


User Manual

Mosque Website Development

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Tutorials – Creating Hyperlinks

1.0 LOG IN PANEL

– Log in panel is an authentication tool to allow only registered users to edit pages, add new pages, upload documents and submit links.



Pic1: Login Form View

1.1 Logging In

Step 1: Enter Username.

Step 2: Enter Password.

Step 3: Click Login.

1.1 Logged in

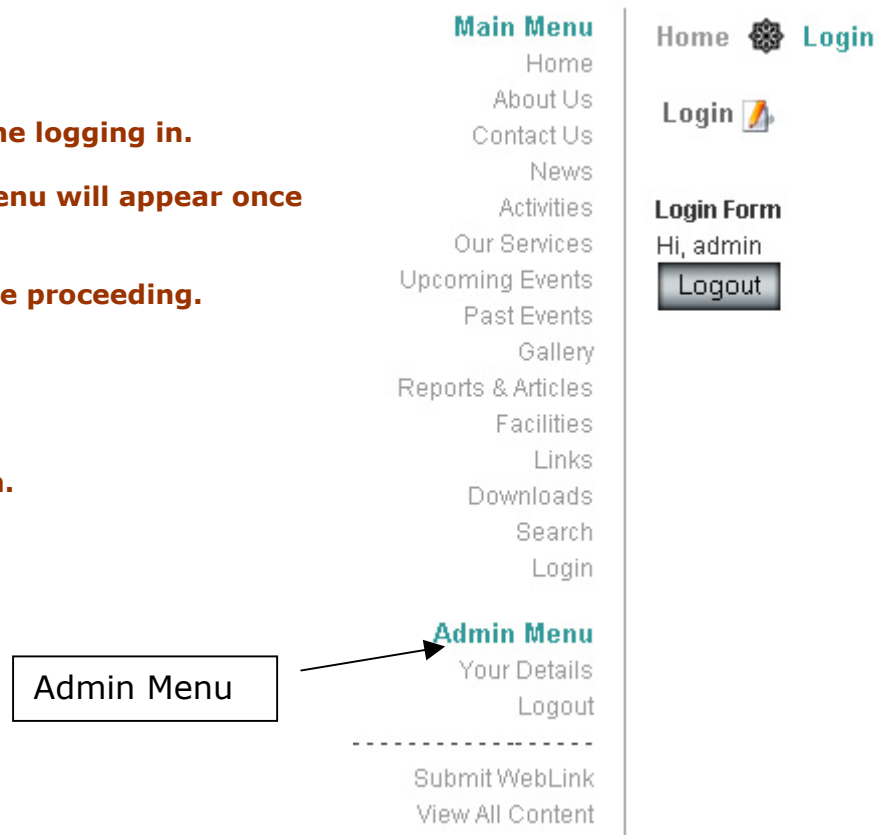
This is the view after the logging in.

Admin Menu or User Menu will appear once you have log in.

Please check this before proceeding.

1.2 Logging Out

Click the Logout Button.



Pic2: After Log In




Pic3: Admin Component

Step2: Change the Variables

- 1) **Your Name**
- 2) **Email:**
- 3) **User Name:**
- 4) **Password:**
- 5) **Verify Password:**



Click  once you complete the changes.



Click  if you wish to close this page without saving.

*** Please remember the username and password once changed.**

1.3 Change Username & Password

Step 1: Click on "Your Details" on navigation bar.

Pic4: Your details view

2.0 Editing

- Editing tools are the most important aspect of the content management system. These tools allow us to create content and pages without understand codes. Its easy to understand as it is similar to entering data into Microsoft Word.


2.1 Look for the .

Arabic Class 

Arabic class every monday.

Welcome to Al-Amin Mosque website. 

Welcome to Al-Amin Mosque website. Feel free to browse through our pages.

To enter editing Stage,
Click the .

Pic5: How a page should look like in Admin mode.

This page should appear after you click .

Home  Activities

Activities / Edit Content [Info]

Title:

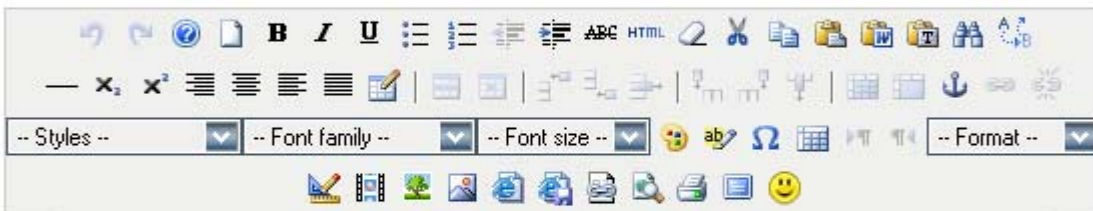
Arabic Class



Category:

Activities

Intro Text (Required):



Arabic class every monday.

Apply

Save

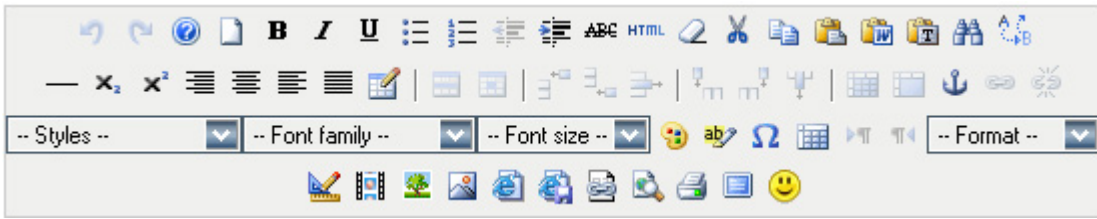
Cancel

Pic6: Editing Page.



Please ensure to click **save** or **apply** after creating/editing content so that your work wont be lost.
Click **cancel** if you wish to close the editor page without saving.

