

Using Manila

Introduction

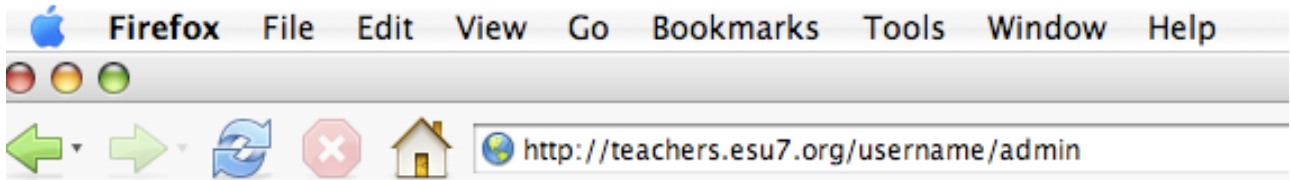
Manila is an Internet server application built on top of the content management system from Frontier. Manila features browser-based editing of web content. This feature greatly reduces the complexity associated with editing a website via an HTML authoring application such as DreamWeaver, FrontPage, or GoLive.

The Manila environment allows you to create a website with very advanced forms of media. It is best to start with the basics and put your energies into the content of the website. Glitz is great, but it is the content that keeps people coming back. The good news is that getting content on the site is very easy!

Logging in

With Manila you need only a web browser (Netscape or Internet Explorer) and a network connection to edit the website. If you have a modem or broadband connection at home, you will be able to update the website.

1. Start Netscape or Internet Explorer.
2. Enter the address and the username in the address bar



3. Enter your email address and password in the appropriate spaces and click the **Login** button. Use your complete email address. Example: **username@esu.org**
 - a. If you forget the password, enter your e-mail address without the password and click the **Login** button and Manila will send it via e-mail.

Login

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.

Not a member? You can [Join Now](#).

Email address:

Password:

Login

My website: _____

To edit my website: _____

Login: _____

Password: _____

Manila support website: <http://teachers.esu7.org/support/>

The Manila editing environment

The Manila editing options appear as a group of hypertext links just beneath the title header.

Editors Only: [Stories](#) [Pictures](#) [Files](#) [Shortcuts](#) [Discuss](#) [Prefs](#) [Admin](#) [Bulletins](#) [Calendar](#) [Counter](#)
[Logoff](#) [Help](#) [Home](#) [About](#) [Calendar](#)

Edit

- Stories** Manila refers to web pages as **stories**. This option shows a list of all the web pages and allows you to add additional pages. Each website begins with two pages; **Home** and **About**. Add additional pages by clicking the **Create a New Story** link.
- Pictures** Manila allows you to easily insert **pictures** in the .gif or .jpg formats. This option displays a list of all the pictures added and allows additional pictures by clicking the **Create a New Picture** link.
- Files** Manila refers to rich media forms such as Acrobat documents, Quicktime movies, Flash files and Hyperstudio stacks as **files**. This option displays all files added and allows you to insert files by clicking the **Create a New File** link.
- Shortcuts** Manila helps keep track of all the files, pictures and pages. It does this by creating a named reference to each of these objects each time one is added. The value of shortcuts is that items (or a link to an item) can be added by enclosing the shortcut name inside quotations (“Classroom News”) when editing a page.
- Prefs** This option displays a list of the site preferences. It includes the means for altering the appearance, architecture and access to the site.
- Admin** This option displays a list of all stories, pictures and discussion group items. These items can be deleted and membership options can be changed if others are allowed to edit the site.
- Logoff** When you are done editing the site, always **logoff**. This is especially important when sharing a computer. If you do not logoff the next person that accesses the site from a shared computer will have full editing access. Clicking this option displays a screen asking if you are sure you want to logoff. Click the **Sign Out** button to logout of the site.
- Help** This option will display a **Frequently Asked Questions** web page hosted by Userland, the developers of Frontier and the Manila environment.

Changing Prefs

Preferences that you might wish to change:

Select **Prefs** from the **Editor’s Only** toolbar.

Plug-Ins: Check the Calendar and Counter boxes.

Select **Advanced** then **Legal Tags:** Check the ember, param and object tag boxes.

