

Infocom Online

Content Manager

Quick Start Userguide

13th February 2007

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Infocom Online Ltd
www.infocomonline.co.uk

1.0 Logging In

- 1.1. Click on the Admin URL provided to you in the welcome email
- 1.2. Enter the Username and Password provided to you in the welcome email to logon



The screenshot shows the Joomla! administration login interface. On the left, there is a graphic of a computer monitor with a yellow padlock in front of it. Below the graphic, the text reads: "Welcome to Joomla!" and "Use a valid username and password to gain access to the administration console." On the right, the word "Login" is displayed in a large, bold, red font. Below this, there is a form with two input fields: "Username" containing the text "admin" and "Password" containing ten black dots. A "Login" button is positioned below the password field.

2.0 Adding/Editing Sections and Categories

Page Content is organised into Sections and Categories in the Content Manager. Sections and Categories are used to organise content pages. So for example, you may have general content that would be put into the “General” or “Content” Section/Category. Or you may have News content so you would assign this to the “News” Section Category.

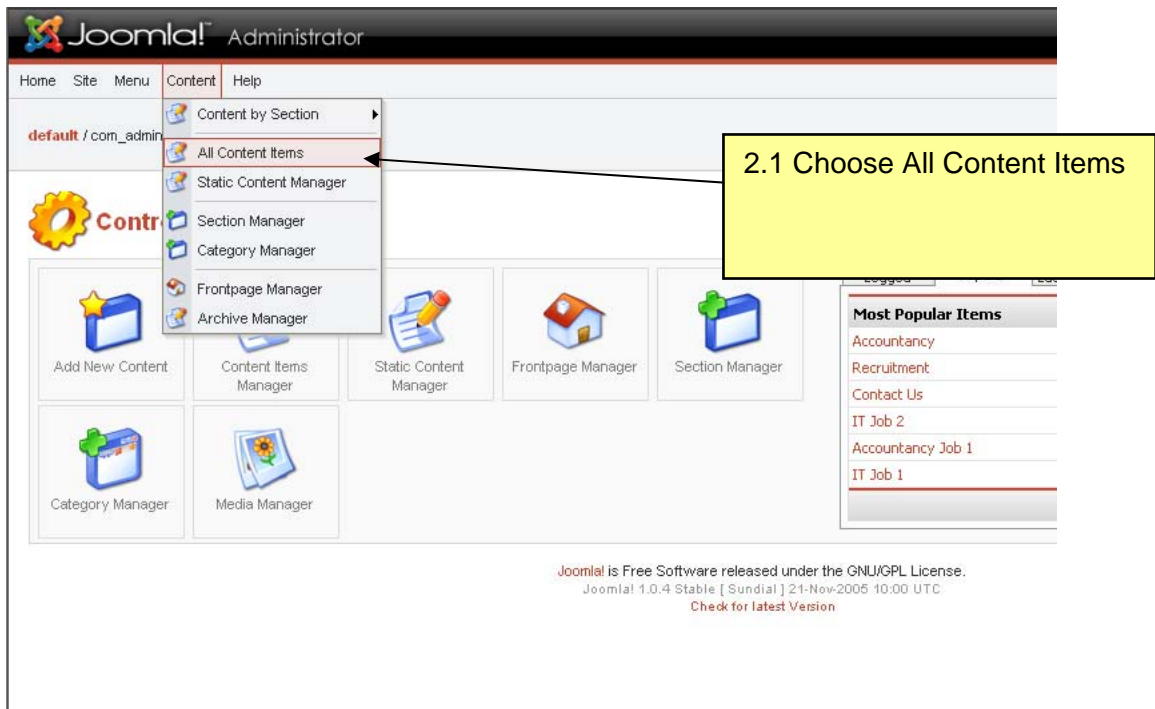
Sections and Categories do not show on the website by default, but are used to show pages that are in a certain Section or Category. So for example, a page on your site could list all Content pages that are added to a “News” section. This means every time you add a page and assign it to the News section, it automatically is added to the page that is showing all News items.

The reason is that any content added to Company News will appear in the home page company news summary, and the News page. Any content added to a “Testimonials” category is automatically added to the randomly changing Testimonials section on the home page and the Testimonials page. Any content added to the Services section is listed on the Services page.

3.0 Adding/Editing a Web Page

Note about Menus: Pages are not automatically added to Menu's. You must add a page and then choose which Menu to add the page to. This is because multiple Menus can be created and positioned in different places. You can either add a page to a menu during page creation (as per instruction below) or not add a page to a menu and then add it later in the Menu menu.

3.1. From the Content link in the Main Menu, choose All Content Items



- 3.2. You will now see a list of all pages on your site.
- 3.3. Choose a filter if you wish to view pages by Section or Categories
- 3.4. To edit a page, click on a Page name to edit the content
- 3.5. Click on New to add a new page

2.4 Click on New to add a new page

The screenshot shows the Joomla! Administrator interface for the Content Items Manager. The main table lists content items with columns for #, Title, Published, Front Page, Reorder, Order, Access, ID, Section, Category, and Date. A dropdown menu is open over the 'Section' column, showing options like 'Jobs', 'IT & Computers', 'Accountancy and Finance', and 'Site Content'. A 'New' button is visible in the top right toolbar. Three yellow callout boxes provide instructions: one points to the 'New' button, another points to the dropdown menu, and a third points to a specific row in the table.

#	Title	Published	Front Page	Reorder	Order	Access	ID	Section	Category	Date
1	Accountancy Job 1				1	Public	4	Jobs	Accountancy and Finance	Administrator 11/12/05
2	IT Job 3				1	Public	7	Jobs	IT & Computers	admin 11/12/05
3	IT Job 1				2	Public	5	Jobs	IT & Computers	Administrator 11/12/05
4	IT Job 2				3	Public	6	Jobs	IT & Computers	Administrator 11/12/05
5	Accountancy				1	Public	1	Site Content	Site Content	
6	Recruitment				2	Public	2	Site Content	Site Content	
7	Contact Us				3	Public	3	Site Content	Site Content	

2.3 To edit a page, click on a Page name to edit the content

2.2 Choose a filter if you wish to view by Section or Categories

- 3.6. You will now see the main Content Editor for the page
- 3.7. Enter the Page Name in the Title and Title Alias boxes. Usually these are the same. Title is shown at the top of the published Page.
- 3.8. Choose the Section and Category for Page to appear in, i.e. "Content"
- 3.9. Choose the Menu you want the page to appear in (i.e. mainmenu)
- 3.10. Enter Page Name in Menu Item Name box
- 3.11. Click Link to Menu button
- 3.12. Enter Page content and use editor to format text
- 3.13. Click Save















