

# Editing the Mahaska County Website

WWW.MAHASKACOUNTY.ORG



**MAHASKA COUNTY, IOWA** [HOME](#) [ABOUT](#) [EVENTS](#) [MAPS](#) [NEWS](#)



Home  
Assessor  
Attorney  
Auditor  
Board of Supervisors  
Buildings & Maintenance  
Community Services  
Clerk of Court  
Mahaska Conservation  
E911  
Emergency Management  
Engineer  
Environmental Services  
Geographic Information Systems (GIS)

## Welcome to Mahaska County

**Mahaska County Courthouse**  
106 South 1st Street  
Oskaloosa, Iowa 52577  
**Hours:** 8 a.m. to 4:30 p.m., Monday through Friday

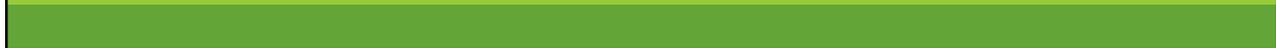
**Driver's License**  
**Hours:** 8 a.m. to 4:00 p.m., Monday through Friday  
**Written Exams:** 8 a.m. to 3:30 p.m., Monday through Friday

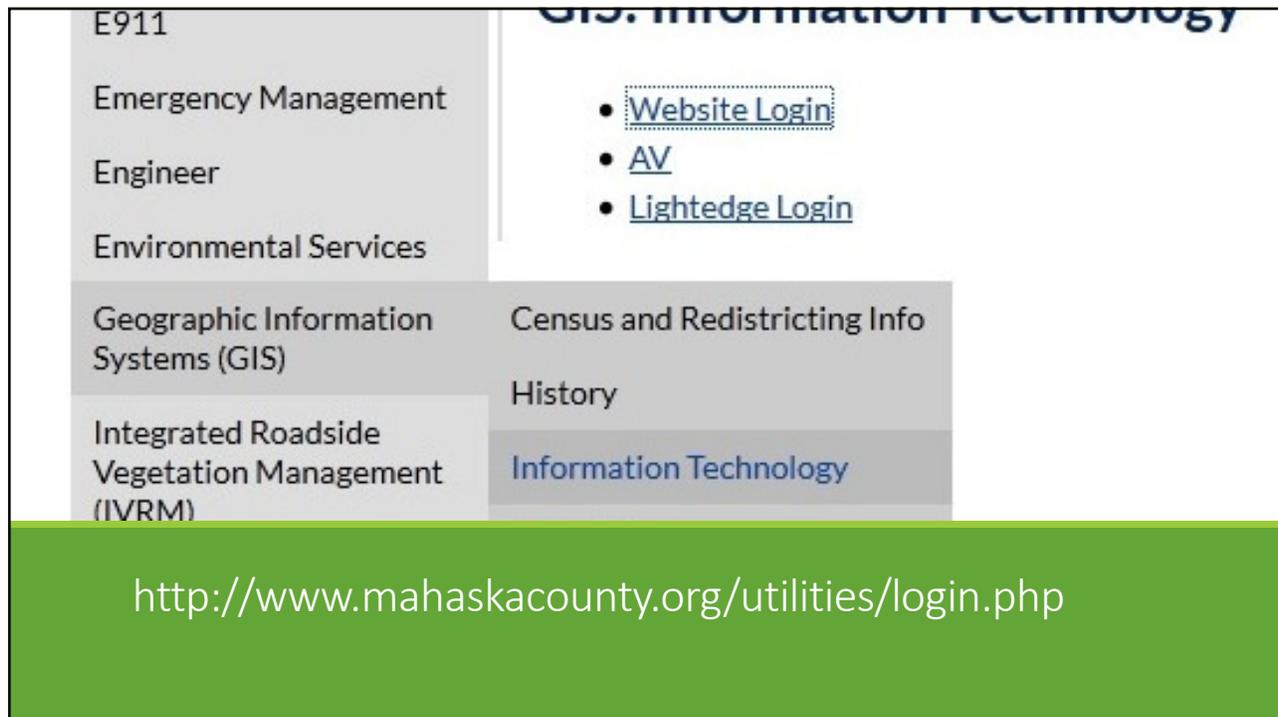
**Mahaska County Courthouse Annex**  
301 1st Avenue East  
Oskaloosa, Iowa 52577  
**Hours:** 8 a.m. to 4 p.m., Monday through Friday

**Mahaska County Law Center**  
214 High Avenue East  
Oskaloosa, Iowa 52577  
**Hours:** 8 a.m. to 5:00 p.m., Monday through Friday



