



Building a Web Site with Manila

A Web Page for Every Teacher in Nebraska

<http://teachers.esu10.org/>

http://_____

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Table of Contents

Introduction.....	1
Logging in to Your Site	1
Change Password.....	2
Manila Editing Environment.....	2
Definitions.....	2
Changing Your Prefs.....	5
Using the Editor	6
The Editing Toolbar:.....	7
Other Editing Tips:	7
Using HTML to Format Text.....	8
Creating HTML Formatted Text with AppleWorks (Mac)	9
Creating HTML with Microsoft Word	9
Word HTML Cleaner.....	9
Stories (Web Pages).....	11
Adding a Story (Web Page)	11
Linking to Your Story (Web Page) from Another Story (Web Page)	11
Deleting a Story (Web Page)	12
Adding Hyperlinks to Your Stories (Web Pages).....	12
Another Way to Add Hyperlinks to Your Stories.....	13
Shortcuts	14
Global Shortcuts.....	15
Navigation Bar	16
Adding a Link to the Navigation Bar.....	16
Deleting a Link in the Navigation Bar	17
Modifying a Link in the Navigation Bar.....	17
Pictures (Images)	18
Prepare the Image for the Web:	18
Putting a Picture (Image) on the Server.....	18
Placing a Picture on a Web Page	19
Deleting a Picture.....	19
Tables.....	20
Entering Text	20
Deleting Rows or Columns.....	20
Adding Rows or Columns.....	20
Selecting the Table or Text.....	20
Files.....	22
Deleting a File.....	23
Considerations when Using Files.....	23
Plug-ins	24
Calendar	24
Setup	24
Update.....	24
Add an Item to Calendar.....	25
Delete Item from Calendar.....	25
Counter.....	26

Setup	26
Macro to include	26
Macro Examples	27
Image Macro	27
Date & Time Macros	27
Other Useful Macros.....	28

Building a Web Site with Manila

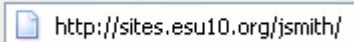
Introduction

Manila is a browser-based web page generator that uses templates as the foundation for editing web pages. It is designed to let everyone who works on a site focus on what they do best—managing content, not design.

Logging in to Your Site

Since Manila offers browser-based editing of web sites, all you need is a web browser and a network connection when you want to update your web pages. This can even be done from home if you have access to the Internet.

1. Start your web browser. Netscape or Firefox are the recommended browsers so that you may have the most complete editing features available in Manila. They can be downloaded for free at <http://www.netscape.com> or <http://www.mozilla.com> respectively.
2. Enter the address given to you by your LAN manager or ESU 10. It may look similar to **http://sites.esu10.org/loginname**, where *loginname* is the name given to you for your Manila account.



http://sites.esu10.org/jsmith/

3. Click on the Login link or button near the bottom of the window to activate the Login window. *Note: If there is no Login button/link, you may need to enter “/member/login” after your login name in the URL. Press Return/Enter.*
4. Enter the email address and password provided to you in the appropriate spaces and click the **Login** button.

Login

Enter your email address and password to login to this site.

Forgot your password? Enter your email address and leave the password blank. The correct password will be sent via email.

Not a member? You can [Join Now](#).

Email address:

Password:

Login

Change Password

1. To change your password, enter the address:
http://sitename/loginname/member/changePassword
where *sitename/loginname* is the your school site and your login given to you for your Manila account, e.g. http://sites.esu10.org/jsmith
2. Enter your current password in the Password: box.
3. Enter your new password in the New Password: box.
4. Enter the same password in the Repeat: box.
5. Click the “Change Password” button.

Change Password

Use the form on this page to change your password. Enter your current password into the Password field, and your new password into the New Password and Repeat fields, and click the Change Password button.

Password:

New Password:

Repeat:

Manila Editing Environment

NOTE: This document contains screen shots using Netscape 7.2 and Firefox, which are the preferred browsers for using all of the functionality of Manila.

Once you have logged into your web site, you will see the Manila editing options as a group of hypertext links. If the editing toolbar (Editors Only:) doesn't appear, you may need to click the “Login” link again. If it still doesn't appear, add “/admin” after your login name in the URL, and press Return/Enter.

Editors Only: [News](#) [Stories](#) [Pictures](#) [Files](#) [Shortcuts](#) [Discuss](#) [Prefs](#) [Admin](#) [Bulletins](#) [Calendar](#) [Counter](#) [Logoff](#) [Help](#)

Note: The number of options in the “Editors Only” bar is determined by the security setting you were given by your Manila Manager.

In addition, you will see an “Edit this Page” button at the bottom of the page.

Each of the following options allows you to edit your site in a particular fashion.

Definitions

News This feature will allow you to post news items (AKA blogs) on your home page.

Stories Manila refers to web pages as “stories.” Clicking on this option will show you a list of all the web pages on your site and allow you to add, modify, or delete pages. Each web site begins with just two pages (Home and About). You add more pages by clicking the “Create a New Story” link.

Pictures Clicking on this option displays a list of all the pictures you have on your site and allows you to add, modify or delete pictures in .gif or .jpg formats.

