistype something) is simply to copy the URL from the address bar of your browser to then paste it into the editing window (explained in detail below).

Relative links are links that go from one page of your website to another. So for example, you may wish to make a link from the About Us page to the Contact Us page. Relative links do not need the http:// protocol in front of them, and in fact they do not even need the vegsoc.org.au, they need only the rest of the information from the URL. Where possible, we have tried to make the URLs for site pages on this site "human friendly," meaning that they are intended to follow some logic, so for example:

About Your Site = about

Contact Us = contact_us

NB: For a relative link that is not the default page link (ie. /node/287), you must have defined the URL when you created the page or story, under the "URL path settings". If you did not previously do this, you can go back to edit the page and define the URL path.

Some things to note:

- URLs can never have spaces in them, so where we intend a space to exist a " _ " is generally used.

- As convention, the URL paths are typically all lower case.

Where things can start to get a bit tricky is when you get to sub pages within a section, so for example (these are not actual pages on the site):

About Us: News = about/news

Contact Us: Location: Map = contact_us/location/map

What you'll probably notice here is that the URL path becomes broken down by sub sections. So pages that live, for example, in the Media section have "media" and then a "/" before you get to the actual page name. The reasoning for this is that the website is built much like a folder structure on your harddrive, and all pages that are housed inside of Media Room, live in the Media Room folder. In order to set a link to a sub page of a top level section, you must first indicate what top level section (or folder) the page is in, ie. media_room/, and then include the name of the page itself: media_room/07_news_releases.

To Make An Absolute or Relative Link:

Follow the steps for Editing Site Pages up to and including Step Four [(pages 4-5)], then:

1. With your cursor, highlight the text you would like to make into a link.

2. You will now see the "Link" button on the editing window change from being greyed out to turning light blue, making it available to click on:

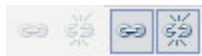   Click on the link button and a pop-up window will open up.

3. To set the link you must first fill out the required boxes in the pop-up window. Start with the **Link URL** box where you will insert the link itself. Remember, **if it is a link to another website be sure to include the http://** before the full link.

4. You can then choose the "**Target**" for the link, if you would like it to open in a new window. By default this box will stay at "Open in this window/frame" which is fine for all internal links.

5. If you would like, you can also now set a Link Title, by filling in the **Title** box. The Link Title is not necessary but helps to increase the site's accessibility giving extra information about where the link points to for users who are visually impaired and using screen readers. The Link Title should just be descriptive telling the user what link you are sending them to. So a link to a newspaper article may have a link title like: "Newspaper article on inequality in the workplace." *This step is not required for your link to function, but falls under the category of best practices.*

To make an Email Link:

As above, follow the steps for Editing Site Pages up to and including Step Four (pages 4-5), then:

1. With your cursor, highlight the text you would like to make into a link – in this case this will typically be an email address or someone's name.

2. You will now see the "Link" button on the editing window change from being greyed out to turning light blue, making it available to click on:

   Click on the link button and a pop-up window will open up.

3. To set an email link you need only pay attention to the first box: **Link URL**. To make an email link you need to start by entering "mailto:" followed by the email address. So for example a link to info@yoursite.com would look like: **mailto:info@yoursite.com**

4. You can now select Insert and your email link has been created.

Advanced Editing Options: Adding an Image to a Page

Image formats for the web are somewhat restrictive. In order for an image to show up on the website, it must be saved as either a .png, .jpg or .gif file and should be saved at the final size that you would like the image to display on the website. You can use a free image editor like Gimp to scale images.

In general, .png files are good all rounders, .jpg files are best for photographic images, while the .gif format is best for flat colour images like logos.

If you need to add a new image to a page on the website, ensure that you have saved it at the proper size and in the correct file format before you proceed through the steps below. It is usually best not to upload images wider than the content area of your site's pages **[1024 px wide]**.

To Add An Image to a Page:

Adding an image to a page is quite straightforward and is done through the content editing box. Like with making a link, you start by following Steps 1 – 5 in Editing Site Pages above. Once you have the page open, follow these steps to add an image:

1. Click on the Image icon in the editing toolbar (it looks like a picture of a mountain and sun).

2. A pop-up box will appear.

3. If you know the location of your image on the website's server, you can enter that location in the Image URL field, but it is more likely that you will want to click on the Browse Server icon to the right of that field to find the image/upload a new image.

4. You may now either click on the image you would like to add, if it has already been added to the site, or use the Upload button to add a new image. The image should be uploaded at the size you would like it to appear on the website. Click on the file and you will be returned to the Add an Image box with the Image URL field completed.

5. You can now fill out the remaining fields:

- Alternative Text: filling this field out ensures that users who browse the web with alternative technologies like screen readers will know what the image is of (the screen reader will read this text).
- Alignment: allows you to position the image in relation to the paragraph of text.
- Dimensions: these will be auto completed based on the size of the image you uploaded.
- Border: if you would like to set a border on the image you may do so here, but there is normally default border styles set in the site's stylesheet.
- Vertical and Horizontal space: insert empty/white space between the image and the text. There is, by default some vertical and horizontal space set by the site's stylesheet, but if you would like to add more, use these fields. Measurements are all in pixels.

6. Submit the page to save.

Advanced Editing Options: Adding a Document to a Page/Story

In most cases, the documents being uploaded to the site should be PDF documents, as they are more universally readable by site users, and can not be edited or altered by site users. In some cases you may have a need to upload a text document or spreadsheet file, all of these files can be uploaded following the same steps as outlined below.

