

# Hawthorne Website Maintenance

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This document describes how to maintain the Hawthorne website. First there's a brief overview of the structure of the site, followed by how-to instructions.

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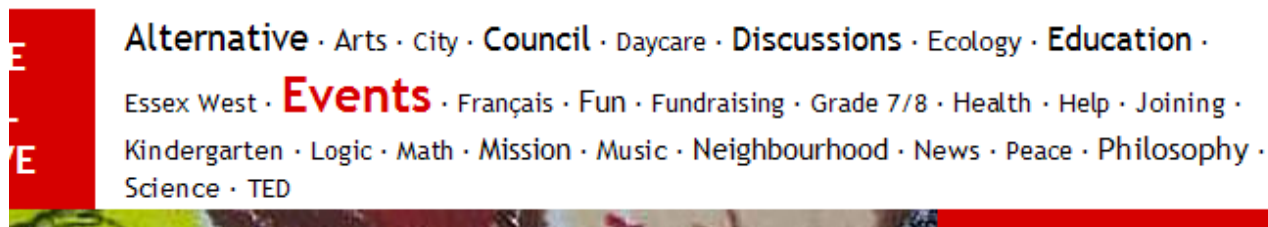
## Overview

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The site is served using a Content Management System (CMS) called Textpattern (<http://textpattern.com>). This means that the pages are kept in a database on the site's server and we can add/delete/change pages to our site using an administration area on our site. In other words, you don't need special software on your computer in order to maintain the site. Just log into the "back-end" and write.

The site is comprised of "templates" which dictate how the pages are shown, and "articles", which are the actual content. The "templates" are the responsibility of the editor and aren't addressed in this document. Writers can create and modify articles.

The site is structured in a simple way: There are categories and articles. An article can be tagged as belonging to several categories; a category can have several articles. The categories are shown at the top of the site, with font size proportional to the number of articles that belong to it. That "tag cloud" at the top is the main way to navigate the site. It allows us to have a simple, yet flexible system to organize the mass quantities of articles on our site.



## Almost Simple

Articles can belong to several categories to be cataloged as described above. But they must also belong to one **section**. The default, most common section is "article". The other sections are described below. Assigning articles to other sections than the default one allows us to place the article in dedicated area on the site, like the notice board top-left, or the journals.

The Events category is special in that articles associated to that category only appear in the calendar, not on the front page and elsewhere. Events would clutter the main views -- they belong on the calendar. And they're most useful when dated in the future, whereas all articles shown normally are dated in the past.

Maybe not so clear here, but the point is: When you assign an article to the Events category, it's going to behave differently than other articles, regardless of the section you put it in.

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## Categories

The list of categories is our “taxonomy”. So it shouldn't be too large so as to make navigation confusing, nor too short so as to be useless. Writers cannot create new categories, but they can (and must) assign them to their articles.

If you write an article that would belong to a category that does not exist already, please email [editor@hawthorne2.org](mailto:editor@hawthorne2.org) to request that the category be added to the list.

## Events Category

The **Events** category is **special** in several ways.

1. Articles assigned to the Events category appear in the calendar.
2. Articles assigned to the Events category don't appear in any other listings (e.g. the home page or journals).
3. Articles assigned to more than just the Events category do appear in their other category listings.

## Articles

Every piece on the site is an article, whether it's a few lines describing a project, a whole treatise, the paragraph that introduces a discussion, or an entry in the calendar. They're all articles.

Articles appear on the home page of the site in reverse chronology (the newest at the top). Each article may be assigned to several categories. The list of categories at the top of the page allows to access the smaller list of articles per category. Of the diverse attributes available for articles, we use only use the following:

## Article Attributes

Attribute	Required	Description
Title	always	Every title should be unique in the site, except for the title of articles that repeat on the calendar (e.g. “Pizza Lunch”). The 1st title you assign an article determines the article's URL. For example, an article entitled: “Johnny can't count” could be accessed directly at <a href="http://hawthorne2.org/johnny-cant-count">http://hawthorne2.org/johnny-cant-count</a> . You can change the title of an article post-facto, but its URL is here to stay.
Body	usually	This is the main contents of the article. Most articles have a body. Some curt calendar entries (e.g. “Pizza Lunch”) don't need a body.

