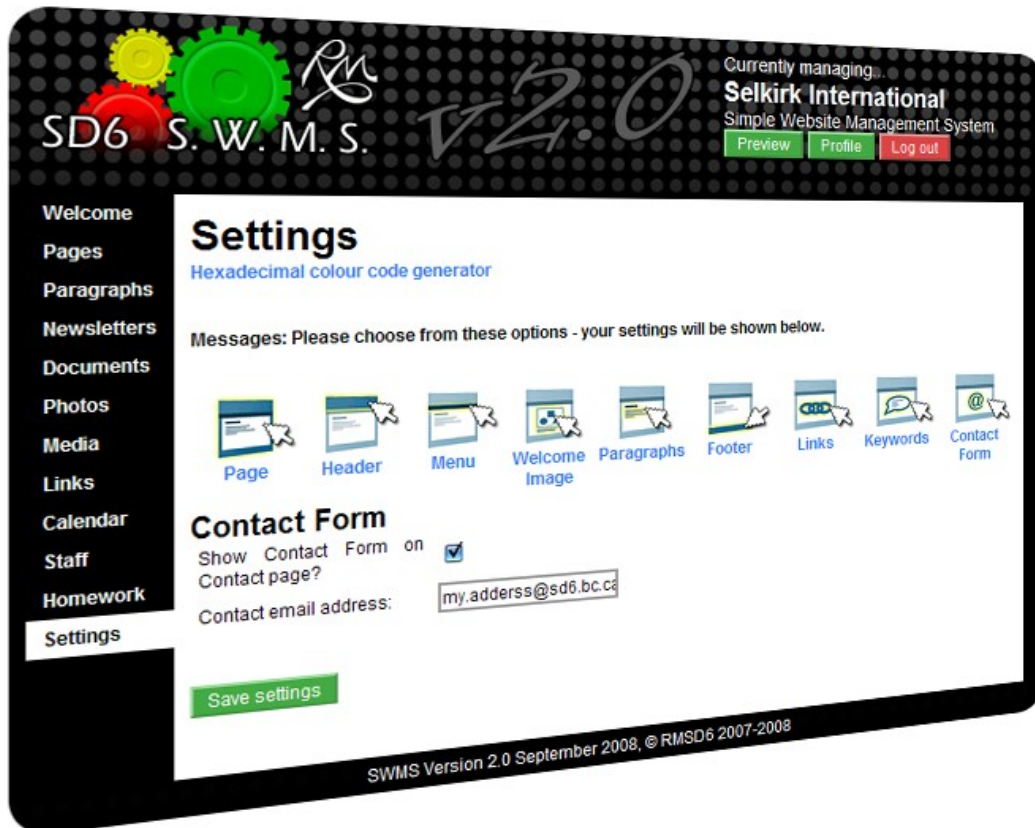


SWMS



Simple Website Management System

A fast and friendly way to build and maintain Websites

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1. Introduction

1.1 - What is SWMS?

In short it's an easy way to create your Website without possessing Web authoring skills. You access SWMS using a Web browser and build your Website by entering information into simple forms. If you can use eBay or Webmail - you can use SWMS.

1.2 - Who should use SWMS?

Anybody who wants to build a Website but lacks the knowledge - Or anybody who just wants to get the job done quickly regardless of their skills. SWMS is a great time saver as it contains many labour saving features. Note: Skilled Web authors who wish to have a high degree of control over how their site looks may find SWMS limiting, however it is possible to build some SWMS functionality into existing Websites.

1.3 - How do I get a SWMS Website?

Contact the Technology Help Desk and ask to be set up, you'll be provided with a Website name, Website address and a password.

1.4 - Where is SWMS?

SWMS is a Web Application - It exists only on the Web and is accessed using a Web browser. You do not have to install any software to use SWMS and you can use any computer as long as it has a connection to the Internet and a modern browser (IE6 or above, Firefox, Safari, etc).

You can find SWMS here: <http://www.sd6.bc.ca/swms>

1. Introduction

1.5 - What features can I find in SWMS?

