Using the KSER website
A guide for volunteers

KSER's Independent Public Radio

KSER's Content Management System

Back in the 20th century, updating and working on a website required special skills and mastery of some rather complicated web-design programs. The rest of us mortals could do simple things, but we could also create huge headaches purely by accident. These hurdles in usability prevented all but a few from playing a meaningful role in managing a website and its content.

But just as community radio pioneered efforts to make broadcast technology available to more people, the "Open Source" movement has pioneered technologies that make creation of website content easy and accessible to nearly anyone with a computer.

The KSER website is built using what's called a Content Management System, powered by open source software, called Drupal.

A content management system allows anyone with the proper permission to update content, write new pages, and in general, manage the portion of the website they have access to. As a volunteer, you now have the capacity to manage your own web page on the KSER website. You can maintain an online diary (called a blog), correspond with listeners, and post pictures and links on your page. Volunteers who are interested can be granted permission to manage and update other content on our website as well.

The process is relatively simple and is outlined in following pages of this guide.

If you cannot find the answer to your questions here, please contact Bruce directly. He can help you, and will incorporate your question in future revisions of this handout.

Your Responsibility:

You are responsible for everything you say over the air on KSER, and the same holds true for what you write on our website. The same rules and expectations governing your on-air activity apply online.
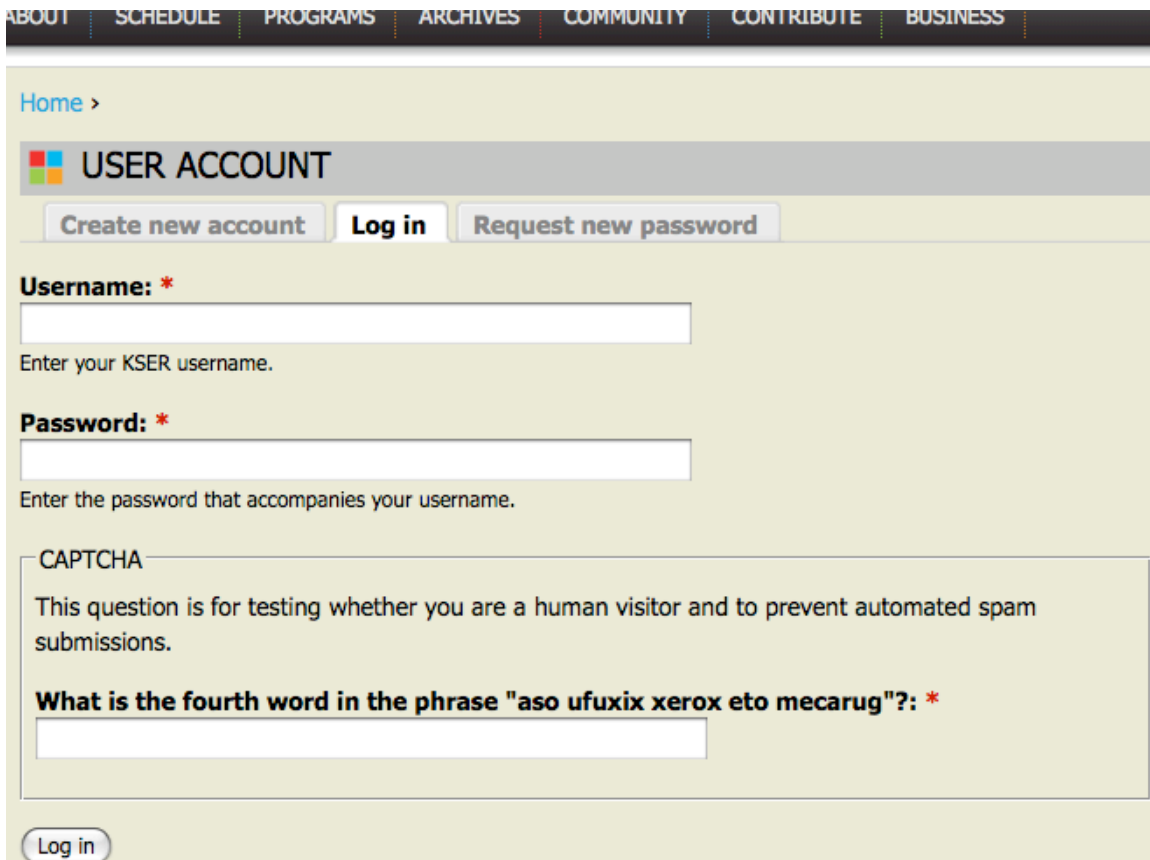**Please exercise good judgment in what you say and do on our website.**

Everything you write reflects on KSER and affects everyone else who works and volunteers here. The well-being of this truly unique and rare resource rests under your fingertips.

Accessing the KSER website content management system

To begin working with content on the KSER website, you must first log-in as a valid user. To do this, go to this url:

http://kser.org/user

You'll see this login page:

Enter your username and password.

Make sure you enter the "CAPTCHA" word. It's always lower case, but changes every time you access the login page. This is meant to foil robots.

Click "Log In" and you'll arrive at your personal page. Here you can change your password or your email address.

Editing your Biography

To edit your Bio page, go to the "About" menu (at top of page), and select "Volunteers" from the drop-down menu. When you click on your name, you'll be directed to your Bio page, where you can edit it.

DO NOT <u>CREATE</u> A NEW BIO PAGE, A NEW SHOW, OR A NEW PROGRAM.

DO NOT INSERT A TABLE INTO ANY PAGE OR STORY YOU CREATE.

These have already been created, and you'll just confuse our website database.

