Focus on your business!

Site manager. User Manual

www.amirocms.com

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Site Manager

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Visual Editor

Toolbar panel

The Appearance of the toolbar panel of the visual editor

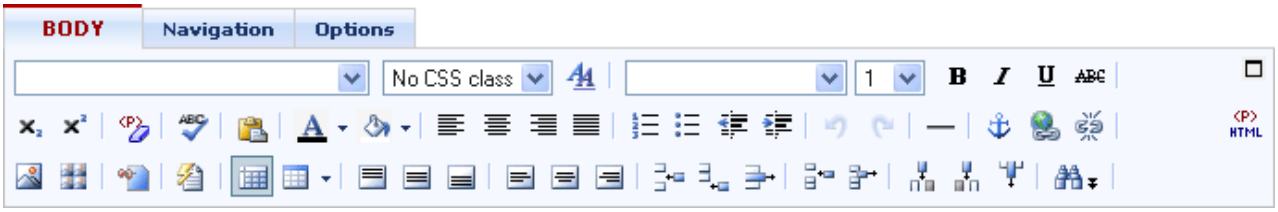

Figure 1

Purpose of the buttons

Button	Purpose	Button	Purpose
B	Bold		Insert/Modify Graphic
I	Italic		Insert/Modify Background image
U	Underline		Show/Hide borders
ABC	Strikethrough		Insert/Modify table
x_2	Subscript		Align by top
x^2	Superscript		Align by middle
A	Font Color		Align by bottom
	Color of text font, cells, tables		Align by left
	Clear formatting		Align by center
	Left Justify		Align by right
	Center Justify		Insert a row
	Right Justify		Add a row
	Full Justification		Delete a row
	Numbered list		Insert a cell
	Bulleted list		Delete a cell
	Reduce indent		Add a column to the left
	Increase indent		Add a column to the right
	Undo action		Remove a column
	Redo action		Page Search / Replacement
—	Horizontal divider		Pop-Up window of special blocks (accessible only in Site Manager)
	Create/Modify hyperlink		Insert a template
	Insert as plain text	HTML	HTML mode
ABC	Spell Check		Full screen mode
	Delete hyperlink		

Formatting of the text

With Amiro CMS you can format a text as if you were working in MS Word.

To set or change formatting of the text, select a portion of the text and click on the corresponding button in the toolbar panel.

For example, to make a font *italicized* – select a portion of text and press the desired button .

To undo formatting of the text, select the portion of text and press the undo button .

Also, it is useful to apply CSS (Cascading Style Sheets) standards to the pages by applying elements such as "Heading 1 – H1", "Heading 2 – H2", "Paragraph -P", "Block", “Normal Text".

The text formatting Buttons in the toolbar also serve as indicators of the current format of the text in relation to the position of the cursor or the selected text.

Creation and removal of hyperlinks

With Amiro. CMS you can turn any text or picture into a hyperlink.

Express Method for adding hyperlinks to pages:

The method is very simple and convenient - it is not necessary to type in the actual address of the hyperlink, everything is done with the mouse. Select a page from the Site Map and "Drag" it with the mouse directly into the visual editor. The hyperlink will be created instantly, including the page name and description.

Features:

- If a picture is selected and a page is dragged on to it (as described above) - the picture becomes a hyperlink to this page.
- If text is selected – it becomes a hyperlink, and the text is not replaced with the name of page (thus it is not necessary to have to change the text on a page - simply drag the page to any place in the visual editor).

Manual Method for adding hyperlinks to Text and Graphics:

To create a hyperlink - select a portion of text or, a picture, and press the hyperlink button . In the window that opens (see figure 3) type in the hyperlink. (example: http://www.google.com) You can choose to have the new page display in the same window or in a new window . You are also able to enter in hint text that are displayed when you move the mouse over the hyperlink.

Hyperlink Dialogue

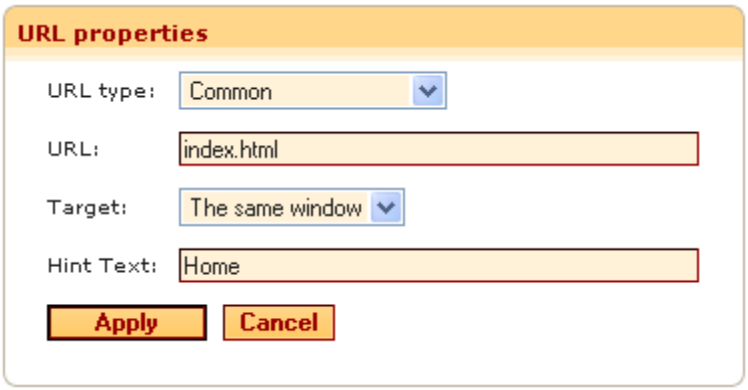

Figure 3

In addition to manually inputting the hyperlink, you can choose to hyperlink to a page on the site, a file that has been uploaded to the site or a image that is currently on the site. Simply choose from the tabs located under the URL properties on the hyperlink page.

