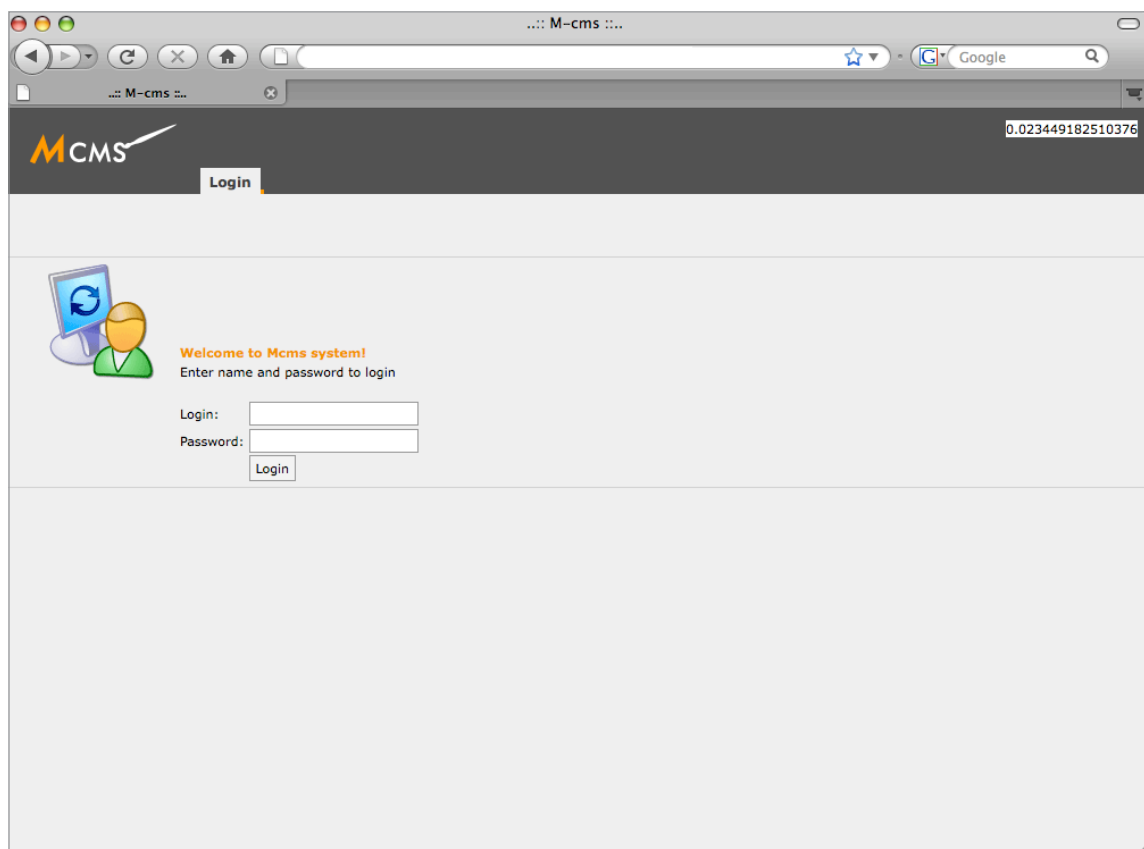


# A guide to using our Content Management System for maintaining your website.

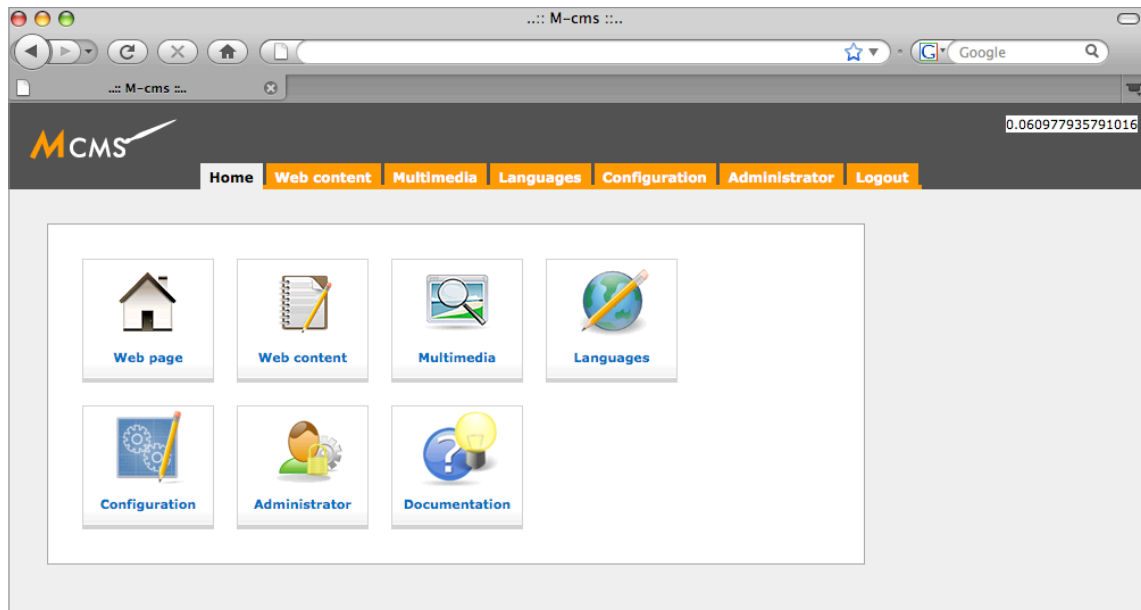
Tap Creative can supply a very user friendly web content management system that makes web page creation and maintenance easy and intuitive. Every user, given a login and password is