

Initial Set Up of Your AMP Site

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Logging in

If your AMP-based website is located at www.yourorganization.org, simply go to <http://www.yourorganization.org/system> to login. At installation each new AMP site has a single user account you can use to login right away:

username: admin
password: changeme

If this is your current password you should change it as soon as possible since this password is included in the install of all our websites, and thus totally insecure. If this password doesn't work and you don't know the password please check with other users of your website or contact RadicalDesigns for support options.

Change Password(s)

Because the AMP install for all of our websites comes with the same password as its default it is important to change it as soon as possible. To change the default password go to **Settings => System Users** and click on the edit pencil  to change 'admin' user details. Overwrite the existing password with a new one and save your changes. Do the same to edit the password of any other users you create.

Configure Your Site (System Settings)

Browse to **Settings => System Settings** to see the main configuration options for your site. Some details about these settings are listed as follows:

Web Settings

Your site will require a 'Title', which will appear as part of the title of each page and at the top of your administration interface and a 'Site URL' which is used by some features to resolve related links and paths. An AMP site can have more than one domain or URL directed at it, for example it can be available at both yourdomain.org and yourdomain.com, but only one should be defined here and it will be used as the default.

The Meta Description and Content information included here, is not required but should be defined to make you site more search engine friendly. Give at least a good 'Description' as it will appear in the search engine results pages.

System Email

System Administrator Email is the email address that will appear at the bottom of each page within the AMP administrative interface. Administrative Users, and the AMP system, will send notices to this address when help is needed. "Web Admin Alerts from:" is the default address that outgoing email from the AMP Forms system displays in the Sent field.

Template Settings

Here you can assign a 'Default Template' and an 'Index Template'. The Default Template will display with any content which does not have a custom template specified. Index Template controls the template for the Front Page of your website. For more information about what these templates do please read **Chapter 2: Templates and CSS Design**.

Photo Settings

When images are uploaded via the AMP Image Upload Tool, three different copies of the file are made for use by different parts of the system: the original, pic, and thumbnail. The original is the exact image you chose to upload and the pic and thumbnail are two differently sized copies of that image used by different parts of the system. The sizes of these images are set here. Please read **Chapter 8: Managing Images and Documents** for details about these different formats and how they are used. Note here the different sizes you can define for portrait (narrow images) or landscape (wide images).

If you change this setting on an existing AMP site you will need to learn about and use the Image resizer also described in **Chapter 8** under '**Resize Images to new System Settings**'.

Cache Settings

AMP includes a site-wide caching system to make page loads faster for your site's visitors; the time limit of this caching is set here in the 'Cache Seconds' field. Any time you make a change to your site this cache is cleared automatically but otherwise this defines the life of the cache in seconds.

Importing your Images and Documents

Any image or document can be uploaded and made available on your AMP site, however it is important that the files you provide to your visitors be in a format that they can read or view. This means using JPEG's and GIF's for images (the Image Uploader will only allow these formats) and trying to use PDF's for documents when possible. You absolutely can upload other formats of documents, like Microsoft Word documents, but you are risking the end user not being able to open or view the file correctly. Details about how to use images and documents in your content will be covered in tutorial 3: name of tutorial 3.

Safely Naming your Documents *The basic limitation is that the files must be named with only letters, numbers and underscores, followed by a period and a valid file extension (don't strip off extension like .jpg or .pdf). Spaces are allowed but not recommended. The name must not include illegal characters like apostrophes or special characters like dollar-signs, or exclamation points etc.*

Images

AMP provides tools to upload image files in either JPG or GIF format. When images are uploaded via this tool, three different copies of the file are made for use by different parts of the system: the original, pic, and thumbnail. The original is the exact image you chose to upload. The pic and thumbnail are two differently sized copies of that image used by different parts of the system. The size of these images is set in the System Settings for your site. If you change the System Settings for these image sizes you will need to use the image resizer to update images already added to the system. AMP includes a special feature, to crop an image original after it is uploaded or to cut out a portion of the image for use as a thumbnail instead of just using the resized original.

Upload Images

There are two methods for uploading documents. First, you can upload documents into the system, making them available for future use, by browsing to [Docs and Images => Upload Images](#). Click to choose an image from a file in your computer. If you wish to rename the file you can provide a new name in the box provided. For information about the photo gallery options please see Tools: Photo Gallery. Click to begin uploading your file. Once your image has been uploaded you will see a preview of the three versions. You can also upload images into your system directly through the Add/Edit Content form by clicking on the 'Docs and Image' tab.

Note: Image larger than about 5 megs may be too slow to upload and cause your browser to time out the connection. You should consider uploading images that large using sFTP.

View Uploaded Images

Browse to [Docs and Images => View Images](#). Here you will see all the images related to your site. Use this list to select images to add to your Photo Gallery or to select thumbnails to crop.

Delete Uploaded Images

Browse to [Docs and Images => View Images](#). Check the box of the image(s) you want to delete and click to remove it from the system -- this is a permanent deletion and removes the file from your server.

Documents

AMP provides tools to upload documents in almost any format. When documents are uploaded they are copied to the folder 'downloads' and can be attached to content using features found on the 'Documents and Image' tab of the Add/Edit Content form or by linking to them directly (see **Tutorial 2: Using Images and Documents in your Content** for details)

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View Uploaded Documents

Browse to [Docs and Images => View Document](#). Here you will see all the documents uploaded to your site.

Delete Uploaded Documents

Browse to [Docs and Images => View Documents](#). Here you will see all the documents uploaded to your site. Check the box of the image(s) you want to delete and click to remove it from the system -- this is a permanent deletion and removes the file from your server.