

Updating the LDWA web editing and file management systems.

We are updating the software which is used to create web pages, create bulk emails, and manage pictures and files on the LDWA's websites (including in Galleries). These changes will affect both the National website and all the Local Group websites which use the Local Group template (i.e. virtually all).

We are doing this because the current software is over a decade old, and has started giving problems – e.g. some Local Groups have reported that when pictures are uploaded into galleries, they are displaying at the wrong size. Furthermore, we believe that continuing to use the current software may be exposing us to security risks.

For anyone interested in the technical details, please contact the Internet Officer. In summary, though, the software in question is called TinyMCE/MoxieManager.

The new system will cause many aspects of the web admin systems to look and behave differently. Please resist the temptation to throw up your hands in horror if you don't like what you see. Once you get used to it, the new system is relatively user friendly.

Areas affected by the change:

This paper addresses five areas which will be affected by the new software:

- 1) Creating **bulk emails** and inserting files and images on the LOCAL GROUP websites
- 2) Creating **bulk emails** and inserting files and images on the NATIONAL website
- 3) Creating **web pages** and inserting files and images on the LOCAL GROUP websites
- 4) Creating **web pages** and inserting files and images on the NATIONAL website
- 5) Creating **galleries** on the LOCAL GROUP websites (NB this function is not available on the national website)

Areas NOT affected by the change:

Not all sections of this paper will be relevant to everyone reading this note. In fact, it may not affect some Administrators at all. For instance, it is not anticipated that the change will affect functions like:

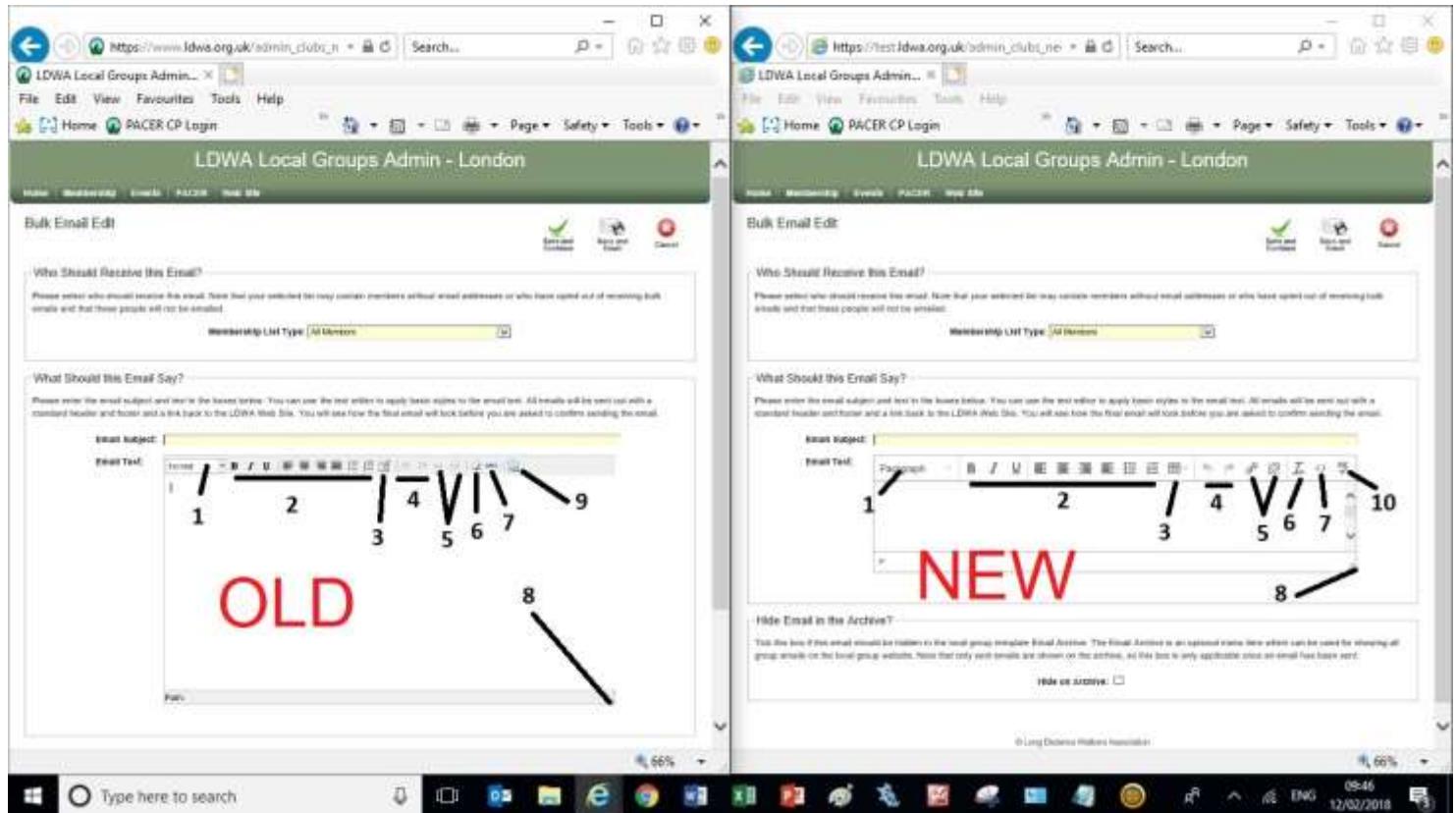
- the creation and management of LDPs on the National website
- the administration of functions including the Shop, the Registers, the Membership system, the Forum and the News function on the National website
- the Social and Challenge walk functions on either the Local and National websites
- PACER

However, it is possible that unforeseen effects will happen in any or all of these areas. If you encounter unexpected changes after the new software has gone live, please email the Internet Officer at internet@ldwa.org.uk urgently.

The five areas which will be affected are described in turn below. Just select and read the section(s) which are relevant to what you do.

1. Creating bulk emails and inserting files and images on the LOCAL GROUP websites

You will see that the email creation screen looks a little different in the new version. The diagram below shows the old (on the left) and new (on the right) side by side and explains the differences:



Key:

1. Pre-formatted headings
no change except you may see a couple of extra heading styles in the new system
2. Text formatting buttons (Bold / Italic / Underlined / Left / Centre / Right align / No alignment / Bulleted list / Numbered list)
no change
3. Insert table
changed – the new system is slightly simpler and more intuitive to use. Just experiment with the new system if you want to insert a table or contact internet@ldwa.org.uk if you need more help
4. Undo / redo
no change
5. Insert / remove hyperlink
*major change – if you are just inserting a “normal” hyperlink, this function is essentially the same as before.
But this is now the system used for inserting pictures and files. See below for more details about how to use this*
6. Erase formatting
no change – this function is rarely used

7. [View source code \(HTML\)](#)
minor change – the “HTML” button has been replaced by a button with two angle brackets (<>), but both do the same thing
8. [Resize handle](#)
minor change – you will see that the email edit window is a bit smaller in the new system than in the old – you can click on this “handle” and drag the window to any size you want
9. [File upload \(old system ONLY\)](#)
*major change – this button has been **removed** – file upload in the new system is managed using the hyperlink button mentioned in point 5 and described below*
10. [Spellcheck \(new system ONLY\)](#)
major change – this function has been added in the new system

So, the main difference between the old and the new system is in the way that file uploads are managed.

You will want to do this if you want to attach a file, pdf or a picture to your bulk email. Uploaded files will appear as clickable hyperlinks in your bulk email when you send it.

A note on photos, files and pdfs

It is important to note the difference in behaviours between attached **photos**, attached **files**, and attached **pdfs** in bulk emails.

If you attach a **photo** file (e.g. a .jpg, .png or .bmp file), when the recipient clicks on the link in your bulk email, a browser window will open which will display the image immediately. (Normally, this is the desired result, but if the recipient wants to save the image on their own PC, they will need to right-click on the displayed image to download it).

If you attach a **file** (e.g. .gpx or .trk), then a browser window will open prompting a download-and-open or download-and-save option when the recipient clicks on the hyperlink.

The main exception is **.pdf files**, which will either open or download depending on what software the recipient has on their PC.

These are generalisations and may vary depending on specific set-ups. This behaviour could also be completely different on mobile devices.

How to insert photos and files into a Local Group bulk email

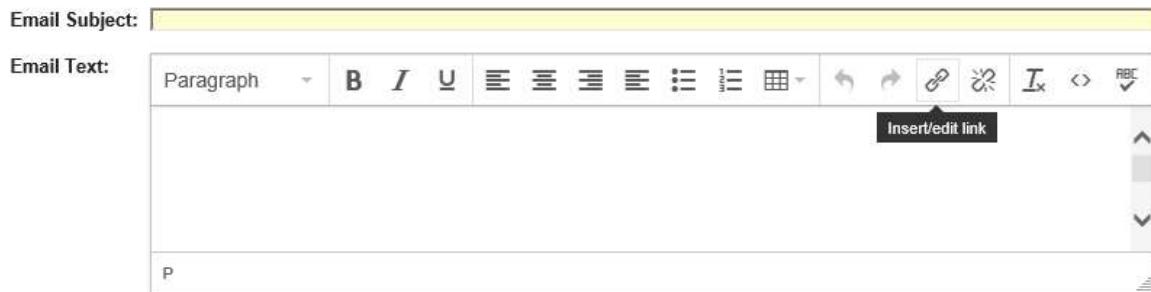
The same process is used for inserting photos and files of all types into a bulk email. The inserted files will appear as hyperlinks. The only difference between the various file types is in their behaviour when the hyperlink is clicked. This is explained above.

