



Important notes to Editors

1. User name & password information would have been supplied to you in a separate email, you will need these to access the Content Management System (CMS), please write them down here

User name:

Password:

URL: <http://www.your-web-address.co.uk/admin>

2. Whenever pasting in large blocks of text, **never** do this straight from Microsoft Word, always copy and paste it into Notepad first, then copy and paste from notepad into the content area (or type your copy first in Notepad, or type directly into the CMS)
3. The above login info is for admin permissions which allows you complete control over the system, if you would prefer limited permissions or want to grant others that ability to edit pages but on a restricted level please contact us.
4. This manual is always available from within the CMS via the green pop-out short cut menu on the left hand side.

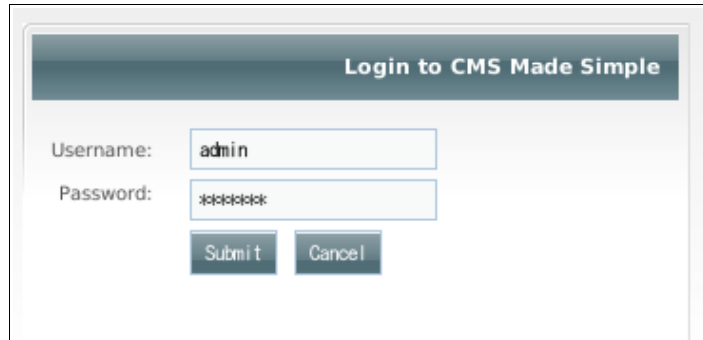
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1 Logging in

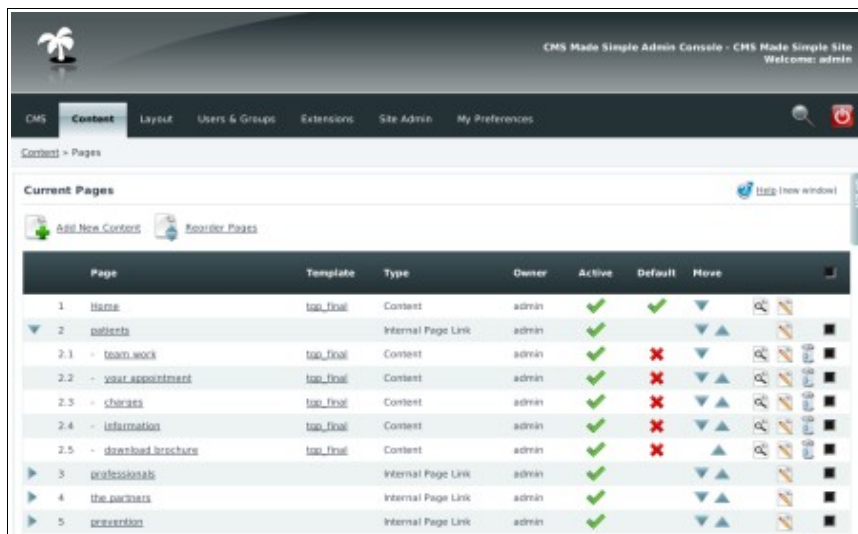
In your browser address bar, enter the URL supplied to you on the front sheet of this manual

Enter the User name and Password supplied, then click on Submit



2 Overview

Once logged in you will be dropped straight to the content overview area. This lists all of the pages in your site in a hierarchy. You can apply various actions to the pages from this overview.



Page	Template	Type	Owner	Active	Default	Move
1 Home	top_page	Content	admin	✓	✓	▲ ▼
2 patients		Internal Page Link	admin	✓		▲ ▼
2.1 - team work	top_page	Content	admin	✓	✗	▲ ▼
2.2 - your appointment	top_page	Content	admin	✓	✗	▲ ▼
2.3 - charges	top_page	Content	admin	✓	✗	▲ ▼
2.4 - information	top_page	Content	admin	✓	✗	▲ ▼
2.5 - download brochure	top_page	Content	admin	✓	✗	▲ ▼
3 professionalab		Internal Page Link	admin	✓		▲ ▼
4 the partners		Internal Page Link	admin	✓		▲ ▼
5 prescription		Internal Page Link	admin	✓		▲ ▼

Arrows: Expand sections, your main navigation

Page Titles: Click on the title to edit the page (section 3)

Template/Type/Owner: These can be ignored

Active: A green tick denotes the page is live, a red cross and the page can't be viewed by the public

Default: A green tick denotes that this page is your homepage

Move: Allows you to shift the hierarchy of a page, best left alone on sections

Magnifying Glass: Open the page in a new window to see how it looks live on the site

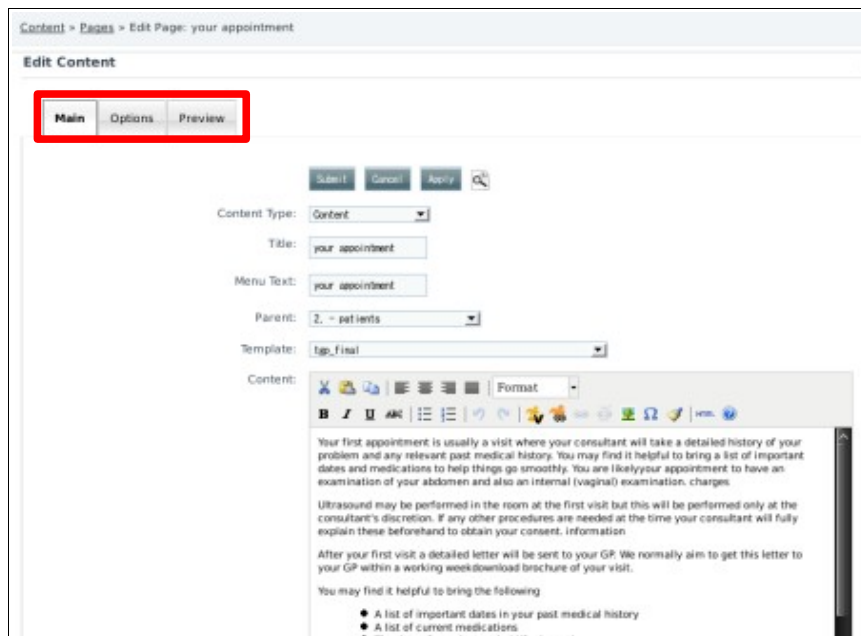
Pen & Paper: Click on the icon to edit the page, same action as clicking on page title

