

# Using Your MD-Pro Website

Your website is designed to be easy to update. You don't need to know special HTML codes to make most changes or add new pages. Before you can change anything, you need to log into the site with your password. This enables you to get into the Administration area, where you select the page you want to add or update.

It's important to remember that any changes you make are **immediately** visible on your website. There's no Undo button, as there is in Word, so reversing your changes take a bit more work. It's a good idea to always check to see what the change or new page looks like on your site right after you make an update. If you plan extensive changes, be sure to back up the website before you start.

**Important:** To update your website, you *must* use **Internet Explorer** v. 5 or later. You can use any browser to view the website.

If you have any problems or questions, feel free to contact us ([claudia@mazzba.com](mailto:claudia@mazzba.com)).

## Contents

<b>Overview: How your CMS works .....</b>	<b>3</b>
Understanding pages ("articles") and categories .....	3
Understanding Blocks .....	4
Understanding Site Settings .....	5
Understanding Permissions .....	5
<b>Logging into your site.....</b>	<b>6</b>
<b>Working with menus and other blocks.....</b>	<b>6</b>
Creating a new menu .....	6
Adding a new menu item .....	7
Creating other kinds of blocks .....	7
Specifying settings for a Search block .....	8
Specifying settings for a Plain Text block .....	8
Specifying settings for an HTML block .....	8
Specifying settings for an Latest Web Links block .....	9
Modifying a block.....	9
Deleting a block .....	9
Hiding (deactivating) a block.....	10
Redisplaying a hidden (deactivated) block .....	10
<b>Working with articles (pages) and categories .....</b>	<b>11</b>
Creating a category .....	11
Adding a new page.....	12
Editing a page .....	13
Deleting a page .....	13
Adding a graphic to a page .....	13
Displaying a list of pages.....	14
<b>Working with the Calendar .....</b>	<b>15</b>
Adding a Calendar event.....	15
Modifying a Calendar event.....	15
Creating an event category.....	16
Deleting a Calendar event.....	16

<b>Working with Web links .....</b>	<b>16</b>
Creating a Link category.....	16
Adding a Web link .....	17
Modifying a Web link .....	17
Deleting a Web link .....	17
Checking for broken Web links .....	17
<b>Working with downloads .....</b>	<b>19</b>
Creating a download category.....	19
Adding a download .....	19
Deleting a download .....	19
Displaying a list of all downloads on the site .....	20
<b>Adding links to a page.....</b>	<b>21</b>
Linking to another page on the site.....	21
Linking to a page on another site .....	21
Linking to a download .....	22
<b>Changing the Home Page introduction .....</b>	<b>22</b>
Modifying the text directly .....	23
Using the Add Article page to convert to HTML .....	23
Useful HTML tags .....	23
<b>Backing up the site.....</b>	<b>24</b>
<b>Finding out how people are using the website .....</b>	<b>24</b>
Checking page visits and downloads .....	24
Checking website statistics .....	24

## Overview: How your CMS works

Your website is built using a content management system (CMS). This publishing tool uses templates and forms to enable people without Web programming expertise to build and maintain websites. Many different content management systems exist; the one your website uses, MD-Pro, is open-source, which means it was created and is being upgraded by a set of “volunteer” programmers around the world.

You may have built websites by creating many HTML files and linking them together. Your CMS-based website is different—it’s actually one big database that contains the site structure and its textual content. To add a page to your website, you fill out a form using your browser; you can do this from any computer with an Internet connection—you don’t need any special software, except for the Internet Explorer browser.

**Important:** Unlike Web design software like Dreamweaver, your CMS doesn’t include an Undo button. Once you make a change, you can’t undo it with a simple button click.

Your website is made up of:

- A MySQL database
- Modules and blocks, which provide the menus and other interactive elements on the left and right sides of the page.
- Templates, which determine what the site looks like (color, fonts); MD-Pro calls these “themes.”
- Site pages, which you view using your browser. Some pages are accessible only if you log in.
- Permissions, which determine who can submit content to posted to the site.

The template and permissions for your website has already been customized. To finish creating your website, you need to:

1. Create menus.
2. Add other navigation elements.
3. Customize your website settings.
4. Customize your Home page.
5. Add content, including pages (articles), Web links, and downloads.

This manual explains how to create and modify all these parts of your website.

### ***Understanding pages (“articles”) and categories***

Like other websites, your site is made up of many individual pages grouped into logical sections. In MD-Pro, the pages are called “articles” and the sections are called “categories.” To create the structure of your site, you first create the main categories you’ll need. Then you create individual pages (or “articles”) to fill these categories. MD-Pro automatically creates category pages that list every page in that category. As you add new pages to a category, the category page is automatically updated. To create navigation for your site, you can create menus that link to these category pages.

