

Advanced Content Management User Guide

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Introduction

In some cases, you may want to add a feature to your page that isn't a HTML Content block. This content management system allows you to put several useful features on your page, such as an event calendar, a feed manager, an image gallery and much more.

This training guide will assist you with adding and editing more advanced features within the Content Management System (CMS).

There are several different types of features you can add using the CMS. Here are a few examples which will be discussed in this user guide:

- Alert
- Blog
- Contact Form
- Event Calendar Pro
- Feed Manager
- Form Wizard Pro
- Forum
- Poll
- HTML Content
- Google or Bing Maps
- Google Translate
- Image Gallery
- Flickr Gallery
- Shared Files

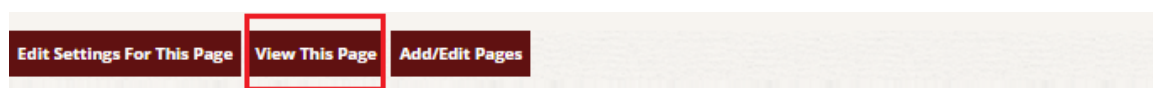
How to Add a Feature

To add a feature to your site you must first log in. Next, click the **“Edit This Page”** button on the Admin toolbar at the bottom. This will take you to a page that looks similar to this:

The screenshot shows a web interface for adding a feature. At the top, there are three buttons: "Edit Settings For This Page", "View This Page", and "Add/Edit Pages". Below these is the "Add Feature" section, which includes a dropdown menu for "Feature" (set to "Html Content"), a text input field for "Title" (containing "New Content Title"), and another dropdown menu for "Location" (set to "Center"). A prominent "Add New Feature" button is located below these fields. The "Arrange Features" section below shows three panes: "Left", "Center", and "Right". The "Center" pane contains the text "Content". Each pane has a vertical scrollbar and a set of navigation icons (up, down, left, right, and a gear icon) on its right side.

On this page you’ll be able to select the feature you like to add, give it a title and set the location for your new feature. For location, in most cases you have three options: Left Pane, Center Pane and Right Pane. Your designer will let you know the location of these panes on your site, but in most cases, the Center Pane will be the area designated for your main content.

After you’ve selected the feature, created a title and decided on a location, click **“Add New Feature”**. The title of your new feature will then appear in the Pane List below. If you would like to move the location of a feature, use the arrow keys beside the pane list it’s in. Lastly, simply click **“view the page”** in the paragraph above the Pane Lists to view your new features.




Using HTML Content's Advanced Features

The HTML Content feature is probably the most used feature on your site – this is the feature which allows you to add content to all of your pages. For the most part, it is just used to add text and images. But in some cases, you may want to add some social settings to your content or create a slideshow on your page. The HTML Content feature can be used for this as well.


To add a HTML Content feature, select **“HTML Content”** in the list of Features, create a title and set the location on the page. Once the HTML Content is on your page, you'll be able to adjust the settings.

Note: For a basic use of the HTML Content feature please refer to VC3's Content Management User Guide.


Adjusting Social Settings and Adding a Facebook Like Button

1. Click the cog icon  beside the title of your HTML Content feature.
2. Under the **“HTML Content Settings”** tab, click the last section for **“Social Settings”**.
3. To enable the ability for the user to rate your content, check the box for **“Enable Content Rating”**.
4. To enable the ability for the user to leave a comment on your content, check the box for **“Enable Rating Comments”**.
5. To add a Facebook Like button, check the box for **“Show Facebook Like button”** and select your Like button theme. If you want to show the profile pictures of the users who like your page, check **“Facebook Like Button Show Faces”**.
6. Click **“Save”** to keep your changes.

Making your HTML Content a Slideshow

1. Click the cog icon  beside the title of your Poll feature.
2. Under the **“HTML Content Settings”** tab, click **“Slide Show Settings”**.
3. Check the box beside **“Enable Slideshow of Elements”**.
4. By default, the transition effects include **“fade, curtainX, turnUp, slideY, zoom, pinch, and scrollRight”**. For a basic fade, remove all of these except **“fade”**.
5. Adjust the rest of the settings to meet how you want your slideshow to be displayed. You'll be able to randomize your slides, set the timing, pause the slide on hover, and add a pager.
6. Click **“Save”** to keep your changes.

Adding Content to Your Slideshow

1. Click the pencil icon  beside the title of your HTML Content feature.
2. All content going in your slideshow will go in the same content editor. To put content on separate slides, simply hit **“Enter”** on your keyboard in between content. For example if your slideshow only consists of images, insert your image, hit **“Enter”** on your keyboard and then add another image.


3. Click **“Update”** or **“Create a Draft”** to view your changes.

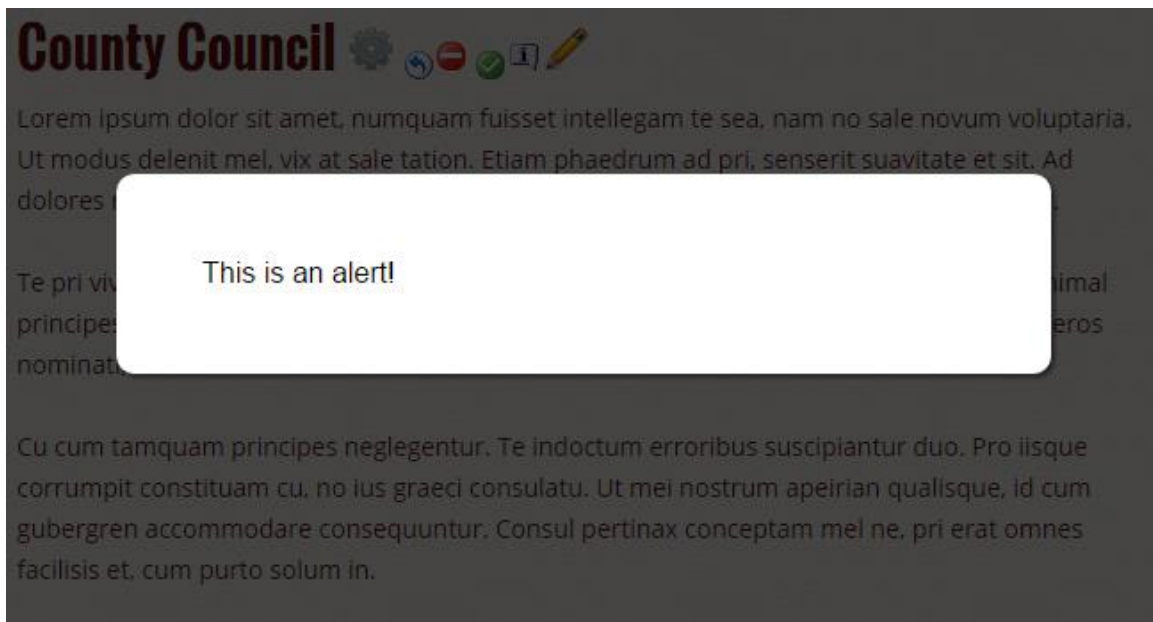
Note: A slideshow does not have to be just images. You can also create a slideshow featuring text, videos, etc.

Using the Alert Feature

Adding an Alert allows you to create messages to appear above all other content as soon as the user enters the site. To add an Alert, first follow the general instructions for adding a feature on page 6. Once the Alert feature is on your page, you'll be able to add your alert message.

Alert Settings and Adding a Message


1. Since the alert feature doesn't appear on the page unless a message is added, you'll need to click "Edit This Page" on the Admin toolbar. Once you arrive on the next page, click on your Alert Feature (in one of the pane locations) to highlight it. Once it's highlighted, click the cog icon  next to the list of features in that pane.
2. Under "Alert Settings" you only have 3 items you'll need to set:
 - a. If you want to send an email once an Alert has been added (this can only be complete if VC3 has setup email notifications for your website which uses a MailChimp account).
 - b. If you want to display this message only one time or every time the user refreshes/returns to this page
 - c. To add your alert message, click on "Content Settings" and type your message.
3. Once you add content and hit save, your new alert will appear in a window that overlays on the current page you are viewing.
4. To turn off the alert feature, either remove it from the page or simply delete the content. If there is no content then the Alert feature will not display.




Using the Blog Module


Adding a blog allows you to create posts and categorize them on your site. It also allows your users to subscribe to a RSS feed and leave comments. To add a blog, select **“Blog”** in the list of Features, create a title and set the location on the page. Once the Blog feature is on your page, you’ll be able to adjust the settings, add posts and create/edit categories.

Blog Settings

1. Click the cog icon  beside the title of your blog.
2. **“General”** (under the **“Blog Settings”** Tab) allows you to set an Author Override, Author Email, Copyright, ability to show or not show the Author’s Name, a brief description about your blog, the height of the editor, the Date/Time format, and related links to show in the sidebar of the post.
3. **“Except Mode Settings”** allow you to hide full post from unauthenticated users, use an excerpt instead of showing the full post, to show or not show the excerpt in the feed, the length of your Excerpt and how to end the excerpt with a link.
4. **“List View Settings”** allow you to select how many entries you would like to show on a page and if you’d like to add a pager to your page.
5. **“Feed Settings”** allow you to adjust settings in your RSS feeds.
6. **“Navigation Settings”** allow you to set user navigation for your blog (ability to show or not show a calendar, archives, categories, tag clouds, navigation on the right, next/previous buttons, etc).
7. **“Comment System”** allow you to set the ability to allow users to leave a comment and whether or not you’d like to be notified. It will also allow you to enable SPAM blocking.
8. **“Map Settings”** allow you to show a map in your posts and set how you would like the information and the map to be displayed within your blog.
9. **“Social Settings”** allow you to set sharing options on social networking sites such as Twitter and Facebook and the ability to add/customize an AddThis.com button.
10. **“Extra Sidebar Content”** allows you to type and display information to go on the Sidebar Upper Content or Lower Content Areas. These editor boxes are the same as a content block on your site.
11. **“Miscellaneous”** allows you to enable version history, and if you wish to show the Page Right or Page Left content.
12. Click **“Save”** when you have finished adjusting the settings of your blog.


NOTE: Click the help icon  beside any of these options to learn more about that specific setting.

Adding a Post

1. Click the pencil icon  beside the title of your blog.
2. Enter the Title of your post in the first blank text box.
3. The content editor on your site will be the same editor you use to update content blocks on your site. You’ll be able to insert text, images, videos, links, etc.

4. In the **“URL”** text box, you’ll notice a URL has appeared based on what you entered for your Title. The URL may be changed but be aware if you change the blog title the URL will change by default to match.
5. To select the categories you want your blog post to be listed, check the box by the title of the category. If you want to add a new category for your post to be listed under, fill out the text box beside **“Categories”** and click **“Add Category”**. Once the category is added, the check box for this category will be checked by default.
6. By default, **“Include in Feed”** is checked which allows the blog post to be seen in the RSS Feed.
7. **To save as a draft:** By default, the state date is set for when you started your draft and when you hit save it will be published to your site. If you wish to save your post as a draft and not publish it yet, uncheck the **“Is Published?”** checkbox.
8. **To publish at a future date:** By default, the state date is set for when you started your draft and when you hit save it will be published to your site. If you wish to publish your post at a future date, change the start date and time for the day you wish your post to be published and leave the **“Is Published?”** box checked.
9. **To set comment settings:** Beside **“Allow Comments for”** you can select how many days users can leave comments, set this option as Unlimited or change to **“Not Allowed”** to prevent users from leaving comments.
10. Click **“Save”** once you are complete.

Adding and Editing Categories

1. Click **“Edit Categories”** beside the title of your blog.
2. **To add a category:** Type your category title into the blank text box and click **“Add Category”**.
3. **To edit a category:** Click the pencil icon  beside the category you wish to edit, this will then change into a text box where you’ll be able to make your changes and then hit save.
4. **To delete a category:** Click the trash can icon beside the category you wish you delete. A message will appear asking if you are sure you want to delete this category, if so, click **“OK”**.

Using the Contact Form

The Contact Form allows let your users contact you without providing an email address on your site. To add a Contact Form, select **“Contact Form”** in the list of Features, create a title and set the location on the page. Once the Contact Form is on your page, you’ll be able to adjust the settings.

Contact Form Settings

1. Click the cog icon  beside the title of your Contact Form.

2. Enter the address of the individual who will be receiving the contact form submissions in the text box beside **“Email Address(es) To Receive Submissions”**. To add more than one email address separate the email addresses using commas.
3. Enter the Alias for the email address in the next text box (Typically a name or department).
4. Next, enter the email addresses you want to BCC on the contact form, if any. If there is more than one email, separate them using commas.
5. If you want your email from the contact form to appear from the person who filled out the form, check the box beside **“Use entered email as from address”**.
6. By default, the CMS will store all contact form messages on the site. If you do not want this feature, uncheck the box beside **“Keep Messages”**.
7. To change the height of the area where the user types their message, edit the number beside **“Editor Height”**. By default it will be set to 350 pixels. If a new size is entered it must be in pixels.
8. **“Enable SPAM Blocking”** is also enabled by default. This makes users enter a code in order to submit their form which will help prevent your site from getting SPAM emails.
9. The **“Message List Page Size”** is the number of messages that can be viewed on one page. This only applies if you have **“Keep Messages”** enabled.
10. **“Subject Prefix”** is where you can set the subject line for all emails sent using your contact form (example: “VC3’s Contact Form Submission”).
11. By default, **“Append Visitor IP to Message”** is enabled. This puts the IP address of the visitor who filled out the form on the message you receive.
12. Click **“Save”** to keep your changes.

Allowing the User to Select Who Receives Form

In some cases, you may want to allow your user to select the person or group who can receive the form. If this is the case, multiple email addresses need to be entered in the text box beside **“Email Address(es) To Receive Submissions”**. Each email address needs to be separated using vertical dividers “|”. (example: “sales@yourdomain.com|marketing@yourdomain.com”). Then in the next text box, aliases need to be separated the same way and in the same order they are listed above. (example: “Sales Department|Marketing Department”).

If you have multiple emails for one group, those emails can be separated using commas within (example: “sales1@yourdomain.com,sales2@yourdomain.com |marketing@yourdomain.com”).

Using the Event Calendar


There are two event calendars you can choose from in this CMS: a basic Event Calendar and a more detailed calendar called “Event Calendar Pro”. Choosing your calendar depends on you.

Adding a Basic Event Calendar

A Basic Event Calendar is good for those who usually only post holidays or one day events. The basic Event Calendar will allow you to add event details, date and time but it won’t allow you to

add an event that spans over a couple of days. To add an Event Calendar, select **“Event Calendar”** in the list of Features, create a title and set the location on the page. Once the Event Calendar is on your page, you’ll be able to adjust the settings.

Event Calendar Settings

1. Click the cog icon  beside the title of your Event Calendar.
2. Most of the settings for the calendar refer to how a Map will be displayed on pages with details about the events. Maps will only be shown on the event details if you enter an event location. Check any boxes by features you want to have on your map.
3. Click **“Save”** to keep your changes.

Event Calendar Settings

General

Security

Pad Empty Days:

Map Height:

Show Satellite and Hybrid Map Options:

Show Zoom Tool:

Show Location Info Ballon:

Show Local Search:

Enable Driving Directions:

Initial Map Type:

Map Zoom Level:

Custom CSS Class ?


Save

Cancel

Publishing


Delete

Adding an Event to the Event Calendar


1. Click the pencil icon  beside the title of your Event Calendar.
2. Fill out a description of your event in the content editor (Note: This text will not appear on the calendar itself but on a page that will be created for this event).
3. Enter the **“Event Title”**.
4. Enter the **“Event Date”**. If you click the **“...”** box beside the event date text box, a calendar will appear – click a date on this calendar will place the date in the text box.
5. Set the Start and End times using the drop down menus (Times are in 15 min increments).
6. If there is a location, enter the address in the text box.
7. Click **“Update”** to save your event.

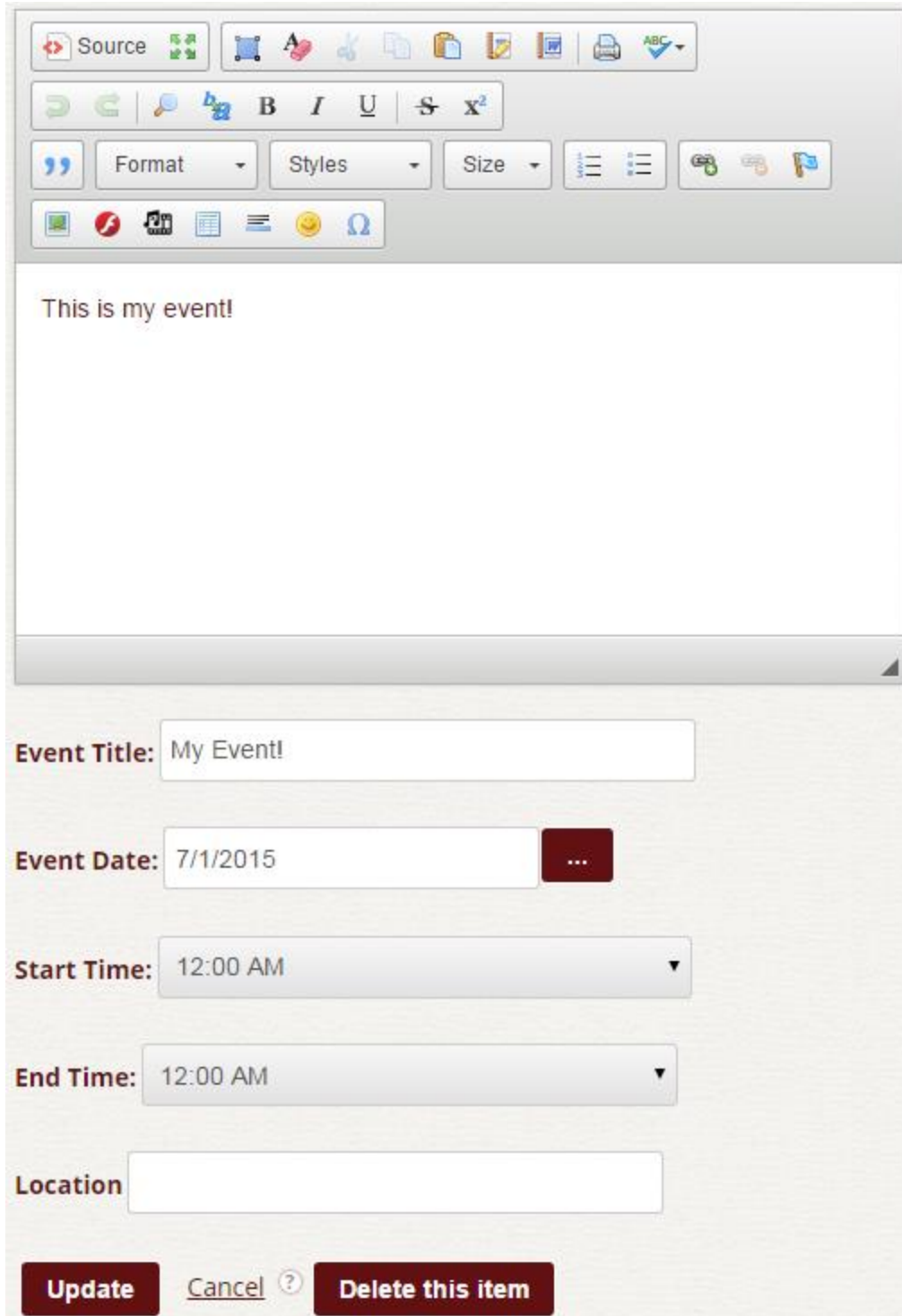


Editing an Event on the Event Calendar

1. Find the event you wish to edit on your calendar and click the pencil icon  beside the event name.
2. Edit any information that needs to change on this page.

3. Click **“Update”** to save your events details.

NOTE: If you wish to delete an event, find the event you wish you delete and click the pencil icon . Then, simply click **“Delete this item”** at the bottom. A message will pop up asking if you are sure you want to delete this event, if so, click **“OK”**.



Source

Undo Redo Bold Italic Underline Strikethrough Link Unlink List Link Color

Format Styles Size

This is my event!

Event Title:

Event Date: ...

Start Time: ▼

End Time: ▼


Location

Update Cancel **Delete this item**

Adding the Event Calendar Pro

The Event Calendar Pro allows you to have events that span over multiple days, set different view settings beside a month view, sell tickets to events, and sets up an RSS Feed for users to subscribe to. To add the Event Calendar Pro, select **“Event Calendar Pro by Source Tree Solutions”** in the list of Features, create a title and set the location on the page. Once the Event Calendar Pro is on your page, you’ll be able to adjust the settings.

Event Calendar Pro Settings

1. Click the cog icon  beside the title of the Event Calendar Pro.
2. **“Date/Time Settings”** allow you to select your time zone, your clock type (AM/PM or 24 hours), minute increments, and the ability to adapt to the users time zone.
3. **“View Settings”** allow you to set how the calendar will be displays on your site. Your view options are **“List View, Month View, Week View, Day View, and Timeline View”**. By enabling all of these views, you’re allowing the user to select how they would like to view your calendar. In the drop down menu beside **“Default View”** you can set how the calendar will appear when a user first enters the page. If you enable List View or choose it as your default view, you can edit how many events are seen on one page. By default, this number is set to 5.
4. **“Feed Settings”** allow you to enable an external feed. If you do not wish to have an external feed, this box may be unchecked.
5. **“Ticket/Registration Settings”** allow you to adjust settings for events that will be selling tickets. By default, there is a 100 ticket per order limit but this number may be changed. You’ll also need to find out if tickets are taxable in your region. If so, check the box by **“Tickets are Taxable”**. You’ll also need to set your Country and State. This is also where you can set who can receive emails for order confirmation.

Event Calendar Pro Settings

General Security

▼ Date/Time Settings

Time Zone ⓘ (GMT-05:00) Eastern Time (US & Canada) ▼

Clock Type ⓘ AM/PM ▼


Time Chooser Minutes Increment ⓘ 15 ▼

Adapt To User Time Zone? ⓘ

Show Time Zone Label? ⓘ

Save [Cancel](#) [Publishing](#) **Delete**


Adding an Event to the Event Calendar


1. Click the pencil icon  beside the title of your event calendar.
2. Under the “**Event Settings**” tab you’ll need to enter what the event is, the start and end date for the event, the time (if it is not an all-day event), if your event needs to repeat, the location, if you want to show a map, and if you want to require registration for the event. If you require registration, you then need to fill out information to getting tickets for the event. *NOTE: Unless commerce has been configured on your site, you won’t be allowed to set a ticket price.*

3. Under the **“Details”** tab you can write additional details about the event. The editor will allow you to add pictures, links, video, etc. The details won't be show on the calendar, but will be seen if the user clicks on an event.
4. Under the **“Summary”** tab you can write a summary about the event. The summary is only seen when the calendar is in **“List View”**. If you do not have **“List View”** enabled, a summary does not have to be entered.
5. Under the **“Map Settings”** you can adjust how maps will be displayed on the Event Details page. Maps will only appear if **“Show Map”** was selected under the **“Event Details”** tab.
6. Click **“Save”** to keep your changes.

« June 2015 July 2015 August 2015 »						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	01  My Event!	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	01

Editing an Event on the Event Calendar Pro

1. Find the event you wish to edit on your calendar and click the pencil icon  beside the event name.
2. Edit any information that needs to change on this page.
3. Click **“Save”** to save your events details.

NOTE: If you wish to delete an event, find the event you wish you delete and click the pencil icon . Then, simply click **“Delete”** at the bottom. A message will pop up asking if you are sure you want to delete this event, if so, click **“OK”**.

Event Settings
Details
Summary
Page Meta Data
Month View Display Settings

Map Settings

Eastern Daylight Time

What:

When: to
 -
 All Day

Repeats: until

Location
 Show Map

Location Alias

Show Add To Calendar Links?

Include In Feed?

Requires Registration?:


Save
[Cancel](#)
Delete

Using the Feed Manager

The Feed Manager allows you to add RSS Feeds and display them on your site (these feeds can include your blog or event calendar pro). To add a Feed Manager, select **“Feed Manager”** in the


list of Features, create a title and set the location on the page. Once the Feed Manager is on your page, you'll be able to adjust the settings.

Feed Manager Settings

1. Click the cog icon  beside the title of your Feed Manager.
2. **“Navigation and Layout”** allow you to adjust how the feed(s) will be displayed on your page. This is particularly helpful if you are showing multiple feeds.
3. **“Excerpt Mode Settings”** allow you to either show headings only or show only a portion of the content of the feed item. Check the box by **“Show Headings Only”** if you do not wish to show the entire feed item or an excerpt. If you do want to show an excerpt instead of the entire feed item, click **“Use Excerpt”**. You can then set the excerpt length and add a suffix.
4. **“Security Settings”** allow you to filter items in your feed manager such as the ability to filter invalid markup and potentially dangerous content.
5. **“Cache Settings”** allow you to set the cache time, how long posts are store in your feed manager, and the maximum posts per feed.
6. **“Selective Publishing”** allows you to enable the ability to pick and choose which feed items are published to your feed manager.
7. Click **“Save”** to keep your settings.

Feed Manager Settings	General	Security
Feature	Feed Manager	
Instance ID	23	
Parent Page	<input type="text" value="-County Council"/>	
Feature Instance Title	<input type="text" value="Feed Manager"/>	
Show Title?	<input checked="" type="checkbox"/>	
Publish Mode <small>?</small>	<input type="text" value="All"/>	
Hide From Authenticated Users?	<input type="checkbox"/>	
Hide From Anonymous Users?	<input type="checkbox"/>	

Adding a Feed

1. Click the pencil icon  beside the title of your Feed Manager.
2. Enter the name of your Feed.
3. Enter the website the feed it coming from (example: "http:// www.vc3.com").
4. Enter the Feed URL (example: "http://www.vc3.com/blog135rss.aspx").
5. Click "**Save**" to add your feed.

Note: This will be the same area to Edit or Delete a Feed from your site.

Edit Feed

Feed Name

Web Site Url

Feed Url


Sort Rank

Save [Cancel](#) [?](#)

Using the Form Wizard Pro

Adding Forms to your site allows you to collect information from users. To add the Form Wizard Pro, select **“Form Wizard Pro by Source Tree Solutions”** in the list of Features, create a title and set the location on the page. Once the Form Wizard is on your page, you’ll be able to adjust the settings.

Form Wizard Pro Settings

1. Click the cog icon  beside the title of your Forum.
2. Checking **“Enable SPAM Blocking”** will force the user to enter letters/numbers in an image before submitting a form (this is known as a CAPTCHA). This will help prevent receiving SPAM entries.
3. If you want the user to see required fields before filling out the form, check **“Pre-Validate the Form”**.
4. Below **“Notification Settings”** set the email address for the person who will be receiving submitted form information.
5. Click **“Save”** to keep your settings.


Form Wizard Pro by Source Tree Solutions Settings

General Security

General Settings

Enable SPAM Blocking ?	<input checked="" type="checkbox"/>
Pre-Validate the Form? ?	<input type="checkbox"/>
Enable Regular Expression Validation of Text Questions? ?	<input type="checkbox"/>
Custom CSS Class ?	<input type="text"/>
Override Submit Button Text ?	<input type="text"/>
Results Grid Page Size	<input type="text" value="10"/>
Form Submit Analytics Tracking Url ?	<input type="text"/>
Submission Event Handler ?	<input type="text" value="DoNothingFormSubmissionHandler"/>
Enable Per Question CSS Classes? ?	<input checked="" type="checkbox"/>
Enable Question Aliases? ?	<input type="checkbox"/>
Enable Option Aliases? ?	<input type="checkbox"/>

Creating a Form

1. Click the pencil icon  beside the title of your Form.
2. *To Add a Question:* Select the format you want the user to enter their answer (For a short text answer, chose **“Text”**). Then click **“Add New Question”**.
3. Enter your question into **“Question Text”**. If an answer is required, check the box. CSS Class can be left blank. Click **“Save”** to add your question to the form. Repeat steps 1-2 to add multiple questions.
4. Once all questions have been saved, click **“Save”** button at the bottom (beside **“Export Form Definition”**).
5. *To Add Instructions for the Form:* Click the **“Instructions”** Tab at the top and fill out the instructions or short description for the form. Click **“Save”** when complete.
6. *To Add a Thank You Message:* Click the **“Thank You Message”** Tab at the top and fill out the message that will appear once the user has submitted their form. Click **“Save”** when complete.

Choose which department you want to read about.



Which department?

Please select...

- Please select...
- Electric
- Water
- Wastewater

Thank you for your response.

Editing a Form Question


1. Click the pencil icon  beside the Form title.
2. Click the pencil icon  beside the question you would like to edit.
3. Make your changes, and click save below the question. Clicking **“Save”** below the question will only save the question. To save the form, click **“Save”** at the bottom.
4. *To Move a Question:* Put your mouse over the dotted box beside the question, once the cursor changes you'll be able to click and drag the question to the location you wish to move it. To save the form, click **“Save”** at the bottom.

Note: This will be the same area Delete a post from your site.


Using the Forums Module

Adding Forums to your site allows users to interact with you and other users. To add a Feed Manager, select **“Forums”** in the list of Features, create a title and set the location on the page. Once the Forums are on your page, you'll be able to adjust the settings.

Forum Settings

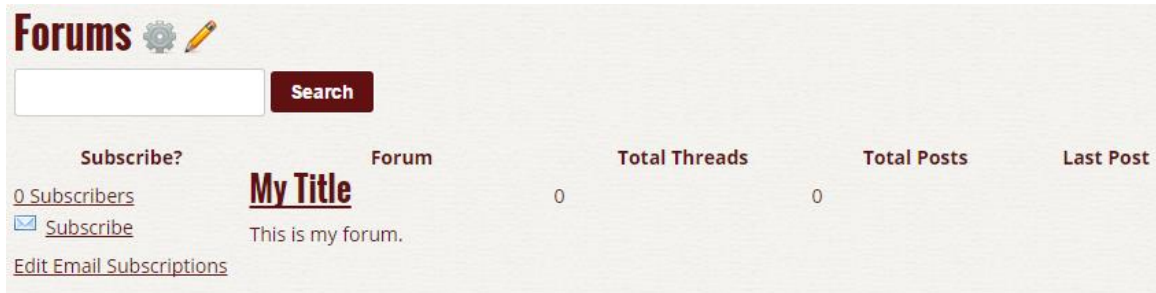
1. Click the cog icon  beside the title of your Forum.
2. Under the **“Forums Settings”** tab you'll be able to adjust how the forums will be displayed on your site. You'll be able to add things like a forum search, enabling SPAM blocking, and different RSS feed levels. You'll also be able to put a limit on how many items to show in the feed and ask users to use a Gravatar (aka profile icon).

Adding a Forum

1. Click the pencil icon  beside the title of your Forum.
2. Enter the title of your Forum you want to create.
3. Use the content editor to write a description of your forum.
4. Check the box beside **“Allow Anonymous Posts?”** to allow users to leave posts signing into your site.


- By default, the CMS sets your forum to a sort order of 100, 10 posts per page, and 40 topics per page. To adjust these options, simply change the numeric value in the text boxes.
- Click **“Create New Forum”** to add your feed.

Note: This will be the same area to Edit or Delete a Forum from your site.




Adding a Topic with Post to a Forum

- Click on the Forum you want to leave a post in.
- Click **“New Topic”**.
- Enter the subject of your post in the first text box.
- Use the content editor to write your post.
- If you have the ability to prevent SPAM enabled, enter the code shown and click **“Post”**. If not, simply click **“Post”** to save your work.

Note: To delete or edit a topic, click the pencil icon  beside the Topic title in your forum.

Editing a Post in a Topic


- Click Topic that has the post you want to edit.
- Click the pencil icon  beside the post title.
- Make any changes that need to be made and click **“Post”** to save your changes.

Note: This will be the same area Delete a post from your site.

Using a Poll

Adding a Poll to your site is a great way to get quick responses from users. To add a Poll, select **“Poll”** in the list of Features, create a title and set the location on the page. Once the Poll Feature is on your page, you’ll be able to adjust the settings.


Poll Settings

- Click the cog icon  beside the title of your Poll feature.
- Under **“Poll Settings”** you’ll be able to enable an option to show poll history and set the color for the results bar graph.




The screenshot shows a 'Poll Settings' dialog box with two tabs: 'General' and 'Security'. The 'General' tab is active. It contains two settings: 'Show 'My poll history' button?' with an unchecked checkbox, and 'Custom CSS Class' with a text input field and a help icon. At the bottom, there are four buttons: 'Save', 'Cancel', 'Publishing', and 'Delete'.

Adding a Poll

1. Click the pencil icon  beside the title of your Poll feature.
2. Click **“Add New Poll”** to begin.
3. Enter your question in the text box and check any boxes which you want to enable.
Note: By default, the CMS disables Anonymous voting, but users will not see this poll unless they have the option to sign into your site.
4. In the text box beside **“Add to Options”** enter all Poll options the user can select from. When you add them they will be added to the list above. Using the icons to the right, you’ll be able to move, edit or delete your options.
5. Select a start date and end date for your poll to be active on your site.
6. Click **“Save”** to keep your changes.
7. Next, you’ll be taken to the **“Choose Active Poll...”** page, click **“Make Active”** to publish the poll on your site.
Note: If you have more than one poll in a feature, only one poll can be active at a time. If you have a case where you need multiple polls on the same page, you’ll need to go to page settings and add another poll feature to your page.

Viewing Poll Results

1. Click the pencil icon  beside the title of your Poll feature.
2. Poll Results will be listed on this page.
Note: To delete or edit a poll click **“Edit Poll”** below results. Next, you’ll either make your changes and hit save or click **“Delete Poll”** to remove.



My Poll > [Choose Active Poll for My Poll](#)
Choose Active Poll for My Poll

[Remove current poll](#) [Add new poll](#)

Which day is for town meetings?

Monday, 0 votes (0 %)
|

Tuesday, 1 vote (100 %)
████████████████████

Wednesday, 0 votes (0 %)
|

Thursday, 0 votes (0 %)
|

Friday, 0 votes (0 %)
|


Poll runs from 7/1/2015 2:42 PM to 7/1/2016 2:42 PM

[Active](#) [Edit poll](#) [Copy to new poll](#)

Using Shared Files

The Shared Files feature allows you to store documents and files in a folder structure for all users to access. The feature is a great way to organize and share documents such as meeting minutes, agendas, and more. To add this feature, select **“Shared Files”** in the list of Features, create a title and set the location on the page. Once the Shared Files feature is on your page, you can create new folders and begin uploading documents.


Shared Files Settings

1. Click the cog icon  beside the title of your Shared Files feature
2. Under the **“Shared Files Settings”** tab, check and uncheck the options depending on how you would like your folders to display.
3. Click **“Save”** once you are complete.

Note: We recommend if you’re using this to organize documents by date to use a numerical date at the beginning of your folder name (for example: **“2013-04-22 Town Council Meeting”**) and then you can select to sort your folders by **“Ascending”** or **“Descending”** (**“Descending”** is ideal if you want your most recent dates at the top of the list).

Adding/Editing a New Folder

1. In the blank text field, enter the title you want to name your folder and then click **“Create New Folder”**.

2. To change the name of your folder you can either click **"Rename"** on the right or hit the pencil icon  beside the folder.
11. To create a new folder inside another folder, simply click on the folder you want to create a folder in; once there, follow step #1. If you created your folder in the wrong location, you can click the pencil icon beside the folder and change the Parent Folder. Click **"Update"** once you are complete.


Uploading Documents

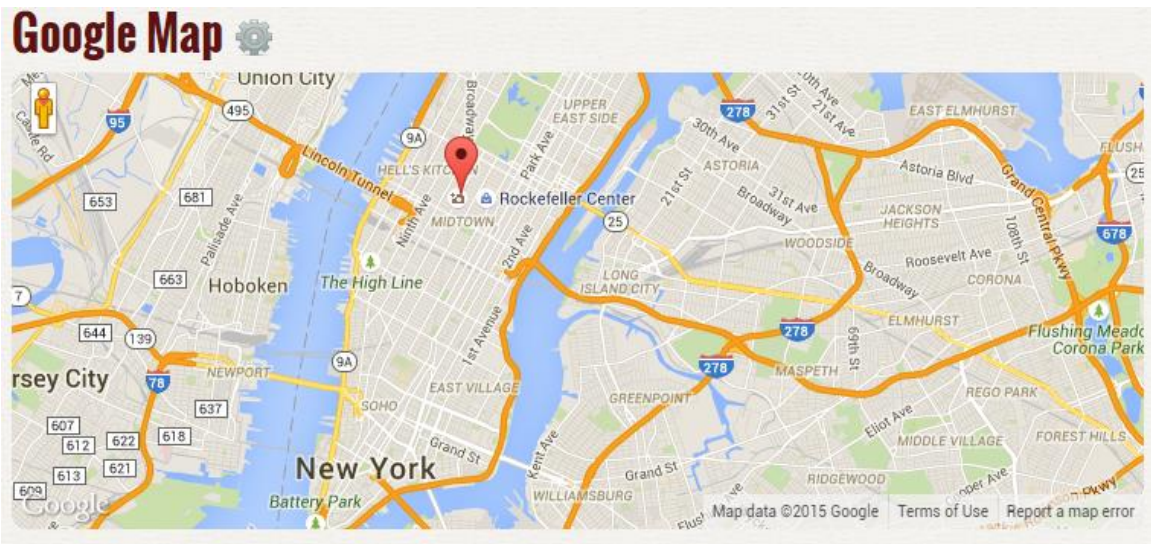
1. Click on the folder you would like to upload your document to
2. Next, click the **"Add File..."** button which will be located below the field to create a new folder. Once there, you'll need to find the documents you wish to upload on your computer. If uploading multiple documents, hold down Ctrl when selecting the documents. Click open once your documents are selected.
3. Once you have selected your documents, you will see a list of the file(s) you are about to upload. Click the **"Upload"** button under this list to add your documents to this folder.

