

# custom Content Management System

## User guide



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## *Userguide*

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### **Introduction**

The custom Content Management System (cCMS) makes it easy to update your website.

It is custom in the sense that it can be extended as required. It is a content management system in the sense that you can manage most of the contents of your website.

Please find the most used functions below. Should you have any questions, please let us know.

### **Read this first**

Your changes are in effect immediately when you click the submit button. To see the result of the changes you made, simply visit your website. If you do not see any changes, please check the cache settings in your browser and make sure it loads the page from the server at each request (in stead of from a local cache on your harddisk).

Check your changes by visiting your website, not just by looking at the cCMS, because ultimately that is what it looks like in "real life".

Visit your pages after a change and check it in different browsers (Google Chrome, Apple's Safari, Microsoft Internet Explorer, Mozilla Firefox) to be really sure it all works fine.

There is no undo, but a backup may be available at the webhosting provider. As that takes some time to reset, it is always good to make backups yourself before changing anything.

Finally, choose page names carefully, because if you change a name, the URL to that page changes and if your page was indexed by Google or another search engine, it cannot be found anymore. If you want to make major changes, please contact us, so we can redirect pages for you, so there's less penalty on your page ranks. The same goes for deleting pages.

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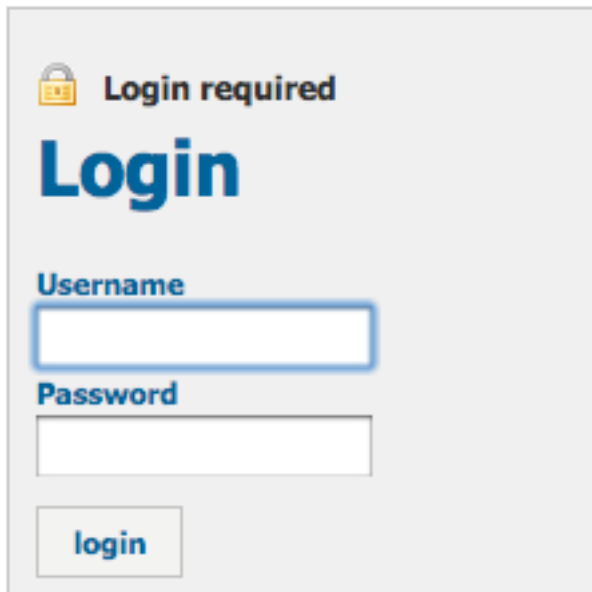
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### Login

Please go to your website and add "cms" to the URL, then click enter to load the page.

The URL for your CMS will look something like this:  
<http://www.my website.com/cms>

You will see a login screen, similar to this screen:

The image shows a login interface on a light gray background. At the top left, there is a yellow padlock icon followed by the text "Login required". Below this, the word "Login" is written in a large, bold, blue font. Underneath, there are two input fields: the first is labeled "Username" and the second is labeled "Password". Both fields are empty and have a thin blue border. At the bottom left, there is a rectangular button with the word "login" in blue text.

*Figure 1*

Enter your username and password and click "login" at the bottom. You have received that username and password when you received this userguide. If you want, you can change your password when you login and select "user management" (see the section about User management). If you lost your username and/or password, please contact us.

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### Languages

If your website supports multiple languages, you can select the language on the lefthand side by choosing it from the selectbox. If you want to add/change/remove languages, click **Language Settings**. For your convenience you can also make a language inactive, so you can add the content of all the pages for that new language before you activate it.



Figure 2

With this selector (see Figure 2) you can choose the language of the pages you want to edit.

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### Change the contents of a page

On the lefthand side of the screen, you see all the pages on the website. The top part "**navigation menu**" contains all the pages that you will also find in the menu on the website. The "**separate pages**" section contains all the other pages.

First decide which page you want to edit and simply click on it to start working on it. Please wait until the page is loaded. When you load the page for the first time, it may take some time to load the editor, so please wait until it is fully loaded. It will look similar to Figure 4.

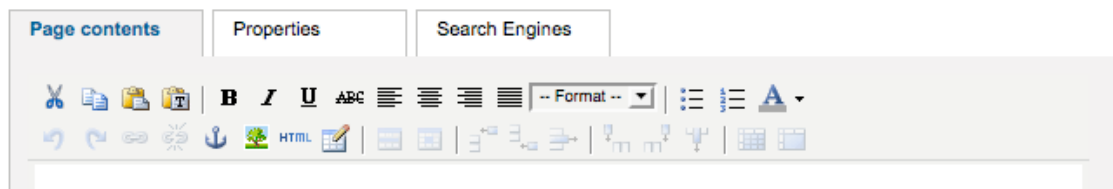

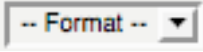


Figure 3

### **Page contents**

Use the **Page contents** tab (see Figure 3) to make changes to the contents of the page.

