

Using the SiteNow Pro Editor

SiteNow™ CMS Pro is in the late stages of development. There are no major issues, but a few minor ones. This is alpha software, used by Autograff for development, not yet offered to the public.

1. Log into the editor with the default login: **authadmin/admin123**
2. Create other users with admin rights, and for security, delete the default user.

Add Sections and Pages

The editor gives you the capacity to add sections by clicking **Add Section**, and pages by clicking **Add Page**. Links to sections displayed horizontally across the page. Your web designer can configure the links to display vertically if desired. Links to local pages within a section are usually displayed in a vertical list on the left side of the page.

Identify Sections With Images

SiteNow gives you the ability to add an image to illustrate a section. The placement of the image is completely controlled by the style sheet, so you can define its container any way you wish.

To add an image to a section, click on the section link and click **Edit Section**. This will open up a form. A dropdown is labeled **Select Section Type**, and gives two choices. If you choose **text**, there is no image associated with the section. Text entered in the **Button Text** field becomes the section link; text entered in the text area does not display at this time. However, if you choose **textimage** for the Section Type, SiteNow gives you an upload interface to add an image. An image is written into the database in binary form, not stored in a directory. This image is displayed as an identifier, according to your web design's styles, on every page in the section.

Building Pages

Pages are built using **Page Blocks** like building blocks, from the top down. The first page block is the "parent block". Its record number is stored in the database, and each subsequent page block is associated with it. As page blocks are added, a list of links to each block is built at the top of the page. This is convenient for rearranging page blocks with the arrow buttons, and for jumping to a block that needs an edit.

Choose a section via the links across the top. Click a page link at left, and the editor opens up. Edit the first page block, then go on to add others.

Each page block has four possible elements. The text block contains a heading, subheading, and two kinds of text. [Explore the other block types](#) to see what they have to offer. There is a Crosslink block type for linking to pages within the website. Crosslink allows you to select any section and/or page and link to it automatically by choosing the

page from a dropdown list. See the list of block types at the end of these instructions for more detail. The **Add Page Block** button is bright blue, so it's easy to find. It's the most used button on the page, next to the **Save Changes** button. Once blocks are added, they can be moved up and down using the arrows in each block, or the arrows in the list of links at the top of the page.

The fields in page blocks will take standard html. If you have a long subheading and would like to break the line at a certain word, enter a `
` tag after the word, and it will display correctly.

For detailed formatting, there is also an HTML page block. Enter HTML code there, and it will be displayed.

Adding Images to pages

Add images to pages by adding a page block and setting it to the Image or Textimage page block type. Textimage allows an image to be placed left, right, or center, and allows text to be entered. If the image is aligned left or right, the text will wrap around it if the image size and volume of text allow it. If the image is aligned center, the text will appear below it.

Adding Links to pages

There are three ways to add links to pages automatically: html link, email link, and crosslink. Add a page block and set it to one of these types.

HTML Link: This allows you to enter link text, a URL and an explanation.

Email Link: This allows you to enter link text and an email address.

Crosslink: This allows you to enter link text, then select a page from a dropdown menu of all sections and pages in the site. Use crosslink for linking within the site.

Adding Documents for Download

Add documents for download by adding a page block and setting it to the Document page block type. Upload a document (your settings allow documents of up to about 5MB). A link is automatically created to it, giving the document file name, type, and size. You may enter explanatory text.

Publishing and Hiding (Un-publishing) Pages and Sections

When they are first created, sections and pages are Unpublished, indicated by a red P. Click the red P to publish, and click the gray-green P to un-publish. Pages can be assigned to users, so certain users can edit pages and save them, but only publishers may publish them.

Extra formatting

The text2 element of the first page block may be styled to appear as a side bar. The proper code in the style sheet will have to be provided by your web designer. The designer will need to position the div element that contains the text2 text absolutely, appropriate to the design, and set it to the right or left. Then, if text is entered in the very first text2 field on the page, the sidebar will appear. *For some designs this is not appropriate.*

Custom HTML

You may enter html in any heading, subheading, link text, or text area. This includes tags, adding bold and italic formatting to text in a text1 or text2 area, and creating inline links in text1 or text2 areas. If you enter codes for symbols, such as & for an ampersand, in a non-html block, the rendered symbol will replace it when it is saved and reloaded. This is not the case in the html page block.

Forms in HTML blocks

You may create forms and paste the complete HTML into an HTML page block. **The only limit: DO NOT include text areas in the form fields**, as they will conflict with the HTML textarea that contains them, and render the submit button in the editor page. Once this happens, you may have to delete the entire page to repair the problem.

Structured Information

Properly structured information helps visitors navigate your pages, helps those with disabilities who use assistive technologies, and is a factor in search engine rankings. In html code, the overall page heading is tagged as **h1**. The heading in subsequent page blocks is **h2**. The subheading level is **h3**. Unless your information is complex, you will probably not need more than this. If you do, you may enter heading tags in any text area or HTML block.

Assigning Pages to Users

Create a user in CM_users.php (click User Mgmt on the editor page), and give the user the permission level you wish. There are four levels: Admin, Publisher, Staff, Member. When no permissions are assigned to a page or section, the access is Public. NOTE: Groups are not active at this time.

Assign permissions to sections and pages in the Editor as follows:

Permissions for Sections:

By default, permission level is set to Public. Assign access to sections by clicking the section link in the horizontal menu, and choosing the permission level from the **Set section access** dropdown menu.

Permissions for Pages:

By default, permission level is set to Public. Assign page access by clicking the page link in the left menu, and choosing the permission level from the **Set page access** dropdown menu.

Hiding Pages in the Left Menu

Pages may be created and published with public access, but not made visible in the left menu. Examples could include a thank-you page as a redirect from a form submission, or a series of answers for an FAQ page. You want the page to be visible to the web visitor who submits a form, or clicks a link, but you don't want "Thank You," or a number of FAQ answer titles to show in the left menu.

Create a page, and enter a page heading, but no link text. When you publish the page, it won't show in the left menu, but you can crosslink to it in the editor, or link to it from another page. In the editor, it will show in the left menu with the label (No link text).

Block Type	Description/Content
Text	Heading, Subheading, Text1 and Text2
Textimage	Heading, image, alignment, text and caption
Image	Heading, image, alignment and caption
Document	Heading, document upload, and description of document This creates a link to the document for visitors to download.
Html link	“Hot text” for link, link url, choice to open the link in a new window, and text description for the link.
Email link	“Hot text” for the link, email address
Numbered list	Heading, subheading and text area for list
Bulleted list	Heading, subheading and text area for list
Crosslink	Text for link, dropdown of sections and pages to link to.
Html	Text field whose contents do not display at this time, and a text area for entering html code.