



**EMPOWERING
GRASSROOTS
ORGANIZATION**



Village, Panchayat, Tehsil, Block & District Level
through **FREE** wbsites

eNGO is a programme initiated by DEF to offer FREE websites to the organizations working at grassroots level. eNGO would like to see that maximum number of organizations finds a virtual face, identity and be visible to global and national audience. eNGO programme offers websites in any Indian recognized language.

**DIGITAL
EMPOWERMENT
FOUNDATION**





eNGO

User Manual



ABOUT THIS DOCUMENT

This document presents you with the steps of managing your site [also known as domain]. With the help of screen shots, we demonstrate how to manage your site.





1. Demonstration

Let us assume that you have registered with us and your site address or domain is <http://test.engo.in>.

Now type this address [say <http://test.engo.in>] in the address bar of your browser [say Internet Explorer].



After successful login the home page will reappear with a Control Panel Section on the left panel. This Control Panel lists the administrative links.



A screenshot of the RNP+ website home page. The header features a large banner with the text "Does HIV cause AIDS?" and a red question mark. Below the banner is a navigation menu with items like "Who We Are", "Board Members", "Staff Strength", "Major Accomplishments", "Current Interventions", "Our Network", and "Contact Us". On the left side, there is a "Control Panel" sidebar with a list of administrative links: "Dashboard", "New Post", "Edit Posts", "Manage Theme", "Options", "Users", "Your Profile", "View Your Profile", and "Logout". A purple arrow points to the "Dashboard" link. The main content area displays a "Who We Are" section with a paragraph of text and a "History" section with another paragraph. There are also some decorative graphics with text in different languages.

The standard way to use the site administration feature is through Dashboard. So, Click on **Dashboard** within Control Panel.

Next Step.....

After Clicking Dashboard site will look like this screen! From here you can upload your content on website.



A screenshot of the WordPress dashboard for a site named 'Sarathi'. The top navigation bar shows the WordPress logo and the site name 'Sarathi' with a 'Visit site' link. The main dashboard area is titled 'Dashboard' and features a 'Right Now' widget with a summary of site statistics: 18 Posts, 17 Pages, 3 Categories, and 0 Tags. It also shows 0 Comments, 0 Approved, 0 Pending, and 0 Spam. Below this, it indicates the theme is 'Carrington Blog' with 3 widgets and shows storage space usage: 10MB Space Allowed, 3.21MB (32%) Space Used. Other widgets include 'Recent Comments' (No comments yet) and 'Incoming Links' (This dashboard widget queries Google Blog Search). The left sidebar contains navigation menus for Dashboard, Posts, Media, Links, Pages, and Comments. A red arrow points to the 'Posts' menu item, and a purple arrow points to the 'Categories' count in the 'Right Now' widget.

Next Step.....



2. Terminology and its Explanations

POST - In a simple statement, a Post is an Article/ Story/ Publisher's content.

1. **CATEGORIES** – Categories represent a group of related Posts, and the name of the group is called Category. Ex: Events can be a Category in which, you can drop in Posts/ Articles related to different events in your domain.



Next Step.....

Dealing with Category



Add New Category

You can add a category by clicking on categories link in the Posts section. The following screenshot displays how to add a category.

The screenshot shows the WordPress dashboard for a user named 'Sarathi'. The left sidebar contains a menu with 'Posts' selected, and 'Categories' highlighted with a pink box and a pink arrow. The main content area is titled 'Categories' and features an 'Add Category' form. The form has three main sections: 'Category Name' with a text input field and a note that the name is used for identification; 'Category Parent' with a dropdown menu set to 'None' and a note about hierarchy; and 'Description' with a large text area and a note that it is not prominent by default. An 'Add Category' button is at the bottom of the form.

The above screen appears; when you click **Categories** in Posts section.

Create Top Level Category

- Write the name of a category that you want to create in the Category Name Box.
- Leave Category Parent to none.
- Click on Add Category



Create Sub-Category

- Write the name of a category that you want to create in the Category Name Box.
- Write the name of category under which the current “category to be created” falls in the Category Parent.
- Click on Add Category.

- Example 1:**
- Category Name: Events
 - Category Parent: none
 - Result: The Events category is created which is not a part of any category.

- Example 2:**
- Category Name: Training
 - Category Parent: Events
 - Result: The Training category is created under Events category.



Next Step.....