- Note: do not copy/paste from microsoft word or similar programs to preserve the website layout. If you have to paste it with the 4th button, with the tiny T in it:  ). This will make sure, the layout and fonts remain consistent on your website.

To change the style of some text to Large heading style (or back to normal text), please select some text first, using your mouse. Then use the  selector and select the format you would like from the list.

Once you have modified the page contents, click **save** to update the page. You can go to the website and refresh the page to see the update right away. This is a good way of making sure your changes were saved and how your website looks after the changes. Because of

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differences between browsers, it is a good practice to check your website regularly with different browsers, like internet explorer, firefox, safari and chrome. See the section "Read this first".

### Properties

Click the **Properties** tab (see **Figure 3**), to change the name of the page and to publish or deactivate it (use status inactive if you want to work on a page without showing it on the web. You will notice the page name color is light grey and strikethrough in the menu on the left). And some more properties can be set. Hover your mouse pointer over the information icon at each item for more information.

### Search Engines

Click the **Search Engines** tab (see Figure 3), to enter specific keywords and description for that page. If you leave it empty, the default values are used (see settings menu)

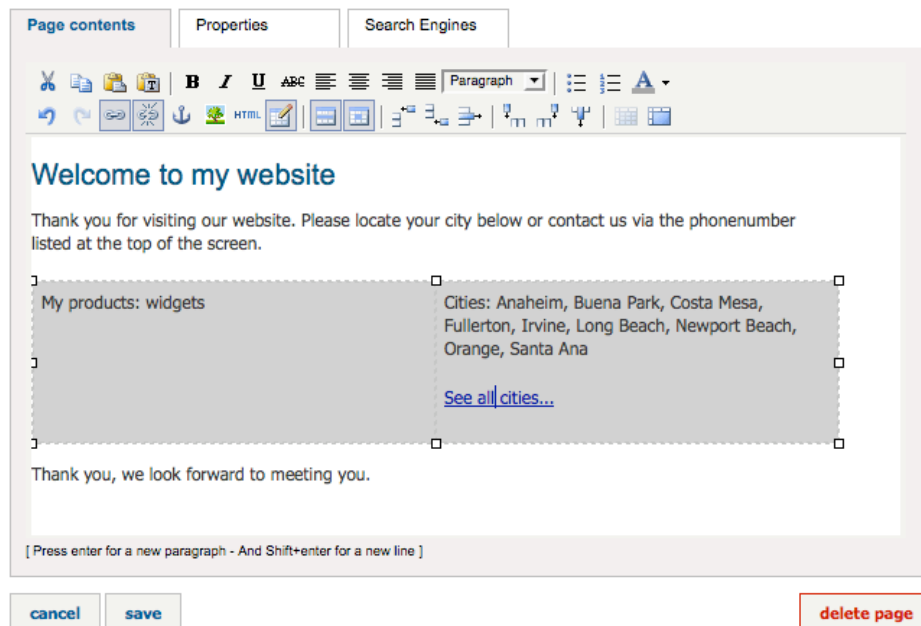



Figure 4

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### Add a new page

To add a new page, you can select the  **Add page** button in the menu on the left. So if you want a page that appears in the main menu on your website, click the "add page" button just below the "navigation menu" section. Otherwise, select the "add page" button just below the "separate pages".

## Add new page

Properties of new page	
Menu title of page	<input type="text"/>
Drop page in menu	<input type="text" value="Navigation menu"/>
Page status after inserting	<input type="text" value="Published"/>

Figure 5

As you can see in Figure 5, you can enter the title for the page. The selectbox "Drop page in menu" selects where your page should appear:

- in the "navigation menu" -or-
- in the "separate pages" section.

Note: this is already preselected for you depending on where you clicked the "add page" button.

The last item, is the "page status after inserting". This allows you to select if you want the page to be published right away or do it later (inactive). When you are done, click the "submit" button to save it, or "save, and add one more" to save the page and add one more page right away. This is useful when you want to setup multiple pages at once.

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When you are done, select your page on the lefthand side in the menu and click on it to make changes to its contents. If you previously selected the "page status" to be inactive, then after you have changed the page and want to publish it, you can find that option under the "page properties" tab, see the section "Change the contents of a page". You may also want to move the page in the structure, please see the relevant section more information.

