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The Graphics Online Website Editor:

Overview

The Graphics Online Website Editor is a custom built 'web based' application which allows you, the user, to make changes to your website through a browser (Such as Internet Explorer or Firefox) easily, without the need for complicated software or speciality knowledge. It has the potential to save your business thousands of dollars in website bills by giving the control back to you the client.

Getting started

To access the Website Editor you need to go to www.yourdomainname.com.au/adm You will need to enter your Website Editor *username* and *password* at the login page. If you do not have these details please call our staff and they will supply them for you. The way this software has been designed enables it to be learnt very quickly by yourself and you may find you do not even need to access these instructions, but they are here as a reference for you. Some of the features listed here may not be available in your current system but if you see a feature which you would like to have access to please contact our staff and they will take steps to arrange it for you after showing you pricing options.

Basic page management:

Modifying a page

To **modify a page**, click the 'Pages' link. This will show you a list of the pages on this site. Select a page to modify by clicking on the name of that page. You will be directed to a page where you may edit the content of the page you selected. You may type directly onto the page and format it as you see fit. To delete pictures, click on the image and press the delete key.

To **add an image** select the icon labelled image (The green picture icon. The text that appears when you roll your mouse over it is 'Insert/Edit image'), select the image you wish to use from the list and click the enter key. To **change an image**, click once on the image (select it) then click on the image button, then click on the link 'select a different image'. If the picture you need is not in there, you will have to go to the file upload area and upload it. (refer to *Images/files > File upload pg4*).

To see what the page will look like, press the preview button at the top of the page (the computer screen to the right of the orange X). If you select the preview button, the area to make changes appears under the preview. Make more changes there.

If you would like to **edit your description or keywords**, find the word 'description' or 'keywords' underneath the page title box, at the top of the page. To edit this simply click the word and a box will appear beneath it. You can type directly in or edit what is already there, then just click the 'Save' button (black disk icon) or 'Apply' (blue tick) at the top of the page when finished.



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Creating a new page

To **create a new page**, click the 'Pages' link. Find the button at the bottom of the screen labelled 'Add Page' and click it. You will be directed to a page where you may edit the content of the page. There is a box labelled title, where you can give your new page a title. You may type directly onto the page and format it as you see fit, using the tool bar. To add an image select the yellow button labelled image, select the image you wish to use from the list and click the enter key.

Note: A note about 'Save' and 'Apply'. If you wish to make changes to a page without the rest of the world seeing them, use the save button. If you wish to apply these to the world wide web, click the 'Apply' button. The 'Save' button is a great way to make a lot of changes to a page as you go without committing to these changes.

If you know html, you may view the code by clicking the 'Source' tab at the bottom of the page.

To add the page you created to the site, click the 'Save' button at the top of the page. Make sure you click the 'Save' button or the 'Apply' button at least once as soon as you can so that you don't lose your new page.

Deleting a page

To delete a page from this website, click the link 'Pages'. This page will show you a list of the pages on this site. Directly to the right of the pages names should be a column of dark grey crosses, one for each page listed. To delete a page, click the cross to the direct right of the site's name that you wish to delete. If you are sure it is the page that you wish to delete, click yes, and the page will be deleted. If it is not, click no, and you will be returned to the 'Pages' page. **Remember, once you have deleted a page it goes into the 'Recycle Bin' so you can restore it later if you make a mistake.** Also you may have links to this page elsewhere in your website which will have to be changed or deleted.

Adding a page to the navigation menu

To add a page to the quick reference menu, click the 'Pages' link. This page will show you a list of the pages on this site. Directly to the right of the pages names should be a column of boxes. Click the boxes next to the names of the pages that you wish to have on the navigation menu. As you click the boxes a tick will appear indicating that the page has been selected. If you click a box a second time, the tick will disappear, and the page will not be selected. When you have made your selections click the 'Update' button at the bottom of the page. You may then need to go into the navigation link to change the order in which this menu is displayed.



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Navigation management

Changing the navigation menu – link order

If you want to change the order in which the links appear on the navigation menu, click the 'Navigation' link. To the left of the links names, there is a box that shows the order in which they are shown. To change the order, locate the link name whose order you wish to alter. Type in the number representing the position that you want the link to appear in then click the button labelled 'Update'.

Changing the navigation menu – link names

If you want to change the names of the links that appear on the navigation menu, click the 'Navigation' link. Select the link name that you want to change and make your changes. Once you have completed changing the link names click the 'Update' button.

