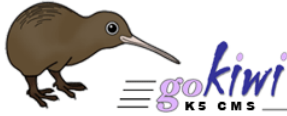# Go Kiwi Internet

Content Management System

Version 5.0

(K5)

TRAINING MANUAL

K5 CMS

The K5 Content Management System (CMS), previously known as *Kwik-Az Updating*, is a small downloadable program that permits the owner of a website to maintain their content. It connects directly to the Internet, updating the website content, uploading images, files and documents.

- To use it, you will need to download a small setup program. When run, this will install K5 onto your desktop (or notebook) computer.

- To download - go to www.k5.co.nz

You may download the program to as many computers as you like, at any time. You can have more than one copy running on different computers, so that your staff can all help maintain your website(s). You can for example, have one copy running on a home computer and another running at work. You could even download and run a copy on an Internet Cafe if you need to!

Installation Instructions

1. Run the **Setup** program from the location that you saved it to, and this will commence the installation of K5 onto your computer.

2. Select the location that you want the program installed into (most people accept the default).

3. Click **Finish** to complete the installation.

4. Start K5 by double-clicking on the icon from your desktop (or selecting it with a left click and pressing **Enter.**

5. If you have not yet received your login and password, please contact Go Kiwi Internet by phone (09) 489-2222 or email production@gokiwi.net.

Lesson 1 - Website Tree

The **Website Tree** shows you all the pages on your website. You can Add, Move, Delete, View and Publish by RIGHT CLICKING on an item in the Website Tree pane; or by using the **Page** menu item.
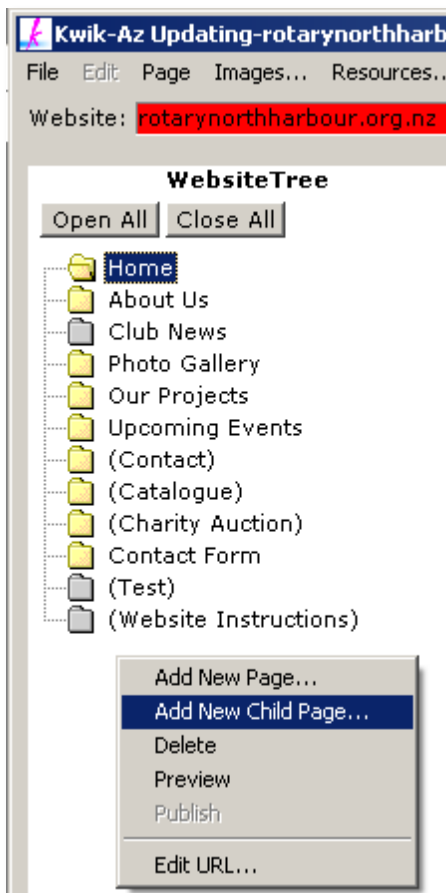
In the Website Tree, a **gray folder** means a page has had changes made but not yet published to the web. A folder with ( ) around the **Menu Title** means it is not shown in the **Navigation Menu**.

Task 1a - Add a New Web Page
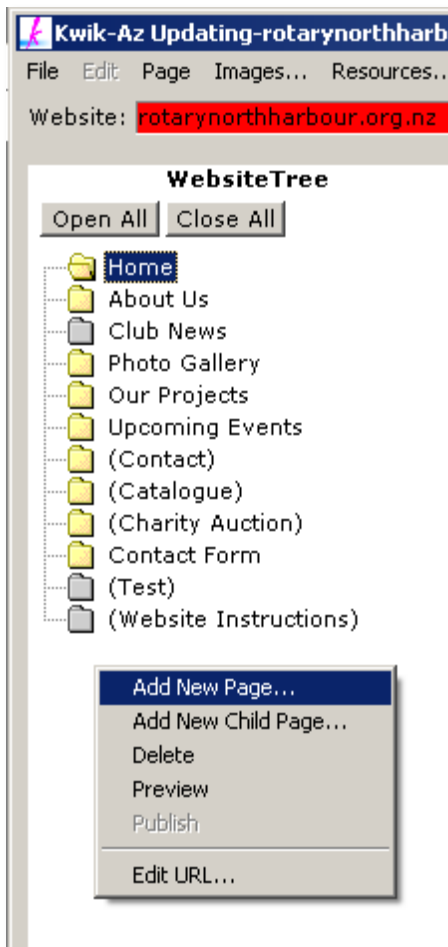
1.   Right click anywhere on the **Website Tree** and press "A" or click "**Add New Page**" on the pop-up menu.

2.   Enter the **Page Title**. K5 automatically completes the **Menu Title** and **Page URL**. The Page heading should contain your Search Phrase.

3.   Abbreviate your **Menu Title** so that it appears on the menu in one line only.

4.   Your new page will appear at the bottom of the **Website Tree**.

5.   Click on the page and drag to an existing page to insert the new page into the correct order on the **Menu**. K5 will ask if you wish to insert the page ABOVE the menu item selected, or make it a CHILD of that page. This can also be done at a later stage if you wish to rearrange the order of pages.

Task 1b - Add a Child Page

Kwik-Az Updating-rotarynorthharb

File   Edit   Page   Images...   Resources..

