

[www.yourwebsite.co.uk](http://www.yourwebsite.co.uk)



Vers 6.x



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# 1 Your new website.

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Your site [www.yoursite.co.uk](http://www.yoursite.co.uk) is a “Content Management System” website. This means that as the site owner you can directly add, change and delete any pages you wish. In addition you have control over how the website operates. You may choose to operate the site as a ‘brochure’ site in which only you can add pages and content. The advantage here is that you will have complete control over everything that appears on your site. The disadvantage is that if you want fresh content to regularly appear then you will have a lot of work to do in writing the content yourself. To maintain a good position in the search engines it is advised that you keep your site fresh and active. It is possible to allow people to join your site and make submissions that do not appear immediately but need your approval to be published. Many sites vet the publication of comments in this way.

Initially your site is set to allow people to apply to join but administrator approval is required before their username and password is activated. (You can change this by visiting ‘User management > User settings’) If you choose to allow users to join your site then you can alter the permissions they have to each type of content on your site therefore you can still keep as much control as you need to.

## 2 Administering your website.

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You make all changes to website by using a web browser such as Internet Explorer, Firefox or Google Chrome. The website will look slightly different to you when you are logged in as an administrator therefore it is best to have two web browsers on your computer. To make maintenance easier, use one as your administrator browser. This will save you from constantly having to log in and out to see how the changes look to a non-administrator or an anonymous viewer.

If you only have one computer browser on your PC then you can get another one here:

- Firefox - <http://www.mozilla.com/en-US/firefox/new/>
- Chrome - <http://www.google.com/chrome/>
- Internet Explorer – <http://www.microsoft.com/download/en/default.aspx>

Once you have chosen and installed your administrator browser you need to login as the administrator. To do this type your user name and password in the login panel and click the login button. (Usually this panel is on the left side). If you cannot see the login panel then you can call up the login page by going to: [www.yourwebsite.co.uk/user](http://www.yourwebsite.co.uk/user)

The admin username is **manager**. The password will have been sent to you via SMS or e-mail. It is vital that you keep these details safe as mischievous hackers could completely ruin your site or worse if they have this information.

Your web browser will ask if you want to save the password. It is OK to do this on your own PC or laptop but never do this on someone else’s computer or in an Internet café.

Once you have logged in you will see the following menu appear at the top of the screen

**Content management Site building Site configuration Messaging & Notifications**

User management Reports Advanced Help Help

On the left you will see that a Navigation menu has appeared with your name at the top. As an administrator you will now see that an 'Administer' link appears in this panel. The administrator link in the left panel provides exactly the same functions as the black menu at the top of the screen. It is simply a matter of preference as to which you use to make your way around the website.

## 2.1 Main Site Details.

Use the "Site configuration > Site Information" links to change the following details about your site:

- **Name**                      Appears in the top header of each page. This will usually be set to the web address.
- **E-mail address**            This is the address to which any site emails are sent. Site emails could be automated emails about problems detected or actions needed to be attended to. It is also the address to whom any website emails using the 'contact' link are sent.
- **Slogan**                      This can appear in different places dependent on the site theme in use. Often it is a convenient way to display your contact number on every page!
- **Mission**                      This can appear in different places dependent on the site theme in use. Often it is a convenient way to display information on every page.
- **Footer message**            This appears at the bottom of every page.
- **Anonymous user**            Usually this is set to 'anonymous'. It is used to describe someone using the website who has not signed in. You will see this appearing in the logs under the 'Reports' link.
- **Default front page**        This can be blank or set to the URL of a page to display. Most sites have a special home page. A convenient way to deal with this is to create a page and then give that page a "URL Path Settings" of 'home'. (See below). You can then set the Default front page to 'home'

## 2.2 Changing a page.

To change pages simply display the page you want to change. As an administrator you will see extra links towards the top of the page. Click 'edit'. This will now show the page in a wysiwig style editor. (What you see is what you get). You can now change the page content in a similar way to how you would make changes to a word processing document.