2.2 Editing Tools



Pic7: Editing tools

2.3 Text editing

Text editors are similar to Microsoft Office text tools



Paragraphing tools



Bold, Italics, Underline, Ordering List & Indents



Font Styling, Type, Size, Color & Highlight

2.4 Tables

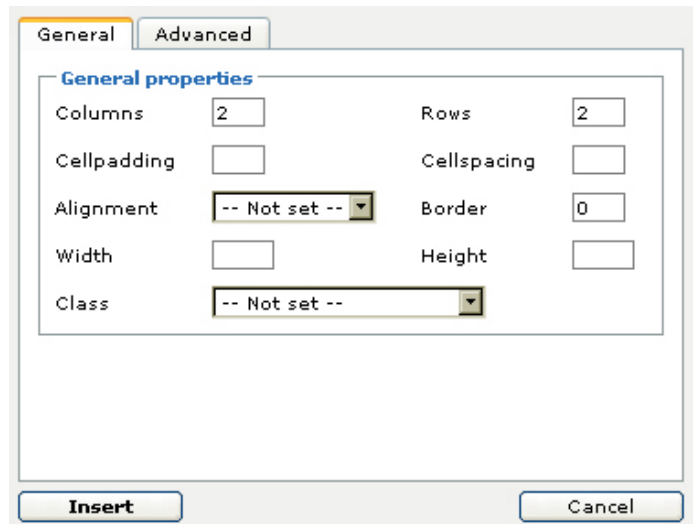
2.4.1 Adding Tables

Step 1: Click . (Dialog Box will appear)

Step 2: Change to required number of columns and rows.

Step 3: Change Border to 1 to make border visible.

Step 4: Click Insert to create table.



Pic8: Create/Edit Table Dialogue

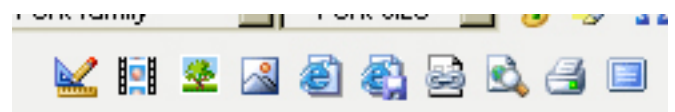
2.4.2 Editing Tables

Table editing controls

2.4.2.1 Adding Rows

Step 1: Place cursor in any row.

Step 2: Click  to add a row after the current row or click  to add a row before the current row.



Arabic class every monday.

Date	Time	Topics
24/7/2006	10am-12nn	

Pic9: Table

Cursor

2.4.2.2 Deleting Rows

Step 1: Place cursor in row to be deleted.

Step 2: Click  to delete the row

2.4.2.3 Adding Columns

Step 1: Place cursor in any column.

Step 2: Click  to add a column after the current column or click  to add a column before the current column.

2.4.2.4 Deleting Columns

Step 1: Place cursor in column to be deleted.

Step 2: Click  to delete the column

2.4.2.5 Changing Cell Colour

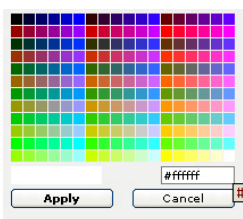
Step 1: Place cursor in cell to be edited.

Step 1: Click . (Dialog Box will appear – Pic10)

Step 2: Click Advanced.

Step 3: Select update option.

Step 4: Select colour and click apply. (Dialog Box will appear)



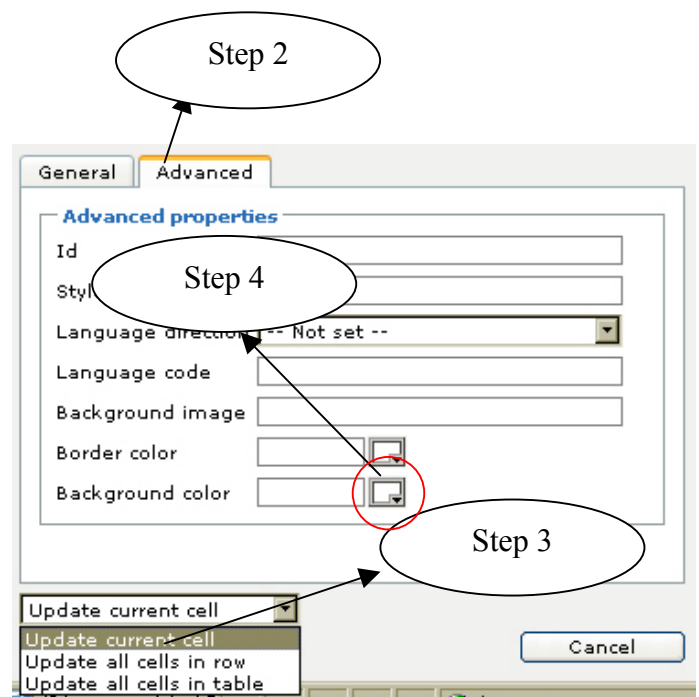
Step 5: Click Update to apply changes.

2.4.2.6 Removing Borders

Step 1: Click . (Dialog Box will appear – Refer to Pic8)

Step 2: Change Border to 0 to make border visible.

Step 3: Click Update to apply changes



Pic10: Cell Editing Dialogue

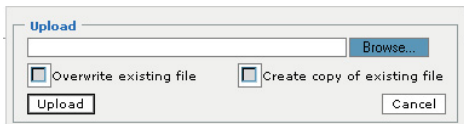
2.4 Adding Image

2.4.1 Uploading Image

Step1: Click .

