Introduction

Webz Content Management is a web software solution for businesses to connect their business to the web by subscribing to the web services which fit their business needs. The latest version of this manual is available in PDF to download from the documentation section once logged into the control panel of your website.

About Webz Content Management

There are multiple levels of access to the Webz Content Management System.

Once subscribed to a plan, you can upgrade to a higher plan by contacting the Webz team at support@webz.co.nz.

Connect, the basic plan allows you to:

1. Log in to a secure site administration area;

2. Access the Control Panel;

3. Edit, view, preview & publish website content;

4. Update user information (email and passwords);

5. Manage resources including the ability to upload images & other files;

6. Access documentation to assist in use of the software;

7. Contact Support to report a fault or request an enhancement.

In subscribing to Webz's services, you agree to be bound by our terms & conditions. These are accessible from the control panel once you have logged in. They are also available at our website: www.webz.co.nz/terms.

Our terms & conditions will be updated periodically. It is your responsibility to ensure you are familiar with and act in accordance with them.

We encourage you to use the **support** feature to report any faults, anomalies or to request a feature enhancement. Simply click the support icon and fill out the form.

System Requirements

The administration section is supported by modern browsers:

- Google Chrome 5 +
- Firefox 3.6 +
- Opera 10.6 +
- Safari 4 +
- Internet Explorer 8 +

Javascript is required for optimal performance of the administration area. The software is available using any speed internet connection; however a fast connection such as Broadband (ADSL) is preferable.

Security

Security has been at the forefront of all our design decisions. We regularly conduct thorough testing of our systems to ensure that they meet appropriate security levels for the web.

The site administration area is hidden from internet users for security reasons.

Once logged into the administration, there is an auto-log-out feature which will require a user to log in again after 30 minutes idle time.

Logging In

1. In the Address Bar of your internet browser type: **www.yoursitename.co.nz/ login**

2. Enter your email address and password in the appropriate fields.

Reset Password

If you have forgotten your password, click the "Reset password" link – you will be redirected to a screen where you can reset your password by entering in your email address.

A new password will be emailed to your email address. After you have reset your password and successfully logged in, please change your password to something you will remember.

If you are still unable to log in, contact the Webz team at support@webz.co.nz.

Privilege Level

When logged in, your privilege level will be displayed at the top right of the screen. Typically, you will have a privilege level of Content Manager unless your website includes eCommerce in which case it will be eCommerce Manager.

There are a range of lower privilege levels which you are able to assign your members/website users to. These include:

- Content Editor (to edit page content, but restricts access to user administration)
- Dashboard (to access the control panel only)
- Member (to access pages assigned to your member database only)
- Customer (to view pages specific to customers)
- Public (default viewing privilege so that the public can view your pages)

Control Panel

Once you have successfully logged in, you will be directed to the control panel.

The icons displayed will depend on your user privilege level. You can return to the control panel at any time while logged in by pressing the HOME icon. All sections of the site can otherwise be accessed using the drop-down menu throughout the site administration.
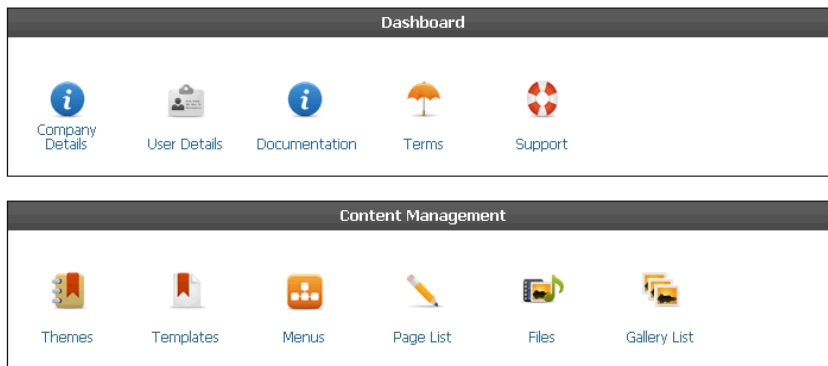
The control panel provides access to all the administrative functions. It is separated into the following sections:

- Dashboard (for general functions)
- Content Management
- Wizards
- eCommerce
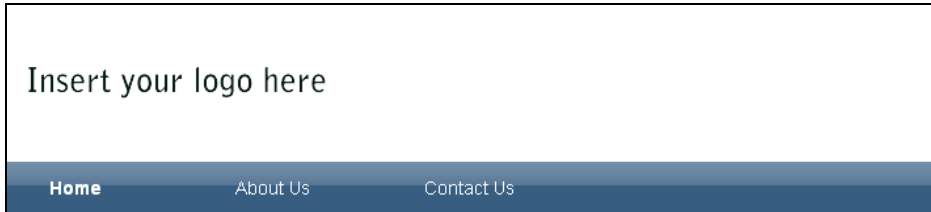- Administration
- Plug-Ins
- Event Management

Sitemap of Web Pages

Click Pages or the pencil image to view a list of your website public facing pages.

