

What is Manila?

Manila is software that allows the creation and editing of websites using a web browser. The District has designed its new website using Manila. This will allow employees to easily edit their content. You don't need any special software to work on your web pages—any web browser will work. Web pages created with Manila are a combination of HTML and Manila shorthand. You can also copy and paste sections of HTML code created by HomePage, Dreamweaver, or another graphical webpage editor into a Manila page. The formatting will be preserved.

The FHDA Website

The screenshot shows the homepage of the Foothill-De Anza Community College District website. At the top, there is a banner with the text "BUILDING COMMUNITY EXCELLENCE" and a "Welcome!" message. Below the banner is a navigation menu with links: About Us | Business | Human Resources | Facilities | Purchasing | Foundation | Technology | Research. The main content area features a "Welcome to Foothill-De Anza Community College District" heading, followed by a paragraph describing the district's mission. Below this is a paragraph about the district's location in Silicon Valley. A link to the search for a new chancellor is provided with the URL <http://www.ets.fhda.edu>. There are five circular icons representing different services: Frequent Questions, Finding A Job, Employee QuickHelp, Doing Business, and Community Interest. On the right side, there are several red buttons for "NEWS", "BOARD OF TRUSTEES", "DISTRICTWIDE PROGRAMS", and "Short Courses", each with a list of links. The footer includes the text "Last Updated: Sunday, December 22, 2002 at 1:02:30 PM" and "©2003 Foothill-De Anza Community College District".

Above is the new FHDA welcome page. All the Central Services pages will look similar, except with different information and a different image across the top of the page.

At the top of the page is an image, along with the title of the page (Welcome!). Directly below that is a set of directory links that can be clicked on to go to other pages. [About Us | Business | Human Resources | Facilities | etc.] By moving your arrow across each of these directory links, pop-down menus of links will appear, allowing the visitor a wider range of places to jump to.

For example, at the right is the list of links that appears when you move the mouse over the Business link. Simply move the mouse down to the desired subheading and click to jump to that page.

Business Hum
Accounting
Budget
Finance
Grants
Payroll
Safety
Risk Management

Below the directory link line is the body of the page. On the left is an area which contains links to other sites: in this case two images, one which links to Foothill College and another which links to DeAnza College. In the middle portion is the main information about the page. This area is where you will be doing most of your editing. On the right is another area of links relating to this page.

Directly below the body of the page is a set of images with text under them. These images are also links to other areas. However, as the viewer moves his arrow over the text, more links pop down.

At the bottom of the page is another set of navigational links. Nothing special happens when they are clicked on, except the browser jumps to the requested page.

Editing Your Site

Editor Mode

“There are two kinds of people in this world....”

In the world of the District website, there are basically two kinds of people: the editor(s) and the visitors, i.e. there’s you and everyone else. You (and perhaps a co-worker or two in your department) will be creating and editing the site. Everyone else will be looking at it. So far, everything we’ve discussed is just what any visitor to your site will see. So how do you edit your page?

Very near the bottom of the page, in subtle gray color, is the date that the page was last edited. Click on that date to go to the Manila Login screen to start editing your pages.

Login

Enter your email address and password to login to this site.

Forgot your password? Enter your email address and leave the password blank. The correct password will be sent via email.

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

Email address:

Password:

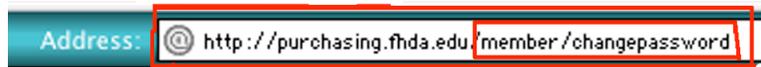
Login

First Log In

You must log in to edit your page in Manila. When you click on the date at the bottom of each web page, you will enter the Login window. For the first time you log in, type in your e-mail address and the password you were assigned. (You will change to a password of your choice next.) This will log you into this page's site.

Change Your Password

Once you have logged into your site the first time, you can change your password.



In the browser Address bar, click after the existing address, which will be something like purchasing.fhda.edu, or hr.fhda.edu, or something similar, depending on what site you're working on. Then type in **/member/changepassword** and hit the Enter key on the keyboard.

In the resulting dialog box, type in the old password that was assigned to you. Then type in your new, desired password in each of the next two boxes. Click on the Change Password button. You will be notified that the password has been changed.

Change Password

Use the form on this page to change your password. Enter your current password into the Password field, and your new password into the New Password and Repeat fields, and click the Change Password button.

Password:

New Password:

Repeat:

Subsequent Log Ins

Every time you want to edit your page, you must log in. To log in, type in your e-mail address and the password you assigned yourself and click on the Login button. You will enter the Edit Mode.

