

Quick Start Guide for Using Customer Paradigm's pageDirector

Introduction:

Customer Paradigm's PageDirector is a full-featured Content Management System (CMS), easy-to-use way for both novice and experienced users to update pages on a website.

- Changes made the site via CMS are instantly available to users on the web
- The website layout is defined in a pre-defined template, and the CMS is designed to give users the ability to edit sections of the site, including the navigation.
- Admin users have full access to all sections of the site; medium-access users can be limited only to certain pages or areas of the site. Customer Paradigm or another qualified php-programmer can modify or add a template to the system.

Recommended Platform: The system will work on all browsers and computers, but Windows 2000 or XP and Internet Explorer is recommended for the HTML editor. Non-Windows-based users may not be able to use all of the HTML editor features.

Important Note: Please note that if you delete or modify pages or images from the system, most of these changes are not able to be recovered. Please be careful when deleting pages, content or images. Customer Paradigm can create backup copies of the database and website upon request, but deleted content cannot be recovered.

1: Manage Users:

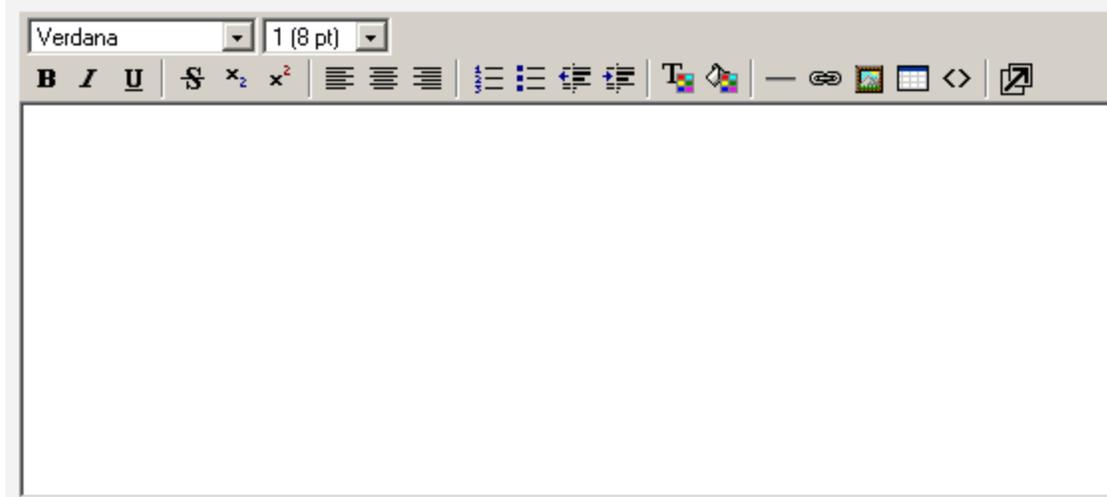
- The 'Manage Users' section of CMS allows an admin user to add a new user, edit an existing user, or delete a user from the system
- To add a new user, use the 'Add User' link, and create a username and password, and grant the appropriate access.
 - Admin users have full access to the system, and can manage links, top pages, and delete pages
 - Medium Access users can only manage certain pages in the site.
 - If a new page is added to the system, a medium access user will not have access to the page, unless the admin adds this page to their profile, unless:
 - If a new page or subpages are added by the medium access user, then they will have access to those pages
 - The Admin can grant access to delete pages or add new top level pages to the site.

2: Add New Top Page:

- **A top level page is one that will appear in the navigational structure of the site. (More on how you can set this later). A subpage, by contrast, is a page that adds more information to a top level page.**
 - For example, an 'About Us' page is usually a top-level page.



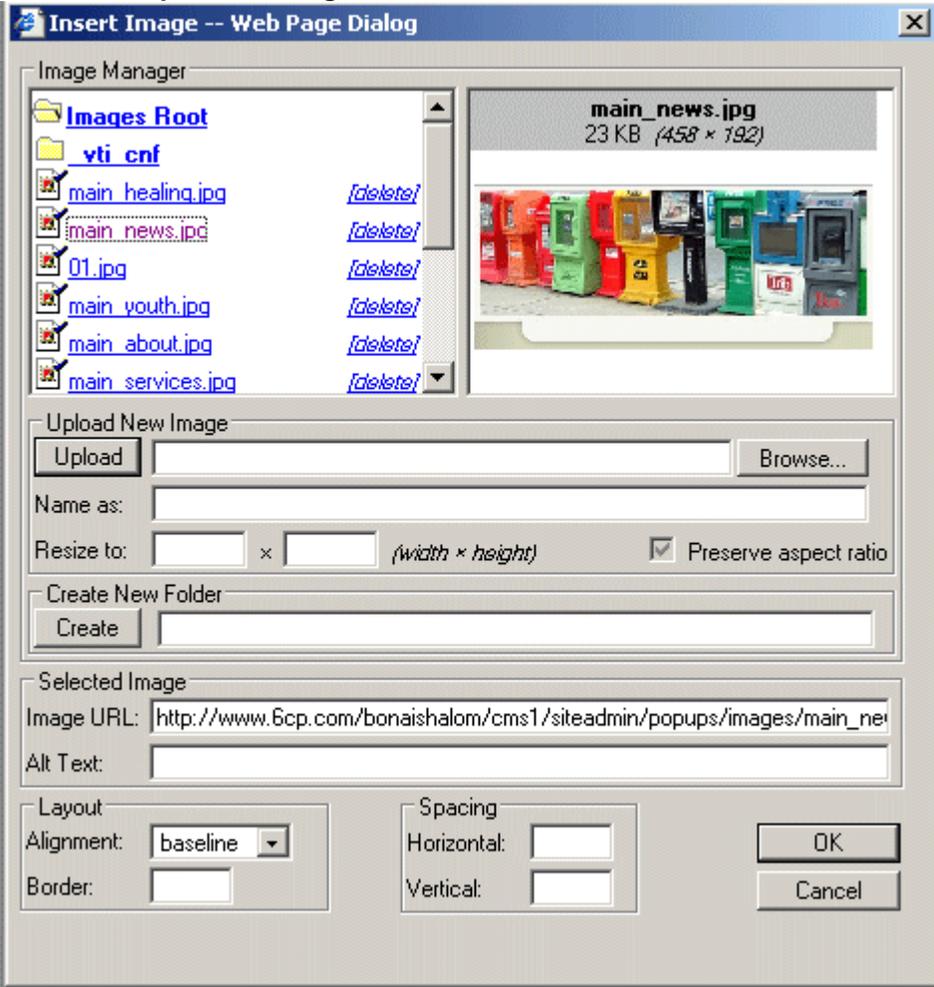
- Additional information about the organization that doesn't need to go on the 'About Us' page could be listed in a sub-page.
- To add a new top-level page, first select the template that you want to use.
 - In many cases, you will only be able to select from one template, unless your site uses multiple templates.
 - Give the page a 'Navigation link name'. This is how it will appear in the top, left, right or bottom navigation.
 - Please keep the name as short as possible, so that the words fit into the template.
 - 'About Us' is good. 'About Customer Paradigm' is okay, but may not fit properly. 'About Customer Paradigm – a Boulder, CO website development company' is not good.
 - Give the page a 'Page Title':
 - The page title appears in the upper left hand corner of the browser.
 - This is something that Google and other search engines use in their search criteria, so please use a page title that describes the page.
 - 'About Us' for a page title is okay, but 'About Customer Paradigm, a Boulder, Colorado web development and custom programming firm' will perform much better in search engine results.
 - Use the HTML editor to add / edit content on the site:

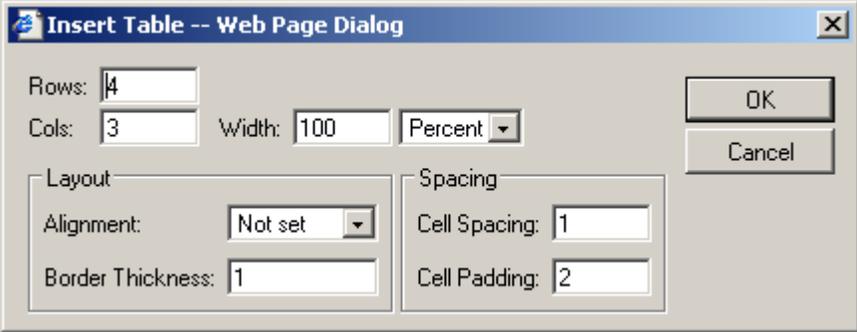


The HTML editor features:

	<p>Use this to change the font and select the size of the font. The amount of fonts available is limited, so that users on all different computers can see the fonts properly.</p>
	<p>B = Bold; I = Italics; U = Underline; S = Strikethrough; $X_2 = \text{subscript}; X^2 = \text{superscript};$</p>
	<p>Left, Center or Right Justify text</p>
	<p>Add a numbered list, bulleted list, or indent a paragraph to the left or right.</p>
	<p>Changes the font color.</p>
	<p>Changes the background color.</p>



	<p>Adds a horizontal rule or line to the copy.</p>
	<p>Use this to add a link to another website. If you want to add a link to another page in the website, use the Create a link to another page in the site: Click Here to find the link to another page in the website.</p>
	<p>Use this to upload an image to the site.</p>  <ul style="list-style-type: none"> • To insert a photo that has already been uploaded to the site, simply click on the image name in the list, under image manger, and then select 'OK' at the bottom right. <ul style="list-style-type: none"> ○ To align the photo, use the 'Alignment' dropdown to align a photo left, right, or other ways ○ To create a black border around a photo, insert the number of pixels you want to have for a border (i.e. '5') ○ To create horizontal white space around an image, please insert the number of pixels you want to have on the left and right sides (i.e. '5') in the 'Horizontal' box. ○ To create vertical white space around an image, please insert the number of pixels you want to have on the top and bottom sides (i.e. '5') in the 'Vertical' box.

	<ul style="list-style-type: none"> • To upload a new photo to the server: <ul style="list-style-type: none"> ○ Use the 'Browse' button to find the image on your computer's hard drive. ○ 'Click 'Upload' to upload the photo to the server. • If you want to create a new image folder (to better organize your images on the server), you can do so with the 'Create New Folder' function. • Notes: <ul style="list-style-type: none"> ○ If you delete a photo from the system, it is permanently deleted and cannot be recovered. ○ If you wish to resize the image to make it smaller (so that it fits better on a page), enter the width (the height will be set automatically in order to preserve the aspect ratio. You will also need to set an image name. ○ The photo might be in a different folder on the server; you may need to click on different folders to find an image. ○
	<p>Create table. Use this function to insert a table with different rows and columns to display information:</p>  <ul style="list-style-type: none"> • Width can be set to a percent of the screen, or a fixed amount in pixels. • The table can be aligned left, right, or many other ways • Border Thickness: to create an invisible border, set this to '0' • Cell Spacing and Padding can be added to keep text and images spaced apart properly.
	<p>HTML Code view. Use this to edit the HTML directly:</p> <pre></pre>
	<p>Full-screen view. Click this button to expand the size of the editor so that you have more room to work with. To exit, click the minimize editor button (on the right), and then make sure that you save your changes.</p>
<p>Add Page / Save Changes (Important!)</p>	<p>Before the changes are complete, you must click on a button at the bottom of the page to save your changes.</p> <ul style="list-style-type: none"> • Once you have saved your change, it is instantly available to people visiting the website. • To view the updated page, simply visit the website. You may need to hit the 'Refresh' button to re-load the page.

3: Manage Pages:

- To manage pages, you can view the list of pages, and:
 - Add a subpage
 - Edit an existing page
 - Delete a page
- Add Subpage:
 - Adding a sub-page allows you to create additional pages that are located 'below' a main top-level page. Sub-pages do not appear in the navigation of the site, and must be linked to from other pages.
 - Select a template, and create the sub-page by adding a navigational link name, page title and contents.
- Editing an Existing Page:
 - To edit an existing page, simply click 'edit' next to the page you wish to modify.
 - Please note that any changes that you make to a page are instantly available to visitors of the website.
- Delete a page:
 - Note: Depending on your level of access, you may not be able to delete pages
 - Deleted pages cannot be recovered.

4: Manage Links

- To manage the navigational links in the site, you can choose four areas:
 - Set as Top Links
 - Set as Bottom Links
 - Set as Left Links
 - Set as Right Links
- Depending on the template that was built for your website, you may only have a top and bottom navigation, or you may have access to all of them.
- In order to set links, you can select from all of the top-level page names on the left side of the system:

The screenshot shows a web interface for managing links. It features two main columns of text. The left column is titled "— CURRENT ORDER—" and lists the following page names: Home, Rabbi's Corner, Awesome Days of Awe, Healing Services, In The News, Image Gallery, Youth Groups, Board & Committees, Directions, Contact, and Gift Shop. The right column is titled "— SET POSITION—" and lists: About, Calendar, School, and Services. Between these two columns are two buttons: a right-pointing arrow (>) and a left-pointing arrow (<). At the bottom of the interface are two buttons: "Reset" and "Submit".

- If you want to add a link to the top navigation, for example, select the name of the link (i.e. 'Gift Shop'), and use the '>' to bring it over to the right side (live side).
- In order to re-arrange links, you may need to move a link over to the non-live, left side using the '<' key, and then re-add it to the live side using the '>' key.
- Press 'Submit' to save your changes. Press 'Reset' to cancel the changes.

5: Manage Events:

- Events are items that are listed on each page of the site (according to the website template).
- You can:
 - Add New Events
 - To add a new event, click 'Add New Event', and select a template.
 - Event Link Name: The short title of the event
 - Short Description: This is the short description that is listed on the pages of the website.
 - Description: This is the main information about the event, and will appear as a new page on the site. You can add more information, photographs, etc.
 - Change the Order of Event Listings
 - Use the system to re-arrange the order of event listings.
 - Or modify or delete existing events:
 - To modify an event list, simply click on 'Edit'
 - To delete an event, click 'delete'. Once an event has been deleted, it cannot be recovered.

**Questions? Need to help?
Call: 303.473.4400 today.**

