



CMS Made Simple Admin system documentation

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Topic A: CMS Documentation

By using the Content Management System (CMS), you can manage all of the pages on your site and upload images to your gallery. It is your primary site management tool.

Logging in to the CMS

To make changes to your web site, you must log in. This prevents unauthorized persons from making changes to your web site.



Log in to the CMS

	What you do	Explanation
	1. Visit http://your_web_site.com/admin/	
	2. Enter your user name and password	(Your user name and password were provided to you separately from this documentation.)
	3. Click Submit	
	4. When you're done, log out by clicking Logout at the top.	



Edit an existing page

You can edit the contents of any existing web page by using the CMS. You can enter text and format it using word processor-like buttons. You can also upload images and post them on your pages using the CMS's tools.



Edit an existing page

You must be logged in to the CMS to perform these steps.

What you do	Explanation
1. From the Content menu, choose Pages	
2. Click the title of the page to edit	(Or, next to the page, click )
3. Enter the new text and format as needed	
4. Click the buttons at the bottom of the page:	<ul style="list-style-type: none">• Submit -- to save your changes and return to list of pages• Cancel -- to return to the list of pages without saving your changes• Apply -- to apply the changes you made, but still stay in the editing window

Adding a new page

You can add new pages to your web site at any time using the CMS. You will need to consider the following factors before creating a page:

- Plan the contents of the page before creating it: decide on a title (shows up in the browser's title bar and perhaps on the page itself), the menu text (the words that show up on your site's menu), and the page contents.
- Decide where in the menu hierarchy your page will appear. Top-level pages get their own menu entry at the top level and can have sub-pages that show up beneath them in a drop-down or fly-out menu. For a sub-page, you will need to select the parent page—the higher level page within the menu hierarchy.
- Optionally, you can control whether the page shows in the menu (there's a checkbox to turn that off) as well as the page's alias. The alias defaults to the page's title, with spaces replaced by hyphens. You can set your own alias. An alias is used in two ways: on Windows hosting, pages have an address like `http://yoursite.com/index.php?page=alias`. On Linux hosting, the alias is "faked out" to be the file name, so, `http://yoursite.com/alias.html`.



Adding a new page

What you do	Explanation
1. From the Content menu, choose Pages	
2. Above the list of current pages, click Add New Content	(This link also appears below the list of existing pages.)
3. In the Page Title box, enter a page title	This is the page's title that appears in a browser's title bar.
4. In the Menu Text box, enter a menu title	This is the text that will appear in your site's navigation menu.
5. From the list, select a parent for this page	If your new page is to be a main-menu item, leave this as None. If it's supposed to appear under another menu choice as a submenu item, choose that page from this list.
6. Select a template, if appropriate:	You might have separate templates for your home page design and for the rest of your "body" pages. Or, you might have a single template. In general, you can leave this option alone.
7. Enter the page's text and format it using the toolbar buttons	
8. (Optional) Enter text in the Sidebar box	This text will appear in your web site's side bar (either left or right column depending on your site's template).
9. If you don't want this page to be listed in your web site's navigation menus, clear the Show In Menu box	Doing so would create a hidden page.
10. At the bottom (or top) of the page, click Submit or one of other buttons:	<ul style="list-style-type: none">• Submit -- to save your changes and return to Content » Pages• Cancel -- to return to Content » Pages

without applying any of the changes you have made (your page will not be saved)

11. (Optional) After creating a page, you can move it up in the list of pages, making it show up earlier / higher in the menu structure. Click the up or down arrow to move the page up or down

Changing the order in this list changes the order your page will appear in the menus.

Deleting a page

You can delete a page from your web site, subject to these considerations:

- There is no undo. Once deleted, a page is gone and can't be recovered.
- Deleting a parent page deletes all pages under it. To delete a parent page without deleting its subordinate pages, you must first edit each of the sub-pages and set a new page in the Parent list.



⚠ There is no undo. Once deleted, a page is gone.

Deleting a page from your site

What you do

Explanation

1. From the Content menu, choose Pages

2. Next to the page you want to delete, click 

(Or, check the box and below the list of pages, from the With Selected list, select Delete and click Submit.)

3. Click Yes

To confirm that you want to delete the page. The page is immediately deleted from your web site. It is removed from the menus and is complete inaccessible to all visitors.

Managing images

What's a web site without pictures? You can use the CMS to add images to your web pages or to add them to your gallery. Adding images to your web pages is a two step process: you must first upload the image files to your web site, then you can add them to your page.

