

# Site Admin Suite Training

## Introduction

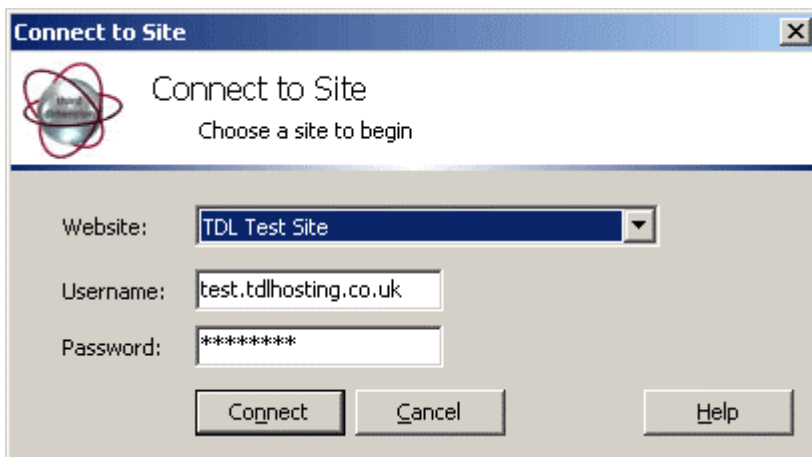
The Site Admin Suite enables you to:

- Edit/amend your webpages
- Insert documents and images
- Create new webpages

## Section 1 – Opening the application and connecting to a site

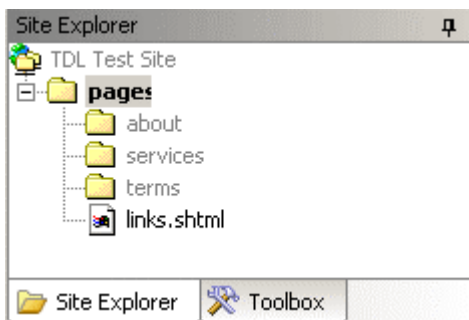
Go to: Start > Programs > Third Dimension > Site Admin Suite

The program will open, check your registration and then display a Connect box.



You will need to type in your password, then press connect.

The pages available for editing are visible in the Site Explorer box at the top left. If you have lost any of your boxes on the left they can be brought back by clicking on the small icons in the tool bar.

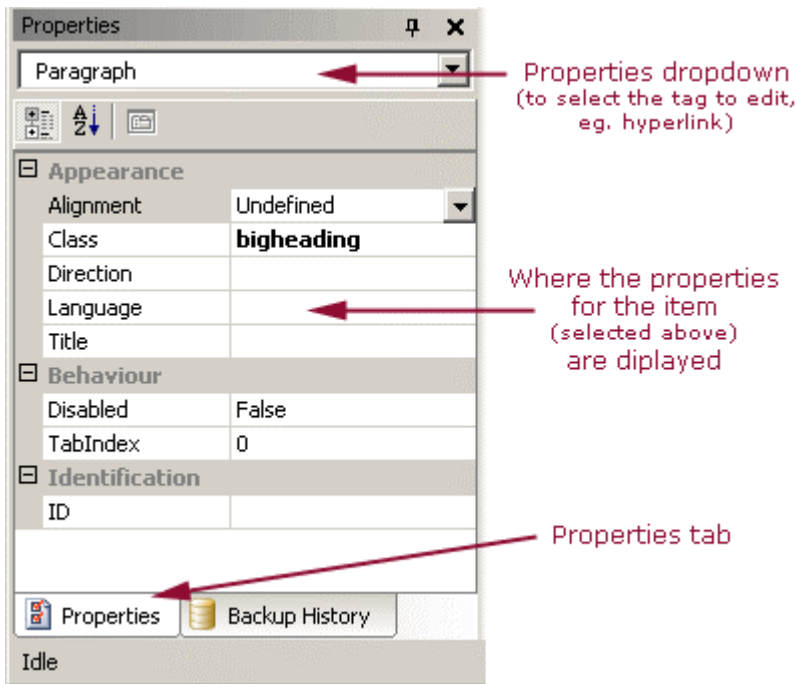


Click to open a folder or double click to open a file.

## Section 2 – Text editing & the Properties box

Open a page.

Click on the Properties tab if it isn't already selected.




Click on items (heading, picture, table and hyperlink) and see what properties are available in the properties box.

