

New Millennium Internet CMSMS Tutorial and Handbook

Please Note*

As an editor you will not have access to all modules and functions mentioned in this document as this is for system administrators as well as editors.

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.

The Admin Console

- [CMS Menu Options](#)
- [Content](#)
- [Layout](#)
- [Users & Groups](#)
- [Extensions](#)
- [Site Admin](#)
- [My Preferences](#)

Overview of Admin Console

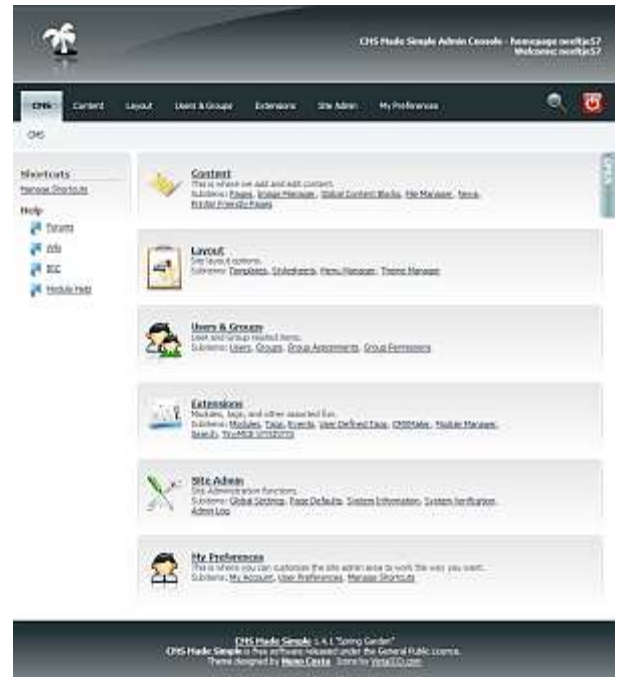
The Admin Console is the heart of CMS Made Simple. This is where you will work from. Here you add [Pages](#) and fill them with [content](#), choose the [layout](#) and [style](#) of your pages, install [extensions](#) for extra functionality, set [permissions](#) for [users](#) and [groups](#) and other things. The Admin Console is the backend, as opposed to the frontend, which is what visitors of your site can see.

You log in to the Admin Console through <http://www.yourdomain.ext/cmsms/admin>.

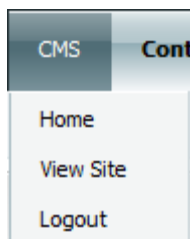
During the installation you chose a user name and password for the administrator. As an administrator you can add additional users.

Everything in the Admin Console is accessed through the horizontal menu. When you first enter the admin you also see a sitemap of what can be accessed through each menu. Actually, for any top level you select in the horizontal menu (Main, Content, Layout, Users & Groups etc.), all sub-items to that menu are shown.

Let's take a quick walk-through of what's in the Admin Console.



CMS



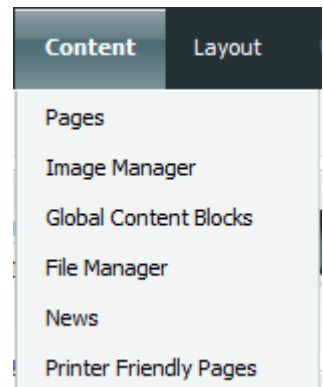
CMS Menu

In the CMS menu you can open the Admin Console (see above), open the frontend page in a new window or Logout.

Content

Content Menu

Here you manage the content of your site: add and edit pages, upload and manage files and images and add, edit and remove news. If you have other content type modules installed (like a guestbook) they may also be accessed through this menu.



Layout **[not used by editors]**

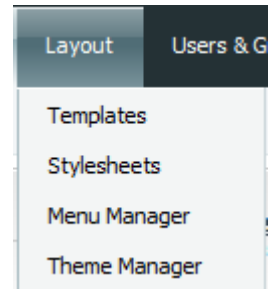
Layout Menu

This is where you style and format your page to look the way you want. For the general layout you use what is called [templates](#). For each page you can select what template to use. A template is the html code with placeholders (Smarty tags) for content, menus and modules.

