

# Click-IT Website Page Editor Manual

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## **1: Introduction**

**Congratulations on choosing a Click-IT website system. You now have the facility to create and manage the entire content of your website from any on-line computer. Every change you make is instantly applied so that quick changes are simple, from updating prices to adding a new webpage. You have full control of your website without paying and waiting for web designers to do it for you.**

**The following guides will get you started quickly, showing you how to create and edit your web pages, and start adding your content before you go live.**

**When you are editing your web pages it is always advisable to have two browser windows open, one with the admin facility and the other with the website. This will allow you to quickly see the effects of your changes simply by switching between browser windows. You will need to refresh the browser to see your changes appear on the website, so press [F5] to refresh the page.**

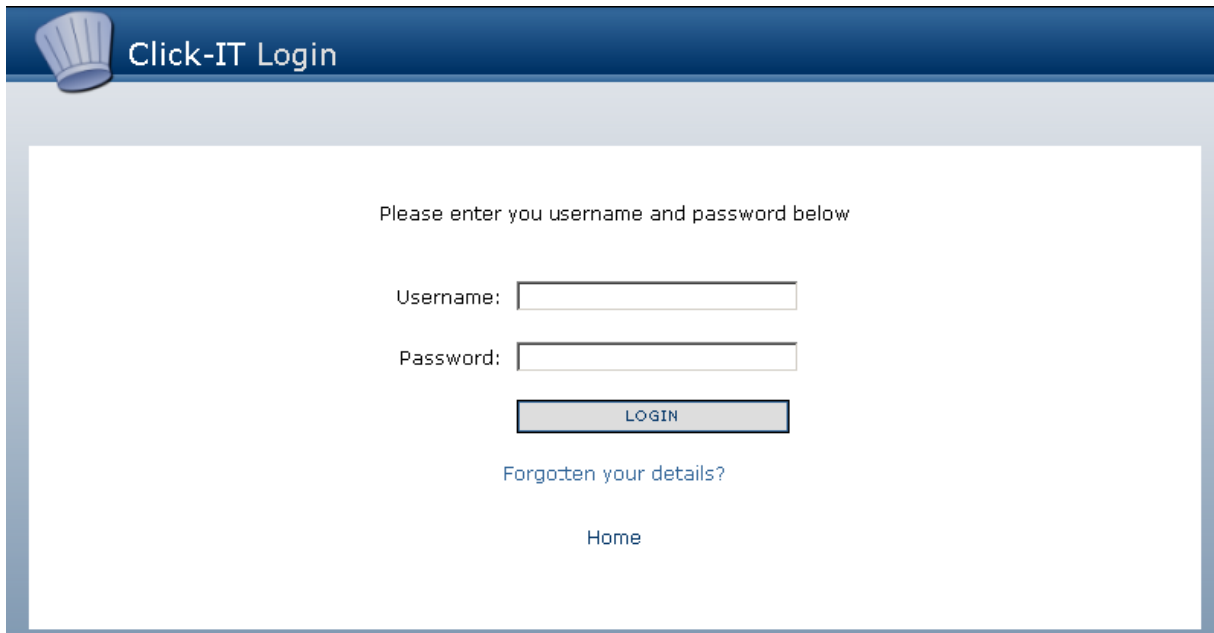
**As always, if you have problems, we are just an email or phone call away.**

## 2: Log in to your website administration facility

To access your website administration facility enter /admin after your domain name

Eg: [www.yourdomain.co.uk/admin](http://www.yourdomain.co.uk/admin)

Then enter your username and password issued to you when your site was created.



If you forget your login details click [Forgotten Details?](#) and enter your email address. A new password will be emailed to you instantly. You should then login and change your password to something that you can easily remember.

Once you have logged in you will be presented with the main admin menu. The tabs give you access to different features and facilities:

### **Pages**

This is where you can add and edit your web pages. Most of your work on your website will be concentrated here.

### **Preferences**

This is where you can change your email address and password.

### **Access**

Create and edit the user groups and users who can login to your website to view private web pages (and access your private galleries – if you use galleries). You can also edit your own username and password here. .

