

ESSC Website – Database Maintenance

How to publish your article in 5 minutes

The new ESSC web site has been designed to provide flexibility combined with ease of use.

Some of the pages consist of fixed/static text and picture(s) at the top of the page with a 'dynamic' section below.

Dynamic in that the contents of this part of the page are created automatically by taking data from a database and displaying it on the web page.

The database is also held on the web site, it is very simple, containing only a few fields (boxes where stuff can go) and a convenient interface has been provided to allow access to and control over it.

Using this approach – authorized users of the system can quickly and easily add items to their section of the site with no knowledge of html, web design or specialist database skills.

The site is visible at www.emsworthslippersc.org.uk and if you take a look around, you will see that some pages are completely static/fixed and others are variable (built from a database)

So, what can we do ?

There are several sorts of items that can go into the database.

News Items

The news items may be broken down into three types:

Heading and simple text entry – the entire heading and text entry appear on the main page.

Detailed article where the title and short text appear on the main page, a link pointing to the main article is also selectable, following the link will point to the main article which shows (I think) the heading and a long text entry (a whole story/article with many paragraphs etc)

This detailed item may also hold up to three images.

The final sub news item type is a heading, text and PDF file – thus you may create your own documents – as whizzy as you like and you can link to them from here.

How can all this be (done!) ???

You require absolutely no specialist knowledge of html, programming or whatever – if you have web access, the right addresses and passwords and the ability to type (or cut/paste) then you are ready to go.

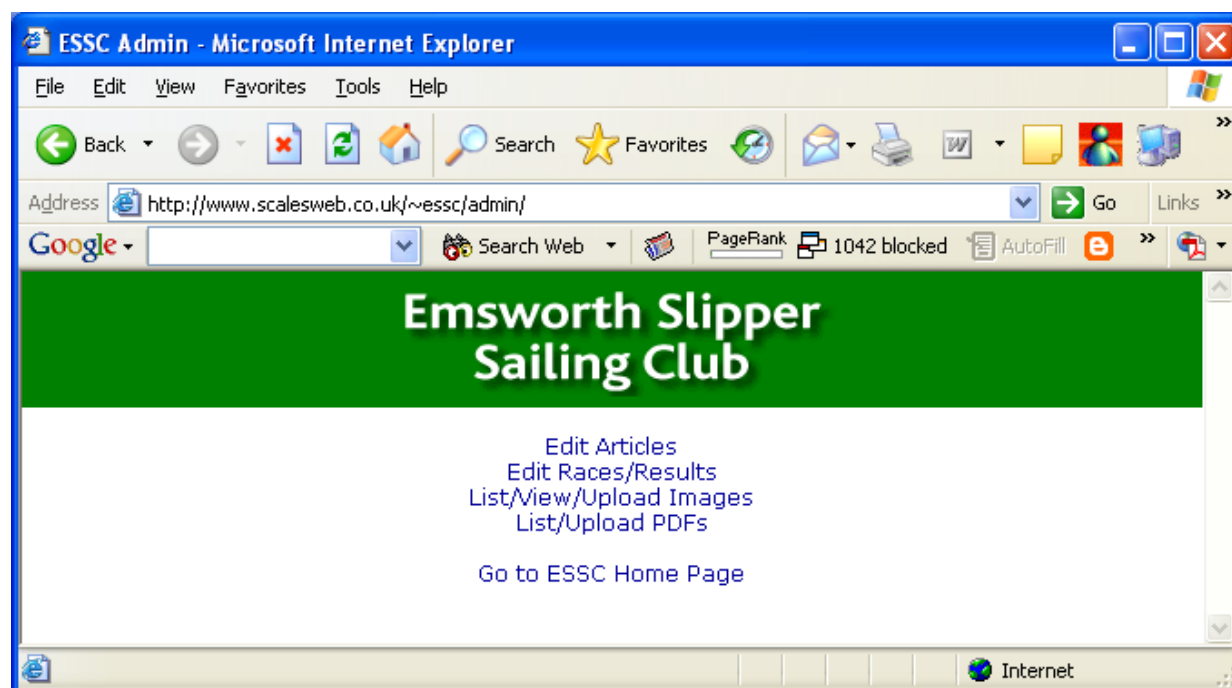
This does mean that all database maintenance is done 'on-line' (connected to the internet). For this you will need either a dial-up or broadband connection to the internet. If you have neither of these then you will need to find someone who has (I can help there),

