Creating and Editing Pages

Contents

To create a new page, you will need to navigate to the area of the website where you would like the page to sit, select the **create** option on the orange admin toolbar and then choose **page** from the options available.
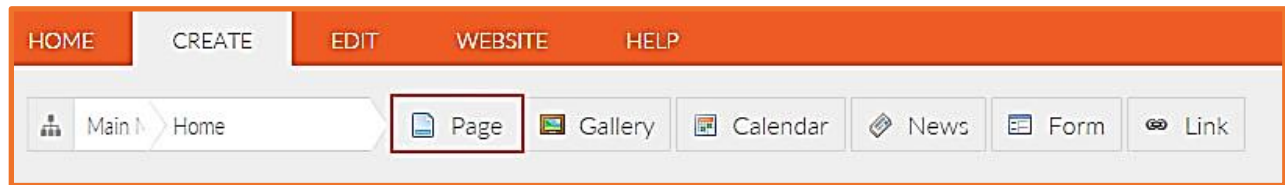

This will then open a blank page template for you to add in your content as required.

Editing page content

There are three sections on the page for you to edit and add content:

- The **page title** which as default will say 'New Page'
- The **content region** which initially says '*This page is currently awaiting content*'
- The **upload attachment** box which allows you to drag and drop files, such as policy documents or newsletters
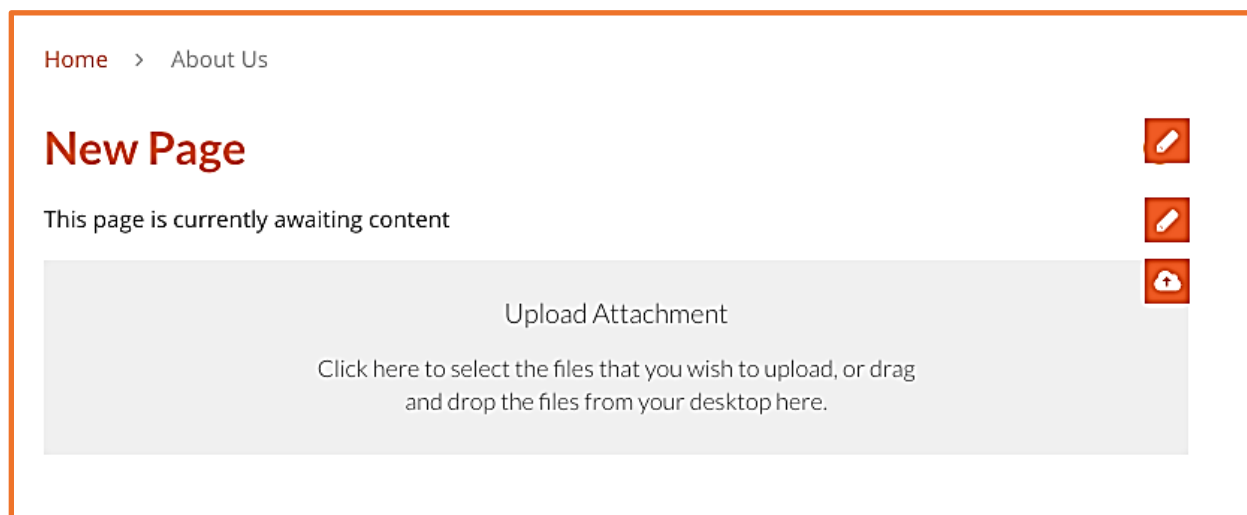

Setting the page Title

To edit the title, you can either click directly onto the title text and start typing or you can edit it via the **edit** tab using the **title** box.

