# Updating the Everyday Zen Website

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Basics
The website is created using a “content management system” called Concrete5 – here-on C5. C5 has good introductory materials and short videos here that will help:
http://www.concrete5.org/documentation/getting-started/

The basic idea with C5 is that everything are looking at is a “page”. The homepage is a page, this seems usual, but also each teaching is a page, each event is a page, the list of events (schedule) is a page.

What is shown on the screen for any given page is determined by a combination of two things: the page’s properties and content blocks. On the whole C5 is really simple and sensible, but the only thing a little confusing about our new site is that different types of pages emphasize properties more, or even exclusively, and others emphasize content blocks more. There are slightly different steps involved in changing an attribute as opposed to a content block. This will become more clear in the instructions that follow.

The big difference between C5 and our previous site which also distinguishes C5 from most website system is that you can all normal website editing by navigating through the site just like a regular user while being logged in. On the old EDZ site you would go to the special administration area first which looked absolutely nothing like the front end site and enter a special control panel that also looks nothing much like the anything a user would see.

On the new C5 site the usual pattern is:
1) move through the site like a user
2) find something you want to change
3) hit a button in the special control bar at the top of the screen (which appears when you are logged in right above the regular content)
4) make the change either right there “in” the page or in a simple overlay on top of the page
5) save – in some cases a single “Publish” button, in other cases, saving the section you were working on then publishing the page changes.
6) see the results right away on the finished page

Questions about how to update the site? Please contact our technical support advisor, Tim O’Connor Fraser (Tim O.F.) at tim@dewdropmedia.com or 707-702-1070.
Logging In
Open the regular website and scroll down to the bottom right, click the login button.

Figure 1 How to login as an administrator.

On the next screen login using the name and password for your EDZ admin account, contact Tim O.F. if you don’t know your user name/password or you don’t have one.

The Dashboard Toolbar
When you are logged in a new toolbar appears across the top.

Figure 2 Admin toolbar is present if you are logged in. Arrow pointing out button to put a page in Edit Mode to edit Content Blocks or Properties (note that special pages like Teachings, Events, and Blog posts use a different button)
The Edit button on the left is for putting the page into “Edit mode” and making changes to its content blocks or properties. You can also click the “Properties” button to change a page’s properties. The mostly commonly changed page types, teachings and events, have a separate editor to change the properties in a simpler interface.

Hover the mouse over the edit button once to bring up a sub-menu.

![Edit menu](image)

**Figure 3** Two options for editing a page (remember that Teachings, Events, and Blog posts use a different mechanism)

To enable the editing of content blocks, click “**Edit this Page**”, to edit the page’s properties click the “**Properties**” link. You are unlikely to use any of the other options.

After clicking “Edit this Page” the content blocks than can be edited are surrounded in dotted red lines.

In this example the description for the All Day Sittings program is a content block, click anywhere inside that area and it should turn dark with a new menu appearing in the center.
Figure 4 Once a Page is in Edit Mode, the editable Content Blocks are outlined in red. Click on one to bring up this menu.

Now click on “Edit” – you will generally not use any of the other options in this block manipulation menu. After clicking Edit a new pop up screen appears and you can make changes to the content of this block.
This is a fairly straight forward website editor.

**Two important notes about editing content blocks:**

1) **Formatting:** for headers and bolding and different text sizes use the center drop down to pick your style, this ensures that the whole website has a consistent look. Be aware that the formatting will be somewhat different looking after you save.

2) **Making links:** to make a link to another page in the site, highlight the text where the link should appear but then use the “Insert Link to Page” button at the top instead of the little “chain” button. Use the “chain” button for links to websites outside of the EDZ site.

When done click Save. You will see your change in the site but the red dotted outline is still there reminding you that the page is in edit.
mode still. Now hover over the Editing button in the top bar and select “Publish My Edits” to finish the process. Optionally add a short note in “Version Comments” about what you just changed. The page will now look normal again. Take a look at your changes.

