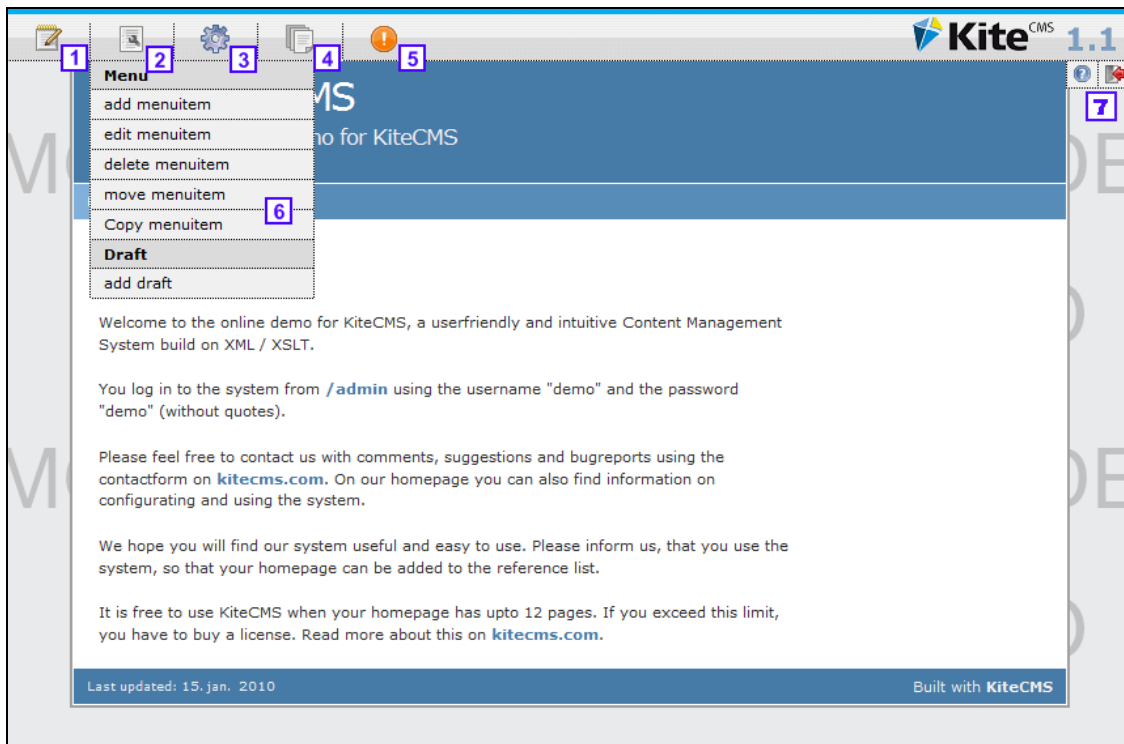


Introduction

KiteCMS is a user-friendly system, which is used to edit the content on your website. Below you can read more about how you work with the system. Much has been done to make it as easy as possible, for you to work with your website.

KiteCMS is a very flexible system, where parts may have different usage in individual solutions. This manual is therefore based on the standard solution.



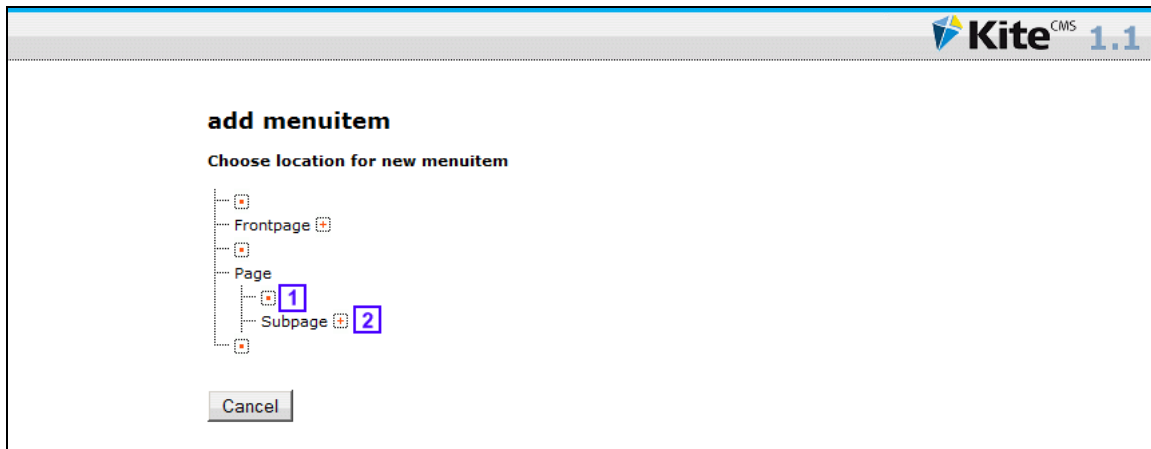
Welcome to the administration and editing system

