GonzalesCA.gov Website

Training Guide

Contents

GonzlaesCA.gov Website Training Guide

For Department Editor Level - may go directly to publication

NOTE: Until full public launch use the url:
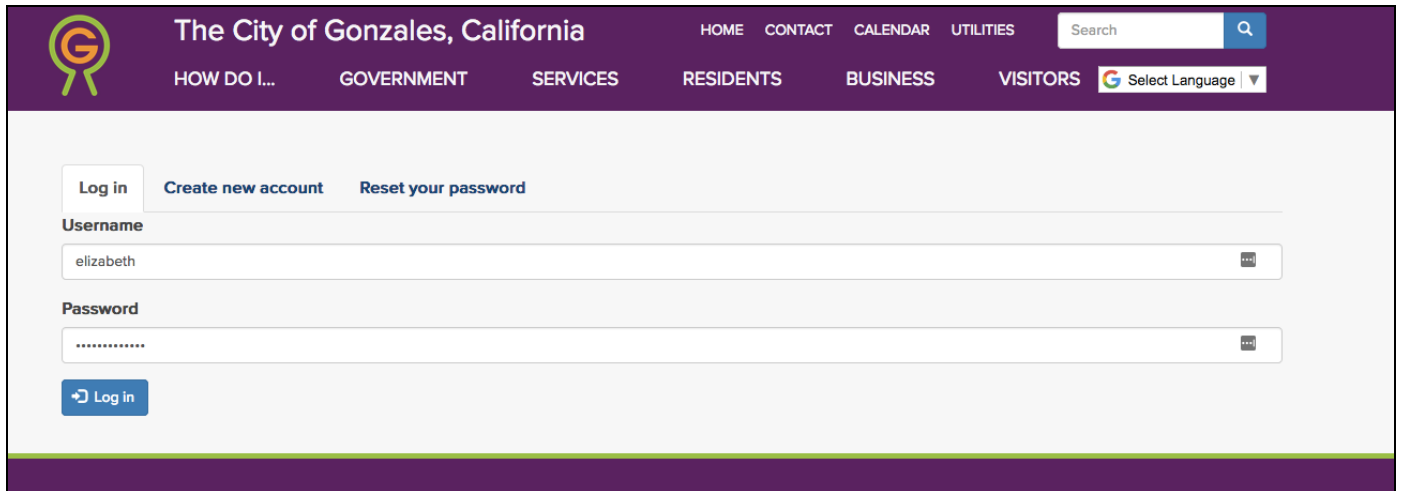http://dev-city-of-gonzales.pantheonsite.io to sign in and make any changes.

Signing In

Navigate to : website url/user - ex: gonzalesca.gov/user
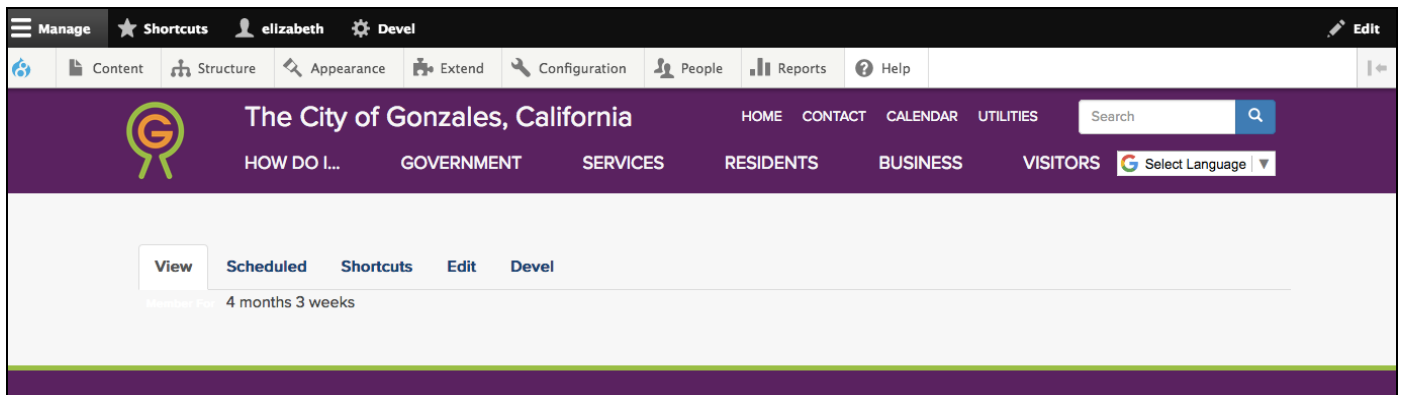Enter your email ex: hwolgamott@ci.gonzales.ca.us
Enter your password - case sensitive
Click blue "Log in" Button

