

Dub3 Content Management System

User Guide

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1. Introduction

Welcome to Dub3, the website management system built by Adido Solutions Ltd. This document will outline how to use the system, how to maximise the system to its potential and answer any questions which you may have during its use.

Experience with Internet Explorer and the Windows operating system (Windows 98/2000/XP) is a must as is basic knowledge of Word processing packages such as Microsoft Word. Knowledge of HTML (HyperText Markup Language) is not necessary but a definite advantage.

Note: Each Dub3 is individually configured to tailor each user's profile. Therefore some of the functionality mentioned may not be available in the version you are using.

2. About Content Management

Content Management Systems (CMS) have been around since the early days of the Internet. They allow anybody to update the content of a website using an Internet browser (such as Internet Explorer) using a password protected management area.

2.1 Why is content management important?

The ability to for company staff to update their own website has been seen as a luxury. Many companies who have websites do not have any sort of management system in place miss out just some of the following benefits:

- Reduced costs – A one time investment in a CMS means a reduction in website maintenance costs and changes do not have to be paid for.
- Competitive advantage – Content can be put onto the Internet as soon as it is created, allowing you to be ahead of your competitors.
- Improved search rankings – Search engines like to find new content on websites and by posting new information online regularly, you should see an improvement in search engine positions.

Other key benefits to Dub3 use and content management systems in general can be found at our website, www.dub3.co.uk

2.2 Where do I fit in?

The use of a CMS should be made available to all staff in an organisation as website management is as a team task rather than the responsibility of just one person. Each member of the team will have their own role to play, be it someone who adds content or someone who is in charge of reviewing and publishing web pages.

There are different types of user who will have different roles in the lifecycle of a webpage:

- Content creator
 - Responsible for creating new pages and writing content for their area of the site.
- Content checker
 - It will be this person's job to review the content which is written as they will understand the topic area in question. They will make the changes necessary and save them.
- Content publisher
 - This person will have the job of publishing the pages created by the team. They will double check the content created and make any aesthetic changes deemed appropriate.

It will often be the case that Dub3 users will cover one or more of the roles identified above (such as creator and checker). However, a publisher should not have any other role to play except to publish pages as this prevents unchecked content from being published.

2.3 Site structure

The website built should be constructed in a hierarchical manner. Each of the pages built will belong to a folder which allows for web pages to be grouped in a logical order, not only for website visitors but also for Dub3 users.

Below shows an example of how the Sky.com website could look when built using a content management system.

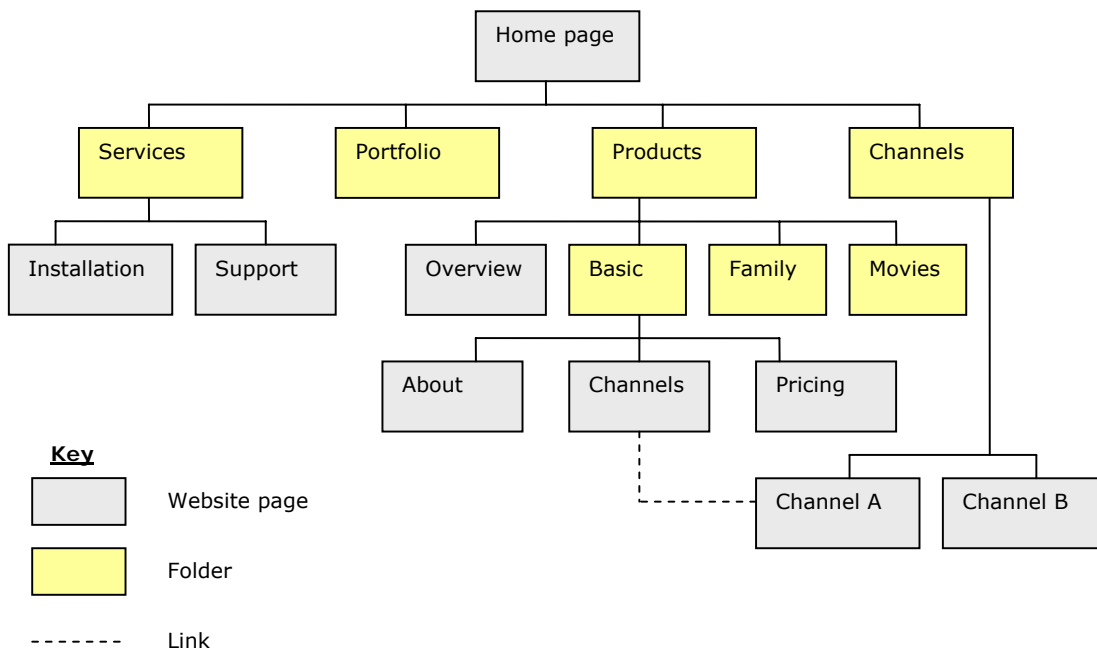


Figure 1. – Example site hierarchy.

Through the use of folders, relevant pages can be grouped into categories which allow information to be easily found and navigated to. Additionally, pages can be linked together using the functionality in the editor, thus allowing you to take the user to where you want them to.

For example, the 'Channels' page under the Basic folder will list all of the channels available in that package. To allow the visitor to read more about a specific channel (such as Program info, times etc), we would link channels offered to the relevant pages in the 'Channels' folder (shown here with a dotted line).

2.4 Page lifecycle

Before any page can be published, there are several stages which generally occur before it goes live. This is explained in the diagram below.

