

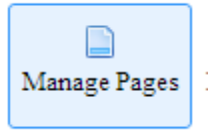
Administration Guide

Version 0.1

1. Creating pages

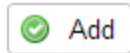
Pages can be quickly added under the Administration section as follows:

1. Click on **Manage Pages** icon



2. In the field below the title enter a page name

Add Page



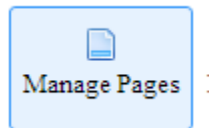
Note: the page name must contain only letters and numbers and not exceed 50 characters.

3. Click the **Add** button

2. Editing Pages

The administration side of your site gives you great control over the page content and behaviour.

1. Click on Manage Pages icon



2. Under the Edit Pages title, the list of pages will appear with a dropdown of languages, an edit button and a delete button.

Note: clicking the delete button will delete the page for all languages.

3. Upon selecting the language for the page you wish to edit click **Edit**.
 4. On the next page several input areas will appear:
 - a. The content area with a rich text editor enabling you to add in images and colours.
 - b. The **Title** field, which appears at the top of the browser window or tab.
 - c. The **Description** field, used by search engines.
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- d. The **Keywords** field, used by search engines.
Note: keywords should be separated by commas.
 - e. The **Name (for menu)** field is how the page will be displayed in the menus.
 - f. The **Redirect externally?** dropdown which determines how the link should behave once clicked upon in the menu.
 - i. No – The page will load normally.
 - ii. Yes – The page will load the hyperlink specified in the field below
 - iii. Yes, and in a new window - The page will load the hyperlink specified in the field below in a new browser window or tab (depending on browser behaviour).
 - g. The **External Hyperlink** field which will be called based on the previous setting.
5. Clicking **Save** will post the changes to the server.

3. URL Syntax in Classic templates

In the classic templates URLs are presented in the following way:

<http://siteurl/xx/pagename>

xx = two letter language abbreviation

pagename = requested pagename

4. URL Syntax with Single Page Architecture (HTML5) templates

The single page architecture essentially creates the same page for each page and dynamically changes content when the hash value changes:

<http://siteurl/xx/pagename>

or <http://siteurl/xx/pagename2#pagename>

xx = two letter language abbreviation

pagename2 = base pagename

pagename = content to be loaded

If you want to link to another page from another, you can simply use the # followed by the page name in the href value.

Note: the page name is case-sensitive.

5. Managing the menu

Sites using a menu will need to use the Menu Editor to set the sorting order of the items.

To sort the menu perform the following steps:

1. Click on **Menu Editor**
2. Drag and drop the Pages from the lower list to the active menu links in the top list
3. Click Save

Note: child links cannot be defined at this point in time through the user interface, please submit the request to the support department.

6. String editor

Every piece of text on the website can be modified through the string editor by performing the following:

1. Go to **String Editor**
2. Type in the string id or string name*
3. Choose the language you want to change the text for
4. Click **Search**
5. In the **User provided text** text field, enter the desired content.
6. Click **Save**

* The string name can be found by enabling the resource tracker (under Dashboard), this will cause all text to be prefixed with the string id or string name.

7. Variables

In the string editor and the page editor you can make use of several variables, which will be replaced during page generation:

Variable	Value
<%%\$\$SITEURL\$\$%%>	http://siteurl.com/
<%%\$\$STATISTICS\$\$%%>	Page generation time
<%%\$\$LANGUAGE\$\$%%>	Two character language abbreviation
{{CURRENT_YEAR}}	Shows the current year, eg 2014. This is particularly useful for copyright footers.
<%%\$\$TITLE\$\$%%>	Page title, defined in the page editor
<%%\$\$DESCRIPTION\$\$%%>	Page description, defined in the page editor
<%%\$\$KEYWORDS\$\$%%>	Page keywords, defined in the page editor

8. Text carousel

Some HTML5 templates provided with the product support text carousels that can rotate several slides of text content.

The slides can be edited as follows:

7. Go to **String Editor**
8. Type in **TEXTCAROUSEL**
9. Choose the language you want to change the text carousel for
10. Click **Search**
11. In the **User provided text** text field, enter the desired content.
12. Click **Save**

A sample code for the carousel could be:

```
<div id="slide01" class="slide">  
  
<div class="text">  
  
<h1>This is the first slide of the text carousel.</h1>  
  
</div>  
  
</div>
```

```
<div id="slide02" class="slide">
```

```
<div class="text">
```

```
<h1>The second....</h1>
```

```
</div>
```

```
</div>
```

```
<div id="slide03" class="slide">
```

```
<div class="text">
```

```
<h1>The third...</h1>
```

```
</div>
```

```
</div>
```

```
<div id="slide04" class="slide">
```

```
<div class="text">
```

```
<h1>... and the last.</h1>
```

```
</div>
```

```
</div>
```

9. Widgets

Widgets are small HTML pages designed to be embedded on 3rd party sites, once widgets have been setup by the system administrator. They can be easily customised by performing the following:

1. Click on **Widgets**
 2. Select a widget name
 3. Use the rich text editor to modify the content
 4. Click **Save**
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10. Images and galleries

With the imaging option enabled on the license, the website allows the upload of images and creation of galleries.

Images are designed to be assigned to galleries for easy management, once images are in galleries the images can be used individually or as a gallery in pages of the website.

1. Go to **Galleries**
2. In the input field enter a gallery name
3. Click **Add**
4. Click **Back to Administration**
5. Go to **Manage Images**
6. Select **Choose file** select the image to upload
7. Click **Upload**
8. Once the image is uploaded, you can check it and select the gallery name created in step 2 from the dropdown list
9. Click **Save**
10. Click **Back to Administration**
11. Click **Galleries**
12. Click on the Gallery created in step 2
13. On this page you are presented with the images associated to the gallery
14. The gallery code can be used in the website pages

11. Languages

By default the product ships with one language, this can be expanded to accommodate more. In this case the customer is responsible for the translations and maintenance of the translations that will need to be done through the string editor.

If the license permits, you can enable or disable languages by doing the following:

1. Click on **Manage Languages**
2. Click **Disable/Enable** for the desired language
Note: the primary language cannot be disabled.

The primary language, which is used if the visitor's browser language is not supported can be changed upon request.

Clicking the **Use** link will change the language of your session to the corresponding language.

12. Google Analytics

All templates provided with the product support Google Analytics code insertion.

The code can be inserted as follows:

13. Go to **String Editor**
14. Type in **GOOGLE_ANALYTICS**
15. Choose the language you want to edit the code for (templates support 1 code per language)
16. Click **Search**
17. In the **User provided text** text field, enter the code provide by Google Analytics
18. Click **Save**

Note: saving an empty value will disable Google Analytics.

13. Troubleshooting

Whilst the solution is easy to use, sometimes errors and bugs can occur. In this event please ensure to try emptying the cache (Cache->Rebuild cache) before reporting the issue.

Errors in the event log as well as steps to reproduce can dramatically speed up the time to resolution.

Ready to get started?

We hope you enjoy working with your site!

Sincerely,

Oliver Smith Photography
