

EasySites Quickstart Guide

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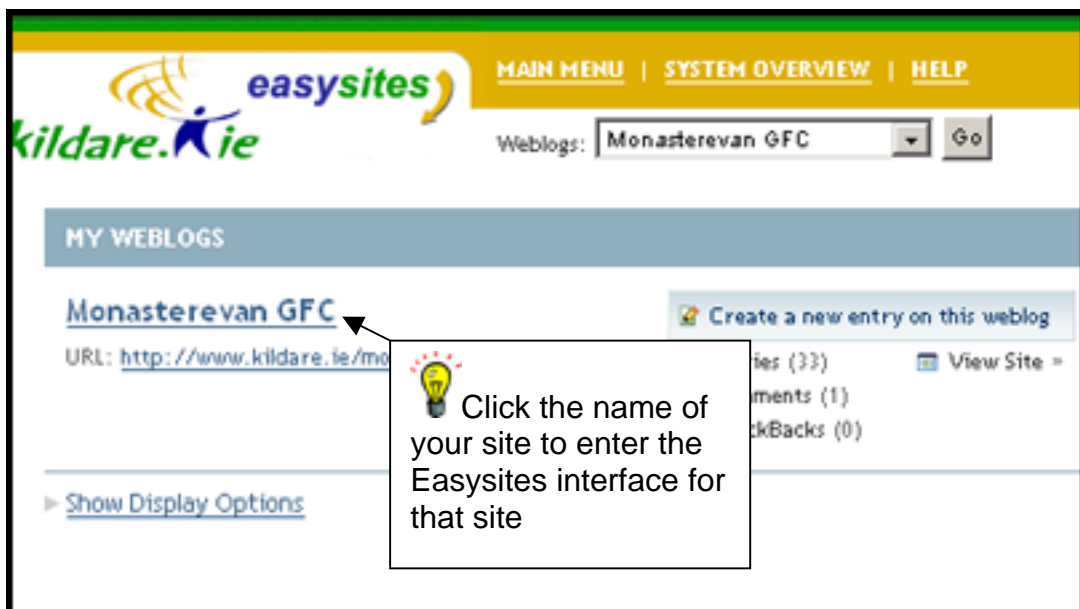
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Introduction

Easysites is a Community Publishing System that enables multiple users to update their website using of online forms in a back-end interface. For ease of discussion, your Easysite is divided into two parts, the **Front-end** and the **Back-end**. The Front-end is the website that everyone will see. It is available at <http://www.kildare.ie/your-site-name>. The back-end of the Easysite is the user interface that authors of the Easysite will use to update the site. Access to the back-end is restricted by usernames and passwords.

Log In

1. To access the back-end of your site, go to the login page available at <http://www.kildare.ie/easysites/login>. Login using your Easysites username and password.
Your Username:
Your Password:
2. When you login you will see the name of your site and its website address. If you want to see your website, click on the website address e.g. <http://www.kildare.ie/abce>. If you want to add or edit content click the name of your site to enter the Easysites interface for that site.
3. For more information see **Tip Sheet 1: Access and Authors**



The screen you see after logging into Easysites

Categories

Categories are one of the main ways you will organize and group your entries for your website. The categories in the back-end of your Easysite will correspond to navigation menu items on your website.

1. Click on the link labeled **CATEGORIES** located in the Configure section of the sidebar navigation menu.



Sidebar Nav Menu

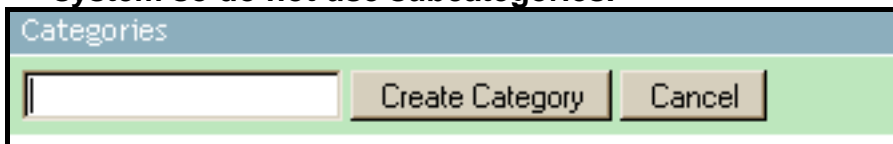
This will bring up the category listing table, which includes the following elements: Category labels, Actions, count of related Entries etc.

To add a new category

1. Click the link that says *Create new top level category* which is on the top right of the category listing table:

[+ Create new top level category](#)

2. Then type in the new categories' label and click *Create Category*. Your new category will be automatically added to the category listing table in alphabetical order. **Subcategories are not currently enabled in the system so do not use subcategories.**



3. The new category is created but in order for you to see the category on the website you must assign an entry to that category (see section below on Entries).
4. To **delete a category**, tick the check box beside that category on the category listing table, and click the *delete* button.

