GRTC TRANSIT SYSTEM

WEBSITE EDITING GUIDE

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Website Technical Contacts:

Steve Mueller
steve@3-creative.com / 804-788-4333

Patti Jeffries
patti@3-creative.com / 804-788-9847

Morgan Porter
morgan@morganporter.com / 804-304-9020

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Getting Started

The GRTC website uses the ExpressionEngine Content Management System. This guide highlights some of the customizations of the ExpressionEngine Control Panel only. If you want to learn more gernal EE editing tips, please see the ExpressionEngine User Guide at http://ellislab.com/expressionengine/user-guide/

Login to the Control Panel

Login URL: http://ridegrtc.com/manage.php

Username: Marketing **Password:** _____

Username: infotech **Password:** _____

General Tips

- It's highly recommended that you complete as much content editing as possible **outside** of ExpressionEngine (in Word or Google Docs) and then add it into the website in a near final state.
- Create a shortcut to any page in the ExpressionEngine Control Panel by hitting the **+Add** link at the top of the page.
- When linking to other GRTC pages, you should change the "Link Type" drop down to "Structure Pages" and select the appropriate page from the "Structure Pages" drop down menu. This assures that even if the linked page gets moved or renamed, your link will still work.
- Use the staging website to test changes before editing the live website. Login to the staging site at: http://staging.ridegrtc.com/manage.php

Homepage Slideshow (AKA Slider)

The homepage Slideshow can be set up in many ways, but this step-by-step guide documents the recommended process to meet the design requirements of the GRTC Marketing Department.

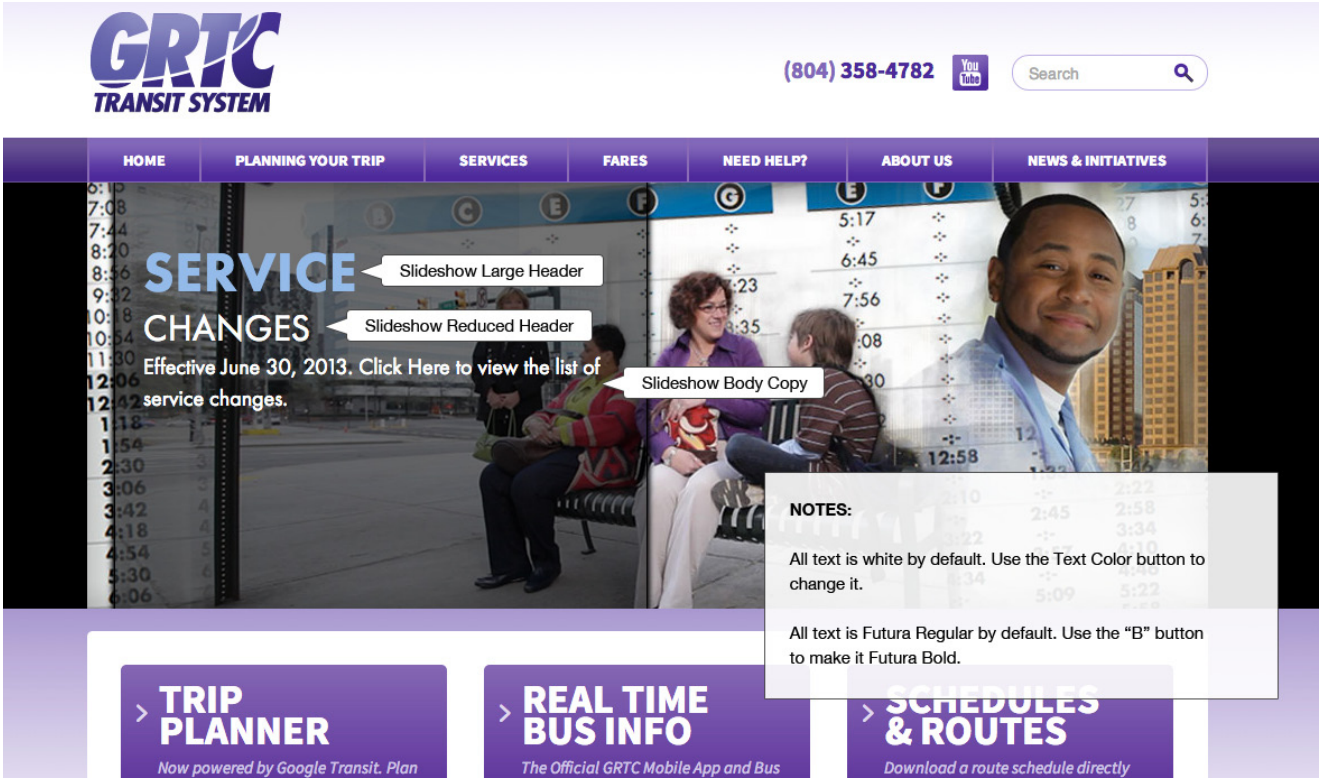
Step 1: Go to the Homepage Slideshow Control Panel

