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# Asbru Web Content Management System

## Getting Started

*Easily & Inexpensively  
Create, Publish & Manage Your Websites*



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## 2 Introduction

The Asbru Web Content Management System is a web solution allowing you easy access to create and update the content of your Internet website as well as your Intranet and Extranet websites. This document describes in easy steps how to get started with the Asbru Web Content Management system. We go through the creation of a website as the one displayed below containing common functionality such as menus, contact forms, pages with restricted access, search, banners and special offers.



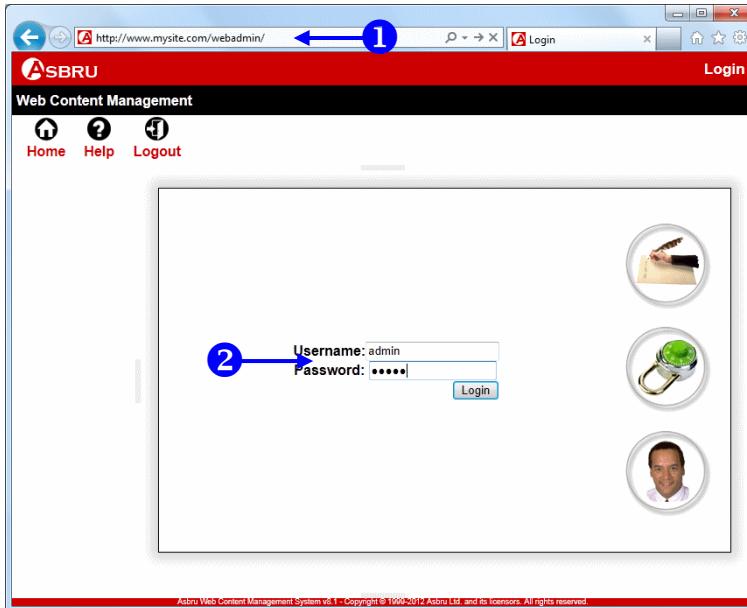
If you are using one of our online trials you can go to the Login chapter below and start with the creation of the website.

If the system has been installed on your own servers you should ensure that it has been installed and configured correctly. Before you start you should also ensure that one of the trial databases or the “basic” database has been imported. If you login to the system and a Quickstart Configuration page is displayed the system has not been configured and you should go to the Quickstart Configuration section in the Asbru Web Content Management System Installation Guide and follow the directions.



### 3 Login

To create and update your website you need to login to the administration pages of the Asbru Web Content Management system. The login procedure is described below.



### Login

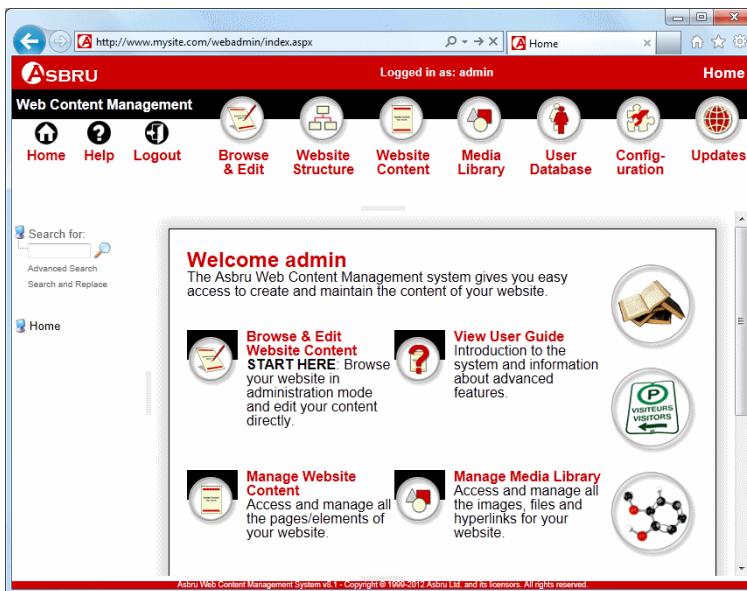
- 1 Enter the address of your website followed by “/webadmin/” in the address field of your web browser. For example:

<https://www.mysite.com/webadmin/>

- 2 Enter your username and password. The default username and password are:

Username: admin  
Password: admin

Click on the **Login** button.



After successful login the front page of the Asbru Web Content Management system appears. The menus displayed depend on your edition and your available add-on modules.

💡 If you cannot login ensure that you are entering your exact username and password with upper and lower case letters and without any leading/trailing blanks.



## 4 Web Pages

In this section we describe how to create and update web pages. Pages like Rooms, Facilities, Rates, Special Offers, Location, Members and News from our example website can all be created this way. We will explain how to create special pages like Contact Forms and Reservations in subsequent sections.

The screenshot shows the Asbru Web Content Management System interface. The main title bar says 'ASBRU Web Content Management'. The toolbar includes 'Home', 'Help', 'Logout', 'Browse & Edit', 'Website Structure', 'Website Content' (which is highlighted with a blue arrow), 'Media Library', 'User Database', 'Configuration', and 'Updates'. On the left, there's a sidebar with 'Content' expanded, showing 'Pages' (which has a blue arrow pointing to it). The main area shows a table titled 'Page' with records 23-26 of 26. The table has columns 'Page', 'Id', and actions. The first row is highlighted in yellow. At the bottom of the table are buttons for 'Select All', 'Deselect All', 'Check Links', 'Validate Markup', and 'Delete'. In the top right corner of the table, there's an 'Add New' button. Three numbered arrows point to these elements: 1 to the 'Website Content' button, 2 to the 'Pages' link in the sidebar, and 3 to the 'Add New' button.

### Create/Update a Web Page

- 1 Select Website Content in the toolbar.
- 2 Select Pages.
- 3 To create a new web page, click the Add New button.

-or-

To update an existing web page click on the title of the web page.

The screenshot shows the 'Update' screen for a 'Welcome' page. The title bar says 'ASBRU Web Content Management' and 'Logged in as: admin'. The toolbar includes 'Home', 'Help', 'Logout', 'Browse & Edit', 'Website Structure', 'Website Content' (highlighted), 'Media Library', 'User Database', 'Configuration', and 'Updates'. The left sidebar shows 'Content' expanded, with 'Pages' selected. The main area has a warning message: 'WARNING: Other content items or website settings depend on this content item so it should not be deleted/unpublished.' Below it is a table with tabs for 'Primary' and 'Content'. The 'Content' tab is selected. It shows fields for 'Title' (with 'Welcome!' typed) and 'Content' (with a rich text editor containing 'Welcome!'). At the top of this area are buttons for 'Save & Close' (with a blue arrow pointing to it), 'Add New', 'Unpublish', and 'Delete'. Three numbered arrows point to these elements: 4 to the 'Content' rich text editor, 5 to the 'Title' field, and 6 to the 'Save & Close' button.

