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**Content Management System (CMS)
Website Editing Handbook**

VERSION 2.1

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REVEL CMS HANDBOOK
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SECTION 1 – CMS OVERVIEW

LOGIN   **1.1**

Your website is setup with a content management system. The CMS allows you to make your own content changes to the site. The goal of the CMS is to make quick text and photo changes easy for you.

The platform off which we base our content management is the most widely used for websites of your type and functionality. The community that has built up around this platform provides continuous development and support the world over. This allows for the sharing of ideas, bug fixes and new advanced functionality to keep your site's architecture up to date.

You will be able to add the majority of the information to the site yourself. If you have any problems, we can help.

To ensure your site is kept secure, your login has been supplied on a separate sheet. Please keep the credentials in a safe place and never email them.

SECTION 2 – MANAGING YOUR WEBSITE CONTENT

PAGE CONTENT MANAGER   **2.1**

To update page content on your website click the "Page Content Manager" icon or select "Page Content" > "Article Manager" from the drop down menu.

It is important to note that page content is a portion of an overall page. If the content space you are looking for is the long, tan/white center section of the page (or news or a quote), the Page Content Manager will help you do this. To help differentiate between what is editable in the Page Content Manager and what is editable elsewhere:

- Pages contain content, menus, a header and footer. It is the sum of parts editable and a select few areas that are not editable via the CMS because of the nature of the code creating them (contact Revel if there's a portion of the page you need assistance editing).
- The naturally named Page Content Manager generally covers the areas in the middle of a page, where the page's primary content is displayed. Its features, also shared by other areas of the site, are detailed in pages 2.3-2.8.
- This area helps "package" assets (text, URLs, images) together when a certain repeatable layout is required. (2.10).
- A special area called the Page Content Wizard may operate some areas of your site. Revel will advise on which are of your site, if any, use this tool.
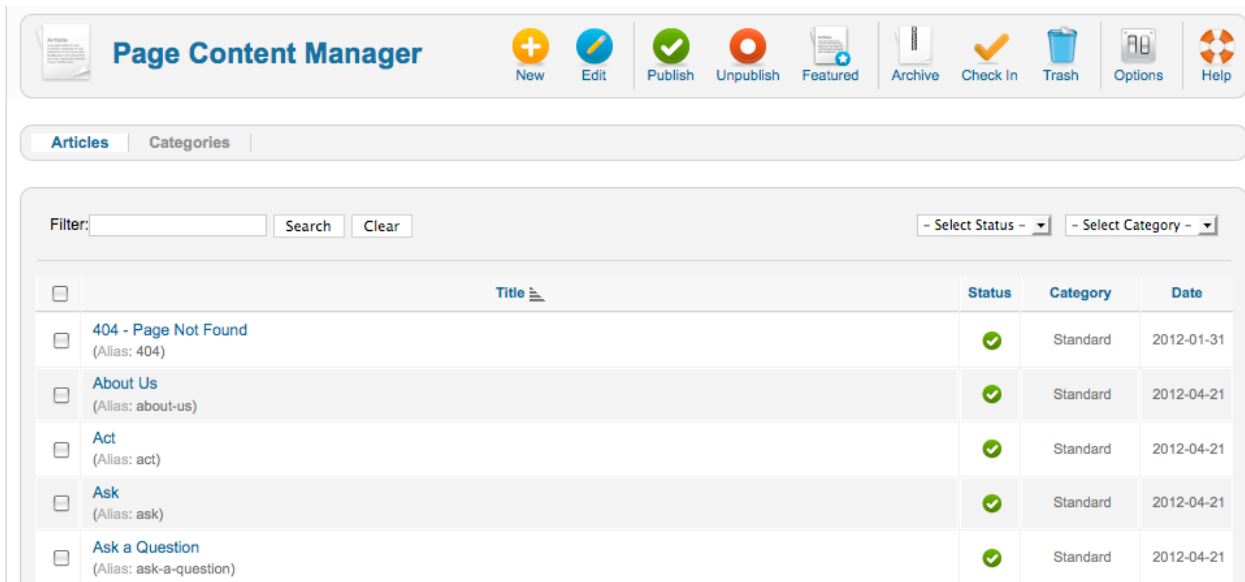- Manage image and file assets in the Media Manager.

Page Content Wizard | Add New Page Content | Page Content Manager | Media Manager

![revel logo]
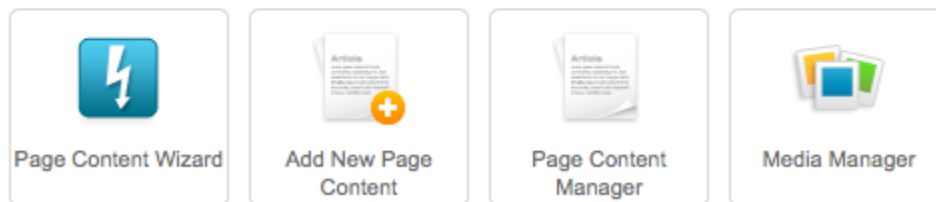
SELECTING PAGE CONTENT TO EDIT   **2.2**

To make a change to an existing page's content, click the article name or search for an article using the Filter or drop-downs in the Page Content Manager.

If you are searching for a page whose name is used multiple times or is of a specific classification, check the "Category" column to differentiate.

To unpublish a page, you can click the Status icon for the appropriate line (green = published, red = unpublished)
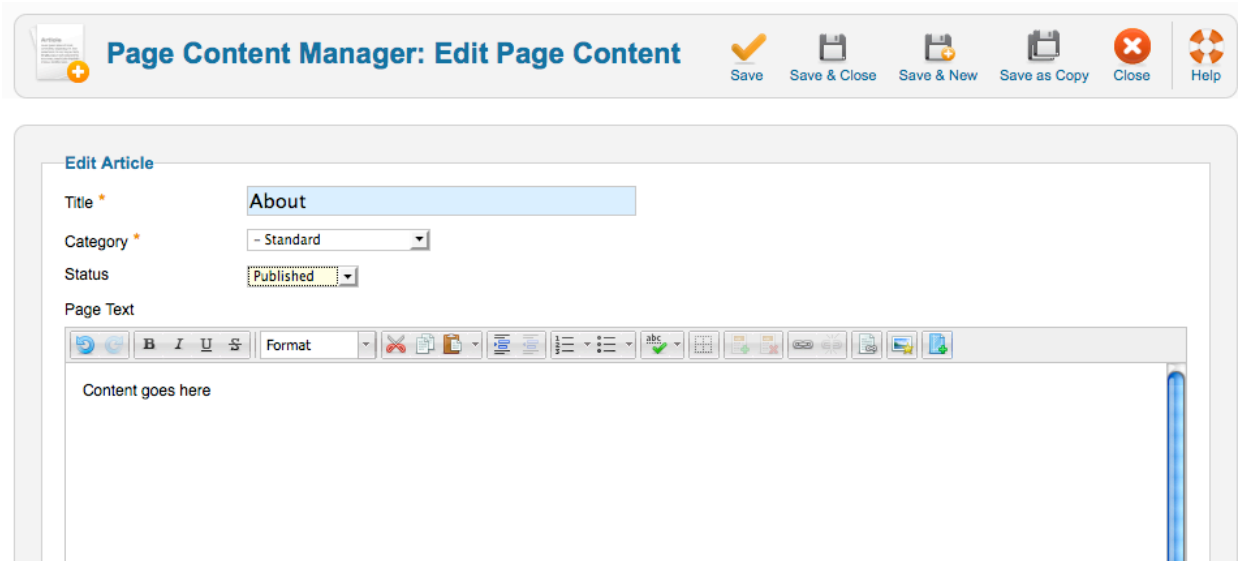

Note: After searching for a page, be sure to hit "Clear" to display all pages again.

EDITING PAGES   2.3

You will be able to edit your articles in an editor similar to popular word processors. You are given a toolbar of useful tools including list-making, linking and indentation tools.


Important Note #2: Content produced in productivity software such as Microsoft Word or Excel often carries with it formatting language that goes unseen. In most cases, your Revel CMS strips this code when you copy and paste your content into the CMS editor. Should you experience an abnormal copy-and-paste situation:

- Copy the text from Word or Excel.
- Paste the content into Notepad or Text Edit to clear any extraneous, hidden formatting these programs may place on text.
- Confirm your editor is in "Plain Text" mode.
- Copy the text again from Notepad or Text Edit.
- Paste the content into the CMS editor.
- This will make your website and browsers everywhere very happy ☺

ADDING LINKS 2.4

To link to a page within your website, select the text you would like to link and hit the "Insert/Edit Link" button from the editor tools.

- Select the "Link" tab and search for/select the page on your site you want to link to under "Content".
- Select "Target" in this tab to define where you'd like the page to open up (**For internal pages, Revel recommends Current Window**)
- Click "OK".
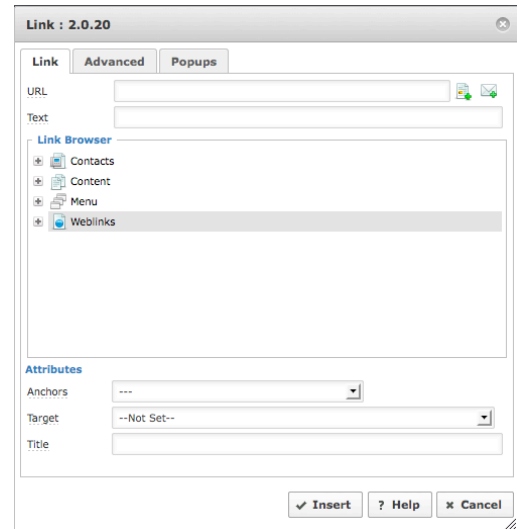
To add a link to another site, select the text you would like to link and hit the "Insert/Edit Link" button from your editor tools.
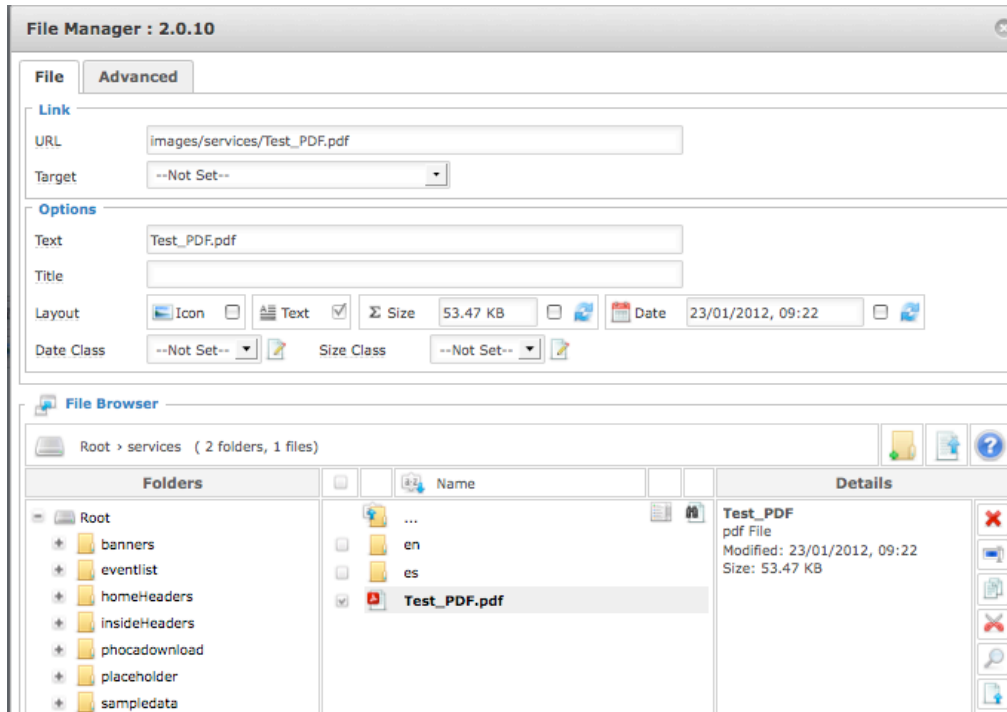
- Paste in your URL to the URL field.
- Inputting an email address can be accomplished by hitting the "Email" button found to the right of the URL field.
- Select "Target" to define where you'd like the page to open up (**For external pages, Revel recommends New Window**)
- Click "OK".

To cleanly and efficiently remove links, select the hyperlink in the editor and click the "Unlink" tool.

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To upload and add a link to a document (i.e. – PDF, Word, Excel, PowerPoint, etc.):
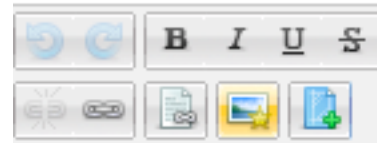

- Select the text that will link to the document.
- Click the "Insert/Edit File" icon.
- Choose the "Upload" button on the middle-right area of the window that pops up.
- Either drag-and-drop the files you would like to upload into the resulting window that pops up, or click "Browse" and choose your file.
- Hit "Upload" and then close that window once the Upload is complete.
- The file you just uploaded should appear in the directories at the bottom of the Insert File window, Once you have the file selected you want to link, hit Insert.
- The file link will display in the editor as a text hyperlink, but will not be clickable in the editor so it doesn't send you away from your unsaved changes.
- To remove links to documents later, select the hyperlink in the editor and use the "Unlink" tool.