**When you have made your changes you must scroll down to the bottom of the page and click the 'Save' button.**

As you scroll down the page you will notice other boxes that you can enter information into. You can also change these if you want to. The boxes you will see are:

Box	Description / Tips
Title	This is the title of your page when displayed. It should be precise and being text will count towards search engine visibility.
Body	Your page content. This can contain anything, including text and images. It is the main information that the page is about and as such should contain keywords and be very clearly written. It is the now the most important part of getting your content ranked by search engines.
Input Format	Usually you will never need to change this and it can be left set to 'Filtered HTML'. If you learn more about HTML and PHP programming then you change the setting to allow extensive customisation of pages.
Attached Images	Use this to load images to your website and attach them to pages. They will appear as a thumbnail link on pages you attach them to.
Notifications	If you have allowed your users the ability to be emailed when a new page is loaded or a change to some content is made then you can exclude this page from that process by ticking the box.
Revision Information	You can use this to keep earlier versions of pages. It is likely that you will not require this.
File Attachments	Use this to load files to your website and attach them to pages. They will appear as a thumbnail link on pages you attach them to. You can upload PDF documents, mp3, mp4 in fact any media.
URL Path Settings	This is the title of your page as 'stored' on the Internet. If it is not set then it will assume the same name as the title of the page but with 'noise' words removed. E.g.) <i>a, as, the</i> etc. Usually this can be defaulted but occasionally you will want to use it to force the name of a page. It is a good tool to use to aid search engine visibility. For example if you have an event page titled "Farmers Market" it would be better to have the URL path set to something like: "Farmers Market – Canterbury 27 <sup>th</sup> July 2011"
Comment Settings	Use this to allow or disallow the ability for users to comment on your posting.
Authoring Information	This can be left blank and it will assume your username. As an administrator you can assign the post to any existing user.
Publishing Options	The 'Published' box must be ticked for the page to display on the website. Un-ticking the box DOES NOT DELETE the page so it can be edited and re-published later. If ticked, the 'Promoted to home page' box will copy the tile and first few lines (teaser) on to the end of the front page. If 'Stick at top of lists' is ticked the teaser will appear at the top of the home page content.

## 2.3 Adding New Content.

You can add many types of content to your website. They are all loaded in a very similar way. The one you need to become familiar with first of all is the "Page".

### Page

To add any new content click the "Create content" link. To create a page click "Page" you then complete fields as described in "Changing a Page" above. If you want the page to have its own entry in the menus on your site then you will need to add it using the "Menu Settings" towards the top of the page. You can add pages anywhere within the Navigation system, however there are two main places where most pages are added. These are the Primary and Secondary links. The primary links are the ones you see on your website denoting the main sections. These can be in different places on every site. Almost always one of these links is called 'home'. To add your page as a new primary link open

the 'Menu settings' panel by clicking on it and enter the link you want to use to see your page in the 'Menu link title' box and set 'Parent Item' to <Primary links>. The weight field is set to a number to indicate where in the existing list the item should be located. (The lowest number items come first and the range starts at -50, so zero is usually about the middle!)

The process for adding to the secondary links is exactly the same except that you choose '<Secondary links>' as a parent item.

## Event

To add any new content click the "Create content" link. To create an event click "Event". Entering the events details is exactly the same for most of the fields as described in "Changing a Page" above. The only difference is that you will have new fields to specify the event date and optionally its start time, end time and end date.

Any events added to the system will be shown on the front page in the events block. Once the date has passed they will no longer be shown in this block but are still saved on the system. You can also access all the events using the calendar that is on the front page.

## Image

To add any new content click the "Create content" link. To load an image click "Image". Entering the image details is exactly the same for most of the fields as described in "Changing a Page" above. The difference is that you will have a 'Browse' button which will let you find the image on your computer that you wish to load and an 'Image Galleries' button. This button allows you to file your images in a sensible file structure. If you want to use a specific gallery (or folder) to keep your image in then you must create it first using 'Content management > Image galleries > Add gallery'.

Images can also have text attached just like pages so are these are a very good way to load content. A thumbnail of the image also appears in the teaser when the item is shown in lists.

## Poll

Polls can be used to engage with your viewers and get them to vote on a topic. By default, only registered users can vote on polls. You can allow users to cancel their vote if you wish. Once a user has voted they will see the results of the poll to date.

To add any new content click the "Create content" link. To create website Poll click "Poll". The different fields in this content type are:

- Question: enter your Poll Question here:

*e.g.) what do you think would be a fair cost for a university first degree term fee?*

Now enter each choice into the 'Choice' fields that you want your voters to choose from.

