

Beginners Documentation

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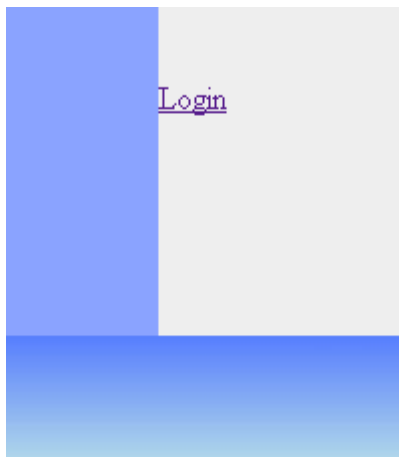
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Chapter1 : Logging in to CMS

Step 1 On the website click on the Homepage button



Step 2 click on the login link



Step 3 type your Logon ID and Password and Number on the page the press the Login button

Angry Buffalo CMS

Name :

myLogonId

Password :

.....



Enter the number on the image here:

141

Login

You have successfully logged in if you see this:

Expand this page



You are now in the Administration Home Page

Chapter 2 The Process to creating and populating an Article

In order to create a web page there are two steps that have to be taken

1. Use the Article Manager to capture the Meta Data (Descriptive information) of the Article
2. After capturing the Meta Data you use the Content Manager to populate the text and image Content associated to the Article
3. The Editor can now choose where to link your Article and its Content to the Menu of the website. As a beginner user this step is out of your scope

Although you start as a beginner you do have full control of every facet of the CMS administration

It is recommended you take baby steps to learn how to use the CMS if you are new to the Content Managed Server concept after mastering these steps you can read the Editors Manual.

Chapter 3 Creating a new Article

3.1 Capture the details about the article

3.1.1 Press the Article Manager button



You will get this screen



Angry Buffalo CMS | Article(Page) Manager

[Administration Home Page](#)



NicosCMS has the following Articles :

- ARCHBISHOP | Our Archbishop
- ARTICLES | Articles
- ARTICLES_ENG | English Articles

3.2.1.1 press the Add button

Angry Buffalo CMS

You will get this form to fill in all the details about the article:

The Short Name must not have spaces

The PageURL must not have spaces

The page access is Visitor if you want everyone to read this article

Choose the template for your web site

Choose a category for the article if categories were defined

Press the Submit button below

Angry Buffalo CMS | Article (Page) Details Editor

[Administration Home Page](#)

Article (Page) Details Editor

Operation :ADD

Short Name (Page Id) * (Keep this short like this : MY_ARTICLE_NICKNAME)

Page Url

Access *

Author *

Template *

Category *

Published ☒

Title Keep this long its displayed on the top of the page

 Submit 

Now you have defined an Article with its details

You can edit your article details by clicking on the radio button next to the article

and pressing the Edit Button



Click on the Administration Home Page Link at the top of the page to return

[Administration Home Page](#)



You are back at the Administration Home Page

[Expand this page](#)




Chapter 4 Creating Content for the new Article

At the Administration Home Page Click on the Content Manager Button



4.1 Capturing Content for the Article

On the Text content Manager2 screen press the Add button



Angry Buffalo CMS | Text Content Manager v2

[Administration Home Page](#)

ADD
+

EDIT
✎

DELETE
♻️

Cache
📁

CANCEL
✖️

Angry Buffalo CMS has the following Text Content (Pages) :

- Archbishop | HTML | add to FrontPage true
- Articles | HTML | add to FrontPage true
- ArticlesEng | HTML | add to FrontPage true

4.1.1 Typing the content for the article

Before you type the text there are a few details to be captured

First select the article

Type the Short Name for the Article

Select the type of content (HTML) for web pages

Select if this article must appear on the Front Page

Specify the order on the top and side menu

Now you are ready to type text

Angry Buffalo CMS | Text Content Details Editor

Operation :ADD

[Administration Home Page](#)

Text Content Details Editor



Select Article for this Page *

Page short name

(Text Content Id) *

Text Content Type *

Add To Front Page ☒

Is Locked ☐

Home Page Order *

Page Order *



In the Editor you can type your text in it like a word processor



Select Article for this Page * ARTICLES | Articles ▼

Page short name
(Text Content Id) * Article

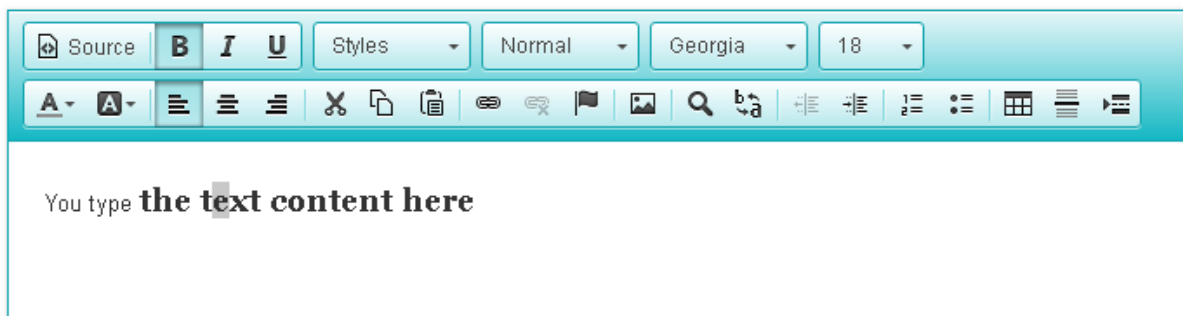
Text Content Type * HTML ▼

Add To Front Page ☒

Is Locked ☐

Home Page Order * 2

Page Order * 2



4.1.2 to add a link on the page :

