

Foci Web sites for Liberal Democrats

User Manual

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An introduction to Foci Site Management

The management of your Foci site is done on-line at your site - as such, you will need to be looking at your site to start. The initial site set-up has been performed using a set of options selected by Tim - you will shortly have the choice to amend / remove / add sections, headings, graphics and other options.

Logging In and Out

If you have been sent this document, your account should have been set to have management access. If you log in to the site (using the "log in" option at the foot of the main menu) using the username and password you have been sent, you should notice that having done so, the options at the foot of the main menu change.

If you select "Personal Details" you will be able to change your details, including if you would like to change your password.

If you select "Log Out" (the last item of the menu) you will be logged out, and if you wish to manage the site, will need to log in again :)

If you select "Management Area" then you will gain access to the main management area of your site. The other options below "Management Area" that you will see are "Quick links" to certain areas of the management area of your site - you may find them useful when you get to know your site. However, to begin with, please select "Management Area".

TIP: At any stage of managing your site, you can leave the management area and view your site in two ways. At the end of the main management menu, there are options for "Return to Site" and "Log Out".

"Return to Site" takes you back to the site as viewed by the public, but leaves you logged in, meaning you can re-enter the Management Area by selecting "Management Area" from the main menu. There is no limit on the times you can leave and re-enter the management area.

"Log Out" also returns you to the public site, but terminates your management session as well. As such, if you log out, you would then need to log in again.

Management Area

The menu has now changed!

You enter the management area on the "Greeting" page. This is the option highlighted on the main management area. We are going to look at each section on the main management area in turn, starting at the top and working down

Please note that the Management Area allows you to edit your site in real-time, and as such, changes and content additions to live sections will take effect immediately. It is often safer therefore not to post up comedy messages that leave you open to libel / sacking / starting World War 3!

Information Pages

Greeting

The page you are on - the first "Information" option. This tells you that you have logged in, and will from time to time offer other messages, such as news of recent functionality updates. It will also list any email forwarding options you may have set.

Version / History

This page outlines all the versions and updates to the site since its initial version launch in November 2002. To July 2006 we have 82 releases - about 1 every 2 weeks! As we add new functionality, that functionality is detailed here.

Site Statistics

A series of graphical & tabular statistics about the users of your site. The most important one is the first "Individual visitors" but each other section gives useful data as well, with each section explaining what it is, and its meaning.

Style Guidelines

A page of recommendations from your helpful site managers on the best ways to add content to your site to ensure it is as clear, easy to read and usable as possible. They are our tips and suggestions based on experience and user research and feedback, but are no more binding than that!

Control Pages

Banner Content

The first of the "control" options, allowing you to vary the look and feel of your site.

The banner is the coloured bar across the width of the screen under the title area. The list of items is sorted as it will be displayed, with the leftmost items in the banner at the top of the list.

To move items within the banner, select the "up" (or "down") arrows by each item in the menu. This promotes (or demotes) the option in the list. Selecting the red cross on the other side of the option removes the item from the banner, and places it in a list of items (at the bottom of the page) which can, if required be added to the banner. This form of item and menu management is used throughout the site.

Display Options

This page offers a number of options. Alterations will take effect when you select "Save changes" at the foot of the page.

Colours

There are a number of different colour templates set-up for the foci site, and we are introducing more gradually. Each colour scheme is designed to have suitably contrasting colours etc. Most users will select a yellow based colour scheme – "Desert", "Silver Bar" and "Standard" being the most common. To select a new colour scheme, select the radio button next to your preferred scheme.

Disclaimer

The disclaimer is displayed at the bottom of every page.

The default disclaimer, "The views expressed are those of the party, not of the service provider." will be displayed if this field is left blank. Only Tim and Matt can change this property - to have your disclaimer changed, contact info@prai.co.uk. Reasons for this may be that you only want the site to be the views of an individual or group instead of the Party as a whole. The rest of the "imprint" at the foot of the page is manageable in the "Title / Description" section lower in the menu. If your disclaimer is other than the default, it will appear in the text box.

Fonts

Allows selection between fonts to show on the site – the default is "Sans Serif".

Horizontal Order

The default horizontal order for a site is to have the menu display on the left of the site, the main content in the centre of the site, and the "Extras" (news feed, opinion polls, Quotes of the week) on the right. You can select your preferred configuration, but we believe the default configuration to be the most easily used!

Layout

"Standard" layout has a header section containing a selected logo and optionally site title, descriptions, graphic and portrait, above the cross screen "Banner". "Shorter" layout does not have this section.

Logo

Select the logo you want to display on the top right of your site (if "Standard" layout selected above – logo does not appear in "Shorter" layout). Let us know if you require a logo for your site that is not currently in the list.

Navigation Indicator

On graphical browsers this character will appear beside navigation items in the menu, pointing towards the main content. On non-graphical browsers it will simply appear as punctuation separating the menu entries.

Pins

The pins are displayed at the bottom of the left hand menu. This simply gives you the option of having smaller pins or the standard size.

Show Title

On a "Standard" layout, the Title and Description display to the right of the logo in the top header section. You can select to show just the title (i.e. "Bloggsville Liberal Democrats"), a description (i.e. Campaigning for your across the Borough of Bloggsville") or a combination of the two.

Show Portrait

Select whether to display a site portrait on the right hand side of the header section. If this is selected but no portrait is added in the "Title / Description" page (below) the default message box "Working for You" is displayed.

