BCMS Version 3.5 User Guide

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Welcome to the BCMS User Guide. In this guide you will find a brief description on using BCMS, and more detailed information on the functions accessible to end users.

System Requirements

Editor's Computer:

- MS Windows 95 or better (recommended: Windows 2000/XP)
- Internet Explorer 6 or better
- 800x600 screen resolution. (1024x768 recommended)
- Internet connection, preferably broadband

Web Server[1]

- PHP version 4.3.2 or better, with built-in GD libraries
- MySQL version 3.x
- Apache web server
- Linux platform

Logging in

You can log in at:
 http://www.yourdomain.ext/bcms.

Enter your password, and click the 'log in' button to continue.

You can, optionally, select the period your login remains valid.

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1   Server sofware is typically provided by your hosting company. Most linux-based hosting companies offer the required serverside software.

Web Content

After logging in, you will see a list of the pages within your website.

Pages placed under '**Web Pages**' are generally available to your visitors.

Pages under '**Protected Web Pages**' can only be accessed by users after logging in on your website[2].

Pages under '**Trash Can**' are not available to visitors. They can, however, be restored by moving them to 'Web Pages' or 'Protected Web Pages'.

Next to each listed web page, some details are listed, as well as 4 buttons:
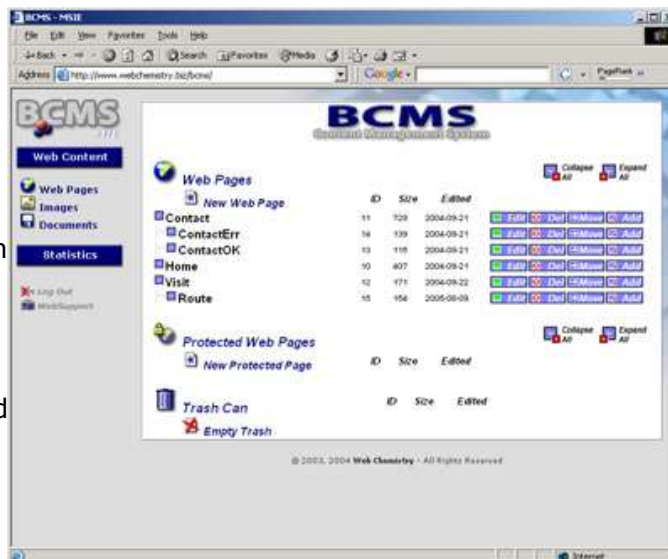
Add	Creates a new web pages, located below the current one in tree view
Del	Deletes the web page (moves the page directly under trash)
Move	Move the web page below another page (also used to move pages to/from 'protected')
Edit	Edit the web page using the built-in WYSIWYG editor.

Other left-menu items under Web Content[3]:

Images

Displays a list of images currently in your CMS. You can delete existing or upload new images here.

Documents

Displays a list of documents currently in your CMS. You can delete existing or upload new documents here.

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2   These pages are only available on websites that feature a log-in system.
3   Documents and images can also be managed while using the WYSIWYG editor.

Using the WYSIWYG editor

Web pages are edited using the built-in WYSIWYG editor. The editor provides a simple environment that allows inserting and editing contents, common layout features and links between your pages, documents and images.
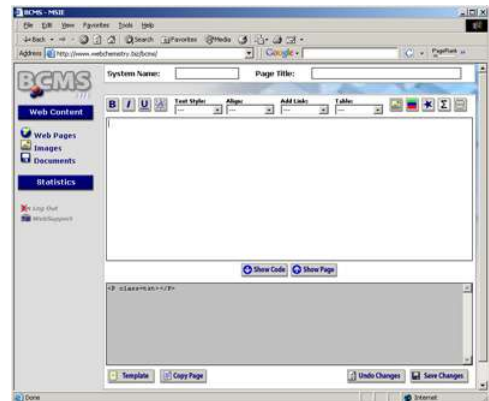
Editor features and functions:

These buttons make the selected text **bold**, italics-style or underlined. These layout features can be combined.

