

Content Management System (CMS) -Innova-

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Introduction

A Content Management System (CMS) is a program within your web site which allows Administrators to edit and alter the content on web pages.

Accessing the CMS

The Administrator must firstly log in to access the Content Management System (CMS) of the web site.

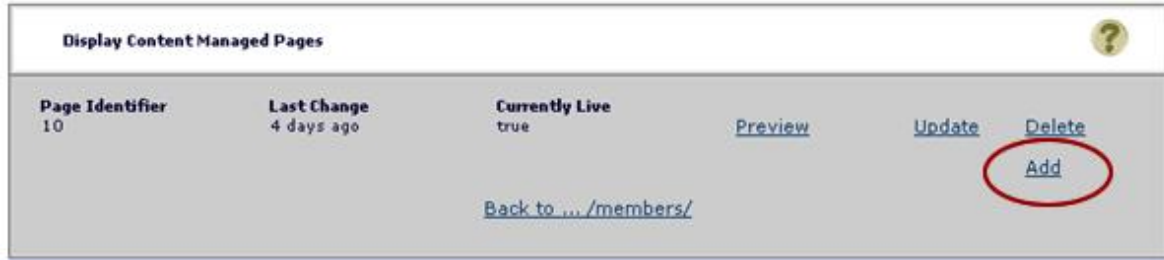
Note: If you have not already been given login details please contact MiClub on 08 9444 5300. Once logged on, navigate to the page you wish to update or add content to by using the web site menus.



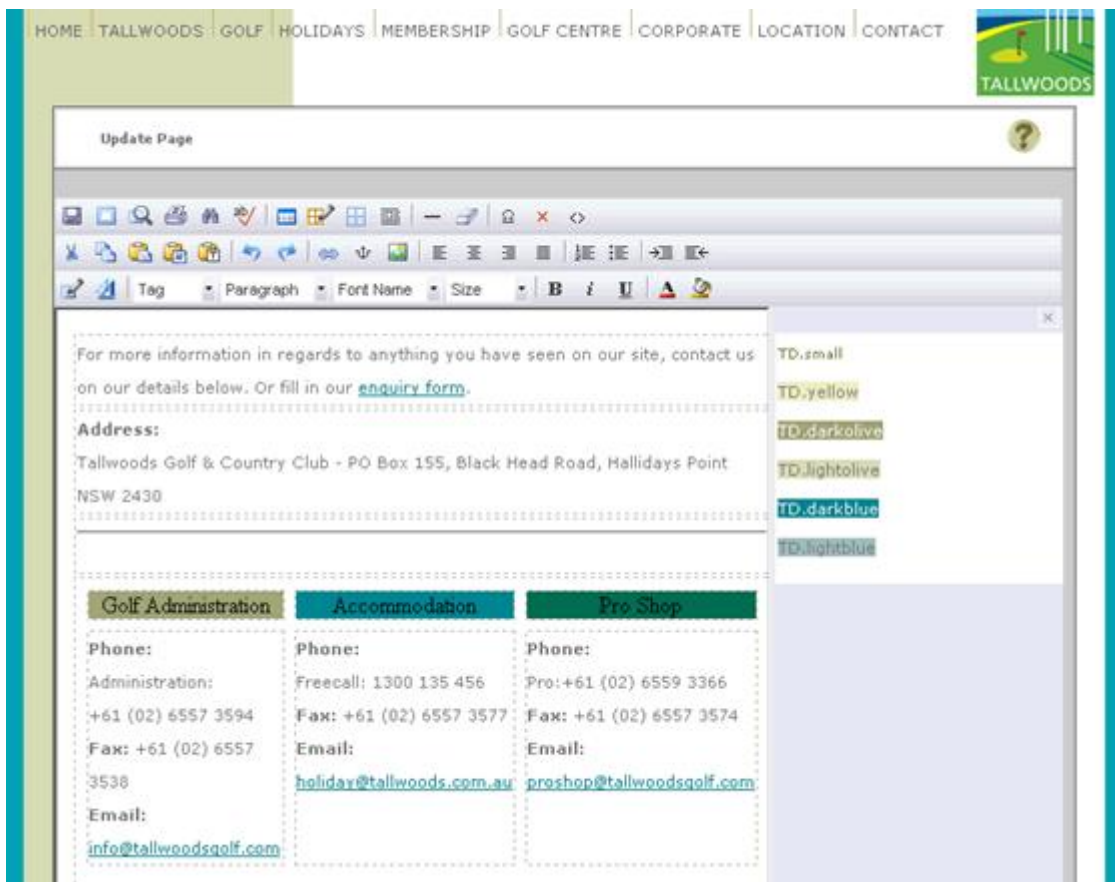
Adding Content

1. Click the **Update this content** button located at the top or the bottom of the web page.





2. Click the **Add** link to enter content onto the empty CMS page. Here you will see a blank page where you are able to type text and insert graphics and files. There is also a formatting toolbar very similar to other text editing programs.

