



Exware Solutions

# My Website

User Guide



Exware Solutions Inc.  
**T** 604.684.9440  
**F** 604.684.5894  
<http://www.exware.com>

For support, please visit  
<http://support.exsitewebware.com>





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## My Website

My Website is a web application that gives you a simple and friendly way to manage your website content. It has the following features:

- create and delete web pages
- preview pages
- edit web page content
- restore older versions of web page content
- maintain a library of images
- switch graphic design themes
- reconfigure the website name and description
- update your password

For small websites, these features encompass 95% of your daily website management tasks. When more advanced content management features are required, check out the *Website Manager* web application instead.

The screenshot shows the 'My Website - ExSite' interface. At the top, there is a 'Select website:' dropdown menu currently set to 'ExSite Webware'. Below this is a table of web pages. To the right of the table is a sidebar with various management tools. Several yellow callout boxes provide additional information:

- Top Callout:** 'If you have several sites, switch between them here.' (points to the 'Select website:' dropdown)
- Table Callout:** 'Your web pages are shown here, arranged as they are in your site map.' (points to the table)
- Table Callout:** 'Preview and edit pages using these buttons.' (points to the 'Options [+]' column icons)
- Right Sidebar Callout:** 'Other tools for managing your site and account are in the right sidebar.' (points to the sidebar)

Web Page	Filename	Options [+]
Home	index.html	
↳ About	about.html	
↳ Tour	tour.html	
	webmastering.html	
	demo-editor.html	
	demo-template.html	
↳ Web Applications	webapps.html	
↳ Growing your Website	growing.html	
↳ Small Business	smallbiz.html	
↳ Non-Profits	nonprofit.html	
↳ Info for Web Professionals	info.html	
↳ Specs	specs.html	
↳ Licensing	license.html	

**Other Tools:**

- New Page
- Set Theme
- Publish Site
- Configure Site
- Change Password
- Advanced Control Panel
- Help
- Logout

**Warning:** You must publish your site before your changes will be visible to the public!  
The public URL to your website is: <http://exsitewebware.com>



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## Finding your way around

Your website control panel consists of:

- A listing of your web pages (on the left) with icons for performing specific operations on each of those pages. At the bottom of the listing are some additional special pages, such as image libraries, which are handled somewhat differently.
- A menu of other website functions (on the right).


Your website includes numerous tools for working on your pages, or on the website as a whole. To use a tool, simply click on the appropriate icon. The different tools/icons are:


 **Preview page.** The page will pop up in a new window. As the site administrator, you will see the editable region of content highlighted by a dashed red line. At the bottom of the editable region is an edit button. Click this button to edit the content you see. (Note that regular website users will not see the dashed line or edit button.) To return to the website control panel, simply close the preview window.


 **Edit page.** This button skips the preview step, and goes straight into edit mode. The web page is displayed in a separate window, with the content region replaced by a full HTML editor, which you can type into to make your changes.

### Special Page Management Options

Normally, only the above two options are shown for each page. If you click on the [+] symbol beside "Options", extra page tools will be shown. (Click on the [-] symbol to hide these extra tools.) The extra tools are:

 **Publish page.** Publishes this page only. This is faster than publishing the whole site, so it is often more convenient than the Publish Site button, if you have only made minor changes to the contents of a page.

 **Advanced Page Builder.** *My Website* is a simplified content management application, but sometimes you need to do something more complicated. The Advanced Page Builder button jumps to the *Website Manager* application, which gives you many more tools for working with your page.

 **Configure page.** This lets you reconfigure various details of how the page is handled by the system, such as its position in menus, whether or not you need to be logged in to view it, and so on. Details are given below, under Page Configuration.



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**Roll back.** This is an “undo” function for your page edits. If you decide that the last edit you made to the page content should be discarded, use this button to delete it.

The previous version of the page will be restored. You can do this as many times as you like.

(Be careful, however, because there is no “redo” function if you change your mind again!)

You may need to republish after you roll back.



**Delete page.** This will remove the page from your site. You should republish the site if this will change your menus.

### Other Website Functions



**New Page.** Use this button to add a new page to your website. You will be prompted for a menu label, which is how the page will be named in your menus. After the page is created, you can use the Configure page tool to change its defaults, including where in the menu it appears.



