# Web Management Editor Getting Started Guide

This getting started guide shows you how to do common things with the editing tool for your website. If you are having trouble, make sure you email <a href="mailto:support@webmanagement.co.nz">support@webmanagement.co.nz</a> and we will help you out. Your editor is Concrete5 version 5.6.3.1.

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### 1 Login

- You can use any web browser to edit your website.
- To login simply browse to your website address and add /login to the end of it.

http://www.yourdomain.com/login

• Enter your username and password into the login screen.

### Sign in to Mr Ranchslider

User Account			Options
Username Password		]	Remain logged in to website.
l	Sign In >		
Forgot Your Passw Enter your email address be Email Address	rord? elow. We will send you instructions to r	reset your passwo	ord.
	Reset and Email Password >		

• You are now logged in to edit your website. The Editor and Dashboard are on a bar at the top of the screen.

### 2 Edit a Page

- Browse to the page you want to edit.
- Mouse over the Edit button at the top left of the screen.



• Click the blue Edit this Page button.

الله	🖋 Edit		
	Edit this Page	Add a Sub-Page	
	Version 11 Page I	ast edited on 10/22/2	2014 at 4:01 PM

- Content is made up of blocks. This will be covered in the section Add a Page.
- If there are existing blocks (content) on the page, you can continue to simply edit the content that is there.
- Left click on the block of content you want to edit. The block will turn grey.

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Mr Ranchslider Ltd. is based in Christchurch.	•	
Over the last 5 years, we have worked on all ty 🥓 Ed Christchurch, Canterbury and throughout the S 📋 Co	dit tion	in 🗾
	<sup>ove</sup> elete	
-/	esign ustom Template	
many homes built in the 1970s and 1980s using Ranc	hsliders. So today, we are	
elect Edit		
Edit Copy to Clipboard Move		

• When you have finished editing a page click Save or Cancel , mouse over the green button Editing at the top left of the screen.



- Choose to Discard the changes, or Preview them, or Publish them to make them live on your website.
- Discard obviously disposes of the change entirely.
- Preview will save the changes, and create a version of the page, but not make them live on the live website. You will have the option to approve the changes now or at a later date, with the Approve Version button at the top right.



• Publish my Edits will save and make them live on the live site. You can write a comment to identify the changes you made in this version. (versions are kept for each page).

🕑 🖋 Editing		
Version Comments		
Discard My Edits	Preview My Edits Publish My Edits	

### 2.1 How to enter text

• Using the editor toolbar, edit text as you would normally in a Word document or a CMS. The window can be made bigger by dragging from the bottom right hand corner.

Edit Content	?	×
▼ Add Image ▼ Add File ▼ Insert Link to Page		
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Paragraph ▼ Ξ Ξ   ∰ ∰   — Ω   ▲ ▼ 💇 ▼   📟 🐝 🖞 🖤		
Mr Ranchslider Ltd. is based in Christchurch.		
Over the last 5 years, we have worked on all types of door repair and installation in Christchurch, Canterbury and throughout the South Island.		
We have focused on being the specialist on sliding door repai	r	
and service.		
The life expectancy of the rollers and tracks is around 10-15 years. There were many homes built the 1970s and 1980s using Ranchsliders. So today, we are seeing many of the same problems occurring with rollers, track damage, and can return your door to like new condition !	in	•
Cancel	ave (	<ul> <li>///</li> </ul>

• Note the additional bar at the top for Adding Images, Uploading and Linking to Files, and Creating Links to Pages on Your Website.



• When you are finished editing simply click Save.

## 2.2 Why you must 'Paste as Plain Text'

- As with nearly all content management editing tools online, you do need to be careful to paste as plain text from other sources or it may break your page. This includes content you have copied from Microsoft Word documents or other websites. The trick is to paste the content as plain text and then format it once it is in the editor.
- Copy your text content from the desired source.
- Click on the Paste as Plain Text button on the toolbar.

Edit Content						
▼ Add Image ▼ Add File ▼ Inse						
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B I U ABC Paste as Plain Text						
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• Put the cursor in your content and Right Click Paste or Ctrl V (whichever you prefer).

### 2.3 How to make headings

- Headings are an important part of your website optimisation (SEO). Google looks closer at headings than normal text. Headings also break your content up for your visitors to read more easily.
- Put your cursor on the line you want to make into a heading. (You don't need to select)
- From the Paragraph drop down, select Heading 1, Heading 2 or Heading 3.



