

webMANAGER v1.5 Editing Guide

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System Requirements

- Personal Computer
 - Internet Connection
 - Internet Explorer 7.x
- Macintosh Computer
 - Internet Connection
 - Firefox

Login to webMANAGER

In your webMANAGER training session by Platypi Designs you will have received the web address, user name and password that you require to access the tools to edit your web site. If you no longer have this information, please contact Platypi Designs.

On your personal computer, open the web browser Internet Explorer and type in the web address you were given.

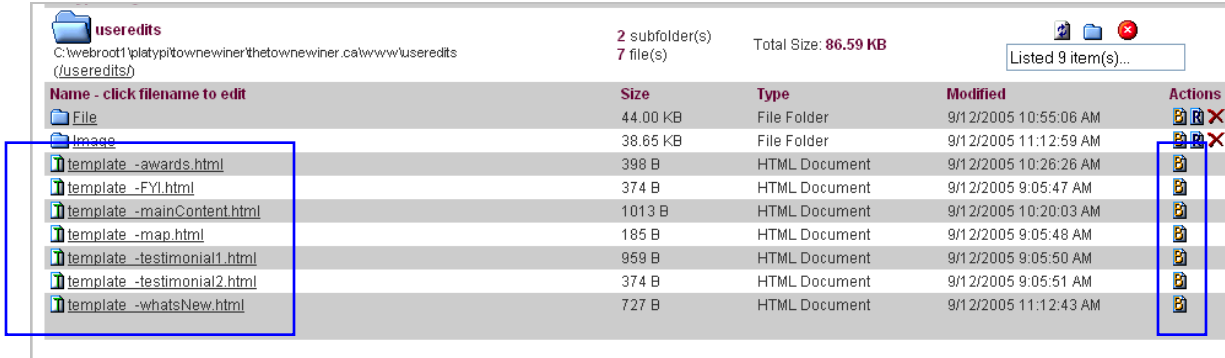
You will get the following screen, as seen below. Enter your user name and password and click the login button.
















Introduction To File Listings Screen

File Listings Screen

Upon successful login you will see a screen with various file names and other details.



Name - click filename to edit	Size	Type	Modified	Actions
File	44.00 KB	File Folder	9/12/2005 10:55:06 AM	  
Image	38.65 KB	File Folder	9/12/2005 11:12:59 AM	  
template -awards.html	398 B	HTML Document	9/12/2005 10:26:26 AM	
template -FYI.html	374 B	HTML Document	9/12/2005 9:05:47 AM	
template -mainContent.html	1013 B	HTML Document	9/12/2005 10:20:03 AM	
template -map.html	185 B	HTML Document	9/12/2005 9:05:48 AM	
template -testimonial1.html	959 B	HTML Document	9/12/2005 9:05:50 AM	
template -testimonial2.html	374 B	HTML Document	9/12/2005 9:05:51 AM	
template -whatsNew.html	727 B	HTML Document	9/12/2005 11:12:43 AM	

There are two areas of this screen that you will want to use. The list of file names as well as the Preview buttons, as seen above in blue outlines.

The preview button on the right will give you a preview of that page.

When you click on a file name you will be editing that page or that section of the page depending on the complexity of your web site.

Understanding File Names

The names of the files will indicate a section of a page that you can edit or a full page that you can edit.

In A One Page Site

If you have a 1 page web site there is a chance that your web site content is broken into more than one editable piece. For example you could have an area for the main web site content, 2 testimonials, and FYI area that can all be edited separately. With this said you will have 4 file names in your list that could be edited by you.

Example file names in your list would be:

index_-mainContent.html
index_-testimonial1.html
index_-testimonial2.html
index_-FYI.html

The first part of the file name which is index_- indicates the page that you are editing.

You can tell what page you are editing by the web address of the actual page.

So for a 1 page site the full web address would be:

<http://www.yourcompany.com/index.html>

Therefore you will be able to make edits to any file name that has index_- in the file name list. In the case of a 1 page site all the file names will contain index_-.

NOTE: Not all 1 page web sites will have index.html as their page name. Others do exist such as default.html, default.htm, index.htm, index.asp, etc.

The second part of the file name in a 1 page site will stand for the area of that site you want to edit. So if you wanted to edit the FYI area, you would select the file index_-FYI.html from that list.

In A Multiple Page Site

If your web site is more than 1 page, you will most likely have 1 editing area per page. So if your site had 5 pages such as Home, About Us, Services, FAQs and Contact Us you would usually have 5 file names in your list looking like:

index_-pagebody.html
about_us_-pagebody.html
services_-pagebody.html
faqs_-pagebody.html
contact_us_-pagebody.html

The first part of the file name such as about_us_- indicates the page that you want to edit.

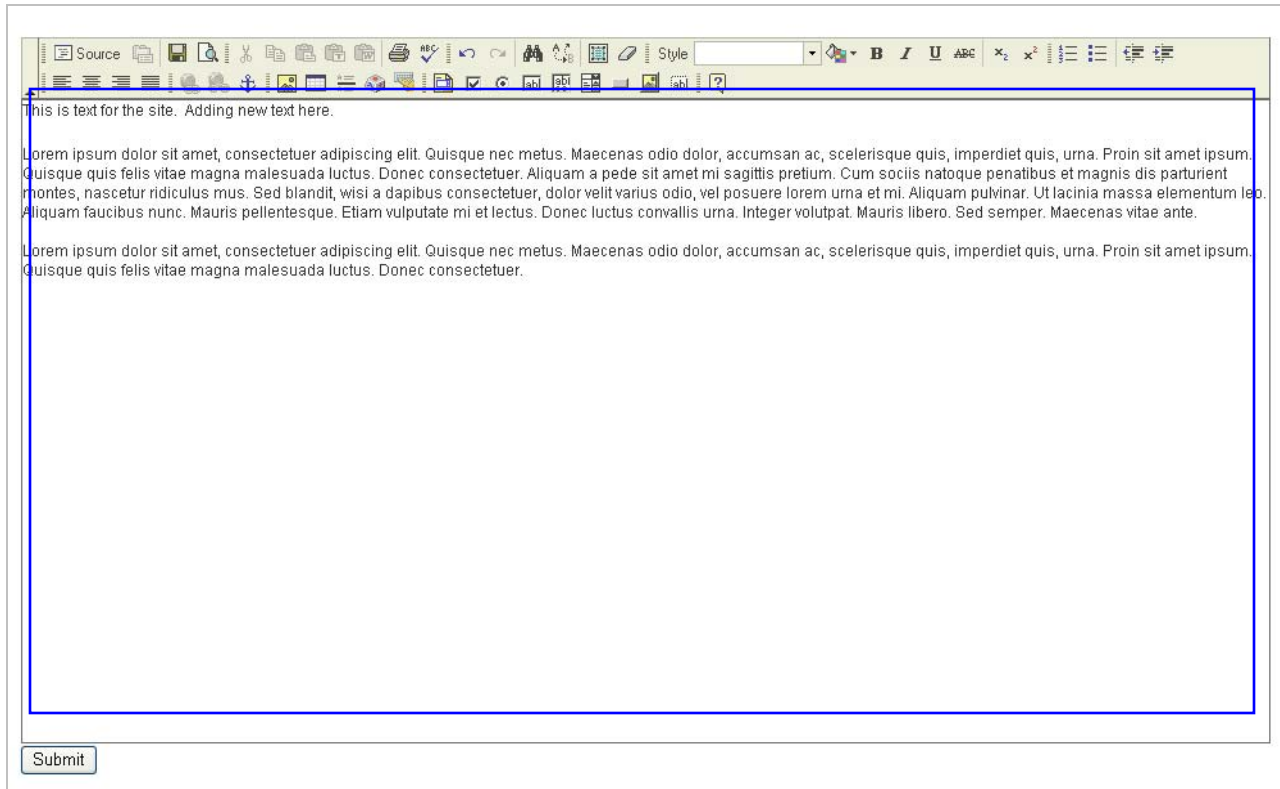
If you were trying to edit the content on the About Us page of a multiple page site the full web address would be:

http://www.yourcompany.com/about_us.html

Therefore in your file name list you would be looking for the file name starting with about_us_- and that's the file you will want to edit.

