



## **User Manual**

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# Your Snapshape

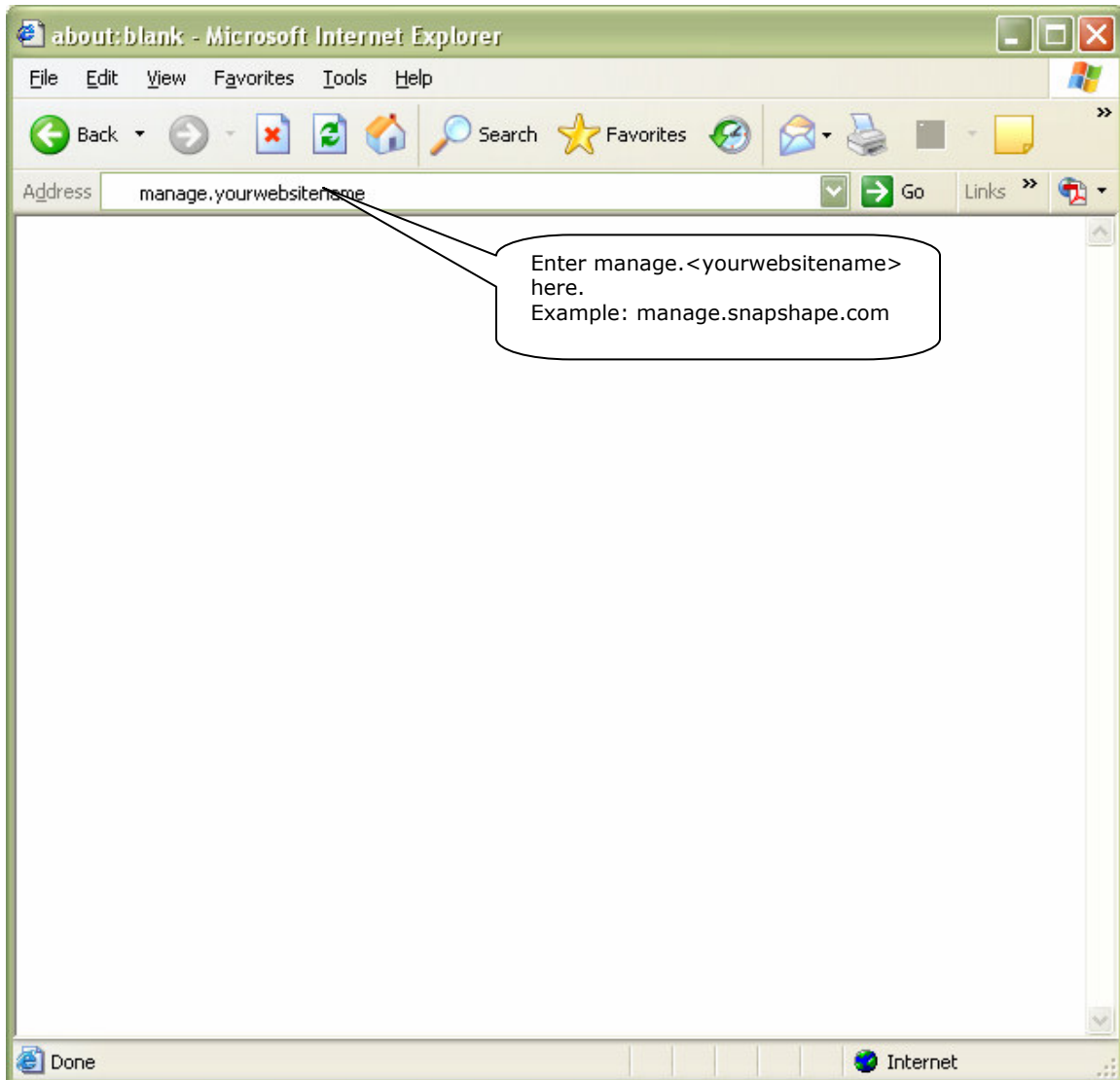
## What is Snapshape?

Snapshape is an easy to use website manager or Content Management System. Snapshape was designed so that any employee in an organization can manage all or part of that organizations website.

Snapshape contains all the tools necessary for users to create and manage new web pages. With it's easy-to-use editor, you can create web pages from scratch or modify web pages created by other users.