- Ordering Categories:** By default, categories, which correspond to the navigation menu items of your website, are ordered on your website in alphabetical order. To custom order your categories, you can number your categories when naming them when you are creating the category, e.g. 01 Welcome, 02 About Us etc. In order for these numbers to not appear on the navigation items on your website, enter the name of the category, without the number, as the category description. The category label has the number but the category description should have no number. Then ask your site administrator to modify your sites template so that it shows the categories description on the navigation menu items instead of the category label.



The Category Listing Table

- It is important to Rebuild:** If you add, delete or change a category, you will need to rebuild your site for the change to take effect on your website. The rebuild button is available in the utilities section of the sidebar nav menu.
- For more information on Categories, **see Tip Sheet 5: Categories**

Entries

All content on your site, will be in an Entry. Your Easysite will already have some entries in it, so existing content on the website will be in an existing entry. To put new content on the site you will need to make a new entry. Almost all of the entries should be assigned to one or more categories. As a rule, to **change existing content**, just find the *appropriate entry*, change it as required, save it and rebuild your site. To **add new content**, just **create a new entry**, insert the content into the entry, and decide what category the entry should belong to, and then save. See below for more details.

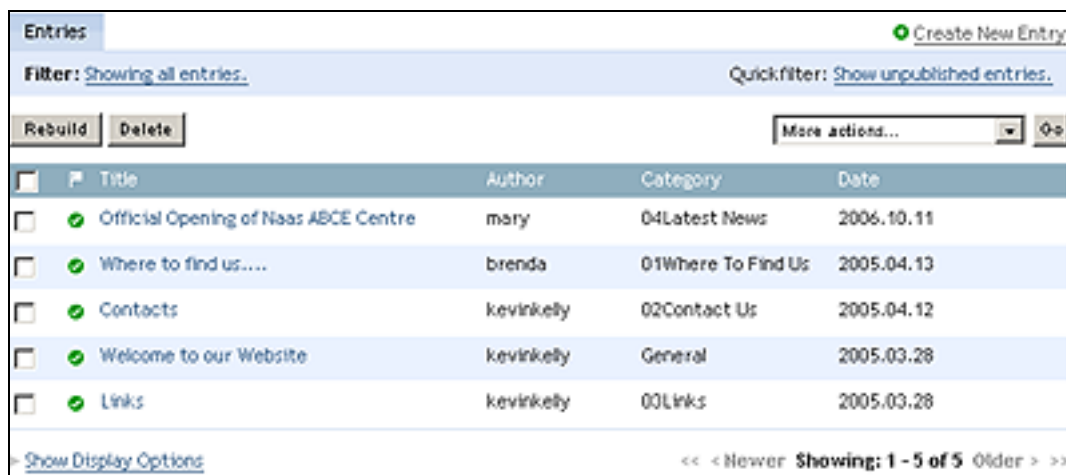
Editing an Existing Entry

1. To see a list of all entries currently in the site, click on **ENTRIES** on the sidebar nav menu.



Sidebar Nav Menu

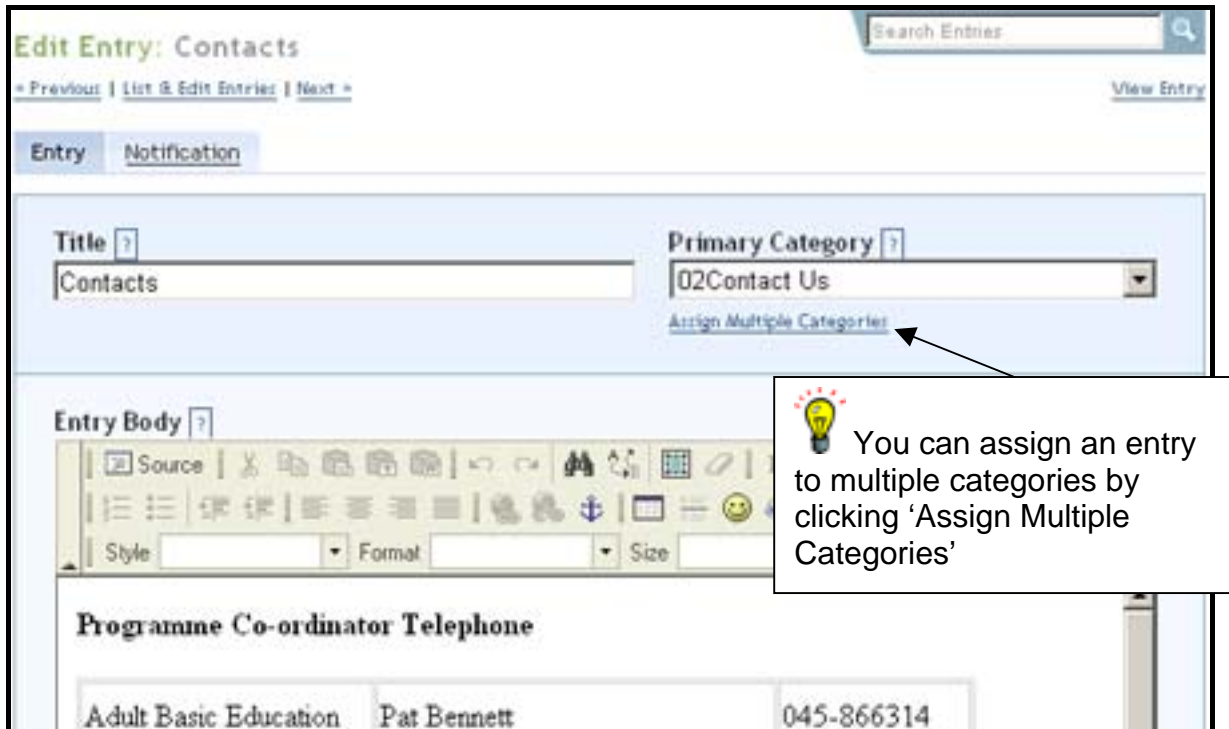
2. A page will open displaying a list of entries currently in your site (although not all of the entries may be published to the front-end/ live website) The list shows the title of each entry, the author of each entry, the primary category that each entry is assigned to, and the date each entry was first created on (note that these dates can be edited from within each entry).




<input type="checkbox"/>	Title	Author	Category	Date
<input type="checkbox"/>	Official Opening of Naas ABCE Centre	mary	04Latest News	2006.10.11
<input type="checkbox"/>	Where to find us....	brenda	01Where To Find Us	2005.04.13
