

# Adding, Editing, and Organizing the Content of Your Site

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## Sections and Site Architecture

Most websites are divided up into sections and subsections to help visitors navigate to information they may be seeking. If you are offering information about your organization, you might put it in a section called “About Us”. If you are running a news and commentary page, you might divide your pages up by political regions or topics. How you divide your information is up to you. With AMP, you may create as many sections and subsections as you want. Remember, the point is to help your visitors to find what they are looking for by providing a concise set of options.

AMP organizes Sections and their content hierarchically, Sections can contain any number of sub-sections and be subdivided again. There is no limit to the number of Sections you can create in AMP but it is best to keep things to a reasonable level of complexity. Each piece of Content in an AMP site is included in a Section and can be also included in any number of Related Sections

All Sections in an AMP site are assigned a unique ID number. These numbers do not change and are used by the system to create the URLs that display your content to your visitors. In this way you can change everything else relating to an Section (title, description content etc) without links to it or special features breaking.

Sections use a special Class of content called a Section Header to automatically create a content list for the Section that summarizes Content and/or subsections for your visitors. See **Section Headers and List Display Formats** of this tutorial for more details.

### Creating a Site Map

*Are you looking for information about how to provide a Site Map of your Site to your visitors? Check out our information on **Content Tool Details, Site Map** for details.*

Before you start creating Sections and adding Content it is a good idea to build a model of how Content and Sections will relate to each other. This site map is also important to help your viewer navigate your site and find what you think is important or what they are looking for. Your site might have 20 sections and subsections, for example:

About Us	Justice Campaign
Our Mission	The Niagara Farmers Justice Campaign
Contact Us	Donate
The US Campaign for Workers Compensation	Our History
Representation for International Workers Campaign	Press Releases
Justice For Jim Scott	In the News
Justice For Jen Overwhelm	Publications
The Eastern Washington Farmers	Links
	Member Groups
	Fax your Representative

A visitor to your site is quickly overwhelmed by the sheer bulk of options available to them. Instead, you might organize these sites into 7 general top level sections and then arrange all the other sections as subsections of these:



So visitors really only see the Top Level Sections as a starting place to explore your site:



Instead, you might want to make some of these items into features, which won't appear as

one of the sections of the site, but rather are shown as links that appear on every page of your site. You might decide to break your general sections into 5 top level sections and 3 feature items:



Links to these features are created in the templates of your site, and require a basic knowledge of HTML. Please contact Radical Designs if you need assistance with this.

Either way, a site map like this is an important tool for any Web designer who might be working on your templates. Having a simple model for how your site's content is organized will help you to think about what your priorities are for your web presence. Sites that are clear on what they hope visitors will see and do are more successful than sites that scatter information and try to offer everything at once.

Once you have a clear site map, you can start to build out the design, features and site Sections that will convey these priorities to your visitors. Speak to a web professional or RadicalDesigns about features that might suit your goals and resources.

## Creating and Managing Sections and their details

### View Sections in the System

Two sections appear in the new AMP site by default—'None' and 'Module Pages', **Do not delete these!!! They are essential to how AMP functions.** Browse to [Content => View Sections](#) to view the list of existing sections. This list is sorted so that Sections defined as subsections appear below their parent section.

### Create or Edit Sections

To create a new Section, browse to [Content => Add Section](#). The default settings for adding a section will usually suit your needs; however, there are additional fields that you might want to utilize, which are covered later in this section. As long as you provide a Section Name, you can create a new section and modify its behavior and appearance later.

## Create or Edit Sections

**Section-by-Section Navigation – List Pages** to override the default System Navigation menu and customize it for this Section's Header.

**Section-by-Section Navigation – Content Pages** to override the default System Navigation menu and customize it for all content in this section.

