

# GonzalesCA.gov Website

## Training Guide



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# 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.

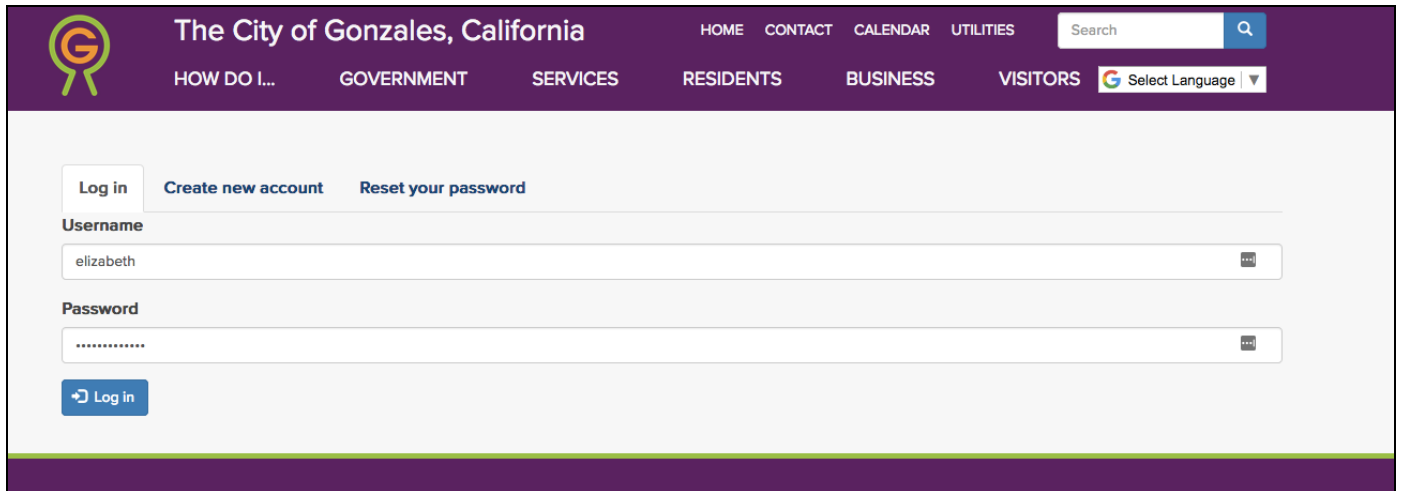
## Signing In

Navigate to : website url/**user** - ex: gonzalesca.gov/user

Enter your email ex: hwolgamott@ci.gonzales.ca.us

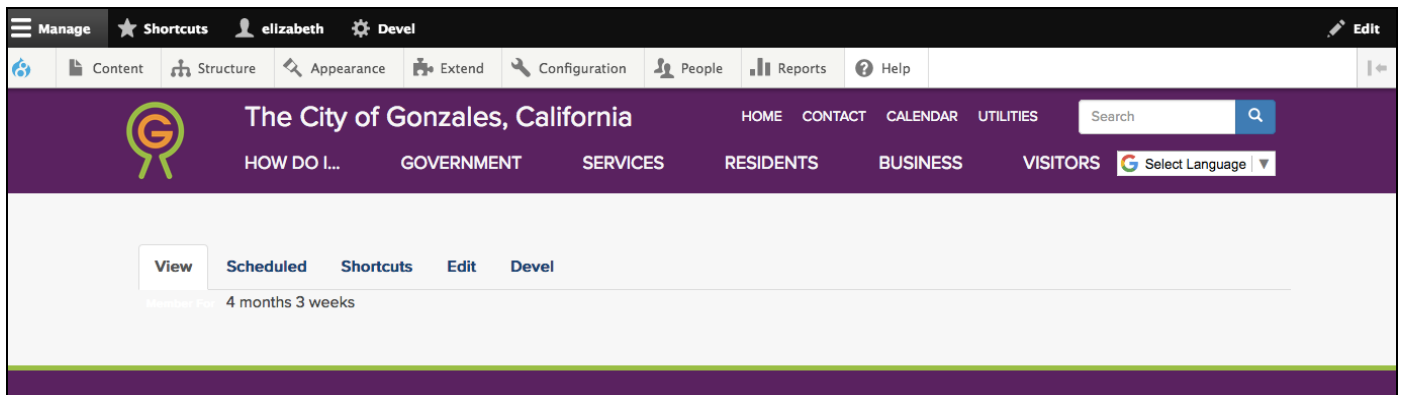
Enter your password - case sensitive

Click blue “Log in” Button



The screenshot shows the login page for The City of Gonzales, California. The header includes the city logo, name, and navigation links: HOME, CONTACT, CALENDAR, UTILITIES, HOW DO I..., GOVERNMENT, SERVICES, RESIDENTS, BUSINESS, VISITORS, and a language selector. The main content area features a login form with three tabs: "Log in" (selected), "Create new account", and "Reset your password". The form has two input fields: "Username" with the value "elizabeth" and "Password" with masked characters. A blue "Log in" button is located below the password field.

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

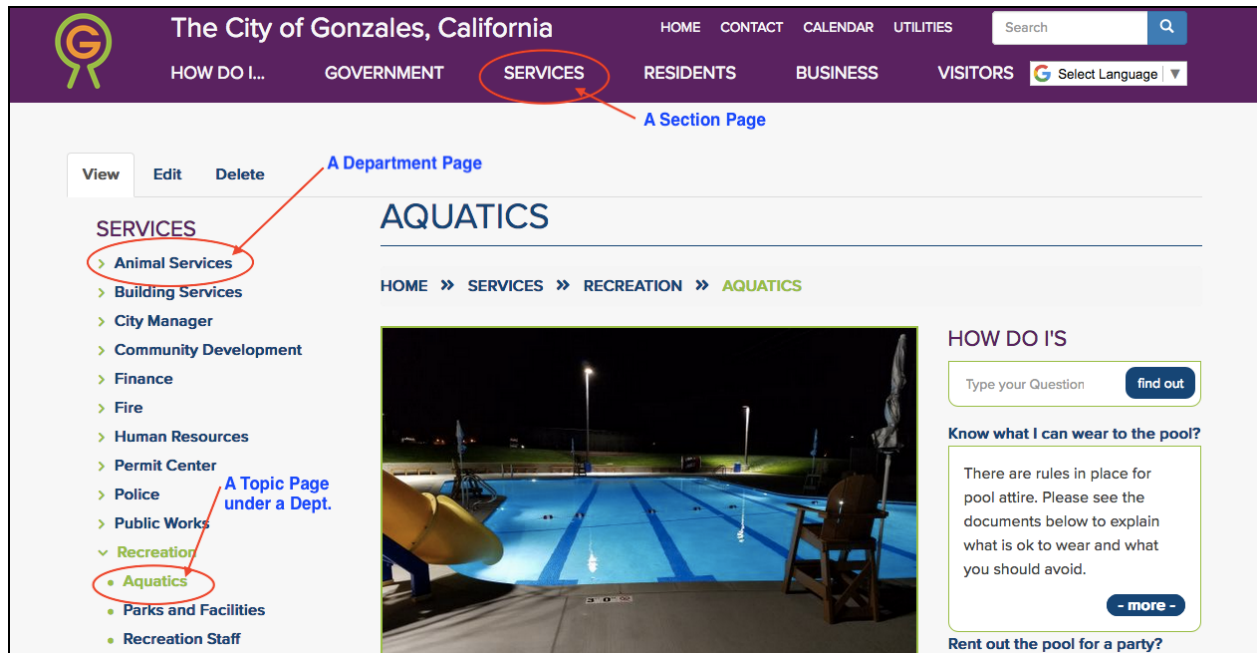


The screenshot shows the user profile page for The City of Gonzales, California. The header includes the city logo, name, and navigation links. The main content area features a user profile card with a "View" tab selected and other tabs: "Scheduled", "Shortcuts", "Edit", and "Devel". The profile information shows "Member For 4 months 3 weeks". The top navigation bar includes "Manage", "Shortcuts", "elizabeth", and "Devel".