able to manage their website and develop its contents without any limits. Because it is a web based software it is reachable from where ever you can access the internet. The only thing you need is some spare time and a web browser.

## CMS Overview

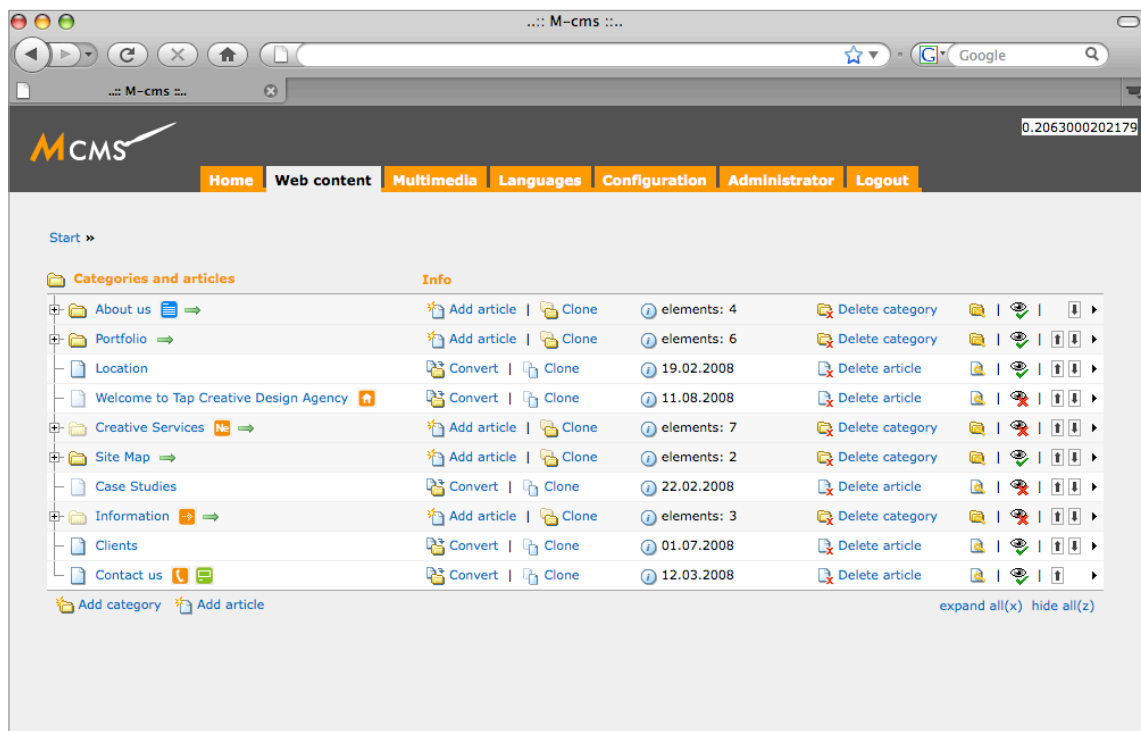
Step one, log in with username and password provided.