- Files** Manila refers to rich media forms, such as Acrobat documents, QuickTime or Win Media movies, PowerPoint presentations, Office or AppleWorks documents as “Files.” Clicking on this option will display all the files you have added to your site and allow you to add, modify or delete files.
- Shortcuts** Manila helps you keep track of all the news, files, pictures, and stories on your site by creating a named reference to each of these objects each time you add one. The shortcut points to the actual story, picture, file or URL. The value of shortcuts is that you can add an item or a link to your page by simply enclosing the shortcut name inside quotations when editing a page.
- Discuss** A chronological listing of all stories, images and files posted to your site. Members of your site may make comments (discussion) about the items listed.
- Navigation** The Navigation area lets you create a set of site-wide links to keep visitors oriented and make it easier for them to move around. On a new Manila site, these links typically appear along the left side of every page.
- Prefs** When you click on this option, Manila will display a list of the site preferences that include the means for altering the appearance, architecture and access to your site. Consult your Manila Manager before making ANY changes in your Prefs other than the Navigation bar.
- Admin** From Admin, you can add, block or remove Members from your site.
- Bulletins** If you are working on a Manila site as part of a group, there may be times when you want to quickly send others in the group an email message about things you are doing to the site. Manila allows you to send such messages to other group members without having to use an external email application. Clicking on the option displays a window where you create and send such a message.
- Calendar** The Calendar option appears only after it has been turned on (Click on Prefs and then Plug-ins). This feature allows you to Add or Delete items from a traditional calendar. Items may be hyperlinked to external URLs as well as internal stories (web pages) or pictures.
- Counter** The Counter option appears only after it has been turned on (Click on Prefs and then Plug-ins). This feature allows you to decide on the appearance of a counter and how to add it to a story (web page).
- Logoff** When you are done editing your site, you should always logoff. This is very important when sharing a computer, because without logging off, the next person to access your site will have full editing privileges. Clicking the

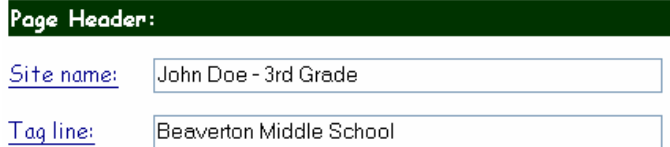
“Logoff” button will trigger a new page on which you need to click on the “Sign Out” button to complete the logging out process.

Help This option will take you to the FAQ (Frequently Asked Questions) web page on Manila’s web site <http://frontier.userland.com>.

Changing Your Prefs

There are a few preferences that customarily need to be changed or decisions made on a new account, such as the account name that appears at the top of each page, the theme of the site, email notification, etc. These options are only available to the Managing Editor. If you do not have access to Prefs, contact your LAN or Manila manager.

1. Click on **Prefs** in the Editor's Only toolbar.
2. Change Site Name, Tag Line, and Calendar.
 - a. Click on **Appearance** in the Navigation toolbar, usually on the left side of the window.



Page Header:

Site name: John Doe - 3rd Grade

Tag line: Beaverton Middle School

- b. Enter the name to appear at the top of each page in the Site name: box.
 - c. In the Tag line: box, enter the word or phrase that also helps clarify this site, such as your school, title, grade level, subject area, department, etc. The tag line usually appears just under the Site Name, but it may be displayed elsewhere depending upon the design of the theme.
 - d. Scroll to the Home Page: section and set “Do you want a calendar on your home page?” to NO.
 - e. Set “How many news days should appear on the home page?” to 1.
 - f. Scroll to the bottom of the page and click the **Submit** button.
3. Change Editorial Features.
 - a. Click on **Editorial** in the navigation bar.
 - b. Scroll to **Email Notification** section.
 - i. Set notifications No to prevent an email notification each time an item on your site is added, deleted, or modified.
 - c. Click the **Submit** button.
4. Change Membership.
 - a. Click on **Membership** in the navigation bar.
 - b. Scroll to the Discussion Group section and set the “Is the discussion group open to all members?” to NO.
 - c. Scroll to Cookies section and set “Do you want cookies to expire at end of session by default?” to YES.
 - d. Click the **Submit** button.
5. Change Theme.
 - a. Click on **Themes** in the navigation bar.
 - b. A list of themes will appear. To see a *preview* of a theme, click on the name (underlined in blue).
 - c. To *choose* a theme, click on the button to the left of the theme name.
 - d. Scroll to the bottom of the page and click the **Apply Theme** button.
 - e. If you change your theme, you may need to change the Calendar setting on the home page. See Step 2 a., d., e., and f. in this section.
6. To exit the Prefs mode, click on Stories or any other link in the Editor's Only bar.

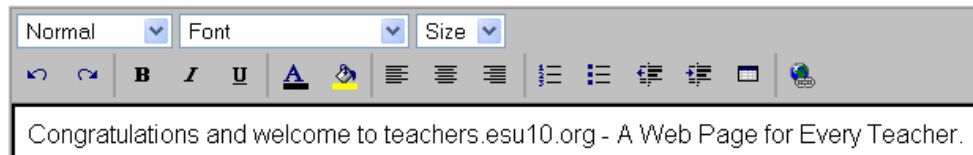
Using the Editor

Once you have logged in, your Home page will appear. To edit it or any other story, click on the “Edit this Page” button at the bottom of the window. A new window will appear in which you can type text.

