

# Content Management System

## The User Manual



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# Introducing the Creotec Content Management System

## What is the Creotec Content Management System?

Creotec's content management system (CMS) is a tool that enables easy and efficient management of content on a client's website. It allows the client to create new pages and edit content without the knowledge of html. The CMS also allows users to upload and maintain their own gallery, forms, polls and download manager.

## Administration

### Signing in

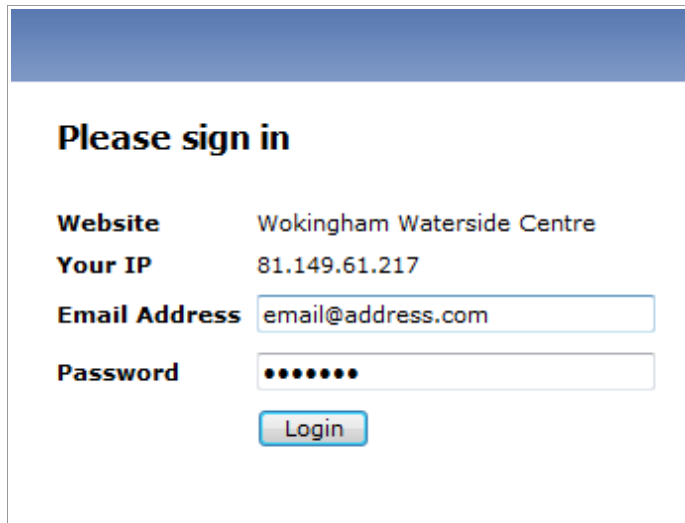
You will find your Content Management System (CMS) at the following address:

[http://www.insert\\_your\\_web\\_address\\_here.com/\\_creotec.admin](http://www.insert_your_web_address_here.com/_creotec.admin)

In order to access your CMS system you must put “**\_creotec.admin**” at the end of your website URL as shown above. Once you have loaded the CMS page you will see a Sign in box.

You must input your email address and password for the CMS in the required input boxes. Once this is done click the “Login” button and you will sign into your content management system.

If you have forgotten your password please email [info.request@creotec.com](mailto:info.request@creotec.com) for assistance and we will help you to retrieve your password.



**Please sign in**

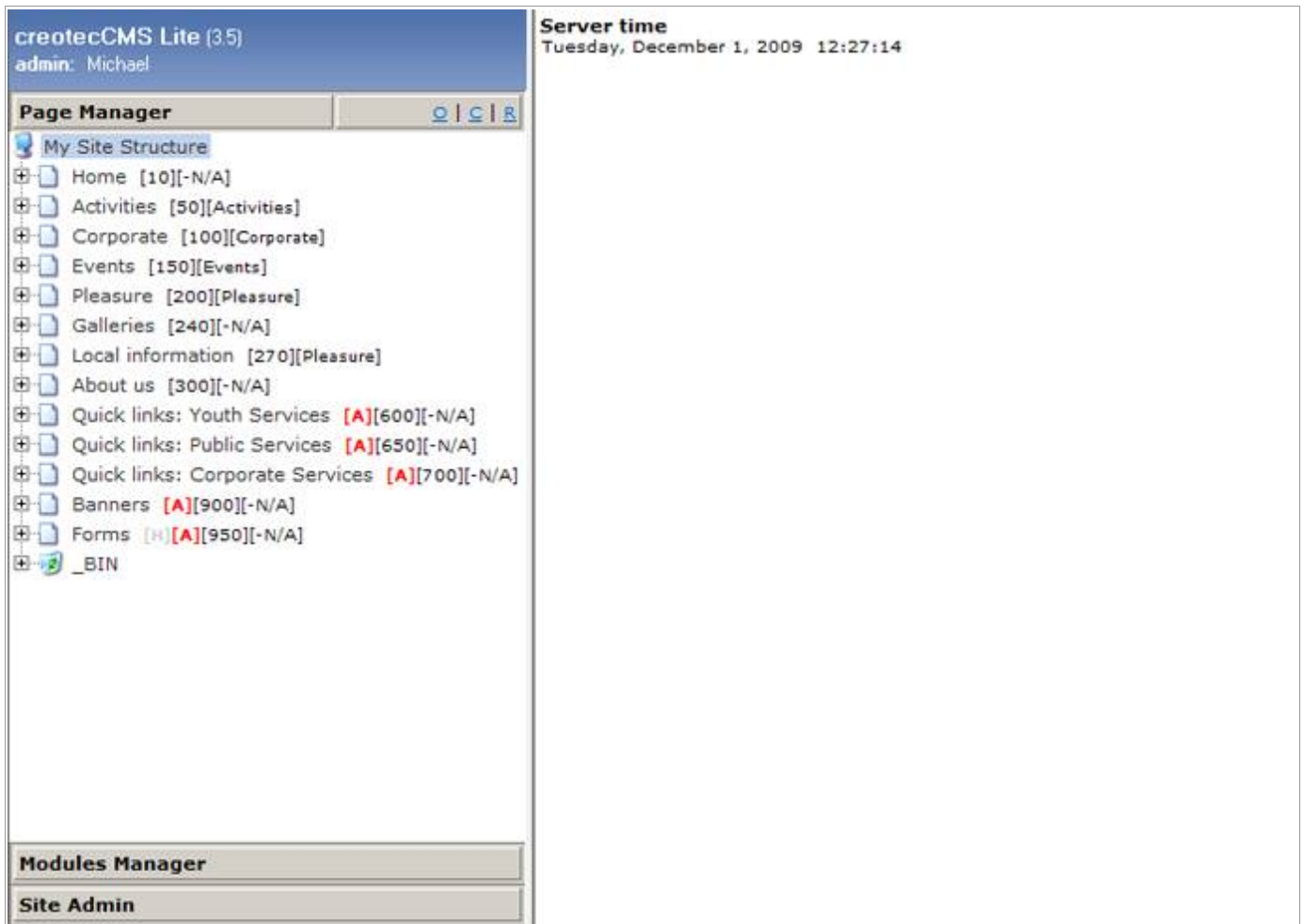
**Website** Wokingham Waterside Centre

**Your IP** 81.149.61.217

**Email Address**

**Password**

Once you have logged on you will see the follow screen:



You will see a left side bar with the following headings:


**Page Manager** - The user can create new pages and edit existing ones.

**Modules Manager** - This is where the different modules are held. You can manage the gallery, forms, polls , download section and more from here.