Creating a hyperlink to a page on the site

Figure 4

Creating a hyperlink to a file

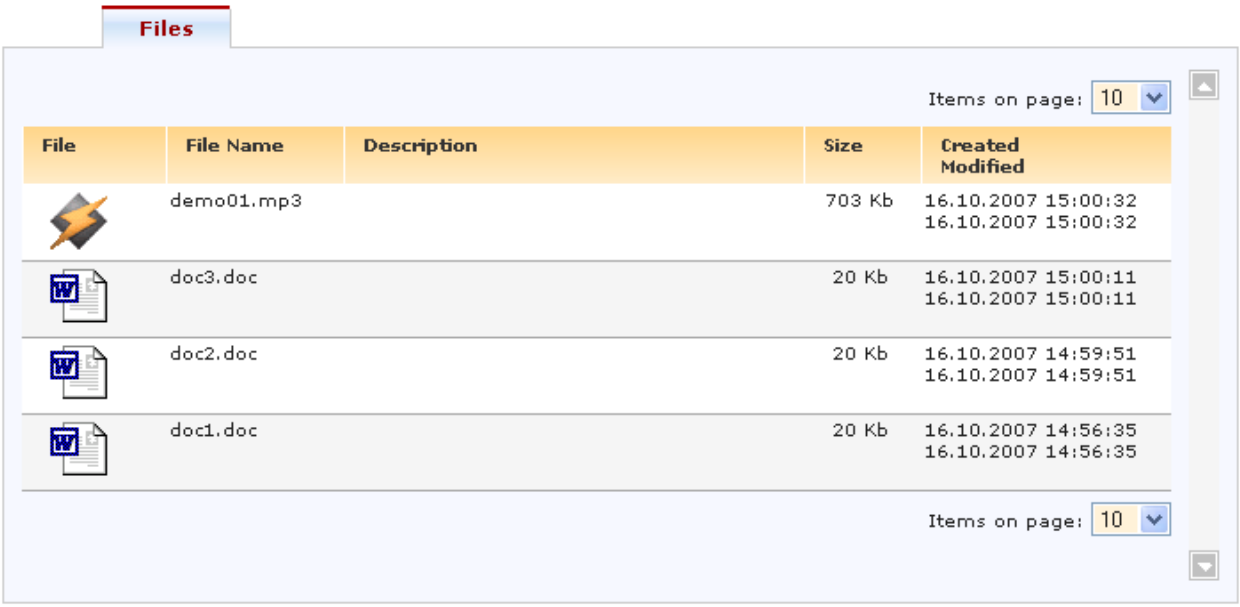

Figure 5

Creating a hyperlink to a graphic file that will display in a new window

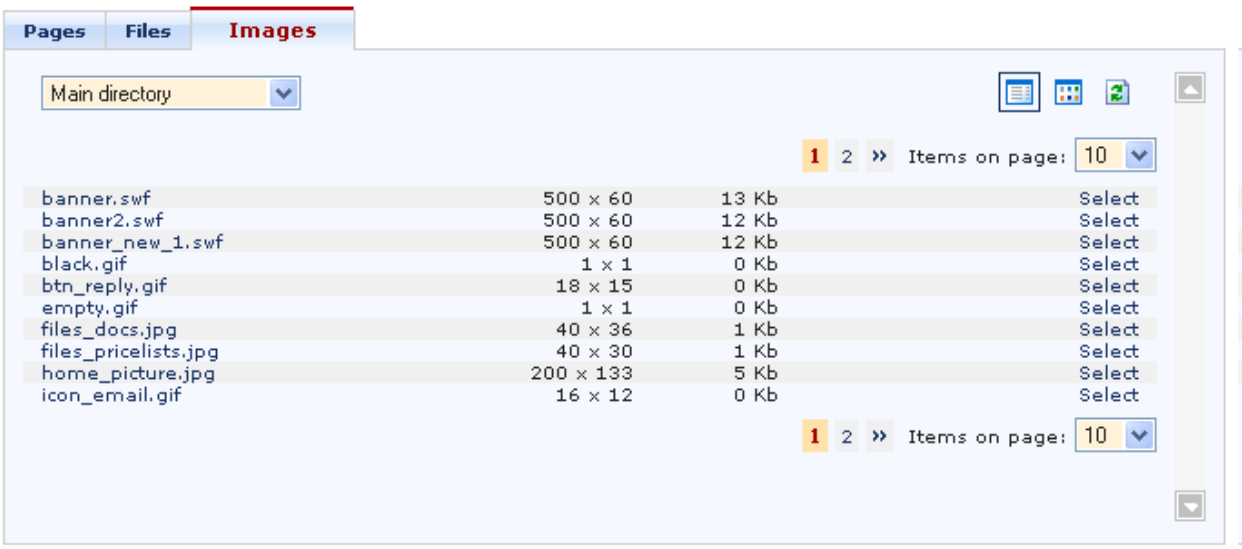

Figure 6

To create a hyperlink to an object, simply click on a graphic file or on the name of the object.

Removing hyperlinks

To remove a hyperlink, select an object (text or a graphic file) that is hyperlinked and press the button .

Inserting Graphic Files or Background Images

Inserting Graphic Files

With Amiro CMS you can insert a graphic file or flash-animation any place on a webpage.

To insert a graphic file, place the cursor where you wish to insert the graphic (In the text or in a table) and press the button .

Graphic files are located in various directories. You can delete directories, create new directories, or move graphic files from one directory to another.

To create a new directory simply enter the name of the new directory in the text field above the list of directories and press the button **»**.

To choose a directory - simply click on it with the mouse. The active directory is the displayed in bold font, and graphic files that are in the directory are listed below.

To transfer graphic files from one directory to another simply select the graphic files by clicking on the check box and then click on the icon next to the directory that you wish to transfer the chosen graphic files to.

If you wish to change the graphic file or its parameters - select the graphic file and press Insert/Edit Image button . (Shortcut: You can also simply double click on the image and the Image Properties screen will open) In the Image Properties window enter the name of the graphic file and specify any additional parameters, such as border style, alignment, and the vertical and horizontal size.

The following actions (icons are located above the list of graphic files) can be applied to the list of graphic files:

- Delete: Deletes the selected graphic files.
- List: Displays the graphic files in “List” format.
- Icons: Displays the graphic files in Thumbnail view
- Refresh: Refreshes the list of graphic files.

Additionally you can choose the number of files that are displayed per page. (5, 10, 15, 25, 50, 75, 100) Please note that the number of files that are displayed may affect the refresh speed of the page.

Inserting a graphic file

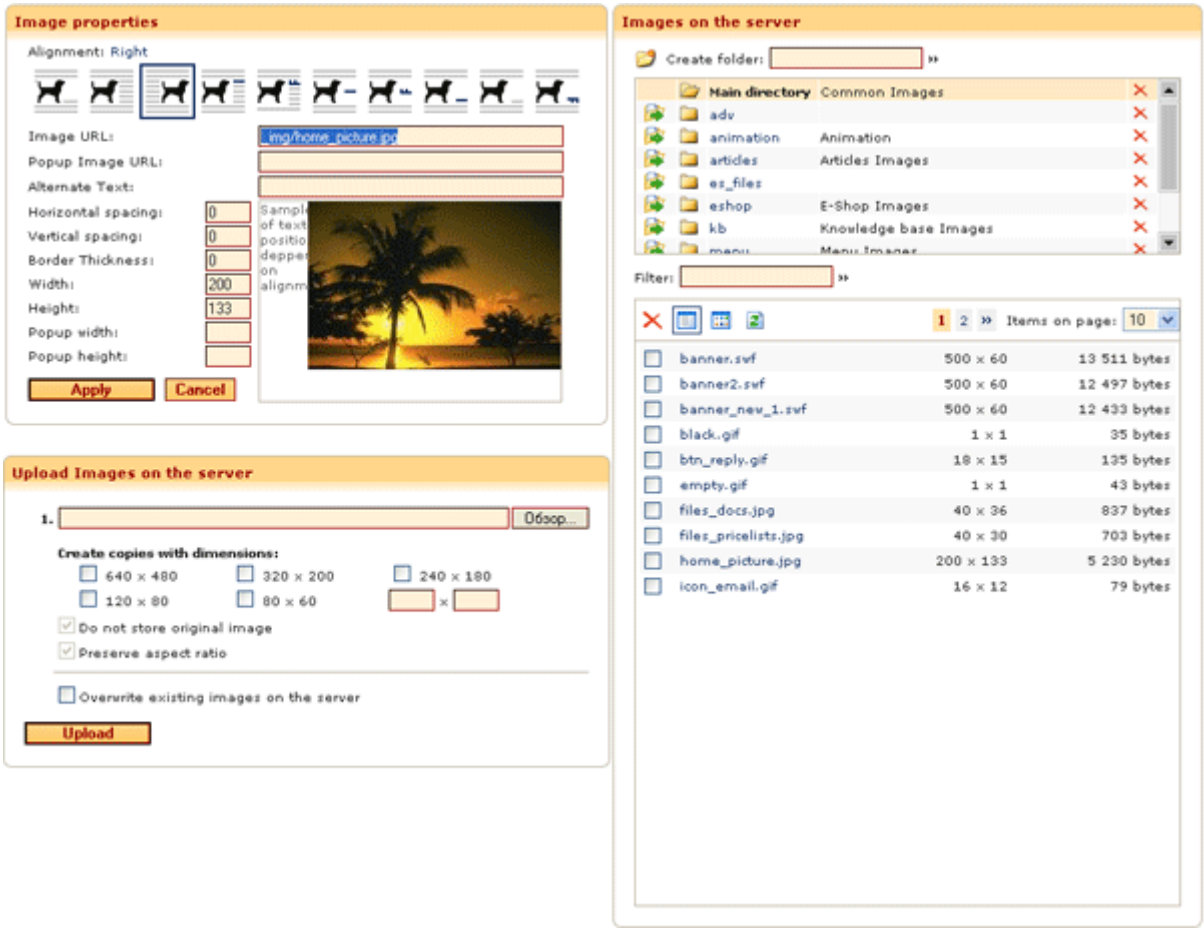

Figure 8

When adding a graphic file there are two choices:

1. **If the graphic file is not currently on the server.**
   First, you have to upload the file to the server. On the lower left side of the window (fig. 8), in the area called “Upload images on the Server” click the “Browse" button and choose the desired graphic file from your local machine. (This file may be located on your hard drive, CD ROM or a file server on your network) Next click on the “Upload” button. If the graphic file is already on your server you will need to overwrite it by checking the field “Overwrite existing images on the server”. The graphic file should appear in the block “Image Properties". After specifying any additional parameters (Alternate Text, Horizontal Spacing, etc.) – press the “Apply " button.
2. **If the graphic file already is on a server.**
   Select the folder that contains the image you want to use from the list of available folders. Next, select the image that you would like to insert on the page. The graphic file should appear in the top block “Image Properties ". After specifying any additional parameters (Alternate Text, Horizontal Spacing, etc.) – press the “Apply " button.

To insert a flash-animation, simply follow the same steps as if you were inserting a regular graphic file.

Additional Image Properties

- **Alternate Text.** (Also called the ALT text) The ALT text is meant to provide alternative or substitute text, primarily for use when the image is not being displayed. The most common mistake (apart from not using it at all) is to provide a description of the image, without considering what job the image was doing on the page, leading to results that can range from the incongruous to the absurd. The ALT text should be composed as a suitable textual alternative to the image: sometimes that might turn out to be a description of the image.
- **Horizontal/Vertical spacing.** This will position the graphic file on a vertical and horizontal axis. This allows you to better place the graphic on a page.
- **Border Thickness**. Width, in pixels, of a frame around the graphic file.
- **Width**. Width of the graphic file.
- **Height.** Height of the graphic file.
  (**Please Note:** Changing the width and height of the graphic by more then 10%, or changing on dimension and not the other, will cause the graphic image to be "pixilated" and not look right. If you need to change the graphic by more then 10% please use a graphic package such as Paint Shop Pro or PhotoShop)

Alignment: sets the alignment of the image relative to the text around it. The values for `ALIGN` can be divided into two groups: `LEFT` and `RIGHT`, which put the image on the left or right side of the page; and all the other values, which concern the vertical placement of an inline image.

- **Alignment: Not Set** – Means, apply no alignment to the image
- **Alignment: Left** - Puts the image on the left side of the page and causes the text to wrap around it:
- **Alignment: Right** - Puts the image on the right side of the page and causes the text to wrap around it:
- **Alignment: Top** - Aligns the top of the image with the top of the text.
- **Alignment: Text Top** - In some browsers, `TEXTTOP` aligns the top of the tallest text with the top of the image. In other browsers, `TEXTTOP` behaves exactly the same as `TOP`, aligning the top of the theoretically tallest text with the top of the image.
- **Alignment: Middle** - This value has particularly different results in different browsers. In some browsers, `ALIGN` aligns the *middle* of the text with the middle of the image. In other, it aligns the *bottom* of the text with the middle of the image.
- **Alignment: Abs middle** - `ABSMIDDLE` does what many people expect `MIDDLE` to do: align the middle of the text with the middle of the image.
- **Alignment: Baseline** - In most browsers `BASELINE` means the same thing as `BOTTOM`: align the image with the baseline of the text. See above for explanation of `BOTTOM`.
- **Alignment: Bottom** - Aligns the bottom of the image with the bottom of the text.
- **Alignment: Abs Bottom** - `ABSBOTTOM` aligns the image and the *absolute* bottom of the text (including any dangling text like with the letters j and y).

Filter.

Allows for filtering of the graphic files by using a combination of symbols found in the name of the graphic file. In order to filter for files it is necessary to enter the name of a file into the text field and press an icon "**»**". The search will filter on any part of the name of a file.

Inserting a background image

With Amiro CMS you can set background graphic files in tables and/or particular cells.

The background graphic file fills all the cells or the table in which you add it. If the size of the background graphic file is less than size of the cell or table it will be replicate in a mosaic pattern. Therefore, background graphic files should be created so that when it appears on the screen the border seams are repeating. This is very much like figure matching when applying wallpaper in a room. Usually a small graphic file, which doesn't take much time to upload, is chosen as a background.

To set or change the background graphic file, place the cursor in a cell of the table or select a table and press the "Set / Change background Image" button . The dialogue window is similar to the window described in "Inserting Graphic Files". The only real difference is that for the background files you can set parameters - "Repeat horizontally" and "Repeat vertically". (See figure 9).

