

Main Screen

Logging In

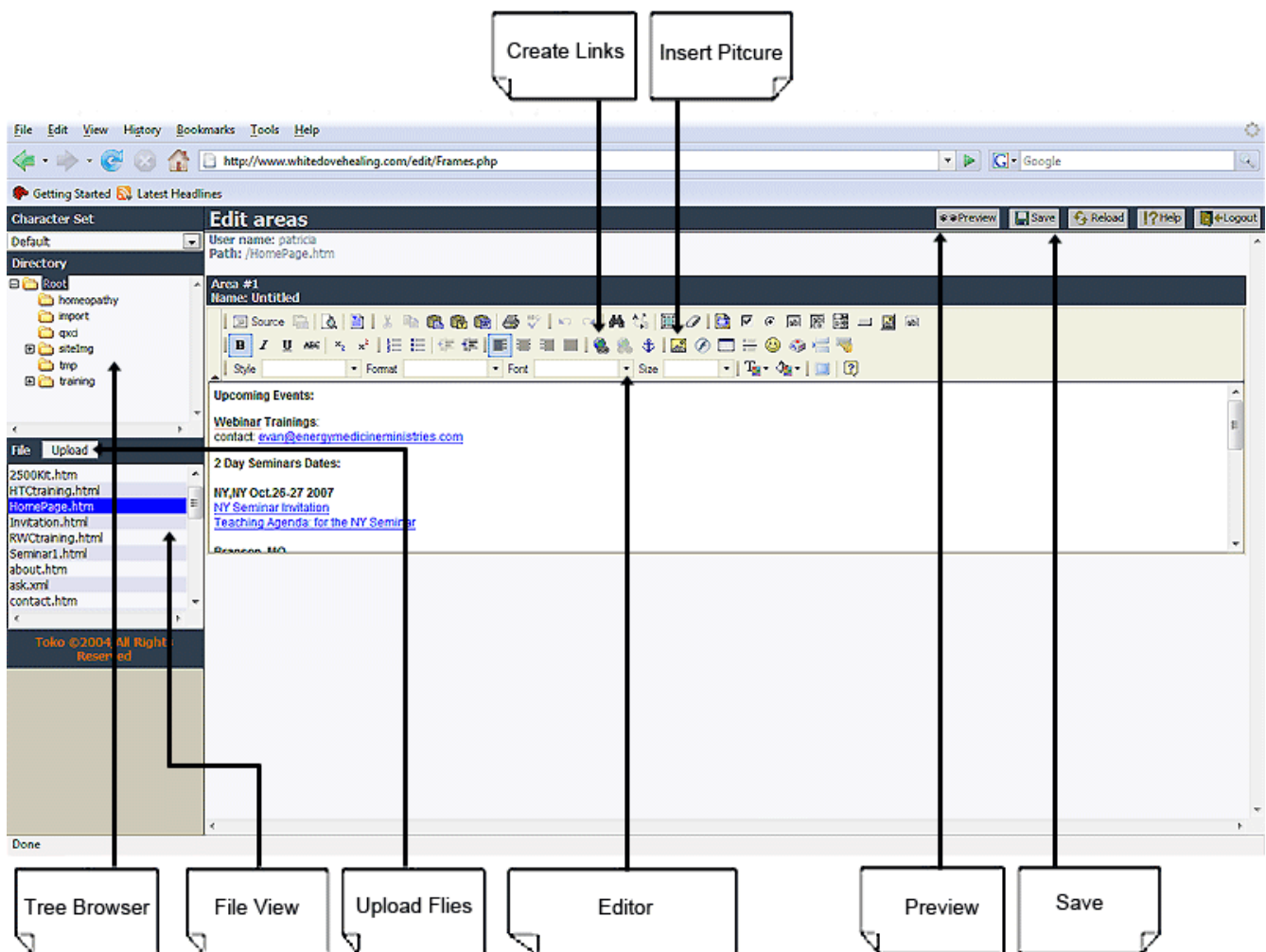
In order to log in, direct your browser to the location of your Content Management System. e.g. <http://www.yourdomain.com/edit/>



A screen of logging in will open up. Enter your user name and password

Login errors are commonly caused by not entering passwords properly. Passwords are case-sensitive.

THE EDITOR



Select the Page you want to edit.

Using the **Tree Browser** Navigate to the File or Yellow Folder that contains the File you want to edit.

Clicking on a Yellow Folder in the **Tree Browser** will create a list of the Files inside that Folder which will be visible in the **File View** Window just below the **Tree Browser**.

Clicking on a File (usually ending with .htm or .html) will load that page up in the main window for editing. From there you can click anywhere in the text body and make changes using the **Editor**.

Using The Editor.

The **Editor** has six (6) main functions.

- 1) Simple text editing
- 2) Upload Files**
- 3) Create Links**
- 4) Insert Pictures**
- 5) Preview**
- 6) Save**

Simple text editing – text editing is performed the same as any common text editor. There are common features such as: Bold, Italic, Underline, Font and Size.

Upload Files – Before you can **Create Links** or **Insert Pictures** the content must be on your web server to link to. *If you are introducing new content that is not currently on your web site you will need to add the new content to your web server by clicking on the **Upload Files** tab.* From there you will be able to browse your computer for the file(s) you want to upload. Acceptable file formats include: .jpg, .jpeg, .gif, .png, .pdf, htm, html

Create Links – You can Create links to: Web Pages, PDF Documents, etc...

To create a Link

1. click on an Image or Highlight the section of Text you want to use as a Link.
2. Click on the **Create Links** Tab.
3. From the Link Pop-Up Dialog Box / **Link Info** - click on **Browse Server** (to link to content within your own web site) or Copy/Paste a web address into the **URL** Box (if you want to create a link to a site outside of your own web site). Next > choose Target from the top tab of the Dialog Box. Under the **Target** Drop Down Menu Select: **New Window** (for the link to open in a separate window) or **Same Window** (for the link to open in the same Window). Select OK when Done.

Insert Picture -

1. Click on the **Insert Picture** Tab.
2. Click on the **Browse Server** Tab from the Pop-Up Dialog Box.
3. **Width / Height** can be set (100 – 150 for smaller thumbnails) (500 – 800 for full size images) **note – a small image uploaded to the web server will not look good if resized larger (pixels will appear).*
4. **Hspace/VSpace** – add an invisible buffer/border around an image.
5. **Align** – will Place the image to the left/right on a page and the text (if present) will form around the image placement (magazine/newspaper style)
6. Click **OK** when done.

Preview – to see your changes before saving (“going live”) - click the **Preview** Tab.

Save - When you are done you click on the Save button on the top and your changes are then saved!

Help! - Select the Page you want to edit.

If you have trouble finding what folder or File to edit - navigate to the actual web page in your web browser to help you see the location of that file/page on your web server.

Example: <http://www.whitedovehealing.com/import/index.html> - would be found by going to the **CMS Editor** and opening **Tree Browser (Root)** / then selecting the **import** Folder and click on [index.html](http://www.whitedovehealing.com/import/index.html) in the **File View** below.

Also, files that are **not** located within Folders (and are separate) are accessed by clicking on **(Root)** within the **Tree Browser** and accessing them through the **File View** below.

Examples of Pages that are not in Folders look like this:

<http://www.whitedovehealing.com/contact.htm>

<http://www.whitedovehealing.com/about.htm>

There is no folder named after the web address, simply a www.yoursite/name.htm

not www.yoursite/folder/name.htm here- **/folder/name.htm** -indicates that **name.htm** is inside of a **Folder** named "folder"