

Umbraco Content Management System (CMS) User Guide

Content & media

At the bottom-left of the screen you'll see 2 main sections of the CMS – 'Content' and 'Media'. **Content** is the section that displays by default when you log-in – it is where you edit the content of your website. **Media** lets you manage/upload/delete files (images, PDFs etc) – these files can then be used in your website content for images, documents or links.

When you are in the 'Content' section the website structure is displayed as an expandable 'tree' in the left-hand side panel.

Left-clicking on a tree item lets you edit the content and information for that page. **Right-clicking** on each item gives you a pop-up list of options (see below).

Editing the pages & navigation

To **create a new page** right-click (see the image to the right ->) on the page that you want the new page to appear under and click on 'Create'.

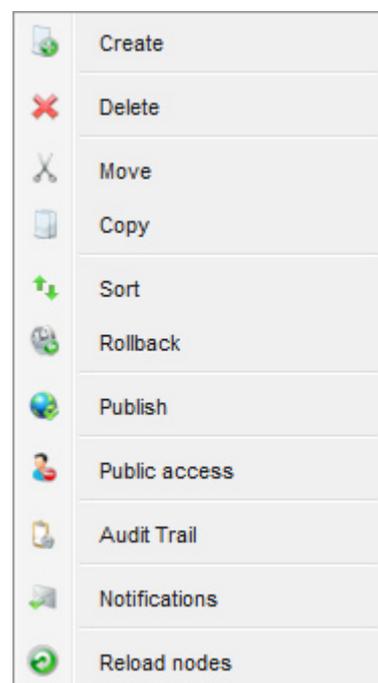
Alternatively you can click the 'create' button at the top-left of the CMS window and choose where you want the page to appear. Then type in the name of the new page and click the 'Create' button. You can now enter in all of the various info and content for the page. When you create the page you'll notice that the new page has an orange star in the tree-view on the left. This means that the page is not published and is not yet visible on the live site.

You can also **move** and **copy** pages by right-clicking on them and clicking 'move' or 'copy'. Then in the pop-up window you can select the location where you want to move or copy the page to.

If you want to **sort** or **order** pages then you need to right-click on the parent page and click on 'Sort'. In the pop-up window you can then click and drag the pages into the order that you prefer.

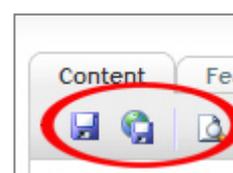
To **delete a page** right-click on the page and click 'Delete'.

Note: Sometimes when performing the actions listed above you may not see your changes reflected immediately in the tree view on the left. If this happens then it means that the change has been made successfully, but the tree view hasn't updated correctly. To refresh the tree view right-click on the top level in the tree (Content) and click on 'Reload Nodes' and then you will see the updated tree view.



Save, publish & preview

When editing the pages of your website there are 3 buttons in the editor toolbar across the top of the page (on the left-hand end of the toolbar) ->



Save only saves your changes but doesn't make them live. This is useful if you've made some content changes but you're not sure whether you want them to go live straight away, or if you are interrupted while making some content changes.

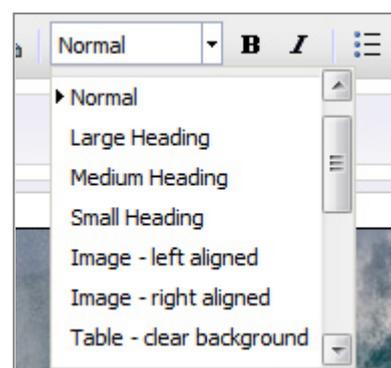
Save & Publish saves your changes and makes them live straight away.

Preview lets you preview your **saved** changes before you publish them so that you can see how they will look in the website layout.

Content Editing



When editing content it is important to use consistent styles for the various headings and text – this follows good web/information design principles. When editing a page, across the top of the CMS you'll see a content editor toolbar. There is a drop-down select box titled 'styles'. This list of styles allows you to apply formatting to pieces of text for various headings and text sizes. You need to highlight the piece of text by clicking and dragging the mouse and selecting the piece of text, and then you need to select a style to apply to the text.



Copying & pasting text from Word or another web page

Be careful when cutting and pasting content from Word or other web pages as this can cause strange & inconsistent formatting to be applied to the text. In this situation use the 'paste from word' button on the toolbar (next to the 'styles' drop down list). If there is still some strange formatting then you can highlight the text and click the 'remove formatting' button in the toolbar (the eraser icon). If the formatting still persists then delete the text, and then open Notepad on your computer and paste the text into Notepad (this converts the text into plain-text). Then copy the text again from Notepad and paste it into the CMS text editor.

