

OurCityOurStory.com

Table of Contents

To jump to a section simply search on the corresponding number.

- 001 Legal
- 002 Contact
- 003 How To Connect
- 004 Directory Structure
- 005 How To Upload Image
- 006 Cushy CMS

001 Legal

Manual written and prepared by Jesse Atkinson.
Manual started: 07/28/2012
Last updated: 07/30/2012
This document Copyright © 2012 Pablo Korona.

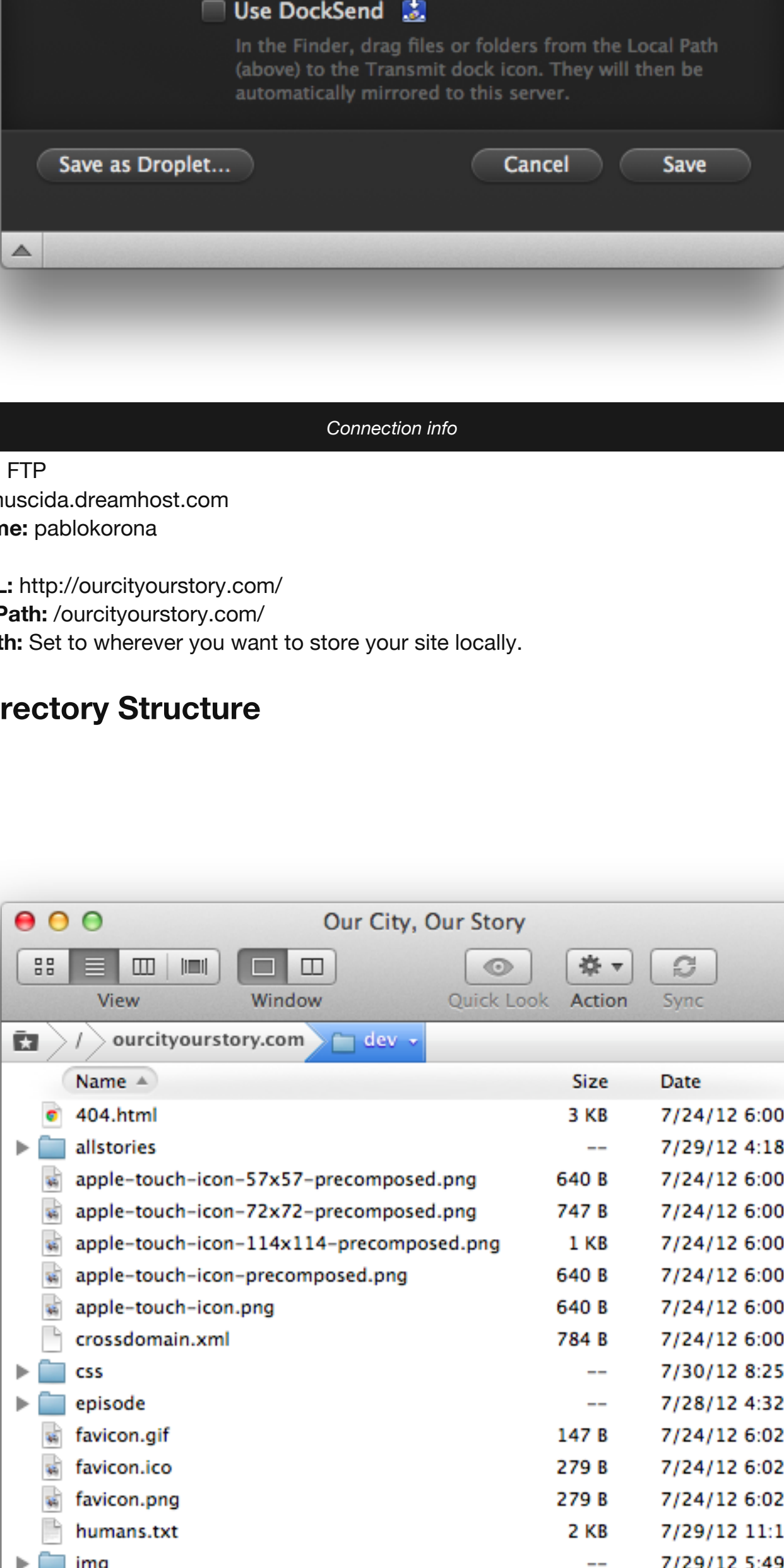
002 Contact

Owned by Pablo Korona
@pablokorona
pablokorona@gmail.com

Designed by Jason James
@jas0njames
jason@jasonjam.es

Coded by Jesse Atkinson
@jsat
jesse.s.atkinson@gmail.com

003 How To Connect

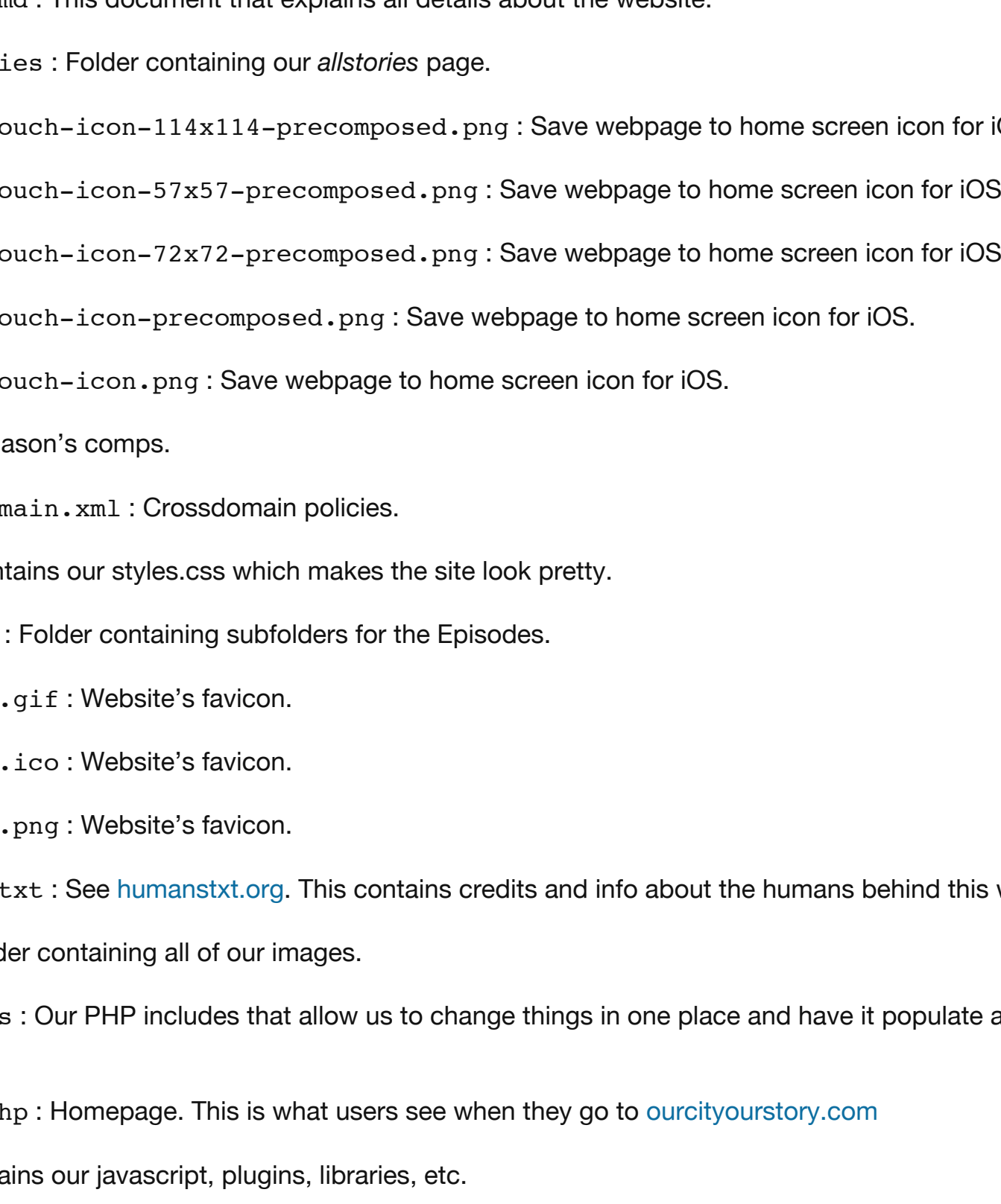


Connection info

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.

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.

