

Tutorial on how to work with content management system on PAAMES website

Table of content

Title	Page Number
1.How to add a news/event item on the website	2
2.Using the Rich Text Editor / Formatting options	6
3.Adding Images to article	7
4.How to edit News item or a Page	10

If you have any issues regarding or any problems arise when working with the CMS, please feel free to contact us,

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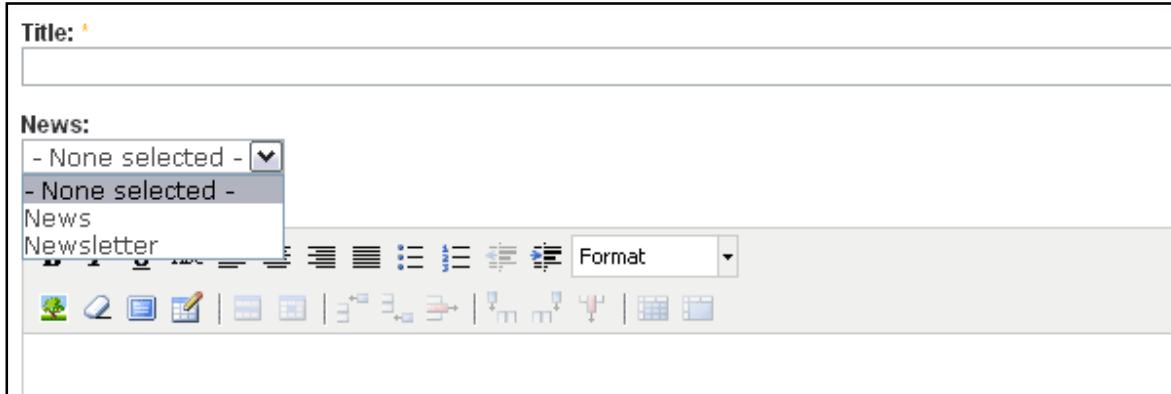
1.How to add a news item on the website

1. Login to the system
2. Click on **Create Content**
3. Click **News**



4. Then You will see an interface like this

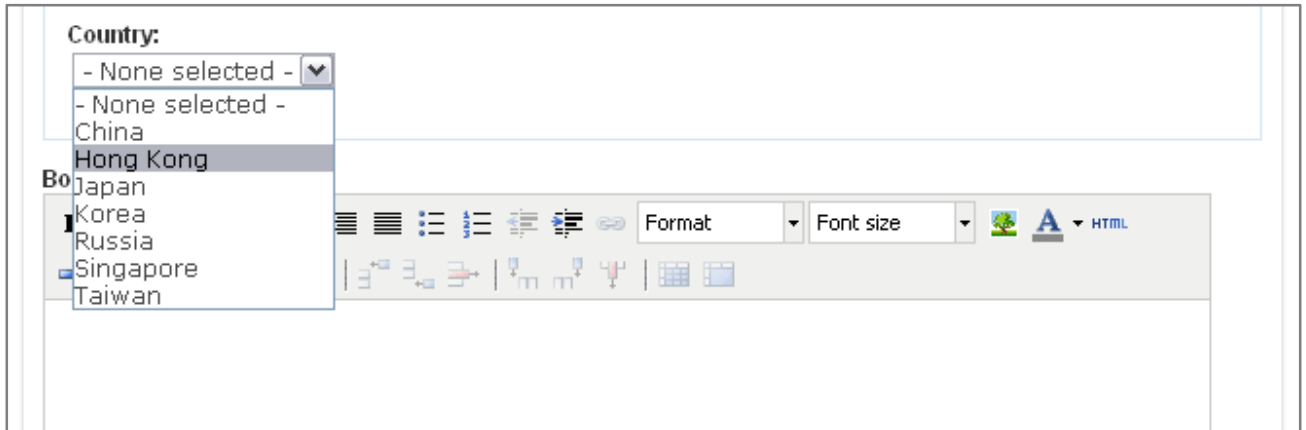
6. Then Select the **News Category**



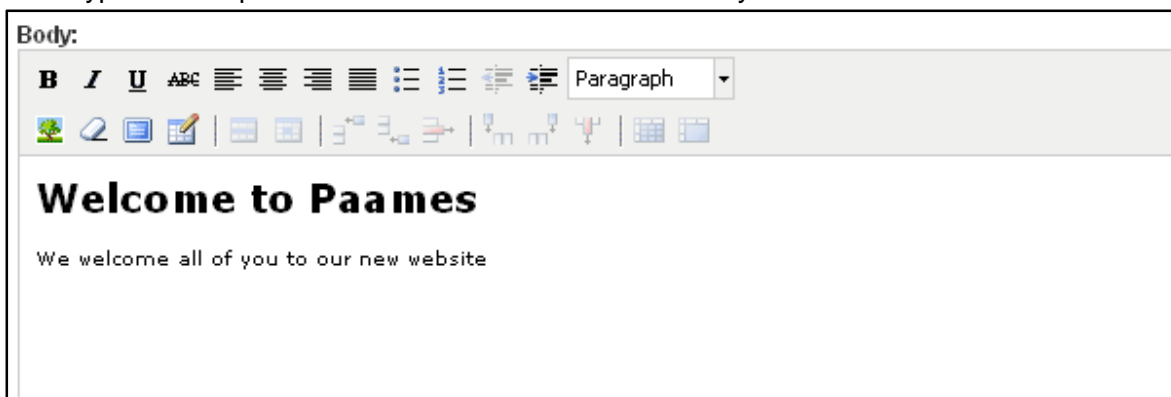
News – For a general news item

Newsletter – Paames Newsletters (Select this when adding new newsletter)

7. Then Select the **County** you are adding the article to – If it's a general News Item which is relevant to all PAAMES member societies , just leave it as “- None selected -”



8. Then type a description/information of the news in the body



You are free to use different formatting options and you can upload and add images to the news item as well, Find More information about formatting and images uploading in the page 5 and 6

9. If the news item is a newsletter you can use **File attachments** to upload the newsletter to the website.

Supported File Formats : jpg, jpeg, gif, png, txt, doc, xls, pdf, ppt, pps, odt, ods, odp (Can be changed)

Maximum File Size : 1 MB

Total file size per user : 20



▼ File attachments

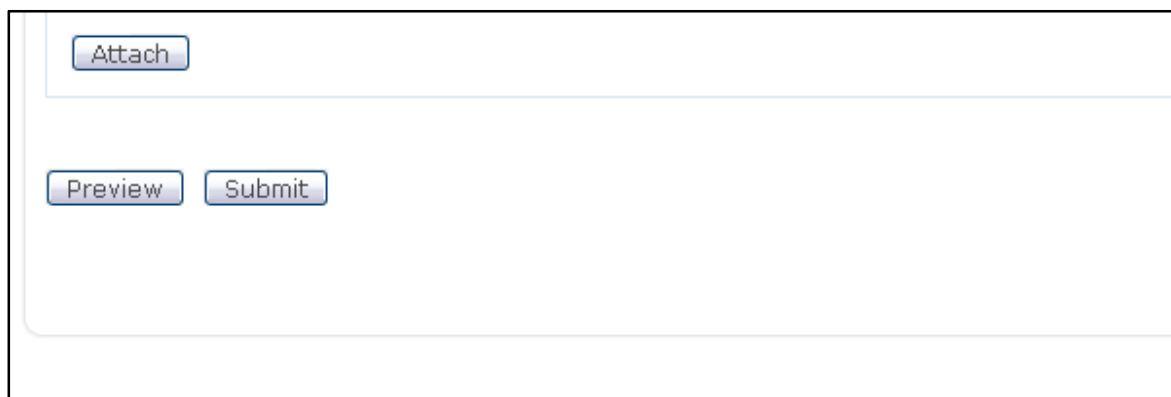
Changes made to the attachments are not permanent until you save this post. The first "listed" file will be included in RSS feeds.

Attach new file:

No file chosen

Click on "Choose File" or "Browse" to select the file you want to upload and press attach to upload the file. You may also add multiple files to a single news item. These attachments will visible to site visitors as files which they can download.

10. Finally you can view a preview and submit the news item



11. Your new **news item** will be visible to users once it's submitted.

Adding an Event Item

This is same as adding a news item the only difference is that you have to specify a **starting date** and **ending date** for an event. Each event will be visible in the calendar which is on the right column of the website

Home » Create content

Submit Event

Start date

17 October 2009 — 20 : 43

End date

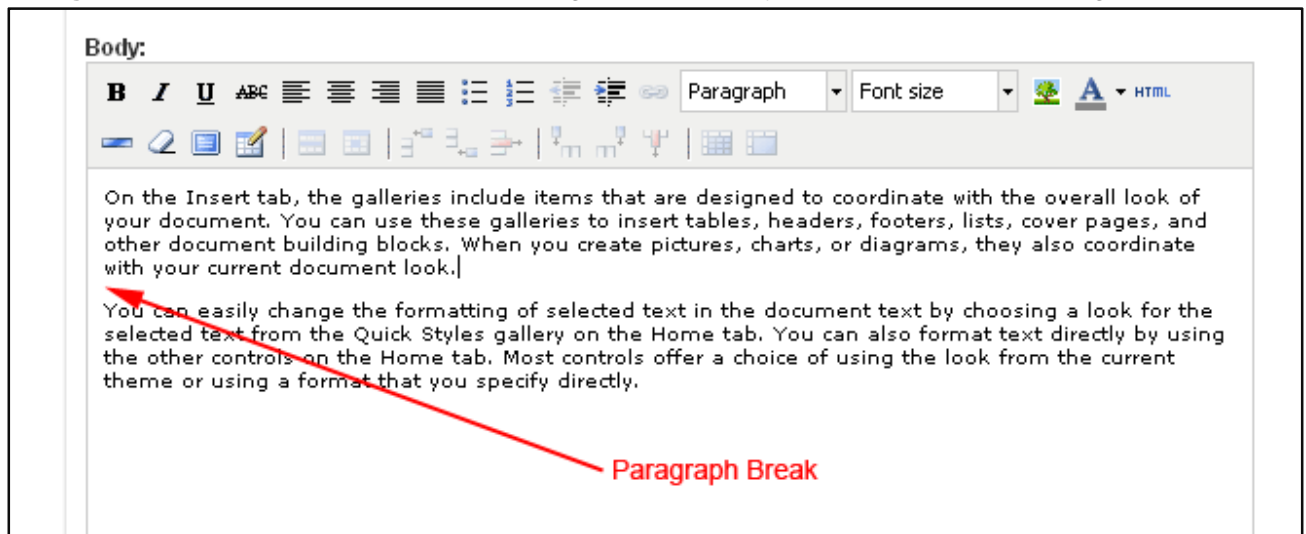
17 October 2009 — 20 : 43

Title: *

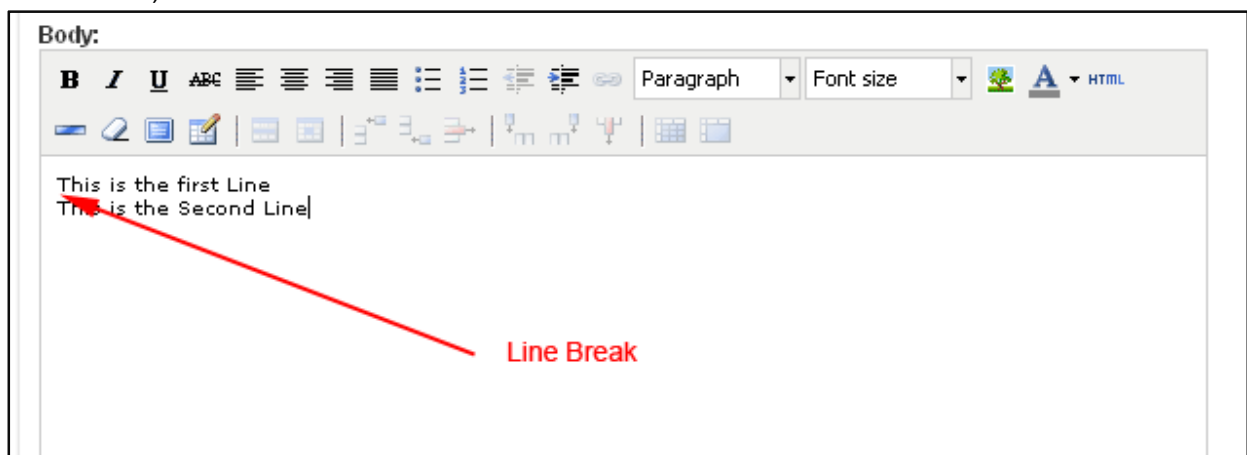
Content

2.Using the Rich Text Editor / Formatting options

Paragraph Break – Press {Enter} for a Paragraph Break (If you want start a new paragraph of text)

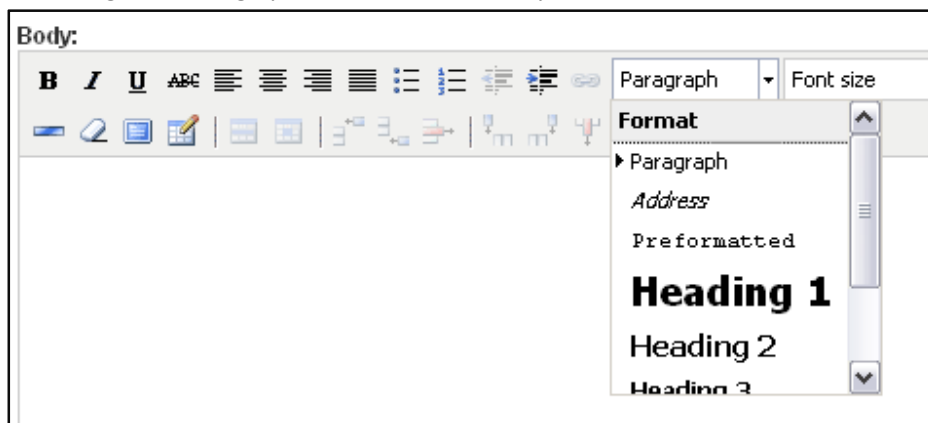


Line Break – Press {Shift} + {Enter} for a line break (If you just want to start typing on the next line use Line Break)

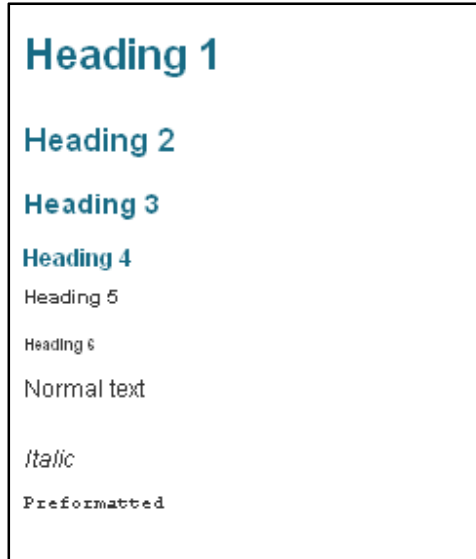


Formatting options

Following formatting options will available to you.




Output of Above Formatting options is shown below

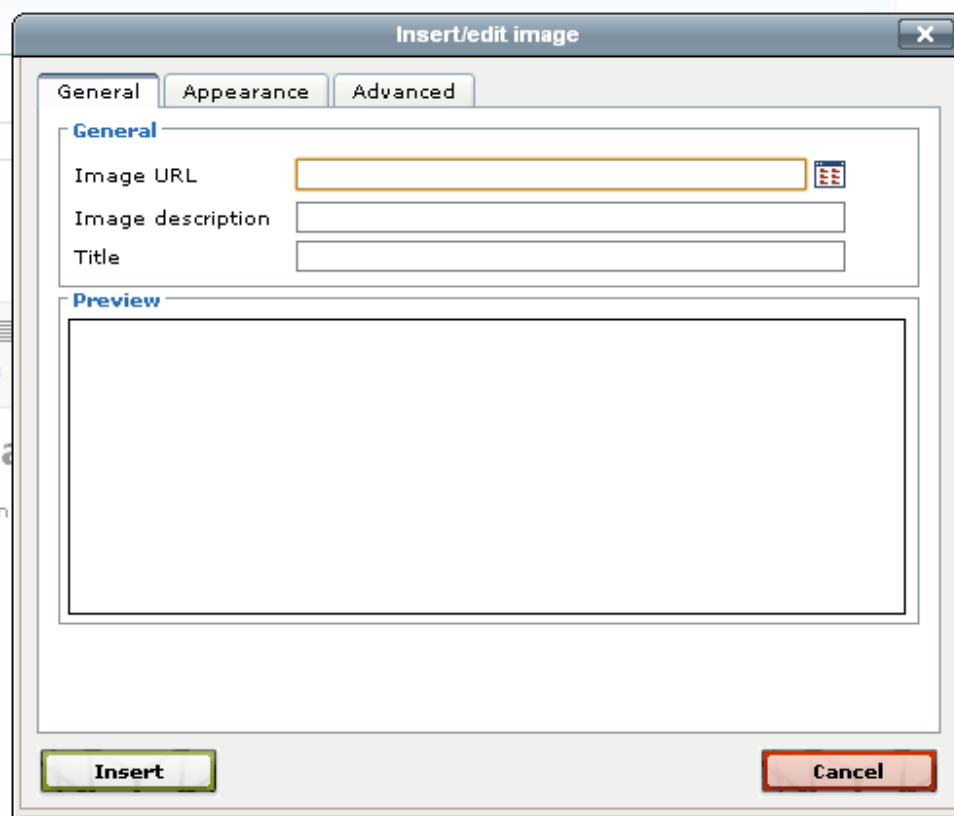


In addition to that following options will be available in the editor.


- Bold , Italic, Underline
- Text Align (Left, Center, Right, Justified)
- Ordered Lists
- Un-ordered Lists
- Increase and Decreases the Text indent
- Full screen view
- Table Options (Insert table, add columns, add rows, etc...)

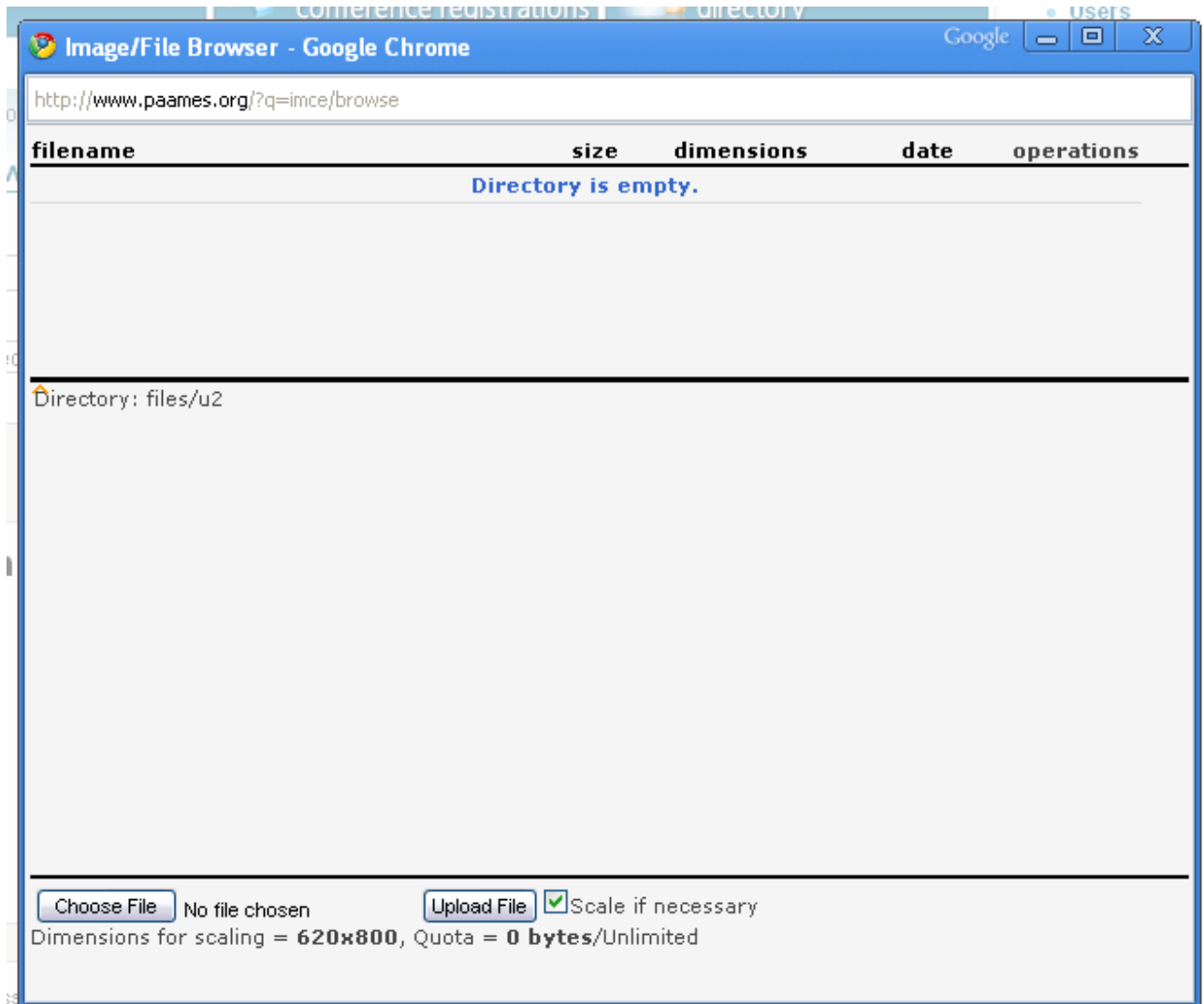
3.Adding Images to article

1. Click on  (Insert Image) icon to add an image to the news item
2. Following box will appear

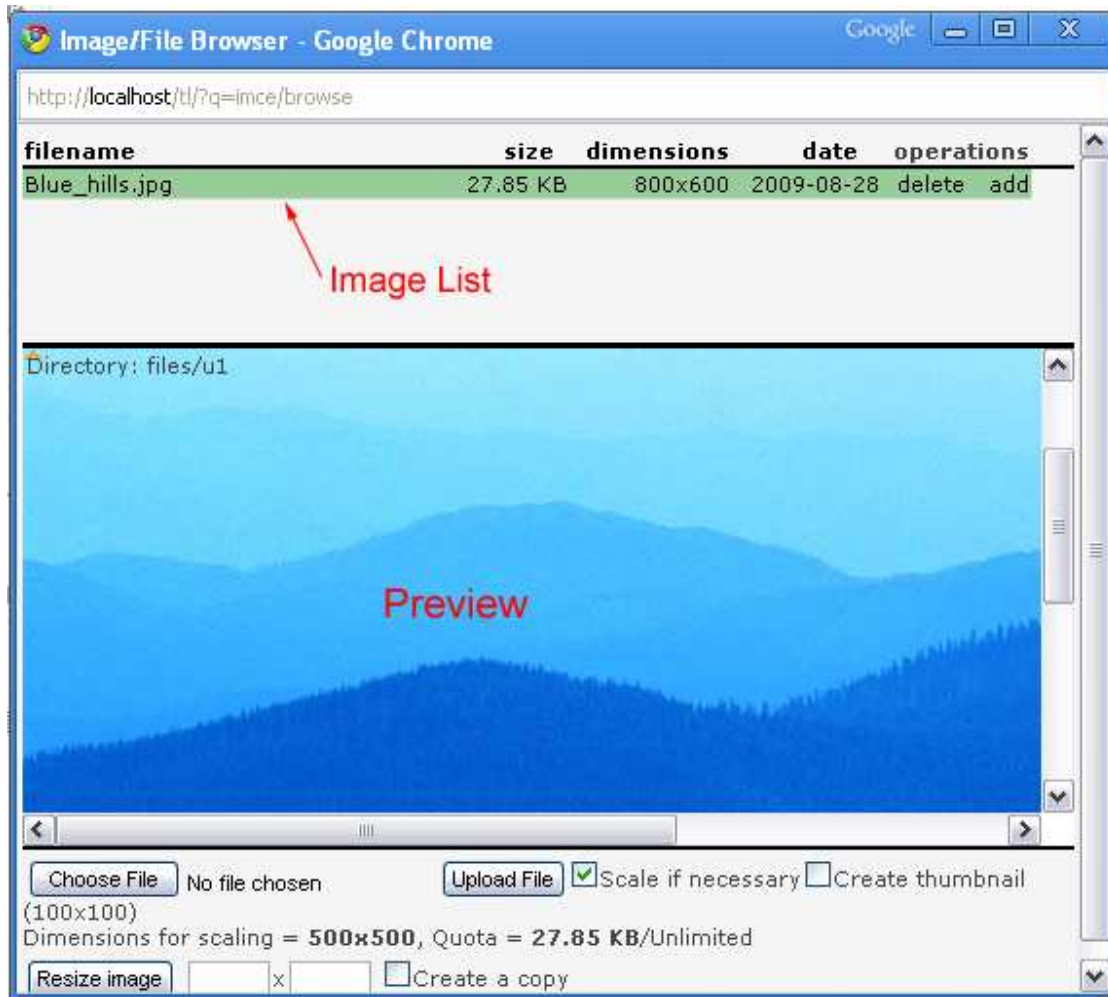


If you are adding an image from a URL or another website, enter the url of the image in the “**Image URL**” field. Then the preview will be shown in the “**Preview**” box. If you want more option (Change alignment, size etc.) you can use **Appearance** tab and **Advanced** tab

3. If you want to Upload a new image, click the  icon to open the image browser. Below shown is the image browser.



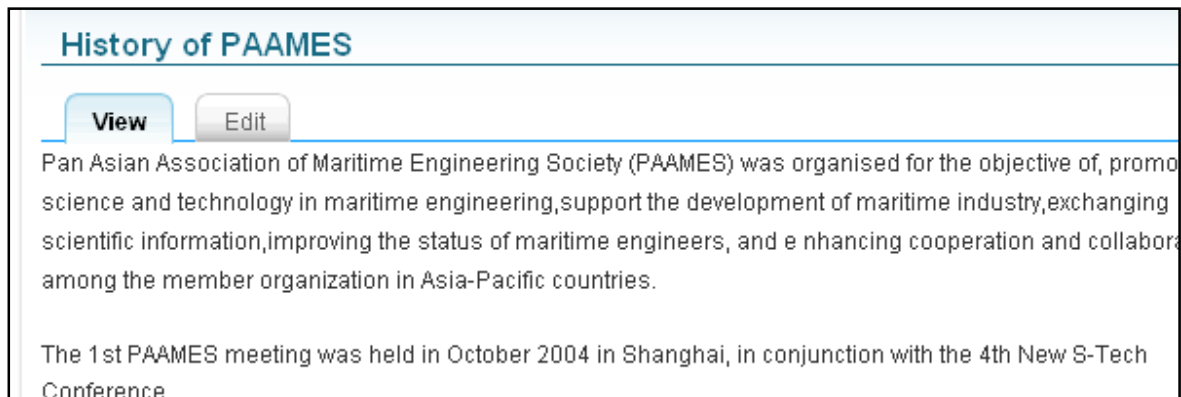
You can upload a new file by clicking on “Choose file” or “Browse”. Then press the upload button. **Width of any image uploaded to an article should not exceed 620 pixels, this is very important to maintain the layout (Structure) of the website.** So you can choose “**Scale if necessary**” option if you don't have any clear idea about the dimensions (Height and Width) of the image you upload. The the image will be resized automatically if the width exceed 620px.



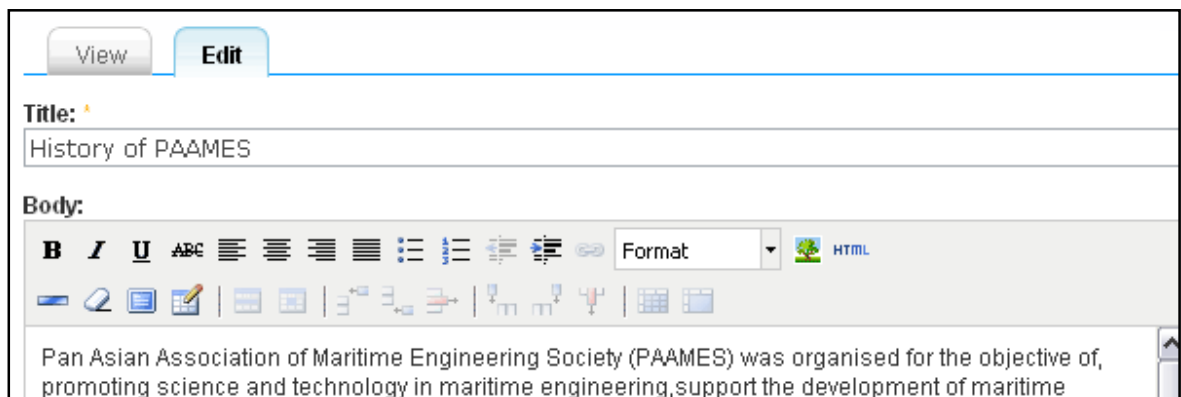
Then click on the image from the “Image List” to select an image to add to the article. Then the preview of that image will appear on bottom. Click on that preview to add that image to the article.

3.How to Edit News or Event

1. Login to the system
2. Go to the News item or the Event you want to edit – **You cannot Edit News or Event Items that have been submitted by other user**
3. Now you can see 2 tabs with “View” and “Edit” below heading of that particular page



4. Now go to the “Edit” tab, then it’ll load the page content in the editor.



5. Now you can edit the content as you wish,
6. Hit the “Submit” to save the changes you made