

AVP Antelope Valley / Facilitator-Editable Page Sections

Editor User Help

1. **Login** using your own unique user/password combination (editing links appear below light-colored edit area which has page section title)
2. **Link Descriptions:** (**Link:** = example page links)
 - 2.1. **Page Section** - Selection
 - 2.1.1. **CCI Workshops:** **JAN** through **DEC** (select month to edit)
 - 2.1.1.1. individual month schedules **Link:** [How to work with CCI](#)
 - 2.1.2. **Other Prison Workshops:** **CIW, CSATF** (select prison {*not available*})
 - 2.1.2.1. entire schedule for each other prison **when available**
 - 2.1.3. **Prison Program Information:** **CCI Info, CIW Info, CSATF Info** (select prison)
 - 2.1.3.1. description of our participation in each prison
 - 2.1.4. **Community Workshops:** **Lancaster, Palmdale, San Bernardino, Mini-Workshops & Events** (select area or Minis/Events) **Link:** [Palmdale](#)
 - 2.1.4.1. entire schedule for each community listed
 - 2.1.5. **Community Information:** **Lancaster, Palmdale, San Bernardino**
 - 2.1.5.1. description of our participation in each community
 - 2.1.6. **News:** **Local, Local/Permanent** (info that doesn't change), **California** (AVPCA & Calif. non-specified), **National, International**
 - 2.1.6.1. news by region & notices
 - 2.2. **Edit** - Reads the current version of the selected file
 - 2.3. **Restore** - Reads the last version created by Backup
 - 2.4. **Original** - Reads a hard-coded version as example code (*if any*)
 - 2.5. **Backup** - Creates a backup copy of the current version
 - 2.6. **Settings** - For webmaster use only (links to theme style and navigation links)
 - 2.7. **Logout** - Prevents anyone using your computer from editing web site

3. **Typical Procedure** Follow steps to maintain site format

3.1. **Select** page section to be edited (upper links section)

3.2. **Select** Edit

3.2.1. Selecting **Edit** brings up the editor (you will see the html code first, then it will be loaded into the word processor as editable text)

3.2.1.1. The html code version is also available using the **HTML button**

3.2.2. If current version gets messed up, select **Restore** to recover Backup version

3.2.3. If **Backup** version gets messed up, select **Original** to recover basic layout and format to save time

3.3. **Edit the text**, links and images displayed in the editor

3.3.1. Try to retain original format and just edit text as some formats may not reproduce exactly as displayed using editor functions. If the original format is lost (and did exist as formatted), you can go to **Edit** on another similar page section and copy its content, then return to the page section you were working on and paste it in for the format, then edit as needed.

3.3.2. If it is needed to edit the flyer PDF filename: Use the HTML button, edit the filename once located in the code, then click Update in the HTML editor popup...which updates the change in the main editor...which then must be saved. Note that this must also be accompanied by uploading the flyer file. Typically, that is with the FTP program, FileZilla.

3.4. **Save the text** using editor **Save** button or **Save File Icon** (or click **Cancel**)

3.4.1.1. Place the new flyer files in the designated /files folder always used for uploading the flyers (varies depending on which computer is being used). Load FileZilla, find icon with down-arrow at upper left to select the AVPAV profile (the only profile). Selecting this navigates FileZilla both to the offline fileset's folder (left panes) and online fileset's folder. Both offline and online folders should be named /files (even if other related folders are not the same names). If you placed the new flyers files in the correct folder before loading FileZilla, they will show in the lower left pane. Right-click on them (singly or multiple selection) and

select Upload from the context menu (alternately, they may be dragged from the lower left pane to the lower right pane, taking care to drop them in the files area of the /file folder...and not on top of a folder icon, which would place them inside that folder).

3.5. After saving the editor window, placing the files in the /files folder, and uploading them via FileZilla (or other FTP program), the affected web site page should be changed. Test this by navigating your browser to that page and refreshing the page. You may need to use Ctrl+R or Ctrl+F5 if normal refresh doesn't work.

3.5.1. If the page-refresh test fails:

3.5.1.1. 1) the edit file in the editor may not have saved...save it and retest.

3.5.1.2. 2) the paged edited may have been an incorrect editor page...determine, edit the correct page as needed and retest.

3.5.1.3. 3) other technical problems may need to be found and remedied.

4. NOTE: Pages which were formerly setup and assigned to work with a second editor (Couch CMS), have all be switched back to work with the original editor (Tiny MCE). The Couch CMS editor is no longer being used on any pages. The changes reverting these files to use the earlier Tiny MCE editor was made 24 August 2019. These included:

4.1. CCI Workshop Schedule (Tehachapi)

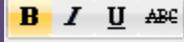
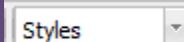
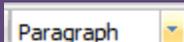
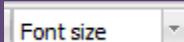
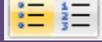
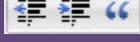
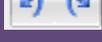
4.2. CAC Workshop Schedule (California City)

4.3. LAC Workshop Schedule (Lancaster)

4.4. Community Workshop Schedule (Palmdale)

4.5. History (the main site page for AVP history and timeline display)

5. Editor Functions

Buttons	Descriptions
TOP ROW	
 or 	Disk icon at top left or Save button at bottom saves edit copy
	Blank page icon in top row blanks the page. Editing this page will still save as the currently selected page section.
	Bold , <i>italic</i> , <u>underline</u> , and strikethrough (defaults = off)
	Text/paragraph alignment (default "left align")
	(currently disabled)
	Type of text desired such as paragraph, heading, etc. if other than default
	Selection of groups of related fonts common on the web if other than default
	Select font point size if other than default
2nd ROW	
	Cut, Copy, Paste, Paste as Plain Text, Paste From Word
	Find, Find/Replace
	Bulleted (ordered) list, Numbered (unordered) list
	Left, Right, and Quote Indents
	Undo, Redo
	Insert/Remove hyperlink
	Insert Anchor tag (<i>not used for our work</i>)
	Insert Image (<u>be sure to declare width between 150-250 max</u> , do not declare height to maintain H/W ratio)
	Clean up messy code (<i>this is NOT a Paint Format button</i>)
	About Moxie (software information for Tiny MCE)
	HTML button for view/edit <u>source code</u> of displayed text

	Insert Date, Insert Time
	Preview (popup window)
	Text color, Text background color
3rd ROW	
Tables ->	Insert table, row, col., etc.
	Insert pre-defined, full-width horizontal rule line
	Remove formatting
	Toggle Guidelines/Invisible Elements (editing assist)
	Subscript, Superscript, Glyphs/Special Characters, Emoticons
	Spell Checker (not available...button offers to install a browser toolbar for Internet Explorer spell-checking)
	Insert/Edit Embedded Media
	Insert and define a horizontal rule line
	Paragraph left/right sentence direction
	Toggle FULL SCREEN mode
4th ROW	
Layers ->	Insert Layer, Arrange in Front, Arrange Behind, Toggle Absolute Positioning
Review ->	Citation, Abbreviation, Acronym, Deletion, Insertion, Insert/Edit Attributes
	Toggle Visual Control Characters on/off
	Insert non-breaking space character (\$nbsp;)
	Insert pre-defined template content
	Insert page break