## 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.

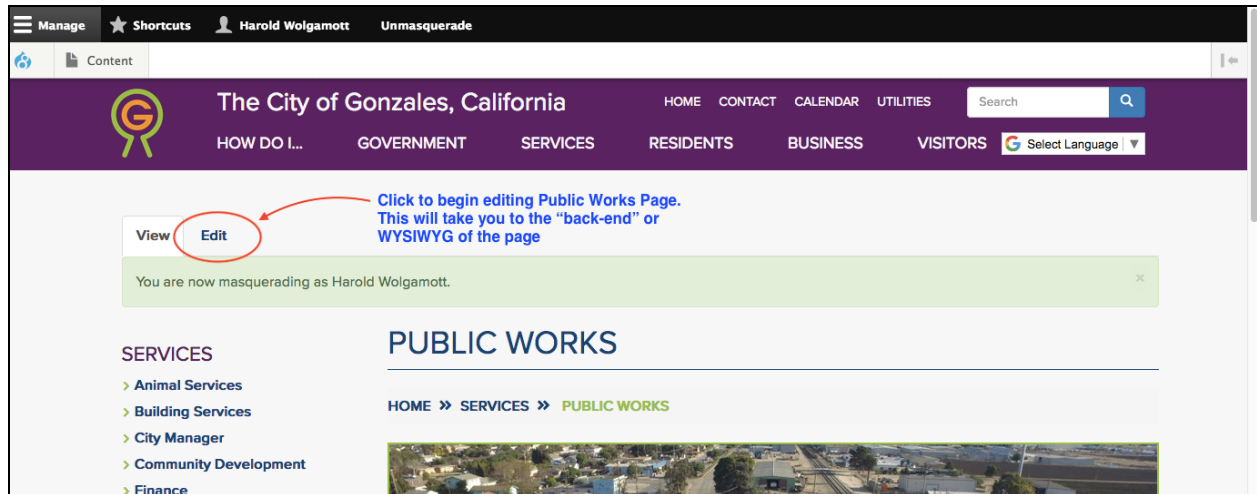
## Making changes:

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.