Images must be in the JPG (also called JPEG), GIF, or PNG file formats to work on the web. BMP, PSD, and other image file formats are not displayable by most web browsers and will appear as "broken images" on your web pages.

Before uploading images, you should resize them to dimensions that are appropriate for the web. Most modern digital cameras take pictures thousands of pixels wide and tall. Yet most computer screens are 1024 pixels wide by 768 pixels tall. If your camera takes 2 megapixel (MP) images, small by modern standards, the picture would be roughly 1920x1200 — that's twice as wide and almost twice as tall as most computer screens. Obviously, such a picture won't fit well on your web site.

You will need to resize the picture down considerably. How small? That depends. Look at your web site on your computer...would the picture fill a quarter of your screen and page? an eighth? A quarter-screen image would be no more than 500 pixels by 400 pixels. Most likely you'll need your images even smaller.

You will need a program like Photoshop Elements, Photoshop Album, or Google Picasa. Many e-mail programs will automatically resize images to an appropriate size. So, you could e-mail the photos to yourself to get them to the proper dimensions. There are even web sites that will do the resizing for you (such as www.picresize.com).



Uploading an image

What you do

Explanation


1. From the Content menu, choose Image Manager	
2. If appropriate, click a folder icon	You can organize your images into folders to make them easier to manage. Once you click a folder icon, any images you upload will be stored in that folder.
3. Next to Upload File, click Browse	
4. Locate the file on your computer that you want to upload and click Open	
5. Click Send	To upload the image. Once that's done, a thumbnail version of the image will be shown, along with its dimensions, in the Image Manager screen

Deleting an image

Use care when deleting an image. If it is used by any of the web pages on your site and you delete it, that page will show a “broken image” icon in place of the image.



Deleting an image

What you do	Explanation
1. From the Content menu, choose Image Manager	
2. If appropriate, click a folder icon	
3. Beneath the image to be deleted, click 	
4. Click OK	The image file is deleted.

Manipulating an image





You can use the Image Manager to modify your JPEG and PNG images. For example, you can measure, resize, rotate, and crop your images. When you're done, your edited version is saved as a copy of the original image.

You cannot modify GIF images using the Image Manager. Doing so will result in an all black image file. This is due to patent restrictions imposed on the GIF image file format. The CMS software cannot legally create GIF files without paying patent license fees.



Modifying an image with the Image Manager

You can modify only JPG and PNG images using these steps

What you do	Explanation
1. From the Content menu, choose Image Manager	
2. If appropriate, click a folder icon	
3. Beneath the image, click 	A new window is opened, which contains image editing buttons and shows the image you are manipulating.
2. On the left, click the button for the action you want to perform:	 - Crop an image (cut out unwanted portions)
	 - Resize an image (enlarge or reduce)
	 - Rotate an image (flip, rotate, etc.)



- Measure an image's dimensions



- Marker color (change color of outlines displayed during other operations)



- Save your changes

Cropping an image:

- A. Click Crop
 - B. Click in the image and drag to enclose the portion of the picture you want to keep
 - C. Click the green checkmark (OK) button
 - D. Click Save and green checkmark
 - E. Close pop-up window
 - F. Choose Content, Image Manager to refresh the view
-

Resizing an image:

- A. Click Resize
- B. Drag the handles around the picture to enlarge or reduce its size
- C. Click Save and green checkmark
- D. Close pop-up window
- E. Choose Content, Image Manager

(During a resize operation, the image's dimensions are displayed in the boxes at the top of the window.)

Rotate an image:

- A. Click Rotate
 - B. Either from the Flip Image list, choose Flip Vertical or Flip Horizontal; or, from the Rotate Image list, choose the direction and amount to rotate the image
 - C. Click Save and green checkmark
 - D. Close pop-up window
 - E. Choose Content, Image Manager
-

Topic B: E-mail applications and settings

You can use your favorite e-mail application to send and receive messages. To do so, you must configure the application with a few basic details.

Incoming (POP) mail server

Your incoming mail server is **mail.yourdomain.com**

Outgoing (SMTP) mail server

Your outgoing mail server is **mail.yourdomain.com**

Note: Most residential Internet service providers prevent you from using outgoing mail servers other than their own. They do so under the pretext that it will keep people from sending out spam via their systems. If your ISP requires you to use their outgoing mail server, use the address they provide instead of the one listed above.

You can bypass this ISP restriction by setting a custom mail port number. A port number is part of an Internet address that in most cases you can omit (the default values are used behind the scenes). The default port number for outgoing mail is 25 and most ISPs block traffic over port 25 as a way to require you to use their outgoing mail server. Instead, our system support outgoing mail over port 587, which most ISPs don't block.

