



LOUD CANVAS MEDIA

Content Management User Guide

The LCM administration system is a very robust, in house developed, content management system designed to provide you with hands on control of your website. The LCM admin system was initially developed because we wanted to give our clients the ability to maintain and update their own websites without needed to know html/css or any other code in order to make these changes. We further simplified the process by creating several modules that allow you to make real-time changes from general text editing to image additions and swap outs to hosting your own files for download by your users. The purpose of this document is to help you navigate our system and act as a quick reference guide for our most common modules.

The modules we will cover in this document are:

- Content Manager**
- Image Manager**
- File Manager**
- Events Manager**

Before we start in on the individual Modules let's familiarize you with the layout. You will see, once you have logged in to the Content Management System, the list of modules down the right hand side. Depending on the needs you may have you will find just the basic modules listed or you may find half a dozen or more modules listed. As mentioned previously, we will only be dealing with the most used modules in this document. You will always be able to access the navigation for each module from this column. You will also note the LCM logo at the top of the page. As a hidden note, if you click on the banded part of the logo you will log-out of the admin system.















Content Manager

Under the Content Manager heading you will see the following options:

- Add New Page**
- Add New Category**
- Category List**

Edit a Content Page

First we will start with the bottom most option, or the Category List option. Click on Category List. In the body of the page you will see opened a list of categories that likely reflect the navigation structure of your website (unless you have special circumstances requiring an alternate format).







	Title	Edit
	About LCM	
	Contact LCM	
	Customer Service	
	Home	
	Miscellaneous	
	Our Community	
	Products	

As shown above, the categories are arranged alphabetically. Each category title is a clickable link and next to each category is an edit button. Click a category title to view the available pages under that category.

CONTENT MANAGEMENT

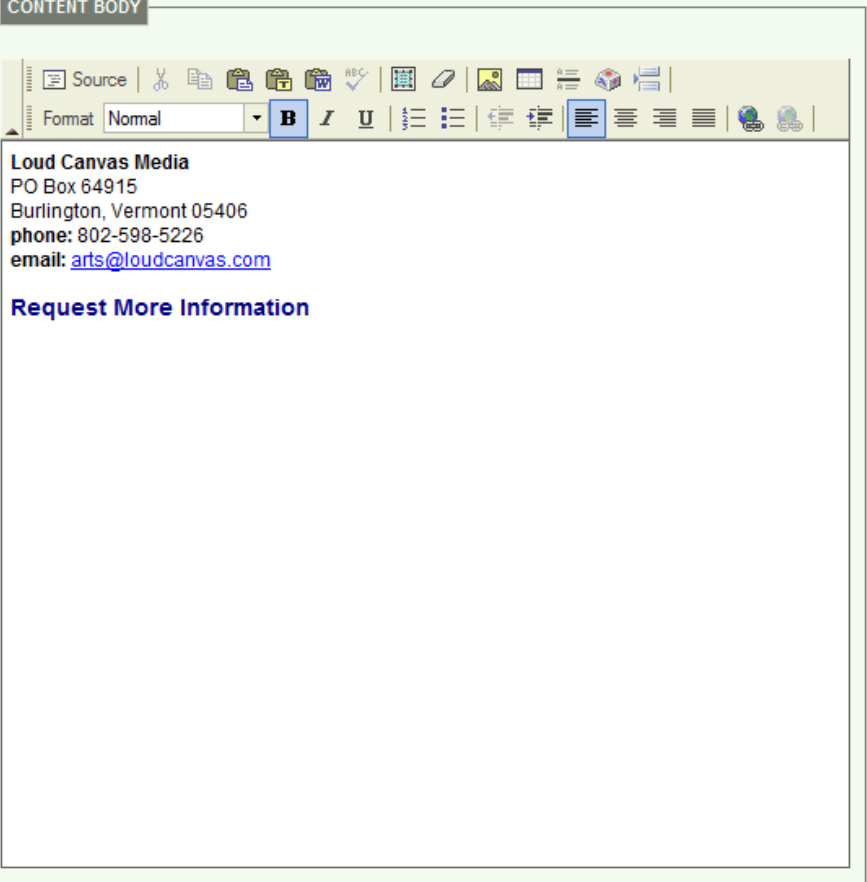
Click "edit" to edit a content page using a web ready WYSIWYG editor. To delete a page, click "delete" but be warned that this will delete the page permanently.

[Category List Home >](#)

	Title	Edit
	Contact Us	
	Privacy Policy	
	Thank You!	

Now you will see a list of all available pages under that category. The titles of each page are no longer clickable and all that remains is the edit button. Click the edit button of the page you wish to edit. In this instance we will edit the Contact Us page.

CONTENT BODY



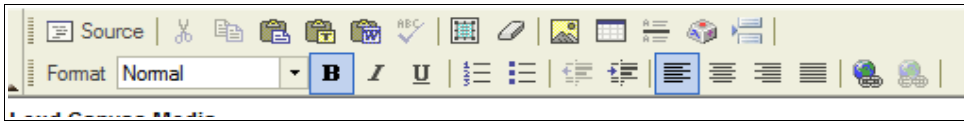
Source | Undo | Copy | Paste | **B** | I | U | Bulleted List | Numbered List | Indent | Outdent | Link | Unlink | Table

Format: Normal

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[Request More Information](#)


For the purposes of editing we only need to look at the “Content Body” section that we find on this page. The “Content Information” will be addressed when creating a new page later. As you can see in the above image, the content is easily editable and works using what is known as a WYSIWYG (What You See Is What You Get) editor. These editor look and function very similarly to most common text editing programs presently on the market (Microsoft Word/Works, Pages, WordPad, etc.). See the toolbar below.



To learn to use the **buttons** in the toolbar you must move your mouse pointer over the button. The button will highlight and a message with the information about the button function will appear. Click on the button to execute its function. We will go into further detail here about some of the more common tool uses.


Cut

To begin cutting the text you should firstly highlight the fragment you want to cut. After highlighting there are three methods to cut.

1. by pressing the  button on the toolbar.
2. by pressing the right mouse button on the highlighted area. A context menu will appear. Choose cut.
3. by pressing the combination of CTRL+X keys.




Copy

You can copy a highlighted area in three ways.

1. by pressing the  button on the toolbar.
2. by pressing the right mouse button on the highlighted area. A context menu will appear. Choose copy.
3. by pressing the combination of CTRL+C keys.

