

Affinity Web Solutions

Content Manager

Quick Start Userguide

v2 - Joomla 1.5

Contents

1.0	LOGGING IN.....	2
2.0	ADDING/EDITING A WEB PAGE.....	3
3.0	THE EDITOR FUNCTIONS	6
4.0	UPLOADING FILES USING THE MEDIA MANAGER	9
5.0	ADDING AN IMAGE TO THE CONTENT MANAGER.....	10
6.0	ADDING HYPERLINKS TO UPLOADED FILES.....	12
7.0	INSERTING AND EDITING TABLES.....	13
8.0	ADDING PAGES TO MENUS	16


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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

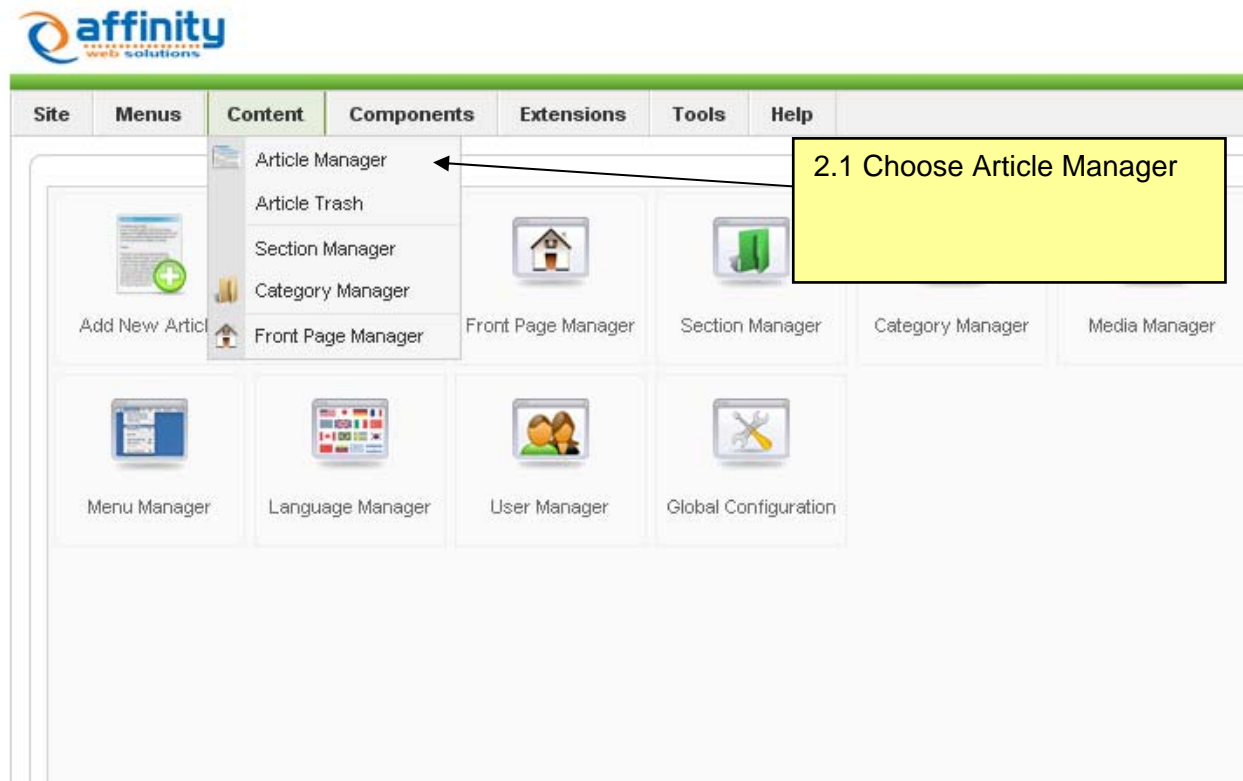
Use a valid username and password to gain access to the Administrator Back-end.

[Return to site Home Page](#)

Username	<input type="text" value="admin"/>
Password	<input type="password" value="*****"/>
Language	<input type="text" value="Default"/> ▼
<input type="button" value="Login"/> 	

