Nico'sCMS Editors Guide

Step 1 log in to the NicosCMS

Go to :
http://localhost:8080/NicosCMS/homepage/
click the login link on the page
http://localhost:8080/NicosCMS/user/logon

Use the following credentials :

Name :   yourLogonNameGoesHere

Password :   YourPasswordGoesHere

and type the number on the picture next to it

You are not an administrator

You can Click on all the buttons **except the Advanced Admin button**

To pop-up the NicosCMS home Page

Step 2 Create new Category

Click on the "Category Manager" button

To edit a category

Click the radio button next to the category to edit and then click the edit button

To create a new Category

Click on the Add button to create a new category

fill in the form and click the submit button:

![NicosCMS logo]

NicoCMS | Category Editor

Operation :ADD

Administration

Category Id *

Description

Published ☐

Title

Submit

Step 3 Create new Article (Page)

Click on the "Article Manager" button

To edit an Article
Click the radio button next to the article to edit and then click the edit button

To create a new Article

Click on the Add button to create a new article

fill in the form and click the submit button:

Now fill in the following form:

NicosCMS

NicoCMS | Article (Page) Details Editor

Administration

Article (Page) Details Editor
Operation :ADD

Page Id *

Page Url

Access *   VISITOR | loggedin user ▾

Author *   editor | editor ▾

Template *   DEFAULT_TEMPLATE | The default template ▾

Category *   DEFAULT | Default Categories | Default Categories ▾

Published ☑

Title

📋 Submit

Step 4 Adding Text Content to the Article

Click on the Content Manager button

To edit the Text Content (of an Article)
Click the radio button next to the text content to edit and then click the edit button

To create new Text Content (for an Article)

Click on the Add button to create a new text content

fill in the form and click the submit button:

fill in the form and type your text content using the WYSIWYG editor
and press the save button

Text Content Details Editor

[SAVE] [CANCEL]

Text Content Id * `DEFAULT_CONTENT`

Text Content Type * `HTML ▾`

Add Tofront Page ☑

Home Page Order * `1`

Page * `DEFAULT_CONTENT | HTML | add to FrontPage true ▾`

Page Order * `1`

[Source | **B** *I* U | Styles ▾ | Format ▾ | Font ▾ | Size ▾]

[A▾ A▾ | ☰ ☰ ☰ | ✂ ⎘ 📋 | ⚭ ⚮ ⚑ | 🖼 🔍 ⅍ | ⅞ ⅞ | ⅞ ⅞ | ⊞ ☰ ⅞]

This is a **Content Managed Server** (CMS) all the web pages displayed on this website are not hand written by a human but are generated from content stored in the database

News Flash

Step 5 Adding your Article to the Menu

Click on the Menu Manager button

To edit a Menu Item (for an Article)
Click the radio button next to the menu item to edit and then click the edit button

To create new Menu Item (for an Article)

Click on the Add button to create a new menu item

fill in the form and click the submit button:

NicoCMS | Menu Editor

Administration

Menu Editor
Operation :EDIT

[SAVE] [CANCEL]

Menu Id * `MENU_ITEM_PAGE1`

Is Side Menu ☑

Is Top Menu ☑

Label `Page 1`

Page * `DEFAULT_PAGE | Default Page ▾`

At this stage you are ready to 90% of what you need to do
creating categories , creating articles and linking them to your c
ategories
Creating Text content and linking them to your articles
Creating Menu Items and linking them to your articles

After creating content you need to Cache the new content to the servers disk drive

Step 6 Caching the content to the servers disk drive

Click on the "cache Content" button

Step 7 Adding Banners (and linking Images to them)

Click on the Banner Manager button

To edit a Banner Item
Click the radio button next to the banner item to edit and then click the edit button

To create new Banner Item

Click on the Add button to create a new banner item

fill in the form and click the submit button:

NicoCMS | Banner Editor
Operation :EDIT

Banner Id * `BOTTOM_BANNER`

Banner Css Class `defaultBanner`

Banner Title `Default Banner`

Image * `iLIGHT_BLUE_720X90 | bottom banner image | iLightBlue720x90.jpg` ▼

Published ☑

Use Site Title ☑

🖫 Submit

fill in the form and choose the image to link to your banner Item

Step 8 Managing the Home Page

Click on the Front Page Manager button

This is an advanced feature and will allow you to change the template and other functions
Under normal circumstances you wont need to change this

Step 9 Adding new Banner Images

Click on the Banner Manager button

Step 10 Usefull on-line services

You may need a logo , a banner or want a complicated for for your website