

# GonzalesCA.gov Website Training Guide



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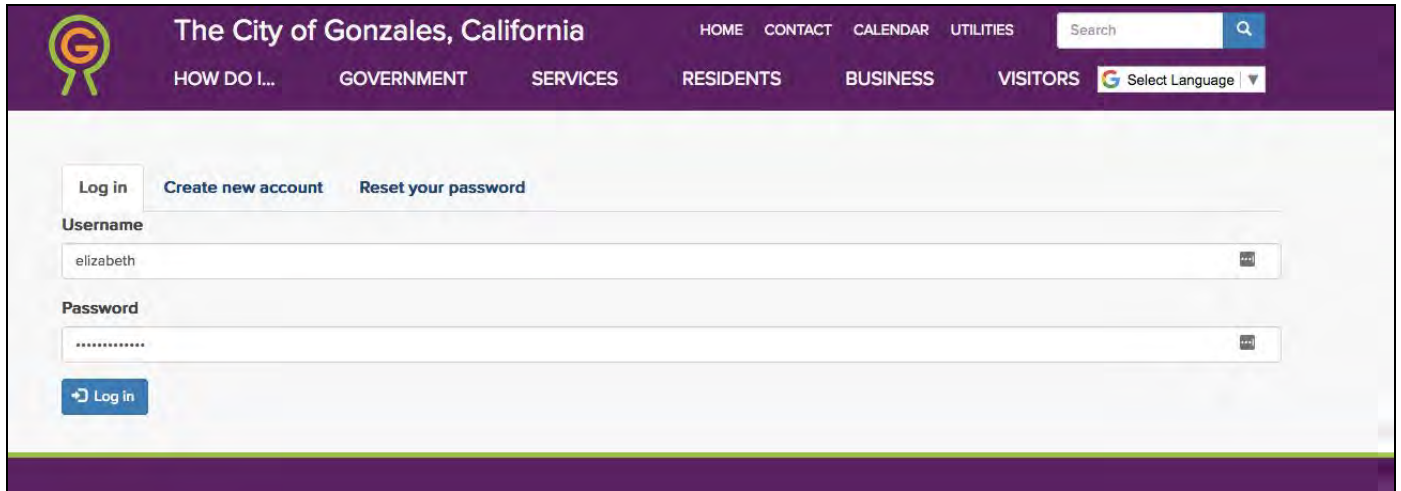
# Signing In

Navigate to: <http://gonzalesca.gov/user>

Enter your email ex: [aflores@ci.gonzales.ca.us](mailto:aflores@ci.gonzales.ca.us)

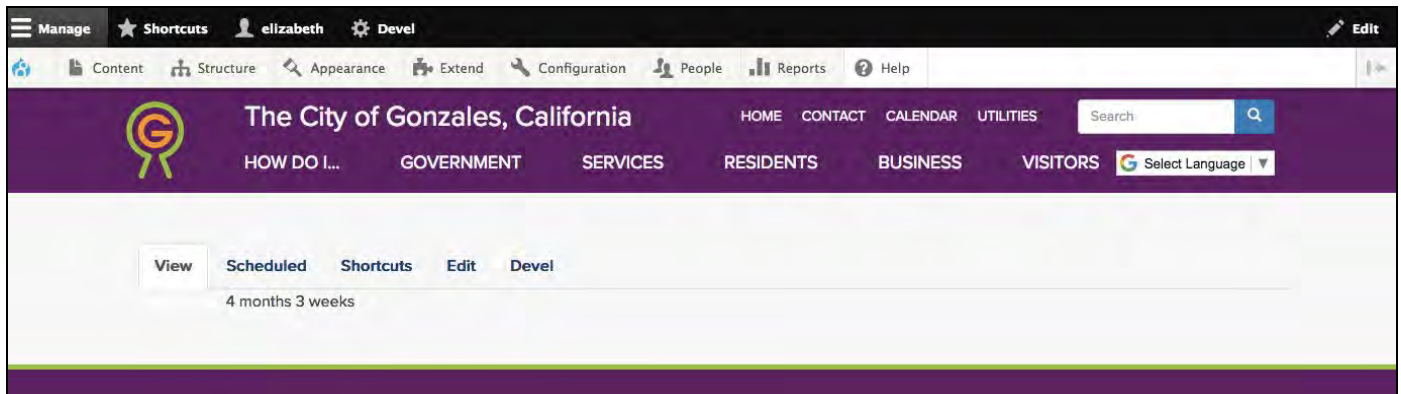
Enter your password - case sensitive

Click blue "Log in" Button



The screenshot shows the login page for The City of Gonzales, California. The header includes the city logo, name, and navigation links: HOME, CONTACT, CALENDAR, UTILITIES, HOW DO I..., GOVERNMENT, SERVICES, RESIDENTS, BUSINESS, VISITORS, and a language selector. A search bar is also present. The main content area features three tabs: "Log in" (selected), "Create new account", and "Reset your password". Below the tabs are two input fields: "Username" with the text "elizabeth" and "Password" with masked characters. A blue "Log in" button is located at the bottom left of the form.

When you are fully logged in, you will see a screen similar to this one. It may look different based on your permission level.



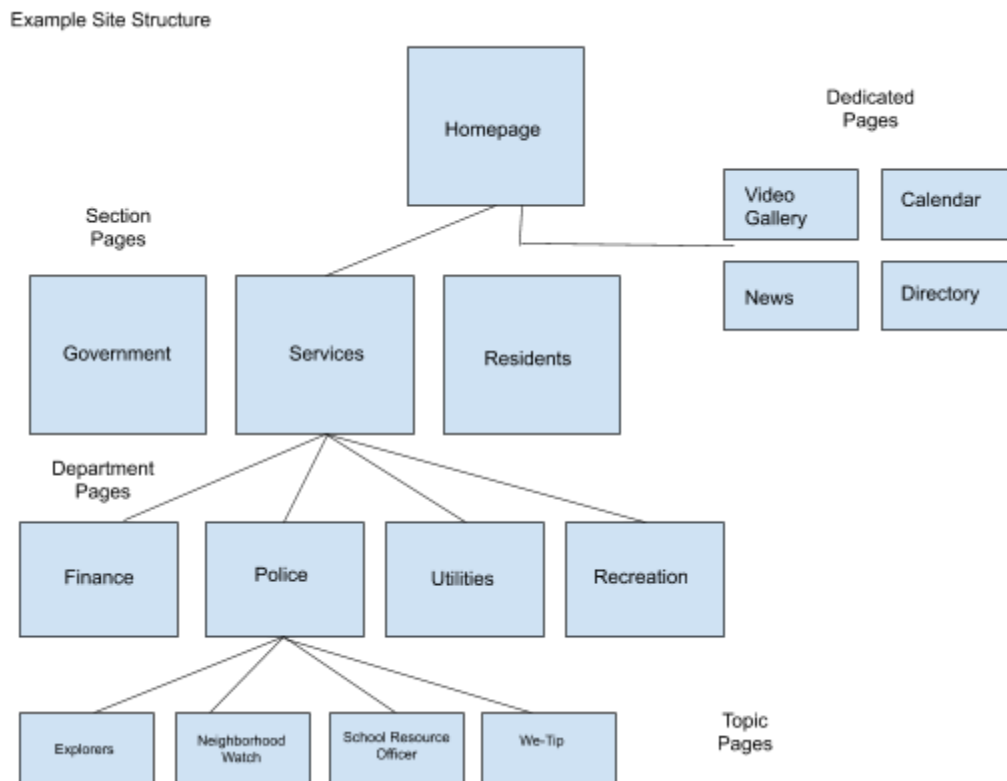
The screenshot shows the user dashboard for The City of Gonzales, California. The top navigation bar includes "Manage", "Shortcuts", the user name "elizabeth", and "Devel". Below this is a secondary navigation bar with icons for Content, Structure, Appearance, Extend, Configuration, People, Reports, and Help. The main header features the city logo, name, and navigation links: HOME, CONTACT, CALENDAR, UTILITIES, HOW DO I..., GOVERNMENT, SERVICES, RESIDENTS, BUSINESS, VISITORS, and a language selector. The main content area has a "View" tab selected, with other tabs for "Scheduled", "Shortcuts", "Edit", and "Devel". Below the tabs, the text "4 months 3 weeks" is visible.

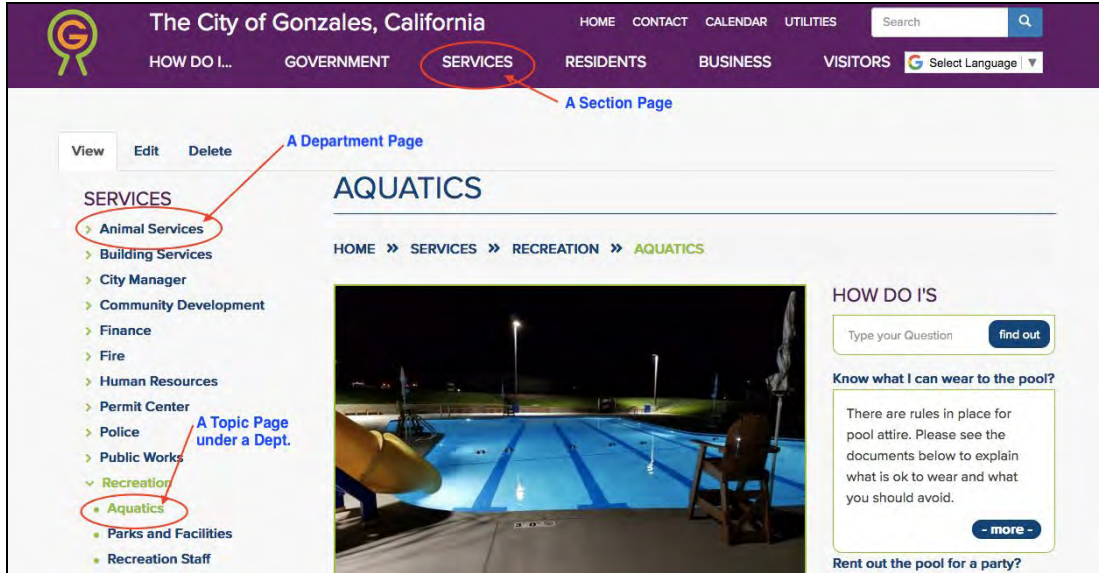
# Getting to know your site

There are different levels of pages:  
Section - Department - Topic

## Site Structure Example

(Note this is not a listing of the entire pages in the site.)





