User Manual

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This document is for the members and web admins who make updates to pages/data within the site.

BASIC TASKS

- Logging In
- Adding a Page
- Editing a Page
- Editing Music on a Page
- Editing the Main Menu
- Add/Delete Files

BASIC TASKS

Forward

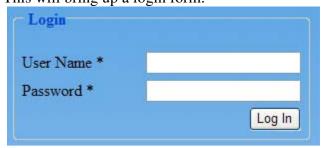
Editing for Members works the same as editing for Admins. If your website has members, you should know how this works to.

Logging In

1. To log into the edit portion, type the following into the URL bar at the top of the browser:

If you are an ADMIN:

http://www.<domainname>.com/edit This will bring up a login form.



If you are a MEMBER:

http://www.<domainname>.com/ MemberLogin.aspx This will bring up a login form.

- 2. Put in your username and password. Click Log In button.
- 3. This should bring you to an "Admin Portal" or "Member Portal" page. This is the starting place that has links to all sorts of admin/member tasks. The most commonly used ones are on the left for your convenience.

Adding a Page

Assumption: you are logged in. If not, see the steps for "Logging In". At the left you should see a link to "Edit Pages". Click on it.

Now you will see a small form titled "Add a Page".

1. Put in a descriptive page name. Try not to repeat names already used.

- 2. Select which style of page you wish to add.
- 3. Click on "Add Page" button.

Congratulations! The page is added.

Now that the page exists, you will need to update it to fill in the data.

NOTES:

- Some specialty pages (like picture galleries and video pages) will take you to the update form once the page is created AUTOMATICALLY. Just fill in the data you know.
- When you think the page is ready, you will likely want to click the *Edit Main Menu* link at the top to add the page to the menu structure. This makes it much easier for visitors to find.

Editing a Page

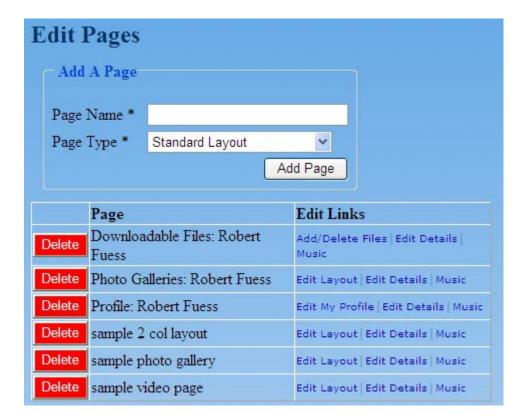
Assumption: you are logged in. If not, see the steps for "Logging In". At the left you should see a link to "Edit Pages". Click on it.

TIP: On most pages where you are editing ONE particular page you will have a "*Preview*" link to preview the page. LOOK FOR THESE – they will be a very helpful for you to see what you are doing as you go.

Now you will see a small form, followed by a list of pages in your website. This will show all regular pages, *but not pages specific to a particular member*. So, if your website allows members to sign up, this will NOT show the different pages a particular member can edit. To keep your site easy to manage – we have filtered these out.

After each page name you will see links to edit special parts of that page.

IF you see "*Edit Layout*" after the page name THEN this is a standard type of page. We also have other specialty types of pages – such as member profile pages and pages that display lists of files. They will have their own special edit forms for controlling such things.



EDIT LAYOUT links

Most pages use some variety of the standard layout for displaying. There may be one or several layout styles, depending what is set up.

Click on the "Edit Layout" link after the page name. This will bring you to a layout template for the page you are editing. Move your mouse over the different sections of the page. If the section turns green – then you can click on that section to edit it.

NO GREEN SECTION? If there is no section with a green box, look for the following types of links instead. They do the same thing. (If no text is filled in yet − it is hard to put a green border around nothing.. ②)

- Main Text [this takes you to an HTML Editor]
- HTML Form (advanced)[this takes you to a text Editor to create HTML forms like contact forms]
- Main Text below HTML Form [this takes you to an HTML Editor]

If a page is created and no text is put in, then there will be nothing to wrap the green box around. So we make sure you have optional links to get to these sections of the page.

Different sections have different types of data. An appropriate form will be displayed depending on what part of that layout is selected.

In most cases it is an HTML Editor.

We use an HTML editor as a major component for editing the pages. If, after clicking on a green section you get to a form with a lot of buttons that looks like the following, then you are at an HTML editor:

The *HTML Form* and *JavaScript* sections on a page <u>are for advanced users</u> who know a bit of HTML already. They allow more advanced features to be used. They can use these to create specialty forms or to have some special JavaScript affects.

<u>Below</u> is what we call an <u>HTML</u> Editor. This is the full version of the editor that you will be using most of the time.



For most formatting features (bold, underline, font size) you highlight what you want to edit. Then you select a button.

TIP: It is best NOT to copy and paste from Microsoft Word. You will often get some unexpected results when your page is displayed. Ideally, you should just type in the text you want.

If you MUST copy from word... please use the paste button on the second line with the little blue "W" in it. This is for pasting from Word.

TO Paste From Word:

- 1. Copy the text you want (no images) in Microsoft Word
- 2. Put Click in the editor so the tool knows where to start pasting your test.
- 3. Click on the "Paste for Word" button. This paste button is on the second line with the little blue "W" in it

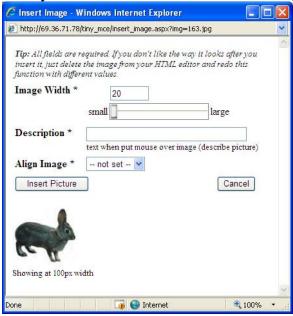
TO Add An Image:

First you need to make the image available to the web. You do this by "Up-Loading" the image to the website. Then you use one of the editing tools to put this image into your HTML Editor.

1) *Upload the image to the website.* You do this using the "Browse" button under the HTML editor to find the file on your desktop. Then you click on "Upload". It may take a minute to work if the file is large. Once it is uploaded, you will see a small version of this image below the HTML Editor.



- 2) Click where you want to place this image in the HTML Editor.
- 3) Click on the image to insert. This will open a pop-up form to insert. Adjust the size using the slider, put in a description, and click on the button to Insert Image. If you don't like the size delete this image and repeat this step.



4) Don't forget to save the data in your HTML Editor

EDIT VIDEO link...

If you have a video page you will see an "Edit Video" link in the Page Layout section. This is a specialty form for editing a video page.

This will bring you to a form that has a dropdown list for selecting which video you want to play. You can also decide if you want the video to start playing automatically.

STEPS:

- 1. Select your video
- 2. Adjust the width and height settings as desired. (Adjust the sliders to the appropriate width and height.)
- 3. Then click *Update Video* button.



NOTES:

• ".flv" (Flash Video) formatted files works best, but we allow many common video formats.

EDIT PIC GALLERY for picture gallery pages

This is a specialty form for editing a picture gallery in a Picture Gallery page. The main purpose of this is to show a series of pictures – such as a slide show with a brief comment about each page.

It allows for text above the picture gallery, and for adding pictures to the picture gallery.

NOTES:

- ".jpg" files work best but we allow most common image formats.
- ".mp3" works best for any music.

Editing Music on a page:

Each page you create can have 0 or several songs attached to it.

To Add MUSIC:

- 1) Click on the "Edit Pages" link on the left. This will bring you to the "Edit Pages" list
- 2) Click on the "Music" link after the page you want to edit.



3) Select the music from the dropdown. Fill in the artist and song title. Click *Add to Music List* button.



If this is the first time you tried to put music on a page you may not see any music you want in the list... The instructions on this page give you help on this.

(TIP: You will need to go to *Add/Delete Files* link at the left to upload any music.)

Editing main Menu

1)Login As Admin and click the link Edit Menu

This will redirect to Edit_Menu.aspx.

a) Select the type of the main menu item

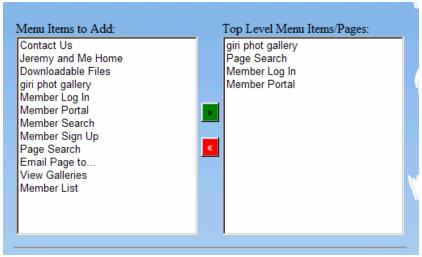
Menu: Main Menu Type of Menu Item My Pages My Documents/Files Links to Other Websites Group Headings (not a link)

b) Select the primary link or child page

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Primary Links or Child Page: Top Links (not sublinks) 
* If you want to have "child links" under the primary menu links, go to Update Pages and edit the details of a page to enable childlinks
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c) Add menu Items to page

Select a page from the left list and click on the green right arrow button to add the menu items. The added menu items are displayed in a grid below the lists.



