

## Fastpage Manual for End Users



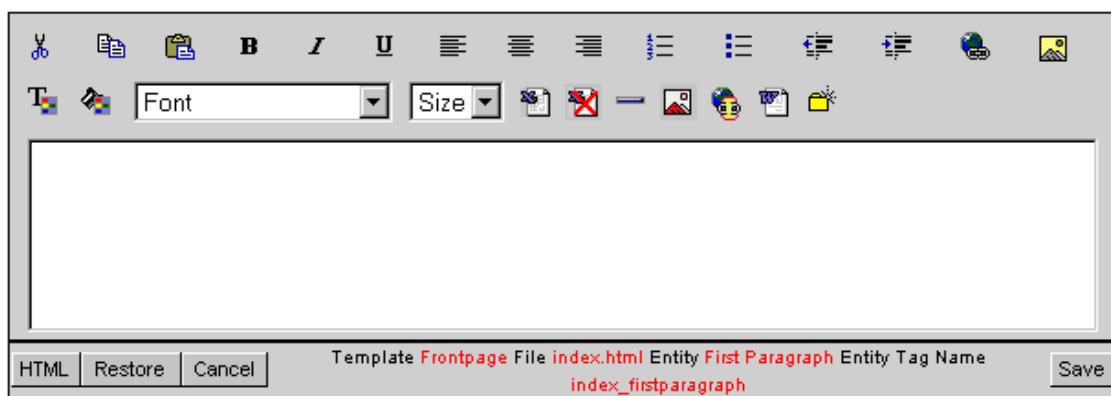
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## Introduction- What is *Fastpage*?

*Fastpage* is a unique product with the sole focus of allowing you to manage the content of your website with ease. You may initially wish to use a web developer to generate how you wish your web page to look and feel. Once you have done this you can use *Fastpage* as a Web Content Management System.

As you can see in the following picture, the *Fastpage* Screen layout is similar to that of a basic word processor and includes a fully graphical editor. These features make it simple to update pages on your website yourself.



*Fastpage* gives you the freedom to express yourself quickly and effectively, and dynamically change content. This ensures YOU have complete control over how when and where to change content.

Updating content is often frustrating, and may appear to be limited to the world of the technically minded.

Over the years people have chosen to accept the fact that they are going to require professional services when it comes time to modify information on their site.

*Fastpage* is easy to use interface makes this a thing of the past, and introduces you into the world of content management. You can easily make the changes yourself 😊.

*Fastpage* equips you with a fully WYSIWYG<sup>1</sup> interface, (a user friendly way of changing/editing information) and also with tools such as "menus".

**Menus** enable you to add new pages dynamically to your site, giving you the freedom to update commonly changing content as often as you wish to post changes. Menus provide flexibility, as they can display a wide variety of content such as news items, product listings, services, staff profiles...the options are endless.

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<sup>1</sup> What you see is what you get

## How is *Fastpage* managed?

Initially your *Fastpage* site will be set up by us as the Web Developer. After that you as the End User can manage your website yourself, using the features of *Fastpage*, or delegate certain sections/products/functions to relevant staff members if you wish. However if you prefer, we as the Web Developers can manage the entire contents for you for a fee.



## What does the Web Developer do?

It is the responsibility of the web developer to:-

- Convert new or existing sites to *Fastpage*.
- Create templates ensuring critical content e.g. navigation links can not be edited.
- Create Menu/List/Category/Product templates.
- Add New navigational links.
- Modify templates.
- Ensure the end user knows how to work *Fastpage*.

## What can the End User ( you and/or your staff) do with *Fastpage*?

The scope is unlimited and this depends on the skill of the web developer in conjunction with the End User. You may wish to use *Fastpage* to easily change the content of:

- Products specifications, prices and benefits.
- Product illustrations
- Production information
- Special promotions
- Terms and Conditions
- Availability
- Support information
- Developer features
- Press releases
- News items
- FAQ's
- Jobs
- Office addresses, maps and directions.
- Logos, photographs and diagrams

## How to log into Fastpage

Use the following URL or Web Address to access your **Fastpage** administration module.

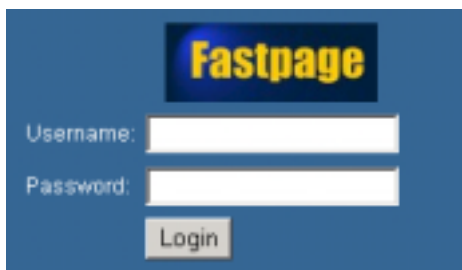
<http://www.yourdomain/Fastpage/admin/>

**Note:** - substitute your domain with your own domain name

Example: If your domain name is [www.nzservers.com](http://www.nzservers.com) then you would type in: -

<http://www.nzservers.com/Fastpage/admin/>

The following screen will display



Enter the Username supplied to you and your password.

Please note the username and password are case sensitive.

## The Welcoming Screen



A screen similar to the above diagram will display according to the features that have been enabled for you to use.

Every **Fastpage** session will last for a duration of 6 hours.

At the end of the 6hour session you will be automatically logged off.

Each time an option is changed, you will see the remaining session time.

## The Log off Screen at the end of a session

Your user session has expired, please click the logout link below and re-login.

[Logout](#)

If this screen appears it indicates your session has expired.

☺ Any work will have been saved before this message appears.

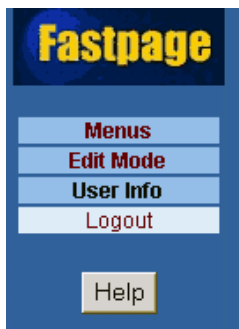
### **Please Note: -**

You can open up new windows using your browser to create another [Fastpage](#) window.

If you do this, the new window will share the **same** the session number.

If you logout out of **any** window using the logout option **all** the windows will log out.

## Navigating [Fastpage](#) - Overview



A list of options is located on the top Left-Hand Side of your screen.

Your computer screen should be set at 800 x 600 pixels or higher to use [Fastpage](#).

### **Menus**

This option will only appear if you have been granted access rights to use the 'Menu' option.

The Menu option controls a dynamic (changing) list of templates where you have the option to add, modify or delete the templates\*

The Menu option is to used to control dynamic lists like: -

- News Items
- FAQ's (Frequently Asked Questions)
- Product Lists

### **Edit Mode**

This option will only appear if you have been granted access rights to Edit Static Web Pages.<sup>2</sup>

### **User Info**

Allows you to change your user name, logon name or password.

### **Logout**

This will log you out of a [Fastpage](#) Session.

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<sup>2</sup> This is usually arranged in consultation with the [Fastpage](#) Web Developers and will depend on how much access the business owner wishes to delegate to specific staff.

## Menus



### Overview of Menus



Menus allow an end-user to create dynamic web pages to keep the web site current. Menus are based on Templates (layout of your menus), which are set-up, by the web developer. Once this is done you manage the creation of the web pages and the content yourself. Example of templates include the following types of menus:

- News Items
- FAQ's
- Price Lists
- Catalogues
- Technical Sheets
- Staff Profiles.

You can then modify or delete existing menus or create new ones.

In **Fastpage** Menus are initially structured on **Summary Information**. This then leads to more detailed information. For example a 'News Headline' would then lead to more information via a hyperlink.

## Menu Overview - Continued

### From a Web visitor's perspective:

A web visitor will see the menus as a summary list (known as the Summary Information) where they can click on any item in the list to obtain more information. As Fastpage allows each summary list to be unique, the look and feel of each list will vary.

## Summary Listing

### Examples of Summary Lists a Web Visitor will see.

#### News Summary Listing example

NZservers News

1 | 2 | >>

- [Upstream Outage for WorldNet Slingshot and lhug](#)
- [New Internet Explorer Security Issue](#)
- ['Sasser' worm hits computers](#)
- [RESOLVED: Intermittent Mail Routing Problems](#)
- [New virus out: Worm.SCO.A, W32.Novarg.A, W32/MyDoom-A.](#)
- [FIXED: Mail Server issue](#)
- [NEW VIRUS WARNING](#)
- [Security Bulletin: New Windows RPC Vulnerability](#)
- [Fastpage now supports all platforms](#)
- [Scheduled Maintenance Saturday September the 6th](#)
- [Cpanel Supplied Formmail has been disabled](#)
- [Important PHP changes](#)
- [Domain Name Renewal Scam](#)
- [PLEASE READ: Important notice for all Windows Users](#)
- [Fastpage Lite](#)

This is an example of a basic Menu Layout summary listing.

Small navigation links appear at the top or bottom of the summary list which helps control the length of the list and the look and feel of the web page. These links work in the same way throughout Fastpage.

In this example the web visitor clicks onto the text that is a hyperlink to more detailed information.