When you are fully logged in, you will see a screen similar to this one. It may look different based on your permission level.

Getting to know your site:
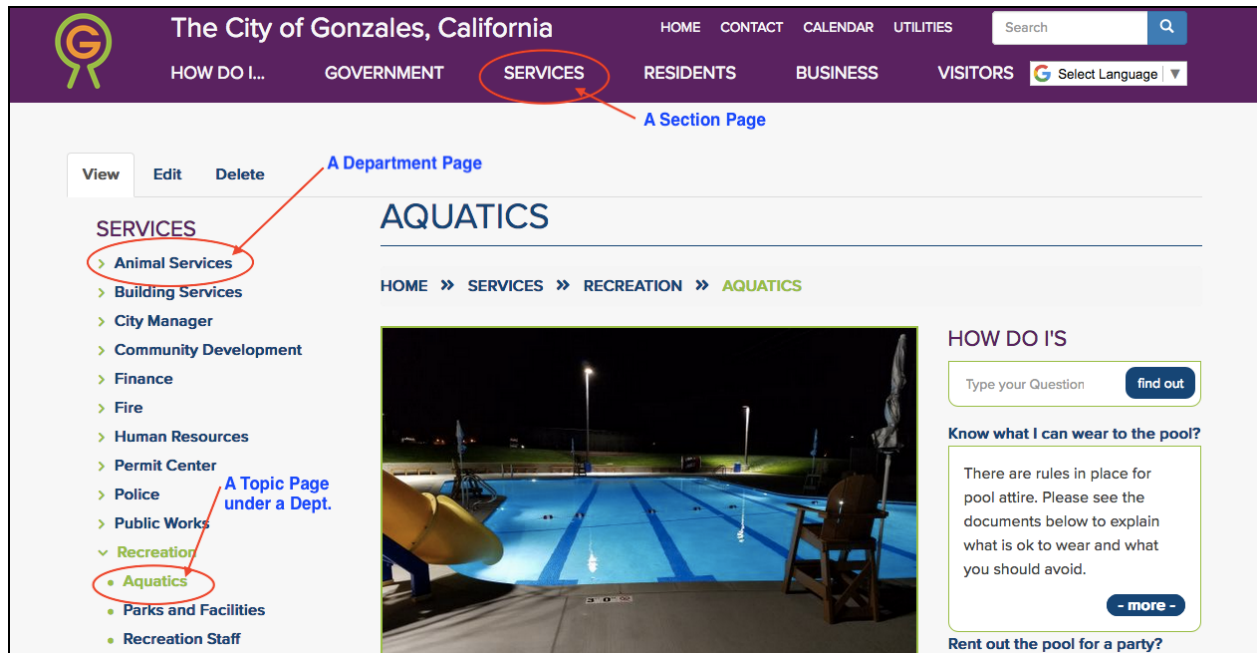
There are different levels of pages:

Section - Department - Topic

There are also some unique pages:
- Home
- Specialty (ex: Department Staff Pages, Video Page, Calendar/Events, Document Archive, City Directory, etc.)

Depending on your level of permissions, you will be able to edit specific pages within your assigned departments. If you are assigned to a department as an Editor or Assistant Editor, you will automatically be able to edit the topic pages below that Department.

Some pages are set-up to populate automatically - these are called "Specialty Page". These pages cannot not be edited as they pull information from set sources to create the page.

