

# How to Edit Your Website

## A guide to using SimpleCMS

|                             |          |
|-----------------------------|----------|
| <b>Overview</b>             | <b>2</b> |
| Accessing the CMS           | 2        |
| Resetting Your Password     | 2        |
| <b>Pages</b>                | <b>3</b> |
| Managing Files              | 3        |
| Shortcuts                   | 4        |
| Uploading                   | 4        |
| Page Options                | 4        |
| Relabel                     | 4        |
| Duplicate                   | 4        |
| Google Analytics            | 5        |
| <b>Editing</b>              | <b>6</b> |
| Editing Content             | 6        |
| Text Formatting             | 6        |
| Alignment                   | 6        |
| Lists                       | 6        |
| Links                       | 7        |
| Images                      | 7        |
| Publishing Pages            | 8        |
| Publishing                  | 8        |
| Auto-publishing             | 8        |
| Saving Drafts               | 8        |
| Loading Revisions           | 8        |
| <b>Settings</b>             | <b>9</b> |
| Updating Your Personal Info | 9        |
| <b>Help</b>                 | <b>9</b> |
| Submitting a Help Request   | 9        |

# Overview

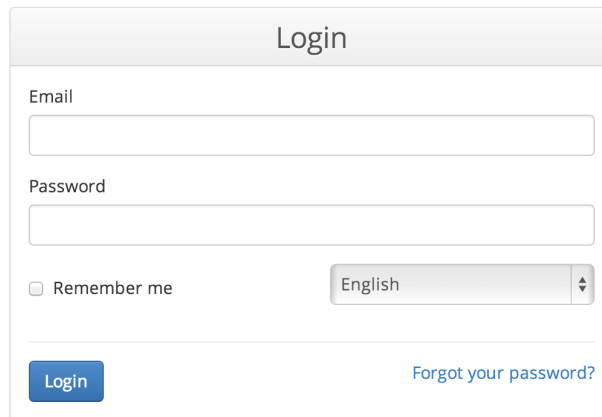
This manual will help you edit your website using the *Content Management System*. A content management system, or CMS, is any software that gives you the ability to update content on your website.

## Accessing the CMS

To access the CMS, you will need a web browser and an Internet connection. All modern browsers are supported. To access the CMS, navigate to the following website in your browser:

<http://www.yourwebsite.com/cms>

The login page will appear:



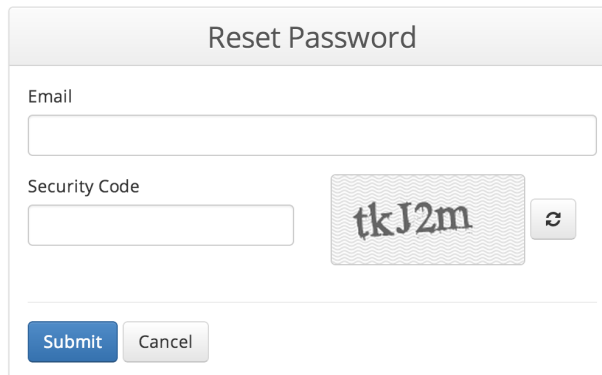
To login, use your email address and password.

## Resetting Your Password

If you forget your password, you can reset it by selecting *Forgot your password?* from the login page.

The *Reset Password* page will appear:

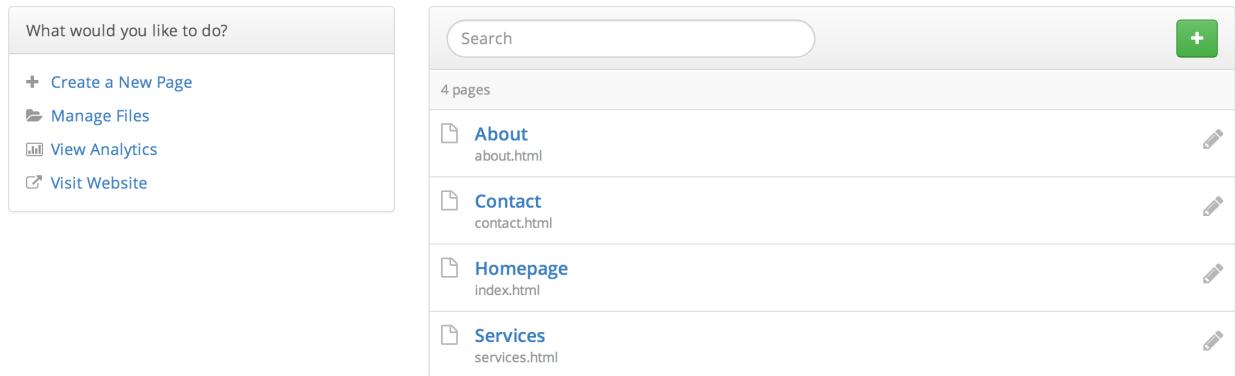
Enter your email address and the security code shown on-screen and further instructions will be emailed



to you. If you don't receive an email after a few minutes, check your junk folder.

