

Nick Marlow

Computer/IT Services

Website User Manual

Please write your login information here:

Handle:

Password:

Nick Marlow
546 North Boundary Rd
Mitiamo Vic 3573

<http://www.nickmarlow.com.au>

Phone: 0438028656 / 54366237
Email: nick@nickmarlow.com.au

ABN: 43 072 749 914

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Introduction

Thank-you for purchasing your website from me - If you have any issues/questions, please do not hesitate to contact me.

This document shows you how to add new content to your website, change or remove existing content, as well as explaining some of the more advanced functions available.

Your website is made with a special type of program called a “Content Management System” (CMS). Basically, a CMS uses a database to store all the information about every page on your website and then generates each page based on a template which describes how the page should look. This allows you to make changes to the content on your website, or to add and remove pages without any special knowledge about website design. The CMS used for your website is called LightNEasy, and you can view its website by going to <http://www.lightneasy.org>

In order to understand this document and modify your website, you should have a basic understanding of how to use computers and word processing software. Should you wish, I can maintain the website for you for a fee; contact me to discuss this.

Some more complex features of the website are not described in this document, as it is not easy to explain them on paper. If you want to know more, ask me.

Webpage layout

When you first open your website, you will see a webpage similar to this image below. Please note that the colour scheme, logos and similar elements will be different to this example.



Up the top where it says “Website Heading and Logo goes here” is where your website name and logo will be.

Underneath this is the Navigation **Menu**. This is important, and will be covered in more detail soon.

Underneath the menu is the space where the page content (the information to go on the page) goes. It can have a heading, and text.

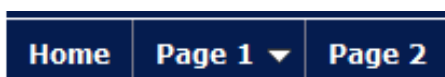
Then there is another section down the bottom which has a copyright message and other information about the website, as well as the site map, and a **Login** button that allows you to login to the administrative area of your website to make changes easily.

How the menu system works

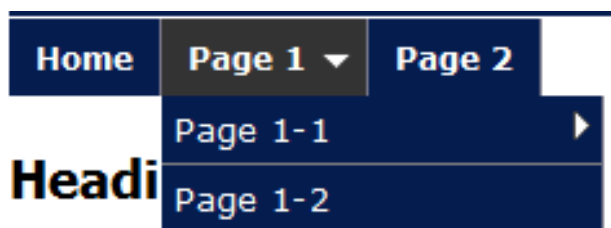
In order to successfully change the content on your website, you need to understand how the navigation menu system works. Don't worry, it isn't complicated.

Here is an enlarged picture of the menu with some example pages loaded into it:

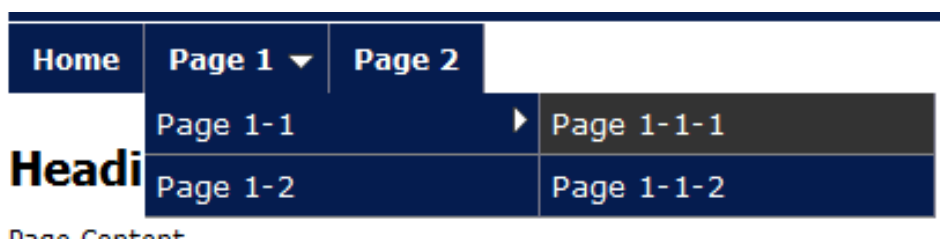
This menu has three main buttons; Home, Page 1 and Page 2. Notice that, unlike Home and Page 2, Page 1 has a downward pointing arrow next to it.



This arrow indicates that the button “Page 1” has some sub-items. If you move your mouse cursor over Page 1, a menu will drop down, giving you two options, Page 1-1 and Page 1-2. Each of these buttons link to other pages and can be called anything. This is how it looks:



You will see buttons taking you to two other pages, in this case, they are called Page 1-1, and Page 1-2. Look at the button “Page 1-1.” It has an arrow on it facing right. This indicates that it also has some sub-items. Put your mouse cursor over Page 1-1, and you will get another menu appear as shown here:



You can have a total of three levels of menu items, as shown in the image above.

In order to show how this menu system is set out, it can be shown as a bulleted list. As a bulleted list, the menu pictured above would look like this:

- Home
- Page 1
 - Page 1-1
 - Page 1-1-1
 - Page 1-1-2
 - Page 1-2
- Page 2

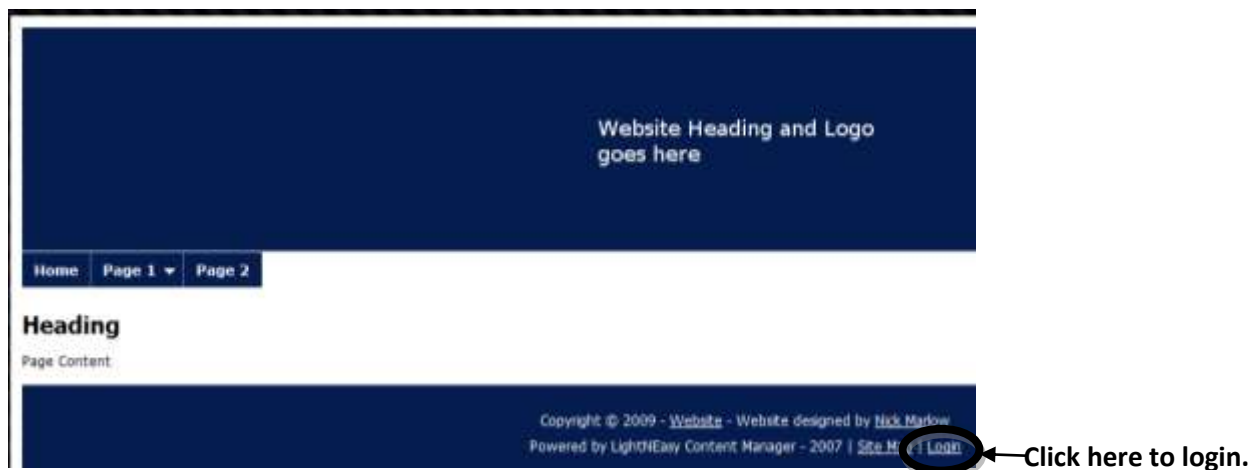
To get around the different pages on your website, you, as well as the visitors to your website use this menu to access all of the different pages. This menu layout will be different depending on the content you wish to have on your website, but will follow this same structure.

Logging into the website

In order to change the content of your website, you need to login to the special administrative section. I will have provided you with login details when you receive the website. You have a “Handle”, which uniquely identifies you to the system, and a password which protects your website by ensuring no one can access the website without the password. I suggest that you write them down on the front cover of this document.

While I will typically only provide you with one account, you may wish to have more in order to allow more than one person to modify the website with their own account. Doing this means you can control what these other people can modify. Contact me to set this up.

To login to your website, you need to locate the “**Login**” button, which is located at the bottom of each page on your website, as shown below:



Click on this login button. You will then get a page with a login form, like this:

Login

Handle

Password

In here, you need to type your “handle” and password, and then click Login. You may be asked if you want the computer to remember your password. You can do this if you wish, as it will speed things up next time you login, however, you should never choose to do that on a public computer.

Then your website will return to the **home** page, and look much the same as before, with a few small changes:


1. You now have a “Logout” button in place of the “login” button at the bottom of the screen. You click this when you have finished altering the website to “logout” of the system.
2. You will now have three images just under the menu, and above the page content area. These images are buttons which allow you to make changes to your website. This is what they look like:

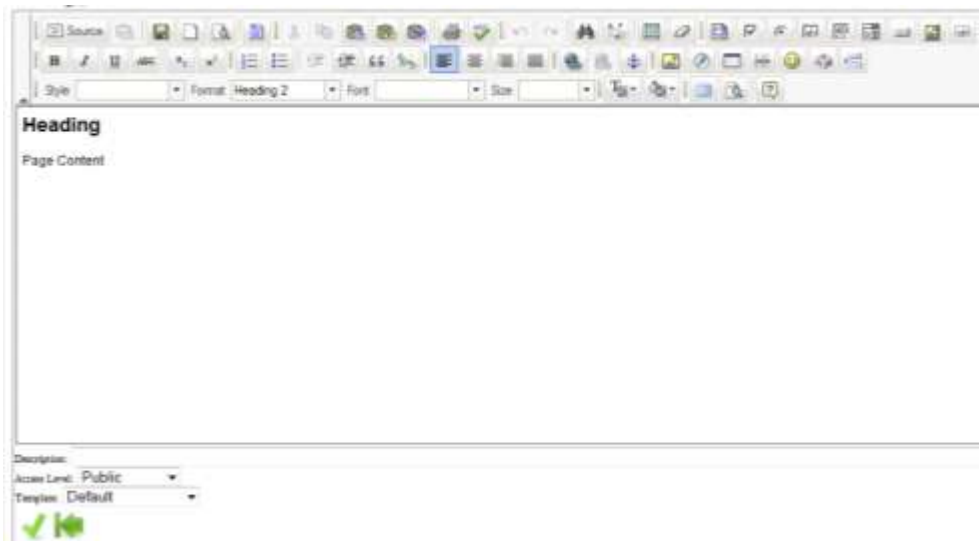


- The first button lets you edit the contents of the page you currently have open.
- The second allows you to delete the currently open page.
- The third opens a screen that allows you to do other actions, which will be discussed later.

Editing the contents of a page

You will want to change the information/content of each page. To do this, first you need to login, as described above. Then, you need to use the menu system to open the page that you wish to change.

Once you are at the page you wish to change, simply click the  button. This will then bring up an editor which allows you to change the contents of the page. It functions much like popular word processors such as Microsoft Word. The editing page looks like this:



At the top is buttons that allow you to do various formatting options, as well as inserting images, and operations like cutting, copying, pasting, etc. Underneath that is an area that contains all of the content of the page. You can type, delete/backspace, cut, copy, paste and otherwise manipulate the text in this area. Simply change the contents of the page to how you want it to appear.

Underneath this is three items labelled **Description**, **Access Level** and **Template**.

Description allows you to type a short description of the page. This isn't needed, and will not be seen by the public, so you can ignore this.

The **access level** allows you to determine who can see the page. If you want the public to be able to see a page, you must leave it set to Public, but if you want the page only to be visible to yourself, then you would set it to Administrator. (You can only see pages with an access level of Administrator when you are logged in). The other option, Member, is beyond the scope of this document, if you want to know about it, talk to me.

The **Template** allows you to choose a different look for the page. You will want to keep this as Default.

Underneath that are two green buttons; a tick, and a left facing arrow:




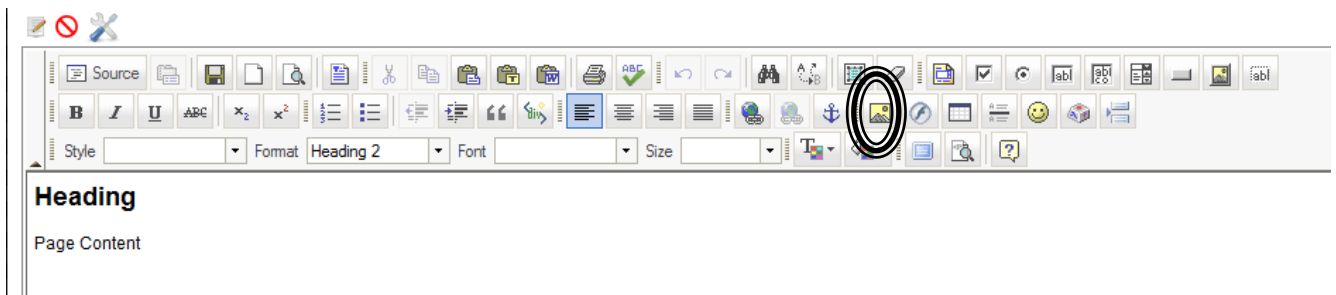
The tick saves the changes you have made and returns you to the updated page. The arrow discards any changes you made and returns you to the page, which will not have changed.