*e.g.)*

- Choice 1: *Free*
- Choice 2: *£1000*
- Choice 3: *£2000*

*Enter other choices using the 'Add another choice' button*

- Choice 8: £9000
- Poll status Closed / Active
- Poll Duration

The remaining fields are as described in "Changing a Page" above.

## 2.4 Altering the appearance of your website.

### Blocks

Each element of your site appears in a 'block'. Blocks can be turned on or off and positioned in different places. Each theme offers different choices for block location but generally speaking you will have Header, Footer, Left and right sidebars and a main content area. To see your block positions go to 'Site building > Blocks > List'. The page will change and you will see the different areas of the webpage named. The main content area will show the blocks that have been used and the positions they are in.

You can move the blocks using the list boxes showing the name of the area they are currently in or by using the 'move' symbol. Some blocks allow you to further configure how they look by ticking the 'configure' link. You can also create and add you own blocks to the system.

Once you have made changes to the positions of the blocks you MUST scroll down and click the 'Save blocks' link.


### Themes

A number of themes are available for your website. The ones originally installed can be seen by going to 'Site building > Themes > List'. It is usual to retain the Garland theme for the administration screens. To try a new theme, tick the 'enabled' column. To make the theme apply to everyone tick the 'Default' column also. Many themes have configurable areas that you can change by clicking the 'configure' link.


When you first get your site, look at the default theme and how it has been configured to give you an idea of how to get started. Once you have changed your theme go back to the Blocks administration and see if you have different choices for the new theme.

You can view other themes available by using the link at the end of this document.

## 3. RSS Feeds.

A website's content can be delivered as an RSS feed. This allows you to give your content to others to publish. It also allows you to take content from other sites and publish it on your site. Initially it is this second option that will be of use to you. RSS stands for Really Simple Syndicate, all this means is that the 'hard' programming work has already been done for you and all you need to do is to put the information on your website. RSS feeds can be used to deliver all kinds of information such as product details, news, results etc, in fact anything. Using a feed to display some content that is not in competition with your own unique content is a useful way of getting interesting, relevant items that are updated frequently with a minimum of effort. To see what an RSS feed looks like visit [www.bbc.co.uk/news/rss](http://www.bbc.co.uk/news/rss) and click on one of the little orange symbols like this . This symbol is the standard icon to show that a feed is available. To add some interest to your site it is possible to add a news feed about your area of interest. E.g.) If your site is about education there are many RSS feeds available delivering current news about education. Just type "RSS FEED EDUCATION" into Google to see what is available. Typing "RSS FEEDS SAILING" list many feeds about sailing.

### 3.1 Adding a feed to your website.

Once you have found a feed you want to show on your site display it by clicking the orange  symbol and wait for the page to change. Once this has happened you will see the feed content shown in a very plain way. Don't worry it will not look like this on your site. The important bit of information you need from the feed is its URL. This is shown at the top of your browser in the address bar. It is the long name that begins something like <http://www.siteName.com> etc. Click into the address bar and press "Ctrl" and "C" on your keyboard together. This will copy the URL ready for use later.

To add the feed to your site follow these steps:

- Go to 'Content management > Feed aggregator > Add Feed'
- Type a short name in the Title field to identify the feed. This can be anything you like.
- Click into the 'URL' field and then with your mouse use right-click and use paste. This will paste the location of the RSS feed that you copied earlier so that your site knows where it is.
- Set a suitable 'Update interval' in the next box - 3 hours is probably OK for most things.
- Click 'Save'

You have now created your first feed. The next step is to display it somewhere on your website.

### 3.2 Displaying a feed on your website.

Once you have added a feed to your site a new block will have been created. At first the block is disabled. You need to enable the block and position it where you want it and say how many items should be shown in it. To do this, follow these steps:

- Go to 'Site building > Blocks > List'
- The page will change and you will be shown a list of all blocks available on your site. They are grouped into areas of the page in which they appear. The one you want will be towards the bottom of the page in the disabled section. Scroll down to find it.

- When you have found it click on the little down pointing arrow in the 'Region' column listbox (it will currently say '<none>'). Click on one of the choices, if you are unsure what to choose just go for 'Right sidebar'. The screen will update and the blocks details will appear in the area you have chosen. YOU MUST now click the 'Save blocks' button at the bottom of the screen to make sure your change is saved.
- The page will update and the blocks list will be shown again. Scroll down to where you can see your block (it should now be listed in the area in which it is to appear) and click on the 'configure' link next to it.
- A new admin page will appear. Complete the fields on this page as follows:
  - **Block title** - a short title that will appear above the block. If you do not want a title then put <none>
  - **Number of news items in block** - Just pick a number from the drop-down list.
  - **Custom visibility settings** - This can be left to 'User cannot control whether or not they see this block'.
  - **Role specific visibility settings** - This can be left blank, to show the feed to everyone.
  - **Page specific visibility settings** - This allows you to choose which pages the block is shown on. If you choose the first option 'Show on every page except listed pages' and then leave the 'Page's field blank your block will show on every page. It can be useful to show a feed on a specific page only like the home page. To do this, choose the 'Show on only the listed pages' and then type '<front>' in the Pages field. Once again you MUST click the 'Save' button at the bottom of the page to save your changes.

Now that you have completed setting up your feed there is one more job to do. You have to give people (your users) the permission to view it. In addition to yourself as administrator you will have at least two kinds of users. Those who have logged in and those who have not logged in. The ones who have not logged in are called anonymous users the ones who have logged in are called authenticated users. To make sure that they can read your RSS feed follow these steps:

- Go to 'User management > Permissions'
- The page will change and you will be shown a list of all the software modules that comprise your system. Scroll down until you see the aggregator module. This will be near the top of the page as the list is in alphabetical order.
- To ensure that anonymous users can read your RSS feeds put a tick into the anonymous user column on the 'access newsfeeds' row.
- To ensure that authenticated users can read your RSS feeds put a tick into the authenticated user column on the 'access newsfeeds' row. You will probably find that this is already ticked.
- Make sure that the 'administer news feeds' boxes DO NOT have ticks in them so that no one other than an administrator can alter the RSS news feed settings.

Note: when programs from Google and other search providers visit your site they behave as anonymous users and have the same access rights. Therefore you will need to allow anonymous users access to all the information you wished to be indexed by a search engine.

## 4. Google Analytics.

You can get code from Google to monitor how the public is visiting your site. See the Google Analytics guide for full details of how to create an account and get the code specific to you. The Contact section below has a link to Google that will explain what is needed.

Once you have the code, you need to put it into a block to be displayed on your website.

To do this you must first create your block. To create your block follow these steps:

- Go to 'Blocks > Add block'
- Type 'Google Analytics' into the 'Block description' field.
- Type '<none>' into the 'Block description' field.
- Ensure that you have the code from Google copied to your clipboard. To do this simply select it by clicking before the first character and drag your mouse to just after the last character whilst keeping the left mouse button pressed. The code should now change colour to show it is selected. Move your mouse back over the selected code and 'right-click', then choose 'copy'.
- In the 'Block body' panel click the 'Source' icon to change to code view and then right-click in the editing area and choose 'Paste'. You should now see the code you have copied from Google.
- Click on 'Input Format' and select the 'PHP code' option.
- You can leave all the remaining fields unset. If you only want Google Analytics to monitor specific pages then you must select the 'Show on only the listed pages' option and then list the pages you want to monitor in the 'Pages' section.
- Finally click 'Save Block' to make the changes live.

## 5. Useful Links.

Full Documentation: <http://drupal.org/documentation>

Administration Guide: <http://drupal.org/documentation/administer>

Example Themes: <http://drupal.org/project/themes>

Example Booklist: [http://www.amazon.co.uk/s/ref=nb\\_sb\\_noss?url=search-alias%3Daps&field-keywords=drupal&x=0&y=0](http://www.amazon.co.uk/s/ref=nb_sb_noss?url=search-alias%3Daps&field-keywords=drupal&x=0&y=0)

Google Adsense Guide: [https://www.google.com/adsense/www/en\\_US/tour/](https://www.google.com/adsense/www/en_US/tour/)

Google Analytics Guide: <http://www.google.com/analytics/tour.html>

## 6. Support & Contact Details.

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