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Attribute	Required	Description
Excerpt	if you want	This is the blurb that appears below the article title in a list of articles. It's also shown at the top of the body when the article is shown in full. In other words, if an article had a title of A, a body of C, and an excerpt of B, when the article is shown in full, it would show in sequence: A B C.
Status	always	“live” is the normal setting. “pending” you might want to use if you're still writing and aren't ready to show the article to the world yet. Other settings are no-touchy for writers, please.
Categories	one or many	The list of categories (AKA tags) is shown at the top of site. The size of the category's font is proportional to the number of articles that are assigned this category. Categories are important because that's how we find articles on the site. Each article can be tagged with several categories.
Section	one	Articles each belong to a single section, which helps place the article at the right place in the structure of the site. Most articles belong to the “article” section, which is the default. Some event articles belong to “trivial”. Articles for the notice board belong to “notice”. And articles that are journal entries for the blogs belong to the respective ____-journal section.
Time stamp	optional	Under the [More] link, you can enter a specific time-stamp for your article if it is part of the “Events” category. This is how we place specific articles on the calendar.
Commenting on/off	optional	Under the [More] link, you can control whether commenting is allowed on this article or not. Commenting is ON and forever by default on new articles. You may want to turn commenting OFF at some point in the life of an article (some discussions do need closure).

Articles accept comments by default. That's how we create “discussion” areas, by creating an article to launch a conversation. At this point, every time a website visitor adds a comment to an article, it is exposed on the site right away, but it is also emailed to the “editorial board” for possible censorship. We thought this was the friendliest way to allow people to have discussions without interference, and yet feel safe that the site doesn't contain inappropriate contents.

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## Textile

Web pages are encoded using a special mark up called HTML which, in plain text, instructs the browser to format the contents of a page in fancy ways: bold this, make this pink, right-align this in a box, show an image here. HTML is very unwieldy to write. The makers of textpattern invented a simpler plain text markup they named “textile” (neat pun!).

So, to create articles that have more than just a blob of text, you need to get a handle on textile. There's help on the site itself to get you going. You can also look at how other articles are formatted and copy what was done there.

In a nutshell, to create a paragraph, just write text, followed by a blank line. Some paragraphs are special;

- a heading is a paragraph that starts with **hn.** and a space, where “n” is the level of heading - 1 big, 2 smaller, 3 smallerer, 4 smallest.
- a list item (like THIS line) is a line that starts with a \* and a space. There should be no blank line between the list items of the same list.

To format text, surround it with its formatting marks: **\*text\*** is bold, *\_text\_* is italic.

To create a link (i.e. a hyperlink to another web page), you need the text of the link (the text that'll be underlined for clicking) and a URL (the address of the other page). In textile, it would look like this: “text to show”:http://example.com. i.e.: quote text quote colon url, with no space between the “:URL bit.

## Style

Now that we're opening the site to more writers, there's a risk of ending up with a hodge-podge of styles. To avoid that, please focus on your contents and leave the styling to the site's templates. This means that you should use the few styles already in place. Heading are done by starting the text line with `h2.` or `h3.` or `h4.` Bold and italic is OK. Underline is a no-no because it looks like a link.

We'll get more explicit here as we discover the hodge-podge emerging.

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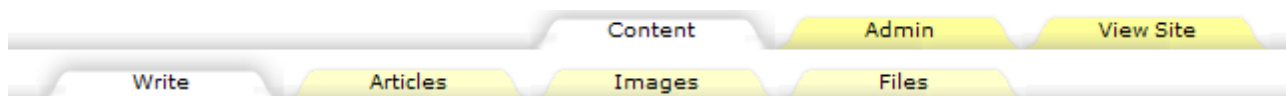
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## *How To*

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### Login

Go to <http://hawthorne2.org/textpattern> and enter your login. At this point, all writers share the same login. We might eventually give a different login to each writer. Enter your login and password. You're a “staff writer”, so you'll see the following set of tabs at the top of the page:



**View Site** opens a new window or tab in your browser to show the live site (so you can see the impact of your writing on the “network of tubes”).

**Admin** allows you to change your password and email address. While we're all sharing the same login, please don't change this lest you break everybody else's access.

So, it leaves the **Contents** tab and its sub-tabs to understand.

