

#### **Module 4 – Content Management System and Basic Website Design**

Module Title:	Content Management System and Website Design
Learning Objectives	At the end of this module, the participant should be able to be familiar with: <ul style="list-style-type: none"><li>• the concepts of content management system</li><li>• the process in uploading content in the BBP website</li></ul>
Learning Outcomes	At the end of the workshop, the participants should be able to: <ul style="list-style-type: none"><li>• Upload new information/content in the BBP website</li></ul>

#### Summary of Topics, Duration and Requirements

Module Topics	Description	Method Used and Duration	Requirements
Content Management System	Discusses a the basic concepts of CMS and types of softwares used including Joomla	Lecture, 30 minutes	None
Web Content Uploading	Demonstrate the process of uploading various content in the BBP website	Demo and supervised hands-on, 2 hours	Laptop Fast internet access

#### **Detailed Discussion of the Topics**

##### **Topic 2 – Web Content Uploading**

This module will demonstrate the step-by-step process of uploading contents in the BBP website. Each participant will be provided access in the BBP website for them to be able to follow the demo and upload contents in the website.

Activities to be conducted include:

- Logging into the user accounts
- Step-by-step uploading of:
  - Reports and case studies
  - News articles
  - References
  - Pictures and graphs

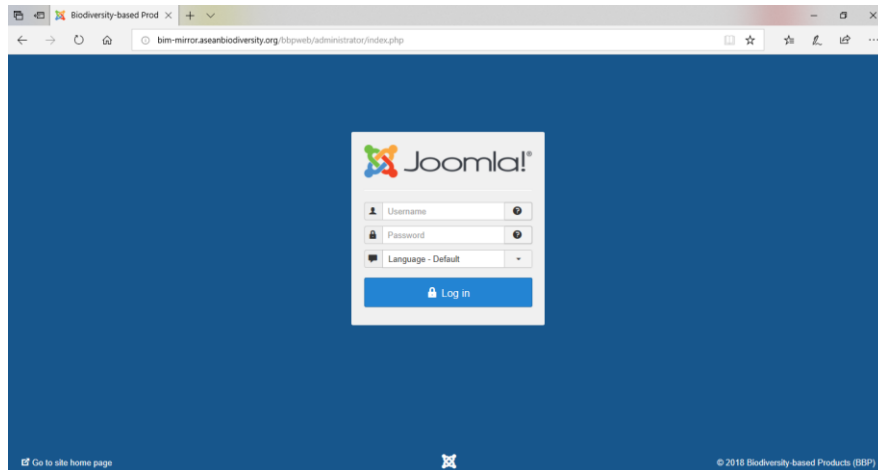
## Hand-out: Step-by-Step Guide in Content Uploading

### Hand-out Manual/Material

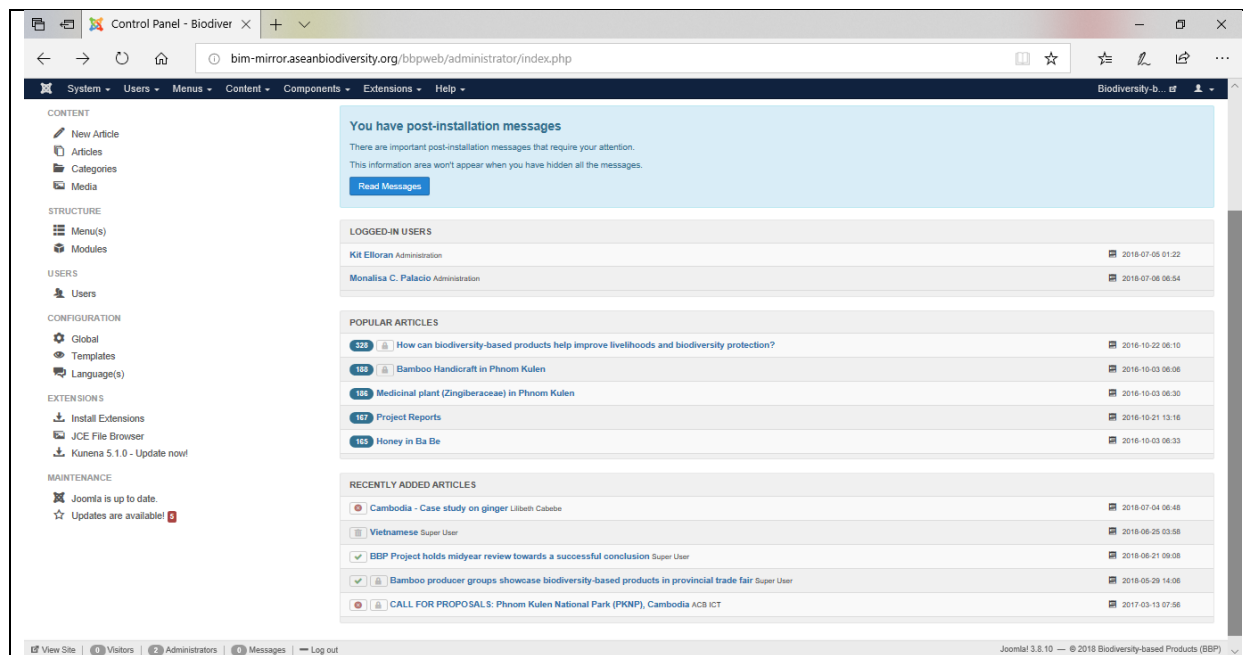
#### Topic 2 – Web Content Uploading

##### Step-by-Step Guide in Content Uploading

1. Get your username and password for the BBP Website (<http://bbp.aseanbiodiversity.org>).
2. Log-in to: <http://bim-mirror.aseanbiodiversity.org/bbpweb/administrator/index.php>.