Browse to **Content => View Sections:**

List Sections

With Selected:     |

All	Section	ID	Status	Order	Navigation
<input type="checkbox"/>	About Us	3	live	0	List Pages Content P

### Change the Order in which Section Titles Appear –

There are two ways to change the ordering of sections: The first begins by browsing to **Content => View Sections** (see above). Looking in the order column you will see fields containing numbers, which are set to 0 automatically. By adding numbers you can change the order that Section will appear in on List Pages or Nav's. The numbers sort descending, 0 first and going down (0,1,2,3 etc.). Adjust these numbers and then click the **Reorder** button to save your changes. The other way to assign the order number of a section is while Adding/Editing a section, by entering the number in the "Section Order" field.

Browse to **Content => Add Sections**

Add Section

PUBLISH

\* Section Name

Description

\* Subsection of

Section Order

Date and Redirect  
 Security

List Page Options

Display Format

Max Items per Page

Hide Content List

Default Filter

Section Header

Appearance

Images  
 Template and CSS

\* Required Field

**Subsection Of** – Dropdown that lists all existing Sections and allows you to specify this as a subsection of another section.

**Date and Redirect** – Choose to display the date of a section, and to redirect the section to another webpage with the URL of your choice.

**Display Format** – Dropdown showing the available List Formats, specifies what will appear in the Content List on the Section Header for this Section. See **Section Headers and List Display Formats** below for details.

**Hide Content List** – Checking this means the Section Header is used, its text is displayed, but the Content List is not.

**Default Filter** – Select the filter you would like to apply to the a sections, to show just that type of content.

**Section Header** – Choose whether to have a header for a section, and if so, specify which content header.

### Section-by-Section Templates --

Select the **Template and CSS** pull-tab to see the 'Template' dropdown that lists all existing templates. Select the template you would like to use and save you changes.

### Create a Password Protected Section --

In the **Security** pull-tab of the **Edit Section** form you will find the 'Require login to view content' checkbox. Checking this makes this section password protected. Please see information on **Content Tool Details, User Accounts** for details about how to create users and passwords to access the protected Section.

## Navigation Related to Sections

AMP includes a few build-in Navs to view the Sections on your site. Try enabling the Navs titled **Sections (top level)** (id #63) or **Sections in this Section** (id #17).

## Section Headers and List Display Formats

Sections use a special Class of content called a Section Header to automatically create a Content list for the Section that summarizes Content and/or subsections for your visitors. The Content list includes the title, subtitle, date and short description for each article or subsection. Unless you select an article to be the section header in the Section Header Tab when you create a section, a new Section Header is automatically created and included as a piece of blank content in that Section. You can see the section header by viewing the contents of the Section as described in the **Creating and Displaying Content: Viewing and Searching Content** section of this tutorial.

The automatically created Section Header will have no body by default but will be titled the same as the Section that it was created with. Feel free to change the title if you need to. Content added to the body of this Section Header will appear at the top of the page, above the content list.

### Choosing what Content and (Sub)sections appears for a Section

From the “Display Format” dropdown on the Add/Edit Section page, you can specify what will appear on the section header page.

**List of general content in section:** Shows the content of the current section

**Newsroom:** Lists the most recent press and news articles

**List of subsections and content in each subsection:** Shows all subsections that have content and the content associated with them (it does not show subsections without content)

**List of subsections in current section:** Shows just the subsections of the current section


**List of content and sections:** Shows all of the content of the current section, as well as the subsections of a current section

**List of all content in all subsections:** Shows all of the content in the subsections of the current section. Does not show the title of the subsections or the content of the current section.

### Changing the Order in which Content appears in a List

By default content is sorted in a Content List by date, and ID number from highest to lowest, thus newer content appears at the top. The order in which content is sorted can be overwritten using the ‘order’ numbers defined for each piece of content; For details about how to customize and adjust these please see the **Creating and Displaying Content: Creating and Managing Basic Content** section of this tutorial.