### **Delete a page**

**Warning: there is no undo! Be very careful as some (internal and external) links to this page may still exist which will not function after you have deleted the page. Never delete the homepage! In most cases you rather want to change a page, than delete and create a new one.**

To delete a page, click on the page in the menu on the lefthand side of the screen. Then at the bottom righthand side (See also Figure 4), click on this button:



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### Changing menu structure

Click on the button "manage pagestructure" on the lefthand side in the menu. First select the "navigation menu" or "separate pages" section. The simply drag and drop pages in the order you want them to appear.

Basically, you click on a page with the left mouse button and hold it. Then move the mouse cursor to the location you wish it to appear and release the left mouse button.

You may want to play around a little to find out how it works.

**Only click the save button if you are ready to make the changes permanent.**

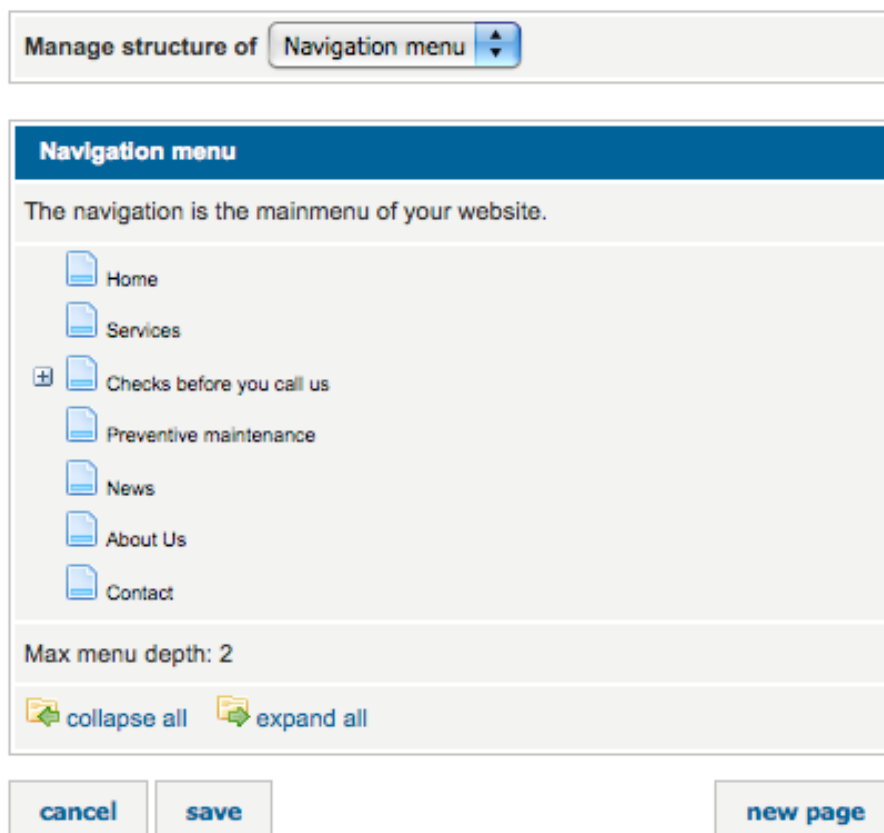


Figure 6

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### Settings

The settings menu (in the menu on the left, almost at the bottom) allows you to enter general information for the website (see Figure 7). General description and keywords will also be used on pages where you have not specified such information, so make sure, you enter them here at the very least. The emailaddress is used for example to email you if someone used your contact form on the website. Make sure this works by verifying if the contactform works by filling out your contactform on the website.

For more information on each item, hover the mouse cursor over the information icon.

When you are ready, click the save button to make the changes permanent.

## Settings

Here you can change general settings for your website.






Item	Value
 Website window title	My Title
 Website URL	http://www.my website.com
 Website general description	this is what the website is about
 Website general keywords	keyword1, keyword string, keyword3
 Website general emailaddress	myemail@my website.com

Figure 7





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### User management





If your usertype is a so called "admin" user, you can manage the user accounts and add/delete/edit users.

Name	Username	Account type	Last activity CMS	Options
Administrator	admin	Admin	14-06-2009 23:23	 
First Last	first	User	...	 

[Add user](#)

Figure 8

When you click **add user** or press the edit button For more information, you get the following screen (see Figure 9):

Properties	
Full name	<input type="text" value="Administrator"/>
 Username	<input type="text" value="admin"/>
 Account type	<input checked="" type="radio"/> Admin <input type="radio"/> User
 New password?	<input type="checkbox"/> <input type="text"/>
 Disable account?	<input type="checkbox"/>

[cancel](#) [submit](#)

Figure 9

To temporarily make an account inactive, you can check the **disable account** checkbox.