



www.spanglefish.com

Welcome to your Spanglefish Web Site!

Quickstart Manual

January 2006

Introduction

We are confident that your Spanglefish web site will be the easiest web publishing tool you've ever used. The editing system will allow you to change the content and images of your site from any location where you have Internet access. If you can use a web browser and Word (or a similar word processor), then you can manage your own Spanglefish site.

This Manual will give you a quick introduction to the powerful functionality that your Spanglefish site offers. But don't worry - you don't need to be a programmer or web designer to unlock the full potential of your web site - your site is designed to provide you with a powerful but very easy to use web presence. Dive in and enjoy!

Technical Requirements

To edit your Spanglefish site you'll need

- A Windows PC (preferably XP) with **Internet Explorer** (6 or better advised) or **Mozilla Firefox**
- An 'OSX' Apple Mac with **Mozilla Firefox**
- **A Linux PC with Mozilla Firefox**

Note: These are the editing requirements. Spanglefish sites are viewable correctly on all major platforms and browser

Spanglefish has been designed as an on-line Editing System where the changes you make are reflected immediately in your site. You do not need any additional software / programs running on your computer to use your admin system. However, to be able to update your web site you do need to have an Internet connection.

Other Requirements

Some proficiency on computers is required. If you are able to browse the Internet and have some skills on a Word Processor such as Word, you should be able to use your Spanglefish web site administration system easily.

The Editing Basics

Your web site can be edited by using the password-protected on-line Spanglefish editing system. You can edit the text, change the images, add new pages, edit the order of pages on the menu, edit the title of each page, set up a Guestbook, etc.

Start by opening your browser, connect to the Internet and go to your web site which will have a web address like www.spanglefish.com/nameofyoursitehere or www.community-council.org.uk/nameofyoursitehere (You will have received an email with the correct address of your site)

Logging In

You can 'log in' to your site editing system by going to your Home page and clicking on **login** at the top right of the page. Now a 'Site Admin Login' field will appear allowing you to log-in with a password. Select your user name from the drop down (there may be more than one if you share admin responsibility with someone else), enter your password, and click on the Log In button.

Select your name and enter your password in the form below to log in.

John Smith ▼

Password

Log In

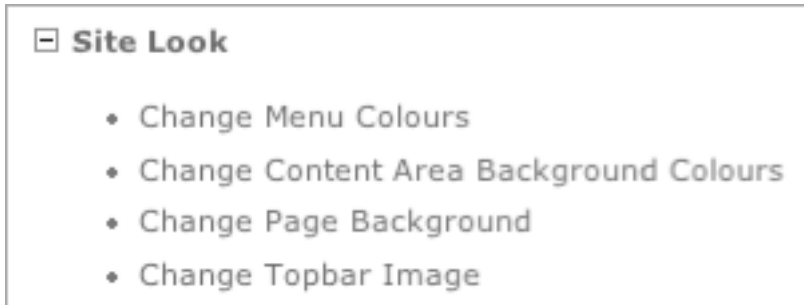
Once logged in, the '**Site Admin**' page loads, displaying a list of the core site editing options.

Site Admin

The menu below allows you to change many of the settings for your website. Only Level 1 administrators can see and use this page. Click on the Plus sign to open the different sections up. Note: not all of these are active yet, and more will be added in the future.

- + **Announcements**
- + **Your Information**
- + **Site Content**
- + **Site Look**

Beside each option is a small 'plus/minus' symbol. Clicking on this will expand/collapse that section of the admin facilities, displaying the editing options available. Clicking on any of the options displayed will allow you to change those site settings or content.



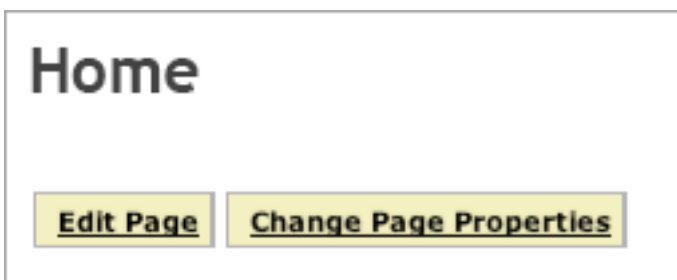
Whilst updating your site pages, you can return to the Site Admin page at any time by clicking on 'Site Admin' at the top right of your web pages. This allows for quick navigation to some of the core editing functions.

Core Editing Functions - Text, Images, Pages, adding Links

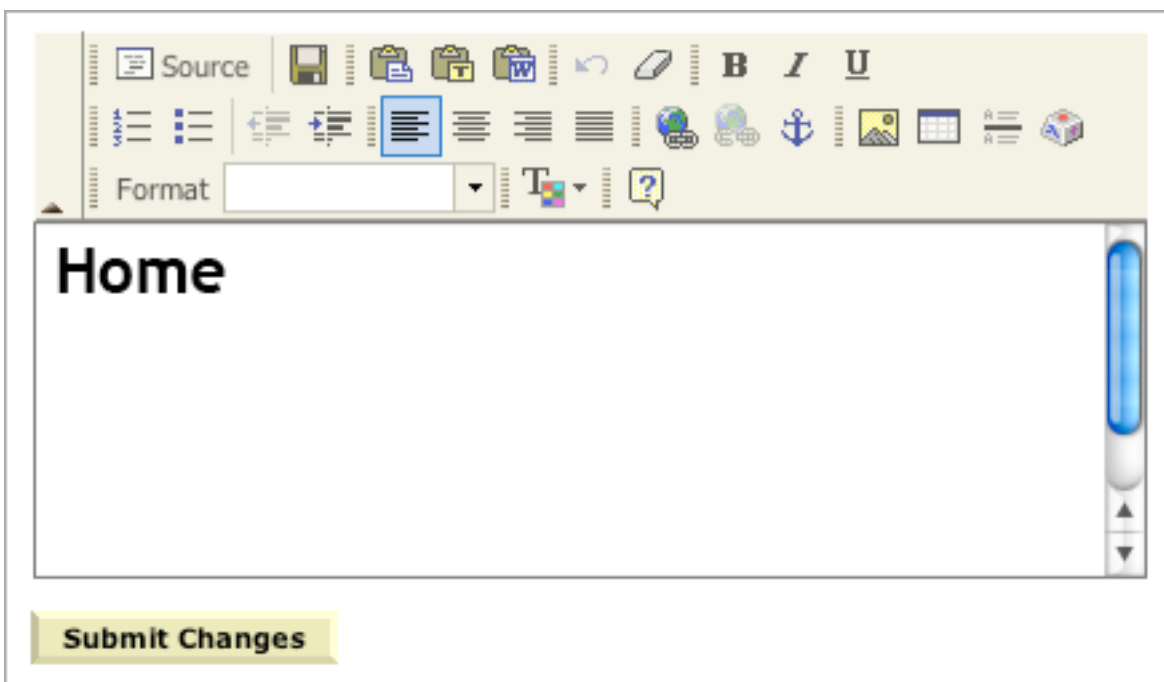
The Site Admin facility allows you to change and configure many parts of your Spanglefish site. For most users, though, the most interesting and powerful features are those which allow you to add text and images to your site. So here's a quick guide to Editing Text and Adding Images which will get you up and running in no time

Editing Text

Once you have logged in, click on the name in the menu of the page you want to edit - for instance your Home page.



The page will load, revealing a Title and **Edit Page** and Change Page Properties buttons (more about the second of these later). Click on **Edit Page** and a blank text field will appear, topped by a formatting toolbar similar to those you will have used in Word or another word processor.



You can then type new text into this field, or copy and paste it from a text editor such as Notepad. Then use the buttons in the formatting bar above the text to change font sizes, add links and horizontal rules, indent text or make bulleted lists, change text justification and of course set text to be **bold**, *italic* or underlined. You can also use the image icon on this toolbar to insert new images into the page. (see 'adding a new image' below)

Once you've made your changes, click the Submit button at the bottom of the page. The page refreshes automatically and your changes are immediately visible. If someone else is viewing your site at the same time, the changes are visible to them too, but not the text editor or editing buttons! That's how easy it is.

