# CMS Training Manual

A brief overview of your website's content management system (CMS) with screenshots.

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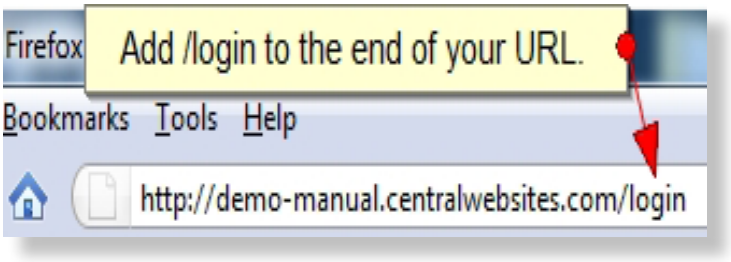
# Logging In:



*Click images to see larger view. Click “Back to Section” in larger view to jump back to the section you were reading.

There are two parts to your site: the “front end” and the “back end”. The “front end” is the public view of your website, everything that the visitors see.

- To login to the “backend” of your website, type in your full URL (website address), followed by **/login**.
- You will be brought to your login screen where you will enter your **username and password**.

# Dashboard:

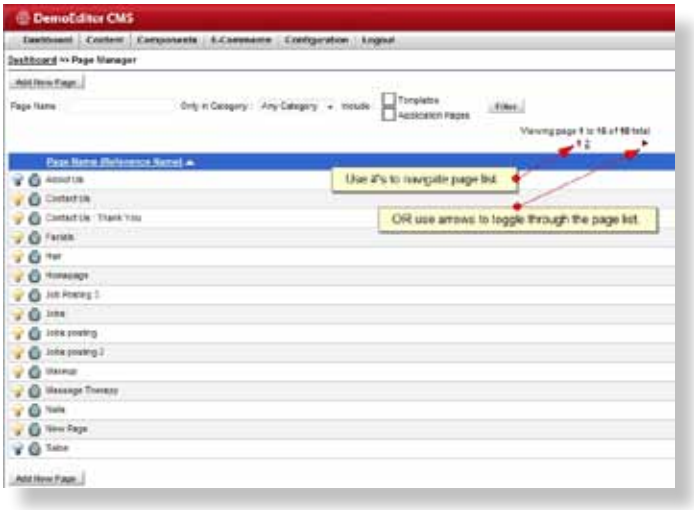
Once you login to the backend of your site, you will be brought to your **dashboard**. This is where you will find all of your quick launch tools. From your dashboard you can edit your Menus, Page List, Modules, Image Manager, News Manager, Event Manager, and Showcase Manager items, like Portfolio Pieces and Testimonials.

You can return to your Dashboard at any time by clicking on the **dashboard menu item** located in the top left corner of your CMS.

All of your quick launch options are also available in the top menu, so it isn't necessary to return to your dashboard when you want to move from component to component in the backend of your site.

# Page List / Search Filter:

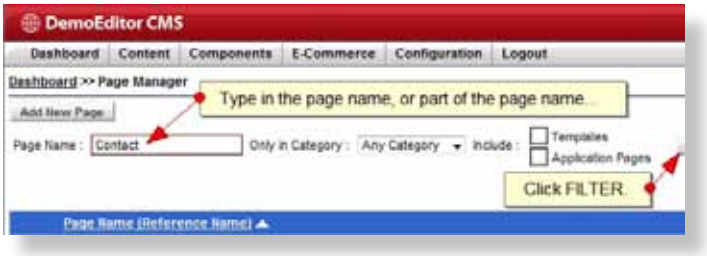
- When you click on your **page list** icon, you will be brought to your **page list**.




Your pages are listed in alphabetical order by page name,15 pages at a time.

- You can toggle through your page list using the arrows located above the blue bar in the center of your screen.

- Or, you can click on the numbers located between the arrows to move forward or backward on your page list.




There is also a **search filter**, in case you don't want to toggle through your entire page list to find the page you want to edit.

- Type the page name, or part of the page name, into the search box and click filter. Your page will refresh and only pages with the word(s) you typed in the search box will display. To get back to your full page list, simply delete the text in the search box and click filter again.

# Common Icons:

Throughout your training you will encounter familiar icons.

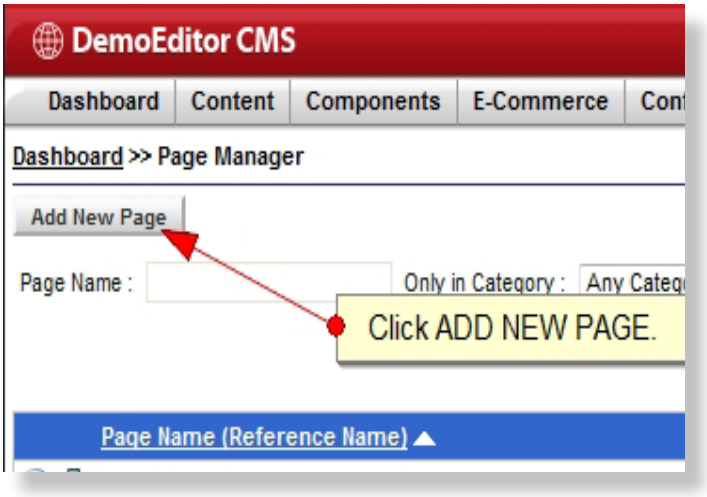
- **Light Bulb** – On the left, you will find your light bulb icon. The light bulb is used to toggle pages, menu items, modules, and other items on and off on your website. A yellow light means that an element is "on." Click a yellow bulb to turn it off. When a light bulb is clear, or not lit, it means that page, menu item, or module is turned off on the front end of your website.

- **Delete** – On the right side of your page list, you will find an orange **X** icon, which will delete a page. If you choose to delete something, you will be prompted with a message that asks, "Are you sure that you want to delete this page permanently?" Once you click "okay," the page or element that you chose to delete will be permanently deleted. If you decide you want that information back, you will have to recreate it from scratch.

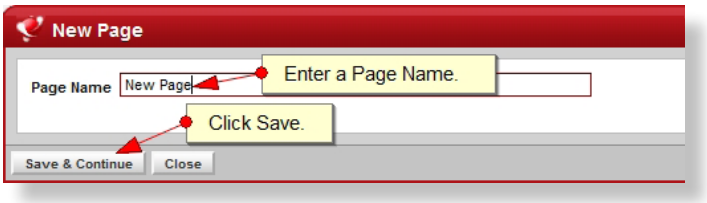
Unless you are 100% sure that you want to delete an item from your site, we recommend that you use the light bulb to toggle that information off instead.

- **Edit This Item** – Next to the orange x is the **edit this item** icon. The edit this item icon allows you to edit a page or element that already exists in your system.

# Adding a New Page:




- To add a new page to your site, first click the "**add new page**" button located above or below your page list on the left hand side.



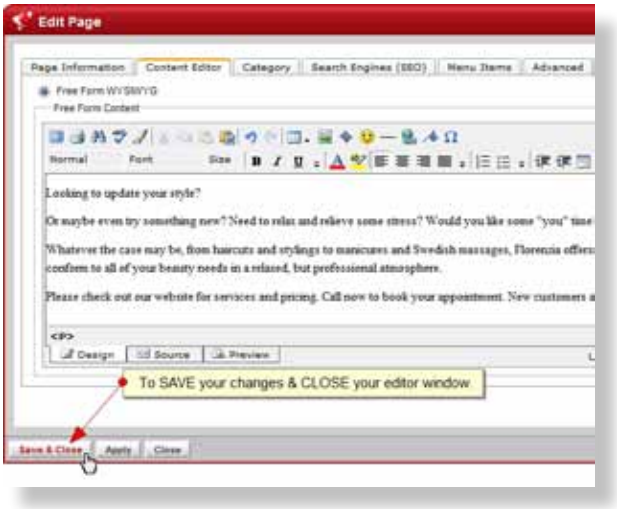

- Enter a **Page Name**. The page name is for your use only; it displays only in the backend of your site, alphabetically in your page list. You want to make sure that you name your pages logically with relevance to the page content so that they are easy to find when you want to edit them.
- Once you've named your page, click **Save**.

Next, your page information will display.

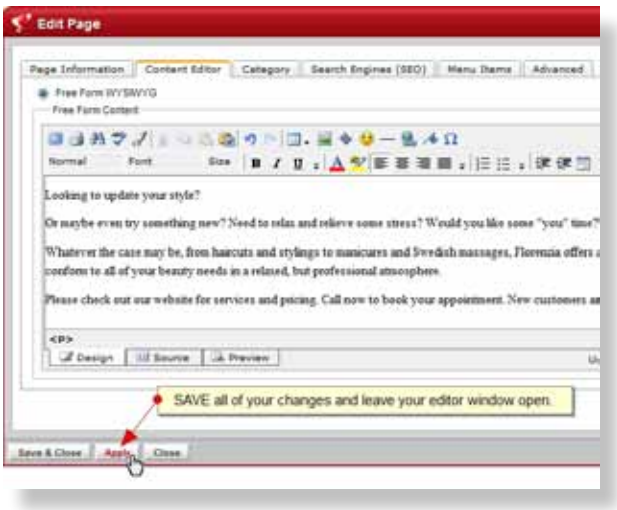
- Click the second tab, which is your **Content Editor** tab. (For information about the Content Editor, see the appropriate section).

# Content Editor:

This is your WYSIWYG editor.  WYSIWYG stands for “What You See Is What You Get.”  That just means that you can see all of your changes in the editor window as you make them.

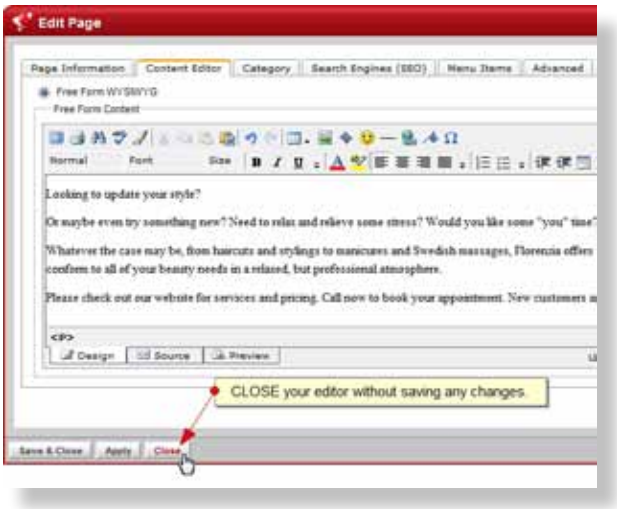



Once you’ve named and saved your page, you have the option to **Save and Close** your page at any time.  This will save your changes and close your editor window.



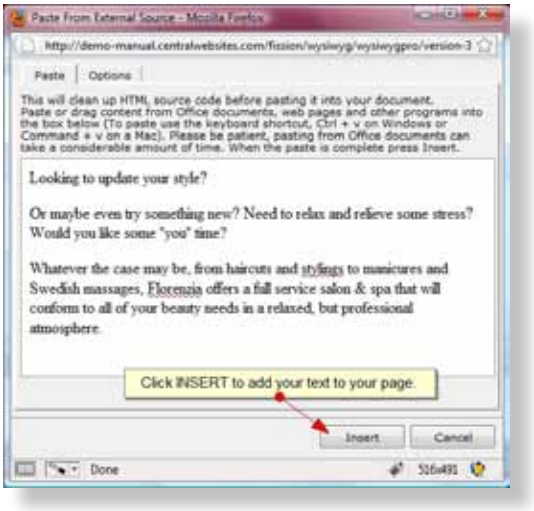

Like the Save and Close button, **Apply** saves all of your changes but leaves your editor window open so you can continue editing your page.

* It’s important that you save your progress because your CMS will time out after 15 minutes if no work is done on a page.



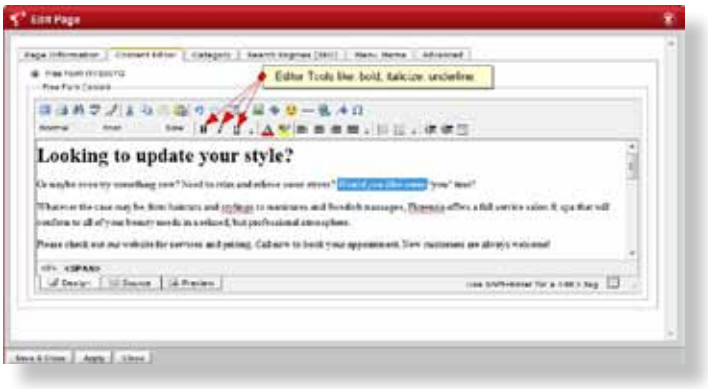

**Close** - This will close your editor window but will NOT save any of your changes.

# Paste:




In your editor window you can **copy and paste** text. You can copy text from anywhere (a website, a Word document, or an email) and paste it right in your editor window.

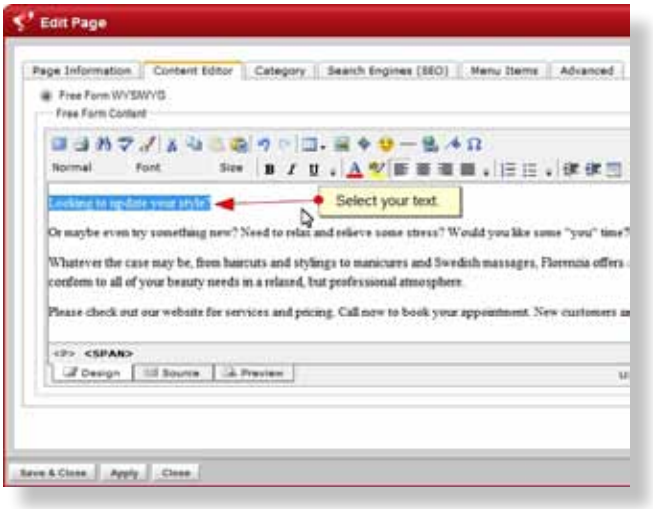
- Place your cursor in the editor window. After you've copied your text, press CTRL V to paste it in the window.
- A **paste window** will open where you can paste your text. (The paste window opens to ensure that no bad characters or fonts that aren't safe for the web get pasted onto your site).
- Once you've pasted your text in the "paste as plain text" window, click **INSERT** to add your text to your page.



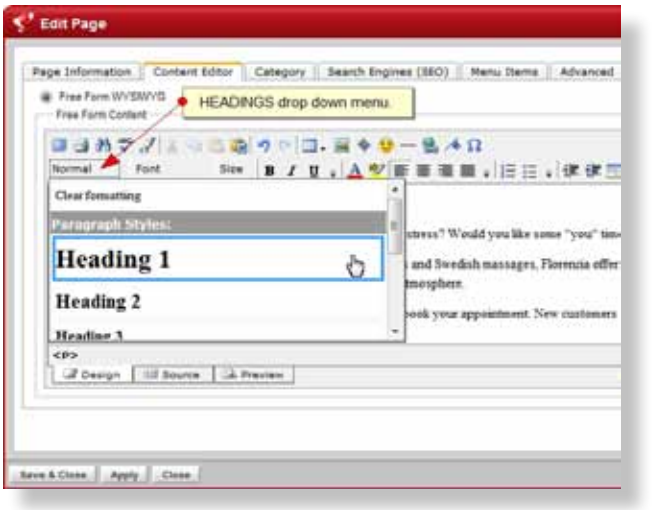

Once your text has been pasted in your editor window you can format your content. You have very basic tools like bold, italicize, and underline. You can also left, center, right align and justify your text.

You can also add tables, videos, links, and forms.

# Headings:

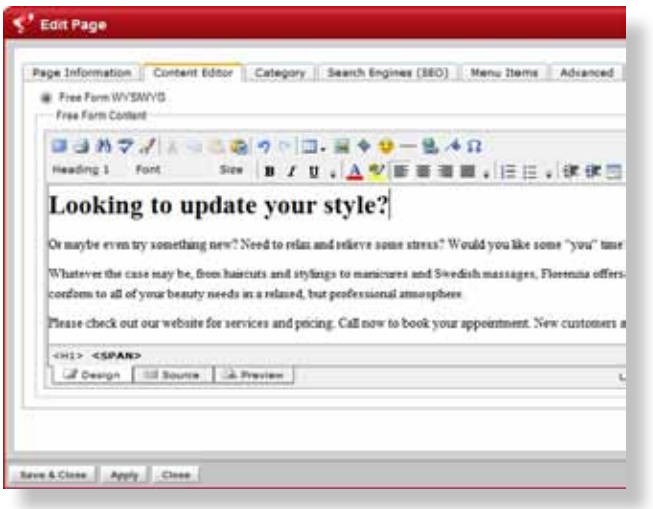



Your website has two or three **heading styles** that have been designed for you; Heading 1, Heading 2, and Heading 3 (sometimes you have more and sometimes you have less).



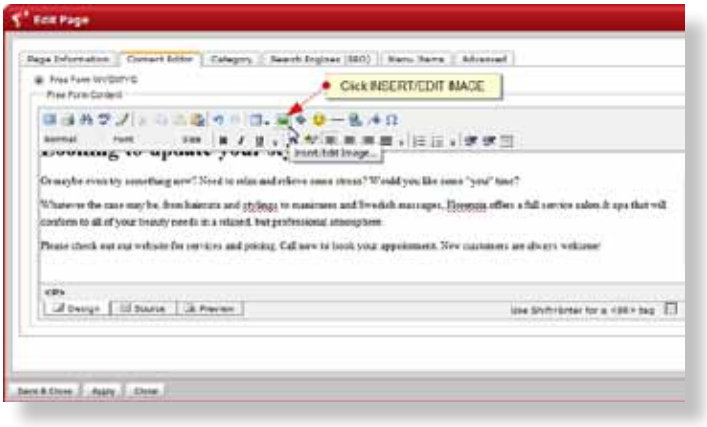

Think of your page content like a news article. At the top of the content there should be a headline, in this case a **Heading 1** style that introduces the page to the reader and gives them an idea of the information that they might see in the text that follows on the page.

Your Heading 1, or H1, text will be larger than the rest of your text and bold to stand out to readers and search engines. You can select a heading style from the drop down menu.



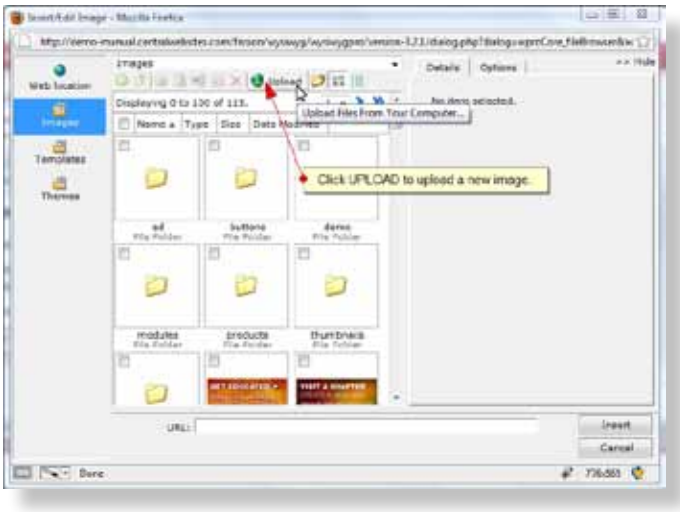

- To make text a Heading 1, select your text, click the **Styles menu** item, and select Heading 1.

# Inserting a New Image:

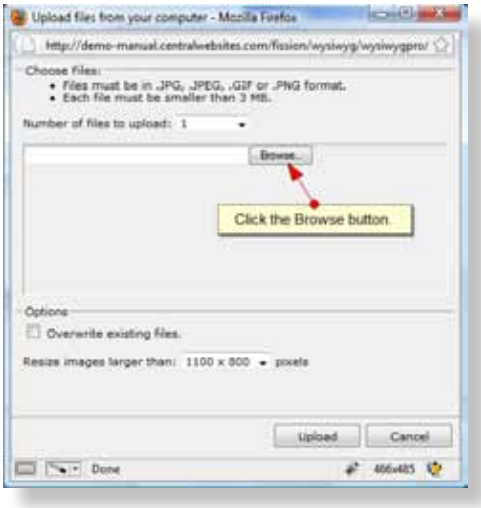



- To insert an image on your page, place your cursor in the WYSIWYG editor window where you want your image to appear.
- Select the **Insert/Edit Image** icon to open your Insert/Edit Image window.

# Uploading a New Image:



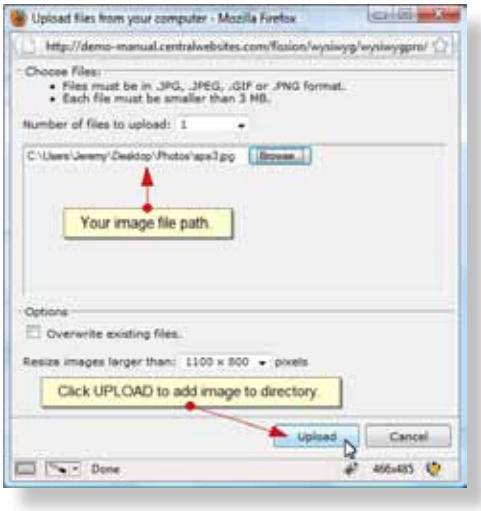

- In the left menu, **Images** should be highlighted in blue indicating that you are in your Images directory.
- To upload a new image to your directory, select the **Upload** icon to open your Browse window.



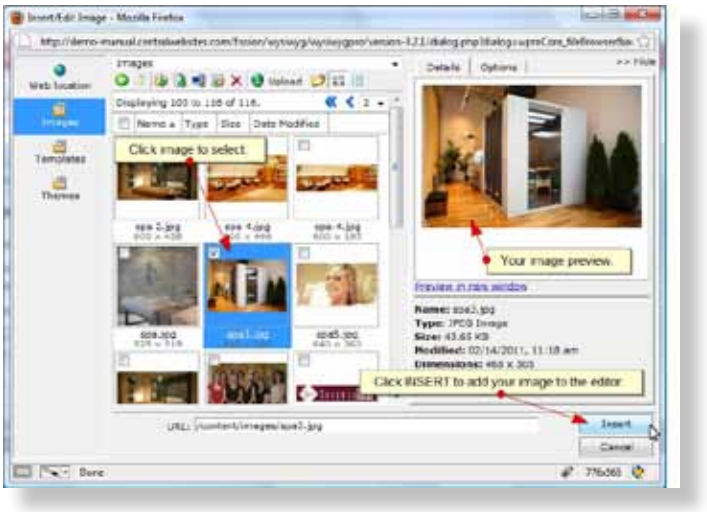

- Click the **Browse button**.
- You can also upload more than one image (up to 20) at a time by selecting the desired number from the drop down picker.

* Recommended image size: smaller than 3 MB.

- Find the image on your computer that you wish to upload to your system. Click **Open** and your file path will appear in the browse box.



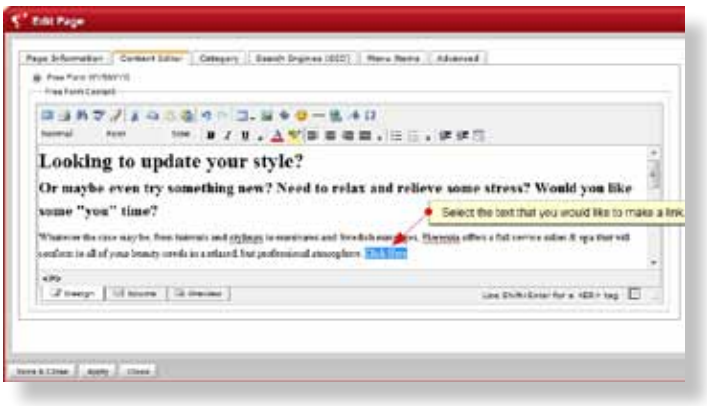

- Click **upload** and your image directory will refresh to show you a preview of your recently uploaded image(s).




When you've uploaded your desired image, select by clicking on the image. An image preview will appear in the window to the right of your directory with dimensions, file type, and date modified information listed below it.

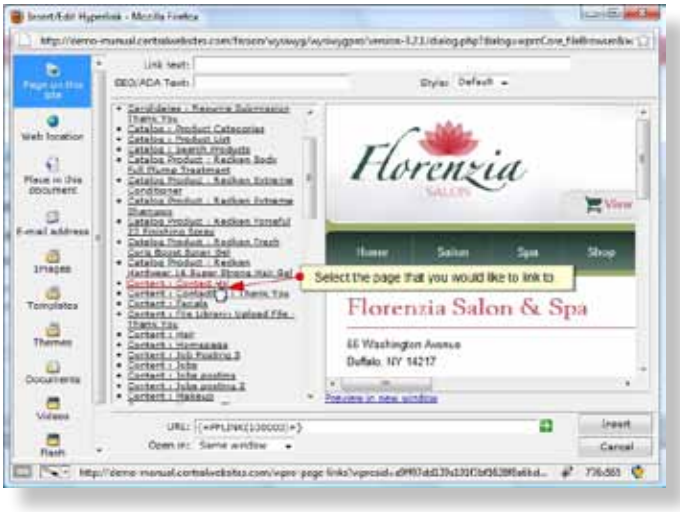
- Click **Insert** and your image will appear in your editor window.

# Link List:




There are three ways to create a **link** on your page. The first way to link is to a page on your website.

- Select the text or image that you would like to make a link.
- Select the **Insert/Edit Hyperlink** icon.

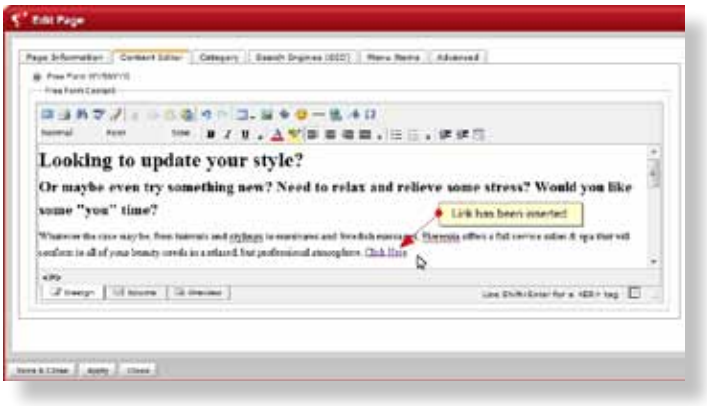



- In the left column, **Page On This Site** should be highlighted blue.

In the center column, you will find a list of all of your existing pages.

- Click on the **page** that you would like to link to.

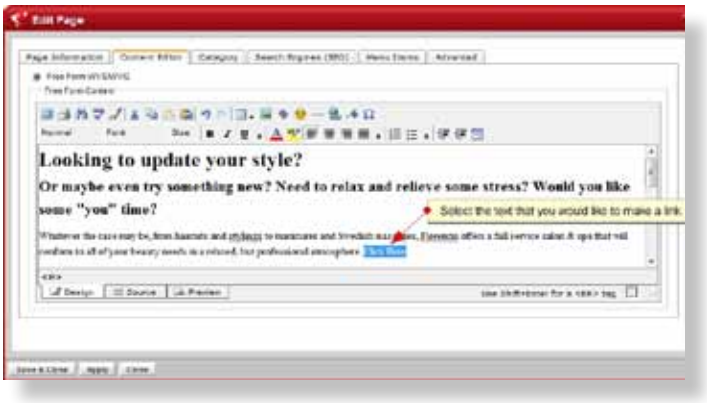
In the right column, a preview of the page you've selected to link to will appear.




- Click **Insert**.

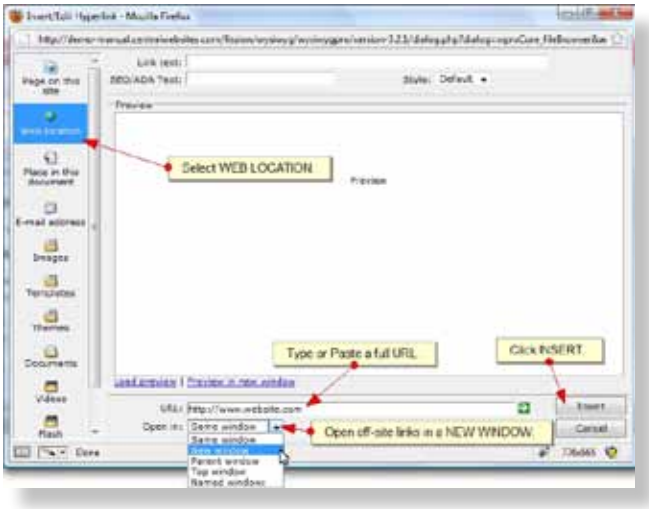
Your text will be linked in your editor window. If you hover your cursor over the linked text, your "Image Description" will appear.

# External Links:




The second way to link is to an **external website**.

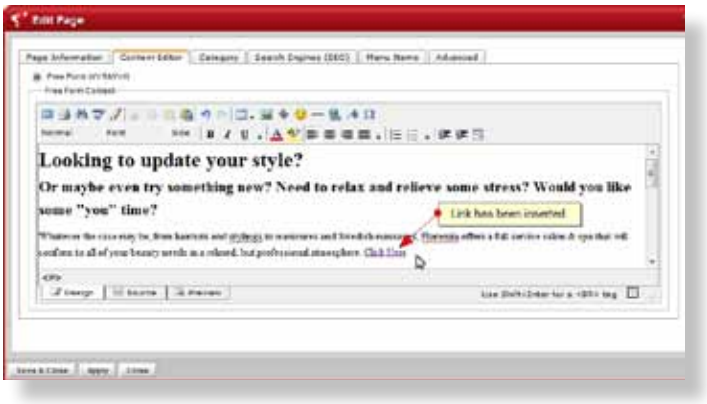
- Select the text or image that you would like to make a link.
- Select the **Insert/Edit Hyperlink** icon.




- In the left column, select **Web Location**.
- Below the preview window on the right, type in the full URL (website address) of the website that you wish to link to.
- Click the **Load Preview** icon to the right of the address bar to preview the website that you are linking to.
- From the **Open In** drop down, select **New Window**.

