

EDUKIT

... and the whole world is open!

EDUKIT Content Management System User Manual

**«New Capabilities of EDUKIT Content Management System
(Version 1.6.5.)»**

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1. How to upload a school logo

Now, for most website designs, it is possible to upload your logo to the website or restore at any moment the image set by default. The logo will be displayed in the top part of the website where the school name is displayed.

To upload the school logo, you need to prepare the image in advance.

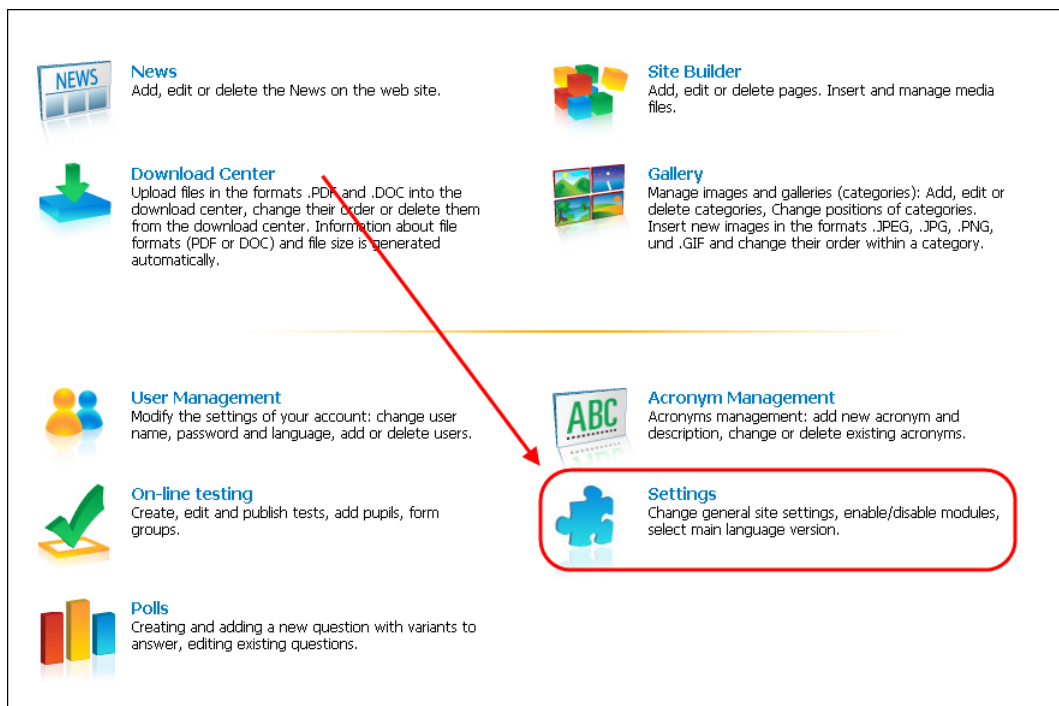
Supported file formats: **.gif**

Acceptable size:

- width: 75-150 pixels;
- height: 75-100 pixels.

To upload your logo to the website, you have to:

1. Sign in as admin, using the login and password;
2. On the admin page, go to the section **Settings**:



PIC. 1

3. Press **Browse** in the window that has opened and find the image on the computer:

Site settings

Specify site title [?]

Українська: Демонстраційний сайт

Русский: Демонстрационный сайт

English: Demo site

Select the main language version [?]

Українська Русский English

Set up e-mail notifications [?]

E-mail for comments

e-mail for contact form

e-mail for processing requests for registration

Change logo

You can upload your own logo for your site or restore the default picture at any time. Your logo is displayed in the header.

Supported file formats: .GIF

Accepted file sizes: width: 75 - 150 px, height: 75 - 100 px

Browse


Restore the default logo

Save

PIC. 2

4. After that, press **Save** to save the changes.

Change logo



You can upload your own logo for your site or restore the default picture at any time. Your logo is displayed in the header.

Supported file formats: .GIF

Accepted file sizes: width: 75 - 150 px, height: 75 - 100 px

C:\Documents and Settings\Desktop\logo.gif **Browse**


Restore the default logo

Save

PIC. 3

To remove the logo, press **Restore the Default Logo** and then **Save** to save the changes.

Change logo



You can upload your own logo for your site or restore the default picture at any time. Your logo is displayed in the header.

Supported file formats: .GIF

Accepted file sizes: width: 75 - 150 px, height: 75 - 100 px

Browse

Restore the default logo

Changes made successfully

Save

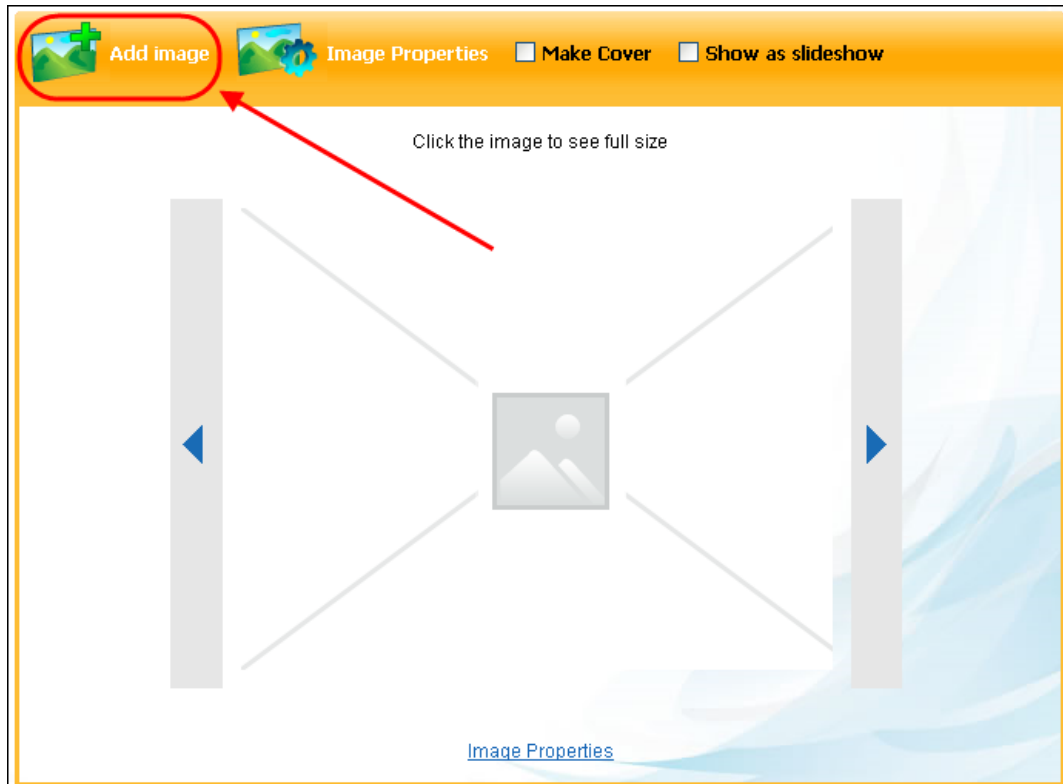
PIC. 4

2. New Image Uploader

The Image Uploader enables you to upload several images simultaneously from the photo gallery. These can be images in **.jpg**, **.jpeg** and **.png** formats.

However, to upload **.gif** files and in case of any uploading problems, you are advised to use the usual **standand uploader**. The standard uploader can also be opened when there is no flash drive.

To upload photos into the gallery with the help of the new uploader, go to the website gallery to which the photos will be uploaded and press **Upload Image**:



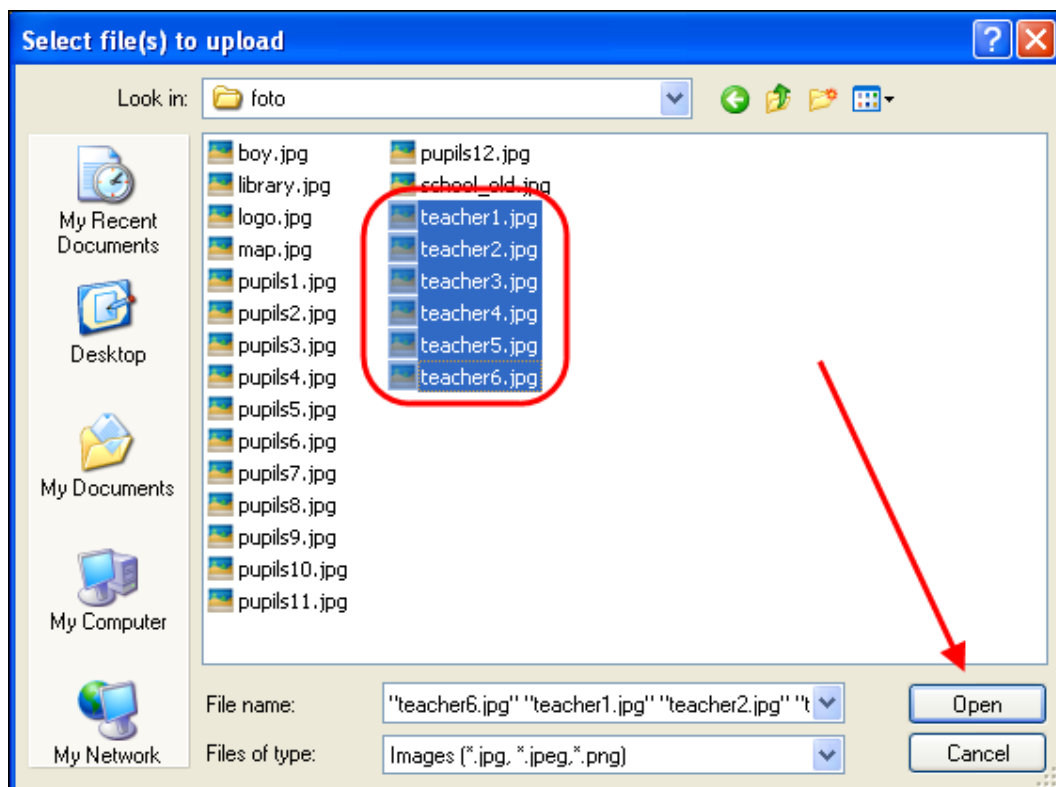
PIC. 1

This will open the dialogue window in which you need to press **Add**:



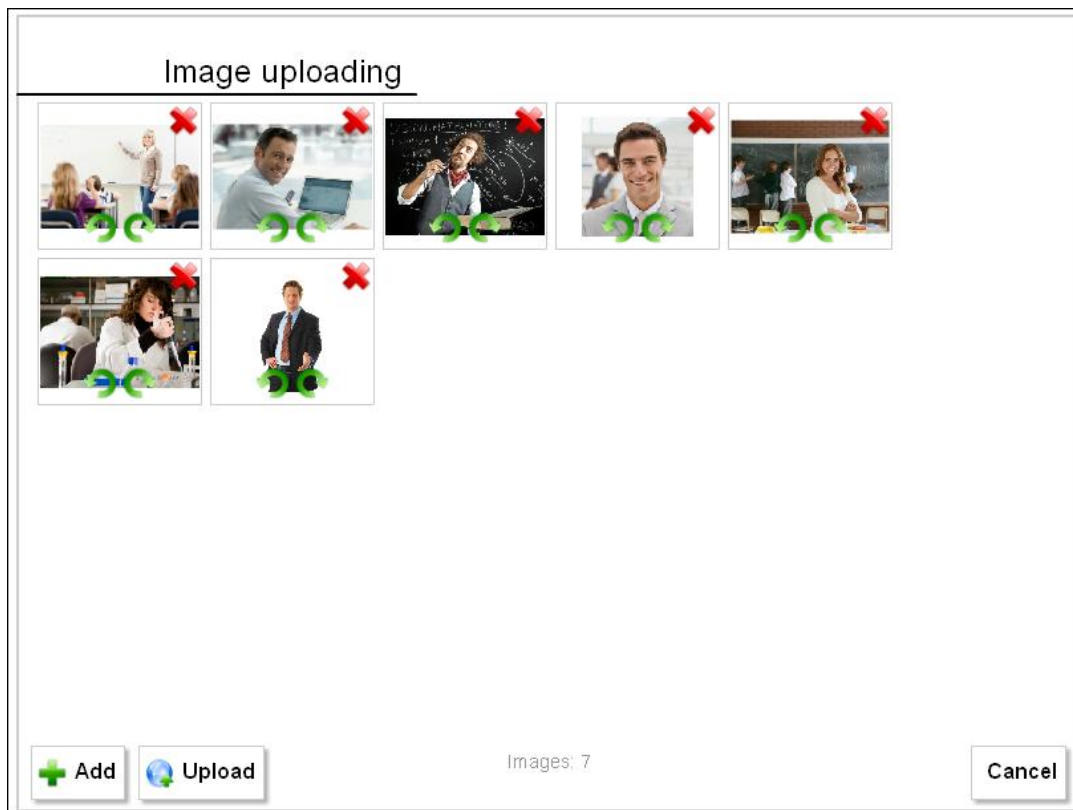
PIC. 2

Another dialogue window will open. You have to find photos on your computer highlight one or several photos and press **Open**:







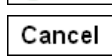
PIC. 3

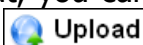
Afterwards, the photos you want to upload will appear in the Uploader (but they have not been added to the website yet, only to the Uploader).



PIC. 4

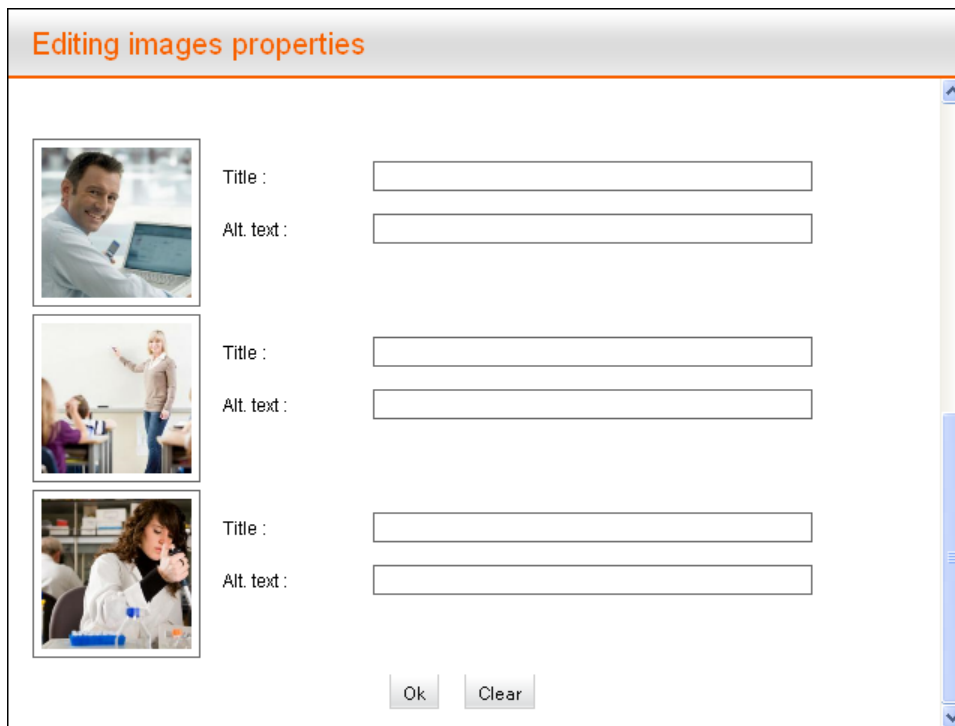
Before uploading the photos to the gallery, you can do the following:

-  - remove an unnecessary photo;
-  - rotate a photo counterclockwise;
-  - rotate a photo clockwise;
-  - add more photos;
-  - cancel the uploading.

After that, you can upload the photos to the website gallery. To do it, you need to press **Upload**. 

The photos will be uploaded into the gallery and the Edit Image Properties window will appear, in which you need to enter data for each photo in the fields Title and Alt Text and then press **Ok** to confirm or **Cancel** if your data was incorrect.

Attention! The **Cancel** key removes data from the fields Title and Alt Text **for all recently edited photos**.




PIC. 5

After you have carried out the above-mentioned operations, the photos will be added to the gallery:

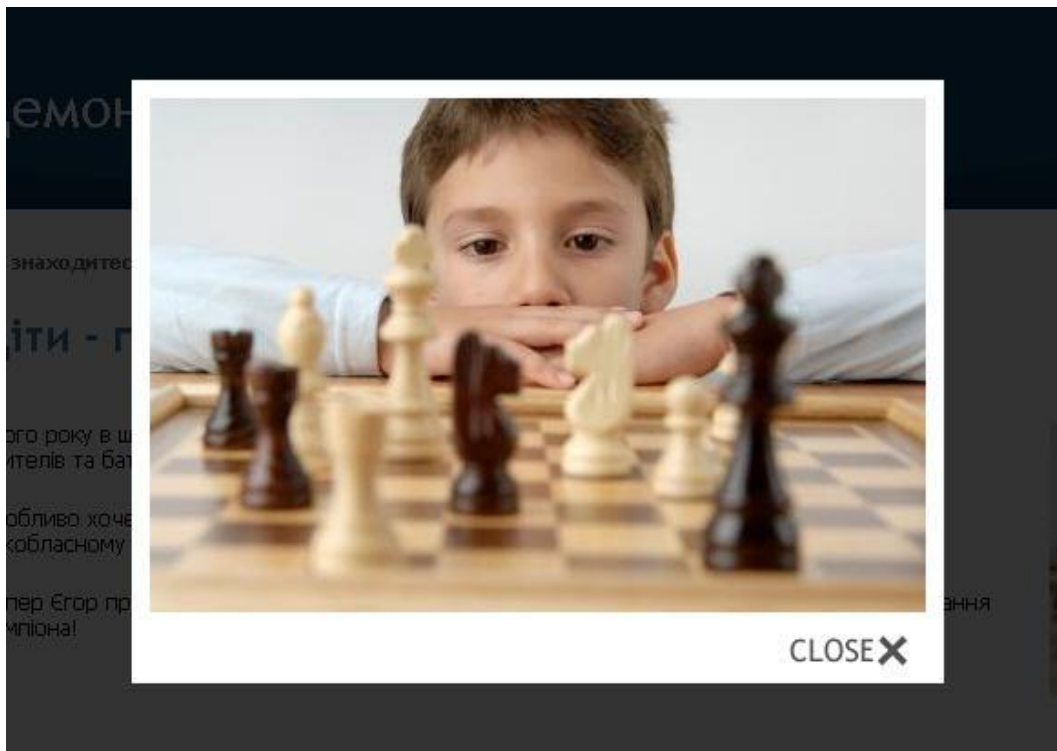


PIC. 6

You can edit the properties of all the uploaded photos with the help of the **Image Properties** key  on the toolbar at the top.


3. Lightbox - zooming in an image by clicking on it

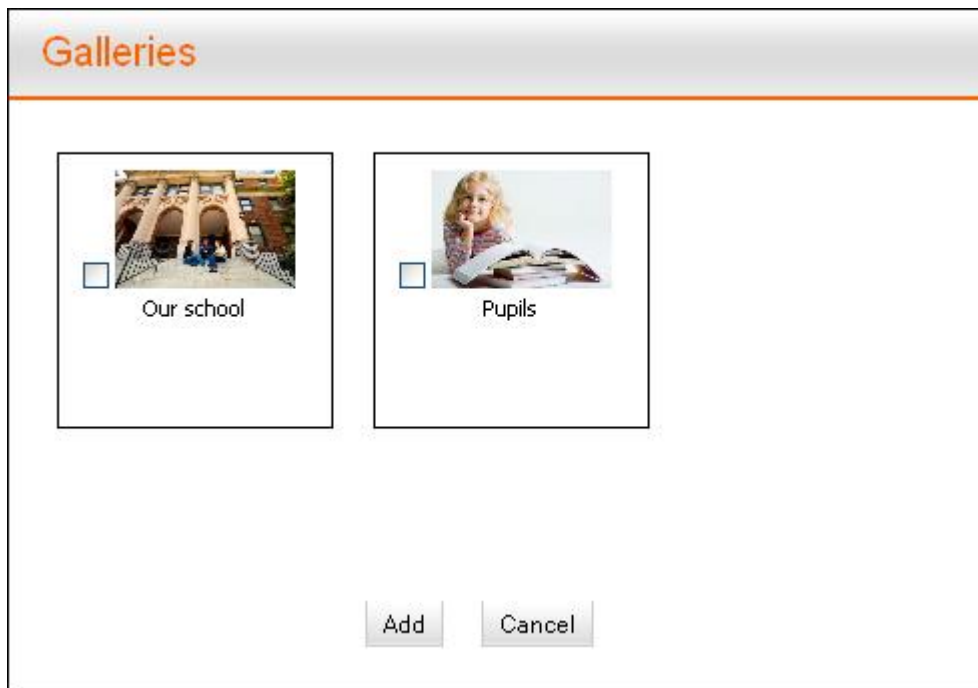
Every image on the site, both in the page and news content, can now be maximised. To do it, press on it. **Lightbox will not open only if the image is a link to something.** After opening an image with Lightbox, you can leaf through all the images on the page in this way.



PICT. 1

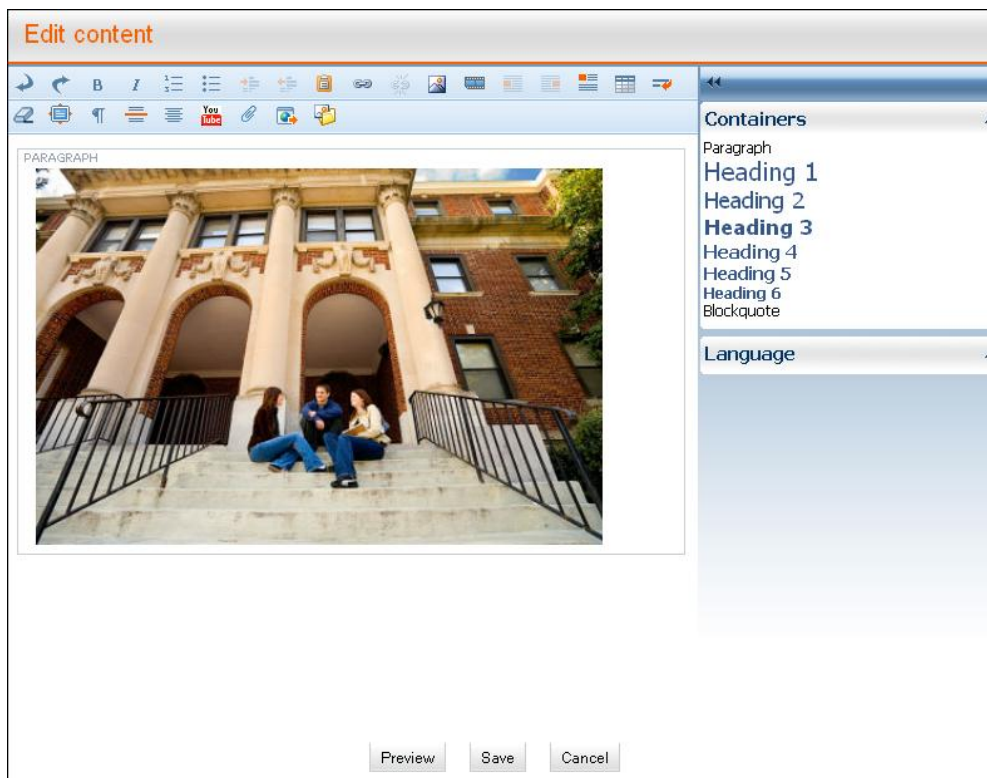
4. How to insert a photo gallery in the page or news content

You can add any album from the photo gallery to standard page or news content. For that, place the cursor where you want the album to be added, then press **Add Galleries** , select the album you want and press **Insert**:



PIC. 1

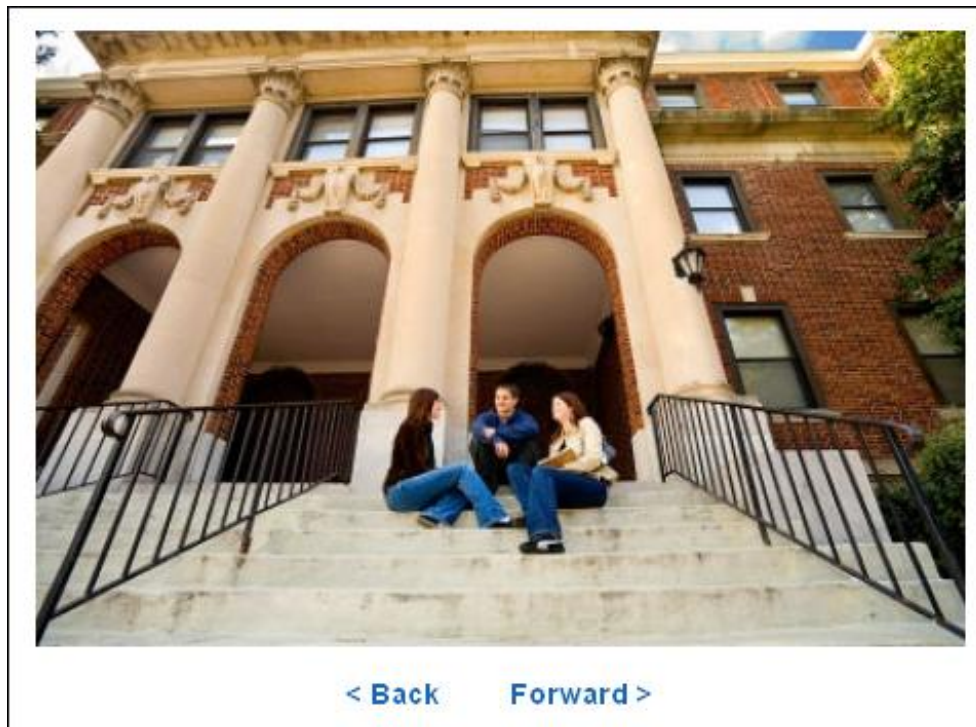
In the editor, the inserted album will be displayed as an ordinary image (album cover):



PIC. 2

You cannot place an album in the content in different positions around the text: **the album will always be automatically centered on the page.**

In the content, the album can be viewed by leafing through the photos using **Back** and **Forward** keys:



PIC. 3

5. How to add content from external websites

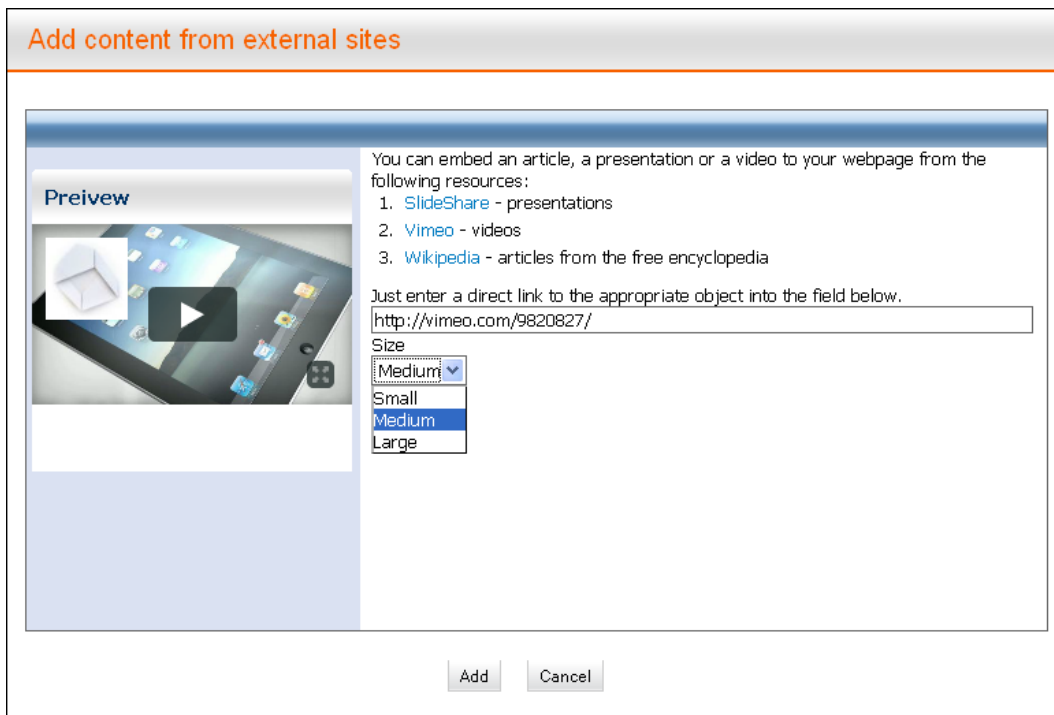
Now you can also add content from external sources to a standard website page or to a news item:

- Slideshare presentations
- Vimeo videos

In order to do it, press **Add Content From External Sites**  on the toolbar:

In the window that opened, insert a link to a presentation or video in the appropriate field and choose the size in which the content must be displayed: small, medium or large. The default size is always medium. When the content gets uploaded, it will appear in the window on the left where it can be previewed.

When the presentation or video is uploaded, press **Add**.



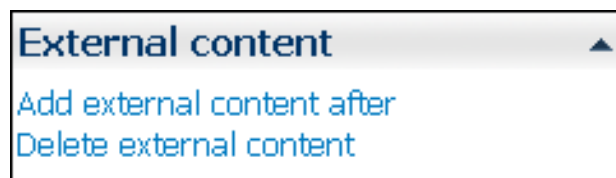
PIC. 1

The uploaded content will be displayed with the same control panel as on the original website:



PIC. 2

To remove external content, use the link **Remove External Content**, which appears when you click on the content, on the right of the toolbar. There is also the function **Add External Content After**:



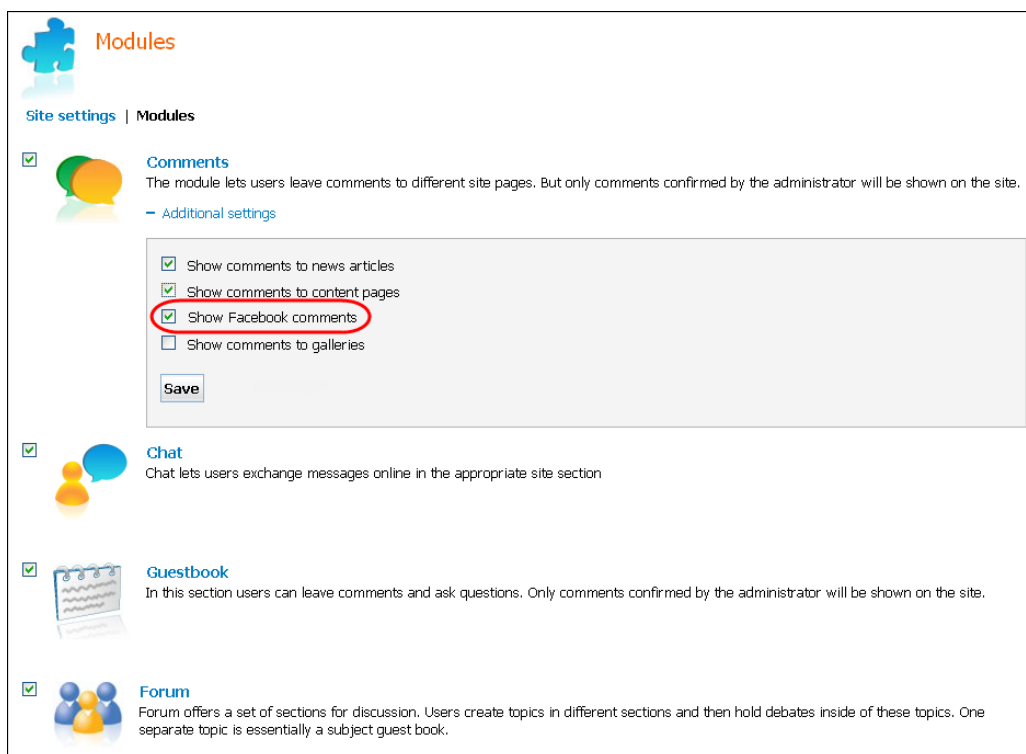
PIC. 3

6. Comments from social networks

Now, in addition to ordinary comments, you can leave comments on the website using your Facebook account.

To view social network comments on your website, you need to turn on the comment display on the admin page. In order to do it:

- Enter the website using your login and password;
- Go to the **Settings** section;
- Go to **Modules**;
- In the **Comments** section, open **Additional Settings**;
- Turn on the comment display in **Show Facebook Comments**.



PIC. 1

To leave a comment, enter the login and password of your social network account:

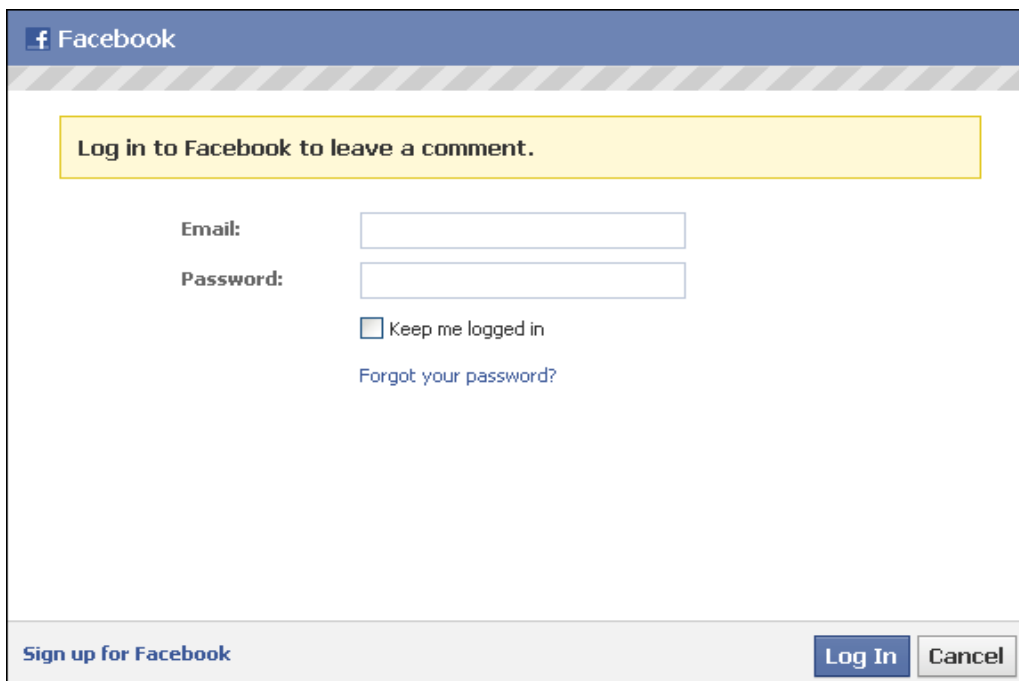


FIG. 2

After you have logged in on Facebook, you will see your ID in the Facebook comments field. Enter a comment in the field and press **Comment**. You can also mark it **Post to Facebook**, then the comment will be duplicated in your Facebook account with a link to the page where it was made:

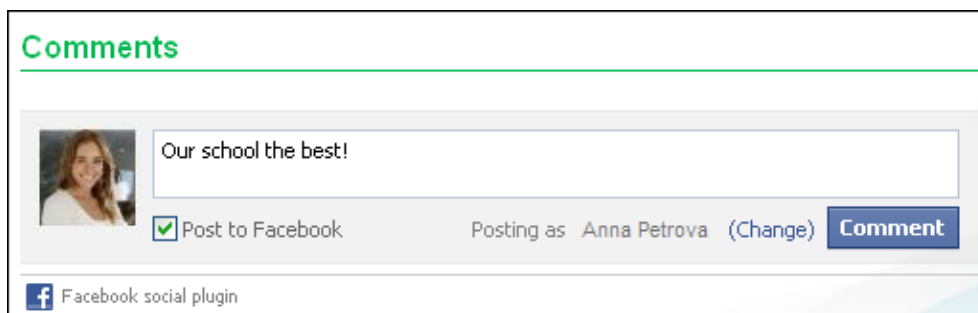


FIG. 3

The comment will be displayed in the social network comments section:

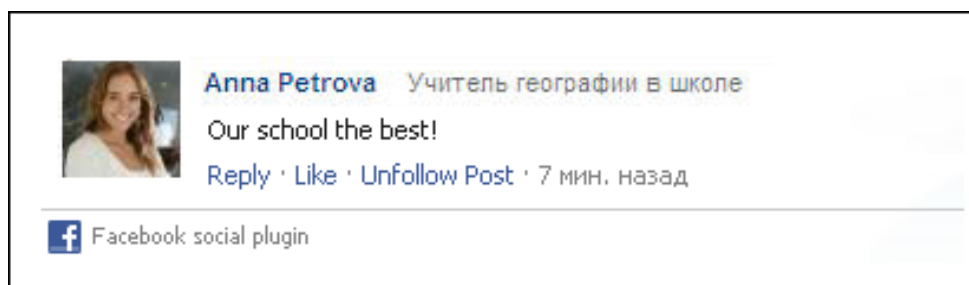



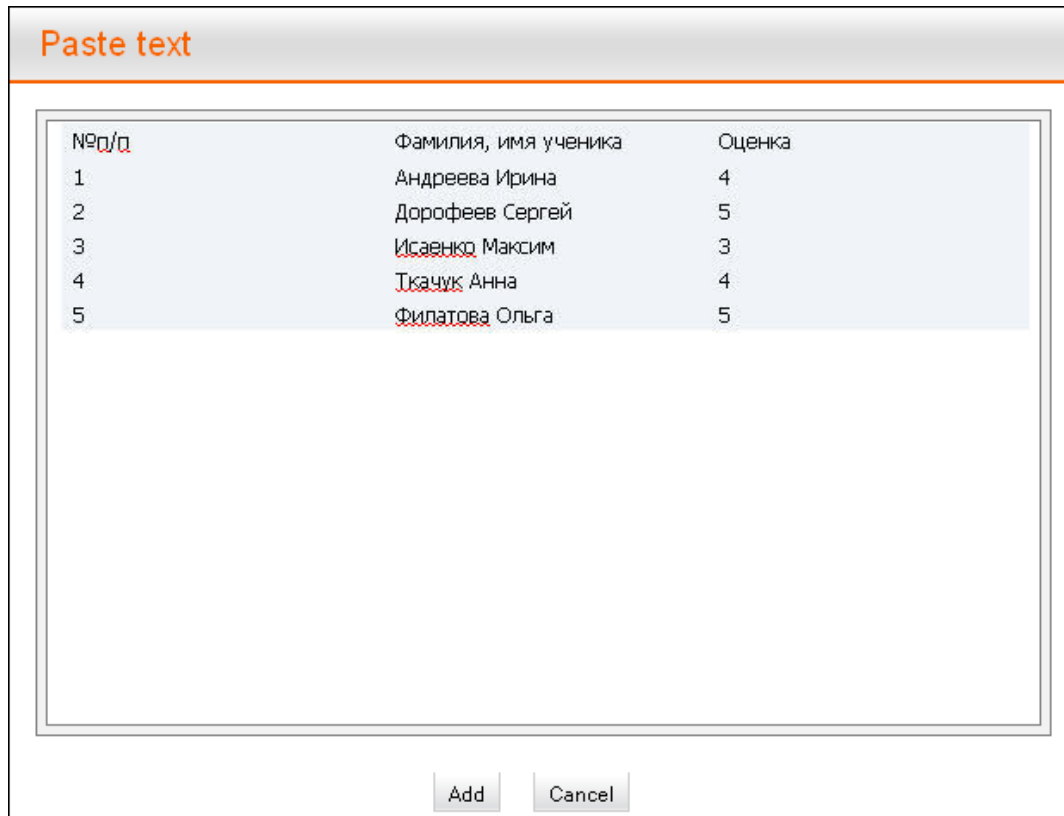
FIG. 4

Attention! The person in charge of administering comments **will not be notified** of comments made through social networks! The admin cannot moderate them either.

7. Import from Excel, Word

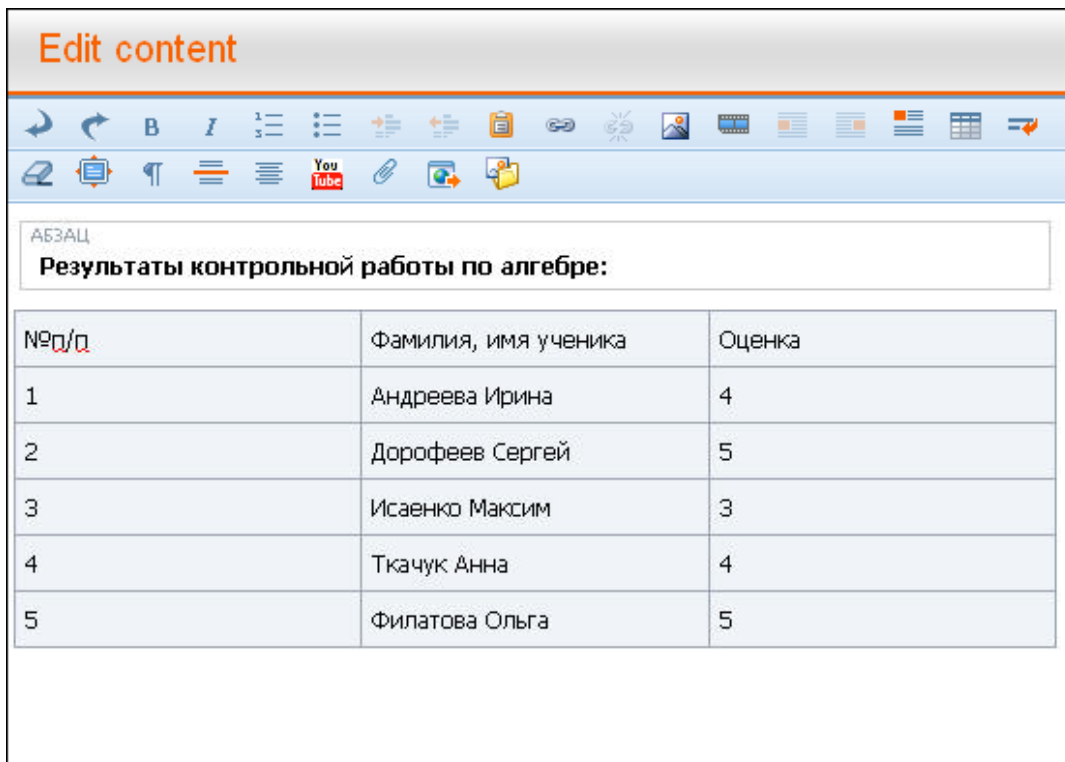
In addition to the standard Word text insertion, it is now possible to insert tables, e.g. from Excel. In order to do it, you need to press **Insert**  on the toolbar.

You can copy the necessary table into the window that has appeared and press **Insert**:



PIС. 1

The inserted table will be displayed in the editor in the following way:



РІС. 2

When the table is added to the content, its styles are transformed into styles corresponding to the website design:




РІС. 3

Attention! To be inserted, displayed and edited correctly, tables must have a **standard view (no combined cells)!**

8. How to attach files to a page or news item

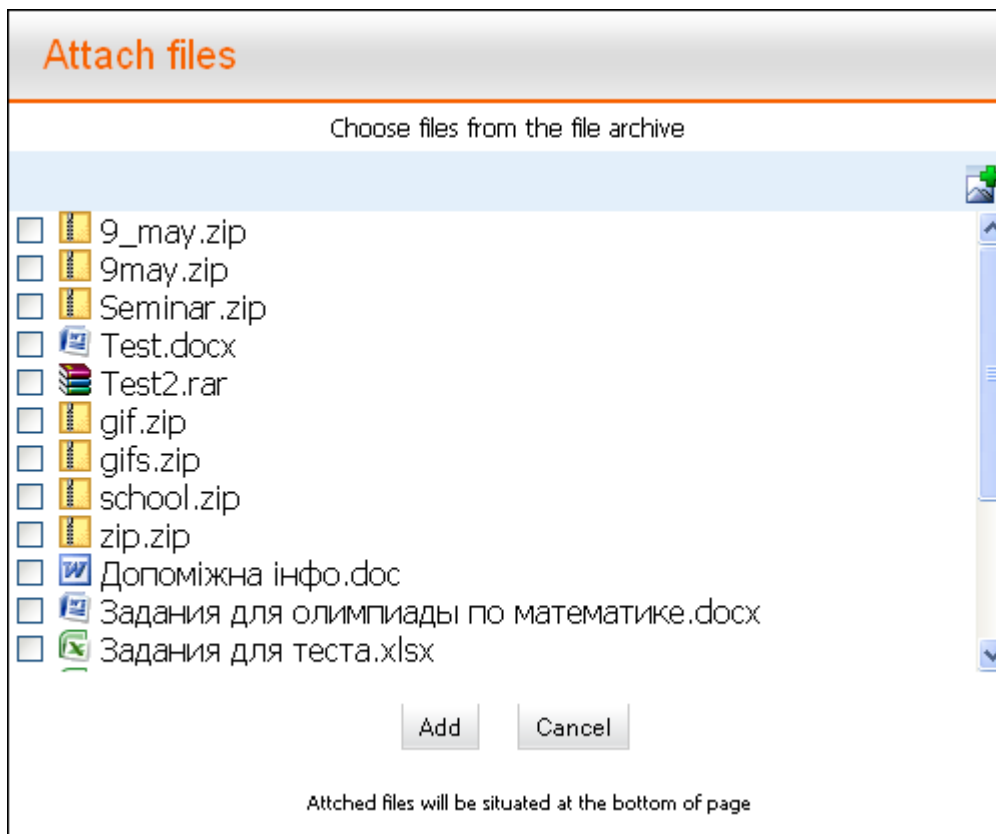
Files from the Download Center can be added to standard page or news content, and they will be displayed on the page as an attachment.

To add a file to the content, you have to first upload it into the Download Centre. It can be done in two ways:

1. The old way: press **Insert Hyperlink – Link to Download Centre – Upload File**.
 2. The new way: using the **Attach Files** key  in the editor.
- Both ways deliver files into the common Download Centre.


Let's look at the new way of attaching a file.

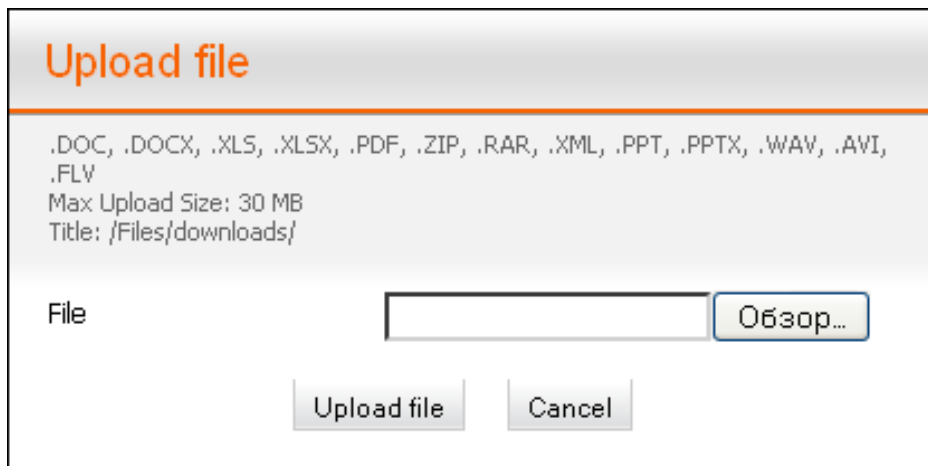
You need to press **Attach Files**  on the toolbar, after which the following window will open:



PIС. 1

This window will display the files uploaded into the Download Centre earlier. Any of them can be added to the page.

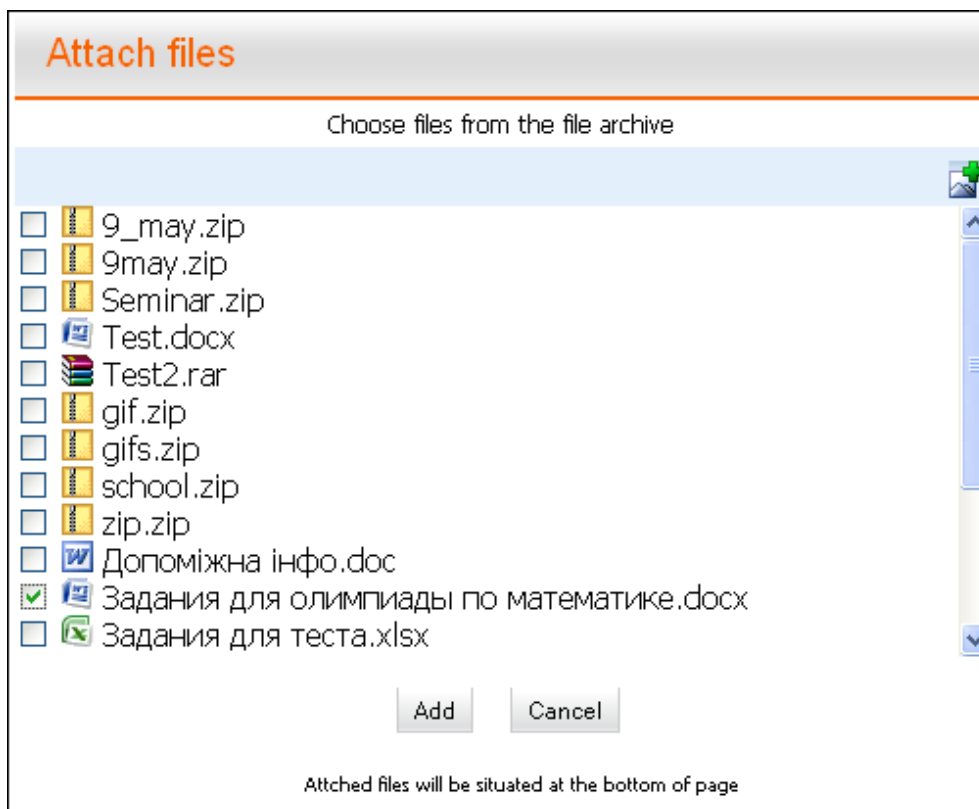
To upload a new file, press **Upload File** .
The Upload File dialogue window will open:



PIC. 2

After that you need to select a file on your computer and press **Upload File**.

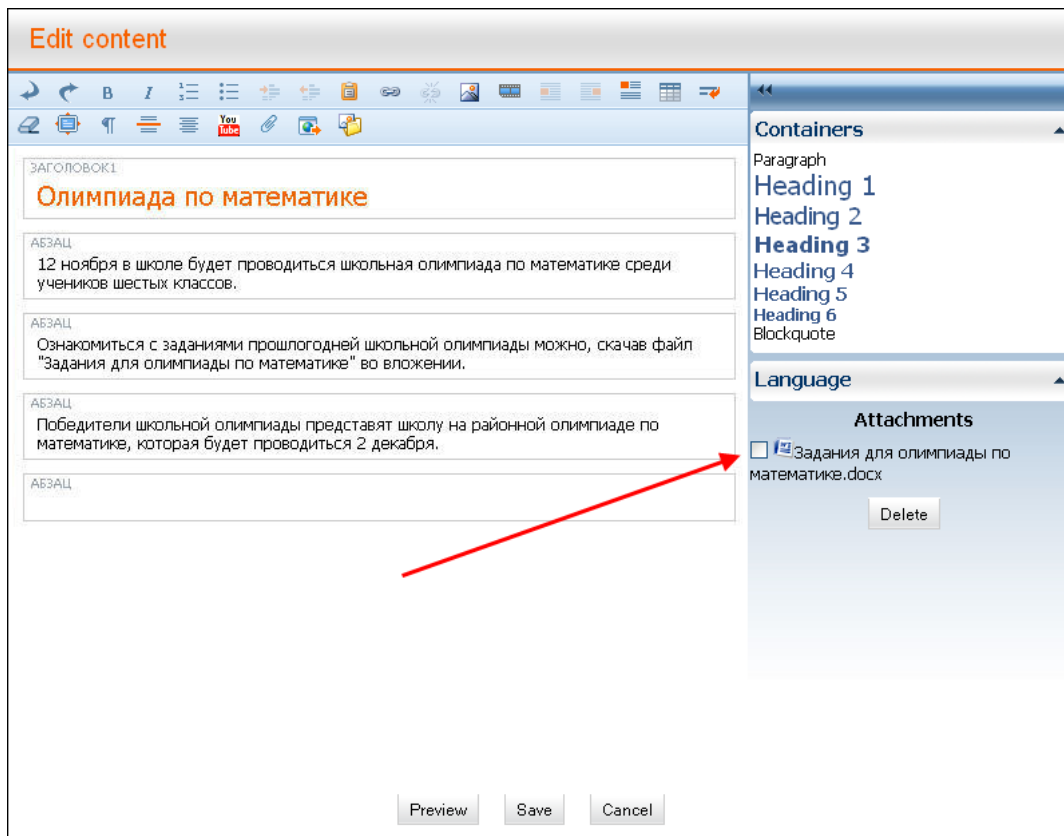
The uploaded file will be displayed in the common list of Download Centre files and will be automatically ticked, which means that it's already selected to be added to the page:



PIC. 3

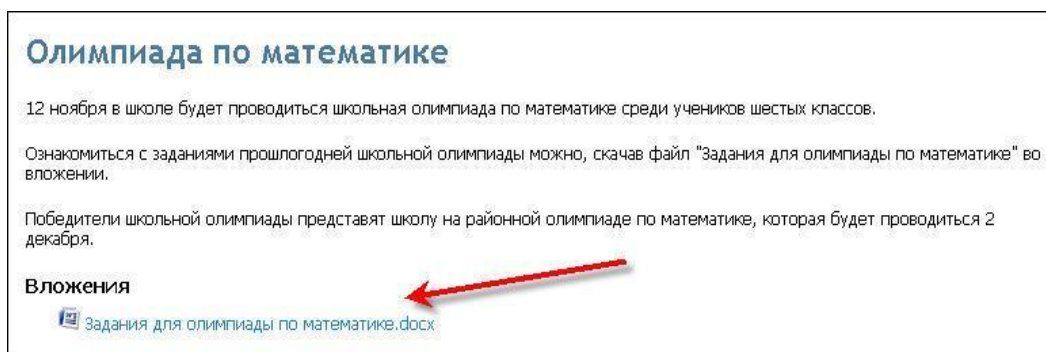
If necessary, you can select a few more files from the list by ticking them. When all the necessary files have been marked, press **Add**.

Files added to the page will be displayed in the editor in the special section **Attachments**:



PIС. 4

Save the changes by pressing **Save** for the attachment to be displayed on the page. In the content, attachments will always be displayed at the bottom of the page



PIС. 5

A file added to the content can be downloaded on the computer by clicking on its name or icon.

To remove the files attached to the page, you have to enter the editor and tick in **Attachments** the files you want to remove and press **Remove**. The files will be removed only from the page, but will remain in the Download Centre:

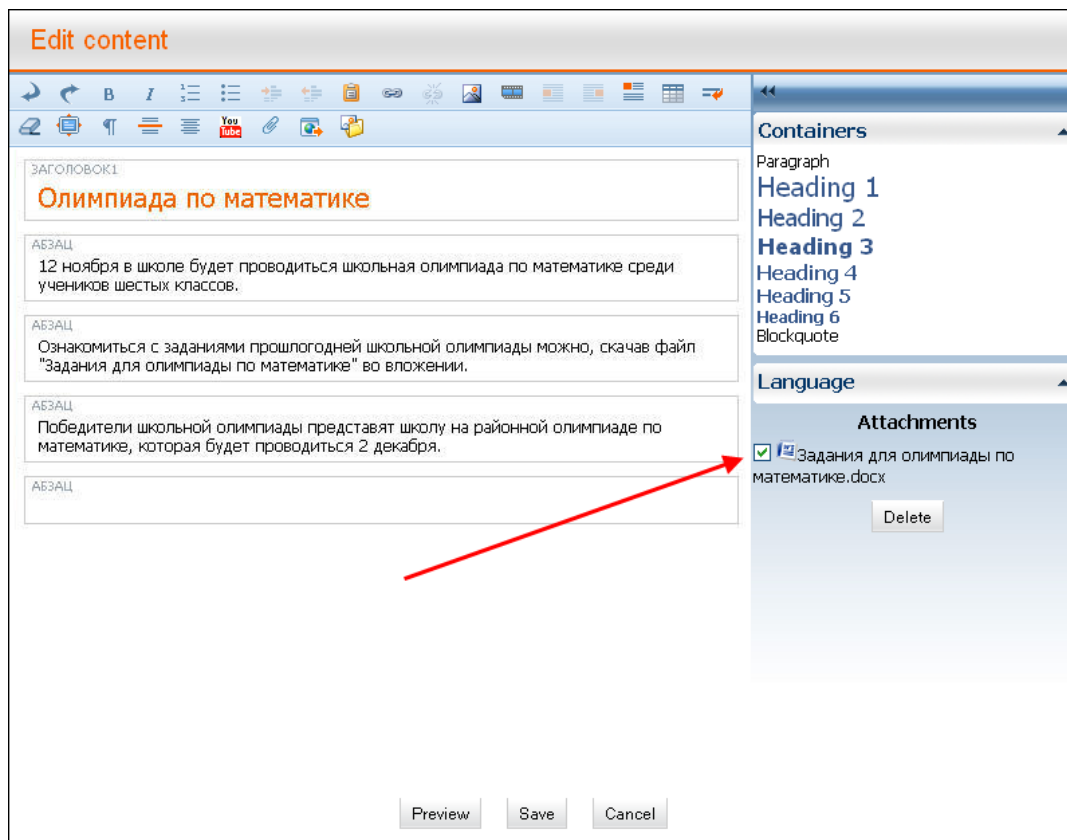


FIG. 6

9. News and content preview

When editing the content, you now have the opportunity to preview your page before it is saved in order to understand how it will look.

