About this guide

PBI has a new centralized website. It is built with a Content Management System (CMS) called **typo3**. The system has been set up to provide each PBI Project and Country Group everything they need in terms of a website and the support for maintaining and updating this. It has also been built to provide each PBI Project and Country Group with access to edit their web pages simply and easily from anywhere in the world. This document aims to help PBI web editors understand how to use the new system to edit and add images, pages, articles, sections and events.

This document is an ongoing project in itself and will need to be updated and added to in time. Not everything is covered at this stage but basic instructions for working with pages are covered. You can get the latest version of this document from www.mypbi.net.

If you wish to feed into this document, anything looks wrong, you have any questions or things are not behaving as you want them to please contact the site administrator by sending an email to support@mypbi.net.

About the structure of web pages in typo3

Each web page in *typo3* is made up of the following parts:
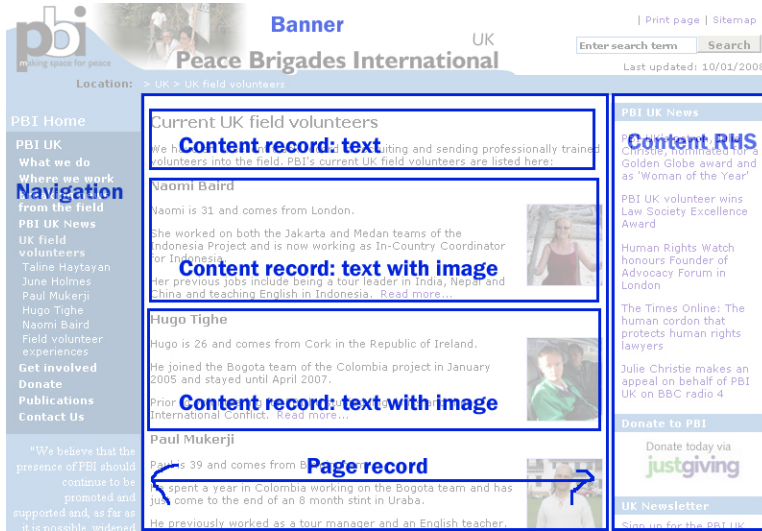
The outer template

The outer template contains the banner area at the top of the page, the search box, navigation and it controls the layout and colors of the website.

The outer template of a page is only accessible by advanced users and cannot be changed by most PBI Web Editors. If you want to discuss changes to these parts of your PBI website please contact support@mypbi.net.

The page record

The *page record* has a unique number that refers to each page. For example the UK volunteers page is number 258 and can be accessed at http://www.peacebrigades.net/258.html.

Each *page record* has a set of *properties* that define things like the Navigation name and the page title. If you have a language translation of a page then this alternative translation also has its own set of *page properties*. The *page record* and acts as a holder for *page content records*.

Page content records

Each *page record* can then contain a number of *content records*. In many cases there will only be one *content record* on a page but in some cases you may need more.

Content records can vary in their type. They may contain text, text and images, images only or documents to download. You can combine different types of *content record* in order to construct your pages.

Access to editing and publishing records

Our aim was to make editing PBI website pages a simple process as possible. In order to do this we have limited the access to certain *page records* and *content records.* This means that you are likely to come across pages or areas of your PBI entity website that you cannot edit or where permission is denied. If you wish to have something changed that you cannot do yourself please contact support@mypbi.net.

Working with the website editor

Draft and live workspaces explained

Each PBI website should be treated like a printed publication and any information placed upon it should be carefully written, edited and checked before it is published 'live'.

Each PBI website therefore has two versions of itself, one being a work in progress (the *draft workspace*), the other being the published 'live' version of the website (the *live workspace*) that is viewable to the world.

Most PBI website editors have access to both the '*draft workspace*' and the '*live workspace*' and you can flip between the two.

When you create a new page or edit an existing page in your website using typo3 you are effectively working on a draft version of the page. This allows you to work in the page and preview the changes before publishing them to the '*live workspace*'

****ALWAYS MAKE SURE THAT YOU CREATE AND EDIT YOUR PAGES IN THE DRAFT WORKSPACE IN THE FIRST INSTANCE TO AVOID UNFINISHED WORK BEING PUBLISHED LIVE****

Loging into the website editor
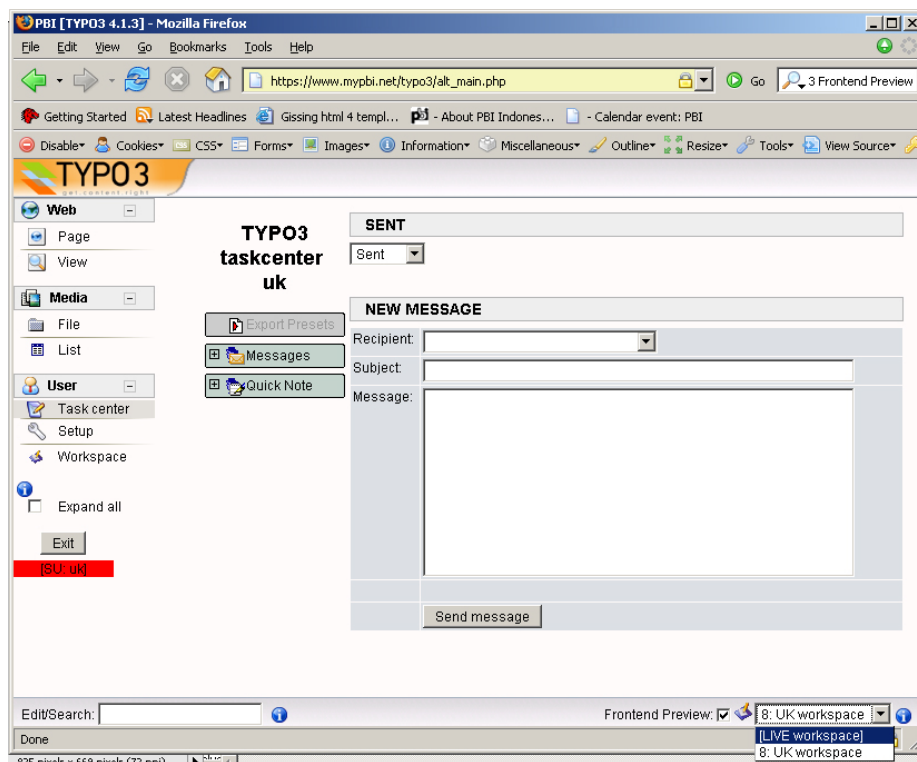
The **typo3** website editor can be accessed at www.mypbi.net/typo3. From here you will be asked to enter your **username** and **password** which are available on request from support@mypbi.net.

Each PBI Project and Country Group website has its own website editors and depending on your level of involvement we can set up various levels of editing and publishing permissions. This means your PBI entity can have someone in charge of news publishing, someone else in charge of image management and someone else in charge of uploading your monthly newsletters. Please discuss your requirements with us so we can set up the appropriate permissions for your website users.
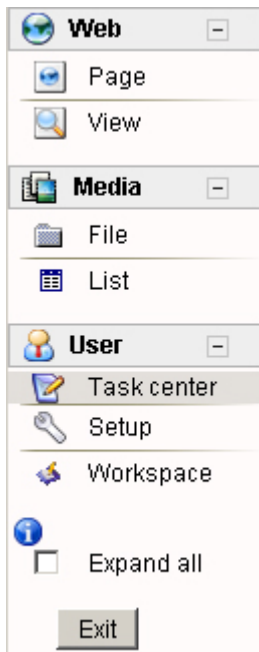
If you select **Backend** as the editing **interface** option you will, once logged in, be taken into the typo3 website editor and initially greeted with the **taskcenter**.

The taskcenter is an internal communications module inside of typo3. It allows all the users of the system to communicate with each other via email-type **Messages**. It also allows users to leave notes for themselves using the **Quick Note** function.

How much the **taskcenter** will be used remains to be seen but it may be a good way of asking for support from other users and asking people to do things.

At the left hand side of the screen, under to the Typo3 logo you will see the **Modules** list.

Typo3 has a number of **modules** that perform different functions of editing and publishing pages and these are explained in outline below.

The modules explained in outline

The modules are split into three types. The **Web** modules, **Media** modules, and **User** modules.

Web – Page

The **Web – Page** module is the one you are likely to spend most time in. This is the module where you can edit your page records, page properties and the content records within the pages. It shows you all records and languages that are currently available and lets you create new pages and language translations.

Web – View

The **Web – View** module allows you to see what your pages will look like once they are live and also to edit your page records and content records using the **Front end** view.

Media – File

The **Media – File** module is where you will find storage folders and categories for images and files that you want to use on the website. Using the **Media – File** module you can upload images and documents for use on your website.

Media – List

The **Media – List** module is where you can organize the images and documents that have been uploaded for use on your website.

User – Task center

The User – **Task center** module contains an internal messaging system where users of the editor can communicate to each other and a **Quick note** area where you can leave reminders to yourself.

User – Setup

The User – **Setup** module allows you to change: your password, your contact details, the default language for the system.

