



Powerhouse User Manual

An Introduction to Powerhouse CMS

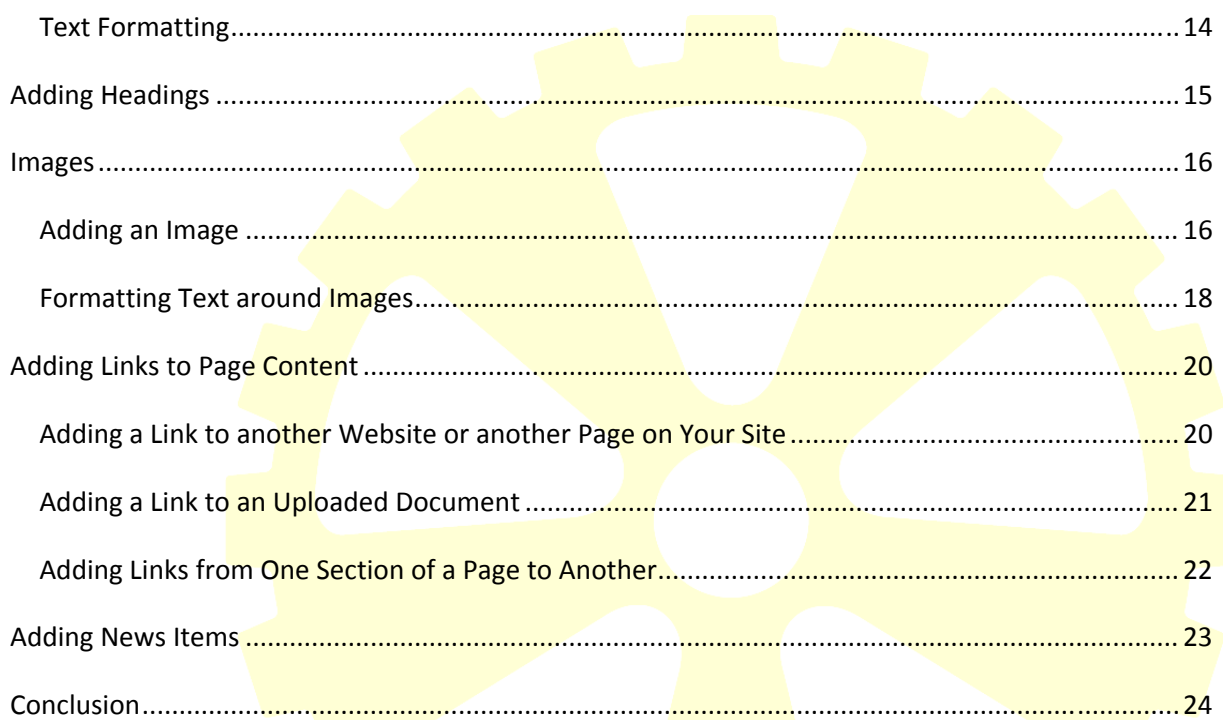
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Introduction

Powerhouse is content management software (CMS) that allows anyone to add, edit and create web site content regardless of their level of experience. Using the powerful in built editing tools you will be creating professionally styled pages in no time at all.

Powerhouse User Manual

This user manual is designed to give you an overview of Powerhouse and to give you the knowledge you need to begin adding content to your new website.

Public and Administration

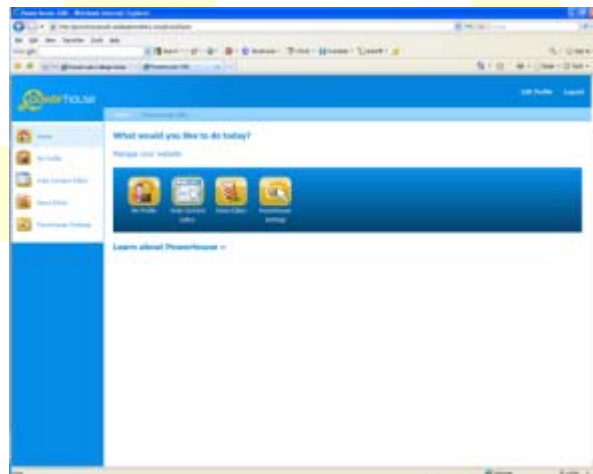
Your new website has two addresses. The public address is the one that visitors will type into their web browser to view your site. The administration address is for you to access Powerhouse to add content, edit existing content and generally maintain the public site.

While a site is under development and is not accessible by the general public it has a different address than the final public address. This is known as a Beta address. The Beta address will typically be something like [yourcompanyname.mediaspherebeta.com](#). The address you will use to access the administration site will be the same, with the addition of /phcms. So the administration site will be [yourcompanyname.mediaspherebeta.com /phcms](#). Now let's have a look at the Powerhouse interface.

Logging in to Powerhouse

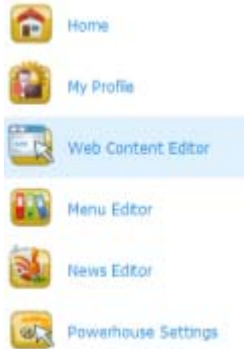
Open your Internet browser and type in the address for the administration site.

Remember, this will be the same as the public address with /phcms added to the end. When the page has opened, type your Username and Password into the provided fields and press the Login button. This will take you to the Home Page of the Powerhouse CMS for your web site. The account you have been provided with is an editing account which allows you full access to all of the features of Powerhouse CMS.



Home Page

The Home Page is your starting point in Powerhouse. You can access most of the features of the program from here. Let's start with the menu on the left hand side of the screen and what features can be accessed from here:



My Profile: This item allows you to change the details of the account that you are currently logged in with. You will be able to change personal details of your account and also your password.

Web Content Editor: This is the area that you will use most often in Powerhouse. This is where you will find a list of all of the pages on your web site and where you will go to add, edit and delete content. We will look at this section in more detail shortly.

Menu Editor: Using the menu editor you will be able to control which of the websites menus any of the sites pages will appear on. You can also choose if a page will appear in the sites sitemap or not.

News Editor: This is where you will go to add, edit or delete news items for your web site.

Powerhouse Settings: This section lets you change the settings for your Google Analytics account, email address and physical address settings.

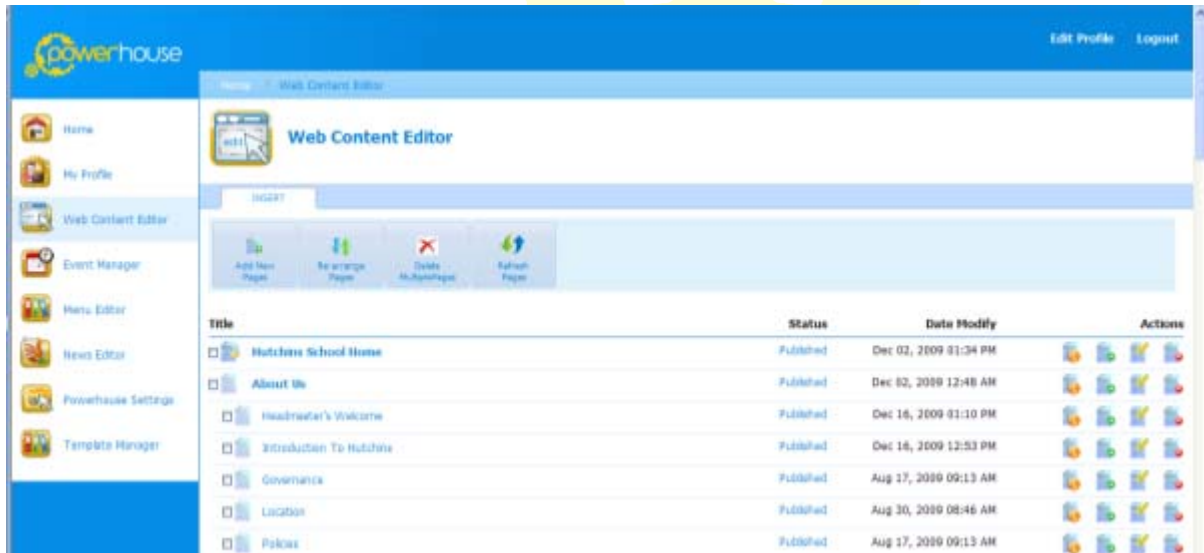
Main Page Menu

Immediately to the right of the side menu we have the main menu of the page. The content of this menu will vary depending on which modules of Powerhouse are in use. The icons shown in the main menu will be the same as those in the left menu and will give you access to the same features.

Now let's look at the area of Powerhouse that you will use to add, edit and delete content from your website, Web Content Editor.

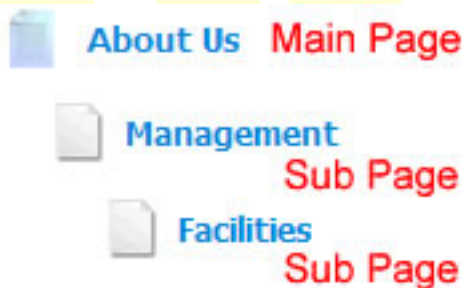
Web Content Editor

Click on the Web Content Editor link in the left menu on the Powerhouse home page. When the page opens you will see a list of the pages that make up your web site. Let's begin by looking at the content list, which is in the middle of the screen.



Web Content Editor Page List

As mentioned above, Web Content Editor shows the pages that make up your website. There are two types of pages listed in Web Content Editor:



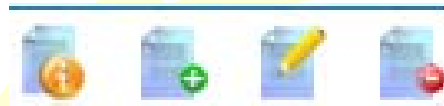
Main Pages: These are the pages listed in bold. They represent the main menu items and pages that make up the website.


Sub Pages: The pages that appear under the Main Pages. These are pages that are accessed usually by drop down menus on the web site. For example a main menu item on your site might be About Us and this


would be listed as a Main Page in Powerhouse. A page that is listed in the drop down under About Us, Management, would be listed as a Sub page of the About Us. If Facilities is accessed from Management, it is a sub page of Management. To see all of the sub pages of the site, click on the Expand All icon. To view the sub pages under just one page click on the page title.


Right Hand Menu Icons


You will notice that on the right hand side of the Web Content Editor list there is a set of 4 icons. You can use these to perform a number of changes to the listed pages.



View Page Content:  This will show you the current content of the selected page as it appears on the public site.

Add Sub Page:  Clicking this brings up the Add New Content page which allows you to add a new sub page to the site.

Edit Page Details:  This lets you edit the page name and title and other features of the selected page.

Delete Page:  As the name suggests, this will delete the selected page. Be careful using this feature as once a page is deleted it is gone for good.

Top Menu Icons

Above the Web Content Editor page list are a set of 4 Icons. Each is labeled according to the function they perform.

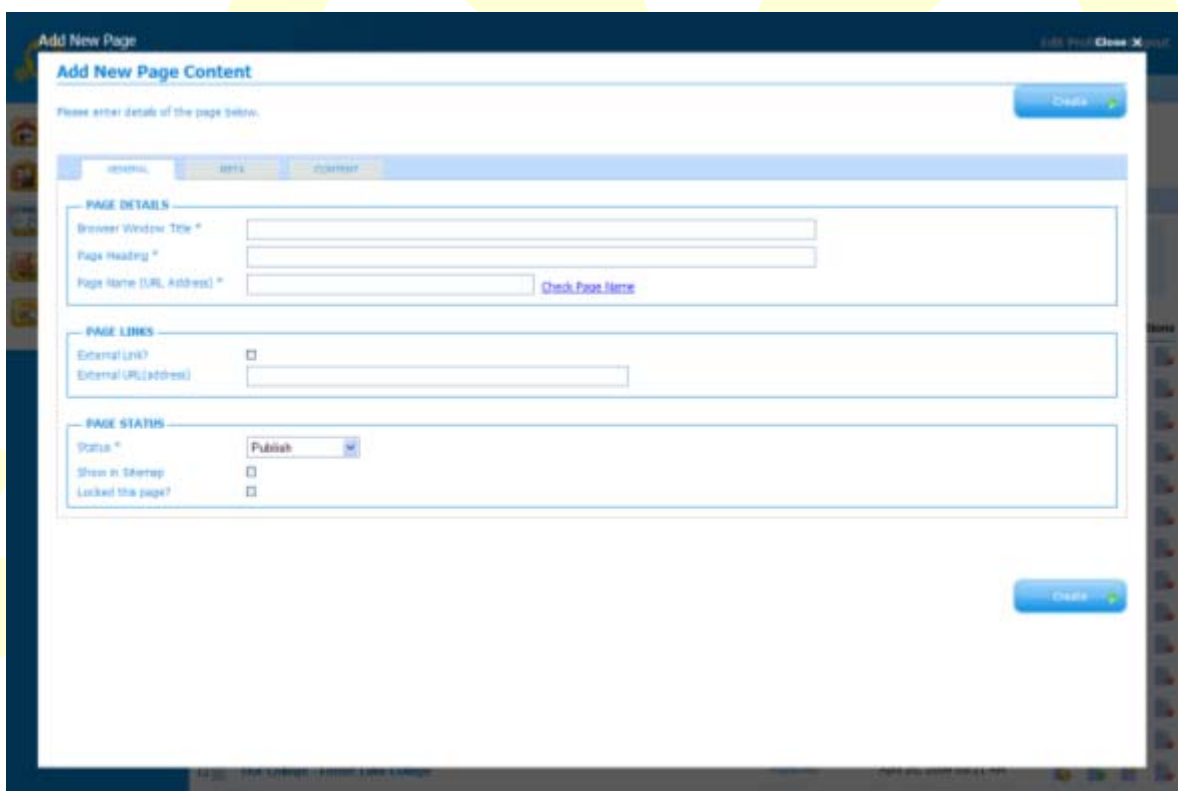


Add New Pages adds a new main page to the site. Re-arrange Pages lets you change the order of the main and sub pages of the site. Delete Multiple pages lets you select and remove pages from the site and Refresh Pages refreshes the page list after you have made changes. We will be looking at these features in more detail later.

Adding a New Main page to a site

Let's begin by looking at how we add a new main page to the site. A main page will appear in the main menu on the sites home page. Depending on the design of your website you may only be able to add one or two additional main pages. Once you have created a new main page you will be able to add sub pages to it.

1. On the Web Content Editor screen, click on the Add New Pages icon in the top menu
2. The Add New Page Content pop up will open. The pop up has three tabs, General, Meta and Content. By default the General tab will be displayed and this is the one that we will use to add our new main page.



3. In the New Page Details section of the screen, fill in the Browser Window title. This is the title that appears in the title bar at the top of the Internet browser.
4. Next is the Page Heading field. Page Heading is the title that will appear as a heading on the new page.
5. The next field in the Page Name field. The Page File Name is the unique name that Powerhouse assigns to each page. If you do not enter anything in this field, Powerhouse will assign the same name as the Page Heading. If you are trying to use a name that has already been used, Powerhouse will show a warning message. If you decide to type your own Page Name, you can use the Check Page Name feature to see if the name is already in use.

6. The next section of the New Page Content box is Page Links. This feature is used when you want the new page you are adding to link to another website address rather than to a content page. Check the external link check box and then type the full address of the site that you wish to link to. This might be <http://www.mediasphere.com.au> for example.
7. Next we need to set the Page Status. A page can be set to either Publish, which means as soon as you hit update it will be added to the site and visible on the public site or Draft. Draft saves the new page but it will not be visible on the public site. You can then add content to your new draft page before changing in to Publish.
8. When you have finished, click Create. The New Content box will be replaced by a confirmation box that tells you that the page has been created. Click the cross in the top right corner to close the box.
9. Scroll down to the bottom of the Web Content Editor list and you will find your new main page.

Re-arranging page order

Now that you have added your new main page you may want to change the order in which it appears on the site in relation to the other main pages. The order of the Web Content Editor page list controls the order that the pages will appear in the navigation on the site. Re-arranging the page order is very easy. Here's how:

1. Click on the Re-arrange Pages icon on the Web Content Editor screen. You will notice that the look of the list has changed and the icons on the right of the screen have disappeared. This is the Re-arrange Pages screen.
2. Scroll down the page until you find the name of the page you want to move. In the example shown below we are going to move the Camps page from the bottom of the list to sit above the Hutchins Central page.



- When you place your mouse cursor over the page name it will change to a multi-pointed arrow tool. Left click on the page name and then drag it to its new position in the list. A dotted line will appear in the list to show where the page will be moved to. Release the left mouse button to drop the page into its new place. In the image below you can see that the Camps page is now sitting above the News and Events page.



- When you have finished re-arranging the pages click on the Save button at the top of the screen.
- To see how the new main page looks on the public site open the site in your Internet browser. You may need to refresh the page in order to see the change. The first image below shows the main navigation of the sample site before adding the new Camps page. The second image shows the new revised menu.



Adding a sub page to the site

Sub pages sit under main pages on a website and contain the sites content. In this section we will look at adding a sub page to the Camps main page.

1. On the Web Content Editor list click on the Add Sub Page icon on the right hand side of the screen beside the page that you will be adding a sub page to.
2. The Add New Page Content box will open. This is exactly the same as the Add New Page Content box that you used to create the new main page. Fill in the details of the new sub page in the fields provided.
3. When you have finished, click Create to add the new sub page to the site.

Editing Menus

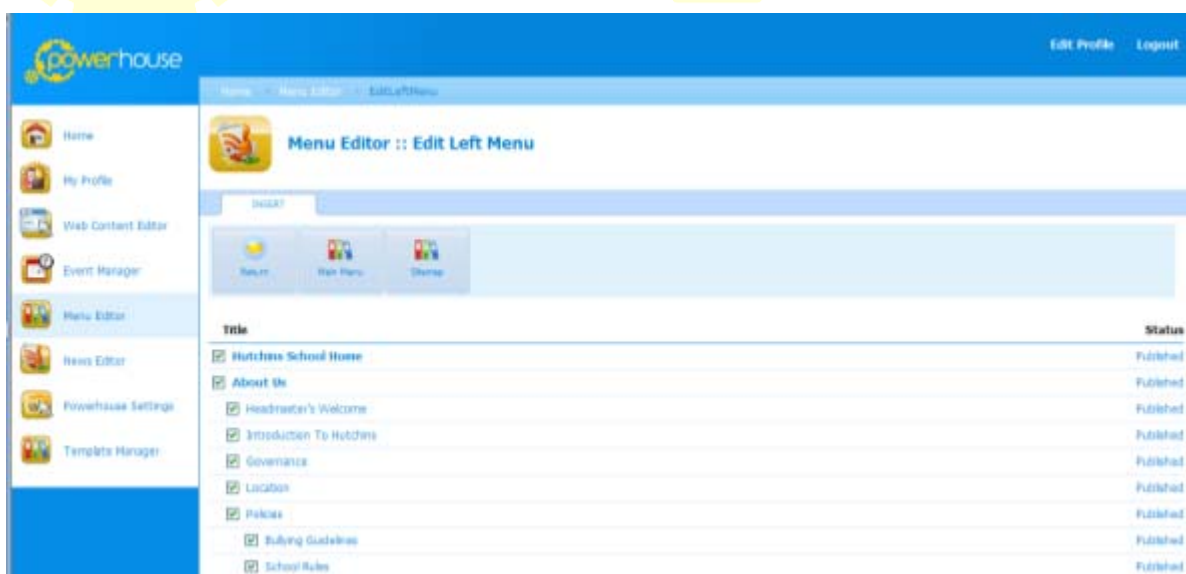
Powerhouse lets you control which pages appear in the menus on your site. If you wanted to remove a page from the site but not delete it in Powerhouse you can use the Menu Editor to change the site menus. Click on the Menu Editor link in the left menu to access the Menu Editor page. You will see that there are 3 options:

Edit Main Menu Navigation: If the site has a main menu (typically this would run across the top of each page and have drop downs) this option will allow you to switch on and off the visibility of pages in the menu.

Edit Left Menu Navigation: This item lets you switch on and off the visibility of pages listed in the left menu of the site.

Edit Sitemap: Use this option to switch on and off the pages of the site in the sitemap.

Removing a page from the menu list is as simple as un-ticking the box beside the item. The changes you make to the menu lists are saved automatically. You can turn a menu item back on at any time by ticking the box beside it.



The screenshot shows the Powerhouse web interface. The top navigation bar includes the Powerhouse logo, 'Home', 'Menu Editor', and 'Edit Left Menu'. The left sidebar contains a menu with options: Home, My Profile, Web Content Editor, Event Manager, Menu Editor (highlighted), News Editor, Powerhouse Settings, and Template Manager. The main content area is titled 'Menu Editor :: Edit Left Menu' and features a 'SELECT' button and three icons: 'Select', 'Edit Menu', and 'Share'. Below this is a table with the following columns: 'Title' and 'Status'.

Title	Status
<input checked="" type="checkbox"/> Hutchclass School Home	Published
<input checked="" type="checkbox"/> About Us	Published
<input checked="" type="checkbox"/> Headmaster's Welcome	Published
<input checked="" type="checkbox"/> Introduction To Hutchins	Published
<input checked="" type="checkbox"/> Governance	Published
<input checked="" type="checkbox"/> Location	Published
<input checked="" type="checkbox"/> Policies	Published
<input checked="" type="checkbox"/> Bullying Guidelines	Published
<input checked="" type="checkbox"/> School Rules	Published

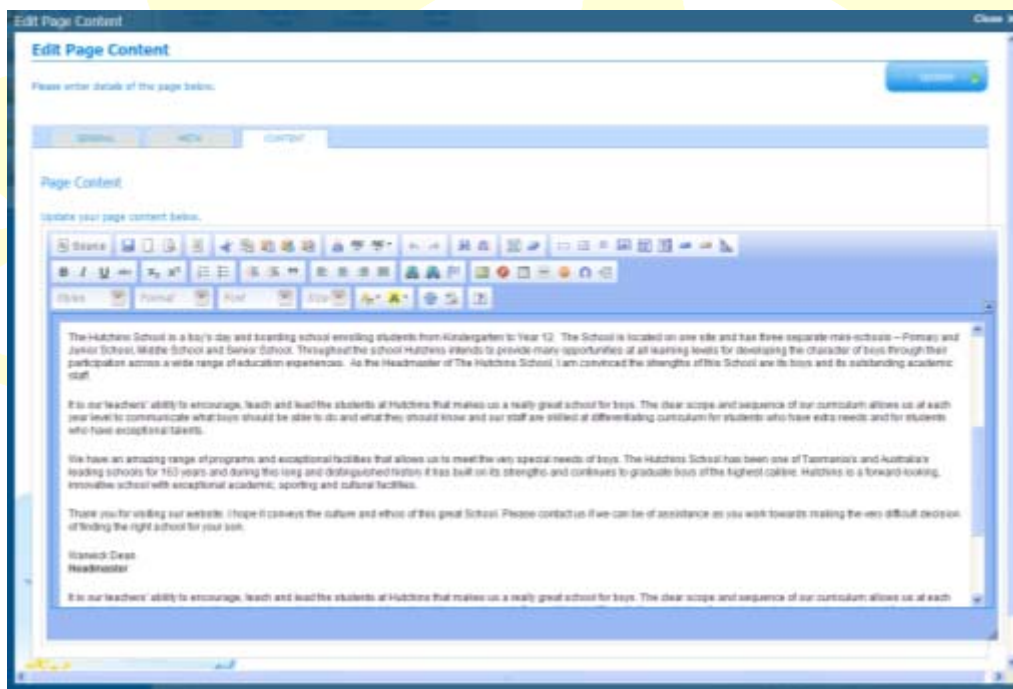
Deleting Multiple Pages


You can delete multiple pages of the site at one time by using the Delete Multiple Page button at the top of the Web Content Editor. Beside each page in the Web Content Editor screen is a tick box. Tick the boxes beside the pages that you wish to delete from the site. When you have made your selection click the Delete Multiple Pages button.

There are a couple of things to be aware of when deleting pages. If you choose to delete a main page, any sub pages of that main page will also be selected and deleted. Once a page is deleted from the site it is not recoverable and you will have to re-create it from scratch. As an alternative to deleting a page you can set the page to draft or hide it in the sites navigation using the Menu Editor feature of Powerhouse.

Introducing the Content Editor

Now let's look at how to add content to a page. Click on the Edit Page Details icon next to any of the Main or Sub pages. The Edit Page Content window will open. Click on the Content tab at the top of the window. When the Content tab opens, you will see Powerhouse's in built content editor. The Update buttons located at the top and bottom of the window will save any changes that you make to a page's content and then close the Edit Page Content Window. To close the window without saving your changes, just click the Close icon above the window.



The editor has features that are very similar to Microsoft Word and if you are familiar with that program, you will not have too many problems here. If you move your mouse over any of the icons in the toolbar, a pop-up will appear that explains the function of the icon. In addition the editor has a comprehensive help feature that is accessed by clicking on the Help icon  .

When the About CK Editor box appears, click on the link (highlighted in red in the image below). The CK Editor Website will open inside the Edit Page Content window. On this site you will find a forum to answer any questions you may have. You can also download the help documentation for the editor that you will find on the support page.



Adding Content to a Page

To add written content to a page, you can type directly into the text window, or you can copy and paste content from a word document, web site or any other text source.

Powerhouse controls the way text will look on the site and this styling may conflict with any settings that are copied in from your word document or other source.

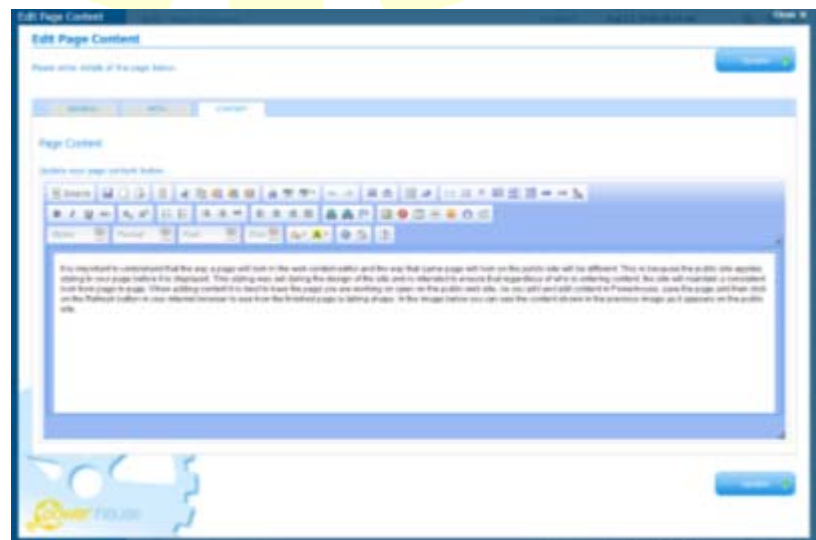
The best way to avoid this is to take the content you have copied and paste it into a plain text document. Notepad, a program that comes with Windows is perfect for this. Next copy the text out of Notepad and paste it onto your page in Powerhouse. By following this method you will have clean, unformatted text in Powerhouse that will style neatly.

The content editor in Powerhouse also has an inbuilt cleaning tool that you can use to remove formatting from the content that you are adding to a page. Once you have pasted your content onto the page, select it with the cursor and then click the Remove Format icon



in the top row of the editor tool bar. This will remove the styling and font information from

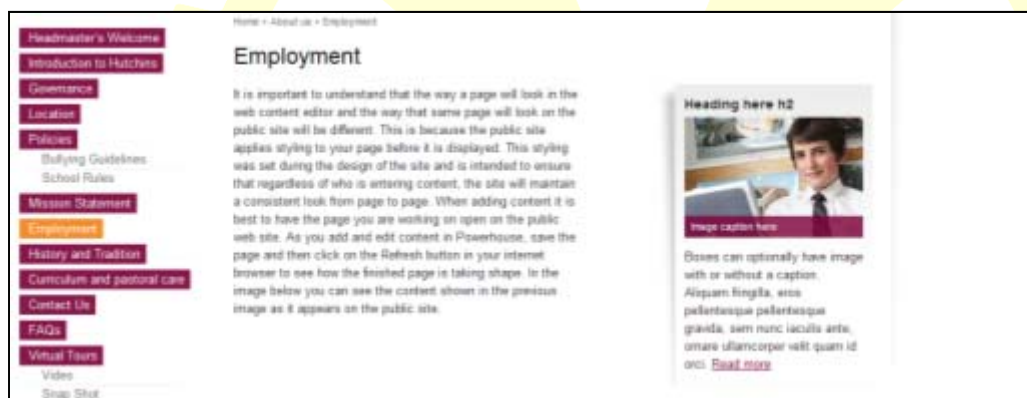
the text so it will match the content already added to the other pages of the site.



Styling

It is important to understand that the way a page will look in the web content editor and the way that same page will look on the public site will be different. This is because the public site applies styling to your page before it is displayed. This styling was set during the design of the site and is intended to ensure that regardless of who is entering content, the site will maintain a consistent look from page to page. When adding content it is best to have the page you are working on open on the public web site.

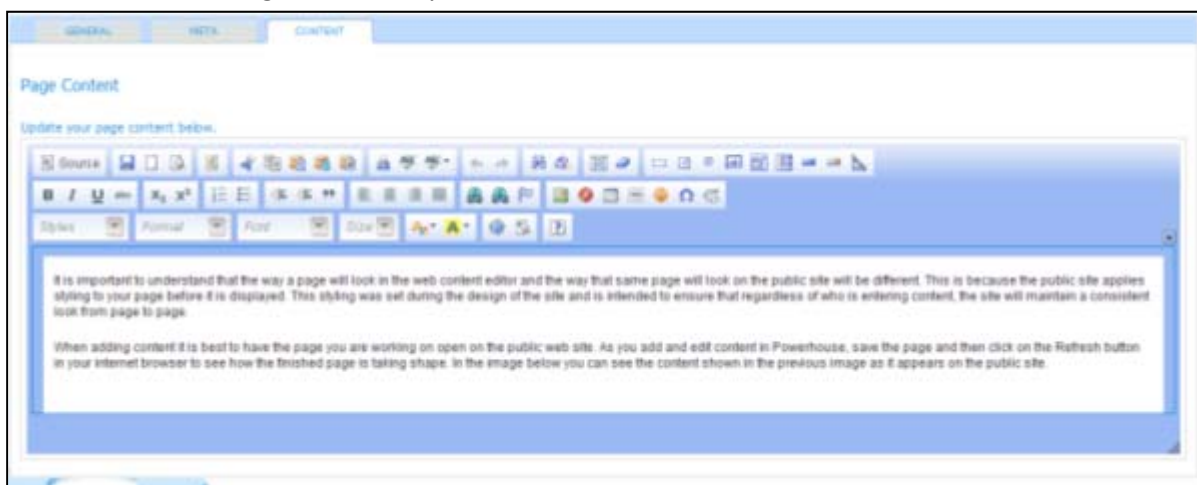
As you add and edit content in Powerhouse, save the page and then click on the Refresh button in your internet browser to see how the finished page is taking shape. In the image below you can see the content shown in the previous image as it appears on the public site.



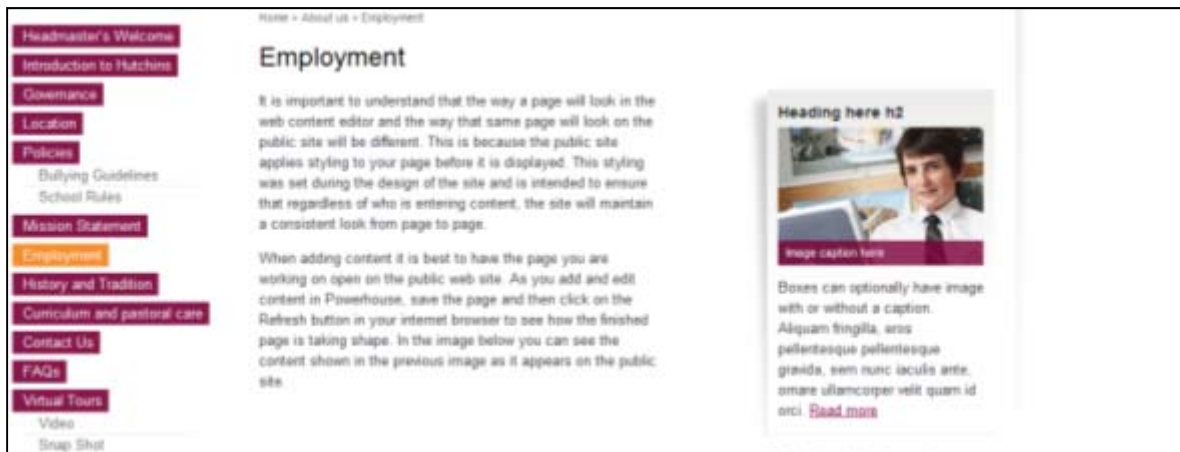
It is also possible to preview a page on the public site from inside Powerhouse. In the Web Content Editor pages list, click on the title of a page listed on the left of the screen. The View Page Content window will open and you will be able to see the selected page as it appears on the public site.

Text Formatting

Text Formatting in the content editor is very similar to Word. If we split the text up into paragraphs in the text editor using the enter key, the text looks like this:



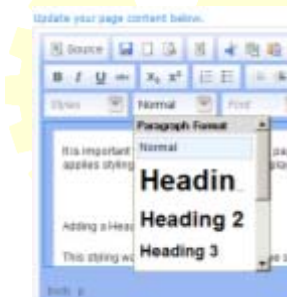
If we refresh our view of the public site the new formatting looks like this:



Adding Headings

A web page's content is divided into headings. The main page heading is called the H1 or heading one. In Powerhouse the H1 of a page is set when the page is created. On the page above the H1 is Clubs – Primary School. After the H1, headings are numbered according to their importance. If Clubs – Primary School is split into paragraphs with sub headings, each sub heading would be an H2 as these are the next most important headings after the page title.

The text formatting of headings is set by the web sites style sheet. To apply formatting to a heading, highlight the text and choose the appropriate heading type from the format drop down menu.




When the heading type has been set, click the Update button above the text editor and then refresh the view of the public site to see the new formatting. Adding a Heading is now set as an H2. The image below shows the new formatting on the site.



Images

You can add images to pages in your web site using the editor. Web sites usually use images saved in the JPEG format with a resolution of 72dpi. For the most web sites the maximum recommended width of an image to upload is 480 pixels. An image of that size will span the width of the content section of the site. It is important to note that scaling an image once it is in Powerhouse does not change the size of the image file. If an image is 3meg in size when uploaded it will still be 3meg after upload and scaling in the editor. Images that are larger than the recommended width and resolution will have an adverse effect on the speed that an image will load on the site.

Adding an Image

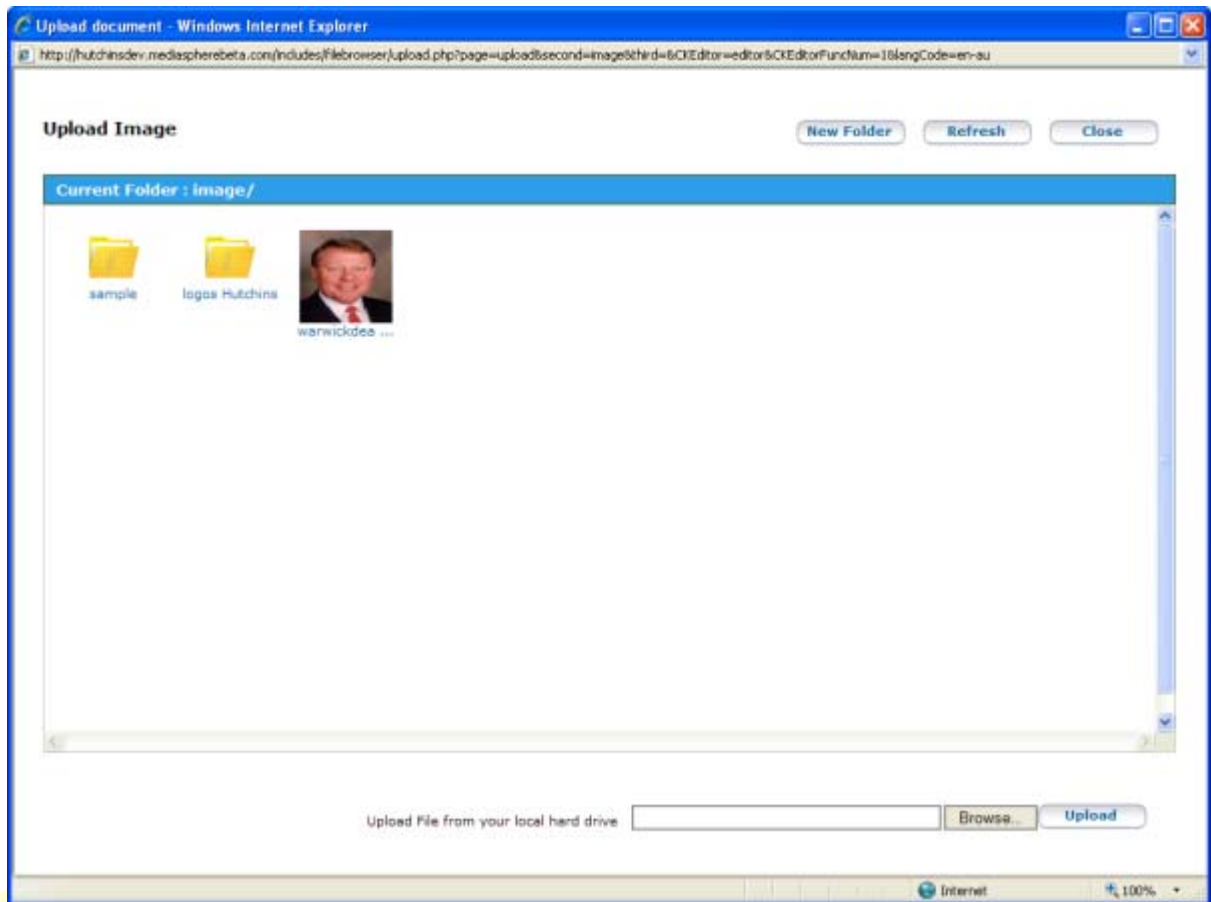
To add an image, click on the position on the page where you want the image to appear and then click on the Image button in the tool bar  .

This will open the Image Properties box.



First we need to upload the image into Powerhouse:

- On the Image Info tab click on the Browse Server button.
- The Upload Image window will open. This is the Image Gallery of Powerhouse and it shows all of the images that are currently in use on the site.

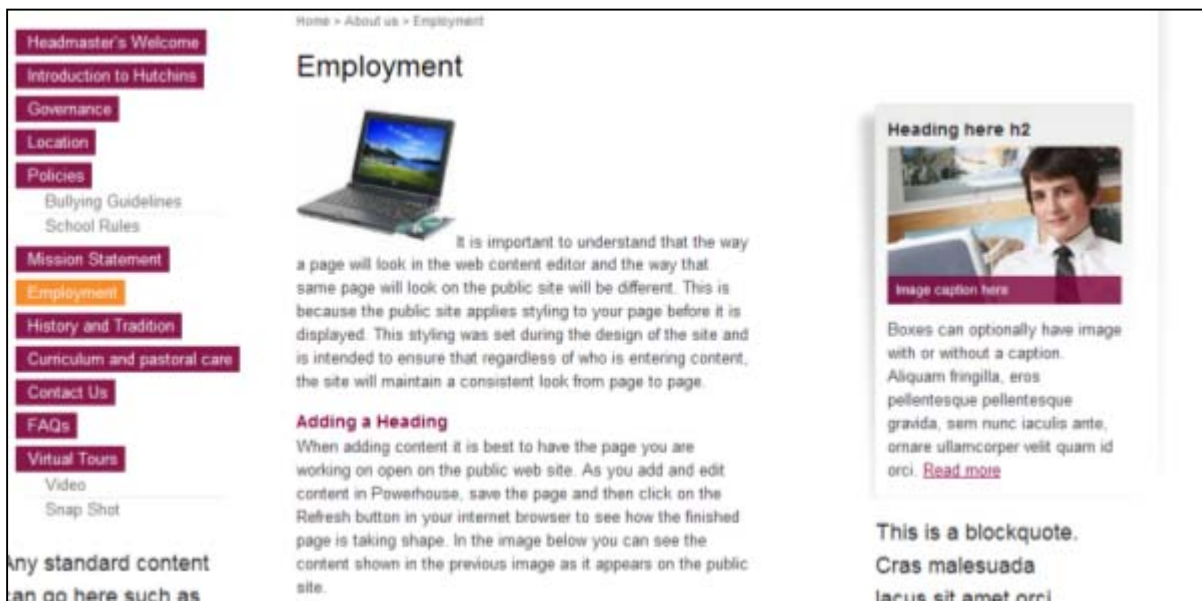


- You can create a new folder to keep any images that you upload together in one place. To do this click on the New Folder button at the top of the window and in the Create New Folder pop up, give your new folder a descriptive name. You do not need to create a folder to add an image to the site, but it can be handy to group images by the name of the page they will appear on, or by subject.
- To add a new image to the Image Gallery, click on the Browse button on the bottom right hand side of the window. The File Upload pop up will open. Browse to the location on your computer where the image that you want to add to the site is saved. Select the image and click the Open button. Now click on the Upload button at the bottom of the Image Gallery. The image will appear as a thumbnail in the Image Gallery.



- When you place your mouse over the thumbnail an option box will appear below the image. You can choose to Insert, which will add the thumbnail to the page or Delete, which will remove the image from the gallery. Click Insert. The Image Gallery will close and you will see

the image you selected is showing in the Preview window of the Image Properties tab. To add the image to the page, click OK.



Formatting Text around Images

Once you have added an image to a page you may wish to format the text to wrap around the image. It is possible to do this using the *Advanced* tab in the *Image Properties* box.

In the image above, a picture has been added to the page at the beginning of a section of text. The text is sitting below the picture and we want to format the page so the text sits neatly beside the picture.

Right click on the image and select *Image Properties*. When the *Image Properties* box opens, click on the *Advanced* tab. In the *Style* field add the following text:

Float: left; margin-right: 5px;

Float left tells Powerhouse to make the image sit on the left of the page and makes any text sitting beside the image move to the right. If we wanted the image to sit on the right of the page with text to the left we would type float: right; instead.

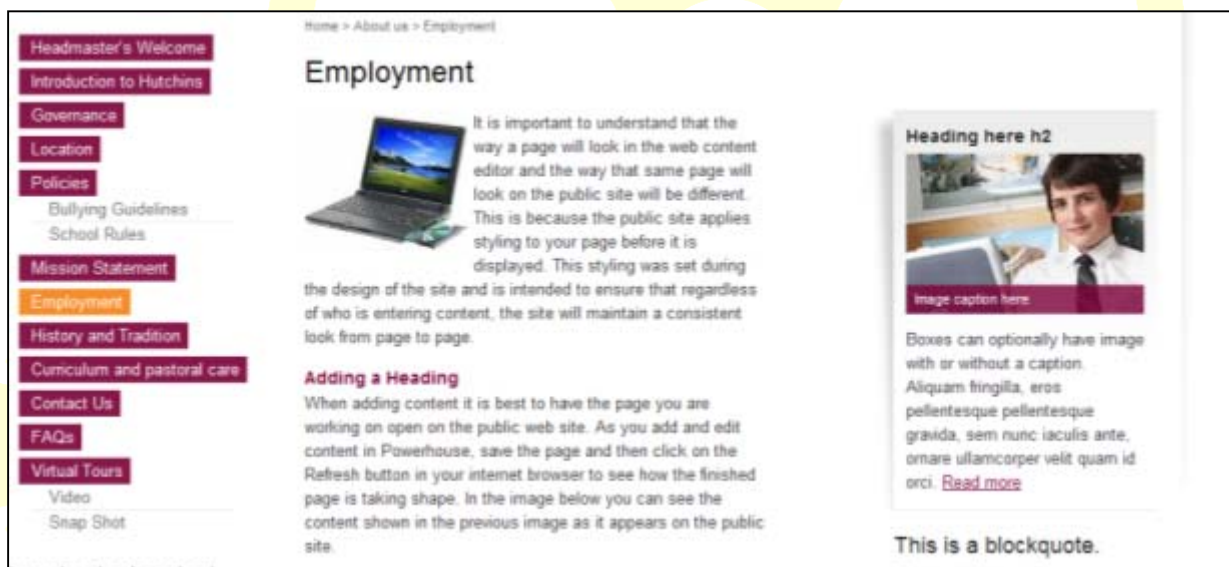
Margin-right sets the distance between the edge of the picture and the text. A margin is set in pixels. The higher the number the further away from the image the text will sit.



When you have finished adding the information into the *Style* field, click *OK*. The page will look like the example below.



Click *Save* to save the changes you have made and then go to the public site and refresh the page.




You can see that the text is neatly wrapping around the image. That covers the basics of adding content to a page of a site. Next we will look at adding links to a page.

Adding Links to Page Content

There are a number of different types of links that you can add to text on a content page. These include:

- Links to other websites (external) or other pages of your site (internal)
- Links to documents that you have uploaded
- Links from one section of a page to another

Adding a Link to another Website or another Page on Your Site

Start by selecting the text that you want to turn into a link. Click on the text with the mouse cursor and highlight the text by dragging. Next, click on the Link icon  in the tool bar. This will open the Link window. The Link window has 3 tabs, Link Info, Target and Advanced. By default the Link Info tab will be showing. To link to a website, you need to type or copy and paste the address of the site into the URL field. An example of an address might be www.mediasphere.com.au.



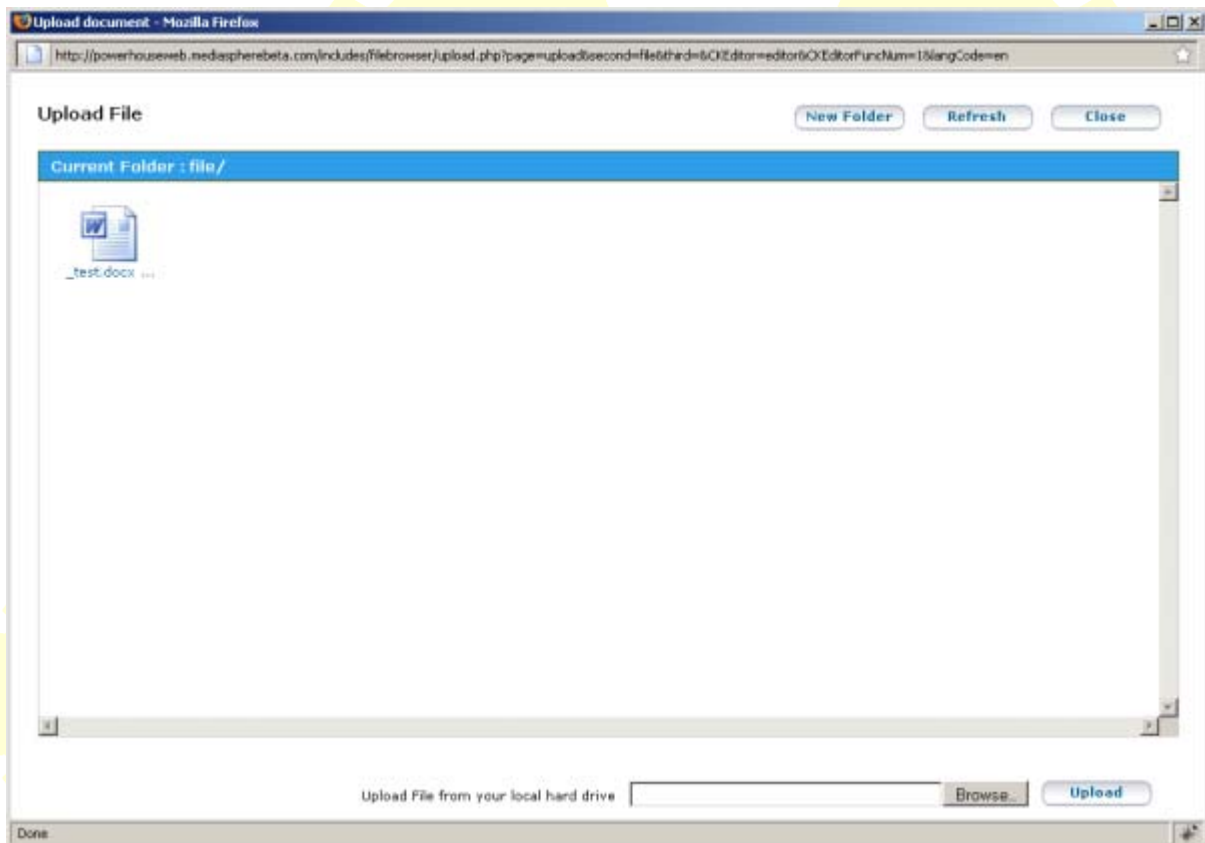
Next, click on the Target tab. This tab lets you control how the website you are linking to will open. By default the new site will open in the same browser window as your site. This is okay, but it will take the user away from your website. To fix this we need to choose an option from the Target drop down. The most common option to choose is New Window. This will open the site you are linking to in a new window. The user can close this new window when they want to return to your site.

To finish adding the link, click the OK button. You will notice that the text you selected is now a different colour and is underlined to indicate that it is a link. The colour of the text on the public site page will also have changed colour to indicate a link.

Adding a link to another page on your site follows a very similar process to adding an external link. You will notice that the addresses of the pages on your site end with a forward slash and the page name. An example would be, <http://powerhouseweb.mediaspherebeta.com/clubs-primary-school>. To link to this page from your text all you need to do is paste the text highlighted in yellow into the URL field. The text will then link to the selected page.

Adding a Link to an Uploaded Document

You may wish to give visitors to your web site access to additional information in the form of documents that they can download. These documents will typically be in PDF format. Uploading documents to the site and adding links to them is very easy. As before, start by highlighting the text you want to turn into a link. Click on the Link icon. You will need to upload your document to the site first. To do this, click on the Browse Server button in the Link window. The Upload File window will appear.




Click the Browse button on the bottom right hand side of the window. The File Upload pop up will open. Browse to the location on your computer where the document that you want to add to the site is saved. Select the document and click the Open button. Now click on the Upload button at the bottom of the Upload File window. The document will appear as a thumbnail in the Upload File window.

When you place your mouse over the document an option box will appear below the document. You can choose to Insert, which will add the document to the page or Delete, which will remove the document. Click Insert. The Upload File window will close and the Link Info URL field will contain the location of the document you have uploaded. On the Target tab select New Window from the drop down. To complete adding the link click OK. Again the formatting of your selected text will change to indicate a link.

Adding Links from One Section of a Page to Another

Sometimes if a content page contains a large amount of information you may wish to provide visitors to your site a quick way of accessing this information. You can do this by providing links in your content to other sections of the same page. A classic example of this would be an FAQ page. FAQ pages usually have a list of topics at the top of the page. When the user clicks on one of these topics they are taken to the information about that topic on the FAQ page. Powerhouse has the ability to add this type of link to your content pages and this is how it is done.