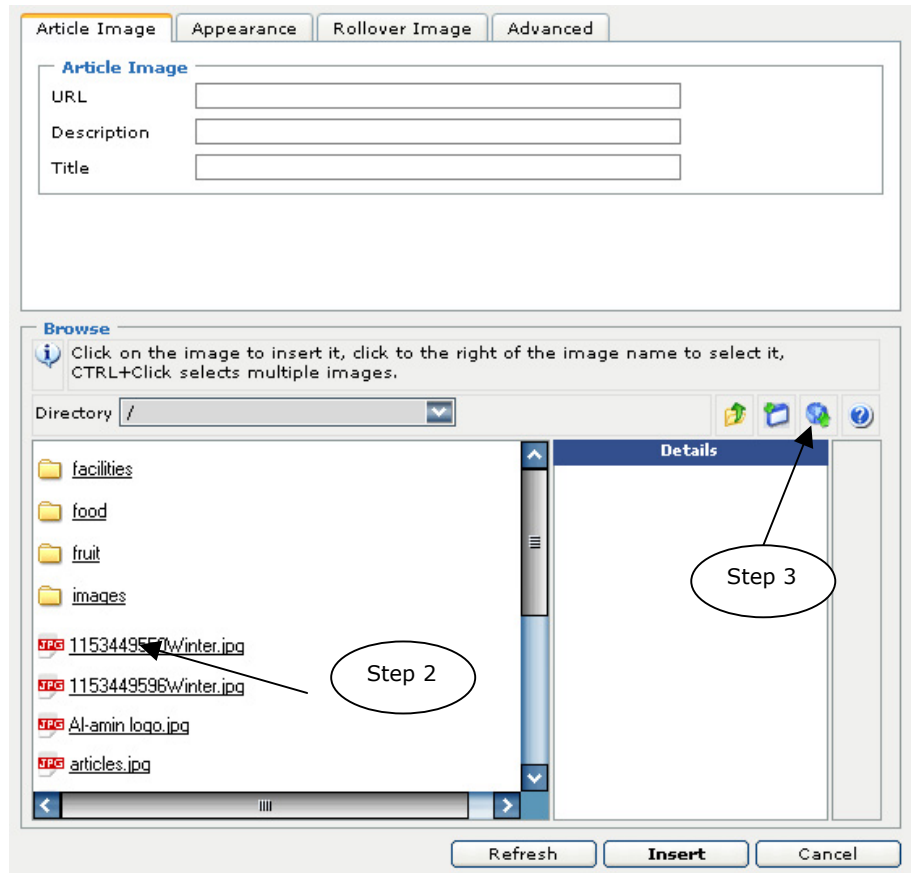
Step2: Click  images .

Step3: Click  to upload image. (Dialog Box will appear)



Step4: Browse content from your Computer.

Step5: Click **Upload**.



Pic11: Image Dialogue

2.4.2 Add Image to Page

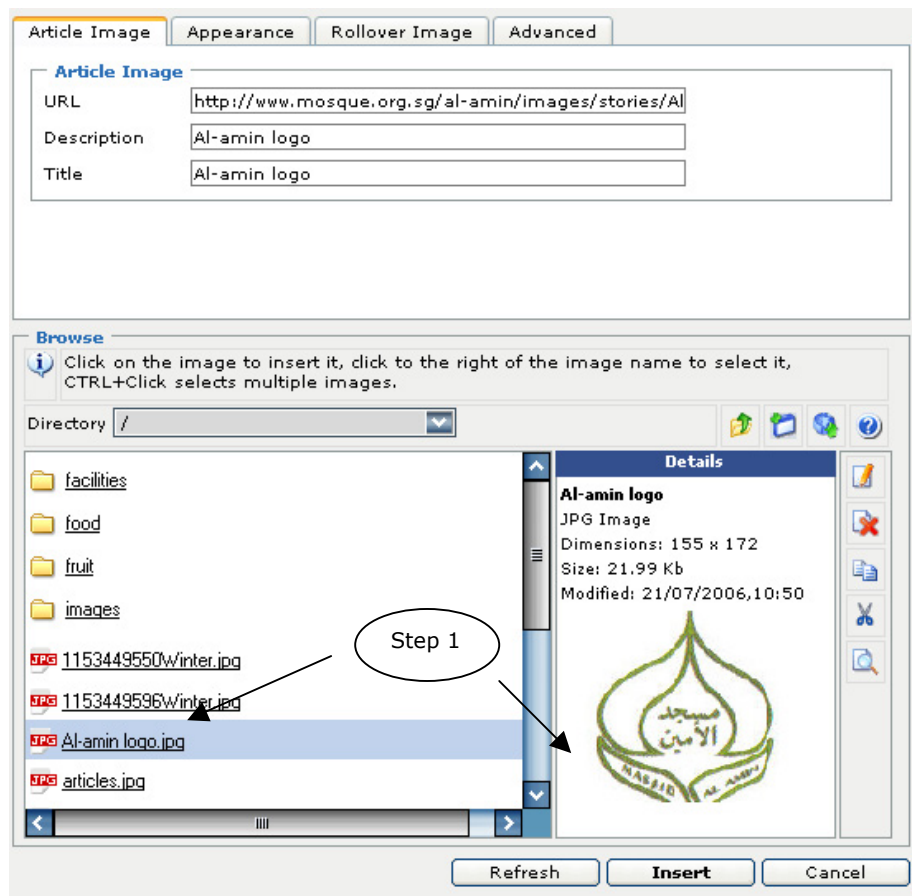
Step1: Click the image title.

