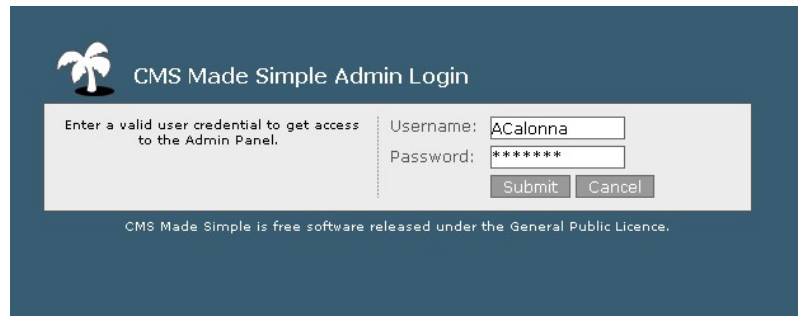


# Managing your CMSMS site

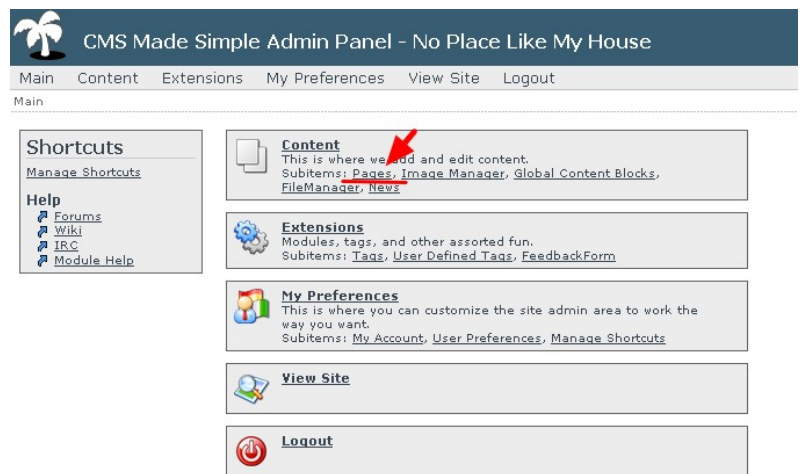
## Admin login

Go to  
<http://www.nameofyoursite.com/admin/login.php> and sign in with your username/password. Remember, the username and password are case sensitive



## Admin Panel

From here you can go to the pages section to add or edit your pages. Click on the Pages link as shown with the arrows.



## Managing Pages

From here you can 1. edit existing pages or 2. add new ones

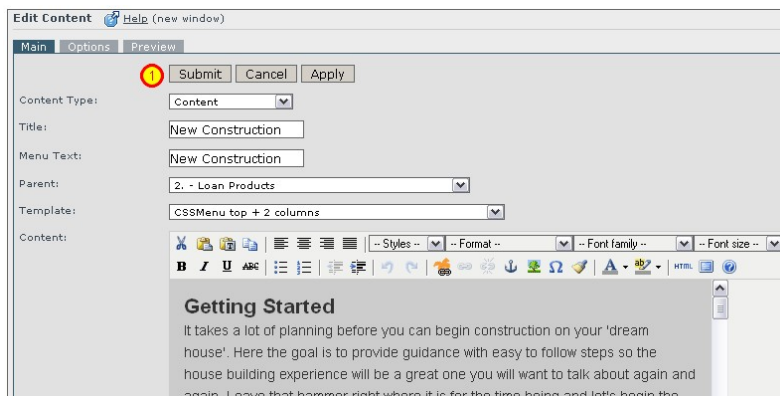
To edit existing page, just click on the page name to open the editor. - to see the sub pages under a section (3) click on the "Expand All Sections" link (4)

To create a new page, click on the Add New Content link.



## Edit pages

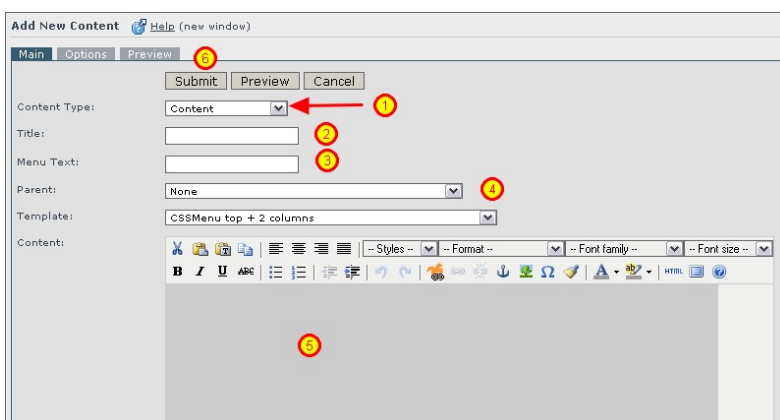
To edit existing page, just start typing as you would change any document. When you are finished, be sure to click the submit button (1) to save your changes.



## Add new pages

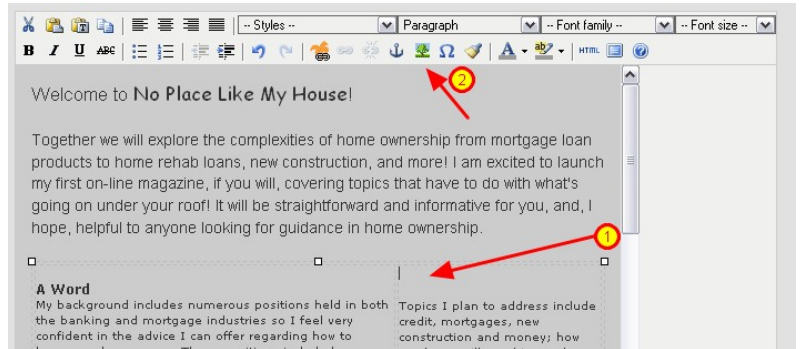
To create a new page, click on the Add New Content link and then follow the steps below.

- 1) Content type - leave this as is. No need to change.
- 2) Create a title - this will be the title of the article and will show at the top of the article like the heading.
- 3) this is the menu text. Please keep it short
- 4) Parent- use the drop down list to select if this new page is a sub page of a category section.
- 5) Here is the content box. This is where you will type your article. No need to retype the title as that will show automatically when the article is saved.
- 6) Don't forget to save your page/changes by clicking the submit button!



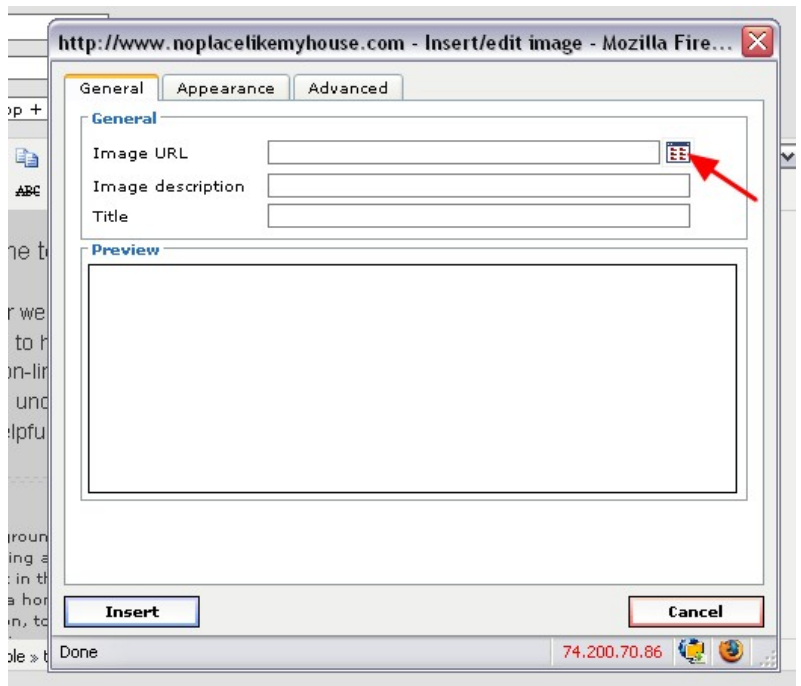
## Adding an image

Put your cursor where you'd like to add the image (1) and then click on the little image button (2)



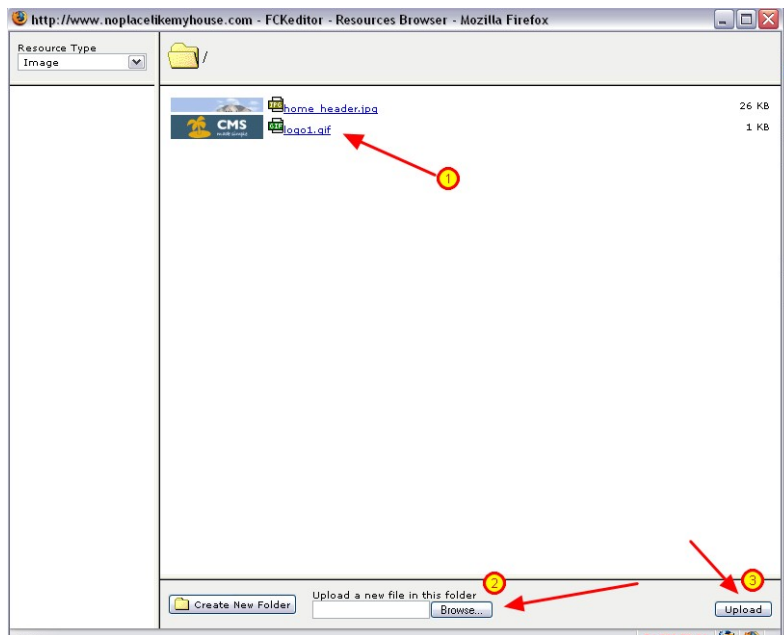
## Selecting an image

Click on the image browser link as shown highlighted.



## Selecting an image or uploading one from your computer

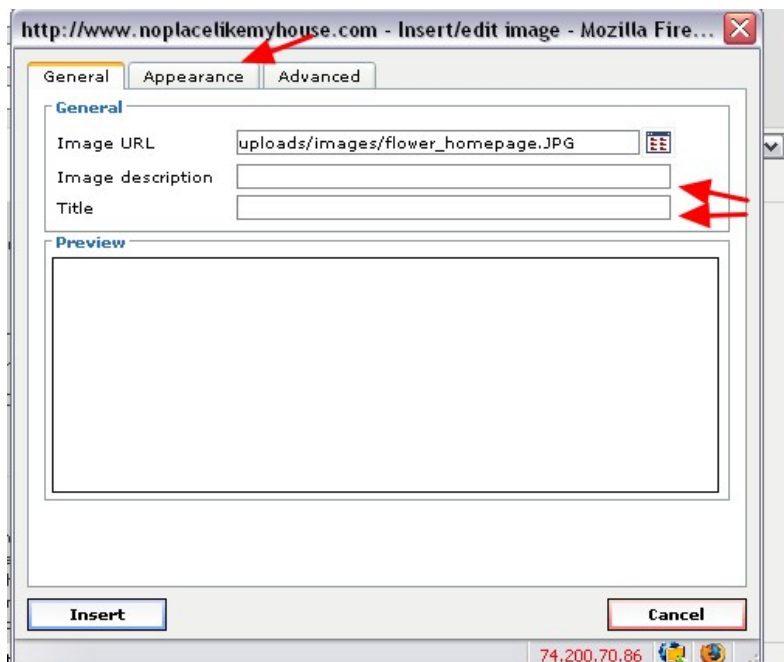
You can choose an image already on file (1) or upload one from your computer (2) Browse to the location on your computer and when you have selected the image, click on Upload (3).



## Adding the tile to the image.

Add a title for the picture and you can use the same for the description as well.

If you need to set the alignment for the photo, such as to the left or right with the text wrapping around it, select the "Appearances" tab.



## Setting the alignment

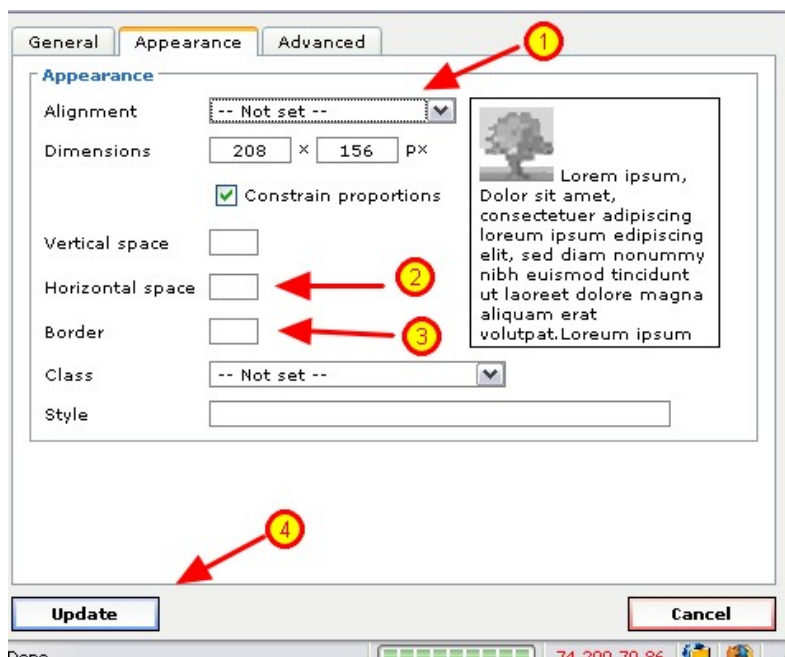
If you would like the text to wrap around the image, select either left or right for the alignment.

If you don't have the image placed near text, you can ignore the rest of the items (2,3) And then just click "Update" (4)

If you do have the image next to text, you should put a "5" in the spot for horizontal space (no quotes!). (2) That gives some space between the image and the text (so the text isn't squished up against the image).

Border (3)- usually I will leave this set at 0 but if you decide that you'd like a black boarder around the image, you can set this at about 3.

When you are done, just click Update (4) and the image will then show on your page.



## Log Out

Don't forget to log out when you are done editing!