

# Website Baker *Admin Reference Guide*



*a reference guide for Administrators of Website Baker sites • <http://www.websitebaker.org>*



# Table of Contents

□ Website Baker Admin Reference Guide.....	1
□ About This Guide.....	4
□ Logging In.....	6
□ First Steps.....	8
□ Start.....	9
□ Pages.....	10
Modify/Delete Page.....	11
Add Page.....	16
Modify Intro Page.....	20
Modify Page.....	21
Code.....	22
Form.....	23
Menu Link.....	29
News.....	30
Wrapper.....	38
WYSIWYG.....	39
Change Settings.....	41
Manage Sections.....	50
□ Media.....	54
Browse Media.....	55

Create Folder.....	59
Upload File(s).....	60
□ <b>Add-ons</b> .....	<b>61</b>
Modules.....	62
Install Module.....	62
Uninstall Module.....	63
Module Details.....	64
Templates.....	65
Install Template.....	65
Uninstall Template.....	66
Template Details.....	67
Languages.....	68
Install Language.....	68
Uninstall Language.....	69
Language Details.....	70
□ <b>Preferences</b> .....	<b>71</b>
My Settings.....	72
My Email.....	73
My Password.....	73
□ <b>Settings</b> .....	<b>74</b>
General Settings.....	75
Default Settings.....	89
Search Settings.....	91
Server Settings.....	94
Administration Tools (Advanced).....	98

□ <b>Access</b> .....	<b>100</b>
Users.....	101
Modify/Delete User.....	101
Add User.....	102
Groups.....	104
Modify/Delete Group.....	104
Add Group.....	105
□ <b>Help</b> .....	<b>108</b>
□ <b>View</b> .....	<b>109</b>
□ <b>Log-out</b> .....	<b>110</b>

## About This Guide

**This Guide is not intended to be read from cover to cover, like a book.** It is a 'Reference', that you consult like a dictionary, as needed.

**This Reference Guide was written for Website Baker site Administrators.**

Administrators are users who can access the Admin area of a Website Baker site, and do things such as add content to the site, setup the site's functionality, and manage its users and groups. You do not need to have any knowledge of html or php to be an Administrator - or to use this guide. **Are you** a site Administrator? If you think you are, then this reference guide will certainly be useful to you, and you should keep it handy!

Are you totally new to Website Baker? If you have just installed Website Baker for the first time, we suggest you start your explorations by browsing through the quick chapters "*Loggin In*", and "*First Steps*", and then just refer to the rest of the documentation here as needed.

This Reference Guide covers only the basic admin functions present in a standard installation of Website Baker. It does not cover options or features available through the many dozens of optional Add-Ons that have been made for Website Baker. For more information on all available Add-Ons, visit the official Website Baker Add-Ons Repository: <http://addons.websitebaker.org>.

## □ Conventions

The name “Website Baker” is used regularly in this guide, so for the sake of readability we abbreviate it down to **WB**.

Important facts and words are emphasised with **bold**, and literal terms - such as the names of menus, buttons, files or directories - are shown in *italic*.

Extremely important information is presented like this.

Extra information which is not crucial - advanced or interesting hints and tips - is presented in side boxes, such as this.

References to different sections and sub-sections of this guide appear in italic, and start with *Admin->* - such as *Admin->About This Guide* for this section.

Writing and maintaining the Website Baker documentation is an ongoing project, and volunteer participation is encouraged and welcomed. If you can contribute to the documentation project, please visit us on <http://www.websitebaker.org>.

## □ Copyright

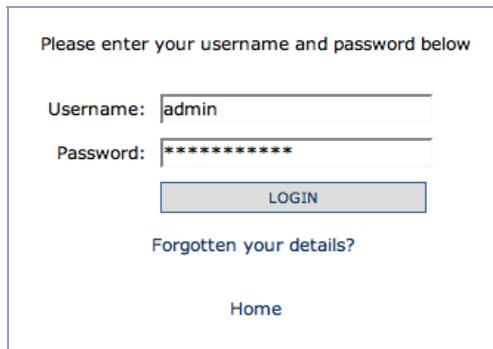
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## Logging In

Enter your site's Admin area by navigating to the “*admin*” folder inside your Website Baker installation. If your WB site is at “<http://www.mycompany.com/>”, to access the Admin area you go to “<http://www.mycompany.com/admin>”.

This will take you to the **Admin Login** page. Here you must enter your Administrator's username and password, and then click “*Login*”.



Please enter your username and password below

Username:

Password:

[Forgotten your details?](#)

[Home](#)

*login into the Admin area from the login page*

If you forgot your login details, click on the “*Forgotten your details?*” link, to request WB to email you your login details.

If you no longer wish to enter the Admin area, and want to go back to your site, just click on the “*Home*” link.

If you provide a correct Administrator’s username and password, WB will take you automatically to the *Admin->Start* section.



*welcome to the Admin section of your WB site*

Do the pages in your site have a login form?

If so, depending on the template you are using, you can use these to login into the Admin area as well. Use it to log in using an administrator’s username and password, and the login form may give you a link titled “Administration”.

Click on that to go directly to the Admin Start section of your site.

## First Steps

WB Administration is simple and intuitive, and you will find that you can work out most of its functionality without consulting any documentation - just play with it! However, if you have just installed WB for the very first time, and have now just logged into your Admin area, you may feel a bit lost, and may need a hand to work out **what to do first**:

1. if your site is going to use languages other than English, download and install the needed languages from the official WB Add-Ons Repository: <http://addons.websitebaker.org> - consult “*Add-ons*” in this guide.
2. if your site is going to have registered users, you must define *Groups* to which the users will belong - see “*Access*” in this guide. If your users are going to be able to register themselves, and login through the frontend of your site, you must enable these functions in your general site settings - read “*Settings*” in this guide.
3. select a default template for your site - see “*Settings*” in this guide. By default, WB is installed already with a few templates for you to choose from, but you can download dozens more from the Add-Ons Repository - consult “*Add-ons*” in this guide.
4. add content to your site - browse through “*Pages*” in this guide.

# Start

This is the default section of your site Admin, where you are automatically taken to when you first login into the Admin area. From here you can easily navigate to all other sections of your site Admin, as well as see a brief explanation about all the other Admin sections.

Regardless of where you are in the Admin, you can always return to the Start section by clicking on “*Start*”, in the main **Admin Menu**.

A screenshot of the main Admin Menu. The menu is a horizontal bar with a light blue background. The word "Start" is highlighted in white with a dark blue shadow. To its right are the following menu items: "Pages", "Media", "Add-ons", "Preferences", "Settings", "Access", "Help", "View", and "Log-out", all in a dark blue font.

Start Pages Media Add-ons Preferences Settings Access Help View Log-out

*the main Admin Menu, once “Start” has been clicked*

# Pages

In the “*Pages*” section of your Admin you can implement, oversee and manage all of your site’s pages, each page’s contents, and control the overall navigational structure of your site.

This is the section of Admin where you will spend the vast majority of your time - both while setting up and while doing ongoing maintenance of your WB site.



*the main Admin menu, during a visit to the “Pages” section*

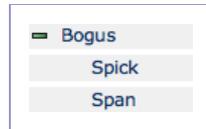
Each page in your site has 3 private sub-sections of its own: “*Modify Page*”, “*Change Settings*” and “*Manage Sections*”. Each of these sub-sections has its own interface, which is detailed separately, at the end of this chapter.

## Modify/Delete Page

This sub-section of *Admin->Pages* displays a list interface which allows you to browse your site navigation hierarchy, and manipulate the pages inside it.

### □ Browsing The Site Hierarchy

'Parent' pages are displayed with a “+” sign next to their title. Clicking the “+” sign expands the list to reveal the 'children' pages - and the “+” becomes a “-”. Clicking the “-” collapses the hierarchy again, hiding nested pages. Pages with no 'children' have no sign next to their title.



*after clicking the “+” sign: “Bogus” is the parent of “Spick” and “Span”*

This is a **navigation** hierarchy, not a content hierarchy!

In our example above, page “*Bogus*” **does not contain** pages “*Spick*” and “*Span*”. Indeed, the contents of all 3 pages are totally independent from each other! This does mean, however, that pages “*Spick*” and “*Span*” will only appear on the navigation menu of your site when the user is visiting page “*Bogus*”.

## □ **Editing The Site Hierarchy**

The location of a page in the list dictates the position of the page in your site's navigation menu.

Unless you are using an 'Intro Page', the first page in the list will be the **Home Page** of your site!

For information on the Intro Page, see *Admin->Settings->General Settings*.

To move a page **up** in the hierarchy, click the “*up*” icon. To move it **down**, click its “*down*” icon.



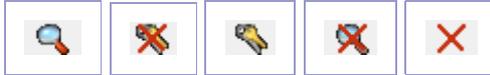
*a page's “up” and “down” icons, respectively*

A page can only be moved up or down inside its parent. To move a page outside its parent, or to move it to another parent, you must change the page's parent, in *Admin->Pages->Change Settings*.

## □ Checking Page Visibility

The visibility setting of a page affects whether - and when - it appears in the site's navigation menu, and who is able to view its contents. For information on visibility settings, see *Admin->Pages->Add Page->Visibility Drop-Down Menu*.

The visibility of an existing page is shown in the “*Visibility*” column of the list:



*respectively: “Public”, “Private”, “Registered”, “Hidden” and “None”*

If you have set Page Trash as In-Line, in *Admin->Settings->General Settings*, then once you have deleted a page - for the first time - its visibility icon will show its deleted status:



*the visibility icon for a page that has been deleted, when In-Line Trash is on*

In-Line Page Trash can be set in *Admin->Settings->General Settings*.

## □ Viewing a Page

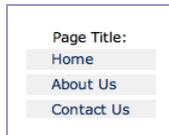
To jump to a specific page in the **frontend** of your site, click on the “*Preview*” icon for that page. Clicking it will open a new window or tab in your browser, with the wanted page.



*the Preview icon*

## □ Editing a Page

In order to edit and modify the contents of a page, simply click on the page title in the pages list - this will open the “*Modify Page*” area for that page.



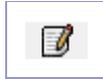
*click on the actual page title of a page to open its Modify Page area*

For information on how to add, reorder, and delete the sections of a page, see *Admin->Pages->Manage Sections*.

For detailed information on how to edit and enter content into each possible type of section in a page, consult *Admin->Pages->Modify Page*.

### □ Changing a Page's Settings

To enter the “*Change Settings*” area for a page, in order to modify a page's Title, Menu Title, visibility, parent, or one of many other settings, click the “*Settings*” icon for that page.



*the Settings icon*

For detailed information on all available page settings, consult the section *Admin->Pages->Change Settings*.

### □ Deleting a Page

To permanently erase a page from you site, click the “*Delete*” icon. A confirmation dialogue will ask you, whether you really wish to delete the page.

Warning: page deletion cannot be undone!

Clicking “*OK*” will permanently and irretrievably delete the page.



*the Delete icon*

You can make it harder to delete a page - as well as making page deletion 'undoable' - by setting your Page Trash to **In-Line**, in *Admin->Settings->General Settings*.

## Add Page

### □ Title

Enter here the title of the new page. Depending on the template used, the Page Title may be displayed in the browser's title bar when the page is being viewed, as well as featuring on the page layout, and be used by search engines to help catalogue and classify your page.

The Page Title is also used, by default, as the Menu Title (the text that appears in the site's navigation menu) for that page - for further information, consult *Admin->Pages->Modify/Delete Page->Change Settings->Menu Title*.