Note: It is not possible to insert pictures which display “as pictures” in a bulk Local Group emails without specific knowledge of HTML editing. This is not recommended unless you are confident with HTML code. If you want to do this, please contact the Internet Officer.

The steps to follow to insert a file are outlined below. Note that in this example, a picture (.jpg) has been inserted. To insert something else (e.g. .gpx or .pdf) the steps are exactly the same.

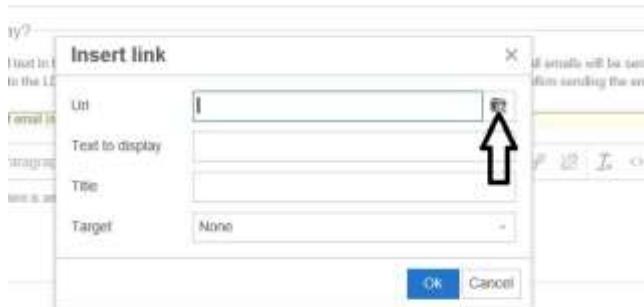
1. Open the “Insert/Edit link” box:

In the boxes below, you can use the text editor to apply basic styles to the email text. All emails will be sent out with a standard header and footer and a k before you are asked to confirm sending the email.

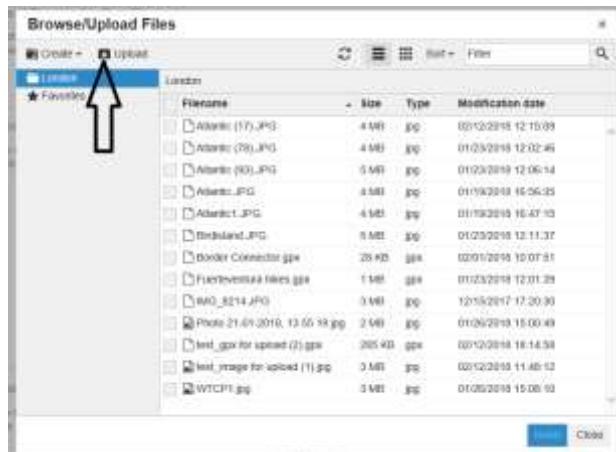


den in the local group template Email Archive. The Email Archive is an optional menu item which can be used for showing all group emails on the local gi

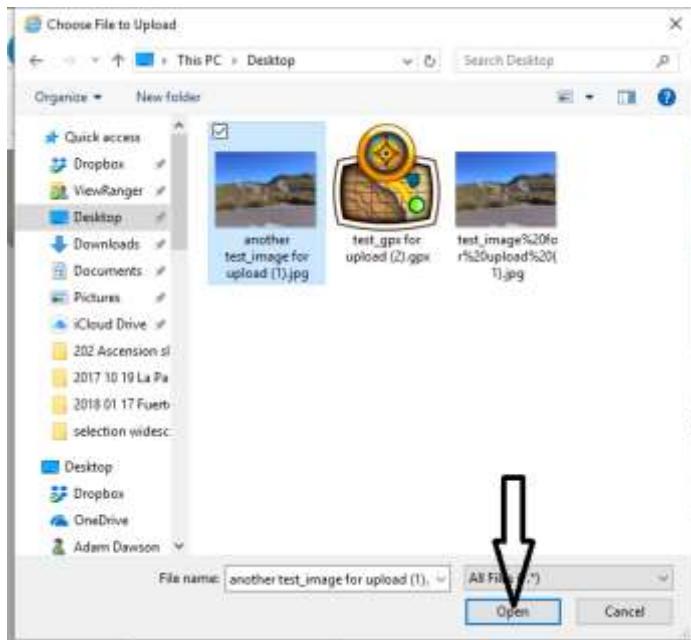
2. Click the “Search for link” icon, which looks a bit like a camera but which is actually a file with a magnifying glass on it):



3. Click the “upload” icon in the screen that appears:



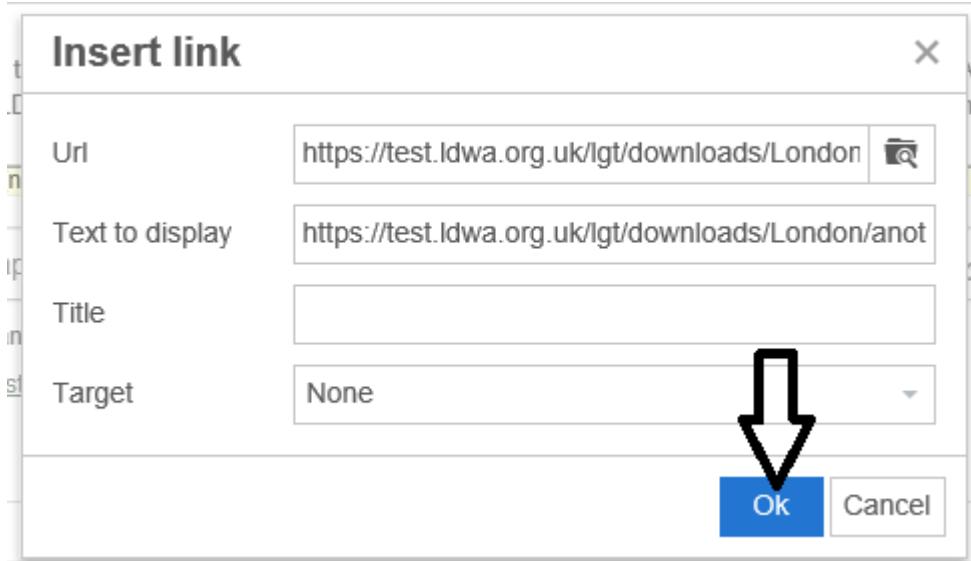
4. Select the file you want and press “open”:



5. The file will now be uploaded, and you will return to the Browse/Upload Files screen. NB if you have a lot of files, you might not be able to see the one you just uploaded – to get around this, click at the top of the “modification date” column *once (or twice if it doesn’t appear with one click)*, and your file will appear at the top. Find your file, then make sure there is a “tick” mark in the box to the left of the file-name, and press “Insert”:

Filename	Size	Type	Modification date
<input checked="" type="checkbox"/> another_test_image_for_upload_.jpg	3 MB	jpg	02/14/2018 12:24:06
<input type="checkbox"/> test_gpx for upload (2).gpx	285 KB	gpx	02/12/2018 18:14:58
<input type="checkbox"/> Atlantic (17).JPG	4 MB	jpg	02/12/2018 12:15:09
<input type="checkbox"/> test_image for upload (1).jpg	3 MB	jpg	02/12/2018 11:48:12
<input type="checkbox"/> Border Connector.gpx	28 KB	gpx	02/01/2018 10:07:51
<input type="checkbox"/> WTCP1.jpg	3 MB	jpg	01/26/2018 15:08:10
<input type="checkbox"/> Photo 21-01-2018, 13 55 19.jpg	2 MB	jpg	01/26/2018 15:00:49
<input type="checkbox"/> Birdisland.JPG	5 MB	jpg	01/23/2018 12:11:37
<input type="checkbox"/> Atlantic (93).JPG	5 MB	jpg	01/23/2018 12:06:14
<input type="checkbox"/> Atlantic (78).JPG	4 MB	jpg	01/23/2018 12:02:46
<input type="checkbox"/> Fuerteventura hikes.gpx	1 MB	gpx	01/23/2018 12:01:39
<input type="checkbox"/> Atlantic.JPG	4 MB	jpg	01/19/2018 16:56:35
<input type="checkbox"/> Atlantic1.JPG	4 MB	jpg	01/19/2018 16:47:15
<input type="checkbox"/> IMG_8214.JPG	3 MB	jpg	12/15/2017 17:20:30