- Very simple Page and Paragraph management.
- Newsletters - Place your newsletters online in an organised list.
- Documents - Add file downloads to your Website. PDFs, Word documents, Excel spreadsheets and PowerPoint presentations are supported.
- Gallery - Create an online photo gallery from JPG files.
- Media - Add sound and movie files, may require FLV converter.
- Calendar - Your own online calendar complete with icons.
- Links management - Link to other Websites.
- Site settings - Customise your Website's appearance.
- Email form - Let people contact you directly from your Website.
- Staff List.
- Homework management.

2. Getting Started

2.1 - Logging on

- 1) Go to: <http://www.sd6.bc.ca/swms>
- 2) Select your Website from the drop down list.
- 3) Enter your password and click on Log In.

2.2 - Welcome Page

The Welcome page is the first page you will see once you have logged in. SWMS news and updates are posted on this page, check here to see if new features have been added.

2.3 - Header

At the top of each page you will see the Header, it contains a few buttons and the name of the Website you're currently managing. The buttons are:

Preview - Open your Website to review changes

Profile - Change your password.

Log out - End your session and leave the SWMS system.

2.4 - Main Menu

The SWMS Main Menu is to the left side of the page. You manage all of your Website's features through this menu. For instance **Pages** takes you to the Page management section, **Paragraphs** takes you to the Paragraph management section and so on.

2.5 - Changing your password

- 1) Click on the green button at the top of the page.
- 2) Enter your new password twice into the two boxes provided.
- 3) Click on the green **Save** button.

3. Managing your Website

3.1 - The SWMS Main Menu

Welcome

- Information: System news & updates.

Pages

- Add, Edit & Delete Pages, set menu bar page order.

Paragraphs

- Add, Edit & Delete Paragraphs.

Newsletters

- Add & Delete Newsletters (add a "Newsletter" Page).

Documents

- Add & Delete PDF, Word, Excel and PowerPoint files.

Photos

- Upload photos to your Gallery (add a "Gallery" Page).

Media

- Upload Flash video/audio files.

Links

- Create a Links page, or add Links to Paragraphs.

Calendar

- Put important events online (add a "Calendar" Page).

Staff

- Create a staff list.

Homework

- Homework database (add a "Homework" Page).

Settings

- Change your Website's appearance.

3. Managing your Website

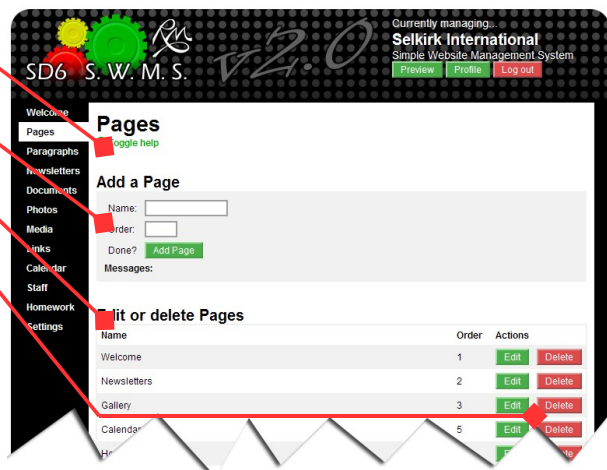
3.2 - Pages

Pages are the foundation of your Website. You need to create blank pages so you can add content to them. The names of your pages appear in your Website's menu bar in the order you specify, lowest (i.e. 1) being first. It is important that you have one page in your Website called **Welcome** as this will be the first page visitors will see. Page names should be concise and leave the visitor in no doubt as to their purpose, therefore you are limited to 15 characters in page names.

System Pages are used to generate automatic content. To use a System Page just create a page with one of the following names:

- **Welcome** - The first page of your site.
- **Newsletters** - Lists your newsletters (add newsletters first).
- **Gallery** - Shows your photos (add photos first).
- **Media** - Share video and audio files (add media first).
- **Calendar** - Displays a browsable calendar.
- **Links** - Shares your collection of links (add links first) .
- **Homework** - Displays homework (add homework first).
- **Staff** - Staff list (add staff members first).
- **Contact** - Can provide an email form if turned on in Settings.