The screenshot shows the 'Content Item: New' editor. At the top right, a toolbar contains buttons for 'Preview', 'Upload', 'Save', 'Apply', 'Cancel', and 'Help'. A yellow callout box labeled '2.11 Click Save' points to the 'Save' button. Below the toolbar, the 'Item Details' section has 'Title' and 'Title Alias' fields both containing 'Page Name'. A yellow callout box labeled '2.5 Enter Page Name in Title and Title Alias boxes' points to these fields. The 'Section' and 'Category' dropdowns are both set to 'Site Content'. A yellow callout box labeled '2.8 Choose Section and Category for Page to appear in' points to these dropdowns. The main editor area has a text area with 'Page Name content here' and a rich text editor toolbar. A yellow callout box labeled '2.10 Enter Page content and use editor to format text' points to the text area. On the right, the 'Link to Menu' dialog is open, showing a menu selection list with 'mainmenu' selected. A yellow callout box labeled '2.7 Choose the Menu you want the page to appear in (i.e. mainmenu)' points to this list. Below the list is a 'Menu Item Name' field containing 'Page Name' and a 'Link to Menu' button. A yellow callout box labeled '2.8 Enter Page Name in Menu Item Name box' points to the 'Menu Item Name' field. Another yellow callout box labeled '2.9 Click Link to Menu button' points to the 'Link to Menu' button. The 'Existing Menu Links' section shows 'None'.

4.0 The Editor Functions

















The following tables describe the functions of each option in the Editor.

Note: The features you will find most useful are shown with a ✓.

Row 1

		New Document	Clears the existing editor content to start over
		Help	Opens up the Help pop up provided by the editor manufacturer
✓		Undo/Redo	Undo or Redo your page content. Use Ctrl+Z and Ctrl+Y respectively instead.
✓		Cut	Highlight text and cut it out, saving it to the Clipboard. Press Ctrl+X for a shortcut.
✓		Copy	Highlight text and copy it to the Clipboard. Press Ctrl+C for a shortcut.
✓		Paste	Paste text in the clipboard into the editor. Press Ctrl+V for a shortcut.
		Paste from Text/Paste from Word	If you are creating text in a text editor or Microsoft Word, paste into these pop up windows first for cleaner code
		HTML	Open up the HTML pop up window to add/edit the HTML code directly.
		Clear Formatting	Highlight text and clear it of any formatting such as Bold, Underline or Italic.
		Clean Up Messy Code	Clean Up Messy Code
✓		Bold/Italic/Underline	Set font to Bold, Italic and Underline
		Strikethrough	Add a line strikethrough the text
		Subscript/Superscript	Set a Subscript or Superscript next to the text
✓		Align Left/Center/Right and Justify	Align the text to the left, Centre, Right or Justify it












Row 2

		Outdent/Indent	Indent or Outdent text
✓		Numbered/Bullet Lists	Add a Numbered or a Bullet list to the text
		Insert Symbol	Insert symbols into your text
		Horizontal Line	Add a Horizontal line across the page
		Toggle Guidelines	Toggle guidelines such as table borders on or off
		Insert Picture	Insert a Picture (Option 1 above)
✓		Insert/Remove Hyperlink	Select text and Insert/Remove a Hyperlink
		Insert Anchor	Insert an anchor to hyperlink to a part of a page
✓		Insert Table	Insert a Table
✓		Table Row Properties	Adjust Table row properties such as height
✓		Table Cell Properties	Adjust Table cell properties such as width
✓		Insert Row Above/Below	Insert a row above or below the current row
✓		Delete Row	Delete the current row
✓		Insert Column Above/Below	Insert a column to the left or right of the current row
✓		Delete Column	Delete the current column
		Split/Merge Cells	Merge or split two or more cells together

Row 3

		Choose Style	Choose a pre-defined Style for the text
		Choose Font Format	Choose a pre-defined Format for the text
✓		Choose Font Family	Choose the text Family such as Arial or Verdana
✓		Choose Font Size	Choose the text size
✓		Choose Font Colour	Choose the text color
		Choose Font Highlight	Choose the text background colour

Row 4

✓		Preview	Preview the page being edited in a new window
✓		Insert Image (Image Manager)	Insert a Picture (Option 2 above)
		Insert Emoticon	Insert some common emoticons such as a smiley face
		Insert Flash	Insert a Flash image that you have created
		Insert File Link	Insert a link to a file you have uploaded
		Insert Mosimage	Insert a MosImage – No information on this
		Insert Page Break	Insert a Page Break. This will split the page and display Next and Previous, and Page 1, 2 etc. for each page
✓		Toggle Full Screen	Enlarge the editor to a full screen to view the complete page you are editing
		Direction Right/Left	Change direction of text, i.e. it is common for us to read left to right, but this can change it from right to left.
		Insert Caption	Insert an image caption
		Insert HTML Template	Insert a pre-defined HTML template