### □ Type Drop-Down Menu

Every new page is created already including a single, default Page Section. Select here the section type you wish the default section to be. For extensive explanation on the configuration and settings for all standard section types, consult *Admin->Pages->Modify Page*. Briefly:

- **Code:** if you are a php programmer, you can use 'code' sections to enter php code directly into the page
- **Form:** setup customised forms that your site visitors and users can use to fill out and submit information to you
- **Menu Link:** useful for adding a link in your site's navigation menu to another site, or to page outside your own site

- **News:** a fully-functional blog, which optionally accepts visitor comments
- **Wrapper:** used to display external content - such as a page from an external website - **inside** your site
- **WYSIWYG:** the most common section type, holds static content, such as formatted text, lists, tables, images, and hyperlinks

#### □ Parent Drop-Down Menu

Use this option to select where in your site's hierarchy you wish to place your new page. The 'parent' is the page the visitor usually has to navigate to, before they can reach your page. The page will only appear in your site's navigation menus, when the visitor is visiting its parent.

If parent is “None”, then the page always appears in the topmost level of your navigation menu - at the same level as your home page.



*the page “Catalogue” is the parent of pages “Products” and “Services”*

#### □ Visibility Drop-Down Menu

This menu allows you to specify whether the page will appear in your site's

Deep hierarchies make it harder for visitors to navigate, and to find the information they may be looking for in your site.

Some studies suggest, that if a user has to click more than 3 times to find the information they need, they will abandon the search - and your site.

You should try to keep the hierarchy of your site simple, and avoid nesting pages too deeply inside each other.

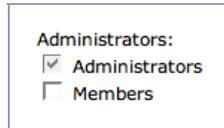
navigation menu, and who will be able to access it. The options are:

- **Public:** the page always appears in the navigation menu - if appropriate - and all visitors are allowed to view it.
- **Private:** only specific groups are allowed to view this page. The page is included in the navigation menu only after a user from an allowed group has logged in. Anyone trying to access the page directly - by typing the page's url in their browser - will be redirected to a login page.
- **Registered:** same as '*Private*', with the exception that the page always appears in the navigation menu - if appropriate.
- **Hidden:** same as '*Public*', with the exception that the page never appears in the navigation menu. The page can still be accessed by users typing the page's url directly in their browser. Useful for pages which you wish to keep outside the navigation hierarchy - such as 'Terms & Conditions', copyright notices, etc.
- **None:** page never appears in the navigation menu, and is not accessible, even if a user directly types the page's url in their browser. The page will be accessible **only** via the site Admin. Useful while authoring pages, and before a page is ready to go 'live' on the frontend.

#### **Administrators Checkboxes**

Tick to select the user groups that will be able to modify and delete this page.

Pages with “*Registered*” visibility can be used as ‘teasers’ to increase membership in your site: by being present in your navigation menu, all visitors will know that they are there, but that they must register first before being allowed to access it!



*selecting a page's administrators in a site with 2 user groups*

#### **Private Viewers Checkboxes**

These checkboxes appear if you select “*Private*” for the page's visibility setting. Tick to select the user groups that once logged in will be able to view this page in the navigation menu, and access it.

#### **Registered Viewers Checkboxes**

These checkboxes appear if you select “*Registered*” for page's visibility setting. Tick to select the user groups that once logged in will be able to access the page.

#### **Add Button**

Once all the settings for the new page have been selected and entered, click this button to create the new page - you will then be taken to the '*Modify Page*' area for the new page - see *Admin->Pages->Modify Page*.

#### **Reset Button**

Click this button to throw away all your selections information entered so far.

## Modify Intro Page

This sub-section of *Admin->Pages* only becomes visible when “*Intro Page*” is enabled in *Admin->Settings->General Settings*.



*the Modify Intro Page sub-section, in full*

There is only 1 single option, the link “*Click HERE to modify the intro page*”. Clicking it opens the Intro Page Editor, where you can view and edit the contents of the Intro Page.

The Intro Page Editor will use whatever WYSIWYG Editor you've selected - if any - in *Admin->Settings->General Settings->WYSIWYG Editor (Advanced)*.

Please note, that the Intro Page does **not** use the default template for your site. It is a page totally separate from your site, and outside its navigation structure.

No navigation menu will be automatically shown on your Intro Page. You must manually provide a link in your Intro Page to the rest of your site, as required.

## Modify Page

In this section of your Admin, you edit and manage the content of your page. To enter the Modify Page area of a page, click the “*Modify Page*” link in the header of the “*Change Settings*” or “*Manage Sections*” area of the page, or click the **page title** listing in the *Admin->Pages->Modify/Delete Page* list.

In the Modify Page area, you will see the Modify Page header for the page:

**Modify Page**

Current Page: **Bogus** - [Change Settings](#) - [Manage Sections](#)  
Last modification by Administrator (admin), 2:40 am, Thursday, 19th April, 2007

*the Modify Page header normally has links to the “Change Settings” and “Manage Sections” areas*

The “Manage Sections” link will only show in the header, if this has been enabled in *Admin->Settings->General Settings-> Manage Sections (Advanced)*.

When a new page is created in your site, by default it only has 1 section, of the type you specify in the 'type' menu when you create it. Later, however, you may add more sections - of different types - to the page.

Each section type has its own 'Editor', so the contents of this area will vary, depending on the number and type of sections in the page, and therefore which section editors are being displayed.

## Code

A “Code” page/section allows web programmers who know php, to enter specialised, customised php code for a page, from scratch.

A code section is supposed to contain **php code**, and will cause errors if it contains just plain html, or plain text!

The Code Editor contains a simple text area, where the php code can be typed. Simply enter the code in the text area, as desired, and click the “Save” button when ready. To go back to *Admin->Pages* without saving, click “Cancel”.

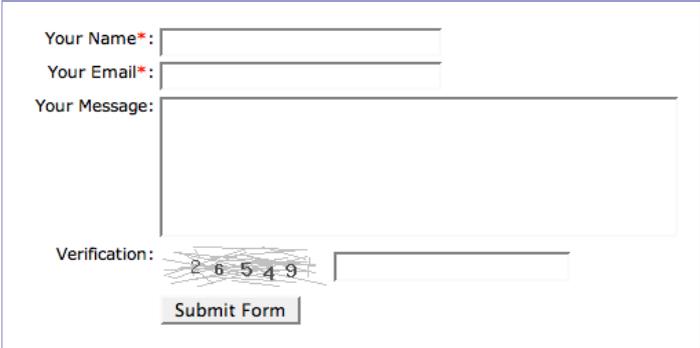
You are **neither required nor allowed** to use an opening “<?php”, nor a closing “?>”.

If you use opening and closing php tags in your code - for instance, to intermix your php code with straight html - they will be removed when saving, and will cause an error when the page is viewed!

## Form

A “*Form*” page/section enables you to setup a custom form to gather information from your visitors and users. The information is gathered through textfields, checkboxes, radio buttons, drop-down menus, and other interface items which you specify, and sent to an email address of your choice. Information submitted is also stored in the backend database, and can be browsed directly here, in the Admin. The form may optionally contain a [captcha](#), to help avoid spamming.

The Form Editor has 2 main buttons - “*Add Field*” and “*Settings*” - as well as 2 sub-sections - “*Modify/Delete Field*” and “*Submissions*”.



The image shows a simple contact form with the following elements:

- A text input field labeled "Your Name\*:".
- A text input field labeled "Your Email\*:".
- A large text area labeled "Your Message:".
- A CAPTCHA section labeled "Verification:" with the numbers "2 6 5 4 9" and a corresponding input field.
- A "Submit Form" button.

*a very simple “Contact Us” form*

## □ Add Field Button

Click this button to add an interface item to your custom form. Once clicked, your options will be:

- **Title:** the name of the item, which is displayed on the form
- **Type:** can be one of:
  - **Heading:** a 'title' or emphatic text that appears on the form.
  - **Short Text:** a single-line text field.
  - **Long Text:** a large, multi-line text field.
  - **Select Box:** a drop-down menu - or listbox (multiple selections on).
  - **Checkbox Group:** specify from one to several checkboxes - each checkbox can be ticked on or off separately from the others.
  - **Radio Button Group:** a series of options, where only 1 can be selected at any given time - selecting one, deselects the others.
  - **Email Address:** a single-line text field, where the user must enter a properly formatted email address - if text which is obviously not an email address is entered, the form will not be submitted.
- **Save/Cancel Buttons:** click to save the entered Title and Type, or to cancel, and return to *Admin->Pages->Modify Page*.

When should you use a Radio Button Group, and when should you use a Select Box instead?

The rule-of-thumb is, that if there are more than 3 options available, you should use a Select Box.

Once you click the “Save” button for the first time, additional options become available for the interface item you've chosen, depending on its type:

- **Heading:** in the “*Template*” field, you can specify - using a combination of html and WB markup - the layout in which the heading appears.
- **Short Text:** set the length (in characters) of the field, default text to appear in the field, as well as whether the field is **required** - see below.
- **Long Text:** specify default text to appear in the field, as well as whether the field is **required** - see below.
- **Select Box:** can enter the options to be listed, and optionally a specific size for the menu/box. If “*Allow Multiple Selections*” is “*Yes*”, then it becomes a listbox, otherwise it displays as a drop-down menu. You can also specify whether a selection is **required** - see below.
- **Checkbox Group/Radio Button Group:** can enter the options to be listed, as well as an optional separator character to be put between each option. Can also specify if a selection is **required** - see below.
- **Email Address:** specify whether it is **required** - see below.

If an item is marked **required**, then the form is not allowed to be submitted, unless the user has entered information or made a selection in this item.

## □ Settings Button

Click this button to configure the functionality of your form. Once clicked, your options will be:

- **Header:** a mixture of html and WB markup code that opens the form.
- **Field Loop:** a mixture of html and WB markup code that is repeated for every interface item defined in the form.
- **Footer:** a mixture of html and WB markup code that closes the form.
- **Email To:** the email to which form submissions will be sent.
- **Email From:** submissions are going to be sent, as if they were from this address. You can pick an Email Address field from the list, if your form has one, or enter a specific email address in the field.
- **Email Subject:** the subject heading of the emails sent by the form.
- **Success Message:** when the form information is submitted successfully, the user is shown this message.
- **Max. Submissions Per Hour:** low numbers helps avoid spammers.
- **Submissions Stored In Database:** the number of submissions that the database will store - when number is exceeded, oldest is thrown out.
- **Captcha Verification:** displays a [captcha](#), to help avoid spammers.

In your email client, you can setup a Rule/Filter that automatically handles (highlights, archives, etc.) all the messages from your website form, based on the **Email Subject**.

See your email client documentation for details.

## □ **Modify/Delete Field**

Use the “*Modify/Delete Field*” list to reorder, edit and delete the interface items that comprise your form.

To edit the settings of an existing item, click on its “*settings*” icon, or its title.



*click on the item's "settings" icon - or on the title itself*

To delete an item, click on its “*delete*” icon.



*the Delete icon*

To move the item up or down in the form, click the item's “*up*” or “*down*” icon.



*an item's "up" and "down" icons, respectively*

## □ Submissions

The list in this section will contain the submissions of users and visitors who have used your form. Only a finite number of submissions is stored in the database - by default, 100. You can change this number in the form's *Settings*.

You can use the list to view and delete the submissions received.

To view a stored submission, click the “*submission folder*” icon.



*the “submission folder” icon*

To delete a submission, either click the “*delete*” icon for that submission here in the list, or, while viewing the submission, click the “*Delete*” button.



*the Delete icon*

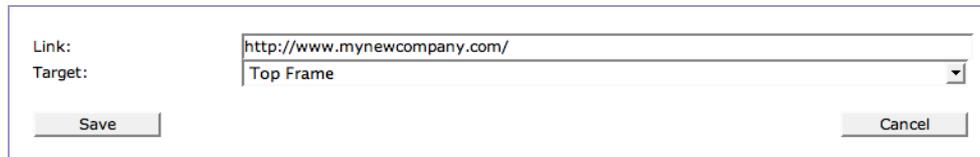
## Menu Link

Pages which you specify as being of type “*Menu Link*” are not pages at all. They are just hyperlinks that appear in your site’s navigation menu, to take the user to a page or web site **outside** your own. The link to which the “*Menu Link*” page takes the visitor is always outside your own site.