You can create categories within categories as well.

## An example

Suppose you want to organize your site into these main sections:

- About Us
- Formation
- Families & Children
- Music
- Outreach
- Worship

First, you would [create a category](#) for each section. MD-Pro would automatically create a category page for each section.

Next, you would build the site’s navigation by [creating one or more menus](#) that link to the category pages.

Finally, you would decide what pages belong in each section and [create an “article”](#) for each page, assigning it to that category. For instance, in the “About Us” section, you may want these pages: “Staff,” “Mission,” “Directions,” and “Service Times.”

See step-by-step instructions for:

- [Creating pages \(articles\)](#)
- [Creating page categories](#)

## Understanding Blocks

MD-Pro uses the term “block” to refer to menus and other elements you can add to the left or right side of your website. Think of them as building blocks. Your website comes with many different types of blocks; the ones you’ll probably use include these:

Use this block	To do this
Generic Menu	To add a menu with links to different parts of the site. You can create a single main menu listing all the main categories, or you can create a menu for each category. Menus are collapsible.
Search	To add a Search box; you can specify what parts of the site to Search.
Plain Text	To add text to every page—for example, service times—or just to the Home page—for example, a mission statement.
Core HTML	To add text with graphics and links to every page.
Web Links	To list the links that were added to the site most recently.

Other built-in blocks include polls, FAQ, newsfeeds, and quotes. You can add as many blocks as you want. For each block you add, you specify where you want it to appear (on the left or right side of the page), along with other block-specific settings.

It's possible to add new types of blocks to your database, including bulletin boards and chats. Contact us if you want to add these.

See step-by-step instructions for:

- [Adding menus](#)
- [Adding other blocks](#)

## ***Understanding Site Settings***

Some decisions you make in creating your website apply to the site as a whole, not just parts. These are called site “settings.” Many settings will already be set for you, and it's probably wise to wait to change them until you're familiar with how your website works. But there are a few that you may want to change or set from the beginning:

<b>Use this setting</b>	<b>To specify this</b>
Site name	The text that appears at the top of the browser window and in Search engine results; in HTML, this would be the first part of the TITLE tag.
Site slogan	Your site's tag line. This appears after the site name in the browser window and in Search engine results.
Meta keywords	The words or phrases that people would use to search for your site.
Administrator email	Your email address; you'll receive email when someone submits content to the site.
Footer line	The text that appears on the bottom of every page; typically, this includes the copyright and disclaimers. It's considered good manners in the open-source world to also link to the MD-Pro website here ( <a href="http://www.maxdev.com">www.maxdev.com</a> ).

To access these settings:

1. Log in if you haven't already done so.
2. Under Main Menu on the left side of the page, click **Administration**.
3. Click the **Settings** tab.
4. Click the **Settings** link.
5. On the Website Configuration page, make the changes to the above settings.
6. Scroll to the bottom of the page and click the **Save Changes** button.

## ***Understanding Permissions***

Anyone will be able to view your website. However, only certain people will be able to post content and access the administrative parts of the site. To distinguish between these groups of people, you use “permissions.” Your website has been created with these sets of permissions:

<b>Users with these</b>	<b>Can do this</b>

<b>permissions</b>	

## Logging into your site

1. Go to [XXX](#).
2. Type your user name and password.
3. Click **Login**.

## Working with menus and other blocks



MD-Pro uses the term “block” to refer to menus and other elements you can add to the left or right side of your website. The type of block you’ll be working with most often is a Menu block. (For more information, see the [“Understanding Blocks.”](#))

Adding a block is a two-step process. The first step is to create the block and specify where it goes; the second is to set block-specific settings. After you’ve created a block, you can change its settings (including its position on the page), hide it, or delete it.

### Creating a new menu


1. Log in if you haven’t already done so.
2. Under Main Menu on the left side of the page, click **Administration**.
3. Click the **Quick Links** tab.
4. Click **Blocks**.
5. On the Blocks page, click the **New Block** link.
6. On the Add Block page, fill out the following sections:

Title	Type the text you want to appear at the top of them menu. Be as concise as possible so the text will fit on one line.
Block	In the dropdown list, select <b>Core/Generic menu</b> .
Position	To display the menu on every page in the left-hand column, select <b>Left</b> . To display it only on the Home page, select <b>Right</b> . <b>Do not</b> choose any other option.
Language	Select <b>English</b> .


7. Click the **Commit** button.  
To cancel, click the Back button on your browser *without* clicking Commit.
8. Add items to the menu. [How do I add items?](#)

## Adding a new menu item

A menu item is a link on a menu that goes to another page on the site. You need to have created the page before you can add it to the menu. [How do I add a page?](#)

1. Log in if you haven't already done so.
2. Under Main Menu on the left side of the page, click **Administration**.
3. Click the **Quick Links** tab.
4. Click **Blocks**.
5. In the View Blocks list, scroll down to the row for the menu you want to add an item to, and click the **Edit** button .
6. On the Modify Block page, scroll down to the **Content** section. Fill out the following sections:

Title	Type the name of the page.
URL	Enter the URL for the page. <a href="#">How do I add the URL?</a>
Description	Type the text you want to appear when you hover the mouse over the menu item.

7. Click the **Commit** button.  
After you click Commit, the new menu will appear on your live site.  
To cancel, click the Back button on your browser *without* clicking Commit
8. To add another item to the menu, scroll down the View Blocks page until you see the menu you created and click the **Edit** button .
9. Go to the Content section and fill out the row for the new page.

## Creating other kinds of blocks

Adding other types of blocks, such as a Search box or block of text or HTML, is just like creating a menu.

1. Log in if you haven't already done so.
2. Under Main Menu on the left side of the page, click **Administration**.
3. Click the **Quick Links** tab.
4. Click **Blocks**.
5. On the Blocks page, click the **New Block** link.
6. On the Add Block page, fill out the following sections:

Title	Type the text you want to appear above the new block.
Block	In the dropdown list, select the type of block you want to create: <ul style="list-style-type: none"> <li>• <b>Core/Search box</b></li> <li>• <b>Core/Plain text</b></li> <li>• <b>Core/HTML</b></li> <li>• <b>Core Latest Web Links</b></li> </ul>
Position	To display the block on every page in the left-hand column, select <b>Left</b> . To display it only on the Home page, select <b>Right</b> . <b>Do not</b> choose any other option.

Language

Select **English**.

7. Click the **Commit** button.  
To cancel, click the Back button on your browser *without* clicking Commit.
8. Finish creating the block by setting the block-specific settings. (See below for each type of block.)

### ***Specifying settings for a Search block***

1. After you've [created the block](#), the Modify Block page for Search is displayed. It shows the settings you entered when you initially created the block (title and position). If you want, you can change these settings.
2. To finish specifying the settings, scroll down to the `_SEARCH OPTIONS` section and check all the parts of the site you want to be searched.

If you're not sure, leave all the boxes checked.

3. Click the **Commit** button.  
After you click Commit, the new Search box will appear on your site.  
To cancel, click the Back button on your browser *without* clicking Commit

### ***Specifying settings for a Plain Text block***

If you want to repeat the same text on each page (such as an address or phone number), use a plain text block.

1. After you've [created the block](#), the Modify Block page for the Plain Text block is displayed. It shows the settings you entered when you initially created the block (title and position). If you want, you can change these settings.
2. To finish specifying the settings, scroll down to the Content box and type the text you want.

If you want to format the text, you can use HTML tags.

3. Click the **Commit** button.  
After you click Commit, the new block will appear on your site.  
To cancel, click the Back button on your browser *without* clicking Commit

### ***Specifying settings for an HTML block***

To add text to the side of each page that includes HTML coding (such as a link or an image), you use an HTML block.

1. After you've [created the block](#), the Modify Block page for the HTML block is displayed. It shows the settings you entered when you initially created the block (title and position). If you want, you can change these settings.
2. To finish specifying the settings, scroll down to the Content box and type the HTML you want. You can include tags for formatting and links.
3. Click the **Commit** button.  
After you click Commit, the new block will appear on your site.  
To cancel, click the Back button on your browser *without* clicking Commit

## **Specifying settings for an Latest Web Links block**

If you want to highlight the links that have been recently added to your website, you can create a block which lists any number of new links.


**Important:** At least one link must be added to your website for this block to display correctly.

1. After you've [created the block](#), the Modify Block page for the Latest Web Links block is displayed. It shows the settings you entered when you initially created the block (title and position). If you want, you can change these settings.
2. To finish specifying the settings, scroll down to the Total Links box and type the number of links you want to display.
3. Click the **Commit** button.  
After you click Commit, the new block will appear on your site.  
To cancel, click the Back button on your browser *without* clicking Commit

## **Modifying a block**


You can change the position, name, and items for a menu or other block

**Important:** Once you change a block, you cannot undo the change.

1. Log in if you haven't already done so.
2. Under Main Menu on the left side of the page, click **Administration**.
3. Click the **Quick Links** tab.
4. Click **Blocks**.
5. On the Blocks page, click **View Blocks** if you don't see a list.
6. In the View Blocks list, scroll down to the row for the block you want to modify.
7. To move the block up or down the page, click the up or down arrow in the Order column.
8. To make other changes, click the Edit button . On the Modify Block page, make your changes.
9. Click the **Commit** button to save your changes.  
To cancel the changes, click the Back button on your browser *without* clicking Commit.