Title:
It Worked!

Text:

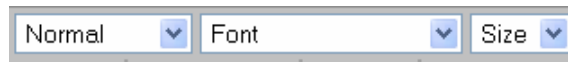
Title: Enter the word(s) which will appear at the top of the page, such as Beaverton Third Grade.



Note: The editing toolbar, as seen above, is only available using either Netscape 7.1+ or Mozilla 1.4+ (Firefox) as your web browser (Mac OS X.1+ or Windows ME+). If you don't see all the editing features above, you may be using Internet Explorer or don't have Manila configured to use the editing features above. Contact you LAN or Manila manager.

In the **Text:** box, you'll enter the text and graphics that will make up the content of your page.

Although most of the buttons on the toolbar behave like those of a word processor, some of them differ because of the nature of HTML.



Clicking on the arrow to the right of Normal will produce a drop-down list including Heading 1 – Heading 6 (Heading 1 is the largest and Heading 6 is the smallest). For web accessibility, it is recommended that for headers or main topics you use one of these settings as opposed to bold and increased font size.

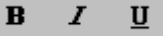
The Font is limited to Arial, Times and Courier, that are best for the web. Arial is actually the best font for reading on a monitor.


Size is limited to 1 – 7, where 1 is the smallest and 7 is the largest (just the opposite of the Headings).


The Editing Toolbar:




 will Undo and Redo.


 are the same as in word processing: **bold**, *italicize* and underline.


 is used to change the text color.


 allows for highlighting text on the page, i.e. select the text, choose a color from the Paint Bucket pallet, and the text will appear with that color in the background – just like a highlighter.

 is used for text or image alignment: left, center, and right.

 will create numbered or bulleted lists.

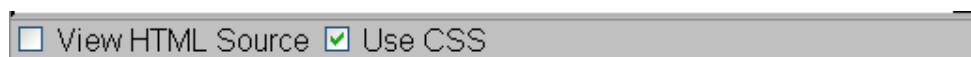
 will move paragraphs inward or back out, i.e. indent or outdent.

 Clicking on the table button will generate a very basic table. Enter the number of rows and columns when prompted. *Note: Put a blank line above and below the table in order to select the table to justify it or delete it.*

 creates a hyperlink to another web page. After highlighting the text to appear as a link, click on the Insert Link button and you'll be prompted to enter a URL (web address) to that location.

Once you have entered the content, click the “Post Changes” button below the Text: window to save your changes. Your newly updated web page will appear. If you need to make further changes, click the “Edit This Page” button, make the modifications and click the “Post Changes” button again. Repeat until done.

Other Editing Tips:



At the bottom of the Text: frame are **View HTML Source** and **Use CSS** check boxes. Click in the **View HTML Source** to convert the text into HTML code.

HTML, a.k.a. source code, can be a bit confusing, but it's sometimes necessary to get into the source code to edit or add items that cannot be done from the toolbar.

Tip: You may need to mark the place where HTML code is to be inserted. With the View HTML Source box UNCHECKED, enter a series of #s at the point. Click on the View HTML Source box and look for the #s. Replace them with the HTML code

Uncheck the View HTML Source box *before you click the Post Changes button.*

Click the **Post Changes** button at the bottom of the page to update.

Using HTML to Format Text

If you would like to add a horizontal rule (bar) as a separator, you'll need to follow the instructions in the last section, **Other Editing Tips**, and enter the following HTML code.

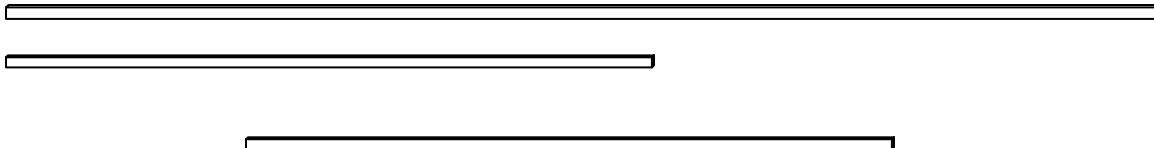
Example 10 Horizontal Rule:

What you type

```
<hr>  
<hr width="50%">  
<hr center width="50%">
```

Example 10 Horizontal Rule:

What you see



Creating HTML Formatted Text with AppleWorks (Mac)

If you have documents already created in AppleWorks, it is better to convert the text to HTML, copy it and paste it into the editor window.

1. Open the existing document in AppleWorks.
2. Save your file in HTML format by choosing File/Save As. In the drop-down box (file type), select HTML. Make sure the file has a file extension of .htm or .html, e.g. myfile.htm or myfile.html
3. Double-click the html file you just saved. Notice that AppleWorks has added all the necessary html tags to make your formatted text render properly on the web.
4. Select all the text and tabs that lie between the <body> tag at the top and the </body> tag at the bottom. Do NOT include the <body> tags themselves. Select “Copy” from the Edit menu.
5. Return to Manila and find the existing story to which this code is to be added or create a new story. Click the “Edit this Page” button. Click on the “View HTML Source” button below the Text: frame. Place your cursor in the “Text” frame where you want to insert the code and paste the html code by choosing “Paste” from the Edit menu.
6. Click the “View HTML Source” button to return to the editing mode and check for accuracy.
7. Click the “Post Changes” button at the bottom of the page.

