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Cloud Generation

User Guide
SilverStripe CMS Solution

Content Page

Solution guide for SilverStripe CMS

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Chapter 4: Photo Gallery

Chapter 5: Forms

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Solution guide when using SilverStripe CMS

This section will teach you how to use the SilverStripe CMS.

Chapter 1: Introduction

1.1 Launching and logging in to SilverStripe CMS

To access the SilverStripe CMS, you will need a username and password. If you don't have the login details, contact the person or the organisation that created your website.

1) Type in your website address, followed by "/admin". E.g http://www.yoursite.com/admin.

2) Press on "**Enter**" and click "**Go**" on your browser. Doing this will take you to the login page.
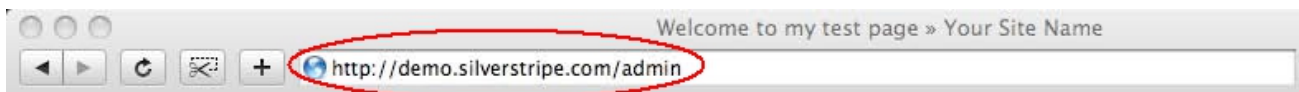
3) Type in your email address and password, then click the "**Log in**" button. This will take you to the CMS main screen.

- If you select "**Remember me next time ?**", the log in fields will pre-populate the next time you log into the CMS. Only use this option on a computer where you are the only one accessing it.

- If you cannot remember your password, please click on "**I've lost my password**". You will be asked to enter your email address and it will send you an email with a link that allows you reset your password.

1.2 Elements of the Screen

The SilverStripe CMS administration screen is fundamentally divided into two, where the left side displays a hierarchical navigation panel of items (e.g. pages, images, newsletters etc) and the right side displays the content and details of the currently selected item. Additional, smaller panels may be displayed depending on the item currently selected.

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Site Content and Structure Panel

|	Name	Description
1	Navigation Icons	These icons enable you to navigate to and edit the four main groups of items within the SilverStripe CMS; Content, Files & Images, Newsletters and Security. Click on the relevant icon to display the associated information on the current window.
2	**Contents** panel	The panel on the left side of the screen displays the contents of the selected section in a hierarchical format. The existence of, and access to, sub-levels of items is indicated by a plus icon.
3	**Edit Page** panel	Once you have selected an item in the left panel, the contents and properties of that item will be displayed in the right panel on a number of tabbed pages. These tabbed pages may contain a subset of tabbed pages. A toolbar is displayed at the top of the page. This panel enables you to edit the content and properties of selected items.
4	Navigation tabs and sub-tabs	These tabs and their collection of sub-tabs group the contents and details of the currently selected item. This enables you to easily locate the information or property that is required.
5	View tools	These three tools enable you to switch between the three views available within the SilverStripe CMS.

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Chapter 2: The Content Editor

2.1 Adding a Heading

Headings are added to a page by entering the text into the "Content" field on the "Content" tab. Text is distinguished as a heading by applying a Heading style. Styles are selected from the Style tool in the toolbar and the styles available are determined by the web developer.
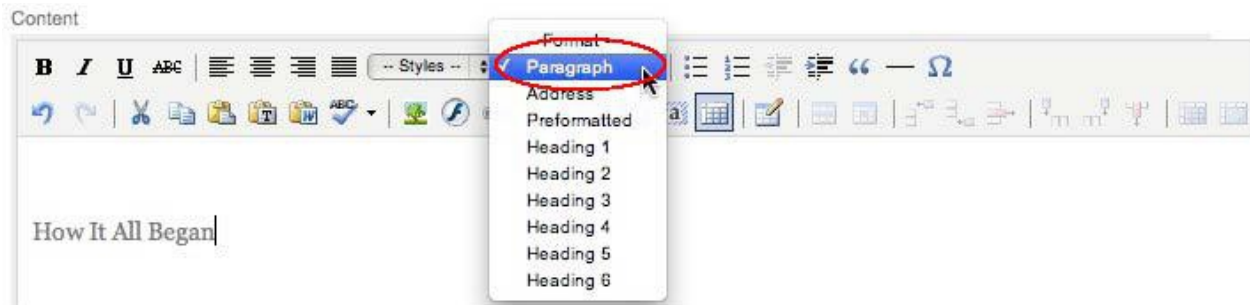
1) Click on the **Site Content** tab to display the **Site Content** window (for more information, please refer to page 5).

2) Locate or add the required page.

3) Click on the page in the **Site Content and Structure** panel to display the contents and properties in the **Edit Page panel**.

4) Click on the **Content** tab in the **Edit Page** panel to display the **Content** page.

5) Click on the **Main** sub-tab to display the details. E.g The "Main" sub-tab is located on the "Content" page.

6) Click in the **Content** field to position the insertion point.

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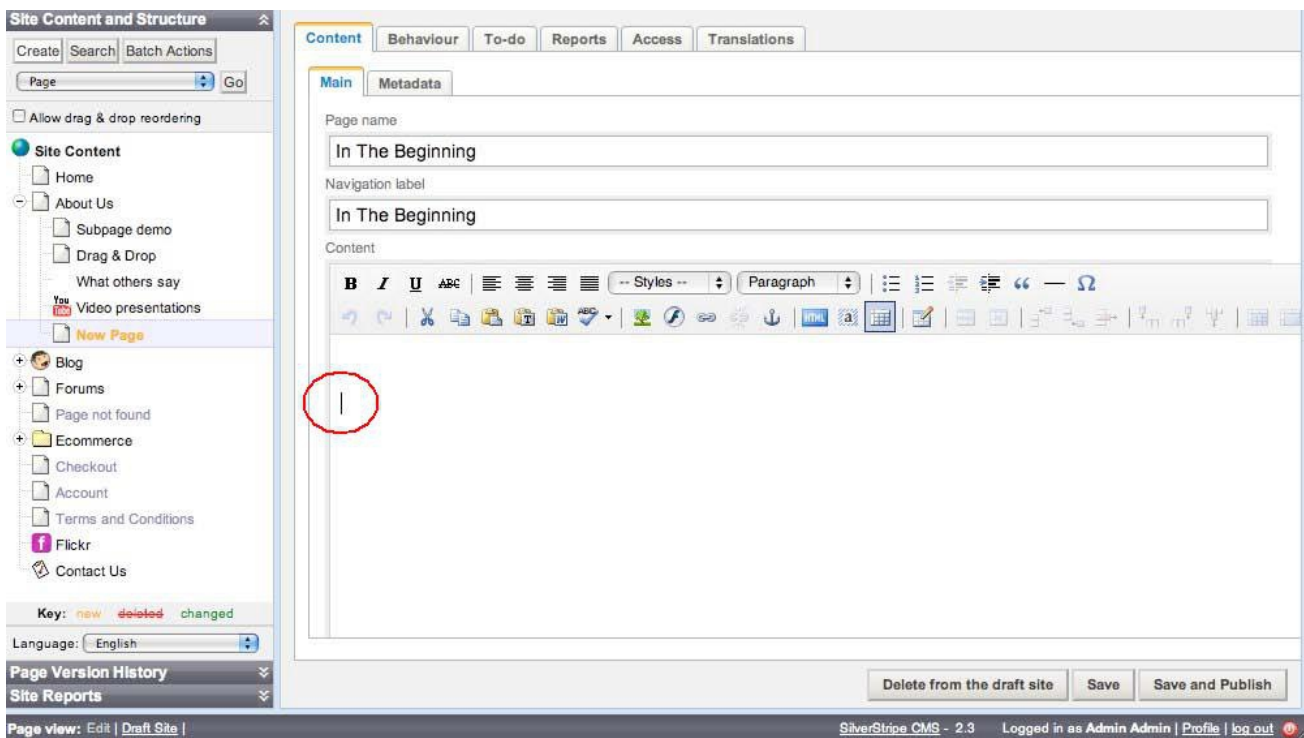
7) Type the heading text.
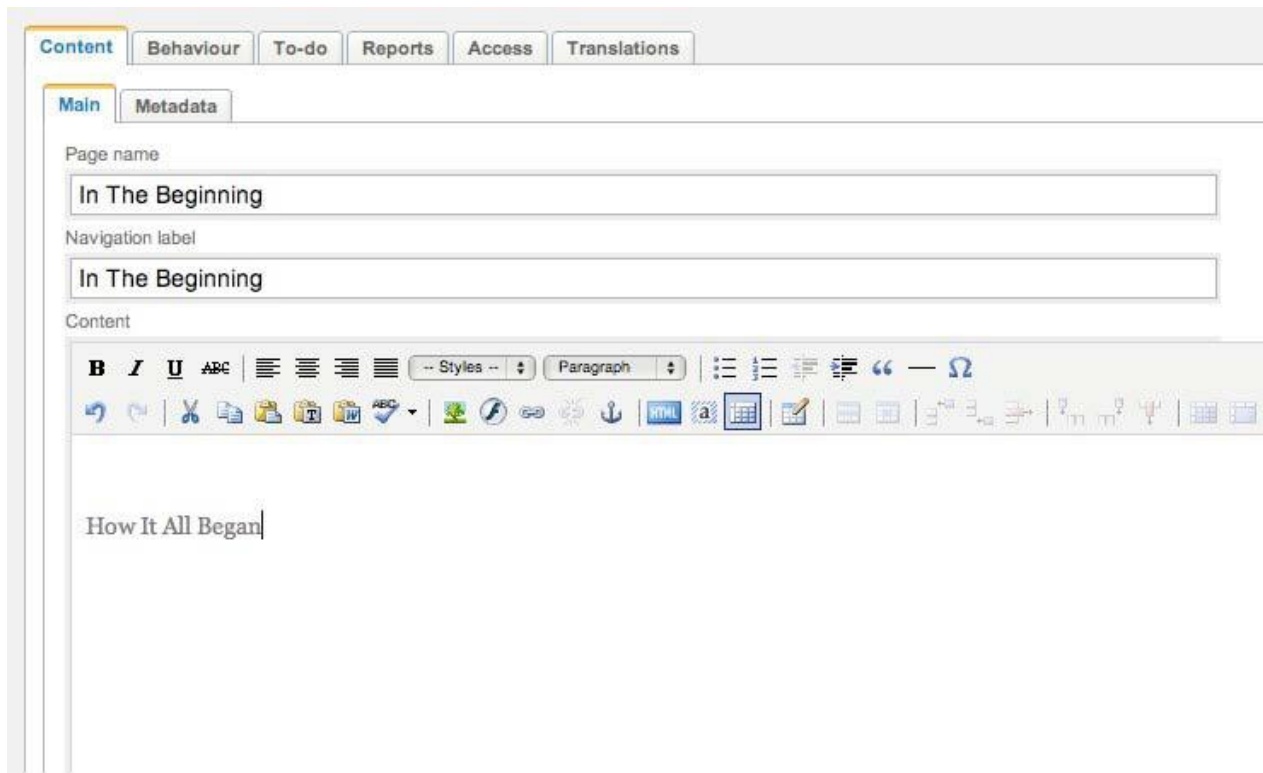
8) Click on the drop arrow of the **Paragraph Style** tool to display the list of available styles. These styles have been created by your web developer.

9) Click on the appropriate **Heading** style (e.g. **Heading 2**) to distinguish the text as a heading. The style will be applied to the paragraph in which the insertion point is positioned.

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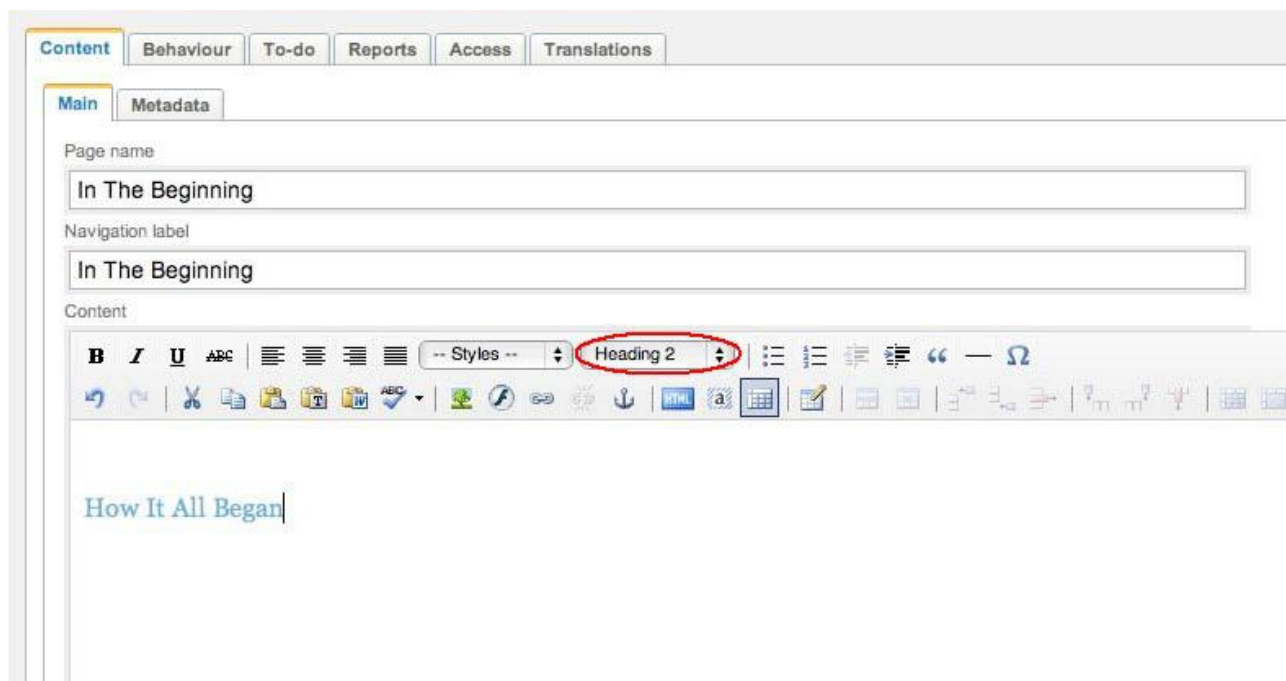
2.2 Adding Content

If you are familiar with a word processing application, such as Microsoft Word, then you will be competent in adding content to a web page. By using the mouse to position the insertion point, you are able to determine where text will be entered, then simply type the information as required.

1) Click on the **Site Content** tab to display the **Site Content** window (for more information, please refer to page 5).

2) Locate or add the required page.

3) Click on the page in the **Site Content and Structure** panel to display the contents and properties in the **Edit Page** panel.

4) Click on the **Content** tab in the **Edit Page** panel to display the **Content** page.

5) Click on the **Main** sub-tab to display the details.

6) Click in the **Content** field to position the insertion point.

7) Type the text that will constitute the content of that page on the website.

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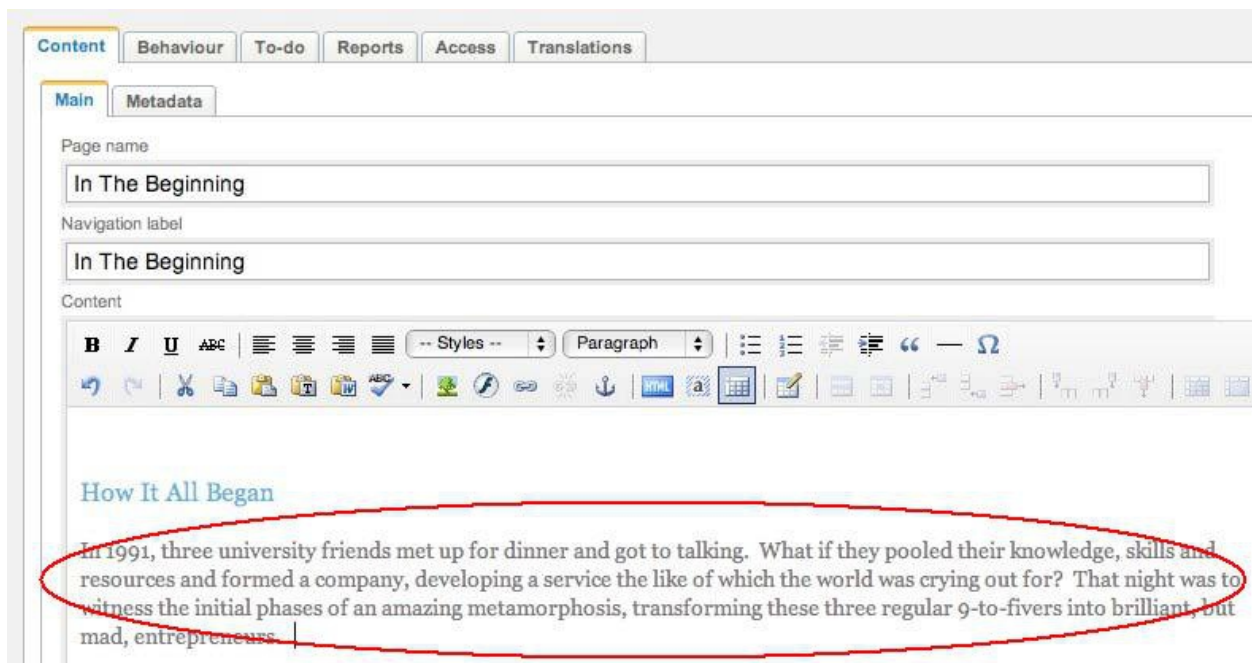
2.3 Creating Paragraphs

To improve the legibility of web pages, you should ensure that there is sufficient "white space" – that is, the parts of the page that contain no items (e.g. text or images) and is therefore blank. One way to introduce white space on a page is by grouping information into paragraphs and introducing space between the paragraphs. Having text separated into paragraphs also makes text more manageable and enables you to utilise different styles on the page.

1) Click on the **Site Content** tab to display the **Site Content** window (for more information, please refer to page 5).

2) Locate or add the required page.

3) Click on the page in the **Site Content and Structure** panel to display the contents and properties in the **Edit Page** panel.

4) Click on the **Content** tab in the **Edit Page** panel to display the **Content** page.

5) Click on the **Main** sub-tab to display the details.

6) Click in the **Content** field to position the insertion point.

7) Type the paragraph text.
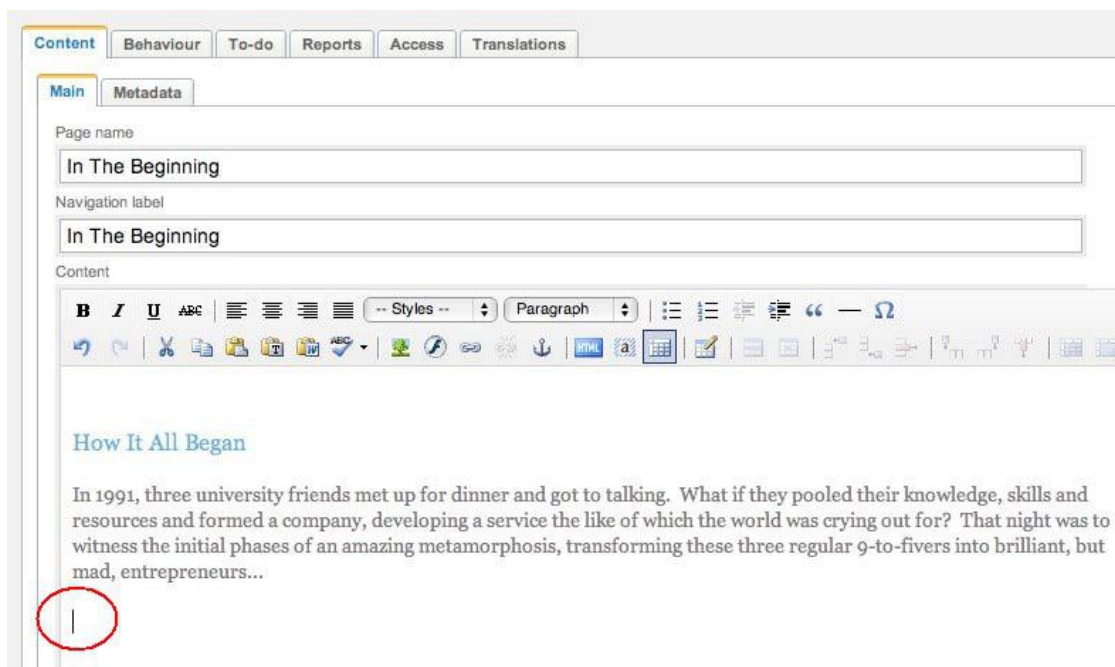
8) Press **[Enter]**.

This effectively ends one paragraph and moves the insertion point down to create a new paragraph.

