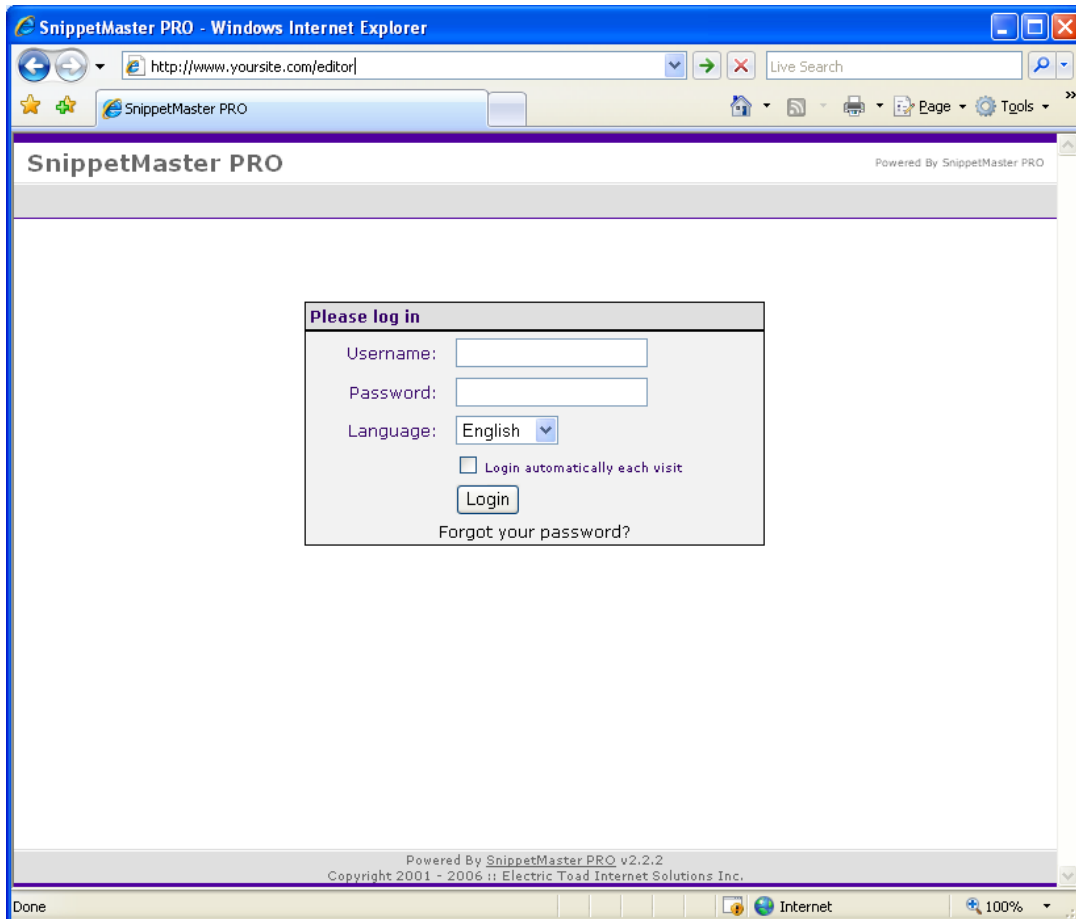


Beginners Guide to Snippet Master PRO

This document assumes that Snippet Master has been installed on your site.
If not please contact the Bakas IT web team at webreg@bakasit.com.au.