## **Deleting a block**

If you delete a block, you can't undo the change—the block is gone forever. If you want to hide the block temporarily, deactivate it instead. [How do I deactivate a block?](#)

1. Log in if you haven't already done so.
2. Under Main Menu on the left side of the page, click **Administration**.
3. Click the **Quick Links** tab.
4. Click **Blocks**.
5. On the Blocks page, click **View Blocks** if you don't see a list.
6. In the View Blocks list, scroll down to the row for the block you want to delete and click the **Delete** button .
7. On the Delete block page, click the **Confirm** button.

## ***Hiding (deactivating) a block***


You can temporarily hide a menu or other block so that, even though it is still part of your website, visitors can't see it. This is useful if you want to modify a menu but haven't finished creating the new pages you want the menu to link to.

1. Log in if you haven't already done so.
2. Under Main Menu on the left side of the page, click **Administration**.
3. Click the **Quick Links** tab.
4. Click **Blocks**.
5. On the Blocks page, click **View Blocks** if you don't see a list.
6. In the View Blocks list, scroll down to the row for the block you want to delete and click the **Deactivate** button 

As soon as you click the button, the menu is deactivated and no longer appears on your site. To redisplay the menu, you must reactivate it. [How do I reactivate a block?](#)

## ***Redisplaying a hidden (deactivated) block***

When a block is deactivated, it won't be automatically appear in the Blocks list.

1. Log in if you haven't already done so.
2. Under Main Menu on the left side of the page, click **Administration**.
3. Click the **Quick Links** tab.
4. Click **Blocks**.
5. On the Blocks page, click the **Show All Blocks** link at the top of the page.  
A list of all the blocks on the site is displayed. The circle in the State column shows which are visible on the site (**green**) and which are hidden (**red**).
6. In the View Blocks list, scroll down to the row for the block you want to redisplay and click the **Activate** button 

As soon as you click the Activate button, the block is redisplayed on your site.

## Working with articles (pages) and categories



Most of the pages on your site are considered “articles.” This just means a page containing text and graphics. (For more information, see the “[Understanding pages and categories.](#)”)

**Important:** To add or modify pages or categories, you *must* use **Internet Explorer** v. 5 or later.

### Creating a category

Using categories, you can create summary pages that automatically list all the pages on your site within that category. Every time you create a new page in that category, it is automatically added to the category page.

**Tip:** You’ll save time by creating the site categories before you create the pages that go into each category.

Before you create a category, it’s recommended that you create a **topic** for it as well. Although MD-Pro uses both topics and categories, you’ll rely primarily on categories to create the menus and other navigation for your site.

#### To create a topic:

1. Log in if you haven’t already done so.
2. Under Main Menu on the left side of the page, click **Administration**.
3. Click the **Quick Links** tab.
4. Click **Topics**, and on the Topics page, click the **New Topic** link and fill out the following sections:

Topic name	Type the name of the category
Topic short text	Type a brief description
Topic long text	Type a longer description (optional)
Topic image	Leave blank
Parent topic	Main


5. Click the **Add Topic** button.

#### To create a category:

1. Log in if you haven’t already done so.
2. Under Main Menu on the left side of the page, click **Administration**.
3. Click the **Quick Links** tab.
4. Click **Add Article**.
5. Next to the Category box, click the **Add** link.
6. On the Add a new category page, type a name for the category.
7. For Override theme, select **No Theme Override**.
8. Click the **Save** button.

## Adding a new page

1. Log in if you haven't already done so.
2. Under Main Menu on the left side of the page, click **Administration**.
3. Click the **Quick Links** tab.
4. Click **Add Article**.
5. On the Add Article page, fill out the following sections:

Title	Type the title; it will appear at the top of the new page.
Topic	Select a topic.
Category	Select a category for the page. If you want, you can create a new category. <a href="#">How do I create a category?</a>
Publish on homepage?	Click <b>Yes</b> if you want the article to be listed on the site's Home page; otherwise, click <b>No</b> .  If the article is not listed on the Home page, you need to provide a way for people to get to it—either through a menu or a link on another page. <a href="#">How do I add a page to a menu?</a> <a href="#">How do I add a link?</a>
Allow comments?	Click <b>No</b> .
Language:	Select <b>All</b> .
Story text	Type the first paragraph of the article. If you copy and paste from Word, highlight the text and click the  button to remove Word-specific tags.  <b>To format the page to look like the rest of the site, use these settings:</b> <ul style="list-style-type: none"> <li>• Font—Arial</li> <li>• Size—Smaller (body text) or Medium (heading)</li> </ul> <p>You can also add graphics or links. <a href="#">How do I add a graphic?</a> <a href="#">How do I add a link?</a></p> <p>To add a bullet list, first press <b>Ctrl+M</b> to go to a new line.</p>
Content format type	Select <b>HTML formatted</b> .
Extended text	Type the rest of the article. Use the same format settings as “Story Text.”  If you want to create an article with more than one page, add [pagebreak] where you want the new page to start.
Notes	Enter any notes about this article; these will not be displayed on the page. (optional)

Program this story?	Select <b>Yes</b> if you want to specify the date and time when the article should appear on the website; otherwise, select <b>No</b> . If you select Yes, enter the time and date below.
Preview/Post story	To see what the article will look like before it appears on the site, select <b>Preview Story</b> and click <b>OK</b> .  To publish the article onto the site, select <b>Post Story</b> and click <b>OK</b> .

## Editing a page

**Important:** To edit a page, you *must* use **Internet Explorer** v. 5 or later.

1. Log in if you haven't already done so.
2. Under Main Menu on the left side of the page, click **Administration**.
3. Click the **Quick Links** tab.
4. At the bottom of the page, the article list is displayed. Find the row for the page you want to edit and click **Edit**.
5. On the Edit Article page, scroll down until you see the editing boxes. Make the changes you want.
6. At the bottom of the page, click **Save Changes**.


## Deleting a page

**Important:** Once you delete a page, it's completely removed from the website; you cannot republish it. If you want to remove the page from the Home page but keep it on the site, uncheck the **Publish on Homepage** checkbox on the Edit page for the article. You can also create an Archive category and move the page to the archive by reassigning it to this category.

1. Log in if you haven't already done so.
2. Under Main Menu on the left side of the page, click **Administration**.
3. Click the **Quick Links** tab.
4. At the bottom of the page, the article list is displayed. Find the row for the page you want to delete and click **Delete**.

## Adding a graphic to a page

You can add a photograph (a .JPG file) or other graphic (like clip art) to a page.

1. Go to the Edit page for the article you want to add the graphic to. [How do I get to the Edit page?](#)
2. Click where you want to put the graphic, and then click the  button.
3. In the Image Upload/Insert dialog box, fill out the following sections:

Select image	Click the <b>Browse</b> button to find the image on your machine or network.
--------------	--

	Images must be 50K or smaller.
Alt text	Type the text you want to appear when you hover the mouse over the image (for example, “New member greeted by the Rector”).
Layout: Align	To place the image on the left side of the page, select <b>Left</b> . To place it on the right, select <b>Right</b> .
Layout: Border	To add a border around the graphic, enter a number between 1 and 4 (this determines the thickness of the border).  For no border, enter 0.
Spacing	To add space between the graphic and surrounding text, enter a number (typically, between 4 and 6) for horizontal and/or vertical spacing.

4. Click the **Send** button near the top of the dialog box to add the graphic to the page.
5. After making other changes to the article, scroll to the bottom of the page and click **Preview/Post Story** (for a new article) or **Save Changes**.

### ***Displaying a list of pages***

1. Log in if you haven’t already done so.
2. Under Main Menu on the left side of the page, click **Administration**.
3. Click the **Quick Links** tab.  
The articles currently on the site are listed at the bottom of the page.

## Working with the Calendar



You can publicize one-time or recurring events on the Calendar, which appears only on the Home page.

### Adding a Calendar event

1. Log in if you haven't already done so.
2. Go to the Home page and click the **Submit** link at the bottom of the Calendar.
3. On the Event page, fill out the following sections:

Event title	Type the name of the event.
Event date	Choose the date of the event.
Timed event	Select the starting time for the event (if the event lasts all day, check All Day Event instead).
Duration	Enter how long the event will last.
Description	Type a description of the event.
Sharing	Select <b>Global</b> .
Event Category	Select a category for the event; if the category you want isn't in the list, you first need to create one before you add the event. <a href="#">How do I create an event category?</a>
Event Location	Type the address where the event is taking place (optional).
Contact	Type the name, phone number and email address of the contact person for the event (optional).
Event website	Enter the URL of the Web page for the event, if it exists (optional).
Event fee	Enter the cost for the event (optional).
Repeating	If the event occurs regularly, specify when it repeats and when it ends (End Date); otherwise, click <b>Does not repeat</b> .