Toggle help on and off
 Add page form, just type a name and give it an order
 Existing pages list
 Edit and delete buttons



3. Managing your Website

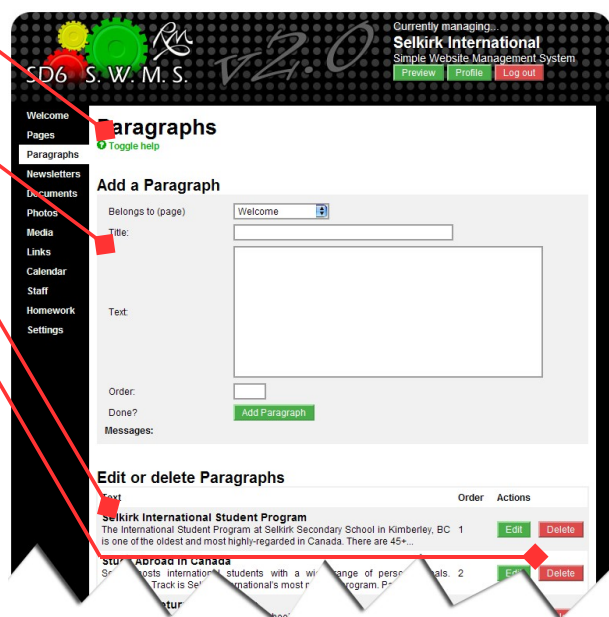
3.3 - Paragraphs

Once you have created your Pages you will be able to add content to them. In SWMS the basic unit of content is the Paragraph. To add a Paragraph first select the Page you'd like to place it on. Next give the Paragraph a title, this will be printed in larger bold text above the body text of the Paragraph. Talking of which now would be a good time to enter the text of your Paragraph, after which you can set its order on the Page.

You can have as many Paragraphs as you like on each page - However, any lengthy documents may be better off saved as PDFs and attached to the Paragraph (see Documents in the SWMS menu).

Note: Select a Page to edit Paragraphs belonging to that Page. When you delete a Page, any Paragraphs belonging to that Page are orphaned and can be access using the Orphaned option in the drop down menu.

- Toggle help on and off
- Add Paragraph form, select a Page from the drop down list, enter a title and the text of the Paragraph. You can also specify an order
- Existing Paragraphs list
- Edit and Delete buttons



3. Managing your Website

3.4 - Newsletters

Newsletters are displayed on the **Newsletters** Page. This is a **System Page** which automatically lists any Newsletters you have uploaded to your Website. When uploading Newsletters you need to have saved your Newsletter as a PDF file. There are a number of ways of doing this but most people will be comfortable with a PDF "printer". This nice little programme appears as a printer in your computer's printer list. To save as a PDF you simply "print" to the PDF printer which then asks you where to save the PDF file. Word 2007 can also save PDFs.

In the Add Newsletter form you just set the date of the newsletter and use the browse button to select the PDF file you saved earlier. Newsletters from last year are taken off your Website Newsletter page and moved to "Previous years", a link at the bottom of the page then allows access to these old files. To clear out old Newsletters in bulk you can use the bulk removal tool in the SWMS Newsletters section..

Note: The most recent Newsletter will also be listed on the SD6 Website on the **Schools** page.

- Toggle help on and off
- Add Newsletter form, set the date and browse for a Newsletter file (PDF)
- Clear Newsletters form
- Existing Newsletters list
- Edit and Delete buttons




