

Website Content Management Help Document

System Requirements

- Windows 95/98/ME/NT/2000/XP
- Internet Explorer 5.0 or above
- JavaScript Must be enabled

How to access the Content Managements System (CMS)

Simply go to <http://yourdomain/contentv3/index.cfm?fuseaction=login> e.g. ABC Garages address is <http://www.abcgarages.com/contentv3/index.cfm?fuseaction=login>. This web page prompts for a username and password. If you do not have a username and password contact Webzone Ltd 01 676 9347.

How to add a new webpage.

When a user is logged into the CMS (Content Managements System) the site displays an 'Admin Menu'. This is typically located on the top right of the screen. An illustration of such menu is seen below:



Fig. 1 admin menu

Click on 'Sitemap', this will load a list of pages which your web site contains. It is worth noting that these pages are organized **in a hierarchical structure**. A sample sitemap is shown below:

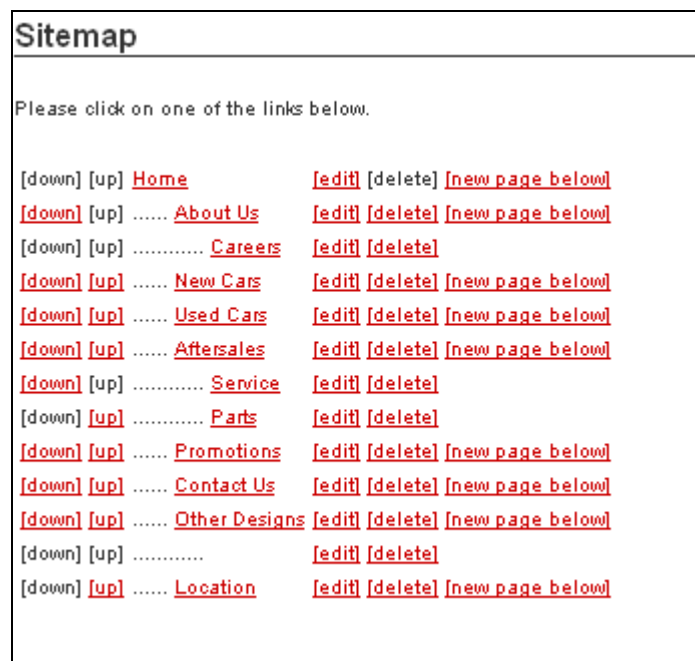



Fig. 2 sitemap


To insert a new page which appears in the main navigation menu, click the link 'new page below' beside **Home**. This in effect adds a new child page below Home. If you would like to add a sub-level page below 'About Us' e.g. 'Our Staff' click the link 'new page below' beside 'About Us'.

When 'new page below' is clicked a form is loaded which collects the following information about your new web page:

- **Title** – This text appears on the top of your webpage window and also appears as the main page title e.g. 'Welcome to ABC Garages'
- **Link Text** – This text forms the name of the link in the site navigation menu e.g. 'Home' or 'About Us'
- **URL Link (optional)** – This field is completed when you want the navigation button to link directly to a site outside your own. E.g. If you wanted to link to Webzone's site you would type in <http://www.webzone.ie> in this field. (Note: you must include http://)
- **Meta Tag Description** – Helps with site in search engines. It is a brief description of your site. This information is hidden from users and e.g. of what you would type here would be: "ABC Garages online: a dealership in Ireland, quality used executive and sports cars providers. Extensive quality new and used car stock."
- **Meta Tag Keywords** – As with above, this information is used by search engines e.g. ABC Cars, ABC Ltd, Ireland, Irish, Rathmines, car, cars, Webzone, cars with pictures, car dealers, new and used cars, new cars, used cars, executive, executive cars, sports cars, car finance etc.
- **Main Content** – As the name suggests the text (and images) entered into this large text box form the main content for the web page. The data entered here is controlled by a What You See Is What You Get (WYSIWYG) interface, this may seem familiar to use who have exposure to Microsoft Word. This interface will be explained later in this document.

