



CFCMS User manual

Introduction

Congratulations on the new installation of your website which includes the custom content management system CandyFloss Content management System (CFCMS).

The CFCMS has been designed for ease of use. With this system you can do all the major website edits that you can with any other commercial CMS but with the CFCMS you do not need to worry about doing anything to your website that will affect its performance or the way it looks.

You can only edit certain selections of text which have been placed around your website, you can add and remove website pages and if your website you may edit the titles and certain selected information on your website.

*NOTE: not all CandyFloss websites have all of these CFCMS features. It depends on the design of your website; certain websites do not need or allow certain features.

Welcome to the CandyFloss Content Management System!

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Useful contact details and resources.

You can find tutorials and videos on your CFCMS on the admin home screen. Click on the tutorial you wish to view and it will drop down and display instructions and a video. The videos are hosted on YouTube so your website is not slowed down by the video buffering (loading).

Contact:

Ashley Northall (Creative Director, Technical Support).

Tel: 07545092145

Email: info@candyflossdesign.co.uk

Resources:

For PDF downloads on any guide or help on any CandyFloss Design product please go to

www.candyclients.com

Logging In

Accessible via your website will be a 'LOGIN' link; this is usually displayed at the bottom of the website but may vary from site to site. Click this link and the CFCMS login screen will appear.

Enter your user name and password to access the CFCMS.

(If you forget your password please look over your paperwork provided to you by CandyFloss design. If you have mislaid this paperwork please contact CandyFloss design via email or phone and your username and password will be renewed.)



