Manual for RDTC,Zhemgang website (www.rdtc.gov.bt)

This document will help and guide the users how to post, edit and update on www.rdtc.gov.bt website.

1. How to post in the front page
- Enter user credentials to log into the system and click on **log in**.

- You will be directed to following page; Please hover your mouse over "FRONT PAGE" under popular articles and click on it.

- Next, the page as shown below will be displayed. Kindly add your new post on top of the page and click on *save & close*.
- *Note: Please don't edit title of the page or any other along right side bar of the page.*
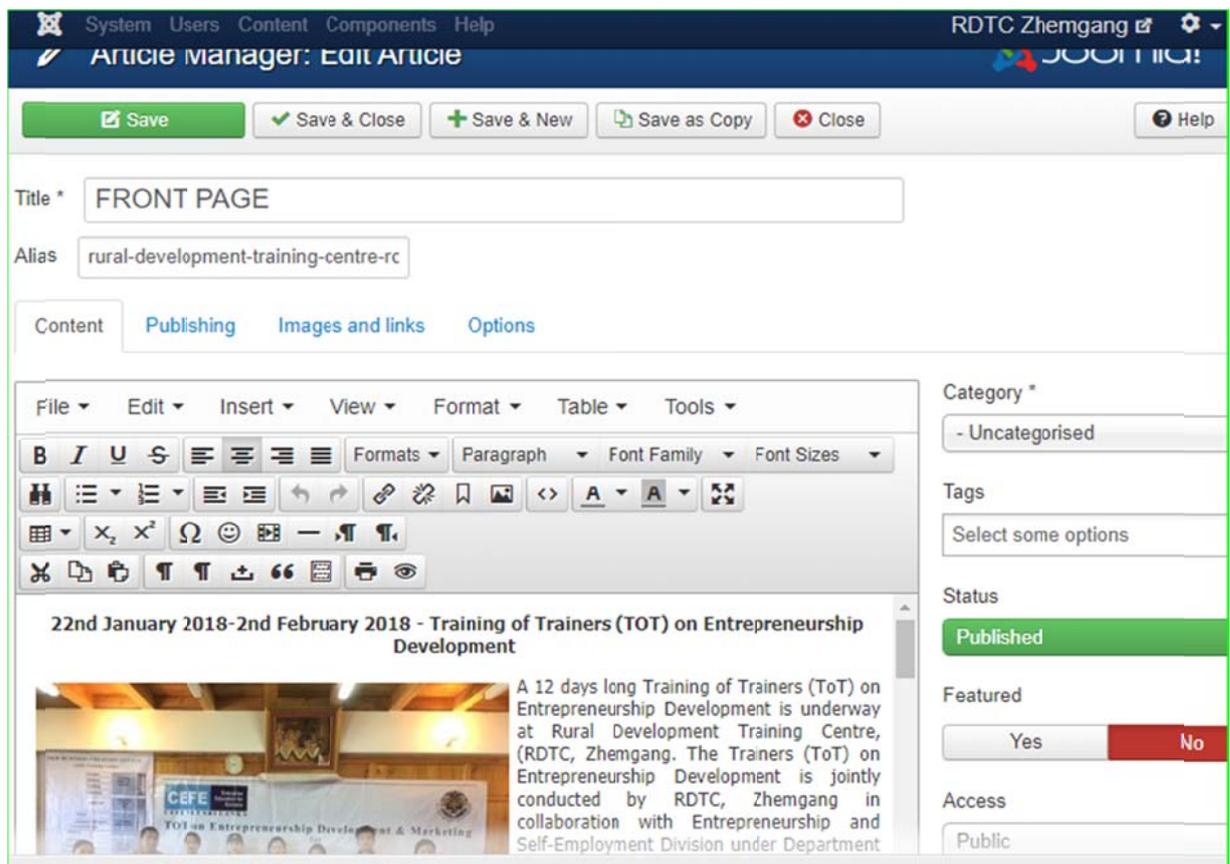
2.How to insert image on the page, first method

