

The following procedure is to enable Website Design Nigeria (WDN) customers who have opted for a Content Management System (CMS) website to create and maintain their website.

Initially, WDN will in conjunction with the customer agree on the basic format and style of their website, items that can be customised for each website are as follows:

- **Heading** - This is usually a company Logo and if required contact Details see below:
- **Colour Scheme** - covers the background colour of the page as well as the background colour or the central part of the page which contains the text and images.
- **Navigation** colour scheme and type in left hand column.
- Whether a right hand column is required into which adverts or other data could be placed could be placed.
- Permanent Adverts and Google AdSense can be placed in the left hand column below the navigation section.
- **Footer** details which show normally copyright; WDN Reference and Site Links.
- **Site Links** is an important mechanism that provides links from each of the websites produced by WDN to every other WDN website; this in time will boost the Google Ranking of each website produced by WDN. Additional information can be added to the footer.
- It is possible if required to provide Site Statistics by adding code usually in the bottom left of the page showing a Globe. Clicking on that Globe will take you to the site statistics produced by Extreme. Showing visitors, where they came from keywords and much more.

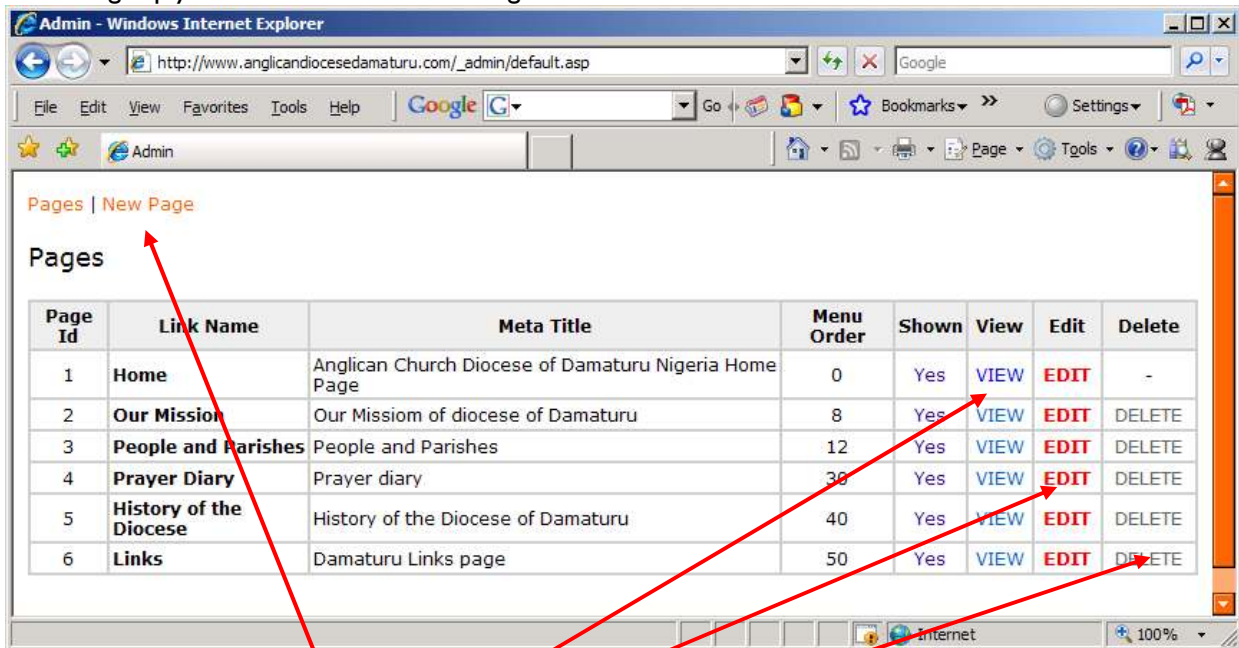
Once all this basic style and format has been set up an agreed Username and Password will be used to protect the administration of the website.

Log-in – You will be provided with a URL to gain access to the Administration Section for the website e.g. [http://www.anglicandiocesedamaturu.com/\\_admin/default.asp](http://www.anglicandiocesedamaturu.com/_admin/default.asp)

The first window that appears asked for your agreed Username and Password, enter these and if you wish tick the Remember my password box.



