

# CMC Website Content Management System

**Note: This document is being updated regularly. Get a new copy often.**

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## 1 Support

This document is a starting point for learning how to edit the website. It is supposed to be easy to do and easy to learn. If things are not clear here please contact us for further assistance and to help us make this document more useful. Email: [website@carolinamountainclub.org](mailto:website@carolinamountainclub.org). It may take a few repetitions of each task before it sets in and becomes second nature.

Also note that these instructions *look* way to long and complicated. That is an illusion. Most of the skills described here are just variations of skills that almost everyone already uses in doing email, word processing, browsing and other tasks. Again, it should only take a few repetitions to master. If there is any difficulty in following the instructions, it is probably because the instructions need to be clarified (let us know). If you need help beyond what these instructions can provide, one thing that can really help is for us to use a remote support program, similar to the ones that Dell, Apple and others put on your computer, that can allow us to see your desktop while we talk on the phone to step through a task. Email us to arrange a phone support session.

## 2 Login

Each person that edits the Breaking News needs their own password for the CMS. **This is different from the password that you use to log in to the Member Area of the website. i.e.,**

**NOT THIS PASSWORD.** The logons are not compatible. You might have to log off one in order to logon to the other. If your browser likes to remember your passwords, it may only be able to remember one of them. If you have two different browsers (Firefox, Chrome, Safari, Opera, IE) then you can use a different browser for each purpose and have it remember the password appropriately.

This is the URL for the CMS logon:

<http://www.carolinamountainclub.org/index.cfm/do/security.login>

Save the above URL in your Bookmarks or Favorites. This URL is not linked to anywhere on the website.

If you *do not* see this dialog, then you are using the wrong login:



You are here: [Home](#) > Login

Please Login

Email Address:

Password:

[Forgot password?](#)

If you know that you have a password for the CMC CMS, but forgot it then click on the [link above](#) and fill in your password and click on the Retrieve Password button:

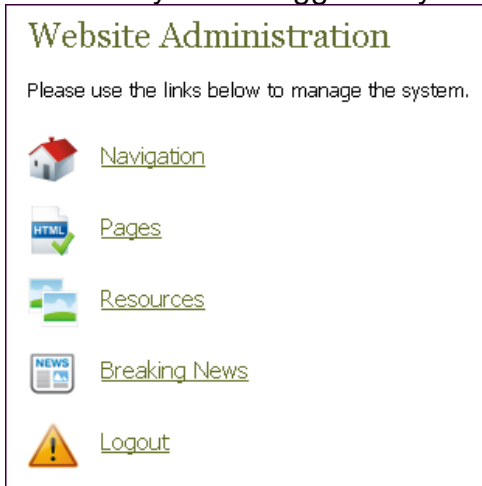
An email will be sent to you with your password:

If you don't have a CMS account yet, for that email address, it will say.

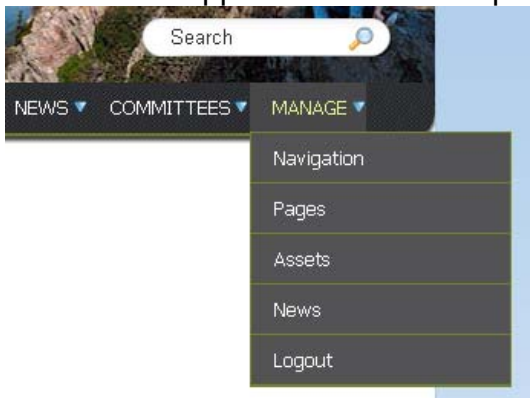
If so, then email the administrator and ask for one.

### 3 Website Administration Page or Menu

Once that you are logged on you will see a list of things that you can work on:



The list also appears as a new dropdown menu at the end of the main menu bar:



Use either one. (Note that one says Resources and one says Assets – they go to the same place). Most of the time we will be editing and creating Pages.

All the pages on the website are named and the name appears on the page itself, e.g.,



Click on **Pages** and you will see a list of Pages and text boxes that your committee(s) “owns”.

[+ Create New Page](#)


	Name	Updated	Updated By
 	<a href="#">ABOUT US</a>	<a href="#">3/1/11 at 2:40 PM</a>	<a href="#">Lynn Ebanks</a>
 	<a href="#">All Day Weekend Hike Schedule</a>	<a href="#">3/23/11 at 9:11 AM</a>	<a href="#">Seth Johnson</a>
 	<a href="#">Become a Hike Leader</a>	<a href="#">5/13/11 at 11:34 AM</a>	<a href="#">Charles Ferguson</a>
 	<a href="#">Breaking News</a>	<a href="#">5/3/11 at 11:15 AM</a>	<a href="#">Charles Ferguson</a>
	<a href="#">ContentBlock_Hiking_Home</a>	<a href="#">1/29/11 at 11:31 AM</a>	<a href="#">Charlie FergusonHiking</a>
	<a href="#">ContentBlock_Hiking_Right</a>	<a href="#">2/25/11 at 12:32 PM</a>	<a href="#">Lynn Ebanks</a>

There may be items that say ContentBlock\_\*\*\*. These are text boxes that appear on the home page or on the right below the member buttons.

What pages that you see are dependent on what committees that you are on and what committee "owns" a particular page. If you don't see a page that you want to edit, contact the "administrator" to change the permissions on the page. If you have permission to edit a page already, you can go to the Navigation tab in the editor and change the committee's that can edit the page. You can select multiple committees by holding the CTRL key down while clicking on each committee. Be careful to keep your committee selected, or else you may not be able to access it after you save the page.