**Set Theme.** If you have multiple themes (graphic designs and layouts) installed on your system, you can switch the whole site over to a new one using this button. It will list the available themes, with links to preview samples. If you change your theme, you will need to republish the site to make this change public. If you change your mind, simply set your theme back to the original and publish again.



**Publish Site.** This button will publish every page and library on your site. If you have made numerous changes in different areas, use this button to take them all public.



**Configure Site.** This lets you set your website title and description. This information may or may not be used in your site meta-data, which can be of use for search engines.



**Advanced Control Panel.** Use this button to access the advanced control panel with many other web applications to help you manage your web presence.

Additionally, there are some convenience functions for getting help, changing your account password, and logging out.

## Updating your site

### Editing Pages

There are two ways to edit a web page:

1. click on the edit icon in the control panel.



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2. preview the page, and then click on the edit button at the bottom of the page.

In both cases you will be editing the website content (ie. the information that your users are coming to see). If you want to edit other information, such as the page title, filename, menu position, etc., you should configure the page instead. (See below.)

It is strongly recommended that you read the guide to the HTML editor before embarking on serious content editing and authoring, as there are a number of "best practices" that are worth following to keep your site legible and maintainable in the long run.

Note that the editor appears embedded in your regular web page template. Your menus and other web page links may still be visible and active in this template. However, if you click on any of these, or you perform any other navigation functions (include back, forward, or reload) while you are in the middle of editing, all of your changes so far will be discarded.

When you are done making changes, click on the "Submit" button below the editor. This will return to the page preview, and you should be able to see your new changes. If everything looks good, close the browser window (or click on the "*Return to website control panel*" link), and you should find yourself back at your website control panel.

Your edits to your content are stored as working revisions. The public does not see them until you are ready. At any time you can roll back to previous revisions using the rollback button. When you are ready to take content live, you can publish the page or the whole site.

### **Rollbacks**

To undo edits that were made to a web page, use the rollback tool.

This deletes the most recent version of the content, and replaces it with the previous version on file. (There is no preset limit to how many versions are saved, or how far you can roll back.)

If the most recent version of the content had been published, you will also have to re-publish the page, or public viewers of the site will continue to see the old version.

Caution: There is no "redo" function to undo a rollback. Once you have rolled back, the content is permanently removed.

### **Deleting Pages**

To remove a page from your site completely, click on the delete tool.



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Note that you cannot delete your home page, since that page is required in order for the site to function properly. To replace this page, simply edit its content or reconfigure its menu label.

Deleted pages are moved to the trash bin temporarily. If you accidentally delete a web page when you shouldn't have, it can be recovered from the trash (in the Advanced Control Panel).

### Adding New Pages

To add a new page to your site, click on the new page icon.

The only information you will need to provide is a menu label for the new page. ExSite will use this label when it creates menu links to this new page. Click on the "Submit" button to create the page. Note that this does not publish the page, so the public will still not be able to view the page. First you must edit the page to give it some meaningful content, and then publish it.

If the page requires any special configuration, you can use the page configuration tool after the page is created. This will probably be necessary to move the page around in the menus (see below).

### Themes

If there are multiple graphical themes installed for configuring websites with, you can instantly switch to a new theme, by clicking on the Themes tool .

This will bring up a listing of the available themes. Click on the preview links to see what the theme looks like. Select the radio checkbox beside the theme you prefer, and click on the submit button to change your website over to this theme.

Your page previews will reflect the new theme immediately. Your published webpages will continue to display the old theme until you republish. (Even then, your browser may continue to cache the old version until you click "Reload".)

Simply repeat this procedure to restore the original theme.

### Image and file management

Libraries are places to store images, documents, and other files that you may want to use on your web site. Libraries are shown at the end of the page listing, and each one has the edit, publish, and advanced page builder tools described for pages above. The edit button works differently, however, and takes you to a gallery of the images (or other files) in that library, allowing you to update or delete them.



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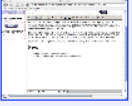







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**Library Manager**


Click on image thumbnails to preview full-sized images.

Image	Size	Options
	35.4 K	 
	31 K	 
	17.9 K	 

Click on the image thumbnail to view a full-size version of the image. Or use one of the options:

 **Update.** This prompts you to upload a new version of the image or file. This will automatically replace any instances of this image on your site.

 **Delete.** This unpublishes the image and removes it from the library.

 **Add new image/file.** Add a new image to your site using this tool.

You should republish the library after updating or adding images, so that the additions will be noticed by other components.