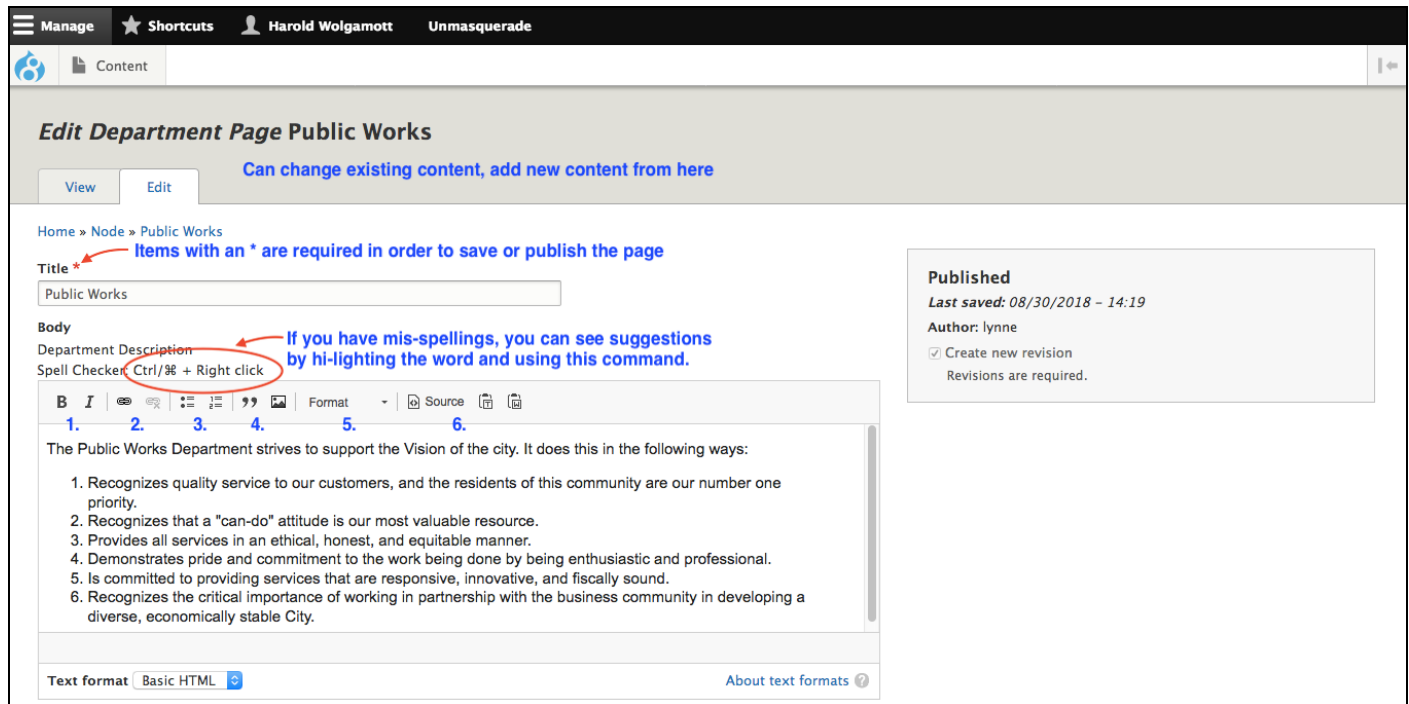
# Edit a Department or Topic Page

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.

Department Slider

Quick Links

Data Graphics

Dept Contact Information

Dept Head Profile

Staff Members

Documents

Links

Accordion

Side Bar

Videos

SLIDER Show row weights

TITLE	OPERATIONS
+ Alta Street Arial Closed for Repair	Edit Remove
+ Solar Array on Roof	Edit Remove

Add new Slide Add existing Slide

Parent Page  
Services (5)

Click on the different tabs to find the different elements

Can Edit, Remove, or Add new content for this component

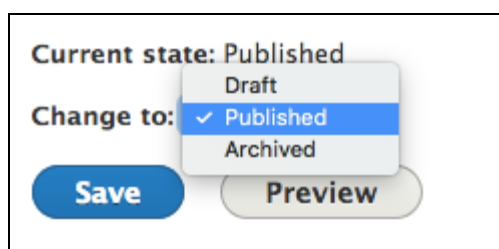
## Saving Changes to page and elements of page:

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



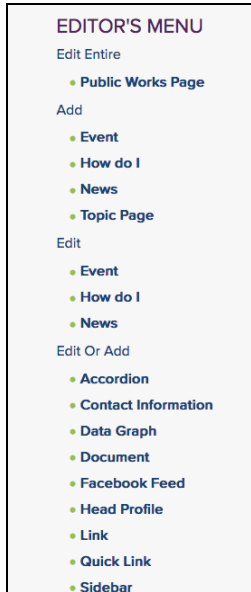
There are three different states of saving - Draft, Published, Archived

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.

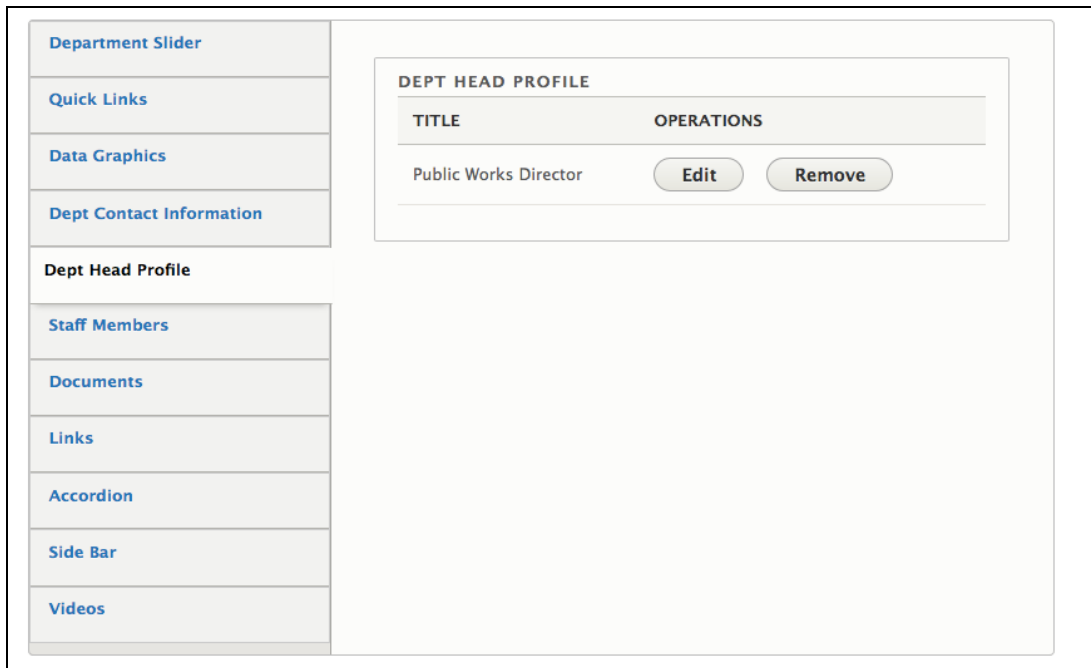


## Alternative Way to get into Editor's View

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.



