CMS Tutorial Handbook

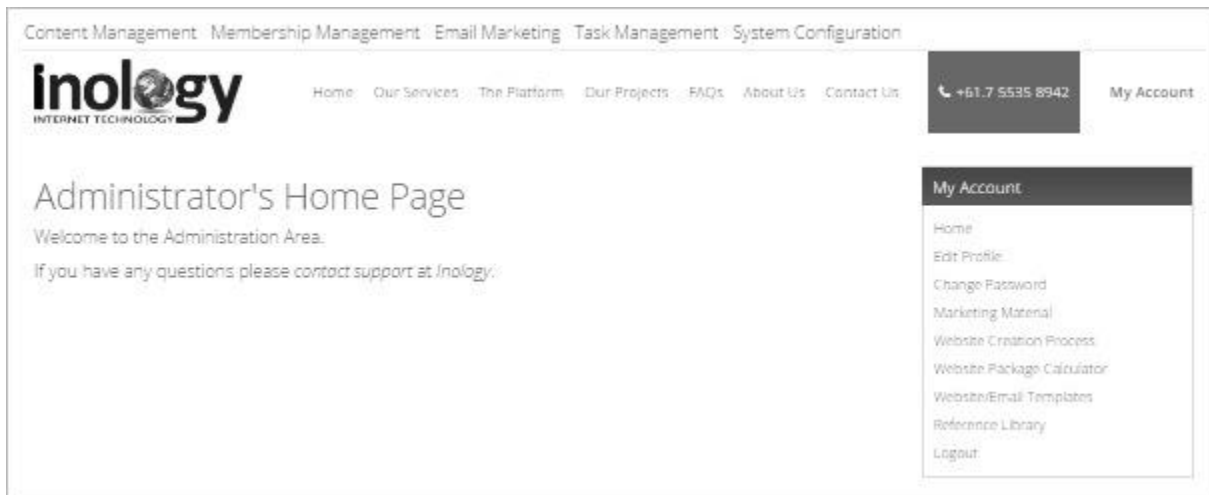## CONTENTS

Begin by logging into the "admin area" of your website. Access the login screen by clicking on **My Account** in the header area (sites with client access) or **Administration** in the footer area of your website and type in your login details, which were emailed to you upon completion of your website.

Once you are logged in you will be redirected to the "admin area" also known as the **Administrator's Home Page**. Here you will be able to list, add and edit pages, menus, blogs, galleries, testimonials, etc. Depending on the systems you have purchased for your website you will also see those here, for example Email Marketing System, Membership Management System, etc.

Now let's begin by creating and editing pages!

CREATING & EDITING PAGES

List, add and edit the standard pages for your website.

List

Once logged in to your website go to **Content Management** > **Pages**. This is where you can add new, edit and view all the standard pages on your site.

Add New

In the list view of pages click **Add New** from the top row of buttons. See Properties below for instructions on the page properties. Once you are happy with the information you've added click **Submit** to save the page. You will now see your new page has been added to the list. To view the page go to **Actions** > **View** on the right-hand side.

Properties

- Fill in the **Title** of the page. The title does not show up on the web page, however shows on the browser tab, in search engine results on Google, etc. The file name of the page (page url) will automatically be generated from the title in all lowercasing and dashes instead of spaces (e.g. About Us > about-us).

- Fill in a **Description** that is unique to the page you are creating, including keywords and keyphrases for search engine optimisation

- Fill in **Keywords** with keywords or keyphrases associated with the page, breaking them apart with commas (optional as this is not very important for search engines these days - try to use your keywords in the title, description and throughout your content, especially in headings and bolded text)

- The **Image** property allows you to upload an image to the server which acts as a page image, for websites that have banners that draw images from the page

- Select **Browse** or **Choose File** and select an image from your computer and click **Open**

- **Content**: this is where the editing is done for content that you see on the page. The HTML editor is a WISYWYG (what you see is what you get), similar to Microsoft Word and other editors alike. Add your content in here.

- Go to the *HTML Editor Help Guide* for details on how to use the editor

- The rest of the options following **Content** usually do not need changing

Edit

To edit an existing page hover over **Actions** on the right hand side of the item and click **Edit**. Using the instructions from Properties above you will easily be able to edit the existing page content. Once you've made your changes click **Submit** to save.