User – Workspace

The User – **Workspace** module shows you all the recent changes that have been made to your website in the **draft workspace** and allows you to send these changes to be published to the **live workspace**.

Selecting a page to edit

How to select a page to edit

To edit an existing page in your website you need to first select the **Web – Page** module from the **modules** drop-down.
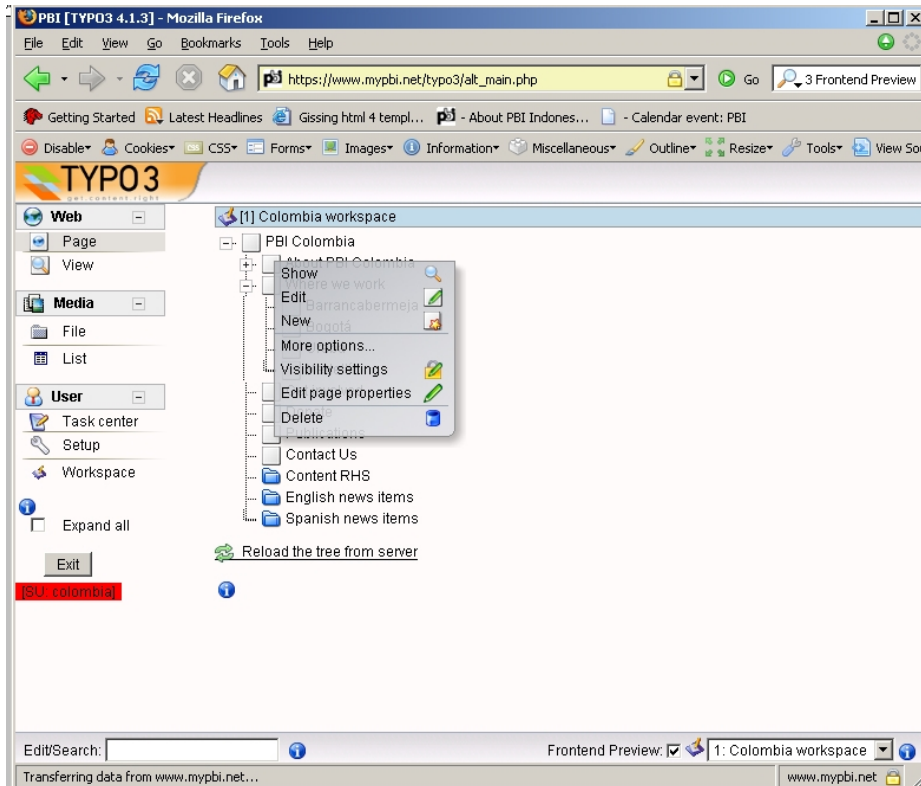
Once this has been selected you will see a graphical representation of the page tree of your website showing you all the pages and folders that you have permissions to edit.

Pages that contain other pages will have a small plus icon next to them. The page tree can be expanded and collapsed by clicking on this plus/minus icon to show the other pages that are within.

Each page listed in the navigation tree has a small page or blue folder icon next to its name. Hovering over this page or folder icon will show you the unique id of this page or folder. Clicking on this page or folder icon will show a pop-up menu.

(The blue folders are not standard pages of your website but are containers for other items such as news and events. As such you cannot use the **view** module to preview these. If you do the page will return a file not found error.)

With this menu you can begin to perform many of the editing tasks you will need to perform on your pages. Not all of the options in the menu need to be explained at this stage and the likelihood is you will not need to use some of them at all. The important and commonly used options are explained below:

Show – This will open a pop-up window showing you a preview of the page in your website templates. The preview window allows you to compare the **draft workspace version** of the page with the **live version** so you can see the differences.

Edit – This will allow you to edit the selected page and its content records in the typo3 **Backend**. This will be explained in more detail shortly.

New – This will allow you to create a new page record and will talk you through doing this. Depending on the functions available you will have a number of new record types you can add. This will be explained in more detail shortly.

Visibility settings – This will allow you to quickly set the visibility settings of a page to decide whether it should appear in the navigation menu and on the live website. By turning off a pages visibility it is still available to edit but just cannot be seen or found on the live website.

Edit page properties – This will bring up the page properties and will allow you to edit these. This will be explained in more detail shortly.

Delete – This will prompt you to delete the selected page and all its records and once this is confirmed will remove them from the website.

Editing page properties

How to edit the properties of a page

Selecting **Edit page properties** from the drop down gives you access to edit the page properties.
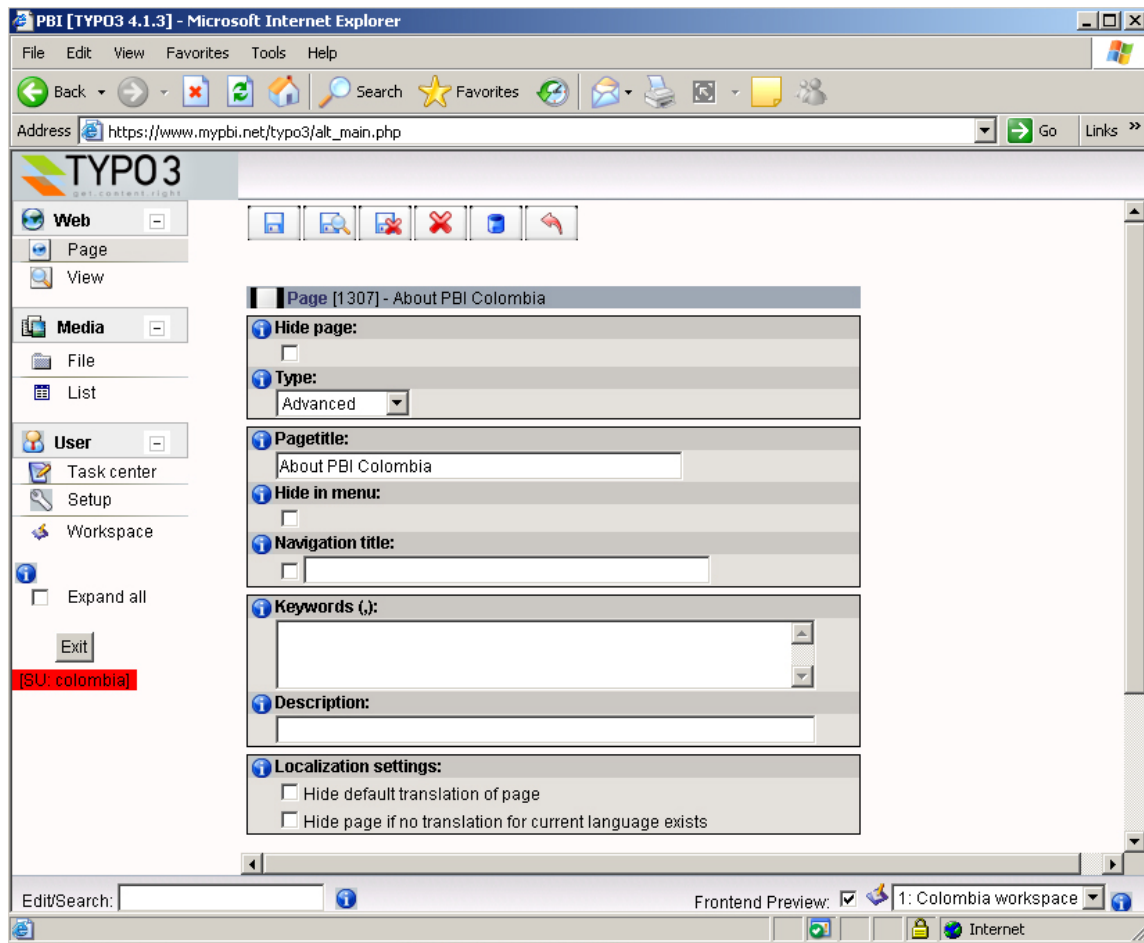
Hide page - if this is checked the page will be hidden on the website and will show as a page not found. This is useful for temporarily disabling pages.

Type – In almost all cases your pages should be of the **Advanced** type. (In some cases you may wish to produce pages of the **External URL** type which will redirect immediately to another website page of your choosing. In some cases you may wish to produce pages of the **Shortcut** type which allow you to create a shortcut to another page on the website. The **Standard** type just shows a few less options than the advanced)

Pagetitle – Enter the title of the page or folder. This will be shown in the website navigation unless you choose to override this by setting an alternative **Navigation title**.

Hide in menu – With this option checked the page will be hidden in the navigation but can still be linked to by its page ID directly and can be found by the site search.

Keywords (,) – Here you can enter a set of *keywords* that helps the search engines like google find the page. Default *keywords* are added to all PBI websites but you may wish to add more specific ones here. *Keywords* should be separated by commas.

Description – The description you enter here will appear under the page title in the search engines results pages. Google will display this description of the web page when it is found in its searches.

