

Website Baker 2.6.x

Content Managers Guide

Version 2007-05-01-A

User Guide Contributors:	
Ryan Djurovich	ryan@websitebaker.org
Glen Wilson	synergy.oz@gmail.com

Contents

1. Introduction
2. Logging In
3. Start
4. Pages
 1. Adding Pages
 2. Modifying Pages
 3. Deleting Pages
 4. Page Sections
 1. Adding Sections
 2. Re-Ordering Sections
 3. Deleting Sections
 5. Page Settings
5. Media
 1. Creating Folders
 2. Uploading Files
 3. Renaming Files
 4. Deleting Files
6. Preferences
 1. My Settings
 2. My Email
 3. My Password
7. Further Help & Information
8. Copyright

1: Introduction

Website Baker is an Open Source, PHP-based Content Management System (CMS) designed with one goal in mind: to enable it's users to produce websites with ease.

This Website Baker “Content Managers Guide” aims to help users work with Website Baker Administration, the part of Website Baker that allows you to control and manage your website.

This user guide is titled Content ManagersGuide because it's targeted at educating users that are specifically concerned with managing their Website Baker website content.

2: Logging In

2.1: Overview

In order to work on your website it is necessary to log into Website Baker.

Management of your website is done through the “Website Baker Administration” area. To access this area, type the address of your website followed by /admin

For Example: If your websites address is www.example.com then to access your Website Baker Administration page visit www.example.com/admin

You will see a login screen with fields to enter your username and password:



Website Baker Login

Please enter your username and password below

Username:

Password:

LOGIN

[Forgotten your details?](#)

[Home](#)

Website Baker is released under the GNU General Public License

Figure 2.0.1: Website Baker Login Screen

Note: You can use Website Baker with any browser. However, for full functionality it is recommended that you use either Internet Explorer or a recent Mozilla-based browser such as Firefox.

3: Start


3.1: Overview


Once you have successfully logged-in to Website Baker, you will be taken to the Website Baker Administration “Start” page:



Figure 3.0.1: Start Screen

Notice you have two ways to select functions. Across the top of the screen is a row of tabs. In the main page content you will see the same options represented by icons with descriptions.

 **Note:** The tabs shown across the top of the screen will be available in all parts of the Website Baker Administration. This allows you to quickly and easily navigate to another section of the Administration.

 **Note:** The icons and descriptions on the Start page help you to become familiar with the Administration, and it is recommended that new users of Website Baker read the descriptions of each section to familiarize themselves with the system.

4: Pages

4.0: Overview

The Pages section of the Website Baker Administration is where your websites “pages” are managed.

The screenshot shows the Website Baker Administration interface. At the top, there is a blue header with the logo and the text 'Website Baker Administration' and 'Version 2.6.4'. Below the header is a navigation menu with 'Start', 'Pages', 'Media', 'Preferences', 'Help', 'View', and 'Log-out'. The main content area is titled 'Modify/Delete Page' and contains a table of pages. The table has columns for 'Page Title', 'Menu Title', 'Visibility', and 'Actions'. Below the table is an 'Add Page' form with fields for 'Title', 'Type', 'Parent', and 'Visibility', and checkboxes for 'Administrators' and 'Content Managers'. There are 'Add' and 'Reset' buttons at the bottom of the form. At the bottom of the page, there is a footer that reads 'Website Baker is released under the GNU General Public License'.

Page Title:	Menu Title:	Visibility:	Actions:
English	en		
Introduction	Introduction		
Features	Features		
Demo	Demo		
Requirements	Requirements		
License	License		
Contribute	Contribute		
Teams	Teams		
Affiliates	Affiliates		

Add Page

Title:

Type:

Parent:

Visibility:

Administrators:
 Administrators
 Content Managers

Website Baker is released under the GNU General Public License

Figure 4.0.1: The Pages area of Website Baker Administration

Figure 4.0.1 shows the Pages section, with the first part showing a list of current pages on your website, and the second part allowing you to add more pages.

Note: Depending on the level of privileges your Administrator has given you, some parts of this page may or may not be shown. This means that you may not always be able to modify/delete all pages, or may be prevented from adding pages.

4.1: Adding Pages

To add a new page to your website, you must use the form below the “Add Page” heading in the Pages section.

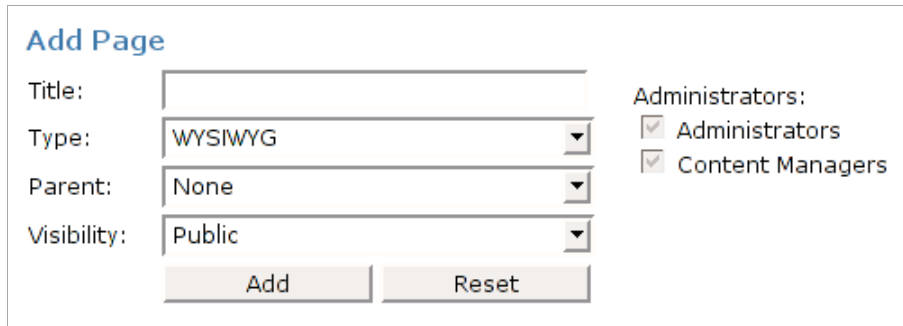


Figure 4.1.1: Add Page form

The most important part of this form is the “Title” field. This will determine the name of the page, which will be shown in the menu, address bar, and window title of your website. Generally, a page name is kept fairly short (about 1-3 words). However, if you decide to change the page name later, this can be done easily (see 4.4: Page Settings).

