

# Quick Start Guide

This guide covers the basic tasks you are likely to perform when editing a site built with the Concrete5 content management system.



To login.....	2
To edit a page.....	2
If there is no content yet on your page: .....	2
If there is content already on your page:.....	2
To rearrange blocks: .....	2
Formatting tips:.....	2
To add a new page .....	3
To access the Dashboard .....	3
To reorder and move pages .....	3
To reorder pages: .....	3
To move pages:.....	3
To upload images and files .....	3
To add an image to a page .....	4
Adding an image inline with content.....	4
Adding an image as a block.....	4
To edit a photo.....	4
To add a link to a file for download.....	4
To add a link to another page .....	5
To add a link to an external site.....	5
To delete a page .....	5
To move blocks around a page.....	5
To roll back to a previous version of a page .....	5
To change the title of the page .....	5
To change the path (url) of a page .....	6
To exclude a page from displaying on the site navigation.....	6
To copy/move a block to another page .....	6

## To login

To make changes to your site you will need to first login via the login page. This can be found by adding **/login** to the end of your site's address, e.g. [www.yoursite.com.au/login](http://www.yoursite.com.au/login)

Enter your **Username** and **Password** and click **Sign In**.

Signing in will return you to the home page, with a new tool bar across the top of the page.

## To edit a page

Select **Edit Page** from the top tool bar – dotted lines will highlight areas that can be edited. Areas without content will be in grey, while existing blocks of content will be highlighted in red.

### If there is no content yet on your page:

Left click on the area to which you wish to add a block (e.g. 'Add to Main') and select **Add Block**.

A list of options will overlay the screen. Select a block based on the type of contents you wish to add to the page. For most purposes, a **Content** block is appropriate, but you may wish to use a block specifically for images, files, youtube videos, etc.

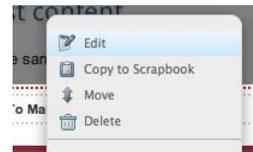
Follow the prompts to add content as per your selection. For a content block, this will be a text editor than appears similar to a word processor.

When you are finished, select **Add**.

### If there is content already on your page:

Simply click **Edit Page** and left click on the block you wish to edit (highlighted with a red border) and select **Edit**. If you wish to delete a block, select **Delete**.

After you have added or changed a block, the changes to your page will be previewed. You may edit and add additional blocks at this point. Once you have finished making changes, select **Exit Edit Mode** from the top tool bar. Finally, click the **Publish My Edits button** to make your changes live.

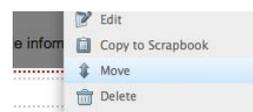


### To rearrange blocks:

Blocks on a page can be reordered or moved between different editable areas.

While you are editing page, left click on a block and choose **Move**.

You can now drag the block around the page. Move it where you wish and release the mouse. Then click **Save Positioning** in the top left hand corner your block will be relocated. Finally, exit edit mode.



and

### Formatting tips:

When **inputting text**, focus on adding headings and structure rather than appearance. This ensures the consistency of content across the site.

- The main heading on the page should be marked as 'Heading 2'
- Any sub-headings should be 'Heading 3' or 'Heading 4'
- The body content should be left as 'Paragraph'
- Use dot points for clarity.

## To add a new page

First ensure you are on the page you wish your new page to be grouped under. If you have a small site with only one level of menu items, simply visit the home page.

Select **Add Page** from the top tool bar.

Select a page type from the options displayed. Your site may have different page types for different page layouts or purposes.

Input a title for your page and select **Add Page**



Your new page will be displayed. The new page may have blocks automatically added to the page. Blocks can be added and edited as per the above section - 'To edit a page'.

## To access the Dashboard

Additional management features for your site are located within an administration area called the **Dashboard**. To access this area, click the Dashboard button on the right hand side of the top toolbar.



To exit the dashboard and return to your site, click the **Return to Website** button on the top menu bar.

## To reorder and move pages

There may be times where the order of the pages displayed on the navigation of your site needs to be changed or you wish to move a page from one section of your site to another.

### To reorder pages:

To reorder the pages, from within the Dashboard, select **Sitemap**. A tree view of your site will be displayed. Place your mouse over the icon for a page (**not** the name of the page) and drag it. You will notice a small dotted line appear between pages – stop dragging when the line appears in the position you want to the page to be.