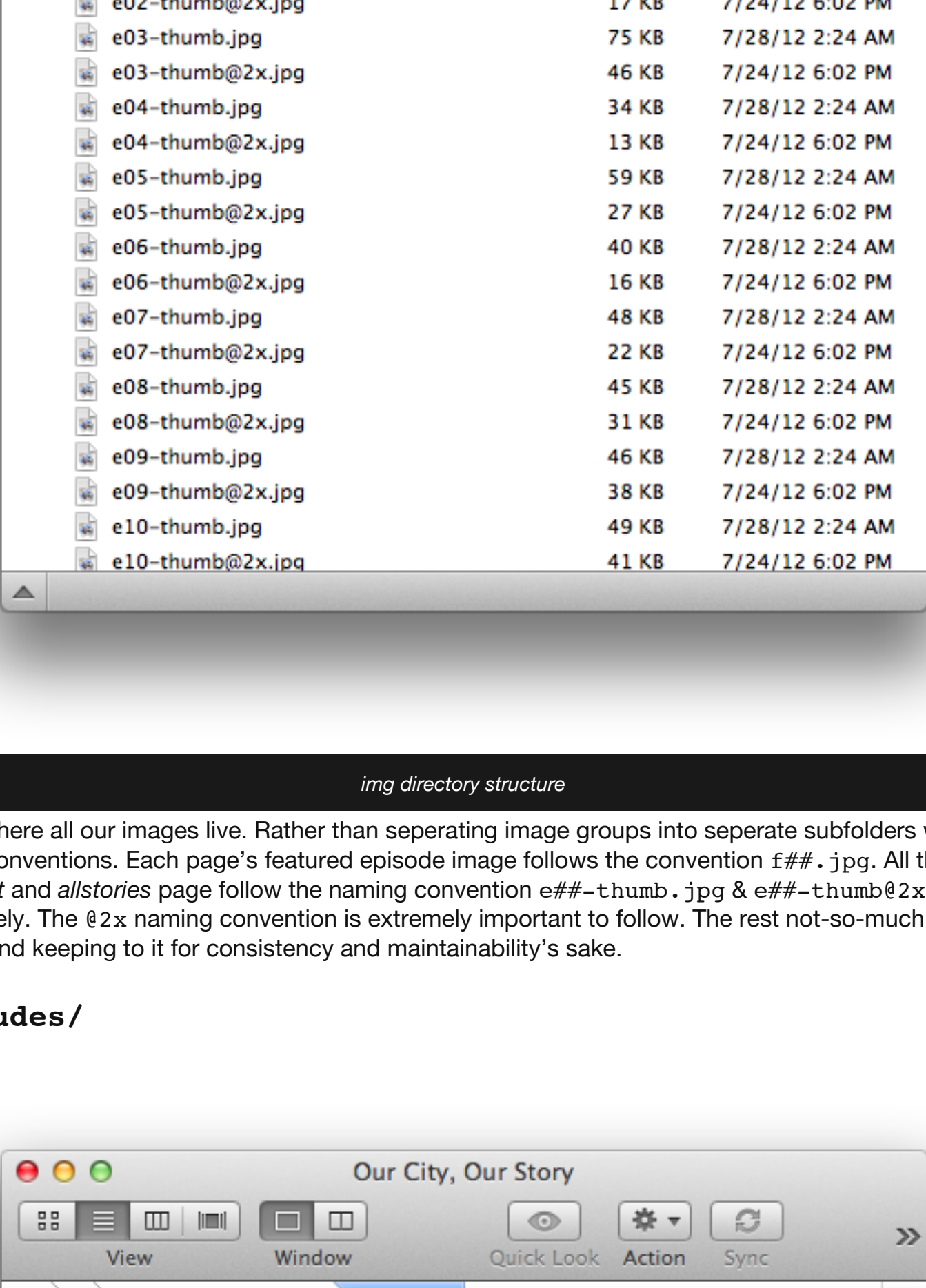
includes : Our PHP includes that allow us to change things in one place and have it populate across all pages.

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.

