

u5 CMS Short Reference

The P-Radio: On this screenshot the left editor is set to **P** for preview. You cannot write text here. Tips: Dblclick the **P-Radio** to hilite paragraphs. Click the **P-Letter** to see the live page.

The R: If you are surfing your website in the preview, the editor on the right can be re-synchronized: click '**R**'.

The Page Selector: Choose an existing page to edit. This page selector (right editor) and the one of the left editor are auto-synchronized as long as the **ns**-checkbox is unchecked.

The Languages: Choose a language to edit. There is no need to save a page when switching between its languages.

The Buttons: '**i**' gives you things to insert (table, bold, new page, login a.s.o). In '**m**' is the page's metadata (title for search engines!). And finally, click '**s**' to save the page (saves all languages). *****=unsaved changes

The Test Page Maintitle

Welcome. This test page shows you some common elements. Above you see the main title; it is marked up with four square brackets. When writing texts, you should not press the enter key to make line breaks, let the lines break automatically. To produce a paragraph, hit enter twice, we do that now.

Then you can write in the next paragraph.

A Subtitle

Subtitles are in three square brackets or in two if it's the lowest level subtitle available.

Any reference, may be an internal or an external link must be in single square brackets: [this is an internal link (pdf):testdoc]. On the left side of the colon is the text for the user, on the right side the name of the file or link stored in your CMS. Now let's include an image: [shoe]

The PSF-Radios: Preview (e.g. thumbs) on/off, Sort (name vs. date), Filter (everything vs. only referenced on page or orphan)

PIDVESA-Repository: The very right column is your repository. PIDVESA stands for **P**ages, **I**mages, **D**ocuments, **V**ideos, **E**xternal Links, **S**pecial Functions and **A**ccount. Find the respective things by clicking the radios on the very top.

New & RLCDMU: An example: To create a new image place holder, - let's say 'shirt' - you have to be in PIDVESA's '**I**' and then click the **new**-button there. When 'shirt' appears on the list, upload your file by clicking 'shirt's' letter **U**-link (it will be red because virgin). Then reference the image as [shirt] in the editor (square brackets mandatory!). Do not forget the shirt's **M**-link to record alt-text for blind people and captions. Same procedure for documents (PIDVESA's '**D**'), videos ('**V**') and External Links ('**E**'), the latter without file upload of course. Tip: If you reference any internal or external link or an internal document as [foobar] you may add link text [bla bla:foobar].

Dashed areas: left editor (here set to preview) and right editor (here set to deutsch)

How to access these editors? Dblclick the upper left corner of any page of your website!