



Civitan Autosites

A "how-to" guide
for Civitan Clubs to use
in the development of Club Web sites

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Autosites Help - editing overview

Autosites editing overview

When in 'Edit Mode', users of all abilities can produce a pro-quality website from scratch, or amend existing content.

The Edit system has been designed to be as intuitive and flexible as possible. Using simple point and click technology, users can add new text, and upload new images, to any page of their website.

While in Edit Mode, the 'Site Map' can be used to rename items in the navigation menu, and pages or branches can be added or deleted.

The website's normal navigation menu should be used to load alternative pages for editing. When editing pages, basic HTML code may be used, if desired, to produce bold text for example.

AutoSites is a very robust system - don't be afraid to experiment - you won't break it! Just try it.

Autosites Help – site structure and navigation

Creating site structure and navigation – the site map in edit mode

This is the first page that is seen, after the initial creation of a new website. Here, the structure of the website would be defined. While in 'Edit Mode', the Site Map can be used to...

- Rename items in the navigation system, by left clicking the appropriate headings from the Site Map.
- Add new Branches (or section headers) to the navigation system, by left clicking 'New branch?' at the top-right of the Site Map.
- Add new Pages to a Branch, by left clicking 'New page?' at the bottom of the appropriate Branch.
- Jump to specific pages for editing, by left clicking 'edit page' beneath the appropriate heading.

Autosites Help – page layout and selection

Site pages - Page layout selection

To edit a specific page, users should first load it, either by clicking 'edit page' beneath the appropriate heading from the Site Map, or by navigating to the page using the website's usual menu system.

When building a new page, the first task is to select the best page layout. Each AutoSite will be supplied with a range of pre-designed layouts to choose from for each page.

To select a different page layout, for any page, users should...

- Enter AutoSite's 'Edit Mode'
- Navigate to the correct page.

- Left click the drop down menu 'Select Page Layout', found at the top of the page, and select one.

Contact Forms are automatically generated from the details supplied during the Initial Configuration of the AutoSite.

Autosites Help – adding and formatting text

Site pages - adding and formatting text

While in Edit Mode, new text can be added, and existing text can be amended. To do this simply navigate to the appropriate page, then type text into the fields.

When entering text, the following points should be kept in mind...

- Field labels are simply guidelines, to assist users when building a page. They will not be shown on the live page.
- Any field may be left blank, although we recommend always entering a page title.
- Image captions will automatically become Image Rollovers too, known in the trade as 'ALTs'.

Hyperlinks

Web addresses like www.anything.com and email addresses like [anyone@somedomain.co.uk](mailto: anyone@somedomain.co.uk) automatically become hyperlinks.

Web addresses which don't contain www need [http://](http://fp04-446.web.dircon.net) before them for this to happen - e.g <http://fp04-446.web.dircon.net>.

Simple text formatting

Turn lines into subheads by putting **s** before them, mainheads by putting **h** before them, plain bold by putting **B** before them (uppercase).

s**This is a subhead**

This is normal text

hThis is a main head

This is normal text

B**This is a bold line**

These formatting commands affect all the text after them until you hit return, so to terminate them before this use **x**

B**This part is bold****x** and this part is not bold

You can place bullet points anywhere using ***b***

bBullet point one

bBullet point two

bBullet point three

HTML CODE

- HTML code may also be used, for example to make text **bold**, to *italicise*, to **colour**, to make external links etc...

- Remember to click 'Update Page' before performing any other action, otherwise textual changes will be lost.

Autosites Help – adding images

Site pages - adding images

While in Edit Mode, new images can be added, and existing images can be changed. To do this simply navigate to the appropriate page, then do the following...

- Left click once on the appropriate image
- Wait for the 'browse box' to appear

You then have two choices:

1) To add your own image

- Click 'Browse', and find the required image to be used.
- Click 'Upload' to place the image on the website.

2) To add an image from the online image library:

- Click the 'Click here' link to the image library. The browse box' will close and the image library will replace the page you are editing
- Browse the library and click an image to choose it. The page you were editing will reappear with the chosen image inserted Image specifications - images should have a resolution of 72dpi (dots per inch). Although this is not an absolute requirement, a higher resolution (eg 150dpi) will produce an unnecessarily large image, increasing the time it takes for a browser to view the page. Image widths are recommended for each image - typical widths would be in the range of 150 to 200 pixels. While images with differing widths may be uploaded, this may spoil the layout of the page.