<input type="checkbox"/>	Contacts	kevinkelly	02Contact Us	2005.04.12
<input type="checkbox"/>	Welcome to our Website	kevinkelly	General	2005.03.28
<input type="checkbox"/>	Links	kevinkelly	00Links	2005.03.28

The entry listing page

3. Click on the title of the entry you want to edit. This will open up the **Edit Entry page** (see image below) showing the entry body, the entry title, the category the entry belongs to etc.



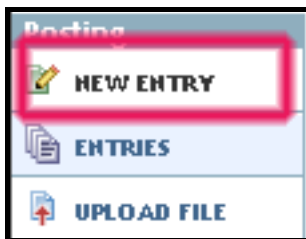
 You can assign an entry to multiple categories by clicking 'Assign Multiple Categories'

The Edit Entry Screen

4. **To change the text** click into the entry body, excerpt, or extended entry and change the text as you require.
5. To **change the category** that the entry belongs to, choose a category from the drop down menu under **Primary Category**. You can assign an entry to more than one category by clicking **Assign Multiple Categories**.
6. **To format the text**, use the buttons on the toolbar above the entry body field. Roll over each symbol on the toolbar to see what each tool does. If you are familiar with html you can click on the **Source** button to view and edit the html code that makes up the entry. You might, for example want to add some html code to add an image to the entry.
7. When you are finished editing the entry, click **Save** at the bottom of the page. If you have changed a pre-existing entry, after you save the entry, you should **rebuild the site** so that the changes take affect on the live site.
8. To confirm that your changes have taken affect go to the website (front-end), refresh the page with the entry on it to see the changes you have made.

Adding a New Entry

Click the **NEW ENTRY** link located in the Posting section at the top of the sidebar navigation menu. This will open the Create New Entry screen.



Sidebar Nav Menu

1. With the entry editing screen open, type in the entry title in the Title field and put content such as text or an image into the entry body, extended entry, or entry excerpt.
2. Format the content in the entry using the toolbar, e.g. you may want to bold or italicise some text.



The toolbar is used to format the text in the entry body, extended entry or excerpt

3. Choose the category to which the entry belongs. You can assign an entry to more than one category by clicking **Assign Multiple Categories**.
 4. Click Save.
- Go to the live website (front-end) to see your entry on the live website on the category page you have assigned it to.

