

Getme CMS – Editor's guide

Do not fear; the entire purpose of Getme CMS is to make website editing as simple and intuitive as possible, so it may be that you find this guide unnecessary.

However, a quick read should get you up to speed in no time, and the guide can be referred to should you be uncertain about anything.

Accessing the CMS

The URL (Web address) of your website will be something like:

http://www.mysite.co.uk

To access the content management tools for your website, simply replace the 'www' part of the URL with 'edit', so for the above example you would enter:

http://edit.mysite.co.uk

You will see the Sign-in window for your website CMS. Enter the email address and password that you have been provided with in order to access the tools to edit your website.

The menu bar

You will see your website as usual, plus a small menu bar at the top of the page. The menus allow you to do things such as modify your sign-in details, upload images or documents, and of course to manage/edit the pages of your site.

Below are details of each of the menu items, in the order they appear on the menu bar.

Page - Properties

Select *Page – Properties* to view property details of the currently displayed page.

Click on any page property, for example *Title*, in order to edit it. Press Enter or click elsewhere in the window to finish editing the property.

Page – Pages

Select *Page – Pages* to view a list of all the pages that the website is currently made up of.

Depending on the size of the website, the list may be split onto two or more screens; click the *next* or *previous* arrows to switch between screens of the page list.

If there are a large number of pages, you may wish to search; enter one or more words related to the required page in the *Keyword(s) search* field. Only pages that match the word(s) entered will be displayed.

Select the title of a page to view the Page properties, which are the same as if you

had selected *Page – Properties* from the menu bar while viewing the page in question (see above).

The *Page properties* for some pages might only be accessible from the *Page - Pages* list, for example if they haven't yet been published (made visible to visitors), or if a page currently has no links to it (preventing access by website navigation).

By default, the items in the *Pages* list are ordered alphabetically by their *Title*. To order by *Date modified* or *Published status*, click the relevant column heading.

Click the heading again in order to reverse the ordering for that column.

Media - Images

Select *Media - Images* to view all images that are currently uploaded to the content management system for use on pages.

Depending on the number of images, the list may be split onto two or more screens; click the *next* or *previous* arrows to switch between screens of the image list.

If there are a large number of images, you may wish to search; enter one or more words related to the required image in the *Keyword(s) search* field. Only images that match the word(s) entered will be displayed.

You may also order the images by *Title*, *Date modified*, *Extension*, *File size* or *Status*. Select from the *Order by...* drop down menu, then click *Apply*.

Click on an image to view its properties. To edit any property, click on it. Press Enter or click elsewhere in the window to confirm the change.

Media - Documents

Select *Media - Documents* to view all documents that are currently uploaded to the content management system, and therefore available to be linked to on pages.

Depending on the number of documents, the list may be split onto two or more screens; click the *next* or *previous* arrows to switch between screens of the documents list.

If there are a large number of documents, you may wish to search; enter one or more words related to the required document in the *Keyword(s) search* field. Only documents that match the word(s) entered will be displayed.

By default, the items in the *Documents* list are ordered alphabetically by their *Title*. To order by a different property, click the relevant column heading.

Click the heading again in order to reverse the ordering for that column.

Click on a document to view its properties. To edit any property, click on it. Press Enter or click elsewhere in the window to confirm the change.

Plugins

Any additional features you have installed on the CMS will be listed under the *Plugins* menu heading.

A typical example would be *News*, which would allow news articles to be written quickly and easily to appear on the website in a predetermined format.

Select any plugin by name from the *Plugins* menu in order to access it. You may need to refer to documentation that was provided with your plugin(s), as this guide cannot

describe all the available plugins and their use.

Me – Manage my account

Select *Me - Manage my account* to view your account details.

To edit any detail, click on it. Press *Enter* or click elsewhere in the window to confirm the change. The only exception to this is when changing *Password*, which must be entered twice before clicking *Confirm*.

Site - Stats

To view a selection of statistics related to the website, select *Site – Stats*.

Site - Help

Select *Site – Help* to access the help files for the Content Management System.

Site – Sign-out

When you have finished editing the website, select *Site – Sign-out* to sign out of the content management tools for the site.

Edit this page

Click *Edit this page* to edit the page which is currently on screen. If the page you wish to edit is not on screen, simply navigate the links on your site to view the desired page.

Alternatively, you can use *Page – Pages* to select a page which might not be accessible by other means (not yet published, or not with any links to it yet). See the *Page – Pages* section for details.

After clicking the *Edit this page* button, a selection of buttons appear at the top of the page. These allow you to edit the page in various ways, although they're not even required for the most common task of text editing.

Selecting a text area or other item

Move the mouse pointer across the page. Notice that areas of text and other items have a cross-hatching effect in the background when the pointer is over them? This indicates the element that is currently targeted.

To select a text area or other item for editing, click the left mouse button when the desired element is targeted.

Text receives a light blue background when editable. Images have a blue border.

Text editing

The cursor will appear in an editable area of text wherever the mouse is clicked. You may then type or delete just as if using a word processor. Deleting all text in an area will delete the entire area.

To create a new text area, move the cursor to the end of the current area and press *Enter*. If in the middle of a text area, pressing *Enter* will split the area into two.

Specific text may also be selected by dragging the mouse to highlight as you would in a word processor. This may then be deleted/cut or copied for pasting elsewhere.

Selected text can also be made bold or italic by clicking the appropriate button, or the format changed in other ways such as left, centre or right alignment, or justified text.

Format and Style

Apart from the *Bold* and *Italic* buttons, there are two further ways of changing the appearance of text. The *Format* and *Style* drop down menus provide a variety of text font and styling options which can be applied to any text.

To change the format of some text or apply a style, drag to highlight the desired text, and then select the format or style you want from either the *Format* or *Style* menus. The *Format* menu provides options for changing between paragraph (standard size) text and the various heading sizes, while the *Style* menu provides variations on the standard text formats, for example a slightly larger version of 'paragraph' text for use as the introduction paragraph to any page.

Creating a link

It's possible to create a text link by selecting (dragging to highlight) the desired text and then clicking the *Link* button.

To create a link on an image (to make it 'clickable'), select the image so that it's highlighted, then click the *Link* button.

A box will appear allowing you to enter the link URL (web address).

If you want to link to another existing page on your site, start to type the title of the page. Once you have entered a few characters, if the system recognises what you're typing, it will display a list of any pages beginning with those letters, from which you can choose (to prevent having to type the entire page title).

If the link should go to an external website, simply copy the full URL (web address) of the destination page into the *Link* field.

Click *Insert* in order to create the link in the location you selected.

Breaking a link

To remove a link, simply highlight the link text or link image and then click the *Break link* button.

Image/movie resizing

To resize an image or movie, simply select (click) it. A small 'tab' will appear in the bottom-right corner of the image. The item can then be 'grabbed' (click and hold the left mouse button) by this corner and scaled to the desired size. Surrounding text will automatically reposition itself.

Image/movie positioning

To reposition an image or movie horizontally, select it, then click either the left, centre or right image alignment button. Centre alignment will place text above and/or below the image.

To reposition an item vertically, click to select it, and then hold the left mouse button

when over the item to 'grab' and drag it. The pointer will change to show the item can be dragged. When moving an item, notice that the text area currently below the pointer will show arrows pointing in a certain direction. If the item is released (mouse button let go), the item will be placed wherever the arrows currently point.

Deleting an item

To delete an item, simply select it, then press the *Delete* (Del) key, or click the *Remove shape* button.

Inserting an image

To add a new image to a page, place the cursor (click in a text area) roughly where you want the new image to appear, then click the *Insert image* button. Click on an image from the *Images* window, and it will appear on the page. The item positioning controls (see above) can then be used to refine the location of the image.

Inserting a movie

To add a new movie to a page, place the cursor (click in a text area) roughly where you want the new movie to appear, then click the *Insert movie* button. A window will appear.

In the *Movie URL* field, paste the full URL (web address) of the Youtube movie you wish to insert. In the Title field, give the movie a suitable title. Then click *Insert*, and your movie will appear on the page. The item positioning controls (see above) can then be used to refine the location of the movie.

Finish editing

When you have finished making changes to a page, click *Finish editing* to save your changes and return to the menu bar. You can then use page links to move to another page if you wish.

That's it...

The facilities offered by Getme CMS are extensive, but you'll soon discover how editing a website has never been this simple and effortless before.

The best way to learn the full potential of the system is simply to experiment with it for yourself. Enjoy!