

CONTROL CENTRE

# News Manager



This user guide brought to you by Brick technology Limited.

[www.brickweb.co.uk](http://www.brickweb.co.uk)



### Welcome to the News Control Centre.

You can manage all your news articles here.

By pressing the "Add new" button you can add new news article, by pressing the "Edit details" - edit details of any news article and by pressing the "Delete" button - remove any article.

To close window press the "Close" button.

### Common details

Total news count: 78

News filter is: ON

Shown news count: 0

Select an  
or double

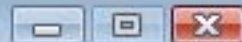
Common details give you the number of created news articles, whether the filter is ON or OFF and the number of news items that are shown.

Add New

Edit Details

Delete

Close



**News:**



**News Filter**  
Is on by default. It controls which news articles are shown.

**Common details**

Total news count: 78

News filter is: ON

Shown news count: 0

Select any news and press button "Edit details" or double click selected news to edit it.

Add New

Edit Details

Delete

Close

News:



Common details

Click here to change the news filter options.

Select any news and press button "Edit details" or double click selected news to edit it.

Add New Edit Details Delete

Close

Filter News

By date

You can turn the filter on or off by clicking on this checkbox.

07

07

Click on the calendar icon to choose your start and end date periods.

Filter is ON

Details

Total news count: 78

News filter is: ON

Shown news count: 0

Select any news and press button "Edit details"  
double click selected news to edit it.

OK

Close

Filter News

By date

since:

1

ending with:

31

Calendar for August 2007. A hand cursor is pointing to the date 1. A yellow callout box points to the date 1 with the text: "Choose any date and click on it."

| Wk | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|----|-----|-----|-----|-----|-----|-----|-----|
| 31 |     |     | 1   | 2   | 3   | 4   | 5   |
| 32 | 6   | 7   | 8   | 9   | 10  | 11  | 12  |
| 33 | 13  | 14  |     |     |     |     |     |
| 34 | 20  | 21  |     |     |     |     |     |
| 35 | 27  | 28  |     |     |     |     |     |

Today is Tue, 28 August 2007

OK

Common details

Total news count: 78

News filter is: ON

Shown news count: 0

Select any news and press button "Edit details" or double click selected news to edit it.

Close



Filter News

By date

since:

1

ending with:

31

Calendar for August 2007. A dropdown menu is open showing months from January to December. A mouse cursor is pointing at January.

| Wk | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|----|-----|-----|-----|-----|-----|-----|-----|
| 31 | 1   | 2   | 3   | 4   | 5   |     |     |
| 32 | 6   | 7   | 8   | 9   | 10  | 11  | 12  |
| 33 | 13  | 14  | 15  | 16  | 17  | 18  | 19  |
| 34 | 20  | 21  | 22  | 23  | 24  | 25  | 26  |
| 35 | 27  | 28  | 29  | 30  | 31  |     |     |

28 August 2007

OK

Common details

Total news count: 78

News filter is: ON

Shown news count: 0

Select any news and press button "Edit details" or double click selected news to edit it.

Close

## Filter News

 By date

since:

1

ending with:

31

|    |     | January |     | 2007 |     |     |     |
|----|-----|---------|-----|------|-----|-----|-----|
| Wk | Mon | Tue     | Wed | Thu  | Fri | Sat | Sun |
| 1  | 1   | 2       | 3   | 4    | 5   | 6   | 7   |
| 2  | 8   | 9       | 10  | 11   | 12  | 13  | 14  |
| 3  | 15  | 16      | 17  | 18   | 19  | 20  | 21  |
| 4  | 22  | 23      | 24  | 25   | 26  | 27  | 28  |
| 5  | 29  | 30      | 31  |      |     |     |     |

Today is Tue, 28 August 2007

OK

## Common details

Total news count: 78

News filter is: ON

Shown news count: 0

Select any news and press button "Edit details"  
or double click selected news to edit it.

Close



Filter News

By date

since:

1 January 2007 

ending with:

31 December 2007 

Click "OK" to close the "Filter" dialogue window

OK

Common details

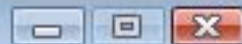
Total news count: 78

News filter is: ON

Shown news count: 0

Select any news and press button "Edit details" or double click selected news to edit it.

Close



**News:**



- Google Adwords Overview
- Find the best keywords for your website
- Opt-in to E-mail marketing
- Tap in to the power of suggestion to bump sales
- Microsoft Vista Launches in the UK
- UK new rules on stationery content
- Windows Live Search trying to catch Google
- Everything you need to run your own e-business
- Pay Per Click Market Valuation
- UK Broadband numbers keep rising
- Web users drive change in 2007

**Common details**

Total news count: 78

News filter is: ON

Shown news count: 11

Select any news and press button "Edit details" or double click selected news to edit it.

Here is a list of all your news articles. Let's select one now...

Add New

Edit Details

Delete

Close

News:



- Google Adwords Overview**  
Find the best keywords for your website  
Opt-in to E-mail marketing  
Tap in to the power of suggestion to bump sales  
Microsoft Vista Launches in the UK  
UK new rules on stationery content  
Windows Live Search trying to catch Google  
Everything you need to run your own e-business  
Pay Per Click Market Valuation  
UK Broadband numbers keep rising  
Web users drive change in 2007

**Common details**

Here are details about the selected article. Title, Date, URL you can click on this link to preview the article.

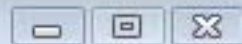
**Selected news article details**

Title: Google Adwords Overview

Date: Tuesday, 27th February 2007, 5:37

URL: </news/2007/february/google-adwords-overview.html>

Click the "Add New" button to add an article.



Explorer User Prompt



Script Prompt:

OK

Enter new news name:

Cancel

type new news name here...

on details

ws count: 78

ter is: ON

news count: 11

Everything you need to run your own e-business  
Pay Per Click Market Valuation  
UK Broadband numbers keep rising  
Web users drive change in 2007

Type in the title of your news article here.

**Selected news article details**

Title: Google Adwords Overview

Date: Tuesday, 27th February 2007, 5:37

URL: </news/2007/february/google-adwords-overview.html>

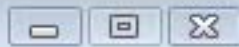
Add New

Edit Details

Delete

Close





Explorer User Prompt



Script Prompt:

Enter new news name:

This is demo article for leming purpose only.

OK

Cancel

Click the **OK** button

on details

ws count: 78

**Selected news article details**

Title: Google Adwords Overview

Date: Tuesday, 27th February 2007, 5:37

URL: </news/2007/february/google-adwords-overview.html>

Everything you need to run your own e-business  
Pay Per Click Market Valuation  
UK Broadband numbers keep rising  
Web users drive change in 2007

Add New

Edit Details

Delete

Close

News article details

Title: [This is demo article for lerning purpose only.]

Brief Description:

File Name: [ ]

Visible:

Date: 28 August 2007

Time: 14 : 04

Content:  custom news content:  
 redirect to another page:

Press the tab button on your keyboard or click the mouse in to this field and the system will automatically generate a file name for the article.

Manage Images

Add to auto-newsletters

OK

Cancel



News article details

Title:

Brief Description:

File Name:

Visible:

Date:   2007

Time:  :

Content:  custom news content:  
 redirect to another page:

You can change the file name yourself should you wish.

Large empty text area for the main article content.

Add to auto-newsletters

News article details

Title:

Brief Description:

File Name:

Visible:

Date:

Time:

Content:

If you check this box you will make the article visible. If you leave the box unchecked the news article will not be seen on your Website.

redirect to another page:

Add to auto-newsletters

News article details

Title:

Brief Description:

File Name:

Visible:

Date:    

Time:

Content:

The creation date and time of news article will be automatically set to current date and time.  
You can change it by pressing calendar button or selecting date by day, month and year and by specifying hours and minutes.

Add to auto-newsletters

News article details

Title:

File Name:

Visible:

Date:

Time:  :

Content:  custom news content:  
 redirect to another page:

Brief Description:

Type in a brief description of your news article here  
Plain text only.

Add to auto-newsletters

News article details

Title:

File Name:

Visible:

Date:    

Time:  :

Content:  custom news content:

direct to another page:

Brief Description:

Select custom news content if you want to enter a news article text.

Add to auto-newsletters



News article details

Title:

File Name:

Visible:

Date:    

Time:  :

Content:  custom news content:  
 redirect to another page:

Brief Description:

You can optionally enter a complete news article with formatting and images by typing your text here and or pasting the text from a text editor (such as Microsoft Word).

After pasting the content from an external source your text will be reformatted using base site formatting styles, additional text formatting will be removed. To restore - just press Ctrl+Z (or use the Alt+BackSpace keystroke).

Add to auto-newsletters



News article details

Title:

File Name:

Visible:

Date:

Time:  :

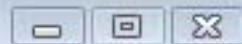
Content:  custom news content:  
 redirect to another page:

Brief Description:

Editor

You can enter a complete news article with any formatting and images using the advanced HTML editor.  
Click this button to launch the advanced editor.

Add to auto-newsletters



News article details

Title:

File Name:

Visible:

Date:

Time:  :

Content:  custom news content:  
 redirect to another page:


Brief Description:

Add to auto-newsletters

## News article details

Title: File Name: Visible: Date:    Time:  : Content:  custom news content:  
 redirect to another page:

## Brief Description:

 Editor

**People use different words when they search for your products online.** Use these 'keywords' in your website copy and people will find your site when they search.