### Viewing Sections and their Headers on your site

To make your Section structure clear to your visitors you can use any number of built-in Navs. You may also build a custom Nav or menu into your Templates that illustrates and links to your Section structure. To view Sections on the front end of your site, click on the Preview icon (Magnifying Glass ) next to the Section name. You can browse directly to your Sections using a few different URLs that incorporate the Section ID number assigned to each Section when it is created. With this number you can browse any section directly by placing the number at the end of the either of the following two URLs:

[www.yourorganization.org/section.php?id=](http://www.yourorganization.org/section.php?id=)

[www.yourorganization.org/article.php?list=type&type=](http://www.yourorganization.org/article.php?list=type&type=)

So if you created a section called 'About Us' and you find in the view sections page that it has the ID number 3:

AMP Your Site Administration Home Clear Cache User: admin Log

CONTENT

View/Edit Content  
Add Content  
View/Edit Front Page Content  
Add Front Page Content

List Sections

With Selected: Publish Unpublish Delete Move | Reorder

All	Section	ID	Status	Order	Navigation
<input type="checkbox"/>	<a href="#">About Us</a>	3	live	<input type="text" value="0"/>	<a href="#">List Pages</a> <a href="#">Content Pages</a>

you can browse to <http://yourdomain.org/section.php?id=3> and you will be redirected to the Section Header URL <http://yourdomain.org/article.php?list=type&type=4>.

What you are seeing at this URL is the active version of the Section Header. Section Headers are also pieces of Content with ID's of their own but if you browse to them directly (as in <http://yourdomain.org/article.php?id=455> if 455 is the ID number assigned to the content) you will not see the Content List or any other of the special features of this Class.

# Classes

Every piece of content in an AMP site has to have its Class defined, even if you are not using any of the features that take advantage of the AMP Class system. Therefore all new content is added to the Class 'General Content' unless you specify otherwise. Classes provide a way to categorize and manipulate content without affecting the overall site structure created by the section-by-section organization and to make decisions about how that content will be displayed that suites its special features.

AMP takes advantage of some built-in Classes (section headers, press releases etc.) for many features but new classes can be added to support new features or systems of organization.

Classes also allow you to use special List Pages and Navigation that show only specific Classes from across all the Sections of your site or from a specific Section, so you could, for example, display News Articles all together in a single list, similar to a Section Header content list, even though the Articles had been divided up into different topic based Sections across your site.

## An overview of built-in Classes

The Classes listed here come built into AMP and are used by different existing features and tools. Before making changes to these you should be sure you understand what you might be affecting.

**General Content:** The default Class, to which all content is added unless you specify otherwise. **It is not recommend that you change this Class at all as it is very important to how AMP works.**

**Section Header:** Used as the opening page for a section, does not display in navigation or index pages – see the **Sections and Site Architecture:Section Headers and List Display Formats** section of this tutorial. **It is not recommend that you change this Class at all as it is very important to how AMP works.**

**Front Page:** Front Page Content (*under Content in the main menu*) takes advantage of a built-in class (Front Page Content) allowing for a different style of display. They are articles that will only appear on the Front Page of your site. AMP builds special features around your site's home page. Because your home page may be different in design than your site's interior pages, you have the option to define separate homepage content and navigation components.

**News Article:** Slight formatting changes, item will appear in navigation and index as well as in newsroom and other navigation components for news articles.

**Press Releases:** Formats Content Pages as a press release, displays in navigation and index as well as newsroom

**Take Action Item:** General articles that have 'Take Action' links (see take action below), displays in navigation and index

**User Submitted Article:** Article that was input via the 'user submitted article' feature. The class should be changed before it is published

**Blog:** Formats articles for use as blog posts, doesn't use the subtitle or short description fields.

## Viewing your site by Class

You can build a view by Class using a similar URL to the one used to view Section Headers. All Classes in an AMP site are assigned a unique ID number that you can see by browsing to **Content => View Classes**. View a list of Content from across your site by Class by browsing on your site `www.yourorganization.org/article.php?list=class&class=` followed by the Class ID number. View a list of Content in a particular Section and Class by browsing to `www.yourorganization.org/article.php?list=class&class=[id]&type=[id]` where the [id]'s are replaced by the respective class ID and Section ID you want to display.