For other field descriptions, please see the following table:

Option	Description
Type	<p>This option automates the process of creating a new page, by using “modules”. Select the type that you believe is most appropriate for your pages purpose:</p> <ul style="list-style-type: none">● WYSIWYG – This is a standard web page, to which you can add text (headings, paragraphs, bullet-points, etc), images, etc. In addition, you will be able to edit the page with a word-processor-like page editor. (Note: the page editor will not work in all browsers). This is the most common page type, so if you're not sure on which type to use, you should use this one.● News – This page type allows you to add, modify, and delete “posts” which allow you to keep your website visitors up to date.● Form – This page type allows you to create “web forms” so that your website visitors can post your feedback, etc. This is recommended for intermediate users, as it is slightly more complex than WYSIWYG and News pages.● Menu Link – This page type allows you to create a link to a specific web address (e.g. http://www.example.com/).● Wrapper – This is an advanced module which allows you

Option	Description
	<p>to “wrap” your website around another website. It is recommended that you do not use this module unless you know what you are doing.</p> <ul style="list-style-type: none"> ● Code – This is an advanced module for PHP programmers, so you probably do not want this.
Parent	Select a parent page if the new page your are adding is to be subordinate to an existing page.
Visibility	<p>Select one of the following:</p> <ul style="list-style-type: none"> ● Public – Anyone will be able to see the page ● Private – Only you will be able to see the page ● Registered – Only registered visitors may view the page ● Hidden – The page is not shown in the menu on your website, but will still be accessible if your visitor knows the direct link. ● None – The page will only be accessible from the Administration.
Administrators	Select the group of users who will be allowed to modify the page

Once you have submitted the form by clicking the “Add” button, you should receive a confirmation of your page being added. You will then be taken to the Modify Page screen.

4.2: Modifying Pages

To modify a page, simply click on the page title from the pages list. You will then be taken to the Modify Page screen:

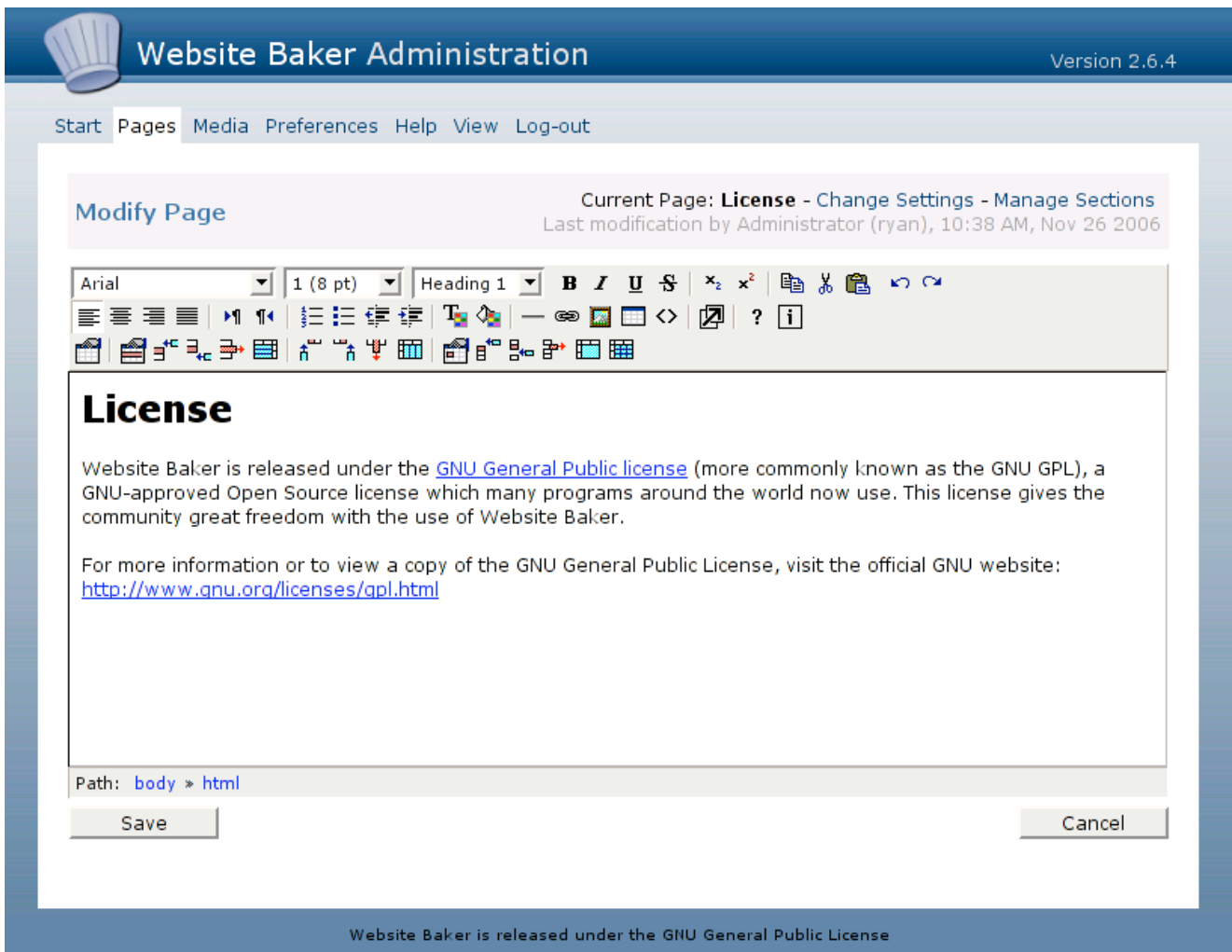



Figure 4.2.1: Modify Page screen

Figure 4.2.1 shows the Modify Page screen for a page that uses the WYSIWYG page type.























To the right of “Current Page” you will see the page title, in this example it is “License”. To the right of that are two more links that allow you to change settings and manage sections.

 Note: Depending on the level of privileges your Administrator has given you, the Page Settings and Manage Sections options may not be shown.

Under the “Modify Page” heading you will find the page editor. Depending on the page type, this area will vary.


To familiarize yourself with the functions of the WYSIWYG editor, please see the following table:

Button	Description	Button	Description
	Font		Highlight color
	Font size		Horizontal rule
	Paragraph style		Insert/Modify link
	Bold		Insert/Modify image
	Italic		Insert table
	Underline		Switch to HTML code view
	Strike-through		Enlarge editor
	Subscript		Help with editor
	Superscript		About the editor
	Copy		Table properties
	Cut		Row properties
	Paste (from clipboard)		Insert row before
	Undo last action		Insert row after
	Redo last action		Delete row

	Justify left		Split row
	Justify center		Insert column before
	Justify right		Insert column after
	Justify full		Delete column
	Move left		Split column
	Move right		Cell properties
	Numbered list		Insert cell before
	Bulleted list		Insert cell after
	Decrease indentation		Delete cell
	Increase indentation		Merge cells
	Text color		Split cells

Once you have finished making changes, click “Save” to update your page. If you would not like to save your changes, click “Cancel”.

4.3: Deleting Pages

From the pages list in figure 4.0.1, click on the delete icon () to delete a page. A confirmation dialog box will appear, click OK.

Important: Be sure you want to do this as this page may be linked to internally or externally from other sites. And even if you re-create the page and content it will have a different page number, so any internal links will be broken. Internal page links look like [wblink19], note the page number.

Note: If your browser does not support Javascript, the confirmation dialog will not appear and the page may be deleted immediately.

4.4: Page Sections

On the top right of the Modify Page (see 4.2.1 and 4.5.1) section, click the Manage Sections link.