Adding New Posts/ Article/content

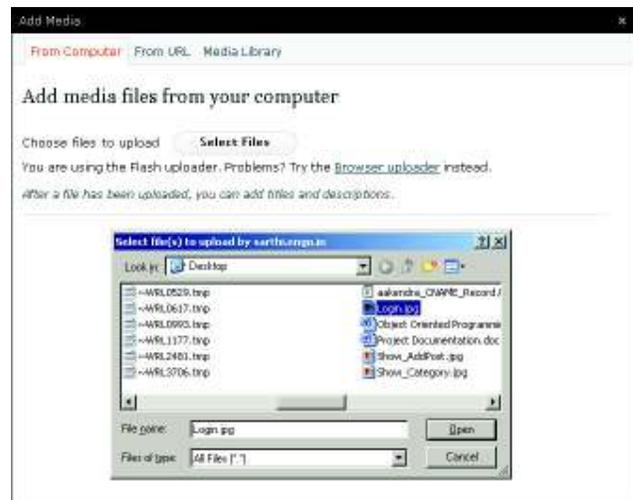


- To add a new Post/Article, click on Add New button in the posts section.
- Insert the title of the Post/Article in the text box below “Add New Post” and contents in the following Text Editor.



You can insert images or videos by clicking an icon [Add Media] marked with rectangular area just above the text editor.

After Clicking on add media for image uploading, it will go to new screen.



Click Select Files: ➤ File Selection Window will appear.



➤ Select the file to upload and click Open.
The following screen appears.

The screenshot shows the 'Add Media' dialog box with the following elements:

- Tab: **From Computer** (selected)
- Header: **Add media files from your computer**
- Action: **Select Files** (highlighted with a red arrow)
- Text: "You are using the Flash uploader. Problems? Try the [Browser uploader](#) instead."
- Text: "After a file has been uploaded, you can add titles and descriptions."
- File List:
 - sapna-logo.jpg
 - image/jpeg
 - 2009-07-01 06:17:04
- Form Fields:
 - Title**: * sapna-logo
 - Caption**: (empty)
 - Description**: (empty)
 - Link URL**: (empty)
- Link URL Presets: **None**, **File URL**, **Post URL**
- Alignment: **None** (selected), Left, Center, Right
- Size: **Full size** (564 x 396) (selected), Thumbnail (150 x 150), Medium (300 x 210), Large
- Buttons: **Insert into Post** (highlighted with a blue box and arrow), **Delete**, **Save all changes**

➤ Now Add Caption, Description, Linked URL [target link/URL], alignment and size of the media to be appeared in the post.

Click Insert into Post: ➤ The Add Post screen will return back with filled value.

Add New Post

Women Education

Permalink: <http://sarthi.ango.in/2009/07/15/women-education/> [Edit](#)

Add media: Visual: HTML

Women Education Stats

Path p
Word count: 3 Draft saved at 6:40:18 am

Publish

[Save Draft](#) [Preview](#)

Status: **Draft** [Edit](#)
 Visibility: **Public** [Edit](#)
 [Publish immediately](#) [Edit](#)

Tags

Add new tag [Add](#)
 Separate tags with commas
[Choose from the most popular tags](#)

Categories

All Categories Most Used

Future Requirement of the area
 Situation of Women
 Uncategorized



- Now check the category for the post.
- Now Click Publish.

Edit Existing Posts/Articles

In Posts section by clicking Edit button you can edit Posts/Articles.

Sarthi – Visit site

Edit Posts

All (10) | Published (10) | Draft (1)

Bulk Actions Apply Show all dates View all categories Filter

<input type="checkbox"/>	Post	Author	Categories
<input type="checkbox"/>	Women Education - Draft Edit Quick Edit Delete Preview	sarthi@abo	Uncategorized
<input type="checkbox"/>	States of Girls and Education	admin	Situation of Women
<input type="checkbox"/>	Physical Violence and Isolation	admin	Situation of Women
<input type="checkbox"/>	Health and Sexuality	admin	Situation of Women
<input type="checkbox"/>	Economic States and Legal Rights	admin	Situation of Women
<input type="checkbox"/>	Domestic Responsibilities	admin	Situation of Women
<input type="checkbox"/>	Situation of Womens	admin	Situation of Women
<input type="checkbox"/>	Energy Program	admin	Future Requirement of the area

Next Step.....

- Roll the mouse over the article, you want to edit.
- Click Edit [As you can see in the above pictures]



After Clicking edit link the same post will open.

