

NOTES:

Website Address:

www.britnett-carver2.co.uk/

Admin Address:

www.yoursiteurl.co.uk/admin

User Name:

Password:

*Available on request

IMPORTANT:

As you add your content to your Carver CMS always

Welcome to this Carver2 Cheat Sheet.

Carver has been designed specifically for those with little or no computer knowledge or experience.

All features are activated via simple menus, and most tasks are basic point and click operations. No programming knowledge of any kind is required.

However, since Carver2 boasts a powerful and flexible feature set, you may feel a little disoriented the first time you wander through the control panel options if you don't take a few minutes to acquaint yourself with this Cheat Sheet first.

The methodology used here is to familiarise you first with how to change the content of your Carver2 website.

Warm Regards
Positively Online Limited

Advice - Creating a Back Up for Restore

Always make a 'good' back up of your website as you add content. At any point you are happy with your website make a back up. Before you add any code; make a back up and before you log off - make a back up.

Breadcrumb:

View Back Up History: System Admin > Database > View Backup History

Create a Back Up: System Admin > Database > Create Backup

Restore from Back Up: System Admin > Database > Restore From Backup

(Rebuild all pages after a restore: Web Site > Rebuild > Rebuild All Pages

Ask your AIA to demonstrate this feature.

Step 1 – Editing a Content Page and Adding Images

Breadcrumb: Website > Web Pages > Edit – Select Your Webpage

Filename: is the extension of the page you are working on.

Example: <http://www.britnett-carver2.co.uk/sitename/pagename.html> or
<http://www.yourdomainname.co.uk/pagename.html>

Page Category: drops the page into a certain category – these are called 'Web Page Categories'. For beginners we suggest you use the 'General' Web Page Category.

(See Step 3 for Creating / Editing Web Page Categories)

Title: This is used for the Search Engines to give an accurate description of that page.

Headline: Will show as the Headline of that page.

Sub Headline: Will show immediately under your Headline

Body: This is the main content for the page you're working on.

Textarea Editor: You will see an editing Toolbar installed on each page you create/edit – this gives easy one click controls that allow you to add bold, italic, underline, bullet point, numbered points, text colour, add links & more!

The above is a simple guide to adding text to your Content Page.

Adding Images:

Option 1: A new image that hasn't previously been uploaded to the website you're working on. Simply click browse to find the image you wish to upload.

TIP: Make sure your image is less than 400KB.

Option 2: An existing image that's already on the server. If you can't recognise the image names from the list – click the 'Open Image Selector' link, and you'll see a list of thumbnails, simply click once and it will put your images in.

You then have a series of options that define how the image displays on your page.

(This would be shown during training with either Positively Online or your Local Agent)

When you are happy with your image, you need to tell the software to upload your image on the page.

If you uploaded an image for 'Image 1' – in the body, please type in the body `|image1|` and click Submit Changes. (| = Hold shift and press \ backslash)

Step 2 – Creating New Content Pages

Breadcrumb: Website > Web Pages > Create

This screen is the same screen as the Edit Web Page section – but a totally blank page to Create a new Web Page.

The most important factor of this feature is the 'Filename' – this will be the extension of the page your adding:

Filename: is the extension of the page your working on.

Example: <http://www.britnett-carver2.co.uk/sitename/pagename.html> or
<http://www.yourdomainname.co.uk/pagename.html>

Otherwise, please use the guide above.

Step 3 – Web Page Categories

Breadcrumb: Website > Web Page Categories

Web Page Categories are an excellent way of keeping your content pages organised. Web Page Categories appear at the top of each content page you assign to them.

Benefits:

- Easier to remember where the page is.
- Excellent references for the Search Engines

Follow the Breadcrumb Trail Above. See the description of each point below:

Creating: Website > Web Page Categories > Create

Name: What Name you'd like to call your Web Page Category. This will appear as the breadcrumb trail on the top of any webpages created under it.

Nav Panel: If you want to link to the Web Page Category, choose where you want the link to go.