This is useful, for instance, if you have 2 or more separate sites that are closely interrelated, and wish to put on the menu of each site a link to the other(s).

The Menu Link Editor is very simple, giving you only the following options:

- **Link:** the url to where the menu link will take the user
- **Target:** same options as in *Admin->Pages->Change Settings->Target*
- **Save/Cancel Buttons:** click to save the entered information, or to cancel, and return to *Admin->Pages->Modify Page*.

The image shows a dialog box titled "the Menu Link Editor". It contains two input fields: "Link:" with the text "http://www.mynewcompany.com/" and "Target:" with a dropdown menu showing "Top Frame". At the bottom, there are two buttons: "Save" on the left and "Cancel" on the right.

Link:	<input type="text" value="http://www.mynewcompany.com/"/>
Target:	<input type="text" value="Top Frame"/>
<input type="button" value="Save"/>	
<input type="button" value="Cancel"/>	

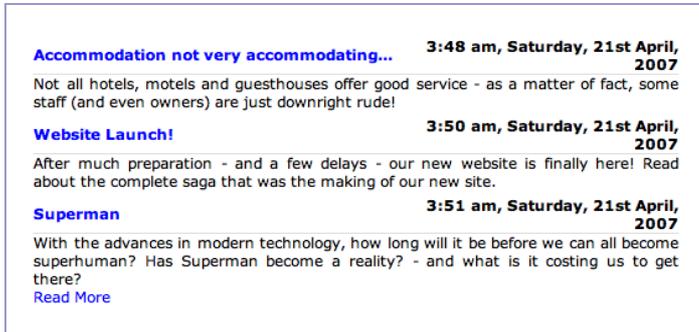
*the Menu Link Editor*

## News

A “News” page/section is a **blog**, where you can post articles for other to read. You can classify your articles in 'groups', and optionally allow your site's users and visitors to leave comments.

You use the News Editor to create, edit, delete and manage your postings, and the comments your users and visitors have left.

The News Editor has 3 main buttons - “Add Post”, “Add Group” and “Settings” - as well as 2 sub-section - “Modify/Delete Post” and “Modify/Delete Group”.



The screenshot shows a list of three news items. Each item consists of a title, a timestamp, and a short paragraph of text. The first item is titled "Accommodation not very accommodating..." with a timestamp of "3:48 am, Saturday, 21st April, 2007" and a short paragraph about hotel service. The second item is titled "Website Launch!" with a timestamp of "3:50 am, Saturday, 21st April, 2007" and a short paragraph about a new website. The third item is titled "Superman" with a timestamp of "3:51 am, Saturday, 21st April, 2007" and a short paragraph about modern technology and Superman. A "Read More" link is visible at the bottom of the third item.

<b>Accommodation not very accommodating...</b>	<b>3:48 am, Saturday, 21st April, 2007</b>
Not all hotels, motels and guesthouses offer good service - as a matter of fact, some staff (and even owners) are just downright rude!	
<b>Website Launch!</b>	<b>3:50 am, Saturday, 21st April, 2007</b>
After much preparation - and a few delays - our new website is finally here! Read about the complete saga that was the making of our new site.	
<b>Superman</b>	<b>3:51 am, Saturday, 21st April, 2007</b>
With the advances in modern technology, how long will it be before we can all become superhuman? Has Superman become a reality? - and what is it costing us to get there?	
<a href="#">Read More</a>	

*a typical news page, listing articles the visitor can click on to read in detail*

## □ Add Post Button

Click this button to add a new article to the blog. Having clicked the button, your options will be:

- **Title:** the headline of the article.
- **Group:** if you have defined groups to categorise your articles, select to which group this article belongs - see “*Add Group Button*” below.
- **Commenting:** if “*Disabled*”, users and visitors are not allowed to leave comments about this article. Select “*Private*” to allow only registered users to leave comments, or “*Public*” to also allow comments from anonymous site visitors. Visitor comments can be moderated (edited and deleted) - see the “*Modify/Delete Post*” section below.
- **Active:** if “*Yes*”, then the article is listed and appears in the news page. If “*No*”, then the article is not included in the list - useful for removing an article from the news page without having to delete it.
- **Short:** a 'lead-in' or 'teaser' for your article - a couple of lines of text that should entice the reader to read more.
- **Long:** your actual article.
- **Save/Cancel Buttons:** after entering all information as needed, click “*Save*” to save the article, or “*Cancel*” to return to the News Editor without saving your changes.

If you use a WYSIWYG Editor, then you will be able to format the “*Short*” and “*Long*” fields, using lists, tables and images, to enhance the presentation of your articles.

WB ships with only one editor, but you can visit the Add-Ons Repository for alternatives.

## □ Add Group Button

“Groups” are categories that you can use to classify your news articles. You can associate a picture with a group, and the group picture may be displayed in all articles belonging to that group. You can also ‘deactivate’ - ie., hide - a group, thereby hiding all articles that belong to that group from the article list.

Click the “Add Group” button to create a new group. This will give you the following options:

- **Title:** the name of the group/category.
- **Image:** an optional image, from your hard drive, to be associated with the group - click the “Browse...” button to select it. Please note, that the group image may be resized, depending on your settings - see the “Resize Image To” option in the “Settings Button” section below.
- **Active:** if “Yes”, then the articles belonging to this group will be listed and will appear in the news page. If “No”, then the articles are not included in the list - useful for removing a group of articles from the news page without having to delete them.
- **Save/Cancel Buttons:** after entering all information as needed, click “Save” to save the article, or “Cancel” to return to the News Editor without saving your changes.

## □ Settings Button

Clicking this button takes you to the “Settings” page of your blog, where you can specify several preferences that control the way your blog functions, as well as its layout structure.

The fields that control the layout structure of your blog use a mixture of html, css and WB markup code. They are:

- **Header, Post Loop & Footer:** together, they build the main article list
- **Post Header & Post Footer:** used in the article page, respective before and after the article’s content
- **Comments Header, Comments Loop & Comments Footer:** together, they build the comments list that may appear after the article, in the article page - when users/visitors have left comments.
- **Comments Page:** a heading for the comment submission page - the page users/visitors are taken to, when they click the “*Add Comment*” link below an article.

Other options and preferences available here are:

- **Posts Per Page:** if “*Unlimited*” is selected, all your articles - regardless how many you may have - will be listed in one, single, long list. You may, if needed, select a maximum number of articles per page here, and WB will automatically divide and paginate the list for you.

If you know html and css, after studying the default content of these layout structure fields, you should be able to change them, if needed, to achieve a totally different structure and look for your news section or page.

- **Commenting:** select here the default comment setting for all new articles. Options are:
  - **Disabled:** comments are not allowed.
  - **Private:** the “*Add Comment*” link is only displayed once a user has logged in - only registered users will be allowed to leave comments.
  - **Public:** the “*Add Comment*” link is always displayed, and everyone - including anonymous visitors - will be allowed to leave comments.

Changing this setting only affects **future** articles - it will **not** change the Commenting setting in existing articles!

- **Captcha Verification:** if “*Enabled*”, the comment page will contain a [captcha field](#), useful in preventing non-human visitors - such as spammers' automated bots - from spamming your blog.



*a typical captcha verification field*

- **Resize Image To:** you can use this setting to specify a maximum size for images for article **groups**. If set to anything other than “*None*”, the image will be scaled down, if needed, to fit within the selected square size - specified in pixels.

Changing this setting here only affects **future** images that you select for groups - it will **not** resize existing images!

- **Save/Cancel Buttons:** after entering all information as needed, click “*Save*” to save the new settings, or click “*Cancel*” - to return to the News Editor without saving your changes.

To resize existing group images:

- 1) select here the new image size you wish the group to have
- 2) delete the image from the group
- 3) re-import the image for the group, and save.

## □ **Modify/Delete Post**

Use the list in this section manage existing news articles, and the comments attached to an article. To reorder the articles, use their “*up*” and “*down*” icons. To delete an article, click on its “*delete*” icon.



*respectively, the “up”, “down” and “delete” icons*

To edit an existing article, or to manage user/visitor comments about an article, click on the article's title, or on its “*Modify*” icon - you will then enter the article editing page.



*the article title is displayed next to the Modify icon*

The controls for editing the article are exactly the same as those used for creating it - see *Admin->Pages->Modify Page->News->Add Post*.

At the very bottom of the article editing page, you will see a sub-section title “*Modify/Delete Comment*”. This contains a list of comments left by visitors. You can click on a comment title to view it, or click on its “*delete*” icon to delete it.

## □ **Modify/Delete Group**

Use the list in this section manage article groups. To reorder the groups, use their “up” and “down” icons. To delete group, click on its “delete” icon.



*respectively, the “up”, “down” and “delete” icons*

To edit an existing group, click on its title, or on its “*Modify*” icon - you will then enter the group editing page.



*the article title is displayed next to the Modify icon*

The controls for editing the group are almost the same as those used for creating it - see *Admin->Pages->Modify Page->News->Add Group*. The main difference being, that if the group already has an image assigned to it, you will be able to view it, delete it, and reassign a new one, if needed.



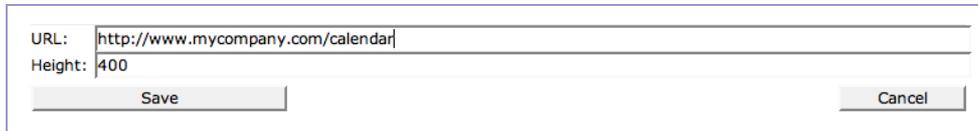
*choosing whether to view or delete an existing group image*

## Wrapper

A “*Wrapper*” page/section allows you to **embed** an external page or site **into** your site’s page. The embedded section appears inside your page, and the visitor never leaves your site.

The Wrapper Editor is extremely simple - all you need to specify is:

- **URL:** the web address of the page/site you wish to embed
- **Height:** the height of the embedded section - as you wish it to be displayed on your page
- **Save/Cancel Buttons:** click to save the entered information, or to cancel, and return to *Admin->Pages->Modify Page*.



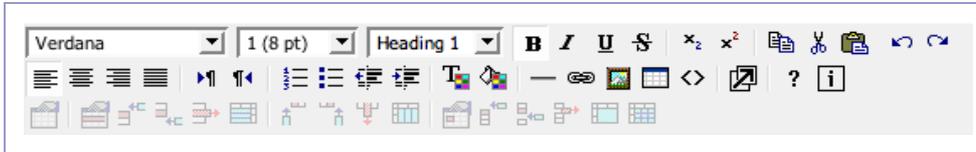
The image shows a screenshot of the Wrapper Editor interface. It consists of two input fields: 'URL:' with the value 'http://www.mycompany.com/calendar' and 'Height:' with the value '400'. Below these fields are two buttons: 'Save' on the left and 'Cancel' on the right. The entire form is enclosed in a thin blue border.

*the Wrapper Editor, in full*

## WYSIWYG

It is very likely, the most commonly used page/section type in your site will be “WYSIWYG” - which stands for 'what-you-see-is-what-you-get'.

WYSIWYG pages are 'normal' pages, which can contain formatted text, lists, tables, and graphical elements such as lines and images. You can also add hyperlinks - links to other pages, sites, or to downloadable files you've placed in your “*media*” directory.



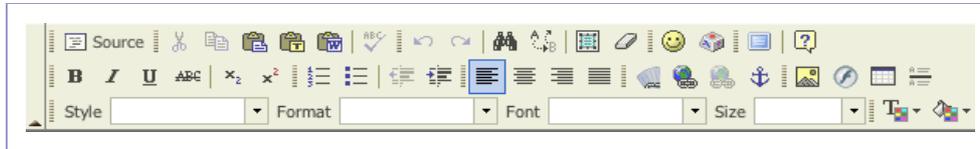
*HTMLArea: the default WYSIWYG Editor that ships with WB*

WB ships with one single, default, WYSIWYG Editor, called “HTMLArea”. There are, however, several alternative editors, which can be downloaded from our official Add-Ons Repository: <http://addons.websitebaker.org>.

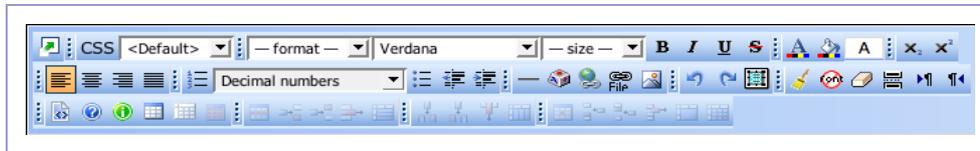
You install an editor just like you install any other add-on module - consult *Admin->Add-ons->Modules* for installation instructions.

Once installed, you will have to select it as your new default editor, by going to *Admin->Settings->General Settings->WYSIWYG Editor (Advanced)*.

The WYSIWYG Editors all vary in appearance, as well as functionality - so the commands and option you will have available to you will depend on which one you choose to use. All editors allow you to format text, add horizontal rules, format lists and tables, use special characters, insert images - and create links.



*the venerable FCKeditor*



*the beautiful, feature-packed and easy-to-use Xinha*

Pausing your cursor for a few seconds over most of the buttons in any editor will give you the button title, or a short helpful tip. If you have ever used a word-processing package before, many of the options here will be familiar to you.

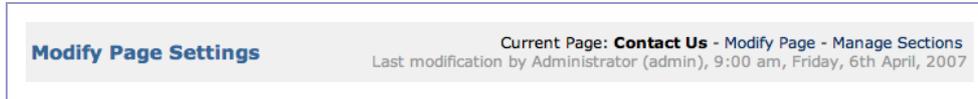
Most of the editors also have a “*Help*” button.

## Change Settings

The “Change Settings” area allows you to set all the basic information about the page, as well as several individual page preferences.

To enter the Change Settings area of a page, click the “*Change Settings*” link in the header of the “*Modify Page*” or “*Manage Sections*” area of the page, or click the page’s “*Settings*” icon in the *Admin->Pages->Modify/Delete Page* list.

Once you enter the Change Settings area, you may see the Change Settings header for the page:



*the Change Settings header normally has links to the “Modify Page” and “Manage Sections” areas*

The “Manage Sections” link will only show in the header, if this has been enabled in *Admin->Settings->General Settings-> Manage Sections (Advanced)*.

### □ Page Title

Enter here the title of the page. Depending on the template used, the Page Title may be displayed in the browser's title bar when the page is being viewed, as well as featuring prominently on the page layout. It may also be used by search engines to help catalogue and classify your page.

### □ Menu Title

Enter here the text that will appear on the navigation menu, to link to this page. By default, this is the same as the Page Title. This allows you, for instance, to have a home page with a Page Title of *“Welcome”*, and a Menu Title of *“Home”* - which is clearer than 'Welcome' for navigation purposes. This is also specially useful for abbreviating long page titles, so they display well in the menu.

### □ Parent Drop-Down Menu

Use this option to select where in your site's hierarchy you wish to place your page. The 'parent' is the page the visitor usually has to navigate to, before they can reach your page. The page will only appear in your site's navigation menus, when the visitor is visiting its parent.

If parent is *“None”*, then the page always appears in the topmost level of your navigation menu - at the same level as your home page.

Deep hierarchies make it harder for visitors to navigate, and to find the information they may be looking for in your site.

Some studies suggest, that if a user has to click more than 3 times to find the information they need, they will abandon the search - and your site.

You should try to keep the hierarchy of your site simple, and avoid nesting pages too deeply inside each other.

## □ Visibility Drop-Down Menu

This menu allows you to specify whether the page will appear in your site's navigation menu, and who will be able to access it. The options are:

- **Public:** the page always appears in the navigation menu - if appropriate - and all visitors are allowed to view it.
- **Private:** only specific groups are allowed to view this page. The page is included in the navigation menu only after a user from an allowed group has logged in. Anyone trying to access the page directly - by typing the page's url in their browser - will be redirected to a login page.
- **Registered:** same as '*Private*', with the exception that the page always appears in the navigation menu - if appropriate.
- **Hidden:** same as '*Public*', with the exception that the page never appears in the navigation menu. The page can still be accessed by users typing the page's url directly in their browser. Useful for pages which you wish to keep outside the navigation hierarchy - such as 'Terms & Conditions', copyright notices, etc.
- **None:** page never appears in the navigation menu, and is not accessible, even if a user directly types the page's url in their browser. The page will be accessible **only** via the site Admin. Useful while authoring pages, and before a page is ready to go 'live' on the frontend.

Pages with “*Registered*” visibility can be used as ‘teasers’ to increase membership in your site: by being present in your navigation menu, all visitors will know that they are there, but that they must register first before being allowed to access it!

## □ Description

By default, every page in your site uses the Website Description - defined in *Admin->Settings->General Settings* - as its Page Description. You can, however, override the default, and give a page its own, specific description, here.

It should be a short text, briefly and concisely describing your page. Depending on the template used, this text may be displayed as a special 'blurb' within the page. It may also be inserted as a meta-tag into the html 'head' section of the page. This meta-tag can be used by search engines to help catalogue, describe and list your page in their database.

You should **not** use html in the page description.

## □ Keywords

By default, every page in your site uses the Website Keywords - defined in *Admin->Settings->General Settings* - as its Page Keywords. You can, however, override the default, and give a page its own, specific keywords, here.

This should be a comma-separated list of words, terms and/or expressions that users are going to use in search engines to find your page. This list is added as a meta-tag to the html 'head' section of the page. This meta-tag is used by most search engines to classify your page, and greatly influences how successful your site is in these search engines. You should **not** use html in the page keywords.

The **order** and **quantity** of keywords does matter. Some search engines will grade how closely a search matches your page, depending on how far down the keywords list it the match is found. Most search engines will also 'cull' your keywords list, if it is too long, to an acceptable length, and ignore repeated entries.

## □ Target Drop-Down Menu

This setting specifies where the visitor's browser should display your page.

Options are:

- **Top Frame:** the default, this tells the visitor's browser to display the page inside the top-level frame from where it was called. For most sites, this will have the same effect as "*Same Window*". If your WB site is, however, a sub-section of a larger site, and is being shown inside its own frame in the browser's window, this setting will respect the frame where it is being displayed, and not override the entire window.
- **Same Window:** this tells the browser that the page should 'take over' the entire window from where it was called. For most sites, this will have the same effect as the default "*Top Frame*".
- **New Window:** tells the browser to open either a new window or tab, and display the page inside this new window/tab.

The "New Window" setting may create a window that pops up automatically, and which many users find annoying.

The "New Window" setting can be both appropriate and useful for displaying site meta-information such as "terms and conditions", or the site's copyright.

## □ **Template Drop-Down Menu**

By default, all pages in your site use the System Default template specified in *Admin->Settings->Default Settings->Template*. Here you can override that setting, forcing the page to use a different template.

WB ships with merely a handful of templates. There are, however, dozens of user-contributed templates, that can be viewed and downloaded from our official Add-On Repository: <http://addons.websitebaker.org/>.

The content, style, and features implemented by template designers vary greatly from template to template. Notice that not all templates display features such as: a log in form, search form, breadcrumbs, site or page descriptions, support for multiple menus, support for section blocks, etc.

The chosen template will dictate the aspect - as well as some of the **functionality** - of your page.



*thumbnails of a few template designs from the Add-Ons Repository*

It is relatively easy to customise a template, to add the extra functionality it does not have, and which you may require.

For further information, download and consult the **Template Primer**.

### □ **Menu Drop-Down Menu**

Some templates allow you to have more than one navigation menu in your site. This may be useful, for instance, if you would like to have a 'footer menu', with pages such as '*terms & conditions*', '*privacy notice*', '*copyright notice*', '*links*', or others, which you may want to show throughout your site, but which are not part of the normal navigation hierarchy of your site.

In order for this feature to work and be useful, you must:

- use a template which supports and uses multiple menus
- enable *Admin->Settings->General Settings->Multiple Menus (Advanced)*

If this feature is enabled, and the template you are using supports multiple menus, then you can select in which menu this page will appear, from this menu.

### □ **Language Drop-Down Menu**

Use this menu to specify in what language the page is written. This information is used by some search engines to classify your page and its contents, and can affect the success rate of users searching for your site.

The language selected here will also affect the text displayed in frontend items such as the login form, or the search form.

This menu can only show languages that have been downloaded and installed, from the official Add-Ons Repository: <http://addons.websitebaker.org>.

If the template you are using does not support multiple menus, you may be able to easily modify it, to add the extra menu(s) you want. To find out how, download our guide to modifying templates: the **Template Primer!**

### ❑ Searching Drop-Down Menu

This setting specifies whether or not the contents of the page should be searchable. If searching is **enabled**, then when visitors and users use the search form in the frontend, WB will search through the contents of this page. If searching is **disabled**, then WB will ignore this page when searching, and it will never be listed among search results.

Disabling searching may be useful for pages such as site maps, site copyright, and terms and conditions pages.

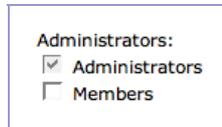


Searching:

*a page with searching disabled never shows up in the search results*

### ❑ Administrators Checkboxes

Tick to select the user groups that will be able to modify and delete this page.



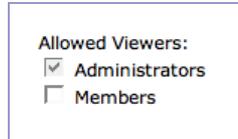
Administrators:  
 Administrators  
 Members

*selecting a page's administrators in a site with 2 user groups*

### ❑ Allowed Viewers Checkboxes

These checkboxes appear if you select “*Private*” or “*Registered*” for the page's

visibility setting. Tick to select the user groups that once logged in will be able to view this page in the navigation menu, and access it.



Allowed Viewers:  
 Administrators  
 Members

*selecting a page's allowed viewers, in a site with 2 user groups*

#### **Save Button**

Click here, once settings have been changed to your liking, to save settings.

#### **Reset Button**

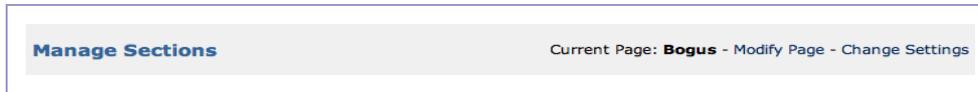
Click here to throw away all changes made so far - resetting the form to its initial state.

## Manage Sections

As soon as you create a new page in your site, this page contains one, single, default section. The pages in your site, however, can have multiple sections, and you can mix different section types in the same page.

The “*Manage Sections*” area allows you to add, delete and reorder the sections of a page. You are only able to enter your pages' Manage Sections areas, if *Admin->Settings->General Settings->Manage Sections (Advanced)* is **enabled**.

To enter the Manage Sections area of a page, click the “*Manage Sections*” link in the header of the “*Modify Page*” or “*Change Settings*” area of the page. Once you enter the Manage Sections area, you will see the Manage Sections header for the page:



*the Manage Sections header has links to the “Modify Page” and “Change Settings” areas*

Below the Manage Sections header, you will see a list of all page's sections, in the order in which they appear on the page.

### □ Reordering Sections

To change the order in which sections appear on the page, click the “*up*” and “*down*” icons of the section, in the sections' list:



*a section's “up” and “down” icons, respectively*

### □ Deleting Sections

To permanently delete a section from the page, and all information contained in it, click the “*delete*” icon.

Warning: section deletion cannot be undone!



*a section's “delete” icon*

### □ Assigning Sections to a Block

Some templates can specify more than one area on the page where you can add your sections. This allows you to display content in different areas of the page - such as, for instance, in a sidebar, or in the footer, as well as in the main content area. This can be useful for adding optional, secondary content to specific pages in your site. For this feature to be available, and be of any use, you must:

- use a template that supports and uses Section Blocks
- enable *Admin->Settings->General Settings->Section Blocks (Advanced)*

To select the block (ie., area of the page) where the section should be displayed, use the “*Block*” drop-down menu - then, click the “*Save*” button at the bottom of the Block column.

A screenshot of a web form element. It consists of a label 'Block:' followed by a rectangular drop-down menu. The menu is currently open, showing the word 'Main' in a light blue font. A small downward-pointing arrow is visible on the right side of the menu box.

*a section's Block drop-down menu*

### □ Editing a Section

To edit a section's content, click on the section 'type' in the list, or click on the “*Modify Page*” link in the Manage Sections header. Either way, you will be taken to the pages *Admin->Pages->Modify Page*.

If the template you are using does not support Section Blocks, you may be able to add this feature to the template yourself - download and consult the **Template Primer**.

## □ Add Section

To add a new section to the page, select the section type from the “Add Section” menu, and click the “Add” button.

A screenshot of a web interface element. At the top left, the text "Add Section" is displayed in a blue font. Below this is a horizontal dropdown menu with a white background and a thin border. The menu is currently open, showing the text "WYSIWYG" in a grey font. To the right of the dropdown menu is a rectangular button with a light grey background and the text "Add" in a dark grey font.

*the Add Section menu, and the Add button*

For extensive explanation on the configuration and settings for all standard section types, see *Admin->Pages->Modify Page*. Briefly:

- **Code:** if you are a php programmer, you can use 'code' sections to enter php code directly into the page
- **Form:** setup customised forms that your site visitors and users can use to fill out and submit information to you
- **News:** a fully-functional blog, which optionally accepts visitor comments
- **Wrapper:** used to display external content - such as a page from an external website - **inside** your site
- **WYSIWYG:** the most common section type, holds static content, such as formatted text, lists, tables, images, and hyperlinks

## Media

The “*media*” directory is present in every default installation of WB. It is where you - and your users - should upload files that you then use in your site - such as images or movies you intend to show in your pages, downloadable documents to which you wish to provide links, etc.

You use the “*Media*” section of your Admin to manage the contents of the “*media*” directory of your WB site.



*the main Admin menu, while visiting the Media section*

Through the Media section, you can upload files, create sub-directories - to help keep the “*media*” directory more organised and manageable - as well as rename and delete these files and sub-directories.

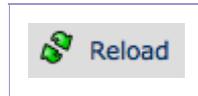
## Browse Media

The “*Browse Media*” section provides you with an interface to the files and sub-directories of the “*media*” directory of your WB site.

Normally, you can upload, view, rename, and delete files and sub-directories directly from your *Admin->Media* section of WB - no other program is needed.

### □ Refreshing The View

Some Administrators, however, prefer to use other software - such as their own favourite ftp client. If you have just upload items into the “*media*” directory, or its sub-directories, using a software other than WB, then the list you see in “*Browse Media*” may not be up-to-date, and may not reflect the true content of the directory. To force WB to 'refresh' the view, and read again the full contents of the current directory, you can click the “*Reload*” button.



*click Reload to force WB to re-read the contents of the current directory*

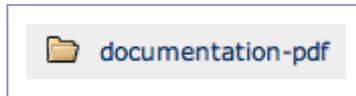
## □ Navigating The Media Directory

In the “*Browse Media*” list, you may see files, as well as sub-directories. The current directory being displayed appears in the title bar of the list:



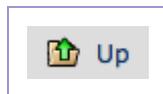
*the title bar of the Browse Media list shows we are browsing the media directory itself*

Click on a file's name to open it with your browser. Click on a directory's name - or on the 'folder' icon next to it - to display it in the “*Browse Media*” list.



*click on the folder, to open it*

Once inside a folder/sub-directory, click on the “*Up*” icon to get out of it.



*click Up to get out of folders*

## □ Renaming Files and Sub-Directories

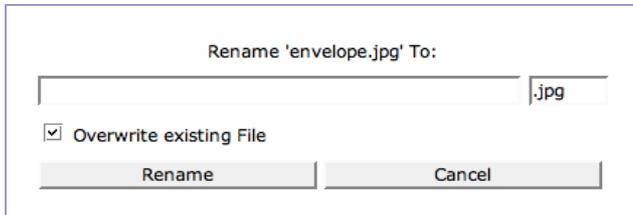
You can rename any file or folder/sub-directory, by clicking its “*rename*” button.



*click Rename next to any file or folder listing to rename it*

You can then enter the file/folder's new name - and file extension.

Normally, WB will not allow you to use a name that is already in use by a file/folder in the same directory. If you tick “*Overwrite existing File/Folder*”, however, WB will **delete** the other file/folder, and then rename yours - yours will replace the existing one.

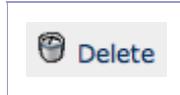
A dialog box titled "Rename 'envelope.jpg' To:". It features a text input field with a cursor, followed by a dropdown menu showing ".jpg". Below the input field is a checked checkbox labeled "Overwrite existing File". At the bottom, there are two buttons: "Rename" and "Cancel".

*renaming a file*

## □ **Deleting Files and Sub-Directories**

You can delete any file or folder/sub-directory, by clicking its “*delete*” icon.

Deletion is permanent and irreversible!



*click Delete next to any file or folder listing to delete it*

## Create Folder

### □ Target Folder Menu

Select from this drop-down menu the directory/folder in which you wish to create a sub-directory/folder.

### □ Title

Enter here the name/title of the sub-directory you wish to create.

### □ Create Folder Button

Once you've selected a 'target folder' from the drop-down menu, and entered a name in the "Title" field, click this button to create the new folder/directory.

Your "*media*" folder can be setup as a shared workgroup directory, for a small workgroup - where each user has their own **private** space.

To find out more, consult this reference guide on *Settings->General Settings->Home Folders*.

## Upload File(s)

### **Target Folder**

Select from this drop-down menu the directory/folder to which you wish to upload your file(s).

### **Overwrite existing Files Checkbox**

When selected, if there is an existing file in the target directory that has the same name as a file you are uploading, then the existing file will be **deleted**, and the new file will take its place.

If this is **not** selected, and a file to be uploaded has the same name as an existing file, then the upload will **not** happen - you will first need to rename the file you wish to upload, so that it does not conflict with the name of any existing file.

### **Browse... Button**

Click any of the 10 “*Browse...*” buttons to browse your computer, and select a file to upload. Up to 10 files can be uploaded at once.

### **Upload File(s) Button**

Once you've selected the 'target folder', browsed and selected files in your computer to upload, and chosen whether they should overwrite existing files or not, then click the “*Upload File(s)*” button to actually upload the files.

## Add-ons

Website Baker can be extended, by installing Add-ons downloadable from the official WB Add-ons Repository: <http://addons.websitebaker.org>.

Add-ons fall into 3 main categories, which reflect the sub-sections in “Add-ons”:

- **modules:** extend the functionality of WB, by adding extra Admin tools, page types, or other functions.
- **templates:** control the appearance - and some of the frontend functionality - of your site
- **languages:** allow you specify the language of your site's pages, as well as change the language used in the Admin area, and some of the interface items displayed throughout the pages in your the site's frontend.



*the main Admin menu, when in the Add-ons section*

## Modules

Use this section to install, uninstall and get basic information on modules.

### Install Module

To install a new module into WB:

1. download the zipped module archive from the WB Add-Ons Repository. Modules arrive in your computer as a compressed, ZIP archive. The module installer expects a zip file, and will not work if the archive is already expanded.

Do **not** decompress/unzip the downloaded module archive before installing it.

2. in *Admin->Add-ons->Modules->Install Module*, click on the “Browse” button, and select the downloaded zipped archive in your hard drive
3. once the path to the zipped archive appears in the “Install Module” field, click on the “Install” button

Depending on how large the module is, and on the speed of your internet connection, installation might take from several seconds to a several minutes. Once installation is successfully completed, a brief message will flash on screen.

If your browser automatically unzips the files you download, there is still a way for you to install a module **manually**.

Using your favourite ftp client, upload the full, complete, unzipped directory into the “modules” sub-directory of your WB installation.

Then, login into your *Admin->Settings*, click on “Show Advanced Options”, and then use the “Reload Add-ons” tool to reload all modules. This will force WB to manually ‘activate’ the newly uploaded module!

## Uninstall Module

Removing a module permanently **deletes** all information from your site related to the module. This may include Admin information that was part of the module, module-specific user preferences, and module settings.

Un-installation cannot be undone! All module-related information will be permanently lost!

To uninstall a module:

1. in *Admin->Pages*, delete any site pages - or page sections - that use the module to be uninstalled
2. in *Admin->Add-ons->Modules->Uninstall Module*, select the module from the “*Uninstall Module*” drop-down menu
3. click the “*Uninstall*” button

The module is immediately uninstalled, and any information related to it permanently and irretrievably deleted.

## Module Details

To view version, author, description and other useful information about your installed modules:

1. select the module from the “*Module Details*” menu
2. click the “*View Details*” button

**Module Details**

Name: WYSIWYG

Type: Page

Author: Ryan Djurovich

Version: 2.6

Designed For: Website Baker 2.6.x

Description: This module allows you to edit the contents of a page using the WYSIWYG htmlArea program

[Back](#)

*sample information obtained in “Module Details”*

## Templates

Use this section to install, uninstall and get basic information on site templates.

### Install Template

To install a new template into WB:

1. download the zipped template archive from the WB Add-Ons Repository. Templates arrive in your computer as a single, compressed, ZIP archive. The template installer expects a zip file, and will not work if the archive has been expanded.

Do **not** decompress/unzip the downloaded template archive before installing it.

2. in *Admin->Add-ons->Templates->Install Template*, click on the “Browse” button, and select the downloaded zipped archive in your hard drive
3. once the path to the zipped archive appears in the “Install Template” field, click on the “Install” button

Depending on how large the template is, and on the speed of your internet connection, installation might take from several seconds to a several minutes.

If your browser automatically unzips the files you download, you still can install templates **manually**.

Using your favourite ftp client, upload the full, complete, unzipped directory into the “templates” sub-directory of your WB installation.

Then, login into your *Admin->Settings*, click on “Show Advanced Options”, and then use the “Reload Add-ons” tool to reload all templates. This will force WB to manually ‘activate’ the newly uploaded template!

## Uninstall Template

Uninstalling a template permanently **deletes** the template from your site.

Un-installation cannot be undone! All template-related information will be permanently lost!

Please note, that you are not able to unistall a template that is currently being used by any page in your site.

To uninstall a template:

1. if the template to be unistalled is being used as the 'default' template in your site, go to *Admin->Settings->Default Settings->Template*, and select a new default template.
2. in *Admin->Pages*, enter the “*Settings*” for any page that is using the template, and assign it another template, or “*System Default*”.
3. in *Admin->Add-ons->Templates->Uninstall Template*, select the template from the “*Uninstall Template*” drop-down menu
4. click the “*Uninstall*” button

## Template Details

To view version, author, description and other useful information about your installed templates:

1. select the template from the “*Template Details*” menu
2. click the “*View Details*” button

### Template Details

Name: All CSS

Author: Ryan Djurovich

Version: 2.6

Designed For: Website Baker 2.6.x

Description: This template is designed with one goal in mind: to completely control lay-out with css. In case you were wondering, that is where the name came from.

[Back](#)

*sample information obtained in “Template Details”*

## Languages

Use this section to install, uninstall and get basic information on site languages. Languages are used to specify the language used in your site pages, and to change the language used in the Admin interface of your site.

