

Pagetender Web Services

Web Site Admin Menu Notes

Accessing Your Web Site Admin Menu:

- Your web site admin menu may be accessed through any web browser.
- The address is <http://www.yourdomain.com/admin.php>
- You **MUST** have cookies enabled to log in successfully.
- If you forget your username or password, please send an email to support@pagetender.com.

Security Levels:

- Admin level password gives the user access to all functions in the Administration Menu and System Management Menu
- User level password give the user access to all functions in the Administration Menu but none of the System Management Menu functions.
- One Admin account and several user level accounts have been entered into your user table. If you need to add or delete accounts, please send an email with the changes to support@pagetender.com.
- Passwords can be changed at any time user the Change Password function in the Administration Menu. It is a good idea to change your password periodically.

Maintaining Database Tables:

- Database tables are maintained through the Admin Menu. Please note that users with access to the Admin Menu are able to maintain *all* tables.
- Field names that are displayed in **red** must contain valid information.
- The changes made to tables are available to web site visitors immediately unless display of the data is restricted by begin_date and end_date. In those instances, the information is viewed by the user starting on the begin_date and will no longer be visible the day after the end_date. This information is still in the database table, it is no longer active. To reactivate it, change the end_date to a future date.
- Inactive records are *not* deleted automatically. Please delete them periodically.

Entering blocks of text:

- The easiest way to enter blocks of text is to copy and paste from your favorite word processing program.
- The Admin functions are **not** able to spell check or grammar check your text. Please do so before pasting the text.
- Formatting of tables or lists will **not** be honored and may insert unusual characters in your text. Please use the html tags below to format lists. If you are familiar with HTML, you may use tags to create a table.
- Once you have pasted your text into the widow, enter line feeds where necessary. To start a new line enter a
. To start a new paragraph enter

.

Formatting Web Site Pages:

- In most cases, the formatting of web pages is a simple matter of entering a line feed tag
 between paragraphs. However, from time to time you may want to

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use HTML tags to override the standard format of a page. For instance, you may want something to appear **BOLD** or *italic* or in a different color. The HTML tags below can be used to accomplish this.

| Format | Tag | Result |
|---------------|--|--|
| Line Feed | The cow jumped over the moon. The cat did not. | The cow jumped over the moon. The cat did not. |
| New Paragraph | The cow jumped over the moon. The cat did not. | The cow jumped over the moon. The cat did not. |
| Bold Text | This text is bold | This text is bold |
| Italic Text | <i>This text is italic</i> | <i>This text is italic</i> |
| Center Text | <div align="center">Centered Text</div> | Centered Text |
| Left Justify | <div align="left">Left Text</div> | Left Text |
| Right Justify | <div align="right">Right Text</div> | Right Text |
| Text Color | Red text | Red text |
| List | Item oneItem twoItem three | <ul style="list-style-type: none"> • Item one • Item two • Item three |

Links and Images:

| | | |
|--------------------------------|---|---|
| Link to a site | This text is a link to the Pagetender Web Site. | This text is a link to the Pagetender Web Site. |
| Link to a page in your site. | This text would be a link to the news page on your site. | This text would be a link to the news page on your site. |
| Add an image to your web page. | | See notes below. |

Notes regarding images:

- The image tag above has two important parts.
 1. The first is the file name between the “ “. In the example above it is “images/picture.gif” “Images/” refers to the location of file on the server. It

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states that the file picture.gif can be found in a subdirectory named “images” in your web site directory. If your images are located in the same directory as your web pages, the tag would read “picture.gif”. When the browser displays the page it will look in location you have named in your tag. If it does not find the file in that location, a broken image graphic will be displayed.

2. The second part of the tag is for the alignment of the image. Align=“left” will align the image on the left side of the page and text will wrap on the right of the image. Align=“right” will align the image on the right side of the page and the text will wrap on the left. Align=“center” will align the image in the center of the page and the text will be displayed below it.
- Image files must be a .jpg or .gif. These are the only image formats that browsers can display.
 - An image that is too large (file size) will slow down the rendering of your page. Image files should not be any more than 25 kb in size.
 - It is true that an image size can be specified in a tag by adding width and height attributes. However, this only changes the display size, it does not change the file size (bytes). To specify the pixel width and height of an image, you would change the above tag to read ``. Width and height must be defined in pixels.