Paste

There are three options to paste into the text:

1. by pressing the combination of CTRL+V keys or pressing  on the toolbar. This option will paste data from your clipboard. However there's a possibility that because of your security settings placed in your browser the editor will be unable to paste the data directly from your clipboard. If that happens a popup window will appear with instruction what to do next.
2. by pressing . This option pastes a plain text which you should first paste inside the popup box by using the combination of CTRL+V keys.
3. by pressing . This option pastes a text previously written in MS Word editor. By using this option you may paste the text from Word ignoring the Font Face definitions or removing Styles definitions. To paste the text just press CTRL+V key combination on your keyboard.

Bold, Italic, and Underlined

You may also arrange the way you font looks like by choosing whether the font should be bold, italic, underlined or stroked through.

- To make your font bold press the **B** on the toolbar.
- If you want it to be italic press the *I* on the toolbar .
- For underlined press the U on the toolbar.

Example:

This is a text written using the bold font.

This is a text written using the italic font.

This is a text written using the underlined font.

If you choose any of these options you will learn that the button on the toolbar will highlight. If you want to disable the function press its button again. Of course you can mix these options as much as you want.

Notice that if you don't switch the underline option off the underline will go between your blanks.

Example:

The gaps between words don't disappear when you use the underlined font.


Text Alignment

A paragraph of text can have its lines aligned to either of the sides of the document, as well as centering on it. You may also force the lines to take the entire space available in the document (like aligning to both sides at the same time).

To align your text at the left side of the editing area, press the  button on the toolbar.


Example:

Hello user! This is a text written using the left alignment.
As you may see the typing begins from the left.

If you want instead to have the text aligned at the right side of the editing area, just press the  button on the toolbar.


Example:

Hello User.
This is a text written with the usage of the right alignment.
As you may see if you begin to type the cursor is situated in the right side of the editing area so your text will appear on the right as well.

In order to align your text at the center of the document, press the  on your toolbar.

Example:

Hello User.
This is a text written with the usage of the center alignment.
As you may see if you begin to type the cursor is situated in the middle of the editing area so your text will appear in the middle as well.

The last option is the block alignment. If you want to activate it press  on the toolbar. This function is much similar to the left alignment. You also begin typing from the left side of the screen. The difference instead can be noted when writing several lines of text. Each one will have the same length even though they don't have to have the same amount of words or letters. The lines will just expand and the text will be equally long so that the lines

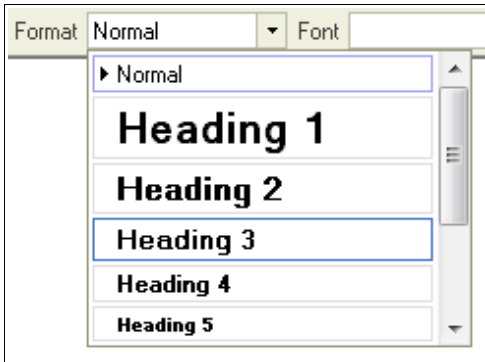
will end in the same place.

Example:

Hello User! This is a text written using the block alignment. As you may see every line is equally long. The text fills out the editing area in the same way in every line.

Paragraph (Block) Format

Another very important function which you will probably use in your text is the Format menu in the toolbar:



A format is used for organizing your text and to distinguish different parts of your text. For example if you want to start a new chapter or to put different categories and subcategories you use the format menu and choose different headings.

Example:

Chapter 1

Section 1

Section 2

Section 3


Chapter 2

Section 1

Section 2

Section 3

Numbered Lists

To create and numbered list press  on the toolbar. The text which was beside your cursor will automatically gain number one on the list.

Example:


This is my text without the Numbered List.


1. This is my text when I press the Numbered List button.

If you want to set another number below just press **ENTER** and the next number will appear

Example:

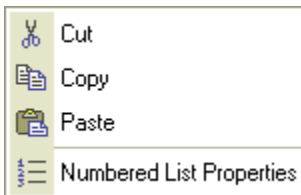
1. This is my first line with the list number one. I'm pressing **ENTER** on my keyboard.
2. Now I'm in the second line listed with number two. I'm pressing **ENTER** on my keyboard,
3. Number three etc.

You may also highlight the lines you want to be numbered and then press .

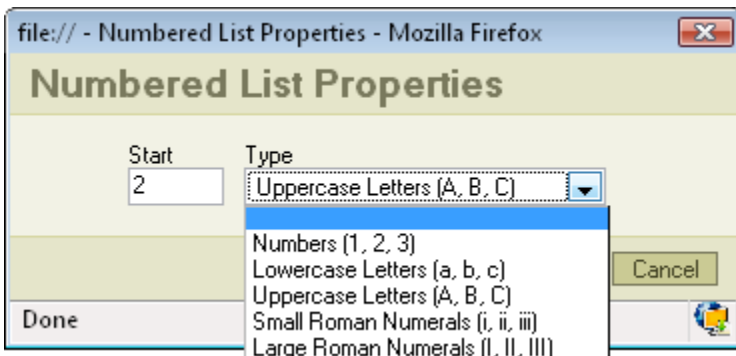
If you want to stop Numbered Listing just press the  button again. The function will deactivate.

Properties

If you want to change the list properties press your right mouse button any place inside your list. A context menu will appear:




Choose Numbered list Properties. A popup window called "Numbered List Properties" will appear:



- **Start:** the number which you'll put in to this field will determine from which number your list will start.
- **Type:** you may choose from several options regarding what type of listing you want to use, for example Large Roman Numerals.

Bulleted Lists

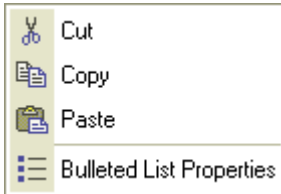
It works exactly like the Numbered List but instead of numbers you have dots. To activate/deactivate this function press . 