Populating the content region

When you click into the main **content region** the **editor toolbar** will change to display the **content editor ribbon**. The editing options are similar to those you would find on standard word processing software. To retain the approved design and keep consistency throughout your website, text colour and in-depth font sizes aren't available. However, there are many different ways of making your content engaging.

| HOME | CREATE | EDIT | WEBSITE | HELP |

✔ Save 🗑 Delete   ✂ ⧉ 📋 📄   ↶ ↷   ABC 🔗 🚩 🖼 🎬 🖌 ▦ 🌐 ☰   **B** *I* <u>U</u>
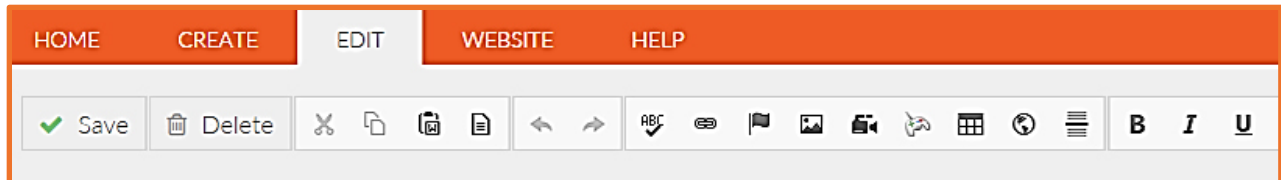
Adding Text

To add text to the content region you can either type directly into the content area or using copy and paste. This can either be done using the **paste icon** on the toolbar or using the standard shortcuts **CTRL+C** (copy) and **CTRL+V** (paste).

Text formatting

B *I* <u>U</u> x^2 $\underline{I}_x$

Bold	**This is great for making key text stand out from the rest.**
Italics	This can help emphasise a piece of text.
<u>Underline</u>	This is good for creating titles or sub headings.
Superscript^{superscript}	Highlight the text and click onto the X^2 icon This can be useful for adding numeric powers to numbers or word descriptions.
Remove Format	Highlight the text and click onto the $\underline{T}^x$ icon. This enables you to revert your text formatting back to normal if you change your mind

You can also use standard shortcuts such as CTL+B for bold or CTRL+I for italic

Paragraph formatting

Numbered Lists	**Great for giving step by step instructions**
Bullet Points	Make it easier to pick out information from a list
Left	Aligns the content to the left side of the page
Right	Aligns the content to the right side of the page
Centre	Aligns the content to the centre of the page
Justify	Aligns the text so that it fills the content areas width keeping the edges straight.
Block Quote	This can be used when attempting to make a quotation of text standout such as a headteachers welcome, or a quote from a happy parent.

Text Styling

Paragraph formatting works similarly to font sizing but will keep the styling of your website consistent. **Normal** is the standard text size for content and the other **Heading** styles vary in size. They will also be coloured to be in keeping with your website's colour scheme.

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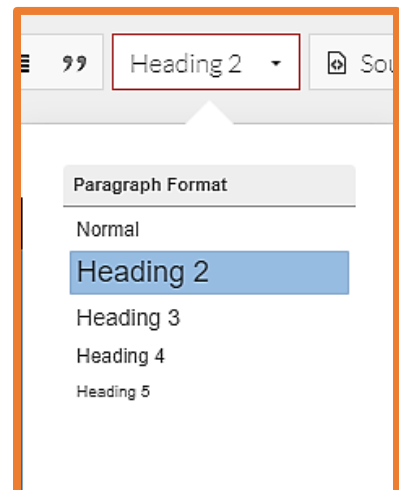
Adding Images

Good quality and well cropped images play an important part in communication. Providing images are relevant to the page or news story, they support text and help to engage the visitor.

All images and documents for embedding into a page's content area are hosted in the File Manager. You should make sure images are optimised, so they are not too large, before uploading and organise images into folders, to help your pages load quicker.

Selecting an image

Click your mouse in the content area, where you wish to anchor your image, then select the **Edit** tab and click the **Image icon.**

From the **Image Properties** window. select **Browse Server** to open the **File Manager**.

In the **File Manager**, you can navigate to an image which has already been uploaded or upload a new image to an appropriate folder.

Click the image within your File Manager to select it. The File Manager window will close, and you will be brought back to the Image Properties window. The images file path will be added to the **Image URL** text-box.
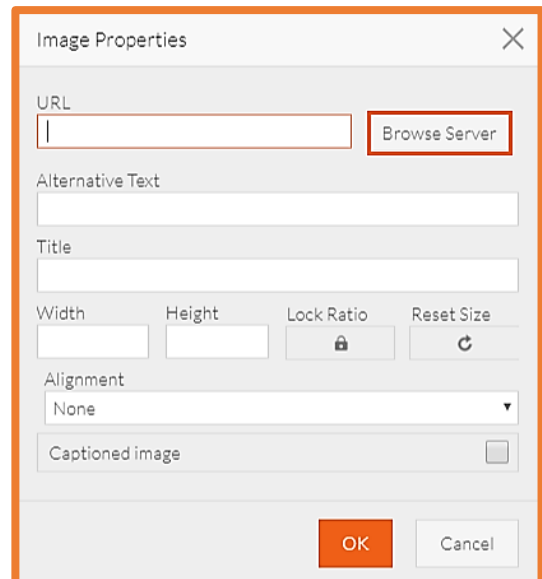
Image Properties