The pages are grouped according to type. The public viewing pages will be grouped under the Public tab.

As you can see in the following diagram, these relate directly to the public viewing pages on your website:

The red and green sequence arrows allow you to change the order of the pages in your sitemap. If these are linked to your page menu, it will also re-order the navigation on your public facing pages.

You can view, edit or remove each of the pages. A page in 'draft mode' will have a publish icon next to it. The draft changes will not be published live to the internet until you press the publish icon. In the above example, all pages are published so no publish icons display

View

If you select view, the relevant page will be opened in a new tab in your browser. To go back to the site administration area, you will need to click the appropriate tab or window in your browser.

Edit

To edit the content of a page, click the edit icon for the page you wish to edit. This will take you into the page and will display a list of the types of content on that particular page.

- In this example, there is only one content block on the page:
  - It is a block of Text Content and it is located in the Right Column.
- The red and green sequence arrows allow you to change the order of content pieces.
- The Content Name descries the piece of content (Text Content by default).
- The Section displays where the content is located on the page.
- The Edit Privilege determines the user privilege to edit that particular piece of content.
- The visible box, when checked, will display the content piece on the page. This can be set to not visible for items which should be temporarily hidden from public view, but not permanently removed.
- The Drop-down box can be used to quickly jump to another page.

Remove

To permanently remove a page, click the relevant Remove icon. Note: the HOME page should not be removed.

This feature has now been enhanced so that multiple pages can be removed by checking the check box alongside each page you wish to remove and pressing the 'Delete Pages' button.

Add Page

To add a new page to your website, go to Content Management >> Pages and press the New Page button.

Page URL	This is the page address – e.g. www.wizzbangcoaching.com/business-coaching
Page Title	The page title appears in your sitemap & the page menu item
Browser Title	Use searchable keywords related to the page title as this is what Google sees
Parent Page	Leave as default (none) unless the page is a sub-page to another page
Group	Leave as default (public) unless the page should be viewable by Members only
Add to Page Menu	Since printing this manual, the Add to Page menu check-box has been moved from the SEO window to the Page Settings window. Check the box to make the page item appear in your main menu on your website

The Browser title is one of the meta tags that Google & other search engines search. Ensure you use searchable keywords such as the name of the page, your company name, location, and what you specialise in.

This will also appear in your browser tab window:

You should not need to make any change to the Theme & Templates window unless you want to restrict access to the page:

The Edit Privilege grants access to make changes to the page whereas the view privilege restricts you can view the page.

The SEO window enables you to optimize your page for your desired keywords.

The page description and keywords fields should be filled in to enhance search results.

In the Sitemap fields, both "change frequency & priority" gives Google an indication of how regularly you intend to update the content on this page.

Tick the "Add to Page Menu" checkbox if you would like the page item to appear in your main menu on your website – this feature is now on the Page Settings window.

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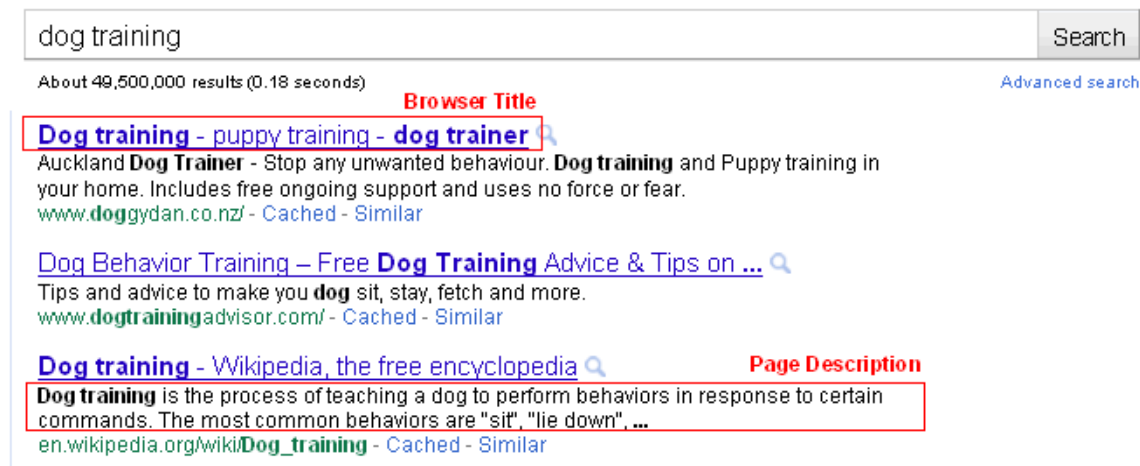
Add Page Content

To add another piece of content to a page, select the type of content you wish to add from the 'Add Content' box on the left:

The content label is text content by default however name it something relevant to the content you are going to insert – in this case: Today's special. By default the new content will go into the main content section of your website however you are able to move it to the left or right column by changing the Theme tag drop-down field. Press save and the following screen will display:

You can now edit your new piece of content: Today's Special by pressing edit (see below for further instructions on editing page content).

The settings icon will take you back to the Content settings screen above (to change the label, theme tag or privilege levels).

Once you have entered your content for the page and have previewed your changes by pressing

the "Preview Draft" link, press the publish page icon to make your change live:

Page Content

When you edit a piece of content, a web editor such as the one below will display. Start entering your content here. and apply formatting such as bold or bullet points as required.

To insert a heading, type your heading text then select it and change the "Paragraph" drop-down to your preferred heading style.

Images can be applied by pressing the ⬛ button. Insert a hyperlink by pressing the ⬛ button.
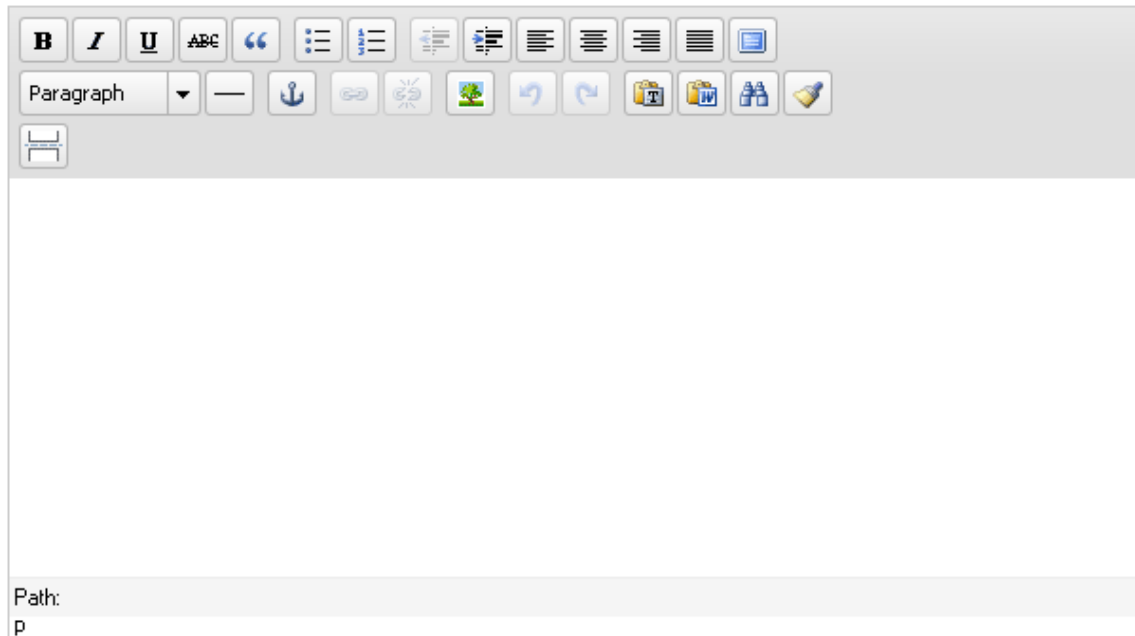
Helpful Tips when editing your web content.
We thoroughly recommend you read these articles before editing your website:

- Always keep a local copy of your content before entering it into the web to ensure no data is lost.
- http://risingline.com/blog/cutting-and-pasting-from-ms-word-to-your-blog-or-cms.php

The editor allows you to format the content section of our page as you would is another program such as Microsoft word.

Some of the formatting features include:

- Bold
- Italics
- Underline
- Undo
- Redo
- Bullet points
- Numbered lists
- Insert/edit link (hyperlink)
- Unlink
- Insert/edit anchor
- Insert/edit image

Advanced Features of the Editor

Email Addresses
To add an email address in the content area of your website, firstly type in the text you would like to appear on your webpage, i.e. <u>Contact Us</u> then click on the insert/edit link icon.

A dialog box will pop-up. In the Link URL field (General tab), type: **mailto:emailaddress**. *For example: mailto:info@webz.co.nz.*

Press update.

After you save your changes, when a user presses on the link, a new mail message will open up with the email address in the To field.

Links
To add an internal or external hyperlink, or "link" to your website, highlight the text you would like to add a link to and click on the insert/edit link field.

To create an internal link (within your website), select from the Link List drop-down the page you would like the link to navigate to then press update.
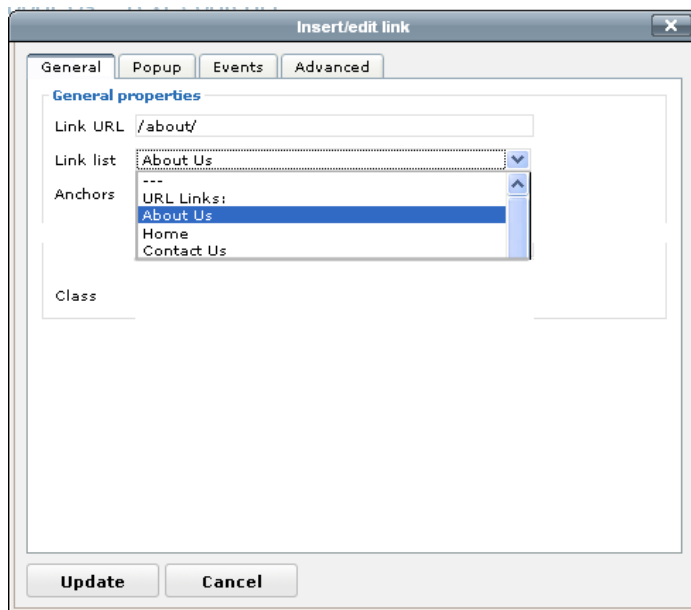
To create an external link, type the address in the Link URL field (General tab). *For example: http://www.webz.co.nz.*

To break a link, click the unlink icon. This may affect the formatting of your text in the editor. Contact your web administrator for more info.

Resources
To create a link where when clicked on, it opens a document (such as Word or PDF) in another tab of your browser, highlight the relevant text and press the insert/edit link icon.

In the pop-up window, general tab, click on the Link list drop down field. Beneath the page names is a section of Resource Links (which have been uploaded in Resources). Select the relevant document then press insert. Ensure you test the functionality using preview.

Anchors & Targets

Anchors and targets allow a hyperlink to be directed to a particular point on a webpage (in contrast to a link which defaults to the top of a page).

To use this functionality, you first need to set the anchor. Highlight the content you would like the hyperlink to redirect the user to. Often this is a heading, or an image. Click on the insert/edit anchor link. Then give it a suitable user-friendly name and press Update.

Next to create the actual linking, you click the insert/edit link icon. In the pop-up window general tab, type the page the anchor is located on with the anchor name at the end in the Link URL field.

Example: http://www.webz.co.nz#seo (where anchor name = SEO). Please note: this example applies when linking an anchor and target from and to the same page. When the anchor is on a different page to the target, the page name also needs to be included, i.e. : http://www.webz.co.nz/help/#seo (where page name = help & anchor name = SEO).

See our knowledgebase for more information about creating internal links.

Images

To insert an image, place your cursor in the place you'd like to insert the image and click the insert/edit image icon. A window will pop-up.
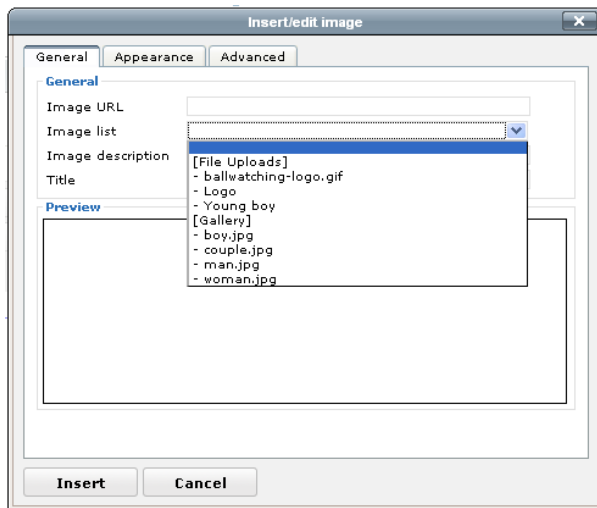
Select from the Image List drop down box to insert an image then press Insert. Note: images will ONLY display in this field after they have been uploaded in the resources section (see the next section of this manual for more information on uploading files).

