

Thank you for using the MIDI-CMS website content management system. The MIDI-CMS is a robust, easy-to-use web content manager application and is one of the new services of Miditech.com .

MIDI-CMS was engineered to enable either a single user or multiple users to easily collaborate on creating and maintaining web site content while limiting some feature sets to ensure that the quality and integrity of the website remains consistent from page to page. With MIDI-CMS, any changes you make through the admin interface will not affect the consistency of the website design from page to page. With the MIDI-CMS, you can make changes to your web page content, and add sub pages to main website areas, and even add images, all by using a WYSIWYG (What You See Is What You Get) interface. It is as simple as adding text and using point-n-click features such as bold, underline, font size etc, in the same way your word processor software (such as Microsoft Word) works. In fact, our MIDI-CMS is compatible with Microsoft Word. You can copy and paste from a word doc and the content will be converted for your web page automatically and easily.

MIDI-CMS is suitable for just about any web site model, such as service based websites, news publications, customer support interfaces, Web portals, communities, project management sites, and more.

The MIDI-CMS was developed with the end user in mind. Ease of use while giving you the ultimate in flexibility and features are of great importance to you and our new MIDI-CMS was built to meet these needs.



USER ACCOUNTS & PRIVALEGES

MIDI-CMS allows you to add multiple users to the system. Each user can also be assigned permissions to only edit content on certain web pages, or all web pages. In this way you can create multiple content writer usernames each with passwords and each user will only be able to edit the content on specified sections. And all can update content without having to worry about the consistency of the look of the website whether it is graphic s design, font types, font sizes, header styles etc.

To assign users is something only an administrator username can perform. To assign new users to your MIDI-CMS please contact Miditech.com Support at <http://miditech.com/tt> or by calling our office at 1.866.528.7800 ext 240 (Mon-Fri 10am-5pm EST).



OVERVIEW OF HOW WEBSITE STRUCTURE WORKS

Main Menu

The website that Miditech.com created for you will have a main menu across the top of the site. These MAIN website areas cannot be altered in any way by an end user. To adjust the MAIN Menu items you will need to contact us to discuss doing so (extra costs may apply). You can of course edit the content on the pages of the main menu.

Some Main Menu items when clicked will show one of two types of layout types:

1. *A Single Page*
2. *A Sub Menu Page*

+ Single Pages

With a single page, there is no sub menu and there are no sub pages to the category. You can edit the page content but you cannot add pages to a single record web page. Single page types are used for content types not requiring sub pages to the website area such as a Privacy Policy or contact us web page. If you ever want to change a single page to a sub menu page, please contact us as we will have to code the page a little differently.

+ Sub Menu Pages

With sub menu pages, you can edit the content on each sub page and you can also add new sub pages (or remove pages). Sub menu pages are useful for website areas that require sub pages to edit the content and help organize the site content in a pleasing and easy to use manner of navigation for site visitors. Sub Menu Page types are used for website areas such as Corporate Info, Services, etc. You can add as many pages as you like to Sub Page menu website area types.

Initially we create and decide what type of page is needed based on the content you provide us with. If you want to change a single record page into a sub menu page, please contact us directly as it is a feature that only an administrator can modify. (extra costs may apply)

Example of sub menu page: **Main Menu: Corporate**

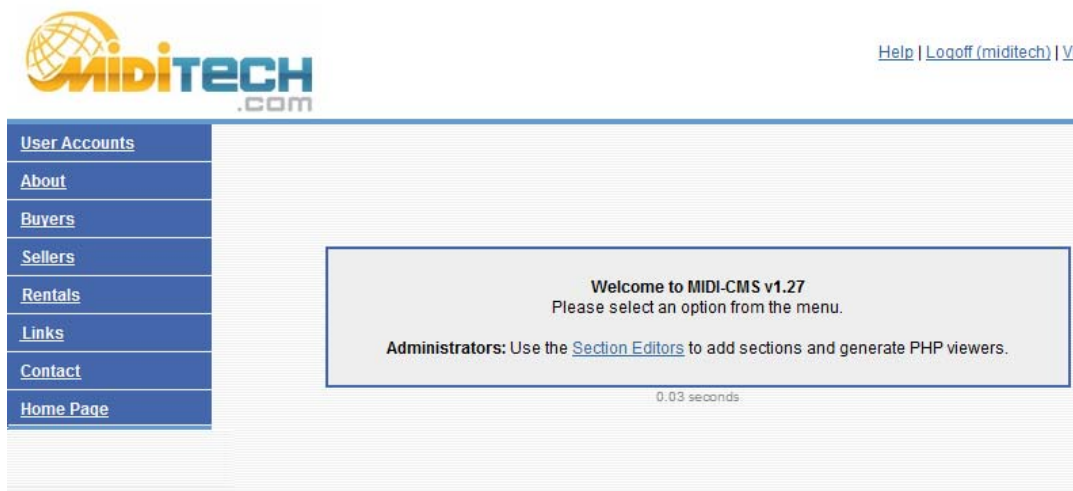
Sub pages:

- Profile
- Careers
- Policies

How To Edit Pages

At the bottom of your website home page is a link called “ADMIN”. Click this to enter the administration area. You will have to login with your username and password. We strongly recommend making your valid email address the username.

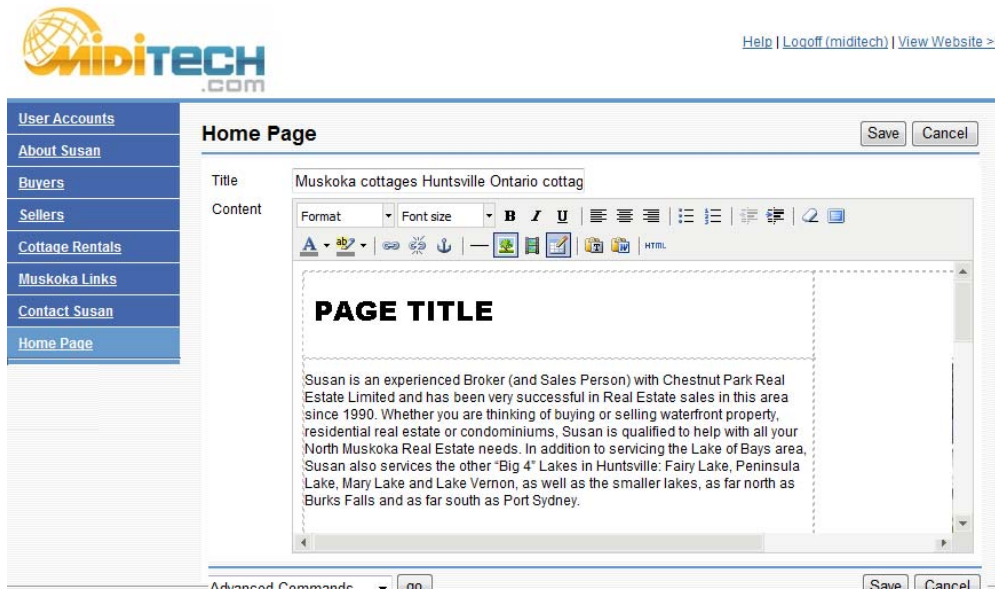
In the Admin area it will look something like this:



On the left you will see the Main Menu items found on your website. Click the one you want to edit and you should see the content editor/manager.

SINGLE PAGE TYPES

For Single Page Types you will now see the content editor/manager:



Use the Editor to change content and click the “SAVE” button to publish the page content on your live website immediately. Site visitors will not see the newly modified content until you click the “SAVE” button allowing you to take as much time as you need.

SUB MENU PAGE TYPES

For multiple type web pages, you would first see the sub Menu pages. Click “*modify*” to see the editor/manager for each website sub page. Use the Editor to change content and click the “*SAVE*” button to publish the page content on your live website immediately. Site visitors will not see the newly modified content until you click the “*SAVE*” button allowing you to take as much time as you need to make changes to the page content.

Buyers Create Preview

Search for keyword perPage 25 Search Reset Total Records: 20
Page 1 of 1
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<input type="checkbox"/>	Order	Name	Action
<input type="checkbox"/>	UP DN	Buyers Overview	modify erase
<input type="checkbox"/>	UP DN	Featured Listings:	modify erase
<input type="checkbox"/>	UP DN	- Property 1	modify erase
<input type="checkbox"/>	UP DN	- Property 2	modify erase
<input type="checkbox"/>	UP DN	- Property 3	modify erase

WYSIWYG Editor

The content manager for your web pages uses the WYSIWYG editor. The *What You See Is What You Get* web page content editor works much like the word processor you use everyday. It also features a Copy From Microsoft Word icon allowing you to copy/paste content from a word document directly into the editor window and retain all settings of importance to the website content.

Here is a list of the WYSIWYG editor features for your review:

