



Introduction

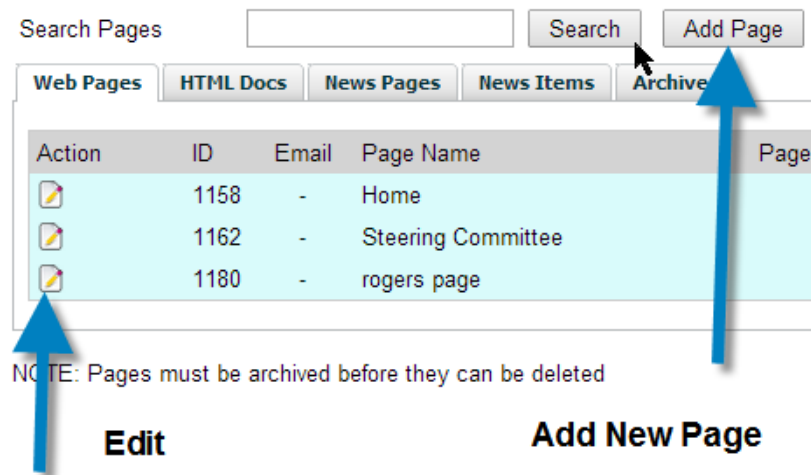
Agoria™ consists of a number of components which together make up the system. The Content Management System (CMS) is designed to be easy to use and is made up of the following:-




- Content Pages
- File Manager

Content Pages

The Content Page menu item is visible in the Management tab and visible when you are logged in with the permission of a Group Manager or Page Editor.

Content Pages



Action	ID	Email	Page Name	Page
	1158	-	Home	
	1162	-	Steering Committee	
	1180	-	rogers page	

NOTE: Pages must be archived before they can be deleted

Edit **Add New Page**

Here you can Edit an existing page or click Add Page to create a new page. To delete a page, first archive the page, then go to the archive tab to delete.

Page Name

Edit and Add display the Add/Edit page, where you have to complete the Page Name / Title this will be displayed on the content page. The description is used to provide the web editors with more information such as date of creation and Author etc

Align Name / Title

This gives you the opportunity of aligning the page title or hiding it and not displaying it on the web page

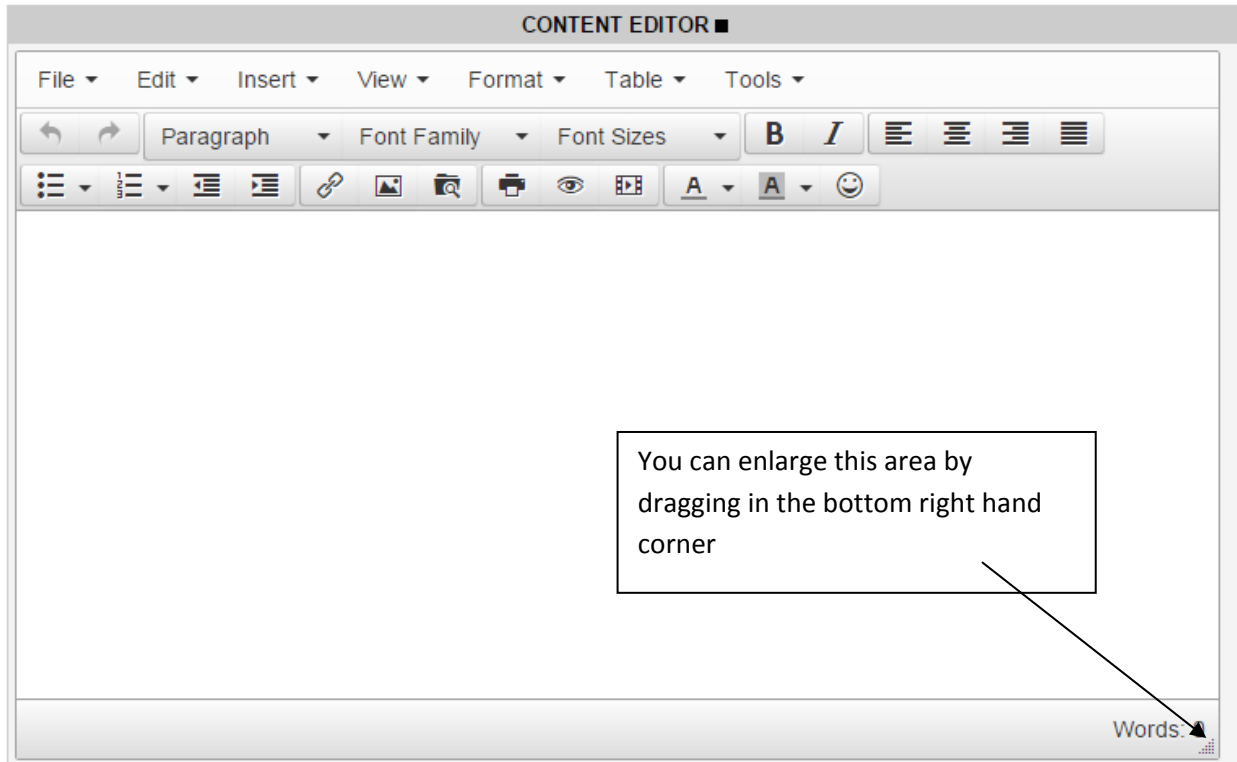
TITLE AND DESCRIPTION	
Name / Title:	<input type="text"/>
Description:	<input type="text"/>
Align Name / Title:	<input checked="" type="radio"/> Left <input type="radio"/> Middle <input type="radio"/> Right <input type="radio"/> Hide

