



User Guide for Administrators

Version 2.1

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1

CHAPTER

Introduction

*What is
the Internet?*



Treefrog Interactive Inc. "...has your nephew finished your website?"

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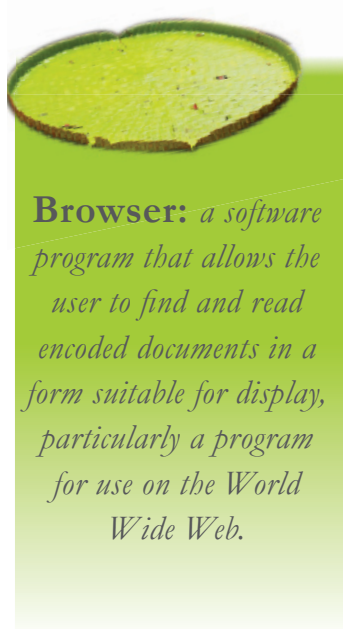
WHAT IS THE INTERNET?

LEAP™ is designed for the novice computer user. Consequently, we have included a quick overview of how the Web works to make sure we are all communicating on the same page.

Note that the “Internet” is not the same as “the Web.” The Internet refers to the entire structure of wires, switches, routers and machines which share digital traffic with other machines. The “World Wide Web” (aka the “Web”) is the visual component based on one protocol for transferring information across the Internet. The Web has, incidentally, become one of the most popular protocols; however, it could be argued that Email (a completely different system running on the Internet) is more popular.

Basically, the Web works like this: a server (a glorified computer, just like the one in your office only much more expensive) sits in a building somewhere, attached to the myriad of Internet

wires by one of these wires and it is known by its “digital address.” Every computer attached to the Internet has a “digital address,” which is a group of numbers called an IP (e.g. “1.2.3.4”), but this expensive machine has an expensive address which never changes (called a “static IP”). Cheaper addresses often change whenever they connect.



Browser: *a software program that allows the user to find and read encoded documents in a form suitable for display, particularly a program for use on the World Wide Web.*

When you sit down at your computer, you type in an “easy to read” address (e.g. <http://www.treefrog.ca>, aka a “Domain Name”) into the “address bar” of your browser. Your computer checks its settings and goes out on the web looking for the numerical address equivalent to your “easy to read” address. This system is called DNS. In milliseconds (hopefully), the DNS system returns to your computer with the numerical equivalent of the address of the server which holds the website you are looking for. You may find that the first time you go to a new website, depending on how busy your network is, it will often take significantly more time to find the site than subsequent site visits. This is because your computer remembers (caches) this answer for 24 hours so it doesn’t have to do the numerical search again.

With this numerical address in hand, your computer requests a document from the appropriate server. This server then sends raw text back to your computer. (You can see this raw text any time in your browser by using the “View Source” on your browser). The program on your computer, called a “browser” or “client,” takes this text and uses it to render a website “page.” Each website usually contains multiple “pages.” Think of a “website” as a “folder” with hundreds of documents in it. By requesting one particular document by name, you get the page of that particular document from the website “folder.”

Now, there are many of these browsers (Internet Explorer, Firefox, Safari, etc.) used to view these documents, and they all render this same text document differently. In the same way, if you sent the same architectural drawings of a house to 10 different construction contractors, you would get 10 similar – but still different – houses.

Every computer also has different settings, a different sized monitor, a different operating system, and different glitches or problems with it. They are being viewed at different times of day in different lighting environments, with different “added extras.” Every viewing experience is different, and trying to get a web document to appear “exactly the same on everyone’s browser” is just plain impossible.

What you should try and remember as we edit and maintain websites is that the goal is to provide the “best case scenario” for the largest percentage of people possible and we need to accept that those individuals living outside of the norm are sufficiently used to getting abnormal scenarios and that they accept them as the norm.

In other words, the “Web” is a dynamic place where we need to think in “ideals” rather than “absolutes.” Keep this in mind as we move forward...

2 CHAPTER

What is
LEAP™?



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THE PHILOSOPHY AND GOALS OF LEAP™

Unlike most “Content Management Systems,” LEAP™ is designed with two people in mind: the creative professional and the novice computer user. This manual is for the novice computer user. In other words, LEAP™ is structured to allow designers to create skins (“themes” or “looks”) from scratch, using whatever creative inspiration might compel them. Most other systems rely on “templated” looks and feels which have been created for the system, making them boxy, rigid and grossly similar. Then, once the designer has made something that works well, LEAP™ provides an ultra-simple mechanism for changing and managing the content (i.e. the words and pictures which change from page to page).

In addition to this, LEAP’s system is intended to provide structure. Instead of allowing willy-nilly artistic changes to the site by users, once a site is “live,” the system is intended to keep all users within the brand guidelines of the website. Generally, this makes for a much more professional and appealing site through artistic continuity and consistency. It also means that, through simplified structure, administrators focus on the quality of the content, not how quickly they can make the content blink or how pink they can make the content.

LEAP™ is also designed to provide the greatest possible search engine results by being sensitive to the technical considerations of most search engines. LEAP™ provides a number of different metaphors for managing search engine optimization from page level onwards. Everything the system does keeps search engines in mind, meaning that sites using LEAP™ have significantly higher “organic rankings” than most websites on the Internet.

LEAP™ is also very forgiving, allowing it to work hand-in-hand with any other system on the server. If your site has existing dynamic components – even ones using different applications (i.e. php or asp, for example), LEAP™ happily accepts them and picks up where they leave off.

LEAP™ can also be installed on most existing sites. It generally does not require a rebuild of the HTML – if the HTML is built correctly to start with.

LEAP’s job is to dynamically create (X)HTML on the fly from dozens of database tables and create a text document to pass back to the browser. It will often do as many as a hundred database look-ups and writes for one page, meaning everything is exactly as requested and the user is not forgotten.

MODULARITY

LEAP™ is designed in “modules.” This means that each page can be built in blocks of content types. Think of LEGO blocks you built with when you were a child. You simply added the next “logical” block of content to the page as you need it. This structure makes it easy to manipulate and dynamically control types of data on the website. Instead of having a bunch of text on a page, you break the page into constituent content types, thus freeing us to do more interesting things with the content later.

For example, a page of FAQ's (Frequently Asked Questions) can be broken into components as follows:

1. A heading
2. Some explanation text
3. A list of FAQs
4. A request form

Each one of these components is a critical type of data which can be further manipulated. For example, we can dynamically grab the heading and put it in the table of contents elsewhere on the site. We can dynamically grab a random FAQ and display it elsewhere on the site. We can change the look and feel of each question if the page grows too long.

The bulk of these modules are usually the most simple: text and image modules. However, LEAP™ provides modules of many different types – from FAQs and testimonials to more complex integrations for Google Maps and Flickr. This breaking down of the content allows administrators to better leverage the value of the site content as the content changes and adapts.

For more information on the modules themselves, please see chapter 4 on “Modules.”

HOW LEAP™ WORKS

The basic premise of LEAP™ is simple. LEAP™ can be installed on any popular server architecture, and presumes ownership of any non-existent pages. This means LEAP™ can be installed in conjunction with any other types of pages: ASP, PHP, etc. If the page exists, the page processes and is served as usual. If the page does NOT exist, the web server passes the request to the LEAP™, and LEAP™ dynamically creates the page based on the content required.

LEAP™ requires the Lasso CGI to run. This language is a CGI similar to Coldfusion or PHP but is much more secure, much faster, and can be installed on almost any server operating system.

LEAP™ also requires MySQL to run. This datasource is possibly the most stable and speedy datasource in existence and has the additional benefit of being inexpensive and easy to maintain.

LEAP™ does require some minor modifications to the server settings, but otherwise can be run on any server with Lasso and MySQL installed. As the MySQL datasource can be easily load-balanced, it also means the system is as scalable as necessary.

The content is separated from the look and feel of the site (the skin) completely. This means that the site look and feel (design) can be changed easily, or even dynamically, without rebuilding the site. All types of web-friendly content (such as FAQ's etc.) can be easily added to the site by an administrator. By breaking the content into appropriate modules, content can be easily man-

aged and updated and dynamically affected (for example, a random, dynamic FAQ on any given page). However, modules maintain a pleasant appearance which can adapt easily depending on the skin.

New pages can be added easily by any administrator with the appropriate permissions. Pages are separated from the site navigation, allowing for novel and interesting site options. Each page has integrated statistics for easy manageability or marketing opportunities, and pages can be easily grouped, managed or secured by administrators.

Each design is divided into layouts. A page can have as many layouts as artistically appropriate. This means, despite the ease and flexibility provided by the structural simplicity of the modular system, the design is not compromised.

As each layout provides the ability to add structured modules to a web page, and new pages are extremely easy to add, any type of page can be added, and content types can be shared and interwoven easily. New modules can even be added and updated easily by a novice administrator.

Modules are broken into three types: kernel, administration, and content. Kernel modules allow the system to be updated easily as needed. Administration modules allow the wide aspects of the site to be managed centrally, from font styles to page languages. Content modules allow any type of content – from text, to pictures, to videos and Flash, to dynamic integrated MapQuest searches.

Administration modules also allow content to be shared site-wide (such as copyright information, etc.), or managed centrally (such as the menu system). By managing them locally, every aspect of the site, from Search Engine META Tags to Menu links can be dynamically affected (i.e. added, deleted or changed as necessary). This also means regular content (such as a Site Map) can be dynamically added and managed from any page.

Administrators can access the system from any compliant browser, depending on the initial setup of the HTML skin. From a simple hidden password, they can make any changes to content without affecting the look and feel of the site. If security is important, IP addresses can be blacklisted or whitelisted, and various options exist for preventing unauthorized access.

LEAP™ is completely XHTML compliant and offers all known W3C compliant languages.

Custom modules can be created or added easily as needed.the skin.

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To work with a LEAP™ site as a client, there are certain web browsers that are supported. Non-2 byte language systems are preferred. All W3 compliant web browsers should work as clients for LEAP™. Please note that features added to skins or custom modules that are non-W3 compliant may cause problems or display incorrectly on other browsers. The following web browsers are supported.

- Apple Safari/Leopard
- Firefox
- Microsoft Internet Explorer
- Mozilla
- OmniWeb
- Opera

Given the realities of different web browsers, you may find that your website looks a little different on each browser. Some of these may be correctable, however, some of them are the realities of the variances in web browsers and the way that they display text, images etc.

It is advisable that you use the most up to date version of your browser when working with LEAP™.

3 CHAPTER

“Web Design 101”



Treefrog Interactive Inc. “...has your nephew finished your website?”

Version 2.1

In order to become a truly effective website administrator, one needs to keep some basic tenets of good design floating about in the back of your head.

Two things you should always remember when you are editing content are:

1. just because you can do it, certainly doesn't mean you should. And;
2. words don't become more important or more likely to be read when they are flashing pink.

Key things to remember when using LEAP™:

1. Don't mess with what the designer put in place
2. Maintain consistency of "look" and "feel"
3. Fundamentals and conventions of web design (i.e. keep pages short in length)
4. Design with Search Engines in Mind

A word on blank pages or pages under construction:

You should never have blank pages on your website. Even worse, you should never include "this website is under construction" anywhere on your site – unless your site is striving to insult or otherwise waste the time of your users.

4

CHAPTER

“LEAP™ Basics”



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LEAPING IN AND OUT OF YOUR WEBSITE

The best part of LEAP™ is the “leap” itself. Unlike most web systems – which usually have a disconnect between the pages the public surfer sees and the administration pages used to edit them – LEAP™ allows you easily get to the content you wish to change.

LEAPING IN

An easy metaphor to understand is this: imagine you have a clothesline parallel to the street outside. You hang up each article of clothing from the back side and see one side of the clothing. By ducking under the clothes line, you can now move back and forth on the side the street sees. By ducking under again, you are now on your “administration” side again.

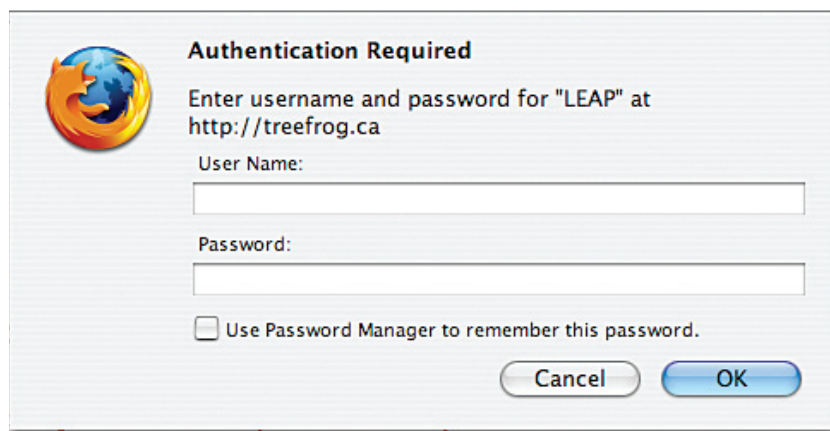
At the end of the day, there are three ways to get to the “administration” side of LEAP™ (e.g. “LEAPing” into your website).

- 1) Type the word “LEAP” (or your other assigned keyword) into your keyboard. Your cursor must be in the window, or the browser doesn’t know you are speaking to it. You may need to click somewhere inside the website window (Not on a link! for obvious reasons) to center your cursor in the window before typing “LEAP.”
- 2) Add the path “/LEAP” (or your other assigned keyword) to your page name. If the “LEAP” keyword doesn’t work for some reason, you can easily change the name of the page.

For Example:

- <http://www.treefrog.ca/BuyLEAP>, the public page, becomes...
- <http://www.treefrog.ca/LEAP/BuyLEAP> the administration page.

- 3) Press the LEAP button. If you have a USB LEAP button, you can easily press the button to hop back and forth. Once you are on the administration side of your website, you will be prompted for your username and password. Enter them and press OK.



LEAPING IN *cont'd*

You are now logged into the LEAP™ Administration side of your website and you should see all of the modules and a menu bar at the top of the page.

The screenshot displays the LEAP™ Administration interface. At the top, there is a menu bar with buttons: "Main Admin", "Close All", "Open All", "Add new Module", and "META". Below this, a secondary bar contains "Close", "Move" (with a dropdown arrow), "Delete", "View Log", and "Advanced".

The first module editing screen is titled "Heading Module". It features a text area containing the following HTML code:

```
<span class="orange">design</span> <span class="gray">:</span>  
<span class="purple">build</span> <span class="gray">:</span>  
<span class="green">manage</span>
```

Below the text area are "Undo" and "Update" buttons.

The second module editing screen is also titled "Heading Module". It features a text area containing the text: "Has your nephew finished your website yet?™". Below the text area are "Undo" and "Update" buttons.

LEAPING OUT

To LEAP™ back to your public website view at any time, you can:

- 1) Type the word "LEAP" (or your other assigned keyword) into your keyboard. Your cursor must be in the window, or the browser doesn't know you are speaking to it. You may need to click somewhere inside the website window (Not on a link! for obvious reasons) to center your cursor in the window before typing "LEAP."
- 2) Remove the path "/LEAP" (or your other assigned keyword) from your page name.
- 3) Press the LEAP button. If you have a USB LEAP button, you can easily press the button to hop back.

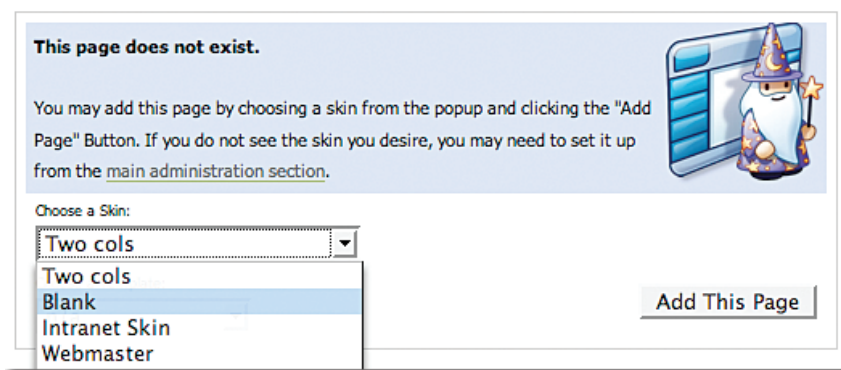
ADDING A PAGE

One of the best parts of LEAP™ is the ability to quickly and easily add unlimited numbers of pages to your website.

CAUTION: Please ensure that you read the section on Page Names before adding a page to your website.

To add/create a page on your website:

- 1) Log into the administration side of your website (see section on LEAPing into your website).
- 2) Navigate to the page you would like to have by adding in your new page name after the “/” in your URL. For example, if you want to create the page “test5” at <http://www.treefrog.ca/>, you would simply add the word “test5” after the “/” in the URL (i.e. <http://www.treefrog.ca/test5>).
- 3) You will either be brought back to the public side of your website (away from the LEAP™ Administration side) to a new page with a warning message on it - something to the effect of “Warning, this page has moved” OR to a blank page. Not to worry.
- 4) LEAP™ back into your website (see instructions on LEAPing into your website).
- 5) Under the Choose Skin field, select the name of the skin that you wish to use on this website page. **NOTE:** Unless you have purchased multiple design layouts or skins, there should only normally be two skins to choose from in this list and it should be called “Main” or “Inside” skin. Main is your homepage look and feel and Inside is your interior page look and feel.



- 6) Press the Add This Page button.
- 7) You will be brought to your new website page, ready for content to be inserted into it.

PAGE NAMES

Naming your website pages are a critical part of using your website. When creating page names, REFRAIN from the following:

- Using characters in your page name such as %, @, &.
- Naming a page something that you would not want your customers to see, as your customers will see your page name when they navigate to your page.
- Choosing names that are excessively long.
Using names that do not relate to the content of that page.

5 CHAPTER

“Content
Modules
*...making
changes to
your
website has
never been
easier*”



LEAP™ CONTENT MODULES

Treefrog Interactive Inc. offers a wide variety of content modules to be used within the LEAP™ Content Management System. Below is a list of current LEAP™ modules and their functions, as of the issue date of this manual.

NOTE: Different levels of LEAP™ monthly licenses (i.e. your monthly LEAP™ fee) offer different levels and availability of modules. At any time, if you wish to add a module to your version of LEAP™, please contact our office at (905)836-4442 or email us at info@treefrog.ca. *Charges may apply.

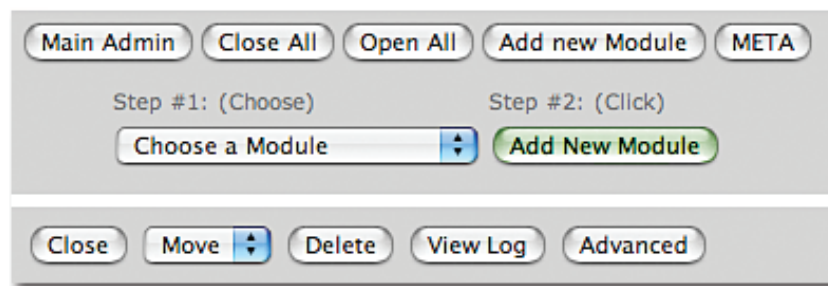
Module	Function
Title	Adds a title or paragraph heading to a body of text. There are different levels of title headings in terms of design in the advanced section of this module.
Text	For use when adding a body of text on a website. Bulleted List For use when adding a bulleted list to a website. Bullet decals are redefined in overall “look and feel,” based on the website design.
Chart	Adds a chart to a website. The number of rows and columns can be edited.
Before & After Gallery	Adds the standard LEAP™ before and after photo gallery to a page on a website in order to show before and after images of client’s projects.
Photo Gallery	Adds the standard LEAP™ photo gallery to a page on a website.
Email Form	Adds an email to a page on a website (usually the Contact Us page). Has the ability to add, remove and change the fields that are included on the form, insert radio/checkboxes, list items and make required fields. A visitor’s completed form can be directed via email to a recipient.
Testimonials	Formats the look and feel of testimonials for a testimonials page of a website, complete with verbiage, author and association.
Blog	The standard LEAP™ blog is available with posting and commenting capabilities.
FAQ	Frequently Asked Questions. All questions appear at the top of the page and can be clicked to go directly to the answer lower on the page. Return To Top feature included.
File Folder	Ability to upload documents to your website such as PDFs, Word, Excel, etc., so that anyone can download or view them if they have the right software for that file.
Flash	Ability to upload and put FLASH files on your website.
Glossary	Much the same as the FAQ but is for definition of terms.
HTML	Ability to put code right into your website.
Login	Used in conjunction with other modules, but once they’re all installed, it’s essentially a Login system.