There are also some unique pages:

- Home
- Dedicated (ex: Department Staff Pages, Video Page, Calendar/Events, Document Archive, City Directory, etc.)
- Specialty

Depending on your level of permissions, you will be able to edit specific pages within your assigned departments. If you are assigned to a department as an Editor or Assistant Editor, you will automatically be able to edit the topic pages below that Department.

Some pages are set-up to populate automatically - these are called “Dedicated Pages”. These pages cannot not be edited as they pull information from set sources to create the page.

You also have the ability to create a Specialty page, which can live outside the menu structure and have special components such as a contact form or full-width video. These pages are generally for one-time use and created by advanced users. Please see Boots Road if you need one created.

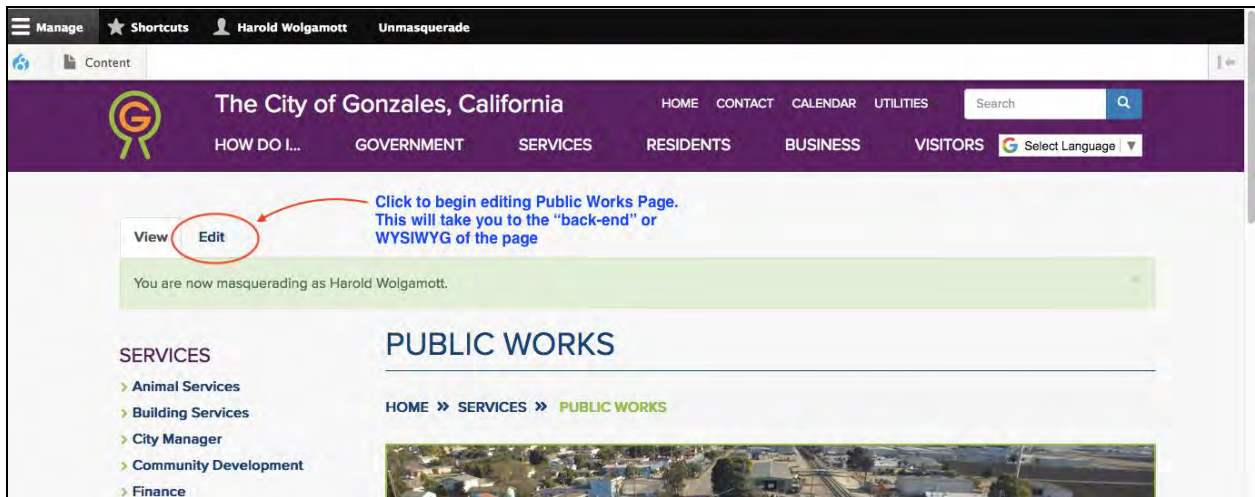
Making changes:

Once you are signed in, you can begin to edit, add, or remove content. Keep in mind that there is caching in place for the site, so any changes that you make may not be visible to everyone for up to 15-20 minutes while the site catches up to your edits.

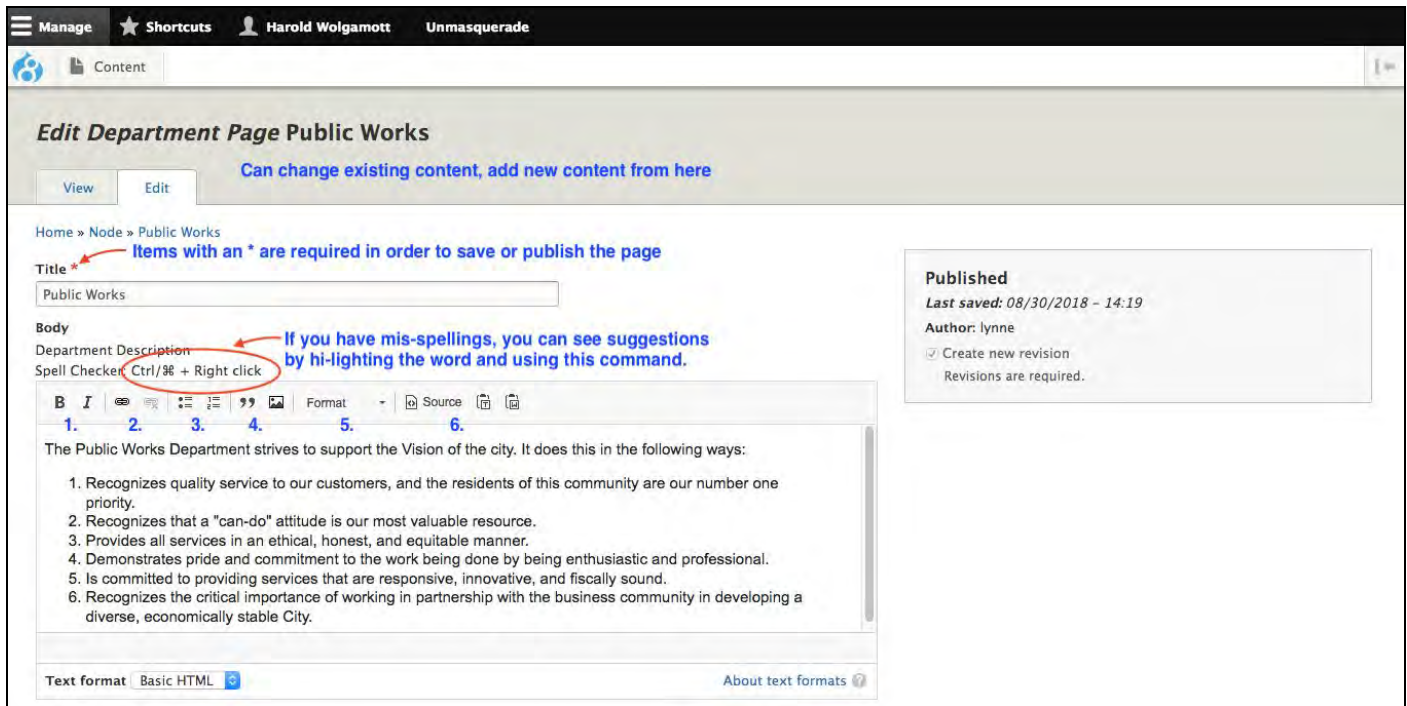
# Edit a Department or Topic Page

Navigate to the page you want to edit or add content to to begin. Ex: [gonzalesca.gov/public-works](http://gonzalesca.gov/public-works)

To edit ANY part of the page, click on the "Edit" tab above the page title



You will now be in the Editor's View WYSIWYG.



The editor bar on top of the body field is much like a Word document. You can:

- Use Bold & Italic - highlight words and apply formatting
  - VERY IMPORTANT - When bringing copy from Word or other type of document, you need to strip out the Word formatting before adding the content to the page. Click the “W” icon. If your browser allows pop-ups, a window will show to paste copy into. OR you can copy text onto a plain-text editor, strip out formatting, and then re-copy and paste it into WYSIWYG.
- Align text or photos left, right, or center.
- Make a series of lines or type into a bulleted or numbered list
- Insert a block quote (indent without bullet), or photo
- Upload and add a PDF.
- Select from a list of pre-set site-specific formats - “normal”, “Heading1”, “Heading2, etc. These headings have been set up by Boots Road to match the design and layout of your website.
- Create a link in the body of the text - this can be an internal or external URL or a link to a PDF.
- Click the Source toggle to display the HTML coding for the page. (Click it again to toggle it off.)

## Tab Components of a Department or Topic Page:

Clicking on the different tabs opens up the different elements on a page. You can edit, add, or remove these elements from here.

- Use the Department Slider tab to add new or existing slider images or a video to the top of the page. Note the preferred slider image size is at the top of the dialog box (940x470). You can only add a video if it has been uploaded to a YouTube account.
- Use the Data Graphics tab to place graphic data images on the page.
- The Department Contact Information lets you add the address and contact information for the department, as well as the operating hours.
- The Department Head Profile lets you add a photo and contact info for the department head.
- Use the Staff Members tab to add info about the staff to a page which is created as soon as you start adding and saving this information. Later, when you need to edit this info, you will do so from this page. (Note that Councilmembers work this way too.)
- The Map Document tab lets you upload maps to the specific page and to the Map Gallery, found under the Information Center in the Government Section.
- The Documents tabs lets you upload documents to the page, either singly, or by creating a Document List (which can be reused throughout the website). Much more detail below.



- The Links tabs lets you add helpful links to the page, again either singly, or by creating a Links list that can be reused throughout the website.
- Accordions allow you to add content to a page in a very economical way - when the accordion is closed the user sees only the link bar, when it is open, the content is displayed.
- Use the Side Bar to place info into a block either in the center or the side of the page.
- The Videos tab lets you place videos on the page, at the bottom of the center column. These videos also must be uploaded to YouTube prior to entering their URL here.
- The Feed tab lets you add a Facebook feed to this page.

## Reviewing, Publishing, and Saving Changes to your page:

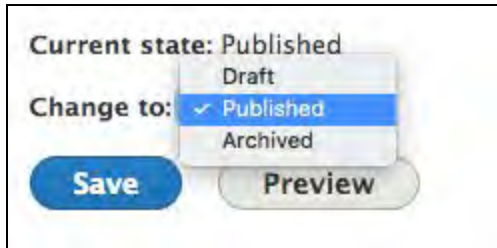
At the bottom of WYSIWYG is the **SAVE button**. If working on many changes for one page, we suggest saving more frequently.



There are three different states of saving - Draft, Ready for Review, or Published

- Draft is just that - the page is not published and can be retrieved for more edits.
- Ready for Review - Once the content creator is happy with the edits, they change the status from draft to ready for review. This triggers an email to be sent to the dept editor with the link to review.
  - Dept editors can then decline the content by reverting it back to a draft or approve the content by changing the status to published.
  - If it's denied, the original assistant dept editor will get an email that their content was denied.

