

# The AMP Manual v. 2.1

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## i. An Introduction

### i.i Welcome

The Activist Mobilization Platform (AMP) is a suite of content publishing, organizing and mobilization tools built by and for social movements. Radical Designs, the author of AMP, provides customized, configured and hosted installations of AMP along with training, service and support contracts that will help your organization make the most of its on-line presence.

All components of AMP are released under the Gnu Public License ( GPL ) except where noted within the source code. The terms of the GPL can be accessed via the internet at <http://opensource.org/licenses/gpl-license.php>.

AMP includes a robust Content Management System that allows site changes, updates and expansion by non-technical staff. The core features include document management, image uploading and size optimization, a site search engine, blog-style visitor comments, visitor-submitted content, meta tag creation, navigational breadcrumb, printer-safe articles, page recommendation, a site map, site-wide hot words and WYSIWYG (What You See Is What You Get) editing. The content management system auto-generates navigation and creates index pages based on content categorization. All content and modules are managed through a single interface with version control and roll back controls.

AMP sites are templated and use CSS to easily and flexibly provide your site with a custom look and feel.

These things are included as appendixes

- A Full list of Features
- Read More about Designing for AMP in the Design Guide
- Read More about Installing AMP in the Install Guide
- Read the Details of Form Fields in AMP in our Field Guide

### i.ii About Using this Manual

This manual is structured as a guide to setting up a new AMP site from scratch. Reading it from beginning to end will provide a great overview of the system as you begin to build a new site, detailing how all the parts relate and can be put to best use.

This is also a reference manual for specific tasks that do not require an overall understanding of the system. Some information is repeated in different parts of the manual – if you read only one part it should still be as clear as possible. You may have to read a few sections to fully understand an answer but don't hesitate to jump straight to the section you are interested in.

Each chapter component includes a description of the items we are discussing, followed by a list of action items. **If you have not read the entire manual you may find the descriptions a little complex but you should be able to simply follow most action items even with a limited understanding.**

Please keep in mind that AMP is always growing so new features may not be included in this manual version. It is also very common for an AMP installation to have been customized or had custom elements added to it specifically for your organization. If you see

something on your site that is not covered here it may not be part of the basic AMP install but instead be something Radical Designs made just for you. Please contact RD for more information about that feature.

## Manual Notation

To move around in the AMP administration system you will mostly use the main dropdown menus along the top of the Admin pages. When this manual asks you to go to a specific page and uses a format like this '**Settings => System Users**' then you should look for **Settings** in the main menu, click it and then click **System Users** in the submenu and so on into other submenus.

## i.iii Navigating AMP

### The Admin Interface (/system)

If your AMP-based website is located at [www.yourorganization.org](http://www.yourorganization.org), simply go to: <http://www.yourorganization.org/system> to access the Admin or System interface. We sometimes call this the Admin side. Most of this manual helps you to navigate this interface to make changes to your site.

These Admin pages are password protected and act as your website control room. Using them you can maintain content and control the appearance and behavior of your website from any place where you have Internet access. Login using the *Username* and *Password* for your site. (Read **Chapter 1 -- 1.2 Logging in and Managing Users** if you don't know your password).

All changes are made as soon as you save the new information you have entered. If you don't see a change when you reload the public pages you may need to clear your browser or AMP's cache (See **Chapter 1 -- 1.4 Clearing your Cache** for more information)

### Your Public Site

Assuming you have managed to successfully install AMP your site is available at [www.yourorganization.org](http://www.yourorganization.org). You should see your new empty homepage wrapped in the AMP wireframe template (a simple default template that comes installed in every AMP site). A new AMP install generally comes with a number of features enabled to help you better understand how your AMP site is structured.

The most important are the **navigation elements**, examples of which appear in the left side of the wireframe. These will give you a picture of how your site is constructed as you start to build your Sections and Content (see **Chapter 3** for details about enabling and changing your Navigation). Without navigation elements, or a working knowledge of the standard URLs used by AMP, finding content on your site will be confusing at first.

This manual will demonstrate how to build out and navigate your site. If at any point you need an overview of what is on your site you can always browse to <http://www.yourorganization.org/sitemap.php>. There you will see a simple linked map of your existing Sections and Content.

## i.iv An Overview of the AMP components

This introduction gives an overview of the different components of the AMP system, it is good to read to familiarize yourself with system but if you really want to get started building your site you might want to skip ahead to **Chapter 1**.

***Main Menu** All the components listed below appear somewhere in the main dropdown menu of the Admin or System interface. It's a good idea to browse this interface while reading this document.*

### **Content**

Governs the creation and organization of materials on your site. This is the stuff you'll be working with most frequently because it allows you to add and edit content. Content is arranged by Section and categorized by Class and a variety of AMP features build on these arrangements.

### **Sections**

AMP creates a map of site organization based on Sections and subsections. The system-generated Navigation elements and some tools like sitemaps are built to take advantage of the Sections structure. Different templates or navigation are assigned on a section-by-section basis. Section settings take advantage of and govern the display of a special AMP built-in class called a Section Header, where the content of a Section is listed. These settings decide how a Section's Content List will be displayed and what Content or subsections will be included.

### **Classes**

Classes provide a way to categorize and manipulate content without affecting the overall site structure created by the section-by-section organization. AMP takes advantage of some built-in Classes (section headers, press releases etc.) for many features.

### **Navigation**

AMP provides a number of built-in Navs, many of which automatically and intelligently update along with your content changes, making your site consistent and easy to navigate. There are two defined display areas for Navs, the "left nav" and "right nav". You may use one, both, or neither area within a template. To display a Nav, you can add it to the built-in Standard site-wide layout or the Front Page layout. Sections, Class listing pages, and the Public Pages for Tools, can be assigned customized Navigation Layouts. Individual Articles can only use the layout for the section where they are located.

### **Documents and Images**

Lets you upload pictures and documents and make them available onto your website, allowing you to add images to your content and make PDFs, word processing files, or other computer files available on your website.

### **Tools**

Includes the more advanced features and functions that AMP provides. Don't be fooled, just because they are advanced features doesn't mean they are hard to implement or configure. These tools include things like our Calendar, Links, and Photo Gallery features.

### **Forms (UDMs)**

A way to create forms for your site. The forms come with standard contact information fields built-in, and also allow you to define your own questions. Information provided by your site visitors is stored in this interface. A plugins architecture allows visitor data to be used with other features, including third-party Web services.

