

CONTENT MANAGEMENT SYSTEM INSTRUCTIONS

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LOGGING IN

Your CMS website address is:

Username: admin

Password:



CHANGE PASSWORD

- On the left side of your screen click onto Change Password.
- Type in your new password in both fields – New Password & Confirm Password.
- Click SUBMIT and your new password will be active next time you log in.

USERS ADMIN

Use the form to update your admin login password:

Username: admin

New password:

Confirm password:

Submit

SITE CONTENT

Basic Content Update

- On the left side of the screen click onto Site Content.
- Where it appears Names and Description you will find a list of the page names currently appearing on your website. Once you have found the page you would like to update, click onto the EDIT icon (picture of a white page) situated on the right side of the page name.

- This will open up the Page Editor.
- On this Page you can change the Page Name which is at the top left hand corner of the screen, and you can also change your Meta-Title/Description/Keywords. The words you choose need to be relative to the information on the current page you are in, and this will help you with your search engine ranking.
- As you will notice a lot of the tools are similar to Microsoft Word.

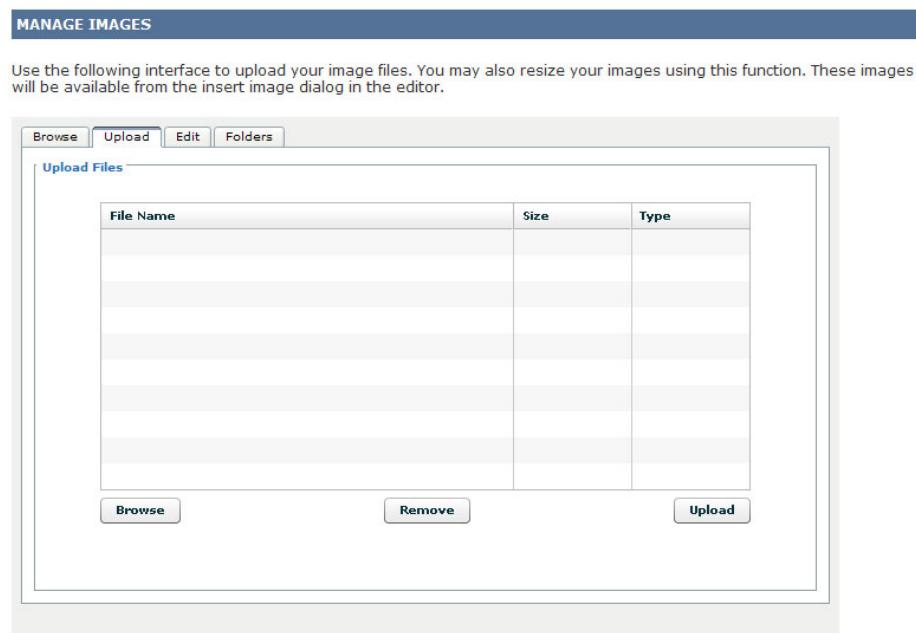
Hint: For one single return you press 'Shift & Enter' at the same time on your keyboard and for a double return you press 'Enter' on your keyboard.

Once you have completed updating your Page, scroll to the bottom of the screen and click SUBMIT.