Creating HTML with Microsoft Word



The html created by MS Word contains unnecessary tags and can be very frustrating if you copy and paste the text from an existing Word document. You will most likely have to clean up (delete) the unnecessary code it insists upon bringing with it. Use the following site to clean up the code before pasting it into the Text: frame.

Word HTML Cleaner

The following web site does a good job of cleaning up basic Word documents.

<http://www.textism.com/resources/cleanwordhtml/index.html>

1. From Word, save the original document as a web page (File/Save as...). Choose web page (97 or 2000) or web page filtered (XP or 2003) from File Type.
2. Using your browser, go to <http://www.textism.com/resources/cleanwordhtml/index.html>
3. Follow the steps listed on the textism site.
4. Click Browse and locate the html file you just saved.

5. Click the Process button.
6. Slide to the bottom of the page where two windows of html code appear.
7. Click inside the “Cleaned HTML” window (the top of the two windows).
8. Select All (Edit/Select All).
9. Copy (Edit/Copy).
10. Go to your Manila web site and log in if you haven’t already.
11. Click on the Stories link.
12. Create a new story or open an existing story.
13. If editing an existing story, place \$\$\$\$ in the location where you want to place the table.
14. Click the View HTML Source button below the editor window. 
15. If editing an existing story, locate the series of \$\$\$\$ and click within it, or if a new story, simply click inside the editor window.
16. Paste (Edit/Paste) (which will paste the html code from the textism site)
- 17. Click the View HTML Source button below the editor window.** 
18. Delete the \$\$\$\$ used to mark the table placement position in Step 13.
19. Click on Post New Story or Post Changes button.
20. For future editing purposes, places a blank line above and below the table.
21. Look through the story for incorrect or unconverted code that may need to be deleted.
22. Click on the Post Changes button.

Stories (Web Pages)

You have two default pages on your site: Home and About. You may want to add other pages to your site. Manila calls web pages Stories. It is very helpful to chart the architecture of your site, i.e. make a storyboard of how you want your pages to look and link together. The key is to develop an organizational hierarchy that allows users to quickly navigate to the major areas of your web site and then to specific areas related to each.

Adding a Story (Web Page)

1. Make sure you are logged in to your site.
2. Click on the “Stories” link.
3. On the Stories page, click on the “Create a New Story” link.
4. Enter a short, simple title in the “Title:” box. This is the title that will be displayed above the text and pictures you place on the page. The title is also the name you will use as a shortcut to create links to this page from other pages on your site.
5. Enter the text or html in the “Text:” frame (See Editing the Text on Your Web Site). You must enter at least one character in the Text: frame.

Note: The flashing insertion pointer may not appear when you click in the Text frame. Just start typing and the text will appear...along with the insertion pointer.

Note: If entering html code, click the “View HTML Source” checkbox below the Text: frame BEFORE pasting or entering the code.

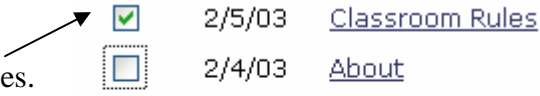

6. Enter the shortcuts to any images, other stories or files that you want to link to by placing the title in quotation marks.
7. Click the “Post Changes” button to create the page.
8. You will see the newly created page. It can be edited by clicking on the “Edit this Page” button.

Linking to Your Story (Web Page) from Another Story (Web Page)

1. Make sure you are logged into your site.
2. Go to the page where you want to add the link.
3. Click the “Edit this Page” button.
4. Place the cursor in the “Text:” box where you want the link to be displayed.

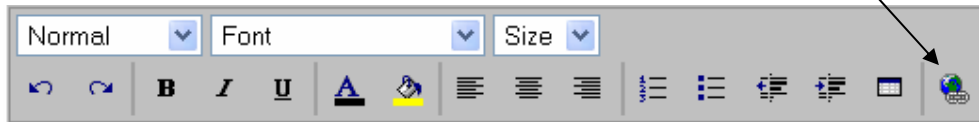
- Put quotation marks (“ “) around the title of the story (shortcut) to be linked.
- Click the “Post Changes” button.

Deleting a Story (Web Page)

- Click on **Stories** in the Editors Only bar.
- Click the check-box of the unwanted story/stories. 
- Click the **Delete** button at the bottom of the Stories section to complete the deletion. 
- You will also need to delete the shortcut to the story. Click on the **Shortcuts** link in the Editors Only bar.
- Click in the box next to the shortcut name associated with that story.
- Click the **Delete** button.