## **Templates/CSS**

AMP supports an HTML-based templating system which allows you to create as many different layouts and related CSS files as you might need. These templates can be applied to an entire site, or applied individually to different Sections or Tools. AMP relies on a set of built-in CSS classes that are included by AMP when content is displayed; they control the style of standard things like titles or bylines.

## **Users and Permissions**

AMP permissions focus on who has access to your site administration and what components of the administration interface they can use. AMP does not support section-by-section permissions. A user can either edit all content or no content, there is no way yet to limit them to some items of content. AMP does provide a means to create visitor or member accounts to provide protected access to content on your site.

# Chapter 1      **System Settings**

## **1.1 System Settings**

Browse to [Settings => System Settings](#) to see the main configuration options for your site. Some details about these settings are listed below.

### **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.

### **Email List Settings**

???

### **PHPList Settings**

???

## 1.2 Logging in and Managing Users

*The Users discussed in this section are used by site editors and administrators to manage your AMP site. Users Accounts used to login to protected sections are discussed in **Chapter 7.2 Content Tool Details**, under **User Accounts**.*

### Login

If your AMP-based website is located at [www.yourorganization.org](http://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 every install 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.

### View and Edit existing AMP Users

Go to **Settings => System Users** to view a list of users in the system. Click the edit pencil beside the User you want to edit.

### Change Passwords

Because every AMP install 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 edit the 'admin' user. 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.

### Create New Users

While you are logged in as the admin user (or a user with similar permissions) you can create and edit other Users. View AMP Users by browsing to **Settings => System Users** and click the 'Add new record' link at the bottom of the list. For sites with multiple admins who will be updating and maintaining the site, the simplest approach is to create a new user for each person, with their own username and password. Assigning these new Users an Access Level of 'All Permissions' will make them full administrators on the system. If you want them to have more limited permissions you will need to first create a new permission group with your preferred permissions. See **Chapter 1: 1.3 Permission** for details about how to do that.

## 1.3 Permission Groups

### Create New Permission Groups

While you are logged in as the admin user (or a user with similar permissions) you can create and edit Permission Groups. Go to **Settings => System Permissions** and click 'Add new record' under the list of existing permissions. In the **Add Permission Group** form provide a 'Name' and check the box next to components your new group will have access to. Permission limitations often have surprising effects so you should test any new group with a testing User account to be sure that it can do what you expect.

### Edit a Permission Group

While you are logged in as the admin user (or a user with similar permissions) you can create and edit Permission Groups. Go to **Settings => System Permissions** and click 'edit' pencil next to the permissions group you want to edit. In the **Edit Permission Group**

form check the components this group will have permission to or uncheck ones you don't want. **If you are unsure don't make changes to the Admin user, you could lock yourself out and no longer have a user able to correct the problem!!** Permission limitations often have surprising effects so you should test any new group or changes to the admin/all groups on a test user to be sure that it can do what you expect.

## 1.4 Clearing Your Cache

While making changes to your site (adding or editing content) whenever you save your changes you should see them take effect when the corresponding site page is reloaded (using the reload button on your browser). If you don't see your changes the reason most likely relates to caching either by AMP or your browser.

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 in your System Settings (**Settings => System Settings**, set the **Cache Seconds** field). Any time you make a change to your site this cache is cleared automatically.

If you don't see your changes you should manually clear your AMP cache, by browsing to **Settings => Flush Cache**, to see if that fixes the problem. If you still don't see your changes you may need to clear your browser's cache; Browser specific instructions can be found here <http://www.java.com/en/download/help/webcache.xml>. If your browser cache is affecting your ability to see your changes you should consider changing your settings to limit or disable caching. Browser specific instructions can be found here [http://www.vanalstynep.lib.tx.us/Winnebago/Admin/Help/disabling\\_browser\\_caching.htm](http://www.vanalstynep.lib.tx.us/Winnebago/Admin/Help/disabling_browser_caching.htm).

***What is Caching?** Caches are used by AMP, and possibly your browser, to speed up page load times. Every time a page on your site is visited it is created from scratch, all the parts that make up the page are queried from the database (template, navs, content) and a static HTML page is created that will be sent to the visitor to be displayed by their browser. Creating that page is relatively slow compared to just sending the HTML page and since most pages on your site will not change that regularly, every time a page is visited we save the static HTML version. The next visitor to that page is served the static cached HTML page and thus the page loads faster for them and all other visitors. Browser caching works on the same principle but instead the browser refers to the static HTML and images it has already downloaded and stored locally.*

## Chapter 2 **Templates and CSS Design**

The AMP system supports an HTML-based template system, which allows you to create as many different layouts and related CSS as you might need. These templates can be applied to an entire site, or applied individually to different Sections or Tools. The Templates you are creating generally define the static display items that will interact with or style the dynamically generated content and navigation. Templates can also include special code to add further dynamic elements and features. AMP relies on a set of built-in CSS classes that are included by AMP when content is displayed; they control the style of standard things like titles or bylines.

*Creating and Installing templates in AMP requires a working knowledge of HTML/CSS website design. Most AMP users who do not have these skills contract a web designer to create the templates for their site. Many users design their templates in a professional web design application such as Dreamweaver and then install it in AMP following the required layout details. The AMP system includes some default CSS classes that are used throughout the site. Understanding and implementing these is an important part of making a successful AMP template.*

### **2.1 Templates**

#### **View and Edit Templates**

View all your AMP Templates via [Site Template => View Templates](#). To edit a Template click the 'edit' pencil next to the Template's name. A new AMP install will have a single Template called 'main' which contains the wire frame you see on a new site.

We recommend using the copy feature to create a new template to start editing: View any template and click 'Save As'. You will be prompted to provide a new name.

All that is required for a template in AMP is for the three layout areas to be defined in the template ( just include the text: “[-body-]”, “[left nav-]” and “[right nav-]” ). Create your template in HTML and paste it into the HTML Template field. Upload all necessary images via either sFTP or the AMP Image Uploader.

#### **Assign CSS to a Template**

View all your AMP Templates via [Site Template => View Templates](#). To edit a Template click the edit pencil next to the Template's name. CSS stylesheets included in a template are set via the 'CSS File' field near the bottom of this page. The default System Wide CSS will always be included but other CSS files can be added as a common delimited list: (eg: “custom/styles.css, custom/classes.css” ).

#### **Assigning Templates System Wide**

Change system settings by browsing to [Settings => System Settings](#). Here you can assign a 'Default Template' and an 'Index Template'. The Default Template will display with any content not otherwise templated by another feature.