5.0 Uploading Files Using the Media Manager

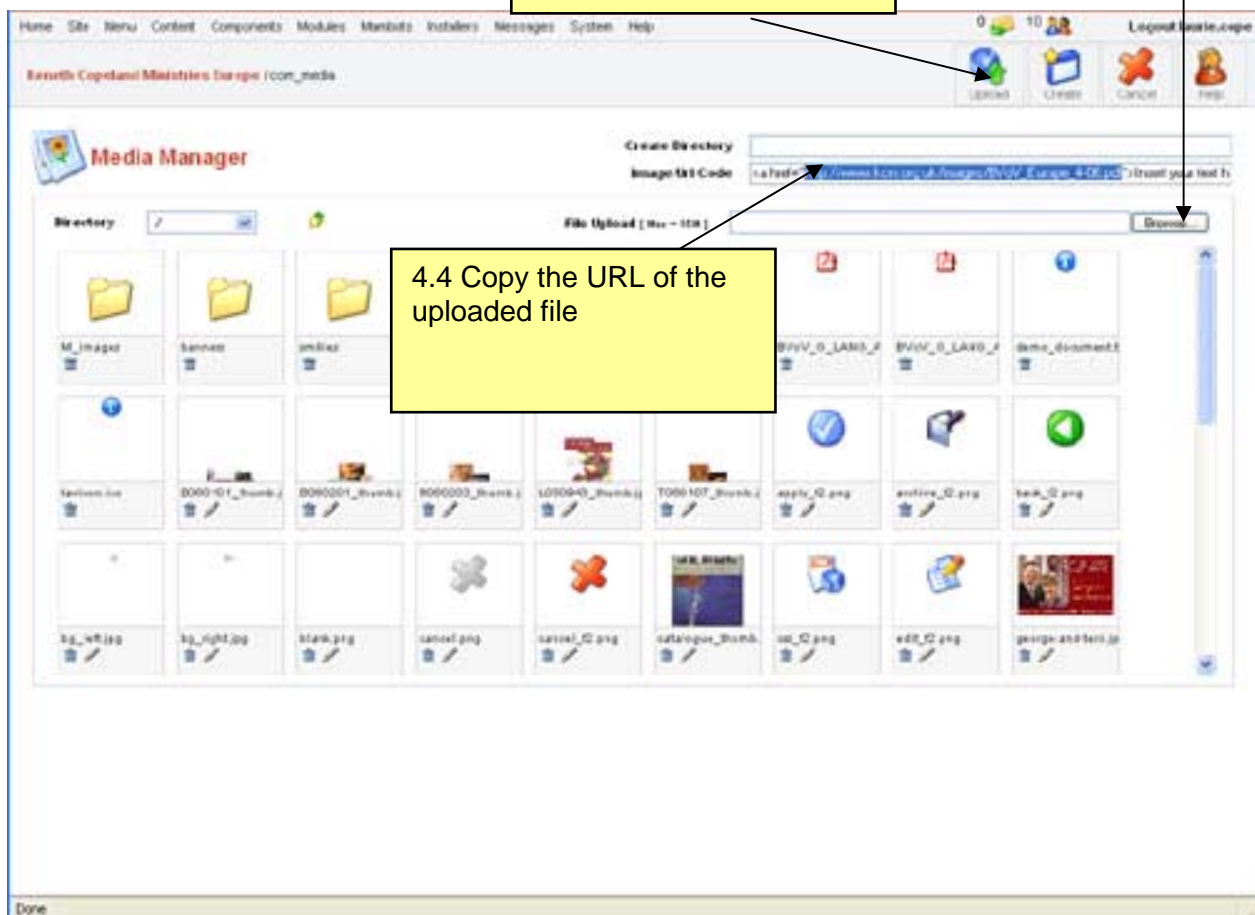
If you would like to upload files to make available for download, such as a PDF document, you can upload the files using the Media Manager.

- 5.1. From the Main Menu choose menu “Site” and then “Media Manager”
- 5.2. In Media Manager click the Browse button and in the pop up navigate to the file you want to upload and choose OK
- 5.3. Choose Upload from the images in the menu on the top right
- 5.4. Once the file is uploaded copy the URL of the uploaded file so you can add it as a hyperlink later


You will now upload the image.