A new screen appears. Any existing web page content is displayed in the Content field.

- 4 Enter or update the title of your web page in the Title field.
- 5 Add or change the content of your web page in the Content field.
- 6 Click the Save & Close button.

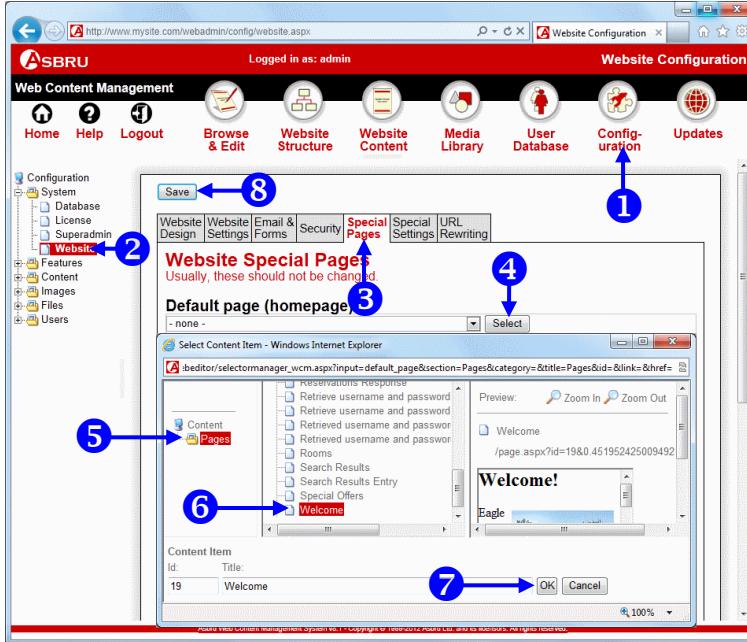
You will return to the Pages screen. If you created a new web page it will now be displayed on the page list

For more information on how to add or change content in the Content field please refer to the Content Editor section of the Asbru Web Content Management Website Editor Guide.



## 5 Homepage

To setup your homepage you need to create a web page as described in the section above and then configure the web page so that it becomes the homepage. The homepage will then appear when a website visitor accesses your website URL, for example <http://www.mysite.com>.



### Setup a Homepage

- 1 Select **Configuration** in the toolbar.
  - 2 Click the plus icon in front of the **System** menu item to expand and select **Website** in the submenu.
  - 3 Select the **Special Pages** tab.
  - 4 Click on **Select** under Default page (homepage).
- A popup appears.
- 5 Click on **Pages**.
  - 6 Select the page you wish to be the homepage.
  - 7 Click **OK**.
  - 8 Click **Save**.

When website visitors access your website URL, for example <http://www.mysite.com>, they will now see your configured homepage.





## 6 Template

To achieve a unified layout for all the pages on your website you need to create a template. The template can contain for example a footer, a header with your logo and other elements and design features. Below we show you how to create a simple template with a header and a footer. We also show you how to setup the template to be used throughout your entire website. The template will later be extended to include a menu and other elements.

### Create a Template

- 1 Select **Website Content** in the toolbar.
- 2 Select **Templates** in the left hand side menu.
- 3 Click the **Add New** button.

A blank Add New template screen appears.

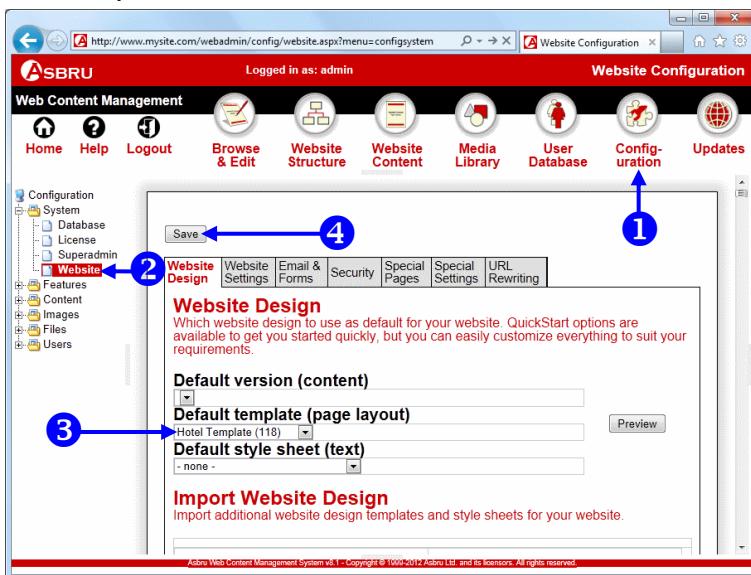
- 4 Enter a template **Title**.
- 5 Add the header, footer and other design features you wish to include in your template in the large input area.
- 6 Enter the code  

```
@@@content@@@
```

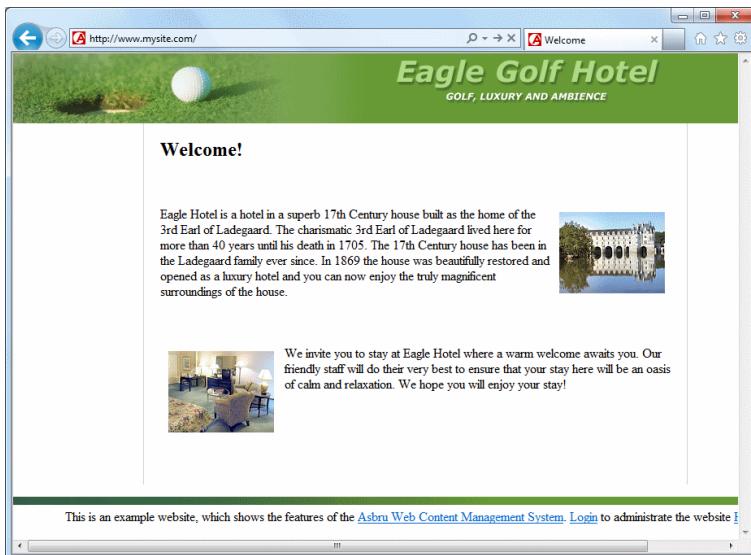
where you wish the page content to appear.
- 7 Click **Save and Close**.

**Note:** Templates are often constructed as tables with no borders. Click the **Show WYSIWYG/Plain** editor button to turn on table outlines.

## Apply the Template



- 1 Select **Configuration** in the toolbar.
- 2 Click the plus icon in front of **System** to expand the System menu and select **Website** in the submenu.
- 3 Select the template you created in previous steps.
- 4 Click **Save**.

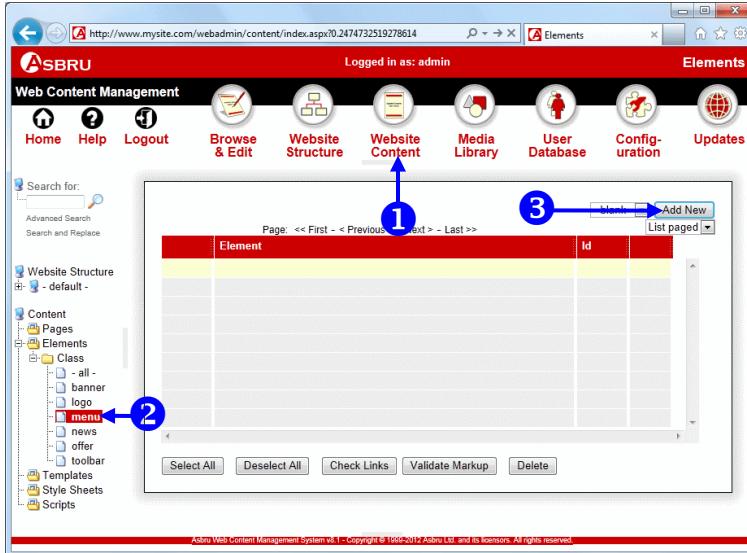


When visitors access your website URL, for example <http://www.mysite.com>, your configured homepage should now appear within your configured template as displayed here.



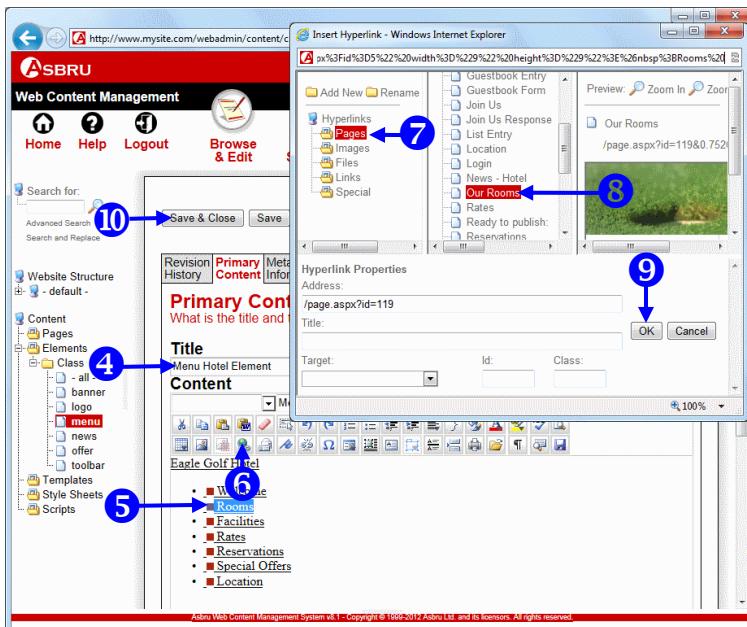
## 7 Navigation

To add a menu or toolbar to your website create a menu or toolbar element with links to your web pages and insert the menu and/or toolbar into your template. Below we illustrate how to do this for a menu. The procedure for creating a toolbar is similar.



### Create a Menu Element

- 1 Select **Website Content** in the toolbar.
- 2 Click the plus icon in front of the **Class** menu item to expand the Class menu and select **menu** in the submenu.
- 3 Click the **Add New** button.



A blank Add New element screen appears.

- 4 Enter a menu **Title**.
- 5 Create your menu in the Content field. Select each of the menu items in turn and follow step 6 to 9 below to insert hyperlinks to web pages.
- 6 Click on the **Insert Hyperlink** button in the editor toolbar. A popup screen appears.
- 7 Select **Pages**.
- 8 Select the web page you wish to link to.
- 9 Click **OK**.
- 10 Click the **Save & Close** button.

Tip You can create new pages



through the web content editor's hyperlink manager.

This screenshot shows the Asbru Web Content Management System interface. The top navigation bar includes links for Home, Help, Logout, Browse & Edit, Website Structure, Website Content (which is highlighted with a blue arrow), Media Library, User Database, Configuration, and Updates. Below the toolbar is a search bar and a sidebar with categories like Website Structure, Content (Pages, Elements, Class), and Templates (which is also highlighted with a blue arrow). The main content area displays a grid of templates. One template, 'Hotel Template', is highlighted with a yellow background and a blue arrow labeled '3'. The grid has columns for 'Template' and 'Id'. The 'Template' column lists 'default' and 'Hotel Template'. The 'Id' column lists '63' and '118'. At the bottom of the grid are buttons for Select All, Deselect All, Check Links, Validate Markup, and Delete.

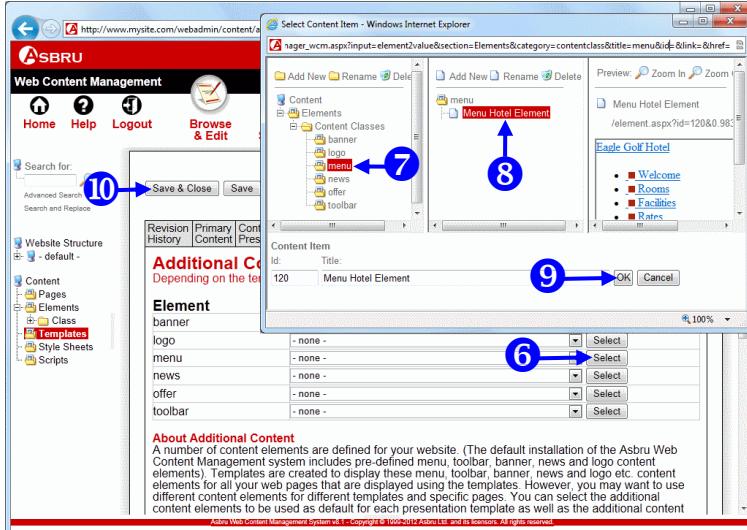
## Assign Menu to Template

- 1 Select **Website Content** in the toolbar.
- 2 Select **Templates** in the menu.
- 3 Find the template created in previous steps and click on the title of the template.

This screenshot shows the Asbru Web Content Management System interface with the 'Update' tab selected in the top navigation bar. The main content area displays an update screen for a template. A warning message at the top reads: 'WARNING: Other content items or website settings depend on this content item so it should not be deleted/unpublished.' Below this are buttons for Save & Close, Save, Preview, Validate, Add New, Unpublish, and Delete. A tab bar at the top of the update screen includes History, Primary Content, Presentation, Additional Content, Meta Information, Advanced Scripting, Content Version, Access Restrictions, Content Dependencies, and Show All. The 'Primary Content' tab is selected and highlighted with a blue arrow labeled '5'. The content area shows a rich text editor with a toolbar and a preview window displaying the text '@@@menu.content@@@' and '@@@content@@@'. The preview window also shows a green banner with the text 'Eagle Golf GOLF, LUXURY AND AM.'

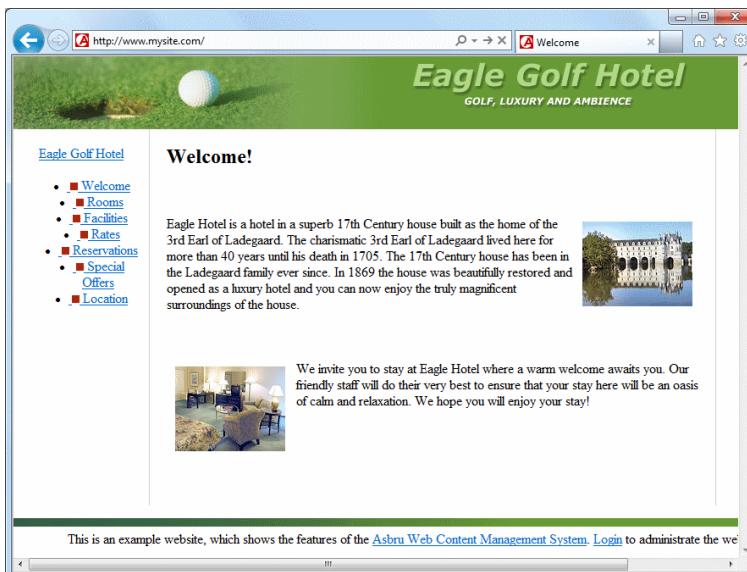
The Update screen will now appear.

- 4 Add the code  
@@@menu.content@@@  
where you wish the menu to appear.
- 5 Click on the **Additional Content** tab.



The Additional Content tab appears.

- 6 Click on the **Select** button for menu.
- 7 Click on **menu**.
- 8 Select the menu element created in previous steps on the **menu** list.
- 9 Click **OK**.
- 10 Click the **Save & Close** button.



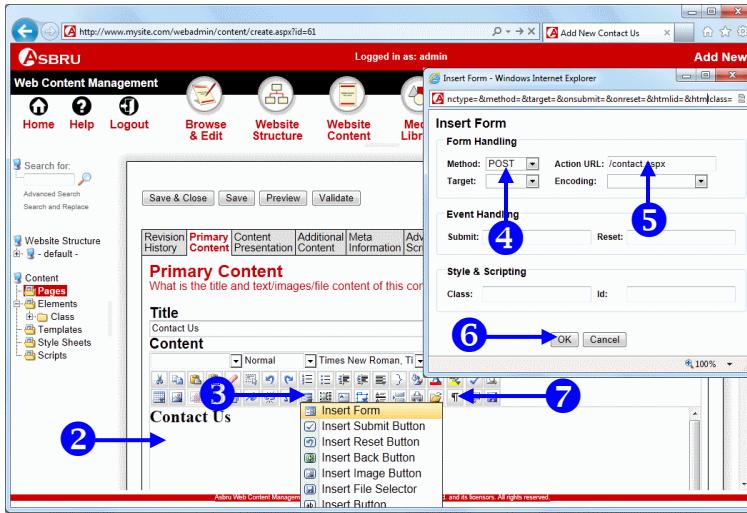
Repeat the steps above to create a toolbar menu.

The resulting website looks like this.



## 8 Contact Form

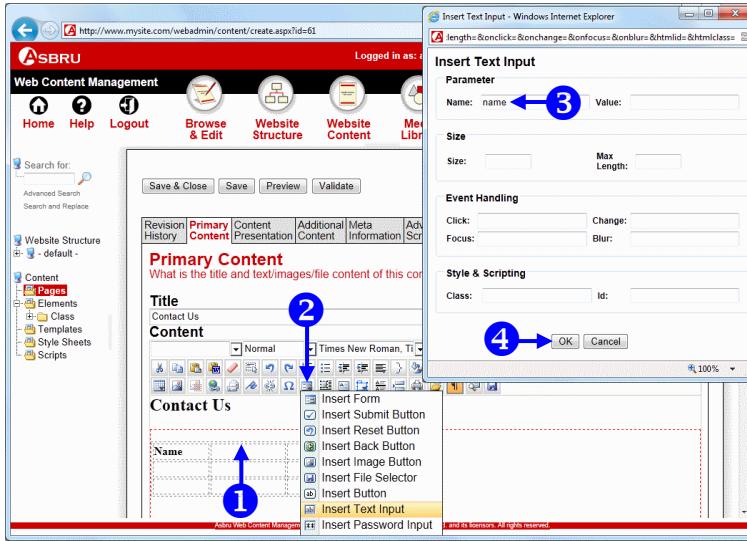
A contact form enables your website visitors to send messages to your configured administrator email address through your website. To create a contact form, you have to add special form elements to a regular web page. The elements that must be inserted for a form to function correctly include a form container with general information about the contact form, form fields inside the form container, a Send button inside the form container and a special hidden field that specifies the landing page after the user has clicked on the Send button in the contact form. The creation of a contact form is illustrated in detail below. A reservations form is created in the same way.



### Insert Form Container

- 1 Create or open a web page as illustrated in the Web Pages section above. (Not displayed on this screenshot.)
- 2 Place the cursor in the **Content** field where you wish the form container to be placed.
- 3 Hold the mouse over the **Insert Form** button and select **Insert Form** from the drop down list.
- 4 Select **POST** in the **Method** drop down.
- 5 Enter **/contact.jsp** in the **Action URL** field (or **/contact.aspx** or **/contact.jsp**).
- 6 Click **OK**.
- 7 Click the **Show WYSIWYG/Plain** button to display a red dashed form container outline.