6. Press “OK” on the next screen:



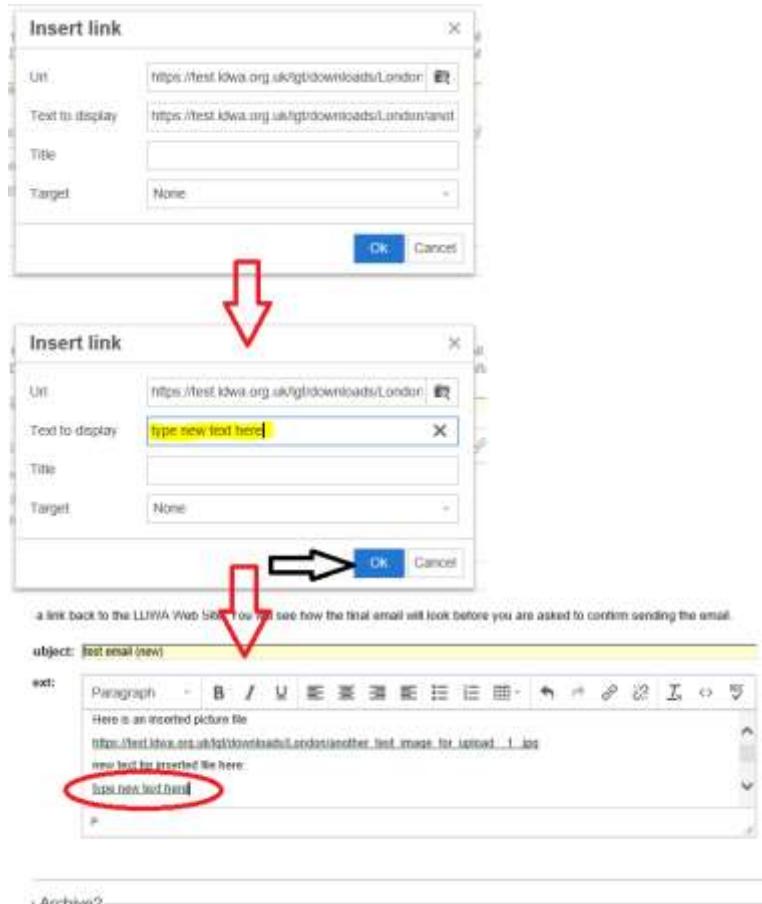
7. Your file will appear as a hyperlink in your email:

↓ footer and a link back to the LDWA Web Site. You will see how the final email will look before you are asked to confirm sending the email.

The screenshot shows an email editor interface. The subject line is 'test email (new)'. The email body contains the text 'Here is an inserted picture file' followed by a hyperlink 'https://test.ldwa.org.uk/lgt/downloads/London/another_test_image_for_upload_1.jpg'. The editor includes a toolbar with various text and image formatting options.

Note TWO things:

- The hyperlink includes the file name *and* the file “path” (i.e. the file location details). In the “old” version, only the file name and not the path was displayed. This is a “feature” of the new system, and unfortunately there isn’t much we can do about it.
 - Any “special” characters in the file name, like spaces or brackets, will have been replaced by underscores when it was uploaded. The old system behaved the same way
8. If you don’t like the way the file name is displayed, you can change it. To do this, first place the cursor in the email roughly where you want the renamed file to appear, and then repeat steps 1, 2 and 5 above to select the file you just inserted, and you should return to the “Insert link” box shown in 6 above. In the “Text to display” box, overtype the long filename and path which is already there, with whatever you want to be displayed instead in the email.
(NB it’s OK to leave the “Title” and “Target” fields as they are. However, if you really want to finesse things, you can type text into the “Title” field and this will be displayed when the recipient of your email “hovers” their mouse over the hyperlink text):



9. You can remove the “old” file name from your email (i.e. the one with the long file path) now – or if you are feeling especially confident, you can avoid these stages completely by typing the name you want to appear in the email directly at step 6 above.

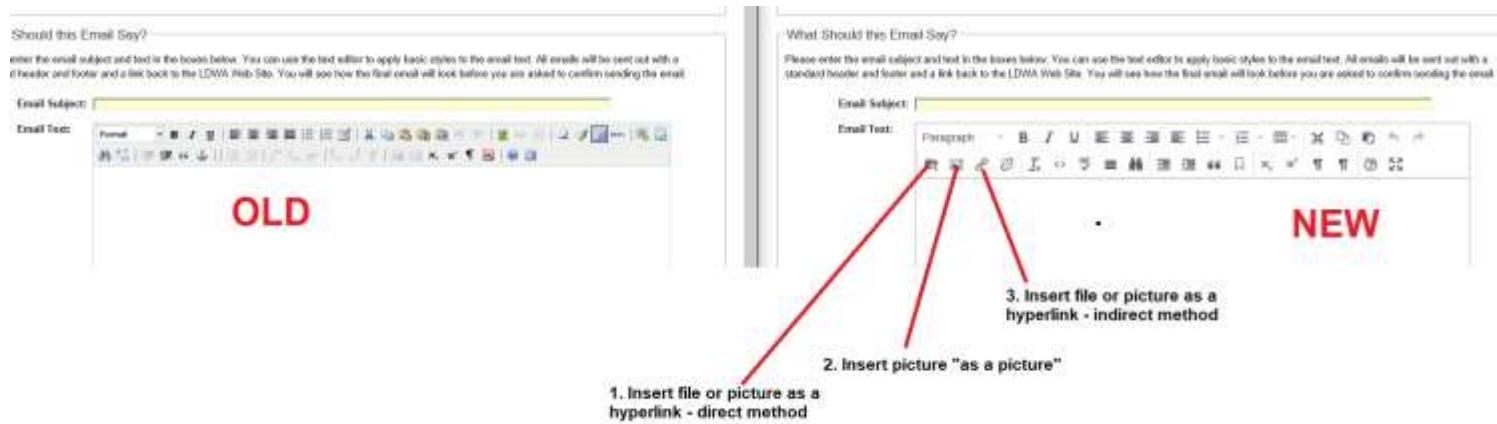
That should be all you need to know about how to compose a Local Group bulk email in the new system, and how to insert a file into it. You can experiment further to check how the various features work, but if you encounter any unexpected behaviour, ***please contact the Internet Officer at internet@idwa.org.uk urgently***, so it can be looked into.

2. Creating **bulk emails** and inserting files and images on the NATIONAL website

Very few people have admin permission to send Bulk national emails, so this section almost certainly won't apply to you!

These notes have been kept brief because 1:1 tuition can be provided if Administrators run into difficulties. Only the key points are highlighted.

As with the Local Group Bulk email system, the old and new bulk email creation screens are a bit different, as shown in the screenshot below:



You will note that the National bulk email facility has more “buttons” than the Local Group equivalent, in both the old and new systems. This is because National administrators may have occasion to need to send slightly more elaborate emails than the Local Groups. In practice, these buttons are hardly ever used, if at all. Every effort has been made to map the buttons on the new system as closely as possible to the old, though there may be some differences. To find out what all the buttons do, hover your mouse over them, and brief explanatory text will appear below.

The main point to note that in the national bulk email facility, there are three different ways of inserting files and pictures into bulk emails, rather than just the one on Local groups. The relevant buttons are labelled 1, 2 and 3 and are explained below:

How to insert photos and files into a National bulk email

There are three different ways of doing this:

1. **To insert a file (gpx s and pdf s etc) QUICKLY as a *hyperlink*,** the easiest way is to use the direct method – labelled no. 1 in the screenshot above. Pressing this button will take you straight to a “Browse/upload files” screen which is identical to that in step 3 of the Local group file insert instructions. From this screen, follow steps 3-8 in the local group instructions above to locate, upload, insert and rename your file. NB if you use this approach to upload an insert a picture file, it will be inserted immediately into your email as a picture, not a hyperlink

2. **To insert a picture (jpg, png, bmp etc) as a *picture*,** press the second button above:

s Email Say?

fill subject and text in the boxes below. You can use the text editor to apply basic styles to the email text. All emails will be sent out with a footer and a link back to the LDWA Web Site. You will see how the final email will look before you are asked to confirm sending the email.

Subject: test national bulk email

xt:

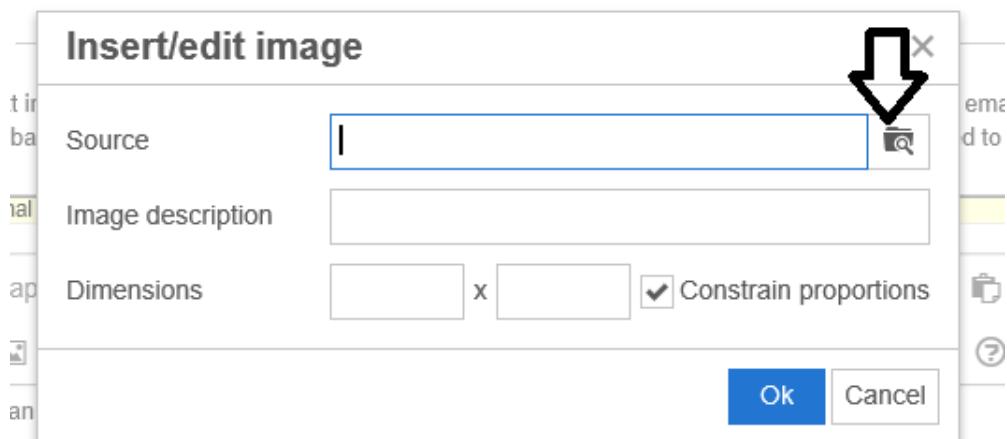


Insert/edit image file using the insert files button (no 1):

