



Process Sheet for Editing Pages in a Website Managed by HtEdit.
www.htedit.com

HtEdit is a Server-Based and Live, Content Management System (CMS). It's a program that has been designed to give you absolute control and capability to manage the content of your existing website – without the fear or risk of messing things up. So often we hear about people who have destroyed their valuable website because they were given access to the HTML files on the web-server, but not given sufficient training nor adequate tools to manage those files safely.

HtEdit manages certain pages and certain sections within those pages to allow you full scope of editing within certain predetermined confines, and sets up a whole range of very intuitive and easy to use tools to see you get the job done in the easiest possible way.

Additionally, a major benefit of the HtEdit system is that it can be used anywhere that you have Internet access – it doesn't require you to install anything on your PC! Lots of users call into Internet cafes or hotel lobbies and update their websites live and "on the go".

You will find that this is quite probably the most intuitive, safe and easy to use **Content Management System (CMS)** available anywhere in the world!

1. **Login to your editor** program in one of two ways:
 - Use your browser to view the page you want to edit, then hit your **Esc** key (on your keyboard) three times. This will normally send a signal to the server and a login screen will come back for you to enter your details.
or,
 - Use your browser to access the editor directly Go to:
www. (your domain name) /hteditor.hteditor.cgi a login screen will appear for you to enter your details.
2. **Enter Details:**

Enter the Login and Password that have been supplied to you separately (by either Webmarkworld.com or your Administrator). You may choose to have the PC remember your password. You may also choose to open the application in a new window.
3. **Opening or Managing Files:**
 - If you used the easy access "Escape key" function (as in 1.1 above) to access the page you will now be right in the page, in

editing mode, and lots of familiar looking buttons will be lined up at the top of the window. It's important to note that these buttons will control the editing process for the page.

- If you chose to access the editor by typing the address to it (as in 1.2 above), you may be presented with a folder icon, from which you are shown a list of directories/folders and/or pages that can be opened. Open a folder – by double-clicking - to find a page you wish to edit
- Select – one click – the file you want to work with and then click “Open Page” button.
- There is also an option here to **delete or rename a page** instead!

- **File Structure:**

You will probably see that all files, to which your user account has been given access, will be contained within a file system structure (folder tree) under a parent folder called **www. (your domain name) /htedit/**

- **Practice Page:**

On a standard install, we will have set up a practice page – generally named **TEST_FILE.html** - for you to use and practice on without fear of damaging actual important website pages. The practice page is totally live and you can do any allowed action in it, but it's not linked from the navigation sets for the public to see.

4. **Editing the Page – within bounds:**

You will note that the page displayed is an exact replica of your webpage, and may have a dotted green line bounding an area within the page. That area within the bounding line, you are free to edit. The reason for this is that by putting such items as navigation sets, complete page layout, corporate identity and logos, etc. outside of normal editing, you will be able to concentrate on the content of the page with fear of damaging navigation sets and the other seldom changed, but critically important components.

5. **Editing the page is Live!**

Please note that edits you make on the page are being made directly on the server copy and when you get to the point of Saving your work, it is being saved in the website live. Do take care to ensure that you're happy with what you've done before overwriting (saving) the current copy. However, you will have an option – at the time of saving – to keep a copy of the unaltered state, so checking that option can sometimes be worthwhile.

6. **Using Editing Controls:**

You will note that all controls are accessed from the two rows of Tool Buttons at the top of the editing window, and most of them will be familiar to you as standard windows buttons such as found in MS Word etc. You will be able to do such things as:

- Turn the editor On & Off instantly to see the real-life affect of your changes
- Save your page as you work and again when finished.
- Save As – a very convenient way to make a new page - replicate an existing page – while at the same time giving it a new name, then set about changing the content of that new page to suit your needs.
- Change colour or format the look and style of text
- Cut, Copy and Paste text or,
- Paste text from Microsoft Word Documents. This is a great feature because it takes out a lot of the “non-web standard” text styles and formats that are in MS Word docs.
- Create Links – either to other web pages within your website, or to other websites and even specific pages within those websites.
- Create live E-mail links within your page
- Create clickable text links to documents or pages within your website. This is a perfect way to use a news publishing page... Make and load up to the website PDF docs, then write a short précis of the document in your news index page and then create a link to the PDF doc for online viewing or downloading.
- Upload files to the server, (including images or PDF documents that you have previously prepared), then,
- Access those images or files on the server and place them (or in the case of PDF files, links to them) in your webpage.
- Add or edit tables within your webpage. Tables are a fantastic way to lay text and images out so that they are displayed the way you intend. Spend some time practising with tables – it will be well worth it. Tip... to edit an existing table, double click in the table and wait for a editing box to appear.

7. **Help System:**

There is a very comprehensive help system contained within the program. All you need do to obtain context-relevant help is click on the “Help” button, then when the cursor turns to an arrow with a Question mark, click on the tool or button that you want help with!

8. **Practice:**

Use your practice page and set aside a decent amount of time to use the system and become conversant with the capabilities and uses of each of the tools.

- Making your own notes of what you feel best doing is also a very good thing to do and you will come to rely on those notes for future efficiency.
- Like all things tech... if you're not doing them every day you lose the innate touch and then you need to either: refer to notes – or stumble along.

9. **Updated Process Sheets:**

This document and other process sheets may be updated from time to time.

Check: www.htedit.com/htedit/ for a current version.