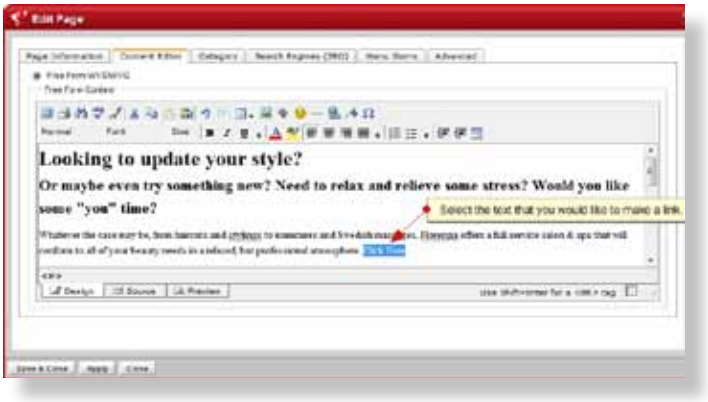
This is your link target, or where your new link will open when someone clicks on it.

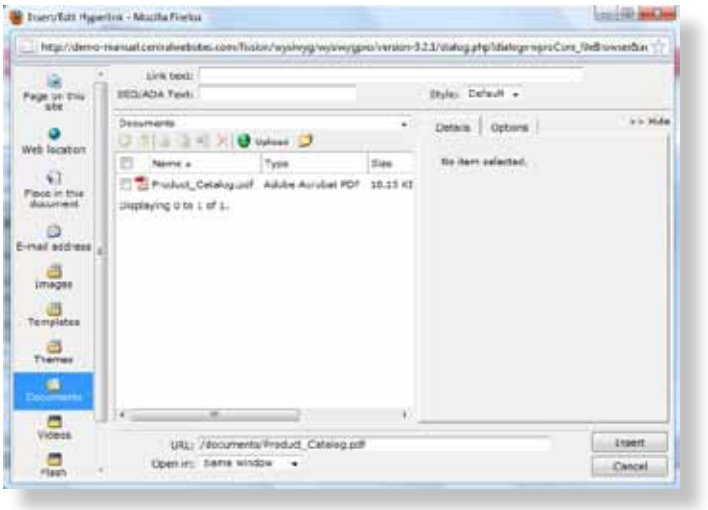
It's very important that you choose to open an external link in a new window. If someone clicks on the link to open a site that they do not wish to visit, their first instinct is to "x" out of that site to close it. If your link opens in a new window, then your site will remain open even when they "x" out of the linked site.

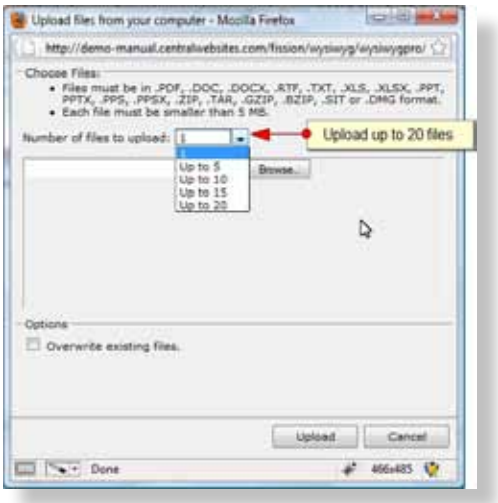



- Click **Apply** and your link to the external site will be inserted.

# Link to a Document:






The third way to link is to a document.

- Select the text or image that you would like to make a link.
- Select the **Insert/Edit Hyperlink** icon.
- In the left column, select **Documents**.
- Click the **Browse** button.

You can upload more than one document (up to 20) at a time by selecting the desired number from the drop down picker.

Find the document on your computer that you wish to upload to your system.

- Click **Open** and your file path will appear in the browse box.
- Click **Upload** and your document directory will refresh to show you a preview of your recently uploaded document(s).

When you've uploaded your desired document, select by clicking on the image. A document preview will appear in the window to the right of your directory with document type, size, and date modified information listed below it.

- From the **Open In** drop down, select **New Window**. This is your link target, or where your new link will open when someone clicks on it.

It's very important that you choose to open a document in a new window. If someone clicks on the link to open a document that they do not wish to view, their first instinct is to "x" out of that site to close it. If your link opens in a new window, then your site will remain open even when they "x" out of the linked site.

- Click on **Apply** and your text will be linked to the document you chose.

# Search Engines/Optimization:

Under your **search engines tab** you have the ability to control more of your page information. In the first section labeled Search-Friendly URL, you can give your page a file name that is “search friendly.”

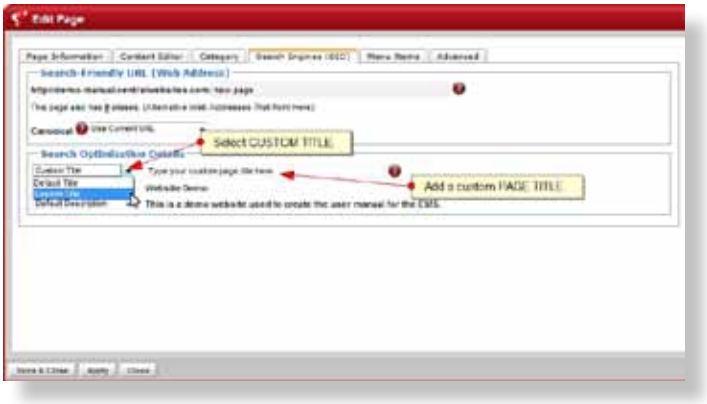
# File Name:

Your **file name** appears in the address bar at the end of your URL. All of your pages will have the prefix/content/pages. You have control over what comes next.

When adding a file name to your page, you want to use all lowercase letters and separate words with a hyphen.

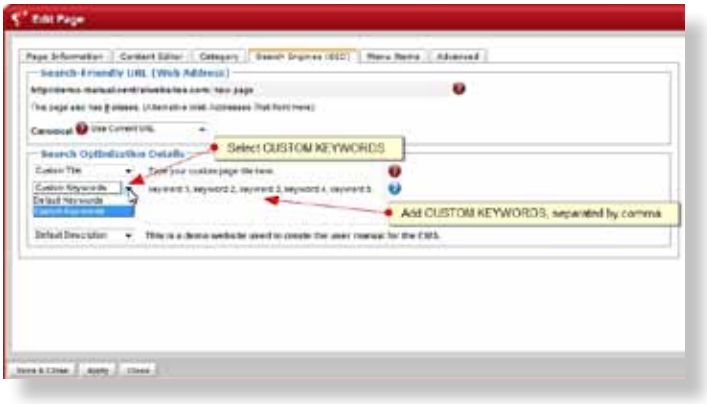
Like adding a page name, you want your page title to be concise but relevant to the page content. For example, if you are creating an About Us Page, your file name could be “about-us.”

# Custom Title:




You can add a **Custom Page Title** to your page. Your title is displayed on the front end of your website, usually in the very top left corner of your browser window next to the browser icon.

# Keywords:

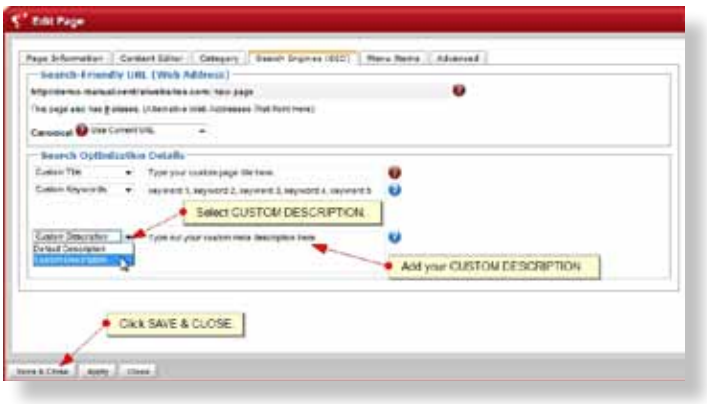



You can add **custom keywords** and **keyphrases** to every one of your pages.

- Select **Custom Keywords** from the drop down and type your keywords/keyphrases in the box.

Separate your keywords or phrases with a comma. We usually recommend using between 5 and 8 keywords per page.

# META Description:




You can add a custom **META Description** to every one of your pages.

- Select **Custom Description** from the drop down and type your META Description in the box.

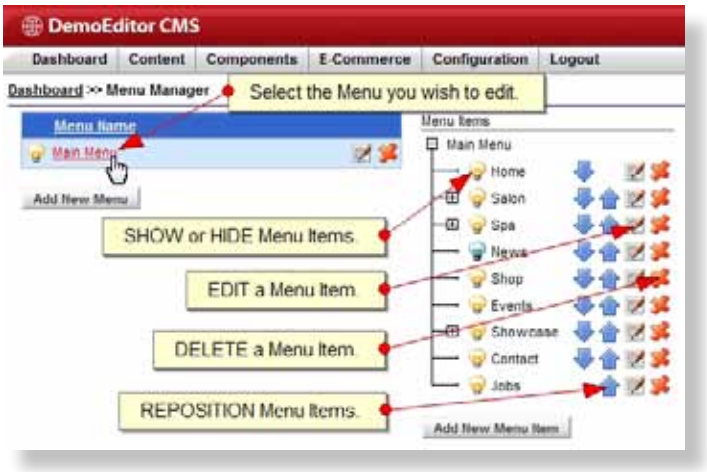
META Descriptions display on the front end in search engine results under the page link. Try to keep your META Descriptions under 140 characters.

- Once you're finished, click **Save & Close.**

# Menus:

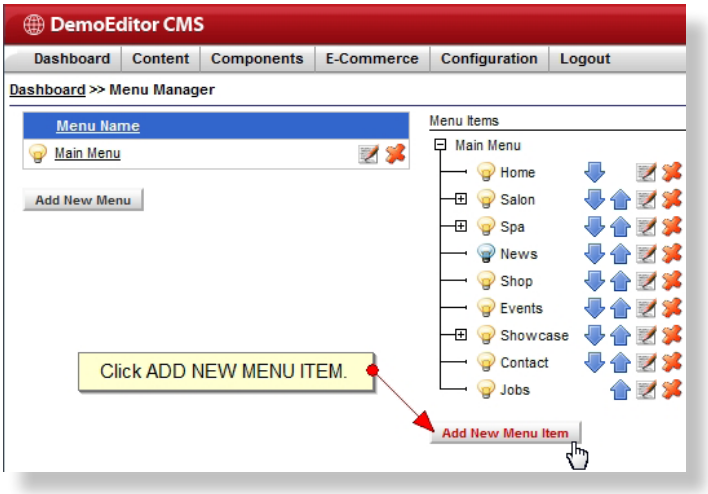
- Click on the **Menu** that you would like to edit. (Click on the Text and not the Edit This Item icon.)

Like most of the other elements in the Fission CMS, you will notice your menu items have Light Bulbs, an Edit This Item icon, and a Delete This Item icon.




In addition, you will find **Blue Arrows** next to each of your menu items. The Blue Arrows will allow you to reposition your menu items.

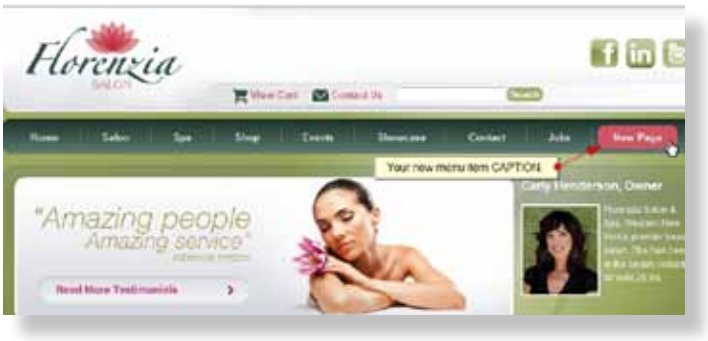
# Add New Menu Item:




- Select the **Add New Menu Item** button.

**Name** – Your menu name is for back end use only. It will appear in your menu item list.

You can tab down to auto fill your Caption field.



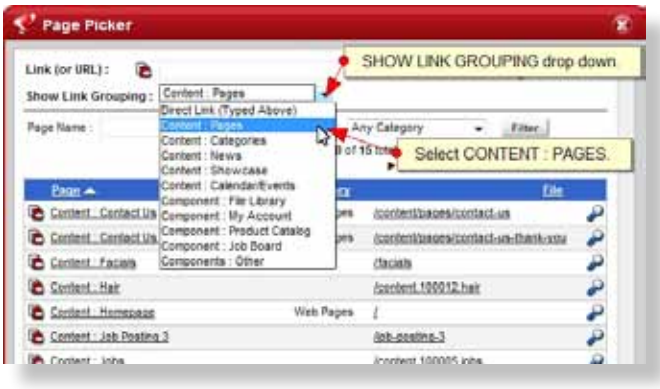

**Caption** – Your menu item Caption is the text that your menu item will display as on the front end of your website.

**Parent** – The Parent is where your menu item will show up. By default, every menu item is set to have Main Menu as the Parent. This means that your new Menu Item will show up in the Main Menu on your website.

You can add a Menu Item as a **Sub-Menu Item** (Child) of a menu item by selecting a new parent from the menu list. That means that your new menu item will appear in a dropdown menu under the menu item that you specify as the parent.

**Link** – When you create a new menu item, you need to assign a link to it, otherwise when a visitor clicks on the menu item it won't take them anywhere.

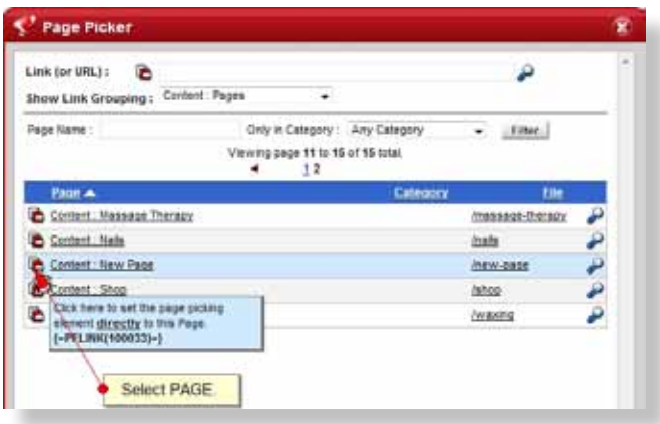
- To add a link to a menu item, click on the **Select Page** icon to the right of the link box.




- From the **Show Linking Group** drop down, select **Content : Pages**.

- Find the page that you want to link to from the list provided.

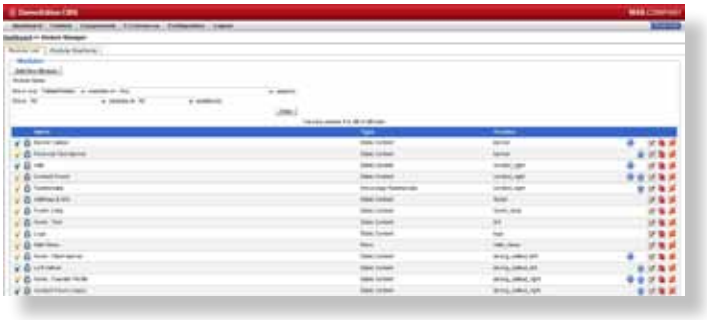
- Click on the icon to the left of the page name to select the page.



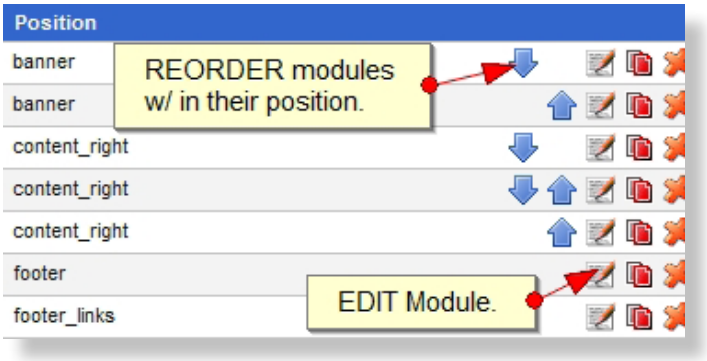

- Click **Save Item**.

# Modules:

Modules are dynamic blocks of content that you can move around your website.  You can have a module be visible on every page of your site or specify pages to hide it on.



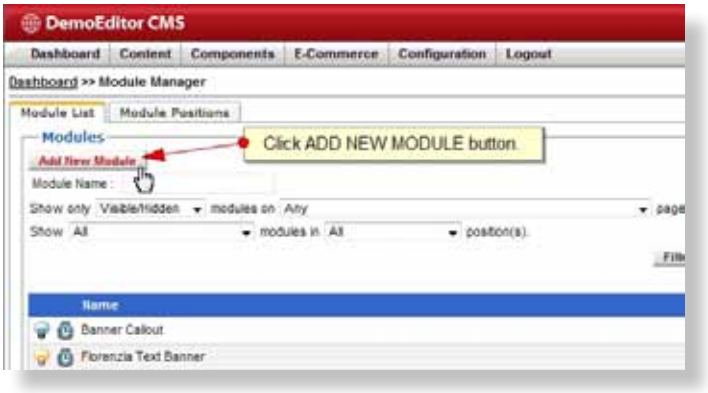
Your **Module List** is laid out a little differently than your Page List.  Rather than being listed alphabetically, your modules are grouped by Module Position.



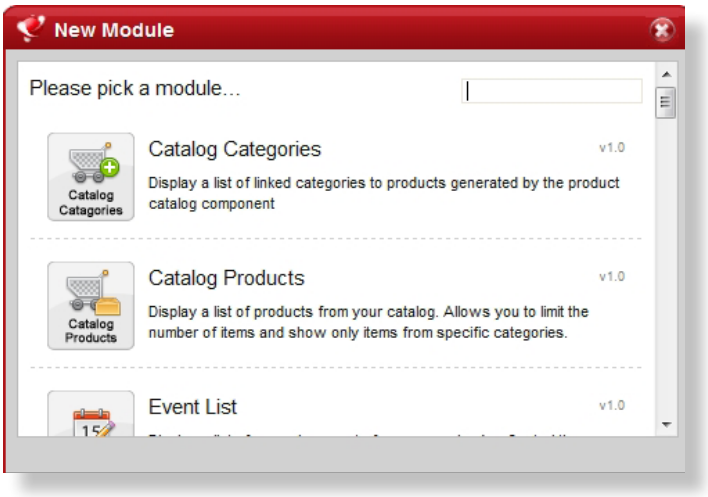

Like most of the other elements in the Fission CMS, you will notice your modules have Light Bulbs, the Blue Arrows, and a Delete This Item icon.

- To make changes to an existing module, click **Edit Module**.

# Create a New Module:

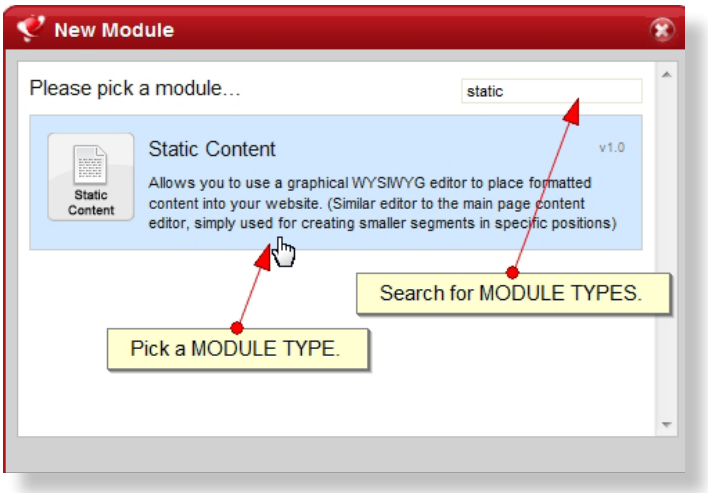



- Click **Add New Module** button to open your New Module window.

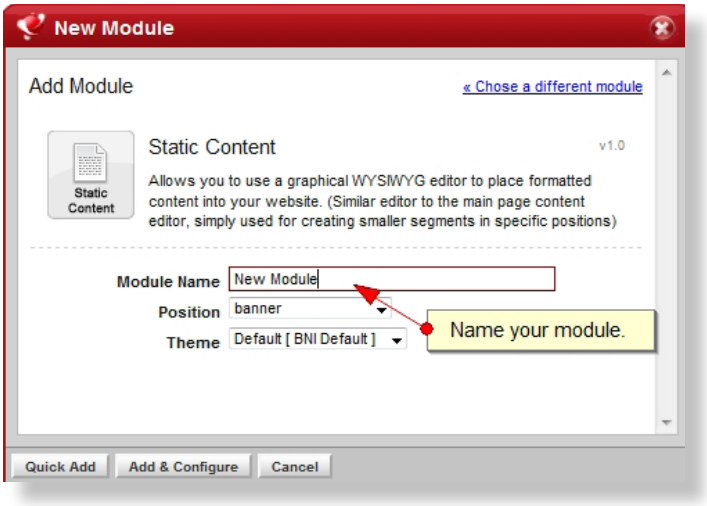



**Module Type** – It's especially important that you select the correct Module Type. Module Types are the only thing that you cannot edit once a module has been saved. Module Type defaults to Event List, as it is the first choice in the drop down menu.

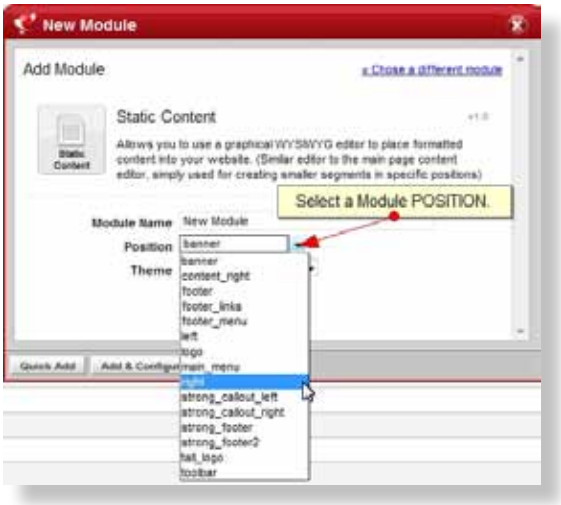
- To select a different Module Type, use the drop down menu.




Most of the time you will want to create a Static Content Module.

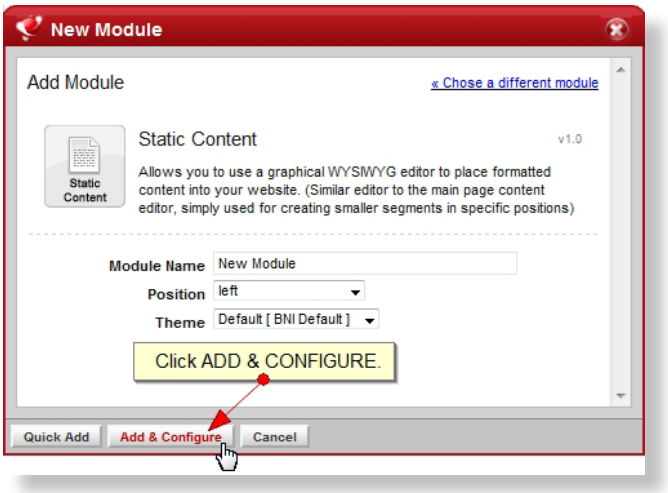



**Name** – First, you will need to give your module a Name. Just like naming a content page, your Module Name is for your use only. Your module Name only appears in the back end of your website, but it is important that you keep your Module Name relevant to the module's content.




**Position** – Your module positions were defined in your template. You may have one or two module positions or you may have several defined, depending on your website design.

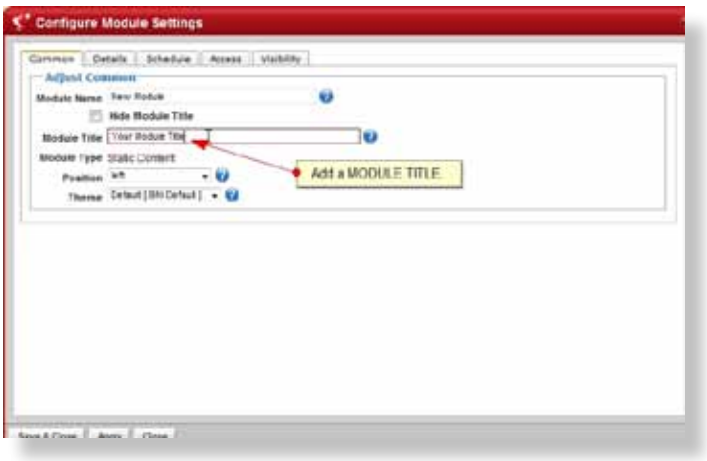
**Theme** – For now, you can leave the theme at default.




- Once you've named your module, selected a module type, and a module position, you can choose to **Add & Configure** your new module.

Your **Configure Module Settings** window will open.

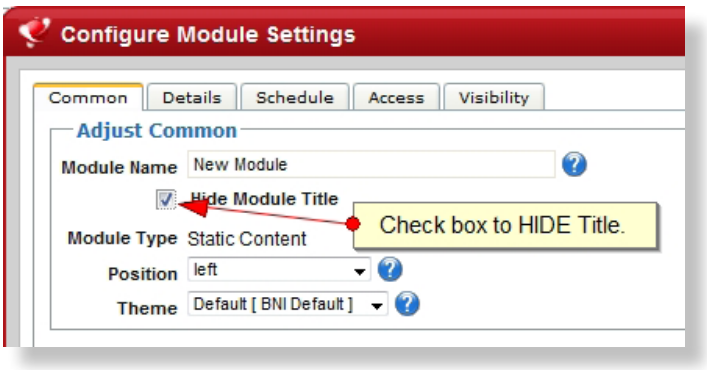
# Configure Module Settings:




**Module Title** – Below your Module Name, you will see a new box for **Module Title**.

Your Module Title will appear above your module on the front end of your website if you choose to include one.

* If you set your Module Theme to “Blank” then a Module Title will not appear above your module whether you provide one or not.

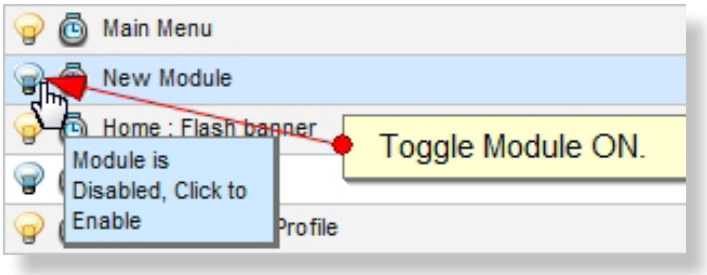



If you choose NOT to include a Module Title and just leave the field blank, the system will use the Module Name as the Module Title.

- If you decide not to include a Module Title, remember to check the **Hide Module Title** box.

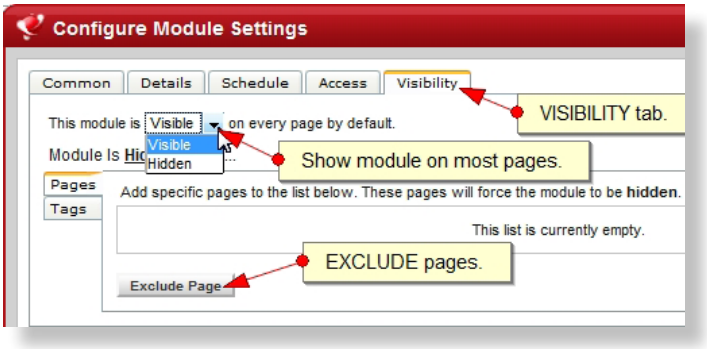
**Details Tab** – Under the Details Tab, you can edit your module content. In a Static Content module, you will have a full WYSIWYG editor, just like you did when creating a Content Page. Which means you can add text, links, images, videos, and anything else that you can add to a full page of content.

- Once you’ve added your content, click **Save and Close** to close your module.




**Light Bulb** – Unlike creating a new Content Page, when you create a new module, its Light Bulb will remain “off” until you toggle it “on.” This is just a safety feature, as you may not want your module to appear on every page of your site.

# Assign Module to Page(s):




You can have your module show up on one page and be hidden on all of the rest of your pages OR you can have your module appear on every page on your site except for one.

- To change the visibility of your module, choose to **Edit Your Module Settings**.

**Visibility Tab** – Lets you know if the module is visible or hidden on every page by default.

If you want to **Show** a module on every page except for one, you will leave the module setting on **Visible On Every Page**.

Below you will see "**Module is Hidden when…**"

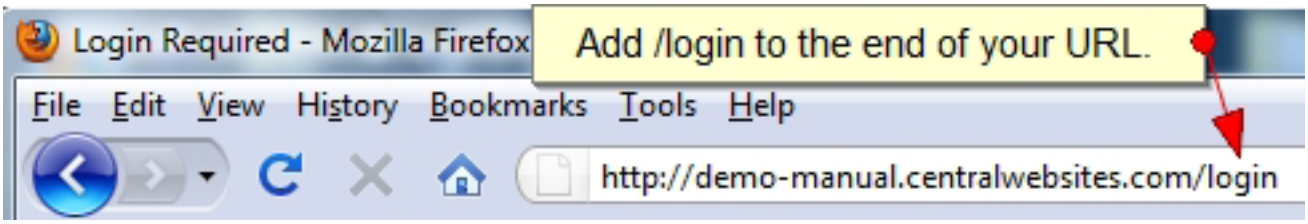
This is where you can **Exclude pages** (or tell your module what pages not to show up on).

- To exclude a page click on the **Exclude Page** button.
- Find the page on the list. Click **Assign This Page to the Exclusions List** icon to the right of the page.

