

editor it should now look like this:

Figure 12.

The screenshot shows a WordPress 'Add an Image' dialog box overlaid on a website editor. The dialog box contains the following fields and options:

- Title:** Hunting_Safaris_Adrenalin_Hunting_Safaris_Monkeys
- Alternate Text:** Hunting_Safaris_Adrenalin_Hunting_Safaris_Monkeys
- Link URL:** http://www.adrenalinhuntingsafaris.com/wp-content/uploads/2011/10/Hunting_
- Alignment:** None (selected), Left, Center, Right
- Size:** Thumbnail (150 x 150), Medium (300 x 199), Large, Full Size (350 x 233)

At the bottom of the dialog box, there are three buttons: 'Insert into Post' (highlighted with a red circle), 'Use as featured image', and 'Delete'.

Three red callout boxes provide additional instructions:

- Top Callout:** When placing Pictures and Photos, be sure to enter a descriptive picture title, keeping in mind your key words and how you would like to be found. ALWAYS PUBLISH ALTERNATIVE TEXT AS WELL
- Middle Callout:** Clickable BUTTONS & PICTURES. To make your picture a clickable button, select POST URL, then copy & paste the target URL in the Link Box. Insert into post, Publish and test the link
- Bottom Callout:** Position your picture taking cognisance of maintaining balance on your page. Depending on your site's design, a maximum picture width of 750 or 1000 pixels is usual.

It's worth noting that deleting a captioned image from the post can appear a little tricky if you try and do it the same way as you might in MS Word for example by simply clicking on the image and hitting your keyboard delete button. Instead, if you click on the picture you'll see two icons appear as shown to the right, one a red circle with a line, and another a little panorama. The red circle is for deleting the image, and the panorama (which is mostly used only by advanced users) allows you to change some settings in the image, but without actually changing the attachment details.

Note that deleting the picture on a page by clicking on the picture and using the circle is the only way to delete a picture from a page. If you simply select the picture and hit your keyboard's delete button, you run the risk of leaving a halo on the page where the picture was once placed, thus corrupting your entire page.

After uploading, if you forgot to add images to a post you can still press the Add Images button and then click on the Gallery tab. In there you can see all images attached to this post, and insert them individually.

Editing Pictures - Once a picture has been placed on a page, it has limited editing options which can be accessed by clicking the blue picture button within the picture. Pictures can only be deleted from pages by selecting the picture (Notice handles surrounding the selected picture) then clicking the red Delete Image button.

FULL SCREEN - Press the full screen editing button to toggle between the page admin screen and the page content screen. All these buttons function as ON / OFF switches. Update / Publish - Please remember to update / publish your content at least every 5- 10 minutes so as not to lose your content or your formatting if you lose contact with the web server.

FULLSCREEN - Toggling to full screen mode makes editing your page easier. Media buttons are now positioned alongside the rest of your icons. Be sure to toggle out of this full screen mode and publish your page / post to see your updated work.

Web Management Systems

Figure 13.

The screenshot shows the Joomla! website editor interface. The main content area displays a page titled "Home" with a text editor. The text editor toolbar includes a "Full Screen" button (represented by a square icon with a diagonal line). A red box highlights this button and the "Update" button in the "Publish" section of the right-hand sidebar. The text within the red box explains that these buttons function as ON/OFF switches for toggling between the page admin screen and the page content screen, and that the Update/Publish button should be used every 5-10 minutes to prevent content loss.

FULL SCREEN - Press the full screen editing button to toggle between the page admin screen and the page content screen. All these buttons function as ON / OFF switches.

