User Manual phpwcms



Working with phpwcms



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1 Introduction

Phpwcms is a powerful content management system (cms) with many features, written by Oliver Georgi. Despite its many features, you don't have to be an absolute computer freak to operate phpwcms. It is easy controllable by the average internet user.

This manual is made to cover the actions that are most commonly used to modify/maintain a website. Therefore not every aspect will be discussed in detail.

2 System requirements

To adjust web pages, we suggest the internet browsers Firefox or Internet Explorer 7 or higher. Internet Explorer 6 has trouble viewing images sometimes. (Internet explorer 9 needs to be run in



To view the web pages you can use every browser.

3 Logging in

To pursue adjustments on a website, you first have to log in. Go to your website and type 'login.php' instead of 'index.php?'.

e.g. http://www.yourwebsite.com/home/login.php

php wcms
photo: photocase.de
Insert your login data
username:
password:
backend language: English -
Login
phpwcms Copyright © 2003–2012 Oliver Georgi. Extensions are copyright of their respective owners. Visit <u>http://www.phpwcms.de</u> for details. phpwcms is free software released under <u>GPL</u> and comes WITHOUT ANY WARRANTY. Obstructing the appearance of this notice is prohibited by law.

Figure 1

Figure 2

4 Control interface cms

Once you logged in the control interface of the cms-system will show up.

php	wcms							
HOME	ARTICLE	FILE	MODULES	COMMUNICATION	PROFILE	ADMIN	LOGO	UT
Figure :	3							

There are several different menu options:

- Home a summary of pages and content parts modified last.
- Article here you will find the pages of the website.
- File here you will find the files and images that are uploaded.
- Modules here you will find the expansion modules. Is not used
- Communication allows you to communicate with fellow users. Is not used
- Profile to control the user data, such as changing your password.
- Admin admin part, only accessible for administrators. The website settings are tracked here. Only modify settings here when you know what you are doing! If something is done wrong in this section, the entire website will malfunction.
- Logout, speaks for itself, nevertheless you should use it!

The section 'Article' is the one we will use most.

4.1 Subdivisions inside the cms

The cms-system works with 3 important concepts:

- Site structure The menu structure of a site. A menu item is called a category. (Figure 4)
- Pages These are the web pages of the site, a page is called an Article. (Figure 5)
- Content part A page (article) consists out of one or more parts. These parts can contain text, images, attachments, etc. A part of a page (article) is called a content part or content. (Figure 6).

Example of a site structure:

HOME HETTOLE TILL MOD		
Site structure	site structure	
D page layout D templates	🗆 🖻 Home	
D default css	⊞ le reis	
🗵 user administration	🗆 🖻 de familie	± 20 15 com
I file categories	⊡ e vernalen ⊞ 8 de foto's	
D backend default text	🗆 🖻 de Jasper	
Image:	🗆 🖻 het gastenboek	🕀 🕅 🛱 EDIT
Image: Provide the second s		
D phpinfo()		
users online		
jasper		



Example of an article:

) article center	site structure and article list	
D News	🗆 🖥 Home	
C News	🗆 🛽 redirect naar de reis	
usors online	🗆 🖻 de reis 🖌	
users online	🕀 🗋 De Reis	X 🛛 🛱 🔺 💌 🛛
jasper	🗄 🖻 de familie	
	🕀 🗈 de verhalen	
	⊞ B de foto's	
	🗄 🗏 de Jasper	
	🗄 🖻 net gastenboek	

Example of an article with different content parts:



Figure 6

5 Control interface parts

In 'Control interface cms' we already discussed what menu options there are and that the article and file sections are used most. Now we will explain those parts more thoroughly.