### Navigation Related to Classes

AMP includes a number of built-in Navs that display similar lists to those described above using the built-in Classes. Try enabling *Content: News In Section* or *Content: Press Releases in Section*

## Deciding how to use Classes

Not every AMP site has to make extensive use of Classes; with the exception of Section Headers, Front Page Content and General Content, you could completely ignore this feature and base your site organization entirely on Sections. However the AMP Classes can be really useful even just using a few features; Most commonly people use the Press Releases and News Articles Classes to help identify them, so that they can use the related Navigation and highlight News from or about them or their missions.

You should use a specific Class to identify Content if you:

- want specific Content to be easily featured or highlighted in Navigation.
- if you need a way for content to be displayed from across multiple sections
- you are thinking of having custom features developed to change the way a kind of content is displayed or handled.

A common use, beyond the built-in Classes, is the addition of a 'Background' or 'Features' Class. These are used when your site is divided by issue or action and provides a way to add a single Navigation element that will display, on a section-by-section basis, information that you decide might be helpful to provide background information about the issue.


## Adding and editing Classes

The AMP Classes system is not the same as a topical tagging or taxonomy systems you might be familiar with from some other popular CMS/Blogging software. You can't for example assign more than one Class to a piece of Content. You may find that making Classes on a topic by topic basis groups beyond what you had in mind so be sure you have a clear vision for how you are going to use Classes before you start building too many.

### Add Classes

Browse to **Content => Add Class**. Enter the name of the class you would like to create. You also have the option of adding a description, picking a header article from a dropdown of content on your site, choosing one of your images for class banner, and restricting the number of items that are displayed on each page.

### View and Edit Classes

Browse to **Content => View Class**. To change any details for a class, click on the edit pencil  of the class you want to modify. You can also custom tailor the Navigation Menu for a particular class, by clicking on List Pages and specifying what Nav elements you want rather than the system default.


## Creating and Displaying Content

All Content in an AMP site is assigned a unique ID number. These numbers do not change and are used by the system to create the urls that display your content to your visitors. In this way, after you have created an article, you can change everything else relating to it (title, class content etc) without links to it or special features breaking. How and where Content is displayed will depend on what Section and Class you have added your content to so it is important to understand what affect these have.

## Viewing and Searching Content

### Viewing Content in Your System

There are a few different ways to get an overview of your AMP site's Content and to view lists of that Content on the Admin side. If you browse to **Content => View Content** you will be presented with a site map showing a hierarchical model of your sites Section structure. This is the best starting place for finding or browsing Content.

From this page you can choose to browse a list of Content by Section or Class using the dropdowns in the search form at the top of this page or by clicking on the name of a Section in the site map (clicking the edit pencil  beside these will take you to the Edit Section form described in the **Sections** part of this tutorial). To find a specific piece of Content use the search form, providing an article id number, partial title or author. You can use this same form to search for items by date or status. Clicking 'View All Articles' creates a list of all the content on your site.


### Viewing Web Content on the Front End

To view or link to specific pieces of content on your site you need to know the ID associated with that Content. You can then browse to that content at "<http://yourdomain.org/article.php?id=>" followed by the ID of the Content you want to view.

## Creating and Managing Basic Content

When you create content very little information is required and some information is used only by specific features or AMP Classes.

### Add or Edit Content

Adding and changing the content of your site is easy using AMP. To add a new page, just browse to **Content => Add Content**. To edit an existing piece of content, locate it with AMP's Admin searching and browsing features (see above) and click the edit pencil  beside the content you want to change. While there are many options on the **Add/Edit Content** form, just a few of them will be enough to get your article into the system.

Below is a list of the most common features, remember not all of them are required. See the Field List for a complete list and details about them all.

**PUBLISH:** checked by default – if it is unchecked, the page will not show up on your website.

**TITLE OPTIONS:**

**Subtitle:** Additional Title that will appear under the title in content listings and on the public site page.

**Abbreviated Title:** for longer titles, specify how to shorten the title in navigation menus

**SECTIONS:**

**Section:** Defines under what section the page appears on your site **or**

**Add New Section:** Create a section if the one you want hasn't been added

**Add Related Section:** choose any additional section(s) to include the content with

**SHORT DESCRIPTION:**

Information here will appear in the Section Header content listing.

