It's All About Content

Creating Websites With Manila 2007-2008 Workshops

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Manila Quick Reference

Reference Web sites

For easy reference during this workshop, please have the following information available at all times:

Your SCC Email Account: _____

Your Password Hint: _____

Your Current Webpage Address: http:// _____

Your Department's Current Webpage Address: http:// _____

Your Manila Webpage Address: http://web.scc.losrios.edu/ _____

Your Manila Login page: http://web.scc.losrios.edu/ _ /member/login

Your Department's Manila Webpage Address: http:// web.scc.losrios.edu/ _____

Workshop Checklist:

To get your webpage up and running, make sure you complete the following:

Completed Activity / *Manila Location*

- [ ] Confirm/Modify your Name and Tagline
  Editor's Menu > Prefs link …Appearance page
- [ ] Add your Contact Information, schedule
  About page
- [ ] Upload your Picture
  Editor's Menu > Pictures page
- [ ] Change your password (after logging in)
  Modify the URL account/member/changePassword/
- [ ] Edit Content on the Home Page
- [ ] Add Classes story and stories for each individual course
- [ ] Edit the Navigation column to include the Classes story
- [ ] Add Journal and My Desk stories
- [ ] Add Gems
  Editor's Menu > Gems
- [ ] Add web sites to Shortcuts
  Editor's menu > Shortcuts
- [ ] Add Shortcuts to course stories
- [ ] Add Shortcuts to My Desk story
- [ ] Add "print friendly" option to your page(s)
- [ ] Make My Desk your browser's home page
- [ ] Limit Search Engine indexing on My Desk and Journal pages
  Editor's Menu > Prefs > Advanced > Robots.txt

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Late Breaking News - Manila Upgraded to version 9.6

This page will be updated after the initial training session (August 22, 2007)

Welcome to Manila

The title of this manual, “It’s All About the Content!” establishes the focus for both the web development process you are about to begin and the training you are attending. Another way we think about Manila Web Development can be summarized in this phrase:

> “It’s about the shortest distance between your ideas and ‘WOW!’”

For our purposes at SCC, it is a content management process we will be using to help faculty, departments, and campus services create and maintain webpages. Webpages on the Manila server can be edited from home, from your office, or from any place you have an Internet connection.

We know there is quite a learning curve for technology, let alone creating websites. And we suspect you don’t have a team of writers, designers and editors to maintain your web sites. So, when we learned about a web-based approach using ADA-accessible pre-designed templates, with familiar word processing tools, it sounded like a winner.

This manual is designed to work as a supplement in a training session, not a complete training document in and of itself. Also, we know we can’t have addressed all of the possible permutations here (e.g. are there differences if you’re using Netscape on a Macintosh computer). If you find any jarring differences, please bring it to our attention and we’ll try to address them in the next edition of this manual.

You may have some questions about if your computer skills are up to the task of working with Manila, or if you can use a previously-created website, or how to handle ADA-accessibility issues. If so, flip to the appendices in this manual; chances are you will find the answers to these and other vitally important questions.

And now… let the fun begin!

… a work in progress …

This user guide for Manila 101 training is online with additional resources at http://web.scc.losrios.edu/scoop/intro

Before We Begin….

Understanding the Manila Lingo

Manila has its own vocabulary, so you should probably learn it early on. It will make things so much easier. We have provided a Translation Table in the Appendix to make it easier to understand this new language.

But, first, we need to review some of the more commonly used jargon. It will be easier to understand if you think of Manila like a newspaper. It has stories that are created, edited, and managed by editors, which are viewed by readers.

Story Think of this as a webpage, where you can show content such as text, pictures, website links, etc. ("It's all about the content.") Visitors see your ~~pages~~, oops, stories.

Editors Each website (or account) has an editor: the person who creates and edits stories, as well as the website. Manila makes a distinction between Managing Editors, Contributing Editors, and Content Editors, which will be discussed later (when department websites are introduced).

Files Documents can be added to your website and linked to a story. For example: your syllabus as a Word document, a handout as an Acrobat file, or your lecture notes as a PowerPoint file. These files used to be "gems" in Manila lingo.

Shortcuts The easy way you can add links to external web sites to your stories is to create a Shortcut. Open a new browser window and surf to your favorite web site. Look at the Address location (also known as URL) and copy it to the Clipboard. Jump back to your Shortcuts page and create a new Shortcut. To activate this web site in a story, type the "Shortcut Name" in quotes.

Themes The look of Manila websites is controlled by themes. If you decide you want to refresh the look of your website, choose a different theme. Your content and links are preserved and only the colors and graphics change. (See? It really is "all about the content!")

Pearls Okay, this isn't a "Manila" word. It's a SCC-created word. Pearls are kinda like a glossary. When you type a pearl into a story (in double quotes), Manila will automatically display the words/logo/picture SCC has associated with that pearl. More discussion on pearls will come later.

Roles (According to Manila)

Manila subdivides people into four different roles: Managing Editors, Contributing Editors, Visitors, and Members. We will only discuss the first three. The roles for individual websites are managing editor and visitors, roles for department websites include managing editor, contributing editors and visitors. There is an option for a "private site" where the site is only open to members.

What you see and have access to on a Manila site will depend upon the role you've been assigned. If you are a visitor, you can view and print stories, but cannot edit components of a Manila site. If your role is a Contributing Editor, you can view and edit content, but you cannot change the look of the site (switch the theme). If your role is a Managing Editor, you have almost full control over the site.

The table below identifies the major differences between these three roles:

Access	**Reader/ Visitor**	**Contributing Editor**	**Managing Editor**
View stories	X	X	X
View images	X	X	X
View/Download files	X	X	X
Create/Edit stories		X	X
Change look of webpage (color scheme, format, etc.)			X
Choose different themes			X

Understanding this Manual's Style and Conventions

Since Manila has adopted the newspaper analogy, this manual attempts to continue it. Okay, so it's a bit corny at times, but it's better than boring generic stuff. So, when you see the following information, you should replace it with your specific information (your name, your e-mail address, your division, etc.),

Faculty Member	Starr Reporter Scoop (e-mail is scoopsr@scc.losrios.edu)
Division	Language and Literature
Department	Journalism
Manila website	http://web.scc.losrios.edu/scoop

Further, when we explain how to do things, we've tried to **bold** descriptive phrases in the steps. This is in the hopes that, as you get more familiar with Manila, you can scan the steps and see reminders to do what you already know how to do.

When you see something <u>underlined</u>, that's a link (either internal or external).

When you see the icon, that tells you that this is discussed in another portion of the manual. You'll probably be able to find it in the Table of Contents. This is to reduce the redundancy and the number of trees killed in producing this manual.

When you see an apple icon ( ), that means the statement is specific to Macintosh computers. When you see the Windows icon ( ), the statement is specific to Windows.

Reminders to you are preceded by . Potential pitfalls are identified by .

Finally, this document is a Work in Progress. Some of you techies out there can help us (and others) by identifying significant differences between Mac and PC instructions, Netscape and Explorer usage, etc. We're calling you our IT committee. Anywhere you see a , this is a hint to you to provide assistance.

Previewing a Site and Logging In

Now it's time to see what a basic SCC faculty website looks like, how to find it, and how to log in as an Editor so you can make changes to it. Review the inside front cover for a list of reference websites.

See what your colleagues are doing by visiting their Manila websites:
http://web.scc.losrios.edu/

Scoop's website is an example faculty website the electronic copy of this manual and it has links for our training activities: http://web.scc.losrios.edu/scoop

What a SCC Manila website looks like

To get everyone started, we've prepared some example websites with placeholder text, based on the SCC website guidelines. (Later, you can be as original as you desire—within reason—after you've mastered the basics.)

Again, Manila allows you to focus on the content (what you want to say), rather than having to learn a web editing program like FrontPage or Dreamweaver, figure out the best way to display your information, what colors you should use, how to get the HTML code to do what you want, etc.

Whether you are looking at a website for faculty, divisions, or departments, you'll notice that each site has some common elements:

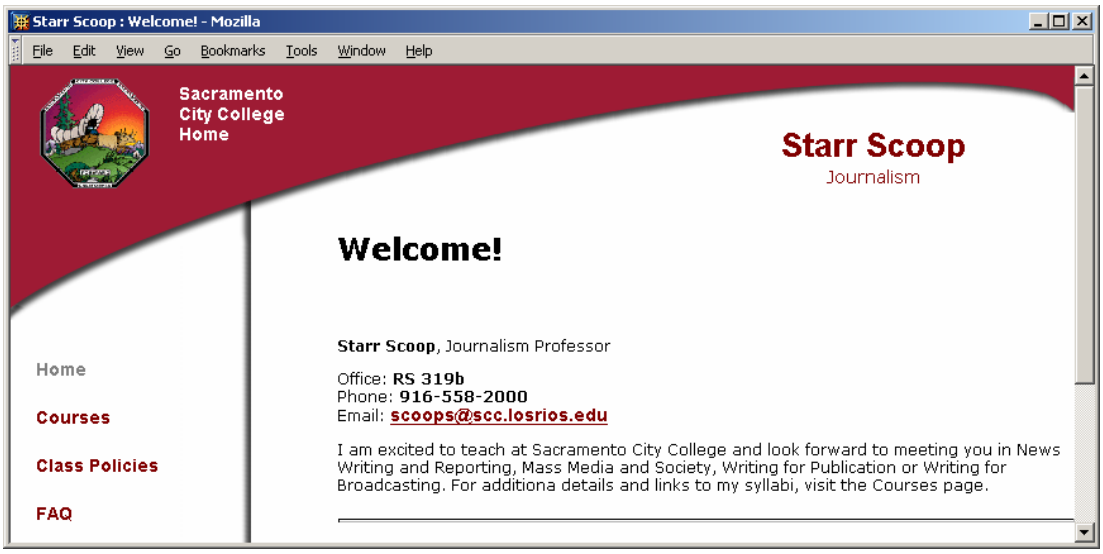
- SCC College Homepage link
- Site name link
- Tagline
- Navigation column
- Main content area
- Login/Logout links
- Owner email address
- Update date

The sites may vary in where these elements are located. Even if you are not going to create a faculty website, please review the next section for specifics on these common elements.

To see a sample SCC Faculty webpage, ***point your web browser*** to http://web.scc.losrios.edu/scoop, so you can be a "visitor" to Scoop's site.

Click on the available links to explore the example pages. You're seeing this site as your students will see your Manila website.

The sample page shown below uses the SCC Swoosh theme. Notice that on the *left* side of the page is the **navigation column**, with the content displayed on the *right* side of the page. Other themes are available, and we'll talk about those later.



Sample SCC Faculty Webpage

Tour the features of a Manila site and you will find the following automatically included on each of the SCC themes:

1. **SCC College Homepage link**
   This theme automatically includes a link to SCC's web address. (In this theme, the home page link is in the upper left corner of the page, active from both the text and the picture.)

