

HPAD – CONTENT MANAGEMENT

Creating and managing Content

Once templates and menu code have been assembled, you can begin adding content to your website. Less expertise is required to add and edit content than designing templates and adding menu code. If you can format text in Microsoft Word, you can build your website with the CMS System.

Adding a content page

1. Log into your the CMS Admin system.
2. Click on the **Content Manager** link on the main horizontal menu located near the top of your the CMS System Admin system. The Content Manager section allows you to manage the pages and files within your website.
3. Click on the **Add Content** link to begin adding your page content.
4. Enter the name of the page in the Page Name field. This name will also correspond to the name of the menu item linking to your new page.
5. Select the Page Type for your new page. There are two types that you can select from:

Link to existing page

Linking to an existing page will allow you to create a page that will re-direct you to an existing page already present in the system, or another external site.

In order to create a page that will link to an existing page, please select the **Link to existing page** radio option, and then select the existing page that you would like your new page to link to.

You are also able to specify another website or page, external to your website, and input this address into the input box to the left of the select box, such as 'http://www.hpad.co.uk.

Note: It is important to note here that you must specify the "http://" when referring to a link page external to your web server/web site.

e.g.: <http://www.google.com>

New page with content

A new page with content will allow you to develop a new page based from a template. Here, you will be able to specify the title, heading, template, content and other features of your new page.

6. Enter your content details into the text areas provided, starting with your **Page Title**. This will allow you to give your page a title, which is displayed in the Titlebar of the web browser viewing the page.

7. Enter in a **Page Heading**, which will correspond to the placement of the [heading] field in your template. The Page Heading is the main heading above the content in your page.

8. Select the **Template** that you would like to base this new page from.

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9. Now enter the content for your page in the **Content** text area by typing or pasting in your HTML or text. The content that will be displayed in your final page will correspond to the HTML or text you enter into this **Content** text area.

Note: Your HTML content should be valid HTML code when viewed without the template, otherwise, the WYSIWYG editor may try to 'fix' the invalid HTML, possibly breaking the 'look and feel' of the page.

Thus your content should start with <table> HTML code, rather than <tr> or <td> which is invalid without the preceding <table> code.

10. After entering your HTML content, you can view the formatted content in the WYSIWYG HTML Editor by clicking the WYSIWYG link. The WYSIWYG editor will also provide you with a wide variety of additional HTML tools, and give you the ability to add additional HTML elements.

(Please see the WYSIWYG Editor section of this manual.)

11. Once you are happy with the content you are preparing to add, you will then be able to select the **Visibility** of the page itself. There are four options that can be selected:

Online

Selecting **Online** will ensure that your page is available to users via a browser. If this option is not selected, users or customers of your site will be unable to see this page.

Linked From Menu

Selecting **Linked From Menu** will ensure that the pages you are creating will appear in your site menu, allowing people to access the page by selecting a link.

Of course, you do not always have to link pages in via a menu, as you can refer/link to a page from within the content of a page. This occurs when you add <a href> tags in the actual content of the page itself, and will allow users to journey to the page upon selecting the link.

Linked From Site Map

Selecting **Linked From Site Map** will ensure that the pages you are creating will appear in your site map when viewed by your customers/users. Any pages you wish to not include in the site map, leave this box unchecked.

Visible Within Search Results

Selecting **Visible Within Search Results** will ensure that the pages you are creating will appear in the Search Results when viewed by your users. If you wish your page to remain hidden, please ensure this option is unchecked. If you wish to hide a certain page, such as a 'specials' or a development page, check this option.

Note: If you have not selected the **Online** option, the page will not appear in a browser and will not be linked from the menu, regardless of having selected the option or not. A page must be Online in order for you to Link it from the menu.

12. In order to determine where you would like your page to appear, the you need to select a **Content Location**.

For example, if you select Website as your Content Location (Website is at the very top of the directory structure displayed in the Content Location section), this will place your new content page at the root level of your web site.

If you select a pre-existing page as the location, then your users will need to select this pre-existing page from their browser window prior to being able to access the new page.