An image is more than just a graphic, it contains lots of data which can be picked up by screen readers and search engines.

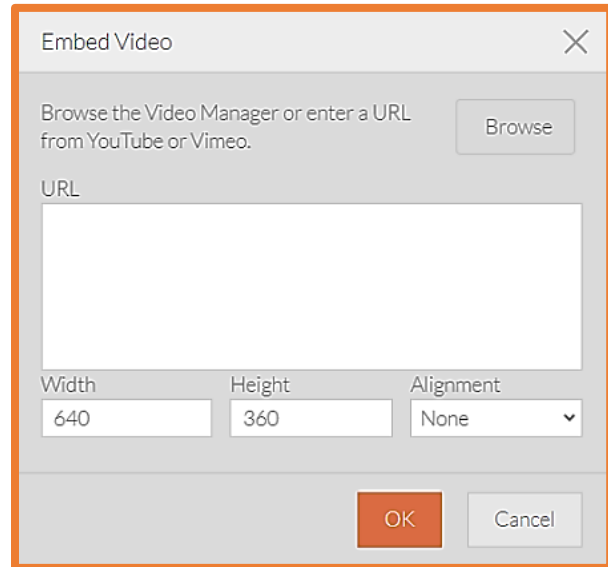|	
Alternative Text	**This is used by screen readers. You should describe the image and function of the image on the page.**
Width	Reduce or increase the images width on a page. This can be set as either a number of pixels, or as a percentage of the content area.
Height	Reduce or increase the image height on a page.
Lock Ratio	Lock the images ratio so that when either the height or width is adjusted, the other dimension will automatically change to maintain the correct proportions.
Reset Size	Reset the height and width back to its original settings.
Alignment	Position the image left, centre or right of the page. The text will then wrap appropriately.
Captioned Image	This will allow you to add a caption directly below the image on the page.

Adding Videos

If you have a video you would like to embed on your school's website, such as a welcome message from the Head, school play or a tour of the grounds, you can insert it on to a page via your computer, or from YouTube or Vimeo.
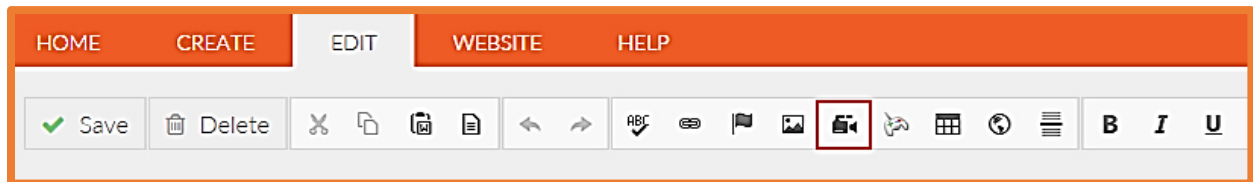
Click your mouse in the content area, where you wish to anchor your video, then select the **Edit** tab and click the **Video icon.**

If you have a **YouTube or Vimeo** video, simply **paste the video URL** into the box.

TIP: *Setting your video to unlisted in YouTube will mean that it cannot be searched for, but can still embedded on your schools website. For more information, take a look at YouTube's tutorial:* [YouTube Privacy Tutorial](#)
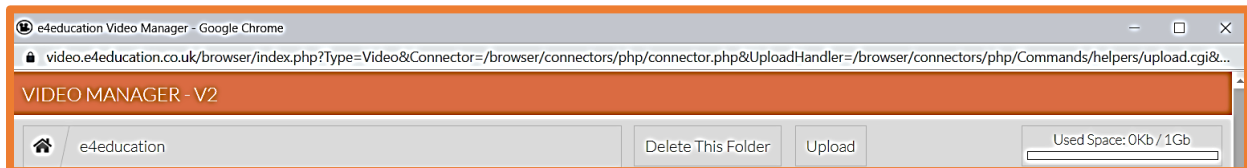
To upload a video to the website's dedicated **video manager**, click on **Browse**. You will be able to navigate and **create folders** to organise your videos on the left of the video manager window.

