The XOOPS CMS user guide, Business In The Black

Before doing anything with the website you must have a username and password with administrator rights. To get this find the register now link and register to the website with a new username and password of your choice. The webmaster of the system will then have to change your level of membership from a standard registered user to one with webmaster right.

Once you have this completed you are now ready to login and begin to make changes to your new CMS website.

We will assume you have logged in for the remainder of this guide.

Since most of the other preferences have already been set up by the webmaster or designer of the CMS website, we will concentrate on adding regular pages to the site other then modules or features.

Remember that this is a modular website system and each feature is an installed module. The Content Module is what controls the unlimited pages you can add, edit or delete from the system.

Content Module – Allows the webmaster to add, edit and delete pages of content from the site via a Word like editor.

**Adding Content** can be done is two ways once logged in. The easiest way by far is to click on the **"Add Main Menu Item"** at the bottom of the **Site Menu**. In this case it would look like this. When you click on this link the website is changed from the Visitor View to the Administrator View and you will be in the Control Panel of the website with the Content Module waiting for you with a blank page for content. The editor will resemble a word processor like Word with small icons to represent editing functions for the document your about to create.

Position will allow you to place the title of the new document on the Site Menu before or after a already created document of content. The system also has folders to you to hide a document until folder is clicked on. The top area on the Site Menu is "Main Menu. Placing a document here will display it on the Site Menu without having to click on a folder first. allow that most called

Link Title is the name you want to show on the Site Menu to represent the new document you are about to add to the website. Keep this short and to the point as it will be in your navigation listing as links to pages.
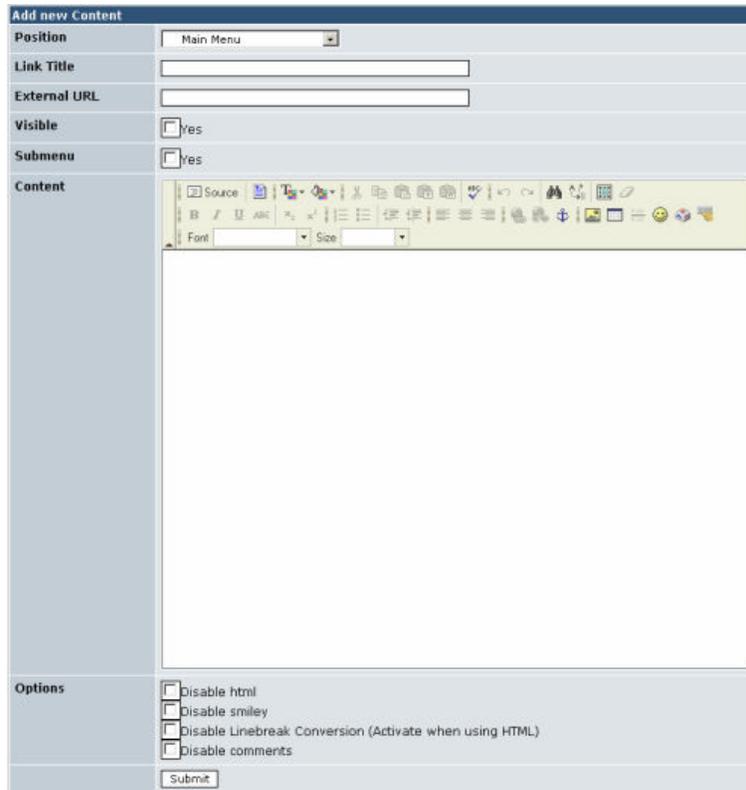
Visible should be checked if you want this new link to your added content to show on the screen. In some cases you might want this no checked to hide the document from the public temperedly or to make is a page that linked to from some place else in another document.

Submenu is used when you know this page you are now creating will be in a folder of another page you have created before hand. It will only be visible after the content above it is opened first.

Content is where all your text, images, animations and links to things on the internet will be placed. This is like your clean sheet of paper that your about to start writing and drawing pictures on. Use the Tool Bar at the top of the content area to make changes to the text like color and font size as well as adding images and hyper links to things outside

 the page all over the internet.

The best thing here is to place your mouse over each icon image without clicking to see the name of what each one can do and then try it for best results. Once you are satisfied with what your new page of content looks like, click on the "submit" button at the bottom of the screen to publish to your website. Don't worry about the option above the submit button for now as you might never use them.

When you submit the new content page or document the system will automatically switch you from the Control panel view to the User View with the new page being displayed. If you do not like what you see, click on this icon ▤ located at the bottom of each added page of content. This is the Edit button for pages created using the Content Module. Once clicked you will be right back where you started when you were creating the page but this time with old content already in the page for you to edit. Make your changes and the click on the submit button again until you are satisfied with the look and operation of the page.

Another way to make Sub Pages or Sub Links to pages using the content module is to go to the page you want to make a sub page under and click on this ⊞ icon. This will bring up the page or content editor preset to making a sub page under it. Make the new page and then save by clicking on the submit button as before.

Deleting pages of content is not done as about, but only done from the Admin Control panel. To go to the control panel click on [Administration Menu] located at the bottom of the User Menu below your inbox link. If you do not see this link, you do not have the right to make changes and you need to see your webmaster for this.

This area is where you were when making pages but you were already inside the Content Module. Click on the orange icon named Content to revel a menu of choices. Choose "Edit/Delete Content" and find the page you want to make changes to or delete from the system.

There are other options in the Content Module that control order of how your pages are listed. Basically the lower the number in the order area the higher in the list the page or module is listed.

The menu for Content has six selections that you can choose from.

Add Content is the same as we descused above but in this case you get to it from the control panel instead of the front side of the website.

Add Page wrap is for displaying an HTML page already saved on the server. This is something only an experienced web master would do.

Edit / Delete Content we disused above and used for making changes and or deleting the page entirely.

Order Site Menu Block is used to change the display order for all the links in the Site Menu of the website, including other modules that are installed.

Preferences will have already been set by the webmaster so no need to do anything with this.