

# Website How To

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Welcome to the new Michigan Agritourism Association (MATA) website! This document presents some basic procedures for editors of the website.

The website is currently at <http://dev.liaa.org/miagrifourism> while it is being built. When it is ready for the public, it will be moved to <http://www.michiganfarmfun.com>.

If you have questions while editing, please contact LIAA support by calling **231-929-3696** or email [support@liaa.org](mailto:support@liaa.org). For more website framework editing procedures, visit <http://www.liaa.org/ccuser>, then click **How To** on the left side to search for specific procedures.

## Table of Contents

Log In.....	2
Edit a Framework Page .....	2
Edit Framework Page Text .....	2
Add a Picture to a Framework Page.....	2
Add a Document to a Framework Page .....	3
Create a Link in the Text Edit Box .....	4
Update the Website Main Menu .....	4
Add New Slides to the Home Page Slideshow .....	5
Add a MATA Member .....	6
Completing the Asset Form .....	7
Edit an Asset.....	8
Edit a Collection .....	8
Completing the Collection Form .....	8
Choose a Map Location.....	9
Add a Picture.....	9
Add an Event.....	10
Add a News Article.....	10
Preview an Event or News Article .....	10
Delete an Event or News Article .....	10



## Log In



You will need to log in to make changes to the website.

1. Click the **Editors** link at the bottom of any page of the website. The *Log In* window appears.
2. Enter your **Email Address** and **Password** in the appropriate boxes, then press **Enter** or click the **Log In** button. The original page refreshes to show your name at the top.

**Note:** The first time you log in, the website will ask you to update your User Profile. Please fill it out as completely as possible. Especially make sure you supply a new password. Click **Submit** to complete your login.

## Edit a Framework Page


While logged in, if you can see an **Edit** button  at the lower right of the page, you can modify that page. If looking at a links group, a page you can edit will have a wrench icon  next to the page link.

1. Click the **Edit** button or the wrench icon . The *Page Management Tool - Edit Your Existing Page* window appears.
2. Click the plus sign  to the left of the section you want to edit.
3. Modify any field as necessary, then click **Submit**. The *Page Management Tool - Create Page* window appears.

**Note:** There is a Submit link at the top left of the page, and a Submit button at the bottom right of the page.

4. Verify that no errors have occurred while generating the page(s). Then, click **Close This Window**. The page you started from refreshes to show any changes you have made.

## Edit Framework Page Text

Once there is text on a page, plus sign icons  appear near that text. Click a plus sign to quickly edit the associated text.

## Add a Picture to a Framework Page

The website templates have some places to insert pictures on the page. These make it easy to insert a picture in one step. See the **Feature Picture**, **Left Column Picture** and **Extra Text Column Picture** areas of the page edit form.

However, you can also add a picture in any text area if you wish. To do this, you must perform two tasks:



1. Upload the picture to the page's library
2. Insert the picture into the page text

There are many ways to use this feature; here are the general steps you need to use.


### Upload the Picture to the Page's Library

1. Edit the page.
2. Open the **Picture Library** section of the page edit form.
3. Click a **Browse** button. A file selection window will appear.
4. Find the file you wish to make available and select it using the window. When you are done, the file system path to the file from your computer will appear in the box next to the browse button.
5. You may optionally type a caption for the file, though this will not be shown to any end users.
6. **Submit** the page. As the page is processed the picture file is uploaded to the web server.

**Insert the Picture into the Page Text** (there is video of this procedure at <http://www.liaa.org/ccuser>)

1. Open a text area for editing.
2. Position the cursor at the beginning of the paragraph with which you would like the picture associated.
3. Click the **Insert predefined template content** button . The *Insert predefined template content* window appears.
4. From the Template list, choose one of the picture options (Full Width, Left or Right). Then, click Insert. A sample picture appears in the text edit box.
5. Click the sample picture (so handles appear), then click the **Insert/edit image** button . The *Insert/edit image* window appears.
6. From the **Image** list, select the file name of the picture you wish to insert.
7. In the **Title** and **Description** boxes, type a text description of the picture.
8. Click the **Appearance** tab.
9. If you selected a **Full Width** picture, clear both dimensions boxes. If you selected a **Left** or **Right** picture, change the first dimension box to 320 or less, then press the Tab key.
10. Click the **Update** button. The picture appears in the text.
11. **Submit** the page.