### Install Language

To install a new template into WB:

1. download the language text file from the WB Add-Ons Repository. Language files are single “.txt” files.
2. in *Admin->Add-ons->Languages->Install Language*, click on the “Browse” button, and select the downloaded language file in your hard drive
3. once the path to the language file appears in the “*Install Language*” field, click on the “*Install*” button

Installation usually take a few seconds, after which your new language will be available in all “*Language*” menus throughout your Admin.

There are literally dozens of languages already available for download right now from our official **WB Add-Ons Repository**.

However, if the language you want is not yet available, you may be able to easily translate WB yourself, by using the “**Language Editor**” module - also available from the Add-Ons Repository.

If you do make a new language translation, please consider adding it to the Add-Ons Repository, so that others may benefit from it in the future!

## Uninstall Language

Uninstalling a language permanently **deletes** the language from your site.

Un-installation cannot be undone! Any pages and users currently using the language being uninstalled will default to the first available language in the languages menu!

To uninstall a language:

1. if the language to be uninstalled is being used as the 'default' language in your site, go to *Admin->Settings->Default Settings->Language*, and select a new default language.
2. in *Admin->Pages*, enter the “*Settings*” for any page that is using the language, and assign it another language.
3. in *Admin->Access->Users*, you may need to inspect the settings of every user, and change the language of any users who are currently using the language to be uninstalled.
4. in *Admin->Add-ons->Languages->Uninstall Language*, select the language from the “*Uninstall Language*” drop-down menu
5. click the “*Uninstall*” button

## Language Details

To view version, author, description and other useful information about your installed languages:

1. select the language from the “*Language Details*” menu
2. click the “*View Details*” button



*sample information obtained in “Template Details”*

# Preferences

In this section of Admin, users can specify their **personal** preferences - ie., the preferences that apply only to them, and not to other users or visitors. These preferences include all user personal information, such as email address, password, and time zone.



The image shows a horizontal navigation menu with several items: Start, Pages, Media, Add-ons, Preferences, Settings, Access, Help, View, and Log-out. The 'Preferences' item is highlighted with a white background, while the others have a light blue background.

*the main Admin menu, while visiting the Preferences section*

Depending on the template being used, users may be able to access this section without needing to have access to the Admin area of your site.

If your template displays a login form, and you have enabled login for your site, once a user logs in, the logout form displays a “*Preferences*” link. This enables users to access their preferences in the frontend of the site, without having to access the Admin area.

If your template does not have a login form, you may be able to customise, and add a login form to it - for detailed instructions, download and read our **Template Primer**.

## My Settings

### □ Display Name

The display name is the name WB uses to greet the user - ie., if you are using a template with a login form, once you are logged in, WB usually greets you with a “Welcome Back, *DisplayName!*” message. The display name is **not** the username that the user must use to login.

### □ Language

This should reflect the user’s preferred interface language to be used while accessing the Admin area of the site. Additional languages can be downloaded from the WB Add-Ons Repository: <http://addons.websitebaker.org>.

### □ Timezone

The timezone where the **user** is located. If the user does not know their own timezone, they can consult: [http://en.wikipedia.org/wiki/Time\\_zone](http://en.wikipedia.org/wiki/Time_zone).

### □ Date Format

The date format the user prefers WB and its modules to use.

### □ Time Format

The time format the user prefers WB and its modules to use.

If the language you want is not available, you can create your own! U

Just use the excellent “**Language Editor**” module, available in the WB Add-Ons Repository.

You can also use the Language Editor to tweak and fine-tune existing language files - if you want to replace “Search” with “Look up”, “Login” with “Check in”, etc.

## My Email

### □ **Current Password**

Before being allowed to change their current email address, users must confirm the change by entering their current password in this field.

### □ **Email**

This is the email address to which WB will send all automatic messages to this user. To change this address, the user must:

1. enter a new address here
2. enter their password in the field “*Current Password*” above
3. click the “*Save*” button

## My Password

This section is used to change a user’s password. To change the password:

1. enter the current password in the “*Current Password*” field
2. enter the new password in the “*New Password*” field
3. confirm that the new password is correct by entering it again into the “*Re-type New Password*” field
4. click the “*Save*” button

# Settings

In the Settings section you can enter the default, generic information, and define the overall functionality and basic settings of your entire site. Click the “Settings” link in the Admin Menu to enter the Settings section.



A horizontal menu bar with several items: Start, Pages, Media, Add-ons, Preferences, Settings, Access, Help, View, and Log-out. The 'Settings' item is highlighted with a white background and a dark border, while the other items have a light blue background.

the Admin Menu, while the Settings section is being visited

## □ Show Advanced Options

The buttons labelled “*Show Advanced Options*” will expand the Settings section, revealing many extra options, which are normally hidden. These extra, advanced options are listed here under the sub-sections where they appear, with the word “(Advanced)” next to their name. To see them, you must first click any one of the “*Show Advanced Options*” buttons.



A rectangular button with a light blue background and a dark border. The text inside the button reads "Show Advanced Options >>".

the *Show Advanced Options* buttons can reveal many hidden options in Settings

## General Settings

### □ Website Title

Enter here the title of your website, which most templates will display by default prominently on every page in your site. Depending on the template used, the website title may also be appear in the title bar of the browser window, for every page of your site.

You should **not** use html in the website title.

### □ Website Description

Should be a short text, briefly and concisely describing your site. Depending on the template used, this text will be inserted as a meta-tag into the html 'head' section of every page in your site - whenever that page does not have its own separate description.

You can give every page in your site its own, individual, specific description, in the *Admin->Pages->Change Settings* for the page. The “*description*” meta-tag can be used by search engines to help catalogue, describe and list your site in their database.

Some templates also use the website default description prominently, sometimes placing it as a 'sub-title' for the site, or displaying it as a special 'blurb' within the body of pages.

You should **not** use html in the website description.

### □ **Website Keywords**

This should be a comma-separated list of words, terms and/or expressions that users are going to use in search engines to find your site. This list is automatically included as a meta-tag in the html 'head' section of every page in your site - whenever a page does not have its own specific keywords.

You can define separate, specific keywords for every single page in your site, in the *Admin->Pages->Change Settings* area for the page. The “*keywords*” meta-tag is used by most search engines to help classify and catalogue your site in their database, and can greatly influence how successful users are in finding your site through these search engines.

You should **not** use html in the website keywords.

### □ **Website Header (Advanced)**

Templates **may** use the header text in their design. Header text, if used, usually appears at the top (header) of every page in your site. Typical header text may include, for instance, a slogan, catchphrase or sub-title for your site. You may use html in the header.

### □ **Website Footer**

Templates **may** use the footer text in their design. Footer text, if used, usually appears at the bottom of every page in your site. Typical footer text includes, for instance, a copyright notice for the site. You may use html in the footer.

### □ **Page Level Limit (Advanced)**

This setting specifies how 'deep' the structure of your site can be. If Page Level

The **order** and **quantity** of keywords does matter. Some search engines will grade how closely a search matches your page, depending on how far down the keywords list it the match is found. Most search engines will also 'cull' your keywords list, if it is too long, to an acceptable length, and ignore repeated entries.

Sites with 'deep' structures tend to make it harder for users to find information.

Restricting Page Level Limit to 2 or 3 can force your site structure to stay simple, and therefore make it easier to navigate.

Limit is set to 1, then your site has a 'flat' structure, and all pages in your site are at the same level as the "Home" page. If Page Level Limit is 2, then these pages are allowed to have 'children' pages. If Page Level Limit is 3, then these children pages are allowed to have children of their own.

### □ Page Trash

When you delete a page from your site, WB confirms the deletion, and if you click "OK", the page is permanently deleted from the database. This means that Page Trash is **disabled** - which is the default behaviour of WB.

If Page Trash is **In-line**, however, when you 'delete' a page it is simply made unavailable. You will still be able to see the page in the Pages list, and 'undelete' it if you need to. In *Admin->Pages->Modify/Delete Page*, you just need to click the 'restore' icon to undelete a page:

Page Title:	Menu Title:	Visibility:	Actions:
Home	Home		
About eSprocket	About eSprocket		
About Us	About Us		

*In-line Trash: "About eSprocket" has been 'deleted' - use the red "restore" arrow to undelete*

### □ Page Languages (Advanced)

When enabled, WB automatically **hides** from the website menu any page that is not in the language of the current logged-in user. So, if the user has selected

You can still permanently delete a page, even if Page Trash is in-line.

Just delete the page a second time, by clicking the 'trash' icon in the Pages list, and confirm.

“*English*” as their language, only English pages appear in the website menu. If the user has “*German*” selected, only German pages appear. Users that are not logged in will see only the pages in the language chosen as the default for the site (*Admin->Settings->Default Settings->Language*).

When disabled, the site menu will include **all** pages, regardless of the language that the page is in, or the language the user has selected.

#### □ **Multiple Menus (Advanced)**

Some templates allow you to have more than one navigation menu in your site. This may be useful, for instance, if you would like to have a 'footer menu', with pages such as *'terms & conditions'*, *'privacy notice'*, *'copyright notice'*, *'links'*, or others, which you may want to show throughout your site, but which you do not want users to perceive as part of the normal navigation hierarchy of your site.

Enabling this feature while using a template with only 1 menu has no effect. This feature only works if you are using a template that supports more than one menu!

If the template you are using supports multiple menus, and you wish to use this feature, enable it here, and save your settings. Now, when you visit a page's *Admin->Pages->Change Settings*, you will see an extra option: a “*Menu*” menu, which allows you to select on a page-by-page basis, in which of the navigation menus the current page will be listed.

If the template you are using does not support multiple menus, you may be able to easily modify it, to add the extra menu(s) you want. To find out how, download our guide to modifying templates: the **Template Primer!**

Template:	System Default
Menu:	Main
Language:	English

*the “Menu” menu appears in the Page Settings*

### □ Home Folders

This option allows you to specify private **media** folders for registered users of your site. This allows users to upload images and files to a private area of their own, which others cannot access or view. In order for the users' “Home Folders” to work, you must:

1. enable “*Home Folders*” here
2. create all required Home Folders manually, in *Admin->Media*
3. assign each previously created Home Folder to the appropriate user(s), in *Admin->Access->User*

Display Name:	<input type="text" value="Tim"/>
Email:	<input type="text" value="tim@mycompany.com"/>
Home Folder:	<input type="text" value="/media/tim"/>
Group:	<input type="text" value="Members"/>
	<input checked="" type="radio"/> Active <input type="radio"/> Disabled

*once Home Folders is enabled, you must assign a default home folder to each user*

When Home Folders is enabled, users cannot see the Home Folders that you've assigned other users. Any **unassigned** folder, or file, in the media folder itself, is considered 'public', and is seen by all users, even if Home Folders is enabled.

When Home Folders is disabled, any user who has access to the “*Media*” section is able to see all folders and subfolders there.

#### □ **Manage Sections (Advanced)**

By default, each page in your site can have several 'sections' - and each section can be of a different type. You can add, remove and reorder page sections in *Admin->Pages->Manage Sections*.

This option, however, allows you to completely disable access to the “*Manage Sections*” area of all pages in your site, thereby disabling the capability to add/remove or reorder the sections of any existing - or future - page.

Current Page: **Home** - Change Settings - Manage Sections  
Last modification by Administrator (admin), 8:01 am, Friday, 6th April, 2007

*shortcuts in a page's Modify Page heading: while editing a page with Manage Sections enabled...*

Current Page: **Home** - Change Settings  
Last modification by Administrator (admin), 8:01 am, Friday, 6th April, 2007

*...and now, with Manage Sections disabled.*

Use this to ensure that every page created in your site will contain only 1 single section, or to stop users from changing the sections of already-existing pages.

#### **Section Blocks (Advanced)**

Even if you specify several different sections inside a single page, all these sections normally appear inside a single **block**.

Some templates, however, have more than one single block where you can add sections. This allows you to add content to different areas on a page - such as, for instance, adding sections to a sidebar, or to a footer, as well as to the main

content area. This can be useful for adding news snippets, shoutboxes, quotes, or other secondary content to specific pages of your site.