Extras Panel

The Extras panel is by default displayed on the right hand side of the home (first) page of your site. The Extras panel can currently contain your selection of News feeds from other sites (such as the National News feed from www.libdems.org.uk), Quotes of the Week, an opinion poll (if configured), an email news sign-up box and election result graph.

You can select to have these elements (email sign-up, feeds, quotes, poll, graph) in your preferred vertical order using the menu system, add new items or remove some / all from display.

The News feeds and Quotes sections update automatically – updating the front page of your site with no effort from you!

You can also add banners and HTML source to this panel.

Navigation Menu

The navigation menu is the list of links to parts of the site and to external sites, usually displayed on the left-hand edge of the screen. The list of items is sorted as it will be displayed from top to bottom.

You have full control of which sections you want to display on your site, the order in which they appear in the menu.

Under the "Existing Links" section are the links that already appear in the Navigation Menu, in an orderable list (this type of list is used throughout the management area for various purposes).

- You can move items up and down the display by selecting the "up" and "down" arrows by each item.
- You can change the name on the link displayed to the user by clicking on the link – you will then be shown the existing title of the link and be able to edit it.
- You can remove items from the Navigation Menu by selecting the "red cross" icon next to the link you want to remove.

Below the "Existing Links" section is a drop down list of links / options which you can add to the Navigation Menu. Removing a section from the "Existing Link" section places it into the "Add Navigation Link" section. You can move an item into the navigation menu from the Add Navigation Link section by selecting the radio box next to that item then selecting "Add item" at the foot of the list.

You can use as many or few sections in your site as you wish, and as many links to external sites as you require. When you add any link or section, you will have the option to configure the "link text" which will actually display to users in the menu. For example, the link to a "Contact Details" section on the navigation menu could be "Contact Us", "Our Details", "Contact the Liberal Democrats" or any title of your choice. Sections / links available:

Home Page

Link to the first page of your site. Traditionally the first item on the navigation menu. Strongly recommended.

Contact Details

Link to the Contact Details Section. Strongly recommended.

Local News Archive

Link to full, chronologically organised "News Story" section. Strongly recommended.

Election Result page

Page listing all the results in the last General Election in your constituency.

Recent Local News Headlines

Link to recent news stories section where the stories are displayed with picture (if added) and first paragraph of text.

Archive Generated from an RSS Feed

Creates a page that automatically updates from a selected RSS news feed. Most used for the feed from the National Party (meaning national party news automatically updates on the page on your site) it can use any RSS feed. We offer a wide selection of

Party sites from a drop-down menu, or you can enter any feed by adding the rss feed url.

Form to Provide Feedback

Link to feedback form allowing users to send comments / enquiries / messages via site. Strongly recommended.

Form to Provide Contact Details to offer support

Link to "registration" page, where users can register to offer support and receive more details, including automatic monthly news digest mailings. Strongly recommended.

Recent Published Articles

Link to recent articles section where the articles are displayed with picture (if added) and first paragraph of text.

Archive of Articles

Link to full, chronologically organised "Articles" section.

Recent Published Speeches

Link to recent speeches section where each speech is displayed with picture (if added) and first paragraph of text.

Archive of Speeches

Link to full, chronologically organised "Speeches" section.

Photograph Gallery for Press and Public use

Link to "Photo gallery" section, to which large and high-resolution images can be uploaded, allowing user viewing and download.

Resources Download Area

Link to "Resources" section, where documents can be placed for download, including Word documents, PDF files, Pagemaker files and more.

Form to Sign Petitions online

Link to "Petitions" section.

Section separator

A horizontal line represents a separator, which is shown in the menu as a double, rather than single, border between items.

List of Links to External websites

Link to "Links" section

Link to an External website of page

Configurable link in your navigation menu to any external site. Any number of external links can be added to your menu. You can link to any website of page – the full url of the site or page to link to will be needed.

Link to the national Liberal Democrat site

Quickly added link to the Federal Party site at <http://www.libdems.org.uk>. Highly recommended.

Link to Online "Join the Party" page

Quickly added link to the Federal Party's secure membership and donation page. This link will include an identifier for your site, and all members joining the party via this link will earn the relevant local party service fee as per a locally recruited member.

Link to the European Liberal Democrats site

Quickly added link to the European Liberal Group site at <http://eld.europarl.eu.int>

Link to the Liberal Democrat bookshop page

Quickly added link to the Liberal Democrat Bookshop at <http://bookshop.libdems.org.uk>

Message Centre

Send E-Mail

Mail can be sent from the site to all people who have registered on your site and have explicitly agreed that you can send them email.

If you have users who have registered and agreed to receive email from your site, click on "Choose email recipients from registered users" and you will be presented with a screen that allows you to choose whether to email:

- All registered users who have agreed to receive email
- An individual registered user who has agreed to receive email
- A group of registered users who have agreed to receive email selected by criteria

Having made your selection, you will be presented with a page into which subject and the text of your message should be entered. Selecting "send message" will send your message to your selection of users. Any email addresses or web addresses input will appear as links to your messages recipient(s).

Any email address which messages have previously bounced from will not be sent further emails. However, next time that user logs in they will be diverted to the edit personal details page where they will be prompted to confirm their email address.

Forwarding Addresses

You can configure the site so that mail to [user]@yourdomain is forwarded to your selected email address. If you add a forwarding address with a "blank" user name, that acts as the default address for the site. A specific forward over-rides the "default" message rules.

Registration Fields

This section enables you to define extra information which is collected from users at registration or attached to user records later. You can use the options to provide access to a more specific newsletter (for example, "Send me regular news about your work in schools") or provide sign up options (for example "Add me to your list of supporters"). You can also use fields to record additional information such as party membership numbers.

Give the field a label (e.g "Windowposter"), chose whether it is a check box or a text field, chose whether this is a compulsory field and then type the text of the field (e.g "I will display a window poster for the lib dems at elections") Don't forget to click on "Save Changes".

Users will then see these options when either they register or they log in to their personal details.

Site Preferences

This page currently duplicates many of the options available under "Display Options" plus a range of additional options. Alterations will take effect when you select "Save changes" at the foot of the page.

Colours

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contrasting colours etc. Most users will select a yellow based colour scheme – “Desert”, “Silver Bar” and “Standard” being the most common. To select a new colour scheme, select the radio button next to your preferred scheme.

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Show Portrait

Select whether to display a site portrait on the right hand side of the header section. If this is selected but no portrait is added in the “Title / Description” page (below) the default message box “Working for You” is displayed.

Whether Holiday and Event Decorations are shown

The Foci site offers a wide range of site "decorations" to commemorate and celebrate specific days and festivals. This adds interest and personalisation to your site. The site manager has total control over whether to display or not the site decoration for every individual event. By selecting the radio button next to each statement, the manager can select to display this decoration every year, this year only or to never display. Having made your selections, save your preferences by selecting "Save Preferences" at the foot of the page.

Each event lists the date(s) on which that decoration would display, and you can view what the decoration will look like on your site in each instance by selecting "Example of what the site would look like." If you would like additional days and celebrations added to the list, please email your requests including details of the event such as date and suggested decoration to info@prai.co.uk.

How Hyperlinks are displayed

A hyperlink is a link to another web page or site. By default, the site will display any hyperlink with a full stop [.] after it in order to attain the highest standards of web mark-up and accessibility. You can choose to display it in other ways here.

How Petition signatures are displayed

If you have petition(s) live on your site, the standard action is for those who have signed the petition to see the list of names of those who have also signed the petition. This is the common practice for online and paper petitions. However, you can select only to allow signers to see other names after a certain number of people have signed, or not to allow at all.

Number of News Stories displayed

Various options are available in terms of the display of news stories on the front (home) page of the site and on the "Recent News" page (if added to your navigation menu). You can select how many stories should appear on each page, and select whether to allow "Important Stories" (see News Story section later) to remain in the display longer than usual.

The standard action is to treat all stories in strict chronological order, so if you have selected 5 stories to appear on the home page, the most recent five will appear. If you choose for important stories to remain, they will display first, with stories not marked important appearing below.

Subscriptions

Subscriptions are added to the "Form to provide contact details to add support".

These options are offered to a prospective supporter who is signing up for regular news and information bulletins, sending a comment or query on the site, or seeking further information.

The options can be used to provide access to a more specific newsletter (for example "Send me regular news about your work in schools.") or to provide sign-up options (for example "Add me to your database of supporters.").

These details are stored in the database, and also emailed to your site owner for action.

When adding a subscription, you should supply a "label" – a one word tag which we will store in the database against their selection – and an "Option text" which is the proposition that you

are asking them to subscribe to. For instance, you may have "I would like to donate money to your campaign. Please contact me directly." as your option text, with label "donate".

When you have added subscriptions to your site, you are presented with an orderable list, allowing the alteration of the order in which they display by using the "up" and "down" arrows that will appear next to each added subscription, or remove them by selecting the "red cross" icon.

Title / Description

Fundamental configuration options for your site, including site title, description and images which appear in the top header section of your site, if you have selected a "standard layout" and to display titles and descriptions in the "Display Options" section.

Name

The name of your site, and the key phrase that search engines will use to index your site. This will appear both in your web browsers status bar, as the key title in the top bar section and in the banner strip.

Title Image

You can replace the title / description text in the site top header section with an image if required. This image will be scaled to fit – specifically reduced to 94 pixels high. You could for instance use this space to put a bar graph or graphical message.

Title Alt Tag

If you have put a title image in place on your site, put a description of the content of the image into this box in order to ensure the highest possible usability of your site by those using your site with non-graphical browsers, such as the blind. Your "Alt Tag" for a Title Image will commonly be the text that appears on the title image.

Official Reference

Local party reference which the site uses when referring users to the "Join Us" page on the Federal Party site.

Description

The second most key phrase that search engines will index your site using, and also the text that will appear beneath your site title in the top header section of your site, if used.

Enquiries Address

The email address to display to users in the banner strip on your site as the key point of contact.

Postal Address

The postal address is used for the "imprint" to your site (and is displayed at the foot of every page of the site). This address is a legal requirement during elections, and we require it in place throughout the year to ensure there is no accidental non-compliance.

Portrait Image

A portrait image can be added to your top header area, which displays to the right of your title and description, replacing the "Working for You" box (if selected).

Remove Portrait

If you have a portrait already in place, checking this box and then selecting "Save changes" will remove it.

Portrait Alt Tag

If you have put a portrait in place on your site, put a description of the content of the image into this box in order to ensure the highest possible usability of your site by those using your site with non-graphical browsers, such as the blind. Your "Alt Tag" for a portrait will commonly be the name of the person in the portrait.