#### FAQ Sample Listing example

1 | 2 | 3 | >>

Search our FAQ - Select a Category by using the Dropdown

Category

Keywords

FAQ Category	Description	More Info
• <b>E-Mail</b>	Are there any manuals on how to set-up e-mail A/C's?	<a href="#">More Info-&gt;&gt;&gt;</a>
• <b>General</b>	Can I access my domain address with or without the "www"?	<a href="#">More Info-&gt;&gt;&gt;</a>
• <b>Pre Sales</b>	Can I have another domain names pointing to my domain?	<a href="#">More Info-&gt;&gt;&gt;</a>
• <b>Pre Sales</b>	Can I install my own CGI scripts?	<a href="#">More Info-&gt;&gt;&gt;</a>
• <b>Pre Sales</b>	Can I register a foreign domain and host it with you?	<a href="#">More Info-&gt;&gt;&gt;</a>

The above summary listing has been refined a little further allowing an end user to search by Keywords or by category.

The hyperlink in this situation is the [More Info->>>](#) link which takes a web visitor to more detailed information.

#### Sophisticated Relational Listing - Example



Developed by NZServers Ltd

Search our Sample real estate database. Drill down by selecting the Region, City, Zone, Suburb and/ or Keyword. Then click "search"

Region

City

Zone


Suburb

Value of the Property from  to

Keywords

---

**C021209** [Christchurch Central](#)



I CAN SEE FOR MILES AND MILES.....  
 Stunning penthouse with 270 degree aspect over park and city apartment. Living at its very best.

Region	City	Zone	Suburb	
Canterbury	Christchurch	Central Christchurch	Christchurch Central	
Value	No Bedrooms	No Bathrooms	Land Area (sqm)	Floor Area (sqm)
475000.00	3	2		0

Branch: Christchurch Address 321 Colombo Street Phone 03 3456789  
 Contact Details Shaun Flattery [shaun1@hotmail.com](mailto:shaun1@hotmail.com) Phone 021 678347

In this example the summary listing allows for specific data to be displayed based on what you have previously selected. This is a 'drill down' approach, which narrows the selection criteria.

Search String [ **Region = Canterbury, City = Christchurch, Zone = Central Christchurch, Suburb = Christchurch Central** ]  
 No. results=1

Search our Sample real estate database. Drill down by selecting the Region, City, Zone, Suburb and/ or Keyword. Then click "search"

Region

City

Zone

Suburb

Value of the Property from  to

Keywords

## How to access and use menus.

When you click on the **Menu** option the screen may expand to display more options. If you have access to **more than one menu**, a screen will display for you choose the applicable menu, otherwise you will be taken directly to your menu.

The **Menu** option takes you to **Manage Menus**, which is the Menu Control Section and allows you to **Add, Modify or Delete Menu** items.

## Manage Menus

**Search our Database**

You can select the Location and Accommodation type from the dropdowns - ( the search results will refresh automatically)

Note: You can search by any Hotel/Motel by entering any keyword or part of a keyword  
**Example** entering Beach will find all Hotels/Motels starting with Beach - then click on the search button

Location	<input type="text" value="--All Records--"/>	
Accommodation Type	<input type="text" value="--All Records--"/>	
Keywords	<input style="width: 100%;" type="text"/>	
<input type="button" value="Search"/>		

If your menu has been set-up with a search option then the above search option will display The search option will help you manage a large number of menu items.

Menu Name = **Hotels**

Resort Name	ID	List Info	Detailed Info		Page Article	Delete
● kmokmno	33	<a href="#">modify</a>	<a href="#">edit page</a>	<a href="#">display edit regions</a>	<a href="#">Multi-Setup</a>	<a href="#">delete</a>
● Lazy Daze Resort	32	<a href="#">modify</a>	<a href="#">edit page</a>	<a href="#">display edit regions</a>	<a href="#">Multi-Setup</a>	<a href="#">delete</a>
● test template	29	<a href="#">modify</a>	<a href="#">edit page</a>	<a href="#">display edit regions</a>	<a href="#">Multi-Setup</a>	<a href="#">delete</a>
● sample	26	<a href="#">modify</a>	<a href="#">edit page</a>	<a href="#">display edit regions</a>	<a href="#">Multi-Setup</a>	<a href="#">delete</a>
● Beachcomber Resort	21	<a href="#">modify</a>	<a href="#">edit page</a>	<a href="#">display edit regions</a>	<a href="#">Multi-Setup</a>	<a href="#">delete</a>
● Bounty Island	15	<a href="#">modify</a>	<a href="#">edit page</a>	<a href="#">display edit regions</a>	<a href="#">Multi-Setup</a>	<a href="#">delete</a>

1 |

[Add a New Menu item](#)

If no search option has been set-up only the area will display.

Resort Name	ID	List Info	Detailed Info	Page Article	Delete
-------------	----	-----------	---------------	--------------	--------

### List Info

The List Info options controls the information displayed on the summary listing.

### Detailed Info

This allows you to edit the detailed Information


## Managing your menu ...continued

### Delete

This allows you to delete the Menu Item

### The Green and Red Navigation buttons.

 Sample

 Beachcomber Resort

When you create a menu item, the navigation button by default is set to Inactive or a Red Button. When you complete the 'Detailed Information' the menu item is activated allowing people to view the menu item, denoted by a green button.

The reason for this is the time delay from between when you create the **menu item** to when you complete the **detailed information**. As the site is working on 'Real Time' data, - in other words 'live data', it is pointless creating a new menu item and allowing people to see the summary listing before the detailed information is ready for them to view.

## Adding a new menu item

This allows you to create a new menu/list item.  
There is a two part process involved when you create a New Menu Item.

### Step One – Summary Information

#### Creating the Summary information

Click on the [Add Menu](#) Button to go to the [Add Menu Item](#) function

The screenshot shows the 'Add Menu Item' form with the following sections:

- 1** Resort Name (text input field)
- Short Description for the resort (text area)
- 2** User Defined Fields (dropdown menus for Accommodation Location and Accommodation Type)
- 3** Enter a Thumbnail Image (text input for dimensions and a Browse... button)
- 4** Yes No Details (radio buttons for Activate the Ilink command and Item Active, with a note: 'If you are unsure just accept the defaults')

At the bottom is an 'Add Menu Item' button.

The descriptions like 'Resort Name' will vary as this is customized according to the site.

Fastpage allows for **user defined \*** fields. This section will display if it has been enabled.

If the summary information has been set-up for a **thumbnail display** this is where it picture/image is loaded from.

Normally you just accept the defaults. The Item Active should be left as '**No**' unless otherwise instructed by your web developer.

Once you have completed the information click the **Add Menu Item Button**

#### \*User Defined Fields

Fastpage by default has two fields for any template as detailed in **1**.  
User Defined Fields allows more information to be captured for the menu item. These fields are set-up by your web developer.

These fields may be in the form of a dropdown selection or just plain standard text boxes.

## Dropdowns

Dropdown boxes help eliminate user input errors, and also allow web visitors to drill down and find information by selecting from the dropdown options if your web developer has enabled this.

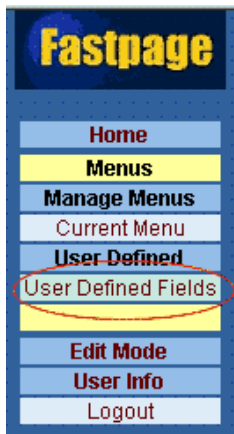
### For example:-

You have a:

- Car sales yard and you want to categorise the types of cars.
- Or a
- Real estate firm and you want to categorise houses by location.

## How do you manage the Dropdowns?

If the menu has **extra fields** added and you have access to the menu the following menu will display:-



When you click on User defined Fields the next screen will display:-

Options in RED = Active items

Field Name	ID	Order	Action
location	1		dropdown options
type	2		dropdown options

Select the **dropdown option** applicable to the field you want to add, modify or delete. The following screen will display.

Field name **location**

Descr(1)	Descr(2)	Descr(3)	ID	Action
Coral Coast			1	Modify Delete
Kadavu			2	Modify Delete
Mamanuca			3	Modify Delete
Nadi			4	Modify Delete
				Add New Value

Exit

Ignore the Descr(2) and Descr(3) columns unless otherwise instructed.

- If you want to modify a dropdown option make your changes and click on the **Modify** button.
- To remove a dropdown option click on the **Delete** button.
- To create a new dropdown enter the new details in the **Descr(1)** box and click on 'Add New Value'

When you have finished, click on the **Exit** Button.

## Adding a new menu item:

### Step Two – Detailed Information

Once you click on the **Add Menu Item**, you will then be taken to the detailed information, which is what a web visitor views if they click on a hyperlink from the **summary information**. Your web developer will have designed the look and feel of the detailed information and may include some of the data from the summary information at their discretion. The detailed information will vary with each web site.

