

Static Information setup guide

There is a certain amount of information that is common to all pages of your site, or relates to information that is displayed elsewhere on the main website. This is what is meant by static information.

This guide assumes a normal mouse button operation for right handed people. Subsequent use of 'Click', therefore, refers to the use of the left hand button. It's also assumed that you have logged on to the www.businessinberkshirecms.co.uk website using the previously supplied **Site name** and **Password**.

Use **CLICK HERE** under **Edit Site Elements** to get to the **Edit Template Component** screen.

Insert your requirements into the following fields; all other fields can be ignored;

- Site Name**; to appear at the very top of every page,
- Slogan**; to appear underneath the Site Name on every page,
- Description**; used by search engines; follow the on screen instructions,
- Keywords**; used by search engines; follow the on screen instructions,
- Contact**; check the box or leave unchecked; as per your wishes.

Optionally **Browse** to a **Logo** you want for the top left hand corner of every page.

If you have news pages, and have used the check box on a news story to get the abstract to appear on your **Home** page, then you may also need to use the **News abstract heading** field to define a heading for the abstract.

At the bottom of the screen, use the **Save** button to store the entered selections and return to the **Main administration screen**.

Click on **Contact us** under **Edit pages**, and then the middle **GO** button to get to the contact details set up screen.

Insert your requirements into the **Description** field, which is the Member Search business summary information. Confirm the entries for the other fields.

Click the **Save** button to return to the **EDIT SECTION** screen.

Click the **Main Edit Page** button to return to the main administration screen.

At the top of the screen, Click on the blue **Publish** button and wait for the message indicating that this has been successfully carried out.

If required, click on the **View Now** button for one last check of your complete site.

Click on the >> [click HERE to transfer files to live server](#) text at the very bottom of the screen and wait for the success message. Your static information for all pages is now live.

Tips for setting up web pages

If you haven't already got a clear view of what you want for your pages on the Business in Berkshire website, have a look at some of the existing individual business pages on the site to generate ideas. Some information might already exist in your business plan or on an existing website. Decide how you are going to use your pages for maximum impact and effect.

Always use the on screen instructions along with the appropriate guide.

Note that some pages always use a sidebar feature and others never use it.

Decide what you want as tags for your pages. The defaults of **Home** and **Contact us** may well be adequate, in which case leave them as they are. Also decide what you want as the page headings and the sidebar headings. This is best done before logging on to perform the set up process.

Decide what, if any, photographs you intend to use on your pages. Ensure that you can locate the files on your PC that contain the photographs. You need to know which PC folder houses the files as well as the individual filename. Ideally, for the best incorporation of photographs into a page, they need to be 250 pixels by 250 pixels.

Use a text editor to create the main and sidebar text sections that make up the raw information to be displayed on a page. This can then be cut and pasted into the appropriate field. Again this is best done as an offline step before enacting the set up process.

Apply any text formatting refinements you wish in both of the two text sections of a page by highlighting the text and then clicking on the symbols at the top of the **Page text** box. The symbols operate on both the main and sidebar text sections as follows:-

- B = Bold
- I = Italic
- Li = Generates a bullet point
- A = Creates a URL link associated with the highlighted text

Ensure that each page you want to display is set to **ON** through the **Main Administration Screen** reached when you logon to the management website.

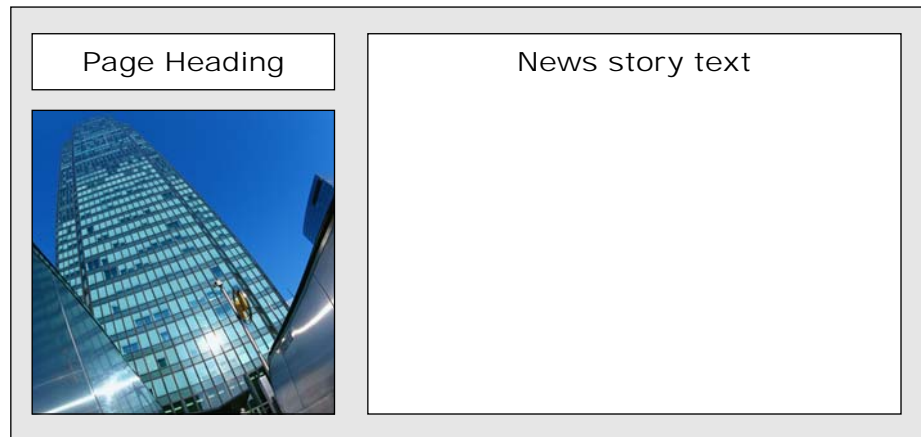
It's probably best to set up the static page information, then the home page followed by the other pages, but this order isn't enforced.