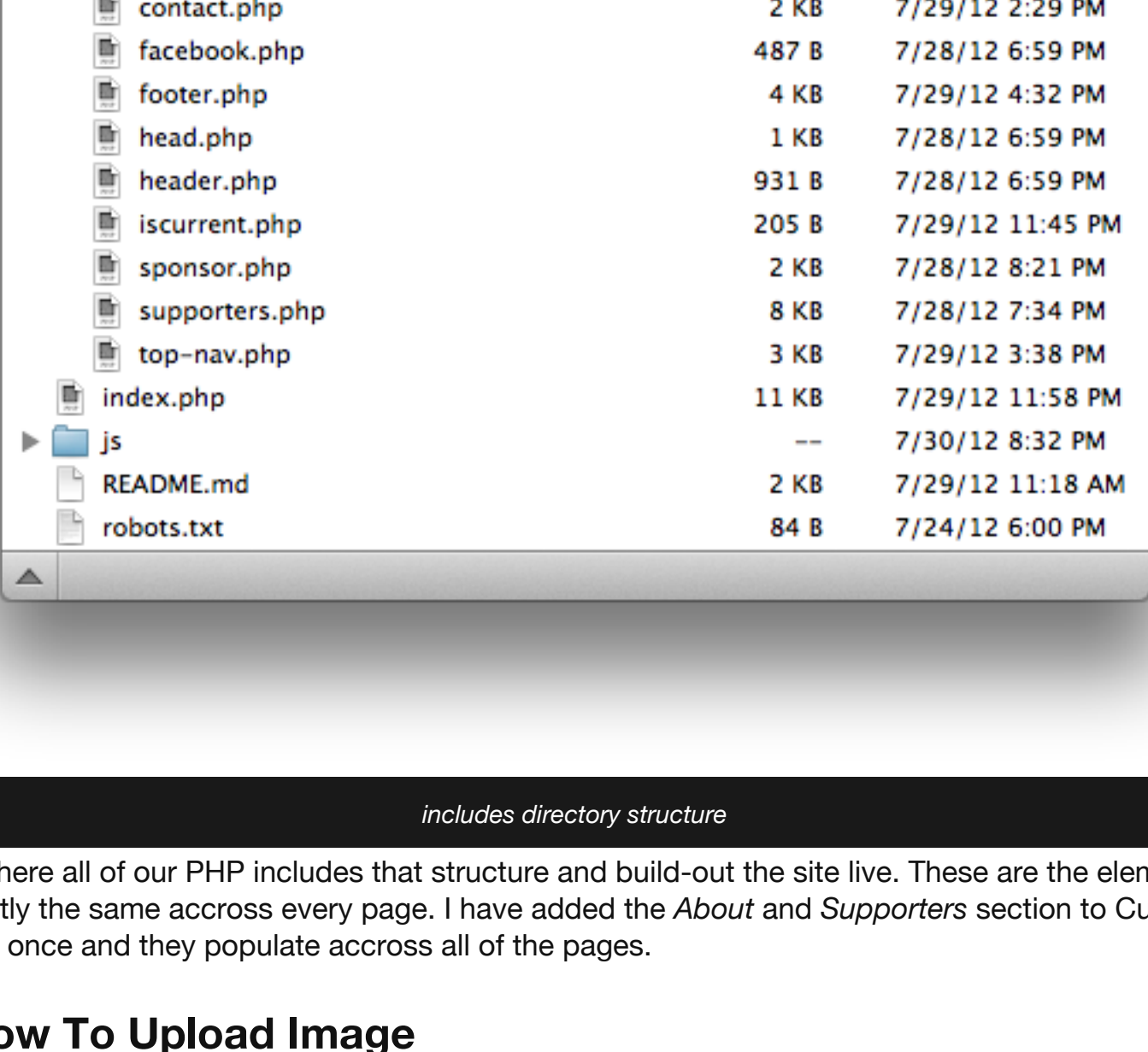
/episode/



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.

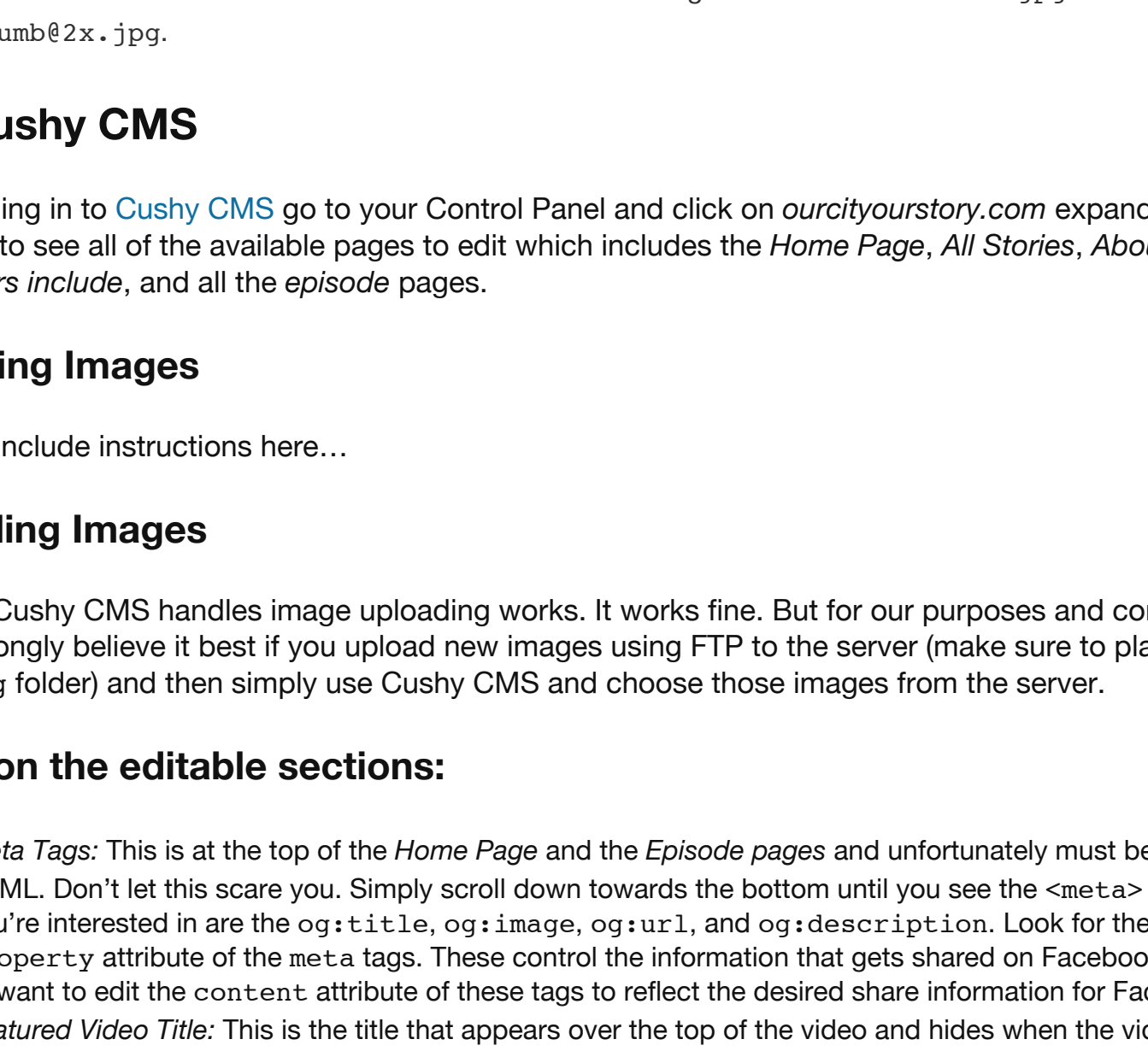
/img/



img directory structure

Here is where all 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 PHP includes that structure and build-out the site live. These are the elements that are consistently the same across every page. I have added the *About* and *Supporters* section to Cushy CMS. Edit them once and they populate across all of the pages.

005 How To Upload Image

One of Cushy CMS's major downfall is that it's absolutely terrible at uploading images. It unfortunately puts the image where it wants it and doesn't put it where it should go. This means that all new images should be uploaded via FTP. Above in section [004](#) I discussed naming conventions, but I will repost here for convenience and also to re-emforce the point.

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.

Simply FTP to the server following the instructions found in section [003](#) and then upload the images following the naming conventions listed in section [004](#) and above.

A quick breakdown:

- Featured episode thumbnail in the "Story" section should be named *e##.jpg*.
- "Recent Episodes" section video thumbnails follow the naming convention *e##-thumb.jpg* & *e##-thumb@2x.jpg*.

006 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 available 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 Tags**: 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. Simply scroll down towards the bottom until you see the <meta> tags. The tags you're interested in are the og:title, og:image, og:url, and og:description. Look for these in the property attribute of the meta tags. These control the information that gets shared on Facebook. You're going to want to edit the content attribute of these tags to reflect the desired share information for Facebook.
- Featured Video Title**: This is the title that appears over the top of the video and hides when the video plays.
- 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 which should read "Yes". 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. If there is no next episode (I.E. Home page or latest episode page) leave it blank. Same applies for episode 1's page. Leave the previous episode field blank, but it already is set that way so I doubt you'll ever have to edit that.
- Change The Number After 'Video/' But Before '?'**: This is where to put your video id for that page's video. I apologize that this isn't more readable, but this is how it has to be to avoid the flickering we were seeing before. Simply click the "Source" button as seen in the screenshot.



This document Copyright © 2012 Pablo Korona.