

Projet Horizon - Horizon Project

-- Projet Horizon (site interne) - Docs - Sites web Horizon --

Sites web Horizon

Quick start guide

Legrand François
Monday 12 September 2005

<PDF_LINK> <TOC>

1 Introduction

This document will guide you through the easy steps to publish a new page inside the Horizon Project web site.

2 Public and administration interfaces

The site has two different interfaces. A public interface, which is the site viewed by the visitors, and a private administration interface, password protected, dedicated to the authors & editors of the site. This administration interface allows the authors to intuitively edit the content of the site through a simple web page, without writing a word of HTML.

2.1 A brief view of the public interface

There are three main levels of navigation in the public interface.

- The Main sites (i.e. Internal vs Public)
- The Main areas of a site (Tasks, Softs, etc...)
- The pages/sections inside the areas



2.2 Connecting to the administration interface

You can access the administration interface through the public interface by simply clicking on the Espace privé link in the toolbar of any page. It will guide you to a login page. Just type your login,

validate, type your password and you are in.



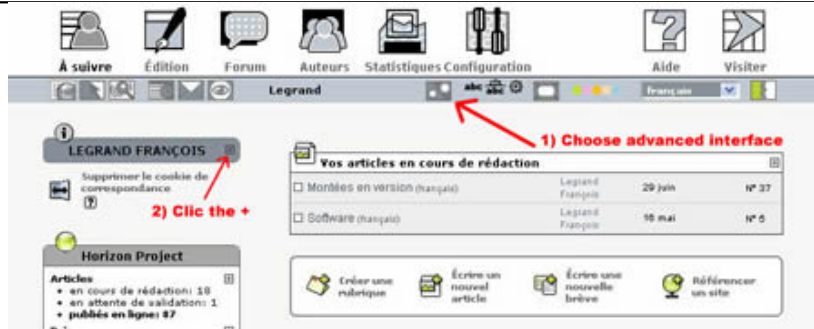
2.3 A brief description of the administration interface



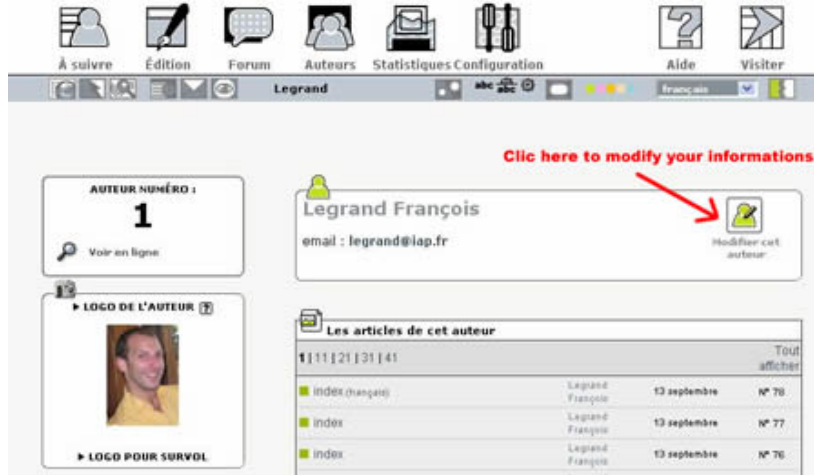
It s recommended to switch to Advanced Interface so you will have access to all the options.

2.4 Changing your passwd

To change your password, first select the advanced interface and clic the + in front of your name. If your name and the + button are not visible, clic the "Launch pad" button (top left).



Then clic the "modify this author" button



and change your password.

Informations personnelles

Signature [Obligatoire]
(Votre nom ou votre pseudo)
Legrand François

Votre adresse email
legrand@iap.fr

Qui êtes-vous ?
(Courte biographie en quelques mots.)