User Manager

This page lists all registered users of your site (if any) with their username (which is selectable allowing you to view the individuals details), Full Name and Groups to which that user has been joined (by default, every registered user is in the "Everybody" group, and site administrators will belong to the "Site Owners" group).

Selecting an individual allows you to review their subscription details, and to set their group memberships under "Group Membership".

An individual can be a member of more than one group. Joining a user to the "Site owners" group will automatically give that user access to management area, and should be used with caution. Joining users to the "Members", "Core Team", "Councillors" or "Executive" groups will not allow management area access, but will allow access to any resources, events, forums or pages that you have allocated to that group.

User group rights will only be updated when the "Save Changes" is selected at the foot of that page.

Content Pages

The content management pages allow you to add content to your site. You can add content to a section without it displaying on the site. For instance, adding articles to your site can be done before the pages "Articles Archive" or "Recent Articles" are added to your navigation menu, allowing you to get starting content into place before allowing users to view the section.

Many of the sections use very similar functionality for adding content. For instance, the mechanism for adding news stories, press articles and speeches to the site are very similar, with only a very few differences.

Articles

The articles section is designed to allow you to post articles that have appeared in local press or media by or about yourselves. Commonly MPs use this section to display regular columns or articles written for local press, trade publications or national press. Other uses could include using the section for letters to the press on a regular online article such as "Chair's Comments".

Please ensure that you are not breaching copyright on any article you add to your site.

If articles have already been added to the system, a list of them archived by month will be displayed. To edit any existing article, select the headline of the required article. To create a new article, select the "Add New Article" button at the top of the page. In both cases you will be brought to the Article Editing page – either with the content of the selected article or blank if you are creating a new article.

Attributes of an Article are:

Title

The headline / title of your article. This is required; otherwise the site cannot display an article correctly, or allow users to select the article from the archive to read.

Author

The name of the author of the article

Publication

The name of the publication on which the article appeared. Examples could include "News of the World", "Bloggsville Gazette" or "Online Exclusive".

Article Text

The full text of your article. Separate paragraphs with one or two new lines. DO NOT use new lines within paragraphs. DO NOT add any HTML tags to the content.

Status

"Approved for display (moderated)" is ticked by default. If this is not ticked your article will not be displayed. It is possible to have site administrators added to your site with the right to enter the management area and add an article, but not allow it to be approved. This would allow the master site administrator to check content before it went live on the site (by ticking that box). If you would like an administrator added to your site without approval rights, please email info@prai.co.uk.

"Important Article" is not ticked by default. If it is ticked, this article will be "emphasised" in the display on the "Recent Published articles" page if included on your site.

"Enabled" articles display on the site in the "Recent Published Articles" and "Archive of Articles" pages if included on your site. Those articles that are not ticked enabled do not display, but remain accessible via the management area.

Date of Publication

The date that the article was published. If this is left blank the site assumes publication date to be today.

Embargo date / time

The date & time from which you want the article to appear on the site. This allows you to put an article in place, but for it to only appear on the site some time in the future (allowing pre-loading of articles). To use, untick the "enabled" checkbox above and set the date / time you want the article to be enabled. If no date / time is input, then the article will be displayed on the site with immediate effect.

Expiry date / time

A date & time you want the article to be removed (disabled) from the site. If this is left blank, the article will remain on the site indefinitely.

When you have completed these fields, you select "Add Article" (selecting "Clear Data will remove the information you have input onto this page).

Having selected "Add Article", if there are any words in your [Title or] Story Text which do not appear in the site dictionary you will be presented with the spell check page and presented alternatives for those unknown words using a drop-down box. For each word you can choose to ignore the suggestions, add the word to your dictionary for future use or select an alternative from the presented drop-down list.

If there are no errors, or having selected "Save Corrections" you will then be presented with your story as it will look.

Options then offered are:

Edit Article Text

Return to the article editing page and amend the article.

Add/Edit Links

Allows the adding of links to other pages and sites at the foot of your article. If you refer to another online publication or site, adding a link to that resource at the end of your article allows users to simply visit that resource. If you select this option, you need to input a title and address for the resource. An example of this may be "Bloggsville Council Website" as Title and "<http://www.bloggsville.gov.uk>" as Address.

Having added one link, this will display in an orderable list and allows the addition more links if required and the sorting and removing of those links from the orderable list.

When complete, you can return to Edit the Article Text, or Add / Edit Images attached to your article or finish editing your article.

Adding Images

Adding images / photos to your article will make it more visually interesting and may illustrate key points. You can either add an existing image from the extensive photo library, or upload you own images.

Attach an Existing Image

The Foci site has a searchable photo library built in allowing you to search and add photos and images from the library to illustrate your story. You can search the library by entering a keyword and then selecting "Search for Image" will get the site to return all pictures whose description contains your keyword.

If you have selected to search all Liberal Democrat sites and photo library you will be returned all images in the library – if not, you will be returned results solely from your site. For instance, searching on the word "Kennedy" (across all sites) will list a wide range of images including those of Charles Kennedy MP & John K Kennedy.

You can then attach your selected image to your article by selecting the link next to your selected image "Attach [photo description] to [article name]".

Upload New Image

A new image can be uploaded to display with the article. The image should be stored on your local computer in jpeg, gif or png format, and no larger than 1600 pixels wide by 1200 pixels wide. Firstly select your image by identifying the image to use on your computer (select "browse" by "File to Upload" and navigate to your chosen image, highlight then select "Open".) The current location of your file will then be displayed in the "File to Upload" box.