Example:

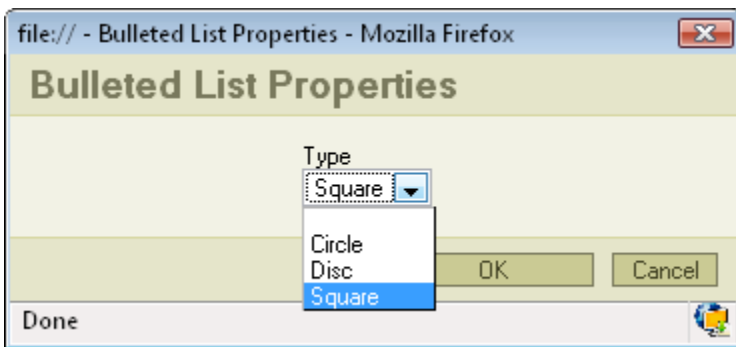
- ◆ this is a text written in the first line of the Bulleted List
- ◆ this is the second line
- ◆ this the third line

Properties

If you want to change the list properties press your right mouse button any place inside your list. A context menu will appear:




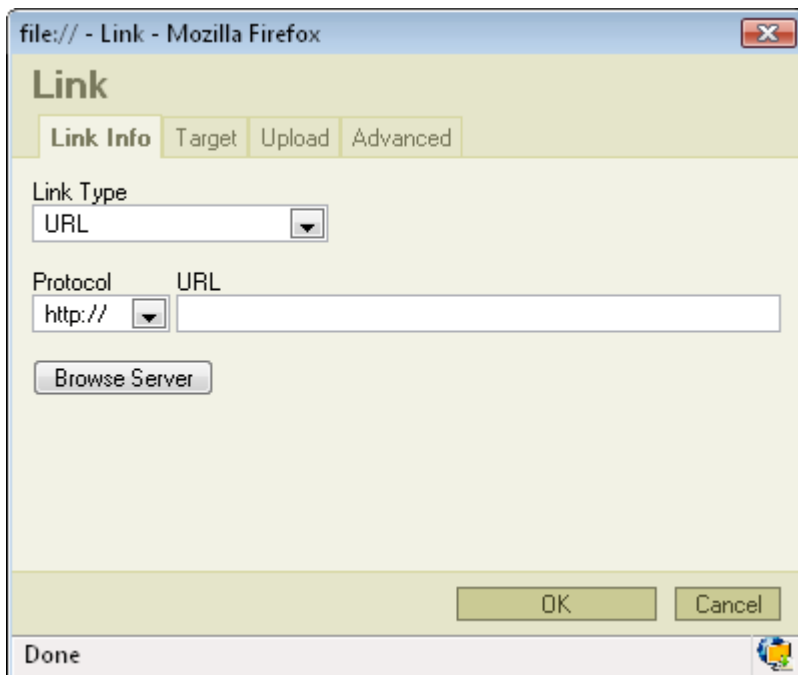
Choose Bulleted List Properties. A popup window called "Bulleted List Properties" will appear:



- **Type:** you may select the type of the dots you use in your list.

Links and E-mails

To insert a link to an URL address, anchor or an e.mail press  button on the toolbar. A popup window called "Link" will appear.



- **Link Type:** specifies the type of link you want to put in the document. You can choose from "URL", "Link to anchor in the text" or "E-mail". Depending on which option you will choose different options and bookmarks will appear in the window. We will start from the Link Type: URL.

URL

Link Info

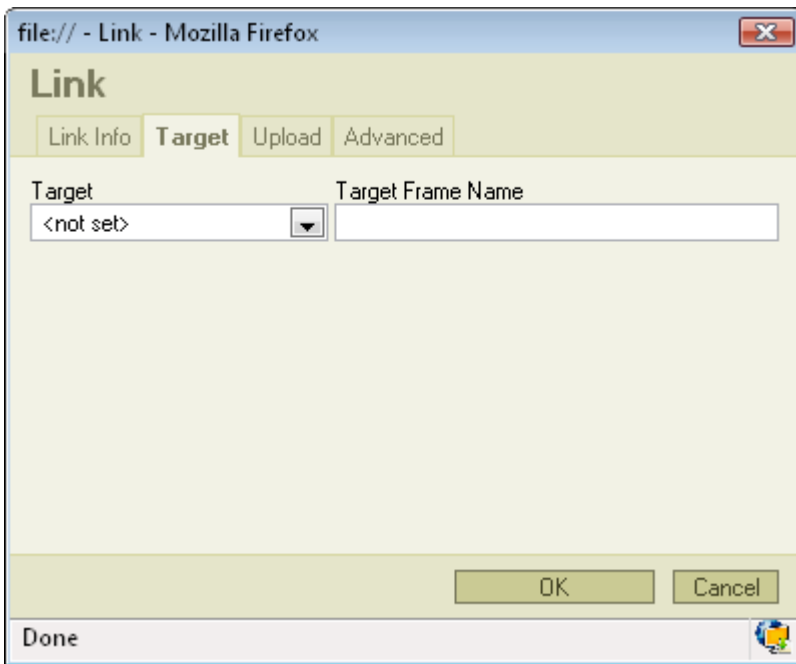
If you chose Link Type: URL the same option as in the above picture will appear.

- **Protocol:** specifies the type of protocol you want to use for your link. You can choose from "http://", "https://", "ftp://", "news://" or "<other>".
- **URL:** specifies the address you want your link to refer to.

Press "OK" and the link will appear in your document.

Target

The second bookmark of the window refers to "Target":



- **Target:** set's the target of your link. Specifies in what kind of a window a link will appear. You may choose from "<frame>", "New Window" (_blank), "Topmost Window" (_top), Same Window (_self), Parent Window (_parent).
- **Target Frame Name:** in this window you will find the name of the option you have selected in "Target"

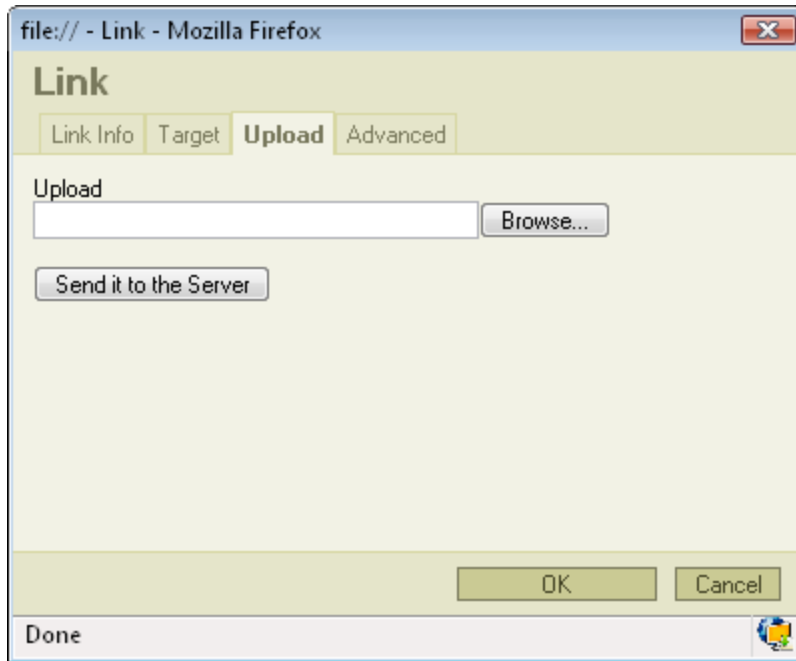
In "Target" you may also choose the <popup window> option. After clicking it you will find that the options in the bookmark have changed:

- **Popup Window Name:** specifies the name of your popup window.
- **Popup Window Features:** you can check or uncheck several option regarding to the appearance of the popup window. Some of the options are depending on which browser you're using.
- **Width:** specifies the width of the window the linked address will appear in.
- **Height:** specifies the width of the window the linked address will appear in.
- **Left Position:** sets the horizontal position of the window the linked address will appear in, starting from the left side of your screen.
- **Top Position:** sets the vertical position of the window the linked address will appear in, starting from the top of your screen.

Pressing "OK" will insert the link in your document.


Upload

The third bookmark refers to "Upload":



- **Upload:** specifies the location of the file you want to upload. If you don't want to type it manually press "Browse...".
- **Send it to Server:** sends the file you specified in "Upload" to the server.

Inserting Images

Just press the  button on the toolbar. A popup window called "Image Properties" will appear. It includes four bookmarks:

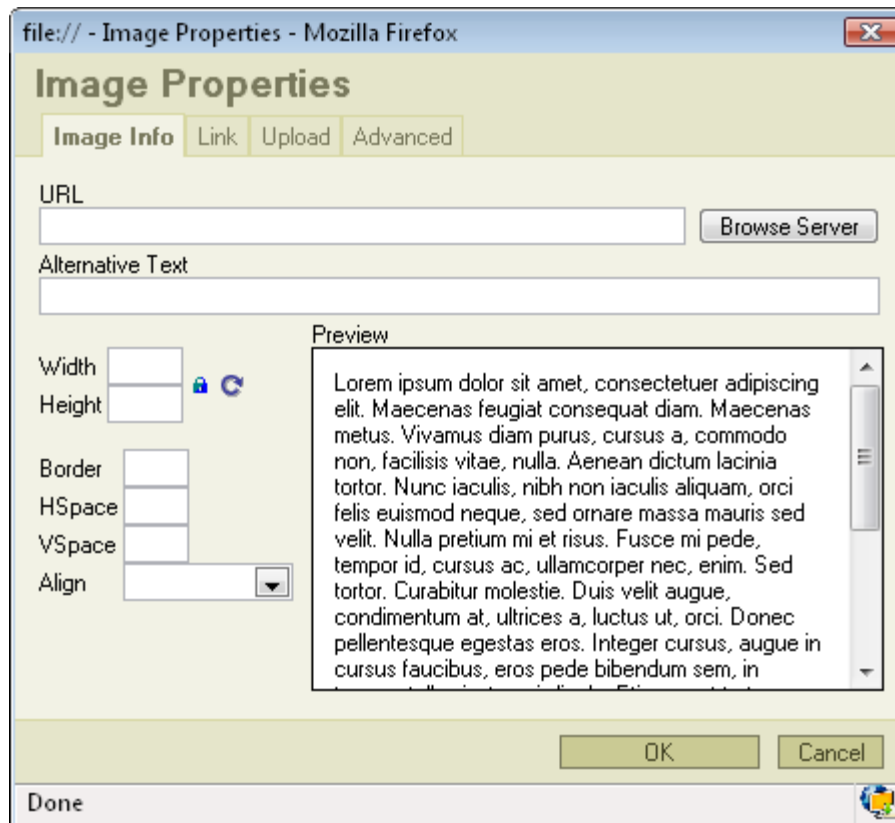



Image Info

The first bookmark refers to the "Image Info"

- **URL:** defines the URL address of the image. You may also use the "Browse Sever" in order to browse the files.
- **Alternative Text:** puts the descriptions of the image if you want it to be different than the image name.
- **Width:** specifies image width.
- **Height:** specifies image height.

You may lock the image proportions by pressing  or you can return to the original image size by pressing

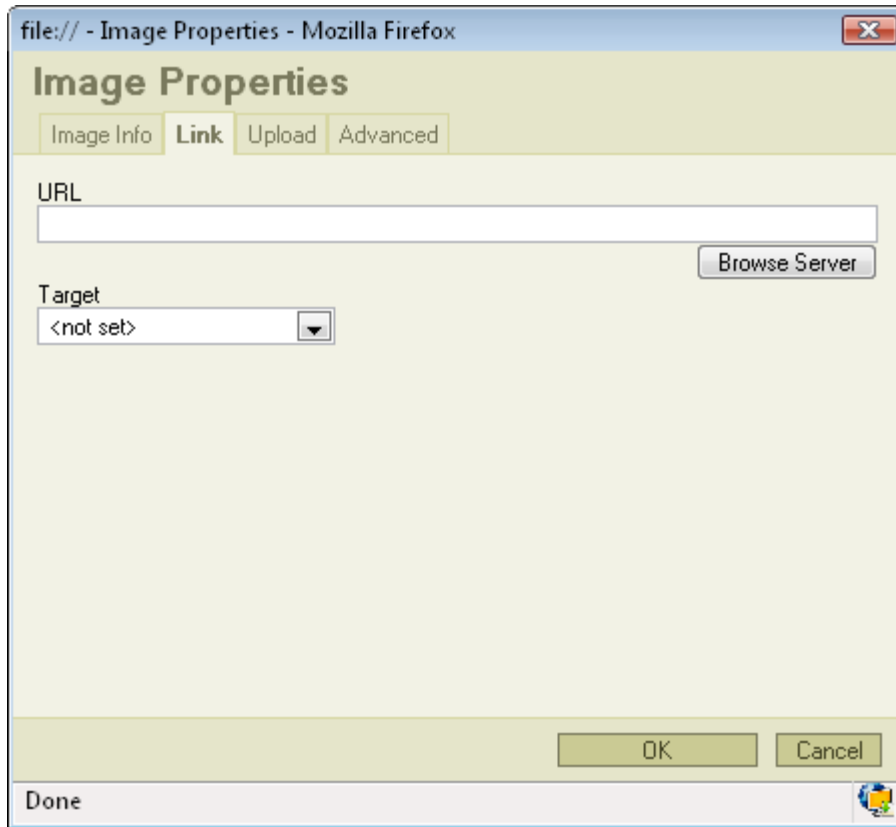


- **Border:** specifies the size of the border you want to place around the image.
- **HSpace:** defines the size of the horizontal gap.
- **VSpace:** defines the size of the vertical gap.
- **Align:** specifies the alignment of the image. You can choose from: Left, Abs Bottom, Abs Middle, Baseline, Bottom, Middle, Right, Text Top or Top.