You must then go into the setup menu and re-generate the website to make the changes you have made visible to people who are not logged in. To do this, please see the section, “Saving your changes and rebuilding the website,” which is later on in this document.

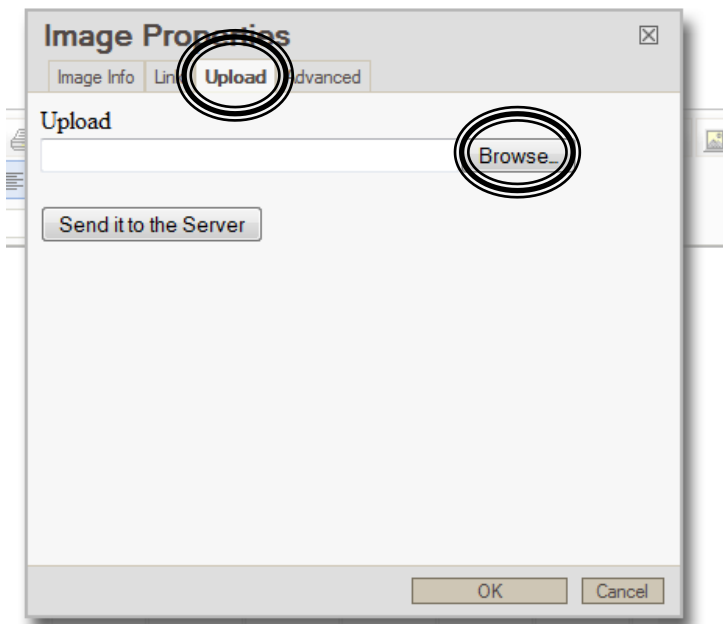
Adding images to a page

You can place images from your computer onto pages on your website. If you want to add a picture to a page, you need to login and then, you need to use the menu system to open the page that you wish to add the picture to.

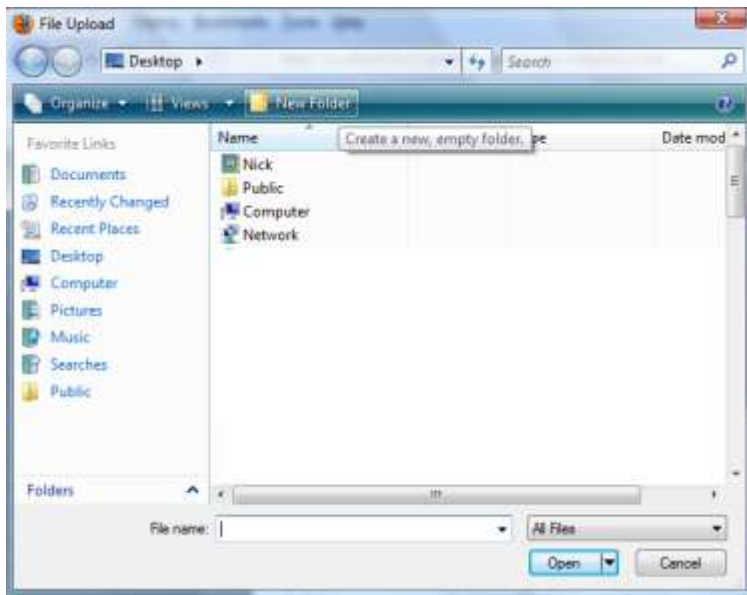
Once you are at the page you wish to add the picture to, simply click the  button. This will then bring up an editor which allows you to change the contents of the page. It functions much like popular word processors such as Microsoft Word. You will see a page like this:



In the picture above, you there is a small yellow button, which is circled. To add a picture, click this button. This screen will appear:




First you need to click "Upload", and then "Browse." When you click Browse, this screen will appear:




You need to use this screen to locate the picture you want to upload, and then click open. (Please note that this screen may look different depending on your computer, but whatever you get will essentially do the same thing.)