You are now logged into your KiteCMS website. When you move the mouse over the top of the page (or press the F12 button) a comprehensive menu will get visible. The menu is a table of contents for the functions you might need when you are editing your website. Starting from the left is the "Edit Content" **1**, "Page-specific features" **2**, "General Features" **3**, "Sitemap" **4** and possible "Module-specific functions" **5**. Edit the content works directly, while others show a drop down menu with features **6**. At the most right, here are some shortcuts **7**. Some shortcuts are fixed, while others are customizable.

Below the most common features in the system are described.

Create menu item

Click on "Create menu item" drop-down menu under "Page specific functions".



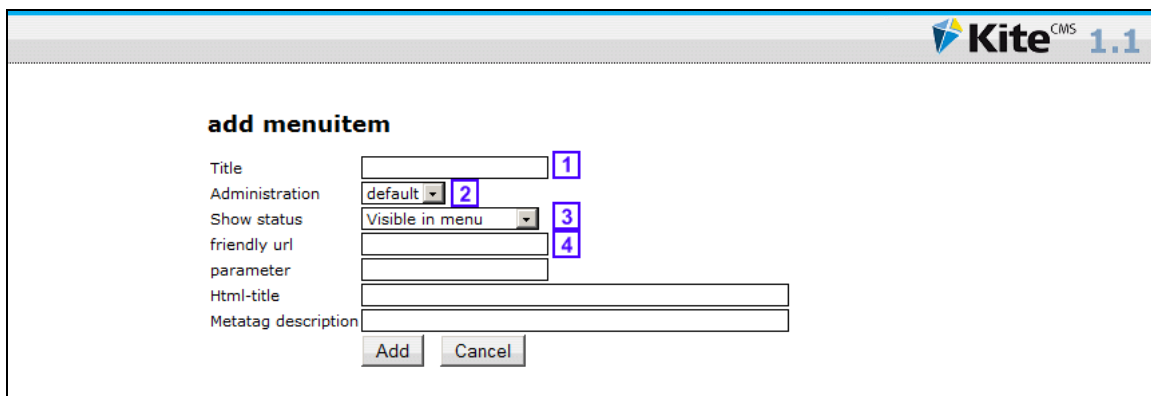
Place menu item:

You can now view your entire website's menu structure and sequence and must decide where on the website, the new menu shall be created / positioned.

You can choose either placing the item between the existing menu items by clicking on the red dot **1**.

Or place the item as a new sub item to an existing menu item by clicking the red plus **2**.

Note that there may be limitations in the design of your website, so that not all levels of the menu are visible. Normally there is a limit to how many levels, as shown in the menu.



Name the menu item and page type

Now it's time to name the menu item. The title you give the menu item here is the one that afterwards becomes visible in the menu on your site. Fill in the "Title" **1**.

Choose page template **2**

With KiteCMS, there can be different design or functionality on different pages. Therefore you must now choose what type the new pages should be of.

In the "Template" choose the template you want.

Publication of the page 3

Most people choose to wait to publish new pages, until they are completely finished or until they are reviewed by another person.

If you want to wait to publish the page, select "Not public". If you wish to publish the page, select "Visible in Menu".

"Not visible in the menu" is used to pages that you only want to link to the content on other pages. In the administrative sitemap non-visible menu items appear in curly brackets and not public in normal brackets.

