



WildFire

WildFire CMS Manual

User Guide



Hello,

Welcome to the WildFire CMS training document, we think you'll find the content management system very easy to use and intuitive.

This document has been set up to help guide you through the series of functions and controls to help you make the most of publishing content on your website.



WildFire CMS is tested and supported on the following web browsers, Internet Explorer 7 or above, FireFox 3 or above, or Safari 3 or above.

If you do not have any of the above we would recommend that you upgrade to the latest version of FireFox.

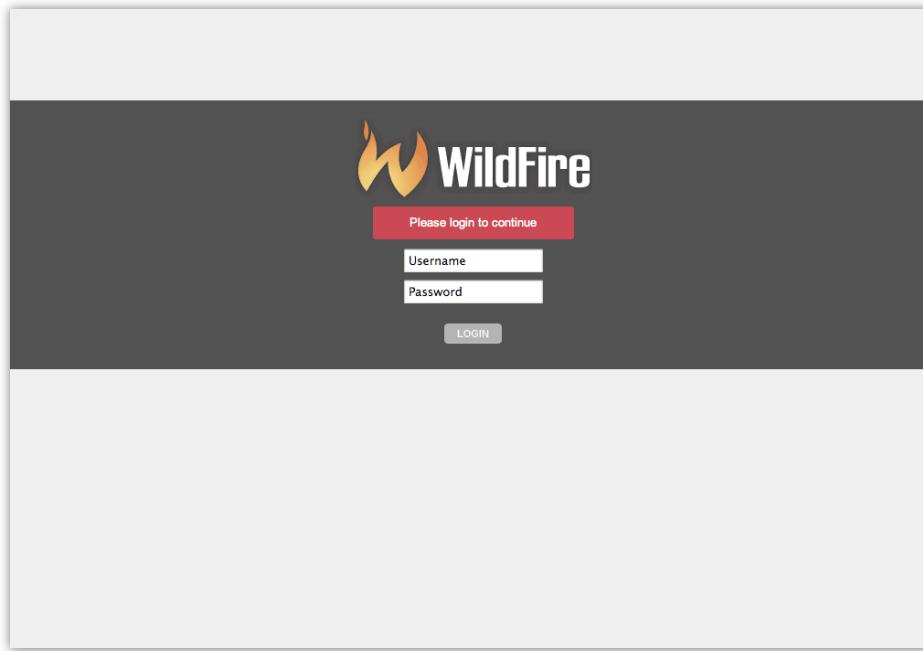


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How to login to the CMS



In your web browser visit:
<http://new.wwt.org.uk/admin/home>

Enter your username and password then click login.



The dashboard

The screenshot shows the WildFire CMS dashboard with the following sections and features:

- Top Navigation:** Dashboard, Site Sections, Content, Comments, Files, CMS Users, Members, Logout.
- Left Sidebar:**
 - Quick Content Finder:** A search bar with placeholder text "Start typing and results will start to appear".
 - Start Creating Content:** A form with "Title" input and a "CREATE" button.
 - Start Uploading Files:** A green "Upload" button with the instruction "Click here to upload upload images, documents and other files".
- Recent Content:** A list of recently created items with "Edit" buttons:
 - test event for london
 - Enter Your Title Here
 - test news item HQ
 - testing content creation
 - World wetlands network
 - this is a piece of news
 - What's happening in Skagafjörður?
 - The Project
 - Funders
 - Late migrant makes crossing in good time!
- Your Site's Performance:**
 - Recent Visits and Page Views:** A line graph showing visits over five days. Data points: Tue 9 (~2200), Wed 10 (~2300), Thu 11 (~2400), Fri 12 (~2300), Sat 13 (~2100), Sun 14 (~2200), Mon 15 (~2400).
 - Recent Incoming Links:** A list of links from various sources:
 - 50857 links from google
 - 22121 links from (direct)
 - 2890 links from yahoo
 - 1207 links from aol
 - 1041 links from bing.co.uk
 - 816 links from search
 - 634 links from man
 - 563 links from live
 - 524 links from coash.durham.ac.uk
 - 516 links from bing.com
 - Recent Search Referrals:** A list of search terms and their counts:
 - 5455 searches: martin more
 - 5206 searches: alnwick bridge
 - 3978 searches: web
 - 1686 searches: london wetland centre
 - 1972 searches: wetlands centre
 - 1127 searches: alnbridge wetland trust
 - 907 searches: wildfowl and wetlands trust
 - 893 searches: wildfowl
 - 879 searches: www.alnbridge

What is this?