### Create a new article

The **Contents | Write** tab is where you create new articles or modify existing ones. This page has 3 columns:

#### *Left-hand Side*

On the left-hand side are 3 links:

- **Textile Help**, shows a concise overview of textile formatting, and a link to more thorough instructions
- **Advanced Options** -- don't go there, except when creating a special notice.
- **Recent Articles** shows a short list of the articles that were last edited. Find the article you want to modify in this list, or use the **Contents | Articles** tab to find the article you want to change in the full list of articles on the site.

#### *Middle*

In the middle are 3 writing areas: Title, Body, and Excerpt (described above).

While you're writing, you can press the sideways tabs on the right of the body box to preview your article without committing it to the site.

Both the Body and Excerpt understand textile. The Title should be as explicit and unique as

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possible. Remember that your article will live on the site among all the others, for a long time.

Keep in mind, it's counter-intuitive that the excerpt is created below the body, but is displayed above it (remember the A B C bit in the Excerpt entry in the *Article Attributes* table above).

### ***Right-hand Side***

On the right-hand side are various controls to assign status, categories and timestamp (under More), and the [Publish] or [Save] red button.

The **Status** should be “live” unless you need to save the article to return to it later and aren't ready to show it to the world, in which case it should be “pending”.

You rarely would use the “sticky” status: It indicates that the article isn't part of the normal flow. An example of a sticky article is the blurb at the top of our home page, “Welcome to the Hawthorne 2 (deux) ...”.

The **Category 1**, **Category 2** controls should be ignored.

The **Section** control is usually ignored. The default section is “article” and that's just fine. See “Article Sections” below for more info on sections.

The **Categorise** control allows you to assign several categories to the article. Ctrl-click each category of interest to select more than one. **Remember** that articles categorised as **Events** will not appear in the normal flow of the site, only on the calendar!

**More** leads to **Timestamp** which is needed for calendar entries. Otherwise, the current date/time is assigned to the article. So, unless you're creating a calendar article, you don't need to change this attribute. Articles are only visible on the site **after** their assigned timestamp (except for articles in the Events category which are always visible on the site).

Under **More**, there's also a set of **Expires** date and time fields. **Leave those blank**, even for Events. We're not currently set up to use this feature on our site.

Finally, the **Publish/Save** red button must be pressed before you leave this page, lest your work is lost. Once you press it, your live article is visible on the site.

### ***Article Sections***

Articles belong to sections, which allow to give arbitrary structure to the site. The default section is “article”, which most articles belong to. When you are creating an article for a special purpose, you might need to change the article's section as per the rules that follow:

Section	Usage
article	The default section. Most articles belong here.

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Section	Usage
trivial	Articles that would clutter listings, but need to exist on the site. The simplest example is the Event “Pizza Friday”. There needs to be such an article once a week, categorized as “Events”, but it shouldn't appear on the front page or the feeds. So we put it in the “trivial” section.
notice	Articles that appear in the top-right yellow box are notices.  Optionally, if you want the title of the notice to be different than the title of the article, you may enter it in the “notice” custom field under “Advanced Options” on the left-hand side of the Contents Write page.  Optionally, if you want the URL of the notice to be different than that of the article itself, you may enter it in the “notice_url” field also under “Advanced Options”.
search-results	Don't use this
eco-school-committee-journal french-committee-journal peaceful-school-committee-journal	Assign one of these sections to an article when you want it to appear in the respective journal. These should only be done by the writers working on behalf of the committee in question.

### Change an Existing Article

Find it in the **Contents | Articles** and click on it (you may use the Search control with a text snippet). This will bring it into the **Contents | Write** page. You may change its title, its body, its excerpt, add/subtract categories, or assign it to a different section. Click the [More] link at bottom-right and more controls will appear, to turn off commenting or change the article's date/time (e.g. for calendar events that need to move).

Finally, you have to click [Save] for the changes to “take”.

### Attach a File to an Article

Some articles may contain links to other pages (“text”:url in textile). The page may be on another site or on our site, or it may be to a file you stored on our site for easy distribution. This is done by first uploading the file to the site, and then by referencing it in an article.

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To upload the file, go to the **Contents | Files** tab. You'll see a list of the files that already exist on the site. In the “upload file” box, type the name of your file and/or find it on your local disk using the browse button. **Please be disciplined** about how you **name a file**.

