PHP-Nuke Tutorial

How to operate your PHP-Nuke website

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Accessing PHP Nuke Administration

Your PHP Nuke Admin is located at: _____

You will be prompted for a user name an password to access your PHP Nuke Admin.

Your user name is: _____ Your password is: _____

Logging in to PHP Nuke

To log in to your PHP Nuke administration area, visit the URL specified above.

Your screen will show a page similar to the one on the right.

Simply enter the username and password provided to you. Then enter the numbers that appear in the gray box on your screen in the field labeled "Security Code." The "Security Code" field is a security feature that helps protect your site.

Administration System Login

Admin ID [_____]
Password [_____]
Security Code: 280190
Type Security Code Here: [_____]
[Login]

The Administration Page

After logging in, you will be taken to a page like the one shown here. Each graphic is a link to a page that will give you control over one area of your site.

Here is a brief overview of some of the administration sections:

Add Story - Adds a new item to the "News" module

Blocks - Allows you to rearrange the "Blocks" on your site's pages

Calendar - Add / remove events on your Calendar

Cpage - Edit your homepage

Edit Admins - Create other Administrators on your site

Edit Users - If you are allowing users to register on your site, you may edit them here

Encyclopedia - Definition of terms

Ephemerids - A "quote of the day" block

Administration Menu

Add Story, Blocks, Calendar, Cpage, Edit Admins, Edit Users, Encyclopedia, Ephemerids, FAQ, Forums, HTTP Referers, KKA Content Pages, Messages, Modules, News Articles, Preferences, Submissions, Surveys/Polls, Topics, Web Links, Logout / Exit

The Administration Page (Continued)

FAQ - A Question and Answer Section
Forums - A message board
HTTP Referrers - Sites that link to your site
KKA Content Pages - "Static" Text pages on your site
Messages - Messages you may display to your visitors
Modules - Edit modules on your site
News Articles - Another self updateable news section
Preferences - General site configuration options
Submissions - User submitted news items
Surveys / **Polls** - Add a poll to your site
Topics - Different topics you may have for the "Add Story" section
Web Links - Manage your links directory
Logout - Log out of the administration section

Administration Menu

Add Story   Blocks   Calendar   Cpage   Edit Admins   Edit Users

Encyclopedia   Ephemerids   FAQ   Forums   HTTP Referers   KKA Content Pages

Messages   Modules   News Articles   Preferences   Submissions   Surveys/Polls

Topics   Web Links   Logout / Exit

The Modules Section

In PHP Nuke, a "module" is a self-updateable section of your site. The "Modules" Link allows you to rename your modules, as well as turn them off or on.

The image to the right shows a sample Modules Administration page. Each of the modules on your site are listed in the table, with the module's original name, the custom name you have given it, whether the module is currently active on your site, which visitors to your site may use the module, and some administration options.

The modules you have available to you may vary from the modules shown here. If you are interested in additional modules, please contact Keith Klein & Associates for more information.

[·] means a module which name and link will not be visible in Modules Block

Title	Custom Title	Status	Visible to	Functions
Calendar	Calendar of Events	Active	All Visitors	[Edit | Deactivate | Put in Home]
cpage	Home	Active (In Home)	All Visitors	[Edit | Deactivate | Put in Home]
FAQ	FAQ	Inactive	All Visitors	[Edit | Activate | Put in Home]
Feedback	Feedback	Inactive	All Visitors	[Edit | Activate | Put in Home]
Forums	Forums	Inactive	All Visitors	[Edit | Activate | Put in Home]
[·] KKA_Content	KKA Content	Active	All Visitors	[Edit | Deactivate | Put in Home]
KKA_Meta_Tags	KKA_Meta_Tags	Inactive	All Visitors	[Edit | Activate | Put in Home]
News	News	Inactive	All Visitors	[Edit | Activate | Put in Home]
newsarticles	News / Press Releases	Active	All Visitors	[Edit | Deactivate | Put in Home]
Private_Messages	Private Messages	Inactive	All Visitors	[Edit | Activate | Put in Home]
Recommend_Us	Recommend Us	Active	All Visitors	[Edit | Deactivate | Put in Home]
Search	Search	Active	All Visitors	[Edit | Deactivate | Put in Home]
Statistics	Statistics	Inactive	All Visitors	[Edit | Activate | Put in Home]
Stories_Archive	Stories Archive	Inactive	All Visitors	[Edit | Activate | Put in Home]
Submit_News	Submit News	Inactive	All Visitors	[Edit | Activate | Put in Home]
Surveys	Surveys	Inactive	All Visitors	[Edit | Activate | Put in Home]
Topics	Topics	Inactive	All Visitors	[Edit | Activate | Put in Home]
Web_Links	Resources	Inactive	All Visitors	[Edit | Activate | Put in Home]
Your_Account	Your Account	Inactive	Administrators Only	[Edit | Activate | Put in Home]