If you wish to **not** save the page, click the **List View** icon at the top right hand side of the editing page (**Note:** you will not be able to get your changes back once you've left the page without submitting).
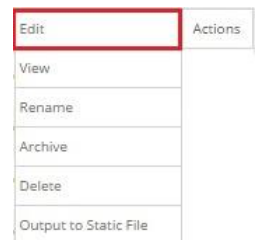
HTML EDITOR

The HTML editor acts just like any other editor such as Microsoft Word. Users who have not updated their websites CMS to the latest might have a different version of the editor than what is used for this tutorial.

Edit Text

To edit text, type some in the editor and highlight it with your mouse and click the **Paragraph Format** button (3rd row of icons, default setting is Normal). From here you can select **Normal**, **Heading 1**, **Heading 2**, etc. to change your highlighted text to (use keywords in your headings for search engine optimisation).

We do not recommend using the **Font**, **Size** or **Text Colour** options located on the 3rd row to change your text as it can make your website pages look muddled, please use the **Styles** and **Paragraph Format** option if you wish to format your text.
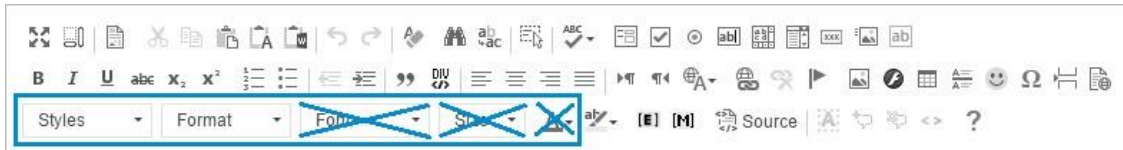
You can also style your text bold, italic, underlined, etc. by selecting the associated button located on the 2nd row. To erase formatted text highlight the text and click the **Remove Format** button (pink rubber icon located on the 1st row).

When copying content from Microsoft Word or similar please either use the **Paste as plain text** or **Paste from Word** buttons located on the 1st row of buttons (icon with the folder and blue A in front of it or icon with folder and Microsoft Word logo in front of it).

Click either one of the icons and paste the text inside the pop-up box, following instructions, and click **OK.**

Images

- Click the cursor where you want your image placed

- Select the **Image** icon (square picture) on the 2nd row

- If you have not already uploaded the image to the server go to **Upload** from the tab menu

- Click **Browse** or **Choose File** and select the image from your documents and click **Open**

- Click **Send it to the Server**

- If the image is already on the server, stay on the **Image Info** tab and select **Browse Server**

- This will open up the **CKFinder**

- Choose the folder where the image is located from the left panel

- Then double click on the image in the right panel or click it once then click **OK** at the bottom of the **CKFinder** window

- In the **Image Info** tab, you can add alternative text, width, height, border, margin (**HSpace** and **VSpace**), and align the image either left or right (**Alignment**)

- The **Alternative Text** option is handy if a visitor to your page can't download images properly, so instead will display text (use keywords in alternative text for SEO)

- When choosing the width and height of the image, do not make it larger than the original size as it will look pixelated

- Leave the **Lock Ratio** icon closed to keep the ratio aspect so the image does not stretch
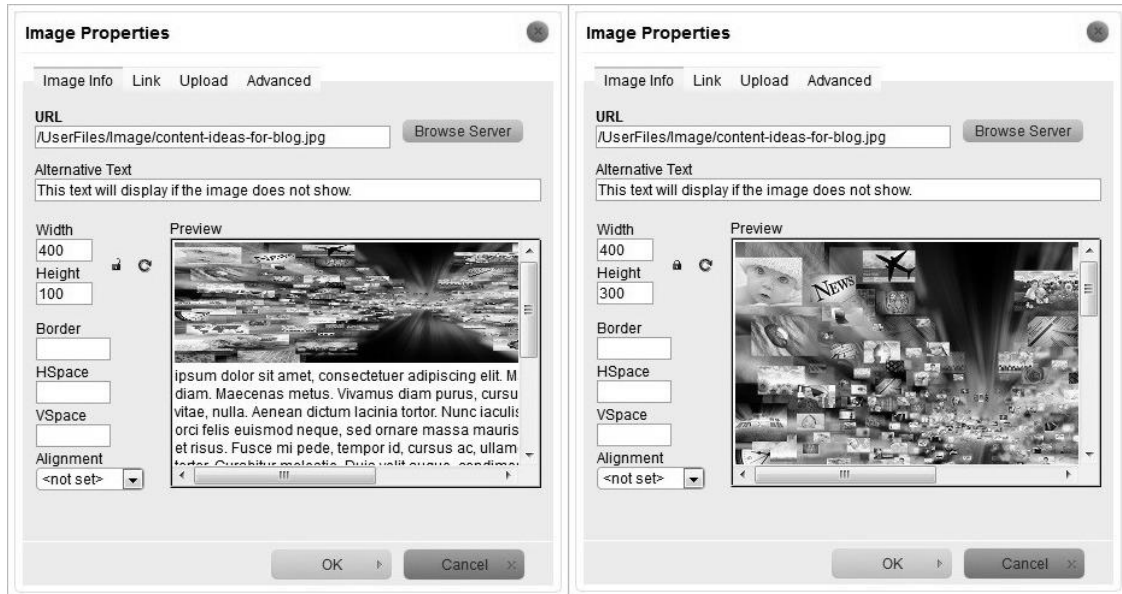
Note: first image is the height being forced by unlocking the ratio. The second image is when the ratio is locked; the height automatically sets to what it needs to be to keep the ratio aspect.