13. The final step to authoring your new web page is to select and enter your **Meta Tags**.

14. Meta tags are key words or descriptions used to give reference and meaning to your site. For example, if your website is dedicated to automotives part and information, you will need to ensure that your key words and phrases reflect the automotive parts and information that your site contains. When users enter in words using a search engine, the search engine will examine websites for matching keywords, and then rank the sites in order of popularity, based on a certain percentages of the keywords found within the site, etc.

There are two types of meta tags available for your pages indexed by search engines, and while the inclusion of meta tags is optional, it is recommended as it will give you more control over what is displayed on search engine listings

Keywords

You can enter your meta keywords into the **Keywords** text area in the Meta Tags section.

Your keywords can be a simple, comma-seperated series of words used to identify the main concepts, products and/or information available on your website.

For example, your automotive parts website would contain a list of keywords relating to the main topics of interest the website focuses on, such as:

Joe's Automotive, engine refurbishment, engine rebuilds

□ Description

You can enter your meta description into the **Description** text area in the Meta Tags section.

Your description can be a simple overview of the page content, and should address any key points or information contained within the page or website. For example, your automotive parts website would contain a description similar to:

Automotive specialists offering cheap, yet high quality automotive parts for purchase.

15. Click **Add** to create your new web page. The next step to finalizing your web page is to publish the content (please refer to the **Publishing Content** section in this manual).

Alternatively, you may click **Cancel** to terminate the creation of your new web page content.

Editing content

1. To edit the content of one of your web pages, log into your the CMS System Admin system.

2. Click on the **Content Manager** link on the main horizontal menu located near the top of the page.

3. On the left of this page you will notice the content pages of your website laid out in vertical file format, this is your website hierarchy tree. The "Website" folder you will notice at the top of the tree is the root level of your web site. The content pages located under the Website folder are represented as described in the **Icon Key** section located on this page.

Select the web page you wish to edit by clicking on the corresponding icon in the tree.

4. Click on the **Edit Selected**. You will notice this button enable itself once you have selected one of your web pages located in the tree.

5. You may now begin altering the content of your website. At this stage it may be useful to refer to steps 4 to 14 of the Adding a content page section of this manual located above.

6. Once you are happy with your new content, click **Update** to update your web page. Alternatively, you may click **Cancel** to terminate the alteration of your web page content, and leave your web page as it was.

Previewing content

1. At any time you may preview the content you are generating in your HTML web pages.

To preview one of your web pages click on the **Content Manager** link on the main horizontal menu.

2. Select the web page you wish to preview by clicking on the icon in the website tree.

3. Click on the **Preview Selected** button. You will notice this button enable itself once you have selected one of your web pages located in the website hierarchy tree.

You should notice your webpage appear in a “pop-up” browser window.

Note: Please ensure you have enabled “pop-up” windows to appear in your web browser. Many types of 3rd party browser software can disable these additional windows from appearing in your web browser, or you may have security settings also stopping them from appearing. Please consult documentation relating to your web browser, security settings or any possible 3rd party programs running in correlation with your web browser to determine how to enable pop-up windows.

4. Once you have viewed the content of your web page, you may close the preview window and select to further edit the content, or publish your web page - saving all changes and publishing your new/edited web page live on the Internet.

Order menu items

1. At any time you may order the menu item content generated in your HTML web pages.

To modify the menu order click on the **Content Manager** link on the main horizontal menu.

2. Click on the **Order menu items** button.

3. The menu order screen will appear containing the menu items listed in a text area.

Select the menu item you wish to order and click **Move Up** and/or **Move Down** to the order you would like the menu item to appear on your website.

Moving a page to the top of this list will result in the page appearing at the top of the menu.

4. Once you are happy with your selection, click **Save Menu Order**.

Publishing content

1. The **Content Manager** screen will display the number of unpublished web pages. By clicking **View**, a list of unpublished web pages will be displayed.

2. You will now notice a list of the web pages and a small Search form, allowing you to search for a specific web page via two query types:

Page Name

You may search for web pages whose title contains the value entered into this Page Name text input area. Enter in a search value, such as 'My Page' and click **Search**.

Content

You may search for web pages that contain content matching the value entered into the Content text input area. Enter in a search value, such as 'This is some of my page content' and click **Search**.

