

JoyaTech Websites – User Manual & Guide

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Introduction

JoyaTech Websites have a powerful editing tool that allows our clients to edit the content of their websites through an online interface. There is no editing software to purchase and you do not need to know any programming or html to manage your website.

Your website consists of 2 areas.

1. The **design** of the site - the graphical look of the site, which stays consistent from page to page throughout the entire site.
2. The **body/content** of the site - the area of the page that you can edit.

This manual will cover the basics of editing your website.

Logging In

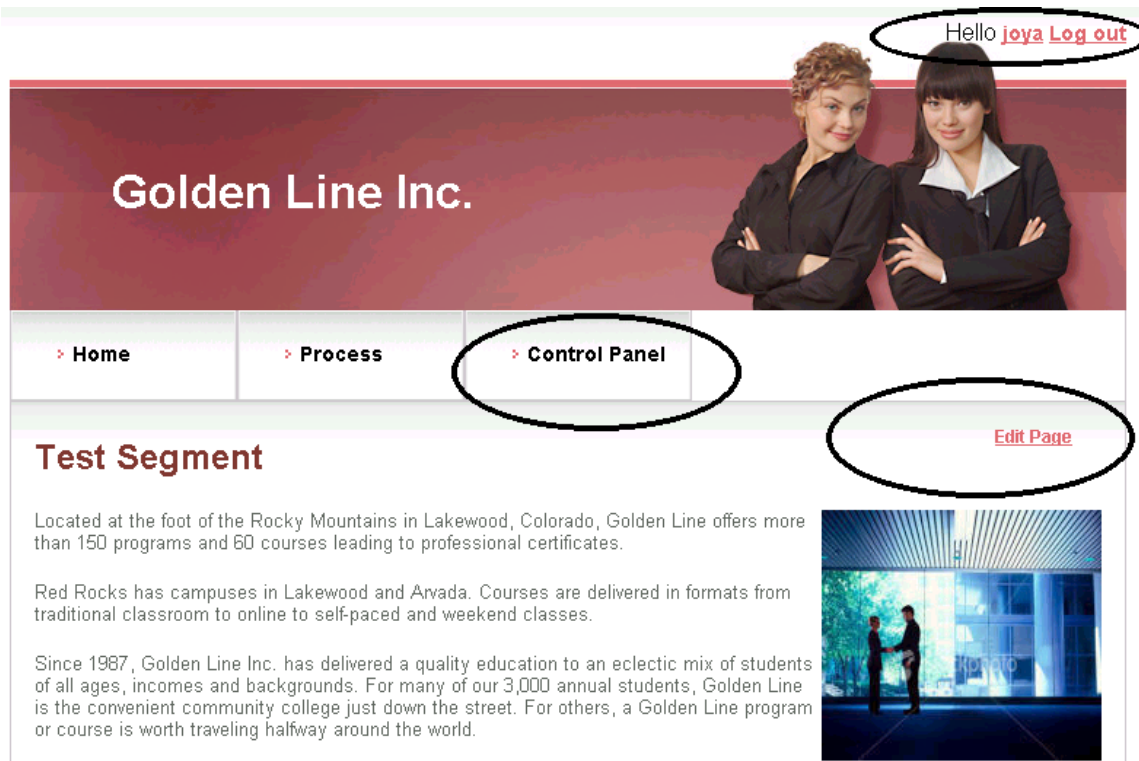
To log into your site, click the login link. Depending on the design of your site, it may be visible or hidden. If you have a hidden login, check with the site administrator at your organization to find out where it is. Often, it is located at the top right hand corner of your site.

A screenshot of a "Login" dialog box. It has a title bar with the word "Login" and a close button. Below the title bar, there are two text input fields: "User Name:" and "Password:". At the bottom of the dialog box, there are two buttons: "Cancel" and "OK".

Enter your user name and password.

Click OK.

