



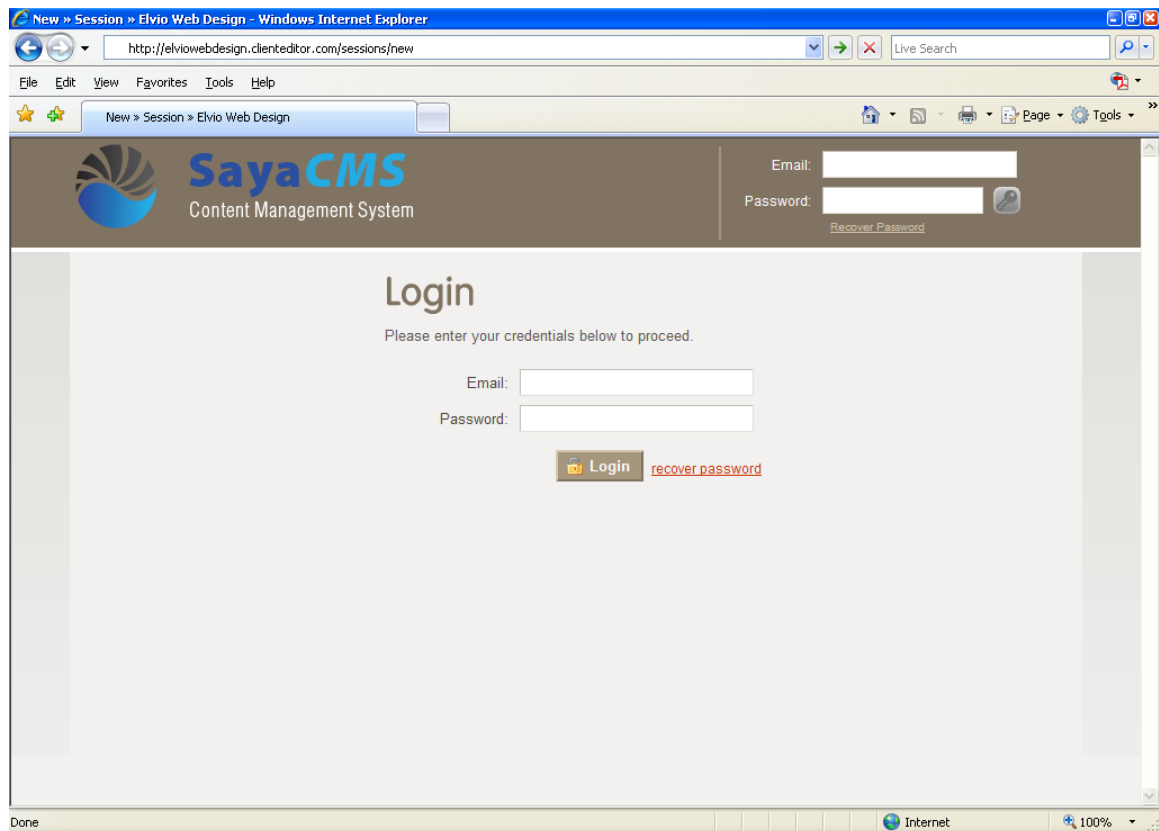
Basic Instructions

1. Login

To open the SayaCMS content management system, visit the following website address and login using your email address and password:

<http://elviowebdesign.clienteditor.com>

Enter your Email Address and Password.

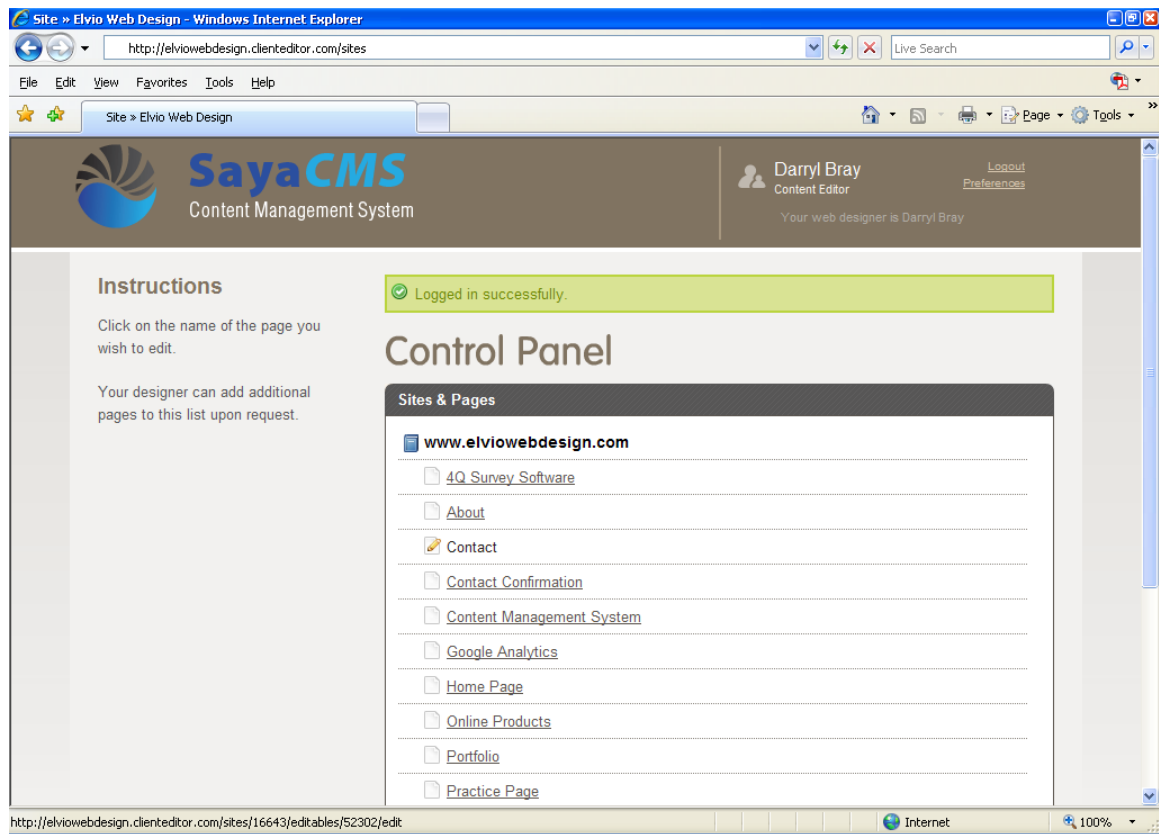


The screenshot shows a web browser window with the following elements:

- Browser Title Bar:** "New » Session » Elvio Web Design - Windows Internet Explorer"
- Address Bar:** "http://elviowebdesign.clienteditor.com/sessions/new"
- Navigation Bar:** "File Edit View Favorites Tools Help" and "New » Session » Elvio Web Design"
- Header:** "SayaCMS Content Management System" logo and navigation links: "Email: [input]", "Password: [input]", and "Recover Password".
- Main Content Area:**
 - ### Login
 - Please enter your credentials below to proceed.
 - Email: [input]
 - Password: [input]
 - [Login](#) [recover password](#)
- Status Bar:** "Done", "Internet", "100%"

2. Control Panel

The Control Panel page lists all the pages you have permission to edit.



What can SayaCMS do?

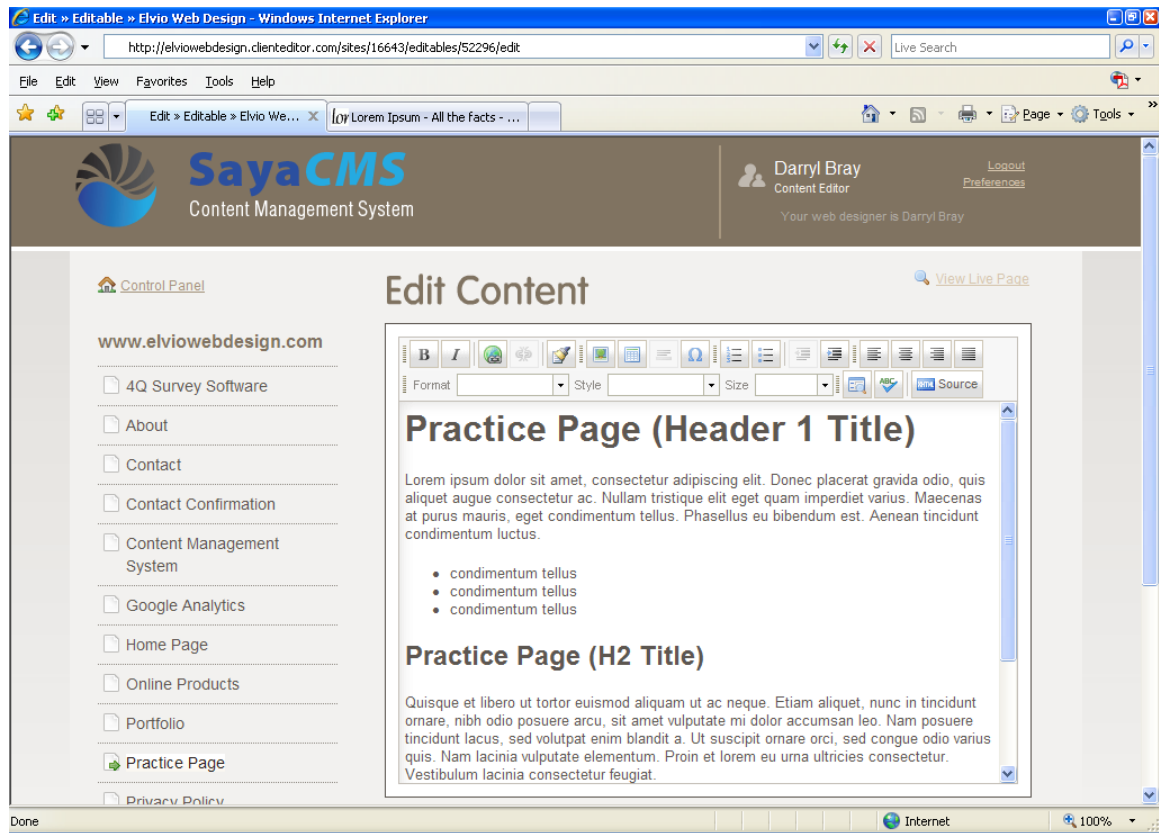
- Basic text editing
- Create lists
- Create tables
- Upload and insert Microsoft Word /PDF documents.
- Upload, resize and insert images.

What can't SayaCMS do?

You can't create new web pages with SayaCMS. This is done by your web designer.

3. Edit Content

Simply click on the page you want to edit. This will display your editable content in a window on the right with a list of pages that you can edit on the left.



Formatting Content

All content pages start with a H1 title that is used only once on a page. This is important for search engine optimization and for accessibility reasons.

Use H2 for the next most important sub-title and H3 for any subsequent sub-titles.

Basic Commands

Important!

Use soft return (Shift + Enter) for creating a new paragraph with a space.

Use hard return (Enter) to start another line of text directly below the element you are working with.

DO NOT hit Enter (hard return) two times in a row to create a new paragraph. This creates invalid code which may not be displayed correctly by all browsers.

If you make a mistake, Use Control + Z to go back one move at a time.

Creating Titles

To create a title, insert your cursor at the end of a line of text and hit Shift + Enter. Then type in the name of your title. Select the title text using your cursor. From the Format drop down menu select the title (i.e. H2, H3) that you need.

Creating Paragraphs

To create a paragraph, insert your cursor at the end of a line of text and hit Shift + Enter and start typing.

Creating Bulleted and Numbered Lists

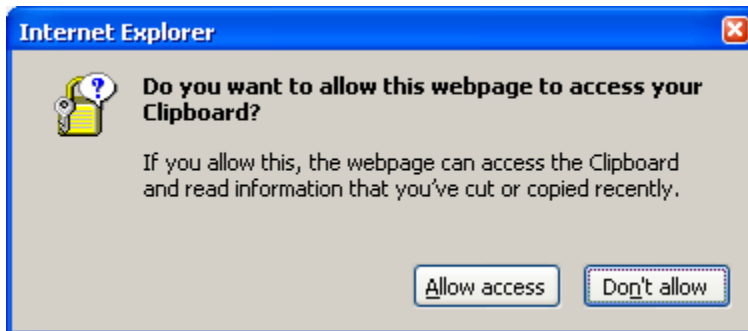
To create a list with three items place your cursor at the end of a line of text and hit Shift + Enter. Then click on the Insert/Remove Numbered List icon or the Inert/Remove Bulleted List icon in the top menu depending on what type of list you require. Type your first list item and hit Enter. Type your second list item and hit Enter. Type your third list item and hit Enter. You can enter as many list items as you need.

