

Cardinal O'Donnell's GAC

CMS Guidelines

Best practice guidelines and tips on the use of the ODonnellsGAC.com Content Management System.

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1 General

1.1 Security

- Always log out when finishing your CMS session
- Always close the browser after logging out, especially when using a public / shared computer
- Never share your log on credentials with others
- Change your password regularly
- After 25 minutes of inactivity you will be automatically logged out

1.2 A Place for Everything, and Everything in its Place

Before adding content, consider which section it best belongs to. For example, a report on a recent match could be added as a News story; however it would be better placed as a match report in the Fixtures & Results section. Similarly, a short news flash could be added directly to the home page; however it should be added to the Latest News section.

Adding content to the correct section maintains the consistency of the website. Consistency appeals to website users, and will help them to quickly find desired information as they navigate the site.

1.3 Language, Spelling & Punctuation

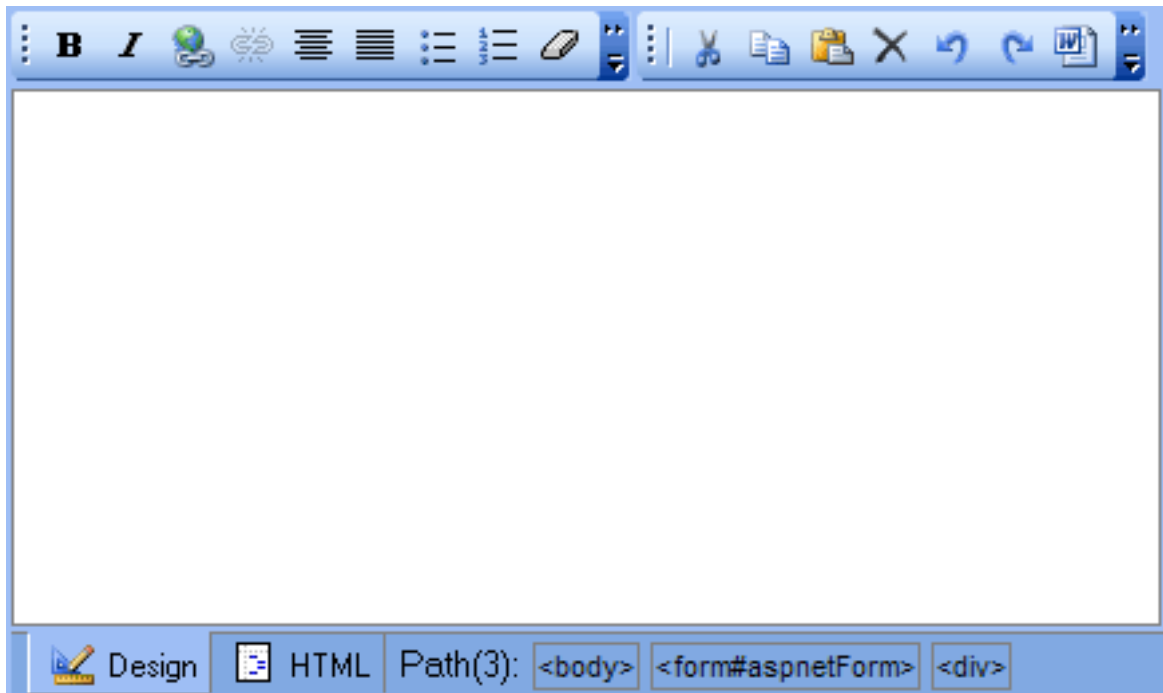
Visitors do not trust a website that it is littered with spelling and / or grammatical errors. Search engines penalise websites that contain such errors. When adding any new content always run it through a spell checker. Where possible have another administrator review the new content for errors before it is approved.

1.4 Formatting Text

- Do not enter text all in UPPERCASE (capitals). Using uppercase on a website is considered to be the same as SHOUTING and is bad online etiquette. It is also difficult to read text that is all uppercase.
- Avoid overuse of **bold** and *italics*
- Avoid centering text. In the western world people read from left to right and like text to be aligned along a straight left edge as this is more readable.
- Do use paragraphs. Always break long stories / reports etc into readable paragraphs to improve the readability of the article.
- Avoid the using colours other than black. For online reading and for printing out from a web page, black on white is best.

2 Text Editors


The text editor used in the CMS is shown below:



The text editor provides great flexibility when entering text for the various sections of the website. However, this flexibility means it is also possible to create and apply styles to text that do not complement the website's existing styles and colour scheme.

2.1 Copy & Pasting


Great care should be taken when copying and pasting text from a word processing application (such as Microsoft Word) as it is possible for hidden formatting values to also be copied. This hidden formatting may result in fonts, colours, text justification etc being embedded in the content being copied. For this reason the "clean Microsoft Word" functionality has been provided.

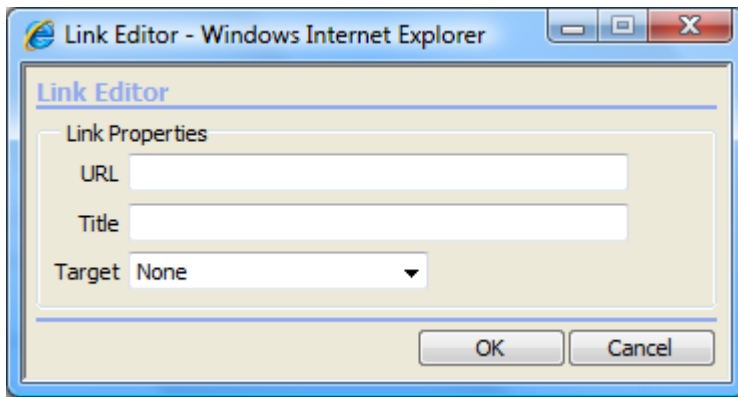
Always click the  icon in the toolbar to remove hidden formatting when pasting text copied from a Microsoft Word document.

2.2 Blank lines

It is not unusual when typing or editing text to inadvertently create several blank lines at the bottom of the text editor. Each blank line created in the text editor will appear in the live site as white space. Be sure to check for, and delete, any unintended blank lines before saving text that is being created / edited.

2.3 Links

Links can be inserted by clicking the  icon in the toolbar, which will bring up the Link Editor window:



Type or paste the address of the link in the URL textbox, then give the link a title. Selecting a target of New Window (_blank) will cause the link to open a new window when clicked.

To edit a link in an existing block of text, click on the link in the text editor window and then click on the Link Editor icon.

2.4 HTML

At the bottom of the text editor there is a HTML tab. This tab is provided to allow direct editing of the HTML that will be generated based on the text and formatting that has been created in the Design view. The HTML mode should only be used by users with a firm understanding of HTML... incorrect or badly formed HTML can produce unexpected results on the live site, and may even prevent the live site from displaying correctly.

For users with a good understanding of HTML, the HTML view can be useful for correcting or editing text that has been copied and pasted from another website or from a word processor and that is not displaying as expected. Deleting all HTML tags will remove all formatting information from the text being edited / created.

3 Uploading Images

Uploading images requires the whole image file to be transferred from your computer to the website server. This can be a slow process; the length of time taken to upload a single file will be influenced by the upload speed of your internet connection and, crucially, the size of the image file being uploaded.

To make image uploading more efficient, it is best to resize and compress images on your local computer before uploading to the server. **NOTE:** *be sure to make a copy of your images before resizing so that you do not overwrite the original full size images.*

570 pixels is the maximum width / height of a full size image on the website. When resizing using a graphics package use 570 pixels as the maximum width / height.

FastStone Photo Resizer 2.7 is a free image resizing application that can be downloaded from: <http://www.faststone.org/>

4 Fixtures & Results

The Fixtures & Results section has been designed to afford maximum flexibility in terms of values that be entered for team names and scores. Note that information on upcoming fixtures and latest results is automatically displayed on the home page of the website, so it is important to create fixtures / results correctly.

When a team is playing more than one fixture on a given date (for example if taking part in a tournament) create a separate fixture for each match rather than entering 2 or more team names in the team name field.

As a general approach enter the following values for score:

- **Fixture** – enter a dash (-) in home goals, home points, away goals and away points
- **Result** – enter a number in home goals, home points, away goals and away points
- **Walk Over for home team** – enter “WO” in home goals, enter a dash (-) in home points, away goals and away points
- **Walk Over for away team** – enter “WO” in away goals, enter a dash (-) in home points, away goals, away points
- **Postponed** – enter letter “P” in home goals, home points, away goals and away points

5 Message Board

5.1 General

Careful and stringent control of message board activity is essential. For this reason no message will appear on the live site until reviewed and approved by an administrator. The IP address of the computer where a message originated is logged with every message.


It is always best to err on the side of caution. Consider if the message is really from the person named or if it is possible that somebody has posted using another person’s name. Consider if the content of the message likely to cause embarrassment, annoyance or upset.

Always check the source IP address – if several messages appear under one topic from the same IP address but with different names, it is likely that the same person has posted all the messages.

Being strict on the quality of acceptable messages helps generate other useful messages... messages containing “text talk”, overuse / incorrect use of punctuation marks or poor spelling should be edited as appropriate or not be approved.

Discussion topics are displayed in reverse chronological order on the live site, with the discussion topic with the most recent message first.

5.2 Lock / Unlock

Locking a discussion topic means that it will be present on the live site for visitors to read, but it will not be possible for visitors to add any further comments to it. Locking a discussion topic does not change its display order. The lock feature is often used in conjunction with the Stick option (see below). A discussion topic that has been locked be displayed with the lock icon: 

5.3 Stick / Unstick

Selecting the stick option for a discussion thread causes that discussion topic to always appear at the top of the message board list. This can be useful if there is a discussion topic that requires high visibility. A site administrator may add a message to the message board that they wish to always be visible at the top of message board list. A discussion topic that has been made sticky will be displayed the pin icon: 📌

6 Gallery

6.1 Categories

All gallery albums must belong to a category. Assigning an album to a category provides another means for website visitors to organise and view pictures. The list of categories can be managed by clicking the "Categories" button. New categories can be added and existing categories can be amended or deleted. A category can only be deleted if it is not associated with any albums.

6.2 Create an Album

An album is a collection of related photographs. An album name and description must be provided. Try to keep the name unique, short and sufficiently informative as to the contents of the album. Use the description field to provide further information on the contents of the album. An event date must be provided, for an album that will contain photographs that span a period of time, use the date of the first photograph. A category must be specified - carefully consider the most suitable category. Creating an album with a status of "approved" means it will be immediately viewable on the main site as soon as it contains at least one approved image. It may sometimes be useful to create an album with a status of "declined" until the upload of images to the album has been completed. Remember to approve the album once all images have been added.

6.3 Add Pictures Step 1

NOTE: See the instructions in the general section regarding uploading images

Click the "Browse" button and navigate to the location on your computer of the first image to be uploaded. Select the image and click open. Click the "upload" button. The browser status bar will indicate the file upload progress. Once upload has completed the file name will appear in "New Images Added" list. Once all images have been uploaded move on to step 2.

6.4 Add Pictures Step 2

This step will list thumbnails of all images that have just been uploaded to the selected album. For each image a title, description and status can be specified. By default all images will have a status of "approved". Each image can be included on the random homepage gallery by selecting "include on homepage" checkbox. Clicking a thumbnail will open the full size image. Remember to click "save" on each page to save any changes made. To delete an image, select the checkbox that appears to the left of the thumbnail and click "Delete"

NOTE: An image that is has "include on homepage" set to true will remain as a random image on the homepage until explicitly removed.

6.5 Amend Pictures

This behaves in exactly the same way as Add Pictures Step 2 above.

6.6 Home Page Images

Clicking the “Home Page” button from the main gallery section will display a list of images that are set to appear as a random image on the homepage. This lists all images from all albums that have been set up to appear on the home page.

To remove an image from the list of random images, select the image by clicking the checkbox to the left of the thumbnail and click the “remove” button.

NOTE: *Removing an image from the home page merely changes its “include on homepage” setting. This action does not delete any images and all images will still be available by viewing the relevant album.*

7 Flyer

The purpose of the Flyer section is to display a static advertisement image, or flyer, on the homepage of the website in the place where the random gallery image appears. If no image is supplied then the flyer will not be active.