Editing a Module

Lets say that you have the "Calendar" module installed and you would like to rename it to "Events."

In the "Title" column, find "Calendar." In "Calendar's" row, in the far right column, click the "Edit" link.

You will see a page like the one on the right. In the "Custom Module Name" field, change "Calendar" to "Events."

If you would like to restrict access to the module, you may select "Administrators Only" in the "Who can View This?" drop down box. If you would like the module to be active, but not shown in the site's menu, you may change "Visible in Modules Block?" from "Yes" to "No."

When you are finished, click the "Save Changes" button. If you have made changes to the module and decide that you do not wish to save them, click the "Go Back" link. You will be taken to the previous page and no changes will be made.

Modules Edit

Change Module Name
(Calendar)

Custom Module Name: | Calendar
Who can View This? | All Visitors
Visible in Modules Block? | ⦿ Yes ○ No

[Save Changes]

[Go Back]

Change Module Name
(Calendar)

Custom Module Name: | Events
Who can View This? | Administrators Only
Visible in Modules Block? | ○ Yes ⦿ No

[Save Changes]

[Go Back]

Activating a Module

All modules currently installed on your site are shown in the modules list. These modules are either "Active" or "Inactive." Active modules are the modules that your site is currently using. Inactive modules are modules that are unavailable to your users.

If you wish to activate one of your Inactive modules, simple click the "Activate" link in the "Functions" column. Deactivating an Active module works the same way, except the link will read "Deactivate" instead of "Activate."

It is a good idea to make sure a module is fully configured before you decide to activate it. Also, do not deactivate any modules, unless you are sure of its purpose and that it is no longer desired.

[*] in names mean that there are still some visitors visiting the module block

Title	Custom Title	Status	Visible to	Functions
Calendar	Calendar of Events	Active	All Visitors	[Edit Deactivate Put in Home]
cpage	Home	Active (In Home)	All Visitors	Edit	Deactivate Put in Home]
FAQ	FAQ	Inactive	All Visitors	Edit Activate Put in Home]
Feedback	Feedback	Inactive	All Visitors	Edit Activate Put in Home]
Forums	Forums	Inactive	All Visitors	Edit Activate Put in Home]
HSA_Content	HSA Content	Active	All Visitors	[Edit Deactivate Put in Home]
HSA_Main_Page	HSA Main Page	Inactive	All Visitors	Edit Activate Put in Home]
News	News	Inactive	All Visitors	Edit Activate Put in Home]
newsletter	News / Press Releases	Active	All Visitors	[Edit Deactivate Put in Home]
Private_Messages	Private Messages	Inactive	All Visitors	Edit Activate Put in Home]
Recommend_Us	Recommend Us	Active	All Visitors	[Edit Deactivate Put in Home]
Search	Search	Active	All Visitors	[Edit Deactivate Put in Home]
Statistics	Statistics	Inactive	All Visitors	Edit Activate Put in Home]
Stories_Archive	Stories Archive	Inactive	All Visitors	Edit Activate Put in Home]
Submit_News	Submit News	Inactive	All Visitors	Edit Activate Put in Home]
Surveys	Surveys	Inactive	All Visitors	Edit Activate Put in Home]
Topics	Topics	Inactive	All Visitors	Edit Activate Put in Home]
Web_Links	Web Links	Inactive	All Visitors	Edit Activate Put in Home]
Your_Account	Your Account	Inactive	Administrators Only	Edit Activate Put in Home]

The "Put in Home" Option

The module that is loaded when a visitor first goes to your site is said to be the "Home" module. This module appears in the list with a gray background. By default, this is "cpage."

cpage	Home	Active (In Home)	All Visitors	Edit	Deactivate Put in Home]

Cpage is a simple module that displays text to your visitor, and is normally used as the "Home" module. It is recommended that you do not change this setting.