At the earliest convenient opportunity, use the **Change password** option on the left of the **Main Administration** page to set up your own password instead of the issued one.

Figure 1
Page Layout for illustration purposes only.

News story setup guide

This guide assumes a normal mouse button operation for right handed people. Subsequent use of 'Click', therefore, refers to the use of the left hand button. It's also assumed that you have logged on to the www.businessinberkshirecms.co.uk website using the previously supplied **Site name** and **Password**.



This page *never* uses a sidebar; ignore all references to sidebar and sidetext. Note that news item pages are only accessible from the Latest News abstracts page and related links on other news pages and never appear in the list of pages at the left hand side of the screen.

Click on **Latest News** under **Edit pages**, to get to the **EDIT SECTION** screen.

At this point you can use:-

GO to add a news story, (see below),

GO to add or edit the Latest News introductory page separate user guide),

edit for the information about an existing story (as per add a news story), **delete** for an existing news story, or the **Main Edit Page** button for a return to the Main administration screen.

Use the first **GO** button or **edit** for this news story page;

Add abstract to home page, check box (for this news item abstract to appear on your home page – only one is allowed),

Dateline, Headline, Abstract, Story text, Picture, optionally browse to the main news item photo, **Thumbnail**, optionally browse to a photo to be used as a thumbnail for the news abstract, **Position**, relative to the other news items on the news abstract page – the default is for the most recent dateline to be at the head of the list, **Related**, optionally check each of the other news stories that are related to this story for a link to be created from this page.

At the bottom of the screen, use the **Preview** button to confirm things. If necessary, return for further edits using **Amend this page** before using the **OK** on the preview screen or the **Save** button on the set up screen to return to the EDIT SECTION [Latest News] screen.

Click on **Main Edit Page** to return to that screen or continue with other items.

The following steps can be deferred until *all* of your website additions and modifications have been carried out or you can repeat them for each page.

At the top of the screen, Click on the blue **Publish** button and wait for the message indicating that this has been successfully carried out.

If required, click on the **View Now** button for one last check of your complete site.

Click on the [>> click HERE to transfer files to live server](#) text at the very bottom of the screen and wait for the success message. Your home page is now live.

Latest News Story page setup guide

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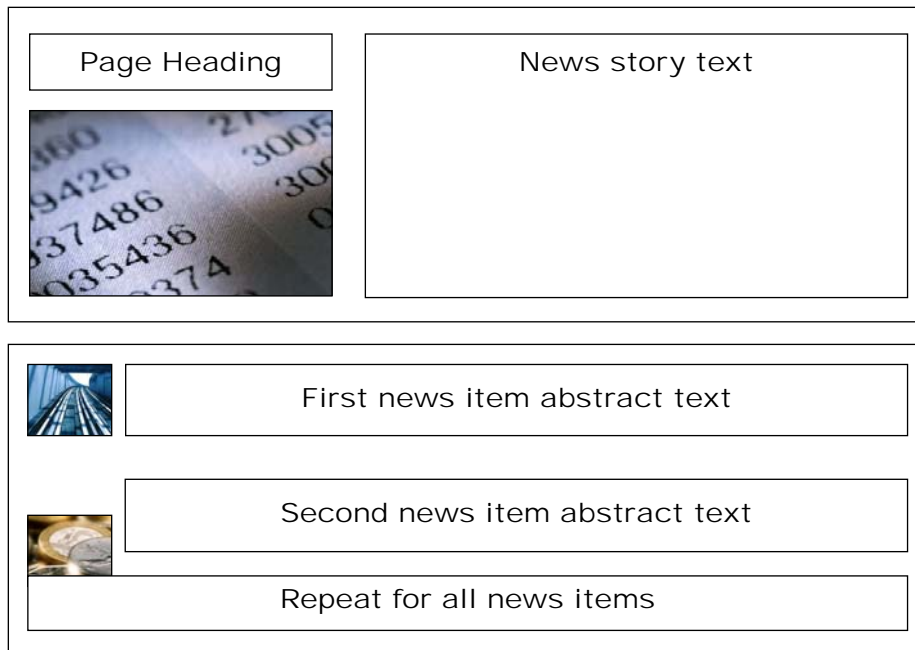


Figure 1
Page Layout for illustration purposes only.

This page *never* uses a sidebar; ignore all references to sidebar and secondary.

Click on **Latest News** under **Edit pages**, to get to the **EDIT SECTION** screen.

At this point you can use:-

- GO** to add a news story, (separate user guide available),
- GO** to add or edit the Latest News introductory page, see below,
- edit** for the information about an existing story (as per add a news story),
- delete** for an existing news story, or
- the **Main Edit Page** button for a return to the Main administration screen.

Use the second **GO** button for your requirements on the Latest News page;
Navigation button word(s) (the tag for this page),
Page heading, Page text, and Position, (relative to the other main pages).

Optionally at the **Main image** field, **Browse** to a photo you want to include.

At the bottom of the screen, use the **Preview** button to confirm the content and appearance. If necessary, return for further edits through the **Amend this page** button. Either use the **OK** button from the preview screen or the **Save** button from the page set up screen to return to the Main administration screen.

The following steps can be deferred until *all* of your website additions and modifications have been carried out or you can repeat them for each page.

At the top of the screen, Click on the blue **Publish** button and wait for the message indicating that this has been successfully carried out.

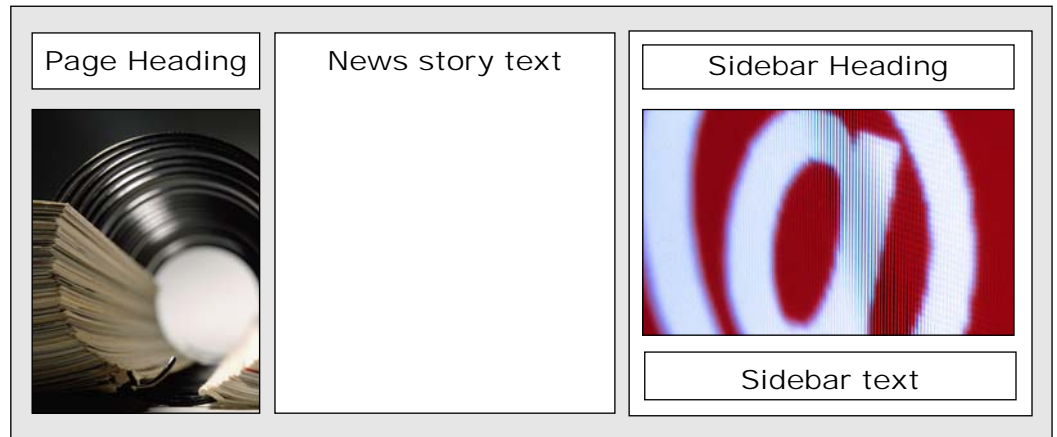
If required, click on the **View Now** button for one last check of your complete site.

Click on the [>> click HERE to transfer files to live server](#) text at the very bottom of the screen and wait for the success message. Your modified website is now live.

Figure 1
Page Layout for illustration purposes only.

Home page setup guide

This guide assumes a normal mouse button operation for right handed people. Subsequent use of 'Click', therefore, refers to the use of the left hand button. It's also assumed that you have logged on to the www.businessinberkshirecms.co.uk website using the previously supplied **Site name** and **Password**.



This page *always* creates a sidebar therefore it's best to use one.

Click on **Home** under **Edit pages**, to get to the page set up screen.