Then enter a Description of your image. This text is displayed to users of non-graphical web browsers and in the index of existing images. Describe the content of the image, not its usage in this article. For example, using a photo of a train aside an article about improving rail capacity, "Train on platform at Waterloo station." would be a good description. This description is also saved with your image in the photo library and is the means for selecting the image for use in future.

You then are required to assert your right to use the image on your website. Use of images from other sites without consent of the copyright holder is an offence, punishable by law. When adding an image to the site, you are required to state that either you hold copyright on the image, that the image is in the public domain (i.e. is publicly usable without copyright) or that the copyright holder has granted permission for use of the image. If you do not know who holds the copyright or the copyright holder has not granted permission to use the image, then please do not upload it to the site.

Finally, you can select if you are happy for other Liberal Democrat sites using the Foci service can use your image in future. The more images that are available across sites, especially those of "generic" campaigning use the better.

Selecting upload image then uploads a copy of your image to our server, where it is resized to a standard size and saved into our photo library with your description.

You can add more than one image to an article. If this is the case, on the "Recent Articles" page (if used) the image that is positioned closest to the right of the first paragraph will be the one displayed next to the article.

You are then presented with a page which allows the selection of where the image should be positioned in the article, and at the foot of the page offered the opportunity to add a caption for the photo. Selecting "Attach Image" attaches your image and caption if entered to your article in the selected position. You are then returned to the page displaying how your article will look, with your image in place.

Finish Editing Article

Select this option when you have completed your article including adding links and images as appropriate. You will be returned to the articles list in the management area, where all articles added to date are listed by title (note that articles not in the current month will be archived under that month). You can return to any article at any time to edit, add images or links by selecting the title of the article.

Contact Details

The contact details page allows the structured listing of contacts under a list of headings.

The first stage in compiling a contact list is to enter details for individuals and groups.

Individual contacts are defined with a list of attributes:

- Full name (Required field)
- Portrait (Picture of contact)
- Biography (Textual description)
- Postal address
- Postcode
- Telephone Numbers (any number permitted, each to be entered on a new line)
- Fax Numbers (any number permitted, each to be entered on a new line)
- Email Addresses (any number permitted, each to be entered on a new line)
- Website Addresses (any number permitted, each to be entered on a new line, including http:// prefix)

Add each contact that you are going to add to your contact section.

Secondly, you need to add the sections that you wish to display your contacts in. Section headings are entirely your choice, and may include "Bloggsville Liberal Democrat Councillors", "Bloggsville Local Party Contacts", "MP Contact Details" etc.

Having created each section and placed them in the required order, you select the section you wish to add contact to, and add contacts to that section, with a voluntary title. For instance, in the section "Local Party Contacts" you could add a contact with the title "Treasurer" if required.

Download Area

This section allows you to upload resources such as files and documents to the site, where they are presented to the user in a download area that can be presented as a collection of files or folders with items in each.

[Extranet / Members Area Users Only]

Sites which are using the members area add-on can additionally choose to make files available either to all users, or to selected logged-in and registered users. The site owner can choose to set a user as "member" or "executive" and to grant access to specific files or whole folders to only "members" or "executive".

[end Extranet / Members Area Users Only]

When you enter the download area management page, you will first see details of any folders or items that have already been uploaded (if any). You can view any existing item and edit or

delete them, or enter any existing folder and edit, delete or add new files to it. You can also upload a new resource (which will go into the "root" folder) or create a new folder into which you can then place resources.

Events Diary

Under this option, if any events have been added you will see a list of events already on the site, and a button beneath marked "Add New Event". In most cases you will select that, and on the following page complete the required information for your event:

Name (Required): the title of your event

Description (Required): A brief description of your event, possibly including details of key attendees, speakers, subject, whether all members are welcome, any entrance fee etc.

Contact details: Details such as phone number, name or email address of contact for this event, if any.

Location: The location of this event. Give a full address if possible - some people may try to find you using this information!

Start Date/Time (Required): At the minimum, your event should list a start date (the event the day will take place on). Optionally, you can also add a start time (if you put an hour, you need to put the minute as well, even if it is 00) and an end date and time.

Selecting the "Add Event" button then adds that event to the site. Events are listed in chronological order. Events are removed from the site 24 hours after the event ends. If you need to remove an event, select that event from the list of events in the management area, and set its start and end dates to prior to today's date and save.

Forums [extranet / Members Area Users Only]

Discussion forums allow you and your users to interact on the site, posting messages and comments to those messages. It is ideal when used for member discussions and question times.

If used as an entirely open forum it is possible to be abused, with users posting inappropriate, inflammatory, negative, libellous or offensive messages.

It is strongly recommended that if using an open forum, the system should be set so that all postings are moderated first - effectively, allowing the discussion moderator to read the posting first and accept or reject its posting to the forum.

Please note that as site owner you may be held responsible for libellous statements on your site - including those posted by others. Active moderation is therefore advised!

Add New Forum

Name

Each forum has a different name, which users can select between to post messages appropriate to that forum. The www.foci.prai.co.uk has four forums: the Release Forum, Requests Forum, Site Tips Forum and the General Forum.

Having created a new Forum, it is necessary to create a link to that Forum - either through the Navigation Menu or by creating links from news stories, static pages or other resources. The address will be [www.\[sitename\]/forums.php?id=\[number allocated on creation\]](http://www.[sitename]/forums.php?id=[number allocated on creation])

Description

The description is displayed to users as they read the forum - it should be used to give information on the subject of the forum, and any posting / moderation rules which will be enforced.

Notification Address

E-mails will be sent to this address whenever a user posts a new message requiring validation.

Different discussion forums can therefore have different moderators. Note however that in order to moderate a forum, a moderator will need to be given access to the site management area.

Access Permitted To

If a group other than "Everybody" is selected, only logged in users who are members of that group will be able to browse this forum.

Posting Permitted To

If a group other than "Everybody" is selected, only logged in users who are members of that group will be able to post messages to this forum. Even if "Everybody" is selected, users must be logged in to post messages.

Self-Moderation Permitted To

Users who are in this group and in the posting group above will be able to post stories which appear on the site immediately. Postings by users who are not in this group will first have to be moderated.

Existing Forums

All current / existing forums are listed - to access any forum, select the name. Also displayed are the notification email address to whom moderation email addresses are sent, the number of "threads", total number of messages and the number of messages awaiting approval from the moderator (and thus not currently displaying on the site).

On selecting the name of the forum, all details of that forum are accessible for editing, and at the foot of the page a list of any messages awaiting moderation (decision on whether to accept to the site or not).

It is not possible to edit submitted messages - they have to be accepted in their entirety or not at all. If therefore you reject a message, it may be useful to respond to the author explaining your action and proposing alternative wording that you would accept.

It is not possible to remove messages that have been either accepted, or if the forum is set allow self-moderation. Users posting inappropriately should be approached by the moderator and asked to desist. In the worst case, email tim@prai.co.uk with details of the forum / posting and individual messages can be deleted.

Images

The Image section can be used to allow your to upload images to the Photo Library for future use on news stories, articles or press articles. The effect is the same as uploading an image while adding a news story, but allows you to add several images more quickly, and also to manipulate your images using some online tools.

Your image should be stored on your local computer in jpeg, gif or png format, and no larger than 1600 pixels wide by 1200 pixels wide.

Firstly select your image by identifying the image to use on your computer (select "Browse" by "File to Upload" and navigate to your chosen image, highlight then select "Open".) The current location of your file will then be displayed in the "File to Upload" box.

Then enter a Description of your image. This text is displayed to users of non-graphical web browsers and in the index of existing images. Describe the content of the image, not its usage in this article. For example, using a photo of a train aside an article about improving rail capacity, "Train on platform at Waterloo station." would be a good description. This description is also saved with your image in the photo library and is the means for selecting the image for use in future.

You then are required to assert your right to use the image on your website. Use of images from other sites without consent of the copyright holder is an offence, punishable by law. When adding an image to the site, you are required to state that either you hold copyright on the image, that the image is in the public domain (i.e. is publicly usable without copyright) or that the copyright holder has granted permission for use of the image. If you do not know who holds the copyright or the copyright holder has not granted permission to use the image, then please do not upload it to the site.

Finally, you can select if you are happy for other Liberal Democrat sites using the Foci service can use your image in future. The more images that are available across sites, especially those of "generic" campaigning use the better.

Selecting upload image then uploads a copy of your image to our server, where it is resized to a standard size and saved into our photo library with your description.

If on selecting "Add image" you get an error similar to:

```
Fatal error: Allowed memory size of 13631488 bytes exhausted (tried to allocate 1760 bytes) in /home/www/political/htdocs/classes/Image.php on line 160
```

...the image you are trying to upload is larger (wider and taller) than 1600 x 1200 pixels and needs to be made smaller (by resizing or cropping) prior to upload.

Having uploaded your image, you can either choose to "Finish Editing image" or amend your picture.

Your uploaded image is displayed under the "Edit Image" header, along with a number of operations that can be performed on your uploaded image (if you are felling arty!). These include:

- Rotate clockwise (90°)
- Rotate upside-down (180°)
- Rotate anti-clockwise (270°)
- Flip horizontally (mirror image)
- Flip vertically (upside-down)
- Increase contrast (make shadows darker)
- Decrease contrast (make shadows lighter)
- Increase brightness (make highlights lighter)
- Decrease brightness (make highlights darker)
- Increase saturation (make colours deeper)
- Decrease saturation (make colours washed-out)
- Make gray-scale (as black-and-white photo)
- Normalize (adapt to span full range of colours)
- Equalize (perform histogram equalization)
- Invert colours (as photographic negative)
- Apply blue filter
- Sharpen an out-of-focus image
- Blur a too-sharp image
- Enhance a noisy image
- Remove speckles from a dirty image.

Select your chosen option (if any) then "Alter Image". Having altered, select "Finish Editing Image" to end.

You can also delete an image by selecting "Delete Image" below the "alter image" section.

Links

There are two methods of displaying links to external web sites or pages on your site.

The first is to add a link to the navigation menu, usually displayed on the left hand side of the site at all times. This method is best suited to links that have a direct relevance to the content of your site, but should not be overused, or your navigation menu will become very long!

The second is to add the link to the dedicated "links" page.

There are two kinds of links you can add on this page. The first type, a "large link", is displayed in a box with a description and (optionally) a logo.

The second type, a "small link", is sorted by section and is displayed as a one-line link underneath a heading. The number of links and their relevance will dictate which type suits which link.