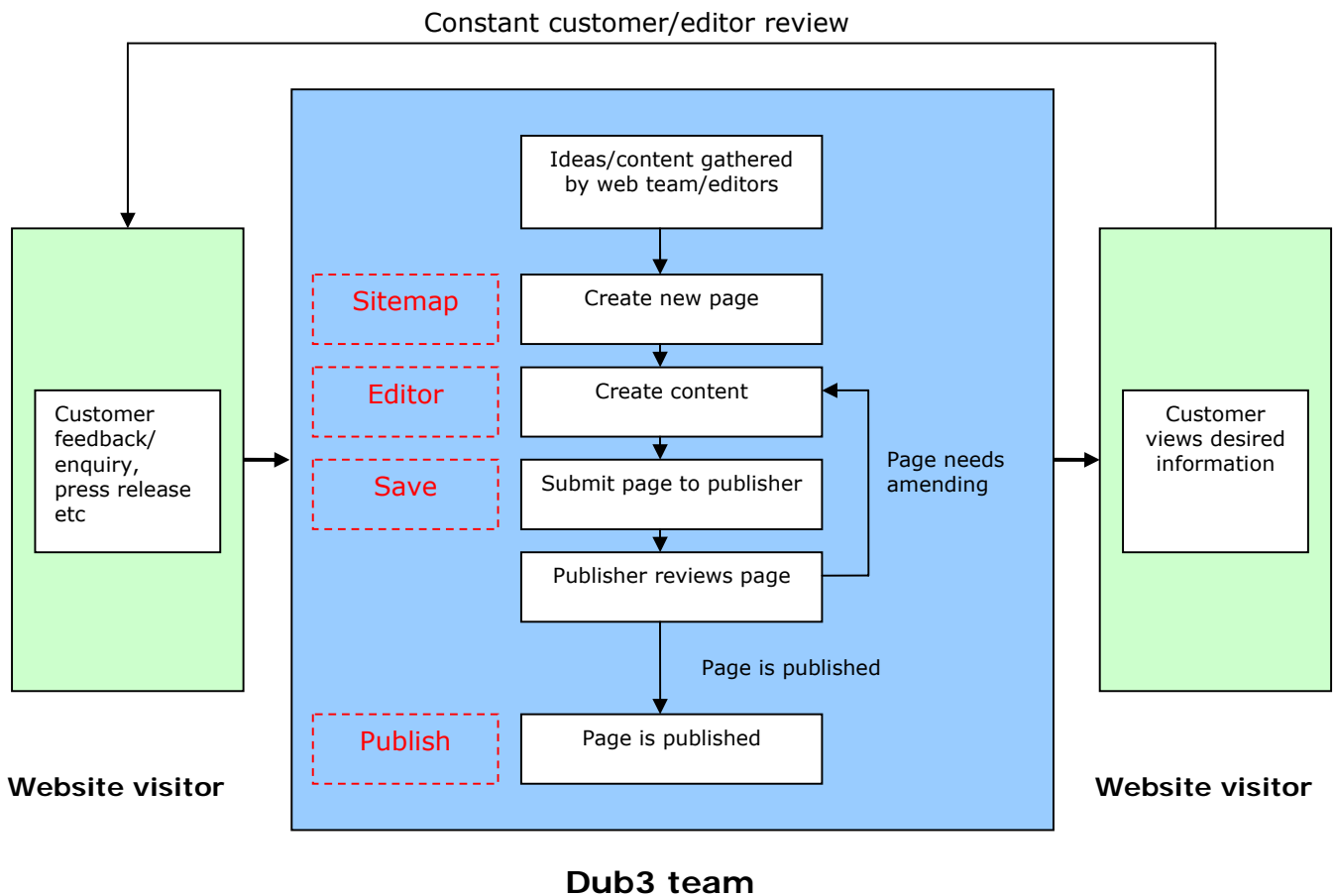


Figure 2. – Example page creation lifecycle

As shown, there are typically six stages which a page will go through before it is shown on the front of the site; from idea and content gathering through to publishing. We have also illustrated each of the actions that occur in Dub3 and these are shown in a red dotted box. Each of these action points will be explained as we go through this document.

The example here illustrates effective use of Dub3 and that is to provide relevant and useful information to website visitors. If a visitor can not find the information that they want then the Dub3 team should make every effort to add new information as soon as they can. If this is done in a timely manner, they will come back again and see the new information has been added. Regularly adding content keeps your site fresh and is one of the best ways to bring visitors back and back again. No one would keep on going into a shop to by the same newspaper everyday would they?

Websites which are kept up to date generally see that search engine spiders come back more regularly, as they expect new information each time, so improved rankings will generally occur.

All feedback gathered from the site should also be used to improve the site so that improvements are seen on a gradual basis, rather than in 'big bangs'.

3. The System

The Dub3 system is made up of two core parts; the sitemap and the detail screen. It may help you to think about Dub3 in the same way as Microsoft Windows in that one part of the screen is used for navigating to the folder you wish, while the other part is used for particular actions based on the item selected in the sitemap. You should be familiar with the concept of organising relevant files into folders as this makes things easier to find and retrieve at a later date.

Dub3 uses the same idea of Windows and applies it to your website. Simple!

Before we look at how Dub3 works, let's briefly look at how you get to it.

3.1 Login screen

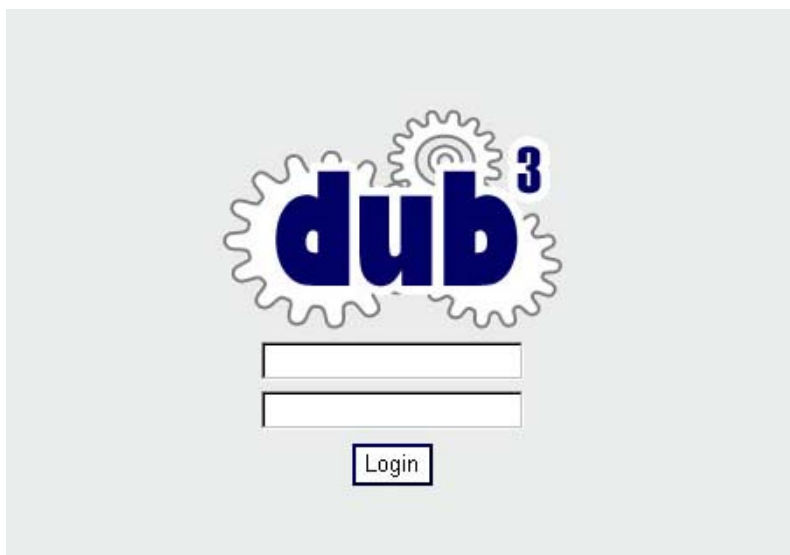


Figure 3. – Dub3 login screen

This is the login screen which you will see when you try to log into Dub3. The login area can be accessed by going to a special folder on your website:

<http://www.yourwebsite.com/cms/>

In the first box you will enter the username you have been given and in the second box, your password. Both of these can be changed at a later date if desired. Be careful though, if you enter your username and password combination incorrectly three times in a row your account will be locked and will have to be unlocked by an administrator!

3.2 Main menu

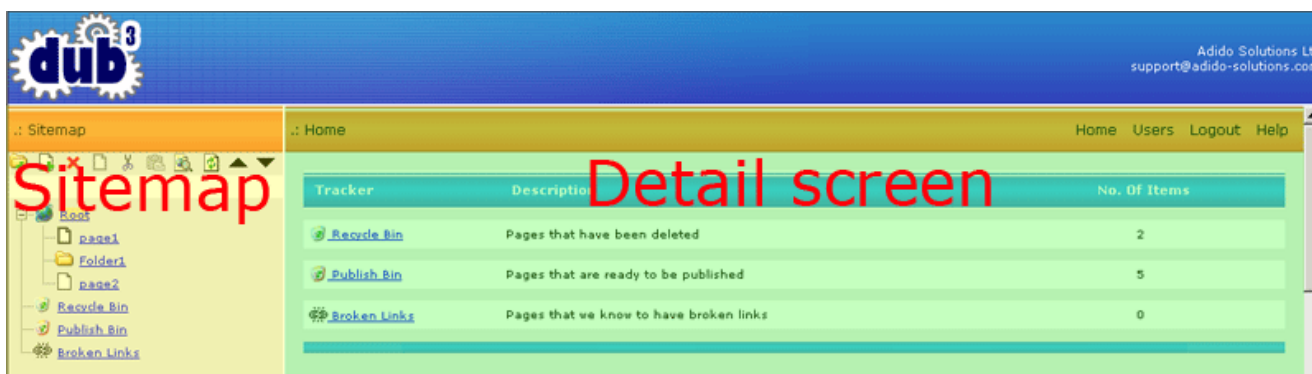





Figure 4. – Dub3 main menu

Once you have successfully logged into Dub3 you will see the main menu. The main menu screen is split into two distinct areas; on the left hand side is the sitemap and on the right, the detail window (these have been coloured here for clarity). The detail screen will show different information depending on the page or folder selected in the sitemap, such as information about a page or a listing of all the pages contained within a folder.

Other points to note:

- The width of the sitemap and details screens can be changed by clicking and holding your mouse on the white gap between the windows. When the cursor changes from a pointer () to a drag icon (), you can move the window width to suit you.
- If multiple users are logged into Dub3, there is a slight chance that the sitemap can get out of sync (pages added which do not appear in your sitemap etc). If you feel this has happened, press the refresh button () to reload the current sitemap.

3.3 Sitemap

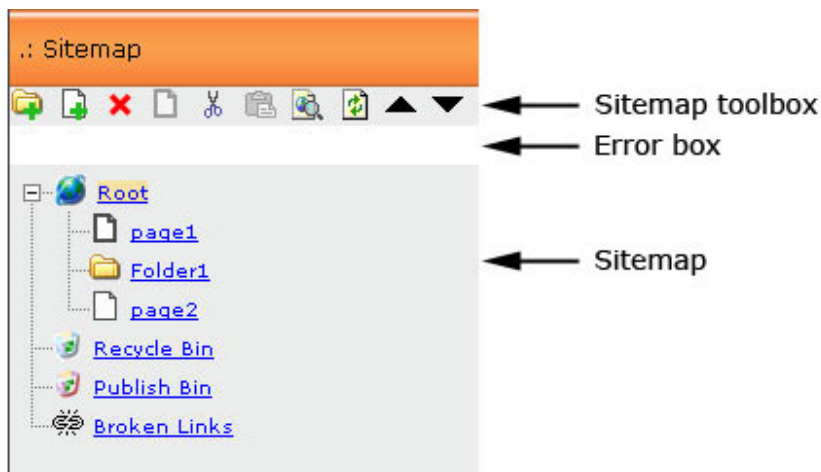




Figure 5. – Dub3 Sitemap

This is the sitemap. If you have ever used Microsoft Windows, this should look fairly familiar. The sitemap is made up of 'nodes' which either represent pages or folders on your website or allow you to make up your sitemap, as discussed in section 2.3.