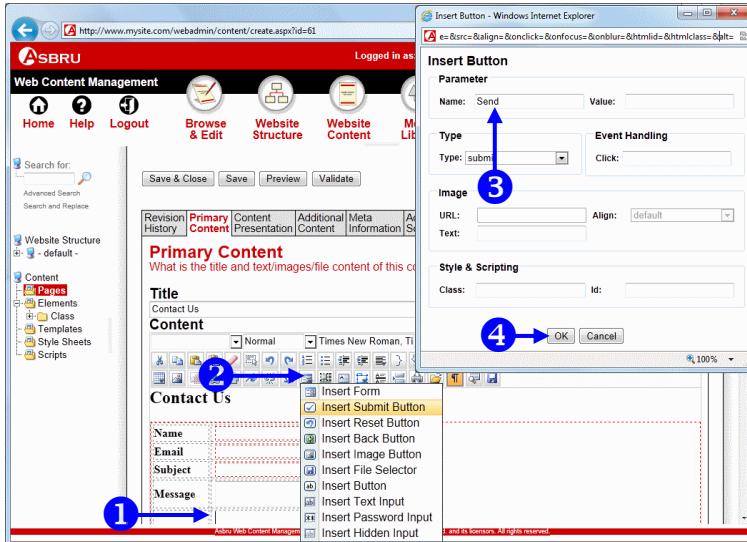
If you wish you can now add tables, text, images and other objects inside the form container.



## Insert Form Fields

- 1 Place the cursor inside the form outline where you wish to insert a form field.
- 2 Hold the mouse over the **Insert Form** button and click on **Insert Text Input**.
- 3 Enter **name** to create a field where website visitors can enter their name.
- 4 Click the **OK** button to insert the field in the Content area.

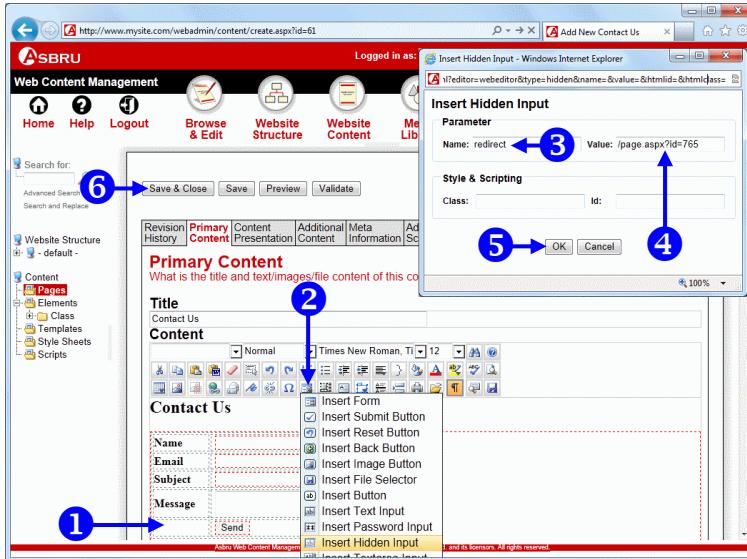
Repeat step 1 to step 3 above to insert other fields. One of your field names should be **subject** as this will be used as the subject of the email that will be sent to the configured website administrator.



## Insert Send button

- 1 Place the cursor inside the form outline where you wish the Send button to appear.
- 2 Hold the mouse over the **Insert Form** button in the content editor toolbar and click on **Insert Submit Button**.
- 3 Enter **Send**.
- 4 Click the **OK** button to insert the Send button.

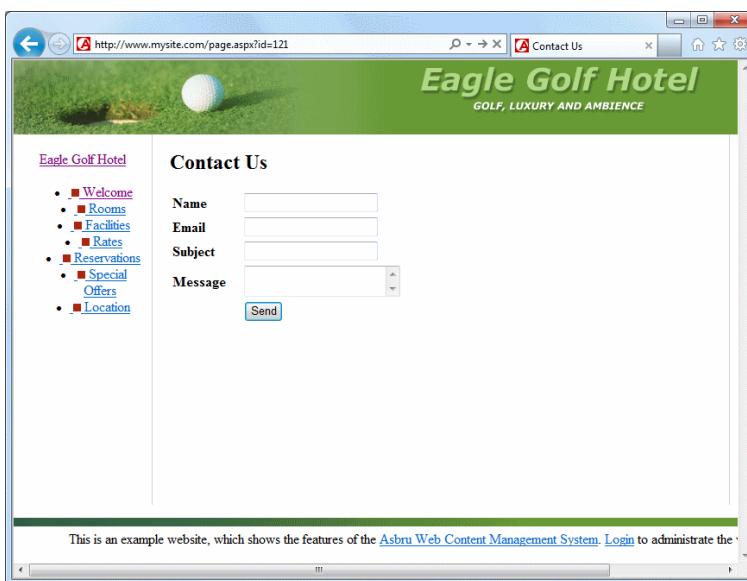
A popup appears.



## Specify a Landing Page

- 1 Place the cursor somewhere inside the form outline.
- 2 Hold the mouse over the **Insert Form** button in the content editor toolbar and click on **Insert Hidden Input**.
- 3 Enter **redirect** in the Name field.
- 4 Enter **/page.jsp?id=xx** (or **/page.aspx?id=xx**) in the Value field where you replace xx with the page number for the page you wish to redirect the website visitor to when the visitor clicks the Send button in your form.
- 5 Click the **OK** button to insert the hidden input field button.
- 6 Click **Save & Close**.

The Contact Us page will now look similar to the one displayed here.



Website visitors can fill in the form and when he/she clicks the Send button the administrator configured to receive contact emails will receive an email with the details entered in the form.



## 9 Restricted Area

It is possible to create an area of your website where only registered website visitors have access. You can setup these access restrictions for one or several individual web pages or for entire page types or page groups. Below we illustrate how to setup access restrictions for individual pages and how to add registered website visitors. Please refer to the User Access Restrictions section in the Asbru Web Content Management User Guide for more information about setting access restrictions for page types and page groups.

The screenshot shows the Asbru Web Content Management interface. The top navigation bar includes links for Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, User Database, Configuration, and Updates. The main content area displays a 'Content' section with a 'Pages' category. A specific content item is selected, and its properties are shown in a detailed view. The 'Access Restrictions' tab is highlighted with a red arrow labeled '2'. The 'View' dropdown menu is open, showing options like 'restricted' (which is selected) and 'public'. A blue arrow labeled '3' points to the 'restricted' option. Another blue arrow labeled '4' points to the 'Save & Close' button at the bottom of the form. The status bar at the bottom indicates the URL as http://www.mysite.com/webadmin/content/admin.aspx?id=122&gt;73808047 and the copyright notice 'Asbru Web Content Management System v.1.1 - Copyright © 1999-2012 Asbru Ltd. All rights reserved.'

## Restrict Access to a Web Page

For each of the pages where restricted access is required follow steps 1 to 4 below.