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9) Type the text for the following paragraph.
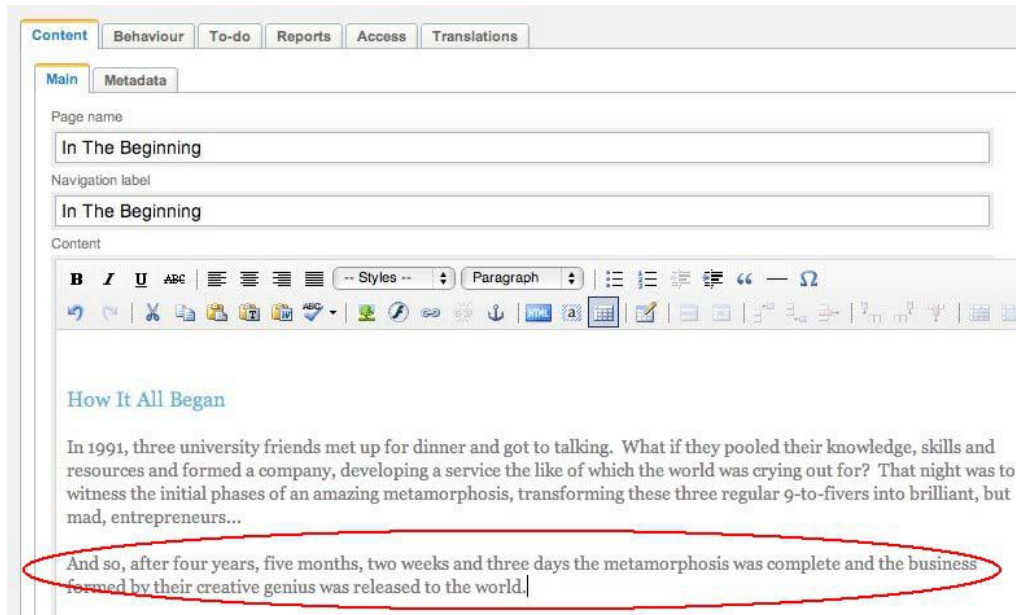
You can now apply different styles to the two different paragraphs.

10) Click on the drop arrow of the **Styles** tool and select the style you want to apply. The style is applied to the paragraph in which the insertion point is currently positioned.
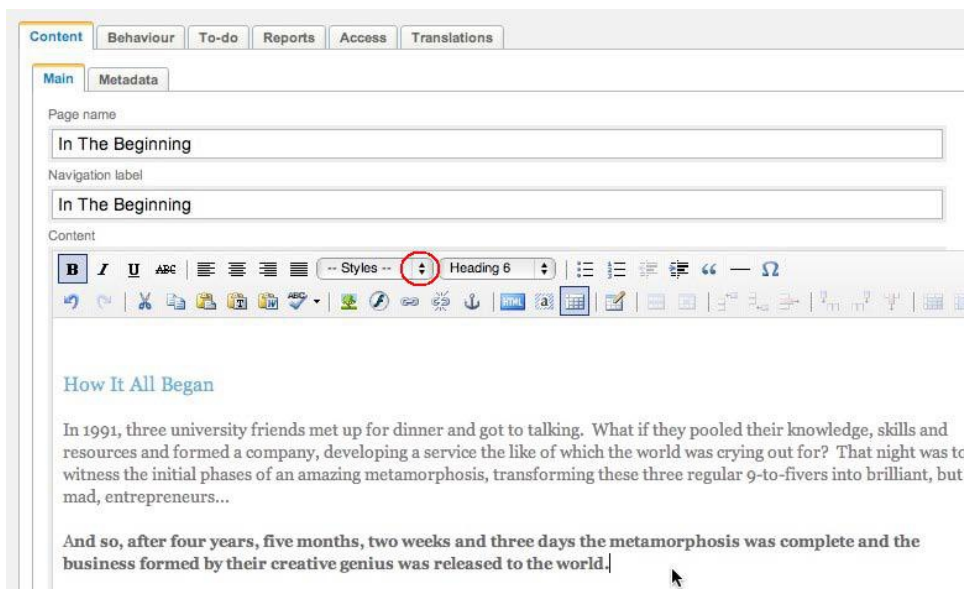
You could then simply click in other paragraphs and repeat step 10 to apply different styles to different paragraphs.

- To delete the space between paragraphs, thereby joining them into a single paragraph, click at the end of the first paragraph and press [**Delete**].

- Alternatively, position the insertion point to the left of the first character in the second paragraph and press [**Backspace**].

- If the two paragraphs have different styles applied to them, the newly merged text will adopt the style of the first paragraph.

2.4 Using the toolbar

A formatting toolbar within the SilverStripe CMS enables you to format and edit pages and the objects within the pages (e.g. images, tables etc). The toolbar is only available in the Site Content and Newsletters sections. The collection of tools displayed is described in the table below.

1) Click on the **Site Content** tab to display the **Site Content** window (for more information, please refer to page 5).
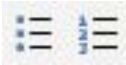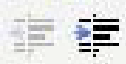
2) Click on a page in the **Site Content and Structure** panel to display the contents and properties in the **Edit Page** panel.

3) Click on the **Content** tab in the **Edit Page** panel, then click on the **Main** sub-tab.

4) Click in the **Content** field to position the insertion point.

The tools are now activated.

Icon	Name	Keyboard shortcut (if available)	Description
B *I* <u>U</u>	**Bold**, **Italic**, **Underline**	**[Ctrl] + [B]** **[Ctrl] + [I]** **[Ctrl] + [U]**	Enable you to apply bold, italics and underline format to selected text.
~~ABC~~	**Strikethrough**		Inserts a horizontal line across the page at the position of the insertion point. Useful for creating a visual separation between paragraphs. Enables you to apply a strikethrough effect to selected text. Useful for marking-up deletions that need to be made on a page.
☰ ☰ ☰ ☰	**Align Left**, **Align Centre**, **Align Right**, **Justify**		Enable you to apply one of four alignment types to selected text.
-- Styles -- ⬍	**Apply Style**		Enables you to apply certain styles to your page, eg, adding image styles to a link (pdf, word, excel, images etc).
-- Format -- ⬍	**Apply Format**		Enables you to apply a pre-defined style to the text and headings on a page. Styles enable you to maintain a consistent look within the web pages.

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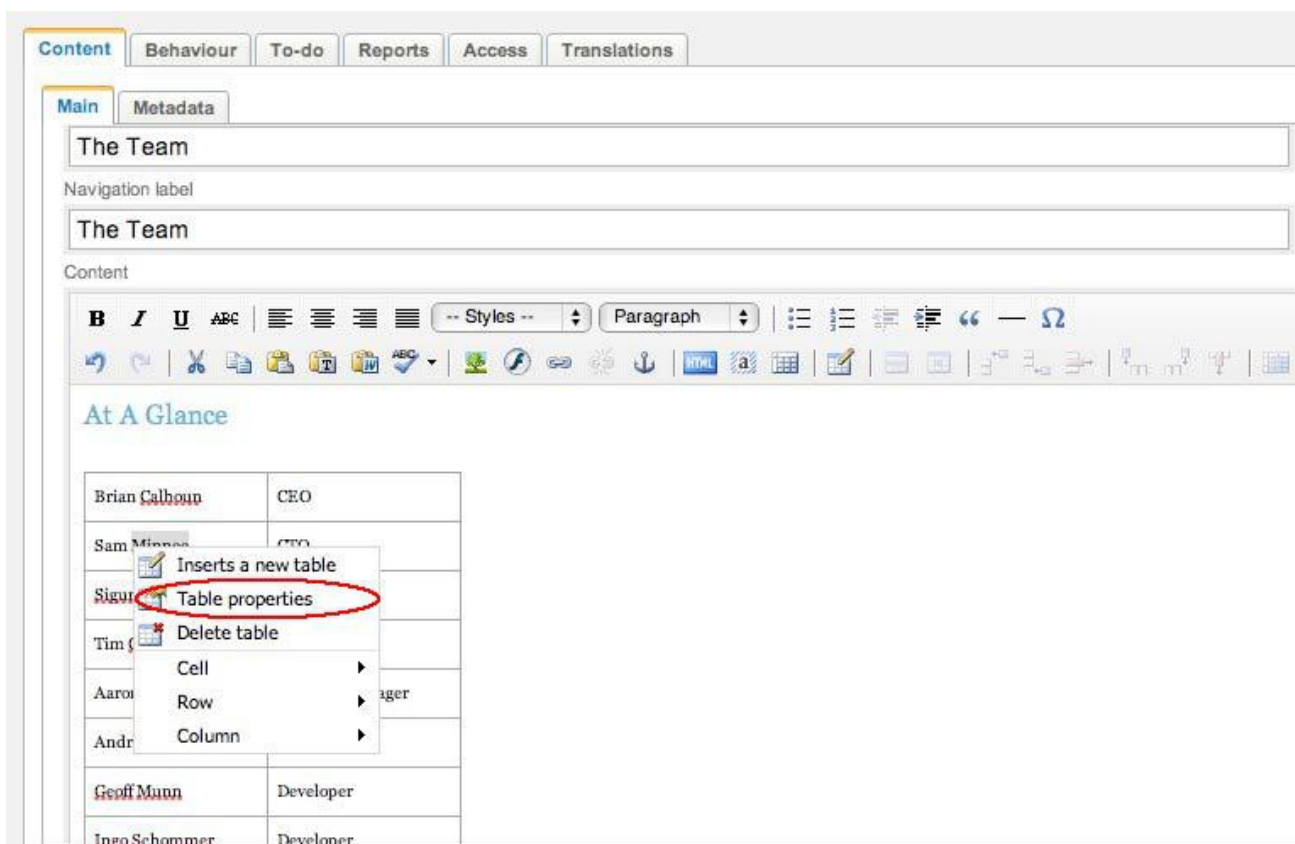| Icon	Name	Keyboard shortcut (if available)	Description
	Bullet-point list, Numbered list		Enable you to apply bullets or sequential numbering to selected paragraphs.
	Outdent, Indent		Enable you to decrease or increase the level of indentation of selected text.
	Block Quote		Allows you to describe selected text as a quote.
	Insert Horizontal Line		Inserts a horizontal line across the page at the position of the insertion point. Useful for creating a visual separation between paragraphs.
	Insert Symbol		Enables you to insert custom characters such as © and ™.
	Undo, **Redo**	**[Ctrl] + [Z]** **[Ctrl] + [Y]**	Enable you to undo the previous action(s) and, once undone, redo the action if you change your mind. Once a page is loaded, all actions are recorded and can therefore be undone. If you view another page or reload the current page, the undo history list is cleared.
	Cut, **Copy**, **Paste**	**[Ctrl] + [X]** **[Ctrl] + [C]** **[Ctrl] + [V]**	Enable you to cut or copy selected information and then paste that information e.g. useful for moving information between pages.
	Paste Plain Text **Paste from Word**		Enables you to paste copied text without styling. Enables you to paste copied text from a Word document.
	Insert Image		Enables you to select an image that has been uploaded into the Files and Images section and insert it onto a page.
	Insert flash		Enables you to insert a Flash object at the position of the insertion point.
	Insert/edit link		Enables you to insert a new link (e.g. from the current page to another page) and/or to edit an existing link.

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Icon	Name	Keyboard shortcut (if available)	Description
	Remove link		Enables you to remove an existing link.
	Insert/edit anchor		Enables you to insert a new anchor and/or to edit an existing anchor.
	Edit HTML Code		Displays the HTML Source Editor which enables you to view and edit the HTML source code.
	Select All		Enables you to select the whole content area.
	Show/hide guidelines		Displays and hides the guidelines of tables within the web page.
	Insert table		Enables you to insert a table on your web page, at the position of the insertion point.
	Table Row Properties, Table Cell Properties		Enables you to open the Table Row Properties window. Enables you to open the Table Cell Properties window.
	Insert row before, Insert row after, Delete row		Enable you to add and remove rows from a table on your web page. The placement of the row will depend on the position of the insertion point. These actions can also be achieved by right-clicking on the table to display a shortcut menu.
	Insert column before, Insert column after, Delete column		Enable you to add and remove columns from the table in which the insertion point is currently positioned. These actions can also be achieved by right-clicking on the table to display a shortcut menu.
	Split Merged Table, Cells Merge Table Cells		Enables you to open the Split Merged Table Cells window Enables you to open the Merge Table Cells Window.

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2.5 Editing Tables

Tables are a useful and neat method for storing tabulated data. Data is stored in horizontal rows and vertical columns, with headings typically contained in the first row or column or both. The data is stored in the individual squares within the table, called cells.

Editing tables can be a little bit tricky if attempted manually on the screen (e.g. by dragging the borders to alter the dimensions of cells). It is neatest and easiest to use the **Table Properties**, **Table cell properties** and/or **Table row properties** dialog boxes.

1) Click on the **Site Content** tab to display the **Site Content** window.

2) Locate or add the required page.

3) Click on the page in the **Site Content and Structure** panel to display the contents and properties in the **Edit Page** panel.

4) Click on the **Content** tab in the **Edit Page** panel, then click on the **Main** sub-tab.

5) Locate the table in the **Content** field.
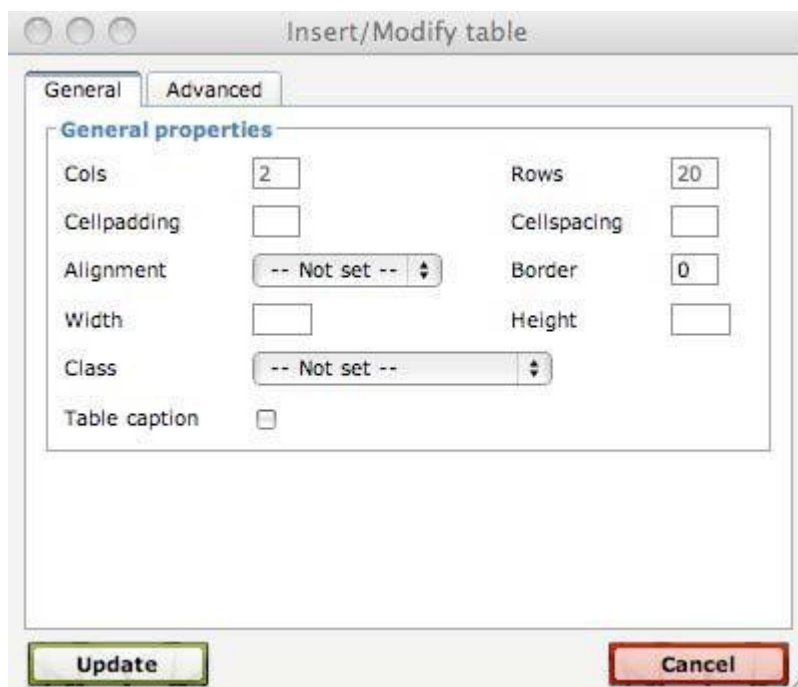
6) Right-click on the table to display the shortcut menu.

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7) Select **Table properties** to display the following dialog box.

For the scope of this manual, we will only look at the options on the "**General**" tab (for more information relating to the options on the "**Advanced**" tab, contact your web developer).

Use the following options to determine the basic format for the table:

| Option	Description
Cols	Determines the number of columns in the table.
Rows	Determines the number of rows in the table.
Cell padding	Determines the amount of white space between the cell content and cell edges (i.e. the distance of the text from the borders of the cell), measured in pixels.
Call spacing	Determines the amount of space between cells.
Alignment	Determines the alignment of text horizontally within a cell.
Border	Determines the width of the border, measured in pixels.
Width	Determines the overall width of the table on the web page.
Height	Determines the overall height of the table on the web page.
Class	Determines the style applied to the table or cell(s). The styles are defined by the web developer.

8) Make the editing changes that you require.

9) Click the "**Update**" button to apply the changes.

If you prefer to make the changes to only a cell, column or row within the table, you will need to select one of the other shortcut menu options.

10) Locate the table in the **Content** field, in the **Edit Page** panel.

11) Click in the cell, column or row that you want to adjust.

The position of the insertion point will determine which cell, column or row is adjusted.
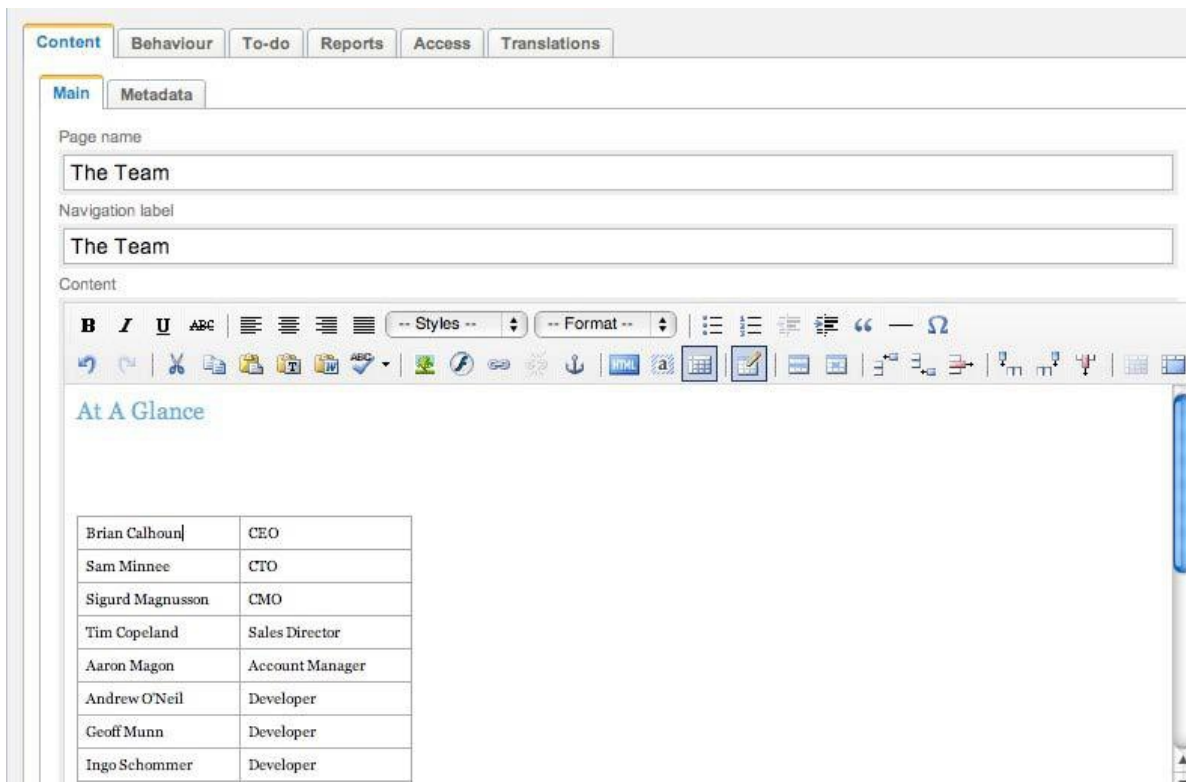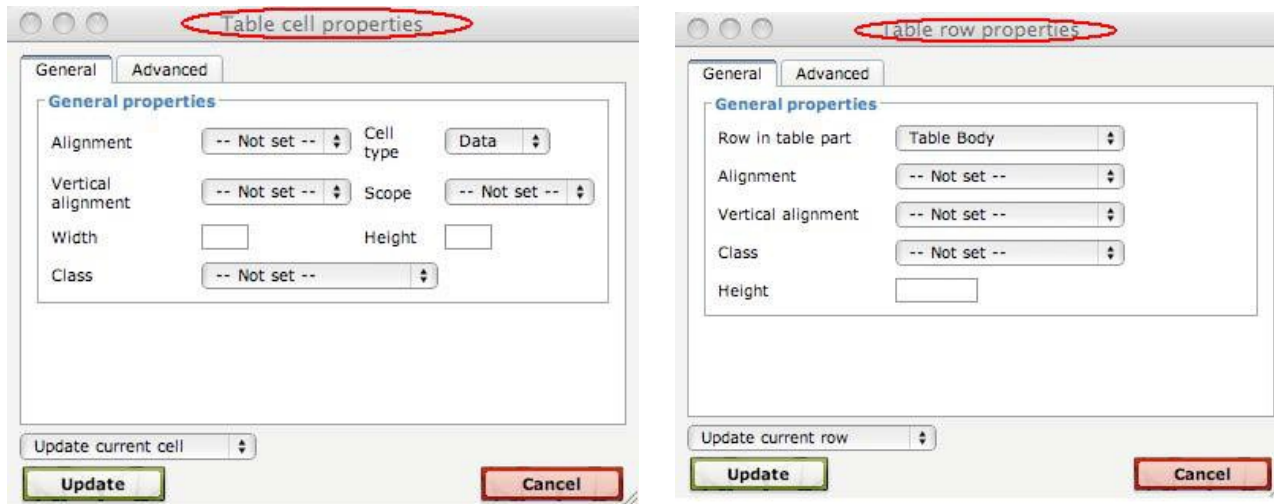

12) Right-click to display the shortcut menu.

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13) Select **Table cell properties** to edit the cell or column.

OR

For the scope of this manual, we will only look at the options on the "**General**" tab (for more information relating to the options on the "**Advanced**" tab, contact your web developer).