Pressing "OK" inserts the image with the specified properties.

Link

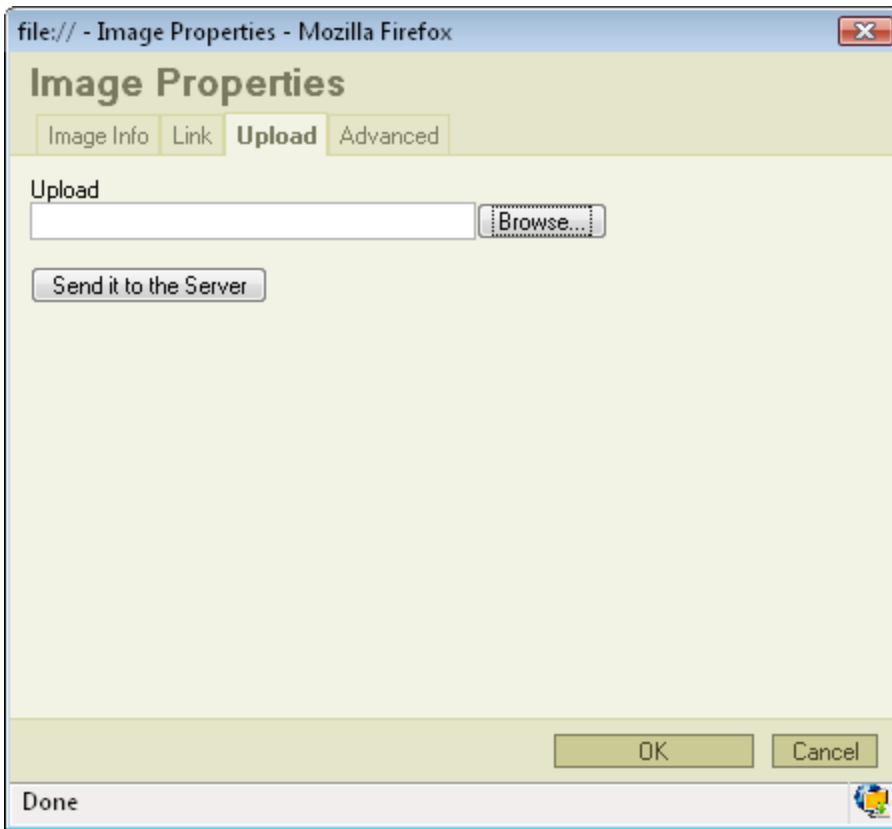
The second bookmarks regards to "Link":



- **URL:** defines the URL address of the image. You may also use the "Browse Sever" in order to browse the files.
- **Target:** defines the target of the image (for advanced users). You can choose from New Window (_blank), Topmost Window (_top), Same Window (_self) or Parent Window (_parent).

Upload


The third bookmark is the "Upload" section:



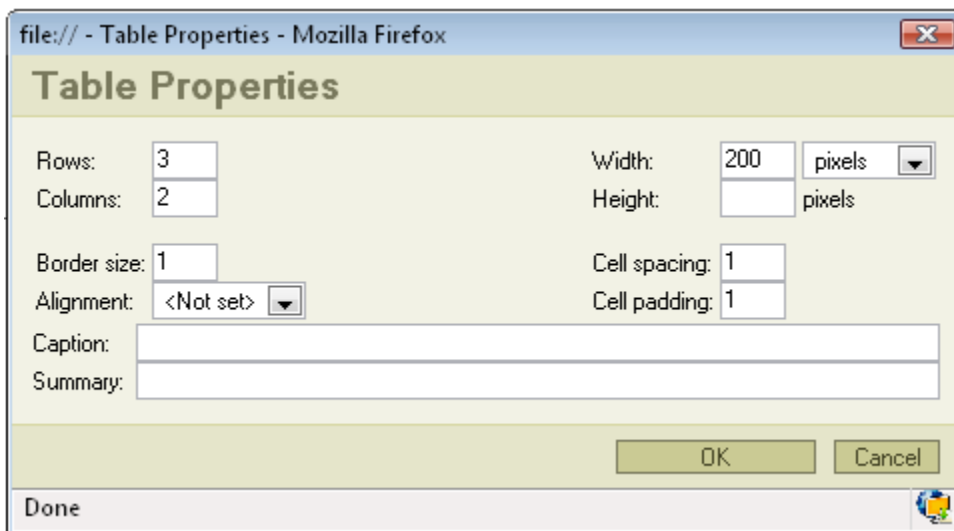
- **Upload:** specifies the location of the image file on your local hard drive. You may also use "browse" if you don't want to type the location manually.

Pressing "Send it to the Server" sends the image to the server.

Creating a table

If you want to create a table you must press the  "Insert/Edit Table" button on the toolbar.

After that a popup window called "Table Properties" will appear.

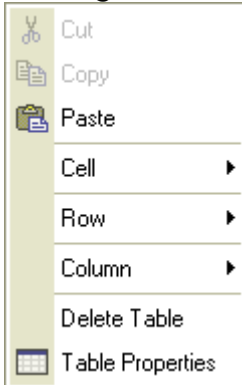


- **Rows:** in this field you specify how many rows do you want to have in your table .
- **Columns:** in this field you specify how many columns do you want your table to have.
- **Border size:** sets the thickness of the tables border.