There should not be spaces or uppercase characters in the name -- the web can deal with it, but not very nicely. **name-like-this.pdf** is a convention that's clean and simple.

Once you've put the filename in the box, press [upload]. Your browser will send the file to the site. Once it has arrived, you'll be prompted to assign diverse attributes to the file -- don't bother. Just press [Save] at the bottom and be done already.

Now, in your article, add a link to the file. The URL for the file is “/files/name-like-this.pdf”. A link in textile might look like this:

“download the form here”:/files/my-form.pdf.

### Notes

1. It's good practice that the text for the link be explicit. Don't say “click here”, say “download the bob here”.
2. It's good practice to use the PDF format for files on the internet. Not everyone can read DOC files. Unless you want the file modified by the users, try to only put PDF files on the site.
3. The file was stored with its own name in the **files** directory on our site. Its full URL is <http://hawthorne2.org/files/example.pdf>, where “example.pdf” represents the actual name of your file.

### Add an Image to the Article

Textile allows you to add and position images in your article. See some of the existing articles with images to see how it's done. The image you reference may be on another site or on ours. In the latter case, you need to first upload the image to our site before you can reference it.

Go to the **Contents | Images** tab, enter the filename in the “Upload Image” control or browse for it on your computer. Stick to the naming convention described above. Once you press [Upload], the browser will send your local file to the server and will present a page to you where you can manipulate the image further before committing it to the site. Try to avoid too much futsing here and just [save] the image.

Each image is given an ID by the server. You can sort the list by clicking on the heading of each column. When the list is in reverse ID order, your image, with the latest, largest ID, should appear at the top. Note this ID number because this is how you will reference the image.

The URL for the image is: `/images/99.jpg` where 99 represents the ID assigned to the image.

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When you saved the image on the server, if you created a thumbnail for the image, you may reference the thumbnail via this URL: `/images/99t.jpg`.

### Notes

1. Mind the size of the image. The image should fit in the flow of the site without breaking everything.
2. Textile lets you embed images simply as follows: `!/images/99.jpg!` however this does not provide a lot of control over layout. A fancier, but still somewhat friendly way to get more control is to use `textpattern` markup, which looks like specialized HTML. For example:

```
<txp:image id='7' align='right' style='padding:5px;' />
```

is the `textpattern` way to say put image ID 7 flush-right, with a 5-pixel whitespace between it and the text.

3. One friendly thing to do is to show an image's thumbnail as a click-able link that leads to the bigger image. This approach was used in our <http://hawthorne2.org/peace-tree> page. In that article, the reference for each image is as follows:

```
"!/images/10t.jpg!":/images/10.jpg
```

Let's analyze this bit of textile. It's click-able, so it must be a link, so it must look like `quote+what-you-see+quote+colon+url`. The URL, the thing this leads to, is `/images/10.jpg`. The thing that is shown is an image `!/images/10t.jpg!`, which is the thumbnail version of image ID 10. Compact, simple, yet expressive, oui?

OK, I lied. The real textile in that article has an added twist and actually looks like this:

```
"( _ )! (articleimg) /images/10t.jpg!":/images/10.jpg
```

What's different is a couple of additional parentheses with stuff in them. In textile, when the first thing inside an object's definition is a set of parentheses, you introduce styling to that object. Our site has a few predefined styles. Here, the 1st style expression is `( _ )` and it applies to the link. The style name is `"_"` and it tells the link to open in a different browser window/tab than the current one. The 2nd style expression is `(articleimg)` and it applies to the image. The style is named `"articleimg"` and it adds a little margin to the image and right-aligns it on the page. So, to recap, this thing shows a right-aligned click-able thumbnail which, when clicked, opens a new browser window/tab and shows the larger corresponding image.

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### Create a Calendar Entry

Calendar entries are normal articles with a couple of twists.

1. They must be tagged with the **Events** category. They can have other categories also.
2. They must have a date and time time-stamp, under [More], that positions them in the calendar.
3. If it's one of those recurring entries, like "Pizza Friday", assign Section "trivial" to it.

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### **Styles**

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Our site has some predefined styles which you can reference to snazz up your articles.

Style	Applies to	Does
_	link	opens the target object in a new browser window/tab.
articleimg	image	puts a little space around the image and right-aligns it on the page.
...		