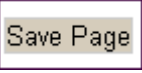
#### 4 Editing a Page

To open a page, click on the name of the page. After awhile it will open an editor with the contents of the page in it:



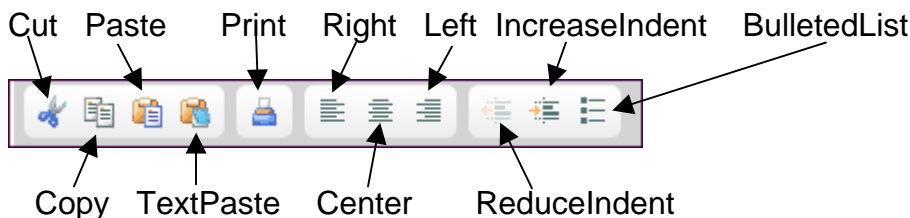
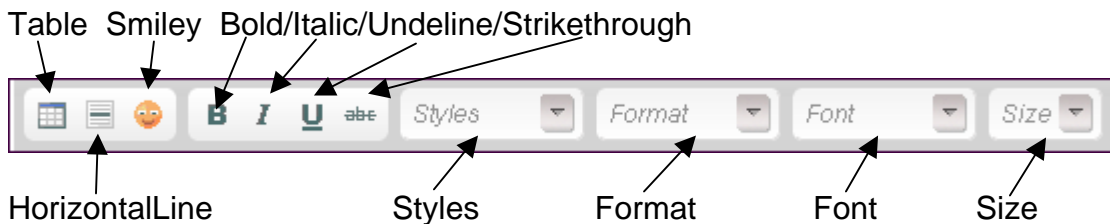
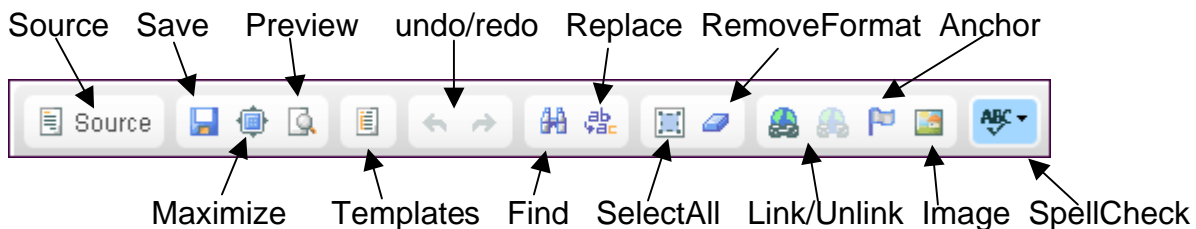
The screenshot shows a web page editor interface. At the top, the page title is "Hike Sign-up Sheet" and the section is "Page Manager". Below the title, there are tabs for "Page", "Meta Data", "Navigation", "Additional Content", and "Page History". The "Page" tab is active, showing a "Page Name" field with the text "Hike Sign-up Sheet" and a "(link text)" label. To the right, there is a "Video Help" button and a link "How to add a photo to your web page". Below the page name, there is a "Page List" dropdown menu set to "Page and Document Link List" and an "Insert Link to Page" button. The editor toolbar includes options for "Source", "Styles", "Format", "Font", and "Size". The main content area displays the text "Hike leaders:" followed by a paragraph: "You might receive an email containing a sign-up sheet in PDF format to print out, for your hike. If not then download and print the pdf document [CMC Sign-up Sheet](#). Have every hiker on your hike sign it. If a hiker has to leave the the hike for any reason make a note to that effect on the sheet."

The editor behaves pretty much like an editor in a word processor or email program. You can't break anything using it. If you make a mistake you can undo it. Changes that you make do not

appear on the website until you Save the file by click on the Save button  or the  button at the bottom. If a big mistake has been saved we can recover old versions (if you need to do this ask a website administrator).

Type in the text box as you would any editor. (note: there is a bug in the editor software that makes the editor jump back to the top of the page when you try to put the cursor in some place further down the page. Just scroll back down and the cursor should be there. (sorry)).

Almost all our pages will use the default typeface of Helvetica (Arial) at a particular size and color. Don't change these, as we want our site to appear uniform throughout. Here are the buttons for the editor. Most of them behave the same as their counterparts in other editors.



Many of these buttons act on some text that you have selected, buy using your mouse in click and drag mode. If you click on one of those buttons without selecting something, nothing happens.

Source – This toggles the editor between normal editing and HTML editing. You can click this out of curiosity but Do Not Edit Anything unless you are very good at writing HTML source code.

Save – Saved all your edits and exit the editor. When you do this you can go to another window or tab and check to see if your edits look right.

Maximize – Makes the editing box fill your browser window to give you more space to edit.

Preview – Shows what your page edits look like without saving the page. It may show up in a different tab or window. Close it or find the editing tab.

Templates – contains a list of basic layouts for a page that you might use in starting a new page. We don't expect that anyone will want to use them.

undo/redo – Undo recent editing actions or put them back.

Find – Look for occurrences of specific text strings in your page.

Replace – Find a text string and replace it with another text string.

SelectAll – Select everything in the edit box, in preparation to do something else with it like delete it or copy it.

RemoveFormat – This removes the last formatting action(s) if you have used the formatting buttons.

Link/Unlink – If you want to put a link to something in your page (or remove it). See the section below on adding links to your page. Some text that you want to turn into a link needs to be selected.

Anchor – A way to create an “anchor” in the middle of a document that allows you to link to that place someplace else like another page or at the top of the page that you are working on. If you want to do this contact an administrator.

Image – Insert a jpg image in your document. You can use one already on the site or upload an image of your own. When images are uploaded they will be adjusted to one of three sizes – medium, small or very small. There is a button on the Page Editor that says [Video Help](#). It will step you through the process of inserting videos. For further help, contact an administrator.

SpellCheck – Toggles on or off the spell checker as you type.

Table – Insert a table into your page. If you want organize things in rows and columns, this is the way to do it. For further help, contact an administrator.

HorizontalLine – Put as a dividing horizontal line

Smiley – Although we are happy we probably won't be using smileys.

Bold/Italic/Undeline/Strikethrough – the usual text formatting button. Select something and click on a button.

Styles, Format, Font, Size – We probably won' be using the Styles, Formats or Fonts, but you can experiment with them to make you page look really gaudy. You can use the Size button on some selected text to make it stand out, like for a paragraph title.

Cut – Removes some selected stuff and puts it into the “paste buffer”. If you don't paste it someplace it will be forgotten.

Copy – Puts some selected stuff into the paste buffer, without deleting it from its current location. If you don't paste it someplace it will be forgotten.

Paste – *Use only if you have Cut or Copied something from within the CMS Page editor, or have copied it from a plain text editor like Notepad or TextEdit.* Put your cursor someplace and click on the button – whatever was in the paste buffer is now in your page.

TextPaste – If you have copied some text from some outside source like a webpage or Word document, use this to paste it. Text from outside the CMS often contains hidden formatting codes, including HTML, which can confuse the page editor and resulting page in a browser. If these codes get put into your page it can be very difficult to correct the problems, so you may have to start the page over.

Print – Print a copy of what's in the editing box for yourself.

Right, Center, Left – Normal justification controls for where you want the text to be placed on the line.

ReduceIndent – Lessen the indenting of selected text blocks (or the paragraph that the cursor is in), by one increment for each click.

IncreaseIndent – Increase the indenting.

BulletedList – Convert a selected list of individual lines into a bulleted list.

## 5 Adding a new Page

Go to the Manage>Pages area of the CMS where you see the list of pages that you can edit.

Click on the link, at the top and bottom of the list, that says: [+ Create New Page](#)

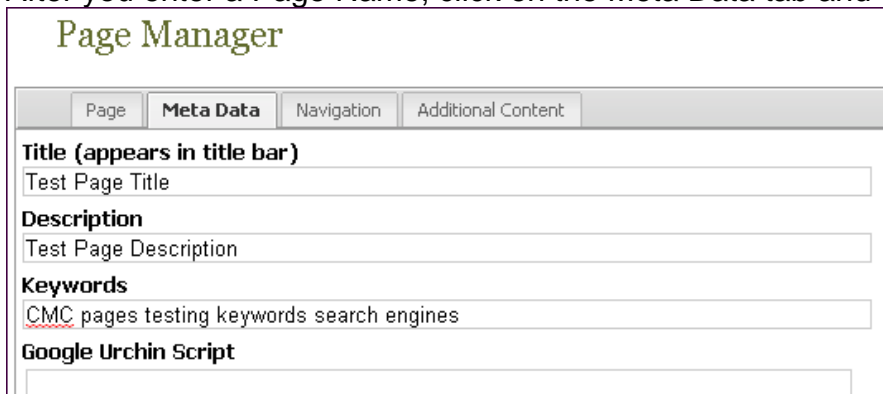
The editor opens with a blank Page Name. Edit the Page Name to be something meaningful – This is the name that will appear in other pages when a link to the new page is inserted. e.g.,

if you enter  (link text) there, then a link to the page will look like this:  That name also appears as a title on the page itself:



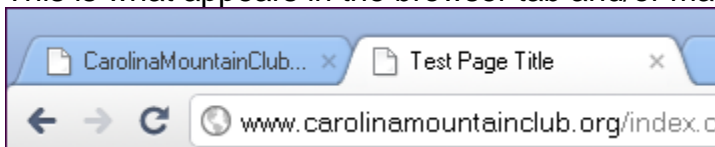
**It's important to name the page carefully.** Although it is possible to rename a page, it can cause the CMS system to misbehave (a software bug) and to have difficulty finding the page if the name has changed a lot. Since the pages appear in the Page Manager list alphabetically, you might want to consider starting the name with a word(s) that will group the new page with other similar pages alphabetically. For example, Challenge pages dealing with the SB6K challenge should all start with "SB6K ".

After you enter a Page Name, click on the Meta Data tab and enter three things:

A screenshot of the "Page Manager" interface. The "Meta Data" tab is selected. The form contains the following fields:

- Title (appears in title bar)**: Test Page Title
- Description**: Test Page Description
- Keywords**: CMC pages testing keywords search engines
- Google Urchin Script**: (empty field)

Title – This is what appears in the browser tab and/or main window title. For example:



or



or



or

Description – Whatever you want here. We're not sure where this might show up, so put something meaningful here in case it shows up later.

Keywords – These are the words that search engines like google look at. Keywords can help CMC pages show up higher in the search results if these are words that people would enter into a search query.

Ignore Google Urchin Script

Now click on the Navigation tab and select the appropriate Committee Page for the page. It should be your committee or it won't appear on your committee's list of pages.

A screenshot of the CMS interface showing the "Navigation" tab. It contains three sections: "Include Page on Site Map?" with a "Yes" dropdown, "Committee Page?" with a "Hiking" dropdown, and "Include in Left Navigation?" with a "No" dropdown. A note below the dropdowns states: "\*Only administrators and committee members in the selected committee will be allowed to update this page." The tabs at the top are "Page", "Meta Data", "Navigation", and "Additional Content".

Click back to the Page tab. You will be back at the editor and can edit as usual. If you want to save the page before editing then enter something in the text box even if it just a word or two – otherwise the editor won't let you save it.

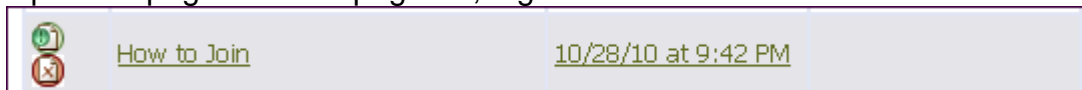
## 6 Renaming a Page

In the CMS there are two different names for a page:

1. The name that the CMS itself uses in the Page List, page header and to name links to pages.
2. The name that appears in the browser title bar or tab.

### 6.1 To change the CMS name:

Open the page from the page list, e.g.



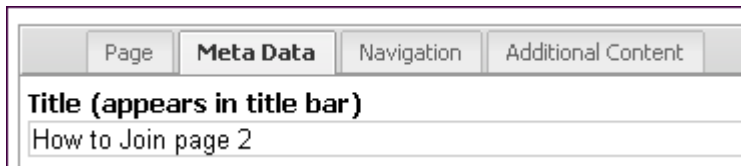
Type the new name in the Page Name box.

A screenshot of the CMS interface showing the "Page Name" field. The tabs at the top are "Page", "Meta Data", "Navigation", and "Additional Content". The "Page Name:" label is above a text box containing "How to Join subpage" and "(link text)".

### 6.2 To change the Browser window or tab name:

Click on the Meta Data tab and change the Title.





Save the page now – do not make any edits to the page – they will not be saved.

You can change both of the names at the same time, before saving. After saving you can reopen the page and edit.

## 7 Inserting Links in a Page

### 7.1 A link to a CMC website page

If you have not created the page that you want to link to, it's best to Add a New Page (above), even if it is empty, before trying to put a link in your current page.

Finding a link to a CMC page – There are two methods to find a link.

#### 7.1.1 Get a link using the Site Map

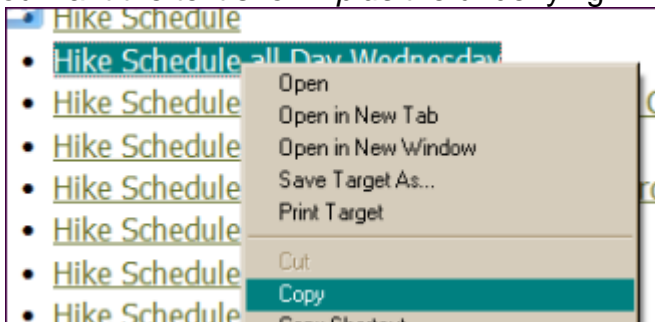
At the bottom of most pages on the website is a list of links. One of them is the Site Map:



Click on the Site Map link. You will see a list of all the publicly accessible pages. Find the page that you want a link to.