To access the Homepage Slideshow Control Panel go to Add Ons > Modules > Low Variables

Step 2: Create a New Slide

Hit the "+" button (located at the bottom of the Slideshow area) to create a new slide.

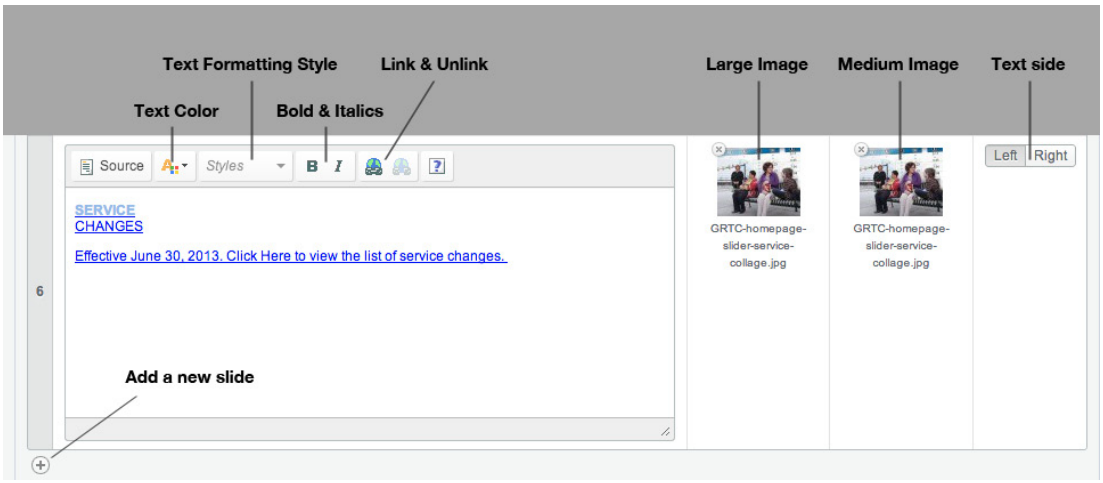
Step 3: Add Slide Text



Each slide has 3 blocks of text:

1. Slideshow Large Header
2. Slideshow Reduced Header
3. Slideshow Body Copy

Homepage Slideshow (cont.)



In the Content area, enter the text you want to appear in the slide. (Tips: The text will appear in the capitalization you enter, so if you want a word or line in all caps, just enter it that way. To keep the lines of text closer together, instead of hitting "Enter" to create a new line, use "Ctrl+Enter". It is not recommended that you force a break (hit Enter), in the Body Copy of the slider.)

Select the text you would like to be the Large Headline and then use the Text Formatting Style drop down menu to select "Large Header". You will NOT see this change live in the Content area.

Select the text you would like to be the Smaller Headline text and then use the Text Formatting Style drop down to select "Reduced Header". You will NOT see this change live in the Content area.

Select the text you would like to be the Body Copy text and then use the Text Formatting Style drop down to select "Slideshow Body Copy". You will NOT see this change live in the Content area.