Website: rotarynorthharbour.org.nz

WebsiteTree

Open All | Close All

- Home
- About Us
- Club News
- Photo Gallery
- Our Projects
- Upcoming Events
- (Contact)
- (Catalogue)
- (Charity Auction)
- Contact Form
- (Test)
- (Website Instructions)

Add New Page...
Add New Child Page...
Delete
Preview
Publish

Edit URL...

1.   Right click anywhere on the **Website Tree** and click "**Add New Child Page**" on the pop-up menu.

2.   Enter the **Page Title**. K5 automatically completes the **Menu Title** and **Page URL**. The Page heading should contain your Search Phrase.

3.   Abbreviate your **Menu Title** so that it appears on the menu in one line only.

4.   Your new page will appear at the bottom of the **Website Tree**.

5.   Click on the page and drag to an existing page to insert the new page into the correct order on the **Menu**. K5 will ask if you wish to insert the page ABOVE the menu item selected, or make it a CHILD of that page. Click to make it a **Child Page**.

Lesson 2 – Edit Form

Your **Edit Form** is where you will do most of your typing and content formatting. This screen allows you to type in pure HTML. All HTML tags are colour coded for easy identification.

You may type, edit or paste content using the standard Windows commands, such as CTL+C to copy and CTRL+V to paste.

Pressing ENTER will automatically insert the **line break**
 tags that are needed for display in web browsers. Simply press SHIFT+ENTER to enter a non-HTML readable line break.

Task 2a - Insert Text in your Web Page

1. You can insert text in your **Web Page** by typing, copying and pasting.

2. To create paragraphs, insert line breaks by pressing ENTER twice.

Lesson 3 – Editing Tools

Easy-to-use **Editing tools** place HTML Tags around selected text.

Select the text you wish to format, using your mouse or normal windows keystrokes (such as Shift+Arrows) and then click the button to insert the HTML tags.

Common windows commands (such as CTRL+B, for BOLD and CTRL+I for ITALIC) are also available.

Task 3a - Format the Text of your Web Page
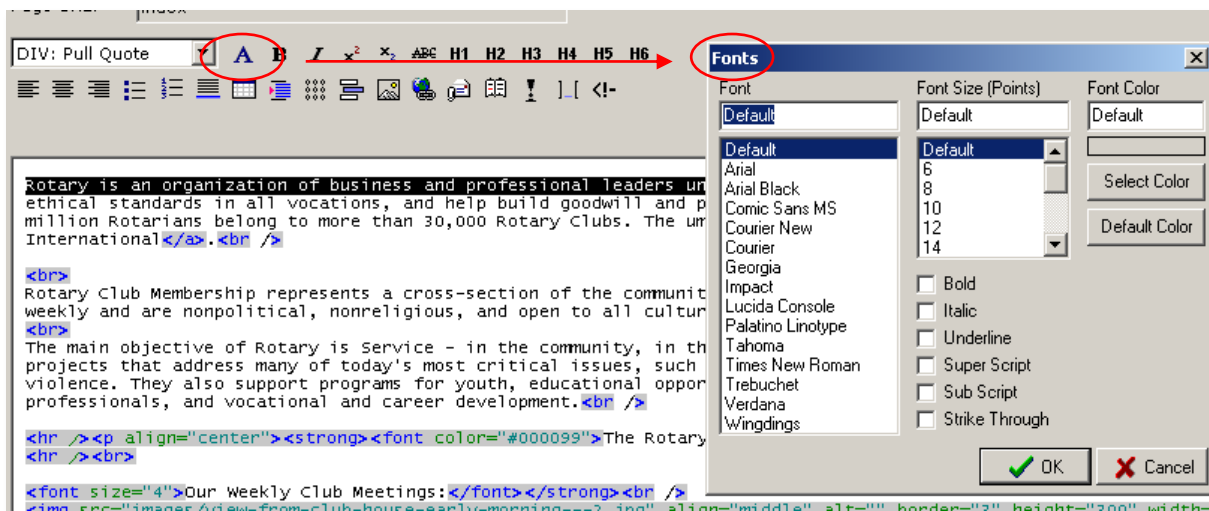
1. To Format the text of your Web Page select the text in the **Edit Form**, click on the buttons located in the **Edit Tools** or click on the Blue "A" to see the Fonts dialog box.

2. There, you can change the Font, the Font size, the Font style as bold, italic, underlined, etc. and you can also change the Font Color.

Lesson 4 – Page Setting Tabs

Page Setting Tabs allow you to set up additional settings, such as **Menu text**, **Search Engine Optimisation tags**, to view or revert to **historical versions** and more.

Task 4a - Change Web Page Heading and URL
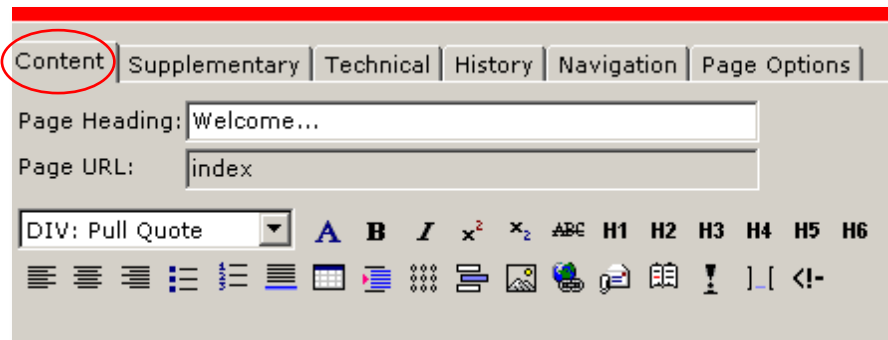
1. To change the **Page Heading** simply change the text in the main tab and save. If the Page Heading is long, it can be shortened from the **Navigation** tab in **Menu Title**. The longer version can go in the **Menu Hover Tip** box.