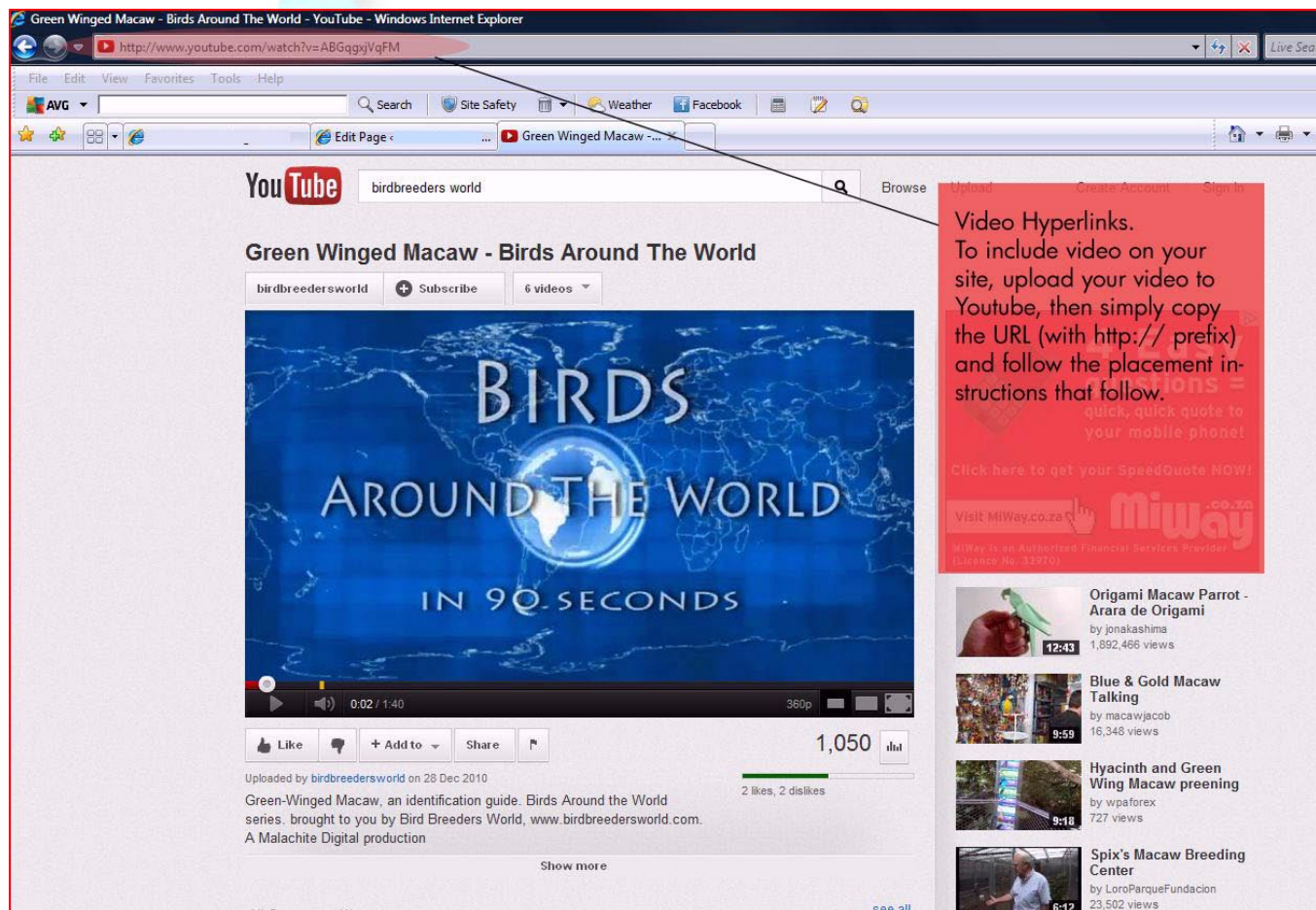
Update / Publish - Please remember to update / publish your content at least every 5- 10 minutes so as not to lose your content or your formatting if you lose contact with the web server.

