



ADMINISTRATION INTRODUCTION

This user manual is valid for the administration of websites furnished by XXX or PT Empatix.

PROJECT COMPLEETED XXXXX 2008
INTEGRATIONS XXXXXXXX 2008

User manual version 2.0 2008

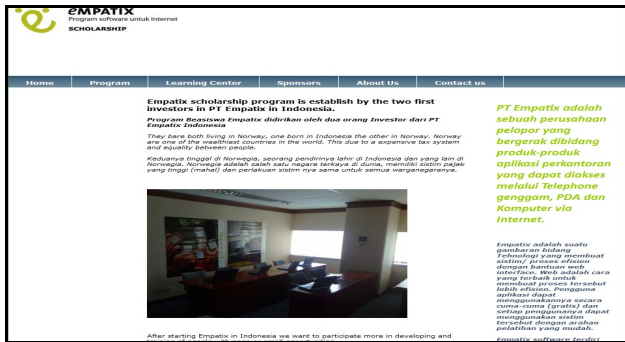
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WEBSITE ADMINISTRATION

This user manual is valid for the administration of websites furnished by XXX or PT Empatix. The manual contains technical as well as confidential information—such as user name and password—and should be handled accordingly.



Picture of the main page www.scholarship.empatix.com

GENERAL FACTS ABOUT ADMINISTRATION

Your website is built around an administrator that we call Inline. This administrator strives to make it as simple as possible for our customers to master website administration without previous knowledge or the expertise that is usually necessary for administration. The only things required are general computer skills and experience with common office tools such as Word or Excel for editing websites. With Inline you edit the pages directly, i.e., you see the items and how they are placed in the administration interface.

SHORTCUTS

To make it as simple as possible for you to edit and log in to the administrator, we have set up two main shortcuts you can use. The keys are pressed and held down in the sequence described.



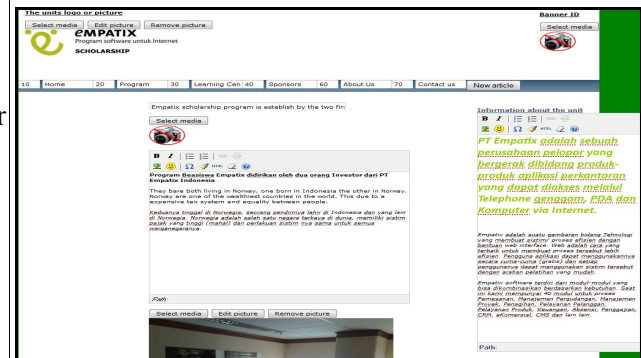
If you use Internet Explorer and are not logged in, press the keys Shift-Alt + e + enter on the page you want to edit.



Picture of the login interface

If we do this on the front page, for example, we bring up this window (since we are not logged in beforehand):

You type in your user name and password, and you come to the main window for editing in Inline.



Picture after login

Once you are logged in, you will bring up various boxes and buttons for every single item that is editable. For instance, you can see how the text is placed and make changes in the text if necessary or desirable.

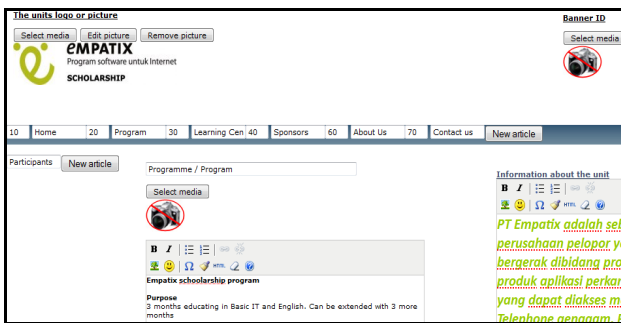
You will also be able to make several choices concerning media, which normally are pictures placed on the page.

It is important to bear in mind that you are now logged in to the page, and the moment you type SAVE or Shift-Alt + s + enter, the page will be visible to your users. The design for your page is unique, and we therefore recommend that you use pictures that are in a corresponding format. The same holds true for the text: don't cram in more words than your website design permits.



EDITING OF MEDIA

It is simple to edit pages where media are already inserted. We call your attention to the fact that in many places there are several possible ways to perform the same operation.



CHOOSE MEDIA

If you want to change sizes or insert new media, press the CHOOSE MEDIA button.

You now get new choices which show alternative sizes for the media already there. Choose an alternative size of the same picture and store (Shift-Alt +), or choose FIND for new media.

CHOOSE MEDIA > FIND

By choosing FIND you bring up new alternatives:

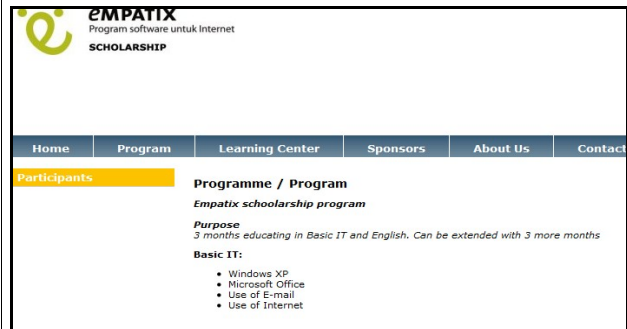
1. **DOWNLOAD NEW MEDIA FILE** = download from your PC and the files are saved in the media bank.
2. **SEARCH** = do a keyword search in the media bank.
3. **MEDIA OVERVIEW** = small pictures of current and previously downloaded content in the media bank.



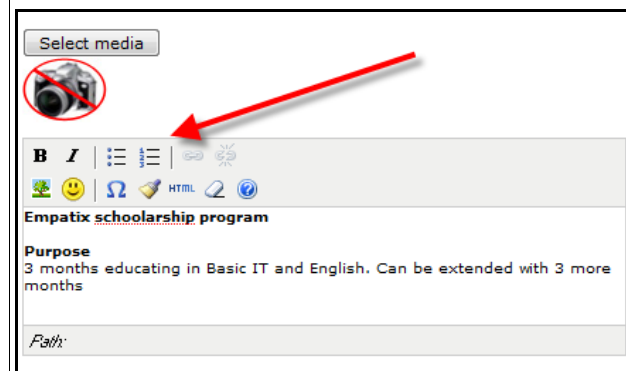
On this page it is possible for us to change an embedded picture (the key) and its corresponding text.

TEXT EDITING

Text editing is incredibly easy with Inline. If we assume we are still logged in, we navigate to the page we want to edit and press Shift-Alt + e + enter.



So we again bring up Inline editing and overview of items we can change, as shown in the picture below.



In the upper part of the text box there are some buttons that make it possible to change the formatting of the text, for example, B for bold, I for italics. This corresponds to the functions you find in Word and other Office products. You can also add pictures to the text, smile symbols, special marks; you can clear the HTML code, edit HTML, and delete formatting (with copy/paste from a document). All items have a description if you hold the mouse over them, and there is also a help function that describes this very well.

It is also possible to copy formatted text from other programs like word etc.