2. To change the **Page URL**, RIGHT CLICK on the folder in the **Website Tree** and select **Edit URL**. A pop-up will appear recommending that you don't do this. The page may have links going to it from other pages on the website, or it may affect Search Engine Optimisation.

Task 4b - Add Web Page SEO Title, Description and Key Words
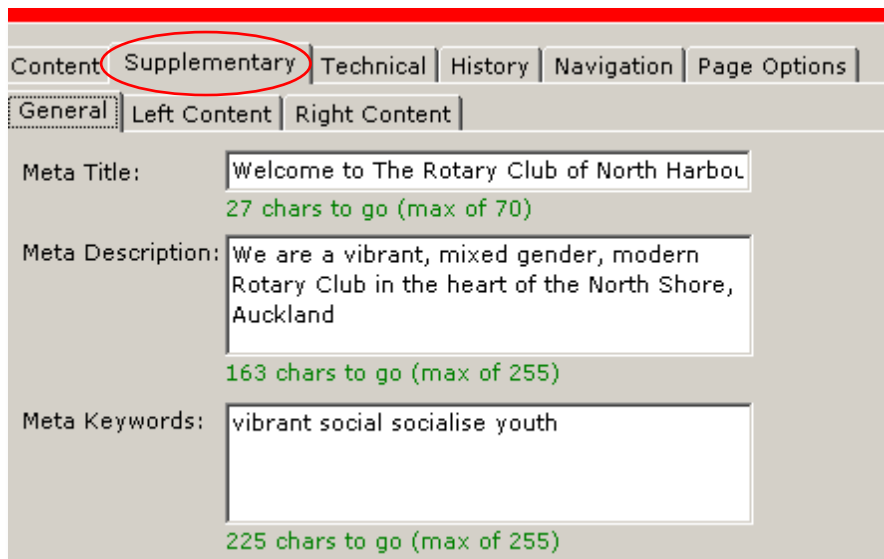
1. In the **Supplementary** tab you have the ability to change the Page SEO **Meta Title** which appears in Search Engines as the top line that is underlined in Google and linked to the web page.
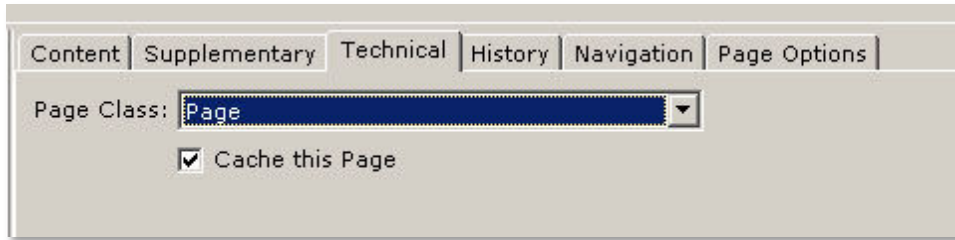
2. You can have a maximum of 71 characters in the **Meta Title**.

3. The **Meta Description** can have up to 151 characters. This is what will draw customers to your site so pay attention to how it reads. A description should be approximately 10-20 words summarising the products and services that your company provides, preferably including some of the most popular keywords. This information will be displayed in the Search Engine results. Each search phrase needs to have its own page to be effective.

4. **Meta Key Words** can only use words which actually appear in text on the page. No capital letters and a space between words. You may use plurals but don't use the same word twice. Don't use commas, dashes etc. We recommend no more than 30 words.

Task 4c - Web Page Technical Information
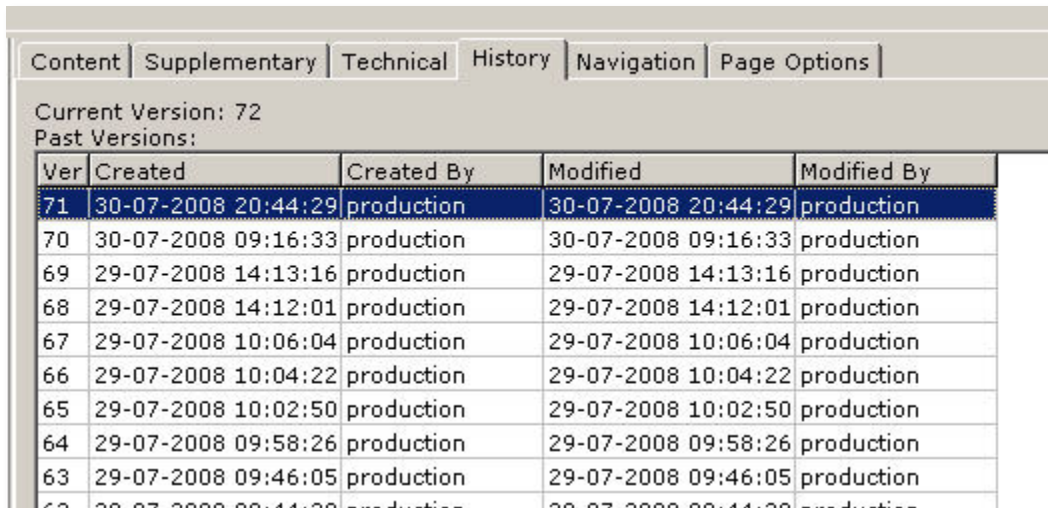

1. If, when you go to edit a page, the editing box does not show, go to **Technical** and make sure that the **Page Class** is selected as **Page**. Save this and the **Content** box will appear. Do not change a **Form**, ie. 'Contact Us' to a **Page**.