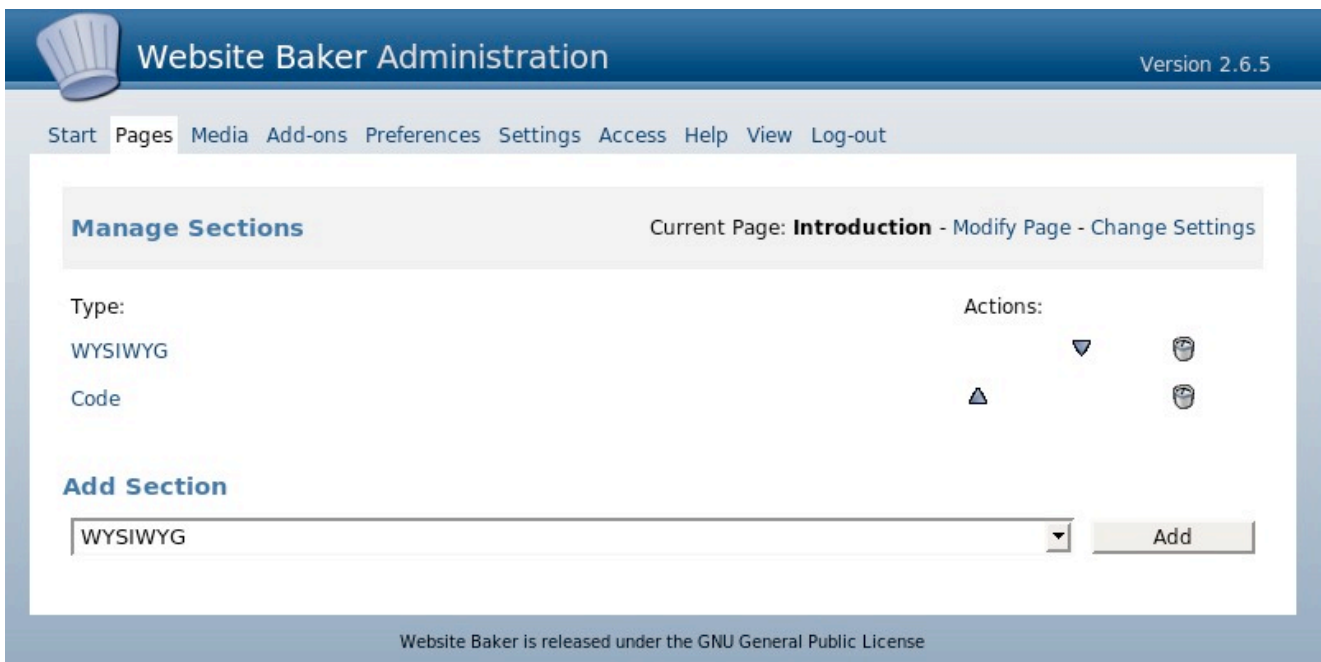



Figure 4.4.1: Manage Sections screen

From here you can change the order of each page section and the order it appears in by clicking the relevant up/down arrows under “Actions”.

4.4.1: Adding Sections


To add a new section, select the type (e.g. WYSIWYG), and click “Add”.


 Note: The options listed in the dropdown for adding sections are the same as the page types available when adding pages (see section 4.1 for details).

4.4.2: Re-Ordering Sections


As mentioned earlier, you can use the up/down arrows to re-order sections.

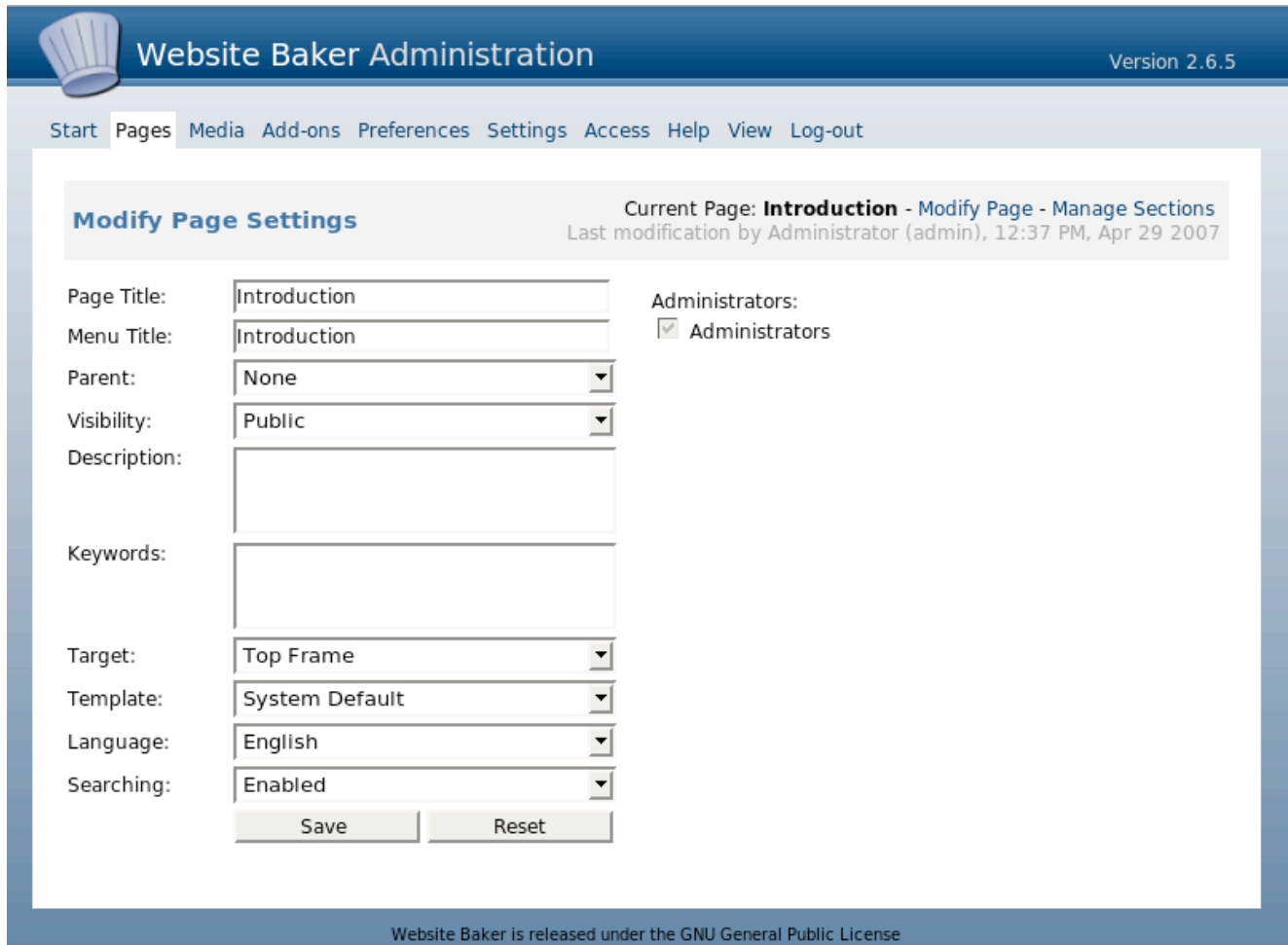
4.4.3: Deleting Sections

Clicking on the trash can () will pop up a confirmation dialog, and clicking OK will delete the related section.

