



pasteboard.cms overview

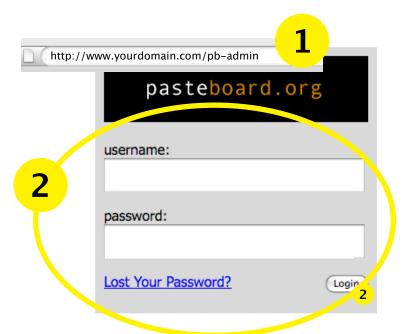


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How To Login & change your password

Logging into your pasteboard.cms control panel requires a valid login and password. The default login and password is admin / admin. After your first login, please change this information.



NNCIL » view site

Dashboard

New Page

1

Open a new browser window to this location: http://www.yourdomain.com/pb-admin

2

Enter your login / password and click LOGIN

3

Click the CHANGE PASSWORD link in the MAIN navigation



Plugins

Change Password

Enter the current password and then your new password and click UPDATE





2 A User Interface Overview navigation, content & options

The pasteboard.cms user interface is designed with a consistent layout so that you know where to intuitively look for infromation, links and content. It is designed using 3 common elements: 1) Navigation, 2) Content and 3) Options.

NAVIGATION includes links to: 1

Dashboard. This is your welcome page. It displays information about the pasteboard.cms installation, status of the website and access to the developer's blog, news, updates and statistics.

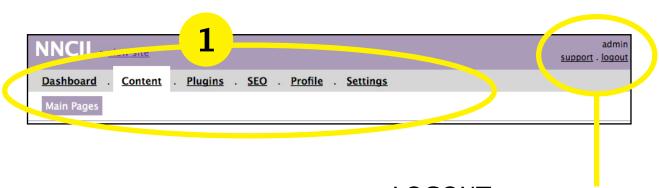
Content. This is where web page content is added, modified, restored or deleted. Complete details about each web page is accessed by clicking this link.

Plugins, You can extend the functionality of the pasteboard.cms by installing small programs. This area is not yet complete.

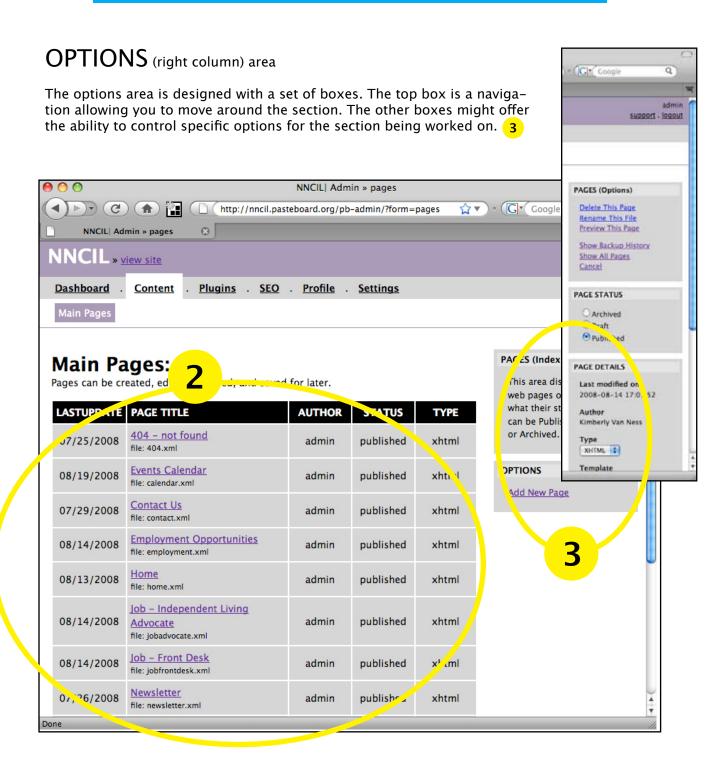
SEO. This area is a summary of Search Engine Optimization options. Depending on the services purchased this area may differ by user. This area is not yet complete.

Profile. This section contains information about the currently logged in user. You can change items like your name, email and password.

Settings. This is an administrative section and can potentially harm your website if settings are modified incorrectly. You can change information for site-level items like database login, 404 redirects, debug mode, default theme, site language and PAGES backup.



LOGOUT, USERNAME and SUPPORT links provide quick access to these common actions.



CONTENT (left column) area:

The content area of each section may differ in how it appears. It could be a listing of web pages, a form or a block of text.

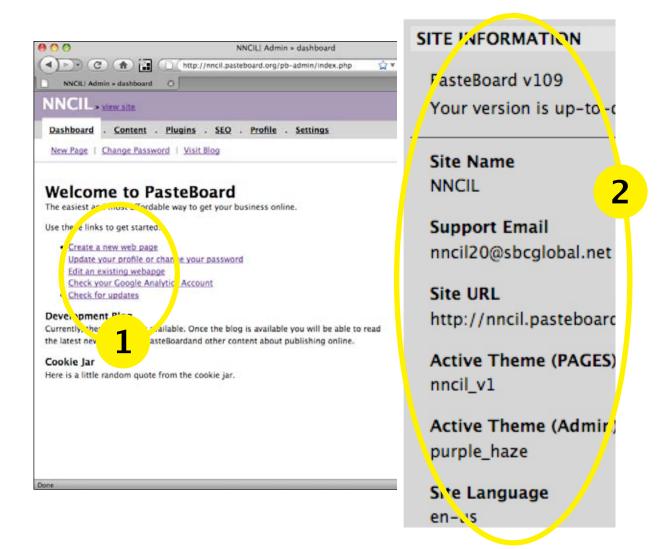
3 The Sections dashboard, content, etc.

The pasteboard.cms has six main sections inside the MAIN NAVIGATION area that create the content management system. Each section is designed with a content and options area.

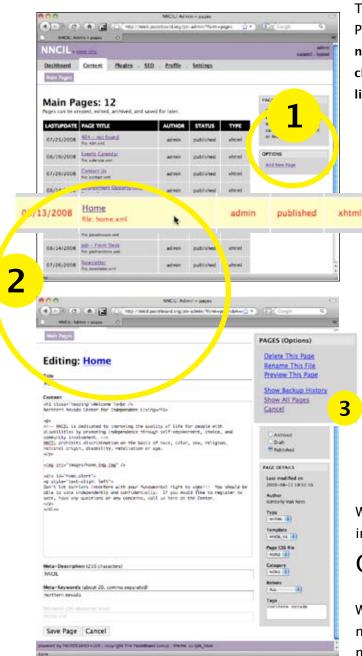
The DASHBOARD, or your welcome page, displays information about the pasteboard.cms installation (version), status of the website and access to the developer's blog, news, updates and statistics. 2

It also provides access to links for adding a new web page, changing your password and checking for updates to the pasteboard.cms software. 1

This area is not yet complete.



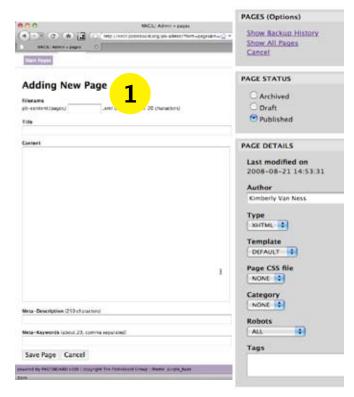
The **CONTENT** section is where you have the ability to self-manage your websites written content. You can ADD a new web page, EDIT and existing web page, DELETE a web page and quickly see a list of all your web pages.



To EDIT a web page simply drag your mouse down the list of web pages. When the correct web page is highlighted click on the page title. 2

To ADD a web page click the link titled, Add New Page in the OPTIONS box (right column).

note: when selecting a file name all spaces and special characters will be removed. for example: my_product-listing will become myproductlisting.xml 1



Whether you are ADDing a new web page or EDITing an exsiting web page, each web page has similar

OPTIONS available in the right column.

When ADDing you have the ability to change the name of the author. However, this is not recommended because each web page is also associated with an author id that is stored in the user database.

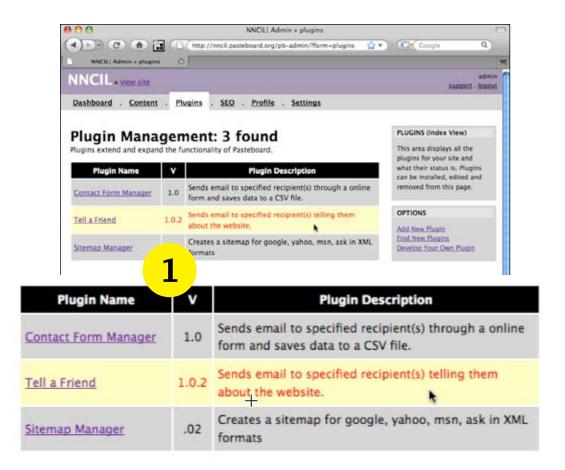
When EDITing, additional options of DELETE, RENAME and SHOW BACKUP HISTORY become available. 3

The **PLUGIN** section is where you have the ability to extend the functionality of the pasteboard.cms by installing small programs.

Some standard plugins that may be part of your pasteboard setup include the following: **Contact Form Manager**: sends email to specified recipient(s) through a online form and saves data to a CSV file. **Tell a Friend:** sends email to specified recipient(s) telling them about the website. **Sitemap Manager:** Creates a sitemap for google, yahoo, msn in XML format. 1

This area is not yet complete.

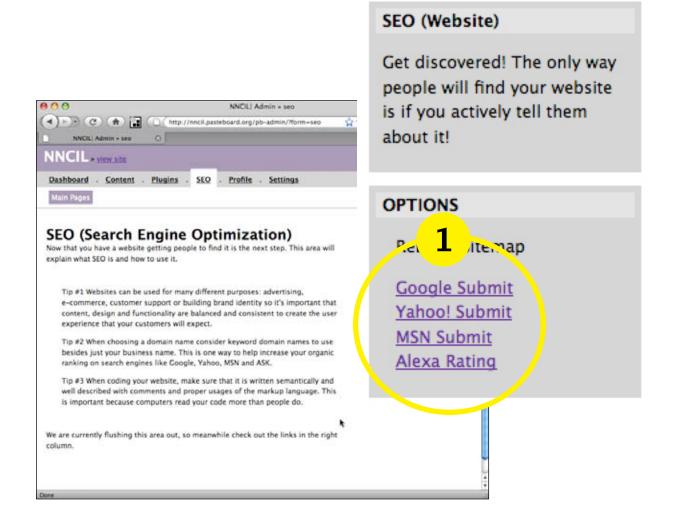
These plugins currently do not have any user-interface and are not supported.



The SEO (Search Engine Optimization) section is where you have the ability to self-manage your websites search engine optimization settings, depending on the SEO services you have purchased.

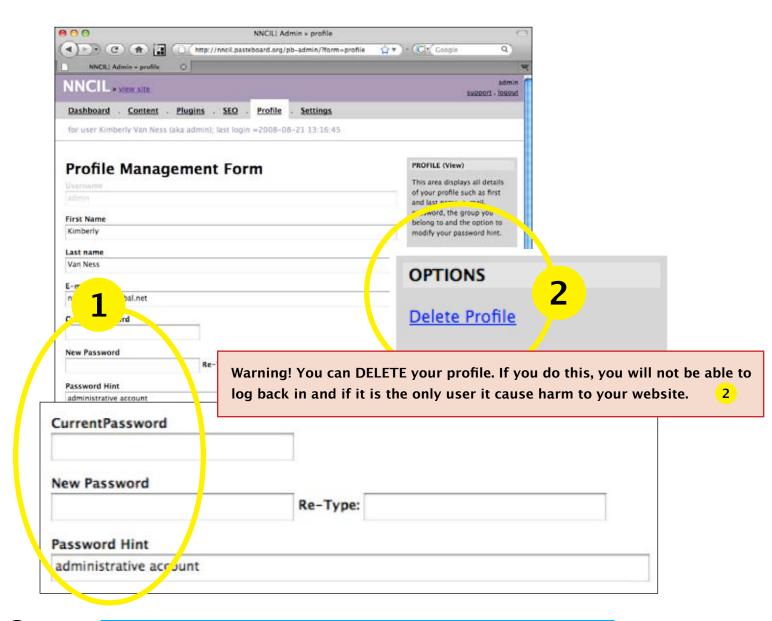
Currently the SEO section provides some hints and tips on Search Engine Optimization and lets you quickly link to Google, Yahoo and MSNs site submit links. You can also check your ranking on Alexa with the provided shortcut link. 1

This area is not yet complete.

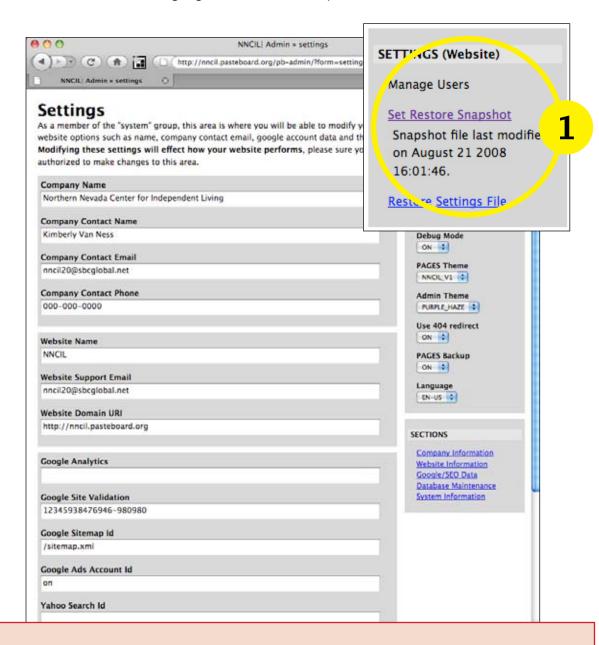


The PROFILE section contains information about the currently logged in user. You can change items like your name, email and password.

Some of the information found in this section will be used when ADD/EDITing web pages, such as first and last name. Other information will be used to help you login, such as your username. Your username can not be changed after it the account has been created. This is the section where you will also be able to change your password. 1



The **SETTINGS** section is an administrative section and can potentially harm your website if settings are modified incorrectly. You can change information for site-level items like database login, 404 redirects, debug mode, default theme, site language and PAGES backup.



This section will rewrite the pasteboard.cms site configuration file with the settings that you provide. This could cause harm to your website and we recommend that you first take a snapshot of the site configuration file before making any changes. 1 Or, you contact your pasteboard.cms distributor for assistance before you continue.

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Published by DabbleDocs, P.O. Box 9986, Reno, NV 89507

Printing History:

August 2008: First Edition

Websites:

http://www.pasteboard.org http://www.projectwebstart.com http://www.dabbledocs.com