

Getting Started

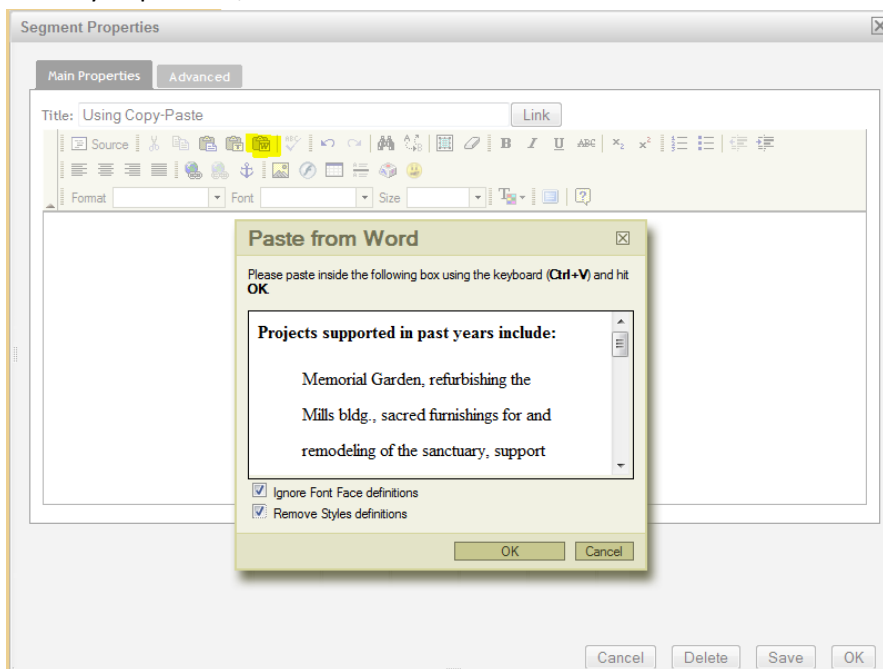
If you are going to use copy-paste to develop the content for your JoyaCMS website, it is important to follow this process. It will ensure that you are only copying the content - and not all of the styling from other documents or websites. This keeps your website looking professional by having the site be styled consistently. It also reduces the amount of code running on each page which makes your site faster.

To begin, log into the site and navigate to a page where you have edit permissions. Select Edit Page and then select Add New Segment. Select Text Segment and press OK. This opens the Segment Properties editor window.

Open a second tab on your web browser and navigate to a website that you want to copy content from. Select a section of text and press Control and the letter C at the same time. This copies the text into your computer clipboard. For those who are more accustomed to using a mouse this is a quick keyboard shortcut for copying.

Copy-Paste

1. In the Segment Properties editor window click on the clipboard with the 'W' for word on it (highlighted below). Then follow the instructions in the dialogue box - paste the text using the command Control-V. Before you press ok, make sure that both the checkboxes at the bottom of the page are selected.



- In the Segment Properties editor, the text should look 'normal'. Some styles that are supported by the editor are maintained, but most are not. This ensures that the content will be styled by the style guide of the site so that it matches all the other pages. Press OK.