## Accessing Your Snapshape

You can access Snapshape by first opening up Internet Explorer. You can do this by clicking the Windows Start button then select Internet Explorer. In the address bar, you will enter `manage.yourwebsitename`. For example, if your website name is `www.snapshape.com` you would enter `manage.snapshape.com`. The word "manage" replaces the "www" (see diagram below).



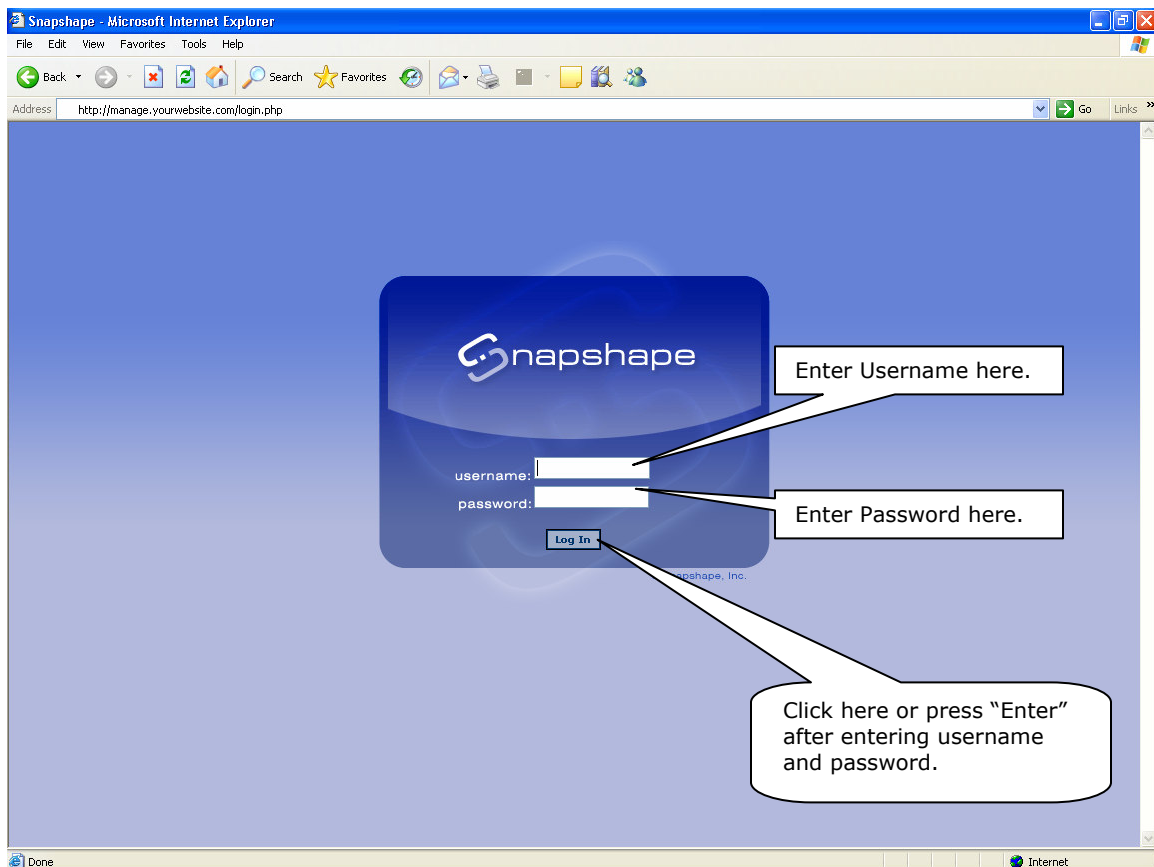
# Login

## Overview

All Snapshape users will be setup with individual user accounts. User accounts can have different levels of security (see Security Management).

