

KIN CANADA DISTRICT 8

WEB SITE USER GUIDE

AUTHOR
Gary Gornik

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DISTRICT 8 WEB PAGE
USER GUIDE



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Introduction

The intent for this manual is to give the District 8 members the confidence and understanding on just how to contribute to the District 8 web page:

www.district8kin.ca

Every effort is made to make this as easy for you to understand and to use. Please take the time to use the site, update it for your Club, Zone or District but please remember that this is a public domain and we want all Kin to have the appearance of a professional association that makes a difference in their communities and has FUN!

Our web site uses a language called "Wiki". A wiki (pronounced /'wiki/ WIK-ee) is a website that allows the easy creation and editing of any number of interlinked web pages via a web browser using a simplified markup language or a WYSIWYG (What You See Is Way You Get) text editor

The WYSIWYG editor and the Wiki language are both simple and easy to use. The editor though is limited and does sometimes not give you the expected results but you can use it. The Wiki language though is more reliable for the results but you need to know some of the tricks that are found in this document.

By reading this you are half way to being able to effectively use the District 8 web site. Enjoy.

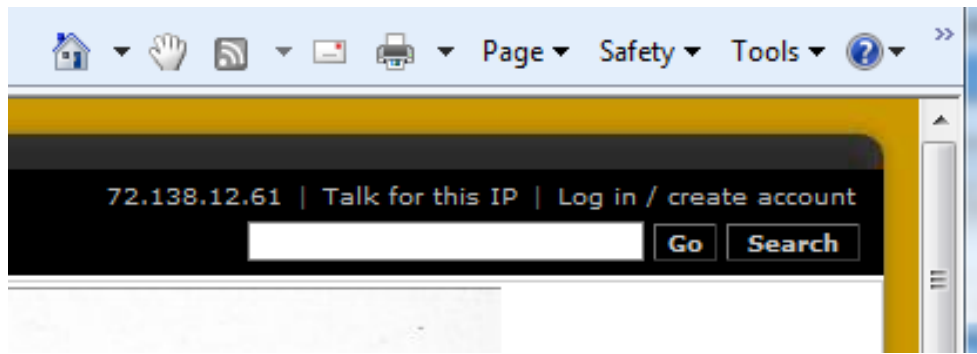
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Logging In

For you to add content to the web page, you first will require an account from “Web Master”, Dave Ronson: davewr@pipcom.com

Once your account has been created, you are ready to log In to the web site. At the top right of all pages you will see the selection “Log in / create account” (see below).



You simply click on the text and the below window will popup.

Log In / Create Account

Log in

You must have cookies enabled to log in to District 8 Kin.

Username:

Password:

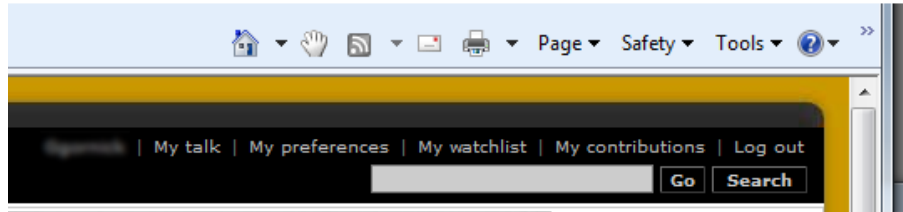
Remember my login on this computer

Enter your Username and password and click on the Log In button and your IN!!

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To confirm that you are successfully logged in you will notice that the top right of all the web pages will look like below:



Your Username will be in the top left of the web page window while you are logged in. In this example, the username is distorted to protect the author. When you are ready to log out, simply select the "Log out" button located at the top right of the window.

Now that you are ready to make some form of contribution to the web site, let's go to it!

Where Can I Put My Stuff?



You now have the ability to change ANY of the web sites content! What you will not be able to change is the left hand side navigation window.

Presently there is no documented policy but to use your common sense. The site is for ALL members so think of where your message should be put. There is a Zone page and within that, the Clubs within that Zone.

