



# Zimplit CMS Manual

## Introduction

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This document gives an overview of the Zimplit CMS (Content Management System) user interface and its functions.

## General Information

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## (1) User Account

### (1.1) Installing Zimplit

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After downloading Zimplit (see [zimplit.org](http://zimplit.org)), extract the file. The package includes Zimplit software as a PHP file (`zimplit.php`) and the standard version includes also free website design.

1. Upload the file(s) to the server. Make sure the `zimplit.php` file is in the same folder as the `index.html` file of your website.
2. Use the FTP program to set the CHMOD rights of the `zimplit.php` file to 755 in the server.
3. Set the CHMOD rights of the `index.html` file to 766.
4. Make sure the CHMOD rights of your website root directory (the directory containing `zimplit.php` and your website `index.html` ) are 755.

### (1.2) Creating User Account

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You need to create a user account to manage your website with Zimplit. You can do this after you have uploaded the Zimplit software to the server housing your website (see 1.1).

Type the address of the site you wish to manage with Zimplit into the browser address bar and end it with `/zimplit.php` (for example,

<http://www.yourdomainname.com/zimplit.php>). A popup window appears where you need to enter the following information:

1. Username
2. Password
3. Retype username
4. User's e-mail address

Click "Start", and your user account will be generated. After your user account has been created, a login popup window appears where you can enter the username and password.

The image displays two side-by-side screenshots of the Zimplit web application's user interface. The left window, titled 'Create your account!', features the Zimplit logo at the top. Below it are four input fields: 'Username', 'Password', 'Retype password', and 'Your email address'. A 'Start!' button is positioned at the bottom left, and a link labeled 'Why is it necessary?' is at the bottom right. The right window, titled 'Log in', also features the Zimplit logo. It has two input fields: 'Username' and 'Password'. Below these is a 'Start!' button and a link labeled 'Forgot password?'.

**NB!** If the popup window re-appears after the user account has been created, you are probably unable to create a user account due to restricted access rights. **Make sure your files have the required access rights** (see 1.1 or contact the server administrator).

### (1.3) Login to User Account

To log in to your user account, type the address of the site you wish to manage with Zimplit into the browser address bar and end it with `/zimplit.php` (for example, `http://www.yourdomainname.com/zimplit.php`). Enter your username and password into the popup window. Click "Start".

This screenshot shows the 'Log in' popup window in detail. It features the Zimplit logo at the top. Below the logo are two input fields: 'Username' and 'Password'. A 'Start!' button is located below the password field. At the bottom of the window, there is a link labeled 'Forgot password?'.

## (1.4) Changing Password

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To log in to your user account, type the address of the site you wish to manage with Zimplit into the browser address bar, and end it with `/zimplit.php` (for example, `http://www.yourdomainname.com/zimplit.php`). Click “Forgot password?” in the popup window. A new password will be sent to you to the user’s e-mail address.


## (2) Working with a Webpage

### (2.1) Toolbar

After logging in, the site opens in the browser. It is a regular website with the exception that you can use the menus, but not the text links. You have all the necessary tools to manage your website in the Zimplit toolbar in the upper left corner.



### (2.2) Saving Your Website


After each action or change you need to save the website by clicking “Save”  on the toolbar. You lose all unsaved data if you move from one page to another without saving.

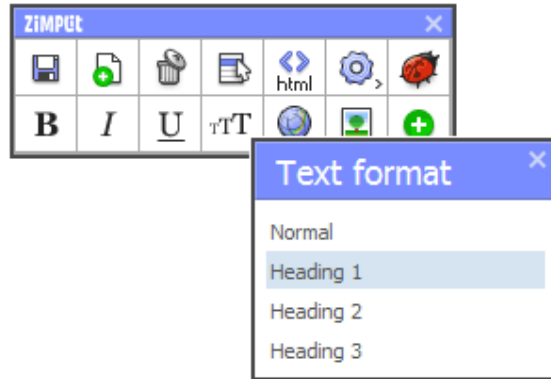
### (2.3) Cancelling Actions

Changes can be cancelled by entering the key combination Ctrl+z (Command+z with Mac).


