Figure 6.

File Edit View History Bookmarks Tools Help

http://demo.konstruk.com/Admin/index.cfm#   Google

DemoWebsite :: Administrator ×

Go to Website | Go to Administration Home   **KONSTRUK**

USER: Trainer   Content Management   Analysis / Tools   Security   Help Logout   *INTERNET CONNECTIVITY: VERY FAST*

MANAGEMENT WINDOW   ACTION WINDOW

A

Page Optimisation | Page Content | Optimisation Audit | HTML Audit | Customise Template | Scratch Pad / Ideas

C

Font family ▼ Font size ▼ B I U ABC x² Ω ☺ ∞ ⚓

Konstruk Stand ▼ Heading 1 ▼ A ▼ ab ▼ ≡ ≡ ≡ ≡

B

D   E

- DemoWebSite
  - Default StyleSheet
  - SiteBackground
  - SiteBackground Rep
  - TopHeader
  - Header
  - Bottom Header
  - Footer
  - Site Home: Home
    - Home
    - About Us
    - How We Can Hel
    - Our Promise To Y
    - Contact Us
    - NEW FOLDER & F
      - NEW FOLDER
  - OffSite
  - Image Library
  - File Library
  - Voice Library
  - Recycle Bin

Heading 1
Heading 2
Heading 3
Heading 4
Heading 5

The blurb that will be in your website, showing the font style, line height, font colour and everything else that goes with the website. In the middle of a work you may have your company name and with it, **Konstruk**, to stand out throughout your page. If you ask your web developer to set you up with a style then that will keep consistency and make it easier for you on every single page.

Internal Link to your own website style   }F

External Link to another website style

Path: p » span.Konstruk   G

insert Page Break

Ok   Apply   Cancel

Done

Figure 7.

File Edit View History Bookmarks Tools Help   A

http://demo.konstruk.com/K/Konstruk-Assist-New-Folder-Page-Added/_1.765   Google

DemoWebsite :: Administrator   Konstruk Assist | New Folder & P... ×

KONSTRUK
administration   Draft View Is On - This page is not fully published and not accessible

Go To Site Administration
Scratch Pad / Notes
Draft View is ON
Generator View is OFF
Flush Page Cache
Flush Web Site Cache
Page Cache is OFF
Cache Regions is OFF
Page Info is OFF
Log out

FREEDOM TO BUILD

content management

KONSTRUK

Home   B

About Us

How We Can Help

Our Promise To You

Contact Us

NEW FOLDER & PAGE ADDED

Heading 1
Heading 2
Heading 3
Heading 4
Heading 5   C

The blurb that will be in your website, showing the font style, line height, font colour and everything else that goes with the website. In the middle of a work you may have your company name and with it, *Konstruk*, to stand out throughout your page. If you ask your web developer to set you up with a style then that will keep consistency and make it easier for you on every single page.

Internal Link to your own website style

External Link to another website style
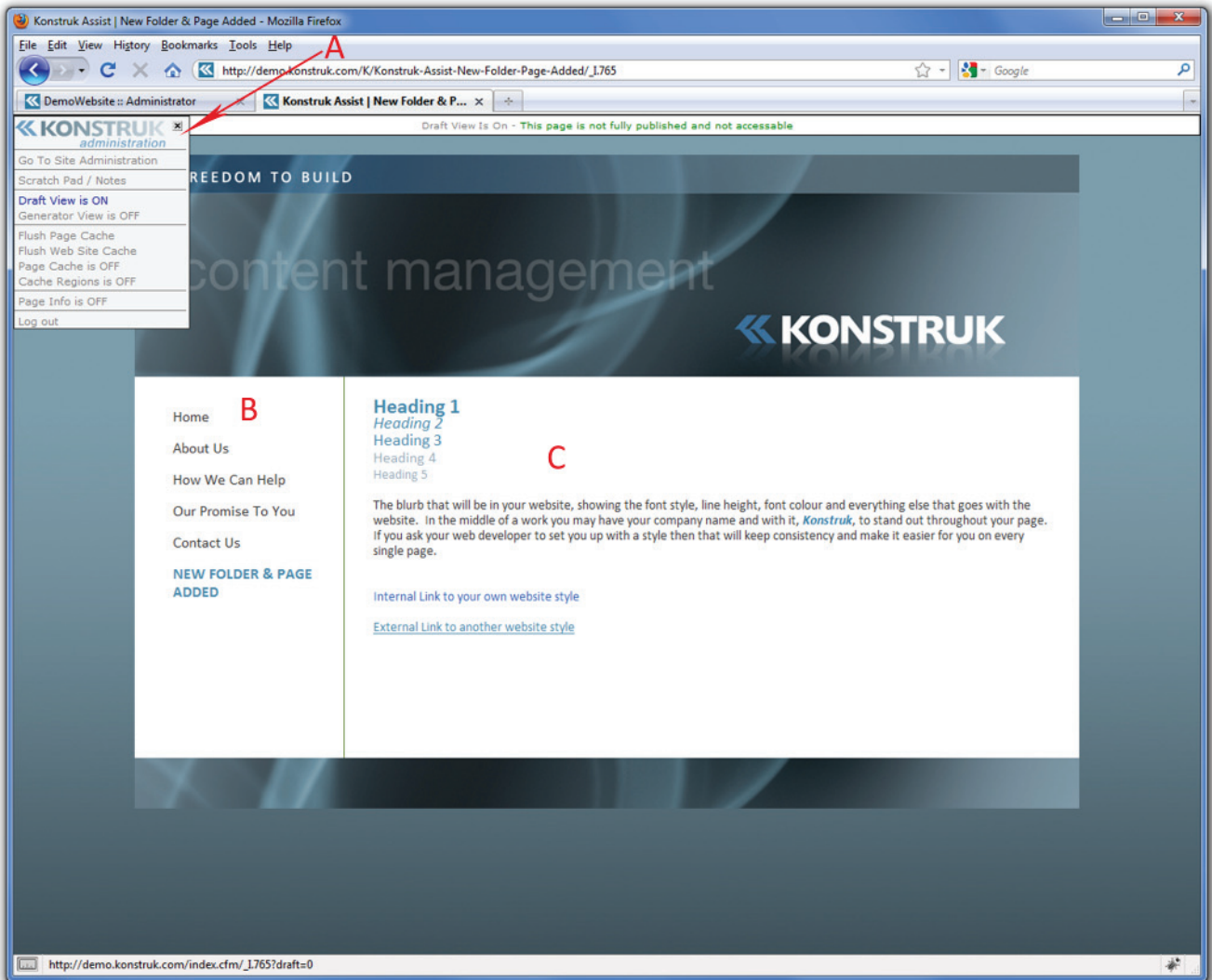
http://demo.konstruk.com/index.cfm/_1.765?draft=0

Page Content Tab - Basic Editing

— *Copy and paste from another application*

— *Heading Tags*

— *Styles*

(refer to figure 7)

The second tab across when you are editing a page is the Page Content Tab, this is where you control the layout and style of the page displayed on the website. We are going to show you which areas of the editor are important for consistency throughout your website.

A. The Page Content tab - click on this to get to the content of your website page

B. This is the "Paste as Plain Text" button. This **must** be used when you are copying and pasting any copy from another application. This is especially required when copying from a Word or Email document. It strips out any unnecessary code in the background enabling it to be seen correctly via the internet.

C. Font Family and Font Size - **Avoid use** of these two drop down options. They are recognised by code as being specific to the word / paragraph that you alter on that page only. Thus if you change a colour scheme of your website at a later date you will need to **manually** alter **every** page that you have used these drop downs on. However, if you have a once only style that you wish to create, feel free to use these options.

D. Styles - Use instead of the Font Family and Font Size - if you have a style that you wish to apply throughout your site, please be in touch with your developer to create the style to your specification, then highlight the word / phrase and select the Styles drop down to apply that style.
    o ADVANTAGE/ If at a later date you wish alter anything that has that style applied to it your developer can update your entire site with code easily.

E. Heading Tags - Heading tags are very necessary. They identify what is important in your page to search engines. They also create consistency in your website. The style of your Headings will be predefined by you to the developer at the conception of your website. Place your cursor anywhere in the paragraph, select the "Paragraph" drop down box and select the Heading type you wish.
    o NB/ The Heading drop down box is applied to an entire PARAGRAPH.

    o NB/ Use Styles for a word or phrase within a sentence.

F. Links - The style of these are defined by your developer. You can specify to them the look of each one. Creating Links is covered later in this manual.

G. OK / APPLY / CANCEL - We recommend that you Apply your Page Content as you go along, this is like a save functionality which will stop you losing work if you have a power surge or loose you internet connection.
    o NB/ you need to have applied your changes before you see them on your website in draft view.

Preview Website in Draft View
(refer to figure 8)

To see the changes that you have made to your page, click on the "Go To Website" (figure 2, A).

A. In the top left hand corner you will see a 'ADMIN' button. Click on this button to get the drop down menu and select the Draft View is OFF to turn it onto draft view and see changes you are making as you go along.

B. The menu navigation is exactly the same order and type as you see in your administration tree. i.e. in this instance we have used capital letters for "NEW FOLDER & PAGE ADDED"

C. This is your content as you have entered it in the Page Content tab of your administrator. It may not always look exactly the same between the two - so it is necessary to view it in draft form on your website.