3. Managing your Website

3.5 - Documents

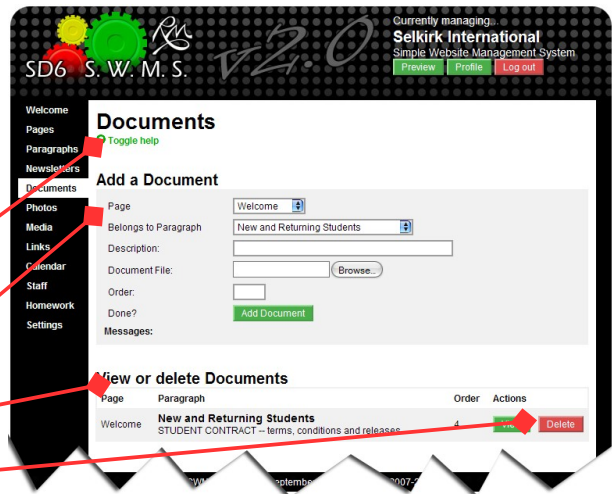
Documents "belong" to Paragraphs. The idea is you mention the Document within the text of the Paragraph then provide it at the end along with others you may have mentioned. You can attach as many Documents as you like to your Paragraphs and order them as you see fit. You can attach the following file types:



Example

Example Title
 Example Paragraph text, just to show you how this will look when displayed on your Website.
 [Example PDF Document link](#)

- Title in bold
- Body text
- Document link with appropriate icon
- Toggle help on and off
- Add Document form, select the Page, then the Paragraph and browse for a Document
- Existing Documents list
- view and delete buttons



3. Managing your Website

3.6 - Photos

Photos are displayed in your Website's **Gallery** page. This is a **System Page**. Create a page called "Gallery" then use the form below to upload your photos. You can upload any image as long as it's a JPEG or JPG file, you can add photos, scans of student's work or even nice images you've created. Just remember to save as a JPEG/JPG file.

You use Albums to group photos together and then in turn group those albums by year - For instance 2007/2008, or simply 2007. The Gallery page takes care of all of the display sorting for you.

It's also possible to add one of your photos to a Paragraph by selecting one from the drop down list.



You can use JPG/JPEG photos

- Toggle help on and off
- Add photo form, select the Album then enter an optional name/description for your photo. Now select the JPG file and click on the green Add Photo button
- Existing Photos list
- Preview, click to enlarge
- Edit and Delete buttons

3. Managing your Website

3.7 - Media

Media files are displayed in your Website's **Media** page. This is a **System Page**. Create a page called "Media" then use the form to upload your media files. The Media page uses a Flash video player which displays movie and audio files in the Flash Video (.flv) and MP3 format. In order to create .flv files you need a converter programme to take your .mpg, .avi (and more) files and save them as .flv files. You can upload MP3 files directly.



MP3



Flash Video

A Flash video player is embedded in the Media page and will be shown when a media file is selected by the user

Example



Toggle help on and off

Add Media form

Existing Media list

View, Edit and Delete buttons

SD6 S. W. M. S. v2.0

Currently managing: **Selkirk International**
Simple Website Management System
[Preview] [Home] [Log out]

Welcome
Pages
Paragraphs
Newsletters
Documents
Photos
Media
Links
Calendar
Staff
Homework
Settings

Media

Toggle help

Add Media

Album: [Manage albums](#)

Page:

Belongs to (Paragraph):

Name:

Description:

FLV File:

Order:

Done?

Messages:

View or delete Media

Name	Date	Actions
Test 1		<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Test 2		<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Test 3		<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

3. Managing your Website

3.8 - Links

You can do several things with links. Start by entering a descriptive line of text for your link; this will be the clickable link text on the page. Enter your link address, you can copy and paste from your browser's address bar or type it right into the box. If you want to group your links by subject then enter a subject title (also go to the SWMS Settings section to set the grouping type). You can also choose if you want the link to open a new browser window and if you want the link to appear on the [Links](#) page or not.

If you want a link to show at the end of a paragraph select the paragraph from the drop down menu.

Make sure you have a page called [Links](#). You can set how this page displays your links in the SWMS Settings section. No grouping means the links are shown as a simple list. Grouped by subject means the links are listed by subject with the subject name as bold title. Drop down means the links are listed by subject and contained within a drop down menu.