CandyFlossCMS

Username

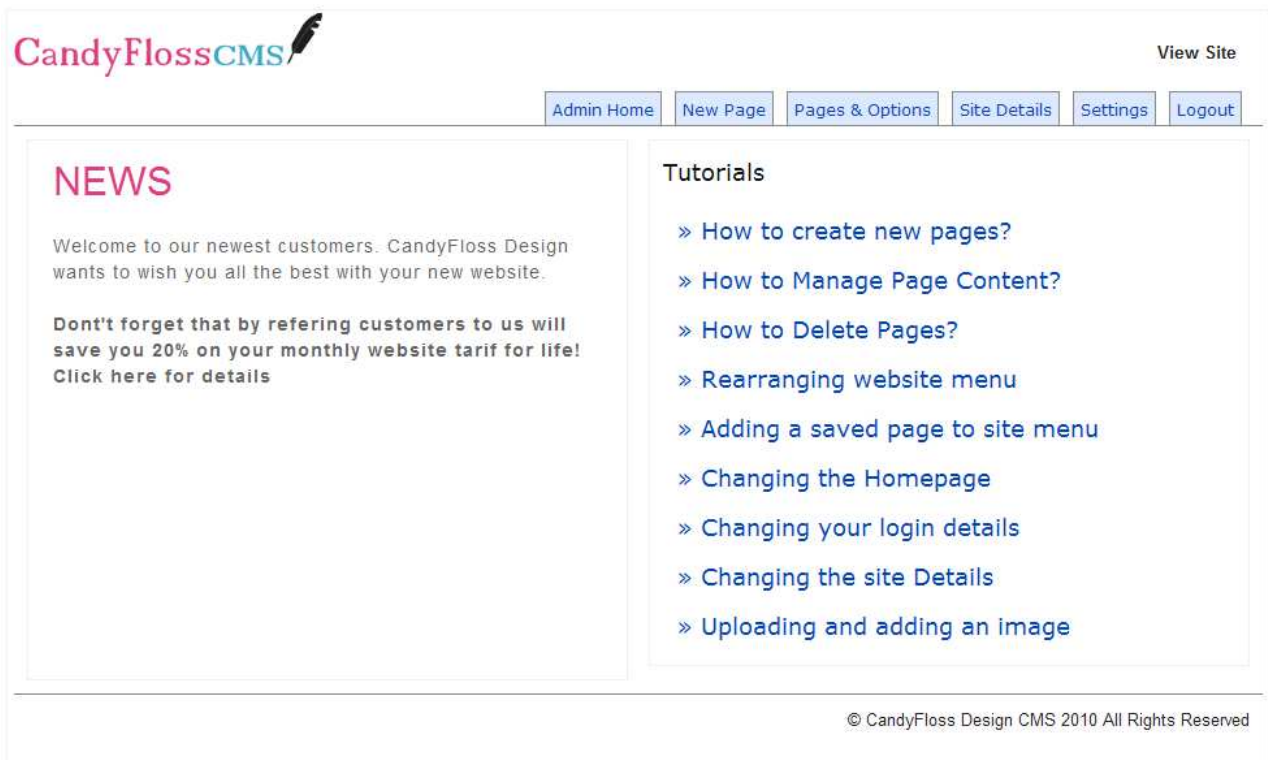
Password

Login

© CandyFloss Design CMS System

Home page / Latest news and information

As you enter the CFCMS you will have a screen that look like this. On the right you have various tutorials including videos on how to use the CFCMS. The links along the top allow you to navigate the CMS and there is a 'NEWS' box on the right. This periodically changes when CandyFloss Design updates it. We welcome our newest clients and show off our various offers and deals to our community of clients.



CandyFlossCMS

View Site

Admin Home New Page Pages & Options Site Details Settings Logout

NEWS

Welcome to our newest customers. CandyFloss Design wants to wish you all the best with your new website.

Dont't forget that by refering customers to us will save you 20% on your monthly website tarif for life! Click here for details

Tutorials

- » [How to create new pages?](#)
- » [How to Manage Page Content?](#)
- » [How to Delete Pages?](#)
- » [Rearranging website menu](#)
- » [Adding a saved page to site menu](#)
- » [Changing the Homepage](#)
- » [Changing your login details](#)
- » [Changing the site Details](#)
- » [Uploading and adding an image](#)

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Creating new pages

Using the navigation bar at the top of the CFCMS, click on the link 'NEW PAGE' and follow the instructions below.

[New Page](#)

1: Enter the title of page

Page Title

2: Tick the checkbox 'top-navigation' (title may vary site to site) if you wish the page to be accessible on the website menu. (If you leave this option unchecked, the page will be created but not viewable on your website until you move it at a later date). Ticking the box hidden will save the page, so you can edit and add it to your site at a later date. (For detailed instructions on the functions that the text editor has to offer please consult the 'Text Editor Functions' chapter in this guide).