Module	Function
Photo	Lets you upload a single photo at a time to your site and manipulate it within your site.
Podcast	Is a music module that allows you to upload .mp3 files and play them right on your site as well as providing information regarding those files.
Polls	Polling module which allows you to create custom polls for your visitors.
RSS	Allows for News Feeds in your website.
Site Map	Takes any of the existing menus on your site and creates a dynamic Site Map that gets updated when you update any menu contained within it.
Links	Allows you to add a title of the link and the URL - displayed in a list.
Quotes	Ability to insert multiple quotes in a nicely formatted display.

ADDING A MODULE

Once you are logged into the administration side of your website (see instructions on LEAPing in):

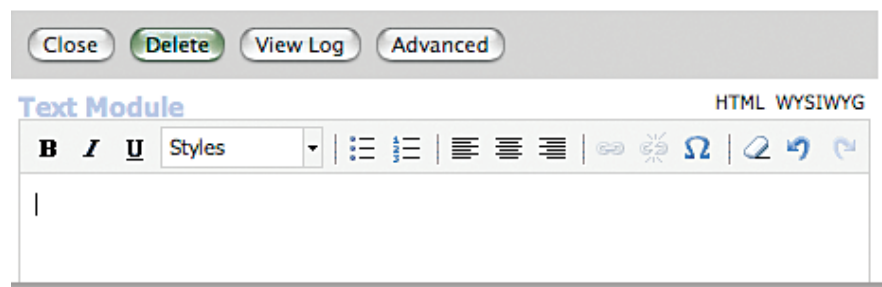
1. Select the Add New Module button.
2. Choose the module you would like to add from the list of v modules (see section on Module for more details on each of the LEAP™ modules).
3. Select Add New Module.



4. Your new modules will be added to the bottom of your page of modules.

DELETING A MODULE

At any time, if you would like to remove a module and all of its contents, select the Delete button at the top of the module you wish to delete. **CAUTION:** Once a module and its contents are deleted, *there is no option to retrieve it*. So make sure you really want it deleted before you select the delete option!

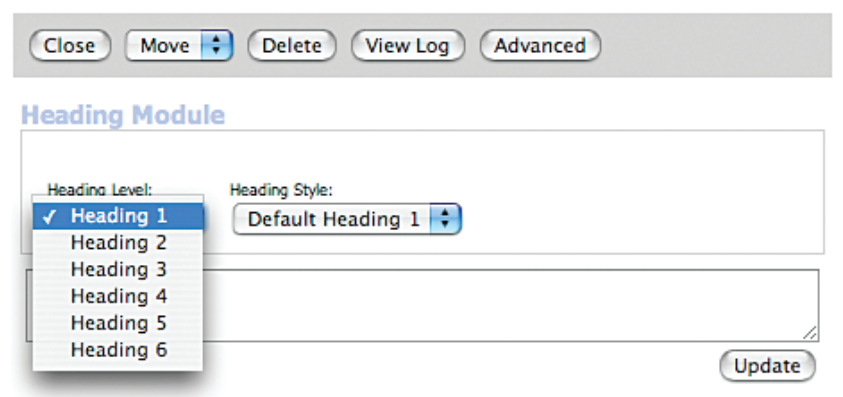


USING THE LEAP™ MODULES

Now that we are aware of what all of the LEAP™ modules are, it's time to learn how to use them. See below for a detailed outline on each of the LEAP™ modules and how they work.

TITLE MODULE

Once you have successfully added in a Title module (see section on adding a module), you will notice that in the Advanced Section, there are different levels of headings. Each heading has a predefined font style and colour, per your pre-existing “look and feel” of your website. **NOTE:** You can change the font style and colour of your pre-defined headings at any time. Please see section on Changing Heading Styles. At any time, if you would like to change the heading level in the Title module that you are currently using, just select the new heading number from the list. **CAUTION:** When you change the heading level in the Title module, whatever text that you have typed into the text box will be cleared. You can simply change the title of your module by typing into the text box area and hit the Update button.



TEXT MODULE (NORMAL)

Once you have successfully added a Text module (see section for adding a module), you will notice that in the Advanced section, there are different pre-selected default text styles to choose from. LEAP™ will automatically select the default font colour and style font when you insert text into a text module, however at any time if you would like to change the font style, just select the style from the font list. **CAUTION:** When you change the font style in the text module, whatever text you have typed into the text box will be cleared. You can simply change the text in your module by typing into the text box area and hit the Update button.



TEXT MODULE (WYSIWYG)

The WYSIWYG version of the Text module is the upgraded LEAP™ version. It includes quick link buttons for easy editing and formatting of text, right within the text box. WYSIWYG buttons appear and function just as they do in MS Word or other word processing applications; however, the following is a list of the button selections available and what they do:

TEXT MODULE (WYSIWYG) *cont'd*

Button	Function	Button	Function
	Bold text		Right align text
	Italicize text		Centre text
	Underline text		Insert custom character
	Bulleted List		Remove formatting from text
	Numbered List		HTML code of displayed text
	Left align text		Shows your text is WYSIWYG mode (i.e. the way your text will look on the site).

When using the WYSIWYG version of the text module, you can copy and paste text and its formatting right from another source (such as a MS Word document) and into the text module of your website.

BULLETED LIST MODULE

To add a bulleted list item to your website, add a Bulleted List module (see section on adding a module) to your site. Select the Add Bulleted List Item button. In the Item section, type what you would like the bulleted list item to read. In the Link section, you may enter in a link (URL) to another website or page to which you want to connect the bulleted list item. After entering in your items, click the Add Bulleted List Item button. You will notice your bulleted list item appears on the list below. To add another list item, repeat the process again. **NOTE:** The bulleted list decal is a pre-selected symbol based on the existing look and feel of your website. If at any time you wish to change the decal of your bulleted list items, please contact our office.

**Charges may apply.*

Bulleted List Module

Bulleted List Admin
[Add Bulleted List Item](#)

Add a Bulleted List Item
Item:

Link:

[Add Bulleted List Item](#)

Bulleted List Items

List Item	Update Date	Edit	Delete
-----------	-------------	------	--------

CHART MODULE

To add a chart item to your website, add a Chart module (see section for adding a module) to your site. To add a row to the chart, select the Add Row button. **NOTE:** The first row in a chart will always default to a heading for each column of the chart which is bolded and underlined. To skip the default heading of a chart, enter into both columns of the module and select the Add Row button. To enter an item into the chart, type the text into the left and/or right hand side of the module and select Add Row.

The screenshot shows the 'Chart Module' interface. At the top, there is a toolbar with buttons: 'Close', 'Move' (with a double-headed arrow icon), 'Delete', 'View Log', and 'Advanced'. Below the toolbar, the title 'Chart Module' is displayed in blue. Underneath, there is a button labeled 'Add Row : Edit Column Widths'. Below that, the 'Add Row' section is visible, containing two empty text input fields side-by-side. At the bottom of this section is an 'Add Row' button.

To change the number of columns in your chart, select the Advanced option in the module and enter the number of columns you wish to have in the columns field. Once complete, select submit.

The screenshot shows the 'Chart Module' interface with the 'Advanced' button selected in the toolbar. The 'Advanced Features' section is expanded, showing a 'Select Number of columns:' label next to a dropdown menu currently set to '1'. Below this is a 'Table CSS:' label next to a large text input field. At the bottom of the section is a 'Submit' button.

CHART MODULE *cont'd*

To change the column widths, select the Edit Column Widths button. In the field, enter the percentage amount or pixel value of the size width you wish your column to be on both sides of the chart. Select Submit once complete.

CloseMoveMoveDownDeleteView LogAdvanced

Chart Module

Add Row : Edit Column Widths

Add Row

Add Row

Edit Column Widths

1: %

2: %

Submit

Current Chart

BEFORE & AFTER PHOTO GALLERY MODULE

Once you have added the Before and After Gallery module (see section of adding a module) to your site, you may enter pictures into it by selecting the Add New Pictures button.

CloseMoveMoveDownDeleteView LogAdvanced

No error

Add New Pictures













Gallery Info

Gallery Title

Gallery Description

Update Gallery

Current Pictures

Before	After	Edit	Delete
			
			
			

BEFORE & AFTER PHOTO GALLERY MODULE *cont'd*

Select the Browse button and locate the images you wish to use for the before and after photos on your computer. You may also enter in the text descriptions of each image in the text boxes provided. Once complete, select Upload Files.



The screenshot shows a web form for uploading before and after photos. It contains two sections: 'Before File' and 'After File'. Each section has a 'Choose File' button and the text 'no file selected'. Below each file selection is a large text area for descriptions, labeled 'Before Text' and 'After Text' respectively. At the bottom of the form is an 'Upload Files' button.

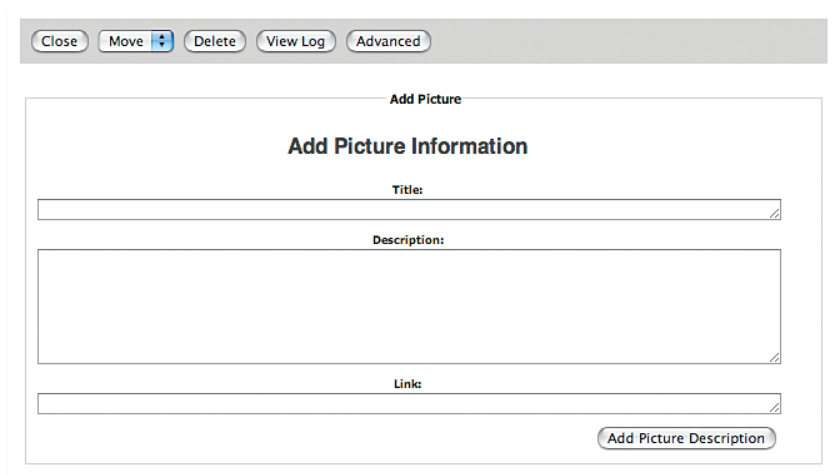
At any time, if you wish to edit the image being displayed and change it to another image, select the Edit button. To remove a set of before and after shots, select the Delete button.

NOTE: You must crop your photos to a reasonable size and dimension using a photo editing program before inserting them into the gallery, or else they will look distorted. Cropping and photo editing is a service that Treefrog can provide, if required. Please call us if you require assistance.

*Charges may apply.

PHOTO GALLERY MODULE

Once you have added the Photo Gallery module (see section for adding a module) to your site, you may enter pictures into it by selecting the Add Picture button. Enter in your pictures, Title, Description and a Link/URL (optional). Select the Add Picture Description button.



The screenshot shows a modal window titled 'Add Picture' with a toolbar at the top containing 'Close', 'Move', 'Delete', 'View Log', and 'Advanced' buttons. The main content area is titled 'Add Picture Information' and contains three text input fields: 'Title:', 'Description:', and 'Link:'. At the bottom right of the form is an 'Add Picture Description' button.

PHOTO GALLERY MODULE *cont'd*

Browse for the image you wish to upload on your computer and select Upload File. **NOTE:** You must crop your photos to a reasonable size and dimension using a photo editing program before inserting them into the gallery, or else they will look distorted. You may also use the Resize To Web feature in LEAP™ to resize your image using pixel measurements, however this may sometimes distort the image, depending on the amount of resizing being done. Once you have uploaded your picture, select Update Picture Information.

The screenshot shows the 'Edit Picture' form. It has a title bar 'Edit Picture'. Below it is a section 'Upload an Image' containing a checkbox 'Replace old image if it has the same name', a checked checkbox 'Resize to web size - H' with a text input field, and 'W' with a text input field. There are two buttons: 'Choose File' (disabled) and 'Upload File'. Below this is a 'Title:' label with a text input field. Then a 'Description:' label with a large text area. Then a 'Link:' label with a text input field. At the bottom right are two buttons: 'Update Picture Information' and 'Back'.

EMAIL FORM MODULE

An Email Form allows you to collect information from your clients and have it emailed to you for your perusal. After you have successfully added in the Email Form module (see section on adding a module), follow the following steps:

NOTE: LEAP™ will, by default, add in a First Name, Last name and Email Address field.

To add a field to the email form:

- 1) Select the Add Question button.

The screenshot shows the 'Email Form Module' interface. It has a title bar 'Email Form Module'. Below it are two buttons: 'Add Question' and 'Manage Data'. Below that is a 'Setup Alert' section with a red text message: 'You need to set up this email form correctly! Please click the "advanced" and make sure you set up the form to email correctly. (Notification addresses required. Email Subject line is required.)'. Below that is a 'Questions' section with a table.

	Question	Answer Type	Required	Show	Edit	Delete
1	First Name	Text	yes	✓	✎	
2	Last Name	Text	yes	✓	✎	
3	Email Address	Text	yes	✓	✎	

- 2) Type in the question you would like to have displayed in the Questions Description field.

Add Question

From here you can add a new question to your email form. Type in your question and then choose how people will answer your question.

Question Description:

Question Answer Type:

Text ☒ Required ☐ Display Question below Answer

Default Text ☐ (Disappear on click)

Maximum Characters Initial Size ☐ Read Only - No Editing

Approve

- 3) Under the Question Answer Type section, select the format in which you would like your question answered in:

Text: for typed answers.

Long Text: for a field that can accommodate long answers.

Radio Buttons: for selectable radio buttons.

Checkboxes: for selectable check boxes.

Option Selection: from a list of options that you define.

Date Selection: provides a month, date, year and calendar option for date selection.

Hidden Field: allows you to insert a hidden field that only people who receive the email form submissions to see it. (i.e. an internal note). People filling out the form do not see it.

File Upload: allows a visitor to upload a file in their email form to send over.

Trusted User: allows you to put a login in your form for access to secured sections of your website.

Title: allows you to add a title to your section of questions for display purposes.

Question Answer Type:

- ✓ Text
- Long Text
- Radio Buttons
- Checkboxes
- Option Selection
- Date Selection
- Hidden Field
- Trusted User (Auto)

☒ Required ☐ Display Question below Answer

Default Text ☐ (Disappear on click)

Initial Size ☐ Read Only - No Editing

Approve

NOTE: To add in your selections for the Radio Buttons, Checkboxes, and Selection fields, enter your options in the field without any separating characters on a separate line for each.

EMAIL FORM MODULE *cont'd*

3-4
5-6
7-9
10-13
no preference

Approve

- 4) Select the Required field if you would like a forced answer to the question with each submission.
- 5) Insert a Maximum number of characters if you would like to place a limit.
- 6) Select Approve.

To remove a field from an email form:

- 1) Select the Delete button beside the field that you would like deleted.

Email Form Module

Add Question

Manage Data

Setup Alert

You need to set up this email form correctly! Please click the "advanced" and make sure you set up the form to email correctly. (Notification addresses required. Email Subject line is required.)

Questions

	Question	Answer Type	Required	Show	Edit	Delete
1	First Name	Text	yes			
2	Last Name	Text	yes			
3	Email Address	Text	yes			
4	I prefer to work with the following age groups	Text	yes			

To edit a field in an email form:

- 1) Select the Edit button beside the field that you would like to edit.

Email Form Module

Add Question

Manage Data

Setup Alert

You need to set up this email form correctly! Please click the "advanced" and make sure you set up the form to email correctly. (Notification addresses required. Email Subject line is required.)

Questions

	Question	Answer Type	Required	Show	Edit	Delete
1	First Name	Text	yes			
2	Last Name	Text	yes			
3	Email Address	Text	yes			
4	I prefer to work with the following age groups	Text	yes			

- 2) Edit the information you would like to change.

Edit Question

From here you can edit a new question to your email form. Type in your question and then choose how people will answer your question.

This is the Default **First Name** for this email form. Default fields should be left in your forms as they are used by your system to manage visitor input.

Question Description:

First Name

Question Answer Type:

Text ☒ Required ☐ Display Question *below* Answer

Default Text ☐ (Disappear on click)

Maximum Characters Initial Size ☐ Read Only - No Editing

Approve

- 3) Select Approve.

To send a default send message once someone has completed an email form:

- 1) Press the Advanced button.
- 2) Check either the Thank You Message With Form (also sends a copy of the persons responses) or Thank You Message Only feature or check the Redirect To This Page button.
- 3) Enter in your message or link to redirect page.

Email Form Module

[Add Question](#) [Manage Data](#)

Advanced Features

Submit Options

☒ Thank You Message with Form ☐ Thank You Message Only Font: **Default Font**

Thank you for submitting your application.

We will review it and contact you if you are to be considered for the post.

☐ Redirect to this page

Submit Button Text

EMAIL FORM MODULE *cont'd*

- 4) Select the Change the Features button.

To change where completed email form submissions are sent:

- 1) Press the Advanced button.
- 2) Under Message Options, enter in the new email address to which you wish email submissions to be sent. You can add several email addresses by entering and separating them with a comma. You can cc someone on the email submissions by entering their information in the cc email notification section.

The screenshot shows a form titled "Message Options". It contains several input fields and checkboxes. The first field is for "Primary Email Notification Addresses (Comma Delineated) REQUIRED!" with the value "sean@treefrog.ca". The second field is for "Email Subject Line REQUIRED!" with the value "Treefrog Interactive Application". Below these are two fields for "CC Email Notification Addresses (Comma Delineated)" and "BCC Email Notification Addresses (Comma Delineated)". At the bottom is a large field for "Email Message Footnote". At the very bottom, there is a "Send the message as:" dropdown set to "Pretty HTML", and two checkboxes: "Include Date:" and "Include link to Data:".

TESTIMONIALS MODULE

Using the Testimonials module makes it easy to format the look and feel and collect multiple testimonials on your website. Once you have successfully added in the Testimonials module (see section on adding a module), follow the following steps:

To add a testimonial:

- 1) Select the Add Testimonial button.

The screenshot shows a form titled "File Admin". It contains a single button labeled "Add Testimonial".

TESTIMONIALS MODULE *cont'd*

- 2) Enter in the Testimonials, Author (optional) and Author's Info (optional).

Testimonial Module

File Admin [Add Testimonial](#)

Add a Testimonial

Testimonial:

Author:



Author Info:

[Add Testimonial](#)

- 3) Select the Add Testimonial Button



To remove a testimonial:

- 1) Select the Delete button beside the testimonial that you would like to remove.

Current List			
Testimonial	Update Date	Edit	Delete
"As one of Treefrog's first clients, we have enjoyed a long and successful association with Sean and his staff. Their expertise in website design and ability to really listen to our needs resulted in a site just right for our needs. And we love the fact that we can make changes without the need of a webmaster. Treefrog also provides top-notch hosting so we don't have to worry about disruptions to our service. Our questions are always answered promptly and patiently, by staff who don't scare us with techo-speak."	Jan 05, 2007		

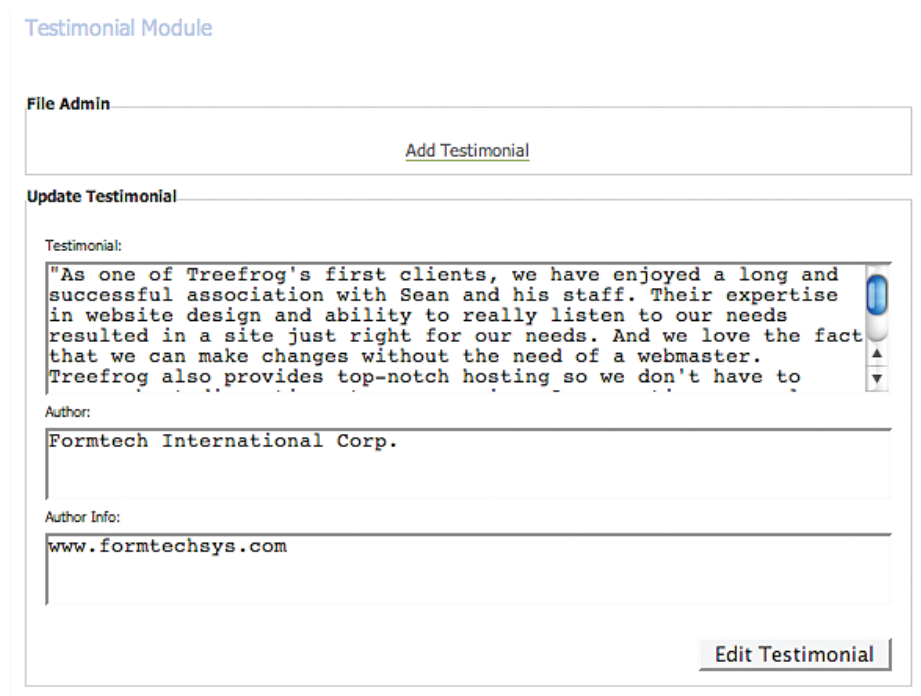
To edit a testimonial

- 1) Select the Edit button beside the testimonial that you would like to edit.