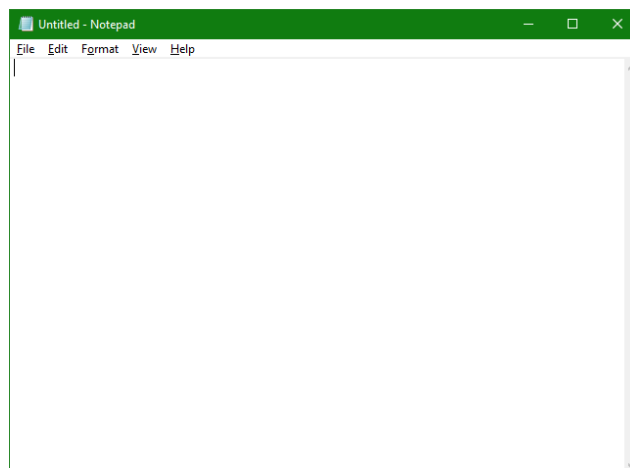


3. Familiarize yourself with the Joomla Content Publishing interface.

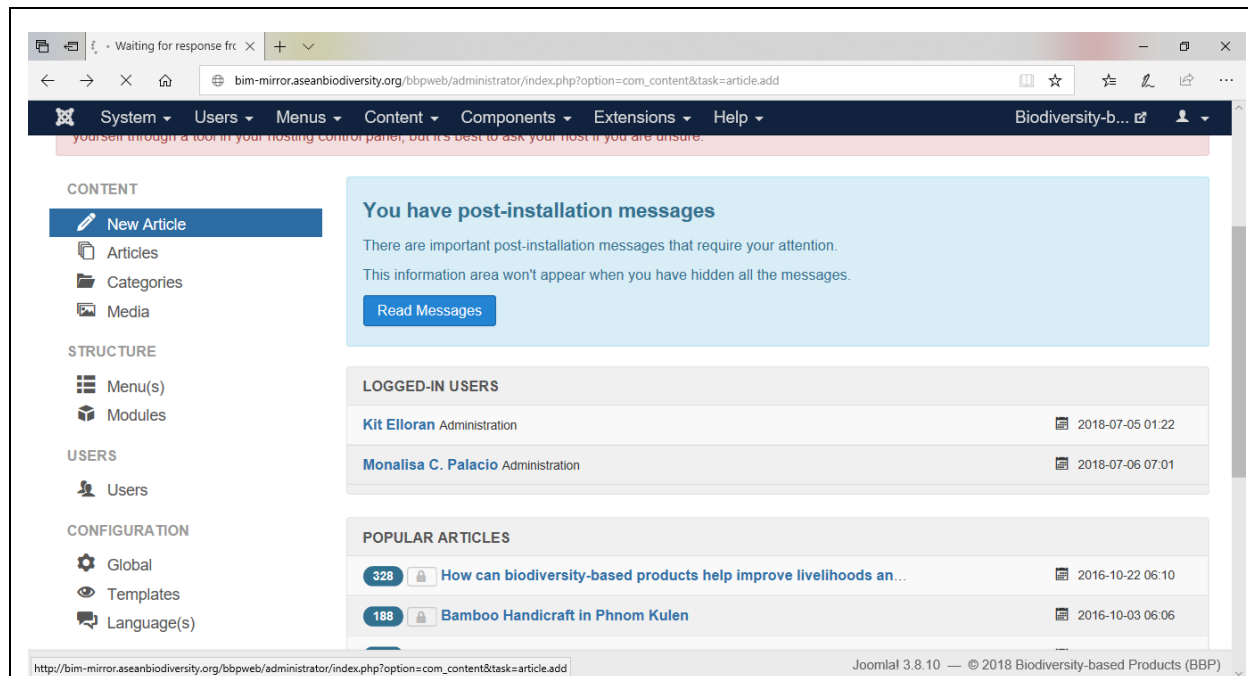


4. Follow the steps below to upload a report, case study or news article.

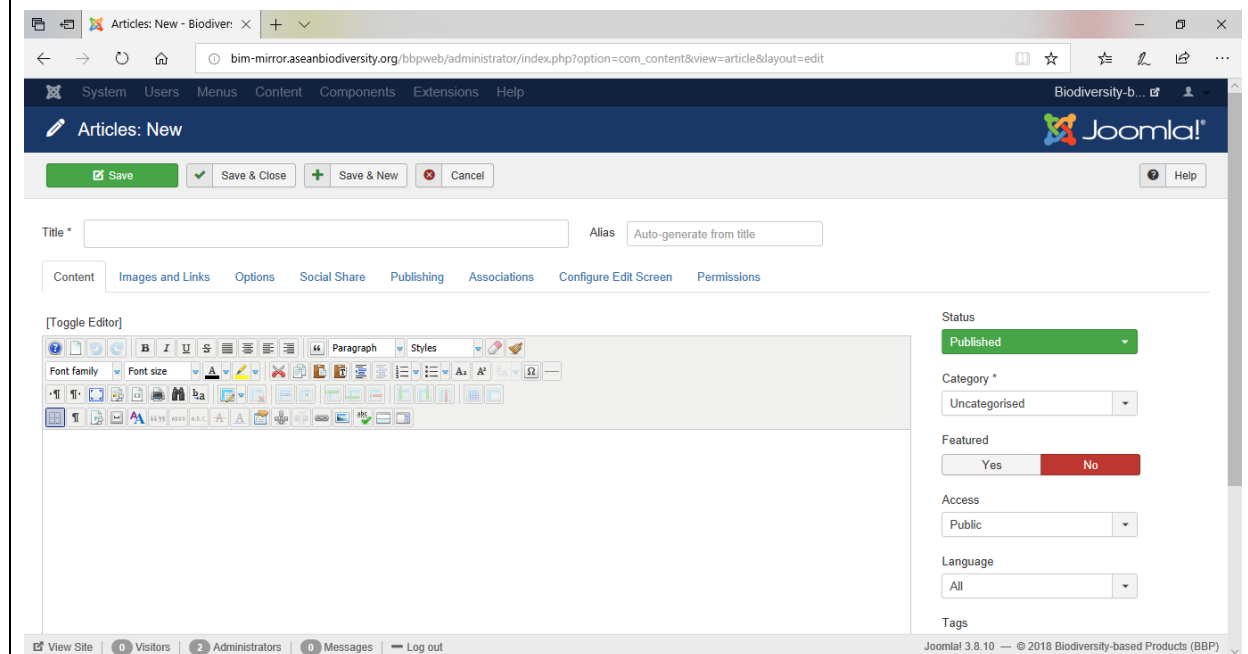
4.1. Save the text of your report, case study or news article in a notepad file (\*.txt). This ensures that your text is clear and free from any pre-formatted style, especially if you created your report using Word Document.