To add a video, click **upload** at the top of the video manager. You will need to select the video from your computer files and when you click open, the file will be uploaded and encoded for use on the website. This may take a few minutes, depending on the size of your video. This process will also reduce the file size as much as possible to improve load time, and may reduce the quality of the video. If you would like a high-resolution video embedding on your website, we recommend the use of YouTube or Vimeo.

NB *You will be able to see how much storage you have left in the top right corner.*

Once it has uploaded, hover over the image and click the option to **Insert Video**.

You will be returned to the Embed Video dialog, where you can continue to select the **height, width and alignment** if required.

Click on OK to embed the video.
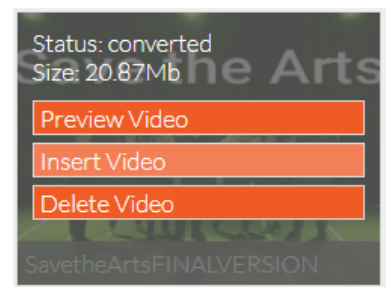
Adding Hyperlinks

Hyperlinks can be used to create a link which could open up a link to a page within the website, an external website, an email or a document. If you add anchor tags, you could also use hyperlinks to jump down to content further down a page.

To begin, either highlight a section of text or just click where you wish to add a new link. Then click the hyperlink icon on the tool bar.
If you selected an item of text, the Display Text will already be populated, if not, type the words you want to appear on the page.

Link to an external source

The **link type** will need to be set to **URL**

Copy and paste or type in the **URL** of the page the link needs to navigate to.

Link to an internal page on your website

The **link type** will need to be set to **URL**

Click Internal Link and select the page from the website using the tree-view that is displayed.
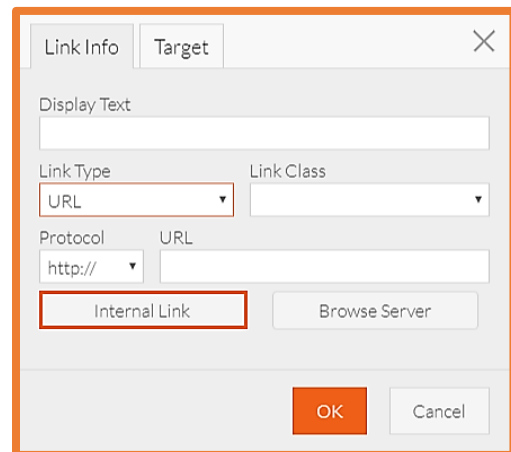
Create an email hyperlink
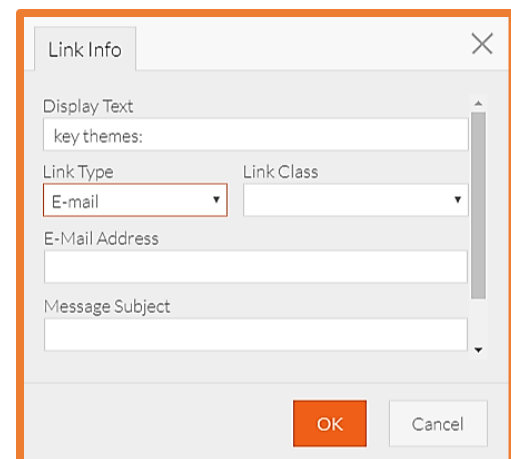
The **link type** will need to be set to **Email**

You will now be able to enter the **email address**, the **message subject** and **message body**.

When your visitor clicks the link, it will attempt to open their email tool on their device. The message will then be prepopulated with the subject and body text.