- Published - is “live” - Only Dept. Editors and higher are able to publish
- Archived - is “unpublished” - Only Dept. Editors and higher are able to do this.



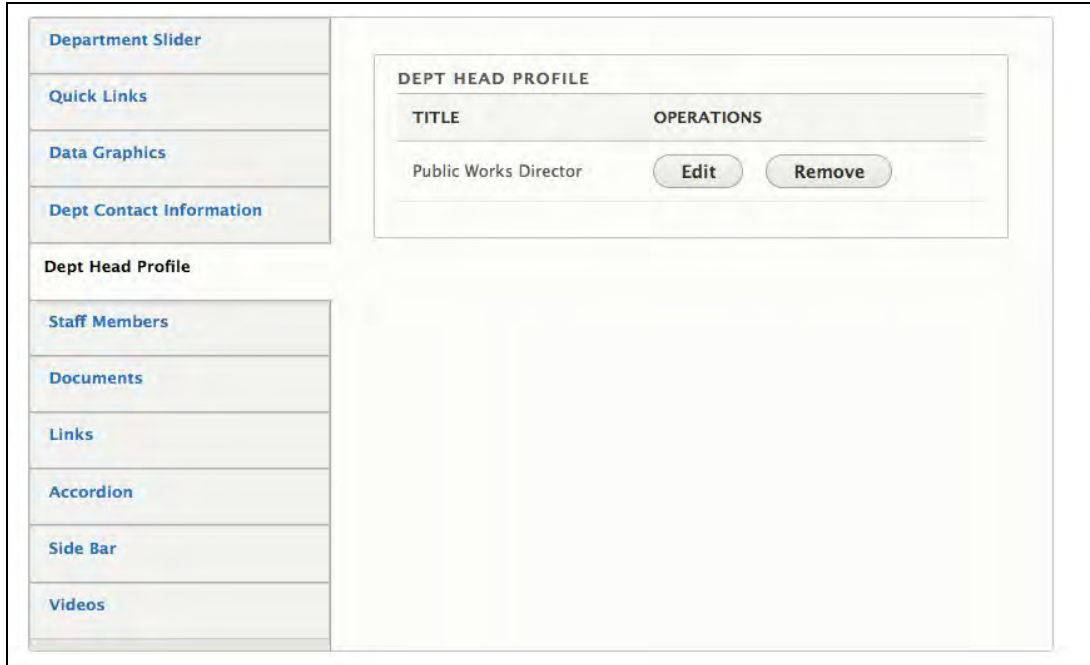
To save the changes, the user chooses one of these saving options and clicks the Save button.

### Alternative Way to get into Editor’s View



On any page you can edit, below the main Left Side Menu, is the EDITOR’S MENU. You may open and navigate to specific parts of the editor’s view by clicking on these links.

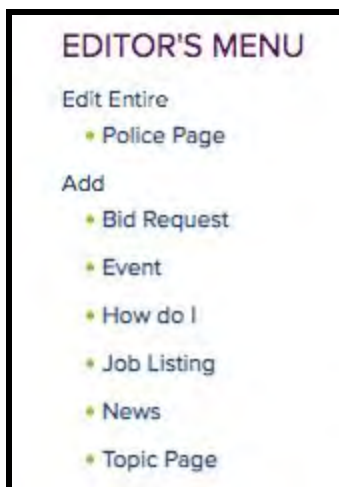
EX: Clicking on the Edit or Add “Department Head Profile” will open the following editor’s view:



Once you are in the Editor's View (WYSIWYG) you can continue to navigate around the back-end of the page making additional edits if you want.

## Adding a Page to the Website

To add a page to the website, first determine the section and department where the page will live, and navigate to that location.



Click the 'Topic Page' link (or 'Department Page' if you are on a Section page).

The dialog box below appears with a lot of the components we have already seen.

1. Enter the title of the page. Usually this is also the menu link.
2. Enter the body text of the page (using the tool bar for formatting).
3. Add a slider, video, or both to the top of the page.
4. Add other components as needed.
5. Note that the Department and Parent pages are correct

(these autofill).

6. Change the dropdown to Draft, Published, or Ready for Review.
7. Click Save

The screenshot shows the 'Create Topic Page' interface. At the top, there's a breadcrumb 'Home > Tools > Add content'. Below it are fields for 'Title' and 'Body' (with a rich text editor). A 'Topic Slider' section follows, with a 'Topic' field and 'Add new Slide'/'Add existing Slide' buttons. Below that is a 'VIDEO' section with similar buttons. A 'Caption' field and a 'Text format' dropdown are also present. The 'LINK' section includes a 'Link' field and instructions. At the bottom, there are 'Department', 'Parent Page', and 'Save as' dropdowns, along with 'Save' and 'Preview' buttons.

## About Menus

When you add (or edit) a page, on the right-hand side of the form will be a box labeled Menu Settings. The first field in the box, Menu link title, is autofilled when you create the page title. However, what if you don't want the menu link to be the same as the page title? (This often happens if the page title is too long.) You can change it here. Type in the text that you want the menu link to be.

Use the next field to enter a description of the link (displayed when the cursor hovers over the link). The dropdown menu lists your page's position in the overall site structure. And, you can move the menu link position up and down in the list by dragging the links up and down. Finally, use the URL ALIAS field to create a shorter address that can also be used by page (used when the URL is too long or complicated to be displayed on a flyer, etc.)

▼ MENU SETTINGS

Provide a menu link

Menu link title \*

Description

Shown when hovering over the menu link.

Parent item

**MENU LINK WEIGHT** [Show row weights](#)

NAME
⊕ Property Taxes (provided menu link)
⊕ Audits & Financial Statements
⊕ Business License
⊕ City Budget
⊕ Documents
⊕ Fees
⊕ Finance Staff
⊕ Taxes

Change the weight of the links within the Finance menu by dragging the items up/down.

▶ URL ALIAS

## Add, Edit, Remove a Document

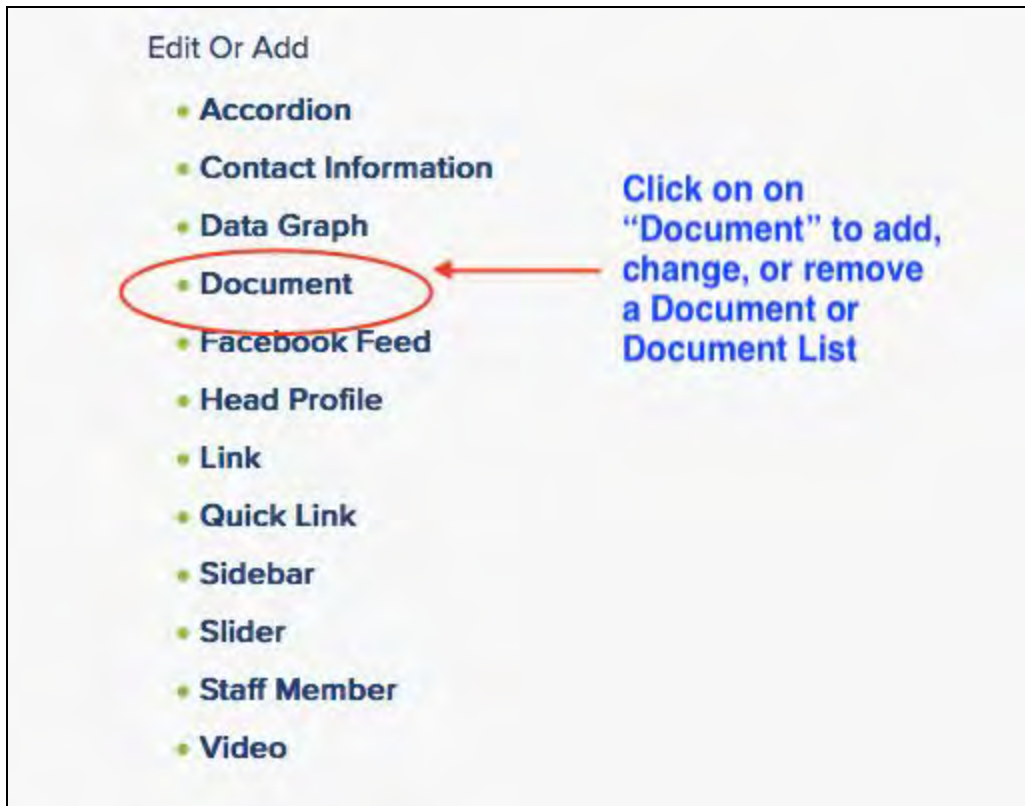
Documents exist in many places on the site:

1. On a Department or Topic Page
  - a. As individual documents
  - b. As part of a Document List
2. On the Document Archive - automatically displays documents from entire site
3. As part of a News Item, Event, Job Listing, or Bid Request
  - a. As individual documents
  - b. As part of a Document List

4. Linked in the body of a page or an element

Note: The principle of adding a document is similar throughout the pages and elements.

1. Navigate to the page or element you want to add a document to.
2. Click on “Document” in the EDITOR’S MENU.



The document tab of the page will open automatically. From here you can edit individual Documents and also Document Lists

### **Possibilities for an individual Document**

**DOCUMENTS** To add individual docuemnts

TITLE	OPERATIONS
Utility Service Order Form	Edit Remove

Add new Document Add existing Document

**DOCUMENT LIST** To add a group of documents that have something in common (will be kept as a group)

TITLE	OPERATIONS
Utilities Resolutions and Agreements	Edit Remove

Add new Document List Add existing Document List

EDIT - Change the Title of the document or replace it with another (updated) document

REMOVE the document from this location

Add Existing document - place on this page a document that has been uploaded before and may be on another page.

Add NEW (or revised) document that has not been uploaded to site before.

You can also add a document in the body text of a page, by using the “paperclip” tool in the WYSIWYG. Highlight the name of the document in the body text and click the paperclip. A dialog box appears that allows you to upload the PDF. Add the title and click ‘upload.’ Click ‘Advanced.’ This opens an accordion that lets you toggle on ‘Open in a new window.’ Click Save. The PDF is uploaded and is linked in the body text. Note that uploading docs in this fashion does add them to the site, it does not automatically archive them, so it’s not the best way. We recommend you use the document tab for adding documents to the site.