It is possible to adjust the appearance of the image and also apply advanced options (such as image rollovers) in the Appearance and Advanced tabs of the pop-up window.

Tables

Tables can be created within the content sections of your websites, if access to table functionality has been provided by your web administrator.

Version 4.3.2

If tables are enabled, click the insert row after icon to add a new row to the table. Note: it will create a new row and position it in relation to where your cursor currently is in the table.

To delete a row, place your cursor anywhere in the row you wish to delete and press delete row. Note: You will not be asked to confirm this action, so ensure that your cursor is in the correct position.

Add You Tube Media

Locate the Video
Firstly go to You Tube and find the video you intend to embed on your web page as follows:

1. Find your Video on YouTube.
2. Press the Share button (see example below).
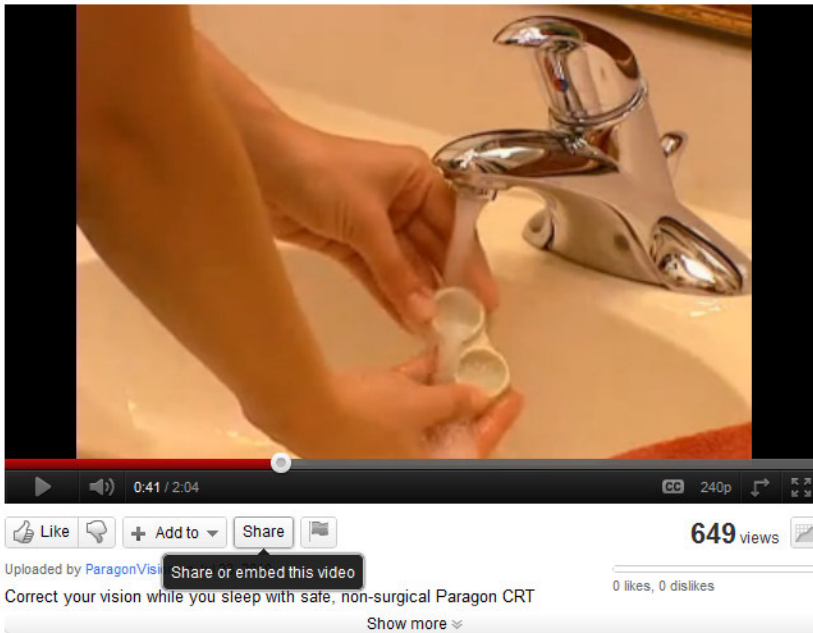
3. The following will appear. Press the Embed button:
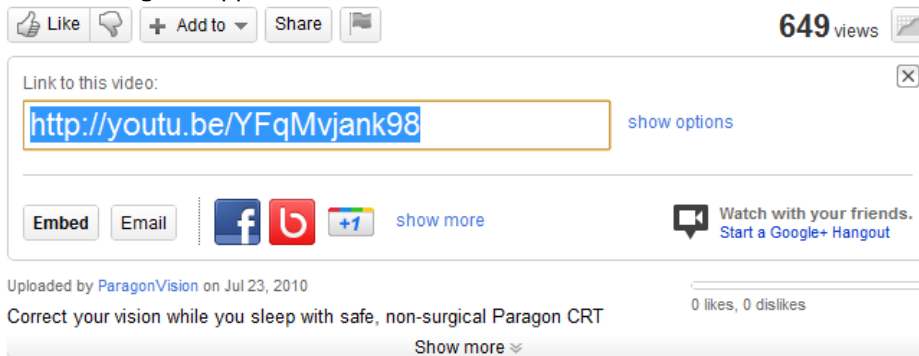
4. Some information will appear in an iFrame as follows:

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```
<iframe width="420" height="315"
src="http://www.youtube.com/embed/YFqMvjank98" frameborder="0"
allowfullscreen></iframe>
```

After making your selection, copy and paste the embed code above. The code changes based on your selection.

5. Copy the link (in this case: http://www.youtube.com/embed/YFqMvjank98.

Adding the video to your web page
To embed a You Tube video, select 'You Tube Media' in the Add Content Drop down box. If 'You Tube Media' is not in the dropdown box, contact Webz with regards to having this feature added.
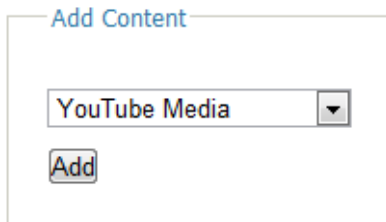
6. Login to your web administration and go to the page you wish to add the video.
7. In the Add Content box, select YouTube Media and press Add
8. Press the Settings button (outlined in red below).
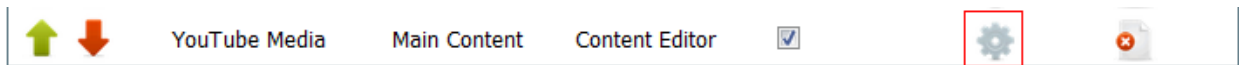
9. Click the 'Component Settings tab' then paste the link you copied above into the You Tube link field. You can also change the height and width of the video if desired.

Height	349
Width	560
YouTube Link	http://www.youtube.com/embed/YFqMvjank98

Cancel Save

10. Press Save.
11. Press the preview draft link to view the page with the video on it.
12. Press Publish Page.

Vocal

Blog / Latest News Facility

If you have subscribed to our blog or latest news facility, there will be an additional menu item in your website administration called 'Vocal'.
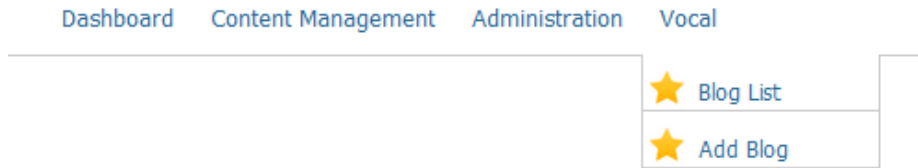
The concept of a blog or news facility is to be able to easily update your website with fresh content regularly, without having to manually edit each page. Vocal has therefore been designed with simplicity in mind.

The main features of Vocal are:

- Blog List (to view blog articles)
- Add blog (and select publish date)

It's as simple as that! There are no drafts as a blog will remain 'hidden' until it's publish date so simply post-date the publish date until your blog or article is ready to be published.

Blog List

Click on Blog list to take you to a list of the articles written to date.

You can then edit, remove or add another blog item.

When you add or edit a blog article, you will go to the following screen where you can enter a title, searchable keywords, write your article (including inserting pictures) and set or change your publish date.

Blog Form

Title*   Happy Feet

Keywords / Tags

Blog Text

The Lost Emperor pengiun that landed on our beach

Under a clear blue sky, local Christine Wilton's stroll along Peka Peka Beach on the morning of June 21 2011, was about to set off conservation phenomenon that has grabbed headlines around the world. Christine happened upon a penguin that when it stood, came up to her chest height. She quickly contacted the local Department of Conservation (DOC) Manager and described the thing she had seen as "looking like an emperor". He arrived to find what was indeed a large, apparently contented, juvenile male emperor penguin, whose poor sense of direction sparked debates about animal welfare and the ethics of mankind intervening with nature. He should have been about 1000km further south. Initially there was no need to intervene, he was upright during the day and swimming at night. Word quickly spread and people came from all over the country to see Happy Feet… so named after the Holywood animation film about emperor penguins.

Path:

Publish Date   12/10/2011

Cancel Publish

The list of articles (as shown in the blog list above) will, once published, automagically appear on your website, usually in two forms: an Article Summary and a the full Article:

More Stories

16th Sep. 2011
Happy Feet

The Lost Emperor pengiun that landed on our beach Under a clear blue sky, local Christine Wilton's stroll along Peka Peka Beach on the morning o…

Read More…

14th Sep. 2011
Kapiti Coffee Company

Excited to be part of the region's growing group of gourmet food producers Warwick Halcrow knows how to run a coffee business and to prove a point, hi…

Read More…

1st Sep. 2011
Waikanae connects with Wellington

Waikanae Train Station officially opens Feburary 2011 KiwiRail completed its $90 million project to double track and electrify the railway line to Wai…

Read More…

16th Sep. 2011
Happy Feet

The Lost Emperor pengiun that landed on our beach

Under a clear blue sky, local Christine Wilton's stroll along Peka Peka Beach on the morning of June 21 2011, was about to set off conservation phenomenon that has grabbed headlines around the world. Christine happened upon a penguin that when it stood, came up to her chest height. She quickly contacted the local Department of Conservation (DOC) Manager and described the thing she had seen as "looking like an emperor". He arrived to find what was indeed a large, apparently contented, juvenile male emperor penguin, whose poor sense of direction sparked debates about animal welfare and the ethics of mankind intervening with nature. He should have been about 1000km further south. Initially there was no need to intervene, he was upright during the day and swimming at night. Word quickly spread and people came from all over the country to see Happy Feet… so named after the Holywood animation film about emperor penguins.

