

Microsite User Guide

Electronic Communications Sub-Committee (ECSC)

Alcoholics Anonymous GB

Userguide for Editing Region/Intergroup Microsites.

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Getting started

You will need

- a username and password for your Intergroup Microsite
- a shortcut to your Microsite

You may also want (see pages 10-13)

- a username and password for your Intergroup Filestore . Items uploaded to the store may be copied into, or referenced from, the Microsite.

You can apply for these via the Helpdesk, using this link:

<http://www.alcoholics-anonymous.org.uk/Members/Service/Helpdesk>

NOTE: If you are not listed in the current Confidential Directory, your appointment should be confirmed by someone who is in it e.g. Chair, Secretary, outgoing ECLO ...

Take a look at your Microsite

Before doing anything else, take a look at your Microsite and see what's already there. It might look something like this:

The screenshot shows the Alcoholics Anonymous Great Britain website. The header includes the AA logo, the text "Alcoholics Anonymous Great Britain", a national helpline number (0845 769 7555), a search bar, and a "Find a Meeting" section with a map of the UK. A navigation menu below the header lists: Home, About AA, AA Meetings, Shop, Members, Professionals, Media, and Contact. The main content area is titled "Ayrshire & South West Scotland Intergroup" and includes a "Welcome to Ayrshire & South West Scotland Intergroup" message, a description of the intergroup's coverage area, and meeting information. A sidebar on the left lists links: "Intergroup Home Page", "List all Ayrshire & South West Scotland Meetings", and "Portsmouth Convention".

Each Microsite has two Default Pages. A Description page which is editable and a meetings list page which is auto-generated from the GSO Where to Find database of meetings for your Intergroup. The Description page is designed to show a photograph of your choice. There is also a page to generate a printable PDF of all the meetings. This is available after the meetings list has been accessed.

Familiarise yourself with what's there and check its accuracy.

You should ask your Intergroup and outgoing ECLO (if there is one) how it's been used to date and what they envisage for the future especially what changes and additions they want to see. Make a list and get some priorities assigned. In particular, ask each of the Officers about the content they wish to see relevant to their role and the Intergroup.

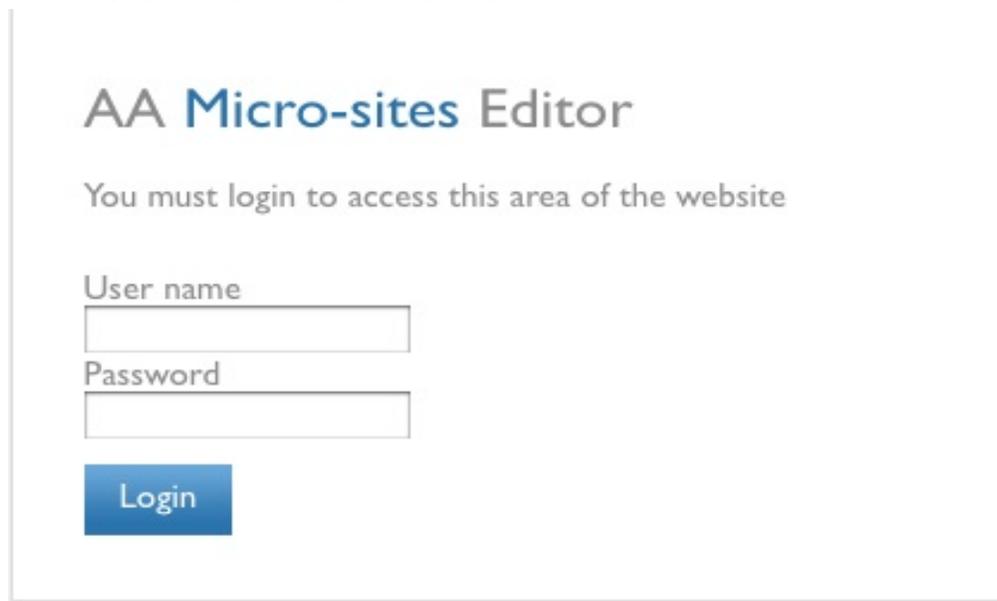
Logging on to your Microsite

First go to:

<http://www.alcoholics-anonymous.org.uk/Members/Logons/Microsite-Editor>

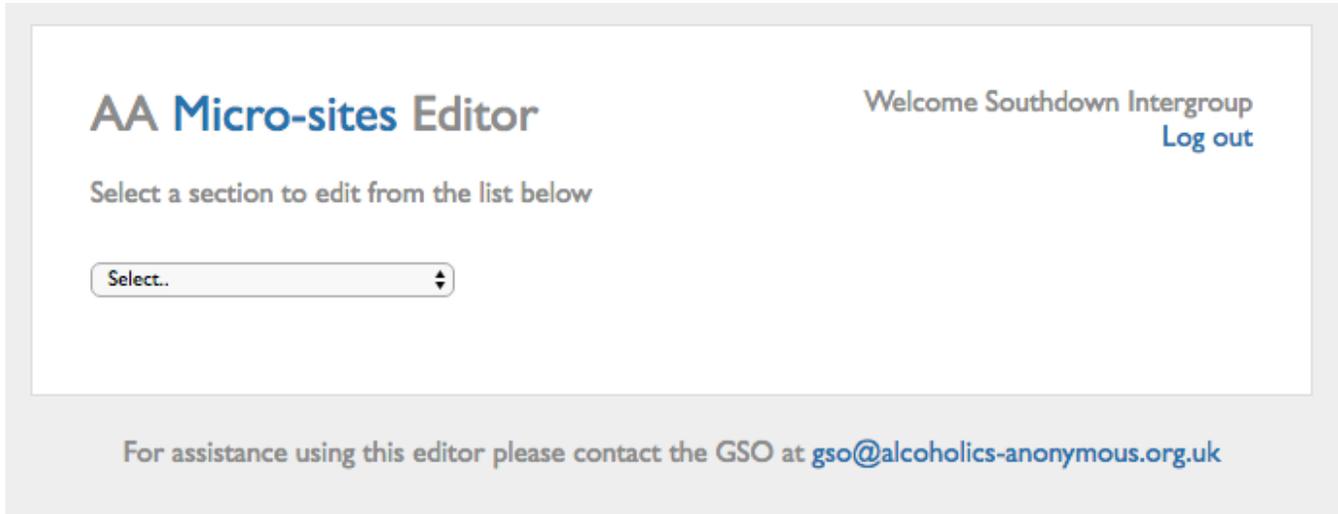
On this page, read any news about Microsites which has been recently published.

Then follow the link to this screen:



The screenshot shows a login interface for the AA Micro-sites Editor. At the top, the text "AA Micro-sites Editor" is displayed in a blue font. Below this, a message reads "You must login to access this area of the website". There are two input fields: "User name" and "Password". Below the password field is a blue "Login" button.

Enter the user name and password provided to you by the Helpdesk.
You will then see a screen similar to this:



Select the Page to Edit/Create New Page

The drop down menu will allow you to select the Page you wish to edit. Or you can create a new page (maximum of 10 editable pages). New pages will automatically be added to the Microsite menu on the left hand side.



Selecting the Image page will allow you to upload an image which will appear on the Home page.

Editor Page Layout

Apart from the Image page all other pages use an editor to add or change the content.

The editor page has two tabs at the bottom – ‘Editor’ and ‘Source’.

- The Editor tab provides a WYSIWYG (What You See Is What You Get) editor (like Microsoft word but more basic) and data entry is straightforward. When you select or change pages this is always the default. You can do most normal word processor-type operations.
- The Source tab provides you with an HTML editor. HTML is one of the software languages used to create web pages and gives you full control of the page. CAUTION, if you don't know what you are doing DO NOT use the Source tab as changes can be difficult to undo/fix.

Once your changes are complete click on “Save Changes” at the bottom of the page.