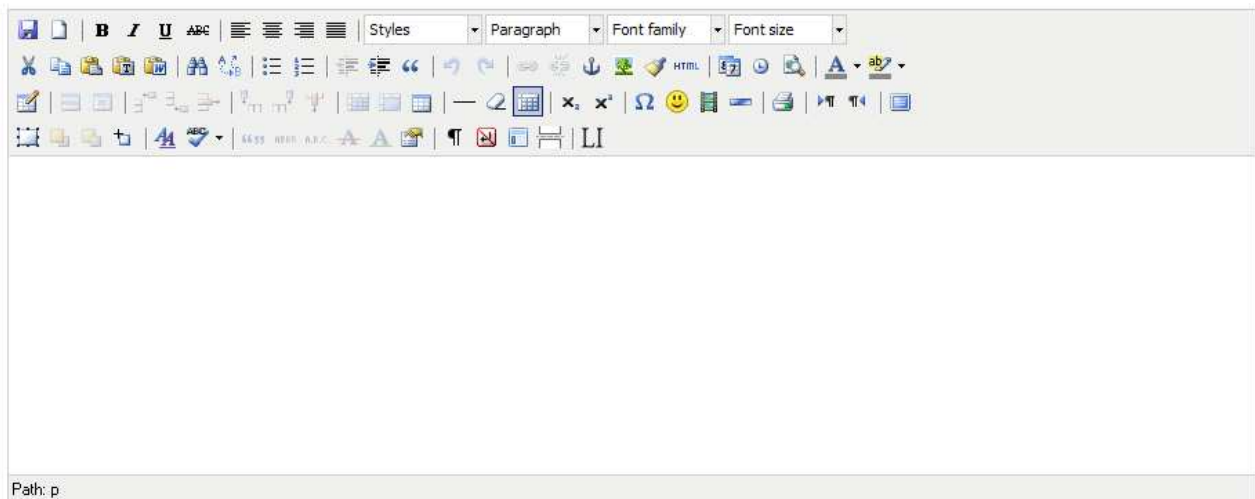
Add to site menu

Top-navigation

Hidden

3: Enter the page content via the text editor.

Content



4: Click 'Add Page' and the page are created.

[Add Page](#)












Editing Site Content

Use the navigation bar at the top of the website to click on the tab 'PAGES AND OPTIONS' or 'EDITING SITE CONTENT'. These tabs may vary in the CFCMS from website to website, but your CMS will have at least one of them.




1: Click on the group of pages that you want to edit to reveal a table of pages and options. The main website navigation menu will already be open as default. In this example our main menu is called Top-Navigation. Some websites may have various different options and menus here but some may just have the one.

» Top-navigation

Page	Options	Move	Url you can use
Home	 	 	/ home
Page 2	 	 	/ page-2
Page 3	 	 	/ page-3

» Hidden

2: This table shows the web pages that are already created. You have four icons allowing you various commands to do with these pages and it shows their URL. Example: http://www.yourdomainname.com/URL_you_can_see.

3: To edit site content click the icon on the table that looks like a pencil on paper.  This will open up a text editor.

4: Here you have the options to change the webpage title, and move the webpage to another category or hide it from public view.

To edit the website title: Change the name in the 'page title' textbox and press 'Save Page Content'.

Page Title

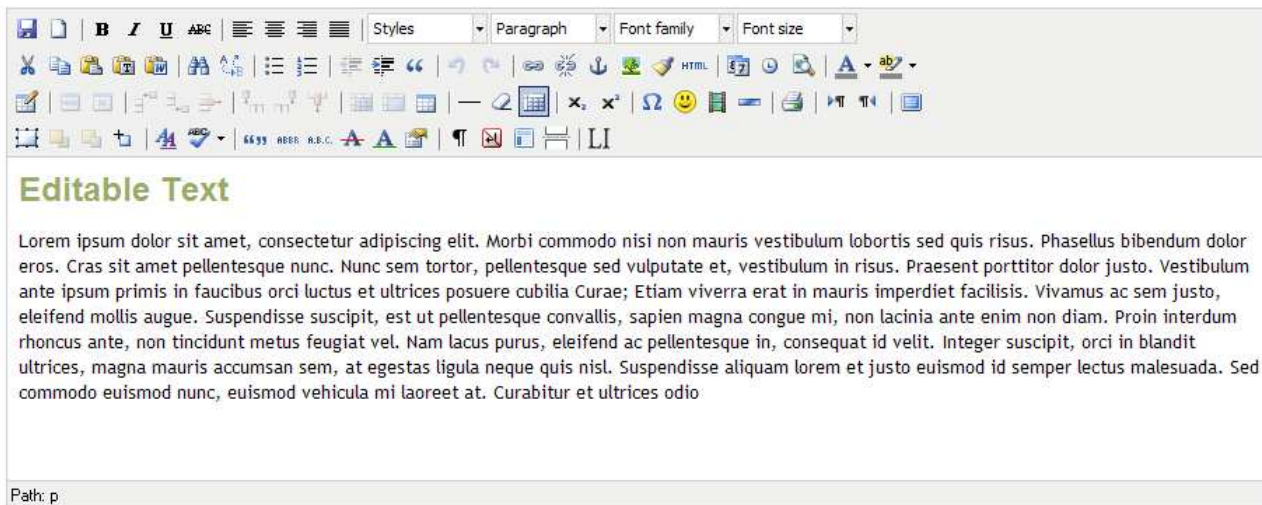
To change which menu the webpage is shown or to remove from public view, tick one or many of the checkboxes. This example shows one website menu called 'Top-Navigation' and 'Hidden' which is hidden from public view. (You can still edit the hidden pages and add them back to the website menus at all time.