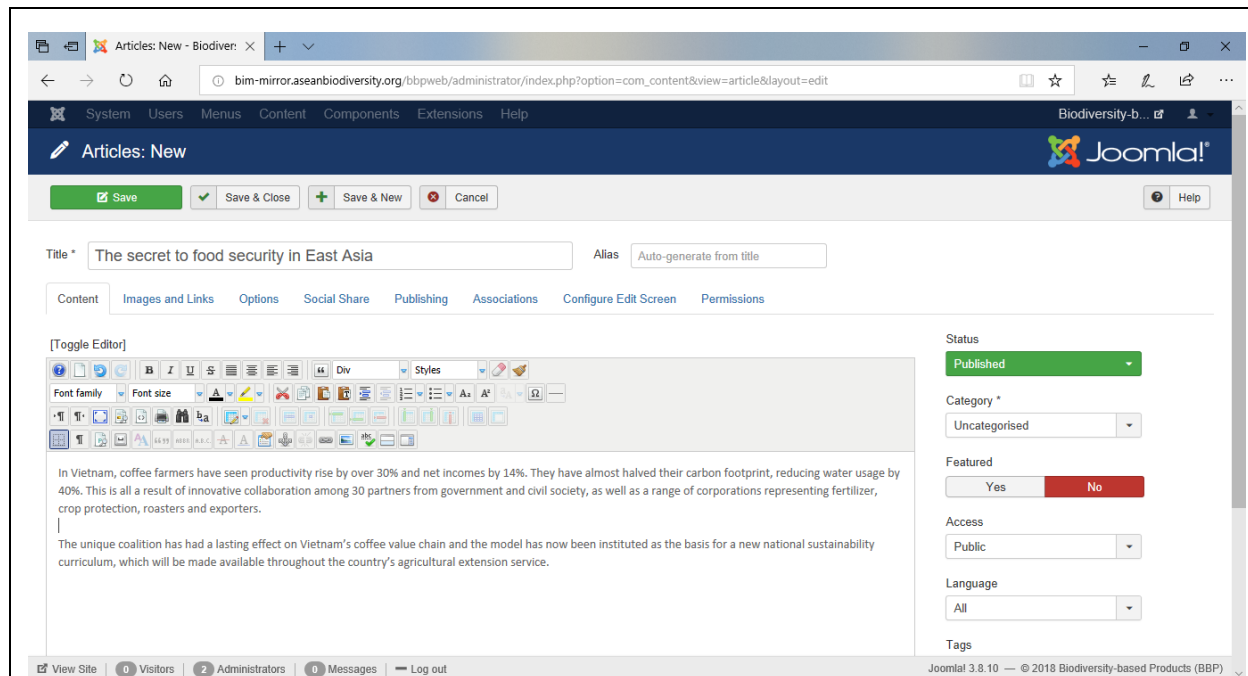
4.2. On the left pane menu of the BBP Content Site, click on the 'New Article' icon.



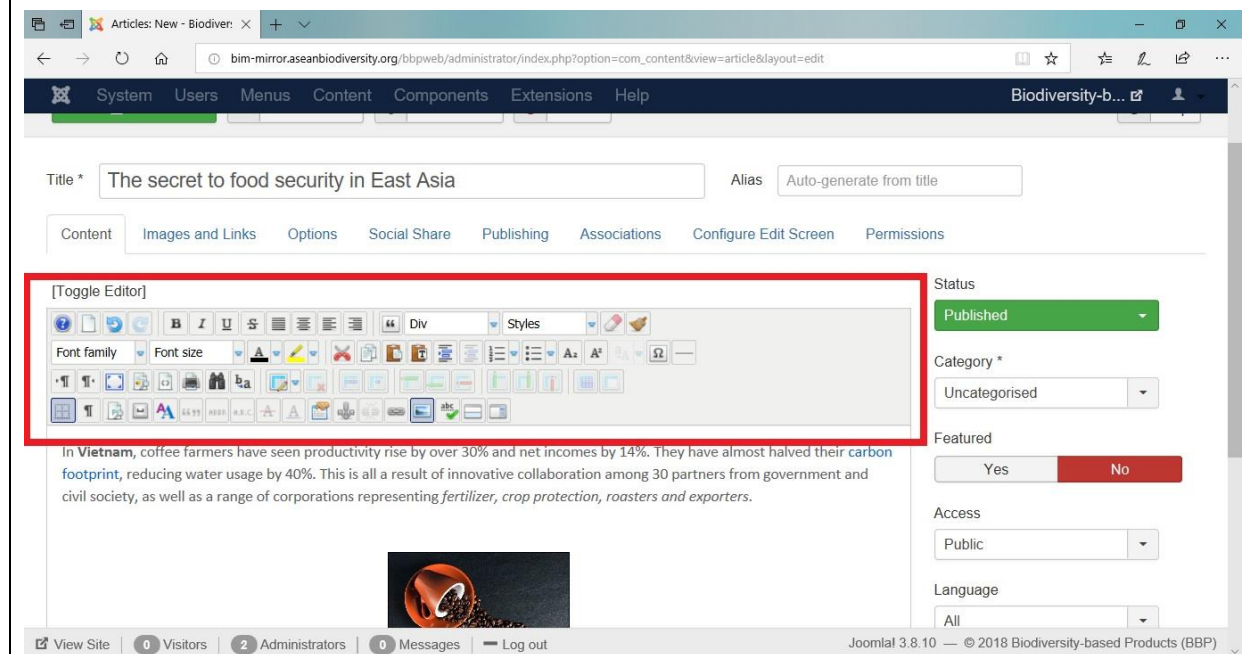
#### 4.3. You should be able to see a blank Content Editing Board.



#### 4.4. Write the Title of your article and, copy and paste (from notepad) the content of your report/case study/ news article.



4.5. Edit your article, as necessary. Using the Toggle Editor, you may add bold letters, italics, hyperlinks, images, bullet points, etc.



4.6. On the right pane, select the appropriate status, category, featured option, access, language, tags and Version Note.

Articles: New - Biodiver: x + v

bim-mirror.aseanbiodiversity.org/bbpweb/administrator/index.php?option=com\_content&view=article&layout=edit

System Users Menus Content Components Extensions Help Biodiversity-b...

Title \* The secret to food security in East Asia Alias Auto-generate from title

Content Images and Links Options Social Share Publishing Associations Configure Edit Screen Permissions

[Toggle Editor]

Font family Font size Styles

In Vietnam, coffee farmers have seen productivity rise by over 30% and net incomes by 14%. They have almost halved their carbon footprint, reducing water usage by 40%. This is all a result of innovative collaboration among 30 partners from government and civil society, as well as a range of corporations representing fertilizer, crop protection, roasters and exporters.

The unique coalition has had a lasting effect on Vietnam's coffee value chain and the model has now been instituted as the basis for a new national sustainability curriculum, which will be made available throughout the country's agricultural extension service.

Status Published

Category \* Uncategorised

Featured Yes No

Access Public

Language All

Tags Type or select some options

Version Note

View Site 0 Visitors 2 Administrators 0 Messages Log out Joomla! 3.8.10 — © 2018 Biodiversity-based Products (BBP)

4.7. When done, click 'Save.'

Articles: New - Biodiver: x + v

bim-mirror.aseanbiodiversity.org/bbpweb/administrator/index.php?option=com\_content&view=article&layout=edit

System Users Menus Content Components Extensions Help Biodiversity-b...

Articles: New Joomla!

