

Ashley Kathleen



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## **Content Tool**

User's Guide & Documentation

Last Modified April 29, 2007

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# What is a Content Tool?

The content tool allows administrators to create, update, and archive website content with an easy to use, web-based tool.

The image illustrates the integration between a content management system's administration interface and the resulting website front end.

**Administration Interface:**

- About:** Contains a 'User's Guide & Documentation' link and 'Add Content' / 'Preview' buttons. The main text reads: "I provide web design, site development, web-based tools to support site content, and web-based applications to increase business productivity and organization. My goal is to develop closer relationships with clients by helping them achieve their goals and empower them to create and/or maintain their own web presence."
- My History:** "I graduated from Southern Methodist University in 2000 earning a BA in Psychology and a BFA in Art. I started working at the SMU Webmasters Office in 1997 supporting student and organizational websites as well as teach myself ASP and database architecture. In 2000 I moved to Austin, Texas to begin my web career."
- Skills:** "I work with Adobe Photoshop for web designs, Macromedia Homesite to develop sites and applications at the 'code' level, and Macromedia Flash for animations or demos. All of my projects are coded using Microsoft Active Server Pages (ASP) using either Microsoft SQL or Microsoft Access."
- Document Attachments:** Includes a 'Browse...' button to add documents. Current documents listed are 'ActiveDocumentation2.doc' and 'design101.doc'. Buttons for 'Submit', 'Delete Event', and 'Cancel' are at the bottom.

**Front End Website:**

- Header:** 'Ashley Kathleen' with navigation links: 'About', 'Alter Ego', 'Contact'.
- Navigation:** 'Project Process', 'Web Tools', 'Portfolio', 'Services', 'FAQ'.
- Content Area:** 'Random Postings' section with a 'Software Recommendation' (Web CEO) and an 'About' section that mirrors the text in the administration interface.
- Footer:** 'HOME | PROCESS | TOOLS | PORTFOLIO | SERVICES | FAQ'.

# The Toolbox & Tool Setup

The Administration "Toolbox" appears on the left of every administration page and contains links to available tools and setup pages. Click on the "Tool Setup" link to customize your tools.

## Variables

The variables section allows you to modify specific variables for all of the tools. These variables give the tools their style and functionality.

### Global Settings

To setup general font styles and colors that will carry throughout your tools select "Global Settings" from the drop down box.

The screenshot displays the 'Tool Setup' window for 'Global Settings'. It includes a sidebar with 'The Toolbox' containing links like Calendar, Email Campaigns, About, File Sharing, Latest News, File Permissions, Photo Gallery, Survey, Tool Setup, Variables, Administrators, and License Agreement. The main window has a dropdown for 'Setup Variables For' set to 'Global Settings'. Below this are several sections:
 

- Primary Color:** Input field with value #666666.
- Secondary Color:** Input field with value #999999.
- Header Style:** Text area with font-family: Myriad, "Gill Sans", "Century Gothic", "Trebuchet MS", arial; font-weight: normal; margin-bottom: 4px; letter-spacing: 1px;
- Sub-Header Style:** Text area with font-family: Myriad, "Gill Sans", "Century Gothic", "Trebuchet MS", arial; font-weight: normal; margin-bottom: 4px; letter-spacing: 1px;
- Text Style:** Text area with color: black; font-family: "Trebuchet MS", verdana, arial; font-size: 12px;
- Link Style:** Text area with color:black;
- Website Style Sheet:** Input field with value http://www.ashleyKathleen.com/style.css (full URL).
- Add security module:** Radio buttons for Yes (selected) and No.
- File Upload Method:** Checkboxes for 'My server supports custom directory permissions' (checked) and 'Non-COM upload (default)'. Includes a 'Help?' link.
- Email Component:** Dropdown menu set to 'Persits ASPEmail' with a 'Help?' link.
- SMTP Server:** Input field with value localhost.

 An 'Update' button is at the bottom right of the window.

**Primary Color:** The primary color is used throughout the tools as the header and link color.

**Secondary Color:** The secondary color is used throughout the tools as the sub header color.

**Header, Sub-Header, Text, and Link Styles:** These text areas allow you to customize the styles of all of the fonts throughout the tools.

**Website Style Sheet:** This is the full URL (starting with http://) to your website style sheet.

**Add Security Module:** If you do not already have a layer of security surrounding your site's administration area this option will add one for you. Users will have to log in before they can administer any of the tools. Once the module has been activated the "Administrators" link will appear in the Tool Setup section of the Toolbox.

**File Upload Component:** Select which file upload component is installed on your hosting environment (if any). If you are unsure about what is installed on your hosting server click the "Help?" link.