### Possibilities for a Document List

Use document lists to group similar documents together that you may want to place in various locations on the site.

**DOCUMENT LIST** A group of documents that have something in common and will be used as a set

TITLE	OPERATIONS
Utilities Resolutions and Agreements	Edit Remove

Add new Document List Add existing Document List

EDIT this list (title, documents within)

REMOVE this list from this location

Create NEW list

ADD EXISTING list that has already been created and may (or may not) be somewhere else on site.

## Add New Document

Click on the “Add new Document” button in the Document Editor’s view (WYSIWYG).

This window will open up:

The screenshot shows a web form titled 'DOCUMENTS' with two columns: 'TITLE' and 'OPERATIONS'. The 'TITLE' column contains the text 'Utility Service Order Form'. The 'OPERATIONS' column contains 'Edit' and 'Remove' buttons. Below this is a form for adding a new document. The form has a 'Title \*' field with a red circle around it and a blue annotation: 'This is what will be seen by the public. It should be human readable - not a "file name".'. Below the title field is a 'Document' section with a 'Browse...' button and the text 'No file selected.' and a blue annotation: 'This will open your computer interface so you can choose a document that is on your computer (or that you have access to through your computer)'. Below the 'Browse...' button is a note: 'One file only. 100 MB limit. Allowed types: pdf.' and a red annotation: 'NOTE: You can only upload documents as PDF files.'. Below the note is a 'Document Department' dropdown menu with 'Utilities (221)' selected. At the bottom of the form are 'Create Document' and 'Cancel' buttons, with a red arrow pointing to 'Create Document' and a blue annotation: 'Finishes this document's upload process.'.

1. Fill in the Title - What the public will see. Make it a real title, not just a file name.
2. Browse - Find the file on your computer. Make sure the file name is descriptive (human readable). EX: “Annual\_Report\_2018” (best practice: use “\_” or “-” between words not spaces. Also use a descriptive name rather than “ar82018.”)
3. Click on **Create Document** for it to finish the upload process.
4. Upload more individual documents in this way. You can upload as many as you would like. If you have more than a few, you may consider if any of them could be grouped together in a Document List.

5. **Save your**

The screenshot shows a 'Current state: Published' label. Below it is a 'Change to:' dropdown menu with 'Published' selected. Below the dropdown is a blue 'Save' button. A red arrow points to the 'Save' button with a blue annotation: 'Don't forget to SAVE your changes!'.

**work!**



## Edit Document

Click on the “**Edit**” button in the Document Editor’s view (WYSIWYG).  
This window will open up:

The screenshot shows a web interface for editing a document. At the top, there is a table with two columns: 'TITLE' and 'OPERATIONS'. The first row contains 'Utility Service Order Form' under the 'TITLE' column. Below the table, there is a 'Title \*' field with a red asterisk and a red arrow pointing to it. The field contains the text 'Utility Service Order Form'. To the right of this field is a blue annotation: 'Can change the title that is visible to the public'. Below the title field is a smaller text field with the text 'The title of the entity.' and a blue annotation: 'Replace this document with a newer one'. Below this is a 'Document' section with a red checkmark icon, the text 'Utility-service-order.pdf', and a 'Remove' button with a red arrow pointing to it. Below the document section is a 'Document Department' section with a dropdown menu showing 'Utilities (221)'. A red arrow points from the 'Update Document' button to this dropdown menu, with a blue annotation: '“Update Document” when changes are done.'. At the bottom of the form, there are four buttons: 'Update Document', 'Cancel', 'Add new Document', and 'Add existing Document'.

TITLE	OPERATIONS
Utility Service Order Form	

**Title \*** Utility Service Order Form  
The title of the entity.

**Document**  
Utility-service-order.pdf Remove

**Document Department**  
Utilities (221)

Update Document Cancel

Add new Document Add existing Document

When you want to replace/update the document - Click "Remove"

TITLE	OPERATIONS
Utility Service Order Form	

**Title \***  
Utility Service Order Form  
The title of the entity.

**Document**  
Browse... No file selected.  
One file only.  
100 MB limit.  
Allowed types: pdf.

**Document Department**  
Utilities (221)

Update Document Cancel

NOTE: When you update a document the site will make that same change happen everywhere that document is on the site.

Click "Update Document" when you are done and **SAVE** your work.

### Remove Document:

Click on the "Remove" button in the Document Editor's view (WYSIWYG).

Department Slider  
Quick Links  
Data Graphics  
Dept Contact Information  
Dept Head Profile  
Staff Members  
Documents  
Links  
Accordion  
Side Bar  
Videos

TITLE	OPERATIONS
Utility Service Order Form	Edit Remove

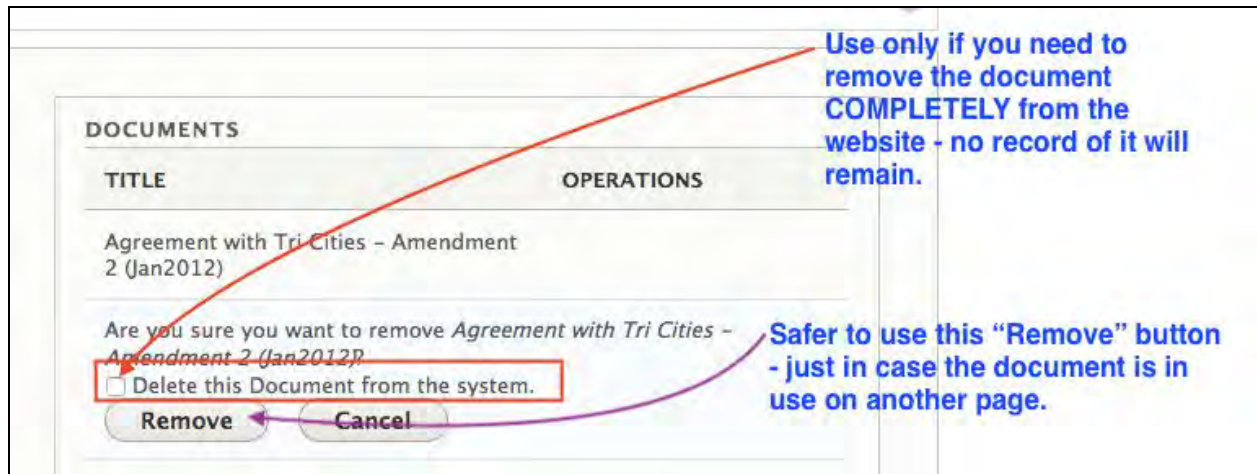
Add new Document Add existing Document

TITLE	OPERATIONS
City Utilities Agreements and Resolutions	Edit Remove

Add new Document List Add existing Document List

Choose between removing it from this one location (page), or deleting it from the entire site. We recommend always using the “Remove” option to safeguard against deleting the document from ALL the locations on the site.

NOTE: if you want to replace the document with another version of the document follow the Edit Document procedures. Then the document will be replaced EVERYWHERE on the site.



## News Items

Basics: News items will be seen on the page you add them to and in the main News listing page. They can also be seen on the department page, the section page, and other section pages if you choose. News items are composed of text, images or sliders, helpful links and documents (which are usually flyers or supporting information.) Note that you can also add pre-existing document or links lists.

### Add, Edit, Remove a News Item

#### Add News Item

Navigate to the “lowest page” where you would want the News Item to appear. EX: Community Involvement - under Fire Department. This way the news will filter its way up the ladder to the Department and Section.

Click on the [Add News](#) link in the EDITOR’S MENU.



Fill in the Form with:

1. Title - this is the news Headline. Make it eye-catching
2. Image - will get people's attention better than just words
3. Date - automatically sets for now, but you can change to any date you would like
4. Body - tell the story of what happened or what is going to happen

**Create News**

Home » Node » Add content Title, Image, and Body are required.

**Title \***

Enter news title

**NEWS IMAGE \***

Add new Image Add existing Image

**DATE**

08 / 31 / 2018 04:05:11 PM

**Body (Edit summary) \***

News Description

Spell Checker: Ctrl/⌘ + Right click

Format Source

5. To put in an image:  
Assign a title to the image -  
make it descriptive ex: Dog  
Sitting in the Grass

Decide if you want to promote  
your news item to the home  
page or other section pages.  
Click the boxes of the ones you  
want.

Promote to homepage **Check to have the story show up on the home page if it would be of interest to ALL of the City.**

**Promote to section**

Government

Business

Residents

Services

Visitors

**Choose if the News Item should also be seen on other section page(s).**

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**NEWS DOCUMENTS**

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**NEWS LINKS**

Add Documents or Links if you want.

#### More Info Link:

Click on the “More Info Link” when you want your news item to link to something other than the regular news listing. For example, you may want to link this item to an external resource, or internal topic or department page, if you are announcing new information that needs to get to users quickly.

**MORE INFO LINK**

Link will be used in the read more links for all listings.

**Title \***

The title of the entity.

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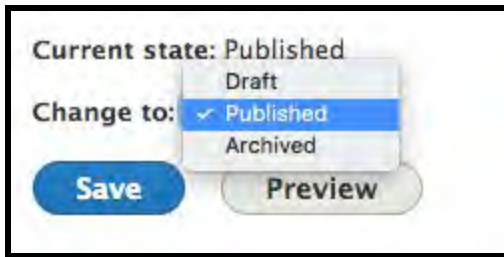
**LINK**

**URL**

Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `http://example.com`. Enter `<front>` to link to the front page. Enter `<nolink>` to display link text only.

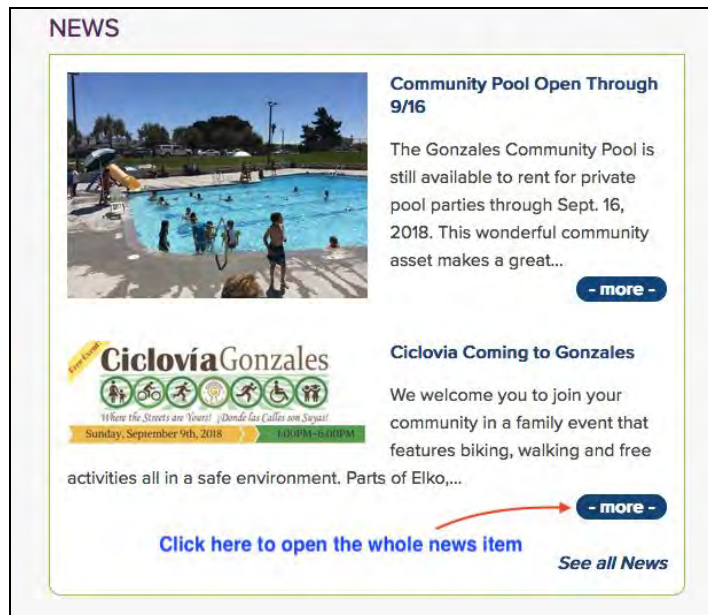
**Link text**

## Save your work!

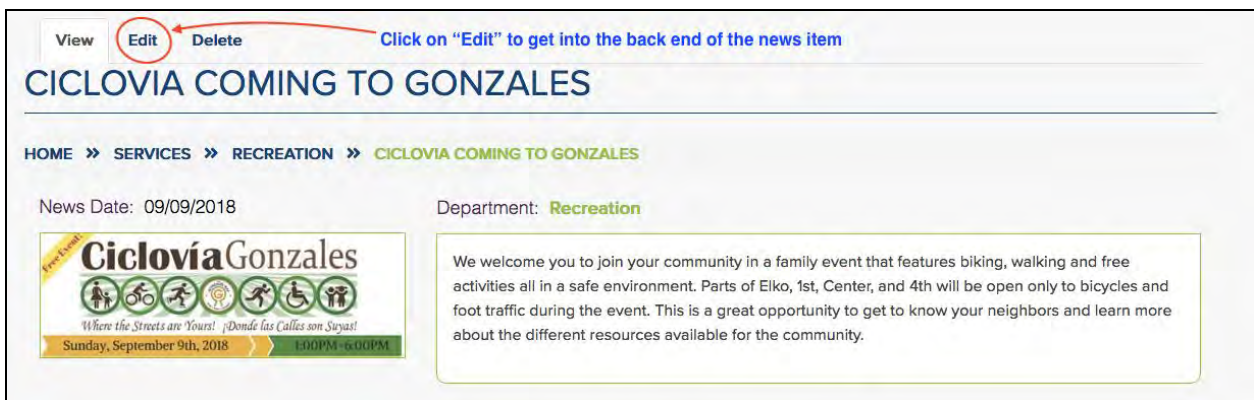


## Edit a News Item

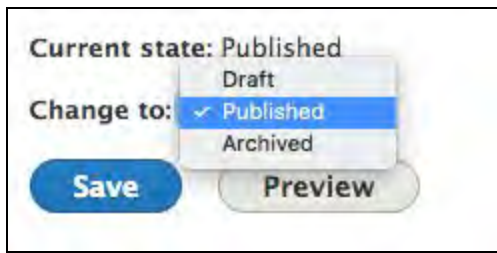
Find the news item on the site and click the “more” button to open the full new item.



Click on “Edit” to get into the back end of the new item.



Once you are in the back end (it's the same one as when you create a news item), make any changes you need to and **save your work**.



## Delete a News Item

Just like when you want to edit, find the news item you want to delete. Click the “more” button to open it up.

When you get into the editor mode, you click the “Delete” tab. If you change your mind you can click “Cancel” which will pop you back to seeing the total news item view.



## Alternative Method

Use the Editor's menu to Edit or Delete a News Item from an internal page.

Go to the page you see the news item.  
Click on **Edit - "News"** in the Editor's Menu.

Choose the News item you want to edit or delete

EDIT DEPARTMENT NEWS		
Title	Moderation state	Actions
Community Pool Open Through 9/16	Published	edit delete
Ciclovia Coming to Gonzales	Published	edit delete

Once you are in the back end you can make all changes you need.

Don't forget to **Save your work**.

**Current state:** Published

**Change to:**

**Don't forget to SAVE your changes!**

## Add, Edit, Remove an Event Item

Events are not just parties - they are any scheduled meeting, or deadline that you might want to note on the calendar.

Events show up on the home page and on the page they are created on automatically until the event has passed. They automatically fall off of these views after the event has happened.

Events are persistent - they never come off of the actual Calendar view.

NOTE: Adding an Event is just like adding a News item.

Navigate to the "lowest page" where you would want the Event Item to appear. EX: Aquatics - under Recreation. This way the event will filter its way up the ladder to the Department and section.

From the Editor's Menu choose "Add - **Event**."  
Fill in the WYSIWYG.



**Create Events**

Home » Node » Add content

**Title \***

Enter event title

**EVENT IMAGE**

Add new Image Add existing Image

**EVENT START DATE \***

09 / 28 / 2018 08 : 30 : 00 AM

Set the time with AM or PM

Event Description (Edit summary)

Spell Checker: Ctrl/⌘ + Right click

When you click on the date field a calendar will pop up that you can choose your date from.

You can “promote”(add) your event to other section pages. Add documents, or links.

When you are done, Set the State to “**Published**” and press **Save**.

Save as:

Draft

✓ Published

Ready for Review

Save Preview

### Edit or Delete a News Item:

**NOTE: Editing an Event is just like adding a News item.** You can use either of the two ways described to edit or delete an event just like a news item.

Find the event in the department or on the calendar.

Click “**more**” to open the event.

Click on the “**Edit**” tab.

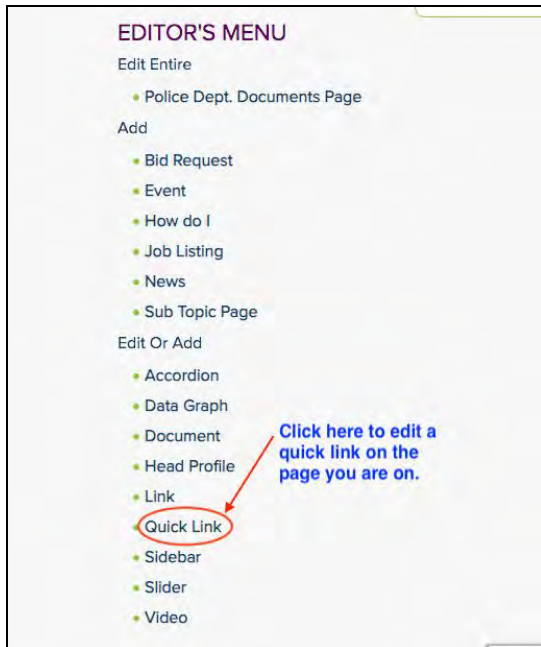
Make any changes necessary. **Save your work.**

## Add, Edit, Remove a Quick Link

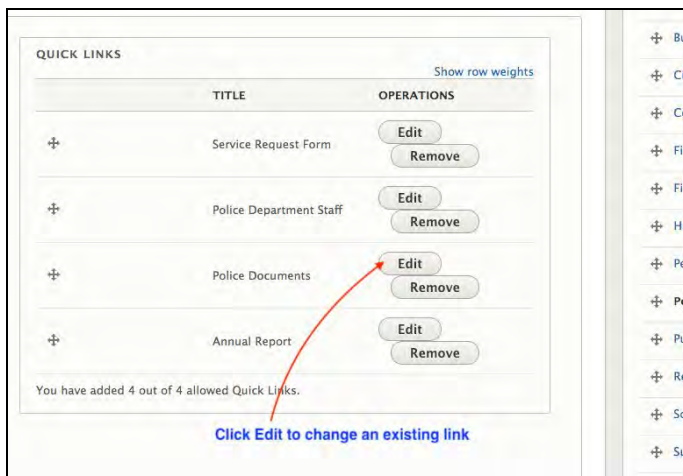
Quick links are a way for your users to get to a page or very important information quickly without having to search it out. Think about information that you get asked about a lot. A quick link would be a way for you to get a citizen to that information without many clicks.

NOTE: Adding a Quick Link is similar to adding any of the other related content on a page. Ex: Accordions, Contact info, etc. Simply follow the webform to fill in all of the required spaces.

From the Editor's Menu choose "Add/Edit - **Quick Link.**"




Choose the Quick link you want to edit.




Fill in the WYSIWYG

**Title \***  
  
 The title of the entity.

**Icon**  


**Alternative text \***  
  
 Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.



**LINK**

**URL**

Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `http://example.com`. Enter `<front>` to link to the front page.

**Link text \***

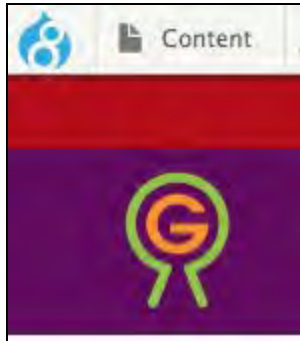
Annual Report

Double check that this is the portion of the url that you need it to link to on the site. Do not put in the whole url if it is some place ON the site.