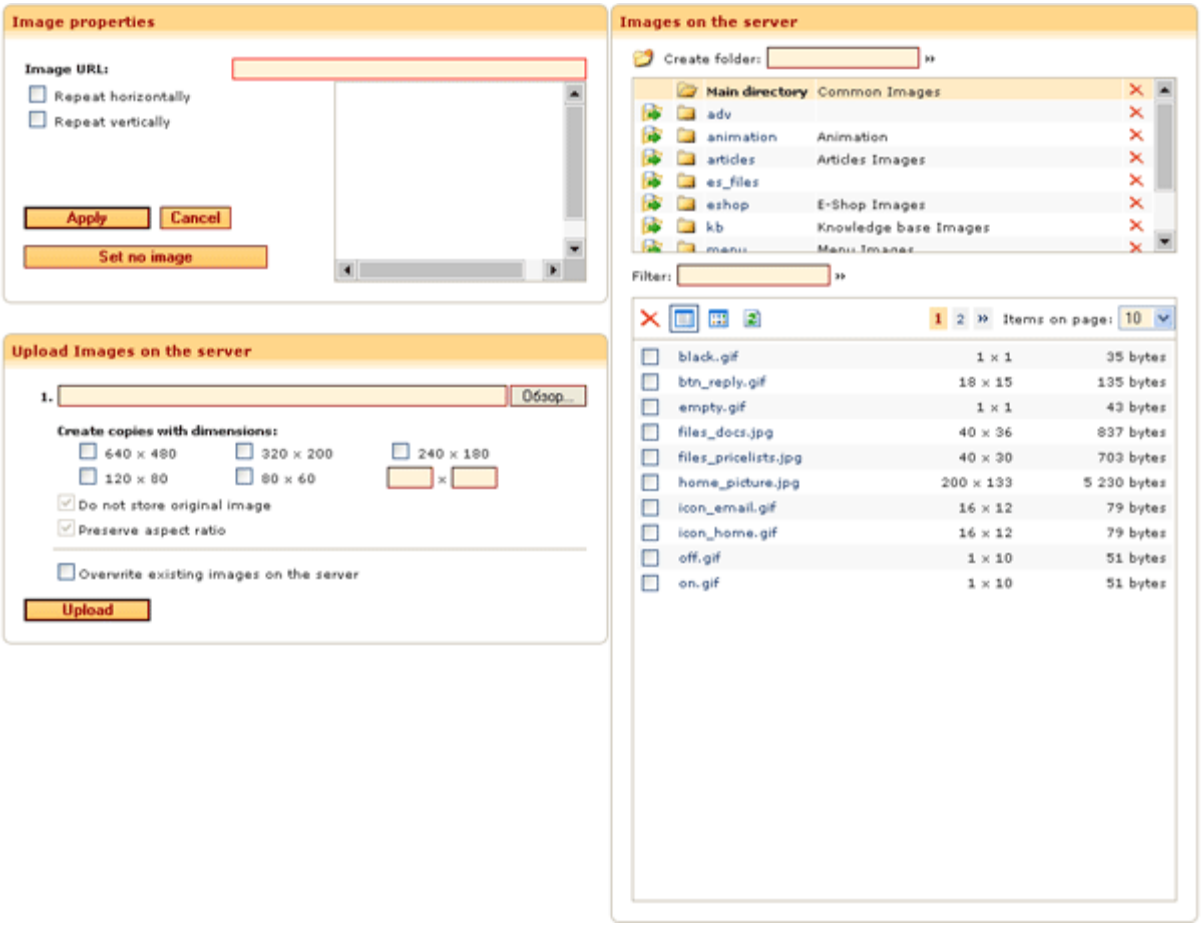

Figure 9

Creating Tables

With Amiro CMS you can easily create complex tables .

To create a table, move cursor to a place on the page where you want the table to appear and click the down arrow to the right of the Insert/Edit Table button **.** In the small pop-up window move your mouse across the window to select the number of rows and columns you would like for your table. Then simply click the let mouse button to create the table.

To change the table's parameters (rows, columns, or cells) click inside the cell or table that you would like to edit and click the Insert/Edit Table button **.** A pop-up window will appear and you can change the parameters of the table, cells, and rows, depending on what was selected prior to clicking on the Insert/Edit Table button**.**

If you selected the whole table, you will see the row and cell parameters written in plural and changes will be applied to all rows and cells. If only a single row was selected, you will see the header written in singular and will be applied only to this specific row. However, headers of the cell parameters for this row will be written in plural and applied to all the cells in this row. If the cursor was placed in a particular cell or a selection of text and you selected this cell, then the row and cell headers will be written in singular, with the row parameters applied to the current row and cell parameters applied to the current cell.