News	News	Inactive	All Visitors	[Edit	Activate	Put in Home]

If you do wish to use another module as your "Home" module, click the "Put in Home" link next to the module you wish to set as your "Home" module.

Changing Specific Modules - Cpage

The "Modules" section allows you to configure how the modules appear on your site, but you are also able to configure specific modules.

The simplest module to configure is Cpage. As discussed earlier, Cpage is your homepage, unless you have changed this in the modules section.

To configure Cpage, click the "Cpage" icon in the Administration Menu.

Cpage

To preview your current Cpage, click the "Preview Page." A new window will open with the contents of your Cpage.

Configure CPage:

To edit Cpage, click the "Edit Page" link.

1 | ⊟ Edit Page | ✘ Delete Page | Preview Page

If you are using Internet Explorer, you will be able to edit your page like you would edit a document in a word processor.

The toolbar above the textbox allows you to make bold and italic text, bulleted lists, insert links and more.

If you are using a dif-ferent a different browser, please refer to the HTML tutorial at the end of this document.

When you finish your changes, click the update button on the bottom of your page.

Article ID#:1

Description:

HTML Code:

Welcome

Home

The Sussex Area Chamber of Commerce is a voluntary organization in which members work together to advance the business interests and quality of life in our communities. Members represent large and small businesses, industries, professional trades and services.

Sussex Area Chamber of Commerce Activities

- Contributing sponsor to Lions Daze and Dozer Days
- Plaque Presentation to New Members
- Christmas Tree Lighting
- Pictures with Santa at Lunch with Santa hosted by Sussex Lioness
- "A Celtic Country Christmas" - Christmas Tree Auction
- Community Open House
- Fundraisers
- Scholarships
- Annual Golf Outing
- Chamber Seminars
- Business After 5
- Breakfast and Luncheon Member Meetings

To return to the previous page without saving any changes you have made, click the "Cancel Changes" button.

"Blocks" Administration

"Blocks" are components that can be added to the sides, top, or bottom of your site. The "Blocks" Section of the Administration Menu allows you to add, remove, or rearrange the blocks on your site.

Blocks may contain anything, but common uses of blocks include polls, search boxes, boxes containing address information, and news feeds.

First, click the "Blocks" icon.

The "Blocks Administration" page contains two parts.

The fist part lists the blocks you currently have on your site. This is shown in the screenshot to the right.

Blocks Administration

Title	Position	Weight		Type	Status	Visible to	Functions
Menu	◁ Left	1		FILE	Active	All Visitors	[Edit | Deactivate | Delete | Show]
Login	◁ Left	3	⇩	FILE	Inactive	Anonymous Users Only	[Edit | Activate | Delete | Show]
Administration	◁ Left	4	⇧	SYSTEM	Active	Administrators Only	[Edit | Deactivate | Delete | Show]
Search	◁ Left	7	⇩	FILE	Active	All Visitors	[Edit | Deactivate | Delete | Show]
	◁ Left	8	⇧	FILE	Active	All Visitors	[Edit | Deactivate | Delete | Show]
User's Custom Box	Right ▷	1	⇩	SYSTEM	Inactive	Registered Users Only	[Edit | Activate | Delete | Show]
Survey	Right ▷	2	⇧⇩	FILE	Inactive	All Visitors	[Edit | Activate | Delete | Show]
test	Right ▷	3	⇧	FILE	Inactive	All Visitors	[Edit | Activate | Delete | Show]

[Fix Block's Weight Conflicts]

The second part allows you to add more blocks to your site. This is shown in the screenshot to the right. Administration of these fields is explained on Page 8 of this tutorial.

Add a New Block

Title: _____

RSS/RDF file URL: _____ Custom ▼ [Setup]
(Select Custom and write the URL or just select a Site from the list to grab news headlines)

Filename: None ▼ (Select a custom Block to be included. All other fields will be ignored)

Content:
_____

If you fill the URL the content you write will not be displayed!