### Edit Buttons

Once you get into the detailed information screen scroll down to find the edit buttons **E P C**

**E** – Click this button to **add** information to the listing item highlighted

**P** – Click this button to **preview** how the page looks

**C** – Will **return** you to the Menu Control Centre

---

**M C E** will appear at the bottom of a menu listing and allows a short cut method to manage the menu.

**M** – Means a Menu Item - Click this button to **preview** how the page looks

**C** – Will **return** you to the Menu Control Centre

**E** – Click this button to **edit** the menu list items

(This is a short cut to edit a menu from the Edit Page option)

---

## Page article

The Multi Page option allows you organise information. The information appears as a List Item, which allows a web visitor to click on any item in the list to see more information.

**Example: -**

If I sell computer hardware it would be better to organize the information as follows: -

- Sales Information
- Technical Specifications
- Software Updates
- Brochure
- FAQ
- 

## Converting a Menu Item to Page Article

When you first enter a menu template, you will have the option of converting the page to multi page (**Convert to Multi Page**). If you do not wish to convert the page ignore this button.

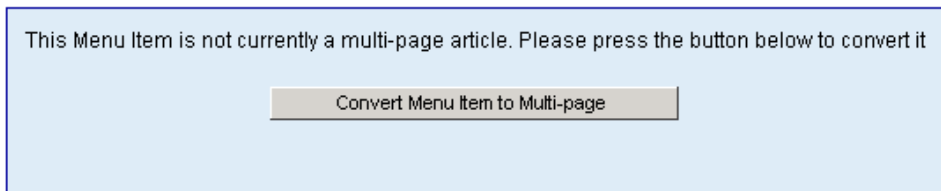
If you do change the status, you will now see the **Multi Page** button.

These buttons will only appear if the Menu Template has been set-up for Page Article.

These buttons will only appear during the **edit process**. (The web visitor will not see it).

If you click on the button **Convert to Multi Page** you will be taken to the following screen:-

## Multipage Conversion



(Click on the button or click on the Browser back button if you do not want to do this).

Once you click on the **Convert Menu Item to Multi-page** you will reach the following screen.

## Multi-page articles

Page Number	Description	Action
1	Page One	Change Page Description   Delete   Move

Add Page

[Return](#)

This is where you **set-up** the multi page details for this Menu Item.

The default page description is **'Page One'** - you will probably want to change this.

Click on the **Change Page Description** to change the 1<sup>st</sup> list item.

The **Add Page** option allows you to add more list items

The **Move** Option allows you to move the list item around.

The **Delete** option allows you to remove the list item

Using the previous example we want to set-up the following list items:

- Sales Information
  - Technical Specifications
  - Software Updates
  - Brochure
  - FAQ
- Change the default 'Page One' description to Sales Information
  - Click on the **Add Page** to create another List Item.

## Multi-page articles

Please enter the description for the new page

Description

- Enter the 2<sup>nd</sup> Listing and keep repeating the process until you have the categorisation you require.

## Multi-page articles

Page Number	Description	Action
1	Sales Information	<input type="button" value="Change Page Description"/> <input type="button" value="Delete"/> <input type="button" value="Move"/>
2	Technical Specifications	<input type="button" value="Change Page Description"/> <input type="button" value="Delete"/> <input type="button" value="Move"/>
3	Software Updates	<input type="button" value="Change Page Description"/> <input type="button" value="Delete"/> <input type="button" value="Move"/>
4	Brochure	<input type="button" value="Change Page Description"/> <input type="button" value="Delete"/> <input type="button" value="Move"/>
5	FAQ	<input type="button" value="Change Page Description"/> <input type="button" value="Delete"/> <input type="button" value="Move"/>

[Return](#)

When you have finished entering your list items, click the **Return** link which will return you to the **detailed Menu Page** as shown below.

### [Click here to return](#)

- **Sales Information** << you are here
- [Technical Specifications](#)
- [Software Updates](#)
- [Brochure](#)
- [FAQ](#)
- [Multi-Setup](#)



You will notice now the display has changed.

<< you are here – tells you which listing you are working on



## Managing Menu Items

Location

Accommodation Type

Keywords

Menu Name = **Hotels**

Resort Name	ID	List Info	Detailed Info		Page Article	Delete
● test template	29	<input type="button" value="modify"/>	<input type="button" value="edit page"/>	<input type="button" value="display edit regions"/>	<input type="button" value="Multi-Setup"/>	<input type="button" value="delete"/>
● sample	26	<input type="button" value="modify"/>	<input type="button" value="edit page"/>	<input type="button" value="display edit regions"/>	<input type="button" value="Multi-Setup"/>	<input type="button" value="delete"/>
● Beachcomber Resort	21	<input type="button" value="modify"/>	<input type="button" value="edit page"/>	<input type="button" value="display edit regions"/>	<input type="button" value="Multi-Setup"/>	<input type="button" value="delete"/>
● Bounty Island	15	<input type="button" value="modify"/>	<input type="button" value="edit page"/>	<input type="button" value="display edit regions"/>	<input type="button" value="Multi-Setup"/>	<input type="button" value="delete"/>

1 |

**Modify** - amend the 'Summary' list information.

**Edit page** - Edit the Detailed the Information.

**Display Edit Regions**



Situated on a **Marine Sanctuary** in the heart of the Mamanuca Group of islands, just 19 kilometers from Fiji's International Airport, this renowned barefoot island paradise allows you to do as much or as little as you like.



The **edit buttons** are always below the editable content.

If you are not sure where the editable content is, use the **display edit regions** option to **display** the editable regions- denoted by a small gray outline- as above.

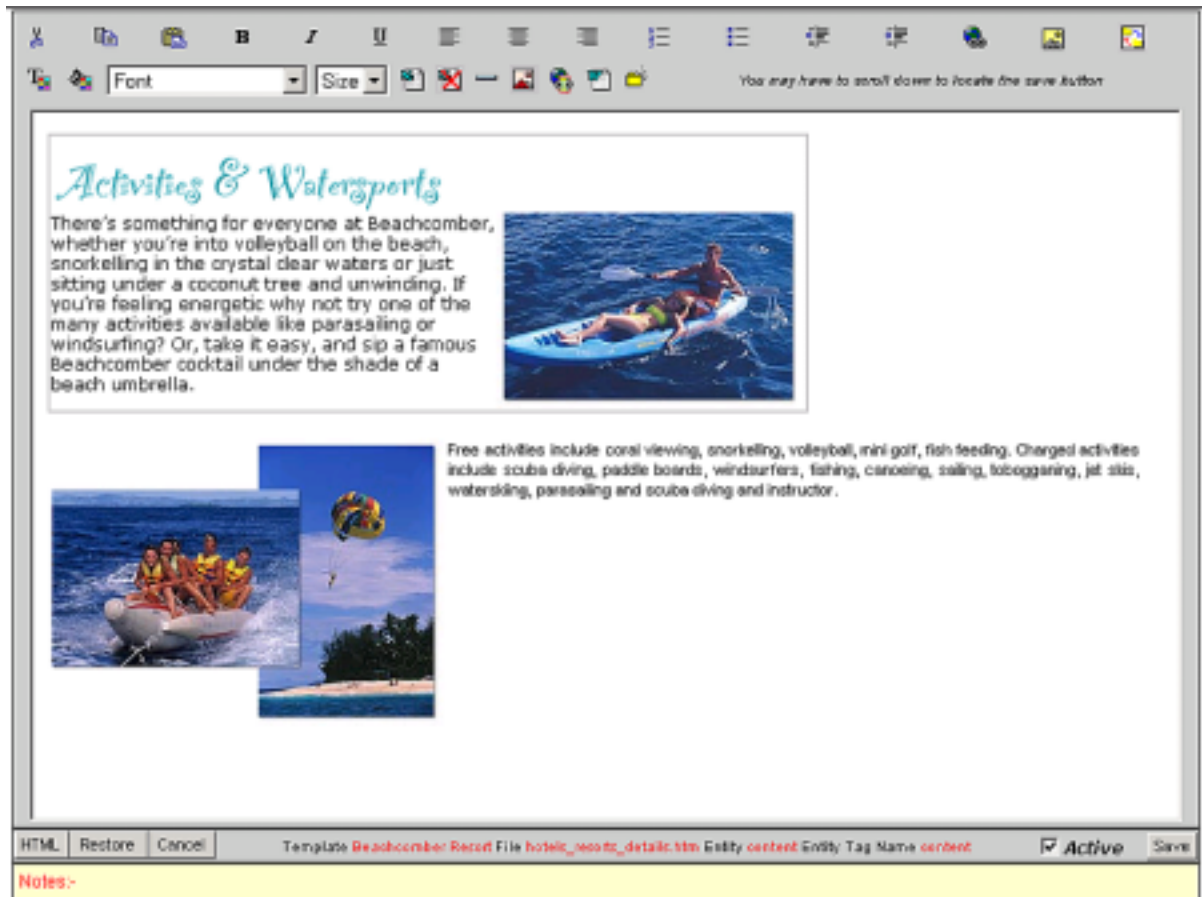
**Delete** will **remove** the Menu Item.

☺ After you click on this button you will be asked to confirm your intentions.

## Graphical Editor

Only Microsoft Internet Explorer **5.0 or above**, or Mozilla **1.2 or above**, will support the graphical editor, otherwise the HTML text editor will display.

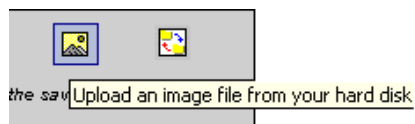
The **Editor** is designed to use existing software like Microsoft Word and Excel allowing you to copy and paste from these software applications directly into the graphical editor. The editor is designed for screens 800 x 600 or 1024 x 768, and will resize to these screens.
















The editable content is displayed in this screen allowing you to change aspects of your web site.

### Graphical options - what do the Navigation buttons mean?

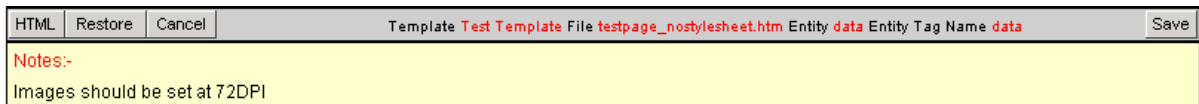
If you hold the cursor over any button, text will display to show what the button is used for.



Symbol	Short Descr	Details
	Cut	Highlight the text you want to cut and select this icon
	Copy	Highlight the text you want to copy and select this icon
	Paste	Place the cursor at the point you want to insert
	Bold	Highlight the text you want to bold and select this icon
	Italics	Highlight the text you want to place in Italics and select this icon
	Underline	Highlight the text you want to underline and select this icon
	Left Aligned	Place the cursor at the point you want to Align the text
	Centre	Place the cursor at the point you want to Centre the text
	Right Aligned	Align Place the cursor at the point you want to Right Align the text
	Numbered List	Numbered Place the cursor at the point you want to insert a numbered list
	Bullet List	Place the cursor at the point you want to insert a bulleted list
	Un-indent	Place the cursor at the point you want to un-indent the text
	Indent	Place the cursor at the point you want to indent the text
	Link	Place the cursor at the point you want to insert a hyperlink
	Image	Place the cursor at the point you want to insert an Image -( the image will be copied to the server)
	Link File	Highlight the text/image where you want to create a File Link( the File will be copied to the server and held in a download folder)
<b>2<sup>nd</sup> Row of buttons</b>		
	Text	Changes the colour of the selected text
	Text	Changes the background colour of the selected text
FONT	Typeface	Font Changes the Font Style - please use this with care if there are styles attached to the entity
FONT	Size	Font Size Allows you to adjust the size of the font - please use this with care.
	Table	Adds a border to a table
	Table	Removes all table borders
	Line	Inserts a Horizontal Line
	Image	Allows you to modify the properties of a selected image
	Link	Removes a hyperlink

-  **Word** Cleans up the formatting if you copy from MS Word - by replacing <P></P> with <br><br>  
The problem I occurs with how the HTML tags are copied over <B></B><FONT face=Arial><P>Welcome to the Fastpage Demo Site</P></FONT><FONT size=2>. If you have a style sheet attached and this defines the <p> tag you this will supersede the FONT tag. The Word option overcomes this problem
-  **Stylesheet** Indicates an attached Style sheet is being used - hold the cursor over the icon to see the stylesheet used. **Please Note** - if you **FTP** a style sheet called editor.css to the Fastpage/templates directory this will override the Fastpage stylesheet if no stylesheet is found on the template.
-  **Stylesheet** Indicates the default Fastpage style sheet used for the editor is used

At the bottom of the Editor you will see either **Standard Template** or **Menu Template**.



### Standard Template



### Menu Template

- HTML** Click to enter HTML mode – experienced users only
- Restore** Allows you to restore contents to the original text displayed
- Cancel** Ignores any changes and exits the editor
- Save** Save the data back to the database - if you don't want to save just hit the Browser Back Button or select another menu item from the LHS
- Active** Menu Templates Only  
Uncheck if you do want the menu item active, otherwise leave as the default (Unchecked prevents the Menu item from being displayed)
- Notes** This is where your web developer will place notes applicable to the template.

## Inserting Images – Graphical Editor

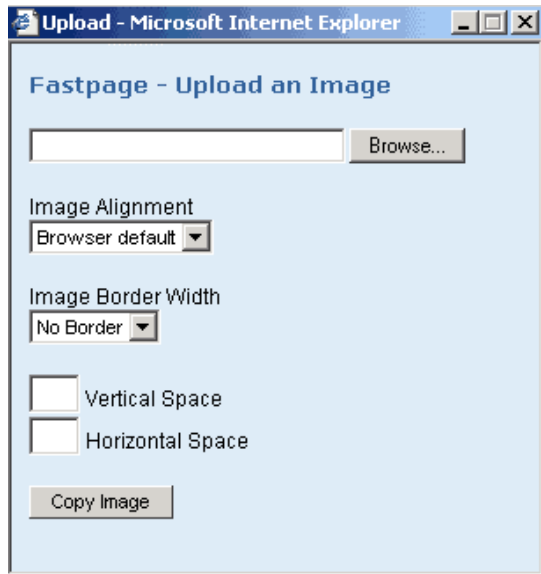
You can insert images into the graphical editor from images stored on your local hard disk, by selecting the Image icon on the tool bar.  
You can also copy and paste images from other web sites, but you need to be careful of **copyright**.

Select the copy Icon on the toolbar



Upload Image icon

A pop up box will display asking you to select an image

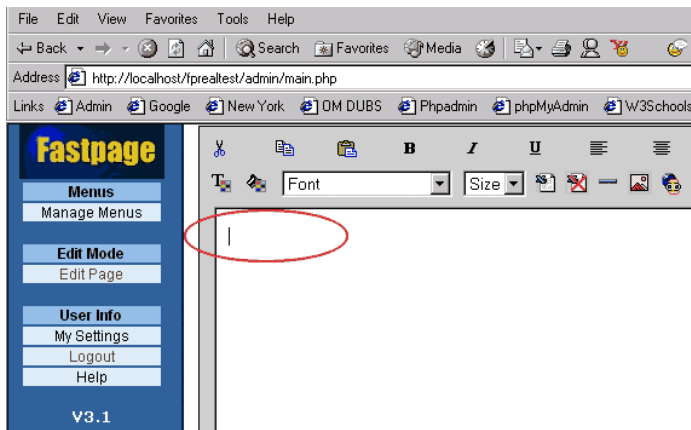


**Select image**

➤ Click the **browse button** to select an image from your local hard disk drive.  
Note:- only JPG or GIF images accepted.  
Normally you would accept the defaults, but you can change these parameters later on.

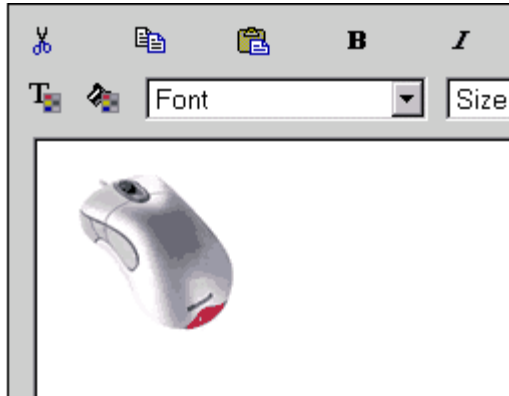
➤ Click the copy button when you have an image selected.

Make sure you have the focus (cursor position) set before you copy the image onto the edit screen.



*Cursor on edit screen*

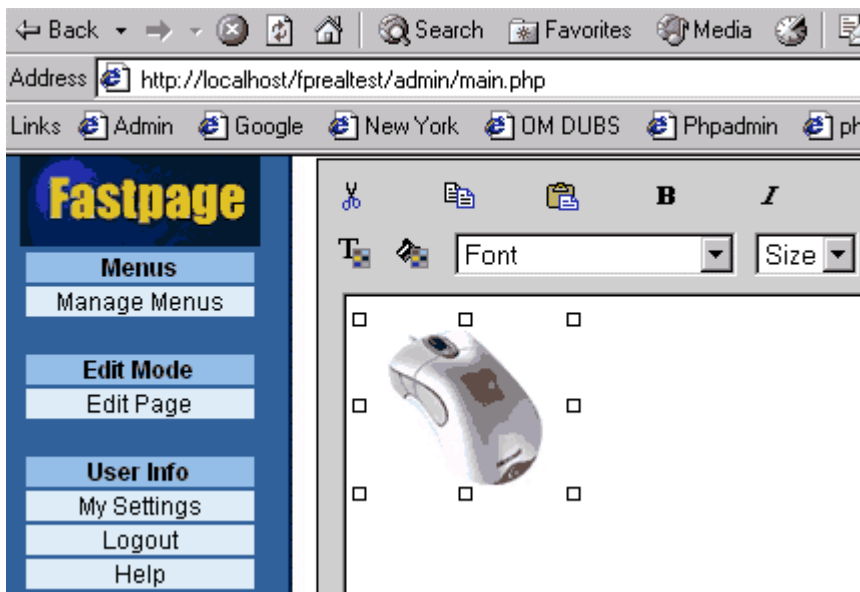
Inserting an Image - continued



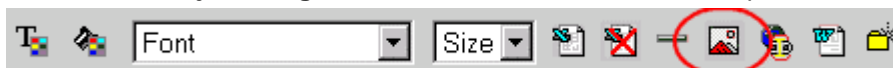
The image is now copied over to the web server, and is displayed in the graphical editor.

## Changing the Image options

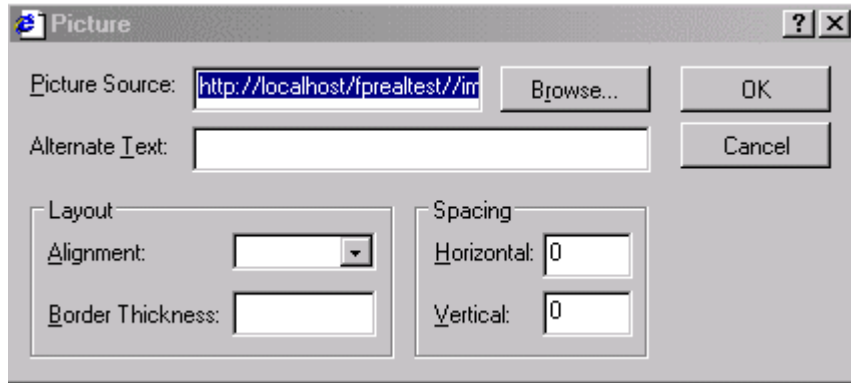
Select the image by clicking on the image so a marquee displays around the image.



Click on the **Adjust Image Icon** found on the 2<sup>nd</sup> row of the top toolbar

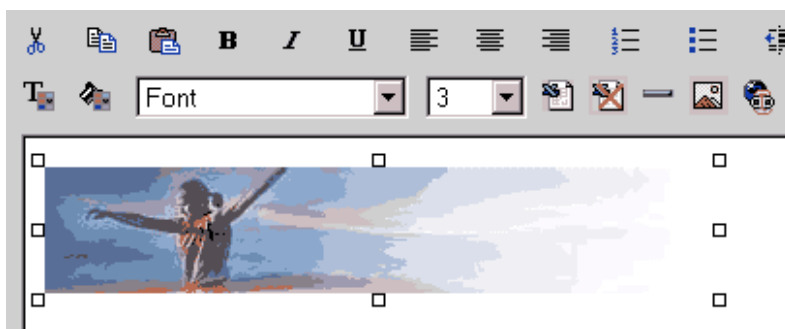
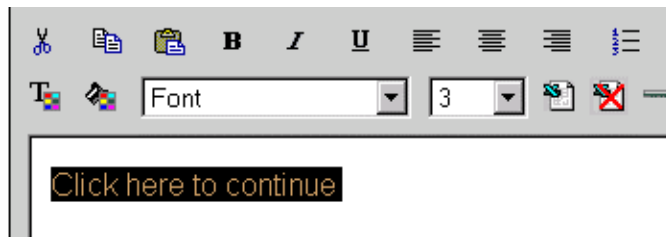


This will allow you to adjust the image properties (e.g. layout or spacing) as shown in the following image– **do not click the browse button** as this will make a direct link to your local hard disk drive, but the link is only to your hard disk drive and **others will not see the images**.



### Hyperlinks to other sites

Select text or an object

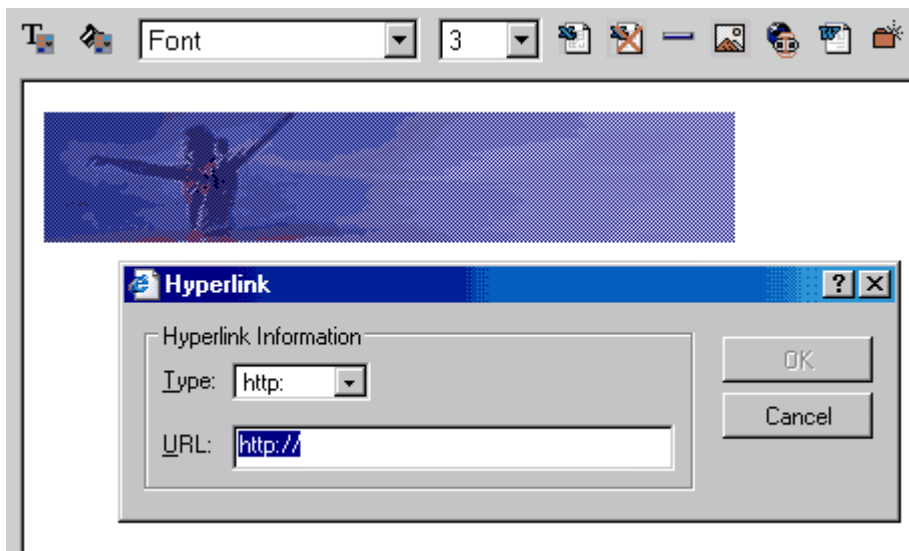




**Hyperlink**

- Click on the Hyperlink button (1)

Type in the hyperlink (URL) where you want to go  
**http** – Web | **https** – Web Secure | **mailto** – mail | others – consult web developer



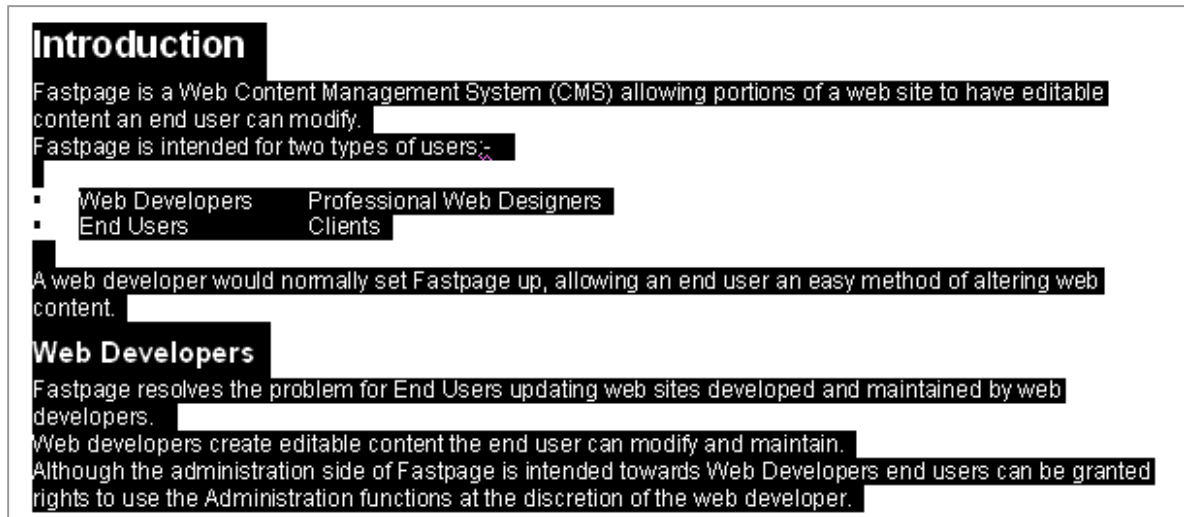
- To Unlink select text/image to unlink choose Button (2) as above.



## Using Microsoft Word

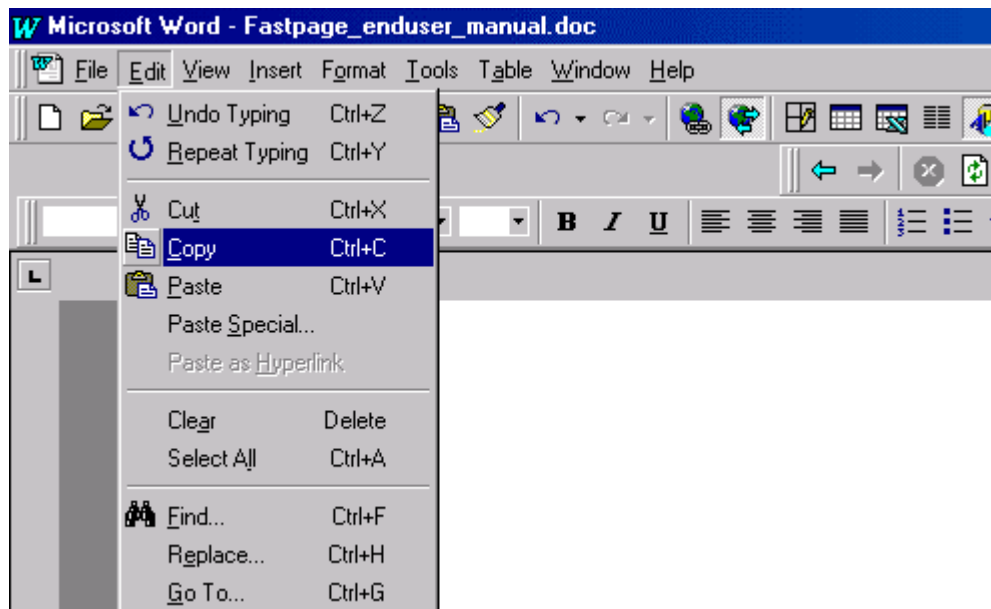
You can use Microsoft Word to create content.

1. From the Word document, select the text you want.



*Selected text from Word document*

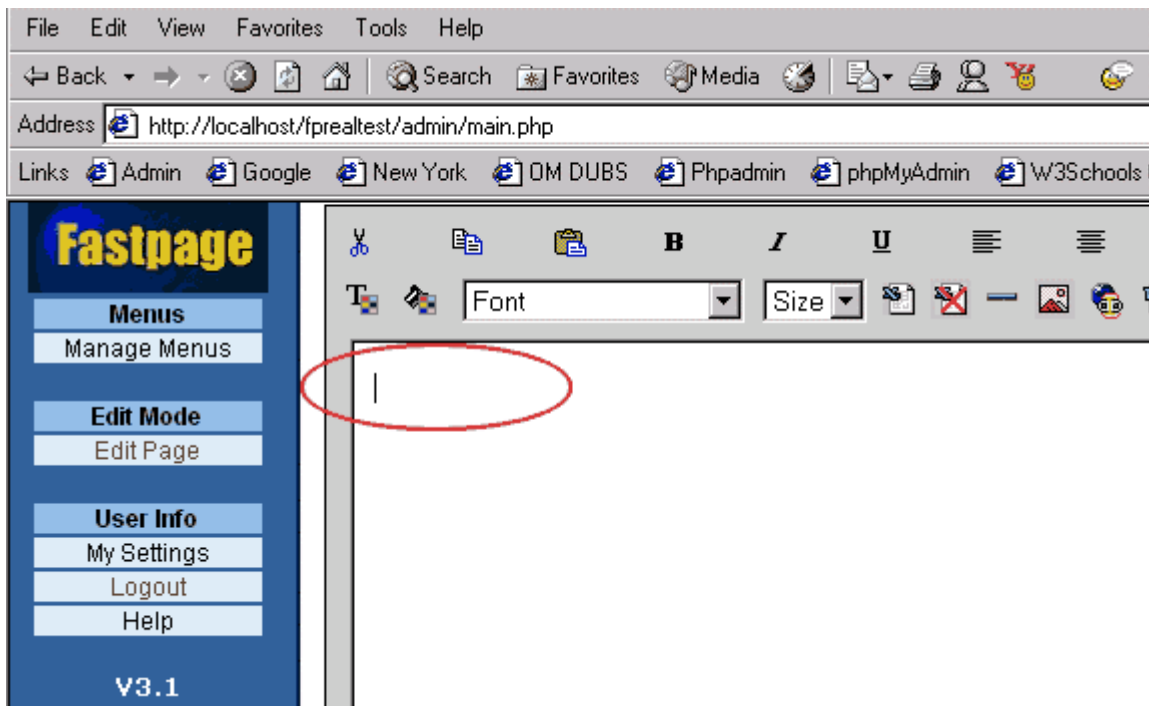
2. Select **Copy** to get the content into the clipboard



Select copy

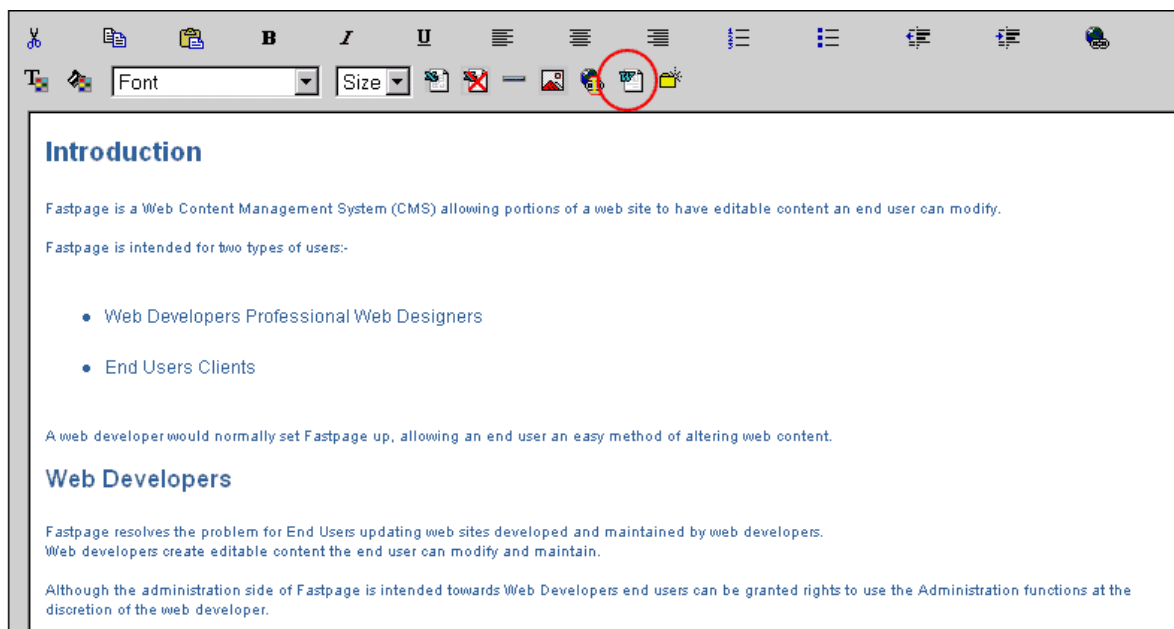
3. Switch back to **Fastpage** and place the cursor focus where you want to insert the text.

Continued – next page....



Cursor focus

4. Select the paste button or type CTRL V to copy the text into *Fastpage*



### Word formatting icon

Please note: -depending on how your web developer set up your web site and the stylesheets, the formatting, may initially look wrong.

If this is the situation, click on the 'Word Formatting Icon'  to correct the situation.

The content from Word is now on your web site – it's that easy.

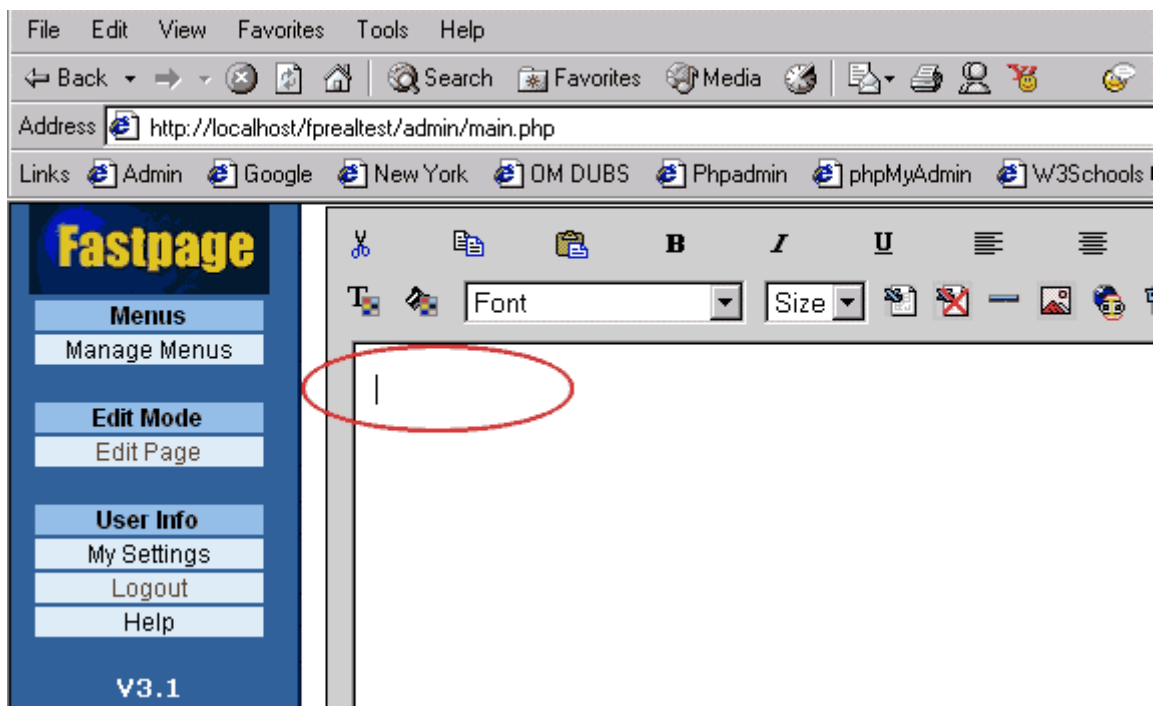
## Using Microsoft Excel

If you use Excel for creating price lists you can copy and paste from Excel directly into **Fastpage**. This makes updating price list information so easy.