Video for your website

Videos should never be placed directly on your site in the same manner that a photo is placed for example as you will then be forced to pay the streaming cost everytime a visitor plays the video. (Streaming cost vary, but a rough estimate is USD \$ 0.50 / GB of stream.) Instead, always upload videos to [Youtube](https://www.youtube.com), Vimeo then simply place the video address with its http:// prefix

For the exercise we would need you to find a suitable Youtube video. Simply go to www.youtube.com and search for a video you like, then copy the address which should look like this: <http://www.youtube.com/watch?v=6H8aKtw5rX0> . In the training session we will show you exactly how to embed the video such that you do not pay when visitors to your site play the video.

Figure 15.



Video Hyperlinks

To include video on your site, upload your video to Youtube, then simply copy the URL (with http:// prefix) and follow the placement instructions that follow.

Embedding video - To add videos, place your cursor on the page where you wish the video to appear, click the embed media button then paste your video destination's link on Youtube/Vimeo/other service with http:// prefix. Refer to [Figure 16](#).

Always click Constrain Proportions. Once this is selected, the dimensions will populate automatically.

We like to enlarge the video player box dimensions to cover the entire page (from 735px - 750px wide). Note that this must only be done after the constrain proportions box has been clicked.

Then press, Insert, toggle out of the page and publish. Now check the site's front end.

File Edit View Favorites Tools Help

AVG Search Site Safety Weather Facebook

Adrenalin Hunting Safaris Edit Page - Adrenalin H... Green Winged Macaw - Bir... Blank Page

Paragraph

Day trips for the family or friends who do not hunt and don't want to stay in the camp all the time we offer a number of exiting day trips in our area with its rich cultural heritage

Embedding video - To add videos, place your cursor on the page where you wish the video to appear, click the embed media button then paste your video destination's link on Youtube/Vimeo/other service with http:// prefix.

Always click **Constrain Proportions**. Once this is selected, the dimensions will populate automatically. We like to enlarge the video player box dimensions to cover the entire page (from 735px - 750px wide).

Note that this must only be done after the constrain proportions box has been clicked.

Then press, **Insert**, toggle out of the page and publish. Now check the site's front end.

Insert / edit embedded media

General Advanced

General

Type Flash

File/URL <http://www.youtube.com/v/ABGqgXjVqFM>

Dimensions 450 x 350 Constrain proportions

Preview

Green Winged Macaw - Birds Around The W

Cancel Insert

Fish in

the lens of your feathered friends.

Figure 16.

Adjusting video player's width.

Once you have published your page, refresh your browser and check that the player width fits your design. As can be seen here, the video player box overflows the web design.