Each of the areas in the sitemap is explained below:

- Sitemap toolbox – These buttons allow you to build your website as you want. Each of the functions of the buttons is shown in point 3.3.1.
- Error box – Whenever an error occurs during the building of the site, the error created is shown in this box (e.g. Deleting a folder which has pages inside of it)
- Sitemap – This tree represents how the website user will navigate there way through the site.

You will notice during use of the sitemap, that each of the buttons will become active or inactive depending on the node selected; this reduces the chance of a user creating an error. For example, if you click on a folder node, you will not be able to add a new page or folder.

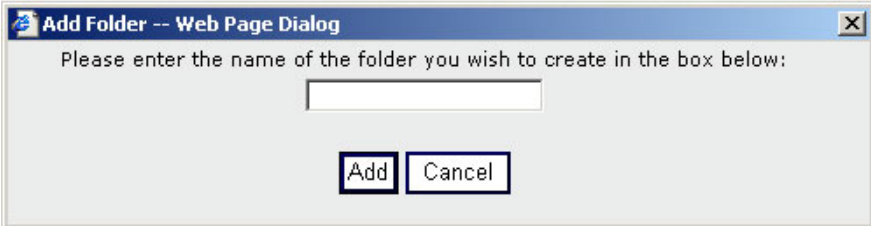
In the example shown in Figure 4, there are two pages, named 'page1' and 'page2', shown with the page icon  and a folder named 'Folder1' depicted with the folder icon . The order in which the nodes are shown in the sitemap dictates how the user will navigate on the live site.

How do these nodes get into the sitemap and how are they managed?

3.3.1 Sitemap toolbox

The buttons shown at the top of the sitemap allow you to control your site and are explained below with of each of their functions. Clicking on some buttons will add an

entry to the Publish Bin (adding a new page, for example) as it needs to be published to the live site. This is shown in the table below.

Icon	Name	Publish Bin entry	Functions and notes
	Add folder	✓	<p>Folders can be added within the root folder or inside any other folder in the sitemap, and should be used to organise pages into relevant categories (E.g. Case Studies, Services etc). Clicking on this button will launch an input box where you can enter your Folder name.</p>  <p>Due to the nature of the web, some characters are not permitted to be used and this will be relayed to you should you try and use them (such as ?, *, & etc)</p>
	Add page	✓	<p>Pages are created in the same way as folders. Pages can only be added in folders or in the root folder. As with folders, only alphabetic or numeric characters can be used to create page names.</p>
	Delete	✓	<p>This is the delete button and will delete pages or folders for you. When you delete anything from the system you will be prompted for confirmation. Pressing 'OK' will delete the selected file or folder from the sitemap.</p> <p>Note: Folders can only be deleted once they are empty (contain no other pages or folders). When a page is deleted, it will be placed in the Recycle Bin and can be restored to its original place if need be.</p>
	Default page	✓	<p>When a visitor first visits your website, they need to be taken to a page. Using Dub3, you can dictate which page this is at any point. Simply select the page you want to show your visitors in the sitemap and then press the default button. The same principle applies to every folder you create, so make sure you set an appropriate default page, otherwise your visitors might see the wrong page! The first page added to a folder is automatically set as default but you can select a different page at any time.</p>
	Cut	X	<p>The Cut button is used with the Paste button to move pages and folders around the sitemap. Once you have clicked on the page or folder you want to move, click the Cut button. This will highlight the selected node. You will then be able to paste this where you want...</p>

	Paste	✓	The Paste button can only be used once a page or folder has been cut (see above). Find where you want to paste the selected node in the map and click on it and press the Paste button. Your node will appear in the new place! As before, folders can only be added in relevant places (i.e. Not inside pages!)
	Dev site	X	When this button is pressed, you will see a new window which will show the site as it is in the current sitemap. This is a good area for you to test how your site will look to your visitors before you have published your changes.
	Refresh	X	This button allows you to refresh the sitemap, should you so desire.
	Move up	✓	When you have selected a page or folder, its position in the sitemap can be moved using the Up or Down buttons. As before, click on the node you wish to move and press the Up or Down buttons accordingly. When a page is moved Up or Down, an entry is made in the Publish Bin as this will affect the look of the front of the site. Remember, the sitemap you have here will be shown on your live site once all publishes have been made, so be sure to use the sequence buttons to the best effect (such as showing your best products at the top of a folder).
	Move down	✓	See 'Move up'

3.3.2 Sitemap nodes

Below gives detail of each of the nodes shown in the sitemap and what each represents.

Icon	Name	Functions and notes
	Root	The root node is the starting point for your site. Think of it as the domain name of your site (e.g. www.yourwebsite.com/) and anything you add after this point will be added to the site. (E.g. If you added a folder called 'services' into root, then the address would be www.yourwebsite.com/services/)
	Page	This icon shows that the node is a page. When it is clicked the properties of the page will be shown in the detail screen.
	Folder	The icon shows that the node is a folder. Clicking this will show all of the folders and pages contained within it in the detail screen. To the left of the folder in the sitemap is a '+' button which when clicked will expand to show all of the pages and folders underneath it. When this button changes to a '-' clicking it will minimise the folder.
	Script page	Script pages are pages which cannot be edited by Dub3 users as they are contain special code which has been pre-written by the Dub3 development team. However, they can be moved around the sitemap in the same way as normal pages.

	Recycle Bin	Any folders or pages which are deleted in the system will end up here. This works in much the same as Windows; pages and folders can be restored by clicking on the relevant buttons (see point 3.3.3).
	Publish Bin	When nodes are created, edited, moved, pasted, deleted or set as default an entry will be made in the Publish Bin. This is your management area to make sure everything put onto your live site is as you want it. In the Publish Bin, you will be able to publish types of pages, individual pages or set times for pages to be published (Dub3 can publish pages at user defined times).
	Broken links	All links which have been broken during the use of Dub3 (see explanation in point 3.3.5) are listed here.

3.3.3 Recycle Bin

Dub3 allows files which have been deleted from the sitemap to be restored, in the same way as Windows. Clicking on this node will open up the recycle bin in the detail pane as shown below:

The screenshot shows a web interface for the Recycle Bin. At the top, there is a navigation bar with links for Home, Users, News, Logout, and Help. Below the navigation bar, there is a button labeled "Empty Recycle Bin". The main content area contains a table with the following data:

File Name	Deleted From	Deleted By	Deleted On	Restore	Delete
test	/	Dub3_SA	12/02/2005 22:03:20		
DASDS	/about_us/	Dub3_SA	12/02/2005 22:34:01		
FSD	/	Dub3_SA	12/02/2005 22:36:20		

Figure 6. – Recycle Bin Listing

All of the deleted files are shown, along with who deleted them, where they were deleted from and when they were deleted. Each file can be restored to its original place or deleted as dictated by the user. Alternatively all files can be deleted. It is important to maintain this regularly (every month) so that Dub3 isn't cluttered with dead information.

Note: If a file with the same name in the same path exists in the sitemap, it can not be restored. The file in the sitemap will have to be moved before a restore can occur.

3.3.4 Publish Bin

The Publish Bin is where the majority of the admin carried out by the content publisher takes place. The Publish Bin is where all pages which have been created in Dub3 are kept before they are published onto the live site.

