



# HbG HandyBlogGizmo

Welcome to the tiny little instruction manual for the Hillbilly Geek CMS.

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## What in the world is CMS?

**A Content Management System:** a way to add, change or subtract information in pre-set areas of your website without having to worry about the nitty-gritty of HTML. It might be a journal page, a calendar, a photo album, a links page, even a sales page with products. Particular pages are customized to present the data in an appropriate manner, but one underlying engine handles it all.

The HbG is designed to be easily integrated into an existing website, and uses a single Control Panel to deal with all of your information.

Frankly, the HbG was not designed to compete with giants like WordPress or Moveable Type, but is meant to be simple and easy to maintain, yet feature-rich and strangely satisfying.

### Main Features:

- Has an undo button!
- Multiple categories and types
- Upload and display multiple photos and files with entries
- Low impact: does NOT use databases
- Customizable like how!
- Coded with php5
- Biodegradable, uses only the finest Pixels

## Care and feeding of your HbG

### 1) Getting Started: Log In:

First, log in: navigate to [http://yourdomain.com/\\_HbG/](http://yourdomain.com/_HbG/). This will bring you to your start page. Along the top of the page are **tabs to relevant areas**; this layout is consistent throughout the HbG.

The start page lists the categories of info that your site is displaying, with a link to the display and management page. If you've not logged in yet, click the login link; clicking any of the management links will bring you to the same place, since this area is password protected.

If you've forgotten your login info, type in your email address into the field in the lower right, and click the help button: it will email them to you.

Once you're logged in, you'll be back at the start page: click the **Manage** link for the category you want, and you'll be at your **Control Page**.

Aside from the top **Tab Menu**, the **Control Page** has three main areas: The **Central Form**, where you enter new posts or manage existing ones; the **right hand column (Entries)**, which displays thumbnails of all your posts, and the **left-hand column**, which shows your login, links to these help files, and a list of any images that are used in the entries; it also displays thumbnails of unused images.

#### The Tab Menu

Since you'll be spending most of your time on this page, let's go over the top Tab Menu:

- **Home:** A quick link out to the front page of your site
- **<Your Category Name>** : The second tab has a link to the display page for this category. This is what your site visitors will see.
- **Add new or manage:** This will refresh your page, and bring up a blank entry form.
- **Inventory:** This link takes you to a page that show all your entries for this category. More on this later.
- **Change Types:** Takes you to a page to manage the types of posts that are available for this category.

- **Log Out:** Just what it says. This is a sessions-based security system, so you can end the session with this link, in case you're not posting from your home computer, or just don't want to make it easy for someone to get into your Control Area.
- **Select Category:** This is a pull-down menu that lets you jump to another category of information.

## 2) Getting Started: Posting entries:

The center section manages 14 chunks of data for each post. Lets go through each one (The actual titles can be reset from category to category, so this list may be customized on your site) : [screenshot](#)

1. **Author:** this is you; this field is filled in by your login name, but you can change it.
2. **Posting Date:** automatically filled in with today's date, but editable. This is **not** the place to put an event date in a calendar entry.

The Visibility variable (#8, below, looks at this date for the "freshness" of the post, so...

1. **reset date:** you can click this link to quickly change an old date to today.
3. **Assign Image:** Each post can have an image assigned to it:
    1. **Pick from the list:** If there is already an image being used, you can assign it to this post.
    2. **or Upload New:** You can upload a photo or other web-readable image to your site with this field. (JPGs or GIFs, only, please)

Find more information on images further down.