5.1 Article section

In the article section you can edit, add and delete pages. You can recognize articles by the orange icon ^[2] in front of the name. You can recognize category's because they are **bold**.

php wcms		www.familieko.nl/reizen
HOME ARTICLE FILE MODU	JLES COMMUNICATION PROFILE ADMIN	LOGOUT
Dev o	site structure and article list	
	🖻 🖹 Home	
0 1101	🗆 🖻 redirect naar de reis	X X 🗟 🗖 🗸 P 🗙
	de reis	
users	🕀 🗈 de familie	
jasper	🖽 🗈 de verhalen	
Article	🗄 🖻 de foto's	
	🗆 🖻 de Jasper	
	🕀 🗵 Tour NZ	
	🗄 🗹 NZ Week 12	
	NZ Week 11	
	🕀 🗵 NZ Week 10	
	1 NZ Week 9	
	🕀 🗵 NZ Week 8	
	🕀 🗵 NZ Week 7	
	NZ Week 5	
	NZ Week 4	
	NZ Week 3	
	🗆 🛛 Jasper	
	1 NZ week 2	
	🕀 🔟 Afrika	
	🗄 🖹 het gastenboek	
	:	

phpwcms 1.4.7 © 2003–2012 Oliver Georgi. Licensed under GPL. Extensions are copyright of their respective owners.

To view a page, you can click on the icon ¹⁰ in front of the name. The relevant page will show up. Adjustments to an article are made by clicking the icons behind the article. These icons have the following functions:

Đ	Create a new article under this category
X	Edit an article
8	Cut article (to move it to a different category, only possible if user is admin)
iii	Copy article (to a different category, only possible if user is admin)
	Move article up and down
💟 💟	Make article visible / invisible
P P	Make article public / non public
×	Delete article. Once deleted, you cannot recover the article!

5.2 File section

In the file section we put files and images that can be used in content parts. In example images that you use in a photo album.

In the file section you can create directory's to order your files. I recommend you to use this function or you will quickly lose the overall picture. Especially in websites that use many files / images.



đ	Upload new file to directory
+	Create new directory
HELP	Show help text
	Open all directory's
	Close all directory's
	Enable / disable thumbnails in list.
× ×	Cut file
•	Paste file in this directory
EDIT	Edit file details
画	Save file
8	Make file/directory active or inactive
P (P)	Make file/directory public or non-public. You can only use public files on your website
Ô	Delete directory (only if empty) to trash bin
1	Recover file from trash bin

5.3 Admin section

In the admin section there are several occasions that you shouldn't touch. This can disturb the functioning of a website. The only thing you are allowed to touch is the structure of the website. Nevertheless you should be careful here to. If you delete a category, the entire category, including all articles and subcategories, will be lost.

php wcms		
ARTIKELEN BESTANDEN MODUL	ES BERICHTEN CHATTEN PROFIEL ADMIN	UITLOGGEN
🗵 Structuur	Structuur (categorieën)	
D Layouts	🗆 🖩 Home	
▷ Lemplates ③ Stylesheet (CSS)		
D Gebruikers	🗆 🖻 Home	🕀 🛛 🗟 EDIT 🔺 💌 🔀
@ Gebruikers	🕀 🖻 Ons bedrijf	🕀 🛛 🖬 🖬 🖬 💌 🔀
Newwords	🗆 🖻 Actueel	🕂 🛛 🖬 EDIT 🔺 🗖 🎽
Bestandscategorieën	🗆 🖹 Nieuws	🕂 🔛 🖆 EDIT 🔺 💌 🔀
D backend default tekst	🖃 🖹 Nieuwsbrieven	🕀 🛛 🖻 EDIT) 🛋 💌 🔀
	🕀 🗈 Agenda	🕂 🔀 📴 EDIT 🔺 💌 🔀
🗵 reset tussengeheugen	🗄 🖻 U bent	🕀 🛛 🔁 EDIT) 🛋 💌 🔀
Vergijder tussengeheugen	🕀 🖻 Producten	🕀 🛛 🖻 EDIT) 🛋 💌 🔀
2) remove delete files	🗆 🖻 Helpdesk	🕀 🛛 🖻 EDIT) 🛋 💌 🔀
	🗆 🗈 Mededelingen	🕂 🔀 🔂 EDIT 🔺 💌 🔀
& phphhot)	🖃 🖹 FAQ	🕀 🛛 🖻 EDIT) 🛋 💌 🔀
Coloritorio della di	🖃 🖻 DG¥S	🕂 🔛 📑 EDIT 🔺 💌 🔀
Gebruikers online:	🗆 🖻 Uitvoer	🕂 🔛 🖆 EDIT 🛋 💌 🔀
voskotan	🗆 🖹 Invoer	🕂 🔛 🖆 EDIT 🛋 💌 🔀
	🗆 🖻 SBB	🕂 🔛 🖆 EDIT 🔺 💌 🔀

