

Scary Cow CMS : User Guide.

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USING THE ONLINE CONTENT MANAGER.

The content manager has been designed to provide you with a fast and effective way of editing your site without requiring any specialist knowledge of HTML or web authoring.

Please see our web site for instructional videos on how to use the content management system.

There are 4 main sections in the current content management system, these are:

- User Administration
- Page Editor
- Menu Manager
- CSS Manager

Of these most users will only require access to the user administrator and the page editor, the menu manager and CSS manager do require a small amount of HTML/CSS knowledge.

USER MANAGEMENT

Users can be defined to allow different members of your staff to edit the web site, these changes are logged as having been carried out by that user providing accountability in the event that anything goes wrong.

It is generally bad practice to have one user defined which all staff know the password for as your CMS system is online and when a member of staff leaves your company they will still have access to the CMS. For this reason we also recommend changing the users passwords at regular intervals and ensuring that all passwords are more than 5 characters long (using a mix of numbers, letters and special characters).

ADDING USERS

To add a user open the “Manage Users” Page in the content managements section of your site.

In the text boxes on the right hand side of the screen enter a user name and password for the new user, if you want them to be able to log in straight away then you should also tick the “Active” box.

You can then select which theme they get when they log in, this simply changes the color of the banner at the top of the admin section and in most cases can be left as the default “Black”

Next Press “Add user”, this will add the user to the list of users on the left hand side of the screen, if you selected “Active” this user should now be able to log in.

EDITING USERS

To change a users password open the “Manage Users” page in the content management section of your site. Locate the user that you wish to edit from the list of users on the left hand side of the screen and press “edit” next to their name.

This will load their details into the text boxes on the right hand side of the screen.

Simply update the user name, password* and active boxes to the new user name/password active status and press “Update user”

*Note – When editing users the password MUST be changed, this is shown by the password text box being highlighted in red.

This is a security measure, passwords are encrypted when the user is created and cannot be decrypted again.

DELETEING USERS

To delete a user open the “Manage Users” page in the content management section of your site.

Locate the user that you wish to delete, press the “delete” button alongside their name, Confirm that you have selected the correct user press “OK”.

The user will now be deleted from the users list.

PAGE MANAGEMENT

ADDING PAGES

THIS STILL NEEDS TO BE COVERED – At the moment there are no clients who should need to do this.

DELETING PAGES

THIS STILL NEEDS TO BE COVERED – At the moment there are no clients who should need to do this.

MODIFYING PAGES

Open the “Edit Content” page in your content management section.


Locate the page that you would like to edit and press the edit button, you will now be presented with a screen showing the page details.

The HTML editor (Where the bulk of your page content is located) is designed to be similar to word so the layout should be at least slightly familiar to you.

Simply click on the area where you would like to modify your text and add/delete text as you see fit.

To add a main page heading (Should normally only be used at the top of the page) highlight some text and select “Heading 1” from the “format” Drop Down box.

You may also select “Heading2/Heading3” from this box, these are standard headings which should be formatted to reflect the style of your site.

Once you have finished editing the page press the “Save” Button at the top right of the HTML editor. 

This will save the page that you have been editing.

UPLOADING IMAGES

There are 2 options for uploading images, the first is to use the CMS html editor, using the browse server module you can easily upload one image at a time. If you are uploading multiple images you may request FTP access to your site, this will be granted based on need and normally will be switched off again after use, however if regular access is required permanent secure FTP access can be arranged (Please note that this will lead to a small increase in your monthly hosting fee *See our web site for hosting addition fees.)

Uploading via the CMS should be carried out by:

1. Open the page that you would like to add the image to.
2. Place the cursor in the position that you would like to add the image.
3. On the menu at the top of the editor select the add image button.
4. On the next screen there is a text box to allow you to enter the path of your image. Press the “Browse server” button.

5. You will now be presented with a list of all files found in your images directory, browse to the directory where you would like to upload your image (Or create a new directory using the “Create Directory” button at the bottom of the screen) Press the “Browse” button.
6. You will now have a file browser open which allows you to select files on *YOUR* pc. Locate the image that you would like to upload and press the “Open” button.
7. Press the upload button.
8. After a few seconds the screen should refresh and your file will be in the file list, simply click on your file and the screen will change back to a preview of your image.
9. Press “OK”, your image should now be added to the page. Save the page.

ADDITIONAL NOTES

There are videos demonstrating editing the pages available on our web site, this is still under development and the videos are a little grainy, but they could help so please visit: <http://scarycow.scarycow.ath.cx/>
Select the “Guides & Tutorials” link from the top navigation and then locate the link for the videos.

More videos are planned to be added in the near future, and the quality of the ones currently available should also improve.

This guide is constantly being updated as new features are added so please check back on the site to make sure you have the latest version at regular intervals.