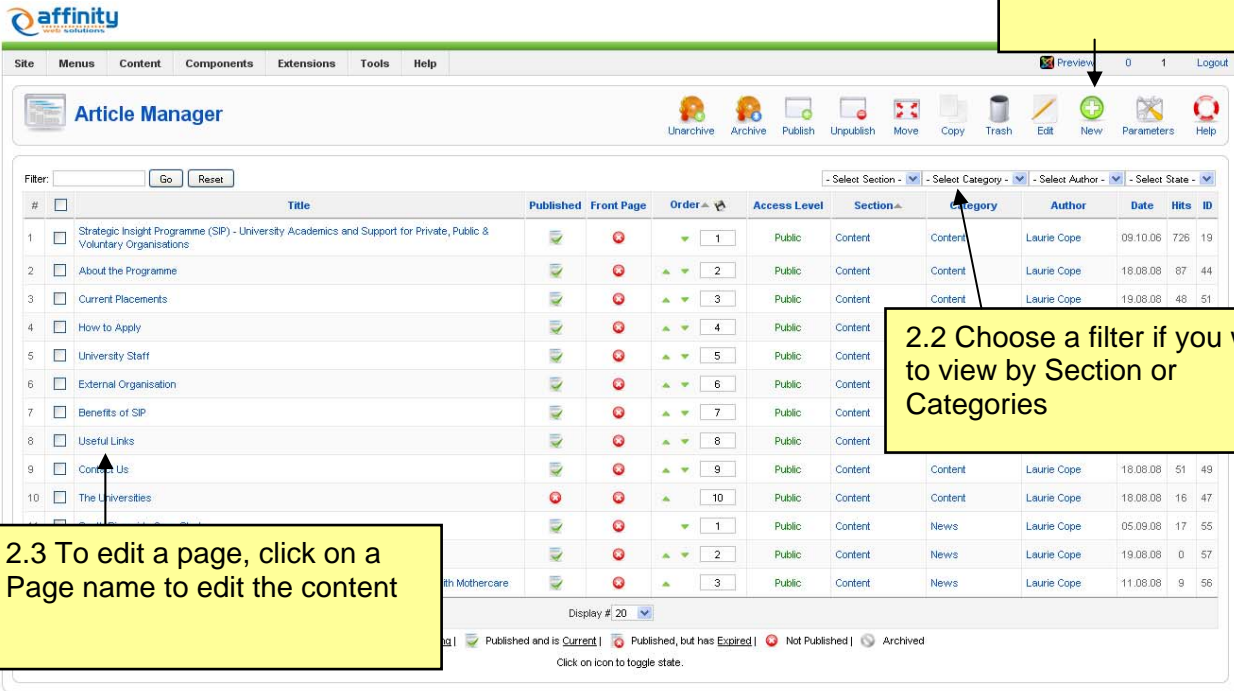
2.0 Adding/Editing a Web Page

2.1. From the Content link in the Main Menu, choose Article Manager



- 2.2. You will now see a list of all pages on your site.
- 2.3. Choose a filter if you wish to view pages by Section or Categories (if we are using Sections and Categories to categorise pages)
- 2.4. To edit a page, click on a Page name to edit the content
- 2.5. Click on New to add a new page

2.4 Click on New to add a new page



The screenshot shows the 'Article Manager' interface. At the top, there is a navigation menu with 'Site', 'Menus', 'Content', 'Components', 'Extensions', 'Tools', and 'Help'. Below this is a toolbar with icons for 'Unarchive', 'Archive', 'Publish', 'Unpublish', 'Move', 'Copy', 'Trash', 'Edit', 'New', 'Parameters', and 'Help'. The main area displays a table of articles with columns: #, Title, Published, Front Page, Order, Access Level, Section, Category, Author, Date, Hits, and ID. A filter bar at the top of the table allows selecting by Section, Category, Author, and State. A 'New' button in the toolbar is highlighted with a yellow box and an arrow pointing to it. Another yellow box highlights the 'Section' and 'Category' columns in the table, with an arrow pointing to the filter dropdowns. A third yellow box highlights the 'Title' column, with an arrow pointing to the 'Content Us' row.

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

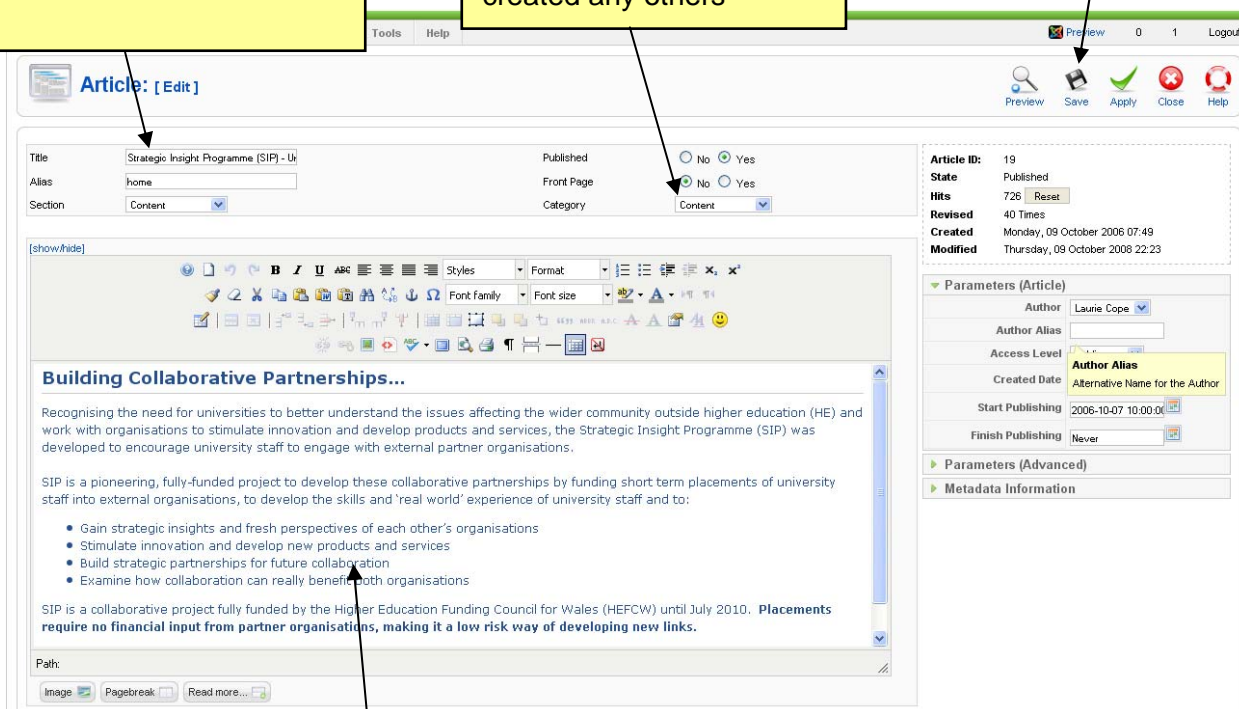
2.3 To edit a page, click on a Page name to edit the content