If you are linking to content/pages on the site, make sure you only use the last identifying portion of the url - NOT the full url. If you are linking to content/web-pages OFF of the site, then put in the full url with the http://



## Editing the Homepage

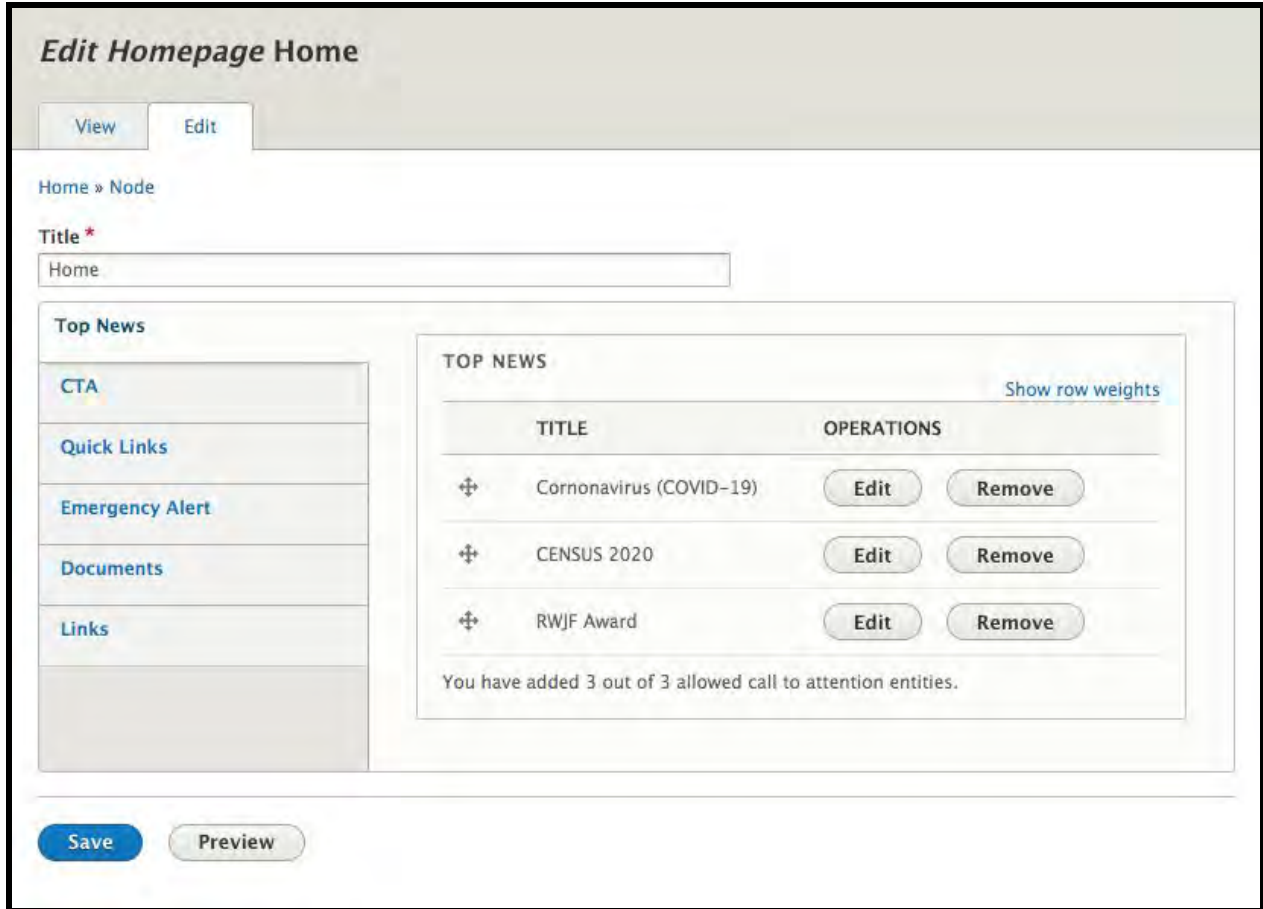


Editing the homepage is a little different from editing the other pages on the site. To get to the homepage dialog box below, click on the Site Editor or Editor tab at the top of the page as you're logged in. The Content tab will display. Click it.

This displays the Content page, which lists the pages on the website you have access to and is topped by a filter that lets you find the page you want to edit quickly:

A screenshot of the 'Content' page interface. At the top, there's a 'Content' header with a star icon. Below it are tabs for 'Content', 'Scheduled', 'Comments', and 'Files'. Underneath are 'Overview' and 'Moderated content' sub-tabs. A breadcrumb trail shows 'Home » Administration'. A '+ Add content' button is visible. There are filter fields for 'Title' (containing 'Home'), 'Content type' (set to '- Any -'), 'Author' (set to '- Any -'), and 'Published status' (set to '- Any -'). 'Filter' and 'Reset' buttons are below these fields. An 'Action' dropdown menu is set to 'Save content', with an 'Apply to selected items' button below it. At the bottom, a table lists content items with columns for 'TITLE', 'CONTENT TYPE', 'AUTHOR', 'STATUS', 'UPDATED', and 'OPERATIONS'. One item is listed: 'Home' with content type 'Homepage', author 'admin', status 'Published', and updated on '04/10/2020 - 11:26 am'. An 'Edit' button is next to this item.

To edit the homepage, type the page title 'Home' in the title page and click the Filter button. A listing of the Home page is displayed. Click the Edit button on the right side of the screen. The dialog box below appears.



## Adding or Editing Top News

The Top News section of the site has three categories or news topics. You can edit each one individually. Click the Top News tab, and then click the Edit button for the topic you want to edit. (If you wanted to delete a topic, click the Remove button.) The box expands, and you can see the fields for the different parts of the topic.

1. Enter the title of the topic here.
2. Enter the Alt-text here (Alt-text is descriptive text used by screen readers.)
3. This is the name of the image you uploaded. You can click the Remove button to replace it with another image.
4. Here is where you'll type the URL (web address) of where you want this topic to link. This can be an internal page on the site, or an external website.
5. This is the text of the link.
6. Enter your descriptive text here.
7. Click the update button to update the topic.
8. Save your work.

**Top News**

CTA

Quick Links

Emergency Alert

Documents 1

Links

2

3

4

5

6

7

**TOP NEWS**


TITLE	OPERATIONS
Coronavirus (COVID-19)	

**Title \***

Coronavirus (COVID-19)

The title of the entity.


**Home CTA Image**



**Alternative text \***

Image of COVID-19

Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.

 Remove

**HOME CTA LINK**

**URL**

/coronavirus

Start typing the title of a piece of content to select it. You can also enter an internal path such as /node/123 or an external URL such as http://example.com. Enter <front> to link to the front page. Enter <nolink> to display link text only.

**Link text**

View all COVID-19 Info

**Home CTA Body**

View all of the City of Gonzales' information about the Coronavirus and its impact on Gonzales life, including videos, resources, orders, and downloadable documents.

Update call to attention Cancel

CENSUS 2020 Edit Remove

RWJF Award Edit Remove

You have added 3 out of 3 allowed call to attention entities.

## Adding or Editing Emergency Alerts

Use the Emergency Alert (EA) feature to get critical information to your citizens quickly. The EA banner will appear at the top of every page on the website and the 'Find Out More' link links to a page containing the information you enter for the Home Alert. The EA Home Alert displays a box on the homepage containing the info/images you enter. Note you can display either the banner or the box or both.

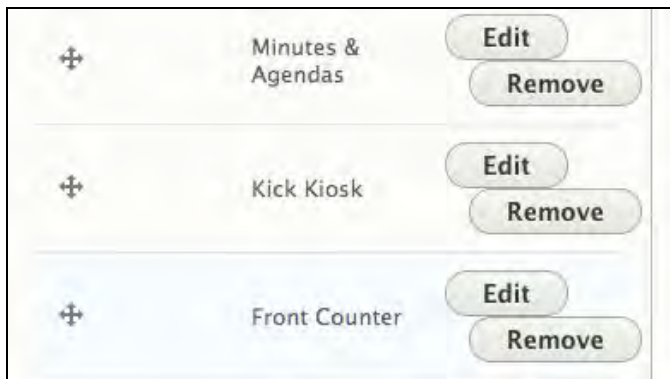
The screenshot shows the 'EMERGENCY ALERT' configuration page. The interface includes a sidebar on the left with navigation options like 'Top News', 'CTA', 'Quick Links', 'Emergency Alert', 'Documents', and 'Links'. The main content area is titled 'EMERGENCY ALERT' and contains the following elements:

- 1**: Title field containing 'Attention: Shelter-in-Place Effective March 18, 2020'.
- 2**: Location selection dropdown with 'Home Alert' and 'Top Banner' options.
- 3**: Alternative text field containing 'Pay Utility Bill Online / Pague su Factura por Internet'.
- 4**: Image upload area showing a file named 'Capture.JPG (61.47 KB)' with a 'Remove' button.
- 5**: Body text area containing the message: 'In response to COVID-19 and in practicing social distancing safeguards, please pay your utility bill online. En respuesta al COVID-19 y practicando distanciamiento social, por favor de pagar su factura por internet.'
- 6**: Emergency Documents section with a 'Choose Files' button and a note: 'Unlimited number of files can be uploaded to this field. 100 MB limit. Allowed types: pdf.'
- 7**: Emergency Links section with two link entries, each having a 'URL' field and a 'Link text' field.
- 8**: 'Update Emergency Alert' button at the bottom of the form.

1. The title of the alert - this is the text that will go at the top of each page.
2. These toggle buttons let you decide where the alert goes - at the top of the page, in a box underneath the menu on the home page, or both.
3. Alt-text describing the photo
4. Upload or edit a photo/graphic for the alert.
5. Text about the alert. If the Home Alert box is checked it goes there, if not, it goes to an interior page reached when the user clicks 'Find Out More' in the top banner.
6. Upload and add documents to the alert.
7. Add links to the alert.
8. Update your changes.
9. Save your work.

## Adding or Editing Homepage Quick Links

These homepage links let your viewers get quickly to specific information on the website. Use them for pages or info frequently requested. The carousel can hold multiple quick links and their order can be changed by dragging the link icon up and down the list.



1. Enter the title of the Quick Link here.
2. Upload a photo, or remove and edit a photo here. Add the Alt-text in this field.
3. Where does the Quick Link go? (This can be an internal or external link.) Enter that link here.
4. What does the link say - enter that text here.
5. Update the Quick Link  
Save your work.



Title \*

Home

Top News

CTA

Quick Links

Emergency Alert

Documents

Links


**QUICK LINKS**

TITLE	OPERATIONS
Minutes & Agendas	

**Title \***


The title of the entity.

**Home Icon**



**Alternative text \***

Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.

 [Remove](#)

**LINK**

**URL**

Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `http://example.com`. Enter `<front>` to link to the front page. Enter `<nolink>` to display link text only.