Editing Content

To edit content you will click on one of the file names in the list on the file selection screen and a web editing tool screen will appear.



This web editing tool has all the functions of any other word processor that you might be used to, whether it be Microsoft Word or Corel WordPerfect. You will probably recognize some icons like Save, Preview, Copy, Paste, Undo, Redo, Print, Bold, Italic, and Underline to name a few.

To edit content you can just copy and paste information from other sources (i.e., Word, WordPerfect, Notepad) to the text area, as seen above in blue outlines.

Note: Please use the icon that looks like this when pasting text from another Word Document. This button will clean up the invisible code that Microsoft Word uses. You will see this in the top row of icons.



The key to any web editing tool is to have time to play with all of the functions and figure out what it does. This is the best way to learn how to use this system to the best of its ability.

Tips & Tricks To Editing Content

The following are items that could help you work with webMANAGER tool more efficiently.

To control paragraph spacing and to allow you to just move your cursor to the next line there are a couple of hints that we can give you.

To start a new paragraph you will want to hit your Enter key. This will give you a space between your last sentence and the sentence you are about to write.

Example:

This is text.

This is new text

To get your cursor to move to the next line rather than start a new paragraph you will hold down the Shift key and hit the Enter key.

Example:

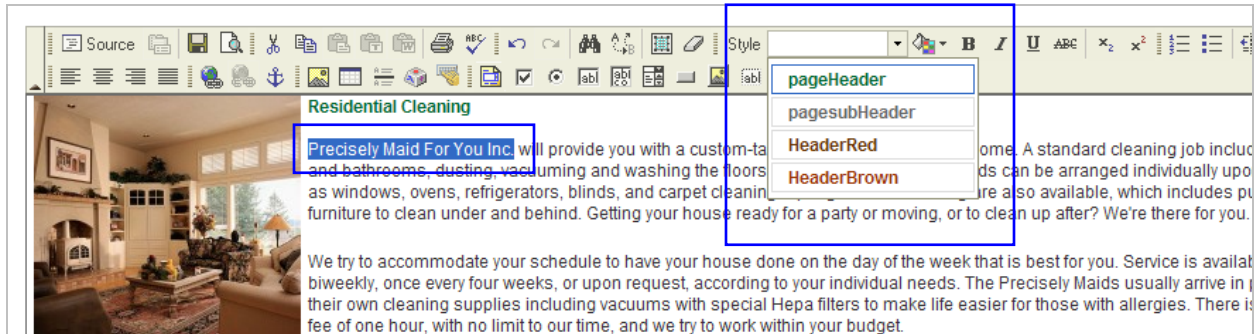
This is text.

This is new text.

Applying Styles to Text

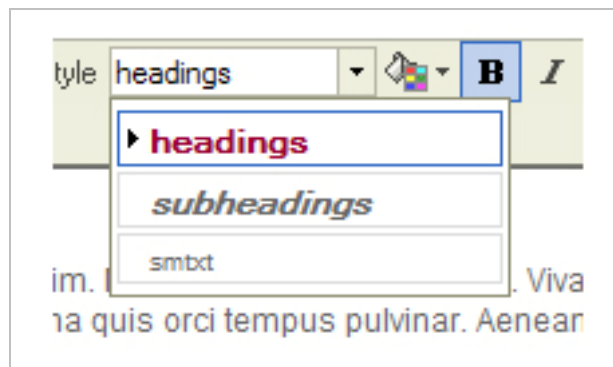
First select the text (with the mouse, or the arrow + Shift key) that you wish to effect.

Once selected find the Style drop down menu and click on the downward facing arrow to see the options that you can select from. Then click on the style you want.



If you wish to remove a style from text it is the same procedure.

Select the text you want to remove the style from then click on the Style drop down menu. The style that has the black arrow front of the style name is the one currently selected. If you click on that one, it will remove the style from your text.



File Naming Conventions

Whether you are uploading images or files to the CMS library we recommend that file names stick to a standard naming convention. File names that go outside of this convention might cause unexpected errors on your site.

File naming specifications:

- Keep file names short
- Accepted file names are any combination of letters, numbers and underscores i.e. 2008_JaneDoe.jpg
- Avoid using any unusual characters including spaces

Uploading & Using Images

From time to time you will want to implement images that relate to your content and compliment the site.

To get an image onto the web site you will have to upload the image and then place it into your editing area.

NOTE: An image is a .jpg or a .gif file format.

When uploading images please make sure that your images are sized properly so that you're not using images that are too large in file size or physical size for the web site.

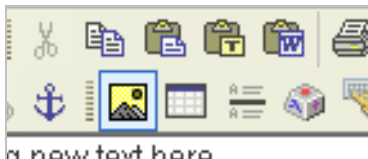
Resizing images can be done through a variety of graphics programs, such as Adobe Photoshop, or good image resizing software can be found on the internet for free.

We recommend Paint.Net Software (<http://www.getpaint.net/download.html>). Paint.Net demos are available at <http://www.platypidesigns.ca/clientwebmanager.asp>.

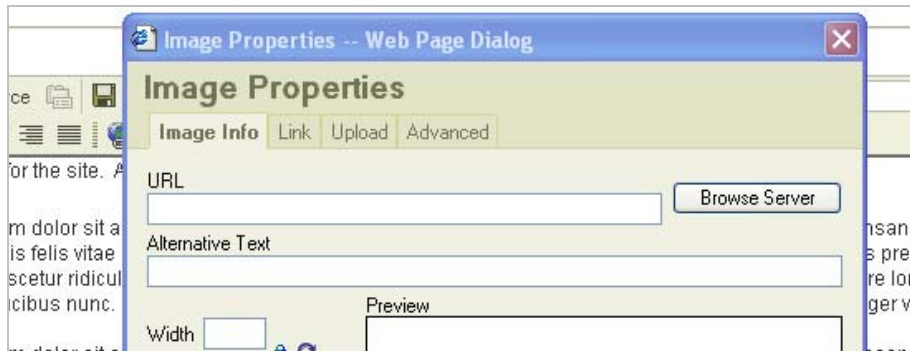
If you would like more information as to why you should resize your images and how to do it please contact Platypi Designs.

To upload an image you will do the following:

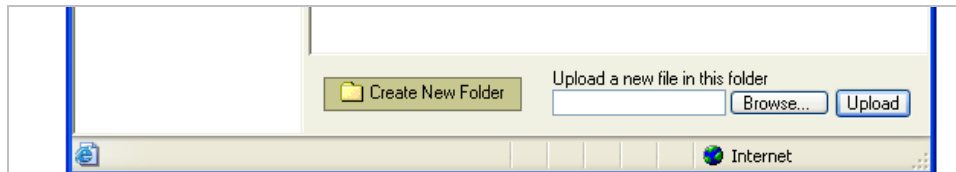
1. Click the Insert/Edit Image icon.



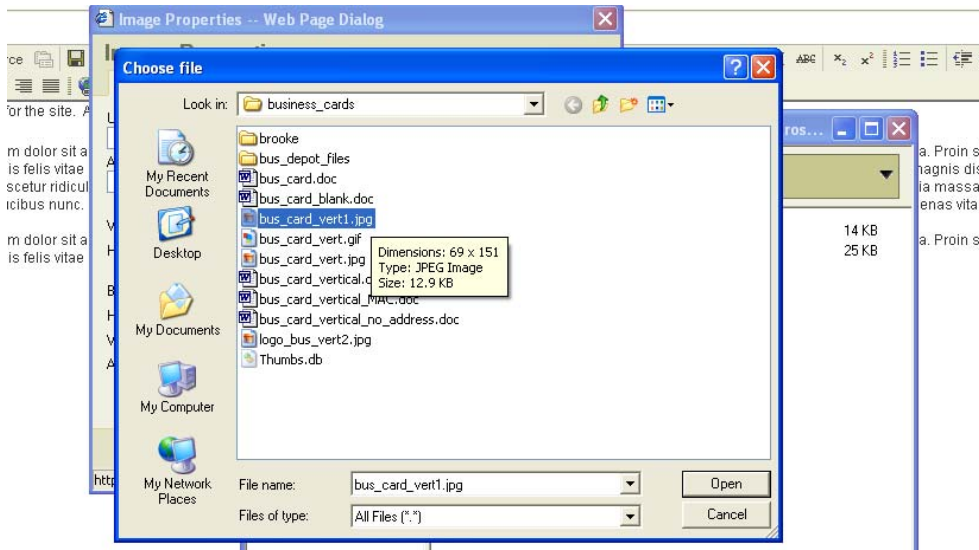
2. You will get an Image Properties pop up window and you will want to click on the Browser Server button.



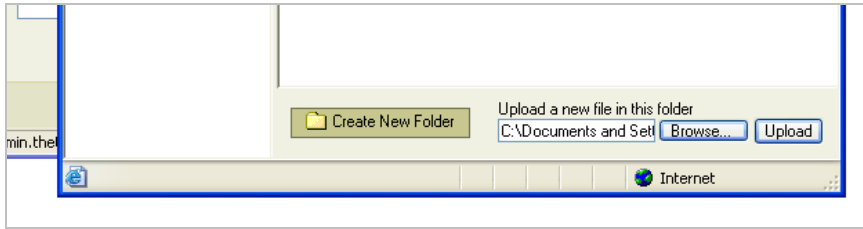
3. The Browse Server Button will take you to another pop up window where you will click the Browse... button at the bottom. This will allow you to find the image file on your computer that you want to upload.



4. Find the image file on your computer through the Choose File pop up, select it and click the Open button. Clicking the Open button will then return you to the previous pop up window.



5. The previous pop up window where you had clicked the Browse button now has a file path and you are ready to upload this file. Click the Upload button.

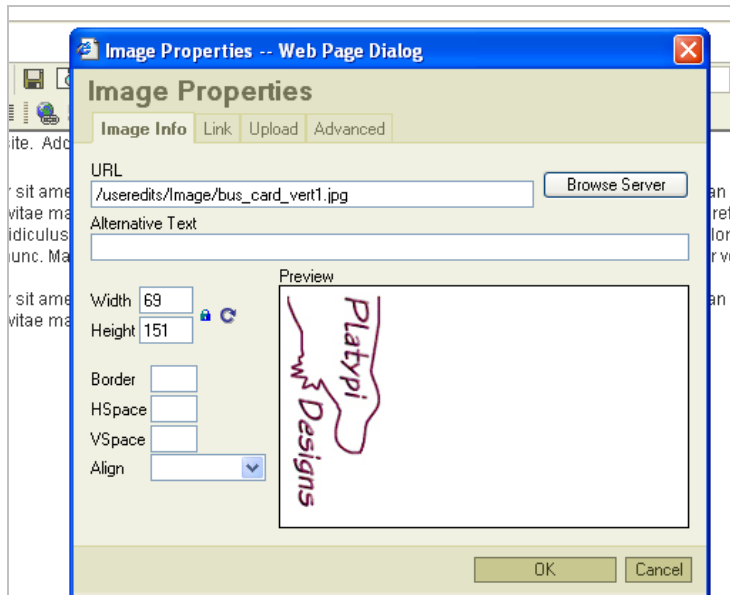


6. Clicking the Upload button will upload the image to the web server where you will be able to use it on your web site. When the image has uploaded it will be added into your list of images.



From this screen you can select the image that you want to use and click on the file name.

7. This will close down the screen shown above and put the image into the original Image Properties pop up that you started with.



Within this Image Properties pop up you can add Alternative Texts, which people will see if they mouse over an image or have their images turned off in their web browser.

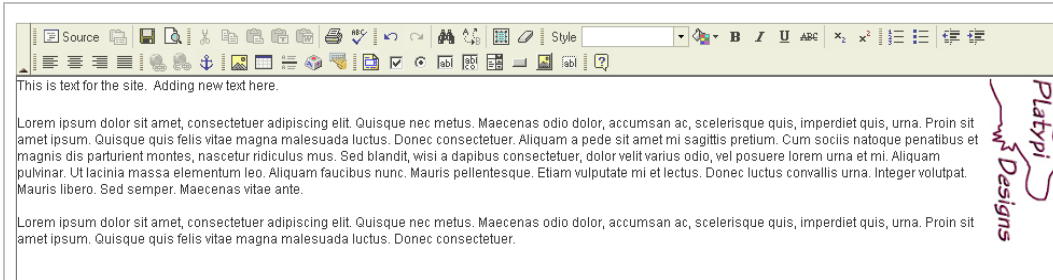
You will notice that you can change the width and height of an image here. We do not recommend that you resize your images here. Changing the height and width of an image in this area is only changing the physical size of the image on the screen it does not affect the file size. It is best to upload images to the server that are the size you want them for optimal web site delivery.

You can play around with adding borders, or spacing vertically or horizontally around the image. As well you can choose to align your image to the left and right of your text as well as many others.

We recommend that you try these features and see what the results are in order to get an understanding of what they do.

With the align option, you will most likely use left and right most often. Left means that the image aligns to the left of the text that is on the page. The words will wrap accordingly. Align right is the same idea but the image aligns to the right of the text.

- When you are done adding your extra Alternative Text and alignment options you will click OK. This will place the image as requested into your web site content editing area.



In this example I have chosen to align my image to the right.

- Continue to make web site content edits and then save your changes. View the Saving Content area of this document.

Adding An Uploaded Image To Your Content

To add an image that you have already uploaded to the server at another time you will have to do the following:

- Click the Insert/Edit Image icon.



