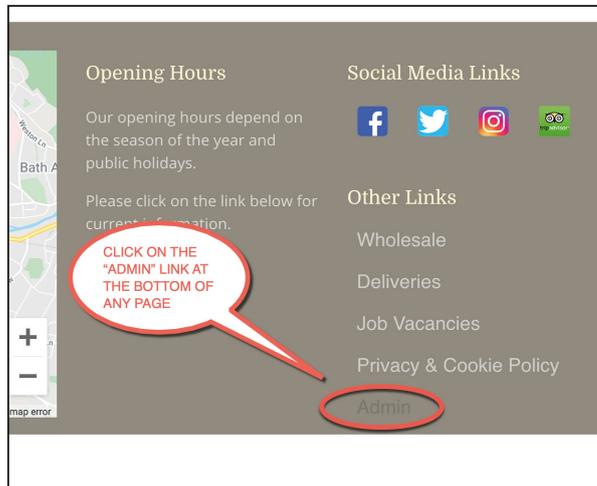


How to use the VOLT CMS (Content Management System)

The website CMS is relatively basic in its structure, making it very simple to use. For the time being you can only edit text areas of the website and I will continue to edit any pictures that need updating. In time I can set it up so you can change pictures, but generally they need to be scaled and sized correctly before you use them so updates are a bit more difficult.

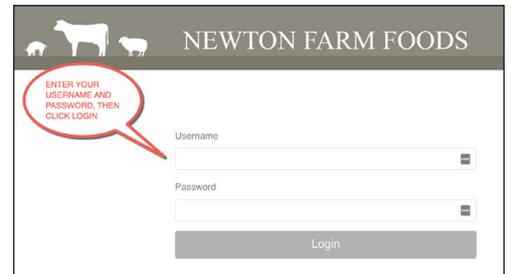
Using the Style Panel you can alter the way text looks, for example make some words bold, or centre text in a paragraph etc. This is explained in more detail on the next page.



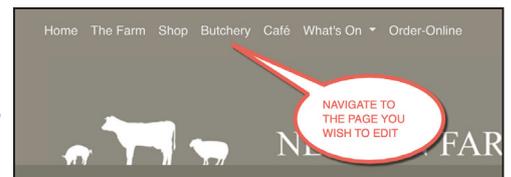
To start, just click on the "Admin" link at the bottom of any page.

Sign in using:
U/n: **admin**
P/w: **(see email)**

Click the "login" button and the editor will open up.

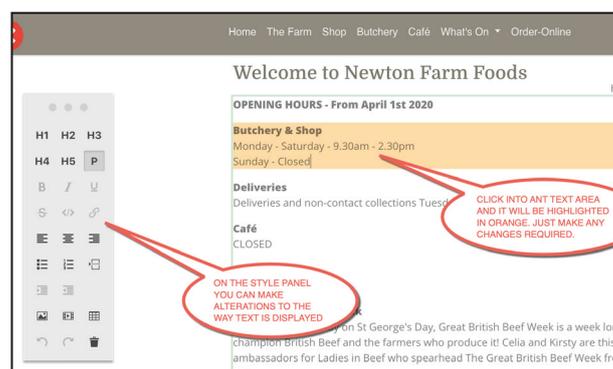
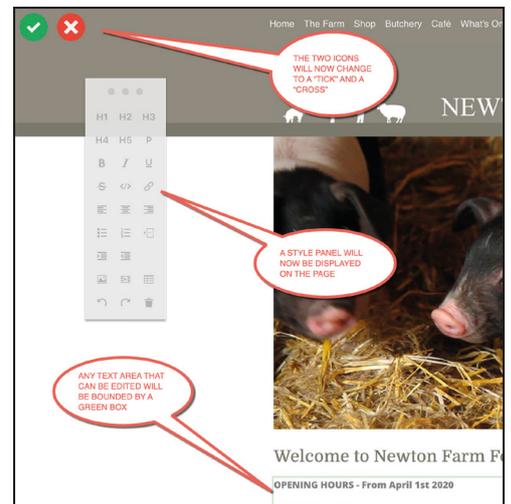


Now navigate to the page you want to edit using the menu and you will now see two icons at the top left of the page.



To start editing any page, just click on the blue "Quill Pen" icon and all the text areas on the page that can be edited will show up with a green border.

The two icons on the top left of the page will now change to a green "tick" and a red "cross". In addition you will see the Style Panel which allows you to make style changes to any text. I suggest you limit the use of style changes just to: Bold Text, Centred Text and Links. Full details are given in the Style Panel section on the next page.

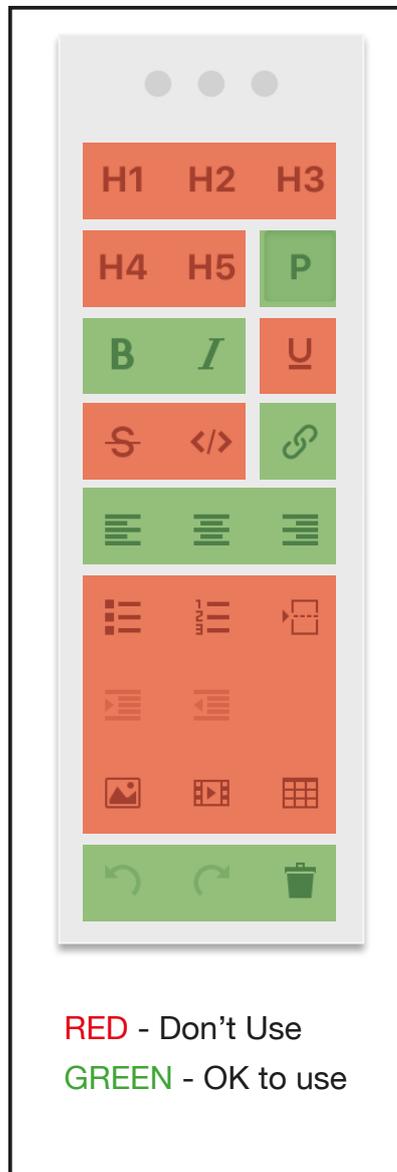


To make a text change simply click into the text area you wish to edit. This paragraph will then highlight in orange. Make any text edits you require and click the green "Tick" to confirm and save your changes, or the red "cross" if you get in a muddle and want to start over again.



After you have completed your changes, you can either navigate to another page to make additional alterations or click on the red "Exit" button to close the editor.

Remember to save the changes on one page before moving to another or your edits will be lost. There is a pop-up to remind you of this should you forget.



Using the Style Panel

Throughout the website text areas have been pre-styled to ensure the font, font size, colour etc is consistent. There may however be times you would like to highlight a text area to make it stand out or add a link to another page of your website or an external web page. All these things can be done but with caution. If you do find yourself in a muddle doing this, just click on the red "Cross" and start over. Nothing will then be saved.

To make best use of the Style Panel but avoid problems, I suggest you only ever use the options I have highlighted in GREEN. These are easy and safe to use.

The first three are the basic text styles:

P = Paragraph (IE normal text)

B = Bold (Same size as paragraph text but thicker)

I = Italic (Same size as paragraph text but in italics)

The next one is the Link Icon. This is used if you wish to create a clickable link to another page, a PDF document, or another website page etc. Note: If you want to link to a PDF document I will need to upload this to the server for you. The link must be in full, for example: <http://bbc.co.uk> - Ideally copy and paste this from your source.

You may use the three text alignment options: Left justify, Centred or Right justify.

The bottom row are: Undo, Redo and Delete, which just help when you are entering text and make a mistake

There are some areas of the website that you will never be able to edit. This is normally because they include complex elements that need to be re-coded to make a change.

In due course you can edit picture areas but I would rather do this for you as the file sizes, colour format and aspect ratio are important to keep the site looking and performing at its best.

My main aim with this VOLT editor is to allow you to make quick simple changes on the fly and anything more involved I am more than happy to do for you.

If the above seems a bit complicated, it's not. It's really as easy as this:

