



# c80 Content Management System

## User Manual

## Contents

Overview .....	3
Logging In .....	3
Editable Regions.....	3
Adding Content .....	3
Adding New Content.....	3
Recycling Content .....	4
The Editor.....	4
Editor Buttons .....	4
Adding Photos.....	6
Creating New Pages .....	7
Important Tips.....	7

## Overview

The c80 Content Management System was developed with the user in mind. It was made to be as easy to use as we could possibly make it and giving you the greatest control over your website. Nearly every area of your website can be made editable by the content management system and best of all, no HTML knowledge is necessary. Probably the biggest difference from many content management systems and one of the biggest benefits is that c80 is a front facing CMS. This simply means you browse the website like a user and double click to edit. NO CLUNKY BACK END!!!! Let's get started.

## Logging In

Because we don't want to allow every visitor that visits on your website to be able to edit it, the first thing that you must do is log in. To login to access the editing functions go to <http://yourdomain.com/login>

If you have successfully logged in you will be redirected to the home page and will now see editable regions of the website.



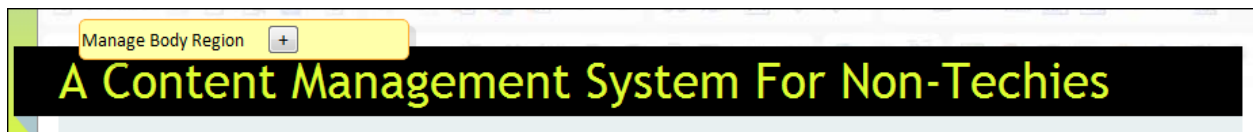
The screenshot shows a login form with a title bar that says "Login Below" in yellow text on a black background. Below the title bar, there is a "Log In" label above two input fields: "User Name:" and "Password:". Below these fields is a checkbox labeled "Remember me next time." and a "Log In" button.

## Editable Regions

Nearly every region of your website is edited separately from one another for 2 reasons.

1. Make it easier for you to only edit 1 section at a time
2. Allow you to reuse content throughout the website


An editable region will turn blue behind the content when you hover over the area and will have a title of the region you are editing as seen below.



## Adding Content

You have the ability to add a content to each editable region by clicking the + sign.

When adding new content to an area you have the option to create brand new content or recycle old content.

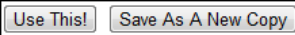


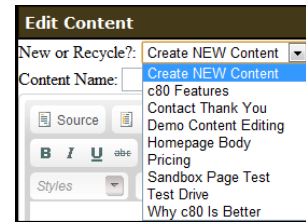
The screenshot shows a form titled "Edit Content". It has a dropdown menu labeled "New or Recycle?:" with "Create NEW Content" selected. Below the dropdown is a text input field labeled "Content Name:".

## Adding New Content

1. When adding new content to an area you must give the content a name.
2. Add your content using the editor
3. Click Save
4. Close the editor window with the red X at the top right of the editor window.

## Recycling Content

1. In the dropdown menu after clicking the + sign choose the piece of content you would like to recycle.
2. The content will be loaded automatically into the editor.
  - a. If you would like to create a new version of the same piece of content start of by giving the content a new name (**IMPORTANT**) and then click Save as a new copy 
  - b. You can now edit the new content without altering the old recycled content
  - c. If you would like to keep the content exactly as it was previously used DO NOT RENAME the content and click Use This. By choosing this option you can edit a piece of content 1 time which will automatically make the change each place it is used.



## The Editor

The content editor that c80 uses is a WYSIWYG (what you see is what you get) editor. This means you are creating and editing the content exactly as it will appear on the website. The editor will open to the size of the content piece, the only way to maintain true WYSIWYG features.

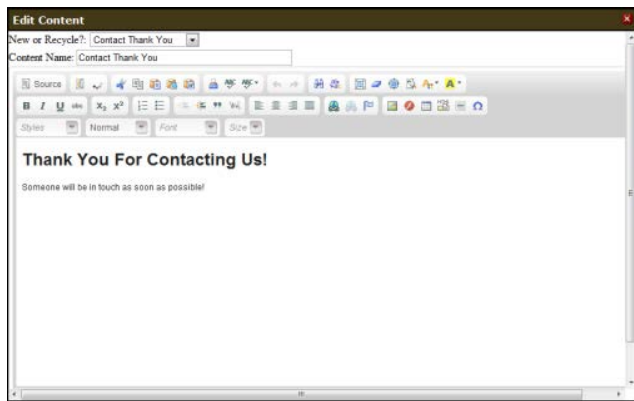


Figure 1 - Full Width Editor

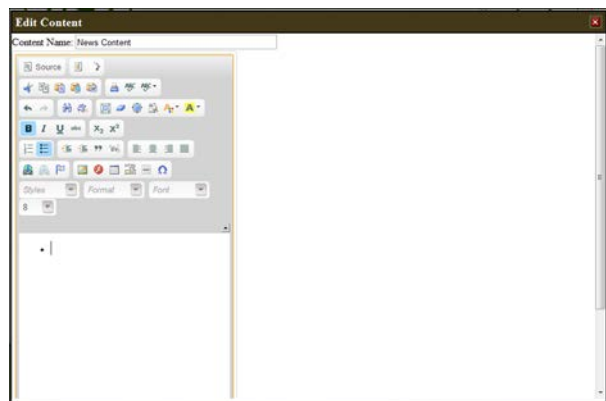
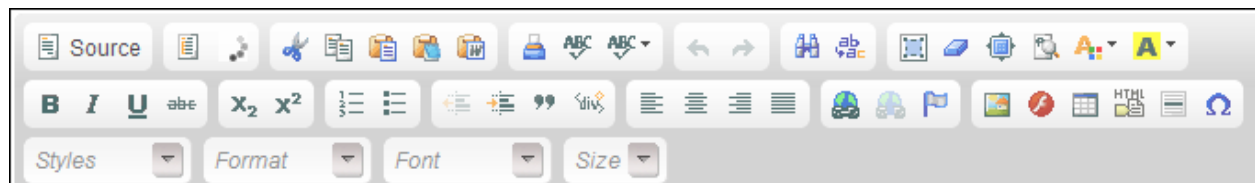


Figure 2 - 1/3 Width Editor

## Editor Buttons

When you hover over the buttons in the editor you will see a brief description. We try to keep it simple and similar to familiar word processing programs.



### Top Row from Left to Right

- Source – Allows you to view the content's HTML
- Templates – Allows you to add content templates to the content you are editing

- Highslide Javascript Slider – This button does not apply to all website, but will allow you to create a JavaScript style slider to photos.
- Cut – Allows you to cut a piece of content or a picture (Cntrl – X)
- Copy – Allows you to copy a piece of content or picture (Cntrl – C)
- Paste – Paste a piece of content of photo from your clipboard (Cntrl – V)
- Paste as Plain Text – Pastes content from another program into the content editor and removes formatting.
- Paste From Word – Use when copying content from Microsoft Word into your website
- Print – Print the current content
- Spell check – Checks spelling on your current content
- Spell Check as You Go – Will underline misspelled words as you type similar to Word
- Undo – Undo your last action (Cntrl – Z)
- Redo – Redo your last action
- Find – Search for a word inside your content
- Replace – Replace word or words throughout the current content
- Select All – Selects all of the current content
- Erase Formatting – Erases the formatting of the selected content
- Minimize/Maximize – Changes the size of the editor
- Show Blocks – Will show what HTML element a piece of content is; for example <p> for paragraph, <h1> for Heading 1, etc.
- Change Font Color – Changes the selected font color
- Change Font Background Color – Changes the background color of the selected font

### *Second Row from Left to Right*

- Bold – Bolds the selected content (Cntrl – B)
- Italic – Italicizes the selected content (Cntrl – I)
- Underline – Underlines the selected content (Cntrl – U)
- Strikethrough – Puts a line through the selected content
- Subscript – Adds a subscript character to your text to the right and below
- Superscript – Adds a superscript character to your text to the right and above
- Numbered List – Create a sequential numbered list
- Bullets – Create a bulleted list
- Decrease Indent – Decreases the indent at the point of your cursor
  - Works with bulleted lists and numbered lists
- Increase Indent – Increases the indent at the point of your cursor
  - Works with bulleted lists and numbered lists
- Block Quote – Format a paragraph as a quote
- Div – Create a div within your content (Requires some HTML Knowledge)
- Left Align – Aligns content and/or photos left
- Center Align – Aligns content and/or photos center
- Right Align – Right aligns content and/or photos

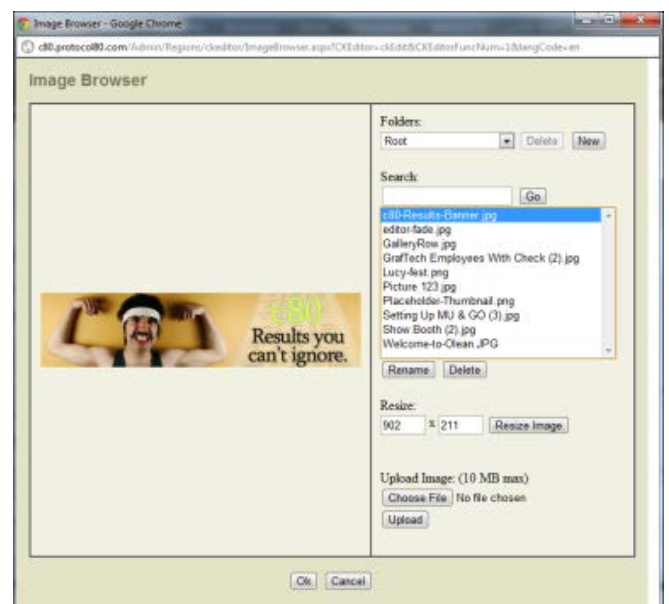
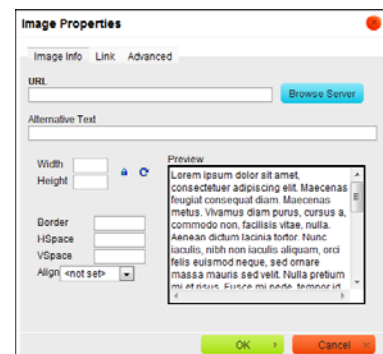
- Block justify – Block formats your text
- Hyperlink – Create a link to a website, file, anchor or email
- Unlink – Remove the selected link
- Anchor – Create an anchor tag used for linking purposes
- Image – Upload an image file to be placed in content
- Flash – Insert a flash file to be used in the content
- Table – Insert a table to be used in the content
- HTML – Past HTML code to embed into the content, for example a YouTube video embed code
- Horizontal Line – Add a horizontal line to your content
- Special Characters – Find and add special characters to your content

### Third Row from Left to Right

- Styles – Change the style of selected content
- Format Dropdown – Change a selected piece of content to a Header such as Heading 1 or heading 2 or change the content to normal paragraph content.
- Font – Change the font
- Size – Change the font size of the selected content

## Adding Photos

1. Choose the image button in your web editor to get the image editor window
2. Click the browse server button
3. If uploading a picture from your computer click the choose file button and browse your computer for the photo
4. After you have chosen the file click upload
  - a. You can upload photos into various folders on your server
  - b. You can adjust the size using the resize boxes (pixels)
5. When the picture you want to insert appears in the image browser, click OK.
6. You will be returned to the image properties window where you can change the size, add blank space beside or above the photo, add a border, align the photo and add alternative text



## Creating New Pages

If you have c80 Pro you will be able to create pages as you need to without contacting us. To do this click the “Pages” link in the top grey bar if you are logged in.

Pages Content Business Sites Templates WEBSITE LOG OUT

1. Ensure the second dropdown says “Create New Page”
2. Choose the appropriate template for the page you are creating. Most people have at least a home page template and subpage template.
3. Name your new page. It must start with / and should end with .aspx and will not contain any spaces. Use a – or \_ in place of a space. Example: */Page/Test-Page.aspx*
4. Add a page title – Appears at the top of browsers and is read by search engines (Should be less than 70 characters)
5. Meta Description – Shows in search engine results as a sentence below the title. (Should be sentence-like, have a call to action, and be 150 characters or less)
6. Meta Keywords – Add a few focus keywords for the page you are creating. (Optional)
7. Goal – Each page you create should have a goal. This comes in handy when referencing the pages in the future.
8. If you are an administrator, choose the roles than can edit the page.
9. Click Save – You will be directed to the page you created. From here you will start adding various elements of your website such as the header, footer, navigation etc. using the + sign.

## Important Tips

- You can remove content from a page without entirely removing the content from the server. Ensure that you are not removing content that is used in other locations
- If you paste content into the editor that has been preformatted and you do not paste as plain text formatting may not be consistent with the rest of the website.
- If you do not save your content periodically or allow the CMS to time out, you will automatically be logged out of the system.
- Generally text should be aligned right and images aligned either left or right unless it is a large image which can be center aligned.
- Avoid changing colors and fonts as it makes a mess of the HTML code. Most of your font styles can be handled using Heading 1, Heading 2, Heading 3, bulleted lists, etc. These are defined during the initial project.