- 2.6. You will now see the main Content Editor for the page
- 2.7. 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.
- 2.8. Choose the Section and Category for Page to appear in, i.e. **“Content”**
- 2.9. Enter Page content and use editor to format text
- 2.10. Click Save

2.5 Enter Page Name in Title and Title Alias boxes

2.8 Choose Section and Category for Page to appear in – choose Content if we are not created any others

2.10 Click Save



2.9 Enter Page content and use editor to format text















3.0 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 ✓.







Note: The images may vary as there are a few different editors available for the content manager, and they may change as new versions are released. Holding the mouse over an image in the editor will tell you what it is.

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

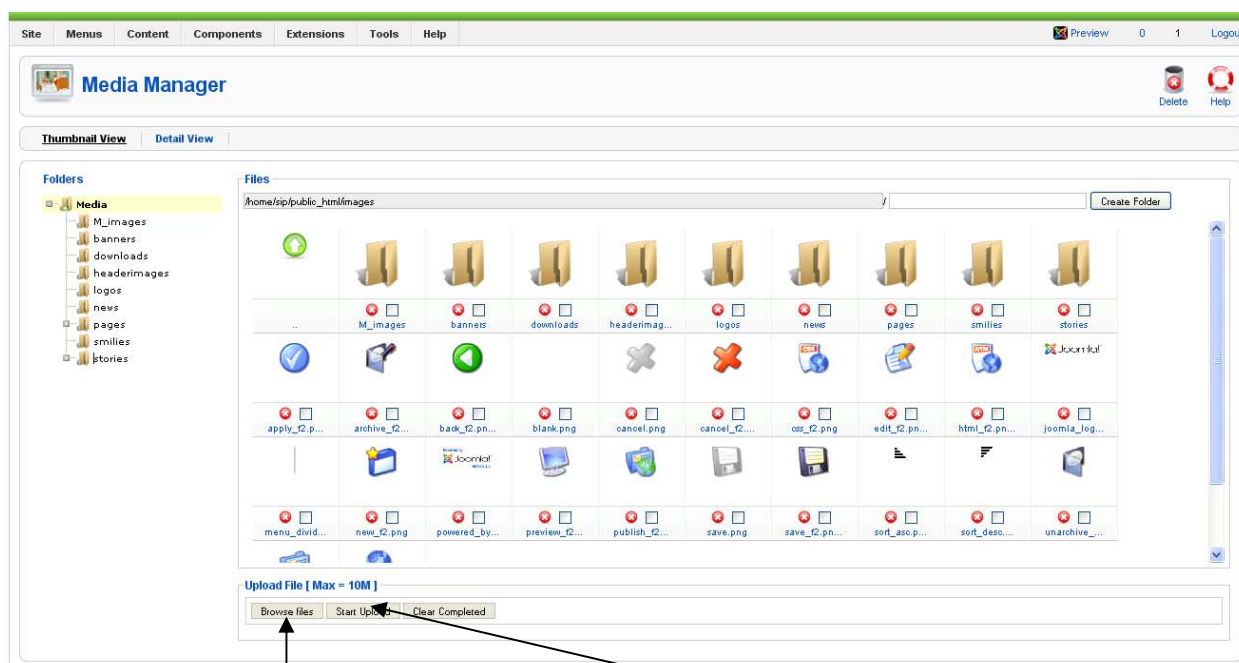
✓		Preview	Preview the page being edited in a new window
✓		Insert Image (Image Manager)	Insert a Picture (Option 2 above)
		Insert Emoticon	Insert some common emoticons such as a smiley face
		Insert Flash	Insert a Flash image that you have created
		Insert File Link	Insert a link to a file you have 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

4.0 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.

- 4.1. From the Main Menu choose menu “Site” and then “Media Manager”
- 4.2. In Media Manager click the Browse Files button and in the pop up navigate to the file you want to upload and choose OK. Keep doing this to choose all the files you want to upload.
- 4.3. To Upload all the files, choose Upload Files from the images in the menu on the top right

You will now upload your files.




