



User Manual

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Overview

Your new installation of SpireCMS is ready to go! SpireCMS is a Content Management System – a web-based management tool allowing anyone with basic word-processing skills to easily edit and manage your website quickly and efficiently. With it, you can manage content, upload images, view statistics, optimize your website for search engines and much more.

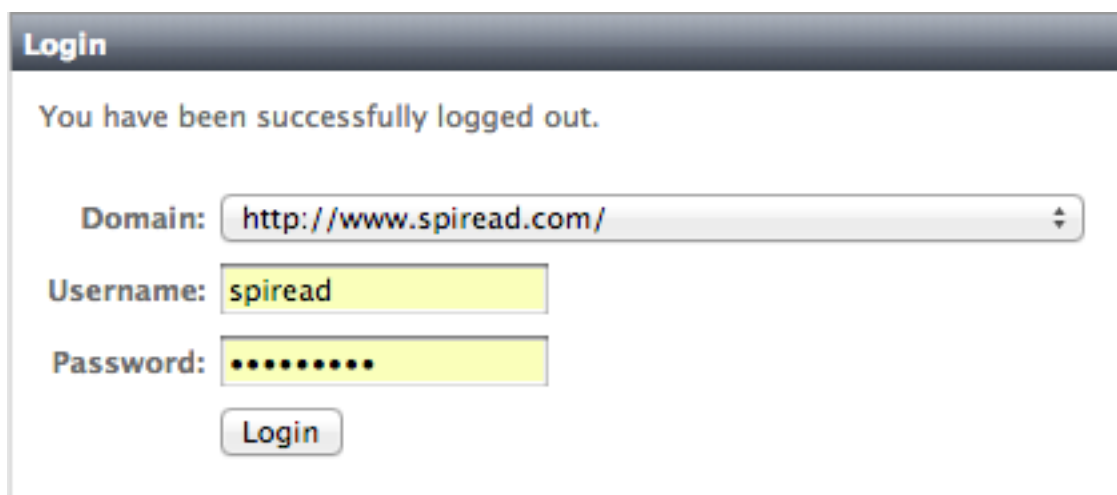
Think of SpireCMS as the “back-end,” of your website, as opposed to the actual website that your users see, sometimes referred to as a “front-end.”

Browser Compatibility

SpireCMS is compatible with Firefox, Google Chrome and Mac Safari. It has limited compatibility with Microsoft Internet Explorer. ***Note: Although SpireCMS has limited compatibility with Internet Explorer, your website front-end has been designed to be compatible with ALL major browsers.***

Logging In

To log into SpireCMS, point your browser to **http://<domain_name>/admin**, where **<domain_name>** is your website’s URL. For example, if your website were **http://www.xyzcorp.com**, you would point your browser to **http://www.xyzcorp.com/admin**. Then, enter the username and password provided to you.

A screenshot of the SpireCMS login interface. It features a dark grey header with the word "Login" in white. Below the header, a message states "You have been successfully logged out." in a light blue font. The form contains three input fields: "Domain:" with a dropdown menu showing "http://www.spiread.com/", "Username:" with a text box containing "spiread", and "Password:" with a text box filled with dots. A "Login" button is positioned below the password field.

Login

You have been successfully logged out.

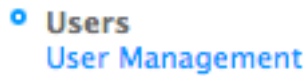
Domain:

Username:

Password:

Login

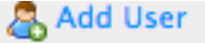
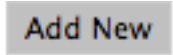
Managing Users



The **User Management** panel allows you to manage who can access SpireCMS. It also allows you to manage users within your site, if applicable (e.g. subscribers).

To access the User Management panel, select “**User Management**” from the SpireCMS left-hand menu.

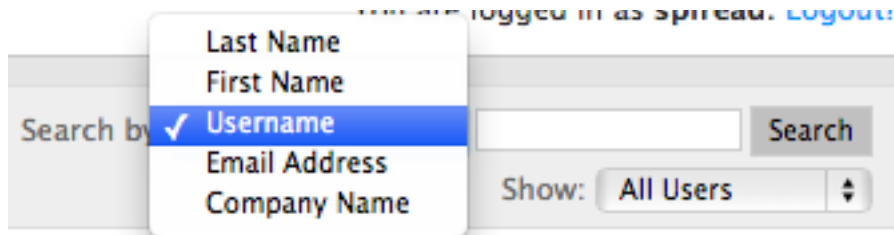
Adding a User

1. At the top of the page, click .
2. Under **Login Information: Username**, enter a username for the new user. **HINT: Enter the user’s email address for their username. It will make it easy for them to remember.**
3. Under **Password**, enter a random, secure password that you will be able to remember.
4. Enter the user’s **Personal Information**. **NOTE: All fields are optional EXCEPT Email.**
5. Enter the user’s **Additional Information** (optional).
6. Under **Group Involvement**, select the group the user should be associated with. For instance, if you want this user to have full SpireCMS access, select **Administrator**. If, however, you would like the user to have access to only the **Pages** and **Events** panel, select **Manager** and **Manage Events**.
7. When you are finished editing information for this new user, click  at the bottom of the page.

Searching for a User

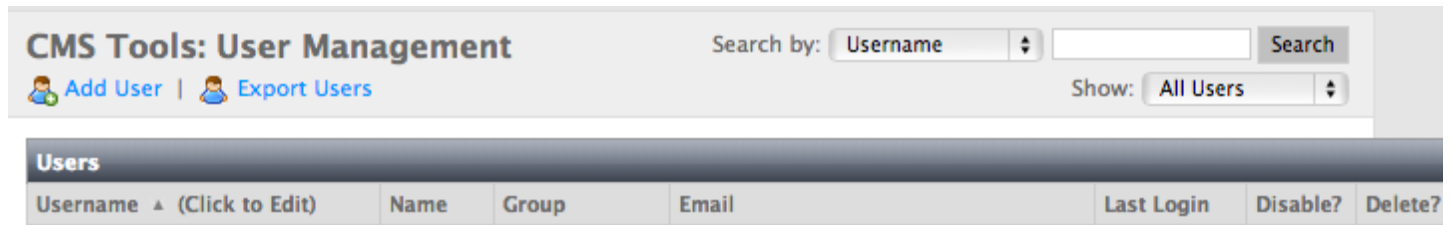
If you have subscribers, or a large employee base, searching for a user is the easiest way to find and manage that user.

To search for a user, use the search tool located at the top, right-hand corner of your screen.




Editing a User

1. From the **User Management** screen, click on the user you wish to edit.



2. Edit the information as needed (see “Adding a User” for specific details).
3. Click **Update**.

Deleting a User

1. From the **User Management** panel, find the user you wish to delete, and then click the delete  button.
2. A confirmation box will appear. Click “OK” to confirm the deletion. **WARNING! Deletion cannot be undone. NOTE: You cannot delete your own account.**

Important Information

My SpireCMS Information

Login URL: <http://>

Username:

Password:

Managing Pages (Overview)

To access the Pages panel, navigate to “Manage Content: Pages.” Most of the content editing you will do on your website will be done via the Pages panel.

Manage Content: Pages

[Add Page](#) | [Add Folder](#)

Folders

Select a Folder

- Main Navigation
 - Our Approach
 - New Patient Center
 - Benefits of Regular Care
 - Office Info
 - Meet Your Team
- Other Pages
- Don't Edit These

"Main Navigation" Contents

Title (Click to Edit)	Default	Preview	Show Menu? / On Menu?	Disable?	Delete?
Home	<input checked="" type="radio"/>		Yes	[Disable]	---
Our Approach	<input type="radio"/>		Yes	[Disable]	
New Patient Center	<input type="radio"/>		Yes	[Disable]	
Benefits of Regular Care	<input type="radio"/>		Yes	[Disable]	
Outreach Dinner	<input type="radio"/>		No	[Disable]	---
Office Info	<input type="radio"/>		Yes	[Disable]	
Testimonials	<input type="radio"/>		No	[Disable]	---

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The Pages panel is divided into two major sections: Folders (on the left) and Contents (on the right). The root of your website is always the folder called “Website” or “Main Navigation.” The folders underneath it represent the “top level” menu items on your website (e.g. Our Approach, New Patient Center, etc.).

In most situations, you will prepare your finalized copy in a word processor such as Microsoft Word, then copy it into your website. While you may compose content into your website directly, it is advisable to back-up your content via Microsoft Word in case of e.g. Internet service disruption. **NOTE: The folder “Don’t Edit These” contains special pages that are required for your website. Do not edit or change any files in this folder.**

Adding a New Page


1. While in **Manage Content: Pages**, from the “Folders” list, choose the folder in which you would like to create a new page in.

Manage Content: Pages

 Add Page |  Add Folder

Folders	"Main Navigation" Contents
Select a Folder	Title (Click to Edit)
 Main Navigation	 Home
 Our Approach	 Our Approach
 New Patient Center	 New Patient Center
 Benefits of Regular Care	 Benefits of Regular Care
 Office Info	 Outreach Dinner
 Meet Your Team	 Office Info
 Other Pages	 Testimonials
 Don't Edit These	

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- Click  Add Page .
- In the **Title** field, enter the name of the page, as you would like it to appear on the page itself (e.g. “Our Mission/Vision.”)
- In the **Menu Title** field, enter the *name of the page, as you would like it to appear on the menu* (to see this, click “Show Advanced Title & Menu Options”). By default, when you move focus into this field, the page title is automatically copied. Sometimes, it is helpful for the menu item to have different text than the actual page title (especially if the page title is too long for a menu).


— Main Information —

Page Title:

[\(Hide Advanced Title & Menu Options\)](#)

Menu Title: (Appears on the navigation, menus, and permalink)

Meta Title:

Position: After: 

5. The **Meta Title** field shows up as the title in Google search results, and at the top of your web browser. Google also factors in the Meta Title for search rankings.

Appears on main menu? ☒

Open in external window? ☐

Hide from Search? ☐

Direct to another URL?: ☐ Path to html file:

Keywords:

6. In the **Keywords** field, enter 5-10 keywords, separated by spaces and commas, which best describes the content of the page (e.g. mission, vision, company, history, philosophy). This helps search engine determine what content the page contains and increases search engine rankings.
7. Next to **Appears on main menu?** check the box if this page should appear on the main menu. This is checked by default.
8. Next to **Open in external window?** check the box if you would like this page to open in a new window (or Tab on some browsers) when this page is accessed from the main menu. This should only be done if this page redirects to an external website, or contains content requiring a third-party plugin (e.g. PDF document).
9. In the field **Direct to another URL?** if you are planning to have this page direct to another URL, enter the full path to the external URL you wish this page to redirect to. E.g. **http://www.xyz.com/page_name.html**.
10. If you are **NOT** directing this page to another URL (which is the usual scenario), enter content. You can paste content from an application such as MS Word (see Pasting from MS Word). For more details on adding content, see Using the WYSIWYG Editor below (p. 14).
11. In the **Synopsis** field, include a brief, catchy description about this page. Or you can click [\(Generate From Content\)](#), which will then generate a synopsis on its own, based on what you wrote in the **Content** field. For more details on adding content, see Using the WYSIWYG Editor below (p. 14).
11. At the bottom of the page, next to **Who can access this page?** (to see this, click “Show Permission Options” at the bottom), you may specify who can access this page (the default is anybody). For example, if you wish to only have Members access this page, check the **Members** checkbox. This page will only appear on the menu if a Subscriber is

logged into your website, and, if anyone other than a subscriber attempts to access this page, they will be directed to a login screen. (The checkboxes here reflect groups that will have been pre-configured by the development team).