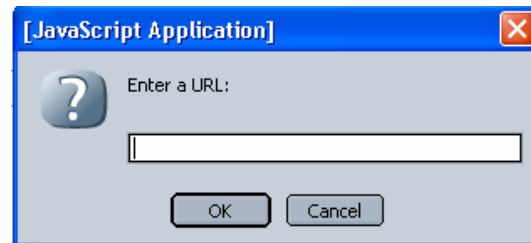
Adding Hyperlinks to Your Stories (Web Pages)

- When adding a hyperlink to your site, enter the text you want to be the hotlink, such as ESU 10, into the existing story.
- Select the text by dragging through it and click on the hypertext button in the formatting toolbar.



- When the JavaScript Application window appears, enter the Internet address (URL) in the box beginning with http://, example <http://www.esu10.org>. Email addresses may be hyperlinked as well by prefacing the email address with mailto:, example <mailto:jdoe@esu10.org>

Note: If want to paste a URL into the JavaScript window, you must use the keyboard commands (Ctrl (Win)/Cmd (Mac) V)



- Click the OK button when done.
- The selected text will now be colored and underlined, indicating that it is a hyperlink.

Another Way to Add Hyperlinks to Your Stories

Another way to add a hyperlink is to simply enter the URL in the “Text:” frame including the preface <http://> (no quotes). This indicates to Manila that this is a hyperlink, and it will change the color and underline the address making it a hyperlink. You may want to precede the URL with a description of the address. Example:

ESU 10 <http://www.esu10.org>

You may also create a shortcut to the site which can be used on any of your pages (stories). See the section on Editing Shortcuts.

Shortcuts

As we have seen, Manila provides an easy way for you to incorporate objects on your web pages, such as pictures and links to other pages you've created. Adding a link to a story or placing a picture is a simple matter of entering the title of the page or picture inside quotation marks when you are editing a page. This method of including objects on your web pages is what Manila call using "shortcuts." A Manila shortcut is a named reference to an object like another web page, picture, file, external website, etc.

If you have deleted a story, picture or gem, the shortcut may still remain. So you may have to delete it or modify it if you plan to use the same shortcut name again.

Manila keeps track of all your shortcuts on the "Shortcuts" page. For each shortcut, Manila lists the title (what you place inside quotations), as well as the type of shortcut. The types of shortcuts are:

- Page—a clickable link to another page on your site or an external web site
- Picture—a gif or jpeg image file.
- File—other types of media files, such as QuickTime movies, PowerPoint presentations, Office or AppleWorks documents, PDF files, etc.

Editors Only: [News](#) [Stories](#) [Pictures](#) [Files](#) [Shortcuts](#) [Discuss](#) [Prefs](#) [Admin](#) [Bulletins](#) [Calendar](#) [Counter](#) [Logoff](#) [Help](#)

Shortcuts

You can link to any page on this list by enclosing its name inside "double quotes". You can include any picture in this list in a page by enclosing its name inside "double quotes". From this page you can add new shortcuts, or delete existing ones.

Add a new shortcut:

Name:

URL:

Target:

The list of current shortcuts:

- [About](#) Page
- [stuff](#) Gem

Global Shortcuts

Global Shortcuts are shortcuts that are built in to the Manila server for anyone to use. We have Global shortcuts for ESU 10, current weather info, links to viewers, as well as clipart credits. Example, by entering the text "ESU 10 Home Button", a clickable icon of ESU 10 will appear on your page.

For more information, see <http://teachers.esu10.org/manilaSupport/>

Navigation Bar

Once you have decided on the information architecture of your site and created each of the pages that will serve as the major sections, you will need to add these links to the site navigation. A recommended goal is to organize your site so that you have no more than 10 links in the navigation bar. It is best to set up your site in a topical fashion, such that the pages linked in the navigation bar are the major topic areas with appropriate contextual links on each of these pages.

For example, you may develop a page for each of the classes you teach and link each of those in the navigation bar. On each of your “class” pages, you may link to several additional pages you create that are specific to that class. This type of hierarchical navigation helps to focus people as they get into your site, while also allowing them to quickly navigate to the major areas from any page.

Adding a Link to the Navigation Bar

1. Make sure you are logged into your Manila site.
2. Click on the “Stories” link.
3. Click on the page (story) you wish to add to the Navigation bar which will take you to that site. Copy the URL of the story from the address line at the top of the browser window.

4. Click on the “Edit” button below the Home and About links in the Navigation bar at the left.

Site Links

[Home](#)
[About](#)

5. The Edit Navigation Page will appear in which you can add, delete or modify links in the Navigation bar.

Order	Name	URL	Delete
▼	<input type="text" value="Home"/>	<input type="text" value="/ggillmin/"/>	<input type="checkbox"/>
▲	<input type="text" value="About"/>	<input type="text" value="/ggillmin/about"/>	<input type="checkbox"/>
Add Link <input type="text"/>		<input type="text"/>	<input type="button" value="Update"/>

6. To add a link, enter a descriptive word or short phrase in the “Name” box of Add Link, such as Assignments or Schedule. (Keep it short.) You may need to replace spaces with underscores to keep it from word wrapping in the navigation bar.

7. Paste the address you captured from Step 3 in the URL box to the right.

8. Click on the “Update” button.

9. Check to see that the new link appears in the Navigation bar and that clicking it takes you to the desired page (story).