**ORDER:** specify what order in the section the content will appear

**BYLINE INFORMATION:** Here you can include details about the article such as the Author, Source citation, Source URL, and Publication

The screenshot shows the 'Add Site Content' form with several tabs: 'Main Content', 'Images and Documents', and 'Advanced Options'. The 'Main Content' tab is active. The form includes the following fields and sections:

- Buttons:** 'Save Changes' and 'Cancel' at the top and bottom.
- Options:** A 'PUBLISH' checkbox is checked.
- Title:** A text input field for the page title.
- Title Options:** A section containing 'Subtitle' and 'Abbreviated Title' text input fields.
- Sections:** A section with a dropdown menu for 'Section' and buttons for 'Add New Section' and 'Add Related Sections'.
- Class and Tags:** A section with a dropdown for 'Class' (set to 'General Content') and a list of 'Other Tags'.
- Content Body:** A section with a 'Short Description' text input field.
- Full Text:** A large text area with a rich text editor toolbar (Times New Roman font, bold, italic, underline, list, link, etc.).
- Article Attributes:** A section with a 'List Order' dropdown (set to 'by date'), a 'Date' dropdown (set to '23/07/2007'), and a 'DO NOT DISPLAY' checkbox.
- Byline Information:** A section for author and source details.

Click the tab to attach Images Documents, or Video

**TITLE:** the name of the page, both in the system and on the site. The name will show in links and navigation, for users to click on to view the page.

**Class:** Leave as General Content, the default value, for most pages. Otherwise see **Chapter 5** for details about Classes.

**TAGS:** You can add tags to the piece of content from the options provided, or enter the name of new tag(s)

**FULL TEXT:** The body of your new content. Any simple text content you add to this area will be converted to HTML for display, automatically accounting for paragraph breaks. If you have a browser capable of using the Rich Text Editor you should see a toolbar over this content that resembles those in most document editing applications. Using this toolbar you can create rich text features like bolding, creating bullet lists and adding images and tables. For more details about this editor, please see the following point **Using or Not Using the Rich Text Editor (wvsiwv2)** below.

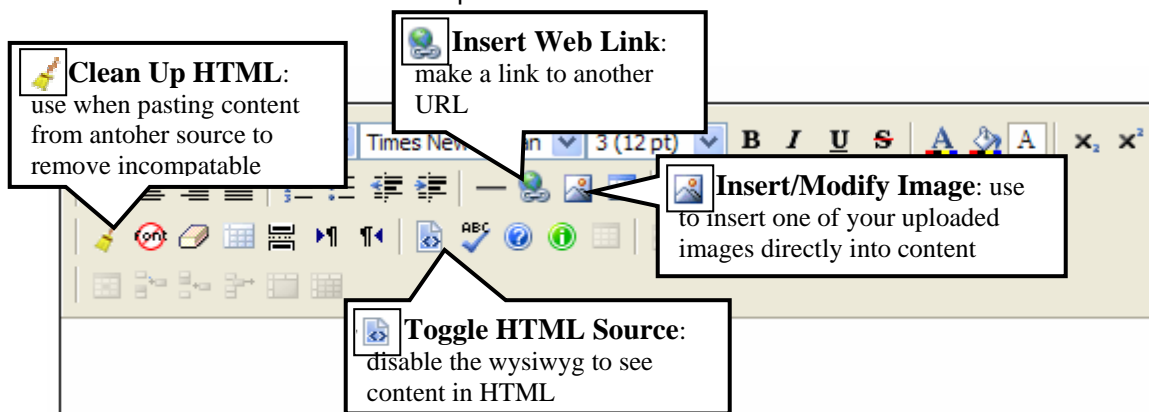
**DATE:** Set a date here that will be displayed along with the content if you require one.

## Delete Content

Pieces of Content can be deleted one at a time, using the **Delete** button when you are editing the specific piece. It can also be deleted in bulk from any search view by checking the box beside items to be deleted, and then clicking the **Delete** button. **Remember – deleted Content can't be recovered so be sure you are deleting the right things!** If you think you may regret it consider setting the Content to 'Draft' status instead of deleting.