**Site Administration** - Only the site admin can use this tab. This is where you can configure your site settings and add new users. The admin can also view the site statistics here.

## Page Manager

### Creating a page

 My Site Structure	To create a new page the user has to go into the Page Manager tab. Once in the Page Manager tab click on the “ <b>My Site Structure</b> ” to create a new page on your site.
------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

You will notice that some fields are coloured blue. If a field is highlighted in blue it means it is a required field that must be filled in to complete the page creation process.

## Page Property

Page ID:

Parent	<input type="text"/>
Active	<input type="text" value="no"/>
Hidden	<input type="text" value="no"/>
Secure page	<input type="text"/> (only select group if secure)
Page category	<input type="text" value="-N/A"/>
RSS Active	<input type="text" value="no"/>
Navigation Title	<input type="text"/> (Required)
Navigation Description	<input type="text"/>
Navigation Order	<input type="text"/> (0-999)
Internal redirect	<input type="text"/> (to point to another page)
External URL	<input type="text"/> (e.g. http://...)
External Window	<input type="text"/> (e.g. _blank, _top, or a name frame)
Page Title	<input type="text"/> (Required)
Page Keywords	<input type="text"/> (Separated by comma)
Page Description	<input type="text"/>

<b>Parent</b>	Choosing a parent means the page you are creating will become a child. This means that the page will become a sub navigation menu item and will be seen on the Parent page you choose.
<b>Active</b>	Select <b>Yes</b> if you would like the page to be active. If you select <b>No</b> then the page will not be seen by users that come to the site. On the left hand side bar where the pages are displayed if a link is hidden it will display an <b>[A]</b> .
<b>Hidden</b>	Selecting <b>Yes</b> will hide the page from the users, this means it will not appear in the menu. If you select <b>No</b> then the page will be able to be viewed on the site. On the left hand sidebar where the pages are displayed if a link is inactive it will display an <b>[H]</b> .
<b>Secure page</b>	If you want a page to be exclusive to certain member then using this option will allow only people from a certain group to see the contents of the page.
<b>Page category</b>	This allows the user to choose their page category.
<b>RSS Active</b>	Selecting <b>Yes</b> will activate RSS feeds.
<b>Navigation Title</b>	This is where the title of the navigation will be put. This is what appears on the websites navigation button.
<b>Navigation Description</b>	A short description about what the page is about would be placed here
<b>Navigation Order</b>	Selecting a number from 0 – 999 will determine the order of where your page is placed. 0 would place the page at the beginning of the navigation whereas 999 would place it at the end.

<b>Internal redirect</b>	You can create a page to redirect to another page on your site. Select from the drop down where you would like the page to be directed to. On the left hand side bar where the pages are displayed if the page is being redirected it will display an <b>[R]</b> .
<b>External URL</b>	Add an external URL if the page will navigate to an external link away from your site.
<b>External Window</b>	If the page is being directed to an external link then this option lets you decide how they would like it to be displayed. To let the page load in a new browser window type =”_blank” or to have it load in the same page leave the area blank.
<b>Page Title</b>	The Page Title is the name of the page you are creating. When you navigate to the page this will be the title it displays.
<b>Page Keywords</b>	Add keywords to the page to help so it is easier for search engines to find your website
<b>Page Description</b>	Add a description about the page using some of your keywords to encourage search engines to find your site.

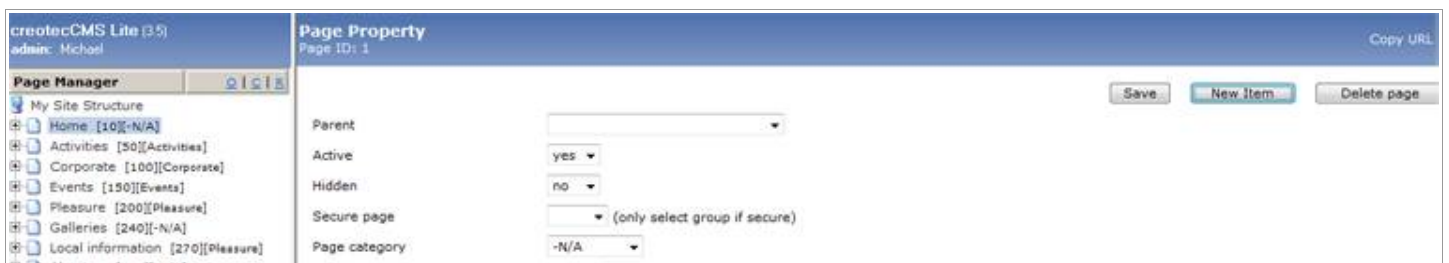
Once you have filled in all the necessary fields click the **“Save”** button which can be found at the top and bottom of the page - this will save the page that has been created.

Once you have created a Page you will then need to create some content to go with it. To add content a new 'Item' has to be created, to do this click on the Page you have just created. You will now have three options at the top right of the page.

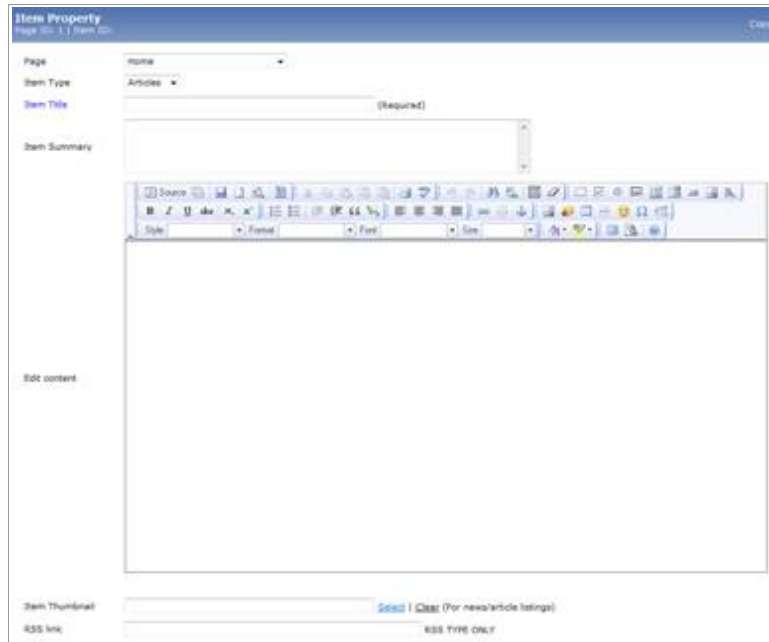
**Save:** If you need to make any changes to the Page click the save button to save any changes that you've done to it.

**New Item:** This will let you add a new item to the page and is where you will add your content.

**Delete page:** Clicking this button will delete the page and all of its contents will be lost. You can retrieve a page if it has been deleted by going to the **“\_BIN”** which is at the bottom of the Page Manager.



To add content a new 'Item' has to be created, to do this click on the Page you have just created and click on the 'New Item' button.



**Item Type:** Selecting an item type will change the way your content is displayed. You can have as many Items as you want in your Page. Some of the Item types are:

**Articles** - This is the main item type that is used. It will display all of the content that you have written on the Page. If you add the author and date it will display these settings at the bottom of the content you have written.

**Content** - This is the same as Articles but it does not display the author or date.

**News** - This will display the title and the first few lines of your content and will encourage the user to click for more information. Once they click to see the full article they will be directed to a new page with the full article.




<b>Item Summary</b>	Add a small description about the Item type you are creating.
<b>Edit content</b>	This is where you can create and edit your content. This is what will be displayed on the web page once you have saved. A full description of how the article editor works can be found below in the next section.
<b>Item Thumbnail</b>	Add a thumbnail to your article or news item type by clicking on the “ <b>Select</b> ” button and selecting an image.
<b>RSS Link</b>	If you have an RSS feed copy the link into the input box to attach the RSS. This will only work when the Item Type selected is “RSS”

Other properties	Order	Active	Hidden	Archive	Comments	Related
	<input type="text"/>	no ▼	no ▼	no ▼	no ▼	no ▼

<b>Order</b>	If you have more than one item on a page then this will let you select what order the items should be listed in. If one item is set at 2 and another item has an order number of 10 then the item with an order of 2 will be at the top of the page.
<b>Active</b>	Select <b>Yes</b> if you would like to page active. If you select <b>No</b> then the page will not be able to be seen by users that come to the site
<b>Hidden</b>	Selecting <b>Yes</b> will hide the page from the users, this means it will not appear in the menu. If you select <b>No</b> then the page will be able to be viewed on the site.
<b>Archive</b>	If the content is old content then select <b>Yes</b> and it will be archived.
<b>Comments</b>	Select <b>Yes</b> if you would like users to be able to comment on the item type.
<b>Related</b>	If the user selects <b>Yes</b> then it will display any other related articles.
<b>Related Keywords</b>	If Related has been been selected then the user should input some keywords to find other related material.
<b>Print Author</b>	Add authors name for it to be shown once the item has been published.
<b>Print Date</b>	Select the date the article was printed on.
<b>Event Item type</b>	If you have selected the item type “Event”, then select the date the event will take place/finish.
<b>Auto Publish</b>	If you are creating content ahead of time then you can automatically get the CMS to publish the item on particular date.
<b>Editors Note</b>	Whatever is written here will not appear in the content. It allows the user to input any notes for themselves or for other editors to read





	<p><b>To make a button or image Click-able to another article or website</b> - To make a button or image click-able to another article or website, you can use a combination of the last three explanations. First insert the image or button into your article where you want it. Then click the image to highlight it. Then click the "Insert/edit link" button in the toolbar and enter the URL of the link and update your article. This will make the image or button click-able to the other article or website</p>
	<p><b>Unlink</b> - To remove a link, highlight the linked text and press this button.</p>
	<p><b>Insert Embedded Media</b> - To insert embedded media such as flash files, youTube videos etc. place the cursor at the desired location and press this button. A pop-up box will appear prompting you to enter the Type, File or URL, and the dimensions of the embedded media.</p>

## Are you a new user?


If you want to learn more about the basics of html, css and website publishing, you should visit

[www.w3schools.com](http://www.w3schools.com)

## How-to edit the html directly

There are two way that you can directly edit the html for your article if you know what you are doing!

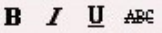

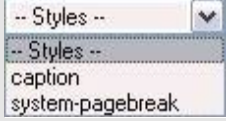
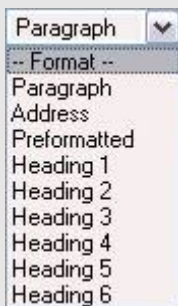

Note; This function can also be used to quickly copy an article. You can view the html and copy it for use in a second article that is very similar. This will save a lot of time if you have spent a large amount of time formatting a particular article.

	<ol style="list-style-type: none"> <li><b>1. Edit HTML Source</b> - If you click this button, a pop-up displays showing the HTML source code for your article and allowing you to edit the HTML source code directly.</li> <li>You can disable the editor completely by going to the User menu for the website and click "Your details". In the drop-down menu for the editor, select "Editor - No editor" and click save. Now when you edit an article, you will just see the html for the article. You can re-enable the editor again at any stage by changing it back again.</li> </ol>
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# Article Editor Buttons explanation

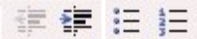











## Top row button explanation

This is the top row of button on the article editor. Below is an explanation of what each button does and how it can be used.