Localization settings – These refer to the visibility of language versions of a page in the navigation of your website and allow you to only show pages that have translations available. Checking the *Hide default translation of page* option will hide the default translation. Checking the *Hide page if no translation for current language exists* will hide the page if there is not a translation available in the current language. More information on how to work with multiple language websites is available later in the documentation.

## Saving your changes to page properties

At this stage it is worth outlining the use of the main button functions you will find at the top of records that you edit.

- The disk icon will save the document and keep it open
- The disk with looking glass icon will save the document and open the preview window
- The disk with red cross icon will save the document and close it
- The red cross icon will close the document without saving any changes
- The blue dustbin icon will prompt you to delete this record
- The red arrow icon allows you undo any recent changes

Creating a new page

How to create a new page
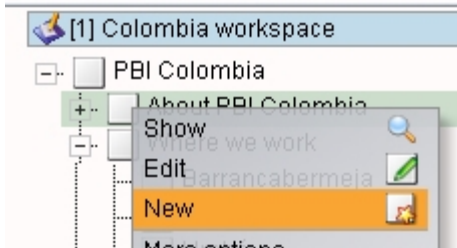
To create a new page first select the **New** option from the pop-up menu that appears when you click on the icon next to a page name in the page tree.

This will bring up a **New record** screen asking you to select the type of record you wish to create (Page, Pagecontent, News, Calendar Event).

To create a new page record click on **Click here for Wizard** under the page icon as shown below:
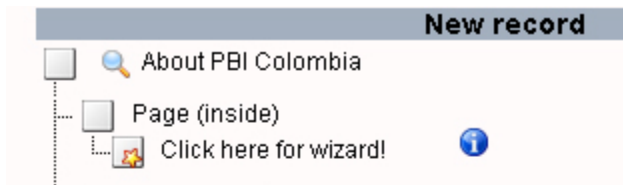
The next screen you come to asks you to select a position for the new page in relation to other pages in the page tree:
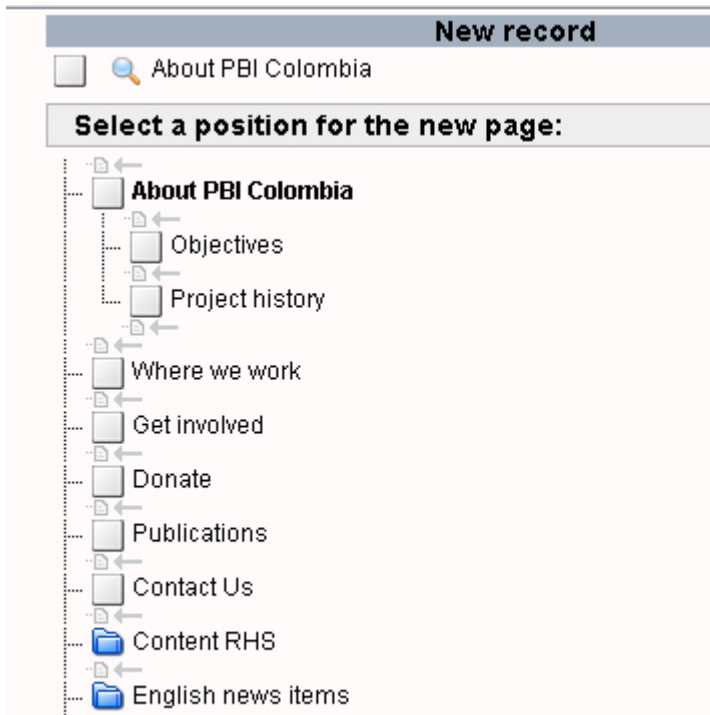
By clicking on one of the arrows (They highlight when rolled over) the page will be positioned in that place. (Don't worry if you get it wrong as you can always move the page later).

Once you select a position for the page you will be taken to the edit page properties screen where you can set the properties (see Editing page properties) and save them.

Once you have saved the page properties the Page tree will refresh and you will see the new page in the position that you asked it to be in.

To begin working on the newly created page just click on its name in the page tree to begin adding and editing **content records**.

Editing pages

How to edit a page

To edit the content records of a page in your website you need to first select the **Web – Page** module from the **modules** list.

Next click on the name of the page you wish to edit from the page tree or on the page icon and select **Edit** from the pop up list. You will now see the page records listed on the page all with a variety of similar actions that can be performed and information about them:

The drop down highlighted in red is very important as this is the switch between the **draft workspace** (in this case Colombia) and the **live workspace**. These will be almost identical so remember if you edit in the live workspace your changes will appear immediately to the world. IN ALMOST EVERY CASE YOU WILL NEED TO WORK IN THE DRAFT WORKSPACE.

The top of the screen informs you of the page you are editing and there is a drop down box that allows you to create alternative language variations of the page in your website languages:
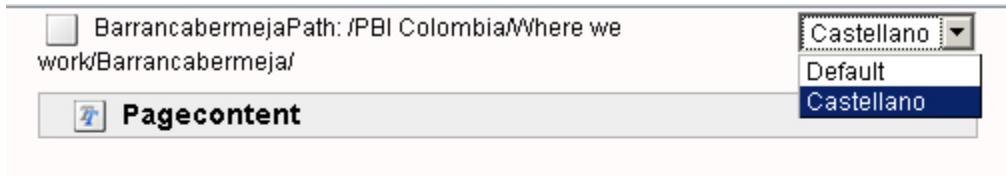

Under this you will see a column for every language variation you have on your website:

Here we see there is one column for English (Default) and one for Castellano. As previously mentioned it is possible to edit the page properties (**Pagetitle** and **Navigation title**) of the alternative language variations of a page by clicking on the pencil icon at the top of that language column. You can also preview both language versions of the page separately by clicking on the looking glass icon at the top of that language column.
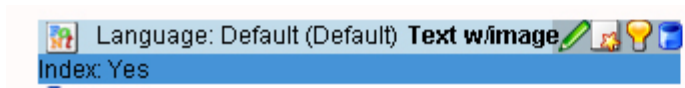
How to edit content records
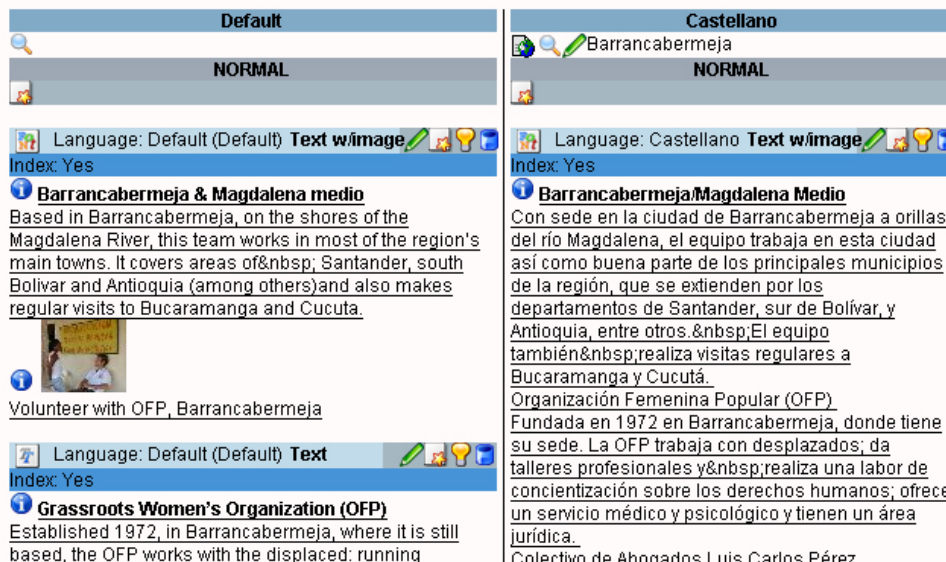
Shown left you will see the **Default** language column which refers to English has two **content records**, one above the other, whereas the Castellano column has one **larger content record**. As you can see the language variations of a page can vary from each other – this is up to the editors discression.

The two page records shown in the default column are of two different types. One is **Text**, the other **Text w/image.** We will show you how to create and edit different content record types shortly but for now lets look at the various bits of information displayed and the functions of the buttons.

At the top of every content record you will see a blue bar like the one below. If you have permission to edit this content record then you will have the following options available:

How to move content records within the page

If you hover over the blue bar with your mouse a four sided arrow will appear allowing you to drag and drop this content record up and down with the current column.

How to select a content record to edit

Clicking on the *Edit* green pencil icon will open up this record for editing. More details about editing the different types of record will follow.

How to create a new content record

Clicking on the *New* white page with yellow star icon will create a new content record after the current one… see below...

How to turn off the visibility of a content record

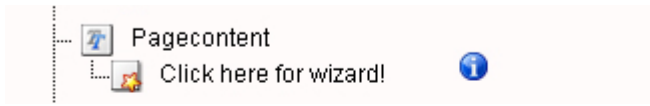Clicking on the *Show/Hide* light icon allows you to turn on and off the visibility of this page record.

How to delete a content record

Clicking on the *Delete* blue trashcan icon will prompt you to confirm that you wish to delete this record.

