

UBE Umbraco: Introduction

Websites by [Upper Bridge Enterprises](http://www.ubridge.com) (UBE) are built on a Content Management System (CMS) from www.umbraco.com.

Go to www.ubeumbraco.co.uk/umbraco to manage the content of your website, and log in using the credentials provided by UBE.

When you first log in, the black column on the left-hand side of the page should have a “Content” and a “Media” icon in it. If these icons are not visible, refresh the page, using the circular arrow in your browser’s header or press the F5 key.

The “Content” and the “Media” sections have similar page layouts.

1. A black column on the left-hand side, containing
 - a. A silhouette icon, which indicates how long it is before you will be logged automatically out if the service is not used and a log-out button.
 - b. The “Content” and “Media” icons with which to select those Sections.
2. The next column contains the “Content Tree” or the “Media Tree”. Each Tree contains all the items that have been created and added to the Section. The top item in the Tree is the Root item. All the items below it are “inside” the Root item. Consider the Root item to be the Parent item and the items inside it the Child items. Child items can also have Child items of their own. Hence the word Tree; trunk > branches > twigs > leaves. Child items are indented below their Parents in the Tree.
3. The main column on the right displays the information of the item that is currently selected in the Tree.

There are four ways to work on an item in the Tree.

1. Click on the text of an item to display its contents in the right-hand main panel and manage the contents.
2. Right-click^{nb1} the text of an item to display a panel adjacent to the Tree containing options like “Delete”, “Sort”, “Move”.
3. Hover over an item to display a chevron (a small black triangle) immediately to the left of an item’s text. Clicking the chevron displays or hides the Child items of this item. If this item doesn’t have any child items, then there is no chevron.
4. Hover over an item to display an ellipsis (three dots) immediately to the right of an item’s text. Clicking the ellipsis displays options to create a Child item of this item.

nb1: Right-click on an Apple Mac is Control + Click (hold down the Ctrl key and click)