Tip 1:- *Don't spend time typing long sections of text into the editing section. Remember the screen is a web form and if your computer crashes or your Internet connection goes down you could lose what you type. It's better to type it out in a simple text editor such as Notepad or Wordpad first, saving it as you go, and then cut and paste it into the editing system later.*

Tip 2:- *If, after making changes in the editing section, you decide you do not want to submit your changes, simply don't click on the 'Submit Changes' button, and your changes won't be recorded.*

Tip 3:- *Don't copy and paste directly from Word into your site's text editor. Word adds many invisible formatting code to its text, and when this is pasted into the site it can 'confuse' the browser resulting in the page not being formatted correctly. Prepare your text in Notepad instead, or if you work on a Mac, TextEdit.*

Adding images to your pages

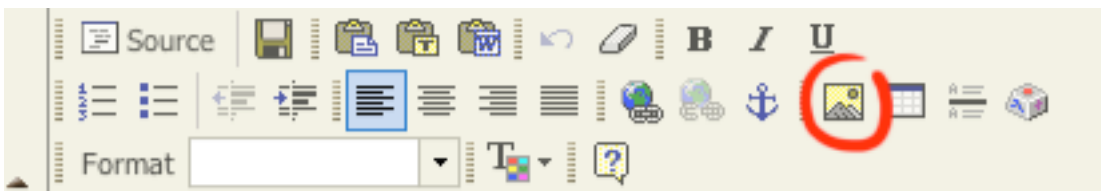
When you create a new page, it is initially without content of any kind other than a title. After you have added some text to the page, you may want to start adding some illustrative images or photographs from your site's existing image library.

Your Spanglefish site makes adding images easy, and **it will also automatically scale and 'web optimise' images** that you add to your site's Image Bank, making sure that they are the right size for your page and fast to load for viewers.

Here is how to add an image to the page you have been working on ...

Click on the Edit Page button at the bottom of the page to reload the page in editing mode, revealing the text formatting toolbar above the page text.

First you must decide where you want the image to appear on the page - at the top, bottom, between paragraphs, or with the text 'wrapped' around it. Click your cursor in the text where you want the image to be positioned.



