MAINTAINING THE WEB SITE

This document outlines the processes involved in maintaining web site's main content pages and navigation.

Most site pages can be created and updated using any text editor and uploaded to the web server using any ftp program.

The web site's navigation, which consists of three different elements outlined below, is maintained through the Navigation Manager Administration system.

MANAGE SITE PAGES

The MDA site pages are text php files which include a header and footer. A basic template file will look something like this.

```php
<?php
  include_once "/path_to_be_determined_by_system_administrator/include_path.php";
  include_once "$include_dir/config.php";
?>

<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.01 Transitional//EN">
<HTML>
<HEAD>
<TITLE>About MDA</TITLE>

<?php
include "$include_dir/head_meta.php";
include "$include_dir/js_second_window.php";
?>

</HEAD>
<BODY bgcolor=FFFFFF marginwidth=0 marginheight=0 leftmargin=0 topmargin=0>

<?php include "$include_dir/top.php"; ?>

<div class=headline_large>About MDA</div>

  <P>

<!-- BEGIN CONTENT -->

Headquarters of the MDA is at 50 Harry S. Truman Parkway in Annapolis, but branch offices are located at several strategic sites around the state in order to serve local needs.

<!-- END CONTENT -->


<?php include "$include_dir/bottom.php"; ?>
```

The three text areas highlighted in red determine the content of the page. These areas can be edited to make page updates and create new pages. The other text should not be edited as it is required to display the page header, footer and navigation.

The first highlighted area between the <TITLE> and </TITLE> tags is the title of the page which is displayed in the title bar when the page is viewed through a browser.

The second highlighted area between the <div class=headline_large> and </div> tags is the page header which is displayed prominently at the top of the page.

The third area between the <!-- BEGIN CONTENT --> and <!-- END CONTENT --> tags is the main body of the page. The text in this area can optionally contain HTML formatting.

You will find a basic template file, which can be used to create new site pages, at '/template/template.php' off of the document root of the server.

Edit File
To edit a site page, first locate it on the web site using a browser. Once you have determined the location of the file by looking at the path in the browser's location bar, use an FTP program to connect to the server and locate the file. Download the file to your local computer. **Note: it is highly recommended that you save a copy of the file in the original state in which it was downloaded into a 'back-up' directory so that you can revert to the original in case of error.** Once you have downloaded two copies of the file, open the working copy in your favorite text editor. Make the necessary text edits, save the file and upload it to the server to overwrite the original copy. Make sure to check that your edits appear as expected by loading the page in a browser.

Create File
To create a new site page, use an FTP program to connect to the server, locate the file '/template/template.php' which is off of the document root, and download it. Rename the downloaded file descriptively keeping the .php extension. For example, a file about weather conditions might be called 'weather.php'. Edit the title, header and contents and save the file. Using the FTP program locate the directory in which you want to place your file. Check to see that there is not already a file by the same name in that directory. If there is, then rename the file before you upload it. Once uploaded make sure to check that your page appears as expected by locating and loading the page in a browser.

Note that uploaded files will not be linked into the site or contain left or right hand navigation until they are registered with the Navigation Manager (see below).

NAVIGATION MANAGER
The Navigation Manager determines the navigational structure of the site. All pages linked to via the left or right hand navigation must be registered with the Navigation Manager. The Navigation Manager Administration area is a password protected portion of the web site located in the '/admin/' directory and can be accessed with any web browser. Contact your web site administrator for the login information.

NOTE
Updates made using the Navigation Manager will not affect the files or site pages that have been created on the server. It is the responsibility of the site administrator to delete old pages that are no longer linked into the site and to ensure that pages which are registered with the Navigation Manager exist and that the paths entered are correct.

