

# Instructions on managing your new acorn website.

Your Acorn website comprises two parts:

The **public website** that everyone sees, and the administration area which is for you alone. The **administration area** is the password protected area that allows you to manage all aspects of your website content.

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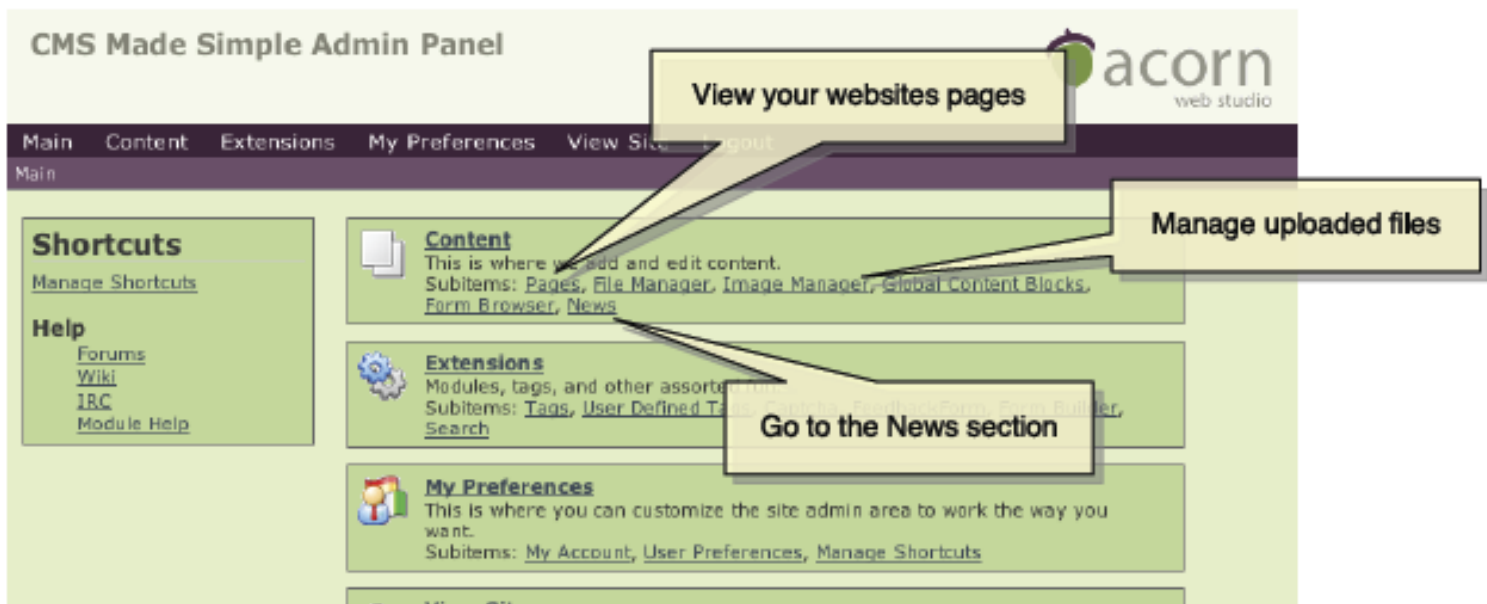
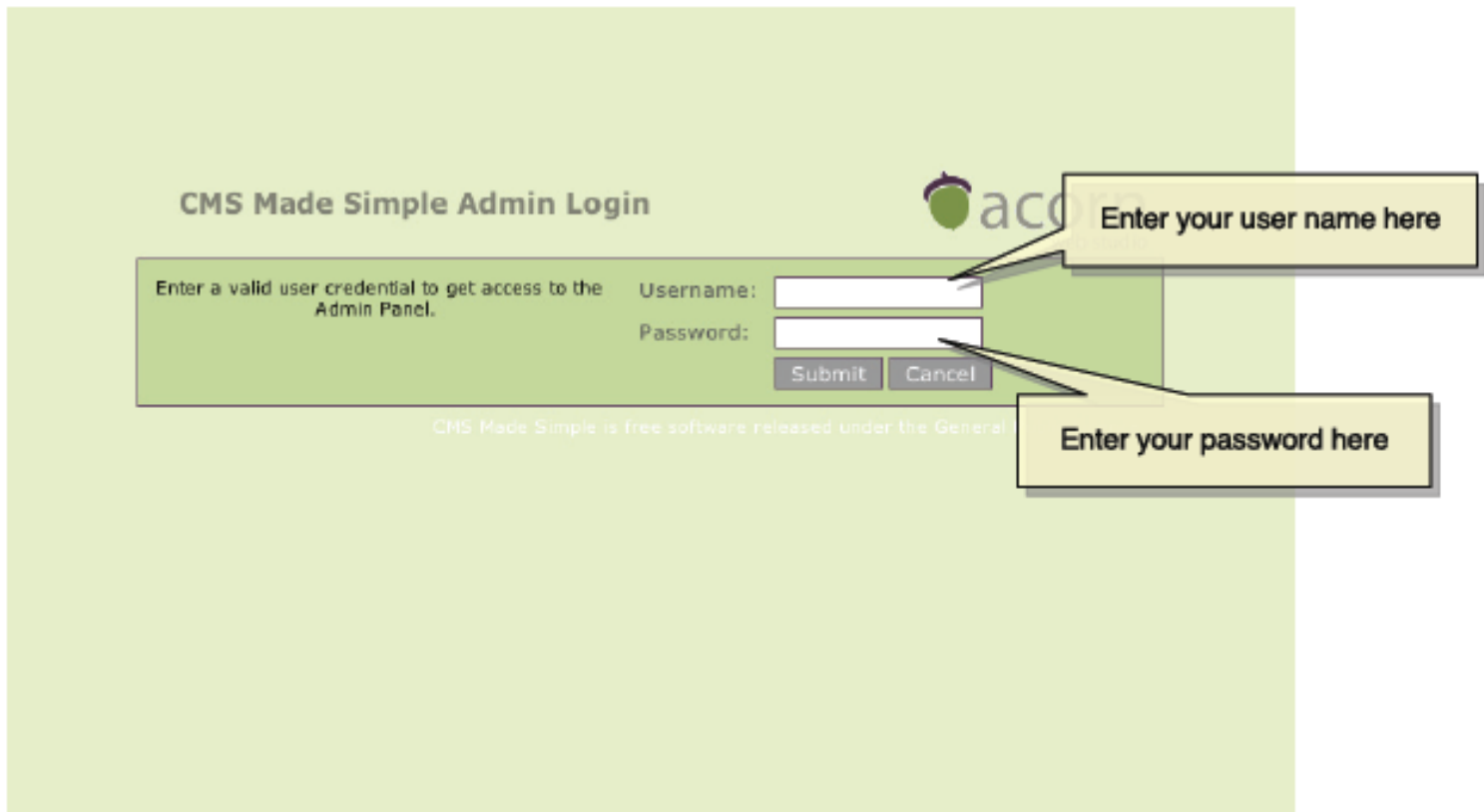
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# 1. Logging in to your website

Your website can be found at: <http://www.yourwebsite.com.au/admin/>

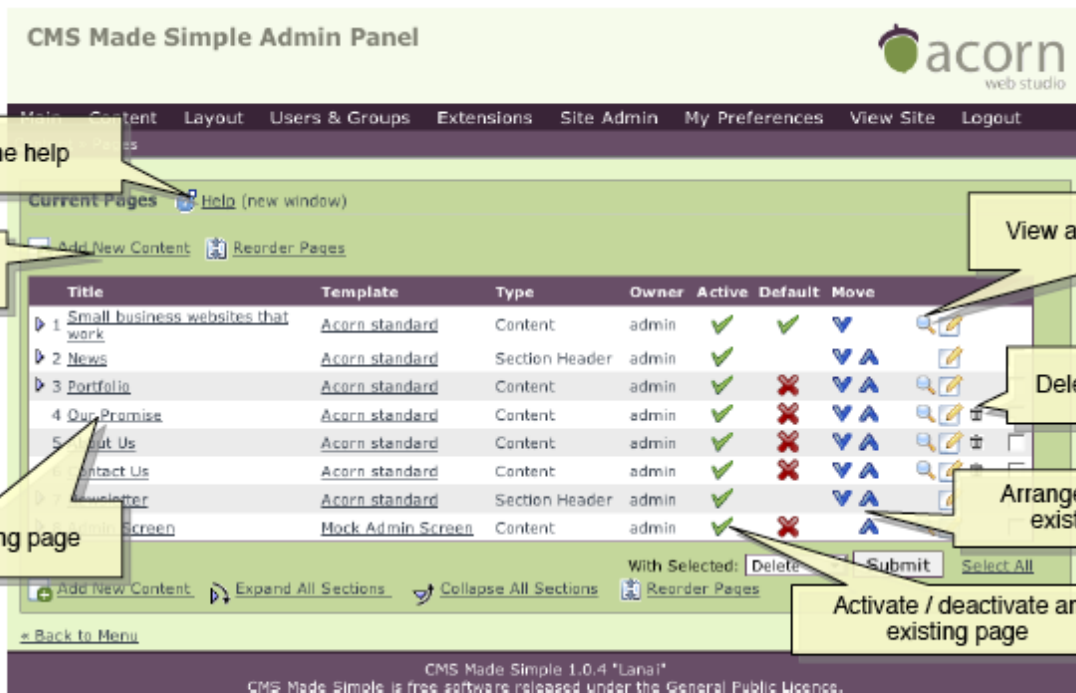
username: yourusername

password: yourpassword



## 2. Viewing your website pages

Simply click on the Pages option from the Content menu and you will be able to view every page in your website. From here you can add and delete, edit and even re-arrange your entire websites' page structure.



**CMS Made Simple Admin Panel**

acorn web studio

Main Content Layout Users & Groups Extensions Site Admin My Preferences View Site Logout

Current Pages Help (new window)

Add New Content Reorder Pages

Title	Template	Type	Owner	Active	Default	Move	
1 Small business websites that work	Acorn standard	Content	admin	✓	✓	▼	[edit] [delete]
2 News	Acorn standard	Section Header	admin	✓		▼ ▲	[edit] [delete]
3 Portfolio	Acorn standard	Content	admin	✓	✗	▼ ▲	[edit] [delete]
4 Our Promise	Acorn standard	Content	admin	✓	✗	▼ ▲	[edit] [delete]
5 About Us	Acorn standard	Content	admin	✓	✗	▼ ▲	[edit] [delete]
Contact Us	Acorn standard	Content	admin	✓	✗	▼ ▲	[edit] [delete]
Newsletter	Acorn standard	Section Header	admin	✓		▼ ▲	[edit] [delete]
Mock Admin Screen	Mock Admin Screen	Content	admin	✓	✗	▼ ▲	[edit] [delete]

With Selected: Delete Submit Select All

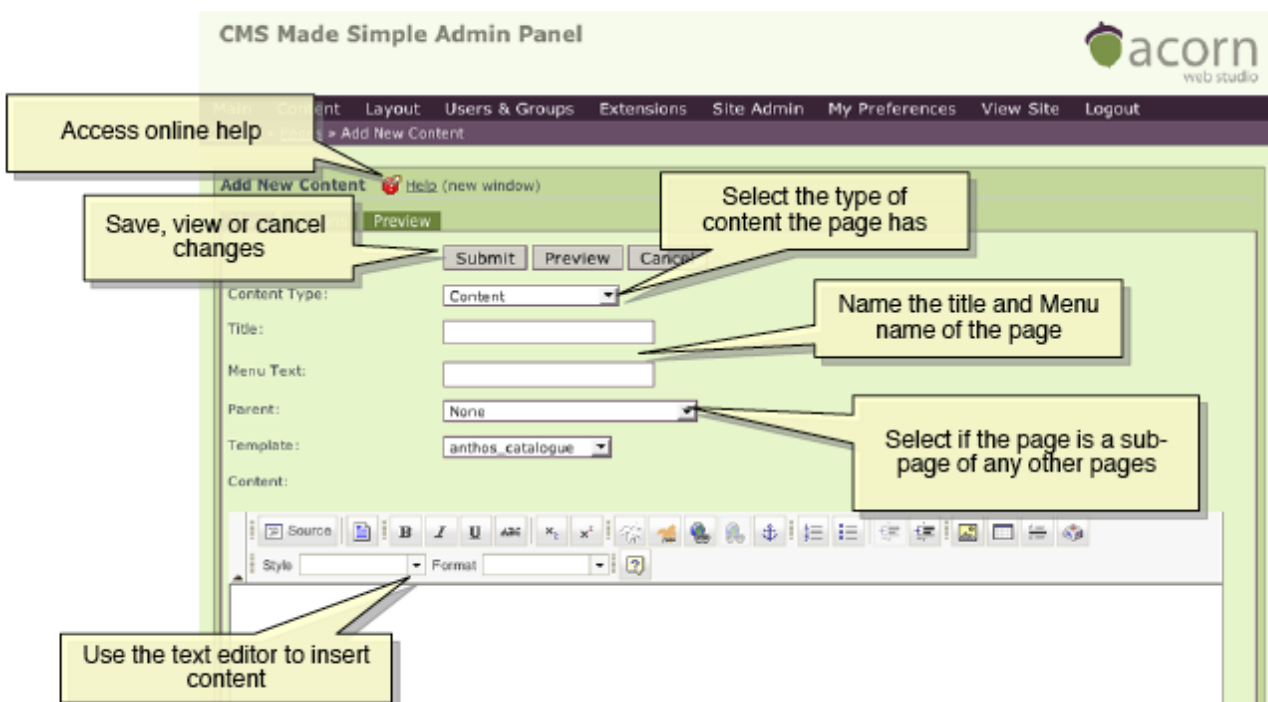
Expand All Sections Collapse All Sections Reorder Pages

Back to Menu

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**Callouts:**

- Access online help
- Add a new page
- Edit an existing page
- View an existing page
- Delete an existing page
- Arrange the order of existing pages
- Activate / deactivate an existing page



**CMS Made Simple Admin Panel**

acorn web studio

Main Content Layout Users & Groups Extensions Site Admin My Preferences View Site Logout

Add New Content Help (new window)

Submit Preview Cancel

Content Type: Content

Title: [text input]

Menu Text: [text input]

Parent: None

Template: anthos\_catalogue

Content: [text area]

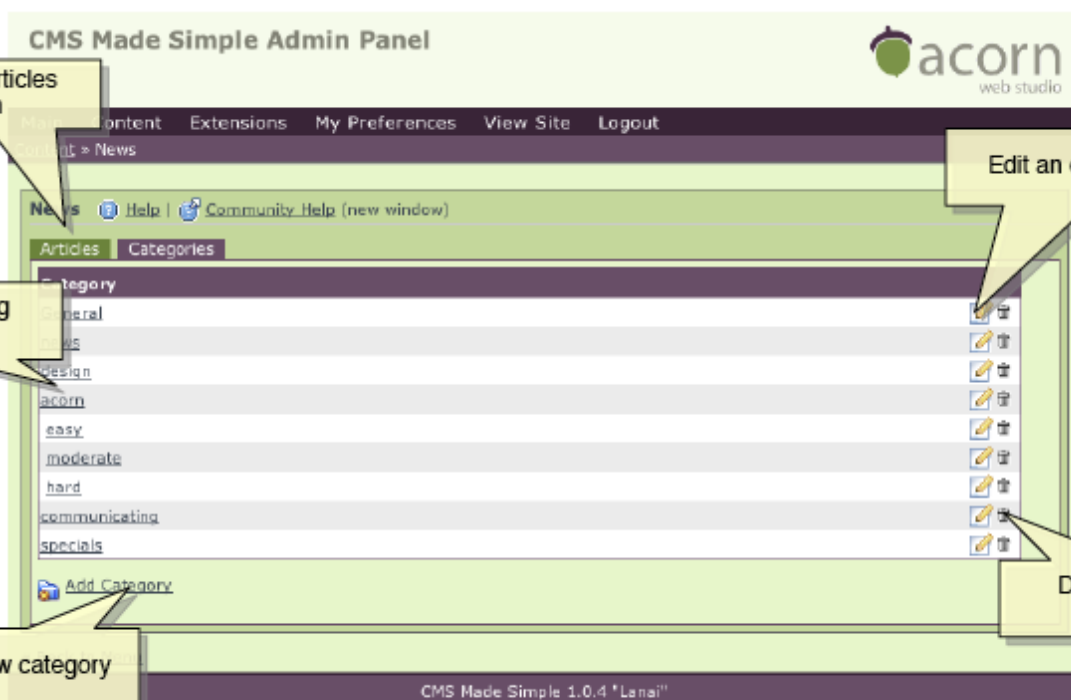
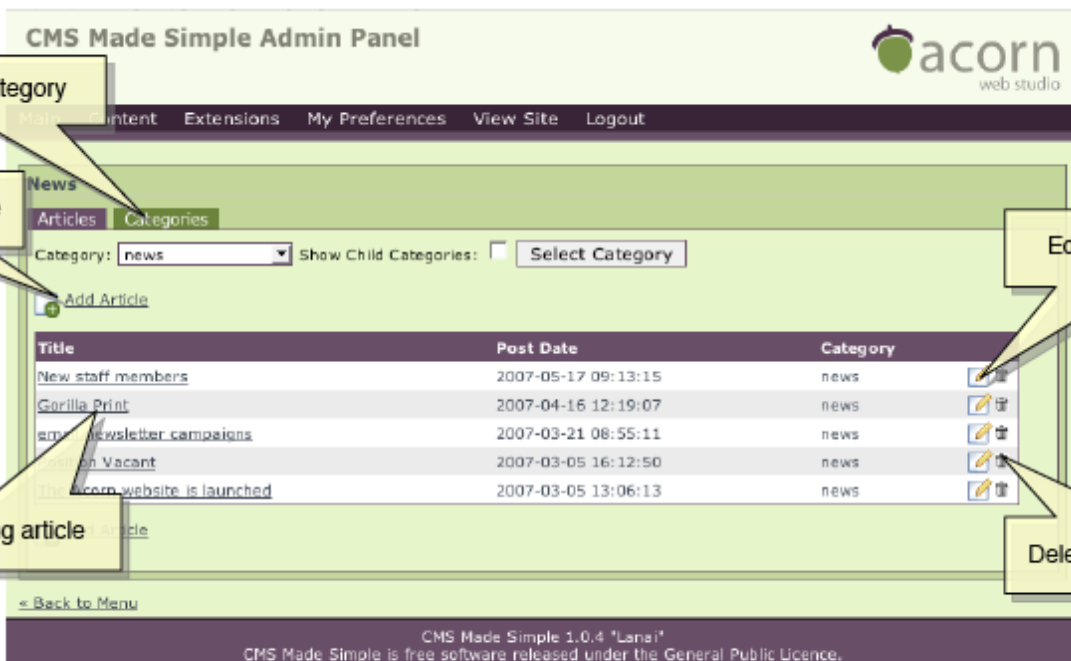
Style: [dropdown] Format: [dropdown]

**Callouts:**

- Access online help
- Save, view or cancel changes
- Select the type of content the page has
- Name the title and Menu name of the page
- Select if the page is a sub-page of any other pages
- Use the text editor to insert content

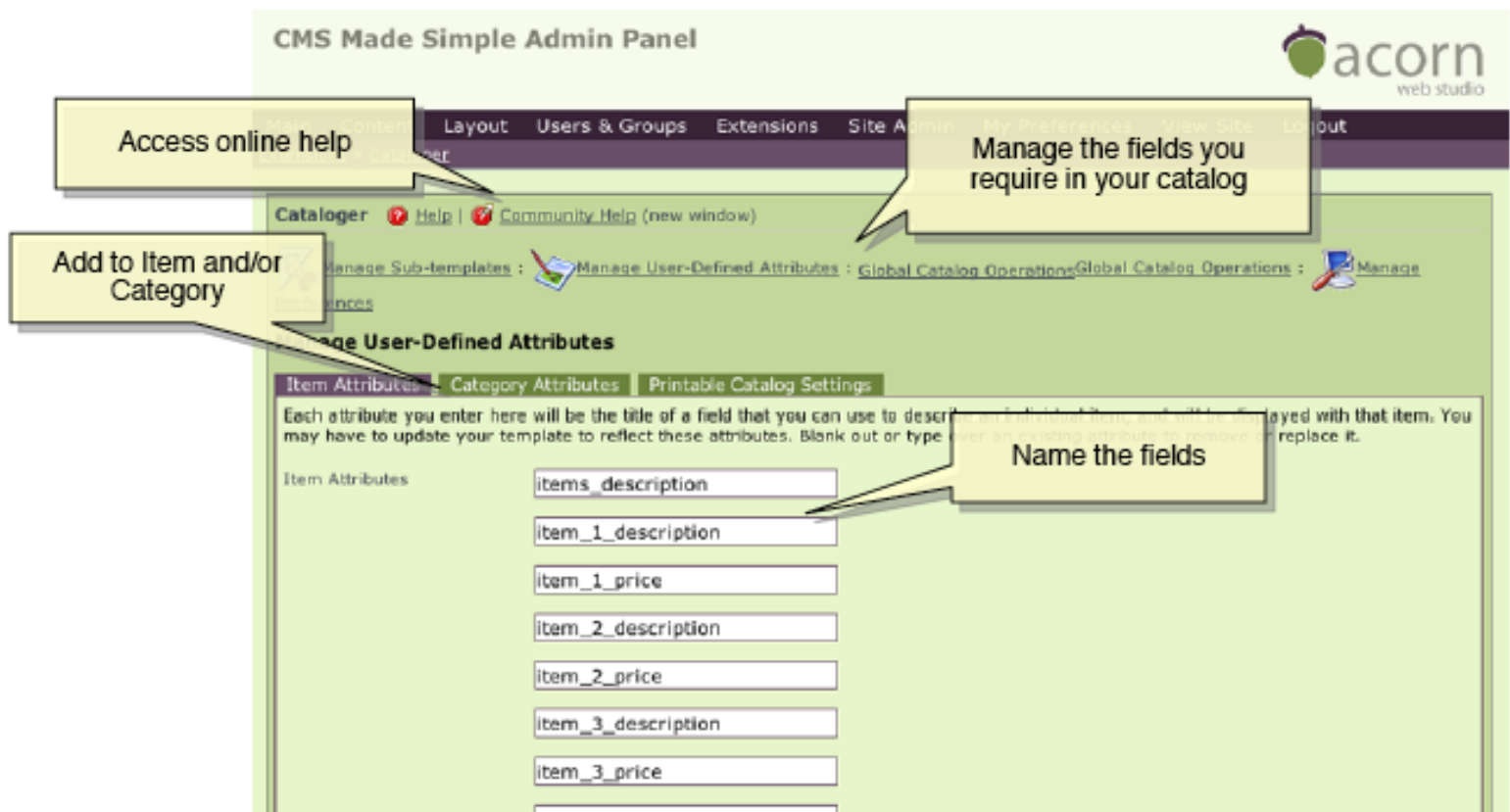
### 3. Publishing a news article

Clicking on the News option in the Content menu will allow you to publish your own news articles and news categories.



## 4. Managing the catalog feature

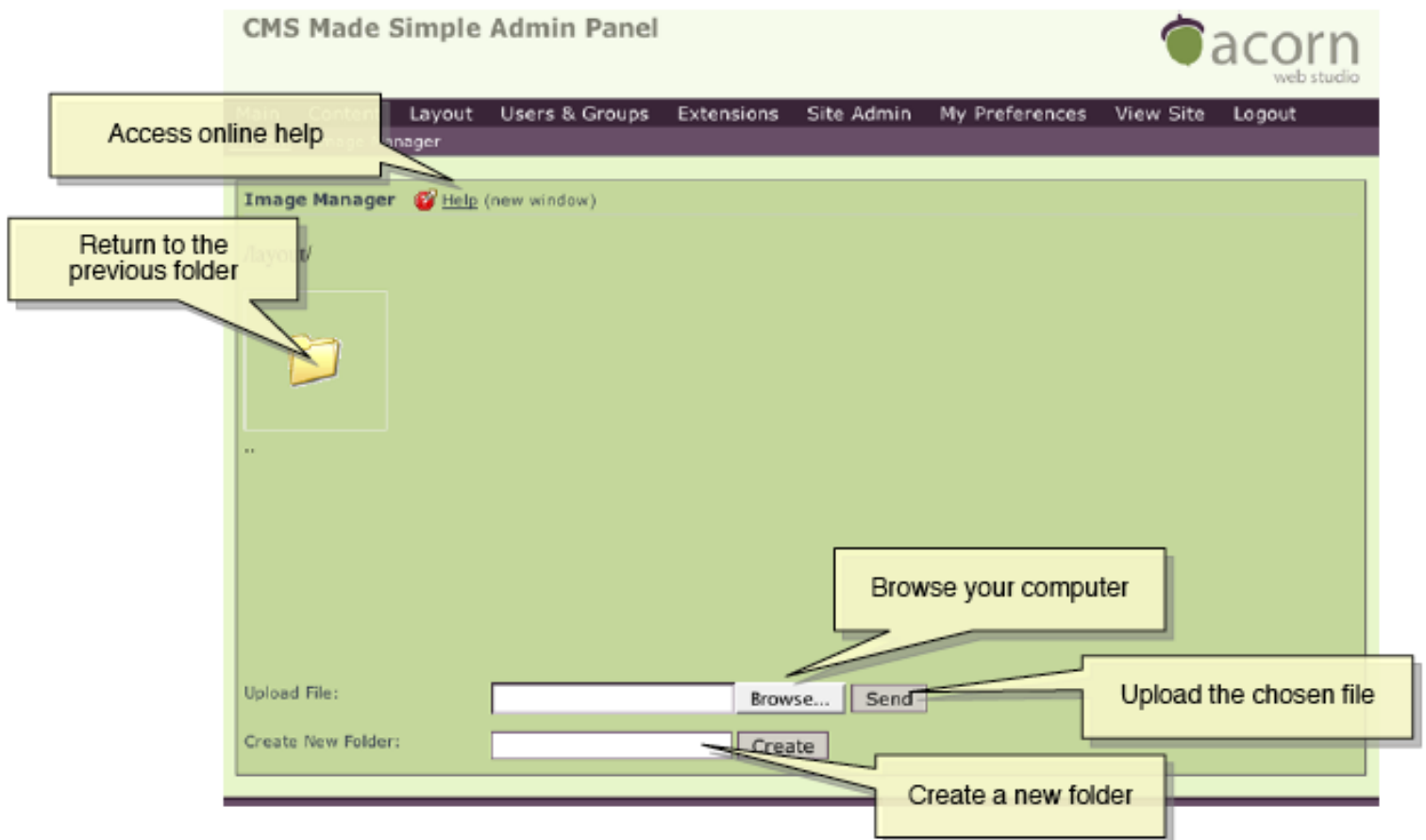
Simply click on the Catalog option from the Extensions menu. To manage your Catalog's fields choose the 'Manage user-defined Attributes.' From here, simply name the fields you require in your catalog and they will be added to the Add/Edit Pages screen for each Catalog Item you add.



The screenshot shows the 'CMS Made Simple Admin Panel' interface. The top navigation bar includes 'Layout', 'Users & Groups', 'Extensions', 'Site Admin', 'My Preferences', 'View Site', and 'Logout'. The 'Cataloger' menu is open, showing options like 'Help', 'Community Help', 'Manage Sub-templates', 'Manage User-Defined Attributes', and 'Global Catalog Operations'. The 'Manage User-Defined Attributes' page is active, with tabs for 'Item Attributes', 'Category Attributes', and 'Printable Catalog Settings'. The 'Item Attributes' section contains a list of text input fields for naming attributes: 'items\_description', 'item\_1\_description', 'item\_1\_price', 'item\_2\_description', 'item\_2\_price', 'item\_3\_description', and 'item\_3\_price'. Callout boxes provide instructions: 'Access online help' points to the 'Help' link; 'Add to Item and/or Category' points to the 'Manage User-Defined Attributes' link; 'Manage the fields you require in your catalog' points to the 'Manage User-Defined Attributes' link; and 'Name the fields' points to the input fields.

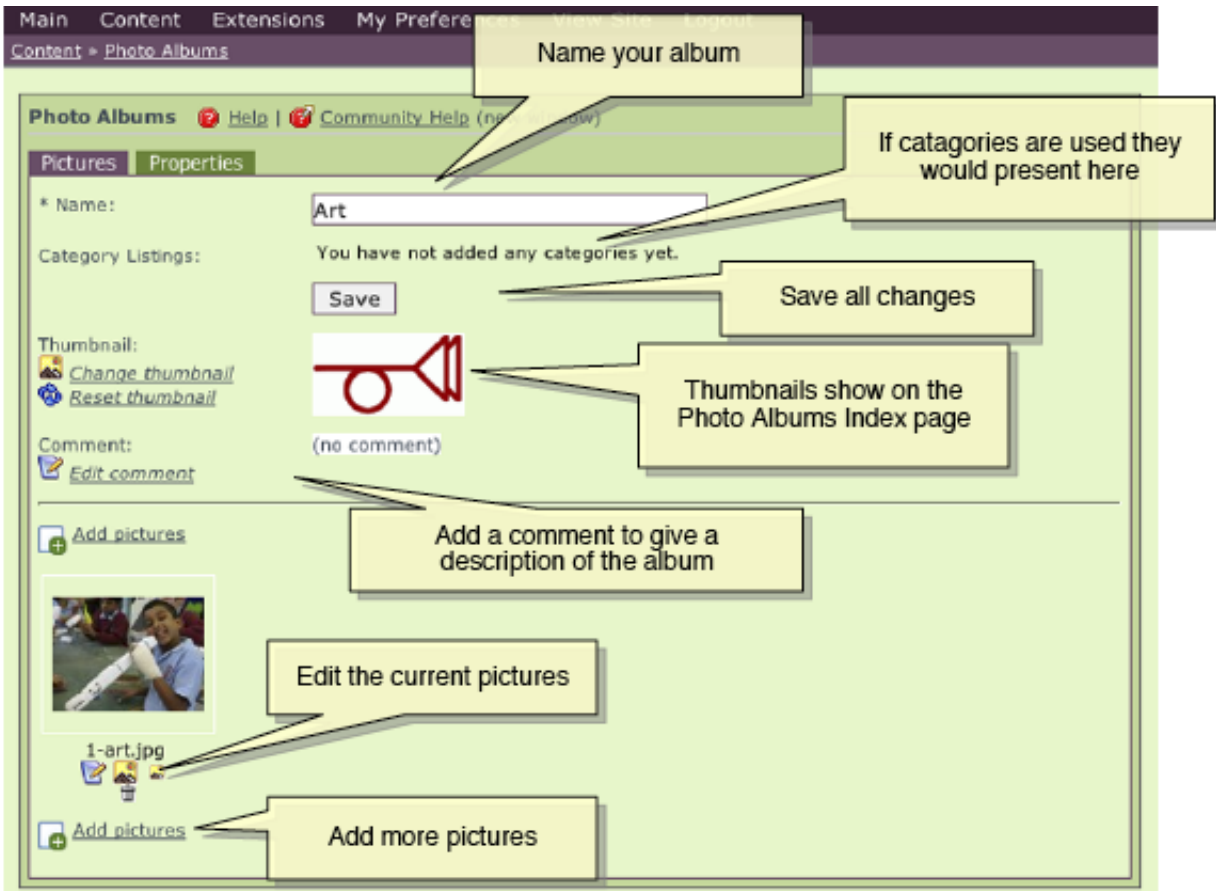
## 5. Uploading images to your site

Through the Content menu click on Image Manager. This allows you to browse your computer and upload images onto your webserver to be displayed in your website. Create folders to keep your images organised.



## 6. Using the photo album

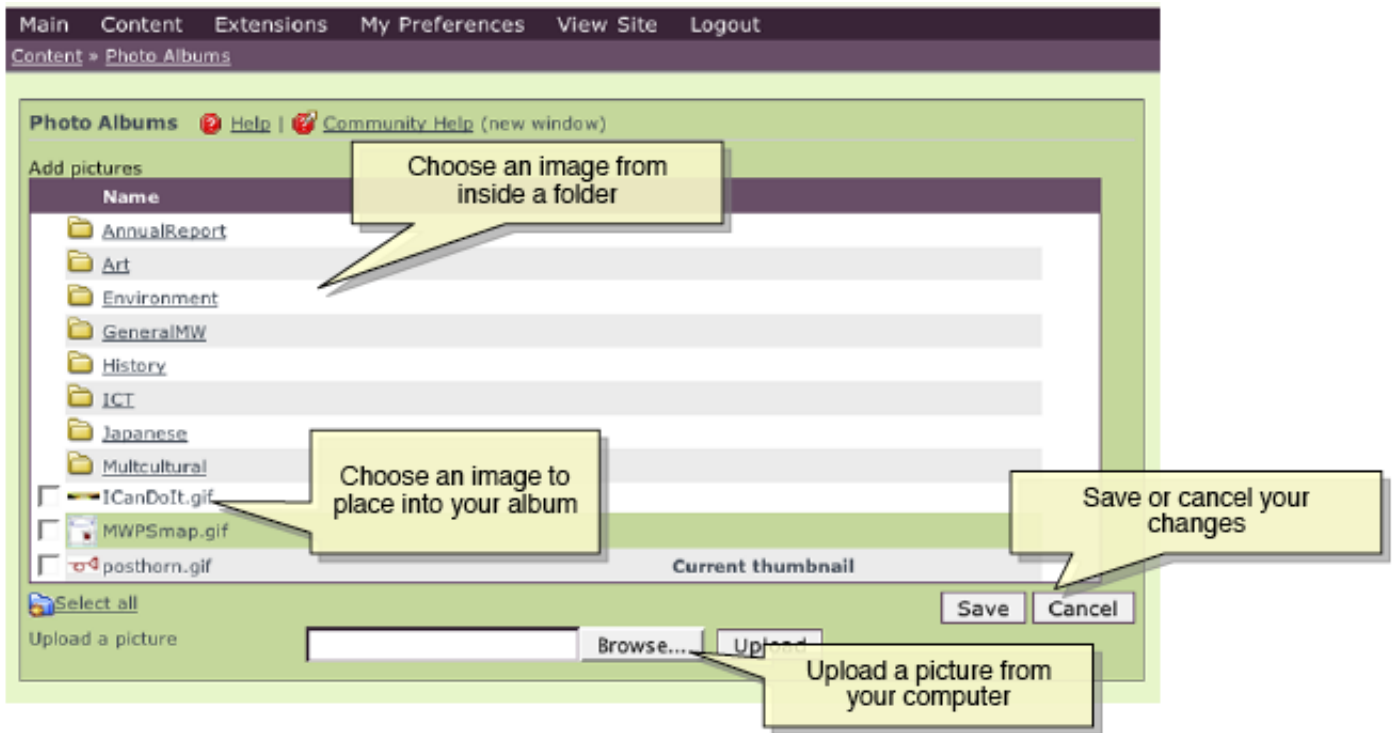
Clicking on the Photo Album option in the Content menu will allow you to add and manage Galleries. To use the gallery in your page Select Photo Album from the Content Type option in the Add/Edit pages screen.



The screenshot shows the 'Photo Albums' management interface. The main form includes a 'Name' field with the value 'Art', a 'Category Listings' section with the message 'You have not added any categories yet.', a 'Save' button, a 'Thumbnail' section with a red magnifying glass icon and links for 'Change thumbnail' and 'Reset thumbnail', and a 'Comment' field with the text '(no comment)'. Below the form is an 'Add pictures' button and a list of images, including one labeled '1-art.jpg'. Callouts provide the following information:

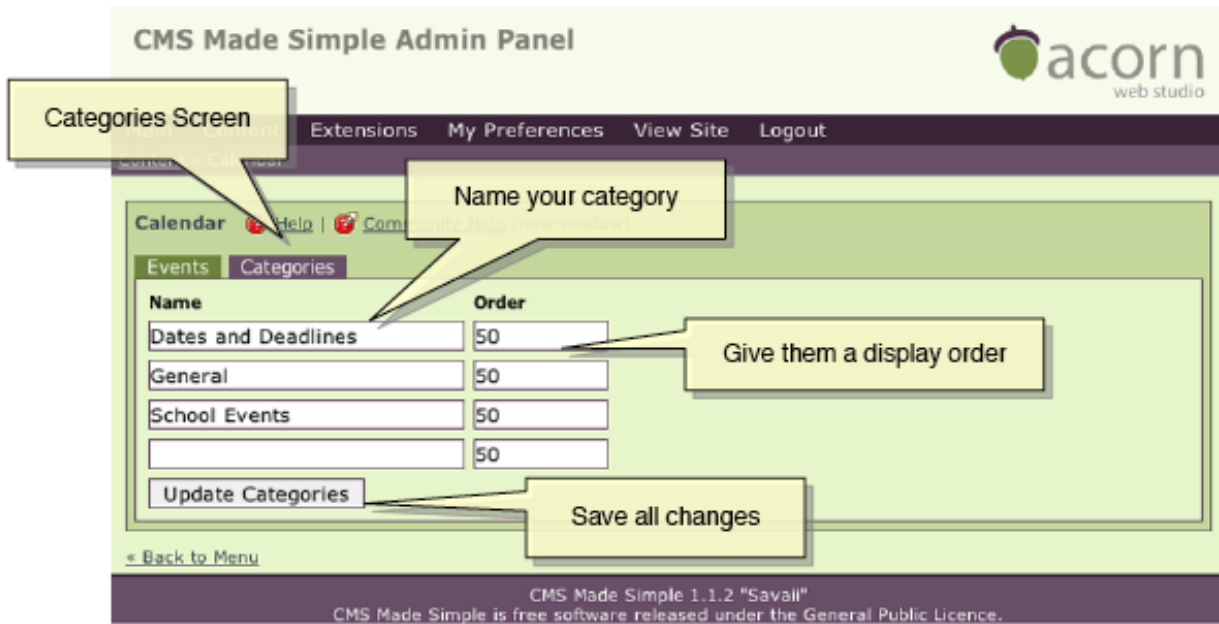
- Name your album**: Points to the 'Name' input field.
- If categories are used they would present here**: Points to the 'Category Listings' section.
- Save all changes**: Points to the 'Save' button.
- Thumbnails show on the Photo Albums Index page**: Points to the thumbnail icon.
- Add a comment to give a description of the album**: Points to the 'Comment' field.
- Edit the current pictures**: Points to the '1-art.jpg' image.
- Add more pictures**: Points to the 'Add pictures' button at the bottom.

## 6. Using the photo album continued...



## 7. Using the calendar

The calendar module allows you to keep events organised and displayed on the exact date and category desired. It is found in the Content menu system.



**CMS Made Simple Admin Panel**

acorn web studio

Extensions My Preferences View Site Logout

Calendar Help | Community Help (new window)

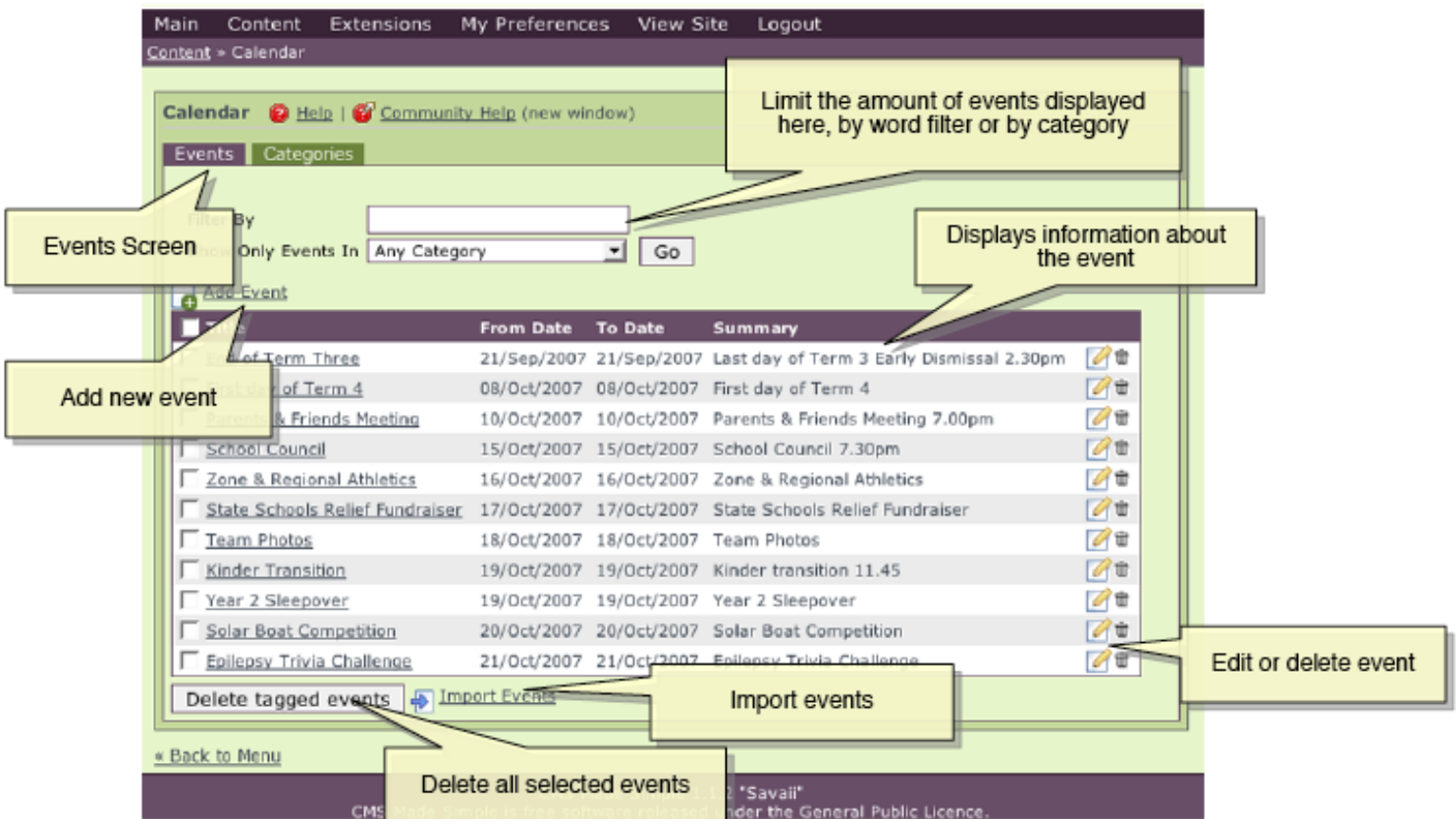
Events Categories

Name	Order
Dates and Deadlines	50
General	50
School Events	50
	50

Update Categories

Back to Menu

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Main Content Extensions My Preferences View Site Logout

Content = Calendar

Calendar Help | Community Help (new window)

Events Categories

Only Events In Any Category Go

Add Event

	From Date	To Date	Summary	
End of Term Three	21/Sep/2007	21/Sep/2007	Last day of Term 3 Early Dismissal 2.30pm	[edit] [delete]
Start of Term 4	08/Oct/2007	08/Oct/2007	First day of Term 4	[edit] [delete]
Parents & Friends Meeting	10/Oct/2007	10/Oct/2007	Parents & Friends Meeting 7.00pm	[edit] [delete]
School Council	15/Oct/2007	15/Oct/2007	School Council 7.30pm	[edit] [delete]
Zone & Regional Athletics	16/Oct/2007	16/Oct/2007	Zone & Regional Athletics	[edit] [delete]
State Schools Relief Fundraiser	17/Oct/2007	17/Oct/2007	State Schools Relief Fundraiser	[edit] [delete]
Team Photos	18/Oct/2007	18/Oct/2007	Team Photos	[edit] [delete]
Kinder Transition	19/Oct/2007	19/Oct/2007	Kinder transition 11.45	[edit] [delete]
Year 2 Sleepover	19/Oct/2007	19/Oct/2007	Year 2 Sleepover	[edit] [delete]
Solar Boat Competition	20/Oct/2007	20/Oct/2007	Solar Boat Competition	[edit] [delete]
Epilepsy Trivia Challenge	21/Oct/2007	21/Oct/2007	Epilepsy Trivia Challenge	[edit] [delete]

Delete tagged events Import Events

Back to Menu


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## 8. Using the text editor

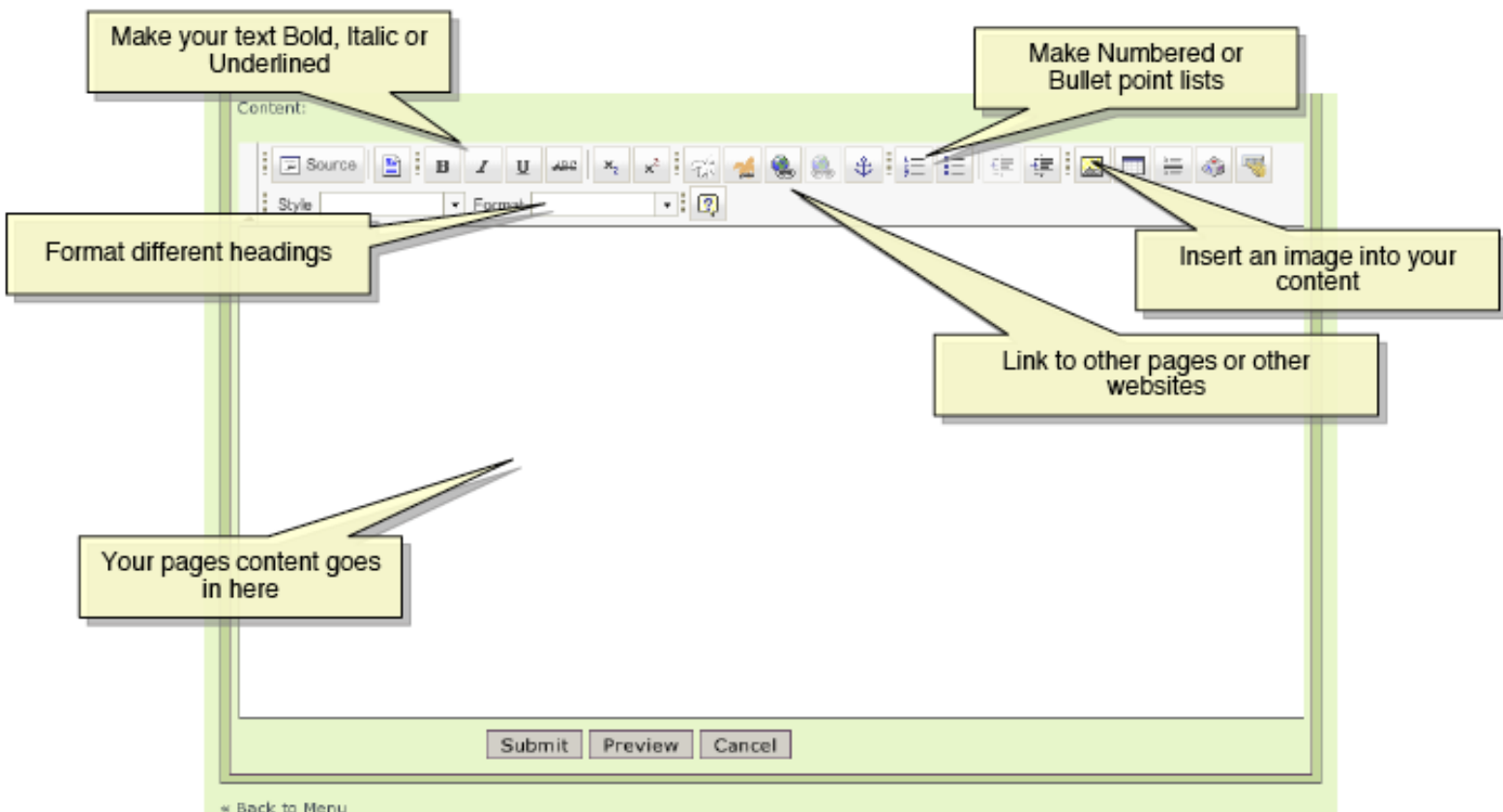
The text editor is similar to your standard text editor's like Microsoft Word. Simply type in your Content and format it to look the way you want it to.

If you plan to use Word to create your content before publishing it on your website we strongly recommend that you use the same rules and tools in Word that you use in the web editor.

Namely if you create a Word document only using the bold, italic, numbered and ordered list buttons, and only style the text using the format dropdown you will be surprised how easily the content can cut and paste directly into your website.

If you are using the current verion of MS Word (MS Word 2007) to paste in your content directly into the text editor please make sure to click the “paste as plain text” icon  before pasting your content.

This is because the current edition of MS word also pastes in it's own code that cannot be correctly read by web browsers and results in gibberish being output onto your website.



## 9. Changing usernames and passwords

In order to customise your login details you need to go through the following steps.  
Choose a new username. Choose a new password. Click submit to save your changes.