Nav Panel Link Text: How the link will appear on the site should you choose to have one.

Description: Anything entered here will show above the links, introduction that are automatically populated into that Web Page Category page.

Show Breadcrumb Navigation Trail On Web Pages: When you navigate to a page that is in a certain Web Page Category, you'll see the Breadcrumb trail at the top of that page showing which Web Page Category it belongs to, which links back to that Web Page Category.

You can choose whether the links show for that particular Web Page Category or not. Breadcrumb Trail On/Off.

Position of Each New Web Page in List of Pages: As you begin to add pages into a certain Web Page Category they will automatically add the most recent one to the bottom of the list. You choose to add it to either the Top or Bottom of the list – for that particular Web Page Category.

You'll see after you've **created** a Web Page Category, when you next Create a New Content Page – your list of drop downs to categorise that page has extended – it is matching any Web page Category you have created.

Editing: Website > Web Page Categories > Edit

Firstly, choose which Web Page Category you wish to edit, select and click 'To Edit Panel...'

Step 4 – Navigation Links – Creating / Editing

Breadcrumb: Website > Navigation Links

This section will show you how to Create & Edit links for either Top & Bottom Nav Panels or any Navigation Categories in the Left or Right Nav Panels.
([Navigation Categories Explanation in Step 5](#))

Create: Website > Navigation Links > Create

Option 1: This option allows you to select any of the **Content Pages** already created on your website.

Option 2: You enter your own address of your choice – could be a product within your site or any other external address.

Link Text: This is how the link appears on your website.

Open Link in Separate Browser Window: If the link that you are adding opens in the same, or a new Browser. We recommend that any pages within your site be kept in the same browser, and any links to external sites set to open in a new window.

Nav Panel: Which Nav Panel and where within certain Navigation Categories the link will appear.

Edit: Website > Navigation Links > Edit

You will see a panel with all the links in ALL of the panels on your site. Each panel will be in capital letters.

Top & Bottom Panels will purely list links, whereas Left & Right Nav Panels will have a sub category of Navigation Categories – then the links inside them.

Select the link you wish to Edit – and click 'To Edit Panel...' – the top section displays the same options as when you're creating a link.

However, down the bottom – you'll see very simple functions for Base Image & Mouseover Images for that link.

Simply upload your image that you want to appear when looking at the link, and also an image for when you roll your mouse over the link – the image will change as you roll over.

Whatever you have put in the 'Link Text' field will automatically be used for the ALT Tag/Mouse Over Text for that image.

Step 5 – NavLink Categories – Creating / Editing

Breadcrumb: Website > NavLink Categories

This section will show you how to Create & Edit NavLink Categories – an easy way of keeping your Navigation Links tied up in a certain category.

A NavLink Category can be assigned to either the Left or Right Nav Panel – each category can contain automatic links explained in Step 4 – and also can contain Text, Flash and images you wish to upload.

Create: Website > NavLink Categories > Create

Name: The name you wish that NavLink Category to be called.

Nav Panel: Which Panel you wish it to be located – Left or Right Nav Panel.

You'll see now, if you use Step 4 to Create or Edit link, that the dropdown of NavPanel destinations has extended. This now includes any new NavLink Categories you have created.

Edit: Website > NavLink Categories > Edit

Firstly – the 2 Panels Left & Right will be listed in capitals – with the NavLink Categories listed below each one.

Simply select the category you wish to Edit.

Firstly, the first 2 options are the same as when you Created the NavLink category.

Show Category Header In Nav Panel: You can choose whether you would like the Header for that NavLink Category to show or not. If it is turned off, you can still add links, text, flash & images to the category – the Header simply won't show in the desired Nav Panel.

Show Entire Category in Nav Panel: Simply means you can turn that category off. It won't delete the category. You can continue to add links, text, flash, images etc to that category – it just won't show in the desired Nav Panel.

Customer category Header Content: Leave blank to use the Name entered above as the content for the category header. Otherwise, enter text/HTML to customise the header content.