Add New Large Link

Name of Site: Description of the site you are linking to.

Site Address: <http://whateveryournameis.something.els>

Logo: Optional. Picture to display by link. Browse your local computer to attach

Description: Optional. Description of site you are linking to.

Existing Large Links (only appears if large links have already been added)

Lists existing large links - click on the name of the site to edit or delete.

Small Links - Existing Headings

lists existing "small link" headings (if any) - select a heading to edit the links underneath that heading, or control the order of the headings using the orderable list.

To add links to a section, select the name of the section you want to add links to. You can then add a new link under your heading by adding:

Title: The name of the site

Address: The address of the site (commencing http://)

Position: Where in the list you want this link to appear (if applicable)

Add New Section - To add a new heading, simply type the name of that heading into the "heading" box, and select the "position" in the existing headings (if any) you want it to appear.

News Stories

News stories are likely to be the most frequent additions to a site. Press releases and other stories make for good content, keeping people up to date on activities. Stories can appear on the front (home) page of your site if wanted, and also on the "Recent News" and "News Archive" pages of the site (if added to the navigation menu).

The mechanism for adding news stories is almost identical to that of adding articles. You can also add images and links to news stories in the same way as to an article. The only differences in adding a news story from adding an articles are that stories do not have an "title", "author", "publication" or "publication date", but rather "headline" and "creation date". Creation date will be automatically entered as today's date unless another date is entered.

An additional option for news stories is that you can select or deselect "Summary can be displayed on front page", if you want the story to be on your site but not on the front (home) page but just on the "Recent News" and "News Archive" pages.

Opinion Polls

Opinion Polls display (if set-up) on the Front page of your site in the "extras" panel.

Opinion Polls are a good way to add interactivity to your site, allowing users to "have a go" and get actively involved. However they should be used carefully, as polls on political websites / subjects are increasingly frequently "rigged". People vote more than once (and often many times) in order to get the "wrong" answer on your site being backed, and then broadcasting this to the press or others.

Adding a New Poll

Select "Add New Poll" to add a poll. Alternatively, select the Question of an existing poll to edit or make active.

Edit Opinion Poll Text

Question: The question should be succinct, easy to comprehend, and ideally an interesting topic. Try not to use negative constructions in the question as this is confusing to the user.

Avoid using language which suggests that a particular opinion on the issue is preferable to others: in particular, avoid mentioning the opinion of the current government, or of the party.

Description: Use the description field to express your opinion on the subject. Users will see the description after they have voted, or when they choose to view the results. Select "Add Poll" to add your question and description.

Edit Answers / View Votes

Answer: As many answers as are required can be added. Try to avoid using language here which suggests that a particular answer is better or worse than other responses. Remember that the order in which the answers are displayed may affect the results, especially since the topmost answer is initially selected in the radio list. Wherever it is appropriate, try to include a final answer for people who do not have an opinion or are undecided on this issue.

Select "Add Answer" after adding each answer in turn.

Added answers are then displayed as an orderable list, which can be arranged as required.

Active Poll

Before you can choose to make this poll active, so it is displayed on the front page of the web site, you must enter at least two answers above.

If you have more than one poll, you can select which poll to make active to display on the front pages of the web site.

Reset Or Delete Poll

Clear All Votes On This Poll: Clears all results, setting the total votes on your selected poll back to zero.

Delete Poll: Deletes this poll entirely.

Petitions

Petitions are a valuable campaigning tool for your website. When users have signed a petition, they have the ability to remove the signature later if they choose, and site managers can

decide whether they wish to allow signatories to view the current signatories of the petition or not.

Petitions have been written so that if the list of signatories is displayed, only certain details are displayed, protecting the users.

Select "Add New Petition" to create a new petition, or select the aim of any existing petition to edit /delete that petition or view / print the signatories to that petition.

Sites can support having any number of petitions "live" at any time. If there is just one petition on your site, the click through from the navigation menu to your petitions page will take the user directly to that petition.

If there is more than one petition, the user will be offered the list of aims of all current live petitions to select from.

Once complete, petitions can be closed for new signatures. They will still display on the site but new users will be unable to add their support. Click on the petition that you wish to close and then chose the "Close for new signatures" button. Closed petitions are then displayed separately on the petition list.

Add New Petition

Aim of Petition

Assuming that the site has more than one petition, this summary will be displayed in a list from which users can choose a petition to sign. It is also displayed in the heading on the petition page.

The summary should be a short descriptive description of the purpose of your petition, for instance: "In support of the campaign against the manufacture and use of cluster bombs".

Address Petition To

If an address is provided, it will be displayed above the petition. Separate lines of the address with commas (,).

Petition Text

The full description of the purpose of your petition. It can include links to supporting materials and websites, and can be formatted with paragraph breaks.

Select "Add New Petition" to add the petition to the site.

Photo Gallery

The Photo Gallery allows you to add higher resolution images to your site, allowing users to view and download. It is particularly useful for making print quality images available for the press and other publishers.

Select "Upload New Photo"

Caption

The caption will be displayed alongside the photograph in the thumbnail gallery (full list of all Gallery photos).

File To Upload

Choose the photograph image file on your local computer to upload to the server. You must own this photograph, or it must be in the public domain, or you must have the permission of the owner to use the image.

There is support for GIF, JPEG, and PNG images. Animated GIF's are not supported.

