

Website Documentation for RichardBGriffin.com



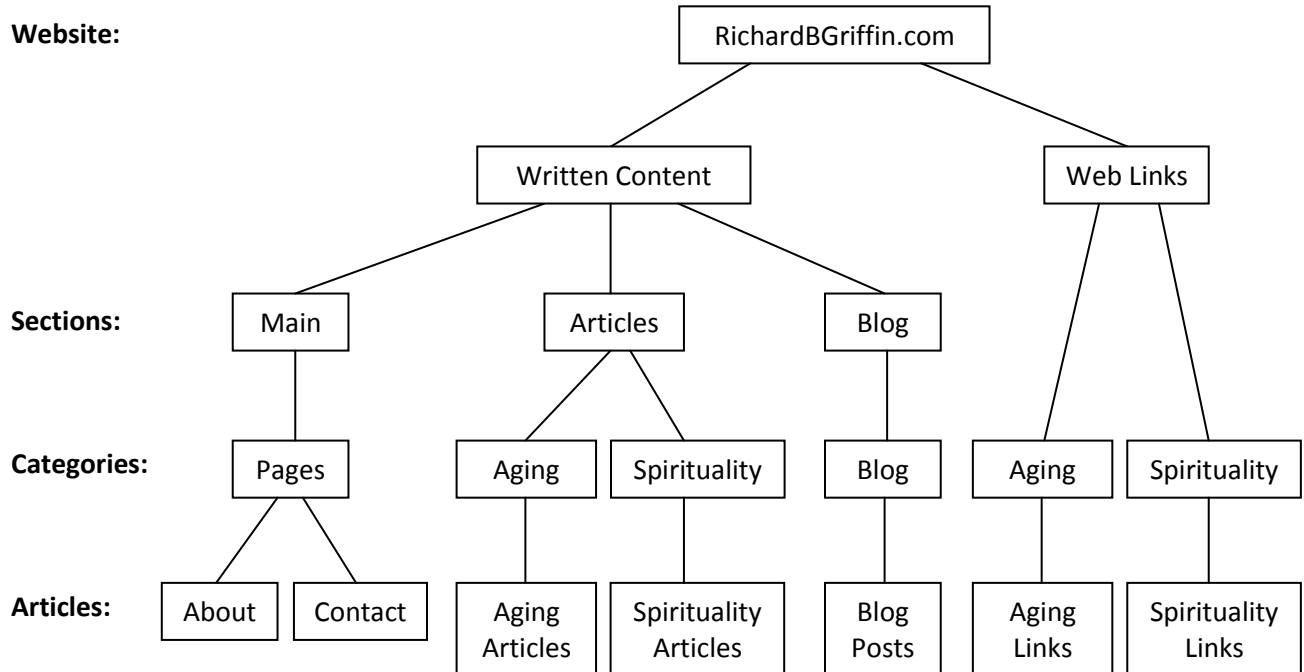
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Website Structure

The website is set up in a hierarchical format.



The website structure is set up as in the diagram above. The links on the website's front-end are set up differently, so this is to help you understand things from the editor's point of view.

Written Content

Notice that for the written content (Main, Articles, Blog), there are sections that are divided into categories, which in turn contain the individual articles. The articles in Main are static – the About Me and Contact Me pages. The articles in Articles are what you will be submitting to either the Aging or Spirituality categories.

The same is true for Blog, except that the only category in the Blog section is Blog.

Links

Note, however, that Web Links follows a slightly different format: there are no sections. Rather, only categories. You will also be submitting Web Links for publication, in a similar fashion as article submission.

For reference purposes, I will be using the term "Web Links" to refer only to the links that are listed when you click "Links" in the top and left menus.

