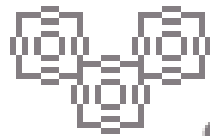


AhrefInteractive



CM/BOSS

VERSION 3.0

QUICK-START GUIDE

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INTRODUCTION

CM/BOSS is a custom content management software developed by A Href Interactive, Inc. CM/BOSS Version 3.0 is a licensable software product created from years of experience in developing content management tools for non-profit and for-profit clients with a variety of needs that dates back to 1998.

BENEFITS AND CORE PRODUCT FEATURES

- Flexible and customizable based on client needs.
- A Structured Template model establishes the separation of content from design making the system fully dynamic and flexible.
- Graphical User Interface - professionally designed and simple to use. Most everything is point and click, no programming skills required; no technical knowledge required.
- Tracks and displays the last time a page was updated.
- Tracks and displays the number of page views per page.
- Add and edit the Web page metadata (page title, page description, and keywords) which will be displayed in your own full-text site search engine as well as outside search engines.
- Add keywords that compliment your page content to enhance search engine functionality and promote higher ranking in search engines.
- Full-text search engine. When content or keywords are entered. They are immediately available as a search term.
- Add, edit and delete users of the CM/BOSS content management software.
- Allows the site administrator to assign permission levels to edit the site.
- Ability to add navigation to the site as well as change the order navigation is displayed.
- Assign Web pages to navigation parents.
- Dynamic development of the site map and breadcrumb that automatically and immediately updates when site changes are made.
- Add and edit CSS for consistency in style for headlines, body text, etc.
- Save any page design as a template with a simple check box. The template will appear in the WYSIWYG editor as a drop-down menu for immediate use. Templates for the site designs allows for consistent design and branding across the site.
- No need to know HTML or XML. You do not need to know any type of markup or programming language to create HTML with CM/BOSS. Everything is done in CM/BOSS unique point-and-click interface.
- Or, for users who are familiar with and/or prefer HTML or XML, the source tab in the Web page editor allows direct access to source code. The Web page editor includes WYSIWYG Editor, HTML Source and Preview tabs. Preview your HTML content in real-time before saving it to a file or to a MySQL database.
- The WYSIWYG editor looks and feels like common word processing software. CM/BOSS boasts a simple, intuitive interface.
- Create/edit HTML content from your browser — anywhere, anytime!
- Spell checker.
- Simple form creator that will email input data to a specified recipient.
- Create and modify forms, text boxes, radio buttons, check boxes and buttons. Design your next contact or purchase form directly from your Web browser.
- Upload images or flash components easily through powerful image and flash managers.
- Modify image properties: width, height, border, alt text, alignment, etc.
- Powerful link manager automatically generate available pages within your site to link with your site. Point and click to create links to other pages on your website or to external sites.
- Complete support for stylesheets — If your HTML code contains a <style> tag or links to a stylesheet, then those styles will automatically be available in the stylesheet drop down list on the toolbar.

INSTALLATION

Your CM/BOSS software has been installed by A Href Interactive.

Your approved design has been implemented into the software giving you a core structural template and page templates. In addition, the core navigation has been assigned and Web pages have been assigned to appropriate navigation.

You now have the ability to edit any of the existing pages, add new pages, as well as add/edit page information and user permissions. We will look at getting started next.

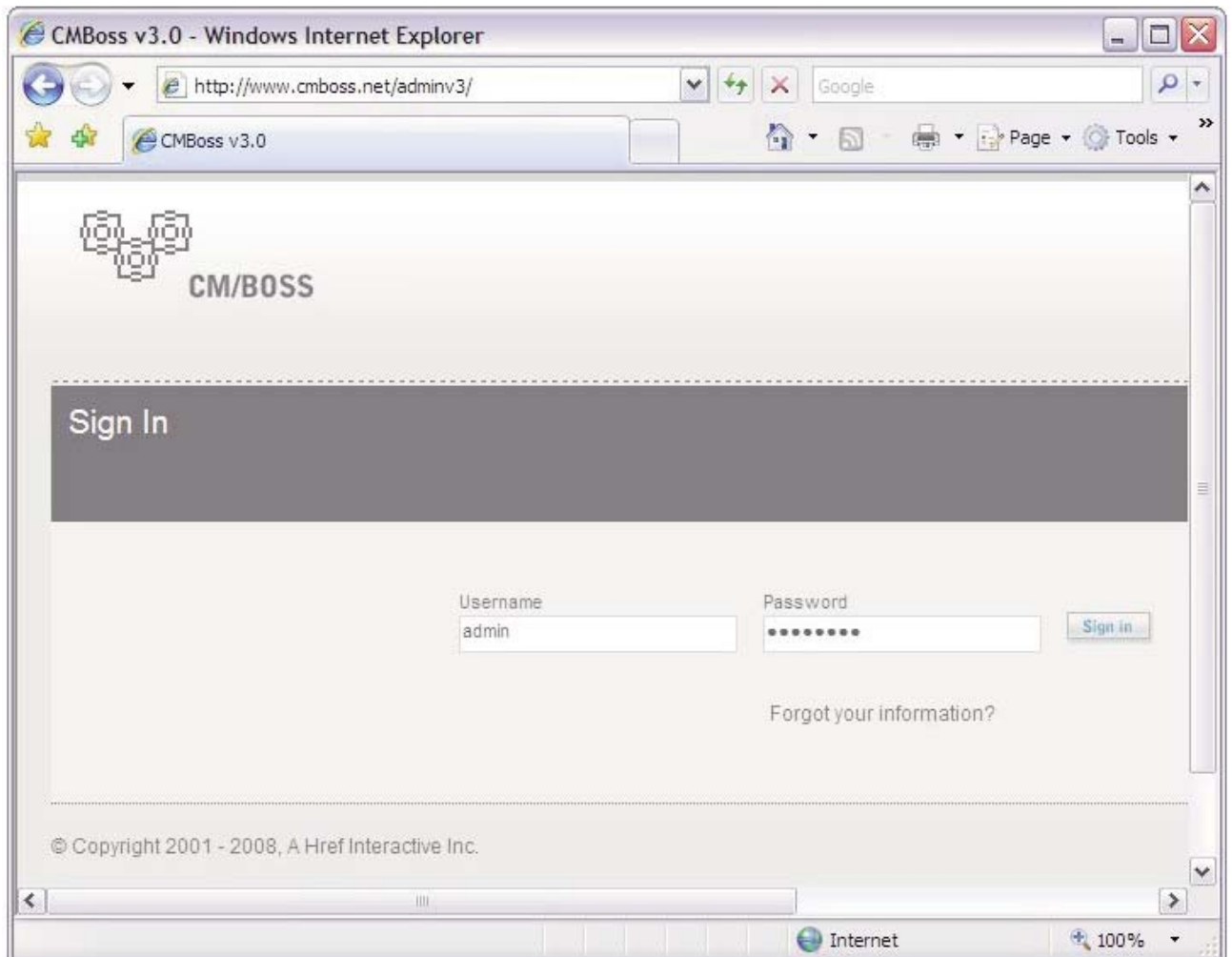
GETTING STARTED

Congratulations! Your dynamic CM/BOSS Web site is live and ready for content. You should be able to view your Web site @ <http://www.yourdomain.com>.

LOGIN SCREEN

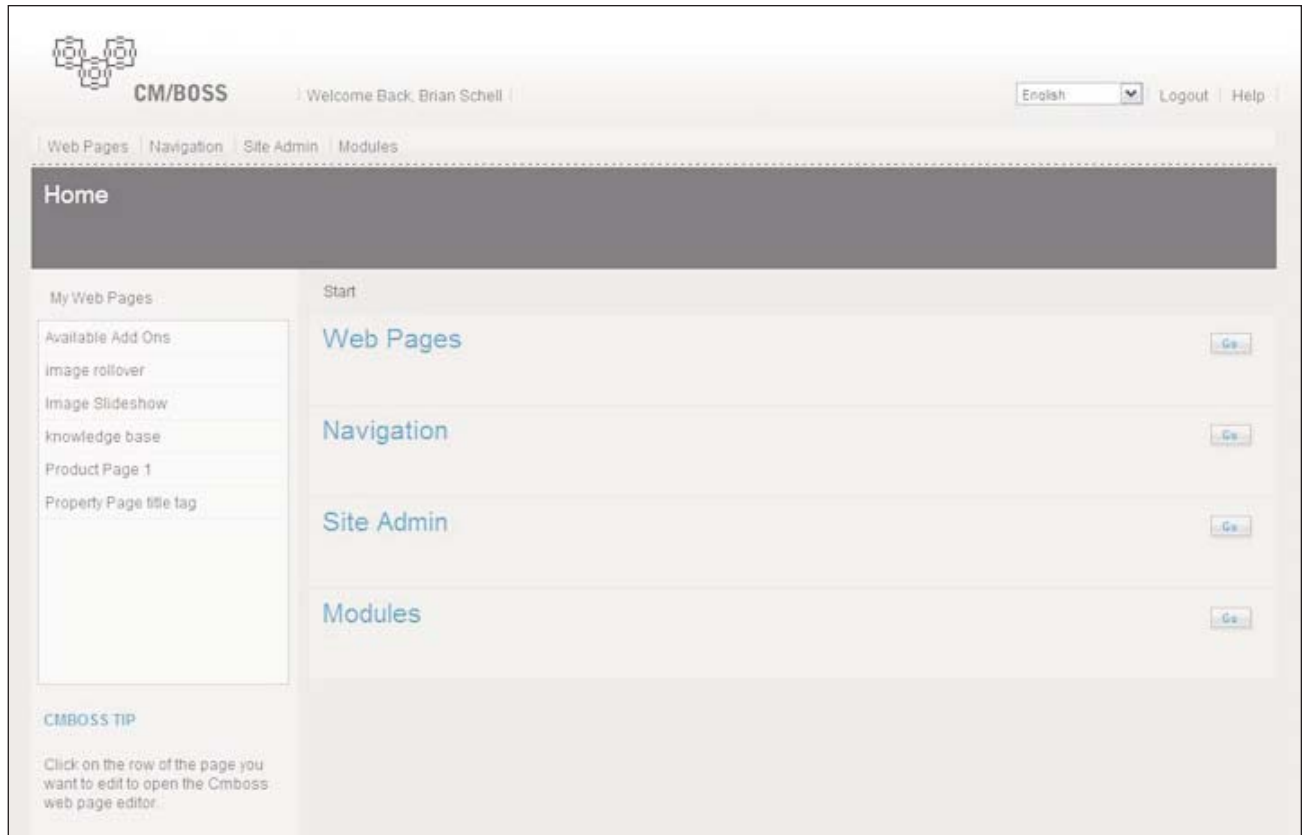
The next step is to login to the CM/BOSS administration interface @ <http://www.yourdomain.com/adminv3>, using the username and password you were given either by A Href Interactive or your site administrator.

If you have forgotten your username or password information, you can select the “Forgot Information Link” and follow those directions. You will be emailed additional information that will allow you to access CM/Boss.



CM/BOSS HOME PAGE

This Web page is your start page for managing your Web site content. This page provides a quick list of Web pages under “My Web Pages” as well as links to the default modules of Web Pages, Navigation, Site Admin and Modules (additional).