Deleting a Link in the Navigation Bar

1. Make sure you are logged into your Manila site.
2. Click on the “Edit” button below the Home and About links in the Navigation bar at the left.
3. The Edit Navigation Page will appear in which you can add, delete or modify links in the Navigation bar.

Site Links

[Home](#)
[About](#)

Order	Name	URL	Delete
▼	<input type="text" value="Home"/>	<input type="text" value="/ggillmin/"/>	<input type="checkbox"/>
◆	<input type="text" value="About"/>	<input type="text" value="/ggillmin/about"/>	<input type="checkbox"/>
▲	<input type="text" value="Assignments"/>	<input type="text" value="/ggillmin/stories/storyReader\$7"/>	<input checked="" type="checkbox"/>
Add Link	<input type="text"/>	<input type="text"/>	

4. Click in the appropriate box for the page (story) to be deleted from the Navigation bar.
5. Click on the “Update” button.
6. Check to see that the link is gone from the Navigation bar.

Modifying a Link in the Navigation Bar

1. Make sure you are logged into your Manila site.
2. Click on the “Edit” button below the Home and About links in the Navigation bar at the left.
3. The Edit Navigation Page will appear in which you can add, delete or modify links in the Navigation bar.
4. Make modifications to the Name or URL, or click on the Up/Down arrows at the left to change the order in which the links appear in the Navigation bar.
5. Click on the “Update” button when finished.
6. Check to see that the modification has been made in the Navigation bar.

Site Links

[Home](#)
[About](#)

Pictures (Images)

To add a graphic, scanned picture, or an image from digital camera, you must first store it on your hard drive or your server. It must then be uploaded to the Manila server where you can access it from Manila.

You may need to adjust the resolution and image size of an image before you use it in Manila. To prepare your images, follow these steps:

Prepare the Image for the Web:

1. You will need to save your image or graphic file in either jpeg (.jpg) or gif (.gif) format. In general, clip art is in .gif format and photos are saved as .jpg.
2. You'll also need to make sure that the image has been scaled to the correct size that fits the layout of your page. Large graphics take a great deal of time to load in the browser, so you should scale your image to the minimum size that still allows the appropriate amount of detail to be viewed.
 - If scanning, set the resolution to a setting between 72 and 150 dpi. Higher resolutions will be for printing or using in desktop publishing.
 - Alter the dimensions to the actual size that you want it to appear, i.e. 2" X 3".
Pixel Note—currently most web pages are created for a screen resolution of 800 X 600 pixels. Keep that in mind when setting the image size in pixels. For example: an image with a width of 200 pixels will take up about 1/4 of the page.
 - For existing files, such as those from a digital camera, you may have a choice of quality when saving the file. Low to medium is suitable for the web.
3. Save your image or graphic files with the appropriate file extensions: “.gif” or “.jpg”. Generally, gif files are clip art, while jpg files are photos.
4. You can use most any popular image editor to do the previous steps. Examples are, Picasa, Image Blender, PhotoDeluxe, PhotoShop Elements, Clip2GIF(Mac), IrfanView (Win), etc.

Putting a Picture (Image) on the Server

1. Make sure you are logged in to your Manila site.
2. Click on the “Pictures” link in the Editor’s Only tool bar.
3. Click the “Create a New Picture” link.
4. In the “Create New Picture” window, enter a unique title for your graphic, i.e. “Blondie and Me pic” (no quotes). Pic will identify it as a picture.
5. Click on the **Browse** button to locate the image file on your hard drive or local server. Click on **Open** or **Select** when you find the file you want to use.

6. Click the **Post New Picture** button at the bottom of the page.
7. In the Text: frame, enter a description of what is in the picture if the title is not sufficient for web accessibility, i.e. if the picture is vital to the page, briefly describe the picture so that a screen reader could read the description.
8. Click the **Post New Picture** button at the bottom of the page.
9. You will be returned to the “Pictures” page where the name of the picture you just posted will be listed.

Placing a Picture on a Web Page

1. Navigate to the page where you want to place the image.
2. Click the **Edit This Page** button.
3. Place the cursor where you want to place the image and enter the name you assigned as the Title of the image (see previous section) inside quotation marks, e.g. “Blondie and Me pic”. To wrap text around images, use the following phrase **{pictureRef("imagenam", align: right)}** where *imagenam* is the shortcut name for your image. This macro places the image to the justification you choose (i.e.: left or right).
4. Give credit for any clipart or images that you use on your site. Usually credits are placed at the bottom of each page that contains and image. Look for copyright or usage policies on the web site or source from which you downloaded any images. There may be an icon or phrase they desire that you publish on your web site.
5. Click the **Post Changes** button.

Deleting a Picture

1. Click on **Pictures** in the Editors Only bar.
2. Click the check-box of the unwanted image(s).
3. Click the **Delete** button at the bottom of the Images section.
4. You will also need to delete the shortcut to the image. Click on the **Shortcut** link in the Editors Only bar.



5. Click in the box next to the shortcut name associated with that image.
6. Click the **Delete** button.

Tables

Netscape 7.2+ and Firefox 1.0+ allow easy functionality of tables, which does not exist in other browsers, i.e. Internet Explorer.

Hint: It is advisable to add a blank line above and below a table in order to select it for editing purposes, i.e. deleting the table.