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Initial Login Screen

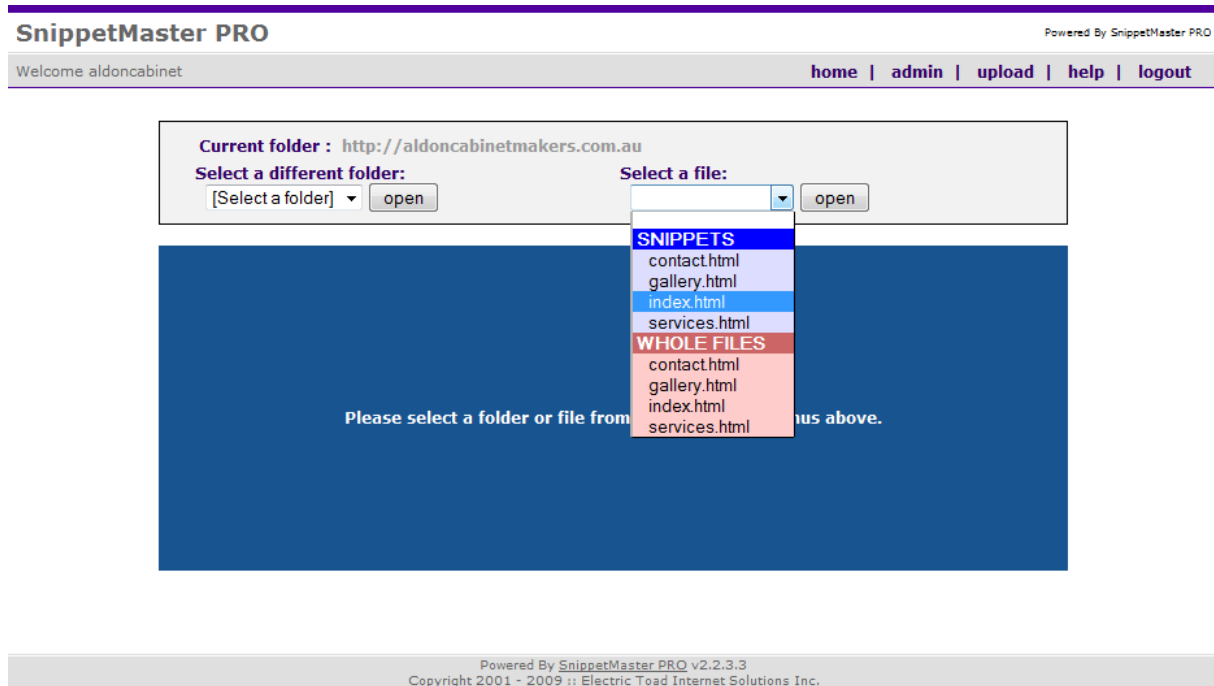


This is the first page that you will encounter when logging into your copy of Snippet Master. Enter your *username and password* in the fields provided and click the *Login* button.

To access this login screen, in the address bar of your internet browser type in your website domain, followed by */editor*