- In order to insert image on the page, first method is via that page

- Go to the bottom of the page and you will see the image button as shown in the figure
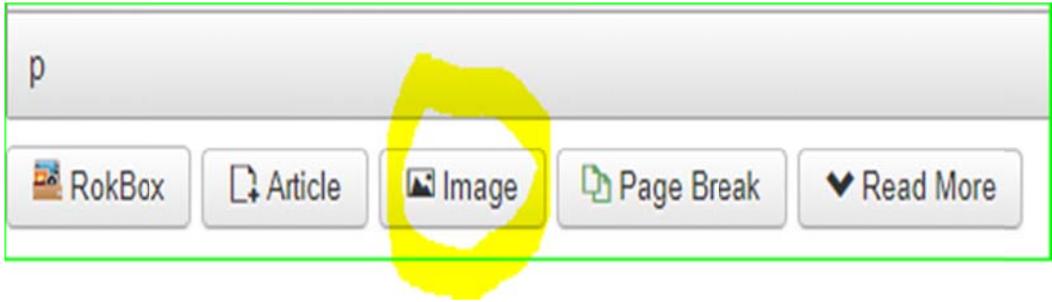
- Click on the Image button, the dialog box as shown in the figure below will be displayed
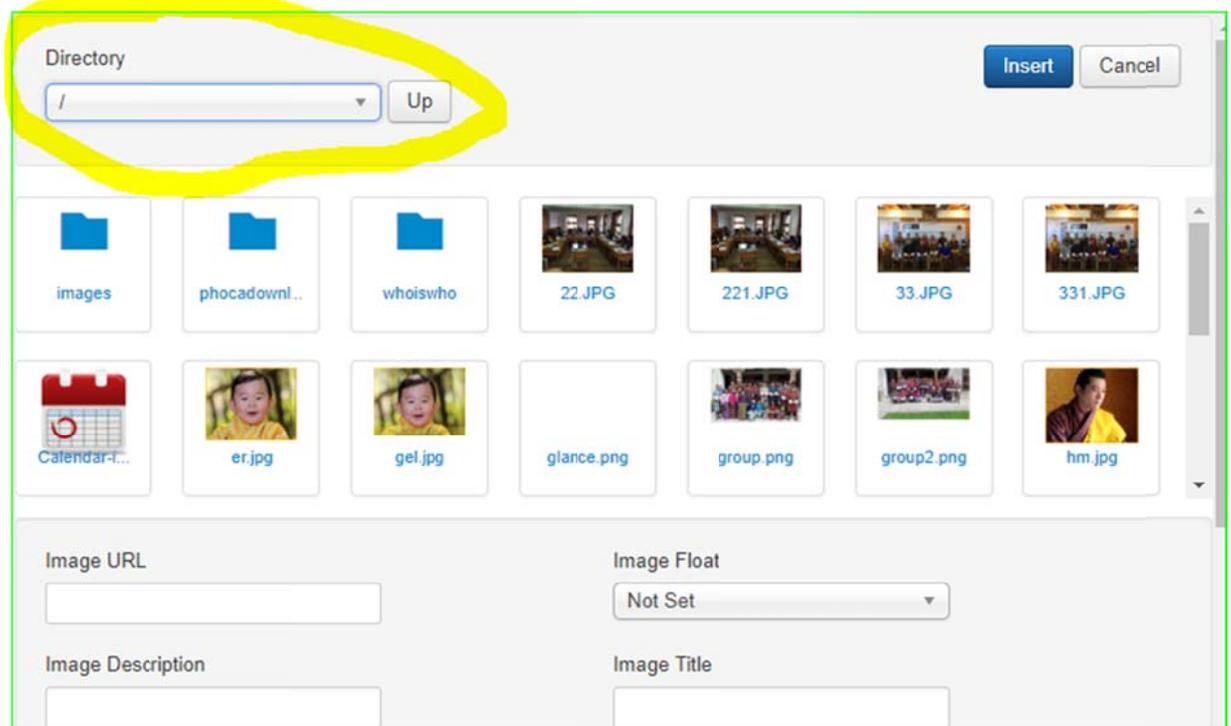
- Click the drop down menu, as highlighted in the figure above , and select the list from the directory, where you want to upload image.