- **Alignment:** specifies the alignment of your table. You can set it to left, center or right.
- **Width:** sets the width of you table in pixels or percentage. E.g. if you choose 40 percent the table will take 40% of the editing area width.
- **Cell spacing:** specifies how thick will the cells border be.
- **Cell padding:** sets the height of the cell.
- **Caption:** specifies the title of your table. The title will appear in the top of the table.
- **Summary:** sets a comment on the table. The comment will not appear in the table. It is only for usage.

Not all of the options are required to build a table. You have to fill only Rows and Columns. Rest of the fields are optional and you may use them depending on your needs.

Working with the table



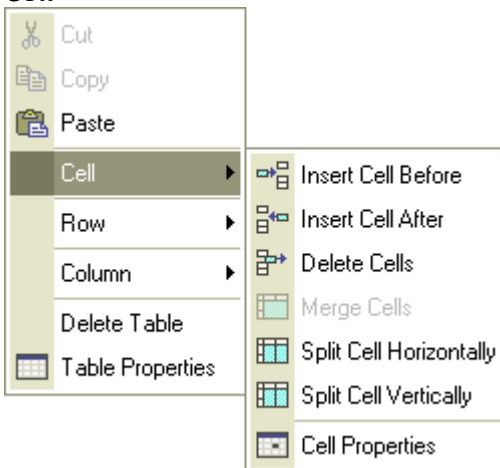
If you created your table you may change its properties. Point your mouse on the table press the right button and a context menu will appear.

In order to change the tables properties press "**Table Properties**" and a popup window will appear. It's the same windows that you used for creating the table.

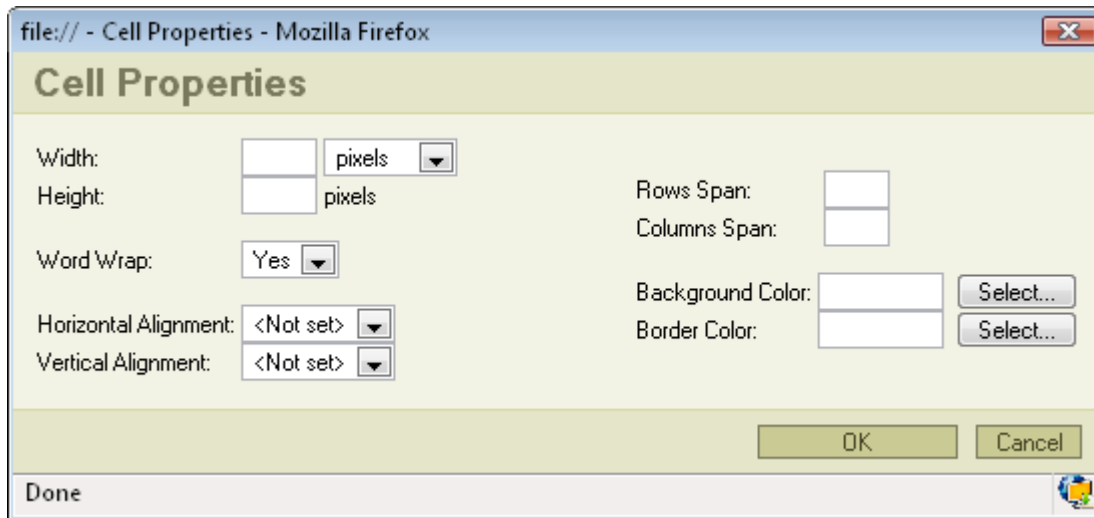
If you want to delete you table simply press "**Delete Table**".

The other three options are Cell, Row and Column. If you point your mouse cursor on one of them a new context menu will appear.

Cell



- **Insert Cell Before:** inserts a new cell before the cell your cursor is currently in.
- **Insert Cell After:** inserts a new cell after the cell your cursor is currently in.
- **Delete Cells:** deletes the cell your cursor is in. You may also highlight more cells and than delete them.
- **Merge Cells:** merges cells you have highlighted into a one cell.
- **Split Cell Horizontally:** splits a cell in two. One cell is split in two colums.
- **Split Cell Vertically:** splits a cell in two. One cells is split in two rows.
- **Cell properties:** if you click the cell properties a new popup window called "Cell Properties" will appear:



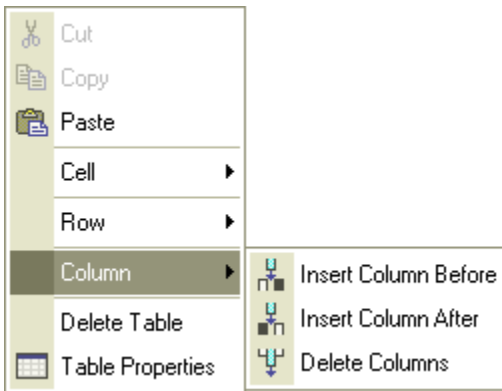
- **Width:** sets the cell width in pixels or in percentage of the table width.
- **Height:** sets the height of the cell.
- **Word Wrap:** turns on/off word wrapping.
- **Horizontal Alignment:** determines the horizontal alignment of the text in your cell. It can be set to Left, Center or Right.
- **Vertical Alignment:** determines the vertical alignment of the text in your cell. It can be set to Top, Middle, Bottom or Baseline.
- **Rows span:** extends vertical rows.
- **Columns span:** extends cells on a horizontal row (left and right).
- **Background color:** sets the background color of your cell. You can either select a color or type it manually.
- **Border Color:** sets the color of your cells border. You can either select a color or type it manually.

Row



- **Insert Row Before:** inserts a new row before the row your cursor is currently in.
- **Insert Row After:** inserts a new row after the row your cursor is currently in.
- **Delete Rows:** deletes highlighted rows or the row your cursor is currently in.


Column



- **Insert Column Before:** inserts a column before the column your cursor is currently in.
- **Insert Column After:** inserts a column after the column your cursor is currently in.
- **Delete Columns:** deletes highlighted columns or the column your cursor is currently in.

Source Editor

In order to view the HTML code press  Source button on the toolbar.

After pressing  Source button you can see the HTML code.

If you want to go back to the normal text just press  Source again.

Editing the code in the HTML language is a very difficult feature and it should only be done by advanced users. If you don't have experience in HTML type the text normally.

Meta Information

Meta information is incredibly useful for search engine awareness. Search engines look for key words and phrases in the body text and the meta information, but the meta information is your opportunity to identify the particular words, phrases, and descriptions of the individual pages of your site in order to improve your results in search engines.

