

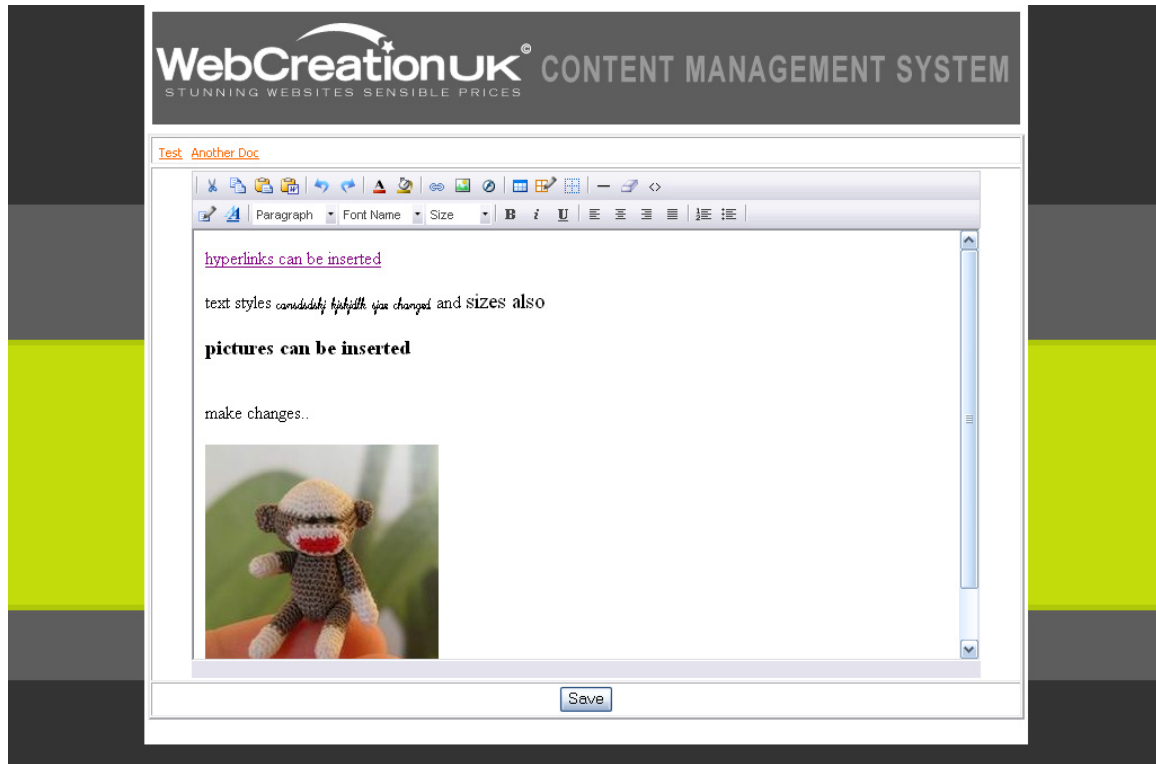
## WebCreation UK Content Management



The screenshot shows the login interface for the WebCreation UK Content Management System. At the top, the logo for WebCreationUK is displayed with the tagline "STUNNING WEBSITES SENSIBLE PRICES" and the text "CONTENT MANAGEMENT SYSTEM". Below this is a large green arrow graphic pointing right. To the right of the arrow, the text "Hello. Please enter your login details." is followed by two input fields: "Username" with the value "admin@localhost.com" and "Password" with a masked password of ten red dots. A "LOG IN" button is positioned below the password field. At the bottom of the page, a dark grey bar contains the text: "HAVING PROBLEMS WITH USAGE OF CMS? PLEASE CLICK HERE TO DOWNLOAD THE INSTRUCTIONS FILE."

Welcome to the WebCreation UK Content Management System, on the first screen, please enter your username and password as provided by your developer and Click the Log In button.

## Content Management Area



This is the main content area. Along the top are the list of pages which are available to edit. Click on of these to see the existing content displayed on the page.



This is the main Icon Bar, which has many similar functions to a standard Word Processing program.

Icons which may not be familiar include:



**Insert Link** – This allows you to insert a link to a file or another web page. To use this button, first select the text you wish the link to be reached from, then click the button. ( see Inserting a File further down)



**Insert Image** – This allows you to insert an image. This can again be from another web page or from your own computer. ( see Inserting a File)



**Paste From Word** – This should always be used to paste content when using Microsoft Word. This program has many hidden 'tags' which are not compatible with internet editing and need to be removed using this button.

## Inserting a File ( Asset Manager )

When inserting a file or image you will be presented with the following option



Source:  ▼ 

Here, you can either type in the location or click the yellow folder to upload a file which will bring up the following screen:



This is the asset manager and here you can select from images/ files you have uploaded previously, or you can upload a new file by choosing the browse button, then clicking upload. Once you have selected the file, Click OK to return to editing..