

## Background

Manila is a web-based content management system that allows teachers and schools to focus on that which is truly important: content. Built on the idea of a newsroom, editors (web page writers) log in to the site, create new pages, add pictures and links, all in a web browser. Speaking of browsers, Firefox is an ideal browser for working with Manila, and the examples here were created with Firefox. No experience is necessary in learning how to use web page editing software or programming languages. Schools are freed from dedicating equipment to run the web server and backing up critical data. The steps below show how to log in to the system, change your password, create stories, edit stories, add pictures, link stories and Internet web pages.

## Log in / Change Password

This first step is pretty easy. Your school's Manila site has a public and private address. Once your site is published, parents and other visitors to your site will find your site at the following address: <http://school.dpsk12.org>. Prior to publishing your site, and to edit your site, the address is: <http://editweb.dpsk12.org/school>. The 'school' part in both addresses is replaced with the name of your school. To log in, simply add the word 'admin' without the quotes to the end of the address. Type in your email address and password. Forgot your password? Just type in your email address, leave the password blank, and

Manila will send you an email with your password.

Enter your email address and password to login to this site. Forget your password? Enter your email address and leave the password blank. The correct password will be sent via email.

Email address:

Password:

Remember Login?

To change your password, just add member/changepassword to the end of the address when you are logged in.

## Creating a Story

Web pages in a Manila site are called stories. To create a story, click on the **Stories** link in the **Editors Only** line,

**Editors Only**  **Stories Pictures Gems Logoff Help**

usually found at the top of the page. This will bring up a list of stories currently in your site. To create a new story, scroll down to the bottom of the list and click the **Create a New Story** link.

**Create a New Story**  **id a story to this list.**






This brings up an editing page. There are two important components of the editing page.

The **Title** is the name of the story. This is the name that Manila uses to keep track of the story. The **Text** box is where the content of the story goes. You can write the content in another application, copy it from there, and paste it into this box. You cannot paste images into this box, only text. Notice the editing tools along the top of the **Text** box. These allow you to format your content just as you would in a word

**Title:**  
Balarat 2006

**Text:**

Normal

**B** *I* U     

Please remember to bring the following for our o

- Warm jacket or coat
- Comfortable waterproof boots or overshoe
- Long pants and long sleeved shirt (Long u
- Snack (A granola bar, raisins, nuts, etc. Try

View HTML Source  Use CSS

processing application. Once the story is ready, click the **Post New Story** button to save it on the Manila server.

## Editing a Story

To edit a story, return to the Stories page

**Editors Only**  **Stories Pictures Gems Logoff H**

and click the name for the story you wish to edit.

Once you are on the story, scroll to the bottom of the page and click the **Edit this Page** button. This brings you back to the editing window shown previously. Make any changes you wish and click the Post Changes button to save the story.

## Adding Pictures

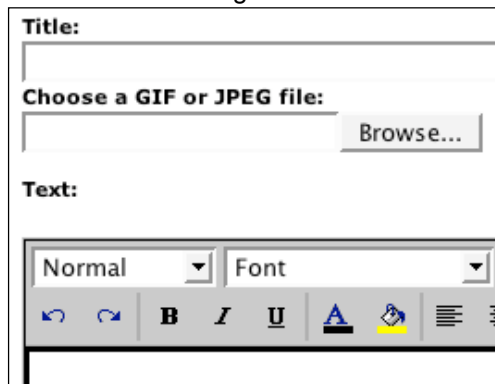
When working with pictures, it is important to remember that Manila is not an image editing application. Make sure your pictures are the size you want before you add your pictures to your Manila site. To add a picture to your site, click on the **Pictures** link in the **Editors Only** line. Just

**Editors Only: News Site  Pictures**

like a story, you are presented with a list of pictures already added to your Manila site. Click the **Create a New Picture** link. This

**Create a New Picture to add a picture to this list.**

brings up an editing window that is very similar to the editing window for stories.



The **Title** is the name of the picture. This is the name that Manila uses to keep track of the picture. Click the **Browse** button to select your image. Manila works well with jpegs and gifs. Most digital cameras take pictures in jpeg format. The **Text** box does not need any formatting. The **Text** box for images provides alternative information for visitors who use screen readers to 'view' your page. To save your picture on the

Manila server, click the

**Post New Picture**

### Post New Picture

button. To add your picture to your story, bring up the editing window for your story and add the name of your picture in quotation marks. When you save your story, Manila will replace the picture name with the picture itself.

## Working With Links

Manila has several ways to add links. To add a link to another story in your Manila site, simply put the name of that story in quotation marks. Anything that appears in quotation marks alerts Manila to look to see if there is anything in your site with that name. If there is, it automatically converts the quoted text as a link to that story. To link to an external web page, the easiest way is to visit that web page and copy the address or URL. Paste the address into your story. Manila recognizes web address and automatically converts them into links. Finally, you can assign a link to specific text by highlighting the text in the **Text** box and clicking the **Insert Link** icon in the tool bar. In the window that pops up, paste in the web address.



## Working With Tables

Sometimes you want the flexibility to format where images and text appear on

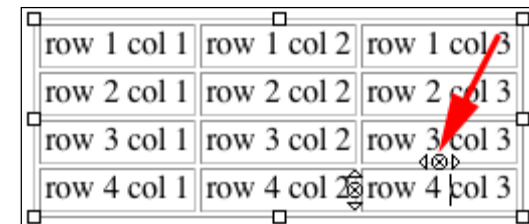
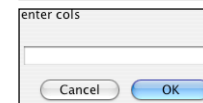
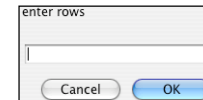
your page. Table will help to accomplish this task. When you are editing a story, click on the **Insert Table** icon in the tool bar. You will be asked



for the number of rows and columns you want in your table. You can change this later, but it is much easier to plan ahead. The

example below has three columns and four rows. Each cell has been labeled for easy reference. Any text, including links and

names of pictures, can be typed into a cell of a table. To add a row or column, click in an existing cell. Small tools appear to the left and above the cell. Clicking an arrow will add the appropriate row or column above, below, right, or left of the current cell. Clicking the 'x' between the arrows will delete either the row or column. Any content in the row or column will also be deleted.



|             |             |             |
|-------------|-------------|-------------|
| row 1 col 1 | row 1 col 2 | row 1 col 3 |
| row 2 col 1 | row 2 col 2 | row 2 col 3 |
| row 3 col 1 | row 3 col 2 | row 3 col 3 |
| row 4 col 1 | row 4 col 2 | row 4 col 3 |

## Log Off

When you are done, don't forget to log off. You will be asked to confirm. Click the **Sign Out** button and you are done.

**Logoff**

**Sign Out**