

# **Webfactory Manual**

**Webfactory Manual**

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# Chapter 1. Introduction

The Webfactory is a tool for updating and maintaining your website. It is ideal for sites where text and images need to be updated regularly.

## 1.1. The Webfactory

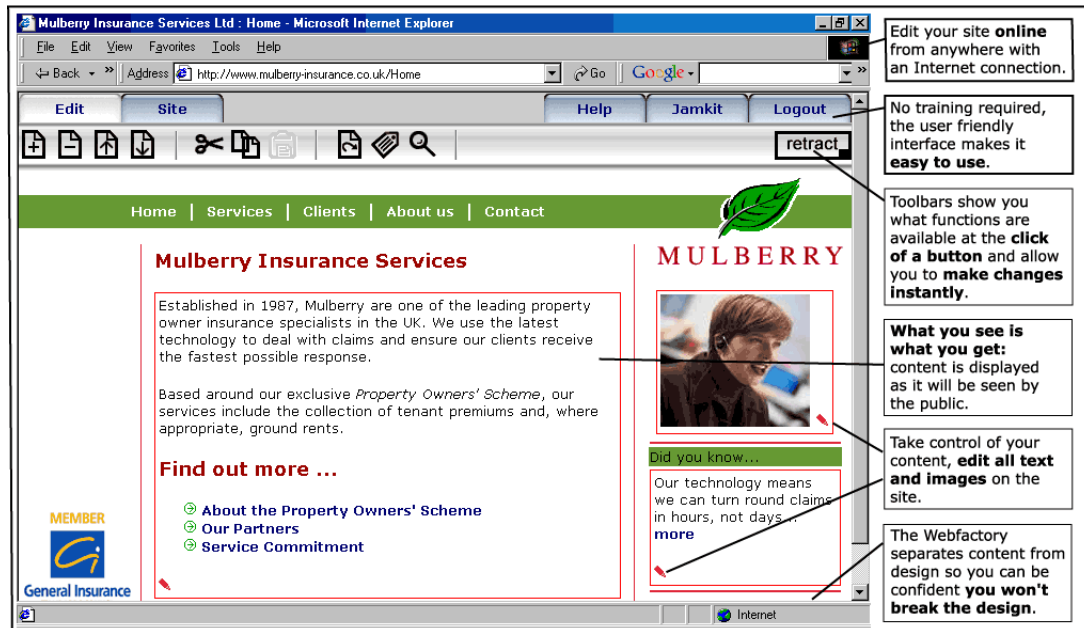


Figure 1-1. Webfactory site

## 1.2. Key Features

- **Edit from anywhere** The Webfactory can be used from anywhere with an Internet connection. All you need to start working is a username and password. Once you have logged in, you will see the Webfactory Toolbar at the top of each page and red outlines around each item that can be edited.
- **Easy to use** The Webfactory is user friendly and makes it easy for anyone to start updating their site without technical knowledge.
- **Make changes instantly** Access key features through the different toolbars available via the tabs at the top of the screen. The Edit Toolbar allows you to add new pages and move them around the site at the click of a button. The Site Toolbar allows you to manage site wide information and settings, such as user details, site statistics, properties and newsletter.
- **Content is independent of design** When editing your site, you don't have to worry about breaking the design as you would in Dreamweaver. The Webfactory separates content from design. This ensures that the design remains consistent throughout the site and allows you to have different views of the same information e.g. printer friendly or accessible versions. Although you cannot edit the design through the Webfactory, new designs and templates can be added to any existing site.
- **What you see is what you get** You can edit text and images, add new pages and move them around, add new items (such as news and events), and upload files. It is easy to review changes - content is displayed as it will be seen by people visiting your site, and you can choose when to publish each page.

## 1.3. What the Webfactory doesn't do

The Webfactory is a publishing tool and allows you to update content on your site quickly and easily. It is not a design tool, so you cannot change every aspect of the page layout. It is not a word processing tool: text formatting is limited by what is practical on the web, and there is no spell check provided by default.