## Task 4d - Revert to Previous Web Page History and Backup

1. **History** caches the page every time a change is saved or published. If you make some 'major' mistake, go to **History** and click on the previous version of the page. This will cause the page to revert to how it was before you changed it.

2. The **Preview** button allows you to preview the version to ensure you have the correct version before reverting.

Lesson 5 – Preview, Save and Publish Buttons

K5 allows you to save your work WITHOUT publishing to your publicly visible website. You can commence your work, save it, check it, have a cup of coffee, come back to it later the day, or the next day, and then publish only when it is ready. Cancel will destroy any changes since you last saved. CTRL+S is the keyboard shortcut to **Save**. CTRL+SHIFT+S is the keyboard shortcut to **Publish**.

Task 5a - Preview, Save and Publish your Web Page
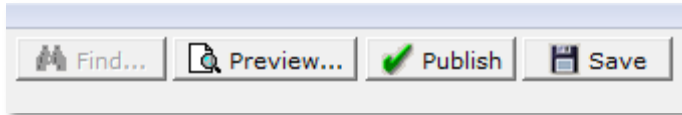
1. After working in your website just click **Save** and click on **Preview** to make sure it is the way you want it to be.

2. To save, simply click on **Save** or click on **Publish** to make your website live.

Lesson 6 – Image and File Processing

Image and **File** processing allows you to upload, rename, move and delete photos, images and documents used on your website. Built-in selection and editing tools rename non-standard file names to a standard file-naming convention, and prevent the possibility of any broken links.

Task 6a - Upload an Image to your Web Page
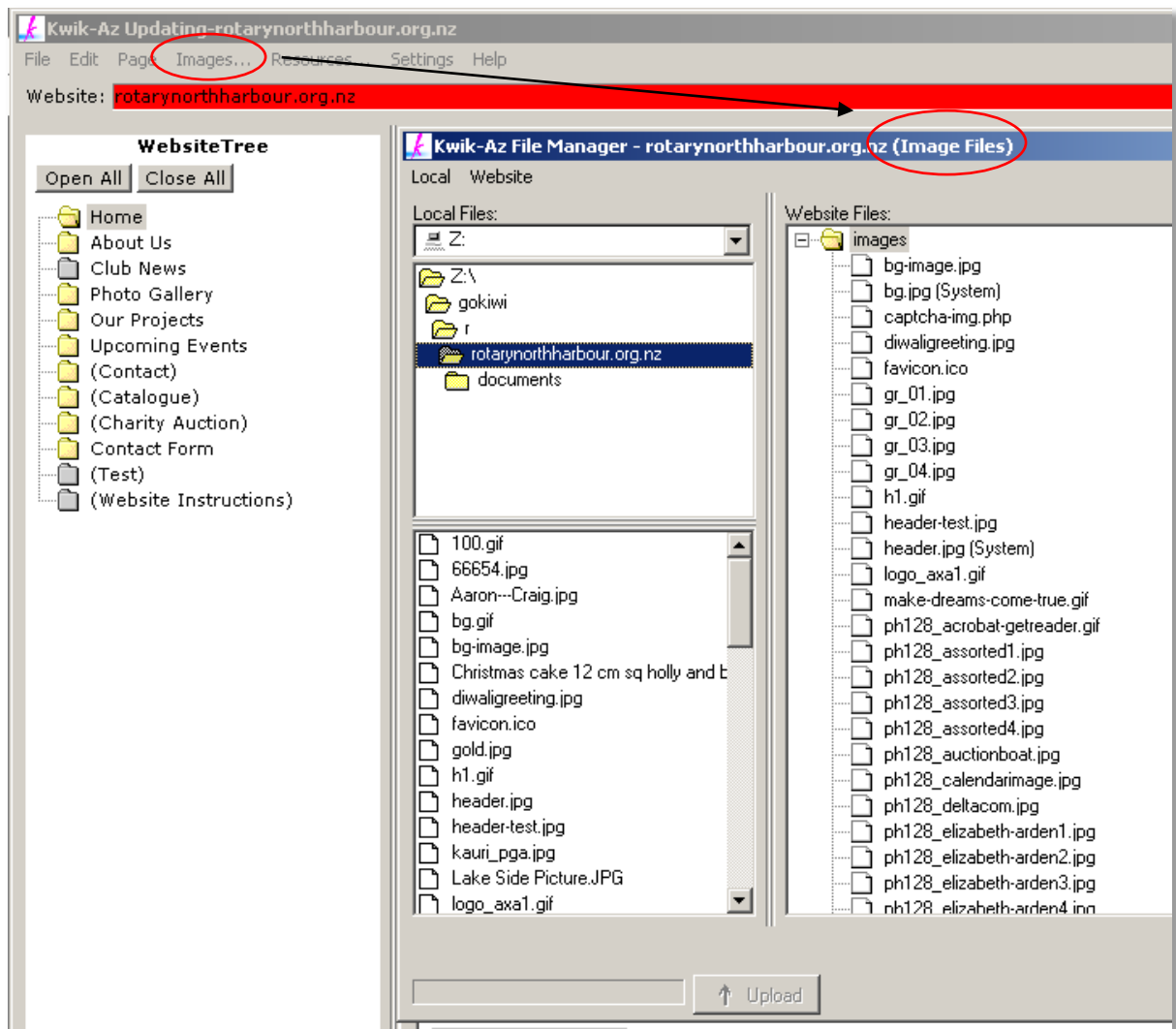
Before you insert an image in your **Web Page** you have to upload it into the Image Files.