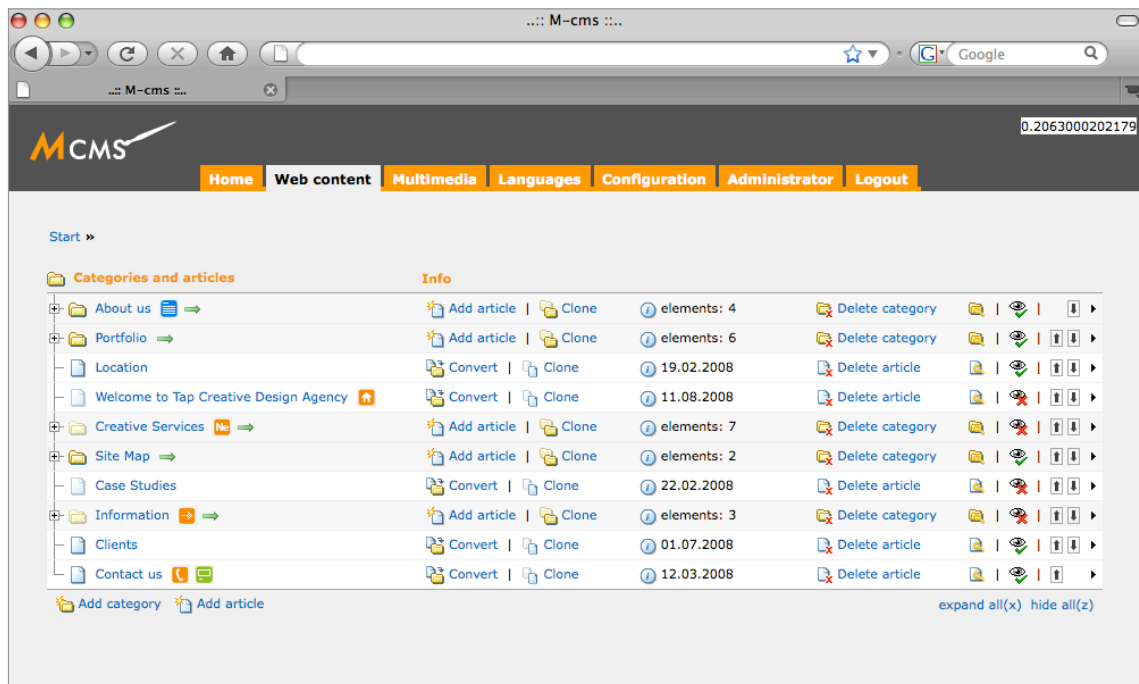
Step two, arrive at main screen where you can select from seven categories.  
To directly edit existing web pages, select “Web Content” from the top row of buttons.