Use the following options to determine the basic format for the cell, column or row:

Option	Description
Table cell properties dialog box	
Alignment	Determines the alignment of the text horizontally within the current cell.
Vertical alignment	Determines the alignment of the text vertically within the current cell.
Cell type	Enables you to specify whether the selected cell is formatted as either a header or data cell. Typically, table header cells display more pronounced formatting.
Scope	Sets the HTML attributes of the table cell - only for very advanced users and can safely be left blank.
Width	Determines the width of the column in which the current cell is positioned.
Height	Determines the height of the row in which the current cell is positioned.
Class	Determines the style applied to the table or cell(s). The styles are defined by the web developer.

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Option	Description
Table row properties dialog box	
Row in table part	Determines the vertical position of the current row within the table.
Alignment	Determines the alignment of the text horizontally within the current row.
Vertical alignment	Determines the alignment of the text vertically within the current row.
Class	Determines the style applied to the table or cell(s). The styles are defined by the web developer.
Height	Determines the height of the current row.

14) Make the editing changes that you require.

15) Click on the "**update**" button to apply the changes.

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2.6 Adding Hyperlinks

Hyperlinks enable web pages to be dynamic, easily navigated and practical – they enable the user to jump, for instance, from one page to another page or from one location to another on the same page. The text format of a hyperlink distinguishes it from the main body of text; for instance, more often than not, hyperlink text appears blue and underlined.

Additionally, when the mouse pointer is positioned over a hyperlink, the pointer typically changes into a hand icon and a pop-up box may appear describing the destination of the link. Within the SilverStripe CMS you can create hyperlinks to a page on your site, a file or picture, an email address or an external web address.

1) Click on the **Site Content** tab to display the **Site Content** window (for more information, please refer to page 5).

2) Locate or add the required page.

3) Click on the page in the **Site Content and Structure** panel to display the contents and properties in the **Edit Page** panel.

This is the page in which you will create the hyperlink.

4) Click on the **Content** tab in the **Edit Page** panel, then click on the **Main** sub-tab.

5) Select the text that will become the hyperlink.

At A Glance

Brian Calhoun	CEO
Sam Minnee	CTO
Sigurd Magnusson	CMO
Tim Copeland	Sales Director
Aaron Magon	Account Manager
Andrew O'Neil	Developer
Geoff Munn	Developer

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6) Click on the "**Insert/edit link"** tool.

This will display the link fields at the right of the "**Edit Page**" panel.
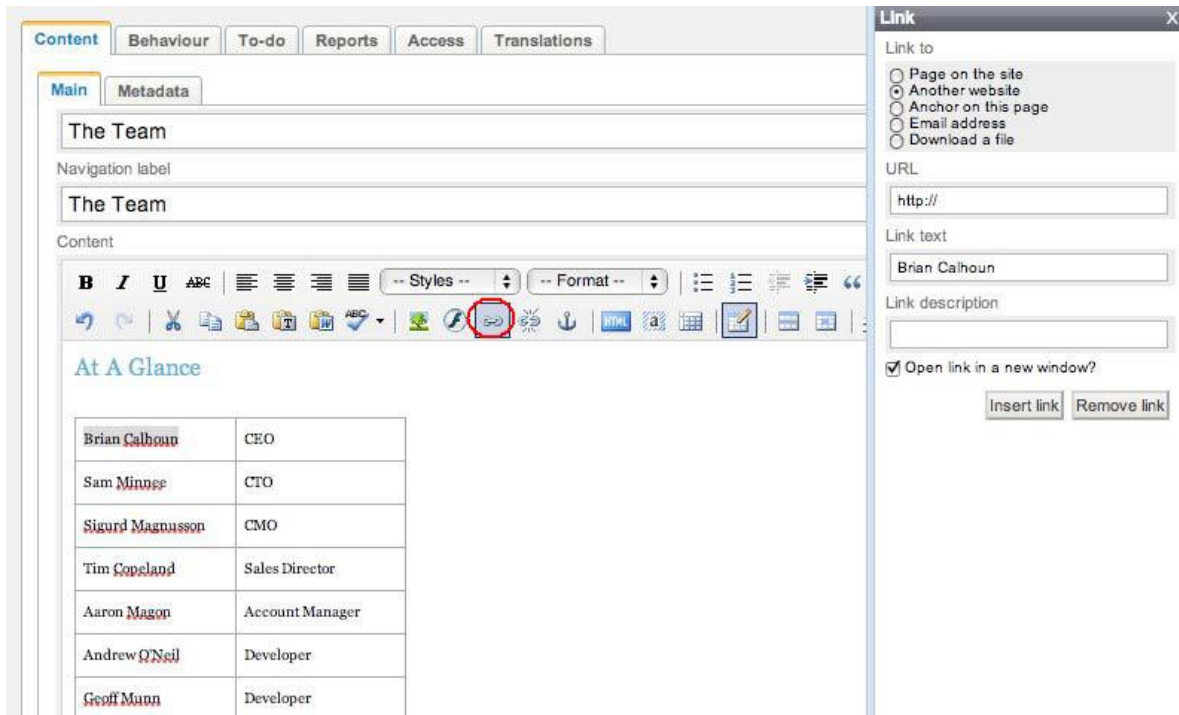
7) Select one of the options for **Link to**

The field located directly below the "**Link to**" option, identifying the linked item, will change depending on your selection. These options and the required follow-on action are described in the following table:

"Link to" Option	Field Name below, changes to	Action
Page on the site	Page	Click on the "drop arrow" button to display a simplified representation of your website. Click on the "plus" icons to display the sub-levels of pages. Locate and click on the page intended as the destination of the hyperlink.
Anchor on this page	Anchor	Create an anchor and name it, type in the anchor name that you want to link to.
Another website	URL	Type in the address of the website that you want to link to.
Email address	Email address	Type in the email address that you want to link to.
Download a file	File	Click on the "drop arrow" button to display a simplified representation of your file and image library, displaying all of the files currently uploaded. Click on the "plus" icons to display the sub-levels of files. Locate and click on the file you want to link to.

In this example, "**Page on the site**" was selected.
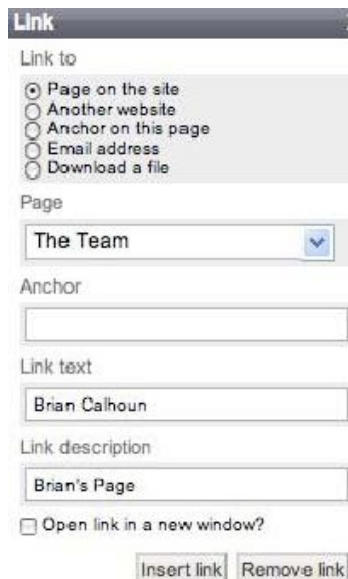
8) Using the above table as a reference, either select or enter the details of the **Link to** item.

This is the field located directly below "**Link to**".

9) Type a brief description of the linked item in **Link description.**

The text that you type into this field will be used as "hover text" – that is, when the user hovers the mouse pointer over the hyperlink, the description text will be displayed in a small pop-up box. It helps a user discern the destination of the hyperlink, thereby improving usability. Descriptions are also used by search engines and will achieve higher ratings.

10) Click on the "**Insert link**" button to insert the link on the page.

You will notice that the selected text, containing the hyperlink is now formatted blue.

Once the changes are saved and published, you can see the working hyperlink on the staging site.

2.7 Removing Hyperlinks

Removing hyperlinks is easily accomplished by clicking a button.

1) Click on the **Site Content** tab to display the **Site Content** window (for more information, please refer to page 5).

2) Locate and click on the page that contains the hyperlink, in the **Site Content and Structure** panel, to display the contents and properties in the **Edit Page** panel.

3) Click on the **Content** tab in the **Edit Page** panel, then click on the **Main** sub-tab.

4) Click on or select the hyperlink text.
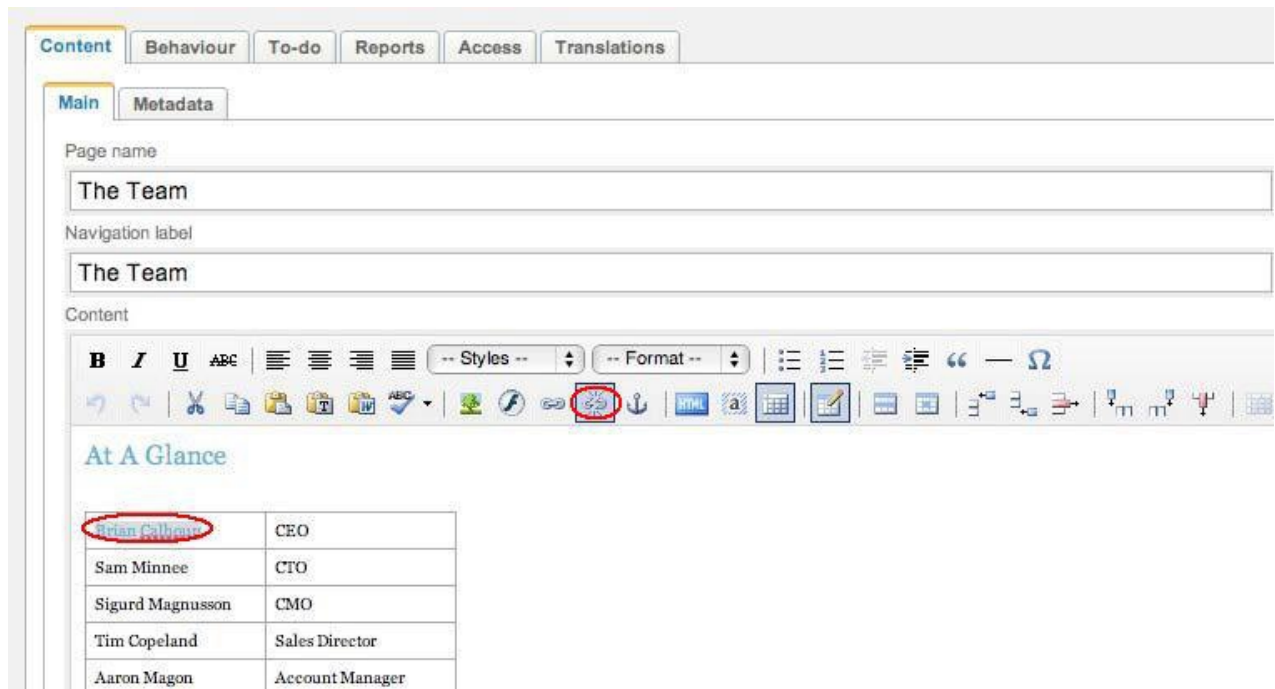
5) Click on the "**Remove link"** tool.

The text will revert to the standard colour (in this case, black) as a visual indication that the link has been removed.

- Alternatively, to delete a hyperlink, you can click on the "**Insert/edit link"** tool and then click on the "Remove link" button.

- Click on the "**close**" button which is labeled as a "**cross**" to close hyperlink panel without making any changes.

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2.8 Adding Anchoring

Anchoring enables the user to jump from the listing to the respective sub categories as well as jumping from the bottom of the page to the top. By linking a text to an anchored text, user that click the linked text will be directed to the anchored text.

1) Click on the **Site Content** tab to display the **Site Content** window (for more information, please refer to page 5).

2) Locate or add the required page.

3) Click on the page in the **Site Content and Structure** panel to display the contents and properties in the **Edit Page** panel.

This is the page in which you will create the hyperlink and anchor.

4) Click on the **Content** tab in the **Edit Page** panel, then click on the **Main** sub-tab.

5) Select the text that will become the anchor.

6) Click on the "**Insert/edit anchor**" tool.

7) Type in the anchor name and click the **Update** button.

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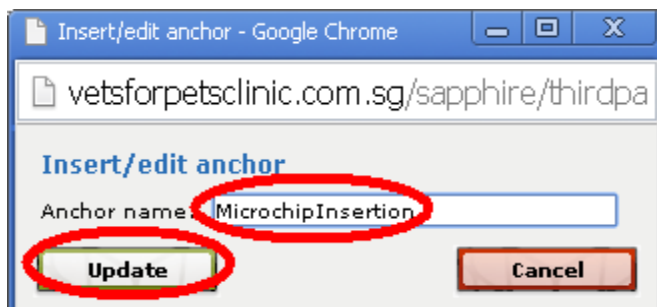
After clicking Update, an anchor will appear beside the text. The anchor icon beside the text shows that the text is anchored.

8) Highlight the text that will be linked to the anchor.

9) Click on the "**Insert/edit link**" tool.

This will display the link fields at the right of the "**Edit Page**" panel.

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10) Select **Anchor on this page** for Link to.

11) Select the Anchor Name, then type in the text to be anchored and click **Insert Link**.

12) The text will be turn into blue color. This represents that the text is now a link.

Once the changes are saved and published, you can see the working hyperlink on the staging site.

2.9 Removing Anchoring

Removing anchoring is easily accomplished by clicking a button.

1) Click on the **Site Content** tab to display the **Site Content** window (for more information, please refer to page 5).

2) Locate and click on the page that contains the anchor, in the **Site Content and Structure** panel, to display the contents and properties in the **Edit Page** panel.

3) Click on the **Content** tab in the **Edit Page** panel, then click on the **Main** sub-tab.

4) Click on or select the anchored text.
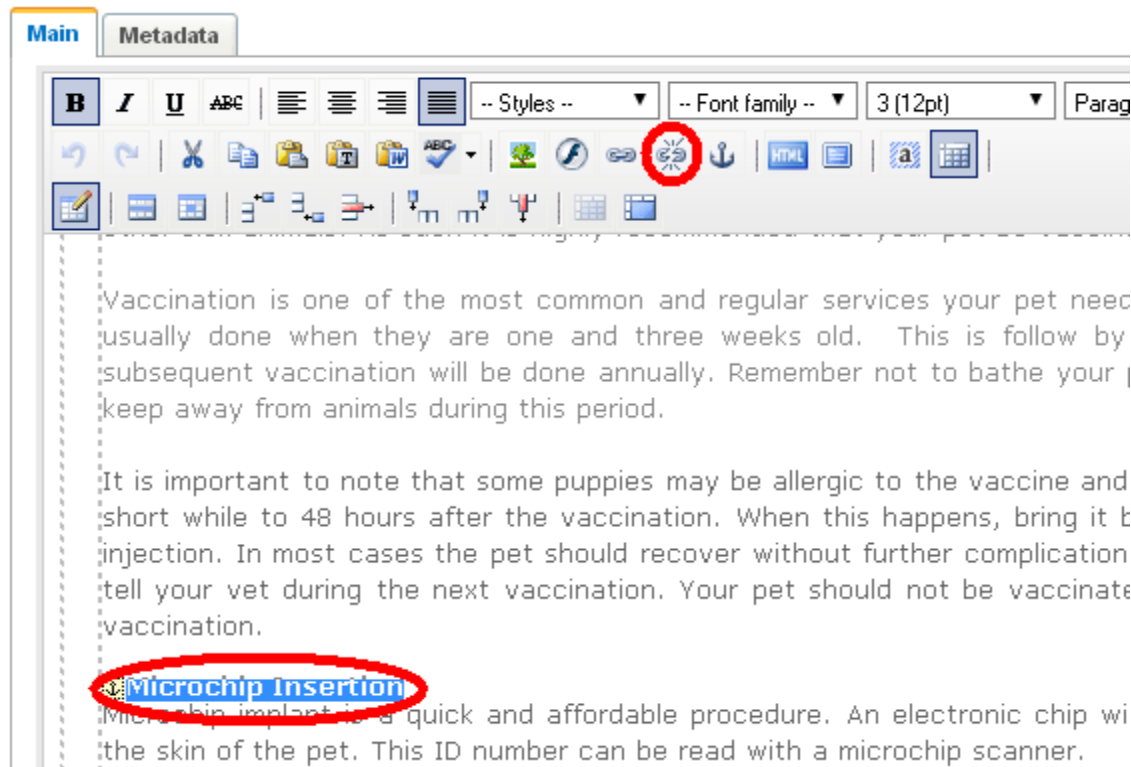
5) Click on the "**Remove link"** tool.

The text will revert to the standard colour (in this case, black) as a visual indication that the link has been removed.

- Alternatively, to delete an anchor, you can click on the "**Insert/edit link"** tool and then click on the "Remove link" button.

- Click on the "**close**" button which is labeled as a "**cross**" to close hyperlink panel without making any changes.

2.10 Adding A Graphic

Graphic files (e.g. logos, maps, photos etc) that have been uploaded to the server, can be used throughout your website pages. Images are a great way to convey information and also help break up an otherwise boring page of text. The placement of images on a page may also influence the way a user scans the page and hence the readability.

1) Click on the **Site Content** tab to display the **Site Content** window (for more information, please refer to page 5).

2) Locate and click on the appropriate page, in the **Site Content and Structure** panel, to display the contents and properties in the **Edit Page** panel.

3) Click on the **Content** tab in the **Edit Page** panel, then click on the **Main** sub-tab.

4) Click in the page to position the insertion point.

This is where the graphic will be inserted.
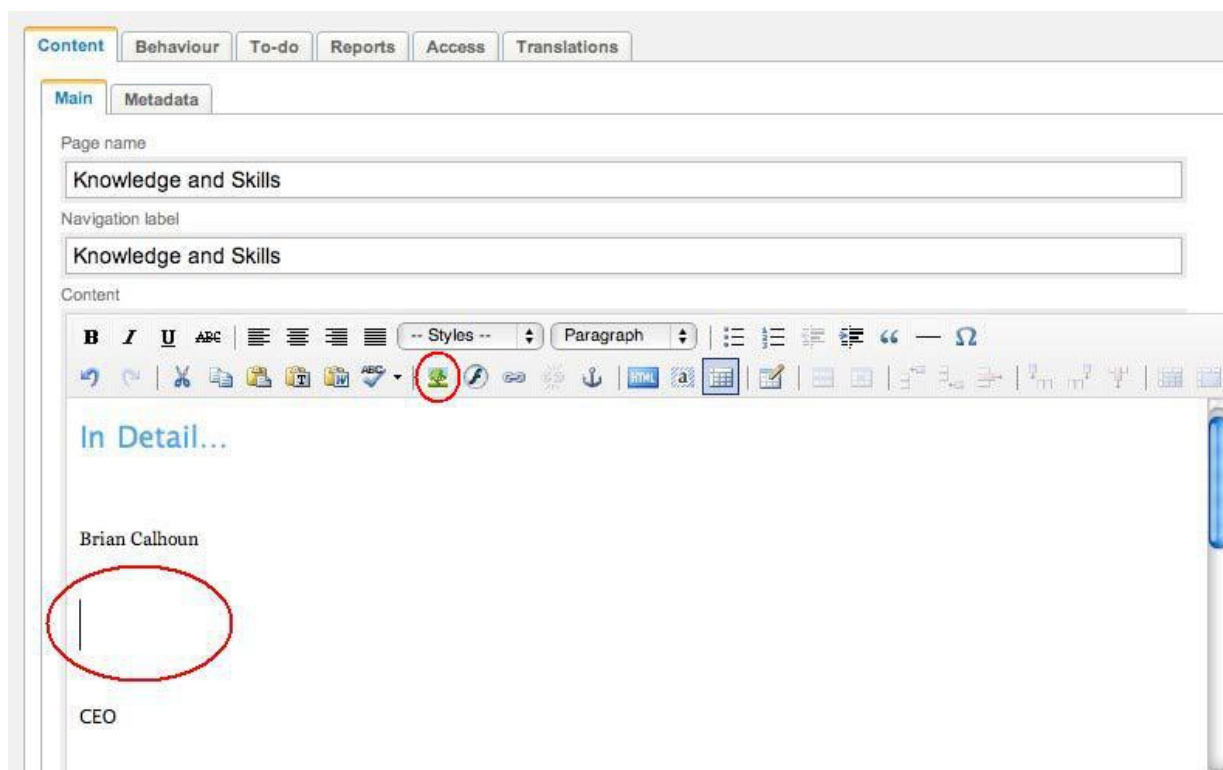
5) Click on the "**Insert image"** tool.

This will display the image fields at the top of the "Edit Page" panel.

6) Click on the "**drop arrow**" for **Folder**.

This will display a list of folders containing the uploaded files and images.

7) Locate and click on the folder where the graphic is located.

You will need to click on the "**plus**" icons to display sublevel folders (if they exist) and their contents. When you select a folder by clicking on the folder name, all of the graphics located within it will be displayed as thumbnails in the field below.

8) Click on the image of the graphic that you want to add to the page.

9) Click in the **Description** field and type a brief description of the graphic.

Descriptions are displayed when the user hovers the mouse pointer over the image, when it is loading or if it is unavailable. Search engines also use the description to discern image meaning and it can thereby achieve higher ratings.

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10) Click on the "**drop arrow**" button for **Alignment/style** and select the preferred alignment from the list of options.