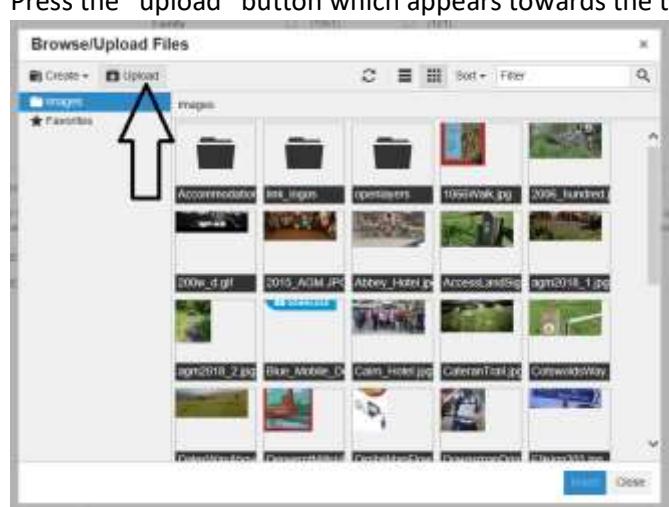
ashridge reverse boundary walk ele icon.xlsx

Here is a picture inserted using the "insert as a picture" button (no 2) and re-scaled to 400px wide:

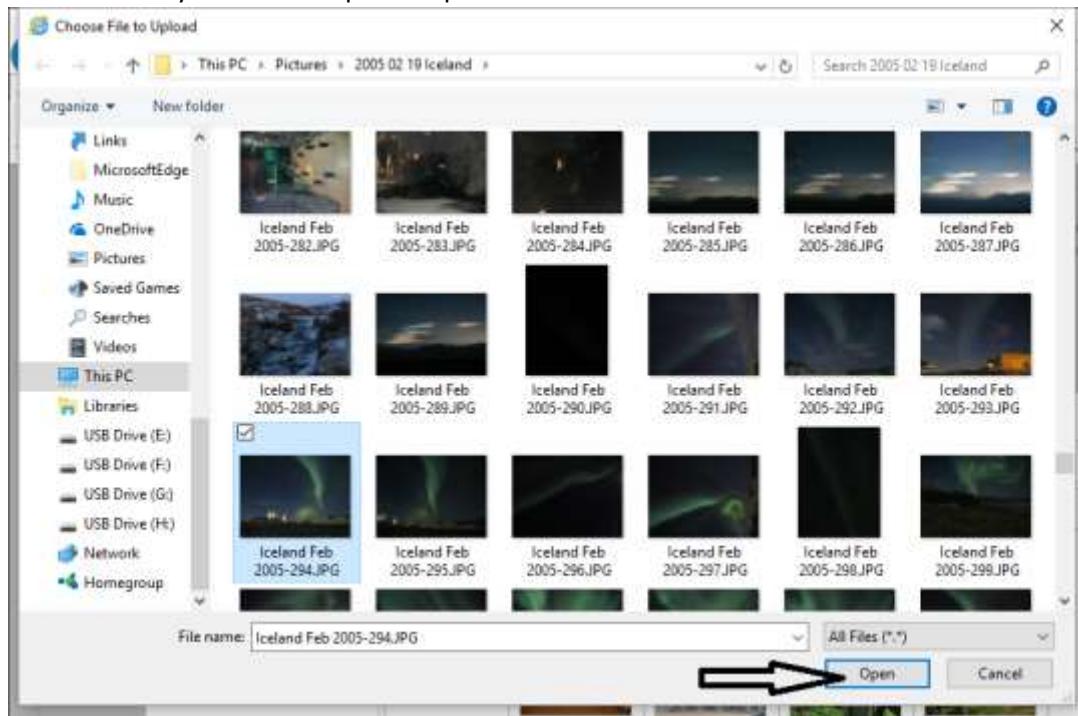
In the “Insert/edit image box that appears, press the file select button at top right:



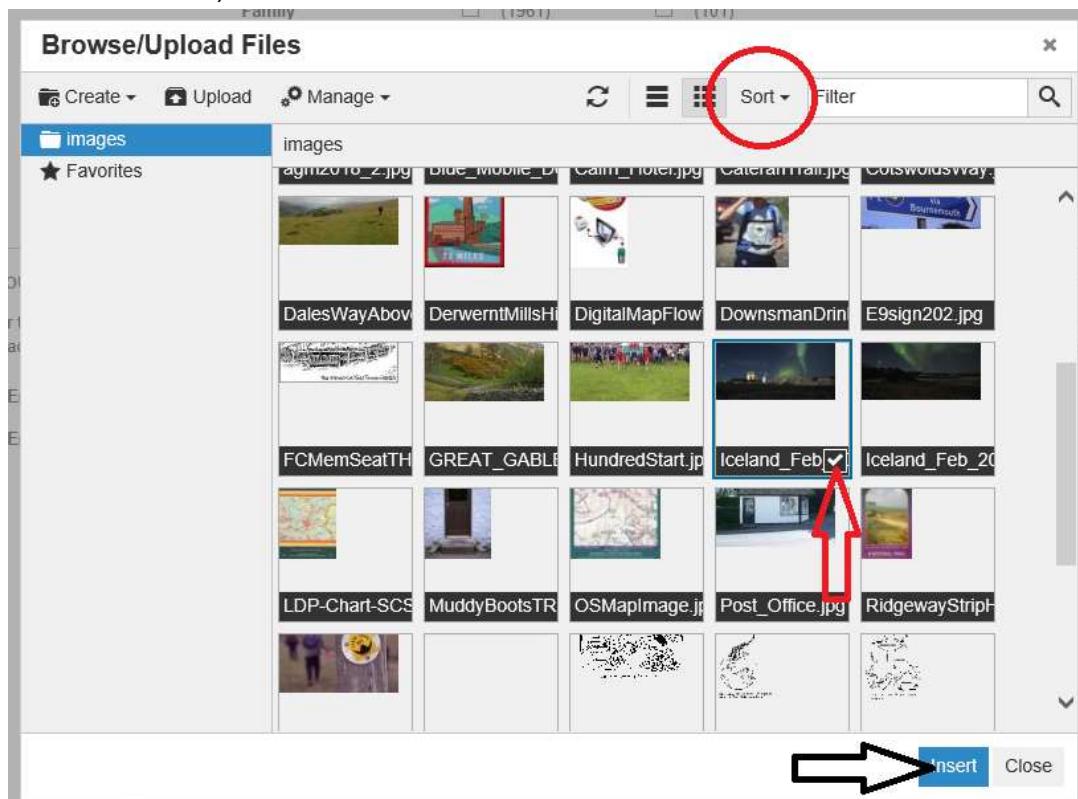
Press the “upload” button which appears towards the top left of the “Browse/Upload Files box.”



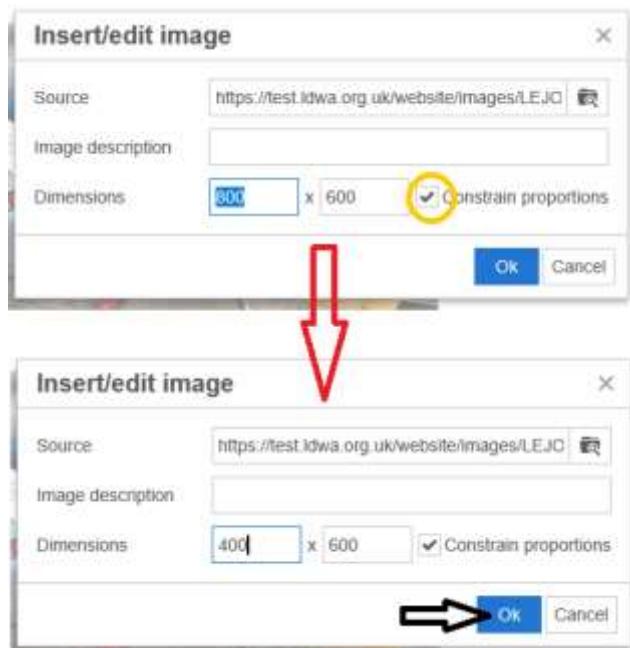
Select the file you want and press “open”:



On the “Browse/Upload Files screen, find the file you just uploaded, check that the selection box is ticked, and press “Insert”. NB if you have difficulty finding your file, try experimenting with the “Sort” button, circled on the screenshot:



On the Insert/edit image box that appears next, you will see a “dimensions” field which will have the size of your picture in pixels. By default, the system re-scales your picture to 800x600 pixels, so it fits on most web pages and emails. You may however still find it too big, so to overcome this, make sure the “constrain proportions” box is ticked and overtype in the first field, the number “400” (you can leave the second field as it is). Press OK:



Your picture will now appear in the email:

The screenshot shows an email editor interface with a toolbar at the top. Below the toolbar, there is a text area containing the following content:

Here is an inserted file using the insert files button (no 1):
ashridge_reverse_boundary_walk_ele_icon.xlsx

Here is a picture inserted using the "insert as a picture" button (no 2) and re-scaled to 400px wide:

3. To insert a file (of any type, including pictures, gpx's and pdf's etc) INDIRECTLY as a **hyperlink**, you can also insert a file using the indirect method by pressing the button labelled no. 3 in the

screenshot at the start of this section. Pressing this button will take you through the same stages as the “inserting a file” approach used in the Local Group function. Follow steps 1-9 in the Local Group file insert instructions if you feel more comfortable doing it this way. The end result is *similar to* if you had used the direct route (button 1), except that: a) files have the whole file-path displayed in the hyperlink (so use the tips shown in section 8 of the “Local groups Bulk Email” notes), and b) if you use this approach to insert a picture file, it will be shown as *a hyperlink not a picture*.