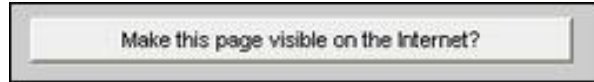


3. Type in text or alternatively copy and paste text from other text editing programs such as Microsoft Word®. This is recommended if using tables for more complex page formatting.

4. After typing your page press the **Save** button.



5. To make the page visible on the Internet click on the **Preview** link and press the button “Make this page visible on the Intranet?”. Your page is now **Live!**



Note: In preview mode you are able to set pages to:

- **true** (visible on the Internet) or,
- **false** (not visible on the Internet).

You can add many pages for archiving purposes but only one page can be set to true (visible on the Internet).


Changing Text Colour

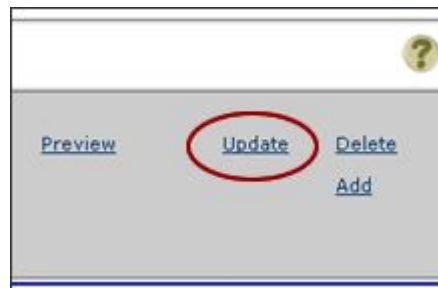
To change the colour of text, navigate to the CMS page by clicking the **Update** link.

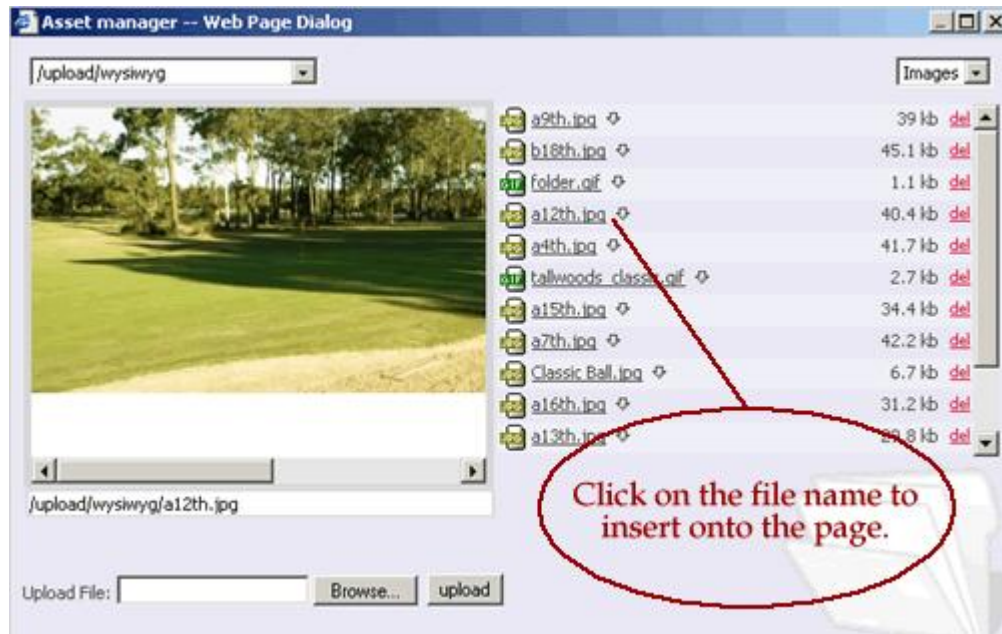
1. Highlight the text on the page with your mouse and click on the text colour icon in the toolbar.
2. Choose a colour from the default palette or select **More Colors...** to choose another colour.
3. Click **Add to Custom Colours** to save the colour selected. This will be saved to the main colour palette for quick access.
4. Press OK.



Adding Images

1. Click the **Update this content** button located at the top or the bottom of the web page. Click on **Update** link.
2. Position cursor on the page where you would like the image.
3. Click the **Image** icon located in the toolbar.
4. Click on the **Folder**  icon to **Browse** your computer for the image you wish to upload.
5. Click **Upload** button once the image has been selected.
6. The image will be added to a list on this page. **Note:** This may take a few seconds depending on the size of the image.
7. Click on the image name to select it, then click **OK** and then **Insert**. The image will now appear on the page.





