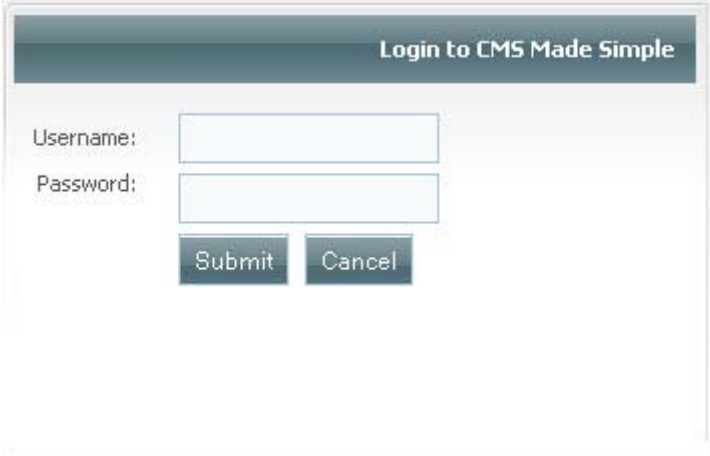




## CMSMS Tutorial

Based on CMSMS Version 1.5.4

Login to your CMSMS account by entering the Username and Password supplied.

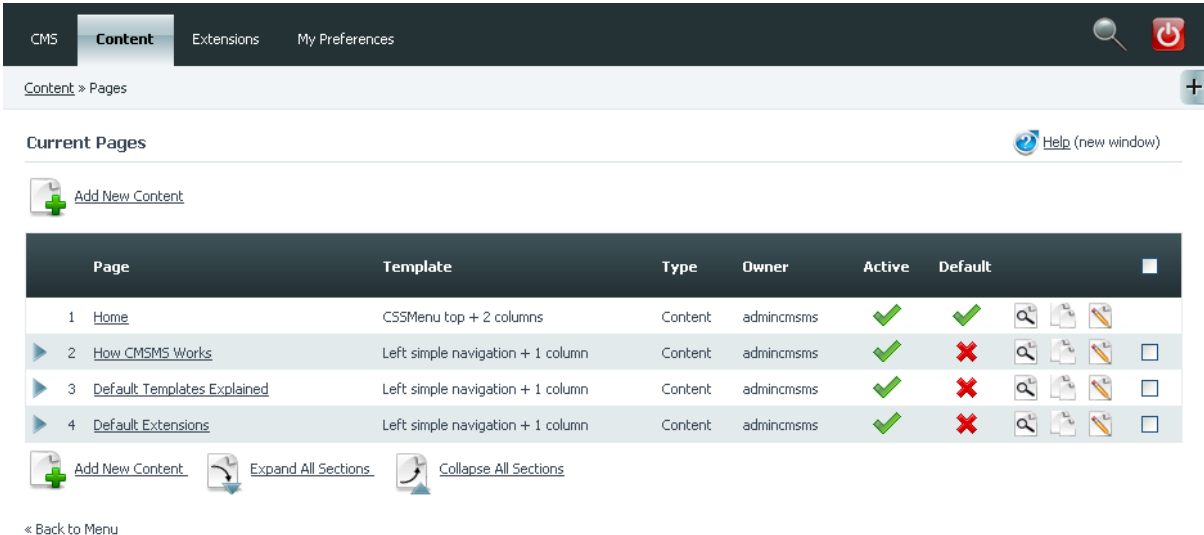


Login to CMS Made Simple

Username:

Password:

Once logged in you will be dropped straight to the Content > Pages overview area, which should look similar to below.



CMS **Content** Extensions My Preferences

Content > Pages

Current Pages [Help \(new window\)](#)

[Add New Content](#)

Page	Template	Type	Owner	Active	Default	
1 <a href="#">Home</a>	CSSMenu top + 2 columns	Content	admincmsms	✓	✓	
▶ 2 <a href="#">How CMSMS Works</a>	Left simple navigation + 1 column	Content	admincmsms	✓	✗	
▶ 3 <a href="#">Default Templates Explained</a>	Left simple navigation + 1 column	Content	admincmsms	✓	✗	
▶ 4 <a href="#">Default Extensions</a>	Left simple navigation + 1 column	Content	admincmsms	✓	✗	

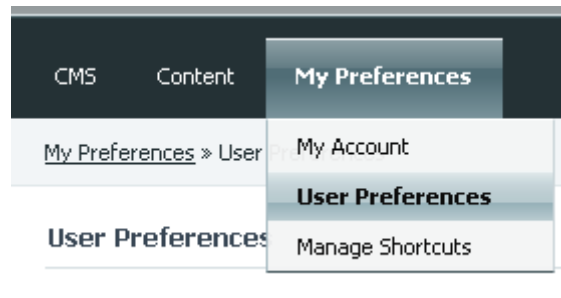
[Add New Content](#) [Expand All Sections](#) [Collapse All Sections](#)

[Back to Menu](#)

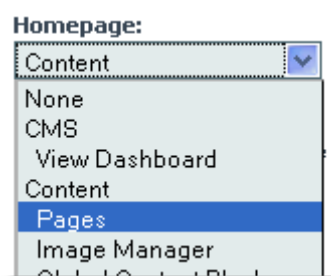
*If you are not then please set up as per the instructions on the next page.*



Go to Preferences > User Preferences.



Scroll down the page until you see the Homepage: dropdown menu.