ENTER THIS FOLDER AND A LINK BACK TO THE LOCAL GROUP FILE. YOU WILL SEE HOW THE FINAL EMAIL WILL LOOK BEFORE YOU ARE ASKED TO CONFIRM SENDING THE EMAIL.

Email Subject: [Test national bulk email](#)

Email Text:

Here is an inserted file using the Insert file button (no 1):
[ashbridge_revenue_boundary_walk_min_1con.xlsx](#)

Here is a picture inserted using the “Insert as a picture” button (no 2) and re-scaled to 400px wide:



Here is a file inserted using the indirect file insert button (no 3):
https://testidwa.org.uk/websuite/downloads/DWA_London_Guidance_notes_for_Wards_Secretary.docx

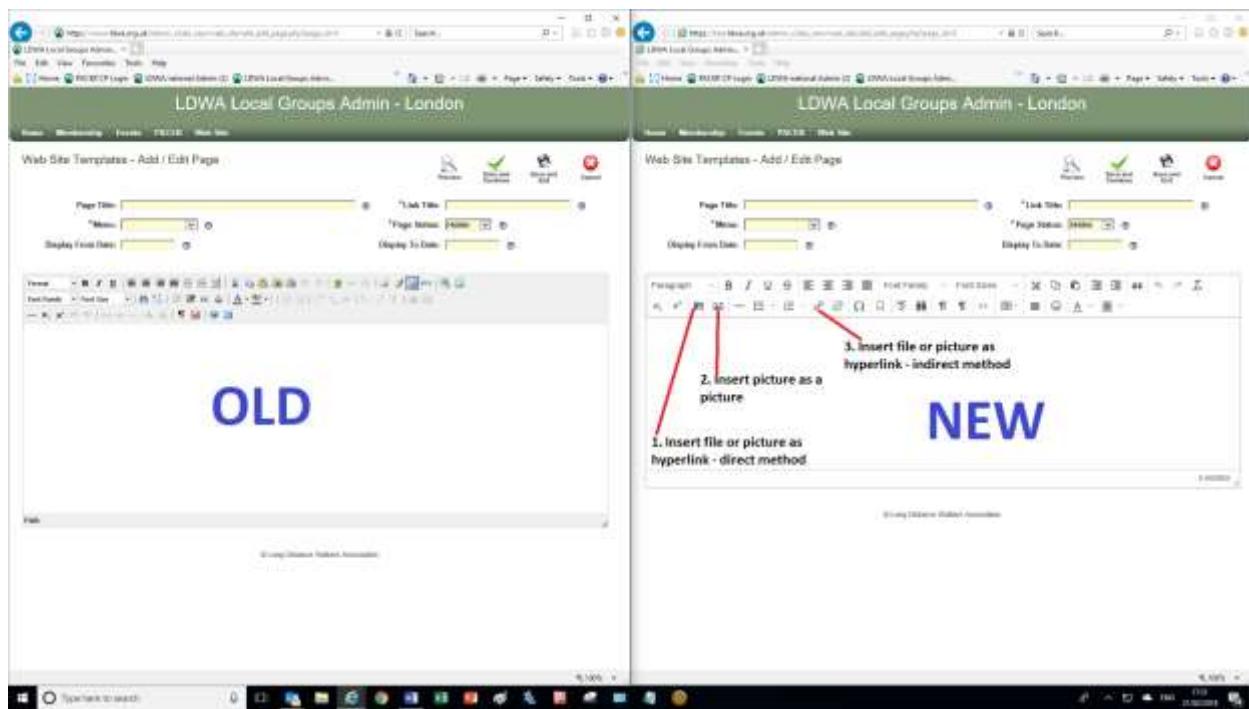
3. Creating web pages and inserting files and images on the LOCAL GROUP websites

NOTE: Only a few Local Group Administrators have web page admin permissions, **so these instructions may well not apply to you!**

You will see that the screen for creating local group web-pages is more complicated than that for local group bulk emails. There are several more buttons, which allow you to do more advanced text formatting and page composition. Furthermore, the old and the new systems display slightly different screens, though as far as possible, efforts have been made to map the buttons on the old system to those on the new, as closely as possible.

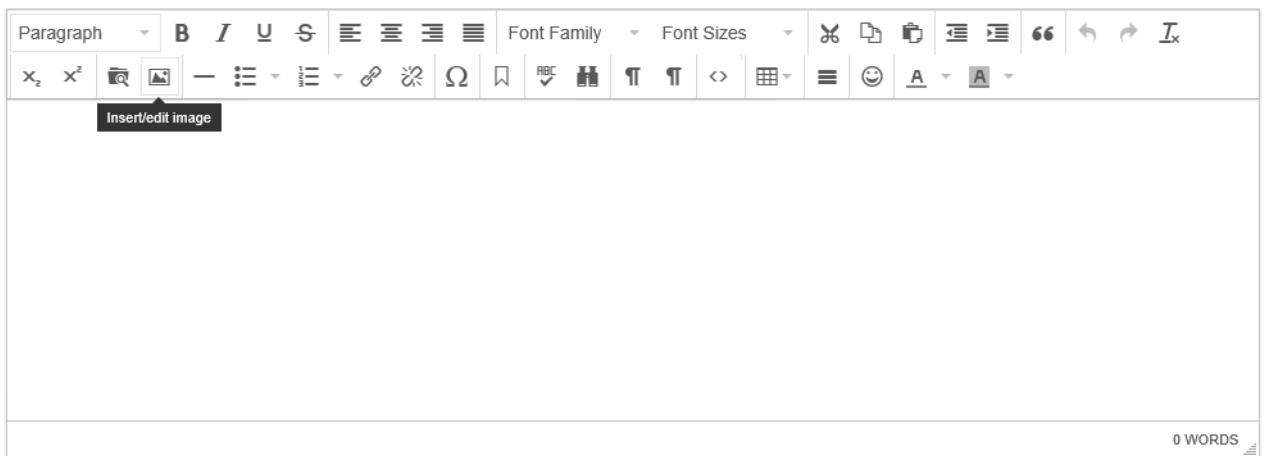
The best way to find out what all the buttons do is just to experiment – You will also see that if you “hover” your mouse over the button, a brief description of its function will pop up.

This paper only focuses on the buttons for inserting pictures and files, and there are three ways of doing this, shown below:

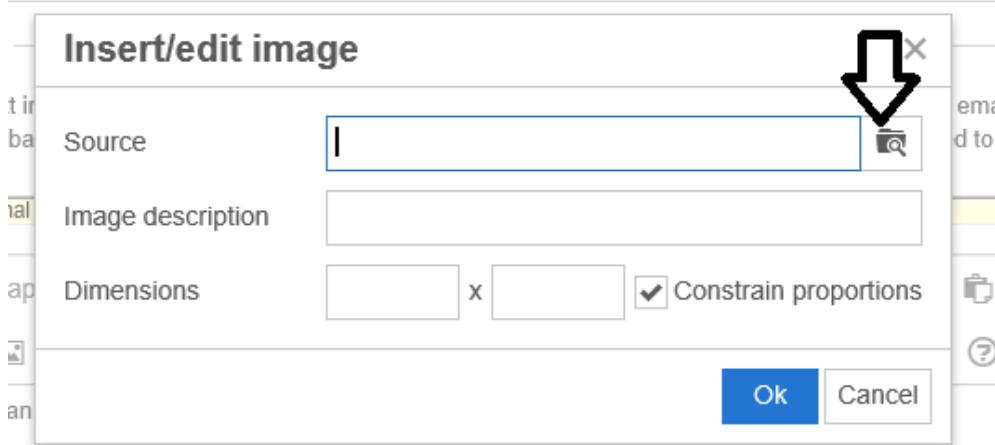


1. To insert a file (gpx s and pdf s etc) **QUICKLY** as a *hyperlink*, the easiest way is to use the direct method – labelled no. 1 in the screenshot above. Pressing this button will take you straight to a “Browse/upload files” screen which is identical to that in step 3 of the Local group file insert instructions. From this screen, follow steps 3-8 in the local group instructions above to locate, upload, insert and rename your file. NB if you use this approach to upload an insert a picture file, it will be inserted immediately into your email as a picture, not a hyperlink