 Note: If your browser does not support Javascript, the confirmation dialog will not appear and the section may be deleted immediately.

4.5: Page Settings

From the Pages list (see figure 4.0.1), click on the Modify Settings () icon to access the page settings section. Alternatively, you can click on “Change Settings” from the top right of the modify page screen (see figure 4.2.1).



The screenshot shows the 'Modify Page Settings' interface in Website Baker Administration. The page title is 'Introduction' and the menu title is also 'Introduction'. The parent is set to 'None' and visibility is 'Public'. The target is 'Top Frame', template is 'System Default', language is 'English', and searching is 'Enabled'. There are 'Save' and 'Reset' buttons at the bottom.

Page Title:	<input type="text" value="Introduction"/>	Administrators:	<input checked="" type="checkbox"/> Administrators
Menu Title:	<input type="text" value="Introduction"/>		
Parent:	<input type="text" value="None"/>		
Visibility:	<input type="text" value="Public"/>		
Description:	<input type="text"/>		
Keywords:	<input type="text"/>		
Target:	<input type="text" value="Top Frame"/>		
Template:	<input type="text" value="System Default"/>		
Language:	<input type="text" value="English"/>		
Searching:	<input type="text" value="Enabled"/>		

Figure 4.5.1: Page Settings screen

For information on each option on this screen, please see the following table. Please be aware that page title and menu title are taken from “Title” when adding pages. Also, page Parent and Visibility are the same as specified when adding pages.

Option	Description
Page Title	This title will be displayed in the browser's window title and may appear in other areas, such as in search results.
Menu Title	The menu title is displayed in the menu, and is used when generating the URL for a page (e.g. Contact Us will make the URL /contact-us.php)
Parent	Select a parent page if the page your are editing is to be subordinate to an another page.
Visibility	Select one of the following: <ul style="list-style-type: none"> ● Public – Anyone will be able to see the page ● Private – Only you will be able to see the page ● Registered – Only registered visitors may view the page ● Hidden – The page is not shown in the menu on your website, but will still be accessible if your visitor knows the direct link. ● None – The page will only be accessible from the Administration.
Description	This replaces the description set in the global settings, which is used in the description META tag on the final page output.
Keywords	Like description, but instead of replacing, this adds to the keywords set in the global settings, which is used in the keywords META tag on the final page output.
Target	Select whether the page should be loaded in the same window or a new window when a visitor clicks the menu link.
Template	Your site may have different templates for different page types. Use this option to select a specific template, or chose “System Default” to use the websites default template.
Language	Select the Language that this page will be. This is may be used if your site is multi-lingual. However, other methods now exist for structuring multi-lingual sites, and this method is considered to be depreciated.
Searching	Select whether you want this page to be included in searches or not.
Menu	If your template has more than one menu you may use this to select which menu this page will appear in.

5: Media

5.0: Overview

The Media section of the Website Baker Administration is where your websites “media” is managed. Media includes folders and files including images, sound, video, text, etc.