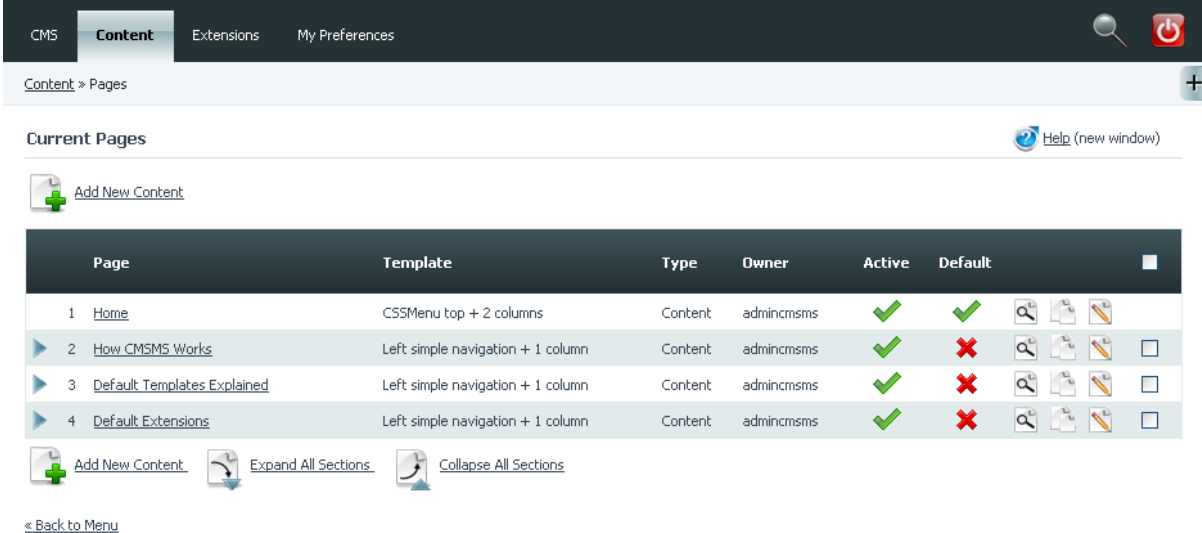


Select Content > Pages and then hit the Submit button.

Log out and then in again to check that the setting has taken.



This lists all of the pages in your site in a hierarchy.  
 You can apply various actions to the pages from this overview.



The screenshot shows a CMS interface with a top navigation bar containing 'CMS', 'Content', 'Extensions', and 'My Preferences'. Below the navigation bar is a breadcrumb trail 'Content > Pages' and a search icon. The main content area is titled 'Current Pages' and includes a 'Help (new window)' link. Below this is an 'Add New Content' button. The central part of the interface is a table with the following columns: Page, Template, Type, Owner, Active, Default, and a set of action icons. The table lists four pages: 'Home', 'How CMSMS Works', 'Default Templates Explained', and 'Default Extensions'. Below the table are buttons for 'Add New Content', 'Expand All Sections', and 'Collapse All Sections'. At the bottom left, there is a '< Back to Menu' link.

Page	Template	Type	Owner	Active	Default	
1 <a href="#">Home</a>	CSSMenu top + 2 columns	Content	admincmsms	✓	✓	
2 <a href="#">How CMSMS Works</a>	Left simple navigation + 1 column	Content	admincmsms	✓	✗	
3 <a href="#">Default Templates Explained</a>	Left simple navigation + 1 column	Content	admincmsms	✓	✗	
4 <a href="#">Default Extensions</a>	Left simple navigation + 1 column	Content	admincmsms	✓	✗	

**Arrows:** Expand sections, your main navigation.

**Page Titles:** Click on the title to edit the .

**Template/Type/Owner:** These can be ignored.

**Active:** A green tick denotes the page is live, a red cross and the page can't be viewed by the public.

**Default:** A green tick denotes that this page is your homepage.

**Move:** Allows you to shift the hierarchy of a page, best left alone on sections.

**Magnifying Glass:** Open the page in a new window to see how it looks live on the site.

**Pen & Paper:** Click on the icon to edit the page, same action as clicking on page title.

**Rubbish Bin:** Permanently delete the page – **Warning, you will be asked to confirm deletion, once you hit the OK button the page and all information on that page will be deleted.**

**Tick box:** Allows you to perform actions on multiple pages at a time.



## Editing – Important Note

Whenever pasting in blocks of text, **never** do this straight from Microsoft Word or any other page layout software, always copy and paste it into Notepad or a text editor first, then copy and paste from notepad into the content area (or type your copy first in Notepad, or type directly into the CMS).

A Word document has lots of code associated with it which will affect existing or subsequently added content and will result in unpredictable and almost un-editable layout.





## Adding a new page

First note the default template associated with your pages.

Content » Pages

**Current Pages**



 [Add New Content](#)  [Reorder Pages](#)

Page	Template
1 <a href="#">Home</a>	CSSMenu top + 2 columns



Then click on the Add New Content icon.

Content » Pages

**Current Pages**

 [Add New Content](#)  [Reorder Pages](#)

Page	Template
1 <a href="#">Home</a>	CSSMenu top + 2 columns
▶ 2 <a href="#">How CMSMS Works</a>	L
▶ 3 <a href="#">Default Templates Explained</a>	L
▶ 4 <a href="#">Default Extensions</a>	L

 [Add New Content](#)  [Expand All Sections](#)

« [Back to Menu](#)



You will see the Add New Content entry screen as below.

[Content](#) » [Pages](#) » Add New Content

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### Add New Content

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<b>Main</b>	Options	Preview
-------------	---------	---------

**Content Type:**

**Title:**

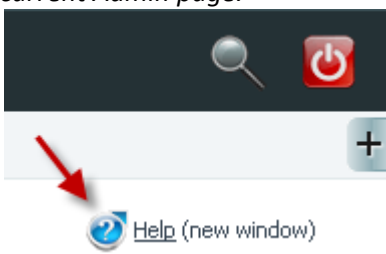
**Menu Text:**

**Parent:**

**Template:**

Choose the Content Type from the dropdown menu; generally this will be of type Content.

For more information on the different Contents Type click on the Help icon found to the right of the current Admin page.



Add a Title for the page – This is what appears at the top of the browsers window.

Add the text to be displayed in the menu for the page.



*For clarity these two items can be kept the same.*

If the new page is to be a child of an existing page, then choose the Parent by using the Parent dropdown menu. Leaving as none will place a new menu item in the after the last existing menu item.