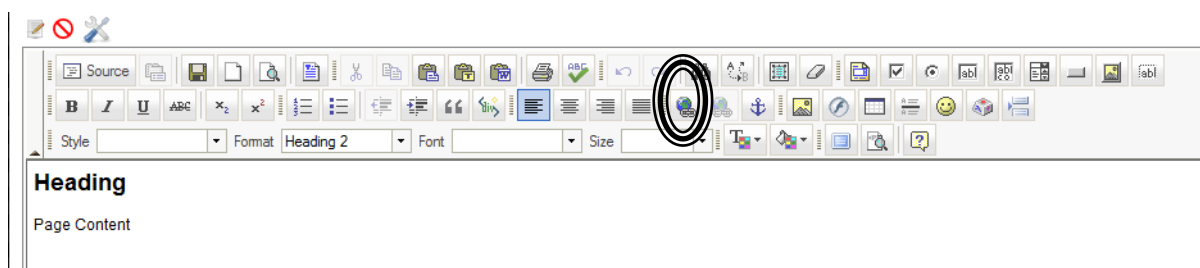
After clicking open, click “Send it to the server.” Then click ok. The image should now be on the page. You can then move it by dragging it with your mouse, much the same as in Microsoft Word.

When you have finished, remember to click the  button at the bottom of the page to save your changes. You must then go into the setup menu and re-generate the website to make the changes you have made visible to people who are not logged in. To do this, please see the section, “Saving your changes and rebuilding the website,” which is later on in this document.

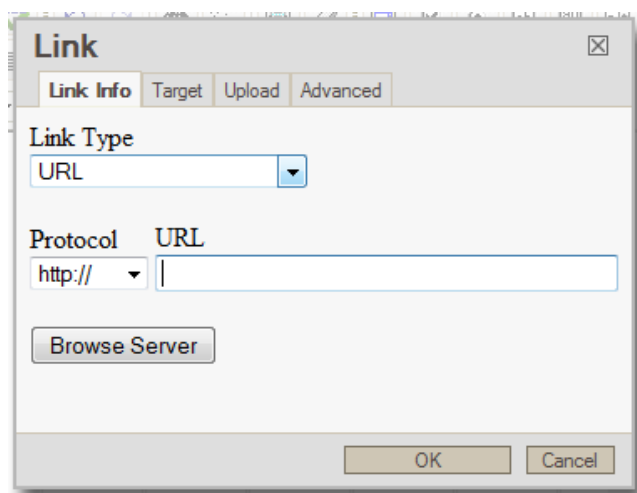
Linking to other pages and external websites

On some pages, you may wish to make a clickable “link” that, when clicked by the user, takes them to another page on your website, or alternatively, to another website. If you want to add a link to a page, you need to login and then you need to use the menu system to open the page that you wish to add the link to.


Once you are at the page you wish to add the link to, simply click the  button. This will then bring up an editor which allows you to change the contents of the page. It functions much like popular word processors such as Microsoft Word. You will see a page like this:



First, you will need to place the cursor where you want to make the link. Then click the button circled in the image above. This screen will appear:



Then, you need to type the web address (minus the **http://** bit) into the “URL” box. An easy way to find out this address is to open the page in another Web Browser (Internet Explorer/Firefox/Google Chrome) window, and copy the website from the address bar at the top of the screen. Then click OK. You will then see that the link appears.


When you have finished, remember to click the  button at the bottom of the page to save your changes. You must then go into the setup menu and re-generate the website to make the changes you have made visible to people who are not logged in. To do this, please see the section, “Saving your changes and rebuilding the website,” which is later on in this document.

Deleting a page

WARNING: You should NEVER delete the home page, instead, simply edit its contents, as demonstrated in the previous section of this document. If you do delete it, you may have to get me to fix the website.

WARNING 2: Deleting a page is PERMANANT. Everything on the page will be permanently lost. If you delete something and want it back, I MAY be able to get it from a backup of your website, which happens automatically at a regular interval. No guarantee's however.

To delete a page, you must be logged in. Once you are logged in, use the menu to get onto the page

you wish to delete, and push the delete button.  You will then be asked to confirm whether you really want to delete the page, as shown below:

Are you sure you want to delete the page Page 1?

Delete Page


If, and only if you wish to delete the page, click Delete Page. The page will then be gone. If you don't want to delete the page, simply use the menu to go to another page.

You must then go into the setup menu and re-generate the website to make the changes you have made visible to people who are not logged in. To do this, please see the section, "Saving your changes and rebuilding the website," which is later on in this document.

Adding a new page to your website

You can add more pages to your website easily.

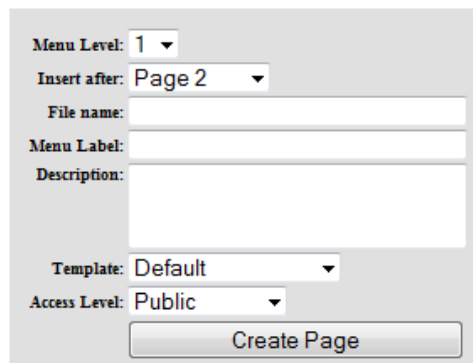
To do this, login, and follow these instructions:

1. Click the  button underneath the menu. You will then get taken to a “setup menu” which gives you several options:



2. Click the “New Page” button. [New Page](#)
3. You will then get the following page:

New Page

A form titled "New Page" with the following fields: "Menu Level" (dropdown menu set to 1), "Insert after" (dropdown menu set to Page 2), "File name:" (text input), "Menu Label:" (text input), "Description:" (text area), "Template:" (dropdown menu set to Default), and "Access Level:" (dropdown menu set to Public). A "Create Page" button is at the bottom.

4. You need to choose a “Menu Level” of 1, 2 or 3. This just means whether the page is to be a Main Page, a Sub-Page or a Sub-Sub-Page in terms of the menu structure. This is illustrated below:

- Main Page (**Menu Level 1**)
- Main Page (**Menu Level 1**)
 - Sub-Page (**Menu Level 2**)
 - Sub-Sub-Page (**Menu Level 3**)
 - Sub-Page (**Menu Level 2**)
 - Sub-Sub-Page (**Menu Level 3**)
- Main Page (**Menu Level 1**)

Etc.

5. You then need to choose where you want to put the page in relation to all the other pages. You do this by setting the “Insert after” field to the page that is directly before where you want the new page.

To illustrate this, look at the following menu:

- Home
- About Us
- Products
 - Product 1
 - Product 2
- Contact us

Now, say you wanted to add a “Product 3” after Product 2. You would need to set the Menu Level to 2, and Insert after should be set to Product 2. That would make the following menu.

- Home
- About Us
- Products
 - Product 1
 - Product 2
 - **Product 3 – NEW PAGE**
- Contact us


6. You need to type a filename to save the page as - This should be something close to the name of the page, but keep it short, and **DONT use spaces, or any special characters, ONLY** use letters and numbers. For example, for a page called “Product 3”, a suitable filename would be “product3”, and an unsuitable filename would be “Product 3” (note the space.)
7. In the “Menu Label” box, you must give the page a name which will appear in the menu. This can include spaces and special characters. Using the previous example, “Product 3” would be suitable for this box.
8. Underneath this is three items labelled **Description, Template** and **Access Level**:
 - **Description** allows you to type a short description of the page. This isn’t needed, and will not be seen by the public, so you can ignore this.
 - The **Template** allows you to choose a different look for the page. You will want to keep this as Default.
 - The **access level** allows you to determine who can see the page. If you want the public to be able to see a page, you must leave it set to Public, but if you want the page only to be visible to yourself, then you would set it to Administrator. (You can only see pages with an access level of Administrator when you are logged in). The other option, Member, is beyond the scope of this document, if you want to know about it, talk to me.

Once you have filled in everything, click “Create Page.” This will make the page and return you to the “New Page” screen to let you make a new page. You can either make another new page, or you can use the menu to go to the new page, and add some content to it as described in the section “Editing the contents of a page”.


Saving your changes and rebuilding the website

When you have made changes to your website, you will be able to see those changes while you are logged in, but you may not see them when you are not logged in. This means that other people visiting your website also will not see the changes. To fix this, you need to “re-generate” the pages of your website whenever you finish changing your website.