The screenshot shows the 'Links' management page in the SWMS interface. On the left is a navigation menu with items like 'Welcome', 'Pages', 'Paragraphs', 'Newsletters', 'Documents', 'Photos', 'Media', 'Links', 'Calendar', 'Staff', 'Homework', and 'Settings'. The main content area is titled 'Links' and includes a 'Toggle help' button, an 'Add Link' form, and a table for 'Edit or delete Links'. The 'Add Link' form has fields for 'Page', 'Belongs to (Paragraph)', 'Link text', 'Address', 'Subject', 'Order', 'Open in a new window?', and 'Show on links page?'. The table below has columns for 'Page/Paragraph', 'Description', 'Address', 'Subject', 'Order', 'New?', 'Show?', and 'Actions'. Annotations with red lines point to specific features: 'Toggle help on and off' points to the 'Toggle help' button; 'Add Link form' points to the 'Add Link' form; 'Existing Links list' points to the table; 'Open new window and show on Links page indicators' points to the checkboxes in the table; and 'View, Edit and Delete buttons' points to the 'Edit' and 'Delete' buttons in the table.

Annotations:

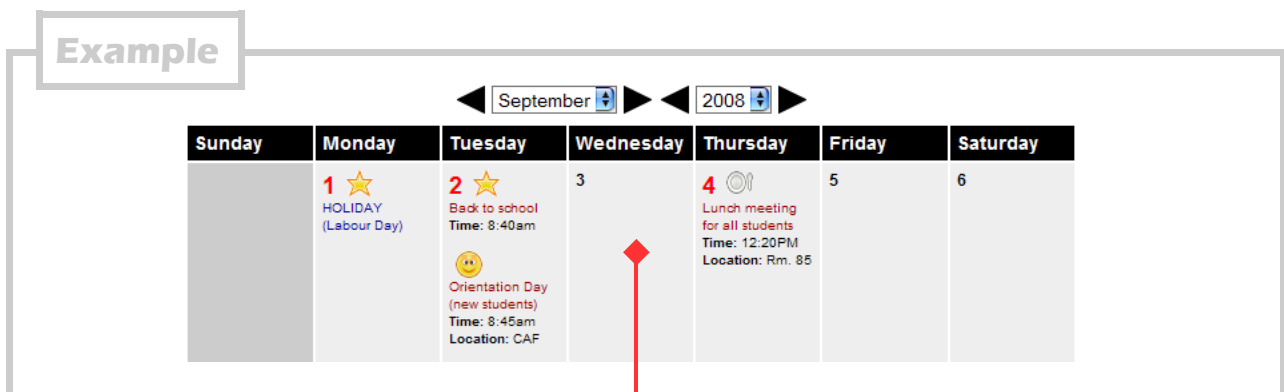
- Toggle help on and off
- Add Link form
- Existing Links list
- Open new window and show on Links page indicators
- View, Edit and Delete buttons

3. Managing your Website

3.9 - Calendar

SWMS makes it easy to keep a calendar of important events online. First create a page called “Calendar” then start adding your entries. Just select the date using the drop down lists then fill the boxes with any information you'd like to add regarding the event.

You can decorate your entry with an optional icon. Use the icon drop down list, once an icon is selected it is displayed to the right of the list so you can see what it looks like.



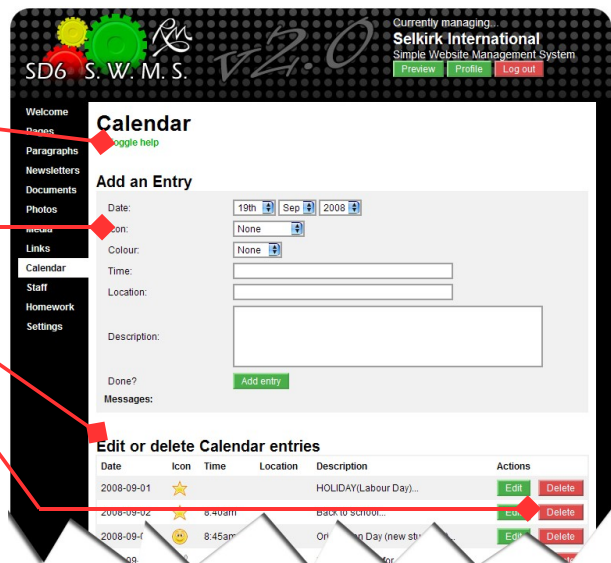
How the calendar will look on your website calendar page

Toggle help on and off

Add Entry form, set the date enter the event information
You can also add an icon and change the text colour

Existing Entries list

Edit and Delete buttons



3. Managing your Website

3.11 - Homework

After you have entered your staff information you can proceed to enter Homework.