Using Google or Bing Map


Adding a Google or Bing Map allows your user to have an interactive map directly on your page without having to leave your site. To add a map, select **"Google Map"** or **"Bing Map"** in the list of Features, create a title and set the location on the page. Once the Map feature is on your page, you'll be able to adjust the settings and set a location.

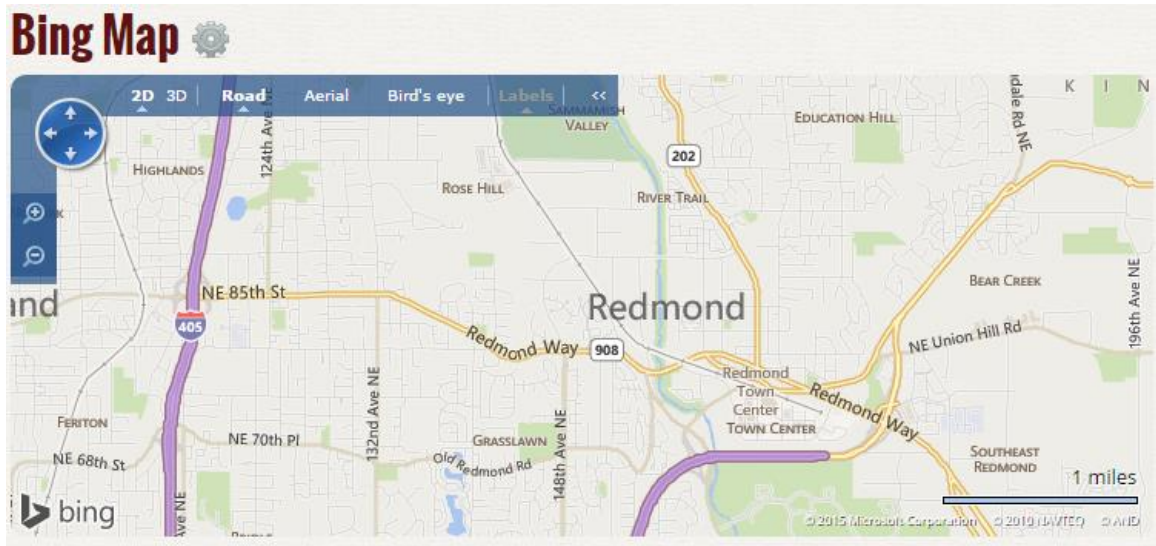
Google Map Settings

1. Click the wrench icon  beside the title of Google Map.
2. Enter the Location address into the **"Location"** text box; you may also add a caption in the next text box.
3. By default, the map is set to a height of 300 pixels and a width of 500 pixels. This size may be adjusted but sizes inserted in these text boxes must be in pixels.
4. Next, enable any settings you want to have on your map including a Location Info Balloon, Driving Directions and more. By default, the CMS does not have any options enabled.
5. Click **"Save"** to keep your changes.



Bing Map Settings


1. Click the wrench icon  beside the title of Bing Map.
2. Enter the Location address into the **“Location”** text box.
3. By default, the map is set to a height of 300 pixels and a width of 500 pixels. This size may be adjusted but sizes inserted in these text boxes must be in pixels.
4. By default, the **“Map Controls”** are enabled for Bing Maps. To disable it, uncheck this option.
5. Next, set the settings for how you want your map to be displayed. These include the style of map being shown, the unit of measurement, and the ability to enable driving directions.
6. Click **“Save”** to keep your changes.




Using the Image Galleries

Adding an Image Gallery is a great way to showcase multiple images for your users to view on the site. To add an Image Gallery, select **“Image Gallery”** in the list of Features, create a title and set the location on the page. Once the Image Gallery feature is on your page, you’ll be able to adjust the settings.

Image Gallery Settings

1. Click the wrench icon  beside the title of the Image Gallery feature.
2. **“Image Settings”** (below **“Image Gallery Settings”**) allow you to adjust image sizes for the thumbnails and gallery photos. All sizes must be entered in pixels. You’ll also be able to adjust the **“Resize Background Color”**.
3. **“Gallery Effects”** allow you to adjust the type of transition, transition speed and other features regarding the animation of the gallery.
4. **“Silverlight Slide Show Settings”** allow you to pick Silverlight for your gallery type. Silverlight showcases a photo while still showing all thumbnails below the photo (the normal gallery option shows all thumbnails but a thumbnail must be clicked to show a full sized image).
5. Click **“Save”** to keep your changes.


Adding Images to the Gallery

1. Click the pencil icon  beside the title of the Image Gallery feature.
2. If you have a description for your Image, enter it into the content editor.
3. To add a caption for your photo, enter it in the text box beside **“Caption”**.
4. Click **“Choose File”** to select the image you wish you upload. Find the image on your computer and select **“Open”**.
5. Click **“Update”** to save your changes.

Adding Images in Bulk

1. Click **“Bulk Upload”** beside the pencil icon of your Image Gallery
2. Click **“Add File”** and then select all of the images you wish to upload to your gallery (Note: If you hold down Ctrl while clicking you can select multiple files). Then hit **“Open”**
3. You will then see a list populate with all of the images you have selected to upload. To complete the upload, click the **“Upload”** button at the bottom of your list.
4. After all of your images upload, if you wish to add a caption to your images, you’ll need to click the pencil icon for the image you want to edit and add a new caption.

Deleting Images

1. Click the pencil icon  beside the image in the gallery you wish to delete.
2. Click **“Delete this item”**. A message will pop up asking you if you are sure you want to delete the image, if so, click **“OK”**.

Note: This is also where you will go to make any edits to a photo.



Using the Flickr Gallery


Adding a Flickr Gallery allows users to view a gallery of a photo set on your Flickr profile without leaving your site. To add a Flickr Gallery, select **“Flickr Gallery”** in the list of Features, create a title and set the location on the page. Once the Flickr Gallery feature is on your page, you’ll be able to adjust the settings.