There is an administration page on the internet – currently available at:
www.emsworthslippersc.org.uk/admin

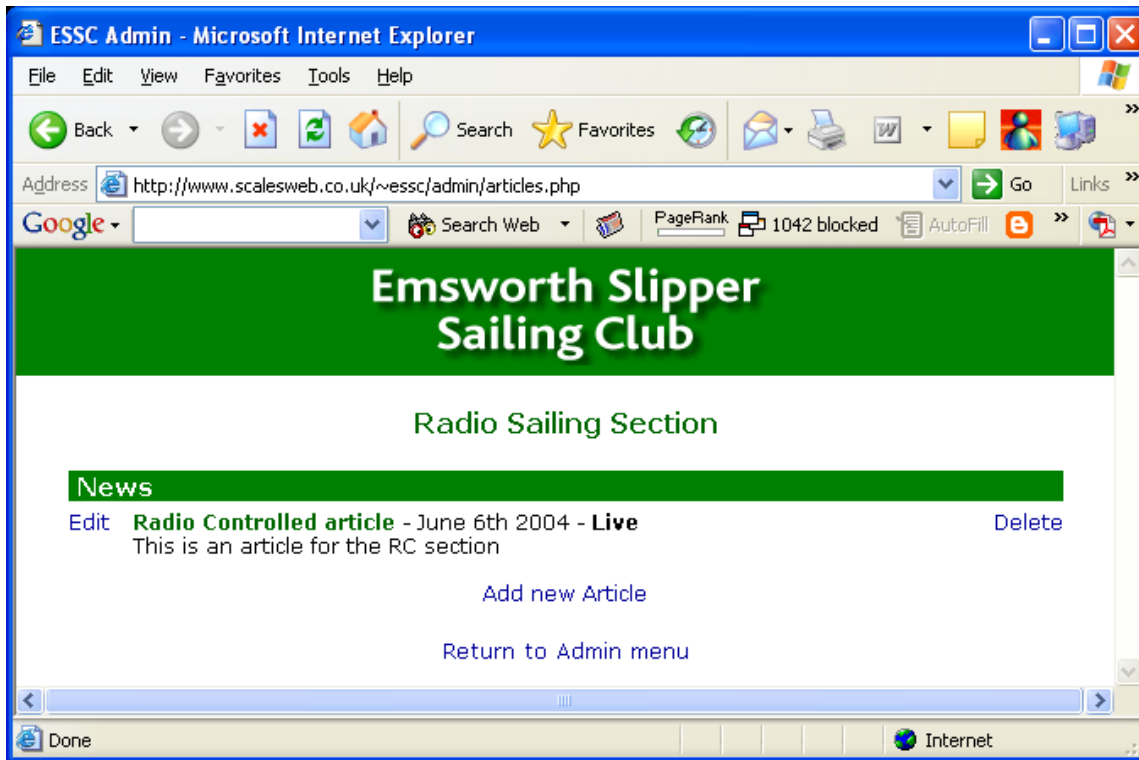
When you visit this page you will be prompted for a user name and password – this will have been issued to you separately. Your username will provide access to your own section of the website so that you can add/delete/create and edit articles for your section.

You should see something like this:

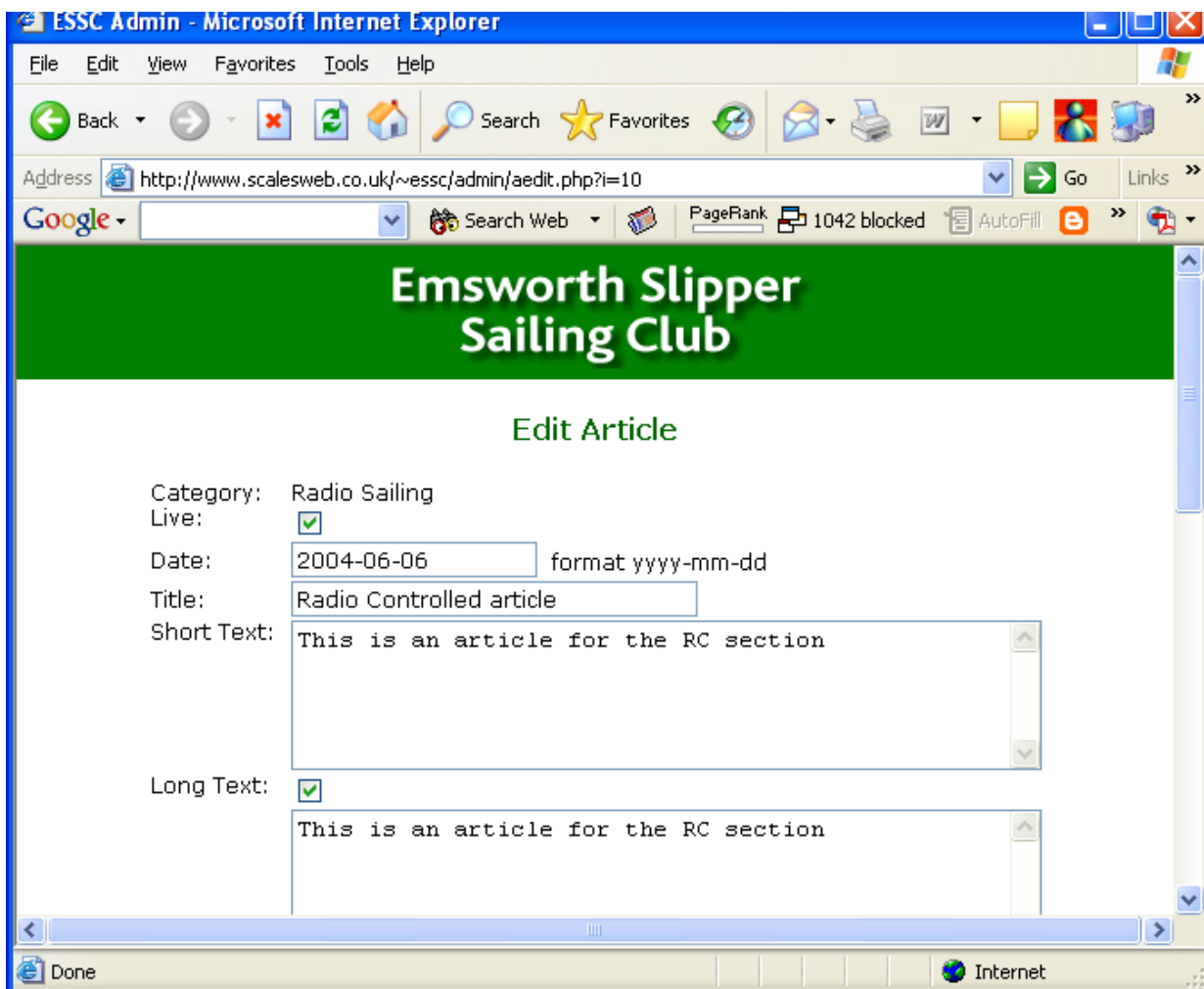
(Please note that throughout this document, the URL's displayed in the pictures are different from what you see now as these were generated before the site 'went live'. In this first example – the URL would actually be displayed as <http://www.emsworthslippersc.org.uk/admin>)



Clicking on 'Edit Articles' will list all the current articles as follows:



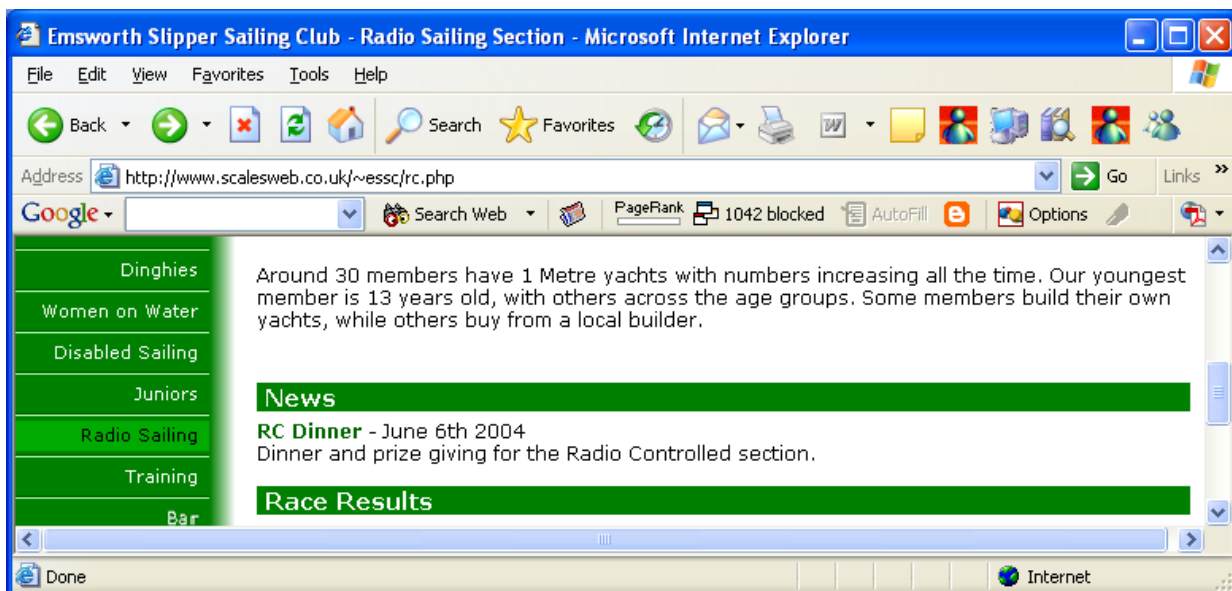
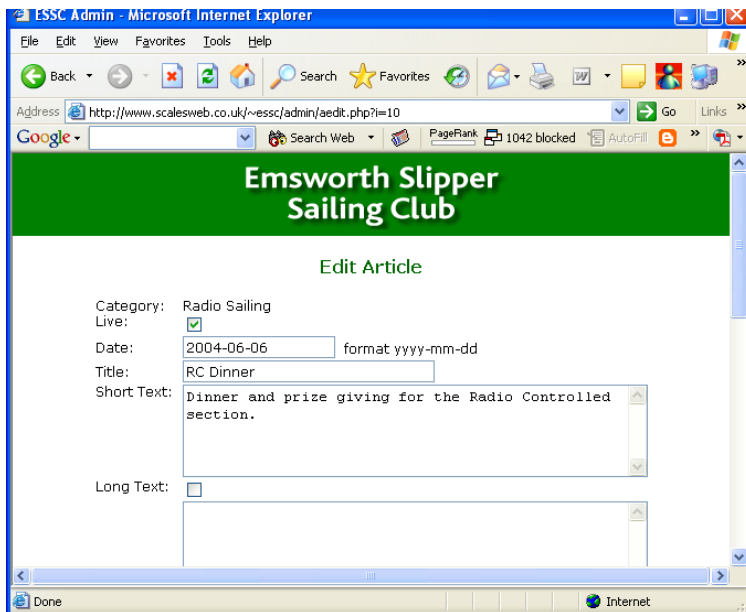
If you elect to edit an existing article, click on 'Edit' and the following will be displayed:



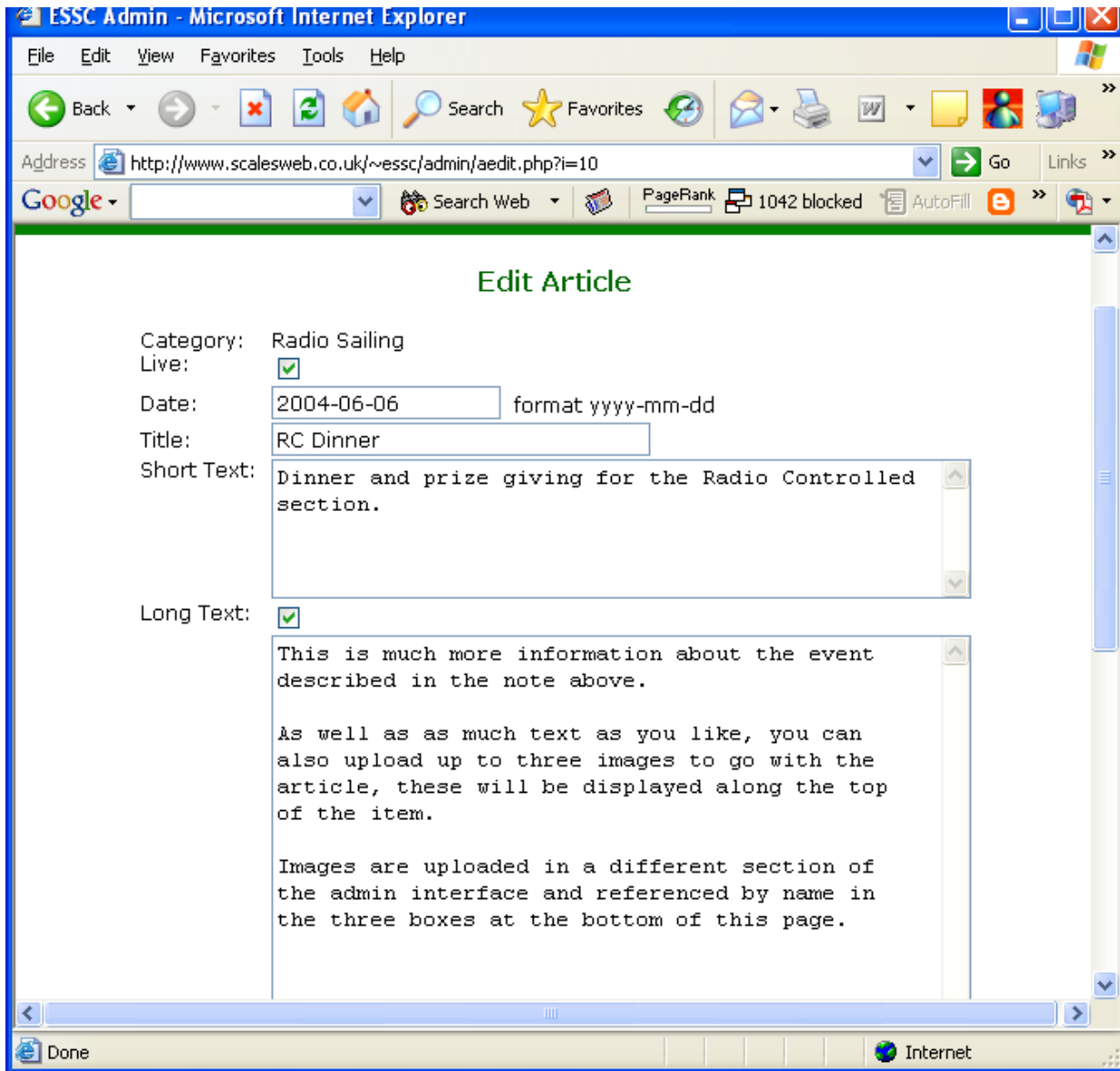
The 'Live' tick box indicates whether or not the article is currently live on the web-site. If you want to create an article for future use, add all information but do not tick the live box. When you want to 'turn an article off' simply go to this page and remove the tick.

There are several options available within this page.

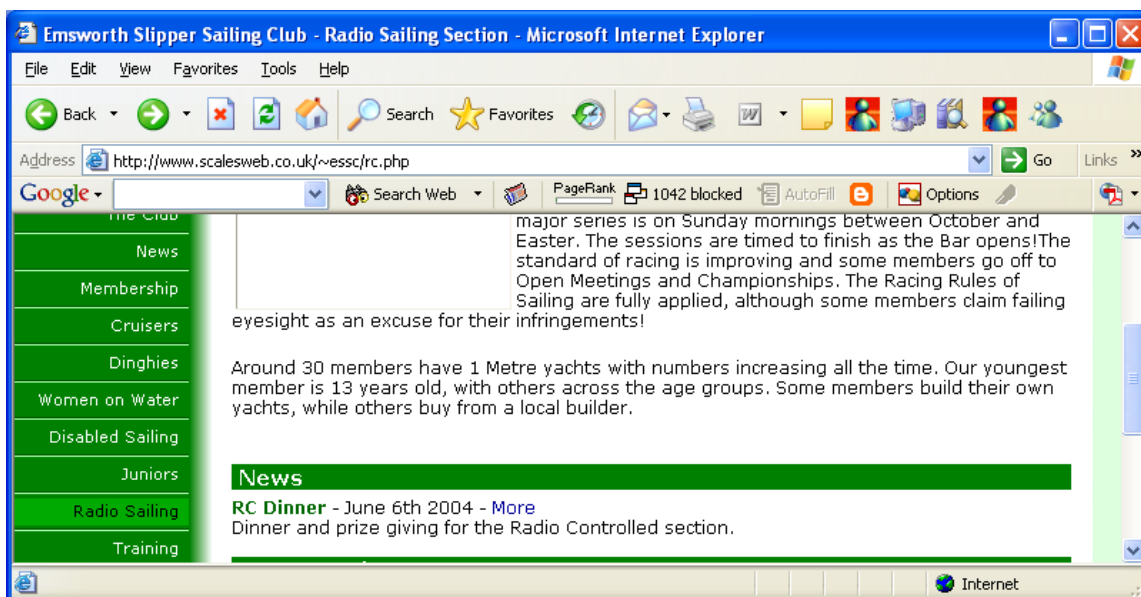
Each article must have a 'Date' and a 'Title', the 'Short Text' field may be used to contain a brief note. Here is an example of a short text note together with how it looks on the web site.



Now, if you want to add more information, simply check the box next to 'Long Text' and enter more detailed information in the box below it.



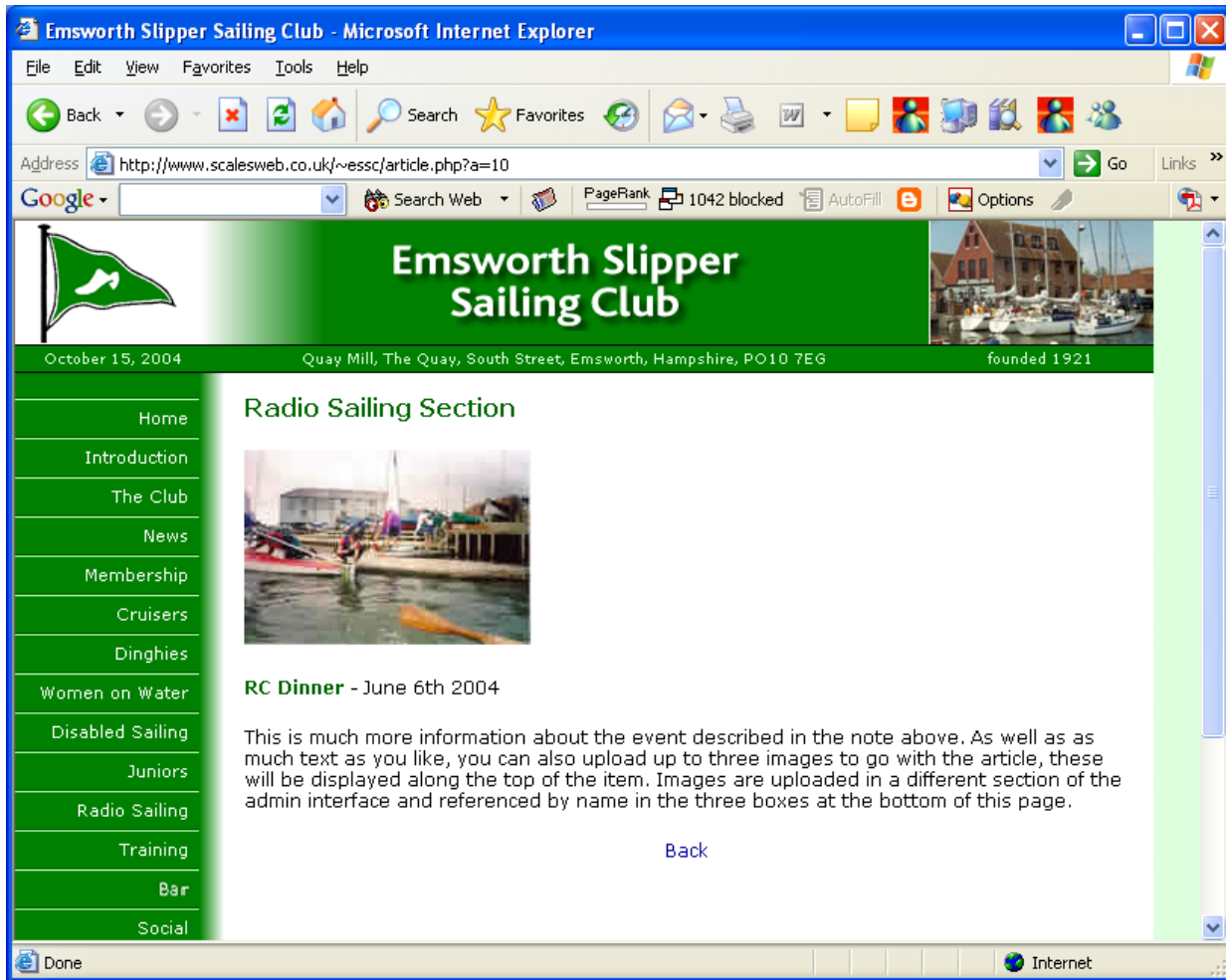
You will notice that there is now a 'more' button displayed at the end of the 'Title':



Clicking on more takes you to the article.