Current List			
Testimonial	Update Date	Edit	Delete
"As one of Treefrog's first clients, we have enjoyed a long and successful association with Sean and his staff. Their expertise in website design and ability to really listen to our needs resulted in a site just right for our needs. And we love the fact that we can make changes without the need of a webmaster. Treefrog also provides top-notch hosting so we don't have to worry about disruptions to our service. Our questions are always answered promptly and patiently, by staff who don't scare us with techo-speak."	Jan 05, 2007		

TESTIMONIALS MODULE *cont'd*

- 2) Make your changes to the content of the testimonial.



The screenshot shows a web interface titled "Testimonial Module". Under the "File Admin" section, there is a button labeled "Add Testimonial". Below this is the "Update Testimonial" section, which contains a text area for the testimonial, a text input for the author, and a text input for the author's info. The testimonial text reads: "As one of Treefrog's first clients, we have enjoyed a long and successful association with Sean and his staff. Their expertise in website design and ability to really listen to our needs resulted in a site just right for our needs. And we love the fact that we can make changes without the need of a webmaster. Treefrog also provides top-notch hosting so we don't have to". The author is "Formtech International Corp." and the author info is "www.formtechsys.com". An "Edit Testimonial" button is located at the bottom right of the form.

- 3) Select Edit Testimonial button.

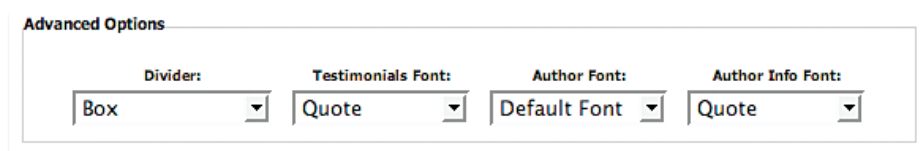
Advanced Testimonial Module Features:

- 1) Select the Advanced button on the Testimonial Module.



The screenshot shows a row of five buttons: "Close", "Move" (with a dropdown arrow), "Delete", "View Log", and "Advanced". The "Advanced" button is highlighted with a green border.

- 2) You will notice the following advanced features:

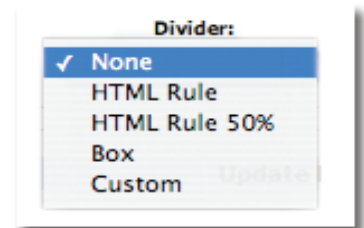


The screenshot shows the "Advanced Options" section with four dropdown menus: "Divider" (set to "Box"), "Testimonials Font" (set to "Quote"), "Author Font" (set to "Default Font"), and "Author Info Font" (set to "Quote").

TESTIMONIALS MODULE *cont'd*

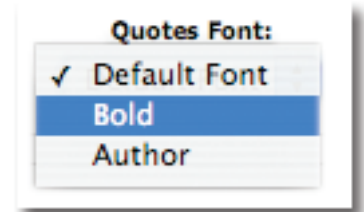
a. *Divider – Choose between:*

- i. HTML Rule – adds a line between quotes.
- ii. HTML Rule 50% – adds a partial line between quotes.
- iii. Box – adds a box around quotes.
- iv. Custom – customize the look and feel of the quotes using HTML.



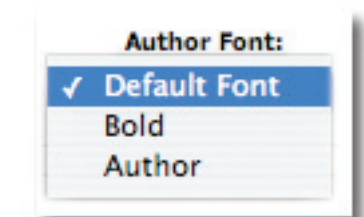
b. *Testimonials Font – Choose between:*

- i. Default – uses the font and colour styles, as per the overall look and feel embedded into the skin of your website.
- ii. Bold – makes the quote font Bold.
- iii. Author – makes the quote the same font set for the Author format (i.e. italicized).



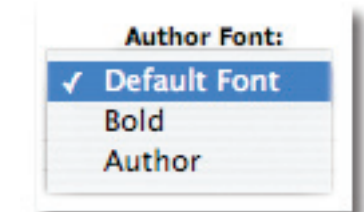
c. *Author Font – Choose between:*

- i. Default – uses the font and colour styles, as per the overall look and feel embedded into the skin of your website.
- ii. Bold – makes the author font Bold.
- iii. Author – makes the author font the same font set for the Author format (i.e. italicized).



d. *Author Info Font – Choose between:*

- i. Default – uses the font and colour styles, as per the overall look and feel embedded into the skin of your website.
- ii. Bold – makes the author info font Bold.
- iii. Author – makes the author info font the same font set for the Author format (i.e. italicized).

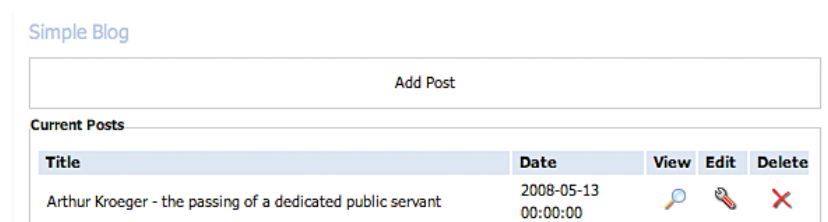


BLOG MODULE

The Blog module makes it easy to post your blog articles and experiences to your website for visitors to comment on. Once you have successfully added in the Blog module (see section on adding a module), follow the following steps:

To add a blog:

- 1) Select the Add Post button.



- 2) Enter in your Title, Author, Post Date, Excerpt and Blog Text into the provided fields. If you would like people to be able to post comments on your Blog, select the Allow Discussion button.

Simple Blog

Add Post

Add Link to Article

Title:

Author:

Post Date:

Allow Discussion: ☒

Excerpt:




Blog Text:

Add Blog

- 3) Select the Add Blog button.

To remove a blog:

- 1) Select the Delete button beside the blog you wish to remove.

Current Posts				
Title	Date	View	Edit	Delete
Arthur Kroeger - the passing of a dedicated public servant	2008-05-13 00:00:00			

To edit a blog:

- 1) Select the Edit button beside the blog you wish to edit.
- 2) Make the changes you require to the blog fields.

The screenshot shows the 'Edit Article' form with the following fields and values:

- Title:** Arthur Kroeger – the passing of a dedicated public servant
- Author:** Gabriel Sekaly
- Post Date:** May 15, 2008
- Allow Discussion:** ☒
- Excerpt:** We were saddened to hear to the passing of Arthur Kroeger on May 9, 2008.
- Blog Text:** Yesterday we received an e-mail from Alix Kroeger, informing us of the death of her father, Arthur Kroeger. For those involved in public administration in Canada and around the world, this news brings great sadness. Mr. Kroeger was a dedicated public servant, who served in many capacities. Among many memories, I remember him as my father's Deputy Minister at Transport Canada. He exemplified the best of public service in Canada, he was a legend and will be truly missed Below is the e-mail from his daughter, Alix.

An 'Update Blog' button is located at the bottom right of the form.

- 3) Select Update Blog button.

Advanced Blog features:

- 1) Select the Advanced button.
- 2) You will notice the option to change the Date Display Style:

The screenshot shows the 'Advanced Features' section with the 'Date Display Style' dropdown menu open, displaying the following options:

- May 15 2008 (selected)
- Date Display
- 05/15/2008
- 2008-05-15
- May 15 08
- May 15 2008
- May 2008


- 3) Select the Update button.

FAQ MODULE

The FAQ module makes it easy to post your customers' Frequently Asked Questions and your answers on your website. Once you have successfully added in the FAQ module (see section on adding a module), follow the following steps:

To add an FAQ:

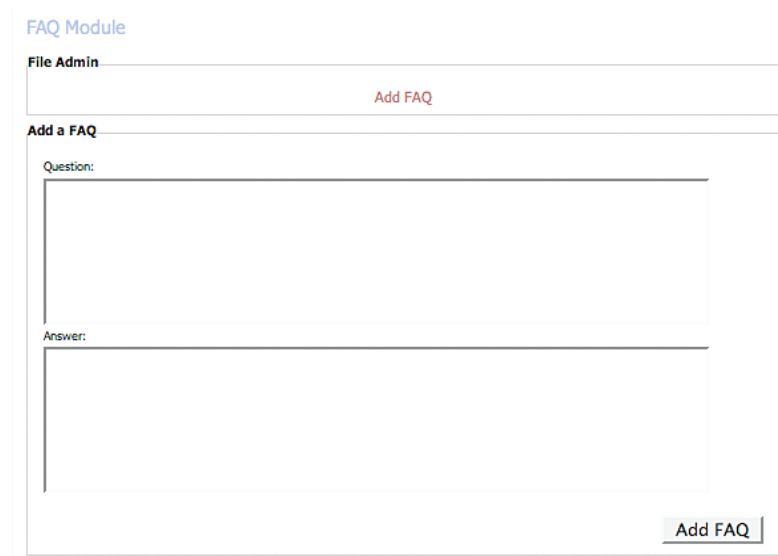
- 1) Select the Add FAQ button.



The screenshot shows the 'FAQ Module' interface. At the top, there is a 'File Admin' section with an 'Add FAQ' button. Below this is a 'Current List' section containing a table of existing questions and answers.

Question	Update Date	Edit	Delete
What is IPAC?	Aug 03, 2007		
When was it founded?	Aug 03, 2007		
What is IPAC's mandate?	Aug 03, 2007		
Are you focused just on Canada?	Aug 03, 2007		
Who can join IPAC?	Aug 03, 2007		
How can I join?	Aug 03, 2007		
What regional groups do you have?	Aug 03, 2007		
Where are you located?	Aug 03, 2007		
Are your publications available online?	Aug 03, 2007		
Can I buy reprints of your publications?	Aug 03, 2007		
Can I reproduce an IPAC publication in a published book.	Aug 03, 2007		
I'm new to the world of public service. What has IPAC got for me?	Aug 03, 2007		

- 2) Enter in your question and answer in the provided fields.



The screenshot shows the 'FAQ Module' interface with the 'Add a FAQ' form. The form has two text input fields: 'Question:' and 'Answer:'. Below the 'Answer:' field is an 'Add FAQ' button.

- 3) Select Add FAQ.

To remove an FAQ:





- 1) Select the Delete button beside the FAQ that you would like to remove.

FAQ Module

File Admin

Add FAQ

Current List

Question	Update Date	Edit	Delete
What is IPAC?	Aug 03, 2007		
When was it founded?	Aug 03, 2007		
What is IPAC's mandate?	Aug 03, 2007		
Are you focused just on Canada?	Aug 03, 2007		
Who can join IPAC?	Aug 03, 2007		
How can I join?	Aug 03, 2007		
What regional groups do you have?	Aug 03, 2007		
Where are you located?	Aug 03, 2007		
Are your publications available online?	Aug 03, 2007		
Can I buy reprints of your publications?	Aug 03, 2007		
Can I reproduce an IPAC publication in a published book.	Aug 03, 2007		
I'm new to the world of public service. What has IPAC got for me?	Aug 03, 2007		

To edit an FAQ:



















- 1) Select the Edit button beside the FAQ that you would like to change.

FAQ Module

File Admin

Add FAQ

Current List

Question	Update Date	Edit	Delete
What is IPAC?	Aug 03, 2007		
When was it founded?	Aug 03, 2007		
What is IPAC's mandate?	Aug 03, 2007		
Are you focused just on Canada?	Aug 03, 2007		
Who can join IPAC?	Aug 03, 2007		
How can I join?	Aug 03, 2007		
What regional groups do you have?	Aug 03, 2007		
Where are you located?	Aug 03, 2007		
Are your publications available online?	Aug 03, 2007		
Can I buy reprints of your publications?	Aug 03, 2007		
Can I reproduce an IPAC publication in a published book.	Aug 03, 2007		
I'm new to the world of public service. What has IPAC got for me?	Aug 03, 2007		

- 2) Enter in your new question and answer information.

3) Select Edit FAQ.

Update FAQ

Question:
How can I join?

Answer:
Visit our membership sign up page.

Edit FAQ

Changing the look and feel of your FAQ:

With the FAQ module, there are several stylizing options to choose from.

Advanced Options

Display Style: Pick A Style ▾ Divider: Box ▾ Question Font: Default Font ▾ Answer Font: Default Font ▾

1) *Display Styles:*

- Normal – take a client directly to the lower area of the site where the answer is when they click on a question.
- Scroll – scrolls down the page to take a client to the lower area of the site where the answer is when they click on a question.

2) *Divider:*

- HTML Rule – adds a full line between questions and answers.
- HTML Rule 50% – adds a half line between questions and answers.
- Box – adds a box around questions and answers.
- Custom – allows you to use HTML code to customize the look of the FAQ.

3) *Question Font:*

- Default – defaults your question to your standard font colour and style, per your overall pre-designed look and feel of your website.
- Other – changes your question to whatever colour is specified in the list.

4) *Answer Font:*

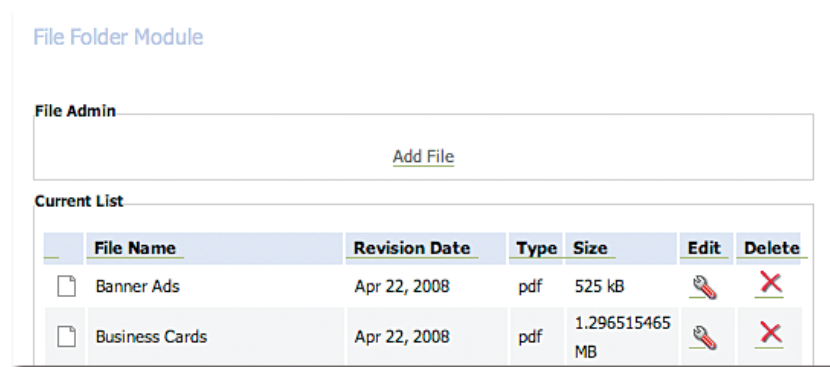
- Default – defaults your answer to your standard font colour and style, per your overall pre-designed look and feel of your website.
- Other – changes your answer to whatever colour is specified in the list.

FILE FOLDER MODULE







Adding files to your website for your clients to upload and view has never been easier with the LEAP™ File Folder Module. Once you have successfully added the File Folder module (see section on adding a module), follow the following steps:

To add a file to your website:

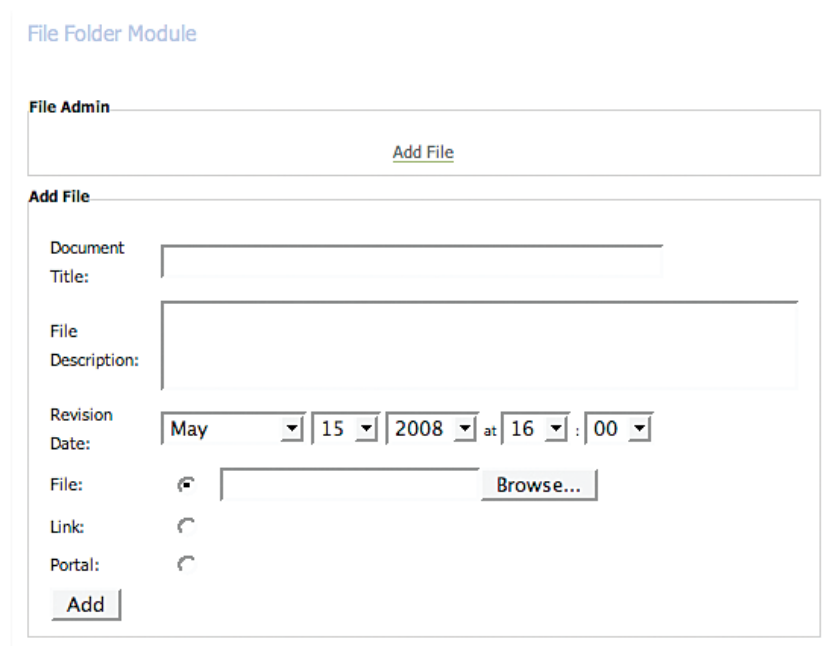
- 1) Select Add File.



The screenshot shows the 'File Folder Module' interface. At the top, there is a 'File Admin' section with an 'Add File' button. Below this is the 'Current List' section, which contains a table with the following data:

	File Name	Revision Date	Type	Size	Edit	Delete
	Banner Ads	Apr 22, 2008	pdf	525 kB		
	Business Cards	Apr 22, 2008	pdf	1.296515465 MB		

- 2) Enter in your Document Title, File Description and Date.



The screenshot shows the 'File Folder Module' interface with the 'Add File' form. The form includes the following fields and controls:







- Document Title:** A text input field.
- File Description:** A text input field.
- Revision Date:** A date picker showing 'May 15, 2008 at 16:00'.
- File:** A text input field with a 'Browse...' button.
- Link:** A text input field with a circular arrow icon.
- Portal:** A text input field with a circular arrow icon.
- Add:** A button at the bottom left of the form.

- 3) You can either :
 - a. Browse for the file you wish to upload on your computer
 - b. Create a link to another page on your website OR an external website
 - c. Create a link/portal to other File Folder modules on your site
- 4) Select the Add button.

To remove a file from your website:

- 1) Select the Delete button beside the file that you wish to remove from your site.







Current List

	File Name	Revision Date	Type	Size	Edit	Delete
	Banner Ads	Apr 22, 2008	pdf	525 kB		
	Business Cards	Apr 22, 2008	pdf	1.296515465 MB		

To edit a file on your website:

- 1) Select the Edit button beside the file that you wish to change on your site.

Current List

	File Name	Revision Date	Type	Size	Edit	Delete
	Banner Ads	Apr 22, 2008	pdf	525 kB		
	Business Cards	Apr 22, 2008	pdf	1.296515465 MB		

- 2) Correct the information/options that you would like to change in the file.

File Folder Module

File Admin

[Add File](#)

Edit File

Document Title:

File Description:

Revision Date: at

(New) File: [Browse...](#)

Link:

Portal:

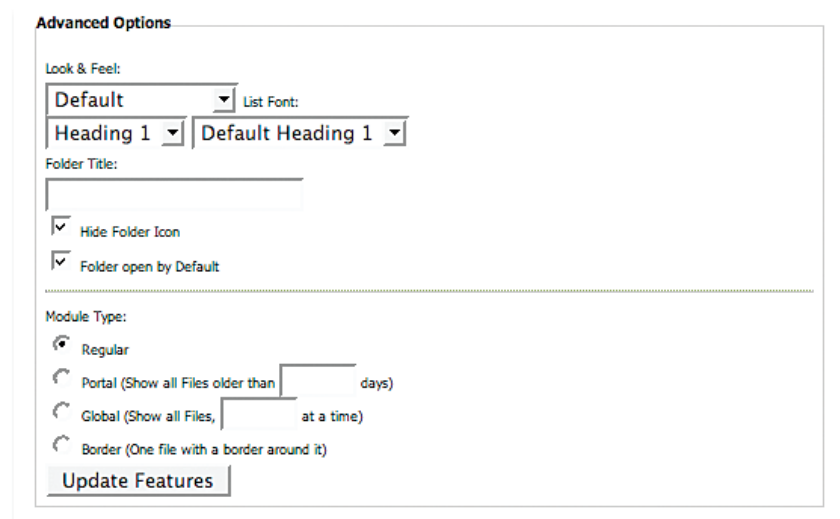
[Update](#)

- 3) Select Update.

