User Guide

This document gives guidelines on using SpinPike™ Lite for site management.

This manual is designed for administrators to assist them in managing sites using SpinPike™. If you have a question that has not been touched upon in the given document, please contact our technical support service at support@savvybox.com.

How to manage templates

The templates define the layout of the web site pages. The template creation process is detailed in the “Templates Creation” document. When SpinPike™ Lite is installed some of the templates are generated automatically. These templates provide for the system correct operation. You can modify templates either through the administration interface or on the server using any available code editor (for example, HomeSite or Dreamwever).

Besides, new templates can be added:

1. When in the administration interface area, go to Modules and select Templates. It will open a list of currently available templates.
2. Select the required module and click 

. It will open a dialogue box.
3. Fill in the required fields:
    a. The name of the template. It will appear in the drop-down menu of templates when adding a new section. The name of the template should imply the template application.
    b. The name of the file. This name will be used when the file is stored on the server.
4. Press Apply.

By analogy, any other templates can be added.

On the server the templates are stored in
engine/usr/spinpike/tmpl/version#/[module name]
For example, the templates for the content management module of the first site version are stored in
_engine/usr/spinpike/tmpl/version_1/content/

How to upload templates to the server

Templates are used to display site pages. Detailed guidelines on how to create templates are given in “Templates Creation”. For the system to index the templates, it is necessary to upload them via the interface to the server. For instance, if you created a template for the homepage (index.tmpl), you first need to upload it via the web interface, and after that you will be able to modify, edit or upload it directly via FTP.

To upload a template:

5. Go to the Modules section.
6. Click on add template. It will open a dialogue box.
7. Select the relevant value:
    a. template name. It will be displayed in the drop-down combobox when adding sections. It is advised that you name templates according to their destinations.
    b. associated version. Choose the site version with which the template will be associated. Each version has an individual set of templates.
    c. associated module. Choose the module with which the template will be associated. Each module has an individual set of templates. For instance, module Content and module Catalogue will have different sets of templates.
    d. corresponding template file. Choose the template file on the hard disk (template files have a *tmpl* extension).
8. Click Apply.

By analogy, the other templates for the given version are uploaded to the server. After that you can create sections for the given site version.

Templates are stored in a special server directory:
html/_engine/usr/spinpike/tmpl/version_#/content

How to add a new section

1. Go inside the Sections area by clicking on the icon 

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2. Press 

. It will open a dialog box.
3. Fill the necessary fields. The only mandatory field here is Name.
4. Click Apply to add the section.

How to post a news headline

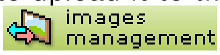
1. Go inside the Sections area.
2. Click on the News link to go inside the News section.
3. Click on the Add Section icon.
4. Enter the title news in the Name field.
5. Set the appropriate date for the news.
6. Enter the keywords separated by a space for a search engine to index the page later on.
7. Enter the news description. It may coincide with the news title.
8. To add a picture to illustrate the news, select the image from the drop-down list of images. If there is no appropriate image in the list, you need to upload it to the server first (see the "How to upload a picture to the server" help section for details).
9. Enter a brief attention grabbing news description or the first couple of lines of the news story in the Headline field.
10. Click Apply to add the news Headline. Next step, you will need to add the news story.

How to add a news story

1. Go inside the Sections area and then into the News section. The News section contains a list of the news stories.
2. Click on the icon opposite the news title to add the story. It will open a new window with the visual editor tools panel to format the text the way you do it in MS Word.
3. Copy and paste the text from a Word document or type it directly in the text area of the window.
4. Click on the icon to save the news story.
5. Click Exit or just close the window.

How to upload a picture to the server

To be able to insert a picture in the text, you first need to upload it to the server.

1. Go inside the Sections area and click on the icon 

. It will open a window.
2. Click Browse to navigate to the folder containing pictures.
3. Choose the required picture and click Add to upload the picture to the server. Now you can insert this picture anywhere in the text.

How to insert a picture in the text

1. When editing the text in the visual editor window, place the pointer in the text where you want the picture to appear.
2. Click on the icon . It will open a dialog box.
3. Select the required picture from the images drop-down menu. If you forgot which name corresponds to which picture, click browse to open the window with the images thumbnails.
4. Once you selected the picture, click Insert to insert the picture in the text.
5. Click the icon , to save the changes.

How to insert table in the text

1. When editing the text in the visual editor window, place the pointer in the text where you want the table to appear.
2. Click on the icon . It will open a dialog box.
3. Enter the number of rows and columns you want the table to contain. You can add new rows and columns any time in the future.
4. Enter the cells padding and spacing values. The recommended padding should not exceed 5, and spacing should not exceed 3 pixels.
5. Choose the table style.
6. Click Insert to insert the table in the text.
7. Click the icon , to save the changes.

How to edit a table

To add a row to a table:

1. Select a cell in the table. The selection will appear as black square marks ■ on the right from and below the cell.
2. Click on the icon . It will open a commands menu.
3. Select the command "Add Row" , to add the row to the table.

You can also merge rows and columns. Columns are merged from left to right (the selected column will merge with the one to the right of it. The rows are merged top-down (the selected row will merge with the row under it).