



Custom Content Management System Instruction Manual

Each Content Management System (CMS) released by DDR is custom designed to fit within the layout of a specific website. The CMS is also given extra features and may have some features removed to fit the needs of the client. Therefore, your screen will not look exactly like the screens shown in this manual.

Logging in

Before you can utilize any of the CMS's features, you must first login. Typically the link to login is in the lower left corner of the screen; however this is not fully consistent. The link may say something like 'Administrative Login', 'Admin Login', 'Login', 'Admin'.

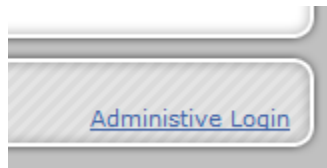






Figure 1: Sample Login Link

Once you click the login link, you will be taken to a page that will either ask you for your password, or username and password. Enter in the information and click the login button (or press enter). If you entered the correct information, you will be logged in and either taken to the homepage or the admin panel. If you entered the incorrect information, you will either be given an error or a blank screen, in which case you will need to press the back button and try again. If you have forgotten your username or password or would like to change them, please contact DDR PhotoGraphics.

Admin Panel

The administration panel can be reached by clicking on the 'Admin Panel' link on a webpage or by clicking the 'Admin Panel' link where the login button used to be (after you've logged in). At the top of the admin panel you will see a list of links. The screenshot below as the PDF Manager feature installed, however your CMS may or may not have this feature and may or may not have extra features.

Clicking on a 'Manager' link will bring you to a page which will manage certain other types of information. Staying in the admin panel will show you a list of pages which currently exist on the website. The first column in the page listings is the action column. Here you will find three of four possible icons.

Icon	Description
	Edit Icon. Click this to edit the contents of the page.
	Delete Icon. Click this icon to delete the page (Asks confirmation).
	Lock Icon. Important pages (pages linked from navigation) cannot be deleted.
	View Icon. Click this icon to view the page.

The other columns on the page include the Link URL (useful for linking from outside the website). If your domain is *www.example.com*, you could link to the page *contact.htm* using *www.example.com/contact.htm*. The Page Title column contains the title of the page which appears at the top of the browser window. The modified column shows the date that the page was last modified.

All Textual Pages on Site (9)

[[Add a new page](#) | [PDF Manager](#) | [Logout](#)]






Actions	Link URL	Page Title	Modified
  	contact.htm	Contact Us	8/3/2007
  	faq.htm	Frequently Asked Questions	8/2/2007
  	home.htm	Homepage	8/3/2007
  	links.htm	Links	8/2/2007
  	meetings.htm	Important Meetings	8/2/2007
  	news.htm	Latest News	8/3/2007
  	privacy.htm	Privacy Policy	8/2/2007
  	sample.htm	Sample Page	8/1/2007
  	test.htm	This is a test	8/3/2007

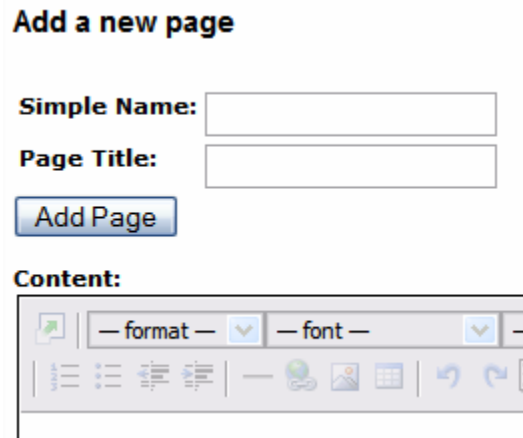
Figure 2: Sample Admin Panel

Editing an existing page

To edit an existing page, either click the edit icon next to the page in the Admin Panel, or manually browse to the page and click the Edit Page link near the top. This brings up the page edit screen, which includes the page title and a What You See Is What You Get (WYSIWYG) editor. All changes you make to the page must be saved when you are done and before you navigate to another page otherwise the changes will be lost. Once you have made the appropriate press the "Save Changes" button (either near the top or below the WYSIWYG editor).

Creating a new page

To create a new page, click the “Add a new page” link at the top of the Admin Panel. This will bring you to an interface similar to the edit page, with one exception. You can change the URL of the page. ***Note: you cannot change the URL of a page once you have already created it.**



The screenshot shows a form titled "Add a new page". It contains three input fields: "Simple Name:", "Page Title:", and "Content:". Below the "Page Title:" field is a blue "Add Page" button. The "Content:" field is a rich text editor with a toolbar containing various icons for text formatting, alignment, and insertion.

Figure 3: Sample Add a new page

Deleting a page

To delete a page, either click the delete icon next to the page in the Admin Panel, or click the Remove Page link near the top of the page you would like to delete. Locked pages cannot be deleted and will not show the delete option. (Pages are locked which are linked directly from the navigation menu).