Adding and editing content records

How to add a new content record to a page

Whenever you click on the **New content record** (white page with yellow star icon) or select the Pagecontent wizard you will first be taken to the New content element page.

This is where you set the type of content record that you wish to add to the page. There are a number of different types of content records which are explained in the page.

In almost all cases you will only need the **Regular text** or **Text with image** type although other options are available.

If you are creating a new content record via the wizard you will also be asked to select a position for this **content record** in relation to existing records in the page.

Don't worry about getting the exact position of this **content record** correct for now as you can always change the positioning later by simply dragging and dropping it within the column.

How to edit text content records

In almost all cases you will be working with the **Text** or **text with image** or **images only** type content records. The only difference between these is that the text with image combines the options available from both text and text with image types.
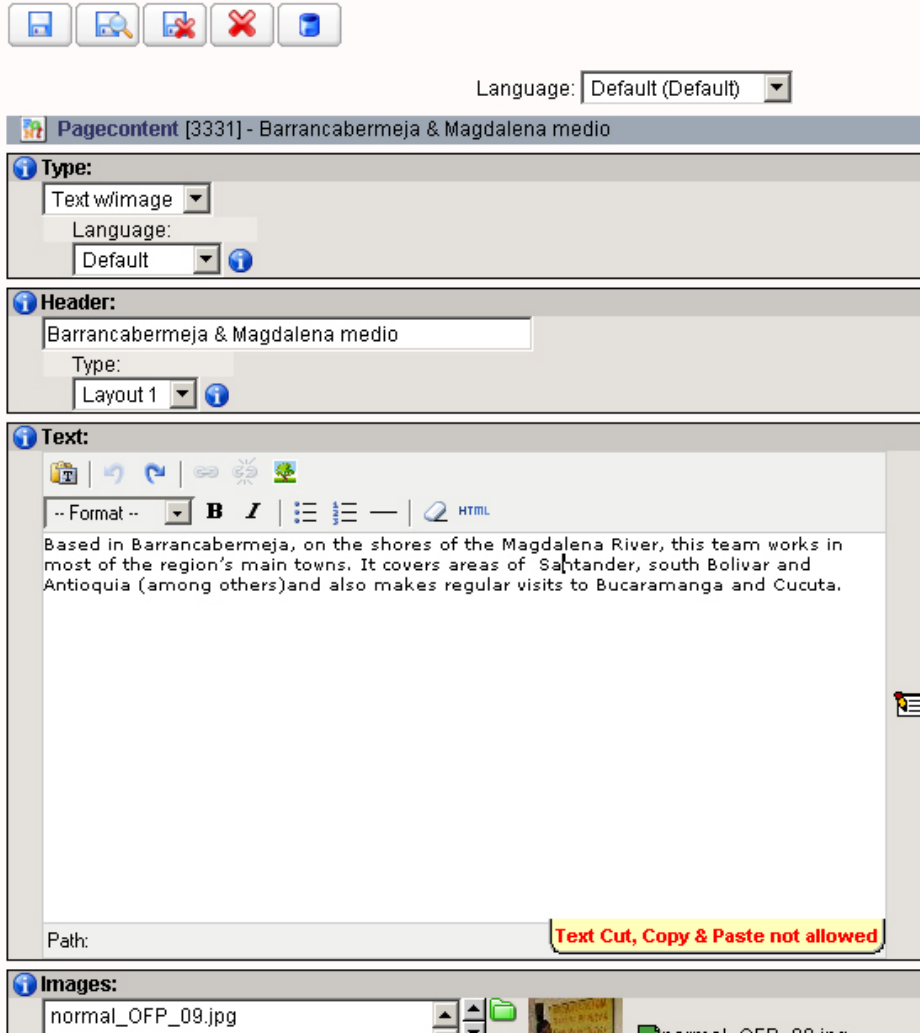
<< Save options

<< Language of content record you are editing

<< Content record type

<< Header/title of content record
<< Layout options for page header/title - this controls how big the title will display on the page *See note below

<< Text editor – this allows you to edit and format the text in your pages and will be explained in more detail below.

* Please note that the first record in any page should have the *Layout 1* type applied to it's *header* as this is displayed as the title of the page. No other records on a page should have this style. Subsequent content records in the page should have the *Layout 2* type.

How to format text in your web pages

You can use the text editor formatting options to format your text. These should be familiar and are self explanatory. Please note:

All body text should have the *Paragraph* format applied to it.

All sub-headings inside of the text editor can have any one of the *Heading* styles applied to it but please only use *Heading 2* and *Heading 3* as *Heading 1* is reserved for the first item on the page and is important in search engine optimization.

How to remove unwanted formatting from text

When working with the text editor there are a couple of very important things to know.

When cutting and pasting from word documents into the text editor the text editor will take any formatting you have in your word document and add this to the pages. WE DO NOT WANT THIS TO HAPPEN as we have set some standard styles across the website we would like people to use.

To remove this formatting if you are copying and pasting text from Microsoft word documents please either:

1) Save the word files as plain text before you copy the text into the body text area. (In word use file > save as > file type: plain text).
2) Copy the text into Notepad and then into the text editor
3) Use the paste as plain text icon to paste your text in from word – see below
4) Use the remove formatting button to remove formatting from text in the text editor

Past as plain text >>

This will open a window as shown and you can paste your text from word into here. When you press insert all the Microsoft formatting will have been removed.
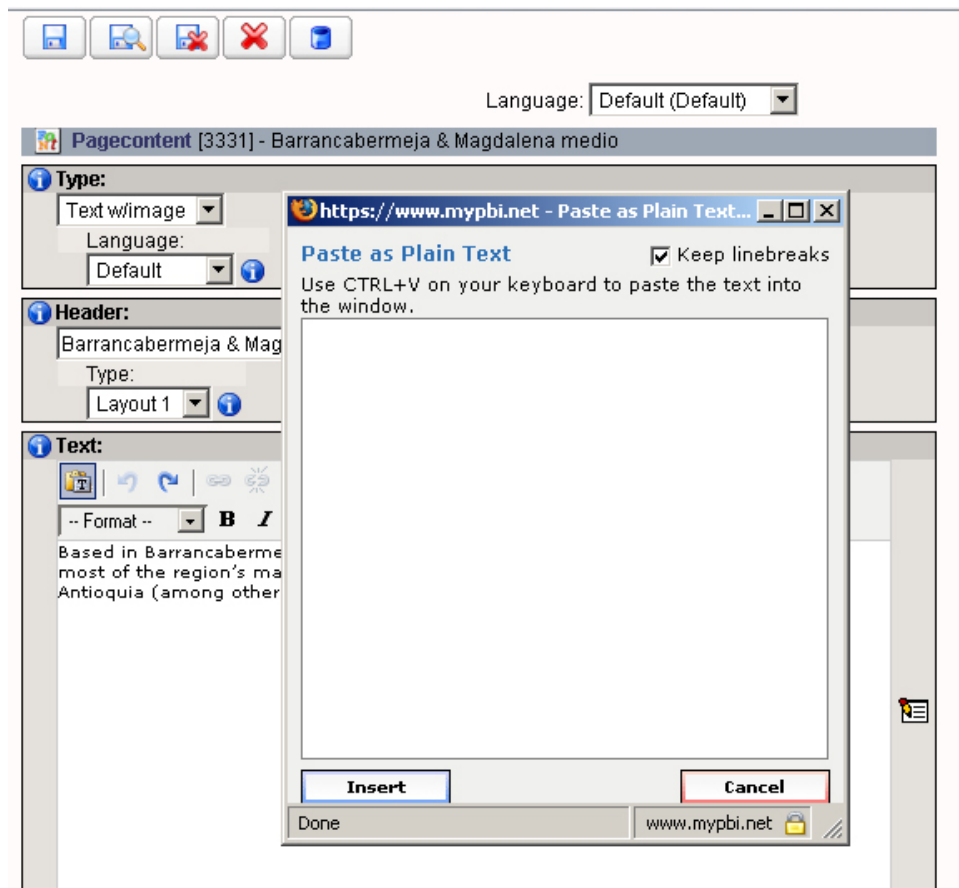
Managing images and files

Using and managing images and files in your websites has just been made a whole lot easier. You no longer need to prepare any images offline using an image-editor first as now the server will do all this for you.

The new way of managing and cataloging your images and files is done using the *media* module. All Country Groups now have access to the images folders and categories of PBI projects so that returning volunteers can add their photos to the general pool of images for a project.

PLEASE DO NOT DELETE ANY IMAGES IN PROJECT FOLDERS AS THESE MAY BE IN USE ON A PAGE SOMEWHERE.