Synopsis:

(Generate From Content)

Permission Options: (Hide Permission Options)

Who can access this page? ☒ Anybody (with proper access)

☐ Administrator

☐ Manager

☐ Author

☐ Member

Who can EDIT this page? ☒ Anybody (with proper access)

☐ Administrator

☐ Manager

☐ Author

☐ Member

12. Under **Who can EDIT this page?** you may specify who can edit this page. SpireCMS supports limited access into the back-end so that only certain people with access can actually edit pages. For instance, if your company has an “About Us” section and a “Products” section, you may wish to assign certain people to be able to edit your company’s “About Us” section, but not your “Products” section.

13. Click **Add New**.



Editing an Existing Page

1. Under **Manage Content: Pages**, find the page you wish to edit, and click on the page’s title (link).
2. Edit the page as desired (see Adding a New Page above for specific details).
3. Click **Update**. **NOTE: Changes made are instantly live on your front-end.**

Setting the Default Page of a Folder

A default page is the page the user goes to when clicking on a top-level menu item on your website. For example, when clicking on the top-level menu item “Our Approach,” SpireCMS needs to know which page to go to by default – in the example below, the default page would be “Our Ultimate Goal.”

Manage Content: Pages










 Add Page |  Add Folder

Folders

Select a Folder

- Main Navigation
 - Our Approach**
 - New Patient Center
 - Benefits of Regular Care
 - Office Info
 - Meet Your Team
- Other Pages
 - Don't Edit These

"Our Approach" Contents

Title (Click to Edit)	Default	Preview	Show Menu? / On Menu?	Disable?	Delete?
 Our Ultimate Goal	<input checked="" type="radio"/>		Yes	[Disable]	
 Corrective Care	<input type="radio"/>		Yes	[Disable]	
 Digital Thermography	<input type="radio"/>		Yes	[Disable]	

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To set a default page for a folder:

1. Under **Manage Content: Pages**, select a folder.
2. Under the “Default” column, click the radio button of the page you wish to be the default. It will immediately show a checkmark. **NOTE: You can only have one default page per folder; however, you can set no pages to be the default page. In this instance, if the front-end user clicks on that folder from the menu, a dynamic page will display showing a list of pages available within that folder.**










Reorganizing Pages

SpireCMS supports drag-and-drop functionality to allow easy organizing of items. To reorder a page:

1. Grab the page you wish to move by clicking its title.
2. Drag the page over to where you would like the item to be placed.

Showing/Hiding a Page on the Menu


It is possible to create pages that do not appear on your front-end main menu navigation. This is especially useful for creating “stand-alone” pages (pages that are linked via means other than the menu) or creating staged pages (pages that are not approved to be live to the public yet). Pages that are hidden from the menu still are fully active, and may be linked to from other sources (e.g. an email newsletter, a postcard, other pages within the site, etc.)

"Benefits of Regular Care" Contents					
Title (Click to Edit)	Default	Preview	Show Menu? / On Menu?	Disable?	Delete?
 Learning Center	<input type="radio"/>		No	[Disable]	
 Health Information	<input checked="" type="radio"/>		Yes	[Disable]	
 Advanced Healthcare Workshops	<input type="radio"/>		Yes	[Disable]	

To show a page on the menu: Click on its “Yes” link to hide the page. It will instantly turn into a red “No,” indicating the page now is hidden from the main menu.

To hide a page from the menu: Click on its “No” link to show the page. It will turn into a green “Yes,” indicating the page now is showing on the menu.

Previewing a Page

1. Under **Manage Content: Pages**, click the “Preview” icon  of the page you wish to preview.


Disabling a Page

Disabled pages are similar to items in a trashcan. They are inactive and will not appear on the menu or site at all. However, they still are accessible via the SpireCMS in case you wish to restore that page in the future.

To disable a page:

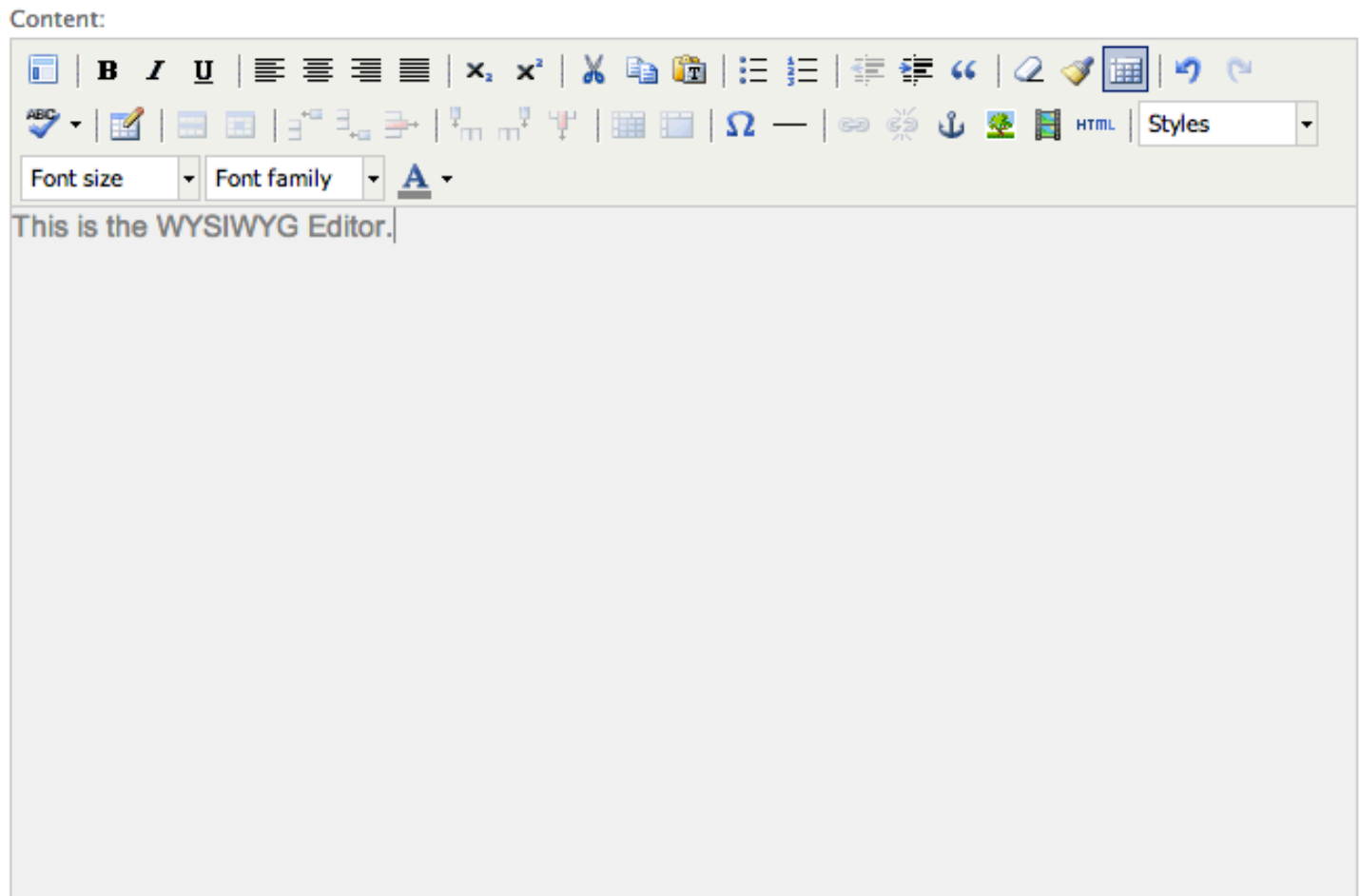
1. Under **Manage Content: Pages**, click the [Disable] link of the page you wish to disable. The row will turn gray, indicating the page is disabled. The link also will change to say [Enable], indicating that clicking on it will re-enable the page.

Deleting a Page

1. Under **Manage Content: Pages**, find the page you wish to delete, and then click the delete button. .
2. A confirmation box will appear. Click “OK” to confirm the deletion. **WARNING!**
Deletion cannot be undone.

Using the WYSIWYG Editor

WYSIWYG stands for What You See Is What You Get. It allows you to produce formatted content for your website without having to know the HTML code behind it. Many of the icons you may recognize from Microsoft Word or other word processors.