Insert your requirements into the following fields;

Navigation button word(s) (the tag for this page),
Page heading,
Page text,
Sidebar heading, and finally
Sidebar text.

Optionally, **Browse** to the two photos you want to include.

At the bottom of the screen, use the **Preview** button to confirm the content and appearance. If necessary, return for further edits through the **Amend this page** button. Either use the **OK** button from the preview screen or the **Save** button from the page set up screen to return to the Main administration screen.

The following steps can be deferred until *all* of your website additions and modifications have been carried out or you can repeat them for each page.

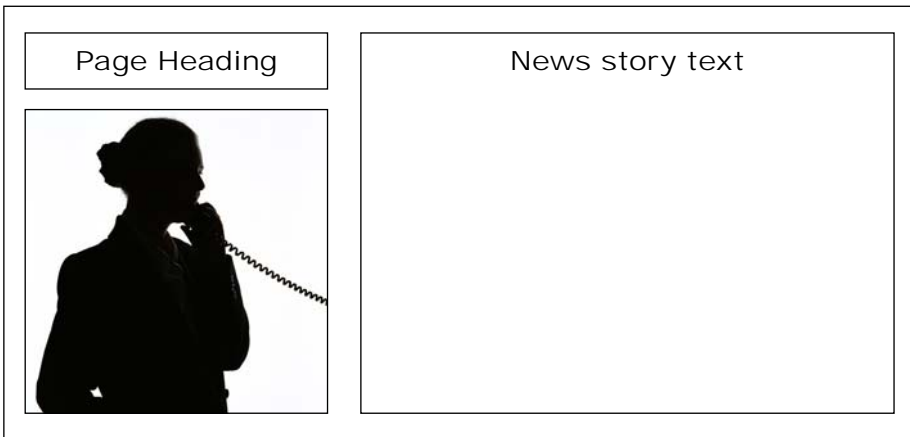
At the top of the screen, Click on the blue **Publish** button and wait for the message indicating that this has been successfully carried out.

If required, click on the **View Now** button for one last check of your complete site.

Click on the [>> click HERE to transfer files to live server](#) text at the very bottom of the screen and wait for the success message. Your modified website is now live.

Contact us setup guide

This guide assumes a normal mouse button operation for right handed people. Subsequent use of 'Click', therefore, refers to the use of the left hand button. It's also assumed that you have logged on to the www.businessinberkshirecms.co.uk website using the previously supplied **Site name** and **Password**.



This page *never* utilises a sidebar; ignore references to sidebar and secondary.

Click on **Contact us** under **Edit pages**, and then the topmost **GO** button.

Insert your requirements into the following fields;
Navigation button word(s) (the tag for this page),
Page heading,
Page text and finally,
Position, (relative to the other main pages).

Optionally at the **Main image** field, **Browse** to a photo you want to include.

At the bottom of the screen, use the **Preview** button to confirm the content and appearance. If necessary, return for further edits through the **Amend this page** button. Either use the **OK** button from the preview screen or the **Save** button from the page set up screen to return to the Main administration screen.

The following steps can be deferred until *all* of your website additions and modifications have been carried out or you can repeat them for each page.

At the top of the screen, Click on the blue **Publish** button and wait for the message indicating that this has been successfully carried out.

If required, click on the **View Now** button for one last check of your complete site.