However, a few days on it became obvious Happy Feet was anything but happy. He had stopped playing in the surf and was spotted eating sand, in the same way penguins in Antarctica eat snow to cool down and rehydrate. The bird's behaviour changed and with the world watching public pressure was mounting for something to be done. But how to take a bird used to the Southern Ocean and chilling temperatures in to care? Expert advice was for non-intervention and to let him die…but that view was not shared by the fired up public. A decision was made and Happy Feet was removed from Peka Peka Beach to Wellington Zoo. Experts from far afield came to help, as well as television news crews. A special air-conditioned room was made ready, and ice – lots of ice.

To edit either of these views, you simply make your changes in the blog form above. To insert images, again this should be done in the blog form above. The layout / any customisations of these views can only be adjusted by your web developer.

Files

This screen displays a list of files which have been uploaded for use on your website. File types include images, PDFs, SWFs, Word Documents.

Upload List

Description	Type	Upload Date	Gallery Item	Edit	Remove
Logo	gif	15-Apr-2011	No		
Young boy	jpg	22-Apr-2011	No		

Uploading Files Individually

Click the add file icon to upload an individual file such as an image.

The next dialogue box will allow you to browse for the file to upload:

File Upload

File Description*

Upload File*   Browse…

Add To Upload*   File Uploads

Cancel   Upload

Give each file a name in the File Description field so that you can easily locate it. Press browse to find the file on your local computer and then either add it to the default upload folder: File Uploads or other file folder you have created (i.e. Shop).

Uploading PDFs (or other text files)

To upload a PDF, follow the instructions above and upload the PDF like you would any other file. Once the PDF has been uploaded, it can be inserted into a page on your website as follows:

1. Go to the relevant page
2. Edit the text or content block where you intend to include the PDF
3. Insert some text such as: Find out more about this topic or: See our brochure.
4. Highlight/select the text (in this case topic or brochure) & press the insert/edit link icon
5. In the pop-up window, general tab, click on the Link list drop down field. Beneath the page names is a section of Resource Links (which have been uploaded in Resources).
6. Select the relevant document then press insert.
7. Ensure you test the functionality using preview.

Replacing a PDF (or other text file)

If your PDF or other resources become out of date, there are two steps involved in replacing the file on your public viewing page.

1. Go to Files and delete the existing file i.e. brochure.pdf then upload the new one
2. Go to the page where the file is linked in and re-link it (following the instructions above).

Uploading a Group of Files

When getting started the first step is to prepare your files. As a first step, all images should be optimised for the web so that they don't take too long to load on your web page.

If you require a tool to help optimise your images before you upload them to the web, check out our Image Preparation Instructions or http://www.smushit.com/ysmush.it/.

Images which are square in dimension ensure optimal cropping of thumbnails. As most images are portrait or landscape, individual cropping of thumbnails may be required so that the image displays nicely in thumb-nail view (i.e. for galleries and products).

To upload a group of images at once, zip up all the files using a program such as Winzip. This will compress your file size and allow you to upload all the images at once.

Then go to Upload Zip/Archive:

Zip/Archive Upload

Upload Name*	
Author	
Upload File*	Browse…
Make Gallery	☑
Is the Default Upload	☐
Edit Privilege*	Super Admin

Cancel Upload

Give you upload a name (this will be the name of the file folder) i.e. Shop. Browse to find your zip file on your local computer. Check "Make Gallery" if your files are for a gallery. If they are not (for instance if they are for your online shop), do not check that box. Do not check "Is the Default upload" unless you want to make that file folder your new default folder. In most cases the "File Uploads" folder will be the default. The edit privilege can be set if the files should be restricted from being accessed by your content editor for example.

Files >> Manage Uploads

Go to Manage uploads to access all your file groups. The upload list displays a list of all the file folders, which ones have been enabled for galleries, which one is the default file folder and the privilege level to access the file folder.

Each file folder can be edited, deleted, downloaded to your local computer and the sync operation enables you to refresh the files which have been added to the folder which do not yet display in the file list.

Upload List

Upload Name	Is Gallery	Is Default	Privilege	Sync	Download	Edit	Delete
Zip/Archive							
File Uploads	No	Yes	Content Editor				
Shop	No	No	Content Manager				
Template Images	No	No	Site Builder				
Categories	No	No	Content Manager				