Click on the table button  in the Editor's Only bar and enter the number of rows and columns as prompted.

Entering Text

Place the insertion point in the cell and begin entering data (text or graphics with quotes as seen in the example). Notice the cell tools that appear on the top and left side of the active cell.

These can be used to add or delete rows or columns adjacent to the active cell.



Deleting Rows or Columns

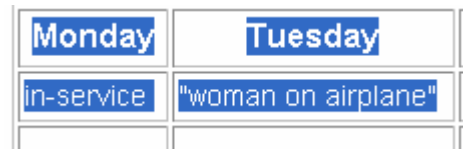
The circle with the X inside it will delete the current row if you click the circle/x icon on the left side. Similarly, to delete a column, click the same icon at the top of the active cell.

Adding Rows or Columns

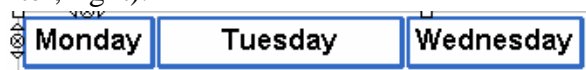
To add a row above or below the cell, click one of the corresponding arrows, i.e. up arrow for above the current row and the down arrow for below. Likewise, the left and right arrows will insert columns to the right and left of the active cell.

Selecting the Table or Text

To select the table for deletion or justification of the table itself, starting in the blank line above the table, click & drag through the table until the selection arrow is in the blank line below the table. The text will appear to be highlighted as indicated at right. Press the Delete key to remove the table, or click on one of the justification buttons (left, center, or right) to justify the whole table.



To select the data within the table for justification of text within a column/row, drag through the cells to be modified. The border of the selected cells will be highlighted. Press the appropriate formatting button (left, center, right).



Files

There are many types of rich media that you might want to add to your pages. For example, Acrobat documents, PowerPoint presentations, QuickTime Movies, Office or AppleWorks documents to name a few. Manila calls such files “files.” You can upload files to the Manila server as easily as uploading pictures. Placing links on your page to download files is just as simple.

1. Make sure the file name of the document you wish to upload includes the correct suffix. Suffix examples:
 - AppleWorks - .cwk
 - Hyperstudio - .stk
 - MS Word - .doc
 - MS Excel - .xls
 - MS PowerPoint - .ppt
2. Click the **Files** link in the Editors Only bar.

Editors Only: [News](#) [Stories](#) [Pictures](#) [Files](#) [Shortcuts](#) [Discuss](#) [Prefs](#) [Admin](#) [Bulletins](#) [Calendar](#) [Counter](#) [Logoff](#) [Help](#)

Files

This is a list of all the files that were posted by the editors of this site.

	Date	Title	Originator	Size	Type
<input type="checkbox"/>	3/30/06	stuff	Graci Gillming	24K	application/msword
					http://sites.esu10.org:8000/jsmith/ParentRelease.doc

Delete

[Upload a New File.](#)

Free space in files folder: 50.0MB

3. Click the **Upload a New File** link.
4. Enter a simple title (shortcut) for the document. It may contain spaces but no special characters other than a hyphen.
5. Click the **Browse** button and navigate to the file to be downloaded. Double-click on it. Important: The name of the file you are uploading must end with the associated file extension. (See Step 1.) Add the appropriate file extension if necessary.
6. Click the **Post New File** button. Depending on the speed of your network connection and the size of your file, it may take some time to upload the file.
7. Once the file is uploaded you will be returned to the Files page and the file will be listed along with a URL to the file.

8. Navigate to the story (page) where you want to place the link to the file.
9. Click the **Edit this Page** button.
10. Place the insertion point where you want the link to the file to appear.
11. Enter the shortcut (title) name you assigned to the document inside quotation marks.
12. The file will now be a link that can be downloaded by viewers of your page.

Deleting a File

7. Click on **Files** in the Editors Only bar.



8. Click in the checkbox for each file to be deleted.
9. Click the Delete button at the bottom of the Files page.

Considerations when Using Files

1. Keep in mind your audience and the typical speed of their link. Large files can take a great deal of time to download especially via modem connections.
2. If the file you place on your page requires a special plug-in, place a link on your website to the URL where the plug-in can be found.

Plug-ins

Calendar

The Calendar plug-in allows you to create a typical calendar as opposed to the Manila archive calendar. If enabled, the “Calendar” link will appear in the Editors Only bar. If not, follow the Setup directions.

Setup

The Calendar plug-in must be enabled in order to use this feature of Manila. To do so:

1. Click on the **Prefs** link in the Editors Only bar.
2. Click on the **Plug-ins** link in the Prefs menu bar usually found on the left side.
3. A list of the available Plug-ins will appear.
4. Click in the checkbox to the left of Calendar.

Plug-ins

You can specify which plug-ins are enabled for your site.

5. Click the **Submit** button.
6. The Calendar link will now appear in the Editors Only bar.

[Calendar](#)

[Counter](#)

Update

7. Click on the **Calendar** link in the Editors Only bar.

[Discuss](#) [Prefs](#) [Admin](#) [Bulletins](#) [Calendar](#) [Counter](#) [Logoff](#) [Help](#)

8. The current month Calendar page appears.
9. Select the month and year you wish to edit from the drop-down boxes. Click the “change” button to activate that month’s window.