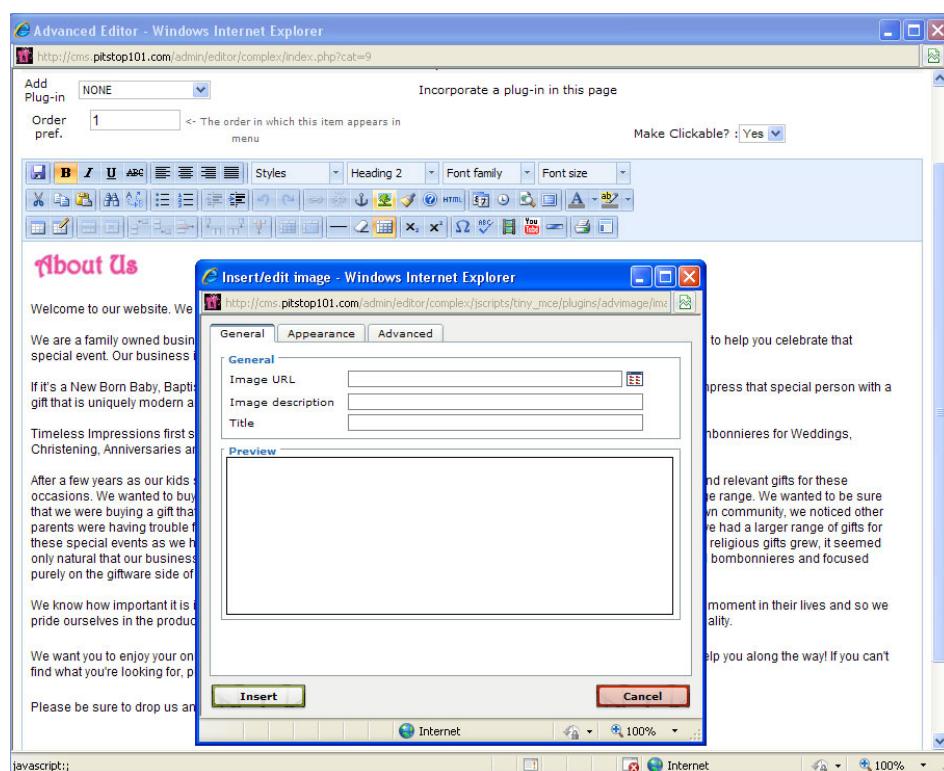
MANAGE IMAGES

Adding Images onto a Page

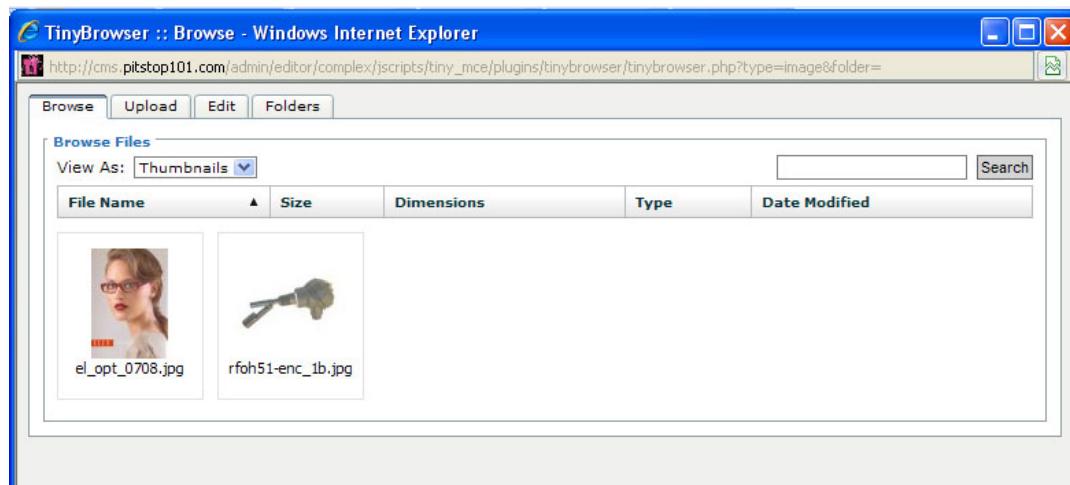
- On the left side of the screen click onto Manage Images.
- Click the Browse icon next to Select Image File. This will open up your File Browser.
- Double click onto the file you would like to upload, or if you have more than one file you want to upload, select them by pressing down on the 'Ctrl' key on the keyboard while clicking the desired files with your mouse. Then press enter.
- Click UPLOAD.