4. **Entry Type:** Each post can be assigned a Type, to help group and organize your posts. Types can be managed via the **Change Types** link in the top tab bar. More on this later.
  1. Options: Generally defaults to Personal and Business, but can be edited.
5. **Post ID:** The one piece of data you can't change. Each post is assigned an ID based on the date it was originally created.
6. **Title:** This is... well, of course. This is the one field you really ought not leave blank.
7. **Subtitle:** The Subtitle can be left blank, put to use as a subtitle, or as the Event Date for a calendar entry, for instance.
8. **Visibility:** Entries are normally visible, but if you want to hide an entry temporarily, or assign it special status, you can do so with this pull-down. Hot entries will show up, for instance, on the front page of the site, or in a special area of their page to call attention to them. Hot items do have a freshness date, and will disappear after that date (see the next item on this list).  
This functionality has to be built into the display page, so if you're not seeing your **Hot Items** showing up, check with the webguy.
  1. Options: Visible, Hidden, Hot
9. **Hot Expires:** Use this pull-down to choose how long your Hot Items stay fresh. This is based on the **Posting Date** (#2, above), so you can either change that date, or extend the Hot Expires value. This could be handy for a church or an organization to post an inclement weather notice to cancel a meeting; the notice would expire the next day without the author needing to go back and take it down.
  1. Options: 1 day to one year
10. **Entry Text:** This is the main description area or post body. Returns in this area create paragraphs out on the main site, but tabs and html code are generally not allowed.  
There is a maximum number of characters allowed, and the small number boxes count this down for you. If you need a lot of space, there are other options; check with the webguy.
11. **Other Info:** Another block of text for various purposes, also with a countdown field. It is usually set apart on the display page by bold text, and returns also create paragraphs. This might be used for summary information, or directions to a location; "who what when where" info.
12. **URL:** Each post can have one hyperlink associated with it, either an email address or a web url. The display page will put the proper coding around the link, so you don't have to worry about "mailto:" or "http://".
13. **Link Title:** This is the clickable text for the hyperlink.

14. **Numerical**: This field is usually reserved for the price of an item, stock number, or other value.

### 3) Getting Started: the First Post:

Once you have the information typed into the form, just click the “Add” button. Your post will appear at the top of the right hand column, and on the display page out on the site when it is refreshed. That’s it! You can click the display page link, usually the title of your category, to the left of the **Add new or manage** tab a the top of the page to check the look of what you’ve written.

#### The Undo Button

After every action, an undo button appears in the top left corner of the center pane. You can undo only the last step; if you added a blank entry by mistake, you can immediately undo it. If you edited the wrong post, you can get your old one back. But you only get one chance, so if you hit edit twice in a row, your old post is gone forever: be warned, or comforted, according to your personal outlook.

### 4) Getting Started: Editing Entries:

Once your posts appear in the right hand column (**Entries**), you can click their titles to bring them into the center form to edit their contents. If you have associated an image with that post, a miniature of that image will appear in the title of the Entries column for your convenience. A link to the entry on the display page is also present at the end of each entry thumbnail.

Once you bring the entry back into the form for editing, you will note a few changes:

#### More images and files

There is now an area in the upper right corner that either displays a larger thumbnail of the photo you may have uploaded, or simply says “**No Photo Assigned**” (if an expected photo can’t be found, the text “**Missing Photo; looking for (filename)**” will appear.) Click the thumbnail or the link that says “**Upload other Files Here**”, and reach a page that allows you to upload six additional photos that will be associated with the entry, as well as any number of other files that will appear in a list in the entry’s detail view, out on the site.

#### More buttons

There are a few differences in the buttons at the bottom of the form. “**ADD**” is now replaced by “**EDIT**”, which saves any changes you have made in the form fields; a new button appears: “**NEXT**”, which saves the changes and goes to the next older entry. “**Reset Form**” will reset the form fields to the information that was there when you first loaded the page.

There is now a “**Delete**” button, which will remove the entry and all secondary files associated with the post. If you click “Delete”, you will need to confirm your choice on the following page, by clicking the “Button of Destruction”. Yes, that really is the title; you’ll see. The assigned photo is **not** deleted, but will appear in the left-hand column as a small thumbnail as an unused photo. These unused photos can be deleted one by one, if desired, by clicking on their thumbnails, and confirming the deletion.

