
































Windmill IT - Website Content Management System

Summary of Help

Common buttons

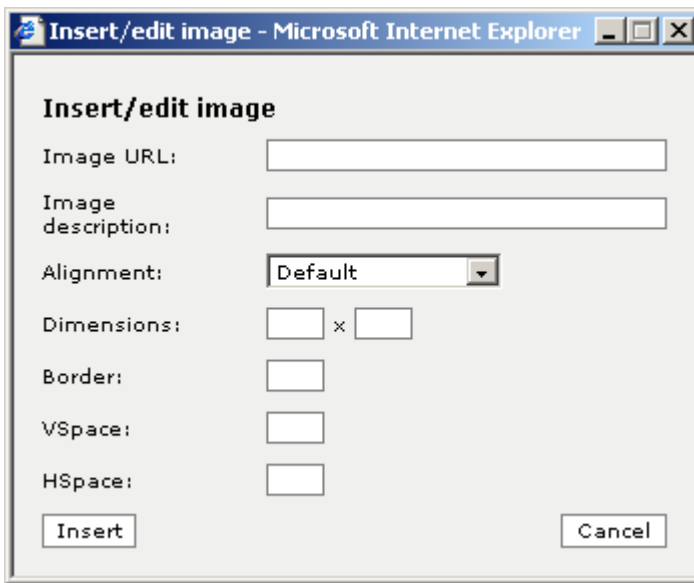
Below is a short description about each button.

	Bold text style (Ctrl+B).
	Italic text style (Ctrl+I).
	Underline text style (Ctrl+U).
	Strikethrough text style.
	Align left.
	Align centre.
	Align right.
	Align full.
	Unordered list/bullet list.
	Ordered list/numbered list
	Outdent/decrease indentation.
	Indent/increase indentation.
	Undo the last operation (Ctrl+Z).
	Redo the last operation (Ctrl+Y).
	Insert a new link, read more about this function in the Insert link section.
	Unlinks the current selection/removes all selected links.
	Insert a new anchor, read more about this function in the Insert anchor section.
	Insert a new image, read more about this function in the Insert image section.
	Cleanup code/Removes unwanted formatting. This function is useful when you copy contents from for example a office product.
	Shows this help window.
	Opens HTML source code editor.
	Inserts a new table at the current location.
	Adds a row above the current one.
	Adds a row under the current one.
	Removes the row.
	Adds a column before the current one.
	Adds a column after the current one.
	Removes the current column.

—	Inserts a new horizontal ruler
	Removes formatting from the selection.
	Makes the selection to be subscript.
	Makes the selection to be superscripted.

Insert image button

The insert image button opens the window shown below.



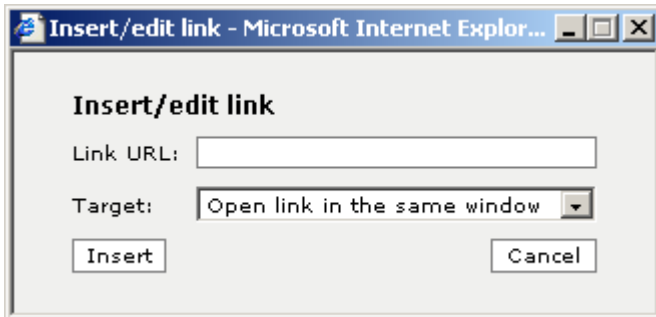
You simply enter a URL to the image you want to link to and enter a image description, this is then displayed as an alternative text description of the image on the page.

Field descriptions:

Image URL	URL/path to the image.
Image description	Alternative description of image contents.
Dimensions	Image width/height.
Alignment	Image alignment, useful when wrapping text around images.
Border	Border thickness.
VSpace	Vertical space, useful when wrapping text around images.
HSpace	Horizontal space, useful when wrapping text around images.

Insert link button

This button opens a new window with the insert/edit link function.



There are two fields in this window the first one "Link URL" is the URL of the link. The target enables you to select how the link is to be opened.

Insert anchor button

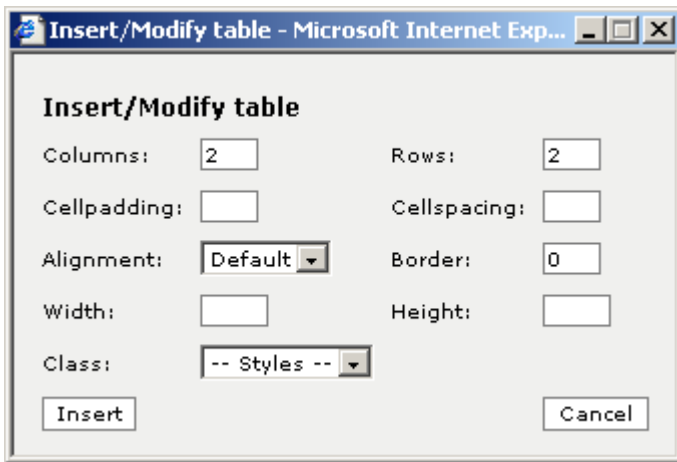
This button opens a new window with the insert/edit anchor function.