### **Media**

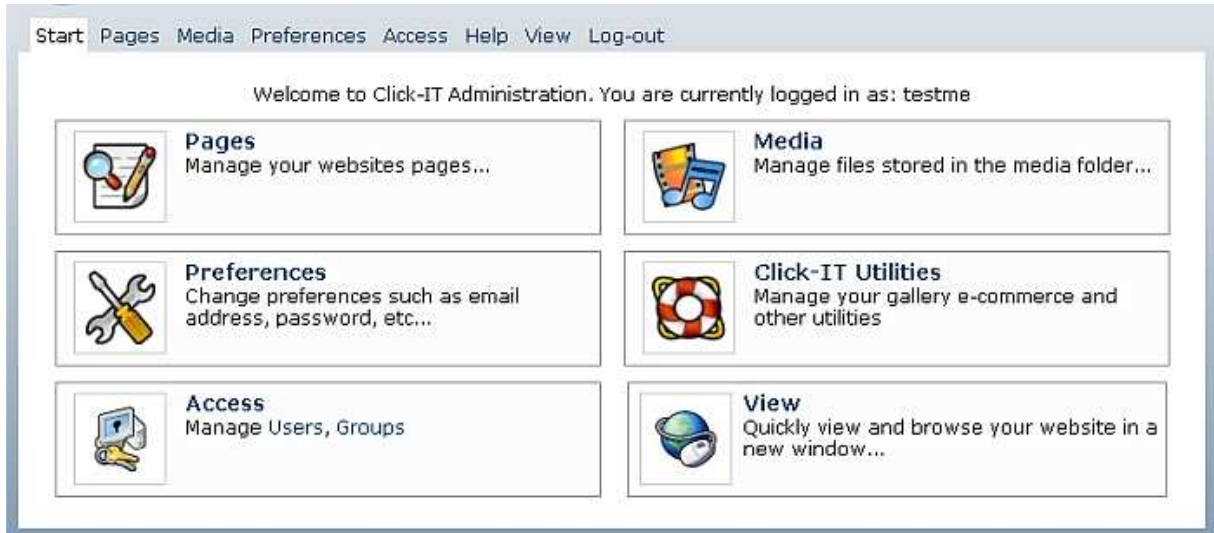
Facility for uploading images that will be used within your web pages.

### **Click-IT Utilities**

This is where you can view and manage your gallery orders, carriage and other admin duties.

### View

Click this to open your website in a new browser window. This allows you to work on your website admin in one window and then see the results on your website in another window.



### 3: Creating a new web page

Click on the **Pages** tab to access your page editor. Here you will see all of your current web pages listed in the same order as they appear on your website. These are the primary (top level) pages. If you have any sub-pages then a green cross will appear next to the page title that has sub-pages beneath it. Click on the cross to expand and view the sub-pages.

#### Page Editor Headings

**Page Title:** this shows the text that is displayed in the browser title bar (the blue bar at the very top of your browser). It can be edited for each page within the 'Settings' section.

**Menu Title:** this is the text that appears in your website navigation menu. This text is also used to name the physical page address (URL). For example, if you create a page with a Menu Title called "Photo Services" then the physical address (URL) will become:

[http://www.yourdomain.co.uk/pages/photo\\_services.php](http://www.yourdomain.co.uk/pages/photo_services.php)

This is a major benefit for Search Engine Optimisation as it allows them to see keywords.

*Note: The **.php** is the file extension that tells the web server that this page uses the web programming language php to generate the content.*

**Visibility:** shows which pages are currently visible on the menu and which are hidden. It is possible to create pages that only selected user groups can access (private pages).

#### **Actions:**

- The notepad icon gives you access to the page **settings** facility where you can edit the Page Title, Menu Title and Meta tags for each page, and change the page visibility status and the parent page.
- The up/down arrows move the page position up or down in your navigation.
- The bin icon deletes the page and all its contents.
- The magnify glass shows the visibility status and if clicked opens the page in a new browser window.

Start Pages Media Preferences Access Help View Log-out

### Modify/Delete Page

Page Title:	Menu Title:	Visibility:	Actions:
web design for photographers and artists	Welcome		
Photographic Gallery and Portfolio	Gallery Demo		
Free website design services	ORDER TODAY		
Portfolios with private galleries	Portfolio Features		
F.A.Q	F.A.Q		
Site Map	Site Map		
Contact Us	Contact Us		
Gallery Admin	Gallery Admin		
Photo Resources	Photo Resources		
Adding Photos	Adding Photos		
Client Photography Websites	Client Websites		
Demo Website Modules	DEMO		
Case Study	Case Study		
Photo Services	Photo Services		
Creating a Web Page	Creating a Web Page		
Payment Page	Payment Page		
Web Hosting v1	Web Hosting v1		

### Add Page

Title:

Type:

Parent:

Visibility:

Administrators:

Administrators

Editor

### To create a new page:

Enter the name of the page you want to create in the **Title** field in the **Add Page** form at the bottom. This name will also become the navigation menu link, so keep it short. For this demonstration we will create a page called **Photo Services**. This will also become the Page Title which appears in the browser title bar, but we can edit this later.

**Add Page**

Title:	<input type="text" value="Photo Services"/>	Administrators:
Type:	<input type="text" value="WYSIWYG"/>	<input checked="" type="checkbox"/> Administrators
Parent:	<input type="text" value="None"/>	<input checked="" type="checkbox"/> Editor
Visibility:	<input type="text" value="Public"/>	
<input type="button" value="Add"/>		<input type="button" value="Reset"/>

The **Type** option is preset to **WYSIWYG** (What You See Is What You Get) which is the name of the default page section type. When you are creating a page that will just contain text and pictures simply use the **WYSIWYG** option. We will look at other options later.