3. You may Edit, Remove or Publish the web page by clicking the corresponding button.

You may also notice two other values relating to your web page here:

Online

If your page is online, it will be available for users to view via their Internet browser, once the web page is published. This setting is configured in the Visibility settings when your web page was created or edited (see Creating your content, step 12) and can be altered at any time by selecting edit.

Published

If your page is published and set to Online, it will be available for users to view via their Internet browser.

4. Once you are happy with your web page, click **Publish**.

Your page will now be live on the Internet.

Note: At anytime, you may disable a published page by editing the page and updating it with no changes. Even if no changes are made, your page will no longer be published. You may publish a page again at any time by repeating the steps in this section, and further disable the page by following this note.

Removing content

1. Click **Content Manager** on the main horizontal menu.
2. Select the page you wish to remove from the tree and click on the **Remove Selected** button. Click OK to confirm you wish to remove the content.
3. You will now notice the tree has updated itself and no longer contains the webpage you have removed.

IMPORTANT: Once removed, there will be no way to access your content again.

Restoring/Republishing content versions

the CMS System includes a content versioning system to allow you to track and manage document versions.

1. To view the history of a certain document, you will need to **Edit** the particular page, as outlined in Steps 1 to 4 of Editing content.
2. Scrolling to the bottom of the screen will bring you to the **Document History** section. **Note:** If no previous changes have been made to this webpage, you will not see this section (as a document that has not been changed has no history).
3. Once you are at the **Document History** section, you will notice a list of the changes, including:
 - Change Date** - date change was made,
 - Changed By** - the Admin User who made the change,
 - Published** - true or false flag outlining page publication status,
 - Published Date** - date of publication,
 - Published By** - name of Admin User who published the webpage.
4. Next to the specific change details, you will also notice three command links, titled **View**, **Restore**, and **Publish**. These functions are outlined as follows:

View content version

1. You can view a previous content version at any time by selecting the **View** link corresponding to the page version you wish to view.
2. This will result in a pop-up window appearing containing the content for you to review, as it was in that version.

Restore content version

1. You can at any time **restore** the content of your one of the previous content versions of your webpages by clicking the **Restore** link.

2. Restoring a page will make that version of the content editable again.

Note: Restoring the content will in essence replace your current editable copy with this previous content copy. If you restore a previous page, your content will revert back to that selected earlier version.

3. Changes will take effect immediately.

Note: Restoring a content version does not publish the document. You must choose to publish the document before it will be visible on your website again.

Publish content version

1. To publish a previous content version, click **Publish** corresponding to the content version you require.

2. Publishing a content version will in effect make that version of the content visible.

WYSIWYG Editor

At certain points throughout the the CMS System software, you will be able to access an internal WYSIWYG (What You See Is What You Get) editor, allowing you to create, modify and format your HTML webpages from within the the CMS System Admin System as they look in your web browser.

To access the WYSIWYG editor, click the **WYSIWYG HTML Editor** link available during the update and creation of content, templates and menu code.

You may also access the WYSIWYG editor from the main Content Manager screen. Select the content page you would like preview and click the **WYSIWYG selected** button to instantly view a WYSIWYG version of the page.

1. Click the **WYSIWYG HTML Editor** link. You will notice a pop-up window load that will allow you to use the editor.
2. You should see your existing HTML content load into the main frame of the WYSIWYG editor. This content will load in 'preview' format, so the way you see this text and image layout will correspond exactly to how your website visitors will see the content.
3. You can directly add text into the main frame by clicking on the content area and typing in additional text. This will then automatically be formatted into valid HTML content without you needing to specifically add in the HTML tags.
4. Alternatively, you can click the **HTML** button, located on the far right of the second horizontal menu (the middle menu row) in this page. This will execute a small pop-up window containing your content in pure HTML format, including all HTML tags, etc.

You can edit this HTML code directly, add in additional HTML into this screen and click **Update** to update the main content window with the new code.

5. You can **add**, **edit** or **remove** any of the HTML content using the menu's provided in the WYSIWYG editor. For a description of the applicable buttons in the horizontal menus of the editor, located towards the bottom of the screen.













