










# Quick Start Guide

This small booklet has been made for you who will be using Uberghy CMS to manage a website. The front page at the same time functions as a reference sheet, so you can get a quick reminder when you forget what the different things in Uberghy CMS do.

Buttons	Formatting						
<p> Site setup</p> <p> New page</p> <p> New menu</p> <p> Edit this page</p> <p> Log out</p> <p>Only the top option is visible before logging in. The availability of these functions depend on your theme.</p>	<p><b>bold text</b>                    <b>**bold text**</b></p> <p><i>emphasised (italic) text</i>    <i>//emphasised (italic) text//</i></p> <p><u>underlined text</u>                <u>__underlined text__</u></p> <p>●bullet text                        * bullet text</p> <p>●●more bullets                    ** more bullets</p> <p><b>Header, level 1</b>                <b>!Header, level 1</b></p> <p><b>Header, level 2</b>                <b>!!Header, level 2</b></p> <p>(a.s.o. until level 5)            <b>!!!Header, level 3</b></p> <p>  <b>--- (three strikes alone on a line)</b></p> <p>  <b>  Center aligned text</b></p> <p>  <b>&gt;&gt;Right aligned text</b></p> <p>link to a page with the title <b>title</b>    <b>((title))</b></p> <p>link to a page with the title            <b>((title  text))</b></p> <p>  <b>title, but shown as text</b></p> <p>link to <b>http://www.noget.com/</b>        <b>[[http://www.noget.com/]]</b></p> <p>link to <b>http://www.noget.com/</b>        <b>[[http://www.noget.com/  text]]</b></p> <p>  <b>but shown as text</b></p> <p>email link to <b>navn@site.com</b>        <b>[[navn@site.com]]</b></p>						
<p><b>Pictures</b></p> <p>Picture  placed in the text</p> <p>  <b>{picture.jpg  text}</b></p> <p>Picture aligned to  float right</p> <p>  <b>{picture.jpg  text  right}</b></p> <p> Picture is aligned to float towards the left, and is 14 pixels wide</p> <p>  <b>{picture.jpg  text  14  left}</b></p> <p>Picture  from the gallery Gallery and with the name picture.jpg</p> <p>  <b>\galleryimage(Gallery,picture.jpg)</b></p>	<p><b>Tables</b></p> <p>Write this to create the table to the right:</p> <pre>// / Row 1, Cell 1 Row 1, Cell 2 / Row 1, Cell 1 Row 2, Cell 2 Row 3, Cell 3 //</pre> <table border="1" data-bbox="1013 1433 1548 1624"><tr><td>Row 1, Cell 1</td><td>Row 1, Cell 2</td><td></td></tr><tr><td>Row 2, Cell 1</td><td>Row 2, Cell 2</td><td>Row 2, Cell 3</td></tr></table>	Row 1, Cell 1	Row 1, Cell 2		Row 2, Cell 1	Row 2, Cell 2	Row 2, Cell 3
Row 1, Cell 1	Row 1, Cell 2						
Row 2, Cell 1	Row 2, Cell 2	Row 2, Cell 3					

# Welcome...

...and congratulations with your new Uberghey CMS based website! This small folder has been designed to aid you in the first steps of using the content management system of your website. We do this simply by leading you through these first steps, step by step. You can change the content of the texts we suggest here, it is simply written in this manner to explain as much about the use of Uberghey CMS' very simple formatting language.

## The Very First Step - Log on

The first thing you have to do to start using Uberghey CMS is to log on. You do this by clicking the small circle found somewhere on the site, ○ by clicking on the Site setup link, or by writing setup/ after the site's address (for example www.site.com/setup/ ). Uberghey CMS will then present you with the following screen.

Skriv brugernavn og kodeord herunder for at få adgang til administrationsfunktionerne.

