
BOOTS ROAD

GROUP LLC



Basic Website Documentation

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Get started by logging into the site:

To login to the site:

1. In your browser URL window, type **http://future-futuro.org/user** and the user login screen will appear (as shown below).



2. Enter your username in the **Username** field.

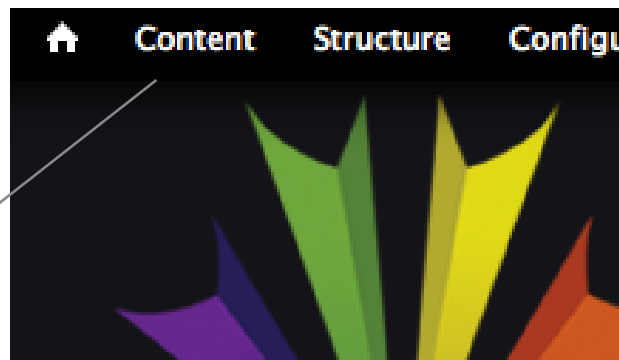
3. Enter your password in the **Password** field.

4. Click **Login**.

To create a news article:

1. Login to the site.

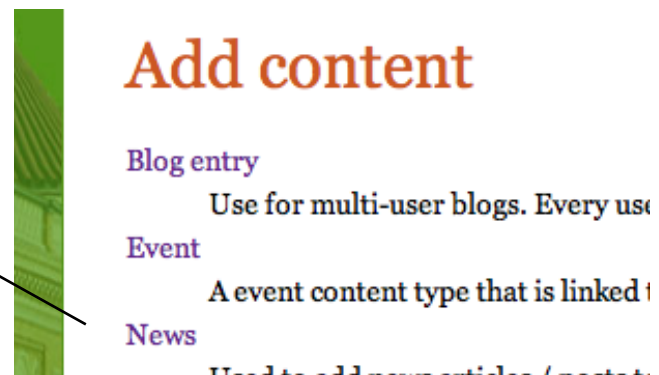
2. Note the black menu bar across the top of the window. On the left-hand side, click the **Content** link.



3. In the new screen that appears, click the **Add content** link.



4. The **Add content** screen appears, listing the type of content you can create. Click the **News** link.

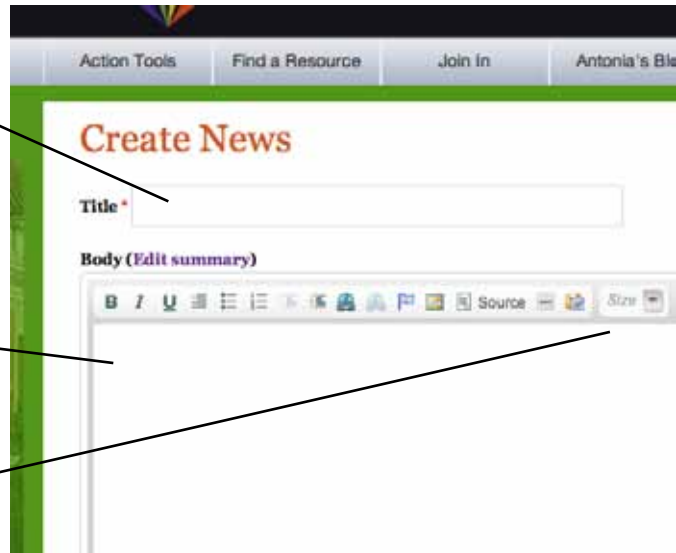


5. The **Create News** webform appears. Enter the title of the news item.
6. For the body of your news article, you can either type in the information, or copy and paste it in from another document.

If you choose to type in your information, simply place your cursor in the top left-hand corner of the **Body field** and start typing. You may use the Style buttons along the top of the window to add emphasis or change the font size of your text, for example.

If you choose to copy and paste in your information, there are some special steps you must take to make sure your text displays correctly.

If you know how to save the text you want to copy in a plain text format, do so now. For example, if you're copying your information from a Word document, choosing **Save As** and then **Plain Text (.txt)** is the appropriate method.



Once you have saved your text into a plain text format, select the text you want to copy, and choose the **Copy** command (press Cmd-C or a Mac; Ctrl-C on a PC).

7. Place your cursor in the Body field of the News webform at the location you want the text to be inserted. Press Cmd-V on a Mac; Ctrl-V on a PC. Your text will be inserted.

To save the news article:

1. Once your information is entered and the article is complete, you will want to save it. Scroll to the bottom of the page, where you can click the **Save** button.
2. Optional fields: Above the **Save** button are three additional fields you can complete: **Source**, **Publication Date**, and **Learn More**. Enter the name of the publication source (if any) in the **Source** field; the date of this news article publication in the **Date** field, and the web address where the user can learn more about the news subject in the **Learn More** field.

