



# Content Management System User Guide



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## Overview

Your website has been built using the new N2 Content Management System platform. A Content Management System (CMS) allows you to login to an administration area and edit sections of your site, which can then be published live instantly.

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## Administration Area

Toolbar  
Navigation  
Content Area

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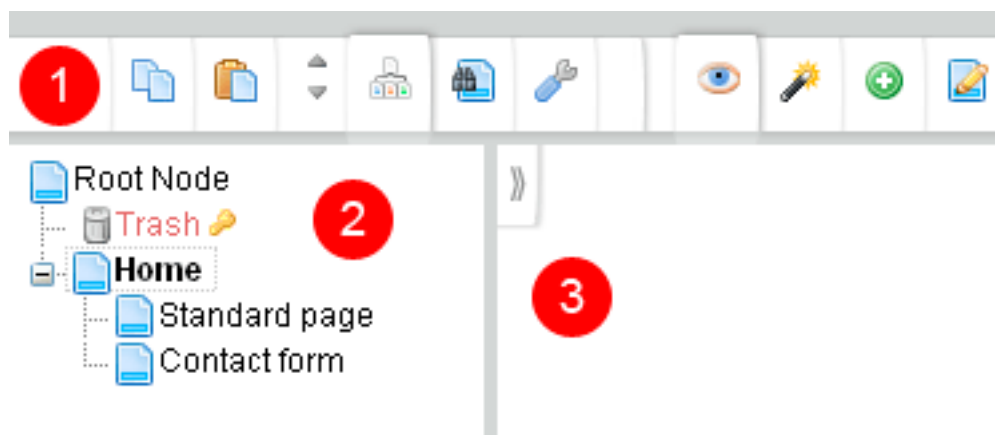
The administration area to edit your site can be found at:  
[http://www.\(your-domain-name\)/edit/](http://www.(your-domain-name)/edit/)

For example: <http://www.exampledomain.co.uk/edit/>

Your login details will have already been issued to you. If you have lost these details please contact us.

The CMS is broken down into 3 key windows:

1. Toolbar (at the top)
2. Navigation (also known as the site tree, to the left)
3. Content area (the main window)



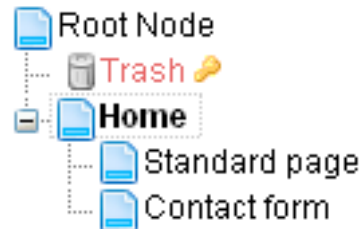
## Toolbar



The toolbar contains a number of icons which perform high-level actions within the CMS. To view the main site without the editing page layout while you are logged in, click on the N2 logo in the top right hand corner. To logout of the CMS, again in the top right corner of the screen, click on the key icon.

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## Navigation



The navigation window displays a tree based sitemap for the site. Clicking on a [ + ] sign next to a page name opens up the children (sub pages) beneath it. Likewise, clicking [ - ] hides the children (sub pages).

## Content Area

The content window is used to show a preview of the currently selected page and provide a space for the content administration controls.

## Creating/Editing A Page

- Choosing a page type
- Page title and navigation label
- Search Engine Optimisation (SEO)
- Editing an existing page

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To create a new page you must first select the page you wish to create the new page beneath, e.g. the parent page. For example to add another main page to a site the Home page would be the parent page meaning you would add the new page beneath the Home page.

Once selected you may either right click and select 'New' from the context menu or click the New icon in the main toolbar.



## Choosing a page type

Once you have added a new page you will be taken to a screen where you are able to select the required page type. Each page type has a different layout and editable areas. More details on the differences between each page type will be supplied to you separately.



## Page title & Navigation Label

After selecting the page type you can now give your page a name.

The screenshot shows a form with two tabs: 'Content' (selected) and 'SEO'. Under the 'Content' tab, there are four main sections:

- Title:** A text input field containing 'My new page'.
- URI Name:** A text input field containing '/my-new-page' followed by a checked checkbox.
- Published:** A section with three input fields. The first is a date field containing '27/07/2010'. The second is a time field containing '12:25:53'. The third and fourth fields are empty. A red rounded rectangle highlights these two empty fields.
- Is visible in Navigation?:** A checked checkbox.

The title is the name of your page. When you enter a title in this field the URL is automatically generated when you click in the 'URI Name' field below. The URL can be manually changed if needed by un-checking the check box to the right of the URL Name input field.

The published section allows you to set when the page is live (when it is viewable to the user). If you leave the last two inputs blank (as highlighted above) the page will always be live.

If you un-tick the 'is visible in navigation' option the page will not show in the navigation, however the page still exists and can be linked from inline links (links in copy or images).

## Search Engine Optimisation (SEO)

Search engine optimisation is very important to get your site listed on major search engines such as google.

For more information on SEO please see:

<http://www.bigbangcreative.co.uk/business-to-business/search-engine-optimisation/>

Content	SEO
SEO Title	<input type="text"/>
SEO Meta Description	<input type="text"/>
SEO Meta Keywords	<input type="text"/>

### Title:

This is the page title (shown right at the top of the browser window). This is also the title of a page as displayed in a search engine.

### Description:

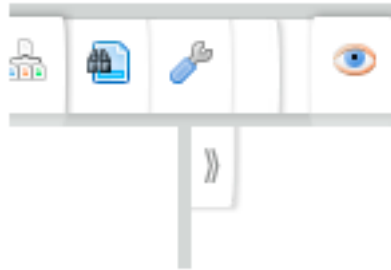
This should be a brief description of the content on a page. This is also used by search engines to summarise page content.

### Keywords:

Keywords commonly used to search for your site and that are present within the page content.

## Edit An Existing Page

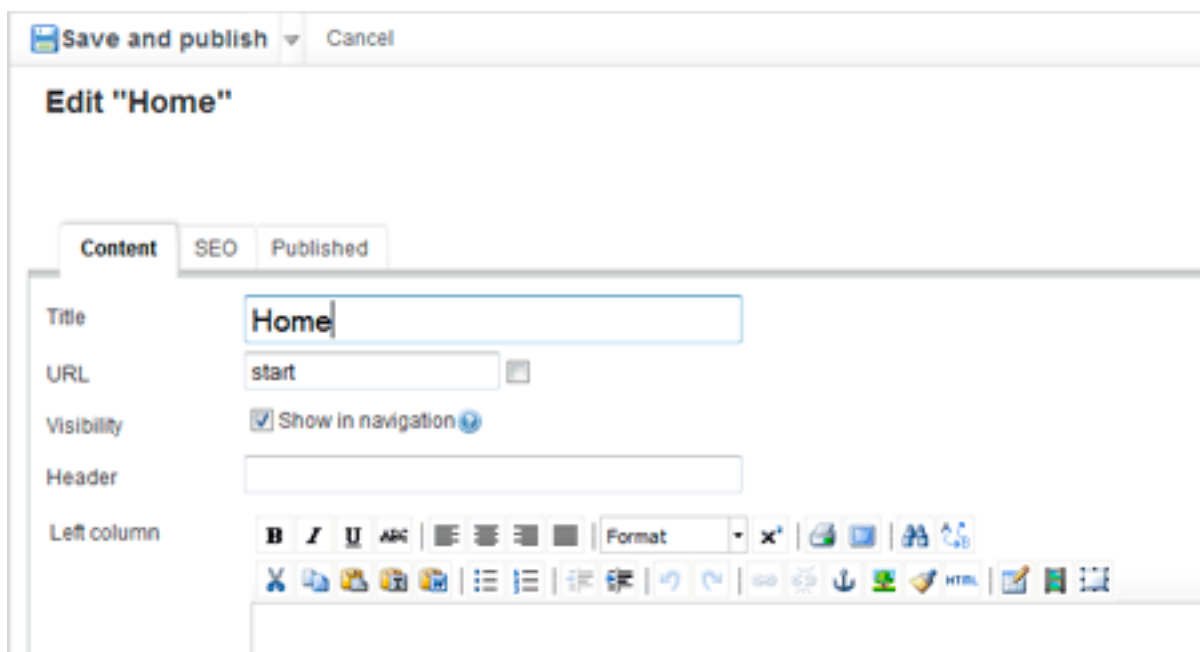
To edit an existing page click on it in the site tree and once the page has loaded you will notice a tab with two chevrons appear in the top left corner of the content area.



If you click on the chevrons tab you will see it 'slide' out to the right and reveal several icons.



If you then click on the edit page icon, as highlighted above, a screen will load showing you the editable areas of the chosen page.

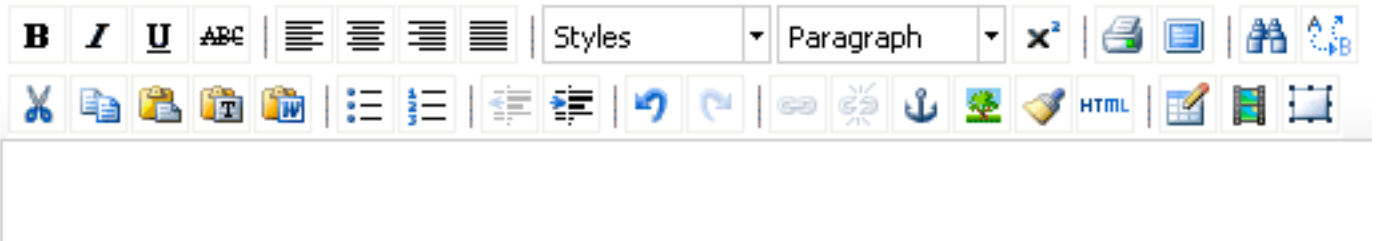


## The Editor (rich text)

- Styles dropdown menu
- Format Dropdown
- Inserting Images
- Inserting Links
- Inserting Anchors
- Tables
- Adding Media

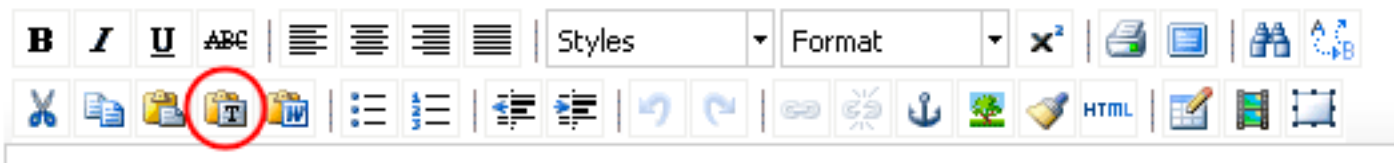
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The editor is generally used for main body text. It has much the same function as word processing software, such as Microsoft Word.



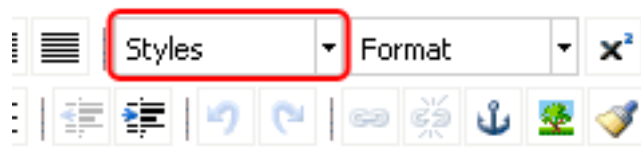
Most of the buttons for the editor are straight forward, if you hover over a button a tooltip will appear to describe what the button is.

*Important:* You MUST paste text from word processing software as plain text. To do this click on the icon 4th along from the left on the bottom row.



## Styles dropdown

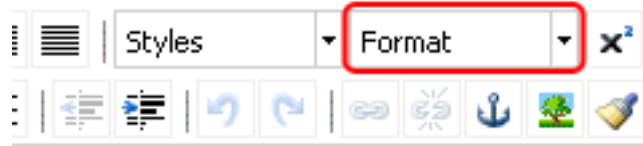
The styles dropdown is used for extra styling specific to your design, which is not achievable using the normal styles of the editor.



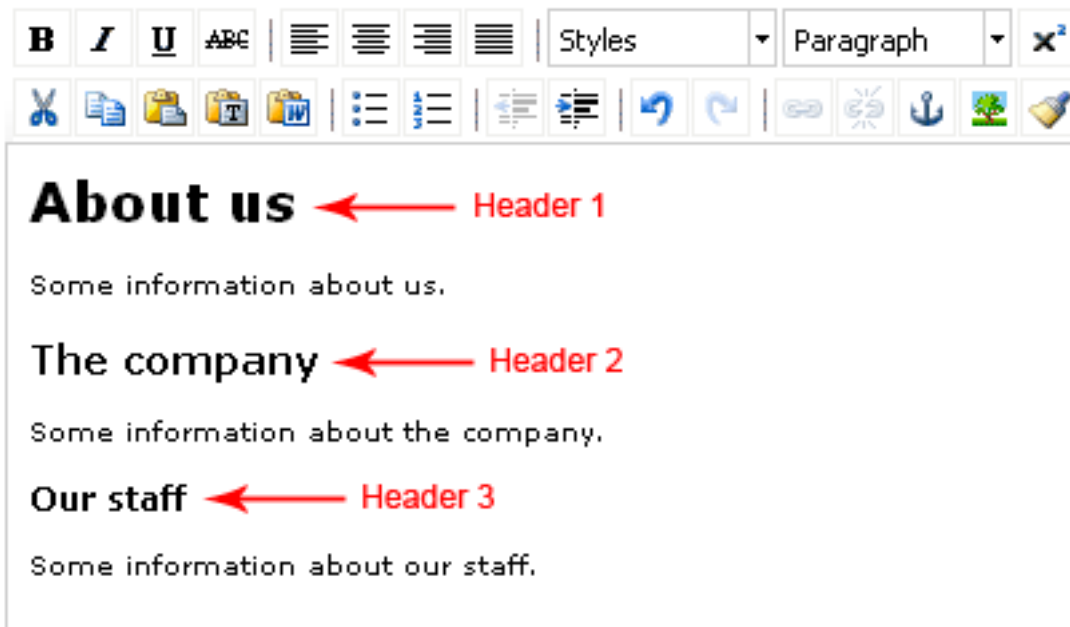
Information about these styles, specific to your site, will be supplied to you separately.

## Format Dropdown

The format dropdown, next to the styles dropdown, is mainly used for headers.



Headers work in a hierarchal order, and there should only be one 'Header 1' per page. 'Header 1' is generally used for the page title i.e 'About Us'.



You can see 'The Company' is a sub section of 'About Us' so this becomes a 'Header 2'. 'Our Staff' is a sub section of 'The Company' so becomes a 'Header 3'.

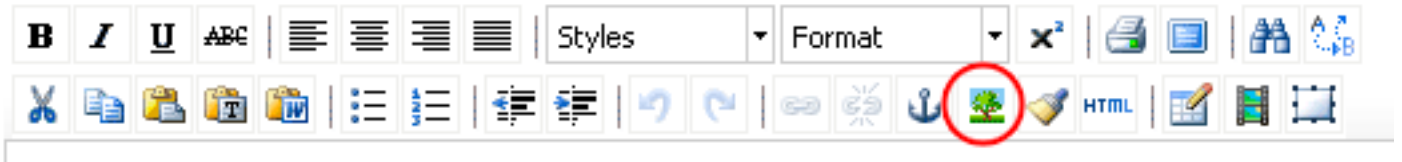
Generally Headers 1-3 should be enough to drill topics down, however there are also Headers 4-6 if needed.

Although it is best practice to only have one Header 1 per page as previously stated, you are able to have multiple Header 2's, 3's etc.

In the above example About Us is the H1 (Header 1) which is the main page title. The H2 (Header 2) is then the title of a topic on that page. YOU would then use the H3 as a title within that topic. If you then want to started a new unrelated topic you would use another H2.

## Inserting Images

Click on the tree image on the editor toolbar, as highlighted below, to load a popup window that will allow you to choose an image and give it a title.

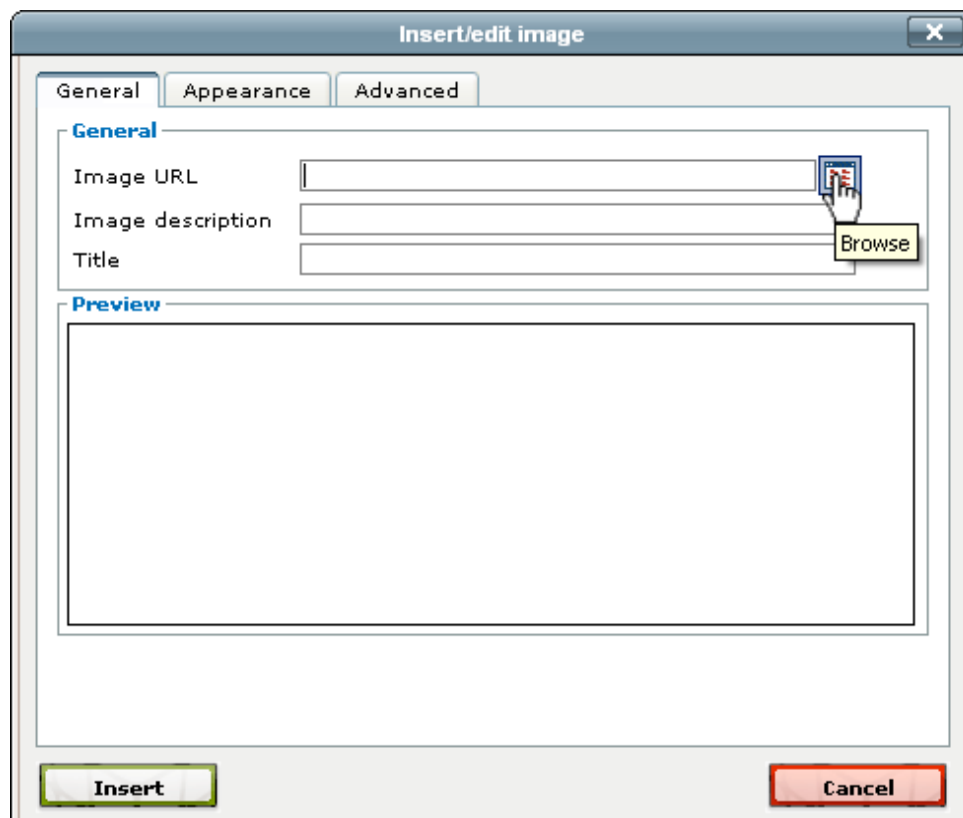


When the popup appears it should display three tabs, General, Appearance and Advanced. Within the General Tab there are three options;

1. Image URL
2. Image Description
3. Title

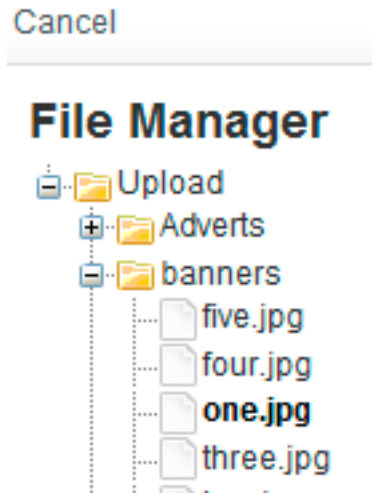
### Image URL

The image URL is the path (link) to the image you would like to display. To choose an image that is already in the CMS click on the browse icon to load a popup window.

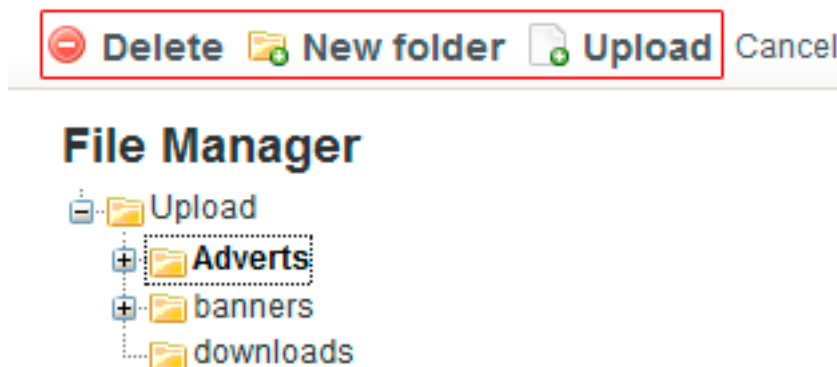


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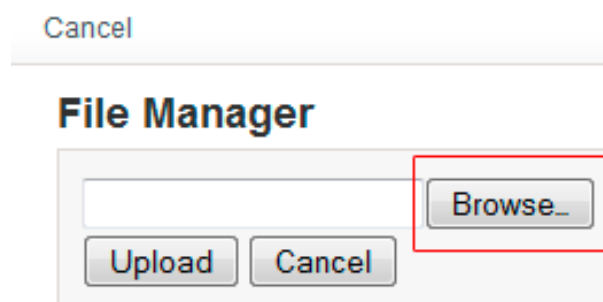
This process is similar to that of attaching a file to an email. The popup will allow you to navigate to the required image within the system.



If the image you require is not currently on the CMS system you are able to upload an image from the computer you are working on. To upload an image you must first choose a folder you wish to upload the image to. To do this simply left click once on the chosen folder. Once you have chosen a folder several icons will appear at the top of the popup window to the left of the cancel button.



Click on the upload icon and a popup window will appear to allow you to browse your computer for the image you would like to upload.



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Once you have chose the image(s) you would like to upload simply click the upload button and your images will be loaded into the chosen folder within the CMS.

## Image Description and Image Title

The image description should be a short description of what is in the image or what the image represents. The image description has two main uses:

1. SEO
2. To replace images on text readers

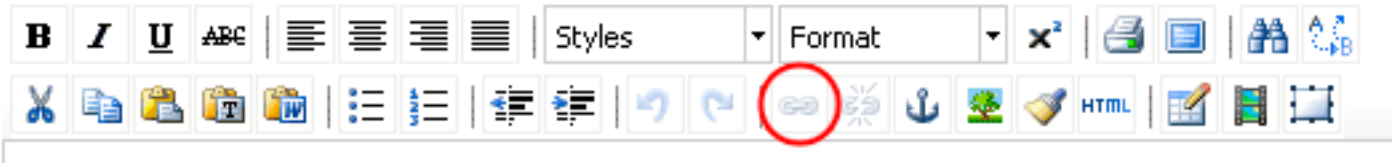
When a search engine crawls your site they read the HTML code that makes up your site, they do not view it like a person and pick out images. They view images as part of the code. Because of this it is best practice to give your image a title and description to tell the search engine bots what the image portrays. This will aid search engines with page ranking as it adds to the valued page content.

The title and description given to an image will also be used to replace an image when it is viewed by a text reader.

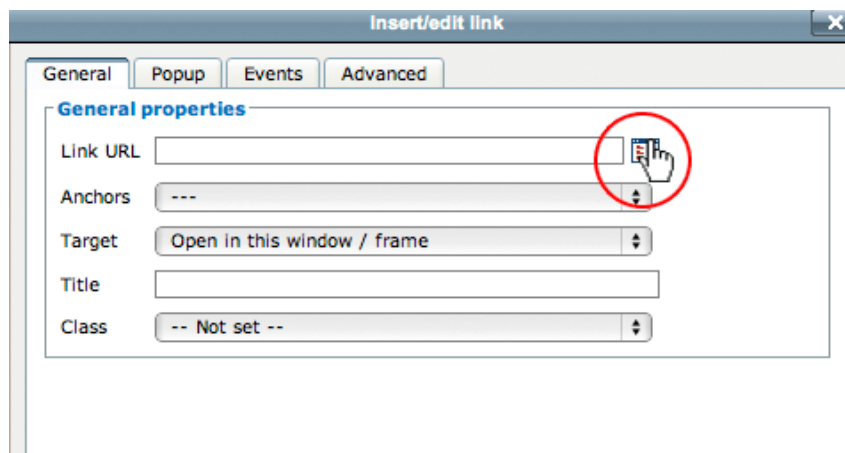
## Inserting Links

To create a link to another page, or a file (i.e. PDF Document), you first need to highlight the text which needs to be the link, or if an image simply click the image to select it.

Once the text or image is highlighted click the chain button, the 12th icon from the left on the bottom row of icons, and a popup window will appear with options for inserting or editing a link.

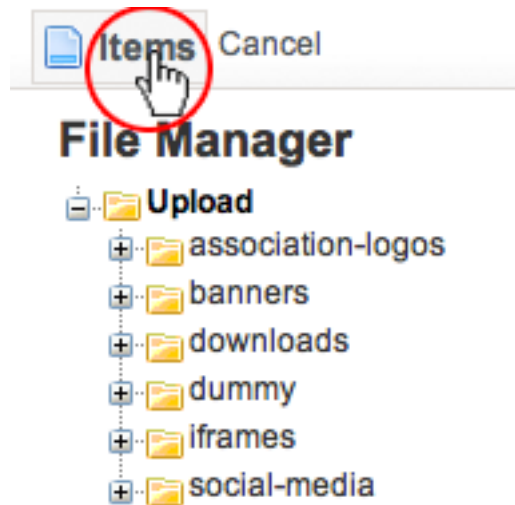


Click the browse icon to the right of the 'Link URL' field, as shown below, to launch a popup window that will allow you to choose an image or file to link to. If you would rather link to another website, simply type the full address of the website, including the http://.www, into the 'Link URL' input box.



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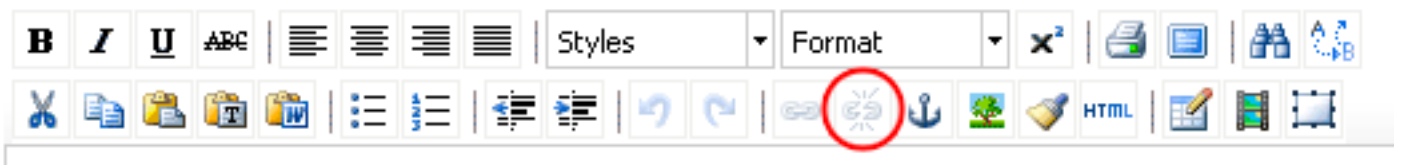
Once you have clicked the browse icon, a popup window will be launched, as shown below.



You then need to choose a file from the tree (similar to choosing an image to insert), or if you want to link to an existing page within your site you will need to click the 'items' button, as highlighted above. By doing this the site tree will load in the popup window allowing you to choose the page you wish to link to.

You must then choose a target for the link. As default this is set to 'open in this window', if left as this the link will load the file or page within the same window as the site is currently displayed. On the drop down menu within the target inout box there are several other options, one of which is 'open in new window (\_blank)'. Choosing this option will open the linked file or page in a new window which is a good way of ensuring your site stays open even if the client navigates away from your site by following one of your links.

To remove a link simply click anywhere within the link and click the 'Unlink' (broken chain) button located directly next to the link button on the tool bar, highlighted below.



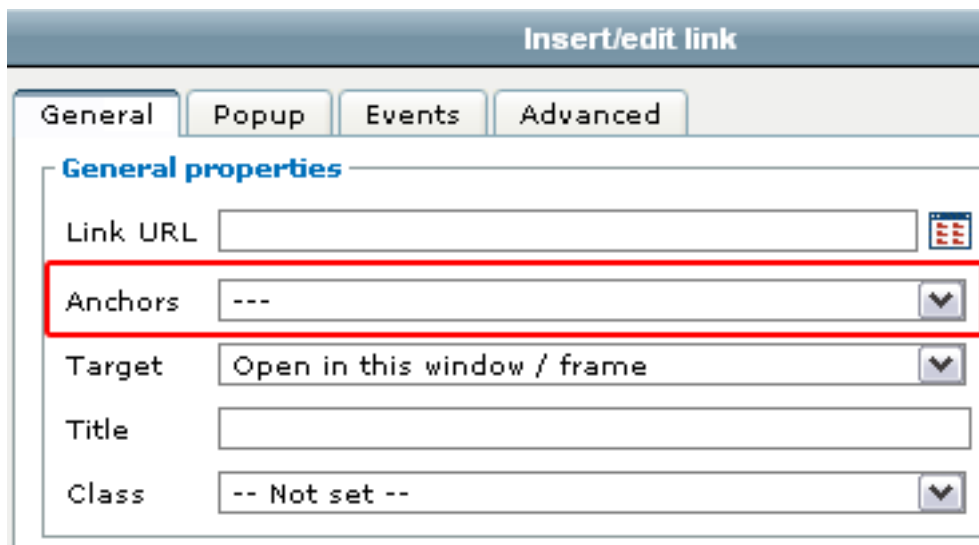
## Inserting Anchors

Anchors are areas within a page which can be linked to, they are used to jump to certain sections of a page.

Place your cursor where you would like to insert an anchor and click the Anchor icon on the toolbar.

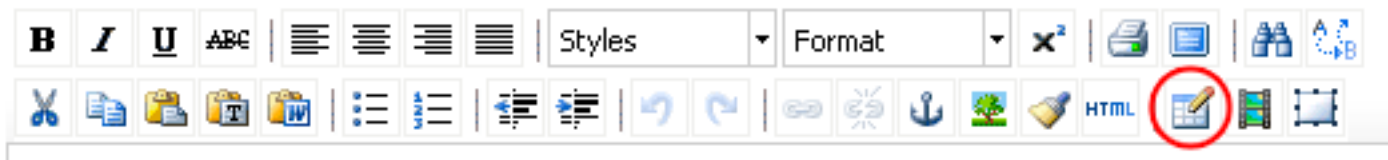


After inserting an anchor you will now see this listed in the 'Anchors' field when inserting a link. To link to an Anchor go through the same process as you would when creating a link. In the Link popup window under the Link URL input area you will see the Anchors input area. From the Anchors drop down list, chose the Anchor that you previously created.



## Tables

Tables are useful when you need to display information within a grid, i.e. an image with text next to it, which has not already been catered for in the general design of the site.



To insert a table into the editor click on the 3rd icon from the right on the bottom row of the toolbar. Once you have clicked the icon a popup window should appear.

A screenshot of a dialog box titled "Insert/Modify table". The dialog has two tabs: "General" (selected) and "Advanced". Under the "General properties" section, there are several fields:

- Cols: 2
- Rows: 2
- Cellpadding: (empty)
- Cellspacing: (empty)
- Alignment: -- Not set -- (dropdown)
- Border: 0
- Width: (empty)
- Height: (empty)
- Class: -- Not set -- (dropdown)
- Table caption:

At the bottom of the dialog, there are two buttons: "Insert" (highlighted with a green border) and "Cancel" (highlighted with a red border).

## Columns and Rows

Once the popup has loaded you have the option to set the number of columns and rows that you require. (Columns are vertical cells and rows are horizontal cells)

## Cellpadding and Cellspacing

The Cellpadding and Cellspacing options relate to the amount of space to be set within and around the individual cells.

Cellpadding is the width of the inside cell borders, so the width of border between the text/image within a cell and the edge of the cell.

Cellspacing refers to the space that is left between each cell in the table

## Alignment

The alignment option will set the alignment of the content within the table not the table itself.

## Border

The border option allows you to set the width of the table border. If this option is set to 0 then the border will not display.

## Width and Height

As suggested the width and height options allow you to set a fixed width and height for the table. If a value is not specified for either then the table will automatically default to the size of the content displayed within.

## Class

If a specific class (style) has been set for a table then it will be listed on the Class drop down menu. Select the required class and the styling will be set for the table according to the preset specified.

## Table Caption

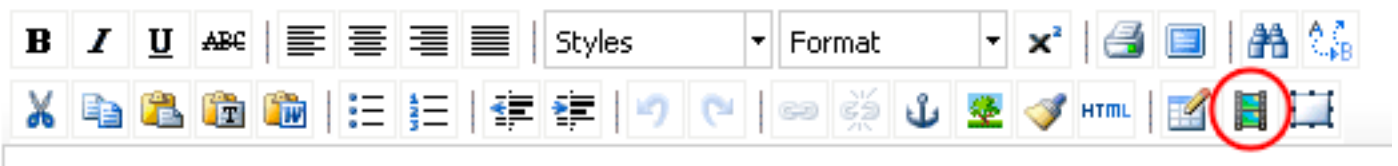
Table caption is a title/description added to a table relating to the table contents. If you tick this option you will be able to enter a caption, by default it is un-ticked.

## Add Media (Video / Flash)

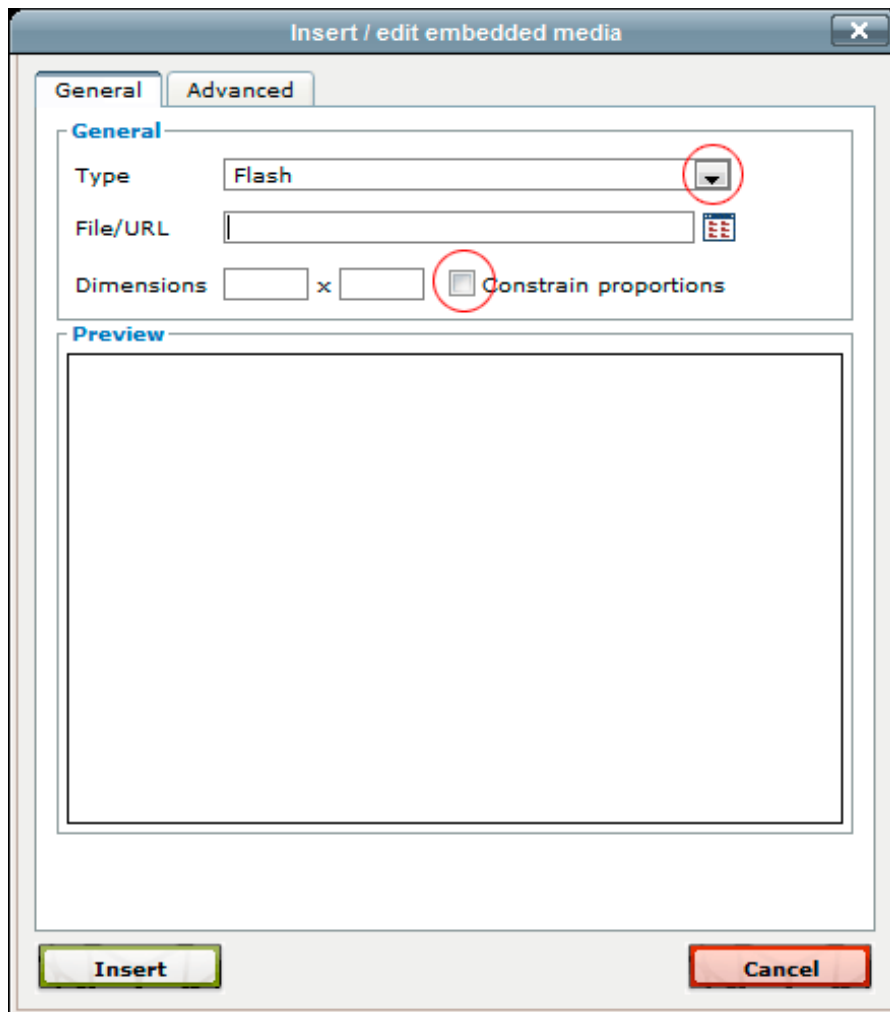
The add media function allows you to embed popular media, this includes:

- Flash (.swf)
- Quicktime video (.mov)
- Shockwave video (.swf)
- Window Media video (.wmv)

To initiate the add media function click the second icon from the right, the film strip.



A popup window will then load allowing you to choose the type of media you wish to load.



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The popup window will have two tabs at the top, general and advanced. The general tab has the basic options of type of media, link to the media file and size you wish the media to be displayed at.

The media type drop down menu will allow you to choose the media type you require. You then need to click the icon to the right of the File/URL field to navigate to your file on the CMS system. If your file is not already on the system you are able to upload the file onto the system in the same way you would an image.

You are then able to set the size you require the chosen media to be displayed at in pixels. The constrain proportions tick box will ensure that the media is displayed in proportion.

The options within the advanced tab will allow you to control elements specific to the media type you have chosen. If you have worked with media files before then these elements will all be self explanatory.

If you have any questions relating to the addition of media through the CMS please contact us.

## Draggable Parts And Zones

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A draggable part is an additional element to a page that you can control. By default draggable parts are not displayed yet there is a zone specified to display them should you choose to.

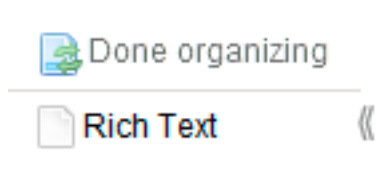
To view the available parts for your site click the organise parts icon within the slide out toolbar with two chevrons on the end at the top left of the content area.



The available zones to house the draggable parts will then be indicated by grey lines, as shown below, and should now be displayed on the page.



A list of the available parts will now also be shown at the top left of the content area.



Parts can be dragged into zones on pages and provide discrete elements of both content and functionality.

A rich text part is a default generic part that consists of a plain text area that anything can be added to. It behaves in the same way a normal page content editor works. You can add text, images, multimedia and links. A rich text part is not confined to a specified width or height so can be dragged into any zone.

To drag a part from the list of parts into the chosen zone, simply click and hold down the mouse button on the required part and drag it to the zone. Once you are over the zone the diagonal grey lines will change to green to indicate that it is in position and for you to release the mouse.



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When you drag a part into a zone the zone will turn green to indicate that the part can be dropped here.

Every part has different areas where customisable content can be added.

Once you have added and customised your chosen part you can still go back and edit or remove the part at a later date.

To edit a part you must first click the organise parts icon on the slide out toolbar at the top left of the content area.

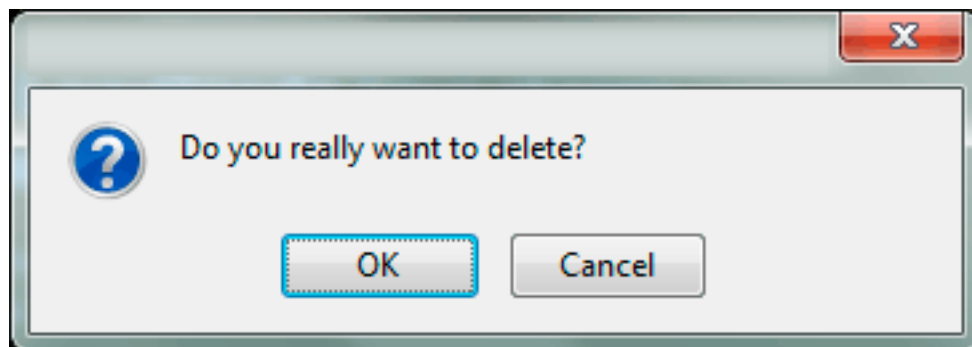


This will then show the available draggable zones along with highlighting existing parts. Existing parts will display an edit symbol, a pencil, and a delete symbol.



To edit the part click the pencil icon and a window will appear displaying the editor for that part.

To delete the part click the delete icon and a window will appear asking you to confirm you want to delete the selected page.



Details of specific parts, their styles and their uses will be provided by Big Bang Creative Ltd.

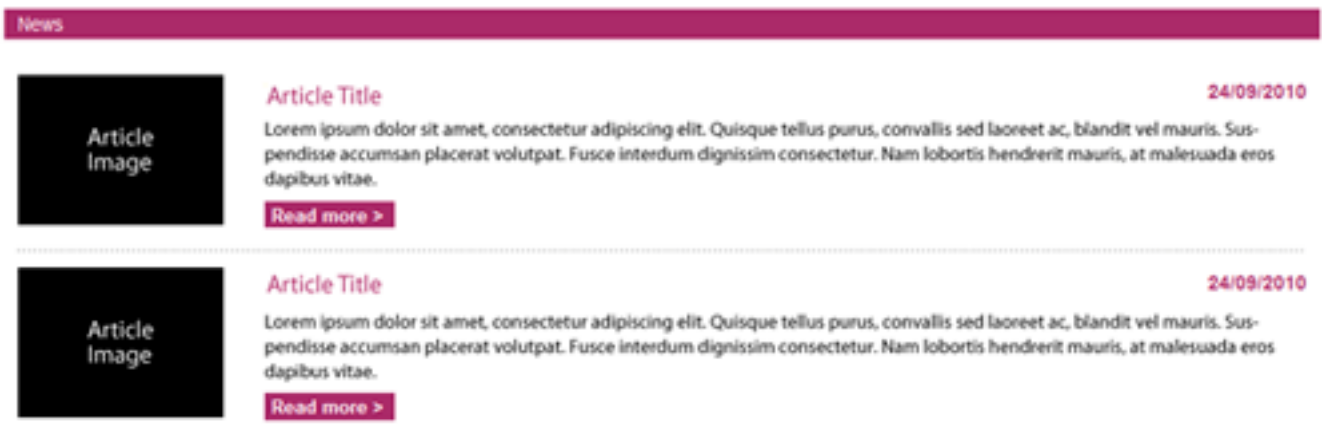
## N2 News Module

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The N2 news module will automatically generate a list of news articles from individual pages containing the full news article.

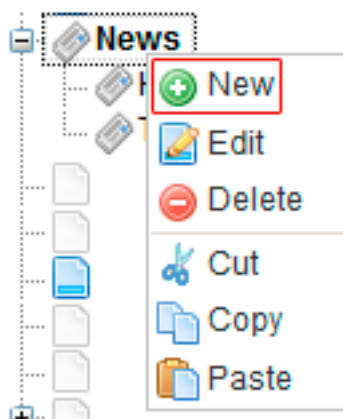
For example if you add a page within the news section of your site and add the full article text, an image and publication date, the news module will add a short “teaser” article summarising the full article to a list on the main news page.

The main news page will list all the teaser articles and then provide a link to the page displaying the full news story, as shown below, for your client to read.

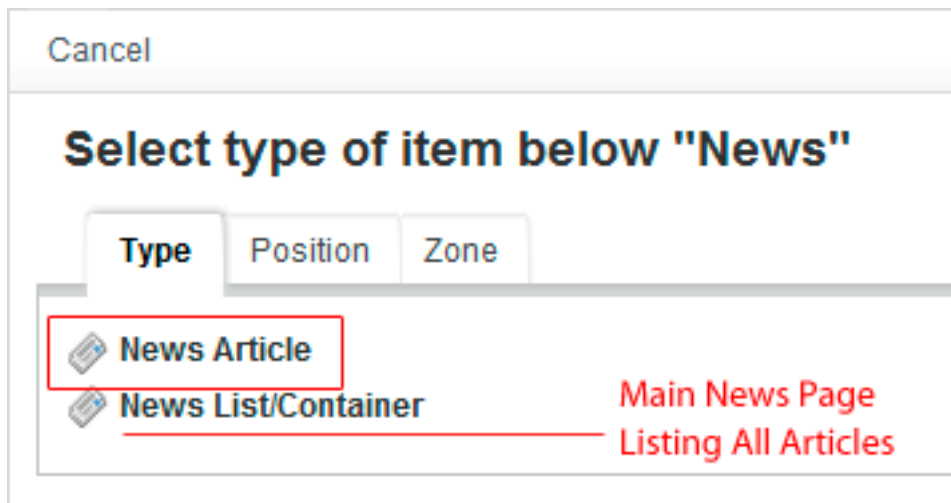


## Adding a News Article

To add a new news article, right click on the main news page and click new.



You will then be prompted to choose a page type.



A news article page, as highlighted above, is the page type you should choose to create a new article. The styling of this page will be preset and allow you to enter the article title, publication date, short teaser for the main news page, article text, image and image caption.

Content

Title

URL

Visibility  Show in navigation

Date

Short teaser

Text

Image  Browse...

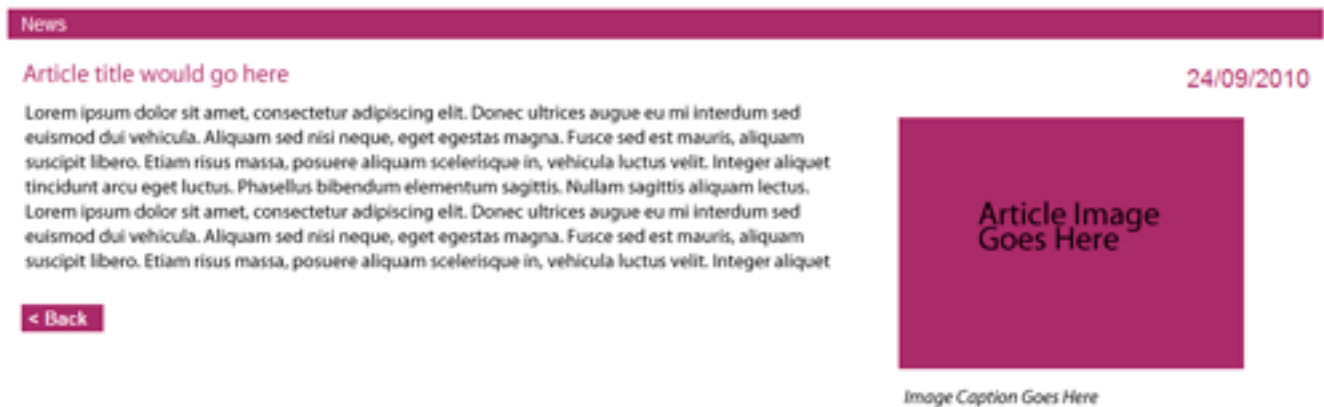
Image caption

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Once you have filled out the information required to produce your news article page, click save and publish and publish as you would with a normal page to save and instantly publish the page to the internet.



## News Article Layout

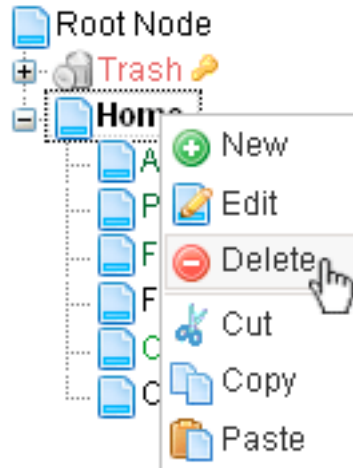


On publishing a news article page, the “short teaser” to your article is automatically added to the main news page which is a News List/Container page type.

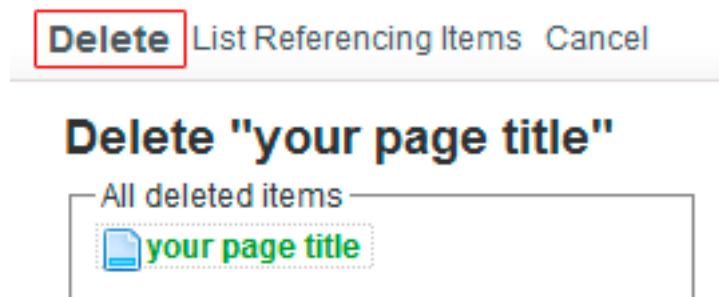
## Deleting A Page

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There are two ways to delete a page from the CMS. One method is to right click on the page you want to remove in the site tree and click “Delete”. The second method is to click the delete icon on the slide out toolbar in the top left of the content area. With both methods a window will appear to confirm the deletion.



Within the confirmation window check to see that the page to be deleted is the correct page and then click delete as highlighted below.



All pages that are deleted are moved to “Trash” so that you can retrieve them at a later date.

## Re-Order Navigation

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You can move pages from one parent node to another by simply dragging them from their current location to the desired location.

Clicking on the up and down arrows in the main toolbar allows pages to be re-ordered within a parent.



## Roll Back To Previous Version

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This function (highlighted below) allows you to roll-back to a previously published page. Click to view a list of all the versions.

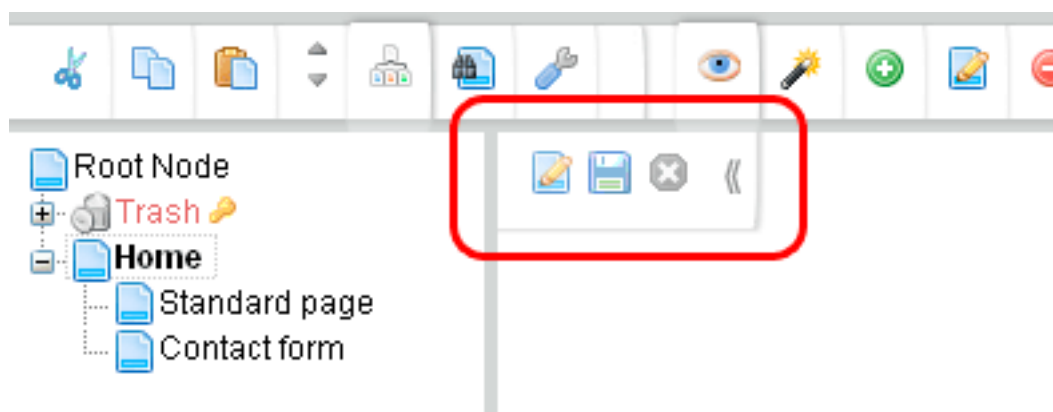


Click on the file icon in the generated list to preview each version.

V	Title	ID	Published	Expired	Saved by				
★ 1	Home	2	12/11/2009 13:28:46		admin	Edit			
2	Home	194	12/11/2009 13:28:46	27/07/2010 13:22:39	admin	Edit	Publish	Delete	
3	Home	190	12/11/2009 13:28:46	23/02/2010 12:07:19	admin	Edit	Publish	Delete	
4	Home	185	12/11/2009 13:28:46	20/01/2010 11:34:57	admin	Edit	Publish	Delete	
5	Home	181	12/11/2009 13:28:46	15/01/2010 17:16:27	admin	Edit	Publish	Delete	
6	Home	175	12/11/2009 13:28:46	15/01/2010 16:12:56	admin	Edit	Publish	Delete	
7	Home	173	12/11/2009 13:28:46	15/01/2010 16:10:33	admin	Edit	Publish	Delete	
8	Home	171	12/11/2009 13:28:46	07/01/2010 11:46:51	admin	Edit	Publish	Delete	

When you have opened a version click on the chevrons in the top left of the page to open the options.

You will then be able to edit that version, publish it or completely delete it.



## File Manager

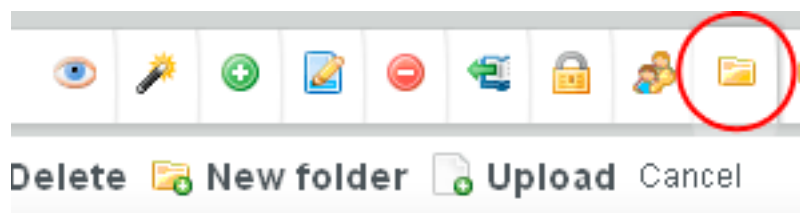
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You will then be able to edit that version, publish it or completely delete it.

The file manager allows the user to upload and manage any type of file, for instance images and PDF documents. Files can be placed into folders to help keep everything organised.

The CMS allows multiple files to be selected on the user's computer and then uploaded in a single batch.

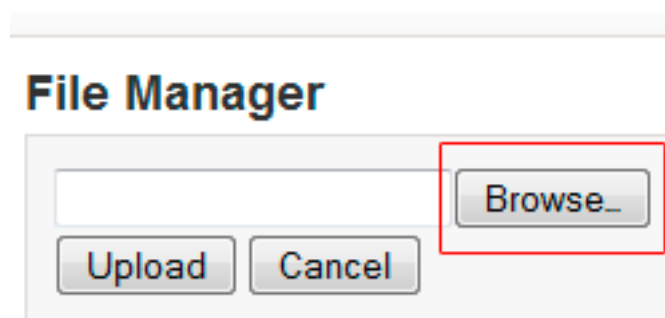
Click the gold folder icon on the toolbar, as highlighted below, to load the file manager. Once the file manager is loaded click on the Upload file to display the delete, new folder and upload buttons.



## File Manager

Clicking new folder will allow you to add a new folder within the Upload folder to which you can then upload files into.

To upload a file first select the folder you want to upload to then click the upload button and a new window will load.



Clicking the browse button will load a popup window that allows you to then browse the computer you are working on to select the files you wish to upload to the CMS. Once you have selected the files the popup window will close. You then need to click upload within the CMS window and the files will instantly be added to the CMS.