There are several options in the File Folder module for customizing the look and functionality of the module.

FILE FOLDER MODULE *cont'd*

- 1) Select the Advanced option in the File Folder module.
- 2) The following options for customization are available:
 - a. Look and Feel: has the options of either Default (per your overall look and feel of your web site) OR other colour combinations that have been created.
 - b. Headings: different headings levels with their associated colours and fonts, per your predefined selections.
 - c. Folder Title: add in a title for your folder.
 - d. Hide Folder Icon
 - e. Folder Open by Default



The screenshot shows the 'Advanced Options' panel. It contains the following elements:

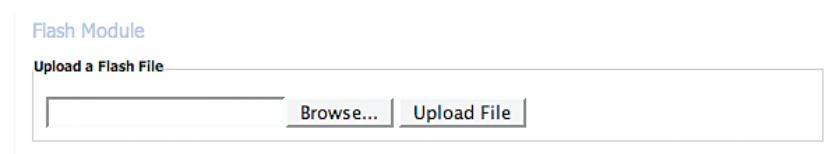
- Look & Feel:** A dropdown menu set to 'Default'.
- List Font:** Two dropdown menus, both set to 'Heading 1'.
- Folder Title:** A text input field.
- Hide Folder Icon:** A checked checkbox.
- Folder open by Default:** A checked checkbox.
- Module Type:** Four radio button options: 'Regular' (selected), 'Portal (Show all Files older than [] days)', 'Global (Show all Files, [] at a time)', and 'Border (One file with a border around it)'.
- Update Features:** A button at the bottom.

FLASH MODULE

Using the FLASH module, you can quickly upload a FLASH file into your website. After you have successfully added the FLASH module to your site (see instructions on adding a module to your site), follow the following steps:

To add a Flash file to your website:

- 1) Click Browse and locate the Flash file where it is saved on your computer.



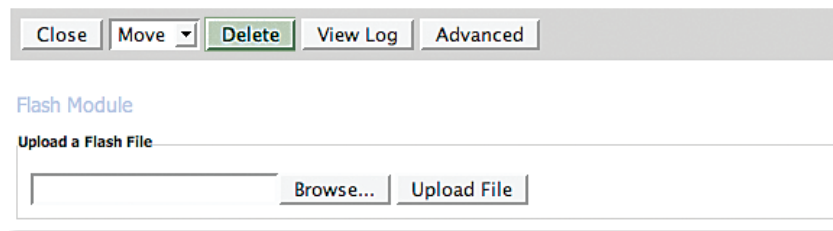
The screenshot shows the 'Flash Module' interface. It includes the title 'Flash Module' and the instruction 'Upload a Flash File'. Below this is a text input field for the file path, followed by a 'Browse...' button and an 'Upload File' button.

FLASH MODULE *cont'd*

- 2) Click Upload File.

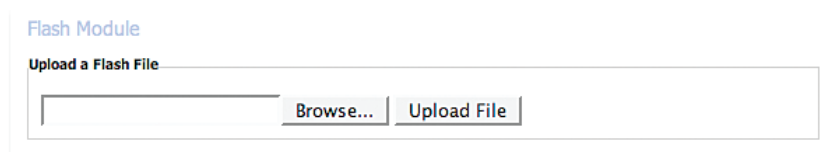
To remove a Flash file from your website:

- 1) Select the Delete button to remove the entire module.



To edit the file that is on your website:

- 1) Click Browse and locate the new Flash file where it is saved on your computer.



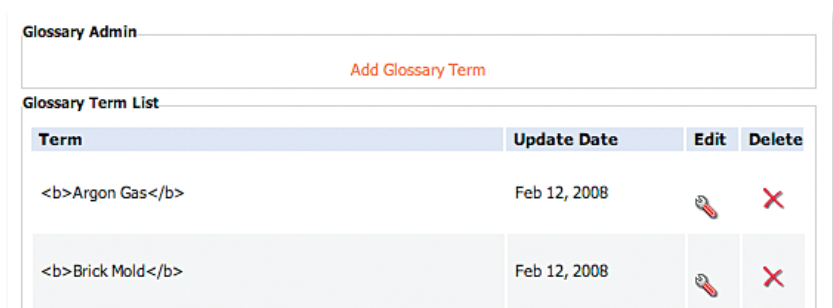
- 2) Click Upload File.

GLOSSARY MODULE

The Glossary module allows you to quickly and easily add glossary words and their definitions to your website. Once you have successfully added in the Glossary module (see section on adding in a module), follow these easy steps:

To add a glossary term:

- 1) Select Add Glossary Term.



GLOSSARY MODULE *cont'd*

- 2) Enter your Term and its corresponding definition.

The screenshot shows a web form titled "Glossary Admin". At the top, there is a button labeled "Add Glossary Term". Below this, the "Update Glossary Term" section contains two text input fields: "Term:" and "Definition:". At the bottom right of this section is a button labeled "Update Glossary Term".

- 3) Select Add Glossary Term.

To remove a glossary term:

- 1) Select the Delete button beside the term you would like to remove

The screenshot shows the "Glossary Admin" form with the "Glossary Term List" table. The table has four columns: "Term", "Update Date", "Edit", and "Delete". It contains two rows of data.

Term	Update Date	Edit	Delete
Argon Gas	Feb 12, 2008		
Brick Mold	Feb 12, 2008		

To edit a glossary term:

- 1) Select the Edit button beside the glossary term you wish to change.
- 2) Make your revisions to the glossary term and definition you wish to change.

The screenshot shows the "Glossary Admin" form with the "Glossary Term List" table. The table has four columns: "Term", "Update Date", "Edit", and "Delete". It contains two rows of data.

Term	Update Date	Edit	Delete
Argon Gas	Feb 12, 2008		
Brick Mold	Feb 12, 2008		

- 3) Select Update Glossary Term.

Glossary Admin

[Add Glossary Term](#)

Update Glossary Term

Term:

Definition:

To modify the appearance of the glossary term module:

- 1) Select the Advanced button on the Glossary module.

Glossary Module

Glossary Admin

[Add Glossary Term](#)

Glossary Term List

Term	Update Date	Edit	Delete
Argon Gas	Feb 12, 2008		

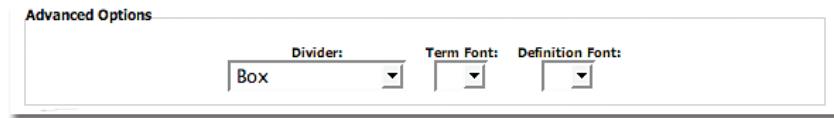
- 2) You will notice the following options:
 - a. *Divider*: Changes the style of divider that separates the terms, i.e.;
 - i. Box – separates definitions by outlining each with a box
 - ii. None – does not put anything to separates definitions
 - iii. HTML Rule – separates definitions by a line
 - iv. HTML Rule 50% – separates definitions by a half line
 - v. Custom – allows you to use HTML code to custom separates definitions
 - b. Term Font: allows you to change the font style that your terms are displayed in.

Divider:

- Box
- None
- HTML Rule
- HTML Rule 50%
- Box
- Custom

GLOSSARY MODULE *cont'd*

- c. Definition Font: allows you to change the font styles that your definitions are displayed in.



The screenshot shows a window titled "Advanced Options". Inside, there are three dropdown menus. The first is labeled "Divider:" and has "Box" selected. The second is labeled "Term Font:" and the third is labeled "Definition Font:". Both the second and third dropdowns have a small downward arrow icon next to them, indicating they are currently set to a default or empty option.

HTML MODULE

The HTML module allows you to add content and make changes to your website, using HTML code. **NOTE:** Treefrog recommends that clients NOT use this module, unless they are fluent in HTML programming.

The module works by providing a text box which enables you to type code directly into it.

LOGIN MODULE

The Login module, in conjunction with other LEAP™ modules, allows you to create a client/customer login to secured sections of your website. **NOTE:** Treefrog recommends that clients NOT use this module. Should you, require a secured section to your website with login capability, please contact our office so that we can assist you in its set-up.

PHOTO MODULE

The Photo module allows you to quickly and easily add, remove, edit and resize your photos on your website. Once you have successfully added the Photo module to your site (please see instruction on adding a module), follow these easy steps:

NOTE: You require one Photo module insertion for each image you would like to place on your site.

To add a photo to your site:

- 1) Select the Browse button and locate the image on your computer that you wish to add to your site.




Image Module

The Image

Upload an Image

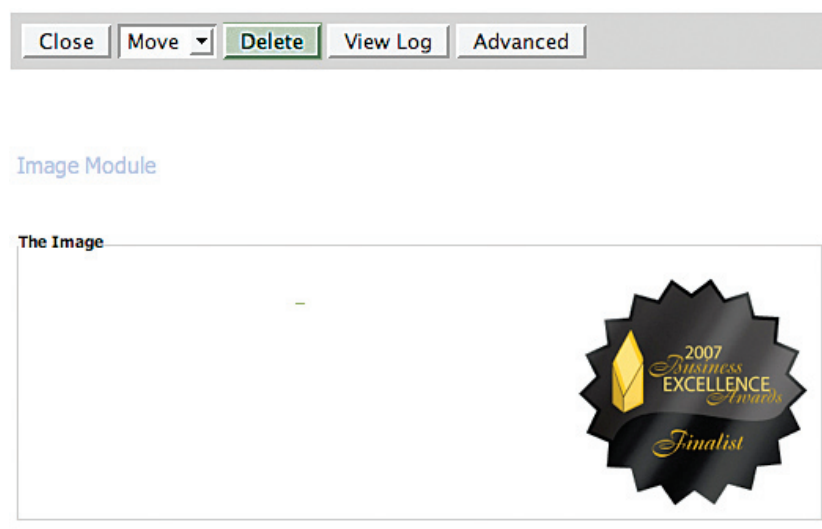
☐ Replace old image if it has the same name

☒ Resize to web size - H W

- 2) Select the Upload File button. The image is now on your site.

To remove a photo from your site:

- 1) Select the Delete button on the picture module that contains the picture you wish to remove from your site.



Close Move Delete View Log Advanced

Image Module

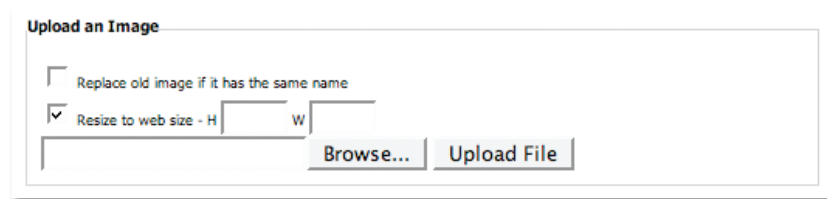
The Image

To replace the photo that is displayed on your site:

- 1) Select the Browse button and locate the new image on your computer that you wish to add to your site to replace the old one.
- 2) Select Upload File.

To resize the photo on your site:

- 1) Select the Resize To Website box.



- 2) Enter in the Height and Width that you would like your image size to be (in pixels).
- 3) Select Upload File.

Advanced Photo Module Features

- 1) Select the Advanced button the Photo module.
- 2) You will notice the following options:
 - a. **Align** – your image Top, Bottom or Middle of the text alongside your image.
 - b. **Float** – you image Right, Centre or Left of the text alongside your image.
 - c. **Height** – allows you to enter in a new Height amount for your image (by pixel).
 - d. **Width** – allows you to enter in a new Width amount for your image (by pixel).
 - e. **H Space** – allows you to add space/padding on the left and right hand side of your image so that text/other images do not come to close to it.
 - f. **V Space** – allows you to add space/padding on the top and bottom of your image so that text/other images do not come to close to it.
 - g. **Border** – puts a border around your image with the thickness of it being specified by the number of pixels.
 - h. **Title** – puts a border around your image with the thickness of it being specified by the number of pixels you enter.
 - i. **Link** – adds a link to the image so that, when clicked, it leads to another page on your website OR an external site.
 - j. **Alt Text** – adds an Alt tag to your image or name. Great for SEO!

PHOTO MODULE *cont'd*

Advanced HTML Features

Align:	Float:	Height:	Width:	H-Space:	V-Space:	Border:
Bottom ▾	Right ▾	150		0	0	0

Title:

2007 Business Excellence Awards

Link (when clicked): ☐ Open in new window

2007BusinessExcellenceAwards

Alt Text:

2007 Business Excellence Awards

Approve

PODCAST MODULE

A Treefrog favorite, the Podcast module allows you to add music to your site for people to listen to and download. Once you have successfully added the Podcast module to your site (please see instruction on adding a module), follow these easy steps:

To add a song to your site:

- 1) Select the Add Show button.

PodCast Module

PodCast Admin

Add Show (MP3)

- 2) Enter in your song Title (mandatory), Contributor/Speaker/Artist, a Description of the song, Duration and Revision Date (optional).

Add Show

Title:

Contributor/Speaker/Artist:

Description:

Duration:

Revision Date: May ▾ 21 ▾ 2008 ▾ at 06 ▾ : 33 ▾


MP3 File: **Browse...**

Add Podcast Show

- 3) Browse for the MP3 File you wish to add to your site on your computer.
- 4) Select the Add Podcast Show Button. The song will now be added to your site.







To remove a song from your site:

- 1) Select the Delete button beside the song that you wish to delete.

Current Show List				
Show Name	Contributor	Size	Edit	Delete
Hearing Loss	Dr. D. Bell	6 MB		
Stress Incontinence	Dr. Kaye	3 MB		

Using the Podcast Module:

- 1) Info: Allows you to view the additional information that you have entered about your song (i.e. duration, Artist, etc.).
- 2) File: Allows you to download the song to your computer.
- 3) Play: Allows you to play the song right from the website.

Show title	Contributor	Date	INFO	FILE	PLAY
Treatments for Bipolar Disorder	Dr. Ryder	Wed, 07 Jun 2006 12:35:00 -0700			
Head Injuries	Dr. O'Neil	Wed, 07 Jun 2006 12:34:00 -0700			

Advanced Podcast Features:

- 1) Category – Allows you to insert songs into category types that you create.
NOTE: You must add in a separate Podcast module for each category type you wish to insert.
- 2) Module Type – Allows you to change the display of the module and how it displays its contents.
 - a. Regular – Displays the module as shown above with Info, File and Play options.
 - b. Portal – Displays all files that are older than a specified number of days (for archiving).
 - c. Global – Shows all files under a specified time.
- 3) Select Update Features.

POLLS MODULE

The Polls module allows you to create polls for your visitors. The Polls module must be installed by Treefrog. Please contact our office to create a poll for your website.

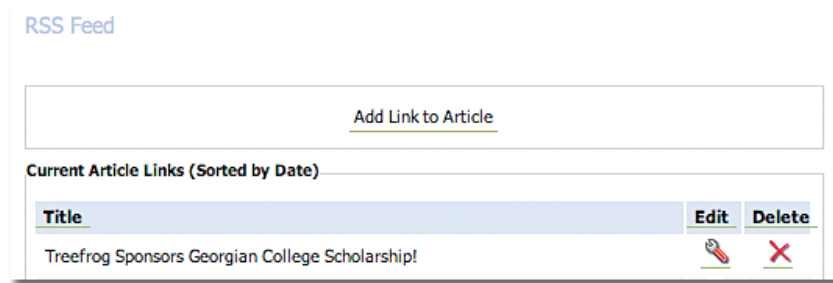
**May be subject to additional charges.*

RSS MODULE

The RSS module allows you to create a simple news feed on your website. Once you have successfully installed the RSS module (see instructions on adding a module), follow these easy steps:

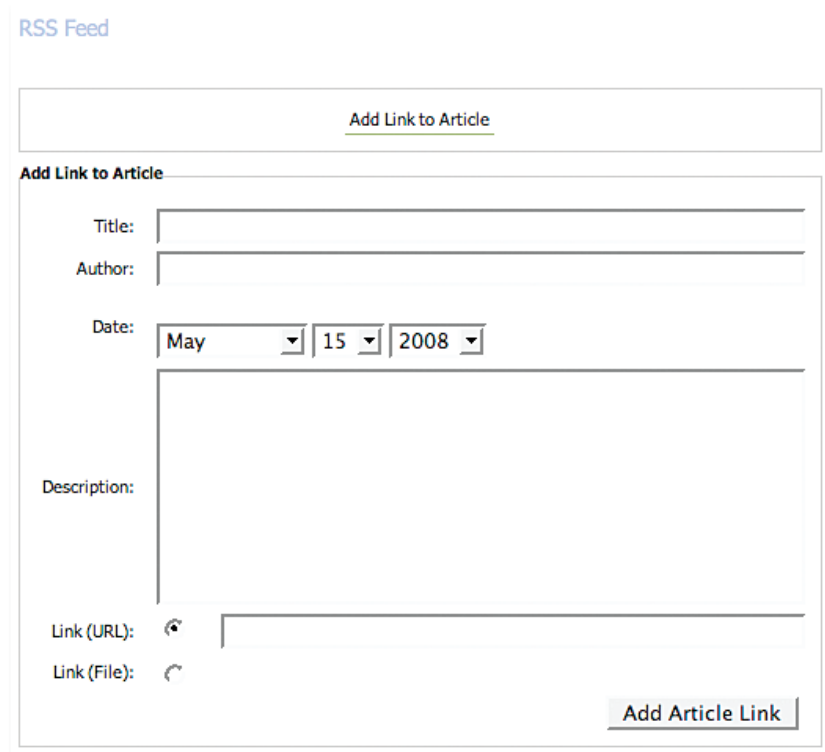
To add an RSS feed to your site:

- 1) Select the Add Link to Article button.



The screenshot shows the 'RSS Feed' management interface. At the top, there is a button labeled 'Add Link to Article'. Below this, a section titled 'Current Article Links (Sorted by Date)' contains a table with two columns: 'Title' and 'Edit Delete'. The table lists one entry: 'Treefrog Sponsors Georgian College Scholarship!'. The 'Edit' column contains a pencil icon, and the 'Delete' column contains a red 'X' icon.

- 2) Enter in your article Title, Author, Date, Description and Link to another website (optional).







The screenshot shows the 'RSS Feed' management interface with the 'Add Link to Article' form. The form includes fields for 'Title:', 'Author:', 'Date:', 'Description:', and 'Link (URL):'. The 'Date' field is a date picker showing 'May 15 2008'. The 'Link (URL):' field has a magnifying glass icon. There is also a 'Link (File):' field with a folder icon. At the bottom right, there is a button labeled 'Add Article Link'.

- 3) Select Add Article Link.





To remove an RSS feed from your site:

- 1) Select the Delete button beside the article RSS feed you wish to remove.

Current Article Links (Sorted by Date)		
Title	Edit	Delete
Treefrog Sponsors Georgian College Scholarship!		
Treefrog Participates In The Yahoo! Tradeshow		

To edit an existing RSS feed on your site:

- 1) Select the Edit button beside the RSS feed you wish to edit.

Current Article Links (Sorted by Date)		
Title	Edit	Delete
Treefrog Sponsors Georgian College Scholarship!		
Treefrog Participates In The Yahoo! Tradeshow		

- 2) Edit the information you wish to change about the RSS feed article.

RSS Feed

[Add Link to Article](#)

Edit Article

Title:

Treefrog Participates In The Yahoo! Tradeshow

Author:


Date:

2008 Apr 14


Brief Description:

Treefrog is delighted to be participating in today's Yahoo! Canada & the Canadian Association of Professional Speakers (CAPS) event. They have partnered up to offer a unique day showcasing Yahoo! products and services and how 550 Toronto CAPS members can benefit from them to market their businesses online. Treefrog will be there, promoting our website and graphic design services.

Link (URL):



Link (File):



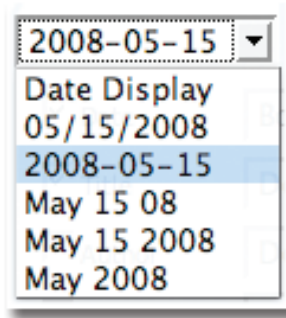
Update

- 3) Select the Update button.

Advanced RSS features:

There are several advanced features in the RSS module.

- 1) Select the Advanced button on the RSS module.
- 2) The following options are available for selection:
 - a. Display Date Style – has several selections for the format in which you display the date.



- b. Content Display – allows you to choose the fields that are displayed in your articles.
 - i. Date – select the format in which you would like the Date to be displayed as chosen in a. above.
 - ii. Title – select if you would like the Title of your article to be displayed.
 - iii. Author – select if you would like the Author of your article to be displayed.
 - iv. Description – select if you would like the Description of your article to be displayed.

RSS Feed

[Add Link to Article](#)

Advanced Features

Date Display Style:

☒ Date (☐ Link)

☒ Title (☐ Link)

Content Display:

☐ Author (☐ Link)

☒ Description

Sort Field:

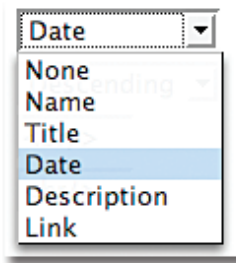
Sort Order:

Article Content Separator:

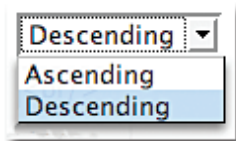
Article Separator:

RSS MODULE *cont'd*

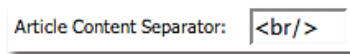
- 3) Sort Field: select how you would like your articles sorted:



- 4) Sort Order: select the order in which you would like your articles to be displayed:



- 5) Article Content Separator: enter in the HTML code for the separator that you wish to have between your Article Headings and Content. **NOTE:** `
` is the code for a space or “break.”



- 6) Article Separator: enter in the HTML code for the separator that you wish to have between your Articles. **NOTE:** `
` is the code for a space or “break.”



SITE MAP MODULE

The Site Map module allows you to add a site map to your website to allow viewers easy navigation around your site. Once you have successfully added the Site Map module to your site (see instruction on adding a module), follow these easy steps:

- 1) Choose the menu that you would like your Site Map to outline. **NOTE:** Normally you would select your main or primary menu.

SITE MAP MODULE *cont'd*

Site Map

Pick the menu you would like to display as a site map.

- ☐ Intranet Menu
- ☐ Primary Menu
- ☐ Webmaster Menu
- ☐ Services Menu
- ☐ About Us Menu
- ☐ Portfolio Menu
- ☐ Contact Menu
- ☒ Treefrog
- ☐ Treefrog TopNav
- ☐ Example Menu

- 2) Select the format in which you wish to display your site map:
 - a. Pretty – puts grey boxes around the site map
 - b. Normal – creates the site map as a bulleted list

Site Map Module

☒ Pretty


☐ Normal

LINKS MODULE

The Links module allows you create a list of linked text in your site. Once you have successfully added the Links module to your site (see instructions on adding a module), follow these instructions:

To add a link to your site:

- 1) Select the Add Link button.









Close Move  Delete View Log Advanced

Links Module

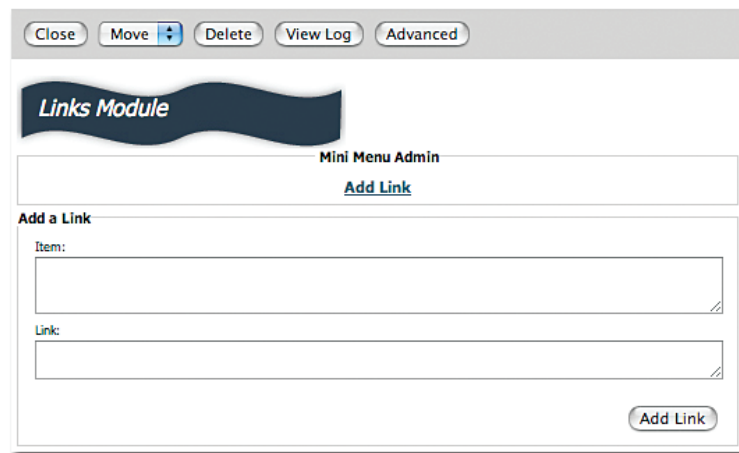
Mini Menu Admin

[Add Link](#)

Links

List Item	Update Date	Edit	Delete
Display Outfits	Jan 25, 2008		
Flagpoles	Jan 25, 2008		
Floor Stands and Desktop Bases	Jan 25, 2008		
Ornaments	Jan 25, 2008		

- 2) Under the Item field, enter the item or text on which you wish to create a link.
- 3) Under the Link field, enter the link to the other page on your site or external site to which you wish to go.



The screenshot shows the 'Links Module' interface with a top bar containing buttons: Close, Move (with a double arrow icon), Delete, View Log, and Advanced. Below the title bar, there's a 'Mini Menu Admin' section with an 'Add Link' button. The main area is titled 'Add a Link' and contains two text input fields: 'Item:' and 'Link:'. An 'Add Link' button is located at the bottom right of the form.



- 4) Select the Add Link button.

To remove a link from your site:

- 1) Select the Delete button beside the link that you wish to remove.



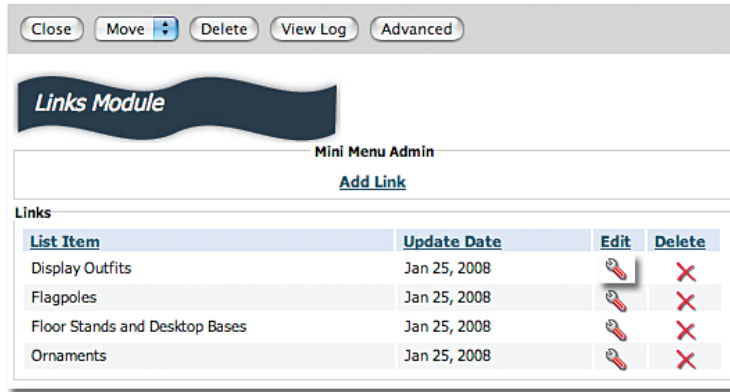
The screenshot shows the 'Links Module' interface with a top bar containing buttons: Close, Move (with a double arrow icon), Delete, View Log, and Advanced. Below the title bar, there's a 'Mini Menu Admin' section with an 'Add Link' button. The main area is titled 'Links' and contains a table with the following data:

List Item	Update Date	Edit	Delete
Display Outfits	Jan 25, 2008		
Flagpoles	Jan 25, 2008		
Floor Stands and Desktop Bases	Jan 25, 2008		
Ornaments	Jan 25, 2008		

LINKS MODULE *cont'd*

To adjust a link in your site:

- 1) Select the Edit button beside the link that you wish to change.



- 2) Make revisions to the text and link as you require.



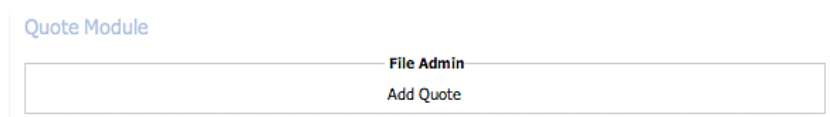
- 3) Select the Update Link button.

QUOTES MODULE

Using the Quotes module makes it easy to format the look and feel and collect multiple quotes on your website. Once you have successfully added the Quotes module (see section on adding a module), follow the following steps:

To add a testimonial:

- 1) Select the Add Quote button.



QUOTES MODULE *cont'd*

- 2) Enter the Quote and Author.

The screenshot shows the 'Quote Module' interface. At the top, there is a header bar with 'File Admin' and 'Add Quote' buttons. Below this is a section titled 'Add a Quote'. It contains two text input fields: 'Quote:' and 'Author:'. At the bottom right of the form is an 'Add Quote' button.

- 3) Select the Add Quote button.

To remove a quote:

- 2) Select the Delete button beside the quote that you would like to remove.

The screenshot shows the 'Quote Module' interface with the 'Current List' table. The table has four columns: 'Quote', 'Update Date', 'Edit', and 'Delete'. The first row contains the quote 'IPAC is a meeting place for ideas, and for people with ideas.', the date 'May 16, 2008', an 'Edit' button (pencil icon), and a 'Delete' button (red X icon).

To edit a quote:

- 4) Select the Edit button beside the quote that you would like to change.

This screenshot is identical to the previous one, showing the 'Quote Module' interface with the 'Current List' table. The 'Edit' button (pencil icon) for the first quote is highlighted with a red border.

- 5) Make your changes to the content of the quote.
- 6) Select Edit Quote button.

Advanced Quotes Module Features:

- 1) Select the Advanced button on the Quote Module.

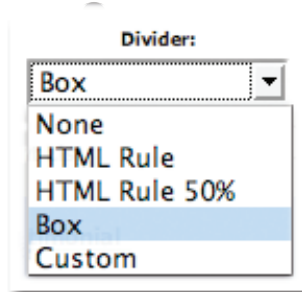
The screenshot shows a row of five buttons: 'Close', 'Move' (with a dropdown arrow), 'Delete', 'View Log', and 'Advanced' (highlighted with a green border).

- 2) You will notice the following advanced features:

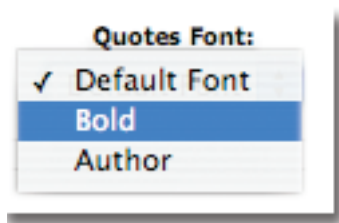


The image shows a panel titled "Advanced Options" with three dropdown menus. The first menu is labeled "Divider:" and has "None" selected. The second menu is labeled "Quotes Font:" and has "Bold" selected. The third menu is labeled "Author Font:" and has "Author" selected.

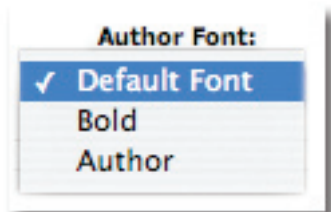
- a. Divider – Choose between:
 - i. HTML Rule – adds a line between quotes.
 - ii. HTML Rule 50% – adds a partial line between quotes.
 - iii. Box – adds a box around quotes.
 - iv. Custom – customize the look and feel of the quotes using HTML.



- b. Quotes Font – you will have to options to use:
 - i. Default – uses the font and colour styles, as per the overall look and feel embedded into the skin of your website.
 - ii. Bold – makes the quote font Bold.
 - iii. Author – makes the quote font the set Author format (i.e. italicized).



- c. Author Font – you will have to options to use:
 - i. Default – uses the font and colour styles, as per the overall look and feel embedded into the skin of your website.
 - ii. Bold – makes the author font Bold.
 - iii. Author – makes the author font the set Author format (i.e. italicized).



6 CHAPTER

Administration Modules

*...making changes
to your
website has never
been easier*



Treefrog Interactive Inc. "...has your nephew finished your website?"

Version 2.1

LEAP™ ADMINISTRATION MODULES

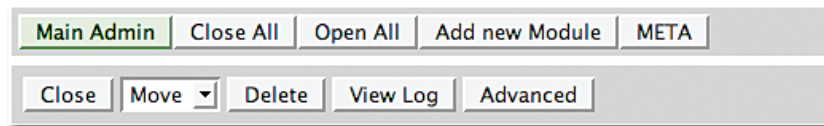
The Administration modules are designed to help you manage your website from a central menu. Changes made in these modules generally are applied to the entire website, whereas the Content modules in the next chapter allow you to make local changes to specific pages. The modules available in this section are as follows:

Module	Function
Pages	Allows the administrator to manage all of the pages of a website, including deleting, renaming and grouping pages.
Font Styles	Allows the administrator to alter the text styles (i.e. font, size, colour etc.). Changes made here are reflected throughout the entire website.
Components	Allows the administrator some control over static elements in the website which appear on every page (such as copyright notices).
Menus	Allows the administrator to add menus to aid in the construction of a site map.
Templates	Treefrog uses templates to facilitate the creation of a large number of pages on a website.
Domains	Lists all of the domain names and domain name variations of a website.
Search Engines	Used to increase search engine optimization. Also can be done in the META tool.
Security	Allows the administrator to set security features such as the LEAP™ key word for LEAPing in and out, the ability to block certain IP addresses, and the ability to control the number of failed login attempts permitted.
Administrator Management	Allows the administrator to control who has access to LEAP™ within their company or organization.
Administrator Management	Allows the administrator to control the level of access each authorized person has to LEAP's administration and content modules.
Trusted Users Groups	Allows the administrator to control the login and password functions for restricted sections of the website.
Modules	Treefrog uses this to add new modules to a website as they are developed.
Skins	Allows the administrator to make some changes to the website's skin.

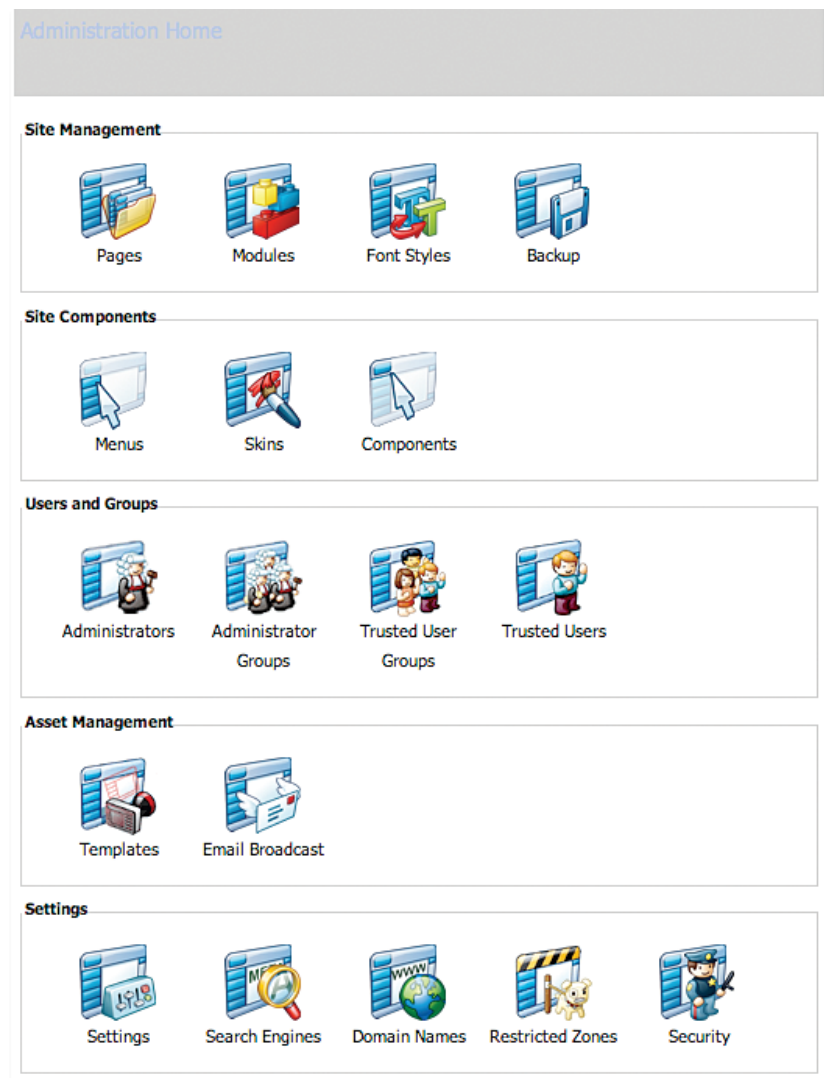
ACCESSING THE ADMINISTRATION MODULES

To access the Administration Modules:

- 1) Log into the LEAP™ side of your website (see instruction for LEAPing in).
- 2) Select the Main Admin button.



- 3) You will see a list of Administration Modules as listed in the chart on the previous page. A more detailed description of each of these modules follows.

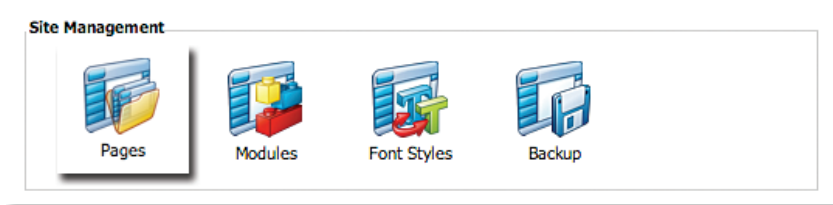


PAGES MODULE

The Pages module is where all of the pages on your website are listed. This is where you can edit, delete or rename pages on your website. **CAUTION:** Once a page and its contents are deleted, *there is no option to retrieve it*. So make sure you really want it deleted before you select the delete option! Also, the error.lasso page is the main link to your website. Be very careful not to delete this page as it will leave your website without a homepage.

If at any time you would like to remove a page from your website:

- 1) In the Main Admin section, select Pages.



- 2) Select the Delete button beside the page name that you wish to delete. **CAUTION:** Once a page and its contents are deleted, *there is no option to retrieve it*. So make sure you really want to remove it before you select the delete option!

Page Manager

From here you can administrate and manage all of the pages on your site, giving you the ability to delete or change the name of existing pages. You can also view integrated statistics, change the skin or create groups of pages for simplicity of administration.

New Pages are automatically added to the Default Page Group.

Page Admin

[Add Page Group](#) : [Site](#) : [Workflow](#)
[Restricted Areas](#) : [Skins](#) : [Fonts](#) : [Statistics](#)

Site

dev.treefrog.ca

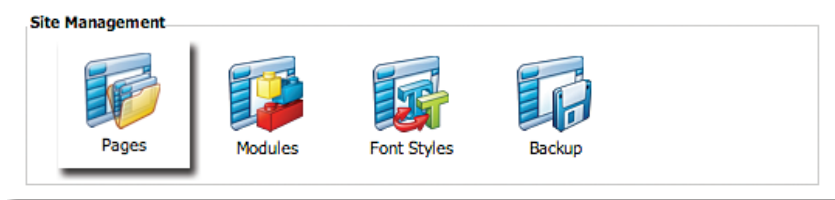
Page Listing: Default (Default)

[Search](#) [Find All](#)

	Page Name	Updated Date	Edit	Delete
	Intranet	Jan 03, 2007		
	leap	Jun 27, 2006		
	AccountingDocs	Jun 23, 2006		
	ServerSetup	Feb 14, 2007		
	home	Jul 13, 2006		
	TicketAdmin	Jul 27, 2005		

If at any time you would like to rename a page on your website:

- 1) In the Main Admin page, select Pages.



- 2) Select the Edit button beside the page name that you wish to edit.

Page Manager

From here you can administrate and manage all of the pages on your site, giving you the ability to delete or change the name of existing pages. You can also view integrated statistics, change the skin or create groups of pages for simplicity of administration.

New Pages are automatically added to the Default Page Group.

Page Admin

[Add Page Group](#) : [Site](#) : [Workflow](#)
[Restricted Areas](#) : [Skins](#) : [Fonts](#) : [Statistics](#)

Site

dev.treefrog.ca

Page Listing: Default (Default)

Search Find All

	Page Name	Updated Date	Edit	Delete
🔒	Intranet	Jan 03, 2007		
🔗	leap	Jun 27, 2006		
🔗	AccountingDocs	Jun 23, 2006		
🔗	ServerSetup	Feb 14, 2007		
🔗	home	Jul 13, 2006		
🔗	TicketAdmin	Jul 27, 2005		

- 3) Under the Edit Page Name Section, type in the new name you wish to call your page.

Edit Page Name

You can edit the Page Group name here to facilitate managing the Page groups through the system.

home

- 4) Select the Change Page Name button.

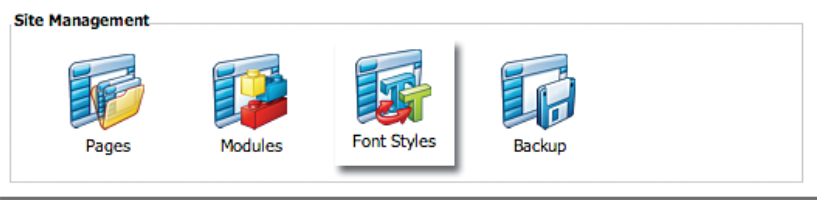
NOTE: Page names can also be changed in the META function. Please refer to the section about META for further information.

FONT STYLES MODULE

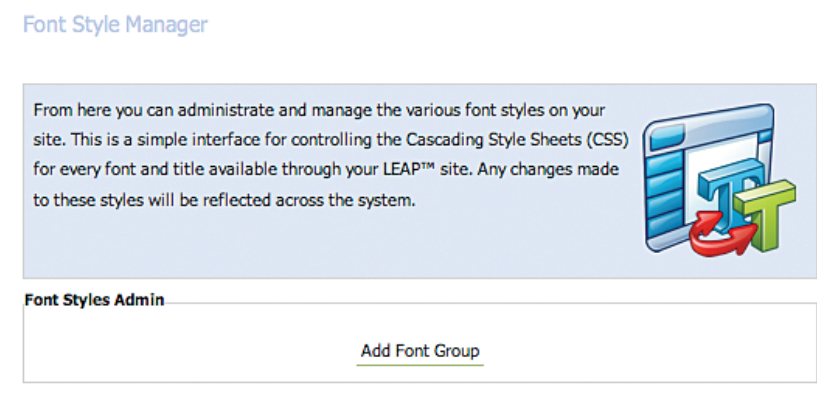
In the Font Styles module you can make changes to fonts which will be reflected throughout the website. Treefrog recommends that you refrain from major variations in order to preserve the “look and feel” of your website and to maintain a sense of continuity.

If at any time you would like to create a new Font Group:

- 1) In the Main Admin page, select Font Styles.



- 2) Select the Add Font Group button.
- 3) Create a name for the font group and select Add New Font Group.



If at any time you would like to create a new Font Style:

- 1) In the Main Admin page, select Font Styles.



FONT STYLES MODULE *cont'd*

- 2) Select the Paragraph or Heading in the drop down menu where you would like to add the new Font Style.

Add Font Group

Creating a font group will allow you to assign a specific set of fonts to a specific set of pages or for a specific skin. This can help you manage the various fonts on your site.

Font Groups

Font Group Name	Creation Date	Default	Change	Edit	Delete
Default Font Group	Dec 05, 2006				
Test Fonts	May 15, 2008				

Change Font Group: Test Fonts

Style	Default	Edit	Delete
Paragraph			
Heading 1			
Heading 2			
Heading 3			
Heading 4			
Heading 5			
Heading 6			

Example text

- 3) Create a name for the new Font Style and specify the font, size, colour etc. and select Add New Style.

If at any time you would like to edit a Font Style:







- 1) In the Main Admin page, select Font Styles.

Site Management

Pages Modules Font Styles Backup

FONT STYLES MODULE *cont'd*

- 2) Select the Edit icon next to the font you wish to edit, make the desired changes and select Update Style.

<u>h1</u>	<u>Style</u>	<u>Default</u>	<u>Edit</u>	<u>Delete</u>
<u>Default Heading 1</u>	Example text			
<u>h2</u>	<u>Style</u>	<u>Default</u>	<u>Edit</u>	<u>Delete</u>
<u>Default Heading 2</u>	Example text			
<u>h3</u>	<u>Style</u>	<u>Default</u>	<u>Edit</u>	<u>Delete</u>
<u>Default Heading 3</u>	example text			

If at any time you would like to delete a Font Style:

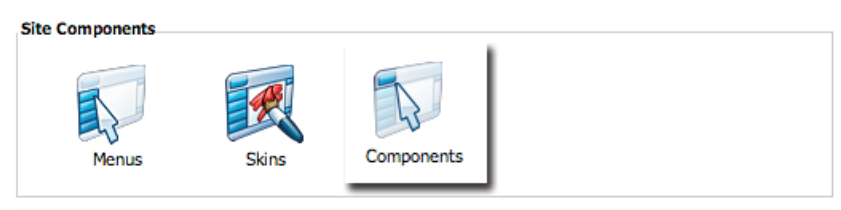
- 1) In the Main Admin section, select Font Styles.
- 2) Select the Delete icon next to the font style you wish to remove.

COMPONENTS MODULE

The Components module allows you to make changes to some of the more fixed information embedded in the skin of your website which appears on every page, such as copyright notices. When changes are made in the Components module, they are reflected on every page of your website. Because this works with the skin of your website and requires HTML coding, you may require assistance from Treefrog. If at any time you require assistance with the components on your website, please contact our office. *Charges may apply.

To add a component:

- 1) In the Main Admin page, select Components.



COMPONENTS MODULE *cont'd*

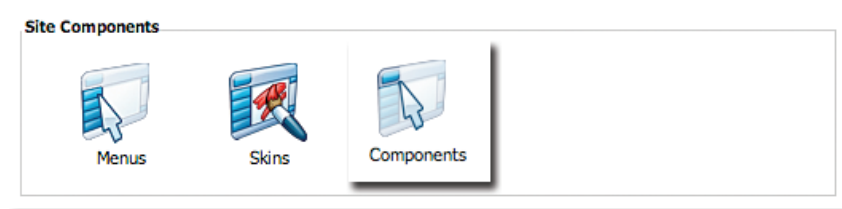
- 2) Create a Component Name and add the Component Code required.

The screenshot shows the 'Components Admin' interface. At the top, there is a header 'Components Admin' and a link 'Add Component'. Below this is a section titled 'Add Component' with a blue informational bar stating: 'This module allows you to add HTML components as part of your site.' Underneath, there are two input fields: 'Component Name' and 'Component Code'. At the bottom of the form is a button labeled 'Add a new Site Component'.

- 3) Select Add a new Site Component.

To edit a component:

- 1) In the Main Admin page, select Components.



- 2) Select the Edit icon and add the text and code required and select Change Component.

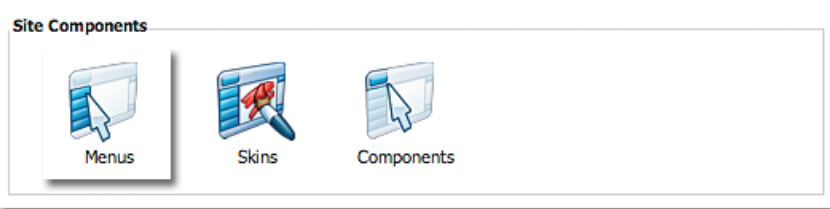
The screenshot shows the 'Components Admin' interface. At the top, there is a header 'Components Admin' and a link 'Add Component'. Below this is a section titled 'Components' containing a table. The table has two columns: 'Component Name' and 'Edit Delete'. The first row in the table is 'Events', and the 'Edit' and 'Delete' buttons are visible next to it.

MENUS MODULE

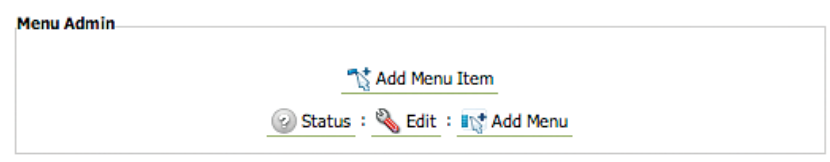
The Menu module gives you the freedom to make changes to the menus on your website, allowing you to create new menus or sub-menu items as needed. This is helpful in creating and maintaining site maps and improving the overall organization of your site.

To create a new Menu:

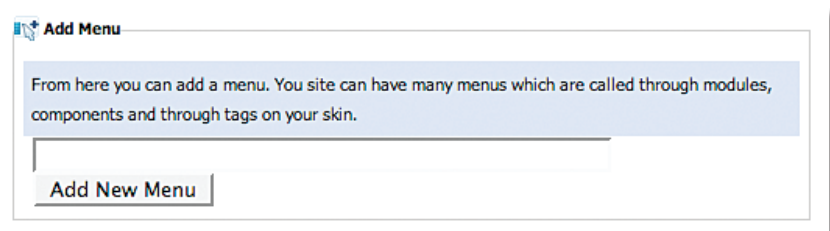
- 1) In the Main Admin section, select Menu.



- 2) Select Add Menu.

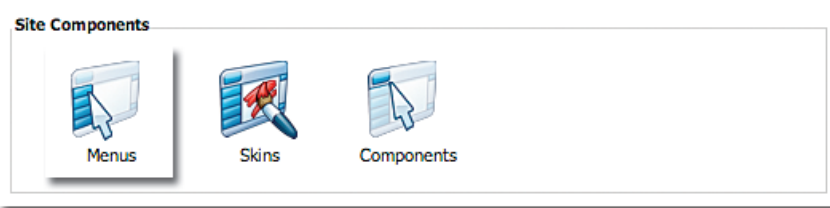


- 3) Type in a name for the new menu and select Add New Menu.

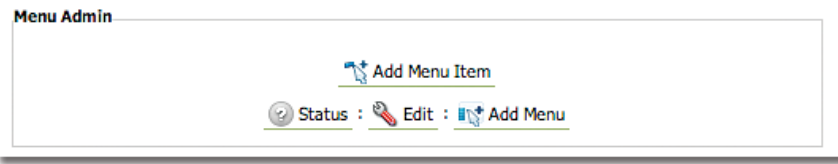


To create a new Menu Item:

- 1) In the Main Admin section, select Menu.



- 2) Select Add Menu Item.



- 3) Type in a name for the Menu Item and select an Item Level from the drop down menu.

The screenshot shows a form titled "Add Menu Item:". Below the title is a blue box with instructions: "From here you can add a new **Item** to a Menu on your site. Every Menu item needs at least a Name and a Link. Depending on the way you are referencing the Menu itself (for instance, through a website skin) a Menu may have various heirarchical levels. *You CANNOT use spaces or special characters in the name of a link - they are not supported by Internet protocols.*"

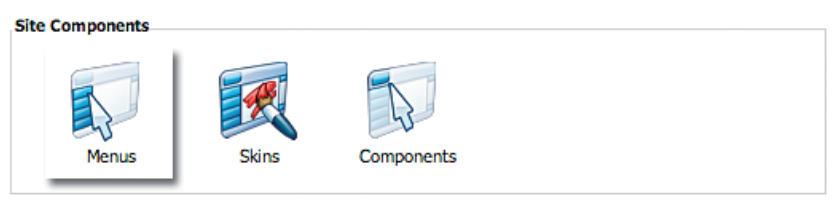
Below the instructions are several fields:

- "Menu Item Name (e.g. 'Products'):" followed by a text input field.
- "Item Level:" followed by a dropdown menu showing "Main Menu Item".
- "Link (e.g. 'ProductsPage' or 'http://www.GetLEAP.com/go'):" followed by a text input field.
- A checkbox labeled "Open in New Window".
- "Title/Description (used for Search Engine Optimization):" followed by a text input field.
- "Go Live:" followed by a dropdown menu showing "Instantly".
- "Expire:" followed by a dropdown menu showing "Never".
- A button labeled "Add Menu Item" at the bottom right.

- 4) Type in the link and a Title/Description. Specify when you would like the Menu Item to Go Live to the website and when you would like it to Expire.
- 5) Select Add Menu Item.

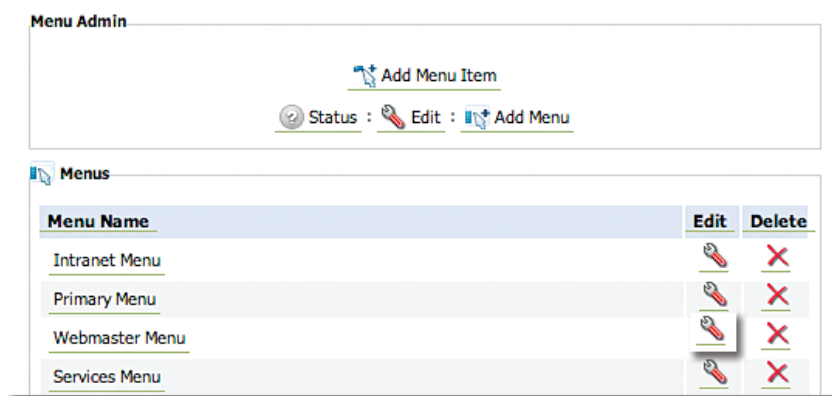
To change the name of a menu:

- 1) In the Main Admin section, select Menus.



MENUS MODULE *cont'd*

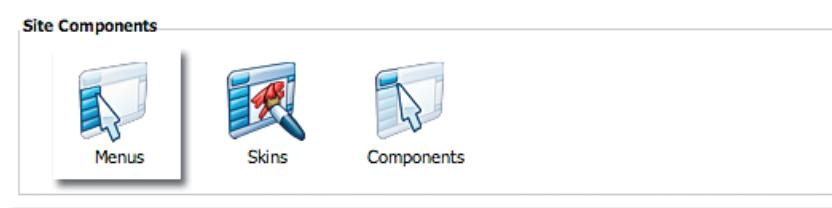
- 2) Select the Edit icon next to the menu you wish to rename.



- 3) Type in the new name for the menu and select Update Menu Name.

To make changes to menu items:

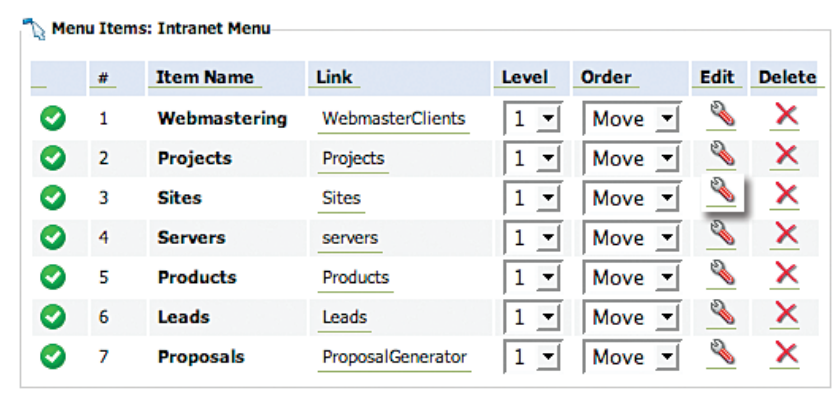
- 1) In the Main Admin section, select Menus.



- 2) Select the Menu Name for which you wish to make changes.



- 3) Select the Edit icon next to the Menu Item for which you wish to make changes.



MENUS MODULE *cont'd*

- 4) Make the changes you require and select Update Menu Item.

Edit Menu Item: Intranet Menu

Edit Menu Item.

Menu Item Name: Item Level:

Link: ☐ Open in New Window

Title/Description:

Go Live:

Expire:

Update Menu Item

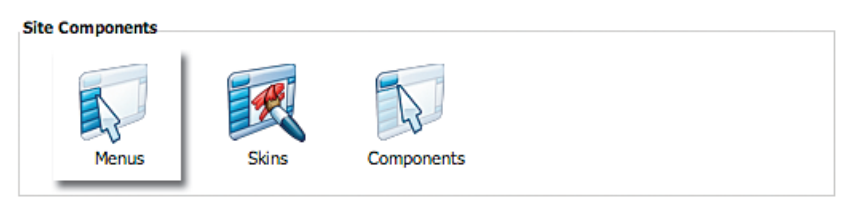
- 5) If you wish to change the level of the item, select the new level from the drop down menu next to the specific Menu Item.
- 6) If you wish to delete the item, select the Delete icon next to the specific Menu Item.

Menu Items: Intranet Menu

	#	Item Name	Link	Level	Order	Edit	Delete
✓	1	Webmastering	WebmasterClients	1	Move		
✓	2	Projects	Projects	1	Move		
✓	3	Sites	Sites	1	Move		
✓	4	Servers	servers	1	Move		
✓	5	Products	Products	1	Move		
✓	6	Leads	Leads	1	Move		
✓	7	Proposals	ProposalGenerator	1	Move		

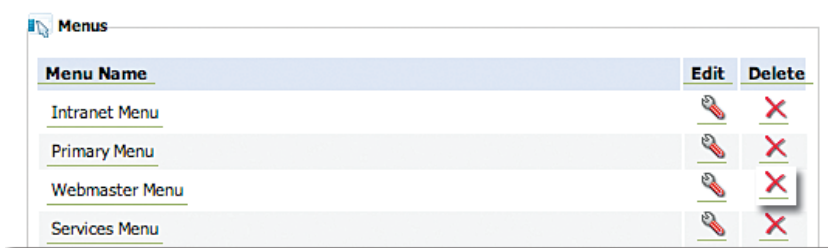
To delete a menu:

- 1) In the Main Admin section, select Menus.



MENUS MODULE *cont'd*

- 2) Select the Delete icon next to the Menu you wish to remove.

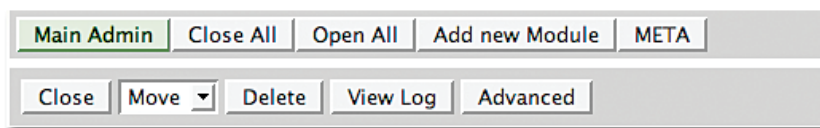


TEMPLATES MODULE

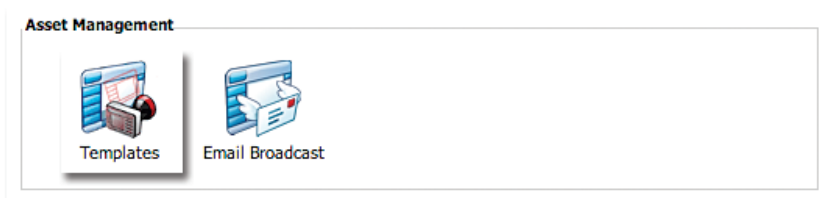
When you add a new page to your website and create modules and content on it, you may find that you wish to add a significant number of similar pages for a specific purpose, such as sales sheets or newsletters. The Templates module saves you time by allowing you to create templates of your most frequently used pages.

To create a template:

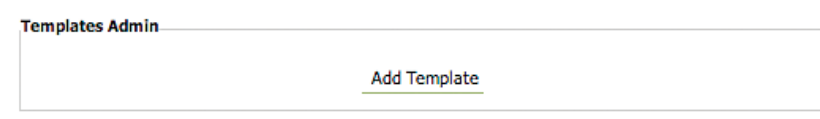
- 1) Log into the LEAP™ side of your website (see instruction for LEAPing in).
- 2) Create a new page (see section on Adding a New Page) with the modules you wish to have in your template.
- 3) Select the Main Admin button.



- 4) Select the Templates module.



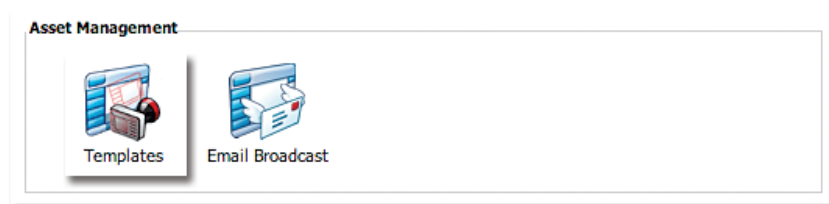
- 5) Select Add Template.



- 6) Create a Template Name and select the page you created to be the basis for your template.
- 7) Specify whether or not you would like to include the content from the page you selected.
- 8) Select Add a new Template.

To edit the details of the template:

- 1) In the Main Admin section, select Templates.



- 2) Select the Edit icon next to the Template you wish to change.
- 3) Make the changes you wish to make and select Update Template.

A screenshot of the 'Add Template' form. At the top, it says 'Add Template'. Below that is a blue bar with the text 'Chose a page to add a template based on this page.' (Note the typo 'Chose'). The form has a 'Template Name' field with 'Simple Template' entered. Below that is a 'Based on Page:' dropdown menu with 'Template' selected. There are two radio buttons for 'Include Content': 'No' (selected) and 'Yes'. At the bottom is an 'Update Template' button.