1. Click on **Images...**

2. Browse your images using **Local Files**, select one image by clicking on it or use SHIFT to select more than one image. Click on the **Upload** button or just double click.

   The images on the **left** are the ones in your **computer** and the images on the **right** are the ones in the **Image Files** ready to be used in the website.
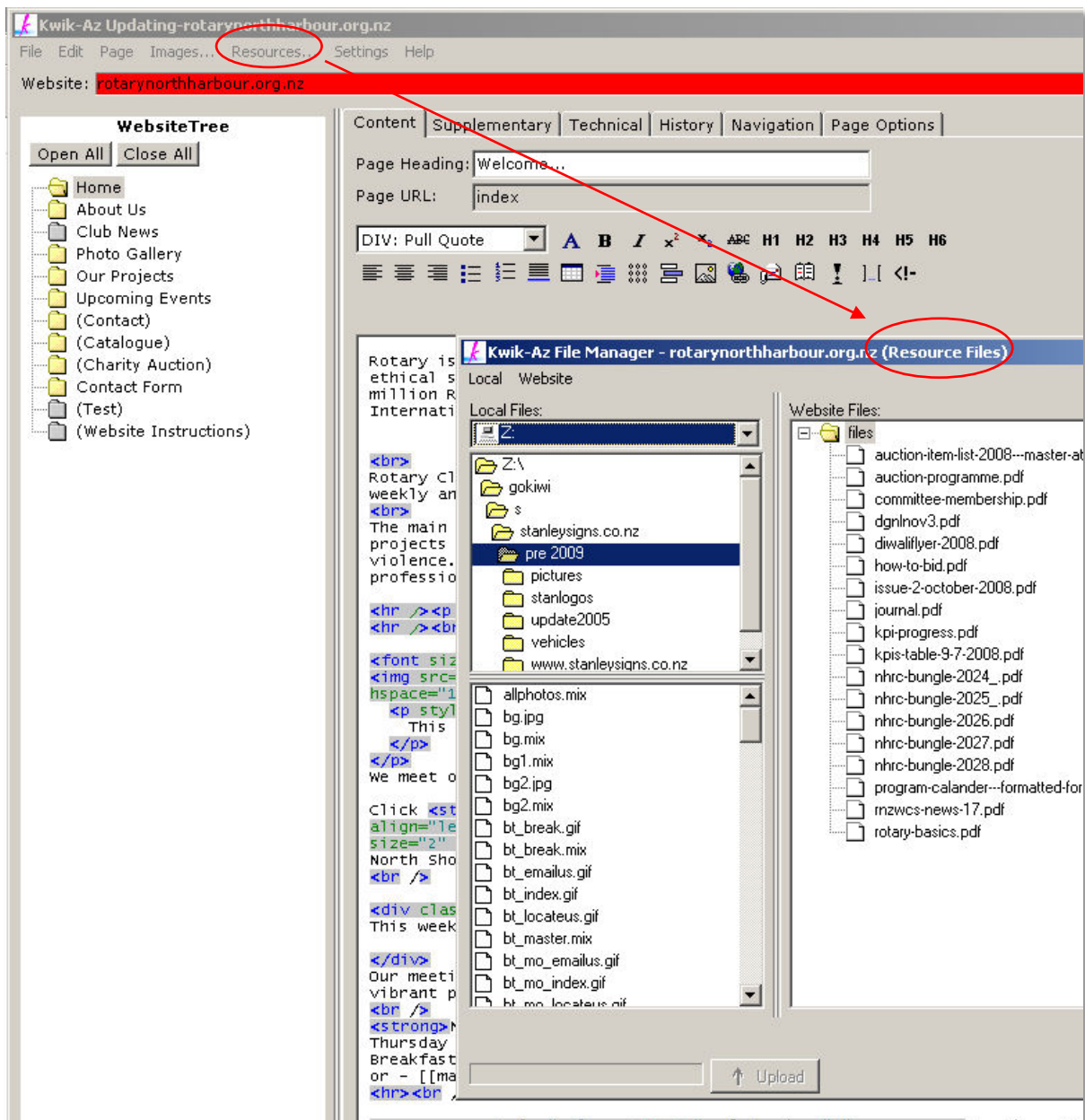
   The ideal size for an image is 250px wide by 160px high.
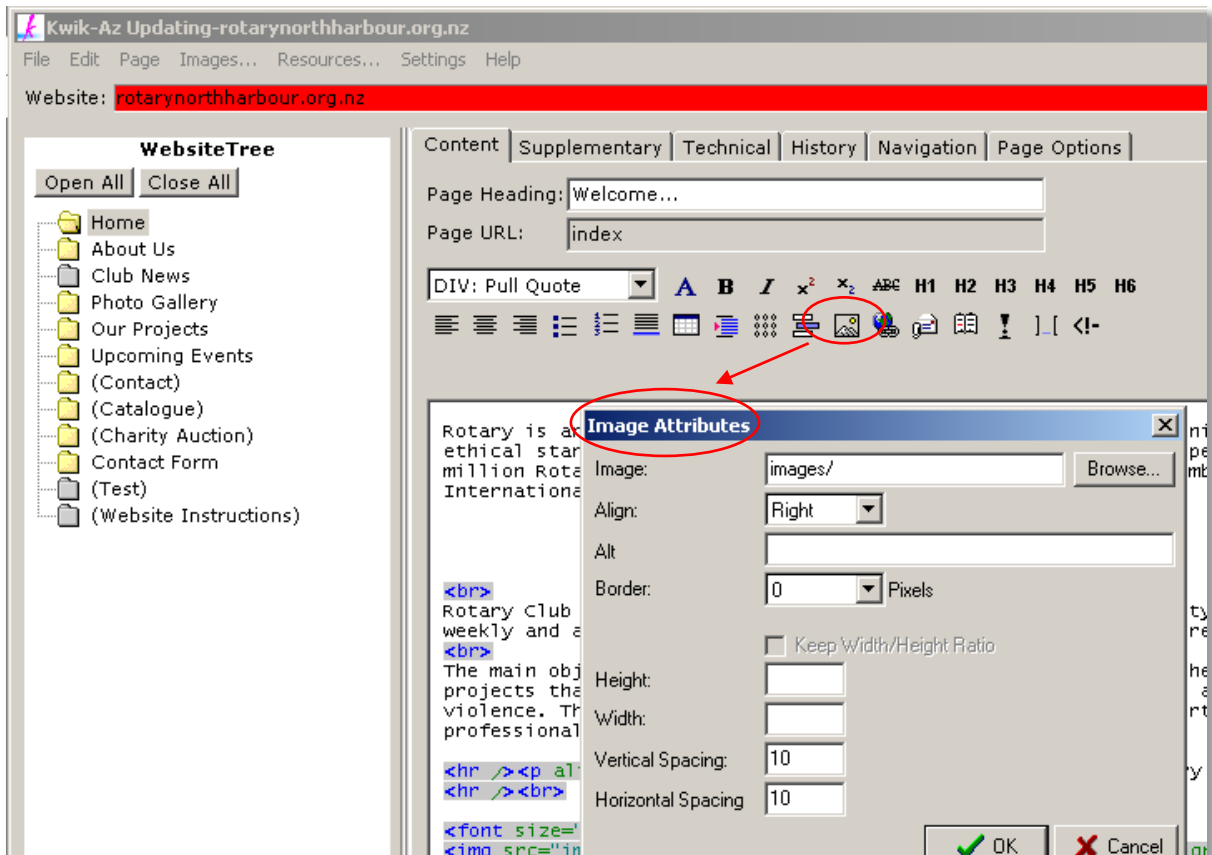
3. Go to the to the **Edit Form**, place your cursor where you want to insert the image