Table Properties

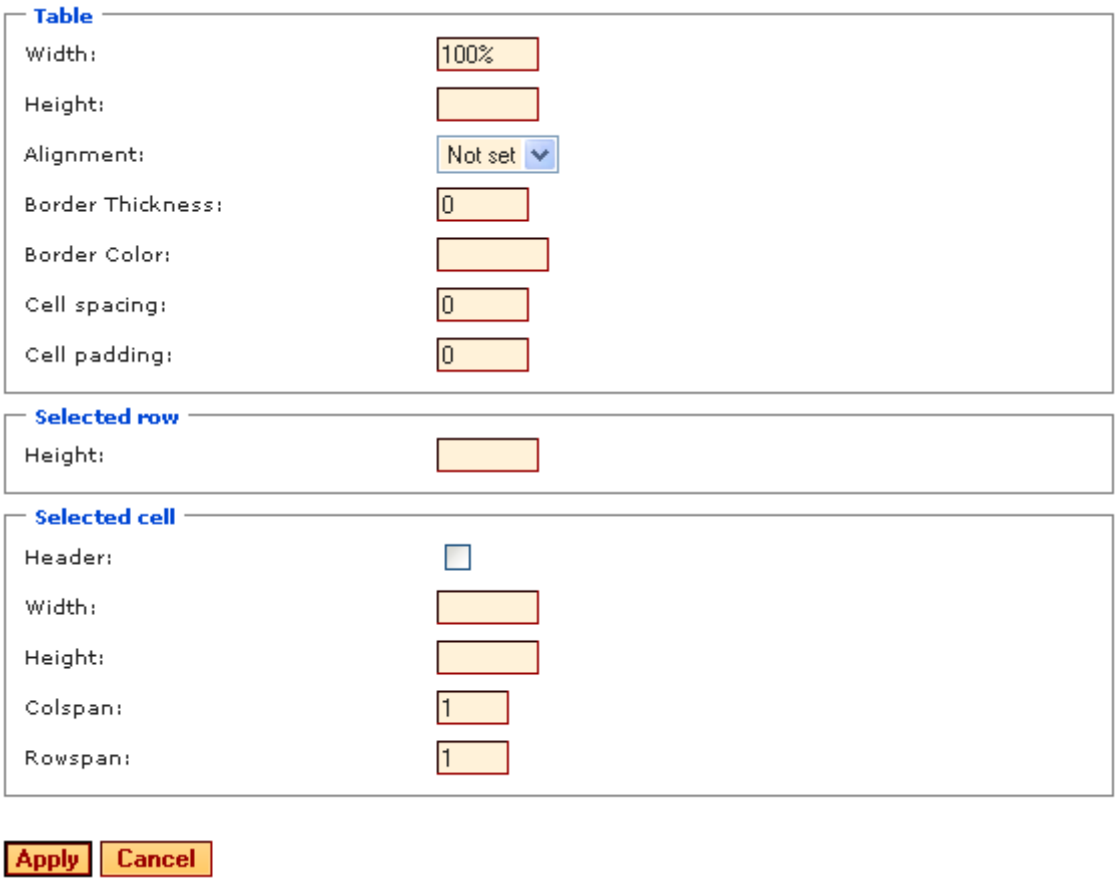

Figure 10

To set color of a background of a table or a cell, select the table or place the cursor in the desired cell, press the Set/Change Background Color button and choose a color. To place a background picture for the table select the object (the table or a cell) and press the Set / Change background button . Using the Pattern templates of the Amiro CMS allows placing commonly used elements or formatting into a page by using templates. To insert a Pattern template into the page - place the cursor on the page where you wish to place a template and press the Insert Pattern button, and in the dialog window choose the template you would like to use. In order to create a new Pattern template you will need to add them with the Patterns editor. (Start Page. Site Manager, Patterns).

Editing HTML code

Amiro. CMS allows you to work directly with the HTML code by editing pages in HTML mode.

In order to edit content in HTML mode - press the Visual mode/ HTML source mode button . To return to visual mode, press this button once again.

To go to a particular place in the HTML simply select the data that you would like to see in HTML (text, a picture, a cell, etc.) and press the Visual mode/ HTML source mode button .

You will then move to that area in the HTML code. (You will be able to edit and add java script in HTML mode, only. In visual mode your java-script will be replaced with a an icon <SCRIPT>)

Search and replacement

With Amiro.CMS you can search for and replace items in the Visual Editor. The Open search panel button opens the search panel.

The Search and Replacement Panel

Figure 11

Purpose of the buttons in the search panel.

To find and replace the first occurrence of the text enter the text and press the Replace button .

To execute search and replacement for all occurrences of the text press the Replace all button, after the operation completes you will see the results in a dialogue window.

Full Screen mode

If you prefer using a full screen editor while using the visual editor you can easily switch to a full screen mode using Full Screen button . The screen will change to Full Screen mode. To return into default view click the same button again.

Tips on working with the visual editor

Insert text from other applications

When inserting formatted text from other applications it is necessary to consider the following features of system:

If you insert text that also contains graphic files that are not being copied from a web-site (Copying from Microsoft Word, etc.) it is important to pay attention to the hyperlinks to these images.

- If image's hyperlink leads directly to another website and is absolute (i.e. starts from http:// and contains the complete domain name and path to the image), then the image will be displayed correctly on your website. However, should this image to be removed from the original website (the one you copied from) it will no longer be displayed on your website.
- If the image hyperlink leads to another website and is relative (i.e. does not begin with http: // or is from some other place, for example graphic files/, _img/, etc.) that graphic file will not be displayed on the site for other people who browse the site.
- If you copy and paste text with images from any office application, the images also may not be correctly displayed on your website.

In order to avoid problems with your images, and to have your content displayed correctly, you should first save each image on your hard drive, and then upload them to the server.

(In order to save a graphic file from a site, right click on it and choose "Save picture as … ". Remember that graphic files on other sites may be copyright protected.).

To keep the original formatting and styles of you website, please keep the following instructions in mind: (If you are copying data from another site you may "pick up" the formatting of the other site. This will cause your site to display improperly.)

- Do not select an entire block of text. Select it by paragraphs, and insert each paragraph separately.
- Do not select unneeded headings and graphic files. Sometimes if you select only one unneeded line from another site and it will copy twice as much HTML code into your site and will make it hard to work with in the future.

The best to copy text is to consistently copy each paragraph separately, this way you can avoid overloading the pages with unneeded formatting tags and keep the page easy to work with in the future.

Working with paragraphs

While working with Amiro CMS visual editor please keep the following rules in mind:

- Pressing the Enter key not only separates text lines, but also closes the current paragraph and opens a new one. It will also appear as a Double Space.
- To insert a singe space, hold down the Shift key and press Enter.
- Different styles for aligning and indention may be used in the same paragraph. That means if you select part of the text inside of a particular paragraph and then apply certain

formatting rules, the change will apply not only to this selection, but also to the whole paragraph. The same applies to the formatting of headers.

- Also, please keep in mind the other rules that apply to working other editors, such as Microsoft Word™. We recommend referring to the formatting rules that apply to Microsoft Word™ . By following standard editing procedures you will keep your website looking professional.

The Control panel of the Site Manager

The Control panel of the Site Manager is an interactive Site Map and way to add and delete pages from your website.

The interface of the Site Map

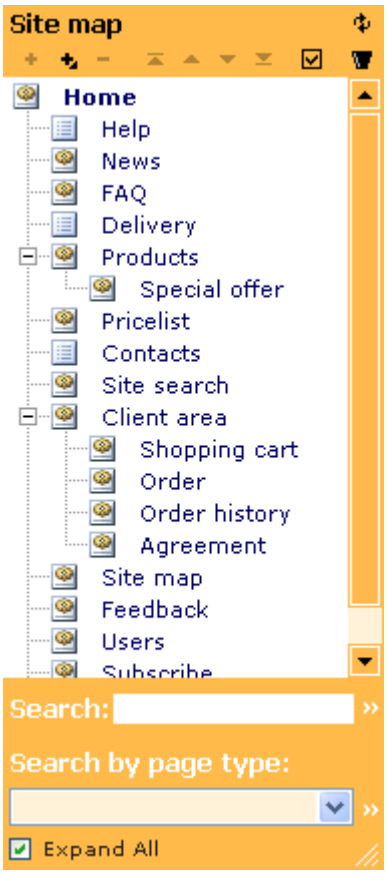

Figure 12

Icon	Purpose
	Add a neighbor page (On same navigation level)
	Add sub page (Under the selected page)
	Delete page/pages
	Move Page to Top
	Move up one space (Above next page)
	Move down one space (Below next page)
	Move Page to Bottom
	Group operations (Turn on or off)
	Reload
	Recycle Bin

*Pay attention to the diagonal strips in the right bottom part of the Site Map. You can stretch and compress the Site Map. Place your mouse on the diagonal strips of the Site Map and hold down the left button.

Copying, moving and removal of pages

The Interactive Site-map allows you to use drag-and-drop functions while working with the tree-view navigation map, this means that you can easily and quickly copy, move and delete pages, and whole sections, of your site with just your mouse.

As the Type of Page for each page is unique, do not forget to set a the Page Type for each page or pages of each section after you copy them.

