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 support@webmanagement.co.nz 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

Username [   ]

Password [   ]

Options

☐ Remain logged in to website.

Sign In >

Forgot Your Password?
Enter your email address below. We will send you instructions to reset your password.

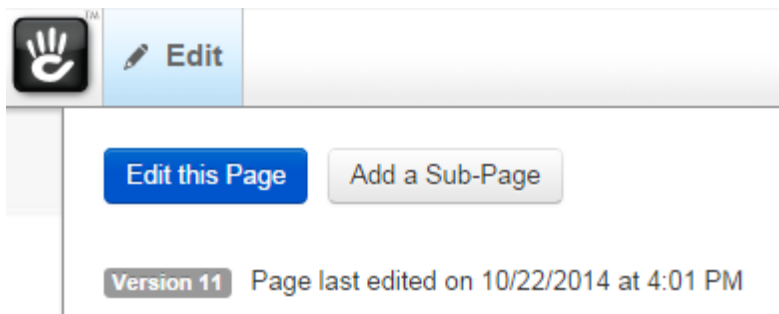Email Address [   ]

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.
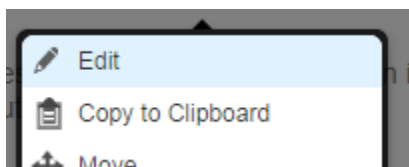- Mouse over the Edit button at the top left of the screen.


- Click the blue Edit this Page button.

- 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.
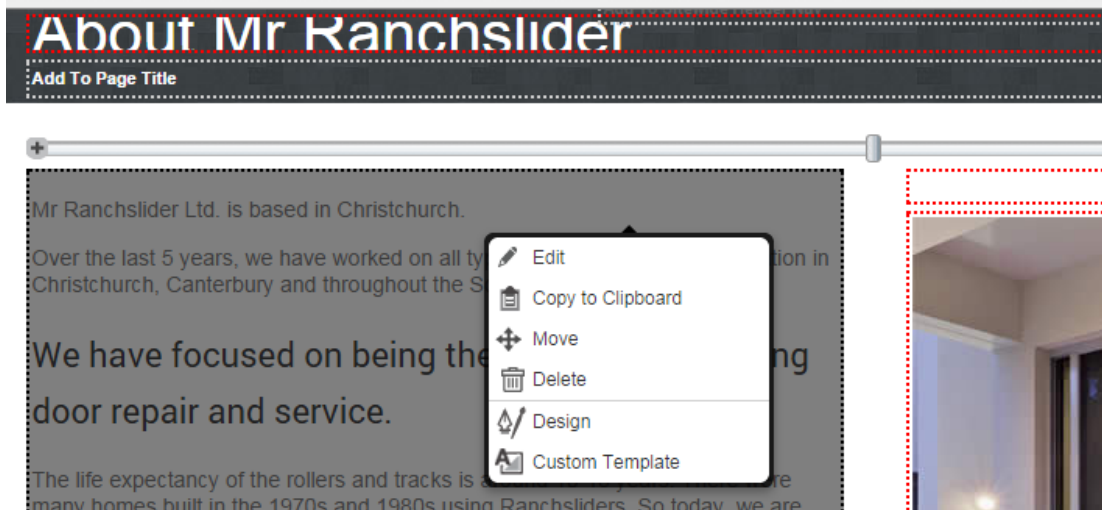

- Select Edit

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

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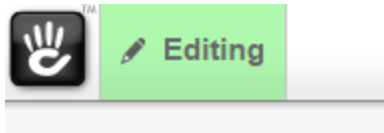
- Choose to Discard the changes, or Preview them, or Publish them to make them live on your website.
- Discard obviously disposes of the change entirely.
- Preview will save the changes, and create a version of the page, but not make them live on the live website. You will have the option to approve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

![Dashboard / Intelligent Search / Sign Out / Approve Version]
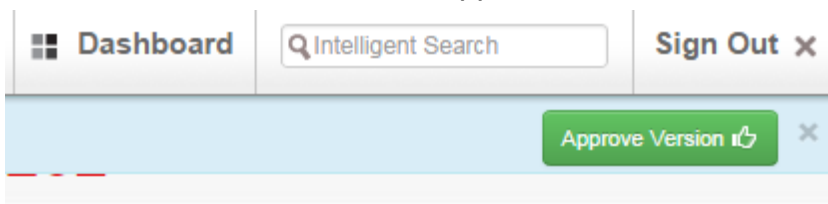
- Publish my Edits will save and make them live on the live site.
  You can write a comment to identify the changes you made in this version.
  (versions are kept for each page).

![Editing / Version Comments / Discard My Edits / Preview My Edits / Publish My Edits]
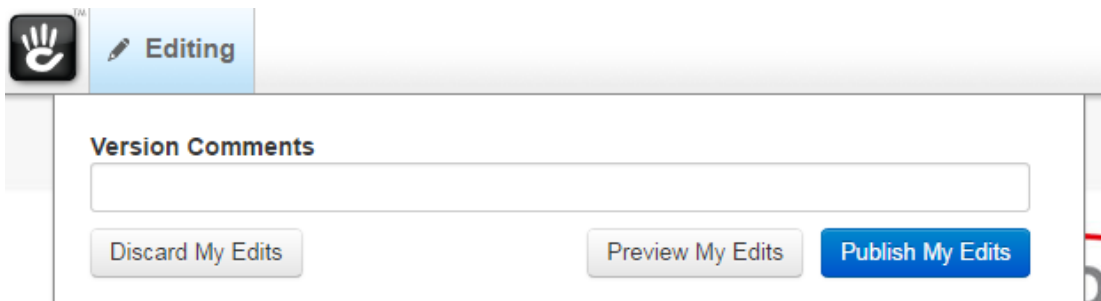
2.1 How to enter text

