

# WEBSITE USERS GUIDE

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## ***Captchas and Security***

Within this website there are several areas that have sensitive information displayed or where a user is allowed to change content. These areas and actions are protected by requiring members to login and be authenticated. Each member is provided their login information when they join.

Login and submittal processes involve the use of captchas, which are images containing text. This protects from automated attempts to login by having a person read what is in the image and then entering it in a text box. The captchas used in this website contain only **digits** and **capitalized** characters. When a captcha is present you must fill in the text box before hitting return or clicking the button.

## **Main Windows**

These windows consist of a banner area and the main display area. The display area contains the information and controls associated with the feature being utilized at the time.

In the banner area there are several links that provide navigation to the various features of the website. These links consist of a set whose members vary according to the feature being used at any given time. The list of all the possible members of this set are shown below.

**Activities** – Displays the Events Calendar which provides navigation to event descriptions.

**Contacts** – Shows a list of all officers and board members and allows contact via email.

**Alternate** – Same as Activities except for the last/next years events.

**Home** – Navigates to the Home Page.

**Links** – Provides links to other websites that members may be interested in.

**Membership** – Displays a table of all members. This requires that the user be logged in.

**Notices** – Displays any current notices such as special activities or items for sale or rent, etc.

**Publications** – Provides a list of the various publications available for viewing and downloading.

**Edit** – Provides a form used to edit website content such as event descriptions and notices.

**Image** – Provides a page that is used to upload or delete website image files.

These various features are described in detail in the following sections.

## **Activities**

The calendar shown on this page is a table containing information for each monthly event. It provides the Title, Date, Location and Hosts for each event. The month and year shown in each of the headings is a link leading to a detailed description of the event.

After navigating to the description of an event, the information can be edited by any member by clicking the Edit link in the banner. This is a feature provided for the event hosts to keep the description of their event up to date and to post pictures from the event.

The page that is used to edit the descriptions has two sections. The top contains text boxes for the Title, Date, Location and Hosts list. The lower portion has a text area containing the script that generates the event description. Instructions for this feature are described in the Editing Website Content section later in this document.

When the editing has been completed click the Submit button to save the information.

## **Contacts**

This page normally consists of all the officers and board members that would need be contacted under various circumstances. Contact is via email.

## ***Alternate***

This link is available from the Activities page and shows the calendar from an alternate year's set of events. It is not labeled "Alternate" but is a name picked by the webmaster, normally "Next Year" or "Last Year".

It is primarily used to preserve last year's events so they can be updated and viewed by the members. It is also used to show the events for the coming year. Typically as year end approaches, the events for the coming year are being developed and will be shown here for review and comment. At the start of the new year the previous year's events will be shown here and next years events will be moved to the Activities calendar.

## ***Links***

This page lists links to websites that are considered relevant to the interests of the members. Clicking a link takes the user to an external website or may show a document. Contact the webmaster to request additions, deletions, or changes.

## ***Membership***

This page is derived directly from the membership list provided in the Publications page.

It is required that the user login to access this information.

This page displays a list of all members in table form. The table, in addition to complete member information, contains the ability to send emails and display a member's picture.

The email feature allows an email to be sent to any member, to a selected subset of members, to all regular members, to all secondary or social members and to all members. These methods of sending an email are selected via a set of buttons at the top of the table.

There is a checkbox next to each email address in the table which is used to select those members to be sent an email. This email is sent by pressing the "Email all selected" button. Of course, you can send an email to any one email address by clicking on it.

Instructions for displaying a member's photo are shown above the email buttons.

## ***Notices***

This is a general purpose page where members can post information, such as for sale or rent notices. Each logged in member can edit this page using a form and method similar to that used for editing event descriptions.

The page that is used to edit the information has a text area containing the script that generates the notices page. Instructions for this feature are described in the Editing Website Content section later in this document.

When the editing has been completed click the Submit button to save the information.

## ***Publications***

There are several documents available here for viewing and downloading. They typically consist of

newsletters, official club documents, how to manuals and user guides, such as this document.

Some of the documents available here, such as the membership list, are password protected. The current password is usually available from a club officer.

Just click the link for a document to view or download it.

## **Edit**

There are two places where users are allowed to edit the content of displayed pages. These are event descriptions and notices. When the user is viewing one of these pages there is an Edit link in the banner which when clicked will bring up a form allowing the user to change the contents of the page. Use of the edit capability requires that the user be logged in.