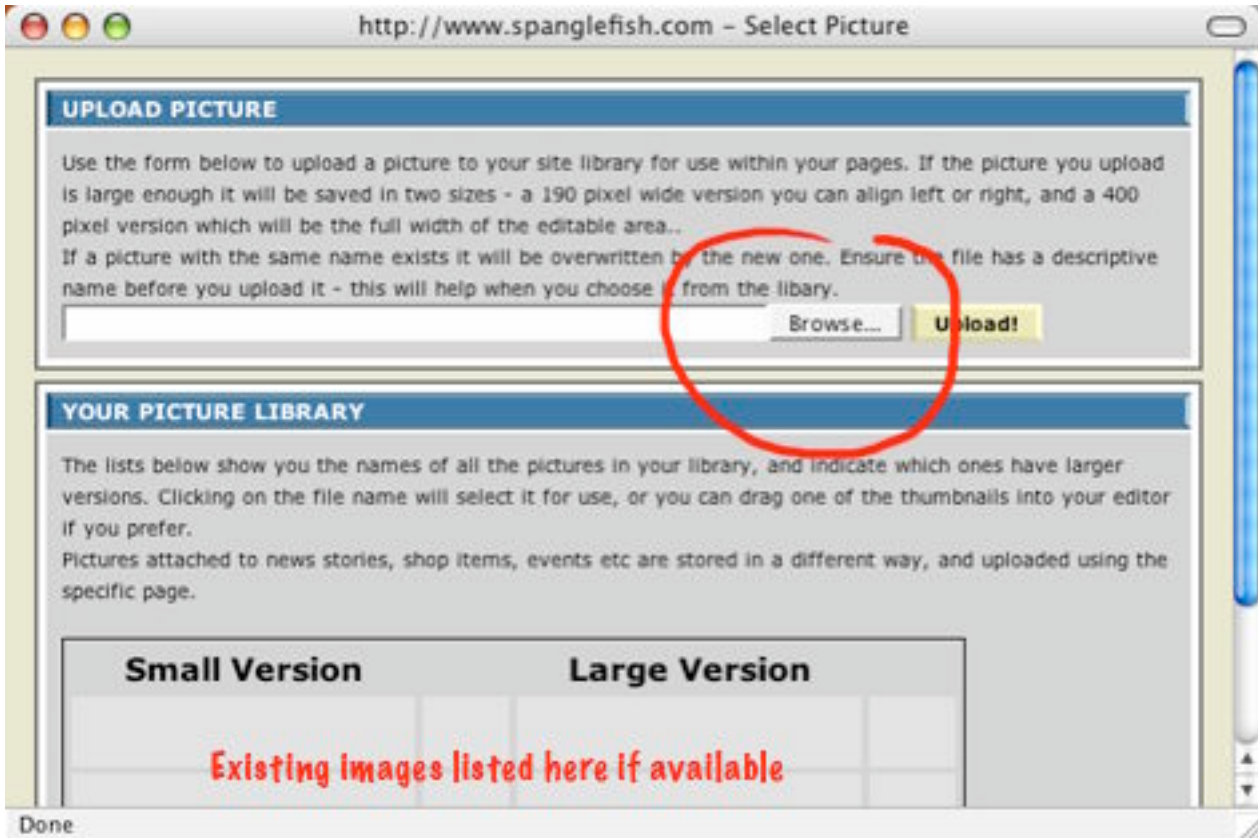
Click on the **image icon** on the toolbar (indicated above). This will bring up a 'pop-up' window called 'image properties'. This window will guide you through the process of selecting your image and choosing how it will be formatted on the page.



Choosing and Formatting Images

The first thing to do now is to select the image you want to use by clicking on '**browse server**' button. This will open up another pop-up window showing a list of all the images that have already been uploaded previously to your site's Image Bank. ***If this is the first time that you have added an image, then your Image Bank will be empty.***

But don't worry, Spanglefish will let you easily 'upload' new JPEG images directly from your computer. It's a good idea to have any JPEG images you want to upload roughly prepared - i.e. cropped just to show the part of the image you want. (If you're not confident in doing this, then just upload your JPEG image as it is).



Click on 'Browse' to navigate your computer to where you have your image stored. Click OK. Then click 'Upload', and the image will be automatically uploaded, scaled, optimised and added to your site's Image Bank. It's that easy!

[Note: if the image that you uploaded was large, two versions will be added to your site's Image Bank - a standard sized one for inserting into text, and a full width version which can be inserted between paragraphs and by choosing 'align centre' in the Image Properties]

Once uploaded, the new image will appear in the Image Bank list. Select it by clicking on its name, and the pop-up will close revealing the image inserted into the text in the Image Properties preview.

The next step is to select the align box and click on align left or align right. Align left will put the image on the left side with the text wrapping around its right. Align right will put the image on the right side with the text wrapping around its left.

You can also choose to give the image a black border. Type in a number in the 'Border' field. '1' will give you a 1 pixel (thin) border.

You can also create some additional space around the image so it will not collide with the surrounding text. Just type in the number of pixels in the fields 'HSpace' (horizontal space) and 'VSpace' (vertical space).

Finally use the 'Alternative Text' field to provide a short description, or 'alt' tag which will appear when the site visitor hovers their cursor over it.

Once you are happy with the changes, click on 'OK' button to record your changes. The pop-up will close, showing the image you have chosen 'embedded' in the page text. Click the 'Submit changes' button to confirm your changes.

The page will reload showing the new image in place.

Changing image formatting

If you decide that the image alignment isn't the way you want, select the image in the text field by clicking on it once, then either click on the image icon on the toolbar, or Right+Click (Mac: Control+click) to open the image properties again, where you can change the alignment, border, spacing, etc.