Single Link Breaks

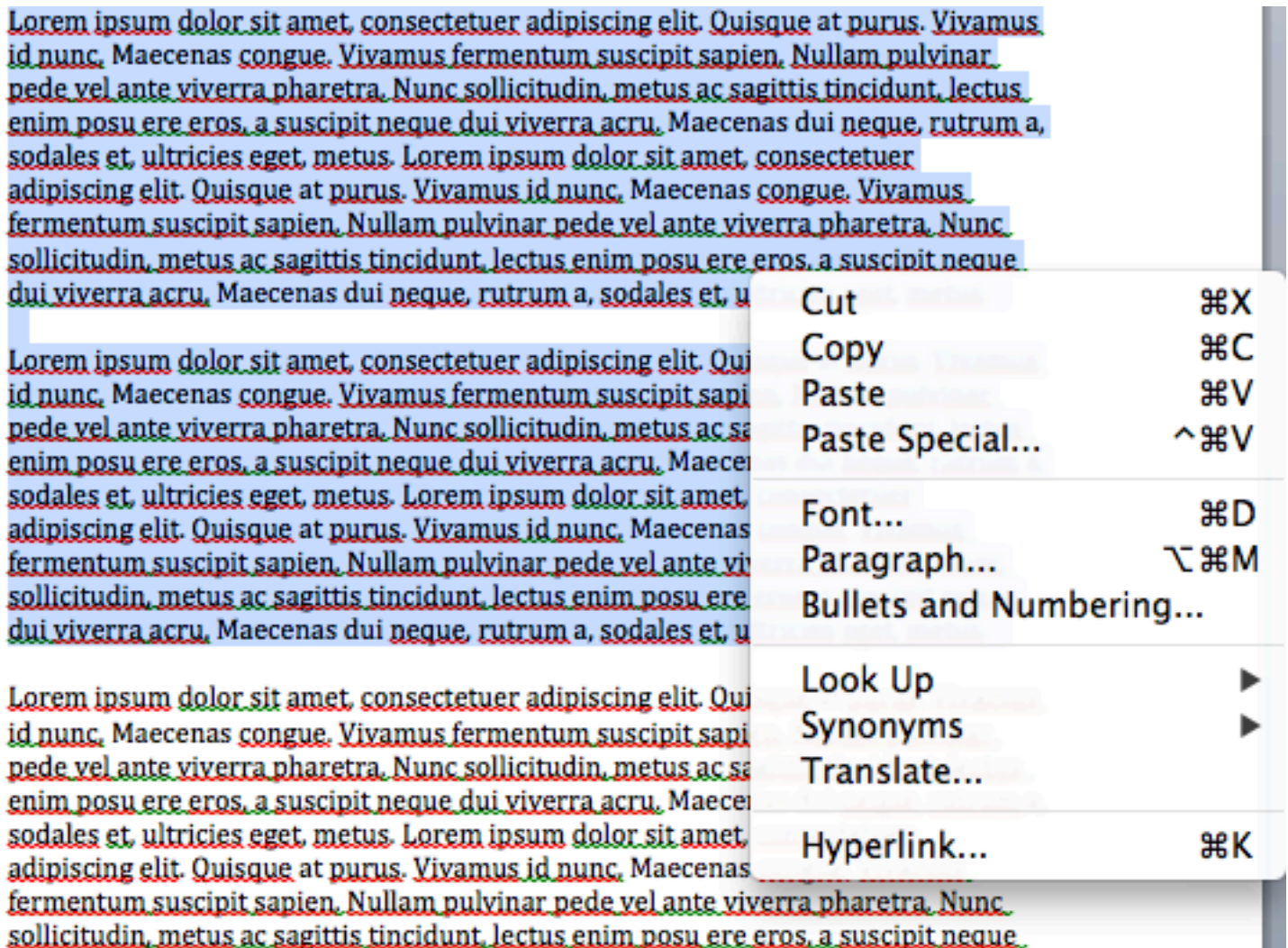
In the WYSIWYG Editor, pressing Enter creates a new paragraph, which produces a double-line break. In many cases, only a single link break is desired.


To produce a single-line break, press **Shift+Enter**.

Pasting from MS Word

In most cases, you will want to copy approved content from an existing MS Word document. To do this:

1. From MS Word, select the text you wish to copy. To select everything in the MS Word document, place your cursor anywhere in the document and press **Ctrl+A** (**Cmd+A** on a Mac).



2. Right-click on the selected text and choose **Copy**, or use the keyboard shortcut **Ctrl+C** (**Cmd+C** on a Mac).
3. In the WYSIWYG editor, place your cursor where you want the text to be pasted and then click the **Paste as Plain Text**  button. The **Paste as Plain Text** dialog box will appear.

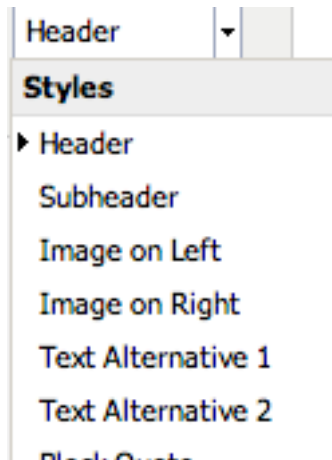


4. In the **Paste as Plain Text** dialog box, place your cursor within the text area and press **Ctrl+V** (Cmd+V on a Mac). **NOTE: It is important to always use this dialog box to paste content from Word. Doing so strips out incompatible Word formatting while retaining basic formatting (bold, italics, etc.). DO NOT paste content from Word directly into the WYSIWYG editor, as this will result in incompatible Word formatting possibly breaking your website layout.**
5. Click the **Insert** button. The formatted text appears in the WYSIWYG editor.

Formatting Text

Your WYSIWYG editor has been pre-configured to contain styles applicable to your website's style and color scheme. This is designed to enforce the greatest possible usability for your online customers, and maintain your site's professional look and feel.


To style text; select the text you wish to style, and then use the **Styles** dropdown on your WYSIWYG editor.

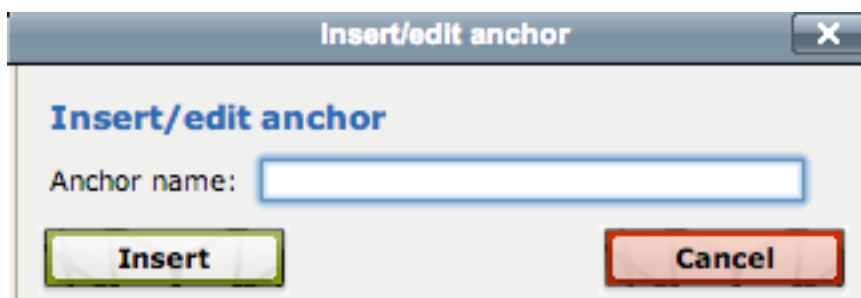




To style text; select the text you wish to style, and then use the **Styles** dropdown on your WYSIWYG editor.

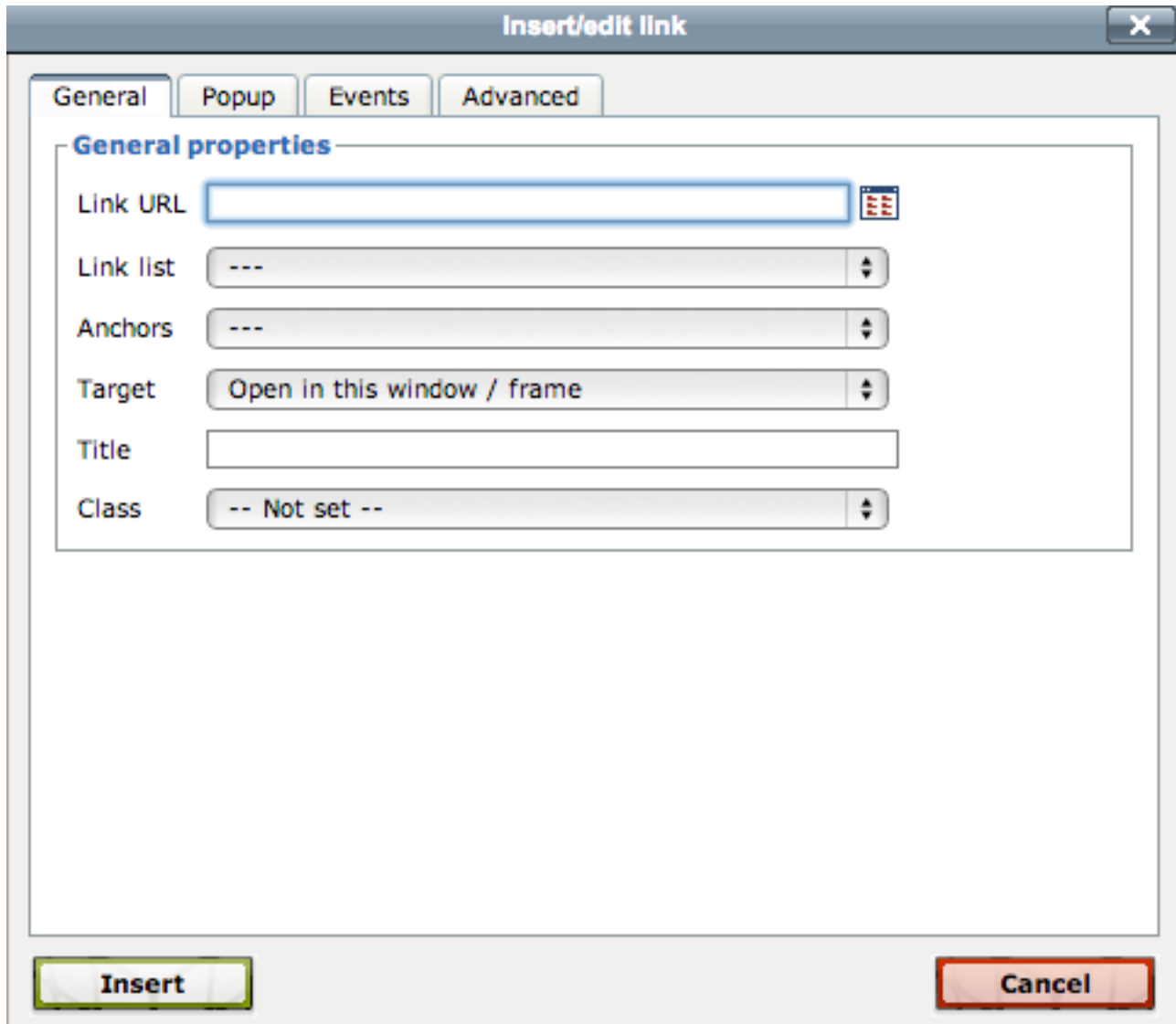
Working with Anchors

Anchors are very useful when you have a lot of text on a page, and don't feel like the customers would want to scroll all the way down the page to try and find what they're looking for. It is often used for an FAQ (frequently asked questions) page on a site.

1. In the WYSIWYG editor, place your cursor next to the text down the page where you want them to land when they click the link at the top of the page. Click the **Anchor**  tool.
2. The **Insert/Edit** anchor box will appear.



3. Name the anchor. For instance name it “Answer to About Us,” or even number the anchors. Press **Insert**. You’ll see a little yellow anchor appear after the text. 
4. Next, go back to the top of the page and highlight the text, that when your customer clicks it will take them down to where you placed the anchor.
5. With the text highlighted, click the **Insert/Edit link** button . The **Insert/Edit link** dialog box will appear.