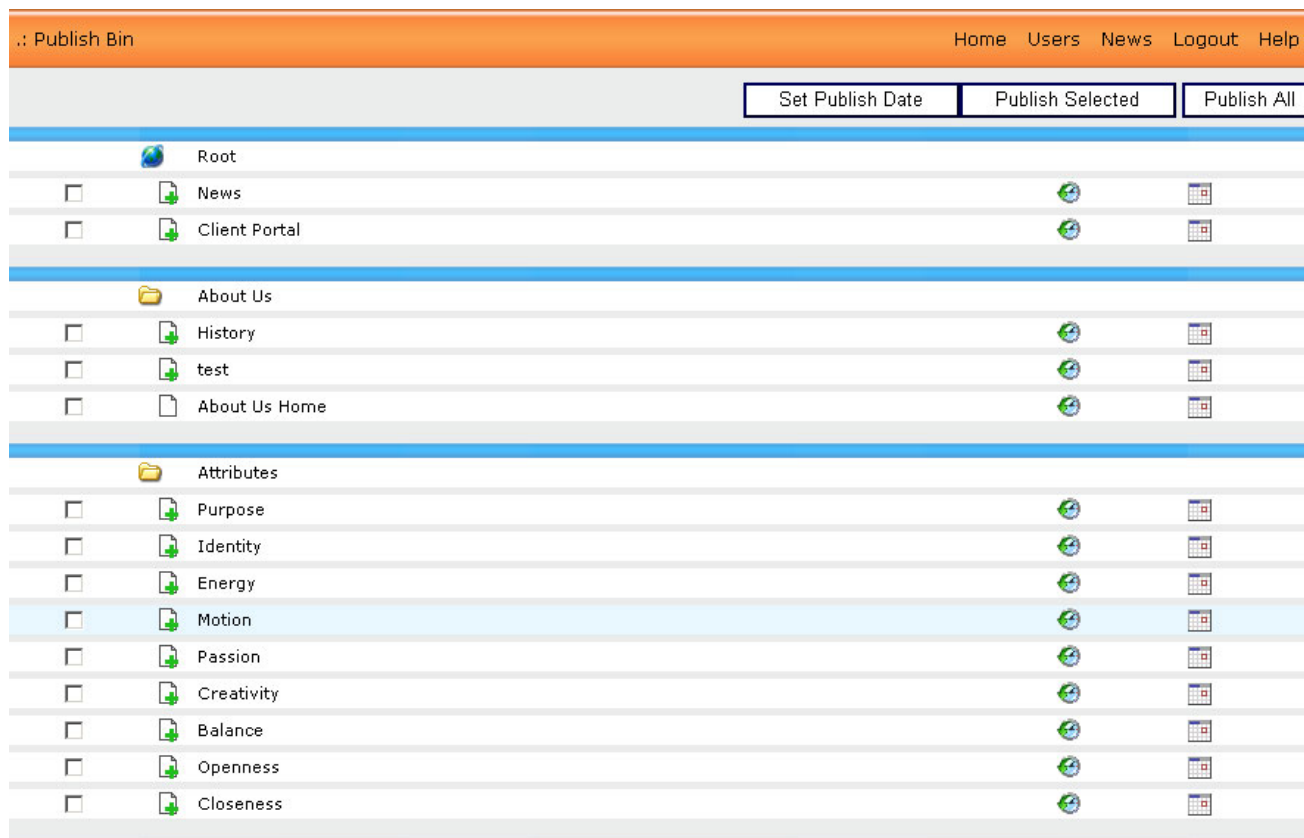









Figure 7. – Publish Bin Listing

Each of the pages created in the sitemap are listed in the Publish Bin, along with the folders to which they belong. This allows you to easily see which folders and pages need to be published.

3.3.4.1 Publish types

There are a variety of publish types, depending on the last action that took place to make a Publish Bin entry. These are listed below:

-  Add page
 - A new page has been added into Dub3 and hasn't been published before.
-  Edit page
 - A page which has already been published has been changed and needs to be republished to the live site so that the changes are shown.
-  Move page/folder
 - A page or folder has been moved from one place in the sitemap to another using the Cut and Paste tools.
-  Default page
 - A page inside of a folder has been set to default and this new change needs to be published.
-  Delete page
 - When a page is deleted from the sitemap, it will appear in the Recycle Bin as needing deletion from the live site.

Note: Pages will not appear in the Recycle Bin until they have been published as deleted in the Publish Bin.
-  Rename page
 - The Publish Bin sees this as an edit to the page and so uses the same icon as the Edit Page action.
-  123 Sequence change
 - A sequence change differs from other types of publish as the change of a sequence affects more than page contained inside a folder. Therefore, the folder must be republished to reflect these changes.

Note: Folders do not appear in the recycle bin as they do not contain any information.

Note: When a page has been restored, it will need to be republished onto the main site. Dub3 sees this as a new page as it has been published the first time it has been published since it was restored.

Note: If a page is edited and then moved, only the last action will show up in the Publish Bin. It is important to **always** check the latest revision to ensure all content is accurate.

3.3.4.2 Publish options

There are a number of different options available when publishing pages.

3.3.4.2.1 Publish All

If you are happy to publish all pages shown in the Publish Bin, simply press the 'Publish All' button in the top right hand corner of the page.

3.3.4.2.2 Publish Subset

To publish a subset of the pages shown in the Publish Bin, check boxes on the left of the table and press the 'Publish Selected' button.

3.3.4.2.3 Timed publish

Sometimes there may be occasions when pages need to be published at a certain time but an editor is not around to make the changes necessary. Instead of clicking 'Publish Selected' the editor can press 'Set Publish Date' which will allow a time and date to be chosen by clicking on the relevant date and time (see below)

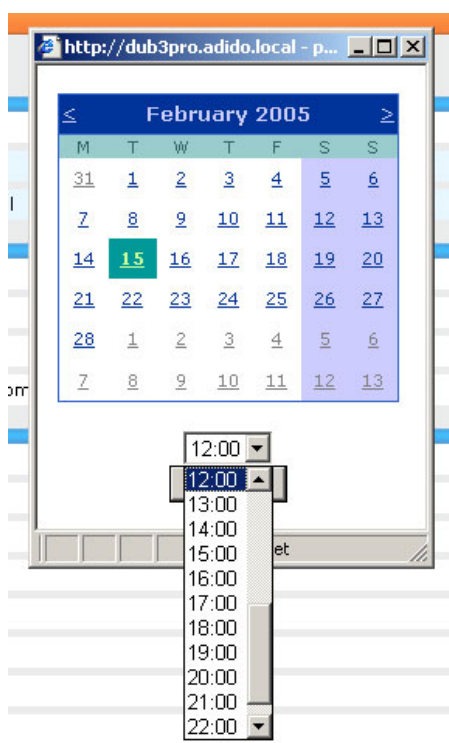


Figure 8. – Timed publish pop-up window

3.3.5 Broken links

There will be occasions when links between pages get broken (i.e. link to pages which are no longer exist). This can be due to pages getting deleted, renamed or moved, for example. When this happens changing all affected pages manually can be very tiresome and prone to error. This is where the broken links folder can really benefit you.

Broken Page	Broken Link
/what we do/what we do home.shtml	/what_we_do/building_surveying/building_su
/what we do/what we do home.shtml	/what_we_do/planning_supervision/planning
/what we do/what we do home.shtml	/what_we_do/quantity_surveying/
/what we do/what we do home.shtml	/what_we_do/project_management/project_r
/what we do/what we do home.shtml	/what_we_do/mech_and_elec_design/home
/what we do/building surveying/conservation.shtml	/what_we_do/building_surveying/
/what we do/quantity surveying/construction.shtml	/what_we_do/quantity_surveying/
/what we do/quantity surveying/valuation.shtml	/what_we_do/quantity_surveying/

Figure 9. – Broken Links Listing

There are two columns shown in the broken link folder; Broken page and Broken link. The broken page shows which page is incorrect and the broken link shows which link is no longer valid.

To fix the broken link, click on the blue link (also shown here in purple as well as it has been clicked on previously). This will take you to the Properties window and clicking on the editor tab (see point 3.4.3.2) will show the page which needs to be edited.

In the example shown above, the third link (listed in Figure 9) will be fixed. The naming convention used should make it apparent which link needs attention (i.e. The broken link /what_we_do/quantity_surveying/ corresponds to the link 'Quantity Surveying' as shown).

