

Introduction

FLATCMS allows you to easily change text and photos on your website. It kind of works like Microsoft Word.

It may be that not all of your website is editable with the CMS. A contact form, for instance, is not suitable to be changed by the CMS.


We did not want to make this Users Guide unnecessary large. That is why we left out the things that are usually well known, like underlining a word. You do this the same way you do this with Microsoft Word. So we will not explain these things. Some buttons are self-explanatory when you click on them so we will not explain these buttons.

Use of FLATCMS

This is very easy. Go to the subfolder admin of the website you wish to edit. For example, go to www.mywebsite.com/admin/. You will need to login by typing in your username and password. You will now see all files that can be edited. You will also see directories (folders) which contain files that can be edited.

You will not see files that cannot be edited. If a folder does not contain editable files, you will not see this folder.

Edit a page

Pages with 1 or more editable regions will be listed on the screen with the names of the editable regions and a pencil .

Click on the pencil of the editable region you wish to edit. You will enter "The Editor" and now you can edit the text. You can also add or remove photos.

The space above The Editor

Above the editor you see three lines. These lines are meant to make your website better findable by search engines.

Title: This is the title of the webpage. A visitor will see this title at top of his browser.

Keywords: Type words that people will use in search engines to find your website. Keywords must be separated by commas.

Description: This text will be showed by search engines. After reading this text, someone can decide to click on the link.

The Editor

Within the editor, you see a row of buttons. Most buttons do not need any explanation. But some are more complicated and there are buttons which need knowledge of websites (HTML). These buttons will normally be used by webmasters.

Please note! In many cases, colours and fonts are set centrally. The website builder did this for you. So don't worry if the page looks a bit different within the editor. As soon as you logout, you can see the results on your website.

You just type the text you want on the website. Press Enter only if you want to force a new line. You will see that a space line is also inserted. If you don't want a space line, press Shift+Enter.

The buttons save and cancel

These two buttons are below the region in which you edit the content.

The button save

Text and photos are saved. You will now see the list of editable files.

The button cancel

Changes are *not* saved.

The button Source code

< >

With this button you can see the HTML code. You can change this code.

Please note!

Only change code if you have a thorough knowledge of HTML or else your website may no longer function well.

Hint: If you have any doubts after changing HTML code, do not click the Save button but click Cancel instead.

The Insert / edit image button

Use this button to place a photo or another picture on the website. The image must be available on the disk of the Internet server. If not, you first will have to upload it. Uploading a photo can also be done with this button.

First, within the text, click at the place where you want this photo to be shown. Then, click on “Insert / edit image”. A popup appears:

At the end of the Source line, click on the folder icon. A new popup appears. Now, you can select an image from the list. A preview is shown on the left.

Upload an image

If the image you need is not on the Internet server, you can upload this image. At the bottom, you see a line “Upload File”. At the end of it, you see a button “Browse” (or in Dutch: “Bladeren”). Click this button and locate the image on your local disk or local network. The name of the file will be placed on the right on your screen.

Reduce the file size

In most cases, the image is too big to be placed on a website. That is why you can reduce its size. In that case, select the appropriate radio button.

Then, click the “Upload” button. The image is now listed on the right. Click the name of this uploaded file and click “ok”.

You will now see the first popup window again. Now, click the button “Ok”, to insert the image into the text.

Please note! If you do not reduce the size of a large image, it may take a lot of time for the visitor to see the image on his screen. This may cause the visitor to leave your website. So make sure the image is not too big. You can make the image look smaller by clicking on a corner and moving your mouse (like you can in Word), but this does not reduce its actual size! Furthermore, the image will look unprofessional by doing this. So reduce its size during uploading!

Delete a file

Images that you don't use anymore, you can delete.

Pay attention! This folder may also contain images, used for the the website's design. Do not delete these images. Only delete images you uploaded yourself and of which you are certain that they are not being used anymore.

Pay attention! Depending on how things are configured, it may be possible that you see other files as well (like for instance contact.html). These files, then, can also be deleted. Do this only if you are very sure. Files starting with "index" normally may not be deleted.

The button Insert / edit link

With this button, you can make a link to another website. Also, you can use this button to offer a file for downloading (for this, see the Frequently Asked Questions, below).

How to make a link to another website

1. Select the text that should become the link.
2. Click the button Insert / edit link.
3. As Url, type in the website, e.g. <http://mywebsite.com>

Hint:

When you make a link to another website, at "target" select "new window" from the dropdown. This way, visitors will stay on your website. Else, following the link would mean that the visitor is leaving your website.

You can also launch an e-mail program, as soon as someone clicks the link. In that case, select mailto: instead of http://

Example: <mailto:info@mywebsite.com>

How to make a link to a place within the same page

1. Make sure you have made a bookmark where to jump to. See "The button Anchor".
2. Select the text that should become the link and then click "Insert / edit link".
3. At Anchors, select the bookmark from the dropdown list. This list shows all bookmarks on this particular page.
4. Click Ok.

The button Anchor

Use this button to make a bookmark within a webpage. When you have a bookmark, you can jump to that place within the page. With the button “Insert / edit link” you can make a link to jump to this bookmark.

Bookmarks are useful to make, for example, a table of contents at the top of a large page. At the actual text itself, you can make links to jump back to the table of contents. In that case, also make bookmarks within the table of contents.

To make a bookmark, first put the cursor just before the text where you want the bookmark to be. Now, press the button “Anchor”. Type the name of the bookmark and press Ok. The new bookmark has now been set.

See “The button Insert / edit link” for an explanation how to jump to this bookmark.

Frequently Asked Questions

How can I offer a file downloading?

1. Type the text which will indicate one has to click to start downloading.
2. Select this text and click the button Insert / edit link. If necessary, upload the file. You can read how to do this in the paragraph about the button “Insert / edit image”. Make sure that *don't resize* is selected for resizing the image, because you can only resize image-files.
3. Make sure, that “Url” contains the name of the file, e.g. /downloads/usersguide.pdf.
4. If you want the file to be opened in a new window, at “Target”, select “Blank” from the dropdown list.
5. Click on insert.
6. Once displayed on the screen, the visitor can save or print the file.

I want the text next to an image. How can I do this?

1. Start editing the page.
2. Within the Editor, click on the image.
3. Now click, for instance, the button “Align right”.