#### **Assigning Templates Section-by-Section**

Browse to [Content => View Sections](#) to view the list of existing sections. Click the edit pencil beside the name of the section you want to edit. Select the **Advanced Options** tab to see the **Template** dropdown that lists all existing templates. Select the template you would like to use and save your changes.

## Assigning Templates to a Tool

Please see **Chapter 9** for instructions for assigning a Template to tool

## 2.2 CSS

At install each new AMP site comes with a default CSS file called 'styles.css' that is located in the directory 'custom/' in your site's AMP directory. The default CSS should include example styles for all the built-in CSS classes in AMP as well as a few useful tag-specific ones. Understanding what uses these CSS classes and how they are used is the key to customizing your site's looking and feel. When deciding how to template or design for a specific layout take some time to view the source of the page and become familiar with any built-in CSS classes that may be used.

***What is CSS?** CSS stands for Cascading Style Sheets and they provide a way to control the general appearance of elements of your site, like what text looks like or what color your links are, from a single file. Learning CSS is outside the scope of this manual but we recommend reading sites like <http://www.htmldog.com/guides/cssbeginner/> that have basic tutorials on how CSS works.*

### Editing the System CSS

Browse to **Site Template => Edit Stylesheets**. This interface allows you to directly edit the default System CSS file.

### Adding a Custom CSS File

To add a Custom CSS file you will need to have sFTP access to your site's server. Custom CSS files are placed in the same folder as the default, custom/ , so be sure to name it something different and not accidentally overwrite the default . You can then use this custom file by adding its name, comma delimited with any other files, to the CSS field of the template or templates you want it to apply to.

### Editing a Custom CSS File

Browse to **Site Template => View Style Sheets**. You will be presented with a list of all the stylesheets present in your custom folder and details about which templates use them. Click on the name of the file you wish to edit.

## Chapter 3      **Navigation**

Site-wide Navigation is set via the System Preferences and overridden on a Section-by-Section basis or specifically for an AMP Tool. In some cases Navigation can be set by Content Class but it cannot be assigned at the Content, page-by-page, level. So think about what Nav elements you might want to have appear on the entire site and which ones you might want to have appear only in specific Sections when planning how the nav elements will integrate into your design.

AMP Navigation elements appear in the two Template Layout Areas ([-right nav-] [-left nav-]) that can be populated and organized via the AMP interface. Navs display two main things, a title and content and do so using HTML included in each Template to format them. Nav content can be either static hand-coded HTML or SQL generated dynamic content pulled from the database or an included external PHP file. Most dynamic Navs change what they display depending on which Section of a site you are viewing, showing things like all Content or Subsections of the viewed section. You can assign up to 9 Navs in different positions and can assign multiple to the same position if you need more. To expand this, some custom nav elements can be included directly using a PHP include in the Template.

### **3.1 View Different Navigation Layouts**

#### **View Default Navigation Layouts**

View the default Navigation Layout via [Navigation => Standard Navigation Layout](#). These Navs will appear on your site on any page that is not overruled by a Section, Class, or Public Page Navigation Layout. This layout view shows what Navs are enabled, where and in what order they will appear and allows you to enable new Navigation elements and change their order. Some Navs will only appear if they are required; for example, a Nav that shows the content in a section simply won't appear if there is no content in that section. Left Side corresponds to the location of the [-left nav-], Right Side corresponds to [-right nav-].

View the Front Page Navigation Layout via [Navigation => Front Page Navigation Layout](#); this layout affects only your site's Front Page.

#### **View a Section's Navigation**

Browse to [Content => View Sections](#) to view the list of existing Sections. Note the two links in each row labeled 'List Pages' and 'Content Pages'. Setting either of these will override the default System Navigation settings for this Section; List Pages will only appear alongside this section's Section Header, while Content Pages will appear on all content in this section. Click the edit link in the column that you want to edit and you will be presented with a Navigation Layout page for that Section.

#### **View a Tool's Navigation**

Please see **Chapter 9 Tools** for information about assigning Template to tools using Public Pages.

### **3.2 Edit A Navigation Layout**

#### **Change Navigation Order**

View the Navigation layout you want to change. Re-arrange the order using the position dropdown menus. You can assign up to 9 Navs in different positions, and in a pinch, to use

more than 9 Navs you can assign multiple to the same position (if you are not too concerned about the order they appear in).

### Enable a New Nav

View the Navigation layout you want to change. Enable a new Nav by clicking the (+) sign beside any element. A new element is added to the bottom of the list. Select the Nav's name from the dropdowns, select a location and save your changes. When the page has reloaded the order should change, presenting the new element in the layout position you assigned it.

### Remove a Nav

View the Navigation layout you want to change. Remove the Nav from the Layout by clicking the (-) sign beside the element you want to remove. Save your changes.

## 3.3 View/Edit An Existing Navigation Element

### View All the Navigation Elements

Browse to [Navigation => View Navigation Files](#). You are presented with a complete list of the Navigation Elements available for you site.

### View or Edit a Navigation Element

Browse to the complete list of Navigation via [Navigation => View Navigation Files](#). Click the edit pencil beside the Element you would like to edit. See: [3.4 Creating A New Navigation Element](#) for more information about the different types of Nav's or the Field List for a complete list of Field Actions.

## 3.4 Creating A New Navigation Element

**This section is out of date**

### Create a Static HTML Navigation Element

Browse to [Navigation => Add Navigation File](#). On only the 'Basic' tab you need to provide at minimum a Module, Navigation Name and Navigation HTML. You will likely want to also provide a Navigation Title (the Navigation Name will only appear on in the administration interface, while the title is what will be used in the display). The Navigation HTML field expects HTML source and will not add line breaks or auto-formatting of any kind, so if you don't know html, get someone to lend you a hand with including simple HTML tags for formatting.

### Create a Dynamic Navigation Element Using RSS

AMP Navigation Elements can parse and display a remote or local RSS feed. To use this feature you will need to know the URL of the feed you would like to display. Browse to [Navigation => Add Navigation File](#). On the 'Basic' tab you need to provide a Module and Navigation Name and optionally a Navigation Title. On the 'Advanced Tab' provide the URL of your feed in the 'RSS Feed URL' field (be sure to include the http://). You can also define how many items will be displayed from this feed by setting a number in the 'Content Repeats Before More Link' field toward the bottom of this tab.

### Create a Dynamic Navigation Element Using PHP

PHP programmers may find it useful to know that you can include php scripts directly in a Navigation Element. Browse to [Navigation => Add Navigation File](#). Navigation Elements also pares PHP directly. On the 'Basic' tab you need to provide at minimum a Module and Navigation Name. In the Navigation HTML field you can directly write a php script, enclosed in the php open/close tags ( <?php ?> ). You can also use the php include function to include a seperate php file directly here.

## Create a Dynamic Navigation Element Using SQL

AMP SQL Navs are best understood by looking at existing Navs that come with any new install; See the nav named 'General Content in Section (default)' for a good example. Browse to [Navigation => Add Navigation File](#). You need to provide at minimum a Module and Navigation Name. If you are familiar with SQL query syntax and the AMP database structure you can use the 'SQL' field to either define a complete SQL statement or further limit the dropdown specifications above this field. Try using the dropdowns first to get a feel for the details.

## Chapter 4      **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 4.3** in this Chapter for more details.

### **4.1 Creating a Site Map**

*Are you looking for information about how to provide a Site Map of your Site to your visitors? Check out **Chapter 7, 7.2 Content Tool Details, Site Map** for that information.*

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
- Our Mission
- Contact Us
- The US Campaign for Workers Compensation
- Representation for International Workers Campaign
- Justice For Jim Scott
- Justice For Jen Overwhelm
- The Eastern Washington Farmers Justice Campaign
- The Niagara Farmers Justice Campaign
- Donate
- Our History
- Press Releases
- In the News
- Publications
- 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:

### About Us

- Our Mission
- Our History
- Member Groups

### Contact Us

- Contact

### Campaigns

- The US Campaign for Workers Compensation
- Representation for International Workers Campaign
- Justice For Jim Scott
- Justice For Jen Overwhelm
- The Eastern Washington Farmers Justice Campaign
- The Niagara Farmers Justice Campaign

### Press

- Press Releases
- In the News

### Publications and Resources

- Publications
- Links

### Take Action

- Fax your Representative

### Donate

- donate

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

### About Us

### Contact Us

### Campaigns

### Press

### Publications

### Take Action

### Donate

Or 5 top level sections and 3 feature items:

### Sections --

### About Us

### Campaigns

### Press

### Publications

### Take Action

### Features --

### Contact Us

### Donate

### Member Groups

Features might be single pages that don't warrant their own Section but that you want to include a link to on every page of your site.

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.

## 4.2 Creating and managing Sections and their details

### View Sections

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. To view Sections on the site you need to know the ID number listed here and then can browse to either 'section.php?id=' or 'article.php?list=type&type=' followed by the ID of the section you want to view. You can also click the Preview icon ( Magnifying Glass ) next to the Section name.

### Create or Edit Sections

To create a new Section, browse to [Content => Add Section](#). See the Field List for a complete list of fields with details, otherwise the default settings will usually be fine; as long as you provide a Section Name you can create a new section and fine tune its behavior and appearance later. It will now appear in the Content List.

Common details you may want to fine tune to suit your site are:

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

**Display Format** -- Dropdown showing the available List Formats, specifies what will appear in the Content List on the Section Header for this Section.

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

Browse to [Content => View Sections](#) to view the list of existing sections. Click the edit pencil beside the name of the section you want to edit.

### Section-by-Section Navigation

Browse to [Content => View Sections](#) to view the list of existing sections. Note the Navigation column, with links labeled ' List Pages' and 'Content Pages'. Setting either of these will override the default System Navigation settings, List Pages will only appear alongside this Section's Header while Content Pages will appear on all content in this section. Click the link for the layout that you want to edit and you will be presented with a Navigation Layout page as described in **1.4 Selecting and Configuring Basic Navigation Elements** above. Follow those directions to add/edit the layout.

### Change the Order in which Sections Appear

Browse to [Content => View Sections](#). Looking in the order column you will see fields containing numbers. All new Sections 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.

### Section-by-Section Templates

Browse to [Content => View Sections](#) to view the list of existing sections. Click the edit pencil beside the name of the section you want to edit. 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 **Chapter 7, 7.2 Content Tool Details, User Accounts** for details about how to create users and passwords to access the protected Section.

### Related Navigation

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).

## 4.3 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. When you create a new Section a Section Header is automatically created and included as a piece of blank content in that Section, you can see it by viewing the contents of the Section as described in **Chapter 6, Section 6.1 Viewing and Searching Content**.

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.

### Defining what appears in the Content List

What appears in the Content List on a Section Header is defined in the *Section Settings* in the 'Display Format' dropdown. For details about this setting see **Section 4.2 Creating Sections and their Details, Create or Edit Sections** earlier in this Chapter.

### 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 **Chapter 6, Section 6.2 Creating and Managing Basic Content, Changing the Order in which Content appears**.

### 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. 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. So if you created a section called 'About Us' and it has the ID #4 you can browse to <http://yourdomain.org/section.php?id=4> 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.

## Chapter 5 **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.

### **5.1 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 **Chapter 4, 4.3 Section Headers and List Display Formats**. 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.

## 5.2 Viewing 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 Sections](#), at the bottom of this page you will find a list of Classes and their ID's. View a list of Content from across your site by Class by browsing on your site to 'article.php?list=class&class=' followed by the Class ID number. View a list of Content in a particular Content and Class by browsing to 'article.php?list=class&class=[id]&type=[id]' where the [id]'s are replaced by the class ID and Section ID you want to display.

### Related Navigation

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*

## 5.3 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.

## 5.4 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.

### View Classes

### Add and Edit Classes



## Chapter 6 **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 you can change everything else relating to an article (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 effect these have. The organization that you use for your site is reflected in your Admin interface. Like the frontend site you can find

### **6.1 Viewing and Searching Content**

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 **Chapter 4**). 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' creates a list of all the content on your site.

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.

### **6.2 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, located it with AMP's Admin searching and browsing features 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:** This item is checked by default – if it is unchecked, the page will not show up on your website.

**Title:** This is what the page will be called, inside the admin system and on the public site page. This will be used in the link in lists and navigation users will click on to view the page.

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

**Section:** Defines where the page appears on your site, in which section

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

**Short Description:** Information here will appear in the Section Header content listing.

**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, how to use it or how to disable it or include raw html please see the following point **Using or Not Using the Rich Text Editor (wysiwyg)**.

**Author:** If this content needs to attribute an author, include the name here.

**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.

### Use or Disable 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. To view and edit the HTML it creates click the <HTML> button in the toolbar. 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. 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. ny 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 'view' to see a preview of what a version looked like, 'edit' to open it to edit and save as the live version and 'restore' to save it as the live version.