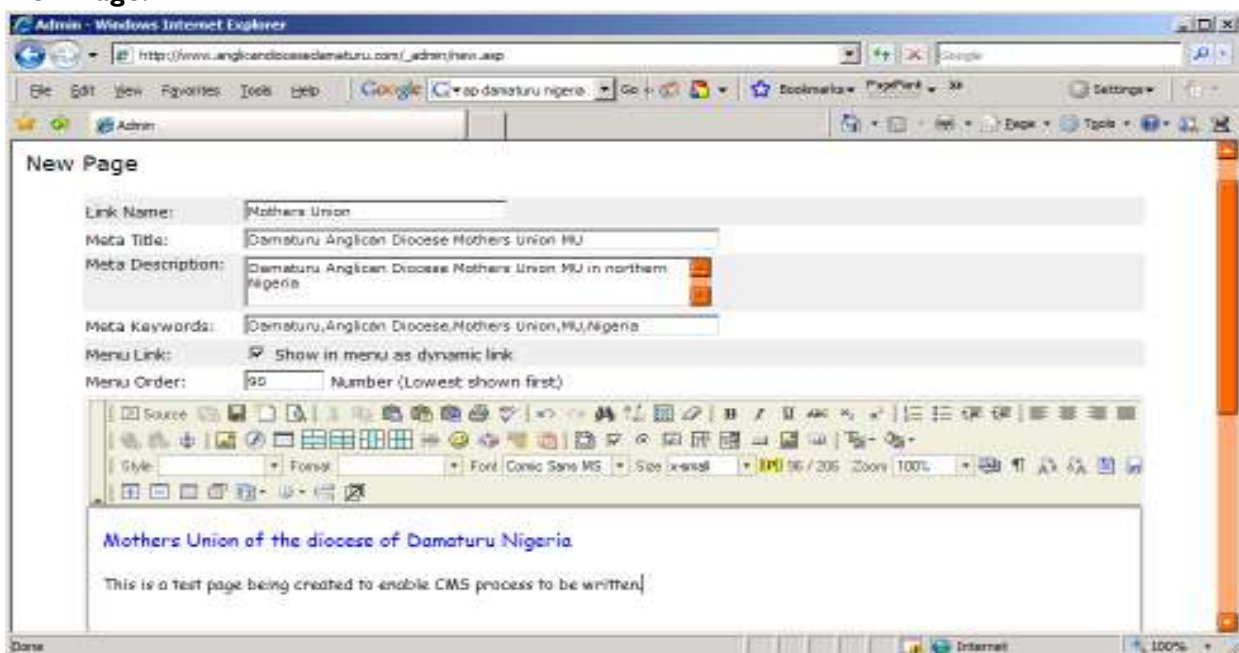
This brings up your Administration Main Page:



From this page you add New Page; View Page; Edit Page and Delete Page.

Dealing with each of these in turn:

**New Page:**



Clicking New Page brings up the standard web page window above. Taking each of the rows on that page the following is an explanation:

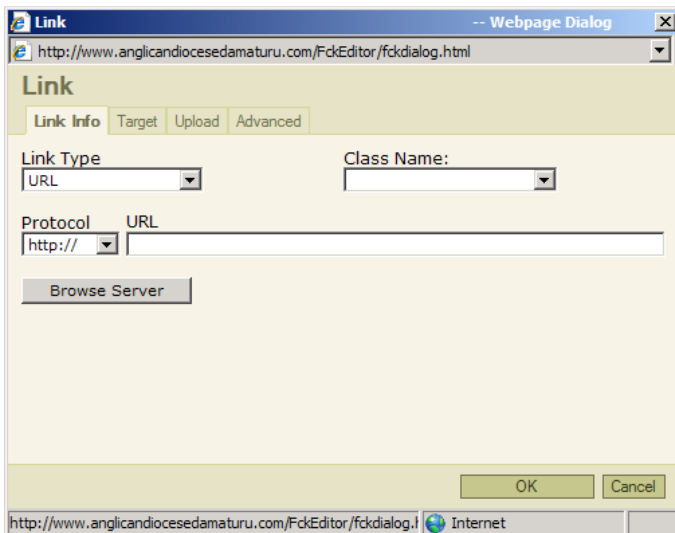
- **Link Name:** This is the Name that will appear in the navigation left hand column
- **Meta Title:** This is a Meta Tag which if you view in Google or other search engines it appears at the top of search listing for the website. Try to use keywords and phrases in the Title.
- **Meta Description:** This Meta Tag again appears in most search engines description of a site in their listing. Make this short and using most of the keywords and phrases.
- **Meta Keywords:** This Meta Tag should list no more than 10 key phrases that are considered to be the ones used by potential customers to find this website. If you have a key phrase like: Web Design Nigeria

then also add in appropriate key words so total might be as follows with (,) separating each key phrase / key word. web design nigeria,web design,nigeria,web,design

- **Menu Link:** This is a tick box that as soon as you tick it and save page then it will display on the navigation menu and internet. So if you are developing the website you can leave this un-ticked until you are happy with your design.
- **Menu Order:** This is a number and the lower the number the higher it appears on the navigation menu list. It is advisable to leave gaps between Menu Order, so that you can insert pages between at a later date.
- **Page Content:** This is the section that you add all your page content, the four rows of icons allow you to all that is required to generate a professional web page. This procedure will not go in to all items but select a few of the most popular see their title by hovering over icon.



- Source – This turns the page that is displayed into html source code, this can be useful if you are familiar with code, otherwise leave well alone.
- Paste from Word – If you have generated the text for your web page in Microsoft Word and copied it, then when you have placed the cursor in the correct position on your web page use the Paste from Word icon this will overcome problems that occur from straight copy and paste from Word documents into web pages.
- Check Spelling – It is always a good idea to check the spelling.
- Bold Italic & Underline – These common icons allow you to alter the format of your text.
- Sub & Superscript – allows you to format say the date to look like 12<sup>th</sup>
- Numbered and Bulleted Lists – This together with Indenting will enable formatted list to be produced.
- Insert / Edit Link – Clicking on this brings up this window:



If a hyperlink is required to another website then make:

Link Type: URL

Class Name: Nav ( To make same format to navigation column

Protocol: http://

URL: Say [www.google.com](http://www.google.com)

Click OK

If hyperlink is Email then make:

Link Type: Email

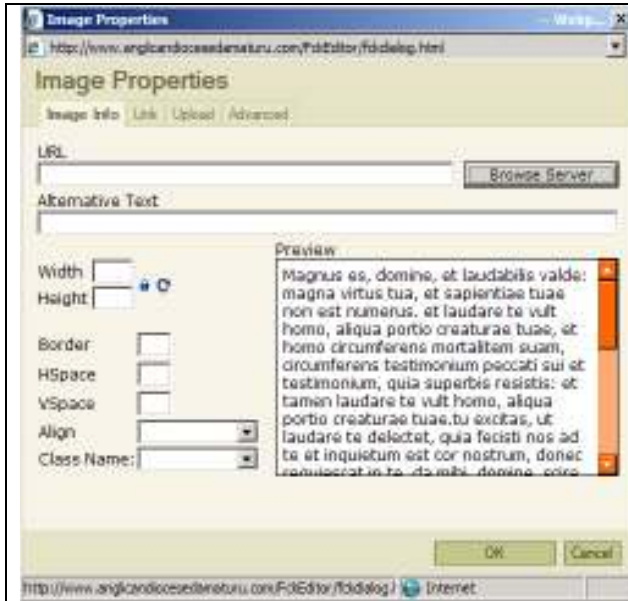
Email Address: e.g. [info@web-design-nigeria.com](mailto:info@web-design-nigeria.com)

Message subject: e.g. General enquiry for quotation.

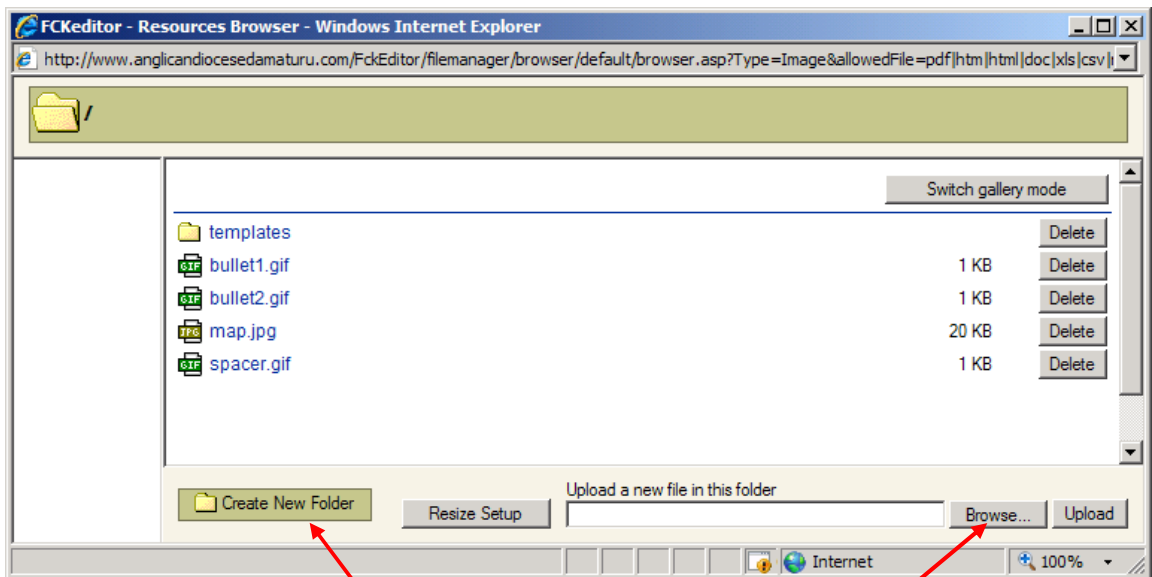
Click OK

- See next page.

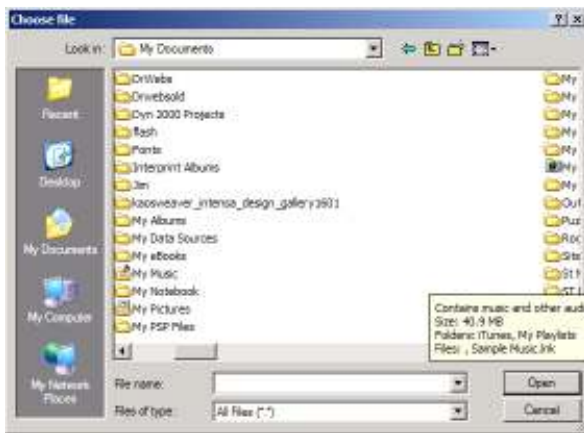
- Insert Edit Image – The following window appears:



This window once you have selected an image see below allows it to be formatted:  
 Width & Height  
 Value 1 to 6 border thickness  
 Hspace and Vspace putting value in like 2 places space around the image.  
 Align – this will place the image say left; right of the text that has been selected.  
 Clicking Browse Server will allow you to select images that are already on the server. See widow below.  
  
 Clicking the Link tab will enable the image also to be a hyperlink to another web page.