Save Save & Close Save & New Cancel Help

Title \* The secret to food security in East Asia

Alias Auto-generate from title

Content Images and Links Options Social Share Publishing Associations Configure Edit Screen Permissions

[Toggle Editor]

Font family Font size Styles

Status Published

Category \* Uncategorised

View Site 0 Visitors 2 Administrators 0 Messages Log out Joomla! 3.8.10 — © 2018 Biodiversity-based Products (BBP)

#### 4.8. To exit, click 'Save & Close.'

The screenshot shows the Joomla! administrator interface for creating a new article. The title field is filled with 'The secret to food security in East Asia'. The 'Save & Close' button is highlighted in green. The status is set to 'Published' and the category is 'Uncategorised'.

Articles: New

Save Save & Close Save & New Cancel

Title \* The secret to food security in East Asia

Alias Auto-generate from title

Content Images and Links Options Social Share Publishing Associations Configure Edit Screen Permissions

[Toggle Editor]

Status Published

Category \* Uncategorised

View Site 0 Visitors 2 Administrators 0 Messages Log out Joomla! 3.8.10 © 2018 Biodiversity-based Products (BBP)

#### 4.9. You should be able to see your new article in the Article Dashboard.

The screenshot shows the Joomla! administrator interface for the 'Articles' dashboard. A message at the top says 'Article saved.' The article 'The secret to food security in East Asia' is listed in the table, highlighted with a red box. The table columns include Status, Title, Access, Association, Author, Language, Date Created, Hits, Votes, Ratings, and ID.

Articles

New Edit Publish Unpublish Feature Unfeature Archive Check-in Batch Trash Help Options

Articles Categories Featured Articles Fields Field Groups

Message Article saved.

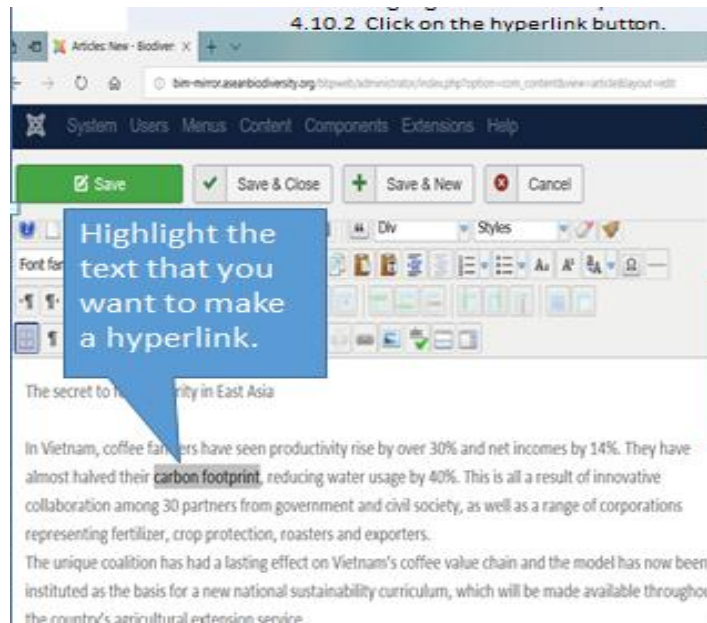
Search Search Tools Clear ID descending 20

Status	Title	Access	Association	Author	Language	Date Created	Hits	Votes	Ratings	ID
✓	The secret to food security in East Asia (Alias: the-secret-to-food-security-in-east-asia) Category: News & Events	Public		Monalisa C. Palacio	All	2018-07-06	0	0	0	42
✗	Cambodia - Case study on ginger (Alias: a-case-study-on-bbp-products) Category: Products	Public		Lilbeth Cabebe	All	2018-07-04	0	0	0	41
✓	BBP Project holds midyear review towards a successful conclusion (Alias: bbp-project-holds-midyear-review-towards-a-successful-conclusion) Category: News & Events	Public		Super User	All	2018-06-21	9	0	0	39

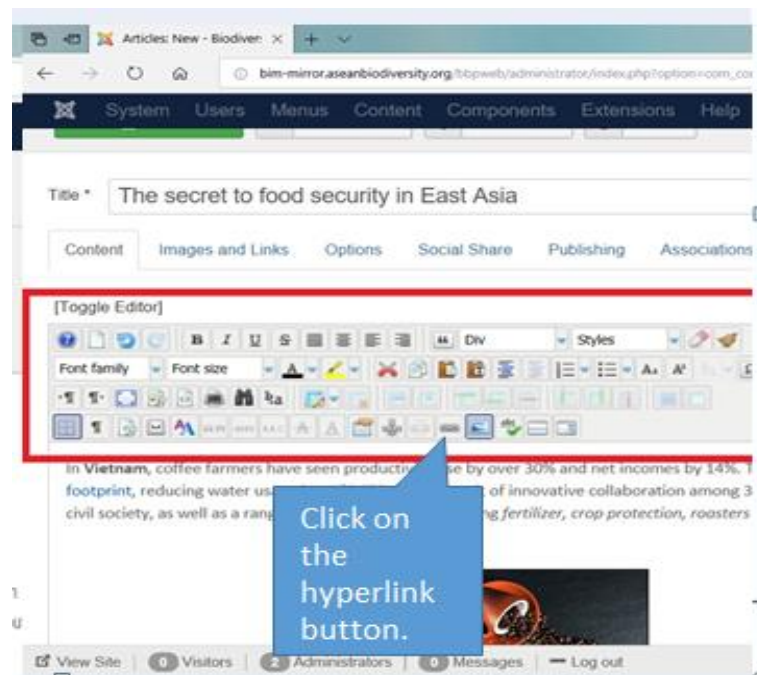
View Site 0 Visitors 2 Administrators 0 Messages Log out Joomla! 3.8.10 © 2018 Biodiversity-based Products (BBP)