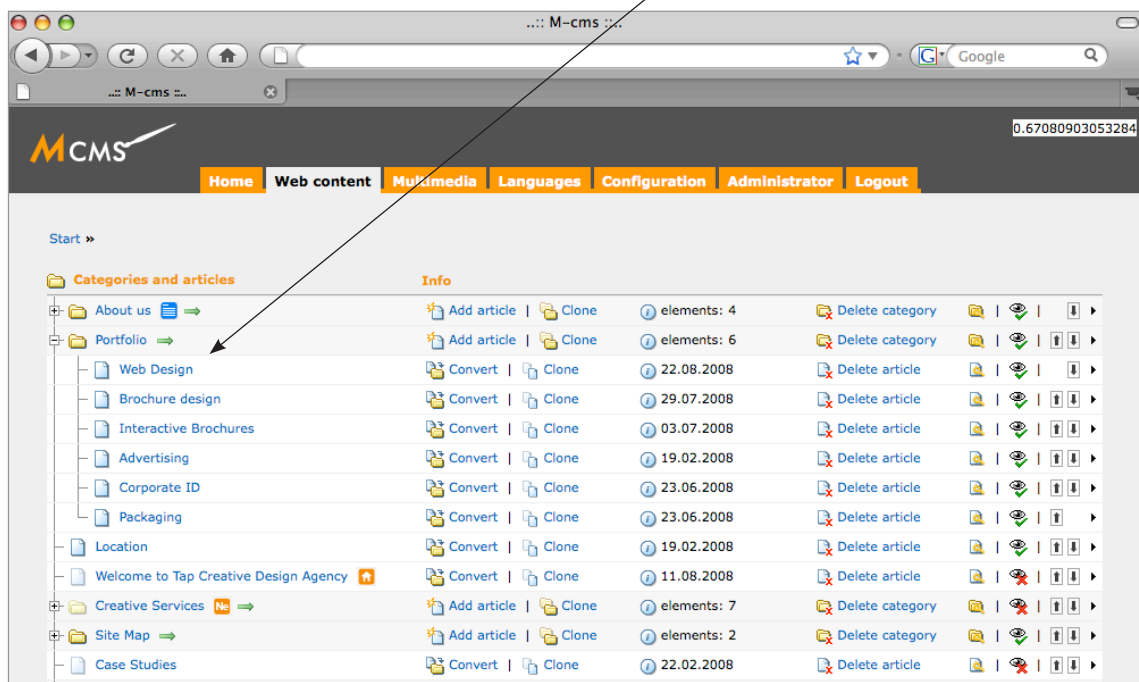
Step three, arrive at the main document window. Your web pages are referred to as “Articles” and they reside in areas called “Categories”. The window below shows individual Articles in blue, and Categories as yellow folders.



Once in this window you can expand Categories to reveal Articles inside, or switch Articles on or off in the far right set of buttons. Hidden pages are marked with a red cross. Pages that are still visible on the site have a green tick by the side. The order of the Articles and Categories can be changed here by clicking the very far right up and down arrows. You can also add and delete pages by creating either a new Article, or a new category. When you create a new Article you can then change its Category on the fly and position it anywhere within your website. All links to other pages and images are taken care of automatically with one click.

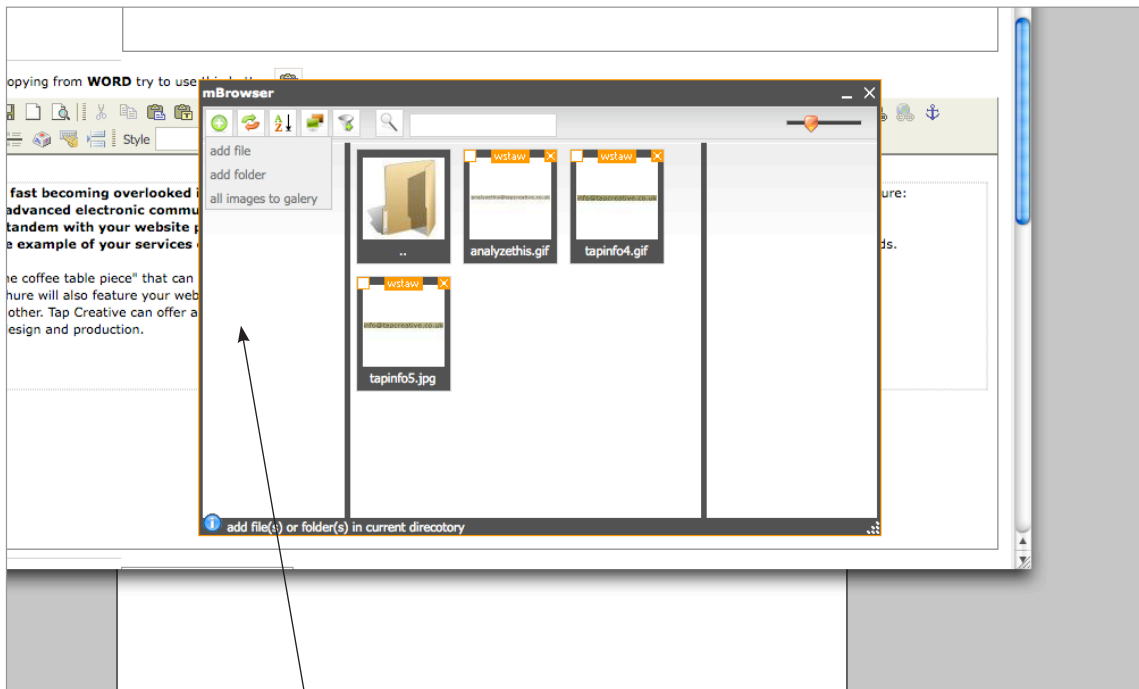


Here we can see an expanded Category, revealing its Articles inside:

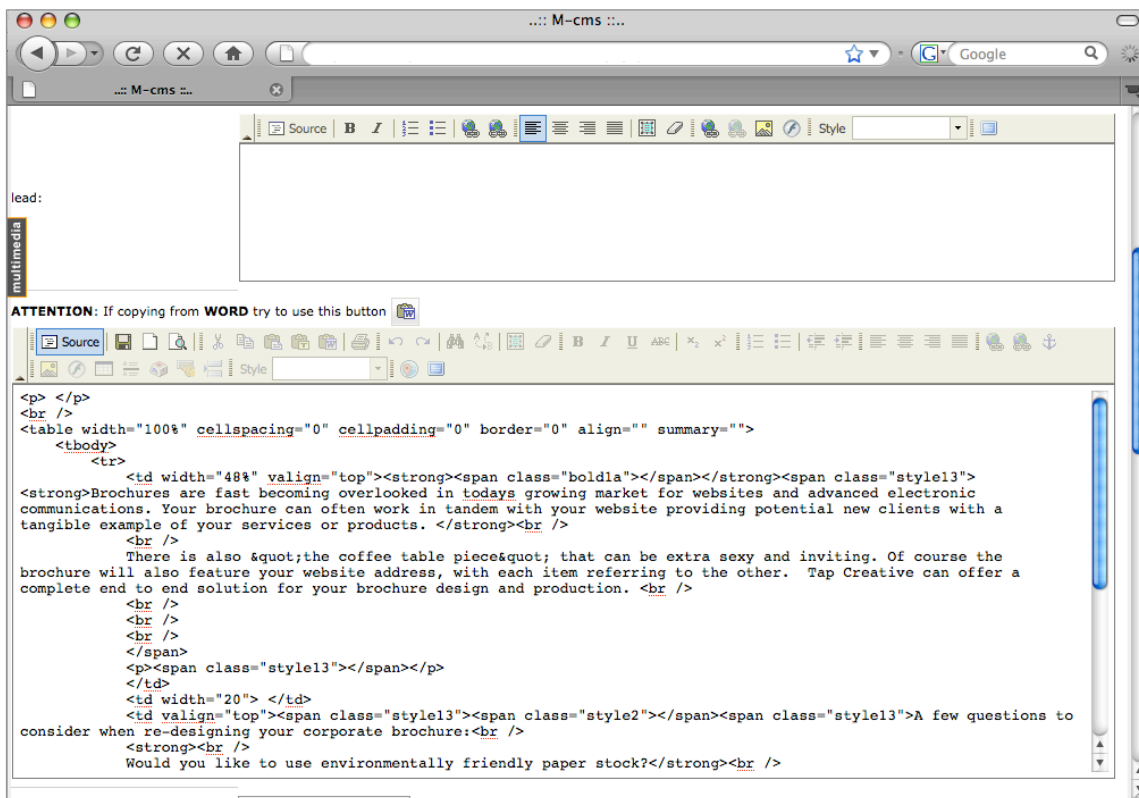




Clicking the "Multimedia" tab on the far left will open the media browser window. From here you can upload Images, Movies, or Flash content. If we have set up an online Gallery for you, new images can be added or removed from the gallery in one click.

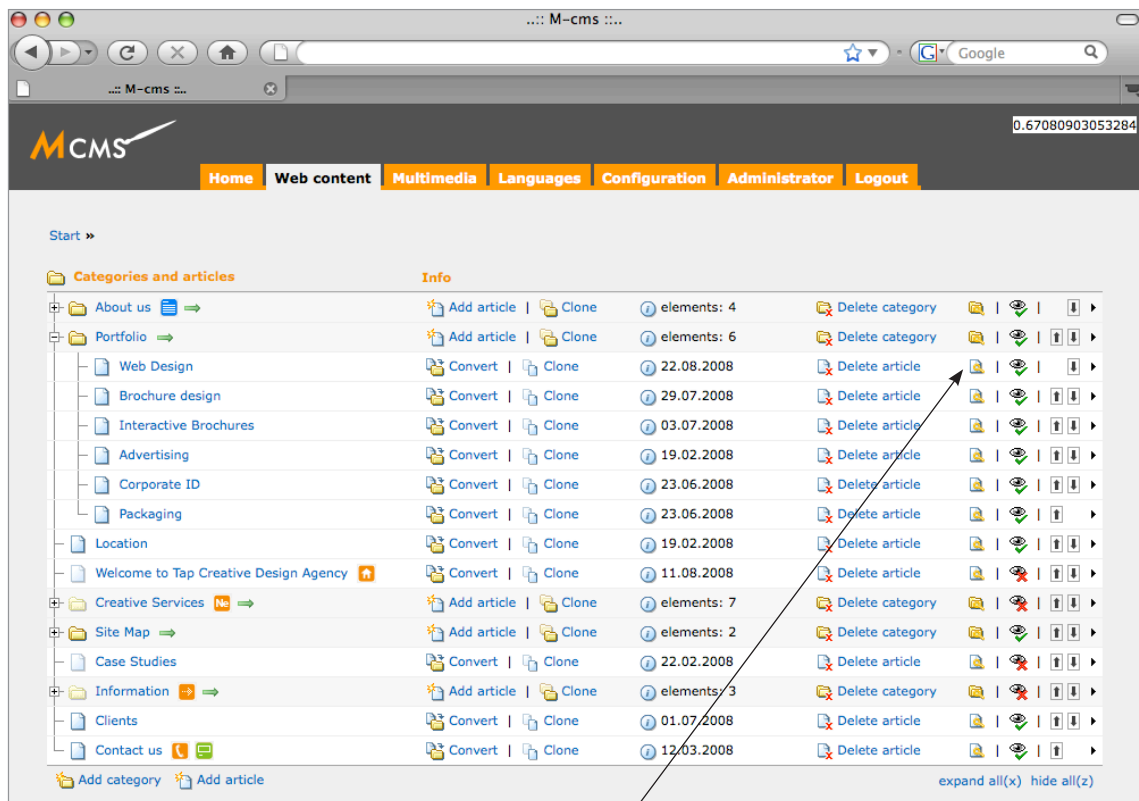


Its easy to create your own folder structure so you can keep all your files in order.



For users familiar with HTML there is also the option to preview and write code directly in the window.

Once the changes have been accepted you will return to the previous window, unless you selected “stay on page” which will allow you to carry on editing after saving your current changes.



By clicking on the small magnifying glass on the right hand side of the main window, you will be able to preview your new page online.

## Further enhancements

The preceding pages show how basic changes can be made to your web site. Your system can be set up to manage multiple domains, or handle more complicated back end tasks. New users can be easily added or removed, and new languages can be added. Further more detailed documentation is also available online to each registered user so they will always have access to instructions and tips.

Speak to David today on : 01462 433278 to find out how you can get more out of your current website by breaking free of the usual technical restrictions.



“Challenge Conventional Thinking”