E.g. www.yoursite.com.au/editor

Selecting a page to edit

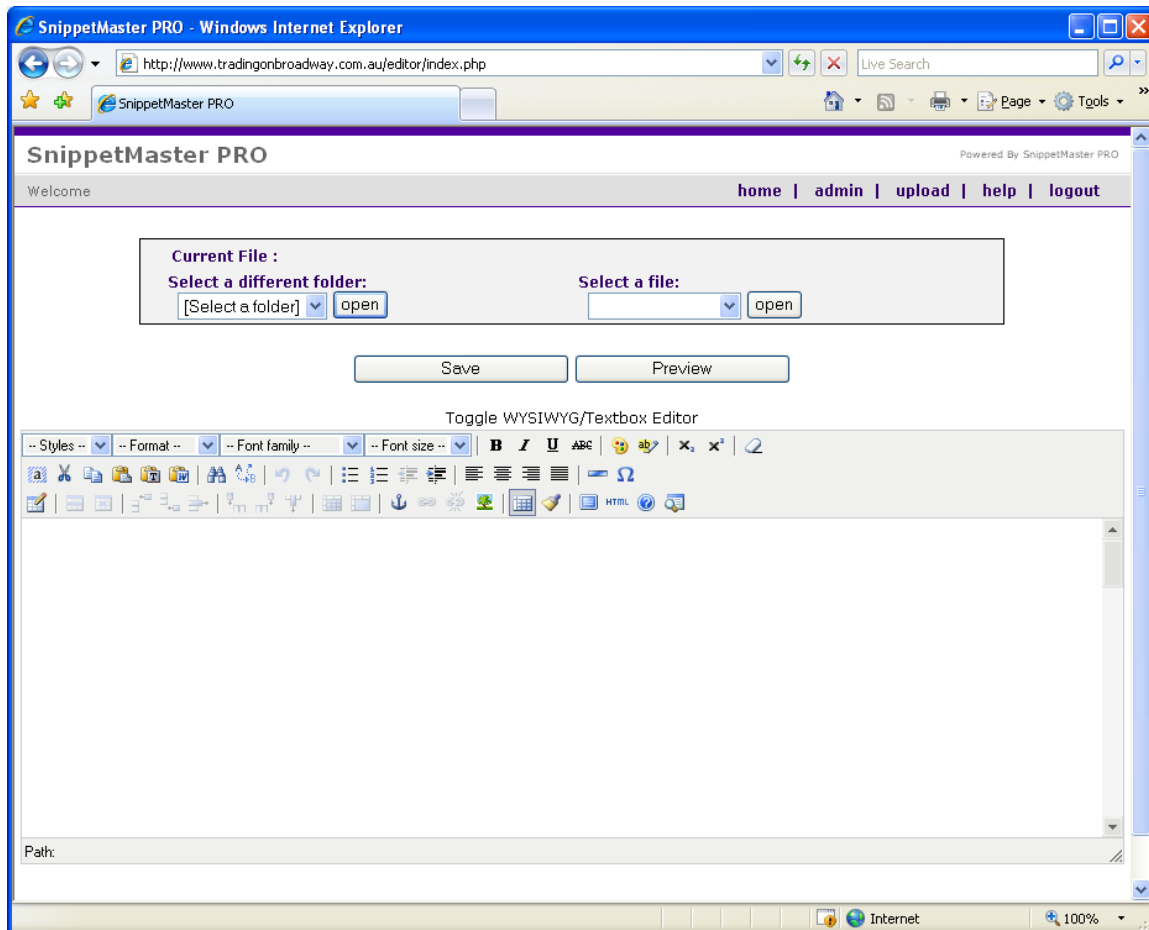


At this point you have logged in and should select a page to edit. On the right hand side you will see a drop down menu titled '**Select a file:**', click this drop down menu and select the page you wish to edit from the **blue** options (when available) and click open.

Note: If you wish to edit the homepage of your site, this will always be titled **index.html**

Tip: Always remember to preview your changes before you save them.

Default editing window



This is the basic editing window. Key features include:

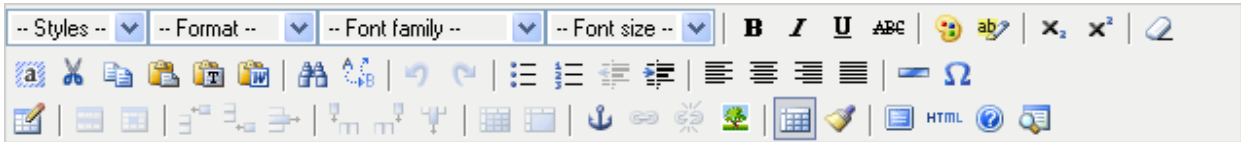
- **Current file:** Shows which folder you are currently working in.
- **Save button:** Saves current changes.
- **Preview button:** loads a new window showing what the page will look like.
- **Toolbar:** Displays a range of tools to assist you in editing your site.

The content of the page which you are editing shows in the large white space below the editing toolbars. We will look at each of the toolbar button functions in more detail shortly.

Note: If you close the Snippet Master editing window without saving changes then the webpage will not be altered, you must click the **Save** button to update your changes. It is recommended you always **Preview** your site before saving to make sure you are happy with your changes. Once you have done this, you can then click **Save**, to update any changes you have made to the live version of your site.