Save **Preview**

Source
Enter the publication source (magazine, news)

News Item Publication Date

Date
10/03/2011
E.g., 10/03/2011
Select the day, year and month of publicat

Learn More
Enter the url (web address) your visitors can f

To add an event:

1. Login to the site.
2. Note the black menu bar across the top of the window. On the left-hand side, click the **Content** link.
3. In the new screen that appears, click the **Add content** link.
4. The **Add content** screen appears, listing the type of content you can create. Click the **Event** link.



5. In the webform that appears, enter the title of the event in the **Title** field, and enter the description of the event in the **Description** field.
6. In the **Date** section, check the box if the event is all day and enter the date and time in the **Date** field.
7. If you want to display the event's ending date and time, check the **Show End Date box**, and you will be able to enter the ending date and time of the event, as well as the beginning time of the event.



Create Event

Title *

Language Language neutral

Description (Edit summary)

B I U

Date

Empty 'End date' values will use the 'Start date' values.

All Day Show End Date

Date	Time
<input type="text" value="10/07/2011"/>	<input type="text" value="01:00pm"/>
<small>E.g., 10/07/2011</small>	<small>E.g., 11:52am</small>
<input type="text" value="10/07/2011"/>	<input type="text" value="04:00pm"/>
<small>E.g., 10/07/2011</small>	<small>E.g., 11:52am</small>

To add a repeating event:

1. Complete the steps above to enter the basic event.
2. Click the **Repeat** link to open the list of repeat options.
3. In the dropdown menus that appear, choose the frequency and period you want the event to repeat, and the date you want the event to stop repeating. In the example at right, the event starts on October 5, 2011, and repeats on the calendar every 2 weeks until March 15, 2012.

The event will repeat on the same day (Monday, Tuesday, etc.) as indicated by the date of the start date. In this example, October 5 is a Wednesday, so the event repeats every other Wednesday until March 15.

4. In the **Advanced** section, you can override these options to select specific days and months on which to repeat.
5. For example, if you did not want your event to repeat on every Wednesday, but rather on the 15th and 30th of each month, select 15 and then Ctrl-click 30 (PC) or Cmd-Click 30 (Mac) from the center column.

6. This will make the event display on the 1st and 15th of every month.
7. You can also use the third column to have your event repeat on every or alternating days of the week.

Please call Boots Road if you need more help on this subject.

Repeat

Choose a frequency and period to repeat this date. If

-- Frequency ▾ -- Period ▾

Date

10/05/2011

E.g., 10/05/2011

Repeat

Choose a frequency and period to repeat

Every 2 ▾

Weeks ▾

Until

Date 3/15/2012|

E.g., 10/05/2011

Date to stop repeating this item.

Advanced

If no advanced options are selected, the date will repeat on the day of week of the start date for weekly repeats, otherwise on the month and day of the start date. Use the options below to override that behavior to select specific months and days to repeat on. Use the 'Except' box to input dates that should be omitted from the results.

<p>-- Any</p> <p>January</p> <p>February</p> <p>March</p> <p>April</p> <p>May</p> <p>June</p> <p>July</p> <p>August</p> <p>September</p> <p>Month</p>	<p>-- Any</p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p> <p>7</p> <p>8</p> <p>9</p> <p>Day of Month</p>	<p>-- Any</p> <p>Every Sunday</p> <p>Every Monday</p> <p>Every Tuesday</p> <p>Every Wednesday</p> <p>Every Thursday</p> <p>Every Friday</p> <p>Every Saturday</p> <p>First Sunday</p> <p>First Monday</p> <p>Day of Week</p>
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8. The final two fields in the Repeat options allow you to omit or add dates to the repeating event. This is important if, for example, one of your repeating days falls on a holiday.

The screenshot shows two sections under the 'Repeat' options. The first section, titled 'Except', has the heading 'Dates to omit from the list of repeating dates.' It contains a text input field labeled 'Date' with the example text 'E.g., 10/05/2011' below it, and a yellow 'Add exception' button to its right. The second section, titled 'Additional', has the heading 'Dates to add to the list of repeating dates.' It contains a text input field labeled 'Date' and a yellow 'Add addition' button to its right.

9. Enter the location and any appropriate additional information needed to describe the event in the next fields.

The screenshot shows the 'Location' section with a green header. It contains four text input fields: 'Location name' (with the example 'e.g. a place of business, venue, meeting point' below it), 'Street', 'City', and 'Postal code'.

10. If you have a document to accompany the event, such as a flyer or form, you can upload it here. Click the **Choose File** button, and select the file from the dialog box that appears. (This will be a list of directories and files on your computer.) Click the **Upload** button and the file will be attached to your event.

The screenshot shows the 'Attachment' section with a green header. It features a 'Choose File' button, the text 'No file chosen', and a yellow 'Upload' button. Below these are instructions: 'Use this field to upload a file.', 'Files must be less than 8 MB.', and 'Allowed file types: txt pdf doc docx jpg.'

11. Your last step is to save the event by clicking the **Save** button. If you would like to preview your event before saving, click the **Preview** button. (You can then make any needed changes you need and click **Save**.)

The screenshot shows two yellow buttons: 'Save' and 'Preview'.