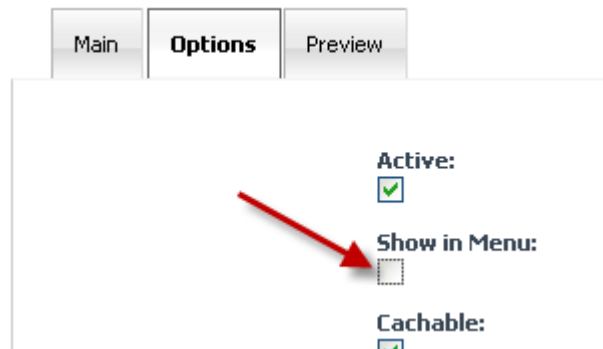
Now select the template from the Template dropdown menu to match the one previously noted.

The Content edit area has to have some text before we can save (Submit) the new page to the database, add some text.

It's good practice at this stage to go to the Options tab



And un-tick the Show in Menu option



To prevent this page being shown in the menu of the live site whilst editing. (More on options later)

At this stage we should be thinking about **Accessibility** and how people with restricted vision or those who find it difficult to use a mouse will be helped to use your site. There is a legal obligation to make a web site as accessible as practically possible. More information on this can be found here.

[http://www.direct.gov.uk/en/DisabledPeople/RightsAndObligations/DisabilityRights/DG\\_4001068](http://www.direct.gov.uk/en/DisabledPeople/RightsAndObligations/DisabilityRights/DG_4001068)

Practical advice can be found on the RNIB web site.

[http://www.rnib.org.uk/xpedio/groups/public/documents/code/public\\_rnib001951.hcsp](http://www.rnib.org.uk/xpedio/groups/public/documents/code/public_rnib001951.hcsp)

Scroll down to the **Description (title attribute)** text box.

This should take the form as below.

Home Page, shortcut key=1

Description of the page followed by Access Key information.

More information on Access Keys can be found here.



<http://en.wikipedia.org/wiki/Accesskeys>

The next option is **Tab Index**: The order the cursor will move when pressing the Tab key. If you've laid out your page as it is meant to be tabbed through leave this field blank.

Next is the **Access Key** option, this should be the same as entered in the **Description (title attribute)** text box.

Now return to the Main tab and click on the Submit button. You will be returned to the Current Pages screen which will now list the page you have just added.

### Editing an existing page

To start editing a page, click on one of the page titles, this will take you to the edit content screen.

You will notice that a new button has appeared, **Apply**.



The **Apply** button save any editing but keeps you in editing mode whilst the **Submit** button will save and return you to the Current Pages screen.

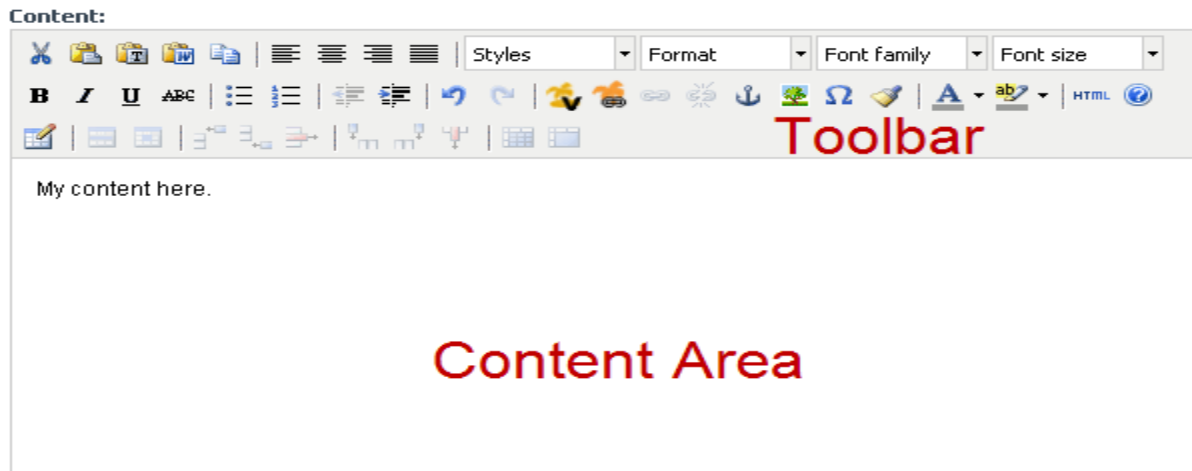
There is also a **Preview** icon -- (the file icon with the magnifier) to preview the page without saving or leaving the editing window. It opens a new browser window or tab. See section "Preview Tab" below for an alternative.

**Preview Tab**: This does nearly the same as the "Preview" button/icon in the bottom button bar (Section "Main Tab"). It shows a preview of your page in a small frame without "applying" or "submitting". This is useful if you want to check your changes or your new page (as it appears in a real browser) before you publish it. You can easily switch back to the Main Tab to alter your content if you are not satisfied with the result. In comparison to the former function no new browser window/tab will be opened. You may need to click the "Preview"-tab twice to update the view.





The main editing area consists of a **Toolbar** and **Content Area**.



The **Content Area** is self explanatory.

The **Toolbar** contains all of the functions currently available to the editor, rolling the mouse pointer over a button will display the buttons function.

Many of the buttons perform the same function as in a normal word processor.

### Functions Specific to CMSMS

#### Links to internal pages, external web sites and email links.

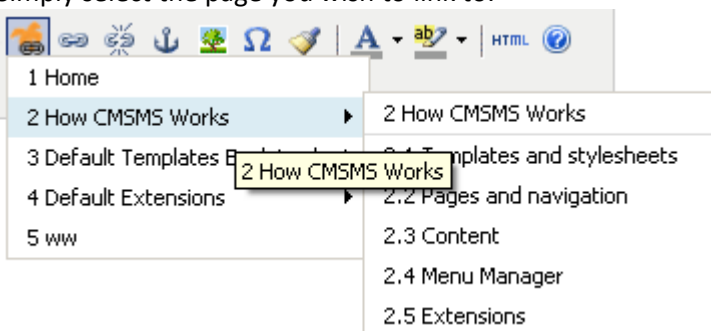
Any text or image can have a link added to it.

#### Linking to an existing CMSMS page

Highlight some text (could be an image) then click on the Insert link to cmsms-page button.



Simply select the page you wish to link to.