To **move** a page or whole page section (category) to another location, place your cursor on the page you want to move and hold down the left mouse button. Now drag it under the page where you want it to be displayed, and then release. (See figure 13).

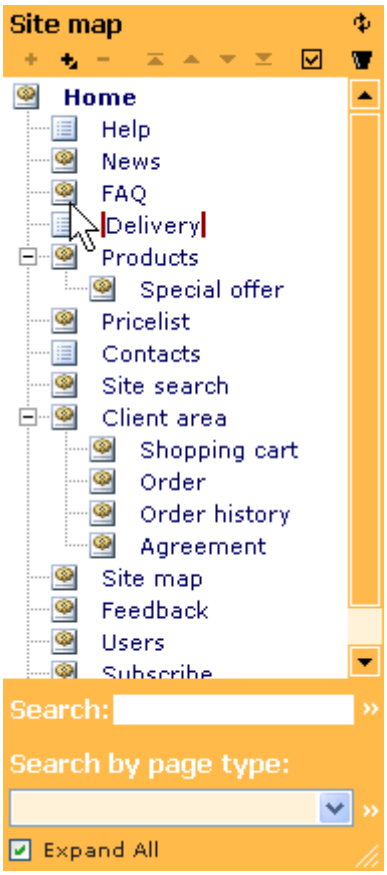

Figure 13

To **copy** a page or section, follow the same procedure as above, except, hold down the Ctrl key on the keyboard. Move the page or pages, release the mouse button and then release the Ctrl key.

To delete a page or section from the Site-map without leaving your currently open page, left mouse click and hold on the page or section and drag it to Recycle icon **[☛]** at the right upper corner in the interactive sitemap toolbar.

Create a new page

The toolbar panel of the Interactive Site Map contains two buttons that allow you to add neighbor or sub pages.
Click the Add a neighbor page button **[+]** to create a new neighbor page, the page will be created with the Name “New page” and will be ready for you to edit. You can change Page Layout or simply start adding content to the page.
To create a sub page under another page click on the page that will be your “base” to start from. (Once you have clicked this page it will be **bold**.) Now click the Add a sub page button **[+]**.
Each page that you create also has automatically generated hyperlinks to the page, heading and keywords, if they are not set manually by the user. This is done automatically when saving a page.
(More information about automatic generation of hyperlinks and keywords can be found in section “Automatic generation of headings, hyperlinks and keywords”

Page Layout

Amiro. CMS allows you to change the structure and appearance of your pages by using the Page Layout selector. This can be applied on a page by page basis, or to entire sections of your site by using the Group Operations button.

Selecting webpage layout and a page block

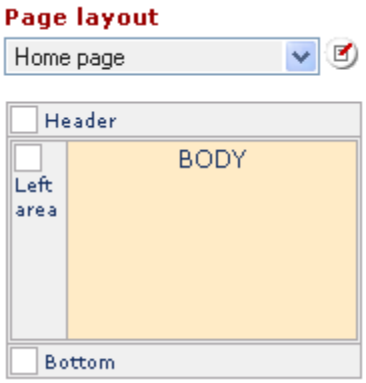

Figure 14

The appearance of each webpage is defined by the Page Layout that has been created for the given page. Each page consists of its own block – body (block “TEXT “in figure on the right) and blocks of a layout such as "Left block ", "Heading" and others.

Any blocks of a layout that have identical names are updated simultaneously on all pages no matter which layout is used. In other words, the block named "Heading" always be identical on all pages and will not depend on what page you edit. To replace a layout of a page all you have to do is choose a different layout in the list located directly above the graphic representation of the page layout.

Editing of page

Form of editing

Amiro CMS allows you to quickly and easily change of the name, type, and address (URL) of your webpages. The page name is displayed on page title, menu, site map, and section map.

Type of Page defines whether this particular page is a static page (Meaning that its content is created using Site Manager), a dynamic page (Meaning the page contains one of the Interactive Modules), or this page is a link to another page or to another site on the Internet.