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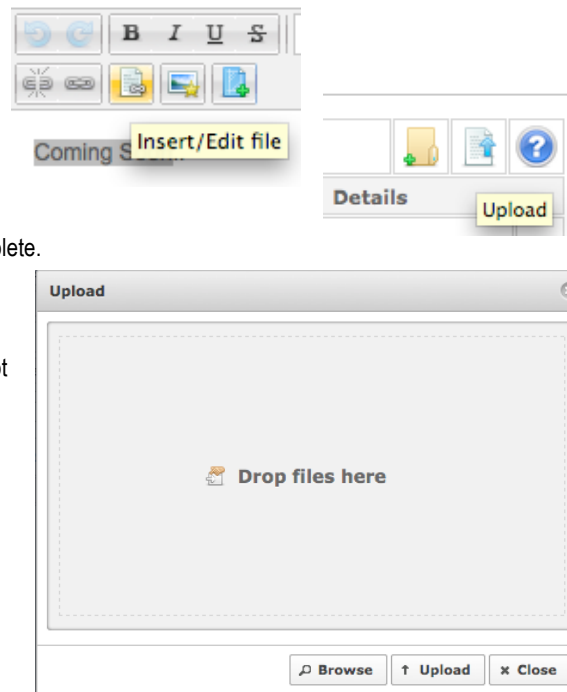
To insert an image into a page:

- Select the area where you would like to insert the image.
- Click the Insert Picture icon from the editor tools list.
- If the image is already uploaded, locate it on the next window that pops up.
- If you still need to upload the image, click the "Upload" button and choose your file, using "Browse" or the drag-and-drop (also outlined on page 2.5). Close the window upon completion of upload.
- Select the image in the File Browser portion of the window and hit "Insert".

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To format an image on your website:
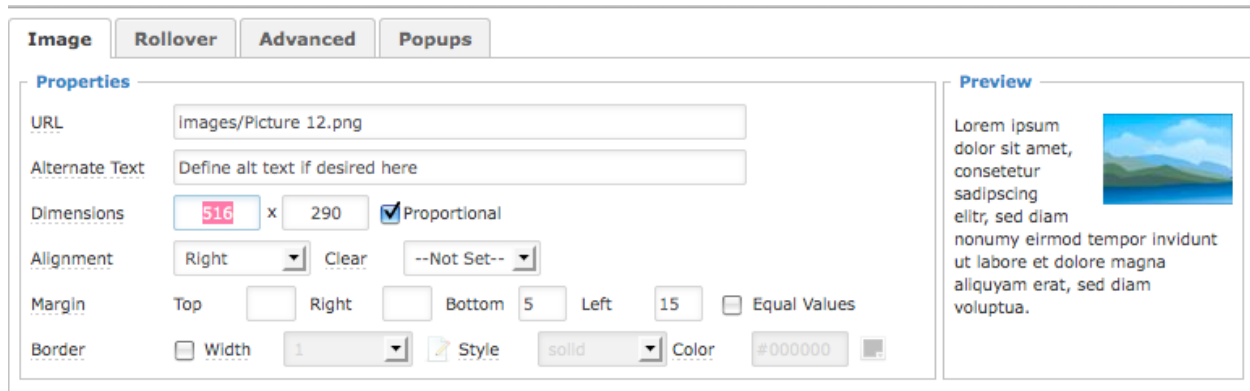
- If your image is already placed, select it and right click, selecting "Insert Edit Image" again.
- Alternately, you can select the image and hit the "Insert/Edit Image" button as you did when you inserted it.
  - o Note: You can find these same tools in the image insertion dialogue if you are still adding the new image.
- At the top of this item, you can change the size of your image, add a border around it, and add vertical and horizontal space.
- Use the "Alignment" drop down to float the image left or right and allow text to wrap around it.
- Use the "Margin" tools to add padding around an image. These can toggled between independent values to equal values on all sides.
  - o Note: When floating images, this helps create space between the image and text wrapping around it. 5 to 10 pixels is recommended if you choose to use this.
- Click OK once complete.
- If you would like the image to link somewhere, highlight the image in the editor and use the "Link" tool.