2. **Site name link (Starr Scoop) and Tagline**
   This site name link will always return you and your site visitors to your Homepage. (In this theme, the site name link is in the upper right corner of the page.) The tagline is a single notation consistent throughout a website.

3. **Navigation Column**
   This section shows the links to the main "stories" on your website. When you are logged in as an Editor, there will be other buttons in this section. The Navigation column position will vary, depending upon the SCC theme in use. (In this theme, the Navigation column is displayed, vertically, on the left side of the page.) The Navigation column is *always* displayed, so visitors can easily move around—or "navigate"—to other stories in your site.

4. **Main Content Area**
   Your stories and pictures will show up here, with links to other stories, shortcuts, and files. In most themes, it will be the center part of the page.

5. **Owner E-mail Address and Date Updated**
   This bar displays the date the story (page) was last updated and the e-mail address of the site owner. For faculty, the site owner is the individual faculty

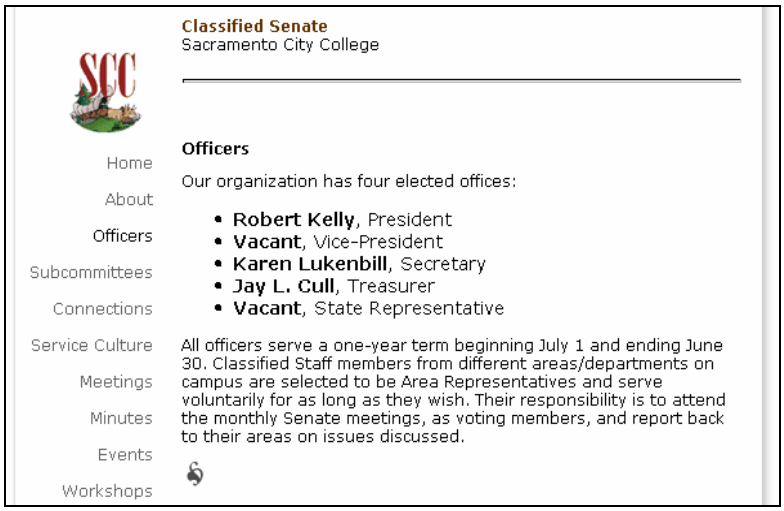
member, but for Department and Division webpages, the site is maintained by contributing and managing editors from the division.

6. **Login and Logout links**
   While visitors don't need to log into your site to view the information, you will need to login to edit your pages. If you share a computer or access your site in a computer lab, remember to logout when you are finished editing your website, or someone could sit down at the same computer and change your site! For some sites, the Member Login link is not visible. If you are a member of a site, you can always edit the URL to include member/login, like this http://web.scc.losrios.edu/scoop/member/login

Actually, the Swoosh theme includes the website features required in the SCC Web Guidelines and meets ADA/Section 508 Web accessibility mandates. When the guidelines are updated, and the theme is modified, you can update the theme so your site automatically includes these changes.

Sample SCC Division Webpage

Sample SCC Service Webpage (Not actually implemented)



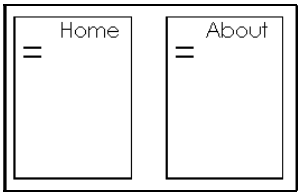
Now that you've got the basics, check out the sample SCC Division website.

Notice that, although the theme or layout might be different, the site includes the same basic information (SCC college homepage link, site name link, etc.)

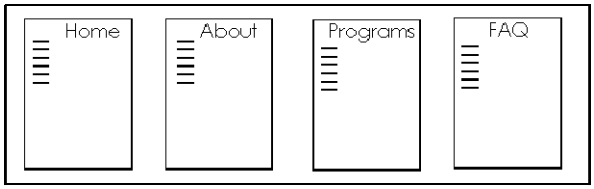
Site Planning Guides

These drawings illustrate a basic faculty site and a department site. In the appendix we've included a template for planning your site.

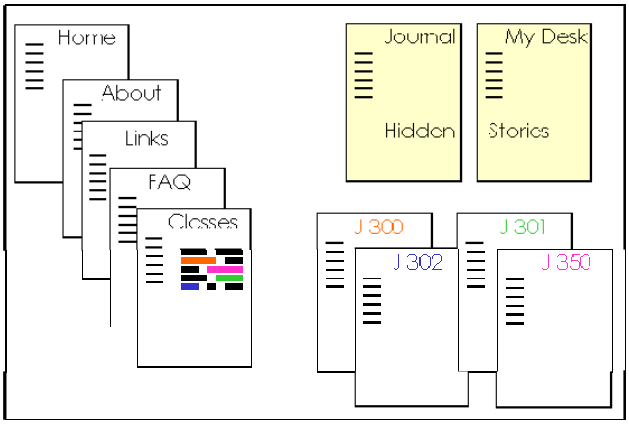
Basic Faculty Site Plan



Basic Division Site Plan



Complex Site Plan
Includes stories linked off the navigation column, stories linked from within another story (from the Classes page) and stories not linked from any story but visible to site editors.



Additional site plans would also include pages, pictures or documents stored in an wserver account.

Site plans should also indicate links to outside information. Whenever possible, link to a primary source document instead of copying or retyping information. The class schedule is a good example of a primary source (that someone else maintains). A Site Plan Worksheet is included in the Appendix.

Getting to Your Site

There are multiple ways to get to your Manila website:

Directly using your website address (URL) based on your email account.
Type the url into your browser's address window:

http://web.scc.losrios.edu/_____ (either write your own url here OR on the inside front cover of this manual OR in a safe place so you can easily find it later.
Note: The Manila websites do not start with ~.

In the near future there will be links to your website from the following webpages:

- SCC homepage
- SCC Faculty Directory page
- Your department's homepage (via their link to your page).

Also, the campus search engine will also find your website. Of course, the easy way is to find your website, then save it as a bookmark/favorite on your web browser. Then you are only a click away, rather than a few keystrokes away.

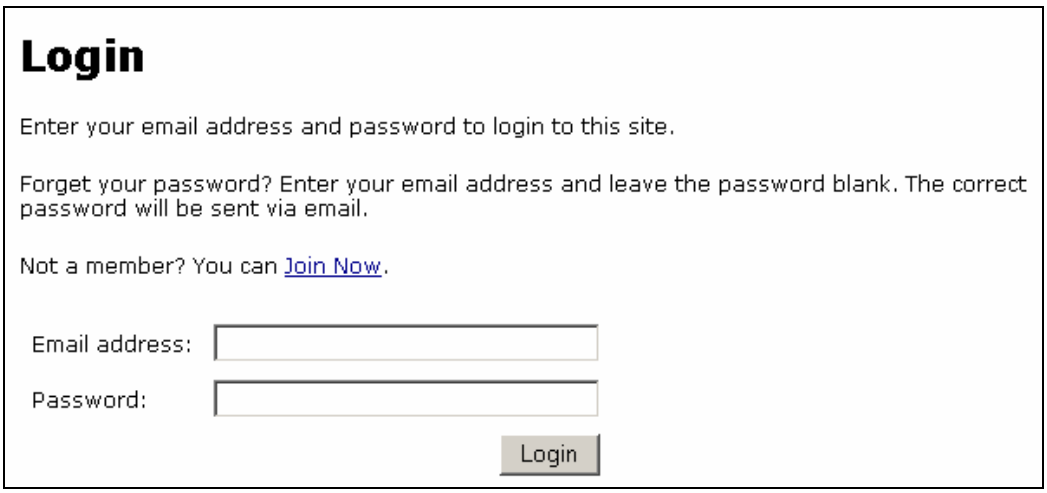
Logging In

Once you get to your website, you can view it as a visitor or login and make changes (as an Editor). (If you want to see how your students/visitors will see your site, you'll need to logout.)

You'll need to know your Manila website address, your SCC email address, and your password to log into your Manila site.

1. **Open up your web browser** (e.g. Internet Explorer v6 or higher, or Netscape Navigator).
2. **Type in the login url** (or use your bookmark/favorite). This is your Manila website address, followed by /member/login.
   Using our "Scoops" example, the url would be
   http://web.scc.losrios.edu/scoopsr/member/login

   You'll see something that looks like this:



3. **Type in the requested information** (your full SCC email address and your Manila password). Our cub reporter's email is scoopsr@scc.losrios.edu. Click the **Login** button at the bottom.

NOTE: Some web browsers ask if you want it to remember your login and password. This is okay on your office or home computer, but NOT in a computer lab where others will be using the computer after you.

Change your password

In the workshop, the next step is to change your password from the default. Remember your password **hint** will be written in the cover of your manual. Never write your account name and password on the same piece of paper!

1. Membership must be enabled for your site for this to work. Check at Editors Only links > Prefs > Membership … Enable or Disable, mark "Yes" and scroll to the bottom of the page and click the Submit button.
2. To change your password, modify the URL to http://web.scc.losrios.edu/scoop/member/changePassword

   (Your URL will vary! Remember in this manual change "scoop" to your website address.) Type your new password in both fields and click the Submit button. Now, write the hint to your new password on the inside front cover of this manual.

Home – At Last

Now you're at your own homepage. You can tell you're in the editing mode 'cause you'll see the Edit button your Navigation column.

You'll also see a row of "Editors Only" links at the top of the current page:

Tour the pages of the Editors Only links. Most of your work will be using the Stories, Pictures, Files and Shortcuts pages. From any computer lab the Logoff link is important.

Advanced HTML coders will be interested in examining the theme code, go to the Prefs page and look for the Template and Home Page Template links.

Changing your Site Name

Okay, you just got into your site and—surprise!—instead of your real name showing up as your site name, your email account name is showing up. Now, we don't know about you, but we know Scoop didn't really want her site name to be scoopr, even if her email address is scoopr@scc.losrios.edu. So, follow along with Scoop and update your site name (using your name instead of Scoop's, of course)! It's as easy as 1-2-3! (Okay, add the 4 & 5 in for the last two steps.)

Keep in mind…

- **Faculty Sites** will want the faculty member's name to be the Site Name, and the department name to be the Tag Line.
- **Department/Services Sites** will want the Department name to be the Site Name, and the division/unit name to be the Tag Line.
- **Division Sites** will want the Division name to be the Site Name, and the Sacramento City College to be the Tag Line.

1. In the "Editors Only" links, **click on Prefs**.
2. In the Navigation Column, **click on Appearance**. You'll see something that looks like the screenshot at the right. Note that it has additional information (colors, etc.) that you shouldn't have to deal with—at least, not right now!
3. **Type the Site Name** in the Site Name box. In our example, Scoop would type in Starr Scoop.
4. **Type the Department/Division/College Name** in the "Tag Line" box, as appropriate for your site.
5. Go down to the bottom of the page and **click the Submit box**.