To upload a document to the site you can go into any page, click edit, and click the image icon to use the File Manager to put the file in with the websites other assets as discussed in the Images section above. You cannot embed the file into the text as you did with the image though, so once you have successfully uploaded the file, cancel out of the popup.

You can then create a link to your new file by using the link button on the text editor for a content type explained earlier. Assuming you used the File Manager to place the document in the root folder of the sites assets, and the file is called My_File.pdf (try to avoid spaces in filenames), you would put a relative link in the URL field of the popup such as: /sites/default/files/My_File.pdf

Advanced Editing Options: Deleting a Document

If, once you've uploaded a document, you realize it is the wrong one, or that you no longer need to attach it to the Page (or Story as covered in a later section), you can easily remove the Document from the page.

To delete a document to the site you can go into any page, click edit, and click the image icon use the File Manager. Locate the file and click delete. Once you have successfully deleted the file, cancel out of the popup.

CREATING A NEW PAGE

To add a Page to your website:

1. Begin by logging in at http://vegsoc.org.au/user

2. Hover over the "Create Content" link at the top left corner of the page and click "Page". You will now see a page where you can enter all of the information for your new page.

3. Fill in the Title and Body content.

4. If you would like this page to have a specific URL (if you don't do this it will try to work out an appropriate URL from the title of the page), enter the URL path you wish the page to display on under "URL path settings". (Enter only what would come after the main site address, e.g. "foo/bar")

5. If you would like this page to appear in the menu (if not, you can simply link to it from text on another page), enter the menu info in the "Menu settings" section. You must enter a title, set the "Parent item" (which can be either a top level menu, or a section of the site), and set the weight (how high up in the menu the item should be relative to the other items).

6. Click "Submit".

ADMINISTERING EVENTS:

Events are content that gets sorted by date and displayed on the events page, and they will be archived automatically once a date is passed on the past events page.

To add a new event:

1. Ensure you are logged in to the site. If not, login at:
   http://vegsoc.org.au/user/

2. Once you are logged in, you'll notice that you now have a menu running along the top of the page. On the left-hand side of that menu is a drop down for "Content", which is what you will always use to add new content to the site. Click on this, then select "Add Content" and select "Event"

3. You can now start adding your Event details**.**

4. Enter the Event Title.

5. Enter the Event Body (Description).

6. Fill out all of the remaining fields as they are available.

7. When you are satisfied with your work, choose "Submit".

ADMINISTERING PRODUCTS:

Products are the elements in the VVSQ store. They are put into Categories using the Catalogue Taxonomy (Under the structure menu where you can edit, remove and add new Categories).

To add a new product:

1. Ensure you are logged in to the site. If not, login at:
   http://vegsoc.org.au/user/

2. Once you are logged in, you'll notice that you now have a menu running along the top of the page. On the left-hand side of that menu is a drop down for "Content", which is what you will always use to add new content to the site. Click on this, then select "Add Content" and select "Product"

3. You can now start adding your Product details**.**

4. Enter the Product Title and Body (Description).

5. Add an image.

6. Add the SKU, this should be a unique identifier for the product used for administrative purposes, making it all lower case and without spaces is commonly done.

7. Fill out all of the remaining fields as they are available. Only ones with a red asterisk are required.

8. When you are satisfied with your work, choose "Submit".

ADMINISTERING RESTAURANTS:

Restaurants are listed in the Queensland for Vegetarians and Vegans section.

Note: New restaurants can be added to the site by other users <u>but will be invisible by default</u>. They will not be published until an editor/administrative user selects "Publish" on the edit screen for the restaurant.

Editor users can also add restaurants themselves.

To add a new restaurant:

1. Ensure you are logged in to the site. If not, login at: http://vegsoc.org.au/user/

2. Once you are logged in, you'll notice that you now have a menu running along the top of the page. On the left-hand side of that menu is a drop down for "Content", which is what you will always use to add new content to the site. Click on this, then select "Add Content" and select "Restaurant"

3. You can now start adding your Restaurant details**.**

4. Enter the Title and Body (Description).

5. Before finalising the address please follow the instructions and make sure it works on Google Maps first.

6. Provided you have done the above, the latitude and longitude will attempt to be worked out **automatically.** If there is any problem with this process, you can put the values in manually.

7. Unlike other content types **you must select "Published"** using the options at the bottom of the form for restaurants, this is done so that when non admin users create a restaurant it doesn't appear on the site by default.

8. When you are satisfied with your work, choose "Submit".

ADMINISTERING FORUMS:

The main forum topics are listed in the Forums taxonomy. You can edit, delete or add new Forum topics there under the Structure menu.

You have full power to edit or delete all forum topics, posts and comments. Simply navigate to the content and click edit delete etc.

ADMINISTERING USERS:

You get to the user administration screen from clicking the People item on the menu bar.

Here you can add users, update their passwords, remove and suspend their accounts. Simply search for the user name or email address.

MANAGING BLOCKS

Blocks are small sections on the website, that contain introductory text, maps and other things. "blocks" can be managed much like regular pages.

1. Ensure you are logged in and from the top menu choose Structure→Blocks, there will be a list of blocks for the site.

2. Find the one with the title matching the block you wish to edit and click 'configure'.

3. You can then edit the content like you would a regular page.

4. Click 'save block' when you're done.

LOGGING OUT

Once you have finished all of your site updates and work, log out of the system. You will find the "Log out" link in the menu bar. Click on the "Logout" link and the system will log you out. If you have any trouble logging out, you can also type http://vegsoc.org.au/logout into the address bar.

APPENDIX: LICENSING

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