Main editing toolbar

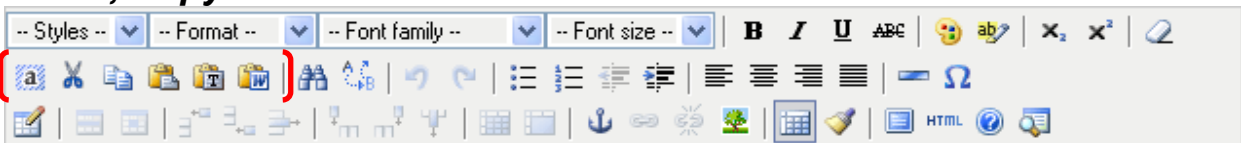
This is the main toolbar for editing content on webpages using SnippetMaster.



Buttons are grouped by function. The functions are similar to those found in common word processing or desktop publishing applications such as Microsoft Word, Word Pad, Word Perfect etc.

The button or buttons surrounded by the red bracket are those being discussed in each point as below. When in Snippet Master if you hover the mouse cursor over a button the tooltip will tell you what it is. Some functions are not necessary to edit pages.

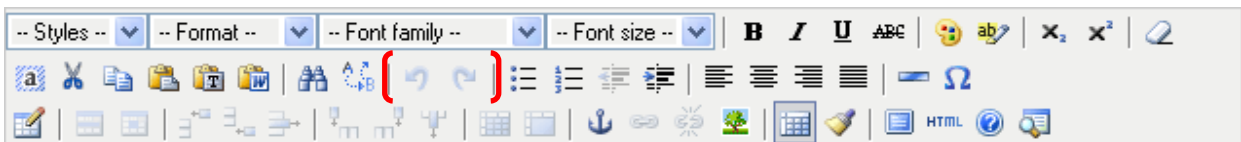
a. Cut, Copy Paste



Six functions (from left to right):

- **Select All:** Selects all the content within the page
- **Cut:** removes the highlighted or selected information and places it on the clipboard.
- **Copy:** copies the selected information to the clipboard
- **Paste:** Places a copy of the clipboard contents into the position of the cursor
- **Paste as Plain Text:** Places a copy of the clipboard contents and removes formatting
- **Paste from Word:** Places a copy of the clipboard text and keeps formatting from Word into the position of the cursor

b. Undo, Redo



Two functions:

- Undo: removes the last made change
- Redo: reverse process of Undo

c. Insert Table

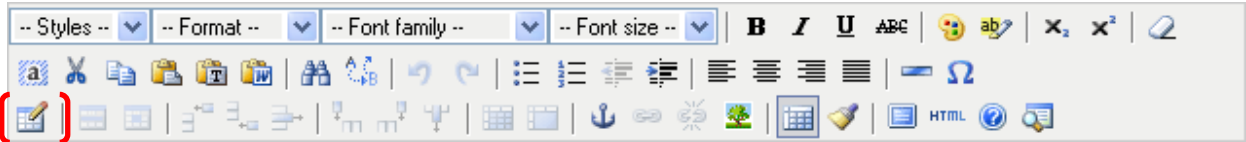
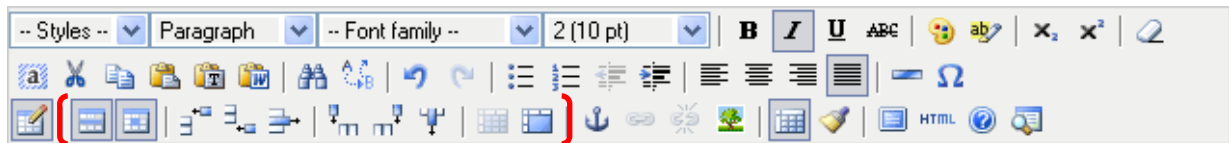


Table -Tables are an extremely powerful tool for laying out data and images on an HTML page. They provide you with a way to add vertical and horizontal structure to your page. To insert a table:

- Click where you want the table to appear
- Click the Table button
- Specify the number of **rows**
- Specify the number of **columns**
- **Cell Padding**, specify the number of pixels between the cell content and the cell wall
- **Cell Spacing**, specify the number of pixels between each table cell
- **Width**, specify the width of the table as a number of pixels ("550") or as a percentage ("75%") of the browser window.