### Related Navigation

## 6.3 Using Images and Documents in your Content

AMP provides a variety of features that take advantage of Images and Documents you upload via the system. See **Chapter 8** 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 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 **Chapter 1**).

### 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 img/original/logo\_small.jpg, img/thumb/logo\_small.jpg and 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 you content and then click the ‘Insert/Modify Image’ button in the toolbar (looks like a mountain with a sun over it). A popup window will appear that will allow you select the image you want to use from those . The optimized version will be used by default and you can adjust it’s 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. At the bottom 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 or change the layout location see the instructions below for **Adding Images directly to your Content**.

### **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 'downloads/brochure.pdf'.

## **6.4 Creating Front Page Content**

## **6.5 Creating Special Content**

Redirection and Offsite URLs

Password Protected Content

## Chapter 7      **Content Tools and RSS**

Content Tools are generally Tools that have only a few components or have a system wide effect but do not necessarily appear as unified Tool to your users.

### **7.1 RSS**

AMP supports four kinds of RSS feeds, Automatic Syndicated (outgoing), Custom Syndicated (outgoing), Navigation Aggregated (incoming), and Custom Aggregated (incoming). Go to Content => RSS Syndication in the main menu.

#### **Automatic Syndicated RSS (outgoing)**

AMP automatically produces an RSS feed that list the more recent 20 items that have been posted on your entire site. Browse to <http://yourdomain.org/rssfeed.php> and your browser will either automatically format the rss for you or you will see its source code. This is the URL to which you or you visitors can subscribe with their preferred RSS reader.

#### **Custom Syndicate RSS (outgoing)**

Use the syndicator to produce custom feeds from your site that visitors can subscribe to.

##### **View/Configure Outgoing Feeds**

**Select Content => RSS Syndication => View Outgoing Feeds.** If any feeds exist they will be listed here. Click the edit pencil beside the feed to edit it, make any changes and save them. See the Field List for details about all the fields. Make note of the feeds id number, you will need that information to view the feed via your website.

##### **View/Subscribe to Outgoing Feeds**

On the public side of your website browse to '[http://yourdomain.org/rssfeed.php?feed=' -- finish the url by adding the id number of the feed that you want to view as it appears in the list of Outgoing feeds on the backend. \(example: <http://yourdomain.org/rssfeed.php?feed=2> \). Your browser will either automatically format the rss for you or you will see its source code. This is the URL to which you or you visitors can subscribe with their preferred RSS reader.](http://yourdomain.org/rssfeed.php?feed=)

##### **Add an Outgoing Feed**

**Select Content => RSS Syndication => Add Feed.** See the Field List for details about all the fields. To create a basic feed provide a Title and Description. Set which Class and Section you want the content to come from. (*If you know how to use SQL to narrow the search you can add content to the 'Where Statement' in a format like: class != 2 and section = 4 and fplink = etc.* ) Set the orders and number of items or default settings will be used.

#### **Navigation Aggregated (incoming)**

Used to create navigation elements that display RSS feeds from other sites. See **Navigation** for more information about creating new navigation elements but the simple description is to create a new Nav by browsing to Navigation => Add Navigation File. Set the Module to RSS Aggregator, provide a 'Navigation Name' and 'Navigation Title', then on the advanced tab provide the 'RSS Feed URL'. Follow the **Navigation: 3.2 Edit A Navigation Layout** instructions to enable this new Nav.

#### **Custom Aggregated RSS (outgoing)**

Use the aggregator to subscribe to other site's RSS feeds and add their content to your site as offsite links.

### View Incoming Feeds

Browser to [Content => RSS Syndication => Add Incoming Feed](#). Under Subscribed Feeds you will see a list of the feeds you have subscribed to.

### Delete Incoming Feeds

Browser to [Content => RSS Syndication => Add Incoming Feed](#). Under Subscribed Feeds you will see a list of the feeds you have subscribed to, click the delete link beside the Feed you would like to remove.

### Add Incoming Feed

Browser to [Content => RSS Syndication => Add Incoming Feed](#). Provide the URL of the feed you want to subscribe to and save your changes. AMP will attempt to subscribe and update your cache of the RSS Feed. You should look for feedback to indicate that the subscription was successful and if not please double check that the URL is correct and RSS is available.

### Update Incoming Feeds

Browser to [Content => RSS Syndication => Update Incoming Content](#). AMP will attempt to update your feeds when the page loads. You should look for feedback to indicate that the update was successful and whether any new items were added.

### View/Publish Incoming Content

Browser to [Content => RSS Syndication => View Incoming Content](#). Here you will see a list of all the rss items that have been cached. You can add these items to your Content by selecting the 'publish' checkbox and setting the Section and Class on each item and submitting the page. The published items will be removed from the cache and moved to the specified location. Note: They are published as offsite content, meaning that the rss description is placed in the Short Description of the new Content and the source URL for the item is added to the Link to Offsite URL option of the article.

## 7.2 Content Tool Details

### User Accounts

Browser to [Content => Content Tools => User Accounts](#). Content User Accounts are different than system User Accounts. They are used only to provide a way for access to some content to be restricted. User Listed here will be able to access Content protected by the 'Section Security, Require Login to View Section' flag in on the **Advanced Options** tab of the Edit Sections form discussed in **Chapter 4, Section 4.2 Creating Sections and their Details**.

### Comments

For visitors to your site to be able to comment on an article Comments must be explicitly enable on that article by checking the **Allow User Comments** checkbox on the **Advanced Options** tab of the **Add/Edit Content** form. If this feature is enabled an '[Add a Comment](#)' link will appear at the bottom of the article. Any comments that visitors make will be published on the site at the time they are submitted.

### View and Edit Comments

Browser to [Content => Content Tools => Comments](#) view all the comments on your site. Click the edit pencil beside a comment to view, edit, unpublish or delete it.

## Page Redirection

Use AMP's Page Redirection feature to create short and easier to read URL's that people can use to access different parts of your site. For example, you can added a redirect so that when visitors browse to <http://yourdomain.org/donate> the are automatically directed to your donations information page (which might have the more cryptic URL <http://yourdomain.org/article.php?id=340>) or redirect them to another site like paypal or Democracy in Action.

### Add a New Redirect

Go to [Content => Content Tools => Page Redirection](#) and click 'Add a New Record' at the bottom of the page. Provide an Alias; it should conform to the standards for urls, having no spaces or special characters (underscores and dashes are allowed). Provide the Target Page; this can be either a relative url on your site (it assumes the <http://yourdomain.org/> part so you need only provide everything after that) or a complete url starting with <http://> for an offsite url.