This is the dashboard, this is how you navigate and control your website content.

It has a standard layout throughout, the grey bar at the top allows you to navigate round the CMS. The sub navigation contains more choices for your selected option.

Dashboard overview

- 1 'Quick Content Finder' allows you to search for content by simply typing and allowing the system to instantly provide you with results, there is no need to press enter.
- 2 'Start Creating Content' allows you to do just that. To get started, enter the title of the new piece of content and click create [for more on creating and editing content please see page nine].
- 3 To start uploading files, click on the green button and you will be taken to the upload files section [for more on uploading files please see page five].
- 4 'Recent Content' allows you to edit content that has recently been created [for more on creating content please see page nine].
- 5 'Your Sites Performance' covers off simple statistics so you know how your site is performing on the web. For more detailed information, we recommend that you use Google Analytics.
- 6 The 'Recent Visit's and Page Views' graph shows the number of visits over the past five days.
- 7 'Recent Incoming Links' shows the number of visitors over the past five days that have visited your site and where they came from to get to your site.
- 8 'Recent Search Referrals' shows the search terms that people are using on Google to find your website, this list is based in order of popularity over the past five days.



Files

The screenshot shows the WildFire CMS Admin interface for managing files. On the left, there's a sidebar titled 'File Synchronise' with a search bar, 'Create Folder' button, and 'Download File' link. Below this is a tree view of 'Your Folder' containing several image files. A yellow callout box highlights this area with the text: 'What is this? This is where all of your websites files are contained. To the left is your file browser, your files are all organised in to folders. To the right is the step by step file uploading tool.'

The main content area has tabs for 'File Information', 'Upload Files', and 'Step 3'. The 'Upload Files' tab is active, showing a 'CHOOSE FILES TO UPLOAD' button, a pending file list, and a 'CLEAR FILES' button. The 'Step 3' tab shows a text input field for file descriptions and a large 'UPLOAD' button.

Files overview

① To create a folder:

Select the folder you would like your new folder to be placed in. If you do not select a folder, your new folder will be created in the top level folder called 'Your folder'.

When you have selected your folder location, click 'Create Folder'.

How to upload files

② This is a simple four step process, you can upload as many files as you like though there is a file limit of 100mb.

Step 1 - Click 'Choose Files to Upload' this will pop up a window that will allow you to browse your local machine for the file you would like to upload.

Select the files you wish to upload and click 'ok'.