![Editing button](image)

**Version Comments**
- clarified the registration guidelines
- Discard My Edits
- Preview My Edits
- Publish My Edits

**Version 4** Page currently in edit mode on 8/12/2013 at 12:33 PM

**Properties**
- Design
- Permissions

**Versions**
- Move/Copy
- Full Page Caching

**Delete**

---

**Figure 6** All done editing the Content Blocks of a page? Publish My Edits is the final save.

**Note that some of the red dotted outline sections are special content blocks that are generated automatically and can’t be edited in this way.** If anything seems confusing or not right, just click Cancel and then Exit Edit Mode in the top bar.

**Pages Where Content Blocks Are In Use**
The following areas are edited using the content block editing system just described:

1) **Program** descriptions
2) **Location** descriptions (but note that the location’s address, phone, and other contact info are actually set in the page’s properties)
3) **Study Guide** descriptions – the text area above the list of books, audio, texts for that study guide item.
4) All of the **About** pages.
5) When the **homepage** is in the mode where it displays a large message on the upper left (with a square picture to the right) that area is a content block.
6) When the **homepage** is in the normal mode with a wide banner image across the top there is a small content block for “latest news”

7) All of the **links** pages are content blocks.

In general you can investigate how a page it put together by putting it into edit mode. See which areas are surrounded by the dotted red outline. Click on that area and see if the edit option is there. Click on the edit option and see what can be changed. You can always back out by pressing cancel and then Exit Edit Mode at the top. We strongly recommend this kind of exploration.
Teachings Pages – a special property-based page
The teachings pages are created with 100% properties. There are so many properties we created a special editor and special buttons across the top to access it quickly. There are no content blocks at all which can be edited on a teaching page.

Teaching here has a broader meaning than a Dharma Talk. A teaching in the website is any of the following: a Dharma talk, an essay, a book, a poem. It’s the core “content” of the EDZ site. A teaching could include a recording or not. It could also be written out (a “transcript”) or not. Where the teaching appears in the site depends on its properties such as Teaching Date, Location, Program, Topic, Language, and whether one of the Study Guide categories is checked.

Creating a New Teaching
After logging, navigate to the Teachings section. A new button should appear in the top administration toolbar called “New Teaching” – simply click it.

Figure 7 Once in the Teachings areas of the site the New Teaching button is visible.

After clicking the New Teaching button, the Teaching Editor overlay should appear. This is a convenient way to access all of the properties that are used in the teachings section and the related Study Guide, Books & Poetry, and En Español sections. (Note that some special rules are employed for the website to determine if a teaching should appear in one of these related sections, details on that later).
Simply fill out every relevant field (skip URL Slug and any for which you have nothing to fill in such as if there is not a relevant Subtitle). Be sure to scroll down. And click Publish Page. The teaching should then appear on the teachings page. That’s it. Really.

**Media Types**

The teachings’ **Media Type** is a special field that determines two things (and note that many Teachings will have more than one box checked). This use of this field is changed from the previous website. With published works, books and poems the new system requires a little training. Sorry this seems complicated, it should make sense once it’s thought through.
(1) which little icons to display to show users whether there is a text transcript/article/excerpt available, if there is audio available, etc. and more importantly
(2) if this teaching is placed on the Books & Poetry page and in which tab it should appear.

Media Type **audio** – select if there is a recording to listen to for this Teaching

Media Type **text** - select if there is text that can be read on the screen beyond the Short Description – any entry in the transcript field – a transcript of a talk, an article, an excerpt, a poem, anything written.

Media Type **publication** – select if this work was published – it’s a book, it’s an article in a magazine, it’s a poem that was published, any kind of publication.

Media Type **poem** – select if this Teaching is actually a poem – that a written poem is in the Transcript field at the bottom OR it is a poetry reading their work. This should not be checked if it’s a talk about poetry or listing a book of poems. Poem here means this actual Teaching is itself a poem that be read or listened to. (text will also be checked if it’s a written out poem, audio will also be checked if it’s a recording of poetry being read, if this poem was published anywhere publication will also be checked.)