## **Editing Website Content**

Website pages are generated from top to bottom by using commands that position the elements that are viewed on the page. These commands and elements are interpreted and executed by a browser, generating what is seen on a website page. The elements are generally blocks of text, buttons, links, images, and input form items to name but a few. For the users editing the content of this website we will only be concerned with blocks of text in the form of headings and paragraphs, links to other websites and documents, email links and images, which are manipulated by a very simple set of commands.

Editing can be a very complex operation but every attempt has been made to streamline this process for the average member's use. There are limited commands that are provided for your use. Read through the entire editing process at least once before attempting to do any editing. Most of your questions will be answered by the time you complete the reading process. Be aware that editing is a very precise procedure so all the punctuation characters must be used as described.

The content of a page is described by what is called a script, which consists of a combination of commands that control the placement of various elements on the page, and the text blocks and image references that define what is actually viewed. The scripting language used here is a very similar to that used to develop entire websites but has been greatly simplified and reduced in scope to a small set of commands. This allows ample capability while making it easier to learn and use.

The commands and how they operate are described in the following, and then an event description script is developed as a tutorial.

### **The Commands**

Each command must start as the first character of a line and has the format of [*CMD*], where *CMD* is the command and can be either upper or lower case, but not a mix. For example a line consisting of only [N] (or [n]) produces a new line (carriage return for people who remember the typewriter).

Some commands have parameters which follow the command and are also wrapped in square brackets. In the following descriptions, if the parameter is optional it will be shown with a ? following its descriptive name. For example [color?] indicates an optional color parameter. When optional parameters are not used do not enter them on the command line.

Comments may be used by starting a line with the pound sign (#). Also any blank line is ignored.

Comments are used to document the script and how it functions or to identify the author and date when the script was created. Blank lines aid in the readability of the script.

The command set consists of

[H][ <i>color?</i> ]text	Heading, centered with bold font
[P]	New paragraph
[PB]	New paragraph with bold font
[TB][ <i>color?</i> ]text	Bold text within the current text block
[TC][ <i>color</i> ]text	Colored text within the current text block
[N]	New line
[B]	Blank line (same as two [N])
[S]	Horizontal separator line
[L]URL or filename   text	Link within current text block
[LC]URL or filename   text	Link centered horizontally
[M]email address   text	Email link within current text block
[I][ <i>width?</i> ]name	Image within current text block
[IR][ <i>width?</i> ]name	Image to right of page, with flow to the left
[IL][ <i>width?</i> ]name	Image to left of page, with flow to the right
[C]	New paragraph and stop any flowing
[CB]	New bold paragraph and stop any flowing

where:

*name* is the filename of the image. For example , picture.jpg.

*text* indicates that user text should be entered here.

*color* is any of these names: ([http://www.w3schools.com/css/css\\_colornames.asp](http://www.w3schools.com/css/css_colornames.asp))

*URL* is in the http format as shown in the line above.

*width* is in units of percent(%) or pixels(px).

The pipe ( | ) is used as the separator where there is more than one data part of a command.

Note! Any command that has text following to the right of it must be on a single line (no carriage returns allowed).

An important thing about spaces is that more than one in a row in a text block is treated as only one space by the browsers when they render the page. If you want more than one space use the ^ as the character which will force a space where ever it is located.

## Tutorial

This is the screen shot created from the script described below.

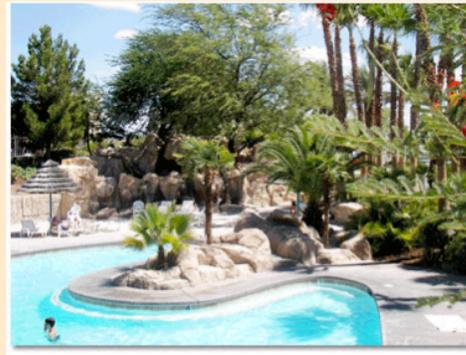
### Las Vegas and Death Valley

#### Pahrump, and Death Valley



Our Adventure begins on Nov.4 with an overnight stay at [Black Bart's Steakhouse and RV Park](#) in Flagstaff (I-40 & Butler Ave). For those who like great singing, we'll gather for libations and dinner, on your own, in the steakhouse, where along with dinner we'll be entertained by singing waiters and waitresses from the NAU Music School.

The next morning, Nov. 5, we'll mosey along to Las Vegas to the [Oasis RV Park](#), over the new bridge too, and spend another day (Nov. 6) in Las Vegas. On the morning of Nov. 7 we'll head further west to Pahrump, NV and arrive at the Nevada Treasure RV Resort which has an on-site restaurant and will be our headquarters for our visits to the 62nd Annual Death Valley 49ers Encampment - a fun-filled celebration of the 1849 gold miners trek through the Valley. There are art events, contests, wagon trains, music, photography and craft shows, special events, tours and "vittles". We'll camp in Pahrump and drive over to Death Valley in carpools.



You may participate in the entire rally - 11/4 - Flagstaff for an opportunity to see the singing waiters at Black Bart's; or join 11-5/6 at Las Vegas for a couple of nights on the town; or meet us in Pahrump 11/7-10 for the remainder of the rally. Some of us may even want to stay over for the final days of the encampment which runs through the 13th - you can find out more at the [Death Valley 49ers'](#) website.

#### Fun at Black Bart's Steakhouse



The following is the actual content of the editable portion of an event description. It is the script that produced the page shown above. The script has been annotated with descriptions of what each command does and how it effects the layout of the page. The text in blue is the actual script elements while the black text is the annotations.

Look at the page above and remember that it is generated from the top down. Therefore we will have to order our script the same way, starting with the heading and flowing on down the page, generating each element in turn, as the script is executed.

`# Death Valley rally description`

This is a comment from the script. It will not have any effect on the rendering of the page.

`[H][brown]Las Vegas and Death Valley`

We start the description with a heading that is colored brown in bold text and centered.

`[PB]`

`Pahrump, and Death Valley`

Next we generate a bold heading for the information that will follow. The [PB] generates a new paragraph whose text is in bold. The text is on a new line immediately following the command. Paragraphs cause a blank line to be generated before the text.

`[IL][28%]singers_e11.jpg`

We now want to create a section where we have an image with text that flows beside it. [IL] is the command that causes an image to be placed on the left side of the page following a blank line, the same as if it were a paragraph. In the case above, the optional width parameter has been set so the image will cover 28% of the width of the page. The data portion of the command is the name of the image. Any following page content will flow to the right of the image until a clear command [C] is encountered.

`[P]`

`Our Adventure begins on Nov.4 with an overnight stay at`

`[L]http://www.blackbartssteakhouse.com/rv.html | Black Bart's Steakhouse and RV Park  
in Flagstaff (I-40 & Butler Ave). For those who like great singing, we'll gather for libations and dinner,  
on your own, in the steakhouse, where along with dinner we'll be entertained by singing waiters and  
waitresses from the NAU Music School.`

This is the paragraph seen to the right of the first image. Even though the lines contain carriage returns (often used, along with blank lines, to make the script more readable) they will not have any effect on the formatting of the paragraph. The above paragraph contains a link to a website which is defined by the [L] command. This command must be on a separate line. It contains two data elements separated by a pipe character ( | ). The first element is the URL for the link and the second is the text that will be displayed as a link on the page. Note that this is part of the paragraph which starts before the [L] command and continues after it. This behavior is also true of the [M], [TB] and [TC] commands.

`[C]`

This is a clear command. It stops the flow of elements beside an image. It also performs the same as the [P] command. The [CB] command does the same but for the [PB] command.

`[N]`

`[N]`

The [N] command performs the function of carriage return (new line). In this case, two of them

together creates a blank line which gives extra space before the second image is inserted. The [B] command could have also been used here.

[IR][40%]oasis\_e11.gif

This is the same as the [IL] above except the image is placed to the right of the page.

[P]

The next morning, Nov. 5, we'll mosey along to Las Vegas to the

[L]<http://www.oasislasvegasrvresort.com/> | Oasis RV Park

, over the new bridge too, and spend another day (Nov. 6) in Las Vegas.

On the morning of Nov. 7 we'll head further west to Pahrump, NV and arrive at the Nevada Treasure RV Resort which has an on-site restaurant and will be our headquarters for our visits to the 62nd Annual Death Valley 49ers Encampment - a fun-filled celebration of the 1849 gold miners trek through the Valley. There are art events, contests, wagon trains, music, photography and craft shows, special events, tours and "vittles". We'll camp in Pahrump and drive over to Death Valley in carpools.

This is a paragraph that flows to the left of the above image and is defined the same way the previous one was. As an example of putting a carriage return in a text block, the above has created a problem in the display of the paragraph. The carriage return is between the last two lines of the script as shown above. As a result there is no space between the last word of one line (and) and the first word of the second line (drive). This resulted in the two words being run together as can be seen in the screen shot above. You have to put the space in somewhere, either after the (and) or before the (drive). This is particularly important when putting links in text blocks where carriage returns are required to keep the link command on its own line.

[C]

[N]

You may participate in the entire rally - 11/4 - Flagstaff for an opportunity to see the singing waiters at Black Bart's; or join 11-5/6 at Las Vegas for a couple of nights on the town; or meet us in Pahrump 11/7-10 for the remainder of the rally. Some of us may even want to stay over for the final days of the encampment which runs through the 13th - you can find out more at the [L]<http://www.deathvalley49ers.org> | Death Valley 49ers' website.

These commands clear the flowing and start a new paragraph. The N command is used to insert a new line which results in an extra blank line at the start of the paragraph.

[H][black]Fun at Black Bart's Steakhouse

Here a header is created for the image that will follow. The color is set to black. A header, like a paragraph, is preceded by a blank line.

[I][100%]groups\_e11.jpg

This image is inserted without a left or right placement and elements will not be flowed beside it. It has been given a width of 100% because it is a collage of three images photoshopped together to produce a wide, but not very tall, image.

This is the entire script required for generating the page shown above.

## Image arrays

If you wanted to display a set of images, such as would be the case when you have pictures from an event, you would use the IL and I commands combined with the C command. A typical case is to display images two each across the page. What you need to do is flow the second image around the first as is shown below.

```
[IL][48%]image1.jpg  
[I][48%]image2.jpg  
[C]  
... repeat as required
```

For three across you need to flow twice as shown below.

```
[IL][31%]image1.jpg  
[IL][31%]image2.jpg  
[I][31%]image3.jpg  
[C]  
... repeat as required
```

The reason the widths are not 50% for two images and 33% for three is that the images have borders around them that use approximately 2%. This is not exact, so you will have to experiment if you are trying to get the maximum image widths possible. If the images do not flow as expected, decrease the width until they do.

## Links

Links normally take a user to another website or location in the current website but they can also be used to open or download a document or show a video. Document and video files of type pdf, wmv and pps are allowed to be uploaded to the website. To use the link command for these file types the URL portion of the command must be the name of the file. These files are uploaded using the Images page as described below.

This use of the link command in the script for an event description or a notice is useful where a user already has a file that contains the description. Instead of translating this description to a script, just put a link command in the script that references the file and upload the file as described below.

## Images

The user must upload images and files to the website before they can be used in event descriptions and notices. This is done from the pages where editing is done via the Images link in the banner.

This link provides a page where images or files can be selected from their location on the user's computer and uploaded to the website. The page also displays a list of the images and files that are resident on the website and are associated with the script being edited, and provides the ability to delete selected images or files.

## Uploading Images and Files for Events and Notices

After navigating to the Images page you will see a section at its top for uploading images or files and a section at the bottom for deleting same.

The procedure for uploading is to first click the browse button next to the text field. This will bring up a window where you can navigate to the file on your computer and then select it. At that point the path of the selected file will be displayed in the text field. It will then be necessary to fill in the captcha text field with the information in the captcha image. This information is always digits and capitalized letters. Clicking the "Submit" button after filling in the captcha field will upload the selected file. A message will then announce the results of the upload.

Note: When uploading images or files for event descriptions the filename will be modified to reflect the month of the event. This is done to be able to display only those files for that month in the lower section of the Images page. The modification changes the name by inserting a tag at the end of the name and before the dot which results in a name like "name\_e11.jpg" instead of "name.jpg".

## **Deleting Images and Files for Events and Notices**

Files that have been uploaded in support of event descriptions and notices should be deleted from the website when they are no longer being referenced. Doing this helps keep the amount of storage used for these images to a minimum and also helps to make the website more responsive.

In the lower section of the Images page there is a listing of any files already on the website. Each file name has a checkbox to the left of it. These checkboxes allow the user to select files for deletion from the server.

When editing an event description, only those files associated with the month being edited will be shown.

To delete file(s), select the ones for deletion via the checkboxes and then click the "Delete selected files" button after filling in the Captcha field.