8. Press **Save** to update your page.




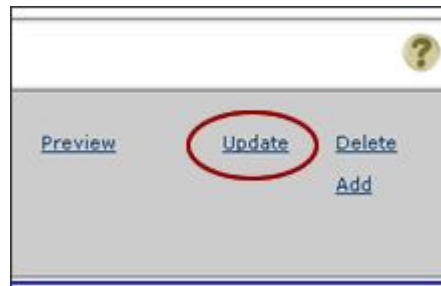
Tips:

- Always resize large images before uploading them to reduce the loading time of your page. For example: Do not upload large photos directly from a digital camera.
- Take notice of file sizes. Compressing word documents to .pdfs and resizing images with an image editor before inserting into the document will decrease file size. This will be beneficial to members and guests downloading files from the web site and general browsing.
- Take notice of your file types and size. Limit your file types to .gif (usually illustrations or clip art), .jpg or .jpeg (usually photos). If you are trying to upload a .wmf (Windows Media File) with no success, rename the file extension (eg. .wmf) to .gif.
- Be sure to position your cursor on the page before uploading.

Adding Links:

Insert a link on the page to open files such as .pdfs or .docs.

1. Click the **Update this content** button located at the top or the bottom of the web page. Click on **Update** link.
2. Position cursor on the page where you would like the link.
3. Click the **Hyperlink** icon located in the toolbar and then choose the **Folder**  icon.
4. Click **Browse** to select your document (i.e. pdf or doc) from your computer.
5. Click **Upload** button once the file has been selected.
6. The file will be added to a list on this page. This may take a few seconds.
7. Click on the file name shown in the list and then click **OK**.



8. Click the **Insert** button and the link will be automatically inserted into your page.
9. Edit the link name by highlighting the link and typing the preferred link name.
10. Press **Save** to update your page.



Tips:



- To make the linked file open in a new browser window place your cursor on the link and click the Hyperlink icon located in the toolbar.

Choose a target and click **OK** or **Apply**.

- Self – the file loads in the same browser window.
 - Blank – the file loads in a new browser window.
 - Parent – the file loads in the same browser window.
- Try to keep file sizes to a minimum (no more than 1.5MB). Compressing word documents to .pdfs before inserting into the CMS will decrease file size. This will be beneficial to members and guests downloading files from the web site and general browsing.
 - Be sure to position your cursor on the page before uploading.

Tips Continued

Paste from MS Word

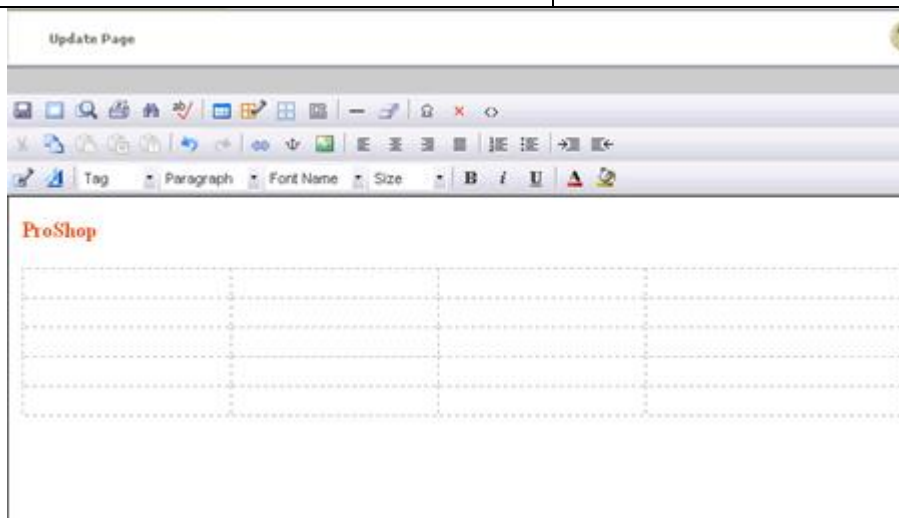
If you design your web page using MS Word we advise that you first paste the contents into “Paste from Word – Web page dialog” as shown below. Press the “Paste from word” icon as shown in the red circle and the dialog pop up will open. Paste (Ctrl +V) the contents of your Word file here. This ensures that code from Word does not corrupt the format within the webpage.