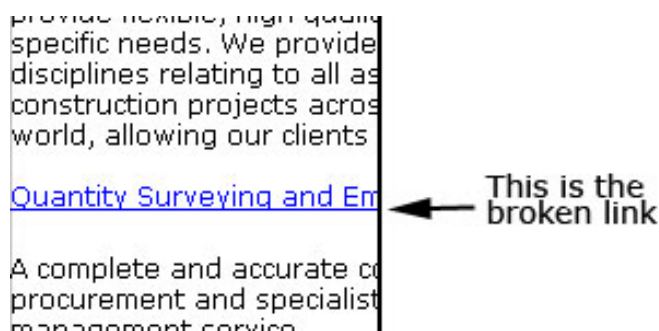


Figure 10. – Broken Link to Change

Once the problem has been found, it should be highlighted and the correct link should be applied using the Hyperlink button. For instruction on how to do this, read point 3.4.3.2.

3.4 Detail page

The detail page can be in several different modes, depending on the action triggered in the sitemap:

1. Welcome – This is shown when the user first logs into Dub3. It shows the latest news from the Dub3 development team (such as new modules available, updates made etc) and gives a brief summary of state of the system.
2. Folder list – When a user clicks on a folder in the sitemap, a listing will be shown in the detail screen of each of the files contained within. From here, a user can click on one of the files selected to view more information about it (see 'Page detail' below)
3. Page detail – When a user clicks on a page in the sitemap, information about it will be displayed and from here the user is able to edit the content contained within it.

Each of the above will be explained below in more detail.

3.4.1 Welcome

The Home page is shown when a user logs into Dub3. The screen is shown below:

Tracker	Description	No. Of Items
Recycle Bin	Pages that have been deleted	1
Publish Bin	Pages that are ready to be published	1
Broken Links	Pages that we know to have broken links	0

Figure 11. – Dub3 Home page

It shows three pieces of information to the user:

- Recycle Bin – The amount of pages which have been deleted from the current sitemap but have yet to be fully removed from Dub3 (see point 3.3.3).
- Publish Bin – The pages which have recently added to Dub3 but have yet to be published onto the 'live' site (see point 3.3.4).
- Broken Links – This shows you the amount of pages which have been recently moved in Dub3 and have links which have changed because of the move (see point 3.3.5).

Each of these folders can be accessed by clicking on the blue link text shown in the table. In an ideal situation, each of these counters will be at 0, as the live and development site will be at the same point. Whenever there is a number in any of these columns, some sort of action needs to be taken by the Dub3 admin users.

3.4.2 Folder list

The folder list is used to give detail of the pages contained within a folder and this area also allows you to change the name of a folder.

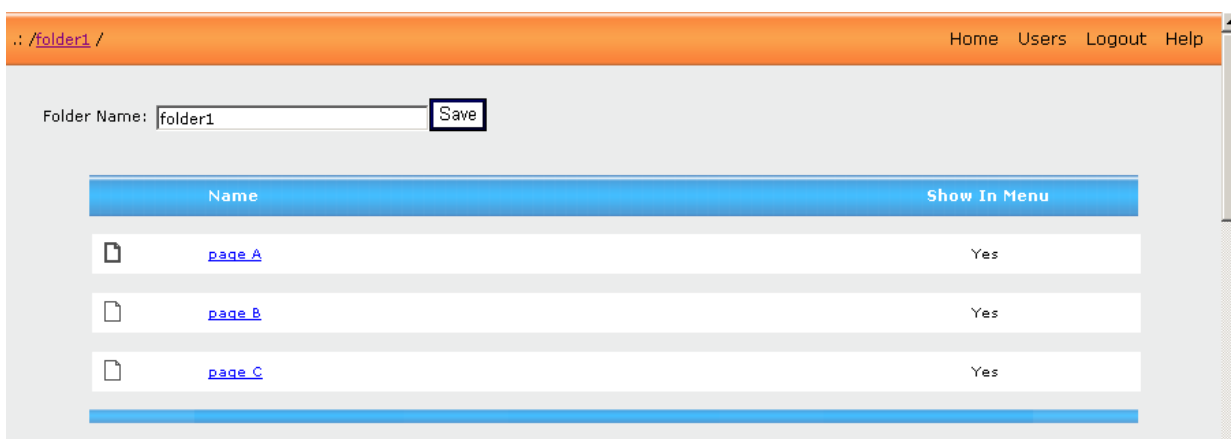


Figure 12. – Dub3 Folder list

As before with the Welcome screen, clicking on the blue link text will show take you directly to the information, in this case the page to edit.

3.4.3 Page detail

The page detail screen is split down into three different areas and these are discussed below.

3.4.3.1 Properties

This page gives a set of details about the page which you are viewing.

Previous Revisions	Comment	Revision By
12/02/2005 23:21:54	You are here	Dub3 System Administrator
12/02/2005 23:22:24	not enough space	Dub3 System Administrator
12/02/2005 23:30:52	Small text please	Dub3 System Administrator
13/02/2005 18:25:39	dasda	Dub3 System Administrator
13/02/2005 18:30:30	Copy from site	Test Monkey

Figure 13. – Dub3 page properties

Name	Description
Page Name	The name of the page selected. This can be changed by entering text into the input box and pressing 'Save' this will update the page and sitemap to reflect the new name
Title	<p>The text which appear in the top of the browser. This should be used to inform the visitor of the page content and should also be used for good search engine rankings.</p> <p>Going back to the Sky.com example (section 2.3), if the information on page created covers a movie channel, then a good heading would be:</p> <p>'Sky.com – Movie channels & movie blockbusters'</p> <p>As this tells the visitor and the search engine about the page content. The more keywords used here, the better.</p>
Keywords	<p>This box should be used to tell the search engine which keywords are used on the page. Although useful, this has little bearing on search engine results and should be used to give an overview of the page.</p> <p>Example: 'sky, movies, films, channels, sky.com, sky movies, pay per view, subscription, digital, interactive TV'</p>
Description	<p>The description field should be used to give users an overview about the page content. It can also be used as the 'snippet' which is shown when your page is displayed in a search engine results page.</p> <p>Example: 'Sky.com delivers classic, cult and all the latest blockbuster movies to subscribers all over England'</p>
Created By	This tells you which user created the page
Created On	When the user created the page
Last Edited By	The user who last made a saved change to the page
Last Edited On	When the user made the last change
Template	Dub3 allows multiple pre-defined templates to be used. This means your pages can have different looks whilst retaining an overall theme. By selecting from this drop down box, the template of the page can be changed and pressing 'Preview' will show you the selected one
Show In Menu	The box dictates if the page is shown in the menu on the live site or not
History	Admin users are able to view the history of the page selected. This will be information about when the page was created and a change history including page edits, cuts and pastes and deletes.

You will also notice that at the bottom of the page is a table of revisions. Dub3 stores up to five revisions of each page, along with who made the changes and when they were made. Each revision can be viewed by clicking on the blue link text which will then open that revision in the editor (see below).



Previous Revisions	Comment	Revision By
12/02/2005 23:21:54	You are here	Dub3 System Administrator
12/02/2005 23:22:24	not enough space	Dub3 System Administrator
12/02/2005 23:30:52	Small text please	Dub3 System Administrator
13/02/2005 18:25:39	dasda	Dub3 System Administrator
13/02/2005 18:30:30	Copy from site	Dub3 System Administrator

Figure 14. – Revision list

3.4.3.2 Editor

The editor window allows you to add or edit the content for the page (or revision) you have selected. If this is a new page then the editor window will be empty otherwise it will contain the last saved information. Hopefully, if you have ever used Microsoft Word, this screen should look familiar.