Categories

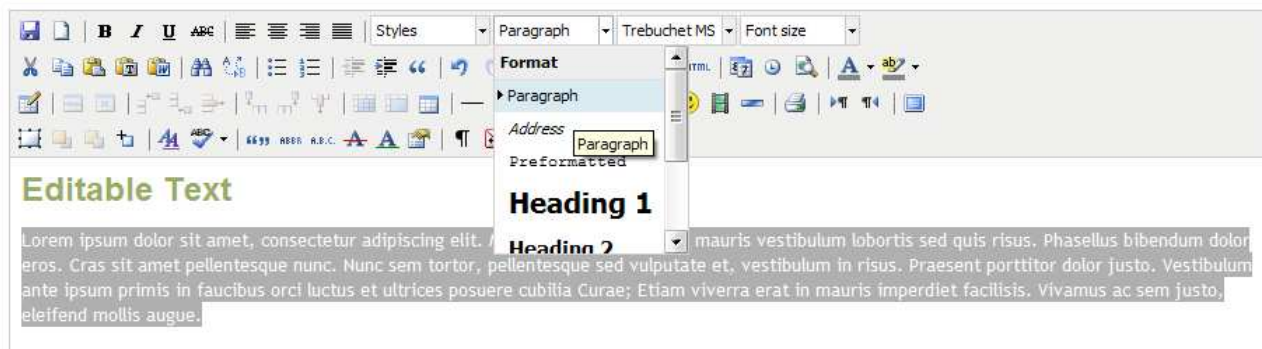
Top-navigation Hidden

5: To edit the content of the website page use the text editor on the page. (For detailed instructions on the functions that the text editor has to offer please consult the 'Text Editor Functions' chapter in this guide).

Content



6: To set the default text that your website is using, you need to write your text into the text box not worrying about the font, colour or font size and then highlight that text and using the format drop down box select:



Paragraph: for normal text

Heading 1: for titles

Heading 2: for subtitles

Your custom CFCMS will be designed so that the default theme of your website will be created using these three formats.



Deleting a page.

Use the navigation bar at the top of the website to click on the tab 'PAGES AND OPTIONS' or 'EDITING SITE CONTENT'. These tabs may vary in the CFCMS from website to website, but your CMS will have at least one of them.




1: Click on the group of pages that you want to edit to reveal a table of pages and options. The main website navigation menu will already be open as default. In this example our main menu is called Top-Navigation. Some websites may have various different options and menus here but some may just have the one.

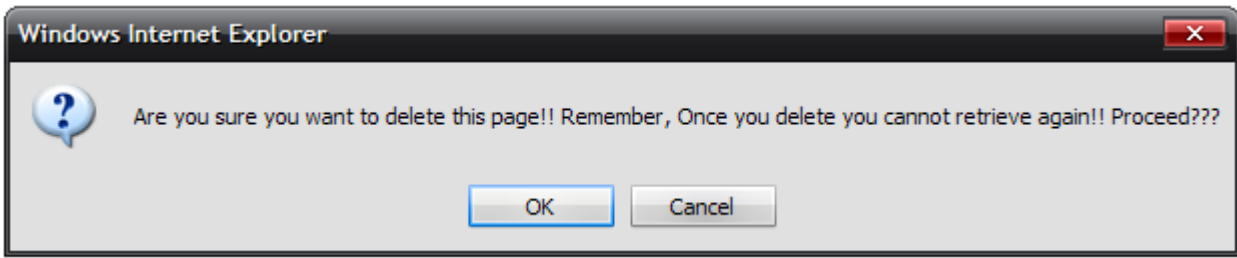
» Top-navigation

Page	Options	Move	Url you can use
Home	 	 	/ home
Page 2	 	 	/ page-2
Page 3	 	 	/ page-3

» Hidden

2: This table shows the web pages that are already created. You have four icons allowing you various commands to do with these pages and it shows their URL. Example: http://www.yourdomainname.com/URL_you_can_see.