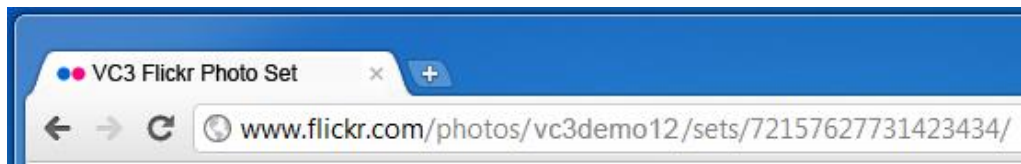
Getting your Flickr API Key

To setup a Flickr Gallery, you must first get your API key. Follow the steps below:

1. Visit <http://www.flickr.com/services/api/>
2. Click the link “API Keys” in the bulleted list below the grey box
3. Login (if you haven’t already) and then select if this is for a Non-Commercial or Commercial App (read the details to select the best option for you)
4. Fill out the required fields. Since this is for a slideshow on your website, you can simply enter “Need key to add a Flickr Slideshow to our Website” in the field for “What are you building?” Click Submit when you’re done.
5. Flickr will then provide you with your API Key.

Flickr Gallery Settings

1. Click the wrench icon  beside the title of the Flickr Gallery.
2. Enter your Flickr API Key.
3. Enter your Flickr ID in the first text box.
4. Enter your Photo Set ID. You can find the Photo Set ID in the url if you visit the photo set on Flickr. In the image below, you’ll notice the Photo Set ID is **“72157627731423434”**:




5. Next, adjust the settings to meet how you want your gallery to be displayed on your page. Note: Slide show sizes must be entered in pixels.
6. Click **“Save”** to keep your changes.

Using the Flickr Slide Show

Adding a Flickr Slide Show allows users to view a slideshow of photo sets on your Flickr profile without leaving your site. To add a Flickr Slide Show, select **“Flickr Slide Show”** in the list of Features, create a title and set the location on the page. Once the Flickr Slide Show feature is on your page, you’ll be able to adjust the settings.


Flickr Slide Show Settings

1. Click the wrench icon  beside the title of the Flickr Slide Show.
2. Enter your Flickr user name in the first text box.
3. Enter your Flickr API Key.
4. Next, adjust the settings to meet how you want your gallery to be displayed on your page. Note: Slide show sizes must be entered in pixels.
5. Click **“Save”** to keep your changes.

Using the Twitter Profile Widget

Adding a Twitter Profile Widget allows users to see your most recent tweets without leaving your site. To add a Twitter Profile Widget, select **“Twitter Profile Widget”** in the list of Features, create a title and set the location on the page. Once the Twitter Profile Widget feature is on your page, you’ll be able to adjust the settings.


Twitter Profile Widget Settings

1. Click the wrench icon  beside the title of the Twitter Profile Widget.
2. Enter your twitter username into the first text box.
3. If you want your tweets to loop, check **“Loop Tweets”**.
4. Next, adjust the styles to match how you want the widget to be displayed on your site.
5. Click **“Save”** to keep your changes.

Using the Twitter Search Widget

Adding a Twitter Search Widget allows users to see search results on Twitter for a keyword or terms you have set. To add a Twitter Search Widget, select **“Twitter Search Widget”** in the list of Features, create a title and set the location on the page. Once the Twitter Search Widget feature is on your page, you’ll be able to adjust the settings.

Twitter Search Widget Settings

1. Click the cog icon  beside the title of the Twitter Profile Widget.
2. Enter the keyword you want search results for in the “Search Terms” text box. To search multiple terms, separate each item with **“OR”**. To search for a username be sure to enter **“@”** before the username (example: @VC3Inc). To search for a hashtag type # followed by the tag (example: #VC3isAwesome).
3. If you want your tweets to loop, check **“Loop Tweets”**.

4. Next, adjust the styles to match how you want the widget to be displayed on your site.
5. Click **“Save”** to keep your changes.

Deleting a Feature

If you ever need to delete a feature, click the wrench icon beside the title of your feature. Next, scroll to the bottom and click **“Delete”**. A message will pop up asking you if you are sure you want to delete the feature, if so, click **“OK”**.

User Management

Specific users have been designated as users that have the ability to add, edit, and delete users that have access to the site for editing purposes. If you have this permission, you will see an Administration link at the bottom of the screen after you first log in. The user management features can be accessed from this area.

Adding a User

From the Administration area of your site, click on the Add New User button or link:

- Enter in a Display Name. This is typically the user’s first and last name.
- Enter in a User ID. This is typically the first part of the user’s email address.
- Enter in an Email Address.
- Enter in a temporary password.
- Click the Create User button.

Once a user has been created, the user must be added to the appropriate role:

- Next click on the Role Membership tab.
- Choose the appropriate role from the dropdown list and click the Add user to this role button. Typically, content authors are users that have the ability to edit but not approve. Content publishers have the ability to approve and publish content to the live site. Your site might have specific permissions for your divisions or departments.

You will need to communicate the user’s password to them. The most secure procedure to follow is to force the user to come up with their password upon initial log in. To do this, check the User Must Change Password? Checkbox and click the Update User button.

Deleting a User

To delete an existing user, from the Administration area, click on the Member List button or link.

- Find the user you wish to delete and click the corresponding Manage link.
- At the bottom, click the Delete button.

Editing a User

To edit an existing user, from the Administration area, click on the Member List button or link.

- Find the user you wish to edit and click the corresponding Manage link.
- From here, you can change pretty much any aspect of the user including their password or role membership. Typically, the information you will be changing will be on the Identity/Security or the Role Membership tabs.
- When finished, click the Update User button to apply the changes.

Additional Help & Resources

PDF Converter

If you have the latest suite of Microsoft Office 2013, you can convert word documents to pdf files. To do this:

- Click File.
- Select Export from the list on the left.
- Click on Create PDF/XPS Document.

Image Software

Usually, when adding images to the site, the image needs to be edited first before uploading it because they are typically much larger than needed for the website. Images for the site are usually a resolution of 72 dpi, or dots per inch. To edit photos you can visit <http://pixlr.com/editor/> which is a free, online photo editor.

Additional Guides & FAQ

For additional CMS guides or FAQ regarding our CMS, please click the “CMS Help” button on the Admin toolbar when logged into your website.