Recognizing Edit Mode

When you have successfully logged in, you'll see **Editors Only:** links across the top of your page and an Edit this Page button at the bottom of each section.

Editors Only: [Stories](#) [Pictures](#) [Gems](#) [Shortcuts](#) [Discuss](#) [Prefs](#) [Admin](#) [Bulletins](#) [Logoff](#) [Help](#)

The screenshot shows a web page with a navigation bar at the top containing links for 'Editors Only: Stories Pictures Gems Shortcuts Discuss Prefs Admin Bulletins Logoff Help'. The main content area is divided into three columns. The left column features two images: 'Foothill College' and 'De Anza College', each with an 'Edit' button below it. The middle column has the heading 'Welcome to Foothill-De Anza Community College District' followed by a paragraph of text, a location description, and a link to a search page. At the bottom of this column is an 'Edit this Page' button and a 'Discuss' link. The right column contains two sections: 'NEWS' with links for 'Measure E Construction Update' and 'Giving Through the Foundation', and 'BOARD OF TRUSTEES' with links for 'Agenda', 'Meetings', and 'Members'. Each section has an 'Edit' button.

Depending upon your access, you may or may not be able to edit all sections. For example, you may not be able to edit the left navigation area where the links to the colleges are in the example above. You also may not have all the Editors Only: options at the top of the window. Don't worry – you *will* have access to whatever you need to edit your pages.

Edit an Existing Page

In this example, I clicked on the Edit this Page button for the Welcome to FHDA column on the Welcome Page. As you can see, there is a Title: box and a Text: box.

The text in the Title: box will show up at the top of the browser window, naming the page.

The text in the Text: box is what will show up as the body of the page. You can just type in your changes. When you click on the Post Changes button, the changes will be immediately reflected on the web page.

The screenshot shows a form titled 'Edit Story'. It has a 'Title:' label followed by a text input box containing the word 'Welcome'. Below that is a 'Text:' label followed by a large text area containing the same text as the middle column of the previous screenshot: 'Foothill De Anza Community College District, responding to community needs, provides high quality educational opportunities that promote development of individual abilities and enhance the quality of community life. Located in the heart of Silicon Valley, FHDA serves the communities of Cupertino, Los Altos, Los Altos Hills, Mountain View, Palo Alto, Sunnyvale, and portions of San Jose. To learn more about the search for a new chancellor go to http://www.ets.fhda.edu'. At the bottom of the form is a 'Post Changes' button.

Special Manila Formatting & HTML Tips

As you can see in the example above, you can just type regular text into the Manila Text: box and it will appear on your page. However, if you want to format that text to be a little more fancy, there are some special Manila formatting features to help you out. Or you can use regular HTML for formatting that Manila doesn't have a trick for.

Typing this...	Produces this ...
*** (Three asterisks)	Bold paragraph
--- (Three hyphens)	Horizontal rule (line)
Return (Enter) key twice	Blank line and new paragraph
payroll@fhda.edu	payroll@fhda.edu (e-mail link)
http://www.officedepot.com	http://www.officedepot.com (Web link)
-□□□□	--□□
A bold word	A bold word
An <i>italicized</i> word	An <i>italicized</i> word
 	[produces a line break]

Typing the **Return** (or **Enter**) key just once will not move you down to the next line. To move down just one line before the line would automatically break, you must use an HTML tag:

Moving down two lines, giving you a blank line and beginning a new paragraph, requires two returns.

Creating a New Page (Story)

Click on the [Stories](#) link on the Editors Only toolbar to see a list of existing web pages (i.e. stories) and to create a new web page (i.e. story). Remember: you must be logged onto the site to see the Editors Only toolbar at the top of the page.

1. Click on the [Stories](#) link on the Editors Only toolbar
2. Click on the [Create a New Story](#) link
3. Type the title of a new page in the **Title** field
4. Type (or copy & paste from Word) the page content in the **Text** field
5. Click the **Post Changes** button

Create a New Story

Title:

Text:

Learning how to create web pages using Manila is tons of fun!

In no time you will be able to create your own really cool web pages using this highly intuitive software package.

We hope you like it as much as you like chocolate candy!

Pictures

Web browsers only recognize two kinds of pictures: **gif** and **jpg** (or jpeg). If you have a picture in a different format (such as bmp, pct, eps, or tif), you will need to use a graphics program like Adobe PhotoShop or Paint Shop Pro to convert the file to a Web format.