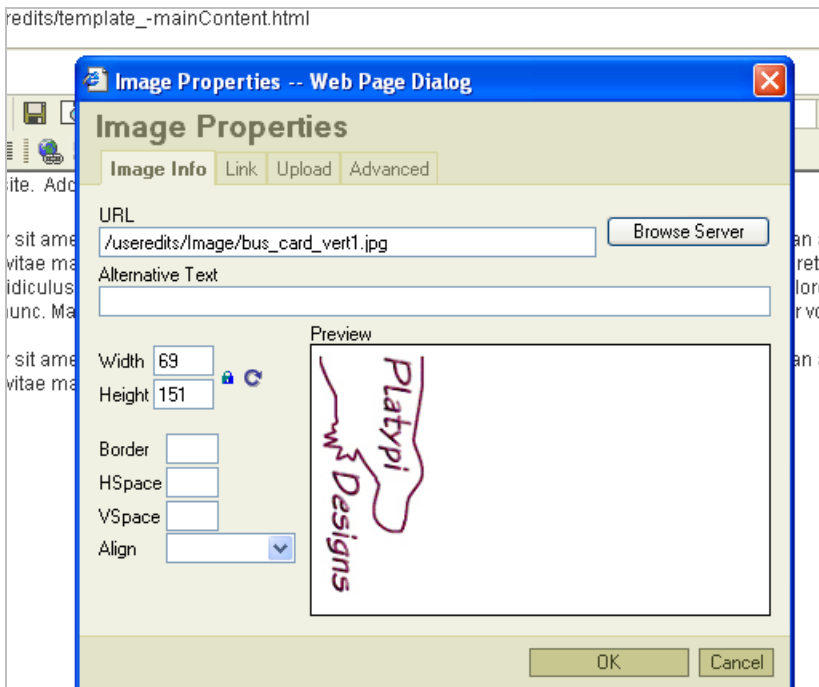
- You will get an Image Properties pop up window and you will want to click on the Browser Server button.



3. The Browse Server button will take you to another pop up window where you find a list of the image files that you have already uploaded to the server. Click on the image file that you want to add into your web content.



4. This will bring the image into the Image Properties pop up.



Within this Image Properties pop up you can add Alternative Texts, which people will see if they mouse over an image or have their images turned off in their web browser.

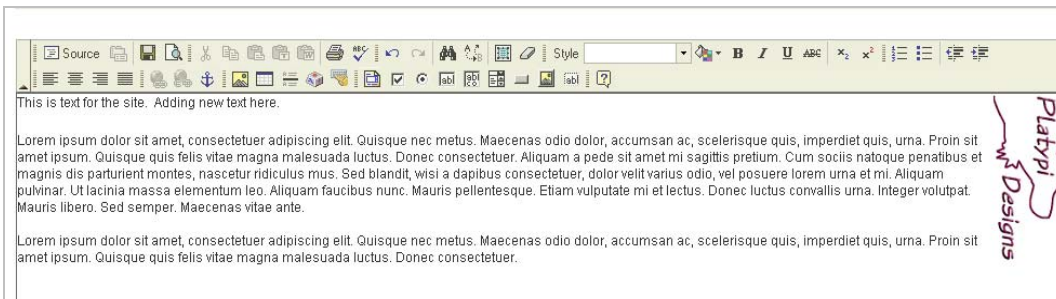
You will notice that you can change the width and height of an image here. We do not recommend that you resize your images here. Changing the height and width of an image in this area is only changing the physical size of the image on the screen it does not affect the file size. It is best to upload images to the server that are the size you want them for optimal web site delivery.

You can play around with adding borders, or spacing vertically or horizontally around the image. As well you can choose to align your image to the left and right of your text as well as many others.

We recommend that you try these features and see what the results are in order to get an understanding of what they do.

With the align option, you will most likely use left and right most often. Left means that the image aligns to the left of the text that is on the page. The words will wrap accordingly. Align right is the same idea but the image aligns to the right of the text.

5. When you are done adding your extra Alternative Text and alignment options you will click OK. This will place the image as requested into your web site content editing area.



In this example I have chosen to align my image to the right.

6. Continue to make web site content edits and then save your changes. View the Saving Content area of this document.

Uploading A File

From time to time you will want to link to files that you have which relate to your content.

To implement a link to a file you will need to upload the file to the server and then create a link to it in your editing area

NOTE: A file is a .pdf, .doc, .xls, .wpd, .ppt, .html

Uploading to the server and linking to .doc or .wpd isn't recommended because these file formats are not web safe. You cannot guarantee that everyone will have the appropriate program to view the file you are linking to. It is better practice to put .pdf files on the server and link to them. PDF files are the standard for web safe documents and they cannot easily be altered by the general public.

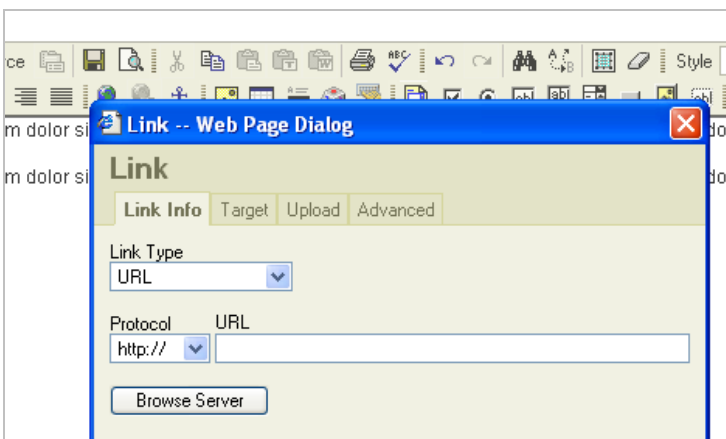
If you would like more information about file formats, please contact Platypi Designs.

To upload a file you will do the following:

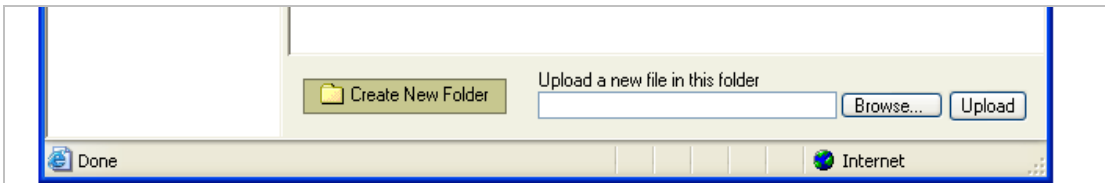
1. Click the Insert/Edit Link icon.