You should preview your changes by opening a separate browser window and looking at your Microsite as a user would see it. Use the shortcut provided by the Helpdesk in the format: aa-gb.org)/shortcut (where ‘shortcut is your Intergroup’s designator) and select the page you were just editing. You can then flip between windows, making changes and reviewing them as you go – little and often is best – it helps to avoid major errors.

Tip: When you save a change in the editor, the user's view will not change until you refresh the page.

Below is an example of a simple Home page.

The screenshot displays the 'AA Micro-sites Editor' interface. At the top left, the title 'AA Micro-sites Editor' is shown in a large blue font. To its right, the text 'Welcome Ayrshire & South West Scotland Intergroup' is displayed, with a 'Log out' link below it. Below the title, a prompt reads 'Select a section to edit from the list below', followed by a dropdown menu currently set to 'Description'. A rich text editor toolbar is visible, containing icons for file operations, text formatting (bold, italic, underline, strikethrough, subscript, superscript), alignment, and list creation. The main content area shows a heading 'Welcome to Ayrshire & South West Scotland Intergroup' followed by two paragraphs of text. The first paragraph describes the intergroup's coverage area, with several words underlined in red. The second paragraph states the meeting schedule. At the bottom of the editor, there are tabs for 'Editor' and 'Source', and a prominent blue 'Save Changes' button. A footer at the very bottom of the page provides contact information for the GSO.

AA Micro-sites Editor

Welcome Ayrshire & South West Scotland Intergroup
Log out

Select a section to edit from the list below

Description

Welcome to Ayrshire & South West Scotland Intergroup

Ayrshire & South West Scotland Intergroup covers the area from Troon in the north down through Prestwick, Ayr and Girvan to Stranraer in the south. Across through Dalbeattie and Kirkcudbright to Dumfries and Lockerbie. Up through Thornhill in to Cumnock.

Intergroup meetings are every two months at 8 Green Street Lane, Ayr on the first Sunday of January, March, May, July and September holding the AGM in November.