How to upload images and documents using the media module
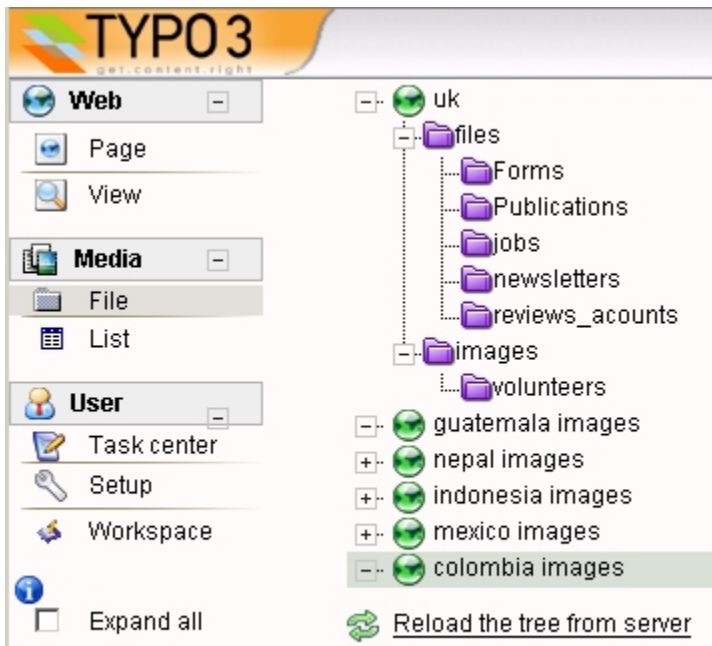
Using *Media > File > Upload* you can upload images into one of the filing areas you have access to. For example the UK file area looks like this:

By clicking on the appropriate file area and navigating to it's subsequent folders you can upload files to that folder using the *Upload* area.
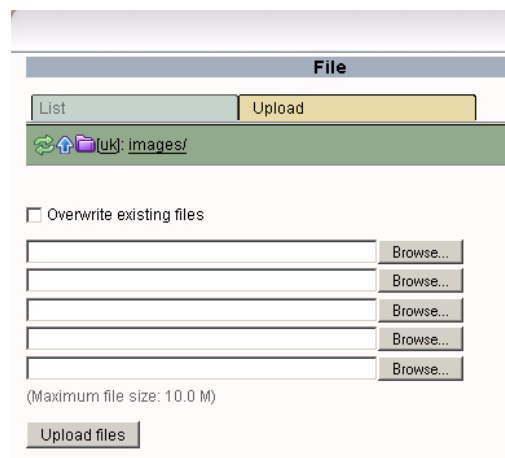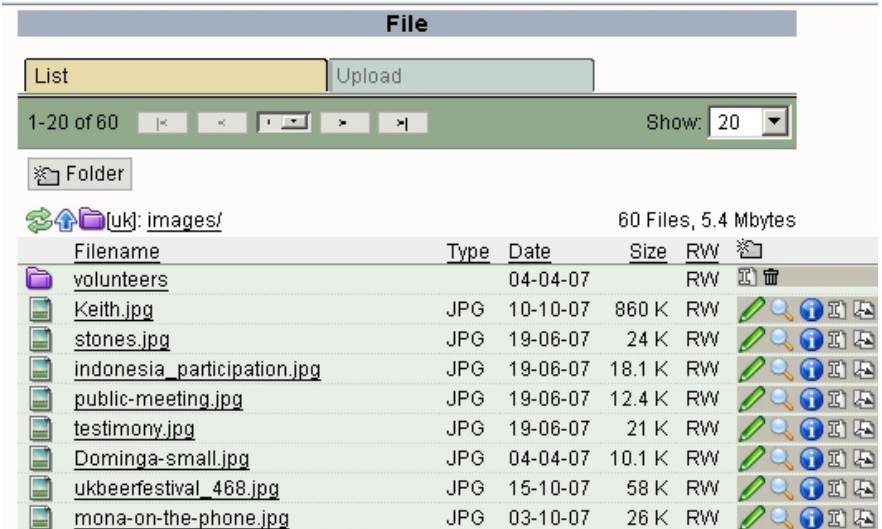
How to add new folders the media module

Using **Media > File > List** you can add new storage folders into one of the filing areas you have access to.

By clicking on the appropriate file area and navigating to it's subsequent folders you can add sub folders by clicking on the grey **folder** button as shown below:

Click on the list tab >>

Click on the folder icon >>

Current files in this folder >>

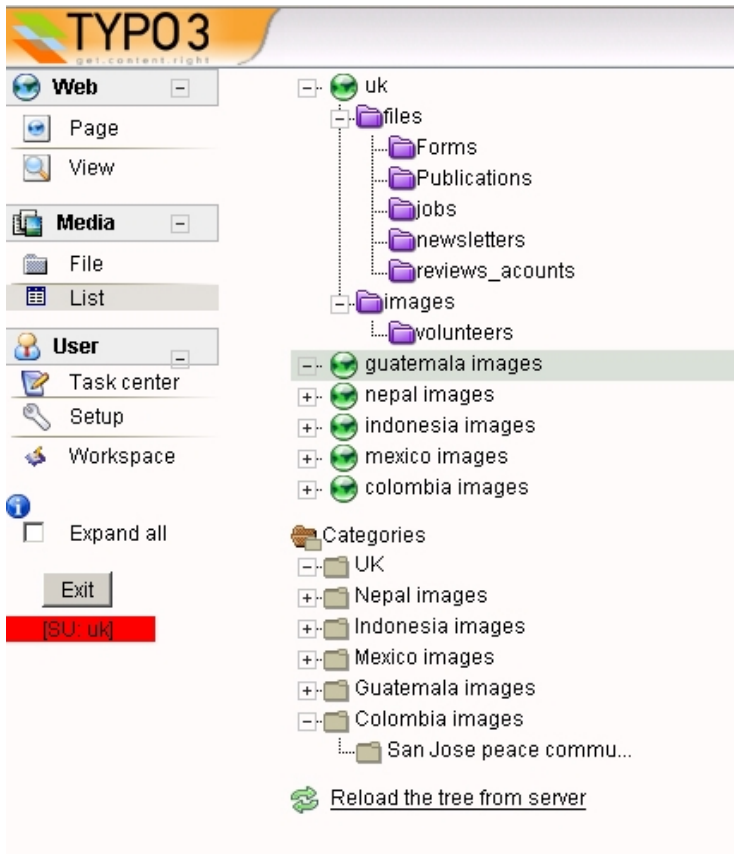| File					
List	Upload				
1-20 of 60				Show: 20	
Folder					
[uk]: images/			60 Files, 5.4 Mbytes		
Filename	Type	Date	Size	RW	
volunteers		04-04-07		RW	
Keith.jpg	JPG	10-10-07	860 K	RW	
stones.jpg	JPG	19-06-07	24 K	RW	
indonesia_participation.jpg	JPG	19-06-07	18.1 K	RW	
public-meeting.jpg	JPG	19-06-07	12.4 K	RW	
testimony.jpg	JPG	19-06-07	21 K	RW	
Dominga-small.jpg	JPG	04-04-07	10.1 K	RW	
ukbeerfestival_468.jpg	JPG	15-10-07	58 K	RW	
mona-on-the-phone.jpg	JPG	03-10-07	26 K	RW	

How to organise your images and files using the Media modules

Using the **Media > File** module we control the storage of images and files in folders. This is fine but many users are messy with their folders and file naming and so now we can categorize our images independently of where they are in the file list using the **Media > List** module.

This is known in typo3 as Digital Asset Management (DAM) and, if used correctly, can make a world of difference to using images and files on your website.

PLEASE ORGANISE YOUR FILE SYSTEM SENSIBLY FOR THE SAKE OF YOURSLF AND OTHER USERS BUT LEAVE EXISTING FILES IN THEIR CURRENT LOCATION AS MOVING THESE MAY BREAK A WEB PAGE THAT IS LOOKING FOR THE FILE IN ITS CURRENT LOCATION.

The **Media > List** module shows you not only the filing areas that are available to you but also the existing categories that you can assign an image or file to:

<< UK file and image storage folders

<< All Country Groups now have access to the images folders of the Projects so that they can upload files to these. This way they can be shared amongst every PBI website.

<< Existing categories and sub-categories - Images and files that have been assigned to categories can also be searched and edited by category.

It is the categorization of your Digital Assets that is important and not necessarily which folder they live in (Although a tidy folder system is very helpful).

Which categories you wish to set up is up to you but imagine the following example of categories and sub-categories:

```
Colombia                             << main category
      San jose peace community       << sub category
      Womens groups
      Displaced communities
      Volunteers photos
      Trainings
          2005 trainings             << sub-sub category
          2006 trainings
      Monthly update reports
      Special reports
```

When we have documents and images in sensible categories like those above we can do things like:

- Create image galleries based on categories
- Have the monthly updates page on the website automatically add the latest version to the list so you don't have to
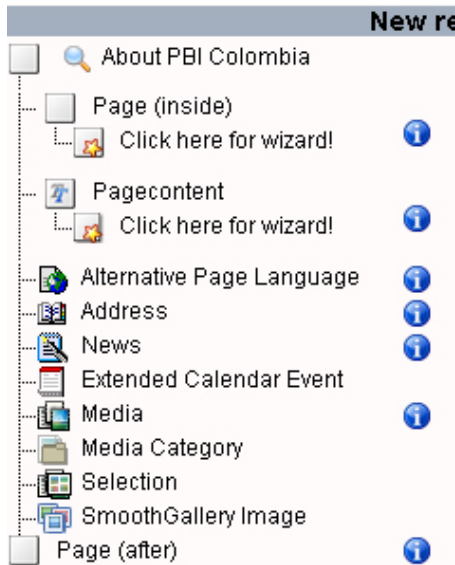
How to create a new media category

To create a new media category first you have to select the **Web > Page** module so that you can see the page tree:
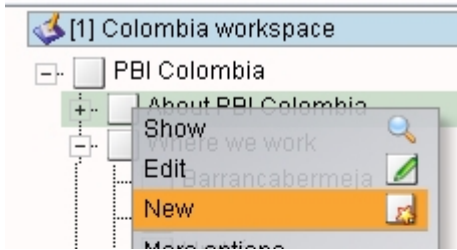
Click on ANY page icon (not the text next to it) – This will bring up the pop up menu. Now from the menu select the **New** option as shown left.

