



EasyEdit™ User Guide

Updated 04/2006

Table of Contents

1.	Introduction	2
2.	Logging In	2
3.	Understanding How Easy Edit Works	3
4.	The Easy Edit Interface.....	4
5.	Users	5
5.1	Creating new users.....	5
5.2	Editing Users	5
5.3	Deleting Users	5
6.	Managing Content & Web Pages.....	6
6.1	Folders.....	7
6.2	Uploading/Deleting Documents & Photos	7
7.	How to Edit a Page.....	8
7.1	Installing the client software.....	8
7.1.1	Client Software Requirements.....	8
7.1.2	Preview.....	9
7.2	Editing/Formatting Content.....	9
7.2.1	Guide to Easy Edit Buttons	9
7.3	Adding/Manipulating Tables	14
7.4	Adding Links	15
7.5	Adding Pictures and Photos	17
7.5.1	FTP access.....	19
7.5.2	Changing and replacing Pictures/Photos	19
7.6	Rollback	20
8.	TechBridge EasyEdit Web Services Team	20

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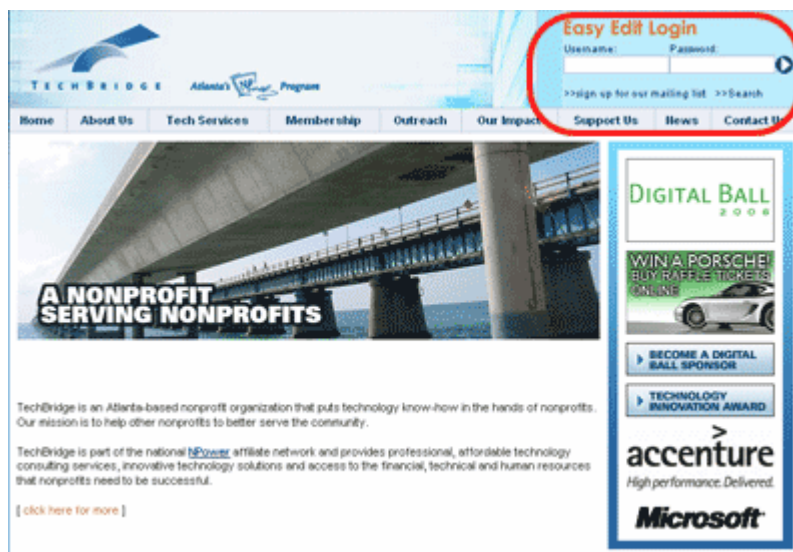
1. Introduction

EasyEdit is an online content management application. You can access EasyEdit through a web-browser. The interface has a toolbar similar to a word processor. Use EasyEdit to manage content for specific areas of your web page through form-like fields. Content is edited or added within editable text-fields and saved to the server.

2. Logging In

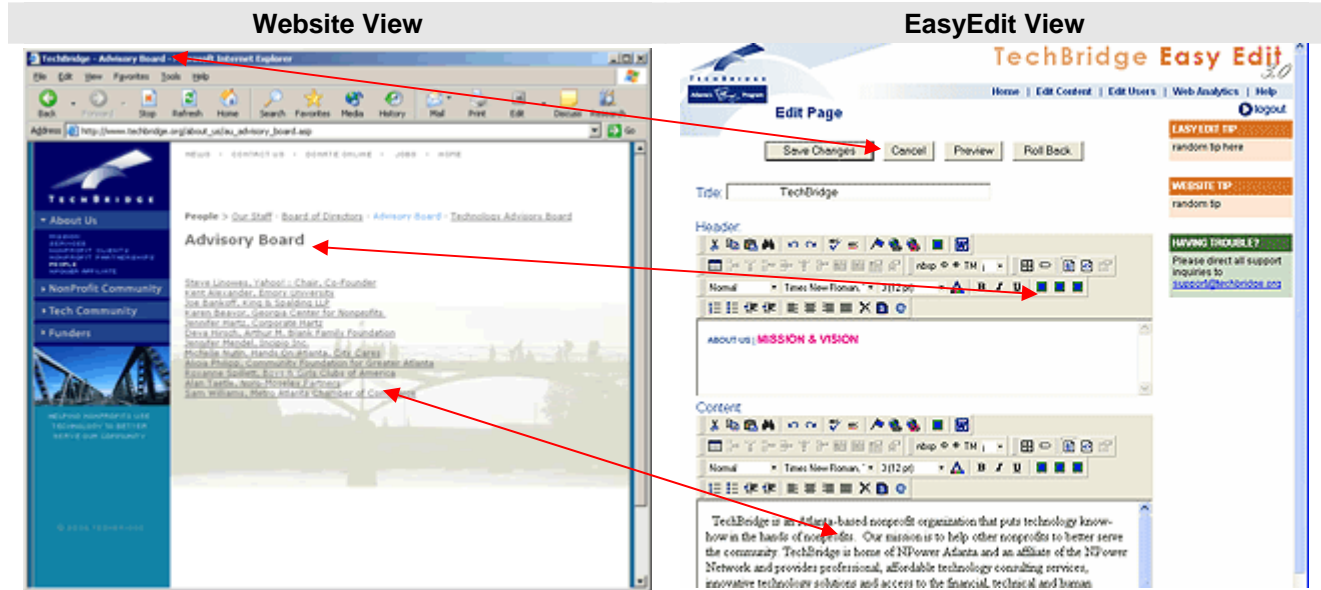
First, go to <http://www.techbridge.org>