The screenshot shows the 'Insert/edit link' dialog box with the 'General' tab active. The 'General properties' section includes the following fields:

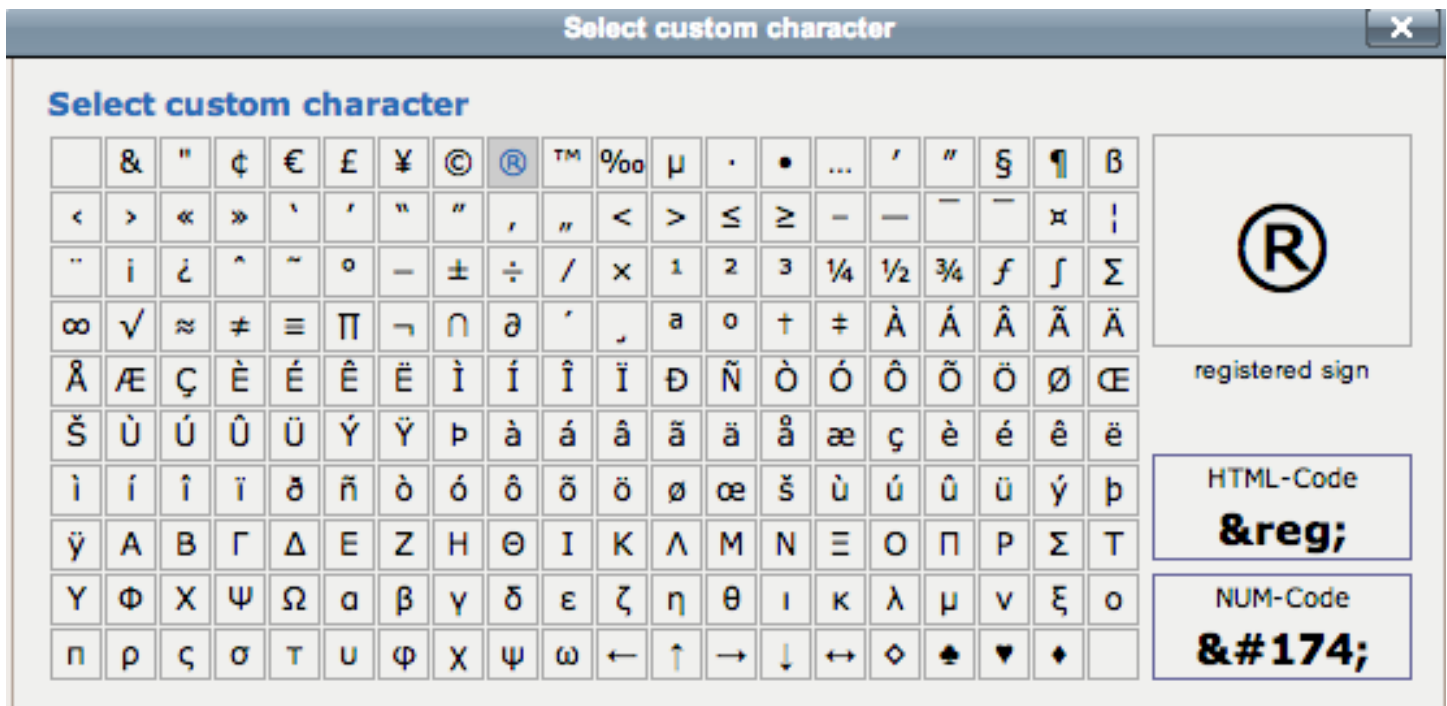
- Link URL:** A text input field with a small icon to its right.
- Link list:** A dropdown menu showing '---'.
- Anchors:** A dropdown menu showing '---'.
- Target:** A dropdown menu showing 'Open in this window / frame'.
- Title:** A text input field.
- Class:** A dropdown menu showing '-- Not set --'.

At the bottom of the dialog are two buttons: 'Insert' (highlighted with a green border) and 'Cancel' (highlighted with a red border).

6. Click on the drop-down box next to **Anchors**. A drop down list will appear; with the names you gave each anchor. Apply the anchor to the highlighted text by clicking on the properly named anchor and clicking “Insert.”

Inserting Special Characters


To work with special characters, such as the copyright symbol ©, TM symbol, etc., use the **Special Characters** .



Working with Tables

Occasionally, you may have content or data that needs to be presented in a tabular format. SpireCMS provides the capability to add tables into your web pages.

Adding a Table

1. In the WYSIWYG editor, click the **Table**  tool. The **Insert/Modify table** dialog box will appear.
2. Under **Cols** and **Rows**, specify the number of columns and rows you would like to have in the table. You can always add and delete columns and rows later.
3. Under **Cellpadding** and **Cellspacing**, specify the amount of padding you wish to have between cells in the table. If you are not sure what to enter, use **Cellpadding: 4** and **Cellspacing: 4** for a padded table, or **Cellpadding: 0** and **Cellspacing: 0** for a table that is completely collapsed (has no padding between cells).

Insert/Modify table

General Advanced



General properties

Cols	<input type="text" value="2"/>	Rows	<input type="text" value="2"/>
Cellpadding	<input type="text" value="4"/>	Cellspacing	<input type="text" value="4"/>
Alignment	-- Not set --	Border	<input type="text" value="0"/>
Width	<input type="text" value="100%"/>	Height	<input type="text"/>
Class	-- Not set --		
Table caption	<input type="checkbox"/>		



Insert Cancel

4. Under **Width**, enter **100%**. **IMPORTANT: You must enter the percent (%) sign.**
5. Leave everything else as is and click **Insert**.


Adding a New Row to an Existing Table

1. In the WYSIWYG editor, select the row with which you want to add a new row before or after.
2. Press either the **Insert row before**  or **Insert row after**  button.


Adding a New Column to an Existing Table

1. In the WYSIWYG editor, select the column with which you want to add a new column before or after.
2. Press either the **Insert column before**  or **Insert column after**  button.


Deleting a Row from an Existing Table

1. In the WYSIWYG editor, select the row you wish to delete.
2. Press the **Delete row**  button.

Deleting a Column from an Existing Table


1. In the WYSIWYG editor, select the column you wish to delete.
2. Press the **Delete column**  button.

Linking to an External URL

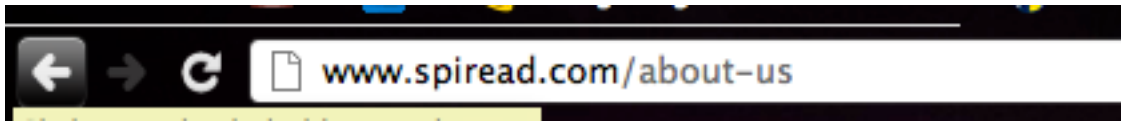
1. In the WYSIWYG editor, select the word(s) or image you wish to hyperlink.
2. With the text selected, click on the **Link**  tool. The **Insert/edit link** dialog box will appear.
3. In the **Link URL** field, enter the full URL path (e.g. **http://www.xyzcorp.com**) for the link you wish to link to. If you are linking to an external website (a website whose domain name is different from the site you are editing), it is a good practice to have that link open in a new window. To do this, next to **Target**, choose “Open in new window (_blank).”
4. Click **Insert**. The text you selected originally should appear hyperlinked.

NOTE: In almost all cases, if you have another browser window/tab open, you can copy and paste the URL that appears in the address bar if you would like to link to that site or page.

Linking to Another Page within your Site



1. In the WYSIWYG editor, select the word(s) or image you wish to hyperlink.
2. With the text or image selected, click on the **Link**  tool. The **Insert/edit link** dialog box will appear.
3. Open a new browser window (or browser tab).

4. Navigate to the page you wish to link to.
5. Copy the address that appears in the address bar of your browser (select the text and press **Ctrl+C**, **Cmd+C** on a Mac).




6. Under **Link URL**, paste the URL you copied from the other browser window.
7. Click **Insert**.

Linking to a PDF Document


1. In the WYSIWYG editor, select the word(s) or image you wish to hyperlink.
2. With the text selected, click on the **Link**  tool. The **Insert/edit link** dialog will appear.
3. If you know the URL to the PDF document, you can paste it in the Link URL field. If not, click the **File Manager**  button.
4. Browse the File Manager and select the PDF document you wish to link to (See Using the File Manager for more details).
5. In the File Manager, click **Insert**. In the **Insert/edit link** dialog box, the link should appear in the Link URL field.
6. Click **Insert**.

Linking to an Email Address



1. In the WYSIWYG editor, select the word(s) or image you wish to hyperlink.
2. With the text selected, click on the **Link**  tool. The **Insert/edit link** dialog box will appear.
3. In the **Link URL** field, enter the email address you wish to link to.

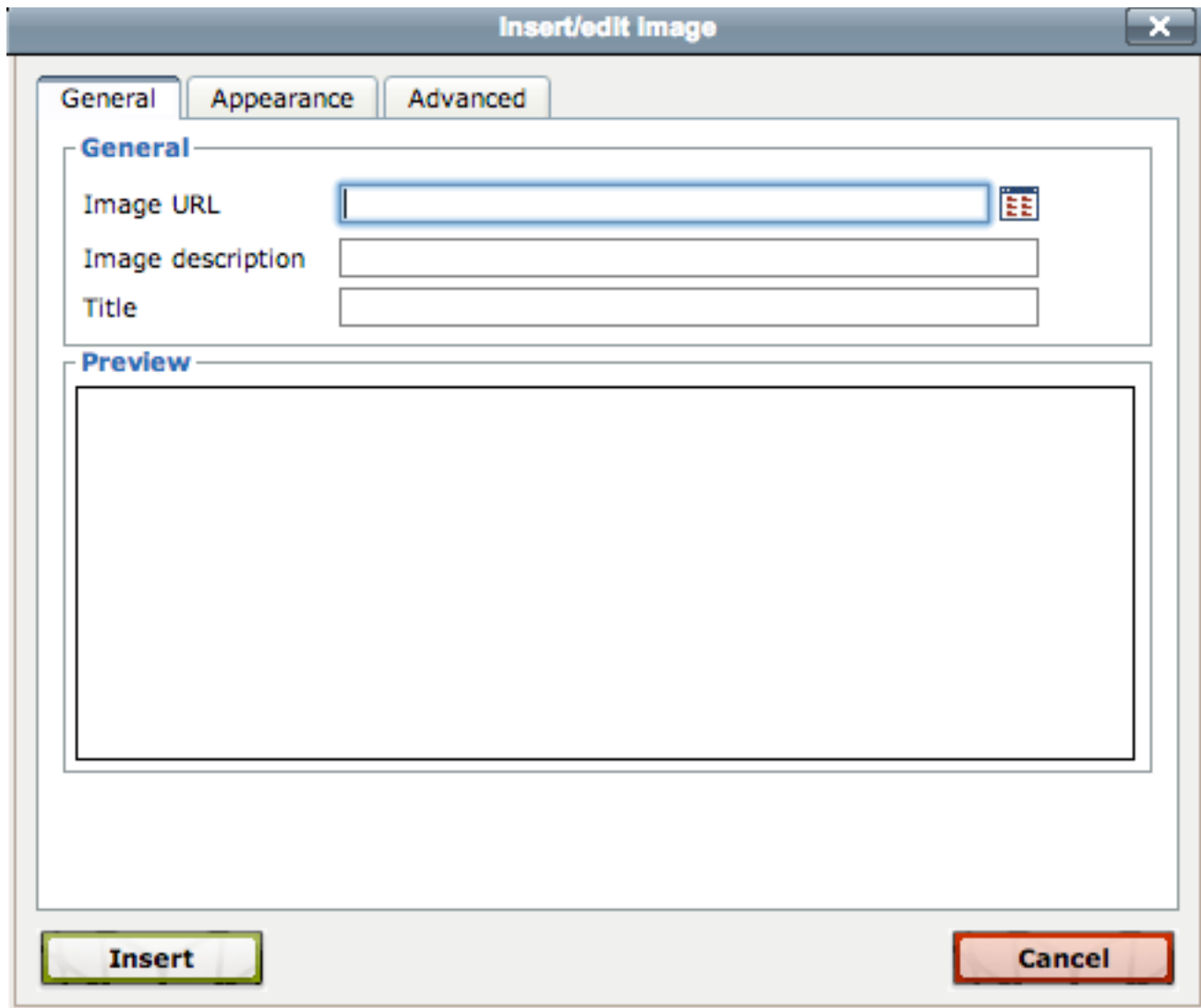
4. A dialog box will appear asking to confirm you are entering an email address. Click “OK”

Removing a Link

1. In the WYSIWYG editor, select the text that is currently hyperlinked by either a) placing the cursor anywhere in the middle of the text, or b) selecting the entire portion of text that is hyperlinked.
2. Click the **Unlink**  button.