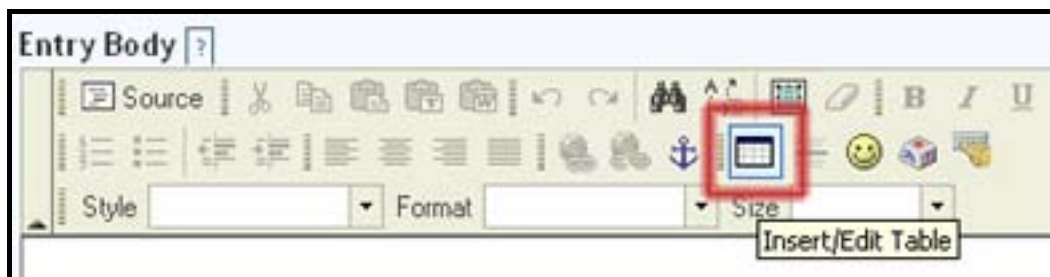
For more information on Entries, see **Tip Sheet 3: Entries**

Tables

1. There are many reasons why you might want to put a table in an entry on your site. Tables can be used for a table of contents, league tables, schedules etc.
2. It is often the case that you will already have your table already made in MS Word or Excel but **it is not recommended that you copy a table from MS Word or Excel directly into an entry**. If you do, the table will be too wide for the entry and so will cause your site layout to 'break'. Microsoft code behind the table will also be copied into the code of your entry, which can cause poor results when the entry is viewed on your website.
3. For these reasons, tables in your site have to be put in the entry using the **table button in the entry toolbar**. (It is also possible to upload the word document as a file and allow the website user to download the document from the site.)

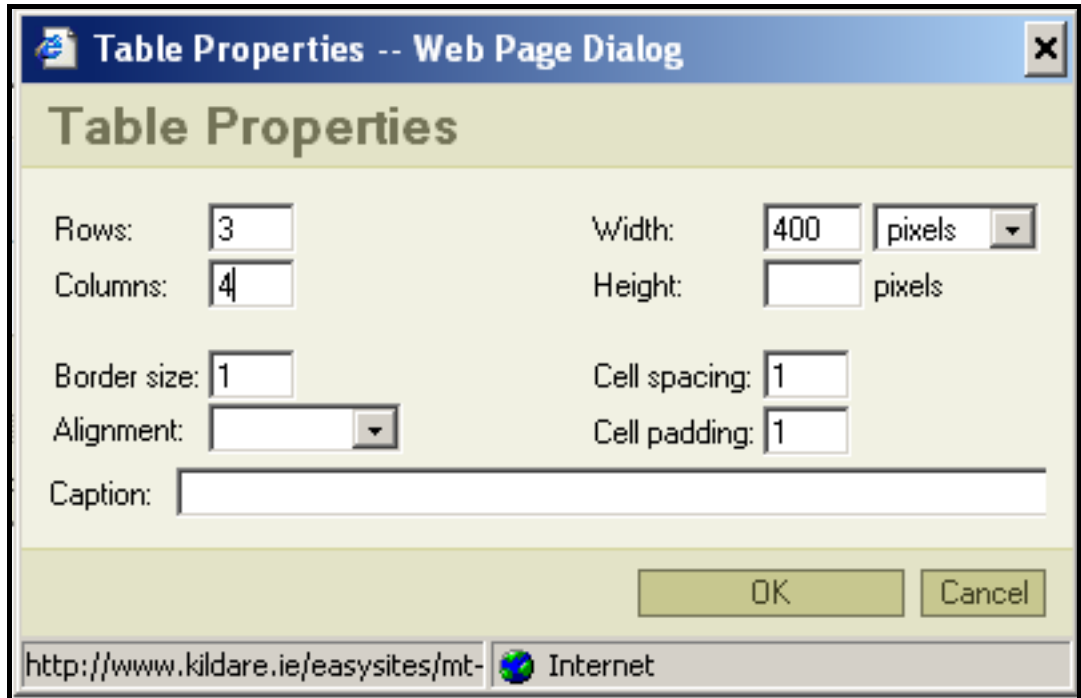
Putting a table in an Entry

1. Create a new entry and give the entry a title and assign it to a category.
2. Click on the table icon above the entry body toolbar.

