

Content Management

Content Management - Making Changes To Your Website

If you have purchased one of our hosting packages that allows you to update the content of your site through a normal browser, this page gives you instructions on how this can be done.

Note that in order to make edits to the site, you must use either Internet Explorer or Mozilla Firefox as your web browser. Firefox is an award-winning open source web-browser, and is available free to download for PCs and Macs.

Logging into the site

You have to login to the site before any changes to content can be made. To login:

- Locate the 'Admin Login' box at the bottom left of one of your site pages (normally either the Home page or the Contact Us page depending on where you asked for it to be set up when the site was created)
- Enter your username and password and click 'Login'.

Editing main page content

You must first have logged in.

Navigate to the page you want to change and look for the icon at the top of the page. Click on this icon to open up the editor application.

Normally you would leave the Title, Section and Category set up as they are. If you really feel a need to update these:

- First enter the text you want in the header of the page in the 'Title' field. You can leave the 'Title Alias' field blank.
- Select the Section and Category that you want your webpage to belong to. For most simple yoga sites all pages will go in Section 'YOURSITENAME' and Category 'Main Pages'.

To update the page content, you will see two large blank text areas below the set of icons. The first is titled 'Intro Text (required)' and the second is entitled 'Main Text'. In most cases you should enter the entire text of your webpage into the Intro Text box.

Text can simply be typed into the text box as you would like it to appear.

The editor icons above the blank text box can be used to change the format of the text (e.g. bold, italic, underline, text colour, bullet point, etc.), add tables to the page (useful for aligning text in a grid format), insert links and to change the 'Format' of the text (e.g. to a header or title or to highlight the text).

To maintain a consistent look to your site:

- For headings within the text, you should use the 'Format' dropdown, selecting one of the options beginning with "Heading...", rather than customising your own colours and sizes with the editor buttons. For instance, if you have text that you want to be displayed as a large header, highlight the text, then select Header Large from the 'Format' dropdown.
- For changing colours of text, try to use one of the options within the 'Format' dropdown, rather than the colour picker, as this will ensure all the colours are consistent across your website.
- For changing pre-formatted tables within the content, please see the 'Changing Entries in Tables' section below.

When you have finished making all the changes you require, press to 'Save' the changes and close the editor, or to 'Apply' (i.e. save) your changes and to remain in the editor, or to exit the page without saving the changes.
Editing Left Side Bar Content

You must first have logged in.

Once logged in you will see a Search box in the left hand navigation bar.

In the Search box, type in some text that appears in the side box you want to change, e.g. if you want to update the Latest News box, type in some text from a news item, e.g. "Guruji visit" (unfortunately you can't type in the text in the title of the left side box because the search does not search the titles of the sideboxes).

Press enter.

The next screen of search results shows all areas of the site containing the words you searched for (in my example, the word "Guruji visit").

Click on the title name of the content item you want to change.

You will see a screen giving the side box content, and you can edit this in the normal way (by clicking on the edit icon near the title), as per the instructions for "Editing main page content" above.

Don't forget to save your changes. They will then appear immediately on the website.
Adding links within the text

Highlight the words that you want to become a link, and then click the button. A popup box appears on the screen.

- If you want to link to another web page, enter the web address of the page you want to link to in the 'URL' box and then click the 'OK' button.
- If you want to link to a downloadable document that your web visitors can download and view (for instance a .pdf document), click on the 'Browse Server' button. Another popup window will appear. If the document is already uploaded, i.e. its name is displayed in the list of files, click on the document name to return to the previous popup. If your document is not already displayed, click on the 'Browse' button at the bottom of the window, select the file from your PC or Mac, then click the 'Upload' button at the bottom of the window. Once the file is uploaded, click on the filename to take you back to the previous popup. The URL box should have been pre-populated with the path to your chosen file. Click on the 'OK' button.