- [Hike Schedule](#)
- [Hike Schedule all Day Wednesday](#)
- [Hike Schedule all Day Weekend spring \(2nd Quarter\)](#)
- [Hike Schedule half-day Sunday](#)
- [Hike Schedule All Day Weekend Summer \(3rd Quarter\)](#)
- [Hike Schedule Archive](#)

If you want the text shown *plus* the underlying link URL then select and copy the whole line:



Select the line and right click and choose Copy. Now you can past the page name text and link URL into another page.

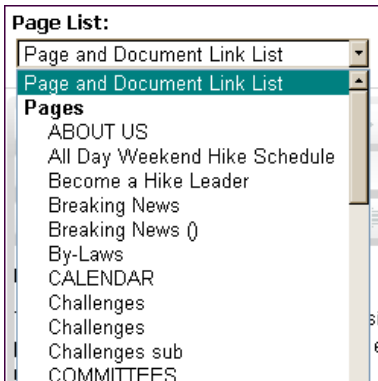
If you want *only* the link URL then follow the same steps above, except choose Copy link location, Copy link shortcut or Copy link target, depending on your browser. With the link URL, follow the instructions in section 7.2 below.

### 7.1.2 Get a link using the CMS page editor

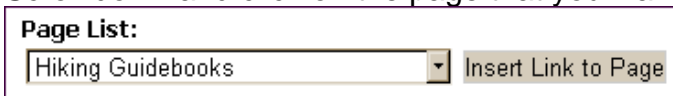
Put your cursor at the place where you want a page link to appear but don't type anything yet. Above the editor button toolbars is something like this:




Click on the little down arrow to get the list of all the pages on the website:



Scroll down and click on the page that you want a link for:



Click on the  button. The link will now show up in your page:

CMC recommends these [Hiking Guidebooks](#) for your reading pleasure and for necessary information about some areas and hiking trails

If you want to edit the link text you can put the cursor in the link text and type/delete what you want – the actual link URL will not change.

these [Western North Carolina Hiking Guidebooks](#) for


## 7.2 A link to an external URL

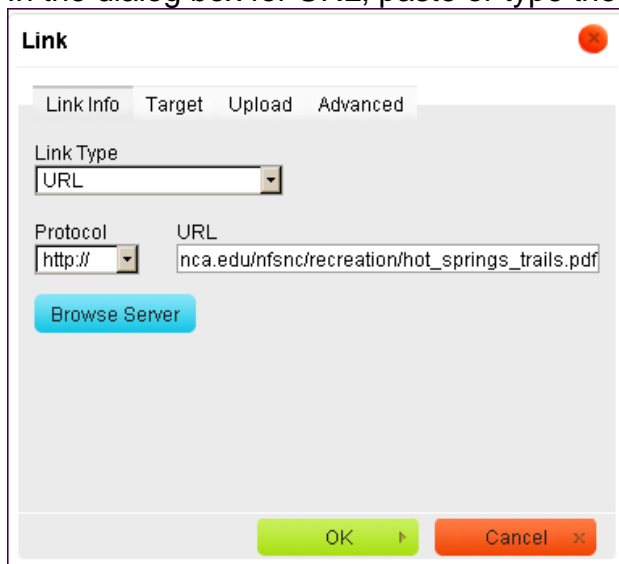
(For the time being these instructions should also be used to insert a link to a CMC PDF document. See the instructions below for Copying the link to the PDF file).

To add a link to an external page or document:

1. Type the text that you want to be a link.
2. Select it, for example:

Here is a link to the place where you can find a [Map of the Harmon Den Area](#).

3. Click on the Link button above 
4. In the dialog box for URL, paste or type the URL for the external document or page.



Note that before you do this you should have copied the URL for the page or document, so that you can paste it into the dialog.

5. For now ignore everything else in the dialog and click on OK. Now you should see the link inside the editor. you can find a [Map of the Harmon Den Area.](http://nca.edu/nfsnc/recreation/hot_springs_trails.pdf)
6. If you need to edit the URL, put the cursor somewhere inside the link and click on the link button again, and make your changes.

## 8 Adding a File to the “Resources” or “Assets” of a Committee.

Go to the Resources link under Website Administration. In the Manage drop down menu it appears as “Assets”



Select your committee. You will see a list of currently available files.

Click on  Add New Resource

Enter a Title – a short name for the file.

Enter a description that helps users understand what the file is and what it is used for.

Browse your computer for the file (e.g. pdf file) that you want to upload to the site.

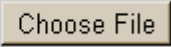
Select the committee that will “own” the file.

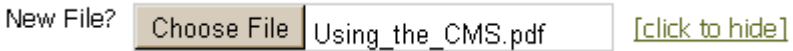
Click on Submit.


Now the files should appear in the list of files (resources or assets) for that committee.

### 8.1 Uploading a pdf file with an updated copy

1. Find your document in the list of documents in Resources or Assets
2. Click on the name of the document. The Resource Form will open.
3. Under the description box click on the [Upload New?](#) link.

4. Click on the Choose File button  .
5. Navigate to the location of the file on your computer and click on Open.

The file appears in the box 

6. Click on 

### 8.2 Putting a link to a PDF file in a Page

Use the instructions in Section 7.1 to put a link in your page. The PDF files are listed at the bottom of the Page List.

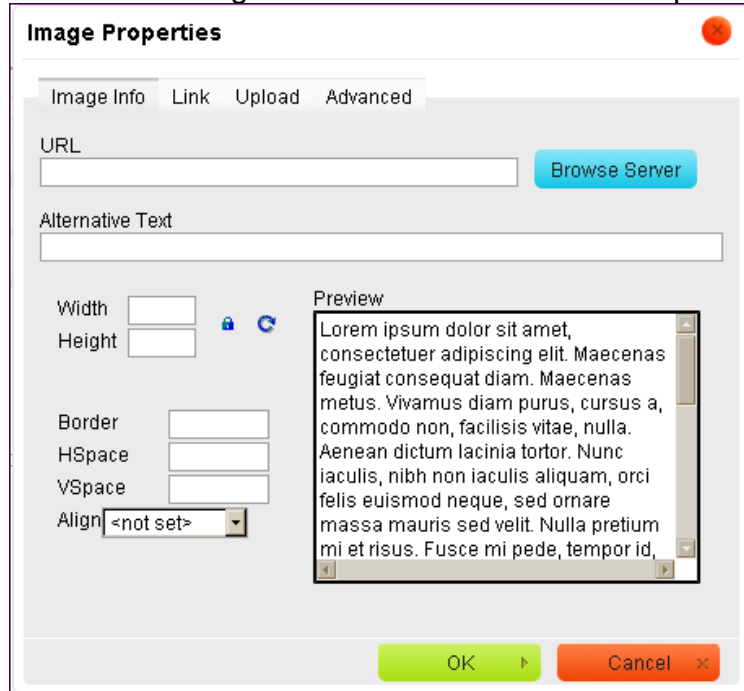
## 9 Adding Pictures to a Page


*Before you upload a picture* you should ideally resize the picture in a simple picture editor to be the size that you want it to be in the web page that you are editing.

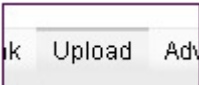
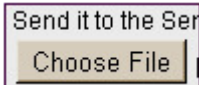
Open the Page that you want to put a picture into.

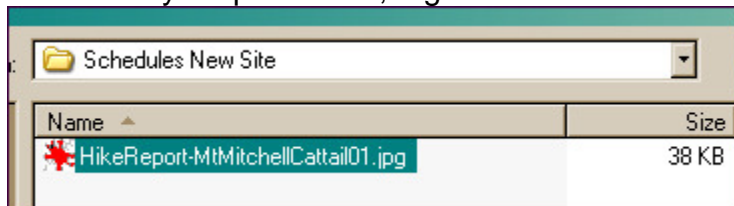
Put the cursor at the place where you want the picture to appear.

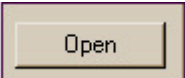
Click on the Image button  in the editor top toolbar. A dialog box will appear:



If the picture that you want has already been uploaded to the server then click on .



Click on the Upload tab . Click on Choose File . Navigate to the location of your picture file, e.g.:




Select the picture and click on Open .

Now you are back to the Image Properties dialog - click on Send it to the server.

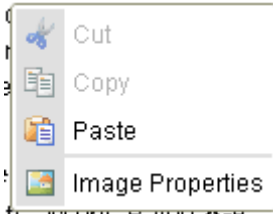
You can adjust the size and positioning of the picture using these controls. Play with it. If you need more help contact the website folks [website@carolinamountainclub.org](mailto:website@carolinamountainclub.org)

	<p>You should be able to adjust the size of the picture using Width and Height.  locks the aspect ratio.  rotates the picture.</p> <p>Border puts a black border around the picture (never used).          HSpace puts some space before the picture on the left.          Vspace puts some space before the picture on the top.          Align puts the picture on the right or left side of the page.</p>
--	---

The preview box will show you an approximation of how the picture will appear relative to the text.

Click on the green OK 

You can make some adjustments to the position and size of the picture after you see it inside your page. Right click on the picture and choose Image Properties to change the size of the picture:



Click on Save page.

## 10 Copying content from another source (like the old site)

An example is copying a page from the old website to the new site. This can involve:

Copying text from old to new.

Copying and uploading pictures or other files to the new site.

Updating and inserting links to pictures or documents


An example of copying an old page to a new one – we want to copy the content of the North Shore Road page to the new site:

1. It can help to have two different browser windows open, one for the old website and one for the CMS on the new site. That way it is easier to switch back and forth between the two sites.
2. Click on the North Shore Road link in the old home page:



*(Only for this particular page we have to use IE. For other pages any browser should work fine).*

3. In the other window, logon and open up the CMS. Look at the Page list and see if the page that you want to edit. If it does then click on it to edit it. In this case the North Shore Road

Page does not exist so we have to create it. Click on . Name the

page:  (link text)

Click on the Metadata tab and fill out the three text lines:

Page	<b>Meta Data</b>	Navigation
<b>Title (appears in title bar)</b>		
Conservation - North Shore Road		
<b>Description</b>		
Conservation - North Shore Road		
<b>Keywords</b>		
Conservation - North Shore Road		

Click on Navigation and select the committee and whether or not you want the new page to appear in the left and top menu links for the committee:

Page	Meta Data	<b>Navigation</b>
<b>Include Page on Site Map?</b>		
Yes		
<b>Committee Page?</b>		
Conservation		
<small>*Only administrators and committee members in the system can edit this field.</small>		
<b>Include in Left Navigation?</b>		
Yes		
<b>Parent Page:</b>		
Conservation		

Select the parent page for the new page. This is usually the page where a link to the new page will appear.

If you only want to link to the new page, not have it appear as links in menus, then say No for Include in Left Navigation.

Now click on the Page tab and we are..

4. Ready to edit. Go to the old site window and select all the text that you want to copy on the old page (which should already appear in the window). In this case the text starts with:

**North Shore Road Position**

The Carolina Mountain Club supports the Monetary Settlement Study Alternative to settle the 1943 agreement concerning a proposed road on the north shore of

and ends with:

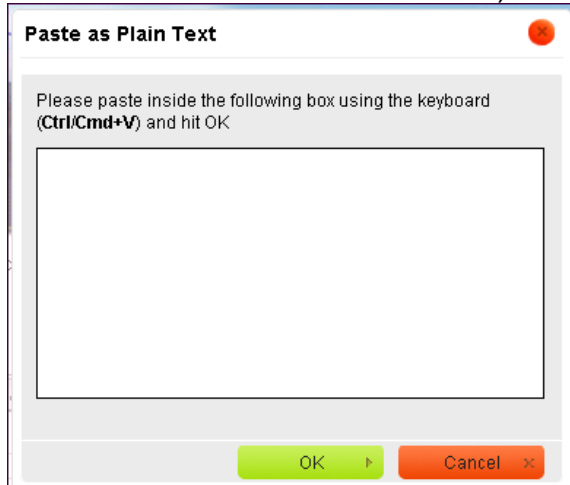
Trail. Major bridge crossings of the Forney, Hazel, and Eagle Creek embayments will be studied as options to this alternative. The Northern Shore Corridor Alternative would include an auto-tour guide and wayside exhibit panels at pull-off areas.

Now copy – most browsers – right click and then click on Copy.

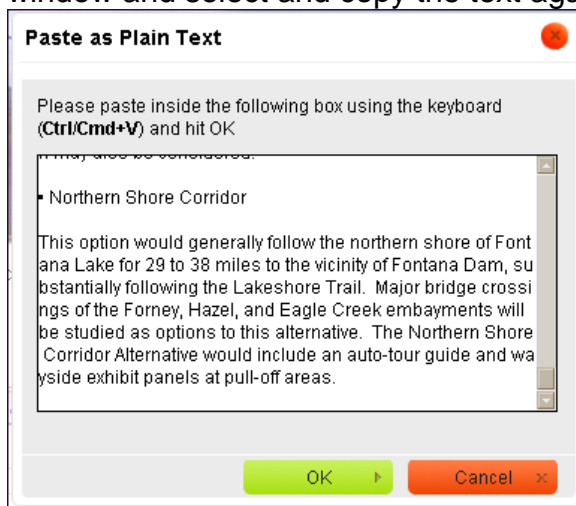
5. Now go back to the Page editing box for the new site. Put the cursor in the text editing box



and then go to the tool bar above it and click on the **Paste as plain text** button. (Important: Don't click on the normal Paste button). A dialog box will pop up:

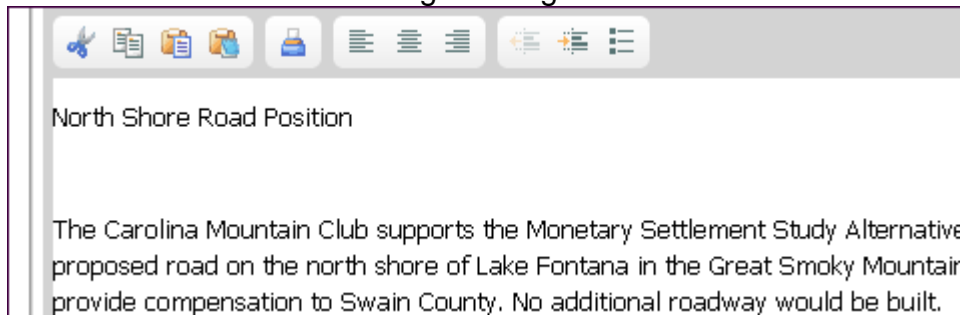


Put the cursor inside the white box, right click and choose Paste. Now the selected text from the old page should appear in the box (if it doesn't then go back to the old site window and select and copy the text again).



Click on the  button.

6. Now the text should be in the Page editing box.





Note that this will not include any formatting (like bold and size), pictures or active links. If you want to add formatting to parts of the text then now is the time to do so (or you can Save and go back to it later). If you need to select text and make active links then refer to the section on Inserting Links to a Page. If you need to put pictures in your edited text then refer to the section on Inserting Pictures. If you need to copy pdf documents then refer to the section on Adding a File to the “Resources” or “Assets” of a Committee.

7. Now you can Save the Page by clicking on the Save button in the tool bar or the Save Page button at the bottom
8. If you need to add a link to the new page then open the other page in the editor and follow the Inserting Links to a Page instructions.

## 11 Editing the Breaking News Box


Editing the Breaking News is actually pretty simple. These instructions appear long and complicated. Print these out so that you have something to refer to if you have a problem.

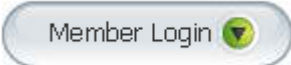
Recently CMC members were informed, in the e-News and Let's Go, that hike cancellations will be announced in the Breaking News on CMC's Website. Previously, only a few people have edited the Breaking News. Our new website has a simple editing interface that allows anyone with basic skills to add and edit articles for the Breaking News. Although hike leaders can continue to inform hiking committee and website people, it will be better if everyone learns to edit the news themselves. It only takes about 5 minutes to post an article (once that you have learned).


(Notes: These instructions contain snapshots of things on our website. They are just pictures. *None of the links in these pictures work.* Open your browser, log in, and try these things yourself to see how it works. Write an article just to experiment, then delete it. You cannot break the website. These instructions look way more complicated than the task actually is. Although this may seem new and unusual, it will sink in and become easy with repetition). The [blue links](#) work.


The Breaking News appears near the upper left corner of [CMCs home page](#):

Clicking on the title for each article will take you to a page for the individual articles.

Clicking on the  [View all Breaking News](#) link will take you to [the page with all the articles](#) in detail.



Member Login 

1. Log into the member area of the website on the home page.
2. Once logged in, click on the  [Edit Breaking News](#) link in the Member Menu.
3. There will be a list of all articles include ones that may be inactive (not visible).
4. Scroll down to the article that you want to edit and click on the Edit link.
5. If you want to add a new article click on the [Add a new news article](#) button.
6. Type in a short **Name** for the article.
7. The **Publish Date** is today's date. If you want to delay publication pick a later date.

8. Pick an **Expires Date** for the article to disappear from the Breaking News. For hike cancellations this would be the date after your hike.
9. Type your breaking news text in the text box. If needed you can use the Use the Fancy Editor to access the CMS style editing buttons in the tool bar as explained in “Editing a Page” (the main CMS instructions document). Put **your name** at the end of the article so that people know who to ask, in the future.
10. Click on the Submit News Edit button.

## 12 Hike Schedules

Eventually, the website will have a form that hike schedulers will use to post the hike schedules which should automatically be formatted for the website. Until then we will use this process to manually post the schedules. Someone from the hiking committee will email you the 3 hike schedules when they are ready to post. They will be in .txt format.

Look at the current pages of the hike schedules to see what they look like:

[Hike Schedule](#)

[Hike Schedule all Day Wednesday](#) and the other schedule pages.

You may notice that some of the current schedules have “Scout Reports” and pictures inserted. These are added, at times, after the schedules have first been posted.

*Some explanation: Normally when you start each quarter’s schedules process the Hike Schedule page will only list the following three schedules:*

[Hike Schedule All-Day Weekend](#)  
[Hike Schedule Half-Day Sunday](#)  
[Hike Schedule All Day Wednesday](#)

*which are the schedules for the current three month quarter. After you complete posting the Next Quarter schedules it will look like this:*

[Next Quarter Hike Schedule all Day Weekend](#)  
[Next Quarter Hike Schedule Half-Day Sunday](#)  
[Next Quarter Hike Schedule All Day Wednesday](#)  
  
[Hike Schedule All-Day Weekend](#)  
[Hike Schedule Half-Day Sunday](#)  
[Hike Schedule All Day Wednesday](#)

*I have already started this quarters process (prematurely) by making the Next Quarters schedules visible. You can see that the Next Quarter schedules are empty.*

### 12.1 Adding the new Hike Schedules for the Next Quarter

This is essentially copying the text from the Word document and pasting it into the Next Quarter page for the schedule, followed by making links for email addresses and hike numbers.

Login to the CMS and then click on the Pages link. Find the Next Quarter schedule in the list of pages. They all start with Hike Schedule and are in alphabetical order. Note that the names of


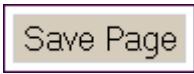
the pages are different from the links shown above. It should be pretty obvious – there are only 6 to choose from.

### 12.1.1 Copying a schedule from the emailed text file

Click on the page that you want and it will open up in an editor that is similar to one in a word processor or email program. There are lots of buttons that have functions similar to those in other editors. There are also some buttons that are specific for web page editing. See section 4 for more details on editing if you need to. The instructions here should be enough to get started. The actual editing box will be blank, have some little text or have the content from the previous quarter in it.

1. Delete all the old text. One way is to do CTRL-A and then the delete or backspace key.
2. Open the corresponding .txt file in Notepad or other text editor program.
3. Put the cursor someplace in the text (if it is not already there). Select everything (CTRL-A).
4. Copy – either right click and choose Copy or do CTRL-C.
5. Put the cursor back in the website Page editing box.
6. Paste – either right-click and choose Paste or CTRL-V.

At this point you can save the page and come back to it later to make the links. To Save click on

the Save button  or on the  button at the bottom of the page editor page. After saving, the page is now visible to people on the website. You can check the page that you just edited in a normal browser window or tab.

You can go on and do the other two schedules in the same way. After doing those, then the schedules are available to everyone. That completes the easy part. You can continue on with the links when you are ready.

### 12.1.2 Making the links in a schedule page

Making the links although not hard are more tedious or repetitive. Refer to section 7.2 for some details about inserting external links. There are two kinds of links that we need to make in every schedule – Hike numbers and email addresses. The hike numbers will link to hike database pages. The email addresses will link to a person's email program so that they can email the hike leader.

#### Hike Number Links

Most hikes have a hike number in the first line, e.g., SUNDAY NO. **A1104-697** Oct. 9. We need to turn the plain text hike number into a link. The link URL is always <http://www.carolinamtnclub.org/hikedetails.asp?number=xxx> where xxx is the 3 digit hike number, e.g. 697.

1. First **select and copy** this text:

`http://www.carolinamtnclub.org/hikedetails.asp?number=`

Hopefully you will only have to do this once for each schedule.

2. Go back to the editor and select the hike number text, e.g. A1104-697

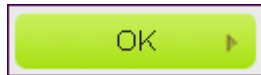
3. Click on the link button



4. In the dialog that pops up, paste the above URL in the URL box:

- Without clicking anywhere else, type the hike number, e.g.697

for one or digit hike numbers type the one or two digit number, or use leading zeros.



- Click on
- Go to the next hike and repeat the process.
- If you accidentally copy something else, you will have to copy the URL text above again.

### Email Address Links

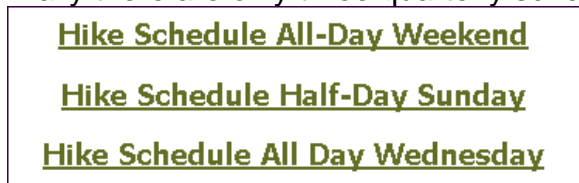
Most hike leaders have an email address which is part of the hike description.

- Select and Copy** the email address, e.g., ccf108@gmail.com
- Click on the link button.
- In the dialog, Change the **Link Type** to E-mail
- Put the cursor in the E-Mail Address box and paste.
- Click on OK.
- Repeat for all the hikes.

### 12.1.3 Making the Next Quarter Schedules links visible

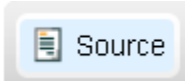
This is really pretty simple. It should take about 30 second to do this. These instructions make it sound complicated. For the most part using the CMS does not require a person to know or look at the underlying programming code that the CMS uses. However, sometimes it can be helpful to do some things at the HTML code level, that the CMS won't allow you to do. Looking at code can be scary so if you aren't ready for it, that's OK.

Normally there are only three quarterly schedule links visible on the main Hike Schedule page:



We need to make the links to the Next Quarter schedules visible on that page. The code for those links are already embedded in the page but they are “commented out” which is programmer lingo for turning code that normally would do something into “comments” which are there just to be looked at by a programmer.

- Open the Hike Schedule page in the page editor.
- You should see the normal looking page with the above three links visible.



- Click on the
- You will see the actual HTML code for the page. At this point we do have to be careful because every single character is important – we don't want to add anything unnecessary or delete anything.

5. At the very top are some comments that explain much of what is also explained here. All comments start with `<!--` and end with `-->`. In HTML they are called comment tags. You will see that there are multiple lines that contain the comment tags. Because of the way that the CMS editor formats the comments it is not as clear as it should be so you will have to hunt a little for the tags that you need to pay attention to. What you will do is delete one of each tag to make the link code visible. The easiest way for me to tell you is to copy the segments of code and highlight the relevant tags.
6. The start/opening tag is in bold here:  

```
then comment out the first three lines using these characters:
<!-- on this line just after this closing tag --><!--
<p style="text-align: center;">
```

That's a dumb place for the editor to put it, but we have to live with it.
7. Delete those 4 characters in bold. They won't be bold in the editor.
8. The end/closing tag:  

```
/page/Hike-Schedule-Wednesday-Next-Quarter">Next Quarter Hike
Schedule All Day Wednesday</a></span></strong></p>
<p>
--><!-- Put the closing comment tag on the line just before the
opening tag on this line -->
```
9. Delete those 4 characters in bold.
10. Click on the Source button again and Save the page.

When the Current schedule has expired and the Next Quarter schedules are now current we will put those comment tags back and move the Next Quarter's schedules into the normal/current schedules, which will be explained in the next section.


## 12.2 Moving the Next Quarter Schedules to the Current Quarter

This is essentially deleting the current schedule page content and copying the schedule from the corresponding Next Quarter schedule. To be elaborated upon later...

## 13 Editing the Hike Report Page for the e-News

(Also useful in adding Scout Reports to the old style Hike Schedules)

1. Create a new hike report page, if it has not already been done - Section 5
2. Open the hike report page – Section 4
3. Using the instructions in Section 4, find the place where you want to insert the text for the hike report or scout report and put the cursor there. (note: there is a bug in the editor software that makes the editor jump back to the top of the page when you try to put the cursor in some place further down the page. Just scroll back down and the cursor should be there. (sorry)).
4. a). Type away or  
b). Copy the text from an email or other document and paste into the Page using the

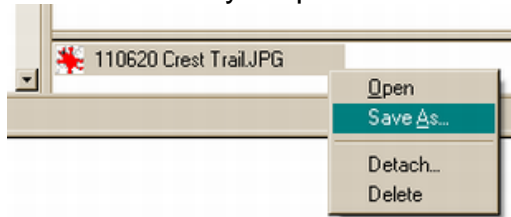
TextPaste button . See Section 10 for detailed instructions.