4. Click on the **Image** icon.

5. The **Image Attributes** will pop up, click on **Browse…** to find the image (You may need to refresh your browser by pressing Shift + F5), select it, click on OK or double click to insert it. You can align, set a border and resize the image and then click OK to insert it. Resizing should only be used to reduce the size of an image, never to enlarge it. When doing this, click to keep the width/height ratio.

    Saving a large image and resizing in the code may result in a longer download time for the page.

## Task 6b - Upload a File to your Web Page

Before you insert a file in your Web Page you have to upload it into the Resource Files.

1. Click on **Resources...**

2. Browse your files using **Local Files**, select one file by clicking on it or use SHIFT to select more than one file. Click on the **Upload** button or just double click. The files on the **left** are the ones in your **computer** and the files on the **right** are the ones in the **Resource Files**.

3. Go to the **Editing Tools** and click on the **Hyperlink** icon.

4. In the **Hyperlink Properties**, select where to **Link To**:

   i.e. A resource file radio button

5. Click on **Browse**, select the file, click on OK or double click to insert.
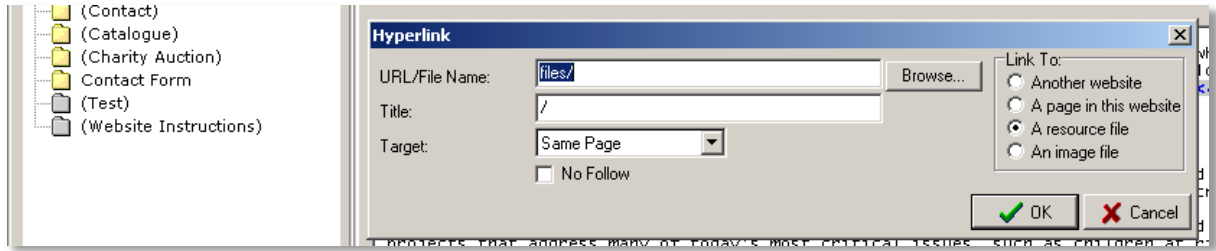
6. You can set a **Title** and a **Target** to your file. The **Title** is what people will see to click on. A **Target** is the location where the file is going to open. **Same Page** will change the page that opens, while **New Window** opens in a new window while keeping your website on the browser. This is normally selected for other websites and PDFs.