The form of editing of page

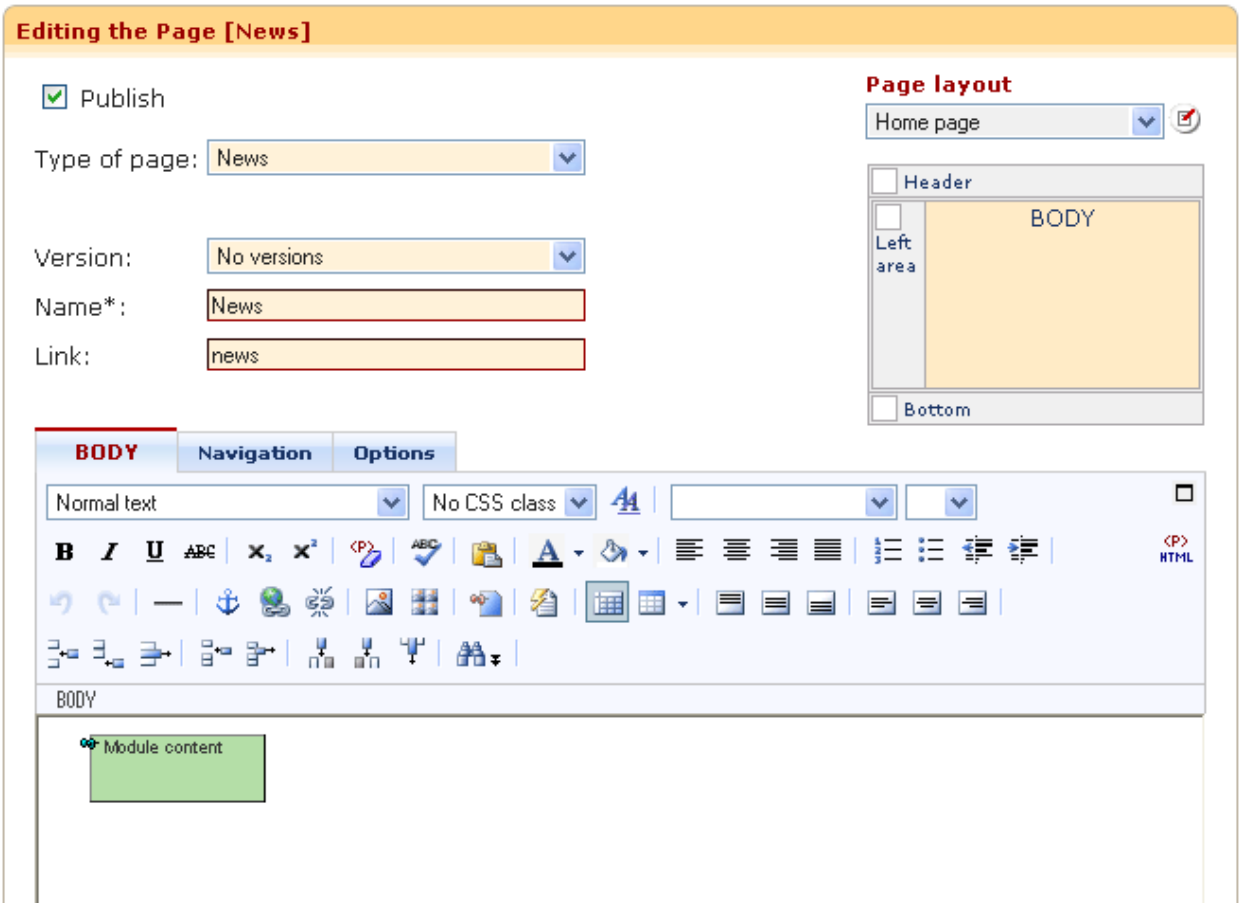

Figure 15

Template

The Template allows you to specify which template file should be used on a particular page. It allows using different formats for multi page modules on different pages. For example, on Downloads, the list of files available for download can be formatted in single column without graphic icons, while in the Price List the same files can be displayed with description, graphic icons, number of columns, and sorted by categories.

In order for Template to show up in the drop out list, there has to be a template with a suffix [_anyname]. For example: for the module News the base name refers to “news.tpl” and in order for a template to show up in the drop out list, you have to create: “news_anyname.tpl”

Versions of pages

Amiro. CMS automatically keeps a version history for each page when you save a page. When you save a page the system creates a new version of the page and deletes old, irrelevant versions. The system stores the last 5 versions in past 24 hours, the last version for each of the previous 7 days and last version of the past 30 day time frame. To replace the version, all you have to do is select that version from the list.

Page Layout

Amiro.CMS Site Manager's interface shows the template structure of the currently active page in the interactive table.

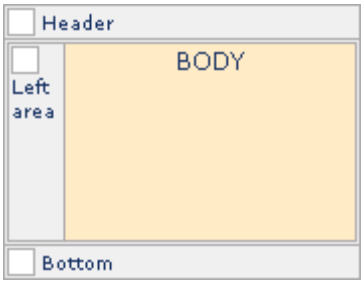

Figure 16

Each page of a site is broken into blocks, for example: a header, the left part, the right part, a middle part, the bottom part, and also - the body of page - the information block (on fig.15 field "TEXT").

The block is a part of a page that can be identical on different templates or variations of a template. All blocks, except for BODY, contain the design structure, and the main block (BODY) shows the content of a page.

You can edit any block of a page layout just as easily and you can the page body. Simply click on the block in the interactive table of the page layout and the block content will be available for editing in the Visual Editor.

The chosen block of a page layout is displayed up with a yellow background. If the block content was changed but wasn't saved the name of the block is displayed in red.

If a non-standard design of one or several pages is needed (for instance, you do not want to publish news in the left hand of a page that has a price list) you can protect the left block on this page. It means that any changes in this block on this page will not be saved to the other pages of the site that have this same block. To protect a block , or to remove protection - click on an icon in the top left top corner of the block. The graphic that looks like a thumbtack means that the given block is now protected.

Special blocks of the dynamic content

The Button on the toolbar panel of the visual editor opens an emerging window

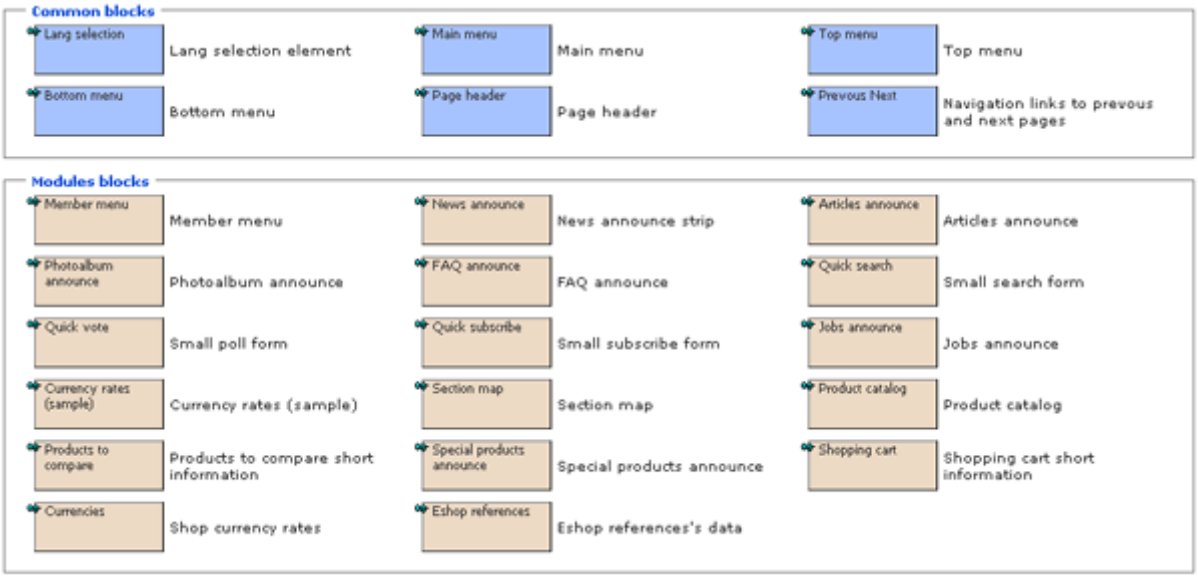

Figure 17

If the name of special block is dim, it means, that the corresponding module is not established. For addition special block on page it is necessary to stay on the needed place on page, to press an icon “To insert/adjust special block “on the toolbar panel. In the open window (fig. 16) choose a desired block with by click in on it with the mouse.

Purpose of Special Blocks

Special Block	Purpose	Special Block	Purpose
Lang selection	Language Selection	Member menu	Member Menu for E-shop users, subscribrs and so on
Main menu	Main Menu	News announce	News Announcement
Top menu	Top Menu	Quick search	Small Search Form
Bottom menu	Bottom Menu	Quick vote	Quick Vote Form
Page header	Page Header	Quick subscribe	Quick Subscription Form
Page header	Navigation links to previous and next pages	Section map	Section map
			Brief list of the designes of sites in the builder
		Products to compare	Product Comparison

		Product catalog	Brief list of catalogue categories
		Special products announce	Brief list of Products
		Shopping cart	Small block of Cart
		Currency rates (sample)	Currency rates block (example)

Page Title, Keywords and Description

Amiro.CMS allows you to define the Page Title, the page Description and the Keywords for your site on a page by page basis, .You can set these parameters in the "Options" tab.

You can also “Inherit title" for this page. This means that the Page Title for this page will be added to the Page Title of the parent page and displayed in the title of this page. This is useful to show the location of this page in the browser.

