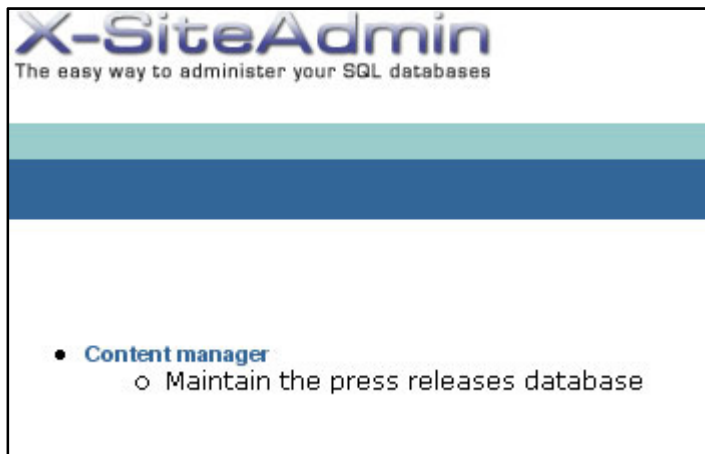


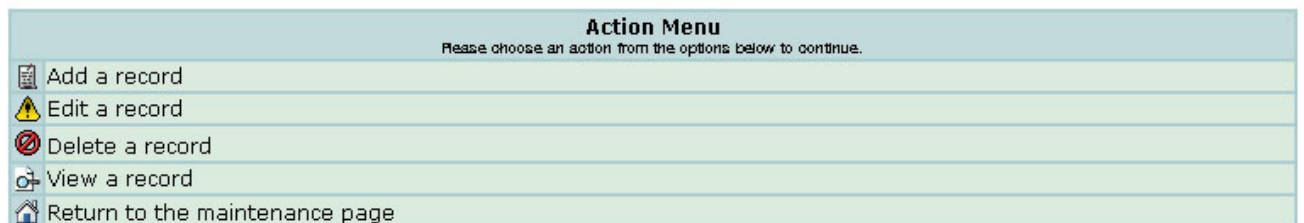
Press / News Archive

User Manual

1. Log into your maintain / admin panel with the details that have been provided.
2. Once this has been done, you will get to a menu item that looks like this:



3. Click on MAINTAIN THE PRESS RELEASE DATABASE
4. You will now see a window that looks like this:



This area will allow you to add /edit or delete any article posted. When you post an article, the system will automatically add in the date and place the latest article at the top of the page.

For now, we'll go through the process of adding a new news article.

5. Click on ADD A RECORD

6. You will then see a page that looks like this:

Add a record	
Please complete the form below and click on the 'Add Record' button to add a new record. Please note that all fields preceded by a * are required fields and must be completed to add this record.	
id	Record Id - Server assigned
* Title	<input type="text" value="The headings of your news article"/>
* Summary	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;">This is the small area in which you could describe briefly what the article is about. It could also contain the first line of your article for instance....</div>
* Article	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;">In this area, you copy and past your article.</div>
Posted by	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;">This can include the person who posted the article.</div>
Image	<input type="text"/> <input type="button" value="Browse..."/>
Document	<input type="text"/> <input type="button" value="Browse..."/>
Date posted	<input type="text" value="2008-02-26"/> (yyyy-mm-dd) <input type="text" value="21-17"/> : <input type="text" value="52"/> (hh:mm:ss)
<input type="button" value="Add Record"/> <input type="button" value="Reset Form"/>	
Return to the Action Menu section	

7. Now you will be filling in the details of the form.
 - a. In TITLE, include the heading of the article. Try not to make it too long.
 - b. Under SUMMARY, you should include a short one-liner sentence on what the article is about. You could also include the first line of your article to make things simple. This will thus be the caption / summary of an article that a browser will read before clicking on the article to read the rest.
 - c. Under ARTICLE, this is where you type in your entire article content or copy and paste into this block from an existing article.
 - d. Under POSTED BY, you could include the details of the person who wrote the article.
8. Depending on your requirements for a specific article, you could choose to insert a photo or attach a file.
 - a. Under IMAGE, this will allow you to select a photograph and automatically size it into the correct proportions and include this into your HTML article. Simply click on BROWSE and select the relevant pic.
 - b. In the event that you write an article, but would like to attach an Excel, Word or PDF document, you will make use of the Document upload facility. Simply click on browse and select the document you would like to attach.
9. When you have filled in all your details, you simply click on ADD RECORD. The data is the processed and automatically uploaded onto your website.

Please note, you can add / edit or delete an article from the press database. When deleting, you simply click onto DELETE A RECORD. A window will appear with all the articles listed. Then click on the DELETE button next to the article that you wish to delete.

If you wish to edit an article, click on the EDIT A RECORD button. This will bring up the same window as if you were adding a new record. Make the adjustments and then SAVE RECORD.

Tutorial designed by: Aftershock Visual Communication (Pty) Ltd

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