

## 1

## Getting Started

When you first log in to edit your website you will notice that your page now has icons that look similar to the ones below (although the colour may be different)



Each icon enables the editing of different aspects of a web page, as follows:

### 1. Rich text editor

This feature not only allows you to edit the content of the text but also the look and feel, such as changing to bold, italic or adding links. The extent to which you are able to alter styles varies.

More information about the styling you may be able to edit is detailed on page 2.

### 2. Plain text editor

This feature allows you to edit the textual content only and will not affect any styling used on the website.

### 3. Picture editor

This tool enables you to upload your own picture to replace an existing picture on the page. More details on this feature are on page 4.

## 2

## Editing text with the rich text tool



If you are able to use the basic features of **Microsoft Word** then you'll recognise the icons in our system. Below is a full list of what each icon does.

Icons may not always show for each section of text - in fact, there may only be 4 of the most important tools for you to use.

-  Makes the text bold
-  Makes the text underlined
-  Makes the text italic
-  Creates a strike-through the text
-  Aligns the text to the left
-  Aligns the text to the center
-  Aligns the text to the right
-  Justifies the text
-  Creates a numbered list
-  Creates a bullet point list
-  Outdents the selected text
-  Indents the selected text
-  Creates a block quote
-  Draws a horizontal rule/line
-  Superscripts the selected text
-  Subscripts the selected text

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## 3

**Editing text with the rich text tool (continued)**

-  Cut
-  Copy
-  Paste
-  Paste (plain text only)
-  Paste (from a Word document)
-  Inserts an image
-  Inserts Flash
-  Creates a link
-  Removes a link
-  Changes the text color
-  Draws a table
-  Special characters (such as é and ü)
-  Find text
-  Replace text
-  Undo
-  Redo
-  Remove formatting
-  Edit source code (expert only)

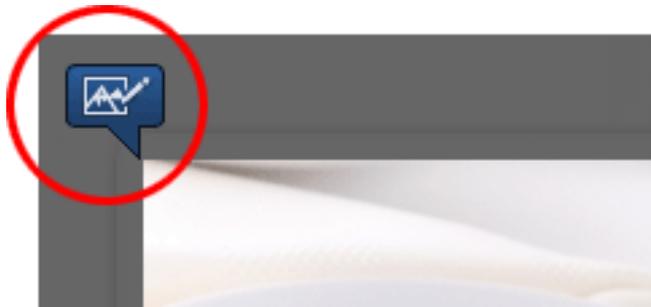
As previously mentioned you may find that you are only able to use the 'Select', 'Cut', 'Copy' and 'Paste' tools.

## 4

**Using the picture editor tool**

When you see an icon on the page that looks like the one below, it means you are able to edit the picture (the color of the icon may be different for your website).

As you hover over the icon, the rest of the screen darkens to highlight the picture you will be editing:



You now have the option of editing the existing image's size (proportionate to it's size) or uploading a new image.

To alter the proportionate size of an image, use the handles in either one of the corners of the marquee as shown below.

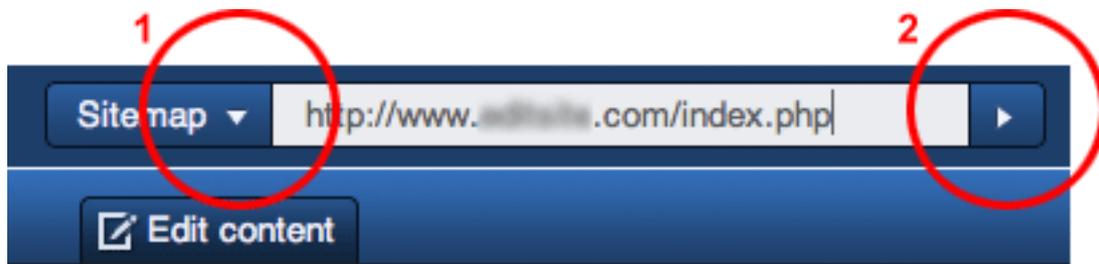


When you are happy with the image and it's size, click on 'Save image' to replace the one on the web page.

## 5

### Navigating around your website

You can navigate around the content management system in the same way you would navigate around your website, using the links on the site. If, however, you have a page which isn't linked from any other page, then you can use the sitemap tool, shown below:



Clicking '**Sitemap**'<sup>1</sup> will display a list of the pages in your website. If you know it, you can also type the URL directly into the box shown and click the **next arrow**<sup>2</sup> to go there.

### Updating your details

Should you need to change your email address, password or even your name, you can go to **Account > Edit details**