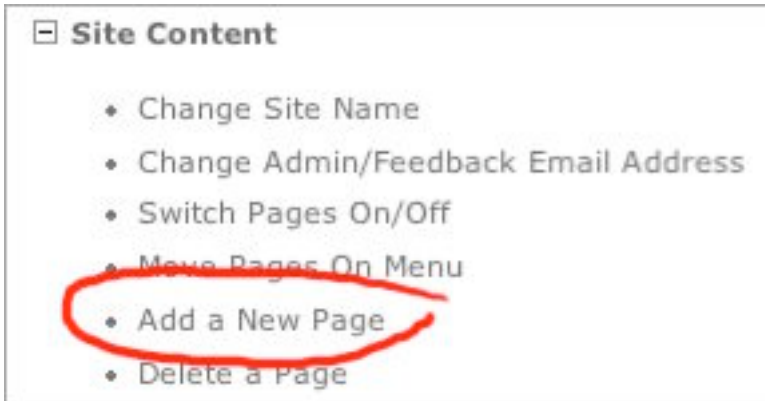
To delete an image . . .

In editing mode, select the image by clicking on it. Now press the delete button on your keyboard (←) and submit the changes on the page.

Adding a new page to the site

Adding a new page to the site is just as simple as editing existing pages.

Log in if you haven't already done so. On the Site Admin page click on '**Site Content**' to expand the options displayed, and click on '**Add New Page**'.



Enter a name for the new page, and click **Add Page**. (The drop down also lets you add a left menu link to external sites). The new page name will appear on the left menu, and you will be able to click on this to view the page and start adding content.

Site Admin

You can add as many new pages to your site as you wish, although the menu may become overly long if you have more than fifteen or so.

To add a new page type the title of it as you wish it to appear on the menu in the box below, and choose whether you want the page to be an editable one on your site (like your Home Page), or if you wish it to simply be a link to an external website [?](#)

This is limited to 18 characters in order to prevent text wrapping and preserve the look of the menu.

The admin system also allows you to change the name or delete the page at a later date.

Editable Page ▾ Add Page

Moving a page up or down the Menu

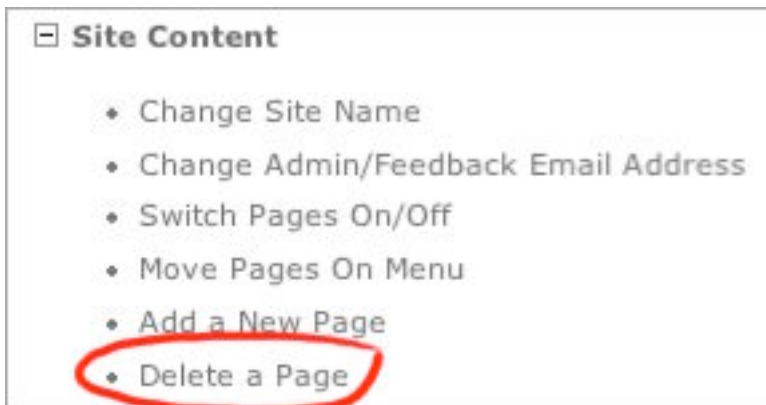


Select 'Move Pages on Menu' within the Site Content section of the Site Admin page. On the page which loads click on the small arrows to move pages up and down the menu order. (Note that you cannot move the Home page.)