- We recommend leaving the **Height** blank however for responsive websites

- The **Border** option is measured in pixels and is a black solid line by default

- **HSpace** is left and right margin on the image measured in pixels

- **VSpace** is top and bottom margin

- **Alignment** floats the image either to the left of the text or to the right, or none

*Note: notice the **Preview** frame, it is not perfect but it gives you a general idea of the outcome.*

- Click **OK** when you are finished editing

Hyperlink

Highlight the text you wish to link and click the **Link** icon (earth with chain link around it) located on the 2nd row

Choose the link type from the drop down

- **URL** (website address, file)

- **Link to anchor in the text** (links to an existing anchor placed in the same page)

- **E-mail** (links to an email address which when clicked automatically opens a new message to be sent to that email)

URL: If **URL** was chosen, type in or paste the URL in the box below (in most cases the **Protocol** property will be chosen automatically from the URL you have used)

*Note: when linking to external websites it is a good idea to make it open in a new tab / window. To do this go to the **Target** tab and choose **New Window (_blank)** from the drop down.*

If you are linking to an existing page on your site choose **<other>** from the **Protocol** drop down box and paste in the page **file name** (only consists of lowercase and dashes), which you can find if you go to **Content Management** > **Pages.**

File: To link a file (such as a .pdf) or an image click **Browse Server** and choose the file or image in the **CKFinder.** If the file is not already on the server, go to the **Upload** tab and click **Browse** or **Choose File**. Choose the file from your local computer and click open. Click **Send it to the Server.**

Note: as said above, it is also a good idea to make the link open in a new tab / window when linking files so the user is not being taken completely away from your website.

Anchor: To link to an anchor first you will need to create an anchor. Highlight some text that you want to be anchored, then click the **Anchor** icon (blue and silver flag).

Give a name for the anchor, something easily distinguishable, and click **OK**. A red flag will now show next to the anchored text. Now go to the **Link** properties and choose **Link to anchor in the text** from the drop down. Choose the anchor from the **By Anchor Name** drop down.
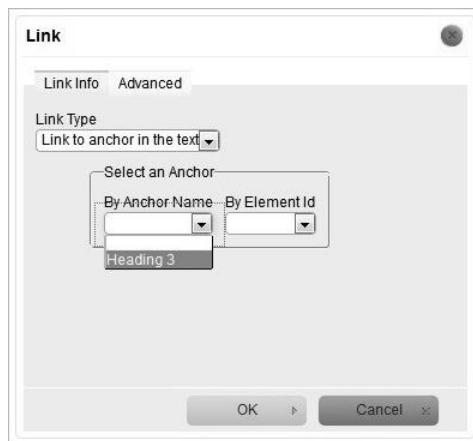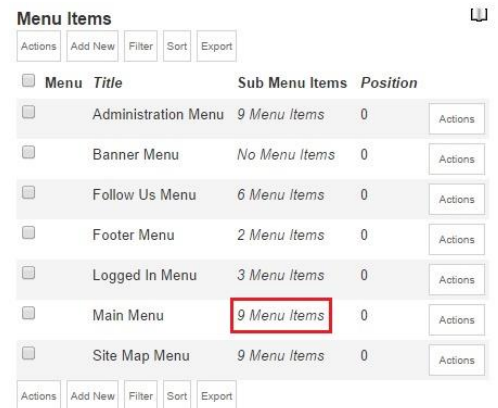

Email Address: To link an email select **E-mail** from the **Link Type** drop down in the **Link** properties window. Type in the email address. If you wish, type in a subject and body to be the default in the new message when the link is clicked.