Clicking this button allows you to change the text color of the selection. Colors can be picked from the examples in the dialog window, or be entered manually as HTML color codes.

Change paragraph style.

Choose a predefined text style to format the selected text in the style chosen. Text styles can be applied to table cells as well.

Change paragraph alignment.

Align the paragraph text to the center, left or right of the web page. Alignments can be applied to table cells as well.

Choosing 'bullet list' or 'numbered list' will automatically convert the selected lines of text to a list. The numbered list will automatically create numbers starting at 1.

Add a link

Choose to link a CMS page ('internal'), page on another website ('external') or directly link to a document in your CMS.

You can also use this feature to link to images, which should be uploaded as documents to do so.

After choosing one of the options, a small window will open.

(see next page).

Working with Links

Linking to other CMS pages

Select the text you wish to link, and choose 'internal' in the 'add link' menu.

A dialog window will appear, listing all the pages in the CMS. Choose the page you wish to link to, and click 'insert link'.

Linking to pages on other websites

Select the text you wish to link, and choose 'external' in the 'add link' menu.

A dialog window will appear, in which you can enter the address (URL) of the external page. Usually, external pages are opened in a new window, but you can choose to open the link in your website window as well.

Linking to a document

Select the text you wish to link, and choose 'document' in the 'add link' menu.

A dialog window will appear, listing all documents stored in the CMS. You can link to a document that is currently on your computer by uploading it first. To do so, click 'upload a document'. You can now select the file on your computer, press upload, and link it.

Working with tables

Tables are an important layout feature in website design. BCMS offers basic table adding and editing features that allow you to create tables easily.

Creating a new table

From the table menu, choose 'insert new'. A dialog window will appear where you can enter some of the table's properties.

Rows / Columns: The number of rows and columns your new table should have.
Border: The width of the table cell borders in pixels
Spacing: The distance between adjacent cells in pixels
Margin: The margin between a cell's border and its contents
Cell width: Equal or automatic. Automatic mode scales the column width according to its contents
Alignment: The vertical position of the content of each cell[4]

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4   The horizontal alignment of cell contents can be controlled using the 'align' menu after the table is created.

Modifying existing tables

Once a table is inserted, some of its properties can be modified directly in the WYSIWYG editor.

Position your cursor in the cell or at the position you want to alter. From the menu you can choose to add or delete both column and rows. Adding a row or column will insert the new row or column after the one your cursor is positioned in.

The 'equal width' option allows you to create columns of equal width in tables that were initially built with automatic column widths.

The 'Align' options allow you to control the vertical alignment of the content of the current cell.

Clicking the 'show element borders' icon will display the outline of tables and paragraphs. This feature can be very helpful to visualize the structure of borderless tables you are working on.
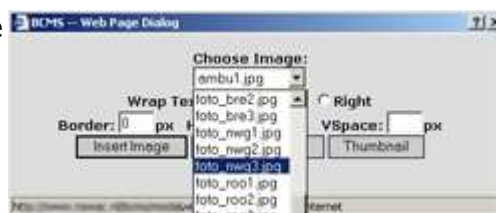
Working with images

Click the 'add image' icon to insert an image at the current cursor position.

A dialog window will appear, listing all images stored in the CMS. To insert an image from the list, select it and click 'insert image'.

There are some optional parameters of images:

Border: Width of the border around the image in pixels
Wrap Text: The position of the text, relative to the image. If you choose to wrap text, you can also use these additional parameters:
Hspace and Vspace: The horizontal and vertical margin between the image and wrapped text in pixels.

Inserting thumbnails

BCMS allows you to create thumbnails that are clickable for a larger version in just a few simple steps. In the 'image' popup window, click 'Thumbnail'.

Choose the image you wish to insert from the list.

You can specify the thumbnails width and/or height in pixels. If you specify only one value, the other will be scaled automatically, conserving aspect ratio.

Un-tick the 'Click to enlarge' option to simply insert a smaller version of the image. This feature offers smooth image resizing[5], and can be very useful if the same image is used in different sizes throughout the website.