Changing the navigation menu – remove link

If you want to delete a link on the navigation menu, click the 'Navigation' link. Click the 'remove link' cross to the right of the page that corresponds with the link that you wish to remove. Note that this will not delete the page, only remove the link to that page on the navigation menu.

Changing the navigation menu – add link

If you want to add a link to the navigation menu, click the 'Navigation' link. Select the type of link you want to add to the menu.

Page

If you want to add a link to a page on this site, select the 'link page' tab, type a caption in that you want to appear on the menu and select a page from the list below. When you have chosen the page that you wish to link, click the 'Add link' button.

Web address

To link to a web address select 'Link WWW', type a caption in that you want to appear on the menu and the website address in the field below. When you have finished click the 'Add Link' button.

PDF file

To link a pdf file select the 'Link PDF' tab, type a caption in that you want to appear on the menu and select a file from the list provided below. Click the box below the caption box to view the list. If the file you wish to link to is not there, you may need to upload it to the server (*refer to Images/files > File upload pg4*). Once you have selected the file you wish to link to click the 'Add Link' button.

Email

To link an email address select 'link Email', type a caption in that you want to appear on the menu and the email address that you wish to link to. Once you have entered the email address, click the 'Add link' button to add the link to the menu.



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User settings

Changing *username*

To change your username, click the 'User Settings' link. You should see a box containing your current username, and another containing your full name. To change your user name, click the box containing your username and change it to your desired username. Once you have done this click the first 'Update' button. If you are the 'site administrator' you may have the option to add/delete other users as well as modify their details and/or privileges.

Changing password

To change your *password*, enter your existing password into the box to the right of the words 'existing password'. Re-enter the same password in the field below it before you enter your new password into the last box. Once you have done this, click the 'Update' button at the bottom of the page.

Images / files

preview

To view or preview the files and images located on the website, click the 'images / files' link. The files are normally split up into three categories, pictures, store and summary. You can browse their contents by clicking on their respective tabs. To preview a picture place the mouse cursor over the name of an image file. A preview of that image should appear. To view the full sized image, click on the picture.

delete

To delete a file or picture, click on the grey cross next to the files name. You will be asked if it is the file that you wish to delete. If it is the correct file click yes. This will delete the file. If it is not the correct file, click no.

File upload

To upload a file to the websites' server firstly we suggest you format your pictures on your own computer to the recommended size, although the website will let you know if a picture is too big or too small and will ask you to choose a width. Don't try and upload an image that is too big (file size) e.g. 10 meg as the website will reject it. You are able to change these recommended sizes by clicking on the 'Settings' area on the left.

Step 1) Establish the correct pixel width for you pictures. To get these sizes you will need to log in to the Website Editor then, click the 'File Upload' link.

The files are normally split up into three categories, pictures, store and summary. Choose a tab to select the area to upload the file to. In here you will see what size options you have to make your pictures, usually something like 200 pixels wide for large images and 50 pixels wide for the small ones.

Step 2) Open your 'Picture or Image editing program' such as Photoshop or Paint-shop pro. Then open up the picture you wish to resize. Note: There is a link to a free pixel editing programmer for PC on the bottom of our home page.



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Step 3) Check the image is in RGB format (in photoshop go to 'mode')

Step 4) Convert the image to 72dpi (in photoshop go to 'image size'). Then change the width to the width you found in the Website Editor earlier.

Step 5) Then save as a .jpg file (*refer to the note re. file names on next page*). You are now ready to upload this picture to the website.

Step 6) Go back into Website Editor to the folder you had previously under 'File Upload' e.g. Pictures.

Next, click the button to the left labelled 'browse'. This will bring up a menu for you to choose a file on your computer, select the file you wish to upload and click the 'open' button. To select more files to upload, repeat the process with the browse buttons to the right. Once you have selected the files that you wish to upload, click the 'Upload Files' button.

If you need to upload more files at once you have the option to nominate up to 12 by clicking on the drop down menu above the browse buttons.

NB: Important note about file names.

This is the standard file naming convention you should use.

myimage.jpg (this would be your large image)

myimage_tn.jpg (this would be your thumbnail or small image)

It is recommended that you keep to the standard file naming format. There are benefits to this such as the preview image will automatically find the large image and files will be easier to find. Also please note it is best to avoid any special characters such as the following in your file names as the server does not allow them.