- 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.
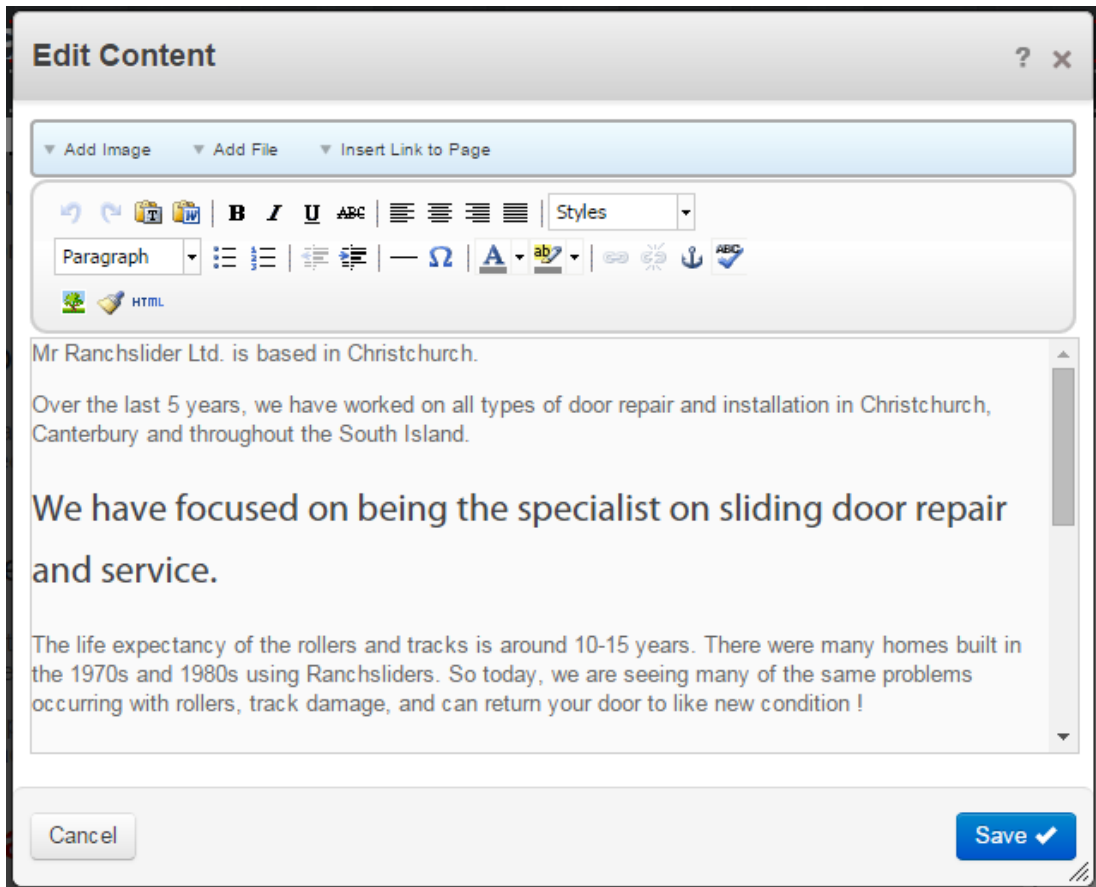

- Note the additional bar at the top for Adding Images, Uploading and Linking to Files, and Creating Links to Pages on Your Website.

- 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.
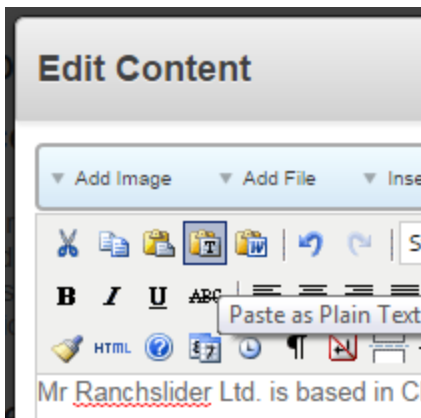
- Put the cursor in your content and Right Click Paste or Ctrl V (whichever you prefer).

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.
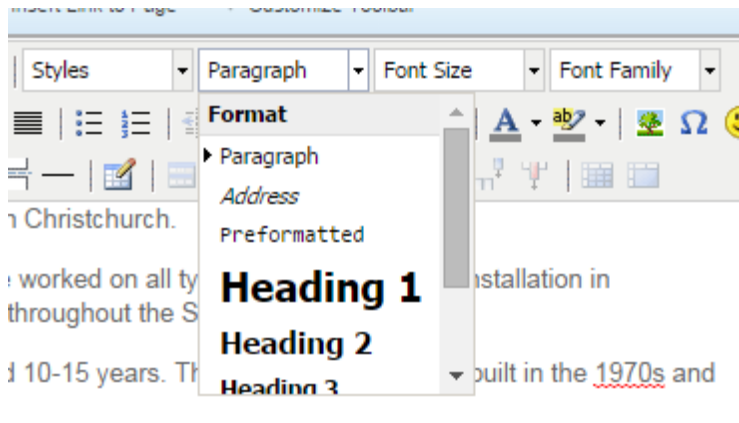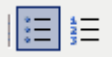

- The headings are already formatted to keep the look of your website professional and consistent. You shouldn't have to use font sizes and colours. If you have a requirement for a common heading style please let support@webmanagement.co.nz know.

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.
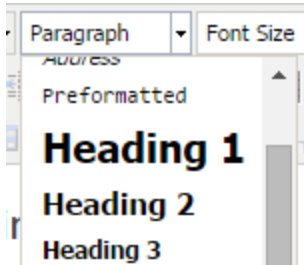
- Making text bold will add a little more weight to it with Google. This can be done to your Key Phrases for search engine optimisation.
- Breaking text up makes it easier for visitors to read.

- Text can be broken up by formatting with inden t, block , bullets , horizontal rule etc.