### (2.4) Text Processing

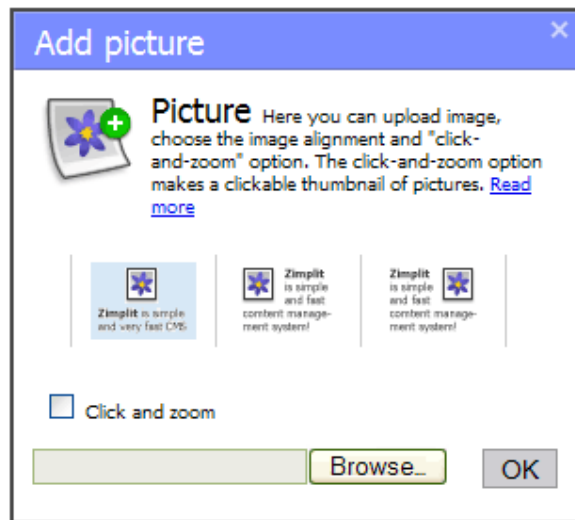
To process text, move to the page where you wish to change text. Click on the text, and a cursor appears, functioning in the same way as a standard text editor. Add or cancel text. To format text, select the text you wish to format, and choose between the following options from the toolbar:

1. “Bold” makes the selected text **bold**/plain. Select the text you wish to change and click “Bold” **B** on the toolbar.
2. “Italic” makes the selected text *italic*/plain. Select the text you wish to change and click “Italic” *I* on the toolbar.
3. “Underline” makes the text underlined/plain. Select the text you wish to change and click “Underline” U on the toolbar.
4. Text formatting enables you to use default text format. Select the text you wish to format and click “Text format”  on the toolbar. Select the suitable format (Normal, Heading 1, Heading 2, Heading 3).




## (2.5) Adding Pictures


Picture files should be in GIF, JPEG or PNG format. To add an image, click the place on the webpage where you wish to add an image. Click “Add picture”  on the toolbar. A popup window appears where you can upload the image from your computer. You can also set the location of the image and choose between the **normal image** or **gallery image** option.

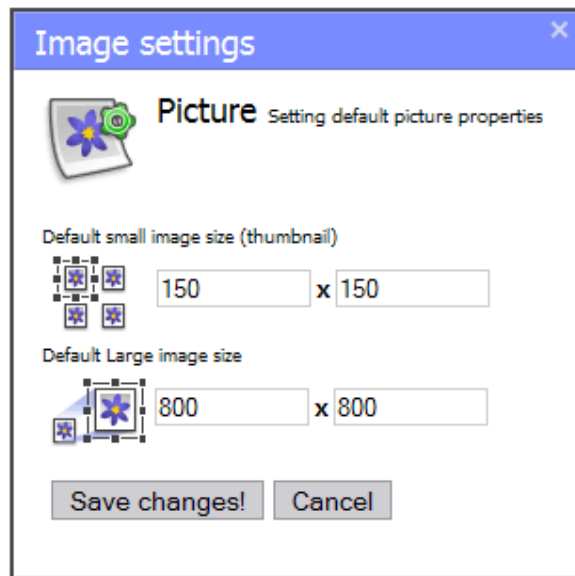


**Gallery image** means that the image is shown as a thumbnail and you can enlarge it by clicking on it. To set the picture as a gallery image, tick the “Click and zoom” option.

