




## Site Apex Administration Login

Login: yourdomain.com/admin

Username:

Password:

## Where to Find Additional Help

1. Context sensitive help menus are on most items 
2. Use the Site Apex HELP menu for online manual, video tutorials & support ticket system.



## Getting Started

There are 4 main areas to the Site Apex Administration.

1. Site Map – where you add, edit, delete pages
2. Modules – some sites use modules for advanced features
3. Control Panel – where you control users, passwords and settings
4. Help – this is where you can find additional help on the system



## The Site Map

The Site Map displays all the pages of your website, in the order they appear on the site. These are organized into three levels:

### Sections

Sections are at the top of the navigational structure, everything is placed underneath it.

The "Add Section" button is at the top of your sidebar.

### Categories

A category is placed within a section. In order to create a Category, you must already have an existing Section.

To add a category:

1. Click on the Section where you want to add the Category
2. Choose the option "Add Category" in the top right



### Pages

A page is designed to go within a category.

To add a page:

1. Select the category where you want to add the Page
2. Choose the option "Add Page" in the top right



Home	
<input checked="" type="checkbox"/> What We Do	<b>Section</b>
Calendar	
<input checked="" type="checkbox"/> About Us	<b>Section</b>
<input checked="" type="checkbox"/> History	<b>Category</b>
History page	<b>Page</b>

**Note:** You can determine the order the navigation items, and can rename them. "Reference pages" are not linked from the main navigation.

## Controlling the Sections/Categories/Pages

Each Section, Category and Page of your website has a standard set of options in Site Apex. To see this menu, click on a Section, Category or Page.



**Deactivate:** Removes the page from your website menu

**Preview:** Shows you a preview so you can see the page before publishing

**Edit:** Allows you to update the content of the page, rename the page, or rearrange its order

**Delete:** Allows you to remove pages (they will be stored in your Recycle Bin under the Control Panel tab)

**Revision History:** Allows you to revert back to a previous version of the page

**Make Homepage:** Turns this page into your website's homepage. By making it your homepage, it will be the first page to show up when you arrive at the URL of your site. Any page can be turned into a homepage

## Quick Steps to Editing Your Site

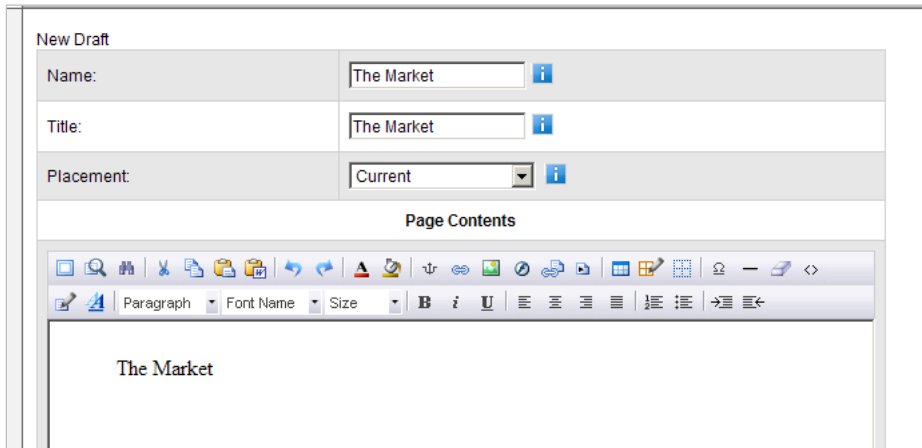
1. Login
2. Select the page from the left hand menu
3. Choose EDIT in the top right
4. Make your changes
5. Save your changes by pressing Submit at the bottom of the page
6. When editing is completed, PUBLISH the site to make your changes live on the website



## Editing Text

The editing screen looks much like a word processor, with features for formatting text ie. bold, italics, alignment.

When you roll your cursor over an icon, a text label displays its function. Take a minute to explore the features.

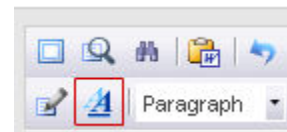


## Styles

Text formatting styles have been preset, to match your website design and to provide consistency.

To use a style (ie. when formatting a title), select the words to be formatted, then select the style from the Styles menu.

Click the "AA" button to open the styles menu.

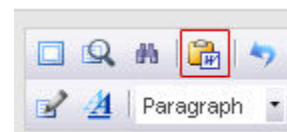


## Copying/Pasting from MS Word?

Word embeds hidden font and formatting tags within the text, which can create many issues in the content management system (CMS). Word tags will override the CMS controls, therefore not allowing you to format correctly.

Use the "Paste from Word" feature to delete extra codes that are hidden in your text.

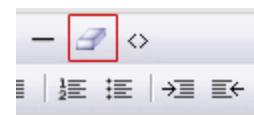
**Tip:** Use the "REMOVE FORMATTING" feature to delete extra codes that are hidden in your text.



## Saving Your Changes

When you are done editing, press the submit button at the bottom. You will need to Publish the site for these changes to go "live".

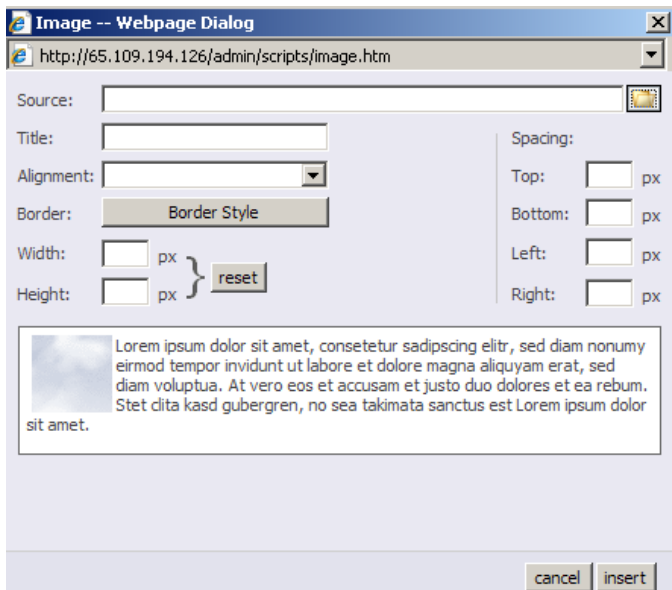
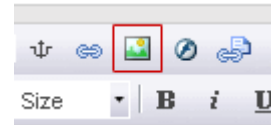
**Tip:** After publishing, if you cannot see the changes on your website, be sure to refresh your browser (otherwise you may be viewing a "cached" version of the page which is stored in the memory of your computer.)



## Adding Images

1. At top of editing screen, select IMAGE.
2. A popup editing screen will appear (see image on left side below).
3. Click the yellow folder to browse your computer's hard drive for images.

**Note:** before uploading, images should be pre-saved to size, and saved to web-ready format. See more details at end of this section.



4. The Asset Manager will appear as a pop-up (see image on right side above).
5. The menu will display any files that have already been uploaded (you can preview them.)
6. Click [ **Browse** ] to find an image from your computer.
7. When you have selected a file, press [ **upload** ].
8. The system will indicate that the file has been uploaded, and will show it in the file list.
9. Select the image you want to insert on the webpage and press [ **OK** ]
10. You will now return to the Image Pop-Up to edit and insert the image.
11. The following options are available:
  - a. Alignment (left, right) – the preview screen below shows you the effect of your changes.
  - b. Spacing: You can add “padding” around the image.
  - c. Title: Adds an “alternate text” label when the cursor rolls over the image.
  - d. Border: Border selections include style, thickness & colour.
12. Press [ **insert** ] when done.

The image will now appear in your page layout. You can edit the image again, by selecting the image and “IMAGE” from the editing icons.