Modules

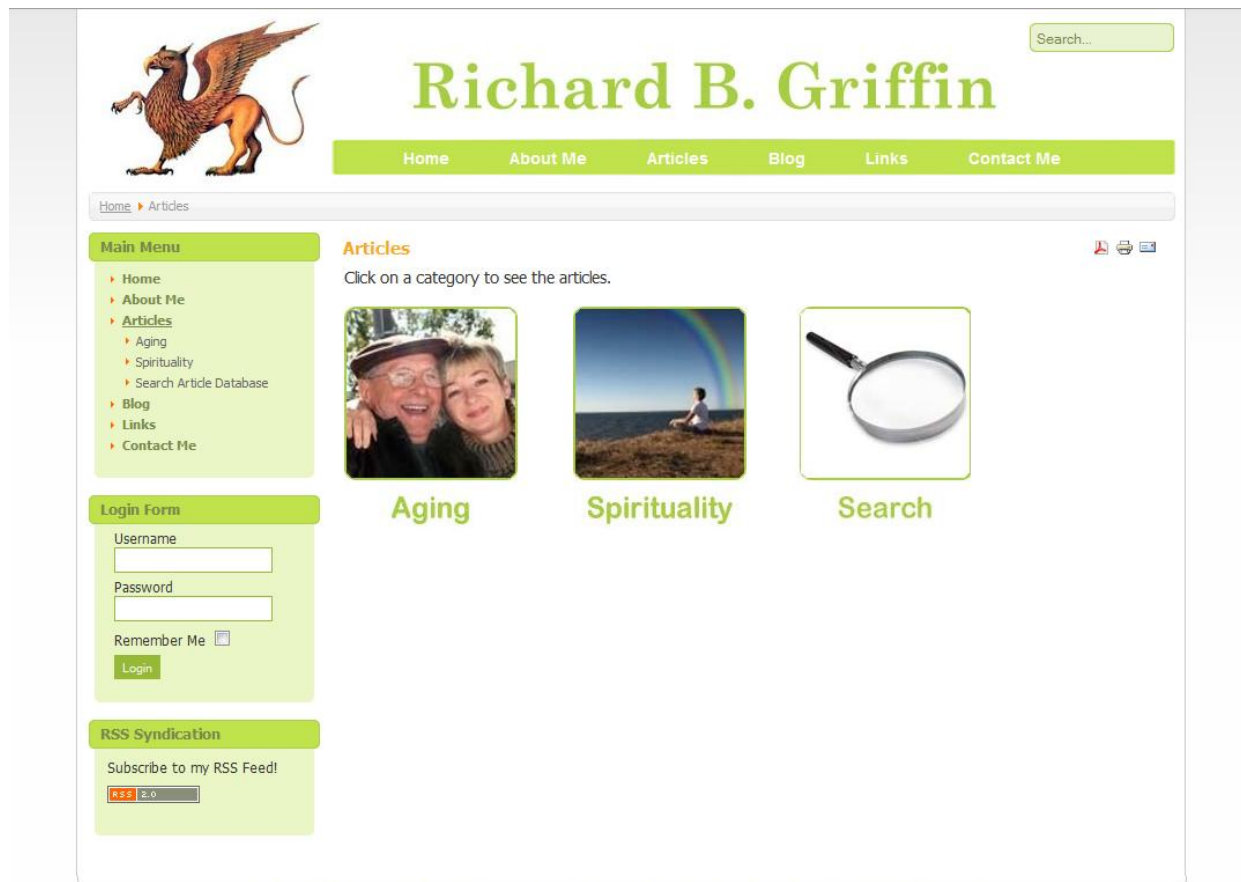


Figure 1: Above is an image of the Articles Main Page from the website.

Most of the modules are listed on this page, so let's quickly go over them.

What is a module? A module is a section of the website that contains a specific item or performs a certain task. Most modules are listed below.

Search module: Found in the very top right of the website. This search performs the same task as the "Search Article Database" page in the "Articles" section (the magnifying glass in the page above).

Header module: Contains the griffin logo and your name. Links back to the home page.

Top menu module: Horizontal navigation bar to main pages of the website.

Breadcrumbs module: Found immediately below the top menu. It is so named because it allows the website visitor to see exactly where he or she is in terms of site navigation – just as in the story of Hansel and Gretel, the two young protagonists left a trail of bread crumbs to find their way home.

Main Menu module: First menu on the left side of the page. Contains the same links as the top menu, except that it expands into submenus, as visible in the image above.

Modules (continued)

The screenshot shows the 'Submit A Web Link' page on the website 'Richard B. Griffin'. The page has a green and white color scheme. At the top left is a logo of a griffin. The main navigation bar includes links for Home, About Me, Articles, Blog, Links, and Contact Me. A search bar is located in the top right corner. Below the navigation bar is a breadcrumb trail: Home > Submit a Web Link > New. The page is divided into several sections:

- Main Menu:** A list of links: Home, About Me, Articles, Blog, Links, and Contact Me.
- Login Form:** A message 'Hi admin,' and a 'Logout' button.
- User Menu:** A list of links: Your Details, Submit an Article, and Submit a Web Link.
- RSS Syndication:** A message 'Subscribe to my RSS Feed!' and an 'RSS 2.0' button.
- Submit A Web Link Form:** A form with the following fields:
 - Name:
 - Category:
 - URL:
 - Published: No Yes
 - Description:

At the bottom of the form, there is an 'Ordering:' section with the text 'New Web Links default to the last place. Ordering can be changed after this Web Link is saved.' and two buttons: 'Save' and 'Cancel'.

RichardBGriffin.com. All Original Writings, Copyright Richard Griffin. Site Created by Darren He. Valid XHTML and CSS.

Figure 2: Another view of the website, this time featuring web links submission.

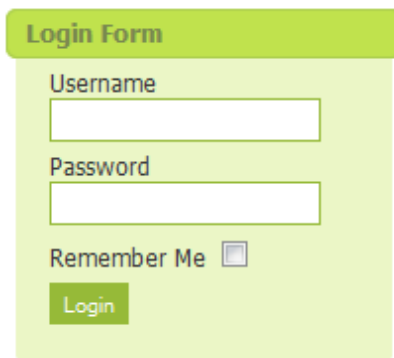
Login Form module: Contains the username and password fields and a login button. When you are logged out, it displays a welcome message ("Hi Richard") and a logout button.

User Menu module: Only visible when you are logged in. Contains links to article and web link submission pages.

RSS Syndication module: Allows users to subscribe to your RSS Feed. RSS is a format for delivering regularly changing web content, often used by news-related sites, blogs, and other online publishers. In short, anyone who subscribes to your RSS Feed will stay updated on your latest writings even if he does not visit your website.

Footer: The text at the very bottom of the page, outside the main box, has some copyright information, a link to the website creator, and web standards verification pages for anyone who is interested.

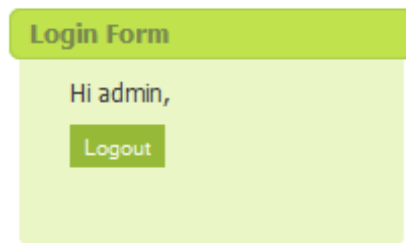
Logging In



The screenshot shows a light green box with a darker green header labeled "Login Form". Below the header, there are two input fields: "Username" and "Password". To the right of the "Remember Me" text is a small square checkbox. At the bottom of the form is a dark green button with the text "Login" in white.

Logging in to the website is a useful feature that allows you to submit and edit content. The **Login Form** module is found on the left side of the page, under the Main Menu and above the RSS Syndication menu.

Simply enter your username and password and click on the Login button to enter the website.



The screenshot shows a light green box with a darker green header labeled "Login Form". Below the header, the text "Hi admin," is displayed. At the bottom of the form is a dark green button with the text "Logout" in white.

After logging in successfully, you will notice that the Login Form changes to a welcome message and a Logout button. To log out, simply click the Logout button.



The screenshot shows a light green box with a darker green header labeled "User Menu". Below the header, there are three menu items, each preceded by a small right-pointing triangle:

- ▶ Your Details
- ▶ Submit an Article
- ▶ Submit a Web Link

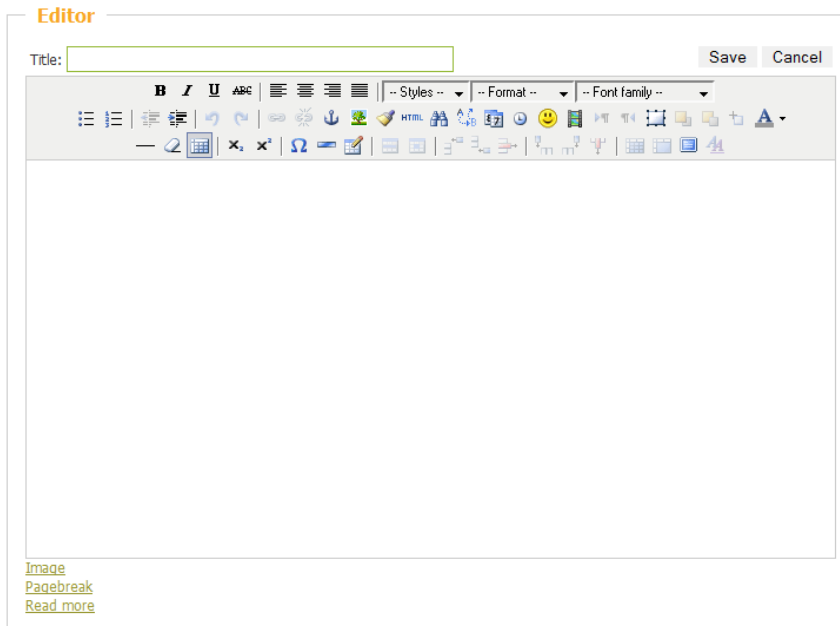
You will also notice that a **User Menu** appears only after you have logged in. This menu will be where you submit most of your content to be published on the website.

Article/Blog Submission

Basic Steps

- 1) Login to the website from the Login Form.
- 2) In the User Menu, click "Submit an Article." You will be taken to a page like the one below.

Submit an Article



- 3) Enter your article **Title**.
- 4) In the main box under all the buttons, enter your site content. Remember that you should remove formatting from Microsoft Word. One way to do this is to copy and paste the article text into Notepad first. This will remove Microsoft Word's hideous background code. Then copy and paste from Notepad into the Website Article Editor. For articles posted on your website, paragraphs should be separated by an extra line. For example:

Paragraph 1 Text. There is a line after this paragraph and it is not indented.

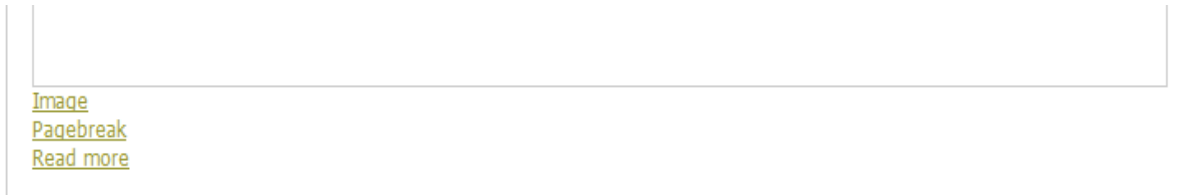
Paragraph 2 Text. There is a line after this paragraph and it is not indented.

Richard Griffin

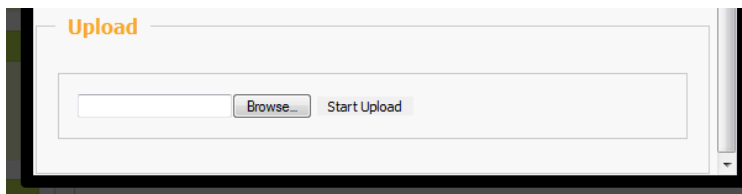
- 5) Scroll down to Publishing
 - a. **Section:** Articles (for Articles) or Blog (for the blog). Do not use Main.
 - b. **Category:** Select the appropriate category.
 - c. **Published:** Yes.
 - d. **Show on Front Page:** No.
 - e. Leave other fields alone.
- 6) Scroll back to the top of the page and click Save. Your article should be online, ready to view.