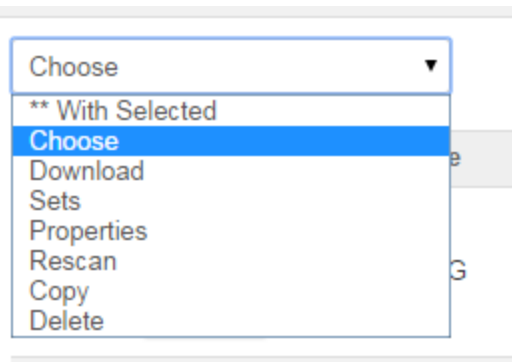# 2.5 How to add images

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.
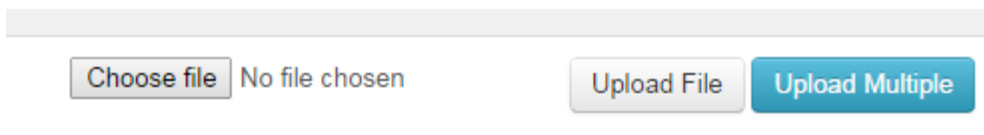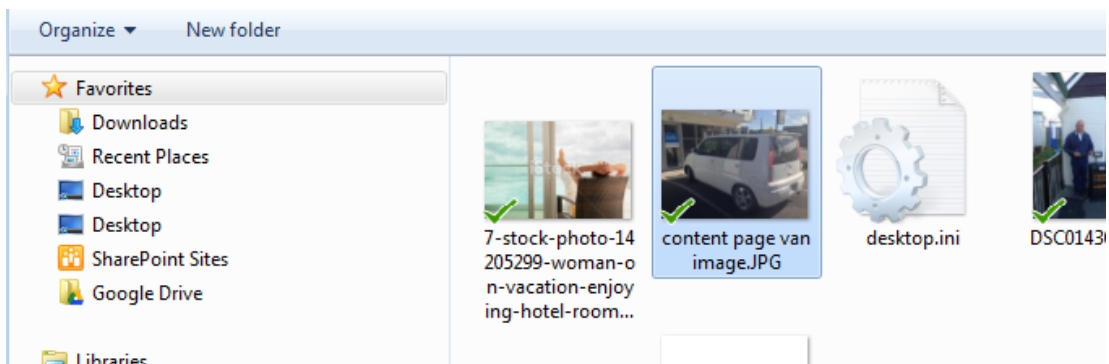

Upload and Insert a New Image
- To upload a new image to your website, and insert it into content, place your cursor in the content where you want the image.
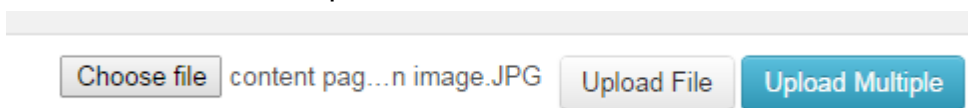- Click on Add image from the blue toolbar.

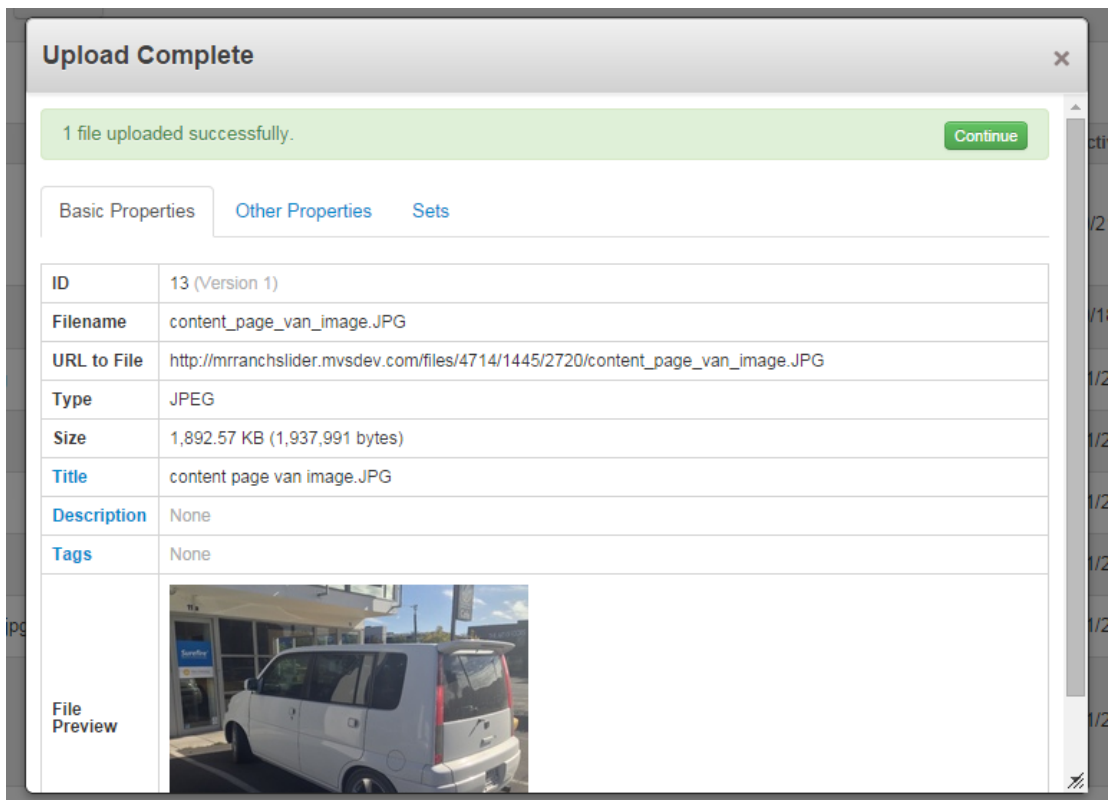- At the top right, click the button Choose file.

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

- Click Open.
- Then click the button Upload File.
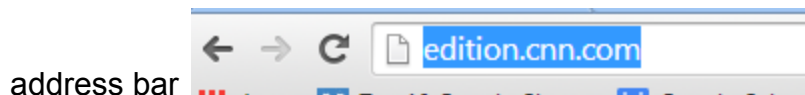

- When upload is complete click Continue.