Enter your username and password assigned by your administrator in the box located at the top right of the screen. Then click the **arrow** button, as illustrated in the picture below:



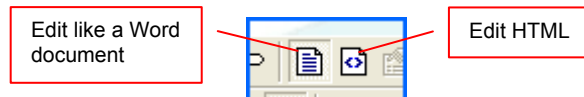
3. Understanding How Easy Edit Works

Easy Edit is primarily a **content** editor rather than a design tool. Easy Edit breaks down each page into three main editable sections: Page Title, Header, and Content. However, not all sites and not all pages will include all three of these.



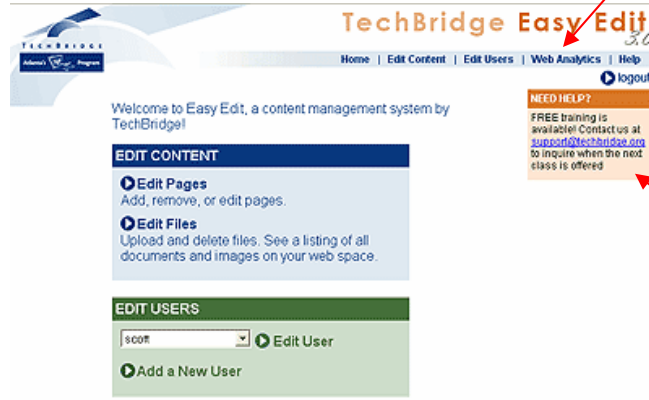
The editable fields can contain text, html, JavaScript, or images. The exception to this rule is the title field, which must be text only. The following table describes these fields:

Field	Description
Title	The page title appears in the top bar of the browser window. This title does not appear anywhere else within your website.
Header	This is page heading, and can include images, text, HTML and JavaScript. HTML can only be added when in HTML View (see below). Enter the page heading and format it as you would with any word processor. Be sure to match the style and standards of the rest of your site.
Content	This field contains the general content of the page. Enter the content and format it as you would with any word processor. You can include plain text, images, scripts, and HTML. For the header and content sections, HTML can only be added when in HTML View (the button for this is in the top right of the editing toolbar).



4. The Easy Edit Interface

When you first login you will be presented with the screen below.
You have the option to edit content or users



Main Menu
Use this menu to navigate throughout Easy Edit

Logout
When you are done editing, click here to logout

Help & Tips
This bar will have helpful tips related to the page you are on

5. Users

TechBridge provides one administrator account from which additional accounts can be created. There are two types of user accounts:

Administrators

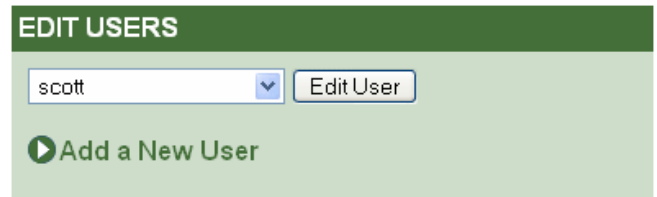
An administrator has the ability to perform all functions, edit all pages, and edit/create users.

Non-administrators

Non-administrators have restricted capabilities. They cannot delete pages or files, they cannot create or edit users, and they may be restricted to editing only certain pages.

5.1 Creating new users

1. Select “edit users” from the navigation
2. Click “add a new user” (you can also access this option from the homepage)
3. Complete all fields as described in the chart below



UserID	The desired login ID for the new user
Password	Desired password for the new user
Confirm Password	This field checks against possible typos
First Name	First name for display purposes
Last Name	Last name for display purposes
Email	This will be used to email the user their password in case it is lost
Admin	This sets whether the user will have administrator privileges
Pages user is allowed to edit	Select “all” for editing rights to all pages OR Put a check next to each page the user is allowed to edit

***Note – when a new page is added, editing rights do not always carry over to non-administrators. If a page is not in the list for someone, check their editing credentials.**

5.2 Editing Users

1. Select “edit users” from the main menu
2. Select a user you would like to edit from the dropdown.
3. You may then edit all user settings including changing his/her password.

5.3 Deleting Users

1. Select “edit users” from the main menu
2. Select a user from the dropdown and click “edit”
3. Click the “delete this user” button.