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



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.



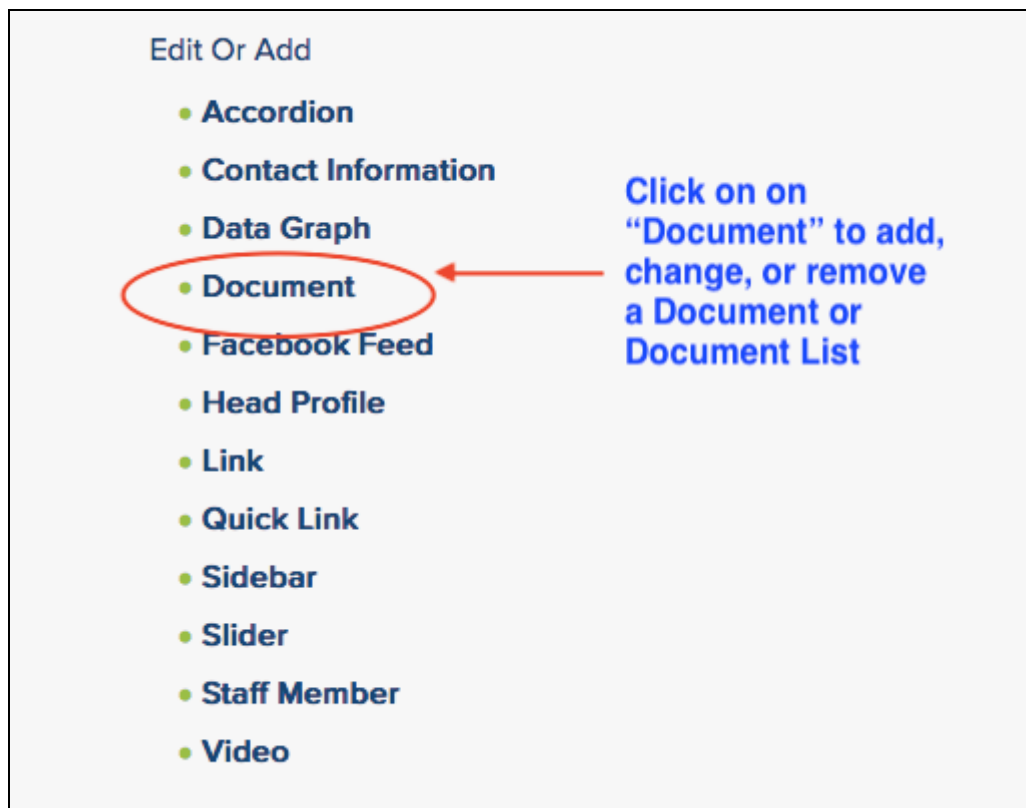
## Add, Edit, Remove a Document

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.



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

The screenshot shows a sidebar on the left with menu items: Department Slider, Quick Links, Data Graphics, Dept Contact Information, Dept Head Profile, Staff Members, Documents, Links, Accordion, Side Bar, and Videos. The main content area is divided into two sections:

- DOCUMENTS:** A table with columns 'TITLE' and 'OPERATIONS'. It contains one entry: 'Utility Service Order Form'. Below the table are buttons for 'Add new Document' and 'Add existing Document'. Annotations include:
  - Red circle around 'DOCUMENTS' with text: 'To add individual docuemnts'.
  - Red arrow from 'Edit' button to text: 'EDIT - Change the Title of the document or replace it with another (updated) document'.
  - Red arrow from 'Remove' button to text: 'REMOVE the document from this location'.
  - Red arrow from 'Add existing Document' button to text: 'Add Existing document - place on this page a document that has been uploaded before and may be on another page.'
- DOCUMENT LIST:** A table with columns 'TITLE' and 'OPERATIONS'. It contains one entry: 'Utilities Resolutions and Agreements'. Below the table are buttons for 'Add new Document List' and 'Add existing Document List'. Annotations include:
  - Red circle around 'DOCUMENT LIST' with text: 'To add a group of documents that have something in common (will be kept as a group)'.
  - Red arrow from 'Add new Document List' button to text: 'Add NEW (or revised) document that has not been uploaded to site before.'

