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GENERAL INFORMATION

Log In

GOTO: Website
SELECT: "Sign In to Edit This Site" at very bottom of page
OR
“_.” located after copyright info.

A new navigation bar will now appear at the top of your web site which you can use to accomplish different functions.

PAGE EDITING

Add New Page

SELECT Add Page
SELECT 2 - Column – Default
ENTER Name Page
SELECT Add Page

Add New Content

Navigate To the page to add content
SELECT Edit Page (on top left)
SELECT Add to Main (bottom of content area)
SELECT Add Block
SELECT Content Block (or custom block)
Add the content intended for this content block
SAVE

Add Custom Content Box

Specialized content boxes may be designed for specific purposes. Adding these is the same as adding basic content but choosing a specific content style.

Custom Pre-Set

If a custom positioning is required for a custom content box, then apply the Custom Preset to the box as follows

SELECT Custom Box (pop up window opens)

SELECT Design
SELECT Custom Preset from Drop Down at top

Edit Content

Navigate To the page to add content
SELECT Edit Page (on top left)
SELECT Content box to edit
Make changes
SAVE

Move / Arrange Content Blocks

SELECT Edit Page
SELECT The content block to move up / down the page
SELECT Move (from the pop-up dialog box that opens)
ACTION With the mouse over the content box to move, Left Click & hold mouse button; move the content box up or down from the position it currently is in and release the mouse button.

If you are trying to move a content box a number of spaces:

- move the content box as far as you visibly can
- release the mouse button
- reposition the viewing window,
- move the content box again.
- You may reposition a number of boxes at the same time

SELECT Save Positioning (upper left manager menu)

FILE MANAGER

The file manager is where images and documents are stored and managed for use on the site. Images can be organized into 'Sets' for grouping and searching purposes.

Add Image

- SELECT Browse
- LOCATE navigate to file to be uploaded
- SELECT File to be uploaded
- SELECT Open
- SELECT Upload
- Upload Complete window opens
- SELECT Set Tab to assign image to set
- SELECT any 'Sets' that this image belongs or create new set
- SELECT Update (closes upload complete window)

Add Image from Content Block

- SELECT Add Image (from Top of Content box or custom content box)
- File Manager window opens
- SELECT Browse
- LOCATE navigate to file to be uploaded
- SELECT File to be uploaded
- SELECT Open
- SELECT Upload
- Upload Complete window opens
- SELECT Set Tab to assign image to set
- SELECT any 'Sets' that this image belongs or create new set
- SELECT Update (closes upload complete window)
- CHOOSE Image to add to block (1 click, dialog box opens)
- SELECT Choose - closes File Manager widow and returns you to content block.

Delete Image

- SELECT Image to delete (1 click, dialog box opens)

SELECT Delete (delete image dialog box opens)

SELECT Delete to confirm deletion

Upload multiple images or files

SELECT Upload Multiple (upper right corner of file manager window)

SELECT Add Files

LOCATE navigate to file to be uploaded

SELECT File to be uploaded

SELECT Open

SELECT Start Upload

Edit Images

ADD ON PRODUCTS

Product Catalog

eCommerce Module

SELECT Dashboard - from top right menu

SELECT eCommerce - from bottom left menu

You will now be on the 'Product Search' page

Add New Item

SELECT Add Product - from bottom of product search page

Name Item Name

Description Item description

Status Enable to show on web

Price Price of item

Item # Item # or SKU

Buy URL Link to QW product page if used

SELECT Create Product

Create Product Page

SELECT Product category for new item to be listed.

Selecting + will expand category pages

SELECT OK to select 'Parent Page'

At this point, the item has been created / View Product Page for this item will appear. You can now add images, change item properties, create choices or duplicate this item. For additional information, see 'View Product Page'

View Product Page

Editing all aspects of the item are available from this page including:

Properties All aspects of the created item

Images Add, change and remove images

Customer Choices Color / Size - Not used for our suppliers

Duplicate Duplicates an identical item

Delete Deletes an item from the catalog

From the eCommerce - Product Search Page

SELECT or SEARCH for item to edit

Properties

SELECT Add Product - from bottom of product search page

| | | |
|--------|----------------|---------------------------------|
| | Name | Item Name |
| | Description | Item description |
| | Status | Enable to show on web |
| | Price | Price of item |
| | Item # | Item # or SKU |
| | Buy URL | Link to QW product page if used |
| SELECT | Create Product | |

Images

SELECT Images box

Thumbnail - small image shown on product list page

Choose Image Image File Manager Opens

SELECT Image to use from list or upload

Alternate Thumbnail - mouse over thumbnail images (not used often)

Choose Image Image File Manager Opens

SELECT Image to use from list or upload

Full Image - Image used on detail page (if used)

Choose Image Image File Manager Opens

SELECT Image to use from list or upload

Additional Images - A) large image that appear from selection of thumbnail
for sites without detail pages

B) Extra images on detail page

Add Image Image File Manager Opens

SELECT Image to use from list or upload

Customer Choices

Duplicate

Delete

Pro BLOG**Editor permission**

For a user to be able to post and edit in the Pro-BLOG system, they must have permission