- 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 http://www.picmonkey.com

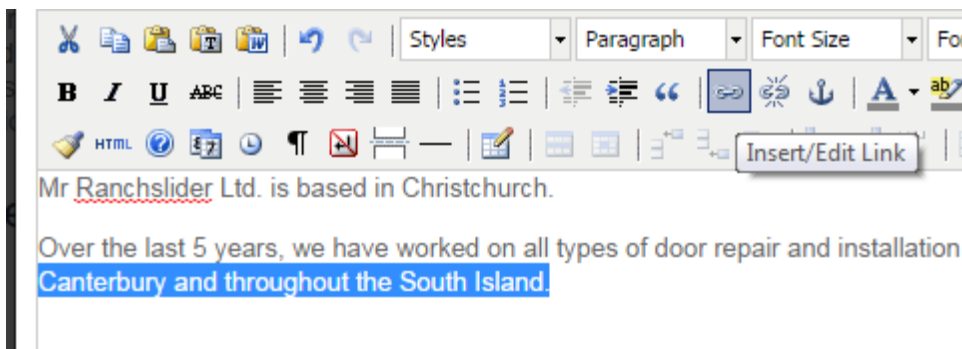# 2.6 How to create links

Create a Link to an External Website
- First browse to the website you want to link to. Copy the full URL from the
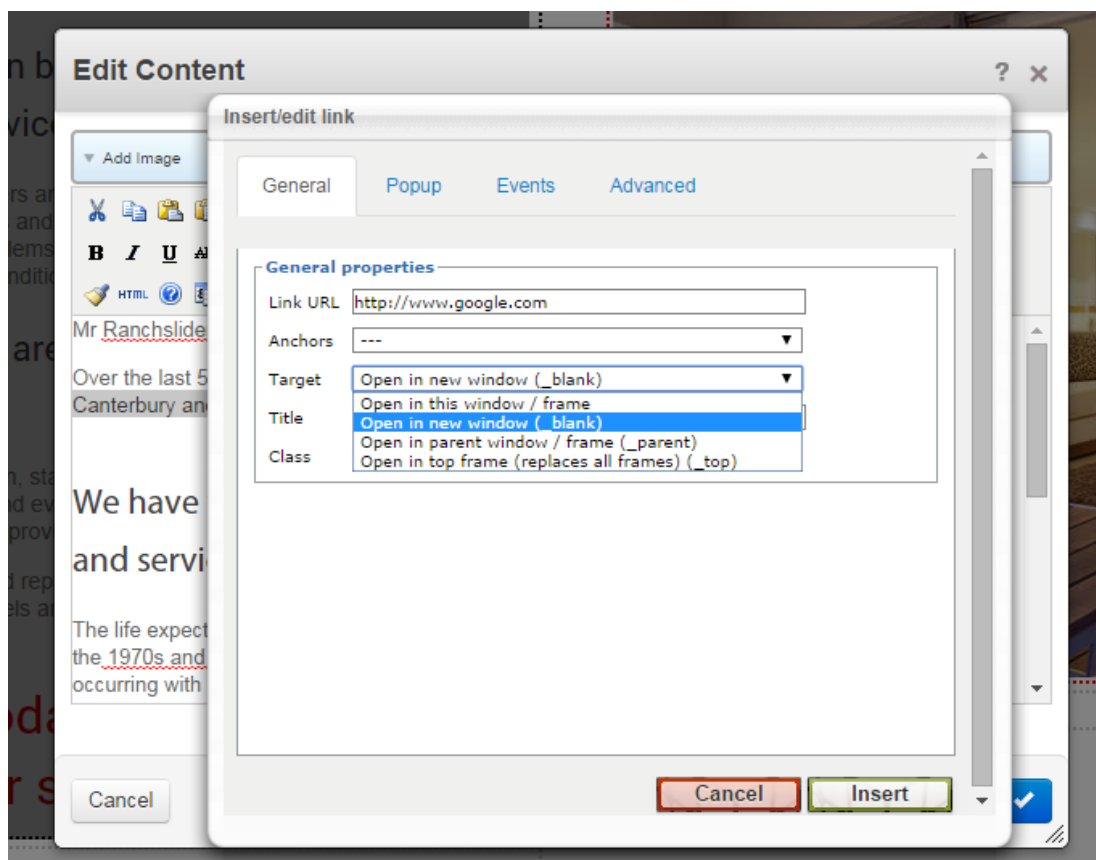

  address bar
- Select the text you want to click on to go to the link.

- 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'.
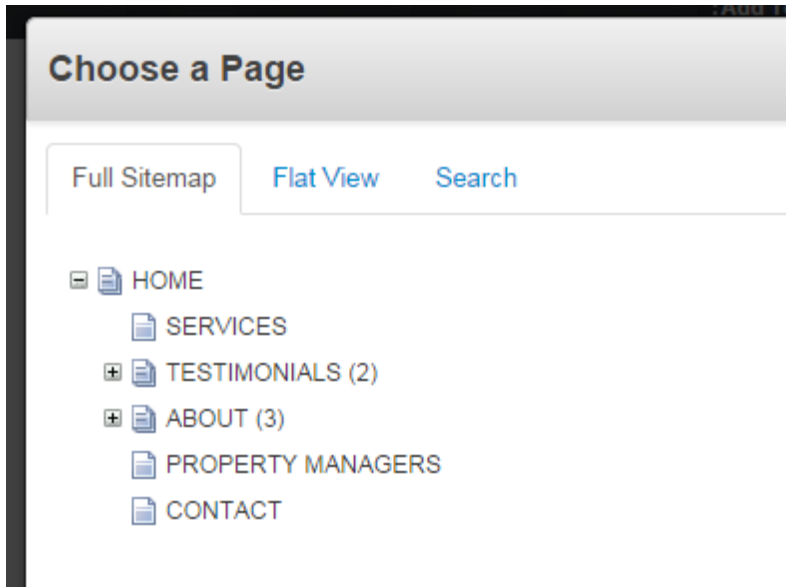

- And click Insert.

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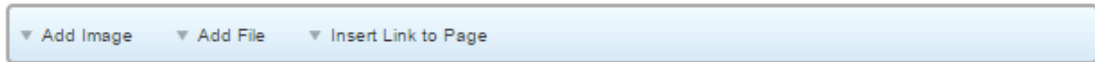
- Choose the page you want to link to from your Sitemap.