### Edit an Existing Redirect

Go to [Content => Content Tools => Page Redirection](#) and click the edit pencil beside the Redirect you want to edit.

## Hot Words

Go to [Content => Content Tools => Hot Words](#). Hot Words automatically make the specified word a link to the specified URL whenever it appears in the body of your Content. Unless you specify a Section this Hot Word will work globally across your site.

## Regions

????

## Quotes

Browse to [Content => Content Tools => Quotes](#). Quotes allow you to catalogue quotes, or other details, for use in the related Navigation element.

### Related Navigation

*Quotes:* *Quotes:* when enabled will select a random quote from this Tool whenever a page is loaded. Quotes can be associated with a date; on the specified date only those quotes will be displayed.

### Relate CSS

`.quoteframe, .quote, .quoteby`

## User Added Content

User Added Content provides a form, available on your site if you browse to [useraddarticle.php](#), which you can present to visitors as a way for them to submit content to your site. On the Admin side, browse to [Content => Content Tools => User Added Content](#) to view content that has been submitted. By default all Content submitted via this form is unpublished. From list you can view, edit and approve/publish the content. This content is like any other content in AMP, it has simply been added to the Class *User Submitted Article*. Before publishing it be sure to change the Class.

## Search

The AMP Search Tool is available only via your site; Just browse to search.php on your site or enable the related Nav *Index: Search* and use it to access the page.

### Public Pages

The only related element is the Public Pages and they can only be accessed via [Settings => Tool Settings => View Intro Texts](#). The text you add here will appear on your site's search page.

### Related Navigation

## Sitemap

The AMP Sitemap Tool is available only via your site; Just browse to sitemap.php on your site.

### Public Pages

The only related element is the Public Pages and they can only be accessed via [Settings => Tool Settings => View Intro Texts](#). The text you add here will appear on your site's search page.

### Related Navigation

## Chapter 8 **Managing 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.

***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.*

### **8.1 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 you site. If you change the System Settings for these image sizes you will need to use the image resizer to update an images already added to the system. AMP includes a special feature, to crop an image original before 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**

Browse to [Docs and Images => Upload Images](#). If you wish to crop the image before you upload you should click 'Click here to upload a .JPG you want to crop'. Otherwise Click Choose a File and you will be prompted to select the image from your system. 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 Upload File to begin Uploading your file. Once your image has been uploaded you will see a preview of the three versions. 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](#). Click delete next to the image you wish to remove from the system -- this is a permanent deletion and removes the file from your server.

#### **Cropping Images and Thumbnails**

Image originals can only be cropped when they are being uploaded; Go to [Docs and Images => Upload Images](#) and click 'Click here to upload a .JPG you want to crop'. You will be prompted to choose a file, upload, and select the area you wish to crop. This crop will affect all sizes of the image. Once the image has been uploaded you can crop out a small detail of the image for use as a thumbnail by finding the image in the uploaded images list at [Docs and Images => View Images](#). Click the 'crop' link beside the image. A new window

will open showing the original image with a black box resting on it. Use your mouse to move the black box and repeatedly click the plus or minus buttons (in some browsers you can press and hold the buttons) to resize the box. The area inside the box will be cropped and saved as the thumbnail for this image.

### Resize Images to new System Settings

Change System Setting by browsing to [Settings => System Settings](#) and changing the 'Photo Settings'. (For more details see [Chapter 1 System Settings](#).) Browse to [Docs and Images => View Images](#) and click 'resize images to current system settings'. All your thumbnails and optimized image will be resized. This may take some time, please be patient.

### Adding Images to Your Content

Images can be added to your content in two primary ways; either using the AMP image attachment feature or by using the Rich Text Editor or HTML to add images. Read about doing this in [Chapter 6, 6.3 Using Image and Documents in your Content](#).

### Paths to Images

You may find yourself wanting to refer to uploaded image in HTML in your content. In that case you need only provide the relative path and image name. So for example your image logo\_small.jpg, once uploaded, will be available at `img/original/logo_small.jpg`, `img/thumb/logo_small.jpg` and `img/pic/logo_small.jpg`.

## 8.2 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 [Chapter 6, 6.3 Using Images and Documents in your Content](#) for details)

### Upload Documents

Browse to [Docs and Images => Upload Documents](#). Click *Choose a File* and you will be prompted to select the document from your system. Click Upload File to begin uploading your file. Note: Files larger than about 5 megs may be too slow to upload and cause your browser to time out the connection. You should consider uploading Files that large using sFTP.

### 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 Images](#). Here you will see all the documents uploaded to your site. Click delete next to the documents you wish to remove from the system -- this is a permanent deletion and removes the file from your server.

### Attaching Documents to Your Content

Read about doing this in [Chapter 6, 6.3 Using Image and Documents in your Content](#).

### Link to Documents Using Paths

You may find yourself wanting to refer to uploaded documents in HTML in your content. In that case you need only provide the relative path and document name. Documents are

stored in the 'downloads/' folder. So for example your document demo\_leaflet.pdf, once uploaded, will be available at 'downloads/demo\_leaflet.pdf'.

## Chapter 9 **Tools**

Tools are a very important part of what makes AMP a powerful application. But each tool is different and it can get pretty complex to manage all of them. Also because each Tool is different it is important not to make assumptions about how they all work based on your experience with one. Tools do however have a few features in common; they are generally made up of four major related elements, the main Tool features, Public Pages, Tool Settings, and Forms/Data. Getting to know each Tool is basically a process of learning which of these elements are used and how they relate to each other. Some Tools rely on the Forms/User Data Modules system and you may need to refer to the Forms section below to better understand them.

Using the Main Menu to browse to a Tool should bring you to the main features page for that Tool. The left hand menu will then provide all the related links you need to view or configure the parts of a tool. These part are also available through other parts of the interface so don't get confused if you see the page listed elsewhere. A good example is Public Pages; you can view a list of all the Tool and Form related Public Pages by browsing to **Settings => Tool Settings => View Intro Texts**

### **9.1 General Tool Information**

#### **Public Pages and Tools**

They may seem unimportant but many features of how a Tool is integrated into your site rely on their related Public Pages. To view all the Public Pages in your site browse to **Settings => Tool Settings => View Intro Texts**. To see all the Public Pages that related to a specific Tool browse to that tool and select Public Pages from the left menu. Public Pages contain content that you can customize that accompanies a Tool, usually in the form of text that appears above the Tool. Some Tools include more than one Public Page. For example many Tools use forms where users can submit information; There is a Public Page presented with the form but also a Public Page to be presented as a Response when they submit the form.