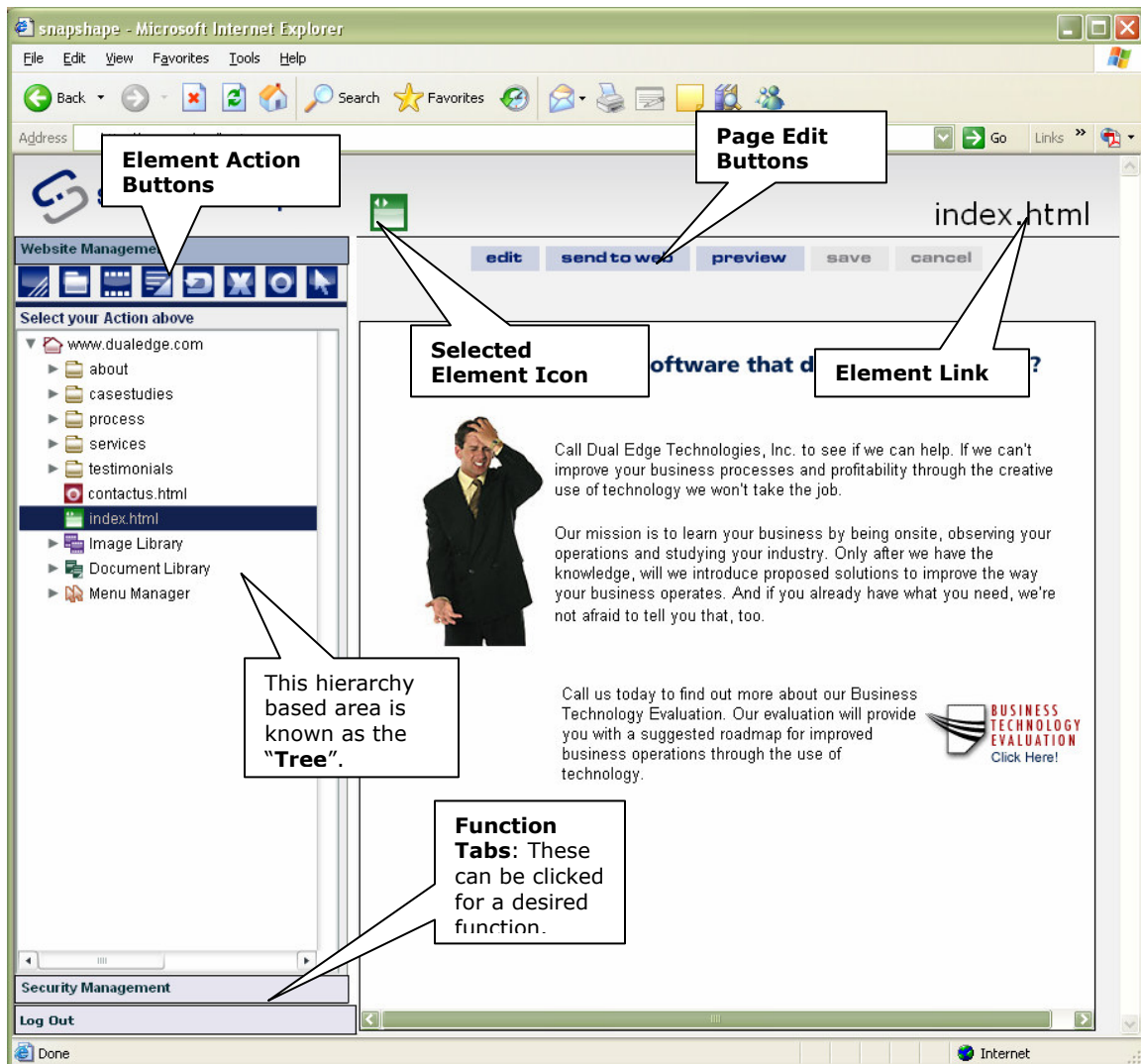
## Logging In

In order to gain access to Snapshape you will need to input your username and password when prompted. Your username and password are case sensitive. After inputting your username and password correctly (see Diagram below) you will gain access to the Snapshape interface.



# Snapshot Interface

Below is a quick tutorial of Snapshot that will explain the areas, buttons, and objects that you will need to be familiar with.



## Element Action Buttons



**Add Page** – Click to add a new web page.



**Add Folder** – Click to add a new folder.



**Add Image** – Click to add an image.



**Add Document** – Click to add a document.



**Set Default** – Click to set selected web page as default for the folder.



**Delete Element** - Click to delete the selected element.



**Add Component** – Click to add a Snapshape component.

## Pages

### Overview

Pages or “web pages” are the most important elements in Snapshape since they will be the web pages that users will see on your website. There are three types of web pages: default page; regular pages; and component pages. The Default page is the first page that will show when a user navigates to that folder on your website (see Setting Default Page for more details). Regular pages are ordinary web pages that you create and update. Component pages are pages that include editable content plus some advanced functionality.