Brugernavn:	<input type="text" value="admin"/>
Kodeord:	<input type="password" value="*****"/>
<input type="button" value="Log ind"/>	

**Username**  
This is 'admin' by default

**Password**  
This is 'password' by default

**Log in**  
Click here when you have entered username and password

If you enter username and/ or password wrongly you will be asked to try again. If your username and password are correct you will be presented with the following screen:

### Breadcrumbs

This shows you where you are. Click on the text to go back to that level no matter where you are

Setup	
Forside	Rediger: [dk] [en]
Sider	[Genbyg side index] [Ny]
Menuer	[Ny]
Brugere	[Ny]
Temaer	[Håndter]
Filer	[Læg ny fil op]
Moduler	Fundne moduler: Gallery RSS Reader

**Functions buttons**  
These are the most often used functions in each section

**Module functions**  
These are explained more deeply later

### Section buttons

Click on these to go the section with the name you clicked

# Examples - Step by Step

You will now be guided through a few simple tasks, designed to show you how you manage a site through Uberghy CMS' management system. The pages after this one have a deeper description of each of the different sections, here we will simply describe to you where to click and when. All these tasks assume that you are already logged on, as described on the previous page.

## Correct a spelling mistake

1. Go to the page with the spelling mistake
2. Click on *Edit this page*
3. Correct the spelling in the content box
4. Click on *Preview* to see the changes you have made
5. Click on *Save page*

## Link "About us" with "Contact"

1. Go to the page *About us*
2. Click on *Edit this page*
3. Write *((Contact))* in the content box (where you want the link to be)
4. Click on *Preview* to see the changes you have made
5. Click on *Save page*. You should see a link in the text where you wrote it to which links to the page *Contact*

## Make subentries in the menu "About"

1. Go to *Site setup*
2. Click on *Menus*
3. Click on *About*
4. Add a new line and write " - *((Contact))*"
5. Click on *Preview* to see the changes you have made
6. Click on *Save menu*

## Assign the menu "About" to more pages

1. Go to *Site setup*
2. Click on *Menuer*
3. Click on *Assign* outside the *About* entry
4. Choose the pages you wish to assign the menu to
5. Click on *Assign*

## Add a picture to the page "About us"

1. Go to *Site setup*
2. Click on *[Upload new file]* (outside *Files*)
3. Choose the picture you wish to upload (normally by using the file chooser)
4. Click on *Upload*
5. Find the page *About us* and click on *Edit* to start editing it
6. Add `{picturename.jpg||text}` to the text
7. Save the page and see the result

## Add "About us" to th "Standard" menu

1. Go to *Site setup*
2. Click on *Menus*
3. Click on *Standard* outside *[en]* (meaning the menu is the English version)
4. Make a new line and write *((About us))* on the new line
5. Click on *Preview* to see the changes you have made
6. Click on *Save menu*

## Mane a new menu: "About"

1. Go to *Site setup*
2. Click on *Menus*
3. Click on *Standard* outside *[en]* (meaning the menu is the English version)
4. Select and copy the entire contents (normally done by selecting the contents with the mouse, right clicking on it and selecting *Copy*)
5. Go back to the Menu section by clicking on *Menus* in the menu
6. Click on *[New]* outside the breadbcumbs
7. Erase everything in the content box and insert the text you copied before (right click and select *Paste*)
8. Giv the menu the title *About*
9. Click on *Save menu*

## Add a new page which is linked from the Front page

1. Go to *the Front page*
  2. Click on *Edit this page*
  3. Write *((New Title))* and click on *Save page*, as described in "Correct a spelling mistake" above
  4. Click the new link
  5. Choose the function *Make a new page with this title*
  6. Edit this page as described in "Correct a spelling mistake" and click on *Save page*
- Note: You can do this on all pages, not just the front page, this is just an example

# Pages

In Uberghey CMS the content is divided into pages. Each page can exist in different languages, which is controlled by the page's ID, which you cannot change yourself (change the page's title and content in stead, and select the new language). There are two ways of getting to edit a page. Either you click on the "Edit this page" function (either the text version or the small pencil icon), or you can choose to go through Site setup, done by clicking on Pages in the main setup screen, and after that the page's name. Under here you will find an example of the Pages section's overview:

## Function buttons

The overall functions not applicable to each single item in the section

## Language indicator

Which language the page is written in. The international country code (en is English, dk is Danish)

## Page title

Click on the title to edit this page

Setup >> Sider			[Genbyg side index] [Ny]
ID	Titel (klik for at redigere)	Sprog	
100	A Subpage	[en]	

## Page ID

The ID Uberghey CMS uses to figure out which pages belong together (a page's different languages can and should have differing titles)

When you, using your preferred of the above methods, have reached the editing window (shown on the next page) you will be able to edit the contents. This is done by using a simple but powerful formatting language. It is described very quickly on the front of this folder, and under this text you can see a page formatted with the language, and the text behind it next to it. There is also help in the editing window itself. When you are done editing, click on "Save page", and you are done editing that page.

!Uberghey CMS

Welcome to [\[\[http://uberghey.sf.net|Uberghey CMS\]\]](http://uberghey.sf.net). This is a link to another page with the name ((Subpage)), and this link is to the same place, but shown as ((Subpage|elsewhere)).

!!Pictures

{picture.jpg|text|right}This text will float around the picture, which will be justified to the right. The picture is found in the file section, where it's uploaded through Uberghey CMS' file uploading system.

!!Simple formatting

**\*\*Bold text does not work as the first thing on a line, it will become bullet text \*\*but works fine later\*\*.** Underlining and //emphasising// on the other hand works fine everywhere.

>>will right align the paragraph  
||while this will center align it

## Uberghey CMS

Welcome to Uberghey CMS. This is a link to another page with the name Subpage, and this link is to the same place, but shown as elsewhere.

## Pictures

This text will float around the picture, which will be justified to the right. The picture is found in the file section, where it's uploaded through Uberghey CMS' file uploading system.

## Simple formatting

●● Bold text does not work as the first thing on a line, it will become bullet text **but works fine later.** Underlining and *emphasising* on the other hand works fine everywhere.

will right align the paragraph  
while this will center align it

Tooltip on mouse over the billedet



text

## Information

This is information about who you are loggen in as (this is saved along with the page when you save it, and is not changed when you update your user data)

## Title

The page's title. This is used by themes to generate main headings and window titles

## Language

The page's language

## Menu

The name and ID of the menu that belongs to the page you are editing

## Manage menus

Takes you to the Menu section. If you have made any changes to the page, clicking here will reset those changes

## Toolbar

Click these icons to add formatting to the content box. It is normally faster and easier to simply write it yourself (see the front page of this folder for a list of the possibilities), but if you can't remember them, you can use this toolbar.

## Content box

Here you write the page's content

## Reset changes

Resets the editing window to its original content

## Preview

Shows the page as it would look when you save. Please note that this does not mean the content is saved! Your changes will be lost if you do not click on Save page

## Save page

When you are done editing a page, click here. You will then be taken to the edited page and shown the final result

The screenshot shows the Uberghy CMS editing interface. At the top, a status bar reads "Du redigerer side id: 100 som Administrator (someone@site.com)". Below this is a form with three rows: "Titel:" with the value "A Subpage", "Sprog:" with a dropdown menu set to "English", and "Menu:" with a dropdown menu set to "ID 100 (dk: Standard en: Default)" and a "[Håndter]" link. Below the form is a toolbar with icons for bold (B), italic (I), underline (U), bulleted list, numbered list, link, unlink, undo, redo, and a text box containing "Move mouse over controls for t". The main content area is a text editor with the following text: "This is an example of a subpage in Uberghy CMS. The following is a test of the layout engine in ((About Uberghy CMS|Uberghy CMS)). First a horizontal line. --- Then a test of images. {uberghy.png||text} Between the two sentences in this paragraph should be an image. {uberghy.png||text}{uberghy.png||text} There should be two images above this paragraph. This paragraph has some **bold** text and more **bold**." At the bottom of the editor are three buttons: "Gem side", "Gennemse", and "Glem ændringer".

# Menus

Each page has a menu linked to it, and a menu is normally shared between multiple pages. Menus are formatted using the same formatting language as pages, but treated slightly differently by Uberghhey CMS and most themes are built to show the contents of pages and menus differently. To edit menus you either click on the Manage button while editing a page (remember this will make Uberghhey CMS forget any changes you made to the page content), or by going through Site setup where you click on Menus and get a screen like the one below:

**Function buttons**  
The overall functions not applicable to each single item in the section

**Assign menu to multiple pages**  
This function will let you assign a menu to multiple pages in one go

**Language indicator**  
Which language the menu is written in. The international country code (en is English, dk is Danish)

**Menu ID**  
The ID Uberghhey CMS uses to figure out which menus belong together (a menu's different languages can and should have differing titles)

**Menu title**  
Click on the title to edit this menu

ID	Titel (klik for at redigere)	Sprog	Funktioner
100	Standard Default	[dk] [en]	[Tildel]

## Assigning menus to multiple pages

When you have to assign a menu to a page, you can choose to do it by selecting it in the drop down box in the Edit page window, but since one menu can belong to multiple pages at the same time (and mostly do so) the easiest is often to use the Assign function in the Menu section. Click on Assign outside the menu you wish to assign to a number of pages, and select the pages you wish to assign the menu to and click on the button Assign.

**Language indicator**  
Which language the page is. The international country code (en is English, dk is Danish)

**Forget changes**  
Resets the window to its original content

**Pages**  
All the pages in the system. This list also functions as the list of pages in the Pages section

**Assign**  
Saves the settings and return to the Menus section

**Assign checkboxes**  
Choose the pages to have the menu assigned to them. You cannot deselect the pages the menu has already been assigned to.

**Page IDs**  
The IDs Uberghhey CMS use to figure out what pages belong together (the pages' different languages can and should have differing titles)

ID	Tildel	Titel (klik for at redigere)	Sprog
100	<input checked="" type="checkbox"/>	A Subpage	[en]
101	<input checked="" type="checkbox"/>	New page	[en]

### Information

Which ID the menu has. Used to control the different languages menus can have

### Title

The title of the menu. Is used in page editing to show you, which menus can be chosen (the drop down list)

### Language

The menu's language

The screenshot shows a web-based editing interface for a menu. At the top, a header bar reads "Du redigerer menu id: 100". Below this are two input fields: "Titel:" with the value "Standard" and "Sprog:" with a dropdown menu set to "Dansk". A toolbar with various icons is positioned below the fields, with a tooltip that says "Move mouse over controls f". The main content area is a large text box containing the text "((Forside))". At the bottom of the interface are three buttons: "Gem menu", "Gennemse", and "Glem ændringer".

### Toolbar

Click these icons to add formatting to the content box. It is normally faster and easier to simply write it yourself (see the front page of this folder for a list of the possibilities), but if you can't remember them, you can use this toolbar.

### Content box

Write the menu's content here

### Reset changes

Resets the editing window to its original content

### Preview

Shows the menu as it will look when you have saved it. Please note that this does not mean the content is saved! Your changes will be lost if you do not click on Save menu

### Save menu

When you are done editing a menu click here. You will then be brought back to the Menu section

# Users

Each user can enter information about themselves, which depending on the theme will be used in the presentation of the pages that user has written. This information is also used to control who made what and when.

# Files

Uberghey CMS lets you upload files, used both for pictures and simply for downloadable files for the users of the website to download (not to be confused with the content providing users of Uberghey CMS itself). For example PDF documents, zip files with program snippets and so on. This section helps you manage those files.

# Modules

Uberghy CMS is extended using small program snippets called modules. This can be for example like the two included modules an RSS reader (reads news summaries from other websites), or a gallery control system.