

Rioka Website Manager

The control panel



Brief overview:

- Email- access to your inbox so you can send and receive email
- Browser- the central location to add,edit and delete pages
- Users – a section allowing you to administer to your sites users
- Images – a simple image editor where you can add,remove and edit pictures
- Style – the section allowing you to change the look of your site
- Options – location to clear hit counters and alter site settings
- Messages – a utility for messaging other site editors
- Site – a portal to view your site through
- Logout – the way to leave when you have finished

If you cannot see all the buttons on your menu as shown below you will need to maximize your browser or increase your screen resolution. The following article details the latter.

http://www.microsoft.com/resources/documentation/windows/xp/all/proddocs/en-us/display_change_screen_resolution.mspx

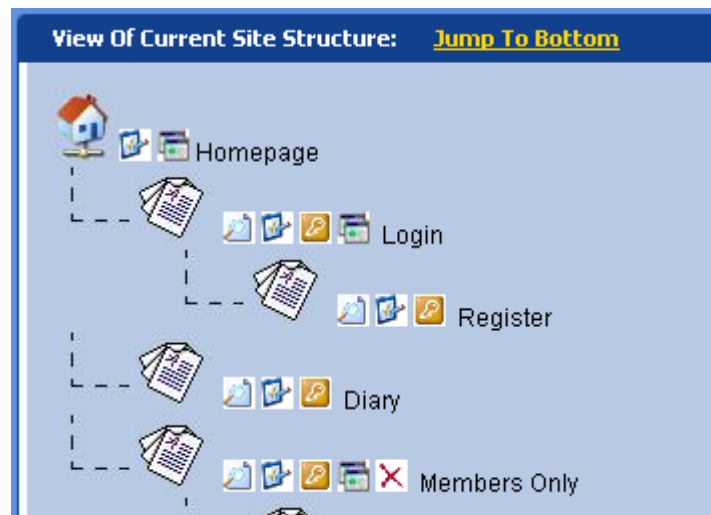
Email

Through here you can login and view your email. If you don't know your username and password please email us at info@rioka.com. Specific help is provided for the mail software in the top right hand corner of your browser when viewing mail. The ? button will bring up help. You can also find your email at <http://mail.yourdomainname.co.uk>



Browser

From browser you have full control over the site. It displays the site in a tree like structure to give a clear picture of which page leads to the next.



You can perform a number of operations on a page. (Click the icon shown below)

- Change its name
- Move it to another location



- Show the page



- Edit the page



- Change the permissions for the page (members or public)



- Reorder the sub pages (Changes the menu order for that page)



- Delete the page



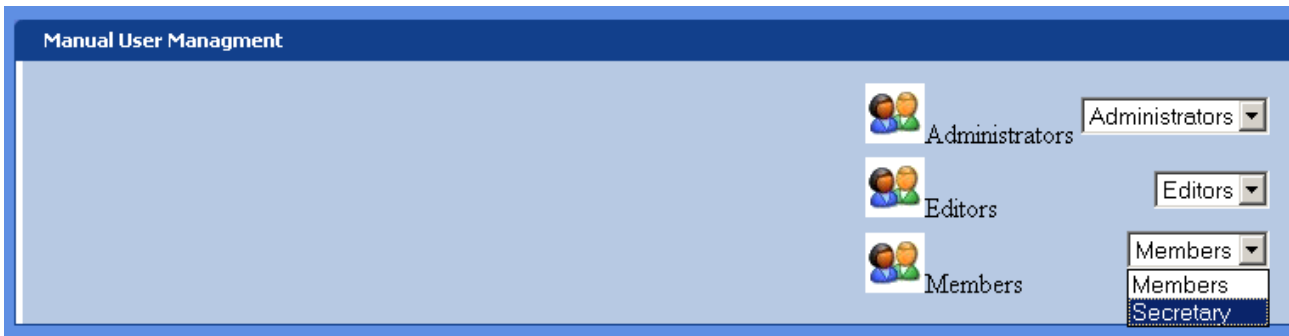
Information about these specific operations is detailed later on in this booklet.