### Possibilities for a Document List

The screenshot shows the same sidebar as above. The main content area is divided into two sections:

- DOCUMENTS:** A table with columns 'TITLE' and 'OPERATIONS'. It contains one entry: 'Utility Service Order Form'. Below the table are buttons for 'Add new Document' and 'Add existing Document'.
- DOCUMENT LIST:** A table with columns 'TITLE' and 'OPERATIONS'. It contains one entry: 'Utilities Resolutions and Agreements'. Below the table are buttons for 'Add new Document List' and 'Add existing Document List'. Annotations include:
  - Red circle around 'DOCUMENT LIST' with text: 'A group of documents that have something in common and will be used as a set'.
  - Red arrow from 'Edit' button to text: 'EDIT this list (title, documents within)'.
  - Red arrow from 'Remove' button to text: 'REMOVE this list from this location'.
  - Red arrow from 'Add new Document List' button to text: 'Create NEW list'.
  - Red arrow from 'Add existing Document List' button to text: 'ADD EXISTING list that has already been created and may (or may not) be somewhere else on site.'

## Add New Document:

Click on the “Add new Document” button in the Document Editor’s view (WYSIWYG).

This window will open up:

The screenshot shows a form titled 'DOCUMENTS' with a table listing existing documents. Below the table is a form for adding a new document. The form includes a 'Title' field, a 'Document' field with a 'Browse...' button, a 'Document Department' dropdown menu, and 'Create Document' and 'Cancel' buttons. Annotations in blue and red text provide instructions and warnings.

TITLE	OPERATIONS
Utility Service Order Form	<button>Edit</button> <button>Remove</button>

**This is what will be seen by the public. It should be human readable - not a “file name”.**

**Title \***

Enter document name

The title of the entity.

**Document**

**Browse...** No file selected.

**This will open your computer interface so you can choose a document that is on your computer (or that you have access to through your computer).**

One file only.  
100 MB limit.  
Allowed types: pdf. **NOTE: You can only upload documents as PDF files.**

**Document Department**

Utilities (221)

**Create Document** **Cancel**

**Finishes this document's upload process.**

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!**

The screenshot shows a 'Current state: Published' label, a 'Change to:' dropdown menu set to 'Published', and a blue 'Save' button. A red arrow points to the 'Save' button with the text 'Don't forget to SAVE your changes!'.

Current state: Published

Change to: **Published**

**Save**

**Don't forget to SAVE your changes!**

## Edit Document:

Click on the “**Edit**” button in the Document Editor’s view (WYSIWYG).  
This window will open up:

The screenshot shows the 'Edit Document' window. At the top, there is a table with two columns: 'TITLE' and 'OPERATIONS'. Below the table, the 'Title \*' field contains 'Utility Service Order Form'. A red arrow points to this field with the annotation 'Can change the title that is visible to the public'. Below the title field, there is a 'Document' section with a checked checkbox and the filename 'Utility-service-order.pdf'. A red arrow points to the 'Remove' button next to it with the annotation 'Replace this document with a newer one'. Below the document section, there is a 'Document Department' dropdown menu set to 'Utilities (221)'. A red arrow points to the 'Update Document' button with the annotation '“Update Document” when changes are done.'. At the bottom, there are two buttons: 'Add new Document' and 'Add existing Document'.

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

The screenshot shows the 'Edit Document' window. At the top, there is a table with two columns: 'TITLE' and 'OPERATIONS'. Below the table, the 'Title \*' field contains 'Utility Service Order Form'. Below the title field, there is a 'Document' section with a 'Browse...' button and the text 'No file selected.'. A red arrow points to the 'Browse...' button with the annotation 'Choose the new document from your computer'. Below the document section, there is a 'Document Department' dropdown menu set to 'Utilities (221)'. A red arrow points to the 'Update Document' button with the annotation 'Click “Update Document” when you are done'. Below the 'Update Document' button, there is a 'Cancel' button.