First type the test for the link

www.google.co.za

Select this text and Click on the click icon



Now type the details of the Link (URL)



Link

Link Info Target Advanced

Link Type

URL

Protocol URL

http:// www.google.co.za

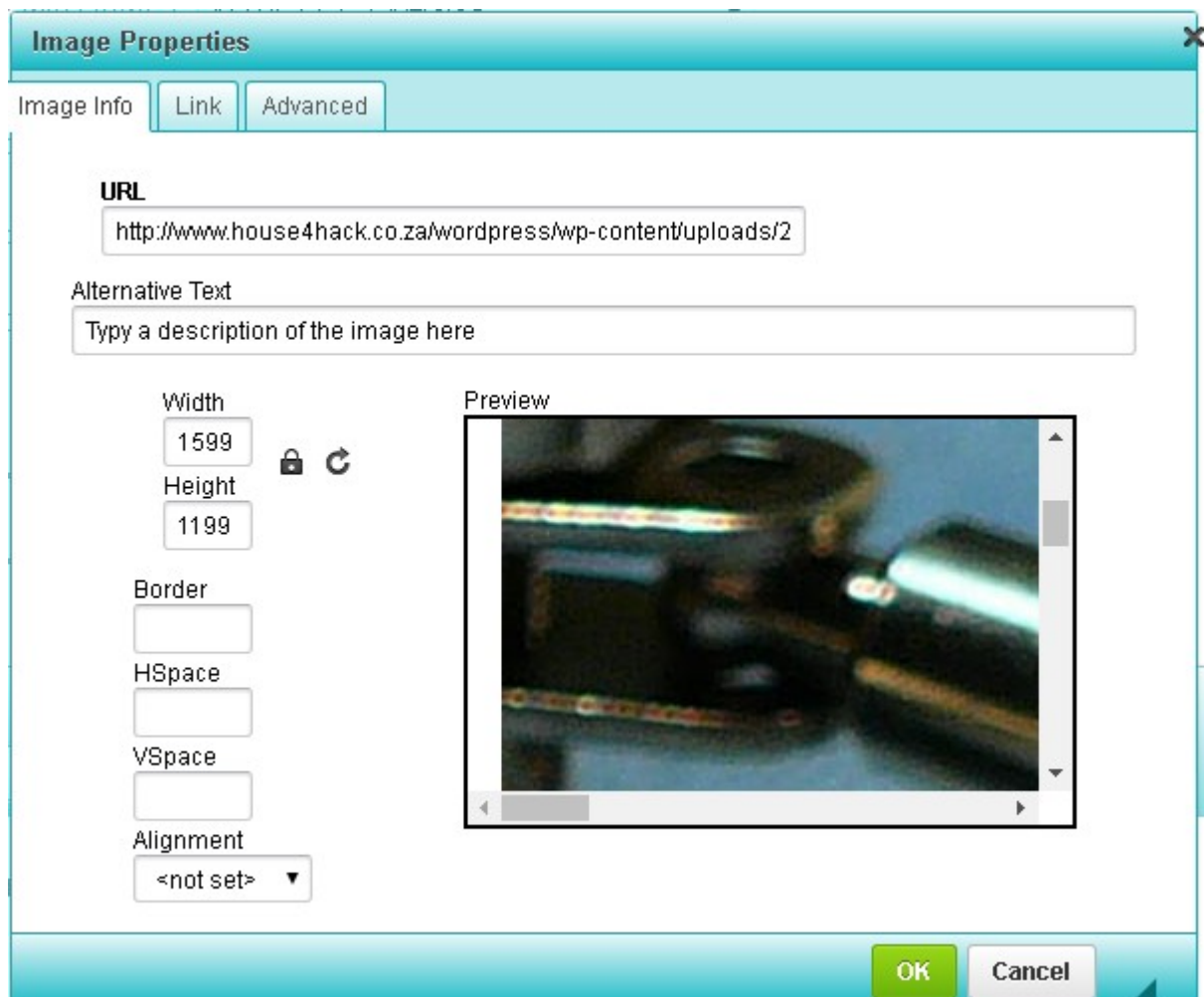
OK Cancel

4.1.3 To add an image to the page

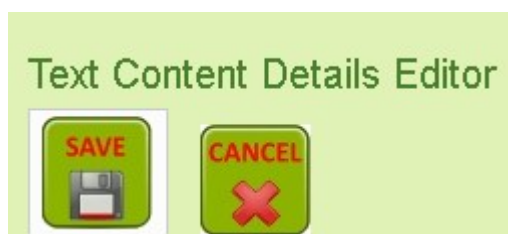
Click on the picture icon



Now type the details of the picture (its URL to where its located on this or other server)



When you are finished creating your first Article press the save button on the top of the page



And that all you need to create articles

The webmaster (who has advanced knowledge) will link your article to the menus on the website