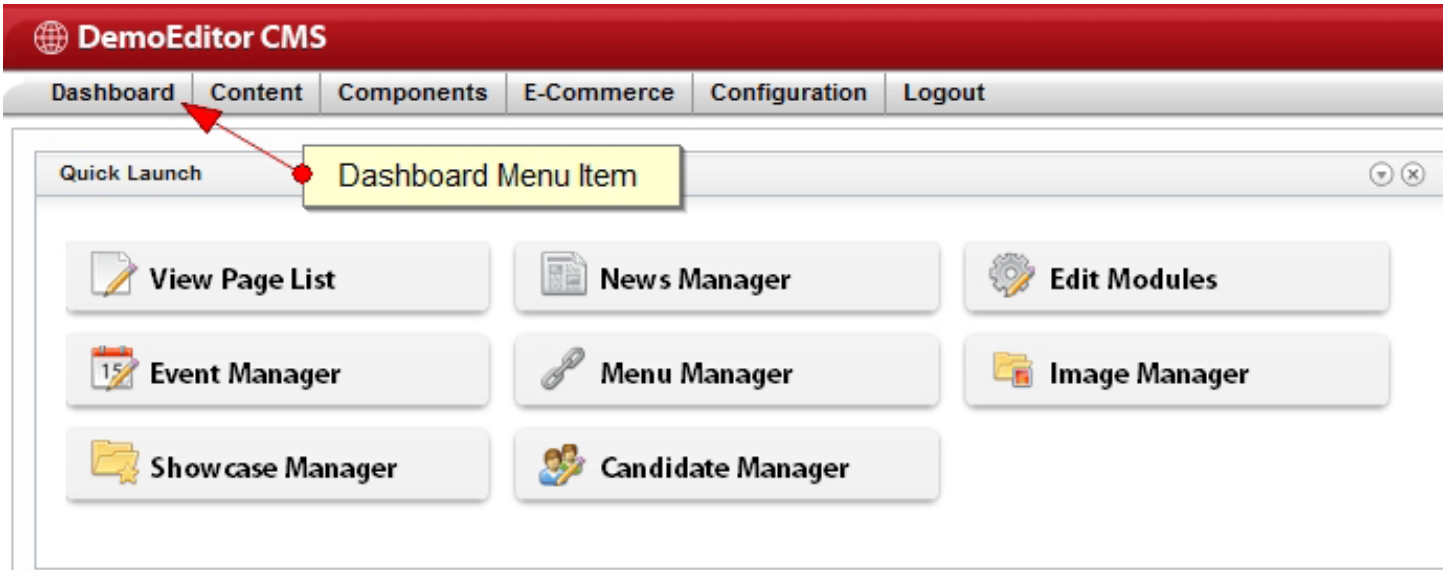
Your page will appear in your **Exclusions List**.

- Press **Save and Close** when you are done excluding pages.

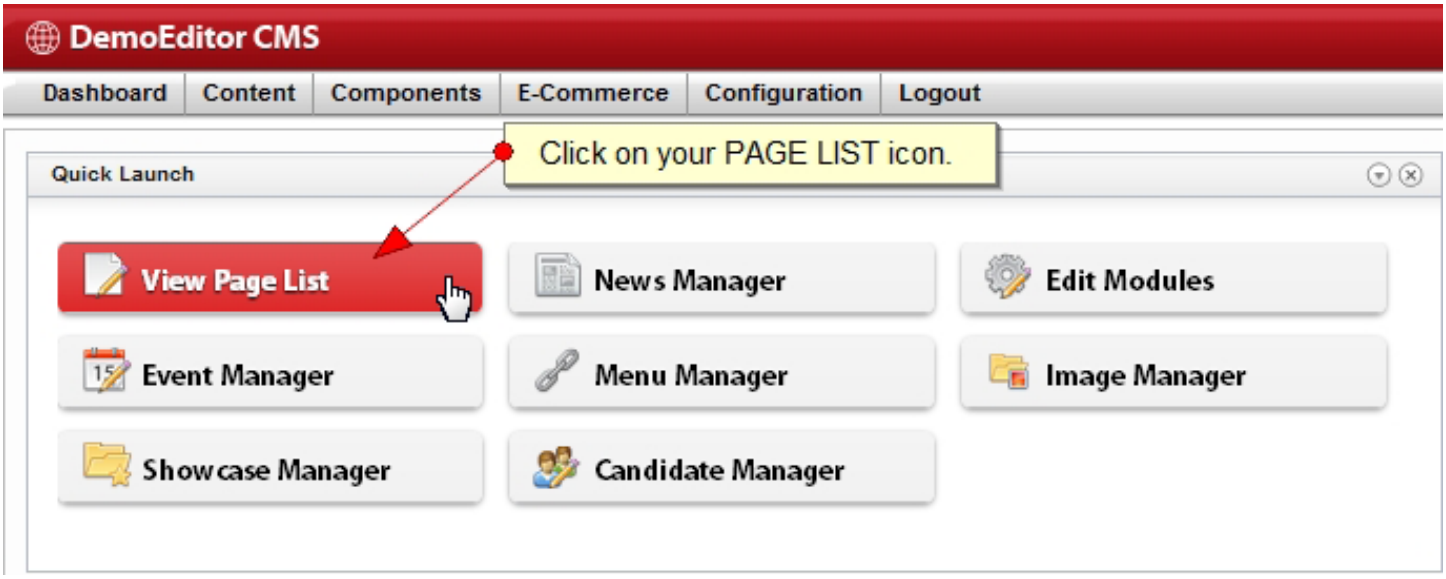
# Logging In:

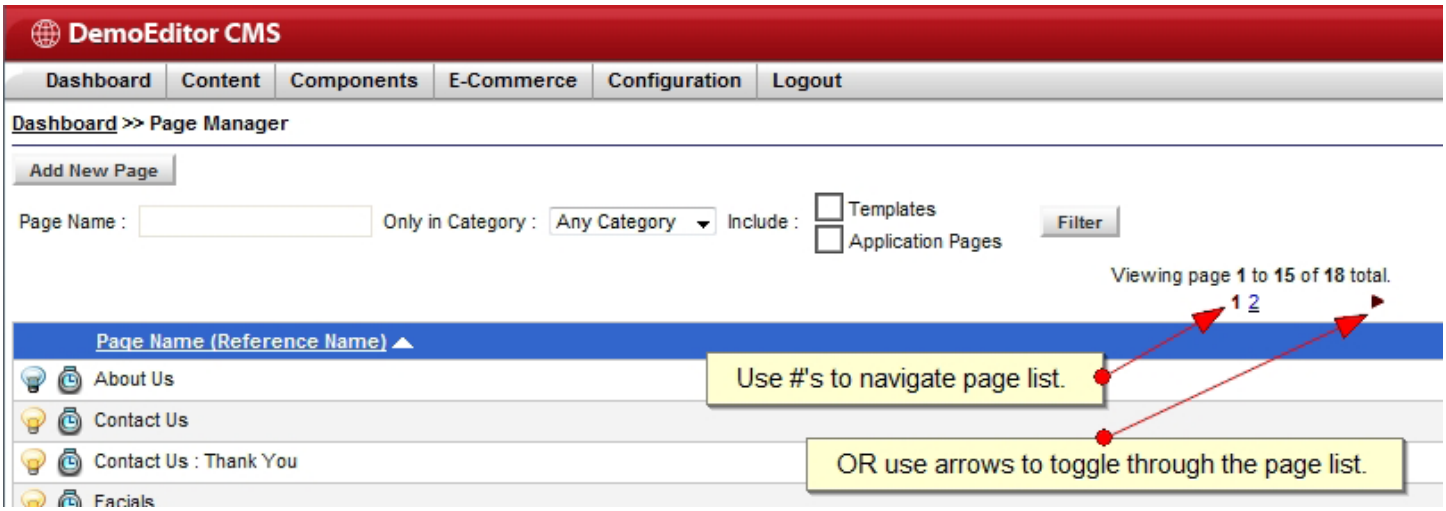


# Dashboard:

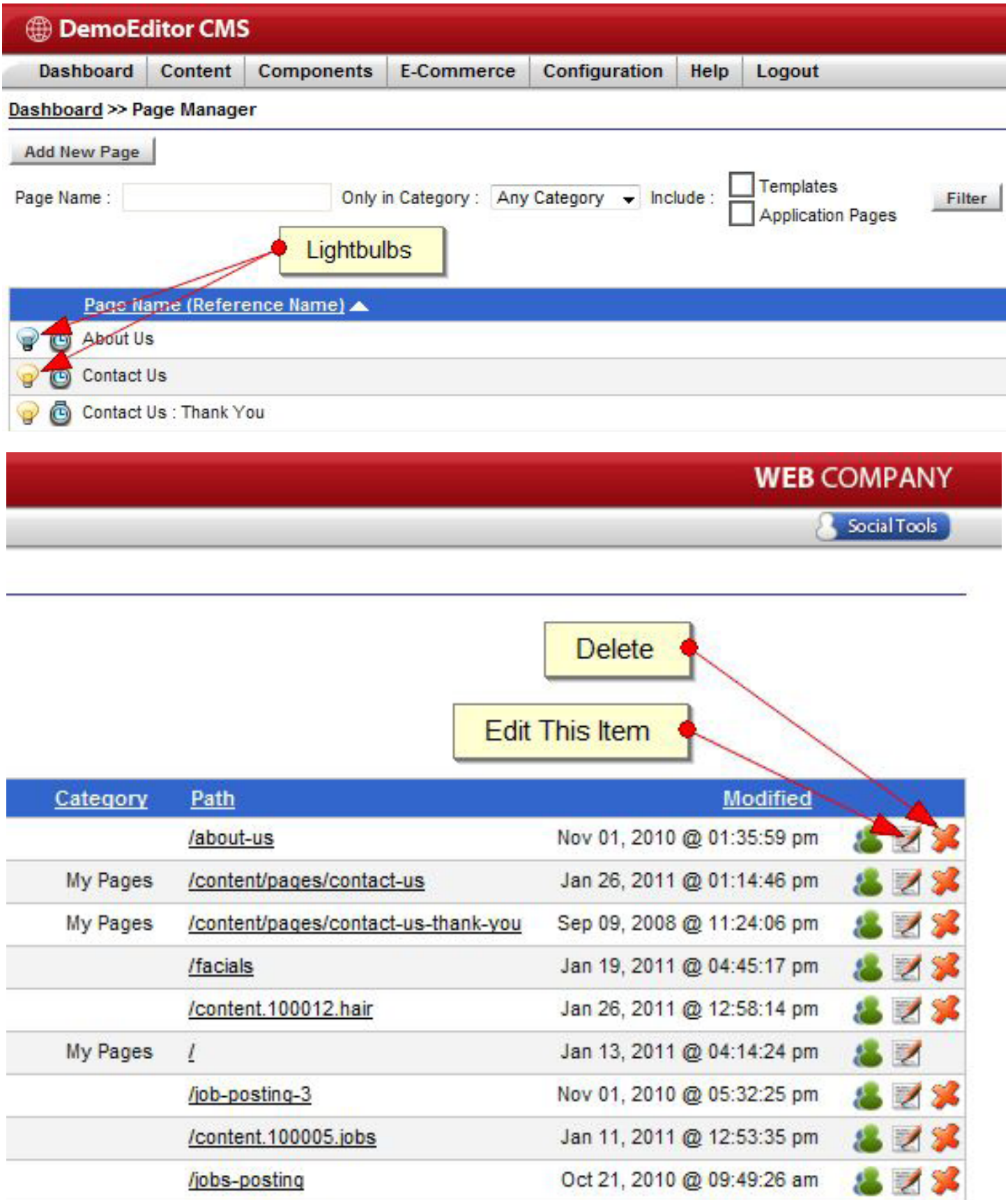


# Page List / Search Filter:



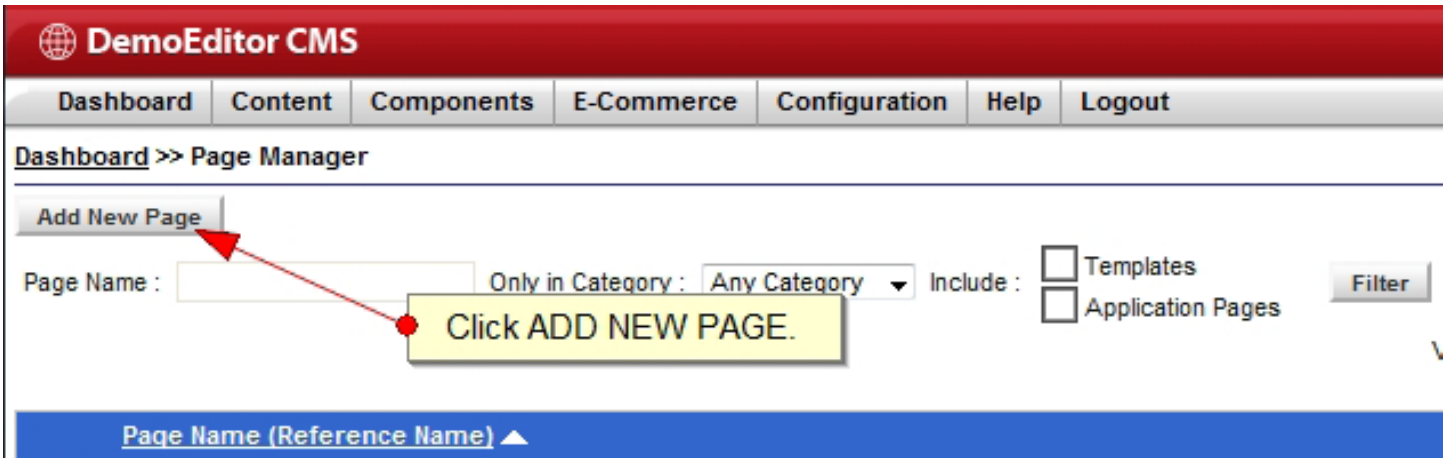



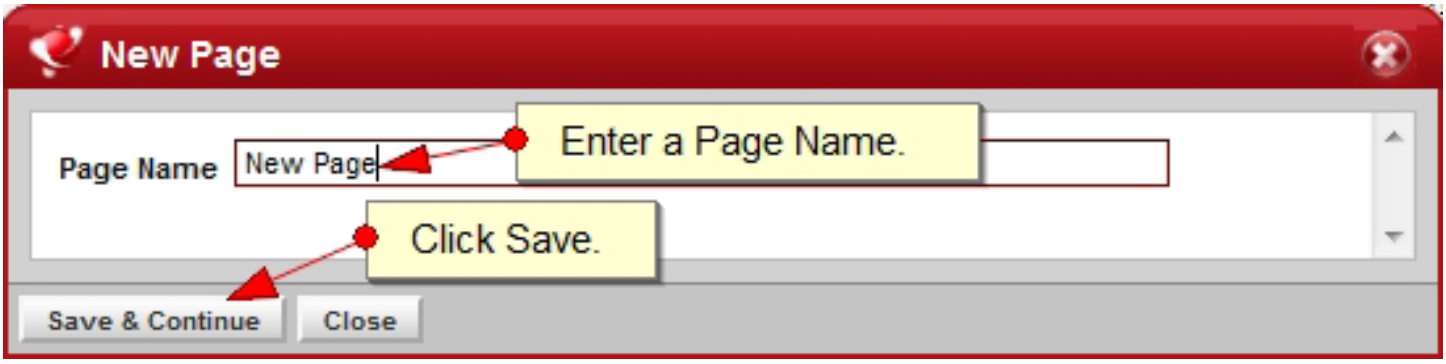
# Common Icons:

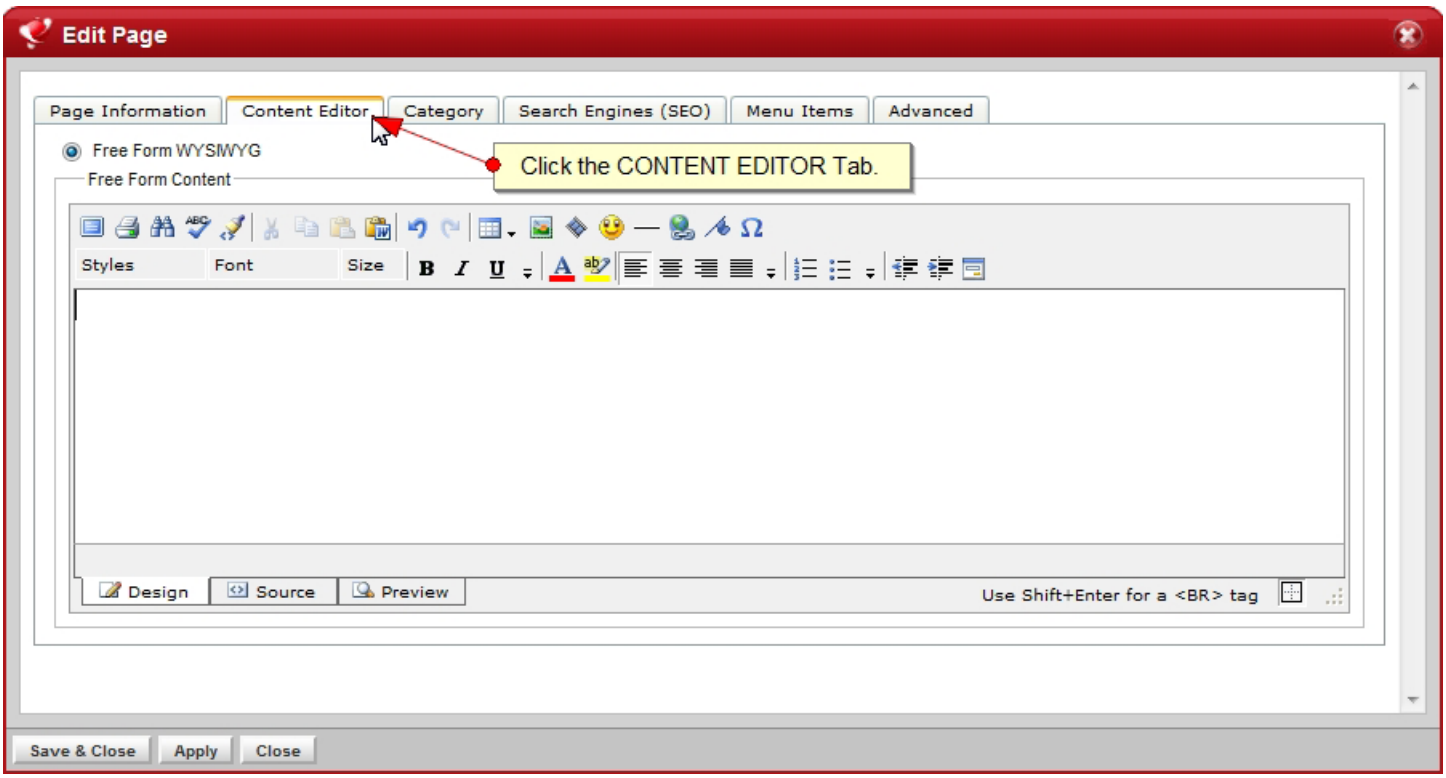



**Back to Section**

# Adding a New Page:



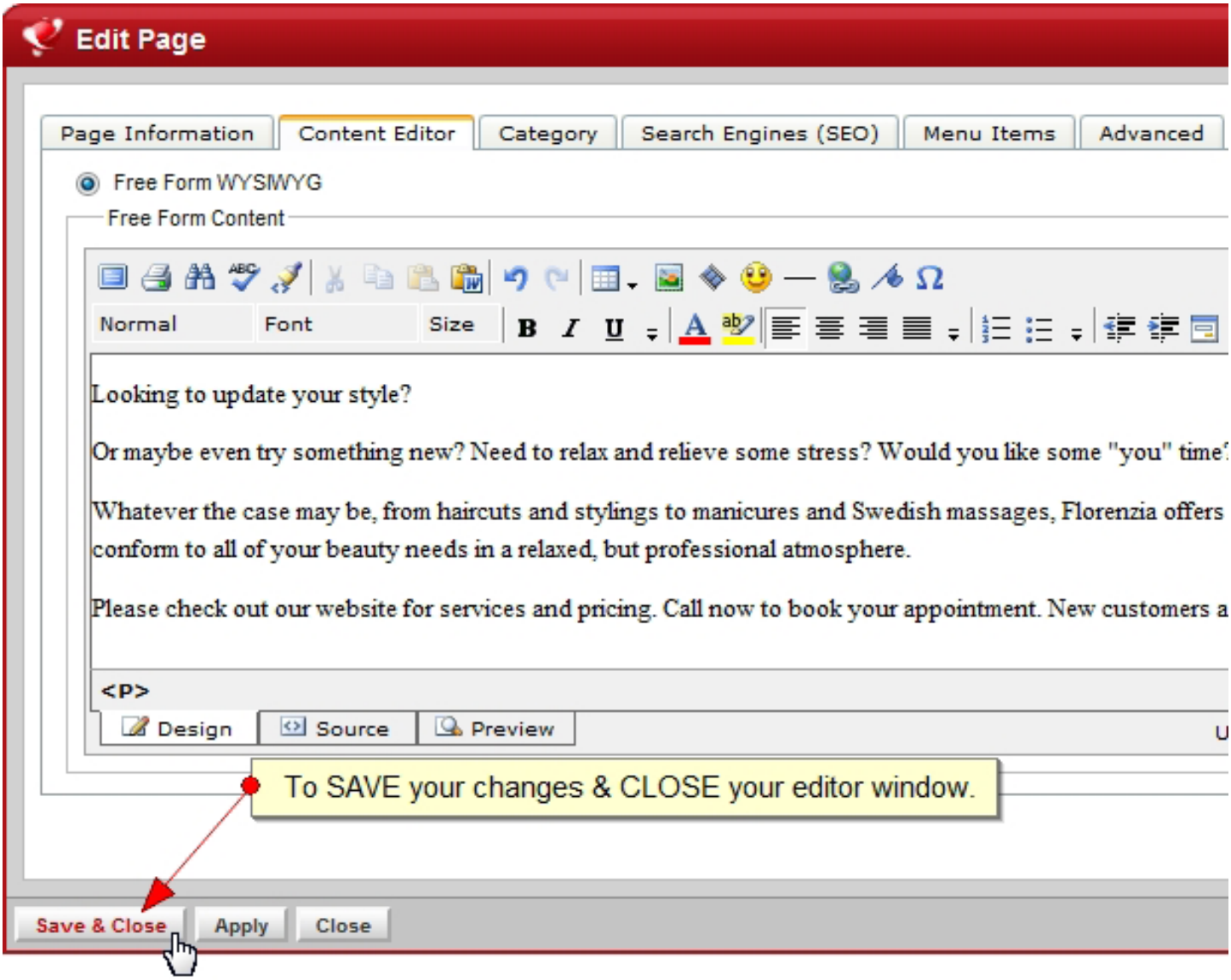




**Back to Section**

# Content Editor:

# Save & Close Button:




**Back to Section**

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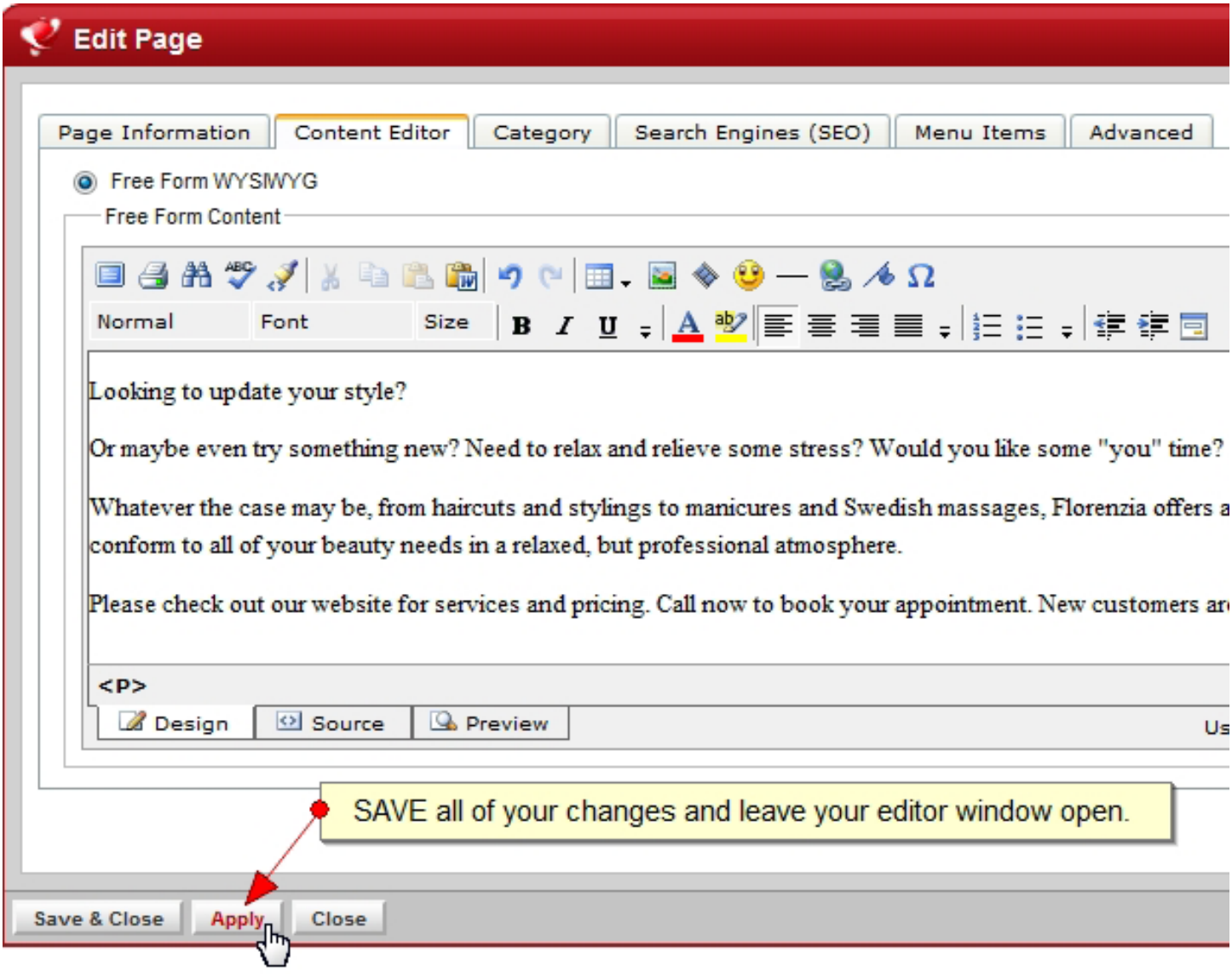
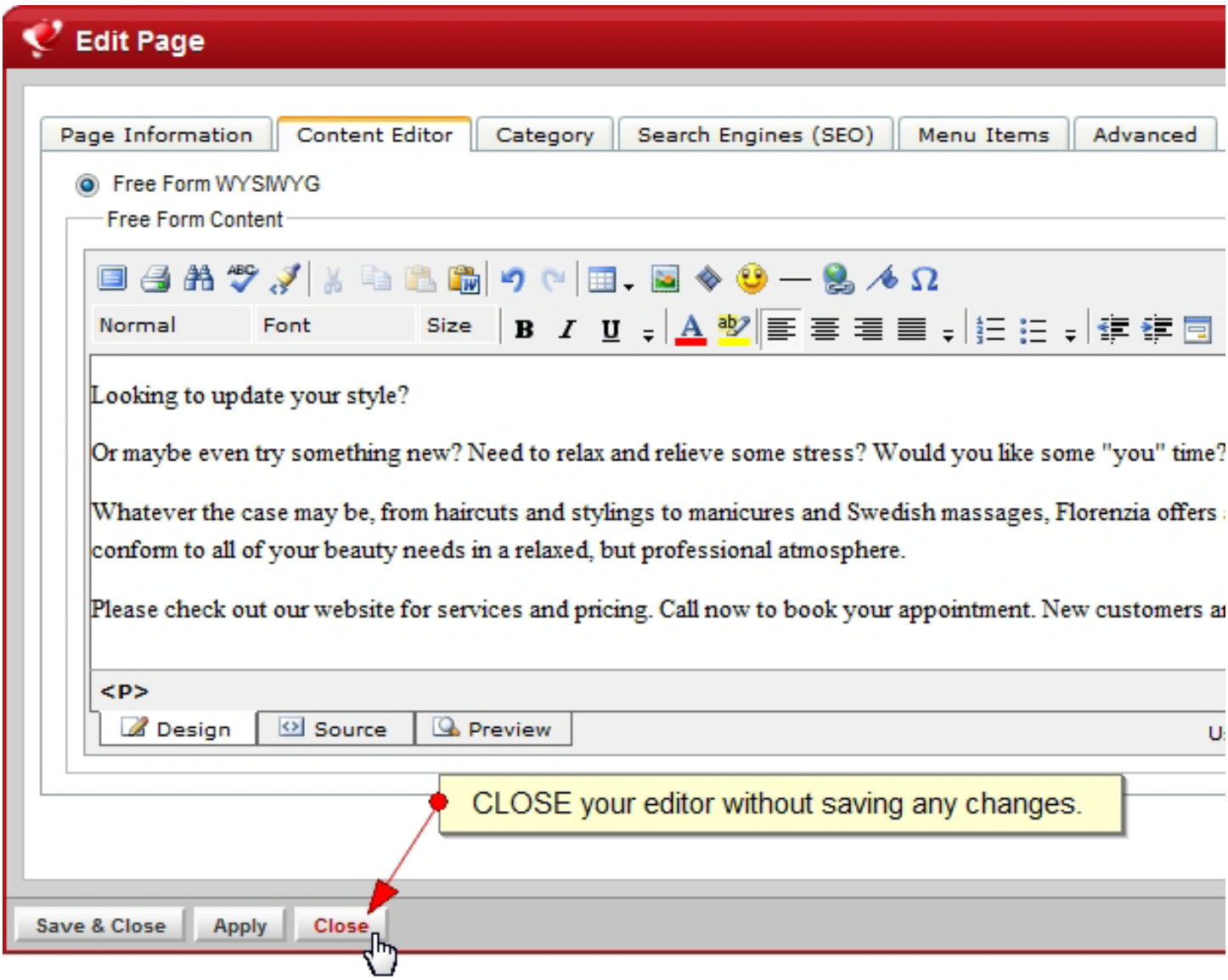