- Then scroll down, Choose files button to upload the image will be displayed, click the Choose Files button
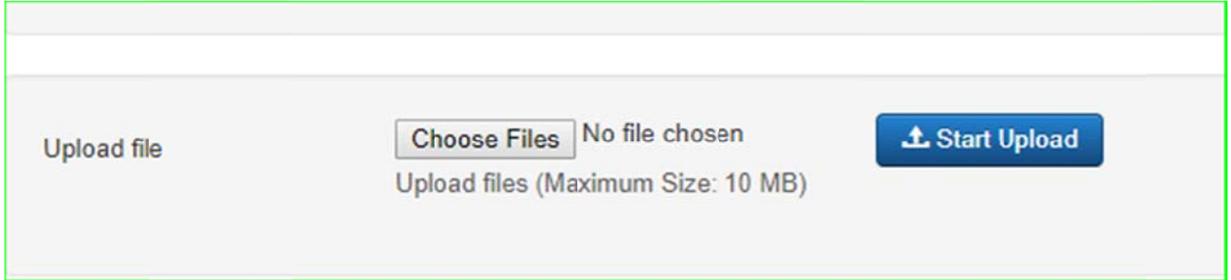
- After clicking the Choose files button the dialog box to select image will be displayed.

- Select the image, and after selecting the image, the selected image will be displayed as shown in the figure below, in the case below the name of the image to upload is "image.jpg".

- Now click Start Upload button to upload the image file, a successful completing message and the image will be displayed as shown in the figure below.
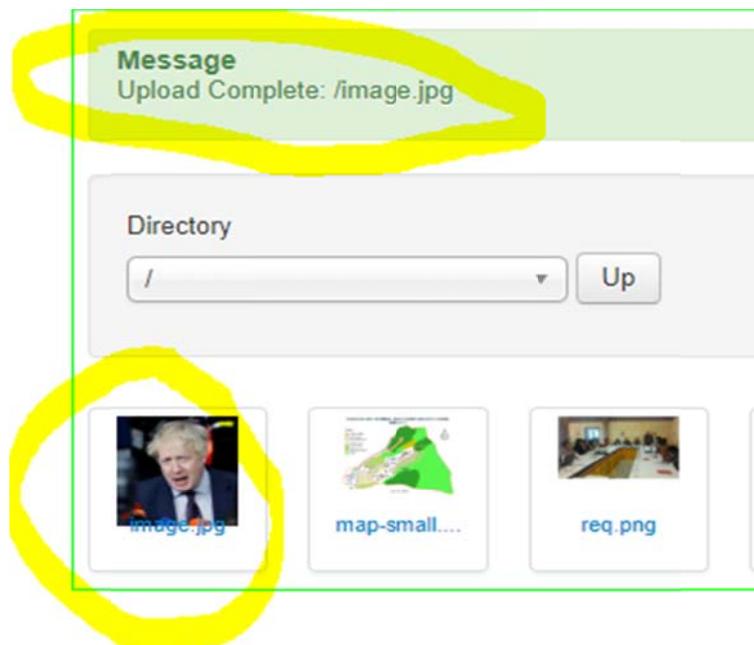
- Now to insert the uploaded image, select the image and click insert button as shown in the figure below. The Image will be inserted in the page.
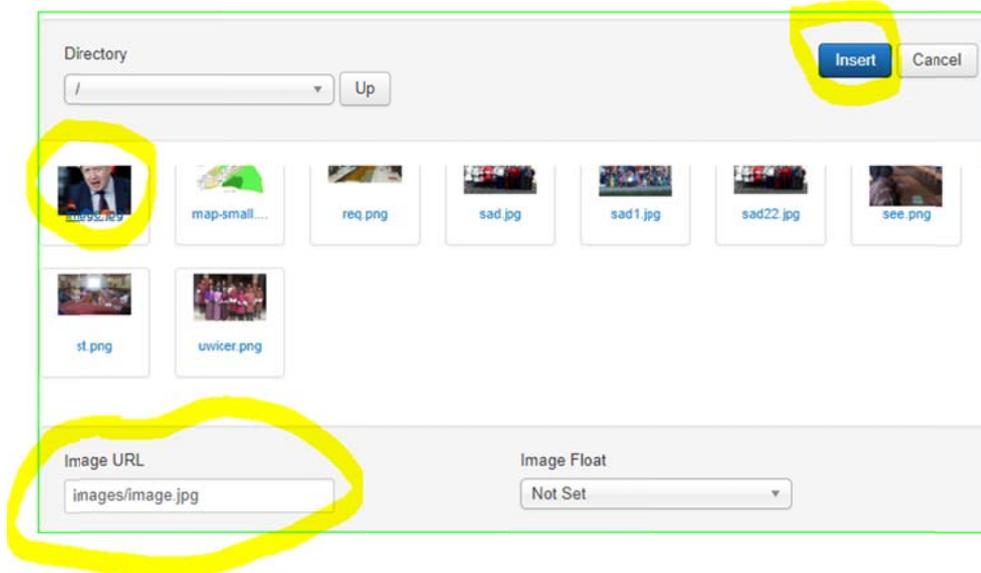
3.How to insert image/upload via media manager, second method