Inserting Links

To **insert a website link**, select the text that you want to be a link and then click the link icon on the toolbar (the chain-link icon ->). Then in the link pop-up window you can enter the address (URL) of the webpage. If you want to link to a page within your website then you can select it in the lower area under the 'content' tab. If you want to link to a media file (eg. An image or a document) then you can select the file under the 'media' tab. When linking to an external website it can sometimes be a good idea to make the link open in a new browser window so that the user still has your page open in case they still want to browse your site. If you want the link to have a **document icon** next to it (eg. **Word, PDF, Excel** etc) then select the text and in the 'styles' box select the relevant document type.

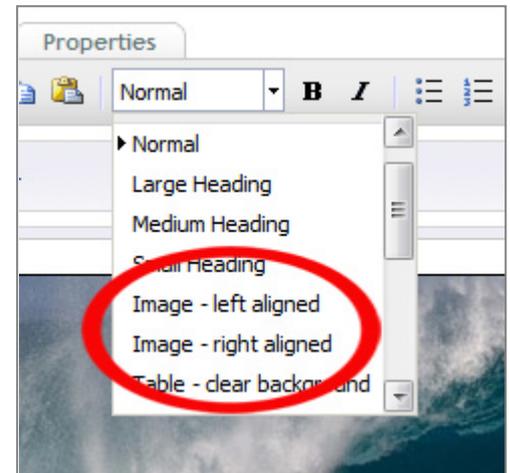


Inserting Images

To **insert an image**, click on the 'insert/edit image' toolbar button ->. The pop-up window then lets you select an image from the media section, or you can upload a new one into the media section by clicking the 'create new' tab.



If you want the image to be **positioned to the left or right** of the content text then click on the image in the editor and then click on the 'Styles' dropdown and select 'Image – left aligned' or 'Image – right aligned'. ->



To **insert a table** click on the 'Insert table' button on the toolbar. You can then define various properties for the table. The main properties are the number of rows & columns, the width. 'Width' lets you set the width of the table in pixels. If you want the table to take up the maximum width of the content area then set the width to '100%'. Once you have created a table you can then right-click on the table in the content editor and you'll be able to edit the table properties as well as adding/removing rows and columns. If you want to apply a certain width or height to all cells within a table then right-click in a table cell and select 'Cell -> Table Cell Properties'. In this screen you can set the width and height of the cell in pixels, and at the bottom you can apply it to the entire row or table. If you want to **leave any blank cells in a table** then you should leave a 'space' character in the cell, otherwise different web browsers might display the table incorrectly and there is a chance it will look broken.

News Items

The news items work in the same way as the other pages in the site (eg. to create a news item you right-click on the 'News' page and click 'Create', etc). When you create a news item it is automatically placed into folders beneath the 'News' page that correspond to the year and month of the news item date. To create a news item you **must right click on the 'News' page** – you can't right-click directly on a date folder to create a news item. The 6 most recent news items will appear on the home page. To back-date a news item you need to select the date that you want and click save & publish and the news item will be moved to a new year/month folder according to the date selected.



Events

The events work in the same way as the news items with the year/month folders. To add an event you right-click on the 'upcoming events' page and click 'create'. Once an event date has passed then the event will appear in the event archive page.

Galleries

The galleries work in the same way as the news items with the year/month folders. To add a gallery you right-click on the 'galleries' page and click 'create'. You can then enter a title for the gallery, and also a date, image, link and description.

For Sale

The sale items are added by right clicking on the 'for sale' page and clicking 'create'. You can then enter the information for the item.

Suppliers

Suppliers are very similar to the 'for sale' items above – right click on 'suppliers' page to add a new supplier.

Media – Images & Files

The media section is where you upload and manage the images and files that you want to use in your website. It is accessed by clicking on 'Media' in the menu at the bottom left of the CMS.

Folders are used for keeping your images and files organised, which can be helpful if you have lots of media items. There are 3 types of media – **images**, **files** and **folders**. Files are used for everything that isn't an image, eg. PDF, Word, Excel, Powerpoint etc.

Uploading Images

To upload an image or file you need to click on the folder where you want to create the item and then click on the 'upload' tab across the top. Then click the 'upload files' button and select the files/images that you want to upload. Once the upload is finished, the tree on the left sometimes doesn't update. To refresh the tree, right-click on the folder and click 'reload nodes'. **Note:** banner images are uploaded in a different way – these are uploaded when you are editing the pages in the 'content' section of the CMS – see below.

Editing Images

The media section also allows you to resize, crop and rotate your photos and images. Resizing is important if you have large image files because they will slow down the loading time of your web pages. A good size for the images that appear within the content of your website is between 300-400 pixels wide. You can experiment with different image sizes to see what sizes works best for you.

To edit an image, select it in the media section and then click on 'Open image in external editor'. The image editor will then load in a pop-up window and you will see the image and at the bottom will be a menu that contains the various editing options.

The 'adjustment' menu lets you resize, crop & rotate your images. Once you have edited an image you then click 'apply' at the bottom, and then click 'Save' and the image will be saved back into the CMS.

Note: If you have any problems when loading or viewing the external image editor then you may need to upgrade your Flash player on your web browser. Go here to upgrade your Flash player - <http://get.adobe.com/flashplayer/>