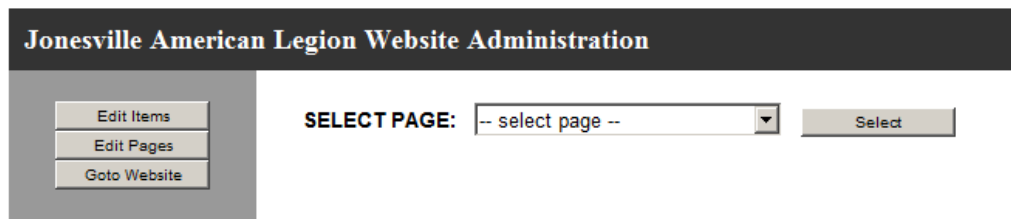


The website for the post is located at: <http://jvamlegion195.com>

The Admin Page

The admin page is shown on the right. There are two types of data that can be administered:



1. **Pages:** the website is composed of one or more pages. There will always be a **HOME** page. As an administrator you can add and delete additional pages.
2. **Page Items:** each page for the site contains one or more page items.

Edit Pages

The image on the right illustrates the administration of pages after clicking the **Edit Pages** button. In this case, besides the home page, there are three other pages defined. Currently, the website is defined such that all pages are linked to the HOME page. Future development could allow pages to be linked to other pages.



Note the column **MENU ORDER:** This is the order that the pages will be show in the left-hand menu of the home page – range 0 - 999. You can change the order by changing the numbers in the box and clicking the **Update** button.

To the left of the **Name** of the page are links that allow you to either **edit** or **delete** a page. Note that the **HOME** page cannot be deleted; The website must have a homepage.

To create a new page, click the **New Page** button. As shown on the right, the elements of a page are:

- Page Name: the name for the page that will be used in the left-hand menu of all pages – maximum of 16 characters.
- Page Title: the text that will appear in the pop-up when hovering over the button in the left-hand menu of all – maximum of 64 characters; cannot be blank.
- Menu Order: the number that governs the order of appearance of this page in the left-hand menu of all pages – range 0 – 999; default is 0 (zero).
- Item Order: controls whether temporary items in the page are sorted wither chronological by the date assigned to the item or alphabetically by the title of the item.
- Sort Order: controls whether temporary items in the page are sorted in either Ascending or Descending order.



When finished making changes, click the **Save Page** button to save your changes. If you click the **Cancel** button will abandon any changes without saving anything.

To edit a page, click the **edit** link to the left of the page title. The data you can edit is the same as the data described for creating a new page. Make any changes and then , click the **Save Page** button to save your changes. If you click the **Cancel** button will abandon any changes without saving anything.

The screenshot shows the 'EDIT PAGE' form within the 'Jonesville American Legion Website Administration' interface. On the left, there is a sidebar with three buttons: 'Edit Items', 'Edit Pages', and 'Goto Website'. The main form area is titled 'EDIT PAGE' and contains the following fields and options:

- Page Name:** A text input field containing 'HOME'.
- Page Title:** A text input field containing 'Welcome to American Legion Post 195 in Jonesville, MI'.
- Item Order:** Radio button options for 'chronological' (selected) and 'item title'.
- Sort Order:** Radio button options for 'Ascending' (selected) and 'Descending'.
- At the bottom of the form are two buttons: 'Save Page' and 'Cancel'.

To delete a page, click the **delete** link to the left of the page title. You must confirm that you want to delete the selected page by clicking the **Yes** button. If you do not want to delete the selected page, click the **No** button.

The screenshot shows the 'Delete Page' confirmation dialog within the 'Jonesville American Legion Website Administration' interface. On the left, there is a sidebar with three buttons: 'Edit Items', 'Edit Pages', and 'Goto Website'. The main dialog area is titled 'Delete Page' and contains the following elements:

- A text input field containing 'DOCUMENTATION?'.
- Below the input field are two buttons: 'Yes' and 'No'.

New and Edit Items

To edit the page items assigned to a page, you must first select a page from the **SELECT PAGE:** dropdown. If your browser does not automatically show a table of items assigned to the page (as shown below) then click the **Select** button.



Once a page is selected, you will see a table that lists the items assigned to that page.

There are two types of items that can be created for a page:

- **Permanent Items:** these are always shown when the page is displayed. They are displayed in the order specified in the **Item Order** column.
- **Temporary Items:** these are shown only if the date in the **Item Order** column is greater or equal to the date when the page is displayed. Note that the order of the temporary items is controlled by the **Item Order** and the **Sort Order** attributes specified for the displayed page (see **Edit Pages** above).