Images must be in either GIF, PNG or JPEG formats. Image captions are not compulsory.

Autosites Help – adding a logo

Site pages - adding a logo

By default, the Site Name will appear at the top of every page. You can replace this with an image or logo. However, you will need to be careful that the size of the replacement image does not distort page layout, and dimensions possible vary between site designs. However, don't be afraid to experiment, and if you can't get a satisfactory result, you can easily revert to using the text title.

To replace site title with a logo or image:

While in Edit Mode, go to Initial Configuration, then:

- In the **Site Logo** section (third down), left click once on *To replace it with an image/logo* [Click here](#).
- Wait for the 'browse box' to appear
- Click 'Browse', and select the required image from your hard drive.
- Click 'Upload' to place the image on the website.

The image you upload will replace the site title on every page. To remove it, open the browse box again, check the 'remove logo' checkbox and click 'Upload'.

Logo image specifications: 72dpi GIF, PNG or RGB JPG. Typically a suitable image will not exceed 30 pixels high by 200 pixels wide, but dimensions vary depending on site design, and in some cases it will be smaller.

Autosites Help – adding a contact form

Adding a contact form - initial configuration

A Contact Page, with a functioning mail form, can be easily added to an AutoSite. While in Edit Mode, navigate to a suitable page, then simply left click the page layout drop down menu. From the list, select 'Contact Page'.

The various details (postal address, contact form recipients, etc...) are automatically generated from the information supplied during the AutoSite's 'Initial Configuration'.

If these details need to be amended, then the user should click the 'Initial Configuration' link, found at the top of the pages in Edit Mode.

Autosites Help – adding a site map

Adding a site map

A Site Map can be easily added to an AutoSite. While in Edit Mode, navigate to a suitable page, then simply left click the select page layout drop down menu. From the list, select 'Site Map'.

Autosites Help – adding a guestbook

Adding a Guestbook

A Guestbook or Visitors' Book is a set of pages where site visitors can add comments or content to the site. Comments are automatically sorted so that those added most recently appear first.

- You can have as many Guestbooks as you like within your AutoSite.
- You set how many comments will appear per page - as the guestbook builds up older comments are automatically relocated into further indexed pages.
- Visitors' comments will appear immediately on the site.
- The visitor can only add comments, but you, as the site administrator, can add, edit or delete comments by accessing the Guestbook Page in edit mode.

To create a Guestbook:

- Create a new page in the Site Map and click the *edit page* link underneath it to go to the page you have created.
- Use the SELECT PAGE LAYOUT drop down menu at the top of the new page to select the Guestbook layout for this page.
- Fields appear enabling you to provide a title for the Guestbook, add some introductory or explanatory text to start the page a visitor will see, and set the **number of entries to display per page**. . You can return to this page at any time to alter these settings.
- Click **Update Page** to record your settings. (*You must do this even if you want to use the defaults, as the Guestbook will not become active until you do*).

To edit the content of a Guestbook:

- Use the **Click here to edit guestbook entries** link at the bottom of the page to go to the Guestbook Editor.

- Click **Add a new message** to add an entry. Supply a Heading and Message - you can also supply a name and email address to go with the message. Then click the **Update Item** button at the bottom to add the new message to the database.
- You will be returned to a list of Guestbook entries currently in the database.
- Click the **Edit** link beside an entry to alter its content.
- Click the **Delete** link beside an entry to remove it permanently from the database.
- To try the Guestbook as a visitor will see it, click the Preview Guest Book link beneath the list of Guestbook entries.

NOTE: You can have as many Guestbooks as you like (or have pages in your site) - each Guestbook is completely separate.

Autosites Help – adding a newsletter

Adding a Newsletter

A subscribe to newsletter / mailing list page can be created automatically in AutoSites. This is a page which lets you ask visitors to supply their name and email address, so that you can send them information, perhaps on a regular basis. You will receive the input from this form on the distribution e-mail address(es) you have set in Initial Configuration. An e-mail will also automatically be sent to the email address entered asking the owner that to confirm that the request is genuine. You should wait for this confirmation before using the address - otherwise you may be accused of 'spamming'.