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

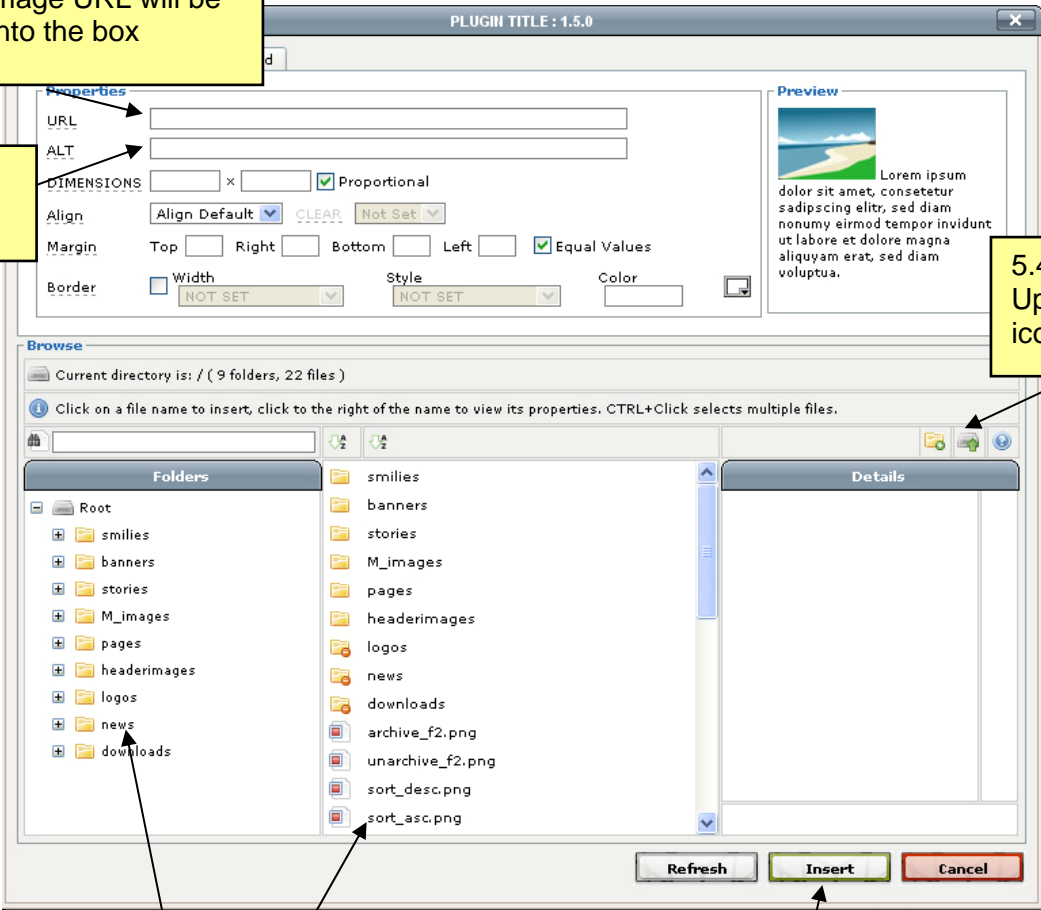
4.3 Click Start Upload to upload your files

5.0 Adding an Image to the Content Manager

5.1. Open the Content page you wish to insert an image for

5.2. Choose the image location and click on the Image Manager icon 

5.3. You should see the following pop up screen



The screenshot shows the 'Image Manager' plugin interface. At the top, there's a title bar 'PLUGIN TITLE : 1.5.0'. Below it, the 'Properties' section contains fields for 'URL', 'ALT', 'DIMENSIONS' (with a 'Proportional' checkbox), 'Align' (with a dropdown and 'CLEAR' button), 'Margin' (with 'Top', 'Right', 'Bottom', 'Left' inputs and an 'Equal Values' checkbox), and 'Border' (with 'Width', 'Style', and 'Color' inputs). To the right is a 'Preview' section showing a beach image and placeholder text. Below the properties is a 'Browse' section with a file explorer view showing a directory structure with folders like 'smilies', 'banners', 'stories', 'M_images', 'pages', 'headerimages', 'logos', 'news', and 'downloads', and files like 'archive_f2.png', 'unarchive_f2.png', 'sort_desc.png', and 'sort_asc.png'. At the bottom right of the browse section is an 'Upload Image' icon. At the very bottom are 'Refresh', 'Insert', and 'Cancel' buttons.


5.9 The Image URL will be inserted into the box

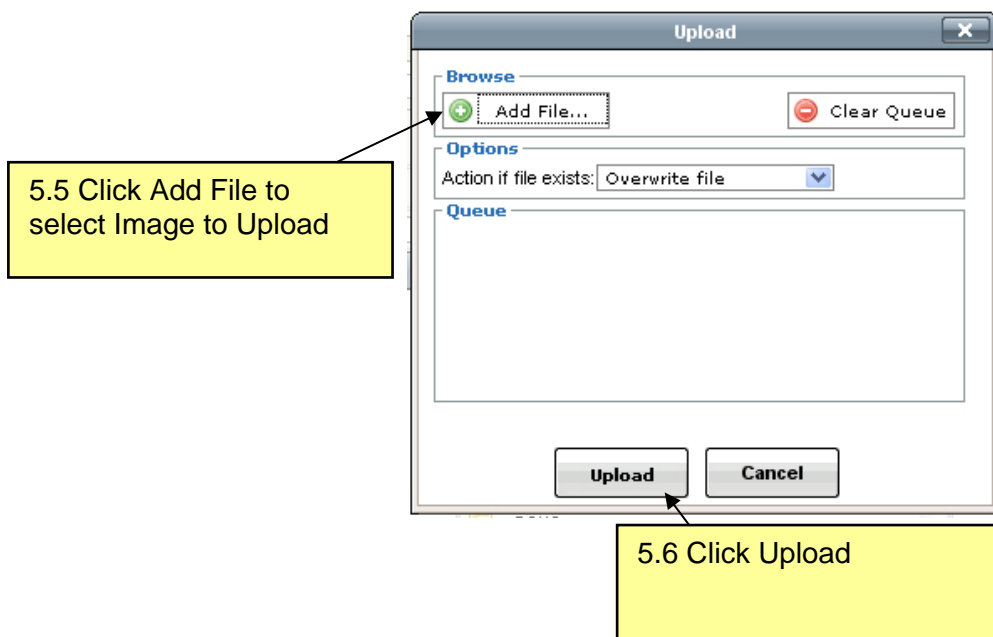
5.8 Insert an Image Title

5.4 Click on the Upload Image icon

5.7 Browse to the folder and Select the image

5.9 Insert the Image

Click on the Upload Image icon to obtain the Upload Image Screen 

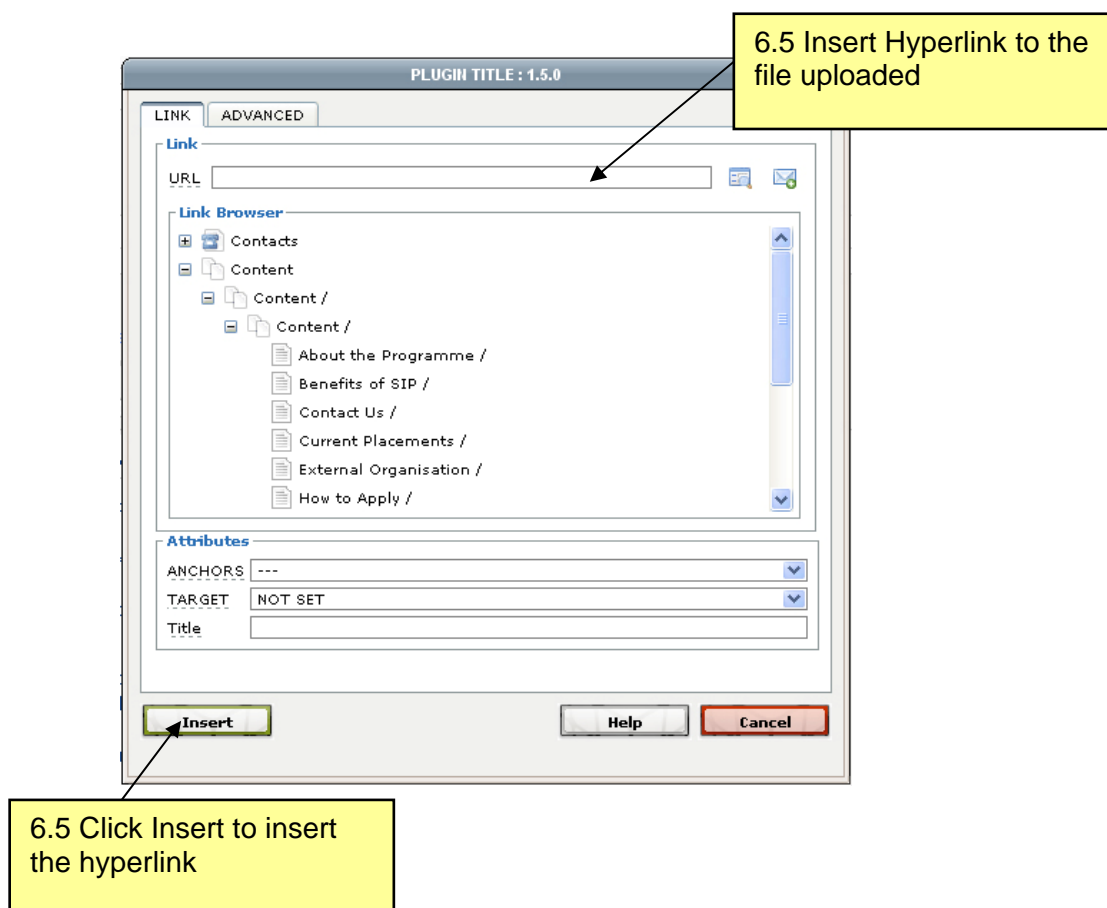


- 5.4. Click Add File and select the image to upload
- 5.5. Click Upload
- 5.6. Once Uploaded you select the image by clicking on it in the main image window
- 5.7. It is recommended to give the image a Title. This will result in a pop up when the mouse appears over an image
- 5.8. The Image URL will appear in the Image box, and you can choose **Insert** to insert the image into the Editor


6.0 Adding Hyperlinks to Uploaded Files

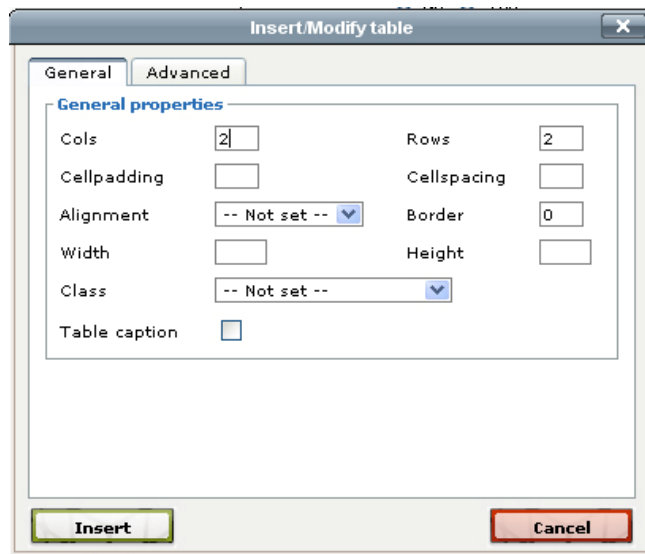
Navigate to the Page you want to add the file link to.

- 6.1. Choose Content -> Article Manager
- 6.2. Click on the Page Name you want to Edit
- 6.3. Highlight the text or click on the image you want to link from
- 6.4. Click on the Insert Hyperlink button in the Editor (🔗)
- 6.5. In the Hyperlink Pop Up window (see below), add the URL/Path to the file you have 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".
- 6.6. Click Insert to insert the hyperlink



7.0 Inserting and Editing Tables

- 7.1. 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
- 7.2. Click on the Insert Table icon  and you will see the Create Table pop up window
- 7.3. Enter the number of rows and columns
- 7.4. 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
- 7.5. Enter a border amount. Enter 0 for no border, or 1 for a border thickness of 1 pixel. Enter amounts based on pixel widths.
- 7.6. Enter the Table Alignment, i.e. Left for the left of the page, or Center to centre it on a page
- 7.7. Enter the Table width in pixels
- 7.8. Click **Insert**



The screenshot shows a dialog box titled "Insert/Modify table" with a close button (X) in the top right corner. It has two tabs: "General" (selected) and "Advanced". Under the "General" tab, there is a section titled "General properties" containing the following fields:

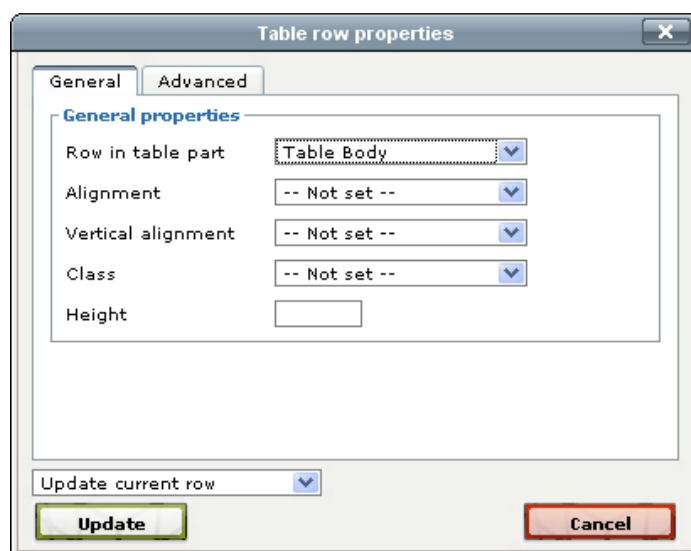
Cols	<input type="text" value="2"/>	Rows	<input type="text" value="2"/>
Cellpadding	<input type="text"/>	Cellspacing	<input type="text"/>
Alignment	<input type="text" value="-- Not set --"/>	Border	<input type="text" value="0"/>
Width	<input type="text"/>	Height	<input type="text"/>
Class	<input type="text"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

At the bottom of the dialog box, there are two buttons: "Insert" (highlighted with a green border) and "Cancel" (highlighted with a red border).

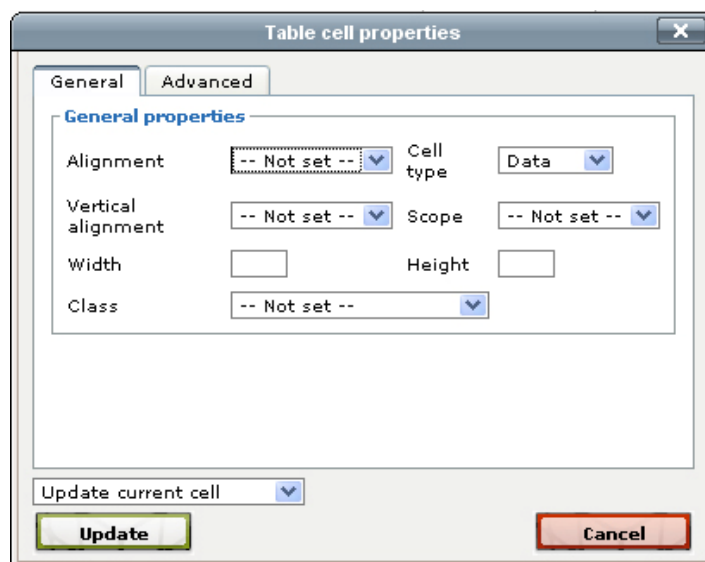
To edit a table **row** to add a background or set the row width, click on the Edit Row icon 

In the pop window that appears you can set:

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



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

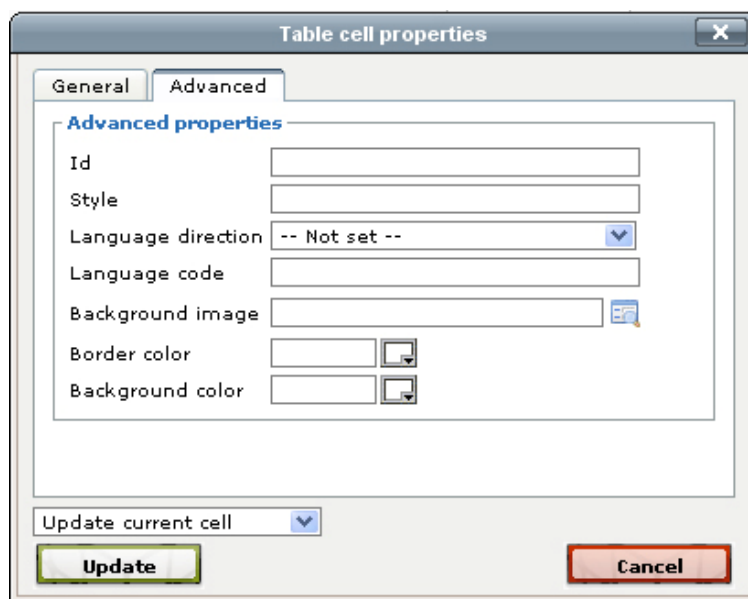


In the pop window that appears you can set:

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

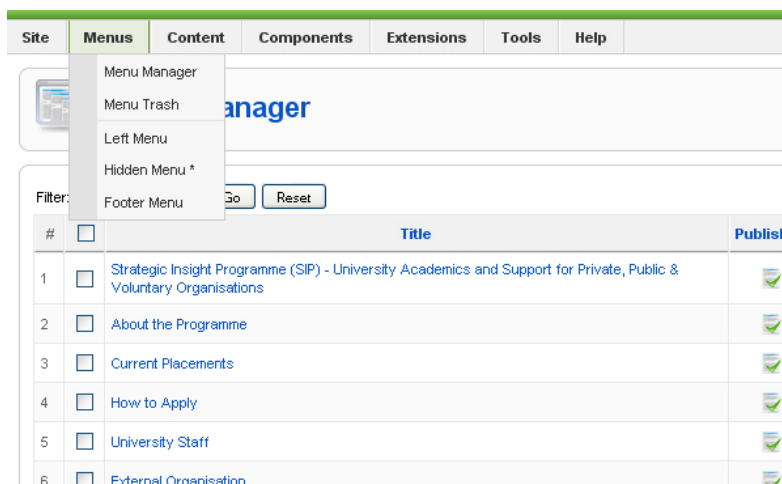
Each of the pop windows for editing a table, row or cell have an Advanced tab that allows you to set:

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



8.0 Adding Pages to Menus

8.1. From the top Menu link select the Menu you wish to modify from the Menu drop down (i.e. Left Menu)

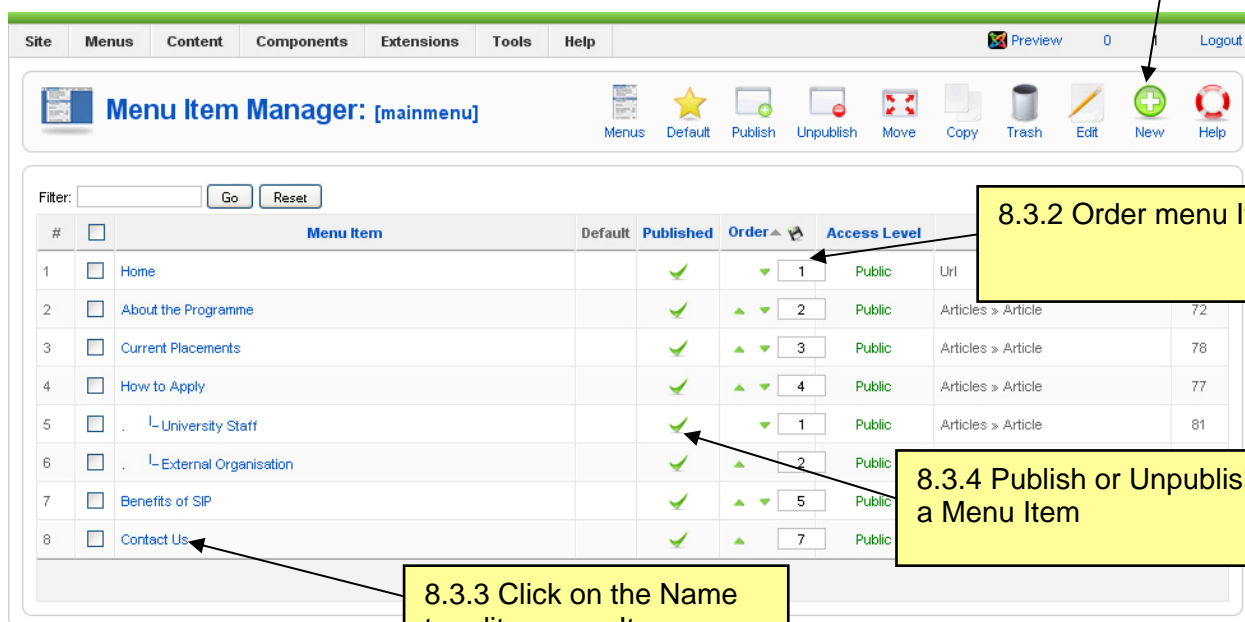


8.2. You will then be presented with the Menu manager screen. You will see a list of all menu items if any are added

8.3. From this page you can

- 8.3.1. Add a New menu Item
- 8.3.2. Order menu Items
- 8.3.3. Click on the Name to edit a menu Item
- 8.3.4. 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