(The image will appear on the right of the screen)

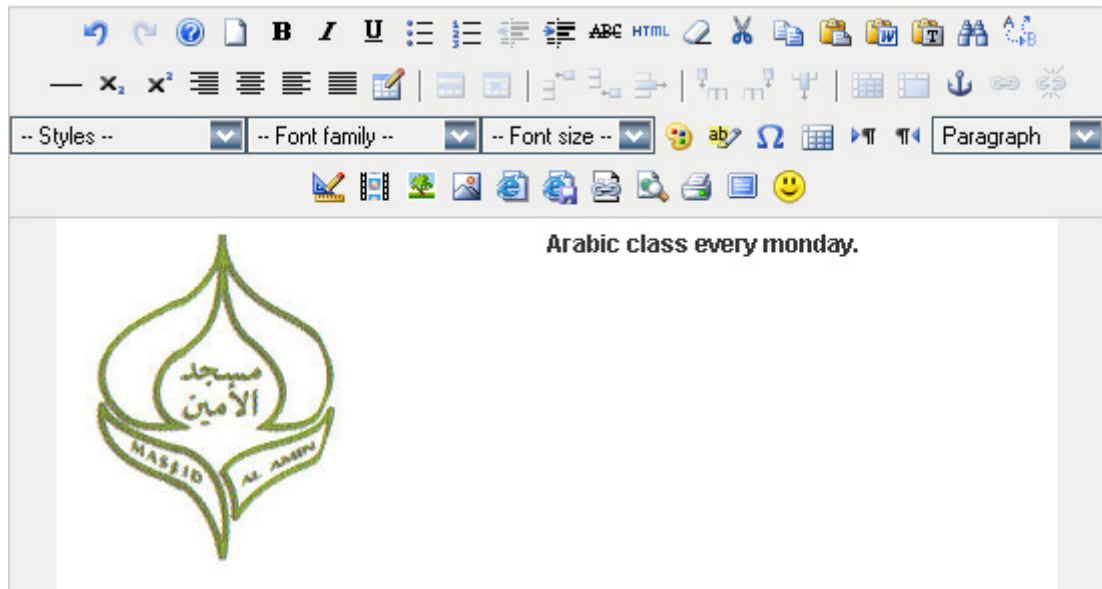
*** If image does not appear, please follow "Uploading Image" steps to reload the image on the server.**

Step2: Click **Insert**.

By now the image should be loaded on your text editor. See below picture.



Pic12: Image Dialogue with image ready to be inserted into editing page



Pic13: Editing Page with image loaded.

*** Please resize images before uploading the size, as this may affect downloading and the server space for your mosque website.**

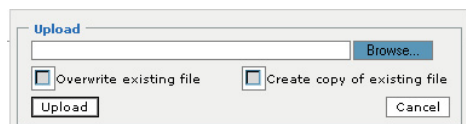
2.5 Adding Media

2.5.1 Uploading Media

There are 3 forms of media that can be uploaded. Flash, Quicktime and Windows Media.

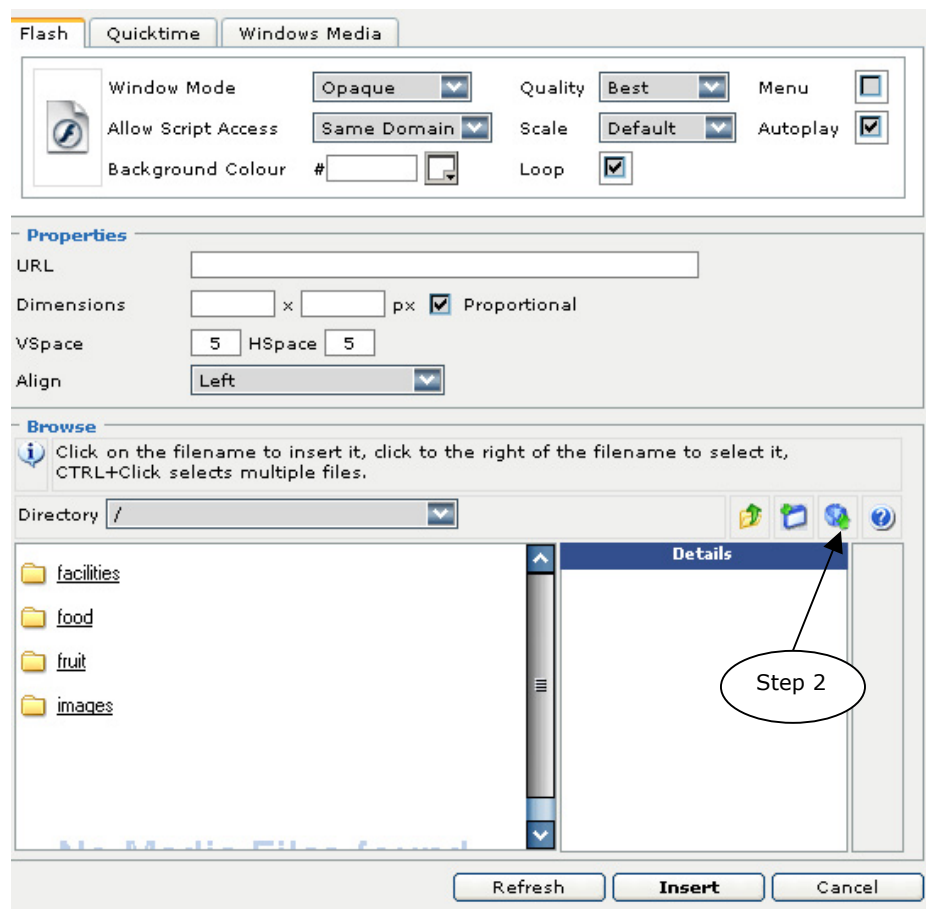
Step1: Click .

Step2: Click  to upload media. (Dialog Box will appear)



Step4: Browse content from your Computer.

Step5: Click **Upload**.



Pic14: Media Dialogue

2.5.2 Add Media to Page

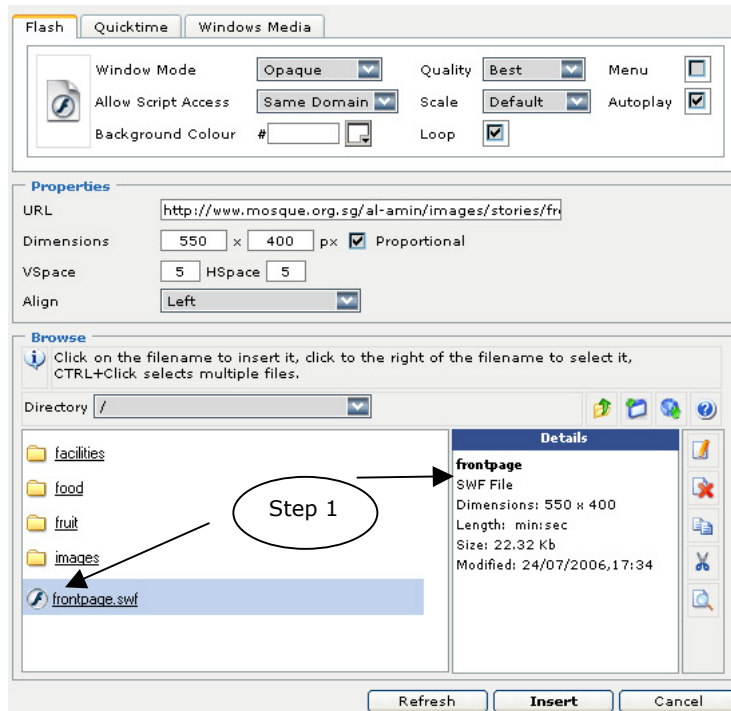
Step1: Click the media title.

(The image will appear on the right of the screen)

*** If image does not appear, please follow "Uploading Image" steps to reload the image on the server.**

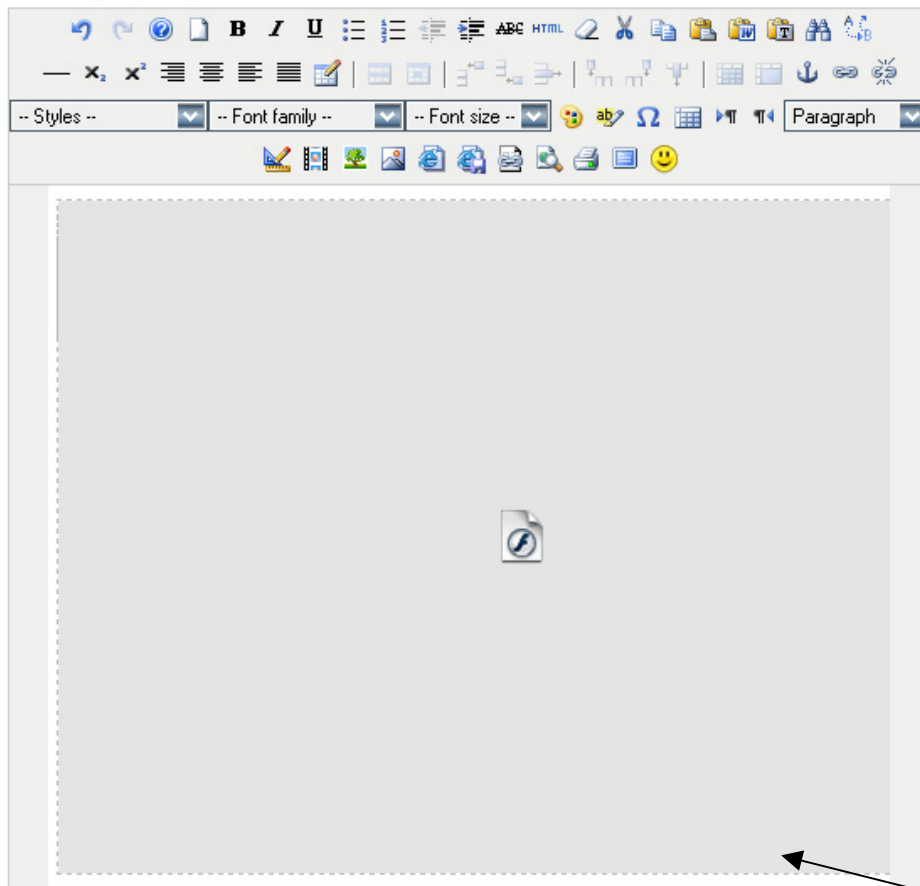
Step2: Click Insert.

By now the media should be loaded on your text editor. See below picture.



Pic15: Media Dialogue with media ready to be inserted into editing page

Intro Text (Required):



Pic16: Media Loaded.

Media

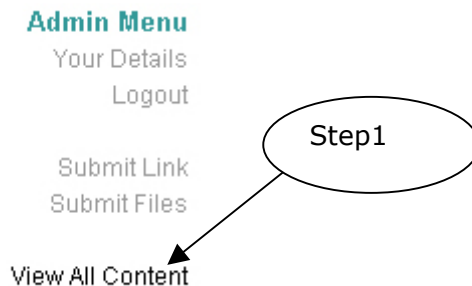
3.0 Publishing & Unpublishing

- In this chapter we will introduce to you a new concept of creating, publishing and unpublishing of pages. We will also look into the different sections and different categories in which the pages are differentiated.

*** please note that all the categories mention in this manual may not apply to all mosque websites.**

3.1 View All Content

Step1: Under user/admin Panel, click [View All Content](#).



Pic18: Admin Panel


This panel shows all the pages that are already created.

The icons on the left most column represents publish/unpublish pages.

-  - Publish
-  - Unpublish

Publish – Public will be able to see publish pages.

Unpublish – Public will not be able to view pages. Pages can be viewed only by administrators.

 - Pages can be edited by clicking this icon. Please read section 2.1 for editing details.



Pic19: View All Content Panel

Sections / Category

Main Menu

- Home
- About Us
- Contact Us
- News
- Activities
- Our Services
- Upcoming Events
- Past Events
- Gallery
- Reports & Articles
- Facilities
- Downloads
- Links
- Search
- Log In

Pic20: Menu Bar

Every link created on the navigation bars contains sections and categories of each pages.