6. Managing Content & Web Pages

Easy Edit 3.0 contains improvements in the ability to manage your web content. When you select “edit content” from the main menu you will see a windows explorer style interface:

Folders	Files	Date Modified	Modified By
<ul style="list-style-type: none"> Root about bleeding fundraising getInvolved pharmacy programs Documents Images 	<p>Current Folder: root</p> <p><input type="text"/> <input type="button" value="Add Page"/></p> <ul style="list-style-type: none"> contact.asp factorRecalls.asp home.asp home_boxes.asp orderFactor.asp siteFeedback.asp sitemap.asp 		
		4/5/2006 4:11:43 PM	admin@hog.org
		2/22/2006 3:24:55 PM	admin@hog.org
		3/30/2006 2:30:47 PM	admin@hog.org
		4/5/2006 4:10:20 PM	admin@hog.org
		1/1/2001 1:01:01 AM	none
		3/23/2006 10:44:20 AM	admin@hog.org
		1/1/2001 1:01:01 AM	none

Listed to the left are all of your website folders and on the right are the pages in the current folder. The right section also has several rows:

Files

This row shows the filename. Click on the filename to view the page or file

Date Modified

The date this file was last modified

Modified By

Shows who last edited this file for tracking purposes.

Trash Can Icon

Click on this icon to delete a file

Pencil Icon

Click on this icon to edit the page

Current Folder

This shows where you are currently

Add Page/Upload

Type the name of the page you want to add and click here. This spot is also where the upload option appears in the images and documents folders.

Folders	Files	Date Modified	Modified By
<ul style="list-style-type: none"> Root about bleeding fundraising getInvolved pharmacy programs Documents Images 	<p>Current Folder: root</p> <p><input type="text"/> <input type="button" value="Add Page"/></p> <ul style="list-style-type: none"> contact.asp factorRecalls.asp home.asp home_boxes.asp orderFactor.asp siteFeedback.asp sitemap.asp 		
		4/5/2006 4:11:43 PM	admin@hog.org
		2/22/2006 3:24:55 PM	admin@hog.org
		3/30/2006 2:30:47 PM	admin@hog.org
		4/5/2006 4:10:20 PM	admin@hog.org
		1/1/2001 1:01:01 AM	none
		3/23/2006 10:44:20 AM	admin@hog.org
		1/1/2001 1:01:01 AM	none

6.1 Folders

Root

The folder labeled “root” is the main folder for your website. For some websites this will contain all of your actual pages, for other websites it will be all pages that are NOT in a sub-section.

Documents

All documents, such as pdf files, are located here. By selecting this folder you can upload additional documents as well as delete old ones.

Images

This folder contains all of your image files. You can view, upload, or delete your images here. (*note- you can also upload images while you are editing page content. See the section on images below)

All other folders relate to sub-sections on your website. Each of these folders contains all of the pages in that section, sometimes the sub-navigation file, and the ability to add a new page into this section (it will automatically match the template for that section)

6.2 Uploading/Deleting Documents & Photos

To upload a document, simply navigate to the “documents” folder. Click the “browse” button to select a file to upload, and then click “upload file”. The same is true for photos.

To delete an image or a document, find the file in the list and click on the trash can icon.

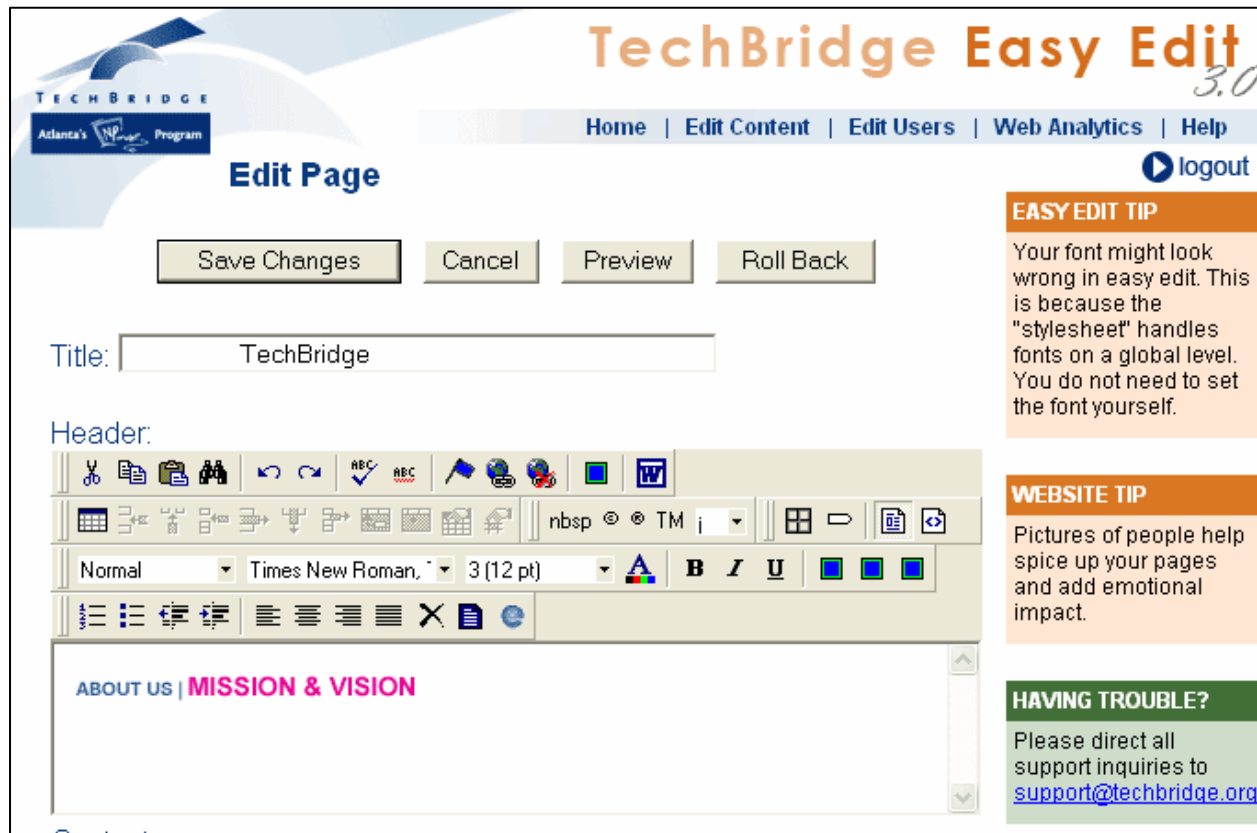
You cannot overwrite a file you will need to delete an existing file and then re-upload if you need to update a file.

