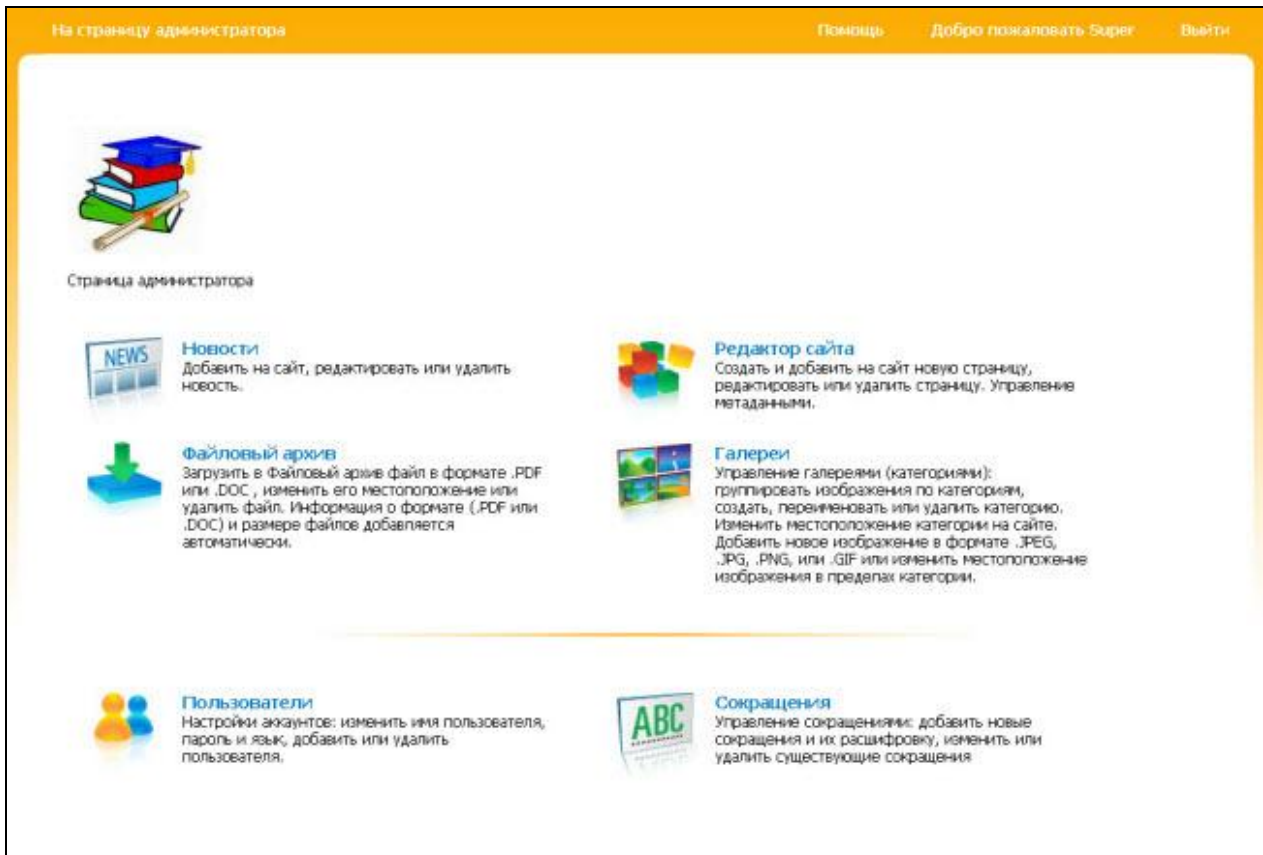


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1. Administrator's Page

The Administrator's page looks in the following way:



PIС. 1

If you select one of the menu options by left-clicking on it, the following page will emerge:

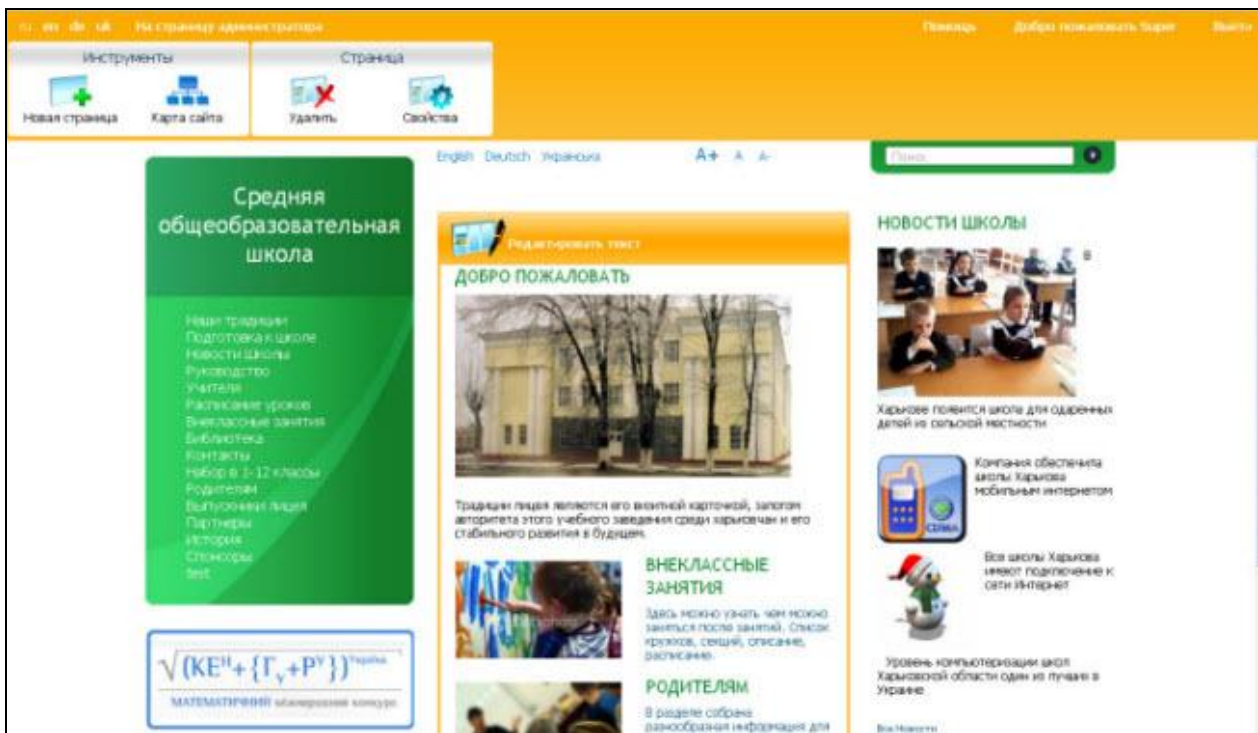


FIG. 2

There is a toolbar at the top:




FIG. 3

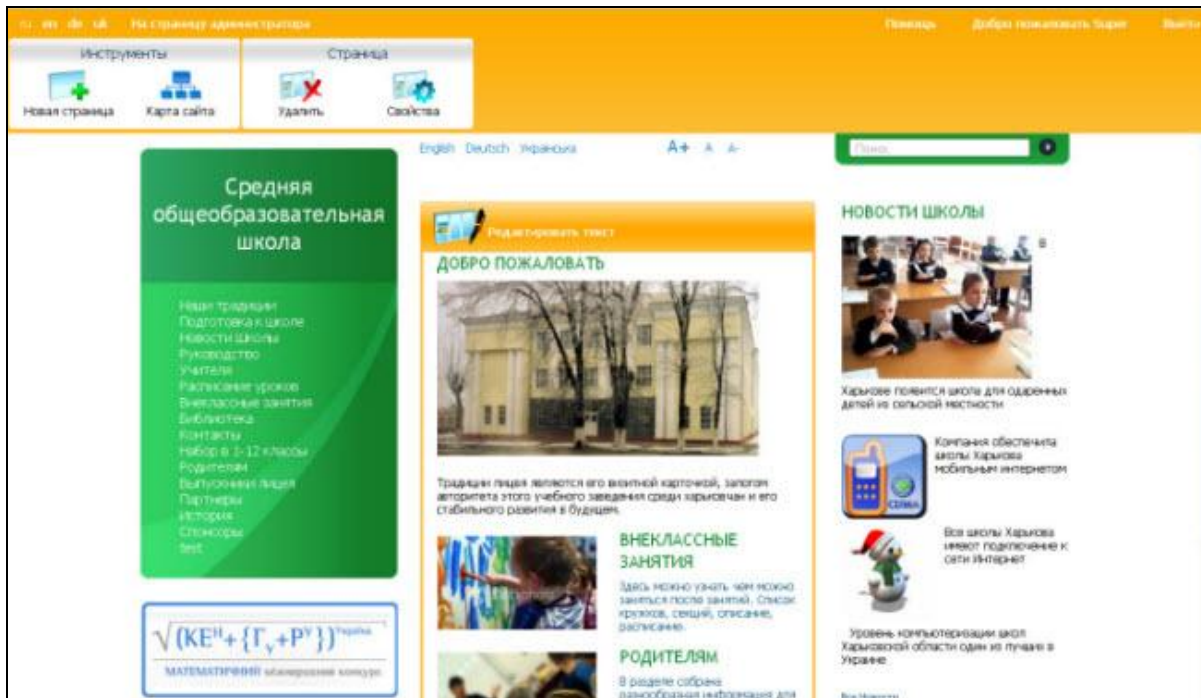
1. **Language selection.** This enables you to choose the language you need (German, English, Russian or Ukrainian).
2. **Back to Administrator's page.** If you click here, you will go back to the Administrator's page (pic.1).
3. **Tools.** Use these tools to add a new page, view the site map, delete an existing page or view and edit page properties.
4. **Menu.** Click the screen button:
 - "Help" if you have any questions or need our help.
 - "Exit" if you want to quit the Administrator's page.

NOTE: If you are using additional toolbars in the browser, for example Google, Yahoo, icq, it is better to turn them off using F11.

2. Creating and editing pages

2.1. Creating a new page

Left-click on the icon **"Site Builder"**  , which you will find on the Administrator's page, and you will enter the site section where you can create new pages and add them to a website, edit or delete the existing pages, insert and edit media files.





PIС. 1

Left-click on the item **"New page"**  in the horizontal menu (top left), and the dialogue box **"Add new page"** will appear:

Add new page

Choose site template

 **Article**
Add Standard Page

 **Photo Gallery**
This template is used to create photo collections. You can add only images with labels.

Create new Photo Collection.
 Select Photo Collection.

Title

Parent page [Sitemap](#)

Web address

Location

Insert First
 Insert Last
 Insert After

Show in menu

Keywords

Description

FIG. 2

Enter the following information into the dialogue box:

- **“Title”**. Enter the title of the new page.

Add new page

Choose site template

Article
Add Standard Page

Photo Gallery
 This template is used to create photo collections. You can add only images with labels.

- Create new Photo Collection.
- Select Photo Collection.

Gallery Summary ▾

Title

Parent page

Web address

Location

Insert First
 Insert Last
 Insert After ▾

Show in menu

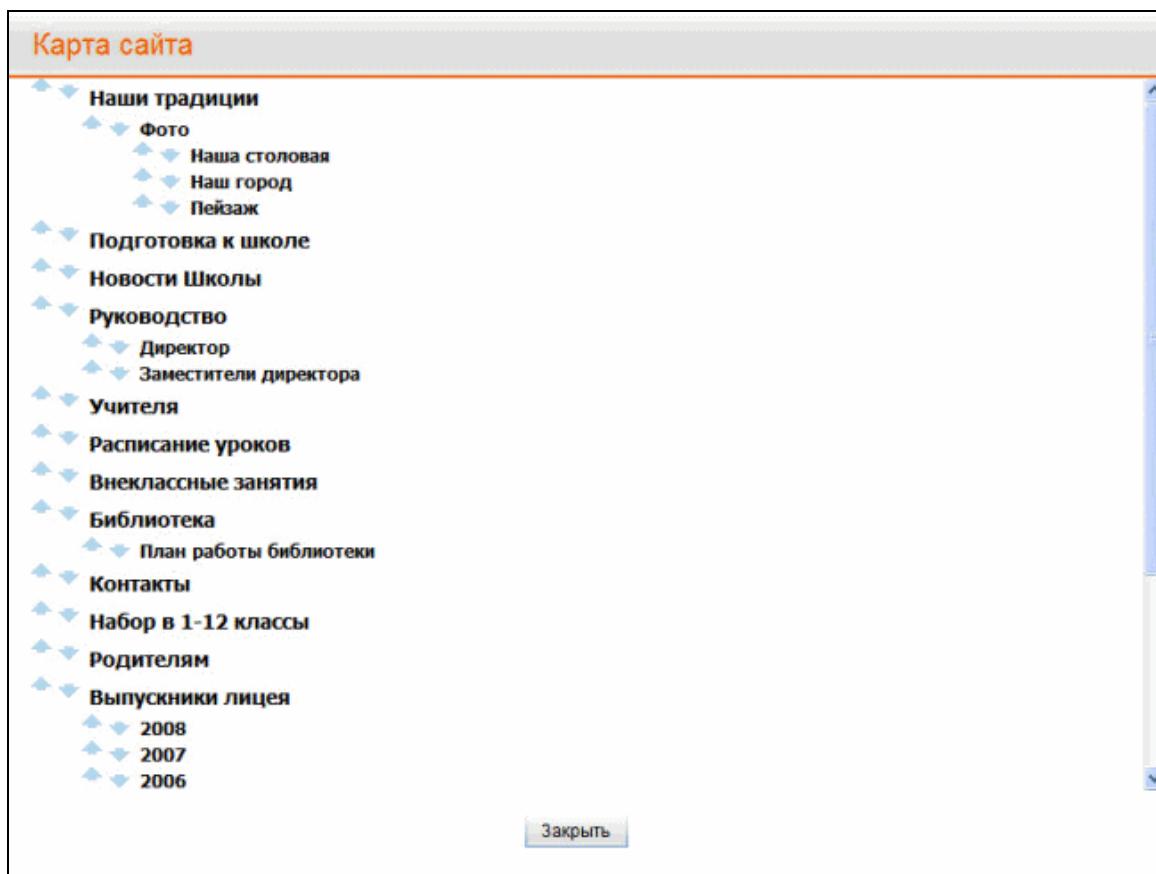
Keywords

Description

[Sitemap](#)

PIC. 3

- **“Parent Page”**. Position the mouse pointer on the second line. You will see the dialogue box **“Site map”**. Choose the menu item into which you will place your new page.



PIC. 4

- **“Web Address”**. This line will be completed automatically and the dialogue box will look like that:

FIG. 5

- **“Location”**. Here you choose the menu position for your new page: top (in the front position), bottom (in the end position) or after a certain menu item (selected from the list). For example, you want to position the page at the top:

FIG. 6

- **“Show in menu”**. This option enables you to choose whether or not your page will be displayed in the menu.

Tick if you want the new page to be displayed in the menu. Show in menu

Do not tick if you don't want the new page to be displayed in the menu.

Show in menu

- **“Keywords”**. Here you enter words or phrases (no more than 10 words) separated by a comma which will be closely connected with the heading of the page, its contents and description (see below).

- **“Description”**. Here you give a brief description (max. 25-30 words) of the new page contents. This description is shown by search engines in the search results.

If you have filled in all the fields correctly and want to complete the process successfully, press **ADD**. If you want to stop the process, press **CANCEL**.

2.2. Page Properties

If you left-click on the option **“Properties”** (top of horizontal menu), you will see the following window:

FIG. 1

This dialogue box enables you to review and edit the following information:

- **“Title”**. Here you can review and change the page heading.
- **“Parent page”**. Here you can see to which parent page the selected page is attached.