- 1 Create or open the relevant web page as illustrated in the Web Pages section above. (Not displayed on this screenshot.)
- 2 Click on the **Access Restrictions** tab.
- 3 Select **-restricted-** on the View list.
- 4 Click **Save & Close**.

The screenshot shows the Asbru Web Content Management interface. The top navigation bar includes links for Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, User Database (which is highlighted with a red arrow labeled '1'), Configuration, and Updates. The main content area displays a 'Users' section with a table view. A blue arrow labeled '2' points to the 'Users' category in the sidebar. A blue arrow labeled '3' points to the 'Add New' button in the top right corner of the user list table. The status bar at the bottom indicates the URL as http://www.mysite.com/webadmin/users/index.aspx?userclass=%20&userstype=%20&usergroup=%20&cst and the copyright notice 'Asbru Web Content Management System v.1.1 - Copyright © 1999-2012 Asbru Ltd. All rights reserved.'

## Register a User

- 1 Select **User Database**.
- 2 Click **Users**.
- 3 Click on the **Add New** button.



The screenshot shows the 'Add New User' interface. At the top, there's a navigation bar with links like Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, User Database, Configuration, and Updates. Below the navigation bar, there's a search bar and a sidebar with categories like Users, Templates, and Users. The main area is titled 'User Login' and contains fields for 'Username' and 'Password', both of which have the value 'member'. There's also a 'Save' button at the top right of the form.

- 4 Enter a username for example **member** in the **Username** field.
- 5 Enter a password for example **member** in the **Password** field.
- 6 Click the **Save** button.

The screenshot shows a login page for 'Eagle Golf Hotel'. The header features a golf ball on a green and the text 'Eagle Golf Hotel GOLF, LUXURY AND AMBIENCE'. On the left, there's a sidebar with a menu: Welcome, Rooms, Facilities, Rates, Reservations, Special Offers, and Location. The main content area is titled 'Login' and contains a message: 'Access to the selected page is restricted and requires login. Please login using your username and password.' Below the message are two input fields labeled 'Username:' and 'Password:', and two buttons: 'Login' and 'Cancel'.

If a website visitor accesses a page with restricted access the visitor will be prompted to login. When the visitor has provided a valid username and password and clicked the Login button the visitor will see the page with restricted access.



## 10 Search

You can add a search field to your website that will enable visitors to search for content containing any key phrase. Search fields can be inserted into pages, templates or elements like toolbars or menus. In this example we illustrate how to insert a search field into your toolbar. To insert a search field you have to insert a form container, the search field itself and a search button. All of these three must be present for the search functionality to function correctly.

This screenshot shows the Asbru Web Content Management System interface. The top navigation bar includes links for Home, Help, Logout, Browse & Edit, Website Structure, Website Content (which is highlighted in red), Media Library, User Database, Configuration, and Updates. The left sidebar contains sections for Content (Pages, Elements, Class), Website Structure (default), Templates, Style Sheets, and Scripts. The main content area displays a list titled 'Element' with one record: 'Toolbar Hotel element'. A large blue arrow labeled '1' points to this element. Another blue arrow labeled '2' points to the 'toolbar' item in the 'Class' section of the sidebar. A third blue arrow labeled '3' points to the 'Toolbar Hotel element' in the list.

### Open Toolbar

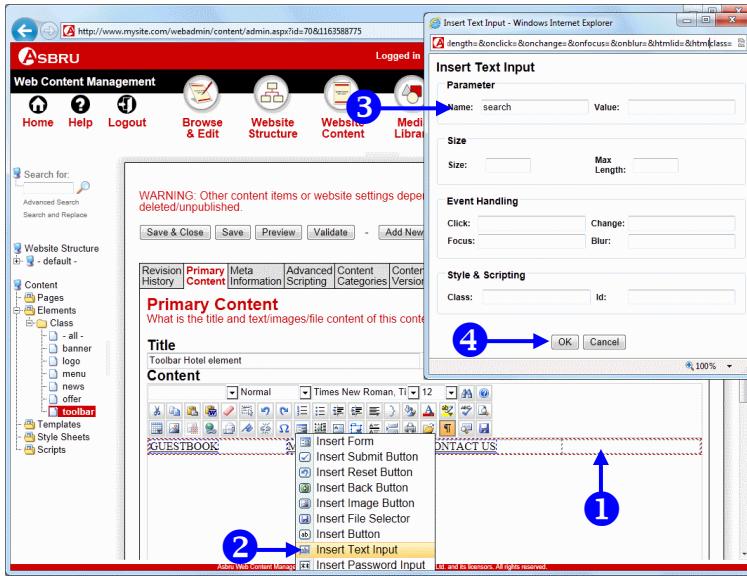
- 1 Select Website Content.
- 2 Select the plus icon in front of Class to expand the class menu and click toolbar.
- 3 Click on the Toolbar Hotel element title.

This screenshot shows the Asbru Web Content Management System interface with a modal dialog titled 'Insert Form - Windows Internet Explorer'. The dialog has tabs for Form Handling (Method: GET, Action URL: /search.aspx, Target: , Encoding: ), Event Handling (Submit, Reset), and Style & Scripting (Class: , Id: ). Below the dialog is a 'Primary Content' editor with a toolbar. A blue arrow labeled '1' points to the 'toolbar' class in the sidebar. A second blue arrow labeled '2' points to the 'Insert Form' button in the toolbar. A third blue arrow labeled '3' points to the 'Insert Form' button in the dialog. A fourth blue arrow labeled '4' points to the 'Action URL' field. A fifth blue arrow labeled '5' points to the 'OK' button. A sixth blue arrow labeled '6' points to the 'Insert Form' option in the toolbar dropdown.

### Insert Form Container

- 1 Place the cursor in the web content editor input field.
- 2 Hold the mouse over the Insert Form button in the editor toolbar and click on Insert Form.
- 3 A popup appears.
- 4 Select GET in the Method list.
- 5 Enter /search.jsp (or /search.aspx) in the Action URL field.
- 6 Click the OK button.
- 7 Click the Show WYSIWYG/Plain button to display form outlines for the form container you have just inserted.

