

EDITOR'S MANUAL

We advise all clients and users of **CardiNET EditMX**, to follow every instruction here strictly to avoid unnecessary waste of man hour that may arise due to wrong actions and or disregard for this operation manual.

We may not be readily available at all times to restore or correct whatever wrong actions you may have taken and this may cause you some level of business discomfort.

Above all, we shall try as much as possible to give you unrivalled support that will take you to the next level.

STEP 1

Access the login page through the access link sent to you.

There is an access link like:

<http://www.yourdomain.com/editorfoldername>

This varies from one client to the other as the domain names are always different.

When the page is loaded on your web browser, you will see figure 1.

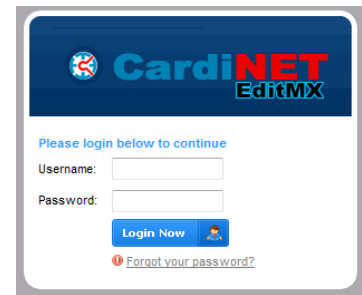


Fig 1

STEP 2

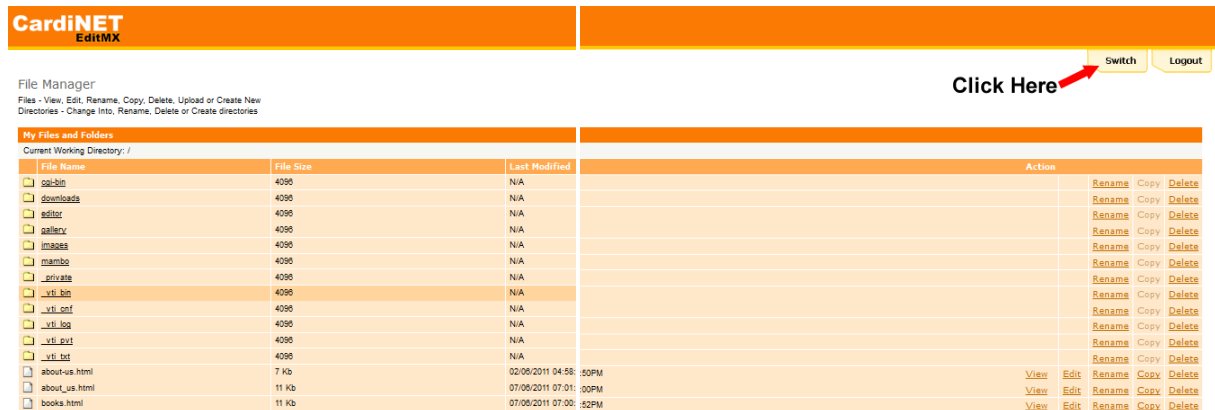
Enter the given username and password

This is a USERID and PASSWORD we had created for the Editor on setup. An Editor can request a new password if he or she forgets the login details by clicking on the "Forgot your password" link. You must enter a valid USERNAME for your request to be honoured and the new details will be sent to the email address on file. You then retrieve the details from your mail box.

STEP 3

You may see all files and folders as contained in your web server root in 2 styles.

CardiNET EditMX has the Orange coloured style as seen in figure 2 below.



File Manager
 Files - View, Edit, Rename, Copy, Delete, Upload or Create New
 Directories - Change Into, Rename, Delete or Create directories

File Name	File Size	Last Modified	Action
[-] gal-bin	4096	N/A	Rename Copy Delete
[-] downloads	4096	N/A	Rename Copy Delete
[-] editor	4096	N/A	Rename Copy Delete
[-] gallery	4096	N/A	Rename Copy Delete
[-] images	4096	N/A	Rename Copy Delete
[-] mambots	4096	N/A	Rename Copy Delete
[-] private	4096	N/A	Rename Copy Delete
[-] vti-bin	4096	N/A	Rename Copy Delete
[-] vti-ctrl	4096	N/A	Rename Copy Delete
[-] vti-logs	4096	N/A	Rename Copy Delete
[-] vti-pvt	4096	N/A	Rename Copy Delete
[-] vti-tpl	4096	N/A	Rename Copy Delete
[-] about-us.html	7 Kb	02/06/2011 04:58:50PM	View Edit Rename Copy Delete
[-] about-us.html	11 Kb	07/06/2011 07:01:00PM	View Edit Rename Copy Delete
[-] books.html	11 Kb	07/06/2011 07:00:52PM	View Edit Rename Copy Delete

Fig 2

On the top far right, you will see "Switch" and "Logout" links

Click on the SWITCH link to load the second window styled face.
This style may be what you see first after login depending on the setting on your editor.
It has the **left Folder/File**, and the **PAGE DISPLAY** frame as seen in figure 3.

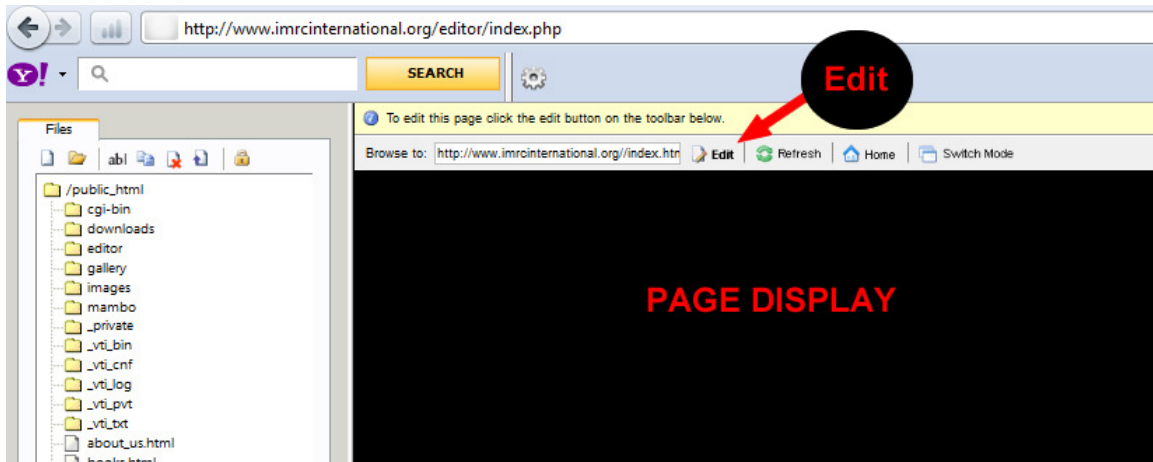


Fig 3

By default, the index page of your website will be loaded in the PAGE DISPLAY column
If your desired page for update is not the index page, then look to the left frame to click on the desired page name. It will be loaded in the PAGE DISPLAY column.
When the desired page is fully shown in the DISPLAY column, then click Edit link as shown in figure 3.

STEP 4

Click on edit to get to the operation theatre where all you need to do are.
The edit page will be loaded as shown in the next figure 4.

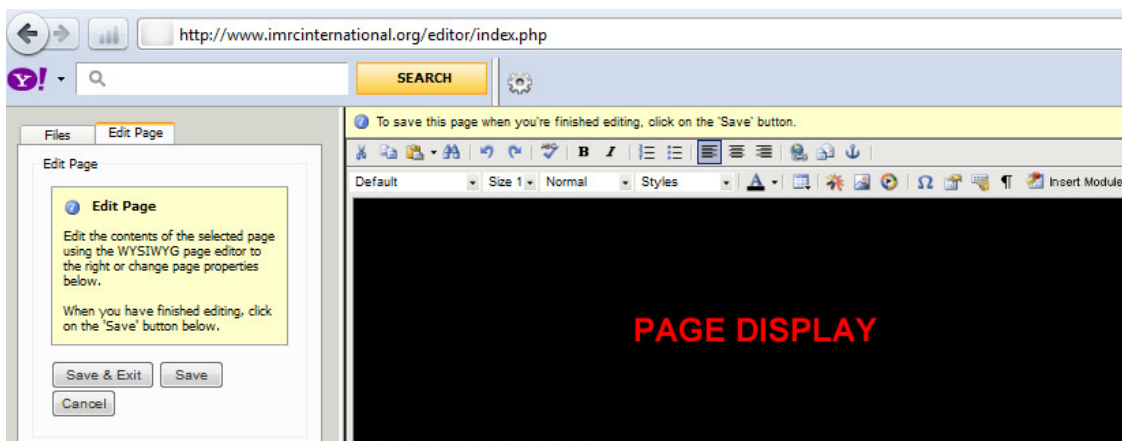


Fig 4

This is the “**What You See Is What You Get**” (WYSIWYG) phase.
Whatever you see here will appear same way when saved to the server.
See a typical page in the next figure and also observe the functions at the top of the PAGE DISPLAY column: for **Cut, Copy, Paste, Undo and Redo, Bold, Italics, Bullet, Align, Hyperlink, Text formatting, Tabulation, Paragraphing** etc.

All these works perfectly as it is in Microsoft Words.

- Place your mouse cursor where you want to type in words and do it directly as it is below;

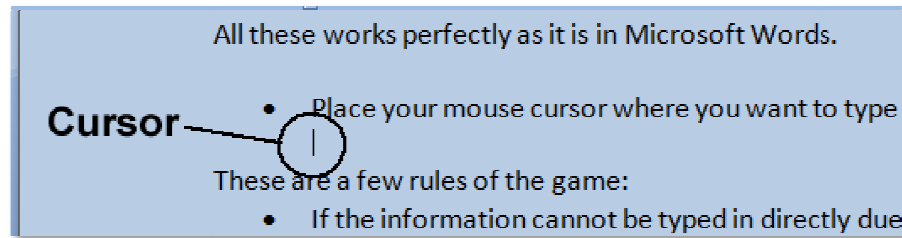


Fig 5

These are a few rules of the game:

- If the information cannot be typed in directly due to volume.
- Copy all your pre-typed content to Notepad or any Text Editor. (Notepad is plain text software that works same way as WordPad).
- NEVER copy from Microsoft Word Document or any other software to paste in the online editor
- ALWAYS use NOTEPAD
- Never make any changes through the SOURCE unless you have a good knowledge of HTML.

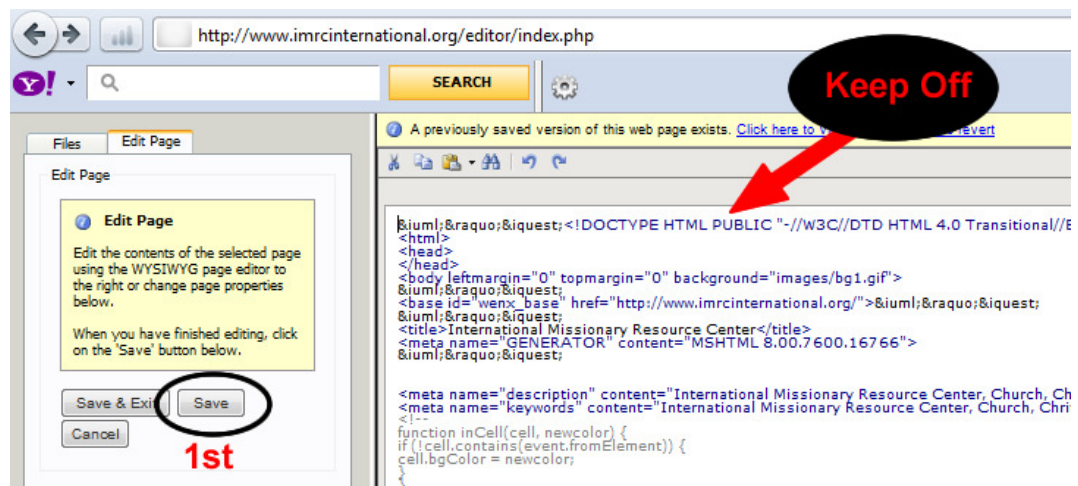


Fig 6

- Make all changes on the web page and click **Save** NOT **Save and Exit**
- Then open your web browser and check the particular page edited to confirm its ok.
- Keep refreshing until it reflects the changes you made.
- If you do not see the changes reflect, then you have not seen the new look and you cannot assume its ok.
- If the changes are seen and are not good enough, make corrections and save and preview again.
- When all is well
- Then Log Out