# Close Button:



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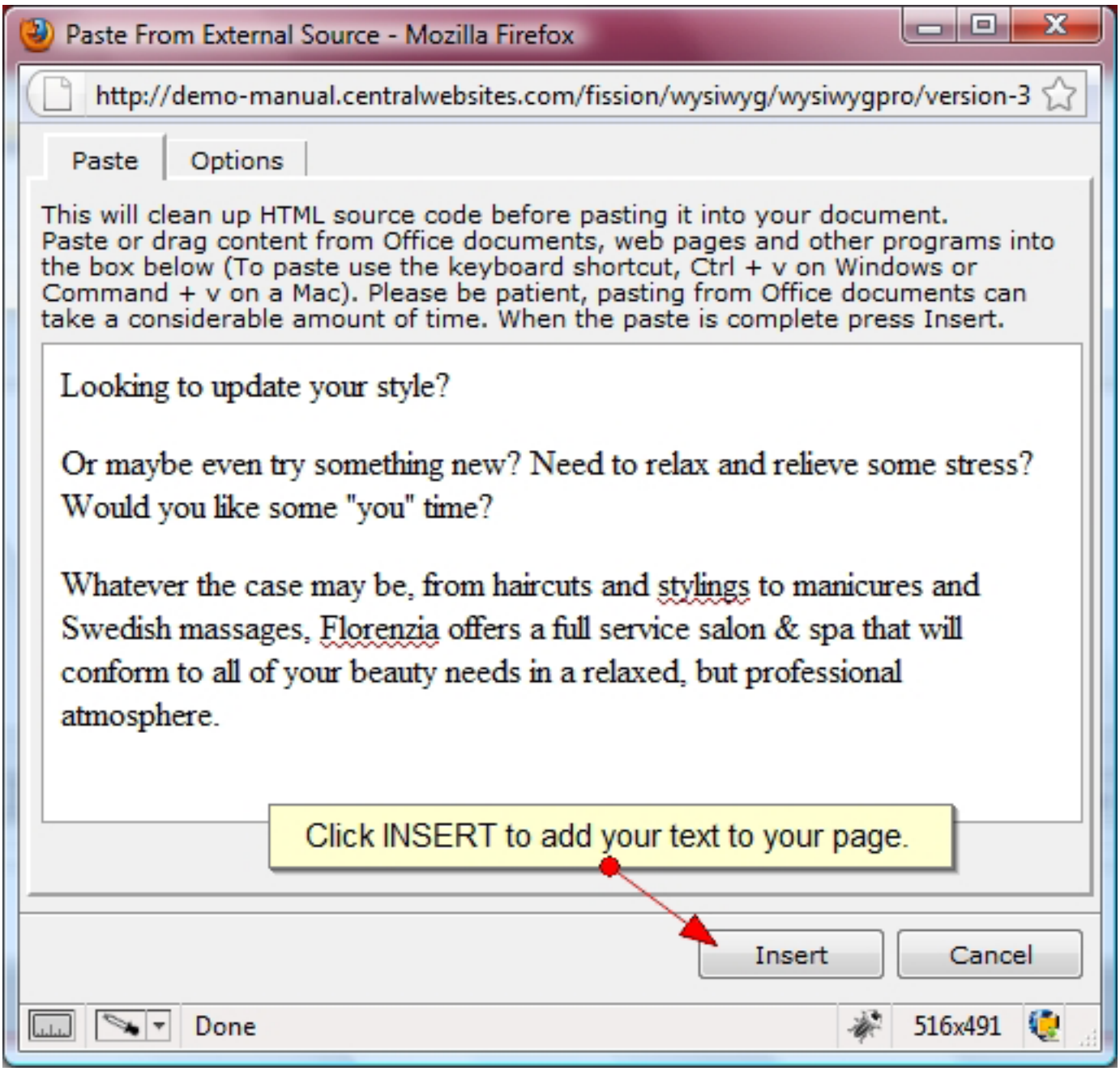
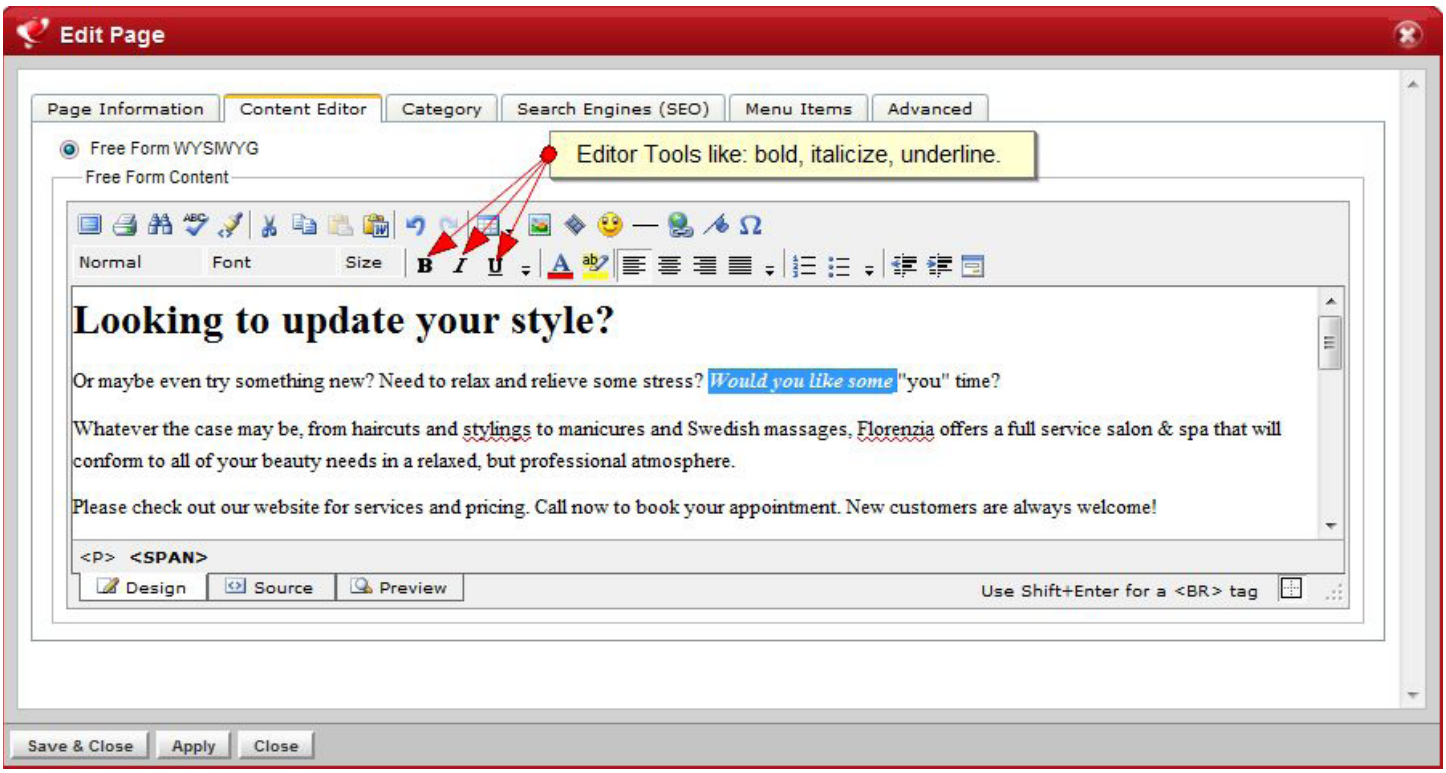

Paste From External Source - Mozilla Firefox
http://demo-manual.centralwebsites.com/fission/wysiwyg/wysiwygpro/version-3
Paste
Options
This will clean up HTML source code before pasting it into your document. Paste or drag content from Office documents, web pages and other programs into the box below (To paste use the keyboard shortcut, Ctrl + v on Windows or Command + v on a Mac). Please be patient, pasting from Office documents can take a considerable amount of time. When the paste is complete press Insert.
Looking to update your style?
Or maybe even try something new? Need to relax and relieve some stress? Would you like some "you" time?
Whatever the case may be, from haircuts and stylings to manicures and Swedish massages, Florenzia offers a full service salon & spa that will conform to all of your beauty needs in a relaxed, but professional atmosphere.
Click INSERT to add your text to your page.
Insert
Cancel
Done
516x491

# Editor Tools:



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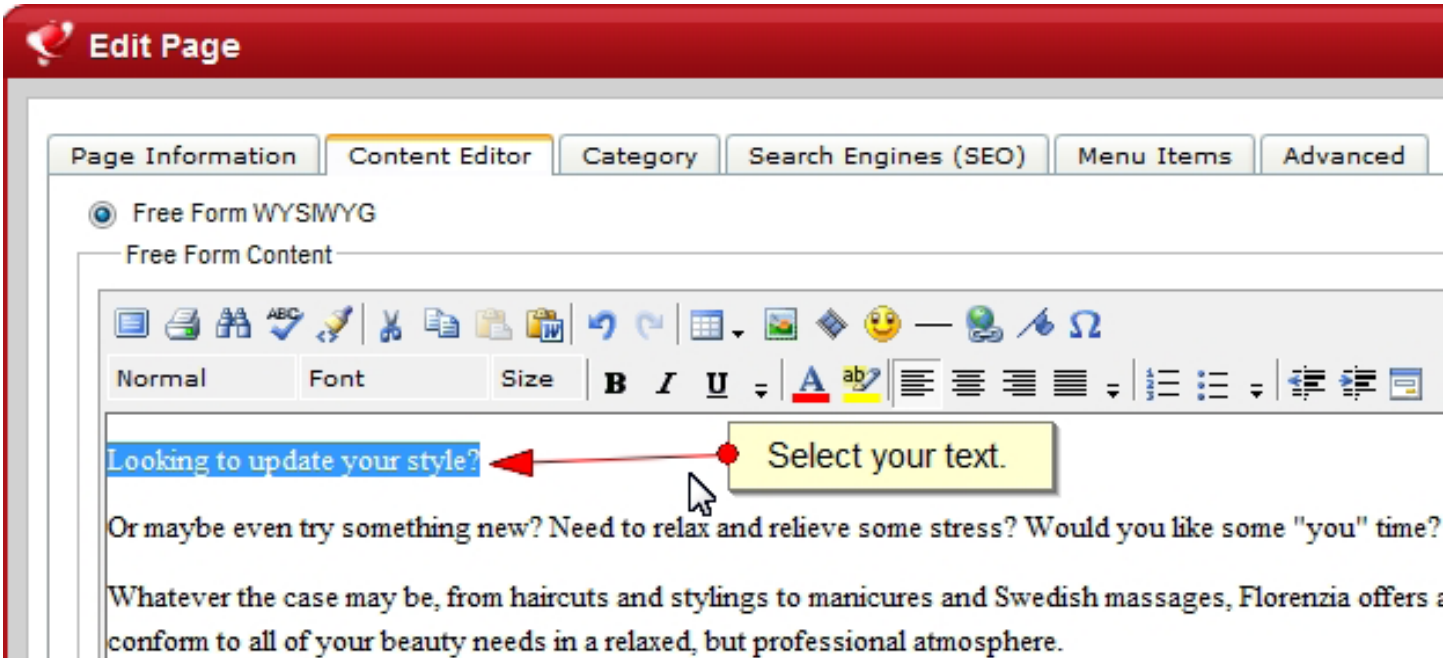
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Category
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Menu Items
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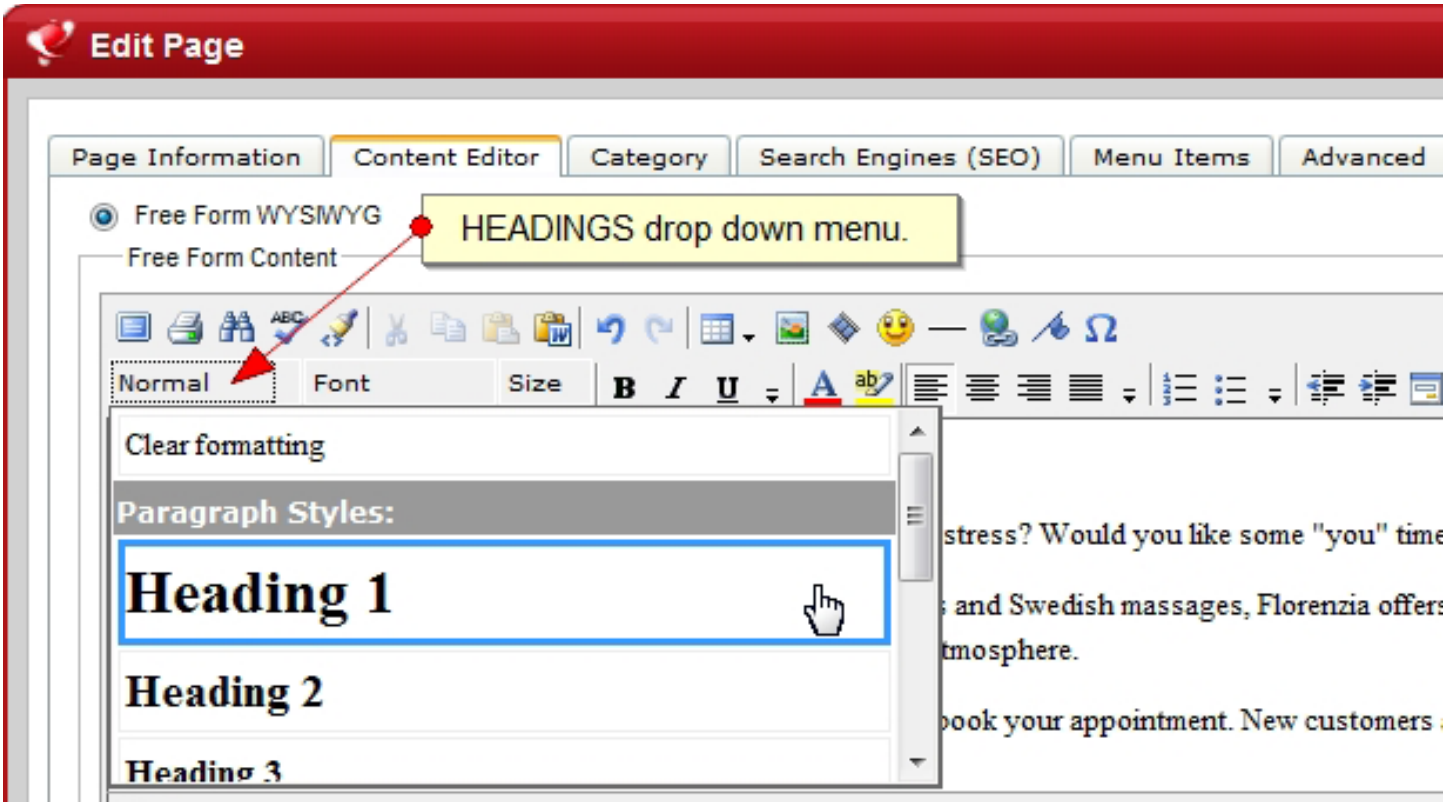
Free Form Content
Normal
Font
Size
Looking to update your style?
Select your text.
Or maybe even try something new? Need to relax and relieve some stress? Would you like some "you" time?
Whatever the case may be, from haircuts and stylings to manicures and Swedish massages, Florenzia offers
conform to all of your beauty needs in a relaxed, but professional atmosphere.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Menu Items
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Free Form Content
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Clear formatting
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Heading 3
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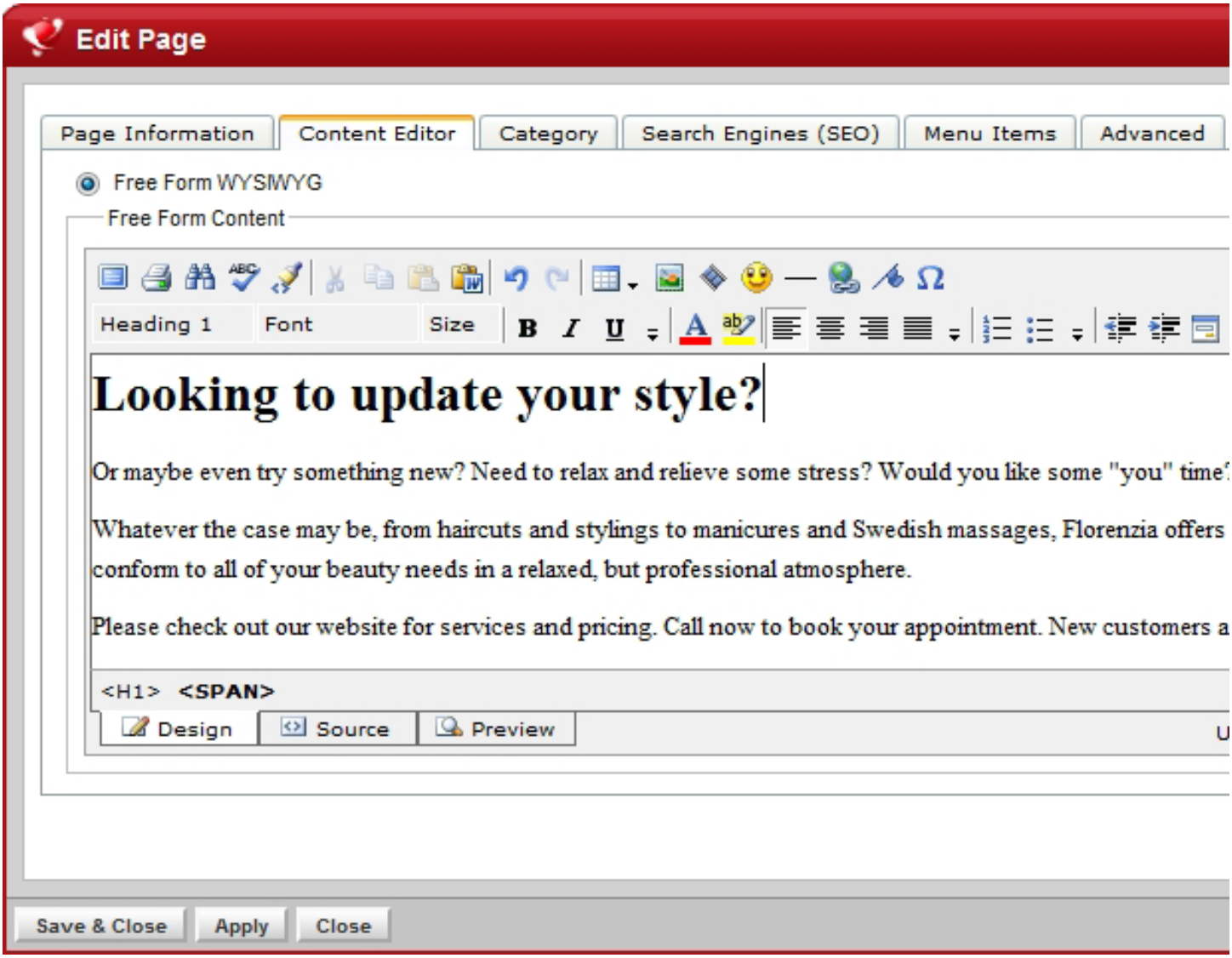
and Swedish massages, Florenzia offers
tmosphere.
ook your appointment. New customers


Edit Page
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Free Form Content
Heading 1
Font
Size
Looking to update your style?
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conform to all of your beauty needs in a relaxed, but professional atmosphere.
Please check out our website for services and pricing. Call now to book your appointment. New customers a
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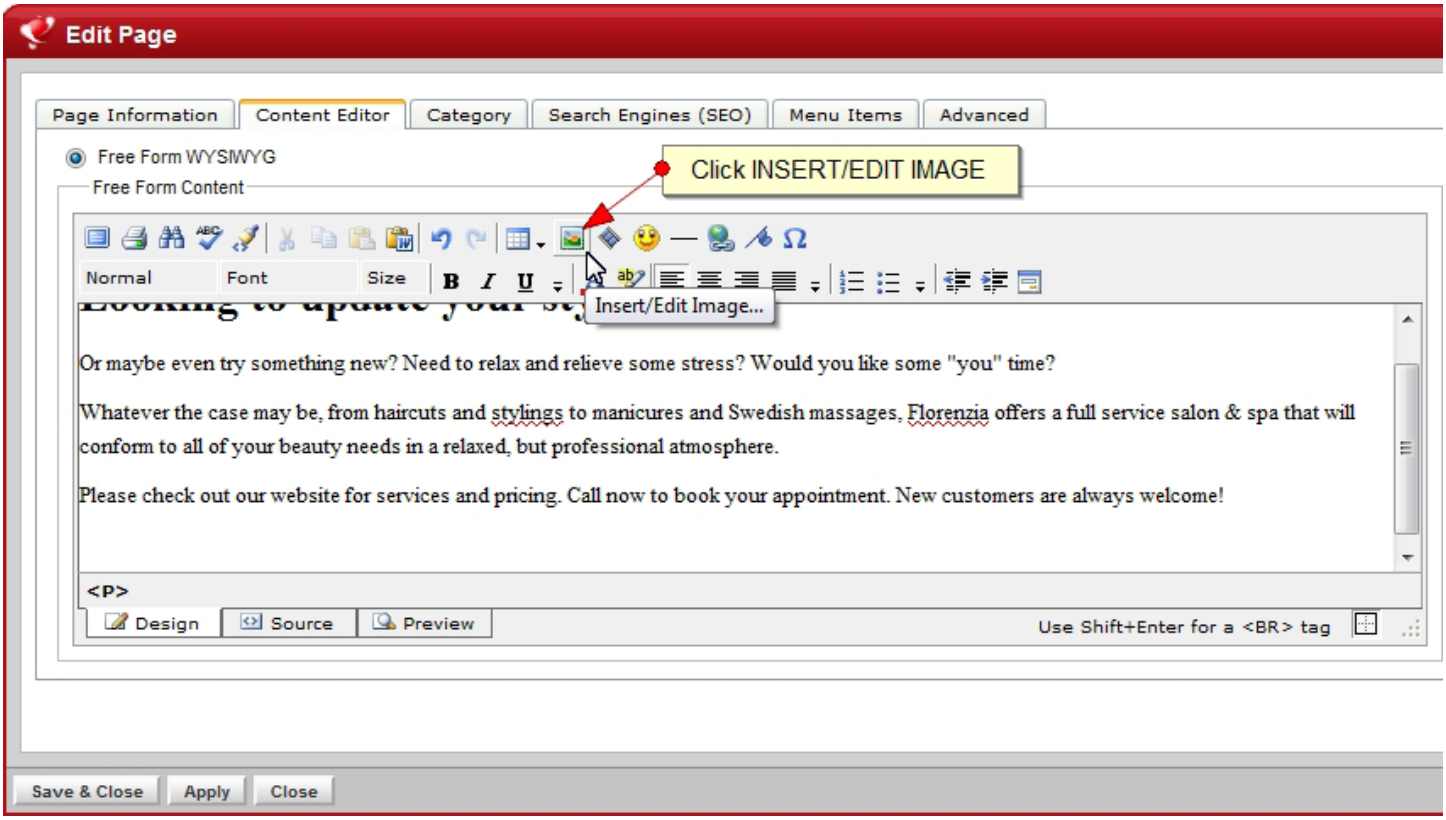
Source
Preview
Save & Close
Apply
Close

# Inserting a New Image:



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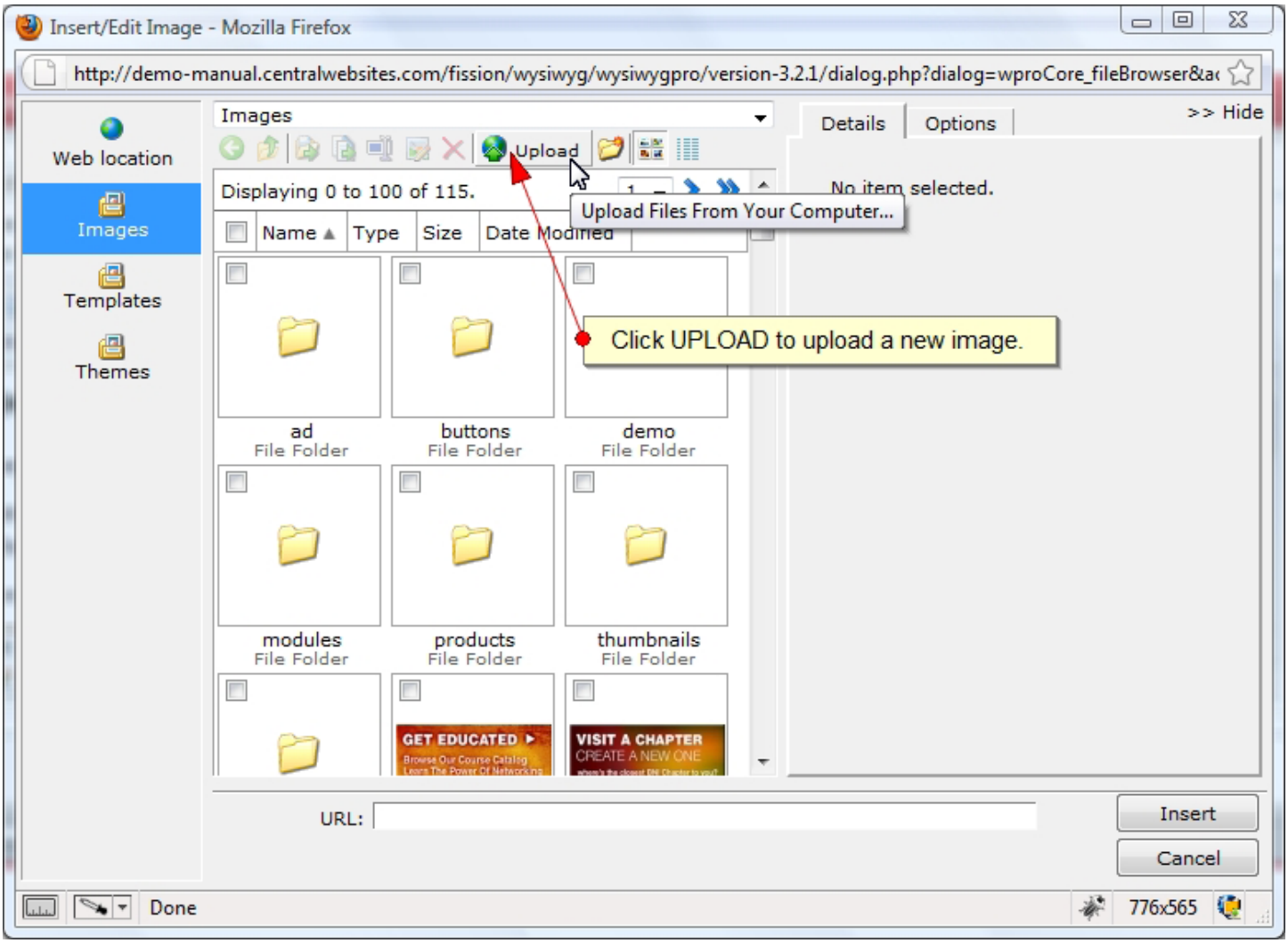