3: To delete a webpage click the icon on the table that looks like a red cross.  A warning prompt will appear on your screen to confirm the deletion of the selected webpage. Click OK to confirm.



NOTE: You can not delete your current homepage. Select another webpage to be your homepage and then repeat the removal process. This is set in place, so your website has at all times a valid, functional homepage. You may be at risk of losing visitors if this is not the case.






Changing the order of your menus.

Use the navigation bar at the top of the website to click on the tab 'PAGES AND OPTIONS' or 'EDITING SITE CONTENT'. These tabs may vary in the CFCMS from website to website, but your CMS will have at least one of them.



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» Top-navigation


Page	Options	Move	Url you can use
Home	 	 	/ home
Page 2	 	 	/ page-2
Page 3	 	 	/ page-3



» Hidden

2: This table shows the web pages that are already created. You have four icons allowing you various commands to do with these pages and it shows their URL. Example: http://www.yourdomainname.com/URL_you_can_see.

3: Changing the order of your website menus. Click the icons on the table that look like green arrows.

Clicking on  will move the selected webpage higher in the list.

Clicking on  will move the selected webpage lower in the list.

Grey arrows   indicate that the selected webpage is either already top or bottom of the list.

Editing Site Details

Use the navigation bar at the top of the website to click on the tab 'SITE DETAILS'.

[Site Details](#)

2: Select the site detail in which you wish to amend via text links on the page, this will slide open and reveal a text box. Edit the text and then press 'Save Contact Details.' (The text in this box will usually be for short amounts of text, check your changes afterwards to confirm that the text fits in the allotted space.).

» [website name](#)

CandyFloss CMS

Save Contact Details

Changing the homepage

Use the navigation bar at the top of the website to click on the tab 'SETTINGS'.

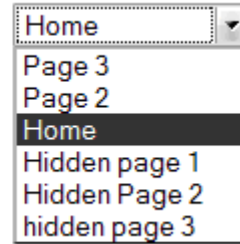
[Settings](#)

2: Select your new homepage via the dropdown menu. Then press save changes. NOTE: The home page can be called anything; it does not have to be called homepage.

Home Page

Select which page is to be the opening page of your website.

Save Changes



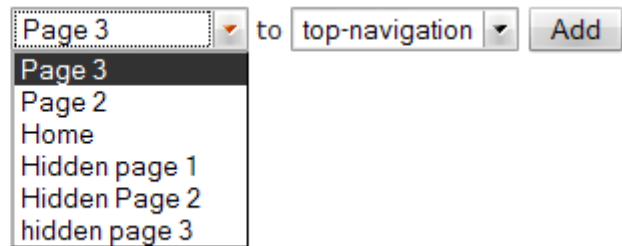
Adding and removing saved pages to and from the website menu.

Using the navigation bar at the top of the CFCMS, click on the link 'PAGES AND OPTIONS' and follow the instructions below.

Pages & Options

1: Using the first dropdown menu at the top of the page, select the title of your previously created webpage.

Add page to main menu



2: Using the second dropdown menu at the top of the page, select where you would like to place the page. This example shows a navigation bar which is at the top of the website, or hidden from public view.

Add page to main menu



3: Click Add to confirm your changes.

Add

Viewing your website changes and logging out.

To view your website changes whilst editing click on view site button at the very top of the CMS. You may have to refresh the page to see your changes in action, do this by pressing **F5**.

