

Flex

Publishing Platform

Documentation

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Overview

Updating your website is now easier than ever, if you can use word, you can use Flex Publishing Platform. This is an incredibly easy to use tool which will allow you to:

- Add and/or change images on your website
- Add and/or change text on your website
- Create internal and external links
- Optimise your site for a higher search engine ranking
- Manage your components

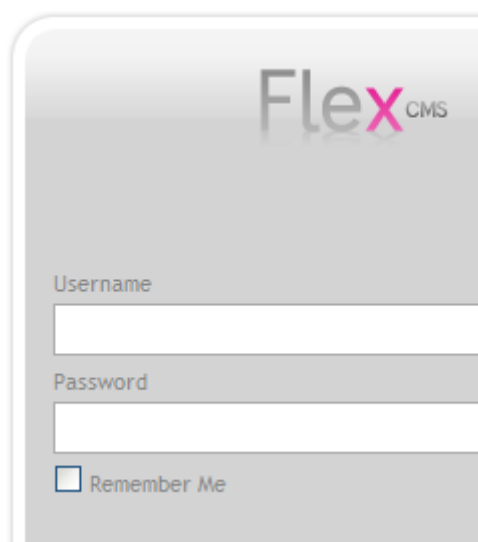
Logging into the Flex

Type your web address into the URL and add /admin at the end, this will take you to the Flex log on page.

Security and Passwords

You will be given a username and password from us that you will need to use to log into Flex. You can have as many users as you want and each will have their own individual username and password.

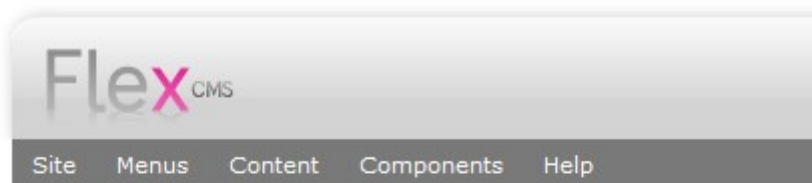
All changes made are tracked against this user, showing what they have changed and when.



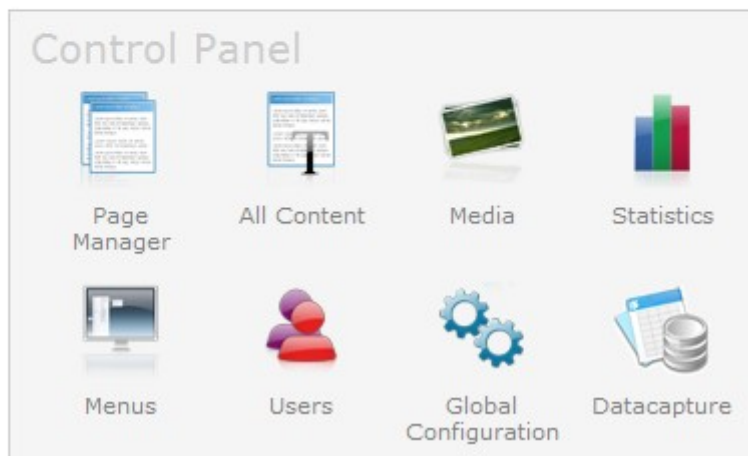
The image shows a login form for Flex CMS. At the top right, the text 'Flex CMS' is displayed in a stylized font. Below this, there are three input fields: 'Username', 'Password', and a checkbox labeled 'Remember Me'. The 'Username' and 'Password' fields are empty text boxes. The 'Remember Me' checkbox is currently unchecked.

The Control Panel

- **Help** – Click here to find an explanation of how to perform the key functions on Flex
- **Page Manager** – Here you will find the different pages on your site. Go here to make changes to the MetaTags and Keywords for search engine optimisation
- **All Content** – You will be able to add and/or change text and images here
- **Media** – This is where all of your images and documents (pdf or word) need to be uploaded and stored for entering into the content

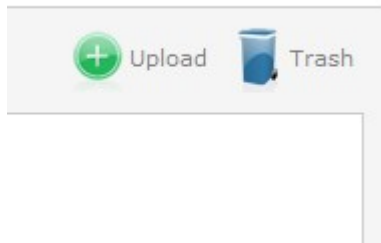


Control Panel ▶

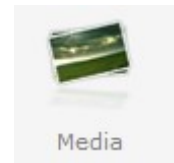


Media

Firstly upload all of the images and documents you want on your site into the media folder. You must resize all of your images before you upload them.



Right click on the current image on your site and view properties to find out the size of the image



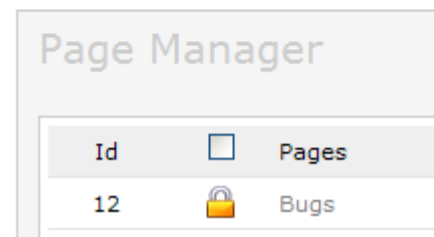
Click upload and select the image or document you want to upload from your PC

Page Manager

We have created a website style for you. This is like a design template and Flex works around this to ensure that as you make changes and enter data you don't change the website style and overall appearance.



Control Panel ▶ Pages ▶



Id	<input type="checkbox"/>	Pages
12	<input type="checkbox"/>	Bugs

Optimising

- Click on the page you want to set up Keywords for
- Enter the description of the page in Meta Description
- In Meta Keywords enter a list of words you want your site to be searched on

Keywords, SEO, Meta tags, directories, adwords and website marketing are a subject in their own right and we are unable to cover this in this document.

Please feel free to contact us if you require any more information or help in this area. We would be happy to help you get your site higher up the search engine rankings and drive traffic to your site.

Page Manager

Title

Shortcut

Meta Description

Meta Keywords

Content

Adding text and images

- Click on all content this will show you all of the content items for your website
- To edit text and/or images on a specific page click filter content and a drop down box will appear. Choose the page you wish to edit
- Click filter content to select the page you wish to work on and then click on which area you wish to change from the list under the title column
- All of the other icons are the same as in word. Please don't make any changes to the styles, format, font family or sizes as this can break the design template and format



Id	<input type="checkbox"/>	Title
10	<input type="checkbox"/>	Header

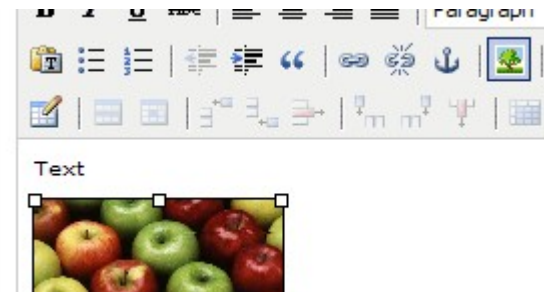
Creating links

- Highlight the text which will act as link
- Select the link chain icon
- For external links select target and choose open in new window
- If you want to link to an internal page select that page
- Give your link a descriptive title for search engines



Amending images

- Place cursor and click where you want the image or click on the existing image
- Click on this icon
- Select the browse button on the right hand side to choose your image from the media file (which you will already have uploaded)
- Give your image a descriptive name to satisfy DDA guidelines
- For a new image select the appearance tab to choose where you want the image and text to appear



We advise that you do not insert new images but to stick to changing existing ones as you can greatly alter the appearance of a site using too many images.

Saving changes

- Select the save icon on the right
- This will save your changes as a copy but does not make them live
- Published content items have a green tick, unpublished will have a red cross
- When you are happy with your changes click the red cross and it will swap with the current version
- You can delete the old version by selecting trash on the right hand side