MANAGE LEFT HAND NAVIGATION
Once you have logged into the Navigation Manager you will be on the 'Left-Side Nav Bar' screen which displays a table containing all of the top level navigation links in the site. If a link is a directory, it will be displayed with an arrow to its left. Clicking on the arrow will 'open up' that directory to display all of the pages and directories nested within it. Nested directories can in turn be opened up by clicking on their left hand arrow. To view the entire site structure as linked from the left hand navigation bar, click on the 'Open All' link directly above the navigation table.

To make edits to a link, or the directories or pages that it contains, click on the letter 'E' that appears to the right of the navigational element. A context sensitive edit screen will appear.

Elements on this Form
You will see the following elements on the form.

Last Updated indicates the last time the navigational element was updated. This field is not editable and does not affect the display on the live site.

Parent Directory is the directory in which the link currently resides. Top level directories will not display anything in this location. This field is not directly editable. To update a link's parent directory use the 'Move this link to another directory' menu (see below).

Name is the name of the link as it appears in the left hand navigation bar on the live site as well as in the administration area.

URL is the location of the file on the server relative to the base URL specified by the site administrator. In most cases the base URL will simply be the site's domain name.

For example if the base URL is www.mda.state.md.us and the page is located at this URL…
http://www.mda.state.md.us/about_mda/contact_us.php

Then the relative URL that would be entered into the URL field would be…
/about_mda/contact_us.php

Note that the relative URL is preceded by a slash.

It is advised that when you register a page with the Navigation Manager you first open up the page in a browser and then copy the portion of the URL, including the slash which follows the base URL, to paste into this field. This will help eliminate errors caused by typos.

Move this link to another directory is a menu containing a list of all the directories on the site into which the link can be moved. If you move a link to a new directory the changes will be reflected on both the live site and the administration area.

Hide, if checked prior to submission, will hide the link in the left menu on the live site. Hiding a link will also make its nested directories and pages inaccessible. Hidden directories and pages are indicated with an 'H' in the administration area.

Delete, if checked prior to submission, will permanently delete the link from the left hand menu on the live site and from the Navigation Manager. Directories which contain subdirectories or pages will require that nested elements be removed prior to deletion.

Link Type indicates if the link is a page or a directory, a local or external file or a shortcut. If you want to place files or subdirectories under a link then it must be a directory. Local links must reside on the web site itself. External links are links to offsite pages, in which case the link must be preceded by 'http://'. A short cut is a link to a local file that is already linked in elsewhere through the left hand navigation bar.

Edit a Link
Once the link's edit screen has been opened by clicking on the 'E' to the right of the link, you will be able to update its various aspects as indicated by the elements on this form. Make any changes necessary and click the 'Submit' button at the bottom of the form. You will have the opportunity to review your edits prior to committing them. Once you have committed the changes, the window will close and the Left-Side Nav Bar page will reload reflecting your updates. Note that the changes will not be reflected on the live site until the navigation files have been regenerated (see below).

Add a Link to a Directory
To add a link to a directory, open the edit screen for the directory in question. Click on the 'Add a Link to this Directory' link directly beneath the edit form. Enter the link Name, the link URL (starting from the slash following the base URL for local links and from 'http://' for external links), specify the Link Type and submit the form. Once you have committed the changes, the window will close and the Left-Side Nav Bar page will reload reflecting your updates.

To add a top level link, click on the 'Add a New Top Level Link' link near the top of the main Left-side Nav Bar edit screen and follow the procedure detailed above.

Reorder Links in a Directory
The links in a directory are listed in a table (in the order in which they appear on the site) directly beneath the 'Add a Link to this Directory' link. Click on the up or down arrows to the left of a link to change its placement.

Add a More Info Block
All of the site's 'More Info' blocks appear in a menu at the bottom of each link's edit screen. To place a 'More Info' block on a page, select it from the menu and press the Add button. The names of all the More Info blocks included on the linked page will be displayed in a table in the order in which they appear on the corresponding page on the live site. Click on the up or down arrows to the left of a More Info Black name to change its placement. Click on the box with an 'X' to the right of the More Info block name to remove it from a page.

Note the changes made in the administration will only be reflected on the live site after the 'Regenerate More Info Blocks' link is clicked.