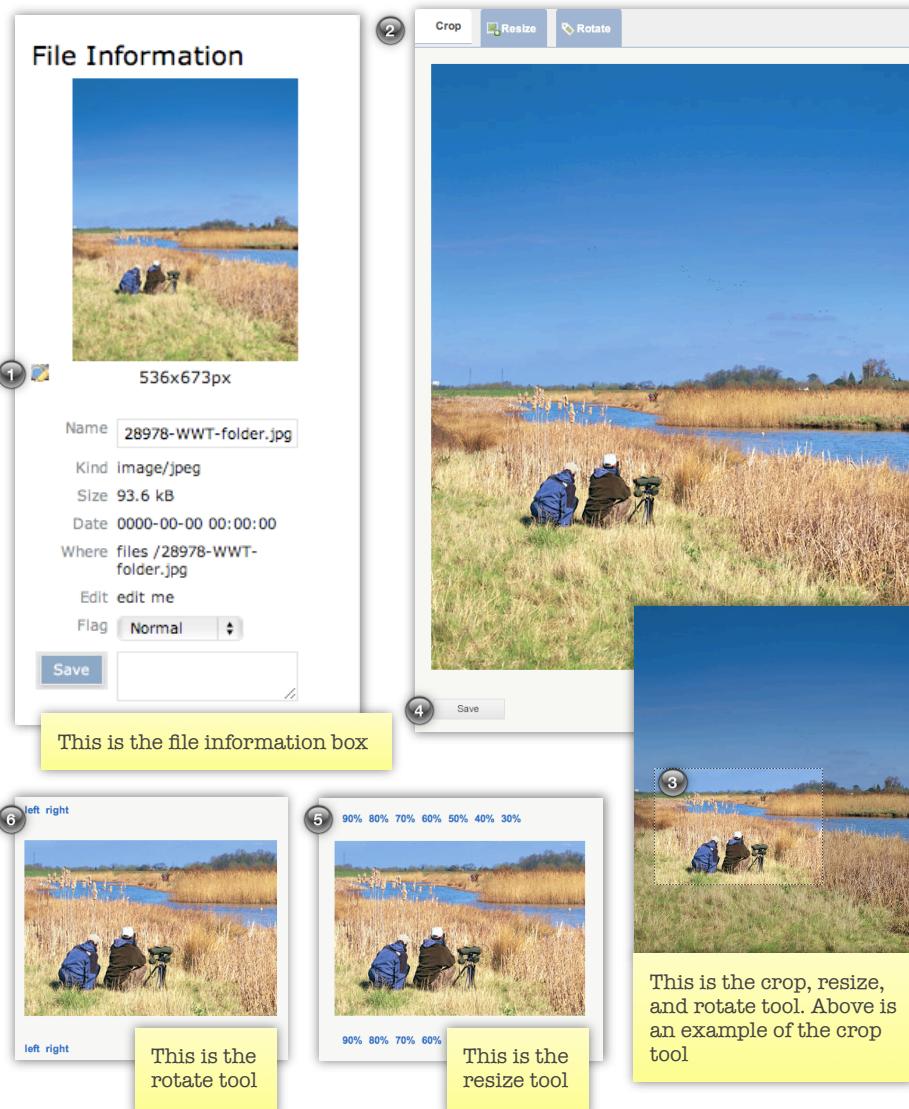
Step 2 - They will now show up as 'Pending'.

Step 3 - You may add an optional description to your files.

Step 4 - BEFORE you click upload, choose a folder from your file browser to upload them to. Then you can click 'Upload'.



File information and manipulation



File and Folder information

- ① You can find out more information on any file by clicking on the file or folder in the file browser.

This box will show you the following information on a selected file:

- If an image, it will display the dimensions
- Edit the filename and save it
- See the file size

Editing images

- ② To crop, rotate or resize an image, click on the file you wish to change in the file browser, then click on the edit button in file information
- ③ This will launch your image on a new page. Crop is auto selected so to crop your image just click and drag over the area of the image you would like to crop.
- ④ Click save when you are finished.
- ⑤ The resize tab lets you change the size of your image, it uses percentages to scale your image down. Note: once you have selected a size, the system auto saves.
- ⑥ Rotate allows you to rotate your image left or right by 90 degrees at a time.



Creating and editing site sections

The screenshot shows two parts of the WildFire CMS interface. The top part is the 'Site Sections' overview, displaying a list of existing site sections with columns for Title, URL, and Operations (Edit button). A filter box is at the top left. The bottom part is a modal dialog titled 'Editing Site Section' with fields for Title, Parent Section (set to 'None'), and Default Content (also set to 'None'). A 'What is this?' tooltip is visible at the bottom.

What is this?

This is the site sections overview page, to get to this part of the CMS, click on 'Site Sections' in the navigation bar.

You navigate your site using sections, your content is stored in sections. This is where you can add or change the location of a section.

Sections overview

- ① To find a section you can either scroll down the list available or use the filter box to the left. The filter box will filter all of the information on this page as soon as you start typing, this makes finding a section fast and easy.
- ② To edit a section, click on the 'Edit' button located to the right of the section you wish to edit.

Creating a new section

- ③ If you wish to create a new section for your website, click 'Create New Site Sections' located in the sub navigation.
- ④ Enter a title for your new section
- ⑤ Select a parent section
(A parent section is the place you would like your new section to be e.g. 'Jobs' is a section contained in the 'About Us' section)
- ⑥ Select the default content
(Default content is what will be displayed when you click on that section, you must create your content for your new section first or nothing will display. However you can choose to use other content if you wish).