No matter what business you are in, Wordtracker will tell you the words people use when they search - and how popular each word is.

With a Wordtracker subscription, you will be able to:

- **Optimize your website content by** using the most popular keywords for your product and services
- **Generate thousands of relevant keywords** to improve your organic and PPC search campaigns
- **Research online markets**, find niche opportunities and exploit them before your competitors

In short, your search engine ranking will soar, you'll get more visits to your website and more people will buy your products.

 Add to auto-newsletters

## News article details

Title: This is demo article for lerning purpose only.

File Name: this-is-demo-article-for-lerning

Visible: 


Date: 28 August 2007

Time: 14 : 04

Content:  custom news content:  
 redirect to another page:

## Brief Description:

This is a small test brief description for our news article.  
You can type here as many lines of text as you want.

 Editor

**People use different words when they search for your products online.** Use these 'keywords' in your website copy and people will find your site when they search.

No matter what business you are in, Wordtracker will tell you the words people use when they search - and how popular each word is.


With a Wordtracker subscription, you will be able to:

- **Optimize your website content by** using the most popular keywords for your product and services
- **Generate thousands of relevant keywords** to improve your organic and PPC search campaigns
- **Research your competitors** and exploit them before your competitors

In short, you

Click the Manage Images button.

visits to your website and more people will buy your products.

 Manage Images Add to auto-newsletters

OK

Cancel

Manage Images

Available Images:

Category:

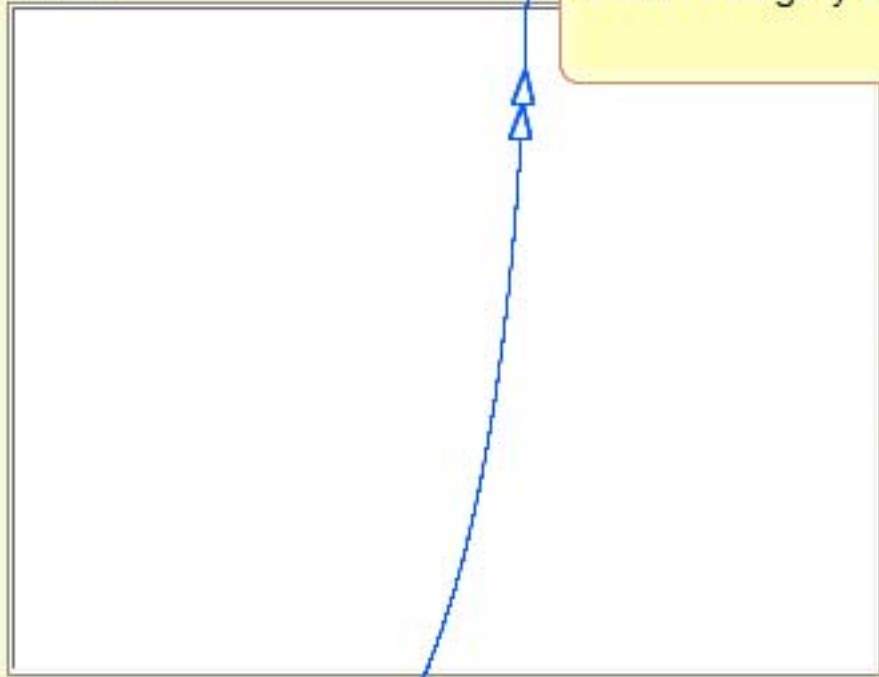
Root

Add New

Edit

Delete

Images:



Add ->

<- Locate ->

<- Remove

Add New

Edit

Cleanup

Delete

View Picture

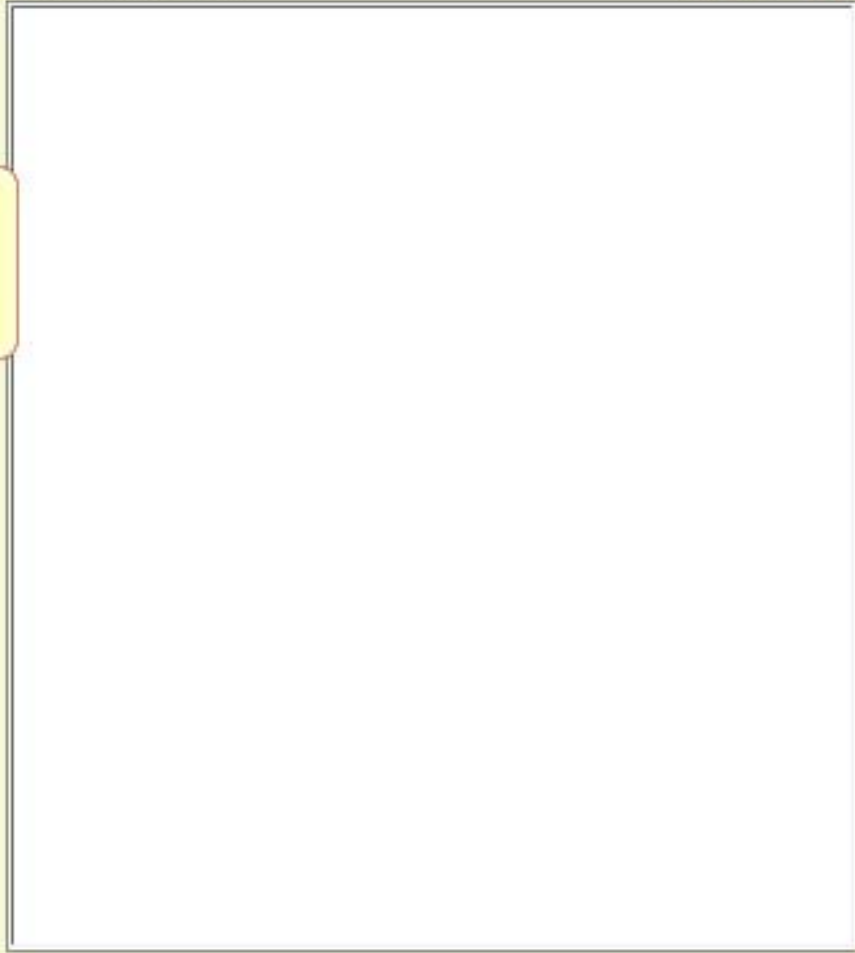
Copy URL

Usage Details

Update Picture

Current Images:

Sort icons: A-Z, Z-A, List view



View Picture

Copy URL

Navigation arrows

OK

Select category of exist images





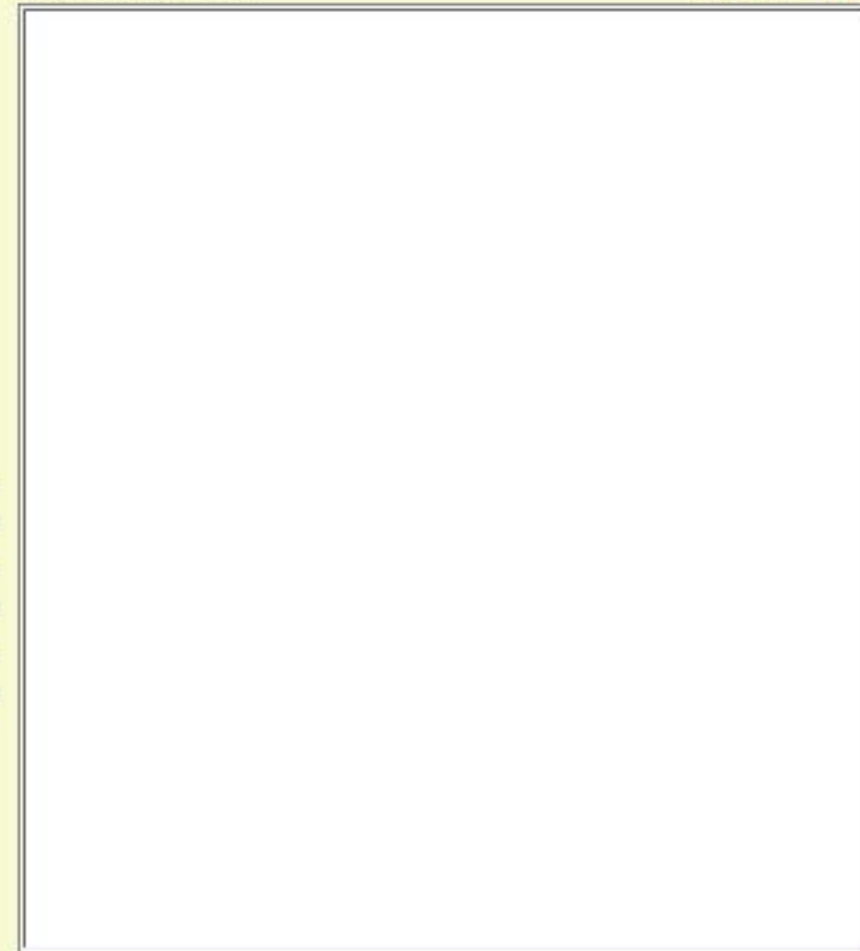
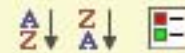
Manage Images

Available Images:

Category:

- Root
- Root
- Adverts
- Artwork
  - Compliments slip
    - v1
    - v2
  - Compliments slip (Denis's choice)
    - v1
    - v2
  - Letterhead
  - Letterhead (Denis's choice)
  - Logotype
- Banners
- Clipart
- Icons
- Colin Temp
- Deans
- Documents
- e-commerce
- fonts
- Google-Adwords
- legal
- Modules
  - Advanced HTML editor
  - Advert manager
  - Content
  - Discounts
  - Mailer
  - Manage images
  - News

Current Images:



- Add ->
- <- Locate ->
- <- Remove

- View Picture
- Copy URL
- OK



Manage Images

Available Images:

Category:

Content

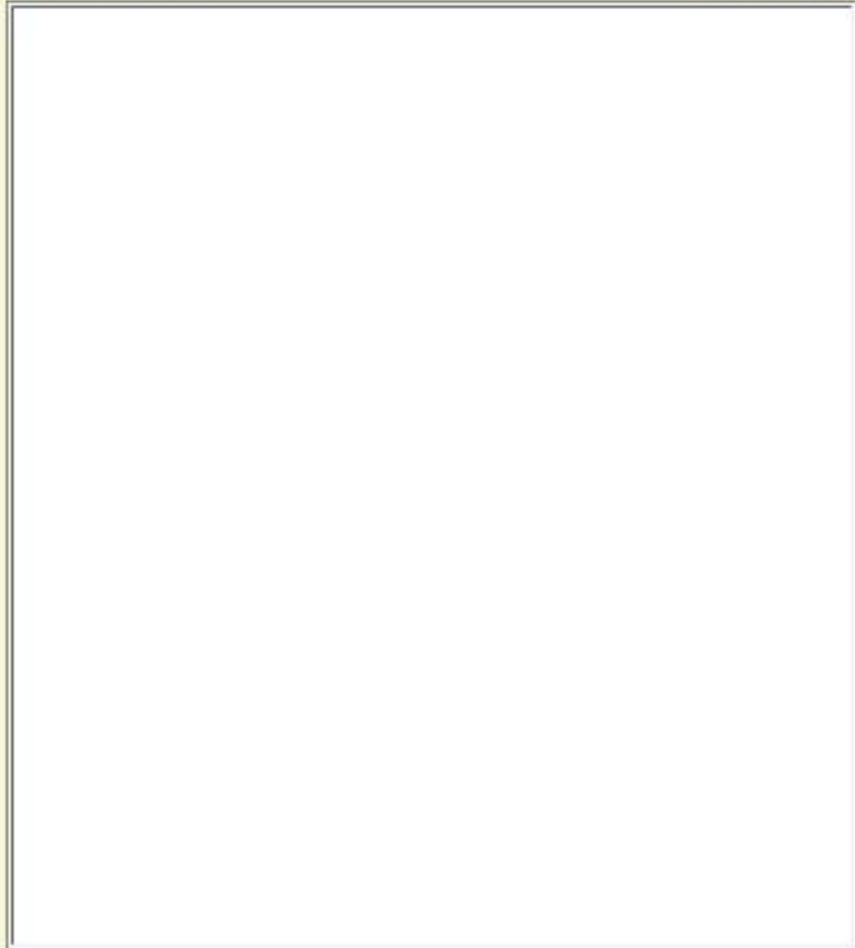
Add New Edit Delete

Images:

- Content manager window (GIF, 20.3 Kb)
- Editing content of website page (GIF, 32.3 Kb)
- Editing site page as link to another page (GIF, 27.9 Kb)

Add ->  
<- Locate ->  
<- Remove

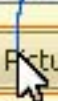
Current Images:



Add New Delete  
View Picture Copy URL Usage Details Update Picture

View Picture Copy URL  
OK

For view selected picture, click the "View" Picture button



Manage Images

Available Images:

Category:

Content

Add New

Edit

Delete

Images:



- Content manager window (GIF, 20.3 Kb)
- Editing content of website page (GIF, 32.3 Kb)
- Editing site page as link to another page (GIF, 27.9 Kb)

Also you can upload a new image to this category.