- Click on content menu → select media manager as shown below. *Note: Media manager can be selected from System button too*
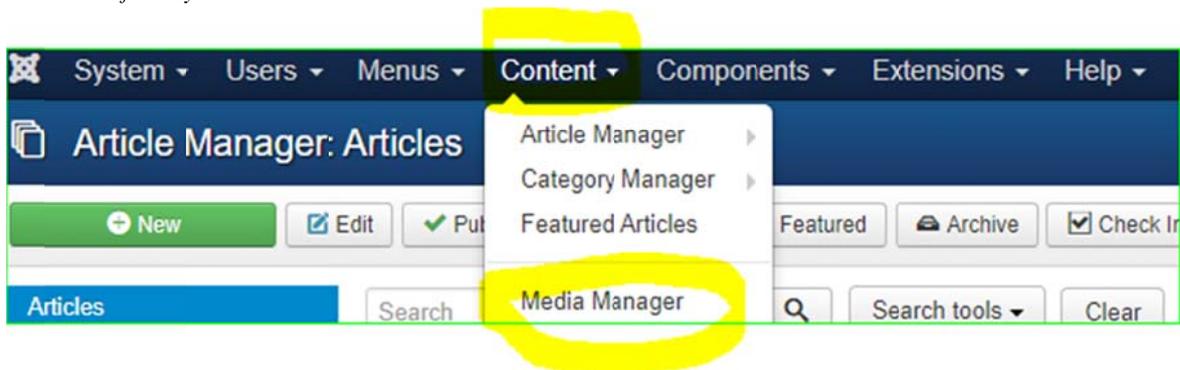
- Media manager details will be displayed
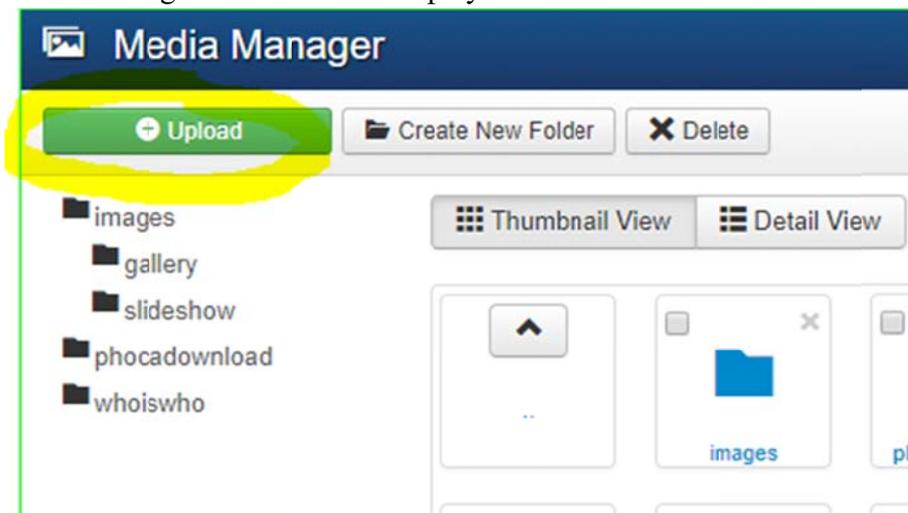
- Click on upload button and the button to select the file will be displayed as shown below.
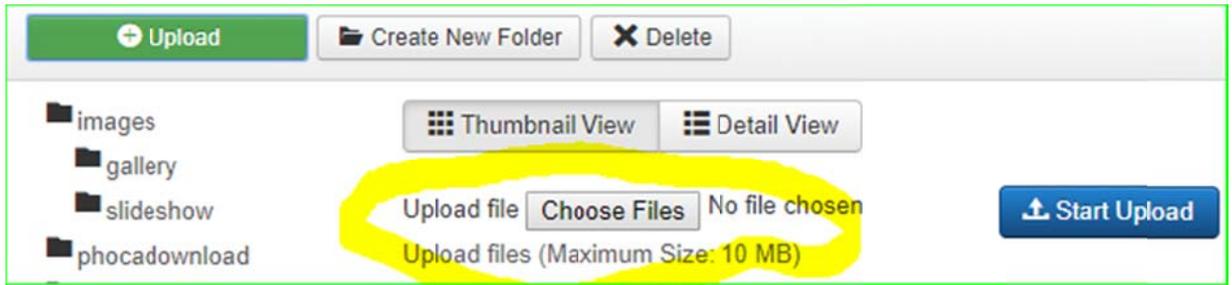
- Choose the file and click the start upload button as shown in the figure below, the image will be uploaded in the directory.
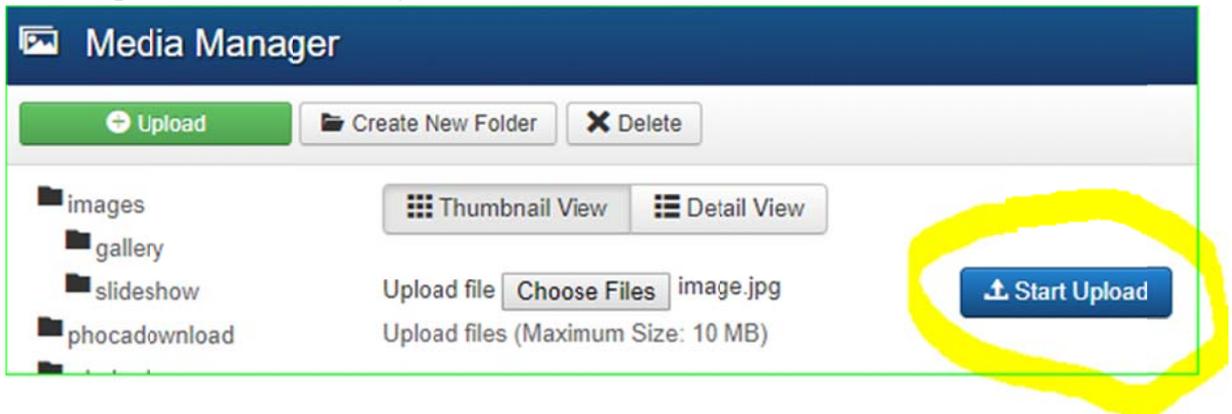
4. How to upload and insert pdf files