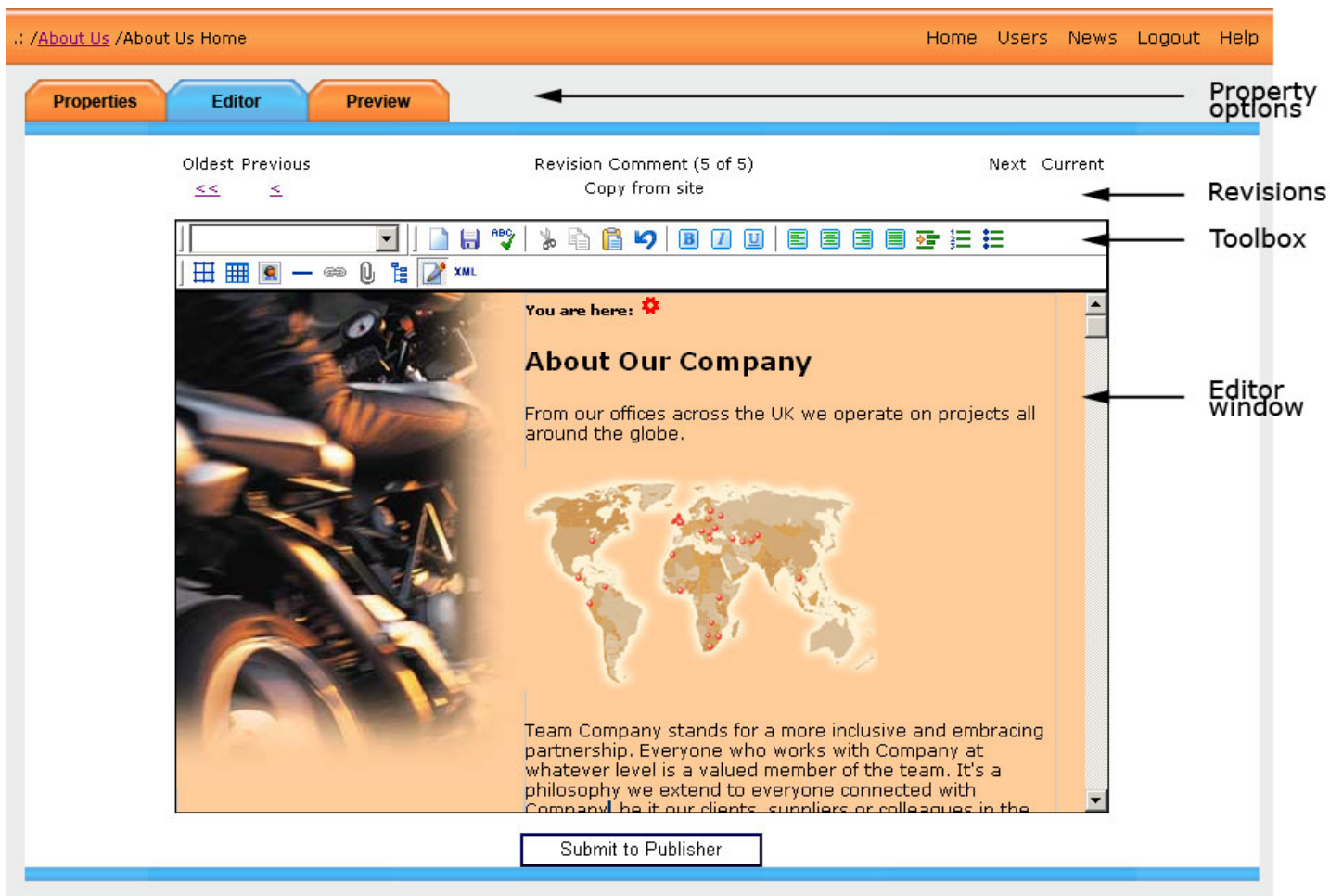

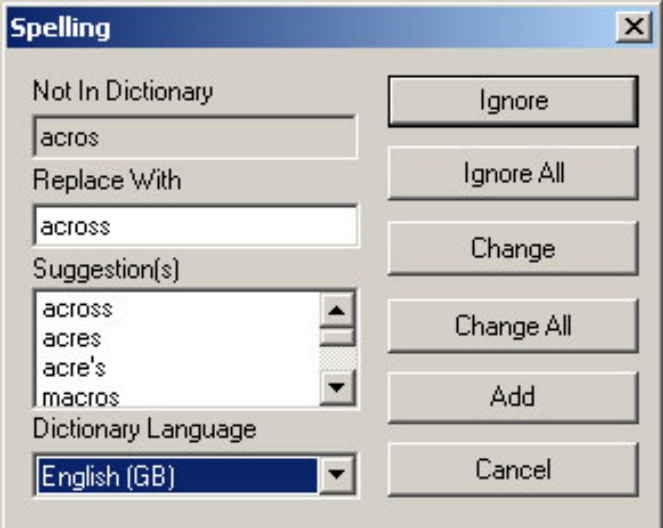










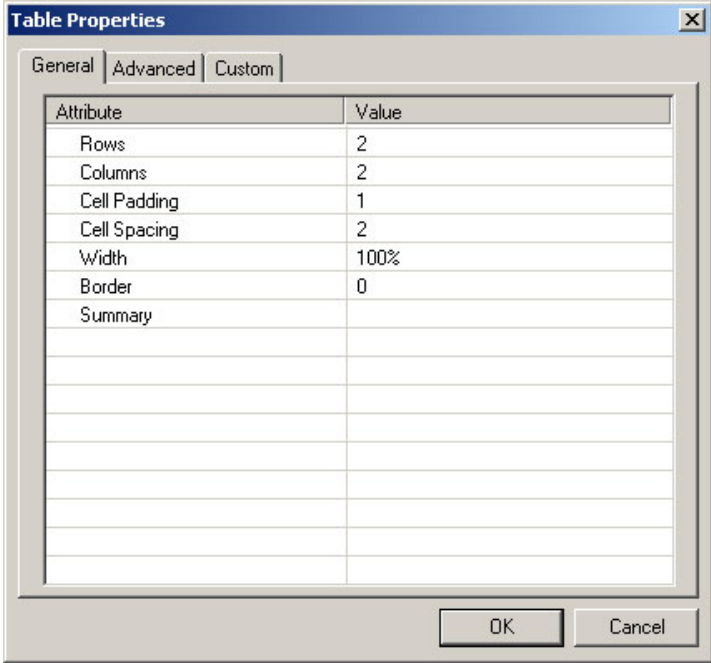


Figure 15. – Dub3 Editor window

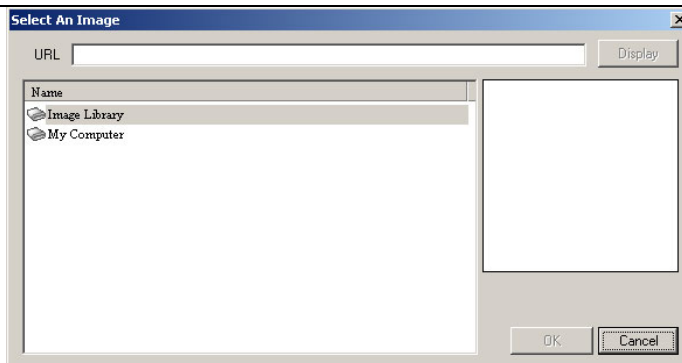
The buttons here need little explanation as they are fairly standard in desktop publishing programs such as Microsoft Word and now even in programs like Adobe Photoshop. Below explains some of the buttons which you may or may not be familiar with, what they do and how they work (working from left to right).