How to add this page type:

While in Edit Mode, navigate to the page you want to use for this purpose, then:

- left click the **SELECT PAGE LAYOUT** drop down menu.
- From the list, select '**Newsletter**'.

You can then simply keep the default settings (but you must click 'Update Page' to make it active as a newsletter page), or amend them as required:

- **NewsLetter / Mail List Title**

- **Invitation to join text**

Text on page above Name and Email form fields

- **Confirmation email text**

Text of auto e-mail; which goes to subscriber

- **Text following form submission**

Page which appears after form submitted

NOTE: *If you have previously entered text on the page before altering it to a Newsletter type page, use the 'Click here to restore default text' link at the bottom to standardise settings.*

Remember to click 'Update Page' to record your changes!

Autosites Help – adding a news section

Adding a news section

A **news section** is an indexed collection of articles (*they don't have to be news*) spread across multiple pages, and organised in descending last-edited date order. **It consists of the following elements:**

- **Auto-generated index** of current news articles, ordered by date (latest first).
- **Pages of current articles** - the number of articles displayed per page is set in edit mode.
- **News archive** - at any time, you can move articles from current news into this archive. The archive also has an auto-generated index page and articles displayed in pages using the same 'articles per page' settings as the current news area.

To create a News Section:

- Create a new page in the Site Map and click the *edit page* link underneath it to go to the page you have created.
- Use the **SELECT PAGE LAYOUT** drop down menu at the top of the new page to select the **News Section** layout for this page.
- Fields appear enabling you to provide a **title for the news section**, add some **introductory or explanatory text** and set the **number of articles to display per page**. You can return to this page at any time to alter these settings.
- Click **update page** to record your settings. (*You must do this even if you want to use the defaults, as the section will not become active until you do.*)

To edit the content of a News Section:

- Use the **Click here to edit News Section Content** link at the bottom of the page to go to the News Section Editor.

- Click the **Add News Item** link to add an article. Use the fields you wish to add the article (it must have a heading) and click the **Update Item** button at the bottom to add the new article to the database.
- You will be returned to a list of articles currently in the database.
- Click the **Edit** link beside an article to alter its content.
- Click the **Delete** link beside an article to remove it permanently from the database.
- Click the **Archive** link beside an article to move it to the archive for this section.
- Click the **Restore** link beside an article in the archive to return it to the current news items s list.

NOTE: The news archive will not be visible unless you add at least one article to it.

Although this is described as a 'News Section' it can, of course, be used for any collection of text-only articles you wish to organise in this way.

You can have as many News Sections as you like (or have pages in your site) - each section is completely separate.

Autosites Help – adding an FAQ Section

Adding an FAQ (Frequently Asked Questions) Section

An **FAQ Section** is a numbered and indexed collection of Questions and Answers presented in an order specified by you.

It consists of the following elements:

- **Intro page containing all the Questions** in the section - hyperlinked to the answers.
- **Pages of Questions and Answers** - the number of answers displayed per page is set in edit mode.

To create an FAQ Section:

- Create a new page in the Site Map and click the *edit page* link underneath it to go to the page you have created.
- Use the **SELECT PAGE LAYOUT** drop down menu at the top of the new page to select the **FAQ** layout for this page.

- Fields appear enabling you to provide a **title for the FAQ**, add some **introductory or explanatory text** and set the **number of answers to display per page**. You can return to this page at any time to alter these settings.

- Click **Update Page** to record your settings. (*You must do this even if you want to use the defaults, as the FAQ will not become active until you do*).

To edit the content of an FAQ Section:

- Use the **Click here to edit FAQ Content** link at the bottom of the page to go to the FAQ Editor.

- Click the **Add a new question** link to add a question and answer. Use the **Question** and **Answer** fields to add the new FAQ item, and then click the **Update Item** button at the bottom to add the new item to the database.

- You will be returned to a list of questions currently in the database.

- Click the **Edit** link beside a question to alter its content.

- Click the **Delete** link beside a question to remove it permanently from the database.