4. To preview what the Calendar item will look like, select **Preview Event** and click the **Go** button.
5. To post the item to the Calendar, select **Submit Event** and click the **Go** button.

### Modifying a Calendar event

1. Log in if you haven't already done so.
2. Go to the Home page.
3. If the event occurs in the current month, click the name of the event in the Upcoming Events list. If it occurs in another month, first display that month by clicking >> on the Calendar and then click the event name in the list.
4. In the popup window, scroll to the bottom and click the **Edit** link.

5. Make the changes.
6. To preview what the Calendar item will look like, select **Preview Event** and click the **Go** button.
7. To save the changes, select **Submit Event** and click the **Go** button. To cancel the changes, click the **Back** button on your browser.

### ***Creating an event category***

If you have different kinds of events (for instance, events for estate planners vs. events for CPAs), you can create categories. This enables people to view only the categories they're interested in.

**Note:** Calendar categories are not the same as page categories. If you want to have the same set of categories for events and pages, you must create two versions—one for pages and one for events.

1. Log in if you haven't already done so.
2. Under Main Menu on the left side of the page, click **Administration**.
3. Click the **Contents** tab and click the **Post Calendar** link.
4. Click the **Categories** link at the top of the page.
5. Type a name and description for the event, and choose a color.
6. Click the **Commit Changes** button.

### ***Deleting a Calendar event***

1. Log in if you haven't already done so.
2. Go to the Home page.
3. If the event occurs in the current month, click the name of the event in the Upcoming Events list. If it occurs in another month, first display that month by clicking >> on the Calendar and then click the event name in the list.
4. In the popup window, scroll to the bottom and click the **Delete** link.

## **Working with Web links**



Most websites include a "Related Links" page that lists other useful websites. Using MD-Pro, you can create a single Links page, or you can create different categories of Links pages using different categories.

### ***Creating a Link category***

1. Log in if you haven't already done so.
2. Under Main Menu on the left side of the page, click **Administration**.
3. Click the **Quick Links** tab.
4. Click **Web Links**.
5. Under "Add a category," type a name and description for the link category. For example, you might want to create a category for Prayer links.
6. Click the **Add** button.

## ***Adding a Web link***

Before you can add a link, you need to create its category. If you want all the links to appear on the same page, you still need to create one category.

1. Log in if you haven't already done so.
2. Under Main Menu on the left side of the page, click **Administration**.
3. Click the **Quick Links** tab.
4. Click **Web Links**.
5. On the Web Links page, scroll down to **Add a new link** and fill out the following sections:

Page title	Type the name of the page to link to; for example "Daily Office."
Page URL	Type or paste the address of the page; for example, <a href="http://www.missionstclare.com/">http://www.missionstclare.com/</a> .
Image	Leave blank.
Category	Select the category.
Description	Describe the website, listing any important features.
Name and email	Type your name and email address, if you want people to know that you added the link. (optional)

6. Click **Add this URL**.

## ***Modifying a Web link***

1. Log in if you haven't already done so.
2. Under Main Menu on the left side of the page, click **Administration**.
3. Click the **Quick Links** tab.
4. Click **Web Links**.
5. On the Web Links page, scroll down to **Modify a link**, click the down arrow to select the link you want to modify and click the **Modify** button.
6. On the Modify a link page, make the changes you want.
7. Click the **Modify** button.

## ***Deleting a Web link***

1. Log in if you haven't already done so.
2. Under Main Menu on the left side of the page, click **Administration**.
3. Click the **Quick Links** tab.
4. Click **Web Links**.
5. On the Web Links page, scroll down to **Modify a link**, click the down arrow to select the link you want to modify and click the **Modify** button.
6. On the Modify a link page, click the **Delete** link.

## ***Checking for broken Web links***

1. Log in if you haven't already done so.
2. Under Main Menu on the left side of the page, click **Administration**.
3. Click the **Quick Links** tab.

4. Click **Web Links**.
5. On the Web Link page, click the **Validate Links** link.
6. On the Validate Links page, click **Check ALL Links**.
7. A page is displayed listing all the links. OK indicates the link works.

## Working with downloads



You can provide files for visitors to download from the website. These can include PDF files as well as Word documents and Excel spreadsheets. Before you can link to a downloadable file on a page, you need to add it to the website.

**Important:** Check your file for viruses before you post them to the website.

### Creating a download category

1. Log in if you haven't already done so.
2. Under Main Menu on the left side of the page, click **Administration**.
3. Click the **Quick Links** tab.
4. Click **Downloads**.
5. Under Add a main category, type a name and description for the category.
6. Click the **Add** button.

### Adding a download

1. Log in if you haven't already done so.
2. Under Main Menu on the left side of the page, click **Administration**.
3. Click the **Quick Links** tab.
4. Click **Downloads**.
5. On the Download page, scroll down to **Add download** and fill out the following sections:

Program name	Type the name of the download; for example "Pledge form."
File link	Click the browse button and go to the folder on your computer where the file is stored.
Image	Leave blank.
Category	Select a category for the download; you may need to create a new one. <a href="#">How do I create one?</a>
Description	Describe the download.
Author's name and email	Type your name and email address, if you want people to know that you added the link. (optional)
Version and Home page	Leave blank.

6. Click **Add this file**.

### Deleting a download

1. Log in if you haven't already done so.
2. Under Main Menu on the left side of the page, click **Administration**.
3. Click the **Quick Links** tab.
4. Click **Downloads**.
5. Click the **Downloads list** link at the top of the page.

6. Find the row for the download you want to delete and click the **Delete** link.

### ***Displaying a list of all downloads on the site***

1. Log in if you haven't already done so.
2. Under Main Menu on the left side of the page, click **Administration**.
3. Click the **Quick Links** tab.
4. Click **Downloads**.
5. Click the **Downloads list** link at the top of the page.  
You'll see a list of all the downloads.

## Adding links to a page

### ***Linking to another page on the site***


You can add a link from one page on the site to another. You don't need to use the entire Web address, just part of it. However, you do need to know the number of the page (which is added automatically when you first create it).

**Important:** If you link to a page on the site from anywhere else, such as an email message or Word document, you must include the full address, starting with <http://www.wpgc.com/>

#### **To find the number of a page on the site:**

1. Display the list of pages. [How do I display the list?](#)
2. Find the row for the article. The first column shows the article number.

#### **To add a link:**


1. Go to the [Edit page](#) of the article you want to add a link to.
2. Click the place in the text where you want to add the link and click the  button.
3. In the Insert URL dialog box, fill out the following sections:

Text	Type the text you want for the link; this the underlined text that a visitor clicks.
Alt text	Leave blank.
Complete URL	Type or paste the address of the page you want to link to. The address has this format (where <i>number</i> = the number of the page):  <code>/modules.php?op=modload&amp;name=Web_Links&amp;file=index&amp;req=viewlink&amp;cid=<i>number</i></code>  So, for example, the link to the Monthly Meetings page is:  <code>/modules.php?op=modload&amp;name=Web_Links&amp;file=index&amp;req=viewlink&amp;cid=7</code>
Target	Select <b>_blank</b> to have the link open a new browser window; otherwise, click <b>_self</b> .

4. Click the **Insert** button.

### ***Linking to a page on another site***

To add a link:

1. Go to the Edit page of the article you want to add a link to. [How do I go to the Edit page?](#)
2. Click the place in the text where you want to add the link and click the  button.
3. In the Insert URL dialog box, fill out the following sections:

Text	Type the text you want for the link.
Alt text	Leave blank.
Complete URL	Type or paste the full address of the page you

	want to link to, starting with http://....
Target	Select <b>_blank</b> to have the link open a new browser window; otherwise, click <b>_self</b> .

4. Click the **Insert** button.

### **Linking to a download**


You can add a link to a download to a page on the site. You don't need to use the entire Web address, just part of it. However, you do need to know the number of the download (which is added automatically when you first add the download to the site).

**Important:** If you link to a download on the site from anywhere else, such as an email message or Word document, you must include the full address, starting with <http://www.wpgc.com/...>

#### **To find the number of a download:**

1. Display the list of downloads. [How do I display the list?](#)
2. Find the row for the download. The first column shows the download ID number.

#### **To add a link:**

1. Go to the Edit page of the article you want to add a link to. [How do I go to the Edit page?](#)
2. Click the place in the text where you want to add the link and click the  button.
3. In the Insert URL dialog box, fill out the following sections:

Text	Type the text you want for the link.
Alt text	Leave blank.
Complete URL	Type or paste the address of the download you want to link to. The address has this format (where <i>number</i> = the number of the download):  <pre>modules.php?op=modload&amp;name=Downloads&amp;file=index&amp;req=viewdownload&amp;cid=<i>number</i></pre> <p>So, for example, the link to the Membership form is:</p> <pre>modules.php?op=modload&amp;name=Downloads&amp;file=index&amp;req=viewdownload&amp;cid=1</pre>
Target	Select <b>_blank</b> .

