

OurCityOurStory.com

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001 Legal

Manual written and prepared by Jesse Atkinson.
Manual started: 07/28/2012
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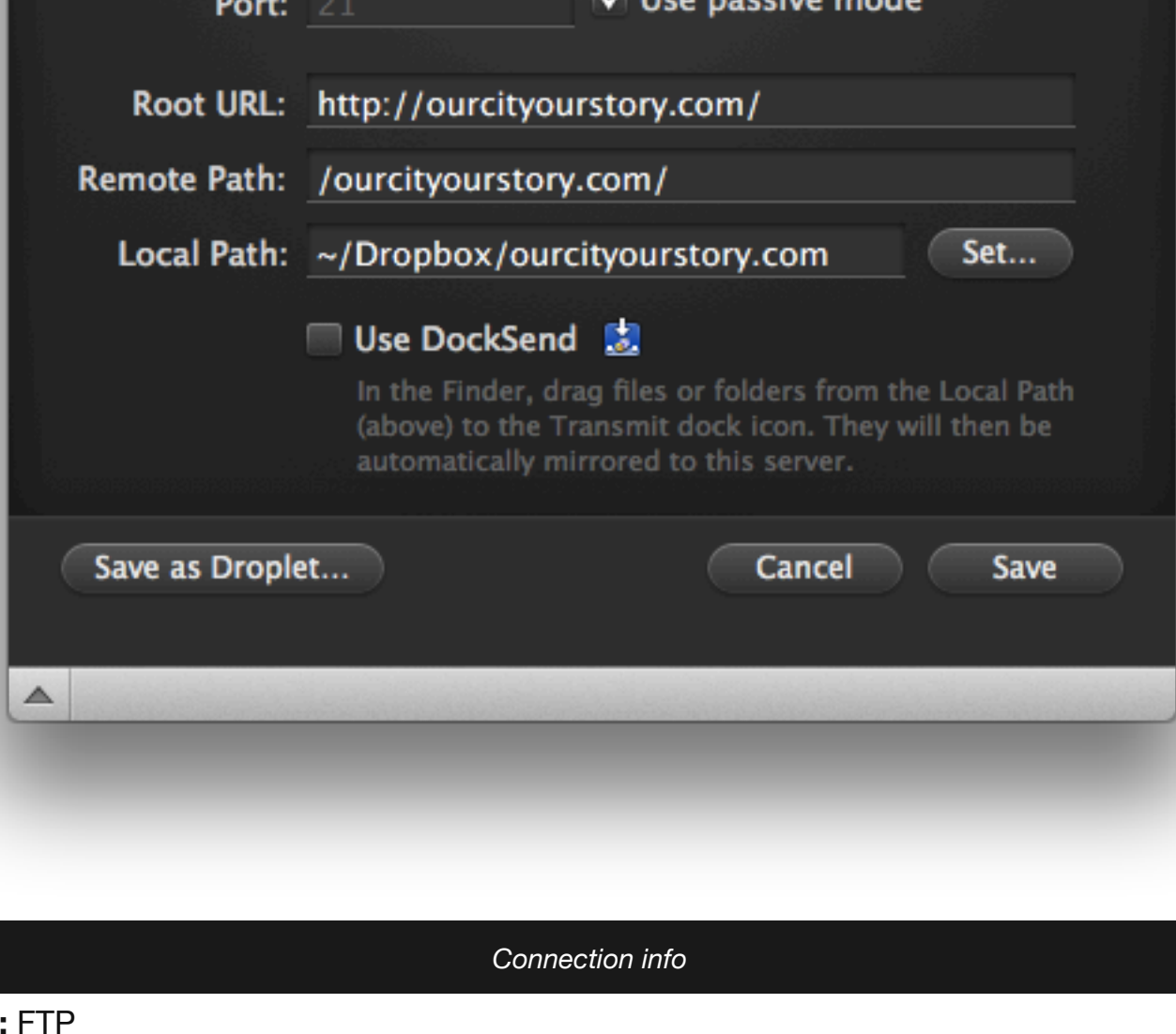
002 Contact

Owned by Pablo Korona
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Coded by Jesse Atkinson
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003 How To Connect