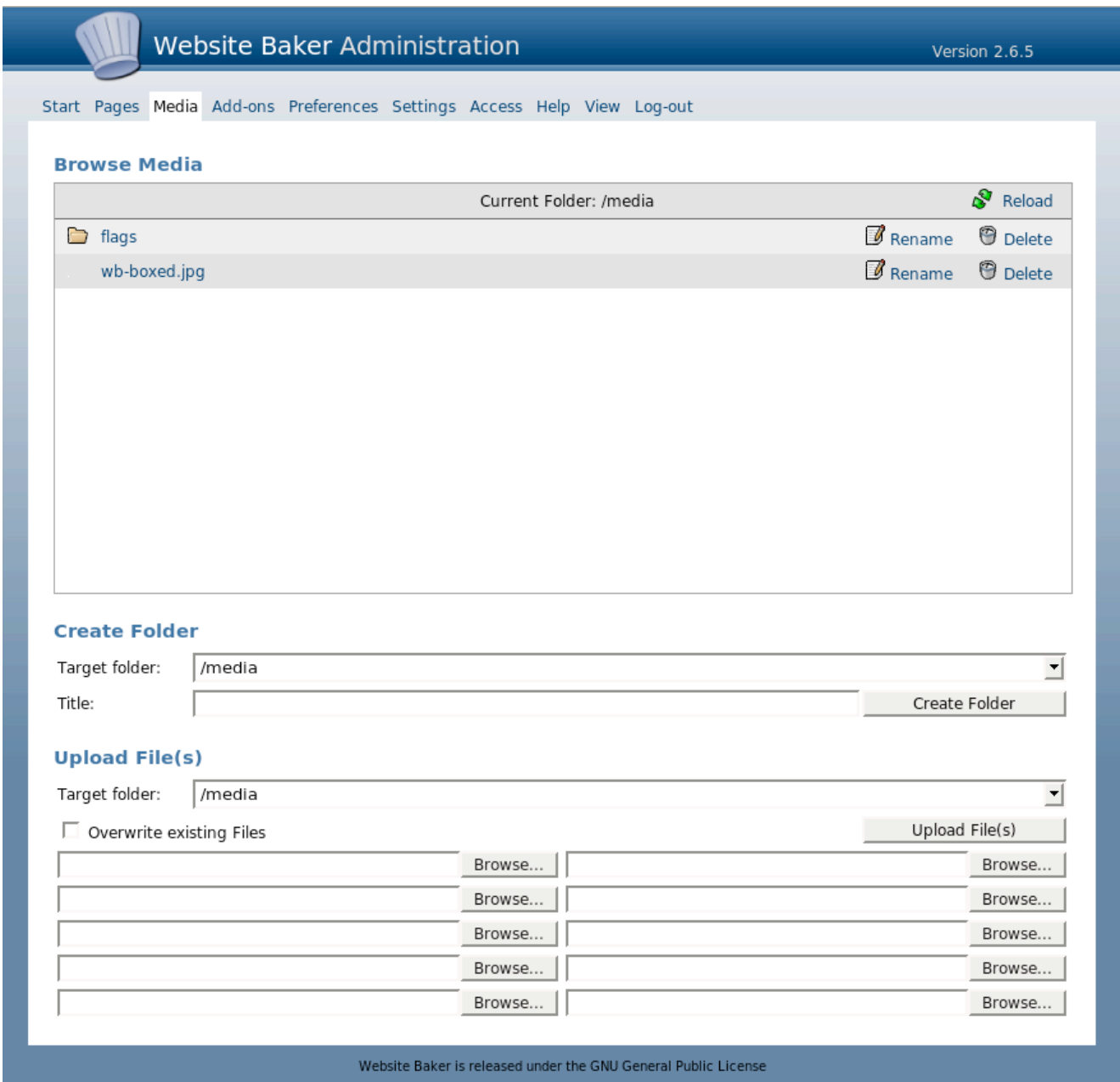
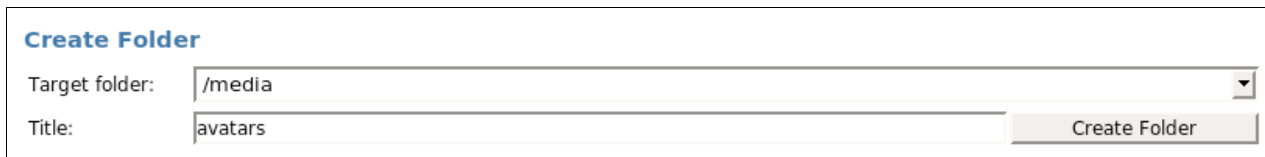


Figure 5.0.1: The Media area of Website Baker Administration

Figure 5.0.1 shows the Media section. The browse media section lists your media files and folders, followed by forms for creating folders and uploading/adding files.

5.1: Creating Folders



Create Folder

Target folder: /media

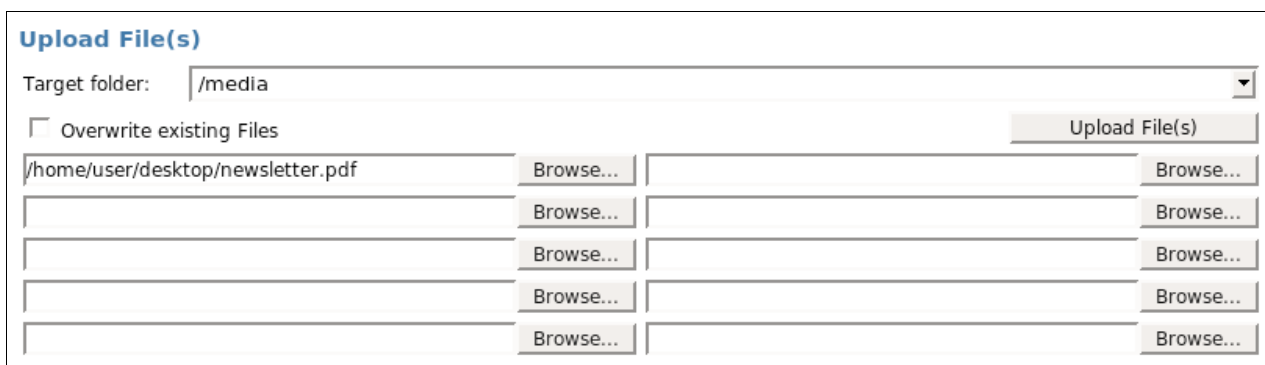
Title: avatars

Create Folder

Figure 5.1.1: Create Folder section of Media page

As seen in figure 5.1.1 above, to create a folder you need to select an existing folder using the Target folder drop down box, then enter a name/title of the folder in the text box below it. Click the “Create Folder” button, and a folder will be created under the selected Target folder with the name entered in title. In this example /media/avatars will be created.