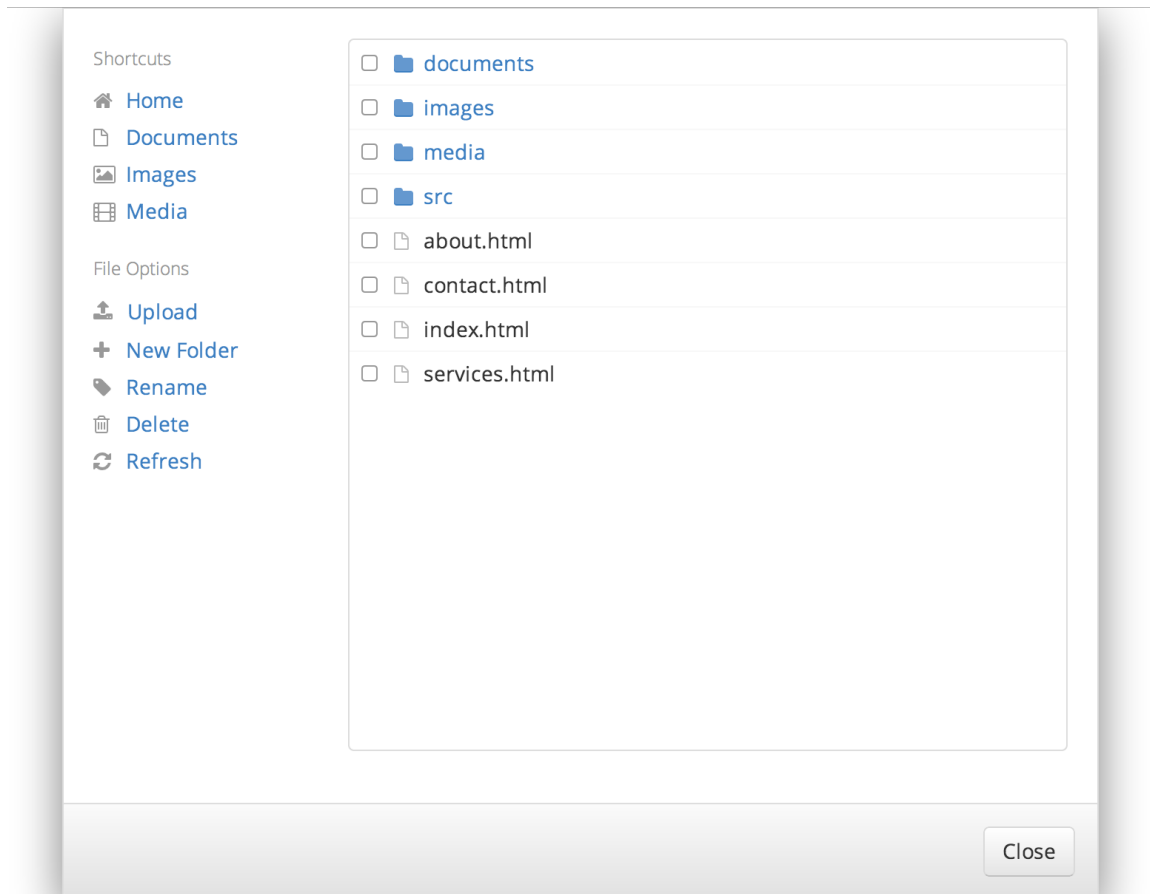
# Pages

Once you've selected a site for editing, you will be taken to the *Pages* page. This section shows all the pages on your site that you are able to edit. To edit a page, select its label from the list.



## Managing Files

The Manage Files link appears in the sidebar. Selecting this link will bring up the *File Manager*.



The *File Manager* gives you direct access to your web server. You can upload, delete, and rename files. You can also create new folders.

## Shortcuts


The *File Manager* features shortcuts that quickly link you to the folders where documents, images, and media are stored. Always try to use these folders to organize your files and refrain from uploading them to the home folder.

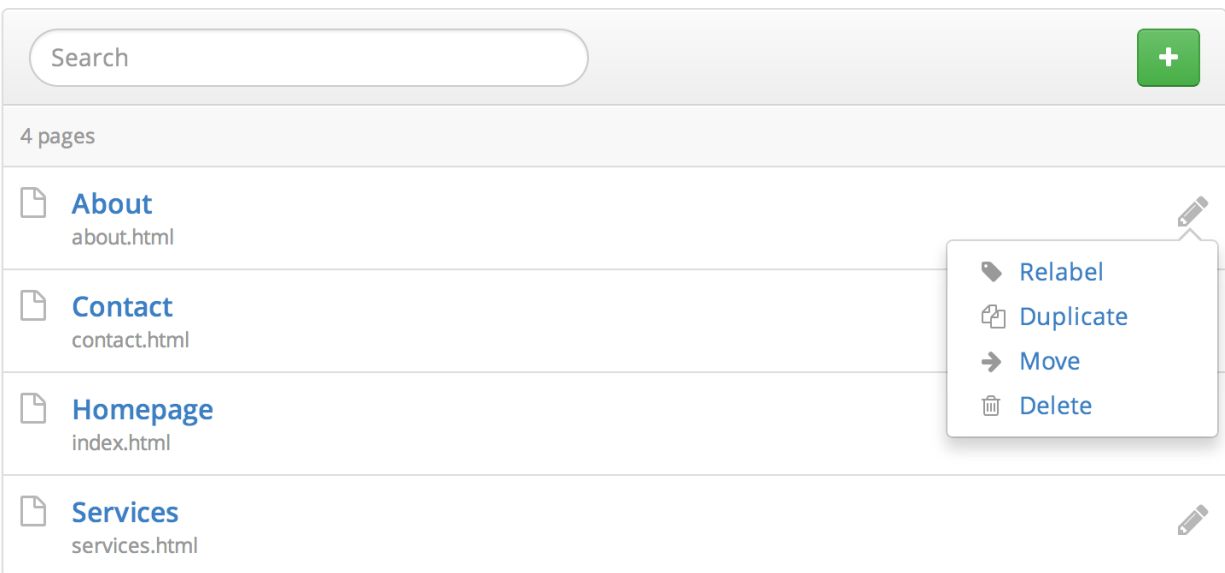
## Uploading

Before you can link to documents, images, and other files on your site, you need to upload them to your server. To upload a file, select the Upload link. A window will appear allowing you to browse your computer for files. Once you've selected one or more files, they will begin uploading.