**Email Component:** Select which email component is installed on your hosting environment (if any). If you are unsure about what is installed on your hosting server click the "Help?" link.

**SMTP Server:** If you have an email component installed on your hosting environment it will require an outgoing mail server. This is usually in the form of a domain name (mail.domain.com) or IP Address (123.456.123.456).

## Content Tool Settings

To setup variables for the Content Tool(s) select "The Content Tool" from the drop down box.

Setup Variables For **The Content Tool**

**Content**

\* Tool Name About

\* URL to Admin

\* URL to Front-End

**HTML Wrapper** HTML that surrounds the news section. If there is no news you can turn off entire section (see next option). Place <news> where you would like your news to appear.

**Show Section if No News** If there is no news available the news and the wrapper you added above will not appear on the page. If you choose Yes the wrapper will appear with the message "There is no news available at this time."

**Available Filters** Format: Filter 1 Display:Filter1Val|Filter 2 Display:Filter2Val  
 Ex: Customer News:customer|World News:world|Other News:other

**Show Filters** This option will display the filters as a select box on the front end of the page.

**Content Style**

**URL to Admin:** URL to the tool's administration page

**URL to Front-End:** URL to preview the Front-End

**HTML Wrapper:** This option allows you to add HTML around the content.

**Show Section if No News:** This option allows you to hide anything typed in the HTML Wrapper field if there is no news to display.

**Available Filters:** This field allows you to create filters for your content such as "Customers", "Suppliers", and "Other". Once created, these filters will appear on your administration form and each content item must belong to at least one filter.

**Show Filters:** This option is only available if filters are created and, if selected, gives the user a drop down list of all filters to choose from. If you do not "Show Filters" then specific filters must be coded into the ASP file.




**Content Styles:** These text areas allow you to customize the style sheets for the Body of the content items.

## Administrators


Once the security module is activated this section will appear to global administrators in the "Tool Setup" section of the Toolbox. Clicking on the "Administrators" link will produce the following screen.

**Tool Users**

	Name	Tool Access
	Administrator	Global Administrator
 	Ashley Salinas	About* Calendar Latest News*

From this screen you can turn on/off () , modify () or delete () any of the users other than the primary Global Administrator.

### Adding and Modifying Administrators

Clicking on the modify icon () or the "New User" button will produce the following screen.

**Name:** The user's full name.

**Email Address:** The user's email address. They will use this email to log in to the tool administration and, if an email component is selected, the location they will receive their password reminders.







**Password:** The user's password into the tool administration.

**Tool Access:** This is the user type. Users can either be "Global Administrators" having access to all tools, setups, and administrators or a "Tool Administrator". If the user is a "Tool Administrator" you can choose which tools the user has access to and whether they have access to the tool's setup screens ("Content and Setup") or only access to modify the content of the tool ("Content Only").

## Common Components

### Icons

Here is a list of icons and their common definition throughout the tools:

-  Edit the record
-  Delete the record
-  View the record details
-  Copy a record
-  Indicates if record is active or inactive. Click to toggle record.
-  Expand or Contract a set of records

### WYSIWYG Editor

WYSIWYG (wīz'ē-wīg) stands for What You See Is What You Get. Examples of large WYSIWYG editing software include Microsoft FrontPage and Macromedia Dreamweaver. These editors are utilized as visual methods of creating and maintaining web content as opposed to editing the code behind the pages in a text editor.

Each editor box will have a formatting bar very similar to Microsoft Word:



Each button will perform different actions on the text you have typed in the box provided. Some of the buttons, however, are custom to this web-version of the editor.

## Spell Check



If you are using Internet Explorer to modify your content, this icon will run a spell check on all of your text. A third party component called **IESpell** is required for this function to work correctly. You can download IESpell from <http://www.iespell.com>.

## Paste from Word



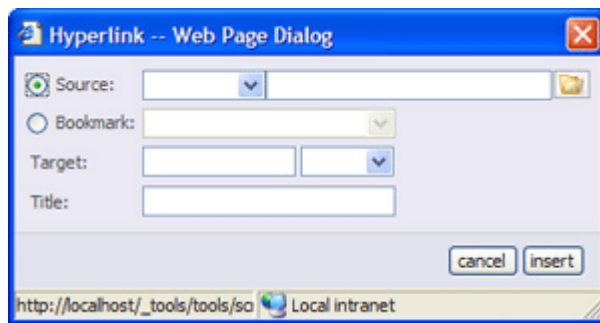
This icon should be used if you want to paste content from a word document. If you paste content directly into your content area all of the font definitions will be carried over and will not match the rest of your website. Using this icon strips unnecessary tags and leaves all formatting that you specified in place.

## Hyperlinks



This icon will insert a hyperlink to another location. Hyperlinks can be links to other pages on your website, other websites, documents, etc.