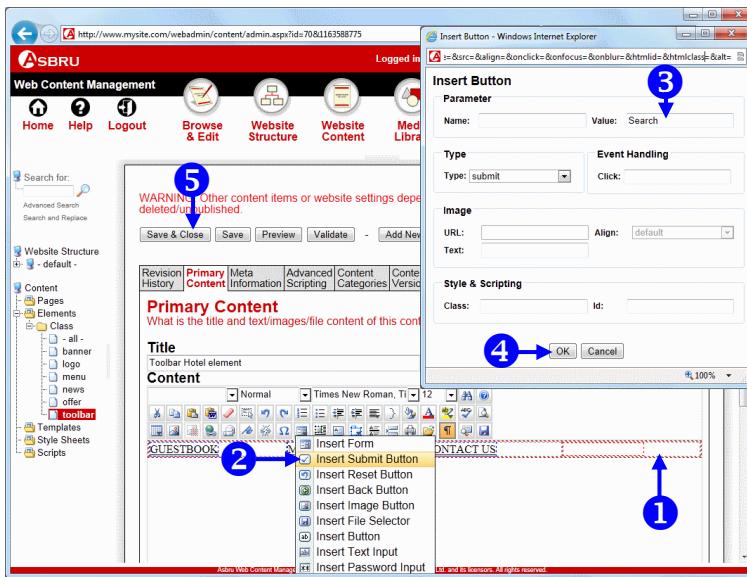
If you wish you can now add tables, text, images and other objects inside the form container.



## Insert Search Field

- 1 Place the cursor where you wish the Search field to appear.
- 2 Hold the mouse over the **Insert Form** button in the editor toolbar and click on **Insert Text Input**.
- 3 Enter **search** in the Name field.
- 4 Click the **Ok** button.

A popup screen appears.



## Insert Search button

- 1 Place the cursor where you wish the Search button to appear.
- 2 Hold the mouse over the **Insert Form** button in the editor toolbar and click on **Insert Submit Button**.
- 3 Enter the text you wish to appear on your button in the Value field. For example **Search**.
- 4 Click **Ok**.
- 5 Click **Save & Close**.



<http://www.mysite.com/>

**Eagle Golf Hotel**  
GOLF, LUXURY AND AMBIENCE

Eagle Golf Hotel

- [Welcome](#)
- [Rooms](#)
- [Facilities](#)
- [Rates](#)
- [Reservations](#)
- [Special Offers](#)
- [Location](#)

**Welcome!**

Eagle Hotel is a hotel in a superb 17th Century house built as the home of the 3rd Earl of Ladegaard. The charismatic 3rd Earl of Ladegaard lived here for more than 40 years until his death in 1705. The 17th Century house has been in the Ladegaard family ever since. In 1869 the house was beautifully restored and opened as a luxury hotel and you can now enjoy the truly magnificent surroundings of the house.

We invite you to stay at Eagle Hotel where a warm welcome awaits you. Our friendly staff will do their very best to ensure that your stay here will be an oasis of calm and relaxation. We hope you will enjoy your stay!

This is an example website, which shows the features of the [Asbru Web Content Management System](#). [Login](#) to administrate the website [HERE](#).

Your website should now look similar to this.

Enter a search term, for example **location** in the search box and click on the Search button.

<http://www.mysite.com/search.aspx?search=location>

**Eagle Golf Hotel**  
GOLF, LUXURY AND AMBIENCE

Eagle Golf Hotel

- [Welcome](#)
- [Rooms](#)
- [Facilities](#)
- [Rates](#)
- [Reservations](#)
- [Special Offers](#)
- [Location](#)

**Search Results**

Your search resulted in the following matches:

[Facilities](#)  
[Guestbook Form](#)  
[Location](#)

Please adjust your search criteria if you did not find what you are looking for.

[<<< Back](#)

A page now shows all the pages, which contain the word **location**.

If a visitor clicks on one of the search results links the visitor is redirected to the page.



## 11 Offers, Banners and News

You can add offers, banners and news to your website using the Asbru Web Content Management system. To do this, create the banner, offer or news as an Element and insert it into your template. Below we illustrate how to create an offer element and insert it into the template. The procedure to include banners and news on your website is similar.

### Create an Offer Element

- 1 Select **Website Content** in the toolbar.
- 2 Click the plus icon in front of the **Class** menu item to expand the Class menu and select **offer** in the submenu.
- 3 Click the **Add New** button.

A blank Add New element screen appears.

- 4 Enter an offer **Title**.
- 5 Add the content of the offer in the **Content** field. The content can be for example images or text.
- 6 Click **Save & Close**.

Repeat step 3 to step 6 to create other offers.

**Tip:** You can add images through the web content editor's media manager. For more information please see the Asbru Web Content Management Web Content Editor Guide.



The screenshot shows the Asbru Web Content Management System interface. The top navigation bar includes links for Home, Help, Logout, Browse & Edit, Website Structure, Website Content (which is highlighted with a blue arrow), Media Library, User Database, Configuration, and Updates. On the left, a sidebar lists 'Content' categories: Pages, Elements, Class, Templates (which is highlighted with a red arrow), Style Sheets, and Scripts. The main content area displays a table titled 'Template' with two entries: 'default' (Id: 63) and 'Hotel Template' (Id: 118). Below the table are buttons for Select All, Deselect All, Check Links, Validate Markup, and Delete.

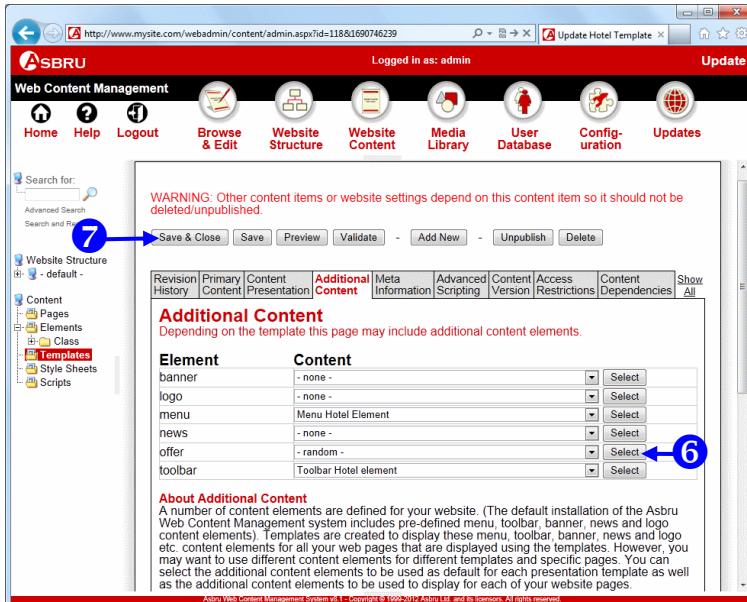
## Assign Offer to Template

- 1 Select **Website Content** in the toolbar.
- 2 Select **Templates** in the menu.
- 3 Find the template created in previous steps and click on the title.