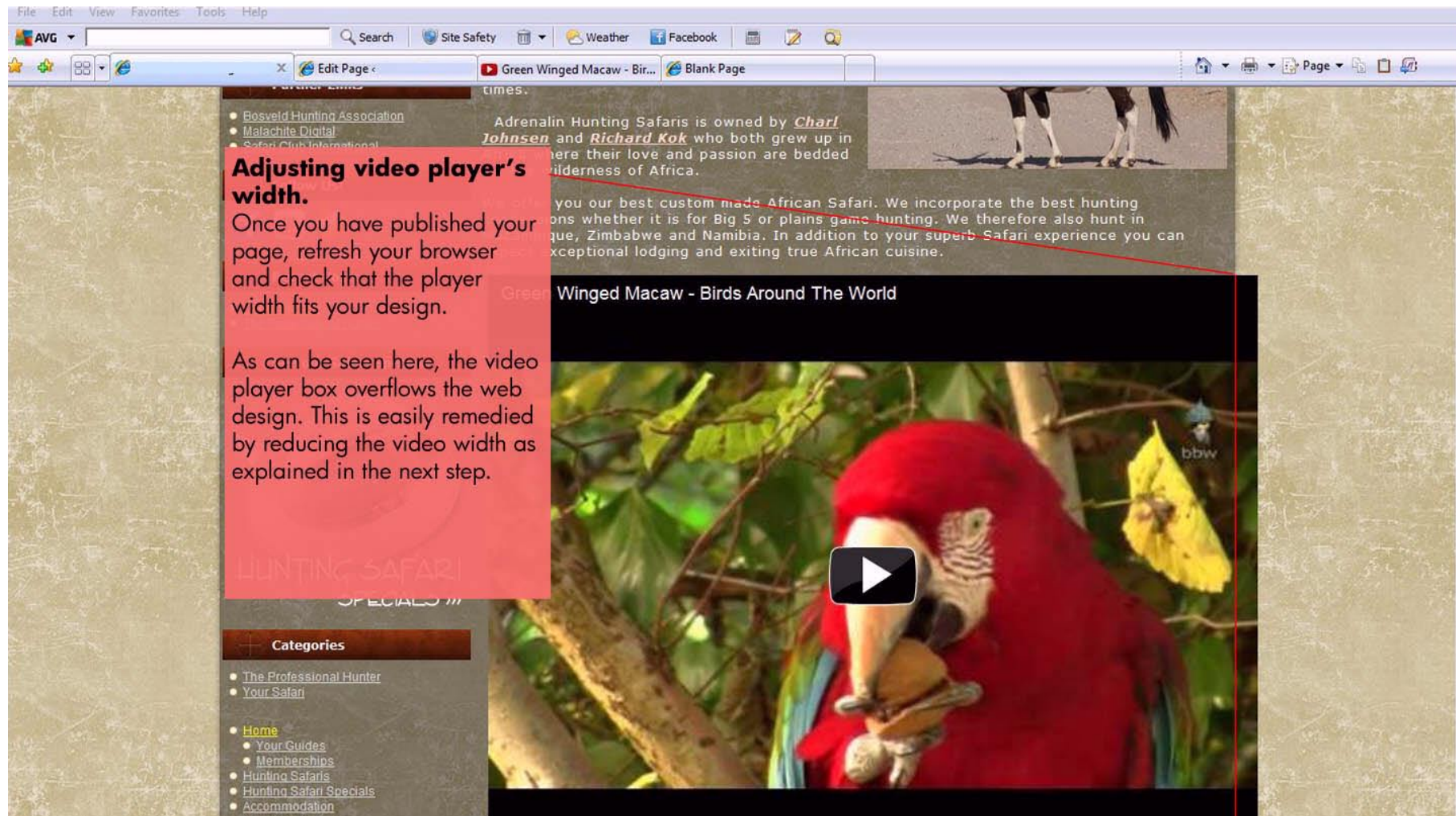


Figure 17.

This is easily remedied by reducing the video width as explained in the next step. *Figure 16.*

Refining your Video placement.

To edit an inserted video on your page or post, click on the video, then click on the embed media/video button. The video editing box will then enable you to modify your video's dimensions. Page widths vary from 700px to 750px. Be sure to Constrain Proportions before you accept the width dimension. This is so that the Azul Web Management system can automatically calculate and populate the video Height.

To move or reposition your video on your page, just like a photo, simply click on the video (look for the handles) then simply move to the new position, and publish your page.

Figure 18.

The screenshot shows a web browser window with a page titled 'Edit Page'. The page content includes a paragraph about African safaris and a video player. A red callout box is overlaid on the video player, containing the following text:

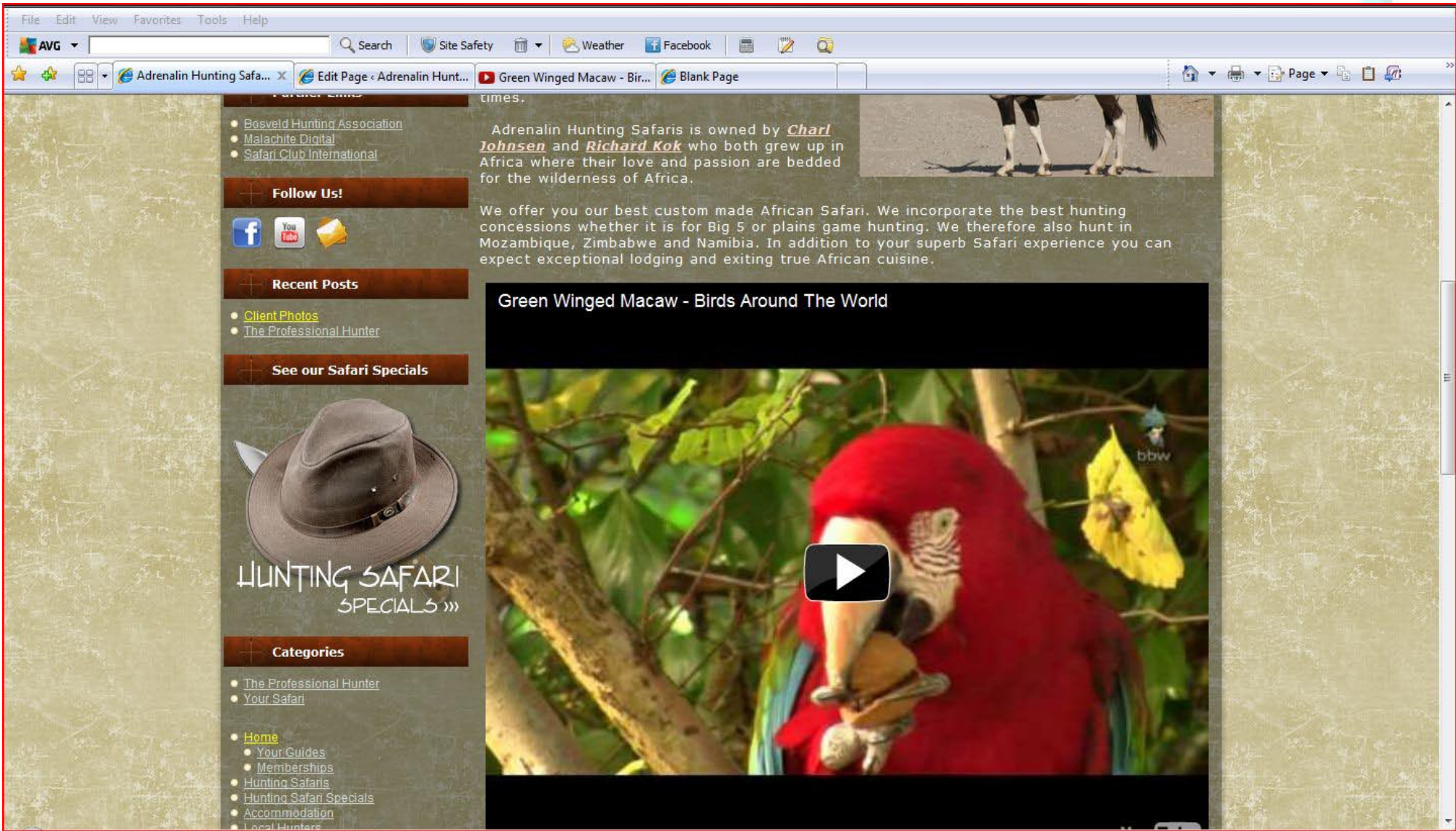
Refining your Video placement.

To edit an inserted video on your page or post, click on the video, then click on the embed media/video button. The video editing box will then enable you to modify your video's dimensions. Page widths vary from 700px to 750px. Be sure to Constrain Proportions before you accept the width dimension. This is so that the Azul Web Management system can automatically calculate and populate the video Height.

To move or reposition your video on your page, just like a photo, simply click on the video (look for the handles) then simply move to the new position, and publish your page.

Figure 19, below depicts how best to position a video on a webpage.

Figure 19.



Re-activating Previous Page/Post versions - your safety net

Should editors make a serious mistake on a page/post, you can re-activate a previously published version of your page/post by scrolling to the bottom of your page and selecting a revision of your choice. Simply click on your selection and re-publish/update this version. Editors can then continue to edit the page/post. **Figure 20.**

Previous Versions:

Should editors make a serious mistake on a page/post, you can re-activate a previously published version of your page/post by scrolling to the bottom of your page and selecting a revision of your choice.