Home -> Stand Alone. Any page can be published here. Please view Section 3.3.

These are the the links that cannot be amended.

- Contact Us**
- Links**
- Downloads**
- Search**
- Log In**

Please view Annex A to see breakdown of sections & categories and how they are link.

3.2 Creating New Pages

Please refer to Annex A for sections, categories and links.

In this example, we will only show you how to create a new page for Activities.

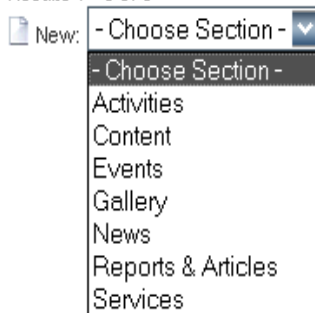
Step1: Click on **New – Choose Section** at the bottom page of **View All Content**.



Pic21: View All Content Panel

Step2: Choose A Section.

Choose **Activities** and click on it.



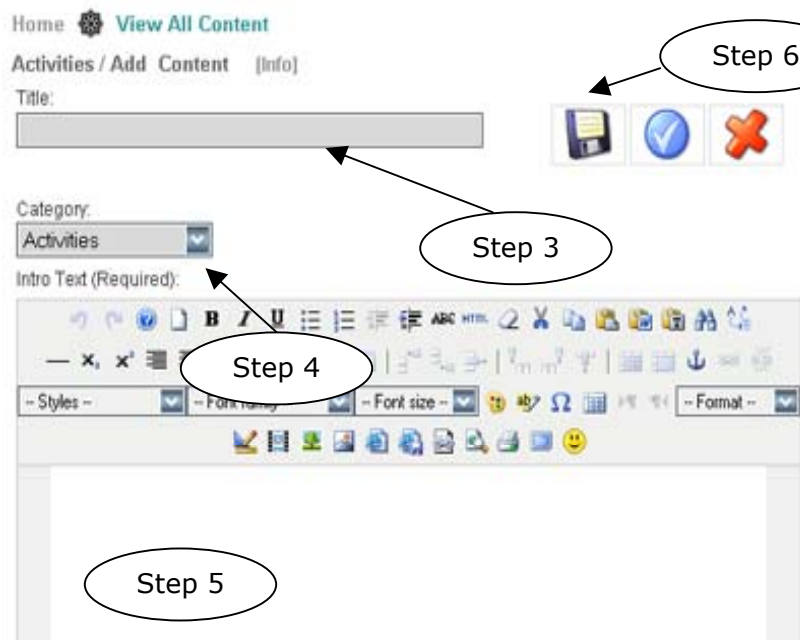
Pic22: Choose section

Step3: Enter a Title.

Step4: Select a Category

Step5: Insert data/information into the Text Editor

Step6: Save.



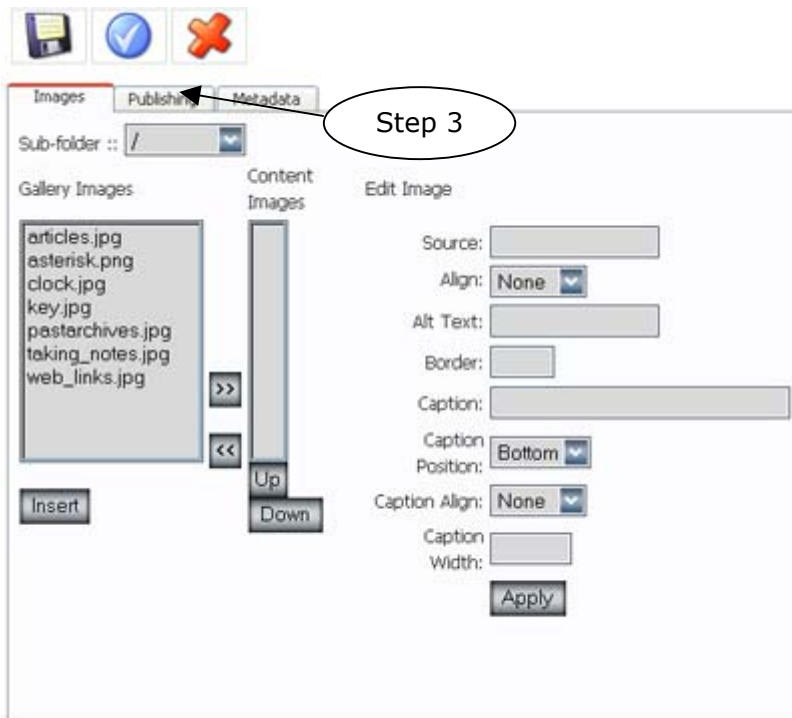
Pic23: New Editing Page

3.3 Publish and unpublish from stage

Step1: Enter editing stage.
(Please refer to section 2.1)

Step2: Scroll down the page till use see the Pic24.

Step3: Click Publishing Tab.



Step4: Under State: Change Unpublished to Publish or vice versa.

Step5: Check this button to publish page on Home Page

*** This is optional. You only need to do this if you require the page to be publish on the first page.**

Pic24: Images Tab



Pic23: Publishing Tab

3.4 Stacking Pages

When there is more than one page that is published within one link, stacking will occur.

Please take note that the older pages will move down and the latest page will appear at the top.



Pic24: Stack Pages

4.0 Remository

This is a program which allows administrators to upload files which may be necessary for public to receive for many uses.

*** Please note that files uploaded cannot be deleted.**

Examples.