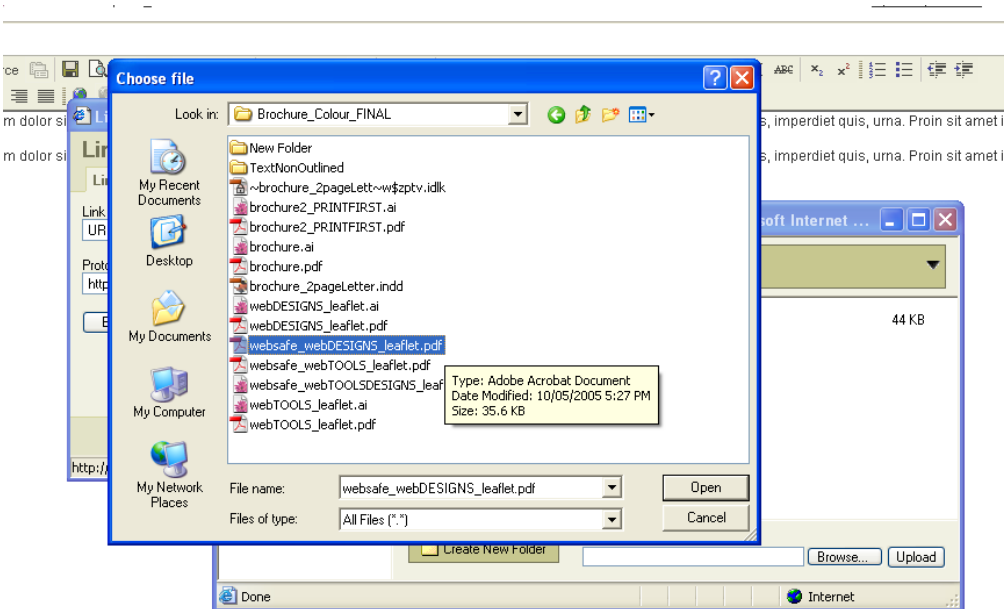
2. You will get a Link pop up window and you will want to click on the Browser Server button.



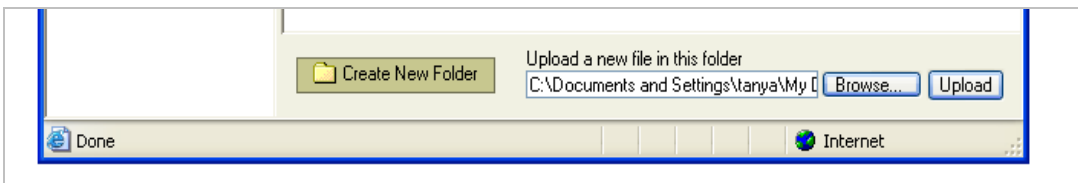
- The Browse Server button will take you to another pop up window where you will click the Browse... button at the bottom. This will allow you to find the file on your computer that you want to upload.



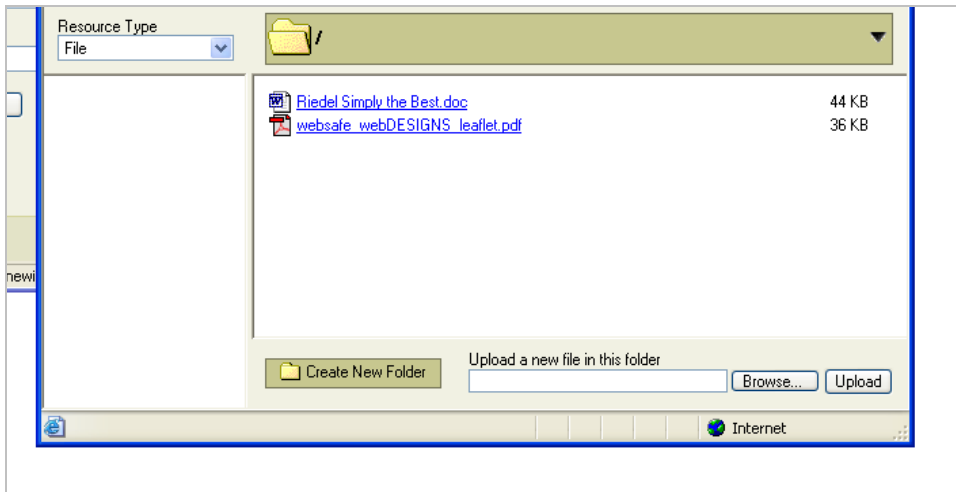
- Find the file on your computer through the Choose File pop up, select it and click the Open button. Clicking the Open button will then return you to the previous pop up window.



- The previous pop up window where you had clicked the Browse button now has a file path and you are ready to upload this file. Click the Upload button.



6. Clicking the Upload button will upload the file to the web server where you will be able to use it on your web site. When the file has uploaded it will be added into your list of images.

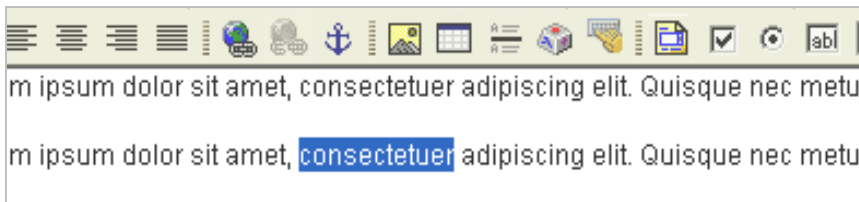


7. When you get to this screen and you see the file you have uploaded you can close this pop up window down as well as the File pop up window. You will now go onto linking a file to a piece of text or an image.

Creating A Link To Your Uploaded File

When you want to link to a file that you have uploaded to the server, you will want to do the following:

1. Highlight the text that you want to become the hyperlink to the file.



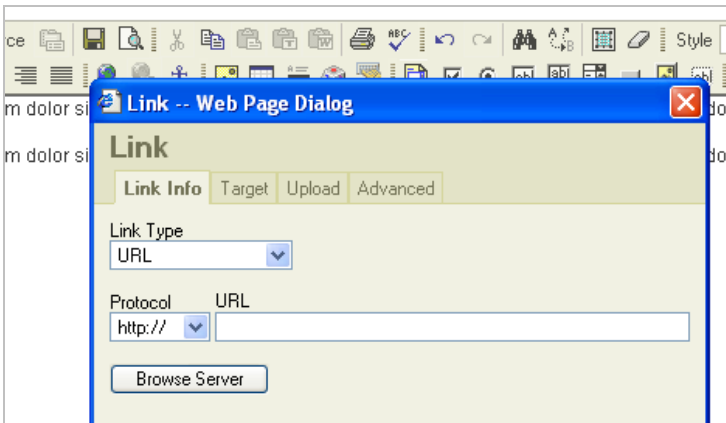
NOTE: Be sure to only highlight the word or words that you want to link to and avoid highlighting any extra spaces before or after the word/words you want linked.

NOTE: To create a link from an image rather than a piece of text, insert the image and then left click it to select it. Then follow the rest of the instructions below.

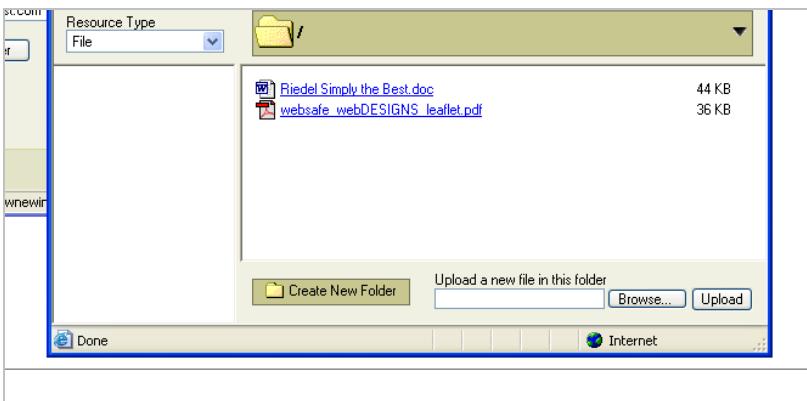
2. Then click on the Insert/Edit Link icon.