Note that the **Program** option **Norman’s Books and Writings** can also be checked if applicable. But the Media Type **poem** should only be checked if an actual poem is in in the Transcript field or a recording of poetry being read is in the External Audio.

Media Type **book** - select if this Teaching is for listing a book. Publication should also be checked (and if possible a small image of the books cover will be added in the Thumbnail Image field just above). Note that any given book should just be listed once. For a book of Norman’s poetry where we also have excerpted poems and other listings, one “Teaching” should be for the book (with book & publication checked) and other Teaching entries which are poems from the book will have text, publication, and poem checked. The Transcript field can be used for extended description of the book.

Media Type **article** - select if this Teaching allows us to read an article that was published in a magazine or other periodical. Both text and publication will also be checked. Also use article (not book) to list a chapter in a book.

Media Type Examples – note how published works require at least two options checked.
<table>
<thead>
<tr>
<th>Media Types</th>
<th>An uploaded Dharma Talk which has both the audio to listen to and a transcription to read.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A published poem. If possible with full Book/Magazine Citation. The poem itself is in the Transcript field. An image of the book’s cover in the Thumbnail Image field is a bonus here.</td>
</tr>
<tr>
<td></td>
<td>A published article or book chapter. If possible the Book/Magazine Citation is completed showing which book or magazine it’s in. The actual article’s text is in the Transcript field.</td>
</tr>
<tr>
<td></td>
<td>A published poem where we have the poem itself in the Transcript and a recording of the author reading it. Citation of where it was published in the Book/Magazine Citation.</td>
</tr>
<tr>
<td></td>
<td>A published book – used to list Norman’s books or to recommend books in the Study Guide. Note that poem is NOT checked. The date of publication should be in the Teaching Date. (if this were a talk about the book put the date of the talk there instead) Text is not checked indicating there is no excerpt in the Transcript field, but the Transcript field could be used for an extended publisher’s description of the book. It’s important to fill in the Book/Magazine Citation and the ISBN. Also excellent is to add an image of the cover into Thumbnail Image.</td>
</tr>
</tbody>
</table>
A reading (audio) of published poetry. But not a talk about poetry.

Since text is not checked we know there is not written out poetry in the Transcript field.

A poem that’s not published in a book or periodical as far as you know.

Actual poem is in the Transcript field.

Book/Magazine Citation is blank.

A recording reading plus a transcript of a published poem.

If the poem is from a book you could include the books cover in Thumbnail Image but there should be a separate entry for the book itself (with publication and book checked).

**Assigning Authors:**

This is a nifty edit feature from C5 but if you don’t understand it you can create lots of new author entries and duplicated by accident.

<table>
<thead>
<tr>
<th>Subtitle</th>
<th>Authors</th>
<th>Add</th>
<th>Teaching Date</th>
<th>Thumbnail Image</th>
</tr>
</thead>
</table>

*Figure 9 Setting the Author(s) requires a little care.*

Simply start typing the name of the author you want to enter, pause a moment if needed and the system should prompt you with the author’s full name if it’s already in the list.
Stop typing and *Click* the name with your mouse, or arrow down to select it and press enter. The system should fill in the full name *above the text entry box*.

This is the first author. If there is only one you are done, do not type anything else into the author box. If there is a second author for this teaching (book by 2+ people, talk in which two people spoke) start the process again, adding the second author.
To remove an author just click the little “x” to the right of their name.

You should ONLY type in the full name of an author and press return inside the box if they are not already in the database. Then they will be there to autofill next time.

If instead of this start to type, pause, select method you were to typing in let’s say “Norman Fischer” and press return you are adding a new author named Norman Fischer and we will have duplicates in various lists and problems with our search features.

It makes sense once you do it and is pretty elegant. If you have slow internet there can be a little delay between starting to type and the system prompting you, just pause a moment and see what it does.