Enter the information for your new page and click the  icon on the interface toolbar. You will then be redirected to the sitemap which should contain your new page.

How to edit an existing web page

Click on the sitemap and click 'edit' beside the page you would like to edit. Alternatively navigate to the page you would like to edit and click 'edit page'. Either action will result in the edit interface being loaded. The edit interface is identical to the insert new page form with the exception that the page details are pre-filled into the form. Make your changes and click the  icon.

How to re-order pages

The CMS allows the user to change the order in which pages are loaded into the navigation menu. Click on 'Sitemap' and choose either 'up' or 'down' link beside the page you wish to re-order. This re-orders pages at the same level in the sitemap. Pages at the top of their level cannot be moved up; similarly pages at the bottom of their level cannot be moved down.

How to remove/delete a page

Click on the sitemap and click delete beside the page you wish to remove. Please note **removing a page will remove all child pages**. In *fig 2 sitemap* (above) removing the page 'aftersales' will remove both the 'service' and the 'parts' pages from your site.

Using the WYSIWYG Editor (Word-Like Interface)

The following is a list of all of the icons which appear in the editor:










































-  Saves the current content in the editor
-  Removes the selected content and places it into the clipboard.
-  Copies the selected content into the clipboard.
-  Inserts content from the clipboard into the editor at the selected position.
-  Deletes the selected content from the editor.
-  Allows all content in the editor to be searched.
-  Undoes the last operation in the editor.
-  Redoes the last operation in the editor.
-  Inserts a horizontal rule at the selected position in the editor.
-  Opens the image window to allow an image to be inserted into the editor at the selected position.
-  Opens the hyperlink window to allow a hyperlink to be created using the selected content.
-  Clears the hyperlink from the selected content.
-  Opens the help window.
-  Aligns the selected content to the left.
-  Centers the selected content.
-  Aligns the selected content to the right.
-  Inserts an ordered list.
-  Inserts an unordered list.
-  Unindents the selected content.
-  Indents the selected content.
-  Opens the font properties window.
-  Bolds the selected text.
-  Italicizes the selected text.
-  Underlines the selected text.
-  Changes the foreground color of the selected text.
-  Changes the background color of the selected text.
-  Inserts a table into the editor at the selected position.
-  Inserts a cell into the selected row.
-  Deletes the selected cell.
-  Inserts a row above the selected row.
-  Deletes the selected row.
-  Inserts a column to the left of the selected cell.
-  Deletes the selected column.
-  Splits the selected cell into two cells.
-  Merges the selected cells.
-  Opens the table cell properties window.
-  Toggles the editor between source and wysiwyg modes.
-  Runs the codesweeper tool.
-  Makes all table borders visible.
-  Shows all hidden tags.

Fig. 3 Editor Icons

WYSIWYG Q&A

Q1. How do I link to another page?

Highlight the word/text or image which you would like to link and click the  icon. This opens the Hyperlink properties box. Enter the URL(web address) you would like to link to e.g. to link to Webzone's website enter <http://www.webzone.ie> . If you would like the link to open into a new browser window (your site to remain in background on the screen) enter '**_blank**' into the '**Target**' field. Alternatively, leave this empty. The 'style' field should be left blank unless some CSS is needed.

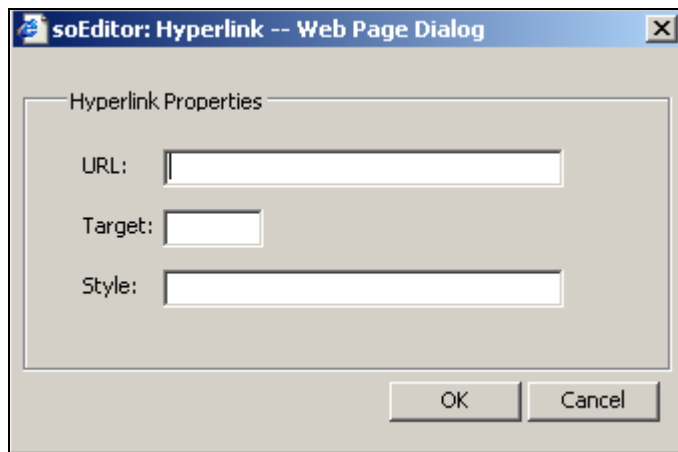



Fig. 4 Hyperlink Box

Q2. How do I add an image to my webpage?

Before an image is added to the website it must be **optimized for the web**, in other words it must be of a reasonable size and be in *.jpeg* or *.gif* format. To add an image click into the page content box where you would like the image to appear. Click on the  icon on the toolbar. This will load the following box into your browser:

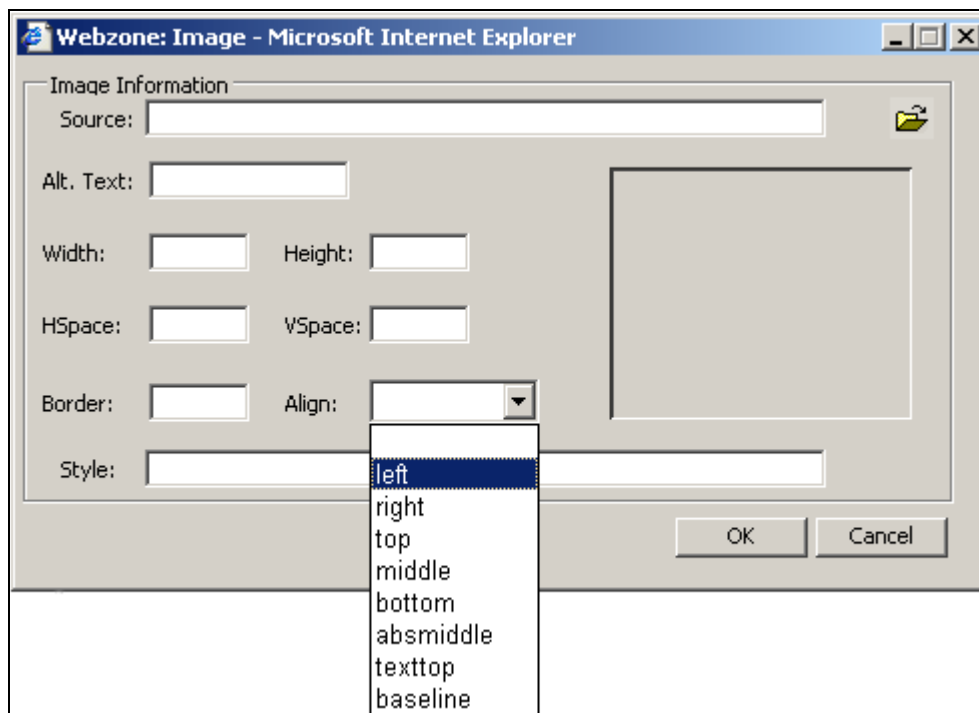


Fig. 5 the Image Box

To choose an image from your image library click  icon which in turn loads the following window:

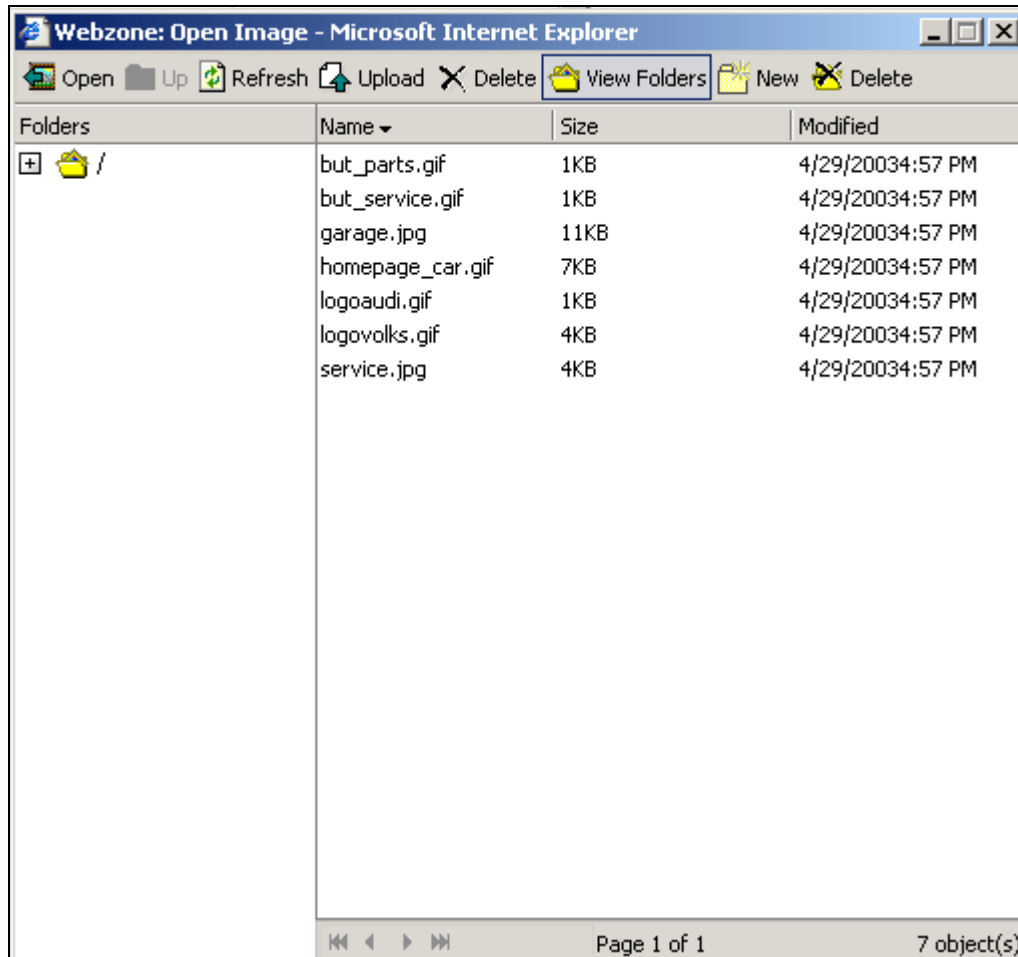


Fig. 6 the Image Library

If the image you wish to insert is already in your image library, double click it from the right hand pane and go to **(a)** below.

Alternatively, if the image is not in the image library, click 'Upload' and then click 'browse' to find the image on your PC. Click on the image, click "Open" and then click "OK". The image will appear in the list on the right (*Fig 6 the Image Library*). Double click the image to select it.

(a) You will be returned to the image Box (*Fig. 7 the Image Box with content, see below*) with a preview of the image. The following are the editable properties of the image box:

1. **Source** – Path to image in your library, click open icon to find image. The source will be entered automatically after you have selected an image.
2. **Alt. Text** – Text which appears when a user mouses over the image. This text is picked up by search engines so it is advisable to include relevant descriptions of the image that will also help your listings.
3. **Width** – Controls width of image in pixels, care should be taken with this as an image could become distorted if this is specified incorrectly. Images should be resized using image manipulation software such as Photoshop, not through this method.

4. **Height** – Control height of image, similar care should be taken with this.
5. **HSpace** - Establishes the horizontal distance between the image and the surrounding text.
6. **VSpace** - Establishes the vertical distance between the image and the surrounding text.
7. **Border** - Entering the number 1 into the border field will put a thin black border around your image (the larger the number the thicker the border).
8. **Align** - You can control the alignment of the picture by selecting from the 'align' drop-down box i.e. if you would like the image to appear to the right of the text on your page select 'right'.
9. **Style** – This is used when Cascading Style Sheets are used.

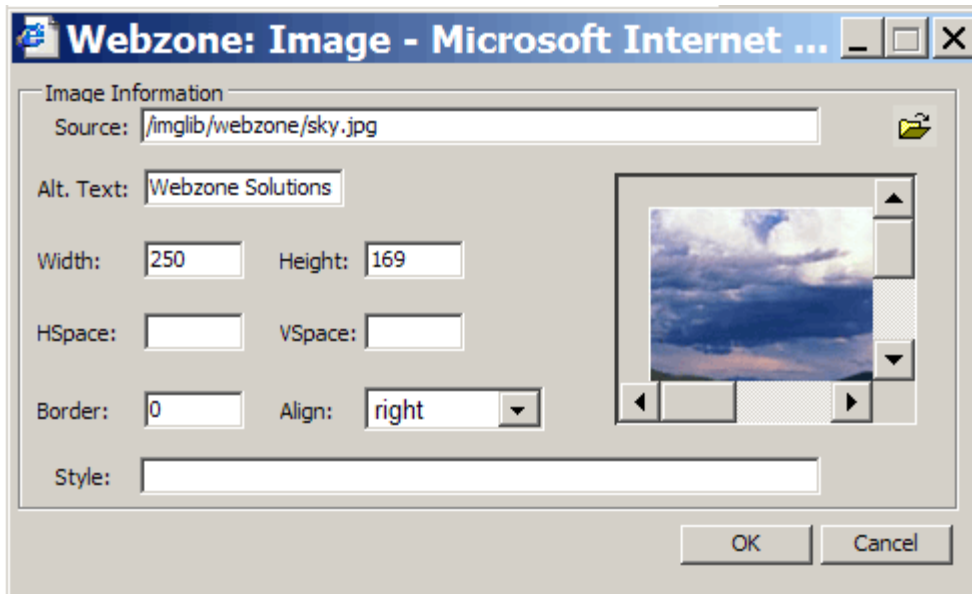


Fig. 7 the Image Box with content


Q3. Controlling page layouts using Tables

HTML relies on a concept of tables to control the positioning of objects such as text and images on a web page. Thankfully our WYSIWYG editor removes the need to learn HTML order to produce effect page layouts. An example of a page using a table to control layout can be seen below:

Our Team		
Please click on one of our teams members to send them an email.		
Name	Title	Phone Ext.
Joe Bloggs	Dealer Principle	3455
Mary White	Accounts Manager	6565
Jack Straw	Sales Manager	6546

Fig. 8 sample table

To recreate the above table containing your staff members follow the steps below:

1. Click on the part of the page where you want your table to appear. Click on the  table icon. This loads the Table Properties window:

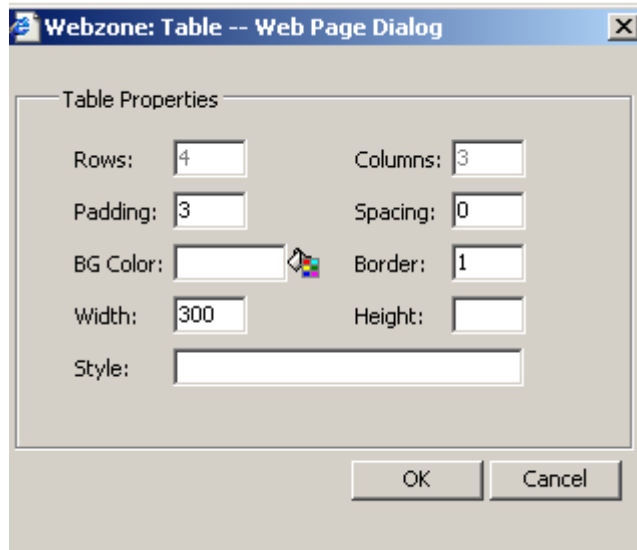











Fig. 9 table properties box

2. Enter 4 into rows fields.
3. Enter 3 into columns.
4. Specify width of 300 (pixels); this can also be specified in a percentage, e.g. 70% will give you a table that is 70% of the screen width.
5. Click OK.
6. Click into the first cell and click the  cell properties icon. Enter #dadada (light grey) into the 'BGColor' field (background colour), you can also click the colour picker icon beside the field to select another colour. '#dadada' is a hexadecimal colour code which is used in HTML. If the colour you require is not visible in the colour picker chart go to <http://html-color-codes.com/> to view a fuller list.
7. Repeat above steps for remaining 2 cells on the top row.
8. Click into all of the cells and type the required information.
9. Finally to add a **link to email** the staff member highlight the staff members name by double clicking it. Select the  hyperlink icon which loads the hyperlink box (Fig. 3), enter mailto:staffemailaddress e.g. **mailto:jbloggs@abccgarages.com** and click OK. Repeat this step for remaining staff members.

When the table icon is active several other related icons are enabled on the interface. The following is a list of table related icons and what their function is:

-  Inserts a table into the editor at the selected position.
-  Inserts a cell into the selected row.
-  Deletes the selected cell.
-  Inserts a row above the selected row.
-  Deletes the selected row.
-  Inserts a column to the left of the selected cell.
-  Deletes the selected column.




-  Splits the selected cell into two cells.
-  Merges the selected cells.
-  Opens the table cell properties window.

Fig. 10 table related icons

Tables can also be used to control the layout of large amounts of text and images. A table was used to create the following page layout:


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Fig. 11 Sample table layout

To recreate the above layout simply create a table with 3 rows and 1 column, leave the table border set to 1 (temporarily as it aids viewing). Enter the first paragraph of text into the first table cell. Insert an image into this cell and align right.

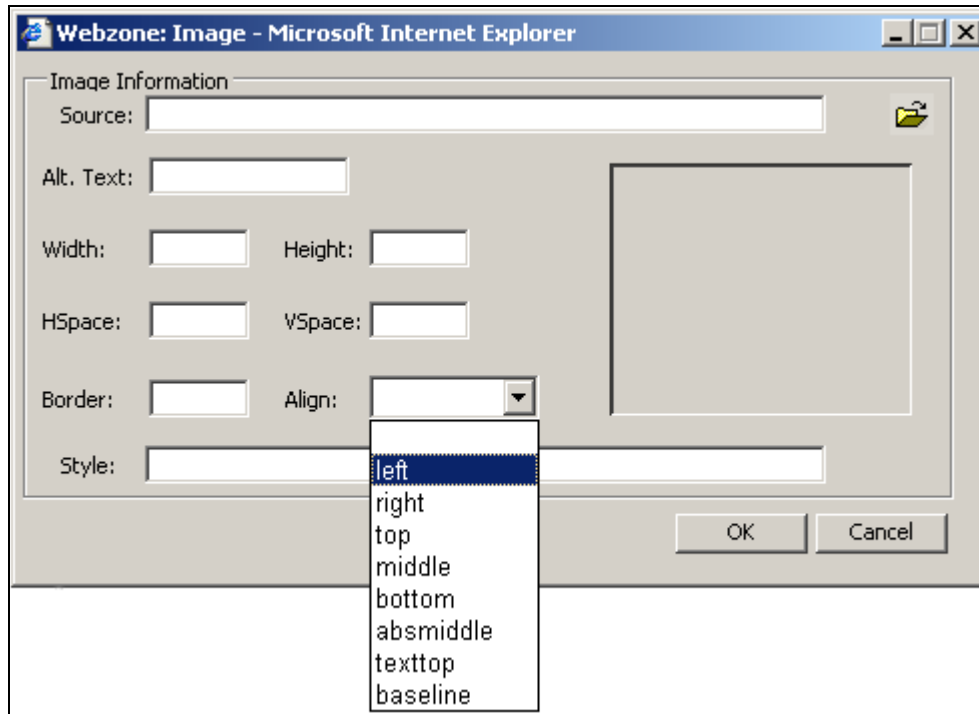


Fig. 5 the Image Box

Enter second paragraph of text into second table cell and insert image aligned left. Add the remaining text into final cell and insert an image aligned right. Finally double click on the top corner of the table border to load the table properties window (Fig. 9 table properties box) and enter 0 for the border (makes the border invisible).