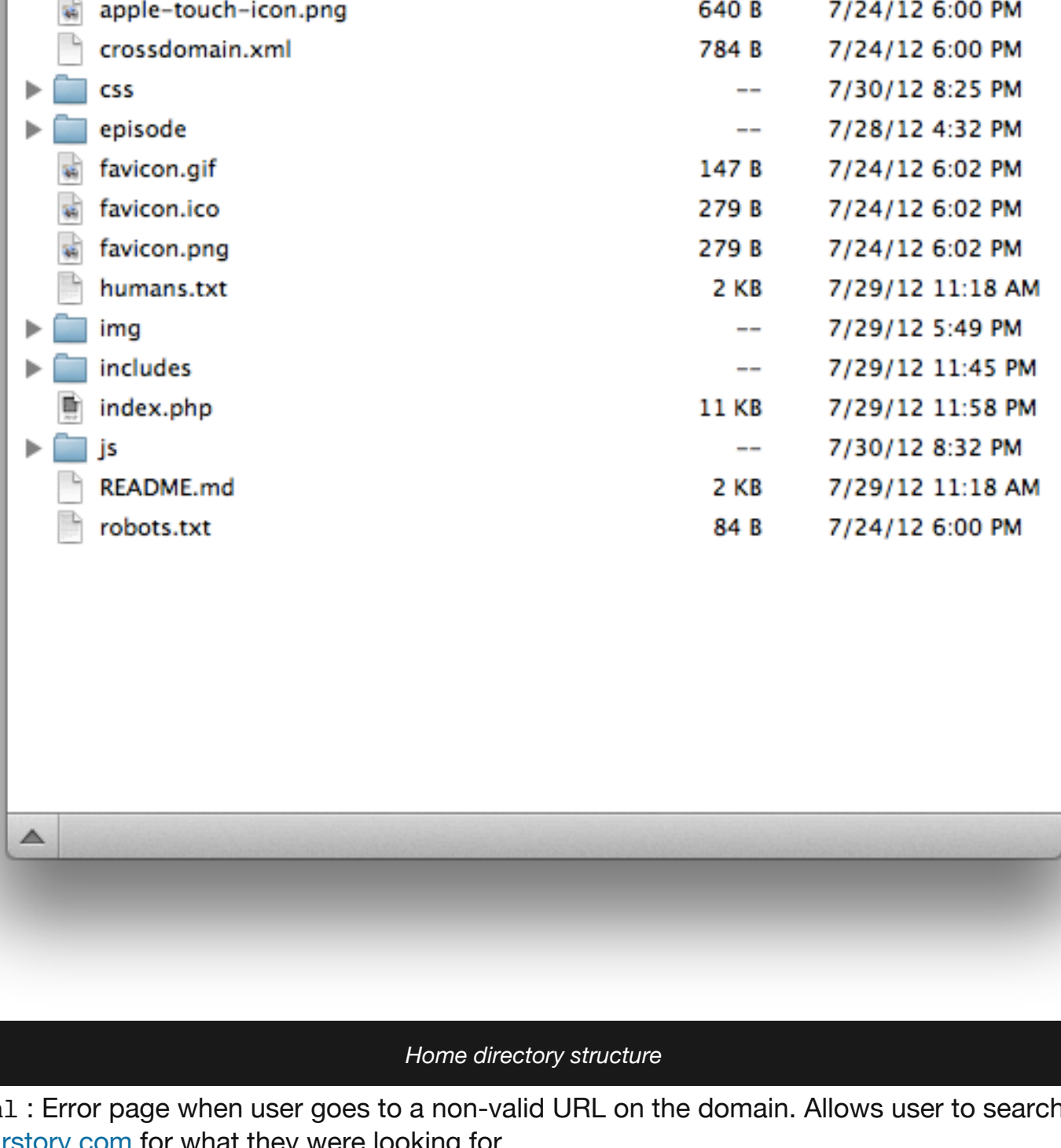


Connection info

Protocol: FTP
Server: muscida.dreamhost.com
User Name: pablokorona
Port: 21
Root URL: http://ourcityourstory.com/
Remote Path: /ourcityourstory.com/
Local Path: Set to wherever you want to store your site locally.