Use the "B" button to make the text bold (if desired).

Use the Text Color selector to change any color if you want something other than white.

Link the text to the appropriate page by selecting the text you want to link, and hitting the link button. (Tip: We recommend you link ALL of the text instead of just linking one word or sentance. This will NOT change the formatting of the text.)

Use the "Left/Right" buttons on the right side of the control panel to display the text on the left or right side of the image (for larger screens only).

Homepage Slideshow (cont.)

Step 4: Add Images

Use the file titled "GRTC homepage slider large.psd" to create the Large Image for your slide. (The template is not required. If you don't have the file, you can create a file with the **recommended dimensions of 1000 x 380 pixels.**)

For the Medium image you can use the large image or create a separate image. The second medium image is not required, but is an option if you need to tweak how the text works on the image on smaller screen sizes.

NOTE: *Be sure to give your image a short but descriptive name. The words in your file name will be used in the ExpressionEngine search functionality, and will be used by Search Engines. See page 9 for more complete image editing tips and guidelines.*

Step 5: Save

Click the "Save Changes" button to save the new slide.

Adding Files to the Website

When adding any file (image, PDF, etc), be sure to select the right upload directory:

Annual Reports: Annual report PDFs only.

Main: Default directory for general images or other files that don't fit in other categories.

News: News related files (PDFs, images, etc).

Press Releases: Press Release PDFs only.

Rider Tutorial Videos: Do not use (Video files should be added to GRTC YouTube Channel).

Routes: Route PDFs only.

Sidebar Widgets: Do not use.

Slideshow: Image files for the homepage slideshow only (JPGs recommended).

NOTE: These directories are for organizational purposes only, and will not effect the functionality of the website. (You won't "break" anything by putting files in the wrong directory, you'll just make a mess.) If files are placed in the wrong directory, they must be moved via FTP. You currently can't move them via the EE control panel.

Image Editing & Resizing

- Use Photoshop or your preferred image editing software to edit images to the largest size they will appear in the browser. The website will scale the image up and down depending on the viewers screen size, but if the image file is a low quality (or small) image, the image will appear pixelated on larger / higher resolution screens.
- Recommended save settings from Photoshop:

  Save for Web
  JPG
  High Quality
  Optimized

- Save your images with descriptive file name (Do not use a file name with all numbers - X12345.jpg). Try to use two or three words to describe what is in the image (example: man-boarding-bus.jpg)
- Recommed image size (for content pages): **325 pixels wide by 250 pixels high.**
- Maximum width (with sidebar turned ON): 670 pixels wide.
- When adding images, you should manually delete any height and width numbers entered by the WYSIWYG editor. If those numbers are not taken out, your images will warp at smaller screen sizes.
- Do NOT add rounded corners or shadows to your image file in Photoshop. (This style will be created by the websites CSS file.)
- If you need to remove the shadow and round corners on an image, add “no-style” to the “Stylesheet Classes” under the Advanced tab.

Editing GRTC FAQs

To remove or edit an existing question in the FAQs, go to Content > Edit > FAQs. You can search for a specific FAQ using the form at the top of the page or browse the list. When you find the FAQ you want to edit, simply click on the title. Make your changes in the form, and click Submit.

To add a new FAQ, go to Content > Publish > FAQs. Complete the form and click Submit.

To reorder the FAQs, go to Add-Ons > Modules > Low Reorder. Click the "Reorder entries" link in the Main FAQs row. Simply drag and drop to reorder the FAQs.

Editing Routes

To remove or edit an existing route, go to Content > Edit > Routes. You can search for a specific Route using the form at the top of the page or browse the list. When you find the Route you want to edit, simply click on the title. Make your changes in the form, and click Submit.

To add a new Route, go to Content > Publish > Routes. Complete the form and click Submit.

To reorder the Routes, go to Add-Ons > Modules > Low Reorder. Click the "Reorder entries" link in the Routes row. Simply drag and drop to reorder the FAQs.