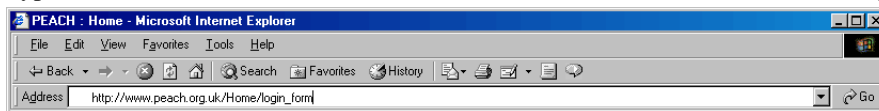
## 1.4. Using the Webfactory

All stages of the editing process have on-screen explanations, as well as failsafe checks to ensure no work is accidentally lost. This manual is designed to act as a guide to the Webfactory, both as an introduction, and as further reference if needed.

### Log in

Jamkit will issue you with a username and password. Once logged in, you can change your password using the site Toolbar.

1. Go to your website.
2. Type **/login\_form** at the end of the web address (URL) in the address bar and press enter.



The login form will appear:

**Log in**

Name

Password

Remember my name.

**I forgot my password!**

Having trouble logging in? Make sure to enable cookies in your web browser.

Don't forget to logout or exit your browser when you're done.

Setting the 'Remember my name' option will set a cookie with your username, so that when you next log in, your user name will already be filled in for you.

3. Enter your username and password.
4. Click login.

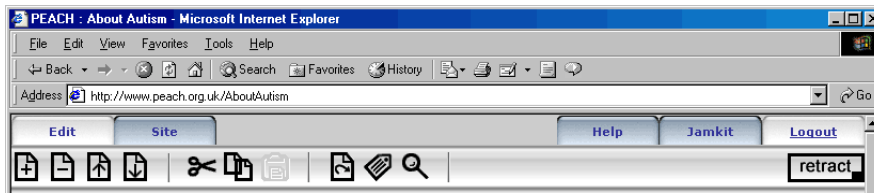


Setting the Remember my name option will set a cookie with your username, so that when you next log in, your username will already be filled in for you.

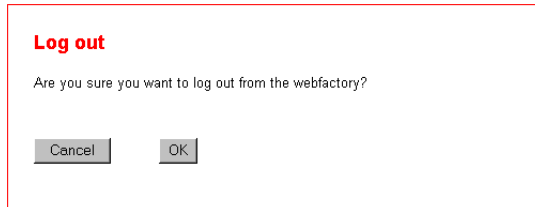


To get a new password, click on I forgot my password! on the login form. To change your password, see Site Properties.

## Log out



1. Click on the Logout tab at the top of the page. The confirmation page will appear:



2. Click ok to log out.



# Chapter 2. Content

## 2.1. Items

Each page is made up of *items*, such as blocks of text, images, files, FAQ's, fields, events, links and news items. These are the building blocks of the Webfactory and can be edited individually. Some page types, such as Text Only or Image Only contain only one item while others, such as News or File List contain many items.

Where additional *items* can be added to a page, an extra button appears on the Edit Toolbar between the move page down and cut page buttons.

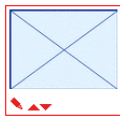


To add a new *item*, use the buttons on the Edit Toolbar. All *items* which can be edited are surrounded by a box. To edit an *item*, select the red pencil underneath it.

### Add Item



1. Go to the page where you want to add a new item e.g. Gallery.
2. Click the button on the Edit Toolbar e.g. add image. A new *item* will appear on the page.



3. To edit the *item*, click on the red pencil underneath it.

## 2.2. Text

The main advantage of the Webfactory is the ability to add and change text instantly.

Text which can be edited is surrounded by a box. To edit text, select the red pencil underneath it.

Text which is part of the design, such as the logo or copyright information, cannot be edited. Page titles and headings that are inserted automatically into each page can be changed using the page properties button on the Edit Toolbar (see Page Properties, section 3).

The style of text on the site is controlled by the stylesheet. This ensures that the colour, style and size of text fits the design and remains consistent throughout the site. General properties of the text, such as bold, underline and italic can be changed using the options on the Formatting Toolbar.

### Edit Text

1. Go to the text you want to edit.

This section of our web-site seeks to give you:

- An overview of the current understanding we have of autism.
- Guidance in the process of obtaining a diagnosis.
- Explain what an ABA or Early Behavioural Intervention programme is.
- Give you a summary of the UCLA Young Autism Project research findings.

This should provide a basis from which you can add to your knowledge by:

- Further reading (see reading list)
- Looking at other autism web-sites (See links)
- Contacting the office for our Information pack (Contact us)

2. Click on the red pencil underneath the text. The *text edit* page will appear:

**Edit text**

Select Style ▾

**B I U** [List icons]

This section of our web-site seeks to give you:

- An overview of the current understanding we have of autism.
- Guidance in the process of obtaining a diagnosis.
- Explain what an ABA or Early Behavioural Intervention programme is.
- Give you a summary of the UCLA Young Autism Project research findings.

This should provide a basis from which you can add to your knowledge by:

- Further reading (see reading list)
- Looking at other autism web-sites (See links)
- Contacting the office for our Information pack (Contact us)

Cancel    Make changes

3. Click in the text box and edit the text.

**Edit text**

Select Style ▾

**B I U** [List icons]

This section of our web-site seeks to give you:

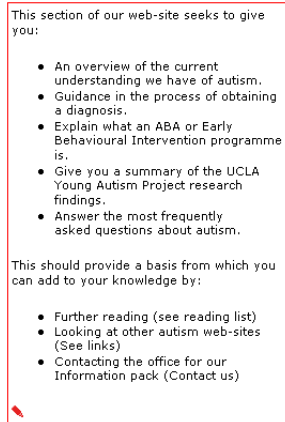
- An overview of the current understanding we have of autism.
- Guidance in the process of obtaining a diagnosis.
- Explain what an ABA or Early Behavioural Intervention programme is.
- Give you a summary of the UCLA Young Autism Project research findings.
- **Answer the most frequently asked questions about autism**

This should provide a basis from which you can add to your knowledge by:

- Further reading (see reading list)
- Looking at other autism web-sites (See links)
- Contacting the office for our Information pack (Contact us)

Cancel    Make changes

4. Click make changes to save.



To enter text on consecutive lines, hold down *ctrl* on your keyboard and press *enter*.



To undo the last action, hold down *ctrl* on your keyboard and press *z*.

### Edit Text Style

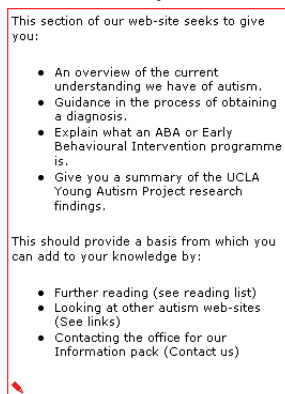
The text style menu on the *text edit page* gives you a choice of five text styles. The colour, style and size of the options in the text style menu are controlled by the site stylesheet.

General properties of the text, such as bold, underline and italic can be changed using the options on the Formatting Toolbar. (see Formatting Toolbar, section 3)

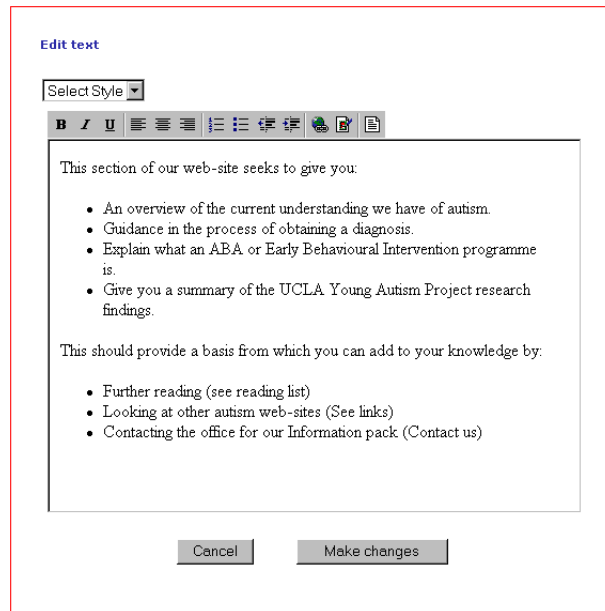


Text styles are applied to the whole paragraph.