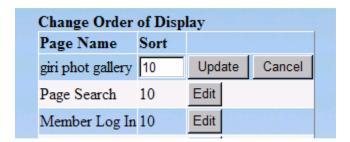
The added menu items

Change Order of Display		
Page Name	Sort	
giri phot gallery	10	Edit
Page Search	10	Edit
Member Log In	10	Edit
Member Portal	10	Edit

The same way you can remove the menu items by selecting the item from the left list and clicking on the red left arrow button .This will refresh the grid.

d) Edit the sort order of the menu items

By using the grid you can edit the sort order



The above steps showed you how to put your pages into your main menu.

You can also put other things – not just pages. For example, you may want to put a link to another website – or link to one of your files that you uploaded in the *Add/Delete Files* section.

Menu: Main Menu Type of Menu Item My Pages My Documents/Files Links to Other Websites Group Headings (not a link)

ADDING DOCUMENTS/FILES to the Menu

This is for adding to the menu such things as "Word" documents, "PowerPoint" presentations, picture files (such as something you scanned), videos, and "pdf" documents.

Menu: Main Menu Type of Menu Item My Pages My Documents/Files Links to Other Websites Group Headings (not a link)

To Add one of your Documents you uploaded to the *Add/Delete Files* section, you click on "*My Documents/Files*" radio button. [definition] A radio button is the circle thing in the picture above with some text to the right. You will get a form to add a document.

It has a pull-down list of files.

The "Link/Anchor Text" is the label you want to give the link when it is displayed. This is what the visitor will see.



Once you fill it out, click on "Add to Menu Items" to add this to the menu.

If you make a mistake.....

You can always go to "Edit Pages" link – then scroll down and select "Edit Details" for the menu item you created. Here you can change any of the data entered about this link.

ADDING LINKS TO OTHER WEBSITES to the Menu

Let's say you want to add a link to Yahoo.com in your main navigation.

To Add one of your Documents you uploaded to the *Add/Delete Files* section, you click on "*Links to Other Websites*" radio button. You will then get a small form to add a link.



The URL is a link to the website. It usually starts with http://

The "Link/Anchor Text" is the label you want to give the link when it is displayed. This is what the visitor will see.

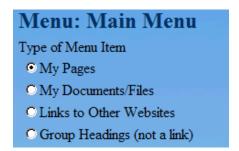
Fill in this form, and click "Add to Menu Items" button.

If you make a mistake.....

You can always go to "Edit Pages" link – then scroll down and select "Edit Details" for the menu item you created. Here you can change any of the data entered about this link.

ADDING JUST PLAIN TEXT – Group Headings....to the Menu

If you want to add just some plain text to the menu – something that is not a link – then you want to select "Group Headings" radio button.



This will show you the form below:



Just type in the text desired... click "Add to Menu Items" button.

If you make a mistake.....

You can always go to "Edit Pages" link – then scroll down and select "Edit Details" for the menu item you created. Here you can change any of the data entered about this link.

Why would I do this? Group headings are a type of "child page" in this system.

Let's say you wanted to have a group of "My Favorite Pages" in the menu. You could create a Group Heading called "My Favorite Pages". You don't want to create a separate page – just a menu item. Then you could select this menu item in the following dropdown....



My Favorite Pages allows "submenu" items underneath it.

Then you can add pages, documents, or links to other websites to this Group Heading using the Green arrow button. This will put these pages *under* this new heading you created.



Add / Delete Files

PURPOSE: The *Add/Delete Files* section is used to store a variety of types of files for later use. They may be videos that you use in a video page, music you like to play on your pages or just files you want to share – like scanned documents or images.

If you put files in a "Share" folder, then these will be available in a list for others to easily download.

You can easily upload whatever files you want. However, the bigger the file, the longer it will take to upload.



ADDING A FILE:

- 1) First navigate to where you want to put the file. If you want to add the file under a particular folder, click on that folder first before adding.
- 2) Click on "add a document" link. A small form will show up on the top of the page.



3) Click on the "*Browse*" button to find the file on your desktop. Then click on the "*Upload to Web*" button to put your file into this system. The browser may take a minute to do this – if it is a large file. Wait until you see the file added to the list before adding another one or navigating away.

ADDING A FOLDER:

- 1) First navigate to where you want to put the folder. If you want to add the folder under an existing folder, click on that folder first before adding.
- 2) Click on "add a folder" link. A small form will show up on the top of the page.



3) Fill in the text for the "New Folder Name". Then click *Add Folder* button.