More Notes about teachings:

- The teaching date field is very important, used to sort the teachings by date.
- For books the ISBN is important, allows the system to generate links to sources for that book.
- Topics and Programs are more important than Keywords. (And we may want to clean up the keywords list a bit)
- If the Location is not listed you can add another one on the spot (but note that there’s an additional process to create an information page about that location, this is more important for events than teachings however).
- External Audio Link is the full URL to the uploaded recording at Amazon S3.
- Transcript is any text content – the text of a magazine article, a poem, the transcript of a talk. If there is no transcript but there is an External Audio Link the system figures out to just show the recording controls.
- Media Types helps the system display little icons to the user about what this teaching is; one or more options can be selected.

Editing a Teaching

This is one of the best parts of the new system. To edit a teaching, just go to that teaching on the website like a regular user would. Then if you are logged in (may need to wait until page is fully loaded)
the “Edit Teaching” button should appear in the top administration bar. Click on this, make your changes, click Publish Changes at the very bottom. The teaching page should reload showing your changes immediately. Cool eh?

![Edit Teaching Button](image)

**Figure 14** When on a particular Teaching in the site quickly make edits by clicking the Edit Teaching button.

How Books & Poetry works

The Books & Poetry page is a *filter* on the whole collection of Teachings.

The lengthy description of the Teachings “Media Type” attribute above is important here.

**Poems:** In the tab for Poems the system lists all Teaching entries with an Author of “Norman Fischer” and with a Media Type that includes “poem”. (Additional Media Type checkboxes could be checked such as “text” if the poem itself is in Transcript, “audio” if there’s a recording of it being read, and “publication” if this work is published but these control other aspects of the site).

**Publications:** in the tab for Publications the system lists all Teaching entries with an Author of “Norman Fischer” and with a Media Type that includes “book.” (Additional Media Type checkboxes could be checked such as “publication” if the book is published by a press).

To add more entries to the Books & Poetry page, create a New Teaching and be sure to set the Authors and Media Types properties accordingly.

Note that currently Norman’s publications in magazines are not listed on the Books & Poetry page. It would not be difficult to add a 3rd tab in future and list those Teachings which have “article” in their Media Type. (Perhaps renaming the page then “Publications by Norman Fischer” or something).
Creating an Event on the Calendar

Things that are happening on the calendar are called Events in this system. There are three ways to create an event. The simplest way is to navigate to the Schedule page of the website. Just like with New Teaching the “Create Event” button appears in the top administration bar.

![Create Event button](https://example.com)

**Figure 15** When on the Schedule, or any Event, the Create Event button is visible. (note that the Event Admin section is better if creating several events or a new version of an event that’s already in the system)

The Create Event editor then appears.

![Create Event editor](https://example.com)

**Figure 16** Event Editor: the important tabs are Info, Dates, and Post
Note that this is a tabbed dialog. The tabs we care about are Info (which opens first), Dates, and Post. Exclude Dates and Links can be ignored.

On the Info tab fill out Event Title, leave Calendar, Category, Color, Exclude Link to Event Item?, and Page Type as they are filled in automatically.

Fill in Cost. This is a text box you can put in any text you like, such as “$20 donation” or “$100-$70 sliding scale”. Need not be just a dollar amount. You can also fill in “To be determined.” if the cost is not known, it is best to fill something in or the layout of the resulting event is a little off.

Be sure to scroll down using the scroll bar inside the Create Event window so you can fill in Location, Programs, and optionally the four Event Contact fields (Event Contact, Event Phone, Event Email, Event Web Link).

**Note about Event Location:** the drop-down for Location has all of the current attribute options for the Location property. Many Locations also have a connected Page which gives more information about that Location. Just like the Authors choice in Teachings it is very possible to accidentally create confusing duplication in the list of Locations. Open the Location drop down and scan for a match. A convenience is to type the first letter of the location you are looking for when the drop down is open and the selector will jump to the first entry with that letter. Typing “n” for example jumps us to Naropa University. You can then scroll up or down the list.

