

## Noisegate CMS guide

The Noisegate Media Content Management System is a convenient and easy to use interface for updating information on your website. This guide will help you to navigate its key features.

### Logging in

You can log in to the CMS from the Noisegate Media homepage, [www.noisegatemedиа.com](http://www.noisegatemedиа.com). You will have been provided with a username and password upon delivery of your website, but if you have lost your details or experience problems logging in please contact your Noisegate Media account manager.

### Noisegate CMS Homepage

Once logged in, the Admin Menu on the CMS homepage contains links to the various features that the system offers. The main body of the page will have a list of the modules you chose when specifying your site, these are also listed in the menu on the right hand side of the page. The modules that you have available will be shown in blue text - those listed in grey text are available as upgrades to your site.

The homepage also offers a "site preview" function, allowing you to launch another window to see how any changes you make appear on your site. You must "apply" any changes before they will be visible.

The "Contact Support" link will create an email support request for the attention of our technical support team.

### Editable content

The editable content feature allows you to change the written content of certain sections of your website - these were specified at the start of the design process.

Having clicked on the "Editable Content" link, you will be presented with a list of the sections that are available for you to modify. Each section will have an "Edit" link which will provide you with a page containing fields for the modification of the title, search engine keywords and search engine description, as well as a wysiwyg editor box for editing the content of the

section. Once you have made your changes, click "Edit Page". You will be taken back to the "Manage Content" page from where you can check your changes with the "site preview" function.

## Wysiwyg editor

Both the Editable Content and Manage News sections of the Noisegate CMS use the same wysiwyg editor to edit articles. Along the top of the editor there is a bar with buttons to control the following functions:

- **Format** - Once you have input your text you can alter its appearance by highlighting it (in the same way that you would in most word processing programs) and selecting an option from the format menu. The most important format options are Heading 2 which should be used for the title, and Normal, which should be used for the main content of your article.
- **Bold and Italic** - To make text **bold** or *italic*, highlight it and click the appropriate button (or press Ctrl-B or Ctrl-I respectively).
- **Numbered lists / bullet points** - To make a either a numbered list or bullet points, place the cursor where you want the list to start and click the appropriate button. Pressing enter will create another point, and pressing enter twice will end the list and enable you to continue adding normal content.
- **Link / Remove link** - To make an area of text into a clickable link to divert the user to another web page, highlight the word or phrase, click the Link button and enter the address you wish to direct people to in the URL field. Clicking on the Target tab allows you to specify how the user will be directed to the new page - the most practical option is usually to open the new web page in a new window. To do this select "New Window (\_blank)" from the drop-down Target menu. It is worth remembering that you can use the Link function to divert people to another page of your own website. For instance, if you mention a project that has it's own page in a news article, you could go to the project's page, copy the URL from your browser's address bar, and paste it into the URL field in the Link function.

It is also possible to create a link that opens a new e-mail message with details including address, subject and message body pre-completed. This is useful if your article suggests that the reader contacts you. To do this, select an area of text that will become the link, click Link, and select E-mail the Link Type drop-down menu. You will be presented with address, subject and message body fields in which you can specify information that will be pre-filled in the new message that opens when someone clicks on the link.

To remove a link that you have made, click on the text that has used for the link in the wysiwyg editor and then click on the Remove link button.

- **Insert / edit image** - This function allows you to add an image that is already in your image library into your article. Clicking the insert / edit image button launches the Image Properties window from which you can select your image, specify the alternative image text, adjust the size and amount of space around the image, and specify how the image will be aligned in the article. The wrapping of text around the image will depend on where you have aligned the image, for instance, if you align it to the right text will wrap around it to the left and underneath. You can also make your image a clickable link by clicking on the Link tab of the Image Properties window and completing the URL and target fields as described in the Link section of this document.
- **View source** - This button allows you to view the source HTML for an article and should only be explored if you are confident in programming in HTML.

## Manage news

The Manage news section of the CMS enables you to add, edit and delete news items. All existing news items are listed on the Manage news page, along with Edit and Delete buttons.

To add a new news article, click Add news. The Add news page features a field for a headline, a wysiwyg editor into which you can type the main content of the news article, drop-down menus to specify a date for the article, and drop-down menus to choose an image category and then an image that you have previously uploaded to accompany your news article. Once you have completed the headline and content fields (an image if required), click Add news and you will be taken back to the Manage News page, from where you can use the Site preview function to check the changes you have made to the site.

## Image manager

The image manager enables you to upload images for use on your website. Images are sorted into categories for easy selection in other areas of the CMS. When you first navigate to the image manager you will see thumbnails of all of your images and a drop-down menu that allows you to filter the images by category. Each image has an edit and a delete button.

To add an image, go to the Image manager page and click on the Add image link, taking you to the Add image page. Click the Browse button next to the

Image field and find the filename of the image you want to upload from your computer.

Once you have specified the image file you must complete the Image Name and Image Alternative Text fields on the Add Image page. The image name is the description by which the image will be known in the Image Manager.

Image alternative text is the description that appears when your mouse pointer hovers over an image in your website. This might include, for instance, who is in a picture and where it was taken. Image alternative text is scanned by search engine robots and so should be concise and include key words on which people might conduct searches. It is also important because it is used by the screen reading software commonly used by partially sighted people to let them know where an image has been used and what it shows.

Once you have completed all of the fields on the add image page, click the Add Image button to save your changes. You will then be directed back to the Image Manager page.

The edit button by each image in the Image Manager allows you to amend the image name and alternative text and / or replace the image (thus providing a quick way of changing each instance of an image across the entire site).

The delete button by each image removes it from the Image Manager and anywhere on your website.