Add New

Edit

Cleanup

Delete

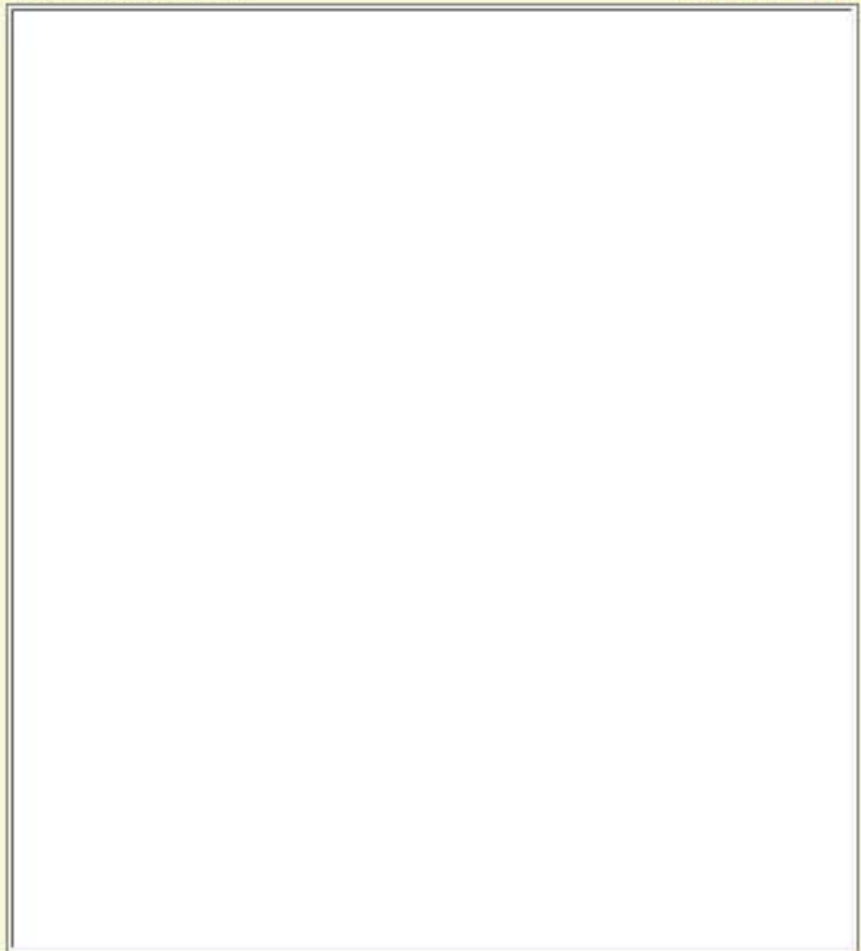
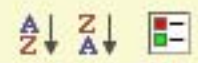
View Picture

Copy URL

Usage Details

Update Picture

Current Images:



Add ->

<- Locate ->

<- Remove

View Picture

Copy URL



OK

Manage Images

Available Images:

Category:

Content

Add New Edit Delete

Images:

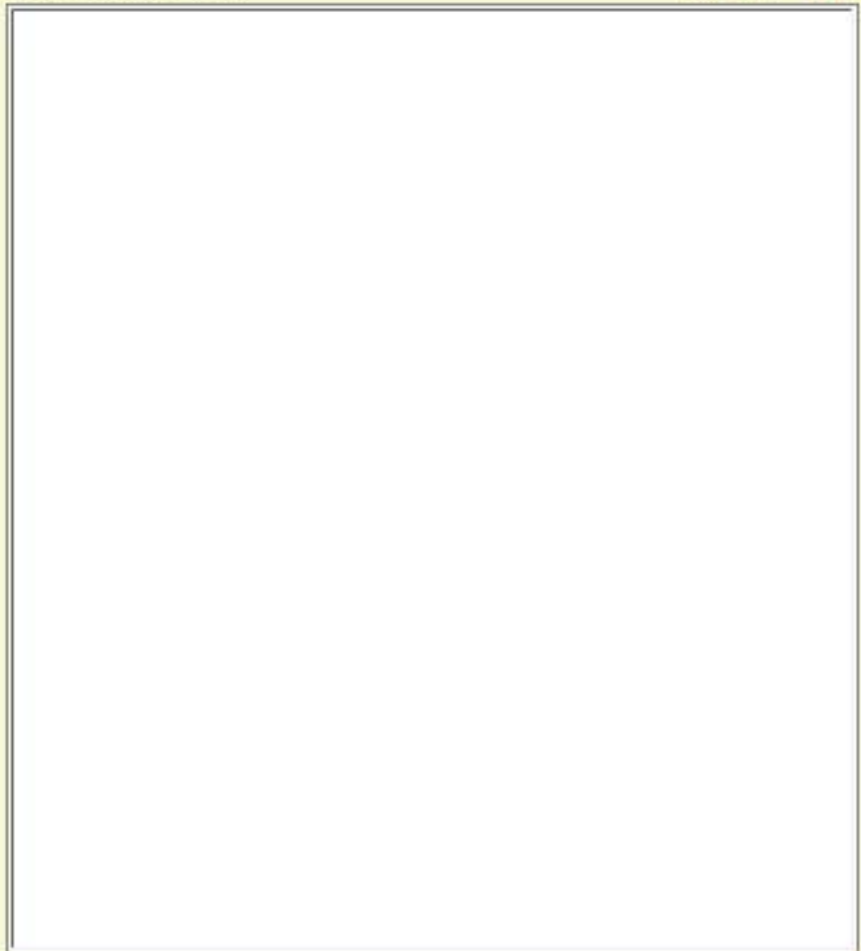
- Content manager window (GIF, 20.3
- Editing content of website page (GIF,
- Editing site page as link to another pag
- t\_find\_keywords (GIF, 3.3 Kb)