## Adding Pages

New pages can be added easily and quickly. Simply select where you want the new page to go, then press the "Add Webpage" button (see diagram below). Pages can only be added to the "site" or to a folder.

The screenshot shows the Snapshape web management interface in Microsoft Internet Explorer. The address bar shows `http://manage.localhost/DEleftnav_content.php`. The interface includes a left sidebar with a file tree for `www.dualedge.com` containing folders like `casestudies`, `process`, `services`, `testimonials`, and files like `index.html`, `contactus.html`, `Image Library`, `Document Library`, and `Menu Manager`. The main content area displays a "Page Information" form with the following fields: `Name*`, `Template*`, `Title`, `Keywords`, and `Description`. Below the form are `Save Page` and `Cancel` buttons. Callout boxes provide instructions: "After making a selection, press the add webpage button." points to the sidebar; "Click a folder or the site where you want to add a new webpage." points to the `about` folder; "After clicking the add webpage button you will see the form below." points to the form header; "Enter page name here (.html extension optional)." points to the `Name*` field; "Select a template from the list." points to the `Template*` dropdown; "(Optional) Used to title the page." points to the `Title` field; "(Optional) Used by search engines." points to the `Keywords` field; "Description is optional, but is used by search engines." points to the `Description` field; and "After filling out the form, click 'Save Page' to finalize adding the new webpage." points to the `Save Page` button.

## Editing Pages

Existing pages can be edited quickly by selecting the page you would like to edit, then clicking the "Edit" button in the right pane. To Edit Component pages, see the components section below.

## Deleting Pages

Existing pages can be deleted easily and quickly. First, select the page you would like to delete. Once it is highlighted in blue, click the delete icon that looks like an "X". You will be prompted in the right pane to make sure you want to delete this page. If you select "Yes", the page is deleted. If you select "No", the page is not deleted.

## Changing Page Properties

In order to change page properties after it has been created you must select the page you would like to modify. Select the "Edit" button and you will see the "Page Properties" window in the left pane. After making necessary changes, you will need to click the "Save" button in the right pane in order to keep the changes. Otherwise, cancel will rollback the changes to these properties.

## Setting Default Page

As described previously, the Default page will be the first to show up for the site or a given folder for a user visiting your website. To set a page as the default, first select it in tree. Then click the Set as Default Element Action Button which looks like a "D".

## Folders

### Overview

Folders are elements that are used to maintain order. A website may or may not have folders. Typically, web pages are grouped in logical folders. The use of folders is encouraged. The topmost icon in the tree known as the "Site" is also a folder although it cannot be deleted.

### Adding Folders

A folder must be added to another folder or site. To add a folder, first select the element that you would like the folder to reside in. Then, click the "Add Folder" Element Action Button.

### Renaming Folders

Folders can be renamed after they have been added. To rename a folder, simply select the folder in the tree that you would like to rename. In the right pane you will see that particular folder's properties. Click the "Edit Folder" button to begin renaming. Then, change the name field to the new desired name. Finally, click the "Update Folder" button to save the changes.

### Deleting Folders

Existing folders can be deleted easily and quickly. First, select the folder you would like to delete. Once it is highlighted in blue, click the delete icon that looks like an "X". You will be prompted in the right pane to make sure you want to delete this folder. If you select "Yes", the folder is deleted. If you select "No", the folder is not deleted.

**Please note:** Only empty folders can be deleted. You must first delete everything inside a folder before you can delete the folder itself. This has been designed this way as a safety measure.

# Images

## Overview

Before an image can be used on a web page it must be added to the Snapshape Image Library. When the Image Library is selected, it will display all available images within Snapshape.

## Adding Images

Images can be added several different ways. In both cases you must select the "Image Library" first. After selecting the "Image Library" you have the following options:

1. Click the "Add Image" Element Action Button
2. Click the "Add Image" button in the right pane

Either choice will take you to the same screen in the right panel (see diagram below). You will be asked to specify a Name and the image file you would like to add.