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Ready to Add to the Web Page

You will notice that the web page when you are logged in will display an Edit Button to the right of every heading (see below)

Zone A [edit]

Zone A

- ▶ Englehart Kinsmen Club
- ▶ Kapuskasing Kinsmen Club
- ▶ Kirkland Lake Kinsmen Club
- ▶ Porcupine Kinsmen Club
- ▶ Timmins Kinette Club
- ▶ Timmins Kinsmen Club

Deputy Governor
Ron Lefreniere
C.F. & Service Rep
Erin Thomson

ZONE A SPRING CONFERENCE, March 20, 2010 [edit]

Hosted by the Kapuskasing Kinsmen

CONFERENCE DOWNLOADS!! [edit]

Intent for VG Letter
District 8 Resolutions

To add to the whole page, simply double click near the top of the page or select the heading you want to work on using the Edit Button. By doing this you will open up the editor window that will have that page in it. This will be at the bottom of the page so look for it.

Wikitext | Cut | Copy | Paste | Undo | Redo | Bold | Italic | Underline | ABC | x₂ | x² | Bulleted List | Numbered List | Link | Unlink | Help

Format []

Zone A

- [Englehart Kinsmen Club](#)
- [Kapuskasing Kinsmen Club](#)
- [Kirkland Lake Kinsmen Club](#)
- [Porcupine Kinsmen Club](#)
- [Timmins Kinette Club](#)
- [Timmins Kinsmen Club](#)

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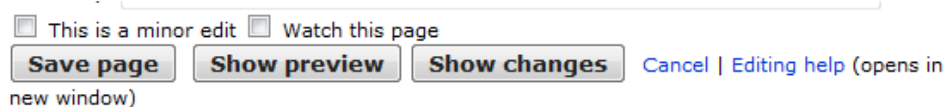
This is the WUSISYG editor. By placing the mouse over the various buttons the function of that button will be revealed. For anyone who has used Microsoft Word, this will have the same workflow and this document will not delve deeply into the editor with only a few exceptions.

From the editor you can add, change or delete text, links to web pages, images that have been uploaded to the web site and many other functions. Please explore and learn. Please read on to see how to save your changes.

One helpful hint, if you are wanting to reuse text that has already been typed in electronic form you can use the “cut” and “paste” feature of the operating system. Simply select the text you want from a document, cut or copy the text then past it in the edit window. You may get a window popping up, simply follow the instructions and your fine.

Saving your Changes

At the bottom of the edit window you will see the below buttons. IF you are ready to save the changes simply click on the “Save Page” Button. IF you feel that you want to NOT apply the changes, simply select the “Cancel” button. It’s that simple!

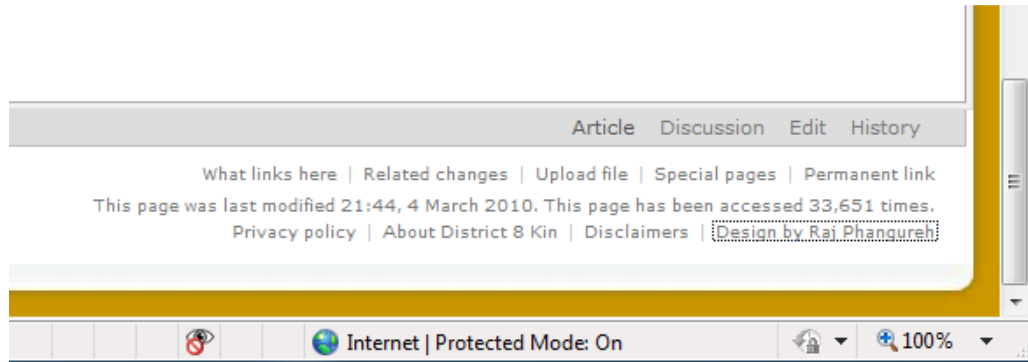


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How to Upload Images and PDF files

For pictures and documents to be displayed on the web site, they first must be uploaded to the site. At the very bottom of the web page you will find the below selection:



One of the best features of the web site is to share pictures and PDF or Word documents. To do this though you first need to upload the image or document to the web site. To do this you will select the "Upload file" selection. Once you have uploaded the image or document, you can then ask to display it or select the file for viewing (such as a PDF).