To add selected image in to article, click "Add ->" button

Add ->  
<- Locate ->  
<- Remove

Current Images:

Sort icons: A-Z, Z-A, List view



Add New Edit Cleanup Delete  
View Picture Copy URL Usage Details Update Picture

View Picture Copy URL

OK

Manage Images

Available Images:

Category:

Content

Add New

Edit

Delete

Images:



- Content manager window (GIF, 20.3 Kb)
- Editing content of website page (GIF, 32.3 Kb)
- Editing site page as link to another page (GIF, 27.9 Kb)
- t\_find\_keywords (GIF, 3.3 Kb)

Add New

Edit

Cleanup

Delete

View Picture

Copy URL

Usage Details

Update Picture

Current Images:



- Content manager window (GIF, 20.3 Kb)

View Picture

Copy URL

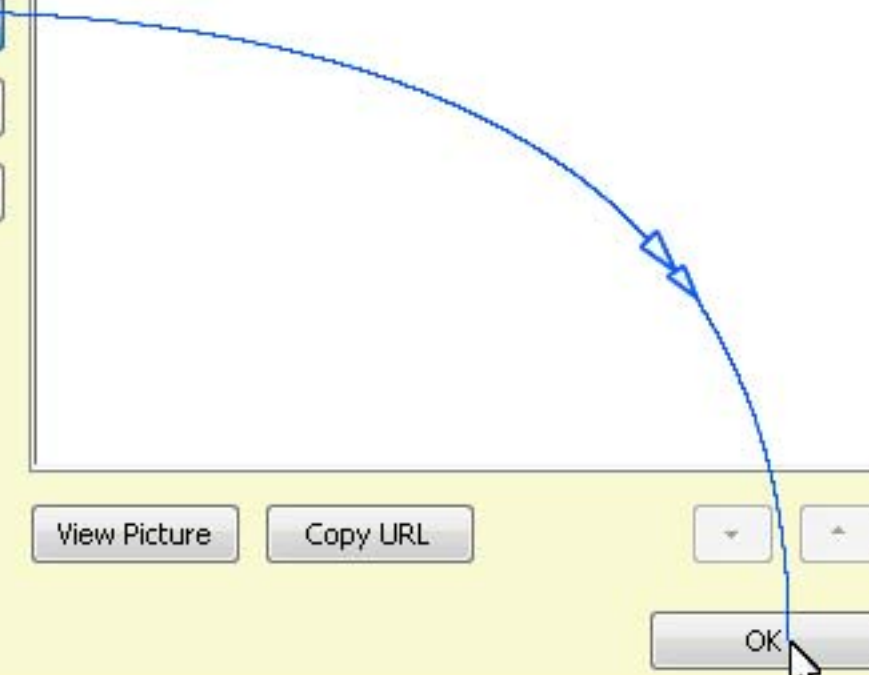


Add ->

<- Locate ->

<- Remove

OK



## News article details

Title: File Name: Visible: Date:    Time:  : Content:  custom news content:  
 redirect to another page:

## Brief Description:

People  
find yo

Select redirect to another page to make a link from the news title to an existing page on your website.

No ma

line. Use these 'keywords' in your website copy and people will

use when they search - and how popular each word is.

With a Wordtracker subscription, you will be able to:

- **Optimize your website content by** using the most popular keywords for your product and services
- **Generate thousands of relevant keywords** to improve your organic and PPC search campaigns
- **Research online markets**, find niche opportunities and exploit them before your competitors

In short, your search engine ranking will soar, you'll get more visits to your website and more people will buy your products.

 Add to auto-newsletters



News article details

Title: This is demo article for lerning purpose only.

File Name: this-is-demo-article-for-lerning

Visible:

Date: 28 August 2007

Time: 14 : 04

Content:  custom news content:  
 redirect to another page:

Target:

- [ URL ]
- [ URL ]
- Site Content
- News
- Product Categories
- Products

Brief Description:

This is a small test brief description for our news article.  
You can type here as many lines of text as you want.

Select the Site Content item.

Manage Images

Add to auto-newsletters

OK

Cancel



News article details

Title:

File Name:

Visible:

Date:    

Time:  :

Content:  custom news content:  
 redirect to another page:

Target:

Target Item:

Brief Description:

Add to auto-newsletters

News article details

Title: This is demo article for lerning purpose only.