**Recommendation:** I recommend typing the text or inserting the image that will become the link FIRST (i.e. "Read More" or "Click Here" or a button image), select the text/image and THEN click the hyperlink icon.



**Source:** Check this if you want to link to another page or document.

- a) If you want to link to another website choose "http://" from the first drop down and enter the web address (i.e. [www.ashleyKathleen.com](http://www.ashleyKathleen.com)) in the box just to the right.
- b) If you want to link to a page or document on your website simply type the name of the file in the text box to the right

- c) If you want to link to a document that you need to upload to your website click on the folder icon on the right. This will take you to the **Asset Manager** which you can learn more about later in this section.

**Bookmark:** Check this if you want to jump to an anchor tag you have set up in the current content.

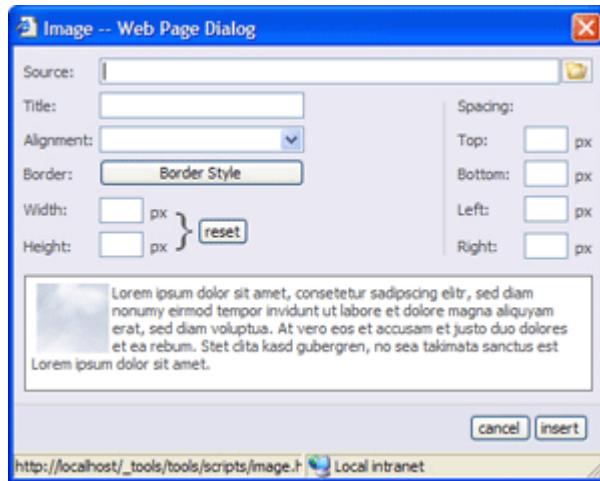
**Target:** (optional) If you are using the "Source" method you can choose to open the link in another window. If you already know the name of the window you would like to send the link to (rare) simply type it into the left hand box. Otherwise, use one of the selections in the drop down box. Leaving this field blank will open your link into the existing window.

**Title:** (optional) Use this field to type a title for the link. This is displayed when the user hovers over the text or object.

## Images



This icon will insert an image into your content.




**Source:** If the image is already on the web (either local or remote) you can type in the location here. Internal image example: "images/logo.gif". For external images or in situations where you would want to use the full path to your image (like an email campaign) type in the full URL (starting with http://). **Need to upload the image?** Click on the folder icon to the right. This will take you to the **Asset Manager** which you can learn more about later in this section.

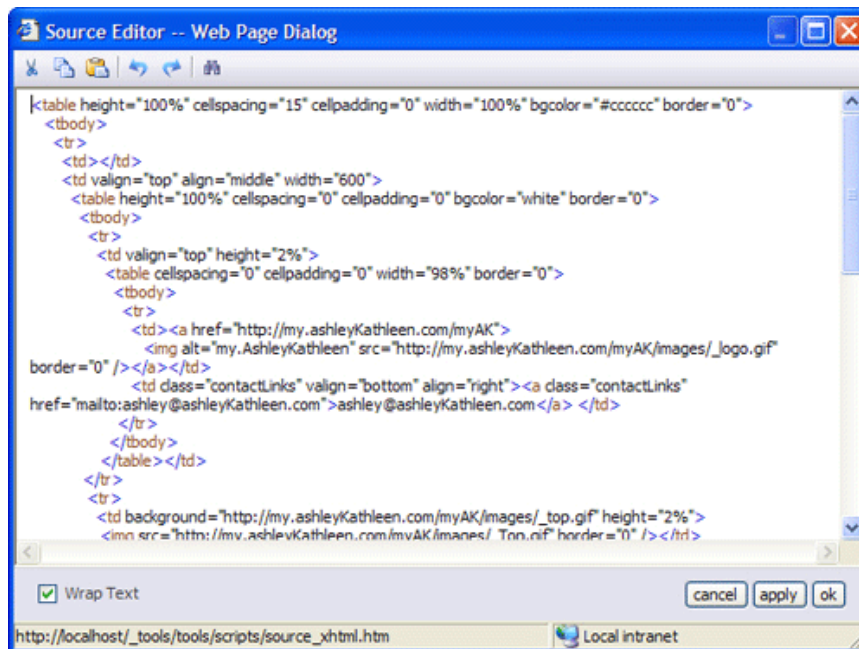
**Title:** (optional) Use this field to type a title for the image. This is displayed when the user hovers their

mouse over the image.

**Formatting Options:** There are several formatting options such as Alignment, Border, Width, Height, and Spacing which you can use to fit your image into your content.