You can now hide these options and return to the page.

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11) Click on the "**Insert image"** tool to hide the image fields

The image will be inserted into the page, as the position of the insertion point.

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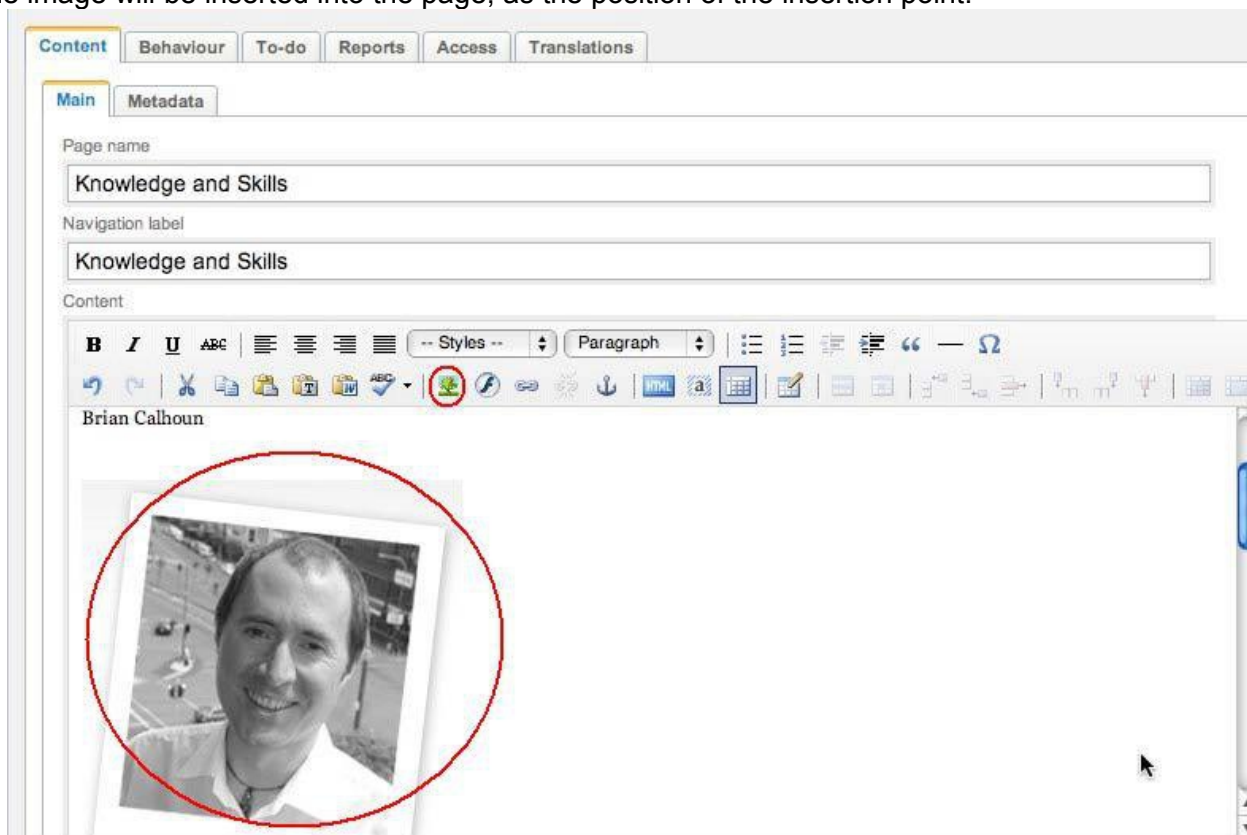
2.11 Saving Changes

Before being able to display any changes to your pages on the draft site or the published (live) site, you need to commit those changes by saving them. Once the changes are saved, they will be displayed on the draft site and you then have the option to publish them to the live site, but not before. Saving changes is easily achievable by the click of a button.

1) When you are ready to commit changes made to a page, click on "**Save**" button.

This tool is located at the bottom of the Edit Page panel. If you have made changes to more than one page, all of the changes will be saved. These changes are now added to, and viewable in, the draft site.

2) Click on the **Draft Site** tab at the bottom left of the window.

The draft site will be displayed in a separate window.

3) Click on the **CMS** tool at the bottom of the draft site window, to return to the SilverStripe CMS window.

This will leave both the draft site window and the CMS window open. Alternatively, click on "**Close**" button to close the draft site window and return to the CMS window. If you are satisfied with the

appearance of the page on the draft site, you can then publish it to the live site.
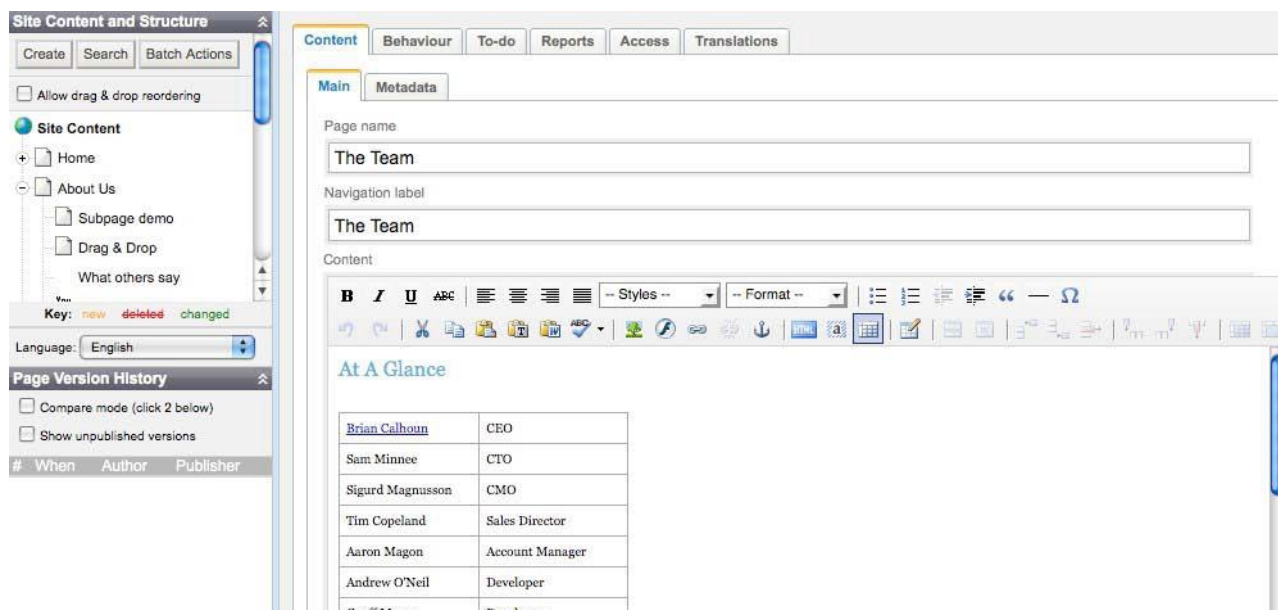
- Click on the "**Delete from the draft site**" button to undo saved changes and revert to the version of the page currently shown on the live site.

2.12 Viewing Changes

When changes are made to the content or properties of pages and then saved, these changes will be recorded and can be reviewed using the **Page Version History** tool. Once this tool is activated, an additional panel will be displayed on the left side of the window, listing a history of events. By selecting two versions of a page, you are able to review changes made to the page.

1) Click on the **Site Content** tab to display the **Site Content** window (for more information, please refer to page 5).
2) Locate the required page.

3) Click on the page, in the "**Site Content and Structure"** panel, to display the contents and properties in the **"Edit Page"** panel.

4) Click on the **Page Version History** tab to display the **History** panel.

The arrows on the Page Version History tab will point upwards and the tab will expand to indicate that the panel is displayed.

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5) Select **Compare Mode (click 2 below)** in the **Page Version History** panel.

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6) Click on the tick box for **Show unpublished versions** to select this option

A complete list of versions for the selected page will be displayed. You are now able to select any two pages and compare the changes. If you use the mouse pointer to hover over a listed version, a pop-up box indicates when that version was created. Note that published versions are displayed in black text and unpublished versions are displayed in grey text.

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7) Click on the two versions of the page that you want to compare.

If changes exist between the two versions, they will be displayed in the "**Edit Page**" panel on the right hand side.
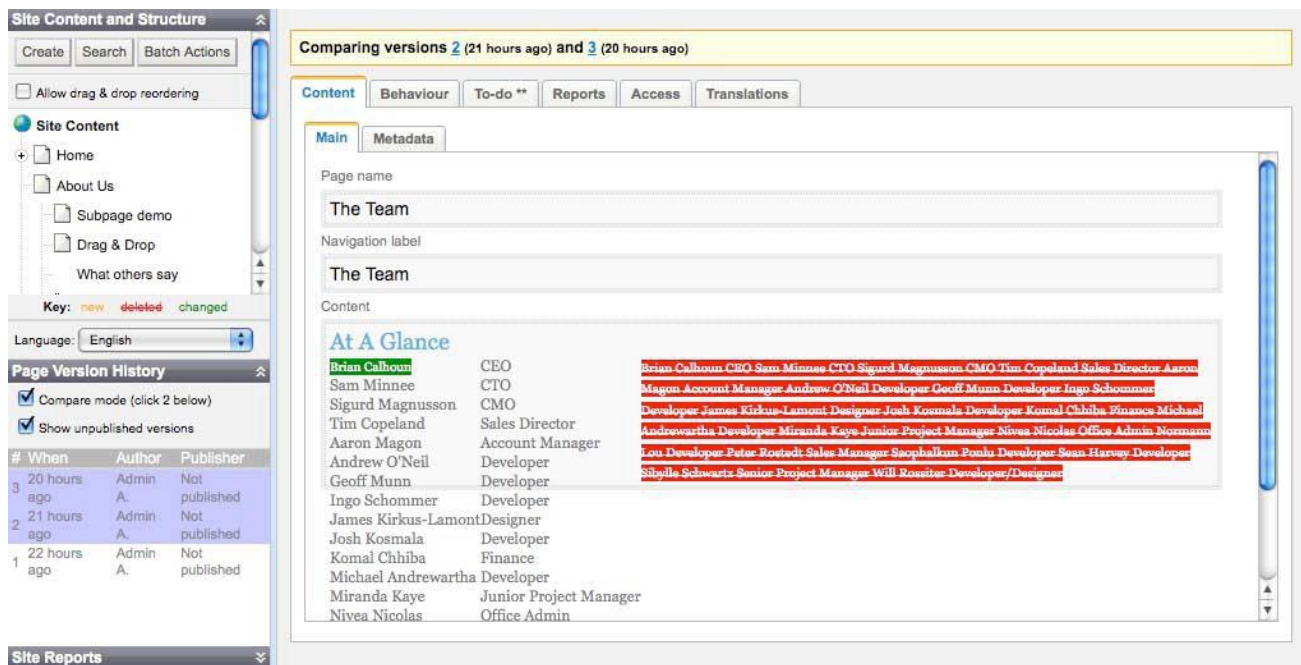
The revision marks indicate the action taken on the text, and include:

Revision Mark	Example	Description
Underline	The Team	This text has been **added** to the newer version.
Strikethrough	The Team	This text has been **deleted** in the newer version.
Green highlight	Brian Calhoun	This text has been **added** to the newer version.
Red highlight	Brian Calhoun CEO Sam Minnee CTO	This text has been **deleted** in the newer version.

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2.13 Reverting To A Previous Version

As well as enabling you to view the history of changes that a page has undergone, the **History** panel also enables you to revert a page to a previous version, thereby removing all of the changes that occurred between the two.

1) Click on the **Site Content** tab to display the **Site Content** window (for more information, please refer to page 5).

2) Locate the required page.

3) Click on the page, in the **Site Content and Structure** panel, to display the contents and properties in the **Edit Page** panel.

4) Click on the **Page Version History** tab to display the **History** panel.

The arrows on the **Page Version History** tab will point upwards and the tab will expand to indicate that the panel is displayed.

5) Select **Compare Mode (click 2 below)** in the **Page Version History** panel.

6) Click on the tick box for **Show unpublished versions** to select this option.

A complete list of versions for the selected page will be displayed. You are now able to select a page to view it. Note that published versions are displayed in black text and unpublished versions are displayed in grey text.

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7) Click on the version of the page you want to revert back to.

This is more easily accomplished once you have compared two versions, as then you will know which version you want to revert back to Notice the tools displayed at the top of the "**Edit Page**" panel.
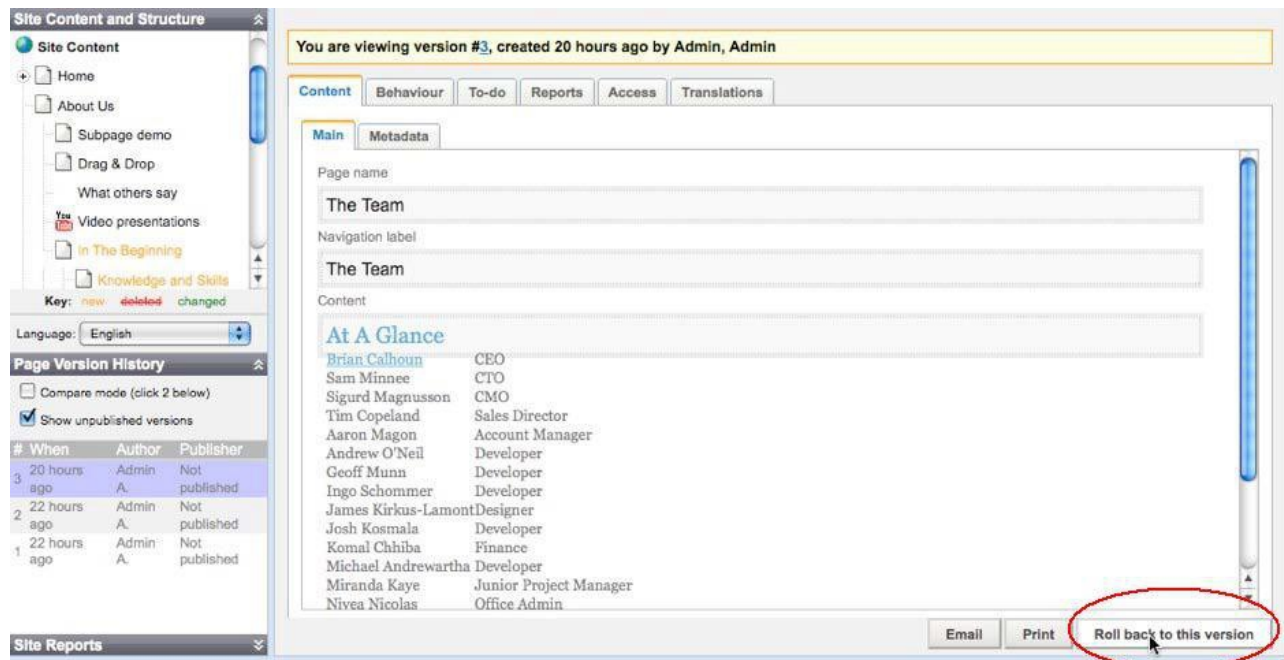
8) Click on "**Roll back to this version**" button to revert the page back to the currently selected and displayed version.

A question box will ask you to confirm your intention.

9) Click on the "**OK**" button to continue (or click on the "**Cancel**" button to discontinue).

10) Click on the **Page Version History** tab to hide the **History** panel.

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Chapter 3: Files and Images

This chapter covers working with files and images.

3.1 The Files and Images Window

The **Files & Images** section, within the **SilverStripe CMS**, enables you to upload and work with files and images that will be used in your website. The **Files & Images** window and a description of the labeled parts are displayed below.
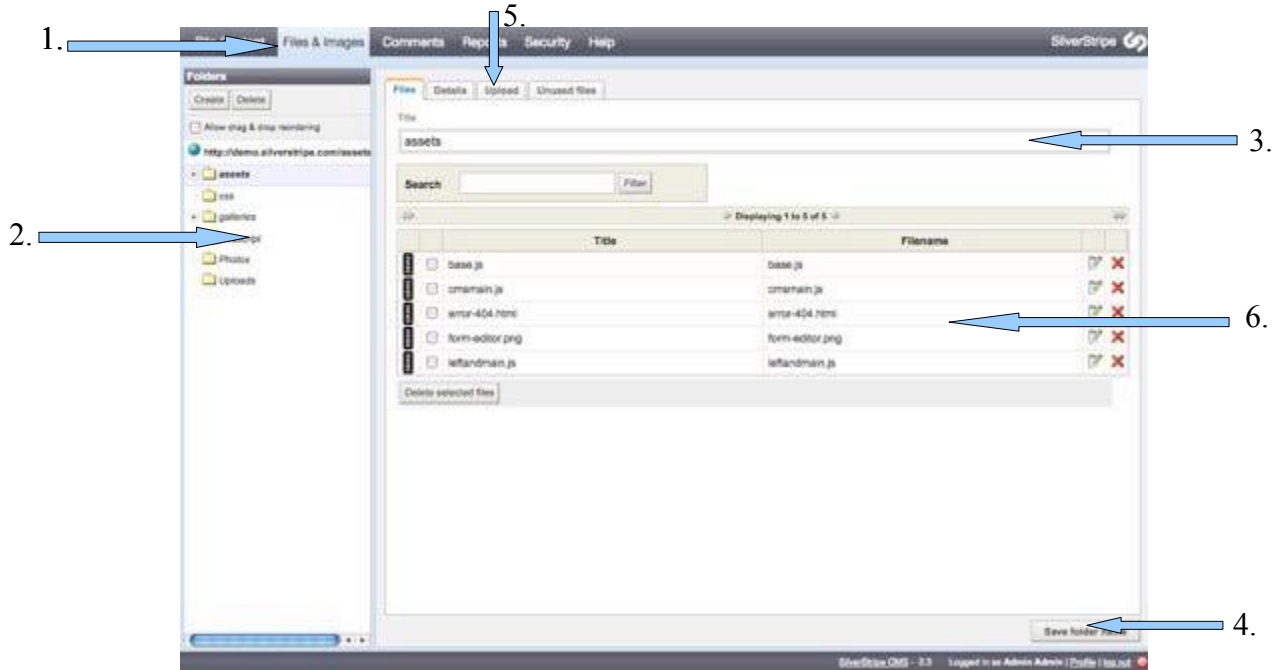
	Name	Description
1	**Files & Images** heading	Click on this link to display the **Files & Images** window.
2	**Files & Images** panel	Displays the hierarchy of folders and sub-folders organising the files and images.
3	**Folder contents** panel	Displays the contents and properties of the folder currently selected in the **Files & Images** panel.
4	**Files & Images** toolbar	Enables you to upload, move and delete files and images stored in the folder currently selected in the **Files & Images** panel.
5	**Files**, **Details** and **Upload** tabs	The **Files** tab displays the files and images stored in the currently selected folder. If you select one or more files, you are then able to move or delete them using the toolbar. The **Details** tab displays the properties of the currently selected folder.
6	**File details** panel	Displays the properties of the currently selected file in the **Files** tab.

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3.2 Finding Files and Images

The first step to viewing, moving or deleting a file or image is to locate it within the hierarchical tree structure displayed in the Files & Images panel. All of the uploaded files and images will be located within the folders or sub-folders represented in the tree. By using the plus and minus icons, you are able to display and hide the contents of folders, thus revealing the file you require.

1) Click on the **Files & Images** heading to display the **Files & Images** window.
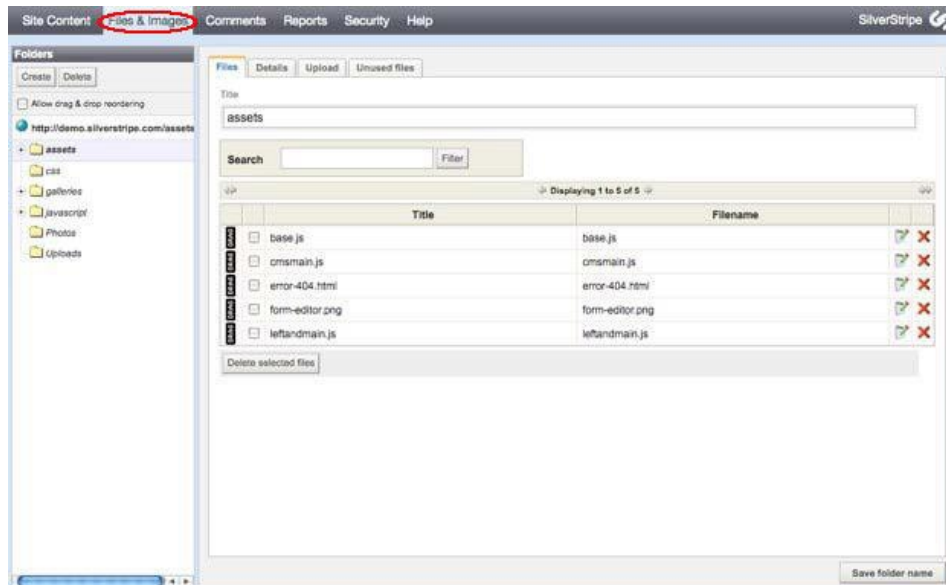
2) If necessary, click on the "**plus**" icon next to a folder to display sub-folders.