There are one field in this window, this is where you enter the name of you anchor point. Remember the anchor name needs to be unique.

Insert table button

The insert table button opens the window shown below. This action enables you to create tables.



Field descriptions:

Columns	Number of columns in the table.
Rows	Number of rows in the new table.
Cell padding	Cell padding of the table.
Cell spacing	Cell spacing of the table.
Alignment	Table alignment.
Border	Border thickness of table.
Width	Width in pixels of table.
Height	Height in pixels of table.
Class	Style or CSS class of table.

Create accessible content

Windmill CMS can create HTML content that will be accessible to all users, including those with disabilities using assistive technologies, as well as those using text-based browsers, or those browsing the Web with images turned off.

Things you can do to make your content accessible:

1. **Include an Image Description:** Blind users, or others who are unable to view images, will rely on the Image Description (or Alt text) to take the place of the image. If an image contains no meaning, such as a decoration or a spacer image, leave the Image Description empty. Windmill CMS will then insert an empty Alt text attribute that will force assistive technologies to ignore the image.
 2. **Structure content with properly nested headings:** In the format selection menu choose Heading 1 to Heading 6 to represent headings in your content, rather than using other font formatting options. Blind users using a screen reader can then extract the headings from the page to generate a summary of the content it contains, and use those headings to navigate quickly to subsections within the page.
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Quick Help (scroll down to find the items listed below)

Creating Web Page Content

From The Editor Window

- Set Or Change Font Characteristics
- Insert Tables
- Insert Ruler Lines
- Handy Utility Icons
- Email Hyper Link
- Hyper Link To A Web Page
- Insert Images

Create Content "Off Line" Then Insert To Editor Window

- Using Windows Note Pad
- Using Ms Word

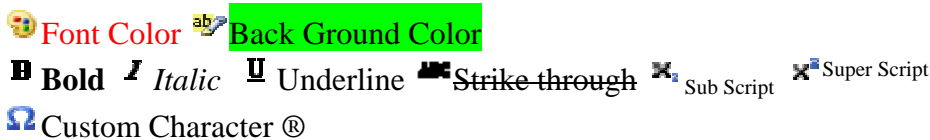
Uploading Images *

- You have the ability to upload images but they must be placed in the Images folder.

Set Or Change Font Characteristics

You can change the look, size and color of your text.

The first step is to select and highlight the text you want to format. Then select the Icon.



Alignment - This aligns the selected text to the:



-- Styles --

-- Format -- Select from the Drop Down List

Paragraph, Address, Preformatted, Heading 1 - 6 (1 = large, 6 = small)

-- Font Family -- Select from the Drop Down List

-- Font Size -- Select the font style from the Drop Down List



Enter some text on the first line, SHIFT-ENTER (this will move you to the next line)

Enter some text on this line, SHIFT-ENTER (this will move you to the next line)

Enter some text on this line, SHIFT-ENTER (this will move you to the next line)

Enter some text on this line, SHIFT-ENTER (this will move you to the next line)


Hit enter twice to end the list.

qqqqq


wwwww

eeeee

rrrrr

Now, Select all the above text, and click this Icon 
The results will be:

- qqqqq
- wwwww
- eeeee
- rrrrr


This is a Ordered list. (enter text as above but now click this Icon )

1. qqqqq
2. wwwww
3. eeeee
4. rrrrr

In dent or Out dent your text (works like the Tab Key)

Indent 

Out dent  (Icon will be available, if selected text was In dented)

To In dent, enter your text, select your text, then  In dent Icon

To Out dent the selected text, select your text, then  Out dent Icon

The below three lines of text is In dented.

qqqqq
wwwww
eeeee

Insert Tables

Tables are an extremely powerful tool for laying out data and images on an HTML page. They provide you with a way to add vertical and horizontal structure to your page. To insert a table:

Click where you want the table to appear

Click the  Insert a new table

Specify the number of rows

Specify the number of columns

Cell Padding, specify the number of pixels between the cell content and the cell wall

Cell Spacing, specify the number of pixels between each table cell

Width, specify the width of the table as a number of pixels ("550") or as a percentage ("75%") of the browser window.

When you create a table, (rows and columns) this creates "guidelines" in the editor window.

You can "Toggle" these guidelines/invisible elements by

using this Icon --->  Toggle guidelines/ invisible elements

Changing Tables - Once you have created a table, these buttons will allow you to change the tables configuration.

 Cell properties  Table row properties


Add or Delete a row to the table

Insert row before Insert row after Delete row


Add or Delete a Column to the table

Insert column before Insert column after Delete column

To merge cells click in the cells you want to merge, holding down the shift key (the cells must be adjacent to each other).

Click the  Merge table cells to combine selected cells, rows, or columns, creating one cell

To Split cells Click in the cell you want to split

Click the  Split cells to divide a cell, creating two cells.

To delete a table click the  Delete table

Insert Ruler Lines

 Insert/edit Horizontal Rule

Select the Width as x, px (pixels) or %

Select Height as Normal or 1 through 7

A horizontal ruler line, width=50% and Height of line is 4



Handy Utility Icons

 Cut selected,  Copy,  Paste

Note: using the Fire Fox browser, Copy and Paste may not function. See below for a little Fire Fox "trick".

 Search,  Find & Replace,  Clean Up code,  Edit htm source

 Remove format code,  Un do,  Re do,  Un link

 Toggle full screen mode,  Editor version and credits

Fire Fox "trick" to Copy and Paste (Cut & Paste) within the Editor window.

Select the text.

Then from your Key Pad, CTRL+C will COPY text

Move insertion point

Then from your Key Pad CTRL+V will PASTE text

To Cut and Paste: CTRL+X will Cut text

Email hyper link

Enter text first, like "Email Gene", select this text.

Click this Icon  Insert/Edit Link

At the Link URL text box, enter mailto:aaaaa@bbbbbb.com then click the "Insert" button.
(mailto colon then the full email address)

The words Email Gene will now be a mailto hyper link to his email address.

Hyper link to a web page

Highlight the text you want to link from

Click the  Insert/Edit Link

General tab

Link URL: use the "browse" Icon  to select page from your server. *

Link URL: if you can not "browse" type the address in starting with http://www.

Link URL: if page is not on your server simply type the address in starting with http://www.

Anchor: not required if link is to a full page (see below for [Anchor](#))

Target: select from list, "open in this window is most typical"

Title: This will be the mouse over text

Class: not required

Pop Up tab: optional

Events tab: optional

Advanced tab: optional

Click the "Insert" button

Anchor

An Anchor is a text hyper link in your web page TO a section or line in the same web page.

Example: say, if at the top of your web page you have Chapter 1, Chapter 2,... and wish to link the text "Chapter 2" to the area of the page detailing Chapter 2.

First: select the destination text within your file. (the TO)

Click this Icon  Insert/edit anchor. (Enter a anchor description like Chapter 2)

Second: At the top of your web page, the "Chapter 2",  link this to the the anchor name by selecting it from the General tab, Anchors: Drop Down list.

* You, the User, may or may not have the ability to browse, based on how the User is set up by the administrator.

Insert images

You can add images to your web contest.

Click on the page where you want the image to be placed

Click this Icon  Insert/edit image

General tab

Image URL: use the "Browse" Icon  to select image from your server. *

Image URL: enter the full URL to the image file

Image Description: Enter a description of image (optional)

Image Title: This will be the mouse over (optional, but suggest you use)

Appearance tab

Optional

Advance tab

Optional


Click the "Insert" button

* You, the User, may or may not have the ability to browse, based on how the User is set up by the administrator.

Upload files *

Click the "upload" link located at the top of the page.

From the Pop Up Window, at the Destination Drop Down list, select the folder name (where the file will be uploaded to).

Then from the File text box, click the "Browse" Icon 

You can now browse your computer and files.

Click the "OK" button.

This file is now available to be inserted at the Editor window (image file), or you can link to the the file.

* You, the User, may or may not have the ability to Upload, based on how the User is set up by the administrator.

Create content "off line" using windows note pad.

On your computer, using a ascii text program like Windows Note Pad.

Start-Programs-Accessories-Note Pad

Enter your text on as many lines as you need, do NOT use the File-Font.

File-Save Name and save this file as anyfilenameyouwant.txt on your computer at any folder.

Select ALL the text from this filename using your Mouse and then File-Copy. (this will place ALL the text into your Windows Clip Board)

Log in to the program and open the *.htm, you will see the Editor window.

Set the insertion point using your mouse. (at the top of Editor window)

Select this Icon  Paste as Plain Text.

Set the insertion point with your mouse at the top of the Pop Up Window.

Do not turn "off" the Check box, Keep Linebreaks.

From your Key Pad, CTRL+V (this will Paste the text from your Windows Clip Board)

Click the "Insert" button.

You can now select some text and use the Editor Icons as required, like Bold,....

Create content "off line" using windows ms word.

On your computer, using your existing MSWord *.doc file.

You can use all the MS Word's short cut Icons, like Bold, to format your text.

Select ALL the text from this filename using your Mouse and then File-Copy. (this will place ALL the formatted text into your Windows Clip Board)

Log in to the program and open the *.htm, you will see the Editor window.

Set the insertion point using your mouse. (at the top of Editor window)

Select this Icon  Paste from Word.

Set the insertion point with your mouse at the top of the Pop Up Window.

From your Key Pad, CTRL+V (this will Paste the formatted text from your Windows Clip Board)

Click the "Insert" button.

You can now select some text and use the Editor Icons IF required, like Bold,....