004 Directory Structure

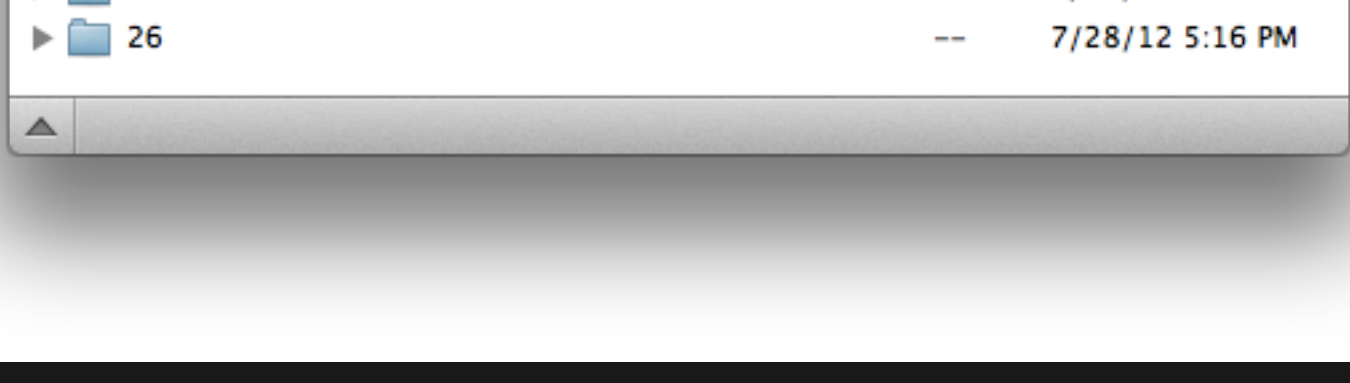
/



Home directory structure

- 404.html : Error page when user goes to a non-valid URL on the domain. Allows user to search [ourcityourstory.com](#) for what they were looking for.
- README.md : This document that explains all details about the website.
- allstories : Folder containing our *allstories* page.
- apple-touch-icon-114x114-precomposed.png : Save webpage to home screen icon for iOS.
- apple-touch-icon-57x57-precomposed.png : Save webpage to home screen icon for iOS.
- apple-touch-icon-72x72-precomposed.png : Save webpage to home screen icon for iOS.
- apple-touch-icon-precomposed.png : Save webpage to home screen icon for iOS.
- apple-touch-icon.png : Save webpage to home screen icon for iOS.
- comps : Jason's comps.
- crossdomain.xml : Crossdomain policies.
- css : Contains our styles.css which makes the site look pretty.
- episode : Folder containing subfolders for the Episodes.
- favicon.gif : Website's favicon.
- favicon.ico : Website's favicon.
- favicon.png : Website's favicon.
- humans.txt : See [humanstxt.org](#). This contains credits and info about the humans behind this website.
- img : Folder containing all of our images.
- includes : Our PHP includes that allow us to change things in one place and have it populate accross all pages.
- index.php : Homepage. This is what users see when they go to [ourcityourstory.com](#)
- js : Contains our javascript, plugins, libraries, etc.
- robots.txt : Used for search optimization so we're tracked correctly on search engines.