Editing your Program

To edit your Program information, click on the "Program" menu, and then click on your show. You can now edit your program information.

Managing your content

Once you have logged in, you can use the same menu at the bottom left of your screen to manage your blog, your bio, and other content.
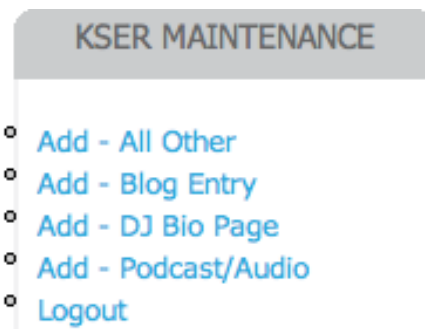
To add any page, including a blog post, you must follow these four steps:

1. Click "Add Blog" (or whatever else you want to add)
2. Fill in all the required information.
3. Submit your post.

The "Submit" button is at the bottom of the whole webpage. If you are writing a rather long page, it's a good idea to submit the page every 5-10 minutes and just re-open it for editing. This way, you'll save your work as you go. Otherwise, one problem with your browser and you'll have lost all your work.

We'll describe the process of adding a blog post, since this is the most common activity you'll do when using our website

To add a new blog post, click on the appropriate menu item. You'll see the standard editing form.

KSER MAINTENANCE

- Add - All Other
- Add - Blog Entry
- Add - DJ Bio Page
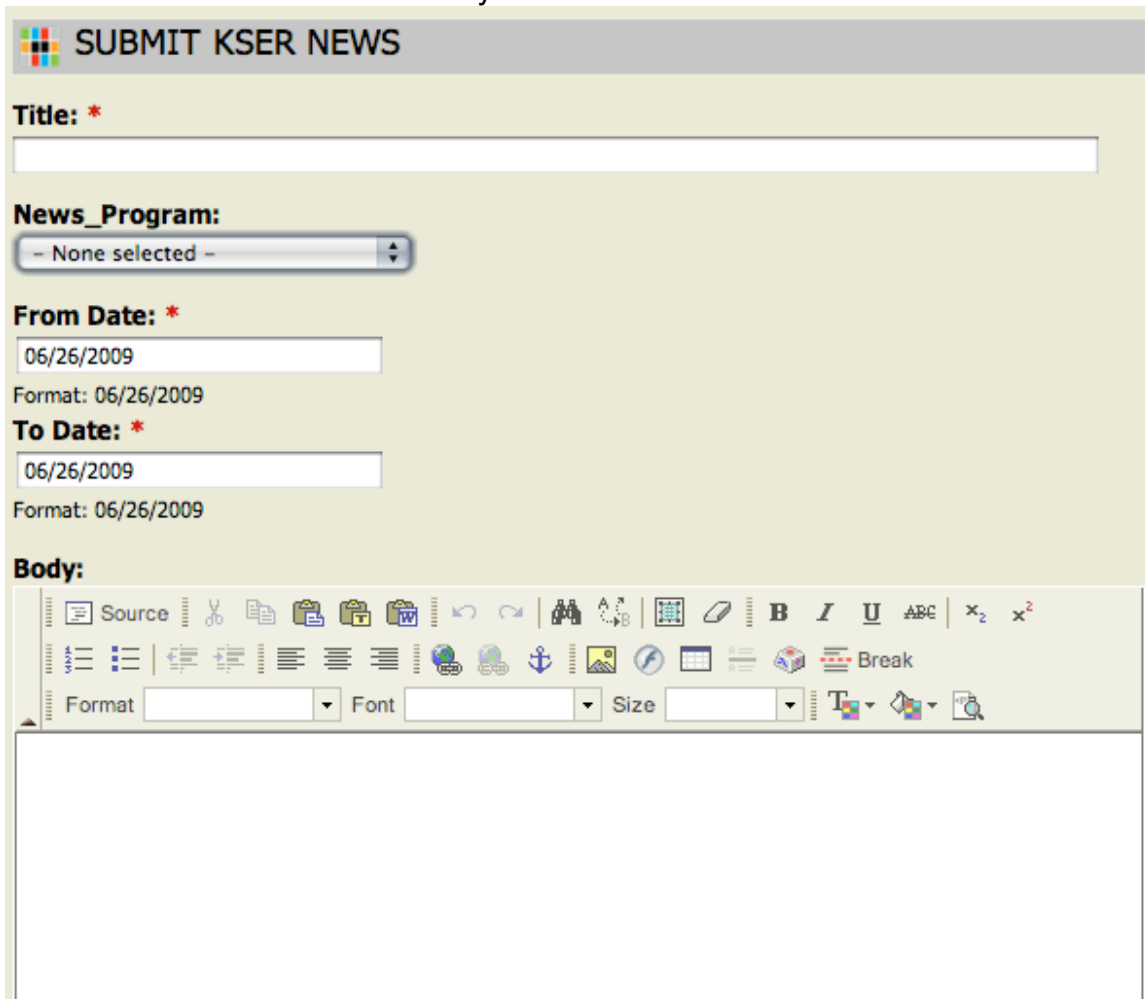- Add - Podcast/Audio
- Logout

Creating a front page story

Aside from posting to your blog, the next most common reason to use the KSER website CMS is to promote upcoming programs on the station. These are called "stories" and are of 3 different types:

- Front page features
- News stories
- Music Features

The method of posting a story is pretty much the same for each type, but for this example, we'll post a story about an upcoming local news program. To begin, look at the "KSER Maintenance" pane on the left and select "add – News Story".
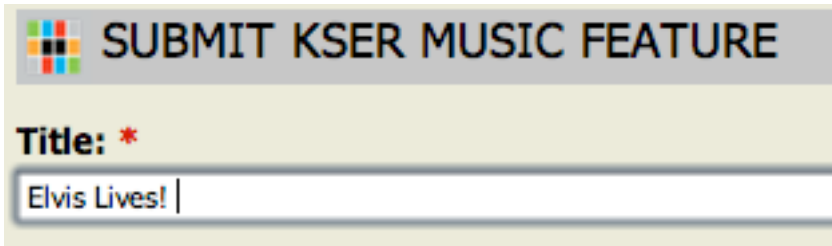
You'll see the standard news story form:

SUBMIT KSER NEWS

Title: *

News_Program:
– None selected –

From Date: *
06/26/2009
Format: 06/26/2009
To Date: *
06/26/2009
Format: 06/26/2009

Body:
Source | B I U ABC x₂ x²
Format | Font | Size | Break

Title

In the Title field, put the title of the story. This should be like a headline – something catchy and succinct. A title should tell the reader what the story is about and why they should keep reading. Use Title Case (capitalize first letter of each word) but don't use ALL CAPS.
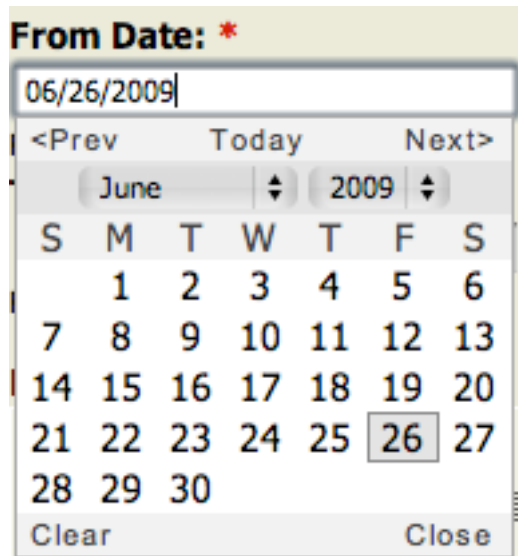

From Date

Put the start date of the story, usually no more than a week prior the air date of the program. You can start the story whenever you like actually – it will appear in the complete listing of upcoming programs – but it will not show up on the front page until a day or so before the end date.
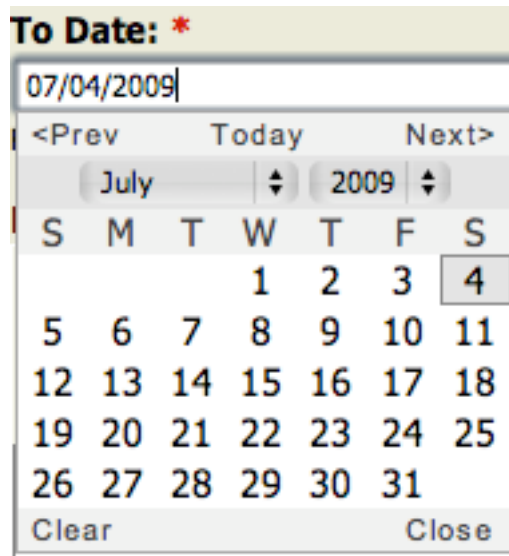
To Date

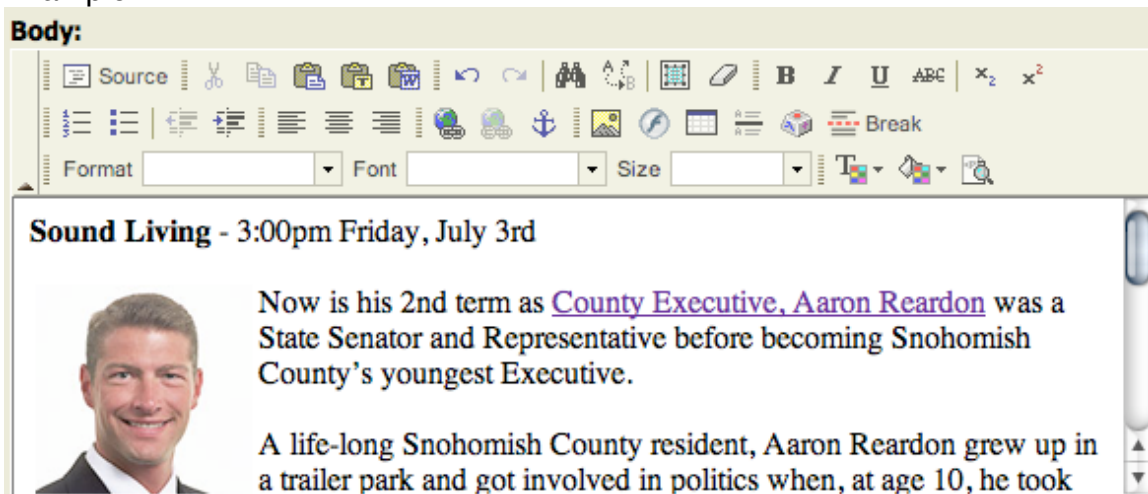The date the story should be removed from the front page. This should always be right after your show. We're working on including a "End Time" field, but until that issue is fixed, use the day AFTER your show airs. The story will disappear at midnight (00:00) of the "To Date".

Body

Next, type the details of the program in the Body area. Please use the following format for every story:

- **Program Name -** Time, Day, Date
- Carriage return
- Picture (when possible)
  - Aligned either left or right
  - 2 pix horizontal space.
  - Never larger than 150 pixels wide. 120 is preferred.
- Catchy first sentence
- Carriage return after each sentence or paragraph (for readability).
- Include links to your blog, your personal website, and/or any other interesting pages (such as band websites or guest's website).