Userfriendly URL 4

A URL is the text that is visible in the address box on the homepage. A user-friendly URL can be used to indicate the content of the page.

On the website www.domain.com, the editor e.g. wants to create a subpage, which contains news. The user-friendly URL is then filled with the text `"/ news"`. This is especially useful when you want people to remember the address of a given page in print or in other contexts.

When a user subsequently clicks on the page "news", the address will be:
`http://www.domain.com/news` instead of `http://www.domain.com/default.aspx?pageid = 23`.

Nice to know

You cannot create multiple pages with the same user-friendly URL.

The following URLs are reserved by the system: `"/admin", "/bin", "/classes", "/data", "/images"` and `"/modules"`

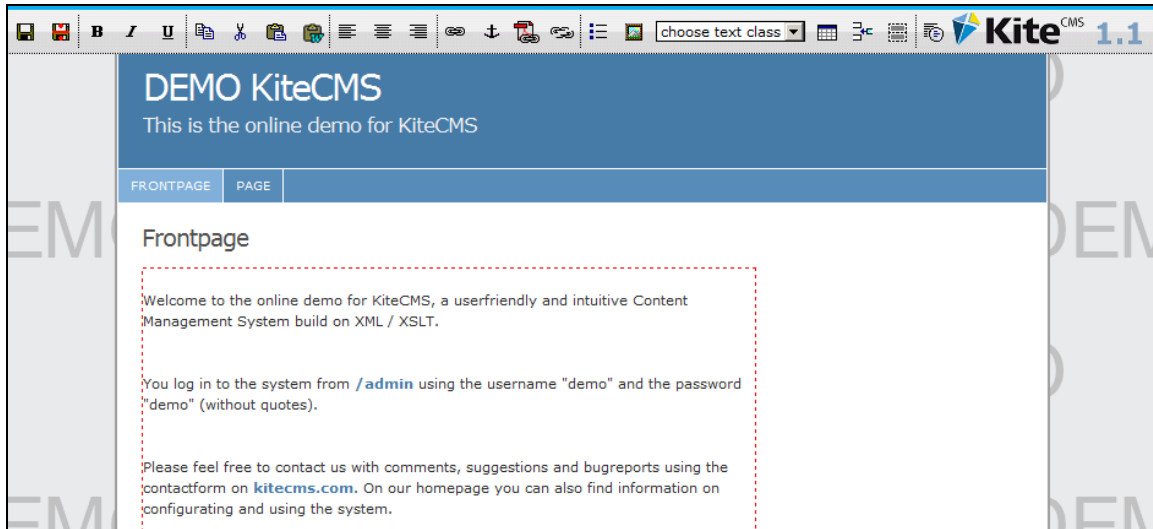
"Create menu item" can contain additional fields that are specific to your website.

When you press the "save", the new page is created in the system and it is now time to write some content on the page.

The editor

First you have to be on the page you want to edit. To do this, move the mouse to 'select menu item' in the overall menu. Here click on the page, you want to edit.

Then click on the icon to the very left. Now you will enter the 'edit mode'. This is where you write and create text and content on the page.



Note that the page has kept its appearance and hereby you can write text as you see it in the right context. On the page, there is one or more editor area which is marked with a red dotted frame. It is in these that you can write the text. There might be other editor types including textfields, textareas and image selectors.

Below is a description of individual features in the editor from left to right. There may be restrictions on your website that not all features are available.

When you edit your website with Internet Explorer, you must be aware that a normal linebreak is made with "shift" + "Enter." "Enter" key only is used to start a new section, which appears with a greater distance up to the text above. Several features of the editor only works on the whole section and not on the selected text.

Save 


Page content is saved and you leave edit mode. Always remember to save when you are done editing.


Cancel 


Leaving edit mode without saving changes.

Bold, italic and underline

Like in Word, you can make text either bold, underlined or italicized. Select the portion of the text you wish to edit and then:


For bold text click on 

For italic text click on 

For underlined text click on 


Copy/paste


Many choose to write the first version of a page in a word processing program like Microsoft Word. Once the text is ready, copy it from Word and paste into the website. Since the text formatting in Word of body text and headlines are not the same as on your website, please

use the button "Paste from Word" , which automatically remove the formatting from copied text.

