

CONTENT MANAGEMENT SYSTEM (CMS) MANUAL



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Introduction

Login

The Joseph Parchem Content Management System (CMS) was developed by Joseph Parchem. The CMS will allow a site owner to update the content on his/her site, such as adding images and documents or even adding and removing entire sections of the site. All this can be accomplished from a web-based application that can be accessed and used from any computer that has Internet access.

To access your CMS, use the following format for browsing to your admin section:

<http://yoursiteaddress/admin/>



Figure 1

You will see a page similar to Figure 1 where you will have to log in using your provided username and password. If you have forgotten your username and/or password, please contact Joseph Parchem to have it reset.

Once logged in, you will have full access to all features, so make sure you keep your username and password in a secure place.

CMS Word Processing

Each page on your site will have content blocks on the page. Each content block is like a paragraph on the page. You can add a title, images, links, and text. As you can see from Figure 2, the tools are very similar to Microsoft Word or other word processing applications.



Figure 2

You can see familiar tools such as hyperlink, insert picture, bold, and bulleted list. You will also have this tool at your disposal when editing the site footer.

Browsing

To find the page you want to edit, the CMS provides a version of your site you can click around until you are at the page you want to edit. This unique method of page location is intuitive and will also give you a sense of what the user experience will be like. As you can see from Figure 3, you will also have additional menu choices available to you when using the browse feature.

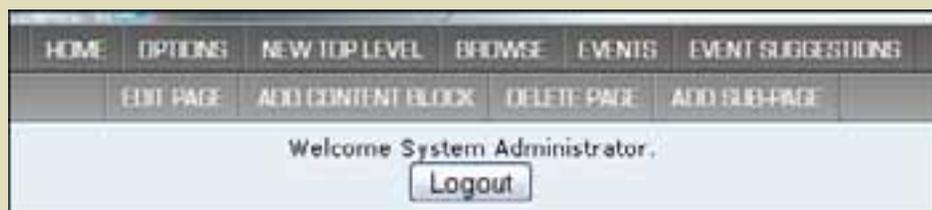


Figure 3

Options

The Options section allows you to change/update site wide variables such as the site title and footer. Some of the options you will see are used only behind the scenes, some are used for the user interface, and some are used for both.

Public Site URL

This item is more for the functionality of the CMS, so it knows what address the public site is at. The address is also used for various links and even to help with search engine ranking.

Site Title and Site Tag Line

The Site Title and Site Tag Line are used on the user interface to fill the title of the page, see Figure 4. They are also used to fill in some user interface sections when they are needed.



Figure 4

Footer

The footer is a body of text that appears at the bottom of every page on the site, usually comprising of copyright information, site creator, and sometimes the main navigation in plain text format.

Webmaster and Site Administrator

Certain areas of the site and certain functions will require an email address. The webmaster will be the email displayed for anyone attempting to report a functionality issue with the site. The site administrator will receive emails regarding content as well as any emails generated by the system (contact forms, error messages, etc.).

Browse

The Browse section of the CMS will allow you to administer all pages and all content on your site. A version of your site will be included in the browse section, so you can navigate your site until you have reached the page you want to modify. You can then use the additional tools in the Browse section to affect change to that page, see Figure 3.

Edit Page

The Edit Page button will allow you to change the page title and description. Keep in mind that the rest of the content on the page is added using content blocks. The page title and description section on the page become editable when you click the button. Be careful when modifying page titles: if you modify the page title of a main navigation page, you will also change the way the page is displayed in the main menu.

Delete Page

The current page, the content blocks on the page, and any sub-pages and associated content blocks will be removed from the system with no way to retrieve the data. There will be a confirmation page before the page is deleted, so make sure you are ready before you delete a page.

Also, you can delete a main navigation page, but that will remove an entire section of your site as well as take the page out of the main site navigation. Use this tool with caution.

Add Sub-Page

This tool will allow you to add another page to the site, which will appear as a menu item on the page you add the sub-page from. For instance, if you are at your services page and use this tool, a new page will be added to the services section, with the new page appearing in the menu section for the Services page.

You will be taken to another page that will ask you to provide a title and description. Once the page is added, you can browse to it and begin adding content blocks.