Once you are logged into your site, the system displays a Hello message, log out option and the Control Panel page. The Control Panel link may be part of your navigation or it may be located elsewhere on the page. Another indication that you are logged in is the Edit Page link.



Control Panel

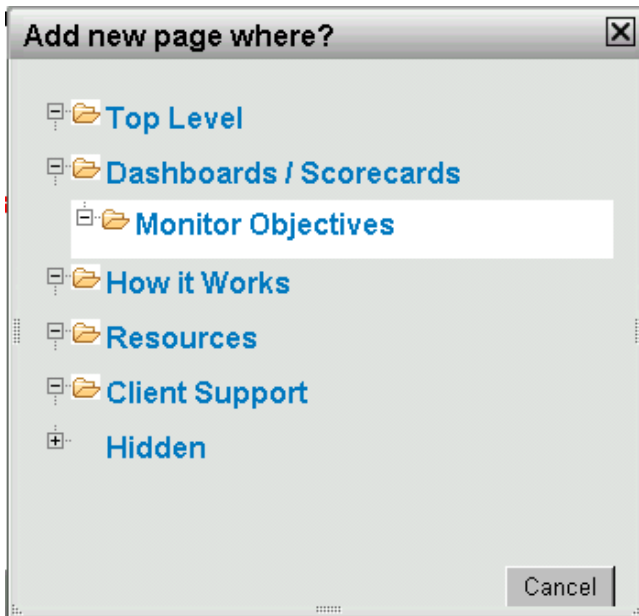
Here you can easily manage the content of your website by adding, editing, or deleting web pages. Below is a brief description of each option.

Site Map

The site map displays the existing pages of your site. You can add new pages, edit page properties, move pages, add a sub page or delete a page.

Add new page

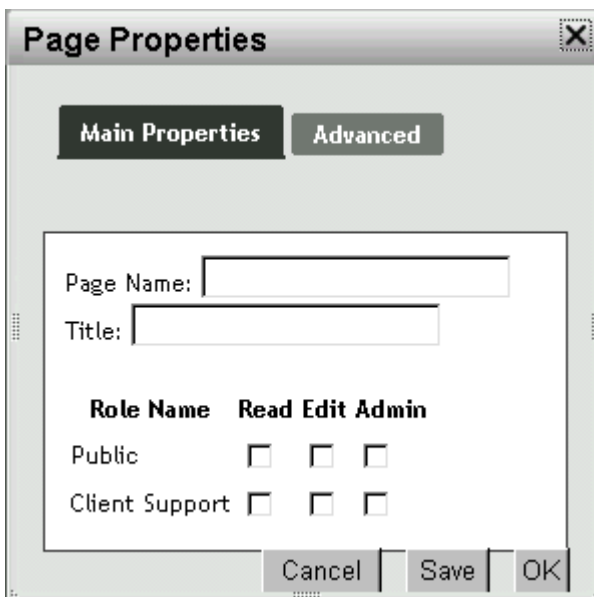
When adding a page you will choose where the page will be located in the overall site. By clicking on a given page name in the screen below, your new page will be placed below it, as a 'child' of that selection.



Page Properties

Once you've selected the location of your new page, you will set the page properties.

Note: Page properties can also be accessed from the Edit Page view.



The **Page Name** is the name used to identify the page within your site. The **Page Title** is seen in the browser window when you or others navigate to the page and appears on the navigation menu.

Typically, if this page will be a page available to the public on your site, you will want to put a check mark under read on the Public line. If not checked, this page will not be available to public site visitors in the navigation. You can also allow specific roles to edit or administer the page. We'll explain how that works in the User Roles section.

Users

Here you can add new users, change passwords, modify status and update security.

Note: The Default Public User is a required user on your site. Please do not attempt to modify or delete this user.