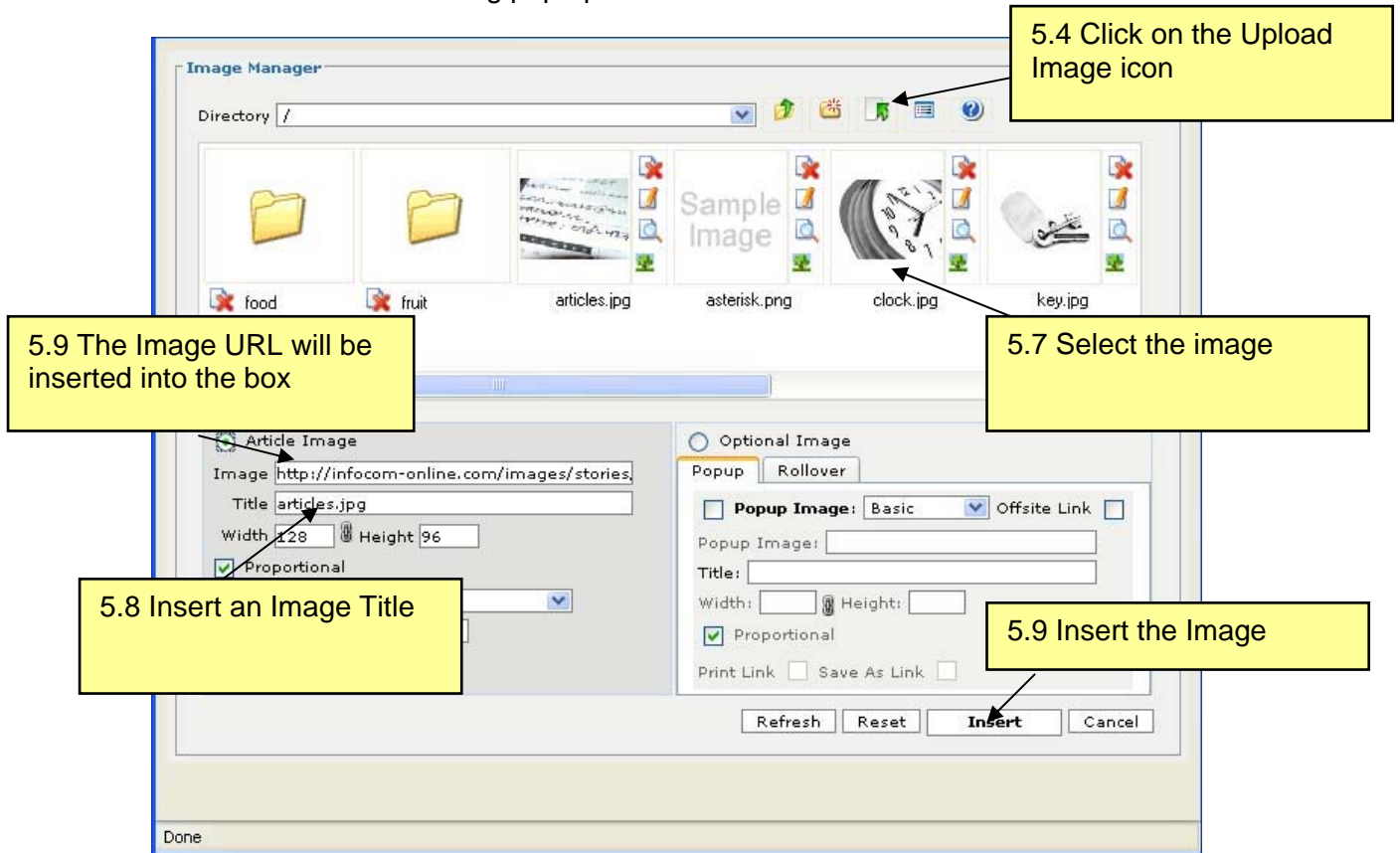
4.3 Choose Upload from the images menu


4.2 Click the Browse button and in the pop up navigate to the file you want to upload

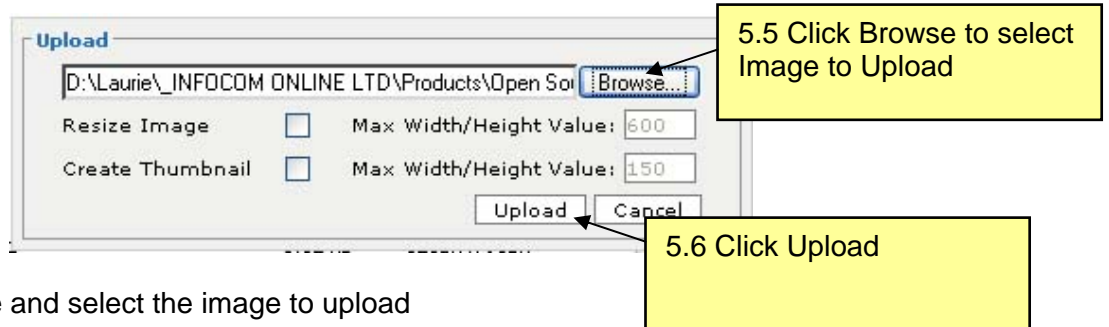


6.0 Adding an Image to the Content Manager

- 6.1. Open the Content page you wish to insert an image for
- 6.2. Choose the image location and click on the Image Manager icon 
- 6.3. You should see the following pop up screen




- 6.4. Click on the Upload Image icon to obtain the Upload Image Screen 



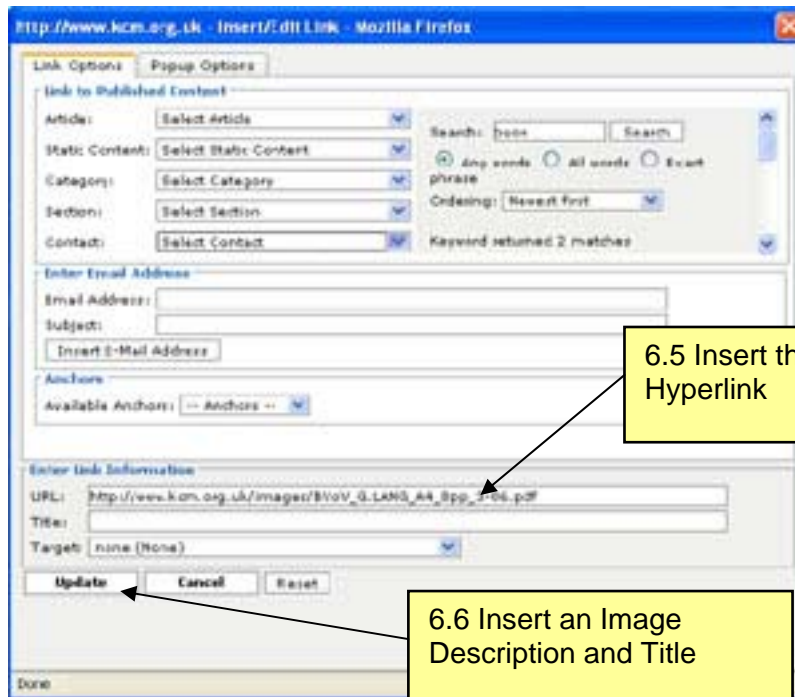
- 6.5. Click Browse and select the image to upload
- 6.6. Click Upload
- 6.7. Once Uploaded you select the image by clicking on it in the main image window
- 6.8. It is recommended to give the image a Title. This will result in a pop up when the mouse appears over an image
- 6.9. The Image URL will appear in the Image box, and you can choose **Insert** to insert the image into the Editor

7.0 Adding Hyperlinks to Uploaded Files


Navigate to the Page you want to add the file link to.

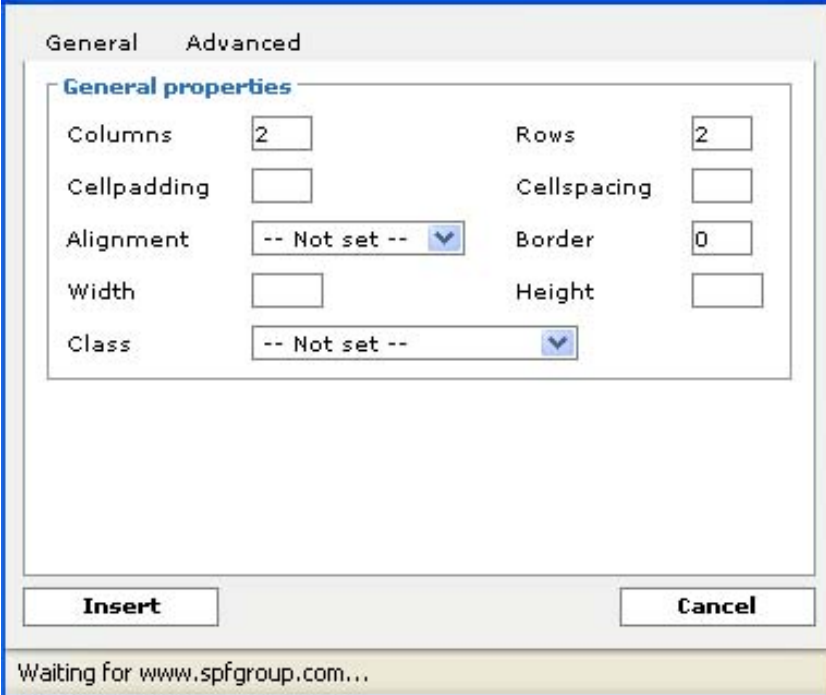
- 7.1. Choose Content -> All Content Items
- 7.2. Click on the Page Name you want to Edit
- 7.3. Highlight the text or click on the image you want to link from
- 7.4. Click on the Insert Hyperlink button in the Editor ()
- 7.5. In the Hyperlink Pop Up window (see below), add the URL/Path to the file you have just uploaded using the Media Manager above. If you uploaded images to the Media folder directly (and not a subfolder of the media folder) then the URL/Path will be "images/filename.jpg". If you uploaded it to a sub-folder then you would enter "images/sub-folder/filename.jpg".
- 7.6. Click Update to insert the hyperlink

