



# BASIC OVERVIEW

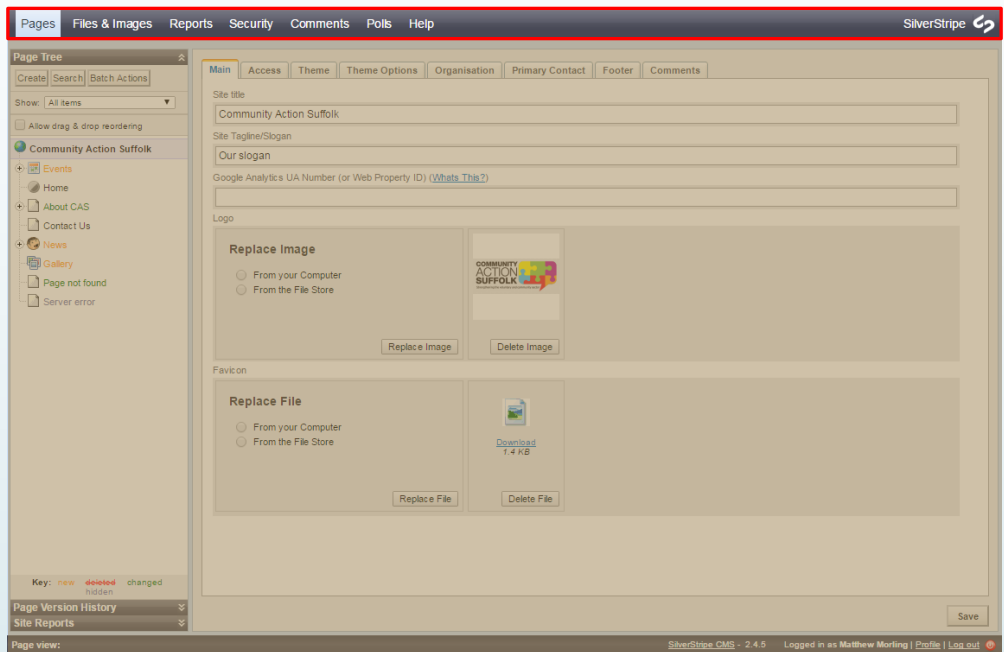


# Index:

- ▶ [Navigation Tabs:](#)
  - ▶ Pages
  - ▶ Files & Images
  - ▶ Reports
  - ▶ Security
  - ▶ Comments
  - ▶ Polls
  - ▶ Help
- ▶ [Content Pane](#)
- ▶ [Editing Pane](#)
- ▶ [Sub Tabs](#)
- ▶ [View Bar](#)

# Navigation Tabs

The Navigation Tabs allow you to navigate to the main groups in Silver Stripe CMS. Here, you can choose to manage pages, your stock of files and images, or your website's comments. You can also get reports on pages, and get help.



## Pages –

This section enables you to access and edit the content of the pages on your website. On this tab, two extra "sub-tabs" are displayed in the left pane that enable you to display a History of editing events and a list of Reports incorporated within the system.

## Files & Images –

By clicking on "Files & Images" icon, the screen will display a list of all folders containing uploaded files and images. This hierarchical view enables you to locate and select the file you wish to edit, delete or move.

## Comments –

This section is used to view and moderate comments on posts, pages and events across your website.