#### **Tools Settings**

Some tools have extra configuration information that isn't included in the main configuration page. Browse to these Settings in the left menu of when view a Tool. Not all these get used

#### **Tools and Navigation**

Tools can have specific Nav's assigned to them by assigning these Nav's to the Public Page of that Tool.

#### **Tools and Templates**

Tools can also have specific Templates assigned to them by assigning it to the Public Page of that Tool.

#### **Adding Tools to Your Sections**

Tools and their related Pages by default are not part of your sites Section structure or hierarchy. To make a Tool *appear* as part of section you need a Content page that redirect to the Tool using Offsite URL feature and a for the related Public Page to be set to that Section. When configured correctly breadcrumbs and other features will present the Tools location correctly.

#### **Understanding Tools and Forms**

Some tools allow visitors to your site to submit information via a form. In most cases these forms are static, specific to the Tool and can only be viewed and edit via the Tools interface. Information submitted in these forms might be stored specifically for that Tool (Like the Calendar Tool) or in some cases can be stored as part of the main User Data System Linked to the AMP Forms generator. Some Tools use forms generated by the AMP Form Generator and some of their elements will appear as part of that feature. For more information about these forms and how their information is stored and used please see Forms below.

## 9.2 Tool by Tool instructions

### Links

The Links feature is available via your website by browsing to links.php. It provides a way to catalogue and present links to your visitors. Access and Configure them on the admin side by browsing to **Tools => Directories => Links**. Links are organized by Type and can be assigned to one or more sections for use by the related Links: Links in Section Nav.

#### View, Add, Edit or Delete a Link Type

Browse to **Tools => Directories => Links**. Select **View Link Types** from the left menu. You will see a list of any link types already created. Edit or view the details of these Link Types by clicking on the edit pencil beside them. To add a new Link Type click 'Add new record' under the list of Types. Provide a **Name** and ensure that the Publish button is checked if you want this type to appear on your site.

#### View, Edit or Delete an Existing Link

Browse to **Tools => Directories => Links**. You will see a list of any links already added. Edit or view the details of these Links by clicking on the edit pencil beside them.

#### Add a New Link

Browse to **Tools => Directories => Links**. You will see a list of any links already added. Click **Add Link** in the left menu. Check the Publish box if you want your link to be live right away. Provide the absolute URL of the site that you want to link to (be sure to include the http:// part of the address). Provide at minimum a Name and Link Type. If you provide a Description or Thumbnail they will appear along with this link on your site but are not required. Section and Related Sections are for use in the *Links: Links in Section* Navigation element related to this Tool, see the Related Navigation below.

#### Public Pages

Browse to **Tools => Directories => Links**. Select **Public Pages** from the left menu. Edit the Page listed by clicking on the edit pencil. Text included in this page will appear at the top of the Links page on your site.

#### Related Navigation

*Links: Links in Section* – will display Section specific Links defined as being related to the Section you are browsing.

#### Related CSS

### Groups

The Groups feature is available on your website by browsing to groups.php. It provides a way to catalogue and present groups to your visitors. Access and configure them on the Admin side by browsing to **Tools => Directories => Groups**. Groups take advantage of

the Forms feature to allow groups to add themselves to your list via your site.

### **View, Edit or Delete an Existing Group**

Browse to [Tools => Directories => Groups](#). You will see a list of any groups already added. On this list page you can select multiple entries to delete or change the publish status of. Edit or view the details of these Groups by clicking on the edit pencil beside them. The list of published/live groups can be viewed on your website by browsing to 'groups.php'

### **Add a New Group**

Browse to [Tools => Directories => Groups](#). You will see a list of any groups already added. Click **Add Data** in the left menu. Provide whichever information about this group you want to display and save the new entry.

### **Public Pages**

Browse to [Tools => Directories => Groups](#). Select **Public Pages** from the left menu. Edit the Page listed by clicking on the edit pencil. Text included in this page will appear at the top of the Groups pages on your site.

### **Related Forms**

Groups uses a Form generated by AMP's Form Generator to allow visitors to your site to submit their group to your list via the site at the URL 'modinput4.php?modin=2'. Please read **Chapter 10 Creating and Managing Forms** below for more information. . Groups added via this Form are unpublished by default and have to be approved by a site Admin user before they will appear on your site.

### **Related Navigation**

*Groups: Region Menu* – provides a dropdown of US states to select from and then will present a groups list for that region.

## **Photo Gallery**

The Photo Gallery feature is available via your public website by browsing to gallery.php. It provides a way to catalogue and present photo's and images to your visitors. Access and configure them on the Admin side by browsing to [Tools => Photo Gallery](#). Groups take advantage of the Forms feature to allow groups to add themselves to your list via your site.

??? um the gallery related admin nav is really broken not much point in me writing this at the moment ?????

### **View, Edit or Delete an Existing Gallery**

Browse to [Tools => Photo Gallery](#). You will see a list of any Galleries already created. Edit or view the details of these Galleries by clicking on the edit pencil beside them.

### **View, Edit or Delete the images in a Gallery**

Browse to [Tools => Photo Gallery](#). You will see a list of any Galleries already created. Edit or view the details of these Galleries by clicking on the edit pencil beside them.

### **Add a New Gallery**

Browse to [Tools => Photo Gallery](#). Click **Add New Record** at the bottom of the list of existing galleries. Provide a gallery 'Name' and set a different date if you need one specific to this Gallery.

### **Public Pages**

Browse to [Tools => Photo Gallery](#). Select **Public Pages** from the left menu. Edit the

Page listed by clicking on the edit pencil. Text included in this page will appear at the top of the list of Galleries on your site.

### Related Forms

Groups uses a Form generated by AMP's Form Generator to allow visitors to your site to submit themselves to your list via the site at this url

### Related Navigation

*Groups: Groups in Section Nav*

### Related CSS

## Endorsements

The Endorsements feature is available on your public website by browsing to 'endorse.php'. It provides a way to catalogue and present Endorsements to your visitors. View, add and edit these on the Admin side by browsing to [Tools => Advocacy Tools => Endorsements](#). Endorsements take advantage of the AMP Form Generator discussed in **Chapter 10** to allow Endorsers to add themselves to your list via your site.

### View, Edit or Delete an Existing Endorsement

Browse to [Tools => Advocacy Tools => Endorsements](#). You will see a list of any Endorsements already added. Edit or view the details of these Endorsements by clicking on the edit link beside them.