Upload a Picture

Editors Only: [Stories](#) [Pictures](#) [Gems](#) [Shortcuts](#) [Discuss](#) [Prefs](#) [Admin](#) [Bulletins](#) [Logoff](#) [Help](#)

1. Click on the **Pictures** Editor link:
2. Click on the **Create a New Picture** link at the bottom of the box
3. Click the **Browse** button. Navigate to the picture you want to upload (currently on your computer) and click **Open**
4. Type a short, descriptive title in the **Title** field (ex. **agapanthus**)
–You will use this title, in double quotes, to insert the picture into web pages.
5. Typing additional descriptive text in the **Text** field is optional. Information in this box will be used by visually-impaired users who read your web page using a screenreader.
6. Click the **Post New Picture** button

Create a New Picture

Title:

Choose a GIF or JPEG file:

Text:

Your picture has now been uploaded to the Manila fileserver. The title can now be seen in both the Pictures list and the Shortcuts list, but it has not yet been placed onto a page.

Pictures

This is a list of all the pictures that were posted by the editors of this site.

Date	Subject	Originator
1/21/03	agapanthus	Kathy Fransham
1/20/03	business	Tom Clifton
1/20/03	ComMainImage	Tom Clifton

[Create a New Picture](#) to add a picture to this list.

Shortcuts

You can link to any page on this list by enclosing its name inside "double quotes". You can include any picture in this list in a page by enclosing its name inside "double quotes". From this page you can add new shortcuts, or delete existing ones.

Add a new shortcut:

Name:

URL:

The list of current shortcuts:

<input type="checkbox"/> About	Page
<input type="checkbox"/> agapanthus	Picture
<input type="checkbox"/> Agendas	Page
<input type="checkbox"/> business	Picture

Insert a Picture

1. **Go to the page you want to add the picture to**
2. **Click on the Edit this Page button**
3. **Click to place the cursor where you want the picture inserted**
4. **Type the picture title (not file name) in double quotes (ex. "agapanthus")**
-Be sure to match the case and spacing exactly. Using all lower-case letters when titling your pictures makes remembering their names easier!
5. **Click the Post Changes button to see the results**

Tip

It is easy to forget exactly what you named a picture, especially if you have several pictures with similar names. To preview your picture, go to either the Pictures link or the Shortcuts link and click on the name of the picture in the list. A preview of the picture will appear so you can be sure it is the one you want.

At the bottom of the preview window, it tells you what you need to type to include the picture in a page.

agapanthus

[Edit this Page](#)



This is a picture of an agapanthus plant located outside a Foothill College classroom.

To include this picture in a page, type "agapanthus", including the quotes.

Links

A link allow you to jump from one place to another on the web. There are built-in links on the template you're using and you can create your own links using HTML or shortcuts.

HTML

If you type out an e-mail address, including the @ sign, then the address automatically becomes a link to send email to that address.

If you type out a web address and include the **http://** prefix, that web address automatically becomes a hyperlink. By clicking on it, the user will jump to that page. But sometimes you want a word or phrase to be a link without having to type in the whole address. To do that, you'll use Manila's Shortcuts, as explained below.

Shortcuts

Manila uses the term "**shortcut**" to refer to text which functions as a link when it's enclosed in double quotes. The title you assign to a web page automatically becomes a shortcut to that page. Titles of pictures are automatically added to your shortcut list. And you can create your own shortcuts. In summary, shortcuts possess the following characteristics:

- ❖ Story and picture titles automatically become shortcuts
- ❖ Shortcuts act as a link when enclosed in double quotes
- ❖ Shortcuts are listed in the **Shortcuts** section on the Editors Only toolbar
- ❖ Can be created manually

Internal Shortcuts

An internal shortcut is merely a shortcut that links to a page (or other element) on your web site. When you create stories, the title of the story becomes a shortcut. When you upload a picture, the name of the picture becomes a shortcut. But there will be times when you want to create your own shortcuts. This is easy to do, and pages can have multiple shortcut links to them.

- 1. Go to the page/story for which you want to create an additional shortcut**
–This will allow us to link to it with text other than its title
- 2. Click on the Shortcuts link on the Editors Only toolbar**
–Notice the list of shortcuts that already exist for each of your pages and pictures. Also notice that the address of the internal page you were on when you clicked on the Shortcuts link is automatically filled in for you, making the process much easier. Always start at your target page!
- 3. Type the text you wish to use to link to your Info page (ex. Kool Page)**
- 4. Click the Add New Shortcut button**

Add a new shortcut:

Name:

URL:

5. **Navigate to a page/story where you would like to use the new shortcut**
6. **Edit the page to include the shortcut text somewhere**
–Be sure to enclose the shortcut in double quotes.
7. **Post your changes and test out the new link!**

Edit Story

Title:

Text:
 You can use this page to provide information about your department
 Or you can visit Kathy's "Kool Page" to see what's going on}

About

You can use this page to provide information about your department
 Or you can visit Kathy's [Kool Page](#) to see what's going on.

