

Steps for Creating Content

How to add Content to the LifeLongmontLearning.com Site

1. Once you have been given the proper authority to be an “Author” on the web site (read “How to Register”), you will be able to “Login” to the website and create content.

Visit the <http://www.lifelongmontlearning.com/> website and using the “Login Form”, provide your User Name and Password.

The screenshot shows the homepage of LifeLongmontLearning.com. At the top, there is a dark header with the site name and tagline. Below this is a red navigation bar with links to Home, Contact Us, Educational Programs, FAQs, Funding, Links, News, and Volunteer. The main content area is divided into two columns. The left column features a 'LOGIN FORM' with fields for Username and Password, a 'Remember Me' checkbox, and a 'LOGIN' button. Below the form are links for 'Forgot your password?', 'Forgot your username?', and 'Create an account'. The right column has a 'Welcome to LifeLongmontLearning!' heading, a paragraph of introductory text, and a bulleted list of site features. A globe graphic with the text 'LEARNING FOR A CHALLENGING WORLD' is positioned to the right of the list. At the bottom right, there is a slogan: 'LEARN TODAY, CHANGE YOUR WORLD TOMORROW LONGMONT, COLORADO'.

LifeLongmontLearning.com
Learning for a Challenging World

Home Contact Us Educational Programs FAQs Funding Links News Volunteer

LOGIN FORM
Forma para registrarse
Username
Password
Remember Me
LOGIN

- [Forgot your password?](#)
- [Forgot your username?](#)
- [Create an account](#)

CALENDAR

Welcome to LifeLongmontLearning!

The LifeLongmontLearning website is dedicated to connecting people in the Longmont community with educational opportunities in their own backyard. Quality education is one of the foundations of a vibrant community, healthy economy and high quality of life for the residents of Longmont. One of the five major Focus on Longmont strategic directions is about making Longmont a great place to live through learning. www.LifeLongmontLearning.com:

- Connects people who want to donate their time and resources to agencies that need help
- Empowers the community to find and post educational opportunities
- Is constantly updated with new information
- Contains educational opportunities for all ages from infancy through later life, including those in the workforce
- It's a wiki- style website where community

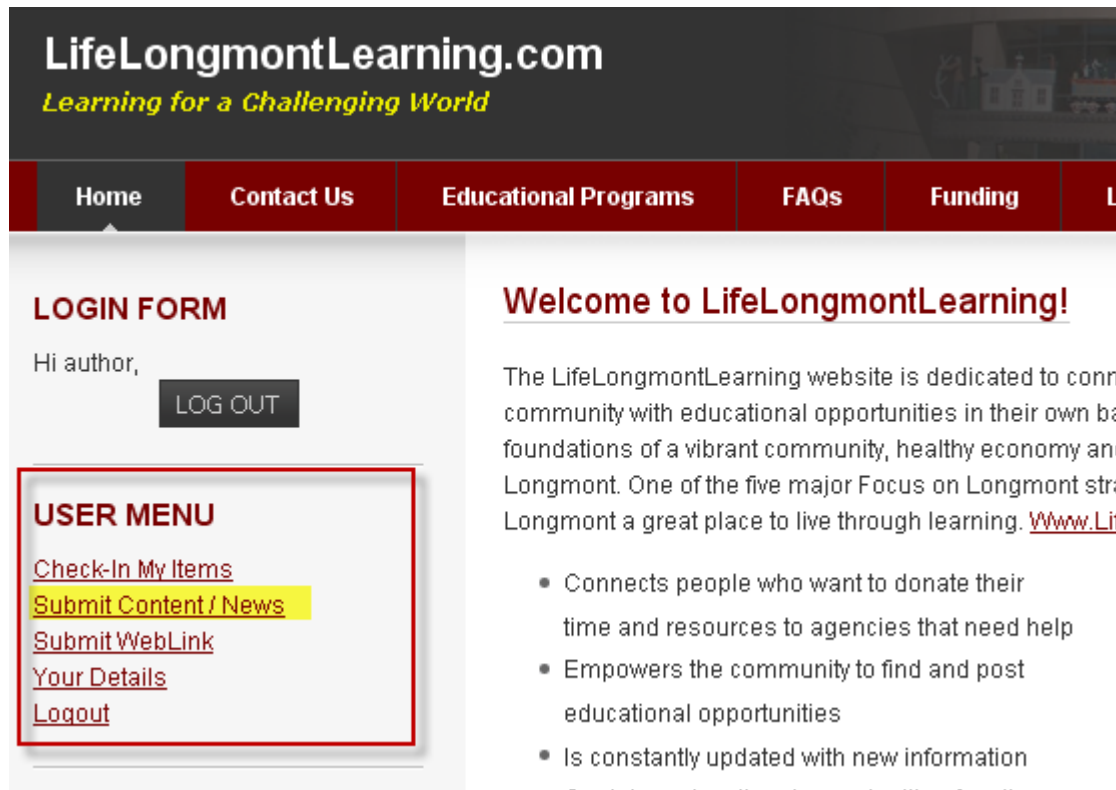
LEARNING FOR A CHALLENGING WORLD

LEARN TODAY, CHANGE YOUR WORLD TOMORROW
LONGMONT, COLORADO

Learn Today, Change Your World Tomorrow

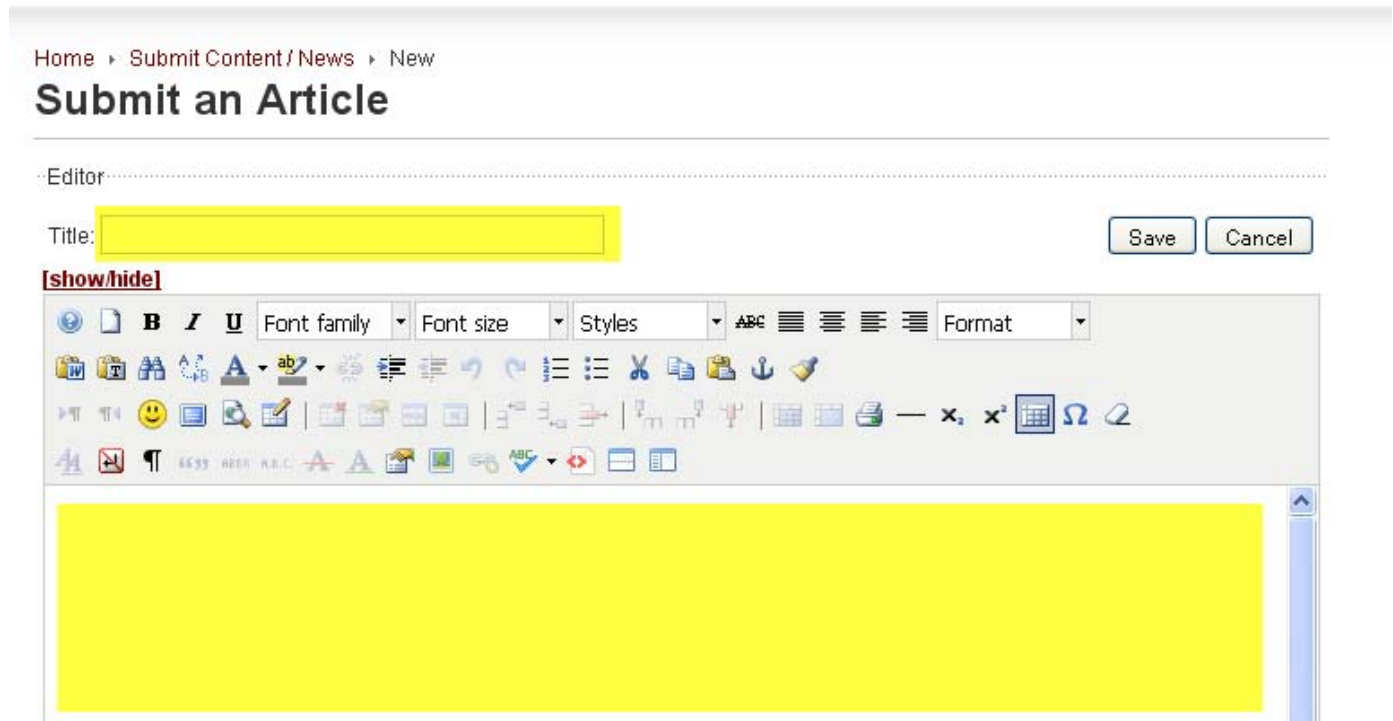
2. You will then see that the “Login Form” will change and show that you are now “Logged In” to the site.

In our example below it reads “Hi Author”.



3. To add content to the site, click on the “Submit Content/News” link in the left hand navigation area under the “User Menu” heading.

4. A new screen will appear. Type in the title of your article / program in the “Title” field.



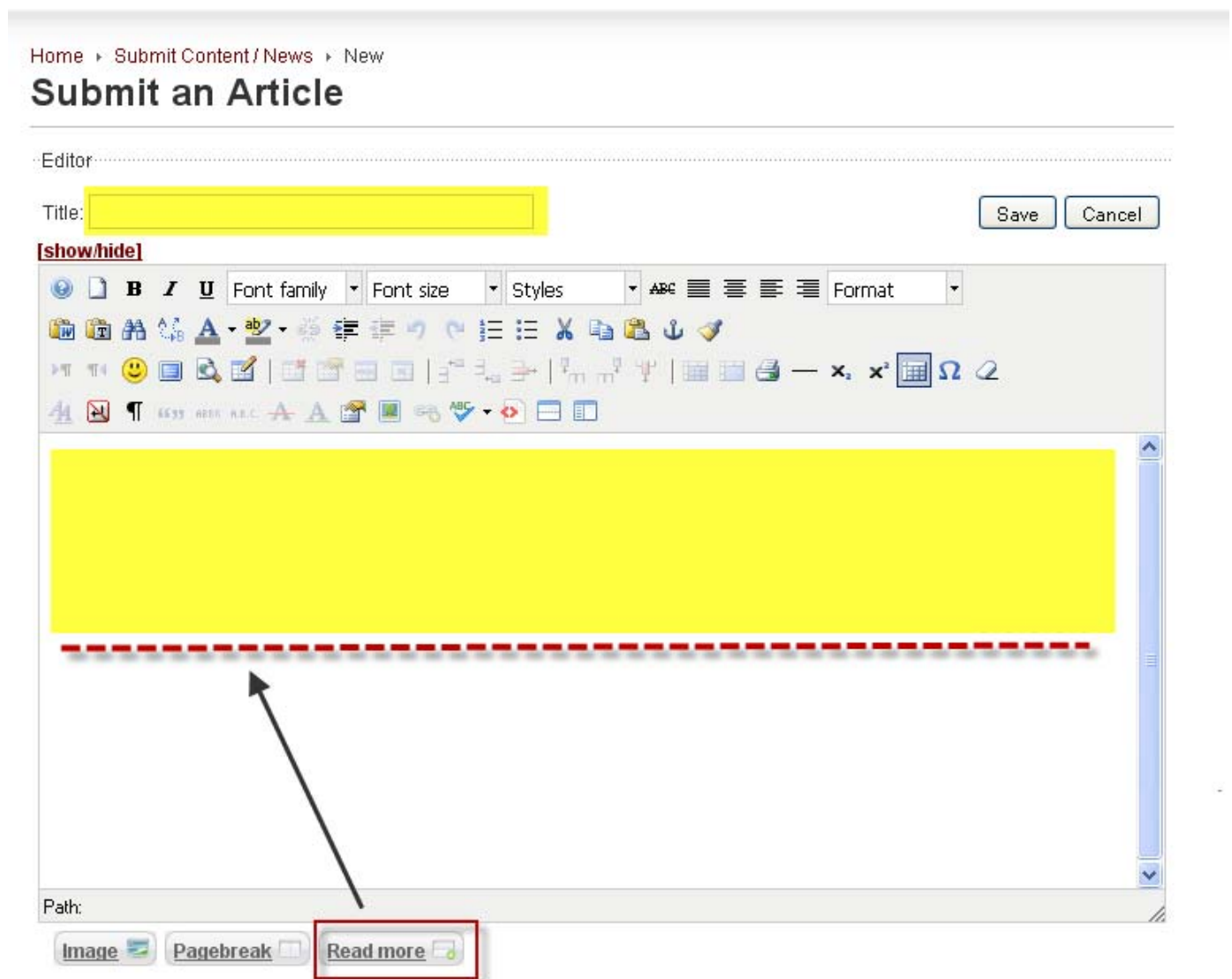
5. Below that is a large text box. Type your content into this field.

IMPORTANT NOTICE: Do NOT copy and paste your content off of another website or out of a MS Word Document as undesirable formatting may accompany your content and produce formatting issues when pasted into this website.

If you do not want to retype the information, then use the program “Notepad” on a PC or “Text Edit” on a Mac to strip away the unwanted ‘hidden’ formatting code that may be present. There is a separate help document about using Notepad regarding this topic.