   Your site name and tag line has now been changed!

Working with "Stories"

Now you're ready to start editing! (Editing is adding or changing content.)

(When you're done making changes, click the **Logoff** link in the Editors Only toolbar at the top of your page OR at the bottom of your navigation column.

A "story" is really a page in your Manila website. (Remember: Manila is using the newspaper analogy and lingo.) Stories are often focused on one topic. In your website, you can have dozens of stories depending on how much you have to say. When your story is finished, you can share it by creating a link from another story or including the story in your Navigation Column.

A story consists of two basic elements:

- A Title
- Content (text, with references to pictures, links, etc.)

You can *add* a new story or *edit* a previously created story to your Manila website.

Create (or edit) the following pages or links (L) to existing information for your website:

Faculty	Division	Department
❑ Home (edit)	❑ Home (edit)	❑ Home (edit)
❑ About (edit)	❑ About (edit)	❑ About (edit)
❑ My Desk	❑ Programs	❑ Courses (L)
❑ Journal	❑ Department links	❑ Department Chair
❑ Courses	❑ Our Events	❑ Faculty & Staff
❑ *Class specific pages*	❑ Journal	❑ Showcase
❑	❑ Documentation	❑ Our Events
❑	❑	❑ Journal
❑	❑	❑ What's New (L)
❑	❑	❑ Blackboard (L)

- Each story needs a title and something in the text box. At first, create stories with just placeholder text that can be edited later. We want to develop the structure of your web site first and then add the content.
- Each story must have a unique name. Actually, all components of your site will need unique names, including the title of pictures, shortcuts and files.

Creating a New Story

Each new Manila site includes a Home Page and About story. As you add new stories, they are listed by date created, not title.

IMPORTANT: Plan your formatting style. Do you want to put everything in sentence case? Or, Might You Want to Have Your Title in Title Case? It makes a difference when you link other stories to this story. You can make a change later, but it involves additional steps and increases the likelihood that you will become frustrated. So, PLAN NOW! (We've got just the place to keep your plan – a Journal page.) Your plan will include the "path" to your stories as well.

To create a new story, you will need to do the following:

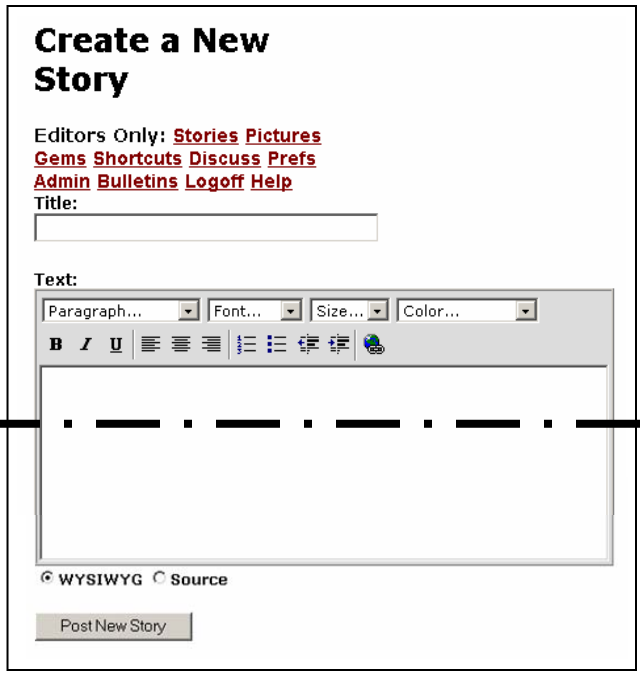
- ***Give the story a title***
- ***Add some content*** to the story (sometimes you'll want to create several "placeholder" stories, and then collect information before editing these stories)
- ***Make your story "visible"*** to visitors by either adding it to your Navigation column or including it as a link within another story you've already posted

1. In the Editing mode (you are logged in as an Editor, right?), **click on the <u>Stories</u> link** on the Editors Only menu.
2. Click on the **<u>Create a New Story</u>** link.

   The screen snapshot shown is from Internet Explorer on a Windows computer. Note that the formatting controls are similar to Word and PowerPoint.

   If you are using Netsape with Windows, the screen might look different.

IMPORTANT NOTE TO MAC USERS: The formatting tools (bold, italics, etc.) are not visible to you when using Internet Explorer or Netscape. (Watch Scoop's Macintosh User page for news about other browser options.) ☹



3. **Type the Story's Title** in the Title field. This is what will appear at the top of your webpage. Don't add a space after the last letter in a title. The Title of a story also becomes a shortcut to the story. (More on that later; don't want to weigh you down with everything at once!)
4. **Add Content** in the Text field. This might be text (either typed directly into the text field or copied from a word processing document into the text field).

   NOTE: If you are just setting up placeholder stories to add content to later, you *must type something* in the content text field, or you will get an error.

   For now, leave the WYSIWYG (What You See Is What You Get) option selected.
5. Click on the **Post New Story** button at the bottom of the page. You must click this button to save your changes!

After creating the story and "publishing" it, you'll see the "Edit this story" screen.

PITFALL: Don't use the back button on your browser until after clicking the "Post Changes" button. Unfortunately, there are no "save" or "undo" options in Manila.

Publishing a Story

Just because you've created a story, doesn't mean visitors can see your content. You will need to make it visible before others can see it, by either adding it to your Navigation Column, or linking it from within another posted story.

This is both good and bad. Good, because you can work on stories and have them in draft mode, without having others see your "in-progress" work. You can also "rotate" stories in and out, without having to retype them. It could also be bad, because you have to go through the extra step of adding a story to your Navigation Column, or adding the story title in double quotes within another story.

Again, you can make the story visible in one of two ways:

1. **Add it to your Navigation Column**. (Refer to the Adjusting your Navigation Column section in this manual.)
2. **Include the story title in another story** that's already posted. (Refer to the Working with Shortcuts section in this manual.)

Set the Story Path

Don't hesitate to skip this section until you have several stories created and have a better idea of what you want to include in your site.

The server automatically assignes a URL by number to new stories. This default URL does not include the title of your story. *Yet!*

When you create a story, you have the option to give it a Path name in the Admin box. This is a good idea if you want to create friendly URLs for your visitors. You can always get to a story from the Editors Only Stories link.

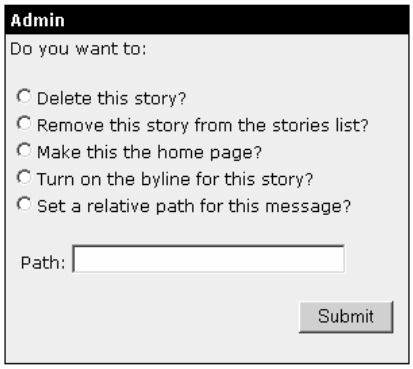
This table gives you the recommended style guide, Title and Path for new stories. Our suggestion for a path is to use lowercase letters and no space between words. Paths are used in the Navigation Column and to hide pages from search engines.

Story Title	Path
Journal	journal
My Desk	mydesk
Showcase	showcase
Classes	classes
Example class	
Newswriting& Reporting	newswriting

Story Title	Path
Complex path option	
Newswriting& Reporting Syllabus	jour300/syllabus
Newswriting& Reporting Assignments	jour300/assignments
Newswriting& Reporting Projects	jour300/projects
Automatic index of stories by path	http://web.scc.lorios.edu/scoop/jour300/

1. **Get into the "Edit this story" screen**. (If you've just created this story, you will automatically be put into this screen when you click the "Post Changes" box after you finish entering your story text.
2. **Set the Path** for the story you just created.

   You'll see the Admin box on the bottom of the screen (see the screenshot at right).
   Click on the radio button in front of "Set a relative path for this message" and type the path name.



   You should change the long complicated numerical name the server has given it to one that is more descriptive (and probably easier to remember) for both you and your reader. You are not creating a folder or directory, just a path to one file. Compare these URLs:

http://web.scc.losrios.edu/scoop/stories/storyReader$33
vs.
http://web.scc.losrios.edu/scoop/classes

OR

http://web.scc.losrios.edu/scoop/stories/storyReader$24
vs.
http://web.scc.losrios.edu/scoop/policies

If you're like Scoop, you'd prefer the second option, 'cause it would be hard to remember that "storyReader$33" refers to the "classes" story and "storyReader$24" refers to the "policies" story. When you are editing your Navigation Column, you will appreciate the use of paths to designate a location for a story.

Complex paths have the advantage of creating an automatic index of related stories. See the details online at http://web.scc.losrios.edu/scoop/sitestructure.

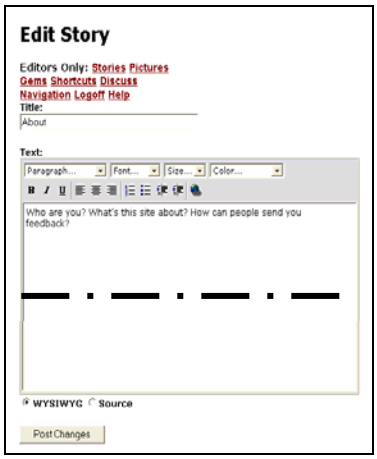
As you title your paths, remember the nomenclature you've come up with earlier. Spacing and capitalization matter in this situation.

Editing a Story

Now you want to edit a story that has already been created. You will change or add content.

1. Remember, in the Editing mode, **click on the <u>Stories</u> link** on the Editors Only menu.
2. **Click on the story you want to edit** from the list of existing stories.

   You'll see the actual story, as visitors would see it, but with the addition of the Edit this Page button at the bottom of the page.



3. Click on the **Edit this Page** button. (Note that you have other "administrative" options like deleting the story, etc. We'll worry about those later.)
4. Now, in the Edit Story view, you'll find the same story similar to the screenshot on the right, where "About" is the title of the story and "Who are you?…." is the current content in the text field box (the original information). **Make your changes in this field box**.
5. Click on the **Post Changes** button at the bottom of the page.

PITFALL: Don't use the back button on your browser until <u>after</u> clicking the "Post Changes" button. Unfortunately, there are no "save" or "undo" options in Manila.

WYSIWYG Editing Options

Later, as you add content to these pages, you will want to add emphasis and special formatting to text. Depending on the web browser you are using, WYSIWYG or HTML toolbar will be available. When the WYSIWYG Editor is active, the text area has familiar toolbar icons for marking selected text. The pull-down menus simplify the HTML options for your content as well. There is a section devoted to Formatting Content later in this manual.

This formatting toolbar should look familiar, right? You've probably seen it, or another version of it, in Microsoft Word, PowerPoint, NotePad, TextEdit, etc. So, you're probably a wiz at this already!

