

# How to... Get to grip with the basics

www.laywheeler.com

## 1 Logging in

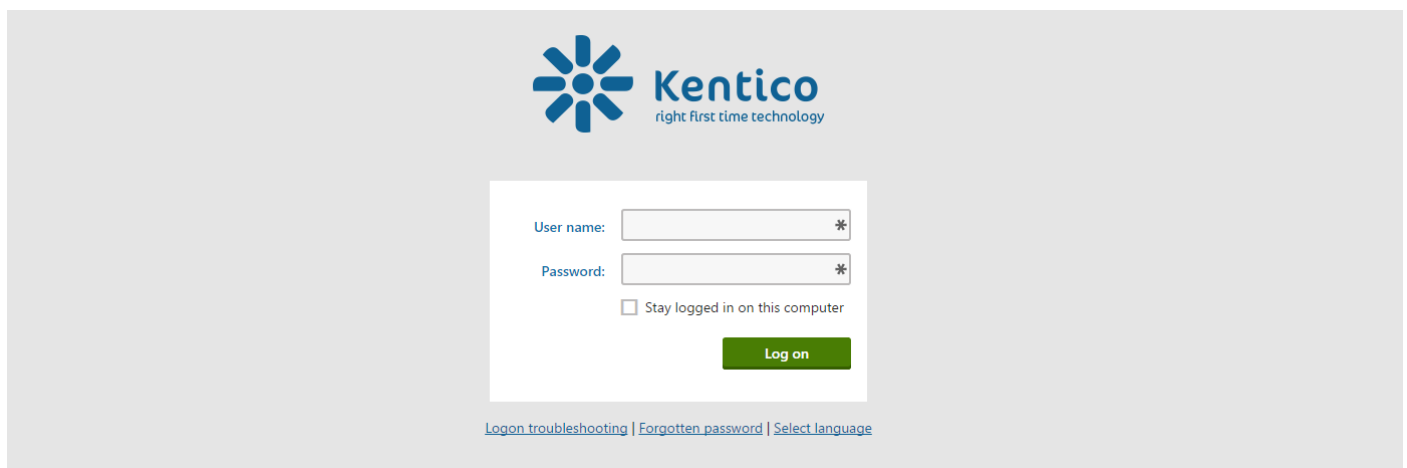
### 1.1 CMS URL

The staging site admin URL is: staging-laywheeler.craftedbeta.co.uk/admin

The live site admin URL is: www.laywheeler.com/admin

### 1.2 Log-in

When you access this URL, you will be prompted to log in. Enter your given credentials here (email and password).



## 2 Administration Dashboard

When you first log in, you will be presented with a CMS dashboard view.

- Media library; images are managed through here
- Pages; content editing occurs through here
- Enquiry management; a copy of onsite enquiries is kept here
- Staff login

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### ONLINE

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### 3 How do I add imagery to the Lay & Wheeler site?

On your dashboard click the 'Media library' button.

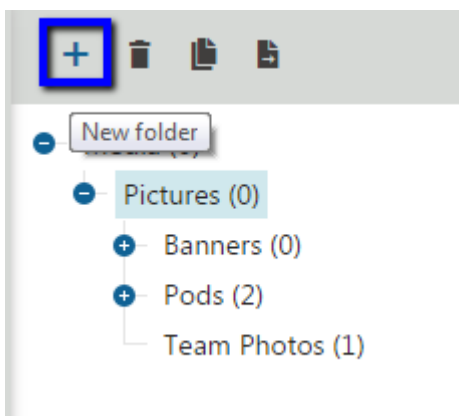
The Media Library which will contain all the images/other media of which is chosen to be used on the site.

N.B the number next to the folder name corresponds to the number of images within that specific folder.

For example, Pictures (0) means there are no files within that particular folder but there may be sub folders that do contain images.

#### 3.1 How do I add a new folder?

Select the folder you wish to add a new folder to and click '+'. Name the folder and then select 'Save & close'

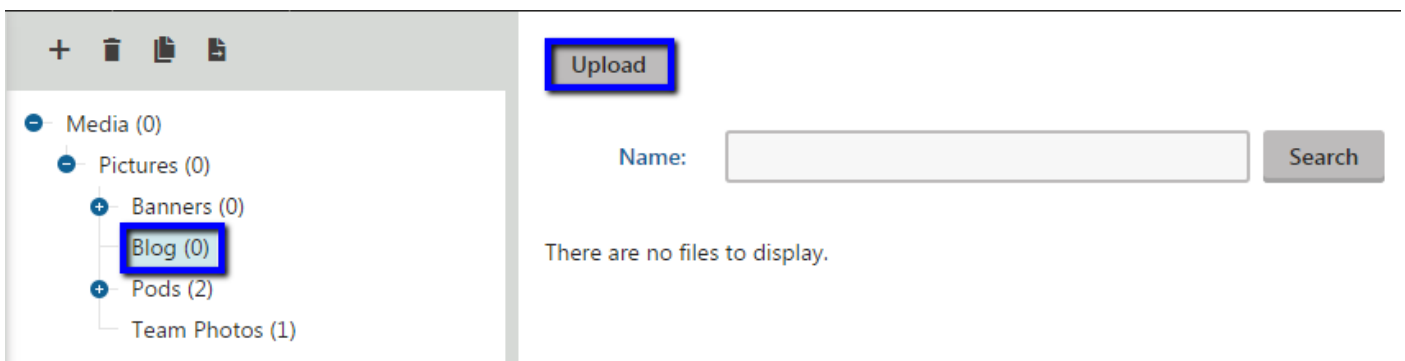


#### 3.2 How do I delete a folder?

Select the folder you wish to delete and click the bin icon.

#### 3.3 How do I add a new image?

Select the folder you wish to add images to and click 'Upload'.



#### 3.4 How do I preview the image?

In the 'Media library' you can switch the view between a listing  or grid view 

You can also use the 'eye' icon to preview the image, which will open this in a new window.



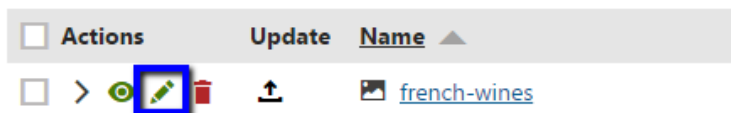
Selected files (select an action) OK

## 4 How do I edit imagery within the Lay & Wheeler site?

You may edit imagery within the Lay & Wheeler site including

- Resizing
- Cropping

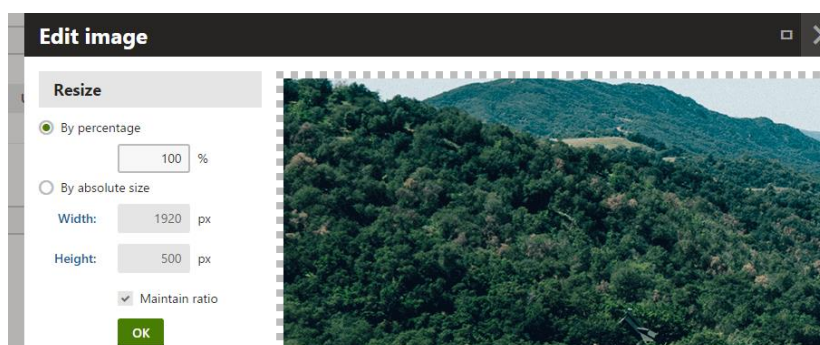
First, you must navigate to the managed media library and select the image you wish to edit from within its sub-folder; once you have found the image you wish to edit, select the pencil edit icon.



### 4.1.1 How do I resize an image?

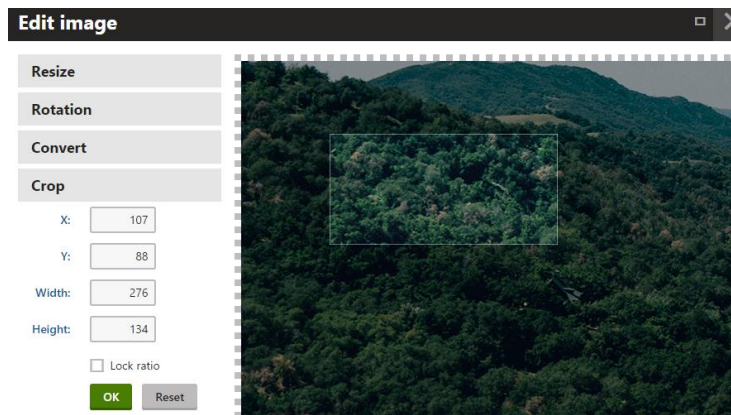
Resize an image to fit within a page but ensure 'Maintain Ratio' is selected to ensure the aspect ratio of the image remains. This may be done in two ways:

- By percentage – select the size from 0-100% and the image will be resized
- By absolute size – change the width or height px and the image will be resized in line with the aspect ratio

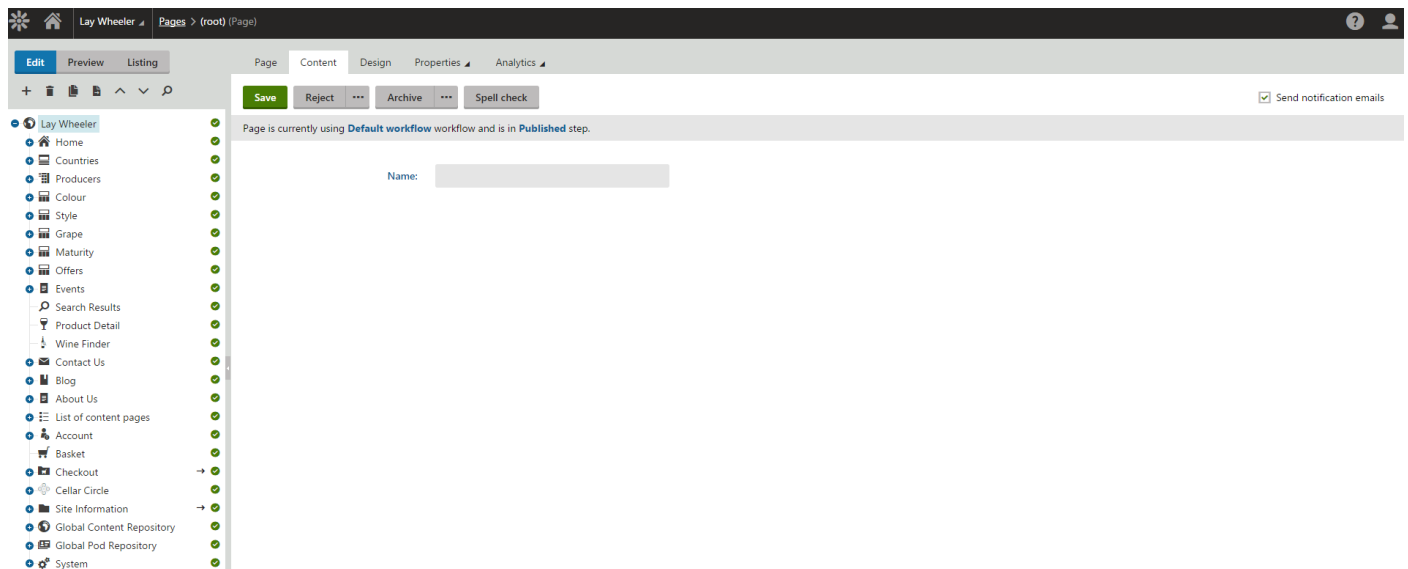


#### 4.1.2 How do I crop an Image?

To Crop an image, use the crop tool to select the area of the image you would like to remain – as below, you may expand or decrease the size of the cropped area. Once cropped, select ‘save & close’ to keep your changes.



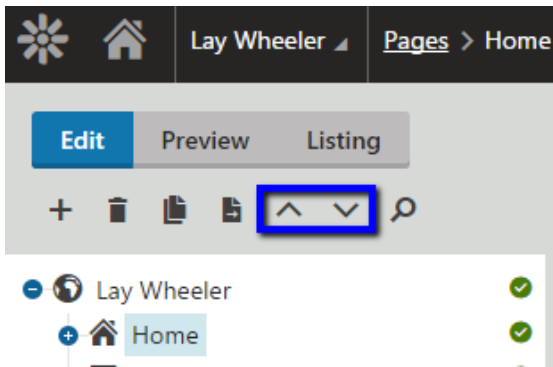
## 5 ‘Pages’ - Navigating the CMS tree (Content editor)



Once logged in, the ‘Content Editor’ CMS Tree will be shown. This consists of all editable pages and child pages throughout the site; click the page you want to edit in the CMS tree – this will ‘open’ the page for editing in the right hand pane.

## 6 Changing the order of the pages

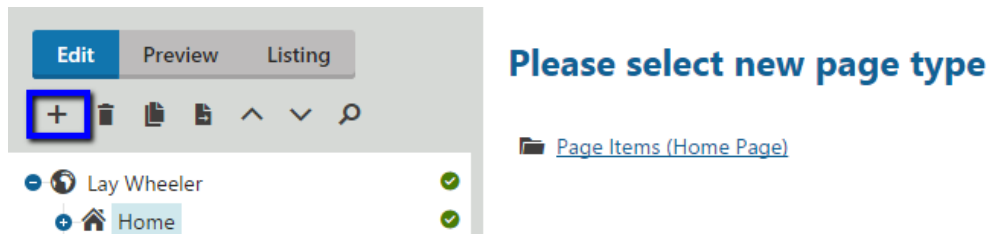
If you wish to change order of pages within the site, this may also be done here, by selecting the page you wish to move, and using the ‘up’ / ‘down’ controls above the left hand pane.



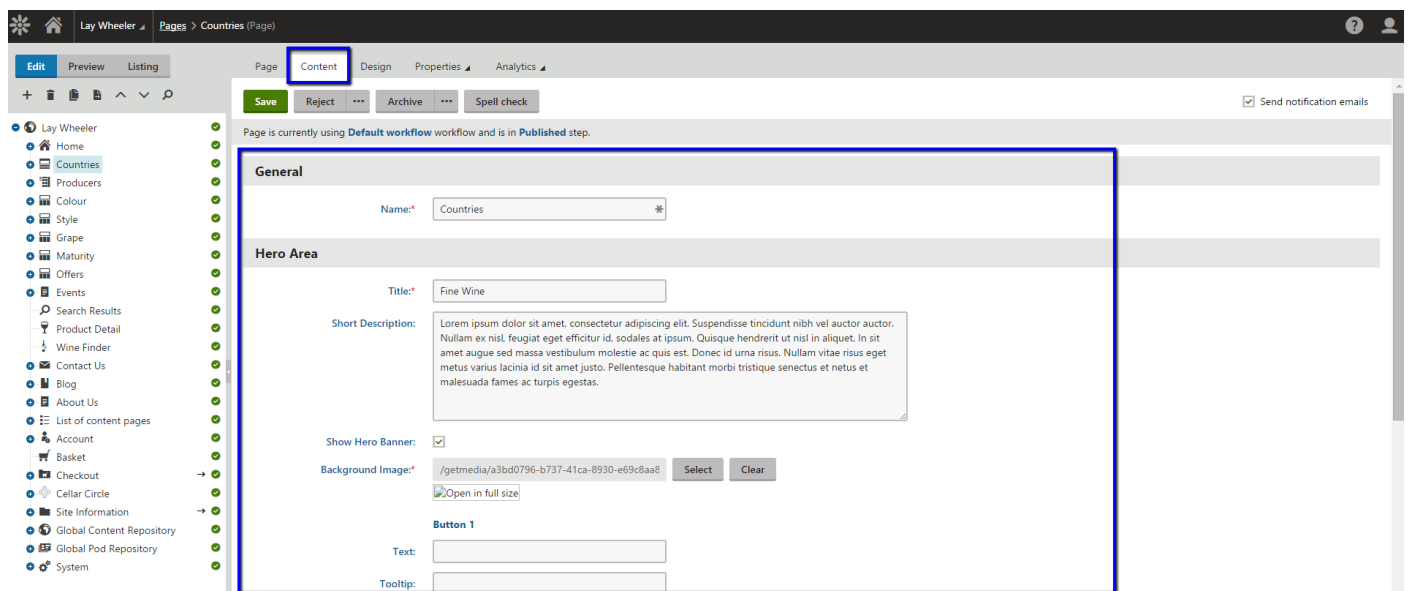
## 7 How can I add new pages?

To add a new page to any given section, select the section that you want to add a new page to, and use the '+' button (above the left hand pane) to add the new page.

Then choose the type of page you wish to add from the options provided.



## 8 Where do I put in the content?



The content tab contains the settings for the page and allows you to configure the page based on its page template.

## 9 Where do I preview content?

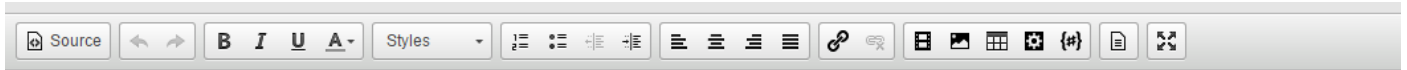
Once you have put in the content and selected 'save', you may preview your content before publishing onto the site.

Select the 'Page' tab which sits before the 'Content' tab to view a preview of the page – you may preview content on each of the pages throughout the CMS.



## 10 How do I use the ‘WYSIWYG’ editor?

This is Kentico’s CMS ‘What you see is what you get’ word-like content editor; tools available for editing include font formatting, media embedding, spell check and source code editing.



### 10.1 Source

The ‘Source’ option allows you to view the content as HTML.

NB – only use this view if you are comfortable working in HTML.

### 10.2 Text changes

Select standard changes to text as you would in a word document – heading types (H1, H2...) bold, italics etc.

### 10.3 Format and alignment

Selected in the content editor choose from Paragraphs, Numbering, Bullet points.

### 10.4 Insert edit/link

Allows you to create hyperlinks to pages, documents, email addresses (mailto:) and external websites; selecting the link icon from the WYSIWYG, at the same time you may also choose whether you would like a website link to open in the same or a new window. If this is an external site, it is recommended you select a target of ‘New Window (\_blank)’.

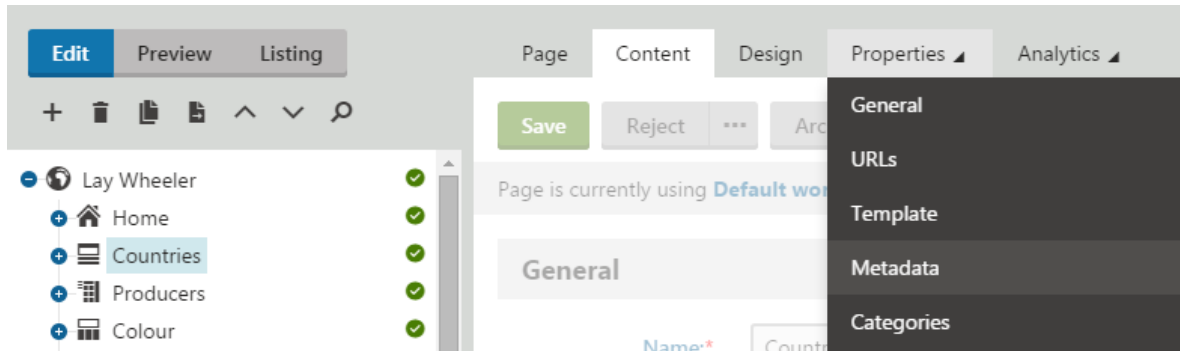
### 10.5 Insert images and media

Choose from the media library and add into the text by selecting image or template; by selecting templates you may choose the layout of the page and the image to fit within or by selecting the image icon, you may specify the dimensions of the image and preview how this fits within the content.

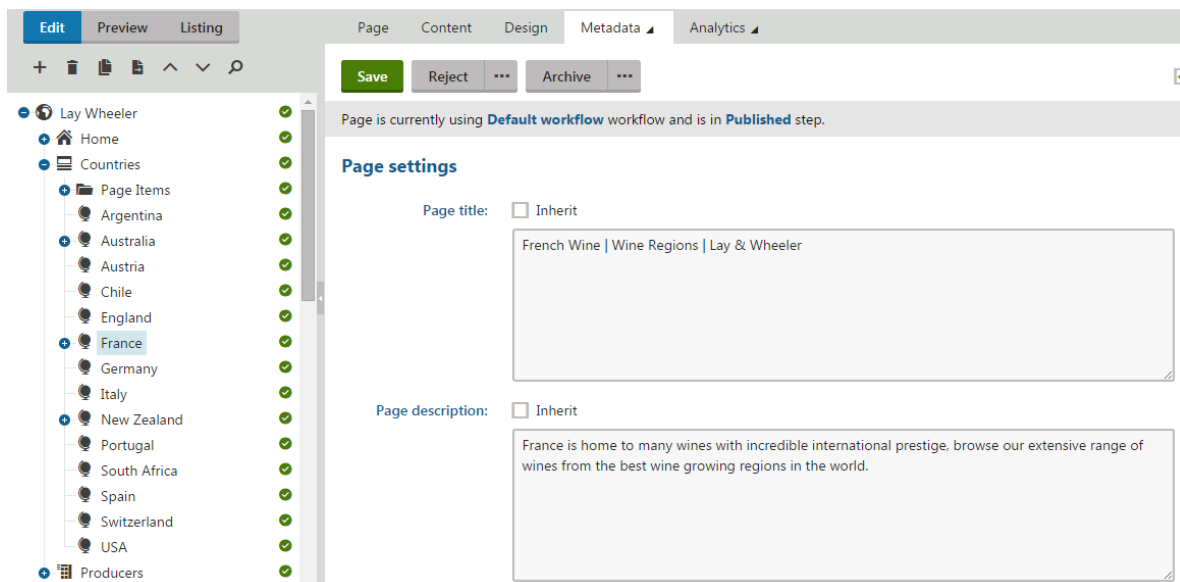


## 11 How do set meta data for a page?

The Properties tab contains the settings for the page and allows you to configure the page.



Select 'Properties' dropdown and select 'Metadata'



Here you can edit the following;

- Meta page title
- Meta page description

N.B. the inherit flag will inherit the meta information from the parent page.

## 12 How do I change the URL for a page?

Select the 'Properties' tab dropdown and select 'URLs'

The screenshot shows the 'URLs' tab in a CMS interface. At the top, there are tabs for 'Page', 'Content', 'Design', 'URLs', and 'Analytics'. Below the tabs is a 'Save' button. The main content area is divided into three sections: 'Alias', 'Page URL Path', and 'Extended properties'. In the 'Alias' section, there is a 'Page alias\*' field with the value 'France'. In the 'Page URL Path' section, there is a 'Use custom URL path:' checkbox which is unchecked. Below it, there is a 'Path type:' section with three radio button options: 'Standard URL or wildcard' (which is selected), 'Route', and 'MVC'. Below the radio buttons is a 'Path or pattern:' field with the value '/Country/France'. In the 'Extended properties' section, there is a 'URL extensions:' checkbox which is unchecked, and a text input field below it.

Here you can edit the following;

- Page alias
- Use custom URL path (allows you to customise the URL path set)

## 13 What's the publishing process?

When you've added or edited new content you will need to go through a two-step process to release this on the live site.

Initially you will be able to 'Save' the changes you've made – this puts the page into a 'draft' mode in the CMS (identified by a yellow diamond icon next to the page in the CMS tree).

When you are happy with the changes you've made and want these to be on the live site you select 'Publish'; this will push the changes live and the icon will then update to a green dot.

### 13.1 Can I publish pages for specific dates only?

Yes, if you wish to only publish the page for a specific period/date, you may select a publishing from and to date when editing the content on a page – this option is available to each of the pages within the CMS.

If you do not select publish dates, the page will remain on the site indefinitely until you wish to change this.

Once a page reaches its published date, it will become archived on the site.

### 13.2 Can I remove pages from the live site without deleting them?

Yes. You can use the 'Archive' option in the CMS to remove pages from the site, but keep them in the CMS tree for future reference – this will be useful for offers, promotions, landing pages etc.

An archived page is signified in the CMS tree by a little grey dot next to the page.