Position: Left ▼

Activate? ● Yes ○ No

Refresh Time: 1 Hour ▼ (Only for Headlines)

Who can View This? All Visitors ▼

[Create Block]

First let's look at how to edit the blocks you currently have on your page.

The image to the right is similar to your "Blocks Administration" page. Each block you have on your site is listed in the chart. The blocks are listed as they appear on your site. The blocks that are on the left side are listed first, with blocks on the top, bottom and right sides listed after.

For example, the "Menu" block is the top block on the left side of the page, so it is listed in the chart first.

You may rearrange the order of the blocks by clicking the up or down arrows in the weight column. This will reorder how the blocks are displayed on your site.

Note that the top block will not have an up arrow, and the bottom block will not have a down arrow.

Blocks Administration

Title	Position	Weight	Type	Status	Visible to	Functions
Menu	◁ Left	1		FILE	Active	All Visitors	[Edit	Deactivate	Delete	Show]
Login	◁ Left	3 ⇩	FILE	Inactive	Anonymous Users Only	[Edit	Activate	Delete	Show]
Administration	◁ Left	4 ⇧	SYSTEM	Active	Administrators Only	[Edit	Deactivate	Delete	Show]
Search	◁ Left	7 ⇩	FILE	Active	All Visitors	[Edit	Deactivate	Delete	Show]
	◁ Left	8 ⇧	FILE	Active	All Visitors	[Edit	Deactivate	Delete	Show]
User's Custom Box	Right ▷	1 ⇩	SYSTEM	Inactive	Registered Users Only	[Edit	Activate	Delete	Show]
Survey	Right ▷	2 ⇧⇩	FILE	Inactive	All Visitors	[Edit	Activate	Delete	Show]
test	Right ▷	3 ⇧	FILE	Inactive	All Visitors	[Edit	Activate	Delete	Show]

[Fix Block's Weight Conflicts]

You may also edit each of your blocks. You may change the side of the page the block appears on, the name of the block, whether the block is active, and the visitors the block is shown to.

To edit your blocks, click the edit link in the far right column of the block you would like to edit.

The "Title" of the block is the text that is shown in the title part of the block. In the example to the right, the title of the block is "Menu."

Block: Menu (Block File)

Title: Menu

Filename: KKA Content (Select a custom Block to be included. All other fields will be ignored)

Position: Left

Activate? ⦿ Yes ○ No

Who can View This? All Visitors

Save Block

Filename is the actual name of the file. This should only be changed if you want to change the type of block you wish to display. Files will be covered in the "Adding New Blocks" section.

Position determines where on your page the block will be displayed. You may choose to display the block on the Left, Top, Bottom, or Right side of a page. Note that the Top, Bottom, and Right blocks may not appear on every page.

"Activate" shows the block on your site. This may be turned on or off as often as you like.

"Who can view this?" selects which visitors will see the block. You may wish to create certain blocks for certain visitors. For example, if you are allowing your visitors to register for an account, you may wish to create a block that encourages visitors to register for an account, then set the "Who can view this?" to "Anonymous Users."

"Blocks" Administration (Continued)

You may also choose to remove blocks from your site. This is done by clicking the "Deactivate" or "Delete" links next to the block you wish to remove.

Deactivating a block will remove it from your site, but will keep it in your blocks list as "Inactive." Notice that all "Right" blocks in the screenshot above are listed as "Inactive."

Deleting a block will remove it from your site, and your list of blocks. There is no way to undo this action, so if you plan on removing a block, then adding it again later (For example, posting a message during the holidays) you may wish to deactivate the block instead of deleting it.

If you wish to add more blocks to your site, you may use the "Add a New Block" form on the main blocks administration page.

The "Add a New Block" form is very similar to the "Edit Block" form, but has a few extra options.

"Title", "Position", "Activate", and "Who can View This?" all function the same as the "Edit Page" screen.

"Filename" and "Content" are for regular blocks and "RSS/RDF file URL:" and "Refresh Time" are for News Feeds.

If you would like to use a previously made block, use the "Filename" block to pick one. Depending on the modules you are using, some of them may not apply to your site.

If you would like to add a block that displays some text, such as your address, you may use the "Content" field. The text should be HTML formatted (see the tutorial at the end of this document).

The "RSS/RDF file URL:" is used to add news from another site, such as Slashdot, theBubbler, or Yahoo! News to your site. You may either enter the URL for the news feed in the "RSS/RDF file URL:" box, or select one of the preset news feeds from the dropdown to the right of the "RSS/RDF file URL:" box.

There are many sites, such as www.syndic8.com, that provide news feeds. Your site may use any of the feeds marked "XML."

"Blocks" Administration (Continued)

"Refresh Time" determines how frequently your site will check the news feed for new information. For example, if the news feed you have on your page is updated daily, you should set this option to 24 hours. You may set it to 1/2 hour, but since the feed is updated
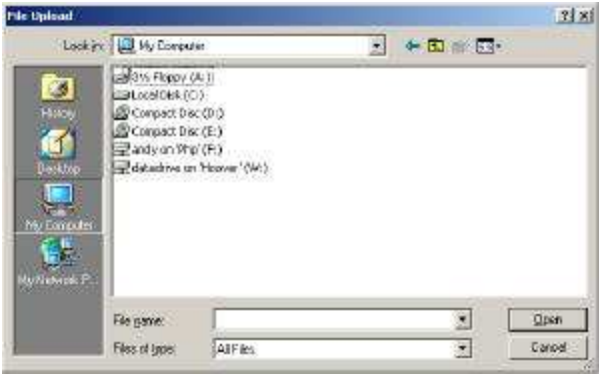
Uploading Images to your site

The "Upload Images" administration section allows you to upload images to your website.

To upload an image, click the "Browse" button.

Use the window that pops up to find the image on your computer. When you find the image, click "Open."

Finally, click the "Add image" button next to the browse button. The image will be uploaded to PHPNuke.

Directly under the "Add Image" form, there is a list of all images you have added to your site. Please note that the image name in this list will not be the same as the name of the image you uploaded; PHPNuke renames the files. If you uploaded an image named "flowerpicture.jpg" from your own files, PHPNuke may rename the file to "image2.jpg". Clicking "Preview" next to the listed images will show you the image you have uploaded.

To have the image appear on your pages, HTML must be added. Each image is listed with the HTML code necessary to add the image to your site and a link to preview the image. We recommend copying the block of code that says <img src="userimages/image2.jpg" border="0"> and pasting it into your pages when adding images.

You may change where the image appears on your page by adding an "alignment" tag.
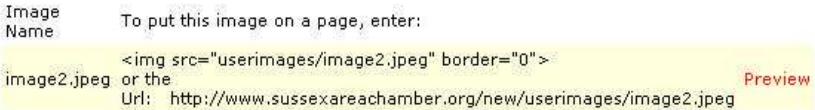
To align an image on the right of a page, add **align="right"** before the final bracket of the tag.
<img src="userimages/image2.jpg" border="0" **align="right"**>

To align an image on the left of a page, add **align="left"** before the final bracket of the tag.
<img src="userimages/image2.jpg" border="0" **align="left"**>

Adding and Editing Your Site's Pages

There are two ways to add, edit, or delete the pages on your site.

One method is to use the KKA Content Pages section of the Admin section. A directory of all your site's pages will be displayed.

If you wish to add a new page, click the "Add a page" link above the directory list.

"Priority" determines how your pages will be organized. Higher priority pages will be listed above lower pages. To have your pages listed alphabetically, simple set them all to "0".

"Page Title" determines the name that will appear at the top of the page and in menus.

If you wish to add text after the title of the page, but before the content of the page, enter it in the "Page Subtitle" field.

"List this page under" is for organizing your pages. It may help to think of your site as a directory.
The main pages with more generalized content are listed in the menu of your page. Pages that have more specific content are listed under the main pages.

For example, if you have an Automotive website, one of your main pages might be called "Tires."
It would be listed in the menu of the site. Once a visitor views the "Tires" page, they would be shown links to sub pages in the "Tires" section, such as "Winter Tires" or "Racing Tires."

You may expand this further by adding sub pages to the "Winter Tires" section, such as "15 inch Winter Tires" or "20 inch Winter Tires."

Using this method, you will make your site more friendly to your visitors.

The "Page Text" field contains the actual text that will be displayed on your site.
The text in this field needs to be HTML formatted (See the tutorial at the end of this document)

When you have finished entering the page's information, click the "Create Page" Button at the bottom.

