

Website : Content Management System

End User Editing Assistance

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Logging in/out

Go to the login page*

* <http://yoursite.com.au/admin/>

Enter your username and password

Login: Site Manager

Pass: yourpassword

Note: You will stay logged in for several hours, unless you logout by clicking the LOGOUT button in the main CMS Menu. This way you don't have to keep logging in over and over when you are making your updates. It is a good idea though to logout after each session if other people use your computer - otherwise they will be able to access the edit features.

Menu Functions

Once logged in, you are directed to the main page of the CMS. Your first port of entry, is the PAGES MODULE, which generally, is the most used section of the CMS.

The CMS Menu:

ARTICLES	List of Articles
CLIENTS	List of Clients
PAGES	List of Pages
PEOPLE	List of People

Edit Mode

PAGES MODULE

Below the main menu, you will find a list of Pages just like the navigation links on your public facing website. You will also see the option to "add a new page".

To Add or Edit a Page

Note: In the main Page of PAGES MODULE, EDIT and DELETE buttons appear allocated to each Page listed. Please note, that once you "delete" a page, it will be deleted forever, and cannot be undone.

Choose the page you wish to edit and click on EDIT (right of Page name). You will be directed to the Edit

Functions of this Page.

NOTE: To add a NEW PAGE, choose "add a new page" from the PAGES MODULE Page and follow instructions as outlined in this section.

A short description of Edit Functions:

Parent: For sub-pages only. For all Parent Pages (main Pages), please leave this "click to choose".

Display Template: The Template allocated to the Page. If in doubt, choose "standard" which will allocate a standard page.

Type: The area where the page will display. Often leave as "Main"

Name: The Name of the Page

Permalink: A human readable page suffix (e.g. home will direct the visitor to : www.domainname.com.au/index.php/home)

Teaser: This is currently unused.

Full Description: The live content of the Page.

The CANCEL & UPDATE buttons will appear on every page. Note: Once you hit "Update" this content will go live.

You will notice that the Full Description functions are similar to Microsoft Word.

Scroll down to Full Description, to edit the content of the Page.

You can now go ahead and edit the text within this region just as you would using Microsoft Word (ie, bold text, change the font size and colour, align left, centre or right etc). Please be aware that while this Rich Text Editor works in a similar fashion to Word, it is not nearly as robust or sophisticated as Word. You will need to be patient as your content will take a little bit of finesse to come out as expected.

Links

Creating a Link to a PDF (upload document)

Highlight the text or image you wish to make a link. (eg - type and highlight "click here to go to the About Us page"). Click on the LINK button on the Toolbar. The Links window will appear. Type the name of your page.

Next to the LINK URL field is a small icon (Browse), clicking on this will open the File Manager. Each section has been broken down by directories, select the relevant directory you wish to place the PDF in. Once in that directory, click the BROWSE button and select the PDF file. Once selected click UPLOAD, this will put the PDF document on the web server.

Once the document has been uploaded you will see it within the window, simply click the name of this document then click INSERT.

Click UPDATE.

Note: You can work out the name of the page by going to that page and noting the address that now appears in the address bar of your browser.

Creating a Link to Another Page Within Your Site.

Highlight the text or image you wish to make a link. (eg - type and highlight "click here to go to the About Us page"). Click on the LINK button on the Toolbar. The Links window will appear. Type the name of your page.

For a page within your own website, you should copy and paste everything after your domain name. For example: creating a link to your own contact page (if you have one), where the page's full URL is "http://www.somedomain.com.au/index.php/contact_us" , you should only include the local URL which would be: "/index.php/contact_us"

Click UPDATE.

Note: You can work out the name of the page by going to that page and noting the address that now appears in the address bar of your browser.

Creating a Link to Another Website.

Highlight the text or image you wish to make a link. Click on the LINK button on the Toolbar. The Links window will appear. In the "Link" field type in the address of the website: e.g. "http://www.spwmedia.com.au". (so that the final address will be the full site address with "http://.....").