**Add a Lightbox Link to the Picture** (there is video of this procedure at <http://www.liaa.org/ccuser>)

1. Right-click the picture in the browser and copy it's URL (Copy in Internet Explorer, Copy Image URL in Chrome, Copy Image Location in Firefox).
2. Edit the text area where the picture appears.
3. Click the picture, then click the **Insert/edit link** button . The *Insert/edit link* window appears.
4. Paste the URL you copied earlier into the Link URL box. Then, from the **Class** box, select **Lightbox Link**. Finally, click **Insert**. The *Insert/edit link* window disappears.
5. **Submit** the page.

## Add a Document to a Framework Page

To make a document available on a page you must perform three tasks:

1. Upload the document to the page's library
2. Copy the document address
3. Create a link to the document in the page text

### Upload the Document to the Page's Library

1. Edit the page.
2. Open the **Document Library** section of the page edit form.
3. Click the **Browse** button. A file selection window will appear.
4. Find the file you wish to make available and select it using the window. When you are done, the file system path to the file from your computer will appear in the box next to the Browse button.
5. You may optionally type a **Caption** for the file.
6. **Submit** the page. As the page is processed the document file is uploaded to the web server.

### Copy the Document Address

1. Looking at the page (not the edit form), find the link to the document in the **Document Library** area at the bottom of the page.
2. Right click (or Ctrl-Click on a Mac) the link and select **Copy Shortcut** or **Copy Link Location**.

## Create a Link to the Document


1. Edit the page.
2. Follow the steps outlined in *Create a Link in the Text Edit Box* procedure. Note that for PDF documents, you will want to select **Open link in a new window** from the **Target** list. For all other documents, you do not need to select anything from the **Target** list.

## Create a Link in the Text Edit Box

First, you must know the URL of the page you want to link to (the destination page). If you can't just type it from memory:

1. Open a new browser window, navigate to the page, then copy the URL from the Location or Address box.
2. Right-click (or Ctrl-Click on an Apple computer) any existing link and select **Copy Shortcut** or **Copy Link Location**.

Next, return to or open the text edit box where you want the link to appear.

1. Type the text users will click on to go to the link. The text should be descriptive, like "visit our information page", rather than just "click here".
2. Highlight the link text, then click the **Insert/edit link** button  in the toolbar. The *Insert/edit link* window appears.
3. In the **Link URL** box, type or paste the URL of the destination page.
4. If the destination page is NOT part of the website you are working on, or is a PDF file or other document, choose **Open link in a new window** from the **Target** list.
5. You only need to provide a **Title** if the link text you chose does NOT describe the destination page well. If that's true, then type a clear description in the Title box.
6. Click **Insert**. The *Insert/edit link* window disappears, and the link text is now underlined.

When you submit the form you are working on, and display the text in the browser, the link will be active (it is not active while editing).



## Update the Website Main Menu

The main menu bar of the website is edited separately from all of the content. This allows you to control how the menu appears, and when pages are available to end users. However, this means that each time you make a major navigation change, you have to update the menu.



Generally, you will use this procedure to update the main menu:

1. Edit the home page of the website (you can only edit the main menu from the home page).
2. Open the **Main Menu** area of the edit form, then click **Use Menu Editor**. The *Menu Editor* window appears.
3. Make your changes (more information below).
4. Click **Use This Menu** in the left column. If you are asked **Do you want to replace the current menu?** click **OK**.
5. **Submit** the page edit form.


To add a new item:

1. Click the down arrow  in the row **above** where you would like to add the item. A new row appears.
2. Fill in the **Title** and **Link** for the new item. Note: For pages on your website, only add the **file name** in the **Link** box. Then, click the checkmark  in the row, or just press enter.

To edit an existing item:

1. Click the wrench  in the row where you want to edit. The row changes to edit mode.
2. Modify the **Title** and **Link** as necessary, then click the checkmark  in the row, or just press enter.

To delete an existing item:

1. Click the  in the row you wish to remove. When you are asked **Are you sure you want to delete this item?** click **OK**.

To change the order of items:

2. Click **Sort** Items in the left column. You can now drag the items around to re-order them. Drag items to the right to create sub-menus.
3. When done, click **Edit** Items in the left column to return to edit mode.

## Add New Slides to the Home Page Slideshow

The home page features a slideshow that can present passion information, feature events or members for the current season.