## 13.1 Inserting a Picture into a Hike Report (or schedule/scout report) Page

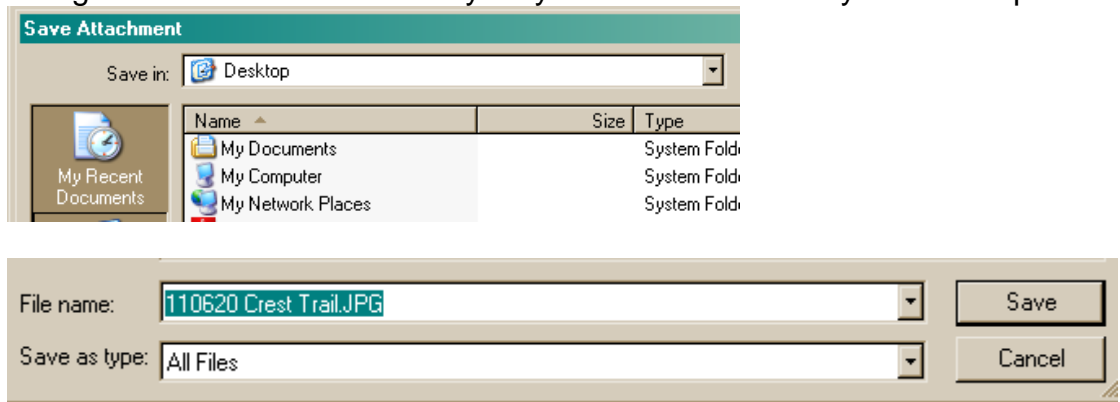
1. Copy the picture file to someplace on your hard drive where you like to store pictures for the e-news or hike schedules. Each email program or website is different. If you are not sure how to get a picture from your email onto your hard drive, email [website@carolinamountainclub.org](mailto:website@carolinamountainclub.org).

Here is an example from the Eudora OSE email program:

- a) Find the link to your picture and download it; such as:



- b) Navigate to the folder or directory on your hard disk where you want to put it:




If you need to rename the file, you can do so now in the highlighted area above where the File name appears. You can wait until the next step if you want.




2. Rename your picture, on your computer to "HikeReport-date-name.jpg", where date is the date of the hike or today's date, and name is some meaningful short description or location. An example is "**HikeReport-110620-CrestTrail1.jpg**". No spaces or apostrophes. Date must be yymmdd. This naming convention is so that the pictures are sorted properly in lists of files that appear in other places in the CMS.
3. If your picture is large, use a picture editing program on your computer to resize it now. The largest picture should be no more than 500 pixels wide. Most pictures should be 400 pixels or less in width.
4. Now follow the instructions of Section 9 above, to upload and insert the picture.

## 14 Changing the Home Page Slide Show

Login to the CMS (section 2, Login).



Click on the  link or click on the **Manage>SlideShow** dropdown menu at the top menu bar. You will see a list of slides already available:

	Title	Image	Active
	<a href="#">Make friends!</a>	<a href="#">Maint picnic 2010.JPG</a>	Yes
	<a href="#">Become a hike Leader!</a>	<a href="#">become-hike-leader.jpg</a>	Yes
	<a href="#">Save Our Trails!</a>	<a href="#">save-our-trails.jpg</a>	No

There may be some slides in the list that do not appear during the slide show – they are marked as No in the Active column.

### 14.1 First prepare the image for your new slide

All slides must be 340 pixels **wide** x 277 pixels high. Use your favorite picture/image editor to change the size. If you have not done this kind of thing before, contact the website folks to recommend a simple picture editor and get you started. It may be difficult to get the picture to be exactly 340x277 without distorting it so you can try doing it in these steps:

1. Crop the original picture to contain most of what you want keeping in mind that it will be a horizontal picture.
2. Resize the picture to be **either** 340 pixels wide **or** 277 pixels high. There should be an option in the resize dialog of your picture editor that says to constrain or preserve aspect ratio or proportions – make sure it is on for now.
3. Crop the picture again to get **close** to the right numbers. If you get it exactly then you are done.
4. Resize the picture to be exactly 340x277. To do this you may have to turn off the option to constrain or preserve Aspect Ratio or Proportions. Type in those two numbers for width and height.

Save the picture as .jpg, .png or .gif only.

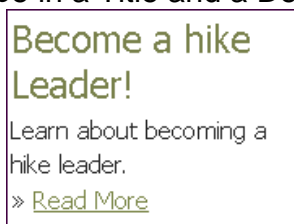
### 14.2 Add a Slide to the Slide Show

Every picture in the slide show will be linked to a page on the website so that when people click on it or the Read More link they will be transferred to that page. So it's a good idea to have a page in mind that will be linked to the slide image. If the slide that you have in mind needs a new page written, that page must be created first – see the Adding a New Page chapter of these instructions.



Click on the  button.

Type in a Title and a Description. The title and description will look like this:



The Description must start with `<p>` and end with `</p>`.

Description	<code>&lt;p&gt;Trail treasures.&lt;/p&gt;</code>
-------------	--

These are HTML tags, which normally we don't have to pay attention to, but the Slide Form isn't so smart.

Select the [Linking Page](#) - all the pages in the website are listed in the drop down menu, alphabetically. There is no problem in having multiple slides link to the same page.

Click on the [Browse...](#) button and navigate to the location of the new 340x277 slide that you prepared above.

If you want the slide to be immediately active then click on Yes:  Yes  No

Click on [Submit](#).

### 14.3 Change the state of existing slides

You can go back and change the slides already in the list.

Clicking on the  button will permanently remove a slide from the website.

Clicking on the Tiles of a slide will take you back to the Slide Form page for that slide:

Title
<a href="#">Make friends!</a>

To make an existing slide Active Click on the Title of the slide: then click on the Yes radio button:

Yes  No. Set it to No to make it inactive. *(I don't know if there is a limit to how many slides can be active or what a good number to have active would be).*

You can change the Title or Description for the slide.

Click on the [\[upload New?\]](#) link to replace the existing image file with a new version.