## Using the Rich Text Editor (wysiwyg)

AMP makes use of a Rich Text Editor to allow you to visually format text in the body of your Content. It provides a toolbar similar to the one found in Microsoft Word, that you can use to format select text, add images and table layouts. You may be familiar with many of the command buttons, as they are quite similar to those found in word processing. Below are a few buttons that are especially useful or unique to web content, and details about them can be found under their related topics:



## Use or Disable the Rich Text Editor (wysiwyg)

The editor will appear above the body text box. If it does not appear then you are either using a web browser that does not support it or it has been disabled. The Editor should work in all recent versions of IE and Firefox for either Mac or PC. It is known not to work in the Safari browser for Mac.



However, you may want to turn off the Editor, finding that it slows your work when adding simple content or because you want to add HTML without its influence. To view and edit the HTML it creates, click the **<HTML>** button in the toolbar. Disabling the Editor is done using a cookie, which is set in the browser. If you set it this setting will be remembered on this computer until the cookie is cleared. If you use a different computer or browser you will need to set the cookie again. To disable the editor simply edit any Content. On the **Advanced Options** tab you will see two links that say 'No WYSIWYG Editor' and 'use WYSIWYG Editor'. Clicking these set or unset the cookie. Hit the reload button on your browser after clicking the link and your change will take effect.

## Changing the Order in which Content appears

By default content is sorted in a Content List or any Navs by ID number from highest to lowest, thus newer content appears at the top. The order in which content is sorted can be overwritten using the 'order' numbers defined for each piece of content; You can specify a piece of content's sort order number in the **Add/Edit Content** form or looking at larger lists when browsing content you will see a field in which you can define the number. The numbers sort desc, 0 first and going down ( 0,1,2,3 etc.). Adjust these numbers and then click the **Change Order** button to save your changes. Any content without a number is considered to be a 0 so new content added without a number is positioned above that. The same number

can be used multiple times to move a block of content, order within that block is set by the ID number as is default.

### Rolling Back Content Versions

At the bottom of any **Add/Edit Content** form you will see a list of any versions of the content that were created. Every time you make a change to an existing piece of Content a record of the old version is kept. This way if you make a mistake or need to see an old version of a page you can recover it. Click the magnifying glass, , to see a preview of what a version looked like, the edit pencil, , to open a version for editing, and  to save it as the live version.

### Navigation Related to Content

Most Navs show content from your site, filtered by class, section, or both. Generally, to show content for sections, you will enable the Navs titled Content in Section (all classes)(id #4) or General content in section (default)(id #21). For content of a particular class, the title of the built-in Nav will closely resemble the name of the class.

## Using Images Documents and Video in your Content

AMP provides a variety of features that take advantage of Images and Documents you upload via the system. See **Tutorial 2: Initial Set Up of Your AMP Site** for more details about Uploading. When images are uploaded via the AMP Image Uploader three different copies of the file are made for use by different parts of the system: the original, pic, and thumbnail. It is important to understand the difference between images that have been 'attached' to a piece of content and images that have simply been added to the body layout using the Rich Text Editor or HTML and what size/version of the image is being used.

### Attaching Images to your Content

Once an image has been uploaded it will be automatically available when creating or editing Content. Browse to the **Images and Documents** tab on the Add/Edit Content form. On this tab you can select an image from the list of available images uploaded to your site and set details about how it will appear. This image will always appear in the first paragraph of this page and be used as a thumbnail in any Content Lists (see **Section Header list Thumbnails** below). Most important is to be sure to set the 'Image Selection' to the size that is suitable for the page. See the Field List for more information about the other specific fields. You can only attach one image to a piece of content and it will be placed at the top of the article only. If you want to include more or change the layout location see the instructions below for **Adding Images directly to your Content**.