Lesson 7 – Links

The link tool allows you to create links to different websites, pages in your own website, files such as pdfs, docs, etc and also images like jpegs, gifs etc.

Task 7a - Add links
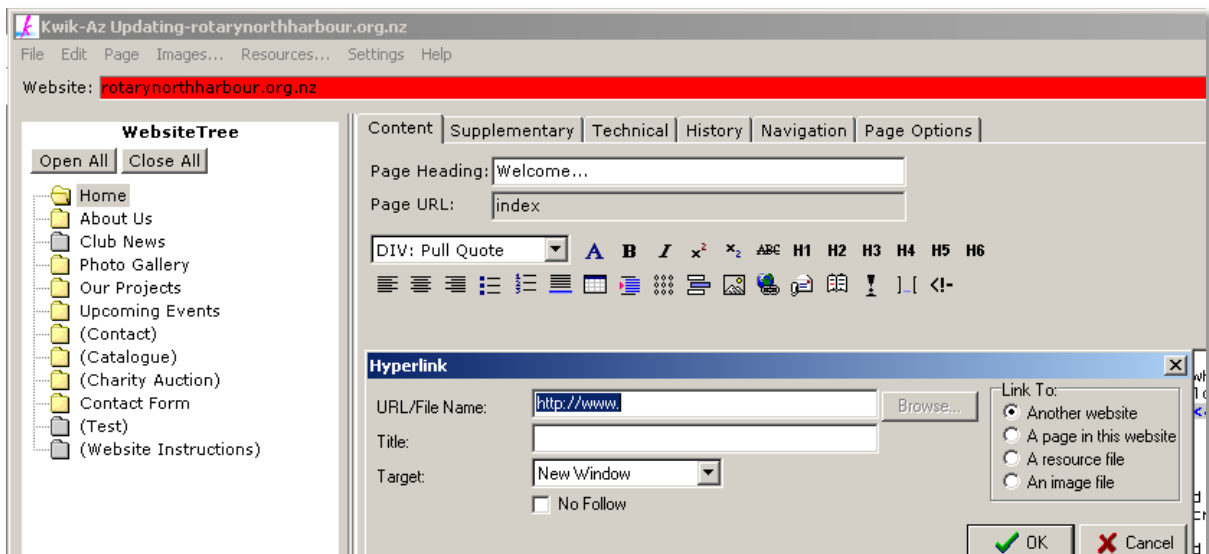
1. To create a link place the cursor where you want to insert the link, click on the **Hyperlink** icon and on the RHS you can select if you want to make a link to:
   a. **Another website** (just enter the website address)
   b. **A page in this website** (click on Browse and select what page that you want to be linked to.)
   c. **A resource file** (click on Browse and select the file that you want to be linked to.)
   d. **An image file** (click on Browse and select the image that you want to be linked to.)

2. You can select the **Target** if you want the link to open in the same page or in a new window.

Lesson 8 – YouTube Video

You can add a YouTube video to your Web page, this way visitors will be able to play the video without leaving your Web page. You also may alter the size of the video (by changing the width or height).

