



Managing Ads

1. Login to your website
2. Ads are handled in what are called “blocks” on your site, which can be accessed through the administration menu here:
www.yourwebsite.com//admin/build/block
3. Click on the tab to “Add New Block” to add a new ad to your site.
4. Like the create content form, fill in the blanks, with the body being your ad code. This can also be done in HTML or other ways if needed.
5. Save Block
6. Scroll to the name of the block you just added and use the dropdown menu to place the block (or ad) in the section of the website your want (sidebars, leaderboards, etc.)
7. Scroll to the bottom of the page and click “Save Blocks” to ensure your settings are saved.
8. To manage particular features of the block, click on the “edit” link beside the block in question to make adjustments.

Picture Ads in Blocks

1. Follow instructions 1–3 as above
2. Instead of adding “code” for your ad, click on the small icon below the body section (it looks like a + with a photo).
3. A new window will pop up where you can upload a photo (or ad)
4. Follow the in-window instructions for sizing, etc. and code will then be placed within the block body, with appropriate link.
5. Continue to follow instructions 5–8 as outlined above.

Per Article Image Galleries

If you would like to add an image gallery to your article (multiple photos), please follow these steps and take note of configurations outlined.

Note: The lead image to an article is uploaded through the attached images link (NOT IN THE FOLLOWING METHOD)

1. When creating content, add in all pertinent information to the creation form (title, body, etc.)
2. There will be an area to add “ More Images”
3. Browse to the first image in the gallery, and click the “upload” button.
4. Repeat this step for each photo to be added to the gallery.
5. When you are done, submit the form as you normally would for creating content. All images for the gallery will now appear in a gallery box at the bottom of the article.
6. Please note, the main image of the article is NOT handled in this way. Please refer to Attached Images for adding in the main article photo with caption.

HELP!

IF AT ANY TIME YOU NEED HELP IN WORKING ON YOUR WEBSITE, CREATING CONTENT, MANAGING CONTENT POSTING ADS OR ANYTHING ELSE ... WE ARE JUST AN E-MAIL OR PHONE CALL AWAY.



NEWSPAPER WEB DESIGN INSTRUCTION MANUAL



WEBSITE MANAGEMENT FOR
YOUR NEW WEBSITE
MAINE WEB FX

www.NewspaperWebDesign.com

INFO@MAINEWEBFX.COM

MAINE WEB FX

P.O. Box 333

SACO, MAINE 04072

TOLL FREE: 1.877.399.3239

WORKING WITH YOUR NEW SITE

Creating New Content

1. Login to your website with the administration e-mail account (username and password). Typically, you can login here: www.yourwebsite.com/user
2. In the main navigation block on each page of your site, you will see a link titled: "Create Content" -- Click that link which will take you to a new page with a list of content types available to you.
3. Choose the appropriate content type, eg: article, editorial, etc.
4. Fill in the blanks on that page: Title (headline), body (the article), caption/cutline if there is a photo; be sure to select the correct category for your article as well.
5. If there is a photo associated with the article, under the "body" section, there will be a link for "attached image. Click that, where you will then be able to upload the main image to your article; subsequent images (if applicable) can be added under the "additional photos" section below the attached image fields.
6. Once you have completed the above steps, scroll down to the bottom of the page and click the "Submit" button. Everything else will be configured automatically within your site.

Editing Existing Content

1. Login to your website.
2. Click on the headline of the content piece you would like to edit.
3. Click on the "edit" tab above the article.
4. Make necessary changes and click the submit button.

News Alerts

1. This is considered the content type: Newsletters or Newsletter Issue
2. Create the news alert the same way you would for other content types on your site.
3. Once completes, the news alert will automatically be sent to all users who subscribed to the alerts on your site.

SMS Alerts

1. Click on the "SMS Blast" link in the main navigation menu on your site.
2. Type in your SMS message in the message window.
3. Click submit and your SMS alert will be sent to all users of the site who registered for SMS alerts.

Podcasts

1. Click on the "Create Content" link in the main navigation menu on your site.
2. Choose "Audio"
3. Add in title, body and attached image (usually a mugshot photo) into the appropriate sections.
4. Upload your audio file in the expanded "audio file" part of the content creation form.
5. Click the submit button.

Video

1. Click on the "Create Content" link in the main navigation menu on your site.
2. Choose "Video"
3. Fill in the appropriate fields for title and body.
4. Upload a FLASH video by attaching the video file the same way you would attach a photo to an article ... located under Video Upload
5. IMPORTANT: For a thumbnail to be included for the video, you must upload an image representing the video in the "Attached Images" section of the submission form.
6. Click submit. Everything will be taken care of by the site, including correct sizing of the video, preview image and thumbnail.
7. PLEASE NOTE: Unless otherwise noted, your site can only accept FLASHVIDEO as the upload format for videos.

Managing Users/Shopping Cart

1. Login to your site.
2. Users can be accessed at the following url: www.yourwebsite.com/admin/user/user
3. You can then access various user information here, including user roles (subscription info), etc.
4. Depending on your subscription service, you can also access subscription information here as well.