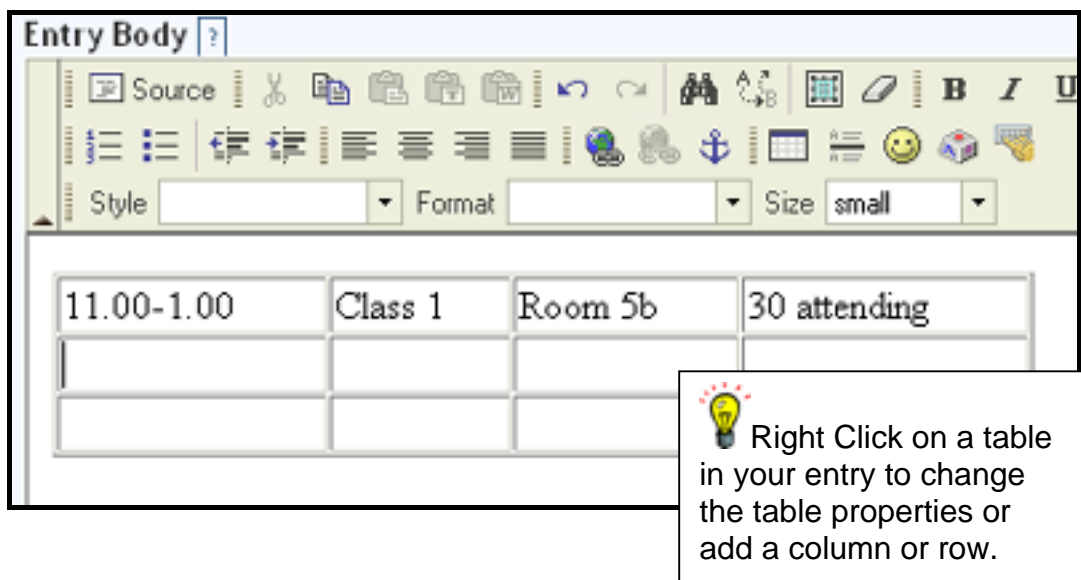


The table icon in the toolbar

3. A table properties dialog box will appear, so you can enter your desired preferences for the table. It is **not advisable to make the table larger than 400 pixels wide** as a larger table may break the layout of your site. Enter your desired preferences and click 'OK'.



4. A table will appear in the entry body. You can click into each cell and type content or can paste content into each cell from notepad.



5. Note that tables can also be placed in the extended entry and excerpt of your entry.
6. Save your entry.

Links and Permalinks

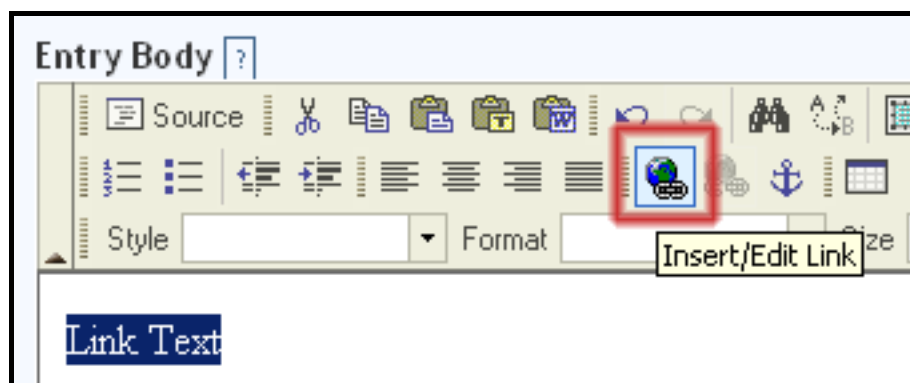
Since your Easysite is a website, it will be very important to put links on your Easysite to other websites and you can ask owners of other sites to link to your site.

You can also have links to pages in your own Easysite to aid user navigation of your website. The navigation buttons on your website are links to category pages on your site but you can also have links to individual entries.

A link (also known as a hyperlink) is a piece of text in a web page that the user clicks on to go to another web page, in the same site or another site. Each web page on the internet has its own individual web address. **To link to any web page, all you need to know is its web address.**

Putting a link to another site in an entry

1. Create a new entry, title it and assign it to a category.
2. In the entry body, type the text that will be the text of the link. This is the text that the user will click on. The link text can be normal text like "Click here to go to my friend's website" or the link text can be the web address that you are linking to such as www.kildare.ie
3. Select the text
4. Click on the Insert/Edit Link Button on the toolbar above the entry body field.



Select the text and then make this text become a link

5. The Link Dialog box will appear. If the link is a normal link to a web page, leave the 'Link Type' as URL and the protocol as http://
6. Type the web address beginning with www. Into the URL field and then click 'OK'. Then save you entry.