Text alignment


As in Word you can do various text alignments in KiteCMS. E.g. you can choose to have your text either to be right or left aligned or centered in the text box.


If your text should be right aligned: select text and click 


If your text should be left aligned: select text and press 

If your text should be centered: select text and press 

Links

If you want to create a link to either a different page, or to an entirely different site, select the words that shall be the link text, and press the button . It opens a new window with 3 sections. If you want to link to another site or an email address, you must use the upper section "External link". You can either paste the URL directly into the "Link" box, or choose the link type and then write the rest. Is the link to an email, choose the type "mailto". The field "title-tag" produces a small box ("tool tip") with the text when you hover the mouse over the link. This may be a good help to the users. Finally you can choose whether the link should open in a new window or not.


If it is a link to another page on your website, please use the section "Internal link". You can either write the pageid (pageid is the unique key for each page that KiteCMS uses to distinguish the pages from one another) directly or choose from a list by clicking .

You can also link between different sections on one page if this is very long. This is done by creating some "anchors" with , and then select them on the bottom section on the "insert link" window.


Anchors

An anchor is an invisible mark, you can insert on a page, which you can use to link to a specific area on the page. This is primarily used on very long pages, where you at the top are doing an overview of the sections of the page and link to them.

Link to a media

If you wish to link to a document or image to open in a new window, select the link text and click . A new window opens. On the left side, you must select the item to be linked to. Click the desired document, if desired write a titeltag (tool-tip) on the right side and click "Insert Link".

Remove a link

If you want to remove a link, you must select it and click .


Abbreviations

If your text contains abbreviations or acronyms that may not be known by all, it's a good idea to explain their meaning. This is done by selecting the abbreviation / acronym, and click




In the popup window, write the meaning. The visitors on the website will see the explanation as a tool-tip when the mouse is over the word.

Bullets

If you want to create a bulleted list, select the portion of the text you wish to be included, and then click . Note that in Internet Explorer, it is sections that is transformed in to each bullit.

Insert image


Place the cursor where the image should be and click . It opens a window. In the left side, there is a list of images and folders. You can choose to either view the filename or small icons of the images. When you click an image in the list, you get a preview on the right side. You should fill all tags, which should describe the image. This is used especially by visitors to the website, which has reduced vision.

Formatting sections with CSS-class

Formatting of text and headlines are defined in a style sheet, which ensures that all pages are formatted according to the same rules. There may have been developed special classes to your website so that sections can be formatted with a special font or color.

It is important to specify headers correctly. This is done by selecting the section, which is heading, and then choose the correct heading type from the menu. One should not set all headers on a page as "heading 1", but instead priorities them as the main headings and subheadings.

Tables

If you wish to create a table click on . Now you must fill out how many rows and how many columns the table should consist of.


If you for example create a table with 3 rows and 4 columns, you get a total of 12 table cells, where you can place content - both text, numbers and images.


You can now give the table a few extra features. "Cellpadding" indicates the spacing is in individual cells between the content and the cell "walls". The default value is 0 (zero). "Cellspacing" indicates the spacing between the cells. The default is 1. "Border" is frame thickness, which surrounds the individual cells. The default value is 0 (zero).

You can choose to write an explanation of the text to the table, not directly visible to normal visitors, but will be used by visitors with reduced vision to orient themselves on the table contents / function.


You can also choose to give the table a title that becomes visible on the website.

You also have the opportunity to have developed some standard tables that can be rapidly deployed. This could, for example, be a school timetable for a school site.

When the cursor are inside a table, you can insert a new row in the table by clicking . If you use Firefox to edit your website, there will be some small arrows appear when you are in a table cell. With these arrows, you can create and delete cells, rows.

When working with tables in the editor, it can be difficult to orient yourself, when there are no frames on the tables. Clicking  you can view some dashed provisional frames of the tables.