Additionally you can enter the description of the page and keywords, this information is used by search engines to place you in their listings.

The form of keyword input

Figure 18

The system shows the number of characters entered into each area to help estimate the efficiency of key phrases. For Page Title, the first figure shows you which character you cursor is at, and the color shows you the importance of the word you are at with regard to search engines.

- Green (1-30)= Good
- Yellow (31-60)= Not as important
- Red (61+)= Will most likely be ignored

Amiro. CMS also automatically generates Tiles, Keywords and Descriptions, if they are not entered manually. For more information please see the section: “Automatic generation of headings, hyperlinks and keywords”.

Management of Main, Top and Bottom menus

Amiro.CMS allows you to display links to various pages in the main menu and two additional menus. (Top and Bottom) To display a page in a particular menu simply put a check mark in the appropriate check box in “Navigation" tab for that page.

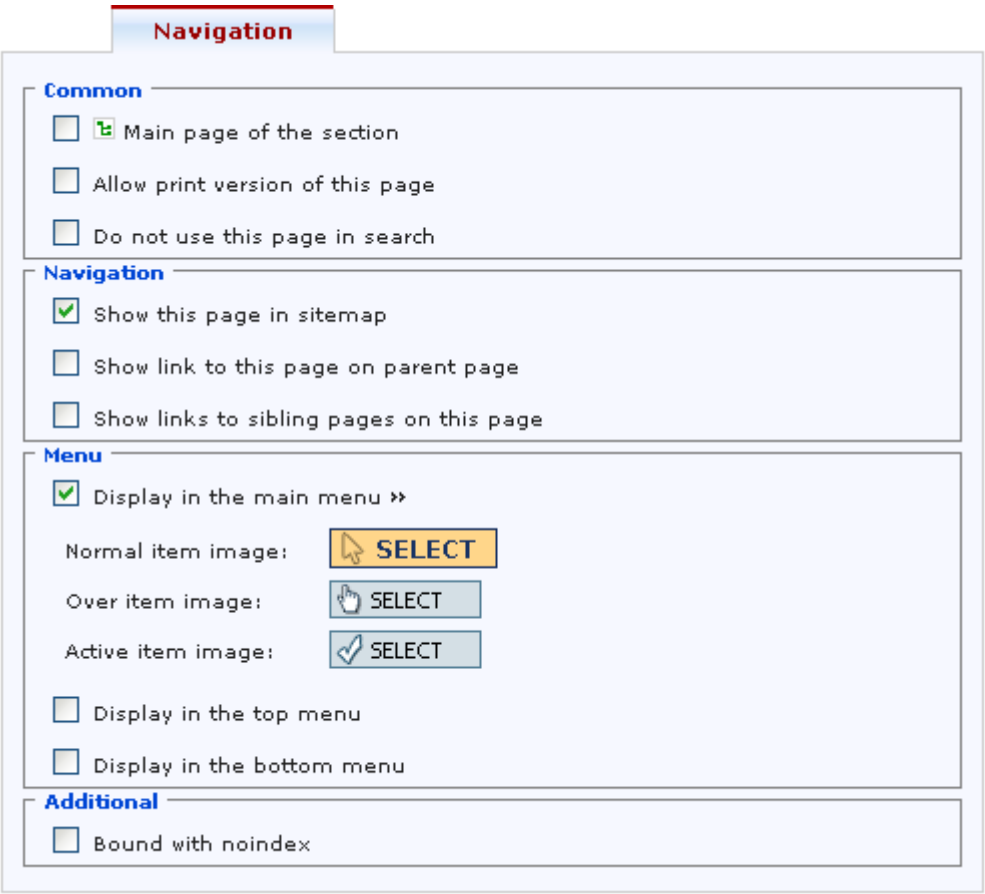

Figure 19

If you would like to create a graphic menu, including and animated menu, you can set images for each of the items of the Main Menu.

You can also set additional navigation parameters under the Navigation tab. You can include or switch off the display of the page in the “Site Map". You can allow or deny the ability for this page to show up on the “Parent” page or the “Sibling” pages with a simply mouse click in the corresponding checkbox.

Page Search

Amiro CMS allows you to find required page in the Site Map area using the address (URL) or the name of a page. To find a page, enter the name, or part of the name, and press **[»]** or **[ENTER]** on your keyboard. If the page is found, it will open for immediate editing.

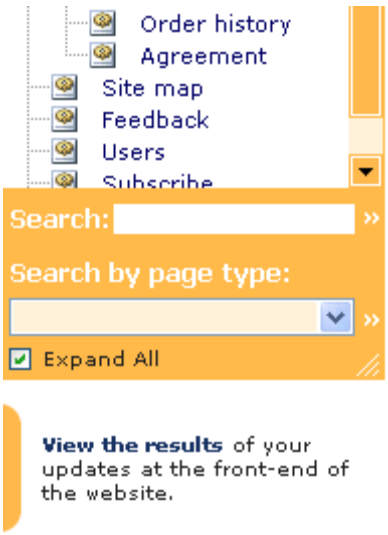

Figure 20

Changing Page Order

Amiro. CMS allows you to visually set the order of pages in the menu, the site map or a section map. To move apage upwards or downwards use the following buttons in toolbar panel.

The control panel order of pages

Icon	Purpose
	To move upwards, page will be first in the list
	Move above, the page will move one page up
	To move below, the page will move one page lower
	To move downwards, the page will be last in the list

Group Operations

Amiro. CMS allows you to easily change various parameters for several pages at a time. To access group operations, press the Group Operation button **[☑]** in the toolbar panel of the Site Map. Next to each name of the pages there will be a check box that allows you to choose several pages at a time. There will now be a form for group operations.

The Group Operations Form

Figure 21

Selection of pages:

- Select/Deselect a page - Click the mouse beside each page;
- Select/Deselect a page – with all subordinate pages: Ctrl+Click
- Select/Deselect a page with all neighbor pages (on the same level): Alt+Click
- Select/Deselect a page with all subordinate and neighbor pages: Ctrl+Alt+Click

Available group operations (are applied to the chosen pages):

- Change Layout
- Set Visible area
- Publication page
- Inherit Title
- Make Main page of the Section
- Allow Print Version
- Make visible in Site Search
- Display in Site Map,
- Display in Main Menu
- Display in Top Menu
- Display in Bottom Menu
- Automatic generation of headings of pages and keywords
- Automatic generation of hyperlinks to pages in Site Map

ATTENTION: Changing of addresses of pages will break any currently published links to these pages on another sites and search catalogs and so on.

Group operations are applied only to the chosen pages and will not be applied to the current page if it is not chosen.

Pay close attention when performing group operations. You can seriously damage your site.