You may use the Appearance and Advanced options for further options



8.0 Inserting and Editing Tables

- 8.1. If creating a new table, position the cursor where you want the table, or if editing a table click on the table border until it is highlighted
- 8.2. Click on the Insert Table icon  and you will see the Create Table pop up window
- 8.3. Enter the number of rows and columns
- 8.4. Enter a Cellpadding or Cellspacing amount
 - Cellpadding is the space inside a table cell that separates text from the border. It is good practice to have cellpadding, and it generally ranges from 3 to 8 pixels.
 - Cellspacing is the spacing outside each table cell that separates the cell from its surrounding cells. If the table border is 0 and you use Cellpadding, there is no real need to use Cellspacing
- 8.5. Enter a border amount. Enter 0 for no border, or 1 for a border thickness of 1 pixel. Enter amounts based on pixel widths.
- 8.6. Enter the Table Alignment, i.e. Left for the left of the page, or Center to centre it on a page
- 8.7. Enter the Table width in pixels
- 8.8. Click **Insert**




General Advanced

General properties

Columns	<input type="text" value="2"/>	Rows	<input type="text" value="2"/>
Cellpadding	<input type="text"/>	Cellspacing	<input type="text"/>
Alignment	<input type="text" value="-- Not set --"/>	Border	<input type="text" value="0"/>
Width	<input type="text"/>	Height	<input type="text"/>
Class	<input type="text" value="-- Not set --"/>		

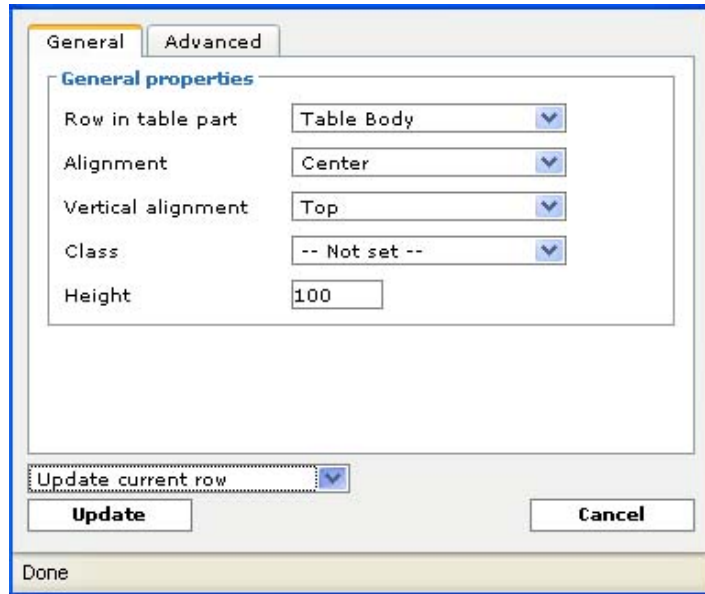
Insert **Cancel**

Waiting for www.spfgroup.com...

To edit a table **row** to add a background or set the row width, click on the Edit Row icon 

In the pop window that appears you can set:

- Text Alignment (horizontal)
- Vertical Alignment
- And Row heights



General | Advanced

General properties

Row in table part: Table Body

Alignment: Center

Vertical alignment: Top


Class: -- Not set --

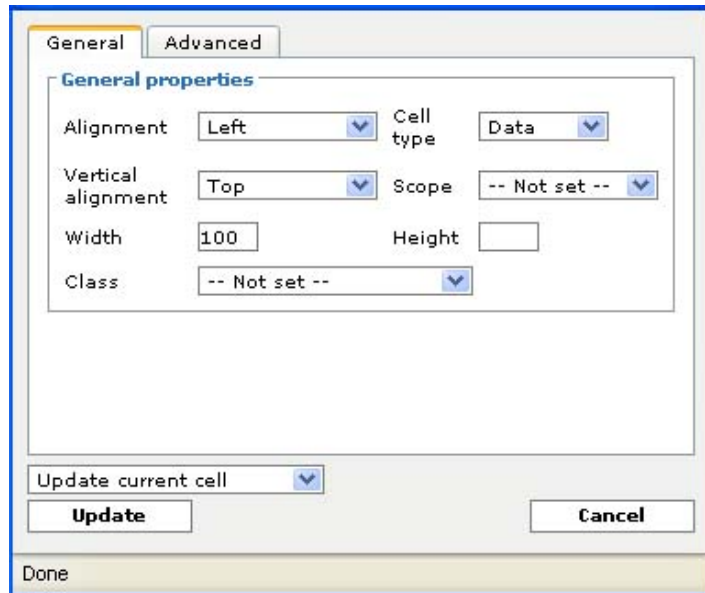
Height: 100

Update current row

Update Cancel

Done

To edit a table **cell** to add a background or set the row width, click on the Edit Row icon 



General | Advanced

General properties

Alignment: Left | Cell type: Data

Vertical alignment: Top | Scope: -- Not set --

Width: 100 | Height:

Class: -- Not set --

Update current cell

Update Cancel

Done

In the pop window that appears you can set:

- Text Alignment (horizontal)
- Vertical Alignment
- Cell widths and heights

Each of the pop windows for editing a table, row or cell have an Advanced tab that allows you to set:

- A background image
- A border colour or
- A background colour

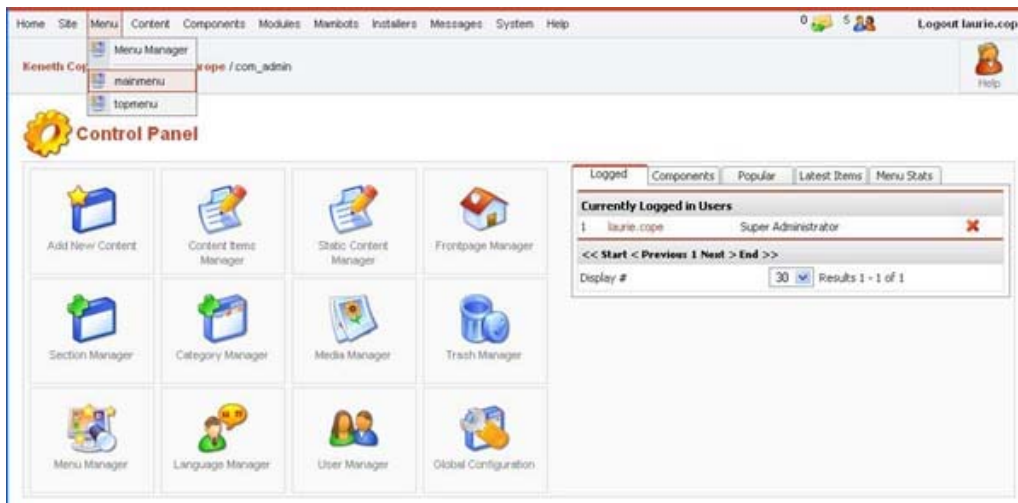
The image shows a dialog box with two tabs: 'General' and 'Advanced'. The 'Advanced' tab is selected. Inside the dialog, there is a section titled 'Advanced properties' containing several input fields and a dropdown menu:

- Id**: Text input field
- Summary**: Text input field
- Style**: Text input field
- Language direction**: Dropdown menu showing '-- Not set --'
- Language code**: Text input field
- Background image**: Text input field
- Border color**: Color selection field with a small square icon
- Background color**: Color selection field with a small square icon

At the bottom of the dialog, there are two buttons: 'Insert' and 'Cancel'. Below the dialog box, the word 'Done' is displayed.

