

## **Content Management System – Web Site Notes**

The site itself has its own administrator control panel. Here you can change the content of the site ( text and pictures on each page) Menu items, and add to the shop.

The admin control panel is reached at [http://www.\(yoursite address\)/administrator](http://www.(yoursite address)/administrator).

Log in with your user name and password.

Once logged in you will see the control panel. Icons will take you to each section or you can use the menu at the top.

Add New Content – create new pages for the site. The page must be given a title and using the drop down boxes, given a section and category.

Content Items Manager – you can add pages here too or edit existing pages.

Media Manager – this section displays the folders where photos and videos are stored. You can upload individual images here. If you have a lot of pictures to upload or video then it's better to use an FTP program to do it. Filezilla is a free FTP program which works well.

Menu Manager – gives access to the various menus available. Menus can be put in various places and displayed on chosen pages.

User Manager – Allows you to view users with permissions lower than your own. You can add users etc.


Trash Manager – If you delete or trash items such as pages or menu items, they will be put here.(similar to the windows recycle bin) You can restore items from here or delete them permanently. It's a good idea to empty it regularly when you've finished with the contents.


Section & Category Manager – Add new sections and categories to those sections if needed. Most people will just use the existing sections and categories to put their content in.

### **Add or Edit Pages – Open Content Items Manager**

Lists all pages and shows whether they are published, appear on the front page and their access level. Pages can be viewed by the public or by registered users who log in depending on their content.  
(You may want to put technical specs on the site to which you can give clients access but not competitors)

Click on the page you want to edit. It will open up with a text editor. To make layout easier, content is often placed within a table on the page. Text can be positioned within one cell and pictures in another. Faint dotted lines will surround the content if it's in a table.

Add Picture – click on the  icon. This will open a new window displaying the contents of the media folders. You can click on one of the image files and a thumbnail view will open. If this is what you want to insert into the page, you will need to give it a title and description, and you may need to adjust its alignment on the page.

If you want to upload an image for the page, click on the  icon. Click browse and find the file on your computer to upload. When you are happy with everything in this section, click insert. You will then see the picture on the page.

After working on any page, always remember to save it using the apply button if you want to keep it open, or the save button when you have finished completely.

Your page can then be viewed on the web site. If it's a new page you will need to add a menu item so that the page can be viewed.

**New Menu Item** – click Home on the top menu and then Menu Manager

You will see a list of menus which are installed. The main menu will have a number of items published.

Click on Menu Items  from the main menu list.

A new page will show all the main menu items including sub menu items which appear when the mouse is hovered over the top level item.

Click NEW at the top right. Click Link Content Item in the Content Box.

NEXT

Give the menu item a name. This will appear on the menu itself.


In the CONTENT TO LINK box, find the page you have just done and click on it.

You will need to decide whether this is a top level item on the menu or a sub menu item.

In the PARENT ITEM box , leave on TOP if it's going in the menu itself, or choose which menu item you want it to become a submenu of , and click on that.

Finally click SAVE and your new menu item will appear on the web site, linking to the page you have created.


You may need to refresh your browser to view the changes.

**Add or edit table** – Click on the  icon.

Choose the number of rows and columns you require. Under Alignment, you would generally choose Centre to position it on the page. Then click INSERT.


Click on the cell on the page to add content to it such as text or pictures.

When you have added a picture to a cell, you may need to adjust the cell alignment to position it properly.

Click on the cell on the page to select it and then click on the  icon to adjust its properties. Select the alignment required and Update.

You can also set the width of a specific cell here if you want to. You may want that column to stay at 200 pixels for instance.

**Links** – To add a hyperlink to another page or another web site.

With the page open for editing, left click and drag the cursor over a word or sentence to select it. Then click on the  icon. Generally you will only need to add the URL and the title. Click INSERT.