Page Layouts

Tables

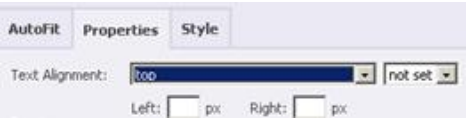

A page can be designed more creatively by using tables. Click on the Table icon located in the toolbar and choose the number of columns and rows required. The table will immediately be inserted onto the page. Insert text, links and images into the table cells. Click **Save** at the bottom of the page.



Note: To Edit the table settings click on the Edit Table/Cell icon located in the toolbar.

Change properties such as:

- Border colour and size
- Table size
- Delete or add rows and columns

<p>Aligning Text Within a Table</p> <p>For example, to align text to the top of the cell:</p> <ol style="list-style-type: none"> 1. Choose the Edit Table/Cell icon 2. Select Edit Cell 3. Choose the Properties tab 4. Change the Text Alignment to Top 5. Click OK or Apply 	
<p>Tips:</p> <ul style="list-style-type: none"> • A good page layout = CONSISTENCY. Make all headings on the page the same or similar in colour. Bold headings to make them prominent and change the font size slightly if using two or more headings. Keep font style and colours similar throughout the page. • Remove styles from text by clicking on the Remove Formatting icon located in the toolbar. • Paragraphs and Line Breaks Tips: To keep a paragraph together without a line space, hold the Shift key and Enter key down at the same time to place the cursor on the next line. For a new paragraph with a line break, just press the Enter key. 	<p style="text-align: center;">Heading 1</p> <p style="text-align: center;">Heading 2</p> <p style="text-align: center;">Heading 3</p> 

Resizing Digital Images

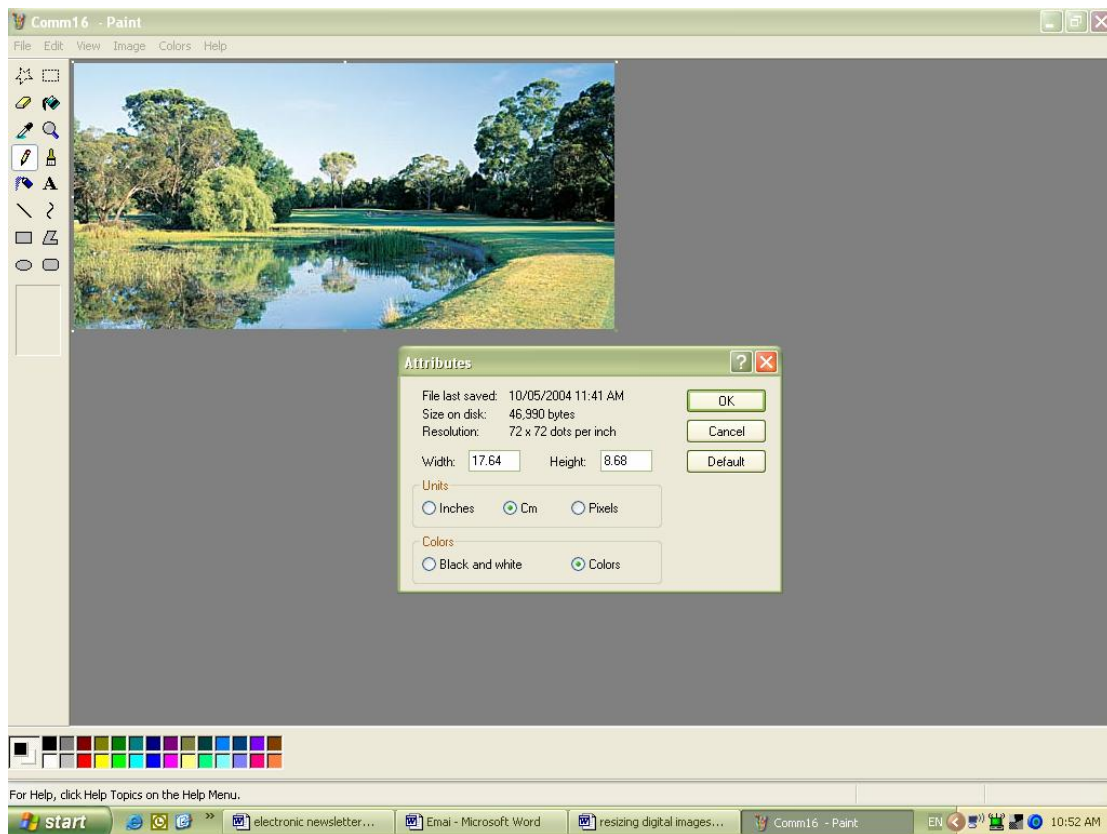
The best way to resize a digital image is by locating and using an imaging software package that you may have on your computer. Most software packages are supplied with hardware that is connected to your machine such as a printer or scanner.