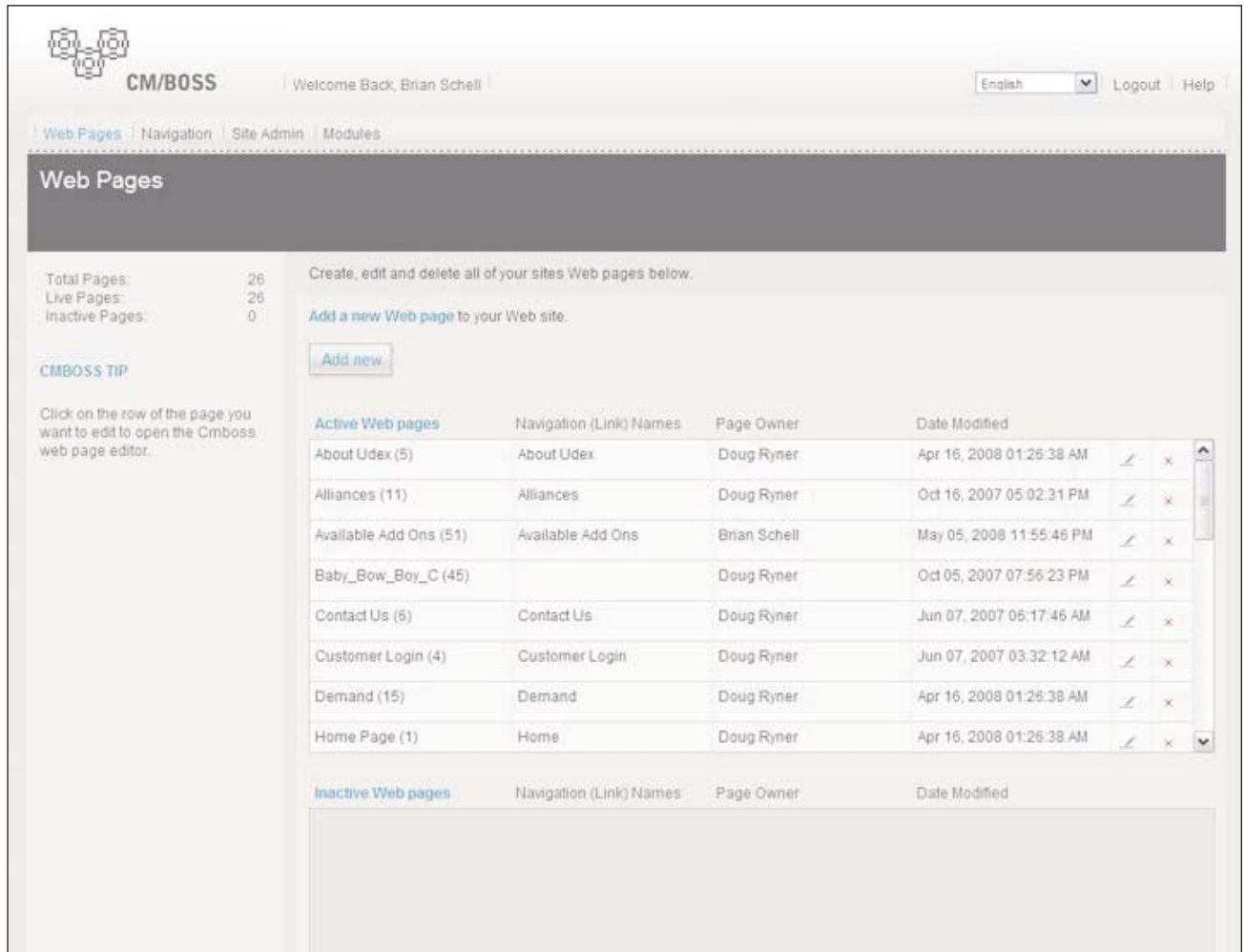


The screenshot shows the CM/BOSS Home Page interface. At the top left is the CM/BOSS logo. To its right is the text "Welcome Back, Brian Schell". Further right is a language dropdown menu set to "English" and links for "Logout" and "Help". Below the header is a navigation bar with links for "Web Pages", "Navigation", "Site Admin", and "Modules". A dark grey banner below the navigation bar contains the word "Home". The main content area is divided into two columns. The left column is titled "My Web Pages" and contains a list of "Available Add Ons": "image rollover", "Image Slideshow", "knowledge base", "Product Page 1", and "Property Page title tag". Below this list is a "CMBOSS TIP" section with the text: "Click on the row of the page you want to edit to open the Cmboss web page editor." The right column is titled "Start" and contains four large buttons: "Web Pages", "Navigation", "Site Admin", and "Modules", each with a ".Go" button to its right.

WEB PAGES

You will use the Web Pages section of the CM/BOSS interface to create, edit and delete all of your site's Web pages.

Here you can see your live Web pages as well as your inactive Web pages. For all Web pages, the navigation (link) name (if applicable), page owner and last date modified is displayed.



The screenshot shows the CM/BOSS interface for managing web pages. At the top, there is a navigation bar with the CM/BOSS logo, a welcome message for Brian Schell, a language dropdown set to English, and links for Logout and Help. Below this is a breadcrumb trail: Web Pages > Navigation > Site Admin > Modules. The main heading is "Web Pages".

On the left side, there is a summary of page counts:

- Total Pages: 26
- Live Pages: 26
- Inactive Pages: 0

Below the summary is a "CMBOSS TIP" section with the text: "Click on the row of the page you want to edit to open the Cmboss web page editor." To the right of the tip is a "CMBOSS TIP" label.

The main content area contains the following text: "Create, edit and delete all of your sites Web pages below." Below this is a link "Add a new Web page to your Web site." and a button "Add new".

The main content area features a table of "Active Web pages" with the following columns: "Active Web pages", "Navigation (Link) Names", "Page Owner", and "Date Modified". The table contains the following data:

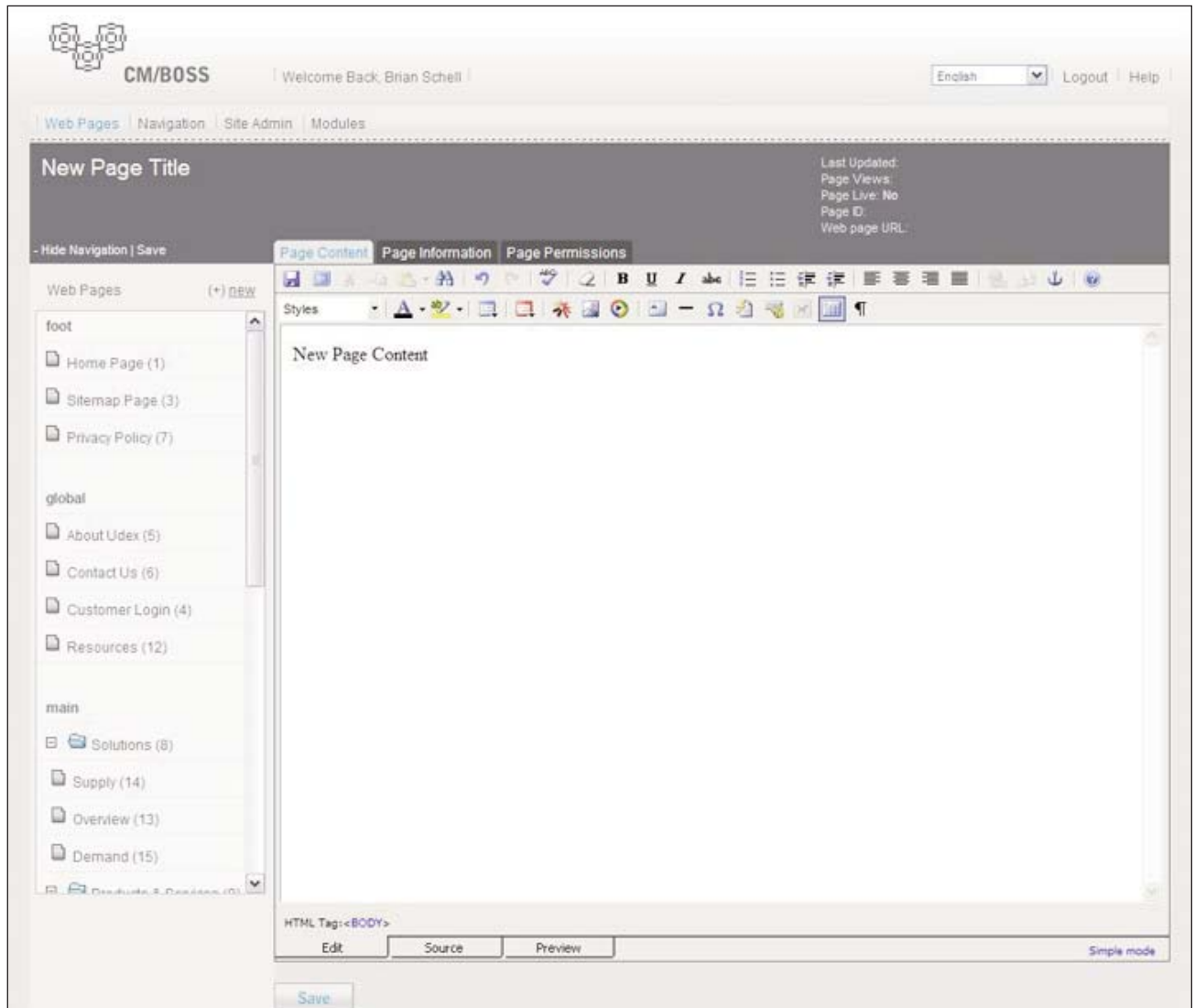
Active Web pages	Navigation (Link) Names	Page Owner	Date Modified
About Udex (5)	About Udex	Doug Ryner	Apr 16, 2008 01:26:38 AM
Alliances (11)	Alliances	Doug Ryner	Oct 16, 2007 05:02:31 PM
Available Add Ons (51)	Available Add Ons	Brian Schell	May 05, 2008 11:55:46 PM
Baby_Bow_Boy_C (45)		Doug Ryner	Oct 05, 2007 07:56:23 PM
Contact Us (6)	Contact Us	Doug Ryner	Jun 07, 2007 06:17:46 AM
Customer Login (4)	Customer Login	Doug Ryner	Jun 07, 2007 03:32:12 AM
Demand (15)	Demand	Doug Ryner	Apr 16, 2008 01:26:38 AM
Home Page (1)	Home	Doug Ryner	Apr 16, 2008 01:26:38 AM

Below the active pages table is a section for "Inactive Web pages" with columns for "Inactive Web pages", "Navigation (Link) Names", "Page Owner", and "Date Modified". This section is currently empty.

ADDING A WEB PAGE

To add a Web page, simply select the “Add new” button to get started. This will start an Inactive Web page named “New Page Title” to your site, and launch the Web Page Editor page. Once inside the Web Page Editor, you can change the title of the page from “New Page Title” to whatever you choose in the Page Information tab. Select the “Save” button to add/save this page to your site.

(Note: Users will require permissions by the System Admin for adding Web pages.)



DELETING A WEB PAGE

To delete a Web page, click on the delete icon, a red “x”. This icon can be found on the Web Pages main page. Web pages can also be deleted in the Page Information tab of the Editor.