Editorial: In the **Editing Tools** section, select the WYSIWYG (MSEIE 5/6 Window, 1.3 Mozilla)

Using the Text Editor

Once you have logged in, your Home page will appear. To edit it or any other story, click on the **Edit this Page** button at the bottom of the window. A new window will appear in which you can type text.

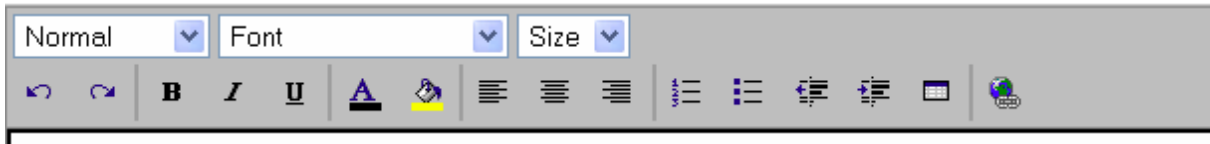
Title: Enter the word(s) which will appear at the top of the page, i.e. Teacher Name - Subject.

Title:

It Worked!

The **Editing Toolbar** is only available when using Netscape 7.1+ or Firefox as your web browser (Mac OS 10.1+ or Windows ME+).

Text:



In the **Text:** box, you'll enter the text and graphics that will make up the content of your page. Although most of the buttons on the toolbar behave like those of a word processor, some of them differ because of the nature of HTML.



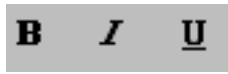
Style pop-up menu includes Heading 1 (largest) through Heading 6 (smallest)


NOTE: For web accessibility, use one of these settings as opposed to bold and increased font size for headers or main topics.


Font choices are limited to Arial, Times and Courier as they are best for the web.


Size is limited to 1 (smallest) through 7 (largest).


 Undo and Redo


 **B** *I* U **Bold**, *Italicize* and Underline


 change the text color


 highlight text on the page, i.e. select the text, choose a color from the Paint Bucket pallet, and the text will appear with that color in the background

 used for text or image alignment: left, center, and right

 create numbered or bulleted lists

 move paragraphs inward or back out, i.e. blockquote

 generate a basic table. NOTE: Put a blank line above and below the table to select the table to justify it or delete it.

 create a hyperlink to an external web site. After highlighting the text to appear as a link, click on the Insert Link button and you'll be prompted to enter a URL to that location.

Once the content has been entered, click the **Post Changes** button below the Text box to save the changes. The newly updated web page will appear. To make further changes, click the **Edit This Page** button, make the modifications and click the **Post Changes** button again. Repeat until done.

Adding pages

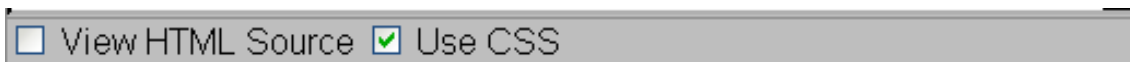
There are two default pages on your website: **Home** and **About**. Manila makes it easy to create additional pages and link to them from existing pages. Manila calls these pages **Stories**. It is helpful to chart the architecture of your site, i.e. make a storyboard of how the pages will link together.

Adding a page (story):

1. Log in to Manila.
2. Click on the **Stories** link.
3. On the **Stories** page, click on the **Create a New Story** link. The **Create a New Story** page has the same form as the front page of the site.
4. Enter a short, simple title in the **Title** box. This is the title that will be displayed above the text and pictures placed on the page. The title is also the shortcut name you will use to create links to this page from other pages on the site. When you create a page, Manila automatically creates a shortcut to that page. The title is the shortcut name.
5. Enter the text/HTML in the **Text** area. The text/HTML can be entered directly into the **Text** area or copy and paste text from a Word document OR copy and paste Webpage (HTML)-saved Word documents (directions below). Click the **Post Changes** button to create the page.
6. The page you created will be displayed. To edit again, clicking the **Edit this Page** button.

Using HTML to Format Text

At the bottom of the Text: frame are **View HTML Source** and **Use CSS** check boxes. Click in the View HTML Source to convert the text into HTML code.