Check the TARGET, should you wish the link to open in the same window or in a NEW window.

Click UPDATE.

Creating a Link to an Email Address.

Highlight the text or image you wish to make a link. (eg - type and highlight "click here to Contact Us"). Click on the LINK button on the Toolbar. The Links window will appear. From "Link Type" choose "Email Address".

Type the email address AFTER the "mailto:" leaving no space (so that the final address will look something like this: "mailto:info@harvybeef.com.au").

Click UPDATE.

Creating a Link to a Point Further Down on a Page Within Your Site (Anchor)

Highlight the text or image you wish to make a link. (eg - top).

Click on the LINK button on the Toolbar.

The Links window will appear. The "Link Type" choose "Anchor" In the "Link" field you will see the hash symbol "#". After the hash type a brief one word description of your link, eg. #top.

Ensure that you select Open in this Window/Frame. You don't want another browser window opening if you're just going to another page within your site.

Now we need to tell it where that "#top" point is it has to jump to:

Go to the spot that you want to anchor up (or down) to. Choose ANCHOR on the Toolbar. You will be asked for the anchor name. Type in whatever you called it earlier eg, "top" (without the hash this time).

Now on your live page, when you click on your link it will anchor down to this point on the page.

Add/Edit Articles

Click Articles on the Navigation Menu.

Select the Articles Item you wish to edit or “add a new article”

A short description of the Add / Edit Functions:

Name: The name of the Article.

Post Date: The post date indicates to the CMS when an article should become available for viewing to the general public. It is possible to upload an article and set a future post date to coincide with an event that you may not be able to physically release on the date (such as at a trade-show). Articles are sorted by the date they are posted.

File: This is the downloadable article. It can be in any format.

Additional Information

Permalink: You can create a human readable unique link for this item. By default all records have a unique number as an identifier, but for better search engine and marketing opportunities, you can substitute a plain language name. eg: by default an article may have the URL of <http://www.domain.com.au/articles/1>

If you choose to enter a permalink value you could have a more expressive URL such as <http://www.domain.com.au/articles/dempers-seymour-at-sydney-expo-2010>

Teaser: This is currently un-used. In future development options this could be used to provide more descriptive text so users can make more discerning choices about what articles to read.

Add/Edit Clients

Click Clients on the Navigation Menu.

Select the Clients Item you wish to edit or “add a new client”

A short description of the Add / Edit Functions:

Name: The name of the Client.

Additional Information

Permalink: You can create a human readable unique link for this item. By default all records have a unique number as an identifier, but for better search engine and marketing opportunities, you can substitute a plain language name. eg: by default an article may have the URL of <http://www.domain.com.au/articles/1>

If you choose to enter a permalink value you could have a more expressive URL such as <http://www.domain.com.au/articles/dempers-seymour-at-sydney-expo-2010>

Image: The Client’s logo. (not currently used)

Link: A link to your client’s website. (not currently used)

Add/Edit People

Click People on the Navigation Menu.

Select the People Item you wish to edit or “add new people”

A short description of the Add / Edit Functions:

Type: The client type

Name: The name of the Client.

Permalink: You can create a human readable unique link for this item. By default all records have a unique number as an identifier, but for better search engine and marketing opportunities, you can substitute a plain language name. eg: by default an article may have the URL of <http://www.domain.com.au/articles/1>

If you choose to enter a permalink value you could have a more expressive URL such as <http://www.domain.com.au/articles/dempers-seymour-at-sydney-expo-2010>

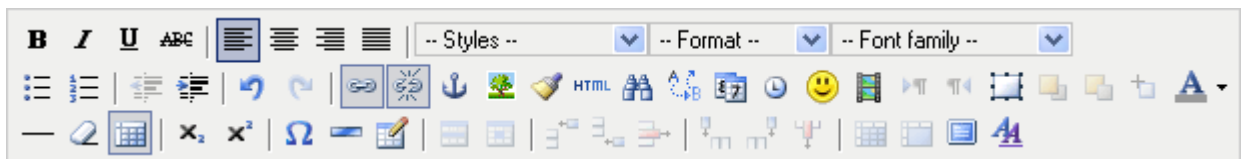
Teaser: This is the bio or profile information of the person.