Example:

MAKE SURE YOU HAVE THE COPYRIGHT TO POST ANY IMAGE ON OUR WEBSITE.

If you don't know for sure that the image is royalty free and/or open source, DO NOT USE IT.

DO NOT INSERT A TABLE INTO ANY PAGE OR STORY YOU CREATE.

Using the Editor

The editor is a simplified word processor that allows you to format documents, add pictures and links, and publish your page to the website. There are three key elements to posting a page: *Title, Show,* and *Body.*

The Title is whatever you wish to name the page (no profanity of course!)

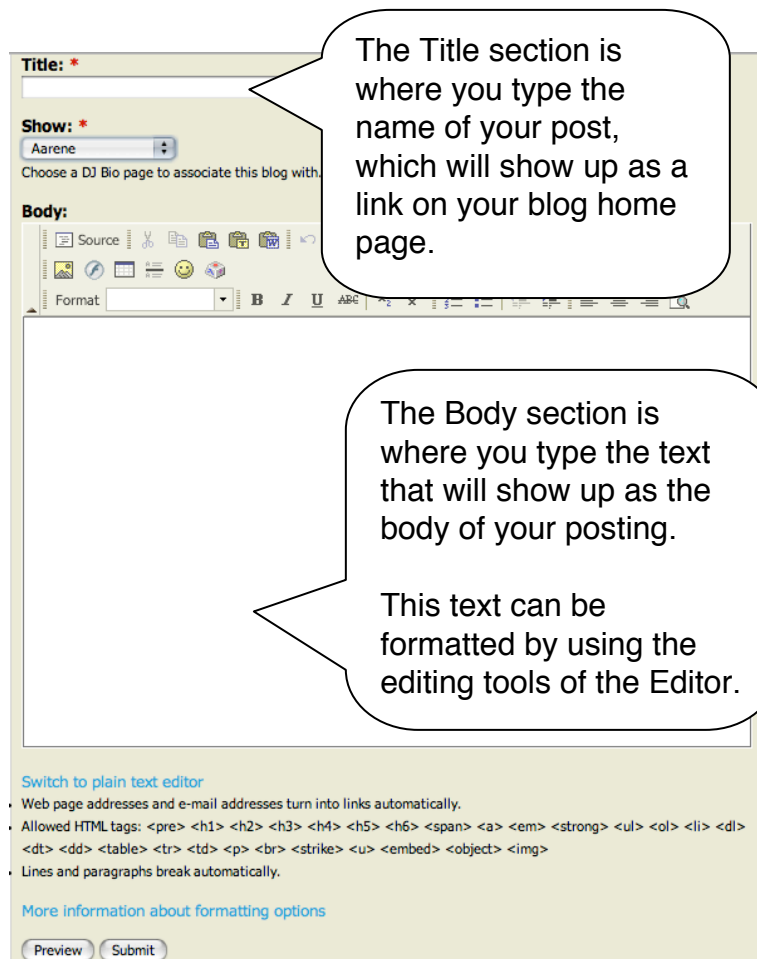**The Show** is somewhat of a misnomer, and actually refers to the Host of the show.

The Body is where you type the text of your page, and add any special formatting.

There are many features of the Editor, and most should be familiar to you from using other word-processing programs (such as Microsoft Word).

However, there are a couple features (and some quirks) unique to the Editor which are described in the following pages.

The Title section is where you type the name of your post, which will show up as a link on your blog home page.

The Body section is where you type the text that will show up as the body of your posting.

This text can be formatted by using the editing tools of the Editor.

The Tool Bar

The icons on the Toolbar are the controls for various formatting options. The ones you'll use most frequently are the Clipboards, the weblinks, and image controls.

The Clipboards

The Clipboards give you three different options for pasting text into a webpage:
- Paste (as is)
- Paste Text Only
- Paste from Microsoft Word.

Paste (preserves whatever format was copied into the clipboard.

Paste Text Only Removes all formatting and pastes as plain text.

Paste from Word Preserves Word layout and other formatting, but removes undesirable code.
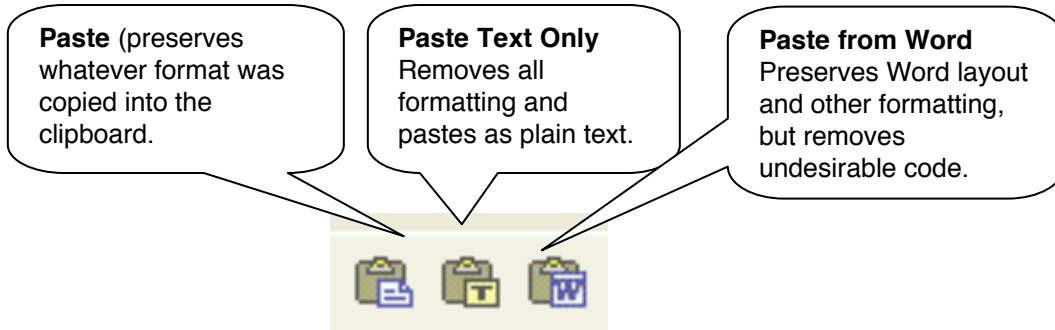
Paste

The first (Paste) keeps whatever formatting the original text is in, including fonts, links, tables, etc. This can be useful when you want to post something from another webpage (such as your MySpace or Facebook page). But in order to secure our website from possibly malicious code (as in a webpage that has been accidentally poisoned with a virus-like script), the Paste clipboard only renders a simplified set of HTML formatting.