EDITING A WEB PAGE

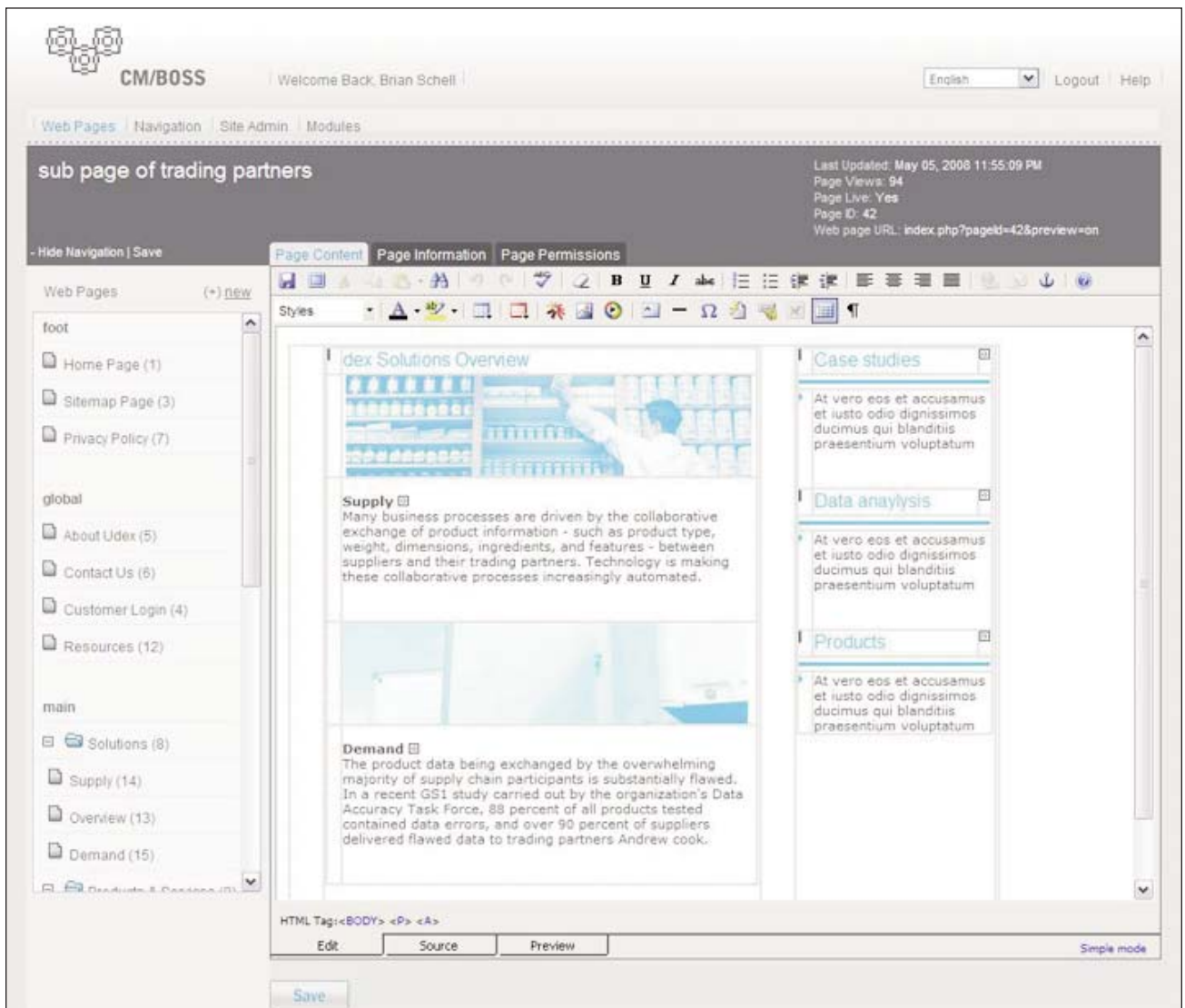
To edit a Web page, click on the edit icon, an angled pencil, or any of the page text including the page title.

Once you are inside the Web Page Editor, you will not need to return to the Web Pages Module main page. You can add new pages and edit other pages of the site using the quick-link side navigation.

PAGE CONTENT TAB

This will launch the Web Page Editor and default to the Page Content tab for your selected page. Using the WYSIWYG (“what you see is what you get”) Editor, you can edit the page content. We will explore the WYSIWYG Editor later, but if your users are familiar with current word processing software, the functionality is very similar. When you have completed your edits, do not forget to “Save” your work.

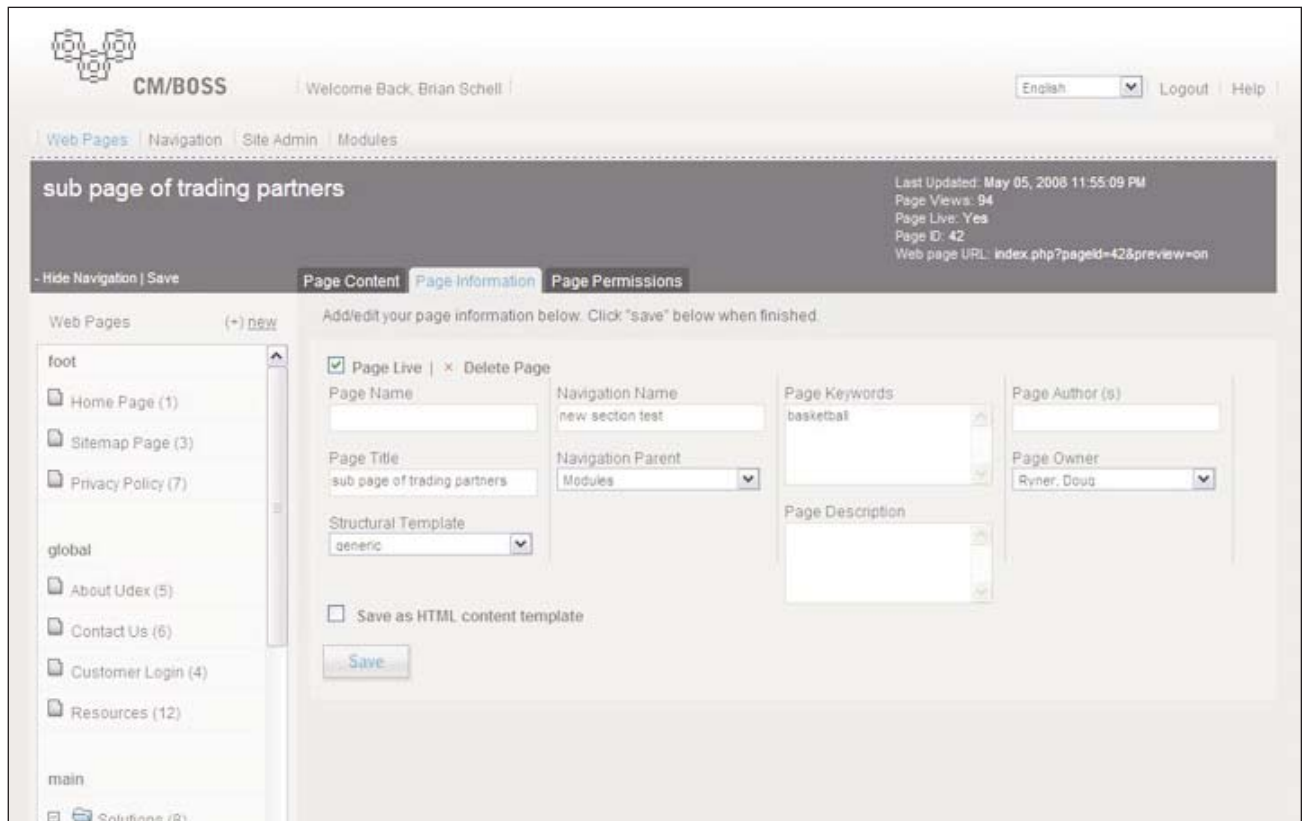
For users who are familiar with HTML, you can also select the source tab (located at the bottom of the Editor) within the Page Content Tab and edit the HTML directly.



The screenshot displays the CM/BOSS Web Page Editor interface. At the top left is the CM/BOSS logo and a welcome message for Brian Schell. The top right shows a language dropdown set to English and links for Logout and Help. Below the header is a navigation menu with 'Web Pages', 'Navigation', 'Site Admin', and 'Modules'. The main content area is titled 'sub page of trading partners' and includes a 'Page Content' tab, 'Page Information', and 'Page Permissions' tabs. The 'Page Content' tab is active, showing a WYSIWYG editor with a toolbar and a preview of the page content. The page content includes a 'Supply' section with a heading 'Supply' and a paragraph of text, and a 'Demand' section with a heading 'Demand' and a paragraph of text. The right sidebar contains three sections: 'Case studies', 'Data analysis', and 'Products', each with a heading and a paragraph of text. The left sidebar shows a navigation tree with categories like 'foot', 'global', and 'main'. The bottom of the editor shows an HTML Tag input field and buttons for 'Edit', 'Source', 'Preview', and 'Save'.

PAGE INFORMATION TAB

This tab is used to manage the Web page status, metadata and ownership.



The screenshot shows the CM/BOSS interface for editing a page. The page title is "sub page of trading partners". The "Page Information" tab is active, showing various fields for configuration. A sidebar on the left lists other pages under categories like "foot", "global", and "main".

Field	Value
Page Live	<input checked="" type="checkbox"/>
Delete Page	<input type="checkbox"/>
Page Name	
Page Title	sub page of trading partners
Structural Template	generic
Navigation Name	new section test
Navigation Parent	Modules
Page Keywords	basketball
Page Author	
Page Owner	Ryner, Doug
Page Description	

Page Live — Check this box to set page status to live. The page will be live and viewable on the public site immediately.

Delete Page — Selecting this will delete the Web page.

Page Name — This is a text version of the page identifier. This creates a shortcut for replacing the numerical url.

Page Title — This information will populate the Title Tag of the HEAD section of the Web page. The Page Title will be displayed at the top of a user's browser and is used to identify the page to the CM/BOSS search engine as well as some external search engines. The title should be a short descriptive name for the Web page and will be used when linking to this page using the CM/BOSS Web Page Editor link tool.

Structural Template — In the programming of your site, there may be one or many structural templates available. This allows you to select which template the page should utilize.

Navigation Name — You can place the Web page in the information architecture of the Web site, by entering a name for the navigation link. Note: The page must first be saved and the "Page Live" checked.

Navigation Parent — Use this list to select the section where the Web page should be placed in the architecture of the Web site.

Page Keywords — Place keywords or phrases separated by comma. This information will populate the META Keywords Tag of the HEAD section of the Web page. List keywords and keyword phrases that you've targeted for the Web page. This information will be used by the CM/BOSS search engine as well as some external search engines. The CM/BOSS search engine automatically utilizes the page content. The keywords should be related or additional words that your users might search, that may not directly appear in the site copy.

Page Description — Provide a 100 to 250 character description of the Web page. This information will populate the META Description Tag of the HEAD section of the Web page. This information will be used by the CM/BOSS search engine as well as some external search engines.

Page Author — This information will populate the META Author Tag of the HEAD section of the Web page. This information will be used by some external search engines.

Page Owner — The page owner will automatically be assigned as the user that added the Web page. This user will be able to edit the Web page content, information and permissions.

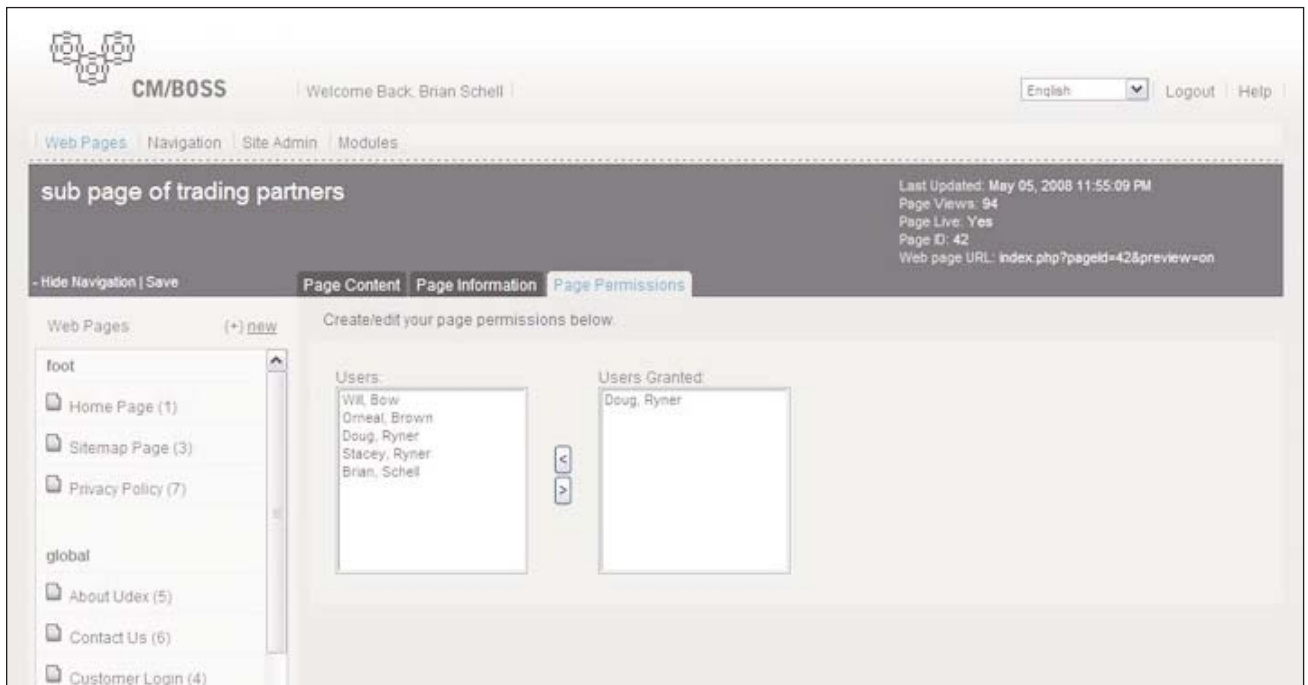
Save as HTML content template — Check this box if you would like to set this page as a template, available to page authors in the Page Content Tab to be selected in the WYSIWYG Editor. This allows the Web page HTML to be immediately pasted into a new page as a starting point for editing content. This allows Web page authors to maintain site consistency and save time.

To save your changes to this tab, select the “Save” button.

PAGE PERMISSIONS TAB

Use this tab to manage which users will have access to edit the Web page content and page information.

To give users access, simply select the users from the CM/BOSS Users list and click the button with arrows pointing to the Page Permissions list.

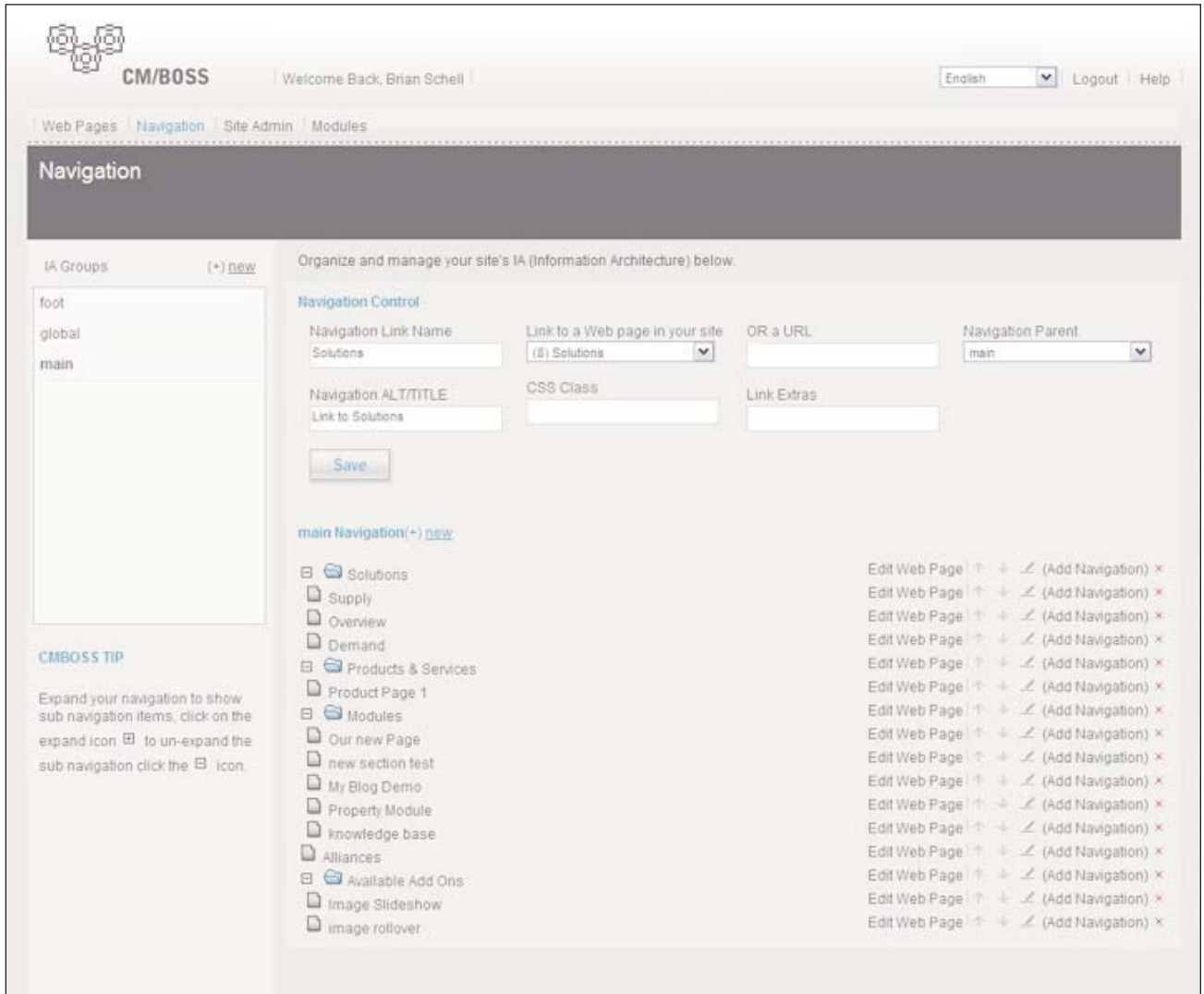


The screenshot shows the CM/BOSS user interface for managing page permissions. At the top, the CM/BOSS logo and "Welcome Back, Brian Schell" are visible. A navigation bar includes "Web Pages", "Navigation", "Site Admin", and "Modules". The main content area is titled "sub page of trading partners" and includes metadata such as "Last Updated: May 05, 2008 11:55:09 PM", "Page Views: 94", "Page Live: Yes", "Page ID: 42", and "Web page URL: index.php?pagelid=42&preview=on". Below this, there are tabs for "Page Content", "Page Information", and "Page Permissions", with the latter being the active tab. The interface features a sidebar with a "Web Pages" list containing items like "Home Page (1)", "Sitemap Page (3)", "Privacy Policy (7)", "About Udex (5)", "Contact Us (6)", and "Customer Login (4)". The main area is titled "Create/edit your page permissions below." and contains two columns: "Users:" with a list of names (Will, Bow; Orneal, Brown; Doug, Ryner; Stacey, Ryner; Brian, Schell) and "Users Granted:" with a list containing "Doug, Ryner". Arrows between the columns allow for moving users between the lists.

NAVIGATION

Information architecture is the concept of grouping and linking pages together using hierarchical navigation. CM/BOSS can be used to manage the full information architecture of your site. To do so, you must select the Navigation section either from the CM/BOSS Administration Home Page or by selecting the Navigation link at the top of any page within the CM/BOSS site.

Within the Navigation section, users can add, edit, and delete navigation as well as arrange the order in which it appears using the adjacent arrow icons.



Navigation controls include:

Navigation Link Name — This text is what will be visible on the public Web site.

Navigation ALT/TITLE — This is the text that will appear when a mouse hovers over the navigation link on the live Web site and is also utilized by screen readers. This is utilized for greater Web site accessibility.

Link to a Web page in your site — This menu allows you to select the content page within your site, that you would like users directed to when selecting this navigation link.

CSS Class — This field references a style for the navigation. This field may be utilized, for example, when each navigation link displays a unique background color. This field is optional on many sites.

Or a URL — This field may be utilized if, instead of the navigation directing someone to a page within your site, you would like users to link to a different site/url.

Link Extras — This field allows additional parameters to be attached to the url. This is an optional field.

Navigation Parent — This field allows you to nest the URL beneath another navigation item.

ADDING NAVIGATION

You will notice that the site navigation is divided into navigation groups.

When editing the navigation, you should first select the group you wish to edit. Examples of navigation groupings may include Main Navigation. Main Navigation is the primary navigation for the site. Another example may include Footer or Utility Navigation. This navigation may display across the bottom of the page and may or may not include pages that are created dynamically out of the site database, such as the site map, or may include such pages as the Privacy Policy or Terms of Use.

When adding navigation, you should first create the Web page, then name it as a navigation item in the Navigation Editor. There is no limit on the number of navigation pages and there is no limit on the number of pages that can be nested within sections of the site.

In creating the information architecture of your site, it is best to follow some of the principles of Web design that will provide your site with optimal usability. For help in organizing your site content, you may want to consult an A Href Interactive development professional.

SITE ADMIN

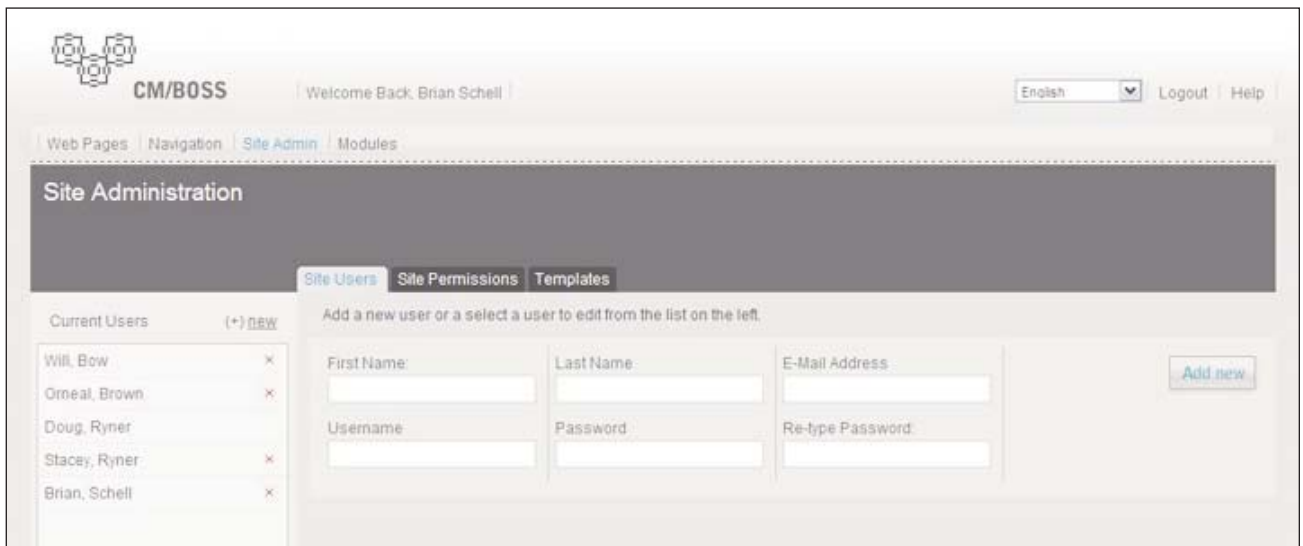
This section of CM/Boss allows you to add, edit and delete users and manage their permissions within the CM/BOSS Administration site.

SITE USERS TAB

The Site Users tab allows you to add, edit and delete user properties. The current site users are all listed along the left column of the page. Any user can be selected to edit their user properties. Users can also be deleted, by selecting the delete icon.

To add a new user to CM/BOSS select the “Add new” button. The following page will ask for basic user information and allow you to assign a password for that user when logging in to the system.

When you are editing users, you may also edit or add additional users using the available side navigation.



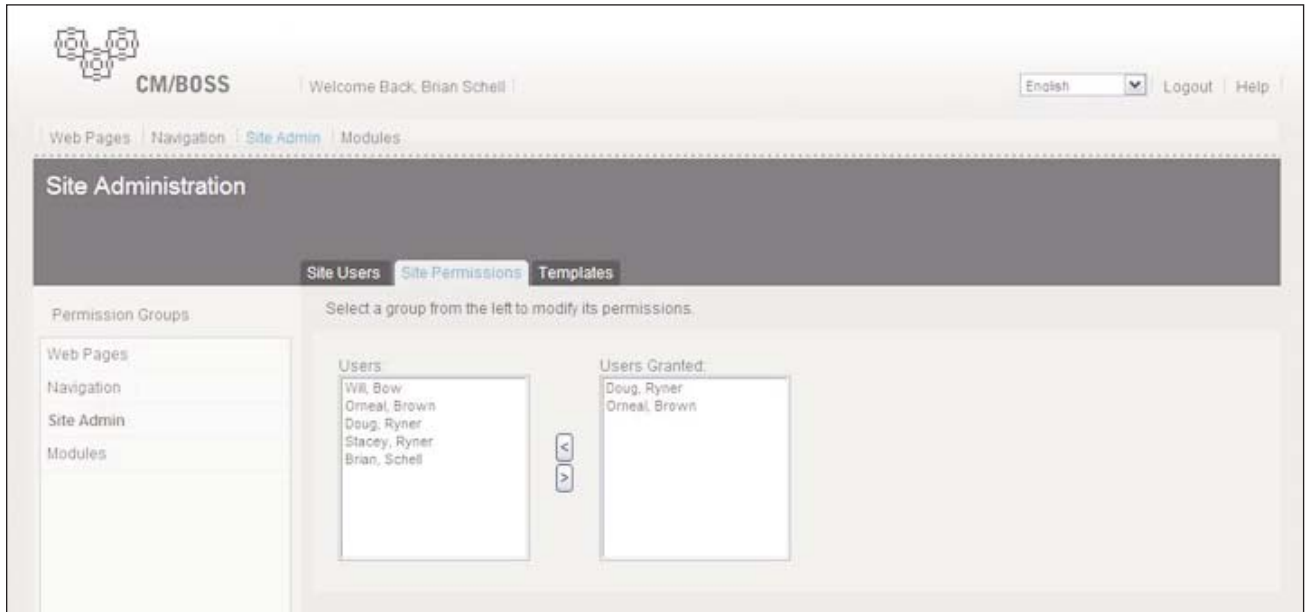
SITE PERMISSIONS TAB

The Site Permissions tab allows you to assign varying levels of permissions for each user.

The default permission levels, or categories, includes Site Admin, Web Pages, Navigation and Modules. Users who have Site Admin permission have no restrictions for editing within the site. Users with Web Pages permission may add, edit and delete Web Pages that they own. Navigation users may add, edit and delete Navigation items within the site. Module users may have specific permissions within that site functionality.

To edit permission, you must select a permission category. The full list of site users is listed in the left column below (labeled “Users”). Users with the selected permission category granted will also be listed in the right column (labeled “Granted Users”). Use the arrows between columns to add or remove users from the “Granted Users” column.

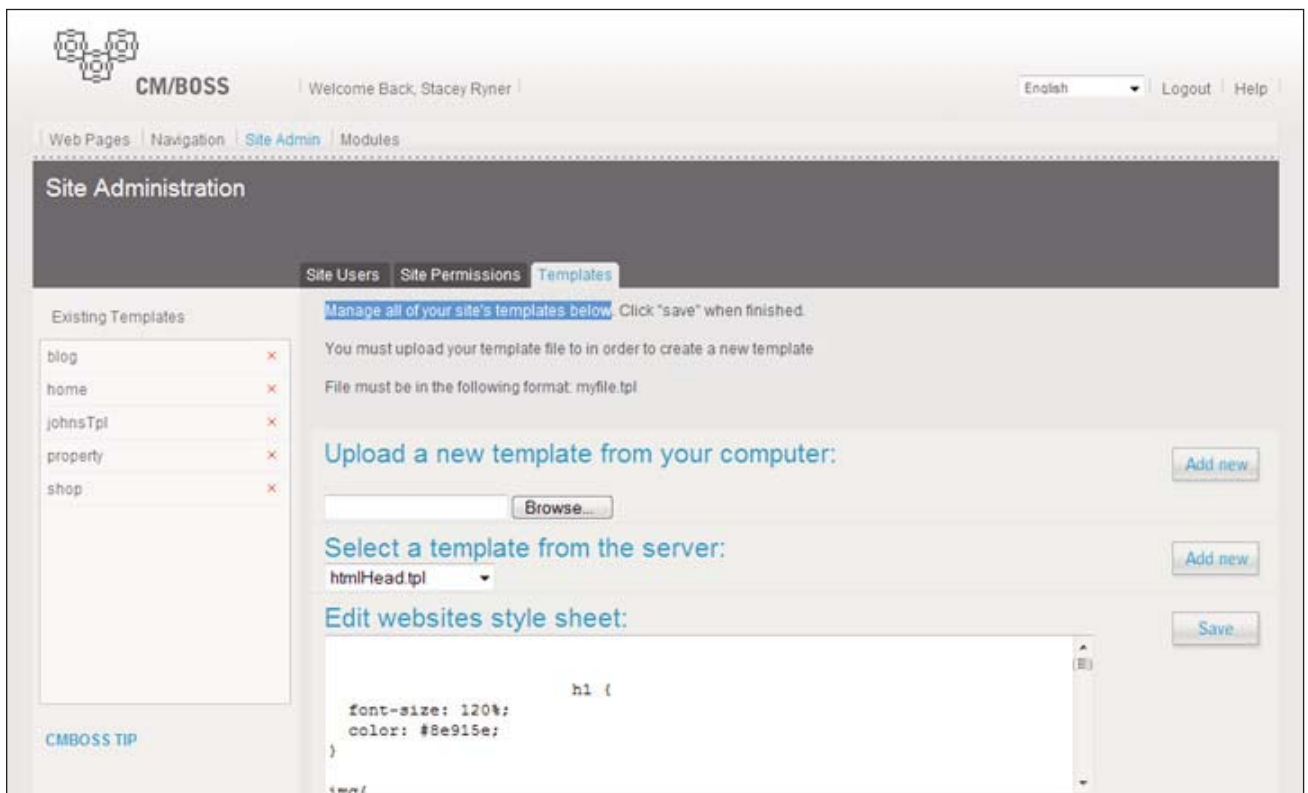
SITE PERMISSIONS TAB CONTINUED



TEMPLATES TAB

The Templates tab allows you to manage all of your site's templates. Coding, programming and uploading templates may require the assistance of a Web development professional. If you have any questions, please contact A Href Interactive.

This tab also allows you to manage the Web site's stylesheet. With an understanding of stylesheets, a user can add, edit and delete styles. Once saved, the styles will be implemented site-wide.

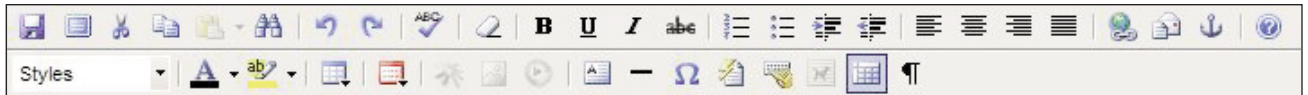


USING THE WYSIWYG EDITOR

CM/BOSS uses a WYSIWYG (“What You See Is What You Get”) Editor for updating page content. The design and functionality of the WYSIWYG Editor is very similar to most basic word processing software, so if your users are familiar with Word, using this editor should be intuitive.

FULL TOOLBAR

Note: Some options may not be visible or accessible in your editor., then your administrator may have disabled it.



TEXT EDITING TOOLS



Cut (Ctrl+X). To cut a portion of the document, highlight the desired portion and click the 'Cut' icon (keyboard shortcut —CTRL+X).



Copy (Ctrl+C). To copy a portion of the document, highlight the desired portion and click the 'Copy' icon (keyboard shortcut — CTRL+C).



Paste (Ctrl+V). To paste a portion that has already been cut (or copied), click where you want to place the desired portion on the page and click the 'Paste' icon (keyboard shortcut - CTRL+V).

To paste from Microsoft Word, click on the drop down icon next to the Paste Icon.

Paste as Text. To Paste as Text copy your desired text and click the drop down icon next to the paste icon. Select the 'Paste as Text' option. This will remove any text formatting before pasting the text only content.

Paste from Microsoft Word (Ctrl + D). To Paste from Microsoft Word: Copy your desired text from Microsoft Word and click the drop down icon next to the paste icon. Select the 'Paste from MS Word Option'. This will remove the tags that Microsoft Word automatically places around your text. It will also remove most text formatting as well.



Find and Replace. To find and replace words or phrases within the text: Select the search and replace feature. Enter the word or phrase you wish to replace and type it in the 'Find what' field

Select the new word or phrase you wish to replace the searched text with in the 'Replace with' field.

















You can choose to 'find next' which allows you to manually replace instances of the searched text, or you can choose 'replace all' which allows you to replace all instances of the selected text.

Selecting the optional 'Match Case' tab allows you to search for a word or phrase with exactly the same upper or lower-case spelling of the word or phrase entered in 'Find What'. Not selecting this option means that a word entered in the 'Find what' field with upper case characters will return a search of upper and lower case matches of the same word.

Selecting the optional 'Match whole word only' tab allows the search to only display the words that are an exact match of the word or phrase entered in the 'Find What' field.



Undo (Ctrl+Z). To undo the last change, click the 'Undo' icon (keyboard shortcut — CTRL+Z). Each consecutive click will undo the previous change to the document.

-  **Redo (Ctrl+Y).** To redo the last change, click the 'Redo' icon (keyboard shortcut — CTRL+Y). Each consecutive click will repeat the last change to the document.
-  **Check Spelling (F7).** To check spelling, select the text you would like to spell check (if you do not select the text, then your whole document will be checked)
- Click on the spell checker icon or right click on the mouse and scroll down to 'Check spelling'.
- You will be taken to the first incorrectly spelled word. You can then choose to
- Change the incorrectly spelled word with the suggested words provided
 - Ignore the incorrectly spelled word (i.e. not make any changes to it)
- To check spelling of a single word, highlight the word and right click on the mouse to get a selection of suggested replacements. To replace the miss-spelt word with one of the suggested words, simply select one of the replacements.
-  **Remove Text Formatting.** This command allows you to select a specific portion of text and remove any of the formatting which it contains. To remove any text formatting select the desired portion of text and Click the 'Remove Text Formatting' button.
-  **B** **Bold (Ctrl+B).** To bold text, select the desired portion of text and click the 'Bold' icon (keyboard shortcut — CTRL+B). Each consecutive click will toggle this function on and off.
-  **U** **Underline (Ctrl+U).** To underline text, select the desired portion of text and click the 'Underline' icon (keyboard shortcut — CTRL+U). Each consecutive click will toggle this function on and off.
-  **I** **Italic (Ctrl+I).** To convert text to italic, select the desired portion of text and click the 'Italic' icon (keyboard shortcut — CTRL+I). Each consecutive click will toggle this function on and off.
-  **Strikethrough.** To format text as strike through Select the text you want formatted by highlighting it and select the 'Strike through' icon. Each consecutive click will toggle this feature on and off.
-  **Insert Number List.** To start a numbered text list, click the 'Insert Numbered List' icon. If text has already been selected, the selection will be converted to a numbered list. Each consecutive click will toggle this function on and off.
-  **Insert Bullet List.** To start a bullet text list, click the 'Insert Bullet List' icon. If text has already been selected, the selection will be converted to a bullet list. Each consecutive click will toggle this function on and off.
-  **Decrease Indent.** To decrease indent of a paragraph, click the 'Decrease Indent' icon. Each consecutive click will move text further to the left.
-  **Increase Indent.** To increase indent of a paragraph, click the 'Increase Indent' icon. Each consecutive click will move text further to the right.
-  **Align Left.** To align to the left, make a selection in the document and click the 'Align Left' icon.
-  **Align Center.** To align to the center, make a selection in the document and click the 'Align Center' icon.
-  **Align Right.** To align to the right, make a selection in the document and click the 'Align Right' icon.
-  **Justify.** To justify a paragraph or text, make a selection in the document and click the 'Justify' icon.
-  **Insert Horizontal Line.** To insert a horizontal line, select the location to insert the line and click the 'Insert Horizontal Line' icon.



Style. To change the style of text, images, form objects, tables, table cells etc select the desired element and click the 'Style' drop-down menu, which will display all styles defined in the style-sheet.

Select the desired style from the menu.

Note: this function will not work if there is no style-sheet applied to the page.



Font Color. To change the colour of text, select the desired portion of text and click the 'Color' drop-down menu.

Select the desired color from the large selection in the drop-down menu. To define your own custom color, click on the 'More Colors...' button at the bottom of the color picker.

This will launch the advanced color picker, where you can select a color from the color map, or specify your own color using RGB or hex values. You can also change the contrast of the color by clicking on the contrast gradient



Highlight Color. To change the highlighted color of text, select the desired portion of text and click the 'Highlight' drop-down menu.

Select the desired color from the large selection in the drop-down menu. To define your own custom color, click on the 'More Colors...' button at the bottom of the color picker.

This will launch the advanced color picker, where you can select a color from the color map, or specify your own color using RGB or hex values. You can also change the contrast of the color by clicking on the contrast gradient.



Insert Textbox. To add a text box anywhere within the page, select the location where you want the text box to reside in the active window and click on the 'insert text box icon' that will place a text box where you have specified.

To resize the text box, click on the text box frame (turn 'show/hide guidelines' on if you cannot see the textbox outline). Then click on side/corner of the frame you wish to resize from and drag to a size you require. The text you type will be contained within the text box and will stretch to the size of the text box.



Insert Special Characters. To insert a special character, click the 'Insert Special Character' icon.

A pop-up window will appear with a list of special characters.

Click the icon of the character to insert into your webpage.

INSERTING LINKS, DOCUMENTS, EMAILS AND ANCHORS

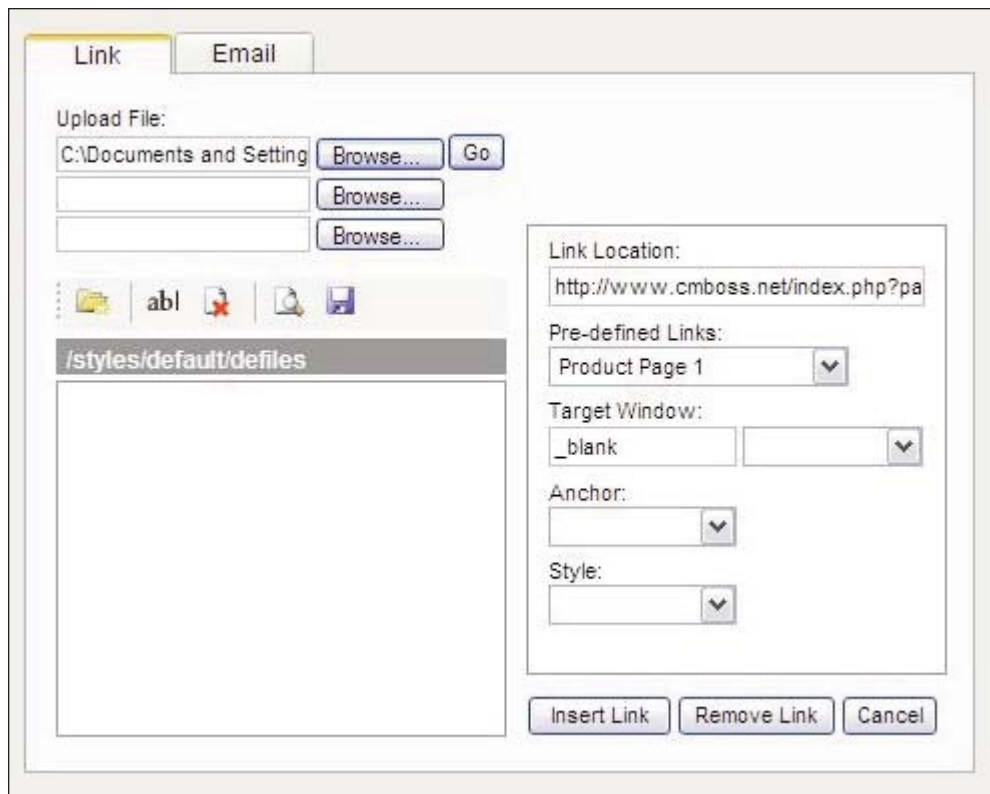


Create or Modify Link. To create a hyperlink, select the text or image to create the link on, then click the 'Create or Modify Link' icon. If applicable, the popup window will contain existing link information. You can type the full URL of the page you want to link to in the URL text box. You can also enter the target window information (optional) and an anchor name (if linking to an anchor - optional). For example, “_blank” will launch into a new window which may be useful when creating links to pdf files.

This window will allow you to upload and manage your pdf or other files. Under “Upload File” you will need to select the “Browse” button to locate the file on your computer. After selecting “Go” the document will appear in the window below. That document can then be selected as a link.

For quick access to links, you can choose to insert a pre-defined link from the 'Pre-defined links' dropdown list. This list is populated with the other pages of your site.

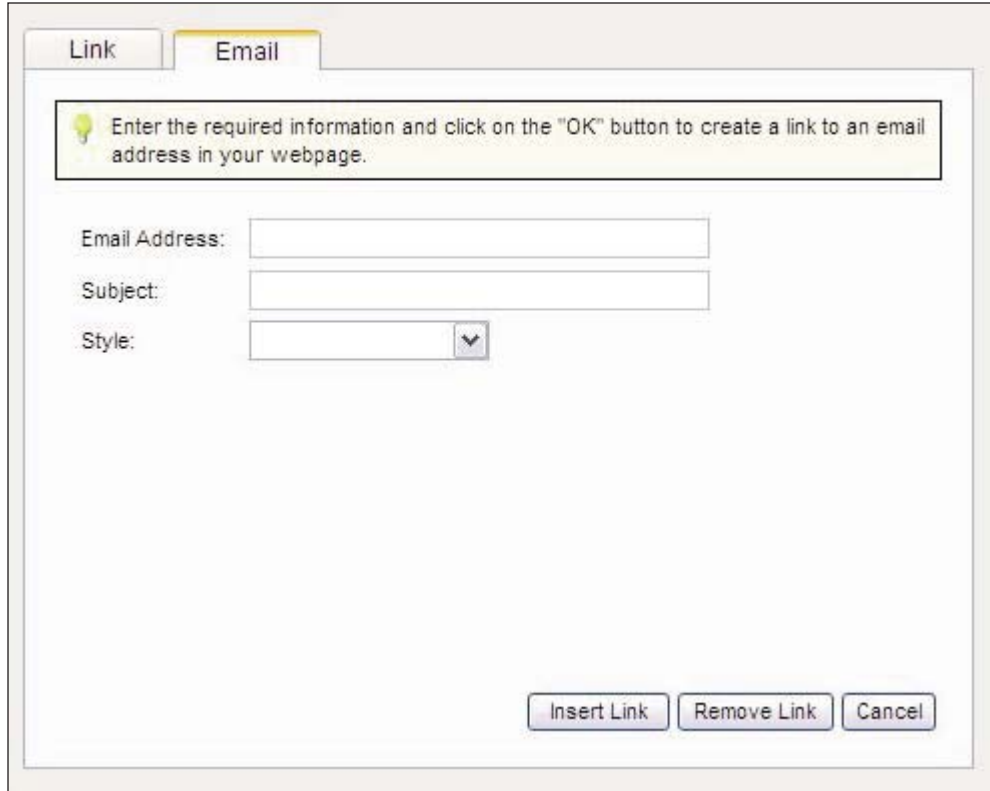
When finished, click the 'Insert Link' button to insert the hyperlink you just created, or click 'Remove Link' to remove an existing link. Clicking 'Cancel' will close the window and take you back to the editor.





Create Email Link. To create an email link, select text or an image on the web page you are editing where you would like the link to appear. Click the 'Create Email Link' icon. In the dialogue box, type the email address for the link and the subject of the email.

When finished, click the 'OK' button to insert the email link, or 'Cancel' to close the box.



The dialog box has two tabs: 'Link' and 'Email'. The 'Email' tab is selected. A yellow box with a lightbulb icon contains the instruction: "Enter the required information and click on the 'OK' button to create a link to an email address in your webpage." Below this are three input fields: 'Email Address:', 'Subject:', and 'Style:' (with a dropdown arrow). At the bottom are three buttons: 'Insert Link', 'Remove Link', and 'Cancel'.



Insert / Modify Anchor. To insert an anchor, select a desired spot on the web page you are editing and click the 'Insert / Modify Anchor' icon. In the dialogue box, type the name for the anchor.

When finished, click the 'OK' button to insert the anchor, or 'Cancel' to close the box.

To modify an anchor select the anchor (displayed as an anchor icon when guidelines are switched on) and click the 'Insert / Modify Anchor' icon. Make your changes and hit the 'OK' button or click 'Cancel' to close the window.



The dialog box contains a yellow box with a lightbulb icon and the instruction: "Enter the required information and click on the 'OK' button to insert an anchor into your webpage." Below this is an 'Anchor Name:' input field. At the bottom are two buttons: 'OK' and 'Cancel'.

TABLE FUNCTIONS



To insert or modify a table or cell, select the 'Table Functions' icon to display a list of available Table Functions.

If a Table Function is NOT available, you will need to select, or place your cursor inside the table you wish to modify.



Insert Table. To insert a table, select the desired location, then click the 'Insert Table' icon.

A new window will pop-up with the following fields: Rows — number of rows in table; Columns — number of columns in table; Width — width of table; BgColour — background colour of table; Cell Padding — padding around cells; Cell Spacing — spacing between cells and Border — border around cells.

Fill in table details then click the 'OK' button to insert table, or click 'Cancel' to go back to the editor.



Modify Table Properties. To modify table properties, select a table or click anywhere inside the table to modify, then click the 'Modify Table Properties' icon.

A pop-up window will appear with the table's properties. Click the 'OK' button to save your changes, or click 'Cancel' to go back to the editor.

Note: This function will not work if a table has not been selected.



Modify Cell Properties. To modify cell properties, click inside the cell to modify, then click the 'Modify Cell Properties' icon.

A pop-up window will appear with the cells' properties.

Click the 'OK' button to save your changes, or click 'Cancel' to go back to the editor.

Note: This function will not work if a cell has not been selected and does not work across multiple cells.



Insert Column to the Right. To insert a column to the right of your cursor, click inside cell after which to insert a column, then click the 'Insert Column to the Right' icon.

Each consecutive click will insert another column after the selected cell.

Note: This function will not work if a cell has not been selected.



Insert Column to the Left. To insert column to the left of your cursor, click inside cell before which to insert a column, then click the 'Insert Column to the Left' icon.

Each consecutive click will insert another column before the selected cell.

Note: This function will not work if a cell has not been selected.



Insert Row Above. To insert row above, click inside cell above which to insert a row, then click the 'Insert Row Above' icon.

Each consecutive click will insert another row above the selected cell.

Note: This function will not work if a cell has not been selected.



Insert Row Below. To insert row below, click inside cell below which to insert a row, then click the 'Insert Row Below' icon.

Each consecutive click will insert another row below the selected cell.

Note: This function will not work if a cell has not been selected.



Delete Row. To delete a row, click inside cell which is in the row to be deleted, then click the 'Delete Row' icon.

Note: This function will not work if a cell has not been selected.



Delete Column. To delete a column, click inside cell which is in the column to be deleted, then click the 'Delete Column' icon.

Note: This function will not work if a cell has not been selected.



Insert Column Span. To insert a column, click inside cell which is in the column to be inserted, then click the 'Insert Column' icon.

Note: This function will not work if a cell has not been selected.



Decrease Column Span. To decrease column span, click inside cell who's span is to be decreased, then click the 'Decrease Column Span' icon.

Each consecutive click will further decrease the column span of the selected cell.

Note: This function will not work if a cell has not been selected.

FORM FUNCTIONS



To insert or modify a Form, select the 'Form Functions' icon to display a list of available Form Functions.

If a Form Function is NOT available, you will need to place your cursor inside the Form you wish to modify.



Insert Form. To insert a form, select desired position then click the 'Insert Form' icon.

A new window will pop-up with the following fields: Name — name of form; Action — location of script that processes the form and Method — post, get or none.

Fill in form details or leave blank for a blank form.

When finished, click the 'OK' button to insert form, or click 'Cancel' to go back to the editor.



Modify Form Properties. To modify form properties, click anywhere inside the form to modify, then click the 'Modify Form Properties' icon.

A pop-up window will appear with the form's properties.

Click the 'OK' button to save your changes, or click 'Cancel' to go back to the editor.

Note: this function will not work if a form has not been selected.



Insert / Modify Text Field. To insert a text field, select desired position then click the 'Insert/Modify Text Field' icon.

A pop-up window will appear with the following attributes: Name — name of text field; Character width — the

width of the text field, in characters; Type — type of text field (Text or Password); Initial value — initial text in field and Maximum characters — maximum number of characters allowed.

Set the attributes then click the 'OK' button to insert text field, or click 'Cancel' to go back to the editor.

To modify a text field's properties, select desired text field and click the 'Insert/Modify Text Field' icon.

A pop-up window will appear with the text field's attributes.

Modify any attributes desired, then click the 'OK' button to save changes, or click 'Cancel' to go back to the editor.



Insert / Modify Text Area. To insert a text area, select desired position then click the 'Insert/Modify Text Area' icon.

A pop-up window will appear with the following attributes: Name — name of text area; Character width — the width of the text area, in characters; Initial value — initial text in area and Lines — number of lines allowed in the text area.

Set the attributes then click the 'OK' button to insert the text area, or click 'Cancel' to go back to the editor.

To modify a text area's properties, select desired text area and click the 'Insert/Modify Text Area' icon.

A pop-up window will appear with the text area's attributes.

Modify any attributes desired, then click the 'OK' button to save changes, or click 'Cancel' to go back to the editor.



Insert / Modify Hidden Area. To insert a hidden field, select desired position then click the 'Insert/Modify Hidden Field' icon.

A pop-up window will appear with the following attributes: Name — name of hidden field and Initial value — initial value of hidden field.

Set the attributes then click the 'OK' button to insert the hidden field, or click 'Cancel' to go back to the editor.

To modify a hidden field's properties, select desired hidden field and click the 'Insert/Modify Hidden Field' icon.

A pop-up window will appear with the hidden field's attributes.

Modify any attributes desired, then click the 'OK' button to save changes or click 'Cancel' to go back to the editor.



Insert / Modify Button. To insert a button, select desired position then click the 'Insert/Modify Button' icon.

A pop-up window will appear with the following attributes: Name — name of text area; Type — type of button (Submit, Reset or Button) and Initial value — initial text on the button.

Set the attributes then click 'OK' to insert button, or click 'Cancel' to go back to the editor.

To modify a button's properties, select desired button and click the 'Insert/Modify Button' icon.

A pop-up window will appear with the button's attributes.

Modify any attributes desired, then click the 'OK' button to save changes or click 'Cancel' to go back to the editor.



Insert / Modify Checkbox. To insert a checkbox, select desired position then click the 'Insert/Modify Checkbox' icon.

A pop-up window will appear with the following attributes: Name — name of checkbox; Initial state — checked or unchecked and Initial value — value of checkbox.

Set the attributes then click the 'OK' button to insert the checkbox, or click 'Cancel' to go back to the editor.

To modify a checkbox' properties, select desired checkbox and click the 'Insert/Modify Checkbox' icon.

A pop-up window will appear with the checkbox' attributes.

Modify any attributes desired, then click the 'OK' button to save changes or click 'Cancel' to go back to the editor.



Insert / Modify Radio Button. To insert a radio button, select desired position then click the 'Insert/Modify Radio Button' icon.

A pop-up window will appear with the following attributes: Name — name of radio button; Initial state — checked or unchecked and Initial value — value of radio button.

Set the attributes then click the 'OK' to insert the radio button, or click 'Cancel' to go back to the editor.

To modify a checkbox' properties, select desired checkbox and click the 'Insert/Modify Radio Button' icon.

A pop-up window will appear with the checkbox' attributes.

Modify any attributes desired, then click the 'OK' button to save changes or click 'Cancel' to go back to the editor.



Insert / Modify Select Field. To insert a select field, select the desired position then click the 'Insert/Modify Select Field' icon.

A pop-up window will appear with the following attributes: Name — name of the select list; Current Options — The options available for selection in the list; Type — how the list will be displayed (a single option, or multiple options); Size — how many list items will be shown; Style — The style to be applied to this select field, if any.

To add options to the select list, use the text, value and selected boxes under the 'Maintain Options' heading.

To modify a select lists properties, select the desired list and click the 'Insert/Modify Select List' button. A popup window will appear with the select lists attributes.

Modify the desired attributes, then click the 'OK' button to save changes or click 'Cancel' to go back to the editor.

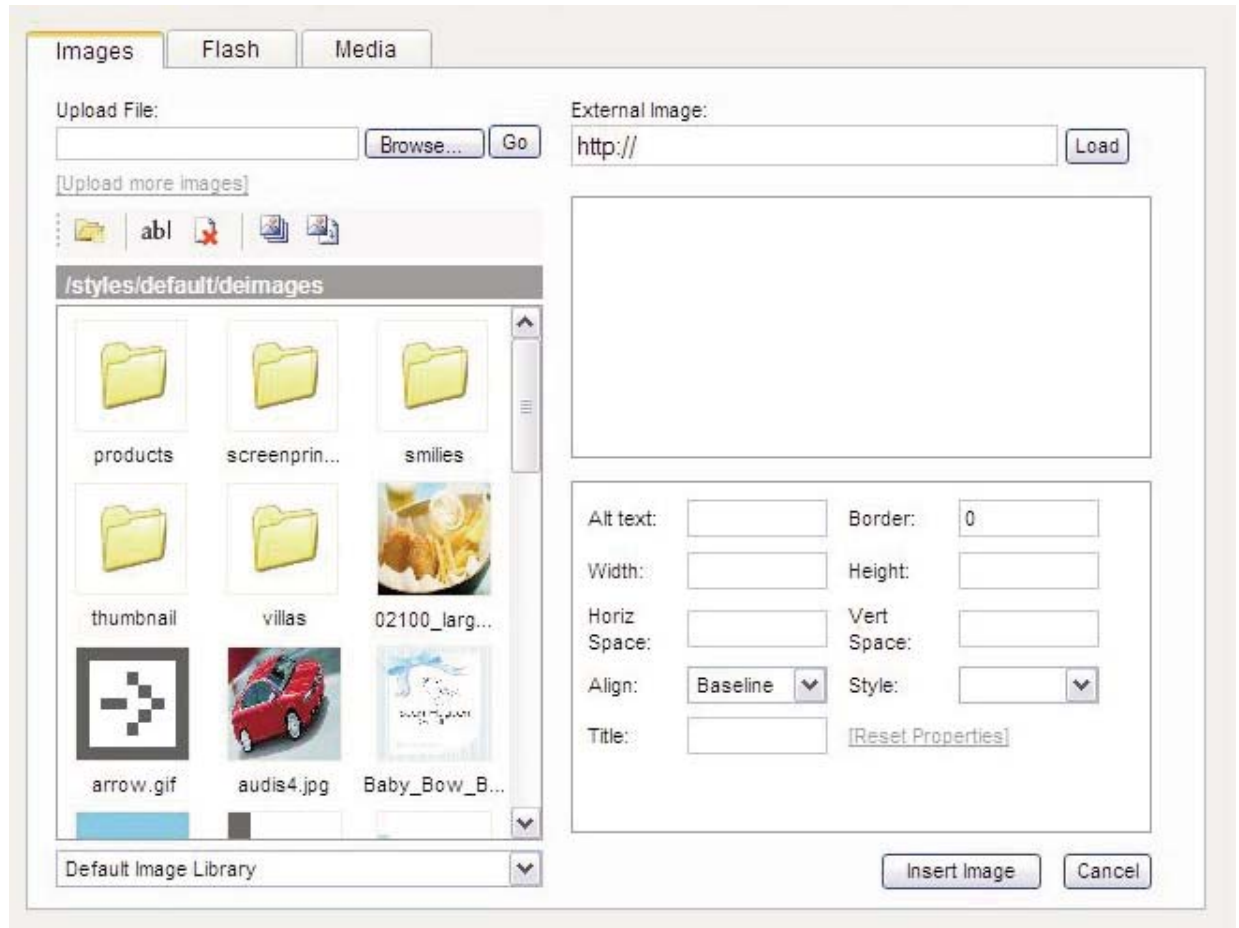
INSERT IMAGES, FLASH AND OTHER MEDIA



Insert / Modify Image. If an image is NOT selected, clicking this icon will open the Image Manager.

If an image IS selected, then clicking this icon will open the 'Modify Image Properties' popup window.

To modify the image properties of the selected image, set the required attributes and click the 'Modify' button.



Insert / Modify Flash. Insert / Modify Flash: If a flash movie is NOT selected, clicking this icon will open the Flash Manager.

If a flash movie IS selected, then clicking this icon will open the 'Modify Flash Properties' popup window.

To modify the properties of the selected flash movie, set the required attributes and click the 'Modify' button.



Insert / Modify Media file. If a media file is NOT selected, clicking this icon will open the Media Manager.

If a media file IS selected, then clicking this icon will open the 'Modify Image Properties' popup window.

To modify the image properties of the selected image, set the required attributes and click the 'Modify' button.

ADDITIONAL/MISCELLANEOUS FUNCTIONS



Save. Saves the page you are working on.



Fullscreen Mode. To expand the active window to a full screen click on the 'Fullscreen Mode' Icon. Concurrent clicks on this icon will toggle this feature on and off.



Clean Up HTML Code. To clean HTML code, click the 'Clean HTML Code' icon.

This will remove any empty span and paragraph tags, all xml tags, all tags that have a colon in the tag name (i.e.) and remove style and class attributes.

This is useful when copying and pasting from Microsoft Word documents to remove unnecessary HTML code.



Insert Custom HTML. There may be a list of available items to insert that you can preview and choose from. This list will usually contain customized items in HTML such as logos and formatted text specific to your site. To preview an item, click on the item in the list, and the item will appear the preview field below. To select the item, click on it and choose 'OK'.



Toggle Absolute Positioning. To position a text box or image using absolute positioning, select the the textbox or image and select the 'absolute positioning' icon. You can now click and drag an image or text box to the location you would like it to reside within the active window.



Show / Hide Guidelines. To show or hide guidelines, click the 'Show/Hide Guidelines' icon.

This will toggle between displaying table and form guidelines and not showing any guidelines at all.

Tables and cells will have a broken grey line around them, forms will have a broken red line around them, while hidden fields will be a pink square when showing guidelines.

Note that the status bar (at the bottom of the window) will reflect the guidelines mode currently in use.

EDITOR VIEWING MODES

The Editor provides different modes for viewing and editing your Web content. You may toggle between edit, source and preview modes via tabs located at the bottom of the content window.

Edit Mode. The edit mode is the default mode when editing a Web page.

Source Mode. To switch to source code editing mode, click the 'Source' button at the bottom of the editor.

This will switch to HTML code editing mode.

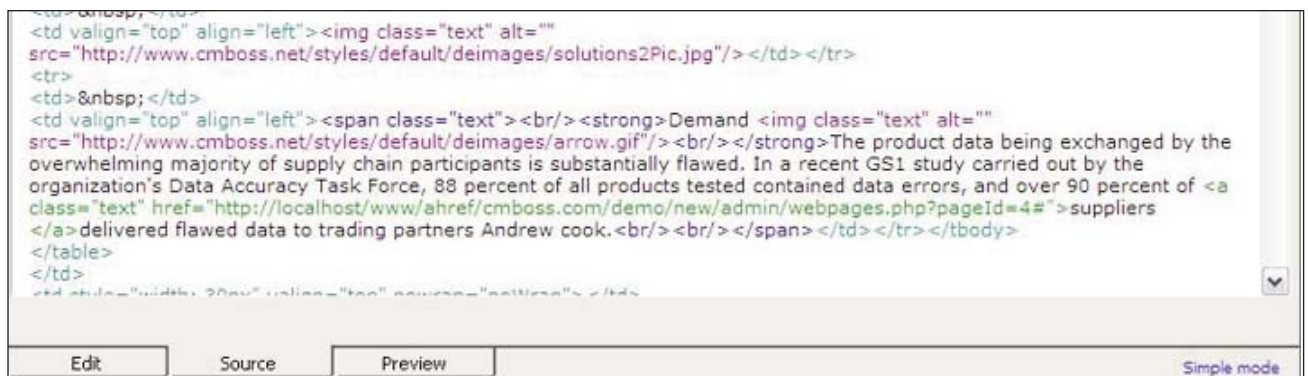
To switch back to WYSIWYG Editing, click the 'Edit' button at the bottom of the editor.

This is recommended for advanced users only.

Preview Mode. To show a preview of the page being edited, click the 'Preview' button at the bottom of the editor.

This is useful in previewing a file to see how it will look exactly in your browser, before changes are saved.

To switch back to editing mode, click the 'Edit' button at the bottom of the editor.



THE HTML TAG BAR

What is the HTML Tag Bar?

The HTML tag bar is located at the bottom of the editor, just above the "Edit, Source and Preview" tabs. Its purpose is to show you the HTML tag that is currently being edited, and allow you to select specific tags easily and remove or modify them. Because HTML allows you to have multiple tags overlapping, it becomes increasingly difficult to select specific tags using only the editor and your cursor. The HTML tag bar is extremely useful in these scenarios where there are overlapping HTML tags and allows you to select the specific HTML tag you would like to modify or remove.

How do I use HTML tag bar?

Using the HTML tag bar is simple. When your cursor is placed in the editor inside a specific HTML tag, you will see that tag appear in the HTML tag bar. By clicking on this HTML tag in the HTML tag bar, the editor will automatically select that entire HTML tag. You can then modify that tag for example by selecting a new Style to be applied. Alternatively, you can remove the tag by clicking on the "Remove tag" option on the right side of that bar, or edit the HTML code of that tag only, by selecting the "Edit tag" option.

Sometimes you will notice that a tag will also be followed by the name of a Class found in the stylesheet. (eg. «span.myClass») This means that current HTML tag being selected has a style applied to it. This makes it easier for you to see what Style has been applied and to modify it in seconds.

ADDITIONAL FEATURES AND OPTIONS

The HTML editor contains additional features and options that are not contained on the toolbar.

Switching Toolbar Modes

At the bottom right hand corner of the HTML editor, you will see an option to switch between multiple modes. These may vary depending on your administrators application settings, but by default they are “Simple” and “Complete” mode.

Clicking on this option will switch from one mode to the other. These modes indicate the number of toolbar icons that are displayed in the editor. In "Simple" mode, only the most frequently used icons will be displayed, minimizing the amount of clutter in the toolbar and increasing your workspace. Switching to "Complete" mode will turn on all available options, giving you greater features to work with.

Once you have switched to a different mode, this setting is stored onto your computer. The next time the HTML editor is loaded, you will be automatically switched to the last used mode.

Using the Right Click Context Menu

Similar to other desktop based applications, the HTML editor features a right click “Context” menu.

This menu enables quick and easy access to commonly used functions. Other options also appear depending on your current editing situation. If you select an Image and right click on that Image, you will be able to select the “Modify Image” option. If you select or click inside a Table, the various Table options will appear in the "Context" menu. Finally, right clicking inside a Form will present the “Modify Form” option.

Using the Source and Preview Tabs

Selecting the “Source” or “Preview” tab at the bottom of the editor will switch you to editing the HTML source code or to preview what the final content will look like in your Web browser.

SHORTCUT KEYS

The following table outlines the shortcut keys available inside the HTML editing component.

Cut = Ctrl + X

Copy = Ctrl + C

Paste = Ctrl + V

Paste from Word = Ctrl + D

Insert or Modify Image = Ctrl + M

Create or Modify Link = Ctrl + K (I.E Only)

FAQ

This user guide should provide you with enough information to get started using CM/BOSS. Following are some additional FAQs that have arisen from users.

When I hit return, it skips a line and creates a new paragraph. I just want to go to the next line without skipping. How can I do that?

Hold down your shift key while hitting return. This will give you a soft return.

Some of my words or keywords don't seem to work in the search engine. What is happening?

Some words are not detected by many search engines. Words with three characters or less or words that are identified as "noise" such as a, the, is, an and other similar words are not included.

I select the image editor button, but nothing happens?

Check to see if you have a pop-up blocker enabled. Pop-ups must be allowed on this site for some functionality.

How do I make my content pop-up into a new window?

Select the 'Create or Modify Link' tool from the WYSIWYG Editor. Either type in any url that you would like to link to or select a predefined link within your site. Then, to have the content pop-up into a new window, simply select _blank from the 'Target Window' select list.

When I am in the Web Page Editor, there is a save button at the bottom of the Page Content, Page Information and Page Permissions Tabs. Do I need to save each page individually?

By clicking the "Save" button at the bottom of any of the tabs, it will save the content in all the tab sections.

I have saved my page, but when I go to the public Web site to look at it, I get a page that says "Invalid Page." Why?

The page is not "live." To view the page, you will need to go to the Page Information tab for that page and select the "Page Live" field.

Can I change the order of my Navigation?

Yes. In the Navigation section, select the appropriate navigation group. Then, you can use the "up" and "down" arrows next to the navigation name to change the order.

I'm having trouble uploading photos, are there limits on what kind or size of images I can upload?

There are file size restrictions enforced by the Web server. Check with your Web Server Administrator for more information. Most Web-ready images should not exceed this limit. For maximum performance of your site, it is best to use an image editing software to optimize your images to the correct screen size, color, resolution and format.

When I switch between pages, my work is lost. Why?

You must select the "save" button below the WYSIWYG Editor to save the page content. It is always best to save your work often.

I accidentally deleted a page. Can I get it back?

You should be able to get your page back. There are a few options available to you.

1. For a quick and easy way to retrieve your data, we recommend maintaining a local text copy of the pages of your site. Simply copy and paste the source HTML (available in the editor's source tab) into a text document and save on your local computer.
2. You can contact your Web Server Administrator. The Server Administrator should have database back-ups available.
3. The Server Administrator may will have access to the CM/Boss queries log. If enabled, this feature will log every add/edit/delete from the system. The Server Administrator can retrieve your last add or edit.

Oops. I saved over my Web page content. Can I go back to what I had before?

Yes. Every time a page is saved, the system will record a revision to that content. You can retrieve previous versions of content by selecting from a list of revisions.

How can I get more help or additional training to use CM/BOSS?

We hope most of your questions can be answered with this Quick-Start Guide and our online Help. However, if you still have questions or are having other technical difficulties, please contact an A Href Interactive professional who will be happy to help you.

SUPPORT PLAN FEATURES

SOFTWARE UPDATES

"Update" means a subsequent release of the software which A Href Interactive generally makes available for licensed installations to its supported customers at no additional license fee, provided you have purchased maintenance and support services for such licenses for the relevant time period. Updates do not include any release, option, or future software that A Href Interactive licenses separately.

Software Updates is the base level for all A Href Interactive support services and consists of:

- Major, minor, and maintenance releases
- Patches
- Documentation updates
- Bug fix information

Updates are provided when available, and A Href Interactive is under no obligation to develop any future software or functionality.

Customer support contacts are notified when updates become available. A Href Interactive will provide implement the updates on each CM/Boss installation.

TECHNICAL SUPPORT

Technical Support consists of assistance with unlimited support requests and includes email and telephone support. Support requests may be submitted at any hour via email to support@cmboss.net. A Href Interactive is not obligated to provide other support services or levels, including support directly to end users or customers of our customers or any other third party.

ON-SITE SUPPORT

Installation services and additional engineering or technical services, such as on-site trouble-shooting, configuration, integration and deployment of the software, are available under a separately agreed Professional Services Agreement. A Href Interactive has no obligation to provide any service other than those set forth in this support policy and paid for by the customer. Professional Services rates are billed on a time and materials basis, plus travel and accommodation expenses of A Href Interactive personnel.

HOW TO CONTACT US

To contact A Href Interactive Technical Support, please use one of the following methods:

- Email – support@cmboss.net
- Phone – 812-320-2244

We recommend that all support requests be submitted via email, to enhance the process of reporting, tracking and resolving issues.