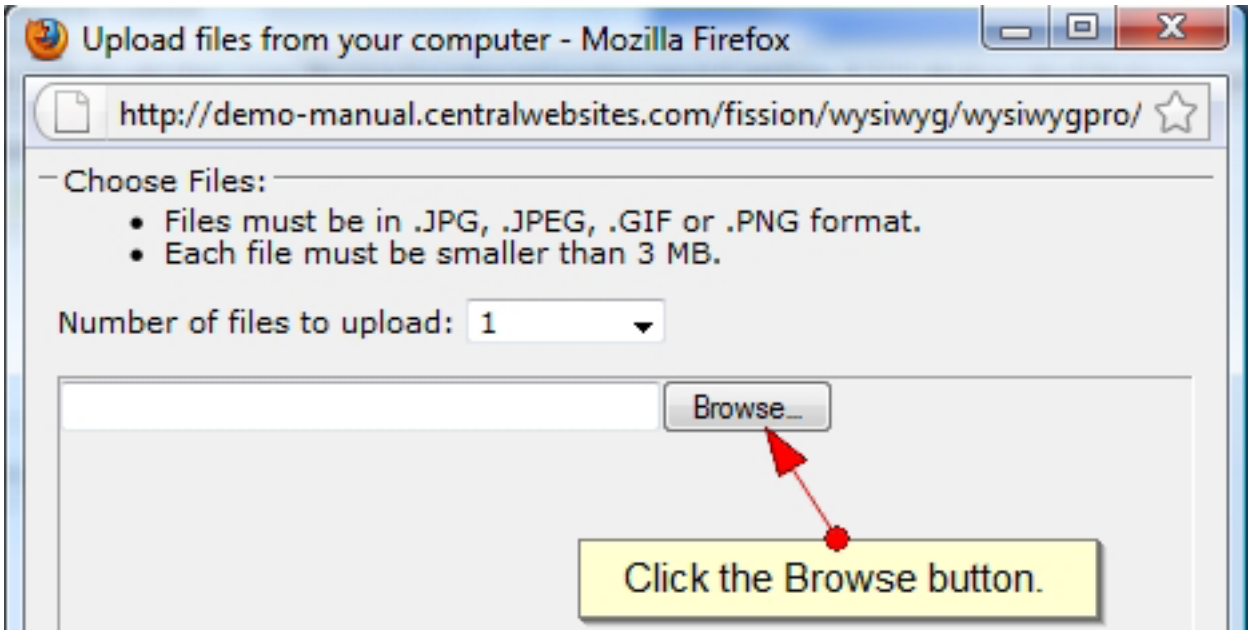

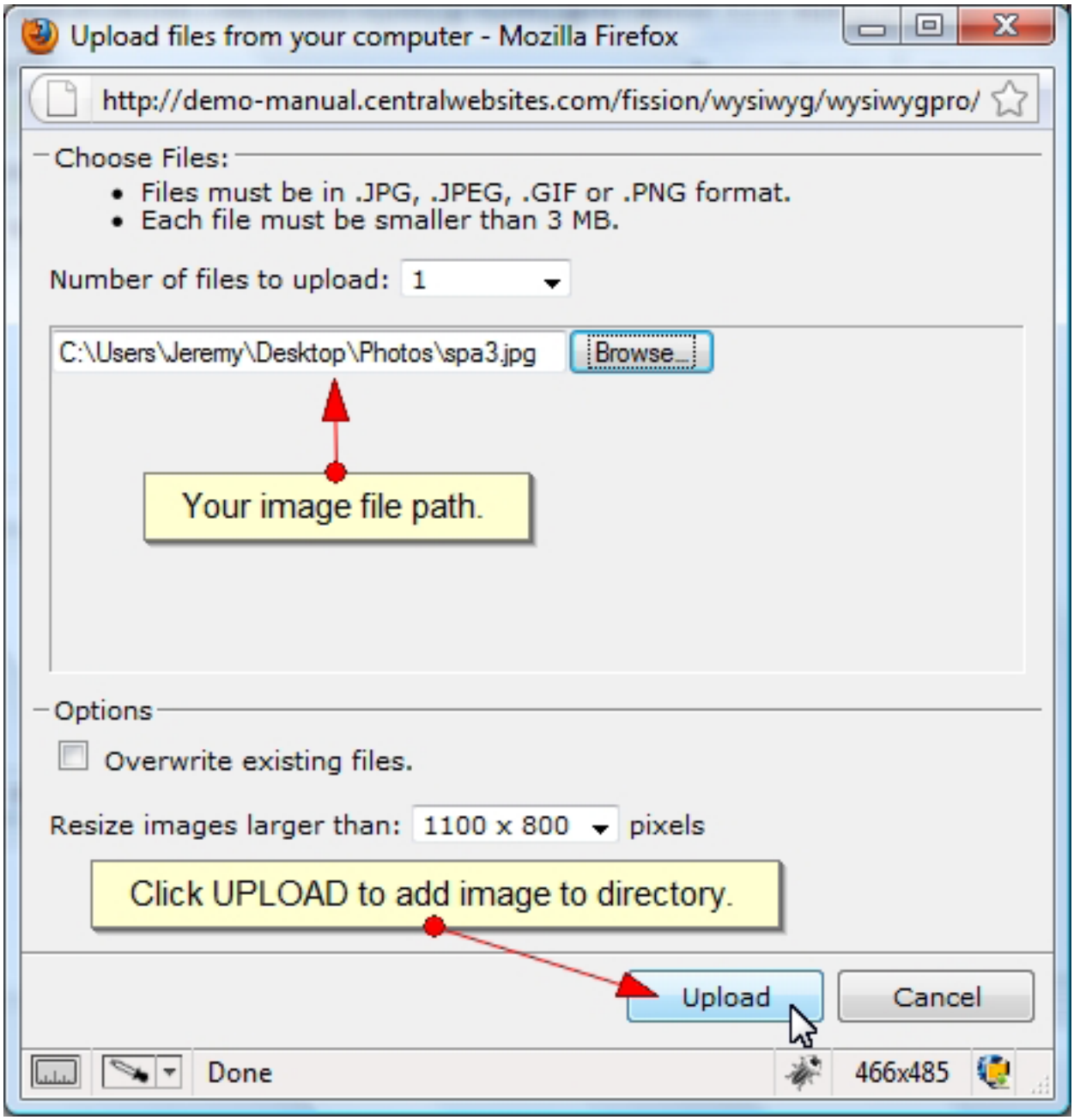
Upload files from your computer - Mozilla Firefox
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Choose Files:
Files must be in .JPG, .JPEG, .GIF or .PNG format.
Each file must be smaller than 3 MB.
Number of files to upload: 1
C:\Users\Jeremy\Desktop\Photos\spa3.jpg
Browse...
Your image file path.
Options
Overwrite existing files.
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Upload
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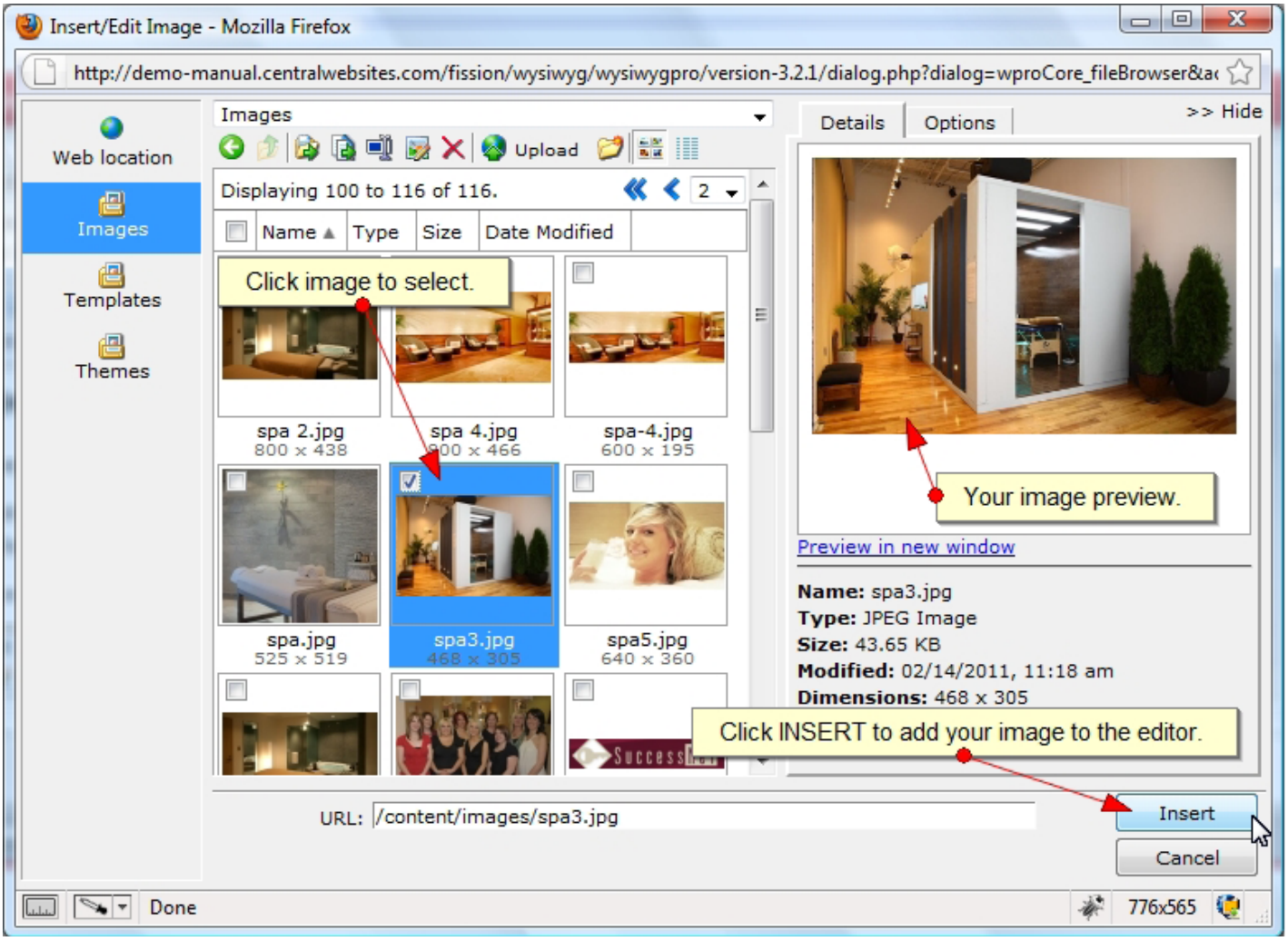
466x485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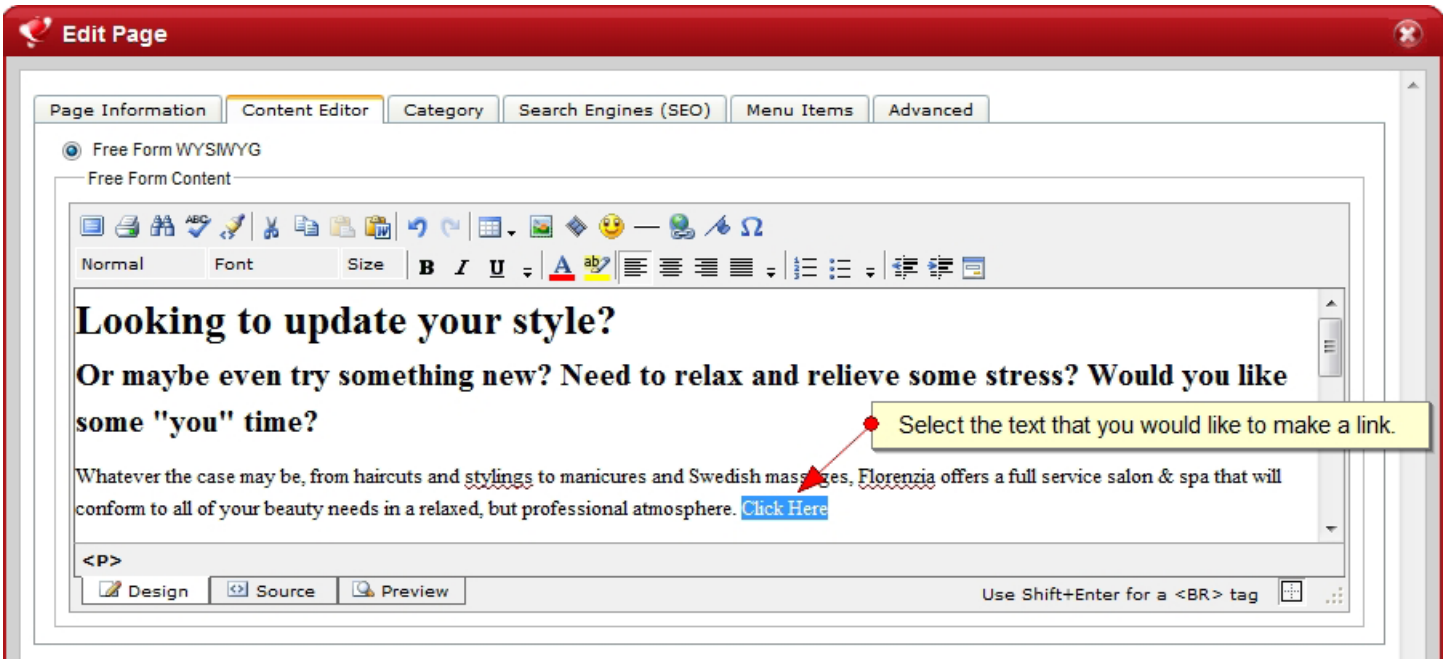
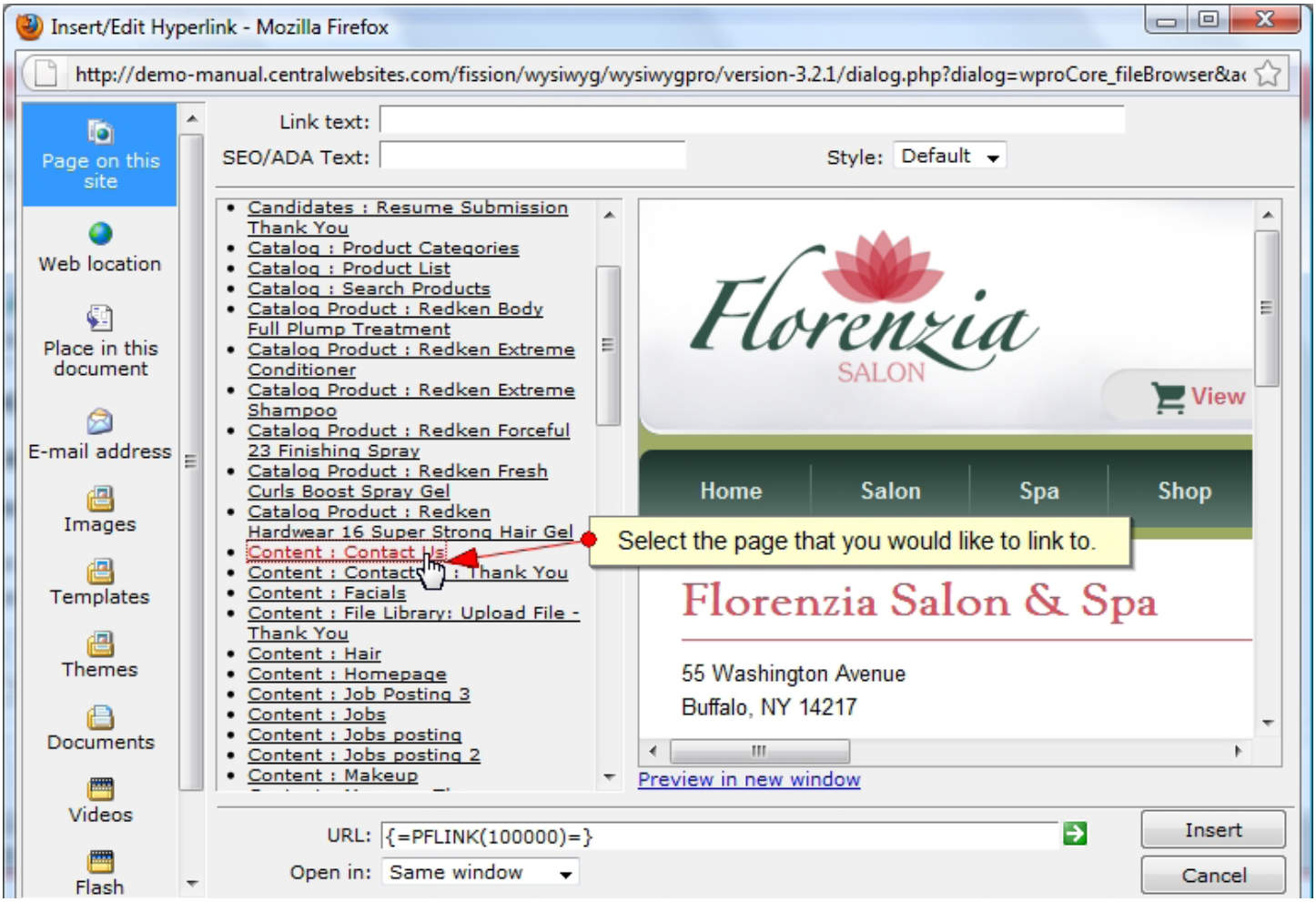
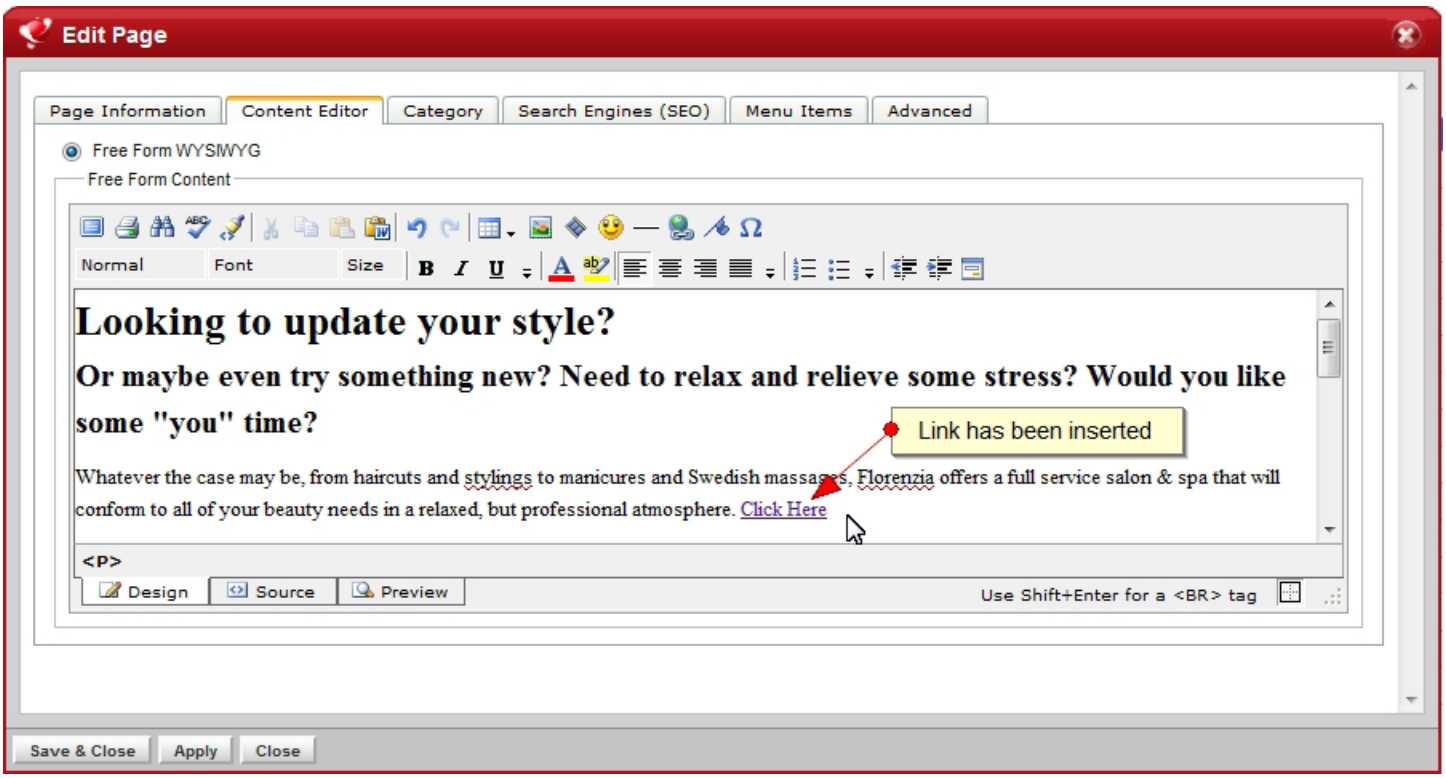
Web location
Images
Templates
Themes
Images
Upload
Displaying 100 to 116 of 116.
2
Name
Type
Size
Date Modified
Click image to select.
spa 2.jpg
800 x 438
spa 4.jpg
spa-4.jpg
600 x 195
spa.jpg
525 x 519
spa3.jpg
468 x 305
spa5.jpg
640 x 360
Details
Options
>> Hide
Your image preview.
Preview in new window
Name: spa3.jpg
Type: JPEG Image
Size: 43.65 KB
Modified: 02/14/2011, 11:18 am
Dimensions: 468 x 305
Click INSERT to add your image to the editor.
URL: /content/images/spa3.jpg
Insert
Cancel
Done
776x565

# Link List:



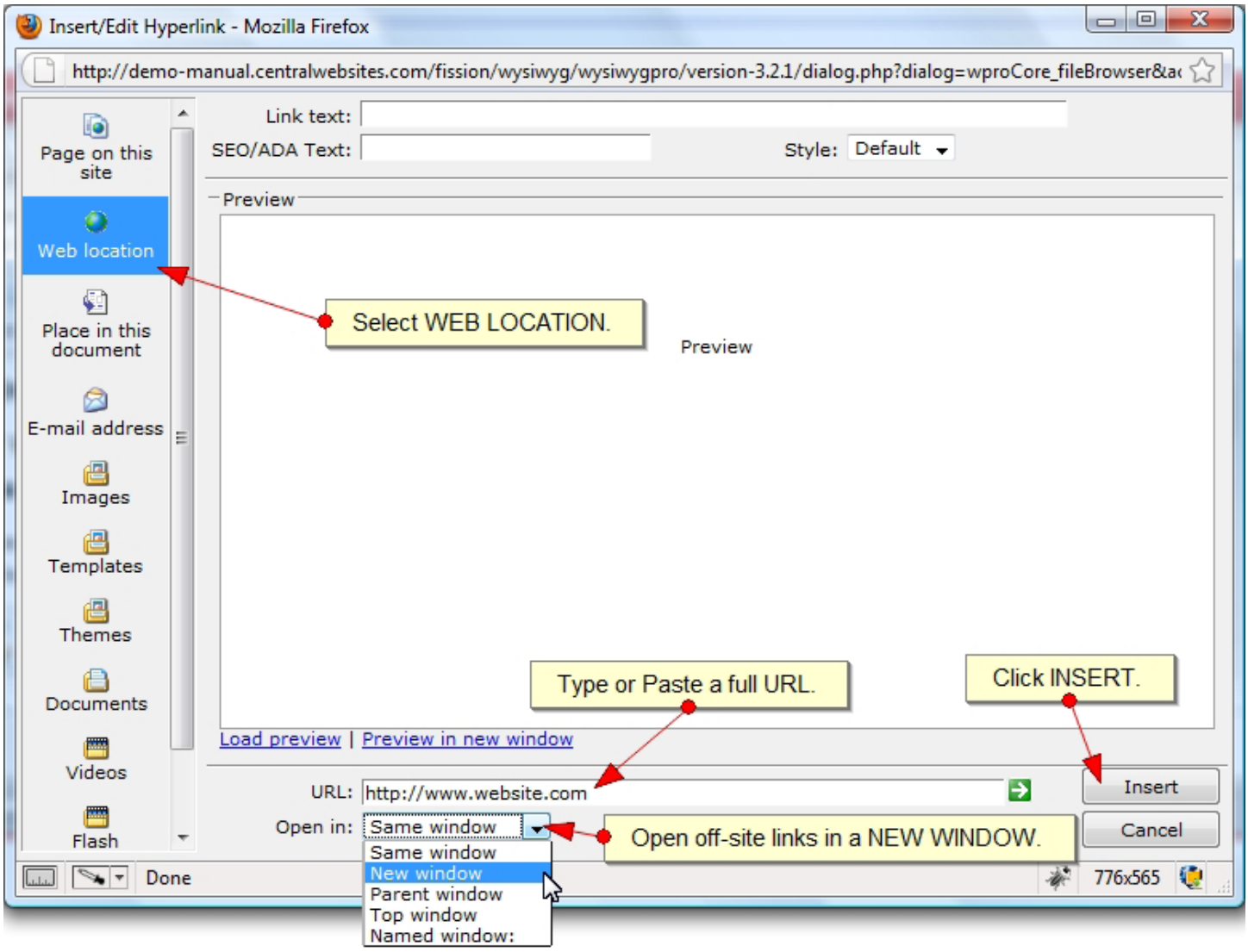




**Back to Section**




**Back to Section**

# External Links:



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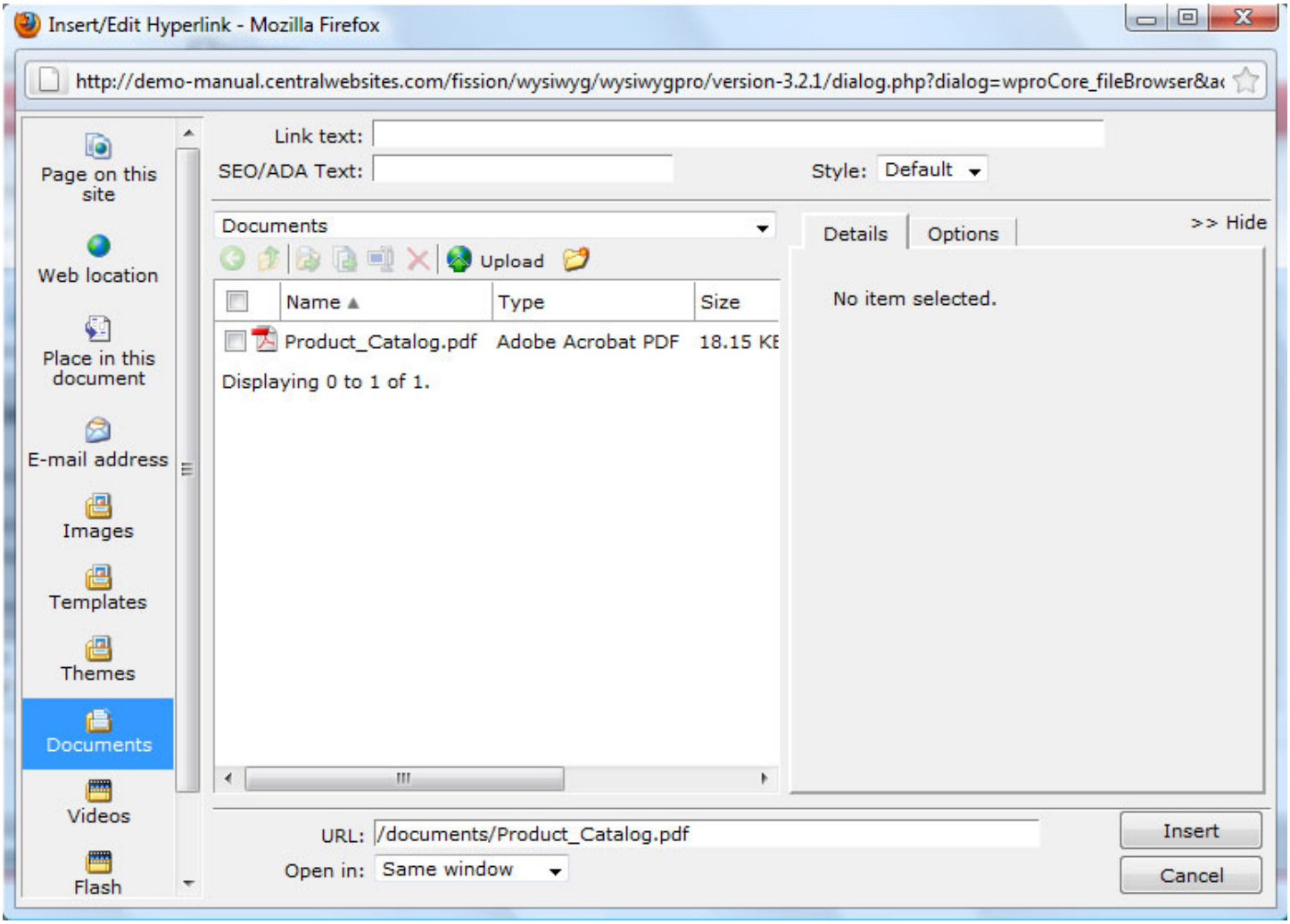


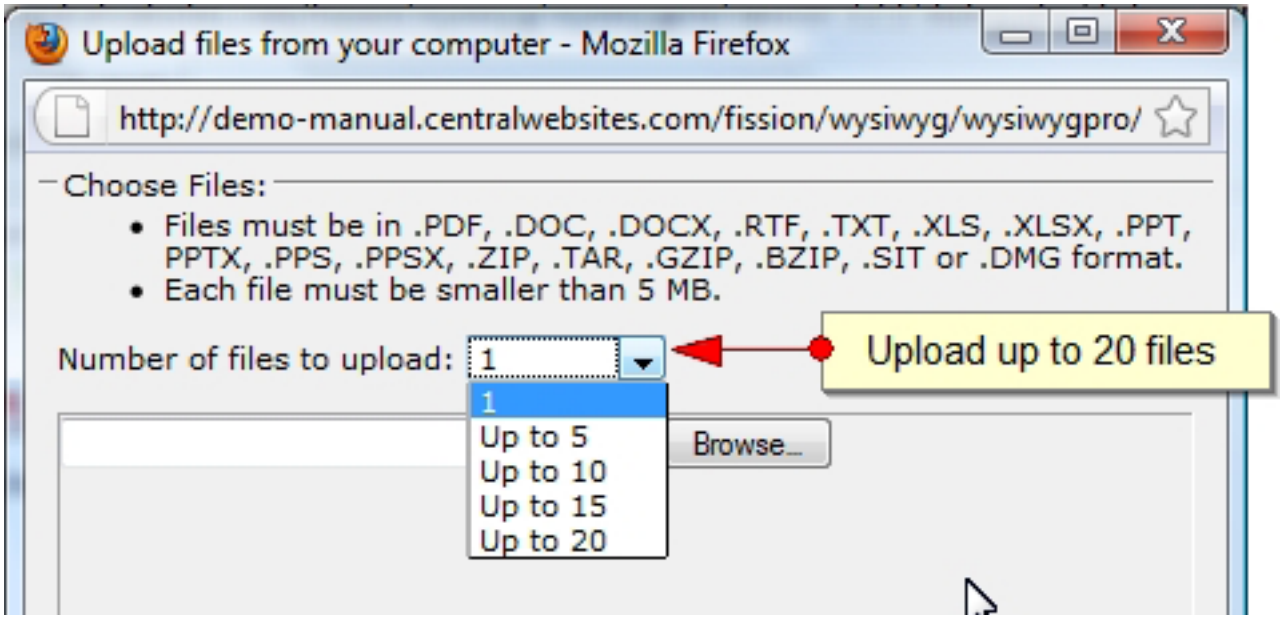

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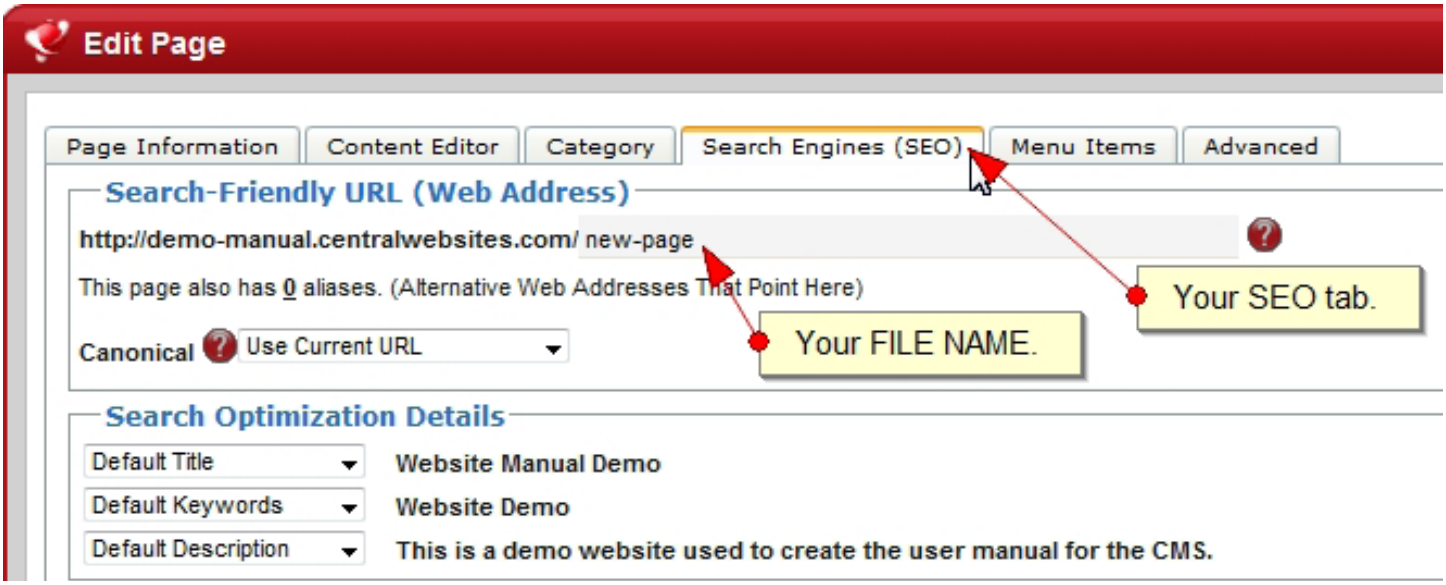


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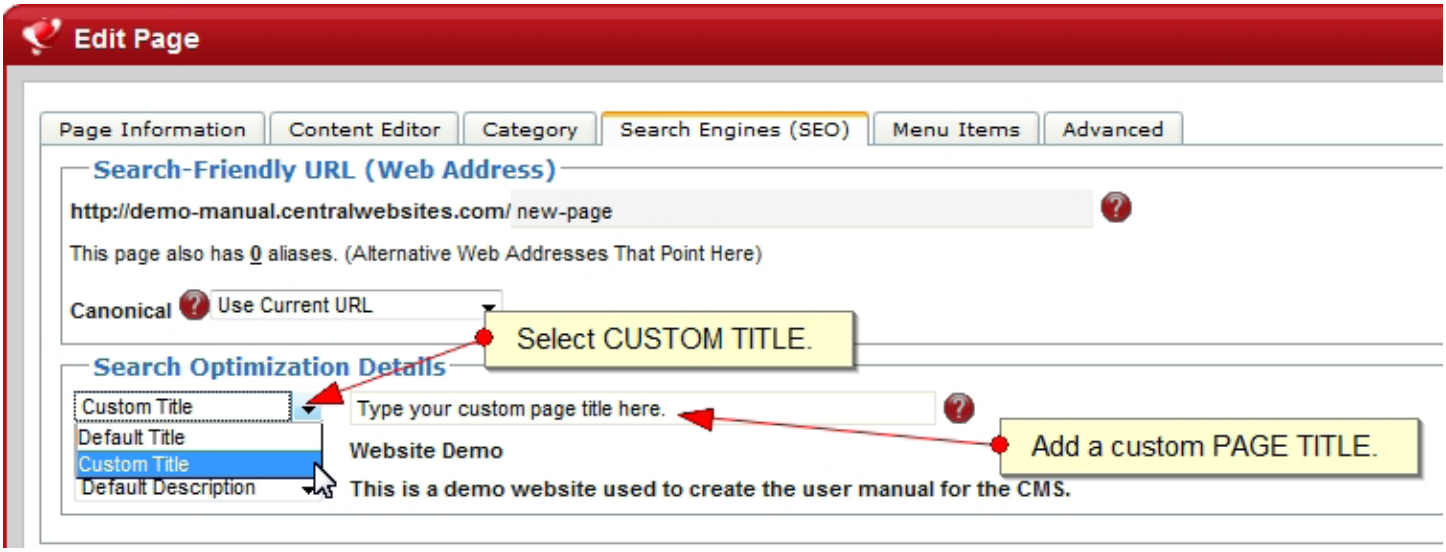

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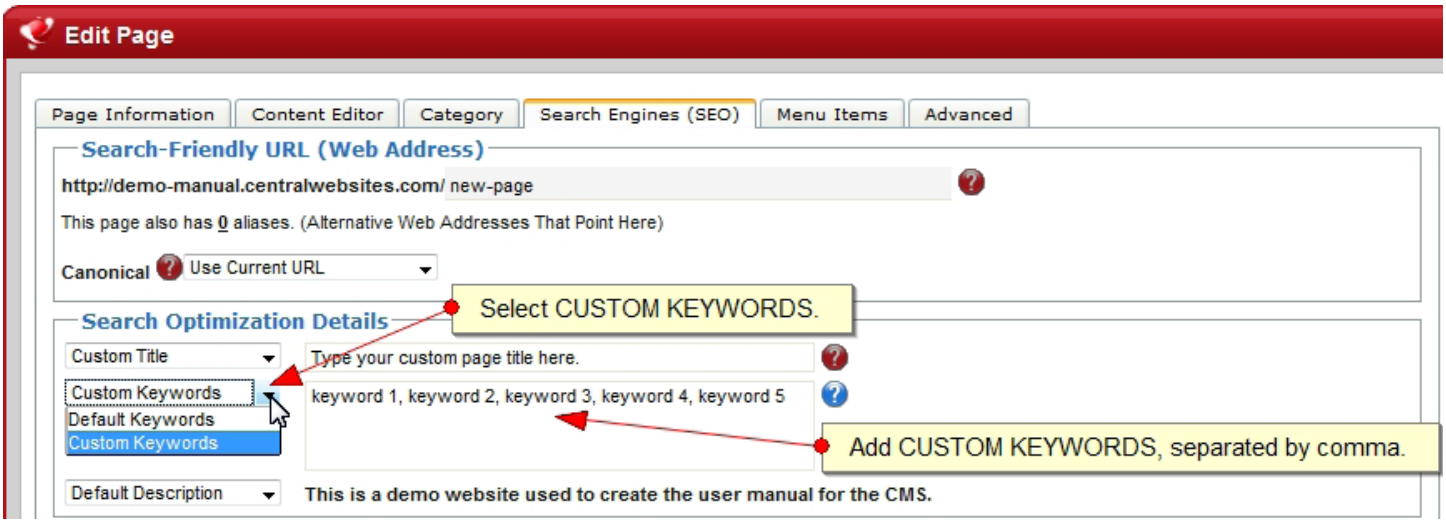


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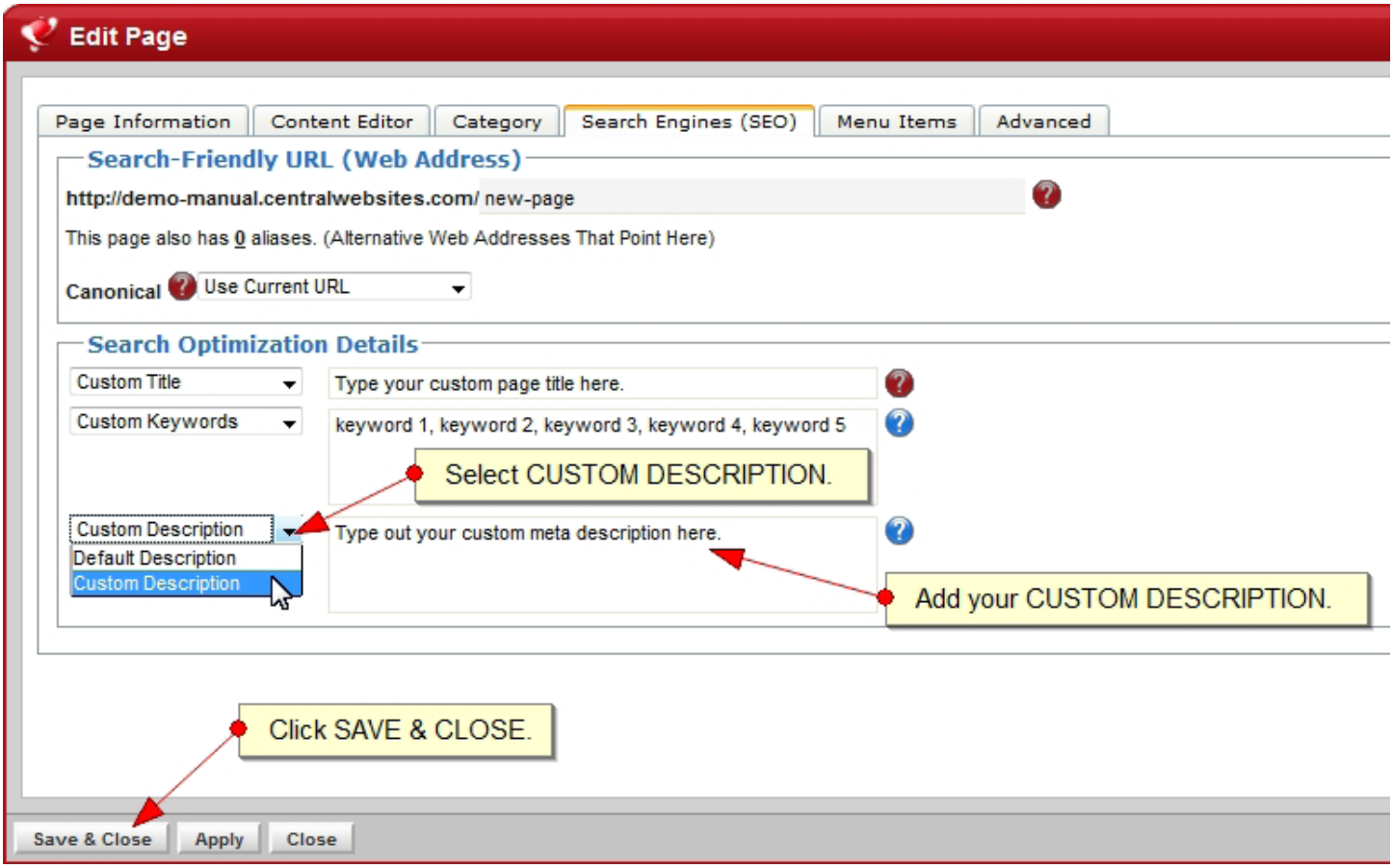

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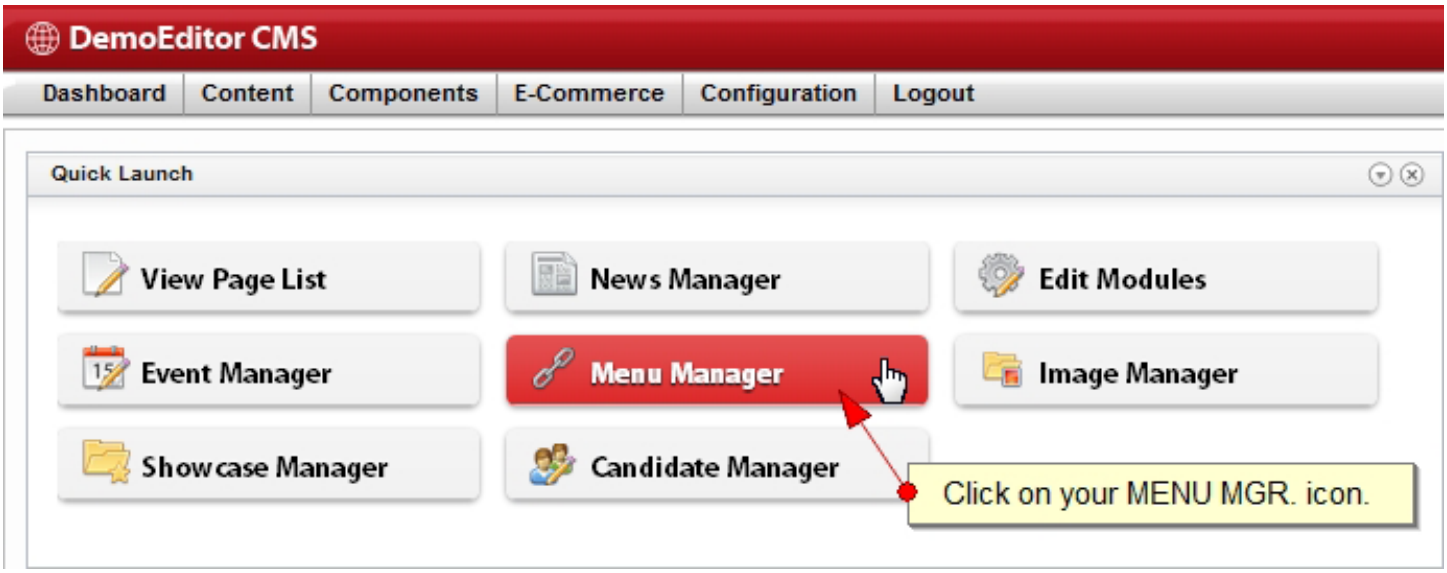


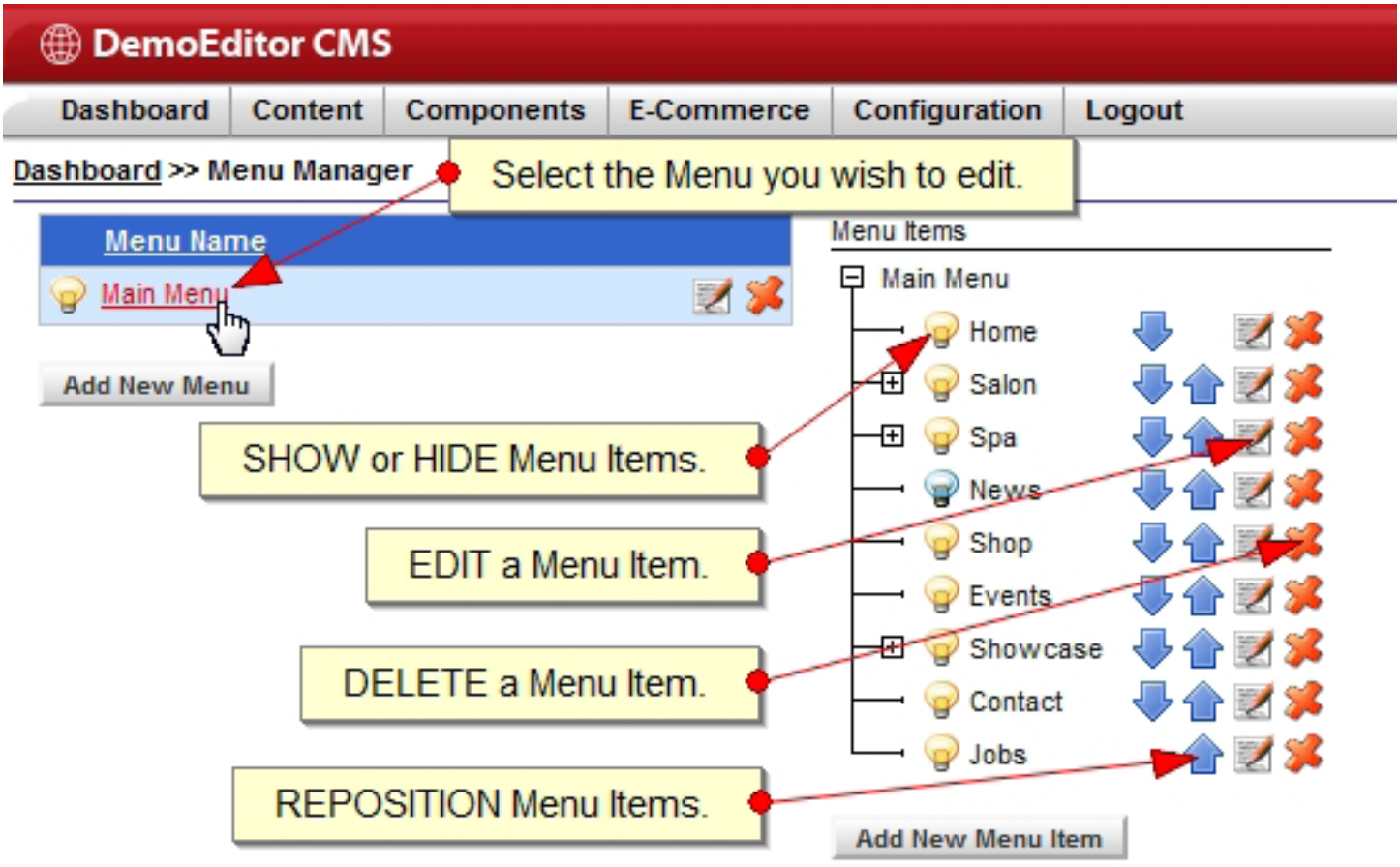


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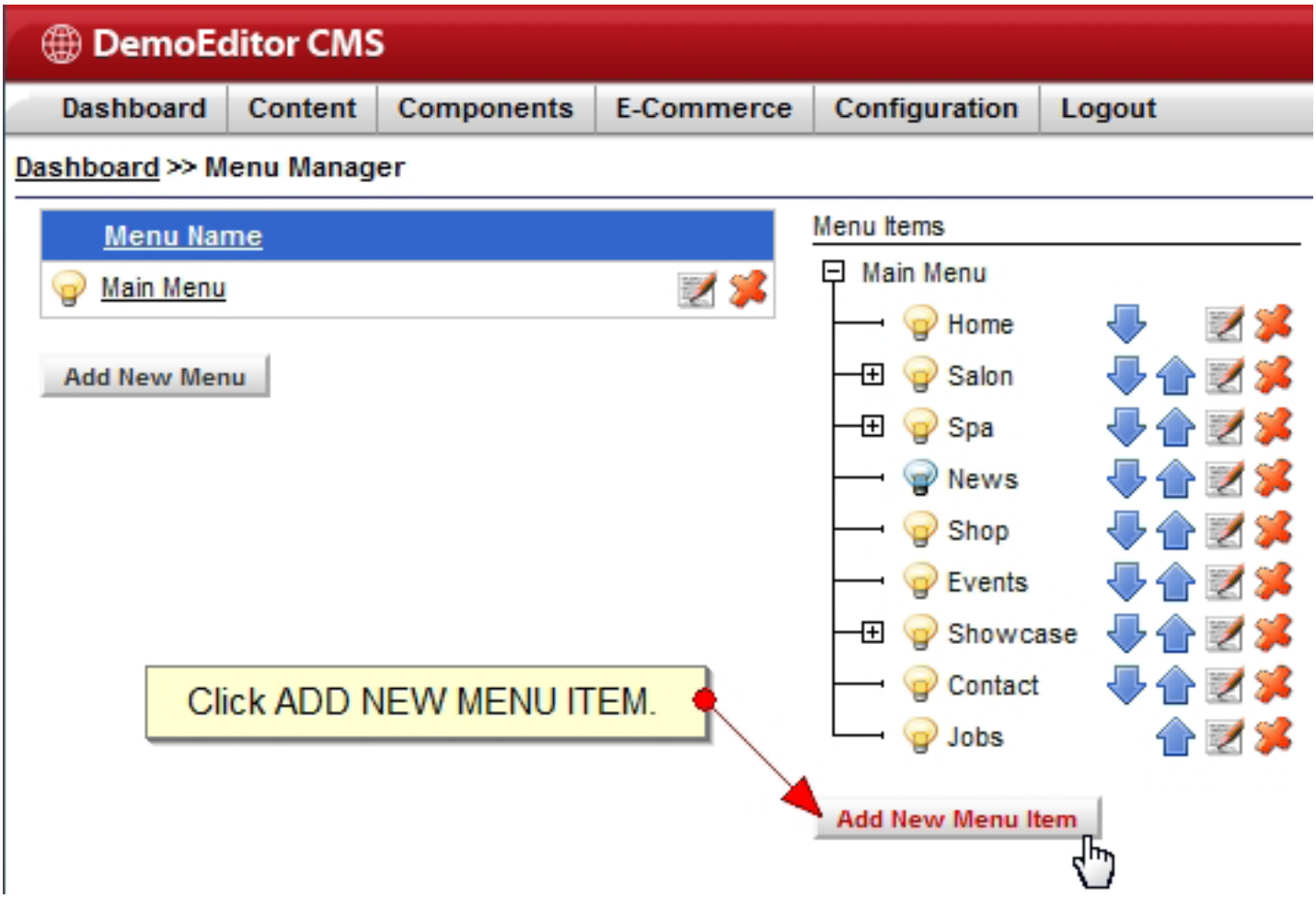


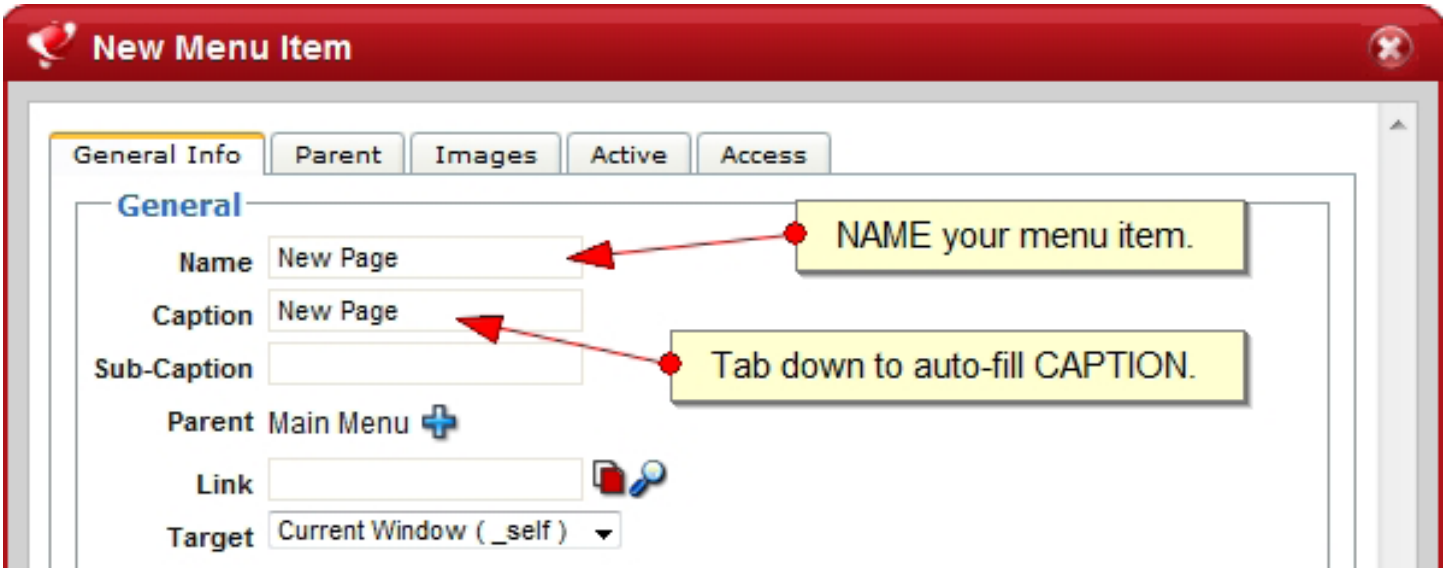


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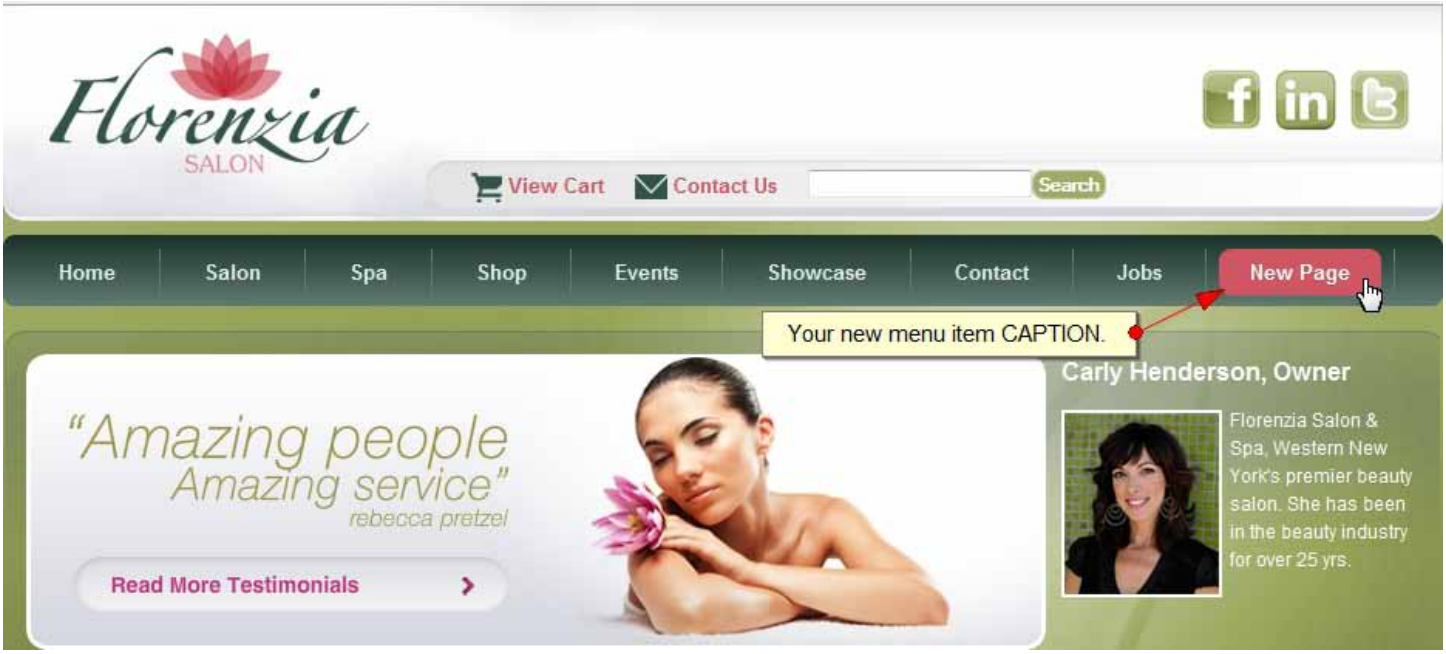


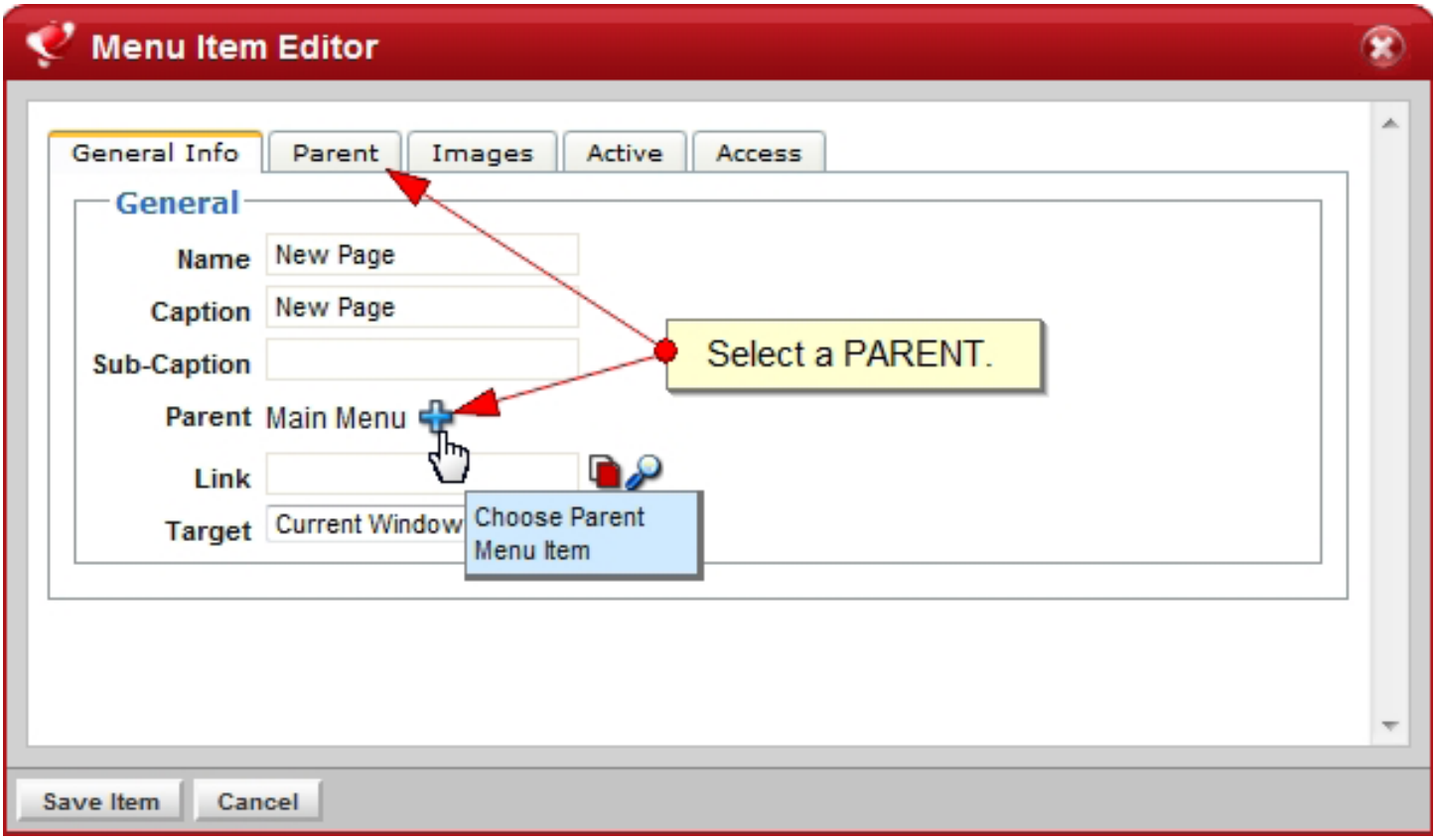


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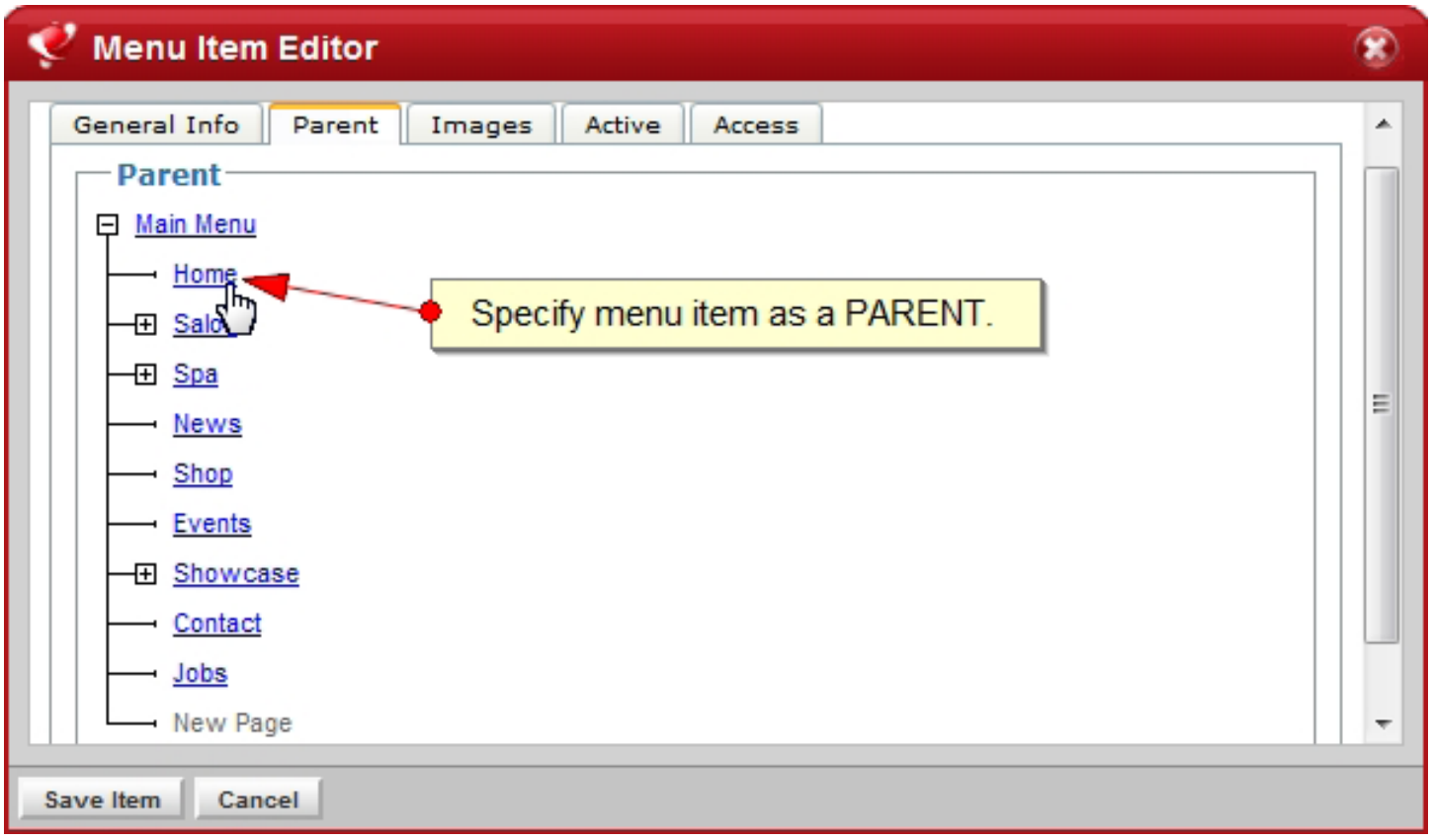


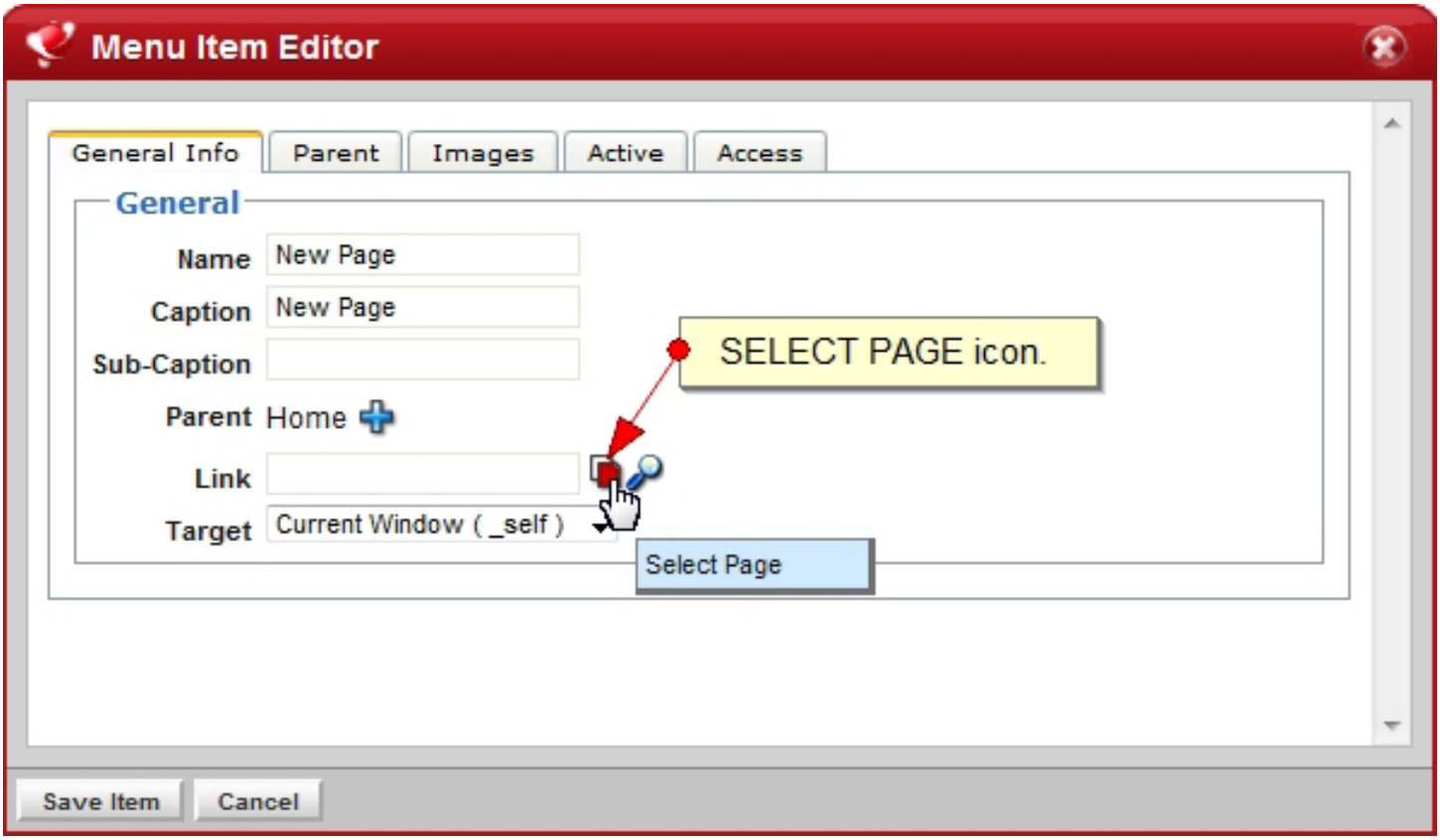


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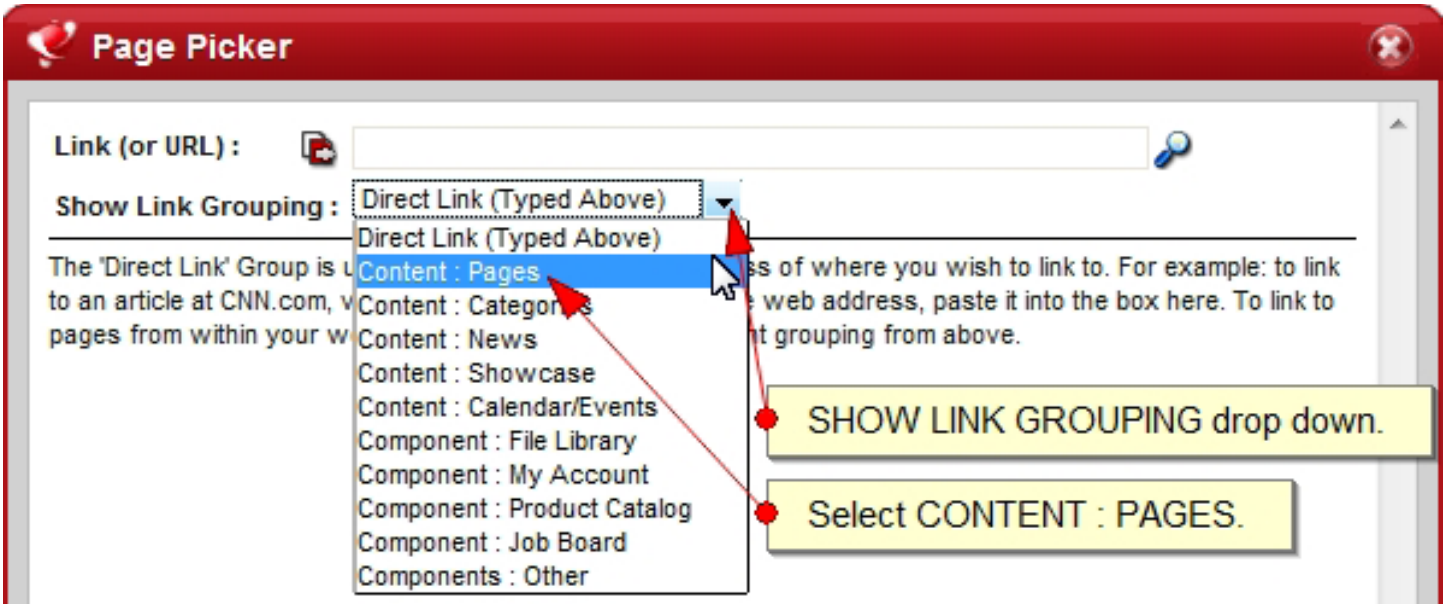
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Component : Job Board
Components : Other
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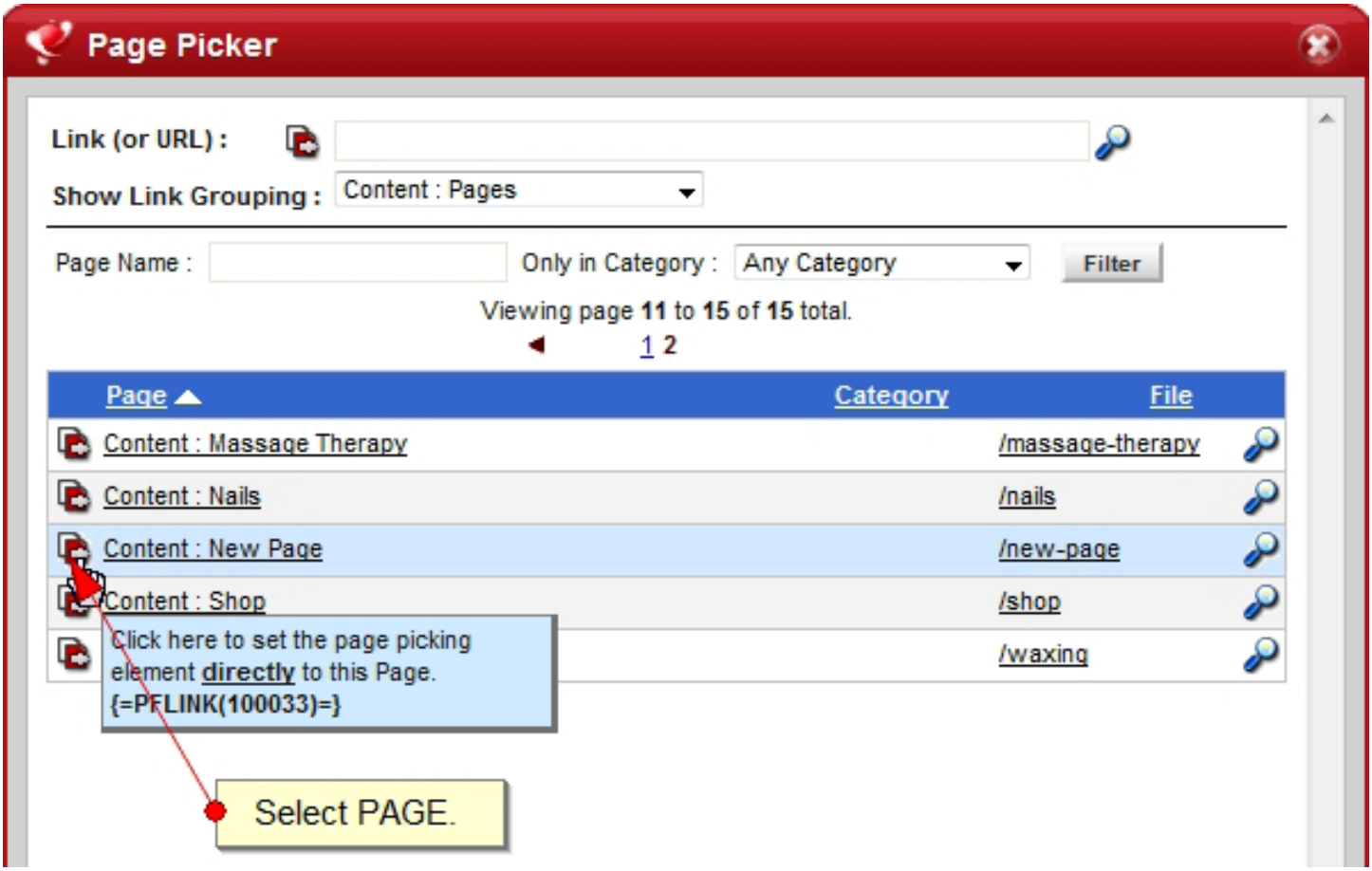
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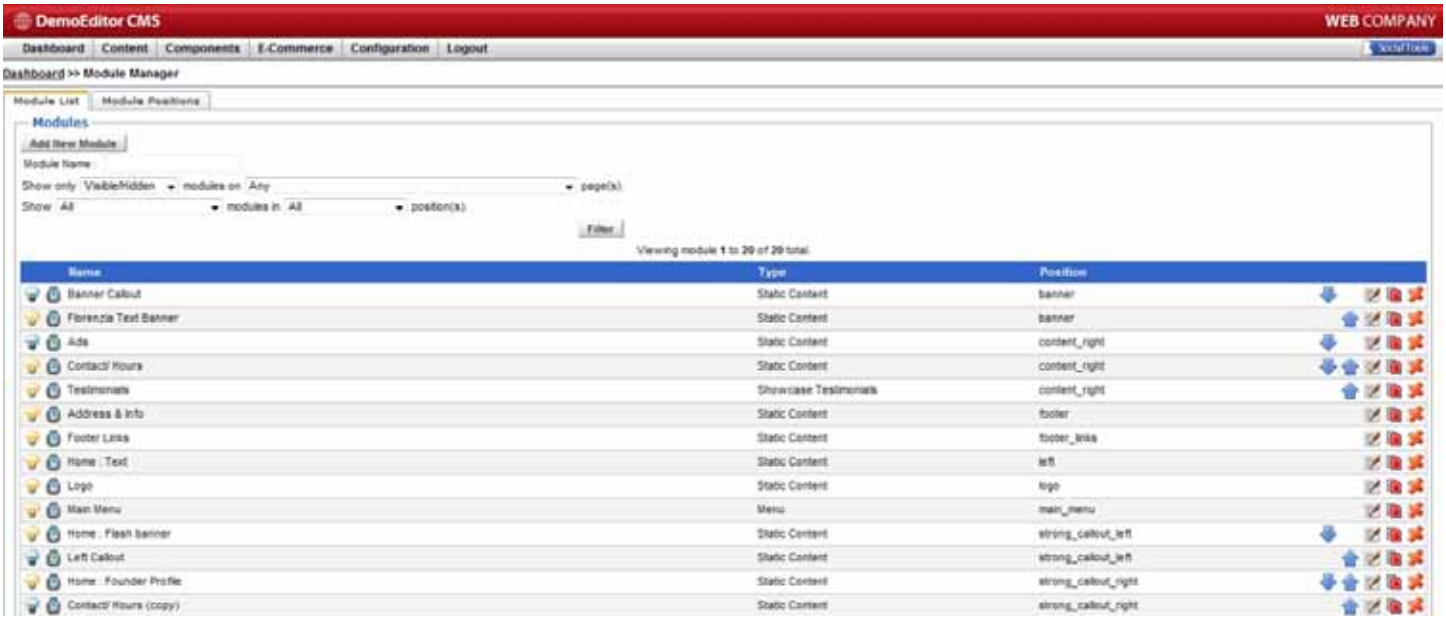


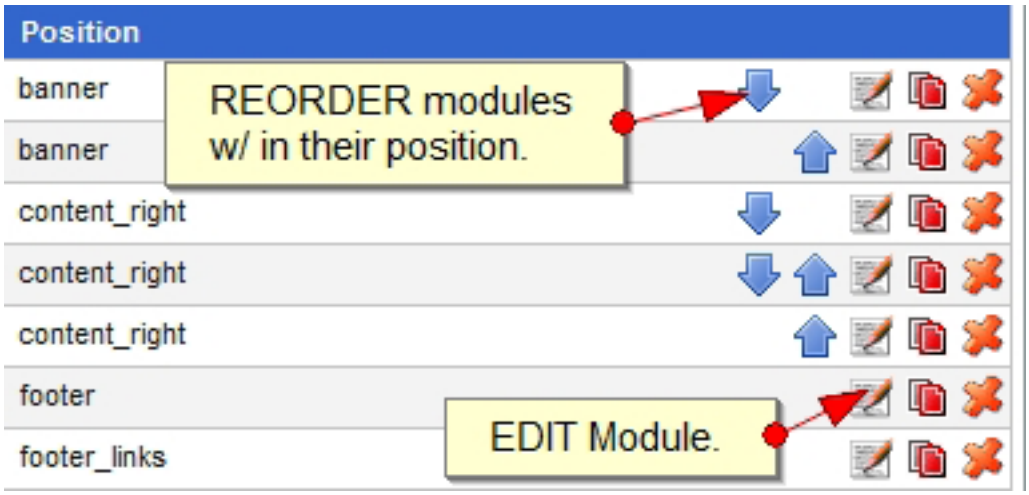


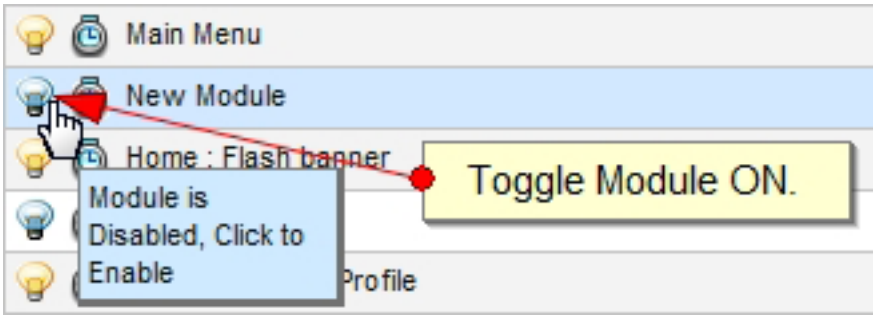


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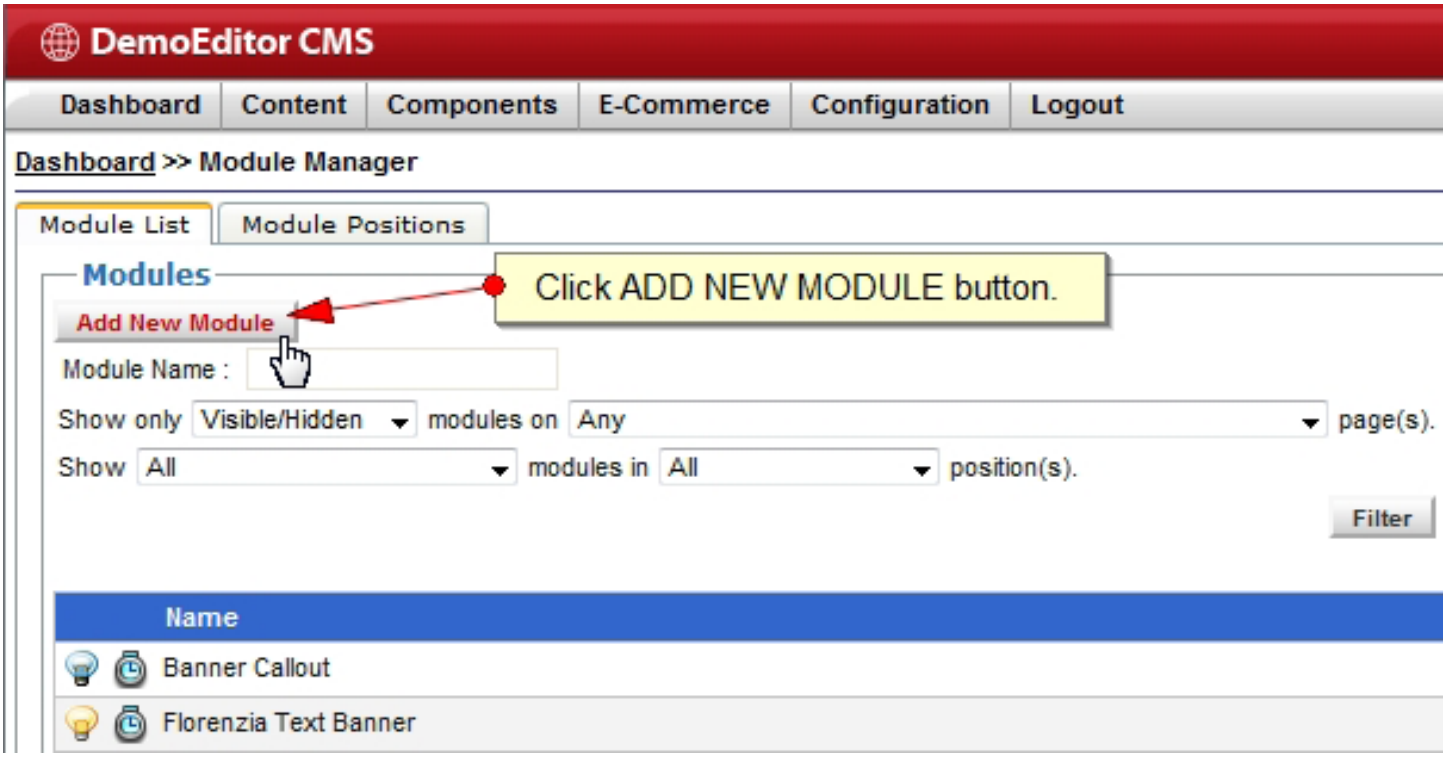


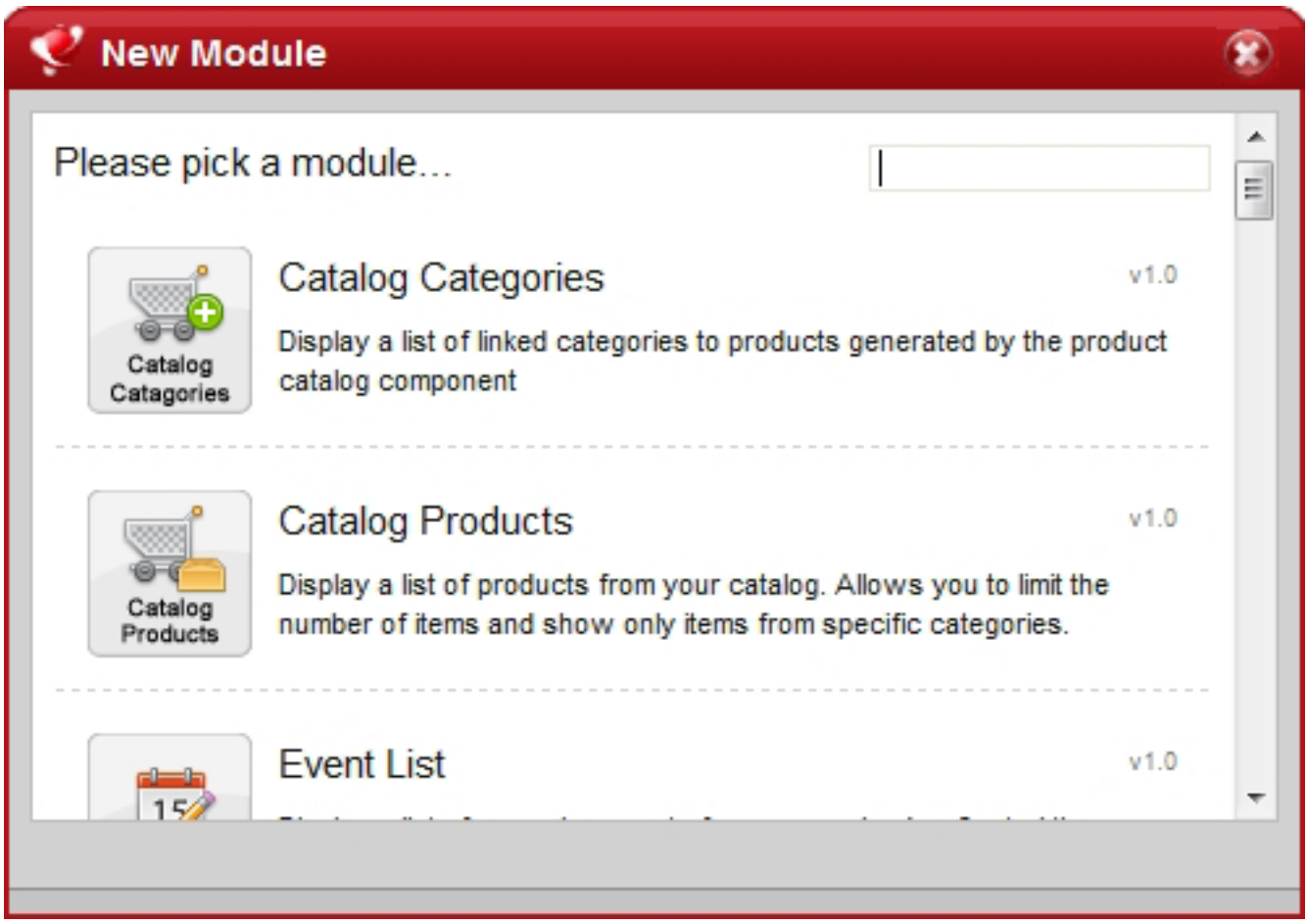


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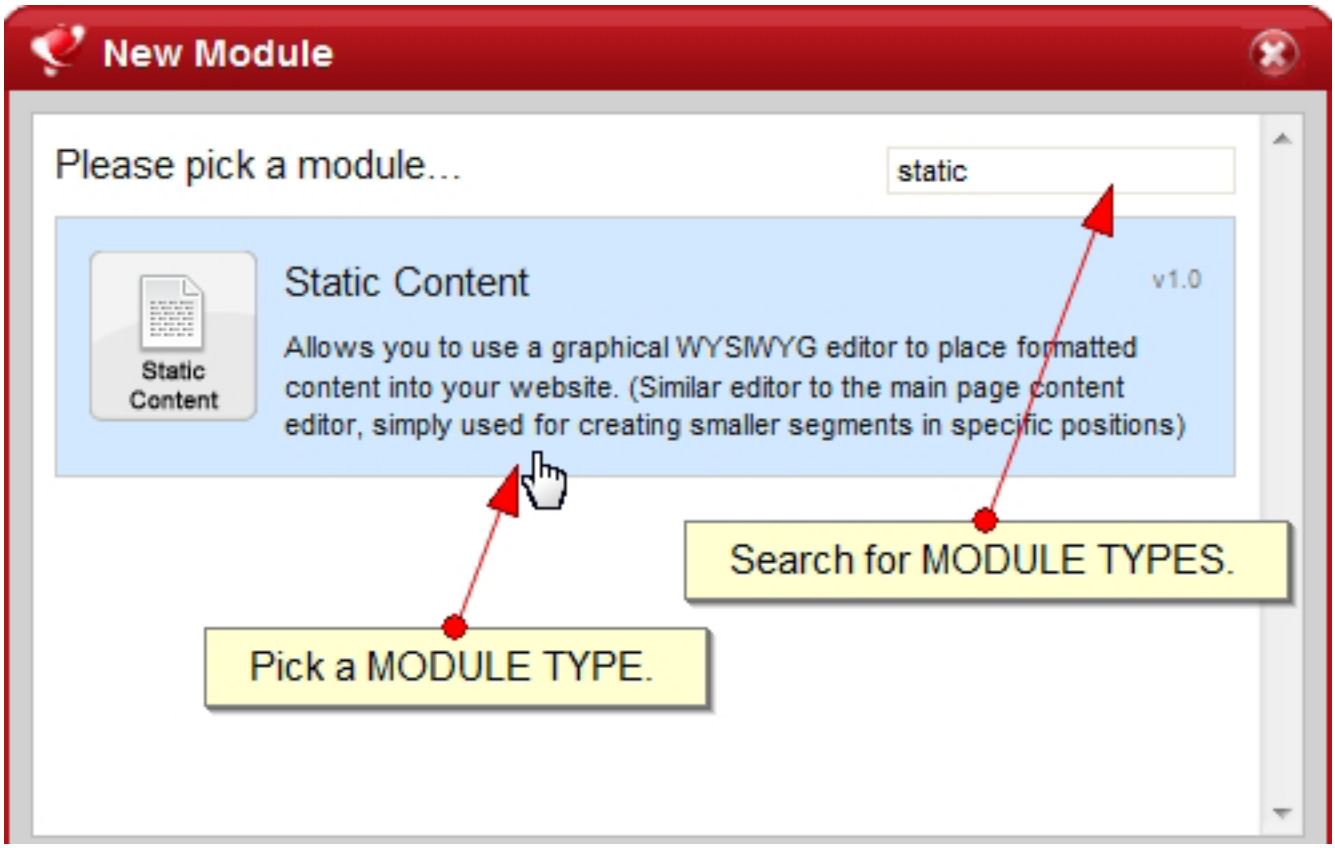