5.3.1 Edit (Menu) Structure

You can edit the structure of a website (also known as menu) by going to the Admin section. Here you will find the structure of your site.

Ð	Create subcategory under this category
8	Cut category
	Paste category (after you cut one)
19	Copy category
	Copy category (including content)
EDIT	Edit category details
	Move category up / down
💟 💟	Make category visible / invisible
P P	Make category public / non-public
×	Delete category including content
	Once deleted, you cannot recover the category or its contents.

5.3.2 Adding a subcategory

HOME ARTICLE FILE MODULE	S COMMUNICATION PROFILE ADMIN	LOGOUT
D site structure	site structure	
 page layout templates default css user administration file categories backend default text article alias (active) 	 □ B Home □ B de reis □ B de familie □ B de verhalen □ B de foto's □ B de Jasper □ B het gastenboek 	
🗵 remove delete files		insert structure level in [de Jaspe
D phpinfo()		
users online jasper		

Insert title and alias (these are the same) and choose the right template.
 phpwcms

HOME ARTICLE FILE M	IODULES COMMUNICATION PROFILE ADMIN	LOGOUT
 Site structure page layout templates default css 	site structure (child of): de Jasper	
🗵 user administration	alias this category: CSS class:	
 bile categories backend default text article alias (active) 	page title:	
🗵 remove delete files	redirect to:	
D phpinfo()	keywords:	
users online _{jasper}		
	category infotext:	
	template:	
	dizzel (default)	

• Choose [save & close] to save your changes. You can now see your new subcategory. If not you have to click the ⊞ [open] icon in front of the category to see the subcategory's.

-		0,	
\Box	🖹 Actueel		🕂 🛛 🞼 EDIT 🔺 💌 🔀
	🗆 🖹 Nieuws		🕂 🛛 🞼 EDIT 🔺 💌 🔀
	🗆 🖹 Nieuwsbrieven		🕂 🛛 🔁 EDIT 🔺 💌 🔀
	🗄 🖹 Agenda		🕂 🛛 🔁 EDIT 🔺 💌 🔀
	🗆 🖻 Nieuwe categorie		🕂 🔀 🔁 EDIT 🛋 🖂 🔀
+	🖹 U bent		🕂 🕅 🛱 EDIT 🛋 💌 🔀

5.3.3 Editing category properties.

- To edit the category properties, click on the ^[101] button [edit category] behind the regarding category.
- Tick invisible to make sure the category is invisible in the navigation of the website

	(because we are working on it). In hide in visible when active
•	Tick [Search] off to make sure the category is not being found by searching machines.
•	Status [visible] means that the category is visible on the website. If you are working on a category, it is handy to tick it off.
•	Status [sitemap], means the category is included in the sitemap.
	🔽 Zichtbaar 🔽 Openbaar 🔲 SSL 🔽 sitemap

6 Editing website

Below you will find several standard actions to edit articles, add images add attachments etc.

6.1 Edit text existing articles

- Go to the article tab in the menu and choose which article you want to edit. You can recognize articles by the orange icon ¹⁰ in front of the name.
- Now click on the first icon III [edit article] behind the name.
- Now click on IIII in the right top to edit the article.

∑ article center ∑ new article	article infor	mation	
2 News	🖹 Test		EDIT 💿 📷
	subtitle:	Test	
users online _{jasper}	summary:	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean consequat est at eros ultricies gravida. In nibh quam, mattis et commodo vel, tempor eu urna. Sed eu ante ac dolor luctus dictum non non massa. Sed sit amet erat ut metus rhoncus sollici	
	category:	Test [ID:11]	
	keywords:	not defined/completed	
	author: last edit: start date: sort value: archive:	Japer Ko 05/23/2012 09:12:31 created: 05/23/2012 09:10:34 05/23/2012 09:10:34 end date: 05/21/2022 09:10:34 10 prioritization: 0 [ON] available after end date (archive)	

• Make your adjustments in the editor. (See extensive FCKeditor manual for full possibilities of the editor.)

edit article	edit article basis information								
category:	-−Test ▼								
article title:	Test								
subtitle:	Test								
begins:	YYYY-MM-DD HH:MM:SS YYYY-MM-DD HH:MM:SS ▼ 2012-05-23 09:10:34 ▼ 2022-05-21 09:10:34								
sort value:	10 prioritization: default 👻								
alias ID:	use this article's header data								
redirect to:									
article alias:	test-3								
page title:									
menu title:									
keywords:	į.								
description:	h.								
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• Now save your changes by clicking the <u>Save & close</u> [save & close] button. By clicking the cancel button, changes won't be saved.

6.2 Adding a news item

A news item always consists of 2 sections. The intro and the sequel. The intro is visible in the news summary. If you click on 'read more' the sequel will show up.

<pre>Intro Dr zondag 10 december was or een "witte" Wintermarkt in de Terborgse Bedratz. Int to seque Dr zondag 10 december was or een "witte" Wintermarkt in de Terborgse Bedratz. Int to seque Dr zondag 10 december was or een "witte" Wintermarkt in de Terborgse Bedratz Int to seque Dr zondag 10 december was or een "witte" Wintermarkt in de Terborgse Bedratz Int to seque Dr zondag 10 december was or een "witte" Wintermarkt in de Terborgse Bedratz Int to seque Dr zondag 10 december was or een "witte" Wintermarkt in de Terborgse Bedratz Int to seque Dr zondag 10 december was or een "witte" Wintermarkt in de Terborgse Int to seque Dr zondag 10 december was or een "witte" Wintermarkt in de Terborgse Dr zondag 10 december was or een "witte" Wintermarkt in de Terborgse Dr zondag 10 december was or een "witte" Wintermarkt in de Terborgse Dr zondag 10 december was or een "witte" Wintermarkt in de Terborgse Dr zondag 10 december was or een "witte" Wintermarkt in de Terborgse Dr zondag 10 december was or een "witte" Wintermarkt in de Terborgse Dr zondag 10 december was or een "witte" was or een to be the manual</pre>	Wintermarkt	in Te	rborg			
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 Co to the article tab in the menu and select the @ [create article] icon behind the regarding category. B de Jasper B het gastenboek Create new atticle in structure level News Enter the title and click [save] edit article basis information category: News article title Newsitem for the manual indee subtitle: yvvv-MM-DD HHIMMISS ends with article in structure level Newsitem for the manual indee subtitle: yvvv-MM-DD HHIMMISS ends yvvv-MM-DD HHIMMISS ends with article interview article data: article data: article altas: ends yvvv-MM-DD HHIMMISS article data: article data: article listing: article data: article data: article data: description: article listing: article data: default template: article listing: article data: article data: default default article data: default default default default default default article data: default default default article data: default description: article data: default default default default default default default default default	Link to sequel					
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Summary contains the intro late and clux (save) Summary contains the intro ext of your news item in 'summary'. There intro ext of your news item here. Not the entire text. (See extensive FCKeditor manual for full possibilities of the editor.) Save the changes by clicking the <u>Save 8, close</u> taxue 8, close button	- Entor the	title or	d aliak [aava]		· · ·	
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Add a new [HTML (wysiwyg)] 'content' to the article.
 article information

I News item	for the manual		EDIT 💁 💼				
summary: Write the intro text of your news item here. Not the entire text.							
category:	News [ID:12]						
keywords:	not defined/comple	eted					
author:	laper Ko						
last edit:	05/24/2012 09:13:	:17 created: 05/24/2012 09:13:17					
start date:	05/24/2012 09:13:	:17 end date: 05/22/2022 09:13:17					
sort value:	0 prioritization: 0						
archive:	[ON] available aft	ter end date (archive)					
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• Now enter the sequel of the news item.

Create

Save & close

category 💽: article title 💽:	News [ID:12] News item for the manual
content type:	WYSIWYG HTML
display:	main column (CONTENT)
space:	before after top link: anchor: tabs:
content title:	
subtitle:	
	Create Save & close Cancel
template:	default 🗸
plain html:	
	🗹 🗄 🗄 🗐 🗐 🗮 🗮 🗮 🗮 🍓 🦓 🧏 🖉 🖉 Code
Enter the seq	juel of the news item here!
k status: Vis	sible and click [save & close]

 Select [preview] to view your news item or view it on the website. Do not forget to refresh the page if you already opened it. Shortcut refresh : [F5]

Cancel

•

6.3 Adding attachments to an article

Attachments are all files but images. For example MS-word files, PDF files, Excel spreadsheets, PowerPoint presentations and so on. To put these in an article, it is necessary that you upload them first. Once you've uploaded the file, it can be used in one or more articles by creating a content [file list].

6.3.1 Adding contentpart [file list] to an article

- Go to the article section by clicking [article].
- Select the III [edit article] icon of the article you want to put the file in.
- Add content [File list].

Sometimes you have to set the file from the 'pop-up' screen by clicking on i sorrage (root dir) itset files The file ist the mature of the intermediate of t			arti	cle center	preview		
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• In the article information you can see that the content [file list] is added and the file is in the list.

			EDIT 💁 🛅
category: News [ID:12]			
keywords: not defined/cor	npleted		
author: Japer Ko			
last edit: 05/24/2012 09	:28:10 created: 05/	24/2012 09:28:01	
start date: 05/24/2012 09	:28:01 end date: 05	5/22/2022 09:28:01	
archive: [ON] available	: U a after end date (ard	hive)	
article center preview	→ add		
main column {CONTENT}			

• To add multiple files, you first have to upload them in the FILE [file] section. Now you can add them to this list of files by first selecting the [edit article] icon. Then you select [edit] behind the list and you can add your files.

6.4 Adding/editing photo album

To create a photo album, you always need to do two steps. First you upload the photos in the [file] section. Then you add them to the [image div] content.



6.4.1 Uploading images

See 7. Uploading files and images to 'File center' to upload images. An image is a file after all.

6.4.2 Adding contentpart [images <div>] to an article

- Go to the article section.
- Select the I [edit article] icon of the article you want to put the file in.

• Add content [images <div>].

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	images <div></div>				
	images special				

• Select 🖾 [browse] in the screen below.







- With the icons 🗐 you can add more images, change the order or delete images.
 - o In [max. width] you set the maximum width of a 'thumbnail'.
 - Tick [click enlarge], [lightbox] and [hide caption for thumbnails] so the full image will pop-up if you click on a thumbnail.
 - o In the 'caption' box you can type the text that is showed under the image.
 - The first line is showed below image 1. The second line below image 2 etc.
 - o Tick [status visible] to make the album visible.
- Select [save & close] to save your photo album.

template:	default → image alignment: do not center →
max, width:	200 max. height: 175 px Crop thumbnail
column:	2 → image space: 3 px
behavior:	🔲 click enlarge 🔲 lightbox 🔲 hide caption for thumbnails
image:	arches_NP_img_2609.jpg arches_NP_img_2612.jpg arches_NP_img_2617.jpg
caption:	Image 1 Image 2 Image 3
	ł.