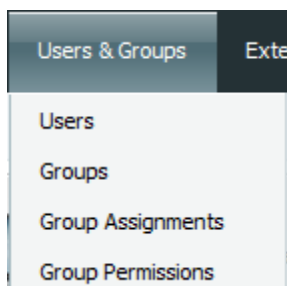
In the layout menu you also access the stylesheets (you can also use external stylesheets if you would prefer that). With stylesheets (CSS) you can style different elements of your page. For example to select the font size for text in a paragraph (within

tags), you only need to change that once in the stylesheet and all text within <p> tags will be affected.

Lastly, in the layout menu you can create something by the cryptic name of HTML Blobs (not blogs...). HTML Blobs are chunks of content that you can place in your pages or templates. If you use a particular code in different templates or pages you can create an HTML Blob and insert that in the templates or pages instead. That way your templates will be more clean and easy to overlook.



Users & Groups **[not used by editors]**



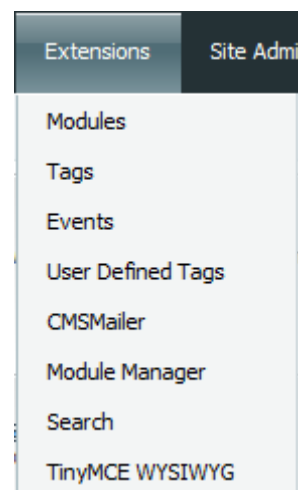
Users & Groups Menu

Through this menu you can add users that should have access to the "Admin Console" and select what permissions they will have. You can put users in groups, to easily select permissions for the whole group at the same time.

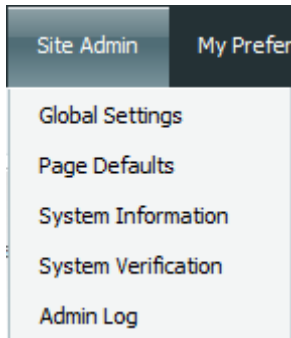
Extensions **[not used by editors]**

Extensions Menu

This is where it starts to get fun! Extensions are add-ons that give extra functionality to CMS Made Simple. By purpose the basic install of CMS Made Simple only includes the basic features, to make it easy to set up a page. But with extensions you can add more or less any functionality to your site. Extensions can be either [modules](#) or [tags](#) (also called plugins).



Site Admin [not used by editors]



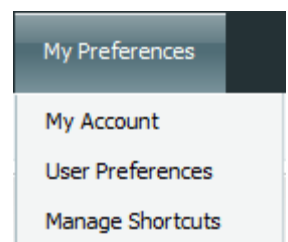
Site Admin Menu

This is where you change settings and preferences, both for the Admin Console and settings that affect the entire site. You can also add administration [shortcuts](#) to create shortcuts to the pages you use the most in the admin area. Everything you do in the admin area is logged and in the admin log you can see what changes have been made, when and by who.

My Preferences [not used by editors]

My Preferences Menu

Here is where you change your personal settings.



Add/Edit Content

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Now let's add some content to your site. Assuming that you already have logged in to the Admin Console, navigate to "Content/Pages". At the bottom left of the screen, click on "Add New Content". This will take you to the screen where you choose the settings for the page that you will create and type its content. There are three tabs available "Main", "Options" and "Preview".

Add New Content

The Main Tab

- Type - Start by selecting the content type of the page. For a normal page you just use the default, which is "Content".
 - *Content* -- The **content** type is simply a regular page. That is what this page you are reading is. Here you can put any content that you would put on a regular page. The layout of these types of pages are controlled by the templates. For each content page you create you must choose a template for it. If you login as admin and change the template of this page, you will see exactly how it works.
 - *External Link* -- The **External link** type is just what it sounds like, a link to another external page. This **External Link** type also shows up in the menu following the same hierarchy rules as the **content** type.
 - *Internal page Link* -- The **Internal Page link** type is just what it sounds like, a link to another Internal Page. This **Internal Page Link** type also shows up in the menu following the same hierarchy rules as the **content** type.
 - *Section Header* -- The **section header** type is used to break up menus into groupings. This is unrelated to the hierarchy, as the section headers have no associated pages with them. They are just a little bit of text to say what the next few links are in reference to.
 - *Separator* -- The **separator** type is just what it sounds like, a separator that appears on the menus. This type follows the hierarchy set in content management pages.
 - There may be more types available, depending on the modules you installed, e.g. the Guestbook type if you installed the guestbook module.
- Then you select the title for the page.
- Next select the text that will appear in the menu. The menu text can either be the same as or different from the title.
- If the page you are adding is supposed to be a child to another page, then you select the parent page among the existing pages.
- Then select what template to use for this particular page.
- And lastly, add the actual content of the page. For this you can either use a so-called WYSIWYG (What You See Is What You Get) editor or type the HTML code directly. This can be set in the "My Preferences/User Preferences".
- Finally click one of the buttons at the bottom
 - Submit -- to submit the changes and return to "Content/Pages".
 - Preview -- to preview the page without saving or leaving the editing window.
 - Cancel -- to return to "Content/Pages" without applying any of the changes you have made.
 - Apply -- The Apply button will only appear when you update the contents, not when you "Add New Content". To apply the changes you made, but still stay in the editing window press this button.