- Click the **Shift** link beside a question to alter its order within the e FAQ section.

NOTE: You can have as many FAQ Sections as you like (or have pages in your site) - each section is completely separate.

Autosites Help – adding a links page

Adding a Links Page

A Links Page is a set of hyperlinks (usually to other sites or pages) with optional introductory text and a brief description of the content or purpose of each link.

- **You can have as many links pages as you like** within your AutoSite.

- Links can be set either to **open in a new window** or to **open in the same window** as the links page itself.

To create a Links Page:

- Create a new page in the Site Map and click the *edit page* link underneath it to go to the page you have created.

- Use the **SELECT PAGE LAYOUT** drop down menu at the top of the new page to select the **Links Page** layout for this page.

- Fields appear enabling you to provide a **title for the Links Page** and add some **introductory or explanatory text** to start the page a visitor will see. You can return to this page at any time to alter these settings.

- Click **Update Page** to record your settings. (*You must do this even if you want to use the defaults, as the Links Page will not become active until you do*).

To edit the content of a Links Page:

- Use the **Click here to edit this Links Page** link at the bottom of the page to go to the Links Page Editor.

- Click **Add a new link** to add a link. Supply a URL and link description - you can also supply different text like 'click here' to appear within the hyperlink and specify whether the link opens in a new window or not. Then click the **Update Link** button at the bottom to add the new link to the database.

- You will be returned to a list of links currently in the database.

- Click the **Edit** link beside a link URL to alter its content.

- Click the **Delete** link beside a link URL to remove it permanently from the database.

- Click the **Shift** link beside a link URL to alter its order within the Links s Page.

NOTE: You can have as many **Links Pages** as you like (or have pages in your site) - each section is completely separate.

Autosites Help – Initial Configuration Command

The Initial Configuration command

The website's Initial Configuration command is found at the top of a page in Edit Mode, beside the 'Preview Page' function.

Users would visit this section, should various fundamental properties of the AutoSite need to be altered. From the Initial Configuration area, users may...

- Set the Name of the website.
- Choose a colour scheme.
- Specify address and contact details.
- Specify site-wide META tags.

Autosites Help – altering colour scheme

Altering colour scheme and site design

In order to alter the website's colour scheme, the user would visit the 'Initial Configuration' area. The Initial Configuration command is found at the top of a page in Edit Mode, beside the 'Preview Page' function.

The second option of the AutoSite Initial Configuration area specifies the site colour scheme. To choose a new colour scheme, simply click the drop down arrow, and select from the list.

Changing site templates is an Administrator Only function. Please contact your service provider for this.

Autosites Help – the finished article

The finished article - a live website

During the construction process, users would be working on a dynamic Web site, that immediately adapts to reflect changes that are made.

However, once the user leaves edit mode, AutoSites will write a static version of the Web site. This ensures...

- Maximum loading performance.
- Total cross-browser / cross-platform compatibility.
- A Search engine friendly website.

Autosites: Editing and formatting tips

- To edit site structure, use the Site Map.
- To select a different page layout, use the selector marked "Page layout" near the top of the page.
- To edit another page, use the standard navigation to reach it, just as you would in view mode - but if you have made changes to this page, remember to click the Update Page button first.
- After adding text to any of the text or caption areas remember to click the Update Page button to save your changes.
- To add or change an image click it, then select an appropriate image from your hard drive. Do not exceed the maximum size specified below the image-otherwise you will distort page layout.

- All text and image areas are optional - only use those you need.
- Click "Preview Page" (above the Update Page button) to see your changes in view mode. Click it again, or refresh the preview window, after each change.

- To make a word or section of text bold, surround it by ` `

Example: This is normal `This is bold ` This is normal.

- To make a word or section of text italic, surround it by `<i> </i>`

Example: This is normal `<i>This is italic </i>` This is normal.

- If you are familiar with HTML, you can use all the usual tags, tables, hyperlinks etc. in your pages. If you are not, don't worry - you can achieve good pages without it.
- The 'Publish Static Site' creates the 'mirror' of your dynamic site that visitors and search engines see.

Do not forget to publish your site after each editing session!

Have fun and enjoy your new club Web site!!!