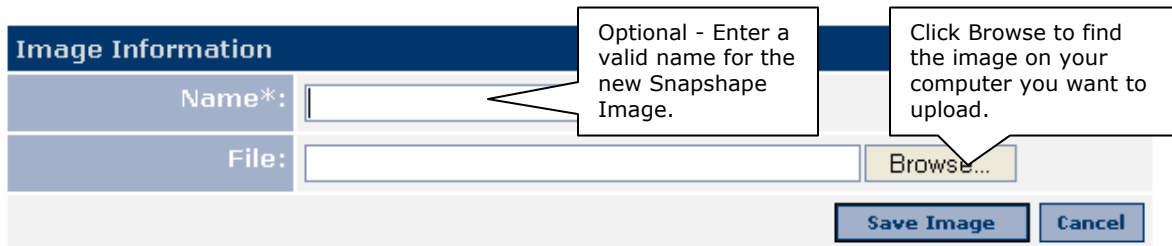
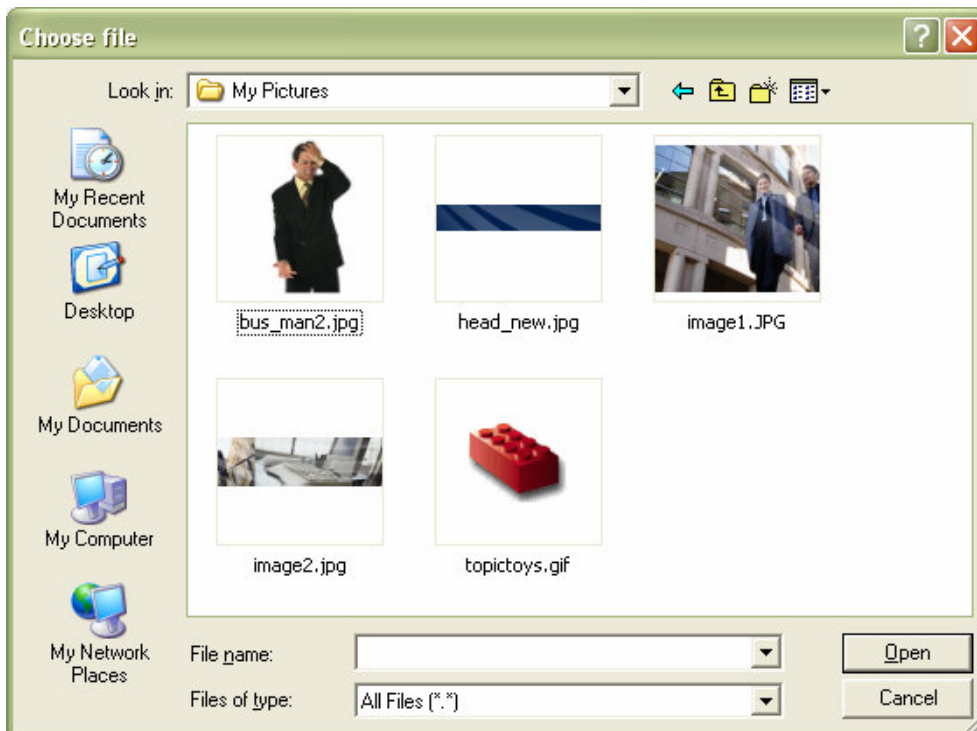


Image Information	
Name*:	<input type="text"/>
File:	<input type="text"/> <input type="button" value="Browse..."/>
<input type="button" value="Save Image"/> <input type="button" value="Cancel"/>	

After clicking browse, you will be able to select an existing image from your computer or business network.



## Renaming Images

Images can be renamed after they have been added. To rename an image, simply select the image in the tree that you would like to rename. In the right pane you will see that particular image's properties. Click the "Edit Image" button to begin renaming. Then, change the name field to the new desired name. Finally, click the "Update Image" button to save the changes.

## Deleting Images

Existing images can be deleted easily and quickly. First, select the image from the Image Library that you would like to delete. Once it is highlighted in blue, click the delete icon that looks like an "X". You will be prompted in the right pane to make sure you want to delete this image. If you select "Yes", the image is deleted. If you select "No", the image is not deleted.

**Please Note:** The Image Library cannot be deleted. It is a Snapshape system element.

# Documents

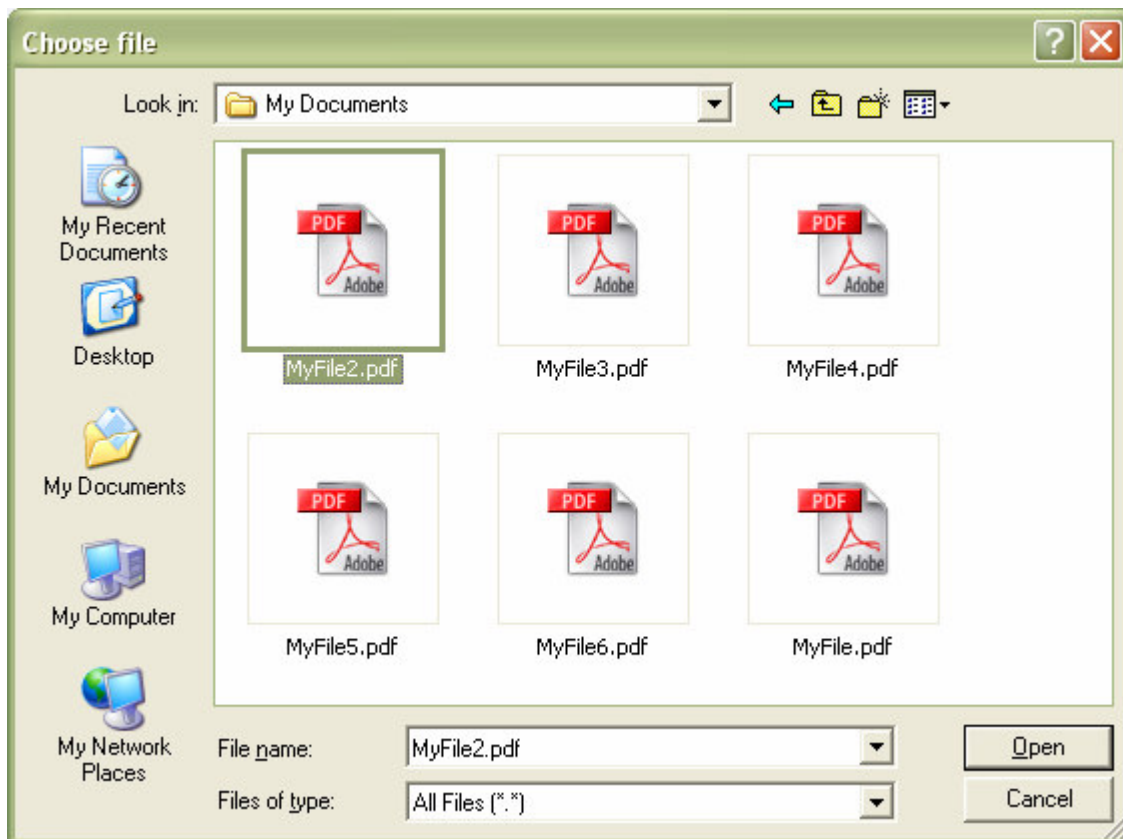
## Overview

You can add documents to Snapshape such as: Adobe PDF files, Microsoft Word documents, Microsoft Excel spreadsheets, and text documents. Once they are added to Snapshape you can link to them in your website.

## Adding Documents

The screenshot shows a form titled "Document Information" with two input fields: "Name\*" and "File:". The "Name\*" field has a callout box that says "Optional - Enter a valid name for the new Snapshape Document." The "File:" field has a "Browse..." button next to it, with a callout box that says "Click Browse to find the document on your computer you want to upload." At the bottom of the form are "Save Document" and "Cancel" buttons.

After clicking browse, you will be able to select an existing document from your computer or business network.



## Renaming Documents

Documents can be renamed when they are added or after they have been added. To rename a document, simply select the document in the tree that you would like to rename. In the right pane you will see that particular document's properties. Click

the "Edit Image" button to begin renaming. Then, change the name field to the new desired name. Finally, click the "Update Image" button to save the changes.

## Deleting Documents

Existing document can be deleted easily and quickly. First, select the document from the Document Library that you would like to delete. Once it is highlighted in blue, click the delete icon that looks like an "X". You will be prompted in the right pane to make sure you want to delete this document. If you select "Yes", the document is deleted. If you select "No", the document is not deleted.