Managing your content

The screenshot shows the WildFire CMS Content listing interface. At the top, there's a navigation bar with links for Dashboard, Site Sections, Content (which is the active tab), Comments, Files, CMS Users, and Members. A 'Logout' button is also present. Below the navigation is a sub-navigation for 'Create New Site Content'. The main area contains a table with the following columns: Title, Section, Published, Categories, and Operations (Edit, Delete, View Post). The table lists various content items with their respective details and status indicators (green for published, red for draft). A filter box labeled 'Filter:' and a dropdown menu labeled 'View by section: All sections' are located at the top left of the table. A 'Quick Search' bar is at the top right. A footer at the bottom indicates the system is powered by WildFire Web Content Manager and the PHP framework, with the text 'Powered by WildFire Web Content Manager and held together nicely by the [PHP](#) framework. WildFire Build 0.5-devel'.

1	2	3	4	5	6	Operations
Create New Site Content	Filter: <input type="text"/>	View by section: All sections	test event for london	Events	12/06/2009	Edit Delete View Post
			Enter Your Title Here	Home	12/06/2009	Edit Delete View Post
			test news item HQ	Latest news	12/06/2009	Edit Delete View Post
			testing content creation	Home	11/06/2009	Edit Delete View Post
			World wetlands network	Wetland Link International (WLI)	04/06/2009	Edit Delete View Post
			this is a piece of news	News	03/06/2009	Edit Delete View Post
			What's happening in Skagafjörður?	blog	03/06/2009	Edit Delete View Post
			The Project	whooper	01/06/2009	Edit Delete View Post
			Funders	whooper	01/06/2009	Edit Delete View Post
			Late migrant makes crossing in good time!	blog	27/05/2009	Edit Delete View Post
			Links	Wetland Link International (WLI)	27/05/2009	Edit Delete View Post
			Wetland news	WLI News	27/05/2009	Edit Delete View Post
			WLI Blog	WLI News	27/05/2009	Edit Delete View Post
			Partner news	WLI News	27/05/2009	Edit Delete View Post
			Invasive introduced plants	Wetland priority themes	27/05/2009	Edit Delete View Post
			Conservation along flyways	Wetland priority themes	27/05/2009	Edit Delete View Post
			Climate change	Wetland priority themes	27/05/2009	Edit Delete View Post
			Wise use of wetlands	Wetland priority themes	27/05/2009	Edit Delete View Post

What is this?

This is where all our your sites content is contained, to get to this part of the CMS, click on 'Content' in the navigation bar.

Content is what your site is made up of, we call it content rather than pages because content can be used anywhere across the site more than once if you wish, it can be used to create new pages, blog posts, news, events and much more.

Content listing overview

- 1 If you wish to create a new piece of content for your website, click 'Create New Site Content' located in the sub navigation.
 - 2 To find a piece of content you, can either scroll down the list available or use the filter box to the left. The filter box will live filter all the information on this page as soon as you start typing to this make finding a section fast and easy. You can also browse your content by section by clicking on the drop down box.
- Your content is arranged in the following way:
- 3 'Status', a green box shows that this piece of content is published and live, red shows that it is in draft and is not live.
 - 4 'Title' is the name of your content, this is the title that users will see on the live site.
 - 5 'Section', shows where this piece of content is contained in the website.
 - 6 'Published' is the date your content went live or is due to go live.

Operations

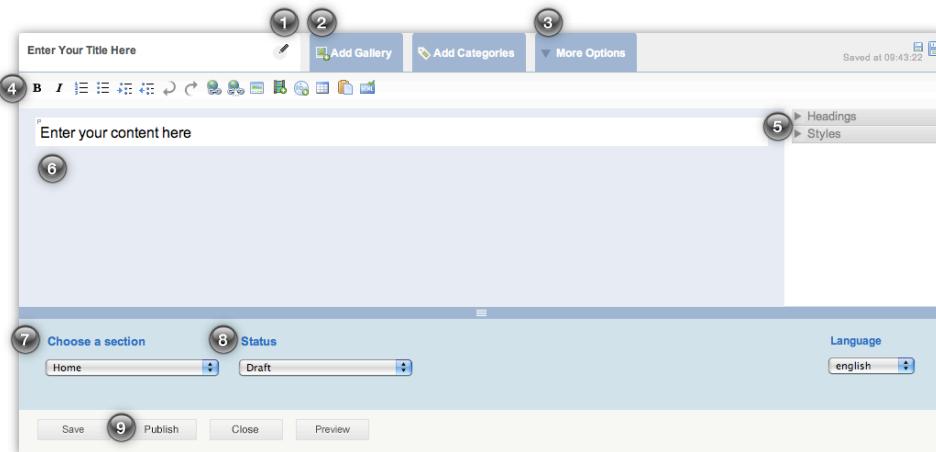
To edit a piece of content, click on the 'Edit' button located to the right of the section you wish to edit or you can click on the title.