Icon	Name	Description
	Styles	<p>Styles are crucial to the successful development of pages. They allow you to format text so that it is consistent with the rest of the site, whilst allowing emphasis to be placed on certain words and phrases.</p> <p>In this example, there are six styles to choose from. If no text is highlighted, the selected style will be applied to a whole paragraph but if text IS highlighted it will only be applied to the selection. To remove a style, highlight the text and click on the 'None' style.</p>
	New	Pressing this button will set the editor window back to empty and will allow you to build all content again from fresh.
	Save	<p>Pressing this button will save the current revision of the page. On pressing this button a box will appear which allow you to enter a revision comment to say what has changed between the previous revision and this one:</p>  <p>The save box also shows how many characters are left in the revision comment.</p>
	Spellcheck	<p>Before you save any content on a page, it is a good idea to double check the content with the spellcheck tool. To do this, press the 'Spellcheck' button and if corrections are needed a new window will appear:</p> 

		<p>Pressing 'Change' will correct the spelling with the suggestion shown in the 'Replace With' box while pressing Ignore will skip the word.</p> <p>Note: The default dictionary is US English. You will need to select 'English (GB)' for correct spelling (as shown).</p>
	Cut	<p>If you've ever used MS Word, then chances are you will have used this tool. It allows you to cut content from the page so that it can be used elsewhere (e.g. moving text around on a page). To cut text it must be selected and when used with the Paste button (see below), pages can easily be changed.</p> <p>Note: This operation can be performed using the keyboard shortcut CTRL + X or by right clicking the mouse and selecting 'Cut'.</p>
	Copy	<p>This button allows you to take an exact copy of the content which you have selected. This content can then be re added using the Paste button.</p> <p>Note: This operation can be performed using the keyboard shortcut CTRL + C or by right clicking the mouse and selecting 'Copy'.</p>
	Paste	<p>Once content has been cut or copied, it can be added to the page by clicking in the editor where you want the paste the content, and then clicking on this button.</p> <p>Note: This operation can be performed using the keyboard shortcut CTRL + V or by right clicking the mouse and selecting 'Paste'.</p>
	Undo	<p>If you make a mistake during the editing of your content, you can undo the last change made using this button (e.g. pasting content in the wrong place).</p> <p>Note: This operation can be performed using the keyboard shortcut CTRL + Z.</p>
	Bold	<p>This button is used to emphasise importance of text by making it easy to read (or bold). Once text has been highlighted, pressing this button will make it bold.</p> <p>Note: This operation can be performed using the keyboard shortcut CTRL + B.</p>
	Italic	<p>As with the bold button (see above), pressing this on highlighted text will alter its appearance, in this case <i>italic</i>.</p> <p>Note: This operation can be performed using the keyboard shortcut CTRL + I.</p>
	Underline	<p>As with bold and italic, this button allows you to emphasise text. Pressing this button will <u>draw a line</u> under the selected text. Underline, bold and italic can be applied together or individually.</p> <p>Note: This operation can be performed using the keyboard shortcut CTRL + U.</p>

	Align left	Clicking this button, once text has been selected, will shift all text so that it starts from the left (default setting).
	Align centre	Clicking this button, once text has been selected, will shift all text so that it starts from the middle of the page.
	Align right	Clicking this button, once text has been selected, will shift all text so that it starts from the right of the page.
	Align justify	Clicking this button, once text has been selected, will shift all text so that it stretches across the page.
	Indent	This button allows text to be indented from the side of the page. This can be clicked even if text hasn't been selected and clicking inside of a paragraph will indent the whole thing. Clicking this again will remove the indent.
	Numbered list	Sometimes it is better to be concise with content so that it doesn't lose a readers interest. This can be achieved by clicking the numbered list button which allows you to make your points in a relevant order. Simply click where the list is to start and enter information. To start another point, press Enter and to stop adding more points, press Enter twice.
	Bullet point list	This is the same as the numbered list (see above) but uses bullet points instead of numbers. This is sometimes referred to as an unordered list.

Icon	Name	Description
	Layout table	<p>Tables can be either used to present data to users or to position data on a page. The use of a layout table means that content can be positioned on the page as the editor sees fit. When the button is pressed the following window will appear:</p> <div data-bbox="603 504 1316 1164" style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;">  </div> <p>All of the fields are self explanatory and can be edited by clicking in the box and changing the information. Once everything is set, pressing OK will show the table in the editor.</p> <p>Note: Table properties can be changed at anytime by right clicking the mouse over the table and selecting Properties.</p>
	Data table	<p>A data table should be used when tabular information needs to be displayed (for example, currency conversions, weather forecasts etc). When a data table is created the editor <u>must</u> enter a summary of the information presented and also add column headings (this is done in the actual table) to describe the data displayed.</p>
	Image	<p>This button allows images to be added to the page. Clicking this button will present the following window:</p>



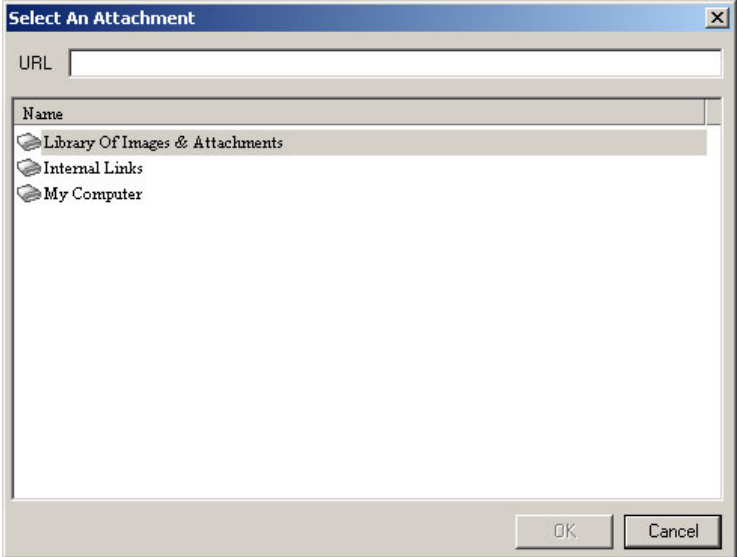

From here, two options are available.


The first is to link to an image which is already online (such as a company logo). This can be achieved by entering the URL (or web address) of the image into the URL box. To view the image, press the Display button and once you are happy to enter it onto the page, press OK.

The second option is to navigate to an image already (Image Library) on your website or on the computer you are using (My Computer). To get to a file in your C drive, double click the My Computer icon and navigate to the image you wish to upload. Once you have found it, as before, press Display to view it or OK to upload it. If you are uploading images from your machine, it may take sometime to upload depending on the size of it. Doing this will also make it available for future use in other pages (using the Image Library).


Once you have uploaded the image, you will be asked to enter Alternative text for the image. This is used to describe to Internet users who can not see images, what the image is trying to convey (e.g. 'This is map of our head office', 'company logo' etc). This is shown below:

		<p>The advanced and Custom tabs are for experienced web developers and do not need to be used.</p> <p>Note: Only files ending in JPEG, JPG, GIF and PNG can be uploaded.</p>
	<p>Horizontal rule</p>	<p>This button allows you to add a rule across your page to break up content or to simply add a finishing touch.</p>
	<p>Hyperlink</p>	<p>The hyperlink button is used to link content to another resource (be it web page, image, PDF or anything else). To add a link, some part of the editor must be selected (e.g. text). When it is, the Hyperlink button will turn gold and pressing it will pop up a window:</p>

		<p>You can either link to an external or internal web page or to a resource, such as a PDF. To do this, click on the URL button shown by ... This will open a new window:</p>  <p>As with the Image chooser, to select the resource to link to navigate to it by double clicking on the folder shown and clicking OK once selected. This will enter the path into the URL field of the previous window and pressing OK will add that link to the selected resource.</p>
	<p>Attachment</p>	<p>The attachment button is used to link specific resources to text or images. For example, if you have a PDF document of information about your product or map of how to get to your office, you would link to it using this button.</p> <p>As with the Hyperlink button (see above), simply highlight the text which needs to link to the resource and click the button to navigate to it. Easy!</p>

	<p>Template</p>	<p>When a new page is created, the page will be completely empty. However, some pages will need to be styled to fit in with the general theme of the site. Templates allow you to do this quickly and easily. Click on the button to launch the template selector:</p> <div data-bbox="651 465 1267 1128" data-label="Image"> </div> <p>By default there will be two default folders, one for adding special characters (such as currency or mathematical symbols) and the other for adding inner templates. As before, double clicking on the folder, selecting the template/symbol wanted and pressing OK will add the selected item.</p> <p>Note: Adding a template when content is already in the editor will cause serious formatting errors.</p>
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Other points to note about the editor window:

- As mentioned previously, Dub3 allows for up to five revisions of each page to be stored. Every time 'Save' is pressed on the page, the oldest version of the page is saved. These revisions can be seen on the properties page or by clicking on the arrows above the editor window (see beginning of point 3.4.3.2).
- Pressing the Return key in the editor will automatically insert two lines into the editor window. There will be occasions when this is not what you want, so to move down one line only, hold down the Shift key and press Return.
- From time to time you will see the following image displayed in the editor . This is known as a place holder and is used to tell Dub3 where to

put information into the page when it is published. Deleting it from the editor will result in information being displayed incorrectly on the live site and is therefore not recommended. Should the placeholder be deleted, simply press Undo, revert back to a previous revision or press the Editor tab again to reload the page.