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.

## Remove Document:

Click on the “Remove” button in the Document Editor’s view (WYSIWYG).

The screenshot shows a sidebar on the left with navigation options: Department Slider, Quick Links, Data Graphics, Dept Contact Information, Dept Head Profile, Staff Members, Documents, Links, Accordion, Side Bar, and Videos. The main content area is divided into two sections: 'DOCUMENTS' and 'DOCUMENT LIST'. The 'DOCUMENTS' section has a table with columns 'TITLE' and 'OPERATIONS'. It lists 'Utility Service Order Form' with 'Edit' and 'Remove' buttons. Below the table are 'Add new Document' and 'Add existing Document' buttons. The 'DOCUMENT LIST' section has a similar table with 'City Utilities Agreements and Resolutions' and 'Edit' and 'Remove' buttons. Below it are 'Add new Document List' and 'Add existing Document List' buttons. A red arrow points to the 'Remove' button in the 'DOCUMENTS' section, with a blue callout: 'To remove this document from this location (page)'.

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.

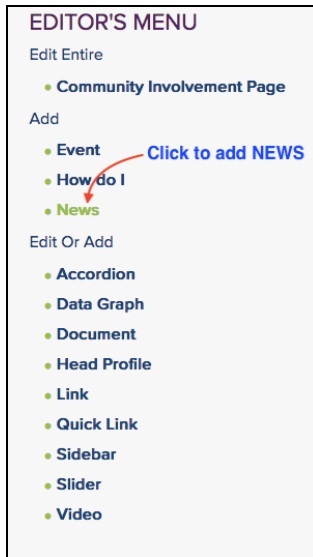
The screenshot shows a confirmation dialog box for removing a document. It has a table with columns 'TITLE' and 'OPERATIONS'. The title is 'Agreement with Tri-Cities - Amendment 2 (Jan2012)'. Below the table, it asks 'Are you sure you want to remove Agreement with Tri-Cities - Amendment 2 (Jan2012)?'. There is a checkbox labeled 'Delete this Document from the system.' which is highlighted with a red box. Below the checkbox are 'Remove' and 'Cancel' buttons. A blue callout points to the 'Remove' button: 'Safer to use this “Remove” button - just in case the document is in use on another page.' Another blue callout points to the 'Delete this Document from the system.' checkbox: 'Use only if you need to remove the document COMPLETELY from the website - no record of it will remain.'

## Add, Edit, Remove a News Item

### Add News Item:

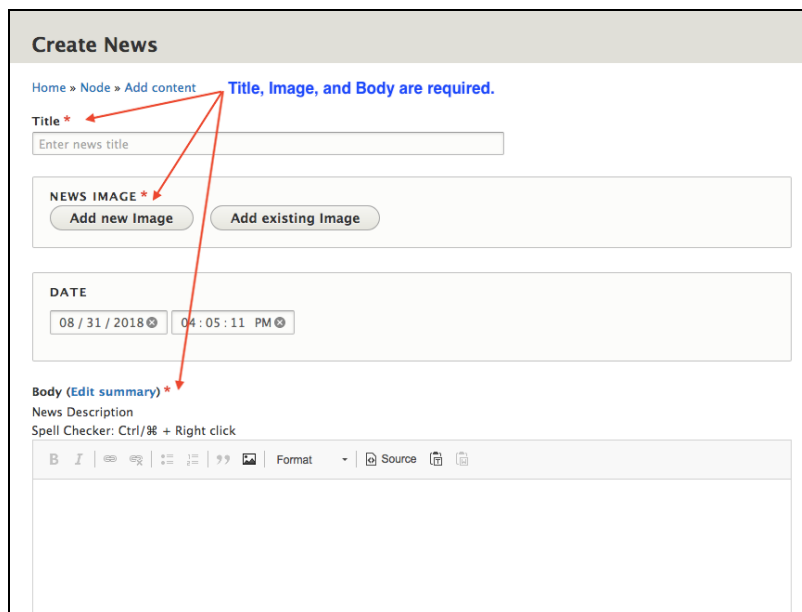
Navigate to the “lowest page” where you would want the News Item to appear. EX: Community Involvement - under Fire Department. This way the news will filter its way up the ladder to the Department and Section.