Up to three images may also be included in the article – these will be displayed at the top of the article.

Here is what we get:

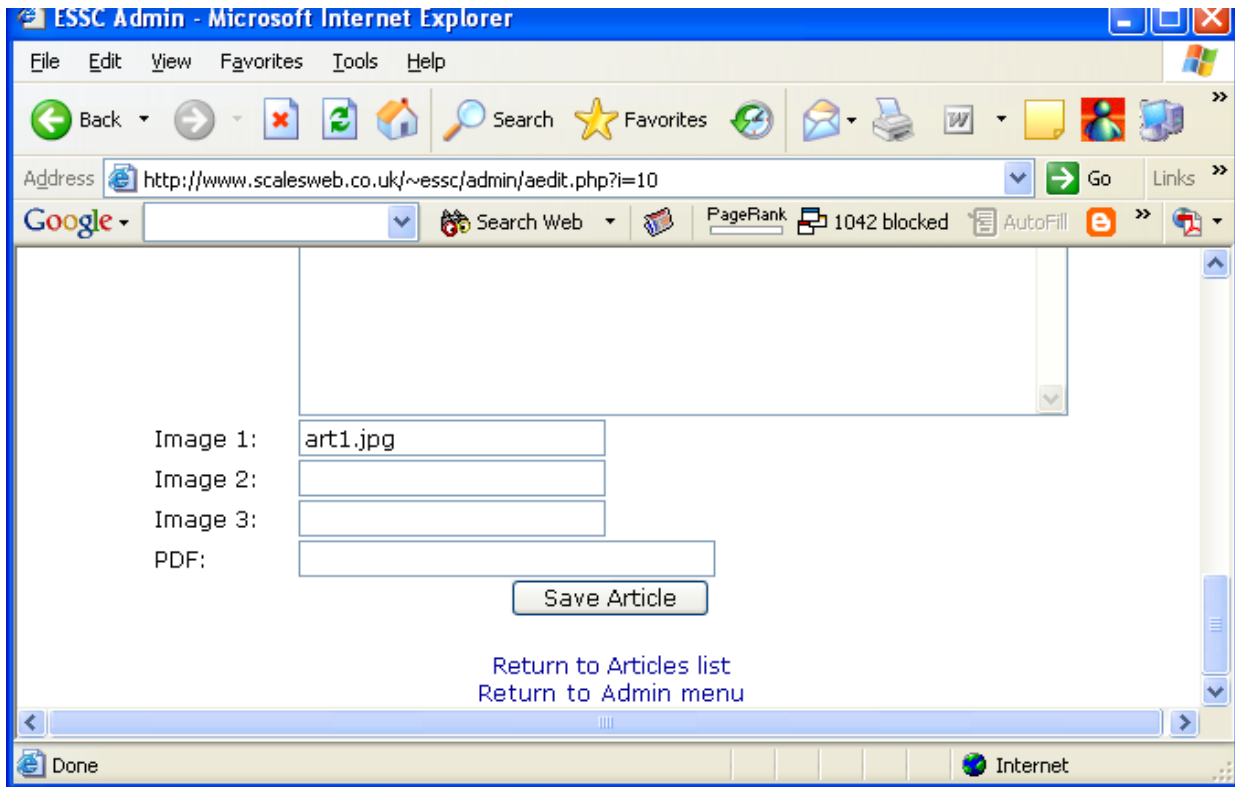


Notice how – despite the paragraph breaks in the source text – all the text is merged into one paragraph. This is a function of the system – however, if you wish to include paragraph breaks, simply insert the following into your text: <p>

The consequences are:



The picture in this example had been previously uploaded using the picture upload options (see later) – the picture is then referenced in the article edit section as follows:



You will also note a box called 'PDF:'

A PDF (Portable Document Format) file can be produced from any windows application via the use of a special printer driver such as included in Adobe Acrobat. In this way – if you feel inclined, your article can be created in any application that you like, saved as a PDF file, uploaded in the PDF file upload section (see later) and displayed along with your news item on the web site.

In this way – total flexibility and creative flare is catered for whilst maintaining a simple method of accessing it from the web site.