Adding Images

1. In the WYSIWYG editor, place the cursor where you want the image to appear, and then click the **Insert/edit image**  button.
2. The **Insert/edit image** dialog box will appear. Click on the **File Manager**  icon.



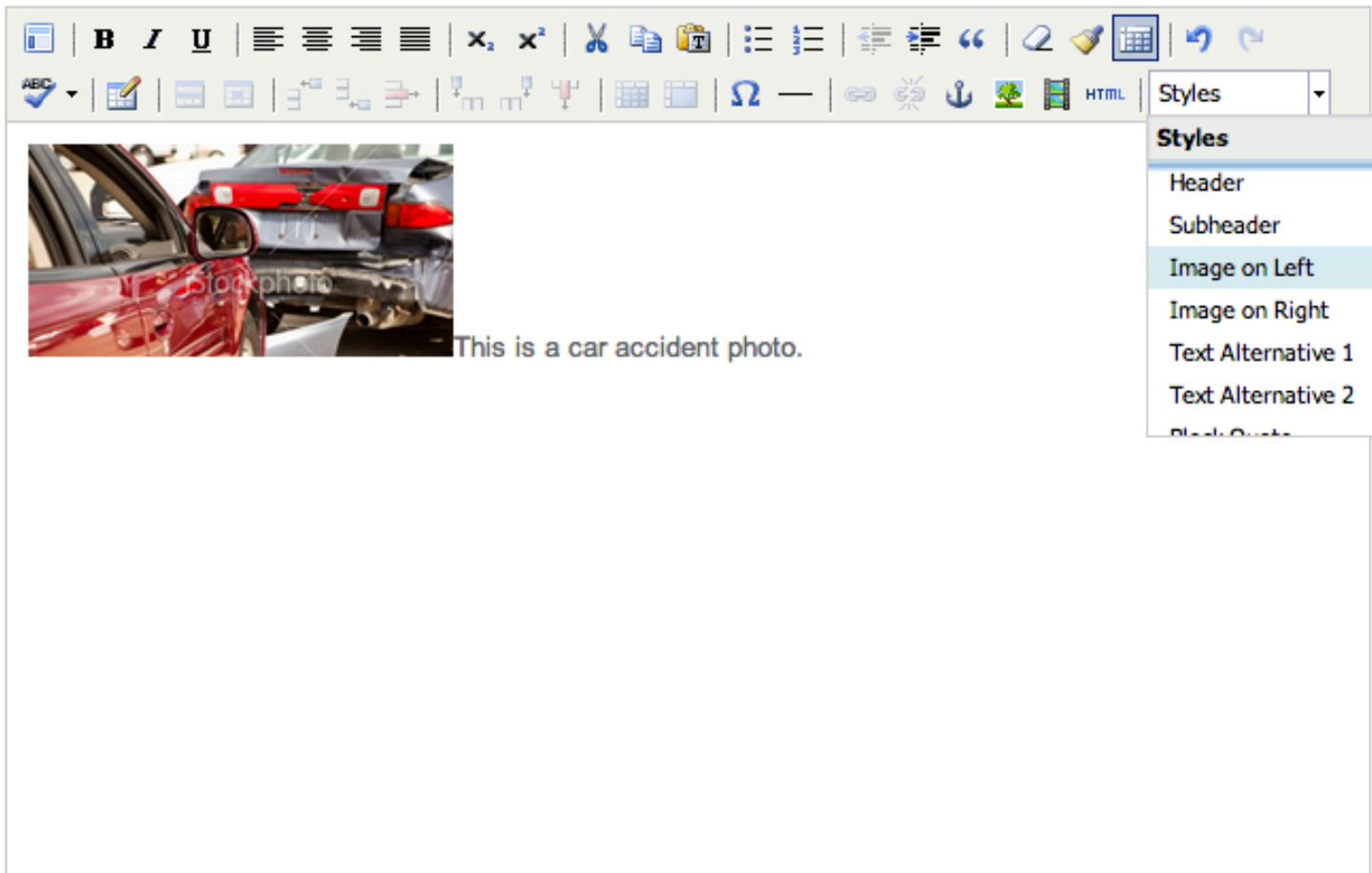
3. The **File Manager** will appear. Follow the instructions on Using the File Manager in the next section below (p. 26) to browse for an existing image or uploading a new image.
4. After selecting the file that you would like to insert, click the **Insert** link.
5. The image will appear in the “Preview” box on the left. Click **Insert**.
6. On the dialog box that appears, click “OK.”
7. The image will appear in the editor.

Wrapping Text Around Images


In many cases, you’ll want to place images such that text wraps around them. To wrap text around an image:

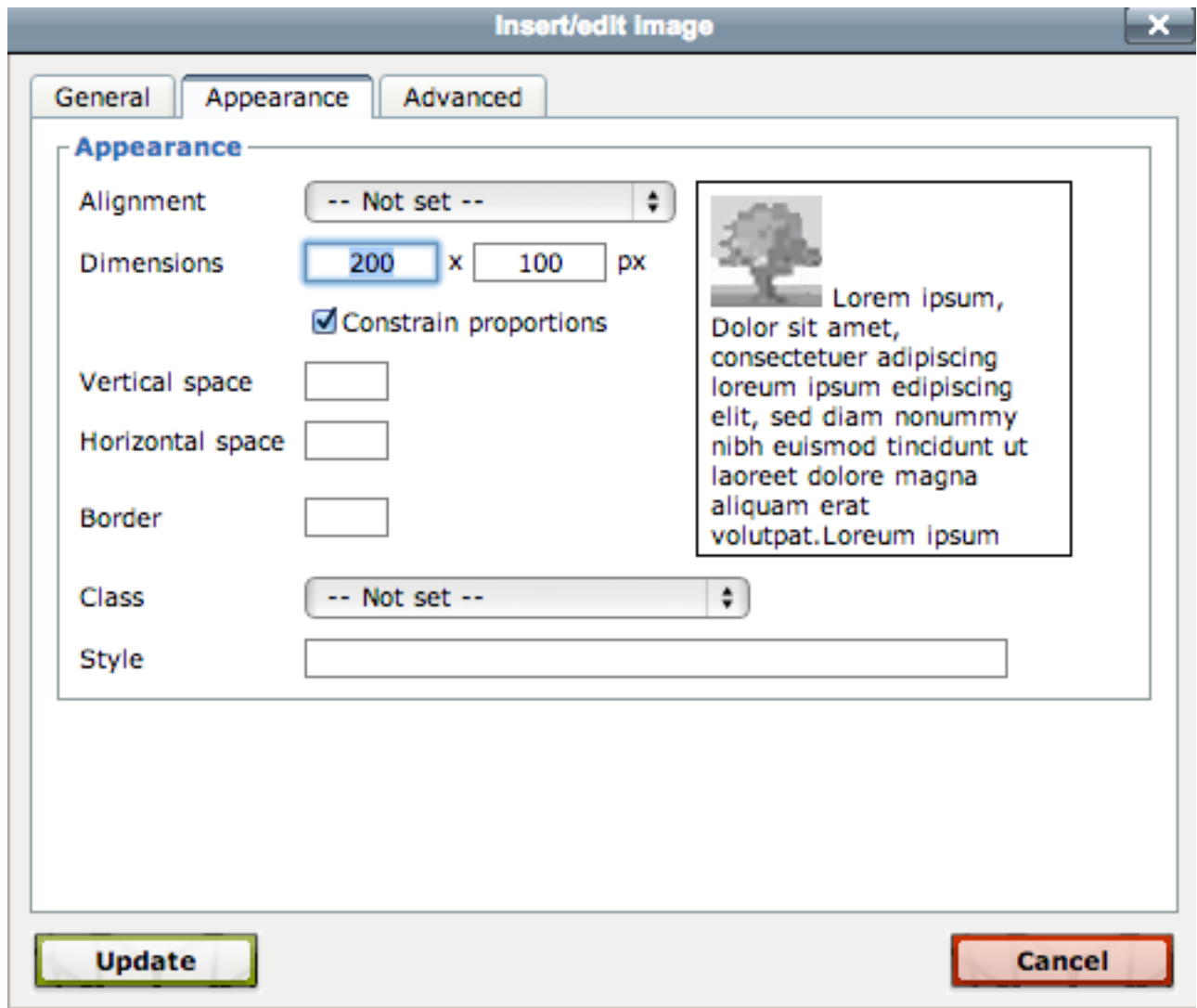
1. In the WYSIWYG editor, select the image by clicking on it.

2. From the **Styles** dropdown list, choose **Image on Left** or **Image on Right** (depending on where you would like the image placed). The text will wrap around the image.