To delete a template:

- 1) In the Main Admin section, select Templates.
- 2) Select the Delete icon next to the template you wish to remove.

To create new pages based on the template:

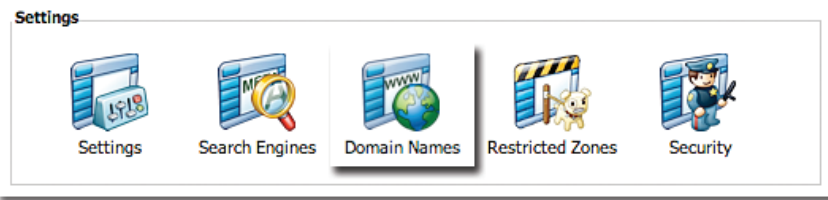
- 1) Log into the LEAP™ side of your website (see instruction for LEAPing in).
- 2) Add a new page as described previously in Adding a New Page and select the new template from the list. This will create a new page based on your template to which you can upload new information. **NOTE:** This is done in the Content Modules section of LEAP™, not in the Main Admin section.

DOMAINS MODULE

You may have more than one domain name, but one central website for all of them. The Domains module allows you to manage these various domain names and their aliases so that all of them are directed to the same site.

To add a domain name:

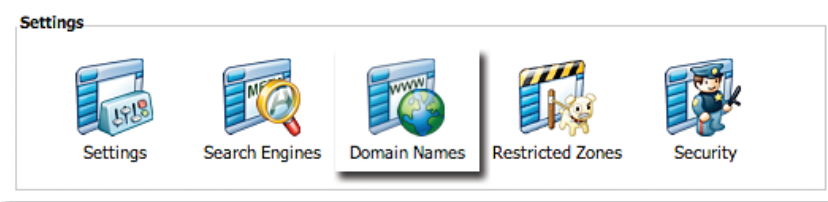
- 1) In the Main Admin section, select Domains.



- 2) Type the new domain name and select Add a new Site Domain.

To add an alias/pointer:

- 1) In the Main Admin section, select Domains.



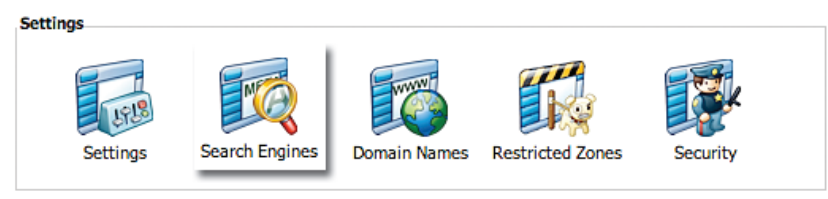
- 2) Select Add Alias/Pointer.
- 3) Type the new domain name and select Add a new Alias/Pointer.

SEARCH ENGINES MODULE

Once your beautifully designed website is live on the web, it is important that your customers and potential customers can find you. The Search Engine module is used to create keywords and other descriptions to help your site achieve higher placement in search engine displays so that you are prominently placed, ideally ahead of your competitors.

To create a new tag set:

- 1) In the Main Admin section, select Search Engines.



SEARCH ENGINES MODULE *cont'd*

- 2) Select Create New Set.

LEAP™ Search Engine Manager

From here you can manage all the settings that search engines use to index your website. It is good practice to use terms that best describe your company / organization and website. Additional help is available while adding or updating the settings.

Search Engine Admin

[Create New Set](#)[Manage Tag Sets](#)

- 3) Type required information and select Add META Tags.

Add Search Engine Settings ?

Follow these simple guidelines to make your site Search Engine compatible.

Name:

Title:

Keywords:

Characters Left: 1024

Description:

Abstract:

Author:

[Add META Tags](#)

To edit a tag set:

- 1) In the Main Admin section, select Search Engines.

Settings



Settings



Search Engines



Domain Names

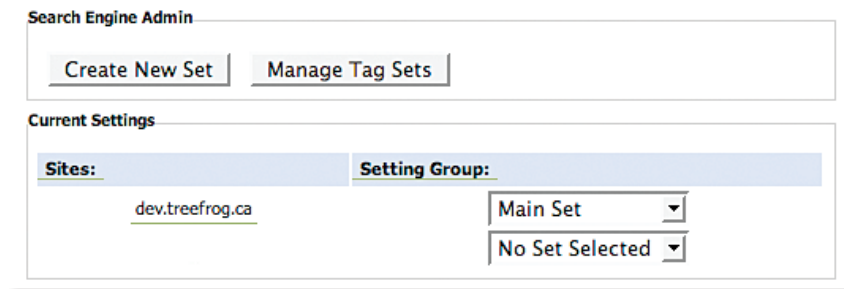


Restricted Zones



Security

- 2) Select Manage Tag Sets.



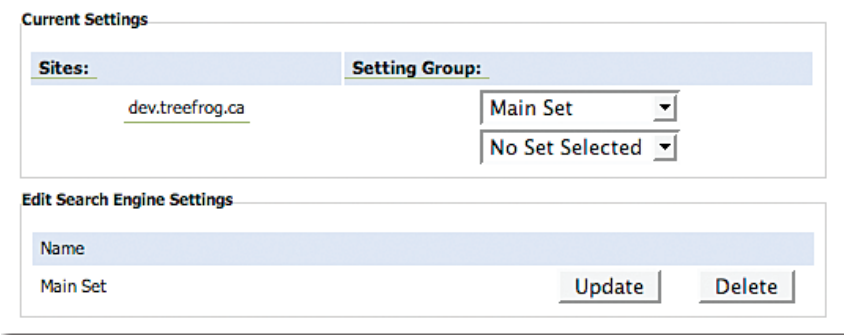
Search Engine Admin

[Create New Set](#) [Manage Tag Sets](#)

Current Settings

Sites:	Setting Group:
<u>dev.treefrog.ca</u>	Main Set ▾
	No Set Selected ▾

- 3) Select Update.



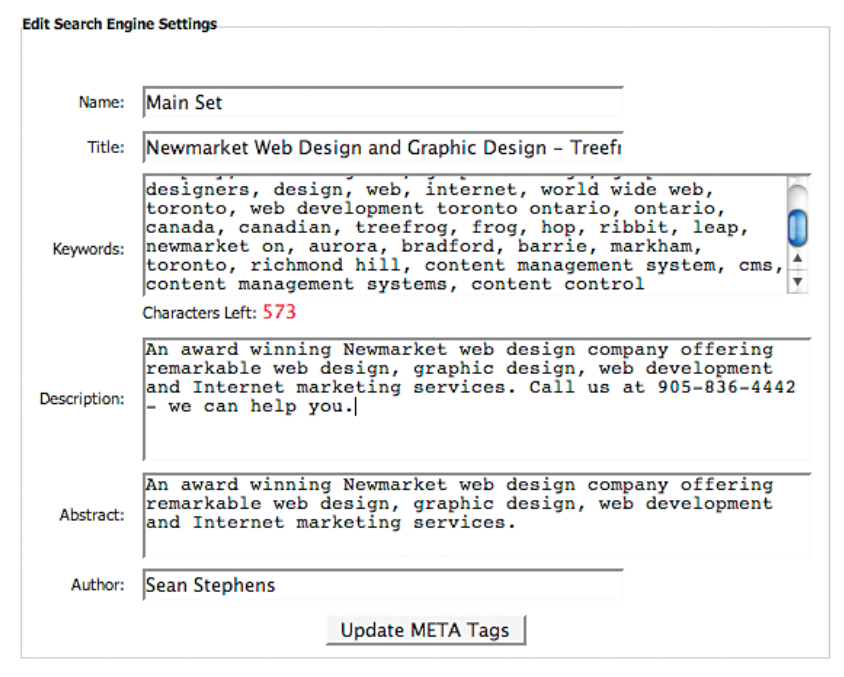
Current Settings

Sites:	Setting Group:
<u>dev.treefrog.ca</u>	Main Set ▾
	No Set Selected ▾

Edit Search Engine Settings

Name	
Main Set	Update Delete

- 4) Make the required changes and select Update META Tags.



Edit Search Engine Settings

Name:

Title:

Keywords:

Characters Left: 573

Description:

Abstract:

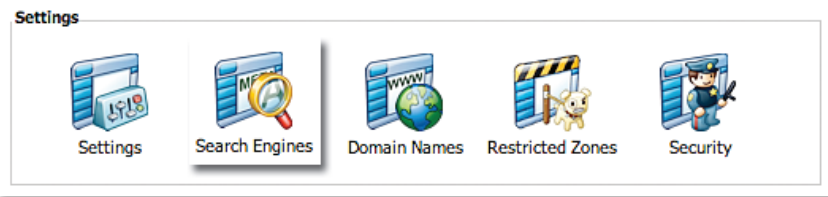
Author:

[Update META Tags](#)

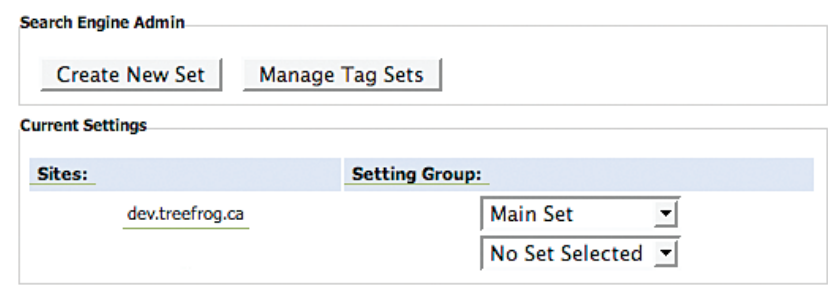
SEARCH ENGINES MODULE *cont'd*

To delete a tag set:

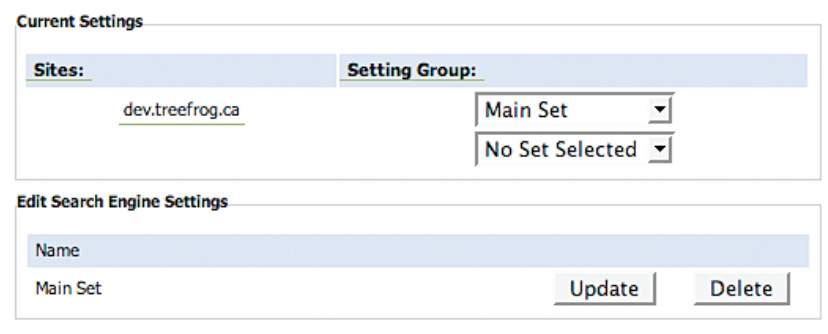
- 1) In the Main Admin section, select Search Engines.



- 2) Select Manage Tag Sets.



- 3) Select Delete.

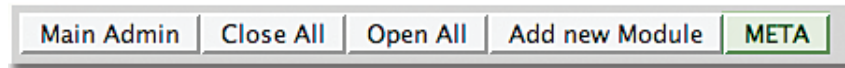


META DATA

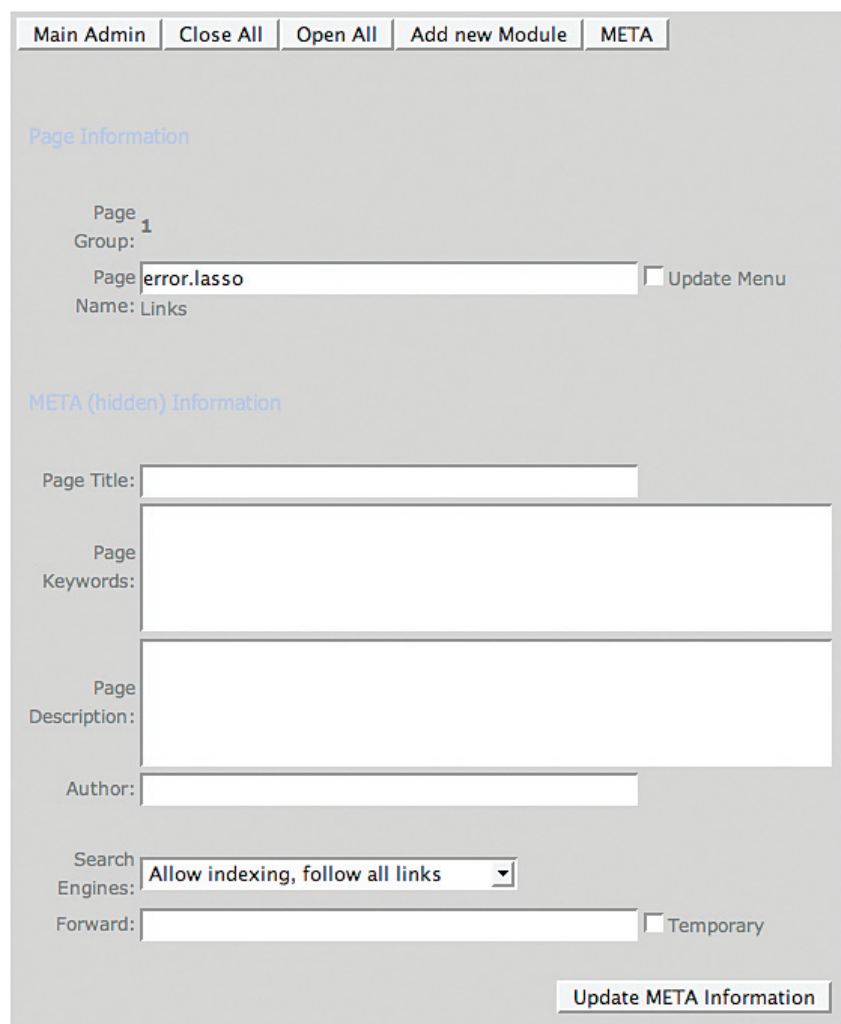
The META function of LEAP™ is used to increase the Search Engine Optimization of individual pages within your website. While the Search Engine module previously described assists with this function for the entire site, and most particularly the home page, the META function helps drive web traffic to specific pages within the site. **NOTE:** This function is located in the main menu of LEAP™ rather than the Main Admin section.

To access and update the META information for a specific page on your website

- 1) Log into the administration side of your website (see section on LEAPing into your website).
- 2) Navigate to the page for which you want to update the META information.
- 3) Select the META button.



- 4) Create a Title for the page, as well as Keywords and a Description relevant to the page's contents and enter the Author's information. Select Update META information.

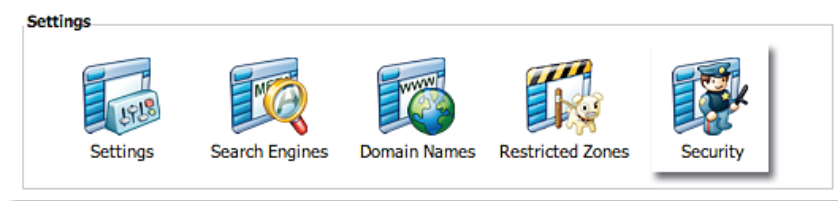
A screenshot of a web form titled 'META (hidden) Information'. At the top is a navigation bar with buttons: 'Main Admin', 'Close All', 'Open All', 'Add new Module', and 'META'. Below the navigation bar is the 'Page Information' section, which includes a 'Page' dropdown set to '1', a 'Group' dropdown, a 'Page' text field containing 'error.lasso', and a 'Name' text field containing 'Links'. There is an 'Update Menu' checkbox. Below this is the 'META (hidden) Information' section, which includes a 'Page Title' text field, a 'Page Keywords' text area, a 'Page Description' text area, an 'Author' text field, a 'Search Engines' dropdown set to 'Allow indexing, follow all links', and a 'Forward' text field. There is a 'Temporary' checkbox. At the bottom right is an 'Update META Information' button.

SECURITY MODULE

The Security Module allows you to control a variety of security settings for accessing LEAP™. This includes the Toggle Keyword for LEAPing in and out, selecting specific IP addresses that are or are not permitted to access the administration section, and setting the number of failed login attempts permitted by a user.

To make changes to the security settings for LEAP™:

- 1) In the Main Admin section, select Security.



- 2) Make the changes required and select Update.

LEAP™ Security Module

From here you can administrate the security settings for who can access the administration section of your site. This includes which IP addresses site. You can also change the **LEAP™ toggle** which switches you back and forth between the public and administration sides of your site.

Security Main

LEAP™ Toggle keyword:

Global LEAP™ Toggle Status: ☒ On ☐ Off

Allowed IP Addresses (Note: If you add allowed IP addresses, these are the ONLY addresses that will be able to access the admin section).

Denied IP Addresses

Maximum failed login attempts over a set time period Max Failed Logins: 5
over Minutes

Blacklist IP Address after the max number of failed logins. ☒ On ☐ Off

Email Administrator after each failed login ☒ On ☐ Off

Administration Notification Email Address

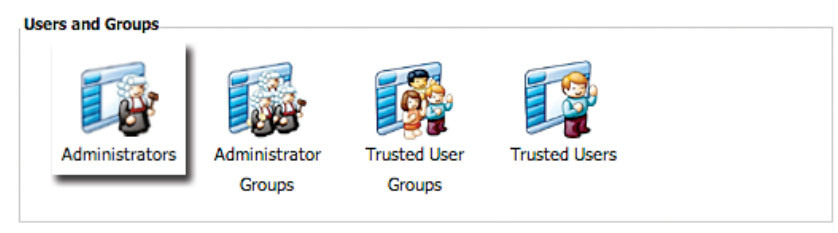
ADMINISTRATOR MANAGEMENT MODULE

The Administrator Management module, allows you to grant permission to individual users to access LEAP™ so that they can make changes to your website. Once a user is created within this module, you can move on to the Administrator Groups module in the next section to control the degree of access that you wish for certain persons and groups to have.

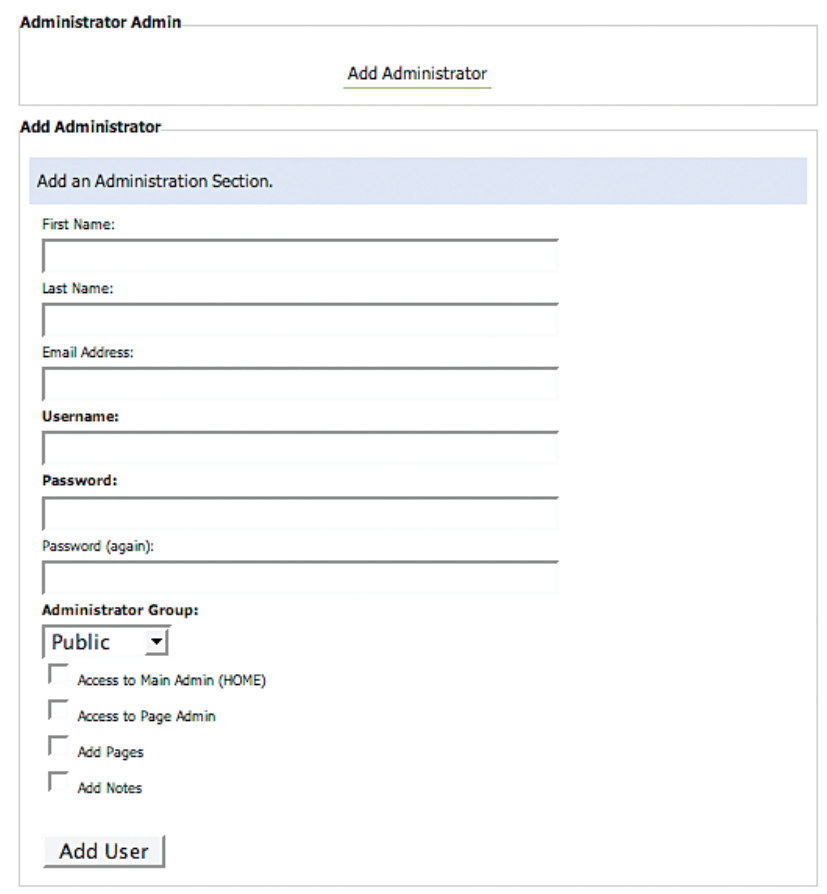
ADMINISTRATOR MANAGEMENT MODULE *cont'd*

To add an administrator:

- 1) In the Main Admin section, select Administrators module.



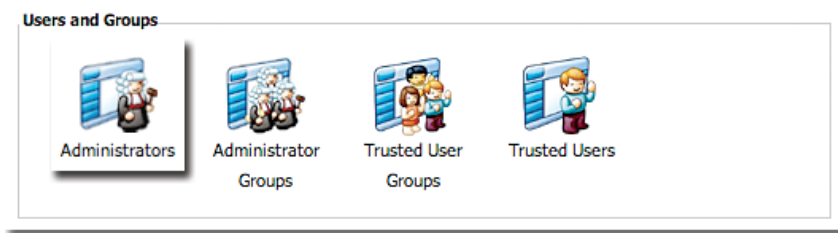
- 2) Select Add Administrator. Add the person's information and select Add User.

A screenshot of a web application interface titled "Administrator Admin". It contains a section titled "Add Administrator" with a blue header bar that says "Add an Administration Section." Below this are several input fields: "First Name:", "Last Name:", "Email Address:", "Username:", "Password:", and "Password (again:". Below these fields is a section titled "Administrator Group:" with a dropdown menu showing "Public" and several checkboxes: "Access to Main Admin (HOME)", "Access to Page Admin", "Add Pages", and "Add Notes". At the bottom of the form is a button labeled "Add User".

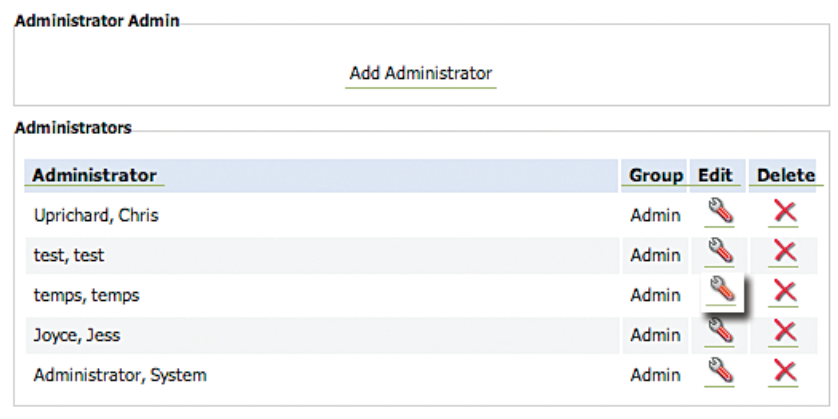
ADMINISTRATOR MANAGEMENT MODULE *cont'd*

To edit an administrator:

- 1) In the Main Admin section, select the Administrators module.



- 2) Select the Edit icon next to the name of the person you wish to edit.



- 3) Make the desired changes and select Update User.

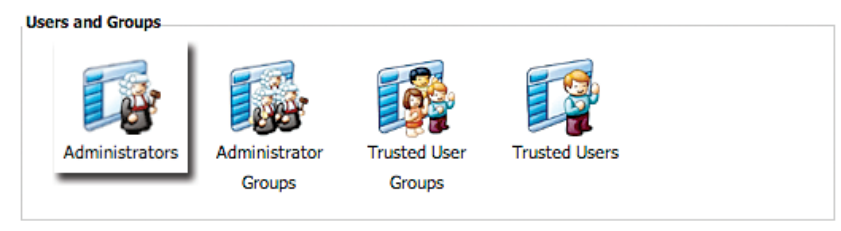
The screenshot shows a window titled 'Update User' with the following fields and options:

- First Name:
- Last Name:
- Email Address:
- Username:
- Password: (Leave blank to not change)
- Password (again):
- Administrator Group:
- ☒ Access to Main Admin (HOME)
- ☒ Access to Page Admin
- ☒ Add Pages
- ☒ Add Notes
-

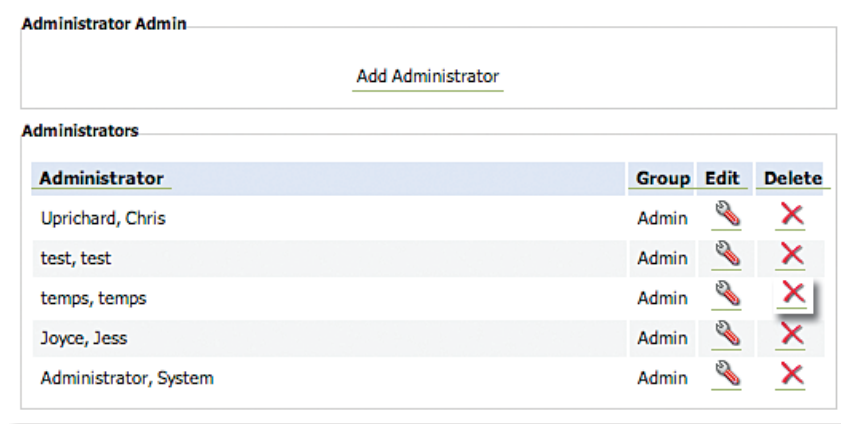
ADMINISTRATOR MANAGEMENT MODULE *cont'd*

To delete an administrator:

- 1) In the Main Admin section, select the Administrators module.



- 2) Select the Delete icon next to the name of the person you wish to remove.

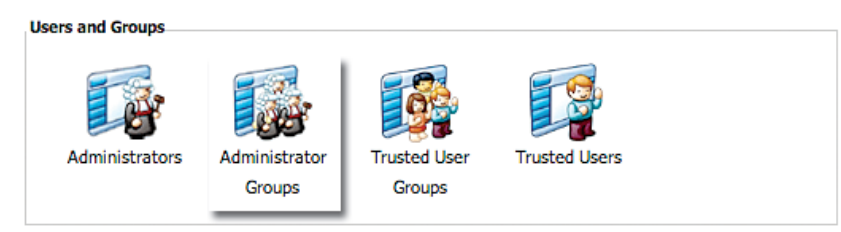


ADMINISTRATOR GROUPS MODULE

In the Administrator Groups module, you can create groups to organize the approved users, and to control which aspects of LEAP% each group can access. For example, you may want your management team to have full access to all Administration and Content modules while preferring to limit other departments to accessing the Content modules only.

To add an Administrator Group:

- 1) In the Main Admin section, select Administrator Groups.



ADMINISTRATOR GROUPS MODULE *cont'd*

2) Select Add Group.

Add Administrator Group

From here you can add a new Administrator Group.

3) Create a name for the group and select Add New Group.

Administrator Group Admin

[Add Group](#)

Add Administrator Group

From here you can add a new Administrator Group.

Administrator Groups

Group Name	Users	Edit	Delete
Public	0		
Admin	5		

Administrator Groups

Site	Update	Publish	Structure	Style	Access
dev.treefrog.ca					

To edit an Administrator Group:

1) In the Main Admin section, select Administrator Groups.

Users and Groups

Administrators




Administrator Groups

Trusted User Groups

Trusted Users

ADMINISTRATOR GROUPS MODULE *cont'd*

- 2) Select the Edit icon next to the group you wish to change.

Administrator Groups			
Group Name	Users	Edit	Delete
Public	0		
Admin	5		

- 3) Select the buttons you wish to give access to under Update, Publish, Structure, Style and/or Access.

To delete an Administrator Group:

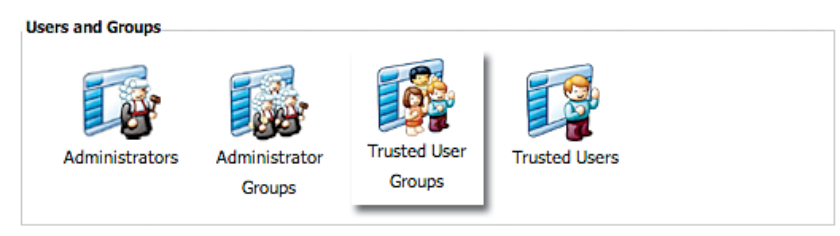
- 1) In the Main Admin section, select Administrator Groups.
- 2) Select the Delete icon next to the group you wish to remove.

TRUSTED USERS MODULE

The Trusted Users module, allows you to set up login accounts for individual users to access secure areas of your website.

To add a Trusted User:

- 1) In the Main Admin section, select the Trusted Users module.





TRUSTED USERS MODULE *cont'd*













2) Select Add Public User.

User Admin

[Add Public User](#) : [Show Keys](#) : [Show Info](#)
[Flush Password Updates](#)

Trusted Users (6)

 [Search](#)  [Find All](#)

jim	jim@treefrog.ca	Jim	Leavitt		
sean	sean@treefrog.ca	Sean	Stephens		
steph	steph@treefrog.ca	Steph	Uprichard		
zack	zack@treefrog.ca	Zack	Gines		
dan	dan@treefrog.ca	Dan	Lam		
jess	jess@treefrog.ca	Jess	Joyce		

3) Enter the user's information and select a Public User Group from the drop down menu.

Edit User

Username:

Email Address:

First Name:

Last Name:

Company:

Phone 1:

Phone 2:

Fax:

Alt:

Address:

City:

State / Province:

Zip / Postal Code:

Country:

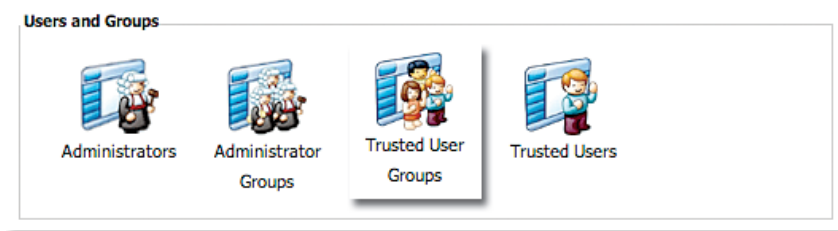
Public User Group:

4) Select Add.

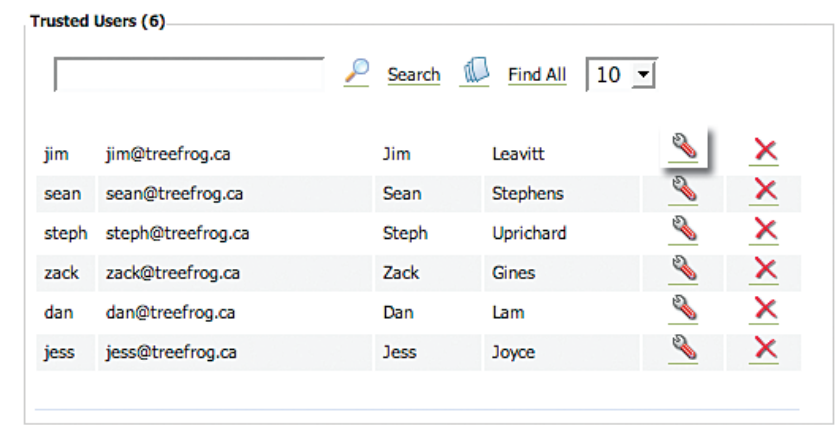
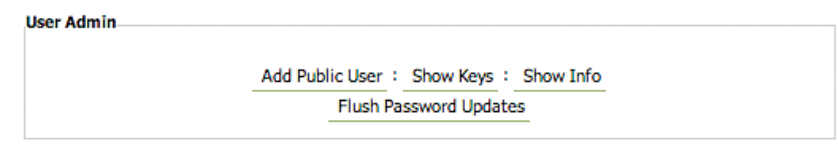
TRUSTED USERS MODULE *cont'd*

To edit a Trusted User:

- 1) In the Main Admin section, select the Trusted Users module.



- 2) Select Edit icon next to the user you wish to edit.



TRUSTED USERS MODULE *cont'd*

- 3) Change the information fields as required and select Update.

Edit User

Username:

Email Address:

First Name:

Last Name:

Company:

Phone 1:

Phone 2:

Fax:

Alt:

Address:

City:

State / Province:

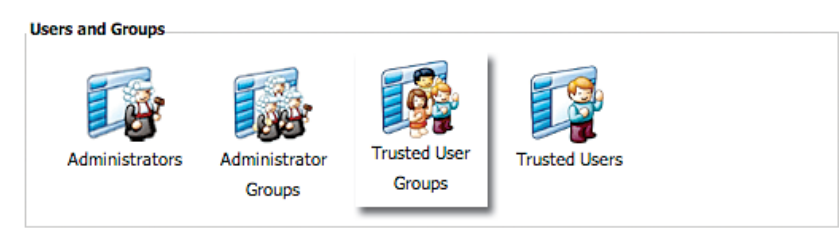
Zip / Postal Code:

Country:

Public User Group:

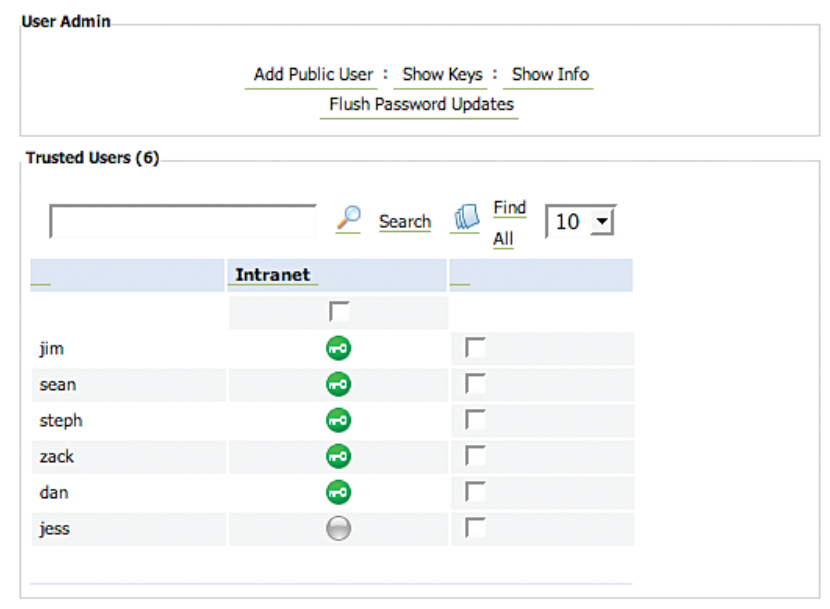
To determine the level of access for a Trusted User:

- 1) In the Main Admin section, select the Trusted Users module.



TRUSTED USERS MODULE *cont'd*

- 2) Select Show Keys and select or deselect the appropriate keys next to the user's name.



To delete a Trusted User:

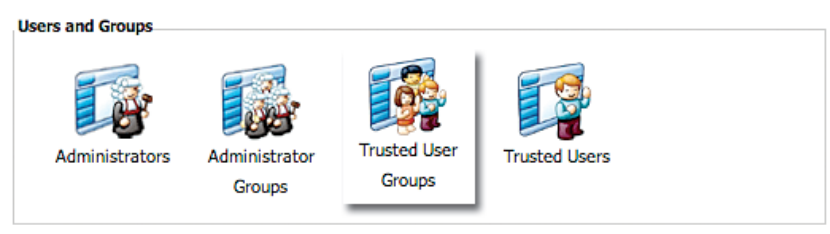
- 1) In the Main Admin section, select the Trusted Users module.
- 2) Select the Delete icon next to the user you wish to remove.

TRUSTED USER GROUPS MODULE

In the Trusted User Groups module, you can create secure groups on your website. Trusted Users would require a login to access these groups.

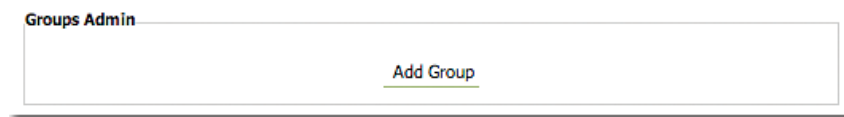
To add a Trusted User Group:

- 1) In the Main Admin section, select the Trusted User Groups module.

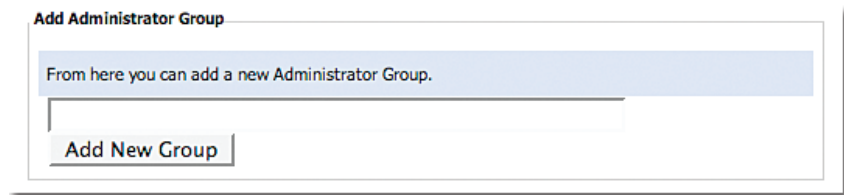


TRUSTED USER GROUPS MODULE *cont'd*

- 2) Select Add Group.

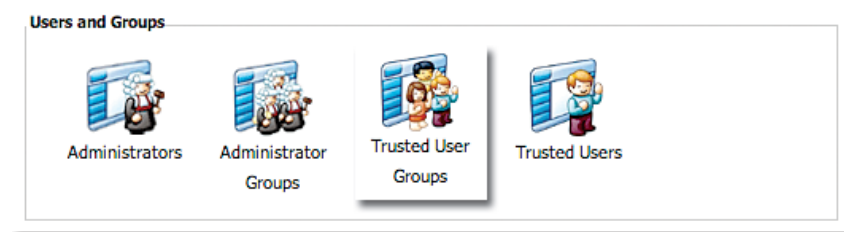


- 3) Create a name for the group and select Add New Site Group.

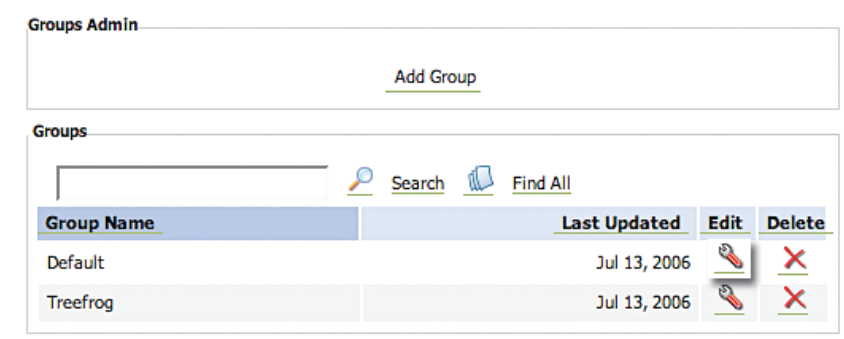


To change the name of a Trusted User Group:

- 1) In the Main Admin section, select the Trusted User Groups module.



- 2) Select the Edit icon next to the group you wish to rename.



TRUSTED USER GROUPS MODULE *cont'd*

- 3) Type the new name for the group and select Change Group.

Edit Group

You can change the Group name by entering it here.

[Change Group](#)

Groups

[Search](#) [Find All](#)

Group Name	Last Updated	Edit	Delete
Default	Jul 13, 2006		
Treefrog	Jul 13, 2006		

To delete a Trusted User Group:

- 1) In the Main Admin section, select the Trusted User Groups module.
- 2) Select the Delete icon next to the group you wish to remove.

MODULES MODULE

The Modules module is used by Treefrog to add new modules to a website as they are developed. We are constantly advancing and improving the LEAP™ system to increase its functionality for your convenience.

The Skins module is used by Treefrog to apply the creative designs of your website to your pages. The skins are programmed into your site. Please call us if you require assistance.

“Conclusion”



GETTING HELP

The LEAP™ Content Management System opens a whole new world of potential for you by giving you great latitude to personally maintain and grow your website. This manual is intended to help you with most of the changes and additions you will wish to make, but if you have any further questions or if you are interested in any of our other services, please don't hesitate to contact us. We're here to help.

For Technical Assistance . . .

Call Treefrog during regular office hours (Monday to Friday, 9:00 am to 5:00 pm) at (905) 836-4442 and ask to speak to the Technical Support Department.

WEB SERVICES

- Web Design
- Website Archiving
- Spam Filtering
- Secure Domains
- Static Hosting
- Powerpoint Design
- Video Services

BRAND IDENTITY SERVICES

- Corporate Identity
- Logo Development
- Icon Design
- Trade Show Booths
- Pull-Up Design
- Post Cards

LEAP™ User Reference

User Login	
Username	
Password	

Notes

This image shows a blank sheet of white paper with horizontal green ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.