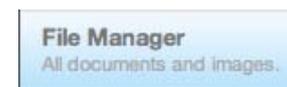
### To move pages:

If you drop the icon **on top of** another page, you will be given the option to move the page underneath that page. If you wish to make something a top level page, drag it on top of the Home page.

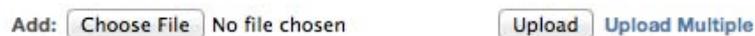
## To upload images and files

From within the Dashboard, select **File Manager** on the left hand side.

This brings up a display of your files and images.



Select **Choose file** to upload one file/image or **Upload Multiple** for multiple.



Using the file dialog, navigate to and select the saved file(s) on your computer. Select the image/s you wish to upload, select **Upload** and the image will be saved to your website management area. Once completed your image/file is ready to be used.



## To add an image to a page

First ensure you have uploaded your image to the system as above.

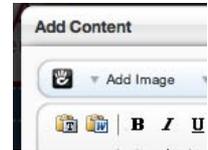
Visit the page you wish to add the image to and click **Edit Page**.

You have two choices to add an image:

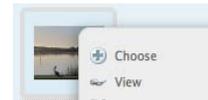
### Adding an image inline with content

If you wish to add an image alongside or between some text, either add a Content block or edit an existing one.

Click where you wish your image to display and then select the **Add Image** icon at the top of the tool bar.



This takes you to the image management area of your system. Click on the image you wish to use and select **Choose**.



The image will appear within your content block. If the image is not in the right spot drag the image around or use the text align tools to position the image.

### Adding an image as a block

An image block can be added in the same way as a content block. An image block gives you better control of resizing the image and linking it to pages.

As before select **Edit Page** and left click on the area you wish to add the image to and select **Add Block**. This time select **Image** from the block options displayed.

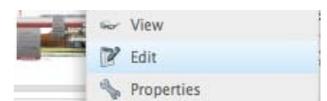
At the top of the Add Image dialog, select Choose Image. This takes you to the image management area of your system. Find and click on the image you wish to use and select **Choose**. You should see a thumbnail of the image selected. Select **Add** to add the image block to the page. Once the image is in place select **Publish My edits** and **Exit Edit Mode**.

Keep in mind that you could have multiple Content and Image blocks on your page. For example, you might add a Content block from some text, and Image block for an image and then another Content block underneath. These blocks can be move around a page as described earlier.

## To edit a photo

Concrete5 has an inbuilt photo editor called **Picnik**. Once you have uploaded your photos to the dashboard you can edit them in two ways. When applying your photo to a page you can limit the photo's height and or width by typing in your desired size as you place the photo.

If you wish to edit your photo more carefully navigate to the **File Manager** page in the **Dashboard**, left click on the photo you wish to edit and select **Edit**.

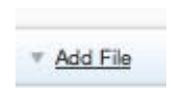


This will automatically load **Picnik**. Here you can edit your photo in a similar fashion to Photoshop. Once it is edited follow the prompts to save your edit and the photo will be automatically altered in the dashboard and anywhere it has been placed on the site. If you wish to revert to a previous version of the photo, use the version options described below.

## To add a link to a file for download

First ensure you have uploaded your file to the system as above.

Click **Edit Page**. Navigate to the content block in which you wish to link the file and edit it.



Highlight the text that will link to the file and then select **Add File** from the tool bar.

This will take you to the image/file management area. Click on the file you wish to use and select **Choose**. This will link the file from your content.

## To add a link to another page

Click **Edit Page** and navigate to the content you wish to link from. Highlight the text you wish to be the link.

Click on the **Insert Link to Page** from the tool bar. From the sitemap that is displayed, click on a page to link to. The link to the page will be inserted.

## To add a link to an external site

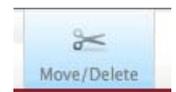
You can also link to pages which are external to your website. To do this go to **Edit Page** and then left click on the content block in which you wish to place the link and choose **Edit**. When you are viewing the editing screen you will see a symbol that looks like two links in a chain. Simply type the text you wish to link from, highlight it and select the link button. A screen will appear in which you type the URL of the webpage you wish to link to. Type the address and click on **Insert**. If you wish to remove a link highlight the linked text and click on the button next to the link button that looks like a broken chain.

To configure your link to open in a new window: When you have selected the link button and are viewing the screen in which to type your URL, click on the **Target** button and then select, **Open in New Window**.