**Please Note:** The Document Library cannot be deleted. It is a Snapshape system element.


## Page Editing

### Overview

The easy-to-use Snapshape editor allows you to build anything from simple to advanced web pages in minutes. You can also paste text from other documents directly into the Snapshape editor.


### The Editor


 **Bold** – Change the selected text into bold text.

 *Italics* – Change the selected text into italics.


 Underline – Underline the selected text.

 Bulleted List – Start a bulleted list on the line where the cursor resides.

 Numbered List - Start a numbered list on the line where the cursor resides.

 Left Align – Align the line where the cursor resides to the left side of the page.


 Center Align - Align the line where the cursor resides in the center of the page.


 Right Align - Align the line where the cursor resides to the right side of the page.














 Indent – Add space between the left side of the page for the current line.

 Outdent – Remove space between the left side of the page for the current line.

 Cut – Remove selection from the editor and add it to the system clipboard.

 Copy – Copy the selection from the editor to the system clipboard.

 Paste – Paste what is in the system clipboard into the editor.

-  Undo – Undo the action just performed in the editor.
-  Redo – Redo the action just performed in the editor.
-  Internal Link – Link the current selection to a Snapshape web page or document.
-  External Link – Link the current selection to another website or URL.
-  Remove Link – Remove the selected link and replace it with regular text.
-  Image – Insert an Image from Snapshape to the current cursor position.
-  Table – Insert a table at the cursor position.
-  Horizontal Rule – Insert a horizontal line at the cursor position.
-  Special Character – Insert a special character like: © ®
-  Component – Insert a component that is available to you.
-  Font Face – Change the font for the selected text.
-  Font Color – Change the font color for the selected text.
-  Font Size – Change the font size for the selected text.

## Components

### Overview


Components are one of the more complex types of elements you will find in Snapshape. Components are pieces of functionality that extend Snapshape's capabilities.

For example, if you want to add an Email form to your website there is no way to do it with standard Snapshape functionality. With components you can easily add an Email form for user correspondence to your website and configure all the settings through the component interface.

### Page Components

These are components that become their own web pages. Email Form is one example of a page component. It is not added to a page, it becomes its own page. Click the "Add Component" Element Action Button to see what components are available to add to your site (see diagram below).

## Add Component

 <b>Email Form</b>	Presents a website visitor with a form that can be used to send email to the designated email address.
 <b>Image Rotator</b>	Rotate images based upon a time interval.

### Editing Page Components

To edit the content on a Page Component, click on the 'Edit Component' button. In the Page Content box, click on the 'Edit' button. Make your changes as you would on regular pages – type in content, insert links, change font, etc. When your changes are complete, click 'Save' and then scroll down and click 'Save Component'.

