

It's Your Website, Make It Say What You Want

Wouldn't you like to have a website where you control its content? Wouldn't you like to be able to upload changes whenever you want to? When your website is created by CharlesMRich.Net you can do these things.

I will setup your initial web page so that it has the heading, footer, and backgrounds you want. I'll take care of getting your website domain name registered around the word, and hosting your website with one of the largest, most reliable, web hosting companies out there.

Once set up, you will be able to post your own headlines and stories. You can also create PDF files and upload them to your site. Nobody else can change your site because you will have your own secure username and password giving you exclusive administration access to your website. Anyone else who goes to your site will only be able to see whatever you post.

PDF files or Portable Document Format files are commonly used to post documents on the web. You can create a document containing any text, fonts, font sizes, graphics and pictures that you want. If you have Adobe software to do this, that's great, but it is not required. Microsoft word allows you to save any word document in PDF format. Once saved as a PDF, you can upload it to your website.

On the right hand side of the main page the public can see up to date Headlines and Stories. On the left side of the page they can click on links to documents which you have produced and uploaded to your page.

You, the owner of the site, can make changes after clicking on **Admin**, then logging in with your own secure username and password. I'll show you how easy it is to maintain your own website.

Adding PDF Files

If you wish to add a new item to the links on the left side of the home page click on the **Edit Links** menu item and you will see a page in the following example. In this example, I have clicked on the Browse button and selected a file. When the file was selected, the complete file path and name was shown in the **File Name** text box. I clicked on the **Upload File** button and you see something that looks like this. (See example below :)

CharlesMRich.net

[Home](#) [Headlines And Stories](#) [Edit Links](#) [Error Log](#) [About](#)

Edit Links

File Name: No file chosen
HowDoIGetWeatherInfo.pdf

Uploaded 'HowDoIGetWeatherInfo.pdf' to this website.

Category:

Display On Form:

Display It:

Display Order:

Comments:

© 2012 CharlesMRich.com

If you are creating a new link, the **Insert** button is enabled after the file is updated. If you had created this link earlier and want to upload an updated file, the Update button is displayed.

Notice that there is a Drop Down List labeled **Category**. All of the categories which have previously been saved are available. You may choose one and this new link will be displayed under that category. If no categories are available you may setup a new one by clicking on the **Add New Category** button. Since I have selected an existing category and want to update it, I have clicked on the **Update This Category** button. Here is an example of what is displayed when you update a category:

CharlesMRich.net

[Home](#) [Headlines And Stories](#) [Edit Links](#) [Error Log](#) [About](#)

Link Catagories

Category Name:

Display Order:

Display It:

© 2012 CharlesMRich.com [Logout](#)

Make any changes desired and then click on Update to save your changes. (If this had been a new entry, the button would have said **Insert**.) If you got to this page and changed your mind click on the **Back**

button to return to previous **Edit Links** page. A successful **Insert** or **Update** will also return you to the Edit Links page.

I typed in what I wanted to be displayed on the page, and comments to remind me what I did for future reference. Next I clicked on the **Insert** or **Update** button. The data shown on this form has been saved in the website's database and **New Item Saved** or **Update Successful** is displayed on the page.

CharlesMRich.net

Home Headlines And Stories Edit Links Error Log About

Edit Links

File Name: No file chosen
HowDoIGetWeatherInfo.pdf

Uploaded 'HowDoIGetWeatherInfo.pdf' to this website.

Category: For Geeks Only

Display On Form: How do I get current weather information?

Display It:

Display Order: 5

Comments: Contains technical information of how to obtain current weather information from the National Weather Service.

Update Successful

© 2012 CharlesMRich.com

Click on the **Home** menu item and you will see something like this:



This is similar to what anyone going to the website will see except that since you are logged in as an administrator, the menu bar also appears. Notice that items typed in the **Display on Form** text box now appears as underlined links on the left side of the page. A visitor to your website simply clicks on the link to read any of your posted PDFs. The Categories make it easy for anyone visiting your website to find the information they are looking for.

Headlines and Stories

After logging in as an administrator, I've clicked on the **Headlines and Stories** button and see something like this:



Click on the **Add New Item** button and you will see something like this:



You may enter anything you want for a **headline** and the details in the **story** text box. In the order text box enter a value lower than the lowest order of items saved and this new item will be displayed first. Since order is decimal value, you can enter a value less than 1 like .01 if you like.

When it all looks good to you, click on the Insert button to save this item.

I've clicked on the **Headlines and Stories** menu item again and then clicked on the **select** button corresponding to the original item shown back two views and this is what is displayed:



You may change anything on this page that you wish. If you want an item to disappear for now, you can uncheck the **Display This Item** check box and update. When you are ready for it to reappear, come back to here and check the **Display This Item** check box. Update it again and now it will be displayed again on the page.

Need More?

What I've described above is what you get for the basic package. It is likely that this will handle all of your needs but If you need anything more, let me know. I'm happy to customize your web site anyway you want. Let me know how I can help you. My e-mail address is Charles@CharlesMRich.com.