Select the information you want to copy from Excel and copy to the clipboard (CTRL + C)

	C	D	E
29	CODE	EPSON PRINTER CARTRIDGES	EACH
31	PRA-CT-S020025	Black Ink cartridge for STYLUS 1000 and 800 (old model)	\$26
32	PRA-CT-S020031	Black Ink cartridge for STYLUS 300 (old model)	\$49
33	PRA-CT-S020034	Black Ink cartridge for STYLUS COLOR / PRO / PROXL / PROXL+	\$38
34	PRA-CT-S020036	Colour Ink cartridge for STYLUS COLOR / PRO / PROXL	\$79
35	PRA-CT-S020047	Black Ink cartridge for STYLUS 200 / 820 / COLOR II / IIs	\$36
36	PRA-CT-S020049	Colour Ink cartridge for STYLUS 820 / COLOR II / IIs / 1500	\$47
37	PRA-CT-S020089	Colour Ink Cartridge for STYLUS COLOR 400 / 600 / 800 / 850 / 1520	\$41

Place the focus where you want the text to be copied to:-




Continued – Next page....

## Using Excel – Continued

CODE	EPSON PRINTER CARTRIDGES	EACH
PRA-CT-S020025	Black Ink cartridge for STYLUS 1000 and 800 (old model)	\$26
PRA-CT-S020031	Black Ink cartridge for STYLUS 300 (old model)	\$49
PRA-CT-S020034	Black Ink cartridge for STYLUS COLOR / PRO / PROXL / PROXL+	\$38
PRA-CT-S020036	Colour Ink cartridge for STYLUS COLOR / PRO / PROXL	\$79
PRA-CT-S020047	Black Ink cartridge for STYLUS 200 / 820 / COLOR II / IIs	\$36
PRA-CT-S020049	Colour Ink cartridge for STYLUS 820 / COLOR II / IIs / 1500	\$47
PRA-CT-S020089	Colour Ink Cartridge for STYLUS COLOR 400 / 600 / 800 / 850 / 1520	\$41

**If the formatting does not look correct you have two options:-**

1. Remove the borders
2. Add a correct border

Clicking on  the Excel icon will tidy up the border.

CODE	EPSON PRINTER CARTRIDGES	EACH
PRA-CT-S020025	Black Ink cartridge for STYLUS 1000 and 800 (old model)	\$26
PRA-CT-S020031	Black Ink cartridge for STYLUS 300 (old model)	\$49
PRA-CT-S020034	Black Ink cartridge for STYLUS COLOR / PRO / PROXL / PROXL+	\$38
PRA-CT-S020036	Colour Ink cartridge for STYLUS COLOR / PRO / PROXL	\$79
PRA-CT-S020047	Black Ink cartridge for STYLUS 200 / 820 / COLOR II / IIs	\$36
PRA-CT-S020049	Colour Ink cartridge for STYLUS 820 / COLOR II / IIs / 1500	\$47
PRA-CT-S020089	Colour Ink Cartridge for STYLUS COLOR 400 / 600 / 800 / 850 / 1520	\$41

Clicking on  will **remove** the Excel Border

CODE	EPSON PRINTER CARTRIDGES	EACH
PRA-CT-S020025	Black Ink cartridge for STYLUS 1000 and 800 (old model)	\$26
PRA-CT-S020031	Black Ink cartridge for STYLUS 300 (old model)	\$49
PRA-CT-S020034	Black Ink cartridge for STYLUS COLOR / PRO / PROXL / PROXL+	\$38
PRA-CT-S020036	Colour Ink cartridge for STYLUS COLOR / PRO / PROXL	\$79
PRA-CT-S020047	Black Ink cartridge for STYLUS 200 / 820 / COLOR II / IIs	\$36
PRA-CT-S020049	Colour Ink cartridge for STYLUS 820 / COLOR II / IIs / 1500	\$47
PRA-CT-S020089	Colour Ink Cartridge for STYLUS COLOR 400 / 600 / 800 / 850 / 1520	\$41

Continued Next page...


Excel – continued...

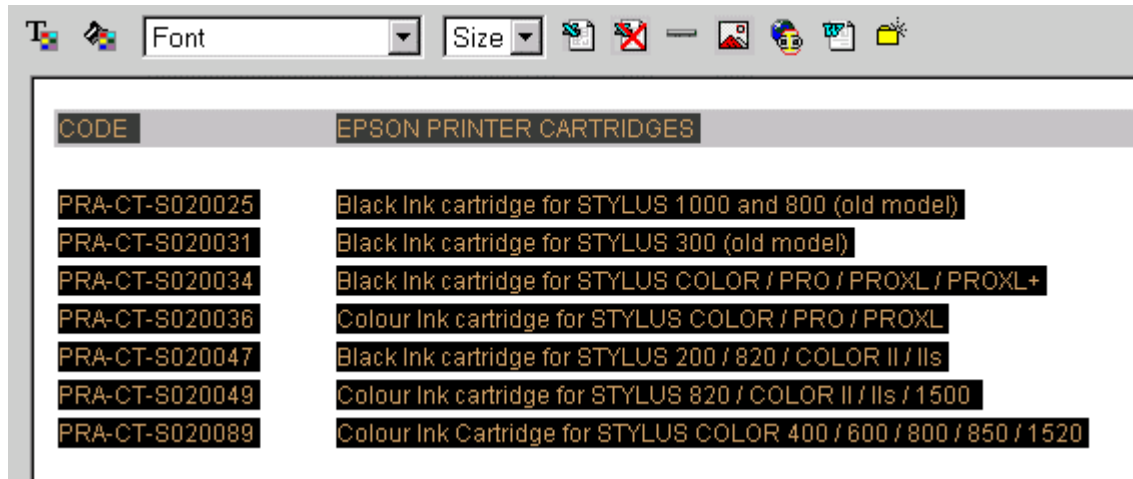
If you format the Excel sheet correctly the selection area will copy correctly  
In the example below the spreadsheet has no borders

CODE	EPSON PRINTER CARTRIDGES	EACH
PRA-CT-S020025	Black Ink cartridge for STYLUS 1000 and 800 (old model)	\$26
PRA-CT-S020031	Black Ink cartridge for STYLUS 300 (old model)	\$49
PRA-CT-S020034	Black Ink cartridge for STYLUS COLOR / PRO / PROXL / PROXL+	\$38
PRA-CT-S020036	Colour Ink cartridge for STYLUS COLOR / PRO / PROXL	\$79
PRA-CT-S020047	Black Ink cartridge for STYLUS 200 / 820 / COLOR II / IIs	\$36
PRA-CT-S020049	Colour Ink cartridge for STYLUS 820 / COLOR II / IIs / 1500	\$47
PRA-CT-S020089	Colour Ink Cartridge for STYLUS COLOR 400 / 600 / 800 / 850 / 1520	\$41

Note the colour and style will depend if the Web Developer has used Stylesheets and how the text for tables has been assigned .. check with your web developer.

### Updating Excel Information

Select the area within **Fastpage** and hit the Delete  Key or the cut icon to remove the old text.





If you can't delete the information choose the HTML mode (from bottom of Graphic editor) and select all the text and delete.

Then return to the graphical editor.

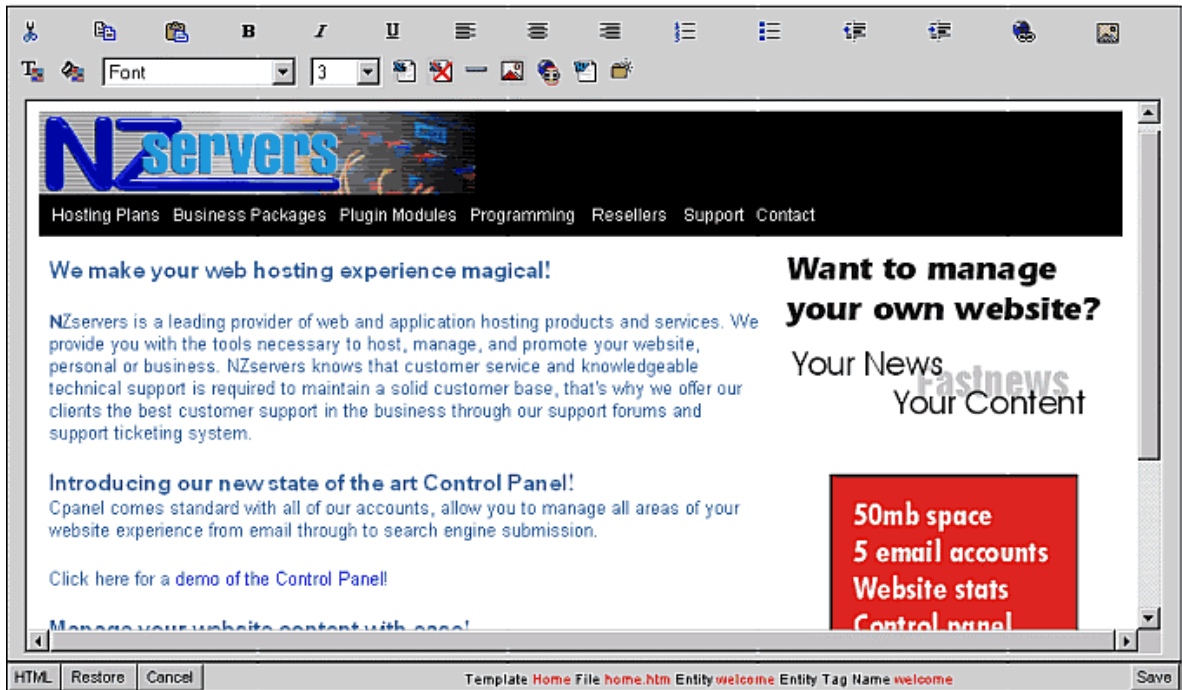
```
<P><B><FONT face=Arial size=4>
<TABLE cellSpacing=0 cellPadding=2 width=734 border=0>
<TBODY>
<TR>
<TD width="19%" bgColor=#c0c0c0 height=19><B><FONT face=Arial
size=2>
<P align=left>CODE </B></FONT></P></TD>
<TD width="61%" bgColor=#c0c0c0 height=19><B><FONT face=Arial>
<P align=left>EPSON PRINTER CARTRIDGES</B></FONT></P></TD>
<TD width="20%" bgColor=#c0c0c0 height=19><B><FONT face=Arial
size=2>
<P align=right>EACH</B></FONT></P></TD></TR>
<TR>
<TD width="19%" bgColor=#ffffff height=7>
<P></P></TD>
<TD width="61%" bgColor=#ffffff height=7>
<P></P></TD>
```

## Copying from other Web Sites

It is possible to copy and paste from other web sites, just be aware of web copyright issues.

### Caution:

If you attempt this you may copy 'Javascript' by accident. If this happens the editor may crash. Just click the cancel button or a menu option on the LHS to escape – no damage is done.



## The HTML editor

If your browser is not MS Internet Explorer 5.5 or above an HTML text editor displays.



The Graphical button shown above will not display if the Browser is not capable of displaying the editor in enhanced graphics mode.

The HTML editor can be accessed from the graphical editor. This is handy for web developers if the code doesn't look right allowing access to the HTML code, but you use this option at your own risk



## Graphics

### Graphics for the Summary Listing

If your Menu Summary listing has been enabled to display a small thumbnail graphic the following screen will display for **Add New Menu Item**



The Width(134) x Height(88) is the pixel size of the image set by your web developer. This means the image **MUST** be resized to fit these dimensions, otherwise the image will distort.

---

For Manage Menu's the display is Slightly Different as follows:-



This will show the actual image selected.

---

**Note – all graphics should be no more than 72DPI being JPG or GIF**

### What happens if the graphic you have does not fit into the dimensions required?

The dimensions set is known as the Paper Size/Canvas Size or the container size for the thumbnail graphic.

The terminology used is different with each graphics package, so it's important you understand this concept.

### Changing image dimensions – Corel Photopaint

You can change the dimensions of an image by increasing or decreasing its height and width. With a thumbnail image changing the paper size lets you modify the dimensions of the printable area, which contains both the image and the paper. When you resize the paper, you increase or decrease the paper-colored border, but not the dimensions of the image.

### Canvas Size - PhotoShop

The Canvas Size command lets you add or remove work space around an existing image. You can also use the command to crop an image by decreasing the canvas area. In ImageReady, added canvas appears in the same colour or transparency as the background. In Photoshop, there are several options for the background of the added canvas. If your image has a transparent background, the added canvas will be transparent.

## Summary

The document's Canvas Size refers to the work space around an existing image. In the case of an unmodified image the canvas size and the image size of a document will be identical.

## Example

You have an image with the following dimensions



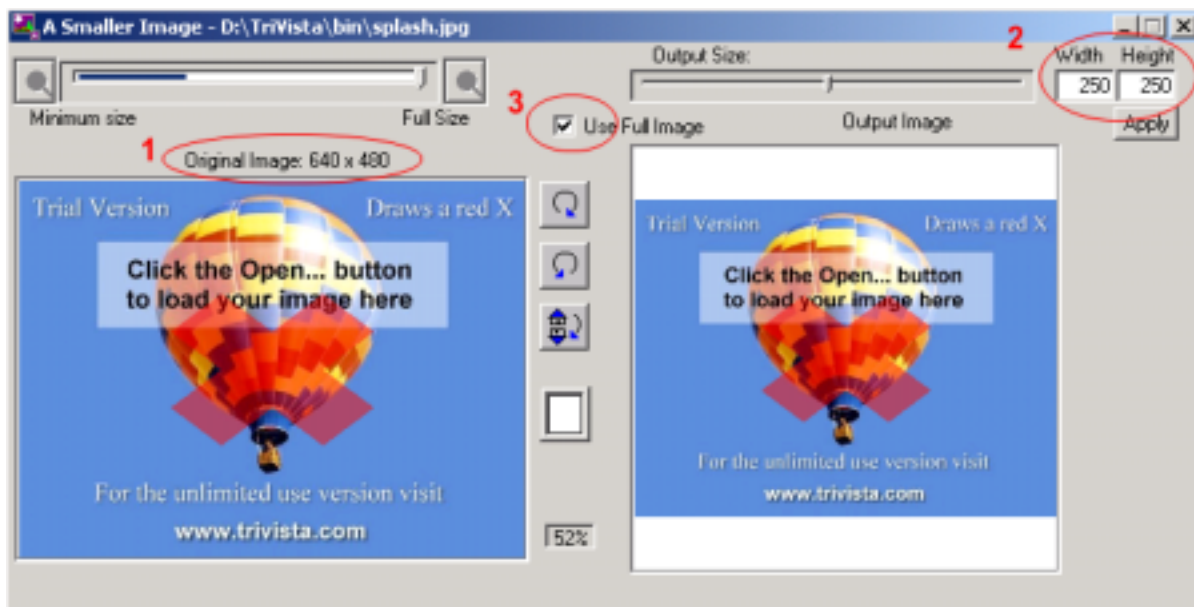
The dimensions are 122 x 150 pixels but the image has to fit into a container size of 100 x 100 pixels.



The picture has been re-sampled to fit into a container size of 100 x 100 pixels. For this example the canvas or background has been set to blue to illustrate the canvas size.

## A Smaller Image Utility

If your graphics software does not include any option to resize the canvas or paper size, there is a small utility on the web called 'A Smaller Image'



The utility is easy to work.

1. In the example above the original image size is 640 x 480.
2. The output size must be 250 x 250.
3. By clicking on the Use Full Image pads the canvas size out.

This Utility can be obtained from:-

<http://www.trivista.com/>

A simple tool for reducing digital photos for emailing or publishing on the Web just got better. In addition to the new features introduced in Version 3.0 for loading several images at once for streamlined processing, a drop shadow edge effect, smooth text, and several image processing filters, Version 3.1 also includes an oval border and improved text capability. Still the simplest image reduction tool around. **Still Only \$US15**. Click the above title link for details.

## Contact Details

Fastpage was developed by NZServers using PHP and MYSQL.

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Email [support@nzservers.com](mailto:support@nzservers.com)  
Support ticket by going <http://support.nzservers.com/>