	<b>Font style</b> - Make text bold, italic, underlined, or strike-through.
	<b>Alignment</b> - Align text, images or other content left, right, center, and full.
	<b>Text &amp; Image Styles</b> - Caption and System Pagebreak styles can be set. Highlight the desired text and select the style. This will allow this text to be formatted based on CSS rules.
	<b>Text Format</b> - Select predefined formats for Paragraph, Address, Heading1, Heading2, and so on.
	<b>Font Family</b> - Select the desired font.

## Second Row button explanation










The second row include many important functions to help add content to your site such as inserting images, formatting text and linking to external sites. Below is a small description on each function:

	<b>Text List formatting</b> - Unordered List, Ordered list, Out-dent (move left) and Indent (indent right).
	<b>Undo/redo</b> - Undo (Ctrl+Z) and Re-do (Ctrl+Y) the formatting you just made to your article.
	<b>Insert/Edit Link</b> - To insert or edit a link, select the linked text and press this button. A pop-up dialog displays that lets you enter details about the link.
	<b>Unlink</b> - To remove a link, highlight the linked text and press this button.
	<b>Insert/edit anchor</b> - Creates a named anchored which can be used as a target to jump to when using a link.
	<b>Insert/Edit Image</b> - To insert an image, place the cursor in the desired location and press this button. A pop-up dialog displays that lets you enter in the Image URL and other information about how the image will display.
	<b>Cleanup Messy Code</b> - This button allows you to clean up HTML code, perhaps from HTML text that you copied in from another source.
	<b>Edit HTML Source</b> - A pop-up displays showing the HTML source code, allowing you to edit the HTML source code.
	<b>Find</b> - and Find/Replace.
	<b>Insert Date</b> - Insert the date into your text by clicking on this icon
	<b>Time</b> - Insert the time into your text by clicking on this icon
	<b>Emotions</b> - Add emotions to your text. Click on the image and a range of different expressions will be listed.

## Second Row Continued..

	<p><b>Insert Embedded Media</b> - To insert embedded media (such as Flash), place the cursor at the desired location and press this button. A pop-up dialog will display that allows you to enter the Type, File or URL, and other information about the media.</p>
	<p><b>Text direction</b> - Direction Left to Right and Direction Right to Left. These buttons allow you to enter or change the text direction, for example for languages that read right to left.</p>
	<p><b>Insert New Layer</b> - Inserts a new layer of html that floats above the background html.</p>
	<p><b>Layer height</b> - Move layers forward or backward.</p>
	<p><b>Toggle Absolute Position</b> - For working with layered items.</p>
	<p><b>Select Text Color</b> - Select the color of your text. This drops down to give you a choice of colors</p>  <p>The image shows a color selection palette with a grid of 48 color swatches arranged in 5 rows and 10 columns. The first row contains 10 swatches, the second row 10, the third row 10, the fourth row 10, and the fifth row 8. Below the grid is a button labeled "More colors".</p>

## Third Row Explanation

	<b>Insert Horizontal Ruler</b> - Adds a horizontal ruler to your page.
	<b>Remove Formatting</b> - Removes formatting from text copied from somewhere else.
	<b>Toggle Guidelines/Invisible elements</b> - Toggles the invisible elements of your article.
	<b>Subscript, Superscript</b> - For adding scientific notation to your text.
	<b>Insert Custom Character</b> - Choose from a selection of custom text characters.
	<b>Horizontal Rule</b> - Applies horizontal rule
	<b>Tools for inserting and editing tables</b> - Insert New Table, Table Row Properties, Table Cell Properties, Insert Row Before, Insert Row After, Delete Row, Insert Column Before, Insert Column After, Delete Column, Split Merged Table Cells, Merge Table Cells.
	<b>Toggle Full Screen Mode</b> - Toggles your article editing window to the full size of your screen
	<b>Edit CSS Style</b> - A pop-up dialog box displays that allows you to enter CSS style information for the selected text

# Modules Manager

## Gallery Manager

To navigate to the Gallery Manager click on the Modules Manager tab on the side bar. Then select Gallery manager from the menu. Click on the Gallery Manager link to start building your gallery.

The screenshot shows the 'Gallery Manager' interface. At the top, there's a header 'Gallery Manager' with the subtitle 'Manage gallery pictures'. Below this is a table with columns: #, Title, Type, Name, Linked, Group, and Active. The table contains five rows of gallery items under the group 'School team building'. Each row has a file name starting with 'DSC\_'. To the right of each row are 'Edit' and 'Delete' links. Below the table is a form titled 'ADD/EDIT FILE:'. The form includes fields for: Page (a dropdown menu), File Title (text input), File Active (radio buttons for 'no' and 'yes'), File Order (text input), Upload file (text input with a 'Browse...' button), Group Name (text input), File External Link (text input), and File Description (a large text area). A 'Save/Update' button is at the bottom of the form.

#	Title	Type	Name	Linked	Group	Active
<b>School team building</b>						
0	Trying to secure the raft	image	<a href="#">DSC_1207.jpg</a>	No		yes <a href="#">Edit</a>   <a href="#">Delete</a>
0	Raft built - time to test it	image	<a href="#">DSC_1295.jpg</a>	No		yes <a href="#">Edit</a>   <a href="#">Delete</a>
0	Slow and steady wins the race	image	<a href="#">DSC_1306.jpg</a>	No		yes <a href="#">Edit</a>   <a href="#">Delete</a>
0	Holding on won't help	image	<a href="#">DSC_1316.jpg</a>	No		yes <a href="#">Edit</a>   <a href="#">Delete</a>
0	Abandon ship!	image	<a href="#">DSC_1320.jpg</a>	No		yes <a href="#">Edit</a>   <a href="#">Delete</a>

<b>Page</b>	Select the page you would like your gallery to be on
<b>File Title</b>	Add a title for the gallery, something that is related to the photos
<b>File Active</b>	Select Yes to activate the gallery so users can see the photos or select No to keep it inactive so no one can access the gallery.
<b>File Order</b>	If you have multiple photos in one gallery you can set the order you want them in. Input a number between 0 - 999, 0 being the first and 999 being last.
<b>Upload file</b>	Click the browse button to upload the image you would like in the gallery.
<b>Group Name</b>	Write a group name to group certain photos together. Photos with the same group name can then be scrolled through by the user on the website.
<b>File External Link</b>	To link a photo to an external link type the URL here.
<b>File Description</b>	Add a small description about the photo for users to see when they click on the image.

To Edit gallery image/details click on the **Edit** button and change any details that need editing and click on the **“Save/Update”** button to save any changes that have been made. To delete a gallery image click on the **“Delete”** button to delete it forever.

## Download Manager

To add a download section on a page you can use the download manager. This will let users of the site download any documents with ease. To get to the Download Manager section click on the Modules Manager tab and then select the Download Manager link

**EDIT FILE:**

Page  (Required)

File Title  (Required)

Upload file   (Required if creating new)

File Description

<b>Page</b>	Select the Page you would like the downloadable content to go in.
<b>File Title</b>	Add a short title that describes the file
<b>Upload File</b>	Click the Browse button to find and upload the document that you would like to add. You cannot add multiple documents at a time. You must do it separately for each document.
<b>File Description</b>	Include a small description about the file you have uploaded.

Once you have completed all the necessary fields click on **Save/Update** to add it to your download section.

To Edit a previous download click on the **Edit** button and change any details that need editing and click on the **Save/Update** button to save any changes that have been made.

Download Manager					
Manage files					
Page	Title	Name	Type	Size	Details
Primary schools	Geography River lesson plan	<a href="#">geog-yr-6-rivers-lesson-plan.doc</a>	application/octet-stream	44032	An overview of the geography river lesson plan of how the day will go. Updated: 2009-11-10 11:03:22












To delete a document just click on the **Delete** link and the document will be deleted. **Once it has been deleted you will not be able to retrieve it so always make sure it is the correct document you want to delete.**



## Assets Manager

The asset manager allows the admin to manage files on your website. It allows you to rename, delete, upload and change the permission of files.

When you use your mouse to select a file you will see it has been highlighted blue to indicate the file you are currently on. Below are the icons that are in the asset manager:

	This button allows the user to refresh the file manager.
	Views document details of each file – this changes the way the asset manager is viewed.
	The button changes the document view to Icons – this changes the way the asset manager is viewed.
	This is a search function, if you are trying to find a file quickly click this button and type the name into the input box and click <b>Search</b> .
	This button allows the user to create a new folder. Input the folder name and click New Directory to create a new folder.
	Upload File – to upload a new file click this button and browse to find the required file you wish to upload. Once you have selected your file click <b>Upload File</b> .
	Rename – this allows the user to rename the file they have selected. You can rename files and folders.
	Change Permissions – Change the permissions of the file or folder you have selected. Click on the check boxes to check/uncheck the different permissions. Click on the <b>Change Permissions</b> button to save any changes that have been made.
	Delete File – click this to delete a file or folder.
	Navigate to another directory by clicking on this icon rather than clicking on the file name.
	Download file – click this icon to be prompted to download the file you have selected.

## Send Page

The Page Sender Module allows the admin to send a Pages content to other email addresses.



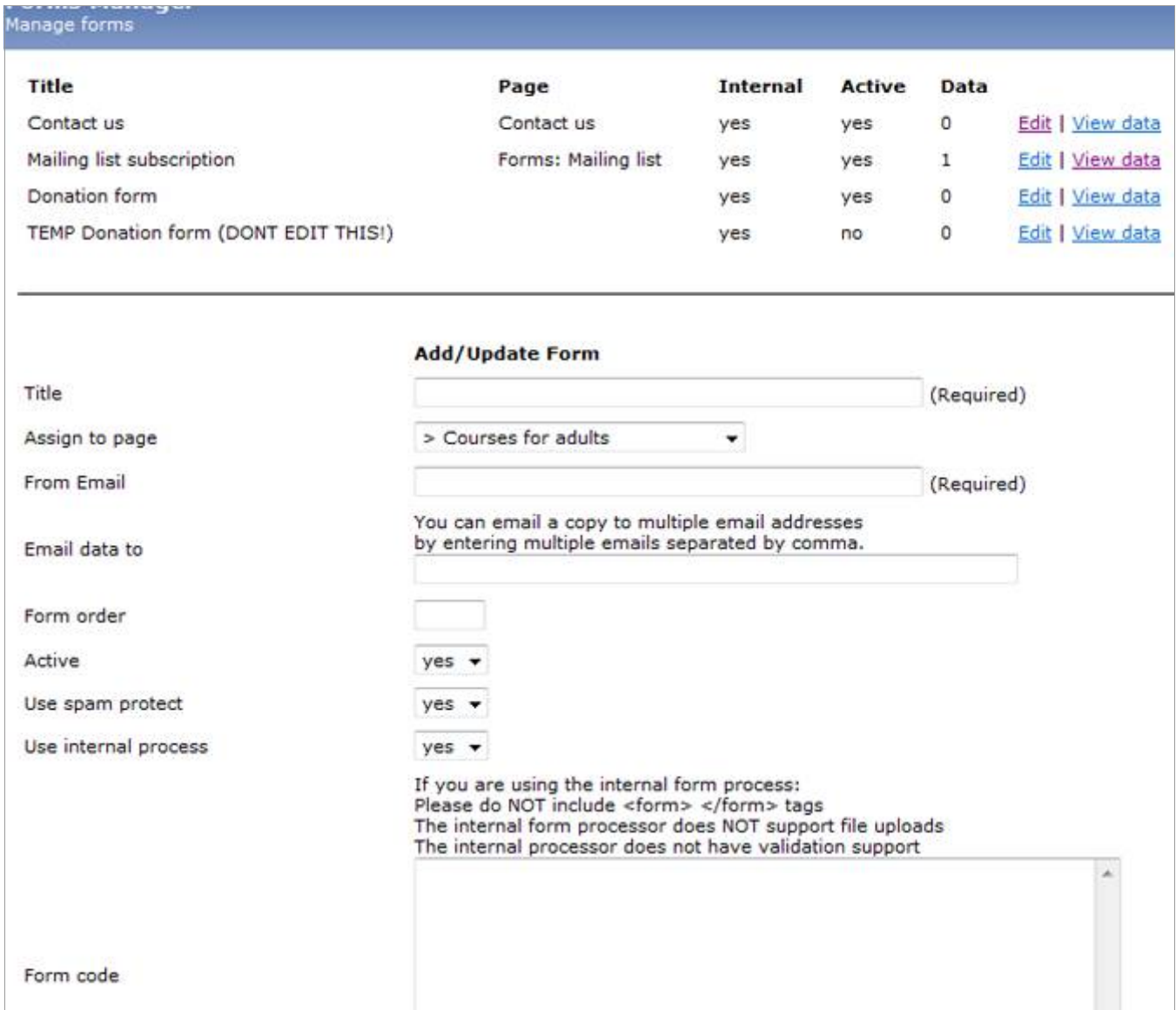
The screenshot shows a web form titled "Page Sender Module". It contains the following fields and controls:

- Page:** A dropdown menu with the text "\*\*\* SELECT A PAGE \*\*\*".
- Form Email:** A text input field with "(Required)" to its right.
- Email Subject:** A text input field with "(Required)" to its right.
- Emails - separated by | (pipe) (Required):** A large text area for entering email addresses, with a vertical scrollbar on the right.
- Send Page Content To:** A label positioned to the left of the email list text area.
- Instructions:** Below the text area, it says "Please keep this list to a maximum of 20 email addresses."
- Submit:** A button labeled "Click to send" at the bottom.

<b>Page</b>	Select the Page you would like to send via Email.
<b>Form Email</b>	Input an email address the email will be sent from.
<b>Email Subject</b>	Add an Email subject relevant to the Page you are sending
<b>Send Page Content To</b>	Add Email addresses that you would like to send the Page to making sure to separate each with a " " (this pipe can be achieved by holding the shift button and pressing the "\" button which is to the left of "Z" on a standard keyboard).

# Forms Manager

The form manager allows the administrator to add or edit a form.



**Edit** – This allows the admin to Edit a current form that has been uploaded.

**View data** – Clicking on this will let the admin see the data that has been retrieved from the form.

**Below is the data that the admin can add/edit for their form:**

<b>Title</b>	Add the form title here
<b>Assign to page</b>	Select the Page you would like your form to appear on.
<b>From Email</b>	When the user receive an email
<b>Email data to</b>	Add the email you would like the form data sent to.
<b>Form order</b>	If you have multiple forms on one Page then use this option to select which one comes first. The ordering is from 0 – 999, 0 being the first and 999 being the last.

<b>Active</b>	If you would like the form to be active select Yes, if you don't want the form to be active select No and it will not show up.
<b>Use spam protect</b>	Spam protect will protect your website from bots and will ask the user to type in a code that is being displayed to make sure they are a human.
<b>Use internal process</b>	Select Yes to use the internal process of making a form, selecting No will allow the admin to use an external process. The default process is set to Yes and is the most commonly used.
<b>Form code</b>	Add the form code here – this is for experienced users only.
<b>Auto Response Field</b>	If you wish to send a receipt to the user who has just filled in the form then add a title to the message here. If you do not wish to contact them leave this space blank.
<b>Auto Response Message</b>	If you are sending an email receipt to the user then write your message here.
<b>Thank You Message</b>	This will appear on the website once the user has completed the form. Include a Thank You message here if you want one.
<b>Show submitted data to sender?</b>	Select Yes if you would like to show the user the data they have input into the form or select No to keep it hidden.

## Banner Manager

This option will only be available if you have banners on your website.

**Banner Manager**  
Manage banners

Page	Title	URL	Views	Clicks	Active	
Banners: Sponsors	<b>Best banner</b> Updated: 2009-11-09 12:14:23 Website design in Berkshire (Reading, Bracknell, Maidenhead, Wokingham, Newbury, Thames Valley)	<a href="http://www.webdesignberkshire.com">http://www.webdesignberkshire.com</a>	517	0	yes	<a href="#">Edit</a>   <a href="#">Delete</a>
Banners: Sponsors	<b>marsport.co.uk</b> Updated: 2009-11-10 15:39:36 Canoe/Kayak retailer based at the Wokingham Waterside Centre	<a href="http://marsport.co.uk">http://marsport.co.uk</a>	124	0	yes	<a href="#">Edit</a>   <a href="#">Delete</a>
Banners: Sponsors	<b>Reading University Canoe Club</b> Updated: 2009-11-10 15:40:45 Reading University Canoe Club based at Wokingham Waterside Centre.	<a href="http://www.rucc.co.uk">http://www.rucc.co.uk</a>	120	2	yes	<a href="#">Edit</a>   <a href="#">Delete</a>

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**EDIT FILE:**

Page  (Required)

File Title  (Required)

Link URL  (Required - e.g. http://www.ok.com)

Link Active  (Required)

Upload banner   (Required if creating new)

File Description

<b>Page</b>	To add a new banner select the Page you would like it to appear on. You may also have a default page called: “Banners: Sponsors” in which case you should select this.
<b>File Title</b>	Include the file title here that is relevant to the banner.
<b>Link URL</b>	Input the URL that the banner will go to once it has been clicked.
<b>Link Active</b>	Select Yes if the banner will be active on the site or select No to make it inactive.
<b>Upload banner</b>	Click the browse button to upload the banner image.
<b>File Description</b>	Add a small description about the banner.

### Edit

To edit a banner click on the “**Edit**” button next to the banner you wish to change. Change any details necessary and click the **Save/Update** button.

### Delete

To delete a banner click the **Delete** button next to the banner you wish to delete.

# Poll Manager

The Poll Manager allows the admin to add a poll to their website.

**Poll Manager**  
Manage polls

Page	Title/Question	Votes	Active
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**EDIT POLL:**

Page: > Courses for adults (Required)

Poll Title: (Required)

Poll Active: no (Required)

Poll Question:

Poll Answer 1 to 10:

Save/Update

<b>Page</b>	Select the Page you would like the poll to be viewed on
<b>Poll Title</b>	Add a poll title here that is relevant to your poll
<b>Poll Active</b>	Select Yes if you would like the Poll to be active on your website or No if you would like it to be inactive.
<b>Poll Question</b>	Input your Poll question here.
<b>Poll Answer</b>	There are up to 10 Poll Answers that you can have. Input the answers here for your users to select their answer to.