Article/Blog Submission (continued)

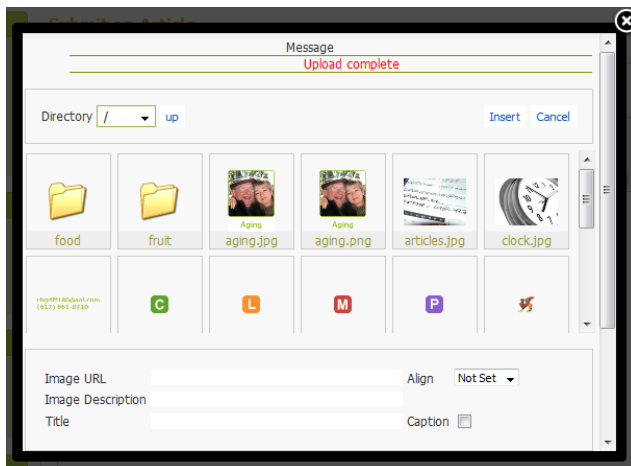
Adding an Image



At the bottom of the article submission box, there is a link called “**Image**”. Click here to add a picture to your article.



A box will pop up. Scroll down to the Upload section. Click on browse and find the image you would like to upload. When you are done, click on the “**Start Upload**” button.



You will be taken back to the top of the box. Find your image in the scroll area, and click on it.

There are a text fields below it. If you would like to make your image a clickable link, enter the destination web address in “**Image URL.**”

Image Description and **Title** are recommended, but optional.

To align your image to the left or right side of the screen, choose from the “**Align**” menu.

Article/Blog Submission (continued)

Adding an Article Link

To add a link from some text in your article to an external webpage, do the following:

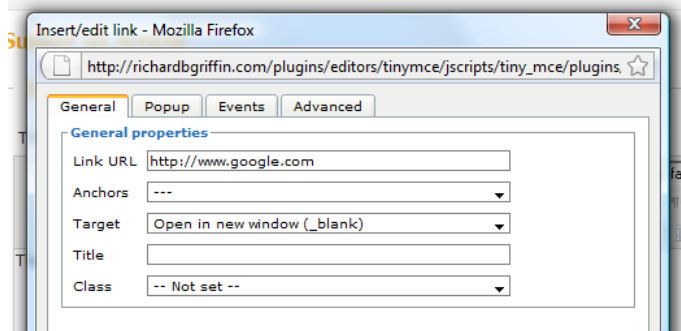
- 1) Select the text that you would like to link.



- 2) Click on the "Insert-edit link" icon. In the picture below, it is the highlighted icon in the second row that looks like some chain links. I have circled it in red.



- 3) A box will appear. Enter the target web address in "Link URL." The page will require you to use "http://" in front of your links. For example, you must write "http://www.google.com" instead of simply "www.google.com".



- 4) In Target, change the setting to "Open in new window (_blank)"
- 5) Leave other fields unchanged.
- 6) Click the "insert" button at the bottom of the popup window. Your link should be active.
- 7) To remove the link, select the text that is currently hyperlinked and click the "Unlink" icon, which from step 2 is directly to the right of the red-circled "Insert/edit Link" icon and looks like a broken chain link.

Article/Blog Submission (continued)

Adding an Article Category

Adding a category for an article is more difficult and involves accessing the administrative backend. I will list the steps below, but if you are having problems, please contact me for further assistance.

- 1) Go to <http://richardbgriffin.com/administrator>.
- 2) Log in with your username and password.
- 3) On the top menu, click **Content**.
- 4) Select **Category Manager**.
- 5) On the upper right side of the screen, click the **New** button.
- 6) Enter in the category name in **Title**.
- 7) Leave **Alias** blank.
- 8) **Published**: Yes.
- 9) **Section**: Articles.
- 10) Leave other fields untouched.
- 11) Click **Save** in the upper right side of the screen.
- 12) Close the window to leave the administrative backend.

Now you will need to add the category that you just created to the Main Menu.