File Name: this-is-demo-article-for-lerning

Visible:

Date: 28 August 2007

Time: 14 : 04

Content:  custom news content:  
 redirect to another page:

Target: Site Content

Target Item:

- Web Design Company
- Web Design Company
- News
  - News archive
  - Latest news
- Shop
- Web design
- E-commerce**
- Custom
- Brochure
- Community
- Basic Website
- Other
- Content Management
  - Content manager
  - How to configure your Brick E-mail
  - News content manager
  - Web Site usage statistics

Brief Description:

This is a small test brief description for our news article.  
You can type here as many lines of text as you want.

Manage In

OK


Cancel

News article details

Title:

File Name:

Visible:

Date:    

Time:  :

Content:  custom news content:  
 redirect to another page:

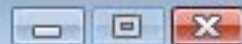
Target:

Target Item:

Brief Description:

If everything is to your satisfaction you can now click the "OK" button which will save this news article.

Add to auto-newsletters



**News:**



- This is demo article for lerning purpose only.
- Google Adwords Overview
- Find the best keywords for your website
- Opt-in to E-mail marketing
- Tap in to the power of suggestion to
- Microsoft Vista Launches in the UK
- UK new rules on stationery content
- Windows Live Search trying to catch
- Everything you need to run your own e-business
- Pay Per Click Market Valuation
- UK Broadband numbers keep rising
- Web users drive change in 2007

Now you can see your new article and can view it on your Website.

**Common details**

Total news count: 79  
News filter is: ON  
Shown news count: 12

**Selected news article details**

Title: This is demo article for lerning purpose only.  
Date: Tuesday, 28th August 2007, 14:04  
URL: </news/2007/august/this-is-demo-article-for-lerning.html>

To delete selected news, press "Delete" button

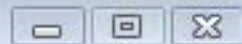
Add New

Edit Details

Delete

Close





**News:**



- This is demo article for lerning purpose only.
- Google Adwords Overview
- Find the best keywords for your website
- Opt-in to E-mail marketing
- Tap in to the power of suggestion to bump sales
- Microsoft Vista Launches in the UK
- UK new rules on stationery content
- Windows Live Search trying to catch Google
- Everything you need to run your own e-business
- Pay Per Click Market Valuation
- UK Broadband numbers keep rising
- Web users drive change in 2007

**Common details**

Total news count: 79  
News filter is: ON  
Shown news count: 12

**Selected news article details**

for lerning purpose only.  
ust 2007, 14:04  
[/this-is-demo-article-for-lerning.html](#)

Windows Internet Explorer

Are you sure you want to delete selected news?

OK Cancel

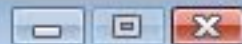
Add New

Edit Details

Delete

Close





**News:**



- Google Adwords Overview
- Find the best keywords for your website
- Opt-in to E-mail marketing
- Tap in to the power of suggestion to bump sales
- Microsoft Vista Launches in the UK
- UK new rules on stationery content
- Windows Live Search trying to catch Google
- Everything you need to run your own e-business
- Pay Per Click Market Valuation
- UK Broadband numbers keep rising
- Web users drive change in 2007

**Common details**

Total news count:

News filter is:

Shown news count:

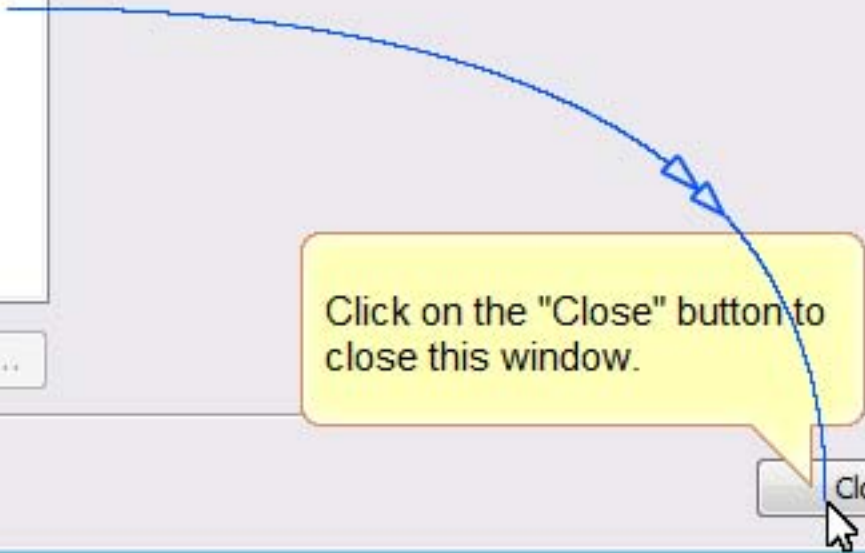
**Selected news article details**

Title:

Date:

URL:

Click on the "Close" button to close this window.





This user guide brought to you by Brick technology Limited.  
[www.brickweb.co.uk](http://www.brickweb.co.uk)