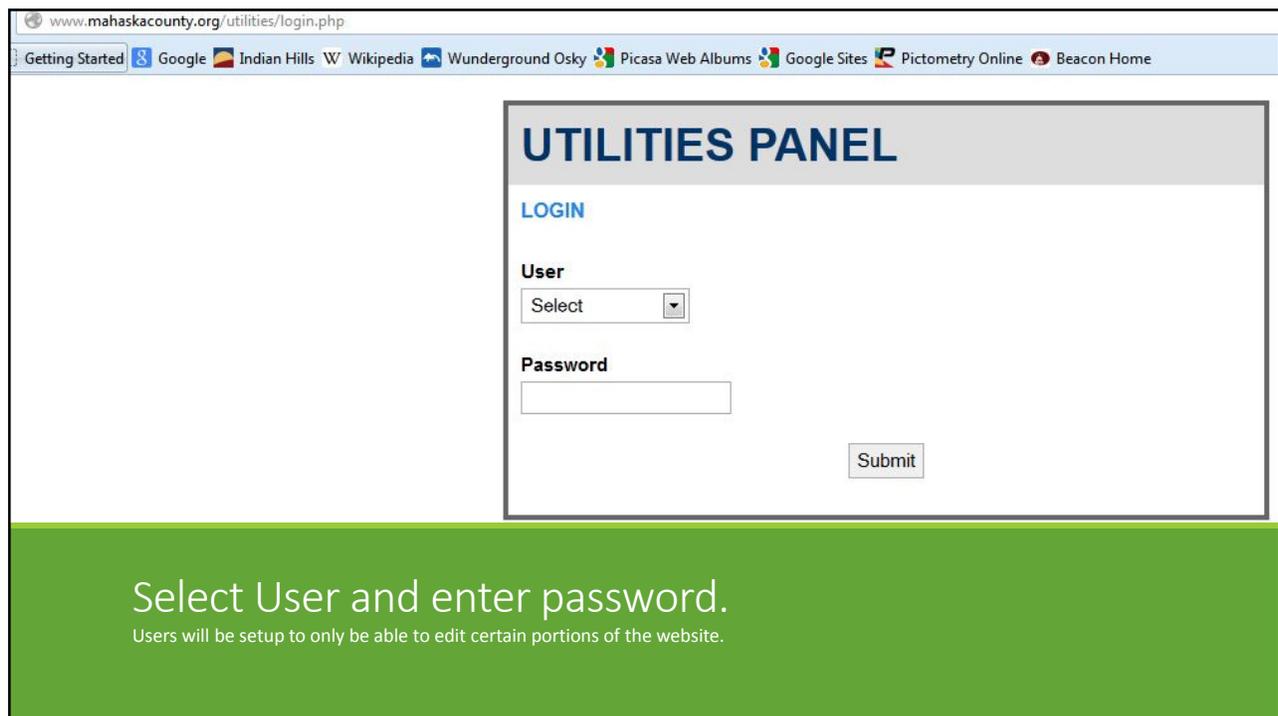
**NEWS & UPDATES**  
[Notice of Public Testing](#)  
May 14, 2014  
[June 3rd Primary Election](#)  
April 28, 2014  
[Job Posting: Mid-Iowa Behavioral Health Region](#)  
April 02, 2014  
[2013 School Elections](#)  
August 12, 2013  
[Iowa Ag Land Assessment article](#)  
April 10, 2013  
[Notice from the Assessor](#)  
February 25, 2013  
[New Feature Available on Beacon website](#)  
January 29, 2013





The screenshot shows a navigation menu on the left with the following items: E911, Emergency Management, Engineer, Environmental Services, Geographic Information Systems (GIS), and Integrated Roadside Vegetation Management (IVRM). To the right, under the heading "GIS: Information Technology", there is a list of links: Website Login (highlighted with a dashed box), AV, and Lightedge Login. Below this list, there are additional menu items: Census and Redistricting Info, History, and Information Technology (highlighted).

<http://www.mahaskacounty.org/utilities/login.php>



The screenshot shows a web browser window with the address bar displaying [www.mahaskacounty.org/utilities/login.php](http://www.mahaskacounty.org/utilities/login.php). The browser's address bar and tabs are visible at the top. The main content area displays a "UTILITIES PANEL" with a "LOGIN" section. The login form includes a "User" dropdown menu with "Select" as the current selection, a "Password" text input field, and a "Submit" button.

Select User and enter password.  
Users will be setup to only be able to edit certain portions of the website.