**Link text**

[Update Quick Link](#) [Cancel](#)

Kick Kiosk	<a href="#">Edit</a>	<a href="#">Remove</a>
Front Counter	<a href="#">Edit</a>	<a href="#">Remove</a>
Census 2020	<a href="#">Edit</a>	<a href="#">Remove</a>
Pay Utility Bill	<a href="#">Edit</a>	<a href="#">Remove</a>
News	<a href="#">Edit</a>	<a href="#">Remove</a>
Calendar of Events	<a href="#">Edit</a>	<a href="#">Remove</a>
Info Center	<a href="#">Edit</a>	<a href="#">Remove</a>

[Add new Quick Link](#) [Add existing Quick Link](#)

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

## Adding or Editing CTA (Call to Action)

The Call to Action section is edited just like the Top New Section. You can add/edit photos, change the link and text, etc.

## Adding or Editing Frequently Requested Documents

The screenshot displays a CMS interface for managing frequently requested documents. On the left is a sidebar with navigation options: Top News, CTA, Quick Links, Emergency Alert, Documents, and Links. The main content area is titled 'DOCUMENTS' and includes a 'Show row weights' link. It contains a table with two columns: 'TITLE' and 'OPERATIONS'. The table lists several documents, each with an 'Edit' and 'Remove' button. Below the table is a section titled 'ADD EXISTING DOCUMENT' with a search input field labeled 'Document \*'. The search field contains the text 'Gonzales', and a dropdown menu displays a list of document titles that match the search criteria.

TITLE	OPERATIONS
Gonzales Tribune Nov 20 2019	Edit Remove
Vision-Mission Statement	Edit Remove
2018 Annual Report (English)	Edit Remove
2018 Informe Anual en Espanol (Annual Report Spanish)	Edit Remove
Audit / Financial Statement 2018	Edit Remove
Public Records Request	Edit Remove
Street Address Map	Edit Remove

ADD EXISTING DOCUMENT

Document \*

Gonzales

- City of Gonzales Employment Application
- City of Gonzales Employment Application
- Flood Insurance Rate Map - Section 06053C0414G - Gonzales North
- Gonzales Economic Development Strategy and Action Plan
- Gonzales Housing Rehabilitation Program Information
- Gonzales Old Town Low Impact Development (LID) Project
- Community Survey Results - Gonzales Police - 2017
- 2010 Gonzales General Plan (2018 update)
- SEIR Gonzales General Plan 2018
- Gonzales Youth 21st Century Success Initiative

Save Preview

This homepage block is a spot to place documents that are frequently requested by your users. These documents, however, must already be uploaded somewhere on the site, and have a page that they belong to. When you click 'Add Existing Document,' you're able to type the first couple of characters of the document title and the website will display the titles of all the docs which match - you can then choose your document from the list. Be sure to save your work when done.

## Adding or Editing Helpful Links

The screenshot displays a CMS interface for managing helpful links. On the left is a sidebar with navigation options: Top News, CTA, Quick Links, Emergency Alert, Documents, and Links. The main content area is titled 'LINKS' and features a table with columns for 'TITLE' and 'OPERATIONS'. The table lists various links such as 'RWJF Award Ceremony', 'RWJF Courageous Conversations', and 'Gonzales Robert Woods Johnson Foundation Page'. Each row has 'Edit' and 'Remove' buttons. Below the table is a form for adding a new link, with fields for 'Title', 'URL', and 'Link text', and buttons for 'Create Link' and 'Cancel'.

TITLE	OPERATIONS
RWJF Award Ceremony	Edit Remove
RWJF Courageous Conversations	Edit Remove
Gonzales Robert Woods Johnson Foundation Page	Edit Remove
RWJF Culture of Health Award Video (English & Spanish versions)	Edit Remove
RWJF Culture of Health Award Video - Spanish	Edit Remove
Gonzales City Code	Edit Remove
Gonzales Solar Systems	Edit Remove
Solar System Production	Edit Remove
Central Coast Water Board	Edit Remove
FEMA Readiness Planning	Edit Remove
Groundwater Sustainability Agency	Edit Remove
Monterey County Ag Commissioner	Edit Remove

**Title \***  
Enter link name  
The title of the entity.

**LINK**  
**URL**  
Enter link  
Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `http://example.com`. Enter `<front>` to link to the front page. Enter `<noink>` to display link text only.

**Link text**  
Enter link title

Create Link Cancel

This homepage link block is a spot to add links that are frequently requested by your users. The links can be new or already existing. Just like with the documents, when you click 'Add Existing

link,' you're able to type the first couple of characters of the link title and the website will display the titles of all the links which match - you can then choose your link from the list. If this is a new link, you're able to add the title, the URL, and the text that you want to be the link. Be sure to save your work when done.

## Best Practices

### Photo Sizes (all listed in pixels):

Keep in mind that these sizes are not absolute. If you use a different size than below, the site will adjust to some degree - you may not see all of the image, or you may have white space around it depending on where the image is located on the site.

### Home Page images:

- Home page slider - 1400(w) x 685(h)
- Action blocks (below slider and home page quick links) - 430 x 200
- Data graphics - 290 x 165

### Interior Page Images:

- Section PageTop slider - 1200 x 450
- Department Page slider - 940 x 470
- Topic Page slider - 600 x 400
- Quick links - 130 x 130
- Right Sidebar - 260 x 175, or 215 x 160, or 720 x 480

### News Images:

- 360 x 240
- NOTE: Other sizes may be used, but will be cropped by site to fit space

### Events Images:

- 460 x 230
- NOTE: Other sizes may be used, but will be cropped by site to fit space

### Profile Image:

- 300 x 400

### Documents:

#### Files

- Name a document file on your computer with a human readable name
- Put dashes (-) or underlines (\_) between words
- Include a date with full year on document names. EX:  
Public-Complaint-Form-8-10-2018 or Public\_Complaint\_Form\_8-10-2018

#### Documents uploaded to site

- Check to see if the document is uploaded already before uploading it.  
NOTE: Key in a few letters of the first word and see what pops up
- Name the document a human readable title. EX: Public Complaint Form

## How to: Add/Edit to the Kick Kiosk

To Add new Kiosk and new slide:

1. Make sure you are logged in.
2. Go to the Gonzales Way Department page: <https://gonzalesca.gov/residents/gonzales-way>
3. In the Editor's Menu click on **Kick Kiosk** in the "Add" section.



4. Fill out Title (required), date of Kick Kiosk, body.
5. "Add a new slide" if using a new image that has never been uploaded before.



6. If “New” fill in Title, click on “Add New slide again to add slider or video functionality.

The screenshot shows a web form titled "Slider" with a "Document" sidebar on the left. The sidebar contains the text "1. Click on 'Add New Slide' button" with a red arrow pointing to the "Add new Slide" button in the "SLIDE" section of the form. The form fields include:

- Title \***: Enter slider name. The title of the entity.
- SLIDE**: Add new Slide, Add existing Slide
- Caption**: Enter photo caption
- Text format**: Basic HTML (dropdown menu). About text formats (link)
- Link**: Enter link

Below the link field, there is explanatory text: "Start typing the title of a piece of content to select it. You can also enter an internal path such as /node/add or an external URL such as http://example.com. Enter <front> to link to the front page." At the bottom of the form are "Create Slide" and "Cancel" buttons.

7. Fill in all required fields.

**NOTE don't forget the Alt Tags for Screen Readers. It's required.**

The screenshot shows the same "Slider" form as above, but with three red arrows pointing to different fields from the sidebar. The sidebar contains the text "2. Fill in all areas" and "3. Click Create Slide". The form fields include:

- Title \***: Enter slider name. The title of the entity.
- Title \***: Enter image name. The title of the entity.
- Image**: Choose File | No file chosen

Below the image field, there is explanatory text: "One file only. 100 MB limit. Allowed types: png gif jpg jpeg." At the bottom of the form are "Create Slide" and "Cancel" buttons.

8. Once you have your photo chosen and uploaded, add a link if you want, and save the full slide by clicking on “Create Slide”.

The screenshot shows a web form titled "Slider" with a "Document" tab selected. On the left, a vertical sidebar contains the text: "4. Now you have your new slide", "5. Add a link if you want", and "6. Click Create Slide again to save all of it." Red arrows point from these annotations to the form fields. The main form area includes a "Title" field with the value "Slider of Pinnacles", a "SLIDE" table with one row containing "Pinnacles rock outcropping" and "Edit" and "Remove" buttons, a "Caption" field with the value "Enter photo caption", a "Text format" dropdown set to "Basic HTML", and a "Link" field with the value "Enter link". At the bottom are "Create Slide" and "Cancel" buttons.

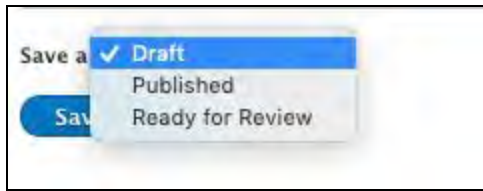
9. Repeat steps 5-8 to add more slides

Adding the Kick Kiosk PDF:

1. Click the Document tab.
2. Enter the title of the Kick Kiosk PDF.
3. Click the Choose File button and upload the PDF.
4. Click the Create Document button.

The screenshot shows a web form titled "Document" with a "Document" tab selected. The form includes a "Text format" dropdown set to "Basic HTML", a "Slider" tab, and a "Title" field. Below the title field is a "Document" section with a "Choose File" button and the text "No file chosen". Below this are the instructions "One file only.", "100 MB limit.", and "Allowed types: pdf.". At the bottom are "Create Document" and "Cancel" buttons.

Select "Published" from the "Save as:" drop down menu.



11. Click "Save" to save all of your work.



NOTE: We recommend saving early on as you create a list of Kiosk Slides (3-5 slides in) and then go "Edit" the Kiosk to add more.



## To edit existing Kick Kiosks:

1. Make sure you are logged in.
2. Go to the Main Gonzales Way page: <https://gonzalesca.gov/residents/gonzales-way>
3. In the Editor's Menu click on **Kick Kiosk** in the "Edit" section.