5.2: Uploading Files



Upload File(s)

Target folder: /media

Overwrite existing Files

Upload File(s)

/home/user/desktop/newsletter.pdf	Browse...	Browse...
	Browse...	Browse...
	Browse...	Browse...
	Browse...	Browse...
	Browse...	Browse...

Figure 5.2.1: Uploading files section of Media page.

To add your files to the media area, use the “Upload File(s)” form as seen in figure 5.2.1 above. Start by selecting an existing target folder using the drop down. If it does not exist then you will need to create it as per section 5.1. This is the directory where the files will be stored.

The next step is to select the files that you would like to upload. To do this, click one of the “Browse...”, select the desired file, and click OK. You should then see the path of the file. In the example above we are uploading:
/home/user/desktop/newsletter.pdf

Windows® users will see paths such as:
C:\Documents and Settings\User\Desktop\newsletter.pdf

Note: You can upload up to 10 files at once. Please be aware uploading large files can take a long time. It is advised to upload large files individually.

Note: If any of the files already exist you will need to tick the “Overwrite existing files” check box, otherwise only new files which don't exist will be uploaded.

5.3: Renaming Files & Folders

Browse for the file or folder you wish to rename by clicking on the name of the folder it is stored in using the “Browse Media” window.

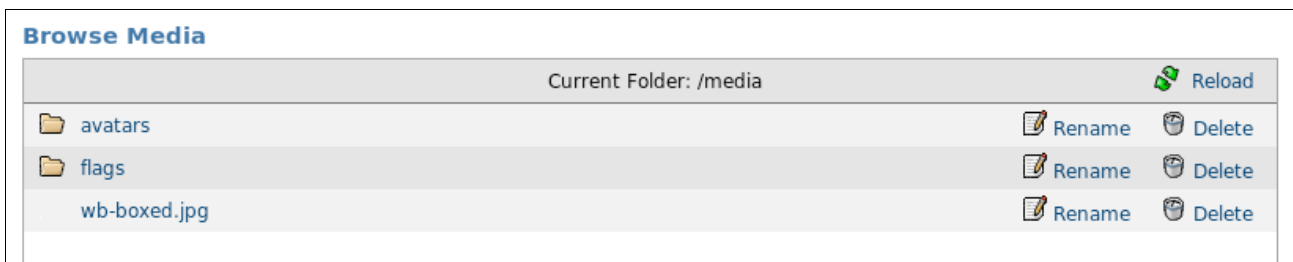


Figure 5.3.1: Finding the files/folder to rename using the “Browse Media” window

To rename a file or folder, click on the relevant “Rename” link, as seen below.

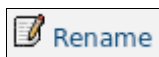


Figure 5.3.2: The “Browse Media” rename link.

Clicking on this will display the following screen shown in figure 5.3.3

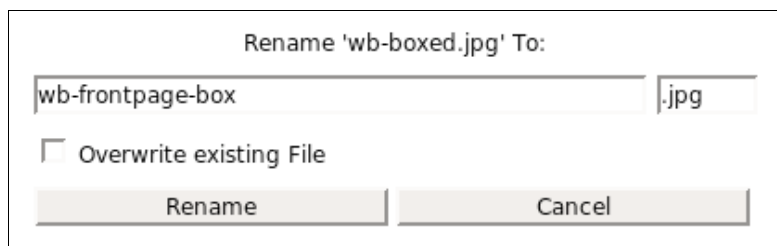


Figure 5.3.3: The rename file dialog

The file name has been split to make it easier to change. Enter the new name and click Rename. In the example above the file wb-boxed.jpg will be renamed to wb-frontpage-box.jpg

Note: You can change the file extension in the same way you change the file name, by changing the text in the second box (e.g. change .jpg to .jpeg).

Renaming folders is the same process as with files, only the screen is slightly different as seen in 5.3.4 below.

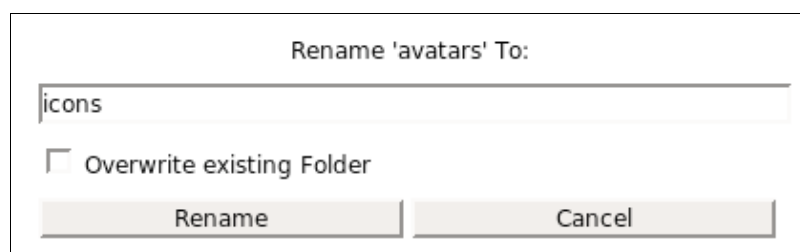


Figure 5.3.4: Renaming folders dialog

To rename the folder, enter the new name and click the “Rename” button. In the above example we are renaming avatars to icons.

With both of these forms you can click cancel to go back without renaming.