? () @ # ` ~ ! \$ % ^ & * { [] } | : ; ' " < > /

Please also use the underscore instead of the space bar. e.g. myfile_tn.jpg instead of myfile tn.jpg

Shopping Cart features

Edit items

- To **edit an item** on the online store, click the 'online store' link. Locate the item that you wish to edit and click the 'Edit' button to its right. The details of that product should be displayed.

- If you wish to change the name of the product, select the box next to 'name' and delete its contents. Replace the contents with the new name of the product.

At any time, if you have completed the changes that you want to make to the products details, click the 'Update' button located at the bottom right of the page.

- To alter the product code, select the box to the right of 'product code' and replace its contents with the new desired product code.

- To change the product type, click the box to the right of 'product type' and click a field that you wish the item to be listed under. If this field is not shown, you may need to create it.



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- To change the brand of the product, select the box to the right of 'brand' and replace the current details with the desired details.
- Our newest shopping carts are designed to automatically produce a thumbnail image however for the older shopping carts.. To change the small 'thumbnail' image of the product shown on the shopping cart, click the box next to 'Thumbnail'. Select the image you want from the list provided. If the image is not in the list, it may need to be uploaded (refer to *Images/files > File upload pg4*).
- To change the larger picture of a product, select the box next to 'Large Image' and select the image you want to display. If it is not there, it may need to be uploaded (refer to *Images/files > File upload pg4*).
- To change the description of the product, click on the large text area below 'Description' and alter or replace the current text.
- To change the number of products currently in stock, select the box next to 'Items In Stock', and change the number. This will count down as products are sold then may show the item as unavailable.

Price

- To change the price of the product, locate the box in the lower right portion of the page, underneath the label 'Price'. Click on the box and alter the amount displayed.

If you have finished making changes to the product, click the 'Update' button located at the bottom right of the page.

Delete

To delete a product, click on the 'online store' link. Locate the product that you want to delete from the list of products provided. To the far right of the product should be a column of grey crosses. To delete the product, select the cross horizontal to the product you wish to delete. You will be asked if you want to delete that product. To delete it, click yes otherwise click no, and you will be returned to the online store page.

Add

To add a product to the online store, click on the 'Online Store' link. Go to the bottom right of the page and click on a button labelled 'Add item'. You will be taken to a form that will allow you to enter the details of the product that you wish to add. Fill in the boxes from top to bottom. Start by adding a name and product code. Select a product category from the list provided in the next box. If a desired category is not listed, you may create it. After you enter a brand for the product, you are required to select a large image for the product perusal from the list provided. If the image is not in the list you may need to upload it (refer to *Images/files > File upload pg4*).

After you have entered the number in stock, the price and recommended retail price, click on the button labelled 'Add Item'.



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Categories

Edit

- To edit the available categories click on the 'Categories' link. Find the category that you want to edit from the list, and click on the button to its right labelled 'edit'. Here you can change the name, type, associated title, brand, images and description of the product. At any time during altering the properties of the category, you may click the 'update' button on the bottom of the page. This will finalise the changes, updating the website.
- To change the name of the category click on the first box, towards the top of the page. It should contain the current name of the category. Alter or replace it with the new name for the category.
- To enter a new type, select the second box from the top of the page. It should contain a single character. You may replace the character with any character, however it must be unique in its category.
- To change the associated title, locate the third box from the top of the page, next to 'associated title'. Replace or alter the contents of the box to change the associated title of the category.
- To change the large image associated with the category, click on the box next to 'image'. Select the new image from the list provided.
- To change the description of the product, click on the second last box next to 'description'. Replace the content of the box with the desired description.
- To change what the category is categorized under, click the last box, next to 'categorized under'. From this list you may select which sub-category this category belongs to, or you may leave it blank. This will result in it not being a sub-category, but an entirely new category.

Once you have made the changes, click the button at the bottom of the page labelled 'Update'.

Delete

To delete a category, click on the 'categories' link. Locate the category that you wish to delete, and click the grey cross to the right of the category name. You will be asked if that is the category that you wish to delete. If it is, click yes otherwise click no, and you will be returned to the categories page.

Add

To add a new category, click on the 'categories' link. Click on the button at the bottom right of the page labelled 'add category'. Fill in the details of the category from top to bottom. Starting with the name, type and associated title. When complete, click update.