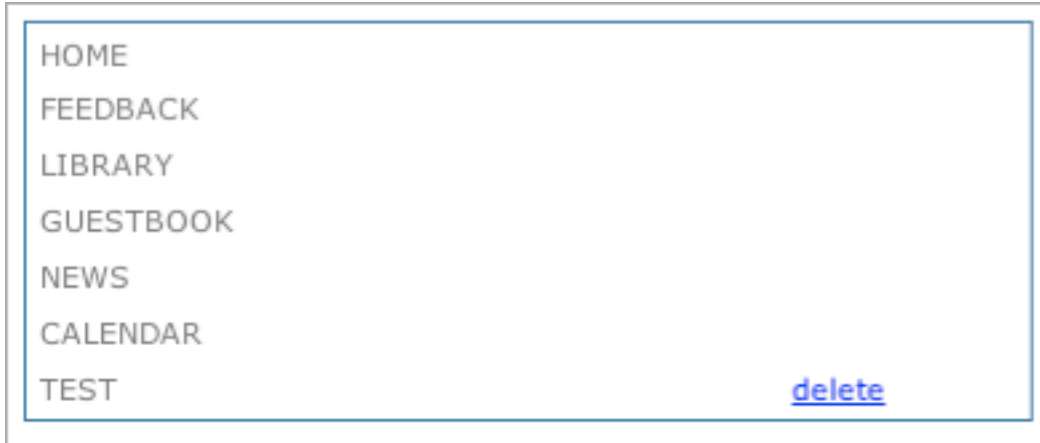
Up	Page	Down
	HOME	
^	FEEDBACK	v
^	LIBRARY	v
^	GUESTBOOK	v
^	NEWS	v
^	CALENDAR	

Deleting a page

Deleting a page is very simple - once you've logged in, go to Site Admin, and select 'Delete a Page' within the Site Content section.



You will be presented with a full list of the pages of the site (note that some specialised pages, such as your News page, cannot be deleted).



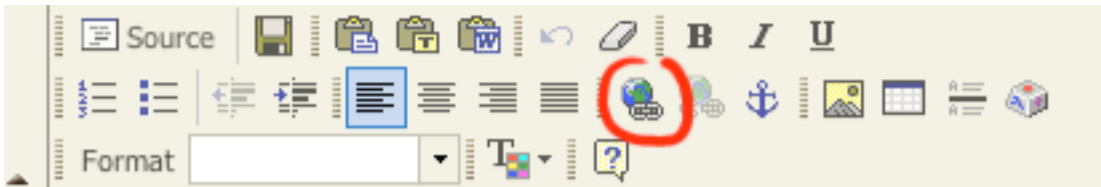
Click on 'delete' beside the page that you want to remove. You will be asked if you are sure that you want to delete the page. Click on 'Yes'. The page is now deleted.

WARNING - this cannot be undone. Make sure that you really want to delete the page before proceeding with this step.

Adding links to text on your site

You can transform a word or sentence on your pages into a clickable (hyper)link, which when clicked will transfer the user to another page.

Once logged in, go to the page you want to add the link to by clicking on its name in the navigation menu or on the sitemap. Click on the 'Edit Text' button below the text. The page will load, and a text field will appear containing the text which is currently used on that web page. Within the text editing field, select the word or phrase that you want to make into a link. With this selected, click on the small chain on globe icon on the formatting toolbar.



A popup window appears allowing you to type in a web page 'url', select a page from your site to link to, or create an email link. At the top of the popup you'll also see a tab called 'target'. Here you can choose '_blank', for instance, so the link opens in a new window. Click on the 'OK' button to confirm your link once you have made it, and have it added to your page text. The pop-up will close. Click on the 'Submit Changes' button below the text field to confirm the page change.



Removing a Link

To remove a link, select the text which already has a link, click on the chain icon, delete the URL in the hyperlink popup box, and click 'OK' to confirm. The link has now been removed.

Site Admin - Options Roundup

☐ Announcements

This is where we will post messages about Spanglefish updates and future developments, as well as alert messages or your account information changes.

☐ Your Information

- Change Your Name or Password
- Change Your Email Address

This section lets you change your name and password. It also lets you change your email address if you move to a different ISP or buy your own domain to point to your Spanglefish site.

☐ Site Content

- Change Site Name
- Change Admin/Feedback Email Address
- Switch Pages On/Off
- Move Pages On Menu
- Add a New Page
- Delete a Page

The site content section lets you manage your pages, their order, and where messages are sent when your site's feedback form is used.

Change Site Name: if your business or project changes its name, this lets you change the title that appears as the site name in the top bar of the browser window.

