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Logging In

To login to your website administration area know as 'Pod' open your web browser and navigate to your website. In the address bar add '?admin' to the end of your domain e.g.

<http://www.yourdomain.co.nz/?admin>.

This will invoke the Pod login. Enter your username and password to enter the administration area of your website.

You will see your website with a new menu bar at the top of the browser window. Each of these tabs allows you to administer a different section of your website.

Adding Pages

Click on [ADD PAGE](#) to open the page creation window:

From here you can create a single page, or multiple pages at once. A single page will display several options and allows for a more detailed setup, while creating multiple pages will create a site structure and is useful when starting a new site or a new section to your website.

Create Single Page

Menu Name: Enter the name that you'd like to be displayed on your website navigation for this page. Make this name unique.

Page Under: This allows you to specify where on your website you would like this page to reside. You may want a news update to be a page under news.

Page Type: Depending on your website you may have special types of pages, eg. general web page, news, members. Most of the time the 'general' will be the option needed as this is used for most web pages.

Publish Status: There are three options available here, 'publish', 'hidden' and 'members only'.

- Publish makes the page available on the website.
- Hidden makes the page only viewable when you're logged to [Pod](#).
- Members only would be selected for a page that you are adding that goes behind a login.

On Menu: Select yes or no to add this page to the website navigation.

Template: Select the template that best suits the page.

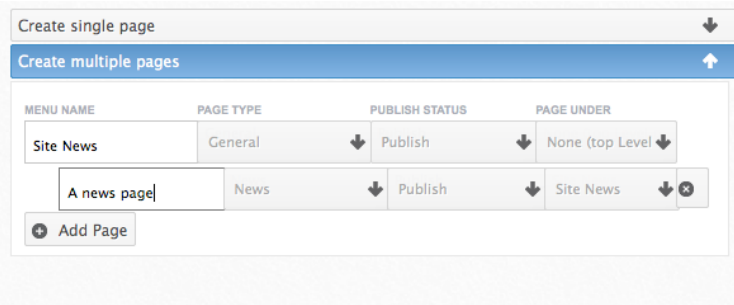
If the page is a news or case studies page, there may be a special template available to make the page display content correctly.

Page Form: If your page has special or custom input requirements you may need to specify a page form, otherwise you should select the default option 'NONE (standard)'.

Page Output Template: If your page has a custom layout then you may need to specify an output template. Otherwise you should select the default option 'NONE (standard)'.

Adding Multiple Pages

Multiple pages allow sub pages to be created, these pages will be indented to indicate they are sub pages:



The screenshot shows a web interface for creating multiple pages. At the top, there are two buttons: 'Create single page' and 'Create multiple pages'. The 'Create multiple pages' button is highlighted in blue. Below these buttons is a table with four columns: 'MENU NAME', 'PAGE TYPE', 'PUBLISH STATUS', and 'PAGE UNDER'. The first row of the table has the following values: 'Site News' in the 'MENU NAME' column, 'General' in the 'PAGE TYPE' column, 'Publish' in the 'PUBLISH STATUS' column, and 'None (top Level)' in the 'PAGE UNDER' column. The second row has the following values: 'A news page' in the 'MENU NAME' column, 'News' in the 'PAGE TYPE' column, 'Publish' in the 'PUBLISH STATUS' column, and 'Site News' in the 'PAGE UNDER' column. Below the table is an 'Add Page' button.

MENU NAME	PAGE TYPE	PUBLISH STATUS	PAGE UNDER
Site News	General	Publish	None (top Level)
A news page	News	Publish	Site News

Add Page

Menu Name: enter the name you'd like displayed on your website navigation for this page. Make this name unique.

Page Type: Depending on your website you may have special types of pages, eg. general web page, news, members. Most of the time the 'general' will be the option as this is used for web most pages.

Publish Status: There are three options available here: 'publish' , 'hidden' and 'members only'.

Page Under: This allows you to specify where on your website you would like this page to reside. You may want a news update to be a page under news.

Page Content

All your website content can be accessed from the page content tab.

Click on page content to open the page content window.