Simply click on your selection and **re-publish/update** this version.

Editors can then continue to edit the page/post.

Old	New	Date Created	Author	Actions
		5 January, 2012 @ 20:15 [Current Revision]	admin	
		5 January, 2012 @ 20:16 (Autosave)	admin	Restore
		5 January, 2012 @ 20:15	admin	Restore
		5 January, 2012 @ 20:13	admin	Restore
		5 January, 2012 @ 20:12	admin	Restore
		5 January, 2012 @ 20:11	admin	Restore
		5 January, 2012 @ 20:10	admin	Restore
		5 January, 2012 @ 20:09	admin	Restore
		5 January, 2012 @ 20:07	admin	Restore
		5 January, 2012 @ 20:07	admin	Restore
		5 January, 2012 @ 19:44	admin	Restore
		2 January, 2012 @ 16:09	admin	Restore
		2 January, 2012 @ 16:08	admin	Restore
		29 December, 2011 @ 20:16	admin	Restore
		29 December, 2011 @ 20:15	Anneme	Restore
		29 December, 2011 @ 20:10	Anneme	Restore

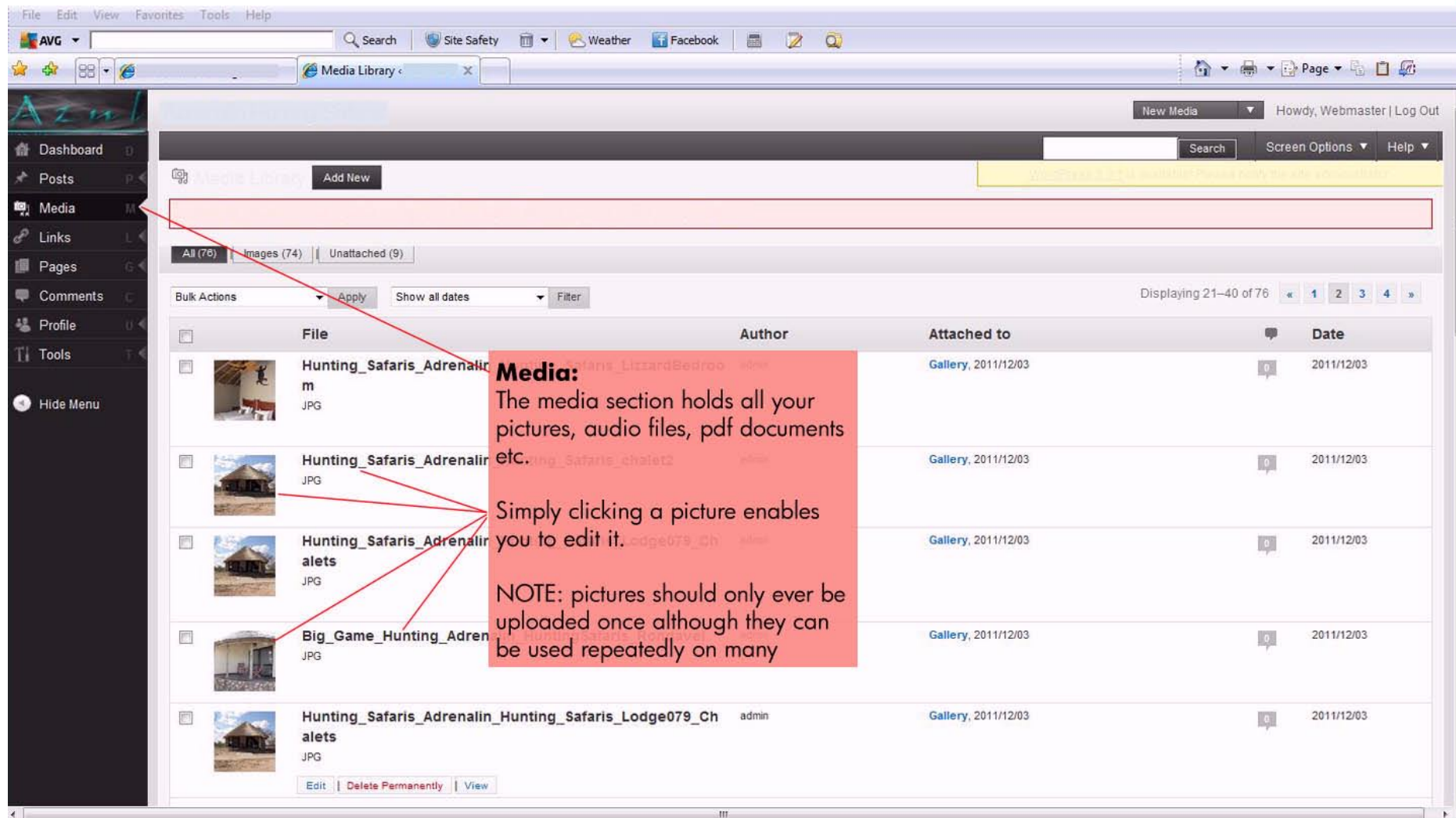
This concludes the section on publishing of pages and posts on the Azul Web Management System.