TIP: *enter prompts in the message body, to encourage your visitors to provide all the information you need to help them. E.g. pupil name, pupil class etc.*
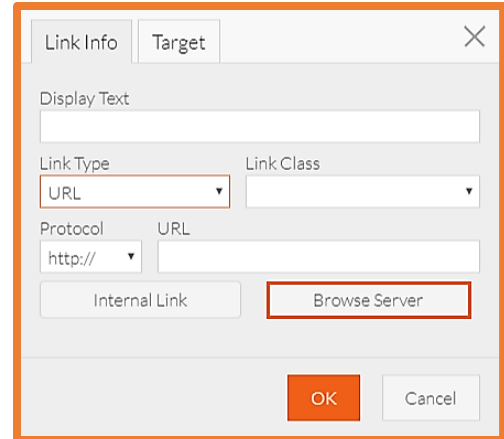
Linking to a document

The **link type** will need to be set to **URL**

Click on **Browse Server** to select a document form the **File Manager**

Setting the target

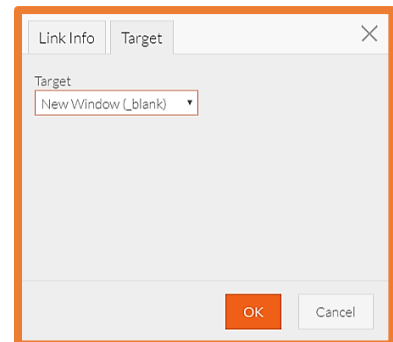Depending on how you would like your link to behave, you may need to set the **target** on the **second tab**. For example, it is common practice for external links to be set to open in a new window, to preserve the page that the link was clicked from and enable your visitor to easily return to where they started.

| <not set>	The default (Same Window) behaviour will apply
<frame>	Target the link to open within an iFrame on your page
<popup window>	Configure the link to open in new window where you control the height and width
Parent Window (_parent)	Opens the link in the parent page window
Same Window (_self)	Opens the link in the same window as it was clicked
Topmost Window (_top)	This will open your link in the topmost or main window
New Window (_blank)	Opens the link in a new window or tab

Linking to anchors

To allow you to link to content further down the page, you will first need to **add an anchor to the page**. To do this, click the cursor where you would like to add your anchor and then click the anchor icon on the toolbar. You will then be prompted to give your anchor a name.
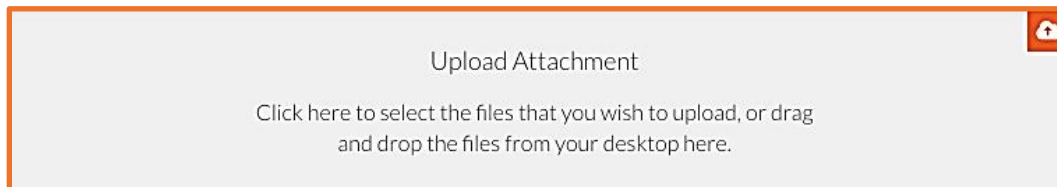
To create a link to an anchor, the **link type** will need to be set to **URL**.

Select the **anchor name** from the list and click OK.
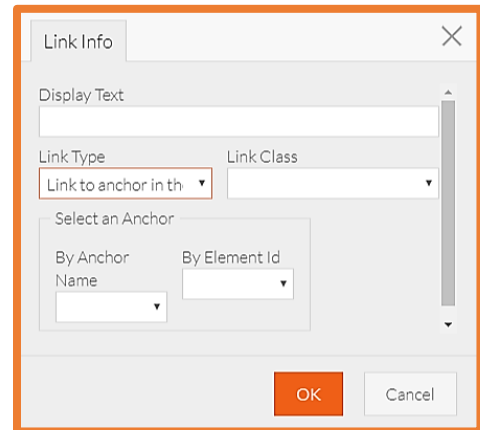
Adding, editing, deleting, and reordering attachments

You can add **attachments** to any page by either dragging & dropping or clicking to upload a document in the **upload attachment** box. You can upload multiple attachments in one go if required by highlighting multiple documents at once.

Upload Attachment

Click here to select the files that you wish to upload, or drag and drop the files from your desktop here.

To **rename an attachment**, simply click on the attachment title text and then amend as required. When you click out of the box, the title will have changed. To **download** or **delete** an attachment, click the tiny icons on the right-hand top side of the box.