- 1) In the administrative back control panel, find the top menu and click on **Menus**.
- 2) Select **Main Menu ***.
- 3) On the upper right side of the screen, click the **New** button.
- 4) Select **Articles**. When it expands, select **Category List Layout**.
- 5) Enter in the **Title** of the Category you created previously.
- 6) Leave **Alias** blank.
- 7) Leave **Link** untouched.
- 8) Leave **Display in** untouched.
- 9) For **Parent Item**, select Articles.
- 10) **Published**: Yes.
- 11) On the right side of the screen, there is a "**Parameters (Basic)**" box. Locate this.
- 12) Select **Category** and choose the category that you created previously.
- 13) Leave other settings unchanged.
- 14) Click **Save** in the upper right side of the screen.
- 15) You should now see your new category in the Main Menu listing. Make sure that it is a subitem of Articles. In the column titled "**Order**", you can rearrange the order of the menu items. You should move your new category above "Search Article Database" by clicking the up arrow in its row until the row moves above the "Search Article Database" row.
- 16) Close the window to leave the administrative backend.

Article/Blog Submission (continued)

Editing an Existing Article

- 1) Make sure you are logged into the website.
- 2) Find the article that you would like to edit.
- 3) On the top right corner of the article, there is an icon that looks like a piece of paper and a pencil. This is the edit article icon. Click it.

Speaking of, and to, technology



Monday, February 02 2009 10:39

Cambridge - This column comes to you not from a typewritten copy, but from dictation. I have spoken these words into a microphone attached to a headset. The device takes my spoken words and puts them on my computer screen.

- 4) You will be taken to a page where you can edit your article.
- 5) Edit your article.
- 6) When you are done editing, click the "Save" button in the upper right corner.

Deleting an Existing Article

- 1) Deleting an article is very similar to editing an article.
- 2) Follow steps 1-4 above for "Editing an Existing Article".
- 3) Instead of editing your article, scroll down to the Publishing section.
- 4) Change the setting for Published from Yes to No.
- 5) Scroll back up to the top and click the "Save" button in the upper right corner.

Web Link Submission

A web link is a link to an external site that will appear in the links section of your website.

Basic Steps

- 1) Make sure you are logged into the website.
- 2) In the User Menu, click on “Submit a Web Link”.

Submit A Web Link

Name:

Category:

URL:

Published: No Yes

Description:

Ordering: New Web Links default to the last place. Ordering can be changed after this Web Link is saved.

- 3) You will be taken to the page shown above.
- 4) Enter the **Name** of the link.
- 5) Choose the **Category** of the link.
- 6) Enter the web address of the link in **URL**. Make sure to use “http://”.
- 7) **Published**: Yes.
- 8) **Description**: A brief description of the link.
- 9) Click the **Save** button.
- 10) Your link will be added.

Web Link Submission (continued)

Adding a Web Link Category

Adding a category for a web link is more difficult and involves accessing the administrative backend. I will list the steps below, but if you are having problems, please contact me for further assistance.

- 1) Go to <http://richardbgriffin.com/administrator>.
- 2) Log in with your username and password.
- 3) On the top menu, click **Components**.
- 4) Select **Web Links** and then select **Categories**.
- 5) In the upper right side of the screen, click the **New** button.
- 6) Enter the **Title** of the web link category.
- 7) Leave **Alias** blank.
- 8) **Published**: Yes.
- 9) In the upper right side of the screen, click the **Save** button.
- 10) In the **Order** column, you can change the listing order of the categories.
- 11) Close the window to leave the administrative backend.

Deleting an Existing Web Link

Deleting an existing web link is more difficult and involves accessing the administrative backend. I will list the steps below, but if you are having problems, please contact me for further assistance.

- 1) Go to <http://richardbgriffin.com/administrator>.
- 2) Log in with your username and password.
- 3) On the top menu, click **Components**.
- 4) Select **Web Links** and then select **Links**.
- 5) Click the check box next to the link(s) you would like to delete.
- 6) In the upper right side of the screen, click the **Delete** button.
- 7) Close the window to leave the administrative backend.