» Home
» Process
» Control Panel

Users

[back](#)

filter:

| Fullname ▲ | Login | Account Status | Roles |
|-------------------------------------|-------|----------------|---------------------------------|
| Default Public User | | Active | Public |
| joya | joya | Active | Public,Administrator,God,Editor |
| User1 | User1 | Active | Public |
| User2 | User2 | Active | |

[new user](#)

To add new user click the “new user” link and complete the form.

| | | |
|----------------------|-------------------------|-------------------------------|
| Home | Process | Control Panel |
|----------------------|-------------------------|-------------------------------|

User Detail

[back](#)

Full Name

Login

Password Change Password

Status

Current Roles Available Roles

Roles [add](#) Public
[add](#) Editor
[add](#) Administrator
[add](#) God

Add the appropriate role or roles for each user. A description of roles is found below in the User Role section.

User Roles

User Roles establish what permissions a user has on your site.

| | | |
|----------------------|-------------------------|-------------------------------|
| Home | Process | Control Panel |
|----------------------|-------------------------|-------------------------------|

User Roles

[back](#)

| Role ▲ | Delete | Edit |
|------------------------|------------------------|----------------------|
| Administrator | has users | |
| Editor | has users | |
| Public | has users | |

[new role](#)

Definition of Roles

Administrator:

The administrator of the site has the highest permissions available on the site. This role allows access to all sections of the Control Panel and has automatic permissions on every page including the page properties as well as content editing. This user can create or delete users, change other user permissions, move, edit or otherwise modify any content in the site.

Editor:

This is a page specific role. A user with editor permissions on a particular page has the ability to edit content on that page. However an editor does not have access to the Page Properties. Thus, an editor cannot change page names, cannot move the page to a different part of the site. They can only

Public:

The public user role defines users that are not signed into the site.

Media Center

The media center stores pictures, sounds and other media files, uploaded from your PC to be used on your site. Use the links in the Media Center to add/move folders and to add, replace, and delete files.

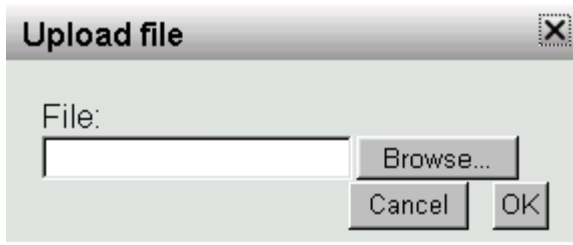
Click the folder to display the images stored in the folder. Mouse over the image to view a thumbnail.



Note: No files can be added to the 'My Media' Folder.

Add/Replace Media

To add a file, click **Add/Replace a File**.



Click browse to locate the file on your PC. Select the file and click OK.

Your files are now available for use on your website.

Add Folder


To add a folder, click **Add Folder**. Enter the name of the folder and click okay.

Delete Media

To delete media, check the boxes of the items to be deleted and click **Delete Media**.

Web Site Editor Tool (to Edit Page Content)

Hello [User2](#) [Log out](#)



Golden Line Inc.

› Home › Process › Control Panel


[Edit Page](#)

Test Segment

Located at the foot of the Rocky Mountains in Lakewood, Colorado, Golden Line offers more than 150 programs and 60 courses leading to professional certificates.

Red Rocks has campuses in Lakewood and Arvada. Courses are delivered in formats from traditional classroom to online to self-paced and weekend classes.

Since 1987, Golden Line Inc. has delivered a quality education to an eclectic mix of students of all ages, incomes and backgrounds. For many of our 3,000 annual students, Golden Line is the convenient community college just down the street. For others, a Golden Line program or course is worth traveling halfway around the world.



Test text segment

The Page options show up in the upper right of the page body – typically below your navigation or page header. Click, **Edit Page** to see the Page Options. The page options include Page Properties (see Add Pages) and **Add New Segment**.