To delete content, click delete and you will be prompted with 'an are you sure?' box. We would advise that you never delete content, but change its status back to draft.

Preview will show you what your content looks like on the site either published or in draft.



Creating new content



What is this?

This is where you create or edit your content, to get to this part of the CMS, click on 'Content' in the navigation bar then click 'Create New Site Content'.

Content is more than just text, it can contain images, hyperlinks, and other media.

Content editor overview

- ➊ To enter your title click on the edit button located on the right hand side of the first tab. To save your change just click anywhere on the screen.
- ➋ 'Add Gallery' allows you to add a gallery to your content, you can pick and choose images you wish to add.
- ➌ More options contains custom built features for your website like publish date or expiry date.
- ➍ The toolbar contains some inline styling options like, bold, italic, bullet lists, adding and removing hyperlinks. It also allows you to add more advanced content like images, sounds, tables and videos. [For a full explanation of what this toolbar does, please see 'Adding media to your content' on page 11].
- ➎ Headings and Styles allow you to change the styling of your typeface and is explained on page eight.
- ➏ The main blue window is where you enter your content.
- ➐ 'Choose a section' is the place you wish your new content page to sit.
- ➑ 'Status', this is automatically set to draft, this means the content is not live.
- ➒ To place your content live, click 'Publish'.

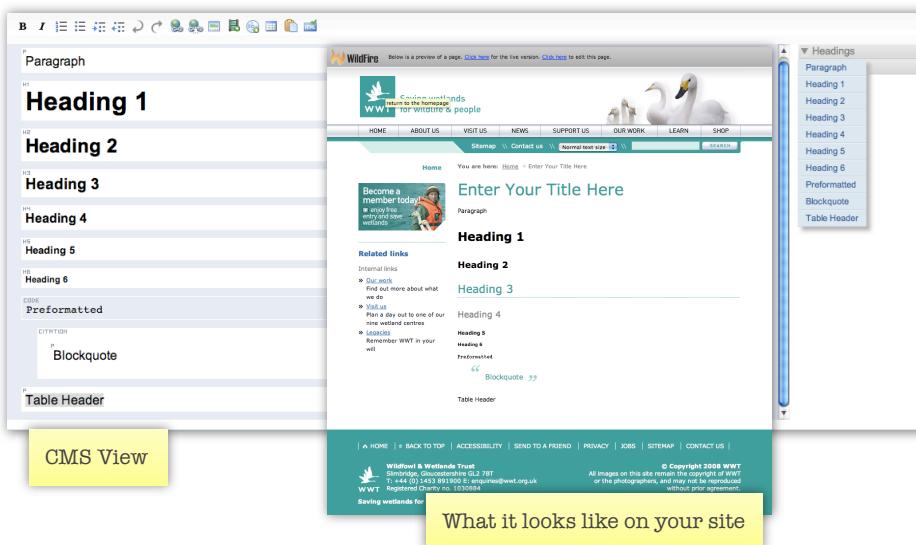
Note: If your content is Published, you can still make changes 'Save' and 'Preview' them. Once you are happy with your new changes, click 'Publish' and your saved changes will go live.



An example of the more options screen



The toolbar



Styling

The CMS allows multiple styling options to bring your content to life and make it look more interesting. Below are the styling options explained:

B Bold

I Italic

For Bold Italic simply click both.