*Please allow sufficient time for uploading to complete, especially with larger files. Since files are uploaded to the CMS first and then to your website, this could take a bit longer than usual. The maximum combined file size for uploading is 50MB.*

## Page Options

Each page has a dropdown menu with various options. To access the menu, select  next to the appropriate page. The *Page Options* menu will appear:



### Relabel

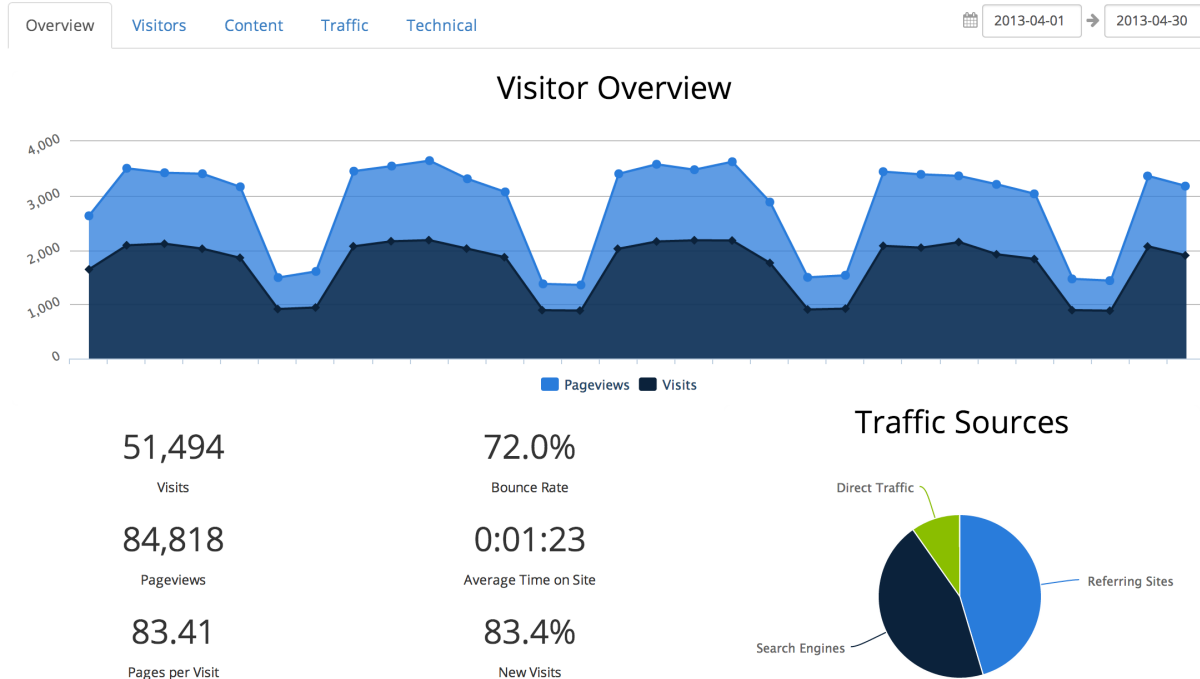
Page labels are used to identify pages *inside* the CMS. To change a page label, select the Relabel option and enter a new label for the page.

### Duplicate

This option allows you to create a new page by duplicating an existing one. To duplicate a page, select the Duplicate option and enter a new page label and filename (see *Creating Pages* for more details).

# Google Analytics

If activated for your website, a link will appear in the sidebar of the *Pages* page called *View Analytics*. Selecting this link will bring up the *Analytics Dashboard*:



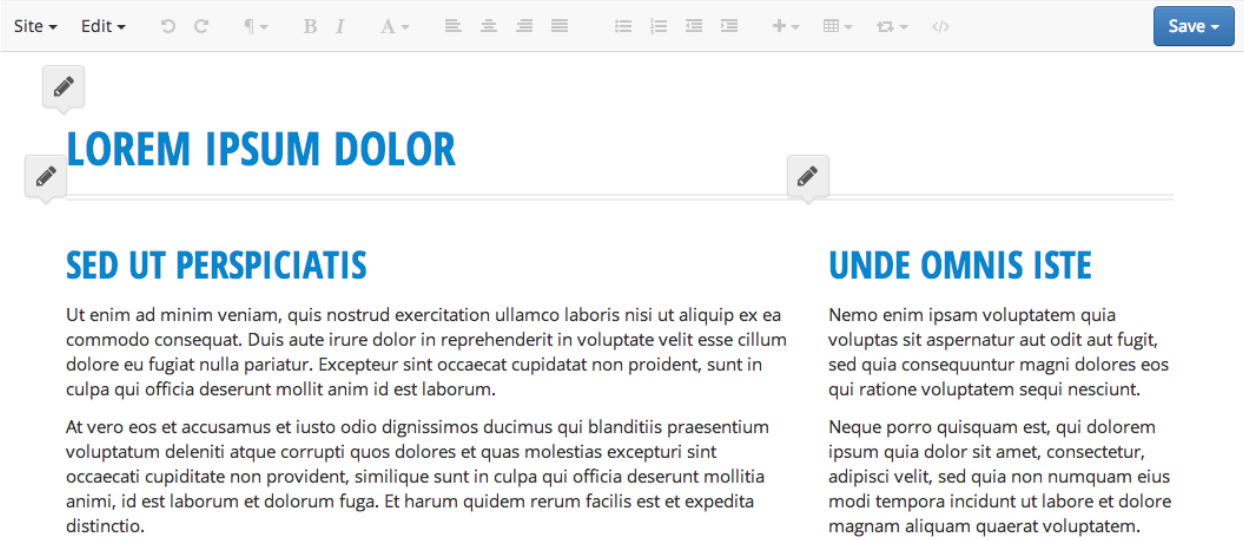
There are many reports available in the *Analytics Dashboard*:

- Overview
  - Shows an at-a-glance view of your traffic for the specified date range
- Visitors
  - *Continent* – shows traffic by continent
  - *Country* – shows traffic by country
  - *City* – shows traffic by city
  - *Language* – shows what languages visitors use
  - *Length of Visit* – shows how long visitors stay on your site
  - *Depth of Visit* – shows how many pages visitors access while on your site
- Content
  - *Top Content by Path* – shows the path of the most popular pages on your site
  - *Top Content by Title* – shows the title of the most popular pages on your site
  - *Top Landing Pages* – shows which pages users come to first on your site
  - *Top Exit Pages* – shows which pages users leave your site from
  - *Second Page Visited* – shows the second page that visitors go to on your site
- Traffic
  - *Keyword* – shows which keywords visitors used to find your site
  - *Traffic Source* – shows where the traffic to your site comes from
  - *Referring URLs* – shows other sites that referred visitors to your site
- Technical
  - *Browser* – shows which browsers your visitors use
  - *Browser Version* – same as *Browser*, but organized by versions
  - *Operating System* – shows which operating systems your visitors use
  - *Operating System Version* – same as *Operating System*, but organized by versions
  - *Screen Color* – shows the color depth of visitors' devices
  - *Screen Resolution* – shows the screen size of visitors' devices

# Editing

Once you've selected a page to edit, you will be taken to the *Live Editor*. The *Live Editor* is a limited version of your page that lets you edit content and shows what changes will look like once they're published. You will not be able to follow links or navigate away from the page while editing.

*Editable Regions* are sections of the page enabled for editing. They are indicated by edit bubbles:



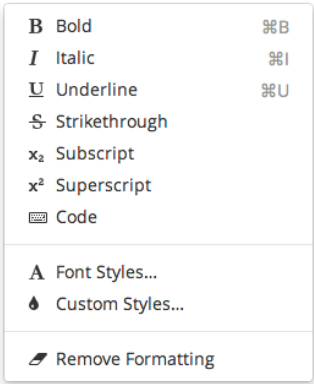
## Editing Content

To edit a region, select an edit bubble or place your cursor anywhere inside an editable region. Depending on the region, various features will be made available in the *Live Editor's* toolbar.

### Text Formatting

To apply formatting such as bold, italic, and underline to text, highlight the desired text and select **A**. The *Text Formatting* menu will appear. Select the desired format and it will be applied to the highlighted text.

To remove a format, select it again from the *Text Formatting* menu. To remove all formatting, select Remove Formatting.

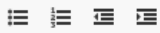


### Alignment


Use the *Alignment* buttons in the *Live Editor's* toolbar to align text left, right, center, or justified. You can also use the alignment buttons to float an image left or right.


### Lists

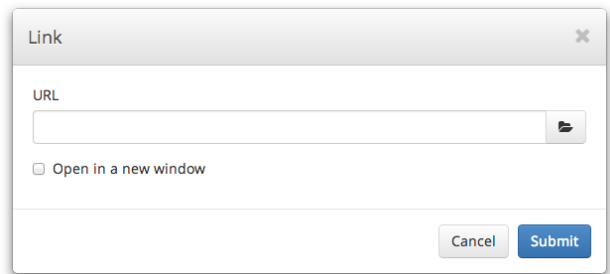
Use the *List* buttons in the *Live Editor's* toolbar to create ordered and unordered lists. Make nested lists using the *Indent* and *Outdent* buttons.



## Links

To insert a link to another page or file, highlight the desired text, go to , and select Link. This will bring up the *Link* dialog.


Enter a URL or select  to browse for a file on your server. If you'd like the link to open in a new window, check the Open in a new window box. When you're finished, select Submit to create the link.



To edit an existing link, place your cursor on it and select Insert > Link.

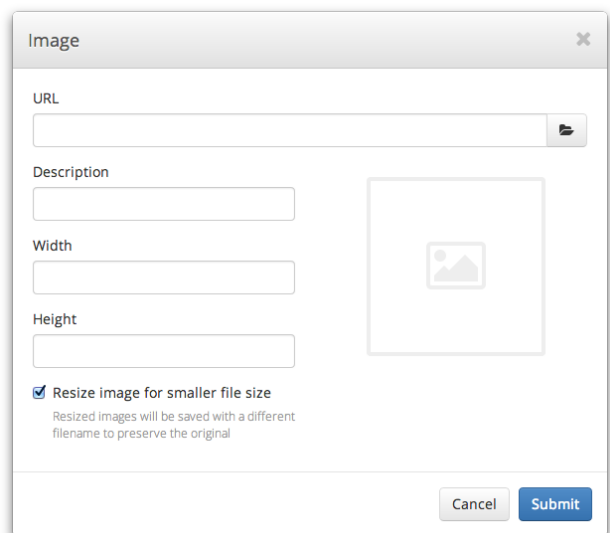
## Images

To insert an image, place your cursor inside an *Editable Region*, go to , and select Image. This will bring up the *Image* dialog.

Enter a URL or select  to browse for a file on your server. After a URL has been entered, a preview of your image will appear on the right side of the dialog.

Providing a *Description* is recommended, as this will aid users who have images disabled, users with text-based browsers, and users with disabilities that prevent them from seeing images.

Once you've entered a URL and a description, select Submit to insert the image into your page.



To edit an existing image, place your cursor on it and select Insert > Image or double-click on it.



If desired, you can crop an image by dragging a selection over the preview in the *Image* dialog. When an image is cropped, the original file is left intact and a new one is created.

By default, images will be physically resized when a smaller width or height is entered. This optimizes them so they load faster, but the option can be disabled by unchecking the Resize image for smaller file size box.