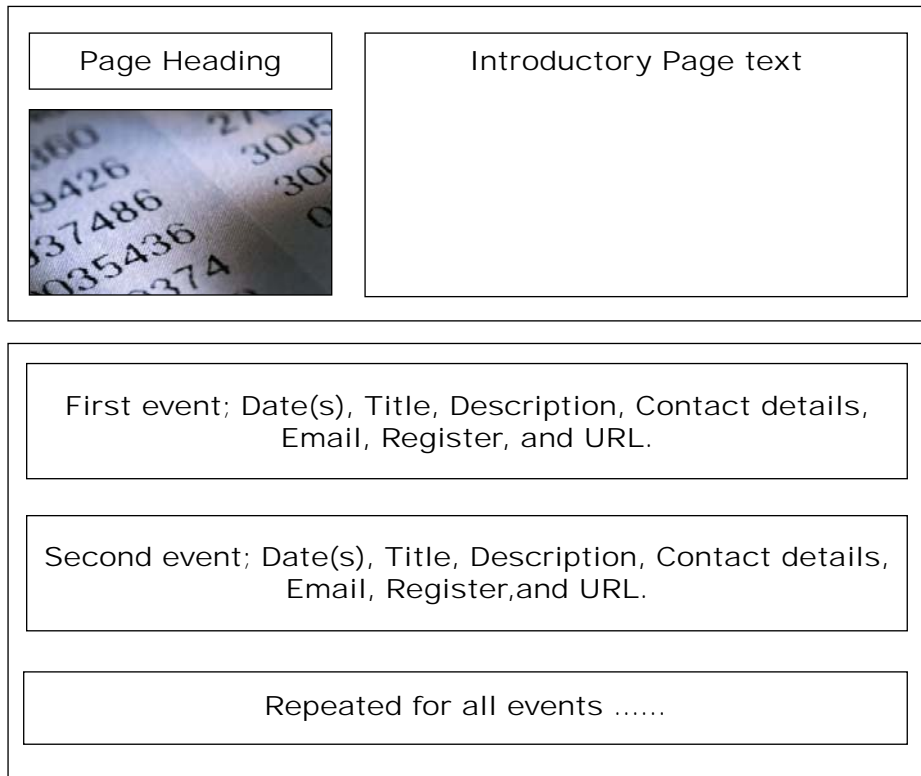
Click on the **>> click HERE to transfer files to live server** text at the very bottom of the screen and wait for the success message. Your modified website is now live.

Figure 1
Page Layout for illustration purposes only.

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Calendar page setup guide

This guide assumes a normal mouse button operation for right handed people. Subsequent use of 'Click', therefore, refers to the use of the left hand button. It's also assumed that you have logged on to the www.businessinberkshirecms.co.uk website using the previously supplied **Site name** and **Password**.



This page *never* uses a sidebar; ignore all references to sidebar and secondary. Note that calendar events are automatically deleted after the date of the event.

Click on **Calendar** under **Edit pages**, to get to the **EDIT SECTION** screen.

At this point you can use:-

- GO** to add a new event,
- GO** to add or edit the introductory information,
- edit** for the information about an existing event, or
- delete** for an existing event prior to the event date,
- the **Main Edit Page** button for a return to the Main administration screen.

When adding or editing an event, set up the following fields;

- Event**, this is the title for the event,
- Start** date,
- Finish** date,
- Description**, full details of the event, and
- Contact**, contact details of the organiser.

There are three optional fields that you can use for each event; an **email** address for people to mail you, a **register** tick box for people to register a number of places for the event, and a web-site **URL** which may have extended information about the event.

Calendar page setup guide(*continued*)

At the bottom of the screen, use the **Preview** button to confirm the content and appearance. If necessary, return for further edits through the **Amend this page** button. Either click the **Save this page** on the preview screen or the **Save** button on the page set up screen to return to the EDIT SECTION [Calendar] screen.

Click **Main Edit Page** to return to that screen or continue with other items.

For the introductory information, insert your requirements into the following fields;

Navigation button word (the tag for this page),
Page heading,
Page text, and
Position (this page relative to other pages).

Optionally at the **Main image** field, **Browse** to a photo you want to include.

At the bottom of the screen, use the **Preview** button to confirm the content and appearance. If necessary, return for further edits through the **Amend this page** button. Either use the **OK** button from the preview screen or the **Save** button from the page set up screen to return to the Main administration screen.

The following steps can be deferred until *all* of your website additions and modifications have been carried out or you can repeat them for each page.

At the top of the screen, Click on the blue **Publish** button and wait for the message indicating that this has been successfully carried out.

If required, click on the **View Now** button for one last check of your complete site.

Click on the [>> click HERE to transfer files to live server](#) text at the very bottom of the screen and wait for the success message. Your home page is now live.

Figure 1
*Page Layout for illustration
purposes only.*