Manila only understands plain text or the commands used in HTML (HyperText Markup Language). NOTE: Sometimes it is necessary to get into the source code to edit or add items that cannot be done from the toolbar. Mark the place where HTML code is to be inserted. With the View HTML Source box unchecked enter a series of #s at the point. Click on the View HTML Source box and look for the #s. Replace them with the HTML code then uncheck the View HTML Source box. Click the **Post Changes** button at the bottom of the page to update.

A **HTML Tags** Appendix with common HTML tags is located at the end of this guide.

Creating HTML formatted text with a word processor

A word processor program can be used to format, spell check and save text in **HTML** format.

Creating HTML with Microsoft Word

The html created by MS Word contains unnecessary tags so it isn't possible to copy and paste the text from an existing Word document. The unnecessary code must be deleted. Use the website below to clean up the code before pasting it into the **Text** frame.

Word HTML Cleaner

1. From Word, save the original document as a web page (**File/Save as...Webpage (HTML)** from **Format:** pull-down menu.
2. Go to <http://www.textism.com/resources/cleanwordhtml/index.html>
3. Follow the steps listed on the textism site.
4. Click **Browse** and locate the html file you just saved.
5. Click the **Process** button.
6. Slide to the bottom of the page where two windows of html code appear.
7. Click inside the **Cleaned HTML** window (the top of the two windows).

8. From the **Edit** menu, choose **Select All**.
9. From the **Edit** menu, choose **Copy**.
10. Go to your Manila web site and log in if you haven't already.
11. Click on the **Stories** link.
12. Create a new story or open an existing story.
13. Click the **View HTML Source** button below the **Text** frame.
14. Click inside the **Text** frame.
15. From the Edit menu, select **Paste**.
16. Click the **View HTML Source** button below the **Text** frame.
17. Click on the **Post New Story** or **Post Changes** button.
18. Scroll through the story for incorrect or unconverted code that may need to be deleted.
19. Click on the **Post Changes** button.

Linking to the new page (story): from another page (story):

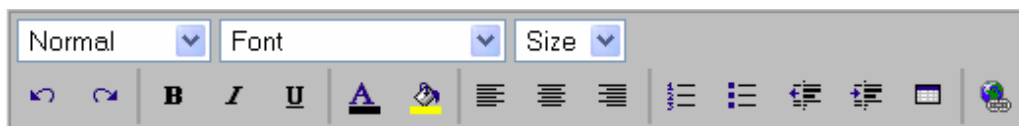
1. Go to the page where you wish to add the link to a story.
2. Click the **Edit this Page** button
3. Place the cursor in the **Text** box where the link is to be displayed.
4. Place the title of the story (shortcut) inside **quotations** - "story1" .
5. Click the **Post Changes** button.

Deleting a page (story)

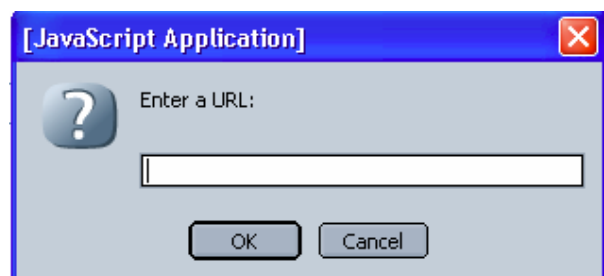
1. Click on the **Admin** link.
2. Beneath the **Stories and Pictures** heading, locate the name of the story to remove.
3. Click the cursor in the checkbox next to the name of the story to be deleted.
4. Click on the **Delete** button beneath the list of stories. NOTE: Also delete the corresponding **Shortcut** to the story!!

Adding Hyperlinks to Stories

1. When adding a hyperlink to your site, enter the text that is to be the hotlink, i.e. ESU 7.
2. Select the text by dragging through it and click on the hypertext button in the formatting toolbar.



3. When the JavaScript Application window appears, enter the Internet address (URL) in the box beginning with **http://**, example **http://www.esu7.org**.
4. Email addresses may be hyperlinked as well by prefacing the email address with **mailto:.** Example: <mailto:jdoe@esu7.org>
5. Click the **OK** button when done.
6. The selected text will now be colored and underlined, indicating that it is a hyperlink.



Other Ways to Add Hyperlinks

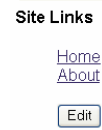
Enter the URL in the **Text** frame including the preface **http://** . This indicates to Manila that this is a hyperlink, and it will change the color and underline the address making it a hyperlink.