The “**Duplicate**” button does exactly what it says: it creates two entries where there was one. **Do save** the new entry before continuing, to “set” the new ID and prevent confusion. The entry will keep the assigned photo (if any) but the new ID will disconnect it from any other uploaded files that may exist for its parent entry, and keep them from being deleted accidentally.

**Why would you bother to duplicate an entry?** If you needed several similar entries, this is a quick and convenient way, or to insert a new entry into a series; entries can be grouped by types in the display page, but they do appear in the order they were entered.

### More: Editing Types: [screenshot](#)

A little more about the **Types** field (#4, above) and the “**Change Type**” page reached through its link in the tab bar:

As we said earlier, Default types are None, Personal and Business. Types can be ignored, or used excessively, or some happy medium struck, which is probably best. You can add, remove, reorder or change any type in the form field found on the **Change Types** page, hit the **Change** button, and voila! It is

done. Note: If you change an existing type name here, it will not update the individual post types; you'll need to do that individually, if that's important to you.

### More: Uploading Images and files:

The **HbG** will upload pretty much any reasonably sized image (.gif or .jpg files only) and automatically size it down to a preset maximum; usually something like 600 pixels wide and 600 pixels high; this can be changed in the site configuration file, but usually this is a comfortable viewing size. The site generates its own thumbnails at the appropriate dimensions as needed from this image, which is generally only displayed on the detail page for that entry, or an image pop-up window.

#### The Photo Upload Page [screenshot](#)

Accessed by clicking a link or the image thumbnail in entry the editing screen, this page allows you to upload 6 additional photos at once, or three other file uploads in a separate operation. Upon submission of this page, a folder is created with the entry ID that holds these additional files. The 6 **Other Images** are renamed numerically: 01.jpg, 02.jpg, etc. The **File Uploads** can be PDFs, .doc files, or even other images: these files will not be resized, or renamed, so if you upload a file with the same name, it will overwrite the file already there. There is no limit on the number of files you could upload, three at a time, save your own good sense, and your site's disk quota.

When you return to your entry's editing screen, you will see no sign of these extra files, except the note above the thumbnail that "**Photo folder exists**", but display pages will/should be set up to display thumbnails or links to these files if they exist.

#### Image management:

The left-hand column of your **Control Page** displays unused image files. Each category stores the images it uses in it's own folder, and these are not shared between categories. If you're not going to want to hang on to a image, click its thumbnail in the left-hand column to bring it up for deletion. Too many images can clutter up your **Assign Image** pulldown menu. Mouse over an image to check it's file name.

### More: The Inventory Page:

The Inventory page simply shows you all the entries for your category, and what is in each entry field, with little or no formatting. Each entry has a link back to the Control Panel that will bring up that entry for editing. Each entry title is listed in the right hand bar, with a link that jumps you to that entry.

But wait! That's not all: in the top Tab Menu, you have two pulldowns that will let you show just entries with a particular **Type**, or **Author**. On this page, if you don't have an **Author** or a **Type** assigned to a post, it will alert you by showing them as **\_EMPTY** most times, this won't create a problem, but if you're obsessive-compulsive like me, you may want to make sure there's a value in every slot. Also, if you've got a lot of posts to weed through, this may help cut down on the load time.

### And So...

That's pretty much it: you can post, edit the post and upload supporting images and files, and have these entries displayed on specific areas of your website. Enjoy.

## Screenshots: Control Panel

### HbG CMS Control Panel for: Links



Home Links **Add new or manage** Inventory Change Types Log Out Select Category

Logged in as: nancy  
Tooltips!  
► Help?

