

Login Screen

ExpressionEngine v 1.6.4

Username

Password

Submit

[Forgot your password?](#)

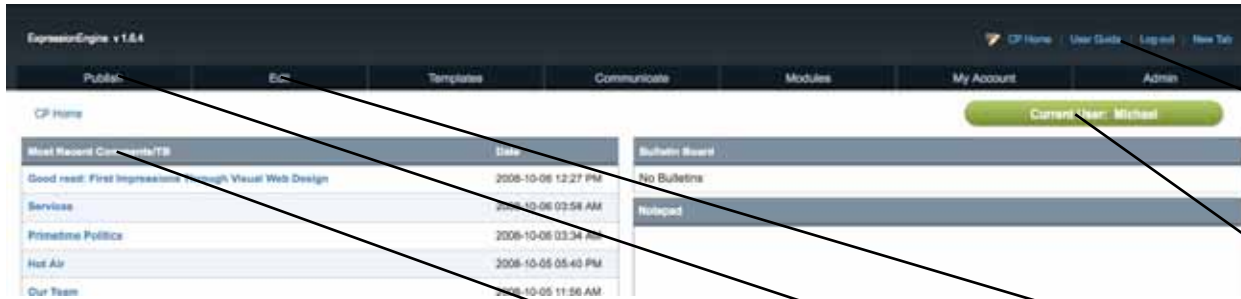
Username & Password

Typing your username and password here will allow you to log into your site.

Forgot your password?

If you've forgotten your password clicking this link will give you a form to fill out to retrieve a temporary password.

Home Screen



CP Home | User Guide | Logout

This portion of the navigation is always shown. CP Home will always bring you back to the home screen. User Guide will take you to the user guide for Expression Engine. Logout will log you out of the system until you log in again.

Current User

The name of the user currently viewing the system (you).

Edit

Clicking this will allow you to edit your previously posted items.