To the left of the **Title** of the page item are links that allow you to either **edit** or **delete** a page item.

To create a new page item, click the **New Item** button. As shown on the right, the elements of a page item are:

- **Item Title:** the text that is highlighted at the top of the item – maximum of 256 characters; can be blank.
- **Item Abstract:** the main text of the item. The size of the abstract is unlimited, but should not be excessively long. Depend on the URL data or the Information Items to provide extensive information for the user – can be blank.

The rich text editor allow you to change the appearance of the text, including adding HTML links and images. Move the mouse over any icon to see a short description of what that icon does to the

text. Note that the font used for the text is controlled by the page, and not by the editor.

- **Item Type:** select either temporary or permanent – default is temporary
- **Item Date:** this is shown only for temporary items. Clicking on the edit box or tabbing into the edit box will bring up a calendar for the current month of the year. You can click on the day to select the item date. Use the blue circles to the left of right of the month label to change the month either backward (left circle) or forward (right circle). Alternatively you can type the desired date into the edit box. The format is month/day/year. Note that the calendar will disappear if you click anywhere outside the Item Date edit box.
- For permanent items, the **Item Order** is displayed. Specify the number to be used for sorting the order of display for permanent items – range 0 – 999; default 0 (zero). Note that this number can also be managed from the table of items assigned to a page.

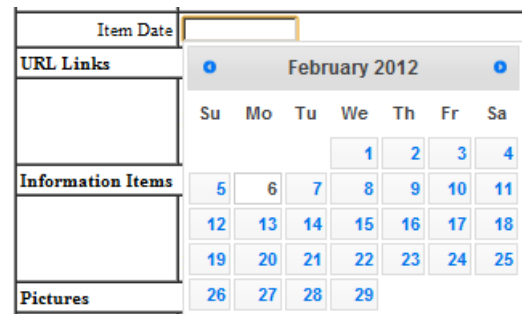
The screenshot shows the 'New Item' form in the 'Jonesville American Legion Website Administration' system. The form is titled 'SELECT PAGE: DOCUMENTATION' and includes a 'Select' button. The main form area is divided into several sections:

- Item Title:** A text input field.
- Item Abstract:** A rich text editor with a toolbar containing options for Font Size, Font Style (bold, italic, underline), Paragraph Style (Normal), Alignment, Indenting, Lists, and Insert Item.
- Item Type:** Radio buttons for 'temporary' (selected) and 'permanent'.
- Item Date:** A text input field.
- Information Items:** A section with 'Order By' (User specified) and 'Ascending' options. It contains sub-fields for Title, Abstract, Order, and Link type (radio buttons for None, Page, URL, File).
- Pictures:** A section with sub-fields for Title, Order, File (with a 'Choose...' button), and Picture Location (radio buttons for Stand alone, Left, Right).

At the bottom of the form are 'Submit' and 'Cancel' buttons.

Item Type	<input type="radio"/> temporary
	<input checked="" type="radio"/> permanent
Item Order	<input type="text" value="0"/>

- For temporary items, the Item Date is displayed. This is the last date that the item will be displayed. Use the pop-up calendar to set the Item Date.



URL Links: These provide links to other pages, typically outside your site.

- Title: the text displayed that the user will click on – maximum 128 characters; can be blank; if blank the Link text will be displayed for the used to click on.
- Link: the address of the page you want your user to link to; remember that pages outside your site must begin with **http://**. It is easiest to bring up the desired page in a separate browser window, highlight the address and copy it (ctrl-C); then paste it (ctrl-V) into the Link text box – maximum 256 characters.
- Order: the order in which link items will be displayed on the page (can be changed when editing the item).

Information Items: Documents that are associated with the page item. They can be either PDF (.pdf) files or text (.txt) files.

- Title: The title is displayed as the text that the user clicks on to view or download the file – maximum of 128 characters; if blank, then the displayed text is **For more information ...**
- Order: The number used to order the display of the information items – range 0 – 999; default 0 (zero).
- File: To specify the information file, click the **Browse** button (for Internet Explorer or Firefox) or the **Choose File** button (for Google Chrome). Select the file on your computer that you want to upload

Pictures: Pictures can be associated with the page item. See **Picture Location** below for additional information about how pictures are displayed on the page. If there are multiple pictures defined for a page item, only the first one (lowest sort order) will be initially shown, and it will be outlined in blue. The rest of the pictures can be viewed by clicking on the thumbnail. An overlay will be created the allows the user to cycle through the original pictures (resized). The user will have to close this overlay to return to the page being displayed.

- Title: The title is displayed with the full size picture, when there are multiple pictures assigned to a page item – maximum of 128 character; can be blank.
- Order: The number used to order the display of the information items – range 0 – 999; default 0 (zero).
- File: To specify the picture file, click the **Browse** button (for Internet Explorer or Firefox) or the **Choose File** button (for Google Chrome). Select the file on your computer that you want to upload. Allowed picture types are JPG (.jpg), GIF (.gif), PNG (.png) and BMP (.bmp). Pictures of type BMP should be avoided because they are not compressed and will take significantly longer to download. The selected file will be uploaded and the display will be updated as shown below. Note that adding a picture item will also update all item fields. All uploaded pictures are resized to a maximum of either 800 pixels wide or 600 pixels high. A thumbnail of the picture is also created that is 100 pixels wide.

Picture Location: The location of pictures on the page is controlled by this selection.

- Standalone: the original picture (resized) is shown immediately above the page item title (if any).
- Left: the thumbnail of the original picture is shown to the left of the page item, and below the page item title (if any).
- Right: the thumbnail of the original picture is shown to the right of the page item, and below the page item title (if any).

When you are finished editing the information for the new page item, click the **Save Item** button. At any time, you can click the **Cancel** button to abandon any changes you have made.

To edit a page item, click on the **edit** link to the left of item title in the table of page items associated with a page. Many of the item capabilities are illustrated on the right. Many of the item are same as creating a new item. The differences will be discussed below: Note that any button with red text will perform its assigned task, but will not save any other changes that have been made.

- This is a permanent item. The Item Order can be edited, but the Item Date is not available for editing.

URL Links:

- You change the order in which the link items will be shown by changing the number to the immediate right of the **delete** button for any or all link items. Once all changes have been made, click the **Update Order** button.
- After you set the link title and address, click the **add link item** button. The link information will be saved and the display will be updated. Note that adding a link will **NOT** update all item fields.
- To delete a link, click the **delete** button to the immediate left of the link you want to delete. Note that to edit a link you need to delete it and then add a new link with the desired changes.

Information Items

- You change the order in which the information items will be shown by changing the number to the immediate right of the **delete** button for any or all information items. Once all changes have been made, click the **Update Order** button. Note that information items are sorted in **descending** order using the numbers specified.
- After you set the information title, order and choose a file, click the **add info item** button. The selected file will be uploaded and the display will be updated. Note that adding an information item will **NOT** update all item fields.
- To delete an information item, click the **delete** button to the immediate left of the information item you want to delete. Note that to edit an information item, you need to delete it and then add a new information item with the desired changes.

Item Title		Illustration of a Page Item	
Item Abstract:			
Font Size		Font Style	
12		B / U A ₁ A ₂	
Paragraph Style		Alignment	
Normal		Left Center Right	
Indenting		Insert Item	
<p>This item is intended to illustrate the multiple capabilities of a page item.</p> <p>Besides changing the text size and text color, you can also create bulleted lists:</p> <ul style="list-style-type: none"> • first • second • third <p>and numbered lists:</p> <ol style="list-style-type: none"> 1. apple 2. ball 3. cheese <p>and change the text alignment</p>			
body			
Item Type	<input type="radio"/> temporary <input checked="" type="radio"/> permanent		
Item Order	1		
URL Links			
Update Order		delete	1 31. Google (http://google.com)
		delete	2 32. Yahoo (http://yahoo.com)
Title:			
Link:			
Order:		add link item	
Information Items			
Update Order		delete	1 42. Associated documents (9.pdf)
		delete	2 43. Another document (11.pdf)
Title:			
Order:			
File:		Choose File No file chosen add info item	
Pictures			
Update Order		delete	1 65. Sunset on the beach (12.jpg)
		delete	2 66. Beach house (14.jpg)
Title:			
Order:			
File:		Choose File No file chosen add picture	
Picture Location	<input type="radio"/> Stand alone <input type="radio"/> Left <input checked="" type="radio"/> Right		
Save Item		Cancel	

Pictures

- You change the order in which the picture items will be shown by changing the number to the immediate right of the **delete** button for any or all picture items. Once all changes have been made, click the **Update Order** button.
- After you set the picture title, order and choose a file, click the **add picture** button. The selected file will be uploaded and the display will be updated. Note that adding a picture will **NOT** update all item fields.
- To delete a picture item, click the **delete** button to the immediate left of the picture you want to delete. Note that to edit a picture, you need to delete it and then add a new picture with the desired changes.

An example of the display of multiple pictures associated with a page item.

These pictures are part of the page item “Illustration of a Page Item” on the Documentation page. Note that two pictures have been added to the page item. One is shown when the page first displays. Clicking on the picture brings up the dialogue below which allows the user to scroll through the defined pictures.