Image: To link an existing image double click the image to open the **Image Properties** window. Go to the **Link** tab and paste in the URL to a website or **Browse Server** to link to a file/image.

Select the target for the URL (**New Window (_blank)** will usually open in a new tab depending on the browser in use – this is recommended when linking to external websites or files).

CREATING & EDITING MENUS

Add New

- To add a menu go to **Content Management** > **Menus**

- Navigate to the menu by clicking the sub menu items (e.g. **Main Menu** > **Sub Menu Items** link - see image on the right)

- Click **Add New**

- **Position** will be filled in automatically

- Type in a **Title** (this will be what is shown on the menu)

- Type in a **Description** of the page / website the item links to (the description can be viewed on hover over)

- The **Image** property can be used to have a little icon next to the menu item, click **Browse** and select an image to use from your computer

- Type the **URL**

  - If linking to an existing page on your website type the **File Name** ONLY (go to **Content Management** > **Pages** to view the list of pages on your website and their file names - first column)

- Use the **Allow View By** option to show or hide the menu item

- Click **Submit**

Change Menu Position

In the list of menus use the **Position Up** and **Position Down** buttons to move the menu item. You can also type in a number in the **Position** column and click **Change Position.**

Edit

Go to **Actions** > **Edit** on the right-hand side of the menu item you want to edit. Make your changes and then click **Submit.**

CREATING & EDITING BLOGS

The list, add and edit of blog posts is the same as the list, add and edit of pages with only a few differences.

List

Once logged in to your website go to **Content Management** > **Blog Posts**. From here you can add, edit and view the blog posts on your website.

Add

In the list view of blog posts click **Add New** from the top row of buttons. See Properties below for instructions on the blog post properties. Once you've completed adding your information click **Submit**.

If you left the **Published On** property blank you will be asked to submit the blog to blog directories (very important).
Leave **Yes** chosen and click **Submit** (this may take a few moments to process). The website will then be redirected to a preview of the post where you can choose to view it fully or go back to editing.

Properties

- Fill in the **Title** of the blog post. For Blog Posts, Galleries and Testimonials the title does show on the list pages and the separate post pages (see image on right).

- Fill in a **Description** that best describes the blog post you are creating, including keywords and keyphrases for search engine optimisation. The description will show in list pages and separate post pages (see image on right).

- Fill in **Keywords** with keywords or keyphrases associated with the blog post, breaking them apart with commas (**Note:** *optional as this is not very important for search engines these days - try to use your keywords in the title, description and throughout your content, especially in headings and bolded text*)

- The **Image** property allows you to upload an image to the server which can be used to display next to the blog post in list view and separate post view (see image on right)

- Select **Browse** or **Choose File** and select an image from your computer and click **Open**

- **Content**: this is where the editing is done for content that shows only in the separate blog post view page

- You will see a "Read More..." link in the image to the right which links to the full blog post

- Go to the *HTML Editor Help Guide* for details on how to use the editor

- If you have **Categories** and **Tags** set up you will see checkboxes underneath **Content** (see image on right)

- Check the categories and/or tags associated with the blog post

- Visit the *Categories and Tags Help Guide* if you don't know how to add them for selection

- You can allow people to comment and rate the blog post by choosing "All" from the drop down of **Allow Comments By** and **Allow Ratings By**

- Change the **Author** by selecting the drop down and choosing a user from the system

- The **Author** will automatically be the user that you are signed in as when first creating the blog post

Edit

To edit an existing blog post hover over **Actions** on the right hand side of the item and click **Edit**. Using the instructions from Properties above you will easily be able to edit the existing blog content. Once you've made your changes click **Submit** to save.

If you wish to not save the post, click the **List View** icon at the top right hand side of the editing page (**Note:** *you will not be able to get your changes back once you've left the page without submitting*).

EXTRA TRAINING & TUTORIALS

What you have just learnt in this manual is our basic training on the CMS components most often used. For training on the rest of our components including Gallery & Testimonials and our other systems including EMS and MMS please go to help.theinternetplatform.com ☺

If you have any questions or require any help don't hesitate to contact us via the details below. We are here to support you and your vision 100%!

Happy editing!

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