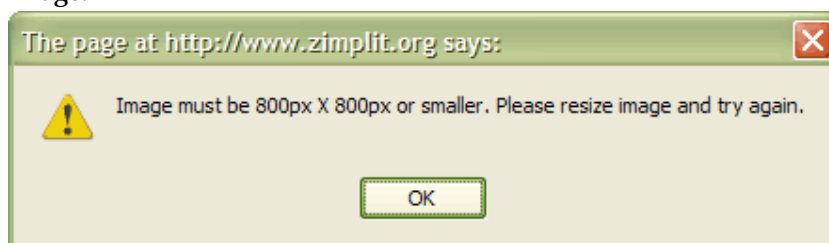
## (2.6) Image Settings

The size of a **normal image** can be changed by clicking on the image. The Image Properties button  appears into the lower right corner of the image. Click on it, and holding down the left button of the mouse, drag the image to a desired size. The enlarged image loses its sharpness if the original saved image file is smaller in size.


To set the settings of a **gallery image**, click “Settings” , on the toolbar and select the “Picture” option.





A popup window appears where you can set the thumbnail size (i.e. the maximum size of images on the webpage) and the large image size (i.e. the maximum size of images in the gallery view). The image size is shown in pixels. Zimplit default image sizes can be seen in the window. If the size of the uploaded image is bigger than the set size, you must resize the image.



## (2.7) Creating Links


A link is a clickable item on a webpage that normally leads to another page or website. To create a **text link**, select the text you wish to make into a link and click “Add link”  on the toolbar. A popup window appears. Enter the address to which the link should lead, and then click “OK”.

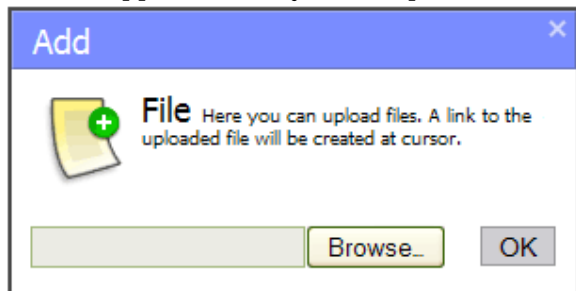


To make an **image link**, click on the image you wish to make into a link. The Image Properties button  appears into the lower right corner of the image. Click on it, and then click “Add link” on the toolbar . A popup window appears. Enter the address to which the link should lead, and then click “OK”.

## (2.8) Adding Files

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To add a file (eg. in a PDF format) to a webpage, click the place where you wish to add a text link with the document name. Click “Add”  on the toolbar, and select “File”. A popup window appears where you can upload the file from your computer.



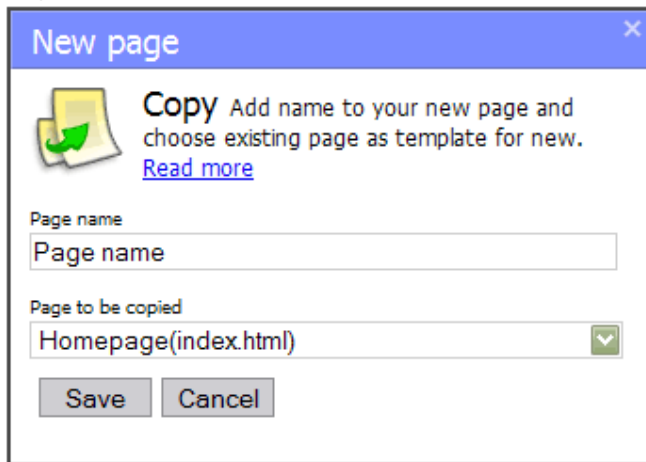
## (3) Working with Webpages

### (3.1) Creating Webpages

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A website consists of webpages. To create a new webpage, click “New page”  on the toolbar.


A popup window appears. Enter the name of the new page and select the page you wish to use as a template for the new page. In Zimplit, new pages are always created as copies of existing pages.



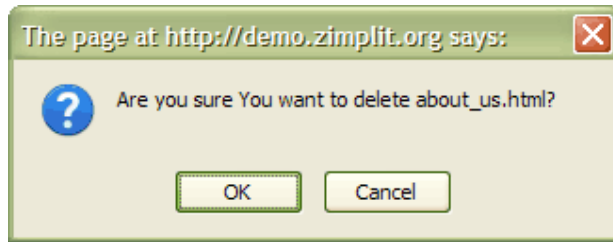
New pages can be created as hierarchies. A new page has to be created as a sub-page of the page you are on. For example, if you wish to create a subpage “Employees” of a page “Contacts”, you can do it while you are on the page “Contacts”. The first page is an exception. The subpages of the first page are on the same level as the first page.

