

## how to edit/change content using your website's content management system

If you loose your copy of this guide, it can also be found  
online at <http://www.goo.net.nz>

fig 1



## logging in *fig 1*

To log in to the Content Management System (CMS), go to website and add '/cms' in the address bar after the domain name, i.e. http://www.yourwebsitename.co.nz/cms

Press enter, and enter the username and password you have been supplied with.

If you have logged in correctly your website will display as normal (If not you may need to click the browsers 'back' button and try again). The difference being many pages however will now display the words '[ edit this section ]' (or something to that effect).

## edit a section

fig 2

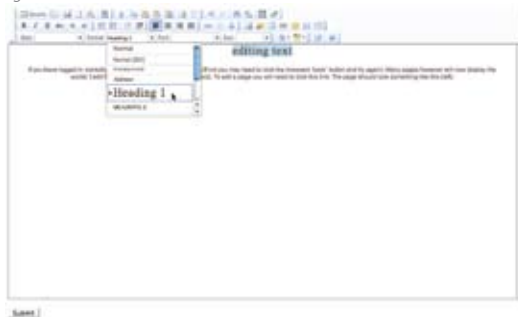


### inserting text

To edit a page you will need to click the link that says '[ edit this section ]' or 'edit this page' or similar. The page should look something like this (*fig 2*).

From here the interface works something like your standard word processing program. You can select text, delete, type in new text etc just as you would anywhere else. Keep in mind however, that if you want to copy or paste text in you *MUST* copy it into a plain text editor such as Notepad (in Windows click the 'Start' button down the bottom left corner of your screen, click 'Programs', click 'Accessories', and click 'Notepad') or TextEdit (on Apple Macintosh computers click on the **Finder** icon in the dock on the bottom left of your screen. Click 'Go' in the toolbar up the top of the screen, click 'Applications', and scroll down till you find TextEdit). This stops unwanted formatting being carried through and causing errors in the code.

fig 3



To change the formatting of your text (*fig 3*), select the text you wish to change, and click the down arrow, to the left next to 'Formatting'. A list of styles will appear. The standard paragraph text should all be in the style labelled 'Normal'. Headings can be changed into the varying heading styles, starting with 'Heading 1' for the main headings, down to the subheading styles of 'Heading 2' and sometimes 'Heading 3'. Bold and Italic may also be used (*fig 4*), but should be used sparingly. It is not recommended that any other formatting style be changed so that consistent formatting is maintained across the site, thus aiding in maintaining a strong corporate identity for your company.

fig 4



fig\_5



fig 6

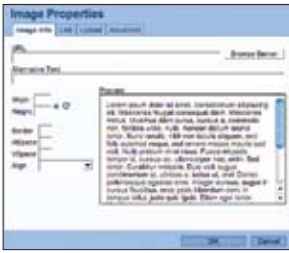


fig 7

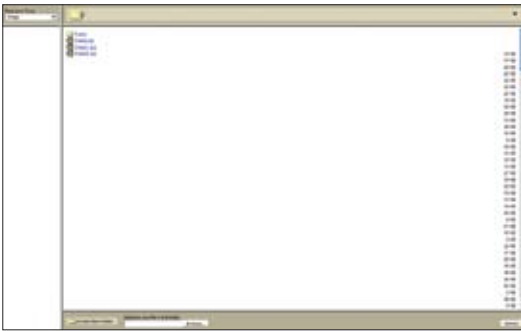


fig 8



fig 9



### inserting/changing images

To insert an image, click where you want the image to be placed. Then click the 'Insert/Edit Image' button (fig 5). In the window that pops up (fig 6), click 'Browse Server' (fig 7) to find the image you want. Click on it to insert it. If it is not already on the server, you will need to upload it from your computer. (This process is explained in the next section). If you wish to add a description of the image (recommended for searchability and accessibility of your site), type it into the 'Alternative Text Field'. Click 'OK' to place your image.

Changing an already inserted image follows the same process. Click on the image, the click 'Insert/Edit Image' and follow the steps as above.

To delete an image simply press delete or backspace.

### uploading images

Follow the process as above to get to the 'browse server' window (fig 7).

Try to keep the filesize of the image you're uploading small, so that browsers will not have to wait while large images download. The file should also have the same dimensions as you wish to use it at, as this will also reduce file size, or avoid the image being blown up and looking blurred and pixelated. If you have been told to place certain image types in certain folders, (i.e. thumbnail images in a thumbnail folder) navigate to this folder first by clicking on it as you would to place an image. Images are uploaded to whichever folder you are currently in.

Click the 'Browse...' button. Find the file you want to upload on your computer in the window that opens up. Click on it and then click the 'Open' button. Click the 'Upload' button to upload the file. The file is now uploaded and will be in the list to select from. You can now place the image as above.

### Adding Anchors

Anchors are for marking points which can then be used as destinations to link to. These can sometimes be useful in long pages with a lot of different sections. Linking to these is explained in the next section.

To add an anchor point, click where you want the page to jump to. Do not select anything. Then click the 'Insert/Edit Anchor' button (fig 8). Enter a name for the anchor (fig 9), and click OK.

fig 10



fig 11



fig 12



fig 13



fig 14

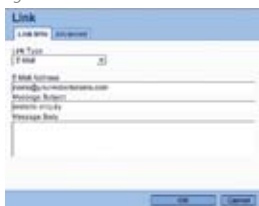


fig 15



fig 16



## Adding links

To add a link, first select the text you want to be the link. Then click the 'Insert/Edit Link' button (fig 10). If you are linking to another web-page (fig 11), the link type should be 'URL' (the default). Either carefully type, or copy and paste the address from the address bar in another browser window into the field labelled URL. Generally you will not need to worry about the protocol list, and this can be left as 'http://' but on the rare occasion the link starts with 'https://' or one of the other options you will need to change this accordingly (though if copying and pasting it will automatically update anyway).

It is also possible to have links link to files, such as pdf documents for example. This is done the same way as a URL, but click browse server instead of entering the URL. Follow the same method for inserting and uploading images as above.

If you want the link to open up in a new window, so the user does not lose the page they are on, (which can sometimes be a good idea for linking to external websites or files), click the 'Target' tab up the top of the window (fig 12). Select 'New Window (\_Blank)' from the drop down list under target (by default this is <not set>).

If you want the link to be to an anchor point, you should first have made the anchor point as described above. Select 'Link to anchor in the text' as the link type (fig 13). Select the anchor you want under the 'By anchor name' drop down and click 'OK'.

If you wish to link to an email address, select 'E-Mail' (fig 14) from the link type. Enter the email address in the 'Email Address' field, and if you want a subject or anything in the message body already entered to prompt the user, you may do this here in the appropriate fields too, but this is optional.

## Tables

To add a table, click where you want the table to be inserted. Then click on the 'Insert/Edit Table' button (fig 15). Fill in the fields as you want your table to appear (fig 16), although it is recommended that the 'Width' field always be set to 100 percent.

## All done?

When you are done editing, click the 'Submit' button bottom left. You will then need to click the view your edit link to see how it looks.