4. Click on "edit" for the Kick Kiosk you would like to change or add to.



Title	Moderation state	Actions
KICK Kiosk Wk of 04/01/2019	Published	<a href="#">edit</a> <a href="#">delete</a>
KICK Kiosk Wk of 03/25/2019	Published	<a href="#">edit</a> <a href="#">delete</a>
KICK Kiosk Wk of 03/18/2019	Published	<a href="#">edit</a> <a href="#">delete</a>
KICK Kiosk Wk of 3/4/19	Published	<a href="#">edit</a> <a href="#">delete</a>

5. Make any changes or add new slides.
6. Click on "Save" to save all of your edits/changes.



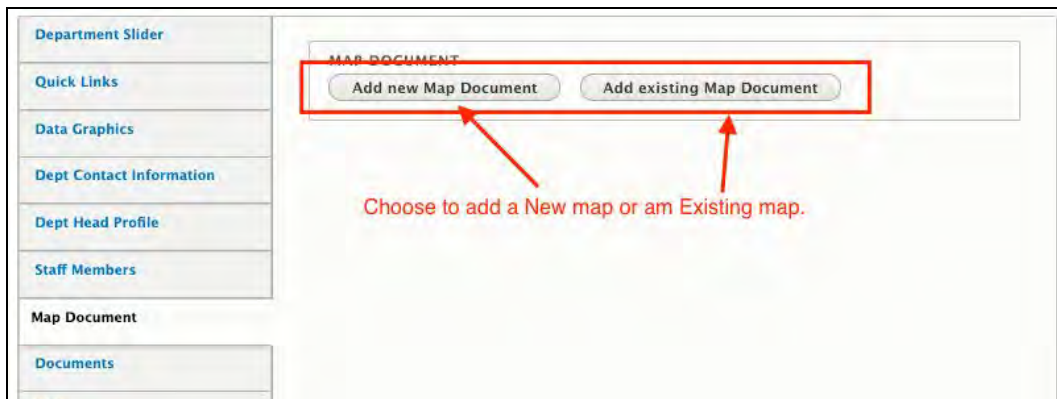
## How to: Add/Edit Map Documents

To add a new map:

1. Make sure you are logged in.
2. Go to the page on which you want to put a map
3. In the Editor's Menu click on **Map Document** in the "Edit Or Add Add" section.



4. Choose to add a New map or an Existing map.



5. For a NEW map Fill in all fields A - E.

**Notes:** For C - Image - Can be a screen shot of the map.

For D - Document - this is the actual PDF of the map.

The screenshot shows a web form for creating a map document. On the left is a sidebar menu with items like 'Department Slider', 'Quick Links', 'Data Graphics', 'Dept Contact information', 'Dept Head Profile', 'Staff Members', 'Map Document', 'Documents', 'Links', 'Accordion', and 'Side Bar'. The main form area contains the following fields and buttons:

- Title \***: A text input field with the placeholder 'Enter Document Title' and a red box labeled 'A' around it.
- Location \***: A radio button selection with 'Sidebar' selected and 'Center' as an option, enclosed in a red box labeled 'B'.
- IMAGE**: A section with two buttons: 'Add new Image' (circled in red with label 'C') and 'Add existing Image'.
- DOCUMENT Must be a PDF**: A section with two buttons: 'Add new Document' and 'Add existing Document', enclosed in a red box labeled 'D'.
- Bottom buttons**: 'Create Map Document' (circled in red with label 'E') and 'Cancel'.

6. After clicking on E - “Create Map Document”, be sure to click “Save” at the bottom of the page to save the whole page.

The screenshot shows a 'Save as:' dropdown menu with 'Published' selected. Below the dropdown are two buttons: 'Save' and 'Preview'.

NOTE: You will see the map on the page you have created a new map on, or added an existing map to. You will also find the map in the map gallery here:

<https://gonzalesca.gov/government/information-center/map-gallery>

## To Edit a Map:

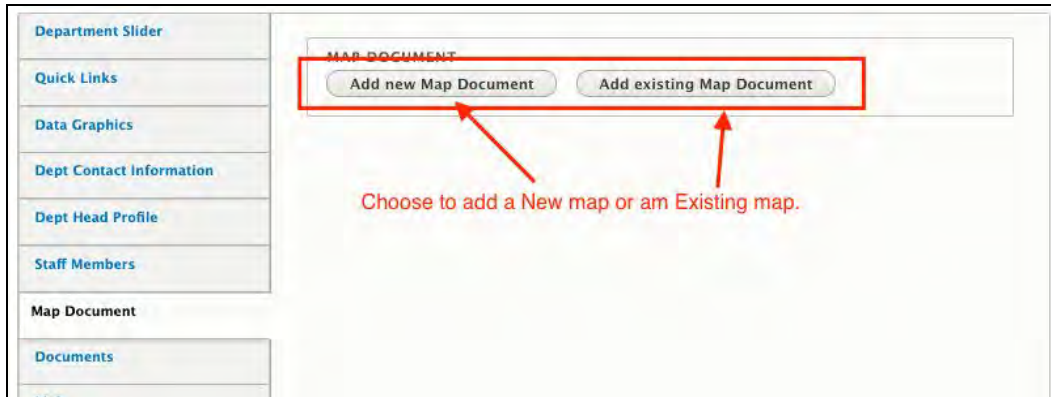
1. Go to the page on which you want to edit a map.
2. In the Editor’s Menu click on **Map Document** in the “Edit Or Add Add” section as above.
3. Choose the Map you want to edit and click “Edit”
4. Make changes - title, text, PDF, image, etc.
5. Click “Update Map Document” when done with edits. Or hit “cancel” to exit

The screenshot shows two buttons: 'Update Map Document' and 'Cancel'.

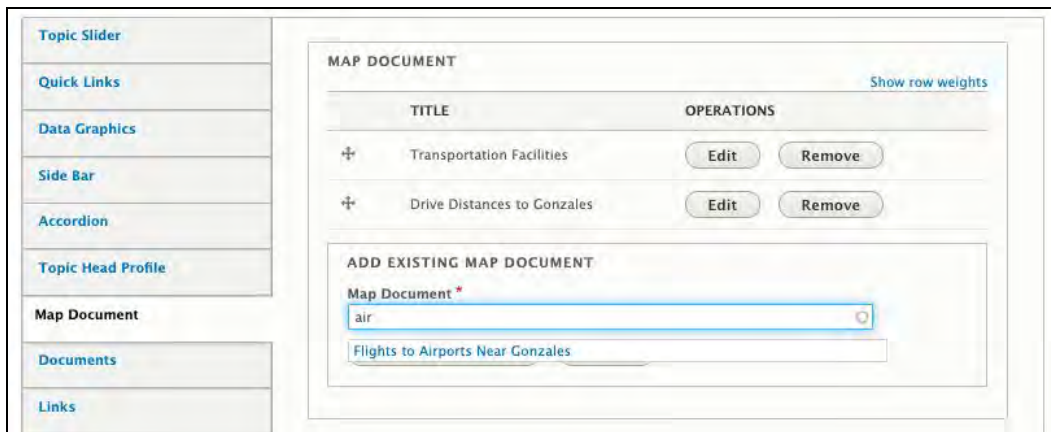
5. Don’t forget to **SAVE** at the bottom of the page when you are done.

## To add an existing map:

1. Make sure you are logged in.
2. Go to the page on which you want to put a map
3. In the Editor's Menu click on **Map Document** in the "Edit Or Add Add" section as above.
4. Choose "Add existing Map Document"



5. Type in the first few letters, or a word from the title of the map you want to use.



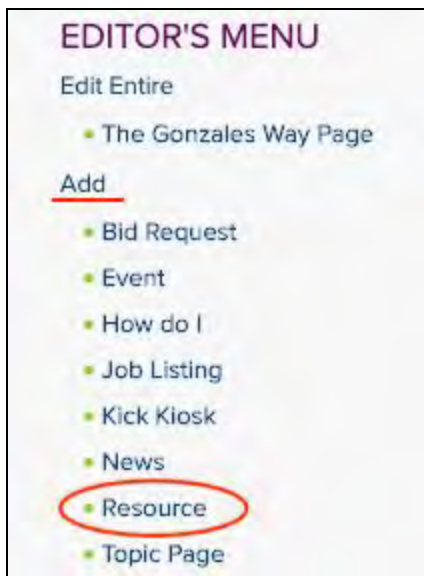
6. Choose the name of the map you would like to use.
7. Click "Add Map Document"
8. Click on "Save" to update the page.



# How to: Add/Edit Community Resources on the Gonzales Way Department page

To add new resource:

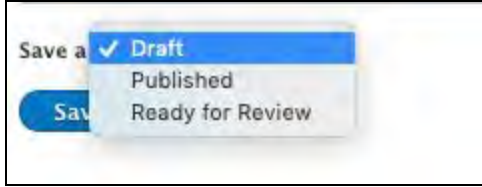
1. Make sure you are logged in.
2. Go to the home Gonzales Way page: <https://gonzalesca.gov/residents/gonzales-way>
3. In the Editor's Menu click on "**Resource**" in the "Add" section.



4. Fill out the WYSIWYG. Click the audience of who might be interested in this resource, and the subject. **NOTE:** You may choose more than one in each list.

<b>Audience</b>
<input type="checkbox"/> Kids
<input type="checkbox"/> Teens
<input type="checkbox"/> Adults
<b>Subject</b>
<input type="checkbox"/> Education
<input type="checkbox"/> Health
<input type="checkbox"/> Legal

5. Change Status to "Published" and Click "Save"



To edit a resource:

1. Make sure you are logged in.
2. Go to the Main Gonzales Way page: <https://gonzalesca.gov/residents/gonzales-way>
3. In the Editor's Menu click on **Resource** in the "Edit" section.



4. Choose which resource to edit/update and click on "edit".

EDIT DEPARTMENT RESOURCES		
Title	Moderation state	Actions
Gonzales Adult School	Published	edit delete
Gonzales Chamber of Commerce	Published	edit delete
Gonzales Rotary Club	Published	edit delete
Central Coast Energy Services (CCES)	Published	edit delete
Legal Services for Seniors	Published	edit delete
Monterey County Food Bank-Gonzales Program	Published	edit delete
South County Legal Advisory Clinic	Published	edit delete
MST Reimbursement Program for Seniors, Veterans, and People with Disabilities	Published	edit delete

5. Make all of your changes and click "Save" to update full resource.



**Note:** Resource item will NOT show up on Gonzales Way Deaprtment page. It will show up on the Community Resources Page:

<https://gonzalesca.gov/residents/gonzales-way/community-resources>