- The link is done.
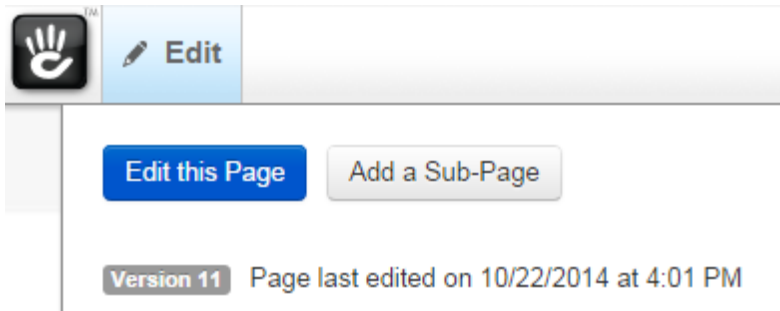
Add a Page

- 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).
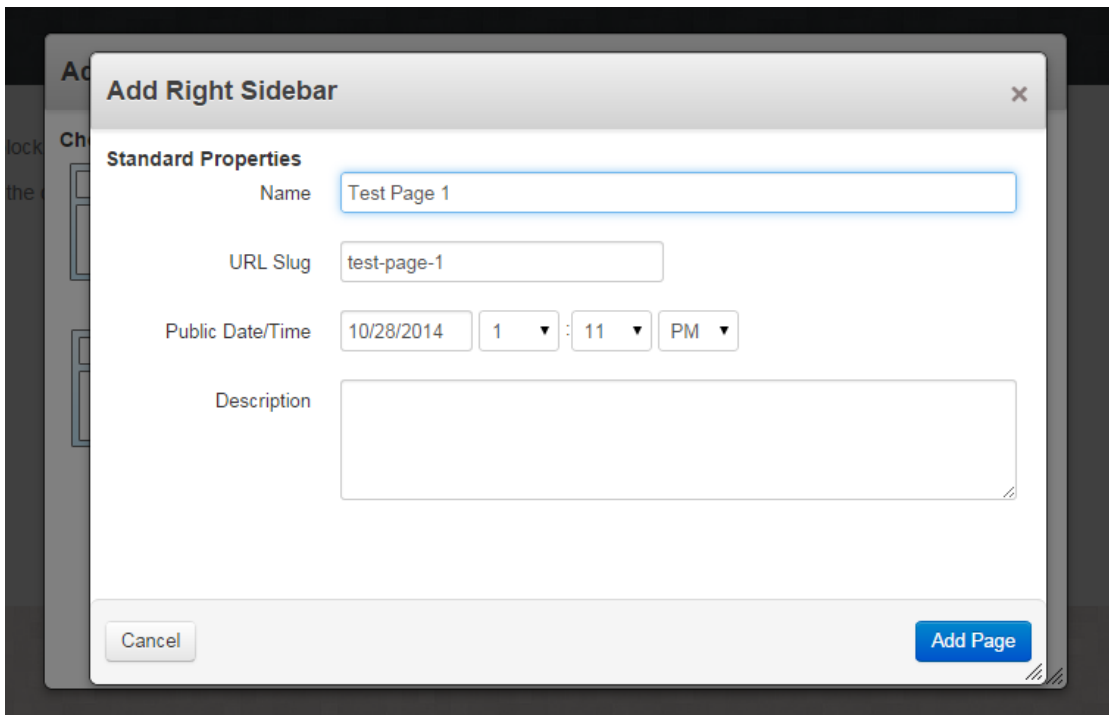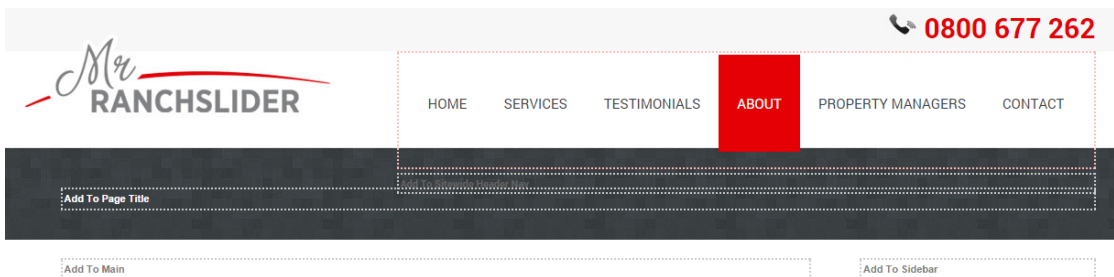

Page Type

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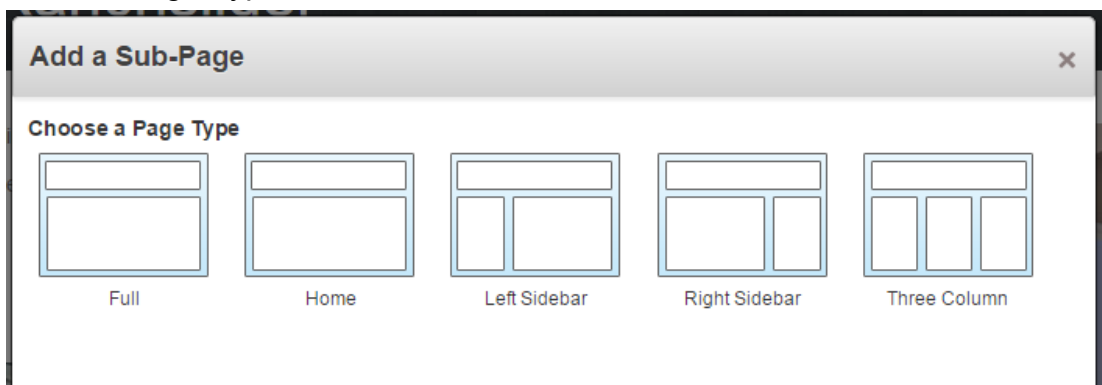
- Give the page a Name. This is the name that will appear in the menu.

- 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…

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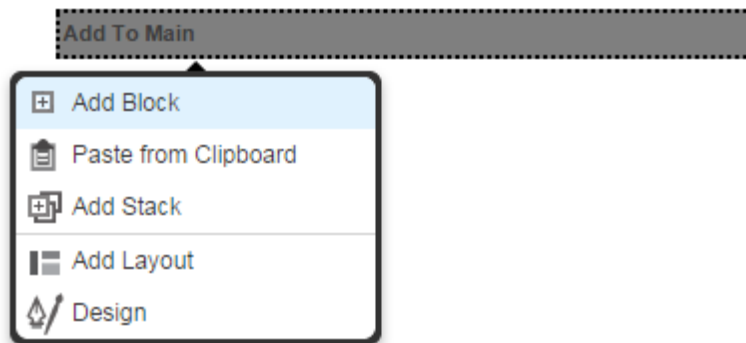

