

Helpful hints when using your CMS Website System

1. How do I log in to my website?

In your website complete email, details of your login credentials to your CMS will be available. Ensure you log in using the correct link. There will also be a link to the tutorials with a separate login. Do not confuse these with each other so please read your email carefully.

2. What size should my photos be before I upload to the website?

You should always resize your photos to 640 x 480 pixels before uploading to the website. No one upload should exceed 20 MB or the process will fail. It is important to remember that you are only changing resolution size of the photo and not the dimensions i.e. width and height. This is a separate issue which can be altered in the CMS once it has been successfully uploaded, (reference video tutorials for an online overview on how to do this).

3. Why do my pictures look stretched on my website?

Again, this is to do with the size of your picture. You can resize using the VSO image resize mentioned in point 2 before you upload it to your website

4. Why is my photo album coming up more than once on my website Gallery?

This can be caused by a few things.

1. The pictures are not correctly resized.
2. The name of the picture files you are uploading are too elaborate or have characters that are not recognisable e.g. Irish characters, question marks, exclamation marks, etc. Keep the file names simple.

5. How do I delete a photo album from my website Gallery?

There is a 'delete' trash bin beside each photo file and album under media. Once in media, select the folder you wish to delete a picture from.

6. Is there a limit to how much information I can put on a page?

There is no limit to how long a page can be but, it is best practice not to overload a page, as this will not encourage the reader to continue reading. There are different types of pages you can have that can help overcome this. Good examples are a download styled page, which is useful for information like policies and newsletters, and Gallery styled pages for pictures.

7. How do I change my page titles?

You will need to contact support at head office to change the page titles, (support@lurtel.ie). There is an extra charge for this if requested after the amendments stage.

8. Can I change the banner photograph myself?

No, this can only be done by the developer and will incur an extra charge if requested after amendment completion.

9. Can I copy and paste text from Word?

Yes you can, however, you must use the "paste from word" button on the tool bar of the administration to do this successfully.

10. How do I put up my schools downloads/policies?

You must add files directly on your downloads page once you have logged into your administration section. Each file will need to be attached and no upload can be greater than 15 MB. We recommend converting files to a PDF before uploading for security, (although this is at schools discretion). You cannot upload publisher documents and must convert them to PDF first.

11. Can I have downloads / policies or writing / picture gallery on the same page?

To achieve a multifunctional page you will need to pay an extra €65 per additional function required. Your page is then technically split in half and therefore one function is the top half and the other is the bottom half of the page. It should be noted that the functions (if separated) cannot be integrated.