### Section Header List Thumbnails

If you use the AMP Image Attachment feature described above you are also setting an image that will be used as part of any Section Header lists. Content that has an image attached will be displayed in lists with a thumbnail of the attached image to the left of its details. The size of these thumbnails is set in your System Settings (see **Tutorial 2: Initial Set Up of Your AMP Site**).


### Adding Images directly to your Content Layout

You can add images directly to the body of your Content using the Rich Text Editor or in HTML. When images are uploaded via the AMP Image Uploader three different copies of the file are made for use by different parts of the system: the original, pic, and thumbnail. When you find yourself wanting to refer to uploaded image in HTML in your content you need only provide the relative path and image name. So for example your image logo\_small.jpg, once uploaded, will be available at:

[www.yourorganization.org/img/original/logo\\_small.jpg](http://www.yourorganization.org/img/original/logo_small.jpg),

[www.yourorganization.org/img/thumb/logo\\_small.jpg](http://www.yourorganization.org/img/thumb/logo_small.jpg) and  
[www.yourorganization.org/img/pic/logo\\_small.jpg](http://www.yourorganization.org/img/pic/logo_small.jpg).

Select the path you want based on which version of the image you want to include. Images added in this way are not used as thumbnails in Section Header content lists.

If you are using the Rich Text Editor you can place your cursor where you want the image to appear in your content and then click the 'Insert/Modify Image' button  in the toolbar. A popup window will appear that will allow you to select the image you want to use from those. The optimized version will be used by default and you can adjust its layout and spacing in this window as well. 'Alternate Text' is displayed if the image fails to load.

In either case the URL of an off-site image can be used in place of the AMP relative path/URL to grab an image from another website.

### Attaching Documents to your Content

Once a document has been added using the Uploader, it will be automatically available when creating or editing Content. Browse to the **Images and Documents** tab on the Add/Edit Content form. In the middle of this tab you can select a document from the list and set details about how it will appear. A link to this document will appear in a box at the bottom of this Content on your site, indicating it is available for download. Most important is to be sure to set the 'Document Type' so that the icon that appears beside the link is correct. You can only attach one Document to a piece of content and it will be placed at the bottom of the article only. If you want to include more than one document, or change the layout location see the instructions below for **Linking directly to Documents**.

### Linking directly to Documents

When documents are added using the Uploader they are copied into the folder 'downloads/'. When you find yourself wanting to refer to uploaded document in HTML or using the 'Add link' feature in the Rich Text Editor, you need only provide the relative path and file name. So for example your file brochure.pdf, once uploaded, will be available at [www.yourorganization.org/downloads/brochure.pdf](http://www.yourorganization.org/downloads/brochure.pdf).

### Attaching Media (Videos) to your Content

Browse to the **Images and Documents** tab on the Add/Edit Content form. At the bottom of this tab you can embed HTML of a video. To get this HTML from YouTube, go to the video you want to use. Copy the HTML from the "embed" field, and paste into the attach media field for AMP content. See <http://www.youtube.com/sharing> for more details.

## Creating Front Page Content

AMP provides a way to add content to the front page of your site, if you do not have custom front page layouts. To add front page content, browse to **Content => Add Front Page**. Most of the fields for adding front page content are the same for adding regular content (see **Creating and Managing Basic Content: Add or Edit Content**.) One difference here is the "More" Link' field, which is a field that allows you to provide a URL which will show up as a link that will take visitors to other pages within your site.

## Creating Special Content

### Redirection to and from Content

You can redirect viewers to a different webpage, whenever they click on a link to a particular piece of content, or you can direct viewers to a piece of content from anywhere else on your site. To do this, browse to the **Advance Options** tab on the Add/Edit Content form. To send viewers to another article from this piece of content, enter the web address of the page you would like to send viewers to in the Redirect Viewers to URL field. Also, on this tab you can enter the alias of the article, that is, another URL, which visitors can find more easily and which will direct viewers to this piece of content. These options are also available using the

Page Redirection content tool; see our guide on Page Redirection for details.

### **Password Protect Content**

Individual pieces of content cannot be password protected. However, content can be placed in a section, which you can then password protect. See **Sections: Creating and managing Sections and their details** of this tutorial for more information.