and the right hand side smaller column is called Sidebar

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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 support@webmanagement.co.nz and we can check out the Concrete5 Market for free and purchase Add-ons.
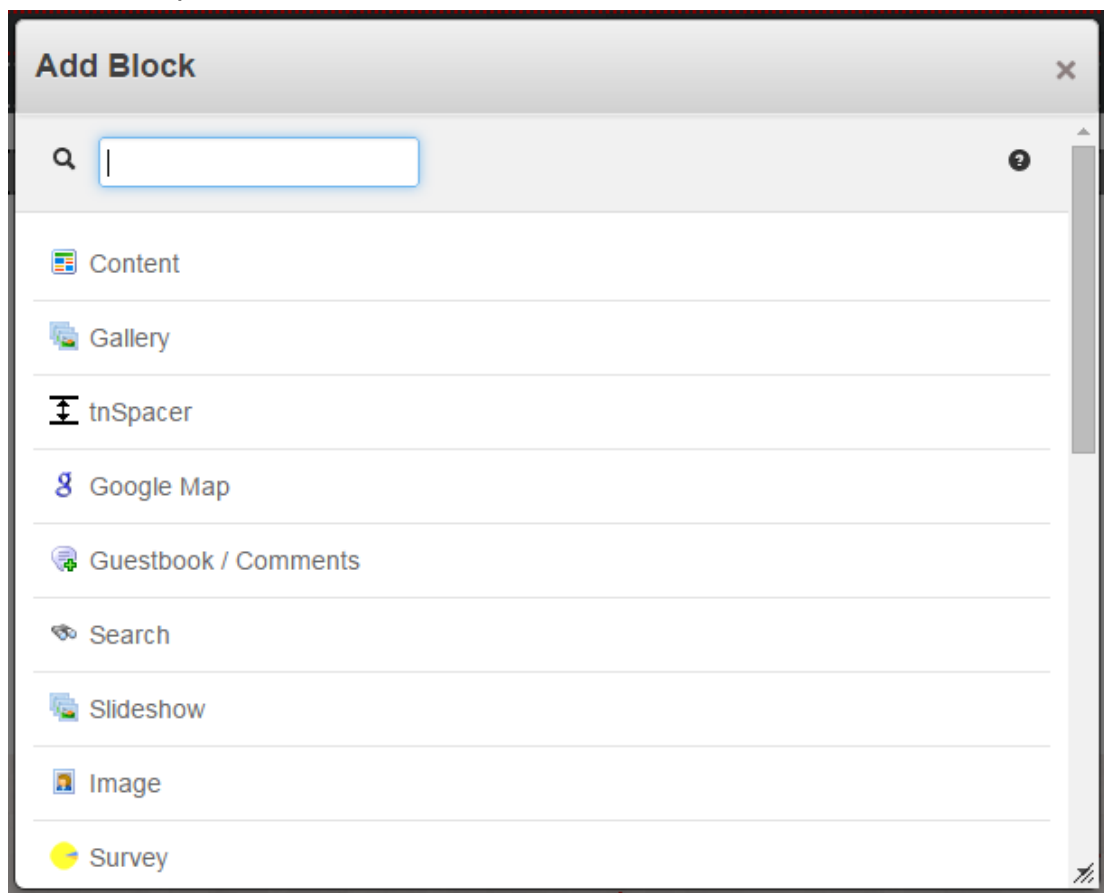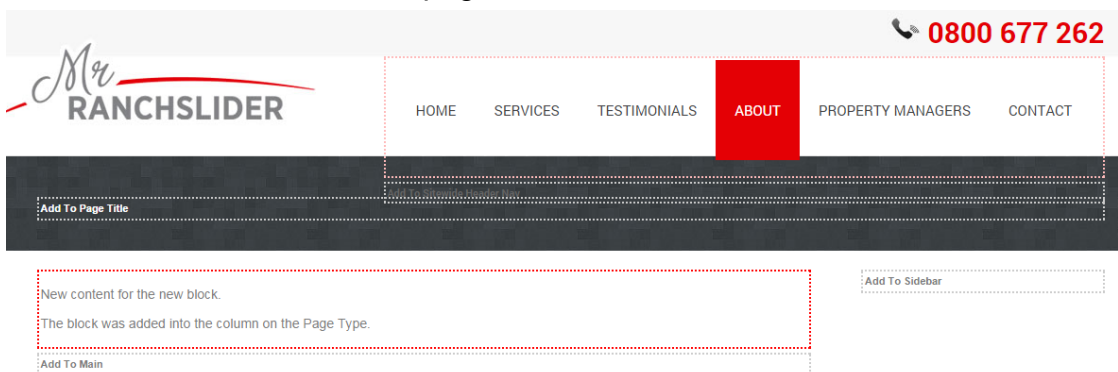

- Start adding content for your block.

● Once you are done, Click the blue Add button.
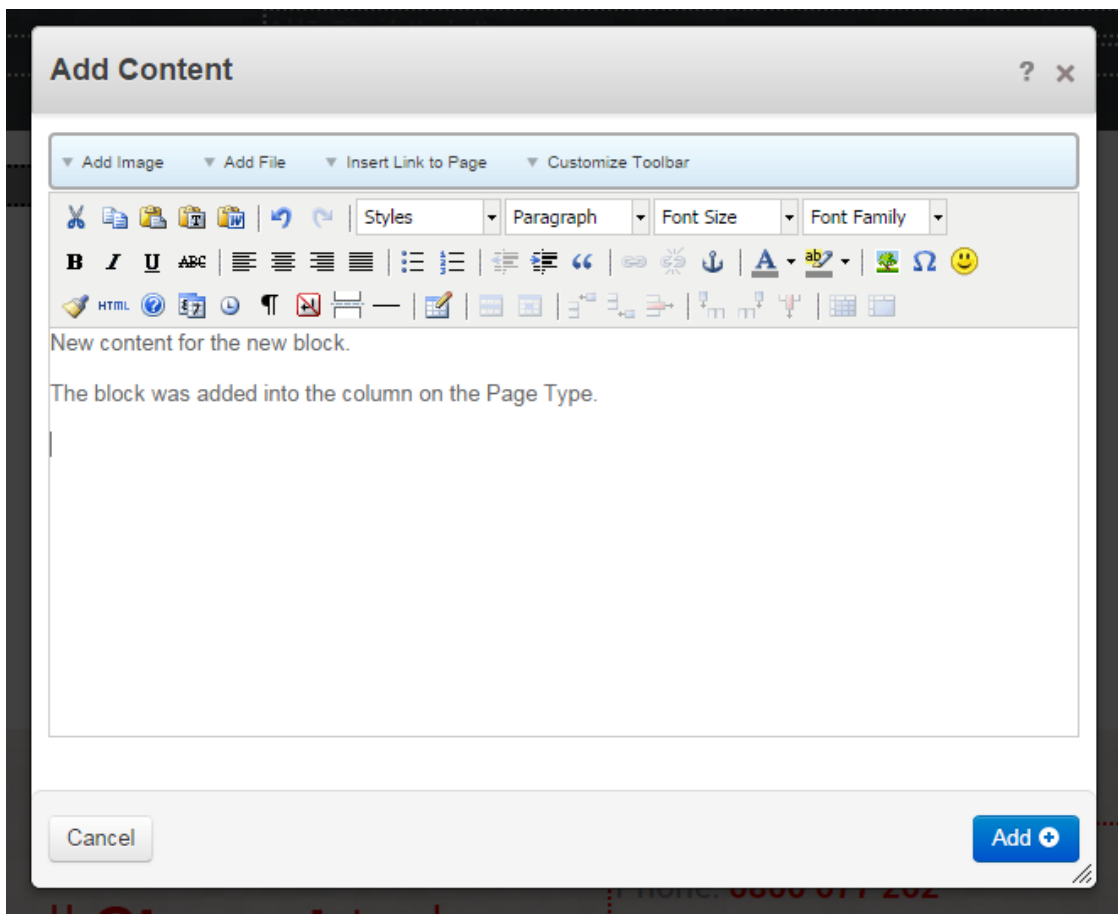
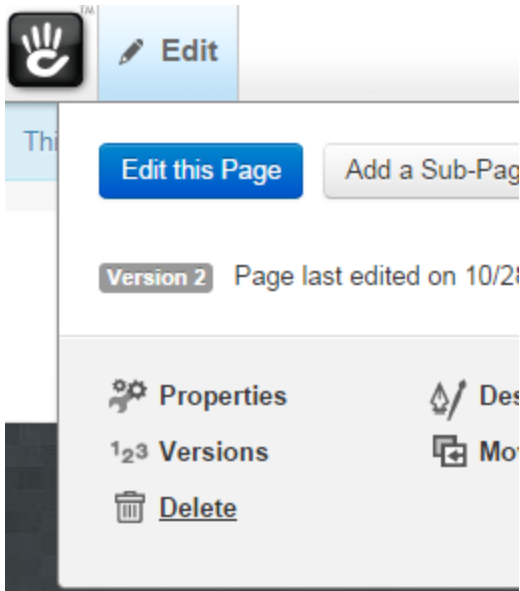● The content is added into the page.