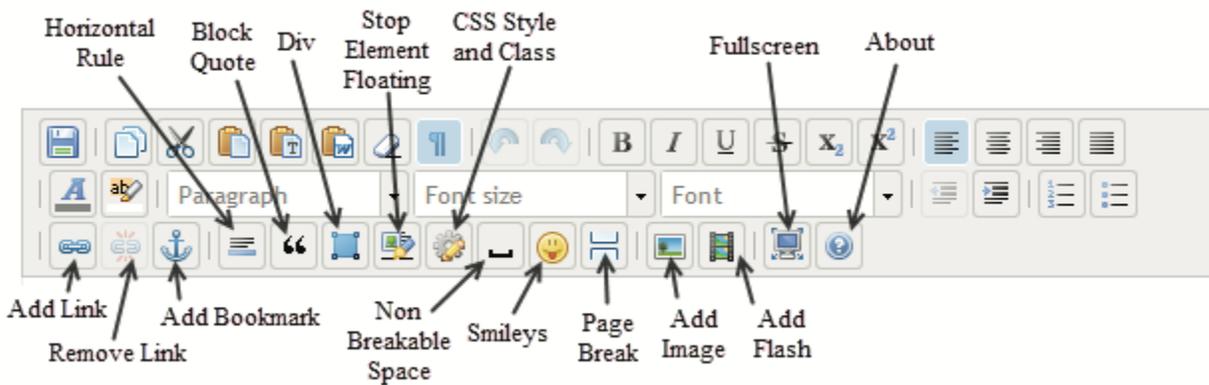
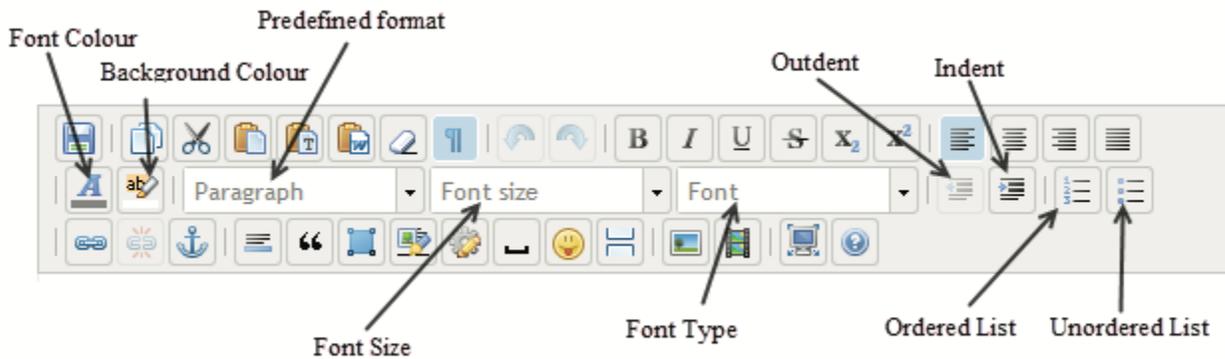
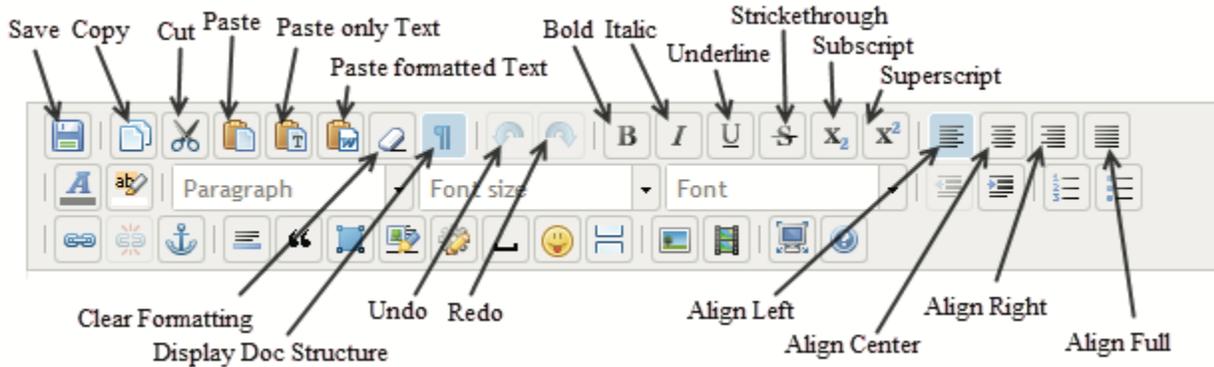
Editor Source

Save Changes

For assistance using this editor please contact the GSO at gso@alcoholics-anonymous.org.uk

Toolbar Layout

For each page the Toolbar appears at the top, just above any text. Hopefully you will be familiar with most of the buttons/symbols as they are fairly generic.



Hints and Tips

To remove existing formatting from another web page or a Word document when pasting text from the clipboard into the WYSIWYG editor:

- Either paste it first into notepad and copy from notepad into the editor in the web-browser
 - Or to paste directly from the source document into the editor in the web-browser using the 'Paste only Text' button
-

In the WYSIWYG editor , the Enter key will start a new Paragraph.

Shift + Enter Key together will start a new line (same as a </br>)

Some browsers work better than others. Be prepared to experiment with a few to find the one which is best for your combination of hardware/software.

Hit the *Save Changes* button **frequently**, and especially if you are taking a break. The Editor tends to log you off after a period of non-usage – with a risk that your work may not be saved.

Current Limitations

- You can have a maximum of 10 user pages (i.e. in addition to the pages supplied). This is to prevent confusion by having too many pages.
 - There is no page hierarchy/nesting – pages are simply added after the last page and you can't change the order of pages.
 - The description field for Regions/Intergroups limited to 256 characters.
-

Be careful when using **word processing packages** to produce your work to be copied and pasted into the microsite editor – the following common errors will occur :-

Appearance in Word/the editor

“Hi” this is a test of double quotes.

‘Hi’ this is a test of single quotes.

Hi – there is a hyphen in here.

© A copyright symbol.

£ A pound sign

Appearance on the microsite page

â€œHiâ€ this is a test of double quotes.

â€˜Hiâ€™™ this is a test of single quotes.

Hi â€– there is a hyphen in here.

Â© A copyright symbol.

Â£ A pound sign

If you do choose to copy and paste – to correct the appearance you have to delete then retype the desired character in the microsite editor. (The computer codes filed in the background are different between Word and the Microsite editor also the appearance on the web page is for straighter quotation marks and a subtly different hyphen). Save the page and then test it – remember to use the refresh button on the browser.

Some other keys are best avoided if they cause a problem on your page – the © works on some pages but not others (yet to be addressed).

There is a workaround for the £ sign:

- To get a pound sign you need to go to edit the page on microsite;
- Select the "Source" Tab at the bottom of the page;
- For the text needed use the pound sign code `￡` instead of the pound sign;
- For example:
- `<p>The Price of entry is ￡ 10</p>`
- Displays as:

The Price of entry is £ 10

Using the Filestore

The Filestore is, as it's name suggests, a repository where you can store any type of files to be used by your Microsite, or simply as secure storage for AA-related matters, e.g. a list of members' telephone numbers.

The Filestore is fairly basic but you can create folders to group files by subject and it is quick and reliable. There is only one level of folders available – no nesting is possible.

To use your Filestore you need to logon. Go to this page:

<http://www.alcoholics-anonymous.org.uk/Members/Logons/Filestore>

As with the Microsites logon page, read any news about Filestorage which has been recently published. Then follow the link to the actual login box, and enter your username and password. You will then see a screen that looks like this:

AA Filestore - Southdown
Location: /

[Currently 0% Full]
[Infinite Retention]

[Make Directory] - [File Upload] - [Root | Home | Log Out]

..	File/Dir	Size (bytes)	Date	Owner	Delete
	ConventionFlyers	Directory	09/25/2017	southdown1	
	GeneralDocumentation	Directory	09/25/2017	southdown1	
	MeetingMinutes	Directory	09/21/2017	southdown1	

This Filestore has three folders, yours might be blank. If you have no folders or want to create a new one, click 'Make Directory' and type the folder name in the box that appears. The folder will then appear in the list.

You can see from this example how the folders have been grouped. To upload a file, first select the folder destination by clicking on the name, then select 'File Upload'. This will display a 'Choose file' button and a description field. Click the 'Choose file' button and select the desired file from your list of files on your PC or elsewhere. Fill in the description and click the 'Upload' button. The file will appear in the selected folder and can then be referenced from the page Editor (see below).

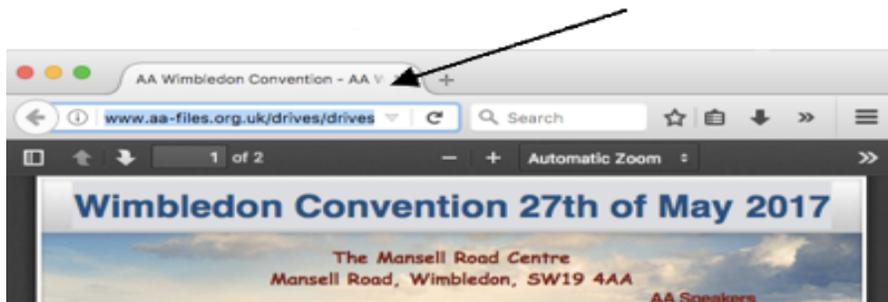
Embedding an image on your microsite

You can embed images on microsite pages, but the image needs to be referenced with a web address, or URL. Here's how you can do it:

- Upload the image to your Filestore
- Click on the image and to view it in your web browser

AA Filestore - London Region South					
Location: /SWIG/					
[Currently 0% Full]			[Infinite Retention]		
[Make Directory] - [File Upload] - [Root Home Log Out]					
File/Dir	Size (bytes)	Date	Owner	Delete	
AA Wimbledon Convention 2017 1.pdf	0.68MB	Uploaded: 03/30/2017	lrs1		

- Viewing the image in your web browser, select and copy the URL from the address bar.



The address will look something like this:

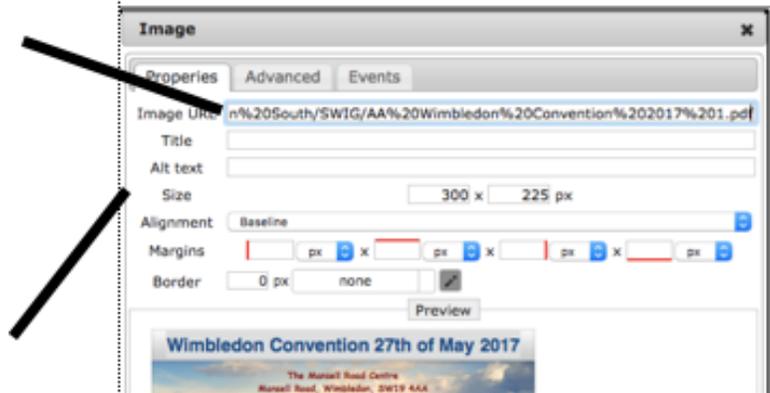
<http://www.afiles.org.uk/drives/drives/London%20Region%20South/SWIG/AA%20Wimbledon%20Convention%202017%201.pdf>

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- In the microsite editor, select where on the page you would like your image to embed then click the image button



- In the image window, paste the address here.



- You can resize the image and set it's alignment in the settings options
- Click OK at the bottom and your image will be embedded in your microsite page.

To make further changes to the settings for your image in the microsite editor, reselect the image and click the image button in the tool panel.

Note, if you change alignment of the image in the microsite editor window, you may need to reselect the image by clicking OFF the image then clicking back ON it!

Using the Filestore for referencing files

If you are planning to use lots of images on your Microsite, for example to list local conventions and events, embedding the file directly into the page can cause it to be large, difficult to navigate and affect readability, especially on portable devices.

In these cases it's best to upload the files concerned to the Filestore and then reference them by name in the page text, creating a link which, when clicked, will display the file in a separate window.

Let's say you want to create a link to "The Magical History Tour"
First proceed as in the section above "Embedding an image on your Microsite". After completing step 3 do the following:

Highlight the text you want to make into a link – let's say it looks like this: "to see the Magical History Tour flyer click HERE". Select the word "HERE" and click the 'Link' button.

In the Link window, paste the URL copied to the clipboard earlier into the 'URL' section of the window and add a description.

Click 'Save'

View your updated page in the user browser window (you'll need to click 'refresh' first) to see the change. The word "HERE" should be highlighted in a different colour from the rest of the text and on clicking should display the Magical History Tour flyer.

Tips

PDF or .jpg files are best as they will load in the same window allowing you to use the 'back' button to return rather than loading say, Microsoft Word in another window.

If you already have the User window and editor windows open in your browser as suggested earlier, then having a third window open simultaneously with the Filestore will allow you to switch between all three quickly to create and check changes.

Version History

Version 1.0

- developed by members of the subcommittee in 2013.

Version 1.1

- involved inserting two extra pages: July 2017

Version 2.0

- Following the ECLO Seminar, Alan H of Southdown Intergroup, kindly offered to fully revise the document, and we are grateful for the work he has put into it.

Versions 2.1, 2.2

- Members of the ECSC, working with Alan H, produced these versions in November 2017

Version 2.3

- Some small changes were made before this version was published on the website in December 2017.

Comments

Please address comments, clarifications or questions to the ECSC, using the Helpline contact:

<http://www.alcoholics-anonymous.org.uk/Members/Service/Helpdesk>

Thank you.