User name and security

You will need to enter your user account name when configuring your e-mail application. Your user account name is your full e-mail address, including the domain part. For example, you might use your_name@YourDomain.com as your account name.

Microsoft Outlook Express

The following steps describe how to configure Outlook Express version 6 for sending and receiving mail. If you're using a different version, contact Skypanther support for information on how to configure your e-mail application.



Configuring Outlook Express 6 for sending and receiving e-mail

What you do

Explanation

1. Open Outlook Express

2. Choose Tools, Accounts

3. Click Add and then choose Mail...

4. Type your name as you want it to appear in your return address

For example, you might enter Jane Doe.

Click Next

5. Enter your e-mail address

Click Next

6. From the My Incoming Mail Server Is A ... list, choose POP3

7. Enter your incoming mail server's address, e.g. mail.YourDomain.com	(Make sure to enter your real mail server name.)
8. Enter your outgoing mail server's address, e.g. mail.YourDomain.com	(Make sure to enter your real mail server name.)
9. Enter your account name	This is your full e-mail address.
10. Enter your password	
(Optional) Uncheck the Remember password checkbox	If you want to be prompted for your password each time you check mail. We recommend you uncheck this box.
11. Click Next and then click Finish	
12. In the list of mail accounts, select your new account	
Click Properties	
12. Click on the Advanced tab	Your application is now set up. Try checking your mail to confirm that you have successfully configured your e-mail application.
In the Outgoing Mail (SMTP) box, enter 587	
Click OK	

Mozilla Thunderbird



Configuring Thunderbird for sending and receiving e-mail

What you do	Explanation
1. Open Thunderbird	
2. Choose Tools, Account Settings	
3. Click Add Account...	
Click Next	
4. Type your name as you want it to appear in your return address	For example, you might enter Jane Doe.
5. Enter your e-mail address	
Click Next	
6. In the box, enter mail.YourDomain.com	(Make sure to enter your real mail server name.)

- | | |
|--|---|
| 7. In both the Incoming and Outgoing User name boxes, enter your e-mail address | Your e-mail address is your user name. |
| Click Next | |
| 8. Enter an account name | This is a name that will be used within Thunderbird to identify your account. |
| Click Next | |
| 9. Click Finish | |
| 10. On the left, scroll down and select Outgoing Server (SMTP) Settings.. | |
| 11. If this value is already configured with your ISP's mail server address, you can leave it as is. | |
| Alternatively, enter mail.YourDomain.com in the Server Name box and 587 in the Port box | (Make sure to enter your real mail server name.) |
| 12. Click OK | |

Eudora



Configuring Eudora for sending and receiving e-mail

What you do	Explanation
1. Open Eudora	
2. Choose Tools, Options	
3. Type your name as you want it to appear in your return address	In the Real name box. For example, you might enter Jane Doe.
4. Enter your e-mail address	In the Return address box
5. Enter mail.YourDomain.com	In the Mail server (Incoming) box. (Make sure to enter your real mail server name.)
6. Enter your e-mail address	In the Login Name box.
7. Enter mail.YourDomain.com	In the SMTP server (Outgoing) box. (Make sure to enter your real mail server name.)
8. On the left, scroll down and select Ports and Protocols	
9. In the SMTP Port box, enter 587	
10. Click OK	

Web mail

You can access your mail using a web browser. This is useful when you're traveling or otherwise not at your regular PC. You can use web mail to send and receive messages. However, you will not be able to access your e-mail application's address book when you're using web mail.



To access your e-mail by using your web browser

What you do	Explanation
1. Open your web browser	
2. Visit http://mail.yourdomain.com	There's no www in this URL.
3. Click a web mail application	You can choose between Horde, DWMail, and SquirrelMail. All three provide just about the same functionality. Which you choose is entirely up to you. DWMail is perhaps the easiest to use.
4. Enter your e-mail address	Your user name is your full e-mail address.
5. Enter your password	This is the same password you would use when configuring Outlook or other e-mail application.
6. Click Login (or Submit)	

Changing your password

You can change your email password by using the web mail client. You will need to know your old password to set a new password.



Changing your e-mail password with your web browser

What you do	Explanation
1. Open your web browser	
2. Visit http://mail.yourdomain.com	There's no www in this URL.
3. Click Change your POP3 password	
4. Enter your e-mail address	Make sure to enter the full address, including the @YourDomain.com part.
5. Enter your old password	
6. Enter your desired password in both the Password and Confirm Password boxes	This will be your new password. You must enter it twice to prevent typos.
7. Click Change	