



NEW FREEDOM TECHNOLOGIES


Editing your content with NFT Content Management System (CMS)

Editing your website with our Content Management System (CMS) is very easy. It uses a WYSIWYG editor in which most elements will be familiar to users of MS Word or other similar editor. But there are a few items that are somewhat unique to this style of editing and are discussed in this section. All [CMS editing commands](#) are shown later in this document.

The unique features are Document / File Upload (done via Link Button ) , the [Image Insert](#) , the "Show Table Borders", "Source view", and the "right click" functions.

Unique Features

Save/Cancel

When you save () , or "Publish Page" in the main CMS Bar you are publishing the file on the web and it will be immediately viewable on the web.

You cancel the session with the "Return to Site" in the main CMS Bar and nothing will be saved (or published).

Image Insertion/Uploading

Pictures (images) may be uploaded and put into a web page very easily.

To upload an image (jpg or gif only), simply hit the "Browse" button on the [form](#), navigate and select the file on your local disk, and hit the "Upload" button.

To insert an image simply click on the desired filename in the "Image Preview" section of the form and hit the "OK" button. You may fill out the other fields on the form, but they are not necessary and need only be used to adjust the layout.

Show Table Borders

The "Show Table Borders" button allows you to see the boundaries of tables. This is useful when you need to see and adjust a table that is being used to position text, pictures, etc. in something other than a straight column. Turning this on only makes the borders visible during editing. Once the file is saved, the borders will not be visible.

"Right Click" Functions

There are a number of functions available to you by clicking the right mouse button while the cursor is over a table, image, or link.

Source View

The Source check box (Source) allows the user to view and edit HTML directly. Unchecking the box returns the editor to WYSIWYG mode.

Web Page Style

The following is a brief description of how to keep the basic "look-and-feel" of a web page intact across the web site.

- **Fonts Names, Sizes, Colours**
In general, the fonts are "fixed" for the web site, so please do not change the font size, colour, or the font name. This is done so that they are consistent across the site. If you need to emphasize something, try underlining, italicizing, or "bolding" it.

Note that titles (headings) use a different font size but this is handled differently.

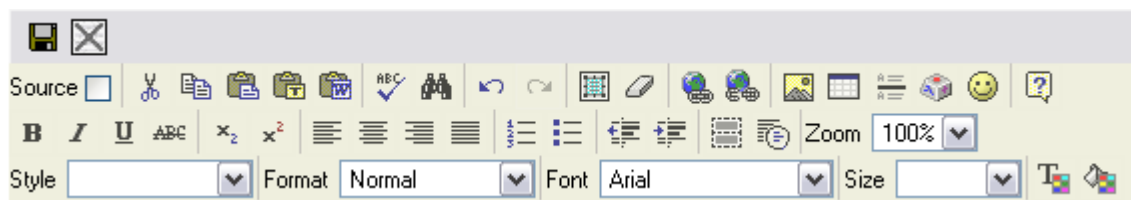
- **Font Format**
For all regular text the format should be set to "Normal". For titles use "Heading 3" or "Heading 4" (3 is larger).
- **Pictures and Images**
Pictures (jpg or gif) can be uploaded to the site but there are a few things to remember. If you plan on showing an image that will appear small you should first resize it before uploading it. Keeping the image size small keeps page loading time low for the folks reading your page. There are a variety of programs (such as Photoshop, Corel Draw) that can do resize. If you don't have one of these try the freeware program [Irfan View](#).

If you wish to make a high resolution picture available create a link.

- **Links**

CMS Toolbar

The CMS Editor Toolbar looks much like any other WYSIWYG editor with a few additional features. Moving your cursor over the menu will tell you what a class of buttons are or in some cases an individual button's name is and clicking in that area will take you to a more detailed description of the operation.



CMS Commands

Right Click Functions



Right clicking on objects in the WYSIWYG editor will give you a number of additional options.





"Right Click" on table

Allows you to change the attributes of an individual table cell or to add/delete columns or

rows.

-  "Right Click" on image Allow editing or deletion of a image
-  "Right Click" on link Allow editing or deletion of a link






Save/Cancel

-  Save will store the contents of the editor on the web site.
-  Cancel will abot the current editing session without saving.



Source

- Source Checking the box will display the HTML source. Unchecking this will show the WYSIWYG editor



Cut/Paste

-  Cut the currently selected text, table, or image
-  Copy the current object (text, etc.)
-  Paste the currently copied items - this preserves any formatting
-  Paste text as plain text - does not save formating info
-  Paste from Microsoft Word


Spell Check/Find


-  Spell Check - allows spell checking but requires a Internet Explorer plugin to run. The first time you use this the editor will prompt you to download and install the checker. Use of this feature is completely optional.
-  Find - finds text

Undo/Redo









-  Undo edits (can be many)
-  Undo the undo's

Links

-  Insert/Edit Link - Allows you to insert and upload links to other documents and is only highlighted when text or a link is highlighted. If it is grayed out, nothing is selected.

-  Remove Link - deletes a selected link - only highlight when a link is selected. If it is grayed out, nothing is selected.





Special Functions

-  Image Edit/Insert - allows images to be inserted and GIF or JPG files to be uploaded to the web site (and then be inserted)
 -  Table Edit/Insert - allows a table to be created and/or edited
 -  Insert a horizontal line
 -  Insert a special character
 -  Insert a "Smiley" - a smiley is a small picture usually denoting an emotion.
 -  Tells about the FCKeditor used by CMS
 -  Shows table borders - when this is selected the border of all tables will be visible in the editor only and will not be visible after saving. If you want a table border to be visible, set the border with to a non-zero value in the table edit form.
- Zoom Zooms in and out of document
-  Show Details


Text Formatting

- B** bolds/unbolds text
- I* italicizes/unitalicizes text
- U underlines or removes underlines on text
- ~~ABC~~ strikes through text or removes strike throughs
- x_2 Subscript
- x^2 Superscript

Justify Paragraphs

-  Center justify a paragraph
-  Block justify a paragraph
-  Left justify a paragraph
-  Right justify a paragraph

Lists

 Bullet text (unordered list)

 Numbered list

Indentation

 indents text

 removes levels of indentation

Font Format


Style Sets the font "class" - normally this should be set to "nothing" (no style).


Format Sets text to a variety of uses - usely "normal" or "Headings"

Font Sets font name for text












Size Sets font size to be used for text




























Text Color

 Sets text color

 Sets text background color

Alphabetical List of Editor commands and Icons

-  About
-  Text Background Colour
- B** Bold
-  Cancel Edit Session
-  Copy
-  Cut
-  Find
-  Image (insert and/or upload)
-  Indent
-  Ordered List
-  bullet items
- I* Italic
-  Justify Center

	Justify Full (block)
	Justify Left
	Justify Right
	Link
	Outdent
	Paste
	Paste as Plain Text
	Paste from Word
	Print
	Redo
	Remove Format
	Horizontal Line
	Select All
	Save contents
	Show Details
	Show Table Borders
	Smiley
	Special Char
	Spell Check
	Strikethrough
	Subscript
	Superscript
	Table
	Textcolor
	Underline
	Undo
	Unlink