



# The Etomite Manual for website editors

(Version: 1.1)

Etomite is a web tool that allows your website to be user-editable. This means that you can add, edit, and delete pages and whole website sections without the help of a programmer. You can do this right in your browser, on any computer with an internet connection.

*This manual is maintained and brought to you by [N-vent Design Services](#). This manual is only guaranteed to be accurate if N-vent has developed your website. If you or another developer has built your website, your Etomite installation will be different and some of the things in this user's manual may not apply.*

## Table of Contents:

1. Logging in
2. Overview of the Etomite manager
3. The Site Tree Pane
4. Editing Basics
  1. Adding a new page
5. The Identification Tab
6. The Publishing Tab
  1. The Keywords Manager
7. The Content Tab
  1. Adding text from a word processing document
  2. Pasting in text to remove all formatting
  3. Use the formatting toolbar to apply styles to the text.
  4. Creating a hyperlink or e-mail link
  5. Editing or deleting an exiting hyperlink:
  6. Adding an image
  7. Sizing Images
8. Adding Files
  1. Deleting a file from your web page
  2. Deleting a file from the server
9. Unique "Repository" Pages
10. Deleting images, files, and pages
11. Timesaving Shortcuts
  1. Using the Site Tree popup menu
  2. Arranging documents by dragging
  3. Adding images and files to your server in bulk
  4. How to embed YouTube videos into your content
  5. How to embed Vimeo videos into your content
  6. How to embed anything else into your content using "chunks"
12. Visitor Stats and Logging
13. Getting More Help
14. Credits

# 1. Logging In

1. Go to [www.yourdomain.com/manager](http://www.yourdomain.com/manager).
2. Log in with your username and password

# 2. The Etomite Manager

The introductory screen is shown here. The upper left pane contains Etomite commands, the lower left pane contains the “tree” (outline) of your site, and the largest pane will be where you edit your web pages.

**Command Pane**

- Site
  - Home
  - Launch Site
  - Clear Cache
  - Site Schedule
  - Visitor Stats
  - Visitors Browsing
- Resources
  - Manage Resources
- Administration
  - Configuration
  - System Info
  - Remove Locks
  - Audit Trail
  - Manage Files
- Help
  - Credits
  - Help
  - About Etomite
- Logout
- Users
  - Manage Users
  - Permissions

**Site Tree Pane**

- My Etomite Site
  - Home (1) ▲▼
  - News (8) ▲▼
  - Document With Children (20) ▲▼
  - Etomite Forums (5) ▲▼
  - Site Map (15) ▲▼
  - sideBanner (17) ▲▼
  - Repository (2) ▲▼

**Preview Pane**

Welcome to Etomite

etomite  
fast. free. infinitely flexible.  
[www.etomite.com](http://www.etomite.com)

✔ Your install is up to date

Your inbox contains 0 message(s), of which 0 are unread.

	Unique visitors	Visits	Page impressions
Today	1	1	1
This month	1	1	1
All time	2	5	8

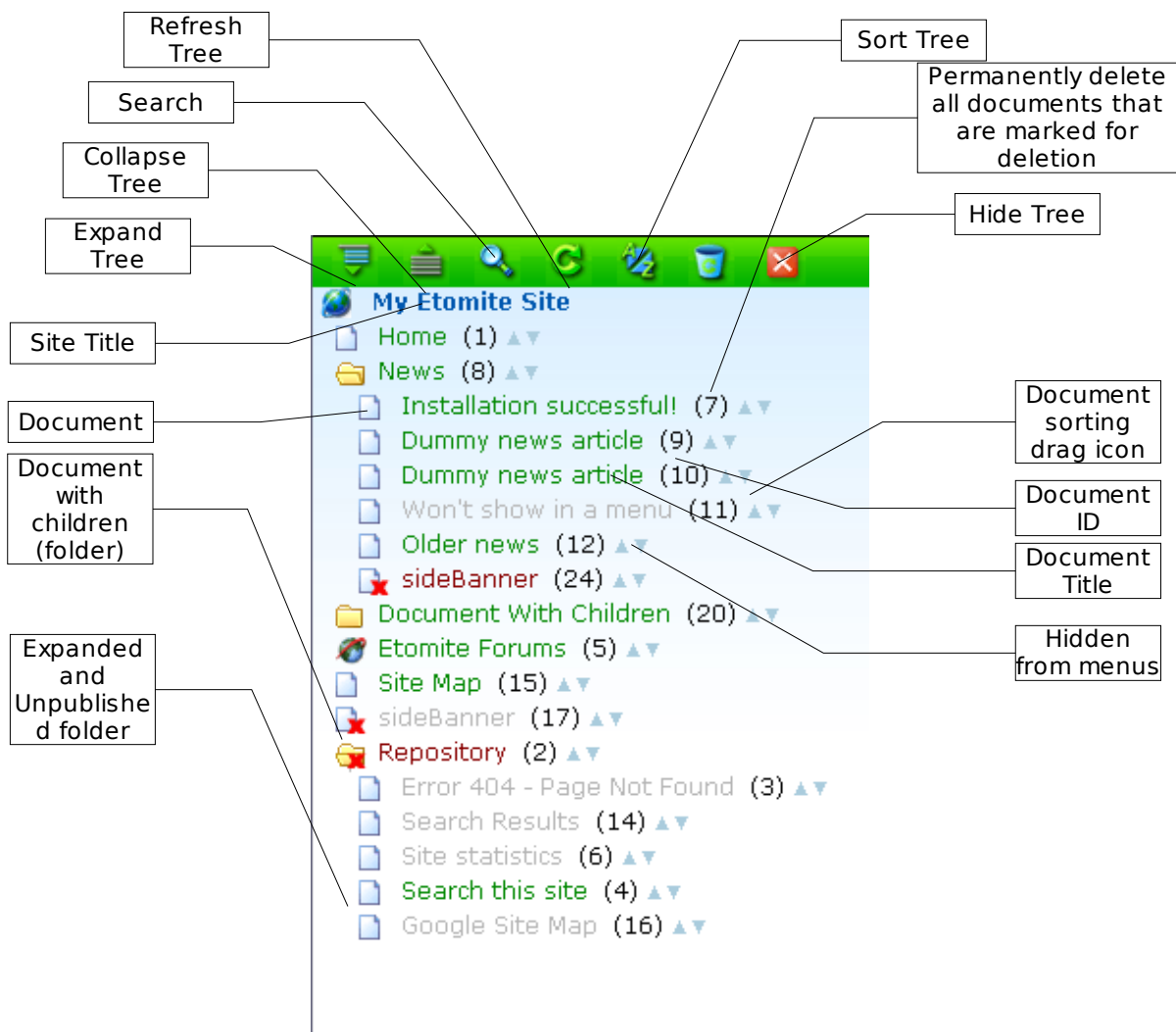
### 3. The Site Tree Pane

The tree pane shows all the pages of your site. Folders represent groups of pages; clicking the folder icon shows you the pages in that group.

Items in red are not actually published, either because they are special (such as the repository, covered in more detail later) or have been “unpublished” for some other reason. By unpublishing pages, you can temporarily remove a page from your live website. While un-published, you can still edit the text and images on your page, you just can't view the page.

Items in gray are normal page documents that have hidden from the menus. These pages are viewable online, but will not show up in any menus. By hiding pages from the menus, you can work on these pages before you want them to become public.

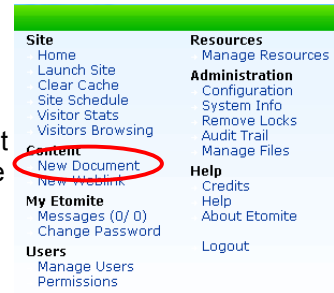
A document becomes a folder when it has sub pages. Folders are still documents in and of themselves, and can be edited like any other page.



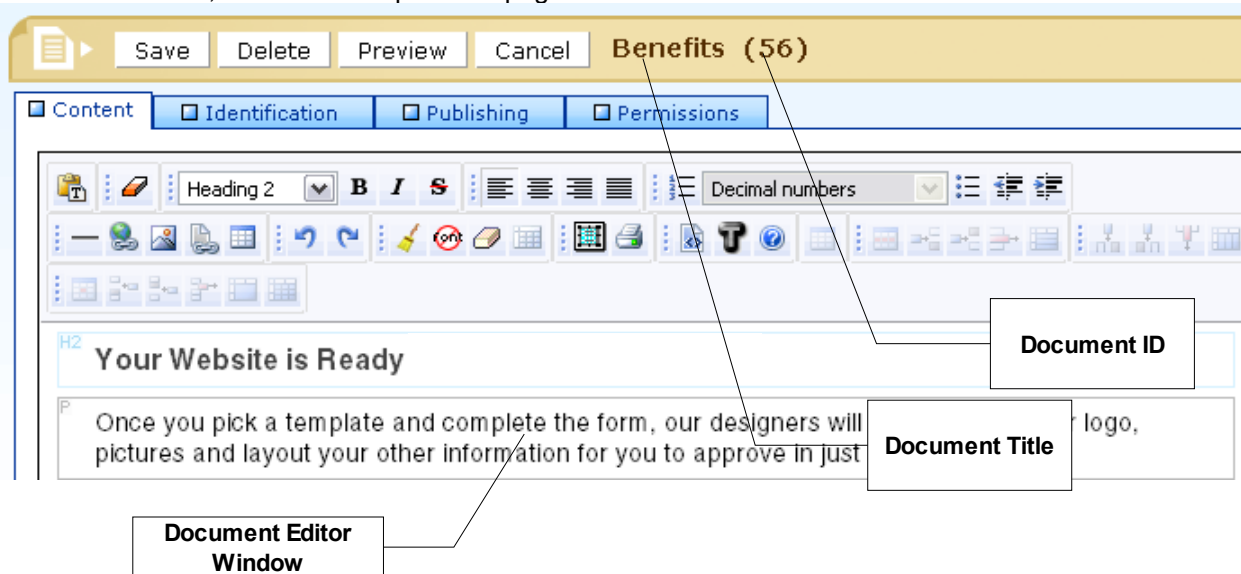
## 4. Editing Basics

### Adding a new page:

1. Click “New Document” in the command pane.
2. To Choose a parent document (optional), click the name of the parent page in the Tree Pane. For example, if you were creating a new page for the About Us section, click the “About Us” page in the Site Tree. *(To create a new page in the “root” or top level of the website, skip to step 5.)*
3. Click OK to the following dialog box:



4. Alternatively, you can right-click on an existing document in the Site Tree and select “Create Document Here” to make a new page. This newly-created page will be a child of the document you chose.
5. When in editing mode, you see four buttons across the top – Save, Delete, Preview (or No Preview if there is no content) and Cancel. They are all pretty self-explanatory. If you click Save, your changes are saved and you exit the editing window. If you click Cancel, your changes are discarded and you exit the editing window.
6. There are at least three tabs in the editing window:
  - Content, where you add text and format text and images.
  - Identification, where you name the page and control the text that appears when you hover over an image or icon.
  - Publishing, where you control where in the navigation the page appears, whether it is public or not, and which template the page uses.



**Note:** The “Permissions” tab is an advanced feature and not part of this manual. Please see [Etomite.com](http://Etomite.com) for more info.

## 5. The Identification Tab

It's best to configure the identification information first so you can save the page in the right place as you work on it. There are four fields on this tab:

<input type="checkbox"/> Content	<input checked="" type="checkbox"/> Identification	<input type="checkbox"/> Publishing	<input type="checkbox"/> Permissions
<b>Title</b>	<input type="text" value="Benefits"/>	<input "="" type="button" value="?"/>	
<b>Long title</b>	<input type="text" value="The Benefits to you, the buyer"/>	<input "="" type="button" value="?"/>	
<b>Description</b>	<input type="text" value="Benefits for the customers"/>	<input "="" type="button" value="?"/>	
<b>Document's alias</b>	<input type="text" value="our-benefits"/>	<input "="" type="button" value="?"/>	
<b>Document parent</b>	55 (Sign Up Now) <input type="button" value="?"/>		

- **Title** is what usually shows in the navigation menu.
- **Long title** is what usually shows in the title bar and sometimes as an automated page title.
- **Description** is what usually put into the Meta tags, and sometimes underneath the page header.
- **Document's alias** is the actual filename for the page. This should be all lower case, no spaces (use hyphens instead), and no special characters (such as !@#\$%\*/<>). Examples of normal aliases are "about-us" or "contact-us" or "home".
- **Document parent** displays the document's parent. To choose a new parent, simply click on another document (or the site name) from within the Site Tree. A document parent of "0" indicated that the document is a top-level document which will appear in the main menu.
- **Note:** When creating a weblink, there is no need to enter an alias.

## 6. The Publishing Tab

*In most cases you will not need to change anything on this tab.*

The screenshot shows the 'Publishing' tab of a web management interface. It features a list of settings on the left and a 'Keywords' box on the right. The settings include:

- Folder?**:  ?
- Rich text?**:  ?
- Published?**:  ?
- Creation date**: 2007-11-29 @ 08:53 PM [edit] [undo] [help]
- Publish date**: (not set) [edit] [cancel] [help]
- Un-publish date**: (not set) [edit] [cancel] [help]
- Menu index**: 0 [help]
- Searchable**:  ?
- Cacheable**:  ?
- Empty cache?**:  ?
- Uses template**: Interior [help]
- Content Type**: text/html [help]
- Authenticate?**:  ?
- Show in menus**:  ?

The **Keywords** box on the right contains a list of keywords: builder-site, custom builder website, easy websites, and websites for builders. Below the list are buttons for 'Clear keywords' and 'Manage keywords'.

- **Folder?** shows whether or not this is a folder. There is no need to check or un-check this option, as it is automatically set.
- **Rich Text?** controls whether or not you have the ability to edit your pages in a Word-style editor. The alternative is to edit the page in plain html.
- Un-check the **"Published?"** Box if you want to turn off the page. Alternatively, you can right-click on the document's name in the Site Tree and select "Un-publish document."
- **Creation Date** is automatically generated, unless you change it here.
- Set the **Publish or Un-publish date** if there are specific dates to make a page automatically visible or hidden.
- **Menu index** controls where in the hierarchy of the navigation the page appears. The lowest numbers appear first, before other pages. (This functionality has the same effect of dragging the documents up and down in the site tree.)
- **Searchable** controls whether or not the page will be searchable.
- **Cacheable** controls whether or not the page will be cachable.
- **Empty cache?** Controls whether or not the cache will be emptied upon saving the document.
- **Uses template** Often, there are various templates for different parts of the site. In most cases, your website will be set up so that the default template is the only one you'll use.
- **Content Type** controls the type of content. This is almost always set to text/html.
- **Authenticate?** controls whether or not the page will require authentication to be viewed.
- **Show in menus**: Un-checking this hides the document from your menus. With this option un-checked, the document is still published, and still accessible online if the visitor knows what to type in. It's title will be colored gray in the site tree. Alternatively, you can right-click on the document's name in the Site Tree and select "Hide in menus" or "Show in menus."
- The **Keywords** box on the right is what controls the meta tag keywords that are hidden on the page. In the past these could affect your search engine ranking quite a bit, but does not really help too much anymore. Since a commonly-held opinion is that they certainly don't harm your search engine ranking, you may wish to use keywords. Hold down the CTRL key to select multiple keywords that apply to the page you are currently editing, or click "Manage Keywords" to add more to your master keyword list. Opening the Keyword Manager will cause you to leave edit mode.

## Keywords Manager

Read the instructions below... they are self-explanatory.

☐ Manage Templates ☐ Manage Snippets ☐ Manage chunks ☐ Keywords

**On this page you can manage your site's keywords.**

On this page you can delete, create or edit keywords. To link keywords to documents, edit the document in question, and select the desired keywords in the list. To edit a keyword, simply type in the new keyword in the textfield next to the keyword you wish to change. To delete a keyword, check the 'delete' box for that keyword. If you check the keyword's delete box, and also change it's name, it will be deleted, and the renaming of the keyword will not take place!

Delete	Keyword	Rename
<input type="checkbox"/>	<b>keyword</b>	<input type="text" value="keyword"/>
<input type="checkbox"/>	<b>product name</b>	<input type="text" value="product name"/>

*Add new keyword:*


**Save all changes**

## 7. The Content Tab

### ***Adding text from a word processing document***

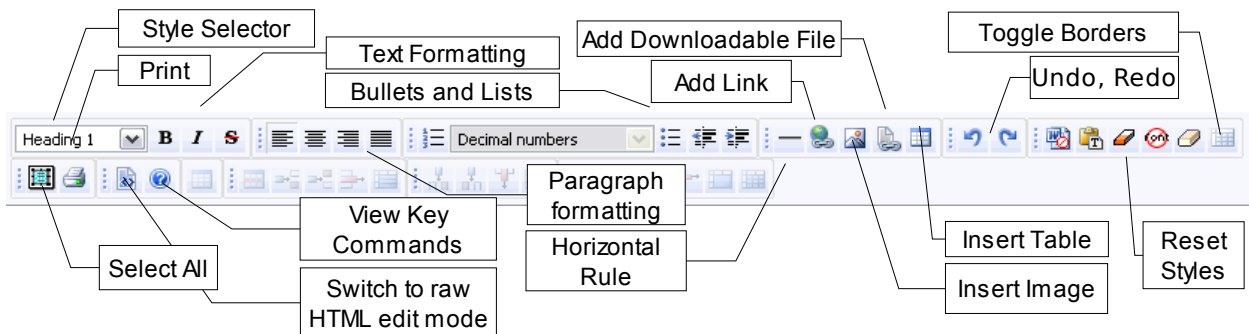
There are three basic ways of getting text from word or other documents into your website. The problem is that when you select text in Word, copy it, then paste it into your website, you bring along unwanted formatting from the Word document. Your website is set up to automatically and consistently format all of its text, so you do not want to paste in unneeded formatting. To paste in text from a word processor, follow the following directions:


### **Pasting text in to remove all formatting:**

1.  This button on your website editor is called "Paste as plain text." Click the button. A window will pop up. Paste your text from Word into that window. Before pressing OK, you should remove the double line breaks to allow the natural paragraph formatting to take over. To do this, place the cursor at the beginning of paragraphs, backspace to the previous paragraph, then hit the [enter] key one time. When you have removed all extra carriage returns, press the OK button. The text will be pasted into your editor. Now you can format as needed by first selecting the text and using the "Style Selector" dropdown box.


### **Use the formatting toolbar to apply styles to the text.**

- For text formatting, you can use the pre-defined styles by selecting from the options in the drop down menu. This will keep the site looking neat, logically organized and easy to read.
- Use all upper case very sparingly – it looks like you are YELLING AT PEOPLE.
- Use bold, italics, underline and strike through sparingly – too much will make the page look confusing. Underline does not need to be applied to links, this is done automatically.



 When you can't get the formatting to do what you want, or if there is odd spacing, there are styles left over from a word processing document. (*This will not happen if you paste in plain text as described above.*) To attempt to fix it, try selecting all the text and then click these icons on the Etomite tool bar. These commands attempt to wipe out any formatting that got copied over. Be sure that the text is highlighted before you click one of these icons.


## Creating a hyperlink or e-mail link

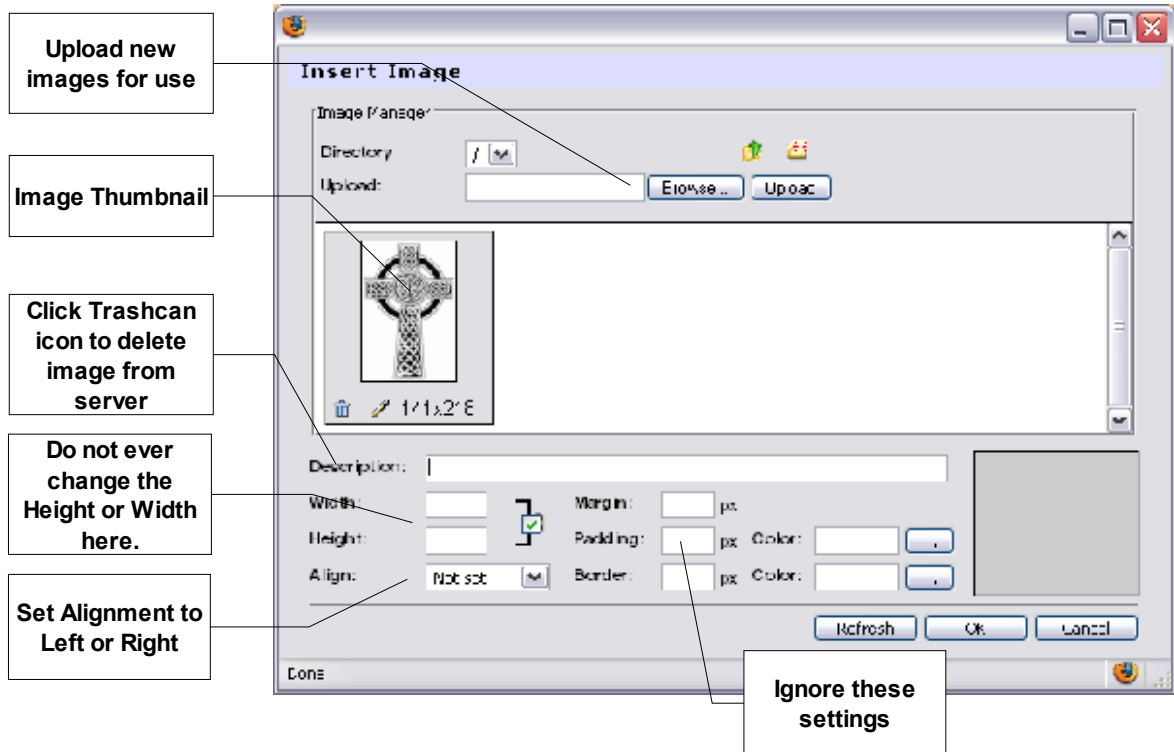
1. First, select the text that should be the hyperlink (for example, “Click **here** to learn more.” - The word “here” will be the hyperlink). Do not select the space after the word.
2. After selecting your word(s), if you are going to link to a page on your site, click on a document in the Site Tree pane that you wish to link to.
3. For links that are off-site, click the “Insert Web Link” button – it looks like a globe with three chain links. 
4. In the URL field, enter the path to the page to visit.
5. If you are going to link to a page on another remote website, you have to include the full path to the site. For example, <http://www.google.com>. This is exactly what you would find in the address bar in your browser.
6. If you are going to set up a link to send an e-mail, use mailto: and the e-mail address. For example, <mailto:joe@yourdomain.com>.
7. Optional: Enter a title, sometimes called a “tooltip”. This is what shows up when the viewer hovers over the link but does not click. *It is good practice to do this, and it helps the search engines find out information about your website.*
8. In the *Target* field, select either *None* or *New Window*. If you want the link to open in a new window (so the viewer doesn’t really “leave” your website), choose *New Window*.
9. Click OK.

## Editing or deleting an exiting hyperlink:

1. Select the text with the hyperlink
2. Click the “Insert Web Link” button.
3. Change the settings as desired. To delete a hyperlink, delete the URL.
4. Click OK.

## Adding an image

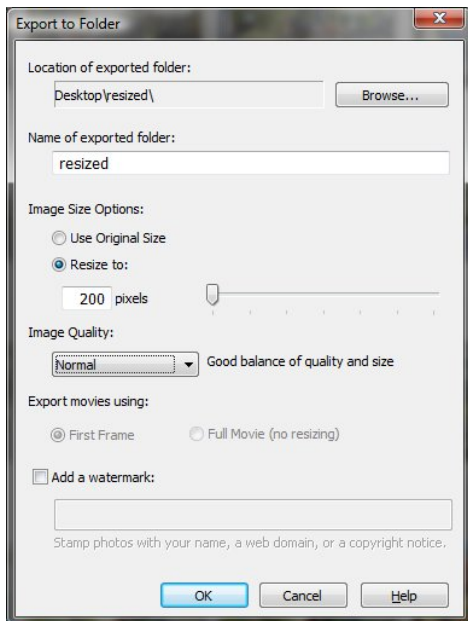
1. Be sure the image is sized correctly (see next section for details). An image that is too large will break the appearance of your web page.
2. Place the cursor where you want the image to appear.
3. Click the “Insert Image” button – it looks like mountains with the sun. 
4. In the Insert Image dialog box, click the Browse button and navigate to find the file on your local system (hard drive or network). Click Open on the Browse dialog box and then click Upload on the Insert File dialog box.
5. When file is uploaded, select it and click OK.
6. The thumbnails help you identify the image.
7. In the Align drop-down selector, choose whether you want the image to align to the right or to the left. You can experiment to see which way you prefer. “Right” and “Left” are usually the only applicable choices; using these will put your image on the right or left and will cause your text to flow around it nicely.
8. Never adjust the size of an image by typing in new sizes in the width and height boxes. Your image should be resized properly before uploading to the web.
9. You do not usually need to use any of the other controls, your website’s stylesheet automatically takes care of these.
10. Click OK when finished.



## Sizing images

It's very important that images are exactly the right size when you upload them to the Web site. Do not use the settings in the Insert Image dialog box to change the size of the image – you'll create a really poor quality image and cause slow loading time for site visitors.

Normal image sizing for images that exist within your content will be fairly small, anywhere from 300 to 150 pixels wide. Please talk to your web developer for the exact recommended measurement. Anything that is too large can be obtrusive to the content, disrupting the readability of the page.





You can use [Picasa](http://picasa.google.com/) to resize your images, It's a free image editing program provided by Google.

- 1) [Download and install Picasa from http://picasa.google.com/](http://picasa.google.com/)
- 2) Open the program and allow it to scan your computer for images
- 3) Select your image
- 4) Click the "Export" button, and you'll see a box appear; it should look like the one on the right
- 5) Browse to the location of your exported folder
- 6) Name your exported folder if you choose
- 7) Select the "Resize to" option
- 8) Type in the desired image width
- 9) Select "Normal" in the Image quality dropdown
- 10) Click the OK button

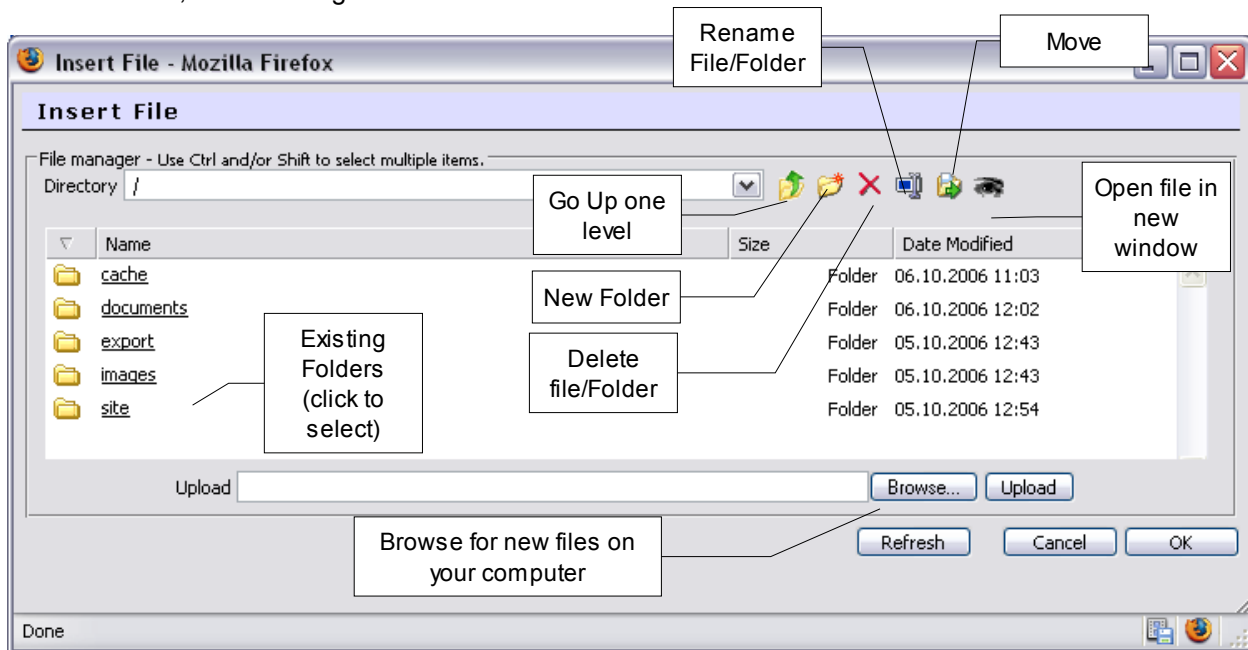
## 8. Adding Files

You can also add files to your document. Normally these are PDF and Word documents, but many additional file types are supported.

- 1) In the content area of your document, press enter to create a new paragraph.
- 2) Click the “Insert File” button, it's the one with a document and link icon. 
- 3) The File manager window will open.
- 4) To upload a new file, click on the folder you want to upload into (example: “docs”)
- 5) Browse for your file
- 6) Click “Upload” and wait for the file to upload, when it's done, it will appear in the window.
- 7) Select the new file within the window
- 8) Click OK

The file will appear in your document as an icon and a link:  [directions.doc](#) 1.46 MB

It automatically displays an icon and the file size, which is helpful for web users – they can estimate their download time at a glance. You can change the file link by placing your cursor just after the icon, typing in some new text, then deleting the old text.




### Deleting file from your web page

You can delete a file link from your page by selecting it and hitting backspace or delete. This does not delete the file from the server, however.

### Deleting a file from the server

You can use the insert file dialog (as seen above) to delete a file permanently. This saves server space.

1. Browse to the file
2. Select the file
3. Click the Delete button. 

- Alternatively, you can use the Etomite File Manager or FTP to add and delete files. You can read more about Etomite's File Manager later in this document under the heading "Deleting images and pages."

## 9. Unique "Repository" pages

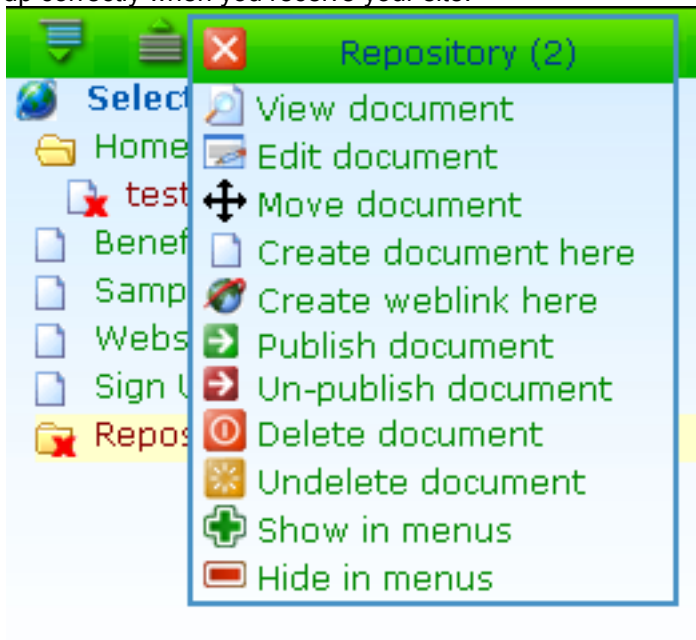
The repository contains pages that do not appear directly in your website's main navigation menu. The repository is simply an unpublished folder. All pages within the Repository that are published are still viewable, active pages.

Depending on your website setup, you'll find in the repository folder similar to these:

- Sitemaps
- Error pages
- Test pages
- Pages "in progress"

The *Repository* is a normal Etomite document. You can:

- Open/Expand the repository like any other parent page – click the folder icon (even though there's a red X on it.)
- Select any page and edit it just as you would others.
- You can put any document into the Repository.
- If you wish to make a new document that you would like to keep out of the main or sub-menu, just create it within the repository by right-clicking on the Repository and selecting "Create Document Here."
- Normally, it is best not to edit the system documents in the Repository – like Sitemaps, error pages, and other non-content pages. These are vital to the operation of your website and are set up correctly when you receive your site.



There can be more than one repository. They will typically have names similar to "News Repository," "Footer Repository" or "General Storage."

## 10. Deleting images, files, and pages

To remove an image from a page, just edit the page, click on the image and press delete. You may want to keep images on the Web server if you think you will need them again, but you need to be careful to remove any images that you no longer need. This will minimize the server space required for the site and keep you from going over your web host's storage quota.

Alternatively, you can use the **File Manager** (see image below) to delete images as well as other files. Be sure not to delete any image that is in use.

1. In the command pane, select **Manage Files**.
2. Double-click the images folder. In most cases this is where all site images are stored.
3. Click the red icon to the right of the file you wish to delete. Confirm that you want to delete that image and click OK.

**To delete an entire page**, un-publish it first to make sure that it won't cause any other problems. Once you've determined that it's okay to delete, right-click on it and select "delete page" from the popup menu. Alternatively, you can edit the page and click the orange delete button. The document will still be listed in the tree pane, but with a line through it. As long as it is listed there, you can right-click the document and undelete it. When you are sure you do not need the deleted pages, you can click the recycle icon at the top of the tree pane to remove any deleted pages permanently.

### File Manager

The screenshot shows the File Manager interface. On the left, a sidebar contains navigation options: Resources (Manage Resources), Administration (Configuration, System Info, Remove Locks, Audit Trail, Manage Files), and Help (Credits, Help, About Etomite). The 'Manage Files' option is circled in red. The main area displays a directory listing for /assets/images/samples. Below the listing, there are statistics for the directory and an upload section with 'Browse...' and 'Upload file' buttons.

Filename	Modified	Filesize	Options
.thumbs	2007-12-21 @ 03:59 PM	4 KB	
index.html	2007-12-21 @ 04:24 PM	40 B	
sample-about.jpg	2007-12-21 @ 03:54 PM	21.79 KB	
sample-contactpage.jpg	2007-12-21 @ 04:14 PM	16.97 KB	
sample-home.jpg	2007-12-21 @ 03:54 PM	23.52 KB	
sample-model.jpg	2007-12-21 @ 03:54 PM	19.35 KB	
sample-portfolio.jpg	2007-12-21 @ 03:54 PM	22.33 KB	

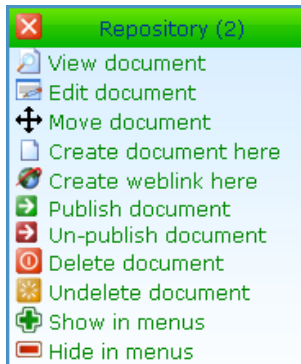
Directories: 1  
Files: 6  
Data: 108 KB  
Directory writable? Yes.  
Maximum upload size: 2 MB

Upload file  
Select a file to upload:

Create new directory:

**Note:** New directories cannot be edited or deleted and will have full r+w permissions.

## 11. Time-saving shortcuts

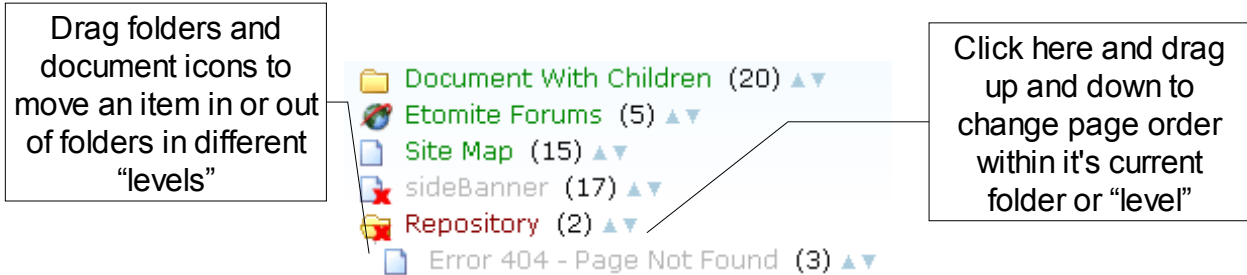


### **Using the Site Tree popup menu**

You can right-click any page in the tree pane and select from the context-sensitive menu for quick access to things like editing and publishing or un-publishing.

### **Arranging the documents by dragging**

You can also drag pages in the tree listing to move them around – just click and drag the double arrow icon to the right of the document name in the Site Tree. This will automatically adjust the menu index, which controls the order the pages will appear in the menu. If you change the menu order and so not see the results on your website, click the “Clear site cache” link in the Etomite manager menu.



### **Adding images and files to your server in bulk**

If you need to add a bunch of images or other files to your server's folders, you can use the file manager to do this instead of the image or document tool within the page editor. Alternatively, you can use FTP if you know how. The location of your images and document folders may vary.

### ***How to embed YouTube videos into your content:***

1. Create account on YouTube
2. Upload video on YouTube
3. View your video on YouTube and copy the unique video ID for that video. It should be a string of numbers and letters like this: "gX9MeF2Au9c" and will be found at the end of the "URL"
4. Log into your website manager
5. Edit the document you wish to place the video into
6. Type in `[[YouTube?vid=gX9MeF2Au9c]]` where the **unique ID** matches the video you wish to embed
7. Save the document.

### ***How to embed Vimeo videos into your content:***

1. Create account on Vimeo
2. Upload video on Vimeo
3. View your video on Vimeo and copy the unique video ID for that video. It should be a string of numbers like this: "2306684" and will be found at the end of the URL in the address bar of your browser.
4. Log into your website manager
5. Edit the document you wish to place the video into
6. Type in `[[Vimeo?vid=2306684]]` where the **unique ID** matches the video you wish to embed
7. Save the document.

### ***How to embed anything else into your documents using "chunks"***

You can embed any html or javascript code into your Etomite documents with a feature called a "chunk". A chunk holds a bit of text or code that you can re-use anywhere in your website as many times as you need.

#### **To make and use a chunk:**

1. Log into your website manager
2. Click on "Manage Resources" In the manager menu
3. Click on the "Manage Chunks" tab on the right
4. Click "New chunk"
5. Enter a chunk name into the first box
6. Enter a description into the second box (optional)
7. Paste in the code into the big text area below
8. Click the "save" button at the top
9. Edit a document you wish to insert the chunk
10. In the content area, type the chunk name enclosed in double curly-brackets, like this:  
`{{chunkname}}`
11. Save the document.

You can have as many chunks as you need, just give each one a unique name.

Chunk names ARE case-sensitive.

Do not change or delete any chunk that pre-exists, as these are used in your website.

## 12. Visitor Stats and Logging

If you have downloaded and installed Etomite yourself, you will notice that Etomite has built-in visitor stats. It is not recommended that you use this option, because the stats are not accurate enough to be of use, and they will quickly consume your server database resources.

If your website has been set up by [N-vent Design Services](#) or another high-quality website developer, Etomite's built-in statistics will be removed and disabled, and Google's free Analytics package has been installed. If you would like to view your visitor statistics, you should contact [N-vent Design Services](#) to learn how to view your Google Analytics stats, or you can contact your hosting provider who will have a server-based stats package on your hosting account.

## 13. Getting More Help

Your web designer can help you with any other questions you may have. Alternatively, you can read more Etomite Documentation here: <http://docs.etomite.com> Etomite is an open-source application developed by a community of users and enthusiasts, so documentation may be incomplete.

## 14. Credits:

This document was originally written by Beth Millett. of 2Fold, August 2006

Re-written and expanded by Ian Smith of [www.n-vent.com](http://www.n-vent.com), October 2006

Expanded and edited by Ian Smith, March 2007

Revised and expanded by Ian Smith, May 2007

Revised by Ian Smith for Etomite version 1.0, May 2008

Revised by Ian Smith for Etomite version 1.1, Nov 2008

Revised by Ian Smith, Feb 2009