Options

- **Active:** When a page is active it is available at the frontend of the site. When it is not active it is not available but does exist in the database. This way you can temporary disable a page or activate it when it is finished.
- **Show in Menu:** This way you can make an active page appear in the menu at the frontend of the site. If this option is not checked the page is still available (e.g. through a direct link) but will not appear in the Menu.
- **Cacheable:** If you enable caching, the underlying template engine will keep a copy of your page around (on the server), so that it can render the page more quickly. If you disable caching, each request will cause the page to be assembled from its constituent parts (template, content, etc). You need to disable cache if the page has any Front End User or Custom Content tags in it. Some galleries require that the pages are not cached.
- **Target:** This is one of
 - none - Default value.
 - `_blank` - This will open the page in a new browser.
 - `_parent`
 - `_self`
 - `_top`
- **Page Alias:** This is used to generate the URL for the page.
- **Page Specific Metadata:** This field is just a big block of code that gets put in between the `<HEAD>` `</HEAD>` tags in your page (it requires the code `{metadata}` in your template!), so as the name suggests this is a good spot for metatags but, you can also put smarty tags in here or even javascript that is particular to this page. Note if you are putting in javascript you should surround it with the `{literal}` `{/literal}` tags ==> To add Metadata, surround with tags, for example: `<META NAME="description" CONTENT="Type a description of your website in here - this will appear in search engine results"> -- and -- <META NAME="Keywords" CONTENT="Type a list of keywords in here, separated by commas.">` Also read [\[Global settings\]](#)
- **Description (Title Attribute):** A short description of the page - to see this Metadata TITLE appear, you need to insert the `{description}` tag in your template
- **Tab Index:** The order the cursor will move when pressing the Tab key.
- **Access Key:**
- **Smarty data or logic that is specific to this page:**
- **Extra Page Attribute 1:**
- **Extra Page Attribute 2:**
- **Extra Page Attribute 3:**
- **Owner:** Who owns this page and can dictate editors.
- **Additional Editors:** Who can edit this page (see also: [Group Permissions](#)).

Preview

This does the same as the "Preview" button in the "Main" Tab which is showing a preview of the new created or updated content.


How to Edit a Page

When you are in "Content/Pages" in 'edit' mode (by clicking "Add New Content" or click an existing link to a page), you will see three tabs, above the first typing field. The 3 tabs are the same as described above.






The three Tabs

To edit a page of Content, an External Link, an Internal Page Link, a Section Header or Separator, do like this:

1. Navigate to "Content/Pages" in the Admin Console.
2. Click on the Page link of a page of Content, an External Link, an Internal Page Link, a Section Header or Separator (you can also click on the edit symbol at the right on each line ).
3. Edit as you wish.
4. Click Submit (which will save and redirect you to "Content/Pages") or Apply (which simply saves the changes without redirecting). If you click Preview you get to see how the changes will look, but it is only when you click Submit or Apply that the changes are saved.

Activate a Page



You can "Inactivate" or *hide* a page to visitors of your site, while still keeping the page "in the system" so that you can publish it later.

All pages with this symbol () in the *Active* column are active and thus shown to visitors of your site. To "Inactivate" a page, simply click on  in the *Active* column for the page that you'd like to "Inactivate" and the symbol will change to  and vice versa.

Sometimes you want a page to be "Active" or *accessible*, but not show up in the menu (e.g. this may happen when you only want to give someone a direct link to a page). Then click on the page that you would like to hide in the menu. Select the "Options" tab and untick "Show in Menu" and vice versa.

Reorder Pages

You can change the order that the pages are shown in the menu.

To move a page one step upwards in the page hierarchy, click on  in the *Move* column for the page that you'd like to move. Similarly, to move a page one step downwards in the page hierarchy, click on  in the *Move* column for the page that you'd like to move.