Delete Text

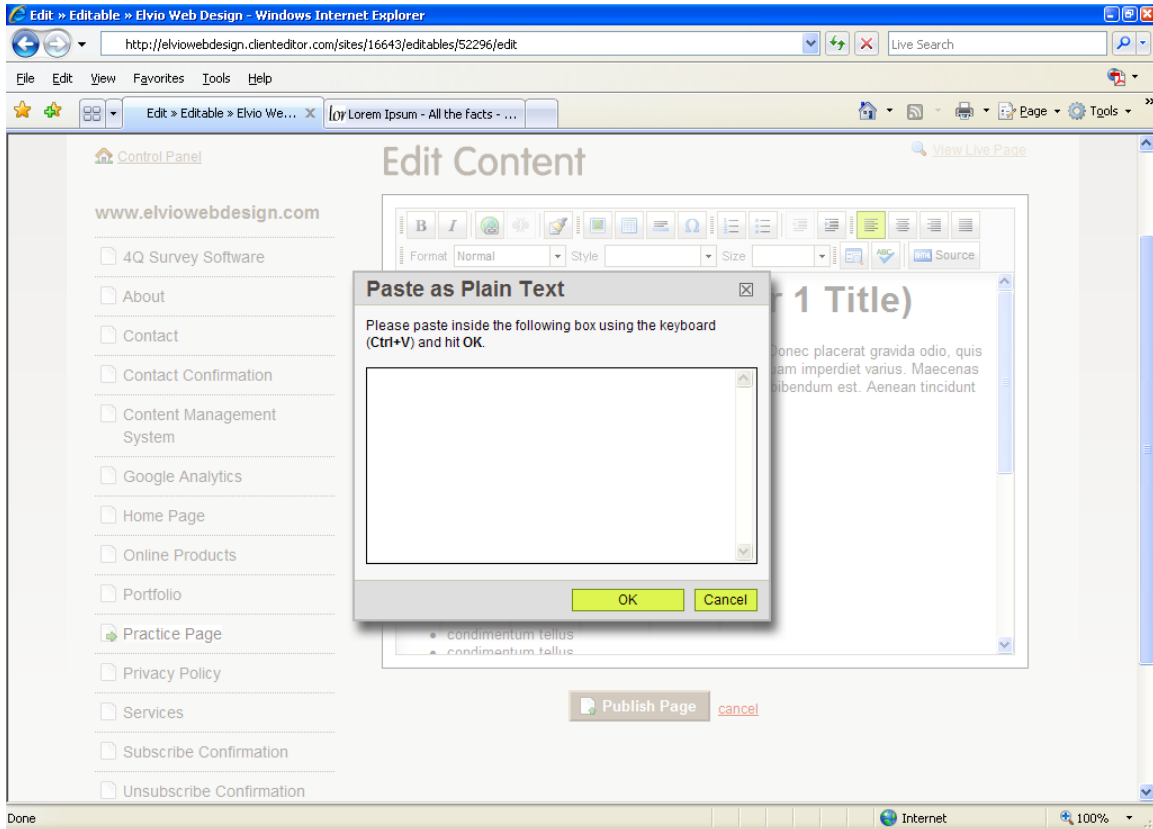
To delete text, select the text using your cursor and hit the Delete button. You can also place your cursor at the end of a line of text and then hit your Backspace button until all the text is removed.

Copying and Pasting Text From Microsoft Word or an Email Message

1. Select and copy the text in Microsoft Word or an email message.
2. Place your cursor at the end of a line of text.
3. Hit Shift + Enter on your keyboard to create a new paragraph.
4. Hold down the **Ctrl** key and press **V** on your keyboard
5. Click on the **Don't allow** button.



6. Click inside the **Paste as Plain Text** dialogue box. Hit Control + V to paste the text inside the box



7. Click **OK**.

Important!

Do not use the Paste command under the Edit drop down list in your browser. This will paste the text directly into the page but it will also bring all formatting of the Word document or email message into your web page.

8. Content Editor Functions

Formatting

To apply any of the following formatting functions you must first select a block of text.

Bold

Italic

Creating Link

- to other web pages
- mailto

Remove Format

Numbered List

Bulleted List

Indent

Justify