## UTILITIES PANEL

### HOME

#### Edit Content

#### Assessor

- About the Assessor ([Edit](#) · [Rich Edit](#))
- Ask Yourself... ([Edit](#) · [Rich Edit](#))
- Assessor ([Edit](#) · [Rich Edit](#))
- Beacon Website ([Edit](#) · [Rich Edit](#))

Lists all the main pages and sub pages

only can see what you have rights to edit

## Edit or Rich Edit

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You will want to choose the 'Rich Edit' version

The Edit version uses HTML (programming type language)

Rich Edit will work just like a word document

## Rich Editing...

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Works similar to word

Has headers and text boxes

Can **bold**, *italisize*, and underline

Can create links to other websites or documents

Can insert images

**Header 3**

[What is a GIS Database?](#)

**Text 3**

B I U X<sub>2</sub> X<sup>2</sup> |≡≡≡ |≡≡≡ |≡≡≡ |≡≡≡

A database is a logical collection of interrelated information related to a particular subject or purpose, which is managed and stored as a unit. A GIS database includes information and data for spatial features as they relate to location and shapes of features recorded as points, lines, polygons, pixels, and grids and the descriptive information stored as attributes for those features.

The data associated with the highlighted polygon is shown in the table also highlighted.

**Header 4**

[More Information](#)

**Text 4**

B I U X<sub>2</sub> X<sup>2</sup> |≡≡≡ |≡≡≡ |≡≡≡ |≡≡≡

GIS is a dynamic and technically varied field. The topics discussed on this page are just the beginning. For more information, check out the numerous GIS websites listed on our [Related Links](#) page, or search for "GIS" in your favorite search engine.

Geospatial Revolution

I'll add some printing costs to a page.

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## Note about adding images

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Be sure to avoid copyright infringement when adding images.

Can't just pull any image off the web and use it on your page.

I'll add text and link to some  
public domain images

---

## Uploading a file

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You will upload a file and create a link to that file on your page.

## Adding files

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Once you go to the Files header near the bottom, and choose to Add (or Edit/Delete) files you can browse to your computer to find the file, plus enter a file title, name, and category. A date can be chosen to show date updated and notes can be added (for internal purposes).

Once uploaded, a URL (website link) is provided and you can create a link to the uploaded file within your edited page.

Right now **this will only work with pdfs**. As we work with it and it becomes apparent that we need to be able to add additional type of files we can get that capability.

There are many ways to convert files (such as word documents) into pdfs.

PDFs are nice because: anyone can open them and they cannot be changed.

## I'll add some links to some PDF creators

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- CutePDF
- Bullzip
- Zamzar

- Eligibility ([Edit](#) · [Rich Edit](#))
- Benefits ([Edit](#) · [Rich Edit](#))

**Files**

- [Add](#)
- [Edit/Delete](#)

**News**

- [Add](#)
- [Edit/Delete](#)

**Users**

Add file near bottom of panel

**UTILITIES PANEL**

[HOME](#) > [FILES](#) > [ADD](#)

**Document Name**

**File Name**  
.pdf  
Use all lowercase letters and no spaces, for example: **job\_description**  
To replace an existing file, use the [Edit](#) functionality.

**Category**  
Assessor

**Date**  
  
YYYY-MM-DD

**File**  
 No file selected.

**Notes**

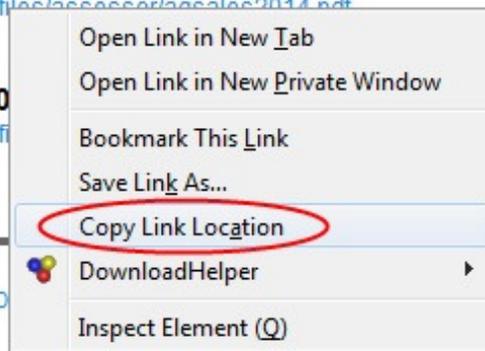
Optional, Internal Use Only

## All Files

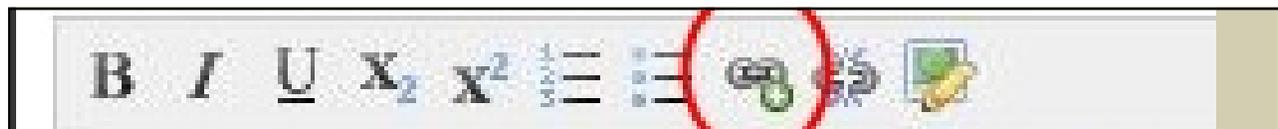
- **Ag Sales 2014** · [Edit](#) · [Delete](#)  
URL: <http://www.mahaskacounty.org/files/assessor/agsales2014.pdf>  
Updated: 2014-04-28
- **Public Testing Notice May 2014** · [Edit](#) · [Delete](#)  
URL: <http://www.mahaskacounty.org/files/auditor/noticepublictesting051414.pdf>  
Updated: 2014-04-29

## All Files

- **Ag Sales 2014** · [Edit](#) · [Delete](#)  
URL: <http://www.mahaskacounty.org/files/assessor/agsales2014.pdf>  
Updated: 2014-04-28
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Updated: 2014-04-29