Once you have completed your form click the **Save/Update** button to submit it.

## Edit

To edit the poll click on the **“Edit”** button next to the poll you wish to change. Change any details necessary and click the **Save/Update** button.

## Delete

To delete a poll click the **Delete** button next to the poll you wish to delete.

## Dictionary

The Creotec CMS has a dictionary built in to help with definitions, word suggestion and translation. The dictionary has over 115,000 words and include the languages English, Spance, French, German, Italian and Portuguese translations. You will find the Dictionary module under the Modules Manager tab.

### English dictionary, word suggestion & translation

AJAX powered dictionary with 115000+ words (Spanish, French, German, Italian & Portuguese)

Search for :

Please type a word in the box above to start searching. The search function can also provide you with word suggestions, language translations and context use (i.e. see the word in blogs and at the bbc.

You can also **double click** on any word on any page to get its definition(s).

ihat's everything you need in a typical [AJAX dictionary and word suggestion script](#)

[AJAX English Dictionary](#)  
[AJAX English Dictionary \(with translation\)](#)  
[Creotec: Web 2 Application Development](#)

To use the dictionary type in a word to search for:

### English dictionary, word suggestion & translation

AJAX powered dictionary with 115000+ words (Spanish, French, German, Italian & Portuguese)

Search for :

Dictionary ES | FR | DE | IT | PT

[AJAX English Dictionary](#)  
[AJAX English Dictionary \(with translation\)](#)  
[Creotec: Web 2 Application Development](#)

Put your mouse over the the text to see the definition of the word you have typed in.

The circled red area shows where the different languages are. To view the word in a different language roll over the text to see the translated word.

# Site Admin

## Site Configuration Manager



Field	Value
Site Title	Wokingham Waterside Centre (Required) -80 chars is good
Site Keywords	Riverside venue, wokingham river thames, reading con separated by comma; -500 chars is good)
Site Description	Wokingham waterside centre is a magnificent, picturesque, and e -250 chars is good
Content-type	UTF-8 e.g: iso-8859-1; iso-8859-2; shift_jis
Expires	-1 e.g: +25 days or sunday, 12-may-05 00:36:05 gmt or never
Pragma	no-cache
Robots	Index all, follow e.g: do not follow links (nofollow); do not index (noindex); index page and follow links (index, follow)
Image Toolbar	no
Copyright	Wokingham Waterside Centre
Publisher	Wokingham Waterside Centre
Author	wokinghamwatersidecentre.com
Audience	Everyone
Classification	United Kingdom, Berkshire, Wokingham, Reading, Cant
Revisit-after	2 days e.g: 15 days, 1 month
Distribution	International
Rating	General e.g: general; mature; restricted; 14 years
Resource-type	document
Index	http://www.wokinghamwatersidecentre.com
Language	English
Default page	Home

<b>Site Title</b>	Add the title of your site here. This will display at the top of the browser window
<b>Site Keywords</b>	Add your site keywords here, please don't add too many keywords! Search Engines will only register keywords found on your web site. Don't use unrelated keywords or brand names - you risk being banned from the search engines. Concentrate on your major keywords and related keywords.
<b>Site Description</b>	The description is very important and should contain your keywords and give a description about the website and what it is about. Most Search Engines use your description to display a Short Web Site Description in their search results.
<b>Content-type</b>	This will be defaulted to UTF-8 for all English sites. If your site contains certain characters it will need to be set to a different content type.
<b>Expires</b>	The Expires tag is used to declare the date and time after which the web document should be considered expired, having it set at -1 means it will not expire.
<b>Pragma</b>	The Pragma tag is used to prevent visitors from seeing a cached version of a page. The tag forces the browser to pull information from the server each time the page is viewed.



<b>Robots</b>	Here you can specify the number of days the search engine robot will revisit your web site. Please note - only use this tag if you are changing your content regularly.
<b>Image Toolbar</b>	Image Toolbar is an IE6+ specific feature designed to facilitate the handling of images on your site. As a user moves his mouse over an image on your page in IE6, a rectangular toolbar pops up, allowing for the instant saving, printing, and emailing of it. As the publisher, you may wish to disable this feature, so your site's images are not so readily exposed to manipulation.
<b>Copyright</b>	Include your websites copyright information here.
<b>Publisher</b>	Include the site publisher
<b>Author</b>	Include the author of the site here
<b>Audience</b>	Here you can specify the audience of your web site - for example "all".
<b>Classification</b>	This is where you can write what category your website falls into.
<b>Revisit-after</b>	The Revisit After tag is used to inform search engines when to come back and index your site again.
<b>Distribution</b>	The Distribution tag is used to declare the distribution of your web content. There are three classifications of distribution which consist of: International – the entire web, Local – reserved for the local IP block of your site) and IU – Internal Use, not for public distribution.
<b>Rating</b>	The Meta Rating tag is used to display a content rating similar to the film rating system (i.e. PG-13).
<b>Resource-type</b>	The Meta Resource Type tag is used to declare the resource of a page. Usually only 'document' will be used
<b>Index</b>	The index tag is used to display your site URL, for example: <a href="http://www.anexample.com">http://www.anexample.com</a>
<b>Language</b>	Set the language that is used on the website, e.g. English.
<b>Default page</b>	Select your default home page, select from the drop down menu the page that should be used as the home page.
<b>404 Error</b>	If a user navigates to a broken link on your site input a 404 error message that they will see.

## Adding a new user

To add a new user to enable them to use the content management system click on the Site Admin tab, next click on the link “Admin User Manager”.

All fields are required to be filled in to add a new user. Click **Save/Update** to add or update a user to the database.