Change Admin/Feedback Email Address: this lets you change the email address to which messages are sent when someone uses your site's feedback form. This can be a

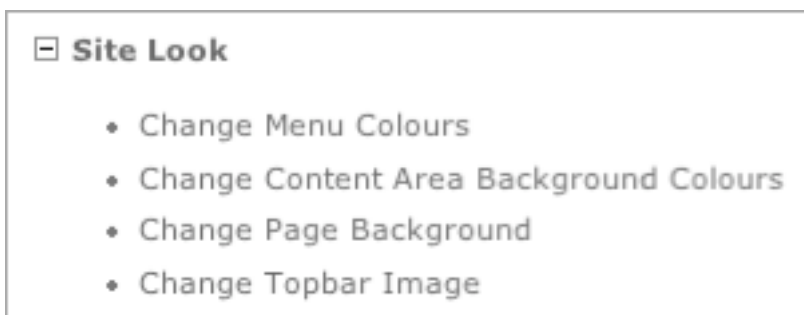
different address to your account contact one (as detailed under Your Information), so that you can keep your site users mail separate from your own account mail.

Switch Pages/Off: enables switching on/off pages on the site. These can be the main 'standard' pages included by us such as Guestbook, Library, etc, if you don't want these. You can also use it to switch off seasonal pages - i.e. a Christmas page could be switched on in December, but switched off in January and left dormant until next year when you can switch it on again.

Move Pages on Menu: detailed above

Add New Page: detailed above

Delete Page: detailed above



This section lets you configure site settings for colours, background images, etc

Change Menu Colours: lets you choose a different set of colours for the menu rollover buttons

Change Content Area Background Colours: lets you change the set of colours for the page background.

Change Page Background: lets you select a different background pattern for the window area outside your pages

Change Topbar Image: this lets you upload a new 'branding' image to appear across the top of your site. When we set your site up we add a simple topbar, but this option lets you upload new ones, and select which one you'd like to use. You can change these as often as you need, so you might have a different one for each season, and cycle through them.

☐ Domains

- Order Your Own Domain

This section gives you a convenient way of buying your own domain if you would prefer to use [www.\(your-preferred-domain-here\).com](http://www.(your-preferred-domain-here).com) with it's own email address, instead of www.spanglefish.com/mysite. You can then 'point' your domain at your spanglefish site so that users going to www.mydomain.com will see your Spanglefish site. This combines the advantages of a distinctive domain and email address with the easy editability of Spanglefish.

Note that using this form orders a domain and email package from Calico UK our ISP partners. This will cost you only £15 + VAT per annum. There are cheaper deals available, but the reliability of this service is worth the few extra pounds.

☐ News Page Settings

- Change Days Stories Should Show For

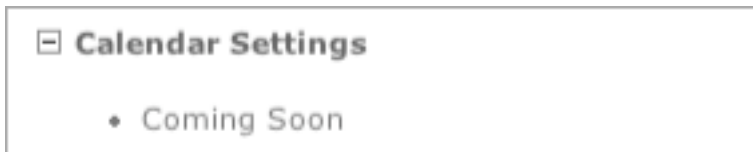
This section allows you to specify how long News stories are displayed on your News page before they are archived. Note that archived stories are not lost, merely moved down to the next page.

☐ Guestbook Settings

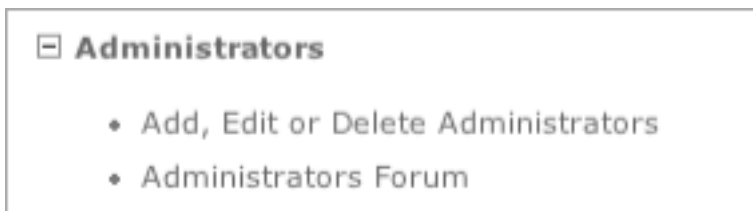
- Change Moderation
- Delete All Posts and Replies

This section lets you choose whether to allow site visitors to post messages directly onto your site without you checking them first, or to check them prior to publishing. We advise that you choose Moderated, as Unmoderated can be abused.

Delete All Posts: allows you to flush all messages if the Guestbook pages is getting too long or out of date.



Coming soon!



This section lets you set up new administrator accounts that others can have their own login to edit the site.

