

# How to Use the Geeklog System for Your Web Site

## Part 1 – Creating and Editing Stories

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### Introduction

Thank you for allowing Strategic Innovations, Inc., to help with your web site. I am glad to have been able to deploy your site using a content management system known as Geeklog. I have found this software to be very powerful, yet very flexible and easy to use. It is effective in a wide range of applications, from personal blogs to major news sites to corporate portals.

This document has been prepared to help you with managing your site. It will concentrate on the most basic function you probably want to use – posting stories. Geeklog comes with a variety of other capabilities and add-ons that will be explored in the future.

### Access Rights

The first thing you need to do to be able to post stories on the site is to become a registered user. When you register, you will be asked to select a username. This cannot have spaces in it. Depending on the nature of your site, you may or may not use a nym (a nym is an online name/persona). In most cases, you will probably want to select something like a combination of your first initial and last name, your position, or something else that will be readily recognizable by your site visitors.

Once you have registered, let your site administrator know you have registered. If this is a site I have setup for you, then I'm the person you will contact. I will proceed to grant you the access rights you need to post stories. Once I notify you of that, logon to your site!

### A Little Change

When you first logon to your site after your rights have been changed, you will notice a new menu option available to you as shown in the screenshot below:

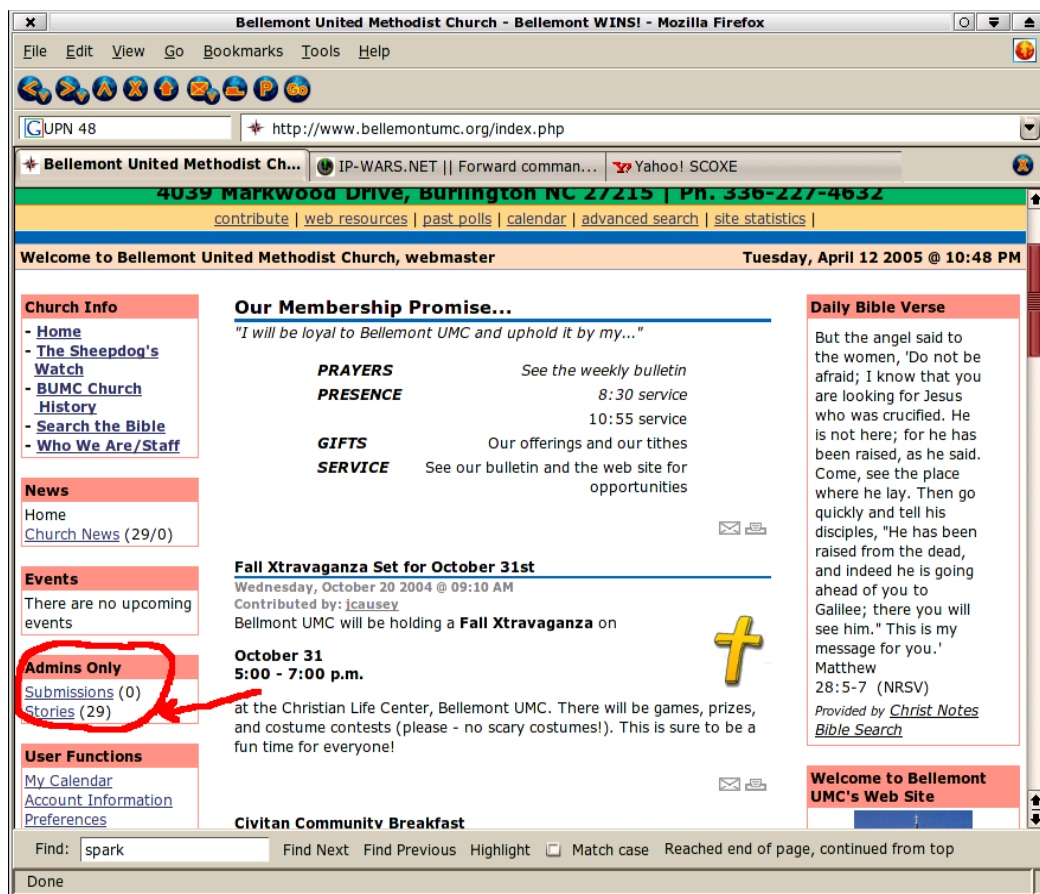


Figure 1 – The front page of a Geeklog site showing “Admins Only” section

Notice you have an “Admins Only” section along with the option “Stories”. That is where you will go in order to work on your stories.