For this option to work, you must be using a template that has multiple blocks, and “*Manage Sections*” must be on!

If the template you are using supports multiple blocks, and you wish to use this feature, enable it here, and save your settings. Now, when go to the “*Manage Sections*” of any page in your site, and for every section there you will see an extra option: a “*Block*” menu, which allows you to select on a section-by-section basis, in which block the current section will appear.

If the template you are using does not support multiple blocks, you may be able to easily modify it, to add the extra block(s) you want. To find out how, download our guide to creating and modifying your templates: the **Template Primer!**

The screenshot shows a configuration interface for 'Manage Sections'. It has three main columns: 'Type', 'Block', and 'Actions'. Under 'Type', there are two options: 'WYSIWYG' and 'News'. Under 'Block', there are two dropdown menus, both currently set to 'Main'. Under 'Actions', there are two icons: a downward-pointing triangle and a trash can icon. At the bottom center, there is a 'Save' button.

*managing sections with Section Blocks enabled*

## □ Intro Page

By default, the 'home page' of your site - the default page that is shown when users navigate to the directory where WB was installed - is the very **first page** listed in the *Admin->Pages->Modify/Delete Pages* section. This page is just like any other page in your site - and you can create it and modify its content just as

you do all other pages.

Under some rare and special circumstances, however, you may wish to have an introductory page that is totally different to - and outside the rest of - your site. This may be, for instance, because you must force the visitor to view a warning before entering your site, or ask them to make a selection, or run some custom programming code. In such cases, you can specify here, that your site needs an **intro page**.

Once “*Intro Page*” is enabled, at the bottom of your *Admin->Pages* section you will see a third area, “*Modify Intro Page*”. That area allows you to enter the content of your site’s custom intro page.

You must remember to add links in the intro page to the rest of your site, as the site menu does not appear in the intro page. The menu does not appear in the intro page, because it is part of your site’s template. Your intro page does not use the site’s template. Therefore, you must design the intro page **in full**.

Intro pages are **very rarely** needed.

Chances are, you can achieve the same functionality simply by adding an extra page to your site, selecting a different template for that page, and moving that page so that it becomes your home page.

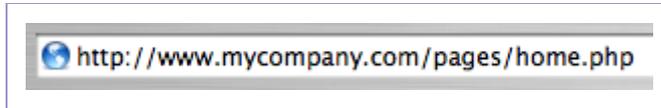
#### ❑ **Homepage Redirection (Advanced)**

When a visitor first enters your site, WB ‘silently’ directs them to your home page, without changing the address that is displayed in the user’s browser. If “*Homepage Redirection*” is enabled, however, the redirection will be **visible** in

the browser - the address bar will show the true address of the home page.



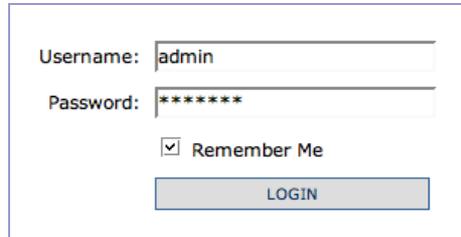
*visiting the home page with Homepage Redirection off*



*visiting the same home page with Homepage Redirection on*

#### **Smart Login (Advanced)**

The “*Smart Login*” option will add a “*Remember me*” checkbox to the Admin Login page, so that the user does not have to remember their login information every time they access the Admin area of the site. The login information is stored in the user’s browser cookies.

A login form with a blue border. It contains a 'Username:' label followed by a text input field containing 'admin'. Below it is a 'Password:' label followed by a password input field containing '\*\*\*\*\*'. A checkbox labeled 'Remember Me' is checked. At the bottom is a grey 'LOGIN' button.

*logging into your site admin with Smart Login enabled*

#### □ **Captcha Verification (Advanced)**

When “*Captcha Verification*” is enabled, the “*Sign Up*” form will contain a [captcha](#) field, useful in stopping non-human visitors - such as spammers' automated bots - from registering and gaining access to your site.

A captcha verification field with a blue border. It shows a distorted image of the numbers '2 9 2 4 5' followed by an empty text input field.

*a typical captcha verification field*

This option is only useful if you have enabled automatic sign-ups in *Admin->Settings-General Settings->Sign-up*.

## □ Login

Most WB templates can display a login/logout form in the frontend of your site. This is useful for sites where you may have members who should have access to special private areas of the site, but who do not necessarily have to have any access to the admin. The login form can display other useful items as well, such as a signup link - if you have Sign-up enabled. The login form, once the user has logged in, displays a user greeting, and turns into the '*logout*' form!

If Login is enabled, and you are using a template that uses the login form, then it will be displayed. If Login is disabled, the login form will not be displayed in the frontend, even if the template includes it.

## □ Sign-up

This option allows visitors to sign-up from the frontend, to become members of your site. Anyone signing up will be **automatically accepted**, and will become a member of a group, which will be selected by you here.



The image shows a form element with the label "Sign-up:" on the left. To its right is a horizontal dropdown menu. The menu is currently open, showing the word "Members" as the selected option. A small downward-pointing arrow is visible on the right side of the dropdown box.

*selecting which group new users will belong to automatically after Sign-up*

In order to minimise automated registrations by spammer bots, you can enable a verification captcha during the sign up process - please see above, under "*Captcha Verification*".

In order for automated Sign-up to work, you must:

Users that need to have access to the Admin area of your site - such as page and content Editors - can still log in through the normal Admin area login page, even if Login is disabled.

1. enable Log-in, in *Admin->Settings->General Settings*
2. use a template that uses the login interface
3. define a group, to which all new site users will automatically belong to - you can do this in *Admin->Access->Groups*
4. finally, in *Admin->Settings->General Settings->Sign-up*, select the group you defined for the new users



The image shows a login form with the following elements:

- LOGIN** (Title)
- Username:
- Password:
- Login (button)
- [Forgot Details?](#)
- [Sign-up](#)

*once Sign-up has been enabled, visitors will see a “Sign-up” link in your login form*

Once users sign up, they are sent an automated email message, containing a randomly generated password. Using that password, they will be able to log on, and change all of their preferences to their liking - including the password itself.

#### **PHP Error Reporting Level (Advanced)**

This setting is used to help programmers and developers troubleshoot problems and incompatibilities, and unless otherwise instructed, it should be left at “*System Default*”.

#### **WYSIWYG Style (Advanced)**

If the WYSIWYG editor you are using is HTMLArea, you can enter style information here - such as default font, and font size - that will be used when using HTMLArea to edit content. This setting may not work with other WYSIWYG editors. It is only useful in helping you format the display of what you see while working in the editor, and does not affect the appearance of pages in your site.

#### **Server Email (Advanced)**

The email address that will be used as the 'sender' of the automatic messages sent by WB.

#### **WYSIWYG Editor (Advanced)**

You can select here which editor you wish to use when working on the content of your site. By default, WB ships only with HTMLArea, but several other editors can be downloaded as Add-Ons. You can also choose not to use a WYSIWYG editor, which would display all content as 'raw code'.

## Default Settings

### □ Language

Select here the default language that will be used in the pages in your site. Every new page created will be assigned this language, unless otherwise specified. This is also the assumed default language for every new user added to your site.

The language is used by search engines to help identify and catalogue the pages in your site, as well as internally by WB, to translate interface items used by template designers - such as the text in the login form.

### □ Charset (Advanced)

The character set that is being used to encode the text displayed in your pages. WB uses “Unicode (*utf-8*)” by default.

### □ Timezone

The time zone where **the server** running WB is located. If you do not know the time zone of the server, but know where it is located, then you can consult: [http://en.wikipedia.org/wiki/Time\\_zone](http://en.wikipedia.org/wiki/Time_zone).

### □ Date Format / Time Format

The default date format that is used in various sections of the Admin area.

### □ Time Format

The default time format that is used in various sections of the Admin area.

You can download several other languages from the WB Add-On Repository.

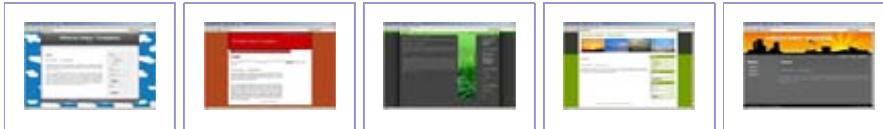
You can also download a “Language Editor” module, which allows you to customise the displayed text in any language, or even make an entirely new translation of WB!

## □ **Template**

The template design that will be assigned by default to all newly created pages in your site. WB ships with merely a handful of templates, however there are numerous user-contributed templates, that can be downloaded directly from our Add-On Repository: <http://addons.websitebaker.org/>.

The content, style, and features implemented by template designers vary greatly from template to template. Notice that not all templates display features such as: log in form, search form, breadcrumbs, site or page descriptions, support for multiple menus, support for section blocks, etc.

The chosen template will dictate the aspect - as well as some of the **functionality** - of your site.



*thumbnails of a few template designs from the Add-Ons Repository*

It is relatively easy to customise a template, to add the extra functionality it does not have, and which you may require.

For further information, download and consult the **Template Primer**.

## Search Settings

### Visibility

Here you can specify whether you want visitors and/or registered users to be able to search the content of your site. The options are:

- **Public:** everyone, including anonymous visitors, will be able to see the search form, and search the content of your site.
- **Private:** the search form will only be shown once a user has logged in. Anonymous visitors are not able to see the form, or search the site.
- **Registered:** the search form is always visible, but only logged in users are able to perform searches. If anonymous users try to perform a search, they are directed to a login page instead.
- **None:** the search form is never shown - no one will be able to search.

### Template

Determine here whether the Search/Search Results page will use the same template as other pages in your site.

If you select “*System Default*”, the Search/Search Results page will use the template specified in *Admin->Settings->Default Settings->Template*. If you would like your Search/Search Results page to use a different template, select it here.

### Header (Advanced)

The “*Header*” part of the Search/Search Results page appears before the

If you know some html, you can play with the Header, Results Header, Results Loop, No Results, Results Footer and Footer sections, and totally customise the look and structure of your Search Results page.

*“Results Header”*. Typically, it includes the 'Search' title, as well as a search form with a search field, button and extra options for further searching.

The Header can be defined by using a combination of html, php and WB markup.

#### □ **Results Header (Advanced)**

The *“Results Header”* is the part of the Search/Search Results page that appears between the Header, and the list of search results. Typically, it includes the description of the text that was just searched.

The 'Results Header can be defined by using a combination of html, php and special WB markup.

#### □ **Results Loop (Advanced)**

The *“Results Loop”* is repeated and applied once for every search result found, producing a results list, which is displayed between the Results Header and the Results Footer. It can be defined by using a combination of html, php and special WB markup.

#### □ **Results Footer (Advanced)**

The *“Results Footer”* appears after the list of results in the Search/Search Results page, and before the page Footer. Typically, it may include closing statements for html or php code started in the Results Header. It can be made up of a combination of html, php and special WB markup.

#### □ **No Results (Advanced)**

The *“No Results”* section is shown instead of the Results Loop, when the search

yields no results. It is usually made up of a simple statement that no result was found, but it can include html, php and other special WB markup.

#### □ **Footer (Advanced)**

The “*Footer*” appears after the Results Footer, at the very bottom of the content area in the Search/Search Results page. Typically, it may include closing statements for html or php code that was started in the Header. It can be made up of a combination of html, php and special WB markup.

## Server Settings

### **Server Operating System**

This setting is usually selected during installation, and it should reflect the operating system of the server where WB is running. Unless you accidentally selected the wrong operating system during installation, this setting should never have to be changed.

### **World-writable file permissions Checkbox**

This option, available only when WB is running on a Linux/Unix based server, changes the permissions of any new file or directory created by WB to “777”, making them readable, writable and executable by anyone.