Task 8a - Add a YouTube Video to you Web Page
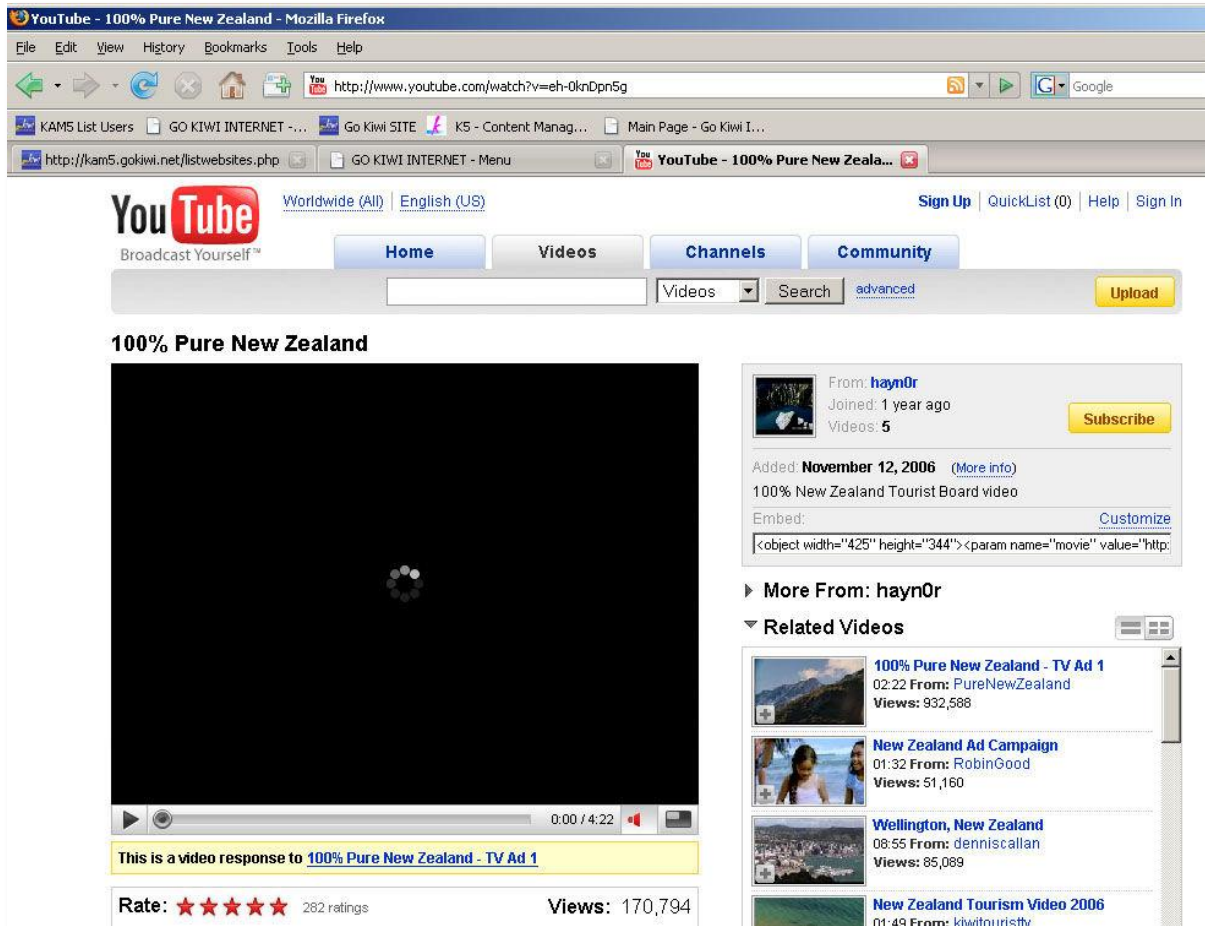
1. To add a YouTube Video go to **www.youtube.com** and select the video you want to add in your Web Page. Select the code inside the **Embeddable Player** (located in the blue box on the right side of the page).
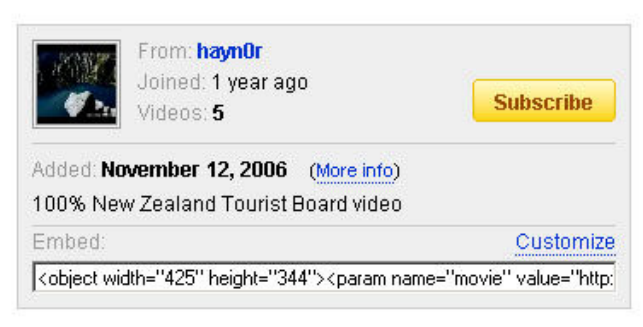

2. Copy the all the code using CTRL+C, go to the **Edit Form** in K5 and paste the code using CTRL+V. **Save** and **Publish** your work and the video will be available in your website. You also may alter the size of the video (by changing the width or height).

Lesson 9 – Email Links

Adding an email links to your pages allows your visitors to communicate with you.

Task 9a - Add an email link to you Web Page
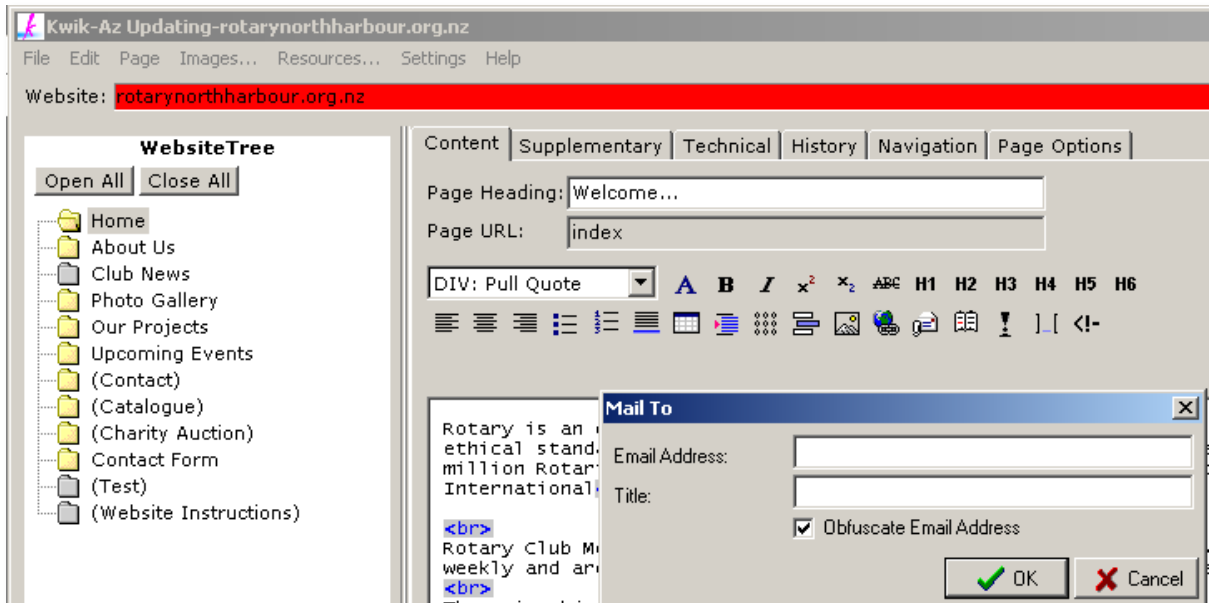
1. In the **Edit Box,** place the cursor where you want the link to be.

2. CLICK the **Insert E-mail Link** icon located in the **Editing Tools**.

3. Write the **Email Address** you want it to link to and the **Title**.