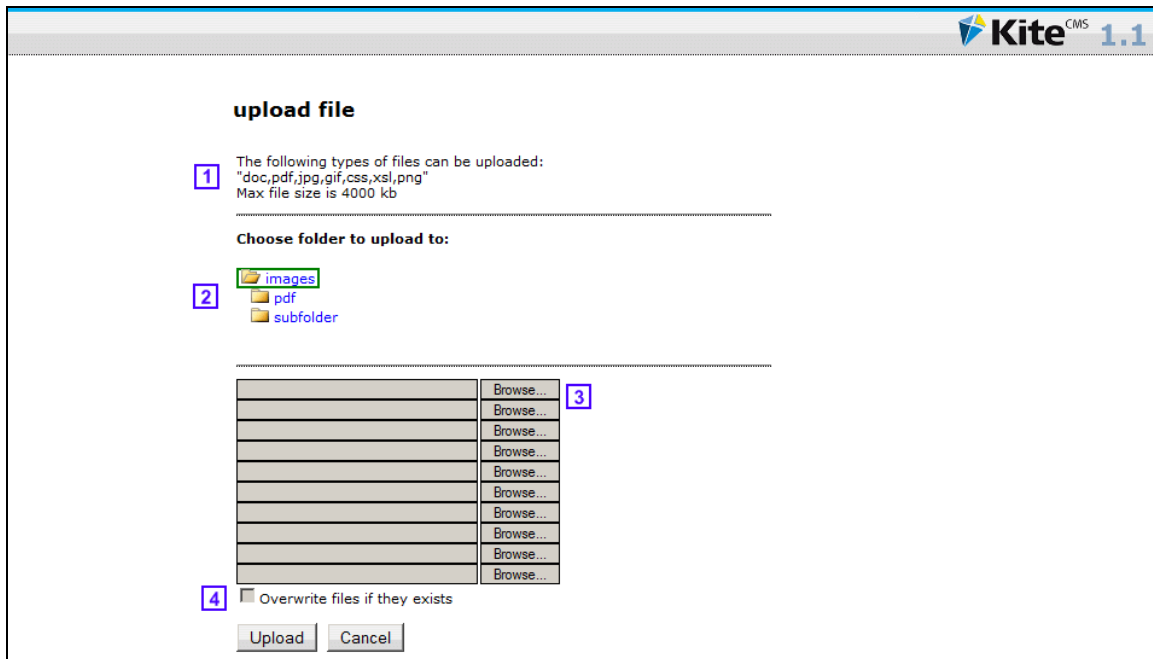
Switching between HTML and text

For advanced users, it may sometimes be necessary to edit the HTML code on the page directly, instead of using the built-in features in the editor. By clicking  you can switch between html code and text content.

Limitations

When the content of a page contains javascript, flash, or forms, it is not possible to use the built-in features in the editor and you are only able to edit the HTML code.

Upload file



upload file

1 The following types of files can be uploaded:
"doc, pdf, jpg, gif, css, xsl, png"
Max file size is 4000 kb

Choose folder to upload to:

2

- images
- pdf
- subfolder

	Browse...
	Browse...
	Browse...
	Browse...
	Browse...
	Browse...
	Browse...
	Browse...
	Browse...
	Browse...
	Browse...

3

4 Overwrite files if they exist

Upload Cancel

Do you want to use images on your website, they must first be uploaded to the website (upload). But before this is done, it may be necessary to edit the images first. You cannot take a picture directly from a digital camera because it is too large and should be scaled. A typical image for display on a website should not be more than 100kb (kilobytes). If you don't have a appropriate program for this installed on your computer, see the "Upload and crop images" below.

If the image / document is ready for upload, select "Upload file" from the "General options" on the main menu. At the top of the page the types of files you are allowed to upload are listed and how large they may be 1.

Select a folder on the server where the files should be placed. This can be used to structure the files so they are easier to find when they are to be used 2.

Press "browse" button 3 to locate the image on your computer. As standard you cannot upload files that already exist on the server, but this can be changed by checking the

"Overwrite files if they exist." 4.

After pressing the upload, the files are uploaded and are now ready to be used on the website.

All functions:

Edit page content

See *Editor* section above

Page-specific features

Menu

Adding menuitem

See Creating menu items further up.