Anyone capable of accessing the new pages will be able to edit or delete them. This option makes your WB installation extremely insecure, and vulnerable to malicious, or even accidental damage.

Unticking the checkbox will **not** turn this option off. To switch it off, you must:

1. click the “*Show Advanced Options*” button
2. turn off the appropriate options under “*Filesystem Permissions*”

### **Filesystem Permissions (Advanced)**

This option, available only when WB is running on a Linux/Unix based server,

allows you to specify the permission level of any new file or directory automatically created by WB. Simply tick the appropriate permission to allow, or untick it to forbid.

Files:			Directories:		
User:	Group:	Others:	User:	Group:	Others:
<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Read
<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Write	<input type="checkbox"/> Write	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Write	<input type="checkbox"/> Write
<input type="checkbox"/> Execute	<input type="checkbox"/> Execute	<input type="checkbox"/> Execute	<input checked="" type="checkbox"/> Execute	<input checked="" type="checkbox"/> Execute	<input checked="" type="checkbox"/> Execute

*Filesystem Permissions showing the default permission levels*

The permission levels of files and directories affects the workings of several functions and modules of WB.

The default permission levels should be adequate for the vast majority of installations. Do not change these permission levels, unless you understand the setup of your server, and you have a compelling reason for doing so.

#### **Pages Directory (Advanced)**

Here you can specify the default sub-directory of your WB installation where your site's pages are stored. The default should not be changed, unless you have a compelling reason for doing so.

#### **Media Directory (Advanced)**

The name and location of the default sub-directory where media files (images,

downloadable documents, etc.) are stored and managed. You should leave the default unchanged, unless you have a compelling reason for doing so.

#### **Page Extension (Advanced)**

You can specify here the extension of site pages automatically created by WB. Most modules, as well as WB itself, expect these pages to be php. Unless your server is setup in a very specific way, and requires php pages to be identified differently, you should leave the default unchanged.

#### **Page Spacer (Advanced)**

WB uses the Page Title to name new page files. If the Page Title has a space character, however, WB substitutes it with whatever alternative character is specified here. Please note, that depending on your server configuration, certain characters are not allowed, or will cause problems. The default setting should be adequate for the vast majority of installations, and you should not change it unless you have a compelling reason for doing so.

#### **Rename Files On Upload (Advanced)**

As certain types of pages are uploaded in your Admin area, WB automatically renames them, if needed, to help system compatibility. Specify here the file types which WB will automatically rename. The default is correct for most installations, and should not need to be changed.

#### **Session Identifier (Advanced)**

This is a prefix used to identify cookies in your sites visitors' browsers. You can use a unique text string (using only character in the range a-z) to identify your

site, if you wish - such as “mycompany”. The default “wb” does not need to be changed, and should work without any problems for most installations.

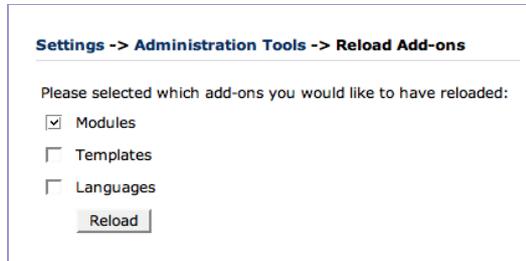
## Administration Tools (Advanced)

Please note, that this entire section of *Admin->Settings* is only visible after you click one of the “*Show Advanced Options*” buttons.

### □ Reload Add-ons (Advanced)

You should always use the *Admin->Add-ons* section to install and uninstall your add-ons. In some rare occasions, however, you may need to manually install or uninstall an add-on - for instance, when you are developing your own add-on. In this case, **after** you have manually uploaded/deleted your add-on, you need to warn WB to reset its configurations.

To do that, click on “*Reload Add-ons*”, select the type of add-on you would like WB to reload, and then click the “*Reload*” button.



**Settings -> Administration Tools -> Reload Add-ons**

Please selected which add-ons you would like to have reloaded:

- Modules
- Templates
- Languages

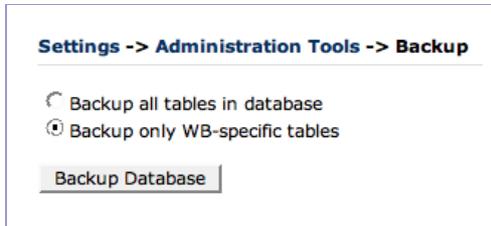
*telling WB to reload its Modules*

Some Add-Ons can install extra Administration Tools, which then become available in this section of your Admin.

### □ Backup (Advanced)

Use this tool to download a backup of the backend MySQL database used in your site. You can choose to download a backup of all the tables in the database (good choice, if the database is used exclusively for your site), or only WB-specific tables (better choice if your database is shared with other sites and programs).

To create the backup, click on “*Backup*”, select the appropriate choice, then click on the “*Backup Database*” button.



*backing up a database that is shared with other programs and sites*

**Note: this is not a complete backup of your entire WB site!**

To fully backup your WB site, using your ftp client you should also make a copy of your site's entire directory, including all of WB configuration files, and add-ons.

# Access

In the Access section you define and manage your site's **users** and **groups**. Click the “Access” link in the Admin Menu to enter the Access section.



*the Admin Menu, while the Access section is being visited*

The Access section is subdivided into 2 sub-sections:

- **Users:** where you define and manage individual site users. Click on “Users” to enter this sub-section.
- **Group:** where you define and manage user groups. Click on “Groups” to enter this sub-section.

## Users

In this sub-section of Access you can create, activate, disable and delete users, enter and change all user information, as well as place users in groups.

### Modify/Delete User

#### □ **User Drop-Down Menu**

Use this menu to select an existing user which you want to delete or modify.

#### □ **Modify Button**

Once you've selected an existing user from the drop-down menu, click the *"Modify"* button, to change the settings and information for the user. The options you will have are exactly the same as those described under *"Add User"* below.

#### □ **Delete Button**

Once you've selected an existing user from the drop-down menu, click the *"Delete"* button to delete the user from the database. Before the user is deleted, you receive a confirmation warning.

Once you click *"OK"* in the confirmation dialogue, the user will be permanently deleted. This cannot be undone!

## Add User

### Username

The name the user will use for login in and identifying themselves.

### Password

The password the user will use for logging in and identifying themselves.

### Re-type Password

The password must be retyped here, to confirm it.

### Display Name

The name that WB will use to greet the user, once the user has logged in.

### Email

The email address where the user can be contacted - messages sent by WB to this user will be directed to this address.

### Group Drop-Down Menu

The areas, features and functionality of WB that a user can access are determined by the **group** to which the user belongs. To place the user in a group, select the group from the menu.

To restrict the access of users to certain parts or functions of the site, create a group with the appropriate access restrictions, and then place the users in this group, as needed.

By default, every installation of WB has at least 1 essential group, which cannot

be deleted: “*Administrators*”.

Any user who belongs to the **Administrators** group has full access to all areas of the Admin, and can delete or modify everything in your site.

The Administrators group by default has 1 user in it - the 'Administrator' user that was created when you installed WB.

#### □ **Active/Disabled Buttons**

You may wish to stop a user temporarily from logging into your site. Rather than deleting the user - which is permanent - you can simply **disable** the user here. Disabled users are not able to login, although all their details are still kept in the database. To allow a disabled user to log in again, simply make them **active**.

#### □ **Reset Button**

To clear all the information you entered, and start again from scratch, click [here](#).

#### □ **Add Button**

Once you've specified all the user's details as you wish, click this button to create the new user.

## Groups

In this sub-section of Access you can create and delete groups, as well as specify and modify the access permissions of a group.

### Modify/Delete Group

#### □ **Group Drop-Down Menu**

Use this menu to select an existing group which you want to delete or modify.

#### □ **Modify Button**

Once you've selected an existing group from the drop-down menu, click the *"Modify"* button, to change the settings and permissions for the group. The options here are exactly the same as those described under *"Add Group"* below.

#### □ **Delete Button**

Once you've selected an existing group from the drop-down menu, click the *"Delete"* button to delete the group from the database. Before the group is deleted, you receive a confirmation warning.

Once you click *"OK"* in the confirmation dialogue, the group, as well as all users that belong to it, will be permanently deleted. This cannot be undone!

## Add Group

### Name

Enter the name of the group that will be created.

### System Permissions

Select the sections of the Admin which members of this group will be able to access. If you leave “Pages” unticked, for instance, members of this group will not be able to access the Pages section of the Admin, and the “Pages” item will disappear from the Admin Menu when a member of this group is logged in.

“Modules”, “Templates” and “Languages” are sub-sections of the **Add-Ons** section. “Users” and “Groups” are sub-sections of the **Access** section.

System Permissions:	<input checked="" type="checkbox"/> Pages	<input checked="" type="checkbox"/> Media	<input type="checkbox"/> Modules	<input type="checkbox"/> Templates
	<input type="checkbox"/> Languages	<input type="checkbox"/> Settings	<input type="checkbox"/> Users	<input type="checkbox"/> Groups

carefully selecting what areas of the Admin this group will be able to access

### Show Advanced Options

Normally, System Permissions only allow you to either block a group from accessing a section, or to enable full access to it. However, if you click the “Show Advanced Options” button, System Permissions will expand, and you will be able to control specific permissions for the various sections of the site Admin.

For instance, instead of stopping a group from using the Media section

altogether, you may wish to give the group permission to view and upload items, but stop them from deleting, renaming or making any other changes to it.

Media	
<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Upload File(s)
<input type="checkbox"/> Rename	<input type="checkbox"/> Delete
<input type="checkbox"/> Create Folder	

*using Advanced Options to fine-tune access and use of the Media section*

#### □ Module Permissions

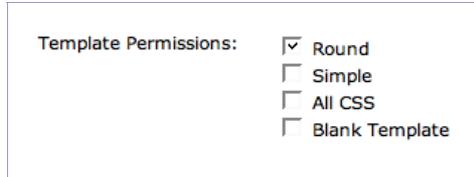
If a group has permission to create new pages, here you can specify what types of pages the group is allowed to **create**. This does not affect the group's ability to view or access these types of pages.

Module Permissions:	<input type="checkbox"/> News
	<input type="checkbox"/> Wrapper
	<input type="checkbox"/> Menu Link
	<input type="checkbox"/> Code
	<input type="checkbox"/> Form
	<input checked="" type="checkbox"/> WYSIWYG

*this group can only create WYSIWYG pages - but they can still view and use all others*

### □ **Template Permissions**

If a group has permission to modify settings of pages, you can then specify here what templates the group is allowed to **assign** to pages. This does not affect the group's ability to view or access pages that use other templates.

A screenshot of a web interface showing 'Template Permissions' for a group. The label 'Template Permissions:' is on the left. To its right are four checkboxes with corresponding labels: 'Round' (checked), 'Simple' (unchecked), 'All CSS' (unchecked), and 'Blank Template' (unchecked).

Template Permissions:	<input checked="" type="checkbox"/> Round
	<input type="checkbox"/> Simple
	<input type="checkbox"/> All CSS
	<input type="checkbox"/> Blank Template

*this group will only be able to choose the Round template in their page settings*

### □ **Reset Button**

To clear all the information you entered, and start again from scratch, click [here](#).

### □ **Add Button**

Once you've specified all the group's settings as you wish, click this button to create the new group.

## Help

Clicking “*Help*” in the Admin Menu will open a new browser window or tab, with Website Baker’s official help site.

Note, that clicking “*Help*” does **not** log you out! - your Admin area is still open, and you are still logged in.

## View

Clicking “*View*” in the Admin Menu will open a new browser window or tab, with your site’s home or intro page.

Note, that clicking “*View*” does **not** log you out! - your Admin area is still open, and you are still logged in.

## *Log-out*

Clicking “*Log-out*” in the Admin Menu will log you out, and take you back to the Admin Login page.