This will bring up a **New record** screen asking you to select the type of record you wish to create.
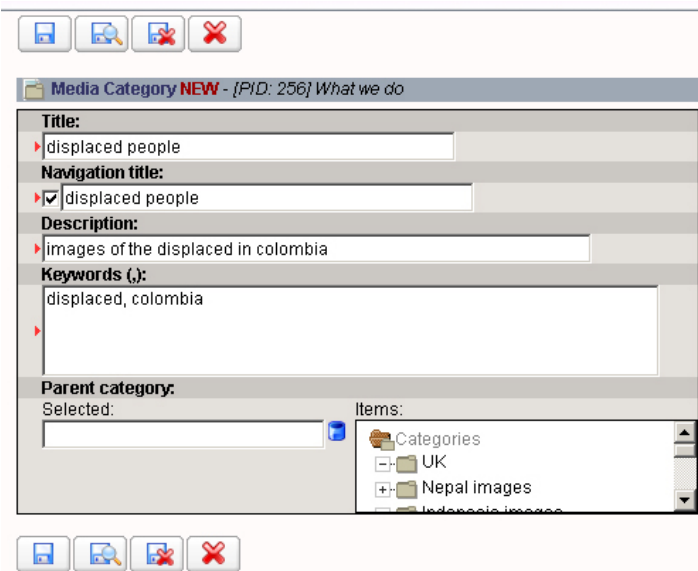

<< To create a new media category select **Media category** from the list of new record types

Next you will be taken to a screen that asks you to define the category. Please note that you need to save the category before the system will let you assign a parent category before saving it a second time.

USE THE FIRST PLAIN SAVE OPTION TO SAVE THE FILE BUT KEEP IT OPEN:

<< Save options. YOU NEED TO SAVE BEFORE YOU ASIGN A PARENT CATEGORY

<< Enter the category title
<< Optional: Enter a Navigation tile

<< Optional: Enter a description

<< Optional: Enter keywords

<< IMPORTANT - BUG! YOU WILL NEED TO SAVE THE ABOVE CHANGES BEFORE YOU CAN ASIGN A PARENT CATEGORY. ONCE YOU ASSIGN THE PARENT CATEGORY YOU MUST SAVE IT AGAIN!

Media [134] - xoyabaj-impunidad

Overview | Metrics | Copyright | Extra data | Usage

IMAGE

Title:
xoyabaj-impunidad

File name:
xoyabaj-impunidad.jpg

248x279 px, 28 K

Title:
Title of document

xoyabaj-impunidad

Keywords (,):

Description:
No description provided

Location:
Location country: Location city:

Location description:

Date:
Creation date: Modified date:
7-1-2008   7-1-2008

Caption:

Alt Text (www):

File:
File name:
xoyabaj-impunidad.jpg

File size: File type: Mime type:
28 K   jpg   image/jpeg

Creation date: Modified date:
10:24 23-04-2007   10:24 23-04-2007

File creator: File type version:

Source/Original location:
Location of the original file like a photo CD name

Categories:
Selected: Items:
Guatemala

Categories
UK
Nepal images
Indonesia images
Mexico images
Guatemala images
Colombia images
   displaced people
   San Jose peace commu...

How to edit the information associated with an image or file

Wherever you see a green pencil edit icon next to a file or image in the *Media* module you can click on this in order to edit the information associated with that file or image. We will be able to edit the information related to that file in any languages in use on your website:

<< Save options – Language options will appear here if you operate in other languages
<< Other information about this file can be found in the metrics, copyright, extra data and useage tabs – optional

<< Basic information and preview

<< Title – important as this may display in your web page when we use the file or image in a gallery or a download list
<< Keywords – optional
<< Description - important as this may display in your web page when we use the file or image in a gallery or a download list

<< Location information – optional

<< Date – optional but may be important as this may display in your web page when we use the file or image in a gallery or a download list

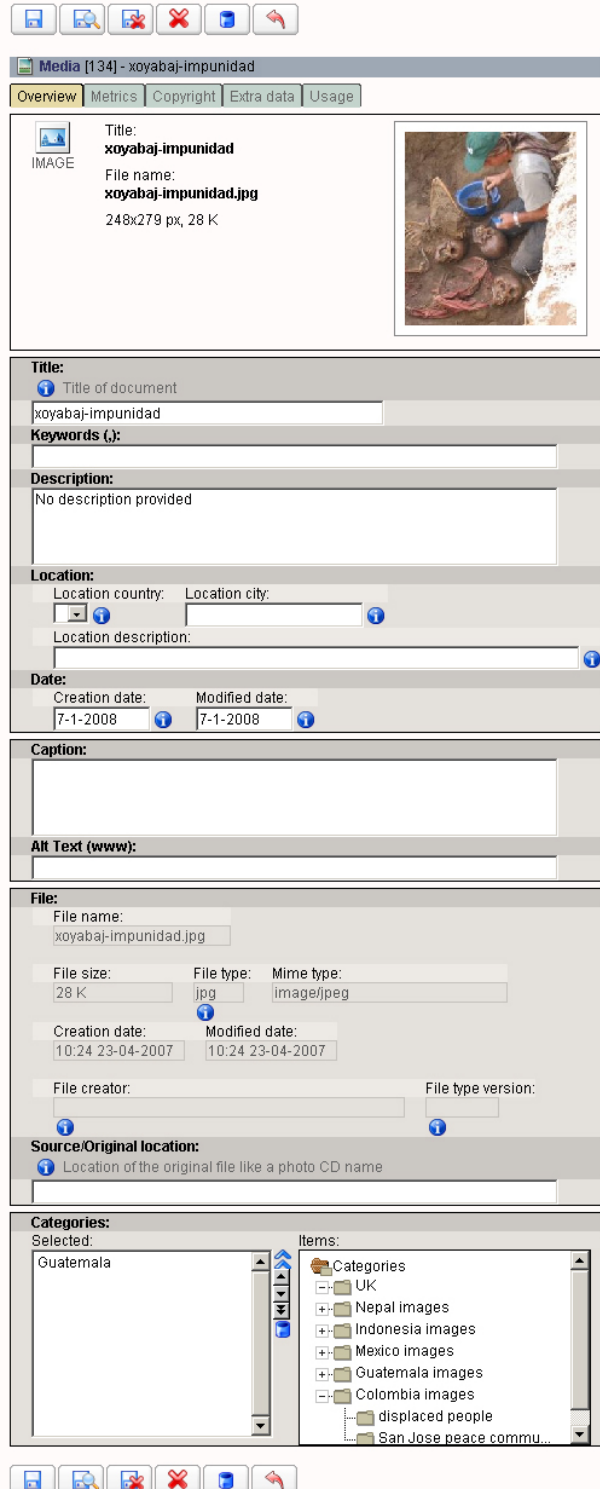<< Caption and alt text – important as this may display in your web page when we use the file or image in a gallery or a download list

<< General information – not editable

<< Source location – who has the original file – optional

<< Categories this file/image belongs to. A file/image can belong to any number of categories. Please make sure that files are associated with appropriate categories.

Adding images to your web pages

How to add an image to your web page using the Text w/image or Image type content records

Whenever you add a new content record into your page you are first asked to select the type of content record this is:

By selecting the **Text with image** or **Images only** type of page record you will have the image options available to you.