### The Story List

Selecting the link indicated above will take you to a page that lists all the stories on your site as shown in the example below:

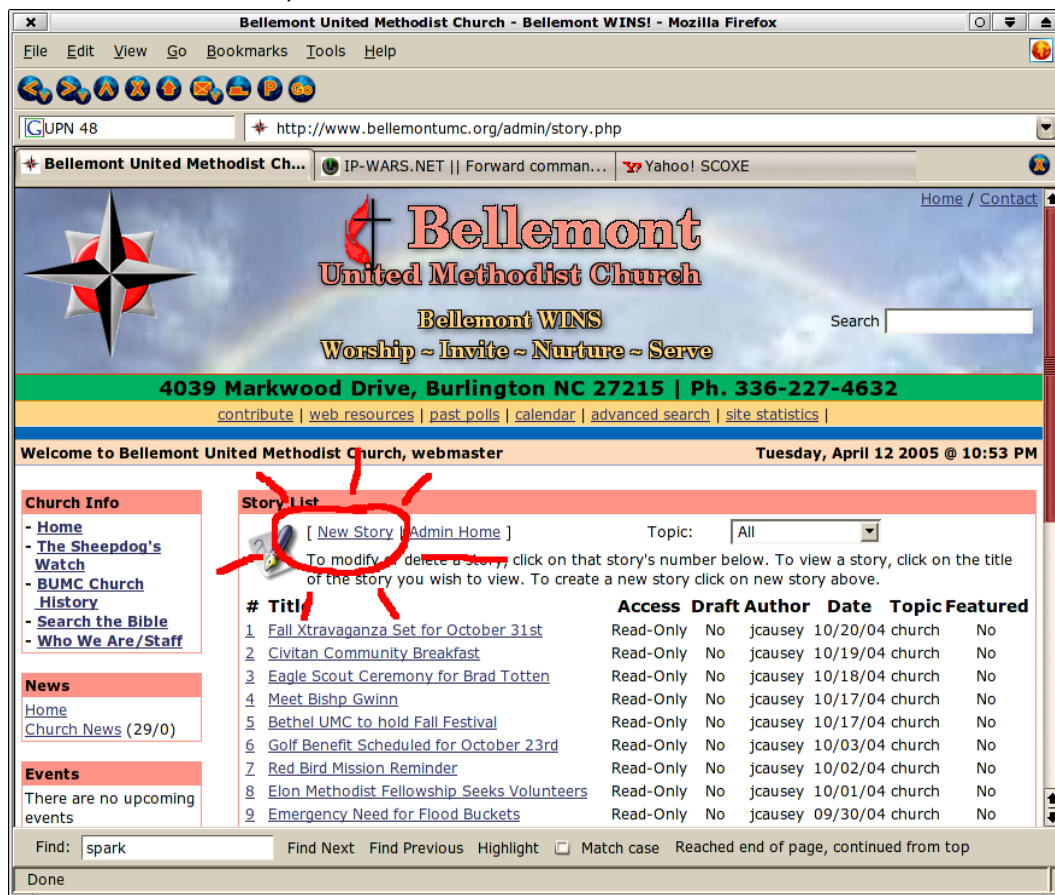


Figure 2 – The Story Admin page

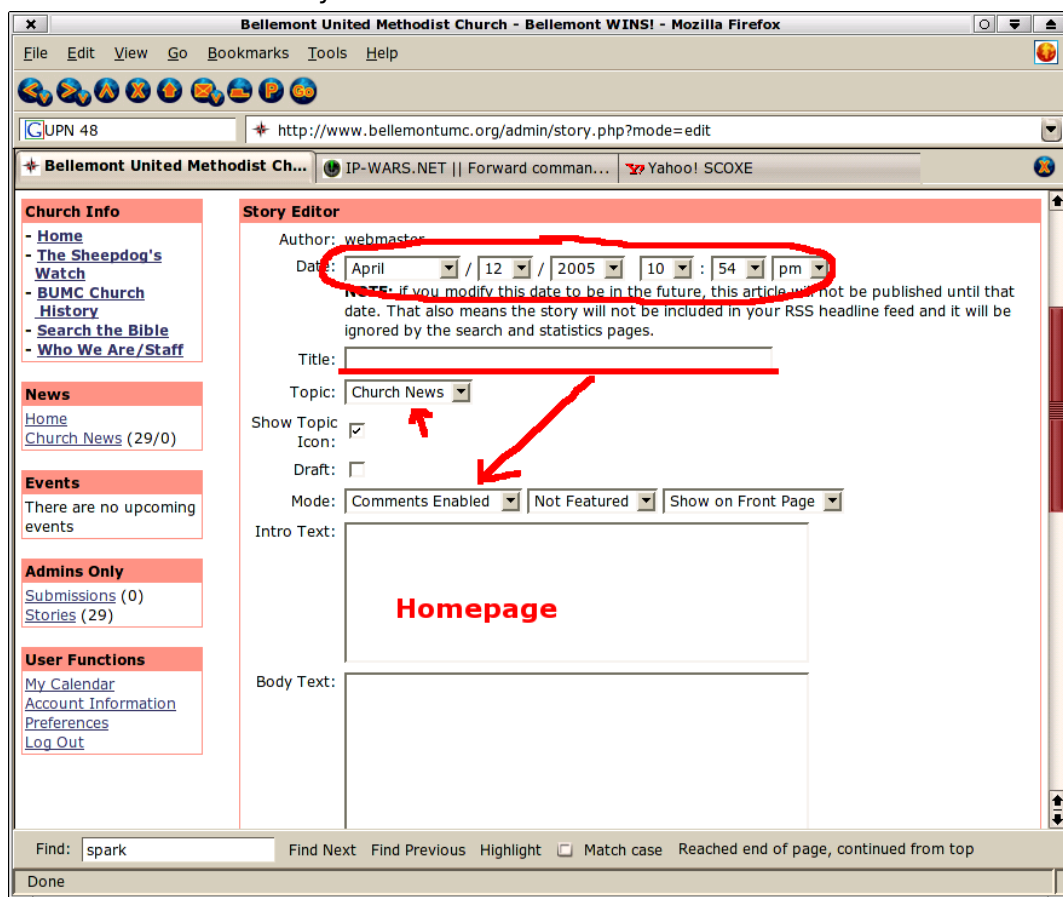
As you might notice, there is some extensive information about the stories in the system – author, date, topic, among others.

You'll also notice an option near the top labeled “New Story”. Select that link and you'll be taken to the story edit page.

### Creating/Editing A Story

Creating your story is very easy. You may take a few minutes the first couple times as you get used to the system, but soon you'll be posting in no time flat. The following series of screen shots may make it look like this is a long page and process, but it really is not.

Starting at the top, as shown below, we start by entering some basic data and making some choices about the story.



**Figure 3 – The story editing page**

Going through the fields, you'll need to set:

- Date:** This is the date and time the story will begin to appear to the public on the web site. Usually you won't bother with this as anything you're posting you'll want to show up right away. However, if you decide to enter several stories at once, you may want to set scheduled times for stories to appear. This may help keep your site appear to be generating new content on a regular basis (and that is a great way to get visitors to keep coming back). It is also helpful if there is a story you want to make sure stays highlighted or is at the top of the page for a few days before the next story scrolls onto the page.
- Title:** This is the "headline" for the story.
- Topic:** Depending on your site, you may have a dropdown list available of options. Just select what you think is most appropriate. If you feel the need for additional topics, let me know and they can be setup.
- Show Topic Icon:** Probably leave this checked so the icon for the topic will show up when the story is displayed.
- Draft:** Selecting this means the story gets saved to the database, but it will not get "published" until this box is unchecked. You may use this if you write a story, but need someone else to look it over or approve it before it is published.
- Mode:** You can select to have comments enabled or not enabled when you post a story. For most sites, unless you specifically want visitors to comment on the stories, you will change this so comments are not enabled. Please keep in mind that enabling comments may create a difficult set of challenges for you, so please proceed with caution.