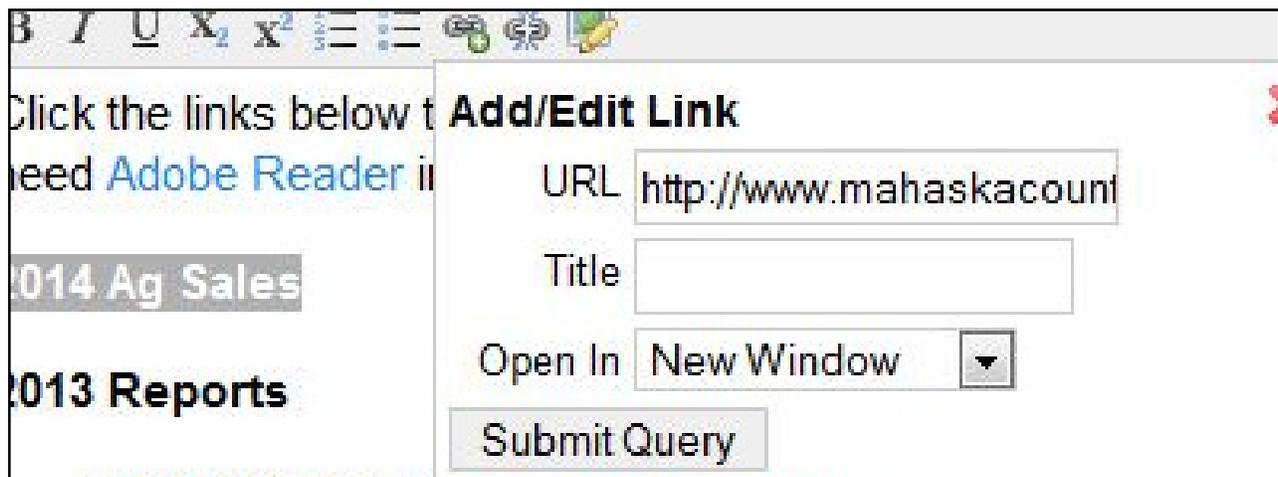
Right-click the URL and choose 'Copy Link Location'



Click the links below to view sales reports. You will need [Adobe Reader](#) installed to view the files.

**2014 Ag Sales**

Go to the page you want to have the file on. Type in the text, highlight the text, and choose the link button.



Click the links below to view sales reports. You will need [Adobe Reader](#) installed to view the files.

**2014 Ag Sales**

**2013 Reports**

- [2013 Commercial & Industrial Sales](#)

**Add/Edit Link**

URL

Title

Open In  ▼

Paste URL you got from the files

## I'll upload a file

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-A file showing pdf maps

## That is the basics of editing the site.

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Just need to let me know who you would like to have a username and password generated and what pages you would like to be able to edit.

If you need help finding a way to create PDFs I can also help you with that.

Newer versions of Microsoft Office have an export/save as option with pdfs

CutePDF and Bullzip PDF printer are programs/printers and can create pdfs

[www.zamzar.com](http://www.zamzar.com) is a site that can convert files online

## That concludes my presentation.... unless

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You will be responsible for adding Board of Supervisor Minutes

Or want to add News items (stuff on front page)

## Board of Supervisor Minutes

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### **Board of Supervisors**

- Meetings ([Edit](#) · [Rich Edit](#))
- Duties & Responsibilities ([Edit](#) · [Rich Edit](#))
- Current Board Members ([Edit](#) · [Rich Edit](#))
- Board of Supervisors ([Edit](#) · [Rich Edit](#))

### *Board Minutes*

- [Add](#)
- [List/Delete](#)

After clicking add, enter date of meeting and browse for the pdf of the minutes. It will automatically be added to the minutes page.

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## UTILITIES PANEL

[HOME](#) > [MINUTES](#) > [ADD](#)

**Date**

April ▾ 29 ▾ 2014 ▾

**Suffix**  
*Optional, e.g. PM*

**File (PDF)**

No file selected.

I'll upload some minutes...

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# Adding News

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## Files

- [Add](#)
- [Edit/Delete](#)

## News

- [Add](#)
- [Edit/Delete](#)

## Users

- [Add](#)
- [List/Delete](#)

[HOME](#) > [NEWS](#) > [ADD](#)

**Title**

**File or Website URL\* (Optional)**

**Inclusion of http:// is required.**

\* Inclusion of a file URL will link news item directly to the file. *News Text* will be ignored.  
For URLs of files uploaded to the *Utilities Panel*, see the [List Files](#) page.  
For URLs of website files, navigate to the page on the site, and copy/paste the URL.

**Date**

2014-04-29

YYYY-MM-DD

**News Text**

## I'll add some news

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-Info about Memorial Day

# The End.

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ANY QUESTIONS?