Move menuitem

Here you can move the current page and any subpages to a new location on the website. Note that if the pages are moved from a password protected area (extranet), they will no longer be protected.

Edit menuitem

Here you can change page title and template.

Delete menuitem

Delete the current page and possible subpages. There is no undo!

Copy menuitem

The current and possible subpages can be copied to a new location. You can choose if the content of pages shall to be copied too.

Draft

Create draft

KiteCMS has a built-in ability to create a draft of the current page, which is only visible to editors. This function should be used when the updates of a page is not be published immediately. One can thus work on the changes over time and publish them when you're ready. It is only possible to have one draft per page.

Edit draft

You get the editor up and can edit draft content.

View draft

You view the draft version of the current page, if there is a draft.

Promotion draft to the homepage

Once the new version of that page is ready, moves content from the draft to the page itself with this feature. The changes are now visible for the visitors of the homepage.

Delete draft

Deletes the draft.

Module Specific Functions

If the current page contains a module (eg. Newsletter), there will be a menu with module options. See the individual modules for a list of options.

General functions

Template

Create template

Templates are the central part of the website's appearance and contains the design your page content is displayed in. Template points to a number of files which together puts the design together. For normal pages, the public and administrative file should be "/default.aspx". It is

possible to specify a template color. This is used to color code the administrative sitemap, so you as an administrator quickly can get an overview of what templates are used where.

Edit template

Here you can change the configuration of the template.

Delete template

Here you can delete the template. If the template is in use, you should be careful when deleting. The template can contain functionality, which thus disappear from the website. When deleting a template that is in use, you shall decide which template the concerned pages when shall use. If the new template does not contain the same editors, content will be deleted from the pages!

Edit xsl-file

Xsl files are the files on which the design programmatically is merged with the page content you've written. Much of the website's appearance is defined here. One should only make changes to these if you have great knowledge of programming. Is there an error in XSL file, large parts of the site will not work.

Edit css-file

Css files (style sheets) containing the definition of all items on the website: Colors, sizes and placement. Edit only in those if you know what you're doing.

Upload

Upload file

See the *Upload file* section above.

Upload and resize image

You cannot take a picture directly from a digital camera because it is too big and should be scaled. A typical image for display on a website should not fill more than 100kb (kilobytes). This can be done either on your local computer with an image processing program or with the built-in functionality in KiteCMS. Note that it is necessary to buy a license for "RADactive I-Load" to use this function.

Press "Browse ..." in the gray frame to start the process. Now, a new window opens where you should start by selecting the image to be uploaded. In the next screen, choose the size that the image is scaled to. If there is some user-defined specific sizes of your solution, this screen will be skipped over. The advantage of having user-specific sizes, is that images can be cut to standard sizes, which are necessary for the design of your website. This may be an image for news at 200x200 pixels.

On the next screen you can see the original image in the background. On top of the image, there is a frame that shows the size of the image after cropping. If there is no definition of a fixed size, you can drag the corners of the frame. Up in the left corner, you can follow the size of the original image and the image after cropping. The size of the original image can be changed by moving the slider bar "zoom view" while the frame of the original sample can be changed by sliding the bar "Resize image". When you are satisfied with the trimming, click "Finish".

The image is now cropped and ready for upload. You can see it by pressing the small icon which has now become visible in the left part of the gray frame. You must now choose which folder on the server, the image should be uploaded in, and whether any existing picture with same name should be overwritten. When done, click "Upload" to upload the image to your website.

Delete file

Here you are able to delete files from the server if they are no longer needed. Note that it is not checked whether they are used on the website. It is not possible to delete folders.

Create folder

You have the option to create folders on the server, so images and files can be structures and easy to find. It may, for example, be a good idea to create a folder to PDF documents or a folder for each sub-area of the website.

See files

Here you can see an overview of images and documents on the server

User Administration

Create user

Here you can create administrative users to KiteCMS. It is possible to determine the user rights on the system. You can specify both what features the user will have access to and on which pages it should apply. For both types you indicate the highest level, the user must have access to. This means that the user will have access to the selected menu item and all subpages (also future ones).