Precede the URL with a description of the address. Example: ESU 7 <http://www.esu7.org>

Create a **Shortcut** to the website. See the section on **Editing Shortcuts**.

Adding a Link to the Navigation Bar

1. Click on the **Stories** link.
2. Click on the page to add to the Navigation bar which will link to that site. Copy the URL of the story from the address line at the top of the browser window.
3. Click on the **Edit** button below the **Home** and **About** links in the Navigation bar.
4. The **Edit Navigation Page** will appear in which you can add, delete (Do not Delete the Home or About links!!) or modify links in the Navigation bar.



Order	Name	URL	Delete
▼	Home	/ggillmin/	<input type="checkbox"/>
▲	About	/ggillmin/about	<input type="checkbox"/>
Add Link	<input type="text"/>	<input type="text"/>	

5. To add a link, enter a descriptive word or short phrase in the **Name** box of **Add Link**, i.e. Assignments or Schedule. You may need to replace spaces with underscores to keep it from word wrapping in the navigation bar.
6. Paste the address you captured in the URL box to the right and click on the **Update** button.
7. Check to see that the new link appears in the Navigation bar and that it links to the desired page.

Deleting a Link in the Navigation Bar

1. Click on the **Edit** button below the **Home** and **About** links in the Navigation bar .
2. The **Edit Navigation Page** will appear in which you can add, delete or modify links in the Navigation bar.
3. Click in the appropriate box for the page to be deleted from the Navigation bar.
4. Click on the **Update** button.
5. Check to see that the link is gone from the Navigation bar.

Modifying a Link in the Navigation Bar

1. Click on the **Edit** button below the **Home** and **About** links in the Navigation bar.
2. The **Edit Navigation Page** will appear in which you can add, delete or modify links in the **Navigation bar**.
3. Make modifications to the Name or URL, or click on the Up/Down arrows at the left to change the order in which the links appear in the Navigation bar.
4. Click on the **Update** button when finished.
5. Check to see that the modification has been made in the Navigation bar.

Adding a graphic

There are three steps to prepare a graphic or picture to render properly on the web and load it to the server for use.

Preparing an image for the web:

Manila Guide

1. You can use digital pictures or clip art. Several clip art galleries are located on the ESU 7 webpage → Teachers.
2. Save graphics in either the **.gif** or **.jpeg** format. Save files with the appropriate three-letter extensions. Manila recognizes **.gif** and **.jpg**.
3. Scaling images: You can locate free programs that allow you to prepare images for the web at <http://www.versiontracker.com/>. Scale the image to a size that fits the layout of the page. Large graphics take a great deal of time to load in the browser so scale images to the minimum size that still allows you to view the appropriate amount of detail.
4. You can also use html to scale images. Move the image to the server (see below). Remember the original name of the image. Click on the **Edit this Page** button of the story where you wish to place the image. Click in the **View HTML Source** box. Click where you wish to place the image. Enter the following HTML: `` Example: ``

Downloading an image from the web:

- Windows: Right-click on the image Choose **Save Picture as** command from the menu that appears. Save the file as in **.gif** or **.jpeg** format.
- Macintosh: Hold down the control key while clicking on the picture, release the control key, and choose **Save this image as** from the menu that appears. Choose the Download Image to Disk command in the pop-up menu. Save the file as in **.gif** or **.jpeg** format.

Moving the image to the server

1. In the **Editors Only** links, click on the **Pictures** link.
2. On the **Pictures** page, click the **Create a New Picture** link.
3. On the **Create a New Picture** page enter a short, one-word title for the image (books1).
4. Click the **Browse** button and locate the image on the hard drive to upload. Select the image and click the **Open** button.
5. In the **Create a New Picture** page, click the **Post New Picture** button.
6. You will be returned to the **Pictures** page where the name of the uploaded pictures will be listed.

Placing an uploaded image (shortcut method)

1. Open the **Story** where you want the image to appear.
2. Click the **Edit this Page** button.
3. Find the point in the text and/or links where the image is to appear and enter the name you assigned to the image inside **quotations** (“books1”).
4. Click the **Post Changes** button.
5. The web page will be displayed complete with the image.