Add, Edit or Delete: this enables you to configure new administrator accounts to set whether other administrators can edit the entire site, or only given pages.

Administrators Forum: a forum where you can chat with other administrators using Spanglefish. Website suggestion may also be forwarded to us from here - is there other functionality you'd like to see in Spanglefish. Got a suggestion about how we can improve it?



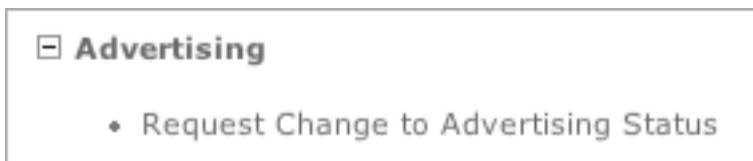
A very useful and powerful section which lets you see how popular your web site is, and how much traffic you are getting

Pageviews: shows you which pages are the most popular. Can be useful to assess whether visitors are being 'converted' to email contacts.

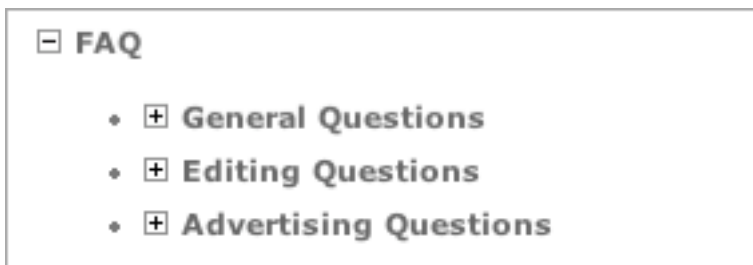
Sessions: Gives you a good idea of how many individual visitors are viewing your site each day. You can specify different dates to compare traffic over specific periods.

Referrers: potentially the most useful part of the 'stats'. Where did your visitors come from? What search terms did they use to find your site. Does that paid banner ad you have on XYZ web site pay for itself by bringing your traffic?

[More information about optimising your site to improve traffic can be found in our Search Engines Quickstart document, available on our Support page]



This section lets you change the advertising status of your site. If you signed up for the Free option, but would prefer not to have advertisements appearing on the right side of your site pages, or would like to use that area for your own adverts, use this form to changeover to our low-fee option instead. Only £99 + VAT per annum for commercial or individual sites.



A section where you can find answers to oft asked questions. Will be regularly updated.

Graphic Image Preparation - QuickStart Documents

If you are keen to dabble in preparing special graphics (such as new topbar images) or photos for your site, then we recommend using Adobe Photoshop Elements. Other good programs are Adobe Photoshop and Paintshop Pro. The Spanglefish site includes links to PDF quickstart documents which will help you understand how to get the best from these programs

How does Spanglefish work?

Here's a short explanation of the technology behind your website - you don't need to know this to edit it, but if you're interested then read on.

Most smaller web sites are made up of a number of individual HTML documents (web pages) which each contain text and links to images. Your Spanglefish web site is different. Like many large sites, such as Yahoo or Amazon, all the text and information on images on your site is held in a database on the Spanglefish Web Server hosting your site. When a visitor to your site asks for a particular page (usually by clicking a button or link in their web browser) the web server draws the information pertaining to that page from the database and inserts it into a template which holds the background images and colour schemes etc, and then sends it out to the visitor for viewing.

When you use the editing system, you are not editing individual pages - instead you are editing the database. Having the information stored this way has several benefits. The information can be presented to viewers in different formats and enables you to change the style easily. For instance if you select File-->Print Preview on the menu of your browser you'll see that the printed version of the site removes the web site's menu and other parts which would be unnecessary on the printed page. Since the information for the 'normal' and 'print' versions of the site comes from the database, you only have to edit your web site once to have these changes reflected immediately in both versions of the site.

Because Spanglefish was designed run completely from the Web Server there is no need for additional software on the computer you use to edit your site. This means you can update your web site from any Internet enabled computer that fulfils the requirements as described earlier. You can update your site from your home, your office or even an Internet Café while you are on holiday.