Note: Please see below for a reference table the available buttons.

- **Menu Level/Row One**


B	Bold text style.
<i>I</i>	Italic text style.
<u>U</u>	Underline text style.
A&C	Strikethrough text style.
≡	Align left.
≡	Align center.
≡	Align right.
≡	Align full.

	<div data-bbox="279 280 430 313" style="border: 1px solid gray; padding: 2px;">-- Styles --</div> <p>The styles drop down box contains a list of all CSS (Cascading Style Sheet) Styles defined. Select some text or an item and choose a style to apply. This box will change the styles shown depending on the template that is loaded.</p> <p>Note: It is possible to limit the WYSIWYG editor to only show styles defined in the style sheet, preventing the use of fonts, font sizes and bold/italic.</p> <p>To do this set:</p> <pre>Const StylesheetEditing=true in /inc/editor.asp and /inc/editor2.asp</pre>
	<div data-bbox="279 638 470 672" style="border: 1px solid gray; padding: 2px;">-- Font --</div> <p>The font drop down box allows you to specify the font for any selected text.</p>
	<div data-bbox="279 761 422 795" style="border: 1px solid gray; padding: 2px;">-- Font size --</div> <p>The font size drop down box changes the size of text. Select some text and select a font size from the drop down.</p>

- **Menu Level/Row Two**

	Unordered list/bullet list.
	Ordered list/numbered list
	Outdent/decrease indentation.
	Indent/incread indentation.
	Undo the last operation.
	Redo the last operation.
	Insert a new link – please see the Insert a link section.
	Unlinks the current selection/removes all selected links.
	Insert a new anchor - please see the Insert an anchor section.
	Insert a new image - please see the Insert an image section.
	Cleanup code/Removes unwanted formating.
	Shows this help window.
HTML	Opens HTML source code editor.

- **Menu Level/Row Three**

	Inserts a new 2x2 table at the current location.
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Insert a link

You can insert links into your HTML content at anytime using the the CMS System WYSIWYG Editor.

1. Highlight the text to use as the link text with your mouse and you will notice the link symbol/icon (resembling a chain link) enable itself in the second horizontal menu.
2. Click this **Link Icon** in order to open the link creation window.
3. Manually enter your link URL, or alternatively, click **Select the CMS System page...** or **Select File...** in order to locate and select the file or page you require.
4. Next, choose your **target window**, where you would like the link to open. If you select 'Open link in the same window', when a user clicks the link, they will be directed to the corresponding page. Alternatively, you can set the target to 'Open link in a new window', in which a pop-up window containing the page content will appear when the user clicks the link.
5. Finally, enter in the link **title**. This title corresponds to the value the user will see when they leave their mouse on the link (similar to a tool text tip).
6. Once you are happy with this link, click **Update**. Alternatively, you may click **Cancel** at any time to terminate the addition of a link.
7. After clicking **Update**, you will return to the main WYSIWYG Editor screen. Click **Update** at the bottom of the screen in order to update your new content.

Insert an anchor

You can insert anchors into your HTML content. An anchor acts similar to a link, and can allow users to jump from one section of a single page to another by clicking the designated anchor text.

1. You can add an anchor to your content by entering the necessary text you require, that is the text a user will click in order to anchor themselves to another certain section.

Once you have done so, highlight this text with your mouse.

2. Click the **Anchor Icon** in order to open the small anchor creation window.
3. Enter your anchor name into the text input field.

Note: Your anchor names will need to be unique within the same webpage.

4. Click **Insert** in order to add the anchor into your content.
5. Alternatively, you may **Cancel** at any time.
6. After clicking **Update**, you will return to the main WYSIWYG Editor screen.

Click **Update** at the bottom of the WYSIWYG Editor screen in order to update your new content.

Insert an image

You can also insert images into your HTML content.

1. You can add an image to your content by selecting the place where you would like to insert your image by clicking the cursor on this location of the content.

2. Click the **Link Icon** in order to open the link creation window.

3. Select, or enter the URL location of the image you wish to add.

Note: The image you wish to add must be present on your web-server prior to using this editor. Please use the **File Manager** to upload any images you require prior to attempting this step.