The screenshot shows a web application interface with a top navigation bar containing tabs: PAGE CONTENT (selected), MENU, ASSETS, ADD PAGE, and SKETCH SETTINGS. On the right of the top bar are the user name 'Kevin' and a LOGOUT button. Below the navigation bar is a sub-header with 'Page content' and 'SEO settings' tabs, and an 'Assets' button on the right. The main content area is titled 'Page Settings' and contains a form with the following fields:

PAGE NAME	PAGE URL	LAST UPDATED BY	DATE UPDATED
Home	http://localhost/sketch/index.php/index/	SKETCH	Thu 8 Jan 2015, 12:49:36

Page Settings	
PAGE TITLE SKETCH	PAGE TYPE General
PAGE PUBLISH DATE 08-05-2011 Calendar	TEMPLATE None (standard)
PAGE EXPIRY dd-mm-yyyy Calendar	PAGE FORM None (standard)
CACHE PAGE No	PAGE OUTPUT None (standard)
PAGE STATUS Published	

Below the form is a 'Page Main Content' field. On the right side of the form is a 'Page Editing instructions' box with the following text:

Page Settings :
This is where you can adjust page privacy and the page type and template settings.
Page Main Content :
This is the main content to appear on the page - edit as needed.

At the bottom of the window are two buttons: 'Cancel & Close Editor' and 'Save changes'. The bottom right corner shows 'SKETCH © 2007-2011'.

Page Settings

Page Title: This is the title that appears in the title tab of the browser window.

Page Publish Date: The date the page was published. (A future date here stops public viewing of the page until that date.)

Page Expiry: If this is set and the expiry date has passed, the page will not be available on the menu or live on the website.

Cache Page: This setting allows the current page to be saved in the cache (a page saved in a browser for fast access). Typically, the 'No' option is applicable.

Page Status: There are three options available here: 'publish', 'hidden' and 'members only'.

- Publish makes the page available on the website.
- Hidden makes the page only viewable when you are logged in in to Pod.
- Members only would be selected for a page that you are adding that goes behind a login.

Page Type: Depending on your website you may have special types of pages, eg. general web page, news, members. Most of the time the 'general' will be the option as this is used for most web pages.

Template: Select the template that best suits the page. If the page is a news or case studies page, there may be a special template available to make the page display content correctly.

Page Form: If your page has custom input requirements you may need to specify a page form. Otherwise you should select the default option 'NONE (standard)'.

Page Output Template: If your page has a custom layout then you may need to specify an output template. Otherwise you should select the default option 'NONE (standard)'.

Page Content

This can vary depending on the page form selected, but typically this consists of fields where you enter content to display on the page:

The screenshot shows the Sketch CMS page editor. At the top is a navigation bar with tabs: PAGE CONTENT (selected), MENU, ASSETS, ADD PAGE, and SKETCH SETTINGS. On the right of the navigation bar are links for Kevin and LOGOUT. Below the navigation bar is a sub-header with 'Page content' and 'SEO settings'. The main editing area is divided into two columns. The left column contains a 'Page Settings' section with a dropdown menu showing 'Page Main Content'. Below this are three text input fields: 'MAIN HEADING' (containing 'Sketch Start'), 'LEAD PARAGRAPH' (empty), and 'MAIN CONTENT' (with a rich text editor toolbar and a 'Paragraph' dropdown). At the bottom of the left column is a 'Path: p' field. The right column contains a 'Page Editing instructions' box with text about page settings and main content. At the bottom of the editor are two buttons: 'Cancel & Close Editor' and 'Save changes'. The footer shows 'SKETCH © 2007-2011'.

- Enter content into the fields to display on the page.
- Use the text editor to edit content on the page.

Special page types may have differing options but typically you'll be adding text and images here.

When finished editing content: Click 'Save Change' to commit the changes to the database. Click 'Preview Changes' to view how those changes affect the page. If you're happy with your page content click the 'Make changes live' button to update the page. Your changes are never viewable until 'Make Changes Live' has been clicked.

For more information on page editing view the short video here:

Editing Pages:

<http://vimeo.com/user7920689/pagecontent>

Saving and Viewing Changes:

<http://vimeo.com/user7920689/savecontent>

SEO Settings

This is where functions that help search engine optimisation are input, some of the options shouldn't be changed but some can make a difference to how Google, Yahoo the and other search engines view index and display your website.

Robots: Sets whether you'd like search engines to index the page. This should typically be left alone, and only updated if you're familiar with robots.txt commands.

Description: Used for meta description, which is a tag intended to be a brief and concise summary of your page's content.

Keywords: Used for meta keywords. Make a list of the most important words and phrases you see on the page. Then read through the list. Pick the 10 or 15 terms that most accurately describe the content of the page.

Page Settings:

Page Title: Appears in the title of the browser window.

Template: Select the template that best suits this page. If the page is a news or case studies page, there may be a special template available to make the page display content correctly.

Page form: If your page has custom input requirements you may need to specify a page form. Otherwise you should select the default option 'NONE (standard)'.

Page output: If your page has custom layout then you may need to specify an output template. Otherwise you should select the default option 'NONE (standard)'.

Page Type: Depending on your website you may have special types of pages, eg. general web page, news, members. Most of the time the 'general' will be the option as this is used for most web pages.

Page Status: There are three options available here: 'publish' and 'hidden' and 'members only'.

- Publish makes the page available on the website.
- Hidden makes the page only viewable when you are logged in in to Pod.
- Members only would be selected for a page that you are adding that goes behind a login.

Page Icons / RSS / Apple / Favicons

In most cases this option will be left blank and are only needed on specific pages.

Canonical: If the page you're on is a copy of another page then add the link to the original page in this field. This tells the search engines to index this page as a copy of the original page.

Favicon: You can add a link to a favicon for this specific page (a favicon is a 16px x 16px image that can be seen on the left of the web browser tab and address bar).

Apple i-pod icon: You can add a link for this page to be used by an apple device. The image should be 45x45 pixels in size. Name it; 'apple-touch-icon.png'.

RSS feed html: If you have an RSS feed on your website you may want to add a page to that list, to do this add the link to the feed in this field, eg. <http://www.mysite.co.nz/myfeed>.

RSS description text: The description text should be used in combination with the link above.

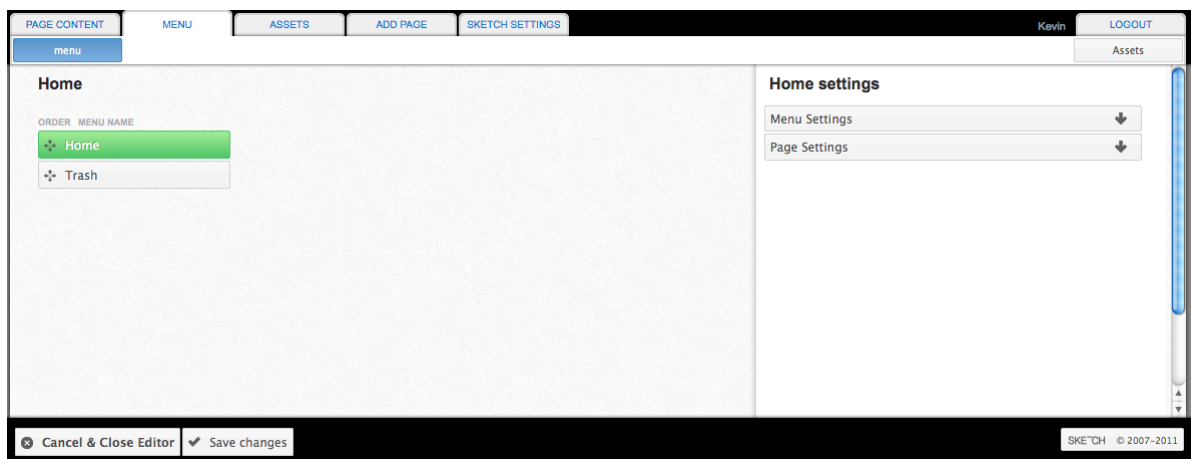
Page Tags

Only ever used in special circumstances such as if you were looking to tag a page as featured. In most cases this would not be used and in the special circumstances that it is used you will be trained in the best way to use this option. (See Flaxpod).

Updating the Menu

To update the menu, click on the menu name to bring up the menu window:

- To display menu options for a specific page click on the name and you will see the options appear on the right side of the page.
- To display sub-pages click on the black arrow and you will see all the pages that are under the selected page.
- To re-order your pages you can click and drag the arrow symbol to give menu items a new order.