Registration Form

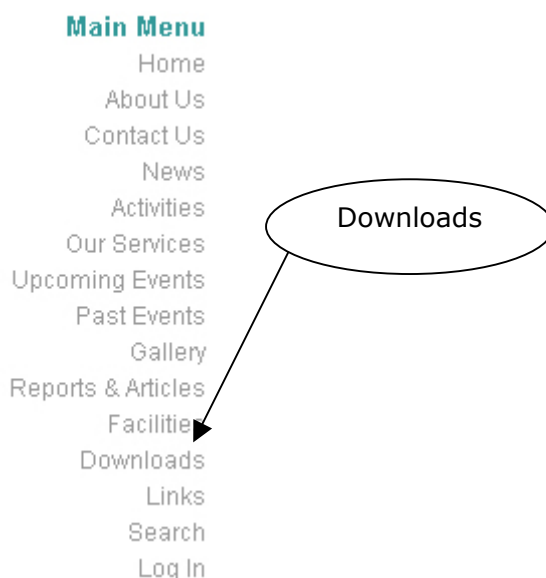
Poster

Templates for Forms and so on.

4.1 Uploading

*** You have to log in before attempting this.**

Step1: From the menu, click Downloads.



Pic25: Menu Bar

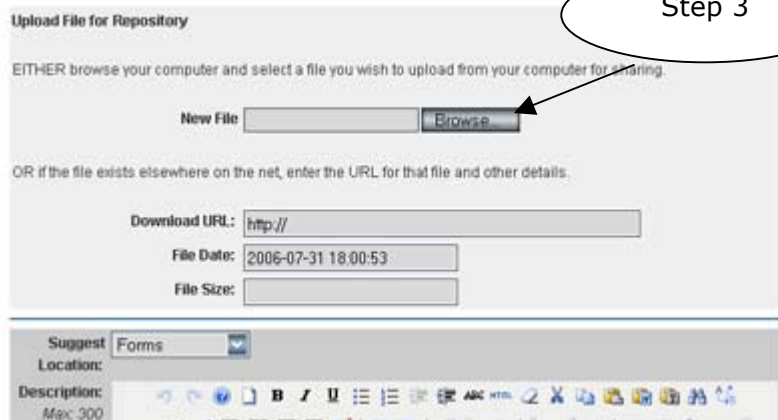
Step2: Click Submit File

Category	Folders/Files
Forms	(0/0)
Images	(0/0)
Miscellaneous	(0/0)
Posters	(0/0)
Publications	(0/0)
Reports	(0/0)
Sermons	(0/0)

At the bottom of the page, there is a footer bar containing a search icon and the text "Search Repository" on the left, and a document icon with a plus sign and the text "Submit File" on the right. An oval highlights the "Submit File" button, and an arrow points from this oval to the "Submit File" button.

Pic26: Remository View

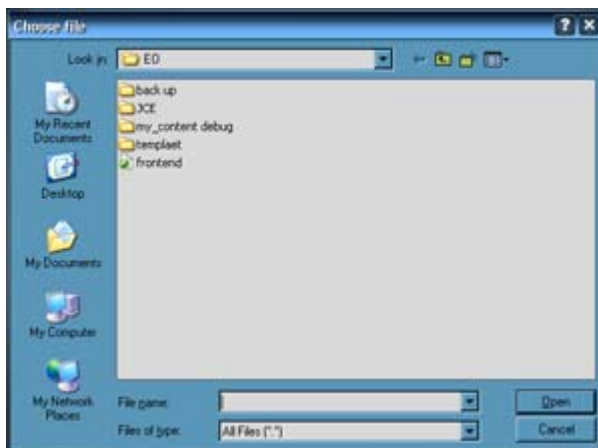
Step3: Click [Browse](#).



Pic27: Upload File

The dialog box will appear.

Step4: Please choose your [file](#) from your hard drive.



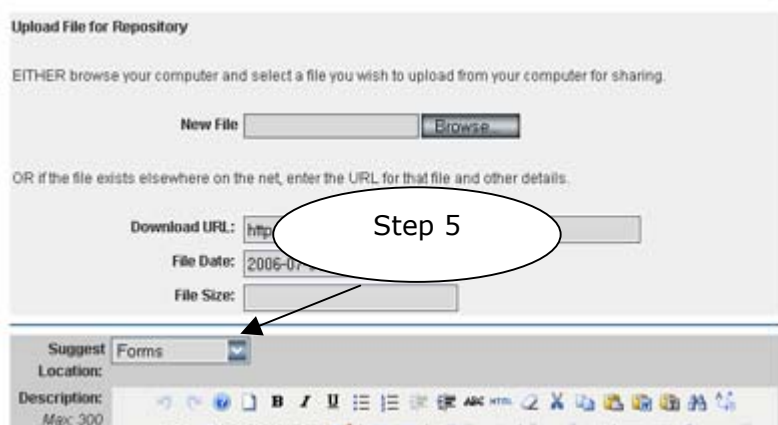
Pic28: Choose file

Step5: Choose [Location](#).

Default Location: Forms

Location Listed

- **Forms**
- **Miscellaneous**
- **Images**
- **Posters**
- **Publications**
- **Reports**
- **Sermons**



Pic29: Choose Location

Step6: Scroll down all the way to the bottom of the page and [Submit File](#).



Pic30: Upload File 2

If there is no problem loading, you will see a view as seen as on Pic31.

 Main Repository Page

All Done!








Please Note: All Uploads will be reviewed prior to Publishing.

 Submit another file now?

Pic31: Submit Success

4.2 Downloading

Step1: Choose one category.

Category	Folders/Files
 Forms	(0/0)
 Images	(0/0)
 Miscellaneous	(0/0)
 Posters	(0/0)
 Publications	(0/0)
 Reports	(0/0)
 Sermons	(0/0)

 Search Repository

 Submit File

Pic32: Remository View

Step2: Click **download** to start downloading the chosen file.