![Additional Attributes](image)

Figure 17 Selecting the Location of an Event.

Note there is a “To Be Announced” location option which appears near the top. Use this is the location is not certain.
If you are certain the location you want is not on the list click out of the drop down and click the Add Another Option link. Type in the name of your location and press enter, it will be added to the list.

![Additional Attributes](image)

Figure 18 Add a new Location - this adds a new option to the Location attribute list. A frequently used Location should also have a Location Page created, this is more technical to do.

If the Location is one at which EDZ events happen often it is ideal to ask Tim O’Connor Fraser to create a related Location page. Once that page is created by Tim adding information about the location such as contact information, directions, even pictures, will make the site more user friendly and also make it simpler to add events for that location as some of the common information that applies to all events held there will be available to site visitors on the Location’s page.

See the section of the manual on editing a Page’s content blocks and properties to understand how you might add or edit information about a Location Page.

After Location, select one or more relevant Programs – this will make it easier for people to find the Event other than by date and also allows the website to generate useful lists such as related teachings.

**Event Contact info**

Filling in the 4 Event Contact fields is optional. They are highlighted at the bottom of the Event entry. But if the exact same information is already listed for the Location selected it’s a bit redundant and you might choose to skip this section.

Note especially Event Web Link. This is very helpful if there is an online registration page for this event – such as some EDZ events are now using EventBrite, or if the event is being organized by an outside group which has online registration. This link is nicely highlighted on the resulting event listing.
Figure 19 Selecting the Programs and filling in the optional Event Contact fields for an Event.

Important: do not click Add Event yet. You aren’t done. Scroll up to the top and click on the Dates tab next.

**Event Dates**
When a new event is created the Dates tab is a little confusing as there is no obvious place to enter the event’s date and time. You must first click the [+] Add Date link to create at least one date entry for this event. The way this system works you can have more than one date and time for a given event. There
are three options relevant to our Everyday Zen events.

**Single Day Event (with start and stop time)**
Create a single “date” entry, set the date and the start and stop times. Note that the time drop downs default to PM, set to AM if needed. The example below is an event on September 18th running from 9am to 6pm.

This result in the following display on the website:

**Date and Time**
Wednesday September 18, 9:00 AM - 6:00 PM

If you do not know the start or ending time then click the All Day Event? Checkbox. This will display just that event is on that day.

**Multiple Day Event (no times)**
For a retreat where you do not know the starting and ending times add a second date by clicking the [+] Add Date link again, check the All Day Event? checkbox and also check the Group Dates? checkbox so the system knows that it isn’t an event with two separate meetings.
Multiple Day Event (with times)

If it’s a multiple day event such as a retreat and you know the starting and ending times, enter the first date with the start time and the last date with the end time. Check the **Group Dates?** checkbox but not the **All Day Event?** checkbox. This will result in the following being shown.

**Date and Time**

Thursday September 5 to
Sunday September 8

Events with Multiple meetings

A single event which meets several times on different days simply requires the creation of more date entries by clicking the [+ Add Date] link for each new date. In this case do not check the the **Group Dates?** checkbox to tell the system these are separate meetings of this same event. This can be used for a weekly class like a Dharma seminar or even a monthly event like a precepts class. Simply list the actual dates and times that the event meets. Here’s a Dharma seminar with 4 meetings:
And not checking either Group Dates? or All Day Event? results in the following in the website:

**Date and Time**

Wednesday September 4, 07:00 PM - 09:00 PM
Wednesday September 11, 07:00 PM - 09:00 PM
Wednesday September 18, 07:00 PM - 09:00 PM
Wednesday September 25, 07:00 PM - 09:00 PM

Note that for these multiple meeting events the Home page “Upcoming Events” list does show each date separately but the Schedule page will just list the event once.

**More Notes on Dates**

The Recurring Info feature should not be used, and the Exclude Dates is designed to modify the Recurring Info section so it is also not used for EDZ.