Resizing Images

1. In the WYSIWYG editor, select the image you wish to resize by clicking on it.
2. Click on the **Image**  tool. The **Insert/edit image** dialog box will appear.
3. Choose the **Appearance** tab.
4. Under **Dimensions**, enter the width you would like the image to be. For most websites, choosing a size under 300 pixels is best. **NOTE: Always make sure the Constrain Proportions checkbox is checked. This will ensure that the height is automatically adjusted based on the width you specify, to prevent the image from becoming stretched or distorted.**




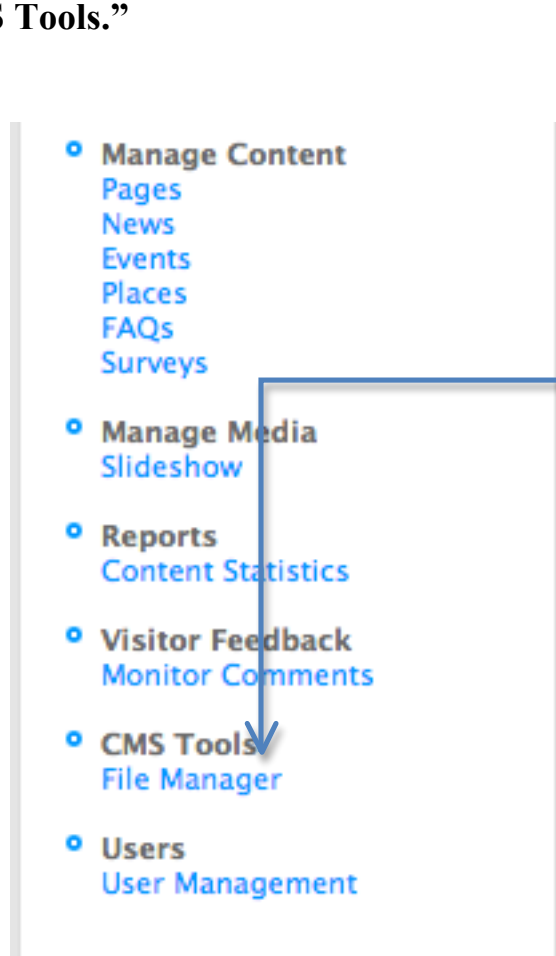
5. Click **Update**.

NOTE: Alternatively, in Firefox, you can select the image and use the handles alongside the image to resize it directly in the WYSIWYG editor.

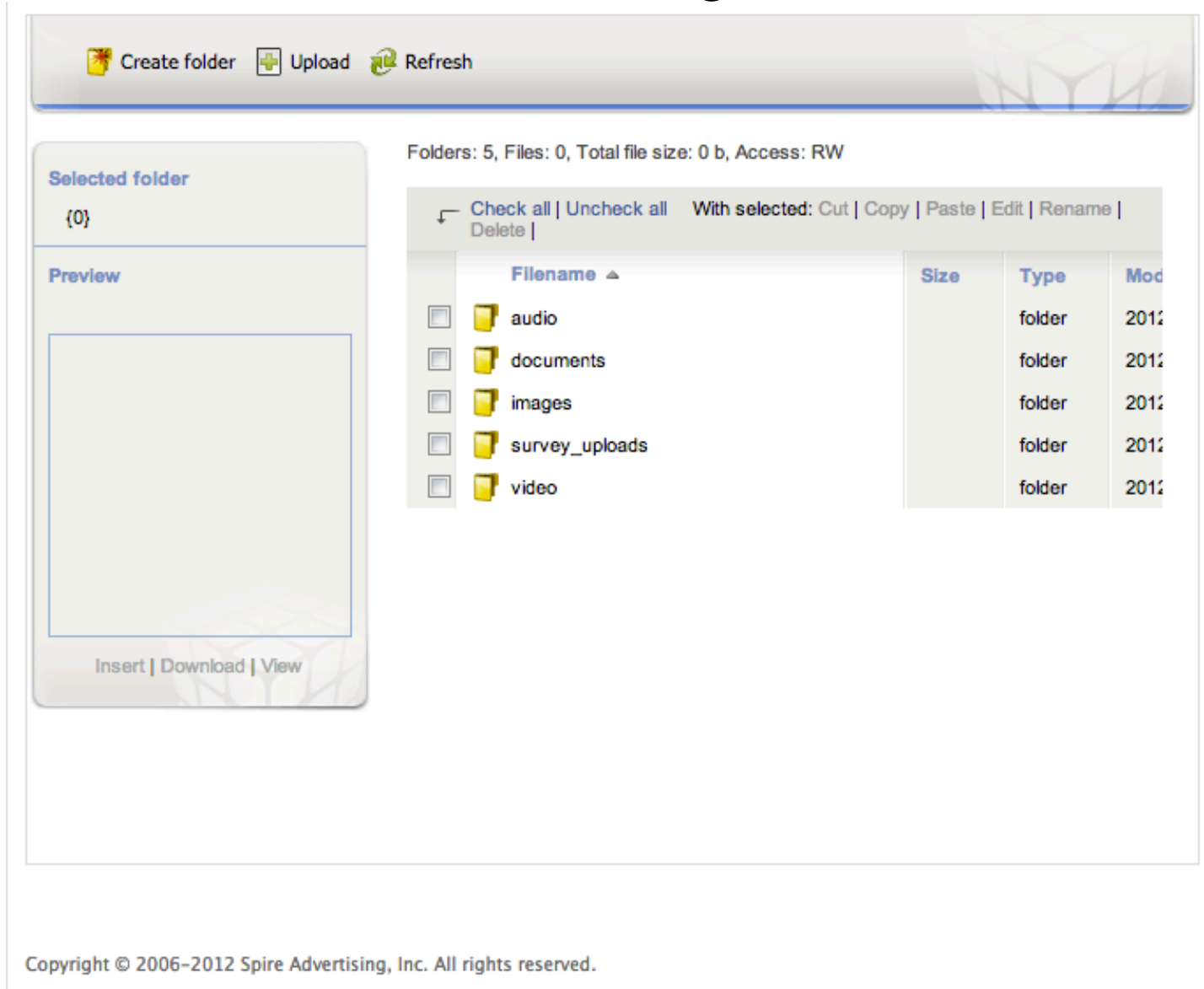
Using the File Manager

SpireCMS comes equipped with a File Browser for browsing images, documents and media on your website. It also provides a way to upload items directly from your computer to your web server.

The File Manager is accessible when adding Links, Images and Media. When able to, click on the  icon to access the File Manager. **NOTE: The File Manager also is available on your panels, under “CMS Tools.”**



The File Manager




Browsing and Inserting Items into the File Manager

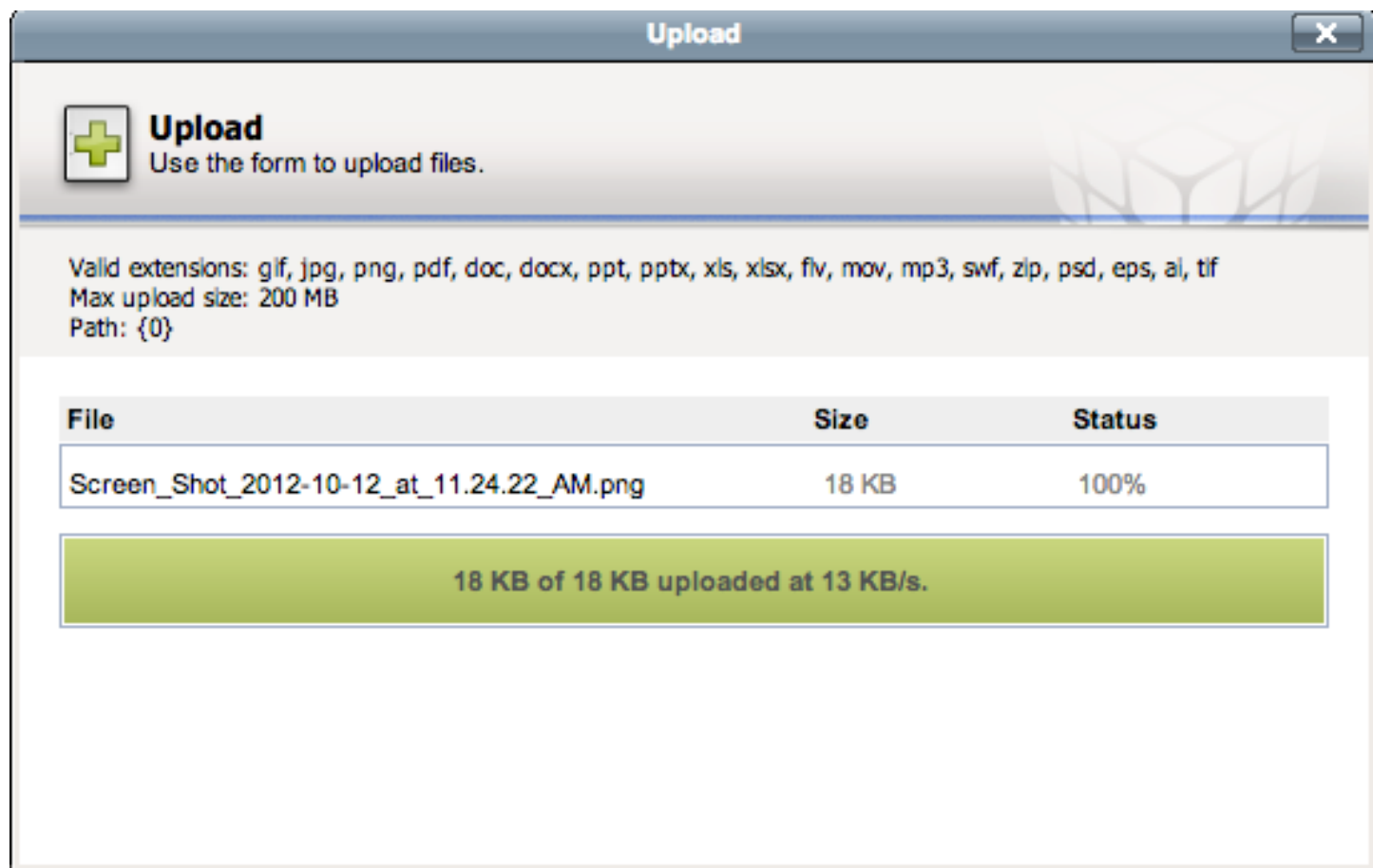
The File Manager is arranged similar to a standard Operating System (OS) file explorer, with folders and files. Clicking on a file will produce a preview in the Preview window on the left.

To insert an image, document or media item into the WYSIWYG editor or SpireCMS itself:

1. Choose the item from the File Manager.
2. Click the **Insert** link on the bottom left-hand corner.

Uploading Files

1. In the File Manager, click the **Upload**  **Upload** button. The **Upload** dialog box will appear.
2. Click the **Choose Files** button. Your Operating System's file browser will appear, allowing you to choose a file from your computer. **NOTE: For images, you must choose an image file that is .gif, .jpg or .png only.**
3. Select the file you wish to upload, and click **Open**. Click **Upload to Server**. Once it has reached 100%, click the "X" in the upper right-hand corner. Then you will see the file you just uploaded appear in the list.



4. Repeat **steps 2 through 3** until you have uploaded all desired images, documents, etc.
5. When you are finished uploading, click the close dialog box button by clicking the "X" in the upper right-hand corner.