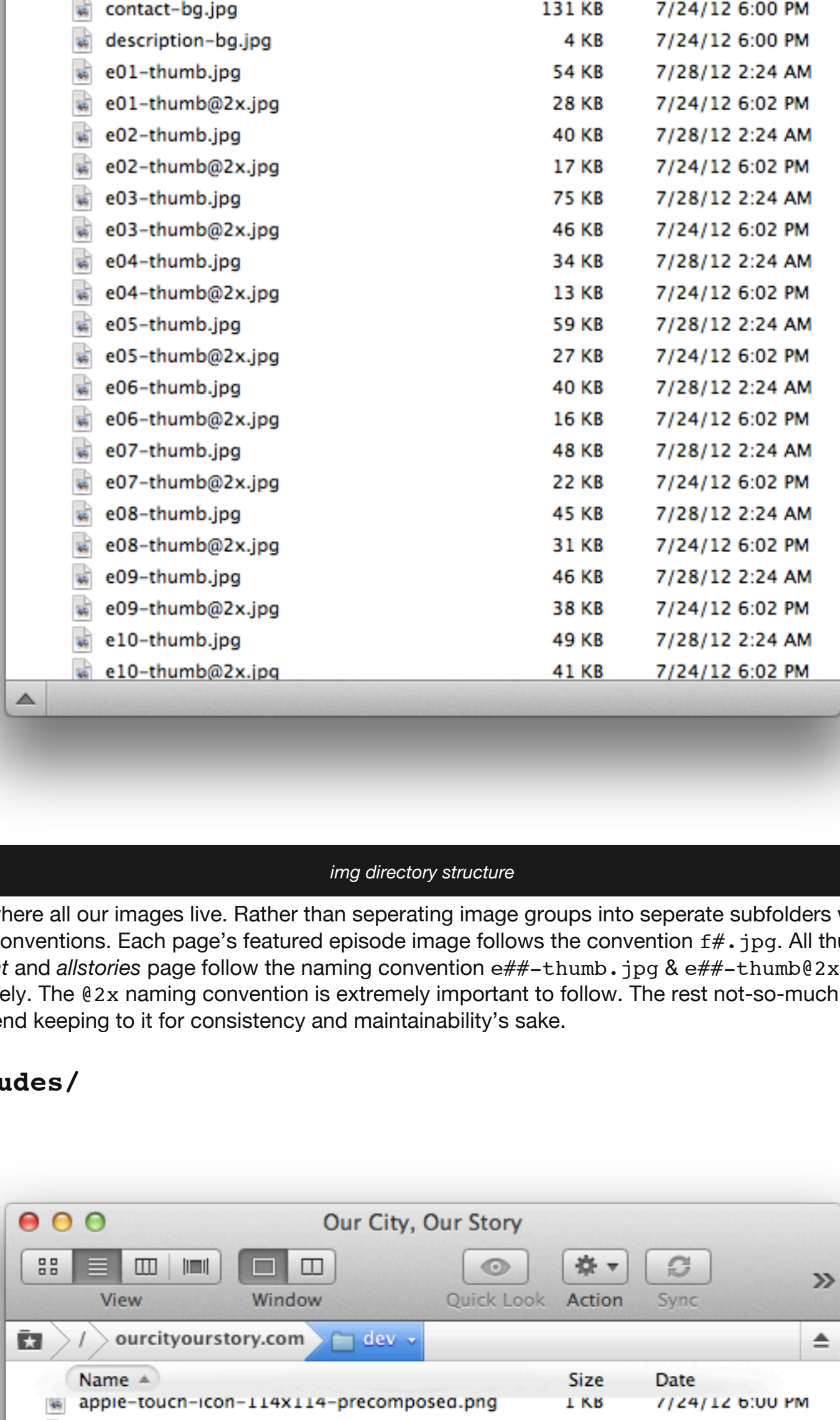
/episode/



episode directory structure

Here is where all of the episode pages live. If there is a need for more episodes simply duplicate the folder for the latest episode, rename the folder to the next episode number, and finally add it's index.php to Cushy CMS.