The **Parent** option is preset to **None** which means that this new page will be created as a **primary** (top level) page, and the page link will be visible in your navigation. If you wanted this new page to be a **child** of an existing primary page then select the primary page from the drop-down list. This new page would then appear *under* the page you selected, and the menu link would only become visible when the visitor clicks on the primary (parent) page. For now we will create this page as a new primary page, so leave the selection as **None**.

The **Visibility** option allows you to make this new page visible to everyone (**Public**), or visible only to selected user groups (**Private**), or not visible at all (**Hidden**). It is always best to set the visibility of a **new** page to **Private** so that only you can see the page while you are editing the content. Once you have completed the page you can then set the visibility to **Public** so that everyone can see it.

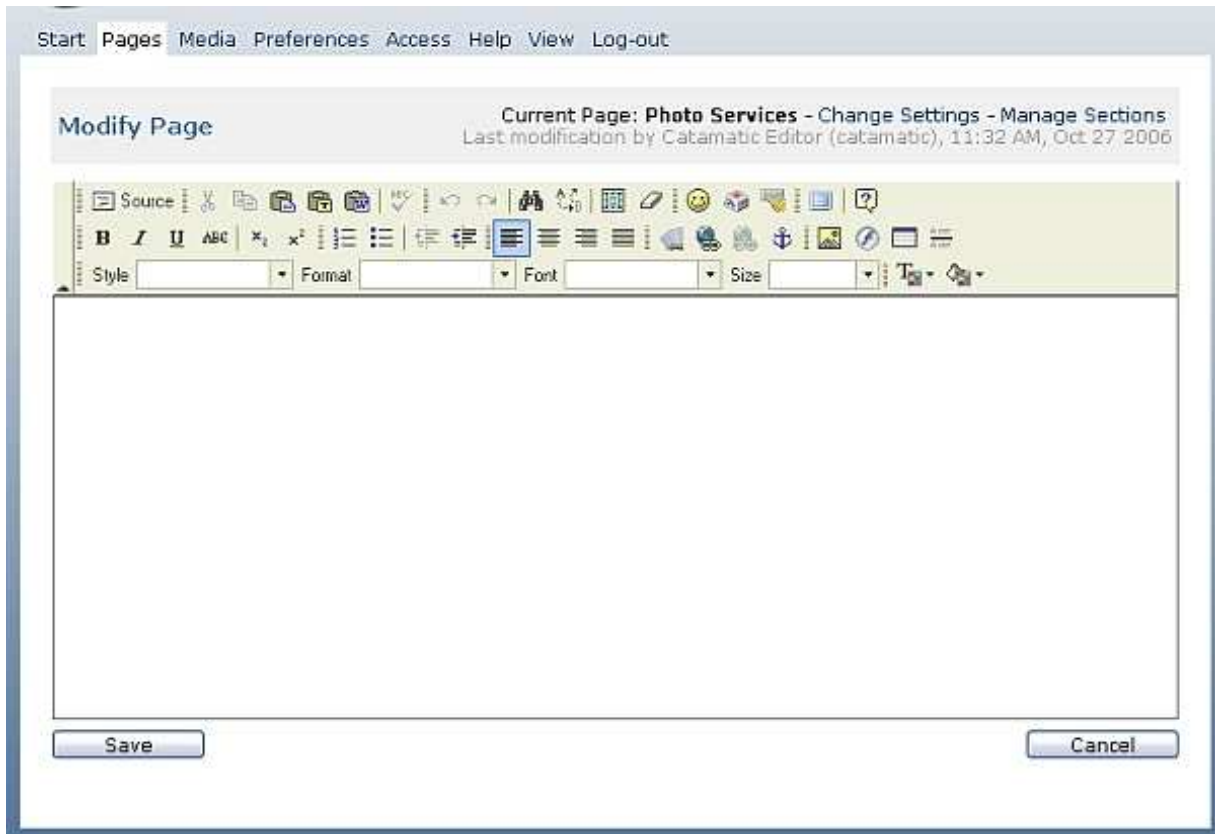
Click the **Add** button to create your new page.

The web **page editor** will now appear with a blank page ready for you to enter your content (text and pictures). This is a **text editor** similar to the one you use to write letters and documents on your computer, so you do not have to learn anything new to use it.

There are familiar text formatting icons that allow you to set **bold**, *italic*, **text colours** and sizes, alignment and numbered and bulleted lists. You can also add more complex elements such as tables, all without using or understanding any html.













## WYSIWYG Page Editor




This is what you will see when you create a new page – a blank page ready for you to type your text and add any pictures.



## 4: Editing your web page

Type your text directly into the page editor and add any formatting afterwards by simply highlighting the required piece of text and clicking the appropriate icon.

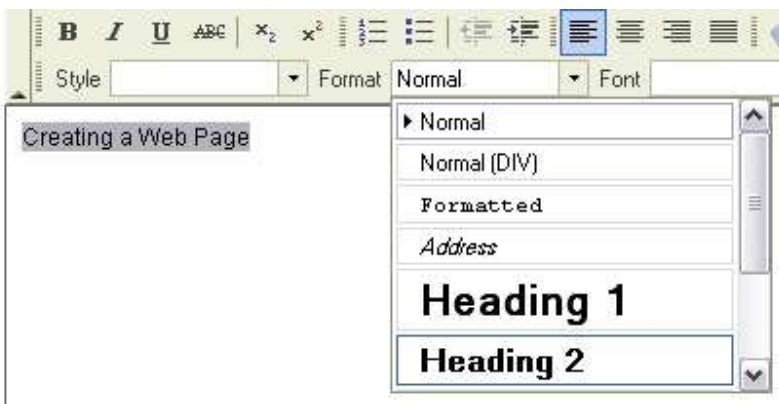
	Paste as text – use this when you want to strip any formatting from copied text.
	Paste from MS Word – <b>always</b> use this when pasting text from MS Word
	Find and Replace
	Select all
	Remove formatting – use this to remove any formatting to allow you to start afresh
	Add a smiley
	Special characters – allows entering special characters such as copyright symbol etc
	Universal language keyboard – allows entering foreign characters
	Full screen editor – gives you more space to edit your page
	Add internal page link – allows you to create a text link to any of your pages
	Add external web or email link – create a link to another website
	Add page anchor – create a link to another part of the same page

	Insert image – insert images into your page
	Insert Flash – insert Flash images
	Add horizontal line – add a simple horizontal line

The other icons are self explanatory and you should be familiar with them as they are common to all text editors.

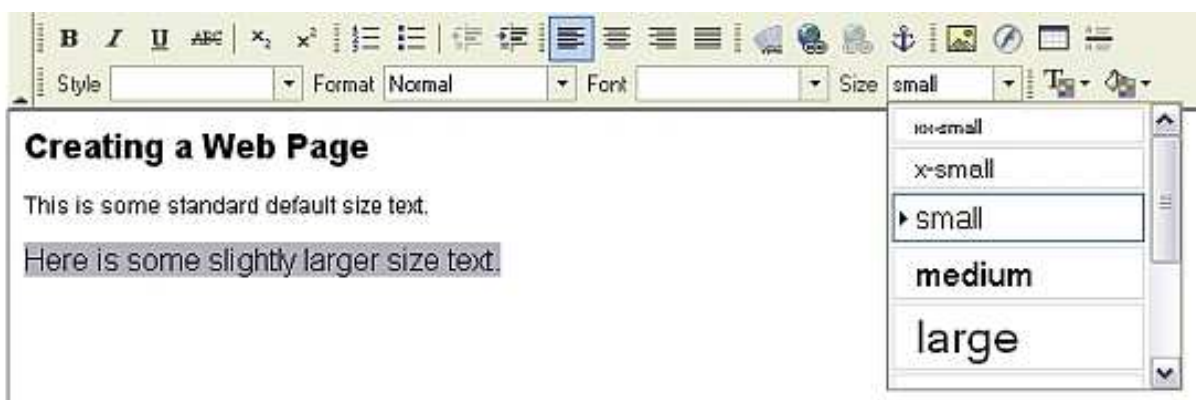
## Setting a Heading Size

Highlight the text you want to set as your heading and click the Format option list, and select a heading size. As you can see, **Heading 1** is the largest size available.




## Setting the Text Font Size

If you want the text to be a different size from the default size then highlight the text and click on the Size option list and select a suitable size.

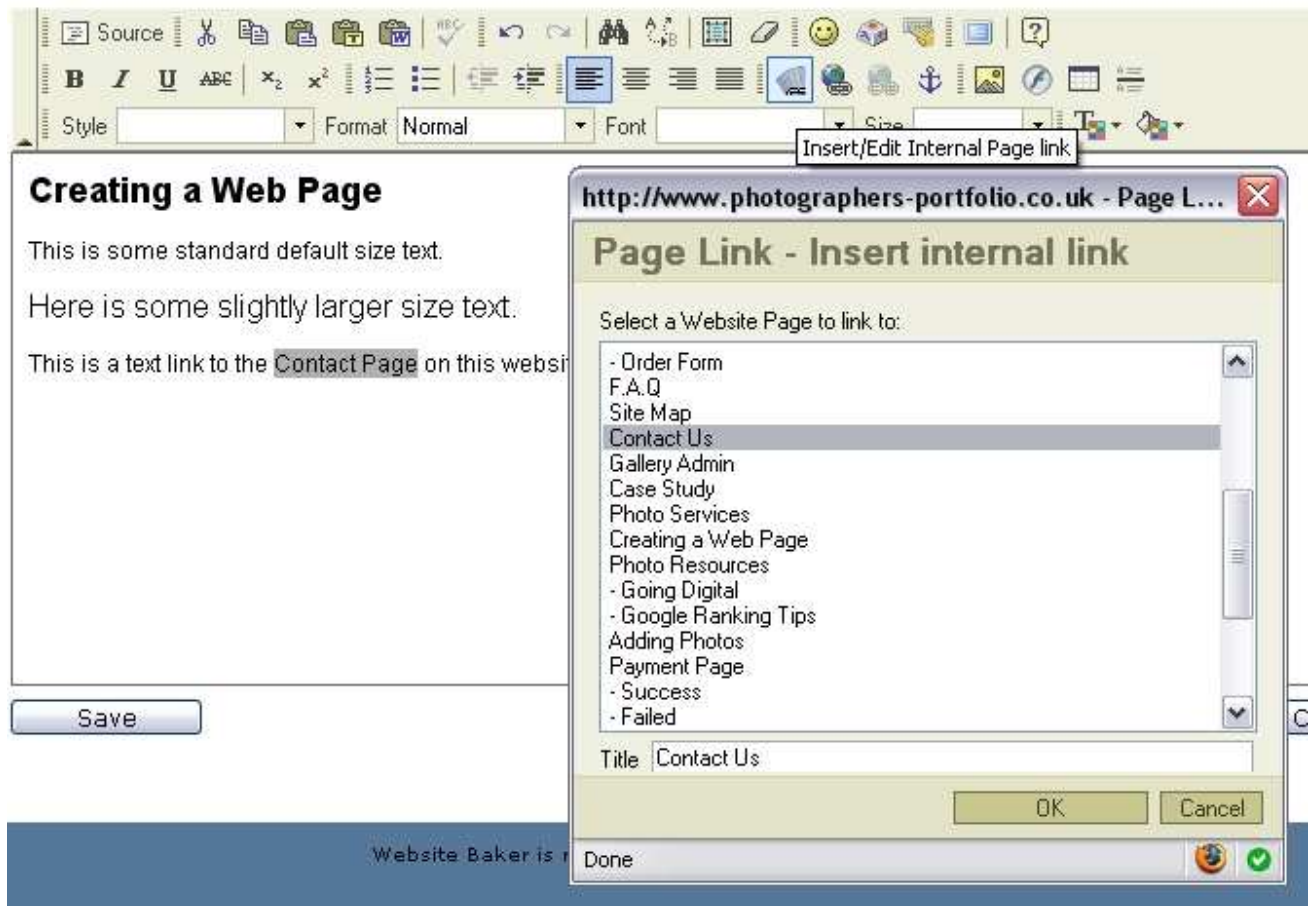


You can also change the font, but remember that websites can only display a limited number of fonts because they have to be present on the computer in order to display them. So this means that you cannot display elaborate fonts on websites.

## 5: Adding an Internal Page Link


If you want to add a text link to another of your pages then simply highlight the text you want to use as the text link and click on the **Internal Page Link** icon: 

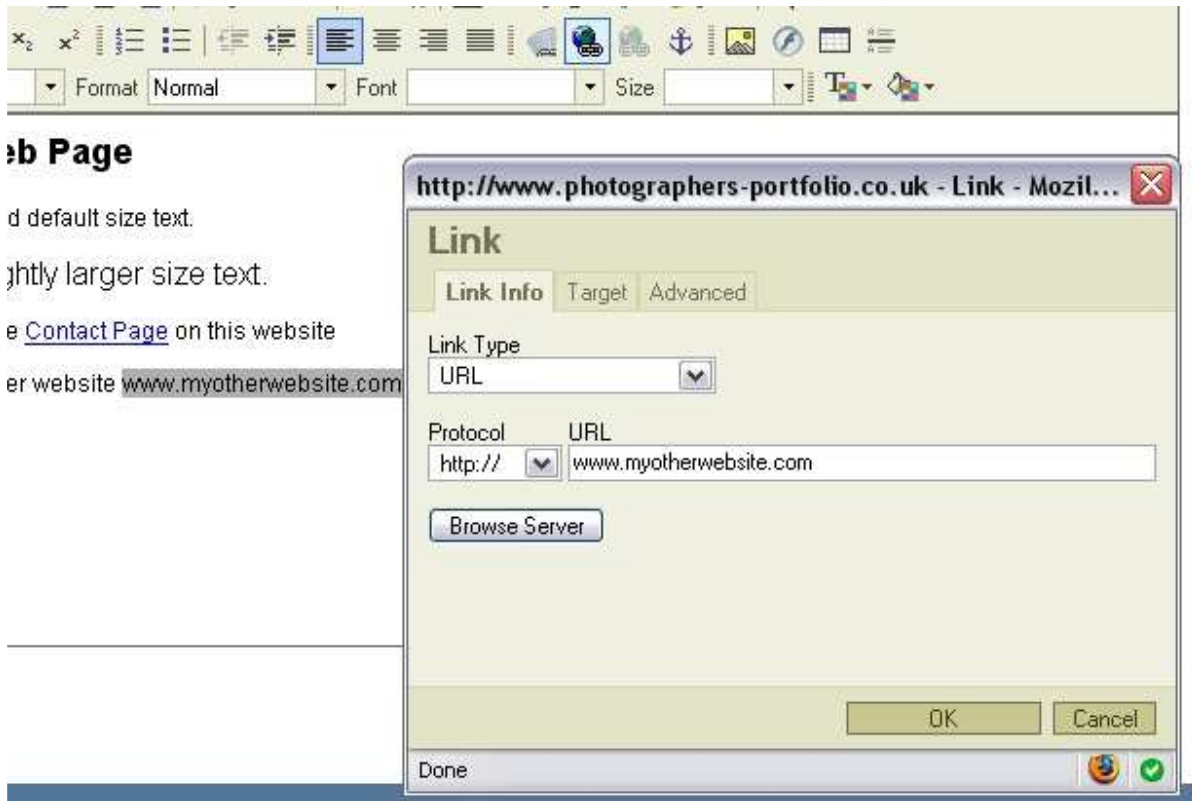
The pop-up window will display all the pages you have created. Click on the page you want this text to link to and enter a title in the box. Here I have selected the Contact Us page.



Press OK and the text will change to a link.

## Adding an External Web Link


If you want to add a link to another website, highlight the text and click on the Insert/Edit Link icon . Then enter the website address in the URL box in the pop-up window.



If you want to force the link to open the website in a **NEW browser window** (so that your visitor does not leave your website) then click the **Target** tab and select **New Window** from the options.

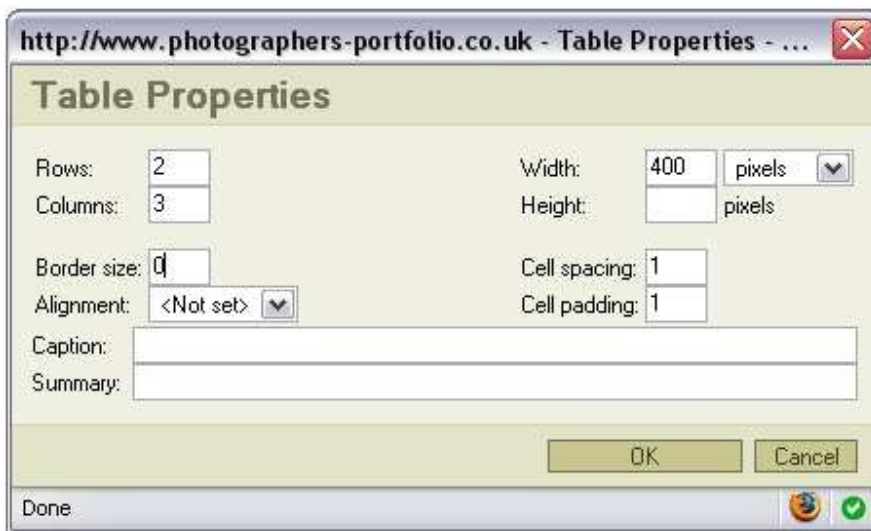


## 6: Adding Tables

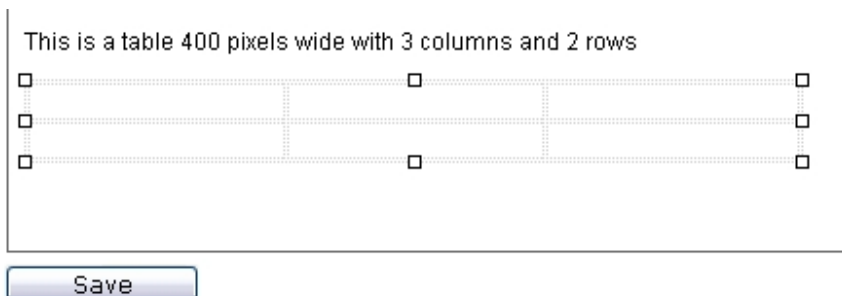
If you want to add tables for price lists etc, you can simply create them in MS Word or Excel (or any spreadsheet program) and paste them into your web page by using the **Paste from MS Word** icon 

If you want to layout your text and pictures in columns and rows you can add tables simply by clicking on the Tables icon 

To create a table that is 3 columns and 2 rows, enter the appropriate values in the boxes (as below). The table **Border size** can be set to invisible by setting it to zero (as below).

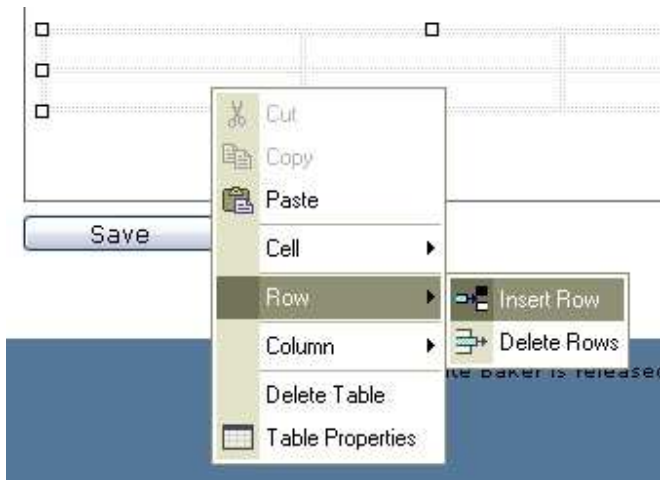


This adds a table 400 pixels wide into the page editor with the borders visible for reference (they will be invisible on the actual website) so you can see where to enter text and insert photos as required.



