

Parish Council W.B.C.M.S.



A tutorial covering the basic steps in
using the
Menu Link and Sitemap Modules
in
WBCMS.

November 2008

Introduction.

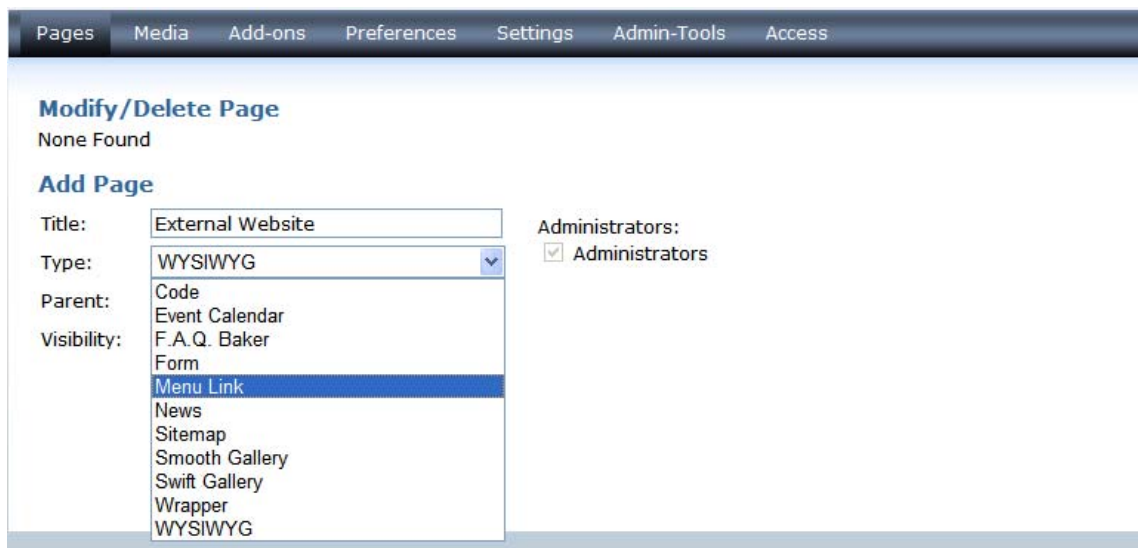
The "Menu Link" module allows you to place an item in the menu and link it to an external website without the need to have a page against that item.

The "Sitemap" module produces a sitemap for your website and requires no setup on your part.

We have combined these modules as they are both essential to a good website and very easy to implement.

Adding A Menu Link

Login to your account as usual and click on Pages.



The screenshot shows a web interface with a navigation bar at the top containing 'Pages', 'Media', 'Add-ons', 'Preferences', 'Settings', 'Admin-Tools', and 'Access'. Below the navigation bar, the main content area is titled 'Modify/Delete Page' and shows 'None Found'. Underneath, there is an 'Add Page' section. The 'Title' field contains 'External Website'. The 'Type' dropdown menu is open, showing a list of options: 'Code', 'Event Calendar', 'F.A.Q. Baker', 'Form', 'Menu Link' (which is highlighted), 'News', 'Sitemap', 'Smooth Gallery', 'Swift Gallery', 'Wrapper', and 'WYSIWYG'. To the right of the form, there is an 'Administrators' section with a checked checkbox and the label 'Administrators'.

Enter a Title: External Website (for example)

In the Type drop down menu select Menu Link

Click on the Add button

The Modify Page window opens.

Please ensure that you have at least one item in your menu before making an external link

Pages Media Add-ons Preferences Settings Admin-Tools Access

Modify Page Current Page: **External Website** - Change Settings
Last modification by Administrator (mikehenson), 11:38 AM, Nov 19 2008

Link: Please select [v] []
Anchor: [v]
Target: Top Frame [v]

Save Cancel

Link: Select "External Link" from the drop down menu

Insert the full URL of the website to which you want to link in the empty box.

Target: Select New Window from the drop down menu.

Click on the Save button

Pages Media Add-ons Preferences Settings Admin-Tools Access

Modify Page Current Page: **External Website** - Change Settings
Last modification by Administrator (mikehenson), 11:44 AM, Nov 19 2008

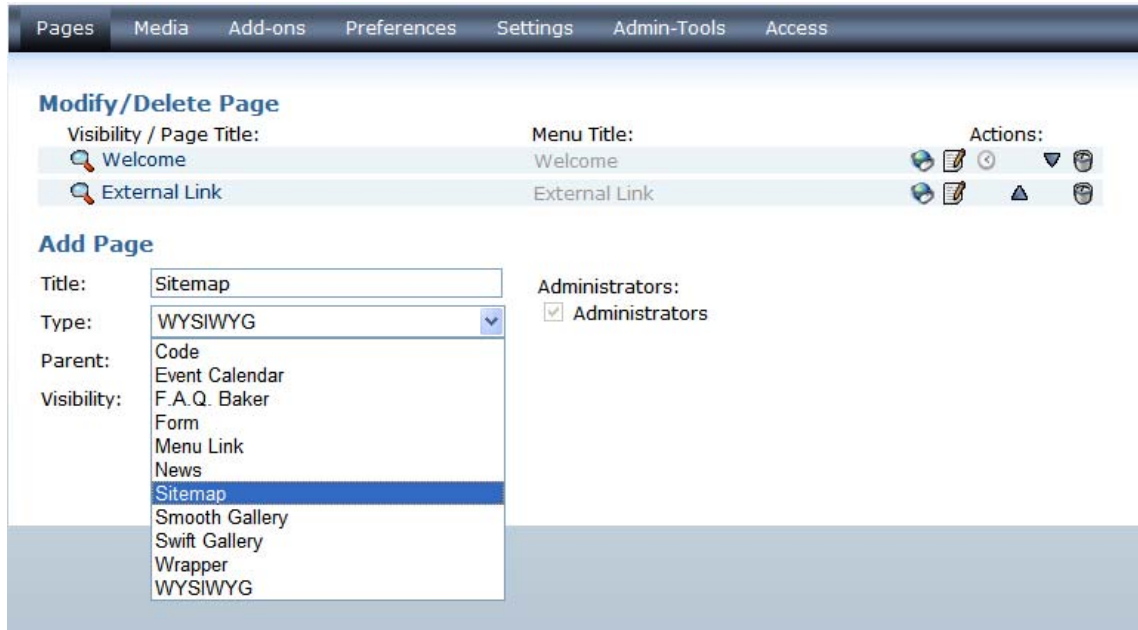
Link: External Link [v] http://www.mikehenson.com
Anchor: [v]
Target: New Window [v]

Save Cancel

When you preview your site you will find that clicking on the External Link item in the menu you will be taken to the site you entered.

Adding A Sitemap

Login to your account as usual and click on Pages.



Enter a Title: Sitemap

In the Type drop down menu select Sitemap

Click on the Add button

The Modify Page window opens.

Pages Media Add-ons Preferences Settings Admin-Tools Access

Modify Page Current Page: **Sitemap** - Change Settings - Manage Sections
Last modification by Administrator (mikehenson), 12:07 PM, Nov 19 2008

Main Settings (Help)

Display:

Page level limit:

Layout settings

Header:

Level header:

Level loop:

Level footer:

Footer:

You do not need to make any changes to this page.

Click on the Save button

When you preview the site you will see all you pages listed as a map.