Changing entries in tables

Where your website has been pre-built by us, and you have information laid out in pre-built tables (events calendars,

etc.), in order to keep the correct formatting, you should alter the tables in the following manner:

- To add a new row: right click anywhere on the row above where you want the new row inserted, and select Row - Insert Row.
- To delete a row: right click anywhere on the row you want deleted, and select Row - Delete Row.
- To edit text within the left hand header column: enter the text normally, but then to format it, rather than using the normal menu buttons for bold, italic, etc., highlight the text and use the 'Style' dropdown box - you should choose one of the styles prefixed with 'Table Left ...'.
- To edit text within the main table cells: enter the text normally, but then to format it, rather than using the normal menu buttons for bold, italic, etc., highlight the text and use the 'Style' dropdown box - you should choose one of the styles prefixed with 'Table Cell...', 'Table Key...' or 'Table Note...'.

Adding images to content

Before you can add an image to content, you must first have formatted the image correctly on your personal computer, i.e. completely independently from the website editor. You need to have the image rotated correctly and reduce it to the correct size for display on a web page. If you upload a full size image taken from a digital camera, the website may lose its formatting, and the users of your website will hate it because the images will take so long to download if they do not have broadband.

- You should rotate your images correctly first (you can use Windows or other photo software to do this).
- To reduce the size of an image, we recommend the use of the free software package EZThumbs from Fookes.

As a guideline, make the image 134pixels wide for a standard webpage image (e.g. if you want it to appear in the left hand navigation boxes), 400pixels wide if you want a larger prominent image that will cover about half of the main text area on the page or 300pixels for a photo gallery with two photos per row.

Once your images are all ready on your local PC or Mac, come back to the website editor and decide the vertical alignment of each image you want to appear in the content, i.e. whether you would like the image to be in line with the top of the text, the top of a particular paragraph, or right at the end of your text. Place the cursor at that point in the text, e.g. just before the first character of the paragraph you want it to align with, and press the button in the edit menu (do not press the button below the text box). A popup window will come up.

The next step is to ensure the image exists on the server. For this, in the 'Image Info' tab, click the 'Browse Server' button. All images for your site should go in the 'stories' folder (the other folders you see contain images used by the system so should not be changed), so click on the 'stories' folder. You should then be able to see the list of images you have previously uploaded (or a blank list if this is your first image).

You can either click on an existing image to select it, or at the bottom of the screen click on 'Browse' to select an image on your personal computer, then 'Upload' to upload it to the server - you will need to click on your newly uploaded image to select it.

When you have selected the image you should be returned to the 'Image Info' tab in the popup and you now need to set up the other formatting information:

- The 'URL' field points to the file you have just selected, so don't change that.


- In the 'Alternative Text' field enter a textual description of the image. This description will be displayed when people hover over the image with their mouse. Also, importantly, it is used by search engines to gather keywords from your page, so try to have some good keywords in the text.

- In the 'Align' box, select 'Left' or 'Right' depending on whether you want the image to appear on the left or right hand side of your webpage.

Once you are happy with the settings, click the 'OK' button, and you should be taken back to the editor, with your image inserted into the text.

Adding or Removing Photos in a Photo Gallery

To make a photo gallery nicely formatted and aligned, the webpage will contain a table, with one photo in each cell of the table.

- To change an existing image, select the image and press the  button and replace the link to the old image with the new image (following the instructions above for Adding Images to Content).

- To add a new row: right click anywhere on the row above where you want the new row inserted, and select Row - Insert Row. Images can then be inserted into each cell of the new row by following the instructions above for Adding Images to Content.

- To delete a row: right click anywhere on the row you want deleted, and select Row - Delete Row.

- To add a caption under any of the images, position the cursor just to the right side of the image (within the same table cell), hit the 'Return' button on your computer to create a new line. Type the text you want for the image caption. The highlight all of the caption text and select 'Image Caption' from the 'Style' dropdown in the edit menu.