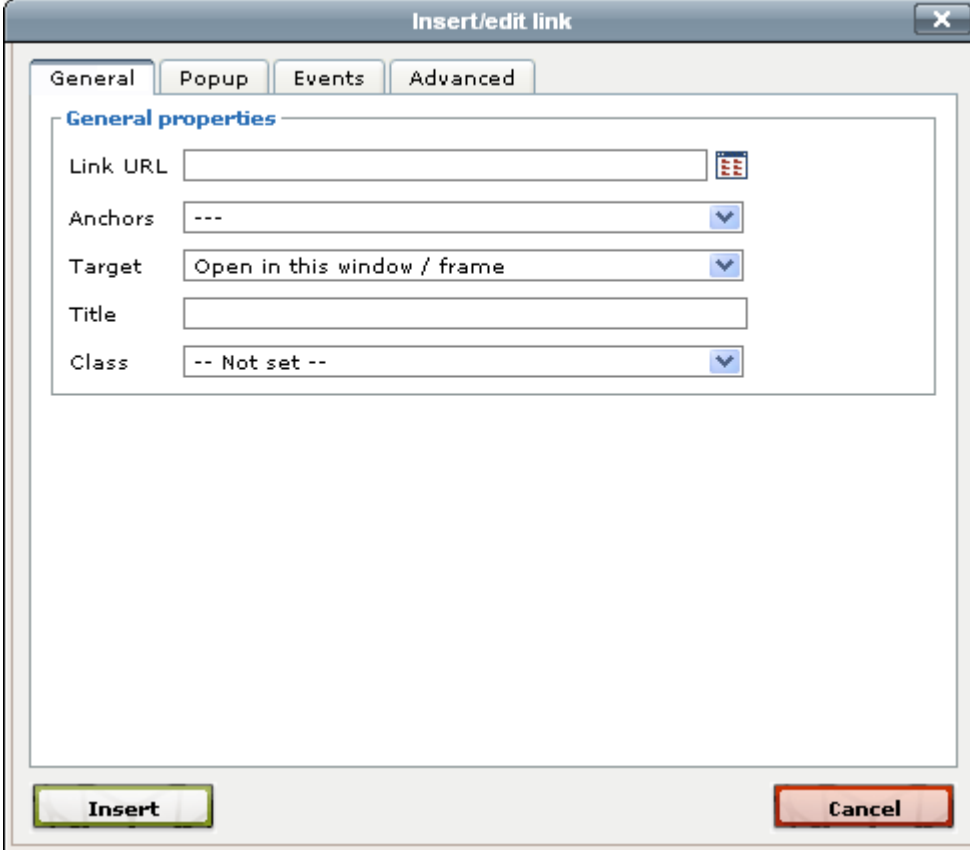


### Linking to an external web site

Highlight some text (could be an image) then click on the Insert/Edit link button.



The Insert/edit link window will open.



Enter the address of the web site in the Link URL box; this must include the <http://> at the beginning of the web address.

Use the Target dropdown menu to select Open in new window ([\\_blank](#)).  
Enter a description for the link in the Title box.

Hit the Insert button to add the link.

### Adding an email link

Highlight some text (could be an image) then click on the Insert/Edit link button.



The Insert/edit link window will open.

In the Link URL box enter <mailto:> followed by the email address you wish to use.  
e.g. <mailto:andy@hayward-design.co.uk>

Enter a description for the link in the Title box.



### Linking to documents, images and files previously uploaded

Highlight some text (could be an image) then click on the Insert/Edit link button.



The Insert/edit link window will open.

Click on the Browse icon.



Navigate to the file you wish to link to.

Use the Target dropdown menu to select Open in new window (\_blank).

Enter a description for the link in the Title box.

To **remove an existing link** highlight some text (could be an image) then click on the Unlink button.



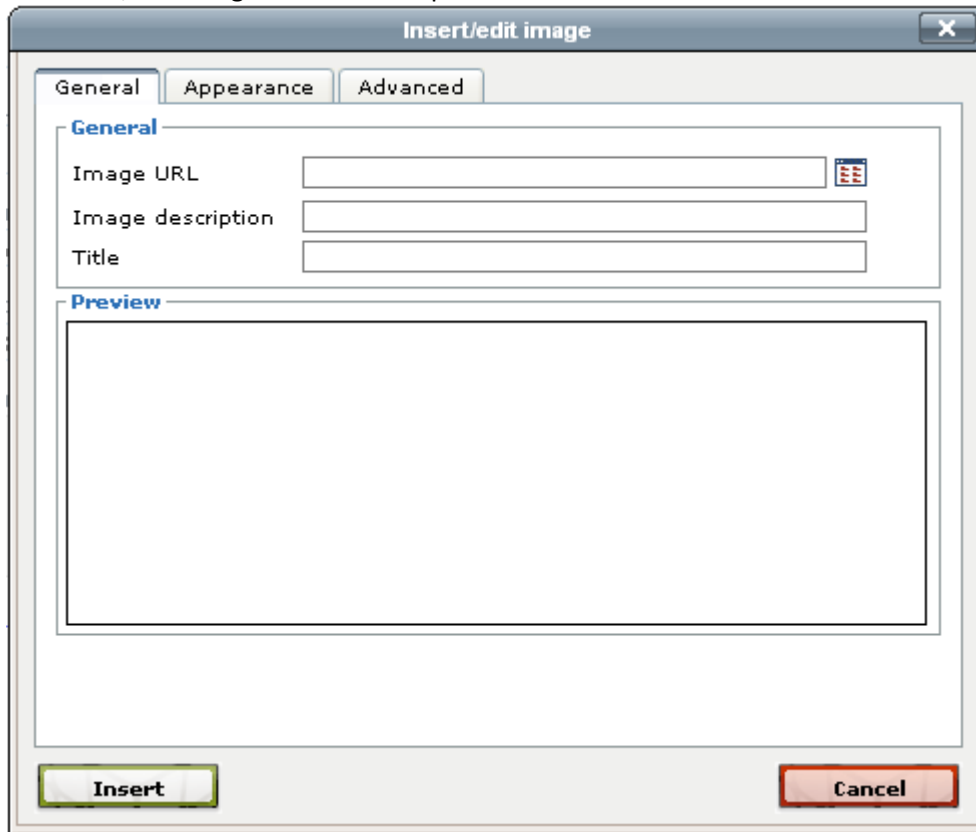


## Inserting images

To add an image to your page that is already on the server, place the edit cursor where you will be placing the image, then click on the Insert/edit image button.