SITE WEB :

Le nom de votre site

L'adresse (URL) de votre site

Votre clé PGP

Liste des rubriques accessibles pour ce visiteur (séparé par des virgules) :

Attention ! Ceci est le login sous lequel vous êtes connecté actuellement. Utilisez ce formulaire avec précaution...

Login (plus de 3 caractères) :
legrand@iap.fr

Nouveau mot de passe (plus de 5 caractères) :
Type here your new passwd

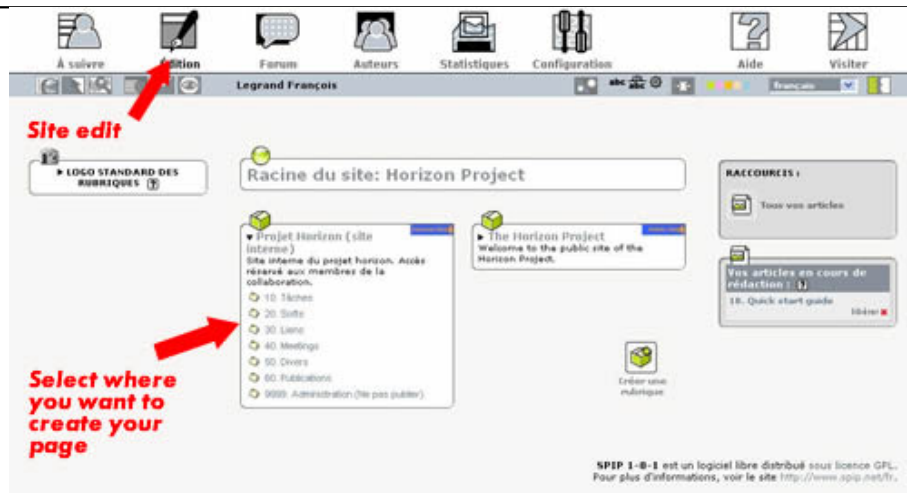
Confirmer ce nouveau mot de passe :
Confirm your passwd

Don't forget to validate once done !!