If you are a truly “content focused” in your web site, You will consider turning off WYSIWYG and going with the NONE option in Prefs > Editorial > Editing Tool. This option is often used when copying large amount of text to stories. It is easy to turn it off for the copy process, then turn it back on to enhance your text.

Deleting a Story

So, you are completely done with a story and you’re tired of seeing it in your story list. You’re pretty sure you’re never going to need it again, so you want to delete it. (If there’s a possibility that you might use it again, you should probably copy and paste the content into a Word file and store the file on your personal computer.)

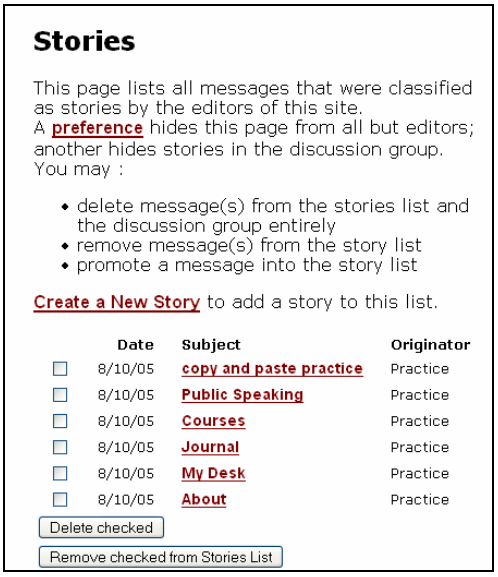
There are two ways to delete a story: The easy way or the hard way.

The Easy Way is just a few clicks, but does not give you a chance to change your mind, so use caution:

1. In the Editing mode, **click on the <u>Stories</u> link** on the Editors Only menu.

You’ll see a list of Stories. (If you have lots of stories/pictures, you’ll see “More: <u>1</u> 2 …” at the bottom of your list. If you click on the 2, you’ll be brought to a second page of your stories.)

2. **Mark the stories** you want to delete by clicking the box to the left of the story’s title. It will put a checkmark in the box. If you click the checkmark again, it deselects the story.
3. **Click the Delete Checked button** at the bottom of the stories list, and you’re done!

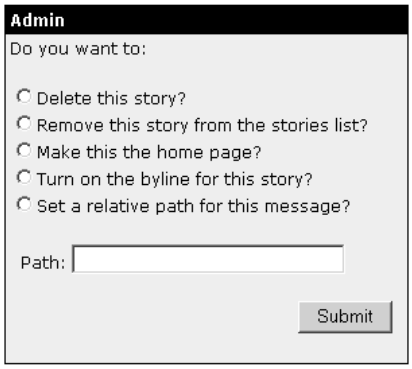


WARNING: This is undoable. Once you click the Delete button, there is no going back. Further, there is no confirmation screen to make sure you want to delete that (or those) stories.
Notice there is a Remove checked from Stories List button. In Manila there are two kinds of text elements, stories and messages. If you remove a story it is demoted to a message. Theoretically it is retrievable. It is best to review stories for delete before you click the Delete Checked button and don’t expect to Undo the delete.

The Hard Way requires a few more steps and limits your story deletions to one at a time. This way does, however, ask you if you are sure you want to delete the story—actually, more than once.

1. In the Editing mode, **click on the <u>Stories</u> link** on the Editors Only menu.
2. **Click the title of the story you want to delete** from the list of existing stories.
3. At the very bottom of the page, you'll see the gray Admin box (the same one you worked with when you created the story's path).

   Click the radio button in front of **"Delete this story?"** and then click the **Submit** box.



4. You'll get a confirmation screen to make sure you really want to delete this particular story. Think long and hard before clicking the "Yes" box.
5. You get one more chance to "undelete" the story. If you've changed your mind, click the radio button in front of the "Undelete this story?" question and then click the Submit button. If you're positive that you want the story to go away, don't click anything but the "Submit" button.
6. After clicking Submit, you'll see the "undelete" option again. To get out of a potentially endless loop, click on the Stories link in the Editors Only menu.

That's it! Like magic, you are back at your list of story and the unwanted story has disappeared from the list!

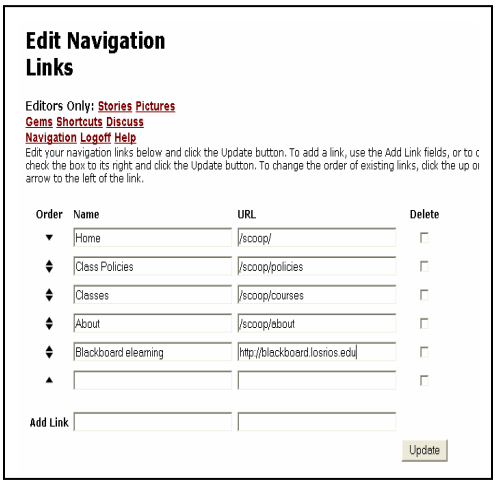
WARNING: This action is undoable. If you have linked this story to another story (by enclosing the deleted story's name in double quotes in the other story's content area), the link is now gone. In any stories where you added <u>story x's title</u> there is no active link, so the quoted "title" appears.

Adjusting Your Navigation Column

For faculty, you can add links to major stories in your Navigation column. Other stories are linked from within other stories (e.g. Classes might be the story link in your navigation column and, within the Classes story you have four linked stories which are specific to four different classes).

For Departments, Divisions, and Services, you can also add links to major stories in your Navigation column. Other stories are linked from within other stories (e.g. Events might be the story link in your navigation column and, within the Events story you have four linked stories which are specific to four different events sponsored by your department this semester).

You can easily adjust your Navigation Column, either adding links (stories or urls) or changing the order of the links you have.



Adding Links to Your Navigation Column

1. **Click on the "Edit"** box at the bottom of your Navigation Column

2. In the Add Link box, **type in the name of the link** as you want it to appear in the Navigation column.

3. **Type in the url** in the (what else?) the URL box. This is where you want the reader to go when s/he clicks on that link in the Navigation Column.

   Notice that if you are referencing a story within Manila, you don't need the http stuff in front. Just type in your site information and the path name you gave the story. Note the use of the forward slash, "/".
   If you want to reference a webpage outside of Manila, you will need to put the entire url (*including* that long http stuff).

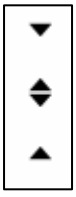
4. **Click the Update box** at the bottom right side of the page.

5. **Test your links** by returning to your home page. The quickest way is to click the site name and then click on each navigation link.

Changing the Order of Links on your Navigation Column

1. **Click the Edit box** in the Navigation Column. You will see the same screen here as you saw in the earlier step.

2. Use the little arrows (in the Order column to the left of the Name and URL) to **change the order**.
   For example, if you want to move a link up on the navigation bar, click the "up" arrow next to the name. If you want to move it down, click the "down" arrow. You may need to use multiple clicks to get it exactly where you want it. After each click on a triangle, the navigation will update.



Deleting Links on your Navigation Column

1. **Click the Edit box** in the Navigation Column. You will see the same screen here as you saw in the earlier step.

2. **Mark the link to delete** by clicking in the checkbox to the right.

3. **Click Update**.

WARNING: Although this action is undoable, it has only deleted the link to a story or webpage on your Navigation Column. You can recreate the link later, as long as the story or webpage still exists.

Working with Pictures

For websites, picture files are separate from content. Pictures must be added to your website before they can be displayed with your stories.

You may wish to add a picture to a story. Keep in mind that pictures can be very large files that may take a while for viewers to download. So, consider limiting the number and size of pictures you decide to use. Visit the Scoop's Picture Tips story for suggestions http://web.scc.losrios.edu/scoop/tips/picturetips. In the meantime (before we forget to tell you), check out this neat website that will Squash your jpg or gif file down to smaller sizes: http://www.freegraphics.com/art-gifjpeg-cruncher.html

Also use only gif or jpg (or jpeg) files for your website. If you have a picture in another format (like tif, bmp, eps, or pct), you should convert the file format to a gif or jpg file by using a graphics program like Adobe PhotoShop elements, Adobe PhotoShop or Paint Shop Pro. (There are other shareware programs that will convert images to gif and jpg. Even PowerPoint can convert images to .gif and .jpg.)

FILE MANAGEMENT TIP: Keep the original images you used to create the .gif or .jpg files for your website in a folder on your hard drive. You never know when you'll have to recreate or change your website files, and it may be easier to start from the original image. Besides, remember Murphy's Law? (Anything that can go wrong will go wrong and at the worst possible moment.)

To add a picture to your Manila website, you need to follow these basic steps:

1. **Save the picture** on your computer in the folder (the one you created for all your web information—remember?). Know where it is, so you'll be able to easily navigate and find the .gif or .jpg file). Choose a meaningful name for each image and be sure the extension is included (.gif or .jpg).
2. **Add a new picture** (within Manila). This makes the image available for use in one story, or multiple stories.
3. **Display (insert) the picture** into your story.

Adding a New Picture

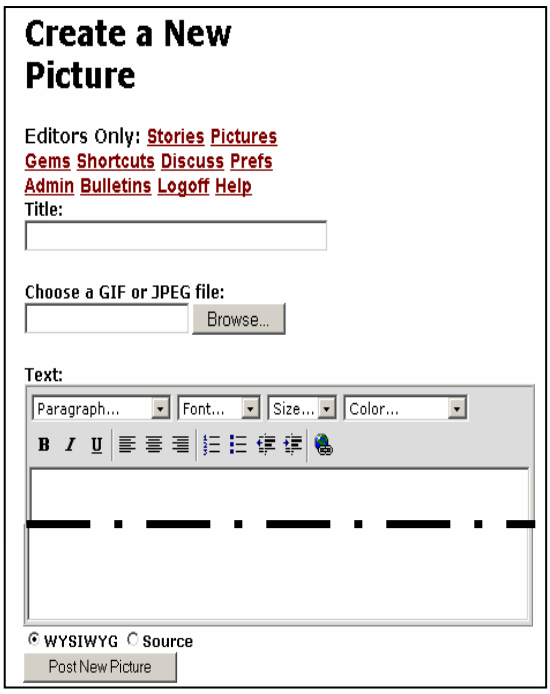
Before you can display a picture with a story, you need to make the image available to your Manila website by posting it to your Manila account. Manila can't find pictures saved just on your computer. (We're assuming you already know how to save a picture as a file on your computer or on a floppy disk.)

1. In the Editing mode, click on the Pictures link on the Editors Only menu. You remember the Editors Only links, right? It's at the top of your page and looks like this—or something similar:

   Editors Only: Stories Pictures Files Shortcuts Discuss Prefs Admin Bulletins Logoff Help

2. Click on the **Create a New Picture** link. Then click **Browse** (next to the Choose a GIF or JPEG file) and **navigate** your hard drive to the picture you saved and click **Open**.