We begin by adding an Anchor to a word in the section of the page we want to link to. Select a section of text by placing the cursor near a word and left clicking. Then click on the Anchor icon  in the tool bar. The Anchor Properties window will open. Give the anchor a name by typing in the Anchor Name field. Click OK when you have finished.



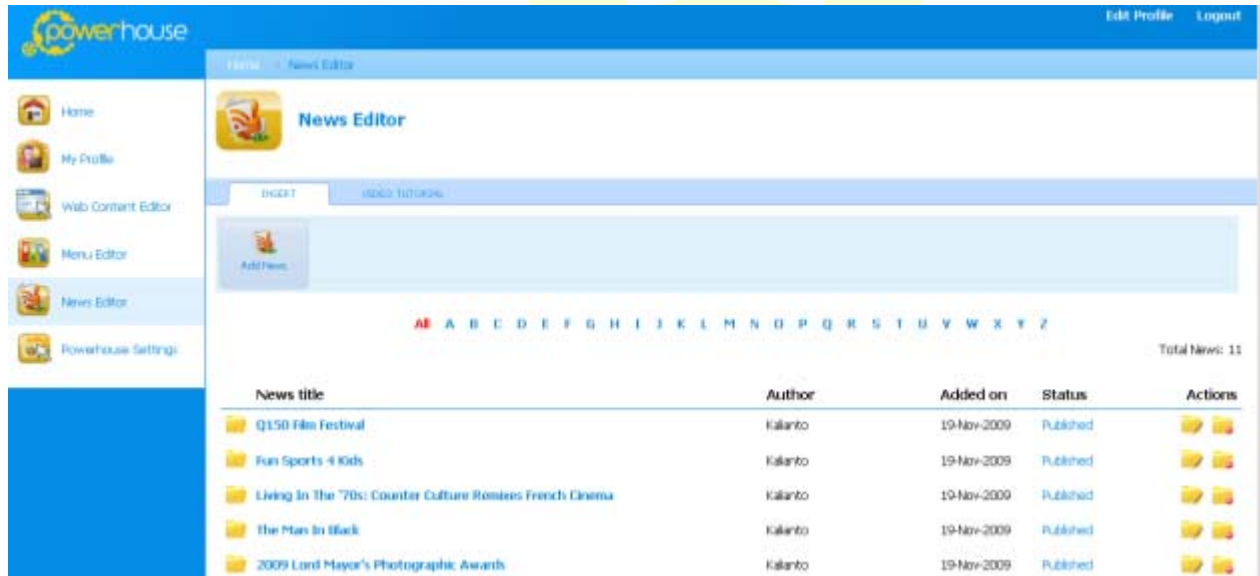
You will notice that an anchor symbol has been placed beside the word that you selected. This shows that an anchor has been placed in this section of text. Next you need to add a link to the anchor that you have just added. Select a word at the top of the page that you want to link from. With the word highlighted click on the Link icon in the toolbar. On the Link Info tab, select Link to anchor in text from the Link Type drop down. In the Select an Anchor by Anchor Name drop down, select the name of the anchor that you have added.













Click OK to add the link. Click Update to save the changes to your page. Now when you go to the page on the public site you will see the link you just added. Click on the link and the page will jump to the point where you added the anchor.

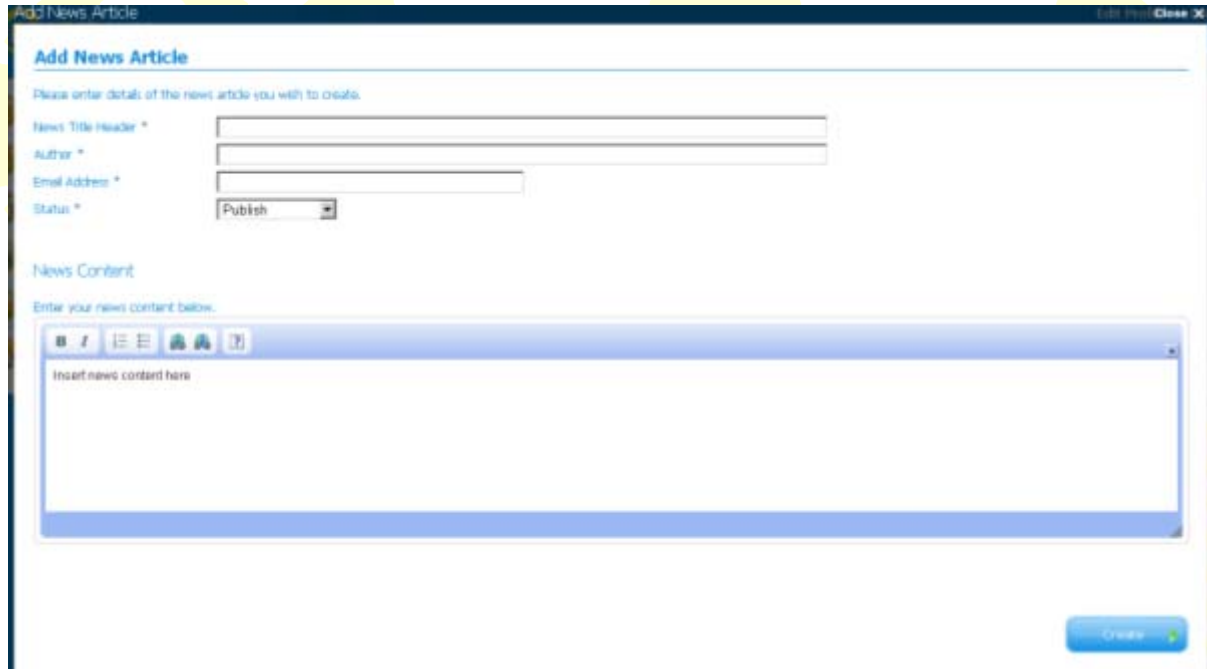
Adding News Items

Adding, editing and managing news stories, is very easy with Powerhouse. To add a new article, click on the News Editor link in the left hand menu in Powerhouse. This will open the News page which shows all of the current news items for the site.



News title	Author	Added on	Status	Actions
Q150 Film Festival	Kalanto	19-Nov-2009	Published	 
Fun Sports 4 Kids	Kalanto	19-Nov-2009	Published	 
Living In The '70s: Counter Culture Revisits French Cinema	Kalanto	19-Nov-2009	Published	 
The Man In Black	Kalanto	19-Nov-2009	Published	 
2009 Lord Mayor's Photographic Awards	Kalanto	19-Nov-2009	Published	 

To add a new article, click on Add News button at the top of the screen. This will open the Add News Article window where you will create the new article.



Add News Article

Please enter details of the news article you wish to create.

News Title Header *

Author *

Email Address *

Status *

News Content

Enter your news content below.

- Fill in the details in the News Title Header, Author and Email fields
- The Status drop down box has two options. Publish publishes the article to the site immediately. Draft will save the article but not display it on the site
- The News content field is where you add the text of the article. You can paste up to 1000 words into this field. A reduced toolbar, similar to the content editor lets you add basic formatting to your story and also links
- When you are finished, click on the Save News button to add the new article to the site

Depending on the design of your public site, the news will be displayed on the News and Events page and the first three stories will automatically be displayed in the news section of the home page.

Conclusion

That concludes the Powerhouse User Manual. You should now have a good understanding of the basics of using the software. If you require any further information or assistance whilst using the Powerhouse, contact Mediasphere at the following email address:

support@mediasphere.com.au