PUBLISHING YOUR CHANGES   **2.8**

Once you have made your changes:
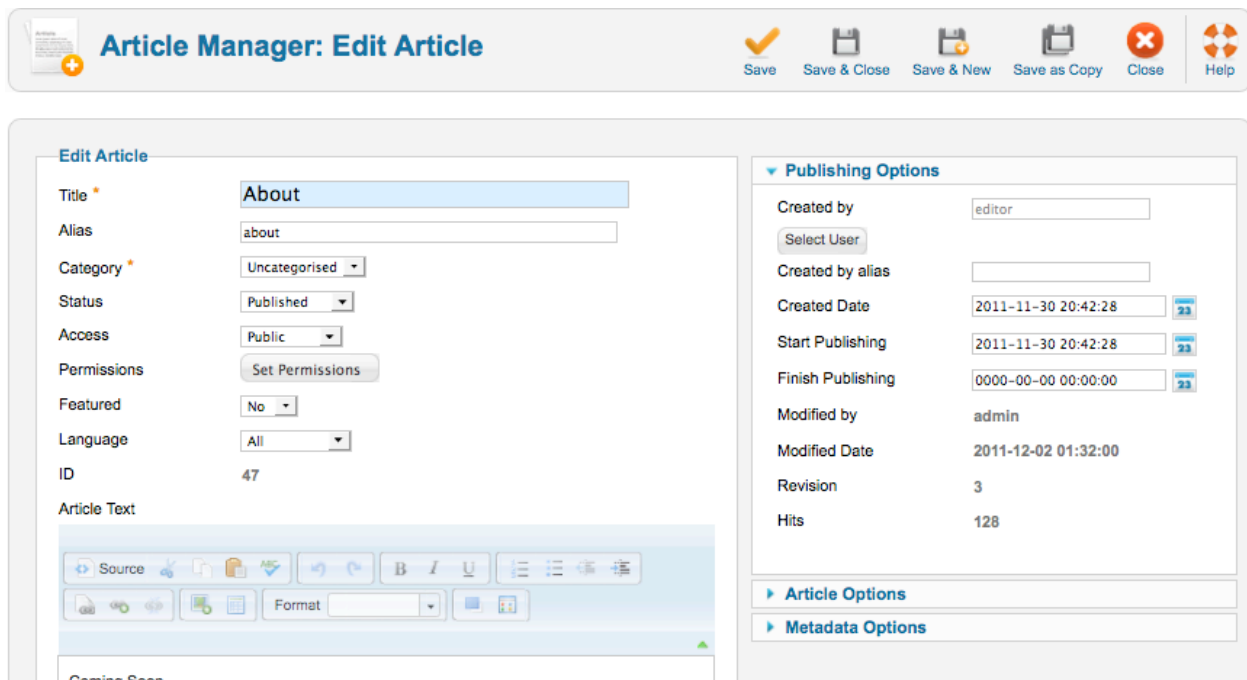
- Click the "Save" icon to view the changes and keep the editor window active.
- Click the "Save & Close" icon to publish the changes and exit the editor window.
- Click the "Save & New" icon to publish the changes and open a new blank page.
- Your changes will be published to the website in real-time.
    - If you feel uncomfortable with the changes you have made and have not yet saved, simply hit the back arrow button found in the middle of the top row of editor tools.
    - If you want to start over and have not hit Save, hitting "Close" instead of Save will exit the page without saving changes.

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Because of the number of items that must be populated and perfectly placed for each location, team member and homepage rotator you will be uploading, you will need to use the Page Content Wizard. Think of the Page Content Wizard as a "packaging" tool. Instead of needing to know HTML to populate the information in the exact same layout and alignment each time, the Page Content Wizard does the heavy lifting for you.

To use the Page Content Wizard, you will essentially fill out a form. Access it from the Control Panel once logged in.

Revel will advise on which are of your site, if any, use this tool.

SECTION 3 – SUPPORT

CONTACTING SUPPORT   **3.1**

We hope you are reveling in your new website! Thank you for the opportunity to work with you on the project.

Even though the CMS allows you to make your own content changes to the site, we're here to help if you need us. Phone, e-mail and face-to-face training are provided at no charge. We encourage you to take advantage of this.

Please call (231) 727-9778 or email support@revel.in with any questions about managing your website.

Enjoy!