A screenshot of the WordPress 'Edit Post' interface. The main content area shows the title 'Women Education' and a permalink. Below the title is a rich text editor with a toolbar and the text 'Women Education Stats'. To the right, there are sections for 'Publish' (with 'Save Draft' and 'Publish' buttons), 'Tags' (with an 'Add' button), and 'Categories' (with a list of categories including 'Future Requirement of the area', 'Situation of Women', and 'Uncategorized'). A sidebar on the left contains navigation links like 'Dashboard', 'My Blogs', 'Edit', 'Add New', 'Tags', 'Categories', 'Media', 'Links', 'Pages', and 'Comments'.

- You can set status for your post as Draft if you don't want to publish it at present and you can keep it saved in Draft box.
- You can change category of a post by just selecting another category.
- If you don't want any comments on your post then uncheck the option

3. Page making



What is a Page?

A Page is a container of web contents. In effect, a Post/Article is always displayed on a page. Without a Page, you can not display anything.

Static Content Page

This is a non re-writable page. You can create this page for your add-on static contents like the contents of 'About Us', 'Contacts', 'History' etc.

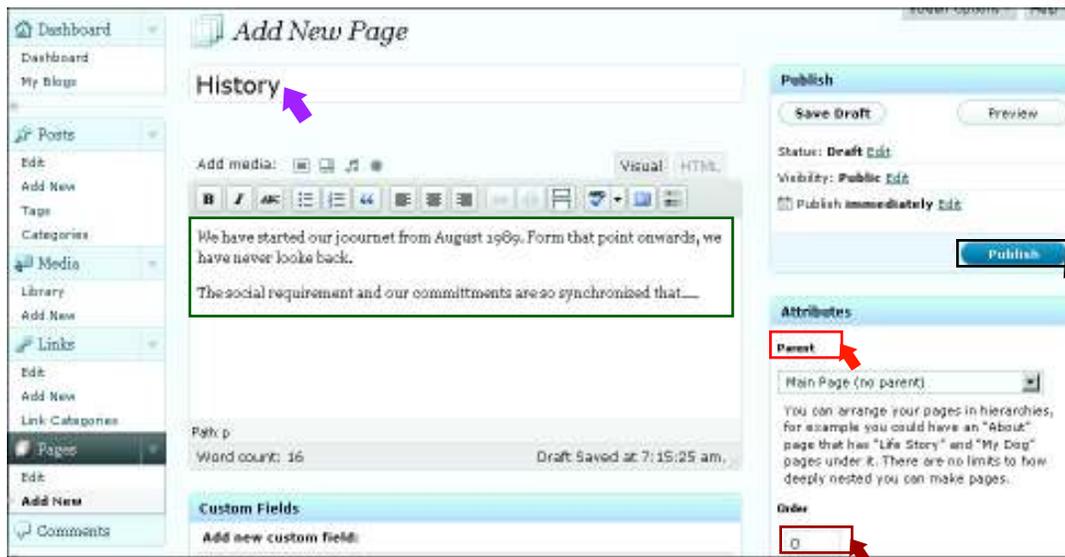
Dynamic Content Page

This is a re-writable page. This type of page is pre-configured by us, and you don't need to do anything about it.

How to Create a New Static Content Page [Say History]?



Click on 'Add New' in Page section



- Write Page Title in the first text box. We have entered 'History'.
- Write the Content for History that will appear when we click 'History' link from the web-site.
- You can also insert images or videos in the same way described above.
- Select from the Parent [in the right bar], if the page is a child or sub-page of some other page.
- Insert the order of page [i.e. the appearance of this item in the collection that is held by parent page]. The current item itself will be the one in those collection.
- Click Publish.

Next Step.....



How to Edit an Existing Static Content Page [Say History]?

Click on 'Edit' in Page section. It displays the list of pages.

Title	Author	Date
About Sarthi	admin	2009/06/11 Published
— Geographic Area	admin	2009/06/11 Published
— Governing Bodies	admin	2009/06/30 Published
— Human Resources	admin	2009/06/11 Published
Achievements	admin	2009/06/11 Published
— Out Comes/Results	admin	2009/06/11 Published
Gallery - Draft	admin	2009/07/07 Last Modified
Governing Bodies - Draft	admin	2009/06/30 Last Modified
Governing Bodies - Draft	admin	2009/06/30 Last Modified
History - Draft	sarthi@abc	2009/07/15 Last Modified

The list of pages are displayed and organized in hierarchical manner.

- Roll over the mouse on a page [say History as highlighted in the above image], and click Edit. The following screen appears.



Dashboard

Dashboard
My Blogs

Posts

Edit
Add New
Tags
Categories

Media

Library
Add New

Links

Edit
Add New
Link Categories

Pages

Edit
Add New

Comments

Profile

Your Profile

Edit Page

History

Add media: Visual HTML

B *I* ABC

We have started our journey from August 1989. From that point onwards, we have never look back.

The social requirement and our commitments are so synchronized that...

Path:

Word count: 26 Last edited by sarthi@abc on July 15, 2009 at 7:16 am

Custom Fields

Name	Value
Add new custom field:	
Name	Value

Publish

Save Draft Preview

Status: Draft Edit
Visibility: Public Edit
Publish Immediately Edit

Delete Publish

Attributes

Parent

Main Page (no parent)

You can arrange your pages in hierarchies, for example you could have an "About" page that has "Life Story" and "My Dog" pages under it. There are no limits to how deeply nested you can make pages.

Order

0

Pages are usually ordered alphabetically, but you can put a number above to change the order pages appear in. (We know this is a little janky, it'll be better in future)

Now you can change Title, Content, Media, Parent Page and Order, the way we have already discussed.



Now, type this URL in the browser [http://test.engo.in] and click on History.

History - Sarthi - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://sarthi.engo.in/history

Most Visited Getting Started Latest Headlines

Digital Empowerment Foundation/Mal Sarthi - Edit Page - WordPress History - Sarthi

Sarthi

Social Action for Rural & Tribal In-Habitants of India

ABOUT SARTHİ ACHIEVEMENTS HISTORY MAJOR PROBLEMS OF THE AREA MAJOR STRENGTHS ORGANISATION RELATIONSHIP VISION & MISSION Log out Site Admin

Categories: Future Requirement of the area Situation of Women

Control Panel

- Dashboard
- New Post
- Edit Posts
- Users
- Your Profile
- Logout

Newsletter Signup

manoranjan1@gmail.com

Subscribe

Related Links

- DefIndia.net
- Engo.in
- Cyanpedia.in
- Manthankward.org

History

We have started our journey from August 1989. From that point onwards, we have never looked back.

The social requirement and our commitments are so synchronized that....

By sarthi@abc 7:46 am

Edit

4. Media Management



Add New Media

When you add a media, it is automatically collected in the media library. Hence, Media Library is a collection of all media files [i.e. (images/music/videos)] in the web-site.

- Click 'Add New' from the Media section
- Select files to upload
- On the next screen; Set Title, Caption and Description
- Click 'Save All Changes'

View/Edit/Delete Media

- You can Edit/Delete/View uploaded media (images/music/videos) by clicking on Library button of the Media section. The list of media will be displayed.
- Roll over the mouse over the image and select Edit, Delete or View to do the respective action.

Links and Link Group Management

LINK: This is a web URL. [viz. <http://google.co.in>]

LINK GROUP: Represents a group of links by name [say Link Category].

Adding New Link Category

Click Link Categories in 'LINKS' section.



Category deleted:

Add Category

Category name:

Description (optional):

Name	Description	Slug	Links
Related Links	DEF Links	blogroll	4

Note: Deleting a category does not delete the links in that category. Instead, links that were only assigned to the deleted category are set to the category **Related Links**.

- Add Category Name.
- Add Description to describe the purpose of this group.
- Click Add Category.

After addition of the category it is displayed in the right hand side. You can see Events listed in the Name of Link Categories.

Category deleted:

Add Category

Category name:

Description (optional):

Name	Description	Slug	Links
Events	Group of social Events/Activities	events	0
Related Links	DEF Links	blogroll	4

Note:

Add New Link



Click 'Add New' in the 'Links' section..

The screenshot shows the WordPress 'Add New Link' interface. On the left sidebar, the 'Links' menu is expanded, and the 'Add New' option is highlighted with a red box and a green arrow. Below it, 'Link Categories' is also highlighted with a red box and a red arrow. The main content area contains the following fields:

- Name:** A text input field with a blue arrow pointing to it. Below the field is the example text: "Example: Nifty blogging software".
- Web Address:** A text input field with a black arrow pointing to it. Below the field is the example text: "Example: <http://wordpress.org/> - don't forget the <http://>".
- Description:** A text input field with a green arrow pointing to it. Below the field is the text: "This will be shown when someone hovers over the link in the blogroll, or optionally below the link."
- Categories:** A section with a "+ Add New Category" link. It contains a list of categories: "All Categories", "Must Used", "Events", and "Related Links".
- Target:** A section with three radio button options: "_blank", "_top", and "none". A purple arrow points to the "_blank" option.

On the right side of the form, there is a "Save" section with a checkbox labeled "Keep this link private" and a blue "Add Link" button.

- Enter a name for the link.
- Add URL to the Web Address Box.
- Add Description about this Link [What it entails to].
- Select Link Category under which this link will be grouped.
- Select Target '_blank' for new window, '_top' for current window and 'none' for no action.