Test Segment

[Edit](#) [Add New Segment](#) [Page Properties](#)

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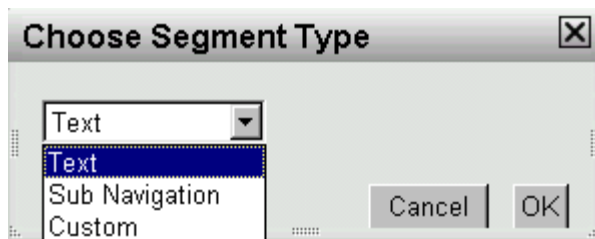


[Edit](#) [Add New Segment](#) [Page Properties](#)

Test text segment

Add a New Segment

Click "Add A New Segment". Use the pull down menu to select the segment type. (Sub Navigation and Custom selections are covered in advance operations manual)



Selecting text will take you to a Rich Text Editor (see below).

Edit Segments

Click the Edit Page Link. When you do this the content of your segments will show up with small toolbars above them. Each Segment will have the following options:

Edit












Each page may contain many segments. Use the edit link to edit a segment. Click Edit and the content will appear in the text rich editor.

Move/ Delete a Segment ↑↓ X

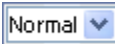






The Move/Delete links also appear at each segment. Click ↑ to move the segment up on the page, ↓ to move the segment down on the page and X to remove the segment from the page.







Rich Text Editor Button Summary

▶ The Standard Toolbar

| Button | Name | Description |
|---|---------------------|--|
|  | Cut | Removes the selected text, table, or image and places it on the Clipboard. |
|  | Copy | Copies the selected text, table, or image to the Clipboard. |
|  | Paste | Inserts the contents of the Clipboard at the insertion point, and replace any selection. |
|  | Paste from Word | You can use the "Paste from Word" feature of the text editor to preserve the formatting of the content you have authored in Microsoft Word. The paste tool will convert Word formatting for you. |
|  | Undo | Reverses the last command or deletes the last entry you typed. |
|  | Redo | Reverses the action of the Undo command. |
|  | Find | Searches for the specified text. You can search for whole words only, or text that might also be part of a larger word. |
|  | View Edit HTML code | To view HTML code that is being created behind the scenes, click again to return to the regular view of your content. |
|  | Insert Hyperlink | Inserts a new hyperlink at the selected text, or edits the selected hyperlink. |
|  | Insert Image | Inserts a picture at the insertion point. Click "browse server" to see the images stored in the Media Center. |
|  | Insert Table | Inserts a table at the insertion point. You can specify the number of rows and columns, a table caption, and additional table and cell HTML attributes. |