- To insert or link pdf file in the page, firstly we need to upload the pdf file in the server

- To upload the pdf file, go to Content→ and click Media manager, as shown below

- Click "upload" and then "choose" the file and click "start upload" button, the pdf file will uploaded.

- Now to link the pdf file in the page, open the page and place the cursor at that particular line to place the link. And then click Insert→ Insert link
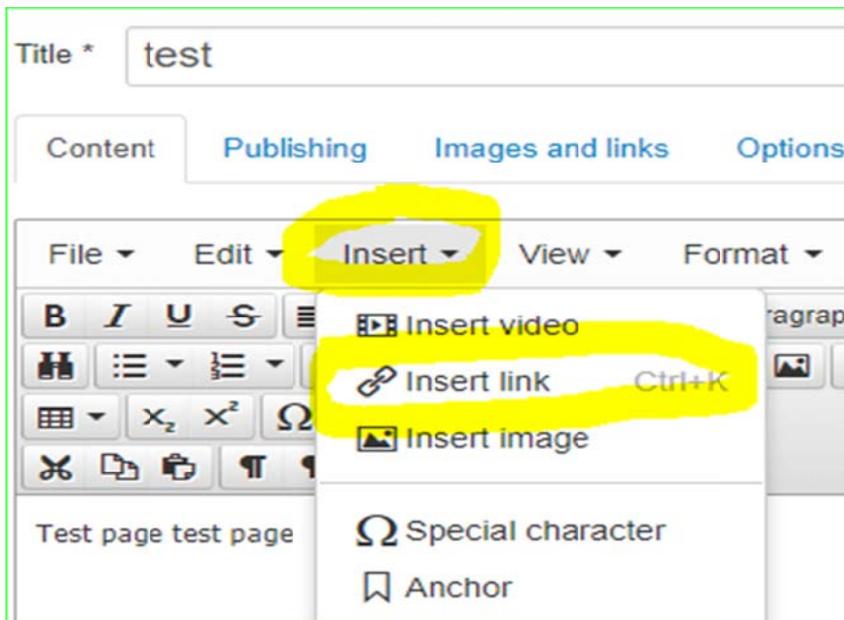
- A dialog box to enter details for the link will be displayed

    - In the URL, provide www.rdtc.gov.bt/images/test.pdf (normally if you upload directly, the file will be under images, but if you create a folder pdf or doc etc, then we need to specify www.rdtc.gov.bt/pdf/test.pdf.