Unused Photos:  
(mouseover photos to see filenames)  
Last accessed: August 25 2008 20:15:48.  
Image files called for: 0126-3118.jpg

\*Entries  
1 - Lost Province Productions  
The webdesigner:  
a full s...Services:  
We... View Fun

Author\*: nancy  
Posting Date\*: August 25, 2008 reset date  
Assign Image\*: Pick from the list  
or upload new\*: Choose File no file selected  
Entry Type\*: Choose Type Post ID\*: 1219641348  
Title\*:  
Subtitle\*:  
Visibility\*: Visible Hot Expires\*: 1 day  
Entry Text\*: 4000 chars  
  
Other Info\*: 2000 chars  
URL\*:  
Link Title\*:  
Numerical\*:  
ADD or Reset Form

## Type Management

### HbG CMS: Change Types for: Links



back to Control Page for Links

**Types**

Types can be used to sort entries. Each category may have a different set of types.  
If you change an existing type name here, it will not update the individual posts with that type.

Standard types are:  
Personal  
Business

**Change types for Links:**  
One word per line. These Types will replace the standard ones.

Professional  
Artistic  
Fun


Change Reset

## Photos and Files

### HbG CMS: Photo Upload for: Links

[Return to](#) [Links entry 1216009345](#) [Upload other files](#)

Photos folder:  
\_links/1216009345  
Other files folder: (if  
present)  
\_links/1216009345/uploads



**← Key image for "Lost Province Productions"**


This form will automatically resize the images on your computer when they are uploaded.

These images will be sized down to 600 pixels wide and 500 pixels high.

There are six available slots for additional photos. Photos are assigned numbers 01 to 06 by this form. Use the desired number file field to replace that image.

Click an individual image to delete it.

**Other Images:**

 01:  no file selected

 02:  no file selected

03:  no file selected

04:  no file selected

05:  no file selected

06:  no file selected

**File Uploads (PDF, audio, etc)**

This form allows you to upload a file to the server. (Max 10MB (10485760 bytes)) total files, Max 9MB for a single file. I'd strongly suggest using PDF format for printed material.

If your file has the same name something already present, it will overwrite the file. If you don't want this, make sure your filename is changed before you browse for it. Target:  
\_links/1216009345/uploads

Send this file:  no file selected

Send this file:  no file selected

Send this file:  no file selected

**Delete all Images???**

# Administration of the HbG

The HbG CMS is a flat-file system, using PHP code to manage those files. The data in those flat files are simply tab-delimited text, and can be copied and pasted into a spreadsheet program such as Excel, Filemaker or Numbers for global management. Again, it's not meant for mammoth sites with thousands of entries, but it should do the job for small to medium sized sites.

The HbG lives in the **\_HbG** folder in your website. Each category has its own folder, where its info file, types, headings, and any media (such as images) lives. They are generally named for the data, with an underscore to bring them to the top of a file list; e.g. a Journal folder would be called “**\_journal**”.

Supporting files for the system, such as **config.php** (global values) are kept in the **\_HbG/\_xlib** folder.

These categories and their display names and display pages are kept track of in **\_HbG/cats.dat** edit that and everything should find itself.

## Troubleshooting

### The Control Panel

If something isn't working, it may be because a file isn't being modified. Check permissions. (This is something the webguy needs to do, probably.)

**Critical Files:** the following files need to have their permissions set to 777:

folder: **\_HbG**/(every category folder)/

**info.dat, info.dat.bkp, types.dat**

**\_HbG/\_xlib/userpwd.txt**

**\_HbG/\_xlib/check.dat**

### Display Pages:

Your website visitors won't need to see any of this background stuff: they will interact with your entries via your website's display pages. Each type of information has it's own unique display needs and its display page will be customized to present it properly. The same data can be presented anywhere on the site, and more than one category can be presented on the same page.

There can be some initial adjustment and bug-fixing to make sure these display pages are error-free; don't hesitate to call the **webguy** if you need him. But if a post is not showing up where or how you expect it, and up until now it has been, make sure you don't have the post set to **hide**. If it's not showing up in a “hot news” section (and this has been set up previously- it's not automatic-) make sure the **Posting Date** is reset, and the **Hot Expires** value is set properly.