Making changes:

Once you are signed in, you can begin to edit, add, or remove content. Keep in mind that there is caching in place for the site, so any changes that you make may not be visible to everyone for up to 15-20 minutes while the site catches up to your edits.
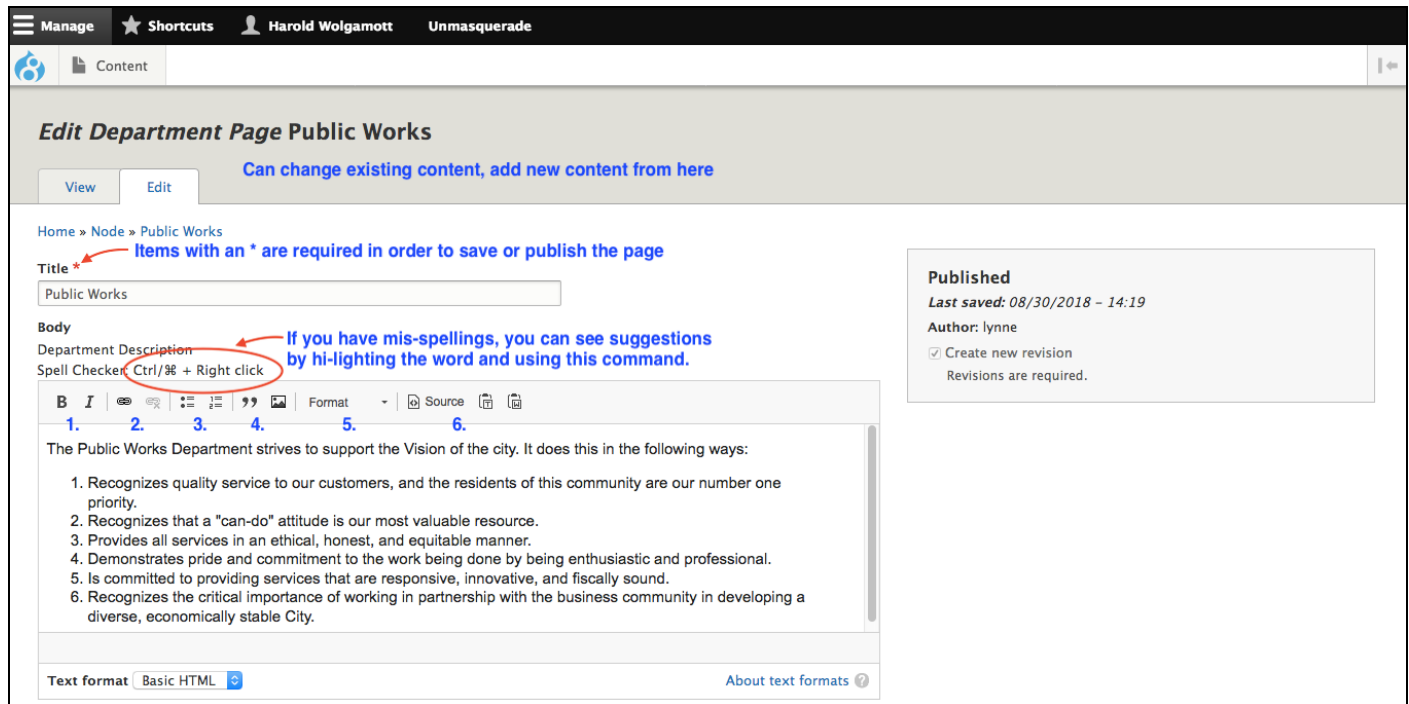
Edit a Department or Topic Page

Navigate to the page you want to edit or add content to to begin. Ex: gonzalesca.gov/public-works

To edit ANY part of the page, click on the "Edit" tab above the page title
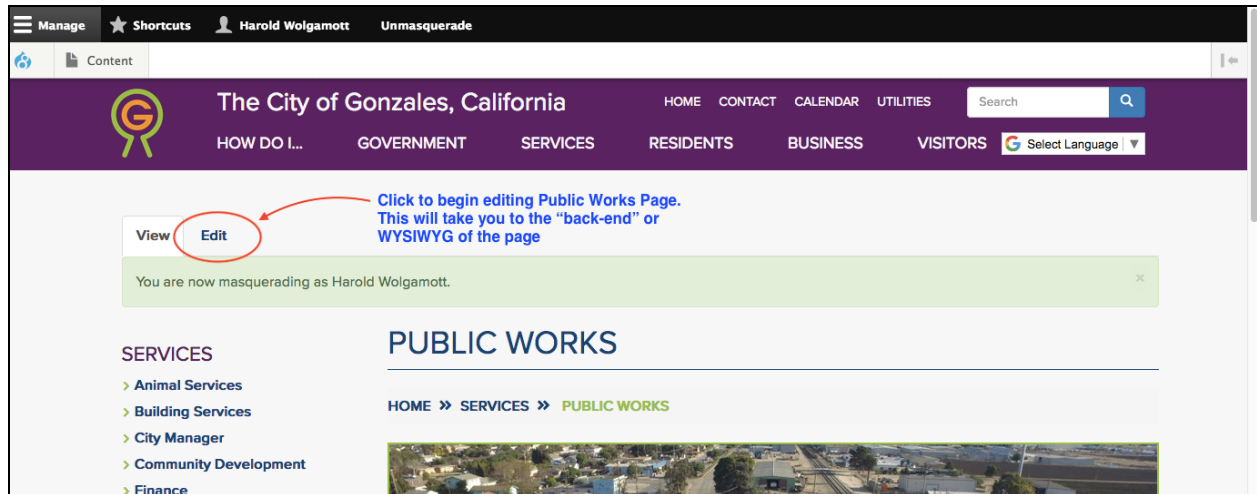
You will now be in the Editor's View WYSIWYG.

The editor bar on top of the body field is much like a Word document:

1. Bold & Italic - highlight words and apply formatting

2. Make a series of lines or type into a bulleted or numbered list

3. Insert a block quote (indent without bullet), or photo

4. Select from a list of pre-set site-specific formats - "normal", "Heading1", "Heading2, etc.

5. VERY IMPORTANT - When bringing copy from Word or other type of document, you need to strip out formatting first. Click "W" icon. If browser allows pop-up, a window will show to paste copy into. OR you can copy text onto a plain-text editor, strip out formatting, and then re-copy and paste into WYSIWYG.

More Components of a Department or Topic Page - found below the body content:

Clicking on the different tabs opens up the different elements on a page. You can edit, add, or remove these elements from here.

Saving Changes to page and elements of page:

At bottom of WYSIWYG is **SAVE button**. If working on many changes for one page, we suggest saving more frequently.
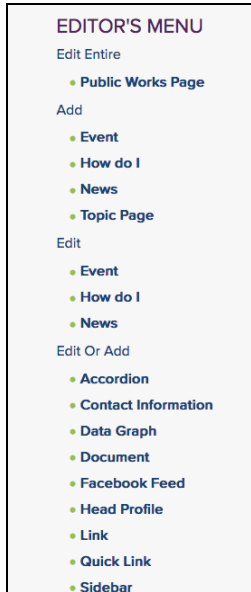

There are three different states of saving - Draft, Published, Archived
1. Draft is just that - Moderation will happen on a draft

2. Published - is "live" - Only Dept. Editors and higher are able to publish

3. Archived - is "unpublished" - Department Editors and higher are able to do this.
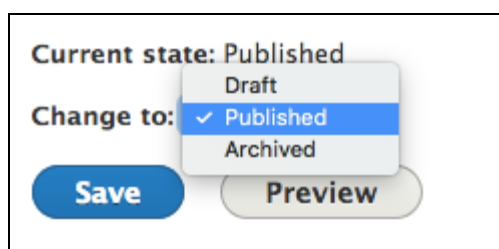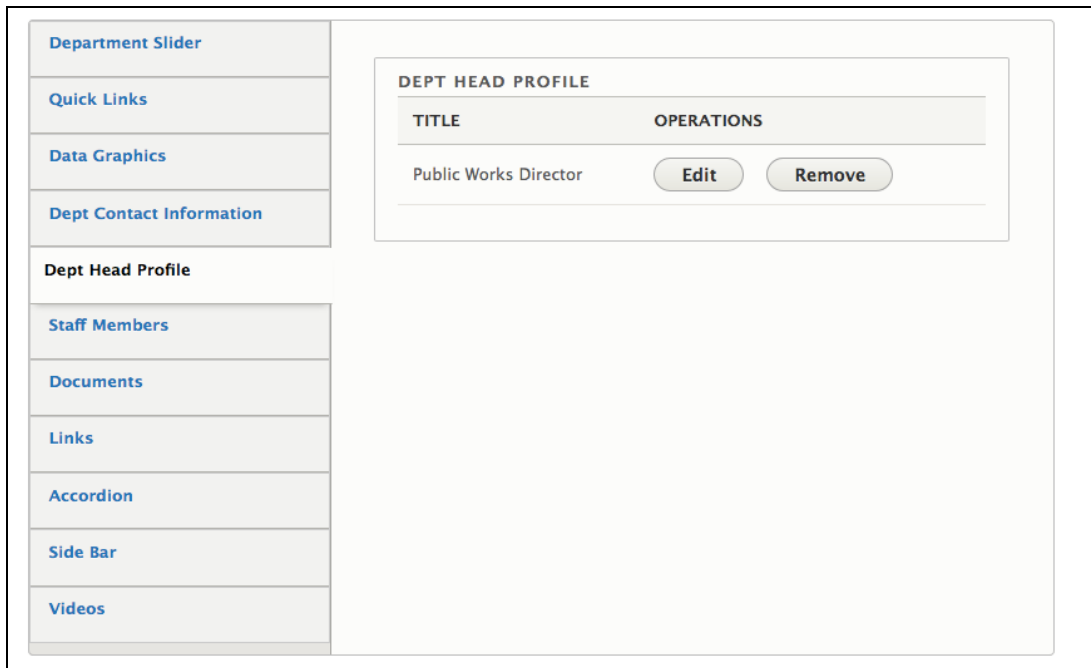
Alternative Way to get into Editor's View

On any page you can edit, below the main Left Side Menu, is the EDITOR'S MENU. You may open and navigate to specific parts of the editor's view by clicking on these links.

EDITOR'S MENU

Edit Entire
- Public Works Page

Add
- Event
- How do I
- News
- Topic Page

Edit
- Event
- How do I
- News

Edit Or Add
- Accordion
- Contact Information
- Data Graph
- Document
- Facebook Feed
- Head Profile
- Link
- Quick Link
- Sidebar

EX: Clicking on the Edit or Add "Department Head Profile" will open the following editor's view:

Department Slider	
Quick Links	**DEPT HEAD PROFILE**
Data Graphics	TITLE OPERATIONS
Dept Contact Information	Public Works Director Edit Remove
Dept Head Profile	
Staff Members	
Documents	
Links	
Accordion	
Side Bar	
Videos	

Once you are in the Editor's View (WYSIWYG) you can continue to navigate around the back-end of the page making additional edits if you want.
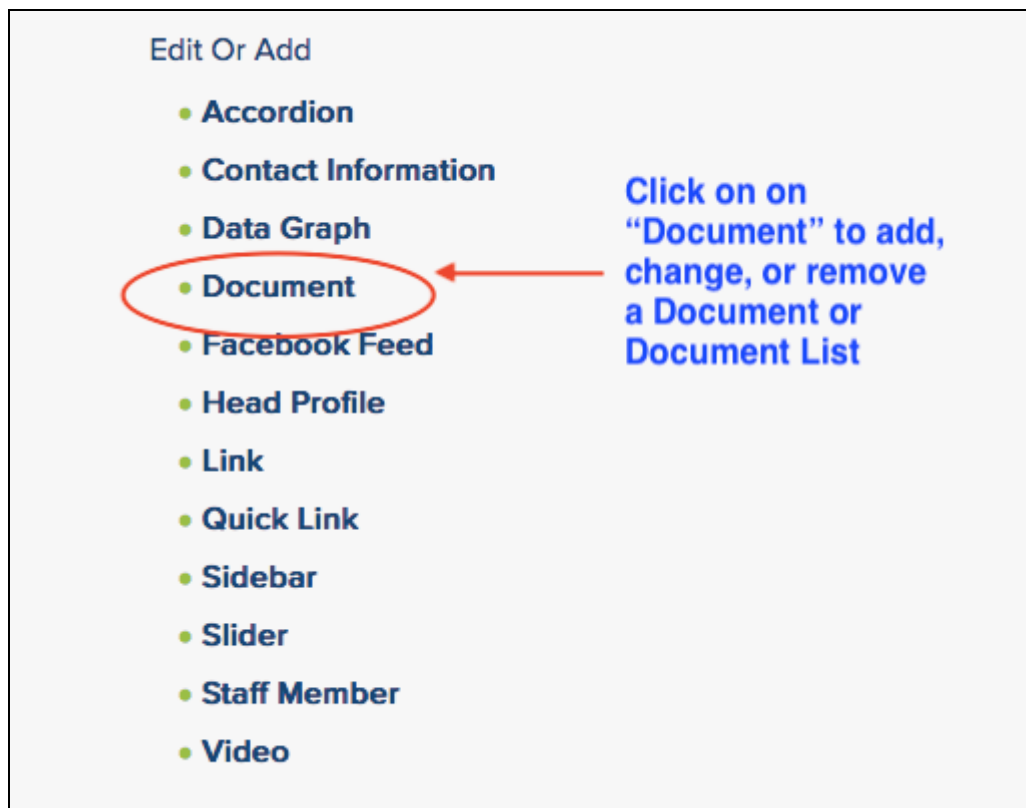
Add, Edit, Remove a Document

Documents exist in many places on the site:
1. On a Department or Topic Page
   a. As individual documents
   b. As part of a Document List
2. On the Document Archive - automatically displays documents from entire site
3. As part of a News Item, Event, Job Listing, or Bid Request
   a. As individual documents
   b. As part of a Document List
4. Linked in the body of a page or an element

Note: The principle of adding a document is similar throughout the pages and elements.

1. Navigate to the page or element you want to add a document to.
2. Click on "Document" in the EDITOR'S MENU.

Edit Or Add
- Accordion
- Contact Information
- Data Graph
- Document
- Facebook Feed
- Head Profile
- Link
- Quick Link
- Sidebar
- Slider
- Staff Member
- Video

Click on on "Document" to add, change, or remove a Document or Document List

The document tab of the page will open automatically. From here you can edit individual Documents and also Document Lists

Possibilities for an individual Document

Possibilities for a Document List

Add New Document:

Click on the "Add new Document" button in the Document Editor's view (WYSIWYG).
This window will open up:

1. Fill in the Title - What the public will see. Make it a real title, not just a file name.

2. Browse - Find the file on your computer. Make sure the file name is descriptive (human readable). EX: "Annual_Report_2018" (best practice: use "_" or "-" between words not spaces. Also use a descriptive name rather than "ar82018.")

3. Click on Create Document for it to finish the upload process.

4. Upload more individual documents in this way. You can upload as many as you would like. If you have more than a few, you may consider if any of them could be grouped together in a Document List.

5. **Save your work!**

Edit Document:

Click on the "Edit" button in the Document Editor's view (WYSIWYG).
This window will open up:

DOCUMENTS

TITLE	OPERATIONS

Utility Service Order Form

Title *

Can change the title that is visible to the public

Utility Service Order Form

The title of the entity.

Replace this document with a newer one

Document

Utility-service-order.pdf   **Remove**

Document Department

Utilities (221)   "Update Document" when changes are done.

Update Document   **Cancel**

Add new Document   **Add existing Document**

When you want to replace/update the document - Click "Remove"

DOCUMENTS

TITLE	OPERATIONS

Utility Service Order Form

Title *

Utility Service Order Form

The title of the entity.

Document

Choose the new document from your computer

Browse...   No file selected.

One file only.
100 MB limit.
Allowed types: pdf.