Simply include the name of your uploaded PDF file eg filename.pdf and that's it. If you are using a PDF.

The site has recently been updated to support up to 4 different PDF files.

When done, click on the 'save article' button at the bottom of the page. Your changes are then instantly available on the Internet.

Image and PDF file Upload

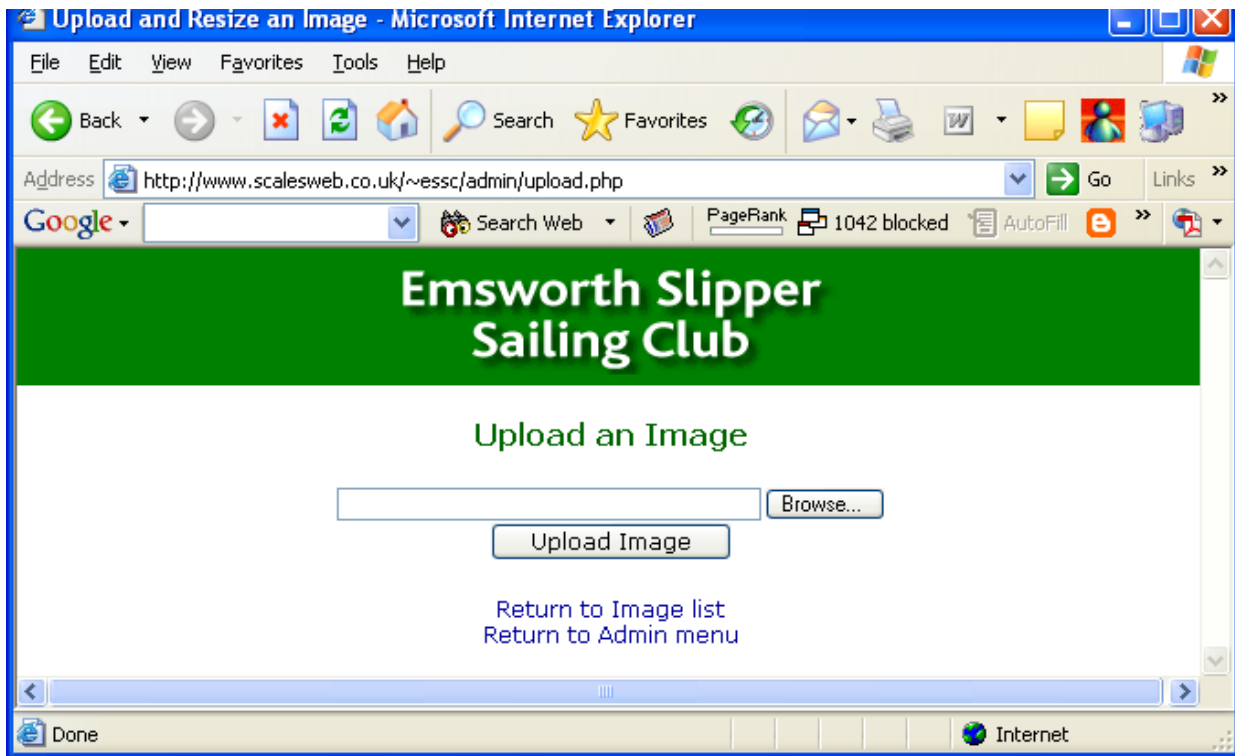
Please take care – all images are common to all areas of the web-site. Please be especially careful when deleting images as you could delete an image that is being used by other users of the site.

You do not need to 'size' your image specially for the web site. Even if you do happen to upload a 2MB hi-resolution picture – it will be re-sized before being published on the web pages – this means that images will download to viewers very quickly regardless of source image size.

Click on the 'List/View/Upload images' link from the main admin page and you will be presented with a list of the currently uploaded images.

Clicking on 'Delete' will delete the selected image.
Clicking on the image name will display the selected image.

Click on 'upload' to upload an image from your PC – you will be presented with the following:



Click on the 'Browse' button to locate the image file on your PC – the image must be a Jpeg (JPG) file. Once selected, click on 'Upload Image' to load it to the web site. Once Uploaded – it should appear in the list of available images.

PDF files are handled in the same way, from the main admin menu click on 'List/Upload PDFs' Click the 'Browse' button to select the PDF file from your hard disk then click on 'Upload PDF'