In many cases, what you paste in your page may not look or work correctly, so it is best to paste the content as plain text, which is the purpose of the second Clipboard, Paste Text.

Paste Text

This Clipboard removes all formatting from the source, and pastes just the plain text. Then you can add the formatting you desire (special fonts, bullets, pictures, weblinks, etc.) using the built-in Editor. This is usually the best choice, since it ensures the Editor correctly formats your text for our website.

Paste From Word

This Clipboard preserves most of the formatting from a Microsoft Word document, but since Word has quirks of it's own, this may result in unintended consequences. In general, it is better to paste plain text, and format your page using the Editor.

Don't forget to click "Submit" at the bottom to publish your page to the website!

Adding Images

There are several steps to adding an image to your webpage. You must first place your cursor at the point in the text you would like your image to reside. You must upload your image to the KSER website, so that the file system can find the image. Then you must determine its size and location on the page. And you must include a text description of the image so sight-impaired website users can still access the information.
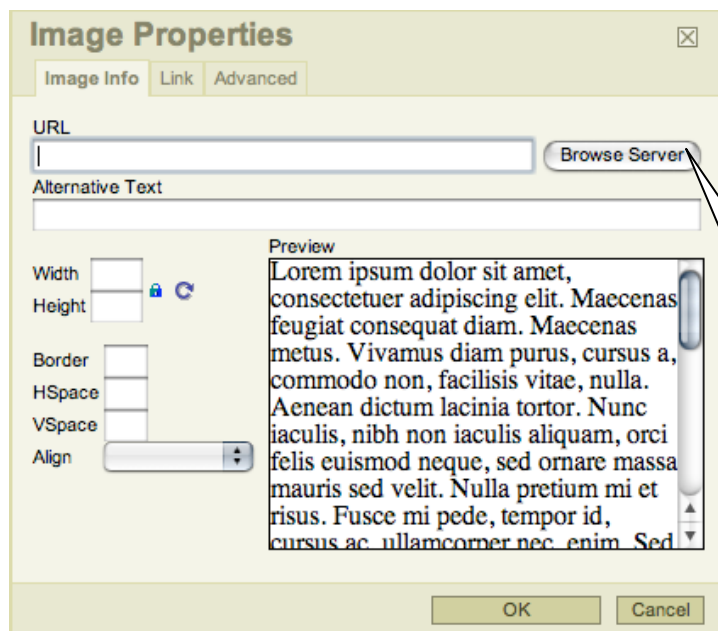
To place the image, start by putting the cursor where ever you would like the image to be.
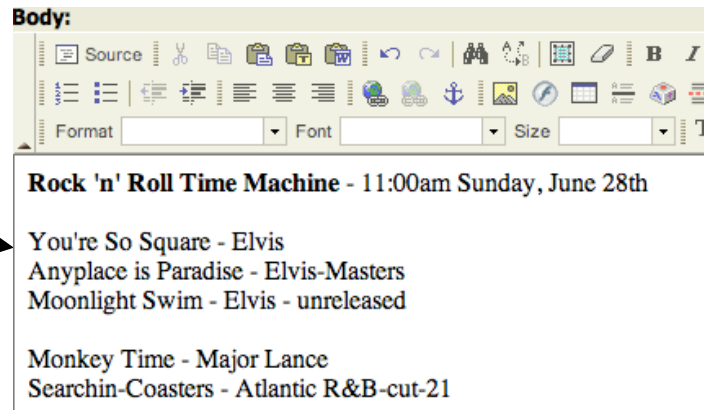
Next, you must upload the image you would like to use.

You cannot just paste an image into the Editor. Our web-server has to have a copy of the image on file in order to "send" it to visitors to our website.

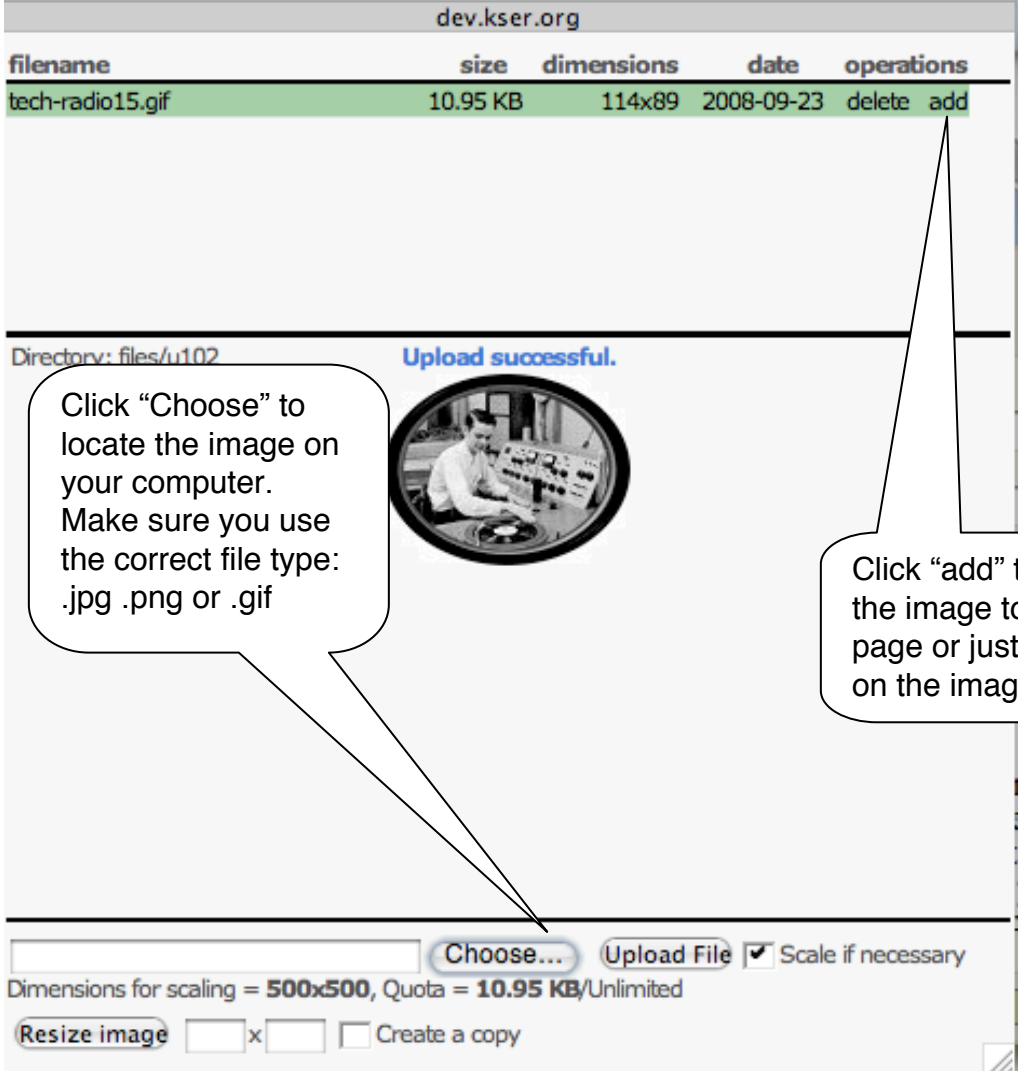To upload and position an image, click on the image icon.