Dashboard / Users & Groups / Find Users Tab /
 SELECT User to edit
 SELECT Edit User button
 SELECT Blog Editor in 'Other Information' table toward bottom
 CHECK Yes box
 SELECT Update User box

Adding a New Post

SELECT Add New Blog Entry

The blog post editor opens

Post TAB

Allow for the editing of the text and images in a post

Settings TAB

Post Title Descriptive title of post
 Category Choose existing or create post category
 Image Representative image (not part of post)
 Start Date Date you want post to go active,
 use future date for draft version

TAGS Key search words from post

Comments Box Edit Comments settings for individual Post

SELECT Comments Content area

CHOOSE Edit from dialog window

TITLE Comment Question

DATE Default

Moderator Approval:

Comments Enabled

Authentication Required

CAPTCHA required

Alert Email Address - Email address to use when comment is posted

Save and Publish

SELECT Exit Edit Mode from the bar at the top

SELECT Publish my edits.

Editing a BLOG Post

CHOOSE Site Map
 SELECT Page to Edit
 SELECT Edit Page (top left menu)
 SELECT Text box to edit
 CHOOSE Edit to open text box editor

SAVE and Publish
 SELECT Exit Edit Mode from the bar at the top
 SELECT Publish my edits.

Deleting a BLOG Post

Navigate to the page or BLOG Post deleted.
 SELECT Edit Page
 SELECT Move/delete from edit bar
 SELECT Delete page (lower right corner)

Comments***General Settings***

A number of settings for comments can be set as a general rule as follows:

Dashboard / Pages & Themes / Page Types

SELECT Defaults Button - Simple Blog Posts
 SELECT Edit Page (top Left Menu)
 SELECT Content area
 Choose Edit from dialog window
 TITLE Comment Question
 DATE Default
 Moderator Approval:
 Comments Enabled
 Authentication Required
 CAPTCHA required
 Alert Email Address - Email address to use when comment is posted

Approval Of Comments

If Comments are to be approved by the moderator

Log in
 Navigate to Blog Post
 CHOOSE Edit / Remove / Approve that comment

Easy Slide Overlay

We found it best to use images that are all oriented the same, horizontal or vertical to prevent cropping based on the height & width of the slide show.

Add Slide show to page

| | |
|----------|--------------------------------------|
| Navigate | To the page to add content |
| SELECT | Edit Page (on top left) |
| SELECT | Add to Main (bottom of content area) |
| SELECT | Add Block |
| SELECT | Easy Slide Overlay |
| SAVE | |

Edit Slide Show

The following items will need to be completed to show slides in the block.

| | |
|--------|---|
| TYPE: | Pictures from an entire file set Custom Gallery (choose each pic individually) |
| SPEED | In Milliseconds (5000 = 5 seconds) |
| WIDTH | Width & height are choose non proportional. |
| HEIGHT | |

| | |
|----------------|--|
| FILE SET | Available if this type chosen above |
| Title Position | Location of any image info to be shown |
| ALSO DISPLAY | Choose desired displayed items. Hold Ctrl to select multiple Add info in File manager. Description = image name |

Pro EVENTS CALENDAR**Add Event**

SELECT Dash Board / Pro Events / Add-Edit

Info TAB

Event Title Enter title to appear on Calendar

Dates TAB

SELECT [+]Add Date

Recurring Info – If Event Re-occurs on certain days

End Date Last date that event recurs

Recurring Drop down to select type of recurrence

Post TAB

Event Description Not Needed

Event Content Blog post about activity, can include images

SITEWIDE SETTINGS

Editing Preferences (user specific)

- CHECK Display breadcrumb navigation bar on sub-pages when rolling over header menu.
- CHECK Include button for dashboard sitemap in header.
- CHECK Include button for file manager in header.

PREFERENCES

Hide / Un-hide page from visitors

If you are creating a page and do not want visitors to see it yet, you can hid that page

Manager / Site Map

SELECT Page to Hide

CHOOSE Preferences / Custom Attributes Tab

UN-CHECK "Include in (menu name) Menu

BACK-END ADMINISTRATION & NOTES

Users & permissions

Advanced user settings

The following code must be added to the to "config/site.php":

```
define('PERMISSIONS_MODEL', 'advanced');
```

User Groups

To enable specific permissions to specific users, a group must be made

Manager / Users & Groups / Groups Tab

Select

Add group

Enter

Group name

Permissions

Specific Page Editor

To allow / disallow specific groups access to specific pages

Manager / Site Map

Select

Home page / permissions

Drop Downs

Set

Manual

Viewing

Page Permissions (allows page editing)

Select / un-select permissionf per group

Sub Page Permissions (allows adding pages)

Select / un-select permissionf per group

File Manager Permissions

Add group to File manage to give permissions

Dashboard / File Manager / Access Tab

Additional Resources

Concrete 5 Editing

<http://www.concrete5.org/documentation/using-concrete5/in-page-editing/>

Concrete 5 Forums

<http://www.concrete5.org/community/forums/>