External Shortcuts

External shortcuts are created just like internal shortcuts except that you have to type in the URL address for the page yourself. You must remember to include the **http://** portion of the Web address when you create an external shortcut.

Gems

Sometimes you may want your web site to provide access to a file that is not an HTML document. For example, you may want to include a handout in PDF format for your viewers to download onto their computers, or you may want to provide a form for your viewers to download to print themselves. These elements are called GEMS.

You can use any kind of file your browser recognizes to create Gems in a Manila site. Some common examples include Acrobat (PDF), Word (DOC) and QuickTime (MOV) files. The key is that your browser must identify the type of file so Manila will know how to serve it to others.

Gems Tips

- Macintosh users: add an extension to your files before uploading them as Gems. So if you have an Acrobat file, make sure it has the **.pdf** suffix. If it is a Word document, save it with the **.doc** suffix, etc.
- Remove all spaces from your file names before uploading. So a Word document called The Red Shoes becomes TheRedShoes.doc.
- Be consistent with capitals in your file names before you upload (not Titles). The simplest approach is to make all file names lower case (e.g., theredshoes.doc).
- Note: these document name changes need to be done BEFORE you try to upload the documents. You can't make changes while you are in the midst of browsing to upload the document.

Creating/Uploading a Gem

Follow these steps to upload a Gem to a Manila site:

Editors Only: [Stories](#) [Pictures](#) [Gems](#) [Shortcuts](#) [Discuss](#) [Prefs](#) [Admin](#) [Bulletins](#) [Logoff](#) [Help](#)

1. Click on the **Gems** link on the **Editors Only** toolbar.
2. Click on the **Create A New Gem** link at the bottom of the **Gems** list.
3. Enter a Title for the Gem.
4. Click **Browse** button and choose the file you want to upload from your computer.
5. Click **Post New Gem**.
6. Your Gem will now appear in the **Shortcuts** list. You add the Gem to any page on your site using the procedure outlined in the **Shortcuts** section.

New Gem

Title:

Choose a file:

Last Updated: Monday, February 11, 2002 at 5:16:17 PM
©2003 Foothill-De Anza Community College District

Gems: Deleting a Gem

Follow these steps to delete a Gem:

1. Click on the **Gems** link on the **Editors Only** toolbar.
2. Click the checkbox next to each Gem you want to delete.
3. Click **Delete** at the bottom of the list

Note: You can't edit a Gem, so the only way to change one is to delete it and upload a new one.

Gems

This is a list of all the gems that were posted by the editors of this site.

Date	Title	Originator	Size	Type	
<input type="checkbox"/>	1/28/2003	PowerPoint Handout	Kathy Fransham	1.1MB	application/pdf
		http://153.18.96.19/downloads/homefhda/pwrpt200.pdf			

[Create a New Gem.](#)

Free space in gems folder: 47.7MB

Last Updated: Monday, February 11, 2002 at 5:16:16 PM
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Before You Log In: Enable Cookies

For you to edit your district website, Manila needs to keep a little bit of information about your Web account on your computer. That small file of information is called a “**cookie**.” In order to be able to create and change this file, Manila needs your browser to be configured to enable cookies. If you try the login procedure and do not see the “**Editors Only**” toolbar appear at the top of your page, it might be because cookies are not enabled in your browser, so you’ll need to turn them on.

Enable Cookies in Netscape

1. **Start Netscape**
2. **Select Edit | Preferences from the menu bar**
3. **Scroll down the Category (left) column of the Preferences window (if necessary)**
4. **Click on Advanced**
5. **Click on the selection button for “Accept only cookies that get sent back to the originating server”**
6. **Click OK**



Enable Cookies in Internet Explorer

1. **Start Internet Explorer**
2. **Select Edit | Preferences (or Tools | Internet Options, if that’s what version has) from the menu bar**
3. **Scroll down the Category (left) column of the Preferences window and click on Advanced (or click on the Security tab)**
4. **Click on the selection button for “Accept only cookies that get sent back to the originating server” and click OK (or make sure that Internet security is not set to High)**