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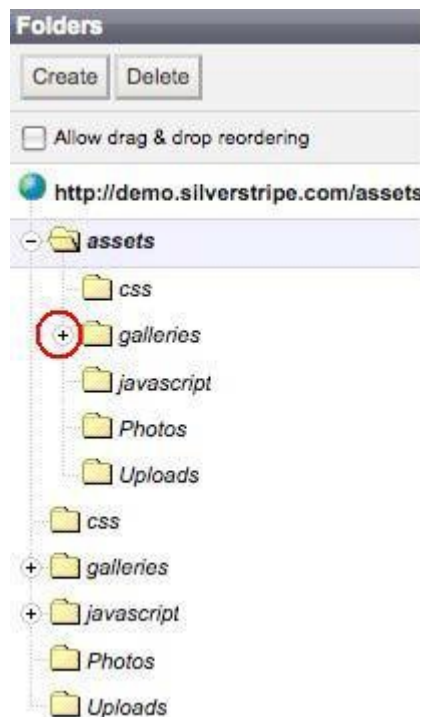
3) Continue to click on the "**plus**" icons to locate the folder in which the file is located.

If you expand a branch of the tree inadvertently, simply click on the minus icon to hide the details again.

4) Click on the folder name to display the contents in the **Folder contents** panel.

The files contained in the selected folder will be displayed in the "**Files**" tab of the "**Folder contents**" panel. Only ten photos are displayed in the panel at any one time and you need to click on the arrows to navigate through the collection of files in that folder.
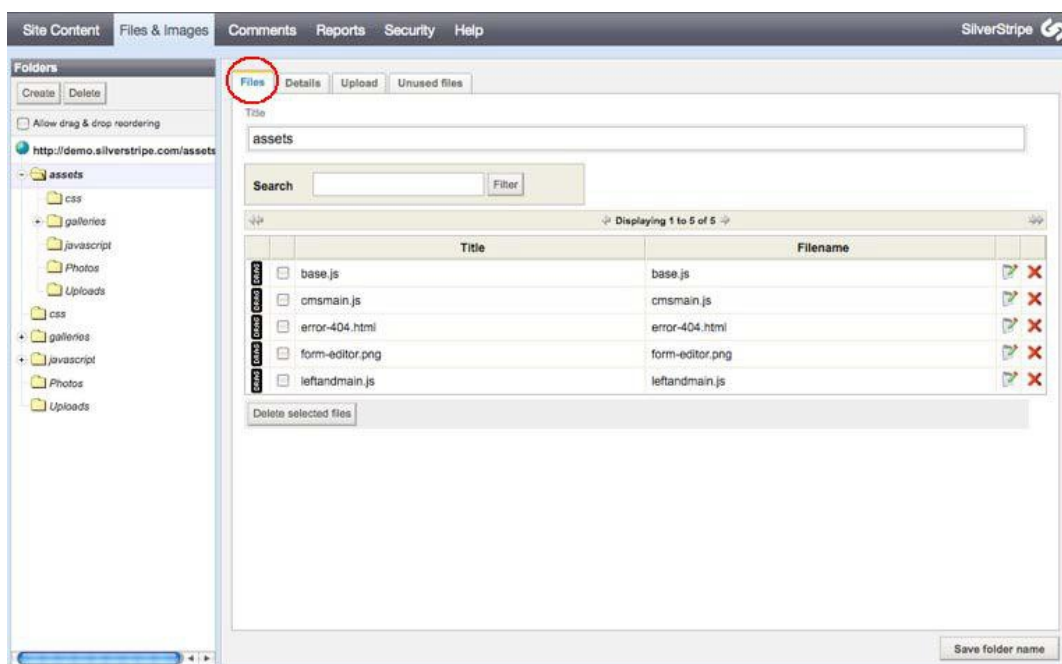
3.3 Files and Images Supported by SilverStripe CMS

To use files and images in your website, you need to upload them to the web server first. The files that you are able to upload are summarised in the following table:

Category	File types supported by SILVERSTRIPE CMS
Documents	PDF, PS, DOC, PPT, PPS, MDB, XLS, RTF
Downloadable Images	BMP, EPS, PSD, TIF
Downloads	EXE, ZIP, TAR, GZ, GZIP, DMG, BIN, COM, DLL, HQX
Movies	AVI, MOV, MPE, MPG, MPEG, QTW, QT
Sound	AIF, AU, MID, MIDI, MP3, RA, RAM, RM, WAV
Web Images	JPG, JPEG, GIF, PNG
Web Pages	HTM, HTML

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3.4 Uploading Files and Images

Before you can access and incorporate files and images in your web pages, you need to upload them to the web server. The files and images are arranged in a series of folders and sub-folders, enabling you store them logically and therefore to locate them easily.

1) Click on the **Files & Images** heading to display the **Files Images** window (for more information, please refer to page 49).

Before you can upload files or images, you need to select the folder where it will be stored.

2) Locate or create the required folder.

3) Click on the folder to display the contents in the **Folder contents** panel.

4) Click on the **Files** tab to display the files contained in the selected folder.

The selected folder displays the items that have already been uploaded. There are two other tabs available in this panel: "**Details**" and "**Upload**".
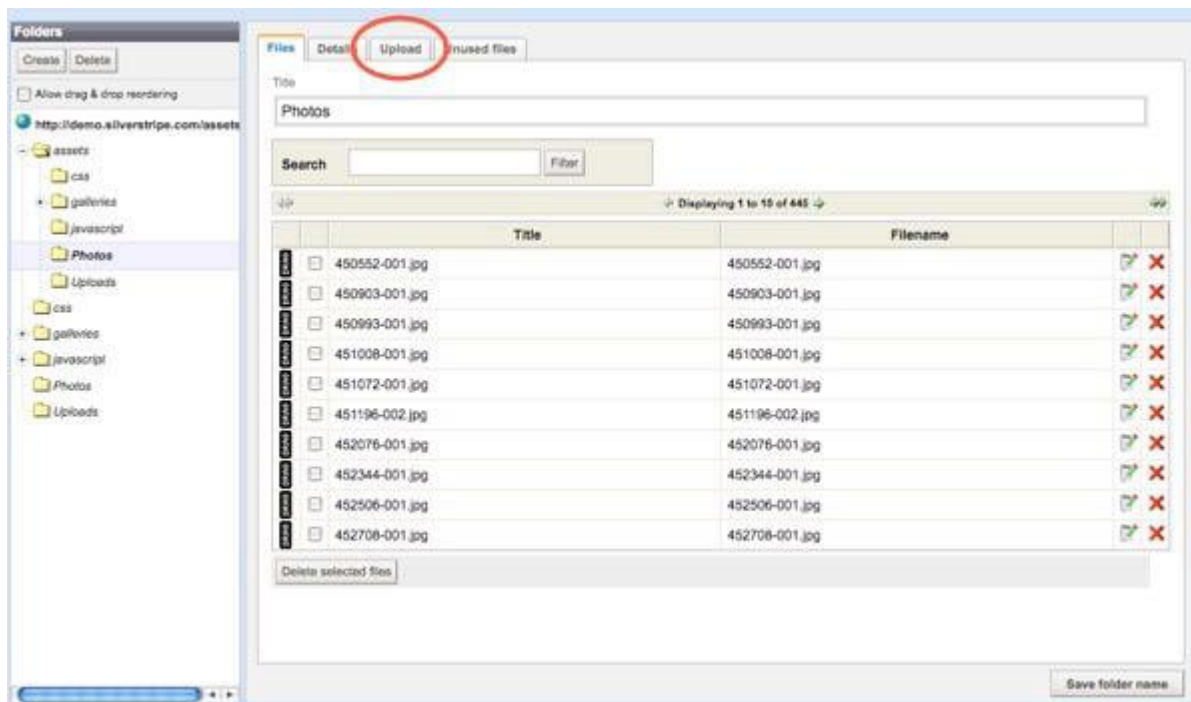
5) Click on the **Upload** tab to display the options on the **Upload** panel.

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6) Click on the "**Browse**" button.

This will display the "**Choose file**" dialog box.

You are now required to navigate to and select the file or image that you want to upload.

7) Click on the drop arrow for **Look in** and click on the required drive letter (e.g. **Hard Disk (C:)**).

8) Locate and click on the folder that contains the file and then click on "**Open**" button.

This will display the folder contents in the dialog box.
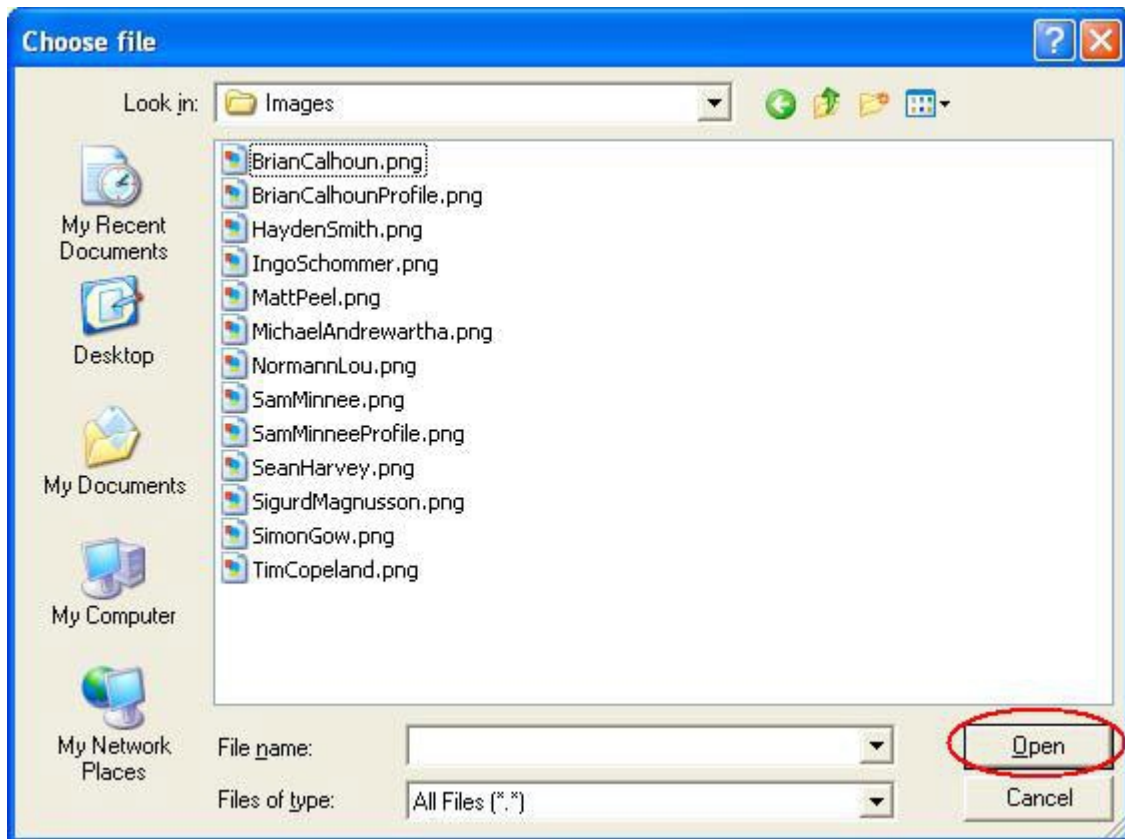
9) Click on the file or image that you require and then click on "**Open**" button.

The file will now be displayed in the "**Upload**" panel.
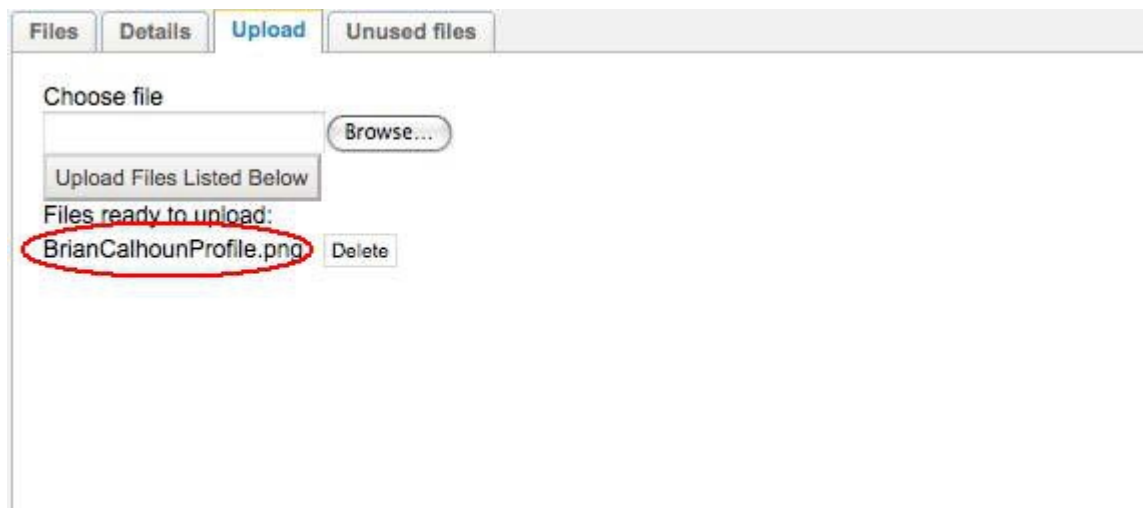
10) Repeat **steps 6** to **9** to choose additional files.

11) Click on the "**Upload Files Listed Below**" to complete the upload process.

The file(s) will now appear listed in alphabetical order on the "**Files**" tab.

12) Click on the **Files** tab to display the uploaded files.

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3.5 Creating Folders to Organise Files

As you accumulate files and images, you might find that you require additional folders to restructure the way in which they are organised. Alternatively, you might want to create a hierarchy of folders right from the start, assuming you have a clear idea of how you want to store the files and images.

1) Click on the **Files & Images** heading to display the **Files & Images** window (for more information, please refer to page 49).

2) Click on the folder, in the **Files & Images** panel, below which you want to create a sub-folder.

To create a top level folder, you will need to select the "**website**" icon at the top of the hierarchy. The name of the selected folder will appear in bold text.

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3) Click on the "**Create**" button to create a new folder.

By default, the new folder will be titled "**New Folder**".

It is logical to rename the folder upon creation, to something more meaningful.

4) Ensure that the folder still selected.

5) Click on the **Files** tab in the **Folder contents** panel, to display the folder details.

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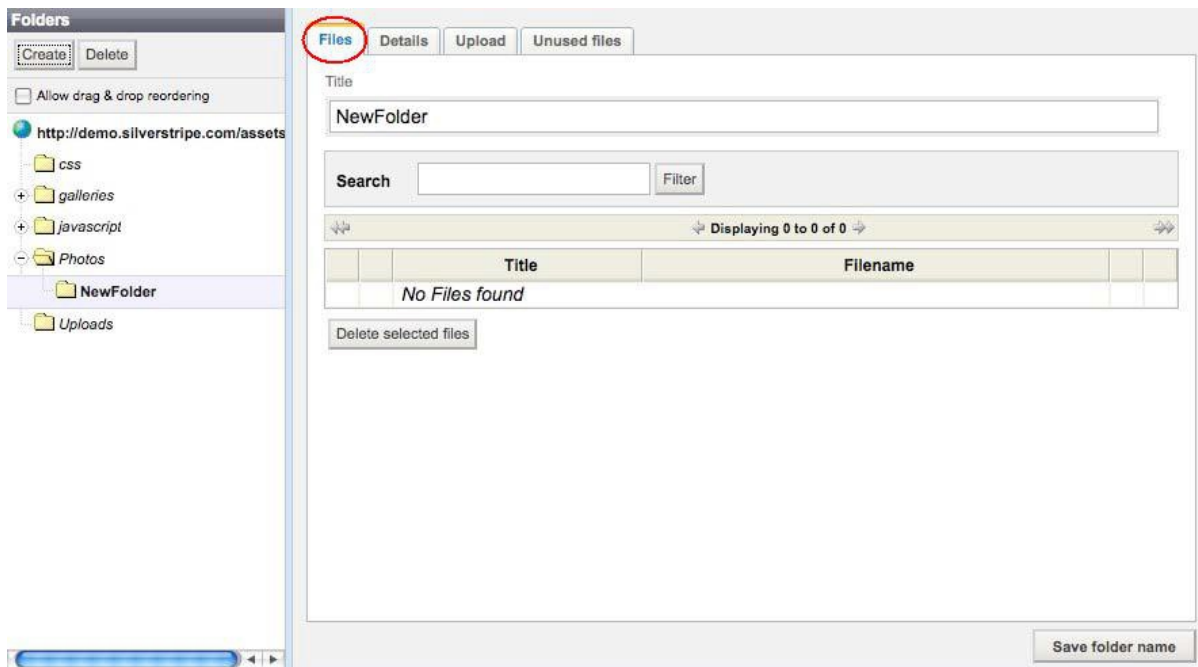
6) Double-click on the text in the **Name** field to select it.
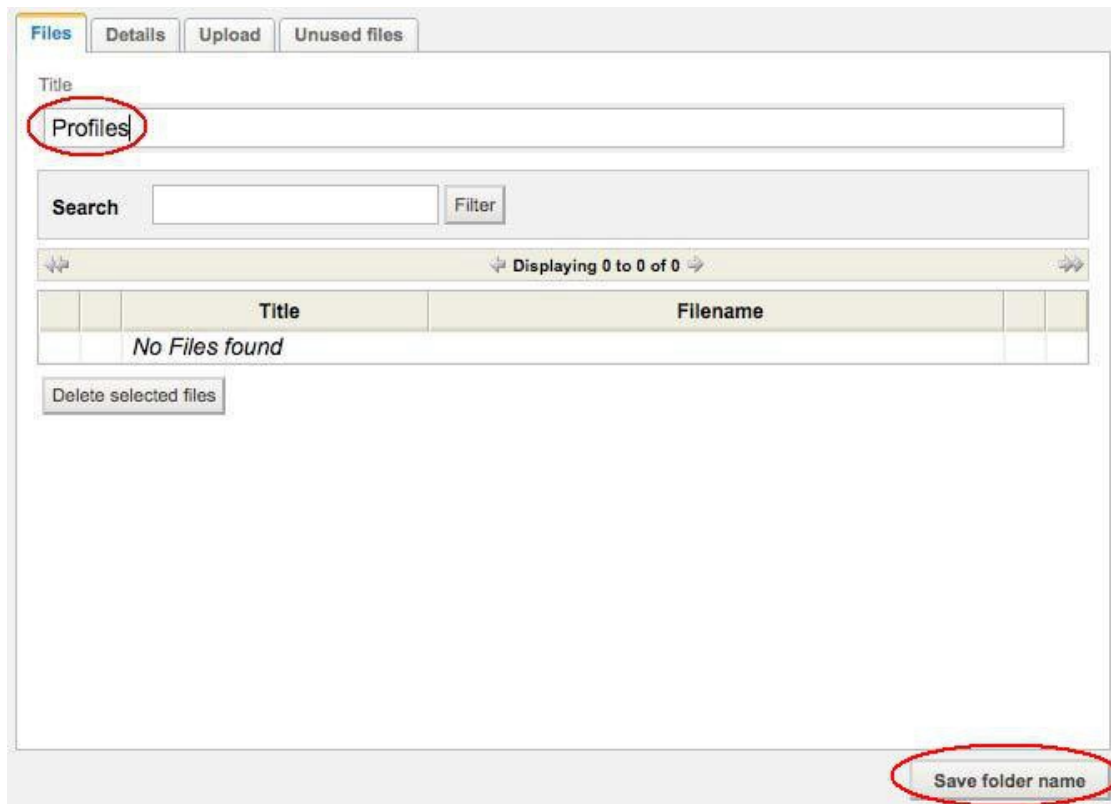
You could also click and drag the mouse over the text to select it.

7) Type a new **Name** for the folder.

Titles can be up to 255 characters long and there are no restrictions on the characters used.

8) Click on "**Save folder name**" button to commit the changes.