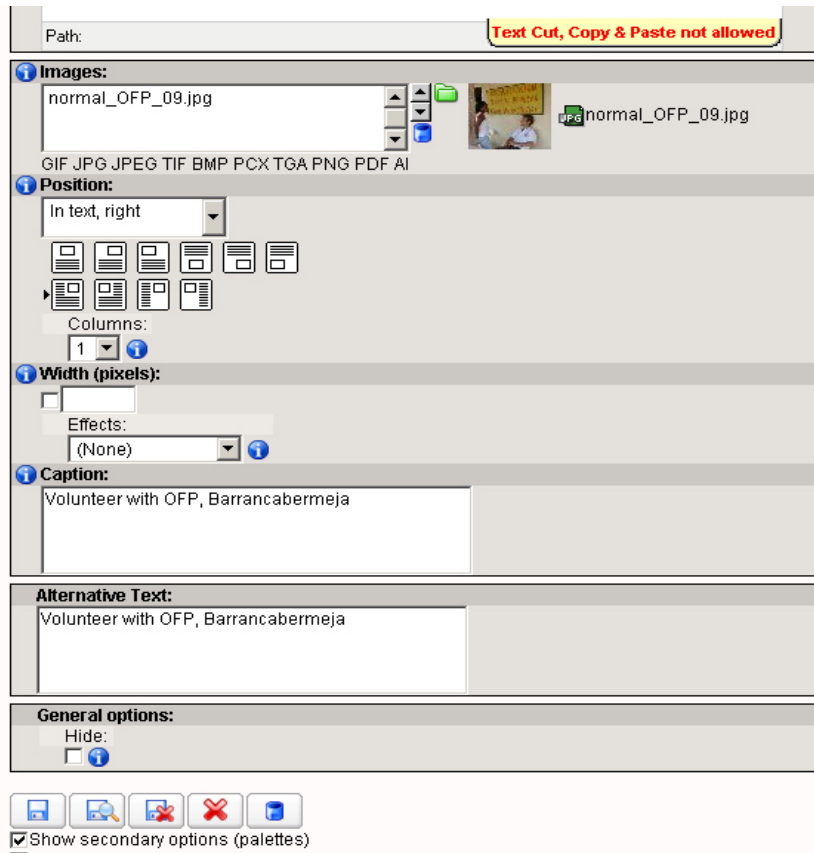You can change the type of a content record using the **Type** selector drop down list available at the top of every content record:

So If you have a **text** type you can change this to a **text w/image** type which will keep the text intact but add the image editing options:

<< Using the green folder icon here you can browse the files and folders you have access to select an image

<< Using the Position you can select the position of the image. In text, Right is standard.
<< Ignore the columns

<< Here you can specify the width (in px) you want the image to be in the page and the effect you want to apply to it. The server will resize the image for you.

<< Caption and Alternative text is necessary as it will display on the webpage.

<< This is the show/hide option for the entire content record

How to size your images

REMEMBER WE NO LONGER NEED TO EXACTLY RESIZE IMAGES BEFORE UPLOADING THEM WITH THE MEDIA MODULE AS THE SERVER CAN DO THIS FOR US WHEN WE ADD THE IMAGE INTO THE PAGE.

HOWEVER PLEASE ENSURE IMAGES UPLOADED INTO THE MEDIA MODULE ARE LESS THAN 1MB IN SIZE.

Standard sizes and resolution settings for images are as follows.

Banner images to go across the top of pages: 468px wide x 170px high
In-page small image: 148px wide
In-page large image: 248px wide

How to crop your images

If you want to crop your images before uploading them please visit
http://www.resizeyourimage.com. This will allow you to select an area of the image to crop and will then output that selected area as a new image for you.

Adding download documents in your web pages

By cataloging your documents in a sensible manner and applying them to the appropriate categories making download links to word documents or pdf files becomes a lot more simple.

Before we can start to do this you will need to add extra information (Name, description, date, categories etc) to the documents and publications that are already in your file structure or categories using the **Media** module.

How to add a list of downloads to a page in your website

By adding content records of the **DAM Downloads plugin** type into our pages we can quickly build a list of documents to download that belong to the same category:

First navigate to the page that you want to add the list of downloads to.

<< Next select the **DAM Download Plugin** content record type to add this content record to the page. This brings up the following screen:

<< Save options

<< Current language – do not change

<< Type of content record – do not change

<< Add your header/title here and select it's type. Usually normal or hidden.

<< Shows type of plugin – do not change

<< Select the **Media categories** that the files you want to show belong to

uk | 020 8133 8115 | 07969 473 209 |

<< Options: Here you can set the width of the preview image that is displayed.

Under the **_general_** tab the type should always be LIST.

<< Under the **_List_** tab you can set the width in pixels of the server generated preview of the document and specify a maximum number of items to display.

<< Set the **_search_** tab to the following to exclude the search function.

All other options can be left empty or to their default values.

Once this has been saved it will generate a page that looks like the one below. As you can see all the important information that has been added to the file in the **_Media_** module in this language will appear on the page. From now on any file assigned to this category in the **_Media_** module will automatically be added to this page in date order.

How to add a simple list of documents to download

You can also add an individual file or a simpler list of files selected randomly from the folders and categories that you have access to. This works in a similar way but does not have an image associated with it.

First navigate to the page that you want to add the list of downloads to.

<< Next select the *DAM Download List Plugin* content record type to add this content record to the page. This brings up the following screen:

<< Type of content record – do not change

<< Add your header/title here and select it's type. Usually normal or hidden.

<< Shows type of plugin – do not change

<< Click on the green folder icon to open a pop up window which shows all the folders and categories you have access to.

In the pop up folder/category window you can use the + icon associated with each file to add an item to the list without closing the window. When you have selected all your items close the window.

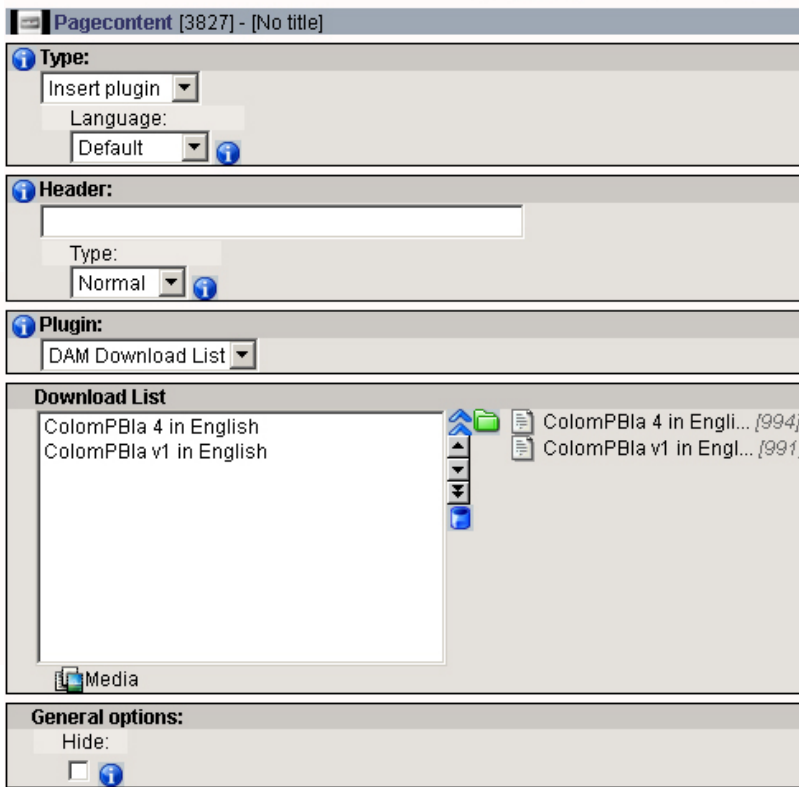Once this has been saved it will generate a content record that looks like the one below:

ColomPBIa 4 in English

Criminal investigations: An instrument employed to persecute human rights organisations in Colombia? | In Germany, the Peace Community of San José de Apartadó was presented with an award for ten years of non-violent resistance | The Popular Women´s Organisation celebrates its 35th annivesary

ColomPBIa 4 in English (pdf 1.3 MB)


ColomPBIa v1 in English

New threats, new signatures | OHCHR in Colombia, towards a restricted mandate? | PBI participates in the evaluation of the EU guidelines | Third assembly of the national victims' movement towards an ethical commission

ColomPBIa v1 in English (pdf 1.3 MB)

Adding and editing news items

The news items for your website are stored in blue *system folders* towards the bottom of the page tree. There will be a separate news folder for every language you operate in.
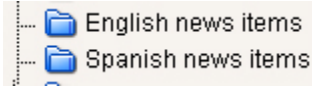
By clicking on one of your news folders you will see a list of news items. This is the folder where the news is stored and it is added into the news pages of your website automatically. Therefore this blue system folder (and all other blue folders) are not pages but storage areas.