What You See Is What You Get (WYSIWYG) Editor

The WYSIWYG editor is an open source product (named Xinha) and has been modified by DDR PhotoGraphics to fit into the CMS. The editor is similar to using office productivity programs (such as Microsoft Word) with the exception that changes take place within a web browser instead of a program.

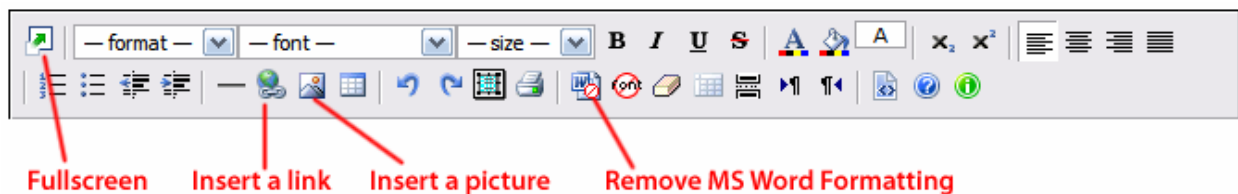



Figure 4: WYSIWYG (Xinha) Editor interface

Most of the buttons are self explanatory. Hovering your mouse over a button will explain what the button does. Pressing the Fullscreen button will make the editor take up the full screen of the web browser. Inserting a link will bring up the insert link screen (described below). Clicking the insert a picture button will do the same thing (described below).

Clicking the remove MS Word formatting button will remove bulky formatting from Word which may make the page appear weird when copying and pasting from Word. The button

just to the right of that will clear all fonts. The button to the right of that will clear all formatting for the document.

Inserting a Link in the WYSIWYG editor

After highlighting text/images, clicking the Insert a Link button  will open the Insert/Modify Link dialog as seen in Figure 5. The list on the left side displays a listing of pages (and possibly other files) on the site. Clicking the [+] sign next to a folder expands the folder so you can click one of the items within it to be inserted. When you click an item the link's URL will show up to the right in the 'URL Link' box. This screenshot has a PDF folder, you may or may not have the PDF folder or other folders.

If you would prefer to link to an external website, you can manually type the url in the URL Link box (don't forget the http:// in the link otherwise an external link will not work).

In the Target box, you can change different options for what kind of window the link will open in (either a normal link or some other window).

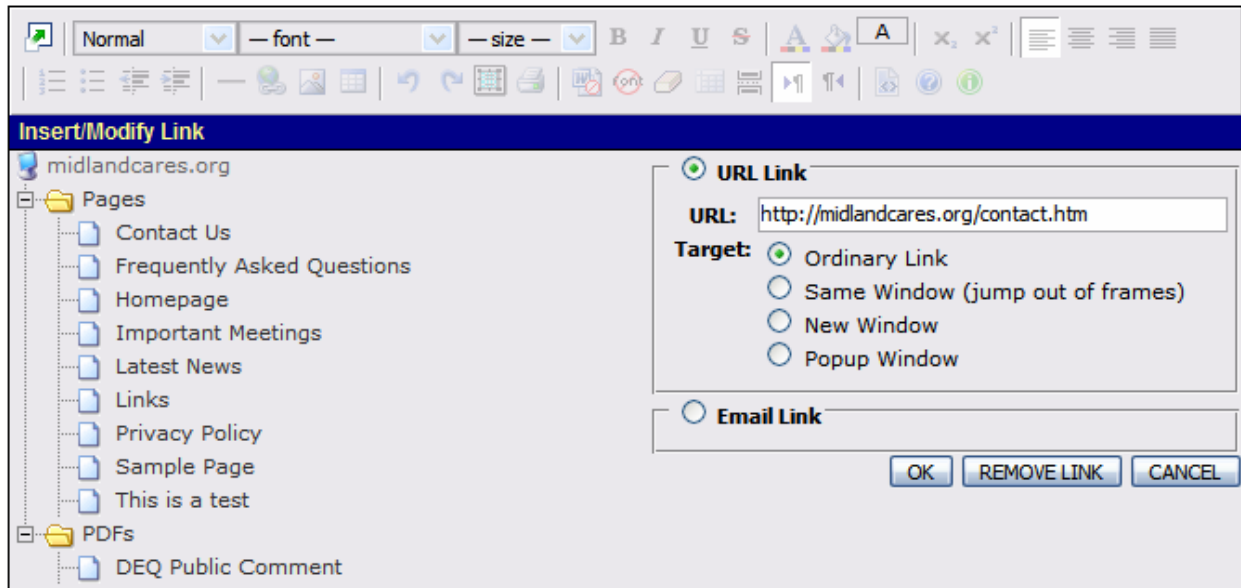



Figure 5: Sample Insert/Modify Link dialog

Inserting an Image in the WYSIWYG editor

Clicking the insert image icon in the WYSIWYG menu  will open the insert image dialog (If you are using Firefox, you may need to resize the window due to a bug in Xinha).

Near the top of the screen is a white box with the word "Browse..." on a button. Pressing that will open the image upload dialog. Browse to the image you would like to upload and press okay. The upload box now contains the path to the image. Press the Upload button and the picture will begin to upload (Note that larger images will take longer to upload).

The image you have uploaded will now appear in the list of images. Scroll down if you have to, select the image you would like to insert, and click "OK" at the bottom of the dialog to have it inserted into the WYSIWYG editor.

If the image is too large, you can click on the image and little white squares appear on the corners. Clicking and dragging on these squares will allow you to resize the picture to whatever size you prefer.

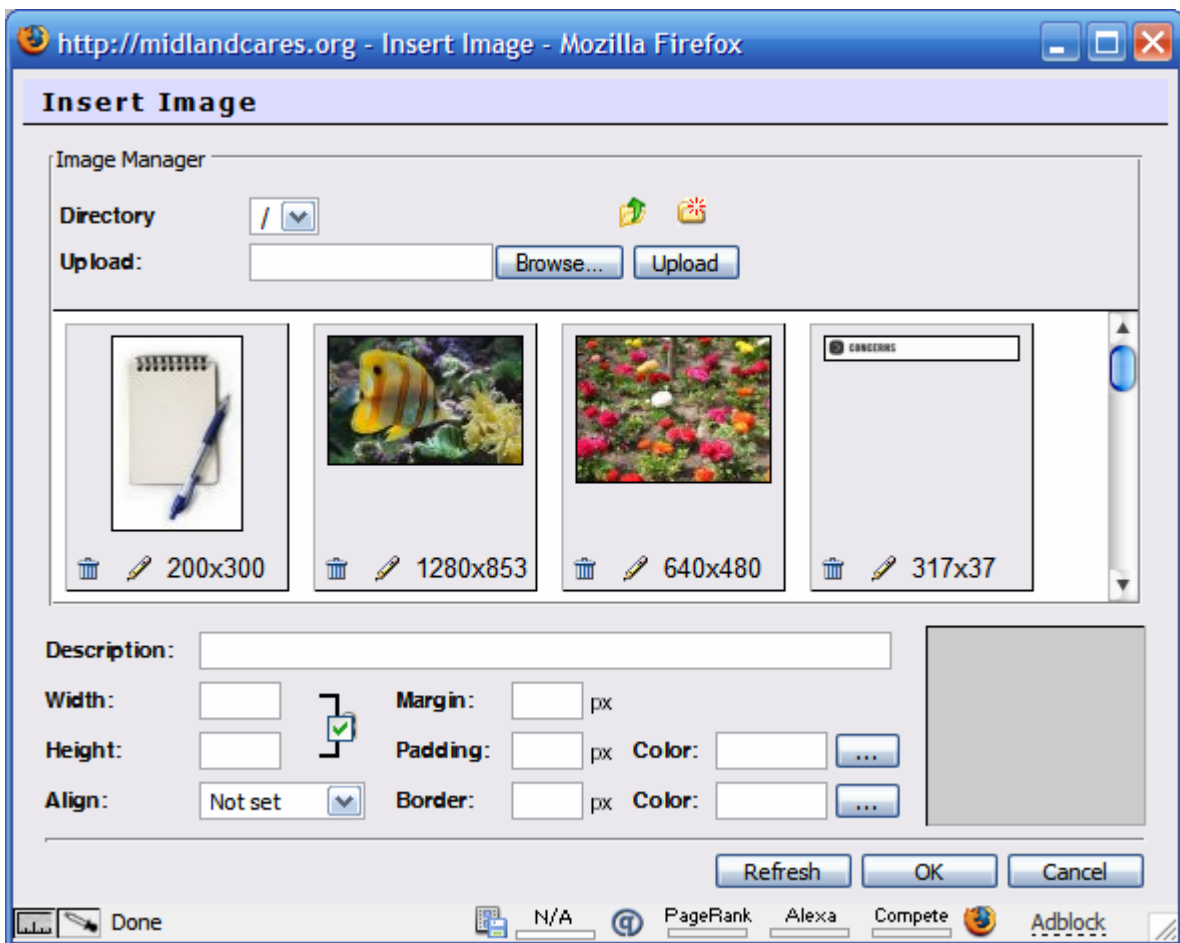


Figure 6: Sample Insert Image Dialog

Notes

The CMS used by DDR contains some open source code. Xinha is © Interactive Tools. CMS developed by Thomas Hunter. Used with permission.