The Insert/edit image window will open.



Click on the Browse icon.



Navigate to the image you wish to link to.  
Once selected add an Image Description for accessibility.  
The Description box can be ignored.

Click on the Appearance tab.

The Alignment dropdown allows you to format how the image will interact with text and other images already in the page.

The Dimensions boxes are for information only and should not be used to resize the image.



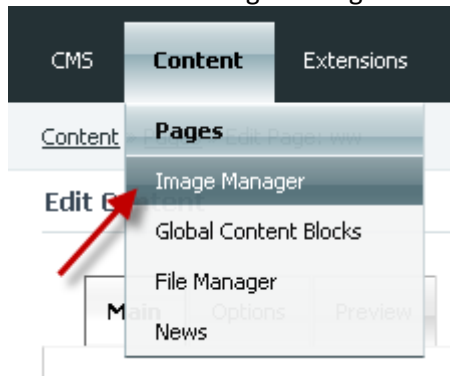
Adding a value (in pixels) to either the Vertical or Horizontal space boxes will add blank space around the image. Please note that the space will apply equally to both top and bottom or left and right.

The Border value is by default 0 which is no border.  
To add a border set this value to 1 or higher for a thicker border.

All other options in Appearance can be ignored.

### Uploading & Resizing Images

Go to Content > Image Manager



A list of all images and folders containing images will be shown, at the bottom of this display you will see the Upload File and create New Folder options.

#### Upload File:

#### Create New Folder:

If required create a new folder on the server.

E.g. DEMO, click on the new folder to enter it and then use the Browse button to find the image on your computer, once selected click on the Send button.

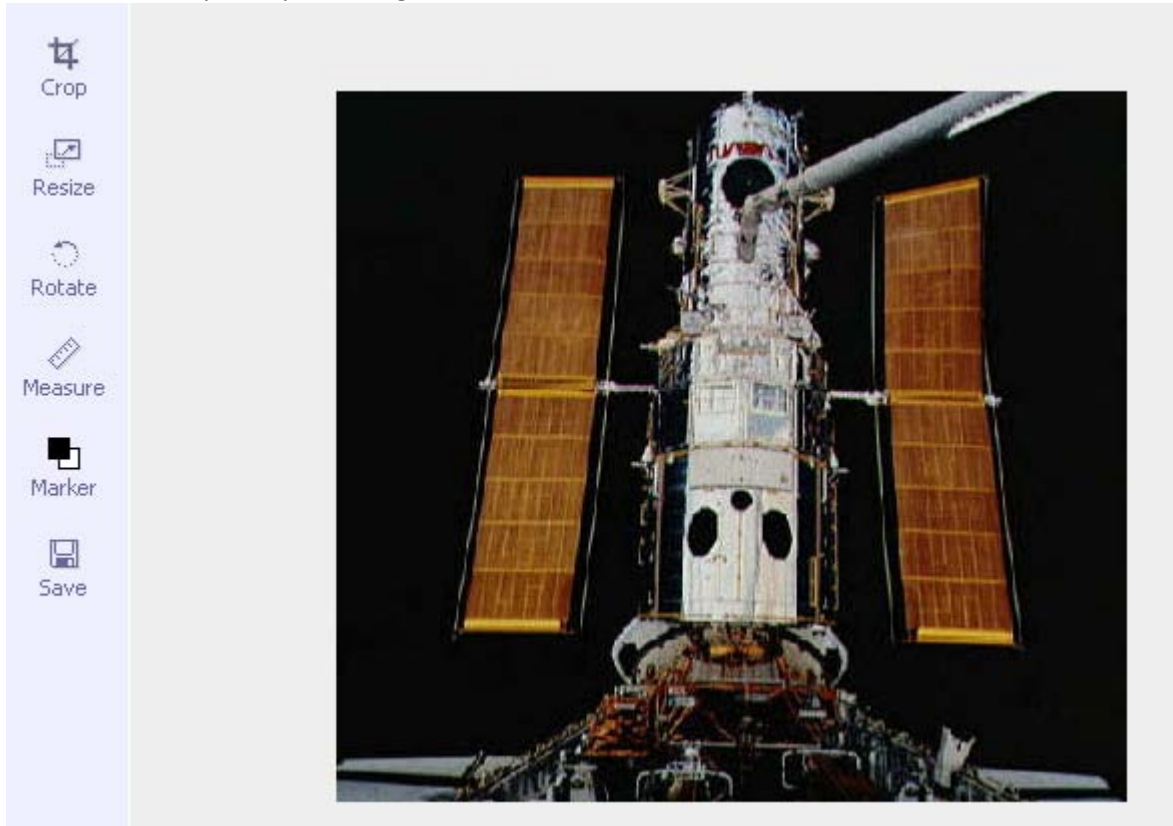
The new image will now be shown as a thumbnail image. Under the image there are two icons and the size (dimensions) of the image.