3.4.3.3 Preview

Once your content has been entered into the editor window, it can be previewed so you can double check how your page will look before it is saved.

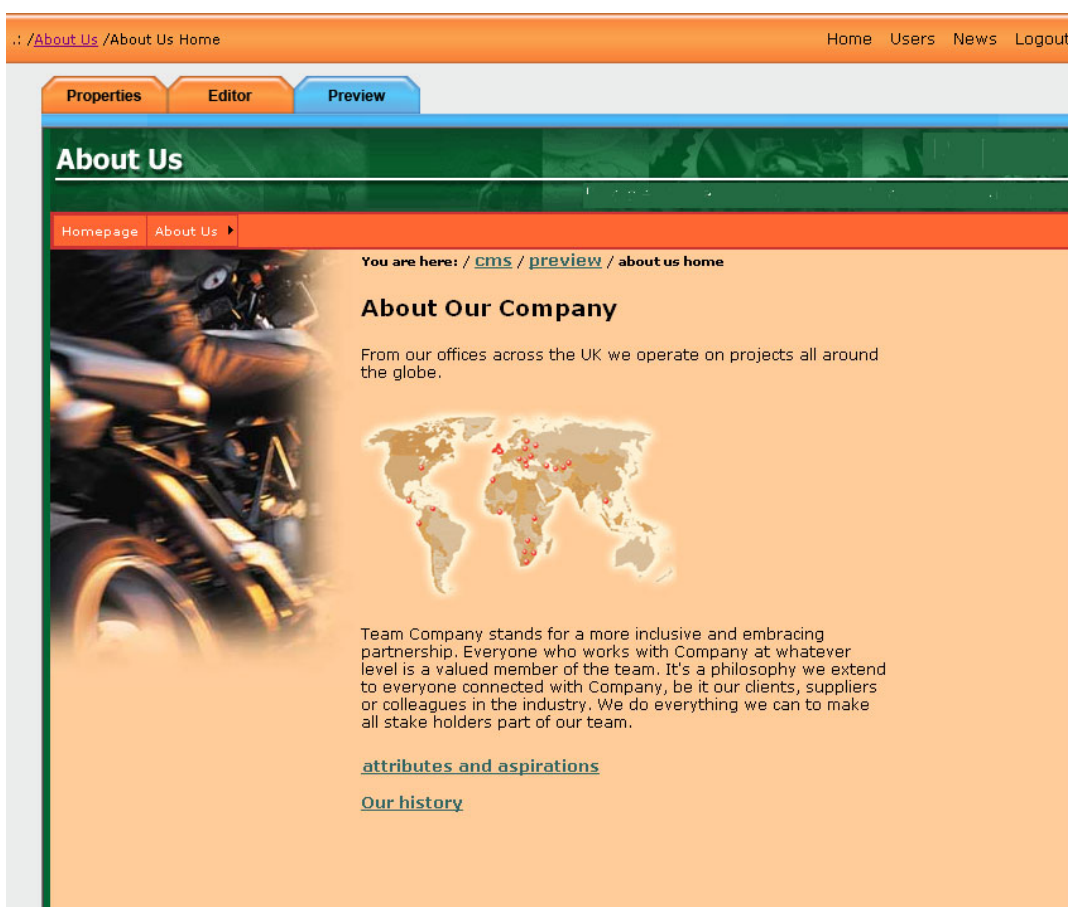


Figure 16. – Preview window

When previewing any page the breadcrumb trail shown will not be correctly, as Dub3 doesn't know where the page will actually be published. To give an idea of how it will look, a temporary trail is used.

4. Examples

Below provides a couple of example actions which are generally carried out by users of Dub3.


4.1 Adding a page or folder

1. Login in to Dub3 (www.yourwebsite.com/cms)



2. Select the folder you wish to create a page or folder in



3. Press the Add Page button () in the sitemap and enter the name of page or folder you wish to create and press Add



4. The page or folder you have added will be shown in the sitemap (in this example a page called 'New products' has been added)

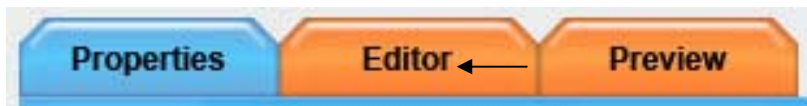


4.2 Submitting content for publishing

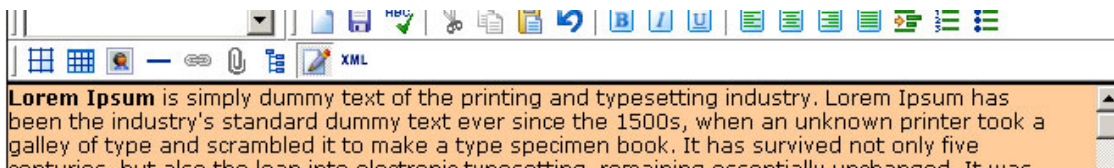
1. Log in to Dub3
2. Find the page you want to add content to in the sitemap and click on it




3. Click on the 'Editor' tab in the detail screen



4. Enter the text you wish into the Editor




5. Press the Save button () and enter the revision comment in the pop up box
6. Next, enter a revision comment to say what changes were made in this revision and press OK




Once this has been done, an email will be sent to all of the admin users to say that a new page has been added and an entry will be placed into the Publish Bin so that the next time a Publisher logs in, they will see which page needs publishing.

4.3 Cut and Paste a Page

1. Log in to Dub3
2. Find the page you want to cut in the sitemap and click on it. Then click on the cut icon (). The node will be highlighted to indicate it is cut.



Note: When cutting a default page, the following warning will be displayed "Item cut: New Products - A new default page will be automatically selected where possible". As, in this example, there are no pages contained in the folder, the folder will be removed from the site. If pages were contained in the folder, the next page in the list would be selected.

3. Next, click the folder you wish to paste the page into and press the Paste button ().



4. If there are links contained within the page which has been cut, an entry will be made into the broken links folder. This can be viewed by clicking on the Broken Links folder (in this example, the second one in the list).

Broken Page	Broken Link
/site_search.shtml	/news.html
/products/new_products.shtml	/contact_us/oxford.shtml

Should there be links pointing at the page which has been cut, a new screen will appear which will ask the user if the pages are linking to the cut page need to be updated. This is easily addressed by pressing 'Fix'.

5. Conclusion

We hope that you enjoy using Dub3 and that it can significantly improve your business in many ways. To allow Dub3 to reach its potential, it should be used regularly, so that your website is maintained and kept up to date. Through the use of the editor, this can simply be a matter of copying and pasting information from files, which can take a matter of minutes!

To find out more about Dub3 and the latest product information, visit www.dub3.co.uk

Best of luck!

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6. Glossary

CMS	Content Management System. A tool used to update websites which usually sits on the back of a website and is accessible 24/7 from anywhere in the world.
Detail screen	The window in Dub3 where more information can be retrieved about a node shown in the sitemap.
Folder	A place where multiple pages can be kept and organised.
HTML	HyperText Markup Language. The mostly commonly used language for building websites.
Microsoft Windows	The computer operating system which runs the majority of the computers in use today.
Node	An individual block of the sitemap. A node can represent a page, folder or the root of the site. A description of each of the nodes is shown in section 3.3.2.
Page	A file which contains text and images which will be viewable to visitors to your site.
Resource	Any electronic file which can be linked to or can be placed onto the site (such as a PDF, DOC, JPG, MP3 etc).
Revision	A snapshot taken at a certain time which takes all of the information from a page including all content, date and editor who made changes.
Sitemap	A tree representation of the website which has been built by the Dub3 users shown on the left hand side of Dub3.