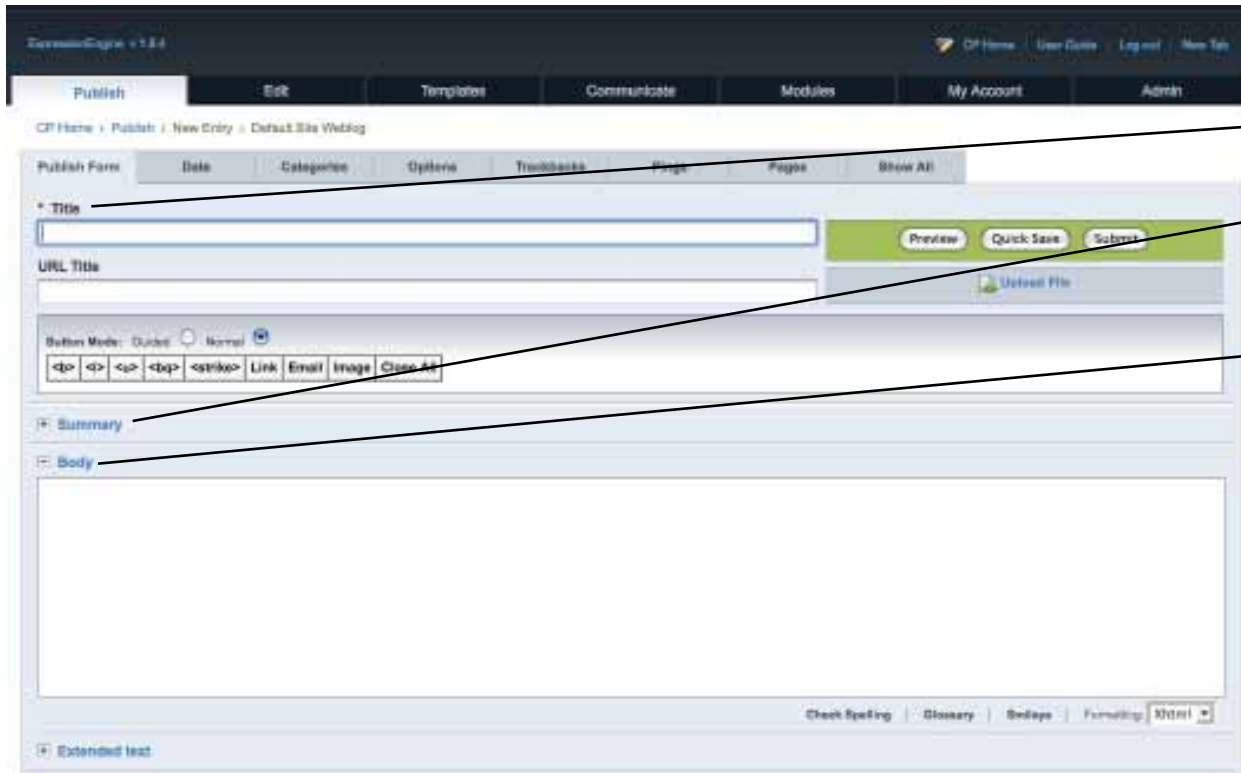
Publish

This will lead you to a screen that will allow you to publish new entries onto your site.

Most Recent Comments

This is a list of the most recent comments on your blog.

Publish



The screenshot shows the ExpressionEngine Publish form. At the top, there is a navigation bar with tabs for Publish, Edit, Templates, Communicate, Modules, My Account, and Admin. Below this, the breadcrumb trail reads 'CP Home > Publish > New Entry > Default Site Weblog'. The main form area is titled 'Publish Form' and includes several sections: 'Title' (a text input field), 'URL Title' (a text input field), 'Buttons' (a row of buttons for Bold, Italic, Underline, Strikethrough, Link, Email, Image, and Close All), 'Summary' (a text input field), and 'Body' (a large text area). On the right side of the form, there are buttons for 'Preview', 'Quick Save', and 'Submit', along with an 'Upload File' button. At the bottom of the form, there are links for 'Check Spelling', 'Glossary', 'Settings', and 'Formatting' (set to HTML).

Title

This is where you type the title of your entry.

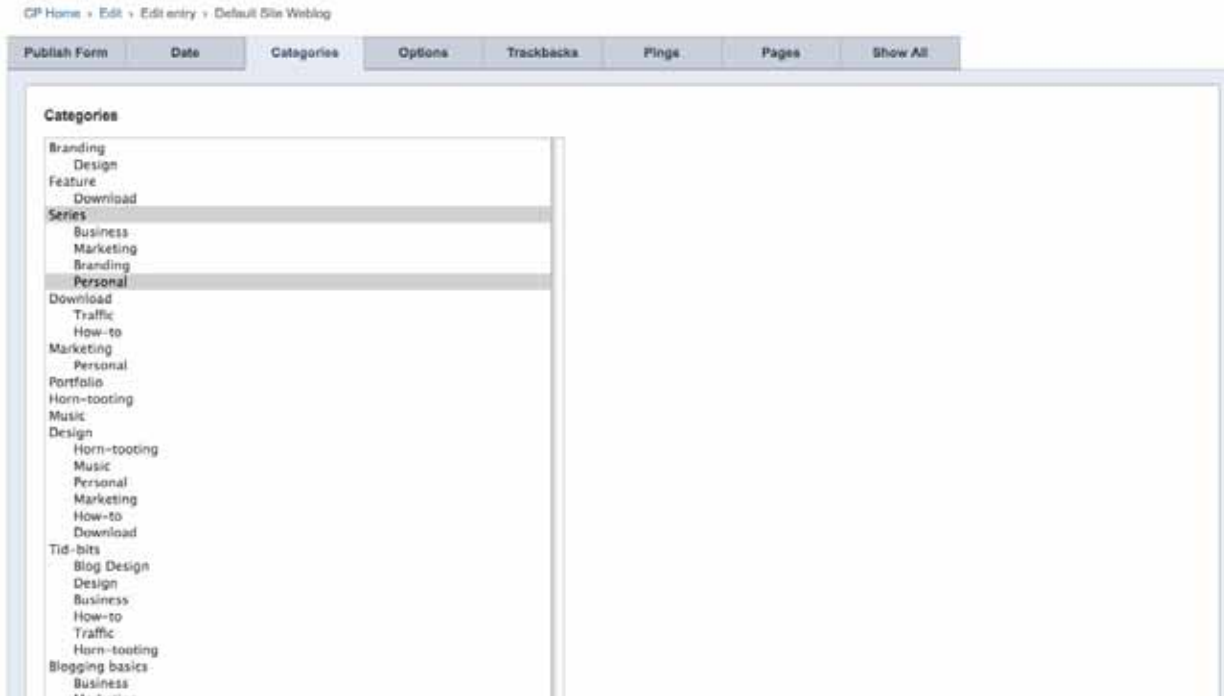
Summary

If your blog has summary's enabled, this is where you would type it.. These are often used as excerpts for entries, not displaying the whole entry, but just a portion.