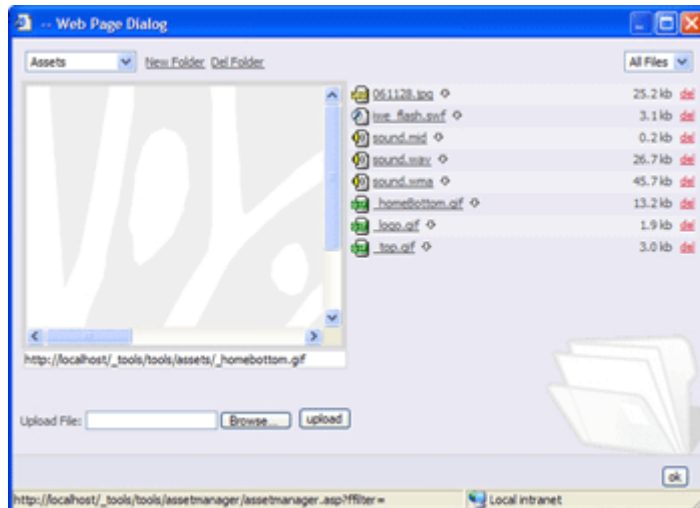
## HTML Source Editor

 This icon will display the code behind the content you have designed. There are some things that are easier to accomplish through HTML code. You should only use this feature if you are familiar and comfortable modifying HTML code.



## Asset Manager

You will be using the Asset Manager of the WYSIWYG Editor when you need to upload files or select existing assets for your content.



**Folders:** You can create/delete folders for all of your assets. This will help keep your files organized so you know where to find them. Select the folder in which you would like to choose or upload a file from the drop down list located at the top of the page.

**Preview Pane:** If you select an image from the Asset Manager you will see a preview of that image in the Preview Pane on the left of the screen.

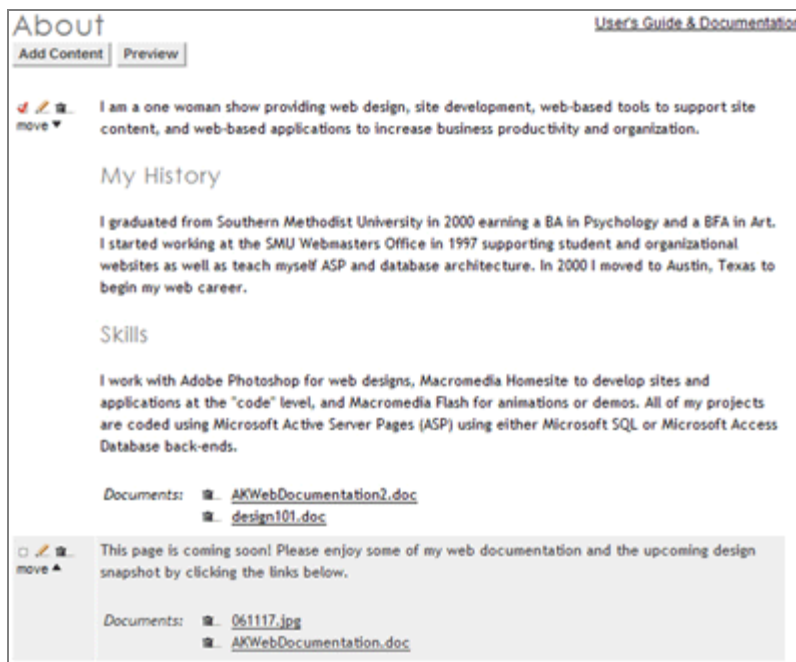
**Document List:** On the right side of the screen you will see a list of the files for the folder that you have specified. You can filter your files by type using the drop down box on the top right of the screen.

**Uploading Files:** To upload a new file into the Asset Manager click the "Browse..." button at the bottom left of the screen, find the file on your computer, then click the "upload" button. This will upload the document into the folder you are viewing and highlight the file in yellow.

**Inserting a File:** To insert the file into your content, simply select the document and click the "ok" button at the bottom right of the page.

## The Content Tool

Upon logging into the Content tool you will see the following screen which allows you to view, turn on/off (🔌), modify (✏️), delete (🗑️), or move (⬆️ ⬇️) content items.



## Adding & Modifying Entries

Clicking on the edit icon (✎) next to the item or the "Add Content" button in the previous screen will produce the following screen.

**Content:** Use the WYSIWYG Editor to enter your content.

**Document Attachments:** If your server provides a file upload component you can attach documents to each content item. To attach multiple documents you must "edit" the item for each document you would like to add. Click the trash can icon (🗑) next to the document to remove it from the content item.

## Technical Support

If you have any questions regarding information in this document or think you need help through this tool give me a call, or send me an email!

**Contact Information:**  
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