You'll see this navigation box which allows you to locate an image on your computer, then upload it, and finally add it to your page.

Click "Browser Server" to locate the image on your computer

Uploading an Image

When you click "Browse Server" you'll see this box, which allows you to locate the file and then add it to your page.

Click "Choose" to locate the image on your computer. Make sure you use the correct file type: .jpg .png or .gif

Click "add" to add the image to your page or just click on the image itself

Placing an Image

Once you've clicked the "add" button next to the image you want, you'll get a dialog box that gives you control over the size of the image (usually around 100 pixels), how you want to wrap it around the text and for adding a link to the image. Keep your image no larger than 200 pixels, otherwise it will not fit on the homepage.

Note: It's important to add a description of the image for those folks who may be sight-impaired and access our website using a text-reader.
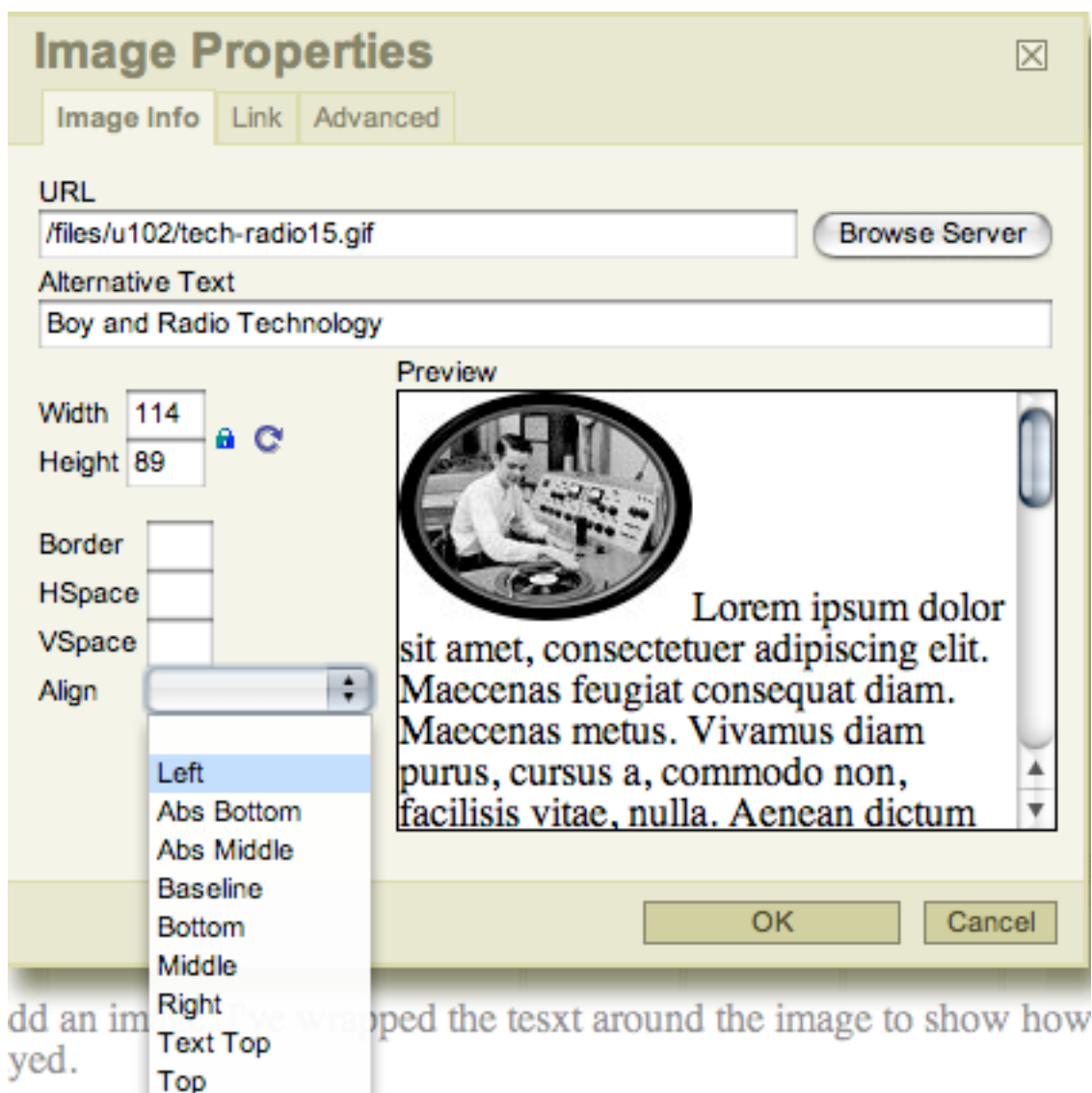
Click "OK" and see how your image looks.