Click 'Edit' from 'Links' section. The list of available links are displayed.



The screenshot shows the WordPress 'Edit Links' interface. On the left is a sidebar with navigation options: Dashboard, My Blogs, Posts (Edit, Add New, Tags, Categories), Media (Library, Add New), Links (Edit, Add New, Link Categories), and Pages (Edit, Add New). The main content area is titled 'Edit Links' and features a search bar and bulk action controls. A table lists links with columns for Name, URL, Categories, rel, and Visible. The first link is 'Defindia.net' with URL 'defindia.net' and category 'Related Links'. Below the table are more bulk action controls.

<input type="checkbox"/>	Name	URL	Categories	rel	Visible
<input type="checkbox"/>	Defindia.net <small>Edit Delete</small>	defindia.net	Related Links	rel	Yes
<input type="checkbox"/>	Engo.in	engo.in	Related Links		Yes
<input type="checkbox"/>	Gyanpedia.in	gyanpedia.in	Related Links		Yes
<input type="checkbox"/>	ManthanAward.org	manthanaward.org	Related Links		Yes

Roll mouse over a links and select 'edit' or 'delete' to do the respective actions.

On Edit, you can change the details of the link and click 'Update Link' to update.

The screenshot shows the 'Edit Link' form in WordPress. The form is divided into several sections: Name (with a text input field containing 'Defindia.net' and a 'Visit Link' button), Web Address (with a text input field containing 'http://defindia.net/' and an example), Description (with a text area and a note that it will be shown on hover), and Categories (with a list of categories including 'Events' and 'Related Links', where 'Related Links' is checked). On the right side, there are 'Delete' and 'Update Link' buttons, with a purple arrow pointing to the 'Update Link' button.

How to add a new gallery

1. Under the main Gallery heading, choose “Add Gallery/Images”
2. From the “Add new gallery” tab, choose a name for your gallery and click “Add gallery”



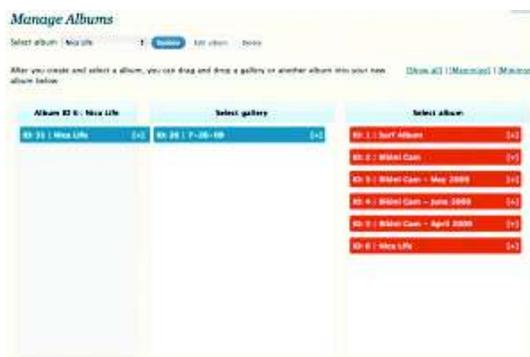
How to add a new album

1. Under the main Gallery heading, choose “Album”
2. From the “Add new album” area, choose the name of your new album and click “Add”

How to add photos to a gallery

1. Under the main Gallery heading, choose “Add Gallery/Images”.
2. You will see you have some choices in tabs:
 - o Upload a Zip-file (this is a way to upload a zip of folders from your computer)
 - o Import image folder (this is a way to upload a folder of images from your server)
 - o Upload Images (this is uploading single images from your computer)
3. Choose the right gallery you want the images uploaded to.
4. Select “Start Upload”

How to add gallery of images to an album



Drag items from middle column to first column

1. Under the main Gallery heading, choose “Album”
2. Select the album you want to add galleries to.
3. Drag any or all of the existing galleries from the second column to the first column
4. Select “Update” to save your changes.

How to put descriptions under my photos

1. Under the main Gallery heading, choose “Manage Gallery”
2. Choose from the list of galleries you want to edit.
3. From here you can change your gallery title, image captions, etc.
4. When you are done, click “Save Changes”

How to display my photos on a page

There are many ways to post your albums or galleries on a page. The basic idea is to create a page and insert a snippet of code that will pull the gallery in and display it. If I set this up for you, the code may be there already.

1. Go to the page you want a gallery or album inserted
2. Insert the desired code
3. Update your page



Adding the code to your posts and pages

What are some of the codes?

- `[album=2,compact]`
- `[gallery=31]`

In the first example, `[album=2,compact]`, means that it is going to display an entire album with the ID 2, in a compact form. The extended form lists the galleries with some description next to them. If you wanted it extended you would write `[album=2,extended]`. If you wanted to display an album with and ID of 3, you would write `[album=3,compact]`.

The second example, `[gallery=31]`, is going to display a gallery with the ID of 31.

The album and gallery IDs are listed next to the galleries and albums when you go to edit them.

With all these **steps**, we hope you can manage your **web site** with our **framework**.



Welcome to eNGO