9.0 Adding Pages to Menus

9.1. From the top menu select the Menu you wish to modify from the Menu drop down

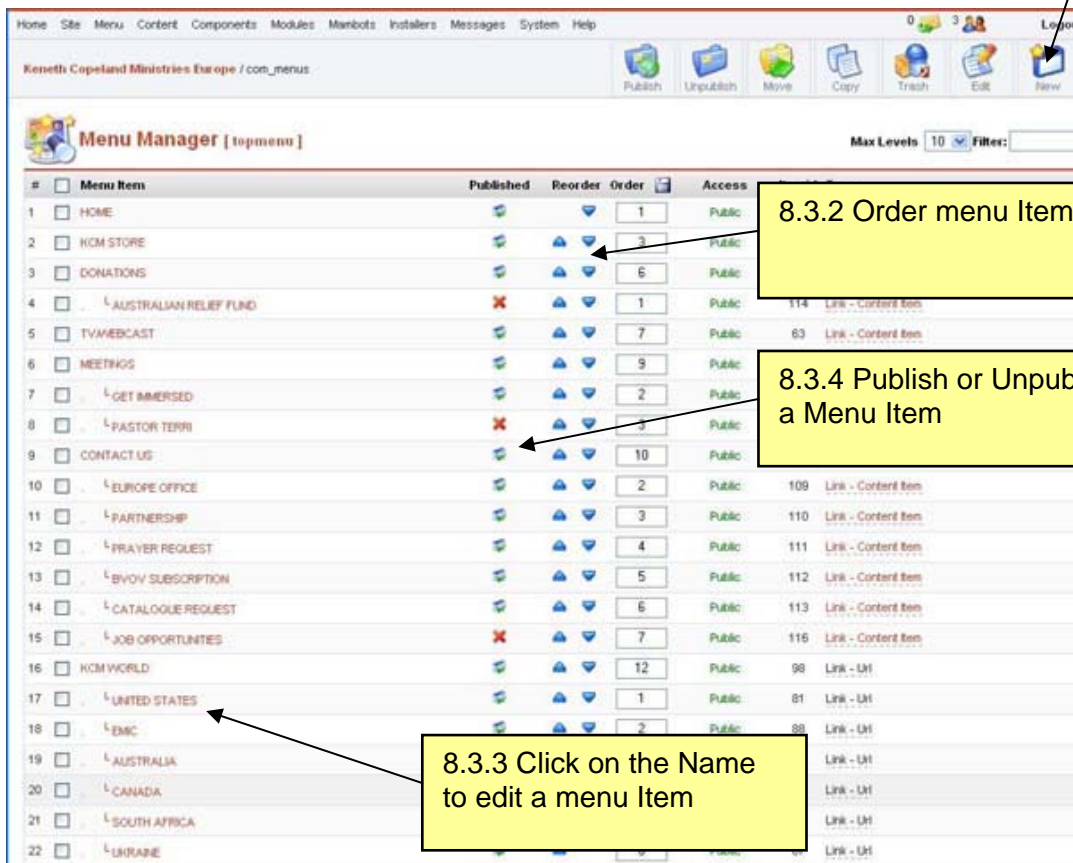


9.2. You will then be presented with the Menu manager screen. You will see a list of all menu items if any are added

9.3. From this page you can

- 9.3.1. Add a New menu Item
- 9.3.2. Order menu Items
- 9.3.3. Click on the Name to edit a menu Item
- 9.3.4. Publish or Unpublish a Menu Item

8.3.1 Add a New menu Item

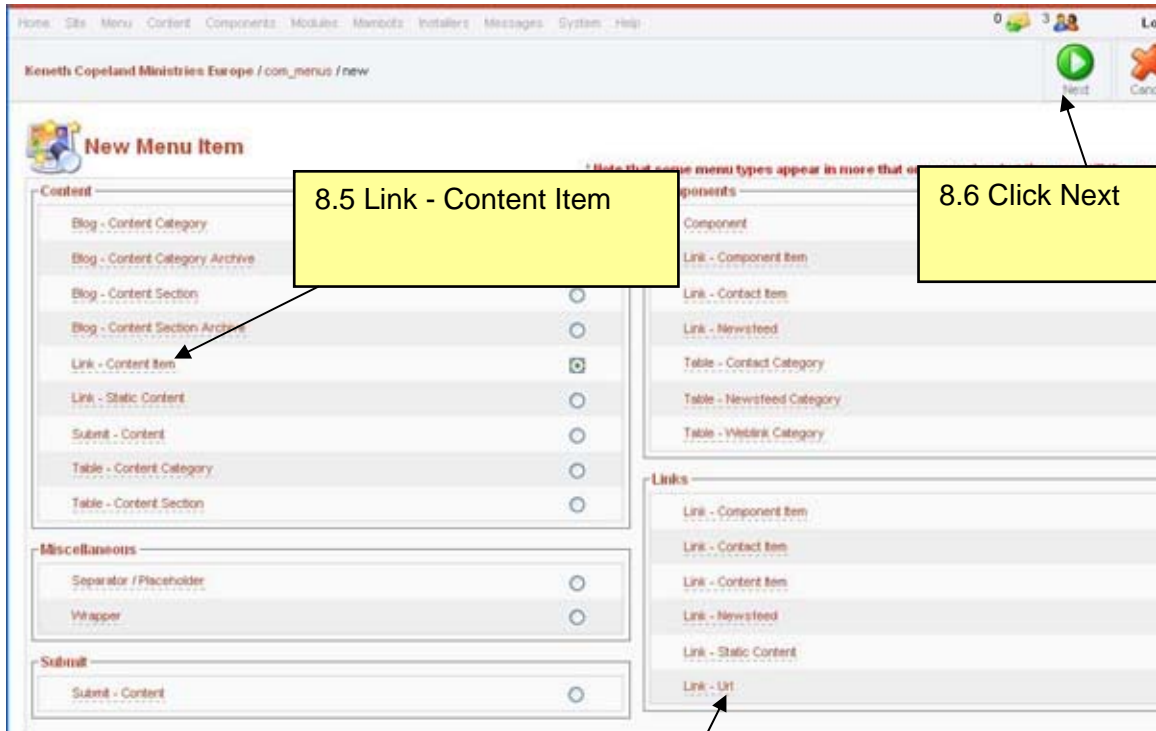


8.3.2 Order menu Items

8.3.4 Publish or Unpublish a Menu Item

8.3.3 Click on the Name to edit a menu Item

- 9.4. To Add a new Menu item click on the New button on the top right of the screen
- 9.5. From the next page, choose the sort of item that you would like to link the menu item to:
 - Link - Content Item :- This is a page within the site
 - Link - URL :- This is an external link
- 9.6. To choose an item, either click the radio button and click Next, or click on the item name