Note: You **cannot** insert a table within a table using Snippet Master

d. Changing tables



Changing Tables - Once you have created a table, these buttons will allow you to change the tables configuration.



The first icon, allows you to alter **Table Row Properties**. Alignment, height, background colour are an example of what can be modified.



The second icon, allows you to alter a specific **Table Cell Property**. Alignment, width, height, background colour, border colour are an example of what can be modified.

Other Table editing icons:



Insert Row Before



Insert Row After



Delete Row



Insert Column Before



Insert Column After



Delete Column



To **merge cells** click in the cells you want to merge, holding down the shift key (the cells must be adjacent to each other).

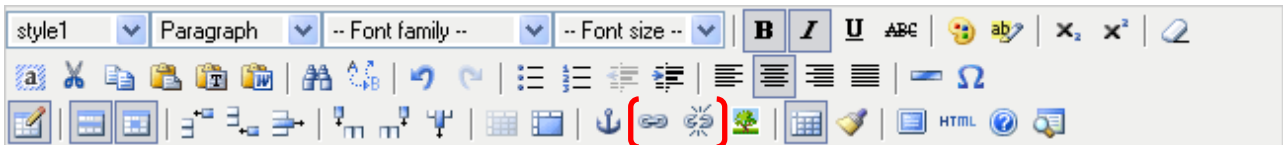
Click the Merge Cells button to combine selected cells, rows, or columns, creating one cell.



To **Split cells** Click in the cell you want to split

Click the Split Cell button to divide a cell, creating two cells.

e. Linking



Link - To add a link to a page

- Highlight the text, or select the image you want to link from
- Click the link button
- Select the page, or image from the list on your server by clicking the Browse icon alongside the **Link URL** field
- If the link is to a page that is not on your server, simply type the address in starting with `http://www`.
- **Select the Target** - this is how the new page will be displayed. The 2 most common options are:
 - **Open in this window / frame** - The new page will replace this page (the most typical option). Use this if you are linking to a page or image on your website.
 - **Open in new window** - loads the linked document in a new, browser window (like a pop-up window). Use this if you are linking to an external website.
- Click insert

E-mail link - To create a link so your visitors can send you an e-mail

- Highlight the text, or image which will be the link
- Click the link button
- Type <mailto:yourname@domain.com>
- Click insert



Clicking this icon unlinks any links present on selected content (text, images).

Note: You can link to other common files such as PDF files, Word documents etc.

f. Upload

home | admin | **(upload)** | help | logout

Upload - This is where you can upload images or files to the server so you can include them in your web pages.

- Click the button, located at the top right corner of the page
- Select the destination (for images, you probably want to upload them to your "image" directory)
- Browse your computer to find the file you wish to upload.
- Click upload. It may take a few minutes to upload large files.

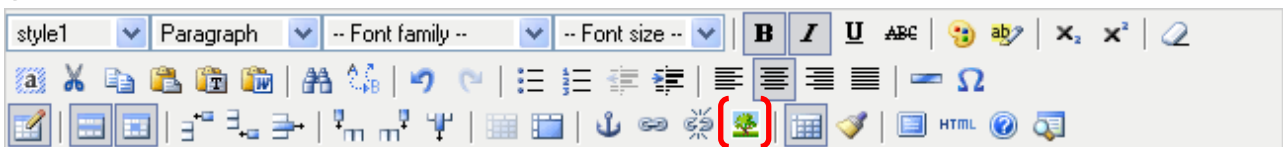
Note: Image uploads will be limited to a file size of 250Kb.

If you are going to be inserting images/photos from your digital camera, you will first need to resize your images as they will extremely large and will overflow on your page.


If your digital camera came bundled with image editing software, you can use this to edit your photos.