In order to see how the content you are editing looks on the page, press **Preview** in the editor:

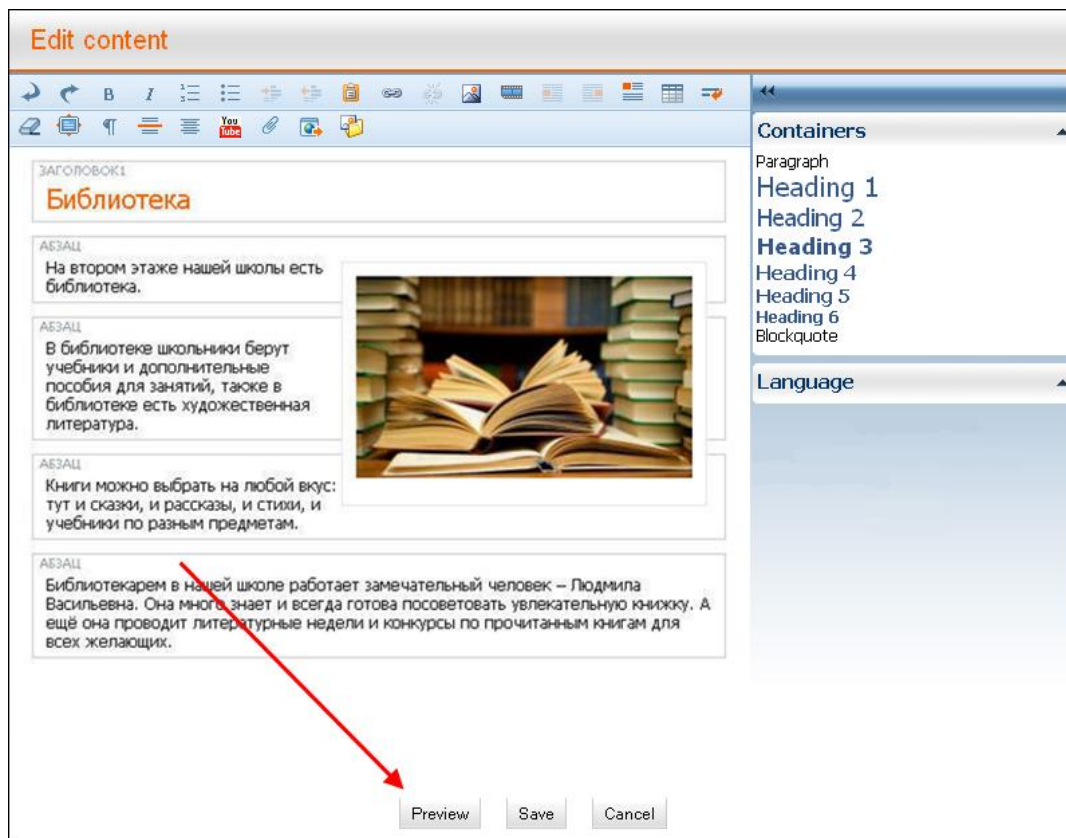


FIG. 1

After that, you will see the window which will show how the added content will be displayed after it has been saved on the page:

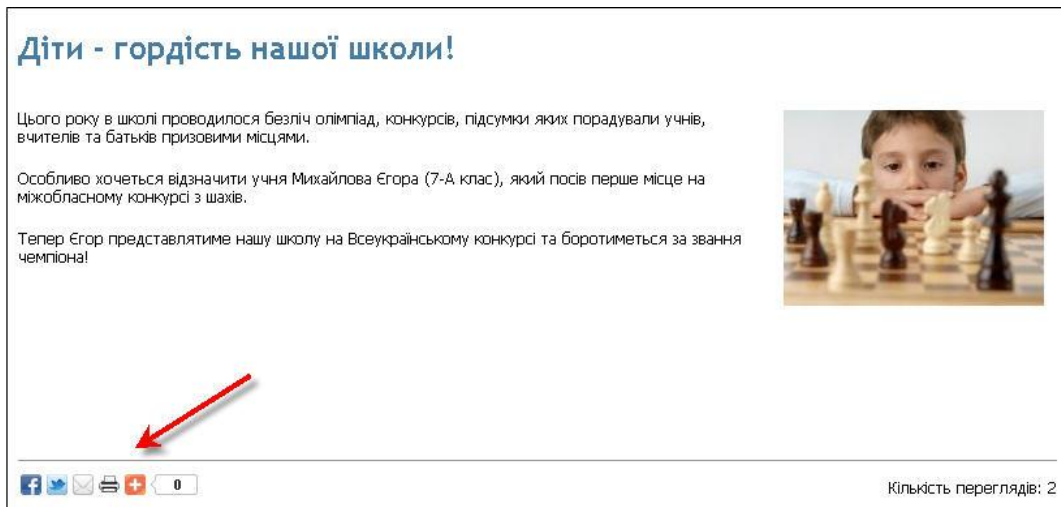


FIG. 2

By pressing **OK**, you can get back to the window of the editor.

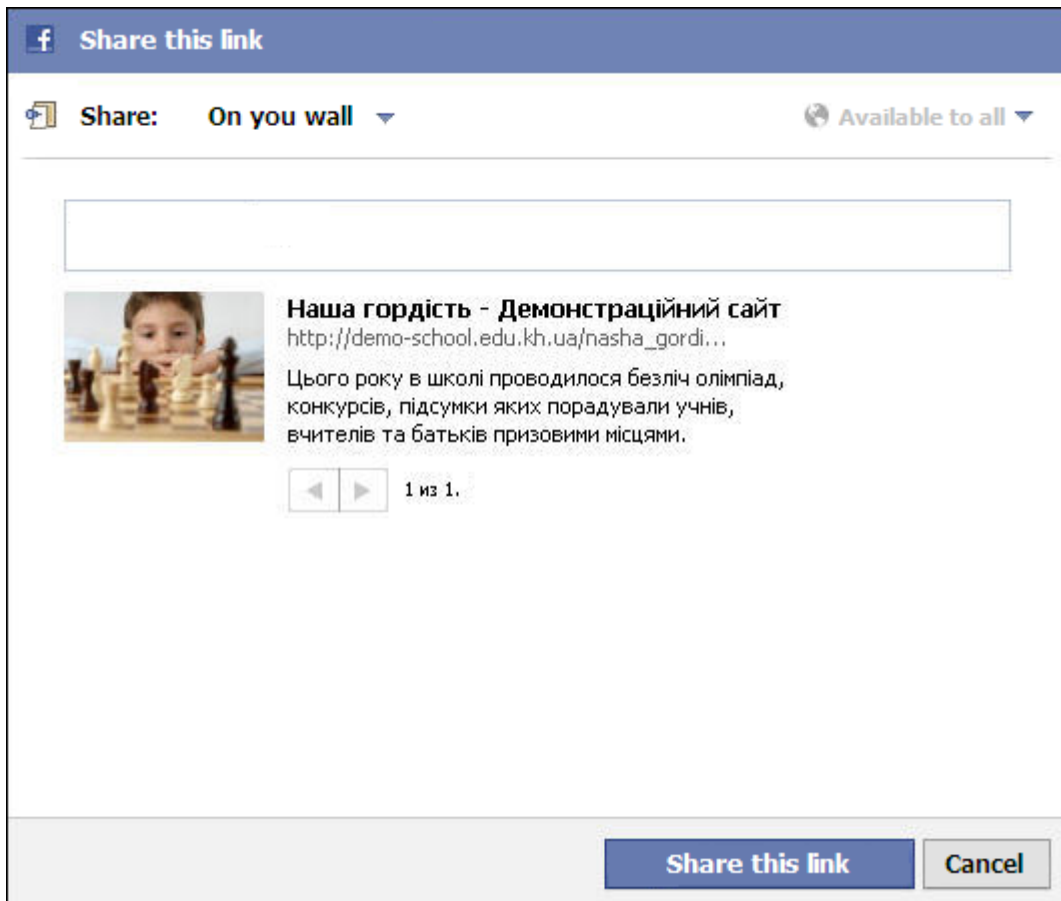
10. Social Networks Icons

Social networks icons now have a slightly different look and there are also much more of them:



PIС. 1

In order to place a link to a selected page in social networks, press the icon of the selected social network, after which a dialogue window suggesting further actions will appear:



PIС. 2

Every click on a social network icon will be counted in the click statistics:



PIС. 3