Users

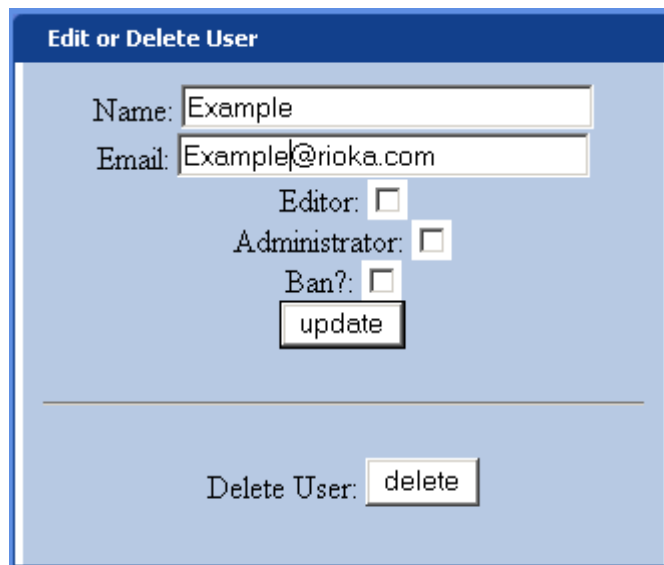
Through this section you may approve new users, view a list of current users and upgrade or downgrade a user from normal status to editor or administrator status.

Viewing/Modifying a user – use the drop down menu's to select a user to focus on.

Users are split into three categories Administrators who have a full control panel, Editors who have a minimal control panel and are delegated pages to edit and Members who are simply permitted to view member only pages.

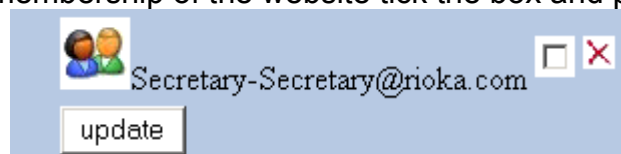


Once you have selected a user another window will pop up, from this window you will be able to change their username or email address. The tick boxes allow you to change a user into an editor or administrator or ban them. Banning will put a user back to the approval stage, they will remain there unable to log in until you approve them again. The delete button can be used to permanently remove a user.



List All Members– A helpful function to provide you with a list of people currently registered on the website.

Registrations/Banned– This is where people who register for your website will appear, this allows you to vet the applications. To remove the applicant simply click the cross, to permit them membership of the website tick the box and press update.



Editors Summary– A list of your editors, their email addresses and the pages they have permission to edit.

Images

There are two different ways of viewing images as a list of images or a page of thumbnails, the following examples focus on the more popular thumbnail option but the

principles are the same for both. If you wish to experiment with the two different approaches you can select the method to use in options on the main menu.

Uploading Images– The uploading bar appears regularly around the images section and allows you to upload new images onto your site. Simply hit the browse button and find the file on your local computer select your size and press save new to upload it. The size of image is important as large images take longer to be transmitted to site visitors. Typically you will only need to select large if you plan to use an image for the center piece of a page.



Editing Images– Once you have selected an image by clicking on it you will be brought into the image editor.

Beneath the picture is the delete button. By deleting a picture you will remove it from the site and all pages it has been used on. There are a number of ways to edit images each option starts with a tick box which you must tick if you wish that transformation to be applied. In the page editor you can resize pictures with the mouse but to resize images used in fixed image places such as the top right hand corner of a page you must transform them. The transformation options follow.

Scale: Change the size of an image. Enter the % of its current size you wish the picture to be.

Title&Text: Fixed images have associated text displayed below them – this is made up of two lines a title and a brief description. These are optional but will appear whenever the image is used in a fixed location.

Cropping: If you do not want part of an image you can crop it off. Enter the number of pixels you wish to keep in each direction. The picture to the left gives you some guidance. Move your crop top left corner using x0,y0 and its bottom right using x1,y1 . Cropping will permanently alter images so it is advisable inexperienced users practise.

Rotate and Flip are self explanatory.

Text over image: You may write text over an image using this option. X&Y are the start coordinates Again practise is advised!