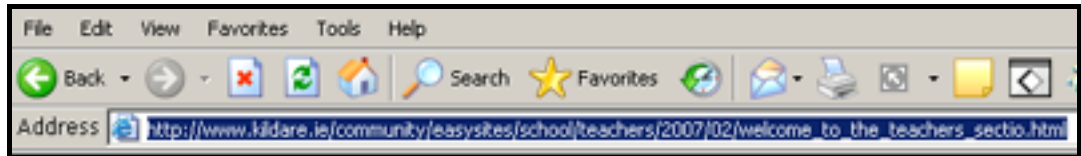
The Link Dialog Box

Permalinks

- When you add an entry to your site, the entry is added to the category page of any category you have assigned the entry to. Each category page can have lots of entries on it.
- The entry is also added to its own individual page so that each entry has its own separate page with no other entry on it.
- **The link to the individual entry page of any entry is called that entry's Permalink.**
- Individual entry pages are useful as because they only have one entry the user is not overloaded with information, and does not have to scroll through many entries to see the information they want.
- The individual entry page of an entry can be accessed by clicking on an entry's Permalink, (often located at the bottom of the entry on the category page), or by clicking on the entry title in the site Archive page or sometimes by clicking on the entry title in the category page that entry is on. **If you are having difficulty finding the individual entry page of your entries on your Easysite, contact your site administrator.**
- **When you have found the individual entry page of an entry, you will have its web address so you can link to the individual entry from any other entry.**

Organising your Content: Linking to one Entry From Another Entry

1. Get the web address of the entry you want to link to by clicking on that entries permalink. When the individual entry page appears, select the web address of that web page in the Address field of your browser window. Copy the web address by clicking Ctrl C on your keyboard.