The screenshot shows the 'Homework' management interface. At the top right, it says 'Currently managing: Golden Secondary Simple Website Management System' with buttons for 'Preview', 'Profile', and 'Log out'. On the left is a navigation menu with items like 'Welcome', 'Pages', 'Paragraphs', 'Newsletters', 'Documents', 'Photos', 'Media', 'Links', 'Calendar', 'Staff', 'Homework', and 'Settings'. The main content area is titled 'Homework' and includes a 'Toggle help' link. Below this is the 'Add Homework' form with fields for 'Staff Member' (Trask, Mr.), 'Homework due date' (23rd September 2008), 'Block' (1), 'Homework subject', 'Homework title (optional)', and 'Homework description'. There is also a 'PDF File (optional)' field with a 'Browse...' button and an 'Add homework' button. Below the form is a section for clearing homework for a staff member's block, with a 'Clear' button. At the bottom, there is a table for viewing, editing, or deleting homework.

Due Date	Blk	Subject	Title	Description	Actions
30 Jun 2010	1	FOR ALL PE CLASSES	SPECIAL CIRCUMSTANCES OR IF you are away because o...		View Edit Delete

3. Managing your Website

3.12 - Settings

You can customise your Website's whole appearance using the Settings section. Each part of a page is grouped under its own heading with an icon. Clicking on the name or the icon will reveal the options for that particular item. At the bottom of the page there is a Save settings button, please click this button after you make changes.

Note: In colour options you can choose from the limited palette provided or type in your own colour value. Websites use 6 digit hexadecimal colour values as follows:

R	G	B	R	G	B	R	G	B
# ff	00	00	# 00	aa	00	# ff	00	aa

White = #ffffff Black = #000000 Grey = #999999 Orange = #ffaa00

The # denotes hexadecimal which goes from 0 to 9 then a to f, the first two digits represent Red, the second pair represent Green and the final pair represent Blue. In the first example we have the maximum value (f) for Red and nothing for Green and Blue. This will produce bright Red. In the second example we have a medium value for Green and nothing for Red and Blue. This will produce a leafy Green but not bright Green. In the last example we have the maximum value for Red with a medium value for Blue. This will produce Purple. A hexadecimal colour generator tool is provided in the Settings section.

3.12.1 - Page

Here you can change the page width, set a content border, set a background image (must be a JPG/JPEG) and set a background colour if you're not using a background image.

3. Managing your Website

3.12.2 - Header

The header is the “banner” area at the top of each of your Website's pages. You have control over the height of the header, its background image and its colour.

3.12.3 - Menu

Your page menu appears directly below the header and contains links to all of your Website's pages in the order you set in the Pages section. You can set a background image (JPG/JPEG), background colour and the font size and typeface used.

3.12.4 - Welcome Image

This option places a large image in the centre of your Welcome page complete with a caption.

3.12.5 - Paragraphs

Set the fonts and font sizes used for your Paragraphs, you can also choose the title alignment (Left/Centre/Right).

3.12.6 - Footer

The footer is placed at the bottom of every page. You can set the colour, background image, font and whether the Website menu is repeated in the footer.

3.12.7 - Links

Choose how your links are grouped when they are shown on the Links page. No Grouping, Grouped by Subject and Drop Down.

3.12.8 - Keywords

Search engines sometime look for keywords in order to rank your Website in their search results. You can enter keywords here.

3.12.9 - Contact Form

Should the system place an email form on the Contact page? Allows you to provide an email address too.