Using the Rich Text Editor

Beginners guide to using TinyMCE WYSIWYG article editor

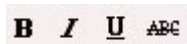
The default article editor on this website is the TinyMCE editor. So this is a kind of Beginners guide to using TinyMCE article editor.

TinyMCE is a WYSIWYG (what you see is what you get) editor that allows users a familiar word-processing interface to use when editing articles and other content. The 3-row toolbar below provides many standard editing commands:

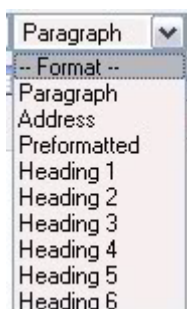


Getting started with TinyMCE and basic things you need to know!

If you are not familiar with html, css or web publishing, here are a few simple commands you should know that will allow you to create simple but interesting articles.



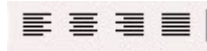
Font style - Highlight your text and use these 4 buttons to make text bold, italic, underlined, or strike-through.



Text Format for size and headings - To make your articles interesting, highlight your text and use this drop-down menu to create a variety of different styles of headings with different attributes. You can use this to quickly make text large, bold, italic and so on.

 **Edit CSS Style** - This displays a pop-up dialog box that allows you to enter CSS

style information for the selected text. You can use this to change text size and for a variety of other functions.



Alignment - Highlight your text or select an image and use these buttons to Align text, images or other content left, right, center, and full.



Insert/Edit Image - To insert an image, place the cursor in the desired location and press this button. A pop-up dialog box will appear that lets you enter in the Image URL and other information about how the image will display.




Insert/Edit Link - To insert or edit a link, select the linked text and press this button. A pop-up dialog displays that lets you enter details about the link.



Important note about external links! - It is important to note that any article published on this website that contains links to other websites on the Internet, the links need to open "In a new browser window" or "Target blank" for readers. This is done in the drop-down menu of the "Insert/edit link" dialog box. For target, choose the the option "Open in new window (_blank)".

To make a button or image Click-able to another article or website - To make a button or image click-able to another article or website, you can use a combination of the last three explanations. First insert the image or button into your article where you want it. Then click the image to

highlight it. Then click the "Insert/edit link" button in the toolbar  and enter the URL of the link and update your article. This will make the image or button click-able to the other article or website!



Unlink - To remove a link, highlight the linked text and press this button.



Insert Embedded Media - To insert embedded media such as flash files (youtube video's are flash video files), place the cursor at the desired location and press this button. A pop-up dialog will display that allows you to enter the Type, File or URL, and the dimensions of the embedded media. Here is an example URL of a youtube video you might use; <http://www.youtube.com/watch?v=UNDCMAePKYY> (Video; Do you BOINC?)

TinyMCE demo editor

If you want to try out the TinyMCE WYSIWYG editor or do some testing, we have a demo editor that you can use for writing test articles here; [TinyMCE demo editor](#)


Note for new users and beginners

If you want to learn more about the basics of html, css and website publishing, you should visit www.w3schools.com

If you want to edit the article html directly

There are two way that you can directly edit the html for your article if you know what you are doing!

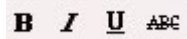
Note; This function can also be used to quickly copy an article. You can view the html and copy it for use in a second article that is very similar. This will save a lot of time if you have spent a large amount of time formatting a particular article.

1.  **Edit HTML Source** - If you click this button, a pop-up displays showing the HTML source code for your article and allowing you to edit the HTML source code directly.

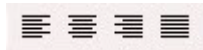
2. You can disable the TinyMCE editor completely by going to the User menu for the website and click "Your details". In the drop-down menu for the editor, select "Editor - No editor" and click save. Now when you edit an article, you will just see the html for the article. You can re-enable the TinyMCE editor again at any stage by changing it back again.