▼ Formatting Toolbar

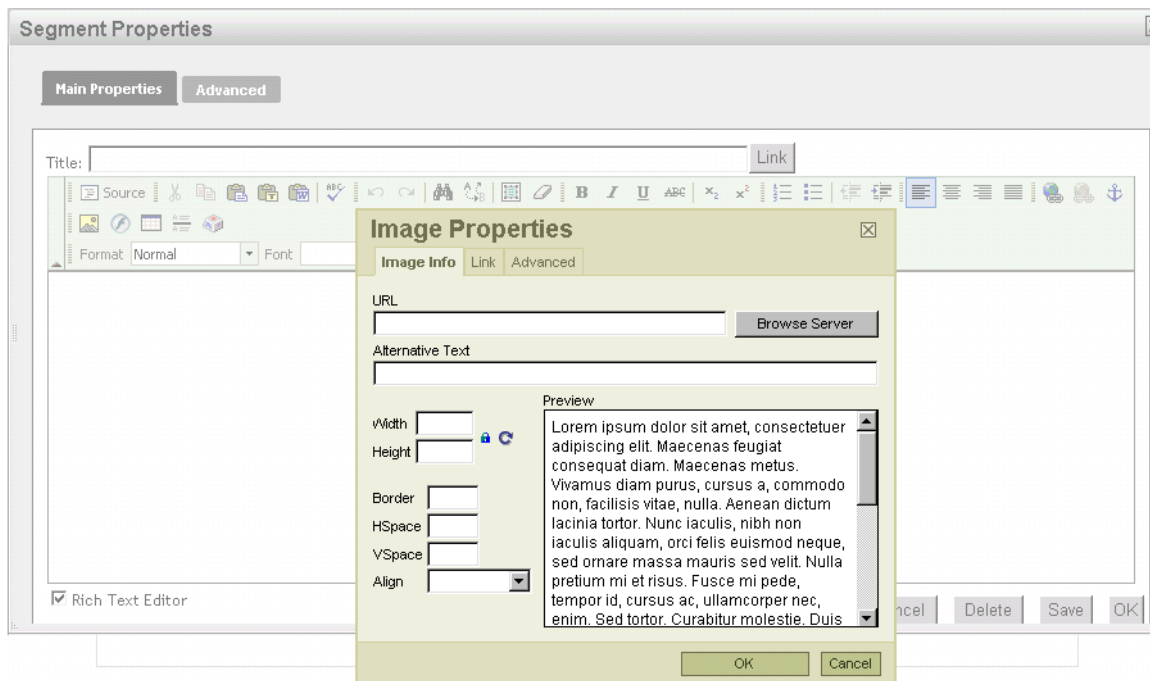
| Button | Name | Description |
|---|------------|---|
|  | Style | Inserts a text style, which is a set of formatting characteristics you can apply to selected text to quickly change its appearance. |
|  | Font | Changes the font, font style, font size, effects, and color of the selected text. |
|  | Bold | Bolds selected text if it is not bolded, and un-bolds selected text if it is already bolded. |
|  | Italics | Italicizes selected text if it is not italicized, and removes italics from selected text if it is already italicized. |
|  | Underline | Underlines selected text if it is not underlined, and removes underlining from selected text if it is already underlined. |
|  | Align Left | Aligns the selected text, table, or image to the left edge of the content. |
|  | Center | Centers the selected text, table, or image. |

| | | |
|---|-------------------|--|
|  | Align Right | Aligns the selected text, table, or image to the right edge of the content. |
|  | Numbered List | Creates a numbered list for the selected text if it's not numbered, and removes a numbered list from the selected text if it's already numbered. |
|  | Bulleted List | Creates a bulleted list for the selected text if it's not bulleted, and removes a bulleted list from the selected text if it's already bulleted. |
|  | Decrease Indent | Shifts the selected text, table, or image to the previous tab stop. |
|  | Increase Indent | Shifts the selected text, table, or image to the next tab stop. |
|  | Special Character | Inserts special characters such as symbols, fractions or accents into your content at the insertion point. |

Users can use the toolbar just like in any word processing application to create bold, italic or underline typefaces, format paragraphs with indentation and text justification (left, middle and right), create bulleted or numbered lists, apply colors to text, create super or subscripts and of course to take advantage of the copy/paste and cut facilities.

Adding Images to a Segment

To insert an image use the  icon in the rich text editor.



Enter the picture's URL or use "Browse Server" to access the Media Center to select a stored image. *Do not use the checkboxes in the media center* – instead click directly on the media item you want to insert into your Segment.

Media Settings

Alternative Text

Web browsers display alternative text while pictures are loading or if they are missing. Web search engines use alternative text to help find web pages.

Width & Height

Use height & width to adjust the image size.

NOTE: It is highly recommended that you size your pictures *before* uploading them to the media center. If you 'resize' a very large image, it will still take as long to load as the large version. Further, the larger your images are, the more storage and bandwidth you will use.

Lock Icon

Use the lock icon to lock the height/width ratio.

Align

Select how you want the image to align with your text. The preview in the Image Properties will give an approximation of how the image will relate to the text. You will also need to drag

Click OK. To really see how your image looks on the page, click OK again in the Rich Text Editor. This is the real test.

NOTE: It is important to both 'drag and drop' your image to a particular place in the text inside the rich text editor as well as setting the **Align** option. Sometimes it takes a few tries to get the picture showing up exactly where you want it.