Edit user

Here, the administrative user rights can be changed. It is also possible to change the password for the user. Usually a user is disabled if he typed a wrong password 3 times. On this page, you can enable the user again and reset the counter of wrong login attempts.

Box module

Box module is used to insert elements at the pages, where it is not advisable to use editors. This may be because the same text should to be used on multiple pages or the text is dynamic. Box module supports RSS feeds so that content can be retrieved from external sources, which makes its content available in this format.

Attach box

Here you can assign individual boxes for the current page. There may also be changed in boxes sorting, which may affect their relative order on the page.

Create box

This created new boxes. You have to choose category, which determines where the boxes are inserted. It is also possible to set the box on all the pages, by checking the "Inherit all the pages.". If the box content shall be dynamic based on an XML / RSS input, you must specify the contents of the xsl code that formats the input (which cannot contain cdata-notes). This may for an RSS feed be :

```
<xsl:stylesheet xmlns:xsl="http://www.w3.org/1999/XSL/Transform" version="1.0"
  xmlns:rss="http://purl.org/rss/1.0/"
  xmlns:dc="http://purl.org/dc/elements/1.1/"
  xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#">
<xsl:output method="xml" omit-xml-declaration="yes" indent="yes"/>
<xsl:template match="/">
<h3>Soccer news from TV2</h3>
<xsl:for-each select="rss/channel/item">
<a href="{link}" target="_blank"><xsl:value-of select="title"/></a><br/>
</xsl:for-each>
</xsl:template>
</xsl:stylesheet>
```

URI to the XML feed is either a URL (e.g. [Http://sporten.tv2.dk/rss/fodbold.xml](http://sporten.tv2.dk/rss/fodbold.xml)) or a referral to a local file in KiteCMS (e.g. [newsletter.xml](#))

Edit/delete box

Here you can alter the box content or delete the box

Add category

Box module works as the last step in KiteCMS before the page is sent to the visitor. Box module is placed indicating which html-string it must look for in the html-source. Normally it would be an HTML comment, which is located in the template. It can also be a "magic string", which you can type in the editor and then the system replaces it with a dynamic string. At "types" you can indicate whether the box should be inserted in stead of or above/below the html string. Note that if the box is inserted instead of the html string, there will only be one box visible because the html string is gone when the second box is added.

Edit/delete category

Here you can alter the category content or delete it.

User specific functions

Change password

Here you can change your password for the system.

Shortcuts

Here you can create your own shortcuts to pages or functions often used. The shortcuts are shown in the upper right section of the website when logged in.

Administrative sitemap

Here is an overview of all pages on your website. To give you an overview, pages based on special templates can have its own color. Furthermore, the non-visible menu items are in curly brackets and not public in normal brackets. The current page is marked with **:: Title::**.

Search Engine Optimization (SEO)

It is possible in KiteCMS to create search engine friendly websites. Google is the most used search engine on the Internet and a high ranking on Google can be the alpha and omega of getting customers.

Below the elements on a website that Google emphasizes are described in details. Under each item it is described, how you can use KiteCMS to influence that particular element. To begin with, it is important to define the keywords that you want to optimize over. Select a handful of words what you want to optimize for.

1) Domain Name

This is the most immediately striking and permanent feature of your website. People searching for "bicycle" on Google, weights www.modernbicycles.com higher than www.flattires.com. This is often a point that cannot be changed, since the domain name is equal to the company name

2) The page title

Google looks at the page title as the primary content on the page and are therefore weighted highly. The title of a webpage is seen as the text which is at the very top blue bar. It is also the page title, which is used as a heading and a link on Google.

As default, the page title is set to the menu item's title, followed by company name in KiteCMS. It is possible to have created a solution where you can write the title directly, so it can be better optimized for the chosen keywords. For example, it is important that the front page title is not "Home - KiteCMS" but, e.g. "KiteCMS - Free - Valid XHTML - CSS Design", where several of the desired keywords are included. Keep titles brief and not repeat the word as it is perceived as spam. Use maximum 10 words.

3) Content

Obviously has a bearing on the contents page placement on Google. The more often the word is used, the more important it is. Included it in a headline, it weighed just high.