Otherwise, an alternative is Irfanview. This is a freely available program which can be downloaded from irfanview.com and used on your computer.

g. Insert Picture



Images - You can insert images to your web pages from the files on the server for use on your site:

- Click on the page where you want the image to be placed
- Click the **Insert/edit Image** button 
- In the pop-up window, where it says **Image URL**, click the Browse icon to locate the images within your site. Images will usually be uploaded in the **Images** folder.
- Click to see a preview. Choose your image and select **Ok**.
- Select your options:
- **Image Description** - Enter a description of the image (this is very helpful to those who rely on a voice to read your pages to them)

Appearance Tab

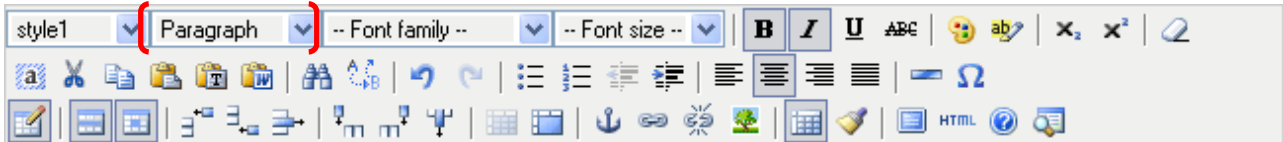
- **Border** - Set the border to 0, otherwise a blue border may appear around the image

- **Spacing** - Here you can adjust distance from the top or edge of your page to your image. This value is measured in pixels.

Note: Images need to either be in **.jpg** or **.gif** format

h. Changing font formatting

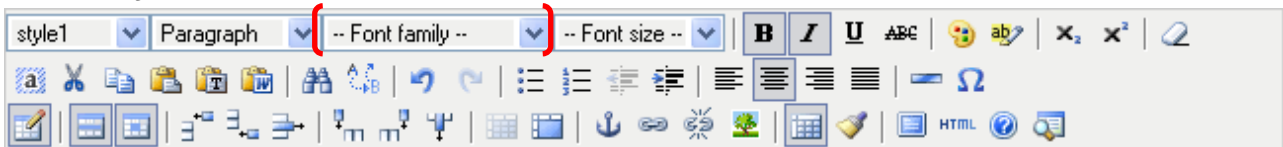
Heading - these are predefined text styles



You can change the look, size and color of your text. The first step is to select and highlight the text you want to format.

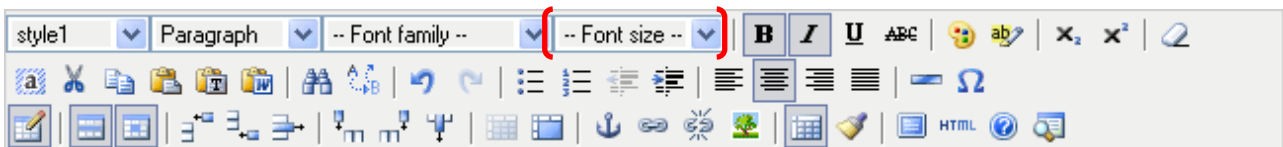
- **Normal** - standard text
- **Heading 1 - 6** (1 = large, 6 = small)
- **Address** - Italic
- **Formatted** - Preformatted text

Font Style



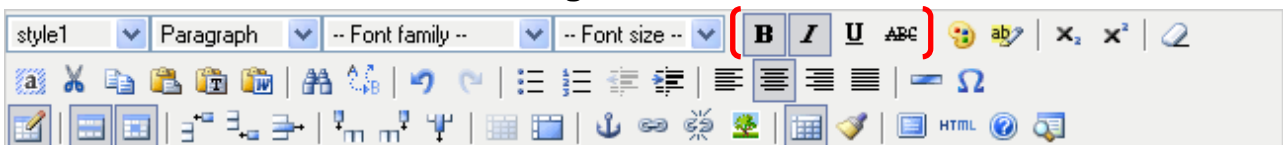
Select the font style from the drop down box.

