EWCUpdate

An Original EasyWebCreations.com Script

EWCUpdate is a content editor that allows easy editing of web pages by presenting the user with a common, Word Processor like interface. Its features are ever expanding and changing to create the best user experience and to facilitate the newer technologies and demands of the World Wide Web.

This user guide/manual's purpose is to help a novice user familiarize themselves with the interface and troubleshoot any problems they may have during the use of EWCUpdate.

Accessing:

- Open a web browser (such as Internet Explorer or Apple Safari) and in the address bar, type your website's address (ex. "yourwebsite.com") and then "/admin" (ex. http://www.easywebcreations.com/admin) and press enter.
- A login box with your website's name and the words "Administration Panel" should be shown on a new page. Enter your login details and click "Log In". (The default username and password for ALL websites using EWCUpdate is Username: "admin" and Password: "default")

Changing Your Password:

WARNING: By default, your username is "admin" and your password is "default", due to this being the same on every website that we install EWCUpdate on, it is **HIGHLY UNSAFE** to keep this password. We **HIGHLY** recommend you change your password for obvious security reasons.

- 1. To change your password, click the "Change Password" link on the main navigation bar at the top of the page.
- Then, simply enter your current password in the "Old Password" box, the password that you wish to change yours too in the "New Password" box, and finally repeat the "New Password" in the "Repeat Password" box.
- 3. Click "Change Password" and you should receive a confirmation notice that your password was successfully changed.

Editing Members/Pages:

WARNING: By default, every member/page has its own login details, so you could simply login as that user and modify that one page. It's a wonderful feature if you want to grant limited access to share editing privileges, however just like the default password of the "admin" user,

each "member" has a default password. It is **HIGHLY** recommended that you change the passwords of all users initially, so that each page isn't still set as default.

• Changing All Member's Passwords:

- 1. Click the "Members" link on the main navigation bar at the top of the page.
- 2. You should see a list of all the members/pages that are editable on your site. You should also see every member's password.
- 3. Click the "Change All Passwords" link at the bottom of the list/table of members.
- 4. Type the desired password to change all member's passwords to, and click "Change All Passwords".
- 5. You should receive a confirmation notice that you have successfully changed all members' passwords.

Adding Members

You should only be adding members if EWCUpdate is linked to a multi-user site where each "member" has their own user section. If this is not the case of your website, please skip this section.

- 1. Click the "Add Members" link at the bottom of the list/table of members.
- Fill in the form with the details of the member that you wish to add and click "Create Member"

• Editing Members

- 1. To edit a member's Title/Name and their Password, click the "Edit Members" pencil icon next to the corresponding member in the list/table of members.
- 2. At the bottom of the screen, you should see an "Edit Members" box with all of the current member detail information.
- Fill in the form with the details of the member that you wish to edit and click "Edit Member"

• Deleting Members

You should only be deleting members if EWCUpdate is linked to a multi-user site where each "member" has their own user section. If this is not the case of your website, please skip this section.

WARNING: Deleting a member completely deletes all of the content and details of that member, this process cannot be undone.

- 1. To delete a member, click the "Delete Member" red x icon next to the corresponding member in the list/table of members.
- 2. The page will prompt you for confirmation. Click "Ok" to confirm and delete the member.

Viewing/Editing Content:

To access the content page, simply click the "Content" link on the main navigation bar at the top of the page.

- Viewing (Previewing) Content
 - To view the content of a particular member/page, click the "View Content" window icon next to the corresponding member in the list/table of members.
- Editing Content
 - 1. To edit the content of a particular member/page, click the "Edit Content" pencil icon next to the corresponding member in the list/table of members.
 - 2. Once the editor program has loaded, you may use the simple interface to edit your page and make whatever changes you may wish.
 - 3. If you are unhappy with the changes you have made, you may click the "Cancel" button to cancel any changes made.
 - 4. If you'd like to preview the page in a separate window, you may click the "Preview" button to preview any changes you made in a separate window for easier viewing and reviewing.
 - 5. Finally, if you're happy with the changes you have made, you may click the "Save" button to save your changes and update the page.

Advanced Editing:

• Inserting An Image

- 1. To insert an image, click the "Insert/Edit Image" button on the toolbar of the editor.
- 2. Here you may enter any URL of a valid image file, you may browse the server of images that you have uploaded, and you may even upload your own.
- 3. To upload your own image, simply click the upload tab. Click the "Browse" (or "Choose File") button and find the image that you wish to upload. Then click the "Send it to the Server" button.
- 4. Once the file is finished uploading, simply click the "Ok" button to confirm the adding of the image.
- Adding A Link
 - 1. To add a link to your page, click the "Insert/Edit Link" button on the toolbar of the editor.
 - 2. Here you may enter any URL of a valid file, you may browse the server of files that you have uploaded, and you may even upload your own.

- 3. To upload your own file (such as a PDF or Word Document), simply click the upload tab. Click the "Browse" (or "Choose File") button and find the file that you wish to upload. Then click the "Send it to the Server" button.
- 4. Once the file is finished uploading, simply click the "Ok" button to confirm the adding of the link to the file.

This guide shall be updated as features are added, changed, or removed.

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