Adding and Editing Your Site's Pages (Continued)

To edit one of your existing pages, click the "Edit" link next to page you wish to edit.

○ Contact Us [Delete | Edit]

The form that is displayed is nearly identical to the "Add a Page" form and it works the same way.

You may change the information, then click the "Save Changes" link at the bottom when you are finished.

If you would like to remove a page from your site, click the "Delete" link next to the page. You will be shown the contents of the page, and will be asked if you really want to delete it.

If you do, click the "YES" button, if not, click "NO," you will be taken to the previous page.

○ Contact Us [Delete | Edit]

You're about to delete the page with this information:

Contact Us

If you are applying for membership, please follow up with a check for $125.00 payable to Sussex Area Chamber of Commerce.

Or print out and return the completed form along with your check to:

Sussex Area Chamber of Commerce
P.O. Box 24
Sussex, WI 53089
---The Contact Form will be displayed here---

Do you really want to delete it?

[YES]

[NO]

Another way to manage your pages

As mentioned earlier, there is another way to edit your pages, which may be easier for you than the above method.

First, make sure you are logged in as an administrator.

Next, use the navigation of your site to find the page you wish to edit.

For example, if you wish to edit your "Contact Us" page, click the "Contact Us" page in the menu.

Notice that there are two extra lines at the bottom of the page that only administrators receive.

Menu
- Home
- About Us
- Calendar of Events
- Community Events
- Community Profile
- Contact Us
- Economic Development
- Membership
- News / Press Releases
- Recommend Us
- Search
- Sitemap

Invisible Modules
(Active but invisible link)
- KKA Content

Inactive Modules
(for Admin tests)

You're an Admin. You may:
[Edit this page | Delete this page | Add a new page]
[Go Back]

The Edit, Delete, and Add functions on the page are similar to the admin section. The major difference is that if you are using Internet Explorer, you may edit the text of the page using a special toolbar that works similar to a word processor.

Page text:
Verdana | 2 (10 pt) | **B** *I* <u>U</u> | ≡ ≡ ≡ | ⋮≡ ⋮≡ ⇤ ⇥ | T₂ ◇ | — ∞ 🖼 ▭ ◇ | 🗗 i

Another way to manage your pages (Continued)

Just as in a word processor, you may highlight text and click icons in the toolbar to make the text bold, italic, or underlined. You may also create bulleted lists, indent the text and change colors.

If you don't know what a particular icon does in the toolbar, hold your mouse over the icon, and a short description will be displayed.

If you are using the word processing view and wish to work with raw HTML, click the **< >** icon at the top of the word processor. You will then be able to view and edit the HTML coding. Clicking this icon in the HTML view will switch back to the word processor.

HTML Quick Reference

To have these effects appear on your pages, copy the tag and replace the content in red.

Bold: text between these tags will appear bold

Italic: <i>text between these tags will appear italic</i>

Email Link: johndoe@domain.com
After the mailto:, enter your email address.
Enter it again between the >.
This will appear as the text of your link: johndoe@domain.com

Page Link: About Us
Enter the page URL between the " "..
Enter text describing the page between the >. Text entered here will appear as the page name in your text: About Us

When creating links to external websites, you must write the domain like this:
Website Name
The target="new" will cause the external website to open in a new browser window.

Some characters in HTML must be written with special codes:
&= & Example: *Thank you & come again* must be written as *Thank you & come again*
""=" Example: *Our new "Specials"* must be written as *Our new "Specials"*

HTML Example

If you want the text on your pages to appear like this:

> **Welcome to our new website!**
>
> Visit our Capabilities page to see what w e can do for you!
>
> Learn more about our company at the Company Profile page.
>
> See us at the Trade Show this month!

Write the text in a word processing program like this:

> Welcome to our new website!
>
> Visit our Capabilities page to see what we can do for you!
>
> Learn more about our company at the Company Profile page.
>
> See us at the Trade Show this month!

Add HTML to create effects and links, then past into the page editor:

> Welcome to our new website!
>
> Visit our Capabilities page to see what we can do for you!
>
> Learn more about our company at the Company Profile page.
>
> See us at the Trade Show this month!