Number list

Bullet list

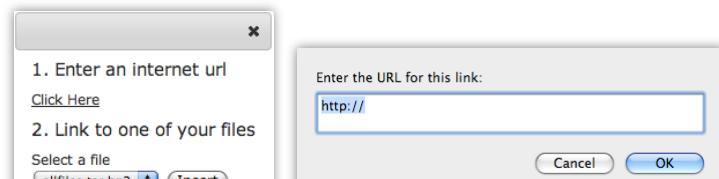
Bullet list indent

Bullet list un-indent

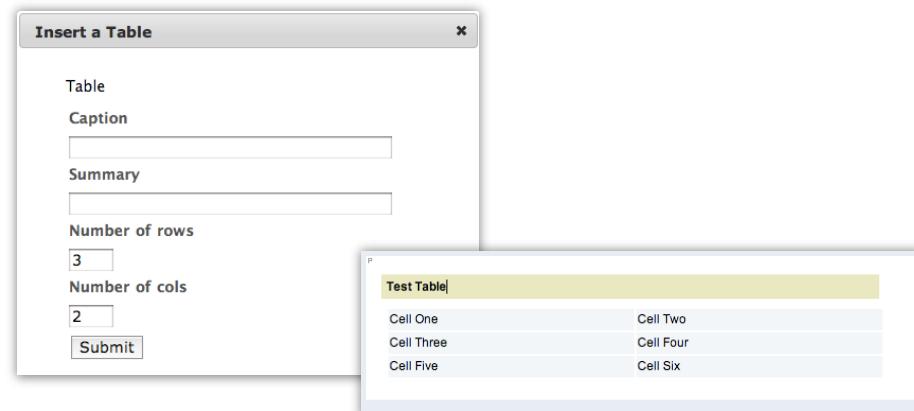
There are also additional header and block quote stylings located on the right hand side of the content window.



The toolbar



Add hyperlink / Documents dialogue boxes



Insert table dialogue boxes, and how the table looks in the CMS

Other options

The toolbar also has the following additional options:



Add hyperlink:

To add a link to another website, a place on your website or even a document to download, click on this button.

You will be asked if you would like to select a file to link to from the drop down and press 'Insert', or add a web address. If you wish to add a web address, you will be prompted with a further dialogue box requesting the URL.



To remove a hyperlink, select the underlined hyperlink text and click the un-link button.



Adding a table:

You will be prompted with the 'Insert a Table' dialogue box. On this you will be asked to provide a Caption, and Summary for it. You will also need to specify the number of Rows and Columns you would like your table to have.

Press the 'Submit' button when you have provided these details.



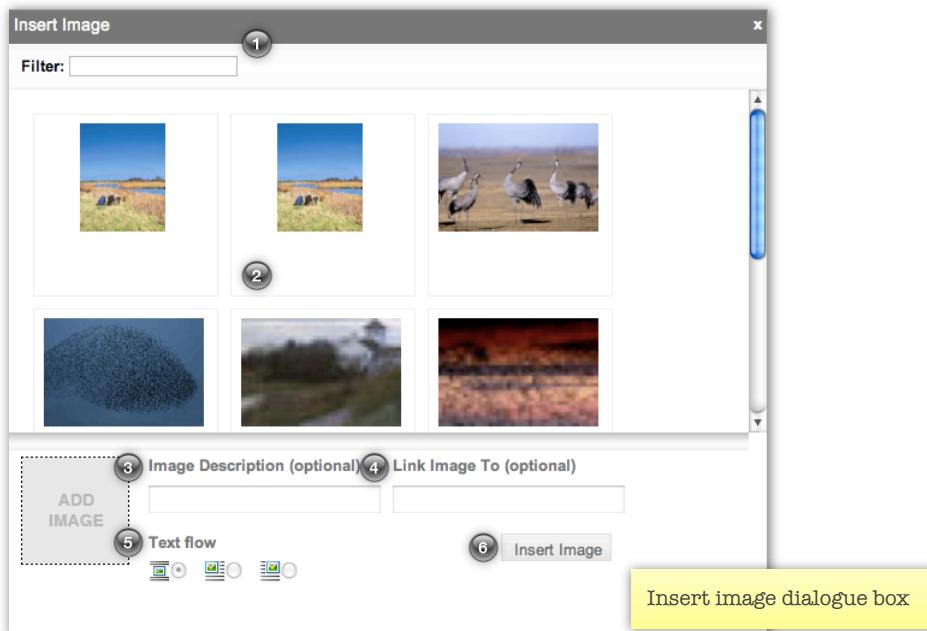
Undo



Redo



The toolbar

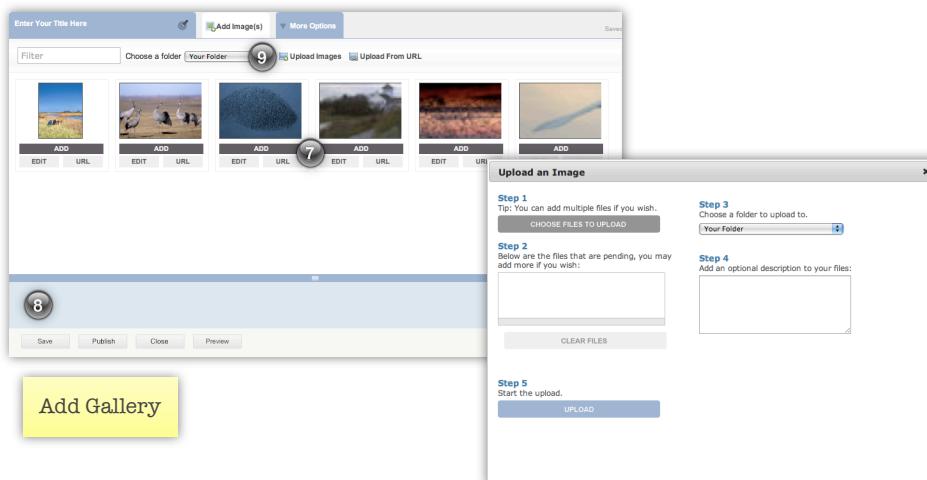


Adding images to your content

- To add images to your content click on the 'Image' icon
- ① You will be presented with a dialogue box, and you can use the filter box to quick search for the image you wish to use, or you can just scroll.
 - ② When you have found your image, click on it, this will add it to the 'Add image' box below.
 - ③ Next, you should give your image a description.
 - ④ If you wish your image to link to a place on your website or another website, simply paste or type it in to the box provided.
 - ⑤ Next you need to select where your image is aligned in the content, your options are centered, left or right.
 - ⑥ When done, click the 'Inset Image' button.

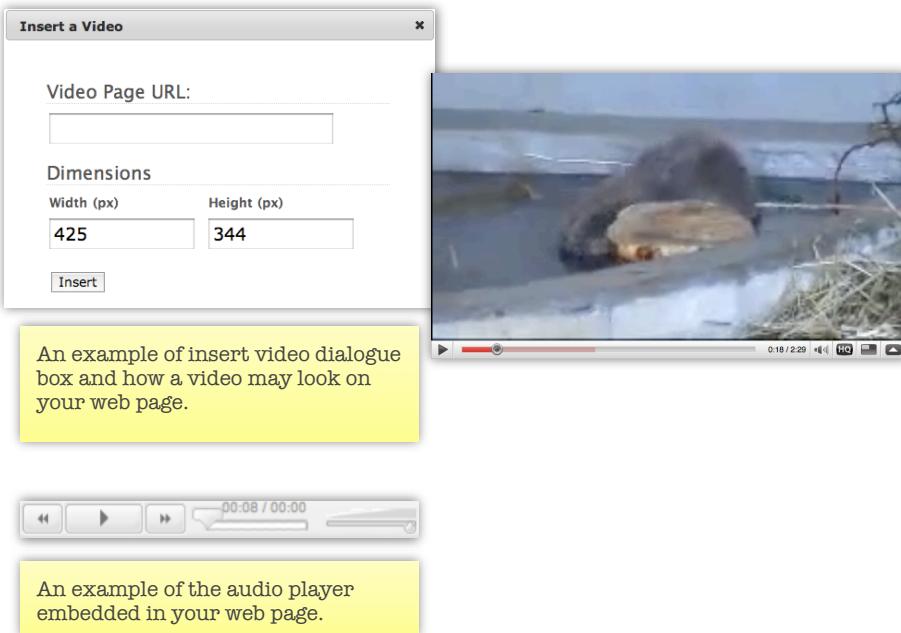
Your image will be dropped in to position in our content, if you wish to resize, simply click on your image and drag a corner point until you are happy with the size.

Add a gallery to your content



- ⑦ Click the 'Add Gallery' tab, you will be presented with a similar interface, to add a multi image gallery, simply click the 'Add' button, or drag your selected image to the blue bar below. If you can't find the image you are looking for either, use the filter, scroll, or your image may be stored in another folder.
- ⑧ To remove an image from the gallery, click the red 'Remove' button on the image you wish to remove from the blue bar.
- ⑨ You may wish to upload an image and you can do this by clicking the 'Upload Images' button. (For more on uploading images and files please see page five)

Adding media to your content



Adding video clips

To add a video to your content, click on the 'Video' icon.

In the 'Insert a Video' dialogue box, please provide the url [web address] of the video you would like to use. [Note: we only support Youtube and Vimeo videos]

The video dimensions are set default to 425px by 344px which is the standard size, you may change this if you wish.

To insert the video into your content just click 'Insert'.



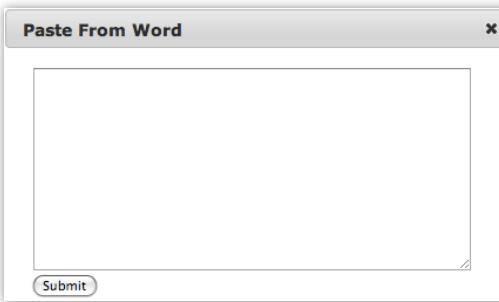
Adding audio

To add audio to your content click on the 'Audio' icon.

In the 'Enter Audio Filename' dialogue box please provide the filename of the audio file you would like to use. [Note we only support MP3 files that have been uploaded to the CMS, for more on uploading files please go to page five]

Once you have entered a filename, click 'Ok'. This will then create a link in the CMS, if you preview or publish, this link will create the audio player.

Custom content



The paste from Word dialogue box should look like this.

'Why can't I paste from Word directly in to the CMS?'

You can't paste directly into the CMS from word because web browsers don't understand some of the language and replaces some of your copy with strange symbols.

A screenshot of a CMS editor interface showing 'HTML' view. The content area contains a paragraph of text and an image of a swan. The text is as follows:

<p>With the three whoopers remaining in Britain looking as though they're going to spend the summer here, efforts are being made to check on the welfare of the birds. U7A was found to be fit and well in Northern Ireland a few weeks ago (see earlier blog) and yesterday WWT's Dr Larry Griffin visited to Thirsk area of the North Yorkshire Moors to check on Tonverk. First impressions on finding him were that he looks fine; feeding on cattle-grazed pasture with a family of greylags and Canada geese for company. His "abdominal profile" (an indicator of body condition) looked good and there seemed to be no cause for concern. The greylags suddenly became wary, gave alarm honks and headed off for a nearby lake; this alerted Tonverk who promptly followed. Further observations confirmed that Tonverk seems to be in fine fettle. The wooded limestone valley where he has been for the last few weeks looks a great place to see out the summer with his greylag friends! Larry tried to get closer by whistling (a signal for the start of swan feeds at WWT centres) and he responded well, coming across the lake for grain kindly provided by the farmer. Unfortunately the greylags didn't like Larry at all, causing Tonverk hang back and become nervy. We're currently at a loss as to why he hasn't migrated, but have to catch him for a more careful check and to remove his transmitter during the annual moult. </p>

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How HTML view looks in the CMS



Paste from Word

If you have content you wish to copy from word and paste in to the CMS, you will need to use the 'Paste from Word' feature. Simply click on this option to launch a dialogue box, and right click (or Ctrl-V) to paste your content in to the box.

When done click 'Submit', and this will safely put your copy in to the CMS.



Customising content with HTML

If you need to add custom HTML or make a change to a page that requires something a little bit special, this button will switch your content over to 'HTML view' allowing you access to edit the code of the page and enabling you to customise your content as you wish.



Help and support

In the unlikely event you do experience a problem with the CMS you can always contact us via:

Email: support@oneblackbear.com

Phone: 0121 224 7963