Media:

The media section holds all your pictures, audio files, Pdf documents, user downloadable files etc. Simply clicking a picture enables you to edit it.

NOTE: pictures should only ever be uploaded once although they can be used repeatedly on many pages.

Figure 21.



Partner Links

To add partner links to your site, simply click links, then paste the hyperlink in the web address section. Fill in the name then very importantly ensure that the Target is set to - **blank-new window or tab**. Click Update Link to complete the process.

Figure 22.

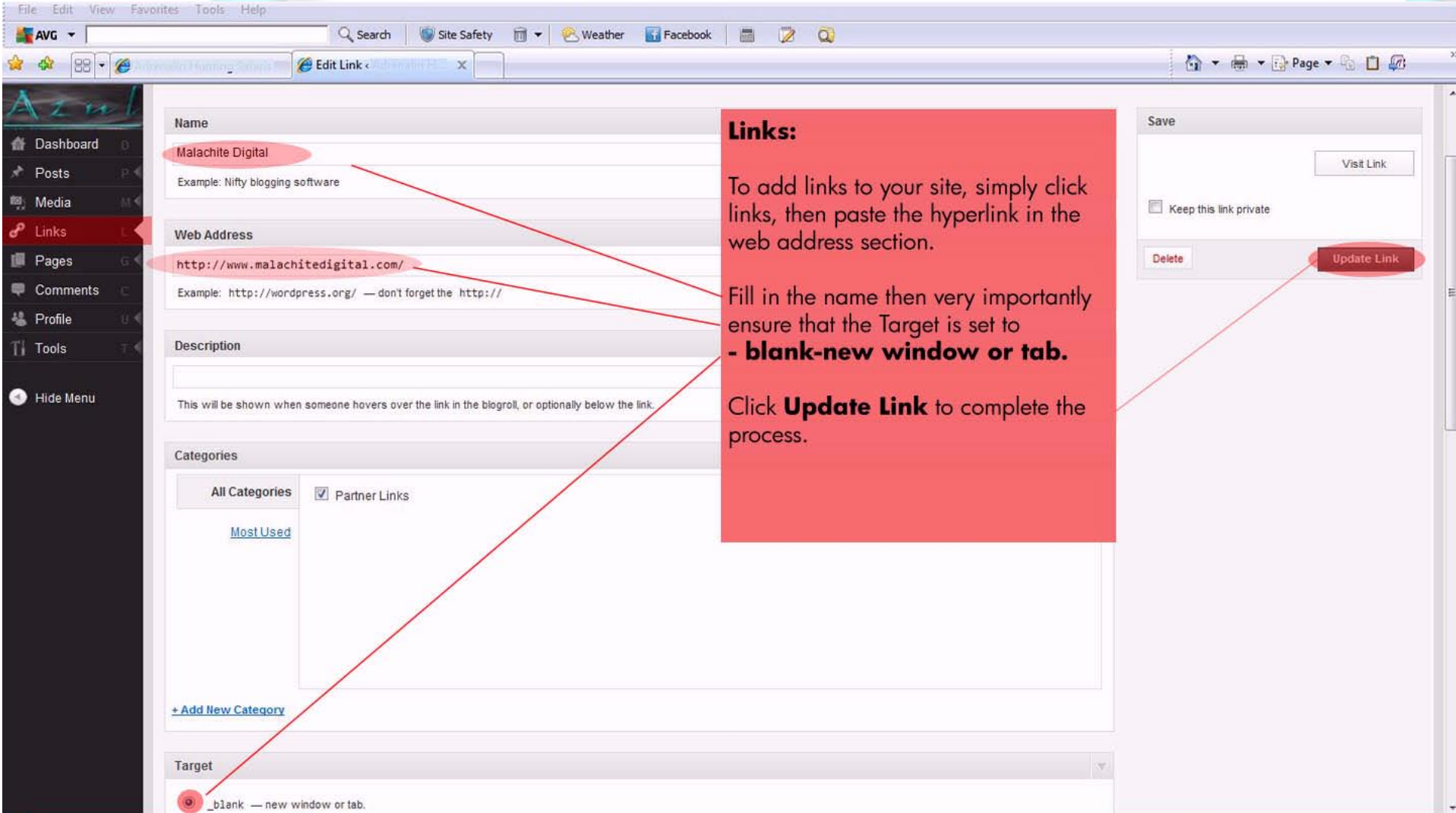


Figure 23.

The image shows two screenshots. On the left is the Adrenalin Hunting Safaris website, featuring a lion's head and the text 'ADRENALIN HUNTING SAFARIS'. The navigation menu includes Home, Hunting Safaris, Hunting Safari Specials, Accommodation, and Local. Below the menu are sections for 'Translator' with various flags, 'Hunting Safaris' with an elephant image, 'Partner Links' listing Bosveld Hunting Association, Malachite Digital, and Safari Club International, and 'Follow Us!'. On the right is a browser window showing the Malachite Digital Web Design Service website, which includes contact information (013 656 0738, 083 711 7722, 0208 8090 4299) and a 'compare packages' section. A red box with white text is overlaid on the bottom right of the Adrenalin website, containing the following text:

Partner Links:
Once you have added links, be sure to verify that they are positioned in the correct place and always test them by clicking them. If you have set up your links correctly, they should open up in a new window, thus keeping your precious visitors logged in to your website in the background.

Now simply go to your website's front end, refresh your browser and test your partner link.

Note: These links could also be used to hyperlink to important pages on your website.

This concludes our tutorial of the Azul Web Management Service. We encourage our clients to explore the system at their leisure.

Please feel free to contact us should you have any queries or require any additional information that may not have been covered in this tutorial.

Malachite Digital

Reg: 2010/027113/23

How to contact us:

eMalahleni (formerly Witbank)

SA Tel: +27 (0) 13 656 0738

SA Fax: +27 (0) 13 656 2943

SA Cell: +27 (0) 84 840 8201

SA FaxMail: 086 541 4360

Email: info@webdesignservice.co.za

Addresses:

South Africa

P.O. Box 751, Witbank, 1035, South Africa

web: www.webdesignservice.co.za

Cape Town

CT Cell: +27 (0) 83 711 7722

CT Fax: +27 (0) 13 656 2943

CT Cell: +27 (0) 21 939 4056

SA FaxMail: 086 541 4360

Email: celeste@webdesignservice.co.za info@malachitedigital.com

London

UK Tel: +44 (0) 20 8090 4299

UK Mobile: +44 (0) 77 8383 9072

UK FaxMail 087 1714 3513

United Kingdom

17 Toussaint Walk, Bermondsey, London, SE16 4SR

web: www.malachitedigital.com