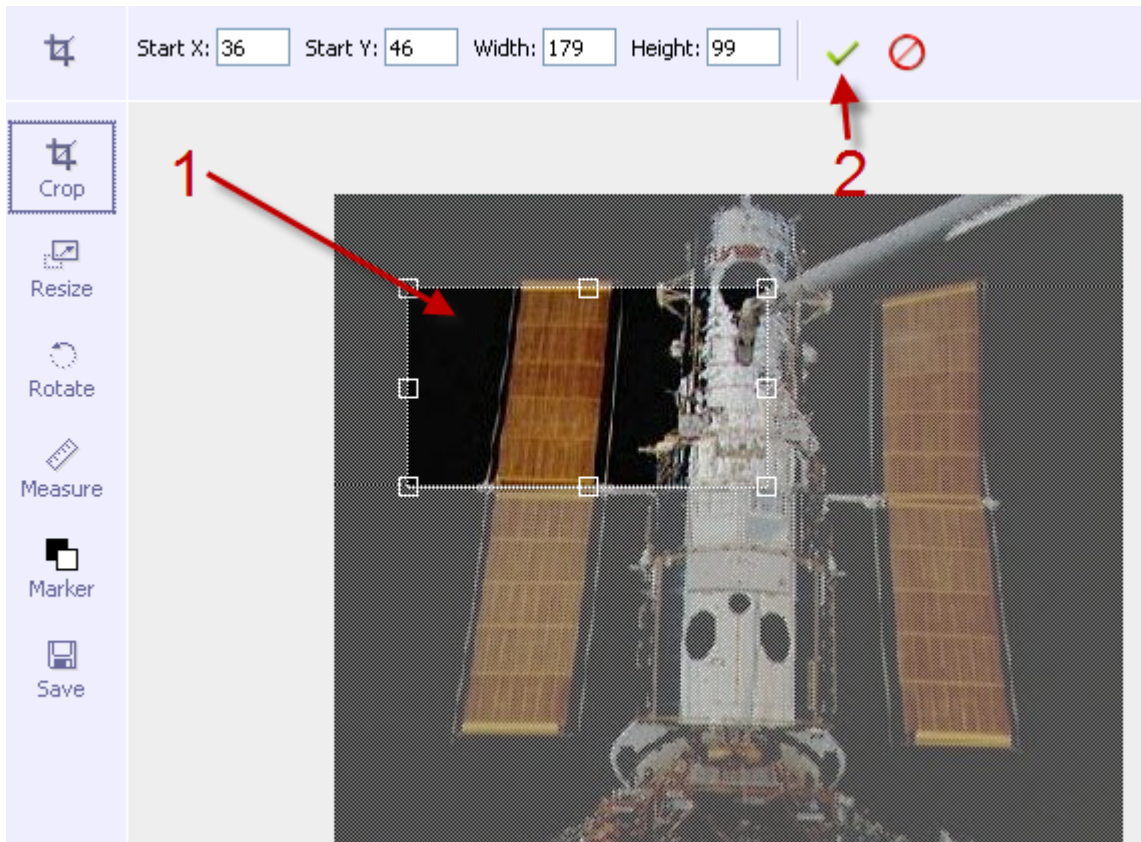
The trash bin allows you to delete the image; you will be prompted if you really want to do this. Once the image is deleted it is removed from the server.

The Pencil icon opens up the image editor.

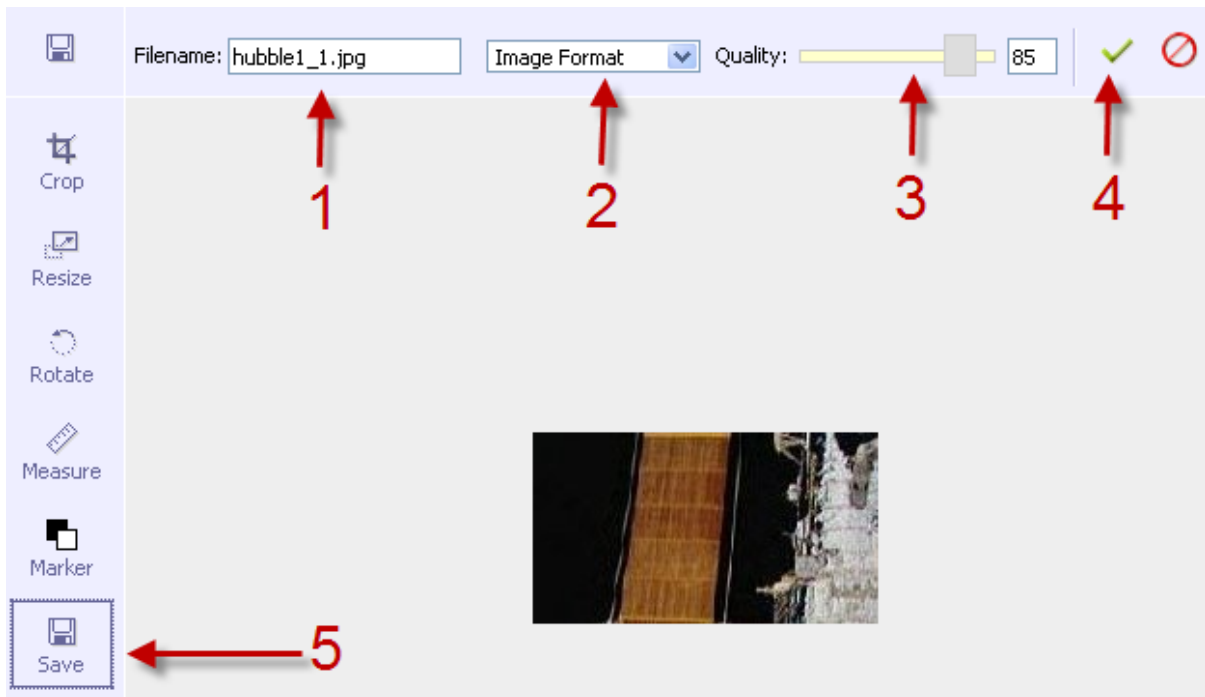




**Crop** allows you to select a portion of the image 1.  
Once selection has been made click on the tick icon to confirm 2.







To save the selection, choose a new filename (note that the system automatically adds a numbered suffix to each new save) 1.

The Image Format 2 and Quality 3 can normally be left as is.

Save button 5 and then click the green tick icon 4 again to confirm changes . The save will be confirmed.

Close the Image editor and hit F5 to reload the browser, the new image will now be displayed.





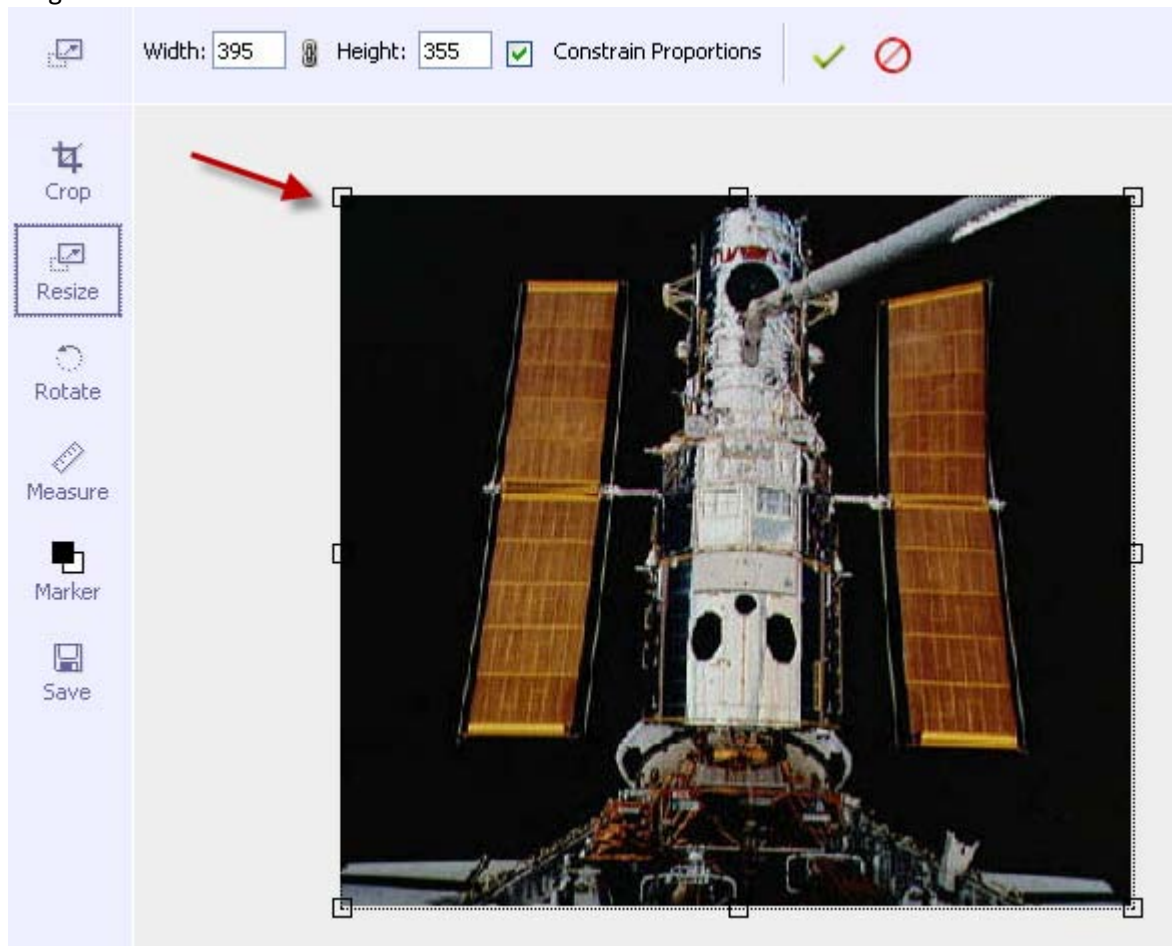


## Resize

Open the Image editor and click the Resize button.

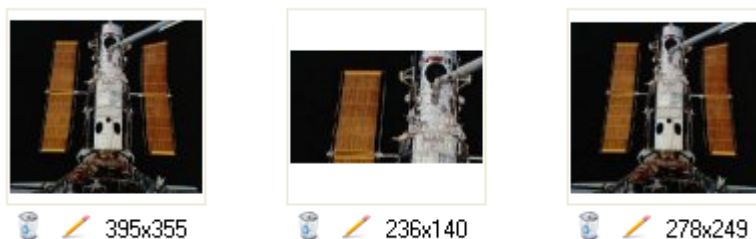
The image can be resized in two ways.

Enter the desired width and height in the boxes or use the resize handles to visually resize the image.



Click on the green tick icon to confirm changes, then click on Save button and then click the green tick icon again to confirm changes. The save will be confirmed.

Close the Image editor and hit F5 to reload the browser, the new image will now be displayed.

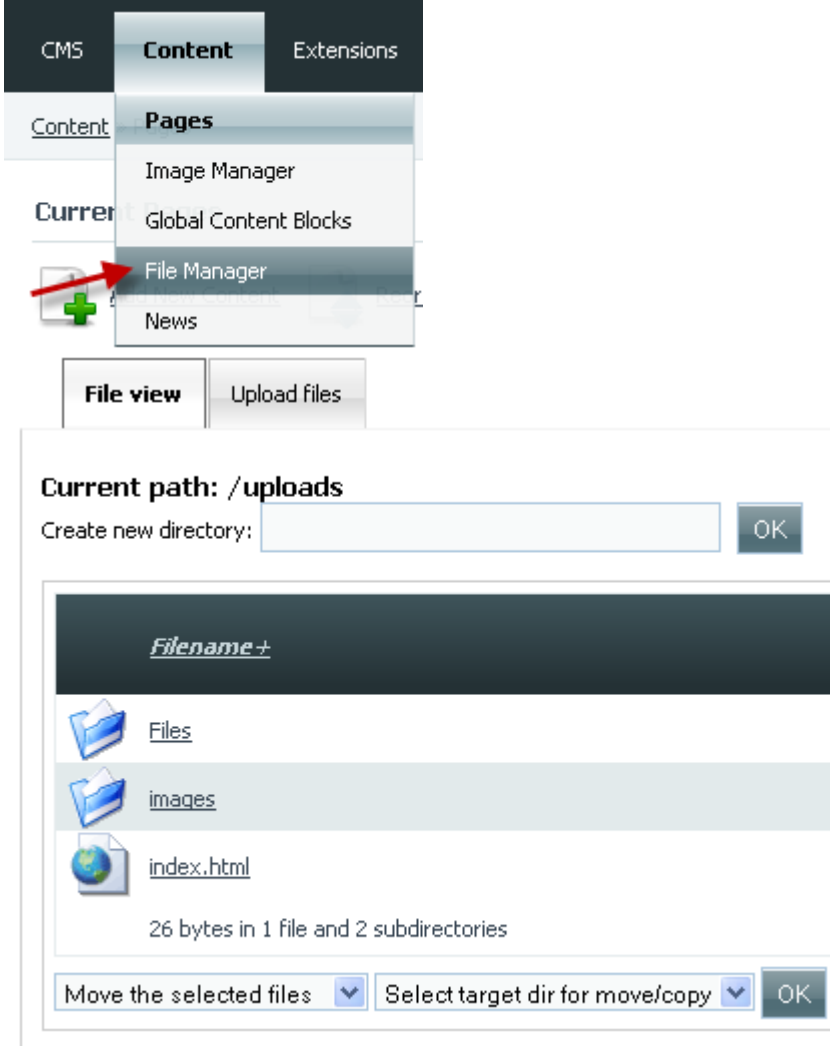




## File management

The File manager provides more comprehensive functions for maintaining your files and folders.