To add a new slide:

1. Edit the home page of the website.
2. Open the **First Section: Slideshow** area of the edit form and scroll down until you see an empty set of **Slideshow Picture** boxes.
3. Click the **Browse** button to select the picture for this slide.
4. Fill in the remaining boxes as needed. The **Slide Link** and **Copyright** information fields are optional. Some tips:
  - a. You can specify a **Text Position** for the **Slide Text**. This is helpful to configure the text to best fit the picture being used. Possible values are Top Left (TL), Top Right (TR), Bottom Left (BL) or Bottom Right (BR).
  - b. Use only Header2 and one paragraph of plain text in the Slide Text. The text will be automatically formatted.
5. When done, **Submit** the page.

To remove a slide:

1. Edit the home page of the website.
2. Open the **First Section: Slideshow** area of the edit form and scroll down until you see the slide you wish to remove.
3. Check the **Remove filename from the page** checkbox. Then, delete the text in all of the remaining boxes in the section.
4. **Submit** the page.

Slides always appear in the order listed on the edit form. To re-order slides:

1. Edit the home page of the website.
2. Open the **First Section: Slideshow** area of the edit form and scroll down until you see the slide you wish to move.
3. In the upper right corner of that slide's section of the edit form, change the **Order** dropdown to a new number.
4. **Submit** the page.

## Add a MATA Member

Use this to add a brand new Member to the maps and searches available on the website.

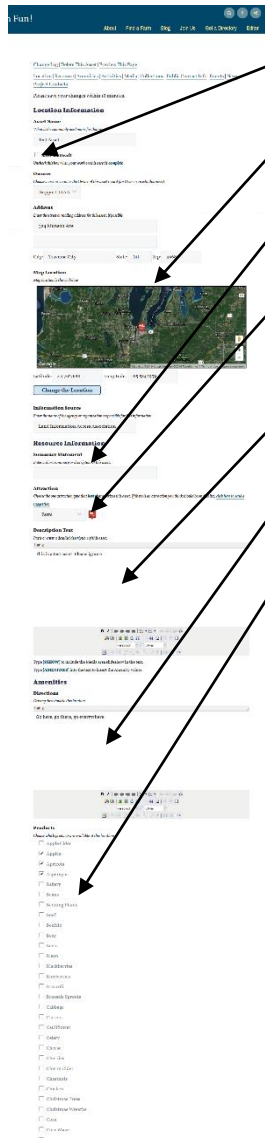
### A Member is an Asset

This website uses LIAA's Asset Mapping application for Community Center to manage Members. The Asset Mapping application calls a place with an address an Asset. So, Members will be referred to as Assets throughout the rest of this document.

1. **Log in** to the website (see above). Hover over the **Editor** menu item and select **Member Editors**. The *Member Editors* page appears.
2. Click **Add Asset** in the left column. The *New Asset* form appears.
3. Type the **Asset Name**. As you type, similarly named assets may appear in a grey box below the Asset Name box. This is to ensure that duplicate asset records are not entered. If the name of the asset you would like to add appears in this list, click the name to view or edit that asset.
4. Ensure the asset has a **map location**. Choose **one**:
  - a. If this asset has a street address, then enter it into the **Address** boxes.
  - b. If you know this asset's GPS coordinates (Latitude and Longitude, in decimal degrees), enter those in the **Latitude** and **Longitude** boxes.
  - c. If this asset does **not** have a street address, go to the **Map Location** area and click the **click here to choose the location from a map** link. Follow the **Choose a Map Location** procedure below.
5. Click the **Save Asset** button at the very bottom of the form (you may also press Enter if you are not in one of the text edit boxes where you can add formatting). The *Asset* form reappears. The Asset is now saved, and cannot be deleted by anyone except you or an Asset Manager. Continue editing.

# Completing the Asset Form

There is a lot of information you can provide on the asset form, but it is all optional. Here are the other sections of the Asset form that you should consider completing:



**Save as Draft:** Leave this box checked while you are working on the form. When you are completely done, uncheck it and submit the form for a last time.



**Map Location:** If you provide an address, it will automatically be geocoded to display on the map. If that location is wrong, see *Choose a Map Location* below.



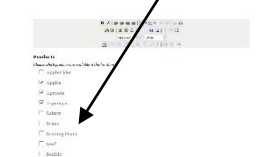
**Summary Statement:** Provide a single sentence that sums up why visitors will be interested in this location.