Note on filenames

Make sure the file you are uploading does not have any spaces in the name. We recommend using underscores instead of spaces. Example: **this_is_my_file.doc**

7. How to Edit a Page

Once you have selected a page to edit (see the Managing Content section above for more) you will come to the following page:



TechBridge Easy Edit 3.0

Home | Edit Content | Edit Users | Web Analytics | Help

logout

Edit Page

Save Changes Cancel Preview Roll Back

Title: TechBridge

Header:

Normal Times New Roman, 3 (12 pt) B I U

ABOUT US | MISSION & VISION

EASY EDIT TIP
Your font might look wrong in easy edit. This is because the "stylesheet" handles fonts on a global level. You do not need to set the font yourself.

WEBSITE TIP
Pictures of people help spice up your pages and add emotional impact.

HAVING TROUBLE?
Please direct all support inquiries to support@techbridge.org

Editable sections are on the left, some random tips are located to the right.

7.1 Installing the client software

The first time content is edited on a new computer, you will need to install the client software. Instead of seeing the content and buttons above you will just see a couple boxes with code in them. To install the software click on the red link that says "install eWebEdit Pro" and follow the instructions. If you have any problems please contact support@techbridge.org.

7.1.1 Client Software Requirements

In order to use the editor you will need to use Internet Explorer and in order to install the software you need to have rights to install new software on your machine.

EASY EDIT TIP:

We recommend editing content with 2 browser windows open: one to make changes in Easy Edit and a second browser with the website open to see how the changes will look.

Note- Some styles are defined externally and may not show in Easy Edit. By switching between two browser windows you can see what the content *will* look like once the styles are applied.

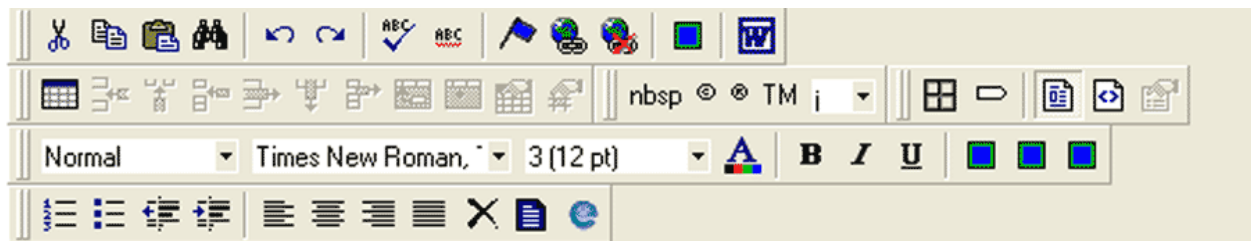
Make your changes as you would in any word processor. Once finished, click **Save** to save your changes, or **Cancel** to abort editing and lose any changes you have made. Click **Preview** to view a preview of your changes. For more information on the Preview feature, see the Preview section below.

7.1.2 Preview

You can **Preview** your changes before you save them. Click the **Preview** button to view a preview of your changes. Once in Preview Mode, click **Save Changes** to accept and save your changes, or click **Return To Editor** to continue editing your website before accepting your changes.