You can now enter text and pictures into any of these table cells, and you can format them just like any other text on the page. To add another row or a column, simply insert the cursor into a cell and right click, then select the appropriate option (see below).

## Editing a table using the right click



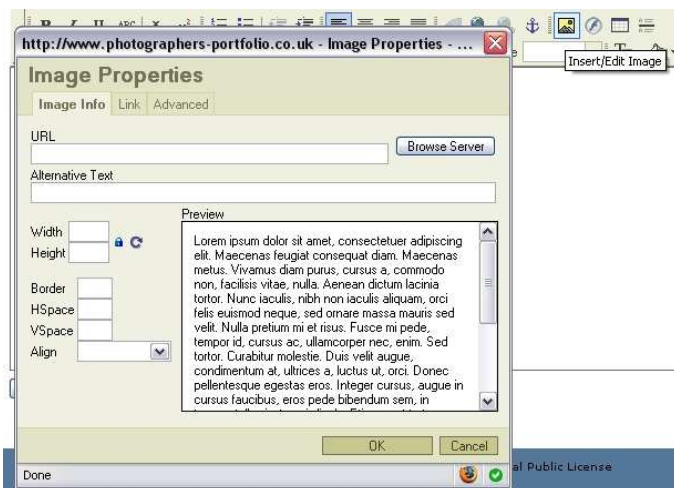
## 7: Inserting Images into Pages


You can insert images directly into your page or into any table cell. Before you do this you must resize your photos to the actual size you want them to appear on the page, and resample them to 72dpi.

**IMPORTANT:** Always resize and resample your images **BEFORE** uploading them to your website. Photos taken in a digital camera are too large to be displayed on a website, and they are usually set at 300dpi which results in a very large file size. Computer monitors can only display images at 72dpi, so there is no advantage in uploading photos at a higher resolution than 72dpi. Reducing them to 72dpi results in a much smaller file size, and makes the image load very fast on the page.

Once you have resized and resampled your images you can then upload them onto your website. You can do this in the **Media** section of the admin, or you can upload them directly from the page editor.

For this example I will insert an image into the first cell of the table I created.

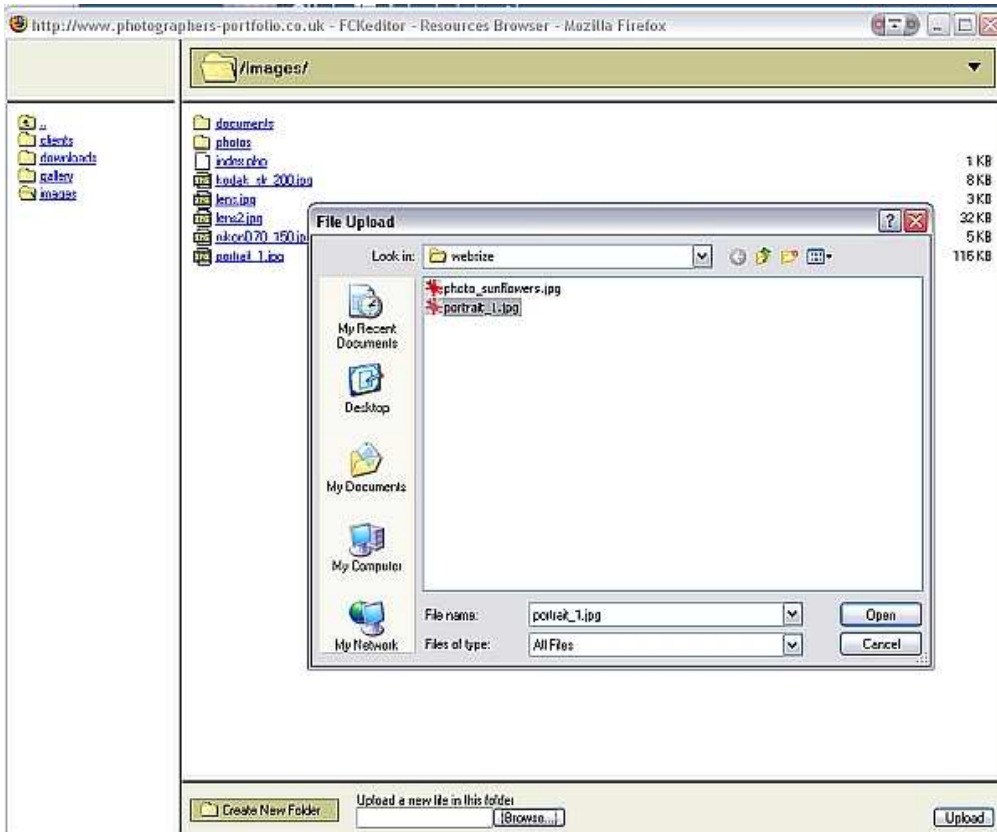


Enter the cursor into a cell and click on the Insert/Edit Image icon: 

This opens a pop-up window with some sample text in a box that is used to display how the image will appear when inserted into a page.

You can simply enter a URL of the image if it exists on a different website, or you can select an image that has been uploaded into your Media section or upload a new image from your computer.

To select or upload an image click on the **Browse Server** button, and a larger window will appear (see below). This displays the **Media** folder contents on your website which is where your website images are stored. You can either click on an image that has already been uploaded (click on other folders to view their contents) or you can upload a new photo from your computer.



To upload a new photo click on the **Upload** button, and a file browser window opens to allow you to select a photo on your computer (as above). Select your photo and click **Open**, and your photo will be uploaded into the current folder on your website.



You will then see your photo's filename listed, so click on the filename and your photo will appear in the sample view box.

If you are inserting your photo directly into the text of the page (and not into a table cell) then you can select the alignment of the photo by selecting from the appropriate **Align** options.

To add mouse-over text (the popup text that appears when you move your mouse over a website image), enter a caption into the **Alternative Text** box.

Click OK and your image will appear on your page.

Once your image is on the page you can click and drag it to another part of the page, or you can resize it by clicking and dragging the handles (it is always better to resize your images to the required size before uploading them).

To change any of the image settings, or to select a different photo, right click on the image and select **Image Properties**. You can also hit the delete button on your keyboard and start again.

## 8: Editing Page Settings

To edit the page title, menu text and meta tags of any page click on the **Change Settings** link at the top of the page editor, or in the page listing section, click on the settings icon.

Both options will open a new window to allow you to modify the settings for this page.

The screenshot shows a web application interface for editing page settings. At the top, there is a navigation menu with links: Start, Pages, Media, Add-ons, Preferences, Settings, Access, Help, View, and Log-out. Below the navigation, the main heading is 'Modify Page Settings'. To the right of the heading, it says 'Current Page: How to create a new web page - Modify Page - Manage Sections' and 'Last modification by Administrator (admin), 9:26 PM, Sep 09 2007'. The form contains the following fields and options:

- Page Title: Text input field containing 'How to create a new web page'
- Menu Title: Text input field containing 'Creating a Web Page'
- Parent: Dropdown menu with 'None' selected
- Visibility: Dropdown menu with 'Hidden' selected
- Description: Text area containing 'Example of how to create a new web page using the page editor'
- Keywords: Text input field containing 'creating web page, page editor'
- Target: Dropdown menu with 'Top Frame' selected
- Template: Dropdown menu with 'System Default' selected
- Menu: Dropdown menu with 'Main' selected
- Language: Dropdown menu with 'English' selected
- Searching: Dropdown menu with 'Enabled' selected
- Administrators: Checkboxes for 'Administrators' (checked) and 'Editor' (checked)
- Buttons: 'Save' and 'Reset'

Note: There are three **<meta>** tags that are embedded in every web page that are very important for most search engines when they analyse your website. This website system allows you to edit these meta tags for every page you create, thereby increasing the SEO performance of your website.

**Page Title** edits the **Meta title** tag which appears in the browser title bar. This is very important as many search engines use this text when they look for keywords (words that people use when they are searching for websites). So, always use keywords that are relevant to the content of the page. Here I have changed the title from the menu title text which is the default page title.

**Menu Title** is the text that appears in your site navigation and it is used for the page filename, so always try to use keywords here as well. Keep this text short, and only use alpha characters.

**Parent** allows you to position the page under any other page, or make it a primary page.

**Visibility** allows you to set the page as public, private or hidden. Once you have created your page with all the content completed you will set the page live by changing this to Public. If you set this page to Private then tick the user groups that you want to give access to this page.

**Description** edits the **Meta description** which is often used as the summary description for your website in search engine results listings. Make sure you use keywords in here.

**Keywords** edits the **Meta keywords** which are a comma separated list of primary keywords that are likely to be used when people are searching for the information that is on this page. These keywords can be single words or short phrases. Use a comma and a space between them.

**Target** allows you to specify whether this page should open in a new window or the same window. *Always leave this at the default option **Top Frame**.*

**Template** (if you have more than one design template created for you) you can set the template design to be used for this page.

**Searching** (if you have site search enabled) this allows you to enable searching for this page, or prevent searching in this page. You would usually prevent searching in private access pages.

**Now you have completed all of the common tasks that you are likely to use when managing the content of your website. You can create and edit your web pages, upload images and documents to be included in any web page, and add text links and tables. For many websites this is as much as you will ever need to know about editing your website.**

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