If you have to adjust it the image, you'll need to find the image on the KSER server again. You can sort by date and it will be the top most file.

Click on the image, and try a different size or layout until you like the way it looks.

Adding a link to another webpage
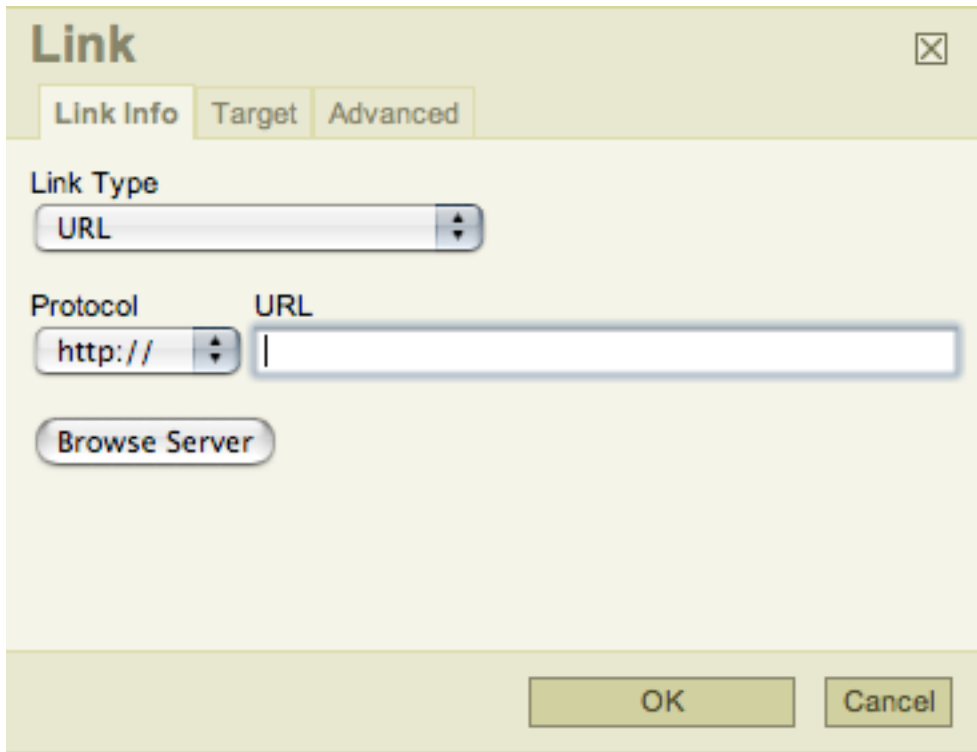
You can also use the toolbar to add links to other web pages, either internal pages on our website, or other pages elsewhere on the internet.

It really couldn't be much simpler.

Just highlight the text you want to use for the link, then click on the "link" icon

type the link in the URL field, and click O.K.

If you want to link to another page on the KSER website, all you need to type ino the url field is everything AFTER kser.org

For example, to link to the "Events" page, just type in:
/community/listing

Note: make sure you include the "/" before the first word.

Don't forget to click "Submit" at the bottom to publish your page to the website

Adding an audio clip

You can also add an audio clip to your page, but until we move to a new server, there is a limit on the size of the audio clip" 5Mb. One very important note:
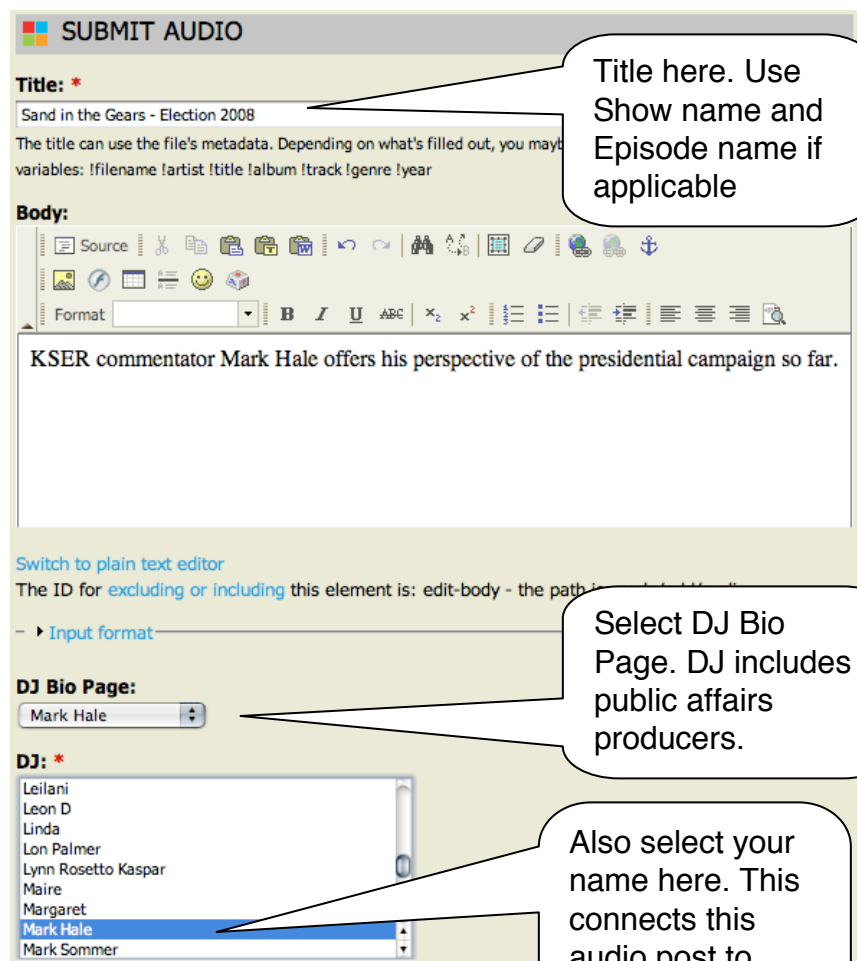
YOU CANNOT ADD COPYRIGHTED AUDIO TO YOUR SITE!

That means songs from CDs, MP3s from the web, and bootlegs. Unless you receive written permission from the copyright holder (usually the record company—not the performer) you could get KSER sued for posting unlicensed audio. When in doubt, do not post audio from a performer.

You can, however, add interviews you do with musicians, your own music, and anything produced specifically at KSER (your commentaries, your news stories, live performances at KSER, etc.)

To add an audio clip, you must fill in a lot of info about the audio clip, so that search engines (like Google) and our own website search feature can find your audio.

To begin with, add a Title to your audio post.

SUBMIT AUDIO

Title: *
Sand in the Gears - Election 2008

The title can use the file's metadata. Depending on what's filled out, you may[..] variables: !filename !artist !title !album !track !genre !year

Body:

KSER commentator Mark Hale offers his perspective of the presidential campaign so far.

Switch to plain text editor
The ID for excluding or including this element is: edit-body - the path i[...]

Input format

DJ Bio Page:
Mark Hale

DJ: *
Leilani
Leon D
Linda
Lon Palmer
Lynn Rosetto Kaspar
Maire
Margaret
Mark Hale
Mark Sommer

Title here. Use Show name and Episode name if applicable

Select DJ Bio Page. DJ includes public affairs producers.

Also select your name here. This connects this audio post to another part of the database.

If your audio is part of a recurring program, the title should include that in the following format:

Show Name – Date - Clip Name

Example: **Sand in the Gears - 2008-11-04 - Election Thoughts**

You must also link the audio to your DJ Bio page, and to your name in the DJ list (two different things).

Uploading Audio and Filling in Metadata.

Now you must upload your audio and fill in more details about it. To upload, click on "Choose File". You'll also want to check the box "Allow File Download".

You can also fill in information for iTunes, although at the moment our audio is not available on iTunes. You can also add a more detailed description, but it is not necessary.

Finally, fill-in the Clip Air-Date and Time.

▼ Audio File Info

Current File:
No file is attached.

Add a new audio file:
(Choose File) no file selected
Click "Browse..." to select an audio file to upload. Only files with the following extensions are allowed: *mp3 wav ogg*.
NOTE: the current PHP configuration limits uploads to *4 MB*.

☐ Allow file downloads.
If checked, a link will be displayed allowing visitors to download this audio file on to their own computer.
WARNING: even if you leave this unchecked, clever users will be able to find a way to download the file. This just makes them work a little harder to find the link.

▶ iTunes feed information

Description:

A short paragraph description of this audio clip.

Switch to rich text editor
The ID for excluding or including this element is: edit-field-description-0-value - the path is: node/add/audio

▶ Audio Images
Clip Air Date:

Format: 26/09/2008 03:14

Problems

Like all software, there are some quirks, which you will no doubt discover. This is especially the case with open source software, where independent programmers write all this code for free. Please be patient and take the time to learn how to use our website. If you have a problem, contact Bruce, and I'll try to help you work around it.

Known issues:

1. Table problems
Adding a table to your story or page is BAD for the KSER website. The table wreaks havoc with the layout of our webpage, so as a matter of practice: **DO NOT INSERT A TABLE INTO ANY PAGE OR STORY YOU CREATE. This includes copying and pasting your playlist from the playlist software. The playlist is a table and should NOT be pasted directly into your blog, story, or new webpage.** Use the "Paste Text" clipboard instead, which will strip out unnecessary formatting.

2. Image problems
Once you've placed a picture, you usually can't go back and change how it is displayed. Instead, you have to add the picture again using the "Image" button. Also, sometimes it is hard to add a link to an image. Our designer is troubleshooting that at the moment.

3. Audio problems.
At the moment, our website host (1and1.com) is limiting the size of audio files to around 5Mb, but we are in the process of fixing that, and hopefully by the time the site launches, we'll have that problem solved. Also, for some reason, you will always get an error message when uploading audio, asking you to fill in the "Artist" and "Title". Put your name in the Artist Field. The Title is the same as before: *Show Name –Date -- Clip Name*

4. Playlist software
The software is working on our end, but most of you have not been trained how to use it. I will schedule workshops with programmers in the coming months. Until we start using the software in our studio, the online playlists will be empty or have only dummy text.

Let me know of any problem you encounter as you get used to our content management system. Be patient and all will be revealed!