Before you go and upload image files there are a few things you need to consider. What is the resolution of the image? Is it a JPG file? What is the file size of the image? While it is always best to take pictures in the best quality mode of the camera, the web site requires these images to be dumbed down to something that is not too large but will give you a good picture. At the back of the User Manual is some further assistance on how to manipulate your images.

Typically the image file resolution will be less than 900 x 675. While it is possible to upload larger resolutions the file size should be kept to less than 150kB per image. Look at other images on the web site and click on them to determine what resolution they are to give you an idea of what you will want to do. IF in doubt, try it!! This is why the web site is here, for you to use.

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WIKI Editing and Advanced Features

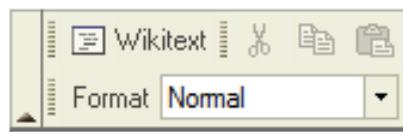
By now you hopefully have fully explored the WUSIWYG editor and experienced the full virtues of it. To be fair, this has good points and some bad points. Only you will determine how you use the site and you will determine what you like, what you do not like and how you want to do things. There are NO right or wrong way of doing things. You simply need to do it. With Wiki as stated before, you will have a more stable result. This author finds that he moves between Wiki and the WUSIWYG editor without even thinking about. You can easily take this information and become your Clubs web specialist.

So how do you work with Wiki? In the WUSIWYG editor, at the top left side you will see the button "Wikitext". Simple click on it and you will see the weird language that is Wiki. While this may appear intimidating at first, if you bounce between the editor and Wiki you will find your happy space.

This document will attempt to cover some of the popular Wiki stuff, some tricks and some basic layout principles that apply to both the editor and Wiki. As stated before, do NOT be afraid to try and learn!

Layout Principles

If you pay attention to the layout you can achieve a very pleasing result without trying. While the site is limited in the variety of the styles that it can support, with some experience you too can make a web site look professional and pleasing to use. First, let's go to the Wiki text by clicking on the Wiki button at the top left of the editor!



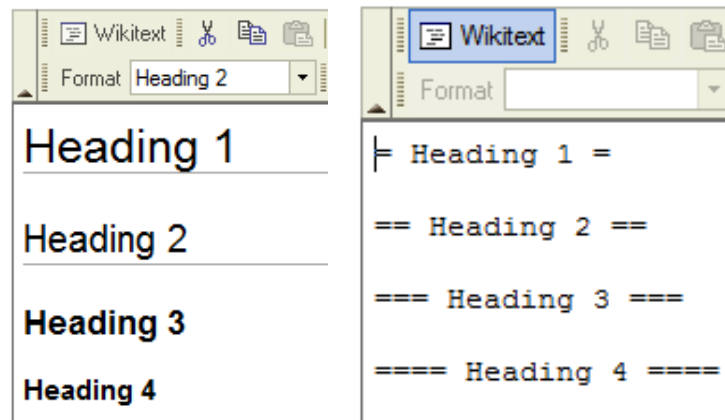
You will notice that the pleasing layout has changed to some geeky programming language. This is Wiki!

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If you have played with the editor you will have realised that you cannot play with FONT size, colour or other parameters that MS Word allowed. Cool stuff like background colour is limitedly possible BUT the Wiki text is not retained by the Wiki interpreter!

The simplicity of Wiki is that you all work with the same text and organization is VERY important! In the editor you may have seen the "Format" window. With this you can create chapters and sub chapters to events and documents. Let's see what the Wiki text looks like for formats.