6. There is only one text box for your article in this new version. This is where all of your content is place. If you are adding some content that is really long, you may want to show just a small “introduction” paragraph with a “Read More” link.

To do this, place all of your text in the box, and then determine where you want the “Read More” break to appear. Place your cursor at the ‘break’ point, and then click on the button at the bottom of the text box that is entitled “Read More”. This will place the necessary ‘code’ and display a red line in your text box where the program should break off of your content and provide the “Read More” link to allow your readers to access the rest of the document.



7. Next, using the drop down menus, choose the appropriate “Section” and “Category” where you want your content to be stored on the site. **If you feel the content/program could be in more than one section/category on the web site, you are welcome to post it more than once. Please note that you will need to create a new article content page for each section you wish to post the information.** We do not have a way to post your content in multiple places.

In this case, we are choosing the “Educational Programs” Section and the “Professional Development” Category.

Section: Educational Programs

Category: - Select Section -
Uncategorised
Educational Programs

Show on Front Page: FAQs

Author Alias: Funding Opportunities

Start Publishing: Links

Finish Publishing: News
Volunteer Opportunities

En Español

Newsflashes

Section: Educational Programs

Category: Professional Development

Show on Front Page: Professional Development

Author Alias: Adult Education

Start Publishing: College/Career Training

Early Care/Education

K-12

8. Additional settings allow you to schedule when you want the content to appear and be removed from the website by setting the “Start Publishing” date and the “Finish Publishing” date.

All articles should have the “Access Level” set to “Public”.

Publishing

Section: Uncategorized

Category: Uncategorized

Show on Front Page: No Yes

Author Alias:

Start Publishing: 2009-04-16 14:47:51

Finish Publishing: Never

Access Level: Public

Registered

Special

Ordering: New Article defaults to the first position. Ordering can be changed after this Article has been saved.

9. The last section provides you with an area which allows you to add information to help the search engines find your content (Metadata). In the “Description” area, put a one or two short sentences that describes what your page of content is about.

In the “Keywords” box, type one, two or three ‘key’ word combinations separated by commas or not, that may be the search terms that someone may search on to find your web page.

These may equal words that someone may perhaps type into a search engine searching for information that you have provided. Do not type the same words a dozen times, this does not help your item to get listed in the search engines. However, spelling a word wrong, or listing it in different ways can help.

Metadata.....

Description:

Keywords:

10. After you have saved your content posting, our Web Administrator will review it and ‘publish’ it live to the site.

Be sure to go back and check your work to make sure it looks okay, and that all of your links work correctly and you have not left out any important information.

ADDING PHOTOS/IMAGES:

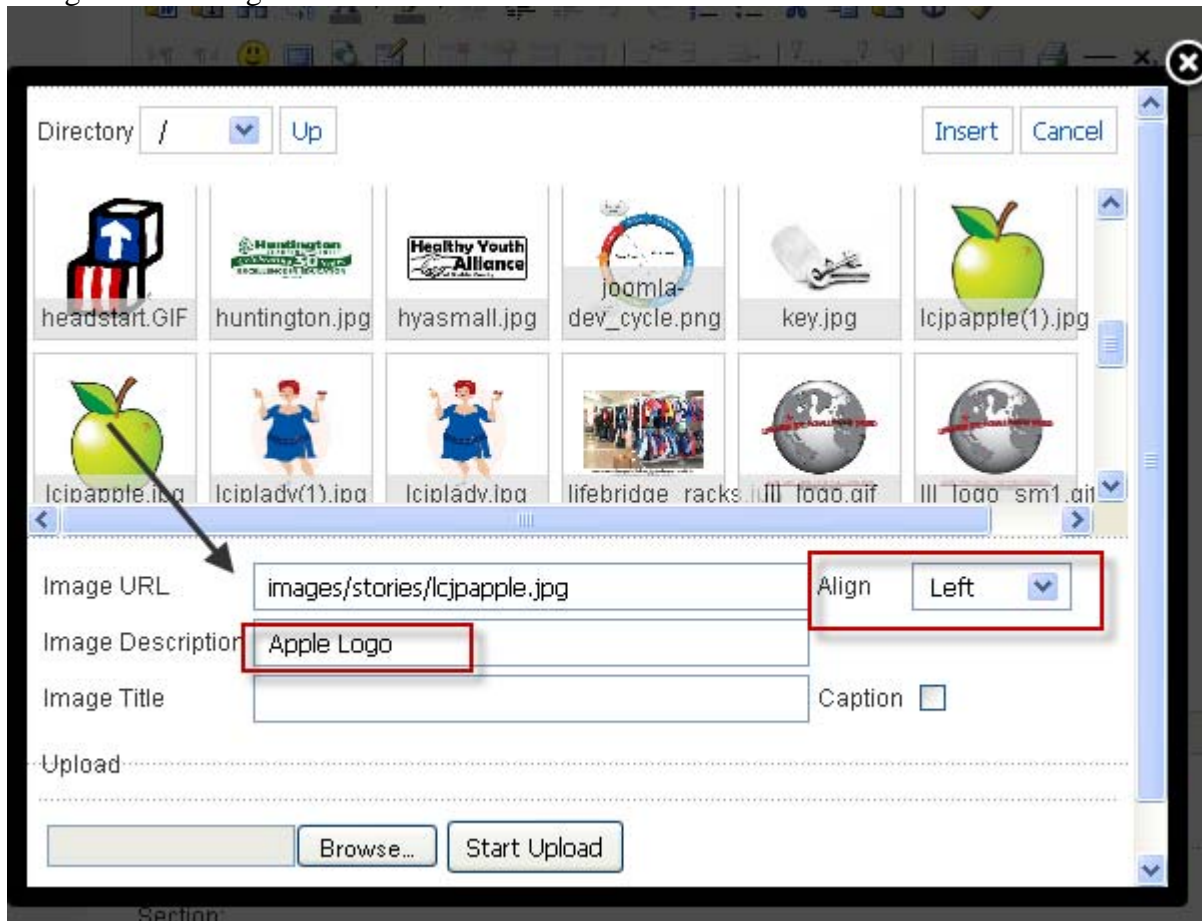
You can choose pictures from the limited image gallery, or you can send us an email at staff@lifelongmontlearning.com with a picture/logo to be included with your entry via e-mail.

IMPORTANT NOTE: The images that are added to the image gallery will be available and accessible to all of the website “authors” including yourself.

IMAGE REQUIREMENTS: If you upload your own images, these pictures must be in the standard .gif, .jpg or .png format and should be “web ready” meaning, appropriately resized (maximum of 350 pixels wide). Pictures not “web ready” will not be posted.

To add an image/picture from the gallery.

Place your cursor in the text box at or about the location where you would like your image to appear. Then click on the “Image” button at the bottom of the text box. A separate screen will appear on top of your web page.



Place

If you see an image that you would like to add to your article, click on the image from the gallery and the “image URL” will be automatically added to the proper field.

Next, add a description of the image.

To control where the picture is, use the “Align” drop down options. Set your image alignment by clicking on the dropdown menu next to “Align”.

When you have entered all of the details for the image, click the “Insert” button.

What happens if I accidentally create a web page and “save” it, but I really do not want it posted to the web site?

You would need to send an email to the Web Administrator at Staff@lifelongmontlearning.com and let us know the name / title of the document that you want us to delete for you.

When you are done and want to submit the content for posting, hit the “Save” button.

Clicking on “Save” will “save” and exit you from this document and send a notice that new content was created to the Web Administrator so that they can review it and publish it to the website.

Keep in mind that the content will be lost if you close the web browser or take an extremely long time to enter content (your login will expire).

Once you have saved the document, the system will send you back to the home page and you should receive a message that your submission will now be reviewed.

Thank you for your submission. It will be reviewed before being posted on the site.

Welcome to LifeLongmontLearning!

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We expect content to be polite and civilized, information to be factual and any other content will not be posted.

That is it!

WHY DON'T I SEE MY NEW CONTENT?

Your content will be visible for the entire world to see as soon as the Web Administrator approves it.

If you log back in to the website and view your content items that you have submitted, you will be able to see it. Once you log out of your account and revisit the website, **you will not see it until it gets approved.**

Feel free to play with the features of this site and keep in contact with us if you have questions or comments. As new features are available, we will e-mail you on the e-mail that you provided at registration.

Finally, home page content will be determined by the Web Administrator, so if you have a great story, article, new program, etc., make it sound jazzy and they may even choose it for the home page!

Have fun and remember that you are part of a revolutionary project that will hopefully transform the way we look at education in Longmont!