### Add a New Endorsement

Via the Admin side, browse to [Tools => Advocacy Tools => Endorsements](#). You will see a list of any Endorsements already added. Click **Add Data** in the left menu. Provide whichever information about this Endorser you want to display or is required.

### Public Pages

Browse to [Tools => Advocacy Tools => Endorsements](#). Select **Public Pages** from the left menu. Edit the Page listed by clicking on the edit pencil. Text included in this page will appear at the top of the Endorsements pages on your site.

### Related Forms

Endorsements use a Form generated by AMP's Form Generator to allow visitors to your site to submit their endorsement to your list via the site at this URL 'modinput4.php?modin=1'. Please read **Chapter 10 Creating and Managing Forms** below for more information including how to edit this Form. Endorsements added via this public Form are unpublished by default and have to be approved by a site Admin before they will appear on your site.

### Related Navigation

*Endorsements: Endorse* – when enabled this nav provides links to the public list of endorsers and to the form to submit an endorsement.

## Chapter 10      **Creating and Managing Forms**

One of AMP's most powerful features is the ability to dynamically build, customize and manage user input forms for use on your site. AMP also uses a number of static forms to collect data from site visitors, but most Tools now make use of our dynamic Form Generator to create and edit forms or to manage the data collected via static forms. The Form Generator providing a central location for user data to be collected from all the different features of your site and works to prevent duplication of that data. Together these tools are often referred to as the User Data Module or UDM.

Static forms are part of the AMP system codebase and can't be edited in any simple way; for example the ***User Added Article*** Tool's form, available at 'useraddarticle.php', is static and will be the same on every AMP site unless overwritten directly. In some cases these static forms take advantage of the central Data collection aspects of the Form generator, inputting their data into the central User Data table used by the Form Generator but some, like the Calendar Tool collect and data separately.

AMP is moving as much as possible towards using the Form Generator to define the forms for all built-in Tools, so that they can more easily be customized on a site-by-site basis. Dynamic Forms are viewed using the url 'modinput4.php?modin=' followed by the id of the form you want to view. For example the Groups Tool uses this Form 'modinput4.php?modin=2' to allow a site visitor to submit a group to your database. **Be very careful editing Forms used by built-in Tools, without a complete understanding of how they are used you could easily break these Tools. These are any Forms with ID's lower than 50.**

If you are familiar with the elements of HTML forms then using the Form Generator makes adding new custom forms or creating copies a simple process. We recommend becoming familiar with the basic theory behind HTML forms and the various parts of the User Data Module before you try editing or adding a form.

### **10.1 General Form Elements**

The Form generator makes use of the main parts described in detail below. This is an overview, for specific how-to information see the next subchapter. While viewing a form related links to these parts will appear in the left navigation.

#### **Forms**

Browse to [Forms => View Forms](#) to see a list of all the forms presently on your site. To see the details of a form select 'edit' under the 'Action' column. Forms created using the generator can have up to 65 fields, including the 25 standard fields that are pre-defined to collect very common data like name and email address. Forms generally have related public pages and can be associated with email list subscriptions. New form submissions can be sent via email to one or more email address (when added as a common delimited list). Top view a published form directly you can browse to 'modinput4.php?modin=' followed by the id of the form you wish to view.

#### **User Form Data**

Browse to [Forms => View Forms](#) to see a list of all the forms presently on your site. To browse the data for a specific form click 'view' under the Data column.

## Data Display

### Public Pages and Forms

Forms use Public Pages to integrated into your site in a similar way to how they are used by any Tool in AMP, except that Forms usually have two very specific related Pages. One to accompany the Form and another to presented to the user as a response when the form is submitted successfully. To view all the Public Pages in your site browse to **Settings => Tool Settings => View Intro Texts**. To see all the Public Pages that related to a specific Form browse to that Form and select Public Pages from the left menu. Public Pages contain content that you can customize that accompanies a Form, usually as text that appears above the Form or as a response when the Form is submitted. Which Public Page is used as an intro or as a response is set in the main Add/Edit Form page.

## 10.2 Integrating Forms In Your site

Forms like most other AMP advanced features use their public pages to help integrate them into your sites organization and display.

### Forms and Navigation

Forms can have specific Nav's assigned to them by assigning these Nav's to the Public Page of that Form.

### Forms and Templates

Forms can also have specific Templates assigned to them by assigning it to the Public Page of that Form.

### Adding Forms to Your Sections

Forms and their related Pages by default are not part of your sites Section structure or hierarchy. To make a Form *appear* as part of section you need a Content page that redirect to the Form using the 'Offsite URL' feature and for the related Public Page to be set to that Section. To automatically create a this Offsite URL content and set the section browse to the List of Public Pages for the form you want to edit and an click the 'Add Page to Content System' link. In the form that appears you should set at least the Section and Class you want to add this Form to appear in and submit your choices. Browse to that section's contents to see the page you have created. When configured correctly breadcrumbs and other features will present the Form's location correctly.

## 10.3 Default Built-in Forms

These forms come built into AMP to support built-in Tools. They are easily identified when you view the list of forms because they use ID numbers that are less than 50. If you are familiar with the AMP Tools many of these forms should be familiar. When you add new custom forms they will be assigned ID's 51 and up.

Read the tool-by-tool information in preceeding chapter for details about what Tool each form is a part of.

### Viewing and Editing Forms

The **Settings** tab of the **Add/Edit Form** sets important general attributes, specifically the Name of the form and the intro and response texts, and the wether the form is published.

### Viewing and Managing Form Data

### Receiving Form Data via email

Form field about a person – we do not recommend changing this

## **10.4 Building New Forms**

### **Adding a Form**

## Chapter 11      **Special PHP Features and Advanced Customizing**

Simple ones requiring special php code be included directly in your template, Advanced ones required custom setup or development.

### **11.1 Simple Includes**

#### **Breadcrumbs**

Breadcrumbs are generally added directly to a template using this special piece of code:

```
<?php include("breadcrumbs.php"); ?>
```

#### **Rotating Header Image**

#### **Adding Custom Navigation elements**

#### **Adding Custom Features to your template**

### **11.2 Using the custom/ code folder**

## Chapter 12      **Integrating with Third Party Applications**

### **Gallery2**

### **Punbb**

### **Zenstore**

## Chapter 13     **Integrating with other services**

**Google Search**

**Paypal**

**Democracy in Action**

**NPO Groups**