**Event Post**

The actual description and content of the Event are then added on the Post tab of the event editor. Event Description should be short, just a line or two, it is shown on the calendar. **Event Content** is what is shown on the page for the event. A change from the previous system is the Event Description is not shown on the event page.
Event Description

This short description is shown in the lists of events (on the schedule and the homepage).

Event Content

This is the full event description and you can use formatting here. And links to things if you like.

Figure 20 Post tab of Event editor. Event Description shows up in lists of events only, Event Content is shown on the Event page (with Location selection, Cost, Event Contacts if any, and Dates below this description)

Having filled in the Info, Dates, and Post tabs (ignore the Exclude Dates and Links tabs) we are ready to save, scroll down for the Add Event button. The event editor has a confirmation screen after saving an event. Click the X in the upper right to return to the website.

Figure 21 After editing or creating an Event there is a confirmation screen. Click the X to close it and return to the site.
Editing an Existing Event
Making changes to an existing event is really quick. Just open the event in the website like any website visitor would, but if you are logged in the Edit Event button should appear in the top administration toolbar.

Click that button and the process is exactly the same as the process for creating an event described above. After closing the confirmation message the event page will reload and you will see your changes immediately.

Duplicating Events & Event Management
If you are creating several events and/or creating an event which is just a new version of an event that’s already in the system (the next month’s Dharma Seminar for example) it’s more efficient to go to the Event Administration screen.

Go to the Schedule or to any Event. The Event Admin button should appear in the top administration bar.
Figure 23 Opening the Event Admin (must be on the Schedule or an Event)

This brings you to a back-end administration area for managing events en masse. You can quickly search for past events with the filtering area on the top. Each event has three icons next to it to edit (same editor), duplicate, or delete the event. The duplicate feature is highly recommended.

Figure 24 Event Editor, demonstrating search feature, lower arrow showing button to duplicate an event.

If you duplicate an event is appears at the top of the list. The number “2” is appended to its title as well. Open it for editing by clicking the Edit icon and be sure to change the title, the dates and any other details which are different from the original you duplicated.

One feature of the Event Admin screen that is not obvious is how to add a new event. Click on the little down-facing triangle in the upper right to bring up the menu and select Add/Edit to create a new event while staying in the Event Admin section.
How to create a new Event while in the Event Admin screen. The option is hard to find.

You can also delete any Event quickly on this screen by clicking the trash can icon. A confirmation will appear. There is no undelete.

When done editing events click the Return to Website button, navigate to the Schedule and verify that all of the events you created or changed appear on the website as you expected.
Updating Location Information

If a location is frequently used for Everyday Zen events it allows visitors to have more complete and consistent information and gives the scheduling person a simpler job if there is more information added to the detail page about that Location.

Navigate to the Location page either from the link to it on an existing Event that takes place there or by finding it on the list of All Locations available under the Schedule here: http://everydayzen.org/schedule/locations/

If the location you wish to add information to is not listed a new Location page must be added. This is more technical and should be done by our tech support guru Tim O’Connor Fraser of Dewdrop Media.

The Location page is a mix of a Content Block and five properties. The content block gives a description and general information about the location such as directions and an overview. The properties should be set to give the Location’s address, phone number, main contact person, web address, and email address. These properties should be filled in instead of entering this information in the content block to allow the site to format this information correctly on the Event page for any Event that occurs here.

Figure 27 Properties and Content Block for a location should be edited.
Figure 28 The Location properties are under Custom Attributes
Figure 29 Scroll down under Custom Attributes to fill in the address. Note that the Location attribute should be set to match this location’s name.
Figure 30 Scroll down to fill in additional information about this location. Updating the Location page in this way gives more consistent information about Events that occur here.
Creating a Blog Post

Similar to Teachings and Events, the Blog entries are special pages with all of the displayed content coming from Page properties. To create a new Blog Post first go to the Blog section of the site. The Create Blog Post button appears in the admin toolbar at the top.

![Create Blog Post button](image)

**Figure 31 When logged in and in the Blog the Create Blog Post button appears.**

After clicking on that button fill in the information on the Info and Post tabs of the ProBlog Post window.