5.4: Deleting Files & Folders

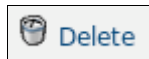



Figure 5.4.1: The “Browse Media” delete link

Similar to renaming files and folders, to delete a file or folder you must first locate the target using the “Browse Media” window. Once you have browsed for the file or folder that you wish to delete, click on the “Delete” link. A confirmation dialog will popup. Select OK to confirm deletion.

 Note: If your browser does not support Javascript, the confirmation dialog will not appear and the file will be deleted immediately.

6: Preferences

6.1: Overview

The Preferences section of the Website Baker Administration is where you manage your user account “preferences”. Preferences include various settings such as display name. This area also allows you to change your email address and password settings.

Website Baker Administration Version 2.6.5

Start Pages Media Add-ons **Preferences** Settings Access Help View Log-out

My Settings

Display Name:

Language:

Timezone:

Date Format:

Time Format:

My Email

Current Password:

Email:

My Password

Current Password:

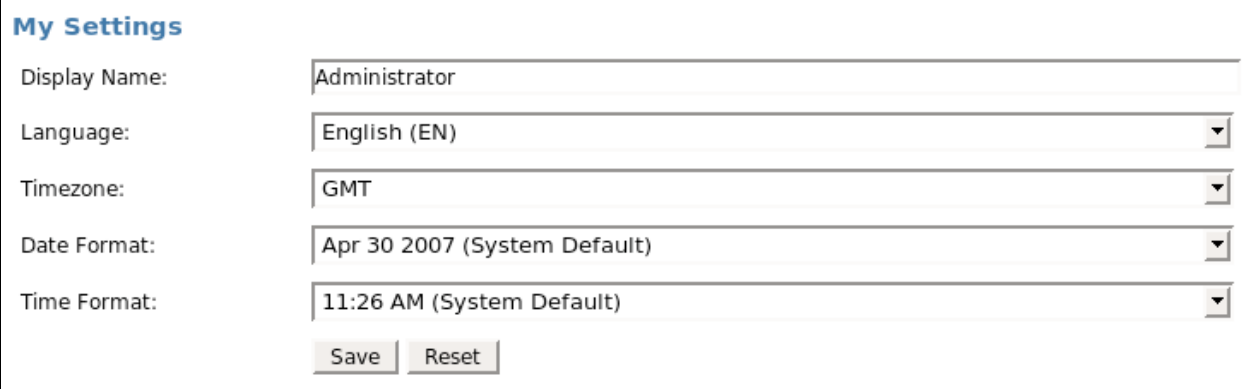
New Password:

Re-type New Password:

Website Baker is released under the GNU General Public License

Figure 6.0.1: The Preferences area of Website Baker Administration

6.1: My Settings



My Settings

Display Name: Administrator

Language: English (EN)

Timezone: GMT

Date Format: Apr 30 2007 (System Default)

Time Format: 11:26 AM (System Default)

Save Reset

Figure 6.1.1: My Settings section

Under the My Settings section shown above, you are able to change five settings:

Name:	Description:
Display Name	The display name is used throughout Website Baker and allows you to put a more preferred name for display other than user name. You will probably want to enter your first and/or last name(s) here.
Language	Select the language that you would like the Website Baker Administration to be in.
Timezone	Select your timezone (specified in our before or after Greenwich Mean Time/GMT).
Date Format	Select the format that you would like dates to be displayed in the Website Baker Administration.
Time Format	Select the format that you would like times to be displayed in the Website Baker Administration.

Once you are finished changing your settings, click Save.

6.2: My Email



My Email

Current Password:

Email:

Figure 6.2.1: My Email section

Figure 6.2.1 shows the My Email section, which allows you to change the email address used for your account. Your email address is used for recovering your password, etc. and is important to keep up to date.

To change your email address, enter your password (for security purposes) under Current Password, enter the new email address, and click Save.

6.3: My Password



My Password

Current Password:

New Password:

Re-type New Password:

Figure 6.3.1: My Password section

Figure 6.3.1 shows the My Password section, which allows you to change your password. It is important that you keep your password safe and secure, and try to change it often for added security.

To change your password, enter your current password, followed by the new password twice (to avoid typo's and incorrect entry), then click Save.

7: Further Help & Information

This user-guide is titled Content Managers Guide as it is targeted at educating users that are specifically concerned with managing their Website Baker website content.

For further help, more information on other aspects of Website Baker not covered in this guide, or for more details on specific features that were only briefly covered here, please see the official Website Baker help website:

<http://help.websitebaker.org>

Please note: the latest version of this user guide will always be available at the above web address.

For further information about Website Baker itself, and to access the projects great resources and community, please visit the official Website Baker homepage:

<http://www.websitebaker.org>

8: Copyright

Permission is granted to copy, distribute and/or modify any document listed above under the terms of the GNU Free Documentation License, Version 1.2 or any later version published by the Free Software Foundation; with no Invariant Sections, no Front-Cover Texts, and no Back-Cover Texts.

A copy of the GNU Free Documentation License can be found at <http://www.gnu.org/licenses/fdl.html>

All documents listed above are copyright Ryan Djurovich, 2004-2007, unless otherwise stated.

Please note that all contributors to this guide have been listed on the first page.