Also take note of the following tips when adding images to your site:

- If you are uploading an image, make sure that it is GIF, JPEG, or PNG format. Any other files will be treated as a downloadable file, and will not be displayed in the browser.
- Note that JPEG images are best for photographs. GIF or PNG may work better for line art. If your image is in another format, you will need to convert it to one of these formats using a graphic editing program.
- If you require your image to have precise dimensions, you will need to resize the image first, using a graphic editing program. Otherwise it will be automatically resized to be no larger than 500 pixels across and 64K in size.
- Other web applications, such as *Photo Albums* and *Documents* provide more features for managing your photos and downloadable files. If the library functions in My Website are too limiting, try these instead.

After you have uploaded images or files into a library, you can display them in various ways:

- Use the Image tool in the webpage editor to insert images into a particular page.
- Use the Link tool in the webpage editor to create a hyperlink to a particular document or file.



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- Use the [Web Application](#) tool in the webpage editor to insert a library viewing application, which will display an entire library at once. Examples of library viewing applications include: *Gallery*, *SlideShow*, and *Documents*.

Consult the editor documentation for information on using these different tools.

## Publishing

All your content edits are stored in a database until you are ready to commit them. When you are ready to go public with your changes, click on the publish button. This will write out your web page files.

You can publish web pages individually, using the publish button in the web page listing. (These are in the extra page tools, which you can find by clicking on the [+] symbol by "Options".) This is convenient if you have only made minor changes to a single page.

You can also publish all of your site's pages and files at once, using the "Publish Site" option in the right-side menu. Use this if you have added or removed pages, because those changes may affect the menus on every page.

## Configuring Pages

Use the page configuration tool to modify any of the following page details:

- menu label
- meta-data such as title, description, and keywords
- page visibility (how it appears in menus and site maps)
- position in menus
- template/theme
- file name
- privacy (who is allowed to view the page)

## Menu Position

The page configuration tool also lets you move pages around in your menus and site map, using the parent page and page rank settings:



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**Parent Page:** If a page has a parent page defined, then it will be placed into a submenu underneath the parent page. You can nest your submenus to any depth, but the generic menu-building tools will not usually display more than one level of submenu in menus. Some templates do not show any submenus by default. All submenu levels are displayed in site maps, however. The nesting of your pages is shown in the list of webpages that My Website shows on its main control screen. Warning: do not try to place a page in a submenu of itself, or your menus will not build properly.

**Page Rank:** In a particular menu or sub-menu, pages are sorted in the order in which they were created. To change this order, you can assign page ranks to certain pages, to force them to sort differently with respect to each other. A page rank is just a number (typically from 1 to 9, although you can use other numbers if you wish—including negative numbers) that is used to sort the pages. A rank of 1 will be placed before a rank of 2, for instance. All pages are created with a page rank of 1 by default.

Note that the *SimpleMenu* application (accessible via the Advanced Control Panel) provides a convenient drag-and-drop interface for sorting your menus and sitemaps.

If you don't want a page to appear at all in menus or sitemaps, then use the page visibility setting instead. You will have to manually encode links to these pages, or publicize the URLs in some other fashion if you want people to find these pages.

### Page Privacy

The page configuration tool also allows you to make pages private (ie. for members only), by setting the privacy option appropriately. If a member of the public attempts to view a members-only page, they will first be challenged for a login/password. By default, your website has only one member (that's you!), but using the *Members* plug-in, you can create new members who can also view these pages.

## Advanced Tools

### Advanced Page Builder

The advanced page builder tool (available under the special options for each page) is a shortcut to the *Website Manager* advanced content management application. A detailed explanation of what can be done in the *Website Manager* is beyond the scope of this help document, but experienced users can use it to perform a variety of advanced functions, such as:

- customize page layouts and graphic designs



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- manage pages with multiple content regions
- use specialized templates for different pages
- access more advanced page configuration options
- access more advanced revision management options
- manage multilingual versions of pages
- and more...

Consult the *Website Manager* help docs for more information.

### **Advanced Control Panel**

Use the advanced control panel tool, to jump to ExSite's advanced administrator interface. This gives you more powerful content management tools, as well as control panels for each of the web applications you are running on your website. Examples of useful applications you will find here include:

- Photo Albums
- Documents
- Member (login) management
- Menu managers
- Search index tools
- Calendars
- Surveys and forms
- and many others...

These applications are documented elsewhere.