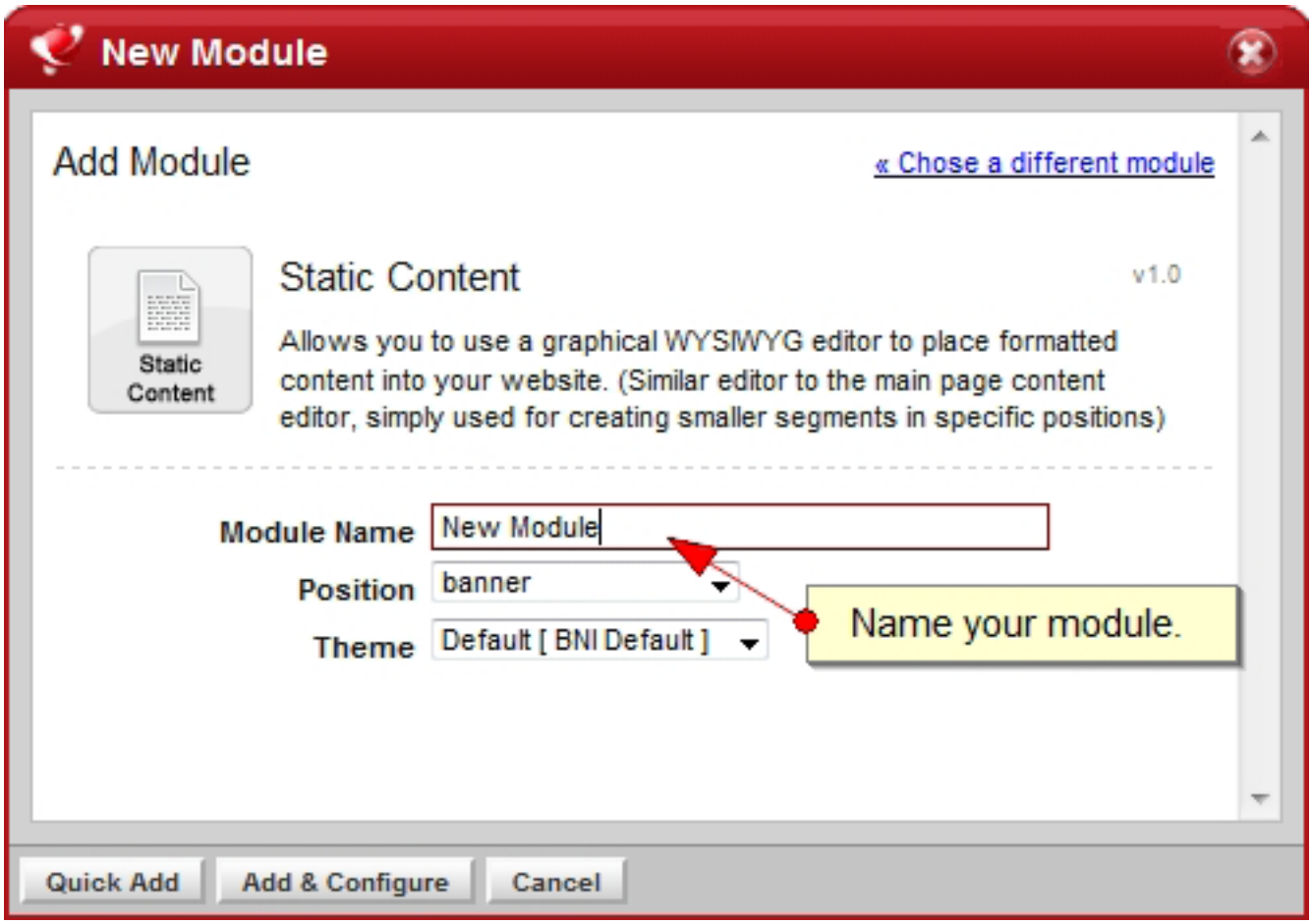


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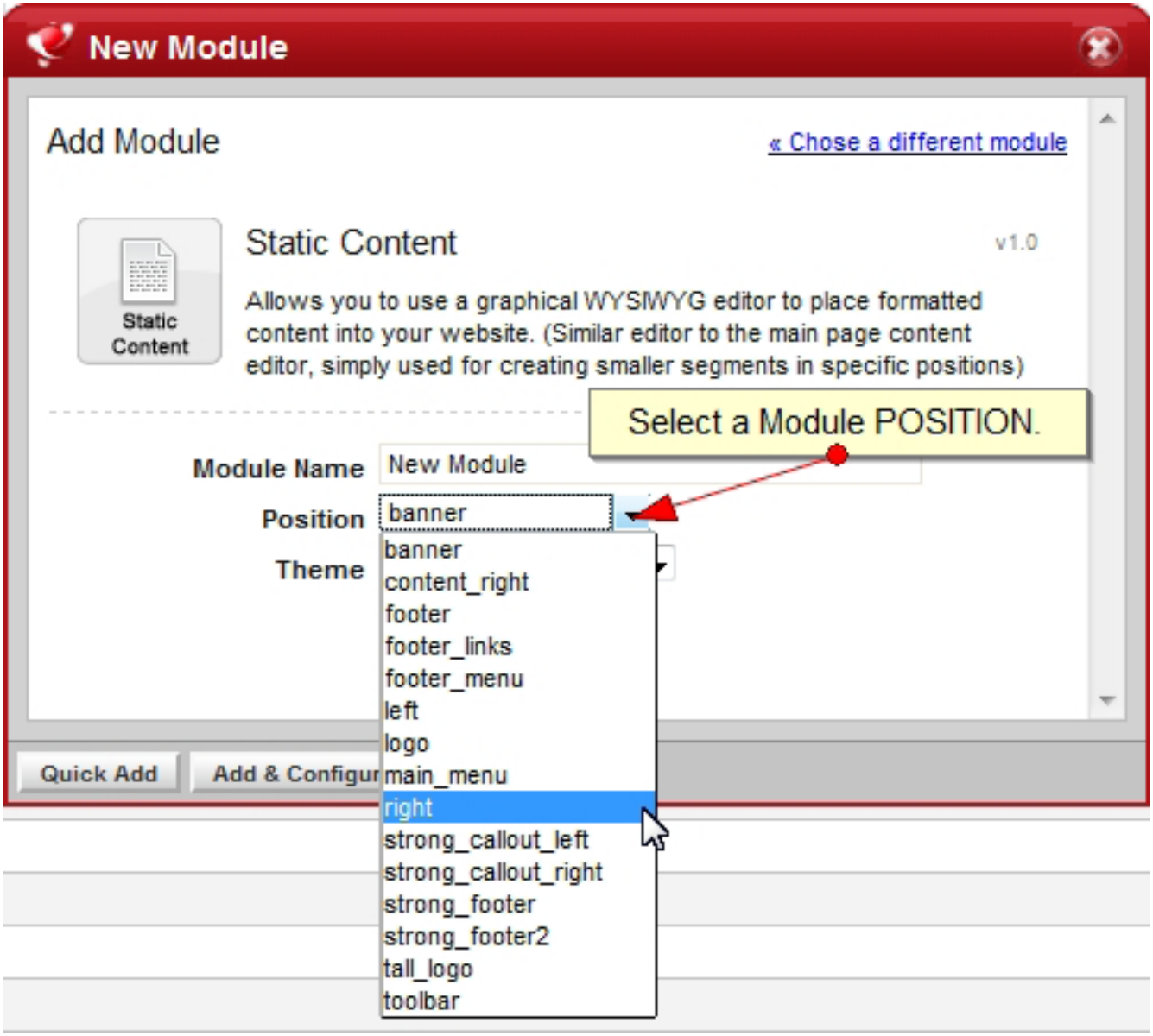


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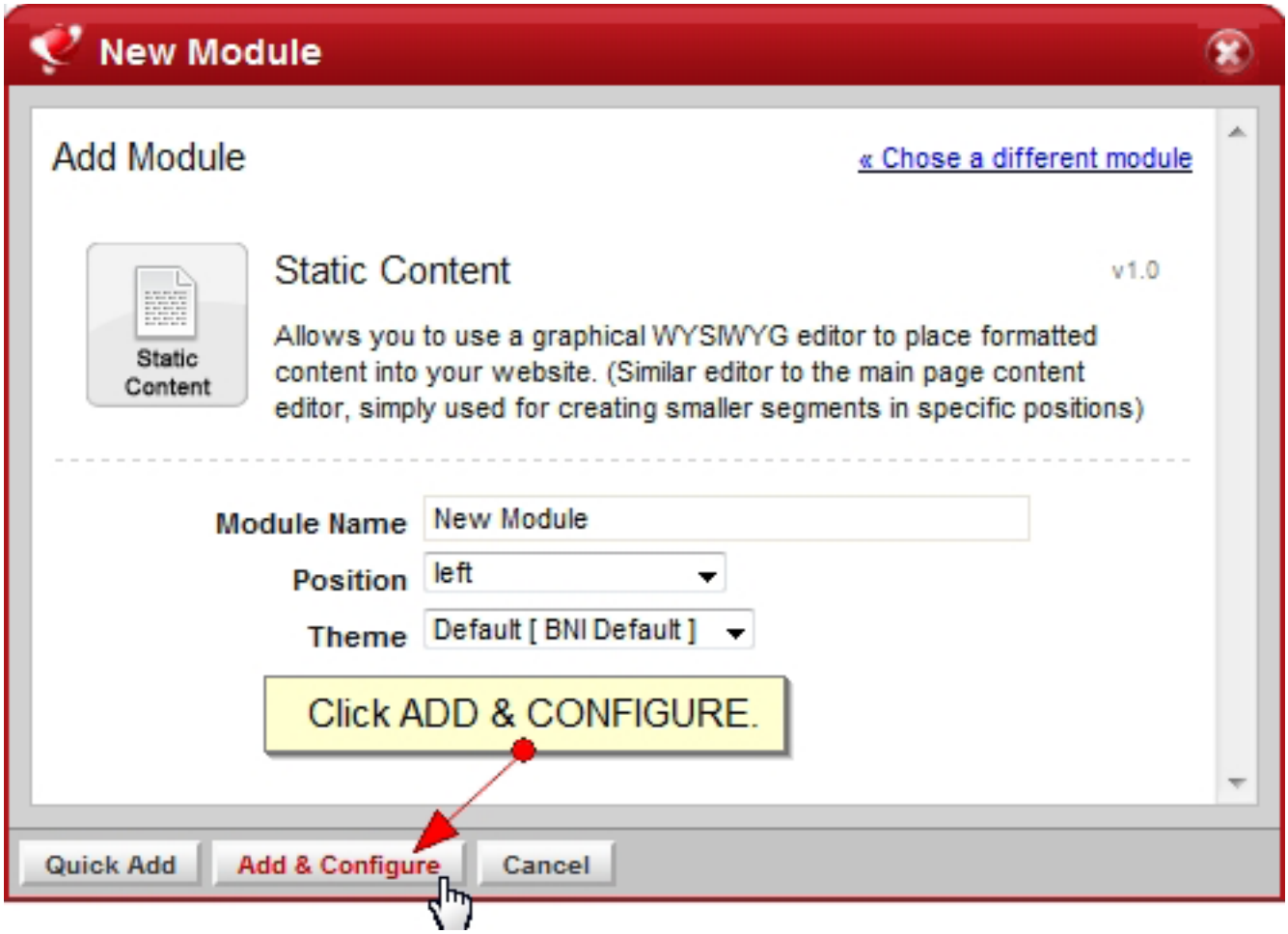


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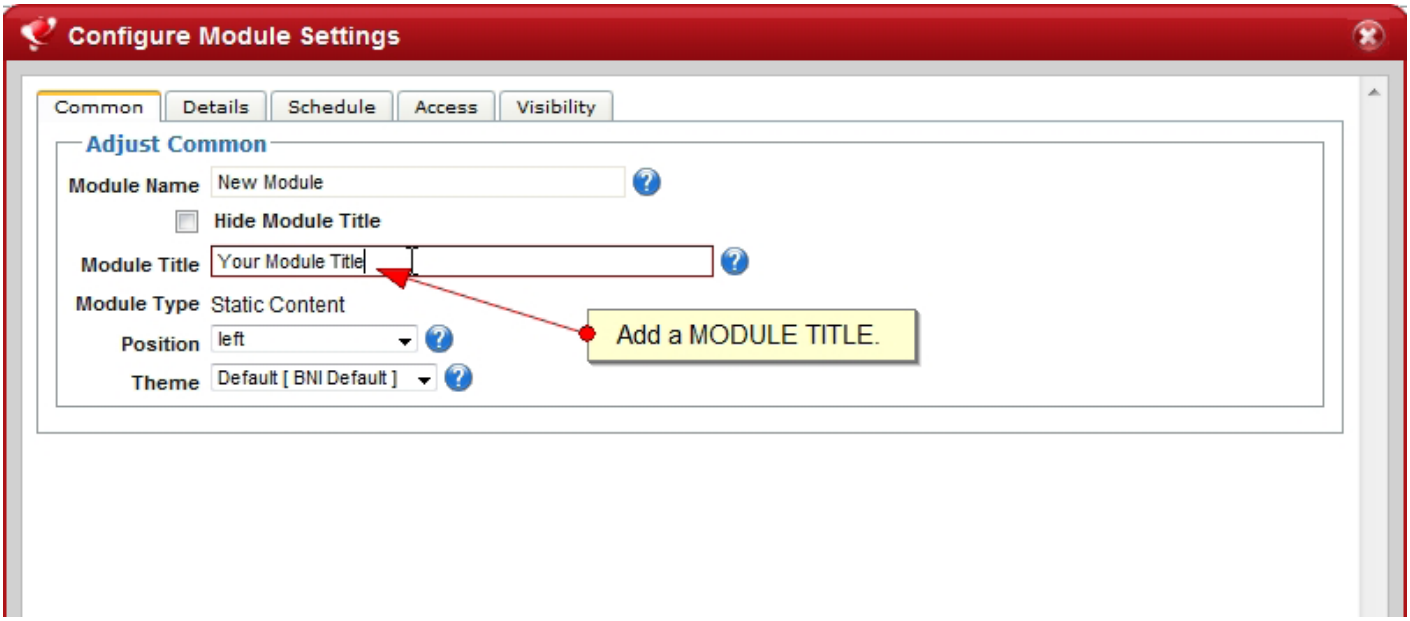

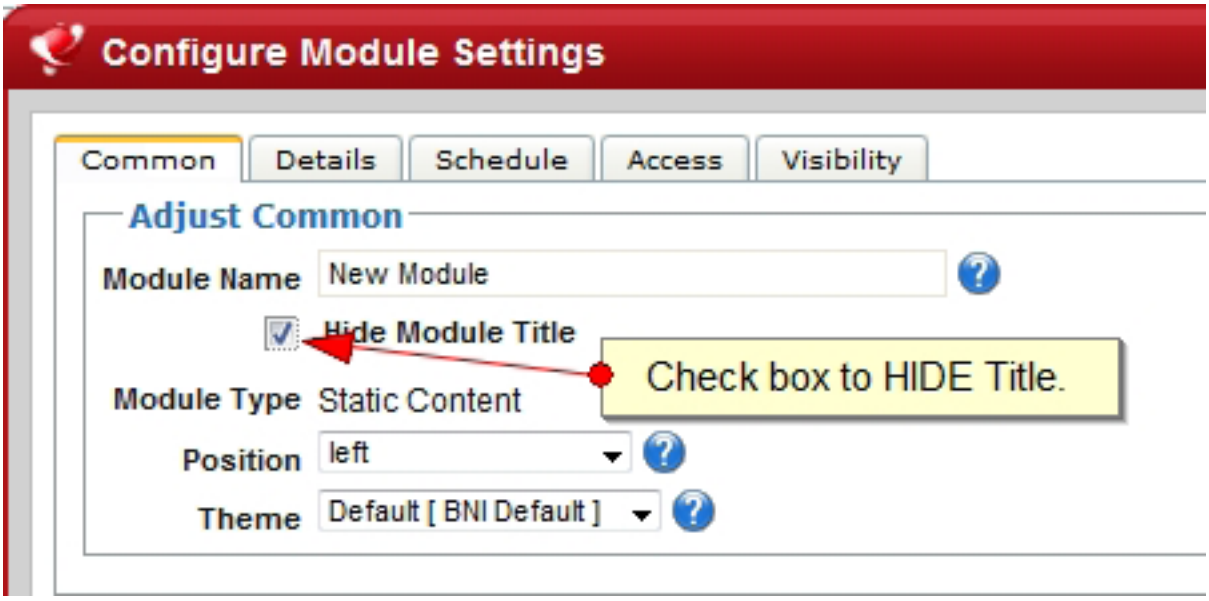
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Details
Schedule
Access
Visibility
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New Module
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Check box to HIDE Title.
Module Type
Static Content
Position
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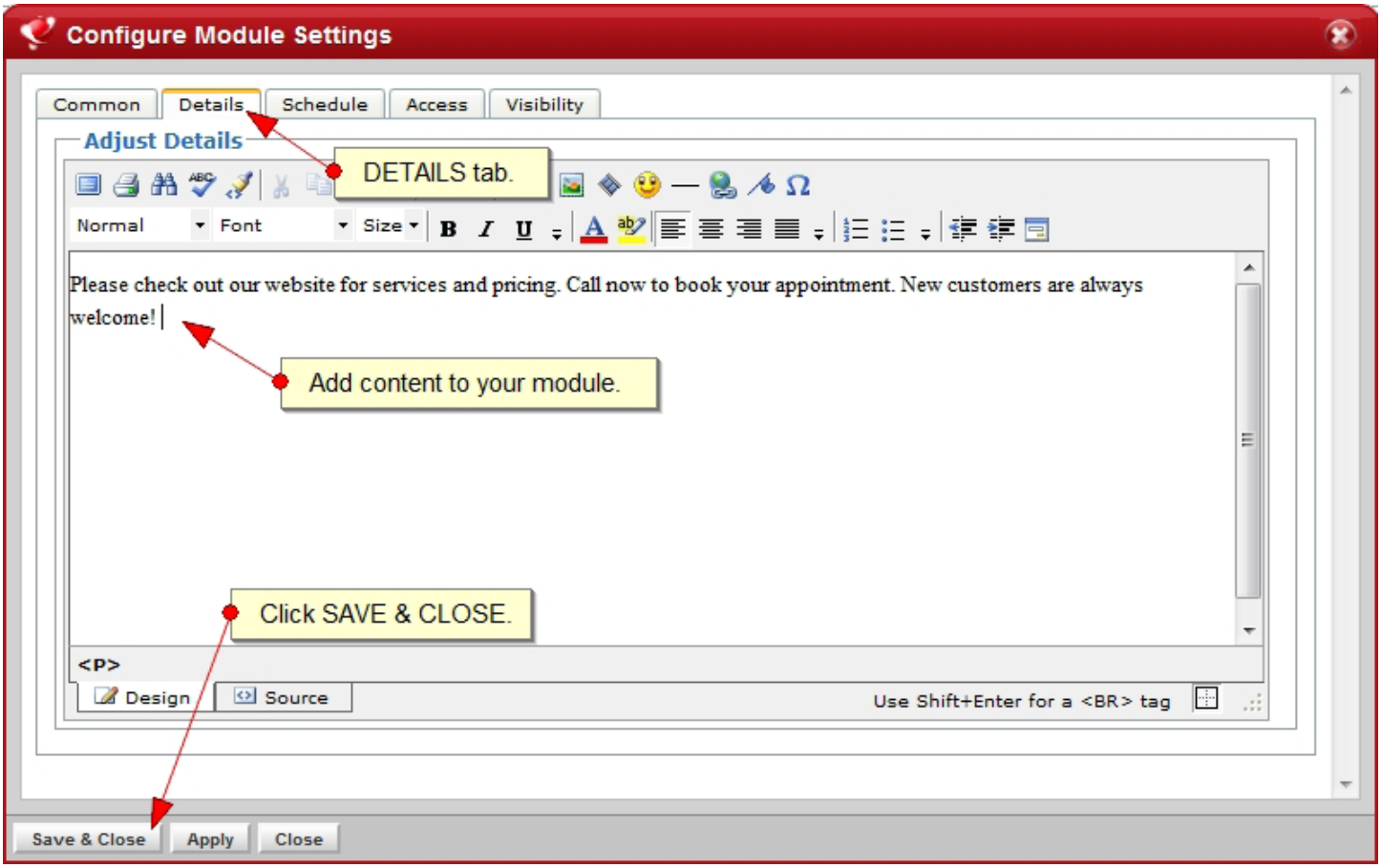
Theme
Default [ BNI Default ]


Configure Module Settings
Common
Details
Schedule
Access
Visibility
Adjust Details
DETAILS tab.
Normal
Font
Size
Please check out our website for services and pricing. Call now to book your appointment. New customers are always welcome!
Add content to your module.
Click SAVE & CLOSE.
<P>
Design
Source
Use Shift+Enter for a <BR> tag
Save & Close
Apply
Close

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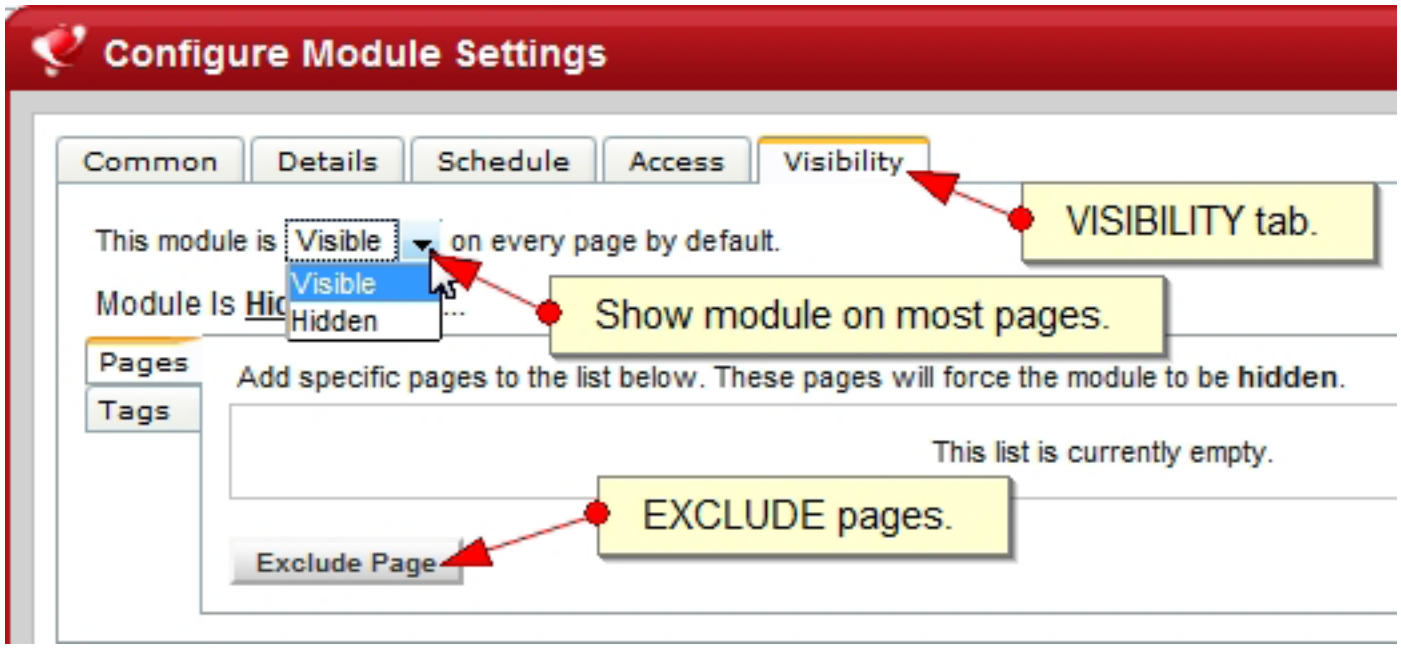


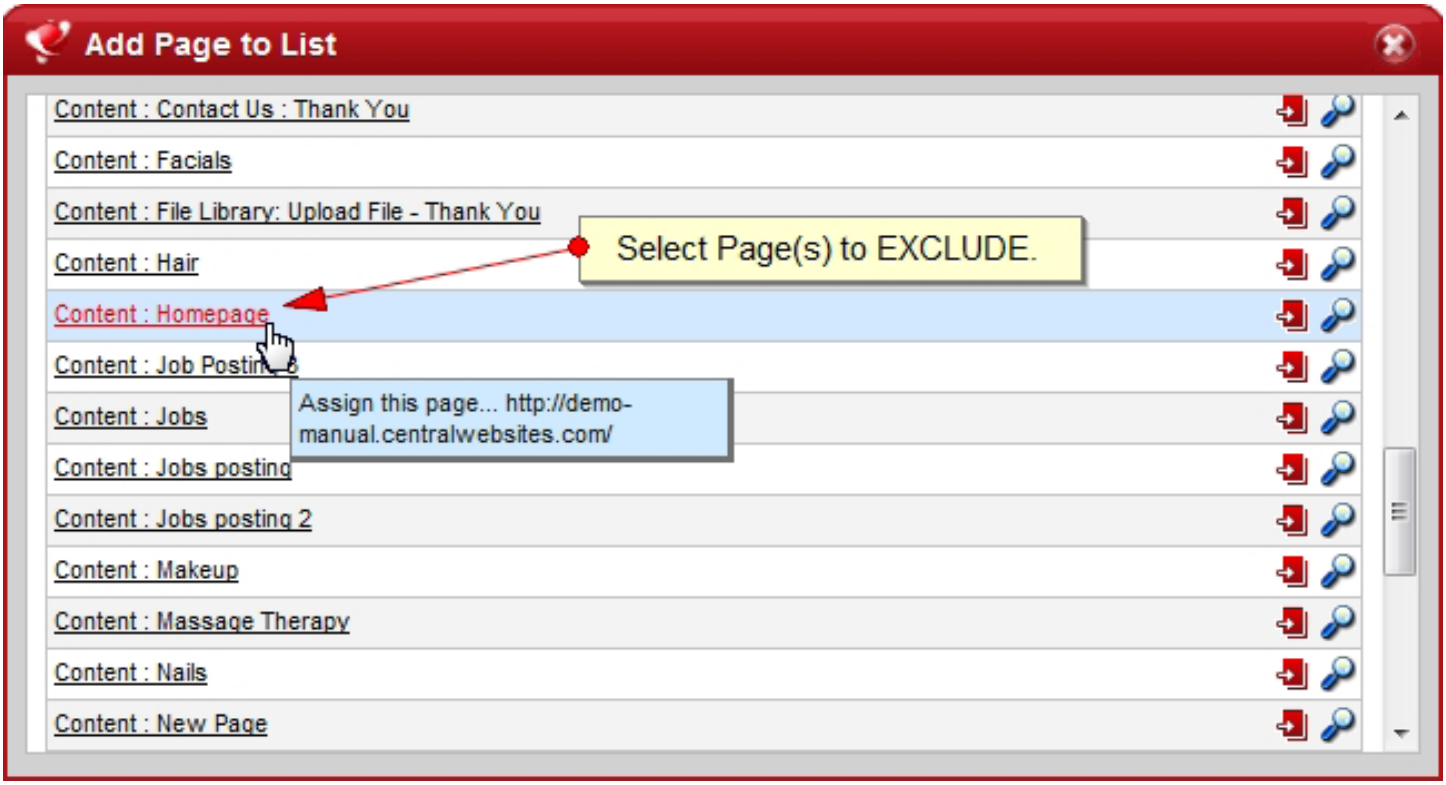


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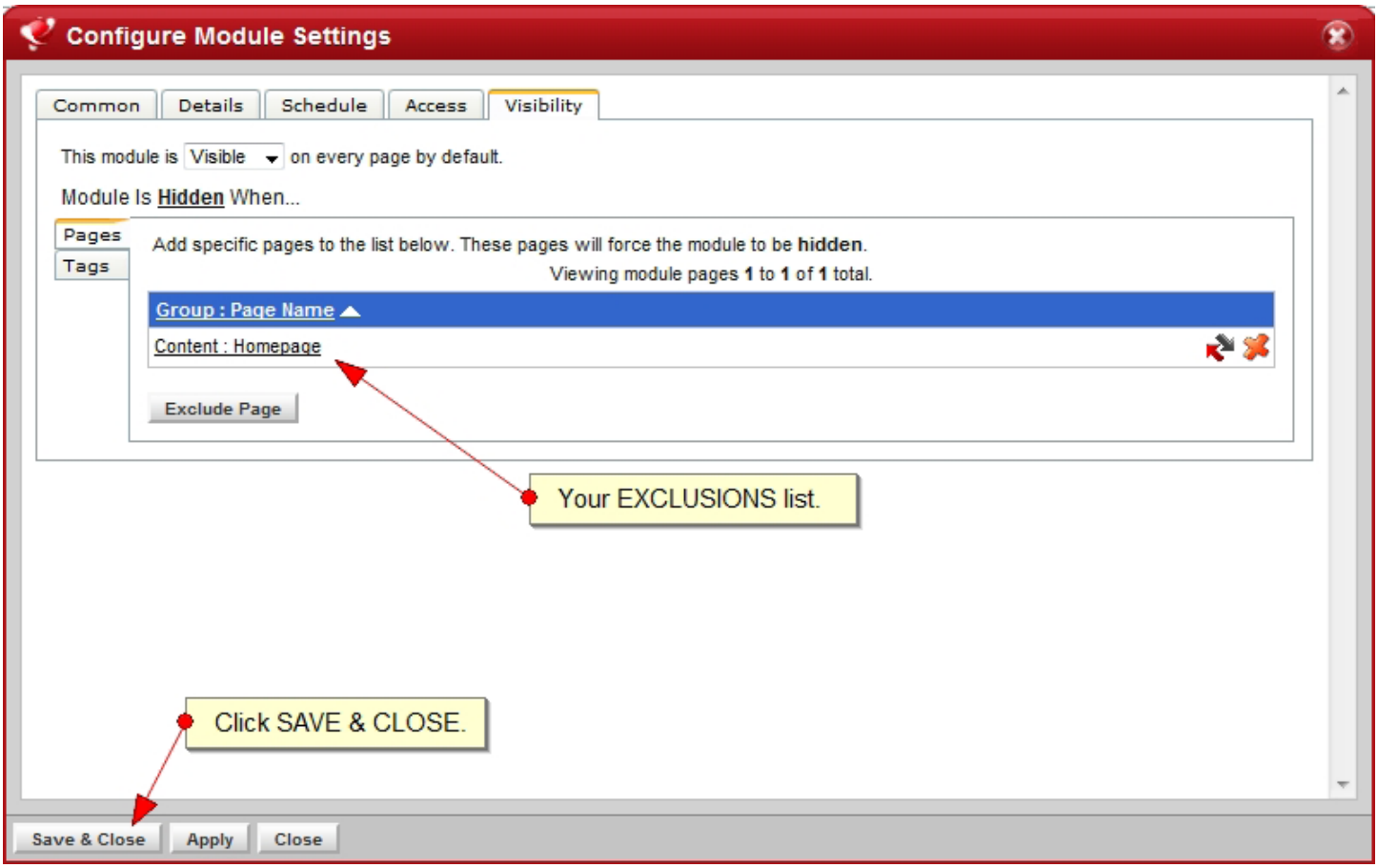


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