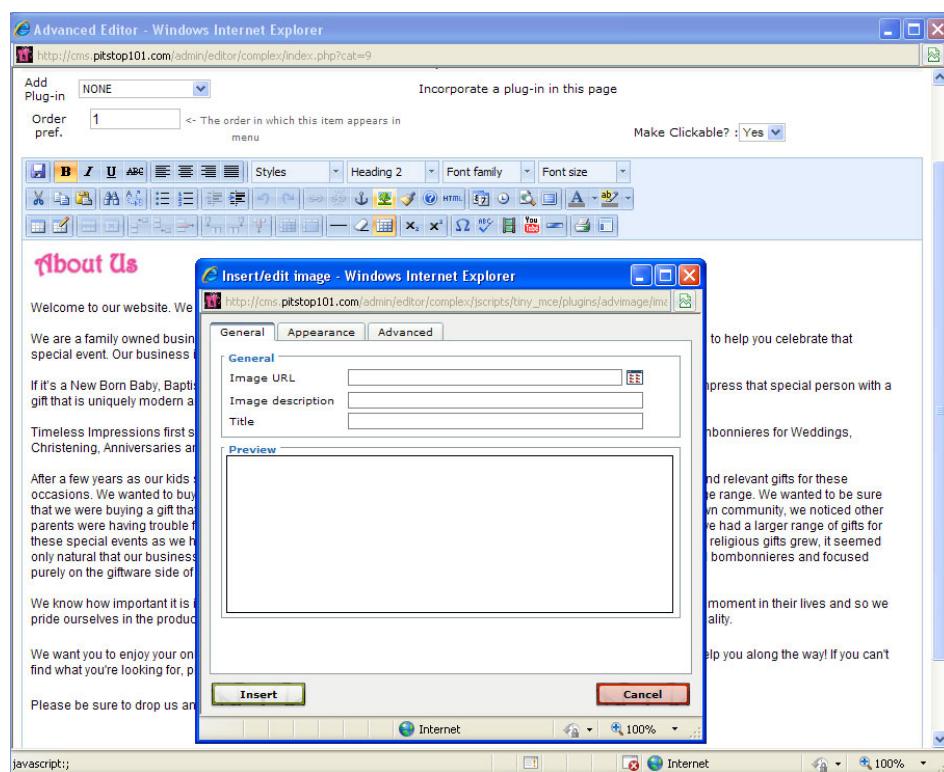
- On the left side of the screen click onto Site Content.
- Where it appears Names and Description you will find a list of the page names currently on your website. Once you have found the page you would like the image to go, click onto the EDIT icon (picture of a white page) situated alongside the page name.
- This will open up the Page Editor.
- Click onto 'insert/edit image' icon situated in the middle row of icons. A popup box will appear.



- Inside the 'insert/edit image' popup box, click onto the browse icon  and the manage images box will popup, it's the same box that appears when you go through the other menu called 'Manage Images' – so in future you can actually upload and manage images this way as well. It usually opens up with the 'browse' menu first which allows you to view the images you have uploaded, from here you can upload images and edit images (resize, delete etc), you can also create folders to separate your images, there is also a search function if you end up having a lot of images and folders.



- Click onto the image you would like to insert into your page editor, this will bring you back to this popup window. Type in your description of the image, this will help search engines (eg Google) to recognize the image. Then click 'Insert'



- Once the image has been placed in your page editor, you can move it accordingly by clicking onto the image and dragging it or by selecting your alignment icons such as right align, left align or centre. Or you can create a table and insert the image in the table, this will help you to position your images better.
- Once you have completed updating your Page, scroll to the bottom of the screen and click SUBMIT.

Adding Enlarged Images onto a Thumbnail Image

- While in Page Editor, click onto the image you want to add the enlarged image too.
- Click the 'Insert/Edit Link' icon, this will bring up a box.
- To the right hand side of the 'Link URL' field, (being the 1st field) click onto the 'browse' icon, this will bring up another box called 'FCK Editor'.
- Choose 'Image' from the drop down box situated on the top left hand corner.
- Then click onto 'browse' at the bottom right hand corner.
- Select your larger image from your Documents, click 'Open' and then click onto 'Upload'.
- Once uploaded, the image file will appear above, click onto that file once only.
- This will bring you back to the 'Insert/Edit Link' box with the 'Link URL' you have chosen.
- Click onto the 'Advanced' tab at the top.
- Go down to the name 'Relationship page to target', and choose 'Lightbox' from the drop down box.
- Click 'Insert' and this completes the process.