Attachment title

PNG
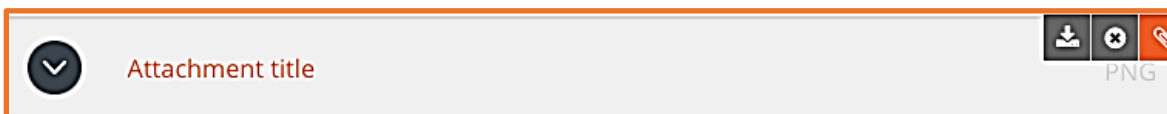
To publish your changes, go to **edit** on the orange bar and press **save**.

Please note *that attachments cannot be placed above or in the main content area, but you can use hyperlinks within your text content to link to files if required.*

Page Edit Menu
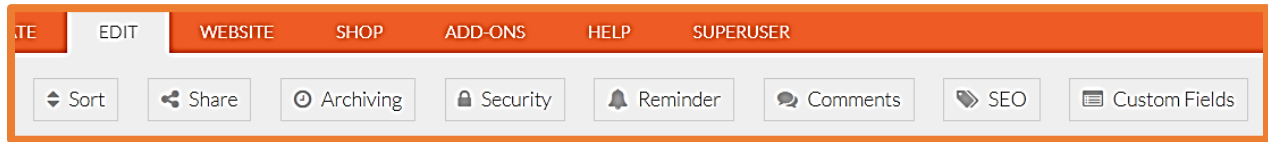
Sort
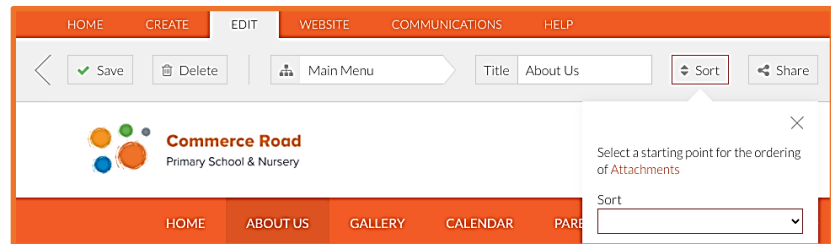
To **reorder** your **attachments**, you can either drag them into position, or choose the order using **sort** option under the **edit** menu on the orange admin bar.

The options available are:

- **title a – z**
- **title z – a**
- **newest date**
- **oldest date**

Share to social media

To enable social media sharing, the website will need to be **authorised to post to Facebook and/or Twitter**. This will need to be done by an **administrator** of the website and the settings can be accessed under the **website tab** on the orange admin toolbar.

Once social media sharing has been set up, you will be able to share **News Articles**, **Blog Posts**, **Photo Albums** and **Pages** directly to your social media accounts, either at the point of creation or, at a later date.

To begin, **navigate to the item you wish to share**, if you are not already there. Then click on the **share button** on the edit menu at the top of the page.
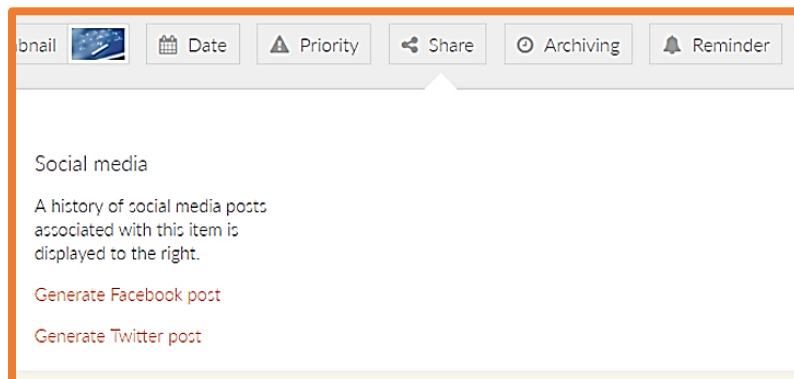
You will be offered the option to **generate a Facebook post** or **generate a Twitter Post**. In both instances, the text will be pre-populated based on the page content, but you will be able to adjust the wording to ensure the post makes sense.
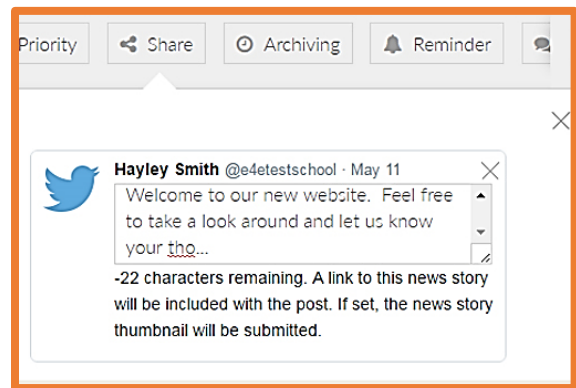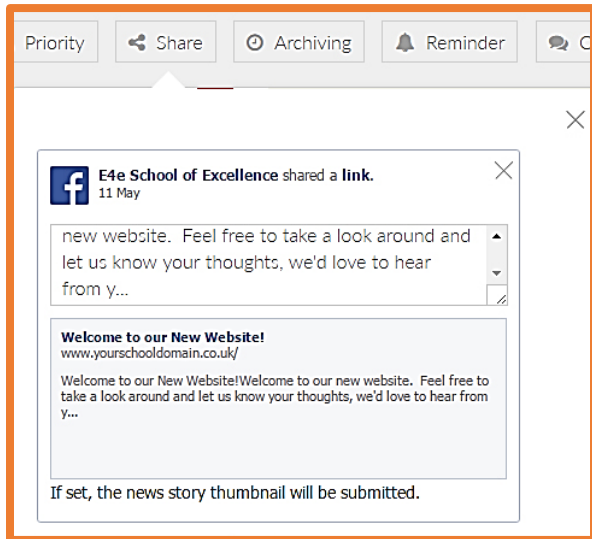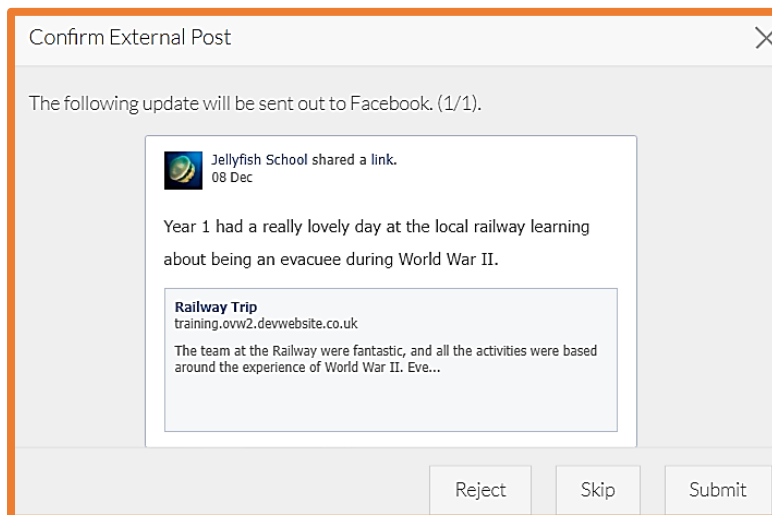

When you are ready, **save the page**. You will be prompted to **check the post(s)** and select how you would like to proceed.

Reject	Publishes any changes to the item of content and stops the Facebook post from being submitted.
Skip	Publishes any changes to the item of content and holds the generated post, preventing it from being submitted to Facebook. The next time the page is saved, you will be asked to confirm the post again.
Submit	Sends the post to Facebook. A copy of the post is also stored on the Edit tabs Share drop-down.

Removing Social Media Posts

Select **Share** from the **Edit** tab. A drop-down will appear containing links to generate posts and all posts which have previously been submitted to Facebook and Twitter.

Select the cross icon to the right of a post to delete. The post will instantly be removed from your social media account.

TIP: *Deleted posts will appear greyed out on the* **Share** *drop-down. This is a quick way of identifying if an item of content has been shared previously and if it has been removed.*

Archiving and Publishing dates

Archiving

You have the ability to schedule an archive date. This will remove the item from public view on the website but, as an editor, you will still be able to access it through the site map. You can later delete the item or re-publish it.

To set an item to archive, click the **Archiving** button from the **Edit** tab. In the **Archive on** field, select a date from the calendar or type a date in DD/MM/YYYY format.

You can also set the item to archive immediately using the **archive now** option.