If you apply a cascading header use in your web page you will get a logical "Contents" page that is automatically added to the top of the web pages. From this you can quickly click and jump to that portion of the web page. To the right is an example:

<p>Contents [hide]</p> <ul style="list-style-type: none">1 ZONE I DURHAM BYLAWS2 Zone Durham Spring Conference "Kin in Style"<ul style="list-style-type: none">2.1 CONFERENCE DOWNLOADS!!3 Whitby Kinsmen and Kinette Club, Yuk Yuks, April 17, 20104 Uxbridge Kinsmen Golf Tournament, June 26, 20105 Downloadable Zone I Durham Club Reports6 Zone Club Reports February 2010<ul style="list-style-type: none">6.1 AJAX KINSMEN CLUB6.2 BOWMANVILLE KINETTES6.3 BOWMANVILLE KINSMEN6.4 PICKERING KINSMEN & KINETTE CLUB6.5 STOUFFVILLE KINSMEN CLUB6.6 OSHAWA KINSMEN CLUB6.7 WHITBY KINSMEN AND KINETTES6.8 UXBRIDGE KIN CLUB

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BOLDING and ITALICING Text

In Wiki to Bold the work **TEST** you would type `'''TEST'''`

In Wiki to make *TEXT* Italic you would type `''TEST''`

In Wiki to male bold ***TEXT*** Italic you would type `''''TEXT''''`

You can apply text formatting to your basic "normal" text as well as any captions, file names or web sites or web page names.

Linking to Other Web Sites or Pages

In Wiki you can simply have the web page address or you can use a description for that page:

[<http://www.ajaxkinsmen.com>] will give you www.ajaxkinsmen.com

[<http://www.ajaxkinsmen.com> AJAX KINSMEN CLUB] will give you [AJAX KINSMEN CLUB](http://www.ajaxkinsmen.com)

You can also conveniently link to a page within the site:

`[[Web Page Name]]`

Example: `[[Milton Kinsmen]]`

One trick to note, IF your page is getting large or could use another page then you can simply make an additional one!! To do this you first link to the new page name then go to that page which will automatically start up the WUSIWUG editor. You now have another page, it is that simple!

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Adding Email Links

The same principles that applied to displaying web pages also apply to email. You can display the actual email address or a simplified name.

[mailto:fake-name@rogers.com] will give you fake-name@rogers.com

[mailto:fake-name@rogers.com NICK NAME] will give you [NICK NAME](#)

Linking to Documents

As previously mentioned, you must first upload the document before you can link to it. You will notice that if your document has a descriptive name to it with spaces, Wiki will add underscores to the name. Pay attention to that because the name is now different as a result!! As with the web site linking, you can use the document name or substitute a descriptive name:

[[Media:Zone_Durham_Bylaws_June_30-2009.pdf]] will give you [Zone_Durham_Bylaws_June_30-2009](#) (note that there are underscores!)

[[Media:Zone_Durham_Bylaws_June_30-2009.pdf|Zone I Durham Bylaws]] will give you [Zone I Durham Bylaws](#)

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Displaying Pictures

As previously mentioned, you must first upload the picture before you can display it. You will notice that that if your picture has a descriptive name to it with spaces, Wiki will add underscores to the name. Pay attention to that because the name is now different as a result!!

Personally I prefer to use the simple WUSIWYG editor to find the image and if I want to further add to the picture then use the Wiki language.

[[Image:Icesracingpic.jpg]]



By using pictures/images you can give the web page some character. What you may want to do though is further format the image, have it be in the center or right hand side of the page. Give it a frame or boarder and associate text (known as a caption) with the image.

The above simple placing the image will be a default left justified and no text wrapping. That can look very dull quickly so you can force the image to text wrap and be Left or Right of the screen and text to wrap around it.

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[[Image:Icesracingpic.jpg|right]] will give you a right justified image with word wrap:

MINDEN – What do race car drivers do in the winter? The real diehards race on ice. This little town, an hour and a half northeast of Toronto, that's famous for its Rockcliffe Hotel, has been hosting this highly entertaining form of auto racing for more than two decades.