Font Size



Font Size - Select the size of the font
(1 = smaller, 7 = larger)

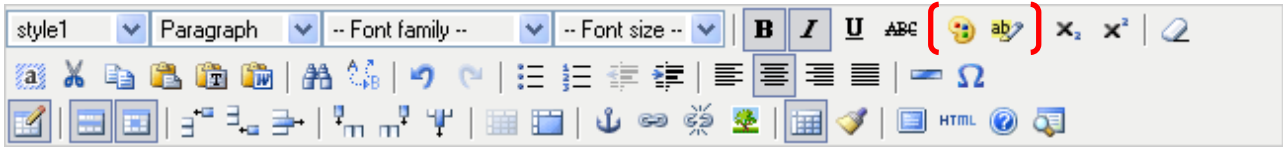
Bold, Italic, Underline, Strikethrough



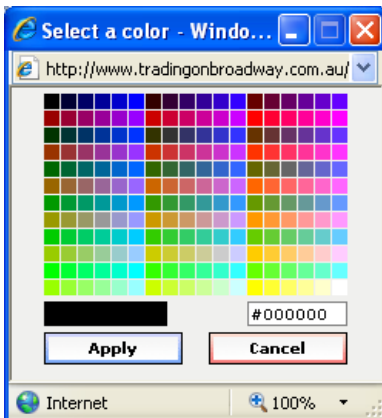
Apply different attributes to your text (examples shown below):

- **Bold**
- *Italic*
- Underline
- ~~Strikethrough~~

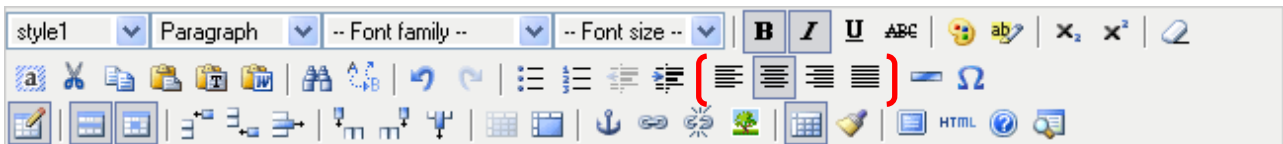
Font & Background Colours



Here you can select the font colour and a background colour for the text from the colour palette.



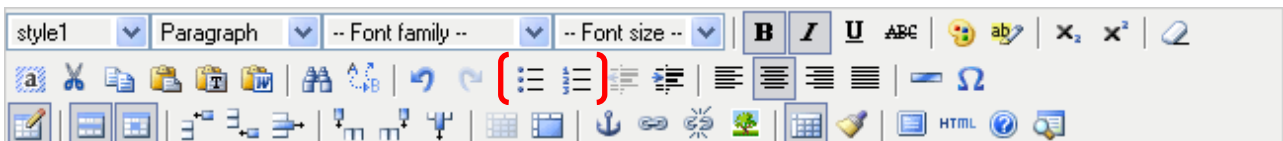
Alignment



This aligns the selected text to the:

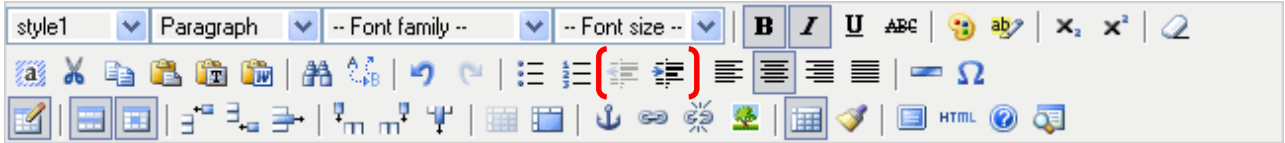
- Left
- Center
- Right
- Align Full (Full-Justify)

Lists



You can select either an ordered list or just a bulleted list. Once you start a list, every time you hit enter on your keyboard, a new item or bullet is added. Hit enter twice to end the list.

Indenting



Indent - These buttons allow you to indent your text. If you are creating a list, you can create an outline format:

- This
 - Is an
 - Indented List