**Note:** images should be optimized (saved in web-friendly format) and sized correctly before uploading.

**Image Resolution:** Images for the web should be no more than 72 dpi.

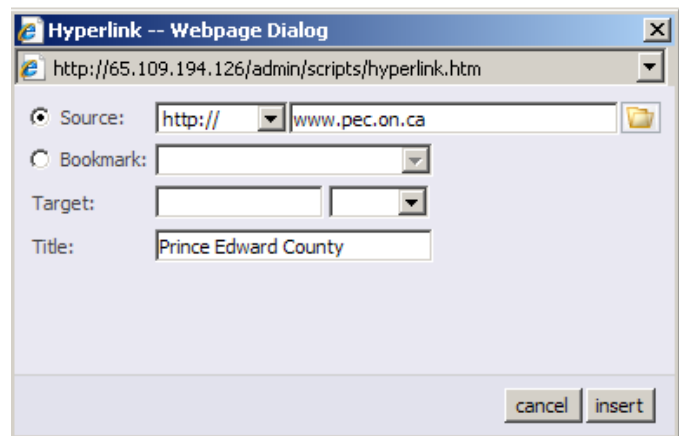
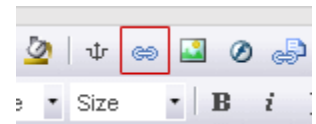
**Image size:** As a guideline, a photo image of 350 pixels wide should be no more than 25k.

**File formats:** Standard image file formats for web are:

- .JPG (supports millions of colours, image edges can be fuzzy, mostly used for photos)
- .GIF (used for images with up to 256 colours; can have transparent areas; good for images that required crisp edges ie. logos.)
- .PNG (has some advantages of both the JPG and .GIF file formats but has compatibility issues on some browsers).

## Adding a Website Link

1. Type or copy/paste the text to be linked
2. Highlight the text to be linked
3. from the menu, select the LINK icon
4. a pop-up menu appears.
  - source:** type the website address
  - target:** (choose "blank" if you want to open a new browser window, often done when linking to external sites).
5. To save your changes, press the [ **insert** ] button.

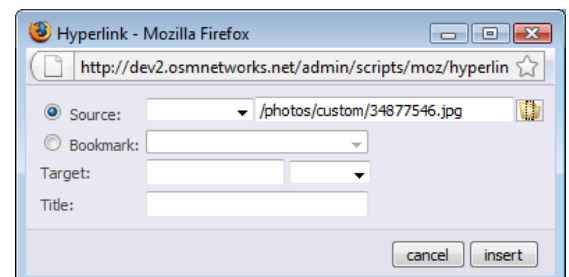


## Adding an Email Link

Follow the steps for adding a link (above) only select "mailto" in the source dropdown.

## Linking to a PDF File

1. Type or copy/paste the text to be linked
2. Highlight the text to be linked
3. Click on the LINK icon in the editor
4. A pop-up menu will appear.
5. Click on the yellow folder in the right hand corner and upload your file to the Asset Manager (same steps as adding an image above).
6. To save your changes, press the [ **insert** ] button.



**Note:** If you want your PDF document to open in a new window or tab, select "blank" from the Target dropdown.



## Quick TIPS for Filenames

1. no spaces
2. use alphanumeric characters (avoid symbols etc., hyphen – and underscore \_ are OK)
3. use logical filenames

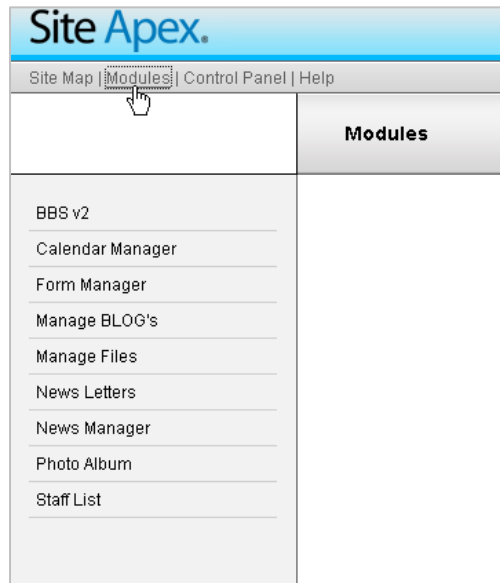
## Examples:

photo 1.jpg - not a good filename because it doesn't describe the contents of the file, and the filename contains a space

redballoon.jpg – is a good filename, as you know exactly what the file contains and the name contains no spaces

red@balloon.jpg – an invalid filename because of the symbol contained in the filename

## Modules



Modules are managed through the Modules menu.

### Standard modules include:

- BBS (bulletin board)
- Calendar Manager
- Form Manager
- Manage BLOGs
- Newsletter
- News manager
- Photo Album
- Staff List

### To set up a module:

1. Create the module.
2. In the SiteMap, add or edit a page which will contain the module. In the module tab, under "Type of Page", specify which module will be added to the page.

## Notes: