

User Guide

NetCollaborators Content Managed Websites

February 2009

User Guide – Operating a Content Managed Website

Your new website is a fully state of the art content–managed site (CMS) from the Joomla series, which means that content can be rapidly amended or added to with or little or no specialist knowledge by authorised individuals.

Operating Support.

Once launched NetCollaborators will continue to be on hand to take on system troubleshooting etc. Support for modifying the content of any of the website will be available during the standard working week subject to an hourly charge, as will any support provided in setting up customers on the system. Please see our menu of service and charges.

NetCollaborators will provide staff training as described to establish a sufficient base of operating knowledge. Any trained webmaster would be able to tackle most of operating needs of the website and manage the input of suppliers.

1. Editing a Web page Article

This section sets out how to edit an article within your site

Most articles are editable, although some areas of the website require special access.

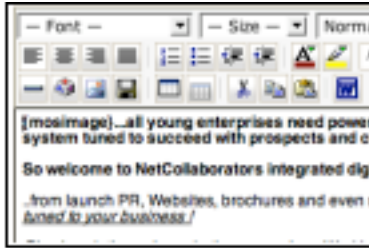
To edit content

Log in using the form on the home page, all editable areas will be automatically come marked with a small edit sign – simply navigate around the website until you get to the area you want to edit. If you don't see this sign, ask your Website Administrator.

There are a few ground rules:– It is assumed that you have already undergone some basic training and have “editor” permissions (check with your Website Administrator if you're not sure).

Editing your page

Once you've logged in, just find your article and then click on the little edit icon after the article title. You will then be presented with an edit screen that looks similar to the one here.



Usage of this editor should be self explanatory to those familiar with a word processor.

Saving or cancelling your work

To save your document, just click on the disk icon. To cancel your changes, click on the cross. Use the blue tick to save your work but continue editing.

2. Adding a picture and image considerations

Overview

In addition to adding text to your articles and editing it, it is also very simple to add digital images. The process is straightforward, but it is more complex than text-editing – and there are also one or two important things to look out for to keep your site looking good and running smoothly. This might be something you decide to ask your Website Administrator to handle for you.

Image size

In order for your website to load quickly, it is very important that your images are kept to a small physical size – it's not good enough to take a large image and re-size it using the "drag" handles – you'll need to use a photo-editing program to reduce the image in physical size at the same time as reducing its visual size.

A file size of around 20 kilobytes (KB) or less is about right – if you find you are approaching 100 kilobytes, your web page could start to suffer!

Image format

Without going into huge detail, the most common type of image file found on the web is a "jpg" file and we recommend saving your file in that format for best compatibility.

Uploading and placing your Image

Once you have your image in the right size and format, it's time to upload it to the site. This is done as a two-part process:- 1) Upload the image to your website editing suite 2) Place it in your article.

Uploading your image

1. Open the article on the website as you normally would for text editing, by clicking on the edit icon.
2. Click on the word 'Image' in blue found underneath the image area on screen. This will open a new panel on screen.
3. Ensure you have chosen the UK folder. Then browse your computer to find the new image and select and upload. Ensure it is between 20 and 100 kilobytes in data size
4. Select the image file and click on "Upload". Locate your file and select it and finally click on the "Insert" button in the top right hand side of the image panel.
5. The new image appears in your article!

3. Amending NewsFlash update

If you log on to the website as a "Super Administrator" and you will see a blue text message in the left column "Edit NewsFlashes. Clicking here will open a list of NewsFlash "articles". Simply click on the edit sign and follow the same procedure as above to upload a new image or add in text.

Clicking on "New" below will allow entry of a new NewsFlash.

An old NewsFlash may be hidden by editing it and selecting "No" under the Published: heading within the Publishing section of the edit page.