7.2 Editing/Formatting Content











Once you have selected a page to edit there are a variety of tools available in Easy Edit to do your actual content editing. The toolbar is shown below followed by an explanation of what each button does
























7.2.1 Guide to Easy Edit Buttons




CUT AND PASTE BUTTONS	
	Cut: Highlight text or an object then press this button to cut the object (store for pasting into another spot while deleting from the current spot)
	Copy: Highlight text or an object then press this button to copy the object (store for pasting into another spot in addition to the current spot)
	Paste: After you have copied/cut any text or object, press this button to “paste” that object into the desired spot
	Find: Brings up a search dialogue box that can be used to find specific text within the content. This is very useful when you have a long list of staff members and need to change a particular persons information!

	<p>Undo: You can use this to “Step back” and undo changes you’ve done in the current session only. You can go back multiple steps with this button. Note that after you “undo” back to your very first change in the current session, pressing undo again will clear all of the content</p>
	<p>Redo: If you press undo farther back than you mean to, you can press this button to restore changes from the current session. Note that if you pressed undo too many times and all of the content cleared, redo will not work. You will need to click “edit page” again WITHOUT SAVING to restore your content.</p>
	<p>Spell Check: When you press this button Easy Edit will search through and spell check your text, bringing up a dialogue box when it finds an incorrectly spelled word that will suggest changes.</p>
	<p>Spell Check As You Type: Press this to have misspelled words underlined in red as you type. Pressing the button again will turn it back off</p>
TOOLS FOR INSERTING LINKS	
	<p>Insert Bookmark: Bookmarks are spot markers on a page that allow you to jump to that particular spot on the page by clicking on a link to a bookmark. This often used for a “return to top” link at the bottom of long pages, or in a table of contents to jump to a specific spot in a long page.</p>
	<p>Insert Hyperlink: Highlight text or an image you want to become a link and then click this button. You can create links to bookmarks, documents, internal pages on your website, or external websites with this button. See the section below on inserting links for more info.</p>
	<p>Remove Hyperlink: Highlight a link and then click this button if you want the item to become plain text again and NOT be a link. (You can also click at the end of the hyperlink and press backspace once to remove a hyperlink)</p>
TOOLS FOR EDITING CONTENT	
	<p>Edit Content in Microsoft Word: When you click this button the content is sent to Microsoft Word to be edited there. If you are more familiar with Word you can make your edits there and when you close the document the changes will be sent back to Easy Edit! Note that formatting differences may occur when importing from Word. We recommend doing most of your edits from Easy Edit.</p>
TOOLS FOR ADDING/MANIPULATING TABLES	
	<p>Insert a Table: Click where you would like to add a table and then click this button to insert one. A dialogue box will appear asking you specifics for the table such as how many rows and columns there should be. The following buttons then allow you to manipulate the table once it has been added. Note that you must click on a table before the following buttons become active.</p>
	<p>Insert Row: Click to add another row to your table</p>

	<p>Insert Column: Click to add another column to your table</p>
	<p>Insert Cell: Clicking this adds just one additional cell to the current row. We don't recommend doing this unless you have a specific reason. Results may be varied among different browsers when you apply this change</p>
	<p>Delete Rows: Clicking this will delete the current row your mouse cursor is active on. Or, if you highlight multiple rows it will delete them all at once.</p>
	<p>Delete Column: Clicking this will delete the current column your mouse cursor is active on. Or, if you highlight multiple columns, it will delete them all at once.</p>
	<p>Delete Cell: Clicking this will delete just one cell from the current row. After you delete a cell, the row will be uneven and you will need to click the cell properties button in order to specify that one of your cells should span 2 rows to compensate.</p>
	<p>Merge Cells: This button only becomes active once you highlight content in multiple cells. If you have a table with 2 cells per row, but you want to top row to have one long cell, highlight both cells on the top row and click this button. Note that you must put a couple letters in a cell before Easy Edit will allow you to highlight multiple cells.</p>
	<p>Split Cell: When you have your cursor active on a cell and you click this button, it splits that cell into 2. (Make sure once you split a cell that you do not have any rows of uneven cells. If you do, you will need to click the cell properties button to tell a cell to span rows.)</p>
	<p>Table Properties: This brings up the same properties dialogue box you saw when you clicked to add a table. Use this button to make changes to the entire table such as colors, borders, size, etc.</p>
	<p>Cell Properties: This allows you to specify properties on a particular cell. This is a very useful button for complex tables. Please see the section below on Tables for more info.</p>
SYMBOLS	
	<p>Non-breaking Space: This button inserts a single “non-breaking space,” which means there will be no break to the next line at that space. Websites will not split and hyphenate words when they come to the end of a line, they look for spaces to break to the next line. If you have two words you want to ensure are NOT on separate lines, you would use this. Also, all table cells require content. Use a non-breaking space if you want a cell to appear blank.</p>