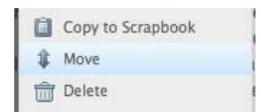
## To delete a page

To delete a page simply navigate to the page and select **Edit Page** then select the **Move/Delete** button at the top. A screen will overlay, at the bottom is the **Delete Page**, select this button.



## To move blocks around a page

Select **Edit Page**. Left click on the content block that you wish to move. Select the option **Move**. The mouse cursor will change to a black set of arrows. Hold down the left mouse button and drag your block to where you wish it to be placed. Once it is in position click **Save Positioning** in the top left hand corner. Follow the standard prompts to **Publish My Edits**.



## To roll back to a previous version of a page

If you have edited some content and now wish to return to a previous version of your web page, you can access these versions. Simply select **Edit Page** and then select the **Versions** button at the top of the page. You will then be shown a box of the various versions of the page you have created. Navigate through the versions and select the one you wish to view and/or apply.



## To change the title of the page

Enter **Edit Page** then select the **Properties** button at the top. Under **Standard Properties** there is a text field called **Name**. Type in here the name you wish your page to have and press **Save**.



## To change the path (url) of a page

When you create a page, a 'path' for a page will automatically generated. For example, if you create a page called 'My Page', Concrete5 will make it available from [www.yoursite.com.au/my-page](http://www.yoursite.com.au/my-page)

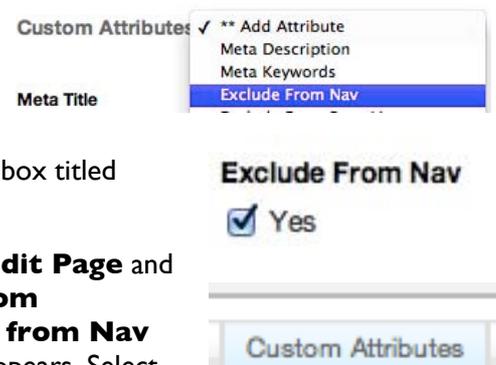
Sometimes the URL that a page can be accessed needs to change. To change this, edit the page and press the Properties button, then click the 'Page Paths and Location' tab. Edit the field **Canonical URL**.

Keep in mind that if your page has existed for a while, search engines may have indexed the page at that location, so if you change the path to the page visitors may no longer be able to find your page.

To avoid this, use the **Additional Page URL(s)** feature on the same tab. Here, you can add additional paths for the page. For example, you may wish to change your 'My Page' page to be 'Products'. To do this, change the Canonical URL to *products*, and then add */my-page* as an additional page URL. This ensures that visitors can access the page via the new path as well as the old one.

## To exclude a page from displaying on the site navigation

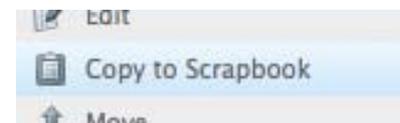
Pages can be set to be excluding from being show on navigation on your site. The pages are still in the Dashboard of your system but not linked on the navigation. If you are creating a new page and do not wish it to be displayed on the site's navigation, simply select the **Exclude from Nav** attribute from the attributes drop down when you are creating the page. This brings up a check box titled **Exclude from Nav**. Check this and continue.



If the page is already on the nav and you wish to remove it select **Edit Page** and navigate to **Properties**. On the screen that appears select **Custom Attributes**. As with the steps for page creation, select **Exclude from Nav** from the add attribute drop down and then check the box which appears. Select **Save** and then **Publish My Edits** as normal.

## To copy/move a block to another page

To copy or move a block to another page use the **Copy to Scrapbook** function. Enter **Edit Mode** then left click on the block you wish to move and select **Copy to Scrapbook** and select **Add Block to Scrapbook**. This saves the block to the Scrapbook. After you have done copied your block to the scrapbook, you can exit edit mode on that page.



Navigate to the page you wish to place the block on, enter **Edit Mode** and click on the block in which you wish your copied content to be displayed and select **Paste from Scrapbook**. This will show you a screen with all the content you have saved to the Scrapbook. Simply select the content you wish to display and **Publish My Edits**.

Once you have copied your block to the Scrapbook you can delete the content from any page on which you no longer wish it to be displayed. Content in the Scrapbook can be pasted in repeatedly.

**Please note:** this is not an official guide for Concrete5, and is purely intended for quick reference/training purposes.

For official documentation about Concrete5, please visit <http://www.concrete5.org>