#### 4.10. (Additional steps from 4.5) How to create a hyperlink.

#### 4.10.1. Highlight the text that you want to make a hyperlink.

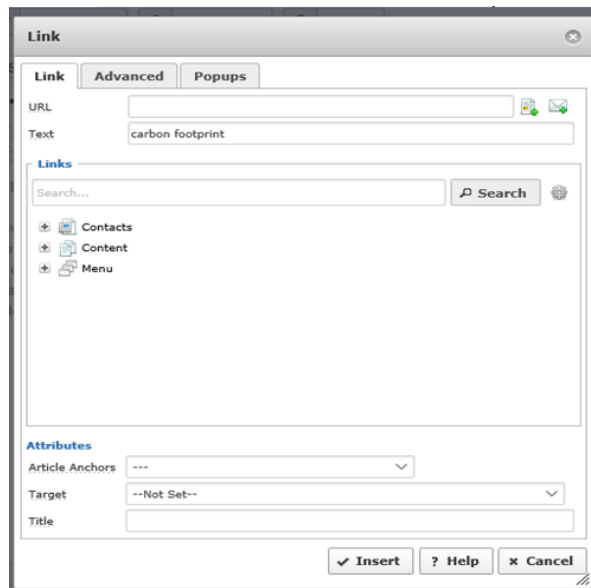


#### 4.10.2. Click on the hyperlink button.

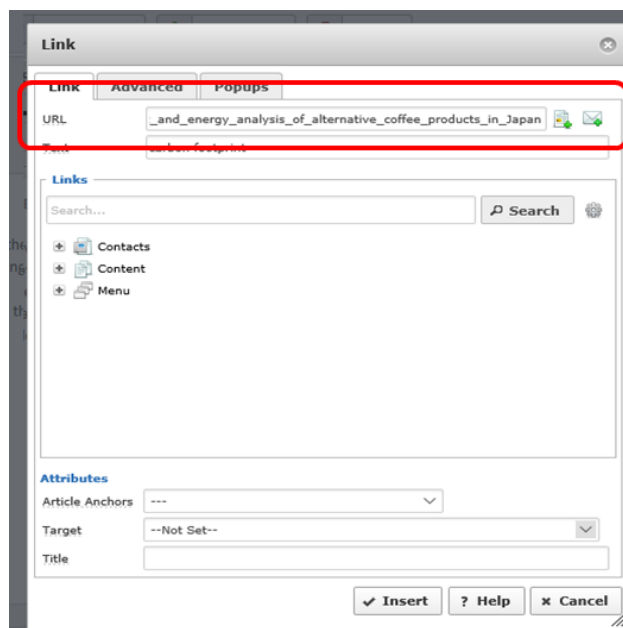


#### 4.10.3. You will then see a 'Link' tab pop-up.

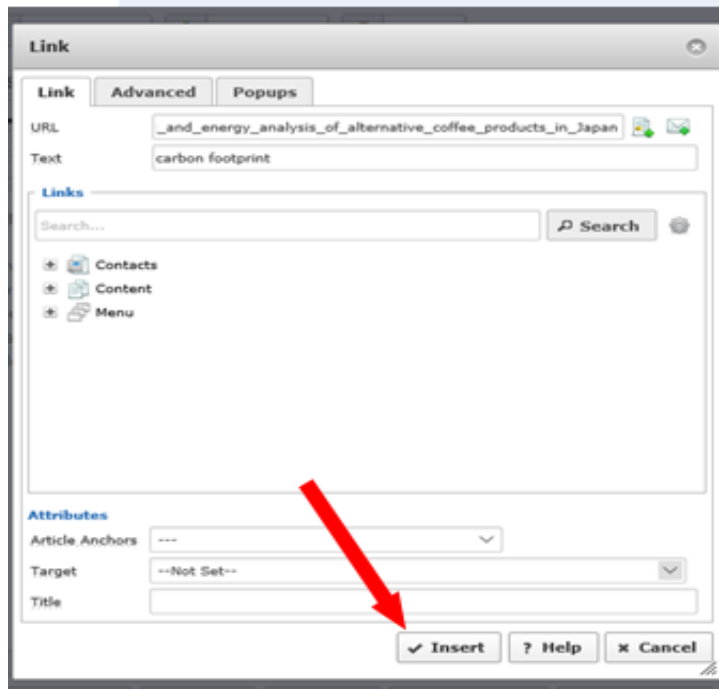




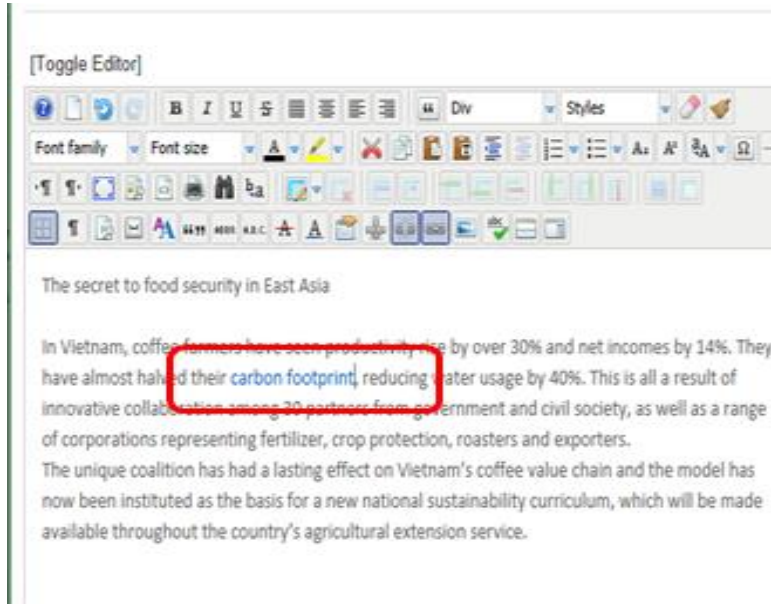
4.10.4. Add the URL where you want to link your text.