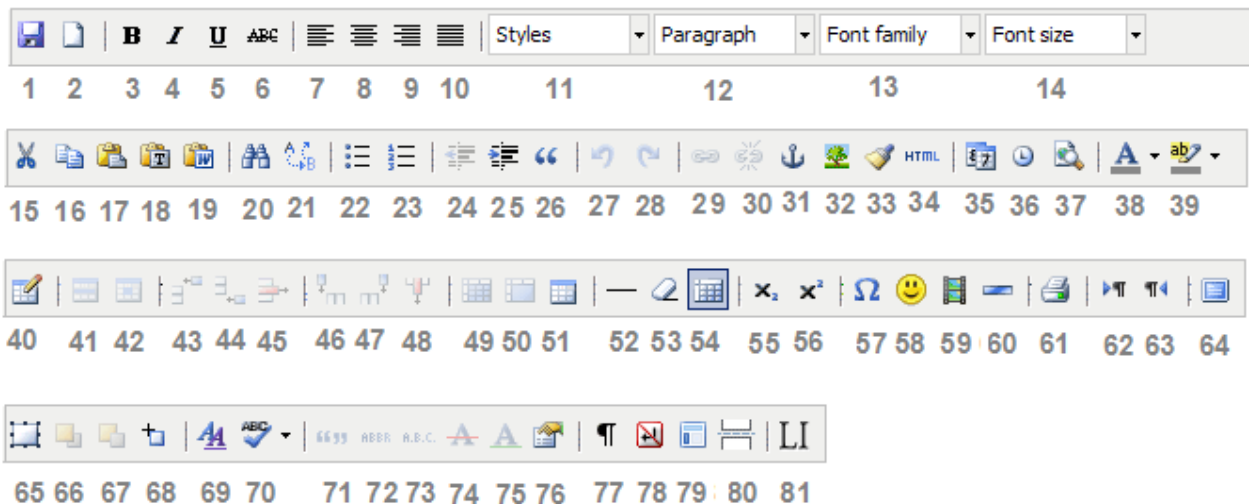
View Site

To LOGOUT click on the logout tab at the top of the CMS...

Logout

Text area functions

The functions on the text areas in the CFCMS with vary from site to site, so your website may not have every function listed here..



14: Font
15: Font Size

16: Copy
17: Paste
18: Paste as plain text
19: paste from word
20: Find
21: Find / Replace
22: Unordered list
23: Numbered List
24: Out dent
25: indent
26: Block quote
27: undo (ctrl-Z)
28: redo (ctrl-Y)
29: Insert / edit link
30: break Link
31: Insert / edit anchor

ROW 1

1: Save as
2: New Page
3: Bold
4: Italic
5: Underline
6: Strikethrough
7: left align
8: Light Align
9: Centre align
10: Right align
11: Fully Justify
12: text Style
13: Paragraph Style

ROW 2

15: cut

32: Insert / edit picture
33: Cleanup messy code
34: Edit HTML source
35: insert Date
36: insert time
37: preview
38: Select text colour:
39: Select background colour
67: Move backwards
68: toggle absolute positioning
69: Edit CSS Style
70: Edit Spellchecker
71: Citation
72: Abbreviation
73: Acronym
74: Deletion
75: Insertion
76: insert / edit attributes
77: Visual control character on/off
78: insert no breaking space character
79: insert predefined template content
80: Insert page break
81: Lorem Ipsum

ROW 3

40: inserts new table
41: Table row properties
42: Table cell properties
43: insert row before
44: insert row after
45: Delete row
46: Insert column before
47: Insert column after
48: Remove column
49: Split merged table cells
50: Merge table cells
51: Create table
52: Horizontal Ruler
53: Remove formatting
54: Toggle guidelines
55: Subscript
56: Superscript
57: Insert custom character
58: Emoticons
59: Insert/ embed media
60: horizontal rule
61: Print
62: Direction left to right
63: Direction right to left
64: Toggle Full screen mode.

ROW 4

65: New layer
66: Move forwards