Regenerate Nav Files

Changes made using the Navigation Manager will only be reflected on the live site after you have regenerated the nav files. Clicking on the 'Regenerate Left Nav Files' link will update the site's left-hand menu bar. Note that this link is context sensitive on the link edit screens and will only update the navigation menus relevant to the link in question. To regenerate all left-side navigation files click on the corresponding link on the main Left-Side Nav Bar edit screen.

MANAGE SIBLING OR PAGE GROUPS

Page or sibling groups are collections of pages, each of which contains a right hand navigation bar with links to all of the pages in that group. Placing a page in a sibling group will automatically cause a navigation bar with a link to all the other pages in the group to appear on that page. The navigation bars on all the other pages in that group will also be updated so that they link back to the newly added page. As such, there is no need to place sibling group navigation menus as they will automatically be placed on all included pages.

Edit or Delete a Page Group

Click the 'Page Groups' link at the top of the Navigation Manager screen to edit a page group. You will see a menu containing all of the page groups on the site. Select the group you wish to edit. Make any necessary changes on the form that appears and press the submit button. Note that changes will not be reflected on the live site until you click the 'Regenerate Page Group Nav Files' link.

Elements on this Form

You will see the following elements on the form.

Last Updated indicates the last time the page group was updated. This field is not editable and does not affect the display on the live site.

Title is the name of the page group as it appears in bold at the top of the corresponding right hand navigation bar on the live site as well as in the administration area.

Subtitle text will appear beneath the page group title on the live site.

Select Default Directory menu contains all of the site's directories as seen from the left-hand navigation menu. The selected default directory determines what is displayed as the left hand navigation menu for page group pages that are not registered with the left-hand navigation. If no default directory is selected, then pages not registered in the left-hand navigation will be displayed with no left-hand menu.

Delete, if checked prior to submission, will permanently delete the page group from the live site as well as the administration area and remove the association between page group pages. Note that the corresponding pages will not be affected, although they may no longer be linked into the site.

Add a Link in a Page Group

To add a link to a page group click the 'Add Link to Group' link under the main page group update form. Enter the information for the link into the pop up window form that appears. Once the information is committed, the window will close and the main page group window will reload reflecting your changes.

Elements on this Form
You will see the following elements on the form.

Title is the name of the link as it appears in the corresponding page group navigation bar on the live site as well as in the administration area.

Subtitle text will appear beneath the link title on the live site.

URL is the location of the file on the server relative to the base URL specified by the site administrator. See The URL entry above under 'Manage Left Hand Navigation: Elements in this Form' for more information.

Hide, if checked prior to submission, will hide the link in the page group menu on the live site.

Delete, if checked prior to submission, will permanently delete the link from the page group and from the Navigation Manager. Note that the corresponding pages will not be affected although they may no longer be linked into the site.

Edit and Reorder Links in a Page Group
All pages in a page group are listed, in the order in which they appear in the page group's navigation bar on the live site, at the bottom of that Page Group's edit screen. Click on the up or down arrows to the left of a page group link to change its placement. Click on the box with an 'E' to the right of the page group link to edit that link. See 'Elements in this Form' directly above for details.

Create a Page Group
To create a new page group, click on the 'Add New Group' link near the top of the main Page Group screen. Enter the appropriate information (see 'Edit a page Group: Elements on this Form' above for details) and submit. Once you have committed your changes the pop up window will close and your new page group will appear in the Page Group menu, available for selection.

Regenerate Nav Files
Changes made using the Navigation Manager will only be reflected on the live site after you have regenerated the nav files. Clicking on the 'Regenerate Page Group Nav Files' link will update all right hand page group menu bars.

MANAGE MORE INFO BLOCKS
More Info Blocks are navigational elements with a collection of links to pages or PDF files. Unlike a Page Group, a More Info block is a standalone navigational element that must be placed on a page for it to appear on the site.

Edit or Delete a More Info Block
To edit a More Info block, click the 'More Info Blocks' link at the top of the Navigation Manager screen. You will see a menu containing all of the More Info blocks on the site. Select the block you wish to edit. Make any necessary changes on the form that appears and press the submit button. Note that changes will not be reflected on the live site until you click the 'Regenerate More Info Nav Files' link.

Elements on this Form
You will see the following elements on the form.

Last Updated indicates the last time the More Info block was updated. This field is not editable and does not affect the display on the live site.

Name is the name of the More Info block as it appears in the administration area. The name is not visible on the live site.

Select Default Directory menu contains all of the site's directories as seen from the left-hand navigation menu. The selected default directory determines what is displayed as the left hand navigation menu for More Info linked pages that are not registered with the left-hand navigation. If no default directory is selected, then pages not registered with the left-hand navigation will be displayed with no left-hand menu.

Type determines the appearance of the More Info block on the live site. The color and file folder header will vary according to this selection.

Hide, if checked prior to submission, will hide the More Info block on the live site but not in the administration area.

Delete if checked prior to submission will permanently delete the More Info block from the live site as well as the administration area and remove the association between the links in the block. Note that the corresponding pages will not be affected although they may no longer be linked into the site.

Add a Link in a More Info Block
To add a link to a More Info block click the 'Add Link to Block' link under the main More Info Block update form. Enter the information for the link into the pop up window form that appears. Once the information is committed the window will close and the main More Info block edit screen will reload reflecting your changes.

Elements on this Form
You will see the following elements on the form.

Title is the name of the link as it appears in the corresponding More Info block on the live site as well as in the administration area.

Subtitle text will appear beneath the More Info block title on the live site.

URL is the location of the file on the server relative to the base URL specified by the site administrator. See The URL entry above under 'Manage Left Hand Navigation: Elements in this Form' for more information. It can also be a link to a page on a remote site, in which case it must be preceded by 'http://' or a link to a PDF files.

Hide, if checked prior to submission, will hide the link on the More Info block on the live site.

Delete, if checked prior to submission, will permanently delete the link from the More Info block and from the Navigation Manager. Note that the corresponding page will not be affected although it may no longer be linked into the site.

Edit and Reorder Links in a More Info Block
All the links in a More Info block are listed, in the order in which they appear in the block on the live site, at the bottom of that More Info block's edit screen. Click on the up or down arrows to the left of a link to change its placement. Click on the box with an 'E' to the right of the page group link edit that link. See 'Elements in this Form' directly above for details.

Create a More Info Block
To create a new More Info block click on the 'Add New More Info Block' link near the top of the main More Info Block screen. Enter the appropriate information (see 'Edit a More Info Block: Elements on this Form' above for details) and submit. Once you have committed your changes the pop up window will close and your new More Info block will appear in the More Info block menu, available for selection.

Placing or Removing a More Info Block
To view all of the pages on which a More Info block has been placed, click on the 'Pages Where this Block has been Placed' link on any More Info Block edit screen. A window will open listing all of the pages on which the block appears.

To place a More Info block on a page, go the main Left-side Nav Bar edit screen. Locate the page on which you would like to place the block and click on the 'E' to the right of the link. All of the site's 'More Info' blocks will appear in a menu at the bottom of the link's edit screen. To place a 'More Info' block on the corresponding page, select it from the menu and press the add button. The names of all the More Info blocks included on the linked page will be displayed in a table in the order in which they appear on the corresponding page on the live site. Click on the up or down arrows to the left of a More Info Black name to change its placement. Click on the box with an 'x' to the right of the More Info block name to remove it from a page.

Note the changes made in the administration will only be reflected on the live site after the 'Regenerate More Info Blocks' link is clicked.

Regenerate Nav Files
Changes made using the Navigation Manager will only be reflected on the live site after you have regenerated the nav files. Clicking on the 'Regenerate More Info Block Navigation' link will update all right hand More Info block menu bars.