Optional—Positioning an uploaded image on one of the web pages (Manila Macro method)

1. You will be using a Manila macro known as “pictureRef” to accomplish this. Macros are case sensitive so you must enter the macro exactly as shown and it must be enclosed in curly brackets { }.
2. Navigate to the page to place the image and click the **Edit this Page** button.
3. Find the point in the text and/or links where the image is to appear. Include the **pictureRef** macro along with the shortcut name of the image and the alignment. Example: to add an image with the shortcut name, “logo1” and to wrap around it on the right side of the image, include this macro:

{pictureRef("logo1", align: “left”)}

The align portion of the tag can be “left,” “right,” or “center” depending on how you want the text to flow around the image.

4. Click the **Post Changes** button.

Optional – Making an image a link

If you want to make a picture a hot link use this format: `"picture title" `

Deleting an uploaded image

1. In the **Editors Only** links, click on the **Admin** link.
2. Beneath the **Stories and Pictures** heading, locate the name of the picture to be removed.
3. Click the cursor in the checkbox next to the name of the file to be deleted.
4. Click on the **Delete** button beneath the list of pictures.

Shortcuts

Manila provides an easy way to incorporate objects on the web pages such as pictures and links to other pages you have created. To add a link to a story or place a picture; enter the title of the page, or of the picture inside quotations when editing a page. This method is what Manila calls using **shortcuts**. A Manila **shortcut** is a named reference to an object like another web page, picture or other type of media like a Quicktime movie. Manila keeps track of all shortcuts on the **Shortcuts** page. For each shortcut Manila lists the title, or name, you will have to reference inside quotations as well as the type of shortcut. The three types of shortcuts are:

- Page: a clickable link to another page on the site **OR** to an external website
- Picture: a .gif or .jpeg image file
- File: other types of media like Quicktime movies, Hyperstudio stacks, or Acrobat files

Adding links to pages

The first method for adding links to pages is to set up page **shortcuts**. Anytime you create a new story (page) for the site a **shortcut** is automatically set up. To set up links to external sites such as NASA, for example, set up a page shortcut.

1. In the **Editors Only** links, click on the **Shortcuts** link.
2. Place the cursor in the **Name** box and remove all the text.
3. Enter a simple name/title for the shortcut. (e.g. NASA)
4. Place the cursor in the **URL** box and remove all the text.
5. Enter the URL of the external site (e.g. http://www.nasa.gov)
6. Click the **Add New Shortcut** button.
7. The link can be added to any page by entering the shortcut name of the inside quotations. (e.g. "NASA")



Name:

URL:

The second method for adding links is by copying and pasting the URLs from the web browser. Properly formatted URLs will automatically show up as links.

1. Open two windows in the web browser.
2. In **Window 1** log in to Manila, go to the page where you want to add external links and enter **Edit** mode.
3. In **Window 2** navigate to the site you want to add as a link.
4. Place the cursor in the address bar of **Window 2**, select all the text and select **Copy** from the **Edit** menu.
5. In **Window 1**, place the cursor in the text window where you want the link to appear.
6. Select **Paste** from the **Edit** menu.
7. Repeat this process until all the links you want to add to the page are entered.

Adding Files

There are many types of rich media that you can add to the pages. Examples: Acrobat documents, Quicktime movies, Flash files and Hyperstudio stacks. Files can be uploaded in the same manner as uploading pictures. Placing links to download files is a matter of uploading and using shortcuts. Imbedding files requires some knowledge of HTML coding. Here are examples of linking to an Acrobat document and embedding a Quicktime movie:

Acrobat documents:

1. Name the Acrobat document to upload with one word and include the **.pdf** suffix. (documentation.pdf)
2. Click on the **Files** link, then the **Create a New File** link.
3. Enter a simple shortcut name for the file.
4. Click the **Browse** button and navigate to the Acrobat file. Double-click on it. The name of the Acrobat file you are uploading must end with the .pdf extension.
5. Click the **Post New File** button. Depending on the speed of the network connection and the size of the file, it may take some time to upload the file. Once the file is uploaded, the **File** page will be displayed and the file will be listed along with a URL to the file.
6. Navigate to the page where the link to the Acrobat document is to appear. Click the **Edit this Page** button.
7. Click in the text box where you want the image to appear and enter the shortcut name you assigned to the document inside quotations (“documentation”).
8. Click the **Post Changes** button.
9. The web page will be displayed, complete with the link to the Acrobat document.

Follow these same directions to place other types of files as files. The key is that the file you are uploading must utilize the proper file extension. These extensions are related to specific MIME types understood by the web server and web browsers. Some of the more common MIME extensions include:

AppleWorks/ClarisWorks – .cwk

HyperStudio – .stk

Flash – .swf

Microsoft Word – .doc

Microsoft Excel – .xls

Microsoft PowerPoint – .ppt

Quicktime – .mov

Considerations when using Files

- Consider your audience and the typical speed of their link. Large files can take a great deal of time to download especially via modem connections.
- Check with the system administrator to make sure that he/she has configured the media types on the web server to serve the type of file you wish to include.
- If the type of file to upload requires a special browser plug-in consider how many of your site visitors will have the plug-in.

Plug-ins - Calendar

The Calendar plug-in allows you to create a typical calendar. If enabled, the **Calendar** link will appear in the **Editors Only** bar.

Setup

1. The Calendar plug-in must be enabled in order to use this feature of Manila. To do so:
2. Click on the Prefs link in the **Editors Only** bar.
3. Click on the **Plug-ins** link in the **Prefs** menu bar.
4. A list of the available Plug-ins will appear. Click in the checkbox to the left of **Calendar**.
5. Click the **Submit** button.
6. The **Calendar** link will now appear in the **Editors Only** bar.

Plug-ins

You can specify which plug-ins are enabled for your site.

[Calendar](#)

[Counter](#)

Update

7. Click on the **Calendar** link in the **Editors Only** bar.
8. The current month Calendar page appears.
9. Select the month and year to edit from the drop-down boxes. Click the **change** button to activate that month's window.
10. To make corrections, additions or deletions to the calendar, click the **editor page** button to the right.
11. Clicking **Prefs** will provide you with options for editing privileges and page display.
12. Make selections and click the **change** button.

April 2003

[Info](#)
[Prefs](#)
[Add](#)
[Delete](#)

Add an Item to Calendar

13. Click the **Calendar** link in the **Editors Only** bar to display the calendar.
14. Click **Add** in the upper left corner.
15. Select the date from the drop-down box.
16. Enter the information to be displayed on the calendar for a particular date in the **Calendar Entry:** box.
17. Enter the URL) in the **URL to link to:** box for the Calendar Entry to become a hyperlink to a site.
18. Click the **Add Item** button to update the calendar.
19. Click on the **Calendar** link in the **Editors Only** bar to see the updated calendar.

Add Item(s):

There are 1 item(s) in April 2003

April 2003

Calendar Entry:

URL to link to:

Delete Item from Calendar

20. From the **Calendar** window, click on the **editor page** button.
21. Click on the **Delete** link in the upper left corner.
22. Click the checkbox of the item to be deleted.
23. Click the **Delete Item(s)** button to remove it from the calendar.
24. Click on the **Calendar** link in the **Editors Only** bar to return to the calendar view.

Delete Item(s):

There are 2 item(s) in April 2003

April 10: Manila 2 for Teachers

April 10: [Field trip-Platte River Archway](#)

Plug Ins - Counter

1. Counters display the number of visits to a page. The Counter plug-in must be enabled in order to use this feature of Manila. If installed, the Counter link will appear in the **Editors Only** bar.
2. **Setup**
3. Click on the **Prefs** link in the **Editors Only** bar.
4. Click on the **Plug-ins** link in the **Prefs** menu bar.
5. A list of the available Plug-ins will appear. Click in the checkbox to the left of **Counter**.

6. Click the **Submit** button.
7. The **Counter** link will now appear in the **Editors Only** bar.

Macro to include the Counter

8. Click on the **Counter** link in the **Editors Only** bar.
9. The **Counter Preferences** page will be displayed.
10. Select how to display the counter.
11. Click the **Post Changes** button when finished.
12. From the **Stories** page, select the page to which the counter will be added.
13. Click the **Edit this Page** button.
14. Position the cursor where the counter is to appear.
15. Add the following code `{counterMacros.pagecounter()}` Example: There have been
 `{counterMacros.pagecounter()}` visits to this page.
16. Click the **Post Changes** button.
17. The counter should now appear on the page.

