

Quick Reference Guide

- **Features & Benefits**

- Quick installation
- Easy to use
- Preview before publish
- Template based
- Online help
- Password protected access
- All browser compatible (tested on IE, FF, Opera)

- **Installation requirements**


Installation need a functional webserver with at least PHP4.3 support having the **gd** module loaded with GIF,JPG,PNG enabled as well as session support. MySQL installed with a database created to store the data.


- **Installation**

Download the CMS package from the A-Vision CMS website, unpack it and upload it to your webserver in a folder where you wish your CMS. Upload the files in the subfolder **website** to the folder where you wish your website and open **aCMSinstall.php** with your browser, fill in the form and press install. Make sure you have created a subfolder `templates` with write access in your website folder. If you are not familiar with website installations, please leave it to an expert.

- **Starting up**

After installation not data will exist in the database and you have to click on 'Create website' to start building your website, this will enable you creating your website main page. See 'Adding (sub)pages' how to create pages. The Code for the mainpage is fixed set to 'MP00' and cannot be changed.

The left pane will show you a tree of pages with subpages and articles just like you are used to have in your windows explorer. Click on the page or article you want to change and the information will pop-up on the right pane. Click on the  icon

behind a page name to **add a subpage** and click on the  behind a page name to **add an article** to the page.

Page names will be used in the template to create a menu and are sorted according the page Code. Likewise are the articles on a page sorted according to their Code. While surfing your website, the page and article Code is used and therefore you should use an unique Code for your pages and articles.

- **Adding (sub)pages**

Pages have a Code (**which should be unique**), a Name which will be used for creating a menu, a Title which will be used to show when you move the mouse over a menu item, a template to be used for showing the page and a page image which can be used in the template.

The title of the main page (with Code 'MP00') will be used as website Title shown on the top of your internet browser window.

Hidden pages can be created by using a pageCode which already exists in a higher layer. This can be useful to create a (sub)menu item which automatically links to a another page. Be careful with this while this can give some unexpected results.

- **Adding articles**

Articles have a Code (which should be unique), a Name (currently only used by the CMS itself), a Title which is used by the template, an Image with Position (left or right aligned) and Link, and the article Text of course.

When no link is assigned to the article Image, a greater copy of the Image will be opened (if available).

Special formatting applies to the article Text which is explained further below.

Hidden articles can be made by placing them on a page with the same pageCode as already exist on a higher level. This can be useful if you want an article not directly being accessible through the menu but only through a link. Be careful with this while this can give some unexpected results.

- **Preview and Publish your creation**

Once you have created pages with articles, you are be able to preview your creation. This will open a seperate window with your website in preview mode (on the right top your see that the preview mode is active). If you feel confident with it, you can publish the website right from the preview by clicking on the right top where 'CLICK HERE TO PUBLISH' is shown.

- **Backups**

Not available in this version.

- **Updates**

Check the CMS webiste <https://www.a-vision.co.nz/CMS/> for available updates.

- **Text formatting**

Using the article text editor you're able to make texts bold, italic, underlined, subscript or superscript. You can also change to font and size of the text.

By selecting text and clicking the link icon you can create a link to an internal or external website by entering the URL. To link to an internal page enter `?pageCode=<pageCode>` or to an article enter `?articleCode=<articleCode>`. You can also select if the link has to be opened in an new window or in the same window replacing the current contents.

Further the text editor allows you to align the text to the left, right or justify the text. It supports text indent and creating lists. If you're familiar with the text formatting in Microsoft Word, then this text editor won't be a problem.

Another way of inserting text is to copy and paste it from Microsoft Word or another text editor.

- **Contact information**

Please contact us at cms@a-vision.co.nz for reporting bugs and questions or check the CMS website <http://www.a-vision.co.nz/CMS/>