   The Create a New Picture screen might look different on a Macintosh computer.



3. **Type a short, descriptive title** in the Title field (ex. SCC students).
   It's important to keep the title short because this title is what you will type whenever you want to add a picture to a story (in the next step). If it's a long convoluted title, you may start to develop carpal tunnel syndrome! This title does not have to match the file name of the image on your hard drive. Remember to keep the your Manila folder on your hard drive up-to-date with files for your website. Edit the file names to match your picture titles. Don't add a space after the last letter in a title.

4. **Type additional descriptive text** in the Text field.
   This step is important, because it ensures that the image is accessible. In addition to the title, this descriptive text becomes a tool tip and is what screen-reader software "reads" (via a simulated computer voice) to blind and visually-impaired students. Think about what would help the student understand what the picture is about, without having to wade through excessive verbiage. "Scoop tells a story to SCC students" is much better than "Scoop story."

5. Click on the **Post New Picture** button at the bottom of the page.

Displaying a Picture

Once you have added a picture to your Manila website (which you learned in the previous section), you can insert it into your story.

1. **Navigate to the story** where you want the picture displayed. (Use the Editors Only menu.)

2. Click on the **Edit this Page** button at the bottom of the content field.
3. **Identify the location where you want to insert the picture.** Move the cursor to where you want to show the picture and click the mouse button to insert the cursor.
3. **Type the picture title <u>in double quotes</u>**. This is the short, descriptive title you assigned the picture when you added the picture to Manila in the previous section, <u>not</u> the file name of the image as it is on your hard drive. Using our previous example, you would type “SCC students”.

   NOTE: If you forgot what you titled a picture, open the Pictures in a new window. Click on the picture you want to add. It will show you the picture and, right below it (in teeny tiny print), it will say something like:

```
To include this picture in a page, type "SCC students",
including the quotes. When in the editing mode you will see
the text, after posting the changes you will see the picture
on your page – just as visitors will see it.
```

4. Click on the **Post Changes** button at the bottom of the page and you should see the fruit of your labors.

Maybe you want to position the image in a specific way with your content. Here are some tips on how to align your pictures.

By default, pictures are added at the <u>left</u> margin. Your only choices on location is right, center, or left aligned. To center a picture, use the toolbar on the Edit Story view to select the picture file (identified by title with quotes) and click the Align Center button. Then click the Post Changes button. If you want the picture aligned to the right margin, clicking the Align Right button will push it over to the right side.

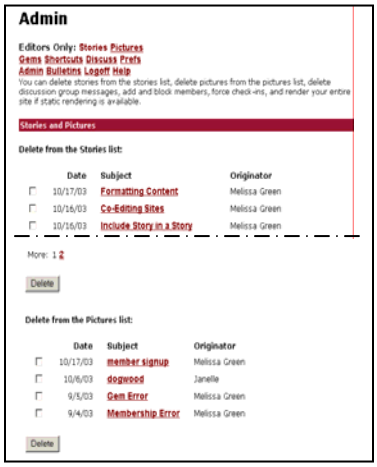
Deleting a Picture

NOTE: This is identical to the Easy way of deleting a story. If you’re already familiar with deleting stories, skip this part! (Unless you like the *deja vue* experience!)

So, you are completely done with a picture and you’re tired of seeing it in your story list. You’re pretty sure you’re never going to need it again, so you want to delete it. (If there’s a possibility that you might use it again, you should probably copy and paste the picture into a file and store the file on your personal computer.)

1. In the Editing mode, **click on the <u>Pictures</u> link** on the Editors Only menu.

   You'll see a list of Pictures. (If you have lots of stories/pictures, you'll see "More: <u>1</u> 2 …" at the bottom of your list. If you click on the 2, you'll be brought to a second page of your pictures.)



2. **Mark the pictures** you want to delete by clicking the box to the left of the picture's title. It will put a checkmark in the box. If you click the checkmark again, it deselects the picture.
3. **Click the Delete button** at the bottom of the pictures list, and you're done!

WARNING: This is undoable. Once you click the Delete button, there is no going back. Further, there is no confirmation screen to make sure you want to delete that (or those) picture(s).

Working with "Files"

Files are documents that are not images or stories. If you want to include your Syllabi as a Word document, an Adobe Acrobat document or as an RTF file, add it to your site at the Files page. (Originally Manilla used the word "Gems" in place of "Files.")

There are just a few things you need to do to add a "file" (aka a document) to your site.

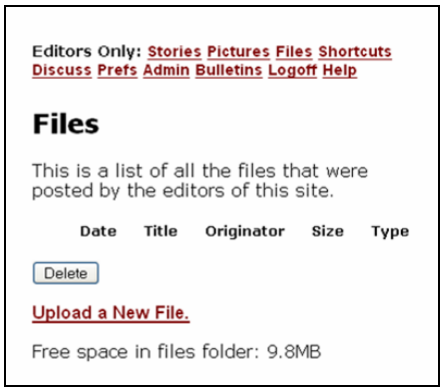
1. **Create a File** (within Manila). Know where your file is located, so you'll be able to easily navigate and find it.
2. **Display (insert) the file** title into your story.

All this is done in the Editing mode so, if you're not already in the Editors mode, get there!

NOTE TO TECHIES: If you have a webserver account, it would be possible to post your documents on that server. In Manila create new Shortcuts (or use HTML) to link to the documents on a different server. Your site visitors will not know where the files are stored.

Creating a New File

First, you have to create a file, so that the title is available to add into your desired pages. For this example, assume we want to add a course syllabus.



Manila requires UNIQUE names for stories, files, pictures and shortcuts.

NOTE: There are style guide issues here. Capitalization counts. As you title a file, think about how the words will appear on the page.

1. In the Editors Only menu at the top of the page, **click the <u>Files</u>** link. Now you'll see a page that looks something like the screenshot on the above.

   When you get some "files" added, they will show up in the list of files. So, let's do this right now.

2. At the bottom of the page (under the Delete button), **click on the <u>Upload a New File</u> link**. Now you'll see a page that asks you for the New File information.

3. First, select the file you want to add (this will be your "file"). You'll do this by clicking in the Browse button to the right of the "Choose a file:" field, then doing the standard mouse-clicking navigation stuff to find the file, ending by double-clicking on the desired file. For our example, it would be "jour 300 syllabus" that we saved on our floppy disk, now in our A drive.

   The file name now shows up in the "Choose a file:" field, with all the path information in front of it (A:\jour 300 syllabus.doc).

4. **Title the file** with a descriptive name that you will use whenever you want to reference that document, maybe something like *j300 syllabus* (to distinguish it from the other syllabi we have for our other journalism classes). Remember that each element in your site, stories, pictures, and files must have unique titles. The file's title can be different from the filename on your hard drive.

   NOTE: Capitalization and spacing are important when titling a file. Don't add a space after the last letter in a title.

5. Click the **Post New File** button, and you will be brought back to the original Files screen. Now, however, you'll notice your file listed, along with a web address and the date published

   For those techies out there, this is where the document is stored on the Manila server. Now, isn't that much easier than FTPing the file up? ☺

   NOTE: At the bottom of the page, you'll see "Free space in files folder:" and then a number. This will help you manage your gems. In the above example, we have about 10 MB available space in our files folder. The j300 syllabus takes up 42K, leaving us with about 9.7 MB left. The amount of space for gems will be increased. But you will always see the amount of free space available in your site.

   You need to manage your Files, deleting those that you are no longer using or are out of date.

Displaying (Inserting) a File

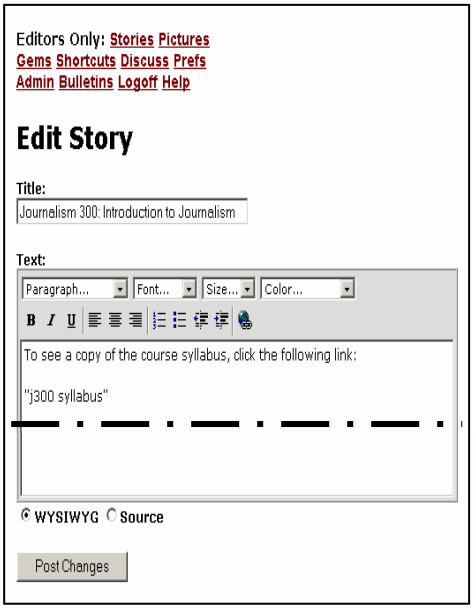
Now that you've created a file, you've made it available to add into your stories.

1. In the Editors Only menu at the top of the page, **click the <u>Stories</u>** link. You will see the list of stories you've already created. Find the story you want to display the file's link, and click the story file link to open it.

2. **Click the "Edit this Page"** box near the bottom of the screen.
   Now you are in the story page (for our story example, the title is Journalism 300: Introduction to Journalism).

3. **Type the file's title**, enclosed by double quotation marks. Remember the descriptive title you gave it when you created it? (In our example, we called it "j300 syllabus") That's what you need to type in the story's textbox, where you want the link to appear.

4. **Click "Post Changes"** and your story appears, complete with the link to the file.



Deleting a File

For next semester, you will probably want to delete the current File and add in a fresh version of your document (a new File). This is a two-step process.

First, you delete the File (following the directions below).

Then you add a new File (the new document). If you give the new (replacement) File the same title, you won't have to go back to all the pages where you inserted that file to put in a new title. This is where your time spent in site planning pays off. Use generic titles so the specific document could be updated!

WARNING: There is NO UNDO for deleted files! Review the contents of your hard drive to be sure you have a back-up copy of files (documents).

1. When you get to the Files page, print a copy of it for reference. You will want to name new files the same so all your links continue to work!
2. In the Editors Only menu at the top of the page, **click the <u>Files</u> link**. Now you'll see a page that looks something like this (note that it is the same screenshot you saw after posting a new file—earlier in this document):

3. **Click the checkbox to the left of the old File** on your list. By doing this, you are marking the files you want to delete.

WARNING: The action of deleting files is UNDOABLE. Once you've deleted a file, you cannot click an "undo" button and have them return. Review the documents you've marked for deletion to be sure they are the ones you want to be deleted.

3. **Click the Delete button**. The page will automatically refresh and you see a shorter list of Files.

Working with Shortcuts & SCC "Pearls"

Using shortcuts is the easy way you can add external web sites to your pages. (If you've got "files" down pat, shortcuts will be a breeze!)

Open a new browser window and surf to your favorite web site. Look at the Address location (also known as URL) and copy it to the Clipboard. Flip to your

Shortcuts page and paste the website address in the field for URL. Now, what will you name this link. Give consideration to your name because you will type the name in quotes and the link will appear when your story is posted. (What are my concerns here, mostly writing style. Case matters. For example "My Favorite Martian" is a different shortcut from "my favorite martian".) Think of how you will use the shortcut name in the text of your pages.

In addition to websites, shortcuts include the story, picture, and file titles. This can grow to a long list… The shortcuts page displays 25 items at a time, along with links at the bottom of the page go to listed items, alphabetized by the first letter of the title.

You don't have to make a shortcut for each webpage url you want to include in a story. Copy the url of a webpage and paste it directly into any story. When you post changes, the full URL will become an active link.

Did you notice the checkboxes on the Shortcuts page? To manage your shortcuts, to delete them, click the checkbox beside the shortcut name and then scroll to the bottom of the page and click the Delete button. You can delete several shortcuts at a time. There is NO UNDO for deleted shortcuts!

Need to update a url in a shortcut? Delete it and create a new one with the same name!

Deleting a shortcut does not delete the story reference to it. Once you've deleted a shortcut, any story referencing that shortcut will still show the shortcut, but it won't be an active link. The text still shows up in the story, but will be enclosed by quotations marks. Yet another reason to think through your site structure for content and style!

Activating Shortcuts and Pearls (Placeholders for Commonly Typed Information)

"Pearls," for the purpose of SCC's Manila sites, are a way to have the system automatically fill in information when you just type a few letters or words in double quotes (a "pearl"). (Think "glossary" or "shortcut" here.)

For example, if you type "sccaddress", Manila will automatically fill in the correct address for you—in your story page. (The beauty of this feature is that if something changes, like our web address, one change by the system admins in the shortcut look-up table will update on every Manila site! Just one more thing that happens behind that scenes!)

There are two ways to avoid accidentally activating a pearl:

1. Type a / (slash) in front of the text you want to appear in quotes.
   (EXAMPLE: /“sccaddress”.
2. Use single quotes instead of double quotes.
   EXAMPLE: 'FAQ' instead of “FAQ”.

For a list of SCC’s pearls, go to http://web.scc.losrios.edu/scoop/pearls.

Reminder: “scc” (using straight double quotes, not curly quotes) activates a shortcut.

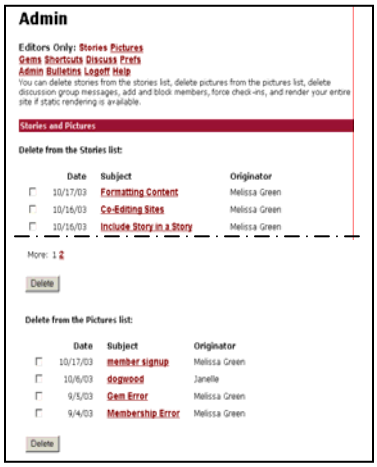
Deleting Shortcuts or Pearls

For shortcuts, there are two elements to delete, the actual shortcut and it’s quoted title in a story.

1. In the Editing mode, **click on the Shortcuts link** on the Editors Only menu.

   You’ll see a list of Shortcuts. Notice that they are in alphabetical order.

   (If you have lots of shortcuts, you’ll see “More: 1 2 …” at the bottom of your list. If you click on the 2, you’ll jump to a second page of your shortcuts.)



2. **Mark the shortcuts** you want to delete by clicking the box to the left of the picture’s title. It will put a checkmark in the box. If you click the checkmark again, it deselects the shortcut.
3. **Click the Delete button** at the bottom of the shortcut list.
4. **Locate the title in stories** edit the story text to remove the quote marks.

Pearls are maintained by the Manila system admins and to stop using a pearl, simply edit the story and remove the quote marks. Remember to click the Post Changes button to submit your edits.

Changing the “Theme”

Okay, so you’re ready for a fresh look for your website. Don’t like the standard SCC format? How about a change in colors? Move the Navigation bar to the right side of the screen?

For a preview of available SCC themes, visit http://scc.losrios.edu/~manila/thumbnails.

With Manila, you can change the appearance of your site, without having to change around the content you've already added. By changing to a new SCC theme, it's as simple as…

1. In the Editing mode, **click the Prefs link on the Editors Only menu** at the top of the screen.

   You'll see the Managing Editor Preferences Welcome page.

   Remember: only Managing Editors can change the theme for Manila websites.

2. **Click on the Themes link** on your navigation bar (you'll probably have to scroll down a bit).

3. **Select your new theme** (by clicking the radio button for "SCC Swoosh"). Scroll down to the bottom of the page and **click Apply New Theme**.

   You'll be asked: "Are you sure you want to apply the "SCC Swoosh" theme?" If you do, click the "Yes" box. You'll be asked to confirm this change. (Power users take note: As you see, it will over-write any adjustments to site colors, and other appearance preferences you have made on the Editors Only > Appearance page or if you have customized the theme.)

   VOILA! Theme changed. Content remains the same, and the story links on your Navigation Column are the same. Now, click on your site name to view your home page. Go back to your stories (or files, etc.) and see what it looks like. If you don't like your new look, change it back to the original theme or to another SCC theme.

   Regardless, you don't have to update links, reformat your information to fit the new design, etc., as you would if you were doing html programming.

Formatting Content

One of the features we liked about Manila was the familiar text formatting options for Windows users. When using IE with the WYSIWYG Editor active (remember: WYSIWYG is **W**hat **Y**ou **S**ee **I**s **W**hat **Y**ou **G**et), you will see this type of editing toolbar on a Windows computer.

The **formatting toolbar** looks familiar, right? You have seen the icons in toolbars for other applications you use everyday. **Windows** users can easily add content by typing or copy/paste and then embellish it. The list tool creates bullet lists or numbered lists. Type your list items but do not add the bullet or number. Select the list items and click the bullet or number icon in the toolbar. Manila automatically adds the bullet or numbers (as html code behind the scenes).

If you look at the pull-down menu choices for Paragraph and Size you will not see what you expect! It would help to know how web pages are created to understand the options.

The alternate editing mode from WYSIWYG is Source, as in HTML code. If you prefer to edit using the Source view, set the site preference to HTML editing. In the Editors Only links, go to the Prefs > Editorial page to the Editing Tool section and choose HTML Tags and scroll to the bottom of the page to click the Submit button. The HTML Editing toolbar looks like this:

Macintosh OS X users can have a WYSIWYG editor when using Firefox as your web browser. (Check for news regarding new Macintosh related features on our help site: http://web.scc.losrios.edu/scoop/tips/macintosh.)

Remember ease of maintenance is one of the big reasons we selected Manila for website development. Practice the formatting options to give your site personality. And note your final choices in your Journal story for later review.

Menu	Produces
Paragraph	Headlines are bolded on a separate line. Headlines are similar to hierarchical outlines and the largest is H1 with the smallest H6.
Font	The theme you have selected sets the overall font for your site. Select text in a story and change the font for just the selection, not the story or the website.
Size	Select text and change the size. Font size is controlled by the theme and the

	end user.
Color	Select text and change the color (watch for color contrast). Color is controlled by the theme.

The best way to demonstrate these choices is to show stories with example formatting, visit http://web.scc.losrios.edu/scoop/intro/formatting.

Determine the writing style for your stories and then pick one or two Paragraph format styles and one or two Size formats to use on your site for consistency. Make a note of your choices on your Journal page. For example, Scoop's site is using <h4> for all headings while allowing the theme to control the font and font size of the body text. Emphasis for text is bold but not italic because on a computer italicized text is hard to read. Only links appear as underlined words.

Web pages can be challenging to read. Be careful when using italic text, small text sizes and low contrast colors for background and text.

Co-Editing Sites

This advanced section is a reference for Department, Division and Service Manila websites—where more than one person is editing the same site. Editors can be in multiple locations or using different computers (e.g. Windows and Macintosh). For example, you can have a department secretary working on the same Manila site as a faculty member—***if*** both are listed as editors on that site.

Each member of an editing team should be familiar with editing stories and posting files to Manila sites. Some editors will also have experience with creating pictures for websites. If your team includes someone familiar with basic or advanced HTML, that's a bonus—but not required!

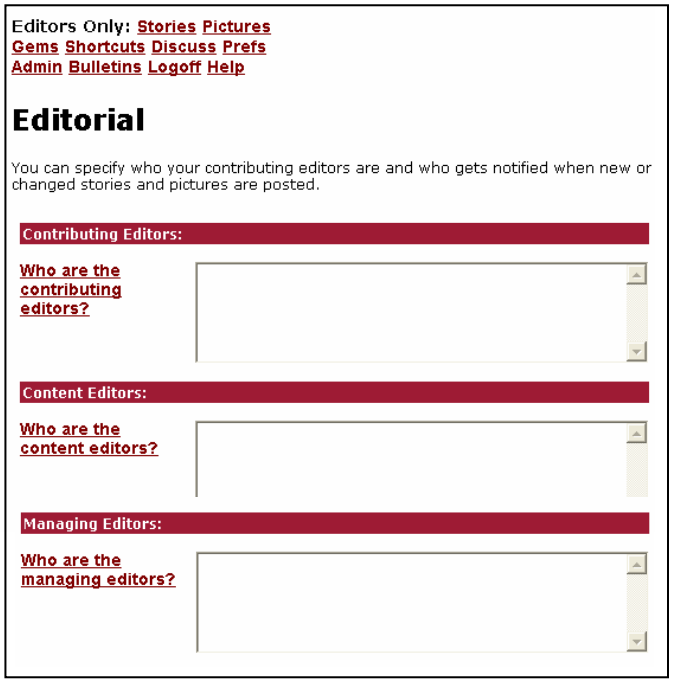
Each account has at least one person assigned to the ***Managing Editor*** role. This person can edit and add stories, pictures, files and shortcuts. A Managing Editor can also designate other college staff as Contributing Editors, Content Editors or Managing Editors for the website.

Contributing Editors can write and edit stories and pictures. ***Content Editors*** can write and edit stories and add pictures also. Unlike contributing editors, Content editors can edit content written by other people. ***Managing Editors*** can configure the site, change the theme, edit the template and navigation, write and edit stories and pictures. Depending upon which Editing role you are playing, you will see a variation in the Editors Links.

Managing Editors add editors to your website From the Editors Only links, clicking on the Prefs page and then going to the Editorial link. There are fields on this page to enter the email addresses for each editor. Several editors can be

added at one time by separating addresses with a comma, as in scoop@scc.edu,fred@ginger.com, etc.

Did you notice the active links on the Editorial page? For all Preference pages, active links open a new help window with a definition for the term or option. These links will guide you to additional features in Manila.



When an editor "retires," the Managing Editor removes their email address from the Editorial page. When you "promote" an editor, select the email address from Contributing Editors field and paste the email into the Content or Managing Editor field. (Remember to separate editor email addresses with a comma.)

Scroll to the bottom of the Editorial page and click the Submit button to update your editor members. (Do not leave this page without clicking the Submit button.)

Confirm Membership is enabled for your site From the Editors Only links by going to the Prefs page and then going to the Membership link. The first section of the page enables or disables membership; "Yes" should be the active option. After all editors have joined, you could disable membership, and turn it on briefly as new editors are added to the site. We recommend the other options on the Membership prefs page should be set to "No."

Team editing has multiple users logging into one site. The managing editor of a site should ask your co-editors for an initial password. From the Editors Only links > Admin page > Membership section add the name, email address and password for each member. Editors will type their email address and a password to access your site, the url will look something like this: http://web.scc.losrios.edu/yoursite/member/login.

If members want to change their password, the url will look something like this: http://web.scc.losrios.edu/yoursite/member/changepassword.

To view and manage your website members (block, unblock and delete), the following url would be used: http://web.scc.losrios.edu/yoursite/stats/members.

Each site editor should create a Bookmark/Favorite for the site login page, the url will look something like this: http://web.scc.losrios.edu/yoursite/member/login.

Team editors need to logoff when editing the site from a multi-user computer. The cookie set in the browser for editing will remain active until editors logoff the site. If you access the site from your personal computer, then logging off is not required.

Advanced Topics

Help

The Editors Only > Help link takes you to the Userland Manila support site where you'll fine wonderful resources and an energetic user community. Later. Maybe. For now, the SCC manual is online at http://web.scc.losrios.edu/scoop/intro.

Limiting Search Engines

When you create a story you have the option to give it a Path name in the Admin box. This is a good idea if you want to create friendly URLs for your visitors. You can always get to a story from the Editors Only Stories link. Set a path if you want to limit search engines from indexing a page. Add that page's path to the robot field in the Editors Only > Prefs > Advanced > Robot.txt link. The format for this path is:

/mydesk
/journal

Print Friendly Option

Each theme is designed for online reading, so some sites offer a "print friendly" option that alters the margins of the print area. By adding a Frontier Macro you can offer this option on one page or on your template for all pages.
{printFriendlyLink ("Print-friendly version of this page")}

Editors Only Admin page

The Admin page has advanced features for your site. You might use this page to delete stories and pictures. Additionally, site members can be designated, blocked or deleted here.

Editors of your site must be members. The advantage of adding members from the Admin page is that you can set the password for a member as you add them to site. Be sure to add their email address to the appropriate editor role in the Editors Only > Prefs > Editorial page.

Delete members from the Admin page.

Discuss and Bulletins

Some features of Manila will not be supported at SCC, specifically using Manila for discussions and listservs. We currently use Blackboard as our course management system and it easily handles discussion boards, listservs and automatic enrollment of users. If you are interested in these features, sign up for the SCC Online Institute or visit with Melissa Green.

Ensuring Accessible Content

What "accessible content" means and why it is important

Making Web content "accessible" means that steps have been taken to ensure that it is usable by people with disabilities.

Web accessibility is important because it opens the doors to information for individuals with disabilities. As if that isn't enough of a reason, as a publicly funded higher education institution, SCC is required by Federal (ADA & Section 508) and State (SB 105) laws to ensure that our Web content is universally accessible.

Disability groups requiring accessible content

Web users with disabilities frequently rely on specialized computer hardware and software called *Assistive Technologies*, to access content on the Web.

> **Blind Users** of the Web typically use software called screen readers to read the contents of a Web page out loud. *JAWS,* from Freedom Scientific, is the screen reader available to students here at SCC. *JAWS* allows individuals to navigate the computer operating system, in addition to reading text-based information on the Internet. Accessible Web content is especially important for *JAWS* users.
>
> **Low Vision Users** will also use *JAWS* if the computer monitor strains their eyes. Screen magnification software, such as *ZoomText* from Ai Squared, is commonly used to enlarge and enhance everything on the screen, making applications easy to see and use. Magnification levels range from 1x to 16x the normal screen resolution.
>
> **Mobility Impaired Users** typically rely on the keyboard or other specialized hardware/software (instead of the mouse) to navigate Web pages. The Tab and Enter keys are often used instead of the mouse. Voice recognition software, such as *Dragon Naturally Speaking* from Scansoft, may also be used to navigate the Web completely hands-free.

Hearing Impaired Users generally will not use assistive technologies, but instead have a need for all auditory content to be converted into an accessible format. For example, video clips should be captioned and sound clips should have written transcripts.

Cognitively Impaired Users who have dyslexia or other literacy difficulties may or may not use assistive technologies. Well-designed and intuitive Web sites are especially important to these users. *Kurzweil 3000*, from Kurzweil Educational Systems, is a program that allows users to simultaneously view and listen to Web content read to them.

Other groups requiring accessible content include people with seizure disorders and color blindness.

How Manila can help with accessibility

The good news is that SCC themes in Manila have already addressed many of the accessibility issues. Should more accessibility issues emerge, SCC will adjust the themes and, automatically, any websites using those themes will be adjusted—often with no visible effect to you or many of your visitors.

However, you must remember that, when you add content into your Manila Web site, you must make sure that it is accessible. If you are just adding text into Manila, you do not have to worry, but if you add anything else, you will probably have to make a few adjustments to ensure accessibility.

How you can help make your content accessible

Again, if all you do is use the SCC Manila themes and type content into the stories, using no pictures or attachments, you don't have to do anything else. Your information is automatically accessible.

If you are planning to add images, tables, or files, you should go to http://section508.gov/ for a detailed explanation of the Web accessibility standards to which SCC is held responsible.

Don't feel like opening up your web browser and reading all that right now? That's okay. Here is a short list of potential accessibility pitfalls you may encounter in the development of content in your Manila site:

- **Images**: Just follow this manual's directions on how to add a new picture to Manila and your images will be accessible to visually impaired individuals who use screen readers. Specifically pay attention to the section on adding descriptive text (also known as "alt tags").

- **Data Tables**: Manila does not have an easy-to-use interface to add tables, but you *can* add them to your site if you know how to hand-code HTML or copy and paste HTML from a Web editor into Manila. Remember, additional steps are needed to make a table accessible.

- **Files**: Files are anything you add into Manila that is not text or a picture. If you plan to add PowerPoint presentations, Word documents, Adobe pdfs, or any other media into Manila, you will need to take additional steps to ensure accessibility.

Need one-on-one help or a detailed explanation on how to make any of the above items accessible? No problem! Go to: http://scc.losrios.edu/~access or see the Appendix on this document for more information.

Appendices

Frequently Asked Questions

Okay, what the heck is the "Manila" thing?
And why do you want me to use it?

The official answer can be found in the Manila website:

> Manila is an Internet server application that allows groups of writers, designers and graphics people to manage full-featured, high performance web sites thru an easy-to-use browser interface.[1]

Unofficially, Manila gives you a template that you can use to easily create websites. You don't have to worry about knowing html or any other kind of web designing "stuff." Manila allows you to focus on your content, while it automatically takes care of formatting the webpages for you.

How much do I need to know about computers, html, ftp, etc?

Not a whole lot. You'll need to know how to turn the computer on, of course. And how to browse the web (using Internet Explorer, Netscape Navigator or other browser programs). Beyond that, if you know how to type, click a mouse, copying and saving files, etc., you should be okay.

If writing HTML code like <emphasis>big and bold</emphasis> or <hr> and <br=no break> are not your cup of tea, you will agree that the beauty of Manila is that you don't have to know any computer programming. **You have something to say—you can concentrate on content, not codes! ☺ If "ftp" doesn't sound like "file transfer protocol" but a Light Rail Transfer nightmare, Manila is the ticket! You have places to go, without tangling with software applications.**

What software do I need to work with Manila?

Beyond a web browser program (Internet Explorer or Netscape Navigator), **nothing**!

Okay, that's not totally correct. The completely correct answer is… it depends. (Don't you hate that answer?) Manila will not replace Word, PowerPoint, PhotoShop, or any other software program you are using to create your text, images, etc. If you plan to link a lecture you created in PowerPoint to your Manila

[1] http://manila.userland.com

site, you will need to have created it in PowerPoint. If you're worried about spelling, you can type content into a word processing program to run spell check, then copy and paste into your webpage.

IMPORTANT #1: Your web browser needs to have cookies enabled. OK, IT techies… Help us explain where to go to confirm that cookies are enabled.

IMPORTANT #2: To add pictures or graphics, you'll need a picture editor to prepare images for the web in .gif and .jpg format. On campus, the Windows 2000 computer users should look for… IT People? A little help here, please? Mac users should look for AppleWorks. On both Windows and Macintosh computers PowerPoint can even save slides as .jpg or .gif images.

How extensive is my Manila website?

It's your choice. We've outlined a basic website so that all you have to do is type in your content. We'll teach you how to modify existing pages, add additional pages, add images, and more!

There is much more to Manila than what we'll cover here, so even the most brilliant and creative web page designers can increase the complexity of their site. But, we'll get to that later. AFTER you get your basic site up and running.

I'm new to this idea? How should I get organized?

Hopefully, you've learned some basic file management skills, such as how to create folders, rename files, move or copy folders and documents into other folders, etc. For PC users, Windows Explorer is a great tool to use. For Mac users, The Finder allows you to create new folders, rename files and move files to new locations.

You'll want to create a "Manila" folder on your computer and put all the files you need into it.

But I already have a website. Can I keep it?

Yes. You may decide you want to link your existing website from the basic one you've modified in Manila. Or, you may decide that Manila's convenience and speed is so good that you will update your content into new Manila pages. (You can even add HTML code into Manila, too!) Your choice!

Experienced website developers will want to scan this manual and refer to the Translation Table for ideas on how Manila has customized web vocabulary.

NOTE: If you choose to link your existing website to Manila, or include the HTML code in Manila, you should consider ADA accessibility issues. For more information on this topic, refer to http://scc.losrios.edu/~access.

What about the ADA accessibility of my Manila site?

We are required by both State (SB 105) and Federal mandates (ADA and Section 508) to ensure that our web pages are universally accessible. For your convenience, Manila templates or "themes" were designed with accessibility in mind. This means that they are already accessible to our students with disabilities using assistive technologies to view the web.

If you choose to link your existing website to Manila, or include additional HTML code in Manila, you must consider ADA/Section 508 accessibility issues. Though templates in Manila are already accessible to people with disabilities, you are still responsible for the accessibility of the content you add to your Manila account and your existing website.

Need help with web accessibility? You got it! Janelle Stearns is the SCC Alternate Media Specialist and she is eager to help. Actually she can focus on the appropriate accessibility guidelines for your site. At any time you can checkout her website http://scc.losrios.edu/~access for specific information on how to make your wserver or customized Manila site universally accessible.

Things You Should Know How to Do

We think there are six skills that are basic to using the web effectively—actually, basic to using your computer effectively.