 The headings are already formatted to keep the look of your website professional and consistent. You shouldn't have to use font sizes and colours. If you have a requirement for a common heading style please let <u>support@webmanagement.co.nz</u> know.

Mr <u>Ranchslider</u> Ltd. is based in Christchurch.

### 2.4 How to format text

• Generally you shouldn't need to change the size and colour of text. There are predefined headings under the Paragraph drop down to do this.



- Making text bold will add a little more weight to it with Google. This can be done to your Key Phrases for search engine optimisation.
- Breaking text up makes it easier for visitors to read.
- Text can be broken up by formatting with inden **t**, block **with**, bullets

, horizontal rule tetc.

### 2.5 How to add images

#### Insert an Image You Have Used Before

- To add an image you have used before, place your cursor in the content where you want the image.
- Click on Add image from the blue toolbar.



• Tick the image you wish to insert.



• From the drop down \*\* With Selected (at the top left) click on Choose.

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#### Upload and Insert a New Image

- To upload a new image to your website, and insert it into content, place your cursor in the content where you want the image.
- Click on Add image from the blue toolbar.



• At the top right, click the button Choose file.

Choose file	No file chosen	Upload File	Upload Multiple

• Browse on your computer to the image you want to upload.



• Then click the button Upload File.

Choose file content pag...n image.JPG Upload File Upload Multiple

• When upload is complete click Continue.

Upload C	omplete	×
1 file uploaded successfully.		
Basic Prope	rties Other Properties Sets	
ID	13 (Version 1)	1
Filename	content_page_van_image.JPG	
URL to File	http://mrranchslider.mvsdev.com/files/4714/1445/2720/content_page_van_image.JPG	
Туре	JPEG	
Size	1,892.57 KB (1,937,991 bytes)	
Title	content page van image.JPG	
Description	None	
Tags	None	
File Preview		
		,

- Insert as per Insert an Image You Have Used Before
- You may want to resize and rename images before upload. A handy free online image editor can be found at <a href="http://www.picmonkey.com">http://www.picmonkey.com</a>

### 2.6 How to create links

#### Create a Link to an External Website

• First browse to the website you want to link to. Copy the full URL from the



• Select the text you want to click on to go to the link.



- Click the chain link in the toolbar.
- Paste the URL into the field Link URL.
- If you want the link to open in a new window, select the target as 'Open in new window'.



• And click Insert.

#### Create a Link to a Page on Your Website

- You can link between pages on your website.
- Select the text you want to click on to go to the link, and click Insert Link to Page in the blue toolbar.



• Choose the page you want to link to from your Sitemap.



#### • The link is done.

Over the last 5 years, we have worked on all types of do Canterbury and throughout the South Island.

Contact Mr Ranchslider through our online form.

We have focused on being the spec

## Add a Page

• To add a new page mouse over the Edit button at the top right of the screen.



• Click the Add a Sub-Page button. (It helps if you have already browsed to the parent page, so you don't need to move the new page afterwards).

٣	🖋 Edit
	Edit this Page Add a Sub-Page
	Version 11 Page last edited on 10/22/2014 at 4:01 PM

#### Page Type

- Pages are made up of Page Types and Blocks. Blocks are blocks of content that sit inside the Page Type layout. The Page Type defines the basics layout of the page. The number of columns and general structure are set by the Page Type.
- Page Types can be changed on existing pages, but may affect content depending on the existing columns of content.
- Select a Page Type.



• Give the page a Name. This is the name that will appear in the menu.

	Ac	Add Right Sidebar		×
k : (	Ch	Standard Properties Name	Test Page 1	
		URL Slug	test-page-1	
	٦	Public Date/Time	10/28/2014 1 • 11 • PM •	
		Description		
		Cancel	Add Pa	ige

- You can also specify the URL for the page. This can be useful for search engine optimisation, adding your key phrases into long tail page file names.
- The new page looks like this...

. 1					<b>V800 😼</b>	677 262
RANCHSLIDER	HOME	SERVICES	TESTIMONIALS	ABOUT	PROPERTY MANAGERS	CONTACT
	Add To Sitewide H	leader Nav				
Add To Main					Add To Sidebar	

• For this Page Type, the bigger left column is called Main

Add To Main	
	and the right hand side smaller column is
called Sidebar	Add To Sidebar

#### **Blocks**

• You need to add blocks to the Page Type in order to insert content.

• Click on the column you want to add a block to, and click Add Block.



- There are lots of types of Blocks you can add. But typically you will simply select Content.
- Other blocks are used for inserting Add-ons such as Galleries, Guestbook, Google Map, Recipee manager. If you have a requirement as <u>support@webmanagement.co.nz</u> and we can check out the Concrete5 Market for free and purchase Add-ons.

Add Block		×
۹ [	0	-
Content		
Sallery		
± tnSpacer		
8 Google Map		
Guestbook / Comments		
® Search		
Slideshow		
Image		
😑 Survey		<i>t1.</i>

• Start adding content for your block.

• Once you are done, Click the blue Add button.

Add Content	?	×
▼ Add Image ▼ Add File ▼ Insert Link to Page ▼ Customize Toolbar		
🔏 🖹 🕅 🕅 🍽 Styles 🔹 Paragraph 🔹 Font Size 🔹 Font Family 🔹		
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✓ **** ⑧ 10 0 ¶ ≥ + -   11   = =   11 + 2, ≥   3,		
New content for the new block.		
Cancel	Add €	

• The content is added into the page.

1						677 262
RANCHSLIDER	HOME	SERVICES	TESTIMONIALS	ABOUT	PROPERTY MANAGERS	CONTACT
	Add To Sitewide H	eader Nav				
New content for the new block. The block was added into the column on the Page Type.					Add To Sidebar	
Add To Main						

• Add as many blocks as you like. In fact dividing content up into blocks makes it easier to move around and manage.

### 4 Delete a Page

- Browse to the page you want to edit.
- Mouse over the Edit button at the top left of the screen.



• Select Delete at the bottom left.

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Thi	Edit this Page	Add a Sub-Pag
	Version 2 Page la	ast edited on 10/2
	Properties	≬/ Des দি Mo
	Delete	

### Menu Rearrange

There are two ways to rearrange the menu.

#### Easy Way

- Mouse over Dashboard (top right of the screen)
- Click on Full Sitemap, under Sitemap.

	Recent : ABO	UT / Full Sitemap / Al	BOUT / Dashboard / HO	DME	
	Composer	Sitemap	Files	Reports	
	Write	Full Sitemap	File Manager	Statistics	
PROPERT	Drafts	Page Search	File Sets	Form Results	
	Optimization				
	Clear Cache				
	News – Learn abo	ut your site and concrete	e5.		A REAL PROPERTY AND
A. Sec		s – Secure and setup years			
200	Extend concrete5	<ul> <li>Install, update or dov</li> </ul>	wnload more themes and	add-ons.	
10.0		View	ull Dashboard →		Provide State

- You can drag and drop pages by clicking on the little icon to the left of the page name.
- Drop onto another page to put it below that page. You will be presented with options.
  - Move the page physically moves the page. Save old path will keep the original path working for people who have saved that link.
  - Alias creates a menu item that links to the same page as the original. This isn't a copy, just a link to a page.
  - Copy this creates an actual copy, that you can go on to make it's own changes to.
  - Click Go
- To move a page between two pages on the same level, drag the little icon carefully between the icons of the other pages. When you see a dotted line appear, let go to move the page to this position. The pages must be on the same level in the hierarchy to do this.



• Click top left Return to Website when you are done.

#### Quick Way

- <u>Browse to the page you want to edit.</u> You MUST do this as the Move/Copy action will be on the page you are currently editing.
- Mouse over the Edit button at the top left of the screen.



• Select Move/Copy

Ľ	🖋 Edit			
Thi	Edit this Page	Add a Sub-Page	]	
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	Properties	∆/ Desig	n	Pe
	123 Versions	Move/	Сору 굴	<b>}</b> Fu
	m Delete			

- Click on the page you want the current editing page to go under.
- Then you are presented with options:
  - Move the page physically moves the page. Save old path will keep the original path working for people who have saved that link.
  - Alias creates a menu item that links to the same page as the original. This isn't a copy, just a link to a page.
  - Copy this creates an actual copy, that you can go on to make it's own changes to.

M	ove/Copy ×
	u dragged "Test Page 1" onto UESTBOOK." What do you wish to do?
	Move "Test Page 1" beneath "GUESTBOOK" Save old page path
	Alias "Test Page 1" beneath "GUESTBOOK" - Pages appear oth locations; all edits to originals will be reflected in their s.
	Copy "Test Page 1" beneath "GUESTBOOK" Copy page. Copy page + children.
С	ancel Go

### SEO Meta Tags

- You can (and should) add Meta Tags for each page individually.
- While editing the page, mouse over the green Editing button at the top left of the page and select Properties.

٣	Editing
	Exit Edit Mode
	Version 3 Page currently in
	<sup>1</sup> 23 Versions

• Click the tab for Custom Attributes.

	Page Properties			×
	Standard Properties	Custom Attributes	Page Paths and Location	
t	<b>k</b> 1	T (D 4	Dece 10: 404	5

• Click to add Meta Title and Meta Description.

Page Properties			×
Standard Properties	Custom Attributes	Page Paths and Location	<u>^</u>
ALL ATTRIBUTES	SELEC	CTED ATTRIBUTES	
Page Header			
🗮 Meta Title			
Meta Description		No attributes assigned.	

• The Meta Title should be a full 70 characters and start with your most important keyword phrases.

Custom Attributes	Page Paths and Location	
SELE	CTED ATTRIBUTE S	
м	eta Title	
n.	anchslider repairs fix sliding doors sliding door main	tenance
м	eta Description	
s	Ar <u>Ranchslider</u> service and repair all ranch sliders ar sliding doors for home and business. We can fix whe ollers, locks and sliding door handles, tracks and se	els and
tent		

• The Meta Description should be a full 150 characters and read like an advert for the page. This will be read by people as the summary in the Google search results listings.

### **Page Versions**

- Every time you make changes to a page and preview/publish them, a version is saved. You can even add comments to identify each version.
- To go back to an old version of a page, while editing mouse over the green Editing button at the top left.
- Select Versions.

Ч,	Editing	
	Exit Edit Mode	
	Version 3 Page curre	ntly in edit mo
	Properties	≬/ De
	123 Versions	🔁 Mo
	前 Delete	

- Click on the version name to preview if you need to preview it first.
- To revert to a version, tick the version and click on the Copy Version Icon

Page Versions ? x							×				
								Co	py Vers	sion	
	Ŧ	ID	Comments	Creator	Approver	Created	0,	Ь	0	Ê	
		4	Version 4	mrranchslider.co.nz	mrranchslider.co.nz	11/7/2014 a	at 10:20	5 AM			
		3	Version 3	mrranchslider.co.nz		11/7/2014 a	at 10:09	9 AM			
		2	Version 2	admin	mrranchslider.co.nz	11/5/2014 a	nt 1:27	PM			

• Tick the new copy and click on the Approve icon.

Page Versions ?							? ×
						Approve	
	Ŧ	ID	Comments	Creator	Approver	Created Q 13 O	Ê
		5	Copy of Version: 2	mrranchslider.co.nz	mrranchslider.co.nz	11/7/2014 at 10:51 AM	
		4	Version 4	mrranchslider.co.nz	mrranchslider.co.nz	11/7/2014 at 10:26 AM	
		3	Version 3	mrranchslider.co.nz		11/7/2014 at 10:09 AM	
		2	Version 2	admin	mrranchslider.co.nz	11/5/2014 at 1:27 PM	

- Exit Edit mode.
- The version has been changed.

## Add Ons

- There are all sorts of Add Ons that come in the form of blocks.
- We can source and add more Add-Ons from the Concrete5 marketplace. So if you have specific requirements check with <a href="mailto:support@webmanagement.co.nz">support@webmanagement.co.nz</a> and we can help you out. The default Add-Ons are:

Content	General text and image content. You may choose to use separate content blocks for text, headings and images. Or you may choose to combine them in one block.
Gallery	This drops in the gallery widget.
tnSpacer	This create an invisible spacer that you can insert to moves images or other blocks down etc.
Google Map	Insert a Google Map without dealing with code.
Guestbook / Comments	This drops in the Guestbook widget.
Search	This drops in a search widget. This can be configured in many ways. Ask <a href="mailto:support@webmanagement.co.nz">support@webmanagement.co.nz</a> if you have specific requirements.
Slideshow	This drops in an image Slideshow widget.
Image	This is one way of inserting an image. The Add Image function above the editing toolbar is more effective.
Survey	This drops in a Survey widget.
Video Player	This can be used to upload and stream various video types.
You Tube Video	This can be used to stream You Tube videos directly, without dealing with code.
Flash Content	This can be used to insert Flash SWF files.
HTML	This is used when you are inserting code snippets directly into the page.
Form	You can create forms. This can be configured in many ways. Ask <a href="mailto:support@webmanagement.co.nz">support@webmanagement.co.nz</a> if you have specific requirements.