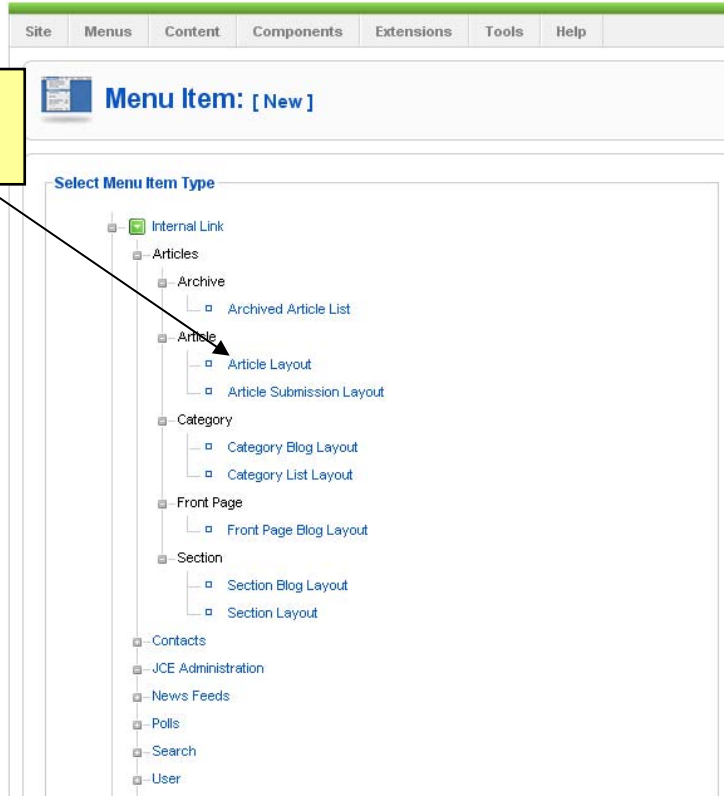
8.4. To Add a new Menu item click on the New button on the top right of the screen

8.5. 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

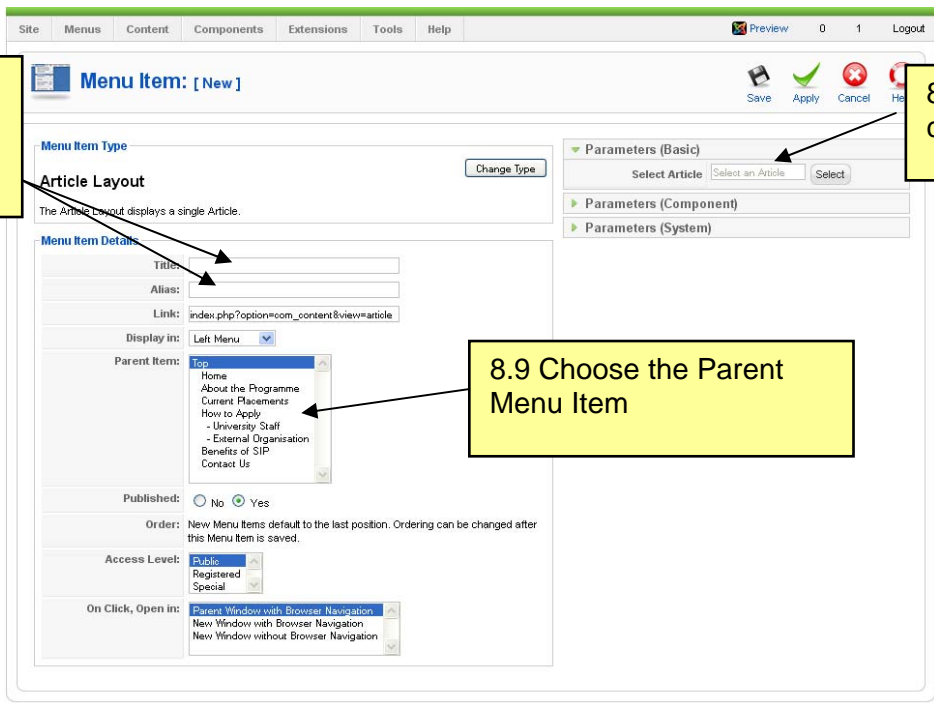
8.6. To choose an item, either click on the Menu Item name. For a normal page link it is **Article Layout**

8.5 Click Articles and then Article Layout



8.7 Enter the menu name and alias (same as menu name)

8.8 Click to choose the Article



8.9 Choose the Parent Menu Item

- 8.7. Enter the name you would like to appear on the Menu
- 8.8. Click Select Article to choose the Article
- 8.9. 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