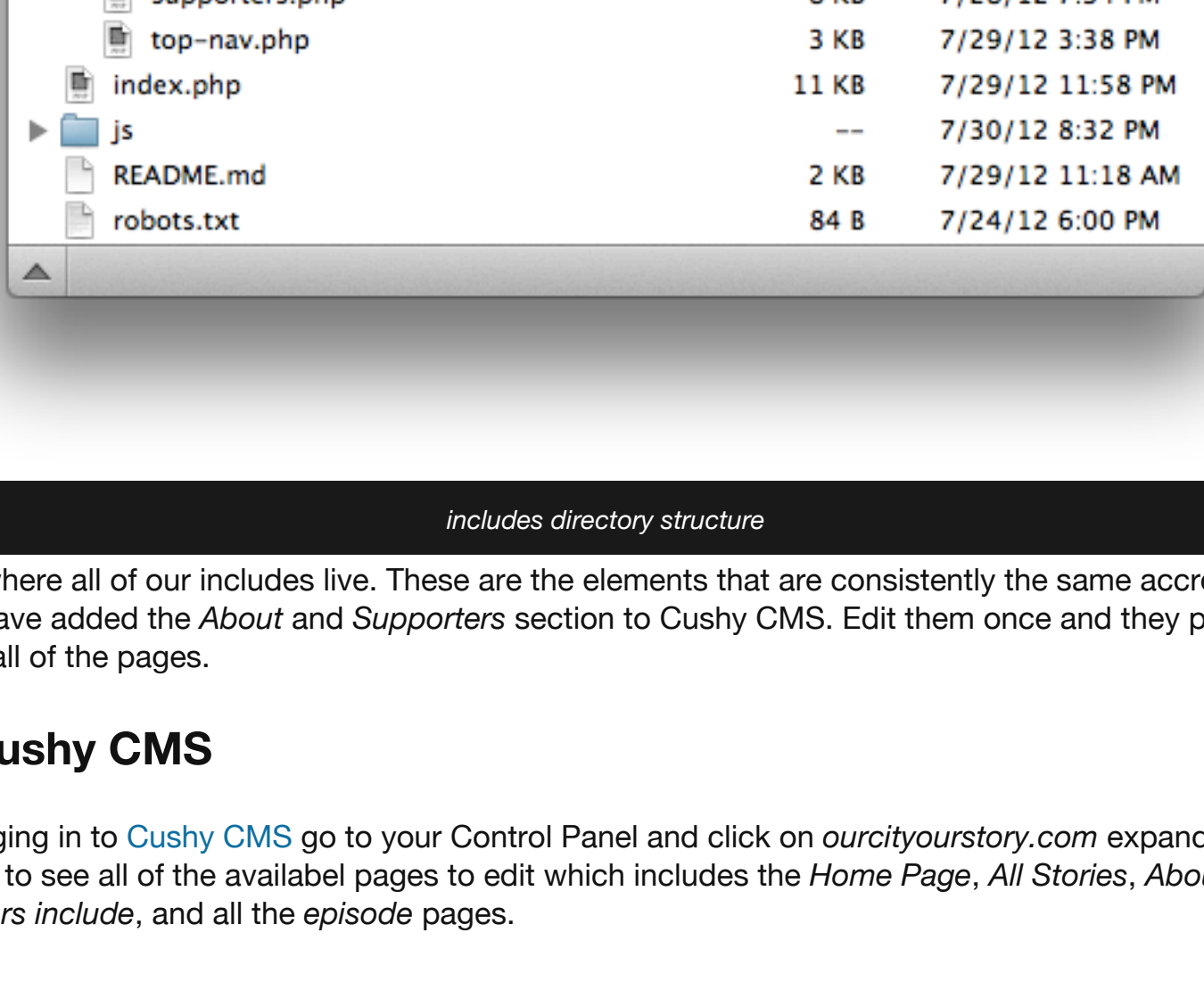
/img/



img directory structure

Here is where all of our images live. Rather than separating image groups into separate subfolders we followed naming conventions. Each page's featured episode image follows the convention `e# - .jpg`. All thumbnails for the *recent* and *allstories* page follow the naming convention `e##-thumb .jpg` & `e##-thumb@2x .jpg` respectively. The `@2x` naming convention is extremely important to follow. The rest not-so-much, but I strongly recommend keeping to it for consistency and maintainability's sake.

/includes/



includes directory structure

Here is where all of our includes live. These are the elements that are consistently the same accross every page. I have added the *About* and *Supporters* section to Cushy CMS. Edit them once and they populate accross all of the pages.

005 Cushy CMS

After logging in to [Cushy CMS](#) go to your Control Panel and click on [ourcityourstory.com](#) expand its directory structure to see all of the avallabel pages to edit which includes the *Home Page*, *All Stories*, *About include*, *Supporters include*, and all the *episode* pages.

Preparing Images

Jason to include instructions here...

Uploading Images

The way Cushy CMS handles image uploading works. It works fine. But for our purposes and consistency sake I strongly believe it best if you upload new images using FTP to the server (make sure to place all images in the `img` folder) and then simply use Cushy CMS and choose those images from the server.

Notes on the editable sections:

- Meta Description:** This is at the top of the *Home Page* and the *Episode* pages and unfortunately must be in plain HTML. Don't let this scare you. You will mostly never need to edit this section, however, if you want to — for instance — change the Facebook share title and image to an episode specific one you would replace the content attributes with episode specific information.
- Featured Video Title:** This is the title that appears over the top of the video.
- Put This Page's Featured Video Id Here:** This is where to include that page's video's Vimeo ID. This can be gotten from several places on Vimeo, namely the end of any video page's URL.
- Is This The Most Recent Episode?:** Unfortunately Cushy doesn't allow you to use a checkbox or select box in their editor. This simple field should read **exactly** "No" for all pages except the *Home Page* and the most current video's episode page. This field **must** read "No" or "Yes"; "no", "yes...", "YES", or "no" won't work. This is important for javascript functionality.
- Next Episode: & Previous Episode:** This is where to put the title of the next episode.
- Featured Episode Title. Must Begin With 'E##':** This field **must** begin "E##:". This is important for javascript functionality so it knows what to put into the "Next" URL.
- Featured Episode Thumbnail Image:** Use "choose file" to select that page's featured image which should follow the naming convention `e# - .jpg`.
- Feature Episode Description:** Place the featured episode's description here. Note you **do not** need to set the "Previous Episode" & "Next Episode" links to anything. This is all automatically handled by javascript.
- Featured Episode Credits:** Episode credits go here. It is important to maintain the structure and forming of the unordered list so that recent section stays looking like it does.
- Recent Episode #1, Recent Episode #2, & Recent Episode #3:** Enter all information related to the most recent episode's here. Please stick to the formatting present so that the titles and headers stay consistent. The links here **will** need to be set by you. Choose the image using the rich texted editor from the server. Please ensure the images are named correctly `e##-thumb .jpg` & `e##-thumb@2x .jpg`.
- With the *About* & *Supporters* section pages, again, please keep to the formatting in place when edited to ensure consistency.
- When you publish a new episode and change the *Home Page* make sure to set the *Is This The Most Recent Episode?* to "No" on the previously most-recent episode's episode specific page.

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