How to add and edit news items

To add a new news item click on the *new content* icon >>

To edit an existing news item click on the green pencil *edit* icon >>

This will bring up the following screen where you can write your news:
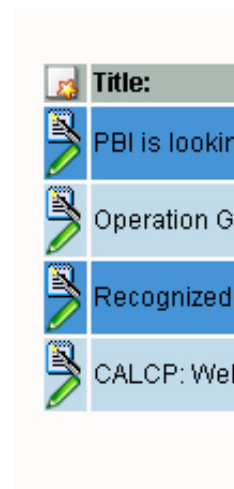
<< Save options

<< Relations and General tabs

<< Title of news article
<< Hide/Show options

<< Types*

<< Date of publication

<< Subheader – write your introductory sentence here

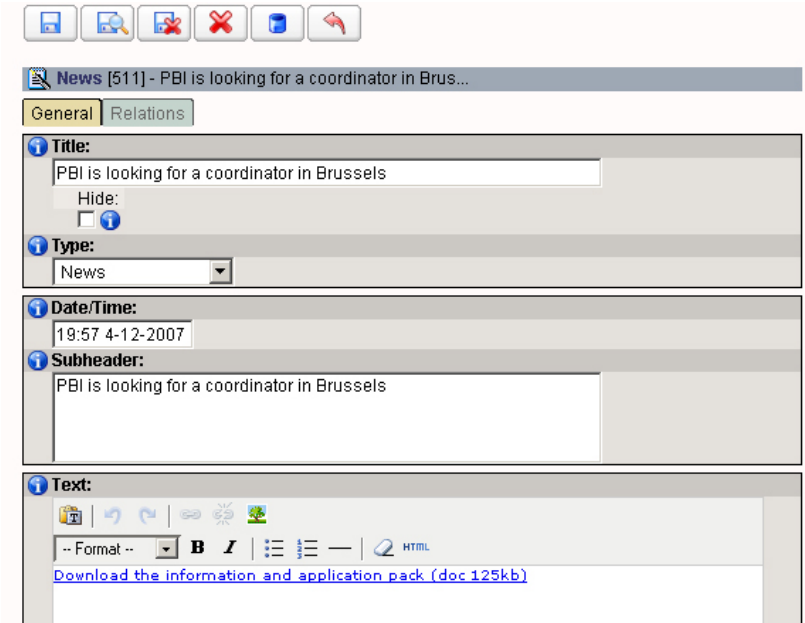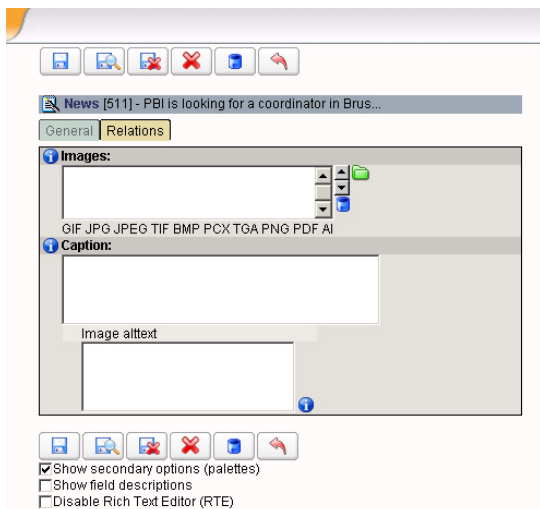<< Main text of the news article can be added here

* By changing the type of the news item you can also make a news item that links to a page in your website or to a news page on another website.

How to add an image to your news article

News pages are built dynamically and how they display is not under your control. However if we associate an image with a news item the server can automatically generate a preview image on the news listing page and a full size image on the full article page.

To add an image select the Relations tab at the top of any news article and you will see the following screen:

<< Use the green folder icon to navigate to the image you wish to use

<< Enter a caption to appear under the image

<< Enter the alt text for use with the image (This can be the same as the caption)

Below you will see the results of the addition of an image to an article on the UK website. Not all PBI websites currently have the image preview turned on – please email support@mypbi.net for further improvements to your website.

Latest News

PBI-UK's patron, Julie Christie, nominated for a Golden Globe award and as 'Woman of the Year'

PBI-UK patron, Julie Christie, has recently been nominated for a Golden Globe award (for best actress in "Away from Her") and as o...

more >>

PBI UK volunteer wins Law Society Excellence Award

Daniel Carey, currently serving as a volunteer on PBI's Guatemala project, wins the Law Society New Solicitor of the Year Award.

more >>

Human Rights Watch honours Founder of Advocacy Forum in London

<< This news piece has an image associated with it so a preview is generated and there will also be a full sized version on the full news article page.

How news flow on the international website works

The international website currently picks up all the news published from PBI's projects and displays it in the International newsroom.

This means that when the Projects publish news it will automatically appear on the international website. In this way it is important that all PBI Projects regularly publish news otherwise it looks like they are not doing anything!

At present all Country Groups have local news in their own language that only appears on their website although this may change in future.

There will be a concerted effort in during 2008 to encourage the publishing of news by the Projects on a regular basis.

PROJECT EDITORS PLEASE CONTRIBUTE TO THE NEWS POOL BY ADDING REGULAR NEWS TO THE WEBSITE.

Editing the Right Hand Side column of your website

How to edit the Content RHS

All PBI websites inside of the new system have a folder called **Content RHS** (Right Hand Side) towards the bottom of the page tree. This is a **system folder** and so does not display on your websites navigation. The **Content RHS** folder is where the content in the Right Hand Side column of all your website pages can be found and edited.

The content RHS behaves very much like any other page and can have multiple content records added to it and language variations added. In many cases it will contain **plugin** page records such as your email sign-up and calendar but it may also contain important information of your choice that is then displayed on all of the pages in your website.

Due to the nature of the Content RHS it does not contain page records of the **normal** or **text w/ image** type but only **Plugin** and **HTML** type page records. This means that editing these is slightly more involved. As a rule editing the **Plugin** type page records will not be a good idea. If you require changes to the functional elements of your website (**Plugin** type page records) please contact the website administrator at www.mypbi.net.

Editing one of the **HTML** type page records in the **content RHS** page will bring up a box where you can edit the HTML. It is important when doing this to leave all the HTML tags (These are the <div></div> tags) and only edit the text in-between them. You can save these **HTML** records once you have made the changes and choose any page in the **View** module to see the changes.

The screen grab to the left shows a content record of the HTML type as it appears from the uk Content RHS.

The HTML area contains text and HTML tags.

Make sure that when editing the HTML body text that you leave the tags (<div class="rhColTitle"> etc) intact and only edit the text that appears between these.

Publishing your changes to the live website

Each PBI website has its own *draft workspace* where all changes are stored before they are published to the live website:

Some users will have permission to publish pages whereas others will not. This will depend on decisions made by the PBI entity in terms of who has overall responsibility for the website.

How to publish your changes

Once you have made your desired changes to your pages go to the *Workspace* module. The *workspace* module lists all the unpublished changes, tells you what the differences are between the workspace and the live version and lets you push these changed records onto the next stages of publishing.
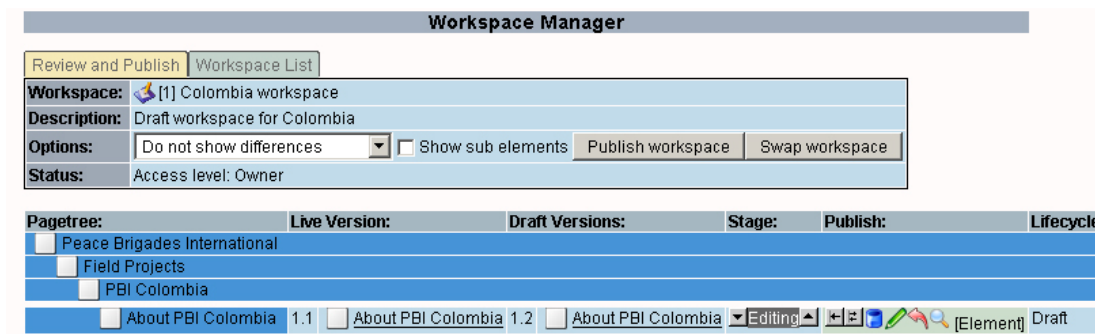
Each page record or content record that has been edited, created, or changed has the following actions that can be carried out. By rolling over the buttons with the mouse an explanation of each button will appear:

Under the *stage* column you can change the stage that this draft is in. This is only necessary if there is a hierarchical control in place and you have a superior who has to check your page before it is published. I don't think there are any cases of this in PBI at present so it is unlikely you will need to use this.

Under the *publish* column you will see these two sets of arrows. To publish a changed content record or page record click on the single left pointing arrow.

You can also swap the changed record with the one on the live workspace so you can change it back later. You are unlikely to need this but use the double arrow button to do this.

These options, from left to right:

The blue dustbin removes the item from the draft workspace therefore removing any changes that were made.

The green pencil lets you continue to edit the record.

The red arrow shows information about the changes, when they were done and by whom

The Looking glass icon allows you to preview the pages in a popup window.

And finally...

Missing from this document (Gallery and Calendar)

There are likely to be some details missing from this document but it will be updated in time. One of the current issues is that the Calendar function has not been explained but this is only in use on some websites and is very similar in functionality to the adding and editing News items.

The gallery has also not been covered but it has a bug that means that it can only be implemented and edited in the live workspace. More soon….

Further support and training

If you need further support or training or are having any problems please contact support@mypbi.net and do our best to train you, explain things, and fix any issues but please bear with us as we are seriously under resourced.

Further improvements to your websites

Jan 08: There are improvements needed to be made to all existing PBI websites which will be carried out in due course. This largely involves the following:

- Making all PBI homepages easier to update
- Adding image gallerys to websites
- Adding event calendars for Country Groups
- Making better download pages
- Making better news pages with image previews
- Etc etc etc

If you would like to discuss any of these or request further improvements or support please contact support@mypbi.net

Thanks

Rory :]