### (3.2) Deleting Webpages


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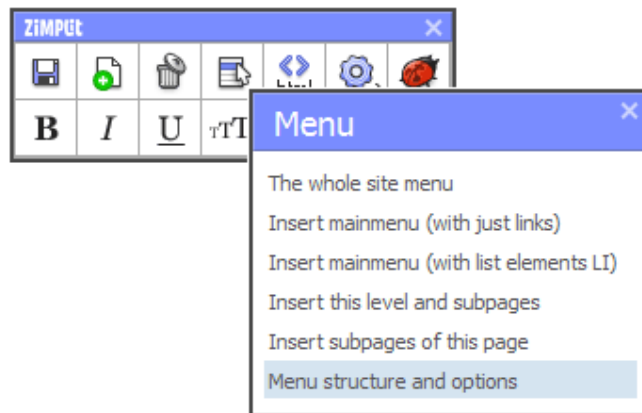
To delete a webpage, click “Delete page”  on the toolbar. You can delete a page only while you are on the page, and if the page has no subpages. If a page has subpages, you need to delete these first.


**NB! Deleted pages cannot be restored.** A popup window will ask for your confirmation to delete a file.

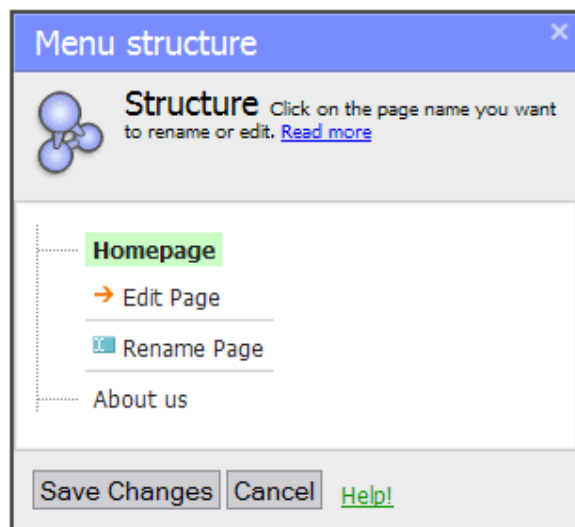


### (3.3) Structure and Navigation


Use the website menu to navigate the site. If your website does not have a menu or has pages that are not shown in the menu, you can navigate the pages by clicking “Menu”  on the toolbar. Select “Menu structure and options”.

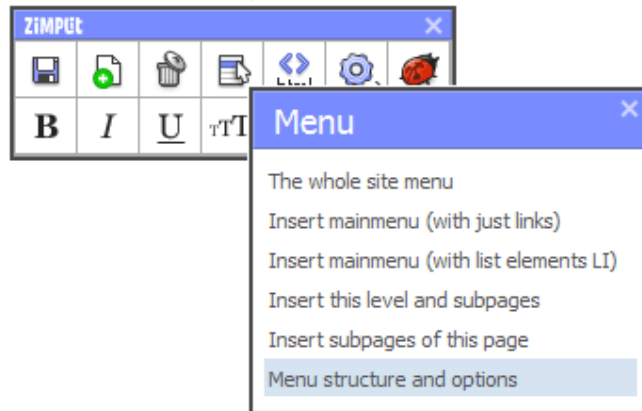



A popup window appears, displaying all the webpages on your site. Select a page and click on it. Select “Edit page”  and you will be redirected to the desired webpage.

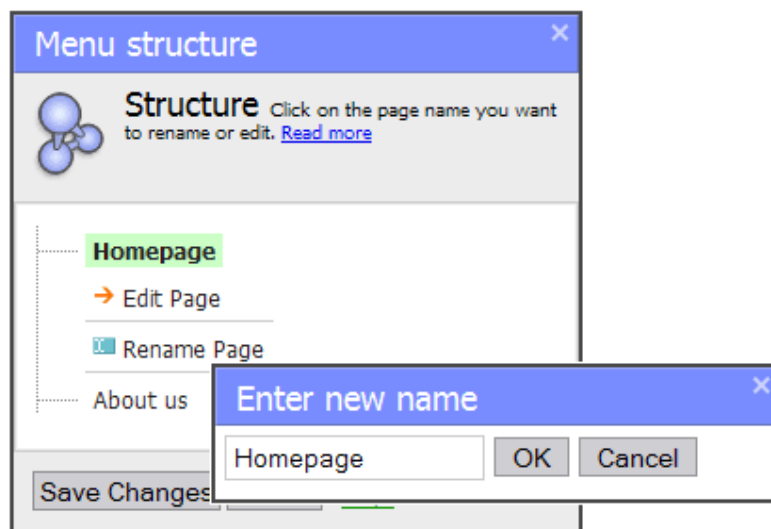


### (3.4) Renaming Webpages

To rename a webpage, click “Menu”  on the toolbar. Select “Menu structure and options”.




A popup window appears where you can see all the webpages of your site. Click on the page you wish to rename. A list of options appears. Select “Rename”  and enter a new name for the page. Save the changes you made.

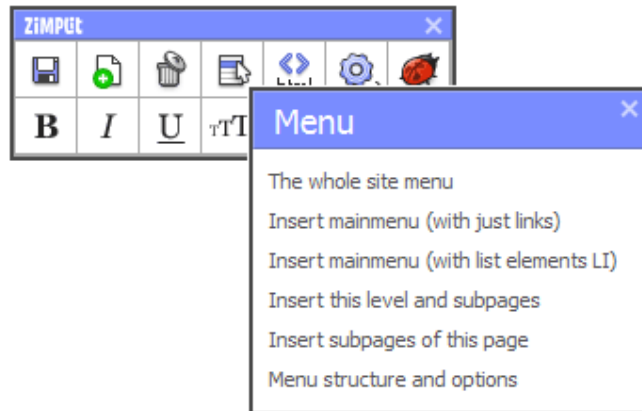


### (3.5) Inserting Menus

You need a menu to navigate a standard multipage website. Menus display only existing pages and are automatically updated if a new webpage is added.

You should remember this when creating your website. For example, you have inserted a menu of subpages to a webpage but it has no menu items. This means you have not created any subpages yet. Create a new page (see 3.1) and it will automatically appear in the menu. It is practical to insert all the menus in the beginning. This way, all the new pages you create appear with the menus.

To insert a menu, place the cursor where you wish to insert a new menu . Click “Menu”  on the toolbar. The following options appear:



1. “The whole site menu” inserts the menu structure of the whole site together with the subpages of all levels.
2. “Insert main menu (with just links)” inserts the main menu as a horizontal menu bar (with links situated next to each other).
3. “Insert main menu (with list elements LI)” inserts the main menu as a vertical list of links (with links situated under each other).
4. “Insert this level and subpages” inserts the menu and submenu of a specific level.
5. “Insert subpages of this page” inserts a menu with the subpages of all levels of the page.
6. “Menu structure and options” opens the whole website as a menu tree. Here you can navigate the whole site (see 3.3) or deal with one webpage at a time (see 3.3 and 3.4).

### (3.6) Deleting Menus


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To delete a menu on a webpage, click “Delete”  on the right side of the menu.

## (4) For Experienced Users


### (4.1) Code View

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Users who are familiar with encoding websites have the option of managing their site by using page codes. Click on “Code” . A popup window appears where you can choose either the HTML or CSS view. Here you can change the design and functions of the site as desired. Save the changes you made.

### (4.2) Feedback

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If you have any suggestions or comments to the Zimplit team, you may use the feedback form which appears after clicking “Feedback”  .