Menu Settings:

Click on a menu name to bring up the settings for the menu, then click on the section you wish to edit. Menu Settings will show the menu options:

- **Menu name:** Enter the name that you'd like to be displayed on your website navigation for this page. Make this name unique.
- **Menu class:** This option allows the developer to apply a specific CSS style to that menu element. This is not an option that you as the website administrator need to be concerned with.
- **Menu url :** This option display the file used in a web browser to navigate to this page. This can be updated but we would recommend against it as any links to this page may not work any more.
- **On Mobile:** This options indicates if the menu will appear on mobile devices.
- **Menu under:** This allows you to specify where on your website you would like this page to reside . You may want a news update to be a page under news.
- **Jump to page:** This is a link that allows you to go directly to the page and make changes to it's page content.

A screenshot of the 'Home settings' form. The 'Menu Settings' section is highlighted with a blue header and an upward arrow. It contains several form fields: 'MENU NAME' with the value 'Home', 'MENU CLASS' with the value 'home', 'MENU URL (THIS IS THE PAGE GUID)' with the value 'index', 'ON MOBILE' with a dropdown set to 'Yes', 'MENU UNDER' with a dropdown set to 'None', 'ON MENU' with a dropdown set to 'Yes', and 'JUMP TO PAGE' with the value 'Home'. At the bottom of this section is a 'Page Settings' dropdown with a downward arrow.

Page Settings:

Page Template: Select the template that best suits the page. If the page is a news or case studies page, there may be a special template available to make the page display content correctly.

Page Type: Depending on your website you may have special types of pages, eg. general web page, news, members. Most of the time the 'general' will be the option needed as this is used for most web pages.

Page Status: There are three options available here: 'publish' and 'hidden' and 'members only'.

- Publish makes the page available on the website.
- Hidden makes the page only viewable when you are logged in in to Pod.
- Members only would be selected for a page that you are adding that goes behind a login.

Page Title: This is the title that appears in the title of the browser window.

Delete Page: Moves the page to the trash.

Home settings

Menu Settings	↓
Page Settings	↑

PAGE TEMPLATE

None (standard) ↓

PAGE TYPE

General ↓

PAGE STATUS

Published ↓

PAGE TITLE

SKETCH

DELETE PAGE

No ↓

Member Pages

Member pages are pages that can only be viewed once the user has logged in to the website. If any user that hasn't yet logged in tried to view a member page they will be redirected to the home page.

Member
PLUGIN AREA
center
PAGE ORDER
0
MENU NAME
Member
ACTIVATED
Yes
SUPER ADMIN ONLY
No

Assets

The assets area allows you to update images and files as well as lists, banners, and panels.

Images

If you click on the Assets tab and then select the Images option you'll see a list of folders on the left side of the page.

Add a New Folder: To add a new folder use the text box beneath the list of folders. Make sure you're using a unique name for your new folder.

Delete Images: To delete an image, hover your cursor over the image you would like to delete, and select the delete option.

Edit Images: To edit an image, hover your cursor over the image you would like to update, and select the edit image option. You'll see the image appear in a new screen. Here you can resize the image by inputting the desired size in the text boxes or you can manually drag the corners of the box that overlay the image to the size you require.

Image Upload: To upload a new file to your website, select Flash Upload on the right side of your screen. This reveals the Pod uploader. Click on the folder icon to select the image you'd like to upload.

Files

If you click on the Assets tab and then select Files option you'll see a list of folders on left side of the page.

Add a new folder: To add a new folder to the files area use the text box beneath the list of folders. Make sure you are using a unique name for your new folder.

Delete files: To delete a file, hover your cursor over the file you would like to delete and select the delete option.

File upload: To upload a new file to your website, select Flash Upload on the right side of your screen. This reveals the Pod uploader. Click on the folder icon to select the file you'd like to upload.

Special Page Types

Examples of special page types are:

- Forum/Blog pages.
- News pages.
- Gallery pages.
- Product pages.
- Case-studies.
- Newsletter pages.
- Staff pages.
- Listing Pages.
- Member pages.

These pages are out of the scope of this document but if you do have these pages on your website you will receive training on how they work and how you administer them. (See Flaxpod).

Listers

The lister plugin enables advanced features when needing to list several pages at once (like a news home page to list the latest articles, or a product page to list several products).

Within this area you can then create 'lists' for pages. Select a page in your site to display the list on (this will need to be a general page), and define the list options to display on that page.