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



The image shows a screenshot of the 'Create News' form. At the top, it says 'Home » Node » Add content' and 'Title, Image, and Body are required.' Below this, there are three main sections: 'Title \*' with a text input field labeled 'Enter news title'; 'NEWS IMAGE \*' with two buttons: 'Add new Image' and 'Add existing Image'; and 'DATE' with two date/time pickers showing '08 / 31 / 2018' and '04 : 05 : 11 PM'. At the bottom, there is a 'Body (Edit summary) \*' section with a 'News Description' label and a 'Spell Checker: Ctrl/⌘ + Right click' label. A red arrow points from the 'Title, Image, and Body are required.' text to the 'Title \*' field, the 'NEWS IMAGE \*' section, and the 'Body (Edit summary) \*' section.

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.

The screenshot shows a form for promoting a news item. At the top, there is a checkbox labeled "Promote to homepage" with a red arrow pointing to it and a blue annotation: "Check to have the story show up on the home page if it would be of interest to ALL of the City." Below this is a section titled "Promote to section" with a red bracket and a blue annotation: "Choose if the News Item should also be seen on other section page(s)". This section contains five checkboxes: "Government", "Business", "Residents", "Services", and "Visitors". Below the checkboxes are two sections: "NEWS DOCUMENTS" with buttons "Add new Document" and "Add existing Document", and "NEWS LINKS" with buttons "Add new Link" and "Add existing Link".

Add Documents or Links if you want.


**Save your work!**

The screenshot shows a dialog box for saving or previewing a news item. It displays "Current state: Published" and "Change to:" with a dropdown menu showing "Draft", "Published" (selected with a checkmark), and "Archived". Below the dropdown are two buttons: "Save" (blue) and "Preview" (grey).

## Edit a News Item:

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


### NEWS



**Community Pool Open Through 9/16**

The Gonzales Community Pool is still available to rent for private pool parties through Sept. 16, 2018. This wonderful community asset makes a great...

[- more -](#)



**Ciclovía Gonzales**

Where the Streets are Yours! ¿Donde las Calles son Suyas!

Sunday, September 9th, 2018 1:00PM-6:00PM

**Ciclovía Coming to Gonzales**

We welcome you to join your community in a family event that features biking, walking and free activities all in a safe environment. Parts of Elko,...

[- more -](#)

[Click here to open the whole news item](#)

[See all News](#)


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

View **Edit** Delete [Click on “Edit” to get into the back end of the news item](#)

## CICLOVIA COMING TO GONZALES

HOME » SERVICES » RECREATION » **CICLOVIA COMING TO GONZALES**

News Date: 09/09/2018 Department: **Recreation**



**Ciclovía Gonzales**

Where the Streets are Yours! ¿Donde las Calles son Suyas!

Sunday, September 9th, 2018 1:00PM-6:00PM

We welcome you to join your community in a family event that features biking, walking and free activities all in a safe environment. Parts of Elko, 1st, Center, and 4th will be open only to bicycles and foot traffic during the event. This is a great opportunity to get to know your neighbors and learn more about the different resources available for the community.

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**.

**Current state:** Published

**Change to:**  Draft  **Published**  Archived

[Save](#) [Preview](#)



## 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

Home » Node » [Ciclovia Coming to Gonzales](#)

This action cannot be undone.

Delete Cancel

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

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

Edit

- Event
- How do I
- News

Edit Or Add

- Accordion
- Contact Information
- Data Graph
- Document

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

Choose the News item you want to edit or delete

EDIT DEPARTMENT NEWS		
Title	Moderation state	Actions
Community Pool Open Through 9/16	Published	<a href="#">edit</a> <a href="#">delete</a>
Ciclovia Coming to Gonzales	Published	<a href="#">edit</a> <a href="#">delete</a>

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

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

**Current state:** Published

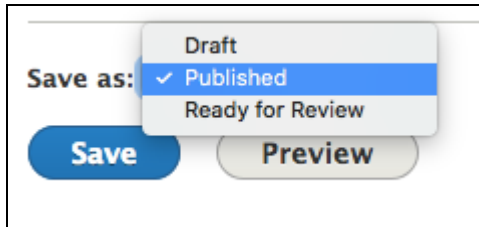
**Change to:**

[Save](#) **Don't forget to SAVE your changes!**



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