**Attraction:** This is the primary category for the Asset and is **required**. Choose the one **best** option for the Asset, even if it doesn't completely describe everything about the Asset.



**Description Text:** Add as much information as you can! Assume the audience knows nothing about the area and wants to know what you know.



**Directions:** Provide driving directions so visitors can find this location (Google Maps driving directions are also automatically provided for mapped locations).



**Products:** Check the boxes of products available at this location. Contact MATA if you need additional products added to the list.



**Activities:** These describe things that can be done at this location. Click the **Add or Remove Activities** link, then check all boxes that apply. Click the **Save and Return to Asset** button (or press Enter) when done. On the Asset form, you can click any of the Activities listed to add notes for that item.

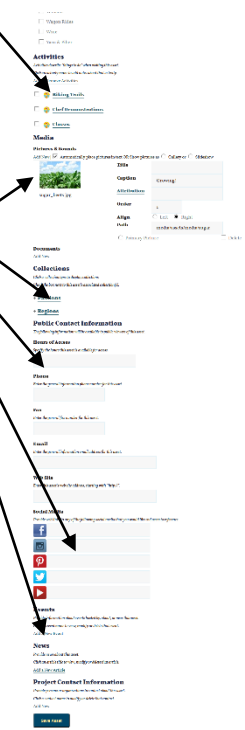
**Pictures:** See *Add a Picture* below.

**Collections:** Check ALL boxes that apply.

**Public Contact Information:** To help visitors get in touch with this location, enter as much of this contact information as you know.

**Social Media Links:** If this location has any presence on any of the listed social media sites, paste that site's URL here.

**Events and News:** Add Events and News about this location here.



## Edit an Asset

Use this whenever you want to modify an Asset that you have already created.

1. **Log in** to the website (see above). Hover over the **Editor** menu item and select **Member Editors**. The *Member Editors* page appears.
2. Click **Asset Search** in the left column. The *Asset Search* page appears.
3. In the **Asset Name** box, type the first two or three characters of the Asset's name. Then, click **Submit Search**. The *Search Results* page appears.
4. Look through the list until you find the Asset you are looking for. Then, click the **Asset** name. The *Asset* form appears.
5. Change the Asset as necessary. Then, click **Save Asset** at the bottom of the form. The *Asset* form re-appears, showing your changes.

## Edit a Collection

Use this whenever you want to modify a Collection that was already created.

### What is a Collection?

A Collection is a grouping of Assets for a specific purpose. The most common use for a Collection on this website is to show the Members within region.

1. **Log in** to the website (see above). Hover over the **Editor** menu item and select **Member Editors**. The *Editors* page appears.
2. Click **Collection Manager** in the left column, then click the collection you want to work on.

## Completing the Collection Form

There is a lot of information you can provide on the Collection form, but it is all optional. Here are the other sections of the Collection form that you should consider completing:



**Save as Draft:** Leave this box checked while you are working on the form. When you are completely done, uncheck it and submit the form for a last time.

**Summary Statement:** Add a short sentence here quickly describing the Collection. This will be the users' first impression of the Collection.

**Description Text:** Add as much information as you can! Assume the audience knows nothing about the area and wants to know what you know.

**Social Media Links:** If this collection has any presence on any of the listed social media sites, paste that site's URL here.

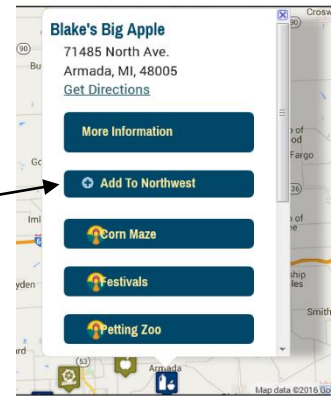
**Pictures:** Make sure to add at least one picture to each Collection. Check the **Primary Picture for this Collection** box for one picture...that picture will be displayed in lists of Collections.

**Activities:** These describe things that can be done *as the primary purpose of this Collection*. For example, if this collection is a water trail, then select the most appropriate types of watercraft for this trail. Leave services and specific activities for the Assets in the Collection. Click the **Add or Remove Activities** link, then check all boxes that apply. Click the **Save and Return to Collection** button (or press

Enter) when done. On the Collection form, you can click any of the Activities listed to add notes for that item.