You can also select whether the story is "Featured" or "Not Featured". If you select a story to be "Featured", it will show up on the homepage of your site at the very top, before any other articles,

regardless of the date. You should only use this if there is a need for some static information to show up on the homepage. There can be only one featured article at a time, so if you select this, the prior article will be moved to regular status.

Finally, you can select whether the story will appear on the homepage, or only in the topic area. In most cases, you should probably leave this on the default, "Show on Front Page".

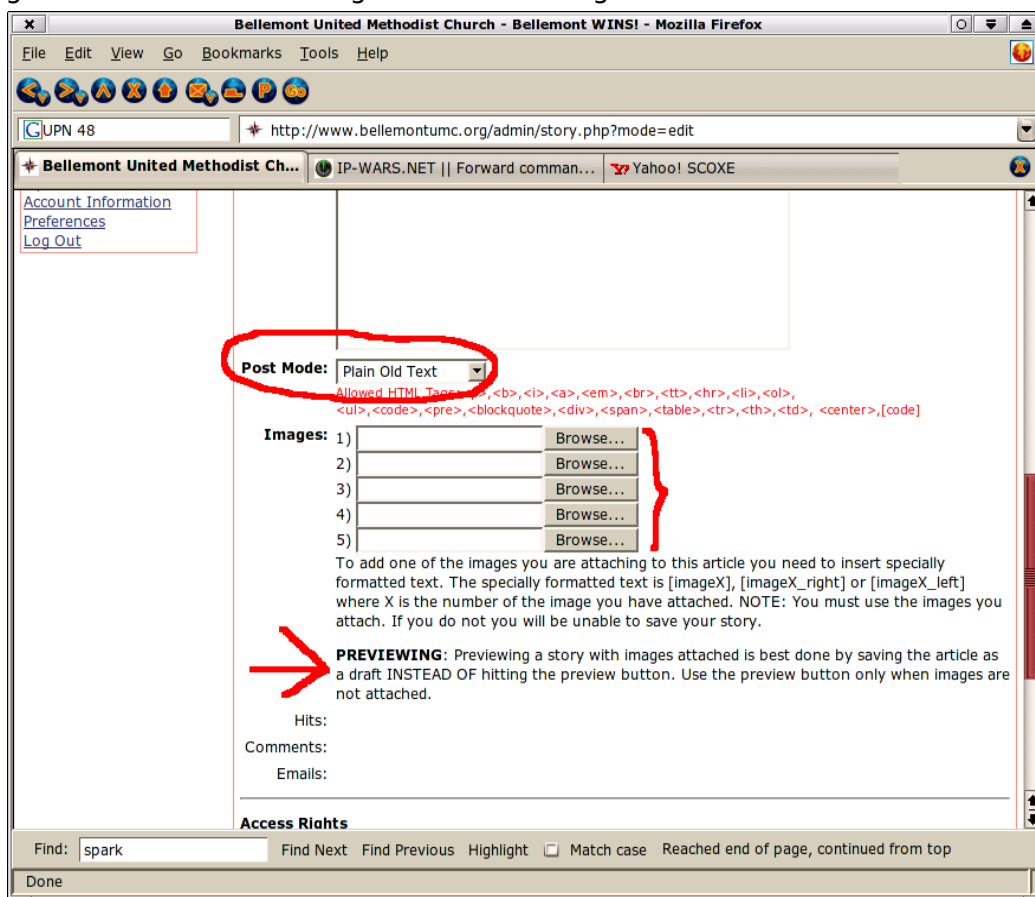
**Intro Text:**

Use this block to enter the part of the story that you want to appear on the frontpage of the site. Many times, this may be the only text you enter. For longer stories, a good rule of thumb is no more than a couple paragraphs.

**Body Text:**

This block is used to enter the rest of the story that is not in the Intro Text block. Obviously, this will only be used for longer stories.

Moving on down the screen we get to the following:

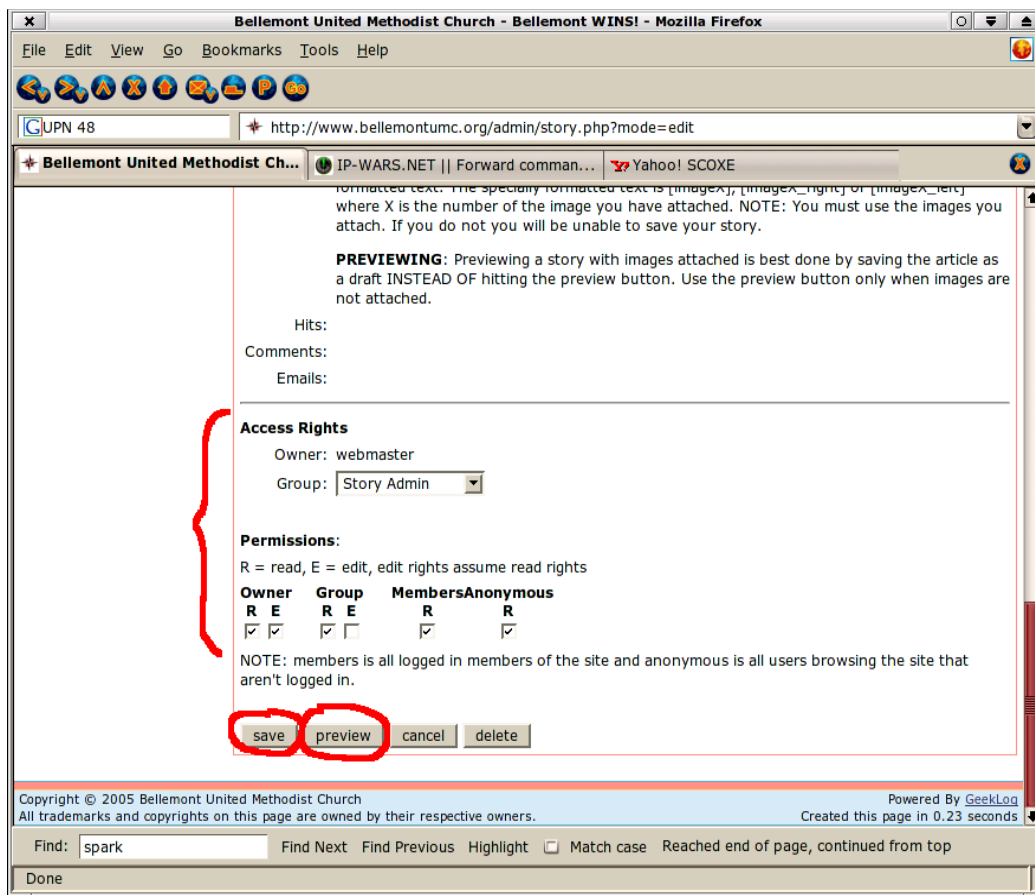


**Figure 4 – More of the story editing page**

Just below the body text box, we find Post Mode. "Plain Old Text" (the default) choice, will display your story as you've typed it. Your other option is "HTML Formatted". Selecting HTML will allow you to apply some limited formatting as indicated by the "Allowed HTML Tags" list. If you don't know how to use HTML, feel free to contact me or do some research on the web. It is really quite simple.

After that, you will find fields for up to five images related to the story to be entered. Use the browse button to open a dialog tab that will let you navigate your computer's directories to find the file you want to upload. If there is a problem with the file (it is too big, etc.), Geeklog will let you know. Please note the directions underneath that regarding the proper coding to insert an image in the story – that has to be done whether you are use plain old text or HTML. Also note that when including images with a story, you should not use the PREVIEW function. Instead, save the story and then view it (this might be a good time to use the "Draft" option mentioned earlier so it doesn't get published to the site until you have a chance to preview it).

Below those instructions, you'll find some fields where some data is displayed. There should only be something here if you are editing an already existing story. Moving down a bit more we find:



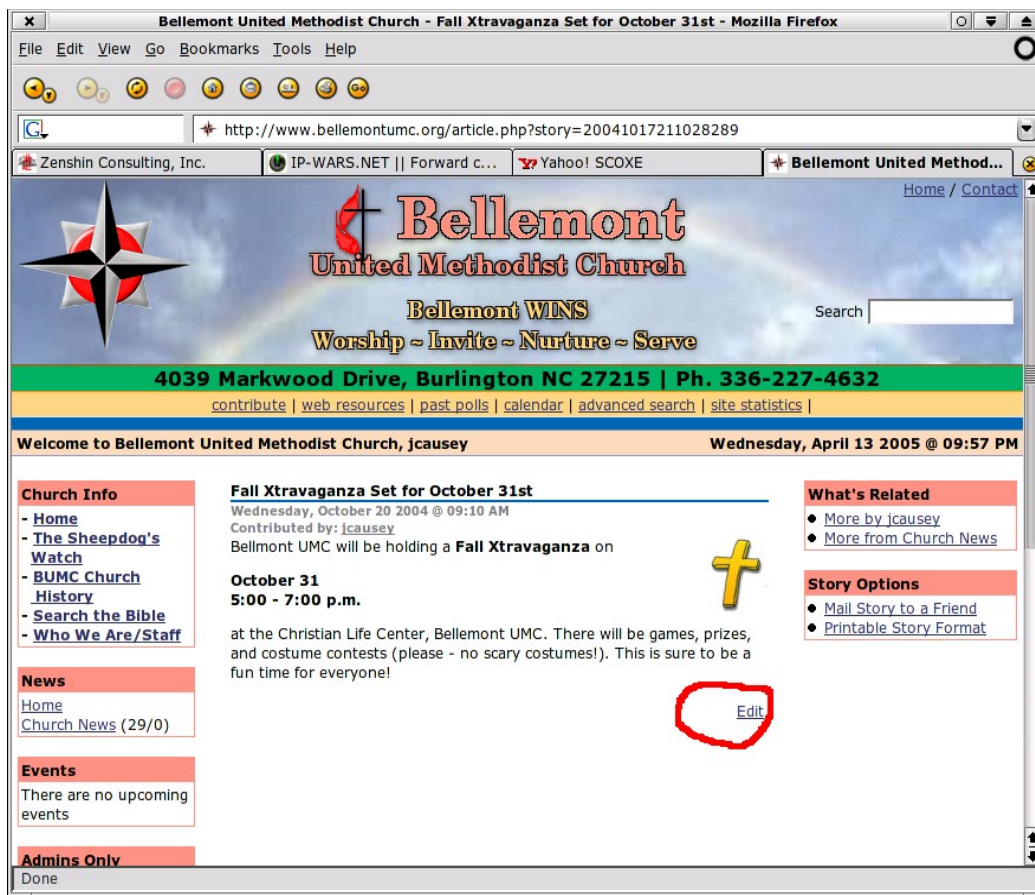
**Figure 5 – The final portion of the story editing page**

The sections on Access Rights and Permissions should be left as they are with the default choices.

Finally, we come to the end of the form where you can “save”, “preview”, “cancel”, or “delete” the story being edited. If you are satisfied with the story or working on something with images, you’ll probably select “save”. Otherwise, you can select “preview” to get the system to show you how the story will appear and you can check it for errors, changes, etc. Cancel and delete should be obvious as to their function.

### ***Ahh – I’ve Discovered An Error***

Suppose you finish a story and shortly thereafter, someone contacts you (or you realize on your own) that a correction or change needs to be made. Not to worry. Just navigate to the story admin page (as shown in figure 2 earlier) and find the story in the list (note: this is the same method you’ll use to review stories that have images or that you have set to “draft” mode). Click on the link for the story. This will take you to a page with just the story. You should notice a link at the end of the story to “Edit” (see below):



**Figure 6 – A standalone story page showing the “Edit” link**

Select that link and you will be back to the story editing page shown above starting with figure 2 earlier with the exception that there will be a story preview section at the top of the page.

That's it. You now have a basic understanding of the tools available to you to publish stories on your web site.

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