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9) Then wait for the saved message to appear.
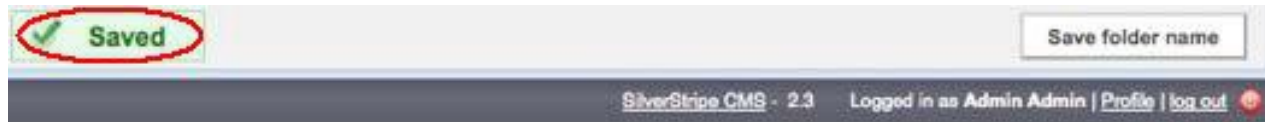
If you forget to save changes to a folder and then try to open a new folder, SilverStripe CMS will ask you to confirm your intentions, by displaying a dialog box.
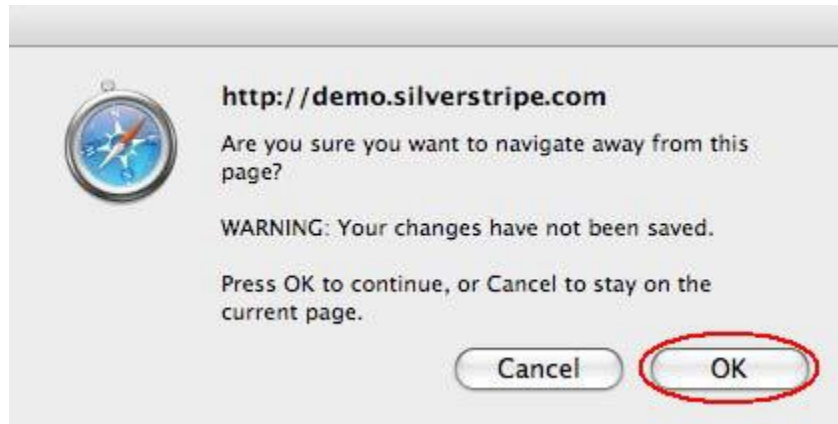
10) Click on the "**OK**" button to go back and save the changes and continue.

- Folders displayed in the **Files & Images** panel, will be arranged alphabetically.

3.6 Moving Files and Images

As you accumulate files and images, you might find that you require additional folders to restructure the way in which they are organised. Alternatively, you might like to create a hierarchy of folders right from the start, assuming you have a clear idea of how you want to store the files and images.

1) Click on the **Files & Images** heading to display the **Files & Images** window (for more information, please refer to page 49).

2) Locate the file or image that you want to move.

Once you have clicked on the folder name, files are listed alphabetically in the "**Folder contents**" panel.

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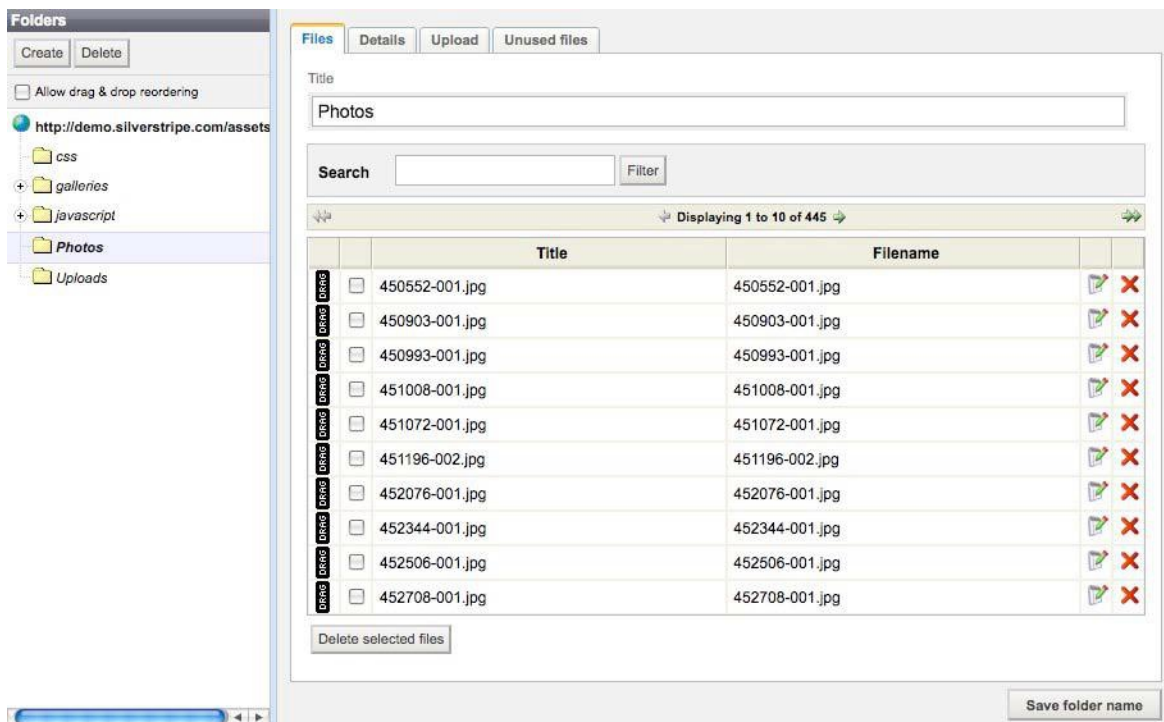
3) Click on the tick box for the file/s that you want to move, in the **Folder contents** panel, to select it.

If you want to move more than one file to the same location simultaneously, repeat this step to select each file.
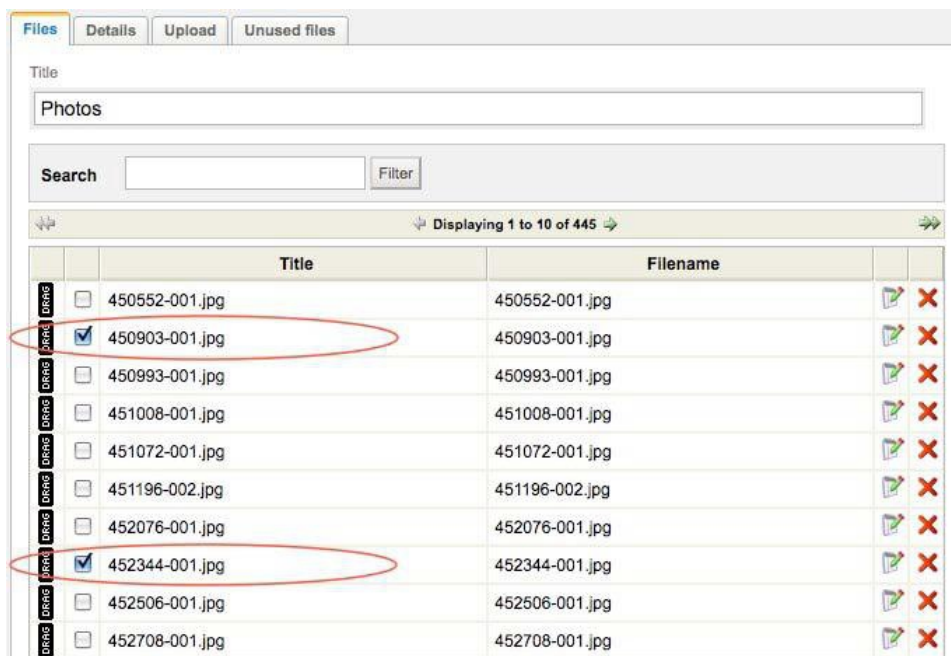
4) Click and hold your left mouse button on the "**DRAG**" icon near one of your checked items.

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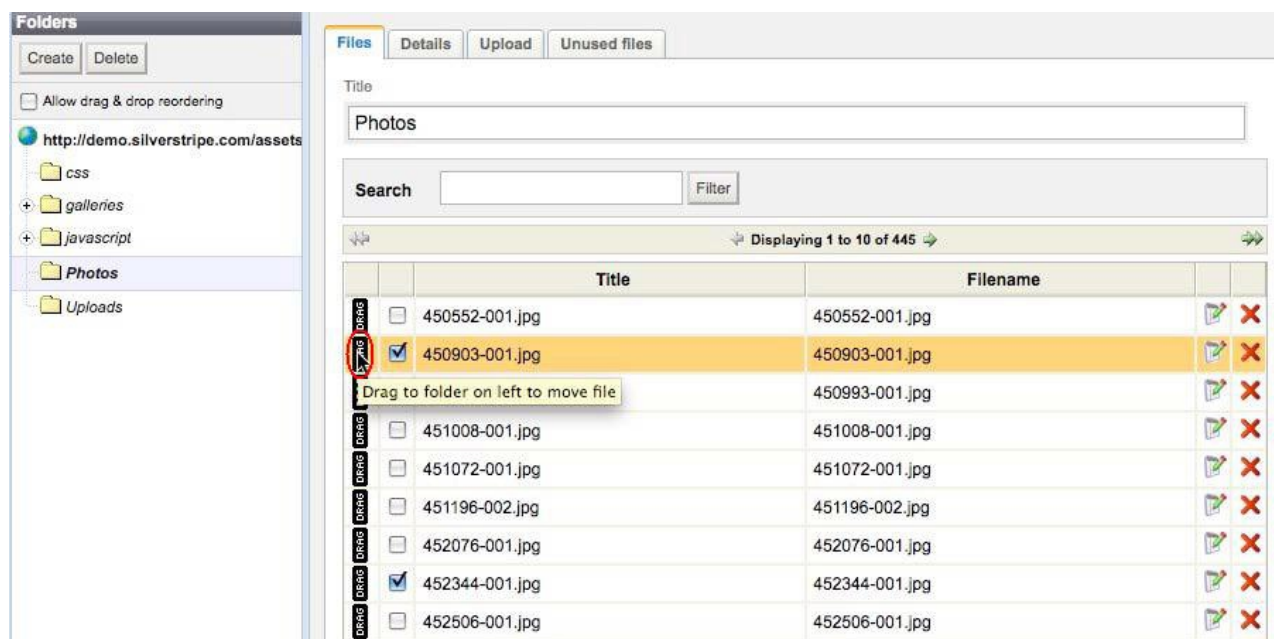
5) Then drag the file into the folder that you want to move the file(s) into.

You might need to first click on the "**plus**" icons to locate the folder/sub-folder you require.
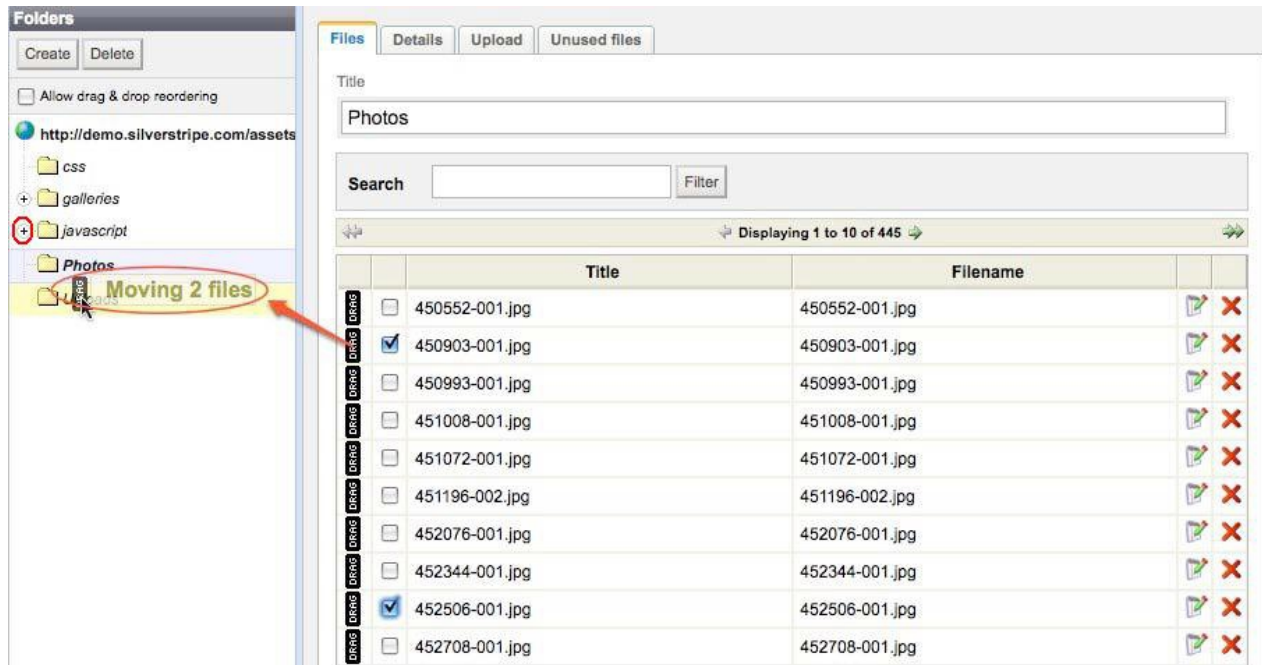
6) Let go of the mouse button to complete the move.

When you move a file into a different folder, it will be inserted into the appropriate position in the listing, maintaining an alphabetical order.

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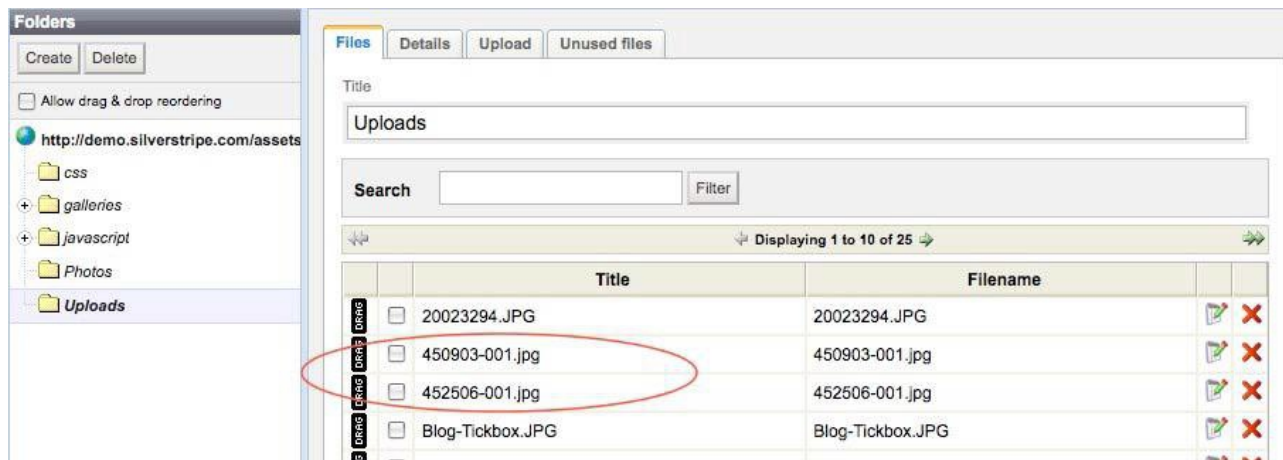
3.7 Rearranging File and Image Folders

It is possible to reorganise the folder hierarchy in the **Files & Images** window, simply by dragging folders to a new location.

1) Click on the **Files & Images** heading to display the **Files & Images** window (for more information, please refer to page 49).

2) Click on the **Allow drag & drop reordering check-box** at the top of the **Folders** panel.

This will activate the ability to move folders within the **Files & Images** panel.

3) Locate and move the mouse pointer over the folder that you want to move.

The pointer will change to a hand icon.
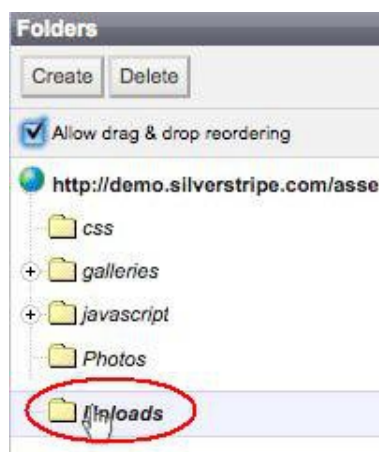
4) Hold down the left mouse button and drag the folder on top of another folder or into a new position

The new intended parent folder will become highlighted, or a thick blue line will indicate the folders new position.

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5) Release the mouse to complete the move.

The folder now has a new parent folder.

6) Click on the **Allow drag & drop reordering** check-box to disable the reorganise facility (thus preventing you from inadvertently moving folders).

3.8 File and Image Links

When you use an uploaded file or image in a page on your website, you create a link to that file. If you change the Name of a file or image, you will break these links. You can use the Links tab of the Edit dialog box to see the links associated with a file or image.
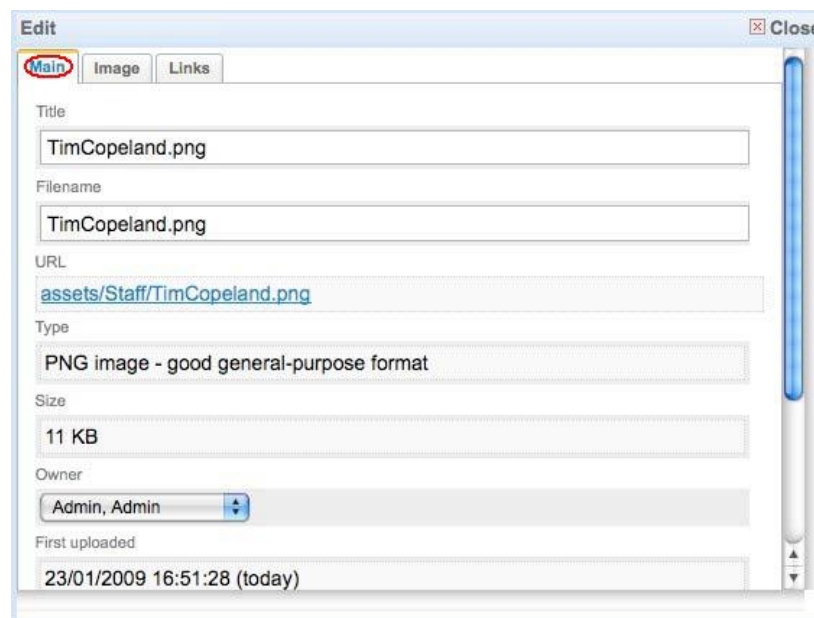
1) Click on the **Files & Images** link to display the **Files & Images** window (for more information, please refer to page 49).

2) Locate the file or image.
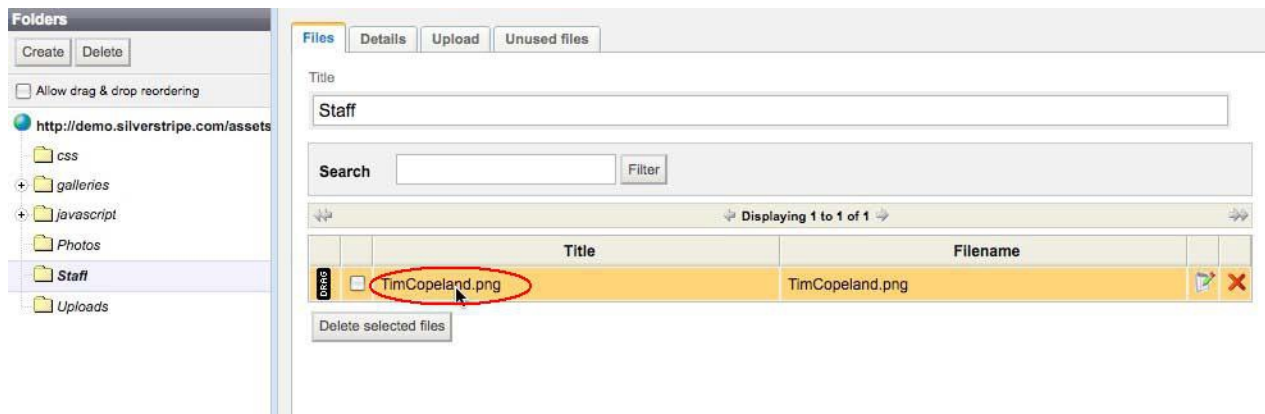
3) Click on the file or image name on the **Files** tab of the **Folder contents** panel.

The details of the file are now displayed in the "**Edit**" dialog box.