	Copyright Symbol: This button inserts one © symbol
	Registered Symbol: This button inserts one ® registered trademark symbol
	Trade-mark Symbol: This button inserts one TM symbol
	Insert a Symbol: This dropdown contains a list of additional special character symbols you may have need for, but that are not on the keyboard. Additionally, Windows has a program called “character map” that you can view a list of all symbols available for a particular font and copy them into any program. To find it go to start>programs>accessories>system tools>character map
OPTIONS AND PREFERENCES	
	Show Borders: If you have a table that has zero borders, but you need to see the cell alignment for editing, click this button to show the borders. Click it again to turn them back off. This button will not actually add borders to the saved file, but is for editing reference only.
	Show Hidden Objects: This button shows a little symbol for all hidden objects such as paragraph tags. If your formatting is messed up when you save your page, try hitting this button to see if there are any extraneous objects messing things up. Especially if you import from Microsoft Word there tends to be a LOT of junk code that can be erased.
	View as WYSIWYG: WYSIWYG stands for “What you see is what you get.” This is the default view for editing in Easy Edit. Click this button to return to normal editing if you have clicked on “view as HTML”
	View as HTML: If you need to get into the code, click this button and you can edit the code directly.
	View Preferences: This is only active when you click “view as HTML” this allows you to change the colors and fonts that the code shows up in for REFERENCE only, will not actually apply to your site
LISTS	
	Numbered List: Click this to insert a numbered list

	Bulleted List: Click this to insert a bulleted list
	Decrease Indentation: Click this to move back a level of indent on either paragraphs or bullets
	Increase Indentation: Press this button to indent forward your bulleted list for sub-points. Or if you want to indent your paragraph, press this button
PARAGRAPH FORMATTING	
	Align Left: This is the default, but click to cause your paragraph to be left aligned.
	Align Center: Highlight text and click to center align it
	Align Right: Highlight text and click to right align it
	Justify: Highlight text and click to “justify” the text (space out the text for a flat edge on both the left and right side.) We only recommend doing this in wide paragraphs and sparingly. Web browsers do not space as nicely as other programs do and it can make text difficult to read.
MISC ITEMS	
	Delete: Use this button to delete a highlighted item. Works the same as the delete key on the keyboard
	Select All: Use this to highlight all of the items on the page. You can also press ctrl-a to do the same
	About: This tells you what version you are using
	Item Not Available: Whenever you see this icon, that feature is not currently available.

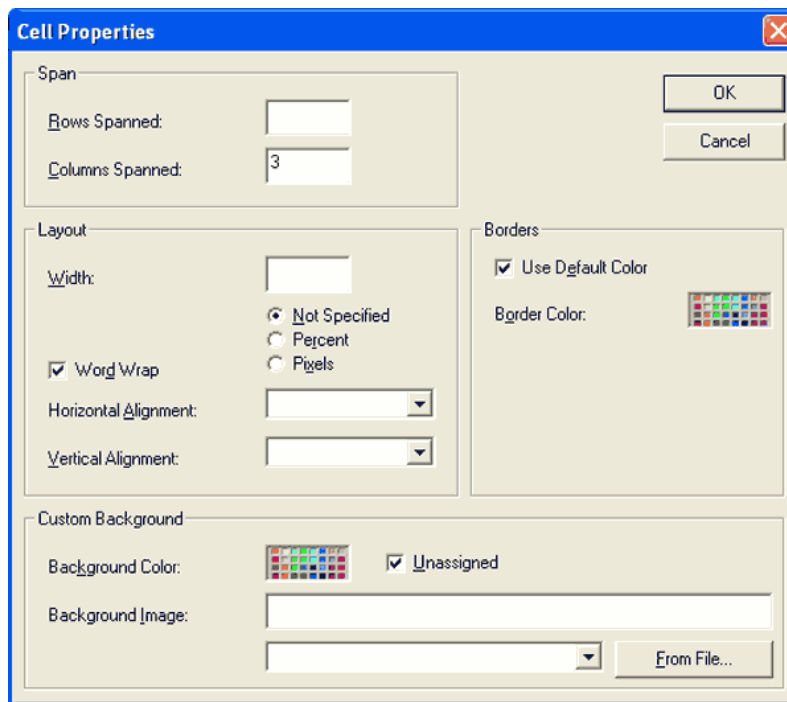
FONT TOOLS	
Normal 	Style: Used to select the style (normal, header, header2, etc)
Times New Roman, 	Font: Use to select a font. We do not recommend using this unless you have a definite purpose. Fonts are applied to your website from a global stylesheet. Though the fonts often show as Times Roman in Easy Edit, the correct font will be applied when you view the website. The font choices you have are restricted to the system fonts that everyone will have. When two fonts are listed it means "use the first font, if it is not available, use the second font". This is for differences in Mac/PC
3 (12 pt) 	Font Size: Change your font size with this dropdown

7.3 Adding/Manipulating Tables

Tables will allow you to do complex alignment within your site. In fact, tables are often used to layout the entire site design! Manipulating them can be tricky, however. Below are some items to take into account:

- Table cells cannot be empty. If you have a cell you wish to appear blank, insert a non-breaking space.
- Cells will simply align in a checkerboard pattern if you do not get specific. If your first row has 2 cells, and the second 3 cells, the first row will not be as wide as the second and may in fact cause completely unexpected results.
- If you wish to have uneven numbers of cells between rows (example: 2 in first row and 3 in second row) you will need to have cells "span" across multiple cells. For example, row1 column1 may "span" 2 columns (taking up the space of 2 columns) meaning that row1 column 2 is directly above row2 column3!
- Cells can also span rows meaning that row1 column1 takes the space of 2 rows.