Meta Title

This is the title used across the top of your web browser. It should be page specific but may also include some general information that is consistent from page to page.

ex. About Us - My Company Name - My Tag Line

Meta Keywords

Keywords are used specifically by Search Engines and are not seen by the general public. Keywords can also contain general terms relevant to the whole site but it is more important to be page specific and that the words are reflective of words used in the body text. Separate keywords by a comma.

Meta Description

This is the description that Search Engines display in a list of search results. It is advised that this description is page specific for the sake of the searcher and potential site user.

Completing Page Updates

Once you have made all the edit changes you desire to make at this time you may click the button labeled "Update Content Page" at the bottom of the page. Once you click this button all changes you made become live and can be viewed on your front end site. Note, if your changes are not visible you may need to do a hard refresh (ctrl+F5) to clear your internet cache.

Congratulations you have just edited a content page!!!

Create New Content Page

Adding a Category

To create a new content page we will start by clicking “**Add New Category**” from the right hand navigation under “**Content Manager**”. In some instances you may have no need to add a new category in order to add a new page, however, if you intend to create an entirely new Navigation item on your website, you must start with the add category feature. If you do not need a new Nav item please continue to the next step “**Add New Page**”.



The screenshot shows a form titled "MAIN CONTENT INFO" with a light green background. It contains two input fields: a "Title:" field with a text box and a "Description:" field with a larger text area. Below the title field is a small text label: "This will be used as the title of the category". Below the description field is another small text label: "A base intro used as a teaser". At the bottom of the form are two buttons: "Add Content Category" and "Reset".

Here you will see the title and description sections. In the title box enter the title of your new category. This should be the same as the title you desire for your new Navigation item.

Next you can add your description. The description is only necessary for your personal use and is not used by the system for anything. This is an optional item.

Once you have completed this section click “**Add Content Category**”

Adding A Page

When you need to add a page to a preexisting category you click “**Add New Page**”. You will see the same page structure open up as we saw when we were editing a page, so from this point we will only cover the items particular to creating a page. All other items that were previously discussed in editing a page will not be covered again and can be reviewed in the Edit a Page section of this document.

ADD A CONTENT PAGE:

Create a new site page below. Note, unless your site is setup with dynamic navigation you will need to contact support to link to the new page.

CONTENT INFORMATION

Title:

Enter the title of the page to be displayed on the web site.

Section Title:

For administration purposes.

Lead In:

A base intro of the content page used as a teaser if you are using the category list view.

Page Category:

Select the category you would like to place the page

In the top most section of this page, labeled “**Content Information**”, we find boxes for **Title**, **Section Title**, **Lead In**, and **Page Category**.

Title is the title of the page to be displayed on the website. Please enter the title of your page here.

Section Title you will leave blank. When you create the page it will not be auto created, you will need to inform Loud Canvas Media so that we may hook up your new page to the front end site, at this point we will create a section title.

The **Lead In**, like the description under “**Add New Category**” is an optional function and is typically for personal use. In rare circumstances it is used in front end applications.

Page Category is a drop down view of all the available categories in which you would like your new page to reside. If you have created a new category you will find it in this list. A page can only reside under one categories at a given time. Please select the relevant category for your page.

Once that is completed you can proceed through the content body and meta information sections and described previously in the “**Editing a Content Page**” section of this document.

When you have filled out all the information on the page click “**Add New Content Page**” at the bottom of this page and then notify Loud Canvas Media that you have created a new page that you would like live on the front end site.

Congratulations, you have just created a New Page!!!

Image Manager/File Manager

The Image Manager and File Manager both work in very similar ways so we will combine them here in this walk through.

Under the Image Manager/File Manager heading you will see the following options:

Add New Image/File

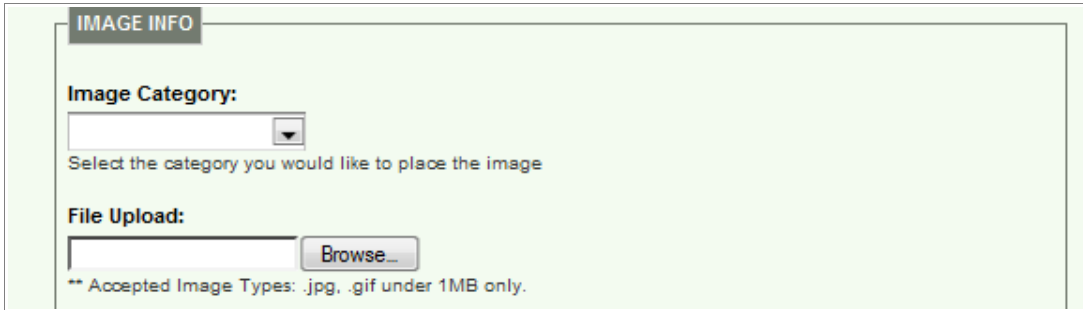
Bulk Image/File Upload

Add New Category

Category List

Further down you will see the Content Body.

The Content Body is NOT applicable in the image/file manager. Please ignore this utility.