Rubbish Bin: Permanently delete the page

Tick box: Allows you to perform actions on multiple pages at a time

3 Edit a page – Content

To start editing a page, click on one of the page titles, this will take you to the edit content screen



Circled in red above, you have three tabs which you can click on and they allow you to alter certain aspects of the page:

Main: the current view

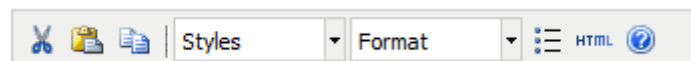
Options: Page specific keywords and description

Preview: Gives you an instant preview without any changes being made permanent

3.1 Main View

When pasting in text, make sure you do it from Notepad and not directly from Microsoft Word. After you paste in text it will format it as one big block of text. You will need to enter returns at the end of every line.

The editing area has a WYSIWYG tool-bar, similar to Microsoft Word.



The format drop down contains the **Paragraph** format for text. The styles drop-down contains two styles which are for the homepage ONLY. They define the larger and green text that you see on the homepage. To apply these highlight the text with your mouse then select the style/format from the drop-down.

Once you have completed your changes you can either;

- click on Submit which will make the changes live and take you back to the Content overview page;
- click Apply which will make changes live but leave you at the Edit Content page;
- click Cancel, don't make changes live and take you back to Content Overview page.

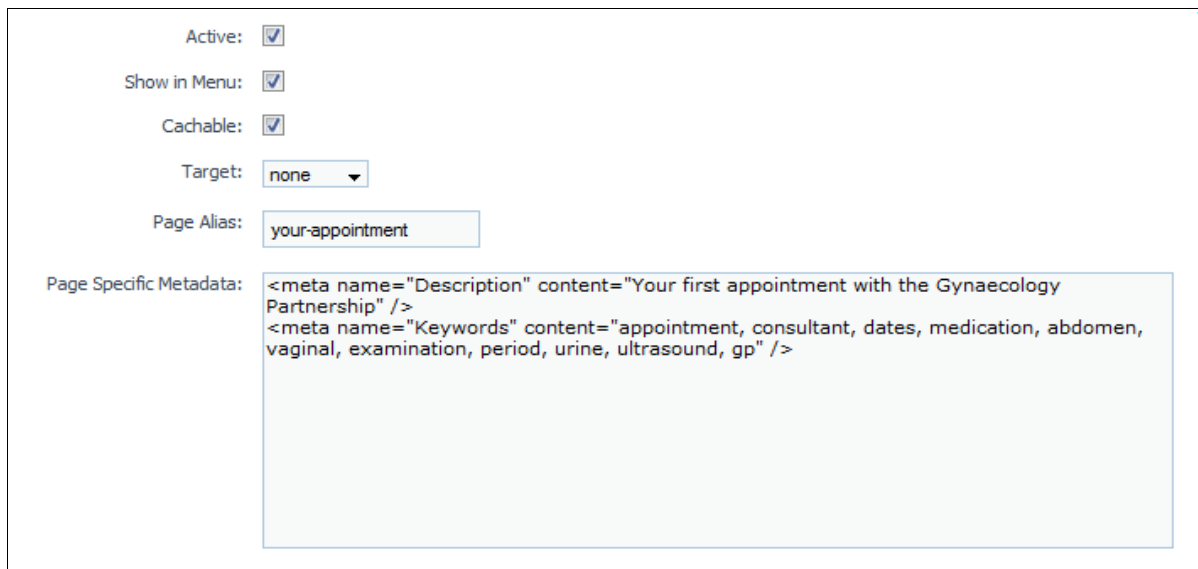
3.2 Options View

The options tab gives you access to the following;

Active: Determines whether a page is live or not

Show in Menu: Should the page be displayed in your sites navigation

Page Specific Meta data: You should change the description and keywords content to reflect what is on your page.



The screenshot shows the 'Options View' for a page. It includes several settings:

- Active:
- Show in Menu:
- Cachable:
- Target: none (dropdown menu)
- Page Alias: your-appointment (text input)
- Page Specific Metadata:

```
<meta name="Description" content="Your first appointment with the Gynaecology Partnership" />
<meta name="Keywords" content="appointment, consultant, dates, medication, abdomen, vaginal, examination, period, urine, ultrasound, gp" />
```

When editing the description keep it short and to the point to give an overview of the pages' content. When editing keywords do not overload (keyword stuffing) the amount in there

At the bottom of the page you can submit, apply or cancel your changes.

4 Short cut Menu

The short cut menu is available on every page within the CMS. It has the following links:

Google Submit: Submits the site map to google for indexing

Yahoo Submit Submits the site map to Yahoo for indexing

Live.com Submit Submits the site map to Live.com for indexing

User Manual: Opens this manual

Google Analytics: Takes you to the login page to view website statistics, you will need the Google Analytics user name and password supplied to you to access the statistics.

After changing content you should always submit the site map to, at the least Google.

5 Logging out

To log out of the system, simply click on the red on/off switch icon located at the top right of every page