Body

This is where your main entry should be typed.

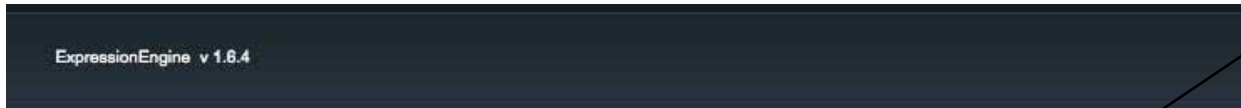
Publish - Categories



Categories

Categories allow you to keep your entries organized, you can create as many categories as you want, and you can also select more than one category for a single entry. This is done using the shift key (PC) or command key (Mac).

Add a new Category



Create a New Category

To start off click the "Create a New Category" link at the top of the page.

Default Category Group				
ID	Order	Category Name	Edit	Delete
1	↑↓	Bloggng	Edit	Delete
2	↑↓	News	Edit	Delete
3	↑↓	Personal	Edit	Delete

Fill out the form

Fill out the fields to add your new category

- Category name, is the name of the new category.
- Category URL Title, is not necessary, but chnages the name of the url to your category.
- Category Description, is a brief description on your new category.
- Category Parent, if there are any categorys that are hierically higher than the one you're creating, select it in this drop down.

Close Window and Update Categories in PUBLISH Page

Create a New Category

* Category Name

Category URL Title

Category Description

Category Image URL
This is an optional field that enables you to assign an image to your categories.

Category Parent

Submit

Options

CP Home » Edit » Edit entry » Default Site Weblog

Publish Form Data Categories Options Trackbacks Pings Pages Show All

Author	Weblog	Status	Options
Peter F ▾	Default Site Weblog ▾	Open ▾	<input type="checkbox"/> Make Entry Sticky <input checked="" type="checkbox"/> Allow Comments <input type="checkbox"/> Allow Trackbacks <input type="checkbox"/> DST Active on Date of Entry

Author

If you don't want to be marked as the author for an entry, you can change the author name with this drop down menu.

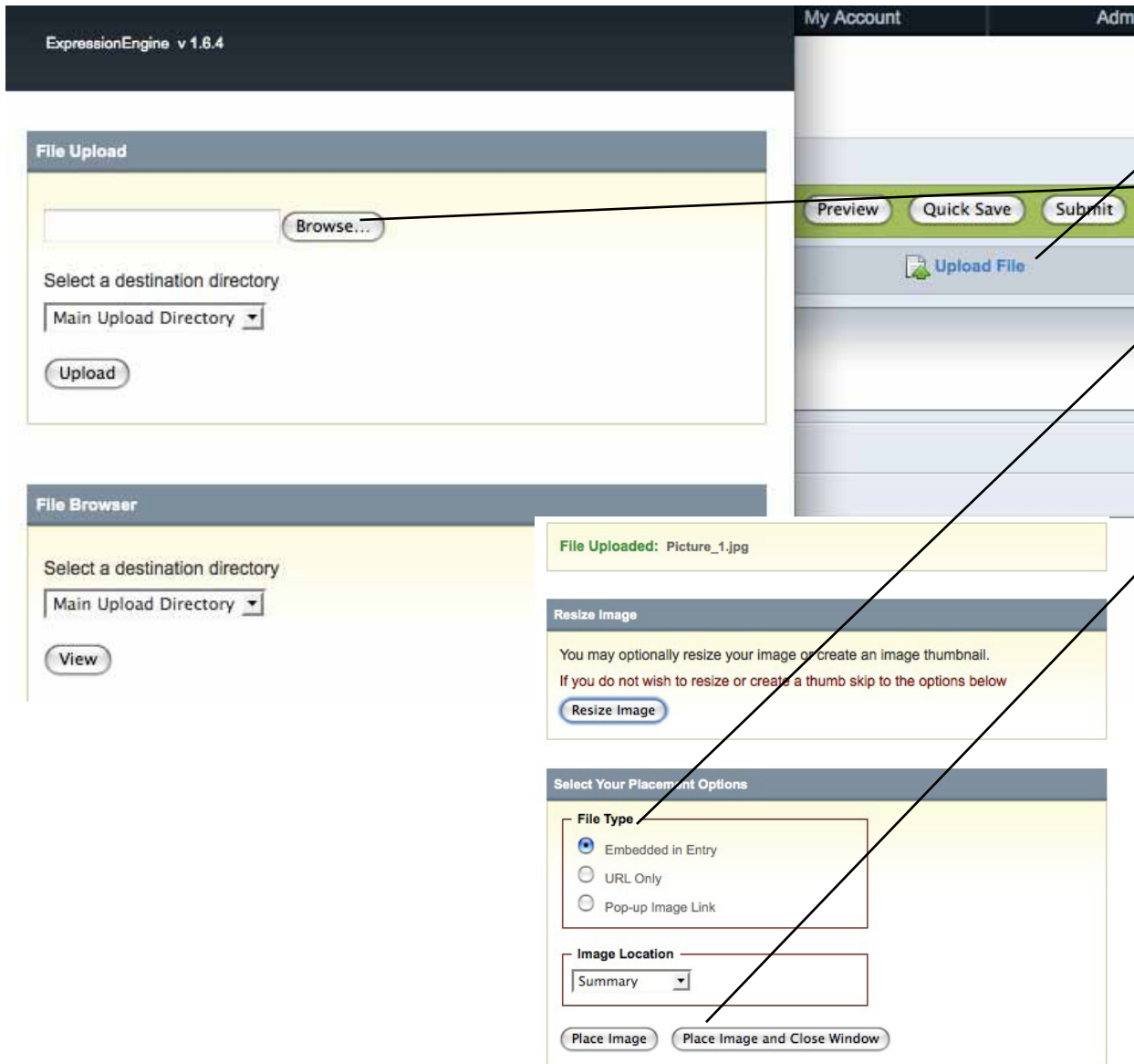
Status

You can change the status of your entry - create a draft post, open post, etc.

Options

If you do not want to allow comments on an entry, uncheck the "allow comments" box.

Upload a File



The screenshot shows the ExpressionEngine v 1.6.4 interface. At the top, there are links for 'My Account' and 'Admin'. The main content area is divided into several sections:

- File Upload:** Contains a text input field with a 'Browse...' button, a dropdown menu for 'Select a destination directory' (set to 'Main Upload Directory'), and an 'Upload' button.
- File Browser:** Contains a dropdown menu for 'Select a destination directory' (set to 'Main Upload Directory') and a 'View' button.
- File Uploaded:** A yellow box showing 'File Uploaded: Picture_1.jpg'.
- Resize Image:** A section with the text 'You may optionally resize your image or create an image thumbnail. If you do not wish to resize or create a thumb skip to the options below' and a 'Resize Image' button.
- Select Your Placement Options:** Contains a 'File Type' section with three radio buttons: 'Embedded in Entry' (selected), 'URL Only', and 'Pop-up Image Link'. Below it is an 'Image Location' dropdown menu set to 'Summary', and two buttons: 'Place Image' and 'Place Image and Close Window'.

Callouts from the text on the right point to the 'Browse...' button, the 'Upload File' link, the 'File Type' radio buttons, and the 'Place Image' button.

Upload a file Link

To start the process off, click the "Upload File" link.

Browse for your file

Next you must find your file on your computer by clicking the "Browse" button.

Decide how to display your image

You have 3 options for displaying your newly uploaded image on your site.

- Embedded in entry allows you to display the image or file link directly in your post.
- URL only will copy the url to the image or file directly to your post.
- Pop up image link will create the code to have a pop up when the image is clicked on.

Click place image

Clicking place image will automatically insert the code for the image or file you just uploaded directly into your post.

Add a new user

Register a New Member

* **Username**

* **Password**

* **Password Confirm**

* **Screen Name**

* **Email Address**

Member Group Assignment

Get into the administration panel

- click the "admin" tab at the top right of the screen
- click "members and groups" on the new screen
- click "register a new member"

Fill out the user information

Now that you're on the appropriate screen, fill out the appropriate user information, making sure that the member group you choose for this member is correct. Adding a regular member to the super administrators group, will give this member access to template files.vv

* Indicates required fields

Submit