4. Insert a description for your image. This will appear as alternative text on the browser in the case that this image cannot load and is a good idea in case a site visitor is using older software.

5. Select the Alignment of your image. This will allow you to format the appearance of the image.

6. Enter the necessary dimensions from which you would like your image to appear in the browser. This will allow you to ensure the image is proportionate in regard to other site content.

7. Insert a numeric border value. This border will surround the image on your screen.

You can insert a value of 0 (zero) for no border, a value of 1 (one) for a very thin border and a value of 10 (ten) for a thick line around the image.

8. Enter in the VSpace and HSpace values as required.

The VSpace value refers to the vertical space buffer surrounding the image, and the HSpace refers to the horizontal space buffer.

9. When you are happy with your image selections, click **Insert** to insert the image into your HTML content page.

Alternatively, you may **Cancel** at any time.

10. After clicking **Update**, you will return to the main WYSIWYG Editor screen. Click **Update** at the bottom of the WYSIWYG Editor screen in order to update your new content.

Uploading and managing files

In order to better support upload performance and localization issues,

The CMS includes support for Persits ASP Upload component. This will be used by default as the upload mechanism if it is available on the server.

1. You can manage the content of your website through the the CMS System **File Manager**.

Click on the **Content Manager** link on the main horizontal menu located near the top of the page while logged into your the CMS System Admin system. From within the **Content Manager**, click the **File Manager** menu item from the horizontal sub menu.

2. You should now notice the **File Manager** screen. To begin the File Manager, click on the **Launch file manager** link.

3. Once you have executed the link, you should notice a pop-up window appear – this is your **the CMS System File Manager**.

From within this screen, you are able to manage, upload and view all of your web content files and images.

4. You can exit the File Manager screen at anytime by clicking on the **Close Window** button located to the bottom right of the screen.

Navigating the file manager

1. You can view the content stored on your web-server by scrolling through the file list located on the left hand side of the File Manager screen. This list will outline all files and folders located on your server. Click on one of the folders to proceed through the tree.

Clicking on one folder will open the folder and display the contents, including files, folders and images. You may continue down through the file tree until you come to a folder containing no further sub-content, or have reached your specified destination.

2. In order to return back up through the file hierarchy, click the **small folder icon, containing an arrow facing upwards**. This folder icon is located to the left of the 'File Name:' label in the file list.

3. You may also click on a file icon displayed in the file list and a small preview of this file will appear in the information section of the screen, located to the right of the file list, and in the top right-hand side of this screen.

If the file icon you have selected happens to be an image, you will see a preview of the image appear in this window, as well as the file size and the dimensions of the image.

If the file selected is not an image, then only the file size information will appear.

Uploading files

To upload a file, navigate through the directory structure in the File List until you come to the place you would like to create a new folder.

1. To upload a file, click the **Upload File** link located below the File Information section, to the bottom right-hand side of the current screen.

2. This will result in an **Upload File** pop-up window appearing, allowing you to enter the source of the file located on your local computer, for example 'c:\image1.jpg'.

Alternatively, you can click **Browse**, which will present a file locator dialog, allowing you to locate and select a file on your local machine.

3. Once you have made your selection, click **Upload** to proceed with the file upload.

You may **Cancel** the upload at any time.

4. You will notice your new file appear in the File List immediately after you click **Upload**.

Removing and renaming files

1. You can **remove** and **rename** files on your web-server at anytime within the allintaCMS File Manager.

Navigate to the required file/directory in the File List.

2. You will notice to the right of the corresponding row in the File List, two small icons relating to the selected file, one representing a document with an 'X' on it, and another document icon with the letter 'R'.

3. To **remove** a specific file/folder, click on the 'X' document icon, corresponding to the target file in order to remove the file from your system. You will be presented with a small confirmation window, and can remove your file by acknowledging the confirmation.

4. To **rename** a specific file/folder, click on the 'R' document icon corresponding to the file you wish to rename.

You will be presented with a small pop-up window, containing the existing filename and can edit this in order to update the filename.

Once you are happy, click **Update** to update the filename and return to the File Manager, or **Cancel** to leave the file as it was.