Click "Update Document" when you are done

Document Department

Utilities (221)

Update Document   **Cancel**

NOTE: When you update a document the site will make that same change happen everywhere that document is on the site.

Click "Update Document" when you are done and the **SAVE** your work.

11

Remove Document:

Click on the "Remove" button in the Document Editor's view (WYSIWYG).

Choose between removing it from this one location (page), or deleting it from the entire site. We recommend always using the "Remove" option to safeguard against deleting the document from ALL the locations on the site.

NOTE: if you want to replace the document with another version of the document follow the Edit Document procedures. Then the document will be replaced EVERYWHERE on the site.
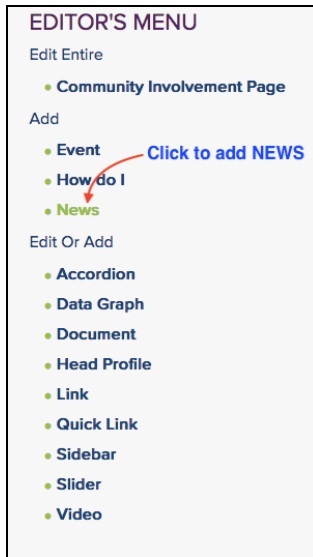
Add, Edit, Remove a News Item

Add News Item:
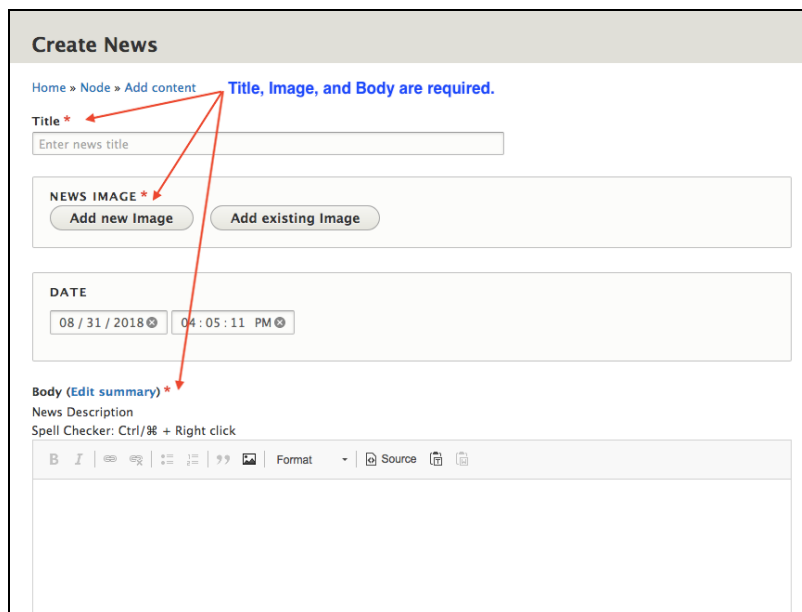
Navigate to the "lowest page" where you would want the News Item to appear. EX: Community Involvement - under Fire Department. This way the news will filter its way up the ladder to the Department and Section.

Click on the Add News link in the EDITOR'S MENU.

Fill in the Form with:

1. Title - this is the news Headline. Make it eye-catching
2. Image - will get people's attention better than just words
3. Date - automatically sets for now, but you can change to any date you would like
4. Body - tell the story of what happened or what is going to happen

To put in an image:
Assign a title to the image - make it descriptive ex: Dog Sitting in the Grass

Decide if you want to promote your news item to the home page or other section pages. Click the boxes of the ones you want.

Add Documents or Links if you want.

Save your work!

Edit a News Item:

Find the news item on the site and click the "more" button to open the full new item.

Click on "Edit" to get into the back end of the new item.

One you are in the back end (it's the same one as when you create a new item), make any changes you need to and **save your work**.

Delete a News Item:

Just like when you want to edit, find to the news item you want to delete. Click the "more" button to open it up.

When you get into the editor mode, you click the "Delete" tab. If you change your mind you can click "Cancel" which will pop you back to seeing the total news item view.