Manage Events

1. From the panel on the left, click [Events](#) .

— Main Information —

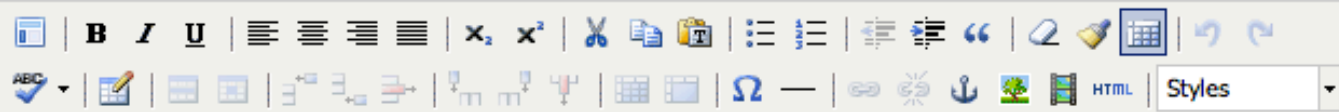
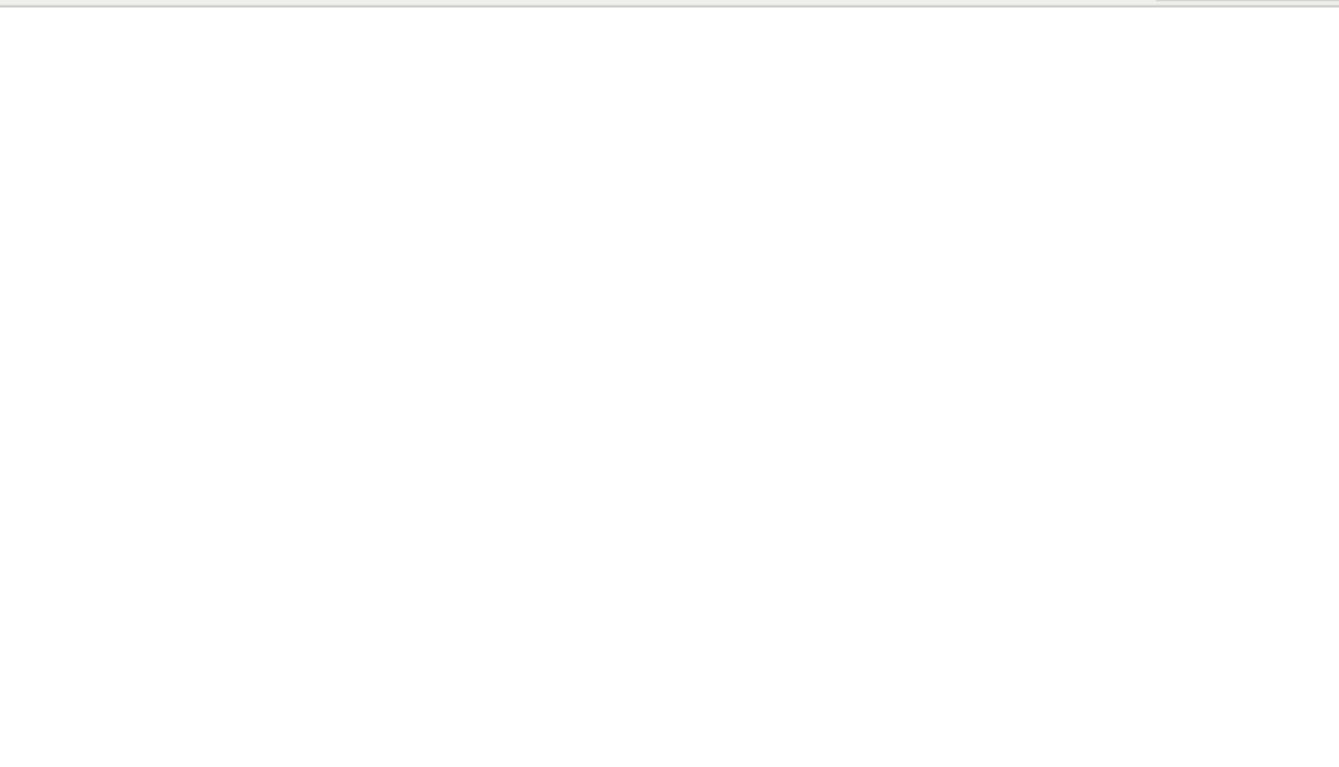
Title:

Event Start Time: ☐ All Day

Event End Time: (1 hour)

Recurrence? ☐ This event is recurring

Content:

2. In the **Title** field, enter the name of your event.
3. In **Event Start Time**, if you click in the box with the date, a calendar pops up, and you can cycle through the months. Select the date and time.
4. In **Event End Time**, if you click in the box with the date, a calendar pops up, and you can cycle through the months. Select the date and time.

5. If your event is reoccurring, click in the “**Recurrence**” box. A checkmark will then appear, and you can select the event to reoccur **Daily**, **Weekly**, **Monthly** or **Yearly**. You also can set it to repeat every certain amount of days, and repeat until a certain day (e.g. If the event occurs every week on a Saturday until December 21, set the pattern to **Weekly**, and **Repeat until** December 21).

Recurrence? ☒ This event is recurring

A screenshot of a web form for setting event recurrence. The form is enclosed in a dashed border. It contains three rows of input fields. The first row is labeled 'Pattern:' and has a dropdown menu with 'Daily' selected. The second row is labeled 'Repeat every:' and has a text input with '1' and a unit dropdown with 'day' selected. The third row is labeled 'Repeat until:' and has a date input with '11/15/2011' entered.

Pattern:

Repeat every:

Repeat until:

6. In the **Content** field, write what your event is about, and anything you would like to include about the event itself.
7. In the **Synopsis** field, include a brief summary about the event. This is what will come up online when people search for your event. You’ll always want to include a Synopsis. Or, if you’re not sure what to write, you can click the “**Generate from Content**” button.
8. In the **Presenter** field, write the name of the presenter (speaker) at the event.
9. In the **URL** field, type, or paste (if there is one) the URL of the event, or you could type/paste the URL of the website of the company your event is based on (if there is one).
10. In the **Address** field, type the address the event will be held at. **NOTE: The Address 2** field only is necessary if you have a second part to your address (e.g. Suite number).
11. In the **City** field, type the city the event will be held in.
12. In the **State** field, type of the state the event will be held in.
13. In the **Zip** field, type the zip code the event will be held in.
14. In the **Location** field, type the location of the event (e.g. The Store, The Classroom, etc.).

15. In the **Directions URL** field, use Google Maps.
16. In the **Directions** field, you can type in your own directions instead, if you would like (e.g. From the South:... From the North:..).

Manage Testimonials

If you are a business in which clients can or have given testimonials for, you can include these written or spoken testimonials on your website.

1. From the panel on the left, click **Testimonials**.
2. In the **Quote** field, you can type the quote from the individual yourself, or if it was emailed to you, you can copy and paste the quote into this field.
3. In the **Synopsis** field, type (or copy and paste) a brief, highlighting summary of the quote that was just entered. This will be what shows up on the bottom of your site. And if visitors to your site would like to see the full quote, they can click on it, and also see more testimonials from other customers.
4. In the **Author** field, type the name of the person who spoke the quote.
5. In the **Author Company** field, type the name of the company the person who spoke the quote is with (if applicable).
6. If you have an image of the person who spoke the testimonial, you can upload the image. See “Adding Images,” p. 23.

Manage Slideshow

Slideshows are useful for your website in order for visitors to see some of what you do, highlighted products and any other items you may want to highlight with pictures on the home page of your site. In order to create an aesthetically pleasing slideshow, the pictures for the slideshow need to be a pre-set size (e.g. 640x300), and they also need to be in landscape format, not portrait. In order to do this:

Part 1: Photoshop

1. Open (download) Photoshop.

2. Click File, New, Blank File, and then enter the width and height your picture needs to be to fit into your slideshow. For instance, 640 x 300. Enter “640” in the width box, and “300” in the height box. Title it “Slideshow Template.”
3. Now click File, Open and grab your picture you want in the slideshow.
4. Go to your layers panel on the right-hand side, and double-click on your picture, then click “OK.”
5. On the left-hand side, click on the arrow (move tool, very top icon).
6. Grab your image – hover over your .psd template tab (the blank file we created). ***Still holding onto your click***, once the template shows, hover over the image and then let go of the click.
7. You might need to scroll out some so you can see the transform tools. Grab corners ***only*** and drag so that the image fits in the template.
8. Once the original picture is sized into the template, go to “File, Save for Web.” Make sure it is a “JPEG.”

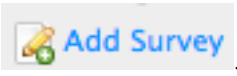
Part 2: Adding your slide to SpireCMS

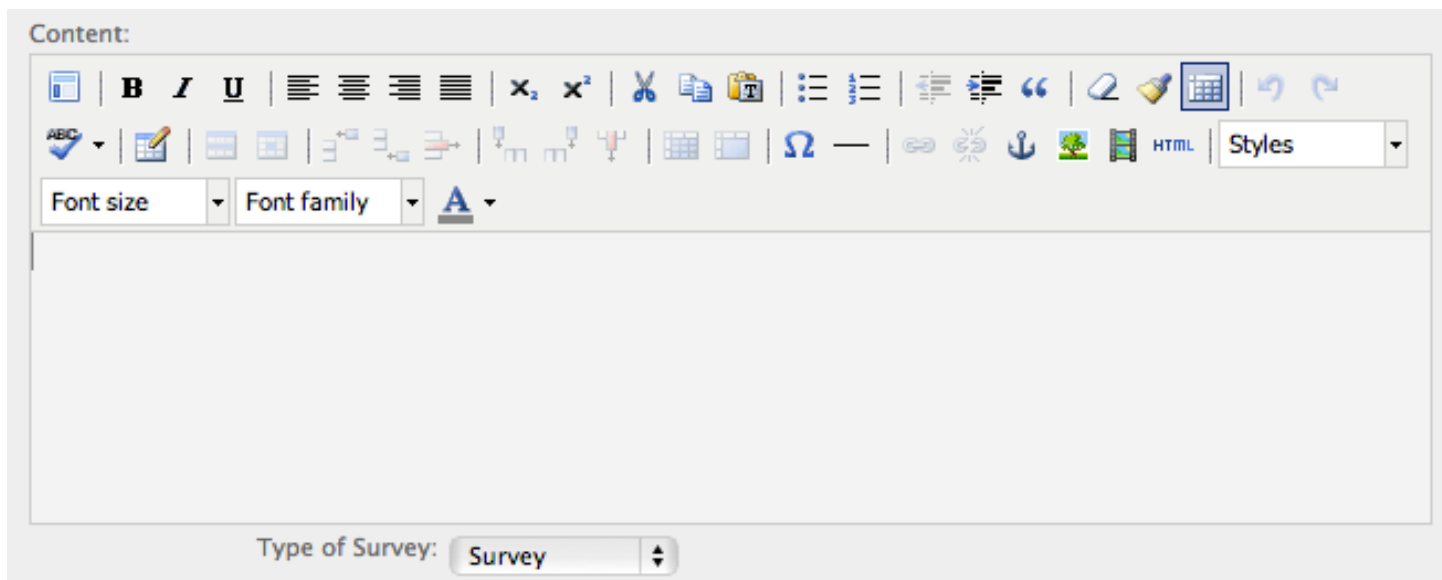
1. Login to SpireCMS.
2. Under “Manage Media” on the left-hand side, click “Slideshow.”
3. At the top. Click “Add Slide.”
4. Give slide a title.
5. Click “Choose Image”, then the Upload button.
6. Click “Choose Files”, and then select your image we re-sized in Photoshop, then “Open.” Then, select “Upload to Server.”
7. Now look for the photo we uploaded, select it, and click “Insert.”
8. Click “Add New.”