Short explanation for each of the buttons in the TinyMCE editor

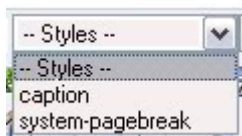
Top row



Font style - Make text bold, italic, underlined, or strike-through.

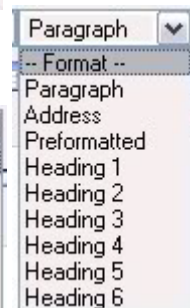


Alignment - Align text, images or other content left, right, center, and full.

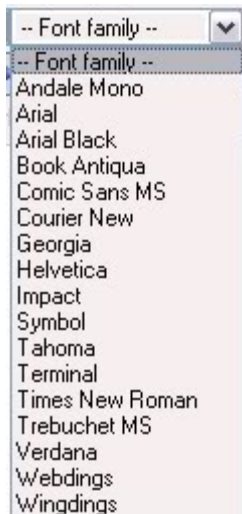


Text & Image Styles - Caption and System Pagebreak styles can be set. Highlight the desired text and select the style. This will allow this text to be formatted based on CSS rules.

Address, Heading1,



Text Format - Select predefined formats for Paragraph, and so on.



Font Family - Select the desired font.

Second Row



Text List formatting - Unordered List, Ordered list, Out-dent (move left) and Indent (indent right).



Undo/redo - Undo (Ctrl+Z) and Re-do (Ctrl+Y) the formatting you just made to your article.



Insert/Edit Link - To insert or edit a link, select the linked text and press this button. A pop-up dialog displays that lets you enter details about the link.



Unlink - To remove a link, highlight the linked text and press this button.





Insert/edit anchor - Creates a named anchored which can be used as a target to jump to when using a link.



Insert/Edit Image - To insert an image, place the cursor in the desired location and press this button. A pop-up dialog displays that lets you enter in the Image URL and other information


about how the image will display.


 **Cleanup Messy Code** - This button allows you to clean up HTML code, perhaps from HTML text that you copied in from another source.


 **Edit HTML Source** - A pop-up displays showing the HTML source code, allowing you to edit the HTML source code.



Find - and Find/Replace.

Insert Date,  **Time**, or  **Emotions**.


 **Insert Embedded Media** - To insert embedded media (such as Flash), place the cursor at the desired location and press this button. A pop-up dialog will display that allows you to enter the Type, File or URL, and other information about the media.


 **Text direction** - Direction Left to Right and Direction Right to Left. These buttons allow you to enter or change the text direction, for example for languages that read right to left.




Insert New Layer - Inserts a new layer of html that floats above the background html.


Layer height - Move layers forward or backward.

 **Toggle Absolute Position** - For working with layered items.

 **Select Text Color** - Select the color of your text. This drops down to give you a choice of colors

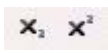
Third Row


 **Insert Horizontal Ruler** - Adds a horizontal ruler to your page.

 **Remove Formatting** - Removes formatting from text copied from somewhere else.



Toggle Guidelines/Invisible elements - Toggles the invisible elements of your article.

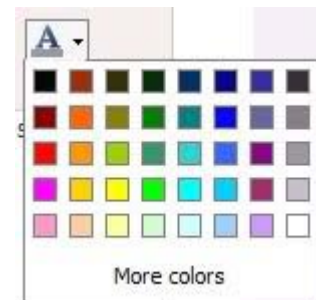
 **Subscript, Superscript** - For adding scientific notation to your text.

 **Insert Custom Character** - Choose from a selection of custom text characters.

 **Horizontal Rule** - Applies horizontal rule



Tools for inserting and editing tables - Insert New Table, Table Row Properties, Table Cell Properties,



Insert Row Before, Insert Row After, Delete Row, Insert Column Before, Insert Column After, Delete Column, Split Merged Table Cells, Merge Table Cells.



Toggle Full Screen Mode - Toggles your article editing window to the full size of your screen



Edit CSS Style - A pop-up dialog box displays that allows you to enter CSS style information for the selected text