

Overview to Website Content Wizards

"With Great Power comes Great Responsibility"

Welcome to the world of the SBSI Wizards. SBSI Wizards are a method of allowing the customer to take full responsibility for their content. By using a wizard the customer is able to post directly to their website without interference from the hosting Internet Support Provider (i.e. SBSI). The wizards give the customer full capability with respect to text, images, and other forms of binary files.

The Wizards are located in the maintenance backend of the site called the "Admin Central" area. This area is used for access to statistical data, user information, the wizards and user support documents. This area is only available to those who have been specifically designated and given the appropriate permissions to use one or more of the services provided here. Currently, those designated responsibility for site content have access to the Static Wizard and the Segmented Wizard located here.

A Static Page is a page that will stand-alone and is accessible by anyone with the proper permissions to edit the entire page. The Static Wizard is for static pages that do not have dynamic code in them. They are mainly just html content pages. These pages are stored in the directory system as .php pages (such as, history.php).

A Segmented Page is one that has two or more areas that have controlled access to these areas. The person editing has access to only those segments for which they have proper permissions. The Segmented Wizard is generally for pages that have dynamic code in them or that are stored as database files that can be called upon demand. These pages may have various endings (such as .phpd, .phpx, inc., etc.)

Each of these wizards has editing windows in them that allows the authorized user to enter data and content. The main features include titling the document, entering Keywords and Descriptions of the document, as well as a full editing widow that approximates editing a Microsoft Word document. This window allows the user to cut and past text, insert images and create links to other documents as well as manipulate the text size, font, and look and feel. Once the editing changes have been made, the user has the options of saving (that is, saving changes but not publishing them for viewing by public), committing the changes (making the edit changes permanent), abandoning the changes (basically undoing the latest changes) or restoring (going back to last saved document). Remember the motto: *"With Great Power comes Great Responsibility"*.

These wizards are available on both our internal development servers and the external servers that the public sees. It is important to remember which server you are using because looking for the end result on the wrong server becomes highly frustrating and leads to further problems. When changes are made on the development server, SBSI personnel must posted them to public servers. Changes made to the public servers are available to the public immediately.

For further detail about the Static and Segmented Wizards, see there respective guides and tutorials located in the Admin Central area of your website under the heading of Support. This area also holds tutorials for the HTML Editor, Publishing Guide, Trouble Shooting Guide, and FAQs.