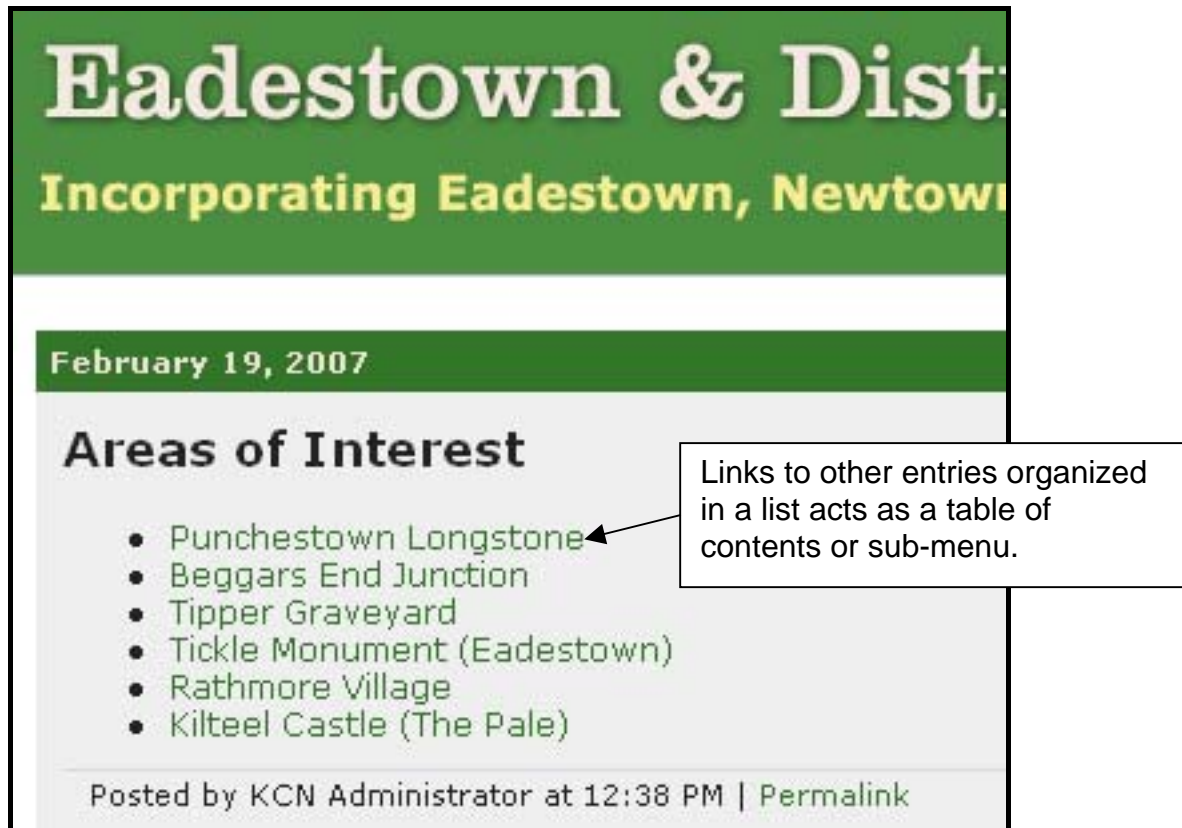


2. The web address is now saved to your windows clipboard. If you want to hold it somewhere else as well as the windows clipboard, open Notepad and paste the web address into notepad.
3. Now make the entry which you will link from. Create a new entry, give it a title and assign it to a category.
4. In the body of your new entry type the link text. This is the text that the user will click on to link to the other entry. Select the text.
5. Click on the **Insert/Edit Link** Button on the toolbar above the entry body field.
6. Paste the web address on your windows clipboard Into the URL field and then click 'OK
7. Save your entry, you have now linked from one entry to another.
8. You can link to various entries from one entry so that one entry can be a sort of table of contents with links to other entries. Once an entry has been linked to from another entry, it no longer needs to be assigned to a category or listed on a category page unless you want it there also. Only the entry with all the links needs to be assigned to a category. You can use this method to organise your site content in a manner similar to subcategories.

Current Easysite that use this method to organise content:

EADESTOWN & DISTRICT CC Easysite.

<http://www.kildare.ie/eadestowndistrictcc/> In this Easysite, the Areas of Interest Category has one entry assigned to it. The entry is also called Areas of Interest. This entry has a list of links to other entries in the site about the individual places of interest.



Eadestown & District
Incorporating Eadestown, Newtown

February 19, 2007

Areas of Interest

- [Punchestown Longstone](#)
- [Beggars End Junction](#)
- [Tipper Graveyard](#)
- [Tickle Monument \(Eadestown\)](#)
- [Rathmore Village](#)
- [Kilteel Castle \(The Pale\)](#)

Posted by KCN Administrator at 12:38 PM | [Permalink](#)

Links to other entries organized in a list acts as a table of contents or sub-menu.

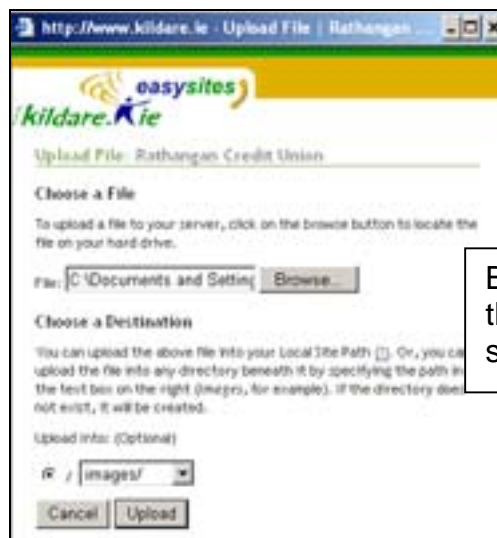
Areas of Interest Entry on Eadestown & District website has links to other entries on the site.

Uploading: Adding an image or document

For More information on images, see [Tipsheet 6 - Images](#)

*Note: Before uploading an image, you must have it saved on your computer and know where on the computer it is. It is a good idea to make sure that the image is not too big. Try to keep an image to about 300-400 pixels wide (landscape) or 300 pixels high (portrait). If uploading a word document or pdf it is so you can link to this document in an entry so that users can download it from your site. If you want the content in the word doc to be visible on your site, you must copy it into an entry using notepad.

1. Click **UPLOAD FILE** on the side bar nav menu.
2. In the window that opens, click *Browse* to find the file on your computer that you want to upload. Select the file by clicking on it and then click *Open*.
3. Type a folder name into the field beside '*Local site Path*'. If adding an image, just type the word 'images' into this field. If adding a word document, just type 'docs'. This means that the image will be stored in a folder called 'images' or 'docs' on the server. It is best to keep all images added in the 'images' folder so that they are all together.
4. Click '*Upload*' to upload the file or image.
5. The image or file will upload to the server so that it is available to be on your website. A page will open asking you whether you want to create a new entry or see the html so that you can copy and paste it into an existing entry. Click the radio button beside your choice and then click on either popup image or embedded image for images or the 'Link' button if it is a document you are uploading.
6. If you choose to see the html, you can copy the code and then paste it into any entry. Click on the *Source* button in the toolbar above the entry body field, to access the source code for that entry so that you can paste in the html code for the image into it.



Browse to your file or image and then upload it to the kildare.ie server.

Uploading an image or document

Using Notepad to Copy Text from MS Word or another text editor.