4.10.5. Click 'Insert'.

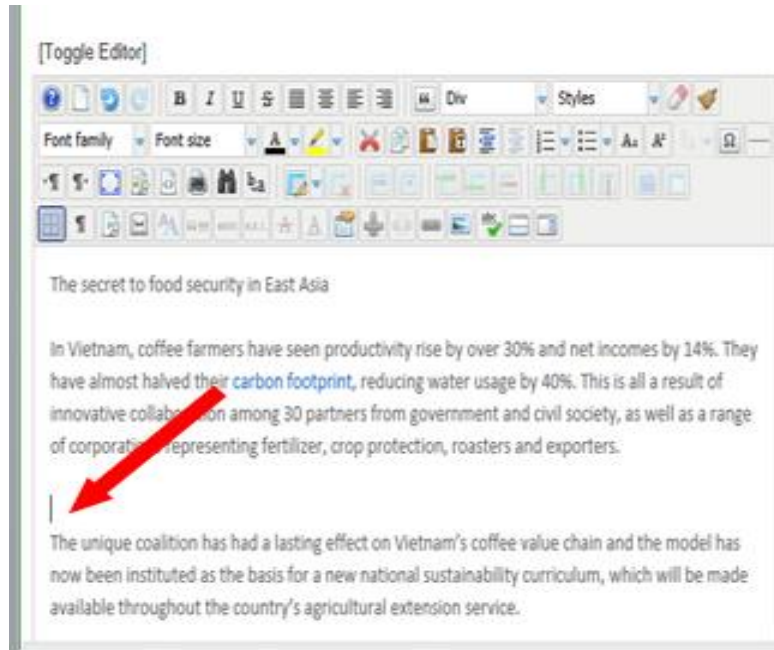


4.10.6. Your text should be now a hyperlink.

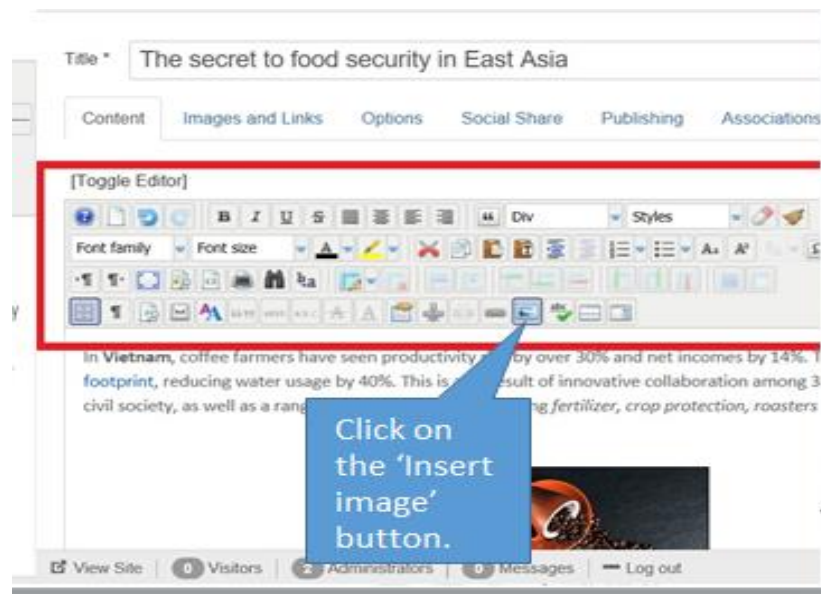


4.11. (Additional steps from 4.5) How to insert an image.

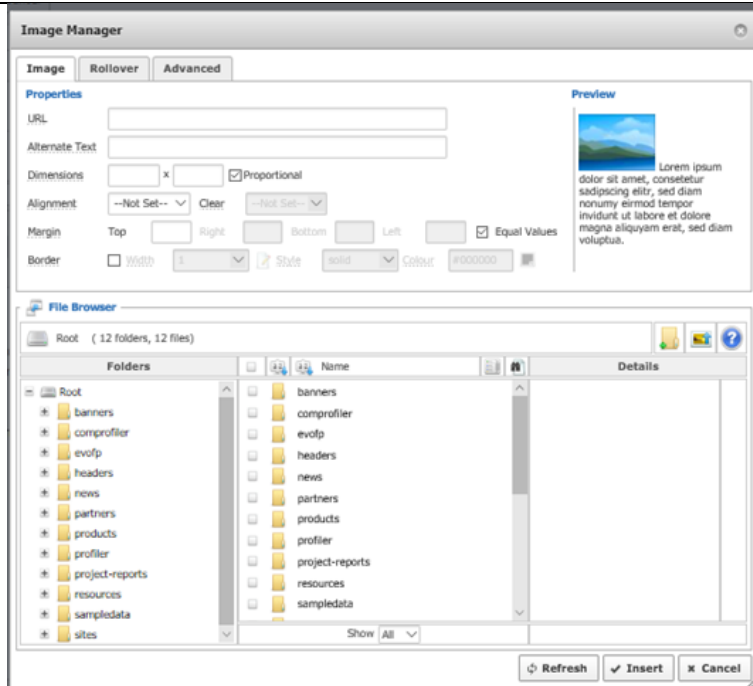
4.11.1. Point the cursor where you want the image inserted.



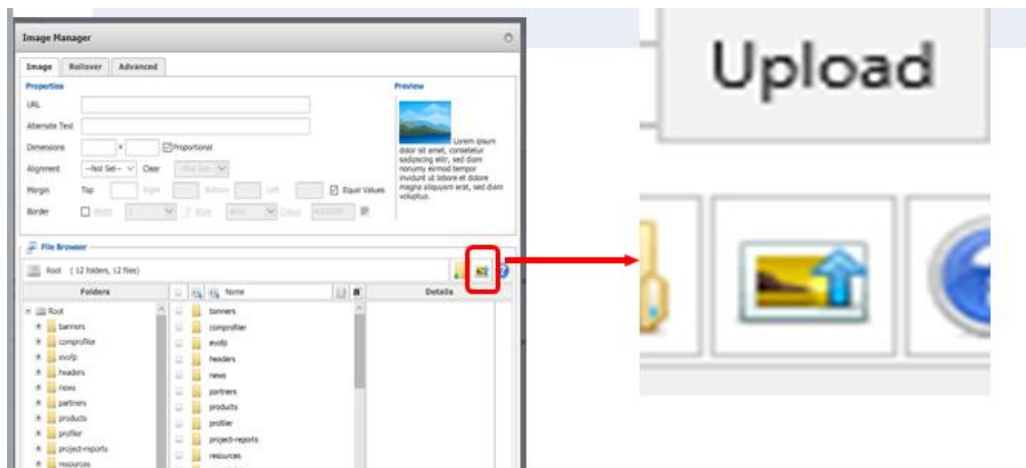
4.11.2. Click on the 'Insert Image' button.



4.11.3. You will then see the 'Image Manager' tab pop-up.



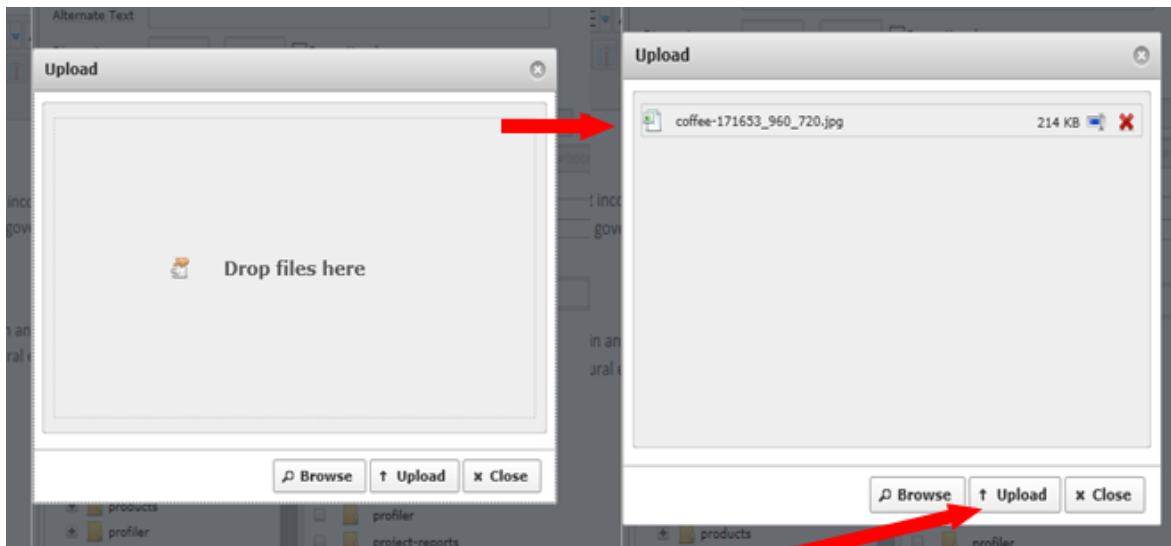
4.11.4. Click on the 'Upload' button.