April 2003

10. To make corrections, additions or deletions to the calendar, click the “editor page” button to the right.

11. Clicking [Prefs](#) will provide you with options for editing privileges and page display.

Info
[Prefs](#)
[Add](#)
[Delete](#)

12. Make selections.
13. Click the **Change** button.

Add an Item to Calendar

14. Click the **Calendar** link in the Editors Only bar to display the calendar.

[Discuss](#) [Prefs](#) [Admin](#) [Bulletins](#) [Calendar](#) [Counter](#) [Logoff](#) [Help](#)

15. Click Add in the upper left corner.

Info
[Prefs](#)
[Add](#)
[Delete](#)

16. Select the date from the drop-down box.

Add Item(s):

There are 1 item(s) in April 2003

April 10 2003

Calendar Entry:

Field trip-Platte River Archway

URL to link to:

<http://www.archway.org/>

Add Item

17. Enter the information to be displayed on the calendar for a particular date in the “Calendar Entry:” box.

18. Enter the web address (URL) in the “URL to link to:” box if you wish the Calendar Entry to become a hyperlink to a site.

19. Click the **Add Item** button to update the calendar.

20. Click on the **Calendar** link in the “Editors Only” bar to see the updated calendar.

[Discuss](#) [Prefs](#) [Admin](#) [Bulletins](#) [Calendar](#) [Counter](#) [Logoff](#) [Help](#)

10	1
• Manila 2 for Teachers	
• Field trip-Platte River Archway	
17	4

Delete Item from Calendar

21. From the Calendar window, click on the **Editor page** button.

Info
[Prefs](#)
[Add](#)
[Delete](#)

22. Click on the Delete link in the upper left corner.

Delete Item(s):

There are 2 item(s) in April 2003

April 10: Manila 2 for Teachers

April 10: [Field trip-Platte River Archway](#)

Delete Item(s)

23. Click the checkbox of the item to be deleted.

24. Click the **Delete Item(s)** button to remove it from the calendar.

25. Click on the **Calendar** link in the Editors Only bar to return to the calendar view.

[Discuss](#) [Prefs](#) [Admin](#) [Bulletins](#) [Calendar](#) [Counter](#) [Logoff](#) [Help](#)

Counter

Counters display the number of visits to a page. The Counter plug-in must be enabled in order to use this feature of Manila. If installed, the Counter link will appear in the Editors Only bar.

Setup

1. Click on the **Prefs** link in the Editors Only bar.
2. Click on the **Plug-ins** link in the Prefs menu bar usually found on the left side.
3. A list of the available Plug-ins will appear.

Plug-ins

You can specify which plug-ins are enabled for your site.

4. Click in the checkbox to the left of Counter.
5. Click the **Submit** button.
6. The **Counter** link will now appear in the Editors Only bar.

[Calendar](#)

[Counter](#)

Macro to include

7. Click on the **Counter** link in the Editors Only bar.

[Discuss](#) [Prefs](#) [Admin](#) [Bulletins](#) [Calendar](#) [Counter](#) [Logoff](#) [Help](#)

8. The Counter Preferences page will be displayed.
9. Select how you wish the counter to be displayed.

10. Click the **Post Changes** button when finished.

11. From the Stories page, select the page to which you wish to add the counter.

12. Click the **Edit this Page** button.

13. Position the cursor where you want the counter to appear.

14. Add the following code `{counterMacros.pagecounter()}`

Example: There have been {counterMacros.pagecounter()} visits to this page.

15. Click the **Post Changes** button.

16. The counter should now appear on your page.

There have been **0141** visits to this page.

Macro Examples

Manila has many options for having dynamic information posted directly on your web page. One of these options is using macros. Manila interprets anything in {braces} as a macro. Here is a list of a few macros that you may wish to use in your page.

Image Macro

{pictureRef("imagename", align: right)} where *imagename* is the shortcut name for your image. This macro places the image to the justification you choose (i.e.: left or right).

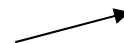


{pictureLink ("lineText", "shortcutName")} - Generate a link to a picture. Example:

{pictureLink ("Larger view of image", "Student Project")}



Larger view of image



Date & Time Macros

{day} - Display the number of the current day

19

{dayName} - Display the name of the current day

Wednesday

{lastUpdate} - Display the date and time a page was last updated

2/12/03; 11:28:42 AM

{lastUpdateString} - Display the date and time a page was last updated, using a friendly format

Wednesday, February 12, 2003 at 11:28:42 AM

{month} - Display the number of the current month

2

{monthName} - Display the name of the current month

February

{now} - Display the current time and date on the server

2/19/03; 2:36:09 PM

{postTime} - Display the time and date when the page was originally posted

2/12/03; 8:40:19 AM

{year} - Display the number of the current year
2003

Other Useful Macros

{printFriendlyLink("Print This Page")} - Display a page suitable for printing.
Print This Page

{mailStory ("Send to a Friend")} - Display a page allowing you to email the story to an email account. This feature will not work on the Home page.
Send to a Friend

For more macros, see the FAQs and/or Advanced Topics at
<http://teachers.esu10.org/support>