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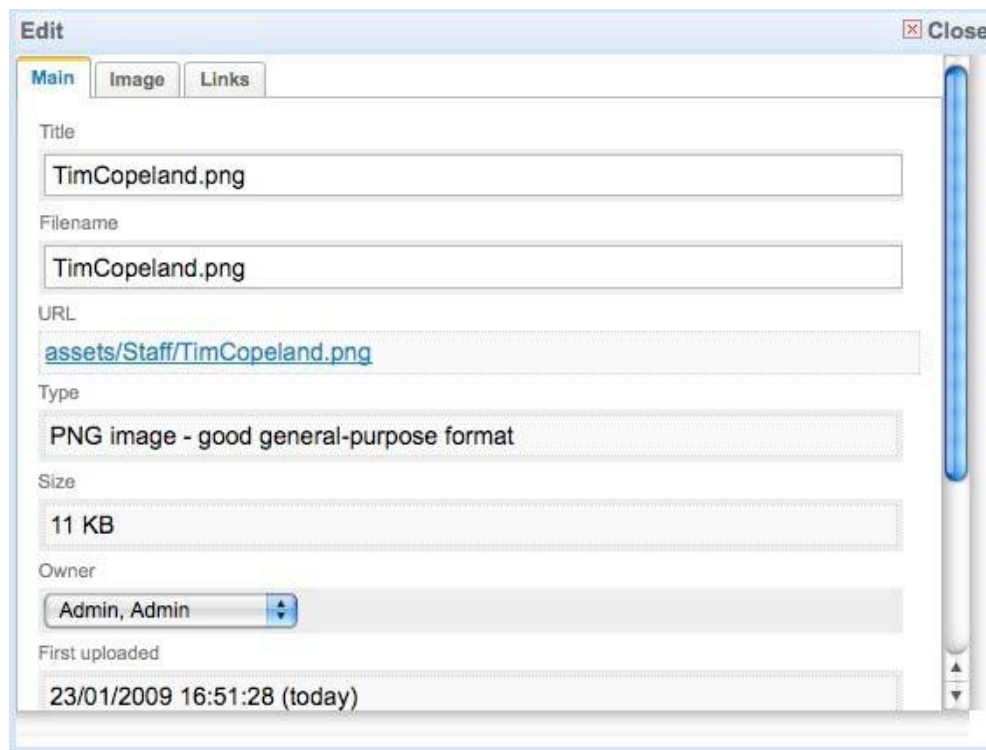
4) Click on the **Links** tab to display a list of links to this file.
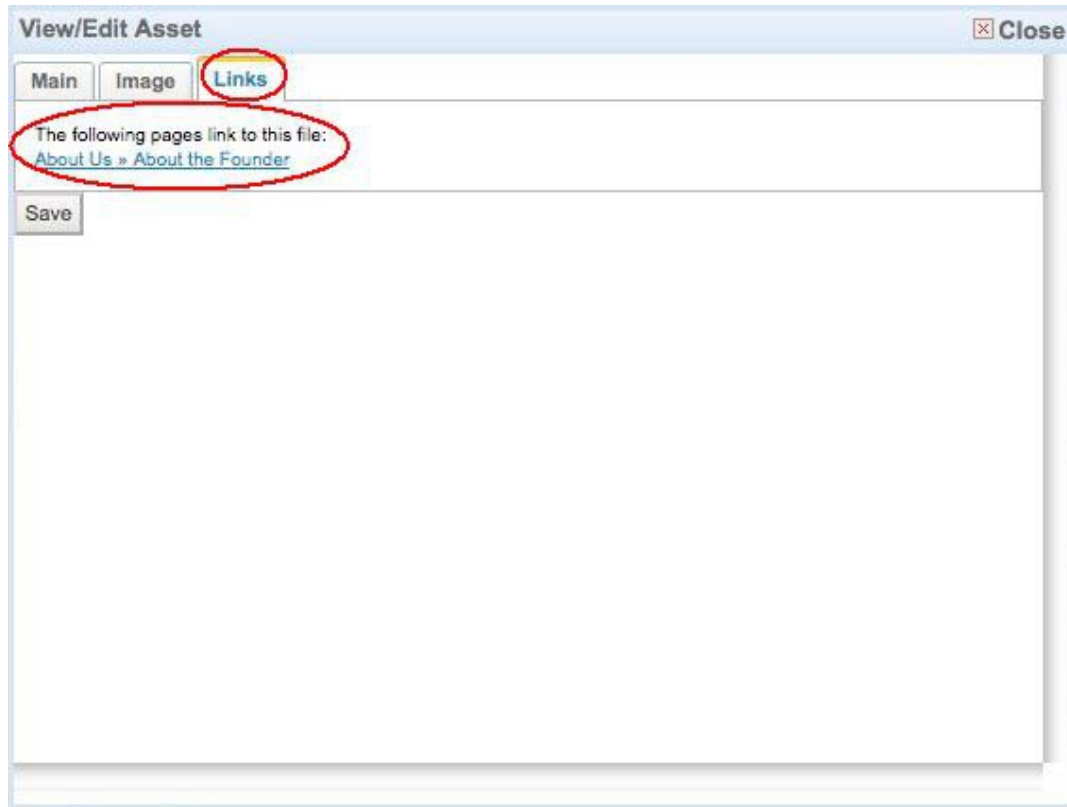
5) Click on a link to display the associated page in the **Site Content** window.

This is the page that the selected file or image is linked to.
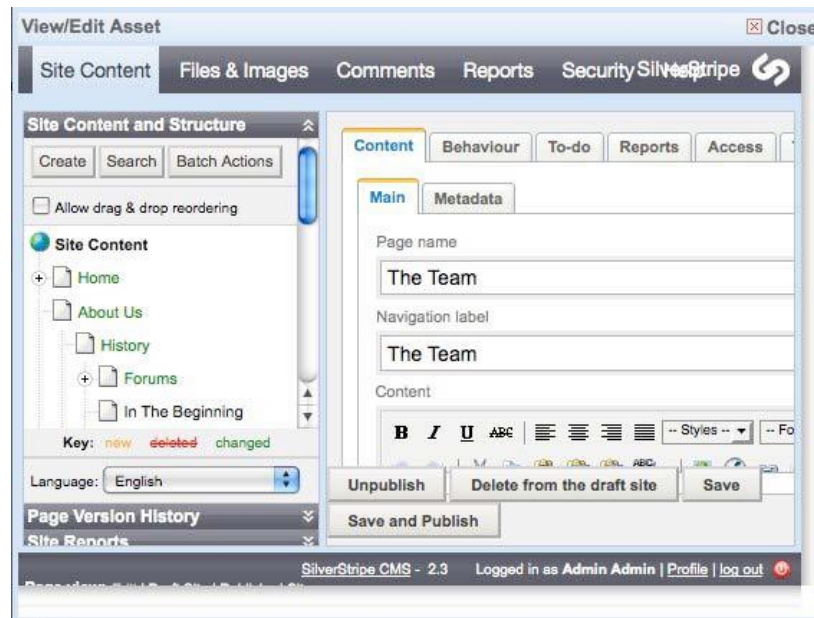
3.9 Renaming Files and Images

As with folders, you are able to rename files and images to make them more meaningful to the user. This is achieved by changing the Title of the item. Renaming alters the label that the SilverStripe CMS uses to represent the item so that, for instance, any menus where the file is referred to will then display the new title. And, unlike changing the Name of an item, you are able to change the Title and it will not affect links to that file on your website.

1) Click on the **Files & Images** heading to display the **Files & Images** window (for more information, please refer to page 49).

2) Locate the file or image that you want to rename, in the **Files & Images** panel.
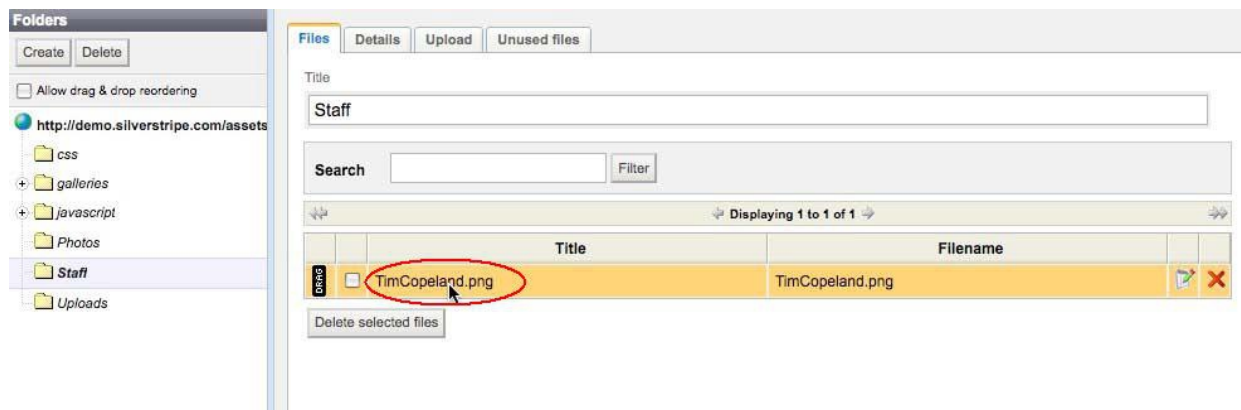
3) Click on the file name on the **Files** tab of the **Folder contents** panel.

The details of the selected file will be displayed in the "**Edit**" dialog box.

4) Click on the **Main** tab to display the details of the file.

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5) Click and drag across the text in the **Title** field in the **Edit** dialog box to select it.

6) Type the preferred **Title.**

7) Click on the "**Save**" button to save the changes and then close the pop-up to go back to the folder list.

The title of the file will now be changed.

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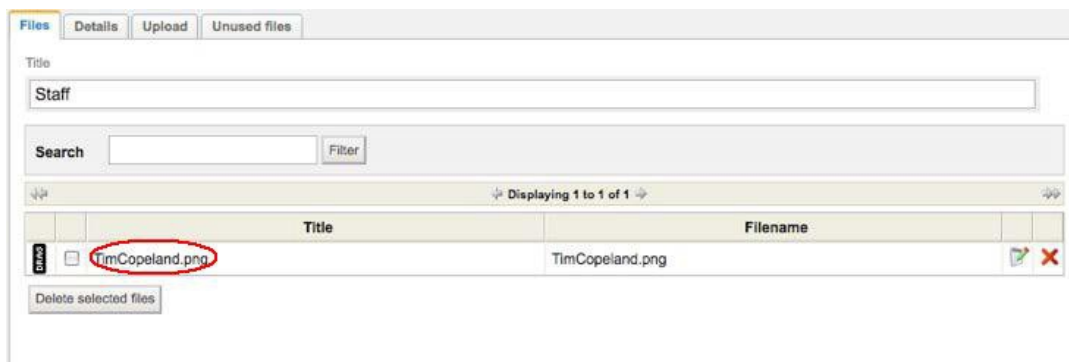
3.10 Deleting Files and Images

Deleting files and images may become necessary, for instance, if the information contained within it becomes redundant.

1) Click on the **Files & Images** heading to display the **Files & Images** window (for more information, please refer to page 49).

2) Locate the file or image that you want to delete in the **Files & Images** panel.

3) Click on the tick box for the file that you want to delete, to select it.

If you want to delete more than one file simultaneously, repeat this step to select each file.
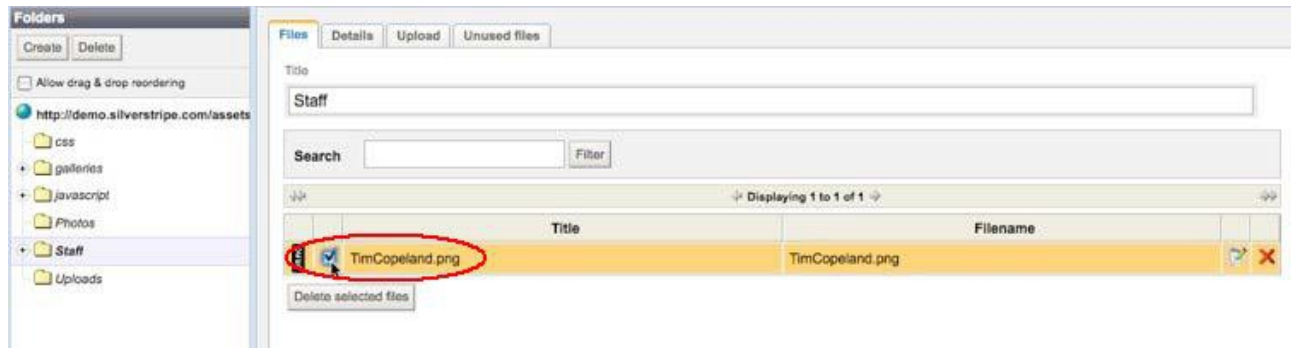
4) Click on the "**Delete selected files**" button to delete the selected file(s).

A question box will be displayed, asking you to confirm your actions.

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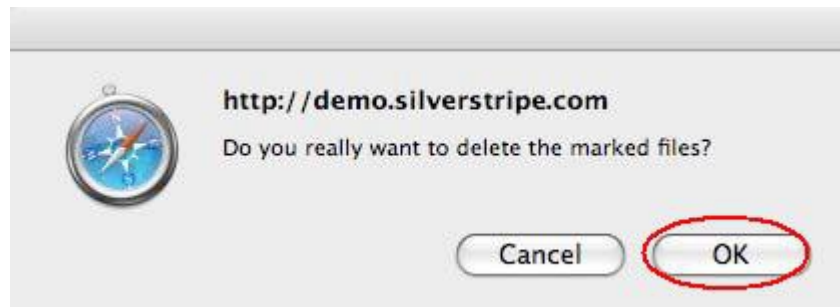
5) Click on the "**OK**" button to complete the deletion.

The file(s) will no longer appear in the "**Folder contents**" panel.

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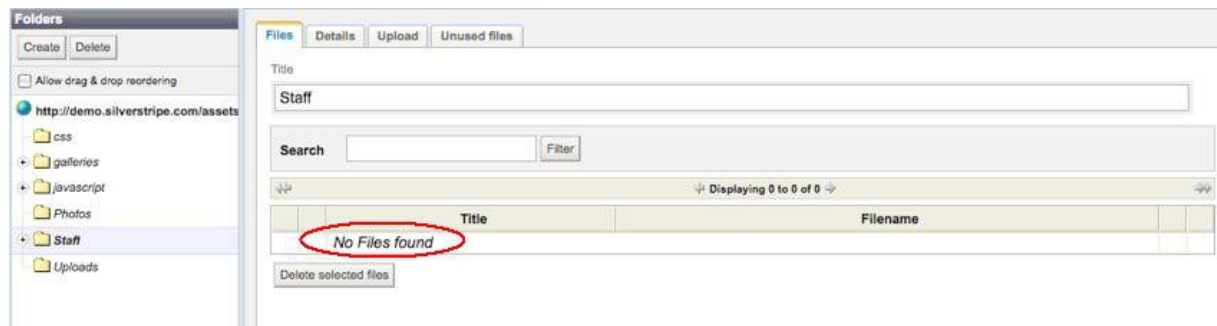
Chapter 4: Photo Gallery

4.1 Creating Album For Gallery

1) Click on **Album** Tab and Click on "**Add an Album**".
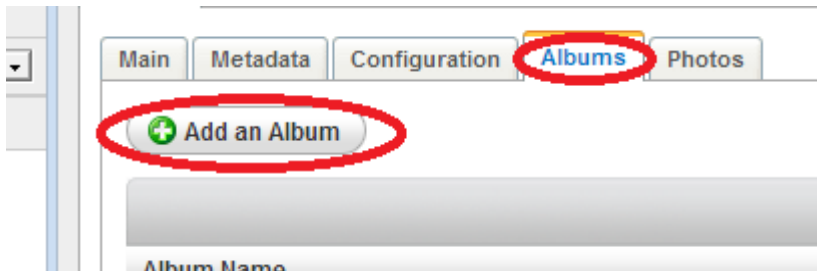
2) Set your Name or Title of the Album.
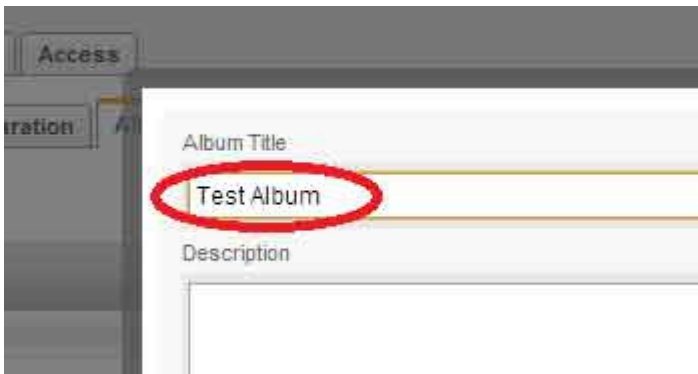
3) Click on "**Save**" button and we have just created an album in the gallery.

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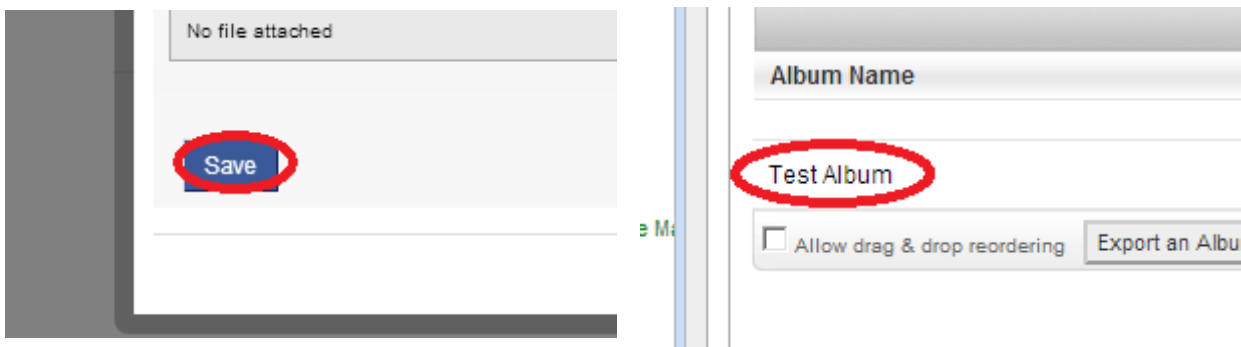
4.2 Creating Cover Photo For Album

1) Hover over to the right of the Album you want to add an Cover photo. Click on the "**Edit**" icon.
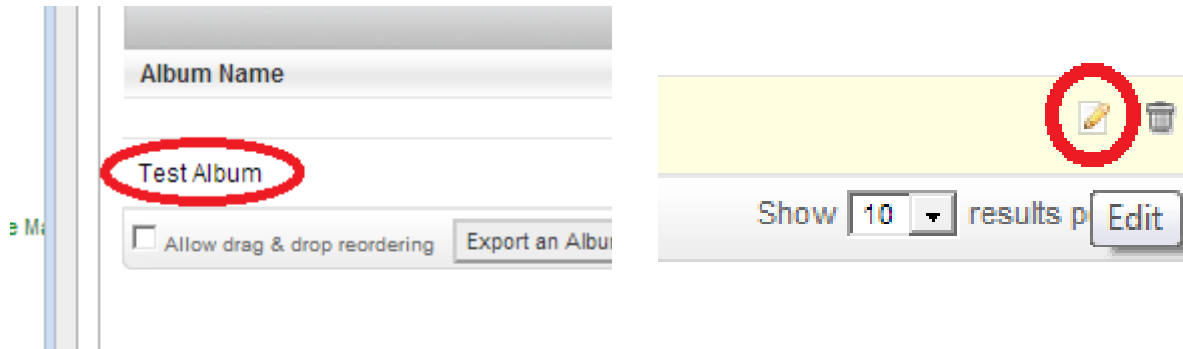
2) Click on the **drop down** and select the folder which has been created when you create the album, and click on the "**Browse**" button to choose an image to upload for your cover image of the album.

