Introduction

JoyaCMS is a content management system that allows our clients to edit the content of their websites through an online interface. There is no editing software to purchase and you do not need to know any programming or html to manage your website. Your website consists of 2 areas.

1. The design of the site - the graphical look of the site, which stays consistent from page to page throughout the entire site.

2. The body/content of the site - the area of the page that you can edit.

Getting Started

To log into your site, click the login link. Depending on the design of your site, it may be visible or hidden. If you have a hidden login, check with the site administrator at your organization to find out where it is. Often, it is located at the top right or left hand corner of your site.

```
Login                    ⊠
 User Name:
 [                    ]
 Password:
 [                    ]
        Cancel    OK
```

Enter your user name and password. Click OK. Once you are logged into your site, the system displays a Hello message, log out option and the Control Panel page. The Control Panel link may be part of your navigation or it may be located elsewhere on the page. Another indication that you are logged in is the Edit Page link - typically found in the top right corner of the main content area of the site - below any headers or navigation bars.

Pages, Regions & Segments - Definitions and Examples

Pages are the most obvious distinction in a website. They are everything visible when you 'land' at a particular URL or web address. The page consists of content - which in the JoyaCMS system can be broken down into the Regions and Segments.

A page segment is a section of content that is managed as one group. The most basic type of segment is a Text Segment - which is something of a misnomer because it can include, text, links, images and even embedded objects like maps or calendars.

A page segment is associated with a region - which is simply an area of the page design. Take a look at the example on the next page.

Figure 1

In Figure1, you can see a page that is in edit mode and there are 6 segments identified with the highlighter or with the red pen. The page consists of 2 regions. There is a main region on the right with the 2 large text segments, and there is a sidebar on the left with the 4 segments circled. As you can see each segment is a separate editable part of the website and they can include more than just text.

Segment Types

JoyaCMS supports many different types of segments. The most common ones are these:

- Text Segments (Used for 90% of content)
- Sub-Navigation Segments (Used to create a list of links that are below a certain page in the site)
- Audio Players (Used to create a playlist of audio files)
- Video Players (Used to display play one more videos)
- Photo Galleries (Used to sequence through a group of images)