In the example below – the latest events and news will feed out to the home page.

The screenshot shows the 'Lister' configuration page. At the top, there are tabs for 'Assets', 'Lister' (selected), 'Member', 'Forum', and 'Banners'. Below the tabs, a text input field is labeled 'LIST AMOUNTS (ENTER IN THE TOTAL AMOUNT OF LIST FEEDS DESIRED)' with the value '3'. A blue header bar reads 'Lister : News and Events' with an upward arrow. The main configuration area is divided into three columns: 'HEADING' with a text input 'News and Events'; 'DISPLAY ON PAGES' with a dropdown 'index' and a 'None' option, plus an 'Add New Page' button; and 'LIST PAGES UNDER: NEWS' with dropdowns for 'latest-news' and 'latest-events', plus an 'Add New Page' button. Below these are 'LIST TYPE' (dropdown 'News'), 'SORT BY' (dropdown 'Newest First'), and 'USE TEMPLATE' (dropdown 'Standard'). At the bottom, there are two 'Lister :' labels with downward arrows.

Heading: Enter the heading to appear at the top of the list.

Page Limit: Enter the maximum amount of entries to be shown per page.

List Type: Select the type of pages the list should get (Note – you must have these pages in your site – or no list will appear)

Sort By: Select the way you'd like your list to be ordered

Use Template: Select the template you'd like to use for your lister.

Display on Pages: Select the pages you'd like this lister to display.

List Pages Under: Select the pages that are parents of the desired page types. If you have all your news pages under a page called 'Latest News', you'd select the 'Latest News' page here.

(Lister pages can be used for all page types except the 'general' page type.)

Banners

Banner Controls

Banners are areas on your webpage that change out at set time intervals, Banners can be made up of images or text, or both images and text.

BANNER EFFECT	SHOW BANNER THUMBNAILS	SHOW BANNER CONTROLS
Fade	No	No
INNER CLASS	EFFECT SECONDS	DELAY SECONDS
	1000	8000
+ Add new banner		
Global Banners		Banners on this page
		Edit Banner: Home banner 1
		Edit Banner: Home banner 2
		Edit Banner: Home banner 3

To add a new banner to your page update the options and then click the add new banner button.

Banner Effect: This options controls the transition that will occur between each banner, eg. when 'banner1' changes to 'banner2'.

Show Banner Thumbnails: This option controls whether you'd like to view thumbnails of your panels.

Show Banner Controls: This option controls whether the next and previous controls are displayed on your website.

Inner Class: This option is only used by the developer setting up the banners - best left alone.

Effect Seconds: This option controls how long the transition between banners takes. 1,000 = 1 second.








Delay Seconds: This option controls how long each banner will display on your page in between transitions.

Banner content



To add content to your banner edit the options below. Depending on your website design only some of these options may be applicable. If you're in doubt about how to set up your banner take a look at one of the original banners set up for your website.

BANNER HEADING

Home banner 1

B **I**       

Heading 1

Styles  

this is my test banner text

Path: h1

IMAGE

None

No banner image selected

THUMBNAIL

None

No Banner thumb selected

URL LINK (ENTER IN FULL PATH, HTTP://WWW...)

BANNER IS ON PAGE:

Home



BANNER ORDER:

0

ADD BANNER TO PAGE:

None

BANNER ORDER:

 Add Page Row  Save

Banner Heading: This is what will be displayed as the banner heading on your website.

Content Editor: In this editor you can add text, images, and links to your banner.

Image: Add a separate image to your banner.

Thumbnail: Add a thumbnail image to your banner.

Url Link: Add a link to your banner.


Banner is on Page: Select the page that this banner will be displayed on.


Banner Order: Select the order the panel will display on your page.

Add Banner to Page: Choose another page for this banner to display.

Once you're happy with the banner you've created click the save button below the banner content options.







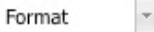
Panels



 Add panel

 This Buildings Vital Statistics

Panel Heading

This Buildings Vital Statistics

B *I*       

Styles  

- 14,500 sqm
- Opened late 2007
- Accommodates 800 Sovereign staff
- Houses BodyTech & Child Pre-School Education on ground floor

Path: div.p-text

Image

None

No panel image selected

URL Link (enter in full path, http://www...)

<http://www.google.com>

Save