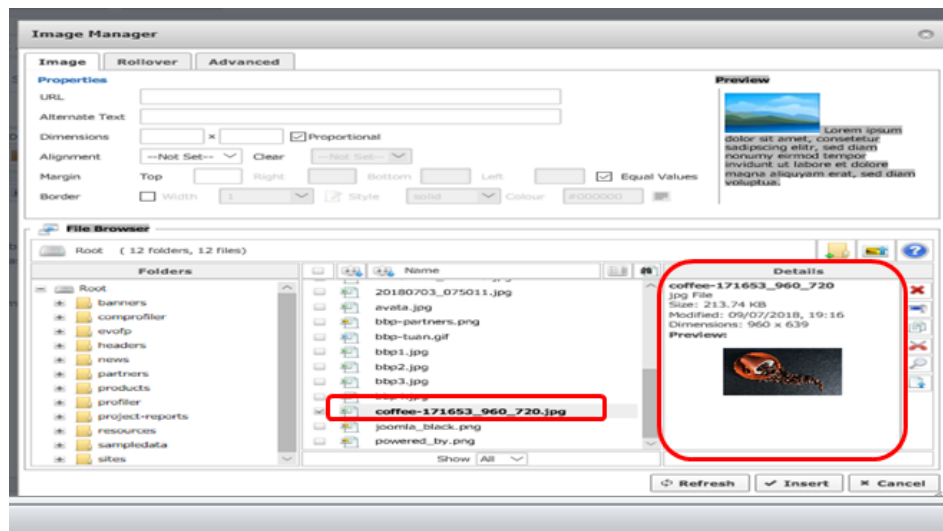
4.11.5. You will then see the 'Upload' tab.

4.11.6. Upload your image by 'drag and drop' OR, by clicking 'Browse,' selecting the file, clicking 'Open' (after you select the image from your computer folder) .

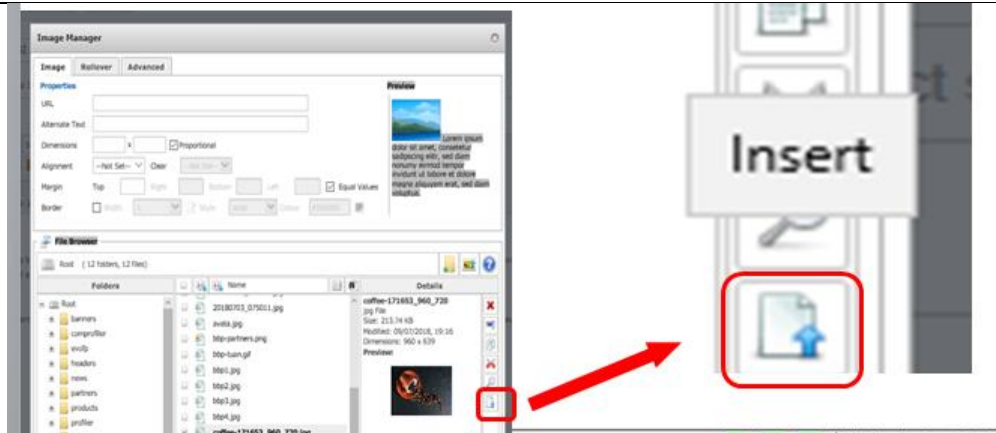
4.11.7. Click 'Upload.'