Banner - Left	Yes	No	Site Builder				
Banner - Middle	Yes	No	Site Builder				
Banner - Right	Yes	No	Site Builder				
Specials	Yes	No	Site Builder				

Uploading Galleries

Galleries are a collection of photographs or other images which are often displayed as a photo gallery with nice visual effects.

Latest Version

The latest version of software combines galleries with files. To make a file folder a gallery, simply go to Files > Manage uploads, edit the file folder and check the box "Is Gallery". Individual images can be removed from a gallery by going to File uploads and selecting the file image and unchecking the box "is gallery".

Gallery Image Options

Inserting a Caption and Linking Image to a Page

Go to Content Management > Files and find the image and press edit. In the Gallery Details tab, select the linked page from the drop-down box and press Update to save. This is also where you enter a caption for the image.

Please note, some galleries do not display captions or link to pages, depending on their implementation.

Prior to Version 4.2

The steps to uploading images to a gallery list is as follows:
1. Login
2. Click on the 'Gallery List' icon from the Control Panel
3. Click on the 'Upload Zip/Archive' button (at the left of the page)
4. Fill in field name and Browse to .zip file (must be .zip format)
5. Ensure the 'Make Image Gallery' checkbox is checked
6. Press Upload

After the zip file has uploaded, it should have taken you back to the 'Gallery List' screen and a new gallery list should have been constructed and populated with the images form the newly uploaded zip file.

From here you need associate one of the Gallery viewing components on the 'Photos' page to display the newly uploaded gallery.

1. Return to the Control Panel
2. Click on the 'Pages' icon
3. Click on the 'Edit' icon of the 'Photos' page
4. Click on the 'Edit' icon of the 'Gallery' you wish to show your newly upload gallery
5. Select the newly upload gallery from the dropdown box
6. Press 'Save'
7. Press 'Publish Page when you are ready to make galleries public

If you have more then one gallery to upload, I suggest you perform all the uploads in one go. Then assign all the galleries to the viewers all in one go too, that way it will make things quite efficient for you.

Users

This screen allows the user currently logged in to change their administrative email/password.

User Details

First Name*	Amy
Last Name*	Washbourn
Email*	amy@webz.co.nz
Current Password*	●●●●●●●●●
New Password	
Confirm New	

Cancel   Save

Manage Users

Content Managers (and higher privilege levels) are able to manage their user database by going to Administration >> User List.

Add New User

Download User List

ALL 0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

User Details

No user slected

It is possible to:
- Add a new user (such as a content editor to maintain your web content or a member who has subscribed to your database.
- Download user list – a list of your database will be downloaded in .csv format so that you can then export the list to other programs you use.
- View a list of all your users or filter them alphabetically.

Edit a users details to update their user status or user privilege:

Status*	Active
	Active
	Inactive
	Locked
	Pending
	Suspended

User Privilege*   Content Editor

Tips

Copy and Paste
If you copy and paste content from a program such as Microsoft Word directly into the editor, it may carry old formatting across which affects the way the content displays on your page.

To prevent this, we recommend copying the content into an intermediary editor such as Notepad and then cut and paste it into the page editor.

Quick Find
Press Ctrl and F and type in the page or product name you are looking for so that you can quickly find the correct page or product from the list on any screen.

Web Editor (WYSIWYG)
When entering content inside the Editor, press Enter to start a new paragraph. To start a new line (without paragraph spacing), press Ctrl and Enter together.

Zipping up Image Files
To upload multiple images at once, first zip them up using a program such as Winzip so that the file sizes can be compressed and uploaded all at once.

Glossary of Terms

CMS
Content Management System.

CSS
Cascading Style Sheets: A language used to describe how an HTML document should be formatted.

HTML
Hyper-Text Mark-up Language: A markup language designed for the creation of web pages with hypertext and other information to be displayed in a web browser.

Javascript
A scripting language most often used for client-side web development, such as creating effects.

Editor
An HTML text area where you can edit content.

Web Administrator
The web developer or designer who implemented the software installation. Alternatively, the Webz support team.

Webz (the Company) - Webz Development Limited

WYSIWYG
"What you see is what you get". This is common web terminology for an editor which allows you to produce content in a readable format for the web.

The software uses an Open Source Editor called TinyMCE editor. The editor is regularly updated and enhanced.

Website Directory
The folder containing the files which make up your website.