Note: You can only move a page one step at a time. All pages that are children to a parent page are shown under that parent page and can not be moved this way to another parent.

If you want to move a page to another parent use "Edit Content" and change the "Parent" to your wishes.



Note: Newer versions have a link at the top and bottom to *Reorder Pages* where you can drag and drop the pages, but you can't move them in or out from *under* the parent pages (so, only the toplevel can be dragged/dropped).

Set Default Page




The default page is the page that is shown when the visitor enters your site. It has the same role as the index.htm file in traditional web-page making. Naturally, only one page can be set as the default page.

To select a page to be the default page, click in the *Default* column for that page. You will then have to click OK in the popup dialog.

The default page is the page with the icon  in the *Default* column. All other pages have the icon .

Delete Page

Deleting a page is easy. Simply click on the delete symbol, , to the far right of the row for the page that you'd like to delete. In the popup dialog, click OK and the page is forever gone.

Note: You cannot delete a page that has children pages. Then you first need to delete all the children pages, or make them have another parent page. Also, you cannot delete the page that is the default page, until you choose another page to be the default page.



Note: You can Delete/Inactivate/Activate multiple pages in one time. Select the pages and select the appropriate action from the "With Selected" dropdown list. Press the submit button.

Meta tags required

Metadata or meta tags are required by search engines so they know how to display a website's information in the search results. Look at this snapshot, and notice the different Title Descriptions [bold text] and different Metadata Descriptions [META NAME="description"]:



Web Images Video News Maps more »

cmsmadesimple

Search

[Advanced Search](#)
[Preferences](#)

Web

Results 1 - 10 of about



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Notice the CMSMS tag {description} is the blue linked heading which appears at the start of each website search result.

The metadata description is the actual sentence or paragraph which gives a mini blurb about that particular page.

So ...?

So if you add text in the CONTENT | PAGE | OPTIONS tab, in the Description field like this:

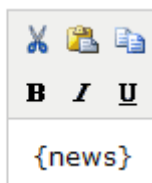
Description (title attribute):

then you will need to add the tag {description} to your templates, as well as the tag {metadata}

I hope this helps to clarify! :)

Adding News

Content:



To use the news module, add the {news} tag to your page content.



News can be added to your site automatically. As an editor, all you have to do is to navigate to "Content/News" in the Admin Console. To add a news article, click on "Add Article" or select the item you want to edit.

In the News Interface, all fields with * next to the field label are mandatory. These are the fields you can fill in:

- Title: (*) – A brief title for your news article.
- Category: (*) – Select a category for your news article. Each category can be displayed separately on your site.
- Summary: – A summary of the news article. This will display on the News summary page and also as an introduction to the news article on the News details page. You can leave this field empty. You can turn on/off the WYSIWYG editor. Turning WYSIWYG off allows you to enter plain HTML.
- Content: (*) – This is where you enter all the news details. If you don't enter anything in the Summary field, what you enter in the Content field will instead be displayed on the News summary page. Here too you can switch on/off the WYSIWYG editor.
- Extra:
- Post date: – This is the date and time when you are posting this news article (defaults to the current time, so you only need to change it if you want another date and time to be displayed)
- Status: (*) – You can write a news article without publishing it. Then select Draft here (and publish it later). To publish a news article, select "Publish" in the dropdown list.
- Use Expiration Date: – If you want the news article to only display from and/or to a certain date, then check this box. The news article will then be displayed on your page between the dates that you select in "Start Date" and "End Date".
- Start Date/End Date: You don't need to care about these dates if you haven't checked "Use Expiration Date". But if "Use Expiration Date" is checked, then select when to display the news article on your home page here.

When you have filled the mandatory fields, click Submit. If you selected "Published" as status, then your news article will immediately be published on your page when it also meets the "Start Date/End Date" parameters when the "Use Expiration Date" is checked.

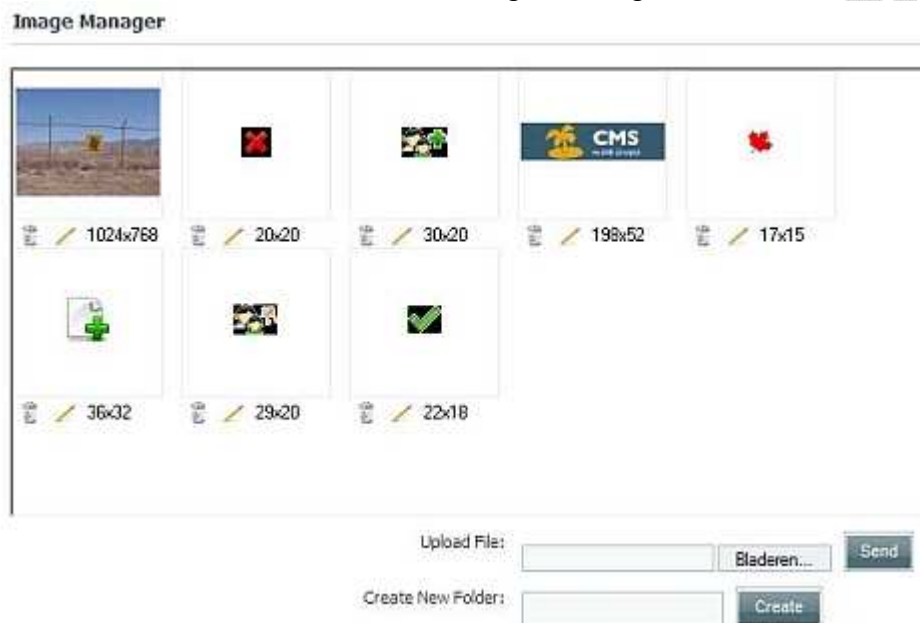
For more information on News goto ["Content/News"](#).

Image Manager

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From the Menu select "Content/Image Manager".



The Image Manager lets you upload and browse the images on your server. That is all images that are in the folder (and its sub-folders)

Add Image



To add an image, do proceed like this:

1. Browse to the folder where you would like the image to be uploaded to.
2. Click the "Browse" (the dutch "Bladeren" in this picture) button on the line where it says *Upload File*: below the image browser.
3. Browse to the image file that you would like to upload.
4. Click *Send*.


Note: You can also do a "Create New Folder" which make it easier for you to keep pictures together in folders.

Note: If you have a lot of images to upload, it is probably faster to use the File Manager. With the File Manager you can upload 5 images at a time (you can set the number in the File Manager Settings tab (max 10)). And if you really have a lot of images to upload, use FTP.

Note: The maximum size of images that can be uploaded is set in config.php (in bytes). Your server may also limit the file size that can be uploaded, which may create errors if larger files than this limit are uploaded.

Edit Image



Once you have uploaded images you can edit them by clicking on the edit icon  under each image. The image will then be shown in a popup window with a toolbar with six options.

This is what you can do:

Crop:




To crop an image, select Crop in the toolbar. Draw a box with your mouse to select what part of the image to keep. The part of the image within the rectangle is what will be kept and the greyed-out area outside it will be removed from the image. You can change the size of the rectangle by dragging the small boxes in the corners and along the sides. You can also move the part of the image to be kept by clicking in the rectangle and drag it.



When you have selected what area of the image to keep press the OK button and your image will be cropped. To cancel any changes instead press the Cancel button .

Resize:

Resizing an image is good if you'd like to reduce the file size of a large image. To resize an image, select Resize in the toolbar . To make the image smaller or bigger, drag the boxes in the corners or along the sides of the image. By default proportions are constrained. To resize an image without keeping the proportions untick the Constrain Proportions box.




You can also manually type the pixel width and height in the respective fields at the top. To confirm the resize click the OK button. Or click Cancel to leave the image unchanged.

Rotate:

To rotate an image, click Rotate in the toolbar . If you want to flip the image, select Flip Horizontally or Flip Vertically in the drop-down box Flip Image. You must click the OK button for the changes to take effect.

If you want to rotate the image, select any of the options in the drop-down box Rotate Image. Or you could type any number from 1 to 360 in the field for angle to rotate. You must click the OK button for the changes to take effect.

Measure:

You can use the measure tool  to determine the angle and to get information about the distance in pixels between two points of your image.


X and Y show the coordinates of the point where you first click (starting location). W and H show the horizontal and vertical distance respectively between imagined horizontal or vertical lines along the two points. A shows the angle (relative to the axis) and D the total distance in pixels between the two points.

Once you have made a measure you can click on rotate and the angle of the measure is selected in the rotate image field.

Marker:

By clicking on the marker tool in the toolbar  you select if the marker lines will be black or white.

Save:

Naturally, clicking Save  saves the changes you have made to the image. If you just close the window without clicking Save, the changes you have made will not be saved.

www.nmm.tn