4.11.8. You should be able to see the 'Image Manager' tab again, with your image visible.

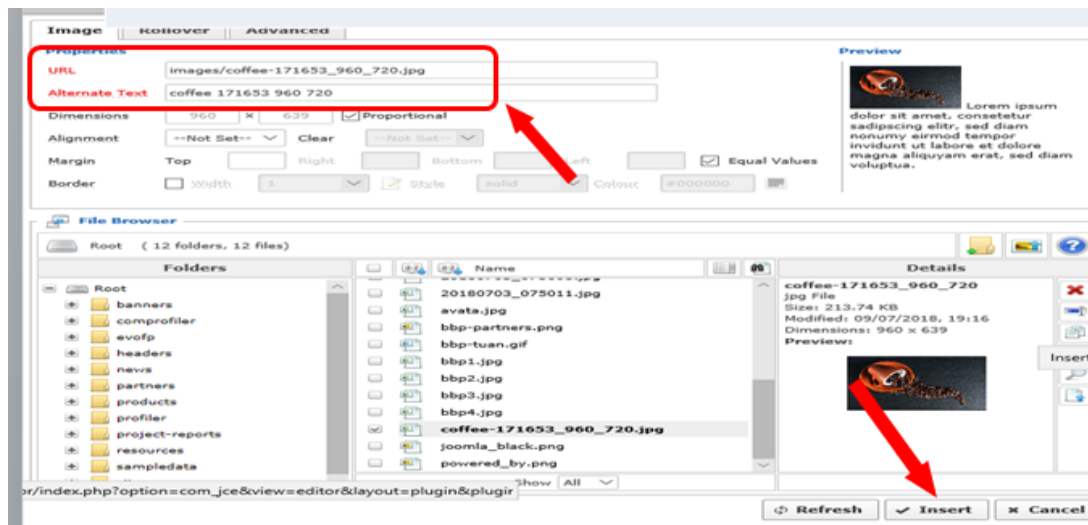


4.11.9. Click the 'Insert' button on the lower right pane.

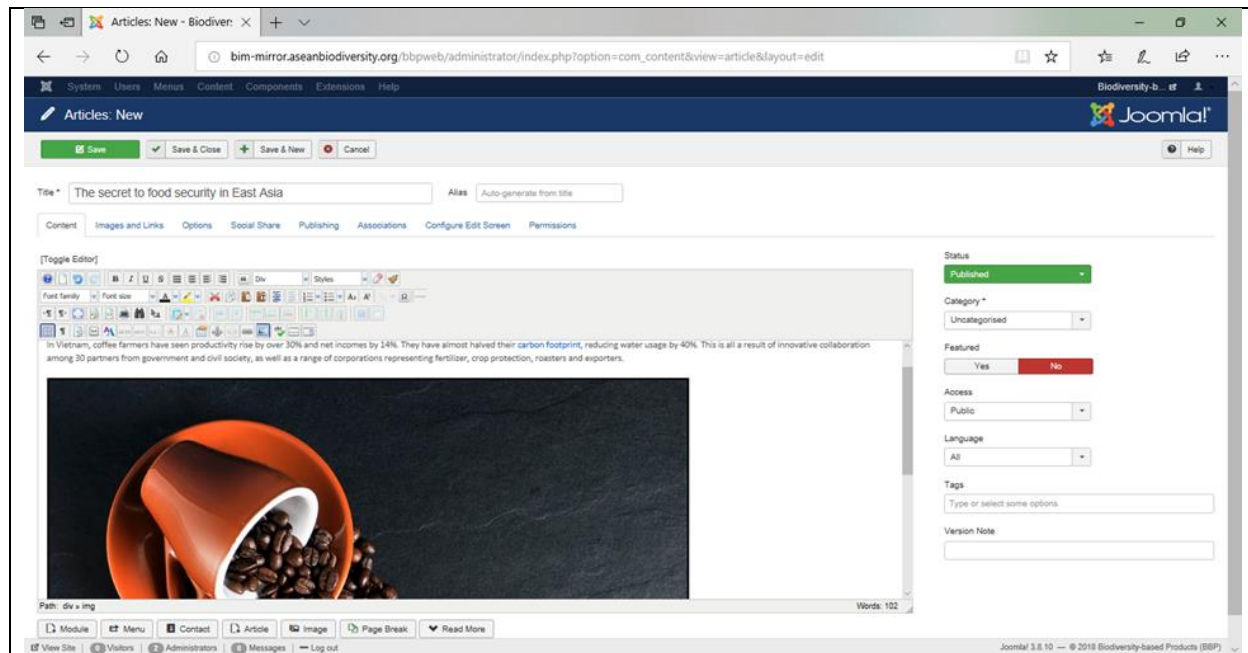


4.11.10. You should be able to see the URL and Alternate Text bars filled up. It means that your image has been successfully inserted.

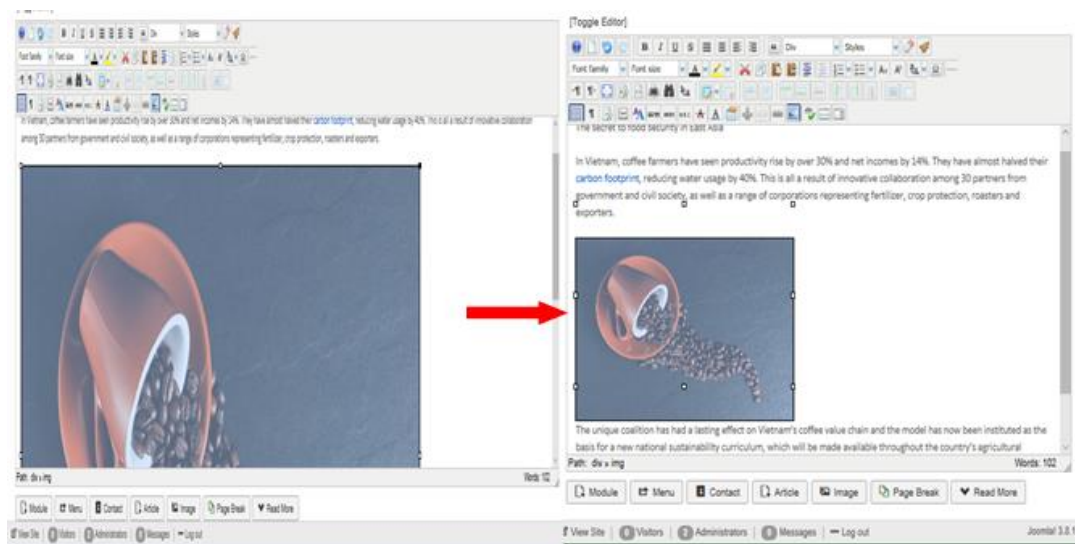
4.11.11. Finally, click again the 'Insert' button.



4.11.12. You should be able to see the image you inserted in your article.



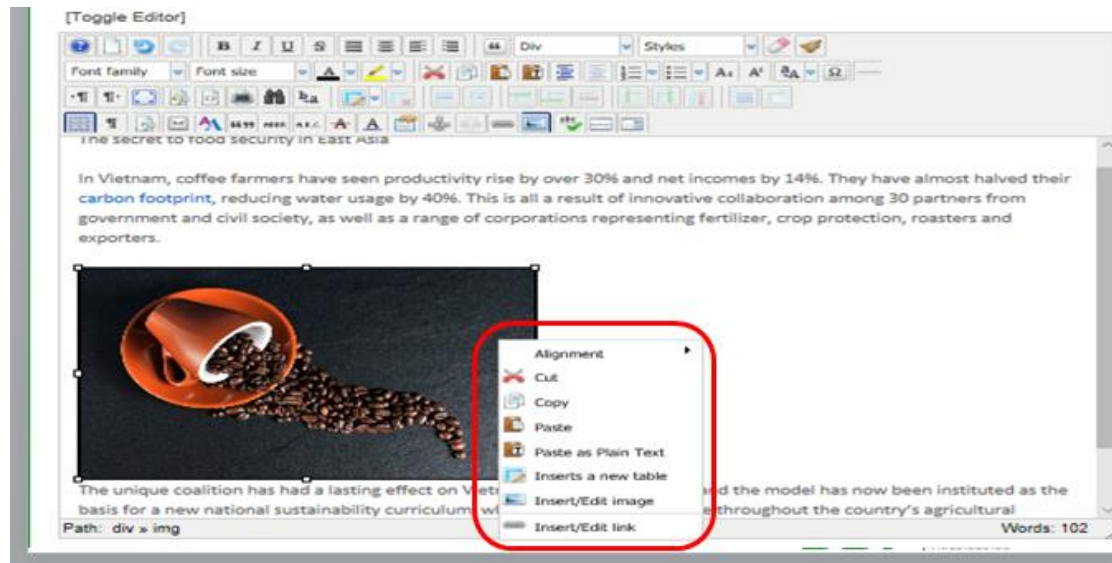
- 4.11.13. Adjust the size of the image by clicking on it. You will then see black perimeter lines, which means it's ready for editing. Drag the image to the size you want.



- 4.11.14. Edit the alignment (put in the center, right or left), make it a hyperlink,



edit the image again by right-clicking on it, and selecting the action that you want to do.



4.11.15. When done, click 'Save & Close'.