4. Click the **Insert** button.


### **Changing the Home Page introduction**

The only time you'll encounter HTML is when you want to modify the text that appears on the top of the Home page (called the "Mission Statement"). If you're not comfortable making changes in HTML, contact us ([cmazzba@comcast.net](mailto:cmazzba@comcast.net)) and we'll make the changes.


There are two ways to create the text and codes for the introduction: Modifying the text directly using HTML and using the Add Article page to *convert* text to HTML.

**Important:** To add modify the introduction, you *must* use **Internet Explorer** v. 5 or later.

## Modifying the text directly

1. Log in if you haven't already done so.
2. Under Main Menu on the left side of the page, click **Administration**.
3. Click the **Quick Links** tab.
4. Click **Blocks**.
5. In the View Blocks list, go to the row for **Mission Statement** and click the **Edit** button .
6. On the Modify Block page, go to the Content box, which contains the text and coding for the introduction.
7. Make the text and code changes, and click the **Commit** button.  
As soon as you click Commit, the changes will be visible on the live site. To cancel your changes, click the Back button on your browser *without* clicking Commit.

## Using the Add Article page to convert to HTML

1. Log in if you haven't already done so.
2. Under Main Menu on the left side of the page, click **Administration**.
3. Click the **Quick Links** tab.
4. Click **Add Article**.
5. On the Add Article page, type the new text you want for the introduction. You can format the text and add graphics and links. See [Adding a new page](#) for details.
6. Above the text, click the **Source** check box to display the HTML codes.
7. Copy all the text and paste it into Notepad.
8. Under Main Menu on the left side of the page, click **Administration**.
9. Click the **Quick Links** tab.
10. Click **Blocks**.
11. In the View Blocks list, go to the row for **Mission Statement** and click the **Edit** button .
12. On the Modify Block page, go to the Content box, which contains the text and coding for the introduction.
13. Paste the text from Notepad into the box, and click the **Commit** button.  
As soon as you click Commit, the changes will be visible on the live site. To cancel your changes, click the Back button on your browser *without* clicking Commit.

## Useful HTML tags

To do this	Use this tag	Example
<b>Bold</b> text	<code>&lt;b&gt;...&lt;/b&gt;</code>	The <code>&lt;b&gt;first&lt;/b&gt;</code> one... = The <b>first</b> one...
<u>Underline</u> text	<code>&lt;u&gt;...&lt;/u&gt;</code>	See the <code>&lt;u&gt;related links&lt;/u&gt;</code> . = See the <u>related links</u> .
Start a new paragraph	<code>&lt;p&gt;</code>	...the last one. <code>&lt;p&gt;</code> The next one...
Add a link	<code>&lt;a href...&gt;</code>	<code>&lt;a href="http://www.ncpg.org" title = "NCPG.org"&gt;&lt;u&gt;National Committee on Planned Giving&lt;/u&gt;&lt;/a&gt;</code> = <a href="http://www.ncpg.org">National Committee on Planned Giving</a>

--	--	--

## Backing up the site



You can easily back up all the text on your site by using the backup utility that comes with your website. However, the procedure below does **NOT** back up graphics or downloads, so you need to save them separately.

We recommend backing up your site regularly, and every time you add new content or make other extensive changes.

### To back up the website:

1. If you want to back up the site to a machine on your network (not your own PC), first connect to that machine.
2. Log in to the website if you haven't already done so.
3. Under Main Menu on the left side of the page, click **Administration**.
4. Click the **Utility** tab and click the **Backup** link.
5. Click the **SaveDB** button.
6. A dialog box appears. Click the **Save** option and browse to the folder where you want to save the backup.
7. Name the file.  
The website is saved as a database, so the file name ends with “.sql.” It's a good idea to include the date in the name—for example, website-06-Oct-2004.sql
8. Click **Save**.

## Finding out how people are using the website

You can see how often people visit each page of the site and download files. You can also find out how many people visit the site by month and by time of day.

### *Checking page visits and downloads*

1. Log in to the website if you haven't already done so.
2. Under Main Menu on the left side of the page, go to the Modules section and click **Top Lists**.  
The Top List page shows how many times the top 10 pages on your website have been visited, and how many times the top 10 files have been downloaded.

### *Checking website statistics*

1. Log in to the website if you haven't already done so.
2. Under Main Menu on the left side of the page, go to the Modules section and click **Stats**.  
The Stats page shows what kind of computer and browser your site visitors use. It also shows how many visits are made to the site each month and when most people visit (day of week and time of day).