The screenshot shows the 'Update' screen for the 'Hotel Template'. The top navigation bar includes Home, Help, Logout, Browse & Edit, Website Structure, Website Content (highlighted with a red arrow), Media Library, User Database, Configuration, and Updates. The left sidebar shows Content categories. The main area has tabs for Revision History, Primary Content (highlighted with a blue arrow), Presentation, Additional Content, Meta Information, Advanced Scripting, Content Version, Access Restrictions, and Content Dependencies. The 'Primary Content' tab is active, displaying the question 'What is the title and text/images/file content of this content item?'. Below this is a rich text editor toolbar and a preview area showing a golf ball on a green with the text 'Eagle Golf GOLF, LUXURY AND A...'. In the content area, there is existing code: '@@@toolbar.content@@@', '@@@menu.content@@@', '@@@content@@@', and '@@@offer.content@@@' (highlighted with a blue arrow).

The Update screen will now appear.

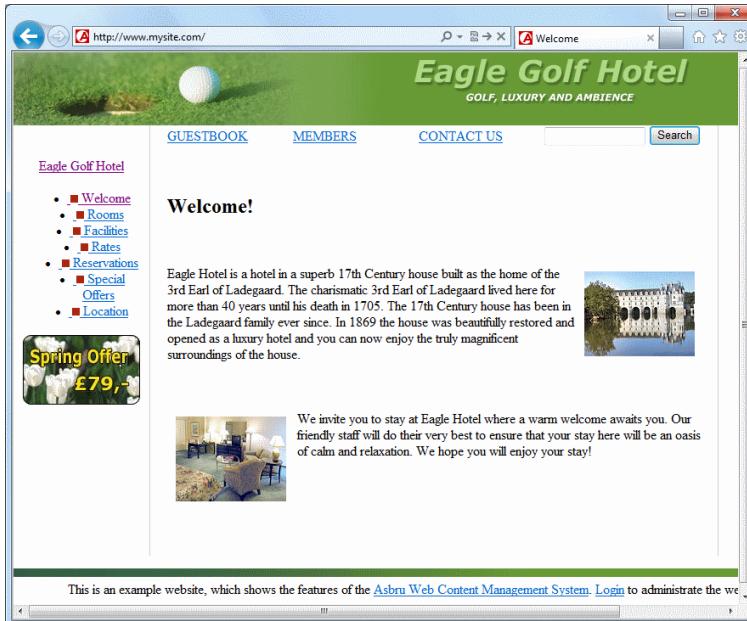
- 4 Add the code  
@@@offer.content@@@  
where you wish the offer to appear.
- 5 Click on the **Additional Content** tab.



The Additional Content tab appears.

On the offer list select the offer element created in previous steps or alternatively select –random-. If you select –random- every time the template is displayed one of the offer elements will be displayed randomly.

Click the Save & Close button.



After insertion of both offers, banner and news elements into the template your website will look similar to this.



## 12 Style Sheets

A CSS (Cascading Style Sheet) lets you define colours, fonts, layout, and other aspects of the presentation of your web pages. A Style Sheet is not necessary to create a website as you can define colours, fonts and layout on your web pages, but it does give you more options and enables you to control the formatting on your website in one place. You can create a Style Sheet in the Asbru Web Content Management system and then configure it to be used for all the web pages on your website. Below we illustrate how to do this.

The screenshot shows the Asbru Web Content Management interface. The top navigation bar includes links for Home, Help, Logout, Browse & Edit, Website Structure, Website Content (which is highlighted), Media Library, User Database, Configuration, and Updates. The left sidebar has sections for Website Structure, Content (Pages, Elements, Class, Templates, Style Sheets, Scripts), and a search bar. The main content area displays a table titled 'Style Sheet' with one record: 'default'. The table has columns for 'Name' (containing 'default'), 'Id' (containing '111'), and a small image icon. At the bottom of the table are buttons for 'Select All', 'Deselect All', and 'Delete'. Above the table is a toolbar with buttons for 'Add New' (highlighted with a blue arrow labeled '3'), 'List paged', and 'First - < Previous - 1 - Next > - Last >'. A red arrow labeled '2' points to the 'Style Sheets' link in the sidebar. A blue arrow labeled '1' points to the 'Website Content' button in the toolbar.

### Create a Style Sheet

- 1 Select Website Content in the toolbar.
- 2 Select Style Sheets.
- 3 Click the Add New button.

The screenshot shows the 'Add New' style sheet creation page. The top navigation bar includes links for Home, Help, Logout, Browse & Edit, Website Structure, Website Content (highlighted), Media Library, User Database, Configuration, and Updates. The left sidebar has sections for Website Structure, Content (Pages, Elements, Class, Templates, Style Sheets, Scripts), and a search bar. The main content area has tabs for Revision History, Primary Content (which is selected), Meta Information, Content Version, and Access Restrictions. The 'Primary Content' tab contains fields for 'Title' (containing 'Hotel Standard Stylesheet') and 'Content'. The 'Content' field contains a block of CSS code. At the top of the content area are buttons for Save & Close (highlighted with a blue arrow labeled '6'), Save, Preview, and Validate. A red arrow labeled '5' points to the 'Style Sheets' link in the sidebar. A blue arrow labeled '4' points to the 'Title' field.

- 4 Enter a Style Sheet Title.
- 5 Add your Style Sheet content in the Content field.
- 6 Click Save & Close.



The screenshot shows the 'Website Configuration' screen. The left sidebar has a tree view with 'Website' selected. The main area has tabs for 'Website Design', 'Settings', 'Email & Forms', 'Security', 'Special Pages', 'Special Settings', and 'URL Rewriting'. Below these tabs is a section for 'Website Design' with fields for 'Default template (page layout)' and 'Default style sheet (text)'. A 'Save' button is at the bottom right of this section.

## Apply the Style Sheet

- 1 Select Configuration in the toolbar.
- 2 Click on the plus icon in front of System to expand and select Website in the submenu.
- 3 Select the Style Sheet created in previous steps on the Default style sheet (text) list.
- 4 Click Save.

The screenshot shows the homepage of 'Eagle Golf Hotel'. The header features a golf ball graphic and the text 'Eagle Golf Hotel GOLF, LUXURY AND AMBIENCE'. The sidebar on the left has a navigation menu with links like 'Welcome', 'Rooms', 'Facilities', 'Rates', 'Reservations', 'Special Offers', and 'Location'. A 'Spring Offer £79,-' is displayed with a tulip image. The main content area has a 'Welcome!' heading and a paragraph about the hotel's history. There is also a photo of a room and a photo of the hotel building.

After creation of a style sheet your website will look similar to this. As you can see the font and line height as well as other layout features have changed.