Category Header Image: By default, the background, text, size etc for the NavLink Category header is defined in the Styles section, so that every NavLink Category in the Left Panel or Right Nav Panel will look the same. (Web Site > Master Template Edit > Styles).

Simply upload your image here using the 'Browse...' function.

Display Image: If the image displays. If set to no – the default Styles will kick in.

Link To URL: You can make the image clickable (turning it into a link with a URL) by entering a URL here that you wish the header to be linked to.

Mouse Over Text: Text that you wish to pop up when you roll your mouse over the image.

Edit Content:

You can see immediately in here that you can upload up to 5 images using the same method as in Step 1 (Creating / Editing Content Pages).

You can also type in any text, add manual links and insert any HTML or Flash code in here.

REMEMBER: This is for only this particular NavLink Category – you have the ability to add as many NavLink Categories as you like, each containing as much or as little info as you like.

You may wish to have the Right Nav Panel simply to display images, so this is what you'd do:

- 1) Create The NavLink Category using the steps above; place it in the Right Nav Panel.
- 2) Go To Edit That Category
- 3) Click on Edit Content
- 4) Upload my images in there and add the correct codes to make the images appear
- 5) Go back to the main edit screen for that NavLink Category
- 6) Show NavLink Header In Panel – set to no.

So, the category header is off, but the NavLink Category will still show – and all it has is images within it.

Edit Styles:

As mentioned on the previous page, every NavLink Category and automatic links created within it will follow the Master Styles Template – so that every NavLink Category & Navigation Link looks the same.

This option allows you to custom design the styles for this particular NavLink Category and links, text etc within it – so it doesn't have to look the same as the rest in that particular panel.

Step 7 – Product Categories – Creating / Editing

Breadcrumb: Products > Product Categories

This section will show you how to Create & Edit Product Categories. After your Product Categories are Created, you can Create Products to be added to the Product Categories.

Products can be actual products, lists of information or brochure pages.

We will show you how to Create Products in Step 8.

Create:

So, first of all click on 'Create Category' underneath the section 'Product Categories'.

Name: The name of the Product Category.

Description: Any text you wish to show for that Product Category page – this text will be shown at the top of the page, before the automatic Products table is displayed below – which shows all products created within that particular Product Category.

Products In List: By default, each Product you add in each category will automatically add to the bottom of the list – you can simply change the default for that Product Category – either Top or Bottom of the list.

Note: After you've created your Products, you can go to Products > Products > Change Order – and customise which products appear in a certain order.

Show Product ID (SKU) In Description: You will see in the next step that when you create a Product, you have to give a unique ID number (no 2 products can have the same ID number) – by default, when viewing the list of products, the ID number is visible. This allows you to turn if On/Off for that particular Product Category.

Text Header For 'Item' Column: By default the header for the first column in the automatic Products table is 'Item' – if you want to have it something different for that Product Category – enter your custom text here. If the field is left blank – it will be called 'Item'.

Text Header For 'Description' Column: By default the header for the second column in the automatic Products table is 'Description' – if you want to have it something different for that Product Category – enter your custom text here. If the field is left blank – it will be called 'Description'.

Text Header For 'Price' Column: By default the header for the third column in the automatic Products table is 'Price' – if you want to have it something

Step 7 – Product Categories – Creating / Editing

Breadcrumb: Products > **Edit Products**

Simply select the product from the list and edit in content text as required.

Browse for Thumbnail Image, Main Image and up to 5 Additional Image.

Click **Submit Changes**.

*For cart settings and order options please speak with your AIA.

Breadcrumb: Products > Products > **Create**

Simply populate:

Product ID/SKU – requires value.

Name – the title of your product

Category (select from drop down)

*For cart settings and order options please speak with your AIA.

Order Options (if applicable)

Taxable (if applicable)(if you want Carver to add VAT – Yes or No)

Shipping Weight (if applicable)

Select Images – size or use default

Click **Create Product**