Date Taken

Enter as many details of the date this photograph was taken as are available. You can enter just a year, a year and month, or a complete date.

Photos in the thumbnail gallery are sorted in descending chronological order on "Date Taken" date - the newest photos are displayed highest on the page.

Select "Add Photo" after completing the above details.

The photo may take a while to upload as the image is uploaded and stored at the same resolution as your file.

Due to system limitations, only images less than 1600 x 1200 pixels can be uploaded. Images larger than this and the site will fail to upload the image and display a "Fatal Error" message.

Speeches

The speeches section allows you to post speeches delivered. Commonly MPs & MEPs use this section to display the texts of speeches delivered to Parliament, local groups, organisations etc, but it can also be used for speeches delivered to (rather than by) an organisation.

Please ensure that you are not breaching copyright on any speech you add to your site.

The mechanism for adding speeches is almost identical to that of adding articles. You can also add images and links to speeches in the same way as to an article. The only differences in adding a news story from adding an article are that speeches have "speaker", "addressee" (group to whom speech was delivered) and "delivery date" attributes.

Static Pages

Static pages are pages which can hold content of your choice, including text, pictures, hyperlinks etc. They are particularly suitable for biographies, campaign pages and local information, but have been used for a variety of other uses including building this help manual.

Some page labels have special functions. A page labelled "privacy" will override the site's default privacy policy. Pages labelled "header-articlearchive", "header-home", "header-links",

"header-contact", "header-newsarchive", "header-petitions", "header-register", "header-resources", "header-speecharchive", "header-events", and "header-views" will replace the heading in the article archive, home page, link list, contact page, news archive, petitions page, register support form, resources download area, speech archive, forthcoming events page and feedback form page respectively.

Add New Page

Label

The label is included in the URL for the page, and can contain up to 64 alphabetic or numeric characters and hyphens (-). It may not contain spaces or other punctuation.

For example, a page created with the label "biography" will have the url [www.\[sitename\]/page.php?biography](http://www.[sitename]/page.php?biography)

Name

The name of the page, which will be displayed in the page's title bar.

Access Permitted to [Extranet / Members Area functionality only]

Select which group should be able to access this page.

If a group other than "Everybody" is selected, only logged in users who are members of that group will be able to see this page.

Select "Add Page" to create the page, prior to adding content to that page.

Edit Page Content

Existing Content

Displays the content added to the page, in the context of an ordered list.

On a static page, selecting the item type, such as "paragraph" allows the manager to access and edit that item.

Add Content

Content of a range of different types can be added to a static page. They are:

- Paragraph: Standard text block. To enter a series of consecutive paragraphs, they can all be entered simultaneously as one block, separated into individual paragraphs, and the system will handle the separation into paragraphs.
- Paragraph (styled): As a standard text block, but allows the text to be displayed in a range of styles, including bold, italic, centre and right aligned.
- Heading: Page heading.
- Large Sub-heading: Large section heading.
- Small Sub-heading: Smaller section heading.
- Hyperlink: Link to another site or page.
- Image: Uploaded image to display. Supported uploadable formats include jpeg, png, and non-animated gifs.
- Bulleted List: Depending on the length of the list selected (X), the next X items in your page will be a part of a bulleted list (looking like this section of 10 paragraphs organised as a 10 item list).
- Horizontal Table: Allows items to be arranged across the page.
- PayPal Subscription: Allows the set-up of a Pay-Pal subscription box on your static page. Requires that you have first registered a PayPal account at www.paypal.com

- HTML source: Allows you to add any html fragment you wish to your page. This allows you to add code from other peoples sites, such as video players, JavaScript code, tables, iframes and other items.
- RSS feed: Allows you to add an RSS feed to your page, meaning that the items in that list automatically update from the feed. You can add as many feeds as required to any page.

Delete Page

Deletes this static page.

Surveys

Anonymous and named surveys can be added to the site. Questions can be single - radio buttons - or multiple choice - check boxes, or single- or multi-line text fields. Responses are e-mailed to the survey owner.

Once you got to the survey section you will be displayed a list of current surveys, displaying the type of survey, number of questions and the number of responses so far, or "Add new survey" if there are none currently.

Either click on "add new survey" or click on the Name of a listed survey to edit it.

Name – a required field

For instance "Christmas prize quiz"

Type

Attributable – users must register and be logged on to take part

Anonymous – the answers can not be attributable to the user who answered, but it is still possible to see how individuals answered.

Description

This is displayed at the top of the survey page above the questions. Give a brief explanation of why you are doing the survey and why they should answer the questions.

Once you have completed this section, click on "add survey". You will be taken to a page showing the details you just completed at the top, and then a list of questions that have previously been used in surveys (if there are any). You can use any of these questions by clicking in the radial button and then clicking "add question".

Add Heading

You can add headings to your survey by typing in the heading in the "text of heading" box and clicking "add heading".

Add questions

Adding questions is just as easy – decide what sort of question it is, multiple choice (they can only choose one option), multiple selection (they can choose more than one answer), single line free-form (they can type a single line of text) or multi-line free-form (they can type multiple lines of text). Then type your question in the "question" box and list the possible answers in the "answers" box if you ticked either the multiple choice or multiple selection options. Separate each answer by a carriage return.

Then click on "add survey".

Delete survey

You can delete any survey by clicking this box, however by doing so it will not delete any attached questions. Users' answers to questions will also be retained.

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