Are you sure you want to delete the content *Ciclovia Coming to Gonzales*?

View | Edit | Delete

Click the "Delete" button if you want to totally erase this news item from ALL of the site.

Home » Node » Ciclovia Coming to Gonzales

This action cannot be undone.

Delete | Cancel

Click "Cancel" if you change your mind. **Keep in mind, you can REMOVE a news item from a page without DELETING it.

Alternative method to Edit or Delete a News Item from an internal page:

Go to the page you see the news item.
Click on Edit - "News" in the Editor's Menu.

EDITOR'S MENU

Edit Entire
  • **Recreation Page**

Add
  • **Event**
  • **How do I**
  • **News**
  • **Topic Page**

To edit or remove an Event, HDI, or News item from a page. Click on the one you want to edit or remove.

Edit
  • **Event**
  • **How do I**
  • **News**

Edit Or Add
  • **Accordion**
  • **Contact Information**
  • **Data Graph**
  • **Document**

Choose the News item you want to edit or delete

EDIT DEPARTMENT NEWS

Chose the News item and what you want to do

Title	Moderation state	Actions
Community Pool Open Through 9/16	Published	edit delete
Ciclovia Coming to Gonzales	Published	edit delete

Once you are in the back end you can make all changes you need.

Don't forget to **Save your work**.

Current state: Published

Change to: Published

Save ← Don't forget to SAVE your changes!

Add, Edit, Remove an Event Item

Events are not just parties - they are any scheduled meeting, or deadline that you might want to note on the calendar.

Events show up on the home page and on the page they are created on automatically until the event has passed. They automatically fall of of these views after the event has happened. Events are persistent - they never come off of the actual Calendar view.

Add News Item:
NOTE: Adding an Event is just like adding a News item.

Navigate to the "lowest page" where you would want the Event Item to appear. EX: Aquatics - under Recreation. This way the event will filter its way up the ladder to the Department and section.

From the Editor's Menu choose "Add - Event."
Fill in the WYSIWYG.

You can "promote"(add) your event to other section pages. Add documents, or links.

When you are done, Set the State to "Published" and press Save.
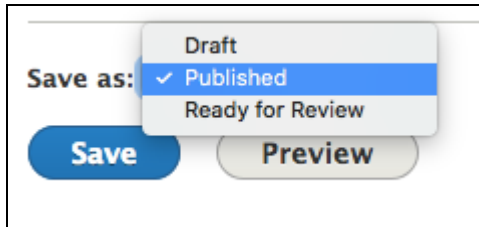
Edit or Delete a News Item:

NOTE: Editing an Event is just like adding a News item. You can use either of the two ways described to edit or delete an event just like a news item.

Find the event in the department or on the calendar.
Click "more" to open the event.
Click on the "Edit' tab.
Make any changes necessary.
Save your work.

Best Practices

Photo Sizes (all listed in pixels):

Keep in mind that these sizes are not set in stone. The site will adjust to some degree, you may not see all of the image, or you may have white space around it depending on where the image is located on the site.

Home Page images:

- Home page slider - 1400(w) x 685(h)
- Action blocks (below slider and home page quick links) - 430 x 200
- Data graphics - 290 x 165

Interior Page Images:

- Section PageTop slider - 1200 x 450
- Department Page slider - 940 x 470
- Topic Page slider - 600 x 400
- Quick links - 130 x 130
- Right Sidebar - 260 x 175, or 215 x 160, or 720 x 480

News:

- 360 x 240
- NOTE: Other sizes may be used, but will be cropped by site to fit space

Events:

- 460 x 230
- NOTE: Other sizes may be used, but will be cropped by site to fit space

Profile:

- 300 x 400

Documents:

Files
- Name a document file on your computer with a human readable name
- Put dashes (-) or underlines (_) between words

- Include a date with full year on document names. EX:
  Public-Complaint-Form-8-10-2018 or Public_Complaint_Form_8-10-2018

Documents uploaded to site
- Check to see if the document is uploaded already before uploading it.
  NOTE: Key in a few letters of the first word and see what pops up
- Name the document a human readable title. EX: Public Complaint Form