## Reports –

This section shows reports for your site, for example, pages with broken links

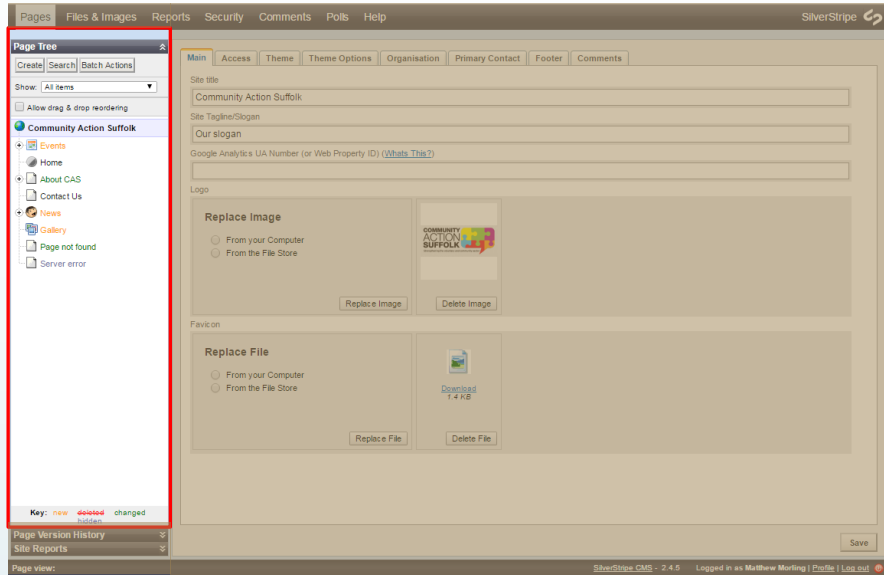
## Security –

This section allows you to create and manage the administrators and content moderators on your website. To add a user click on the Security tab, click "Add Member" at the bottom right, complete all the details on the form and then click "Save". After you have clicked Save you can then click on the "Edit" button next to the user and then click on the "Group" tab along the tab and assign the user against the group you wish. Please note "Administrators" have full access to the site including the ability to add and edit users. Content Authors just have the ability to edit and add content.

## Help –

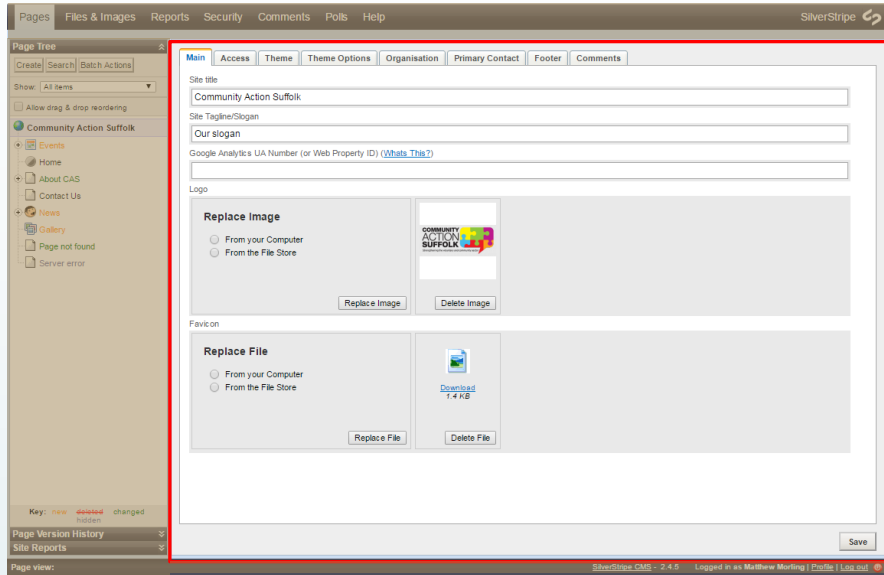
Help provides direct access to Silver Stripe user help.

# Content Pane



The Contents Pane displays the contents of the currently selected navigation tab in a hierarchical format. For example, when looking at the "Pages" navigation tab, the Contents pane will show you a sitemap, listing all of the pages on the site. Pages can be nested, so to expand the view to include subpages, click on the "+" icon. If you wish to collapse the views, you can click on the "-" icon.

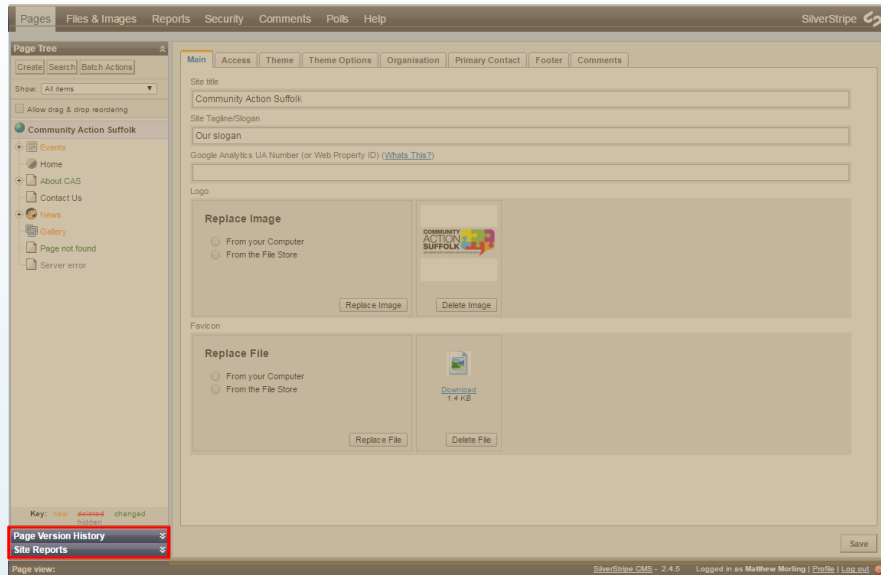
# Editing Pane



Once you have selected an item in the contents pane, the contents and properties of that item will be displayed in the right pane on a number of tabbed pages. (These tabbed pages may also contain a subset of tabbed pages).

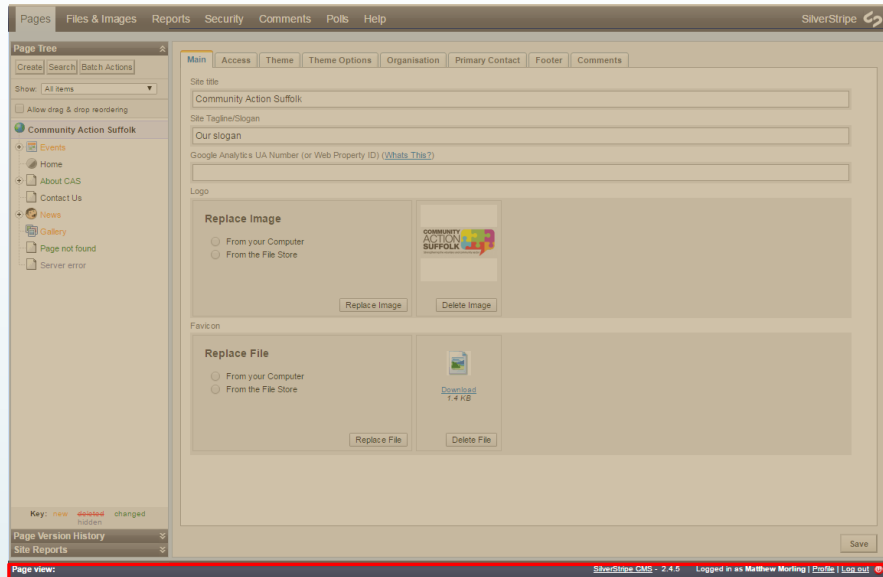
This pane enables you to edit the content and properties of selected items. For example, if you were to click on a webpage in the Contents pane, the Editing Pane would show you the content on that page, and let you edit it. When editing content, the Editing Pane is "WYSIWYG" – or "What You See Is What You Get." You can use the toolbar in the editing pane to edit the webpage's content, much like you would in a word processor.

# Sub-tabs



These normally hidden, but expandable subtabs are typically only available in Pages view. They provide quick information about page version history, so you can easily roll back to an earlier version of a page, if need be, and site reports which detail pages that need urgent work or have not changed in a while.

# View Bar



The View Bar allows you to switch between the three views available within Silver Stripe CMS: the editing view of the CMS, how your proposed website will look when and if it is published, and what the current, live, published page looks like.

Additionally, you can find on the right side of the View Bar a place to logout or alter your user profile.