    - Then provide the "text to display" and the title of the file.

    - And then click Ok, the link will be placed on the page.

- The link will be displayed as shown below
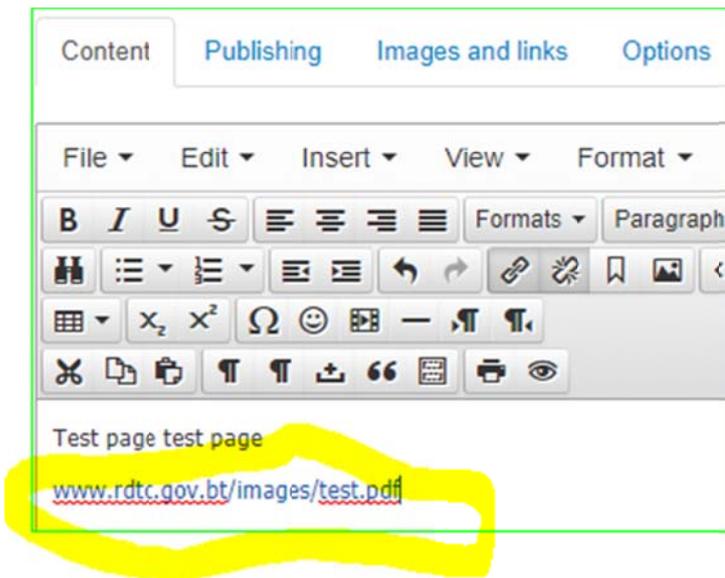
5. How to upload pictures in the gallery

** All the pictures uploaded in the gallery will be displayed on the RDTC gallery page, as shown in the figure below.
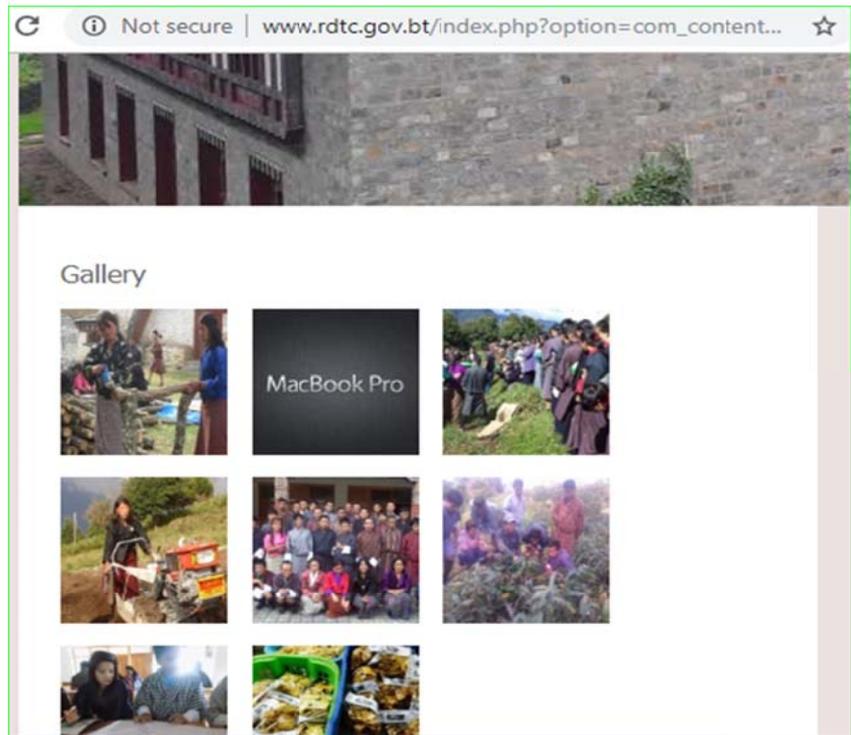
- How to upload the pictures, follow the steps below.