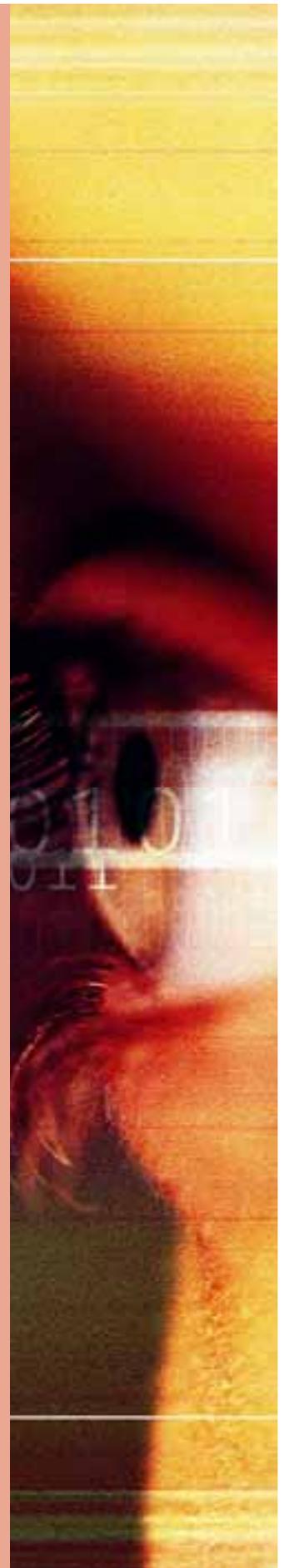
Using this tool, you can create a site with as many levels of pages as you need. If you have a service which is carving letters on a sign made of metal, you can create a site structure like this: Services > Signs > Metal > Carving.

Add Content Block

Content blocks are like paragraphs on a page. Any page on your site can have as many content blocks as you deem necessary. A content block is comprised of a title and main body of text which can have links and images as well. The main body of text uses the site word processing tool to give you greater control over the display, see Figure 2.

Add an Image

To add an image to your content block, you will first need to edit the image to make it ready for the website, please see the image editing section of this manual. When ready, go to the content block you want to modify and click the insert image icon . A new window will appear, see Figure 5, where you can type in the address of the image or click the Browse Server button to see any files you have already uploaded to the server.



Browse...Continued

Add an Image...Continued



Figure 5

Clicking the Browse Server button will open a new window where you can see the uploaded files. If the file you want is not on the server, use the upload tool at the bottom of the new window to add it to the server, see Figure 6.

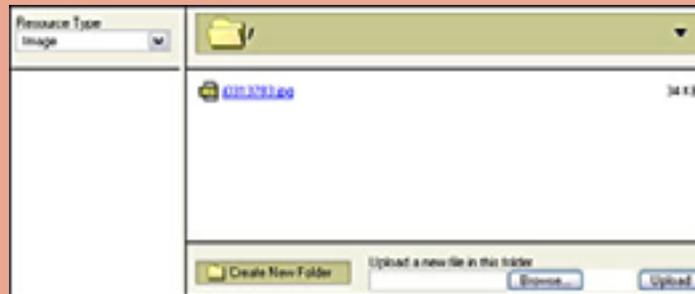


Figure 6

Just click the image name to add it to your content block. To upload an image, click the Browse button at the bottom of the page, browse through your local computer until you find the image you want to upload, click OK, then click Upload. The image will be added and you can click on the name to add it to your content.

To make the text flow around one side or another of the image, use the Align property in the Image Properties window. As you change the Align setting, you can see how your image will react with text in the Preview.

Add a Link or PDF

There are times where you may want to link to a PDF or some other document, or even link to another website on the Internet. To do this, edit the desired content block, select the text and/or image you want to be clickable for the link, then click the add link icon . A new window will appear where you can type in a link directly, or click the Browse Server button to find/upload a file on the server, see Figure 7.

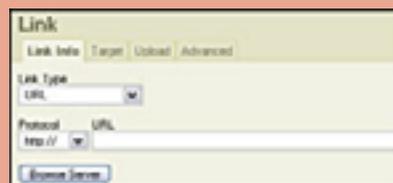


Figure 7

Clicking the Browse Server button will open a new window where you can see the uploaded files. If the file you want is not on the server, use the upload tool at the bottom of the new window to add it to the server, see Figure 6. For upload instructions, use the text below Figure 6.

Image Editing

Most computers have Microsoft Office included with them, so these instructions cover how to use Microsoft Office Picture Manager to resize images for use on the Internet. Most times, the program can be opened from the following location: Start > All Programs > Microsoft Office Tools > Microsoft Office Picture Manager. Note: this location is based on a Windows XP installation of Office 2003, your actual location may differ.

If you have the PHP version of the CMS, the system will resize images for you, so you will have no need to resize images before uploading.

Resize Image

Follow these steps to resize an image prior to uploading to your web server.

1. Add the image to the manager, if it is not already, by clicking File > Add Picture Shortcut
 - a. You will then browse your local computer until you find the folder where the image you want to work with is located, then click the Add button
2. Single click the image you want to resize
3. Click Picture > Resize to open the dialog for resizing
 - a. The dialog box will appear to the right in this window
4. Click the radio button next to Custom width x height:
5. Enter any number from 100 to 300 in the width box and click OK
 - a. The aspect ratio will be maintained so the image will look natural and not stretched
6. Now that the image has been resized, you will need to save a copy of it by clicking File > Save As
 - a. Make sure you save it in a location that you can find later when you are ready to upload it to the server
7. When closing the program, you may be asked to save the file again. Since that would overwrite your original, do NOT DO THIS.

If you do not have Microsoft Office Picture Manager, you can download a free image editing program called IrfanView at the following location:

<http://www.irfanview.com/>

This document does not cover how to use this free software, but the software has a wonderful help file that covers how to perform basic and advanced functions.