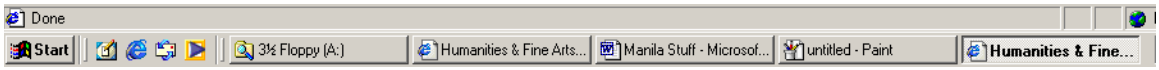
① *Use Two Applications (or More) at a Time*
This is very helpful when you are using Word and want to check something online (using Internet Explorer or Netscape Navigator), or using Excel and Word, o r Word and PowerPoint, or… (You get the idea!). The RAM memory of your computer is the limiting factor here. More RAM means you can open more applications simultaneously or open complex documents.

② *Open up Multiple Browser Windows*
(Windows: Control + N; Macintosh Command + N) – This is an invaluable skill when searching the web or you are working on adding content to your website. As you are copying from one webpage (e.g. a website url), you can paste it directly into your website.

Ctrl + **N**

When you are in an active web browser window (like Internet Explorer or Netscape Navigator), you may open up a second window by pressing Control and N at the same time. (Okay, you can press Control/Command and, while still holding that key down, press the N key.)

Now you have two browser windows open. PC users can tell there are two browser windows open by looking at the Task bar at the bottom of your screen.



In this Windows example, the Task bar shown above, you will see that five applications/documents/windows are open: the 3½ floppy (A:) drive, the Humanities & Fine Arts webpage, a Microsoft Word document, a Paint document, and a second Humanities & Fine Arts webpage. One webpage is indented the "active window" and appears indented on the Task bar.

③ *Toggling from Window to Window*
If you want to go from document to document or program to program without having to minimize or close windows, you can do it at least two different ways: with the mouse or with the keyboard.

1. Using the Task bar (see the earlier example), click the mouse on the window you want to activate. On a Macintosh in OS X, the Dock will show the open applications.

2. The keyboard tip for Windows is to hold the Alt key down, then press the Tab key. Hold that Alt key down and continue to press the Tab key and you will see the various windows you have open. Keep pressing the Tab key (while still depressing the Alt key) to move between windows. When you reach the window you want and see its name, just let go of the Alt and Tab keys to make this the "active" window.

   VOILA! You're where you want to be!

   Alt + **Tab**

   Macintosh users should hold the Command key down and press the Tab key to move from application to application. If more than one window is open in an application, hold the Command key and press the Tilde (~) key repeatedly to cycle through the open windows.

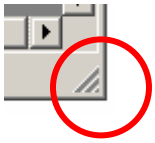
④ *Selecting Text*
Selecting text might be just a mouse action, a keyboard action, or a mouse-keyboard combination.

In word processing, move the cursor over a word and double click the mouse button to select the word. Triple click to select the entire paragraph.

To s elect a long range of text, click your mouse where you want to start the selection, find the end of the selection (don't click the mouse yet!), press the Shift key and then click the mouse. The entire section should be highlighted. Or, you can do the same thing by clicking your mouse at the beginning, then pressing the Shift key and using your Right or Down Arrow keys to select the text.

⑤ *Copy and Paste*
When you want to copy something like text, a url, text, etc., these keyboard shortcuts will save you loads of mouse time. Select the item you want to copy (either by highlighting it or clicking on it), press the Control key and the C key (Mac users will press Command + C), then go to where you want to paste it, and press the Control key and the V key (or, if you're on a Mac, Command + V). There it is! (Now, isn't that easier than using the toolbar icons at the top of the page or taking the long route of selecting the Edit menu and then highlighting Copy or Paste?)

⑥ *Resize a Window*
Sometimes, you want to see two windows side by side. To do this easily, click the Restore (🗗) icon in the top right corner of the page. It will make a smaller window, behind which you can see the computer's desktop or any other windows you may have open.



In the lower right corner of the smaller window, you will see a grayed set of three diagonal lines. If you move your curser over the top of those lines, it will change to a double-sided arrow. While it is a double-sided arrow,

press and hold the mouse button and drag it to make the window larger or smaller.

If you already knew three of these six tips, you are well ahead of many computer users. If you apply four of the six to daily computing tasks, your mastery of Manila websites is virtually guaranteed!

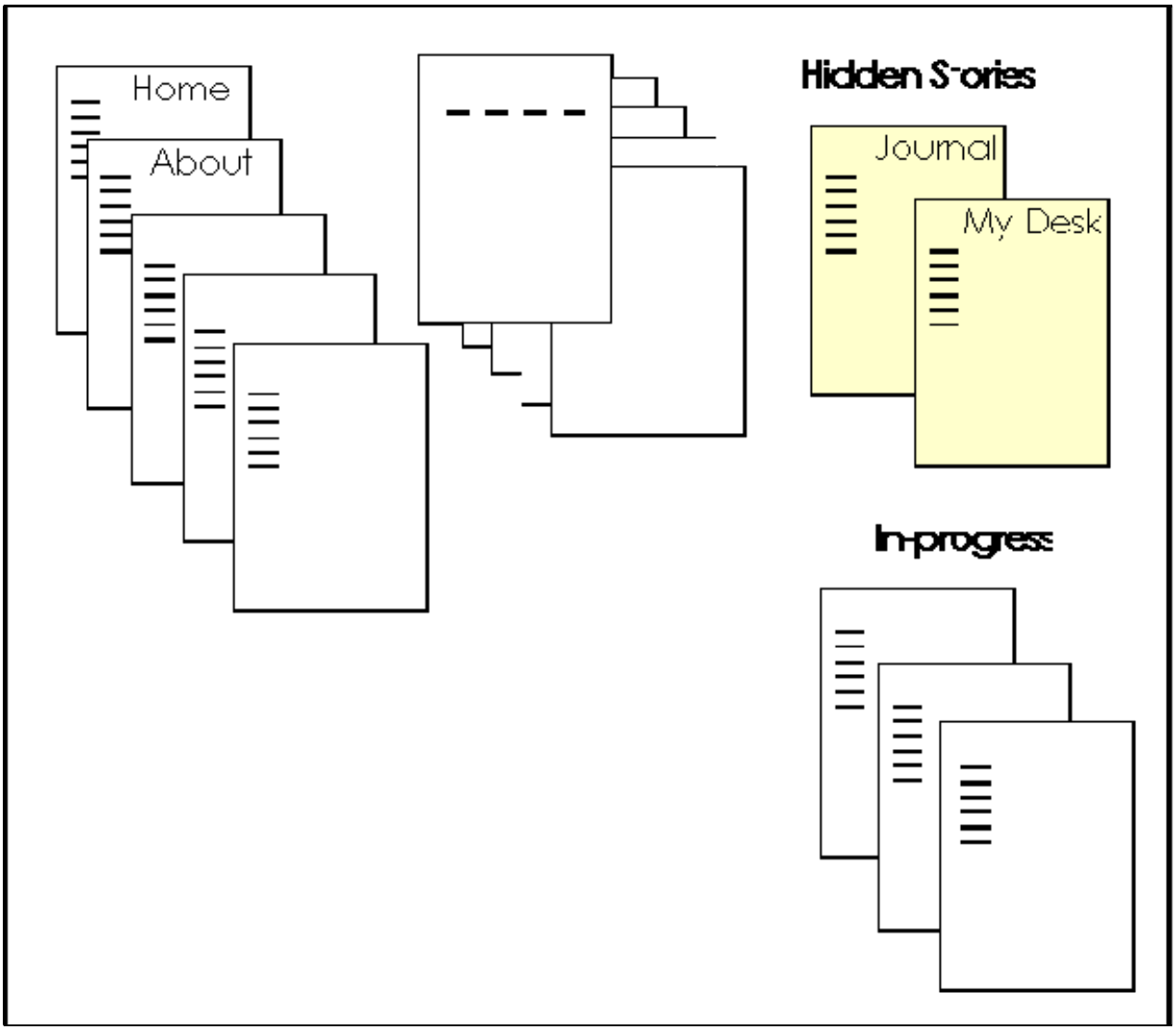
Translation Table – Plain English to Manila Lingo

Manila Language	**Web Language**	**Plain English**
Story	Webpage	Page, document
Managing Editor	Webmaster, Web designer,	(Newspaper) Editor
Contributing Editor	Writer, Graphic Artist	Writer, illustrator or artist
Pictures	Image, graphic	Picture
Files	Document	Word, Powerpoint, Excel, Acrobat, Flash, Quicktime, etc.
Post Changes button	File Transfer Protocol	Copy files from hard disk to web server
Website address http://web.scc.edu/scoop (no ~ in address)	Website address http://scc.edu/~scoop (with ~ in address)	Unique location of a page on a web server
Title of a story, picture or shortcut included in story or on Navigation Column becomes a "visible link" when quotes are added	ftp page and **linked** from another webpage (if not linked, no one sees it)	Publish (make it available for others to see; if not published, no one sees it)

Site Planning Worksheet

Each site comes with two stories: Home and About. What other stories do you want for your site? Which stories need to be included in the Navigation Column (that will include links to other stories?. Use these drawings to begin planning your website. Identify stories you will develop and soon link to your Navigation Column or other stories. In this drawing, some stories are “hidden” from visitors and search engines. Each story, picture, file or shortcut in your site needs a unique title.

(Look at your existing website for ideas on how a website is structured.)



Some stories will link to existing websites. In the margin area, note the pages you want to reference.

Additional Resources on Making Web Content Accessible

Web Accessibility Resources:

Access @ Sacramento City College:
http://scc.losrios.edu/~access

How to Make a Data Table Accessible:
http://www.scc.losrios.edu/~access/Web_Tutorials/tables.html

How to Make a PowerPoint or Word Document Accessible:
http://www.scc.losrios.edu/~access/Web_Tutorials/ppt_word.htm

WebAIM (Accessibility In Mind):
http://www.webaim.org

Bobby Web Accessibility Checker:
http://bobby.cast.org/

Article: Building Web Sites that Comply with Section 508:
http://www.netmechanic.com/accessibility/accessibility-requirements.htm

Section 508 Checklist:
http://www.webaim.org/standards/508/checklist

Article: Practical Accessibility
http://www.dartmouth.edu/~webteach/articles/access.html

Best Practices for Web Accessibility Design and Implementation:
http://download.macromedia.com/pub/solutions/downloads/accessibility/best_practices.pdf

Assistive Technology Resources:

Assistive Technology Lab @ Sacramento City College:
http://scc.losrios.edu/~drc/atc.html

Article: Accessible Education Through Assistive Technology:
http://www.thejournal.com/magazine/vault/A4321.cfm

Screen Reader Simulation:
http://www.humanfactors.com/downloads/chocolateaudio.asp

JAWS screen reader:
http://www.freedomscientific.com/fs_products/software_jaws.asp

ZoomText screen magnification:
http://www.aisquared.com/

Dragon Naturally Speaking voice recognition:
http://www.scansoft.com/naturallyspeaking/

Kurzweil 3000:
http://www.kurzweiledu.com/

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