- Go to Content→ Media Manager
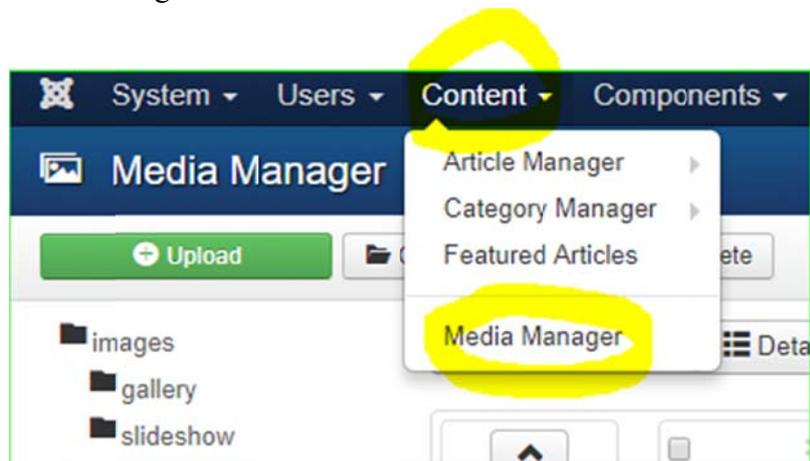
- And then click the "gallery" under images
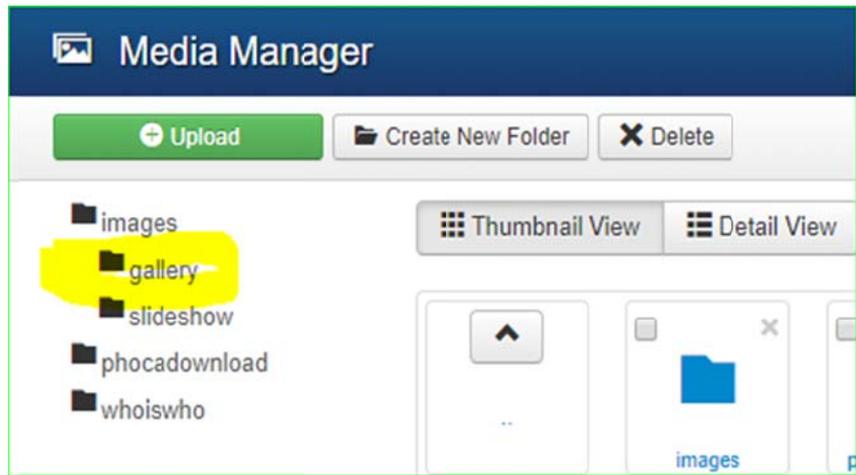
- Click upload as shown in the figure below
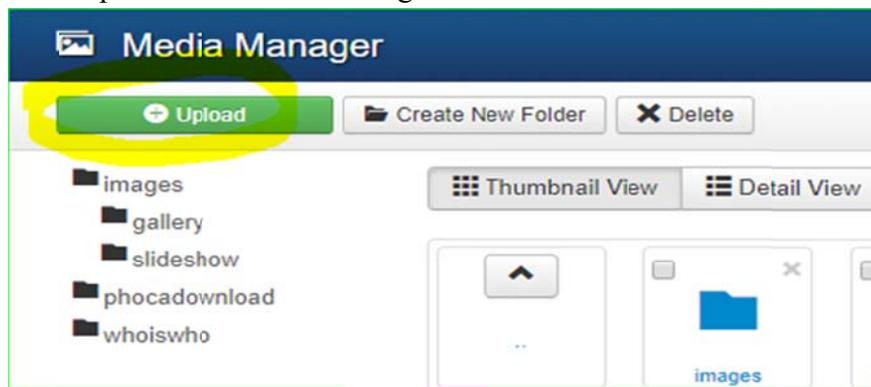
- Button to choose the file and location will be displayed.
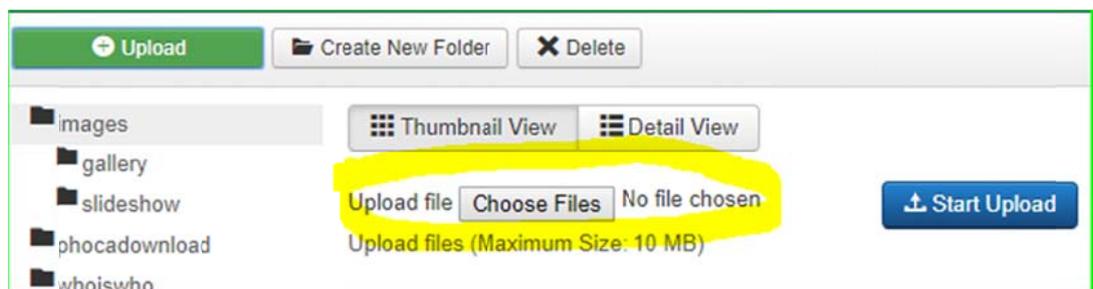
- Click Choose Files button and select the image to upload and then Click "Start Upload".