2. To insert a picture (jpg, png, bmp etc) as a *picture*, press the second button above:

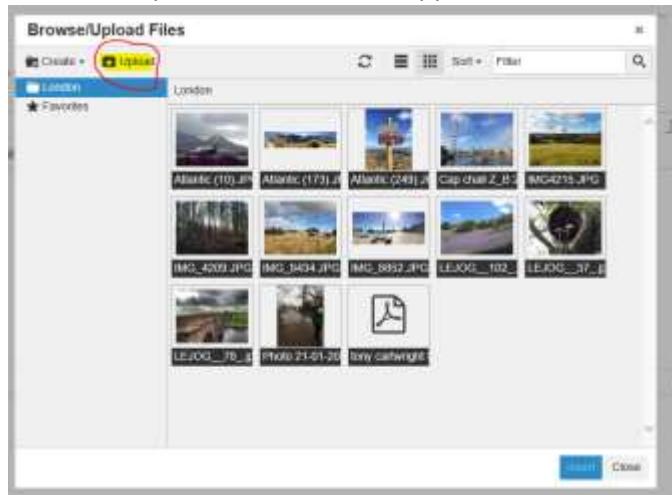


In the “Insert/edit image box that appears, press the file select button at top right:

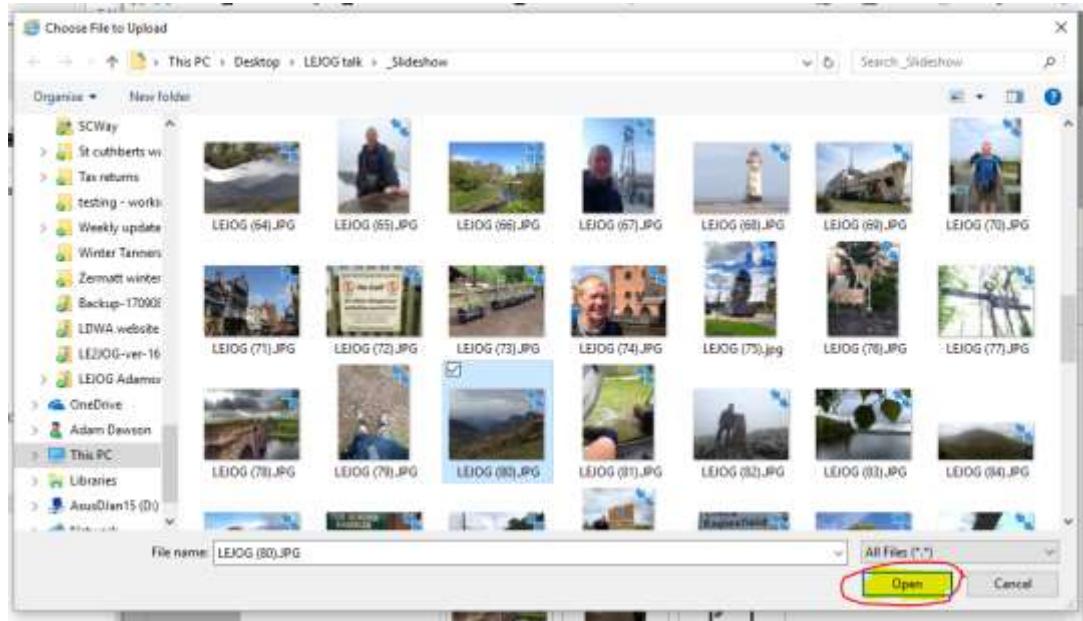


[e_reverse_boundary_walk_ele_icon.xlsx](#)

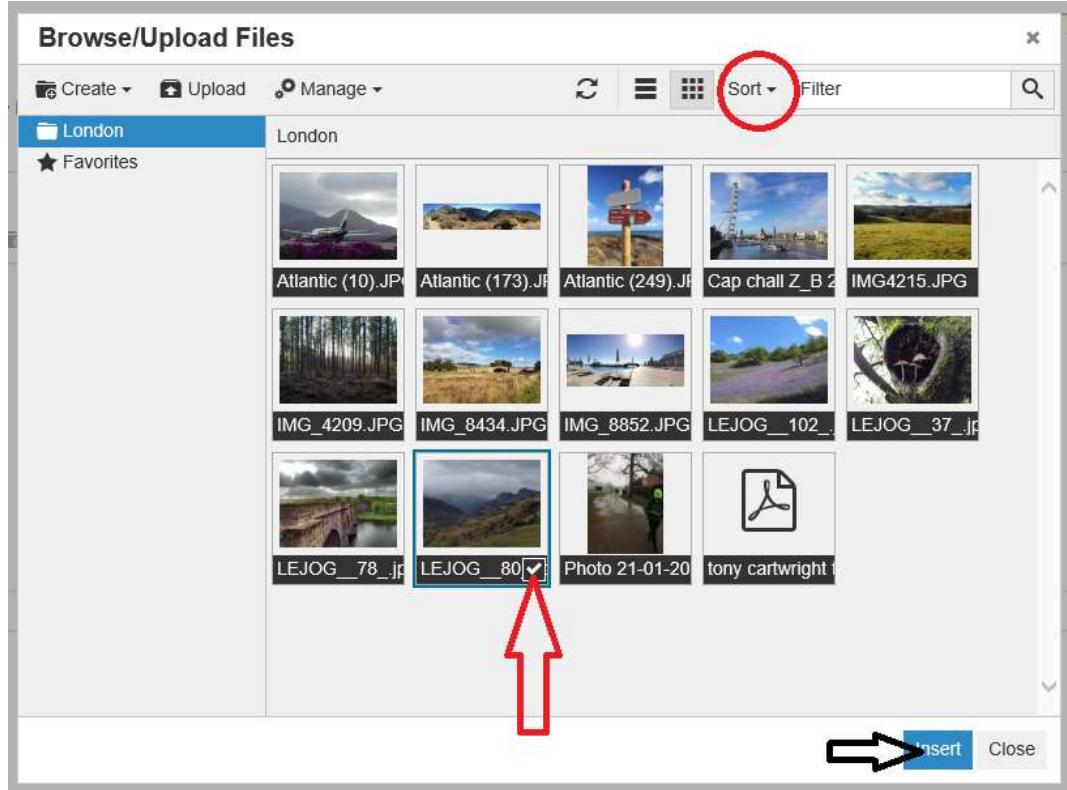
Press the “upload” button which appears towards the top left of the “Browse/Upload Files box:



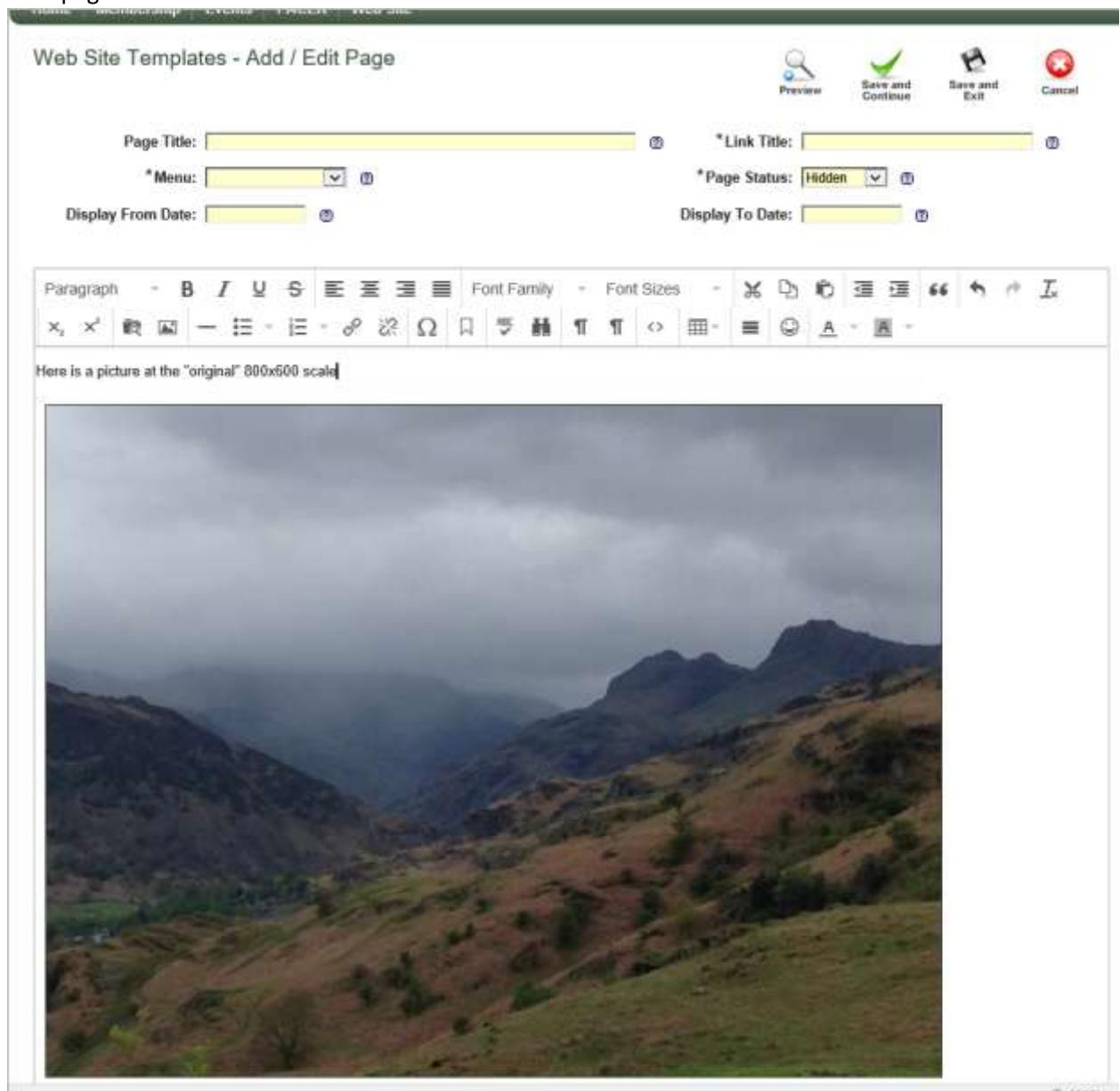
Select the file you want and press “open”:



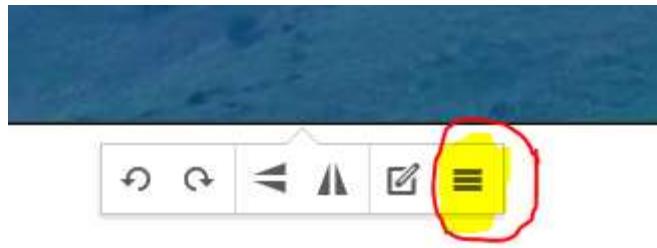
On the “Browse/Upload Files screen, find the file you just uploaded, check that the selection box is ticked, and press “Insert”. NB if you have difficulty finding your file, try experimenting with the “Sort” button, circled on the screenshot:



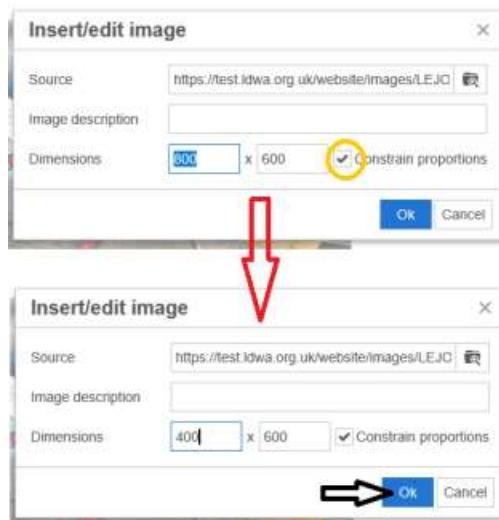
On the Insert/edit image box that appears next, you will see a “dimensions” field which will have the size of your picture in pixels. By default, the system re-scales your picture to 800x600 pixels, so it fits on most web pages and emails. Press “OK” and your picture will appear in your web-page:



You may however find the picture too big, so to overcome this, click on the photo then click on the icon that looks like three parallel lines at the bottom:



In the box that appears, make sure the “constrain proportions” box is ticked and overtype in the first field, the number “400” (you can leave the second field as it is). Press OK:



Your picture will now appear at a smaller size in the web-page:

Paragraph B I U S E E E Font Family Font Sizes X C D E F G H I J K L M N O P Q R S T U V W X Y Z

Here is a picture re-sized to 400 px wide|

3. **To insert a file (of any type, including pictures, gpx s and pdf s etc) INDIRECTLY as a *hyperlink*,** you can also insert a file using the indirect method by pressing the button labelled no. 3 in the screenshot at the start of this section. Pressing this button will take you through the same stages as the “inserting a file” approach used in the Local Group function. Follow steps 1-9 in the Local Group file insert instructions if you feel more comfortable doing it this way. The end result is *similar to* if you had used the direct route (button 1), except that: a) files have the whole file-path displayed in the hyperlink (so use the tips shown in section 8 of the “Local groups Bulk Email” notes if you want to simplify it), and b) if you use this approach to insert a picture file, it will be shown *as a hyperlink not a picture*.

4. Creating web pages and inserting files and images on the NATIONAL website

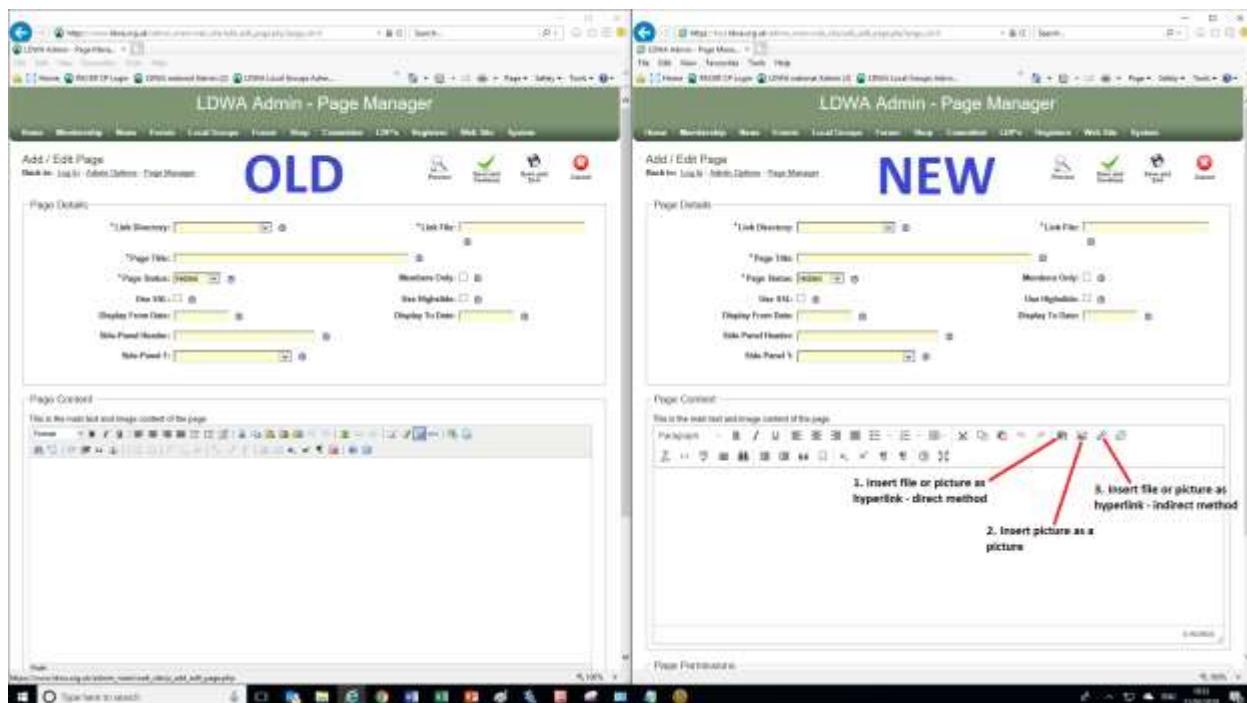
Like the National bulk email facility, very few people actually have admin permissions to create web pages on the National web-site, so this section will probably not apply to you.

However, if you do need to do this, summary instructions are given below, but if you need more help, contact internet@ldwa.org.uk for advice.

You will see that the screen for creating National web-pages has several buttons, which allow you to do advanced text formatting and page composition. Furthermore, the old and the new systems display slightly different screens, though as far as possible, efforts have been made to map the buttons on the old system to those on the new, as closely as possible.

The best way to find out what all the buttons do is just to experiment – You will also see that if you “hover” your mouse over the button, a brief description of its function will pop up.

This paper only focuses on the buttons for inserting pictures and files, and there are three ways of doing this, shown below:

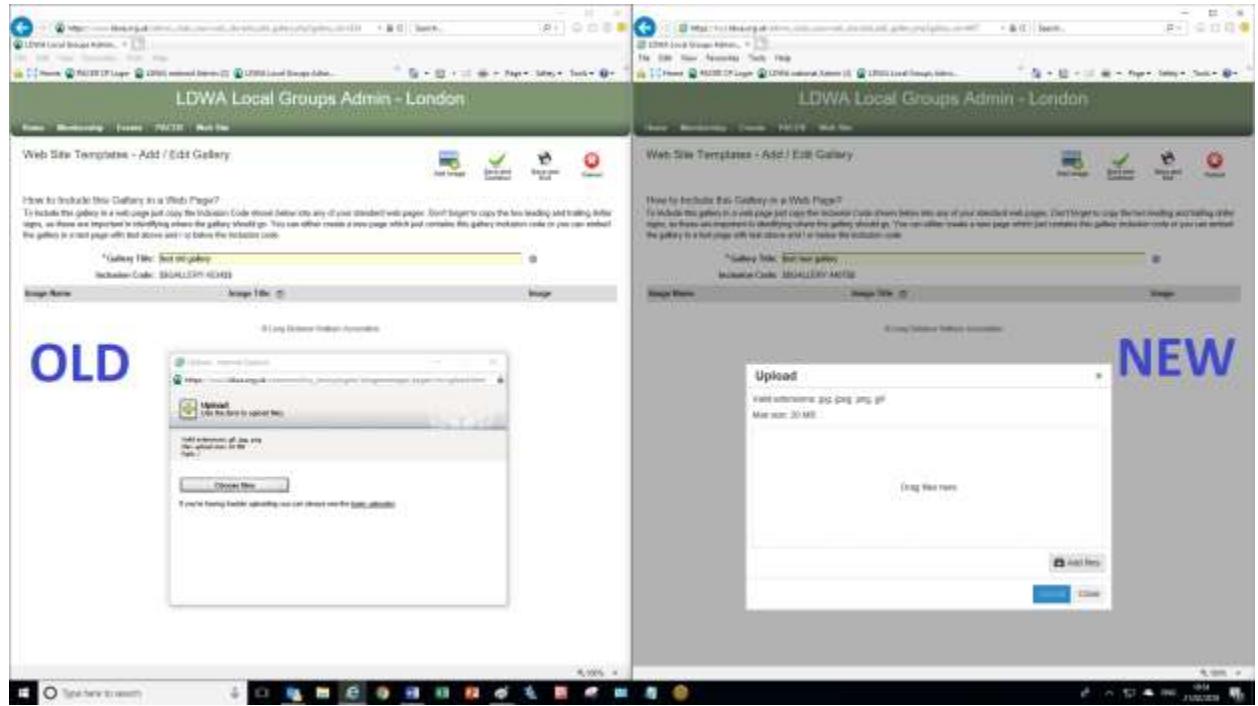


1. To insert a file (gpx s and pdf s etc) QUICKLY as a *hyperlink*
2. To insert a picture (jpg, png, bmp etc) as a *picture*
3. To insert a file (of any type, including pictures, gpx s and pdf s etc) INDIRECTLY as a *hyperlink*

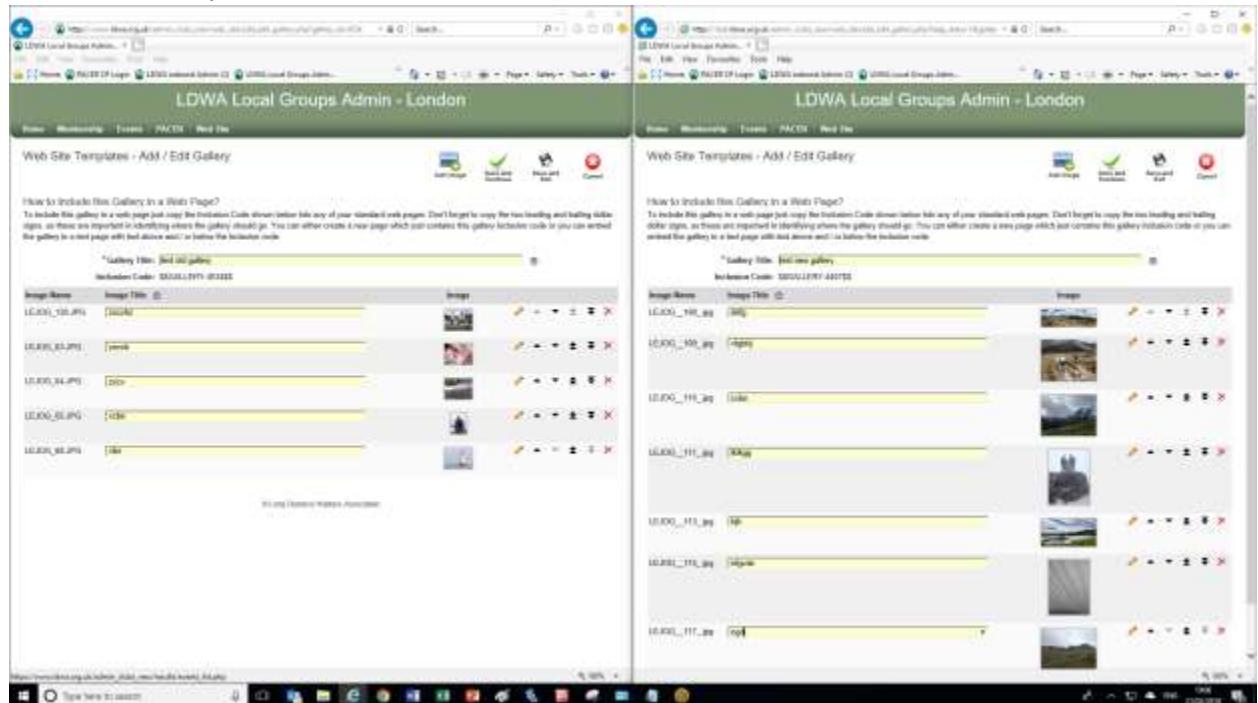
- to do any of these three things, the steps are *exactly the same* as set out above, for Local Group websites.

5. Creating galleries on the LOCAL GROUP websites (NB this function is not available on the national website)

Creating galleries on the new system is essentially the same as on the old, except that some of the screens are slightly more user – friendly. See screenshot below:



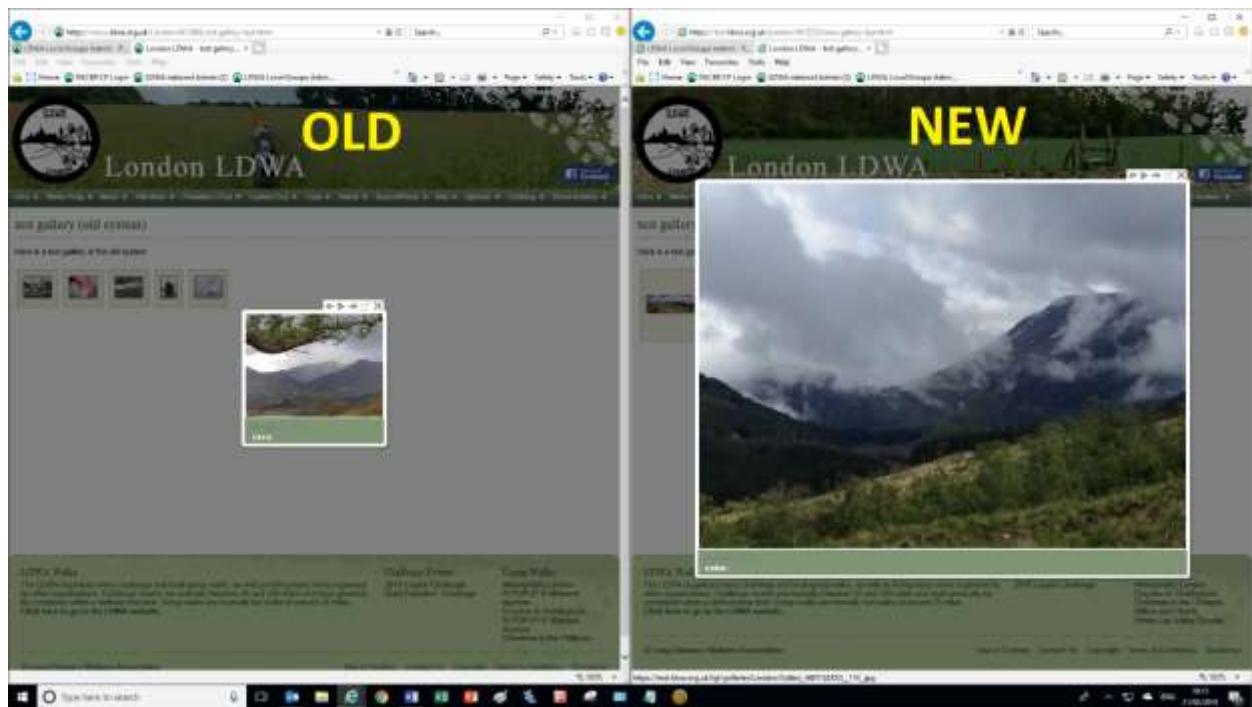
Once photos are uploaded, you will see that the “thumbnails” may be a bit bigger than they were in the old system:



NOTE:

- a) If you try and re-order images in the gallery (using the “up” and “down” arrows at the right hand side), then the captions will be lost. This is a bug in both the old and new systems and may be rectified at a later date.
- b) Similarly, in both the old and new systems, a leading “space” character is inserted before the captions. It is not entirely clear whether this is a bug or a feature.

Once you have created and saved your gallery, then used the Insertion Code in your web page, and saved and published your new web page, you can view your new gallery on the public website. To the outside world, very little will have changed, except that the images may well be bigger in the new system than they were in the old, as shown in the side-by-side screenshot below:



We are optimistic that the new image/file management system will overcome the problems reported by some Local Groups where images in galleries are randomly displayed at very small size, or where on some browsers (e.g. Safari), multiple images could not be uploaded.

If you continue to experience problems with images in galleries in the new system, please contact the national IT and Internet officer at internet@ldwa.org.uk URGENTLY.