Setting a Publish Date

You can also schedule an item to publish in the future. This is really handy if you have something that needs to go live over the holidays or at weekends.

To set a publish date click the **Archiving** button on the **Edit** tab. Then, in the **Publish this news story on** field, select a date from the calendar or type a date in DD/MM/YYYY format.

You can also set the item to publish immediately using the **publish now** option. Useful if you are re-publishing an archived item.
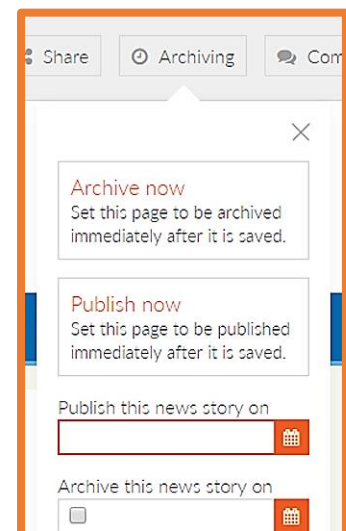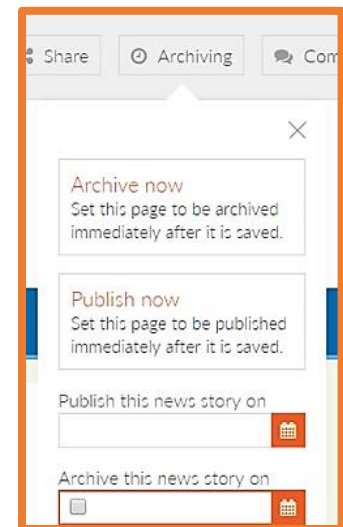
Reminder

This option can be switched on if required, at no additional cost. Just contact our Support Team to request the update.

Once it has been switched on, you will be able to **set a reminder date and email address** for many of the items on your website. This is a great way to help you manage updates.

Comments

If this is allowed by your administrator, you can set individual items to **allow commenting**.

SEO

This option allows you to add in **Keywords** and **Meta-descriptions** for the items on your website.

Custom Fields

This area is usually reserved for custom functionality. However, you will find the option to add a **friendly URL** here.

Friendly URLs allow you to set an easier to understand link for your page. For example, you might make your friendly URL whole-school-gallery which would result in a friendly address being created of www.myschoolsite.co.uk/ whole-school-gallery

Saving a page

When you have made changes to your page, you will need to save them by going to **edit** and **save** on the orange bar.

Depending on your permissions, you will then be able to either **save now** which will publish the item directly to the website, **save as a draft** if you aren't ready to publish and want to come back to it later or **send for approval** if you need another user to approve your changes prior to publishing.

Deleting a page

To remove a page from your website, you will need to select **delete** on the **edit** tab and then choose to either **delete now** or **send for deletion**.

Delete now will remove the page from your website immediately whereas **send for deletion** will send a deletion request to a user who has the relevant permissions to approve the deletion.

When this option is selected, a window will appear prompting you to choose the user you would like to send the request to. You can click **publishers** or **administrators** on the left-hand side to display a list of users. Clicking on a user's name will display a third column which contains a button titled **send to this user**. You can click this button to send the deletion request.

The selected user will be notified by email and will be able to log into the website and view the deletion request via the **My Tasks** button.

Restoring a page

If you ever need to recover a deleted page, photo gallery, photo album, blog category, blog post, news category or calendar, you can do this via the **instant restore** option on the **home** tab.
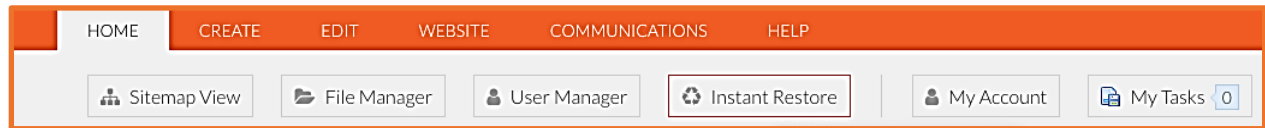
Clicking **instant restore** will bring up a window with the item types listed down the left-hand side.

Select from the list to bring recently deleted items and click the **restore** button in the right-hand panel to recover the page to its original location.