DELETING A PAGE

- On the left side of the screen click onto Site Content.
- Where it appears Names and Description you will find a list of the page names currently on your website. Once you have found the page you would like to delete, click onto the rubbish bin situated alongside the page name.
- At the top of the screen it will ask you '**Are you sure you want to delete the category? YES/NO**'. Click 'Yes' and this will delete the page selected.

GALLERY

Adding Images to a Gallery Page

- On the left side of the screen click onto Gallery.
- In the middle of the screen, under 'Upload New Photo' go to 'select a category' and click onto the drop down box which will give you a list of your gallery pages.
- Click onto the gallery page you want to upload your images to.
- Then a bit further down where it shows 'select image', click onto the 'browse' button and this will open up your documents.
- Double click onto the image from your documents.
- Click onto 'Upload'
- Once it has uploaded, it will show you towards the top of the screen the name of the image you have just uploaded.
- Repeat these steps for each image you want to upload

Select Image File	<input type="text"/>	<input type="button" value="Browse..."/>	No of photo to display per page	<input type="text" value="4"/>
You cannot upload yet, create a category first			No of images across to display	<input type="text" value="3"/>
			Gallery display style	<input type="button" value="Style A (Lightbox)"/>
			Thumbnail border style	<input type="button" value="White border with shadow"/>
<input type="button" value="Update"/>				

FILES / DOCUMENTS

This page will be used to add (upload) and delete files and documents that are on the server. To upload a file, first press the “Browse...” button at the bottom.

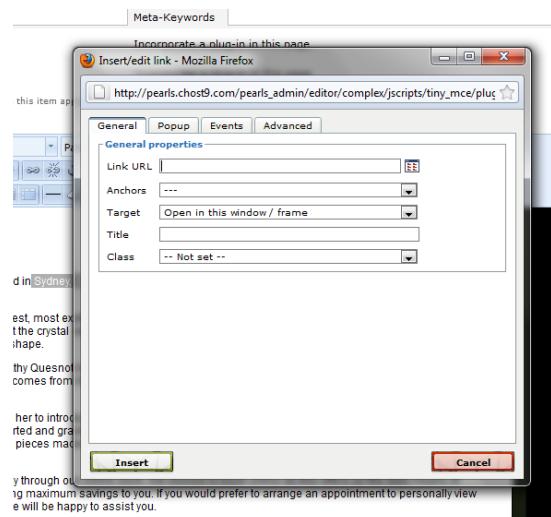
This will open up your documents where you can select the image you wish to store on your server. Double click onto the file and it will be placed in the body of the table, you can upload multiple files at a time.

To send the file/s to the server just press the “Upload” button below.

To delete a file, click onto the 'Edit' tab and select the file to delete, then press delete at the bottom.

Adding Files/Documents

- Open up the page (Page Editor) you want this document to be used in e.g. About Us page.
- In your Page Editor you can type in a few words to show viewers that this is where you click to access the uploaded file OR you can insert an image and when clicked it will access the file as well.
- Either highlight the text or image. Now we need to link the file. Click onto the link icon  this will open up the following window.



- Click onto the browse icon on the right hand side of the 'Image URL', this will open up the 'Tiny Browser window'.
- Click onto your document and it will take you to the first window again (as shown above).
- Click onto the drop down arrow on the right side of 'Target' and select 'open in new window frame' .
- Click 'Insert' and this will close off the box,
- Click 'Submit' at the bottom of the page editor. This completes your link. You can now view your website, and check the link you have just created by clicking onto the highlighted & sometimes underlined text and your document will open up.

CONTACT FORM LOG

- Any enquiries sent through the form on your site are stored in a database.
- To view these click CONTACT FORM in the admin menu on the left hand side.
- You will see a list of the latest enquiries. Click the small magnify icon to view the enquiry.
- Click the delete icon to purge the enquiry from the database.

GLOBAL SETTINGS

This page should not be touched by anyone except a system administrator.