



Editing existing pages on the website

Accessing the admin area and edit a page. Change and format text. Insert links.

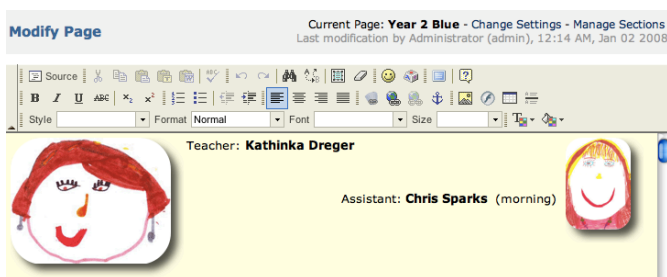
Black text = guide. Blue text = notes / more info.

Getting Started:

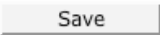
Go to the /admin folder of your website and log in.

- Select 'Pages' from the main menu.
- To edit an existing page click on it's name or click the + next to another page to reveal more pages that may be hidden.
- Click on the name of the page to edit.

Pages are made up of one or more 'modules'. The most common module being WYSIWYG and working like a simple word-processor:




Use the scroll-bar to the right of this module to find the content you want to edit and then click on the page to start making changes.

 Save your changes by clicking the save button below the current module. Assuming the page itself is live your changes will be immediately visible on the website.

Formatting text:

You should not normally change the font style, colour or size unless you are deliberately making a page that breaks with the site 'default' format. You may however want to make words bold or italic, or perhaps apply a preset format such as 'Heading 3'.

To make a change first select the word(s) to change. Then use the appropriate button or choose a format from the drop-down list in the 'Format' box. 

What you need:


To make changes to the website you need to be using a computer that is connected to the internet as all editing is carried out online.

You must access the site using either Firefox or Internet Explorer as your web browser. (Others may not be able to correctly display the editing controls).

You must have a username and password to login,

Editing Tips:

Editing is very much like using a basic word-processor. All the buttons have 'tool-tips' to indicate their function. These appear when you point to one and leave the mouse to hover in place for a moment.

If you would prefer to have a bit more space to work and see only the module you are interested in click 'maximise' button: .

As you work SAVE changes regularly. Just click the 'Save' button to the bottom left of the module you are using. If you have maximised your workspace you will have to click the maximise button again to return to a normal view in order to reveal the 'Save' button.

Selecting:

To choose a section of text click, and then whilst holding down the left mouse button drag over the text you want to select.

Depending on the web browser you are using you may be able to click twice to select a single word and three times to select an entire line of text.


Clicking on an image will also select it. If you want to delete an image for example you would click on it then use the 'Del' (Delete) or backspace key on your keyboard to remove it.

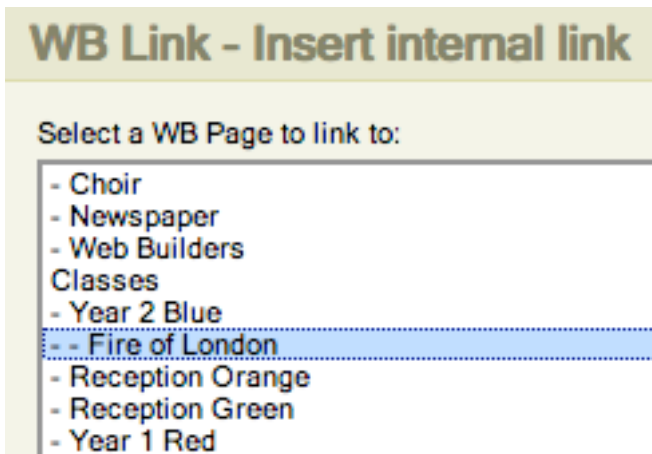


Insert Links:

You can insert hyperlinks to other pages on the site or to other websites. Pages that are set as 'Public' normally appear on a menu as well


Link to existing pages on the site

- First select the text or image you want to link from.
- Then click the  'Insert/Edit Website Baker' icon.
- From the pop-up window scroll down until you find the page you want to link to, click to select it, and then click the OK button to apply the link.



In the example above we would be selecting to link to a page called 'Fire of London' that is in Classes / Year 2 Blue.

Link to other websites:

- Select the text or image you want to link from
- Click the  'Insert / Edit link' button.
- Type in or paste (see right) a page address to the URL field and click OK.

Pasting links, a time-saving tip:

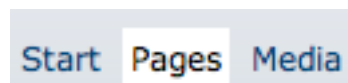
If you want to link to another website you need to know the address of the page on the site you want to link to. Page addresses or URL's are normally displayed in the address bar near the top of your web browser. If you do not see any address you will need to turn on the address toolbar to display it. (Try the 'View' menu to do this.)

Rather than memorising or writing down the address which may sometimes be lengthy, the quick way to use it is to copy and paste:

- First highlight the ENTIRE address (see earlier tip re selecting).
- Use the keyboard 'copy' command Ctrl + C to copy the address to the clipboard. (Command + C on Mac).
- In the URL field of the 'Insert / Edit link' window on the editing system use the keyboard 'paste' command Ctrl + V (Command +V on Mac).

Check Links / Pages menu:

Links are not active in the editing system even though linked text is underlined. To check links work as expected preview the page as it appears online in the school website.



To return to the pages menu click on 'Pages' at the top of the editing page.

Click the magnifying-glass icon to the right of the page you want to preview. 

About the editing system:

The editing system you are using is known as a 'Content Management System' or CMS. This one is called 'Website Baker' and is 'Open Source'. That means the underlying system is freely available to use by anyone who has appropriate website hosting. Your system has been specially set up and configured by www.diditon.com The look of the site is set using templates also created by diditon.