If you want to change the location of the selected page, position the mouse pointer on the second line. You will see the dialogue box **“Site map”**. Choose the menu item into which the selected page will be placed.

- **“Web Address”**. This line will be filled in automatically.
- **“Location”**. Here you choose the menu position for your new page: top (in the front position), bottom (in the end position) or after a certain menu item (selected from the list). For example, you want to position the page at the top:



PIC. 2

- **“Show in menu”**. This option enables you to choose whether or not your page will be displayed in the menu.

Tick if you want the new page to be displayed in the menu. Show in menu

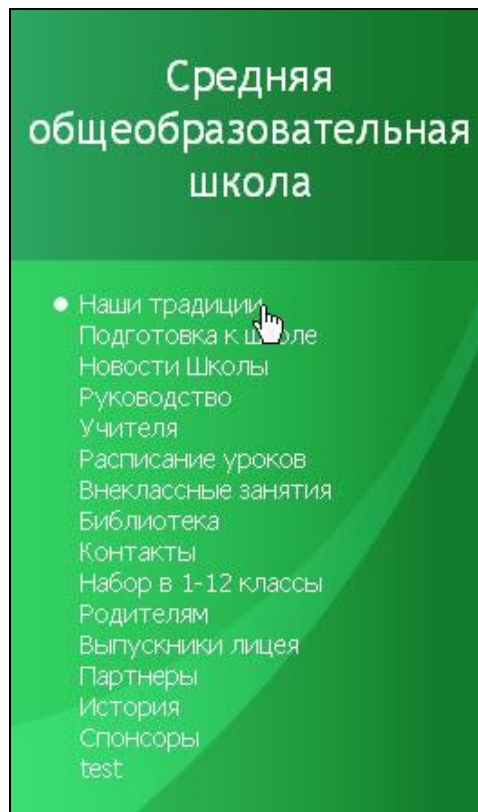
Do not tick if you don't want the new page to be displayed in the menu.

Show in menu

- **“Keywords”**. Here you enter words or phrases (no more than 10 words) separated by a comma which will be closely connected with the heading of the page, its contents and description (see below).
- **“Description”**. Here you give a brief description (max. 25-30 words) of the new page contents. This description is shown by search engines in the search results. If you have filled in all the fields correctly and want to complete the process successfully, press **SAVE**. If you want to stop the process, press **CANCEL**.

2.3. Editing a page

After you have added a new page, you can find it in the menu. Left-click on this new menu item:



РІС. 1

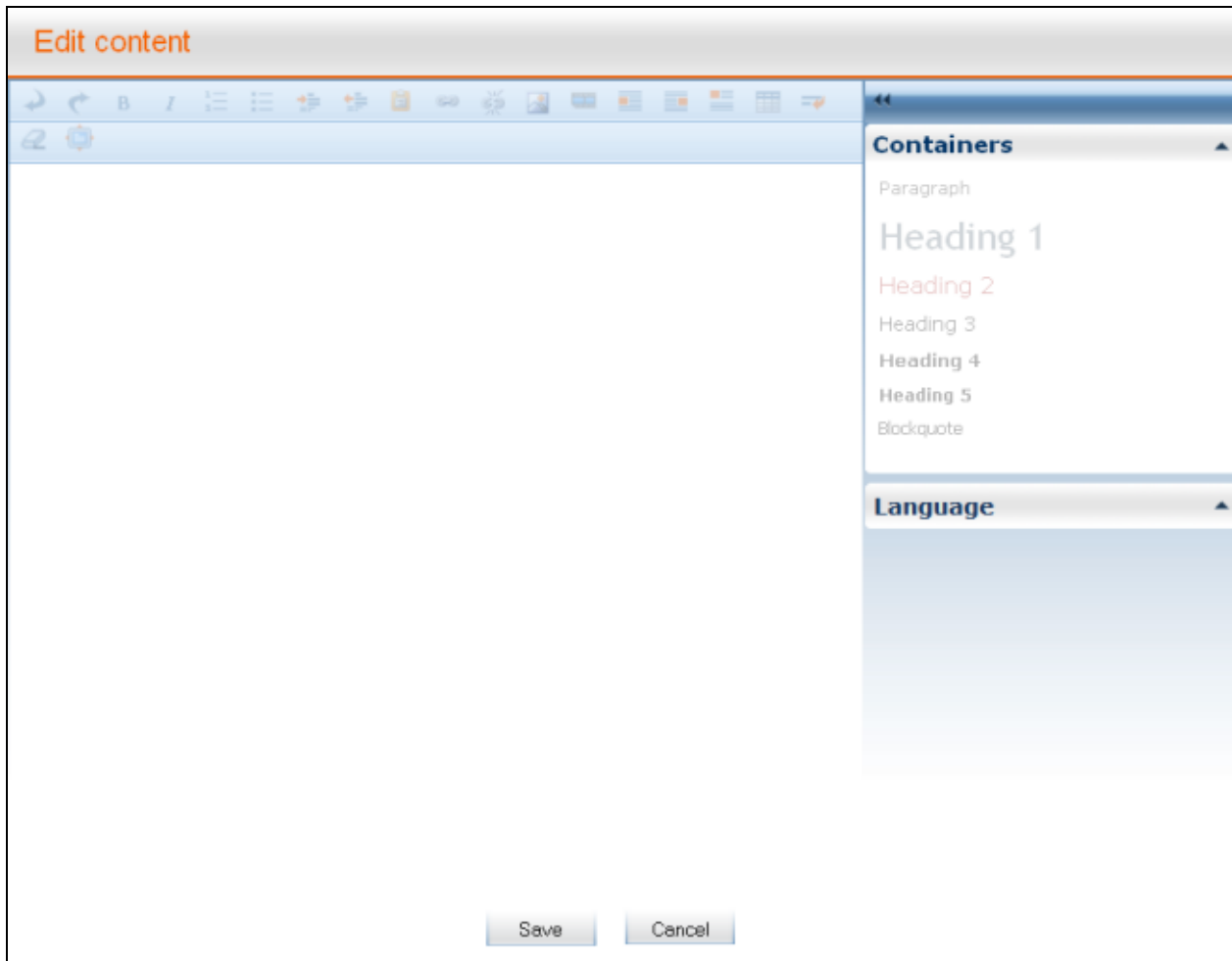
This will open the following window:



РІС. 2



Click the screen button **"Edit content"** and you will open the window in which you can add and edit the page contents:



PIC. 3

- **"Hot keys"** for text editing:



PIC. 4

 - **Undo.**

 - **Redo.**

 - **Bold type.**


 - **Italics.**


 - **Numbered list.**

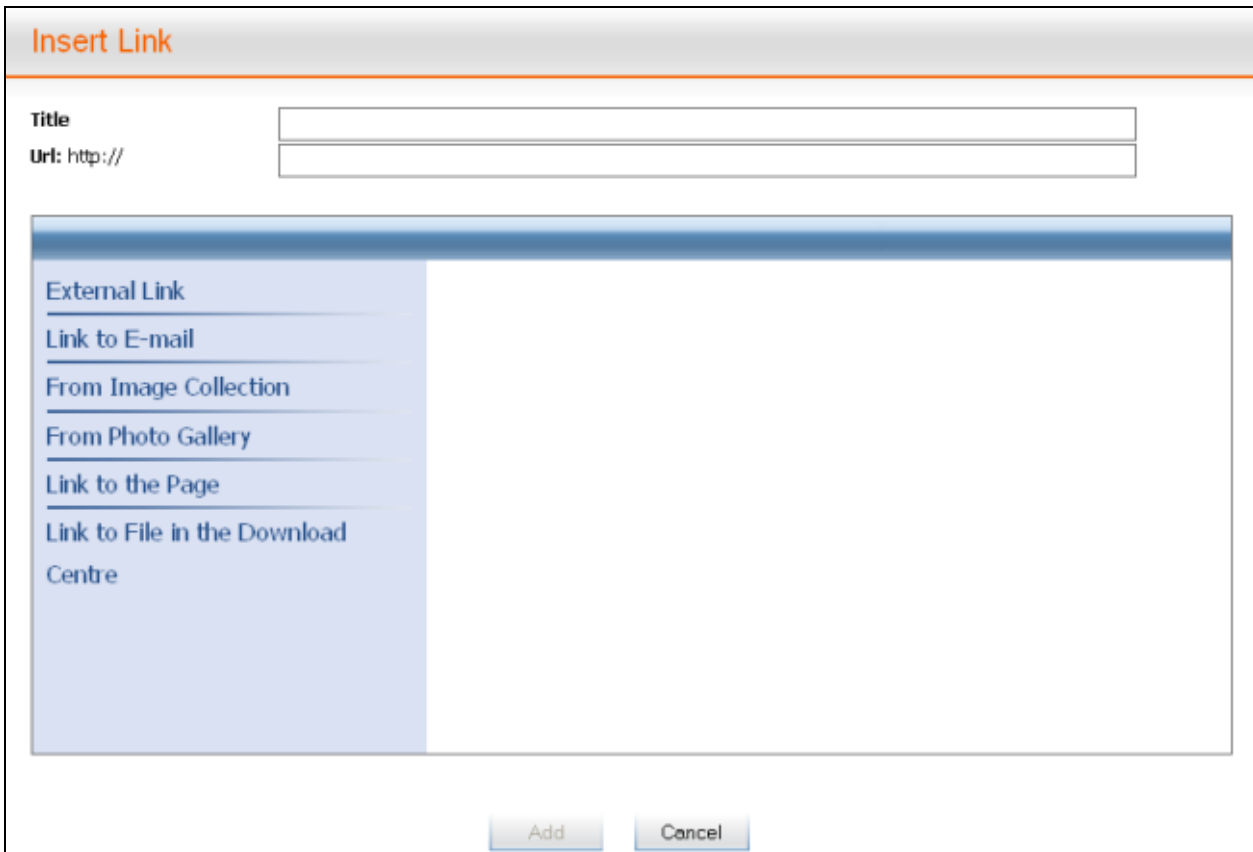
 - **Bulleted list.**

 - **Increase indent.** Click this button to move the text slightly to the right.

 - **Decrease indent.** Click this button to move the text slightly to the left.

 - **Paste from a Word document.** This function allows you to paste a text from a Word document.

 - **Insert a hyperlink.** If you highlight a word or a phrase and click this button, you will see the following window:



The screenshot shows a dialog box titled "Insert Link". It contains two text input fields: "Title" and "Url: http://". Below the input fields is a list of link types: "External Link", "Link to E-mail", "From Image Collection", "From Photo Gallery", "Link to the Page", and "Link to File in the Download Centre". At the bottom of the dialog are two buttons: "Add" and "Cancel".

PIC. 5

Next you should select the type of link: **"External Link"**, **"Link to E-mail"**, **"Galleries"**, **"Image collection"**, **"Link to the Page"** or **"Link to File in the Download Center"**. You should also indicate the link title and URL address.



- **Unlink.** This function lets you convert a link into an ordinary text. To delete a link, highlight the link text and click this button.



- **Insert image.** (see the **Adding and Editing Images** chapter).



- **Left align image.** This function allows you to place the image on the left of the text.



- **Right align image.** This function allows you to place the image on the right of the text.



- **Prevent text float around image.** This function only works inside the paragraph that is being edited and prevents text float around the image.



- **Insert table.** (see below)

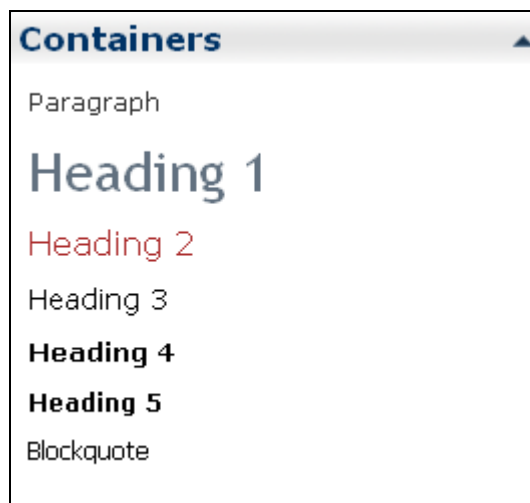


- **New line.** By pressing this button, you will create a new line inside the paragraph that you are editing.



- **Clear format.** This function lets you clear any kind of formatting of a highlighted fragment (styles, images, etc.). Please use this function with care as the text may become difficult to read.

- **“Text styles”.** You can select a text format from the right-hand menu:



PIC. 6



Using the text styles, you can structure the text and make it more convenient to read:

- **“Paragraph”** is an ordinary text style.

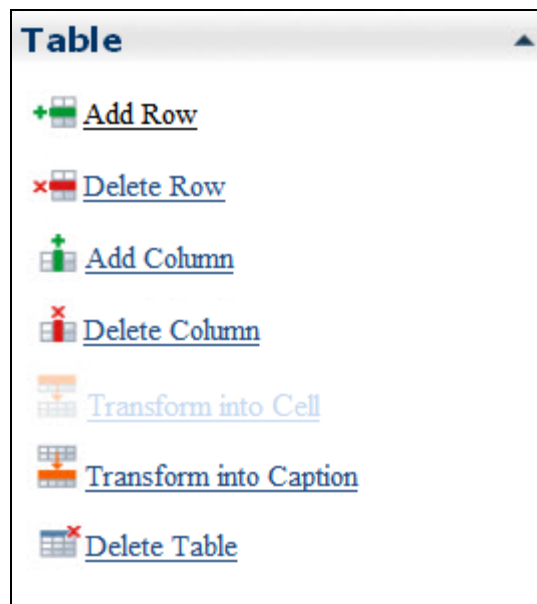
- Altogether, there are 5 heading styles from **Heading 1** (for headlines) to **Heading 5**.
- **“Attention”** is for highlighting very important announcements.
- **“Information”** is for highlighting important information.
- **“Blockquote”**. If you want to put a quote on a page, choose this style for its formatting.

General tips on text content editing:

- To format the main heading of a page, use the **Heading 1** style.
- All headings must be formatted with appropriate styles depending on their importance. You should also keep them in the correct sequence (a first level heading should be highlighted with the **Heading 1** style, a second level heading – with the **Heading 2** style, etc).
- By using headings inside a text, you divide it into logical sections thus facilitating the reading and text perception.

- **“Language”**. You can select the language (English or German) in the bottom right-hand corner of the screen.
- **“Insert table”**. If you want to add a table, press button . To be able to edit a table, press **Table** .

You will see a list of available options for table editing:



PIC. 7

- **“Table styles”**. There are two styles for table editing for you to choose from:



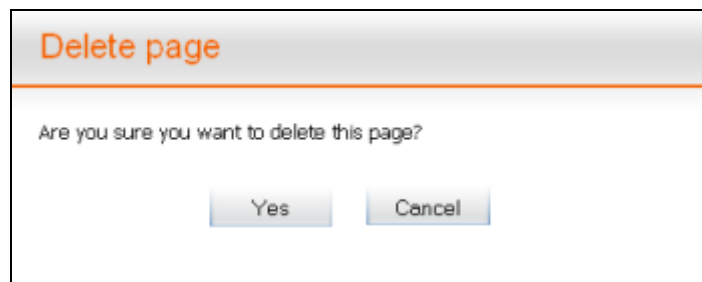
PIC. 8

Choose the appropriate style: 

If you have entered all the necessary information onto the page and want to successfully complete the editing process, press **SAVE**. If you want to discontinue the process, press **CANCEL**, and the changes you have made will not be saved.

2.4. Deleting a Page

If you want to delete a page, left-click on  (top of horizontal menu). You will see the following window:



PIC. 1

Press **“YES”** if you have ultimately decided to delete the selected page, or **“CANCEL”** if you want to cancel the deleting.

NOTE: If you press **“YES”**, the page will be ultimately deleted.