If you want to further add to the image you may want to frame it and provide some caption about the image:

[[Image:Iceracingpic.jpeg|frame|right|Ice Racing Can Be FUN!!!]]

MINDEN – What do race car drivers do in the winter? The real diehards race on ice. This little town, an hour and a half northeast of Toronto, that's famous for its Rockcliffe Hotel, has been hosting this highly entertaining form of auto racing for more than two decades.



NOTE: The frame and caption is only visible once saved, preview does not show this!

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If you are wanting to present several pictures with text you could use a Table to display the following:

```
{| border="1"  
|-  
| [[Image:Iceracingpic.jpeg]]  
| [[Image:Iceracingpic.jpeg]]  
| [[Image:Iceracingpic.jpeg]]  
|-  
| Top - Ice Racing  
| Top - More Ice Racing  
| Top - Even More Ice Racing  
|}
```

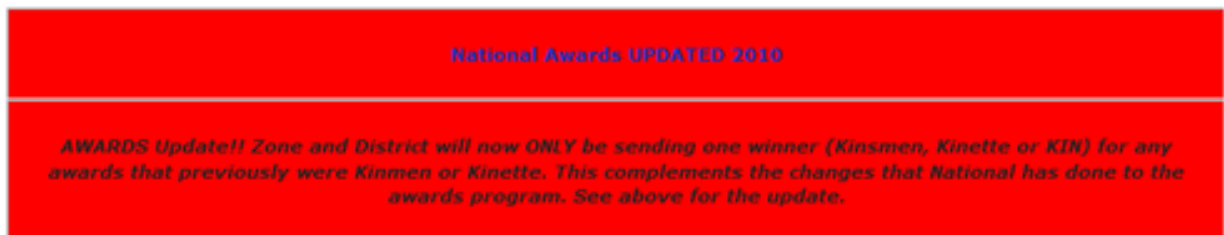


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A Table does not need to be images it can be text and documents:

```
<center>
{| style="" border="1" cellspacing="0" cellpadding="20"
|-
| [[Media:2009.10_AwardsBrochure.pdf|'National Awards UPDATED
2010']]
|-
| ""AWARDS Update!! Zone and District will now ONLY be sending one
winner (Kinsmen, Kinette or KIN) for any awards that previously were
Kinmen or Kinette. This complements the changes that National has done to
the awards program. See above for the update.""
|}
</center>
```



A few new pieces of information to point out for the above example:
The center command that consists of a beginning <center> and a ending </center>. The stuff in the middle gets centered. In this example the above Table is centered.

How did the background colour get changed? You will notice a command called "Style". In Wiki there is the ability to specify "Background-color" (notice American spelling!). To generate the above example the below line was actually entered then saved immediately.

```
{| style="background-color:#ff0000;" cellpadding="20" cellspacing="0" border="1"
```

In certain cases formatting can and will be applied BUT the formatting details get striped once saved or previewed. This applies to background

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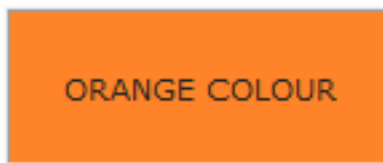


colour and text colour that is applied in a table, as well as position (center) and bolding within an image with frame and caption.

While this is VERY sucky, this is the reality of our web site.

You can experiment with different combinations of the above. For the background colour this is the universal colour definition. Some further examples:

```
{| style="background-color:#ff8429;" cellpadding="20" cellspacing="0" border="1"  
|-  
| <center>ORANGE COLOUR</center>  
|}
```



```
{| style="background-color:#ffff10;" cellpadding="20" cellspacing="0" border="1"  
|-  
| <center>YELLOW COLOUR</center>  
|}
```



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Changing Text Colour

It is possible to change text colour and the default text size. While this does make a different look, the formatting details are not retained in the Wiki! This is only applies to "Normal" text. For text colour. What that means again is you will get the text colour applied once you save the page BUT the Wiki will strip the formatting details. ☹