Go to Content > File Manager



The screenshot shows the CMS navigation menu with 'Content' selected. The 'File Manager' option is highlighted with a red arrow. Below the menu, there are buttons for 'File view' and 'Upload files'. The main content area displays the current path as '/uploads' and a list of files and folders: 'Files', 'images', and 'index.html'. At the bottom, there are buttons for 'Move the selected files', 'Select target dir for move/copy', and 'OK'.

This allows you to create new folders, move files between folders, delete and copy existing files on the server.

The great strength of the file manager is that it is not limited to images but can be used for all file types e.g. pdf.

You can also upload multiple files via the file manager, click on the Upload files tab



File view **Upload files**

**Uploading files to: /uploads/images**

File no.1

File no.2

File no.3

File no.4

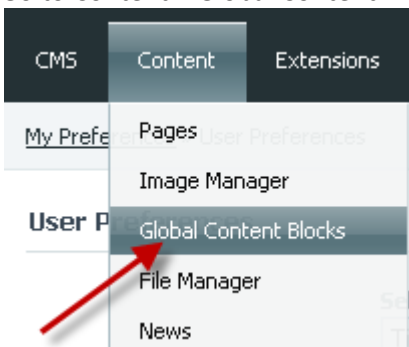
File no.5

And browse for the file on your computer.

### Global Content Blocks

There will be occasions when you would like to add the same information to more than one page. Instead of recreating this content for each page you can use Global Content Blocks to do this.

Go to Content > Global Content Blocks.



You will see a list of all existing blocks.



## Global Content Blocks

Name	Tag to Use this Block
<u>footer</u>	{global_content name='footer'}



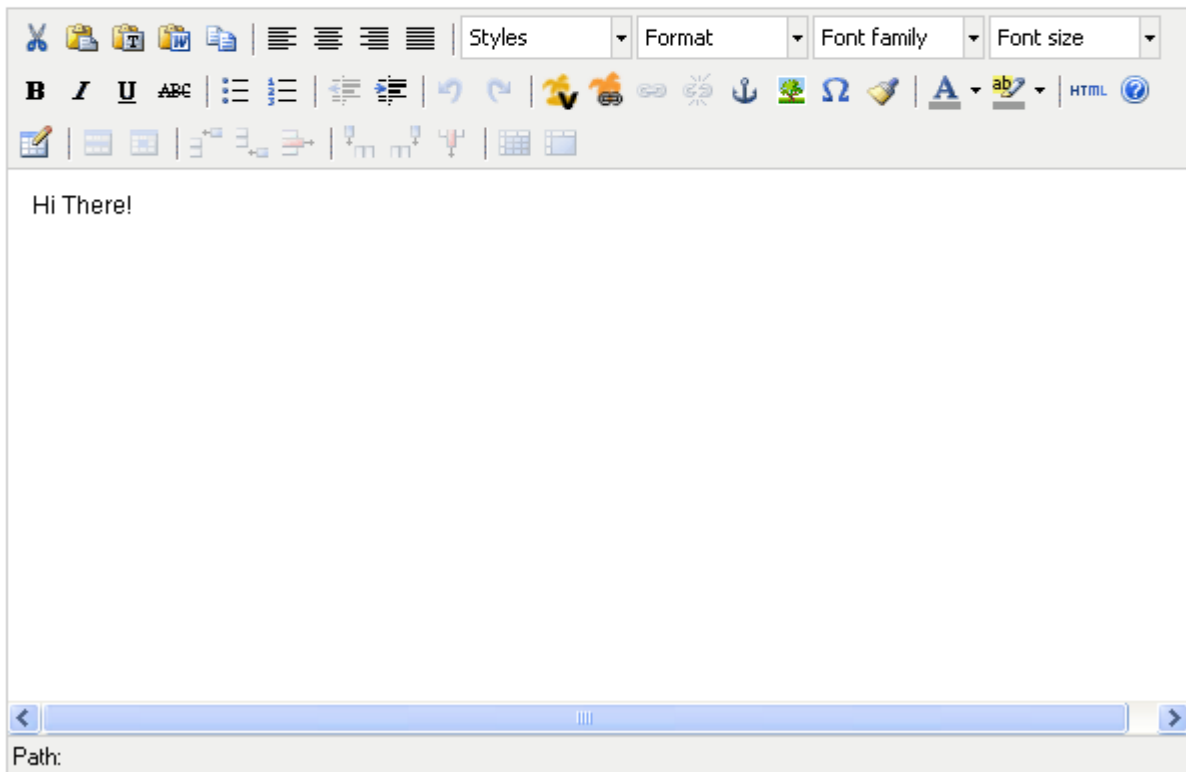
Add Global Content Block

To add a new block, click on Add Global Content Block

\*Name:

DEMO

\*Content:



Hi There!

Path:

Give it a unique name and add your content in the content area as normal then click the Submit button.



## Global Content Blocks

Name	Tag to Use this Block
<u>DEMO</u>	{global_content name='DEMO'}
<u>footer</u>	{global_content name='footer'}



[Add Global Content Block](#)

To add the new block to your pages, copy the code to the right of the blocks name and simply paste into the page where you would like it to appear.

Now when you update the block the content of all of the pages where it appears will also be amended.