Manage Surveys

Surveys can be very important aspects of your website. A “Contact Us” page, for instance, is very helpful for customers, because they need to know that they can contact you and your employees without having to search all over the site to find your contact information.

1. In order to create a survey, on our panel on the left-hand side, click [Surveys](#).
NOTE: All SpireCMS’ come with a “Contact Us” survey, which will show up under “Surveys.”

2. Click .
3. Give your survey a title (e.g. Contact Us, Signup for our Newsletter, etc.).
4. In the **Content** field, enter content about the background of your survey (e.g. About your newsletter, address/contact info – if it’s a “Contact us” survey, etc.). This is not required.



5. In **Email Recipients** you must enter at least one email, so that when your customers/clients click “Submit” on the survey, the information they entered on the survey will be sent to you.

Email Recipients

Email Recipients:

(separate multiple email addresses by comma)

Send a copy to the survey taker: ☐ If checked, the survey taker will receive a copy of the survey data via email. This option requires that at least one question be specified as the survey taker's email.

Other Options

Maximum Number of Responses: (0 = unlimited)

Expiration Date: ☒ If checked, this survey never expires.

One Time Access: ☐ If checked, this survey can only be taken once per person.

Remove Numbering: ☒ If checked, the survey questions won't be numbered.

Add Security Image: ☐ If checked, the survey will require a security image check.

Redirect URL: Upon completing this survey, go to this URL. (If blank, default "Thank You" message is displayed.)

Submit Button Text:

Password

Set a password:

(If this survey is open to all, leave this field blank)

Message

Default "Closed" message:

Sorry, this survey is currently closed. Please check back later, or contact us for further assistance.

(This message only appears when the survey is closed)

Default "Completed" message:

Thank you for taking our survey!

(This message only appears upon completion)

Show statistics to user upon completion: ☐ If checked, upon completion the user will be able to see complete statistics.

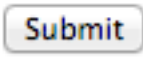
6. If you would like the survey taker to receive a copy of the survey they just took, check the **Send a copy to the survey taker** box.
7. Next to **Maximum Number of Responses**, type in a number ONLY IF you would only like a certain amount of people to be able to take the survey (e.g. if you type in 50, only

50 people would be able to take the survey, then the survey would be closed). Otherwise, leave it blank.

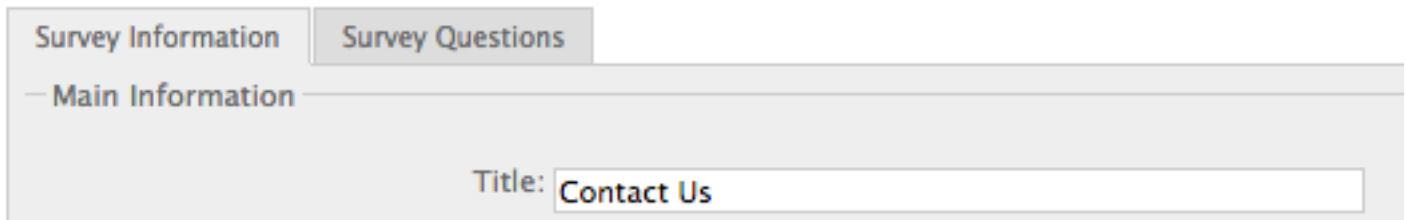
8. Next to **Expiration Date**, keep the checkmark in the box if you would like it to NEVER expire. Otherwise, if you uncheck it, you can enter a date for the survey to expire.

Expiration Date: ☐ If checked, this survey never expires.

Enter the expiration date for the survey.

9. Next to **One Time Access**, place a checkmark in the box IF you would only like the person taking the survey to be able to take it once. For instance, you would probably want to leave it unchecked if it's a "Contact us" survey, so that that person can contact you more than once.
10. Next to **Remove Numbering**, leave the checkmark in the box if you DO NOT want the questions in your survey numbered. If you would like the survey questions to be numbered, uncheck the box.
11. If you would like to add a security image, place a checkmark in the box next to **Add Security Image**. This will make it so that you will not receive spam from the survey, and makes sure that a "human" is filling out the survey, not a bot, etc.
12. In the **Redirect URL** box, type or paste in a URL in the box if you would like your clients to be redirected to (for instance) your home page after they submit the survey. Otherwise the default "Thank you" message will show.
13. In the **Submit Button Text** field, this is what will show on the button for people to click when they're done filling out the survey (e.g. ). If this is a survey in which your customers can subscribe to a newsletter, you can change that to say "Subscribe," or anything you would like it to say.
14. In the **Default "Closed" message** field, you can type your own message, or keep the one that is in there already. This message will appear if your survey is disabled (see disabling a survey below – No. 23)
15. In the **Default "Completed" message** field, you can once again type your own message, or as explained on No. 12, you can leave it blank if you have them redirected to a URL after they finish the survey.
16. Next to the **Show statistics to user upon completion**, checkmark the box if you would like users to see statistics (e.g. if this is a survey where you can have your clients rate things, or true and false answers, etc.).

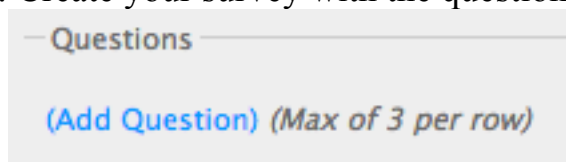
17. Once you're done creating your survey, click "Add New" at the bottom of the page. This will refresh the page, and at the top, create a new tab called "Survey Questions."



The screenshot shows a web interface with two tabs: "Survey Information" and "Survey Questions". The "Survey Information" tab is active. Below the tabs is a section titled "Main Information". At the bottom of this section is a label "Title:" followed by a text input field containing the text "Contact Us".

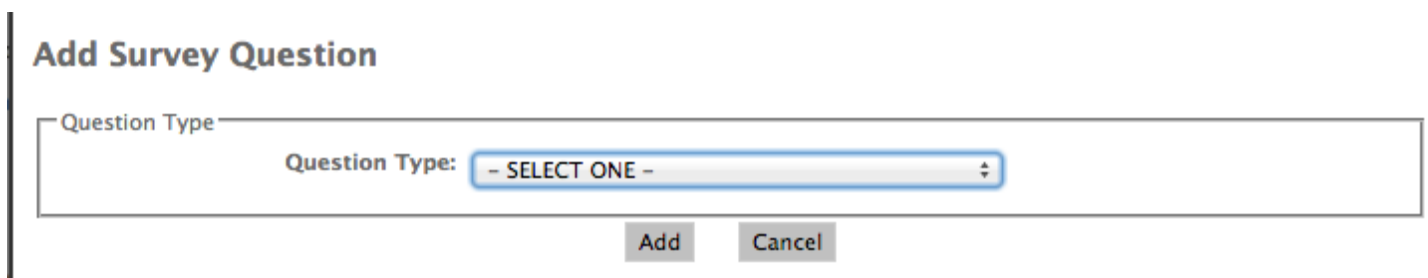
18. Click the "Survey Questions" tab at the top.

19. Create your survey with the questions you would like to ask, by clicking

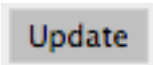


The screenshot shows the "Survey Questions" tab. Below the tab is a section titled "Questions". At the bottom of this section is a blue button labeled "(Add Question) (Max of 3 per row)".

20. Add as many questions as you would like, using the dialog box that pops up when you click "(Add Question)," and follow the prompts.




The screenshot shows a dialog box titled "Add Survey Question". Inside the dialog box, there is a label "Question Type:" followed by a dropdown menu showing "- SELECT ONE -". At the bottom of the dialog box are two buttons: "Add" and "Cancel".

21. When are done adding your questions, click  , underneath the "Description" field. It'll take you back to the "Survey Information" (first) tab. Click "Cancel" at the bottom of the page if you are done with this survey. You can edit it at any time.
22. Your survey will automatically be set to active. If you would like to deactivate it, you can access your surveys at any time by clicking [Surveys](#) at any time from the panel on the left. It will then show you a list of the surveys on your website.

Surveys						
Title ▲ (Click to Edit)	Date Posted	Responses	Preview	Copy	Active?	Delete?
 Contact	Feb 5, 2008	0 [View] [Clear]		[Copy]	[Activate]	
 Dine With A Doc	Mar 23, 2012	0 [View] [Clear]		[Copy]	[Deactivate]	
 Newsletter Sign-up	Feb 20, 2012	0 [View] [Clear]		[Copy]	[Deactivate]	
 Request Appointment	Feb 20, 2012	0 [View] [Clear]		[Copy]	[Deactivate]	
 Test	Oct 16, 2012	0 [View] [Clear]		[Copy]	[Deactivate]	

23. If you don't want your survey active at the present time, click the button [Deactivate], which will then change the entire row to a darker-shaded gray, with a new button to click called [Activate], which if you click that button, will re-activate the survey.

24. If you want to delete any survey at any time, simply click the Delete  button in the row of the survey you wish to delete.

Manage Blogs

1. From the panel on the left, click [Blogs](#) .

2. Click  at the top of the page.

— Main Information

Title:

Date to Post: 10/22/201:

Author: No Author

Add Author

Keywords:

Content:

(Generate From Content)

Comments: ☒ Allow users to comment on this post.

☐ Notify me when new comments are left.

Rating: ☐ Allow users to rate this post.

Add New

Cancel

3. Add a **Title** for your blog.

4. If you would like for the blog to post on your site at a later date, click in the **Date to Post** box, and a calendar will pop up. You can then select the date for which you would like the blog to post.
5. In the **Author** field, you can leave it blank (No Author), or you can **Add Author** by clicking the Add Author button ([Add Author](#)). The dialog box below will then show up. Simply add the name of the author and click **Submit**.

Add New Author

First Name:

Last Name:

6. In the **Keywords** field, you'll want to add words that are included from the content of the blog.
7. In the **Content** field, write the content of your blog.
8. In the **Synopsis** field, include a brief, catchy description about your blog. Or you can click [\(Generate From Content\)](#) , which will then generate a synopsis on its own, based on what you wrote in the **Content** field.
9. Next to **Comments**, you can allow visitors on your site to leave comments by placing a checkmark in the box next to **Allow users to comment on this post**. If you would like to receive notifications when people comment on your blogs (recommended), checkmark the box next to **Notify me when new comments are left**, that way, you can manage the comments that are left on your blog(s).

☒ [Notify me when new comments are left.](#)

[Emails to Notify of new comments. \(seperate with commas\)](#)

10. You also can choose to allow visitors to rate your blog, by placing a checkmark in the box **Allow users to rate this post**.
11. Click **Add New**.