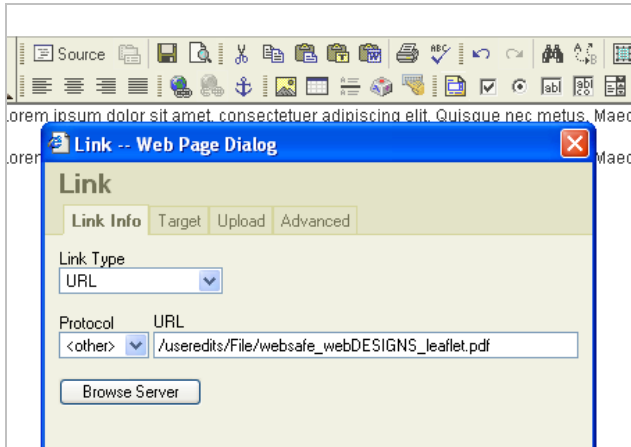
3. You will get a Link pop up window and you will want to click on the Browser Server button.



4. The Browse Server Button will take you to another pop up window where you find a list of the files that you have already uploaded to the server. Click on the file that you want to link to.

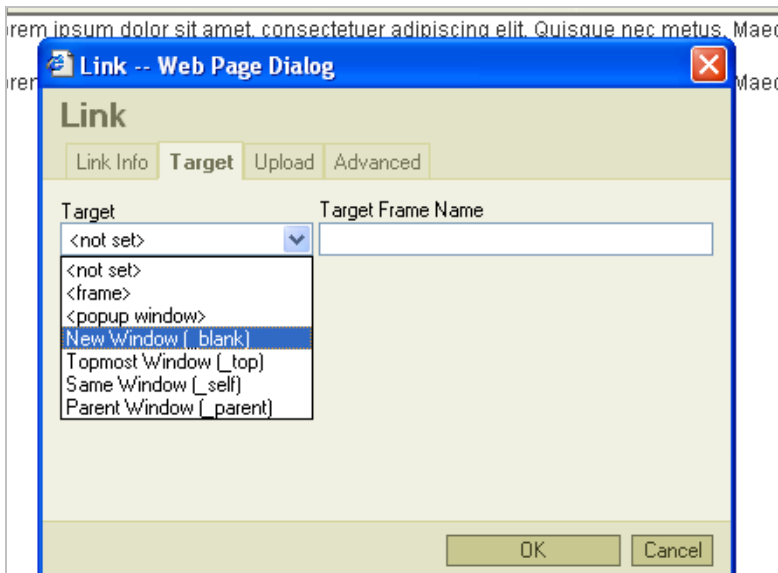


5. When you have clicked on the file you will be taken back to the File pop up window and the URL area will have filled in with the path to your file.



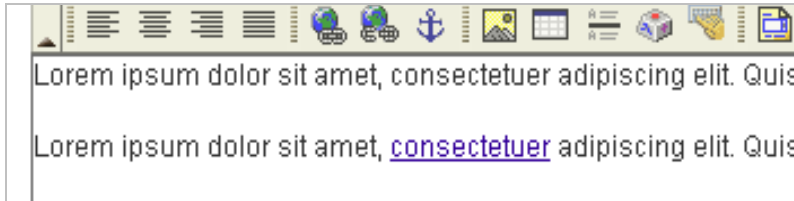
6. *NOTE: When linking to a file you will want to have that file pop up into a new window when a web site user clicks on the link. This way they are not taken off your web site to view the file.*

In order to make the file pop up into a new window, you will click on the Target tab in the Link pop up. Then select New Window (_blank) from the drop down list. You will not have to worry about the Target Frame Name.



When you have selected the New Window item from the drop down then click OK.

7. The File pop up window will go away and you will be back to your web editing area and the word that you had highlighted will now be underlined.



NOTE: You will notice that when you mouse over the underlined text you will not get a hand that signifies a link. You will also not be able to click on the link to see if it works. This is because you are in the editing environment. You will have to Save your edits and then view the page to test the link.

8. Continue to make web site content edits and then save your changes. View the Saving Content area of this document.

Creating A Link To One Of Your Web Site Pages

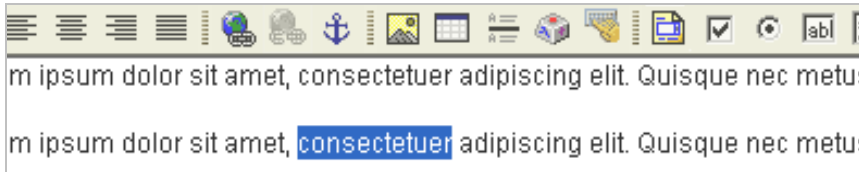
If you have a multiple page web site you will want to know how to link one page to another. For example on the About Us page you might want to have a link that goes to the Contact Us page.

To create a link to one of your web site pages you will have to do the following:

1. Take note of the page that you want to link to. The easiest way to find out what web page you want to link to is by going to that page in your web browser and look at the web address.

For example if the web address was http://www.yourcompany.com/contact_us.html the page you want to link to is contact_us.html. The text that comes after your domain name and the forward slash (i.e., <http://www.yourcompany.com/>) is where the page is located and what you want to use for your link.

2. Highlight the text that you want to become the hyperlink to a page of your web site.



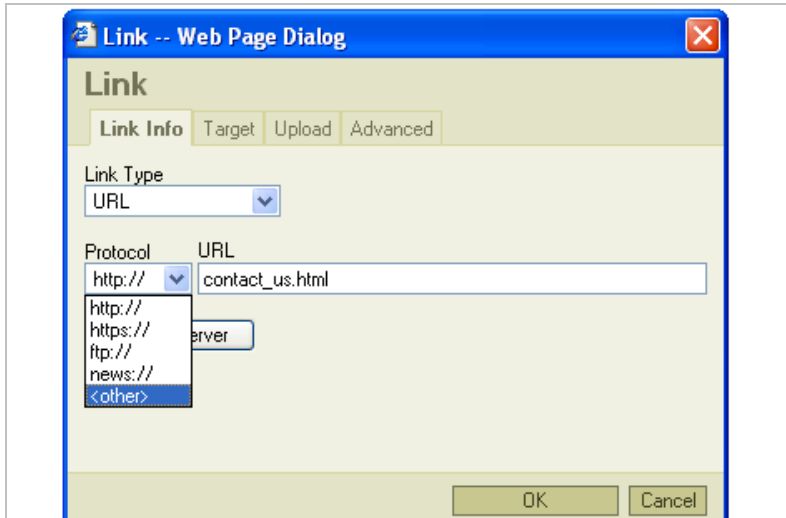
NOTE: Be sure to only highlight the word or words that you want to link to and avoid highlighting any extra spaces before or after the word/words you want linked.

NOTE: To create a link from an image rather than a piece of text, insert the image and then left click it to select it. Then follow the rest of the instructions below.