You can type new text into the page and use the align and format buttons to change the way the text appears.


To remove all formatting use the Remove Formatting button. 

If you wish to copy and paste text from another document, use the Copy (Ctrl + C) and Paste Plain (Ctrl + Shift + V) to move this text into the page.

N.B.

- If something goes wrong you can use the undo/redo buttons. 
- Underlined text on websites generally means that it is a hyperlink so it is advisable not to use this option.


Once you are happy click on the Save button.  This automatically updates your website live.

You can then Preview your page using this  button at the bottom of the right hand pane. If it is showing you something old, check you have saved it and then press the refresh button in your internet browser.

## Section 3 – Hyperlinks


### Site Links

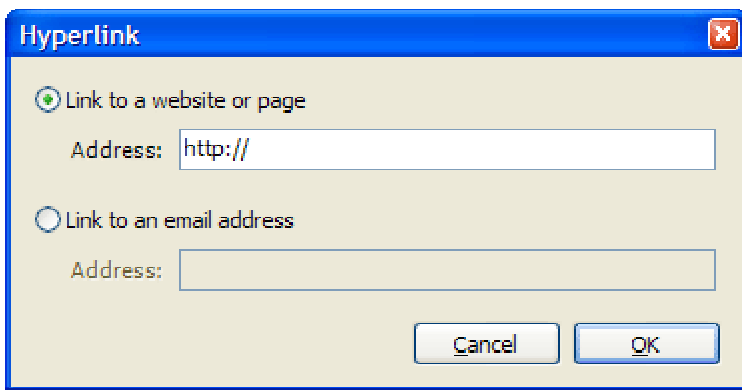
Click and drag an .htm file from the left onto the page. It will automatically link to the file.

The link may appear blue or purple not the colour it should. If this is the case select the text and use the Remove Formatting button. 

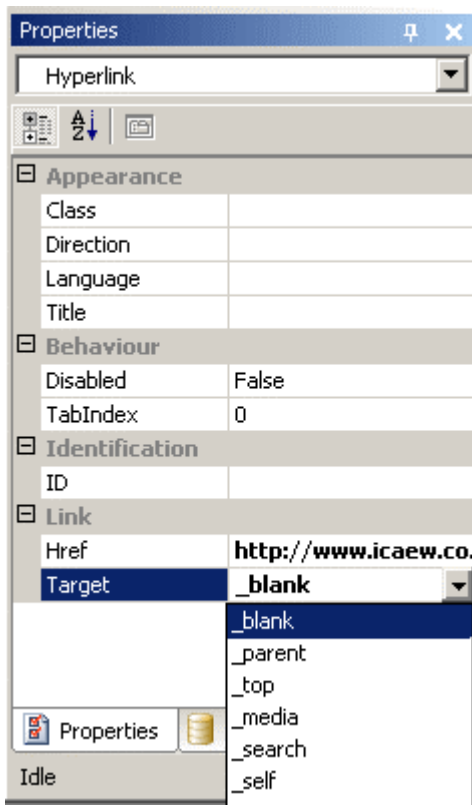
Select the text and replace it with the title you require. If your hyperlink goes back to looking like the rest of the text on your page, the hyperlink is lost, so press the undo button and type the new text inside the link and delete the text from around it.

## External Links


Type your company's name. Select the text and click the add hyperlink button . Choose the top radio button then after the http:// type in your domain name.

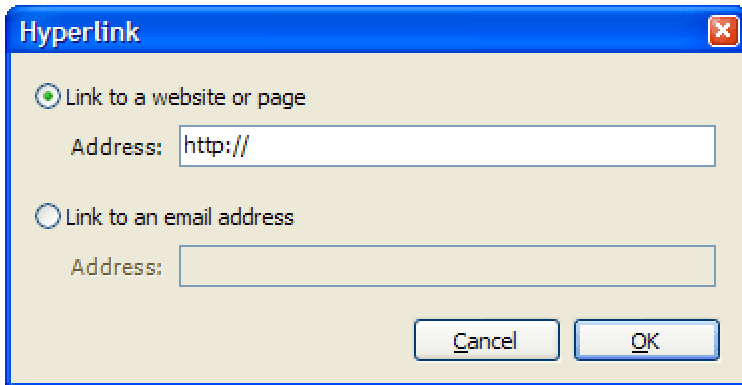


You may wish for the link to open in a new window. To make this happen click inside the hyperlink text and go to the properties box. In the **Target** field use the dropdown and select **\_blank**.