8.5 Link - URL

8.5 Link - Content Item

8.6 Click Next

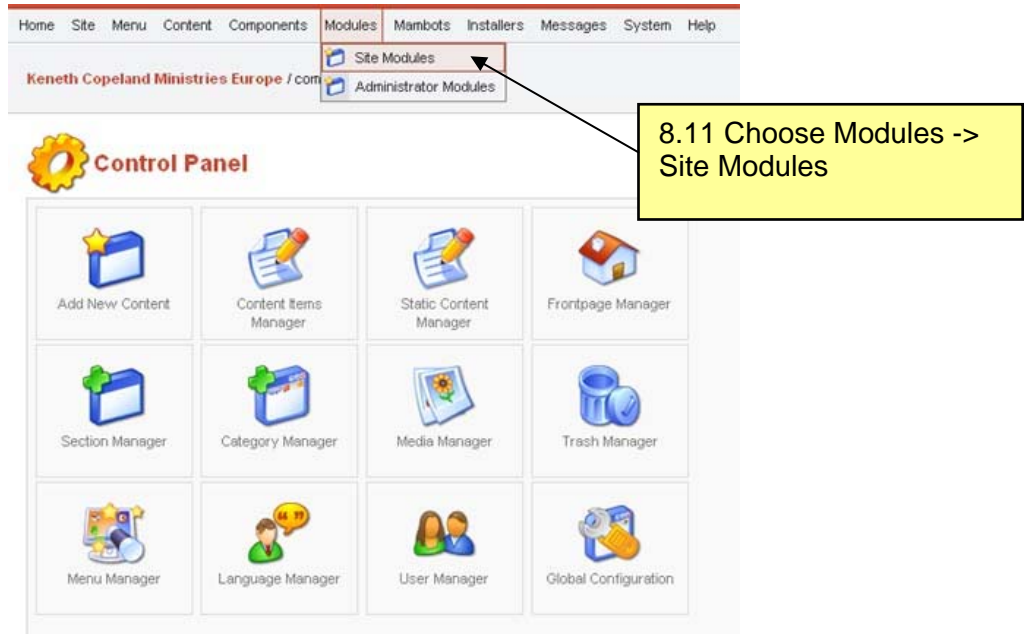
The screenshot shows the 'Add Menu Item :: Link - Content Item' form in the InfocomOnline interface. The form is divided into 'Details' and 'Parameters' sections. The 'Details' section includes fields for Name, Content to Link, Url, On Click, Open in, Parent Item, Ordering, Access Level, and Published. The 'Parameters' section includes a 'Menu Image' dropdown. Annotations with yellow boxes and arrows point to specific fields: '8.7 Enter the menu name' points to the 'Name' field; '8.7 Choose the Page Content' points to the 'Content to Link' dropdown; '8.9 Choose a New Window or Same Window' points to the 'Open in' dropdown; and '8.10 Choose the Parent Menu Item' points to the 'Parent Item' dropdown.

- 9.7. Enter the name you would like to appear on the Menu
- 9.8. If it is a link to a Content Item, choose the Page Content, else enter the external URL
- 9.9. Choose a New Window or the Same Window
- 9.10. If the menu item is a child of a top level menu item, from the Parent Item drop down, choose the parent item you wish the menu drop down to appear under

Assigning Modules to New Pages

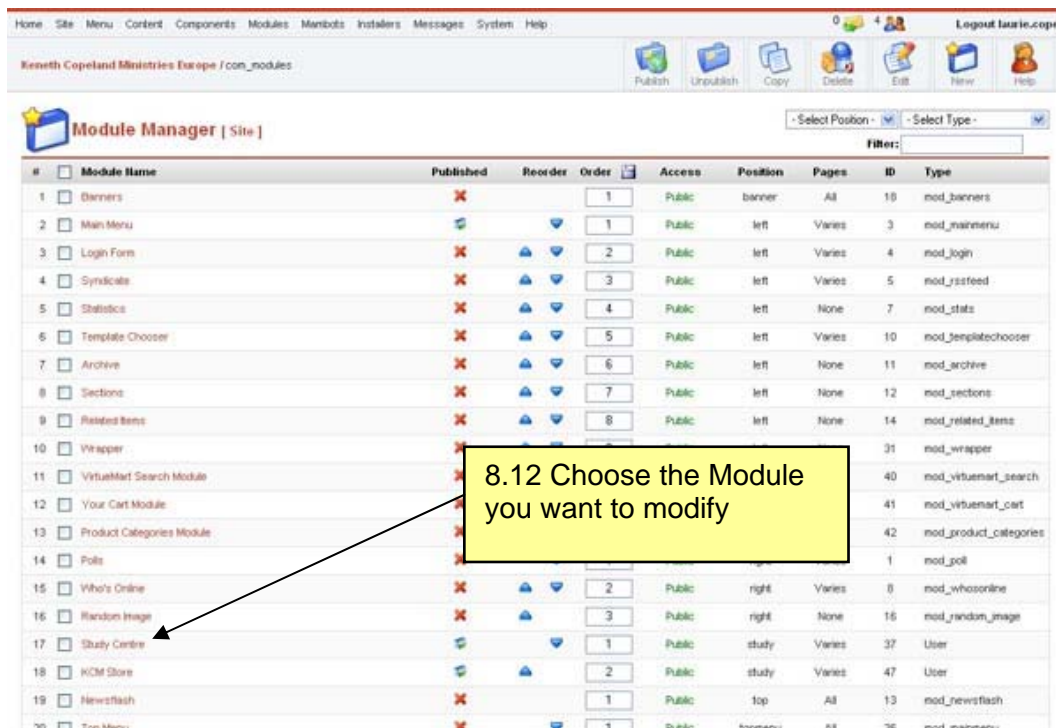
Once a Page has been added top to a Menu, it can now be reached via the website. But if your site has “modules” assigned to various pages, i.e. Main Menu (a module) assigned to some but not all pages, so you will now need to assign the modules (i.e. Main Menu) to the new page

9.11. From the top menu choose Site Modules from the Modules drop down



You will be presented with a list of all modules on your site

9.12. Click the name of the module you wish to edit



On the Module screen you can now choose the pages you wish the module to appear on.