● 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.

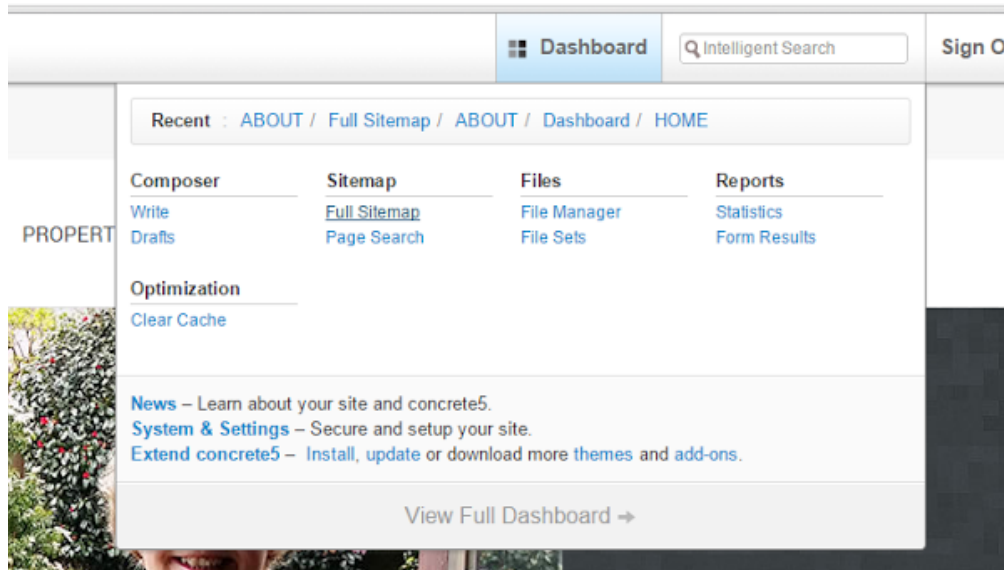

- Select Delete at the bottom left.

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.

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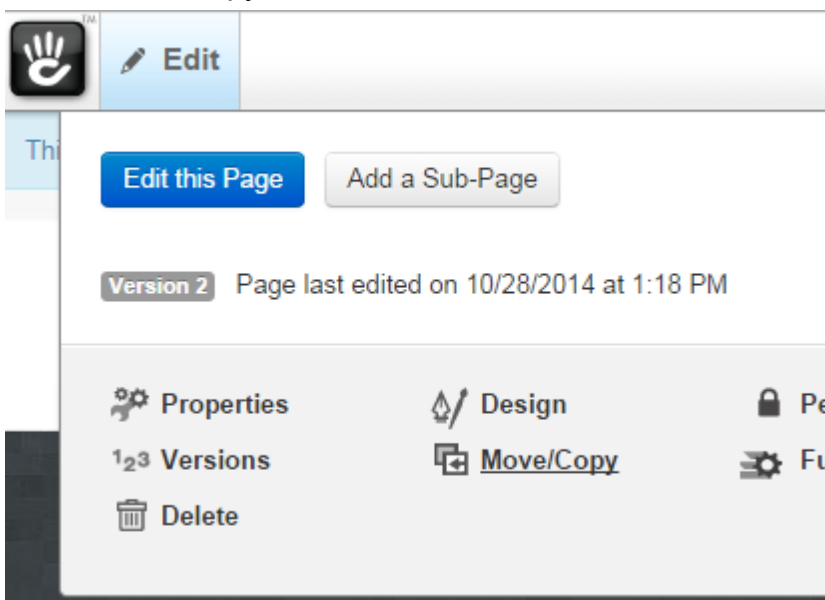
- Click top left Return to Website when you are done.