To do this, login, and follow these instructions:

9. Click the  button underneath the menu. You will then get taken to a “setup menu” which gives you several options:



10. Click the “Generate” button.  This will then make the changes to the website, and log you out.

That’s it; your changes have been applied. If you wish to make further changes, you must login again.

Changing the order of menu items

Sometimes you may wish to change the order of pages in the menu, or remove a page from the menu. This can be done fairly easily, but you need to properly understand how the menu works, as described in the section “How the menu system works.” While this isn’t hard, it can be a bit confusing at times.

To do it, you need to be logged in. When you are logged in, go into the setup menu by clicking the



button, then click the



button.

You will get the following screen (which will have all your pages instead of these sample pages):

Edit Menu

				Link:	Menu Label:	
		1	0	0	index	Home
		2	0	0	page1	Page 1
		3	1	0	page11	-> Page 1-1
		3	1	1	page111	-> -> Page 1-1-1
		3	1	2	page112	-> -> Page 1-1-2
		3	2	0	page12	-> Page 1-2
		4	0	0	page2	Page 2

Each line here represents a page.

You will notice that each menu page has an edit button and a delete button. These act a bit differently to elsewhere. The edit button allows you to change the menu button information, and the delete button removes the page from the menu, but does not delete it. Anyone can still access the page via other means.

So, if you just want to remove a page from the menu, click the delete button for that menu item, but if you want to delete the page entirely, don’t do this. **INSTEAD**, delete it as described in the “Deleting a Page” section of this document.

If you want to move a page to a different place in the menu, click its edit button. The screen will change to the following:

Edit Menu

m1	m2	m3	Link	Menu Label
<input type="text" value="4"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="page2"/>	<input type="text" value="Page 2"/>
<input type="button" value="Edit Menu Entry"/>				

	Link:	Menu Label:
1 0 0	index	Home
2 0 0	page1	Page 1
3 1 0	page11	-> Page 1-1
3 1 1	page111	-> -> Page 1-1-1
3 1 2	page112	-> -> Page 1-1-2
3 2 0	page12	-> Page 1-2
4 0 0	page2	Page 2

In this picture, I am changing the location of the “Page 2” page (which is the last page in the menu).

Notice the “m1”, “m2” and “m3” boxes? “m1” is the position of the page at the first menu level, “m2” is the position of the page at the second menu level, and “m3” is the position of the page at the third menu level.

In this example, I am going to move “Page 2” to be a sub-page of Home.

To do this, change the “m1” box from 4 to 1. Then change the “m2” box from 0 to 1. Leave “m3” as is.

You could also change the Menu Label if you wanted to. I am going to change it to “Home-Subpage.”

Click “Edit Menu Entry”.

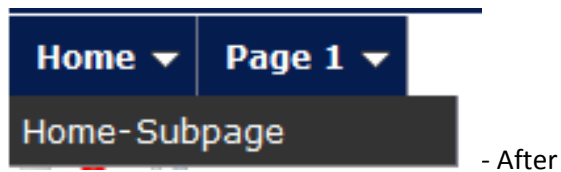
Now let’s look at the updated menu page:

Edit Menu

	Link:	Menu Label:
1 0 0	index	Home
1 1 0	page2	-> Home-Subpage
2 0 0	page1	Page 1
3 1 0	page11	-> Page 1-1
3 1 1	page111	-> -> Page 1-1-1
3 1 2	page112	-> -> Page 1-1-2
3 2 0	page12	-> Page 1-2

As you can see, the page has been renamed to “Home-Subpage” and moved up to be a subpage of Home.

Now let's compare the actual menus:



You must then go into the setup menu and re-generate the website to make the changes you have made visible to people who are not logged in. To do this, please see the section, "Saving your changes and rebuilding the website," which is earlier in this document.

Final Notes

That's it; hopefully everything you want is covered in here. If not, or if there is anything you are having difficulty with, please contact me, and I will give you a hand. This document will be available for you to download and print on my website, www.nickmarlow.com.au under "Website Design and Hosting" – "Website Design", and I will update if needed. Alternatively, I can supply you with another printed copy.

Should you wish to add additional features to your website, such as online shopping, or any number of other things, I can arrange this, so please discuss it with me.