<b>First Name</b>	Enter the users first name here
<b>Last Name</b>	Enter the users last name here
<b>Email address</b>	Enter the users email address here. Users will login with their email address.
<b>Password</b>	Enter a password here, ensure password has numbers and letter within it for security purposes – do not tell your password to anyone.
<b>Role</b>	The Admin can select if the new user is an Admin or and Editor. An admin is allowed to access all areas whereas the Editor is only allowed to edit content.
<b>Active</b>	Select Yes to allow the user to be active, if No is selected the user will not be able to log in.

## Edit user details

To change a users details find the name you would like to edit and click on the “Edit” button. Once the details have been loaded change the details and click the “**Save/Update**” button.

## Assign Editor pages

If you have a user as an editor you can assign what pages they are allowed to edit. To do this find the user in the Admin User Manager and click "Edit" by their name.

### Add/Update User

First Name  (Required)

Last Name  (Required)

Email address  (Required)

Password  (Required)

Role

Active

Edit page assignment	Current page assignment
<ul style="list-style-type: none"><li>Home</li><li>Activities</li><li>&gt;&gt; Primary schools</li><li>&gt;&gt; Secondary schools</li><li>&gt;&gt; Paddle for Life Scheme</li><li>&gt;&gt; Canoe club</li><li>&gt;&gt; Youth Organisations</li><li>&gt;&gt; Teachers Courses</li></ul>	<ul style="list-style-type: none"><li>Home</li><li>Activities</li><li>&gt;&gt; Primary schools</li><li>&gt;&gt; Secondary schools</li><li>&gt;&gt; Paddle for Life Scheme</li><li>&gt;&gt; Canoe club</li><li>&gt;&gt; Youth Organisations</li><li>&gt;&gt; Teachers Courses</li></ul>

You can select multiple by holding down Ctrl or Shift key

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Select the pages the editor can edit by clicking or Ctrl + mouse click to select multiple. Once the admin has selected what pages they would like the editor to be able to use click the **Save/Update** button to confirm.

## Quick Stats

To view your sites statistics the admin can go to the Quick Stats page, this can be found under the Site Admin tab.

The screenshot displays the Quick Stats page with the following sections:

- Summary** (Selected):

Period	Hits	Visits	IPs
Today, Nov 2009	31	12	10
Yesterday	87	23	23
This week	118	35	33
Last week	775	212	183
This month	4402	1119	857
Last month	3837	1099	880
Since Wed, Feb 2009	63882	18316	13289
- Recent Resources**:

Resource	When
/index.php	12:07pm
/index.php	11:58am
/index.php	11:57am
/index.php	11:26am
/index.php?p=219&pp=242&page=Click%20here%20for%20brochure...	10:03am
/index.php?p=222&pp=211&page=What%20to%20see	10:03am
/index.php?p=210&pp=211&page=Discover%20Mauritius	10:03am
- Recent Referrers**:

Referring Domain	When
google.mu	9:34am
ask.com	7:37am
google.co.in	5:35am
google.ca	Nov
google.ca	Nov
google.com	Nov
google.com	Nov
- Recent Search Strings**:

Search String	When
history of mauritiud	9:34am
living in mauritius	7:37am
living in mauritius	5:35am
living in mauritius	Nov
living in mauritius	Nov
living in mauritius	Nov
living in mauritius	Nov
- New Referring Domains**:

Referring Domain	Hits	Since
google.ro	1	Nov
google.com.py	1	Nov
google.com.eg	1	Nov
uk.mc242.mail.yahoo...	1	Nov
google.com.gh	1	Nov
- New Resources**:

Resource	Hits	Since
/index.php?p=http://www.kjf-holzminden.de/downloads/roxx.jpg...	1	Nov
/index.php?p=http://www.awardsmenen.be/2009/Inbox.txt??	1	Nov
/index.php?p=http://supercardman.chat.ru/plogo.jpg?	1	Nov
/index.php?p=http://www.nochedebuenosaires.com/www.noched...	1	Nov
/index.php?p=http://www.gombajo.hu/img/lightbox/id.txt???	1	Nov
/index.php?p=http://www.artoodle.net/admin/id1.txt??	1	Nov
/index.php?p=http://flyer013.eclub.lv/index?	1	Nov

Once you've selected the Quick Stats link you will see all the different statistics available to be viewed. There are tabs at the top so you can have a better overview of the statistics. The tabs are named :

- **Summary**
- **Details**
- **Today**
- **This week**
- **This month**
- **Admin**
- **Paths**

**Summary** - offers a brief overview of your website statistics whereas “Details” gives a much more informative overview.

**The Today, This week and This month** – These tabs shows a detailed overview of the statistics in the particular time frame you have chosen.

**Admin** – this tab will show you when the oldest entry in the database is from.

**Paths** - Shows the admin what path each user took while navigating your site. It shows what pages were accessed by individual users by logging their IP address.

<b>Summary</b>	The summary shows the number of site hits, visits and IP's.
<b>Recent Resources</b>	The Recent Resources shows the most recent pages that have been accessed by the users of your site.
<b>Resources</b>	Resources shows the amount of hits each page has received overall in the sites history.
<b>Recent Referrers</b>	This shows where your visitors came from.
<b>Recent Search Strings</b>	Recent Search Strings shows what your visitors have searched for in a search engine to get to your site recently.
<b>Search Strings</b>	This shows what visitors searched for in a search engine to get to your site. This is good to know as you can see what keywords are being used to attract visitors to your site.
<b>New Referring Domains</b>	New domains that have recently referred to your site.
<b>New Resources</b>	New resources (pages) that visitors have viewed.
<b>Daily hits</b>	How many people have been to your site per day.
<b>Weekly hits</b>	How many people have been to your site per week.
<b>Monthly hits</b>	How many people have been to your site per month.
<b>Browsers</b>	This will display what browser most visitors use to access your site.
<b>Browser Versions</b>	This shows what version and what type of internet browser is most commonly used.
<b>Platforms</b>	This displays the type of operating system used to access your site.
<b>Countries</b>	The Countries statistic displays the most common country accessing your site.
<b>Languages</b>	Displays the percentage of the most common language accessing the site.
<b>Visitors</b>	This displays the statistics of each individual user and how many times they have accessed the site.