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

- 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.
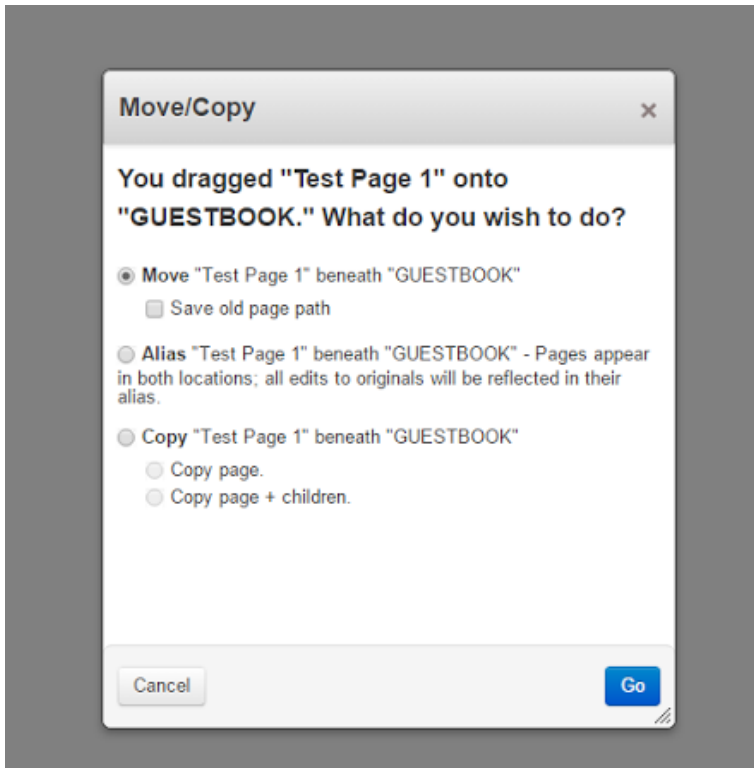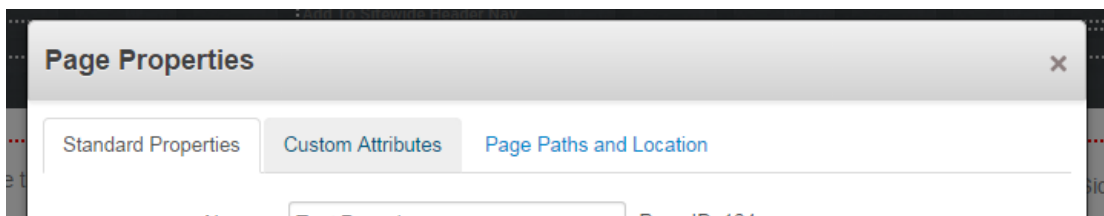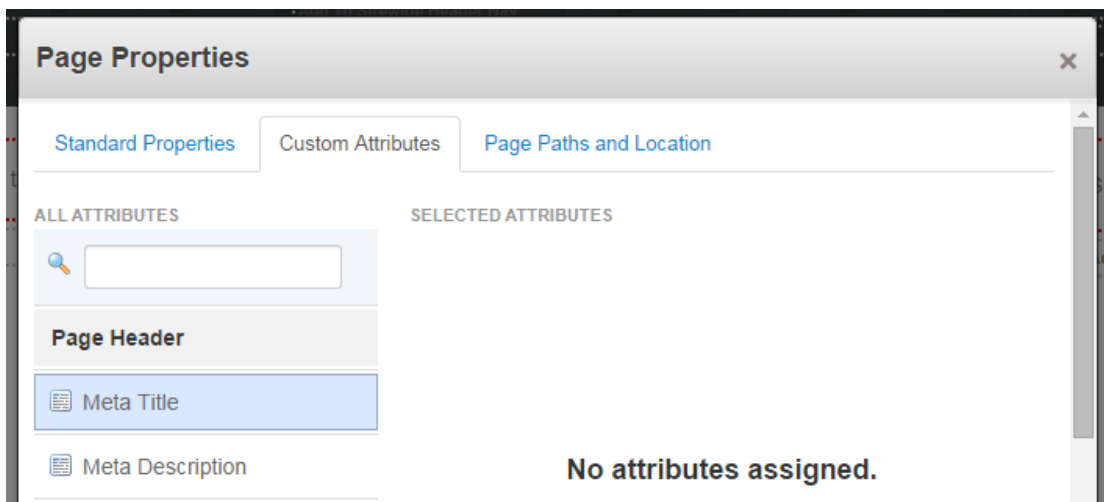
SEO Meta Tags

- 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.
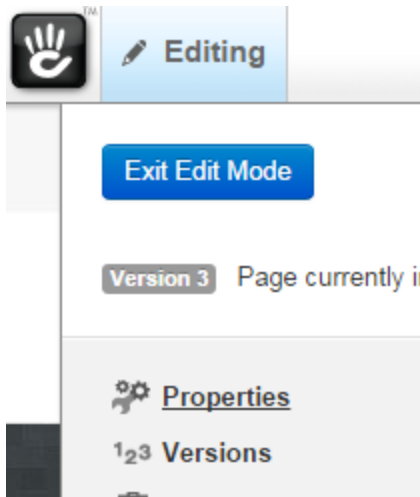
- Click the tab for Custom Attributes.

- Click to add Meta Title and Meta Description.

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

- 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.
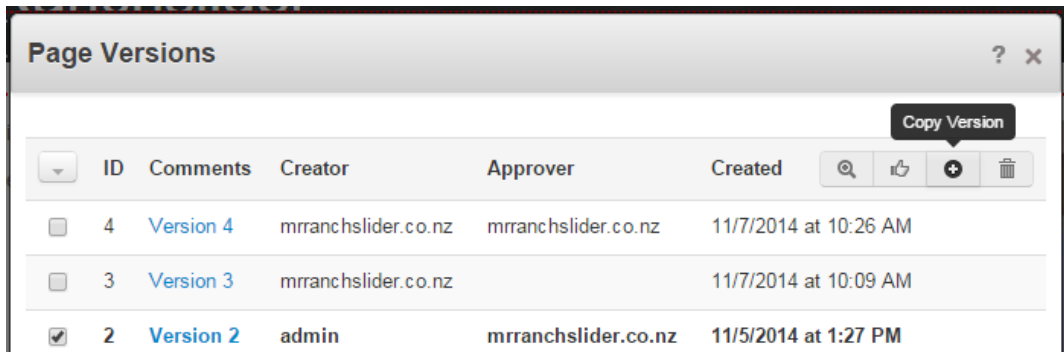
Page Versions

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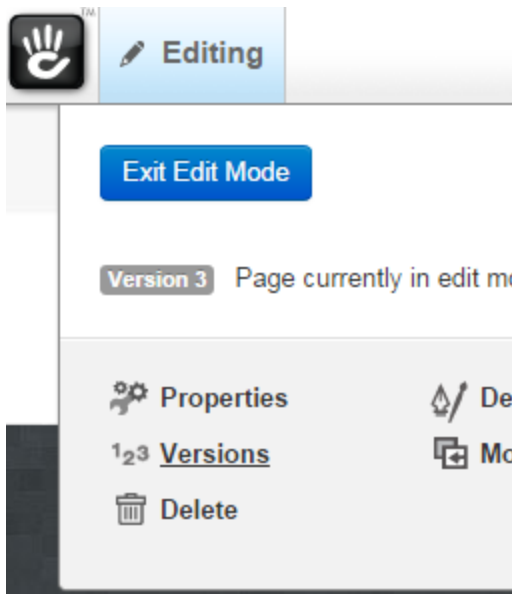
- Click on the version name to preview if you need to preview it first.
- To revert to a version, tick the version and click on the Copy Version Icon

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

- 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 support@webmanagement.co.nz 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 support@webmanagement.co.nz 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 support@webmanagement.co.nz if you have specific requirements.