**Assets:** You have to choose which Assets will show when users view this Collection. The easiest way to add assets is to pan and zoom the map to display an appropriate area for the Collection, then open the **Show in Map View** list and select **ALL Assets**. All Assets located on the map will appear. For each Asset you wish to add to add to the collection, click the Asset icon. A balloon will appear. Then, click the **Add to {Collection Name}** link in the balloon. Continue until all the Assets you wish to add are added.



## Choose a Map Location

Use this procedure if the asset does not have a mailing address, you don't have the GPS coordinates for the asset, if the map location chosen for the address you supplied is not in the right spot, or if you are working on a collection.

1. Edit the Asset you wish to locate (see *Edit an Asset* below).
2. In the **Map Location** section of the *Asset* form, click the **click here to choose the location from a map** link. The *Edit Map Location* window appears.
3. In the **Type an Address** box, type the city and state the asset is closest to. For example, type **Alpena, MI**. Then, click **Submit Address**. The map regenerates with a target dot in the middle of the town or city you provided.
4. Click the minus (–) button on the map to zoom out. Click the arrow buttons on the map to move around (you can also click and drag the map). **Do this until you can see the location of the Asset** on the map. Then, click that location once. The map will regenerate with the location you selected in the middle.
5. Click **Done**. The *Edit Map Location* window disappears and the **Latitude** and **Longitude** boxes now show the coordinates for your selected location.

## Add a Picture

You can attach as many pictures to an Asset or Collection as you wish. Repeat this procedure for each picture.

1. **Edit** the Asset you want to add the picture to.
2. In the **Pictures & Sounds** area, click **Add New**. The *File Upload* window appears.
3. Click the **Browse** button. A file selection window appears.
4. Find the picture you want to add and select it using the file selection window. The picture's file name should now appear in the box on the *File Upload* window.
5. Click **Submit**. Please wait while the file is uploaded and the *Asset* form is re-loaded. The *File Upload* window should report that the file was uploaded successfully.
6. Click **Close This Window** in the left column of the *File Upload* window. The *File Upload* window disappears.
7. In the **Pictures & Sounds** area of the *Asset* form, a thumbnail of the picture will be visible. Provide a **Caption** or other information about the picture and click the **Save Asset** button at the bottom of the form.

## Add an Event

You can add an Event that is associated with an Asset, associated with a Collection, or an Event that is independent. Events appear on the home page, on the Events page, and on the page of the Asset or Collection they are associated with.

To add an independent Event:

1. **Log in** to the website.
2. From the main menu, select **Editor > Member Editors**. The *Member Editors* home page appears.
3. Click **Add Event** in the left column. The *New Event* form appears.
4. Fill out the *Event* form. Then, click **Save Event**. The *Edit Event* form appears, showing your changes.

To add an Event that is associated with an Asset or Collection:

1. **Edit** the Asset or Collection you want the Event associated with.
2. In the **Events** area of the *Asset* form (toward the bottom), click **Add a New Event**. The *New Event* form appears.
3. Fill out the *Event* form. Then, click **Save Event**. The *Edit Event* form appears, showing your changes.
4. When done, click **Return to Asset** in the left column to display the *Asset* form again.

## Add a News Article

News can be a blog entry or about a specific location.

To add a News Article:

1. **Log in** to the website.
2. From the main menu, select **Editor > Member Editors**. The *Member Editors* home page appears.
3. Click **Add News Article** in the left column. The *New Article* form appears.
4. Fill out the *Article* form. Then, click **Save Article**. The *Edit News Article* form appears, showing your changes.
5. To associate this Article with a particular location, scroll to the bottom of the Article form and find the References section.
  - a. From the **Link to the** list, select **Asset**.
  - b. In the **named** box, start typing the name of the location. A list of names including what you have typed will appear.
  - c. Click on the location name in that list. The location name appears in the References section.

**Note:** You can also add an Article associated with an Asset by creating the Article from the Asset edit form.

## Preview an Event or News Article

While you are editing, you can view what your Event or Article will look like to an end user by clicking the **Preview This Page** link at the top of the edit form. Click **Return to Edit View** to return to the edit form.

## Delete an Event or News Article

You can delete an Event or Article by visiting that Event or Article while logged in. Click the **Delete This Event/Article** link at the top of the edit form.