The **Blog Title** appears as the title of the entry and as the link to it. Something simple like “December, 2012” is fine or it could be topical like “Thoughts on Emptiness”

The **Author** must be selected by clicking on the Select User link. Currently the Blog is set to display posts by Norman and the user “zoketsu” should be selected. We regret that there doesn’t seem to be a way to fill this in automatically. Two clicks are needed here: (1) click on “Select User” on the ProBlog Post screen, then a new screen pops up listing the user, click on “zoketsu”.

![ProBlog Post window](image)

**Figure 32 Creating a blog entry: enter a title, next click on Select User.**
Figure 33 Awkwardly we have to select the user who wrote this blog post every time. Just click on “zoketsu” as shown.

After the return to the ProBlog Post screen, enter something in Blog Description. This is the text that appears when there is a list of blog entries on the home page or the blog page. This is different from the previous system which displayed the first 20 or 30 words of the actual blog entry. Optionally you could enter the first paragraph here and copy and paste it to the Post section coming next.

Do not click Add Blog Entry yet. Click on the Post tab above first and enter the actual Blog post in the box. Formatting is available if needed.
Figure 34 The Blog Post's content has been entered under Post. If we’re done click Add Blog Entry. If we want to set the date back (as writing up an older piece of writing) click the Options tab first.

In most cases we’re done now, click the Add Blog Entry button.

The one exception to this is if journal writing that was written at an earlier date is being written up it will make more sense if we tell the site the actual date for this entry. Otherwise it assumes today. To set the date of a Blog Post click the Options tab.
Figure 35 Option to set the date for a blog post - useful if writing up journal writing or an annual letter written earlier.

Note that if you set the Date on the Options tab, the Add Blog Entry button vanishes out of view. Scroll the ProBlog Post window down to find it.
Figure 36 Confusingly the Options tab requires scrolling to find the Add Blog Entry button to save the work.

The other tabs (Attributes, Meta) are not relevant.

After clicking Add Blog Entry a confirmation screen appears. Click the X in the upper right to clear it and return to the site. If you started on the general Blog page it will refresh and you should see your new Blog entry immediately.
Figure 37 It is always a good idea to verify content newly added to a website.

Figure 38 Verifying the new Blog Post. If there is a mistake to fix, click the Edit Blog Post button on the top bar, not "Edit this Post" just above the title.
After opening the newly created Blog Post by clicking on its title it’s easy to make changes. Click the **Edit Blog Post** button in the top admin bar. Note that there is a problem with the “Edit This Post” blue link just above the title, don’t use that option.
Switching the Homepage Template
This is a bit more technical. To switch from the regular homepage with a wide banner image across the top of the alternate homepage with a squarish image on the upper right and room for a message to all users, do the following:

1) Open the current home page
2) Hover over the Edit button and click Design
3) Under Choose a Page Type use the right arrow to navigate until you see “Home” (regular home) and “Home With Message”
4) Click the one you want, Save, Publish Edits.
5) Then to change the message on Home With Message, go into Edit mode and edit the Content Block with the message in it.

Figure 39 Changing between Home and Home With Message. The option currently in use is in Bold.

After clicking Save you should see the other Home page layout and be able to edit the message content block.
Figure 40 The Home With Message template in Edit mode after clicking on the message Content Block.

We have also added a very small message Content Block to the regular Home layout. Edit it by putting the page in Edit mode and clicking on it.
Figure 41 Editing the small message area on the regular home page layout.
Support and Help
For help with website modifications or to request more technical changes such as the creation of new pages or adding new features to the website please contact Tim O’Connor Fraser or Dewdrop Media at tim@dewdropmedia.com or 707-702-1070.

Please do not contact Tim Burnett about website issues as he’s stepping away from the role of technical advisor to Everyday Zen. (But Tim B. would be happy to talk to you about teaching a retreat on Genjo Koan or creating a secular mindfulness program!).