

How to operate the news and resources page of your site

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Overview

The Self-Updateable News and Resources Page allows you to add links to resources and PDF newsletters to your website.

Logging in to Admin

Your News & Resources admin is located at: _____

Your User Name is: _____ Your Password is: _____

Resources Admin

- ◆ Categories
- ◆ Links
- ◆ Newsletters

If your website's Power Tools have been combined into one admin section, log into your admin section to operate your News & Resources Page. A link to the admin will be provided from the Power Tools admin main page.

Administering Categories

Category Name:

Links Auto-Archive point:

Newsletters Auto-Archive point:

Category	Links Auto-Archive Point	Newsletters Auto-Archive Point	Options
Press Releases	5	5	Edit Delete
Publications	10	10	Edit Delete
Specifications	10	10	Edit Delete
Technical Societies	10	0	Edit Delete

The first step in adding News and Resources to your site is to create categories for the links and PDF files.

Select the "Categories" link from the admin section and fill in the fields as shown:

Category Name: Enter a title for the category

Links Auto-Archive Point: Enter a number in this field. The number entered will be the number of links shown on the public page. For example, if "5" is entered in this field, five links will show on the public page. The sixth, seventh, etc. links will be archived.

Newsletters Auto-Archive Point: Enter a number in this field. The number entered will be the number of PDF newsletters shown on the public page. For example, if "5" is entered in this field, five newsletters will show on the public page. The sixth, seventh, etc. PDFs will be archived.

You may edit and delete categories in this view by clicking the "Edit" and "Delete" links.

Adding Links

Link Category, Title and URL are required.

Link Category:

Title:

URL:

Image or Text: Image Text

If Using Image:

If Using Text:

Archiveable:

To add links to the News & Resources page, select "Links" from the admin menu and fill in the fields as shown:

Link Category: Select the category the link will be listed in

Title: Enter a title for the link

URL: Enter the URL of the link

Image or Text: Select whether the link will appear with an image or descriptive text

If Using Image: Browse your computer to select the image you wish to upload

If Using Text: Enter text to describe the link

Archiveable: Selecting "yes" will allow this link to be added to the archive. Selecting "no" will ensure that the link always stays on your primary links page; as well as being added to the archive.

Editing and Deleting Links

Category	Link Title	Link Type	Archiveable	Options
Publications	Test Engineering & Management Magazine	TXT	Yes	Edit Delete
Specifications	Search for a Standard or Specification	TXT	Yes	Edit Delete

The links that you have added will be listed on the main page of the Links admin. You may edit and delete any of your existing links.

Adding News

To add links to the News & Resources page, select “Newsletters” from the admin menu and fill in the fields as shown:

Newsletter Category: Select the category the PDF will be listed in

Show: Checking the box will show the PDF on your website. Unchecking the box will take the newsletter off your public website.

The newsletter will still be accessible through your admin section.

Newsletter: Select the date of publication

Newsletter Name: Enter the newsletter title

Description: Enter text describing the newsletter’s content

Current PDF File: If you are editing a previously uploaded PDF, the PDF name will be listed here

Upload New PDF File: Browse your computer to select the PDF you wish to upload

Archiveable: Selecting “yes” will allow this link to be added to the archive. Selecting “no” will ensure that the link always stays on your primary links page; as well as being added to the archive.


Editing and Deleting News


Show	Category	Newsletter Name	Date	Archiveable	Options
Yes	Press Releases	Jane Doe Hired as Marketing Coordinator	June 10th, 2003	Yes	Edit Delete

The newsletters that you have added will be listed on the main page of the Newsletters admin. You may edit and delete any of your existing newsletters

Viewing a News & Resources Page

The example to the left shows a public view of a News & Resources Page.

 The link icon indicates that a link is available for the listing.

 The PDF icon indicates that a PDF is available for the listing.

For additional help on preparing images and PDF files for the web, please see our “Power Tool Upload Tutorial”, available at <http://www.onyourmark.com/tutorials/pduploadtutorial.pdf>.