## Email Links

Type in your name. Select the text and click the hyperlink button . Then choose the email address radio box and type in your email address. Press OK.



Save your work and use the preview button to view it. Now test the links.

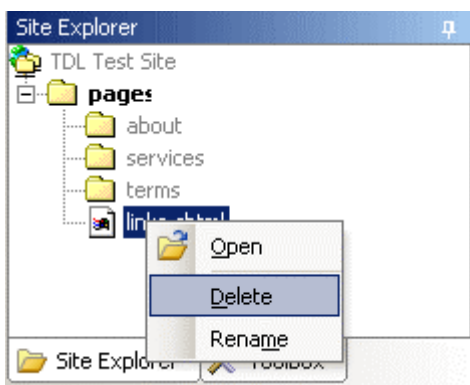
N.B.

- If your hyperlink turns the same colour as the rest of the text the link has been lost, so use the undo button, select just the link text and try again. If this doesn't work type your heading within the link and remove the old text from around it.
- To remove the hyperlink there is a break hyperlink button next to the hyperlink button.

## **Section 4 – Adding a file**

The simplest way to add a file (be it an image or a pdf) is to find where the file is on your computer in explorer. Click on the file and drag it across into the Site Explorer, drop it on the folder that you want to insert it into. Images should ideally go into the images folder which can be found by clicking on the website name (above pages) and scrolling down.

If you wish to remove a file, right click on it and choose **Delete**.




You then need to add a link to the file on the page. For an image or file, just open the page you want to put it on and drag the file from the left to where you want them on the page.

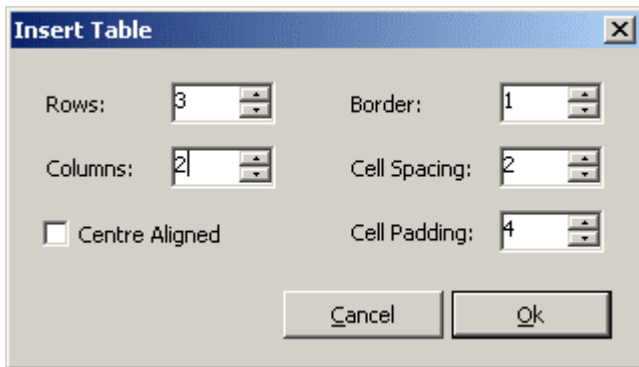
If you are uploading a pdf you will probably want to make the target \_blank as above.

Save your work and use the preview button to view it and check any links.



## Section 5 – Tables

Insert a table using this  button.

Type in 3 columns and 2 rows



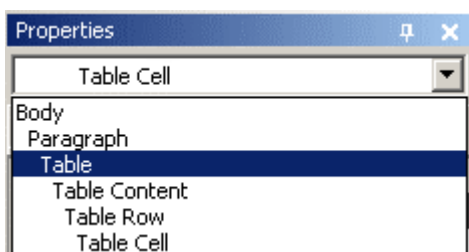
You can manipulate the table using the handles or if you want it to fill the page type 100% in the width field of the Properties box.

To insert rows use the insert row button . To delete rows the delete row button . Columns can also be added by using the other buttons in that row.

To select the entire table either use the handles in the corner




or select Table in the Properties box dropdown.

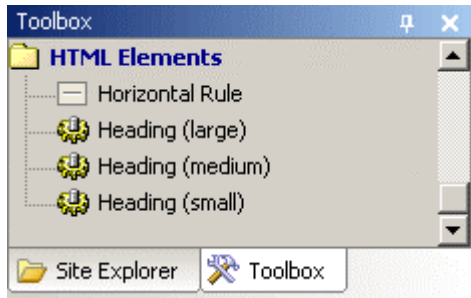


Once the Table is selected you can edit it's properties in the properties field or delete it by using the delete on your keyboard.

## Section 7 – New Pages & Headings

Choose the folder which you would like the new page to be added into. Now add a new page using the new page button 

Click on the Toolbox tab next to the Site Explorer tab.



Scroll through the toolbox and add a new heading by dragging in a **mediumheading**. Now you can change the title as you did with the hyperlink.

## Section 9 - Help

There is a help included with the Site Admin Suite. You can access this through the top menu or by pressing F1.

Or ring Third Dimension on 01963 251222.