To change the size of your images so they can be used on your web pages, take the following steps.

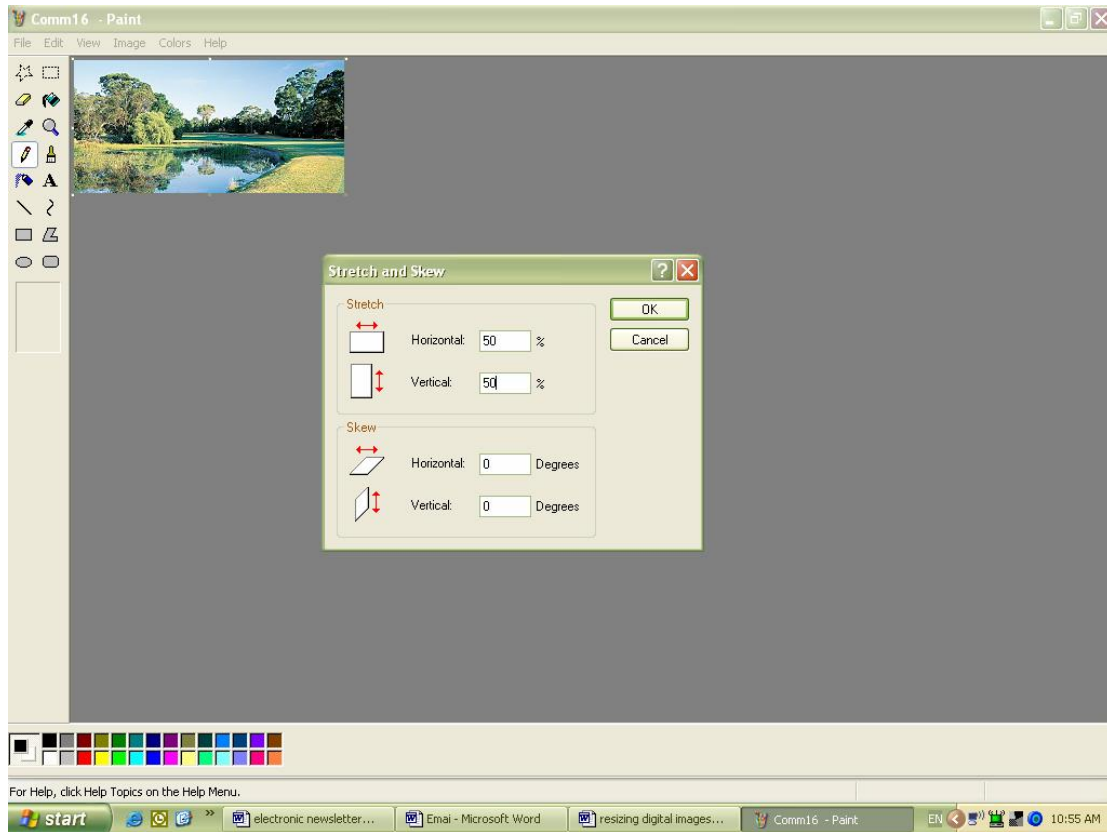
1. Open the program on your computer that allows image editing.
2. Open the image file you wish to alter.
3. Search the drop down menu's for an option to change the image size.
4. Adjust size accordingly and do a "save as" to save new file in .jpeg format.

If you do not have a third party software package on you machine then you can use the Microsoft [®] Paint application. To change the size of your images take the following steps.

1. Open the program "Paint"
2. Click on Image and 'Attributes' from the drop down menu



3. Note the image size in cm's and then cancel out of the window
4. Click on Image and 'Stretch/Skew' from the drop down menu
5. Change the stretch horizontal and vertical percentages to the size required, ie: if the original picture size was 10 x 7 cm then by changing the stretch horizontal and vertical percentage to 50% you will create a 5 x 3 cm image.



6. Click on File and 'Save as' to save new file in .jpeg format.