*When cropping or resizing an image, the original file will never be modified. Instead, a new file will be created with the dimensions appended to the filename. This lets you “undo” your changes anytime by reverting back to the original image.*


# Publishing Pages

## Publishing

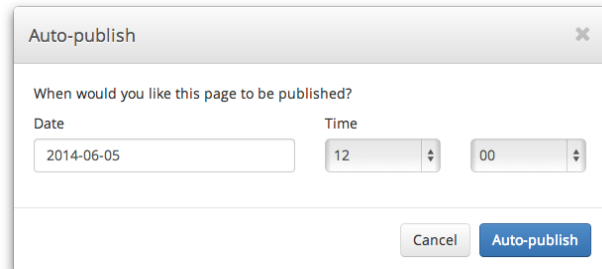
When you're finished editing a page, you'll need to publish your changes before they appear on the live version of your site. To publish a page, go to  and select Publish. When you see the  symbol appear in the center of your screen, your page has been published and you can safely exit the editor.

## Auto-publishing


You can tell the CMS to publish your changes at a specific date and time. To *Auto-publish* a page,

go to  and select Auto-publish. This will bring up the *Auto-publish* dialog.

Enter the date and time that you want your changes to be published and select Auto-publish.




The *Auto-publish* dialog box has a title bar with a close button. The main text asks "When would you like this page to be published?". Below this, there are two sections: "Date" with a text input field containing "2014-06-05", and "Time" with two spinners, the first set to "12" and the second to "00". At the bottom right, there are "Cancel" and "Auto-publish" buttons.

When you see the  symbol appear in the center of your screen, your changes have been scheduled for publishing and you can safely exit the editor.

## Saving Drafts

If you want to save your changes but don't want to publish them to the live site yet, you can save a

*Draft*. To save a draft, go to  and select Save Draft. When you see the  symbol appear in the center of your screen, your draft has been saved and you can safely exit the editor.

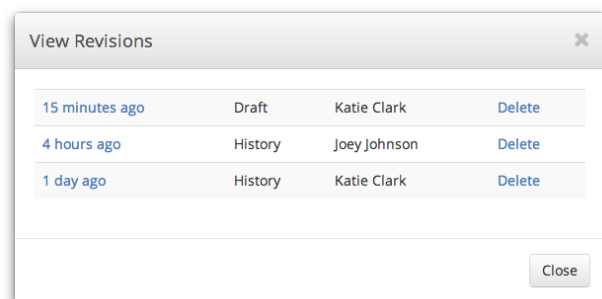
The next time you open the page for editing, you'll be asked if you want to resume editing the draft. You can also access it by going to Edit > View Revisions.

## Loading Revisions

Every time a page is saved in the CMS, a *Revision* is created. You can view all the revisions of a page by going to Edit > View Revisions. This will bring up the *View Revisions* dialog.

To open a revision for editing, simply select it from the list.

You can also delete revisions you no longer need. Just remember that once a revision is deleted, there's absolutely no way to get it back!



The *View Revisions* dialog box has a title bar with a close button. It contains a table with three rows of revision data. Each row has a timestamp, a status, a user name, and a "Delete" link. At the bottom right, there is a "Close" button.

| Time           | Status  | User         | Action |
|----------------|---------|--------------|--------|
| 15 minutes ago | Draft   | Katie Clark  | Delete |
| 4 hours ago    | History | Joey Johnson | Delete |
| 1 day ago      | History | Katie Clark  | Delete |



# Settings

## Updating Your Personal Info

You can manage your account settings by selecting Settings from the main menu.

Account

Name  
Katie Clark

Email  
katie@example.com

Language  
English

Language preference is only stored on this device

Options

**Change Password**  
Change your password every so often to ensure the security of your account

Change

Update Cancel

To make changes, simply update your name, email and/or language and select Update. You can also change your password by selecting the Change button on the right side of the page.

# Help

## Submitting a Help Request

To submit a help request, select Help from the main menu.

Subject  
General Questions

What site does this issue involve?

Please provide details about the issue

Send a copy of this request to your email address

Submit Cancel

When submitting a request, please select the appropriate reason for the request. Remember to provide as much information as possible to help us troubleshoot your problem.

If you'd like to receive a copy of your request, check the Send a copy of this request to your email box.