Write good lyrics in KiteCMS and be sure to divide long pages into sections, each having a separate subheader. Start any long pages with a summary, since the content in the top of the page weights higher.

4) Links to individual pages

If the keyword is in the link to the page, it is conferred greater value. Search on "coaching" will give "www.domain.tld/coaching" higher rang than "www.domain.tld/business/area1".

As default, individual pages in KiteCMS will have the URI auto-generated based on a sequence number in the system. A page can be called "www.domæne.dk/default.aspx?pageid=23" which tells nothing about the content. Instead it is recommended to use the "friendly url" under the "edit / create menu item". Using this feature, it is possible to make readable and rememberable friendly links, and highlighting the page's content.

5) References to your website

The fundamental idea behind Google is "The more people linking to a website, the better it is!" It is therefore important for a good ranking on Google, that there are other websites that "bothered" to link to it. The more people linking to the website, the better. A link from a "great" website, may therefore have a greater impact than links from 50 "small" websites. The actual text of the link is also important. So make sure to have others to link to your website and make sure that the link text containing your keywords.

6) Cheating is punished

If Google think you are cheating, you website will be sanctioned. One of the approaches that Google do not like, is to show a special website when it is Google, that visits your website. It can be super-optimized for Google and looked nothing like that the ordinary visitor sees.



Newsletter

With the Newsletter Module you can send newsletters to those interested in keeping themselves updated about your business. The module has particular a feature that enables subscribers to subscribe and unsubscribe directly from the website. It is also possibility to save / archive previously sent newsletters.

There are various options for designing the subscription form. Usually, the form shall be customized to the present webdesign and therefore there is no pre-prepared template.

If you know HTML coding here are some examples of useful codes. Paste the code in to the editor in the 'html-mode' on the page. Field names must be as below. xx replaced by news page pageid and replace yy with the ID of a category. One can insert the subscription form on another page than the news page, for example on the frontpage, but the code below should point to a news page

```
<FORM action=/modules/default.aspx name=newsletter method=post>
<input type=hidden name=pageid value=xx>
<input type=hidden name=category value=yy>
<input type=hidden name=action value=subscribe>
Name: <INPUT type="text" name="name"/><br/>
Email: <INPUT type="text" name="email"/><br/>
<input type=submit value="Subscibe"
onclick="document.newsletter.action.value='subscribe'">
<input type=submit value="Unsubscribe"
onclick="document.newsletter.action.value='unsubscribe'">

</FORM>
```

News Archive

Using the file "/modules/newsletter/list_newsletter.xsl" it is possible to control the look and feel of the news archive.

Extranet

An extranet is an area on the site that requires login to be able to view the content. An extranet is used to share information with a trusted subset of the visitors on the website. It may, for example, be your customers or suppliers.

The smart thing of this module is that all types of pages can be protected. It must just be behind a login page. You should however be aware that resources like documents and images are not protected if one can guess the link to them. When you are not logged in, you cannot see the pages and they cannot be accessed directly. Instead you send to the login page.

Setup

Create a new template that uses "KiteCMS.modules.extranet@extranet.dll" as module class for both public and administrative part. Create a page that uses this template. This is the login page. Create a page as a sub page of this page. This is the front page when you are logged.

The Login page must have this form inserted in html:

```
<form action="/default.aspx?pageid=##pageid##" method="post">
<b>Username:</b><br />
<input class="alminput" type="text" size="30" name="extranetUsername"
/><br />
<b>Password:</b><br />
<input class="alminput" size="30" type="password"
name="extranetpassword" /><br />
<input type="submit" value="login" /></form>
```

It should be pointed out that password protection is not active from the start. This is activated on the login page by selecting the "Enable password protection" from the module menu.

Next item in the setup is to create users. Choose "Create user" in the module menu. Fill in the fields and press "create". The user now needs to be granted access to the new extranet area. This is done by selecting "list / assign users" from the module menu. Now you get a list of extranet users who has access to the current area and who has not. By clicking on the icons to the left of the users, their access can be activated / deactivated.

The same user can have access to more extranet areas, if you have it on the website. In this case, they must not be created several times, but just have granted access for each area.