 User Manual.doc **Download** 


Published: Yes
Submitted On: 31 Jul 2006
File Size: 724.50Kb
Downloads: 0
Rating: ☆☆☆☆☆ Total Votes:0

Step 2

Pic33: Download Manual View

1.1 Creating Hyperlinks to External Websites

Step1: Select text or image to be hyperlinked (Refer to Pic1)

Step2: Click . (Dialog box will appear – Refer to Pic2)

Step3: Insert URL(website address) to be linked to.


Step4: Select whether to open hyperlink in same or new window.

Step5: Click Insert to create link.

1.2 Creating Hyperlinks to uploaded files (Forms, Posters, etc.)

Step1: Click . (Dialog box will appear – Refer to Pic3)

Step2: If file has been uploaded through "Downloads – submit file" menu continue to Step 5.

Click . (Dialog box will appear - Refer to Pic4)

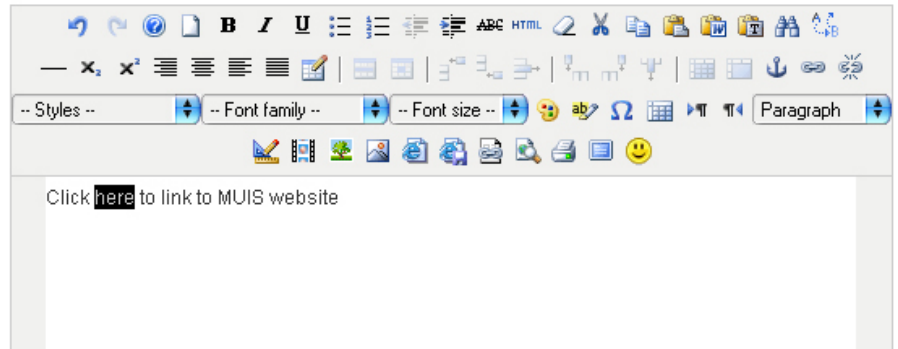
Step3: Click Browse to insert required file.

Pic4: Upload file dialog

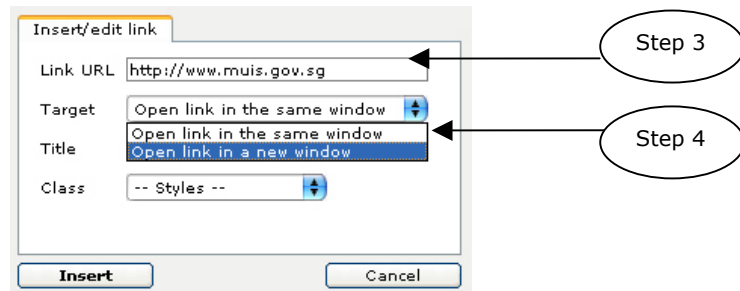
Step4: Click Upload to upload file.

Step5: Copy URL of file. And click cancel to close window.

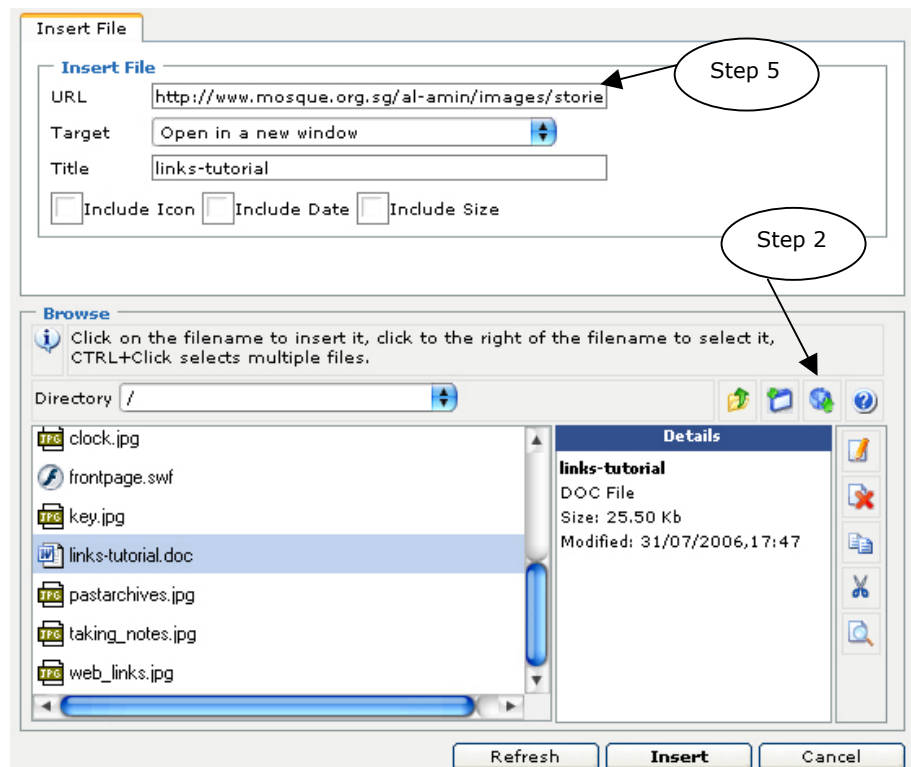
Step6: Follow Step2 of previous section (Creating Hyperlinks to External File) to create link.



Pic1: Select Word to be linked



Pic2: Insert link dialogue box



Pic3: Select Document

Step3: Click Browse to insert required file.

Pic4: Upload file dialog

Step4: Click Upload to upload file.

Step5: Copy URL of file. And click cancel to close window.

Step6: Follow Step2 of previous section (Creating Hyperlinks to External File) to create link.

Annex A

Sections/Categories/Links

Sections	Categories	Links
Activities	Activities	Activities
Content	About Us	About Us
	Facilities	Facilities
Events	Upcoming Events	Upcoming Events
	Past Events	Past Events
Gallery	Gallery	Gallery
News	News	News
Reports & Articles	Reports & Articles	Reports & Articles
Services	Our services	Our Services