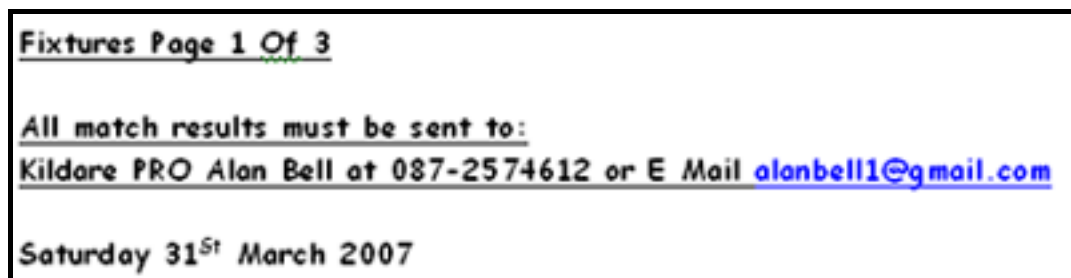
If you have text in a word document that you want to copy into an entry, do not copy it directly from word and paste it into the entry. Copy the text from word and paste it into Notepad first, then copy it from Notepad and paste it into your entry.

Notepad is a Windows program normally used as a text editor. Notepad is available on your computer. Go to Start > All Progrms > Accessories > Notepad.

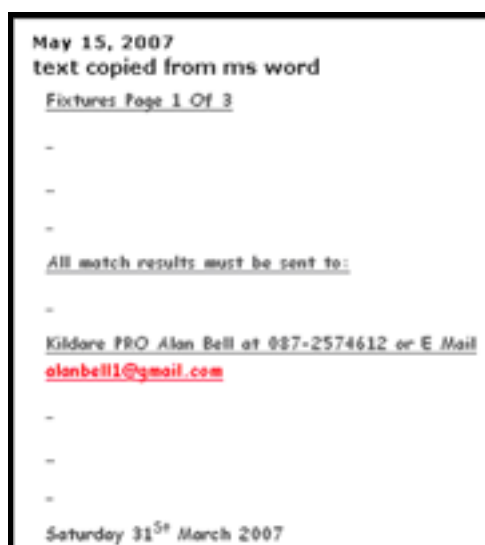
In Notepad text has no format tags or styles and so when you use text from Notepad it goes into your entry 'clean'.

If you do not clean your word text in notepad before pasting it into your entry:

- You will have poor control over the formatting of the text in the entry
- The published entry can have strange characters and extra spaces between lines when it is viewed on your website.



Screen Grab of some text in a word document



Screen grab of the same text after it is pasted directly into an entry (without been cleaned in Notepad) and published on an Easysite. Notice the extra spaces and dashes that have appeared.

Why Rebuild?

When you add a new entry, the system will automatically rebuild the necessary pages. If you make a change to an existing entry, add a category, change a category label or description etc, you will have to rebuild the site to see the changes on your website. Click the Rebuild Site button on the Sidebar Nav Menu and choose to Rebuild All Files when the dialog box appears. Rebuilding means that the system is updating your modification to all relevant pages on your website.

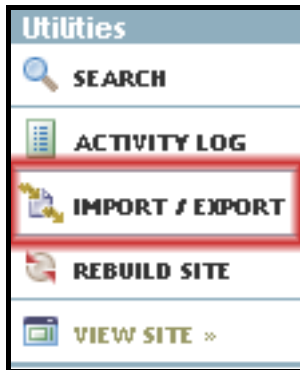


Sidebar Nav Menu

Backing Up Your Site

- Your Easysite is stored on the Kildare.ie server, which is regularly backed up. However, we recommend that you backup your entries on a regular basis – weekly and/or monthly depending on how regularly you update your site.
- There is a backup facility, which allows you to export all your entries into a .txt file.
- You should keep your latest backup txt file and a copy of any images or documents you have uploaded onto the site.
- The Export function in the Easysite interface exports all entries, comments and trackbacks into a .txt file, see details below.

1. Click the **Import/Export** Button on the Utilities section of the sidebar Nav menu.



Sidebar Nav Menu

2. The import/export screen will appear with the import tab information displayed. Click on the **Export Entries** tab.



The Import/Export Screen

3. Click on the Link that says **Export Entries From Your Site Name**. The file will download and you can then open or save it. You should save the file and keep it in a safe place along with any images or documents you have uploaded to your site. This way you will have a local copy of all content on your easysite.

Help

If you have a question about your Easysite, email community@kildare.ie or telephone 045 980568

