

Quick reference guide

Adding, deleting and editing pages

University of South Australia

1 Introduction

This quick help guide presumes you have a website pre-created and configured by a student.

It includes:

- logging on to the Community Webs Content Management System (CMS)
- an explanation of the frequently used areas of the CMS
- adding users (editors)
- the Asset Manager (which stores the images and downloadable files in your website)
- uploading files to the Asset Manager
- adding and deleting new pages in the site
- editing existing page content
- adding hyperlinks to a page
- linking to images on a page.

For more detailed information on the Community Webs CMS and understanding the following process in greater detail, see the accompanying full guide at www.communitywebs.org -> **Member Resources**.

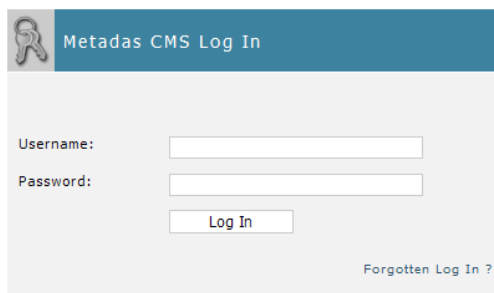
2 Logging on

To log on to the system first visit the link given to you by the student. It should be in the format:

<http://www.communitywebs.org/yourwebsite/>

with the name of your website replacing 'yourwebsite' in the example above. To access the editor, simply add /editor to the end of the address and hit enter.

Enter the username and password supplied to you by the student into the boxes provided. Click the **Log In** button to enter the editor.



If your password is incorrect or you cannot find the correct details, contact soce@unisa.edu.au with a description of the problem.

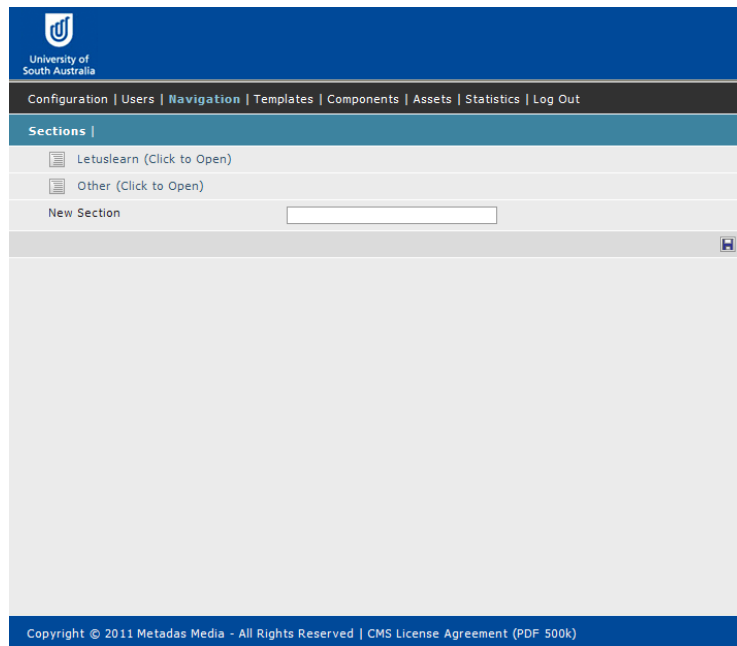
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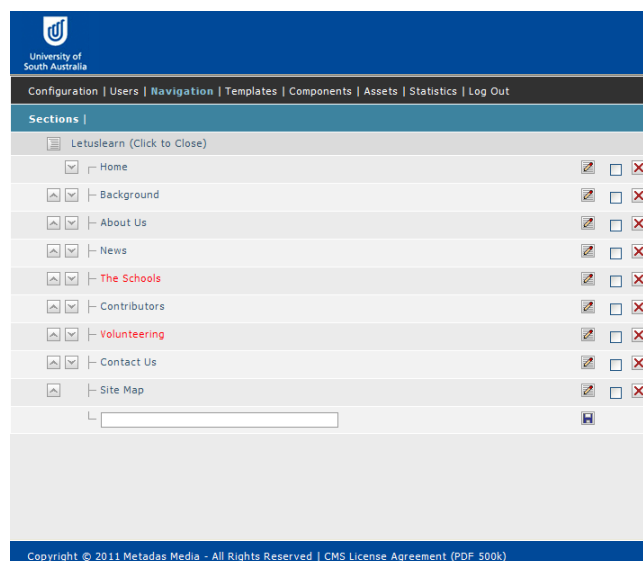
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3 Navigation page

Once logged in, the site will take you to the **Navigation** page, which shows your website layout. At the top, you should see the header **Sections** with a list of one or more items underneath. These represent the different sections of your site, and are used to differentiate public and private areas. For most sites, there will only be one section.



Click the section of your website you want to view. This will populate the page with a level hierarchy of your website. Each item represents a page on your website.

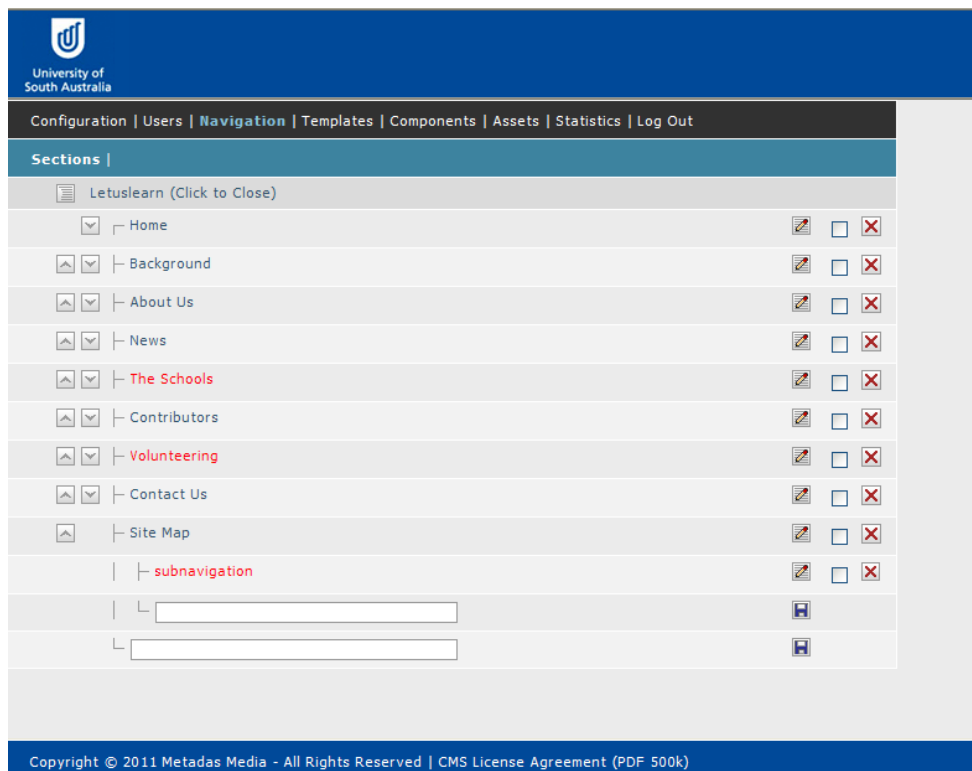


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If you have more than one level of navigation, each of these items will represent the first page on that level of your page navigation, and clicking that item will drop down a group of subpages. Most websites, however, will only have one level of navigation.



For a more detailed explanation of this navigation section, see the accompanying full help guide.

4 An explanation of the frequently used areas of the CMS

Configuration | Users | **Navigation** | Templates | Components | Assets | Statistics | Log Out

Users: This is where you can manage editors and users.

Navigation: This is where you can manage/add/delete and reorder pages.

Templates: This holds the templates for your website, including the fixed content areas which you may want to edit.

Assets: This is where all of the images and downloadable files (e.g. PDFs and Word documents) in your website are stored.

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5 Adding editors and members

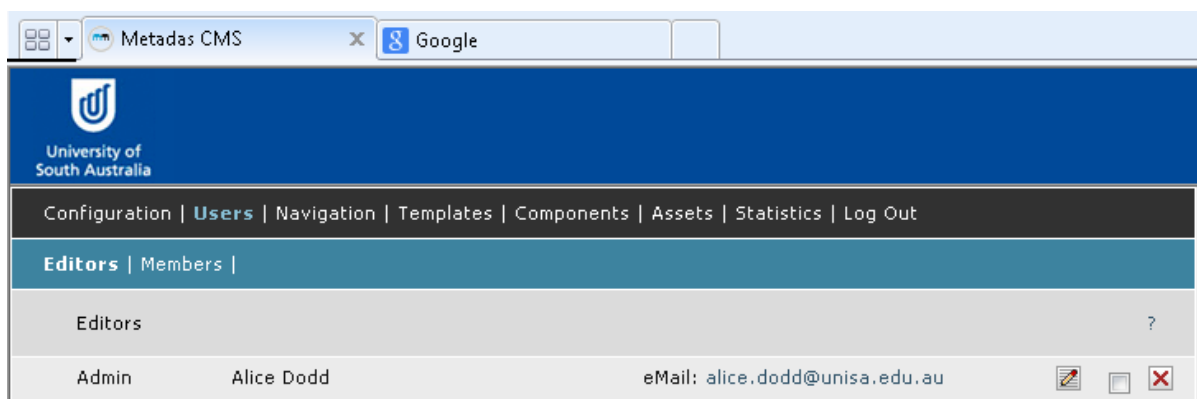
The **Users** area of the CMS is where you can add or delete editors. To add or delete an editor click into **Users** on the menu.

There are two access levels: Admin and Editor. An Admin has complete control over the technical details of the site, whereas the Editor can only update the content of pages.

There are three levels for an editor.

- 1 admin, (Administrator) all rights, full access.
- 2 super, (Supervisor) access to everything except configuration, and can not create admin accounts.
- 3 user, users have specific rights as assigned. This is configured by the admin or supervisor who creates the account.

By default SOCE clients are given supervisor accounts. But they can create user accounts for helpers if they so desire.



To add an editor, click on the blue disk icon to the right of **Add Editor**.



Fill in the information required, select **Supervisor** status and tick the **Active** box. Remember to save.

Important note: Admin status will give access to the configuration of the website. Do not give this level of access to editors of your website. User access will not enable them to edit; it is used more for members areas.

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If your website has a members area you follow the same process to add members, but click on **Members**. See the [Quick reference guide: Members areas](#) for more details.

6 The Asset Manager



The **Asset Manager** allows you to manage all of your website assets such as images, PDF documents and icons in an orderly fashion. You can upload new files, delete existing ones and create folders and structures to organise your files. The maximum file size for a single upload is 2 MB.

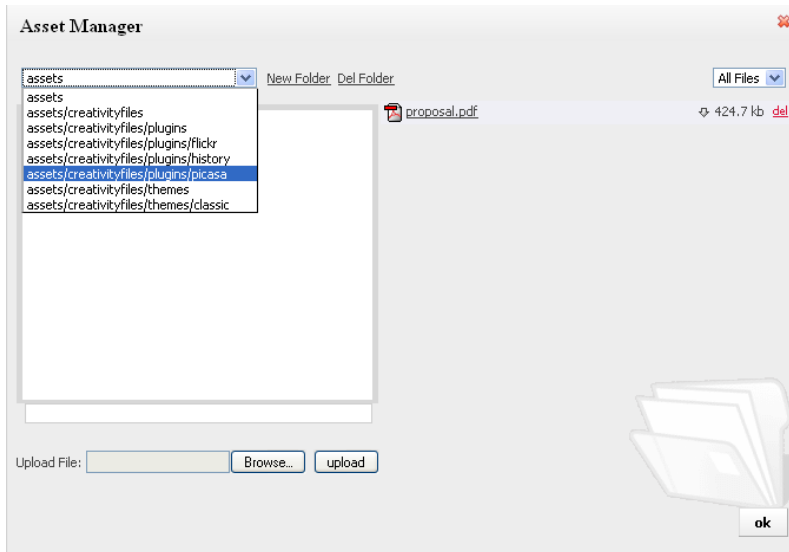
6.1 Uploading files to the Asset Manager

To upload a file you can either create a new folder or open an existing folder you want to upload to ('images' for example).

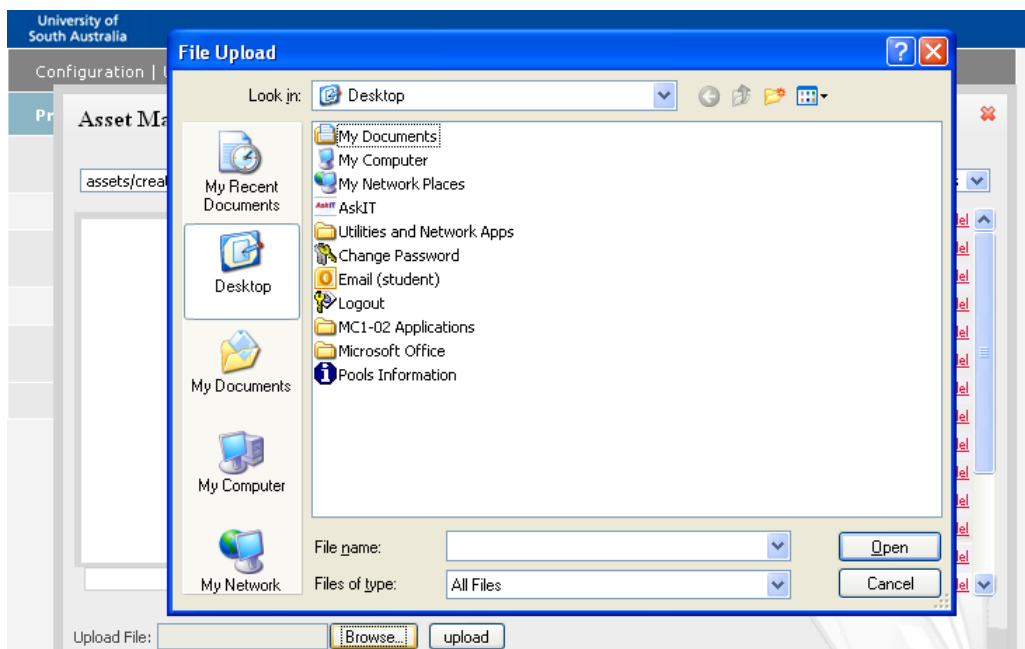
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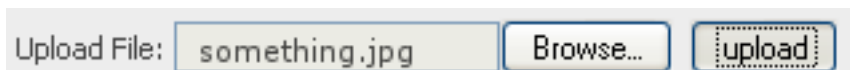
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Click **Browse** and select your file before clicking **Open**.



Once the name of your image appears in the text field, click **Upload**.



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7 Adding and deleting pages



To add a new page to the website, type the name into the blank text field underneath the page group you wish to add it to, and hit enter or click the **Blue Disk** icon.

Your new page should appear in the list. Note that the text is red. This refers to the fact the page has not been set to **Active** and thus will not be visible on your actual website until the page has been set to **Active** in the **Edit Page** properties. 



To delete a page, tick the blank checkbox next to the name, then click the **Red Cross** to remove it completely from the list. Note that this cannot be undone, so in some circumstances you might wish to set the page to **Inactive** through the **Edit Page** properties.

8 Editing pages

To edit a particular page, find it in your **Navigation** list as above, and click the **Edit Page** icon next to the name.

The site will appear in the preview window to the right, with the **Page Properties** area to your left, where you can set details such as the page name, aforementioned active status and others. For a full breakdown on these features, see the accompanying full help guide.

The screenshot shows the CMS interface for the University of South Australia. At the top, there is a navigation menu with links for Configuration, Users, Navigation, Templates, Components, Assets, Statistics, and Log Out. Below this is a 'Sections' list with a 'Page Details' entry. The 'Page Details' section shows the following information:

Page Name:	Volunteering		
Dynamic URL:	http://www.let-us-learn.org/main.php?pid=3		
Fixed URL:	volunteer.php		
Last Updated:	August 19, 2011, 4:50 pm		
W3C Validation:	Check HTML	Check CSS	Check Links
Options:	Show Page	Show Variables	Show Code

Below the 'Page Details' section is the 'Page Properties' section, which contains the following fields:

Page Name	Volunteering
Access Key	
File Name	volunteer.php
Active	<input type="checkbox"/>
Template	main.tpl
Display Alternative Navigation	

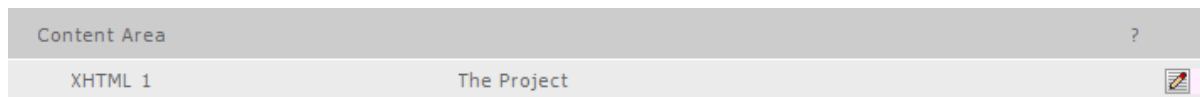
At the bottom of the interface, there is a copyright notice: Copyright © 2011 Metadas Media - All Rights Reserved | CMS License Agreement (PDF 500k)

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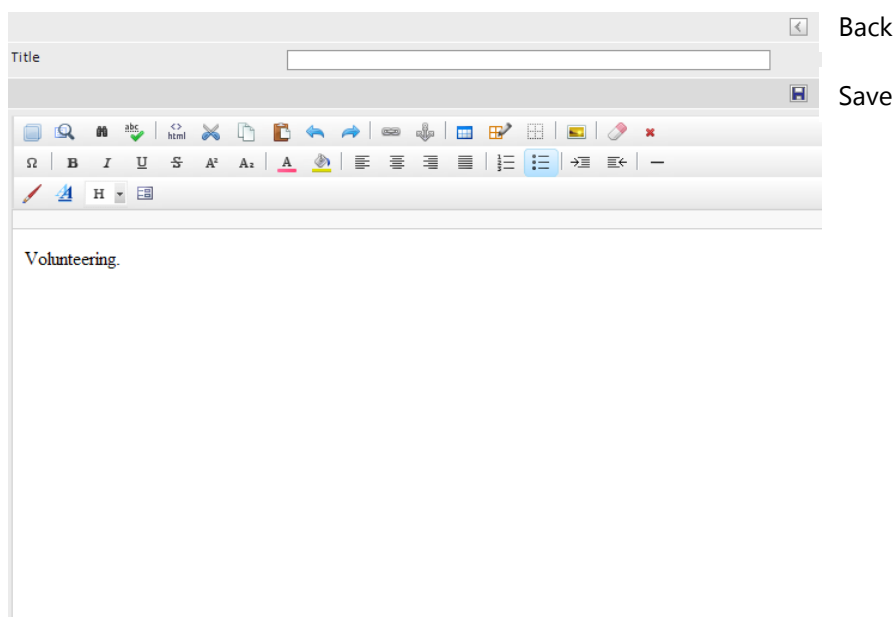
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To edit the page content, navigate to the **Content Area** subheading. Depending on your site layout, you may have one or more content areas representing different areas of your page.



Click the **Edit Page** button to edit this content.



The content area editing page is similar to Microsoft Word and other popular text editors in form and function. Here you can add text, adjust formatting and edit content as required.



To save any changes you make and update them on the site, click the **Blue Disk** icon. It is on the right hand side under the property or feature you wish to save.



To return to the page properties, click the **Back** icon. The **Back** icon is at the top right hand corner of the screen.

Important note: Do not paste content directly from Word documents or web pages, as this transfers Word or other coding into your webpage, which confuses the CMS. Paste the content into a text editor (Notepad in Microsoft Windows) then copy and paste from Notepad into the CMS content editor.

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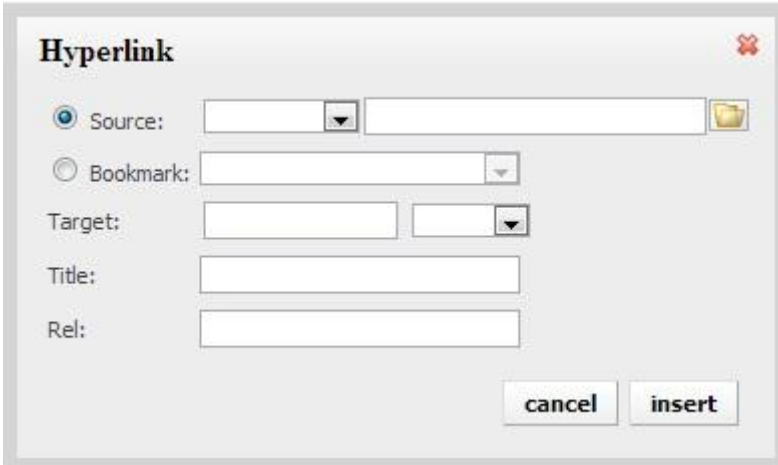
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9. Adding hyperlinks to other pages and websites

We welcome any enquiries from interested community organisations or groups representing the needs of networks of community groups which might benefit from the services offered through this innovative program.

For further information please [contact us](#)

If you wish to add a hyperlink to your page content, you can do so by highlighting the piece of text you wish to hyperlink, and clicking the **Insert Hyperlinks** button while inside the content area editing page. 



The screenshot shows a dialog box titled "Hyperlink" with a close button in the top right corner. It contains the following fields and options:

- Source: [text input] [dropdown]
- Bookmark: [text input] [dropdown]
- Target: [text input] [dropdown]
- Title: [text input]
- Rel: [text input]
- Buttons: "cancel" and "insert"

Here you can enter a link to another page on your website, or an external site.

If you are linking to another page on your website, you can just enter the file name as detailed in the page properties. For example, 'contacts.php' will take you to the page named 'Contacts' in a single layer website. To get the exact file name of the page to link, see that page's edit properties. If your site has more than one level of navigation, you can specify to look in different folders with / and ../ characters.

If you are adding a link to an external site, be sure to enter the full URL.

If you are pointing to an external page you must include http://, or select http:// from the drop down menu. Do not use both or it will result in an error.

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If you leave the drop down blank and type only www.google.com the CMS will link to <http://www.your site.com/www.google.com>

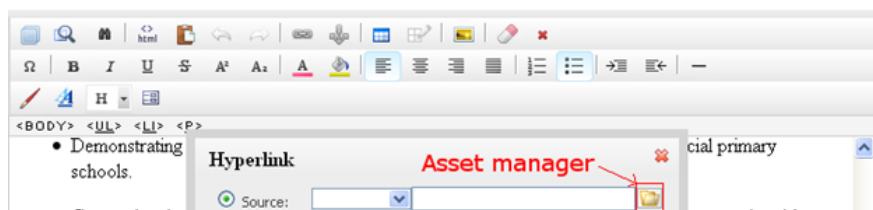
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10 Adding a link to a file (e.g. PDF, Word doc, downloadable content)

Important note: You will not be able to upload files larger than 2MB – compress or reformat first.




You can click the **Asset Manager** button to open up the Asset Manager, which will allow you to upload and make a link to a downloadable file, such as a PDF, zip or Word document.

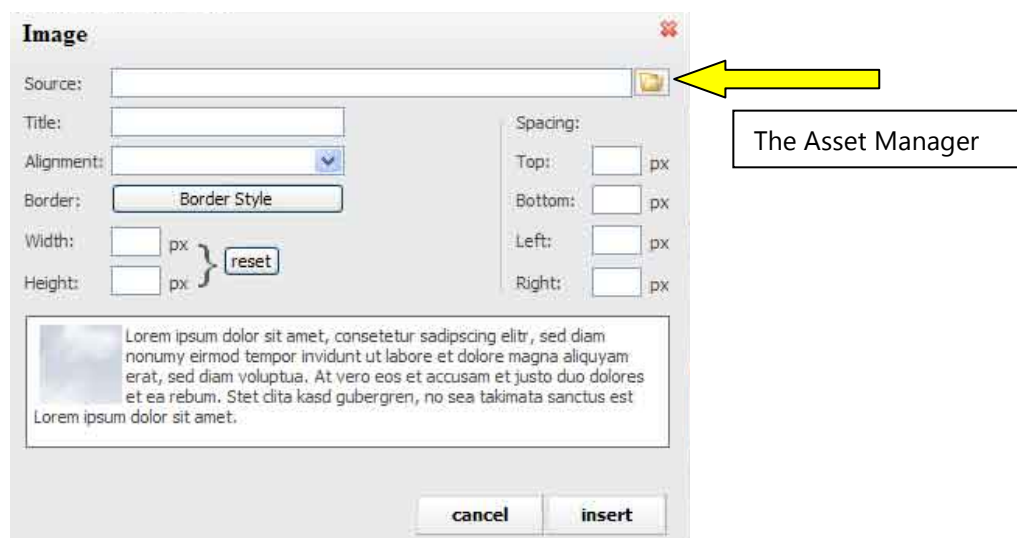
When done, click **Insert** to add the file hyperlink to your page.

11 Linking images

Important note: You will not be able to upload image files larger than 2MB – compress or reformat first.

To link an image in a page of your website, click the **Image** icon in the formatting toolbar. 

You should see the following popup:



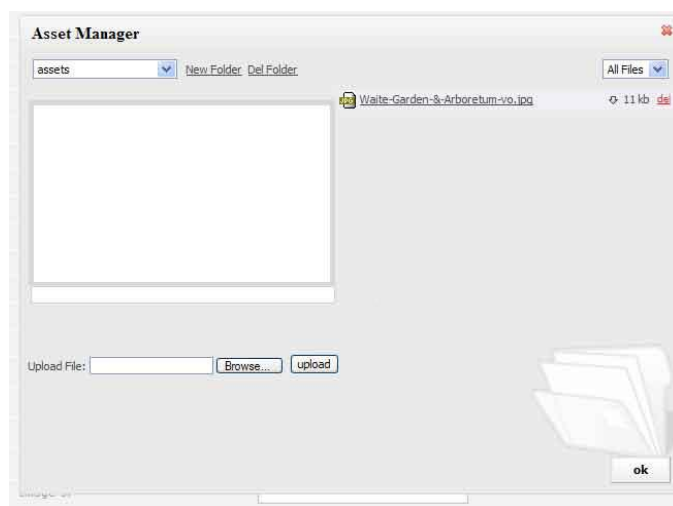
Here you can link to the source of your images and set their properties such as borders, width and height.

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Click on the **Asset Manager** button (the folder icon next to the **Source** field) to open up the Asset Manager.



The Asset Manager allows you to manage all of your website assets such as images, PDF documents and icons in an orderly fashion. You can upload new files, delete existing ones and create folders and structures to organise your files.

To upload a new file from your hard drive to the selected folder, click the **Browse** button to open up a file dialog. When you have selected a file and clicked ok, click the **Upload** button to store a copy of the file in the currently selected folder.

Click **OK** to return to the Image Properties dialog. Here you can adjust the image size and width if required. Click **OK** to return to image window.

Once added, you should see a preview of your image in the edit window on the left. If you are happy with the image placement, click the **Blue Disk** icon to save your changes and you will see the image appear in the preview window on the right.

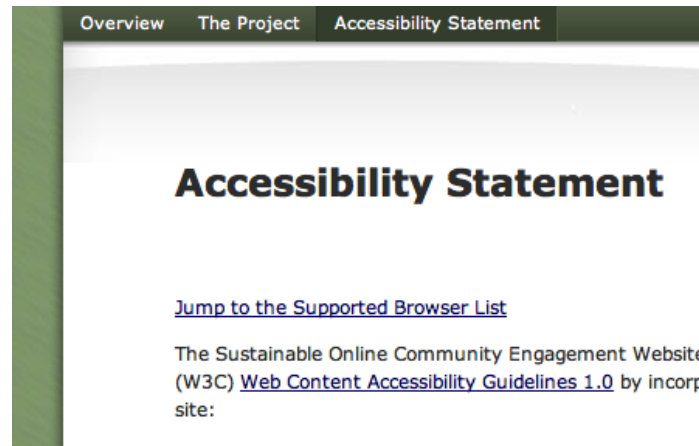
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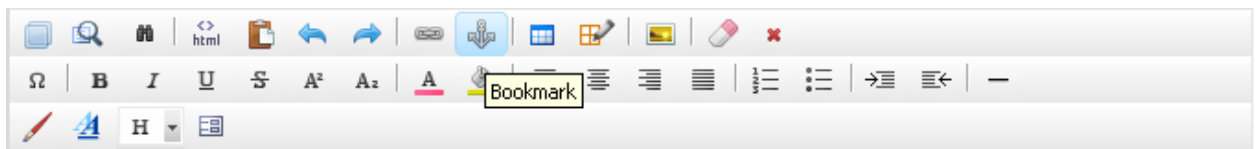
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12 Adding page bookmarks

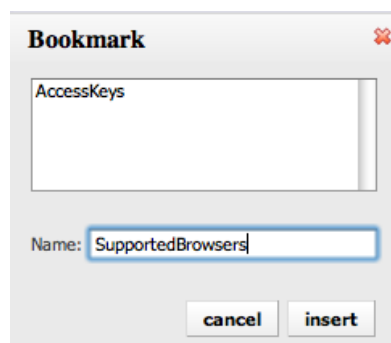
Occasionally if you have a large body of text with many sections, you may want to add a hyperlink that will jump to that area of the page.



To do this, navigate to the area of text you wish to add the bookmark to, and click the **Bookmark** button.



In the **Bookmark** window, type in the name you wish to refer to the bookmark by, and click **Insert**, then **OK**.

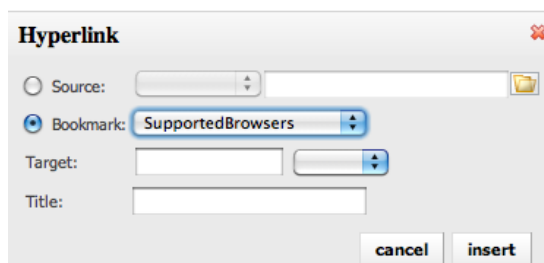


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Now, when adding a hyperlink as above, you can select a specific bookmark on the page which the hyperlink will jump to.



13 Tips for optimising your website's rankings in searches

Add metadata – this is read by browsers in searches. Give your webpage's description in the page properties area of the CMS. Give each page keywords, as in the example below.

Content Area	?
XHTML 1	Welcome
XHTML 2	
Header	
Title	
Description	<p>The Sustainable Online Community Engagement Project is a joint venture between The University of South Australia and the South Australian Government, through the Office for Volunteers.</p> <p>The project has been running since late 2001 as Community Webs and provides community organisations, which may have neither the skills nor resources, with a web presence by matching them with students who have the necessary skills and access to resources. Students communicate with community</p>
Keywords	websites, non-profit organisations, community organisations, brochures, web 2.0]

Update content frequently.

Get your site listed on other directories and links, e.g. SA community pages, any relevant government department.

14 Contact for help desk and further questions

In the first instance please email alice.dodd@unisa.edu.au and she will assist you or forward your query to the appropriate person.