- The image will be uploaded in the gallery folder and will be displayed on the RDTC web page under gallery menu.

6. Steps to update other menu's

- Click on system menu, and the list of menu will be displayed on the right side of the page as shown in the figure below
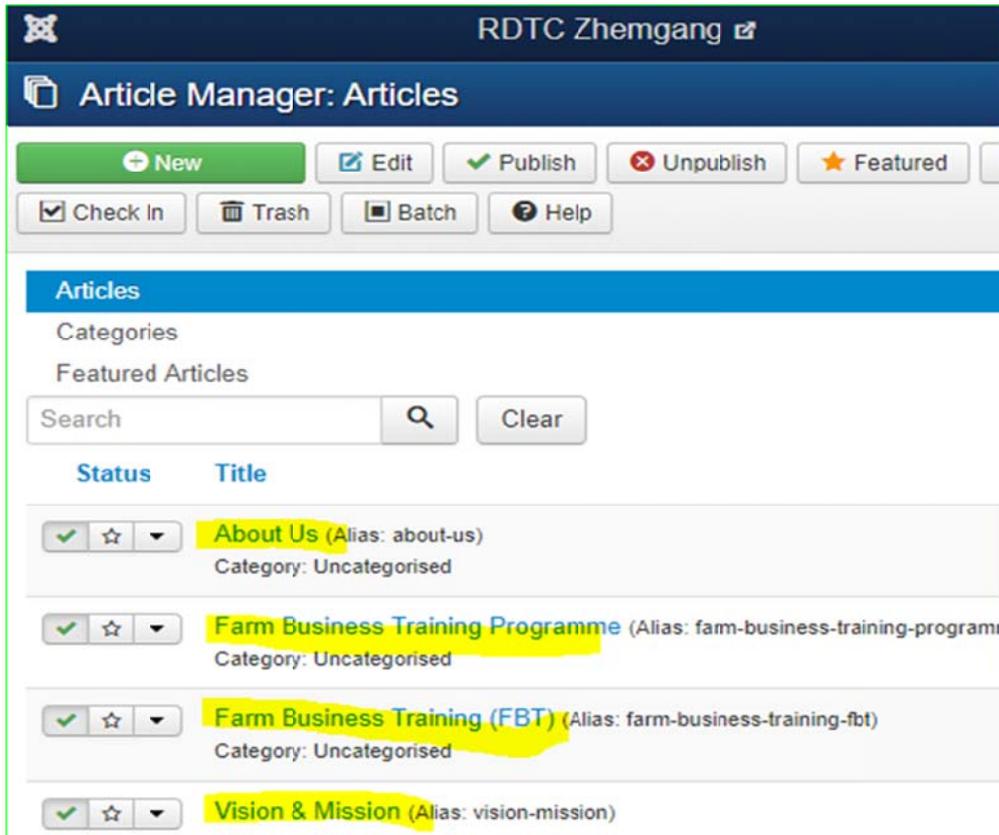
Note: Whenever you are lost inside website, click on system, then control panel. This is basically to have dashboard of the webmaster.

- Click on article manager and subsequently all articles which you have right to edit(given Permission for particular user) will be displayed. All procedures for editing in website is considerably same. *Please don't click on **Add New Article** and **Category Manager***

For example if you want to edit something on **about us** page, then;

1. click on article manager

2. Click on about us page and do neccessary editing(Don't edit title of the page).

3. Click on Save & close **OR** save.

Thank you