3. Then click on the Insert/Edit Link icon.



4. You will get a Link pop up window. The Link Type remains URL but you need to select <other> from the Protocol drop down list.

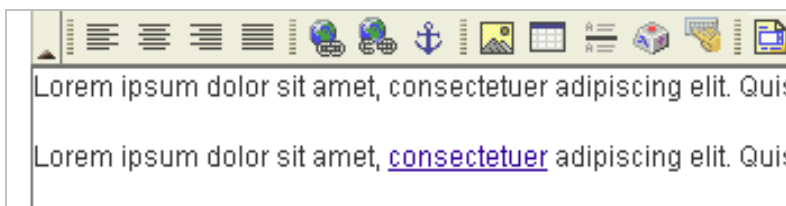


Type the page name that you want to link to into the URL area. Refer to step #1 to find out how to figure out what page you want to link to. In this example we are linking to the Contact Us page, which is the contact_us.html page.

Then click the OK button.

NOTE: You will not want to use the Target tab as you did when you were linking to a file or another web site page outside of your web site. We want to keep web site visitors navigating within your site so we will not pop up a new window.

5. The File pop up window will go away and you will be back to your web editing area and the word that you had highlighted will now be underlined.



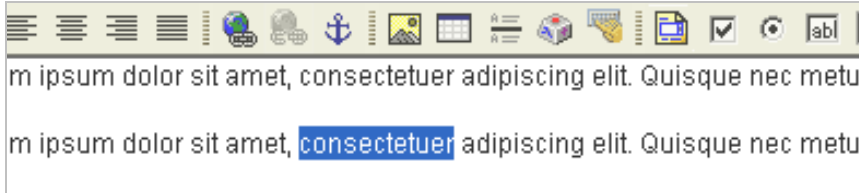
NOTE: You will notice that when you mouse over the underlined text you will not get a hand that signifies a link. You will also not be able to click on the link to see if it works. This is because you are in the editing environment. You will have to Save your edits and then view the page to test the link.

6. Continue to make web site content edits and then save your changes. View the Saving Content area of this document.

Creating A Link To A Web Page Outside Of Your Site

When you want to link to a web site that is outside of your web site, you will want to do the following:

1. Highlight the text that you want to become the hyperlink to the external web site.



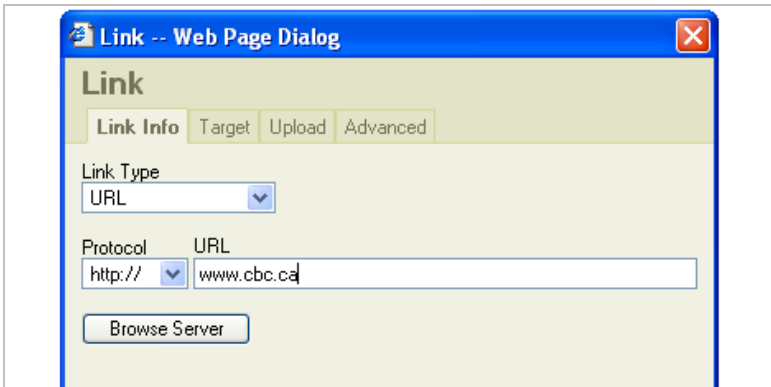
NOTE: Be sure to only highlight the word or words that you want to link to and avoid highlighting any extra spaces before or after the word/words you want linked.

NOTE: To create a link from an image rather than a piece of text, insert the image and then left click it to select it. Then follow the rest of the instructions below.

2. Then click on the Insert/Edit Link icon.



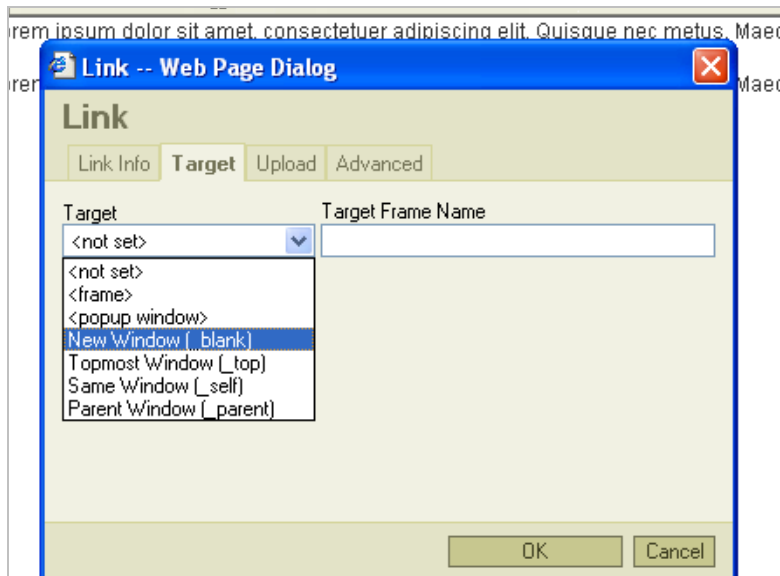
3. You will get a Link pop up window. The Link Type remains URL. The Protocol most likely should as http:// (See note below image). You will need to add in the web address in the URL area.



NOTE: In some cases you will want to link to an https://. In order to find out what kind of Protocol you need just look at the web site address of the web site you want to link to. If the address starts with http:// then you choose http:// from the Protocol drop down. You will select https:// if you find that the site you're linking to has https:// in the web address. The https:// signifies a secure, encrypted site.

4. *NOTE: When linking to a web site page outside of your web site you will want to have that web site pop up into a new window when a web site user clicks on the link. This way they are not taken off your web site to view the file.*

In order to make the web site pop up into a new window, you will click on the Target tab in the Link pop up. Then select New Window (_blank) from the drop down list. You will not have to worry about the Target Frame Name.



When you have selected the New Window item from the drop down then click OK.

5. The File pop up window will go away and you will be back to your web editing area and the word that you had highlighted will now be underlined.



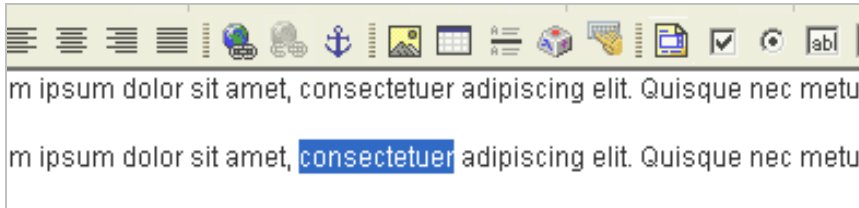
NOTE: You will notice that when you mouse over the underlined text you will not get a hand that signifies a link. You will also not be able to click on the link to see if it works. This is because you are in the editing environment. You will have to Save your edits and then view the page to test the link.

6. Continue to make web site content edits and then save your changes. View the Saving Content area of this document for more information.