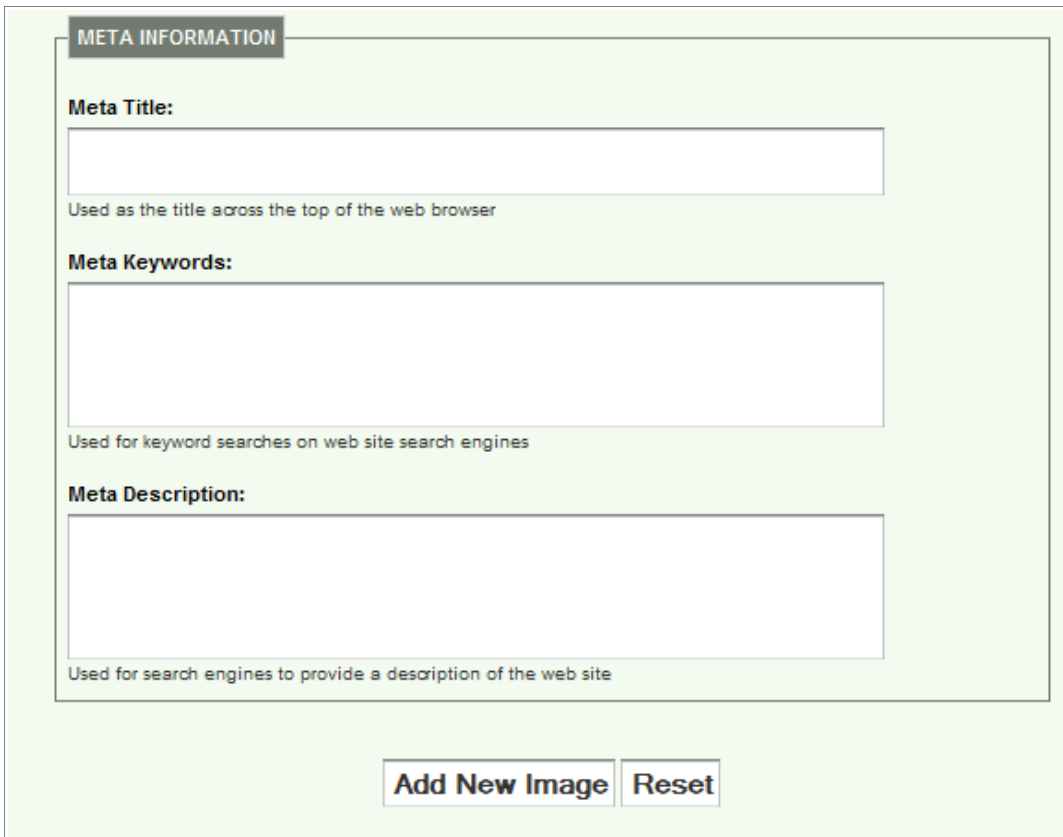


The screenshot shows a form titled "IMAGE INFO" with a light green background. It contains the following elements:

- Image Category:** A dropdown menu with a downward arrow. Below it is the text: "Select the category you would like to place the image".
- File Upload:** A text input field followed by a "Browse..." button.
- At the bottom, a note reads: "** Accepted Image Types: .jpg, .gif under 1MB only."

The next section is the Image/File Info section. In here you will choose the image category. In most instances these categories will likely have already been created, however, if you desire to create your own category please refer to the "Add a Category" section of this documentation a bit further down the page.

Once your category has been chosen you may then upload the file. Once you click the "Browse" button a pop-up window will appear that will allow you to browse your computer for the appropriate image/file. Once the file has been selected click Open. Please make sure all images/files you intend to upload are previously re-sized to under 1MB in size.



The screenshot shows a form titled "META INFORMATION" with a light green background. It contains the following elements:

- Meta Title:** A text input field. Below it is the text: "Used as the title across the top of the web browser".
- Meta Keywords:** A text input field. Below it is the text: "Used for keyword searches on web site search engines".
- Meta Description:** A text input field. Below it is the text: "Used for search engines to provide a description of the web site".

At the bottom of the form are two buttons: "Add New Image" and "Reset".

The final section is the Meta Information section. The Meta Title, Keywords, and Description all function in exactly the same manner as the Meta Information detailed in the Content Manager section of this document.

Once you have completed adding your Image/File click "Add New Image/File" at the Bottom of the page.

Bulk Image/File Upload (presently nonfunctional)

In the situation that you need to upload multiple images we have a "Bulk Image/File Upload" feature. This feature functions exactly the same as the aforementioned "Add New Image/File" only you will see multiple file

upload elements. When uploading multiple files please be sure you intend all the these files to fall under the same category. If you desire other files to be uploaded to a different category you will have to start a new instance of the file upload. Once you have uploaded the files click “Add New Image/File” at the bottom of the page.

Add Image/File Category

ADD IMAGE CATEGORY:

Fill out the information below and click "submit" when satsfied.

MAIN CONTENT INFO

Title:

This will be used as the title of the category

When adding a new category all you need to do is give a title for the category. Once this is completed you click “Add Image/File Category” and you are done.

Events Manager

Under the Events Manager navigation you will find the following navigation items:

- Add New Event
- Add New Category
- Category List

Adding an Event

First we will start with the bottom most option, or the Category List option. Click on Category List. In the body of the page you will see opened a list of categories. In most circumstances you will just see one category for events, but in some instances you will find multiple categories for events if you hold different types of events or have events calendars on different pages.

EVENT CATEGORIES


Click the category link below to edit or view the content pages within each.

Title	Edit
 Event Category	

Clicking on the Title “Event Category” above would take you to a list of current events that you could then edit should you need to make changes.

In the Content Body you will put the description of your Event. It is advised that you not include any mark up (bold, italics, underlines) and keep things plain text.

ADDITIONAL EVENT INFO

Select A Date:
 
Click the calendar icon to select your date.

Time:

The time the event will take place. Ex: 8:00 PM.

Location:

The main location of the event.

Age Information:

The age groups allowed at the event. Ex. 18+ only.

TICKETING INFORMATION

Ticket Link:

Note: Do not include the http:// in your link.

Ticket Seating Type:

Type of seating available. Ex. General/Reserved.

Ticket Price:

The price of the tickets for your event. Ex. \$18.00 each.

ADDITIONAL EVENT INFO

Event Image:

Click browse and select the image from a folder on your hard drive

Above you will see listed the **Additional Event Info**, **Ticketing Information**, and a second **Additional Event Info**.

In **Additional Event Info** (top) you will fill out the date, time, location, and age information of your event. These are not required fields with the exception of the Date. When you select a date you may click the calendar icon to open up a pop up calendar that will allow you to select dates several months or even several years in the future.

Under **Ticketing Information**, if your event requires tickets, you can specify a link to where you can purchase the tickets (do not include the http:// in your link), The ticket seating type, and the ticket price. If you have multiple levels of ticket pricing you may include those all on the same line separated by a comma.

Finally you have the option of including an **Event Image**. Adding an image via this tool is exactly like adding an image via the Image Manager utility. Just click the browse button and chose the image you want to add off your computers hard drive.

META INFORMATION

Meta Title:

Used as the title across the top of the web browser

Meta Keywords:

Used for keyword searches on web site search engines

Meta Description:

Used for search engines to provide a description of the web site

The final section is the Meta Information section. The Meta Title, Keywords, and Description all function in exactly the same manner as the Meta Information detailed in the Content Manager section of this document. Once you have completed adding your Event click "Add An Event" at the Bottom of the page.