`red word`

The result from the above will be: **red** word

Reference Web Sites

www.mediaWiki.org

www.web-site-tools.com/html-colors.htm

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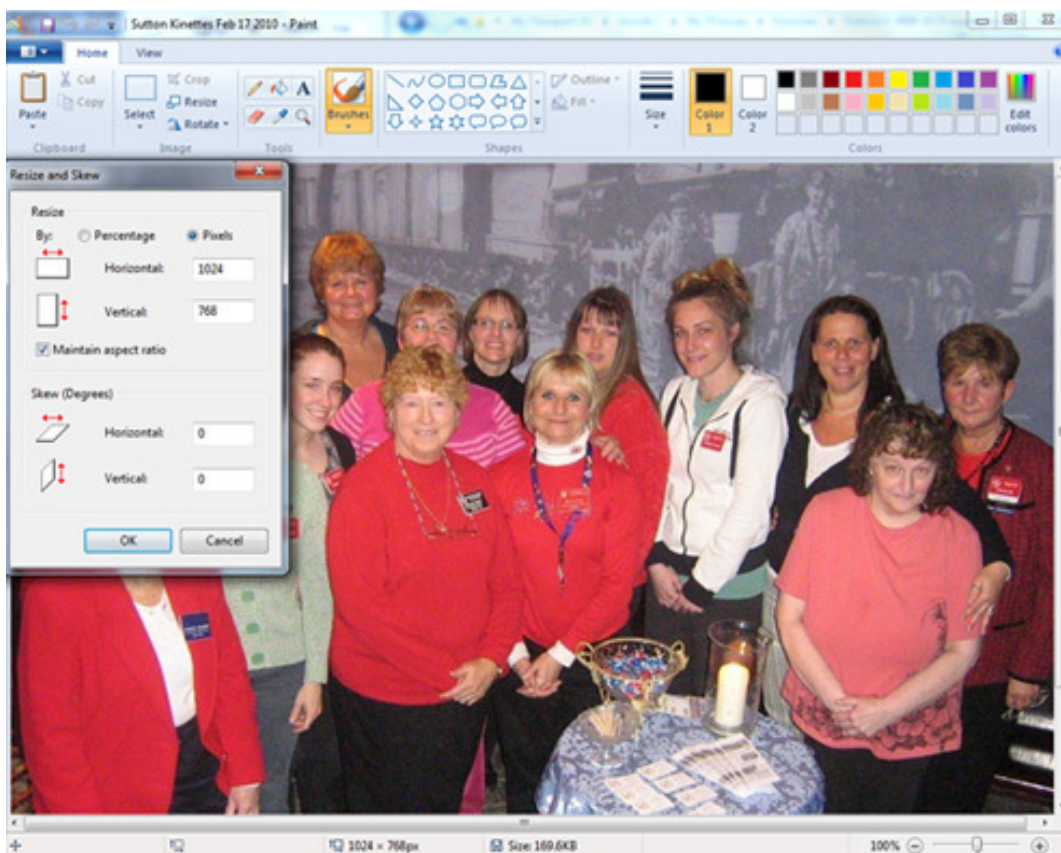


How To Scale Pictures

There are many applications that allow you to view and change the image. It is recommended that ANY picture that you plan to dumb down for the web be copied to another directory so that you do NOT affect the original! It would be a crime to have taken a wonderful high resolution picture that you would want to print and display, only to discover it was changed to something that will not give you a quality print for a large picture! ☹

For the Microsoft people out there your operating system will typically have a few applications such as PAINT and PHOTO EDITOR. Other operating systems have their own applications but the following principles are the same.

The below example is MS Paint 2007. Note the original Pixel Resolution.



For the web the Horizontal setting was changed from 1024 to 700 Pixels. With the "Maintain aspect ratio" selected, the Vertical resolution automatically went from 768 pixels to 525 pixels.