

Website How to Edit the Basics

You can login by using the sign in button. to login to the website you add /login.aspx to the domain name and that will bring up the login area.

You should have received an email with your login details as well as your password. Let me know if you want to change the password. It is at the bottom on the second page.

<http://coogle.katesonweb.com.au/login.aspx> This is the address while you add information no one can find it.

After we make it live

<http://www.cooglecafe.com.au/login.aspx> this has not been purchased yet just want to make sure that is what you want.

Password can be found at the bottom of the second page.

Best way to get started is logon and then up in the right hand corner you hover over the edit page and click edit this page.

The front page then comes alive with the modules on that page and each one has three buttons.

- A pencil to edit page content,
- a cog to change the settings (change the name/heading of the module),
- a cross to move the module around the page.

If you hover over the edit pencil and click on edit content, It opens up into an editing box. You can then edit the content of that box such as the words and phrases, images and document links.

For those modules that have images you can click on the image and select properties to change the size of the image or change the image.

If you want to add an image you click the paperclip you can then add images using the Image Manager and Documents through the document Manager (by highlighting the words you want to connect the document to and then clicking on the document Manager) This is for inserting and image in a html module on the page where you have writing.

For both these you need to load up the image if it is not already in the files available. The website will only take documents and images that are less than 1mb. If you need larger files then this we will let you know how to load them up.

Please try and add them in the images and documents folders to keep them all together. You can create folders to store different sections of photos in. Once these images and documents are connected to something please do not move them from the folders otherwise you break the link and your website will have red crosses all through it. Once the pathway is set it is a good thing to leave it. There for you need to think of how you are going to set up the internal folders for your images and documents.

The above is available within each module, but there is also a Gallery Module available Now which requires a lesson to use and they are all the ones that slide or are within a Gallery

To change the name of the module or the header that is on the module on the page you use the cog. Hovering over the cog and click settings. You will have four tabs in this area. The heading is on the Module Settings called Module Title. If you are creating a new module and do not want it visible you use the permissions tab. All the modules use the inherit permissions and you can see it clicked so if the page is visible the module will be visible. To make a module invisible untick inherit and click all users a couple of times and it will go off this will make the module only visible to administrators. (It is a good idea to use this when you are not quite sure if you want the general public to see it quite yet).

To move the module to a different spot on the page you hover over the edit page at the top right hand corner again. Click View in Layout Mode. You will then see where the modules are situated on the page. Then hold your mouse over the cross on the module you want to move and you are able to move it to the named areas. This is good when you have created a page and your modules are all over it and you want to move them around so they fit better.

To create a new module for a page you use the Modules button on the top black menu bar. You can make a new one or use one that has already been created on another page. When adding a normal module you click add module and a drop down menu appears. If you click the arrow beside All categories, click common and the normal html module will appear. This is the one you use for adding wording to your page and images and this is basically what your page consists of the most.

To add an existing module you pick the page that it is on then the existing module and then the module you want to add to your page.

To add a new page use the pages tab in the top black menu. Then click Add New Page. You then name it and can specify where you want it on the pages tab scroll down it gives you the parent page and before and after.

To add a url/link click on the word you are linking within the editing module and then click the link icon and add the address or if it is an internal page select the page from the top line.

To load an image, within the editing module find the spot then click on the paperclip icon and choose your image or load it then choose it and click save at the bottom and the image will be inserted.

To load a document it is similar to an image except you need to highlight the writing then click the paperclip and go to documents and load your document then click on it and save.

Help for DNN system can be easily found by asking the question within Goggle and putting DNN after it.

If you require any further information please don't hesitate to contact Kates On Web on 0407665357 or email kateschwager50@gmail.com

These are just a few of the basic editing procedures. You can print this out and keep it handy.

All lessons are included in the cost of the website.

The lessons are on the modules as well as the above if you need them.

The modules are the DNN Easy Gallery, DNN Easy News/Blog and the DNN Rotator