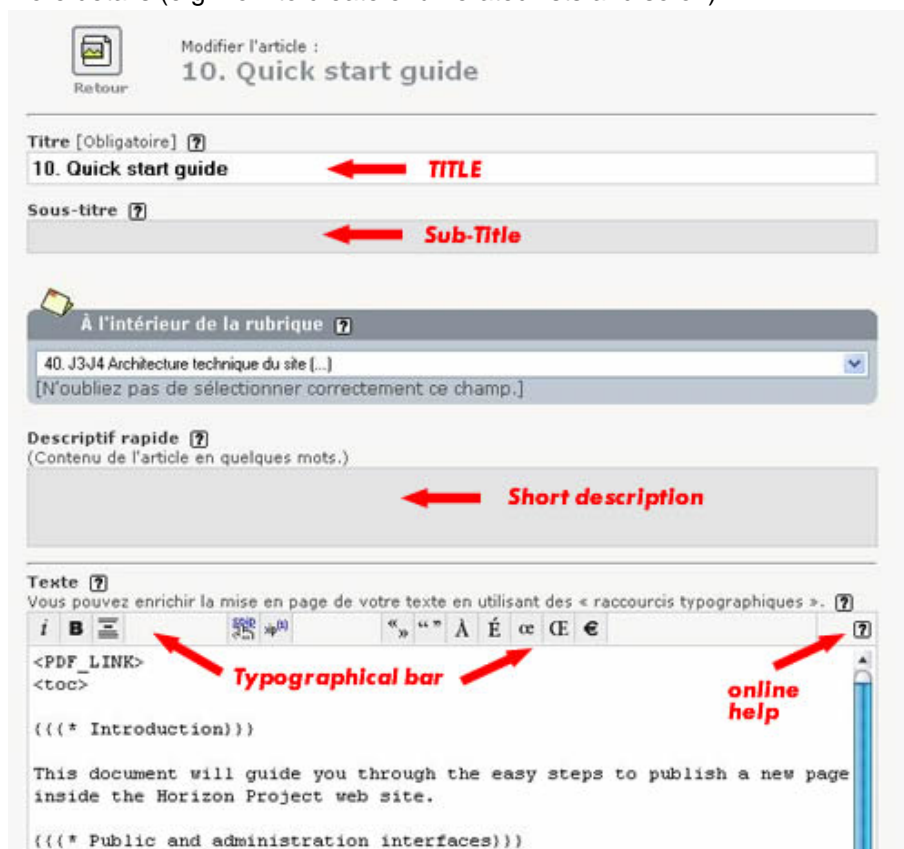
3 Publishing your first page

Follow the next steps to publish your first page:

- Connect into the administration area
- Choose Site Edit



- Browse the site to reach the section where you want to add your page.
- Once you are in the correct section, choose Write a new article
- Type the title, subtitle, brief description and text of your article.
- You can use some shortcuts to enhance your presentation. For example, text between two braces will appear in bold and in *italic* if between simple braces. You can also select part of your text and use the typographical bar to set its style (only available on some navigators). See online help for more details (e.g. how to create enumerated lists and so on).



- Save your work by clicking on submit at the end of the article.
- At this stage, your article is saved but not yet published online. Only the author (i.e. you) can see it. You can quit, come back tomorrow, modify it as you want. Once you are satisfied with your work, you may want to make it visible by the whole world, i.e. publish it online. Whether you are a simple redactor or a great administrator you can ask for its publication (just click the button Request the publication of this article) or directly publish it online (select the option published

online in the multichoice combobox and do not forget to click on the button modify).



- Go to the public site...

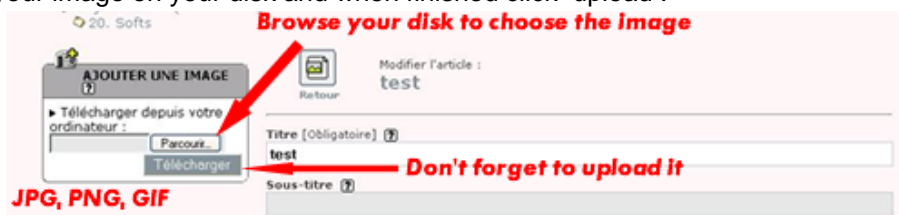
congratulations, you can see your brand new article.

4 Inserting images and documents inside your page

4.1 Inserting an image

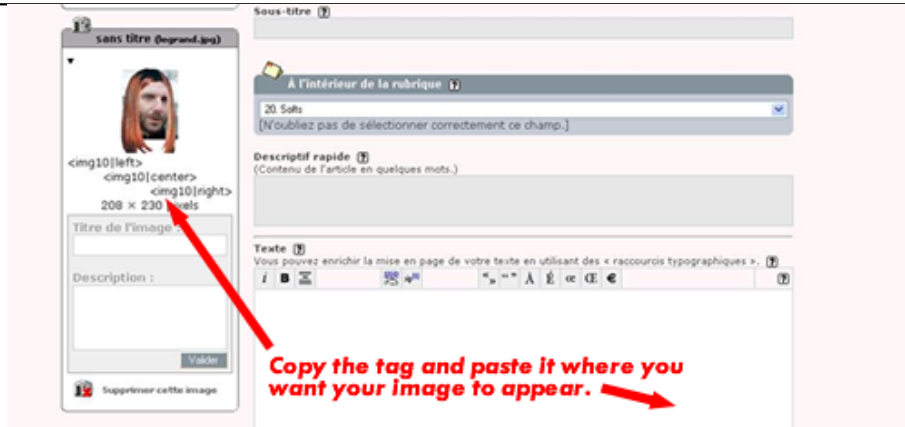
You can easily add images or documents on your pages, but you first need to save your article. Once you saved your article, come back on it by choosing modify this article . To insert an image into your page, you first need to upload it on the server. To do so, click add an image when editing your article.

Then select your image on your disk and when finished click upload .



Specify the title of your image and submit. You thus have to tell where you want your image to appear. Simply cut and paste the tag `<IMGXXX|POSITION>` inside the edition window.

position=left|center|right will align the image at the specified position and the text will jump around the image. Omitting |position will allow you to display the image where you put the tag (the text will continue without jumping any line). Validate... it s done.



4.2 Inserting a document

The same as an image except that the shortcut is `<DOCXXX>` instead of `<IMGXXX>`.

4.3 Inserting a large number of documents.

You may want to upload a large number of documents. In this case, uploading one by one is not very convenient. You should thus use an anonymous ftp connexion and upload all the files directly on the server. Once it is done, be sure that you selected the complete interface in the administration area. If it is done, you will see an additional box allowing you to select a file in the upload directory.



Moreover, you can also attach directly the full content of the upload folder. To do this, select the article (don t click modify this article). You will see at the bottom of the page (always in the complete interface) a window attach a document . You can choose one or all the documents in the upload directory.

The screenshot displays the editing interface for an article titled "Registration forms tests". On the left, there is a sidebar with navigation options like "ARTICLE'S LOGO", "FORUM & PETITION", and "REDIRECT". The main content area includes fields for "ARTICLE NUMBER: 172", "DATE OF ONLINE PUBLICATION: 17 February 2004", and "THE AUTHORS: François Legrand". A red arrow points to the "ATTACH A DOCUMENT" section, which offers two methods: "Upload from your computer" and "Automated portfolio". Red text annotations highlight "Select one..." and "or all the documents in the upload folder." The interface also shows a "Starting date : 2004-02-17" and "Ending date : 2004-02-19".

Once you finished, don t forget to remove the files from the upload folder.

5 Generalities about editing

5.1 Kind of contributors

There are three types of contributors:

- Redactors: They can prepare a page, but cannot publish it online nor modify the structure of the site. Once the page they wrote is ready, they ask for its publication and an administrator to validate and publish it.
- Administrators restricted to one/some section(s): Can publish online their own pages or pages submitted by redactors in the section under their responsibility. For the other sections, same status as redactors.
- Administrators of the whole site: Can publish online any page anywhere in the site. Can modify the structure of the site (add, move, delete pages, sections, etc...).

5.2 Kind of objects

The site contains different kinds of objects:

- An article = a web page
- A section = a collection of articles and subsections
- A news item = a short text (news)

5.3 Some rules

Some simple rules apply all over the site.

- An article is visible from the public interface if it has been published online.
- A section is visible from the public interface only if it contains a published article (or a subsection containing a published article).
- The explanatory text of a section appears only in the administration interface (it is thus a kind of internal memo/description of the section).
- The text displayed for a section in the public interface is the one contained in the article named `index` in this section. In other words, if you create a section, we strongly encourage you to create immediately an article named `index` in this section and to publish it online. This article will be displayed when the visitors will select the section and will also make the section visible (because it will contain a published article).
- Articles called `index` do not appear in the list of articles of a section.
- Section names can start with a number followed by a dot and a space (e.g. 10. My Life). This number will not appear in the titles displayed in the public site BUT the different sections at a same level will appear ordered by these numbers in the menus. It is the simplest way to order sections within the menus.

5.4 Special tags

Special tags (i.e. specific to this Web site) can be used. You will find them [here](#).

Table of Contents

Quick start guide	1
1 Introduction	2
2 Public and administration interfaces	2
2.1 A brief view of the public interface	2
2.2 Connecting to the administration interface	2
2.3 A brief description of the administration interface	3
2.4 Changing your passwd	3
3 Publishing your first page	5
4 Inserting images and documents inside your page	7
4.1 Inserting an image	7
4.2 Inserting a document	8
4.3 Inserting a large number of documents.	8
5 Generalities about editing	9
5.1 Kind of contributors	9
5.2 Kind of objects	10
5.3 Some rules	10
5.4 Special tags	10