Linking To An Email Address

To create a link to an email address you will want to do the following:

1. Highlight the text that you want to become the hyperlink to the external web site.



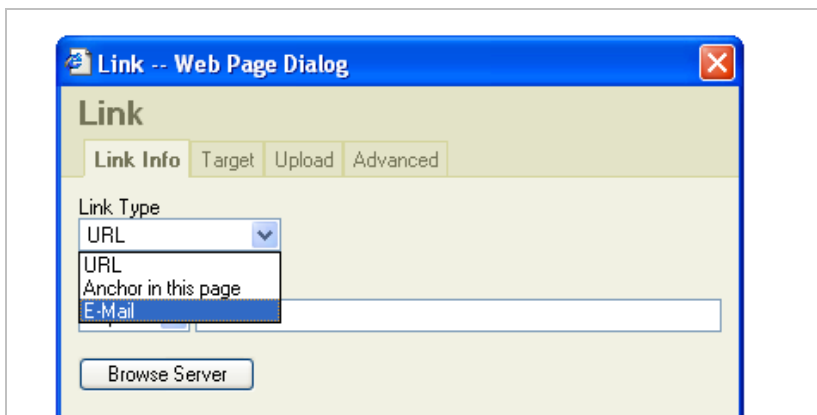
NOTE: Be sure to only highlight the word or words that you want to link to and avoid highlighting any extra spaces before or after the word/words you want linked.

NOTE: To create a link from an image rather than a piece of text, insert the image and then left click it to select it. Then follow the rest of the instructions below.

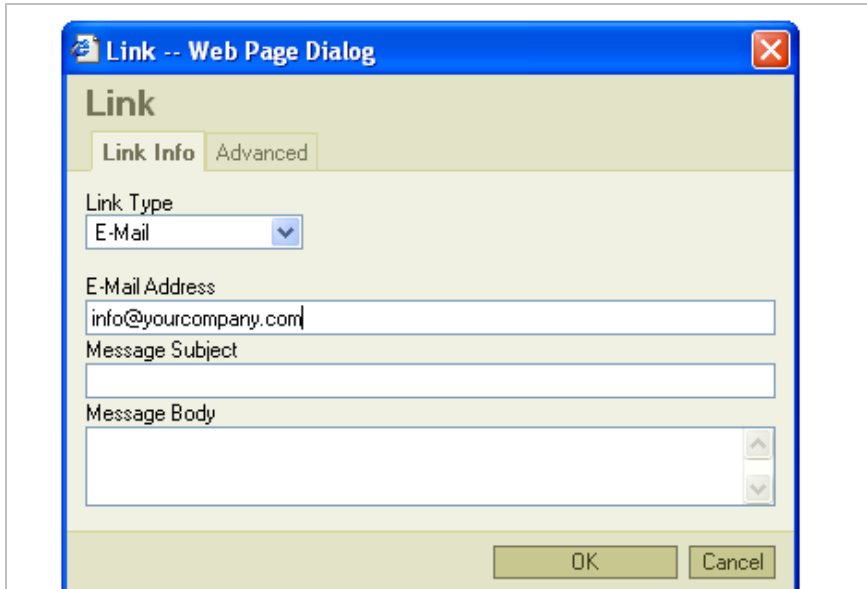
2. Then click on the Insert/Edit Link icon.



3. You will get a Link pop up window. Change the Link Type to Email from the drop down menu.



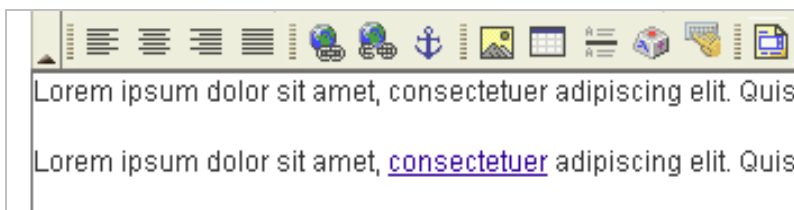
4. When you have changed the Link Type to Email the pop up window changes so that you can write in the email address.



You can also add in a Message Subject and Message Body but they aren't required. If you fill in the Message Subject, when someone clicks on the email link you have created and sends you an email, the email subject that you get will be the one that you wrote in. The Message Body text is a way of adding text to the body of the email that the web site user is about to send you. For instance if you want to remind them to put in their phone number you could write text that says – Put your content here and please don't forget to include your phone number.

When you are done with adding in the Email address, subject and body message, click OK.

5. The File pop up window will go away and you will be back to your web editing area and the word that you had highlighted will now be underlined.



NOTE: You will notice that when you mouse over the underlined text you will not get a hand that signifies a link. You will also not be able to click on the link to see if it works. This is because you are in the editing environment. You will have to Save your edits and then view the page to test the link.

6. Continue to make web site content edits and then save your changes. View the Saving Content area of this document for more information.

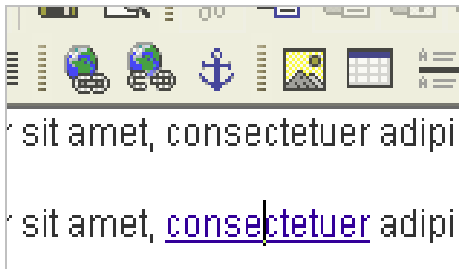
Removing Links Of Any Kind

This will give you instructions on how to remove any kind of link you have, whether it be to a file, to a page within your web site, to a page outside of your web site or to an email address.

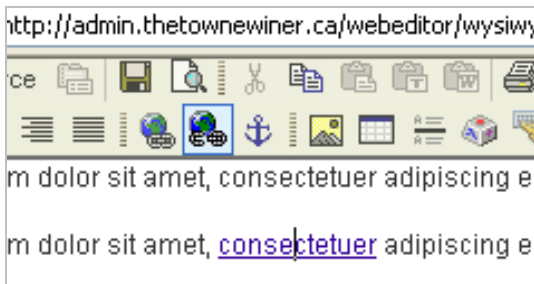
To remove a link you will NOT want to just deleted the text that is underlined in your web editor. This does not guarantee that the link has been removed.

When you want to remove a link please to the following:

1. Place your cursor over the link you want removed. Left click somewhere in the middle of the underlined text.



2. With your cursor now blinking in the middle of the underlined text click the Remove Link icon.



3. The text will then loose its underline and you will have successfully removed the link.

Saving Content

You can save content in two ways. There is a Save icon in the top row of the icons as well there is a Submit button at the bottom of the screen. Both will save the edits you have done.

NOTE: When you hit the Save icon or the Submit button you are saving your web site edits and they will immediately go live to your web site for the public to see. This means that you want to be sure of the content you're saving is correct and the way you want it.

When you have successfully saved your content you will see the following screen.



Seeing Your Web Site Updates

There are two ways to see the web site changes that you have just made.

View Page Link

Upon successfully saving your web site edits you will get the screen above and you can click on the View Page to see the edits you have done. This link will pop up a window with the web site page that you were just editing and you will see the new changes on the web site. When you are done reviewing this page you can just close the window.

Click the Edit Page if you would like to make further changes to the page.

If you know you're happy with the changes and are ready to continue editing other files, you can click the Return to file listings link.

Refresh Page From Server (CTRL F5)

The other way you can see your web site edits is by visiting your web site address. In the case of multiple page web sites you will want to visit the page that you have edited.

When you are on the page that you have just edited hold down the CTRL key and hit the F5 button. This will refresh your web site page from the server and will show you the latest version of the page.

The reason for CTRL-F5 combination is because sometimes your computer will store older versions of web sites on your hard drive and the CTRL-F5 forces the web site to view from the server, which is where the newest version is.