6.4.3 Edit images photo album

- Choose which article (with photo album content part) you want to edit.
- Click on the first icon next to the name [edit article] to edit the article.



• Click on [edit] behind [images] to edit the photo album.

7 Uploading files and images to 'file center'

To put files and images in you webpage you firts need to put them on the webserver, this is called uploading. We can upload files one by one or multiple files together. Below is explained how you can do that.

7.1 Uploading files to file center one by one

• Go to E FILE M [File]

 			-					
НОМЕ	ARTICLE	FILE	MODULES	COMMUNICATION	PROFILE	ADMIN		LOGOUT
D file o	center			file center				
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				N D= + + +				

- Select I [Upload file to] behind the directory you want to put the file in.
- Select [browse] and select the file you want to upload on your computer.

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Mijn netwerklacaties	Bestandsgaam:	hen
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- Tick status: visible and public and click [Upload files].
 - file center

private fil	es public	files	search	trash can	ROOT DIR 🔳	+HELP I E
CLOSE	upload files	;				
directory:	+New folde	r			•	
upload:	C:\Users\ko\	Desktop\T	est file.txt	Bladerer	1	
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copyright:						
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	upload files					

• The file is now uploaded to the directory.



7.2 Multiple file upload to file center

If you need to place multiple files or images on your website it's handy to upload then all together. Here fore we use the option [multiple file upload] in the file center.

• Go to **FILE** [File] and select [multiple file upload]

HOME ARTICLE FILE MODULES	COMMUNICATION PROFILE ADMIN
 S file center S ftp takeover <u>multiple file upload</u> 	multiple file upload
users online	Browse files Clear List Upload selected files Overall Progress (0 B)
voskotan	Cilo Drograce

 select Browse files [browse files], a new windows will open. Select the files you want to upload (hold down the CTRL key and click with the mouse the files you want) and click [open] (right below).



Click Upload selected files [Upload selected files] to upload the files multiple file upload

Browse files Clear List Upload selected	files				
Overall Progress (714.9 kB)					
	41%				
Uploading "terborgtoernooi-dag2-05.jpg"					
	14%				
Upload: 32.0 kB with - B, - remaining.					

terborgtoernooi-dag2-01.jpg File was uploaded	103.3 kB
terborgtoernooi-dag2-03.jpg File was uploaded	179.7 kB
🌟 terborgtoernooi-dag2-05.jpg	132.2 kB 🤤
👼 terborgtoernooi-dag2-07.jpg	149.3 kB 🤤
👼 terborgtoernooi-dag2-08.jpg	150.5 kB 🤤

- Now the files are uploaded to the webserver, we have to place them into the phpwcms system. There fore click on [ftp takeover] and follow the next steps.
- Select ALL to select al the files
- ALL
 Choose the folder where you want to store the uploaded files
 directory: root directory

	uneccory	root underory			
keywords:		root directory			
		+A new folder			
		+afrika jasper			
		+films			
	long info	+NZ			
		++earnslawburn			
Check the active, public and replace eponymous files					
	status: 🔽	active 👿 public 👿 Replace eponymous files			

• click [take over selected files] take over selected files and the files will be place in the right folder. NOTE, this will go very fast and takes only a split second.

Go to the file center folder and the uploaded files will be there file center

private files	public files	search	trash can	ROOT DIR	t + HELP ▼ ▶	
🔻 🗀 A new fold	der					Ť
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terborg	itoernooi-dag2-07.jp	99			(COT) A P	
E terborg	itoernooi-dag2-08.jp	9			- X III A P	

8 Logout

Finally, something very obvious but important. Do not forget to log off! Especially in public places or 'odd' locations. Always make sure you log off and close all internet browsers. This is how you make sure that strange people are unable to modify / delete your website.

LOGOUT	→ 🛃 ·	Google
	LOGOUT	
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