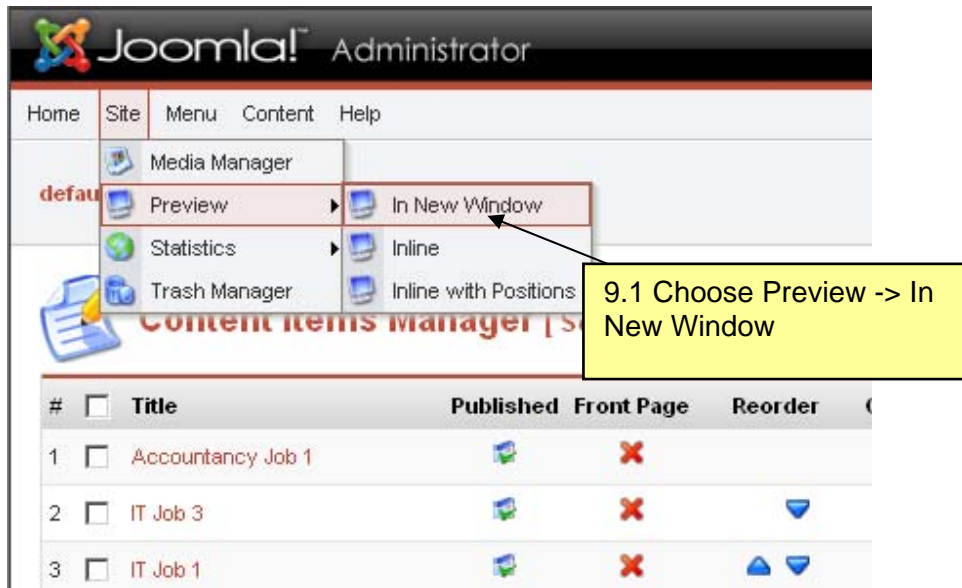
9.13. In the Pages/Items list, choose the Pages you want the Modules to appear on. Press Ctrl while clicking the mouse button for multiple pages

9.14. Once you have chosen click Save or Apply to save your changes. Click Close if you do not wish to save your changes.

The screenshot shows the 'Site Module: Edit' interface for 'KCM Store'. The 'Details' section includes fields for Title, Show Title, Position, Module Order, Access Level, Published, ID, and Description. The 'Parameters' section includes fields for Module Class Suffix, RSS URL, Feed Title, Feed Description, Feed Image, Items, Item Description, Word Count, and Enable Cache. The 'Pages / Items' list shows a tree structure of menu items, with several items selected (highlighted in blue). A yellow callout box points to the 'Apply' button in the top right toolbar, with the text '8.14 Click Save, Apply or Close'. Another yellow callout box points to the selected items in the 'Pages / Items' list, with the text '8.13 Choose the Pages you want the Modules to appear on. Press Ctrl while clicking the mouse button for multiple pages'.

10.0 Previewing The Site

10.1. From the main menu choose Preview -> In New Window to view the site in a new window.



11.0 Checkin Content

Note: The Content Manager is designed to support large scale projects where multiple editors may be needed. To prevent multiple people editing the same content, a Global Checkout feature is installed. This results in content being 'locked' or 'checked out' when a user is editing it. A padlock icon identifies a page as being checked out (🔒). To 'unlock' or 'checkin' the content the user must Save or Cancel/Close the page content when they are finished.

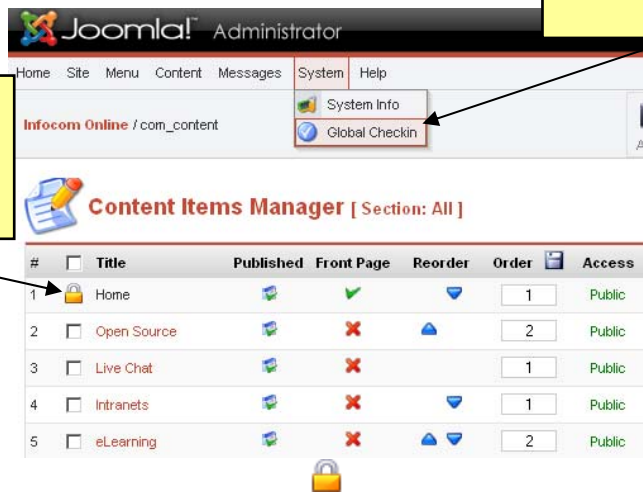
If a user fails to Save or Cancel/Close the content and either clicks Back or closes the browser, the content stays checked out.

To checkin the item

11.1. Choose menu item System -> Global Checkin

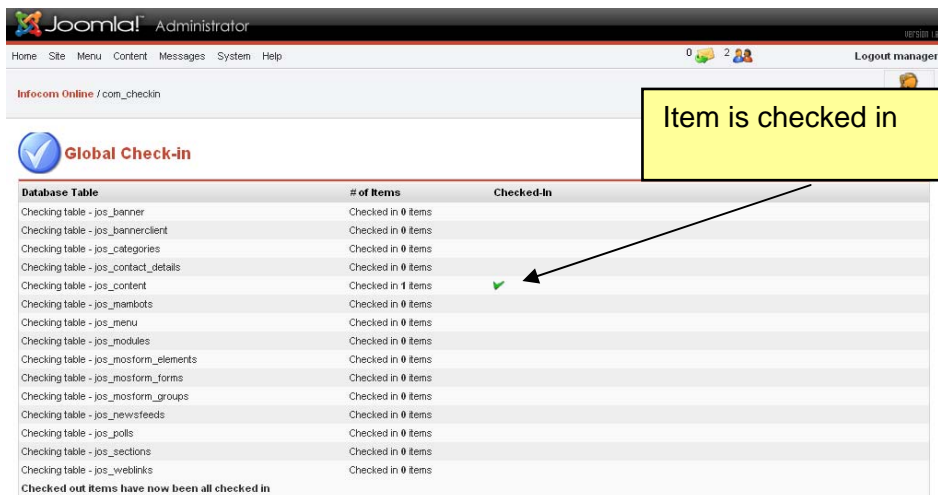
10.1. Choose menu item System -> Global Checkin

Locked/Checked Out item



You will then see a page summarising all the documents checked in

Note: If you have multiple users working on content you will Checkin the content they are editing and they will lose information. You only need to worry about this is you have been given multiple users to create and edit content.



Item is checked in