To set complex table structures you will need to use the "cell property" button. The dialogue box is shown on the next page.



7.4 Adding Links

Within EasyEdit, highlight the text you want to turn into a link and click the icon that looks like a globe with a chain (if you hover over it with your mouse, it says "Insert Hyperlink"):



A dialog box will appear. Within that box you need to enter the entire link (including the "http://") and make sure the text in the "text" field is what you want the link to say. This text becomes the link. The following image illustrates this concept:

Hyperlink Information

Type: ▼

Link:

Bookmark:

Text:

Target Frame:

Quick Link:

a copy of the full press releases, please see [NPower press releases](#) for more information, please visit the [NPower](#) and [Microsoft Community](#)

Highlight the text you want to turn into a hyperlink.

The following table describes these fields:

Field	Description
Type	Use the pull-down menu to select the type of link. http: (website links) and mailto: (email links) are the two most frequently used options.
Link	Enter the link or the email address you want the hyperlink to point to.
Bookmark	If you have bookmarks in place on your page (an HTML edit, such as “back to top” or a table of contents that jumps partway down a page), enter the bookmark here.
Text	Enter the text to become the hyperlink.
Target Frame	Use the pull-down menu to choose whether to open the link in a new window or the same window.
Quick Link	The Quick Link option is used to jump to a bookmark you’ve added somewhere on the page

7.5 Adding Pictures and Photos

You can use EasyEdit to place pictures within the content of your web pages.

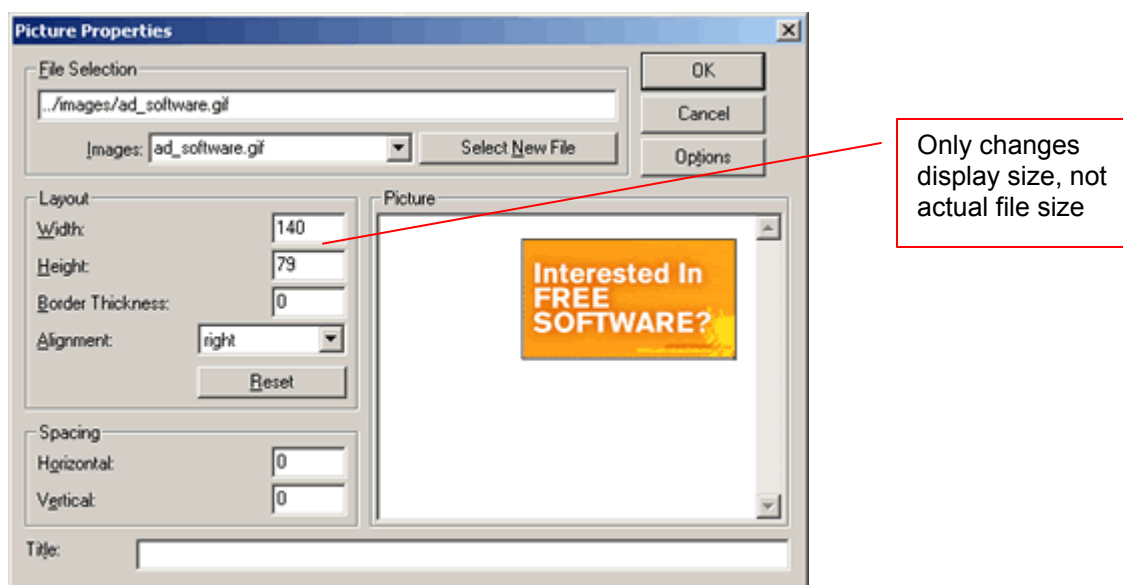
Note: You need the following two things before you add a picture or photo using EasyEdit.

1. A username and password for Techbridge FTP access.
2. A web-ready copy of the picture/image, with the following characteristics:
 - a. The file should be a .gif, a .jpg, or a .png.
 - b. Proper dimensions. (Approximately 200 x 300 pixels.) The **Layout** section described below should only be used for very minor changes to the picture size. For more significant resizing or reformatting of your images, use an external graphic editor (Photoshop, Microsoft Paint).
 - c. Not too large. (It is typically best to keep images **less than** 100kb in size.)

You must edit your image to appropriate dimensions before uploading it. The following website offers a free JPG optimization tool: <http://www.jpegwizard.com/>

Follow these steps to add pictures and photos:

1. Within the EasyEditor, position your mouse where you want to put the image.
2. Right click your mouse and select **Picture**. The following window appears:



3. The following table describes the fields and buttons in this window. Step 4, below, describes the options you have to import pictures.