To remove a page from the content library, you must first Archive the page and then delete the Archive page in the Archive TAB



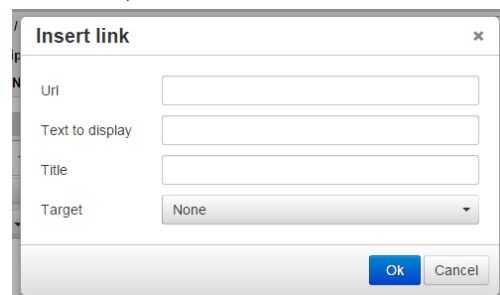
Content Editor

This is the tool for creating your page. It is a HTML editing tool that allows you great flexibility in structuring a page in the website. There is a wide range of features in the tool and a little practice will make a big difference to your page appearance.



First Toolbar

- **File**
 - New document
 - Print – This will print the core of the pane
- **Edit**
 - Typical edit functions
- **Insert**
 - Insert/Edit Video
 - Insert/Edit Image
 - Insert/edit link
 - URL Paste your link normally s
 - Text to display enter short description
 - Title Roll over title
 - Target none or new, select new





My Files These are your files listed in the Agoria File manager. You can select files for your story and add new ones from your pc to the file system.

Special Character

Horizontal Line Insert a line across the page

Anchor

Page Break

Date / time

Non Breaking Space

- **View**

show invisible characters – selectable

show blocks - selectable

visual aids - selectable

Preview the page in a window

display page - used to check things such as line space, emboldened

- **Format**

Bold, Italic Underline etc

- **Table**

Insert table and edit

- **Tools**

Spell Check

View Source

Second Toolbar

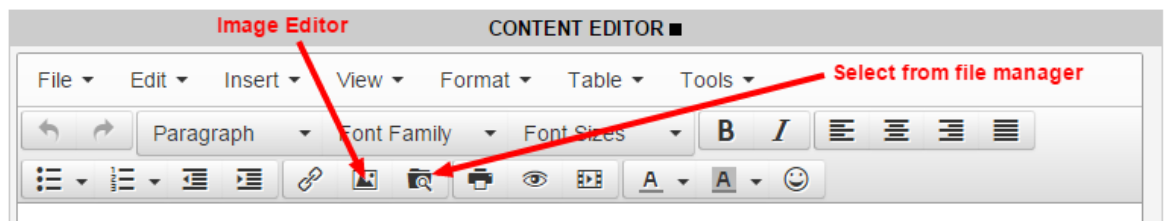
Typical editing tools

Third Toolbar

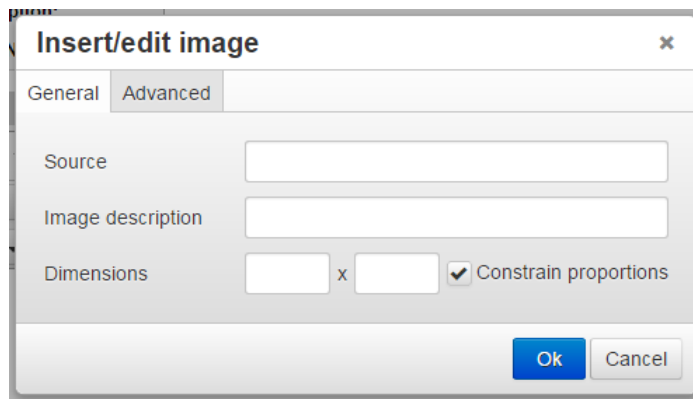
Typical editor tools plus Insert image from File Manager or Insert image from a different view enabling you to locate a loaded image in your file manager store

- **Insert Image**

Images or Assets are added to and selected from your file collection through the File selection icon in the third tool bar. You can use images that have been previously loaded using the File Manager or you can download extra files within the displayed file manager.



Locate your image in the File Manager and single click on the image you wish to use..



Many image and other files used in page creation are often uploaded in advance using the built in file manager in the Management menu.

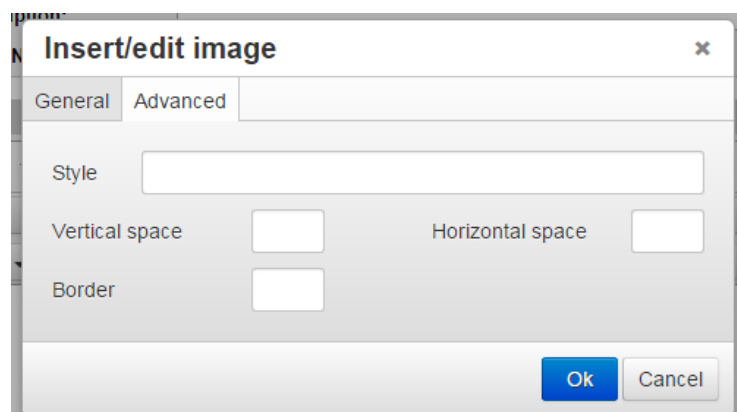


You can insert the Image Properties / URL for a file by using the image editor. Add in the name of the image directory followed by a / and the name of the image – for example:

/group/1791/image/people/member-group-01-300.jpg

Enter Text into **image description** to describe the image

- **Alignment.**





To set the alignment left or right of the image on your page enter this text in the Style field

Float:left

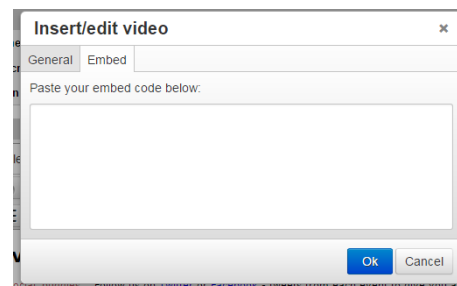
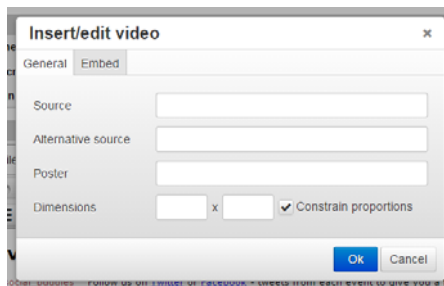
Float:right

To add white space around your image add 10 to the vertical and horizontal space

The image will be located in the text close to your cursor original position.

- **Insert video**

You can also add video to your page if you wish. The General tab allows you to add the web address for a video. The Embed tab allows you to add any embed code for your video supplied by systems like YouTube.



Page Status, Type and Display

▼ PAGE STATUS, TYPE AND DISPLAY DATES

Created	01/Jul/2015 (Creation date for the page)
Status	<input checked="" type="radio"/> Live <input type="radio"/> Archive
Visible To:	Public (Permission required to see this page)
Include In Mail	<input checked="" type="radio"/> No <input type="radio"/> Yes (Content can be included in Group and Individual Mail)
PAGE TYPE	
Standard Page	Web Page: <input checked="" type="radio"/> (A web page for holding site content) HTML Doc: <input type="radio"/> (A web page for holding document style information)
News Page	News Page: <input type="radio"/> (A web page that includes a list of news items)
	News Item: <input type="radio"/> 1st (Top priority item in a News Page) <input type="radio"/> 2nd (Second priority item in a News Page) <input type="radio"/> 3rd (Third priority item in a News Page)
DISPLAY DATES	
Display From:	<input type="text"/> (e.g. 01/Jul/2015)
Display To:	<input type="text"/> (e.g. 01/Oct/2015 - blank is indefinite)

- Visible to - set this to visibility setting you require
- Include in Mail - this will add this page to the mailing system selection, useful for Headers and Footers or common text like renewal letter pages



Page Type

- **Standard Page**
 - Web page - this is the normal page setting
 - HTML Page – a document converted HTML which can then be used in the email system. e.g renewal letter
- **News Page**
 - News Page – this is a page that will contain other new items, from a page appearance point of view this helps you to manage site content by stacking news pages in priority order within date. Normally you would set the priority to 3 using the higher priorities to display news stories with Pull Dates (Display To)
 - News Item – set the priority here, 3 being the most common, when you select one of them the page will appear under the “news items” tab

Display Dates

- Display From –in news terms this is the Publish or Release date, it is DATE BASED and release the item to the web immediately after MIDNIGHT on the selected date.
- Display To – is the Pull date, the item is removed from the website at midnight on the date selected.



Search Engine Description and Keywords

This does help some search engines rank a page for completeness; however the search engines are not as open as they might be on how they rank pages and these change frequently.

▼ SEARCH ENGINE DESCRIPTION AND KEYWORDS (SEO)

Description

(Maximum of 250 characters)

Keywords

(Maximum of 250 characters)

Feed Title, Source and Type

▼ FEED TITLE, SOURCE AND TYPE

Title:	<input style="width: 80%;" type="text"/>														
Address:	<input style="width: 80%;" type="text"/>														
Widget / Feed ID:	<input style="width: 50%;" type="text"/> (Twitter or Slide Live Widget ID)														
Page Type:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td><input checked="" type="radio"/> None</td> <td>No feed included on the page</td> </tr> <tr> <td><input type="radio"/> News</td> <td>Include a list of news items</td> </tr> <tr> <td><input type="radio"/> Twitter</td> <td>Include a Twitter feed</td> </tr> <tr> <td><input type="radio"/> Facebook</td> <td>Include a Facebook Page Plugin</td> </tr> <tr> <td><input type="radio"/> RSS</td> <td>include an RSS feed</td> </tr> <tr> <td><input type="radio"/> Slide Live</td> <td>Include a Slides Live presentation in an iframe</td> </tr> <tr> <td><input type="radio"/> Other Site</td> <td>include an external web site in an iframe</td> </tr> </table>	<input checked="" type="radio"/> None	No feed included on the page	<input type="radio"/> News	Include a list of news items	<input type="radio"/> Twitter	Include a Twitter feed	<input type="radio"/> Facebook	Include a Facebook Page Plugin	<input type="radio"/> RSS	include an RSS feed	<input type="radio"/> Slide Live	Include a Slides Live presentation in an iframe	<input type="radio"/> Other Site	include an external web site in an iframe
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<input type="radio"/> Other Site	include an external web site in an iframe														

TWITTER AND FACEBOOK GUIDE NOTES

TWITTER: Enter @xxxxxxx in Feed Address for a person or group (e.g. @stephenfry)
Note: The @ address for Twitter is CASE SENSITIVE!

FACEBOOK: Enter xxxxxxxxxx in Widget / Feed ID for a Facebook page plugin
Where xxxxxxxxxx is the name value for the page in Facebook (e.g. www.facebook.com/xxxxxxx)

- **Title** – New feed title, the page has a title and within the page you can also use another title to make it clear this is RSS feed for example.
- **Address** – RSS feed address. Simply paste the address here and select RSS below.
- **Widget/ Feed ID** - some sites provide an ID. They use this to either select a feed source or to protect the use of their site content. If supplied, insert here
- **Page Type** – make your selection for including a feed feature e.g. Facebook



Feed News Page, Item and General Options

Once you have created a “News Page” (above) it has to be configured

▼ FEED NEWS PAGE, ITEM AND GENERAL OPTIONS

NEWS PAGE OPTIONS	
Number of Items	<input type="text" value="2"/> (Number of news Items listed on this News Page)
Included Characters:	<input type="text" value="None"/> (Number of news item characters in the summary)

NEWS ITEM OPTIONS	
Include On Page:	<input type="text" value="Not available"/> (Name of News Page this item is to be listed on)
NOTE: Only "1st", "2nd" and "3rd" Priority News Item page types can be included on a News Page	

GENERAL FEED OPTIONS	
Alignment	<input type="radio"/> Left <input type="radio"/> Center <input checked="" type="radio"/> Right (Alignment when width is 80% or less)
Vertical Position	<input type="radio"/> Top <input checked="" type="radio"/> Bottom (Vertical position when width is 100%)
Feed Width %	<input type="text" value="100 %"/>
Feed Height	<input type="text" value="600"/> (pixels)

- **News Page Options**
 - Number of Items – This is typically a the number of items you want to place on one webpage. 10 news stories with 150 Characters display of the first few lines would be a reasonable size.
 - Included Characters – usually about 150
- **News Item Options** –Only applies if you have selected “NEWS ITEM” in Page Type
 - Include on Page – this is used on the News Item page to select the news page on which the news item will be listed.
- **General Feed Options**
 - Alignment – This is not for the “News Page” you could for example make the page 10 % - 20% wide and display the content on the right of the screen which is ideal for a Twitter feed.
 - Vertical Position – above or below page content. Normally below “bottom”
 - Page Width
 - Fixed height – Pixels



Voting Panel and Slider Image Size

The voting panel gives you the opportunity to write some content and then poll your readers for their opinion. For example in a Neighbourhood Membership describe a planning application and gather your neighbour's opinions. Basically anything you can think of.

▼ VOTING PANEL AND SLIDER IMAGE SIZE

VOTING PANEL OPTIONS	
Include Vote	<input checked="" type="radio"/> No <input type="radio"/> Yes (Add a vote panel to the page)
Vote Title	<input type="text"/> (Max 50 chars)
Vote Open Date	<input type="text"/> (e.g. 12/Apr/2012)
Vote Close Date	<input type="text"/> (e.g. 30/Apr/2012)
Required Votes	<input type="text"/> (Minimum votes required for a valid result)
Show Votes List	<input type="radio"/> No <input checked="" type="radio"/> Yes (Show Votes List with comments)
Name in List	<input checked="" type="radio"/> No <input type="radio"/> Yes (Show the voter name in the Votes List)
NOTE	If "Required Votes" number is blank or zero, the vote will end once the vote close date has passed. If a "Required Votes" number greater than 0 is entered, the vote will only end when both the close date has passed AND the required number of votes have been counted.
SLIDER IMAGE SIZE	
Image Size (pixels)	<input type="radio"/> 500(W) x 375(H) (small) <input type="radio"/> 600(W) x 600(H) (square) <input checked="" type="radio"/> 700(W) x 306(H) (wide) <input type="radio"/> 960(W) x 420(H) (x-wide)

- Include Vote –
- Vote title – Make sure the title indicates where the yes or no vote goes, this should make sure it clears up any ambiguity in the question.
- Vote Open Date – Start off voting, you can set up the page etc and set the date to appear after an event.
- Vote Close Date – turn off after a few days week or leave blank to leave it up.
- Required Votes – a reasonable number to claim a valid result
- Show Votes on List – normally yes, or turn it on after a week or so.
- Names on List – normally no
- Include Permissions - select a logged on status unless you want lots of rubbish


Slider image size

When you select the "Slider" you must also choose your image size and then load the images of these sizes to the file manager, these images MUST be of the same size.

Slide Image Guide Note

You can have as many images as you like on the slider the text on this page provides four simply add addition lines for more images. [Example](#)

Page Editor Quick Link

When viewing pages in your web site, all of the pages created using the Content Editor will contain a quick link icon to the page editor  if you have Group Manager or Page Editor Permission. Click on the icon and it will take you straight to the page editor.



File Manager

The file manager is designed to provide you with your own asset repository on the web server, where you can upload a number of file types JPG's, PDF's, Word Docs, Forms and Spreadsheets.

You can create different directories for different types of files or by classification. There is a directory already created to store the header images.

File Manager - Group 1791 (RBWM CBNK)

Current directory: /group/1791

 Home Directory
  Refresh Current Directory
  Upload File(s)
  Create File
  Create Directory

Right click on a filename for options. Filter:

	Ext	Name	Size	Last Modified
	dir	download	-	05/26/2011 10:47:30
	dir	header	-	06/27/2011 12:07:45
	dir	image	-	07/5/2011 10:43:40
	dir	newsletter	-	05/26/2011 10:47:30

Once images are loaded you can rollover the name to see a thumbnail.

File Manager - Group 1791 (RBWM CBNK)

Current directory: /group/1791/image/Membership

 Home Directory
  Refresh Current Directory
  Upload File(s)
  Create File
  Create Directory

Right click on a filename for options. Filter:

	Ext	Name	Size	Last Modified
		Parent Directory		
	jpg	Membership-Application.jpg	22kb	07/5/2011 10:45:0

Found 0 subdirectories and 1 file(s) in this directory total. [Usage here](#)



Membership-Application.jpg
360x244

In a similar manner you can use the menu manager to create direct links to files on the server such as PDF's



Adding Linked Pages

Linked pages don't appear on the menus and are pages which linked to from other content pages. The pages to be linked to are created and edited in the normal way and appear in the Content list.

Content Pages

Search Pages

Web Pages HTML Docs Archive

Action	ID	Page Name	Page Description
	269	Activity Forum Membership Management	2013 Membership Management
	268	Agoria Agorai	2013 Agoria JRP
	1272	BBC RSS	2014 10 BBC RSS Demo
	58	Building and Running your Community Group	2014 Building and Running your Communi
	776	Charities	2013-04-18 update
	780	Communities	2013-04-20
	778	Community	2013-04-18

To include a Content Page link on a web page, you add a special link into the linking web page. The link to the linked page is a normal anchor tag that contains the URL of your website, the Page ID of the content page to be LINKED and the TAB id of the tab in which the web page is to appear. Change the items in red below to match those required for your link. Note: The value of the tab id for each of the menu tabs can be found in the menu manager display.

`Link
Text`

Menu Management

Home Briefings & Training Features Members Area Management

Home (sort = 10; tab = 3)

Action	Sort Order	Menu Item	Access By	Active	Menu Type	Group Menu
	10	Agoria	All	Yes	CMSPage	Yes
	11	Market Place	All	Yes	CMSPage	Yes
	12	Building a Community	All	Yes	CMSPage	Yes
	41	Managing Events	All	Yes	CMSPage	Yes

For page content you wish to link to in a menu, use the Menu Management system.

Add links to documents (e.g Word or PDF etc)

To add a link to a document such as a Form (word Doc) or Cutting (PDF), first add your document to the group file system in Agoria. Follow the same process for adding any file (e.g. image) to the file manager. To add a link to your document on a content page, add the following style of anchor tag, changing the items in red to match those required for your link.

`<a target="_blank"
href="http://site_url/group/118/User%20Guides/Agoria%20Site%20Apperance%20002.pdf">Site
Appearance`