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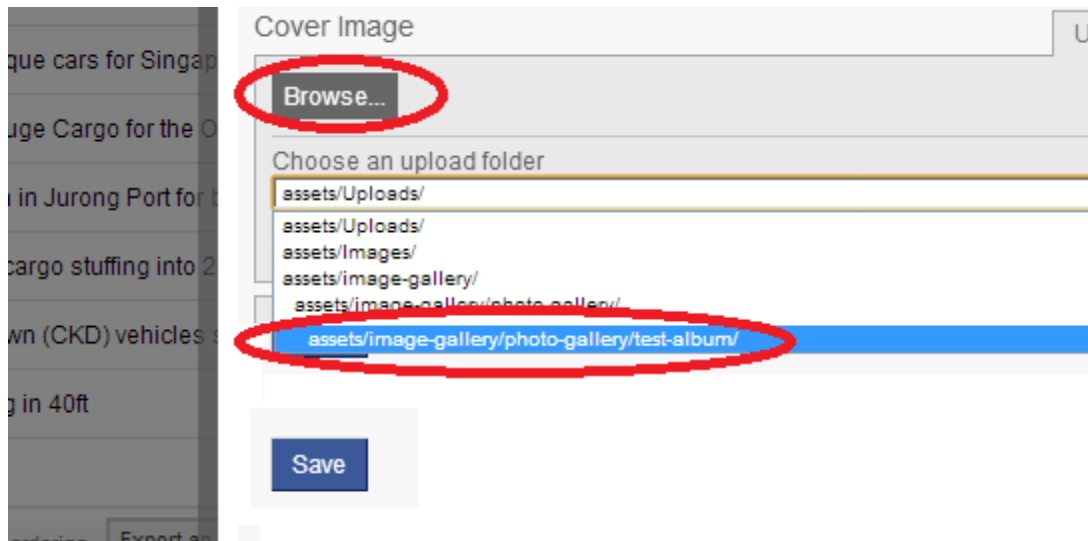
3) Click on "**Save**" after you have choose and uploaded the image.
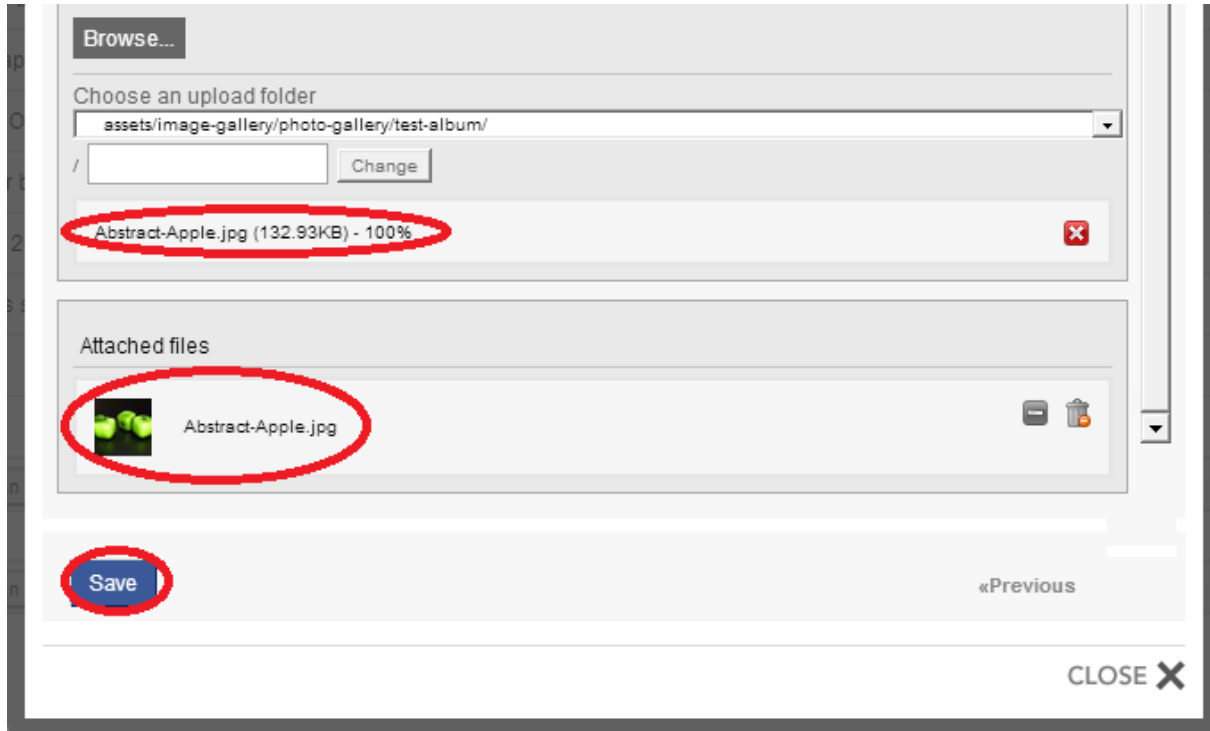
4) After you **save**, you will be able to see the cover photo appear on the front end of the gallery page.

4.3 Adding Images into Album

Image files (e.g. logos, maps, photos etc) that have been uploaded to the server, can be imported from the folder to the gallery.

This is where you can add Photo onto the page.

1) Click on the **Photo** Tab.
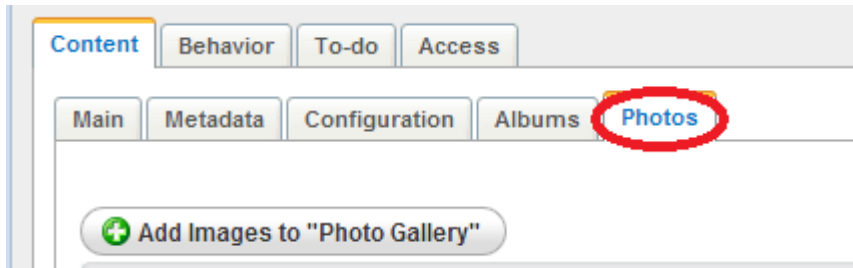
2) Click on the **drop down** on the right side and select the Album to insert your images.
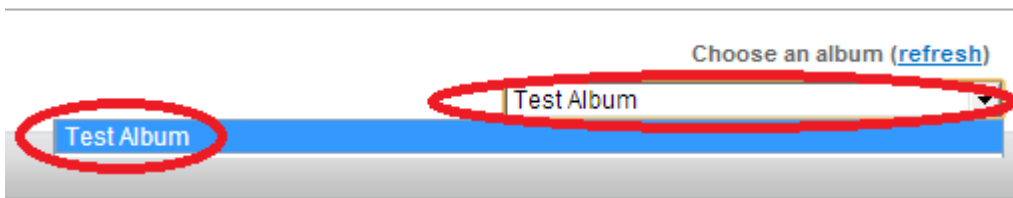
3) Click on the **Add Images to "Photo Gallery"**.

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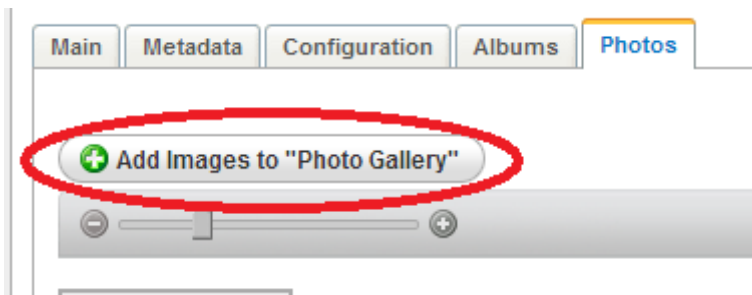
4) Click on the "**Upload files**" button to upload your images into the server.
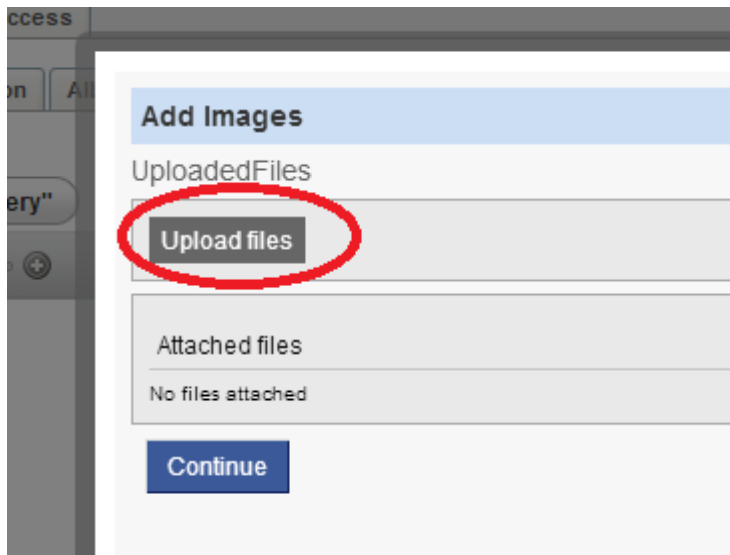
5) Select the Images you want to insert and click "**open**"

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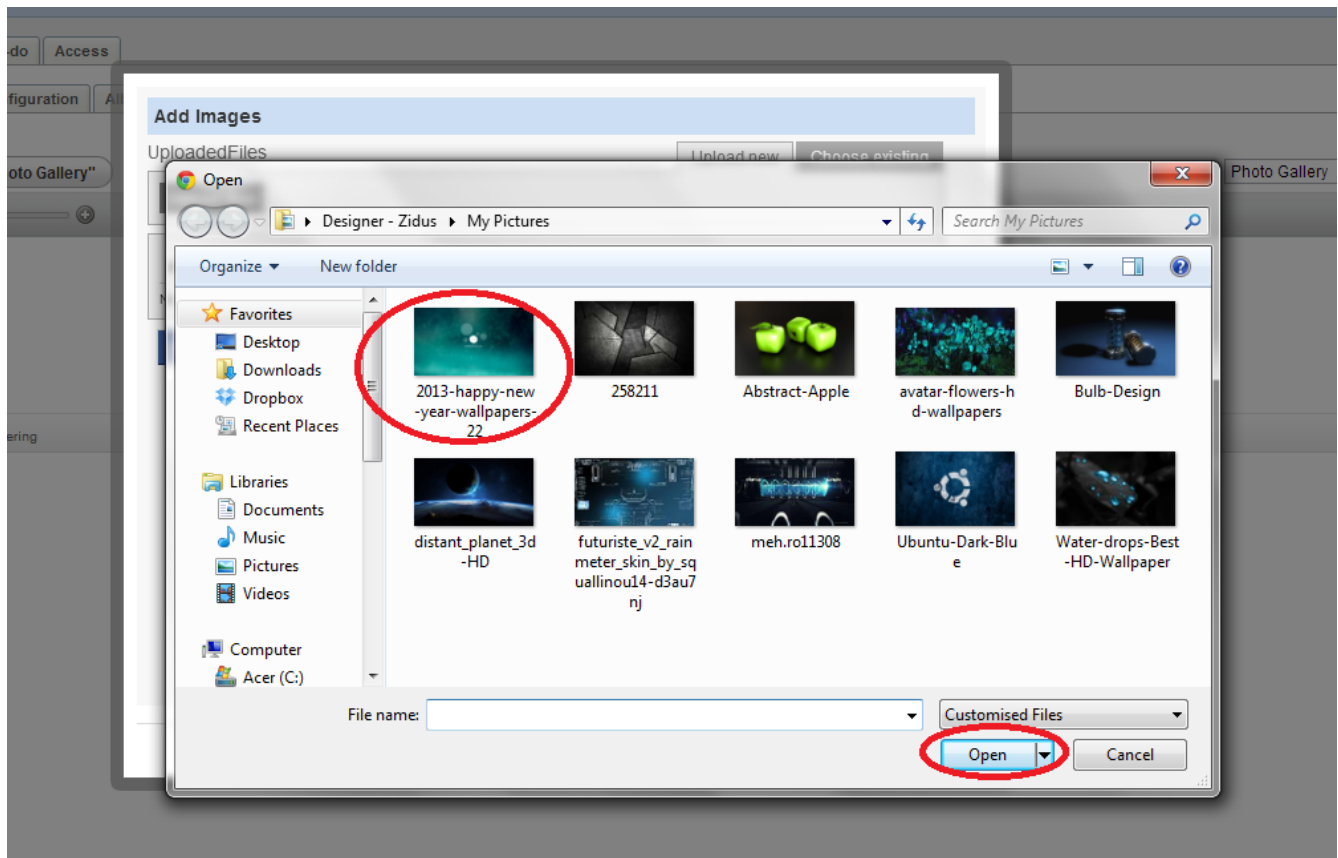
6) Click on the "**Continue**" button after the images are uploaded into the server.
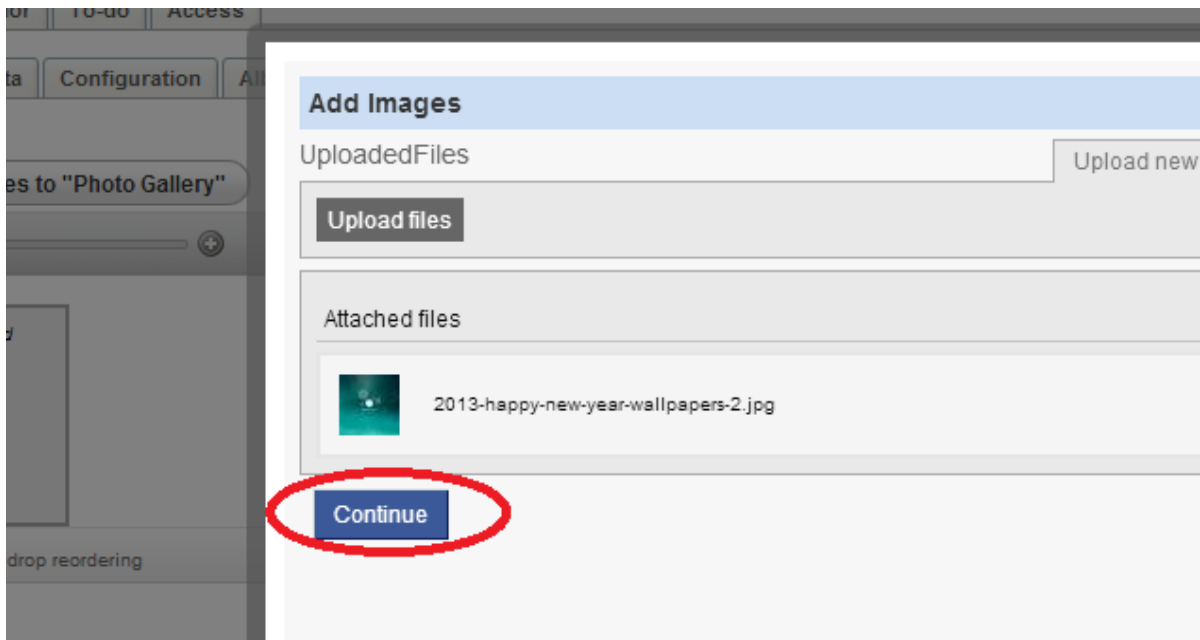
7) Click on the "**Finish**" Button when you see the image appear as follows:

*Note that you are able to put caption for the image, the caption will be reveal when the image is hover over on the front end.

If the image is inserted successfully you will be able to see the image appear on the panel shown on the example below:
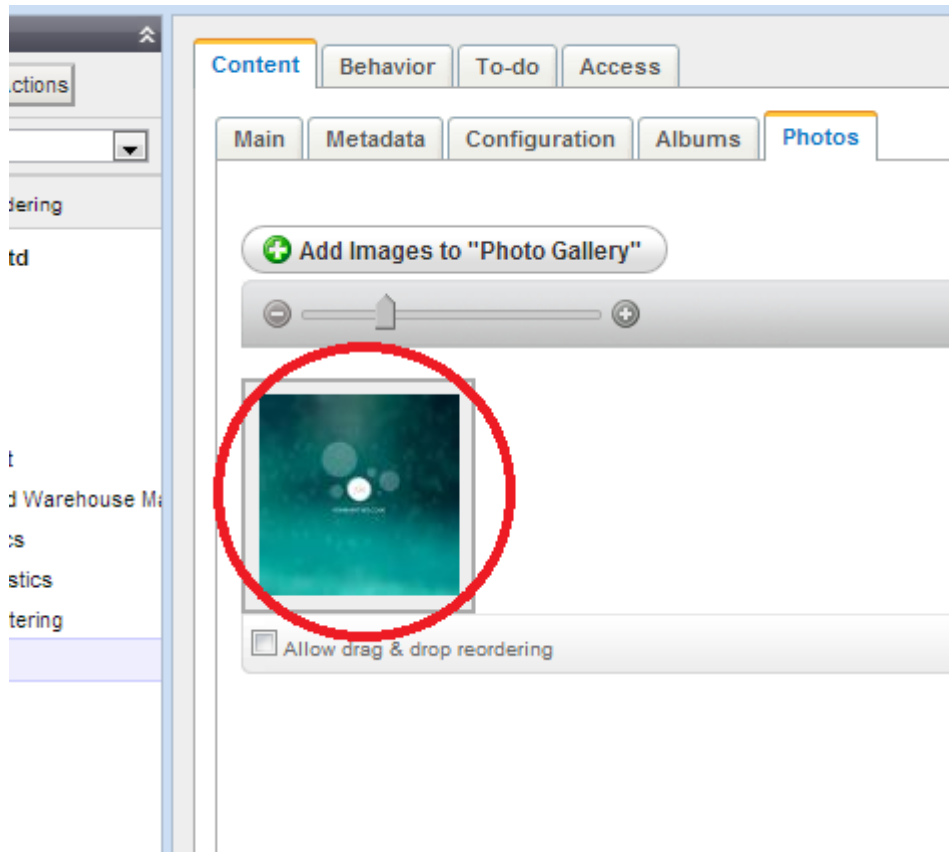
8) Hover over the image, the delete icon will appear on the bottom left of the image. Click to delete the image.

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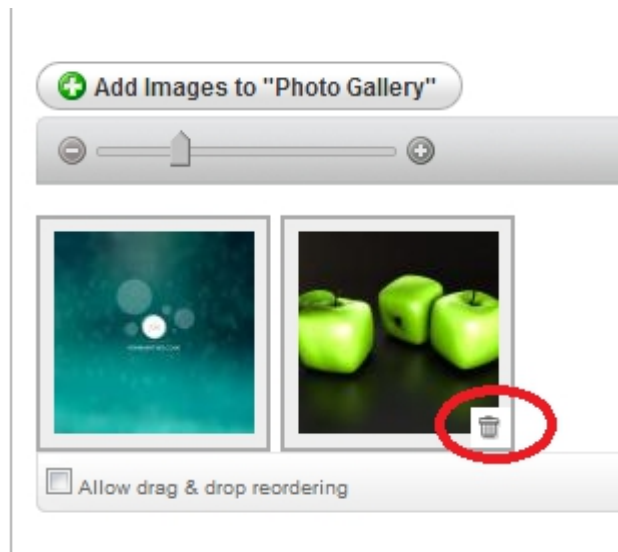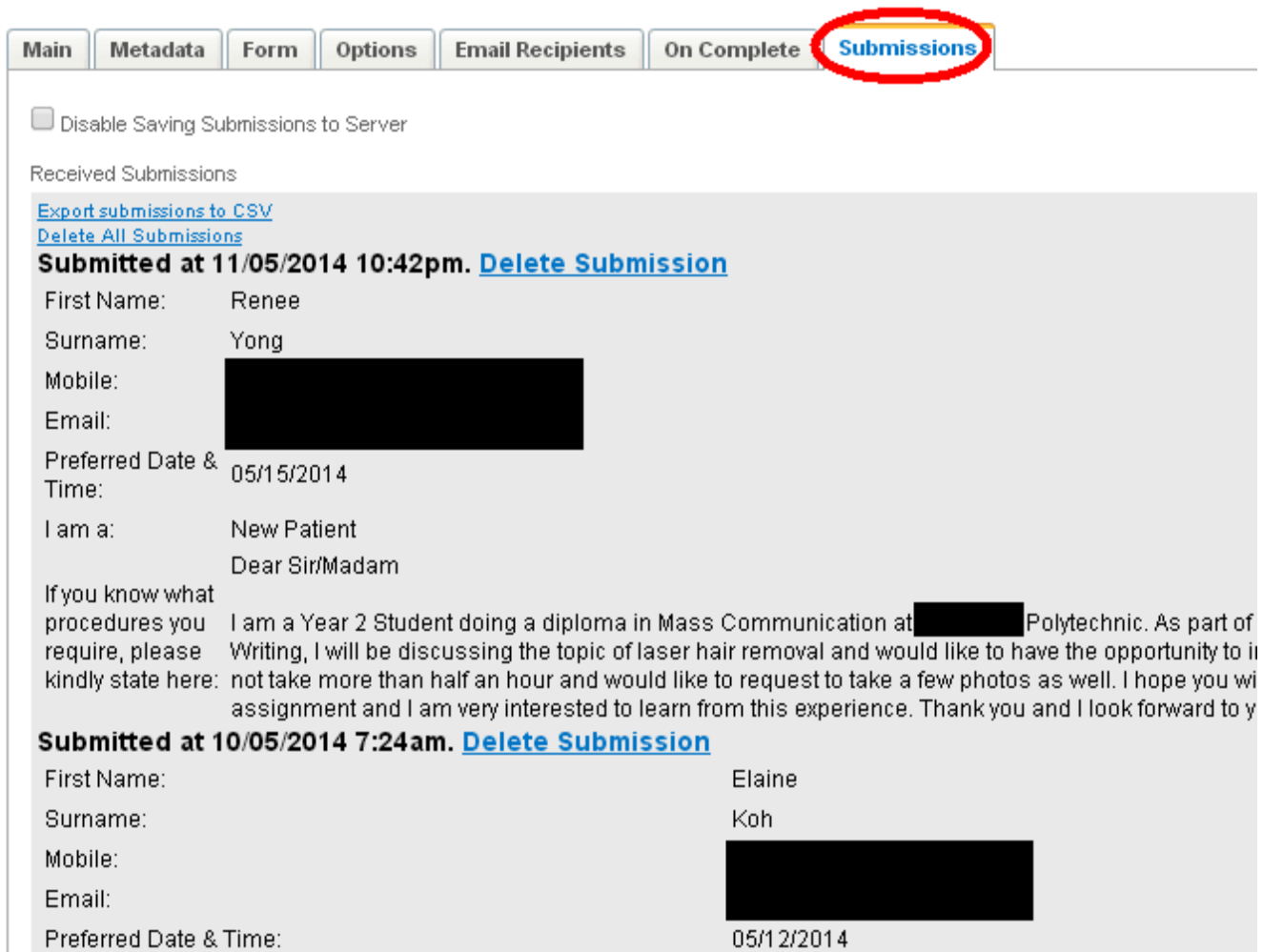
Chapter 5: Forms

5.1 View Form Submissions

1) Click on the "**Submissions**" tab.

Upon clicking the Submissions tab, a list of enquries submitted by the user will be shown as following.

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