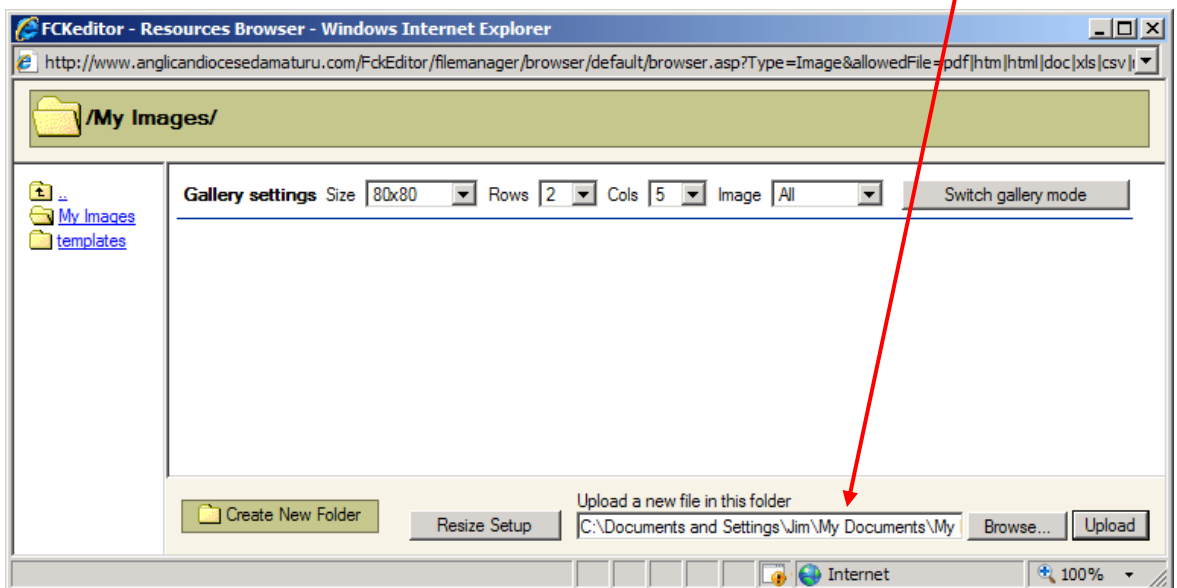


Initially this displays some the images that the basic web design uses, **SO DO NOT DELETE THEM.** It is recommended that a New Folder is created. Click this and enter name of folder e.g. My Images It is then necessary to upload images from your own PC so click on Browse. This brings up this window: See next page.

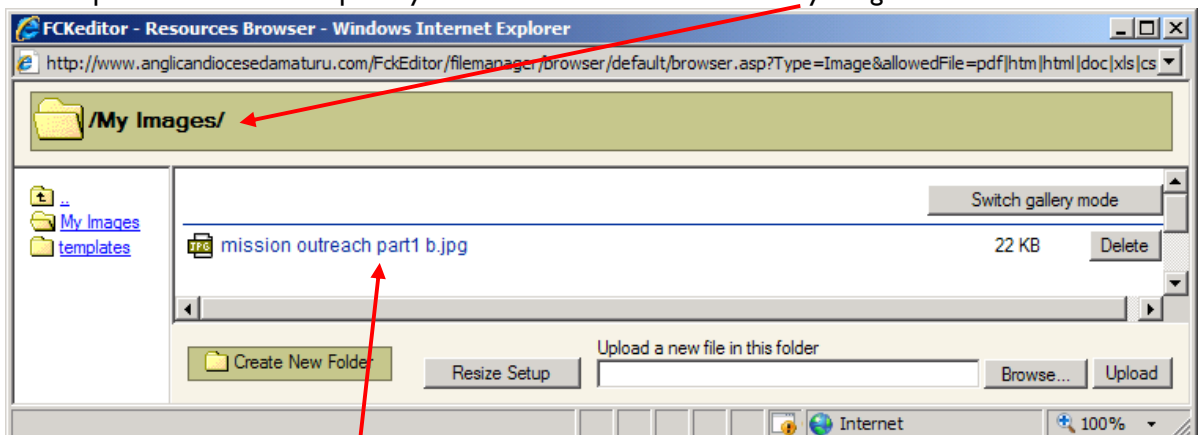


On this page browse to the folder and image that you want to upload when you have selected it click Open.

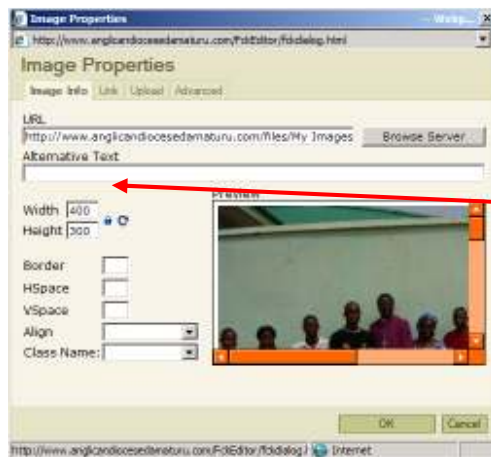
This will take you back to previous window with your selected image in the Upload window see window below:



Click Upload and the file is upload you can now see it in the folder My Images:



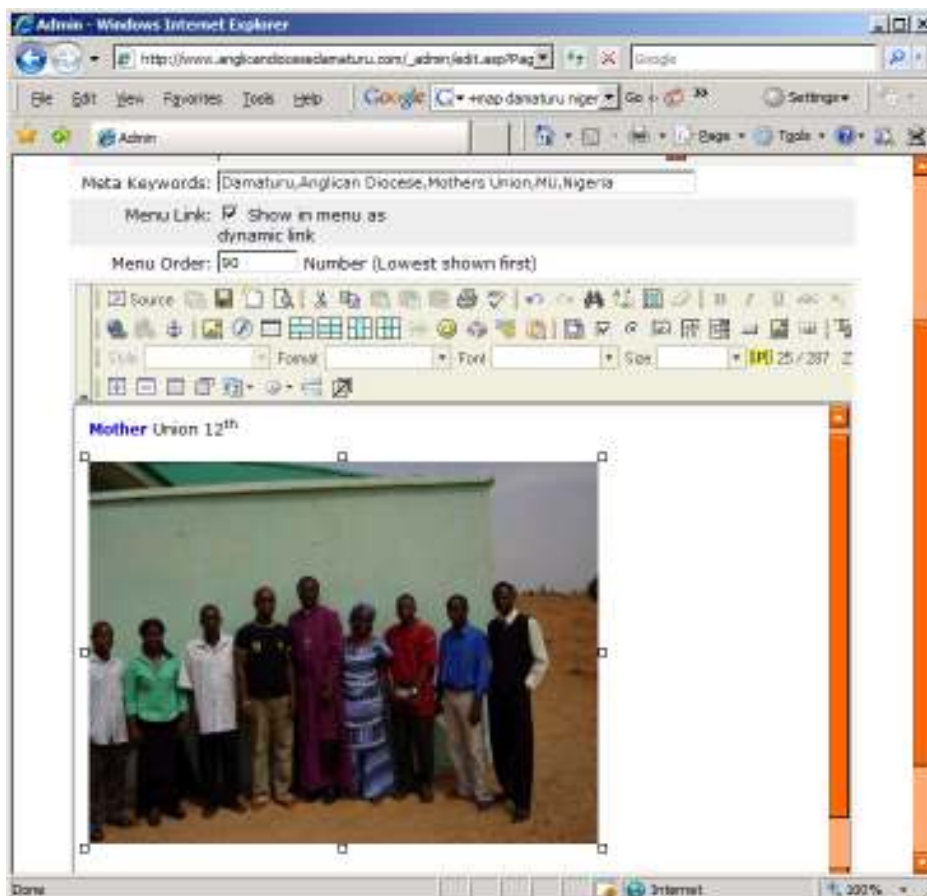
Hover over and click the image you wish to place on your web page and it will take you back to the Image Properties Page: See next page.



From this window as previously mentioned you can re-size the image add border put Hspace and Vspace around the image and align.

Finally the Alternative Text is used when some surfers have images turned off so a description of the image is placed here.

Click OK and it takes you back to the original page window. See below:

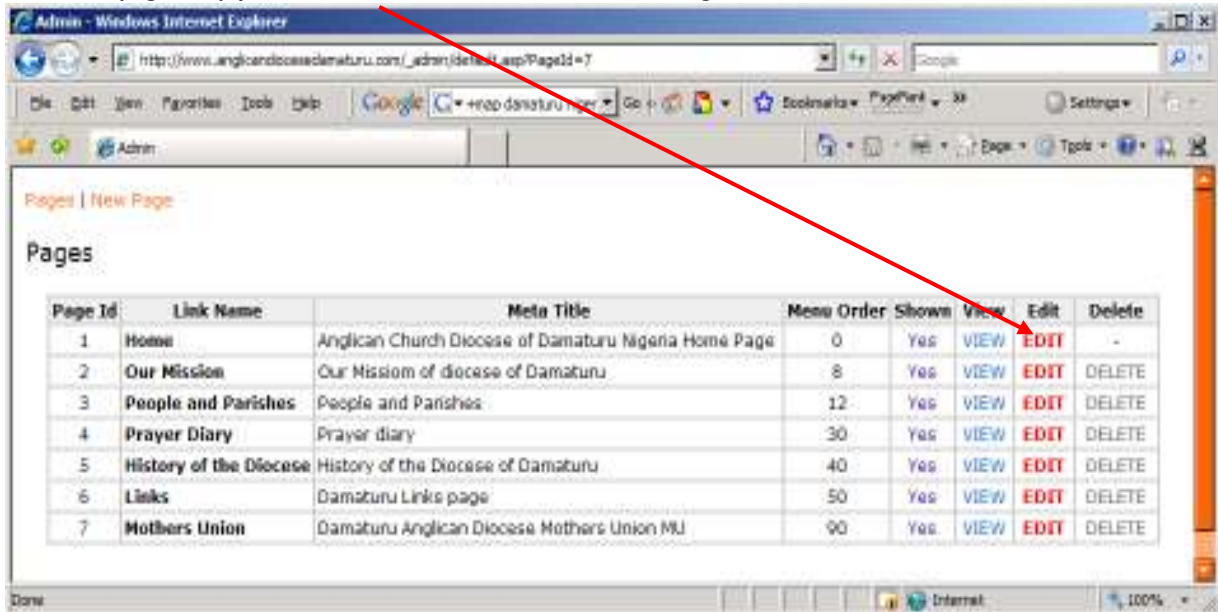


• **Page content Continued –**

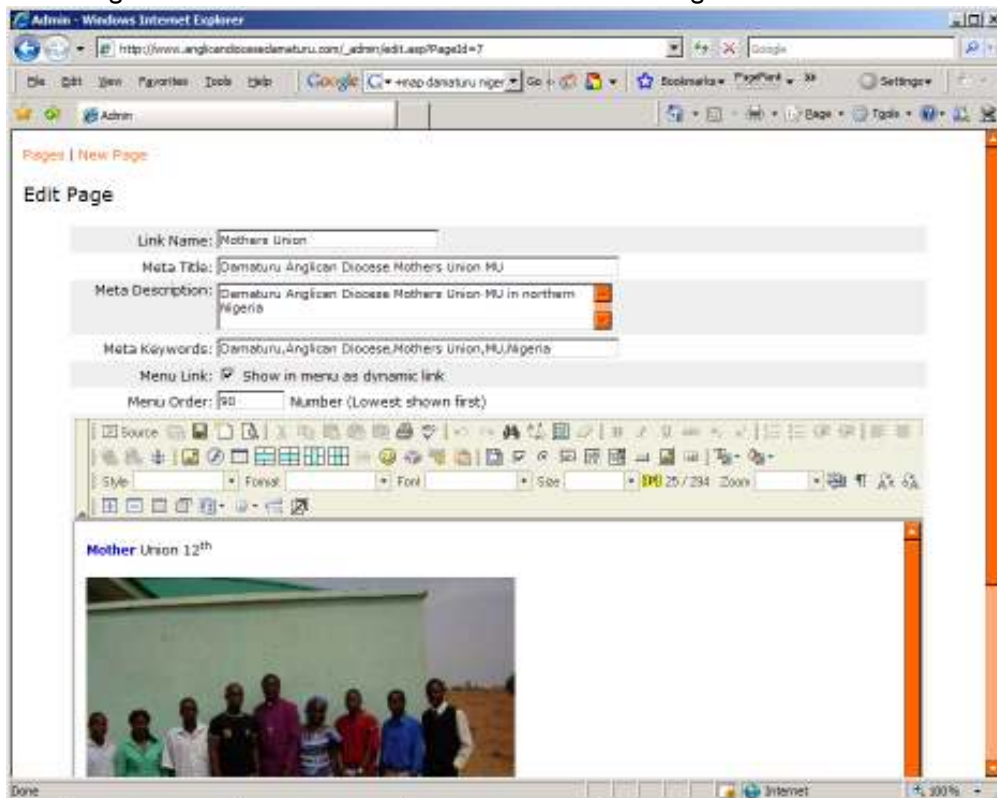
- **Insert / Edit Table** – This may help in formatting your page if you use tables.
- **Text Colour** – If you select with your mouse certain text and then click the Text colour icon you can then decide which colour to use.
- **Style; Format; font & size** - use these for your selected text to modify the text display.
- When you are satisfied with the web page click on Upload Page at the bottom of the window.

**Edit Page:**

To edit a page simply click on Edit on the Administration Page:



This will bring back the window that was discussed for New Page.



Make the changes required and then upload.

If there any questions please contact us at [info@web-dsign-ngeria.com](mailto:info@web-dsign-ngeria.com)