Field/Button	Description
File Selection	The following fields indicate the name and location of the image. The top field will automatically fill when you click Select New File (below). Otherwise, use this field to enter the URL for a picture already on the internet.
Images	Use this pulldown menu to select an image already existing on your website.
Select New File	Click the Select New File Button to choose an image on your computer's hard drive.

Field/Button	Description
Layout	The following fields describe the physical properties of the image. You should only alter these fields for very minor image changes. Use an image manipulation program for any substantial changes your image may require.
Width	Indicates the image width, in pixels.
Height	Indicates the image height, in pixels.
Border Thickness	Indicates the border thickness, in pixels. If your image should have no border, input a value of zero.
Alignment	Use the dropdown menu to choose left, center, or right alignment of your image on the page.
Reset	Click the Reset button to restore default values for the image.
Spacing	The following fields determine how much “blank” space exists around your image.
Horizontal	Indicates the horizontal spacing, in pixels.
Vertical	Indicates the vertical spacing, in pixels.
Picture	This area displays a preview of the picture selected.
Title	Enter text here to appear when the mouse cursor is over your image.

Click **OK** to approve of any changes you made and close this window.

Click **Cancel** to abort any changes you made and close this window.

Click **Options** to view the FTP login information.

4. You have three options, described in the following table:

Option	What To Do
Select an image already located in your images directory	<ol style="list-style-type: none"> 1. From the “edit content” screen upload your files into the images folder. 2. You need to find the image by filename, but you will be able to use the preview button to check to make sure you have the correct picture before you load it. 3. Use the dropdown box labeled “Images” next to the “Select New File” button. 4. You will be asked for your FTP login information (see “FTP Login” below) 5. The “Preview” button should show you the image before you add it to the page. 6. Don’t forget to hit the “Save Content” button at the top of the editor page.
Upload an image by selecting one from your computer	<ol style="list-style-type: none"> 1. Format your image to the right size and save the file without any spaces in the name. 2. Use the “Select New File” button to browse for the image on your computer. 3. Click ok 4. You will be asked for your FTP login information (see “FTP Login” below)
Add an image already on the Internet	<ol style="list-style-type: none"> 1. This requires knowing enough about HTML to be able to locate the URL of the image and use the <> “Show HTML” button in EasyEdit to type in the fixed path of the URL. 2. Simply add the link (i.e. http://www.techbridge.org/images/logo.jpg) to the box underneath “File Selection”)

7.5.1 FTP access

Your FTP Credentials are different from your easy edit login! Please contact support@techbridge.org to request your credentials if you do not have them.

7.5.2 Changing and replacing Pictures/Photos

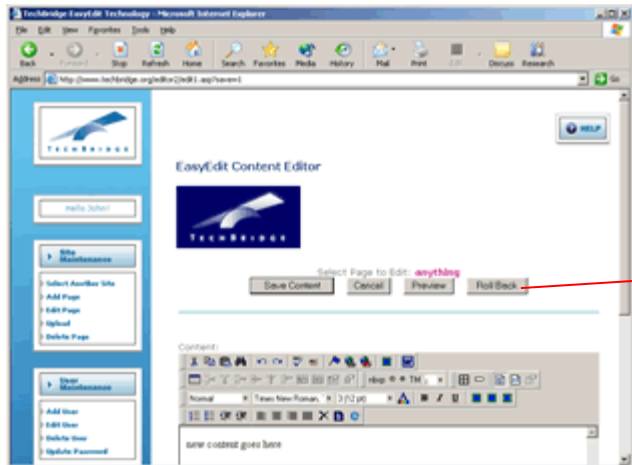
In order to update an image you will need an imaging program (such as Adobe Photoshop) as you cannot make changes to an image from within Easy Edit.

STEPS TO UPDATING AN IMAGE

1. Open the image to be changed in a program such as Photoshop
2. Make changes to the file
3. Save the file under a new name (we recommend adding a version number or date to the end of the file name. For example if the file is called **image.gif** save the new file as **image_v2.gif** or **image_20050121.gif**.
4. From Easy Edit, click “edit page” and select the page where the old image resides.
5. Right click on the old image and select “picture...” from the dropdown menu.
6. Click on “select New File”
7. Select the new file
8. Select ok
9. You will be asked for your login information. For name, enter the FTP username you were given, and the corresponding password. The domain is ftp.**yourdomain.org** where “yourdomain.org” is your sites URL.

7.6 Rollback

Once a page has been changed with EasyEdit, use the Rollback feature to return to the previous iteration of the document. The Rollback feature will only rollback to the last saved version of the page. If a page has not been changed with EasyEdit, this feature will not be available. Furthermore, if a page is rolled-back, this feature will not be available again until the page content is edited and saved again.



8. TechBridge EasyEdit Web Services Team

For additional help please call or email our Technical Support team

Support Line- 404-879-5405

Email- support@techbridge.org