Options for text wrappings, border, and margins work identical to non-thumbnail images.

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5   Using the resize feature is only preferred if the image is needed in multiple sizes. Images uploaded in the correct size will generally load faster for your visitors.

Additional editor features

Insert a symbol. After clicking this button a popup widow will appear, listing a number of symbols you can insert. These symbols are inserted as proper html codes, preventing problems that can arise when copy/pasting symbols from, for example, a word processor.

Insert a prebuilt element. Prebuilt elements include html page components such as anchors, buttons and horizontal lines (rulers).

These buttons replace the current page with another CMS page and a template respectively. After clicking either button a popup window will appear, with a list of pages or templates to choose from. Please note that any current page content will be overwritten.

Reloads the page as it is currently stored in the CMS.

Entering HTML directly

The WYSIWYG editor also allows direct entry of html code. The HTML source code is visible in the gray area below the WYSIWYG editing area. If you make changes in the WYSIWYG field, press 'show code' to update the gray HTML area to reflect these changes.

If you make any changes using the html area, press 'show page' to update the WYSIWYG view.

NOTE: The 'save changes' button will store what is currently displayed in the WYSIWYG view. If you make changes in HTML directly, you must press 'show page' before saving the page – otherwise HTML changes will be lost.

Additional BCMS functions

Protected pages

 Users

If your website features a log-in system, user login accounts can be managed by clicking the 'users' link in the left menu bar. After clicking the 'users' link, a list of current users will be displayed. To create a new user account, click 'add user'. Enter a login-name and password for the new user.

To remove users from the system, simply click the 'delete' button next to the user name in the user list.

Website Statistics

Click the 'statistics' link in the left menu bar to view numerical and graphical statistics about your website visitors. Available statistics include the number of visitors and page views per day and month, top lists of referring domains and visitor countries, and detailed statistics on the last 30 visitors.

Mailing list

If your website has the mailing list feature installed, click on the mailing list button in the menu on the left. A list of all subscribed mail addresses will be displayed. To remove an address from the mailing database, simply click the 'delete' button next to the address.

Click on 'send mailing' to send your newsletter. Enter a topic and the message you wish to send to your subscribers. Click the 'send mailing' button to begin sending your newsletter to all addresses in the list.

Leave 'Add 'unsubscribe' link to e-mail' ticked if you want to enable the recipients to remove themselves from the list – a link is added to each email which will directly remove the recipient from the system.

Working with backups

Back-Up DB

The backup system in BCMS allows in- and export of both database contents and files. The database backup contains all text entered through the online editor, usernames and passwords for protected users, statistics and collected mailing addresses. The binary backup contains images and documents uploaded through the CMS.

By clicking on the 'download backup' buttons, a backup file is created which can be stored on your local computer. To restore a backup, click the 'restore a backup' button and upload a backup file. Restoring a backup will delete the current CMS content, and all changes since downloading the backup file will be lost. If a partial restoration is required, please contact Web Chemistry.

It is advised to make regular backups of the database. These backups can be used to recover from both system damage and user errors. Binary files are usually backed up by hosting companies, and can grow very large if your website contains many images and documents.

Tips & Tricks

WYSIWIG Editor

Line breaks & Paragraphs: Pressing 'enter' will result in a new paragraph, pressing shift-enter will result in a line break. Use shift-enter to avoid the whitespace between texts.

Dragging/Pasting Images: Do not drag images from applications on your PC to the editor window. Although these may show up properly on your system, they are not uploaded and therefor not available to website visitors. To include an image from your computer, select 'upload image' in the image dialog and proceed from there on.

Resizing images: Try not to resize images in the wysiwig editor by dragging their control box anchors. This will work, but will result in 'grainy' images. Use the thumbnail feature to resize images in web pages.

Importing / pasting text from a word processor: Layout features can not be pasted in web pages directly. When pasting content from a word processor, only the plain text and paragraph spacing is preserved.