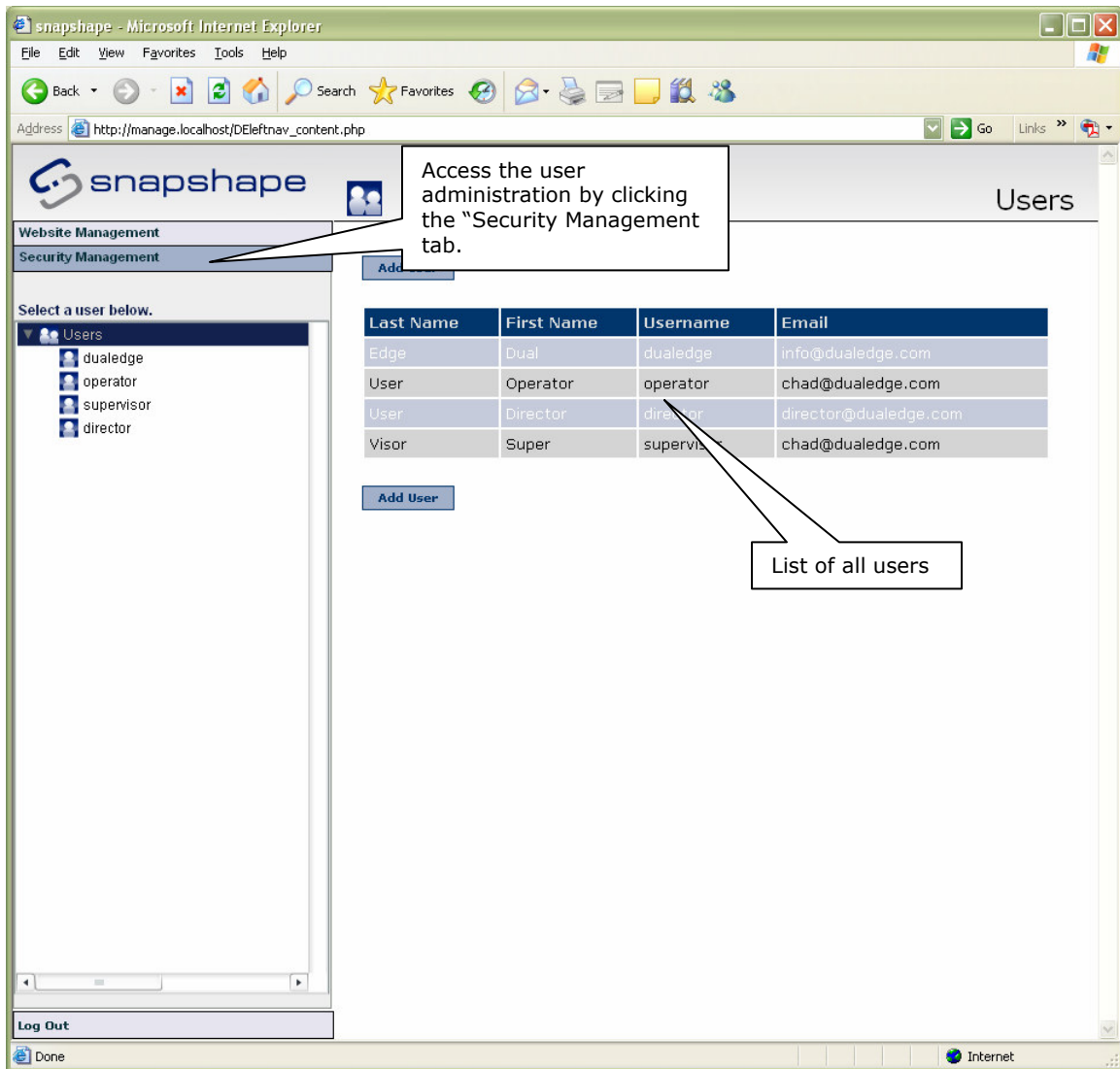
### Inline Components

These are components that can only be added to pages while in the editor. Simply click the "Inline Component" button (see above) and select the component you would like to add to the page. Inline components can be added anywhere on any page.

## Security Management

### Overview

Snapshape users are required to have a username and password to gain access to the system. Each user is assigned an individual role (see section below).



## Roles

There are multiple levels of user roles to allow different levels of functionality to organizations.

- **Director**
  - Unlimited access to Snapshape
  - This is the highest level of security in Snapshape
- **Supervisor**
  - Cannot modify website settings
  - Cannot add supervisor or director users.
- **Operator**
  - Cannot delete Snapshape elements
  - Cannot send pages to the web.

## Tips and Tricks

1. Page preview - click the page name in the top right corner of Snapshape when the page is selected. This will take you to a preview of the live page as any website visitor sees it.
2. Having trouble lining up your text the way you want it? Try adding a table, this will give you more control over the way text is displayed.
3. Default pages and components show up in maroon. Normal pages show up in green and components in aqua. If the icon for that page or component is maroon, it's the default page.

## Frequently Asked Questions

### **Q: Do I need anything on my computer to use Snapshape?**

A: You will need Internet Explorer version 6 or greater. If you have Windows 2000 or Windows XP you should already have this.

### **Q: What happens when I click "Preview"?**

A: A temporary copy of the page is made for your viewing only. This does not affect the webpage that has already been "Sent to Web".

### **Q: Can I only create links on text or are there other options?**

A: You can also create links on images, so that when the image is clicked it performs the link. Simple select your image in the editor first, then click the Internal or External Link button.

## Glossary

<b>Term</b>	<b>Definition</b>
Component	Set of functionality that extends the base functionality of the Snapshape product.
Default	The first page to show up when a website user navigates to your site or a folder within your site.
Tree	Navigation element on the left side of Snapshape that show the hierarchical view of your website.
Icon	Small image used to indicate some type of action when it's clicked.
Element	These are Snapshape objects such as: Pages, Folders, Images, Documents, Components, etc.