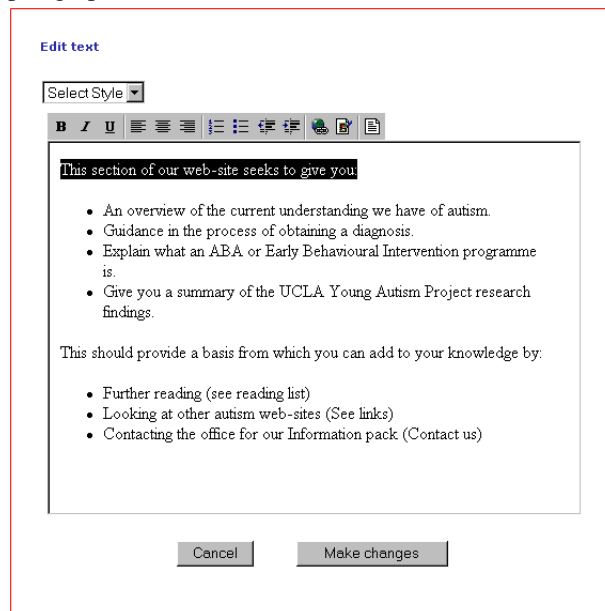
1. Go to the text you want to edit.



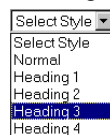
2. Click on the red pencil underneath the text. The *text edit page* will appear:



3. Highlight a word in the paragraph you want to change. Text styles are applied to the whole paragraph.



4. Choose one of the options from the text style menu ; Normal, Heading 1, Heading 2, Heading 3, Heading 4.



5. Click make changes to save.

**This section of our web-site seeks to give you:**

- An overview of the current understanding we have of autism.
- Guidance in the process of obtaining a diagnosis.
- Explain what an ABA or Early Behavioural Intervention programme is.
- Give you a summary of the UCLA Young Autism Project research findings.

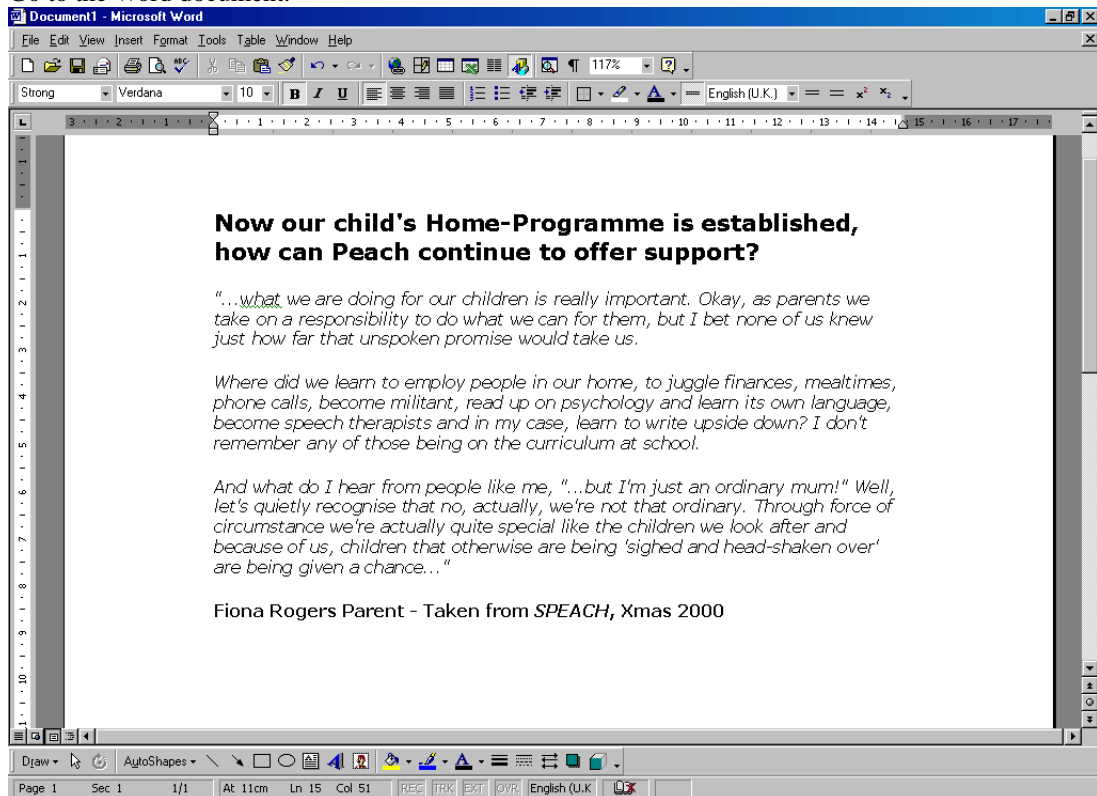
This should provide a basis from which you can add to your knowledge by:

- Further reading (see reading list)
- Looking at other autism web-sites (See links)
- Contacting the office for our Information pack (Contact us)

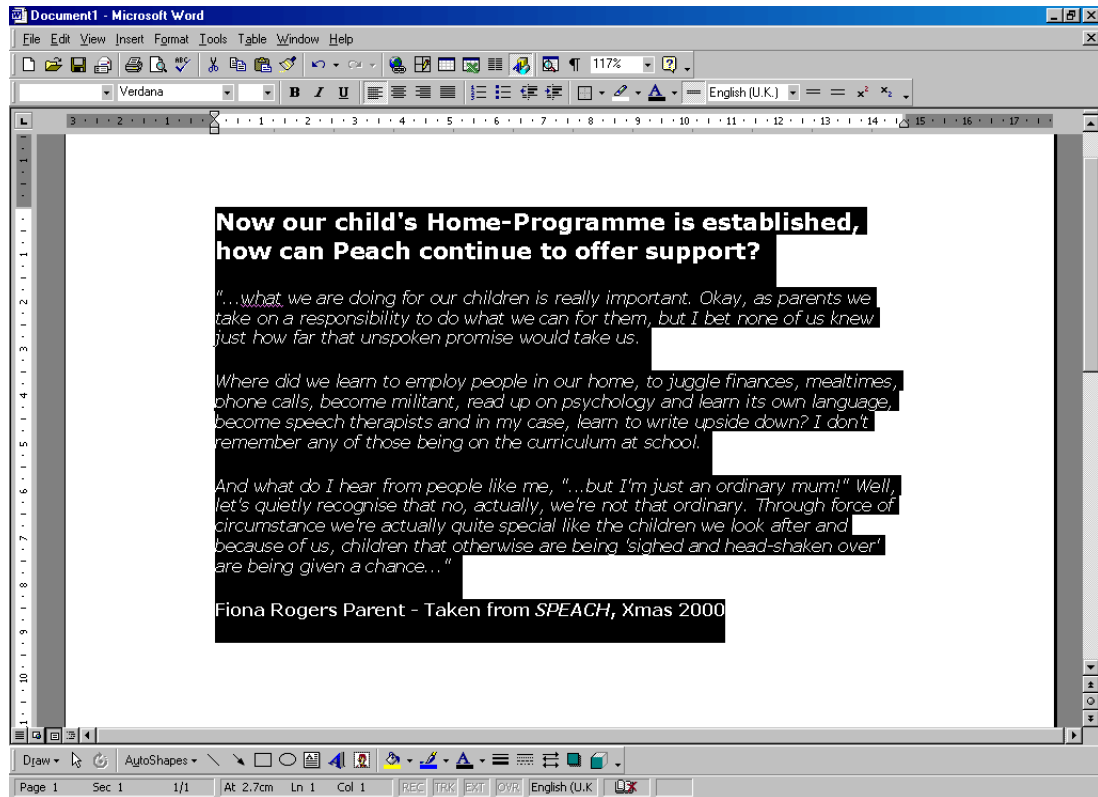
## Copy Text

Text can be copied from other documents and pasted into the site. If you are copying text from a Word document, it must be converted into a 'text only' file first or it will retain its original formatting i.e. font, colour and size. These may be the same as the ones on your site.

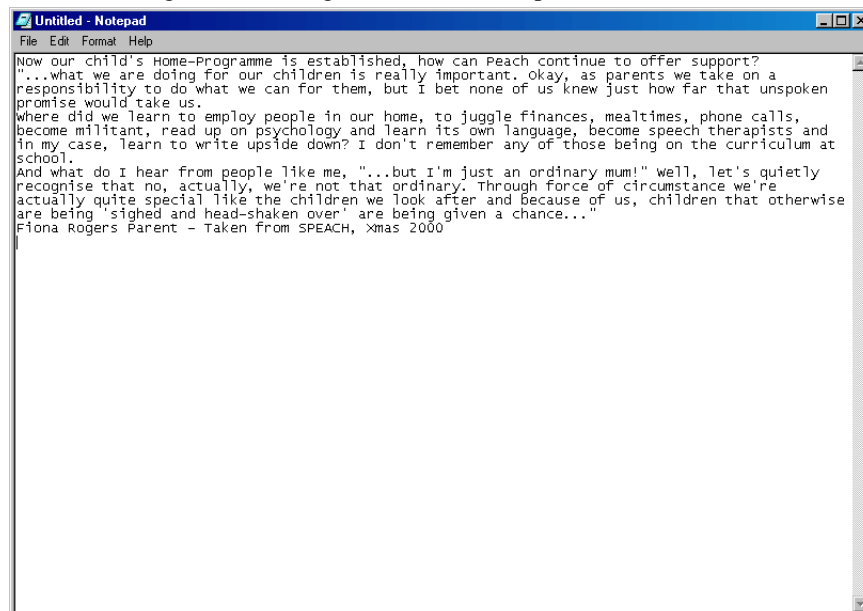
1. Go to the Word document.



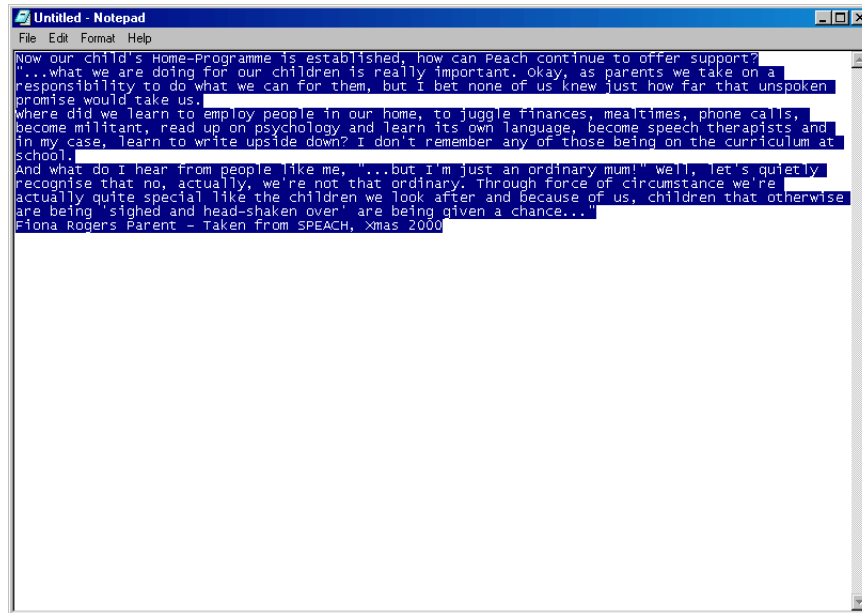
2. Highlight the text you want to copy and select copy from the edit menu.



3. Open notepad (or a text editing tool e.g. Wordpad) and select paste from the edit menu. This will remove the original formatting and ensure that copied text looks the same as other text on the site.



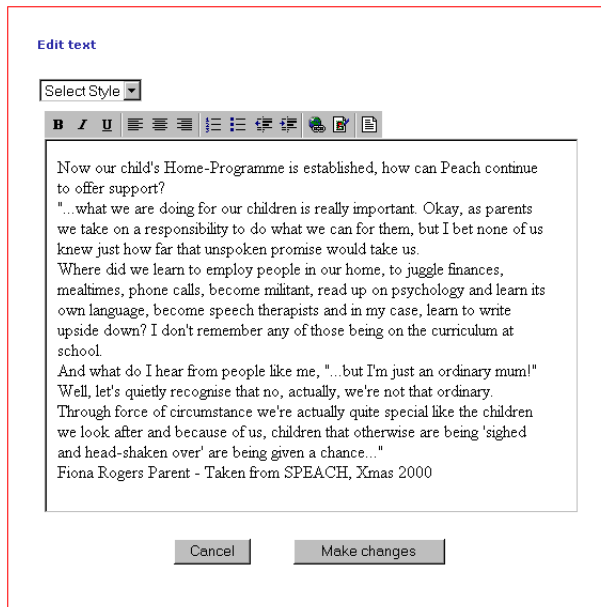
4. Highlight the text in notepad and select copy from the edit menu.



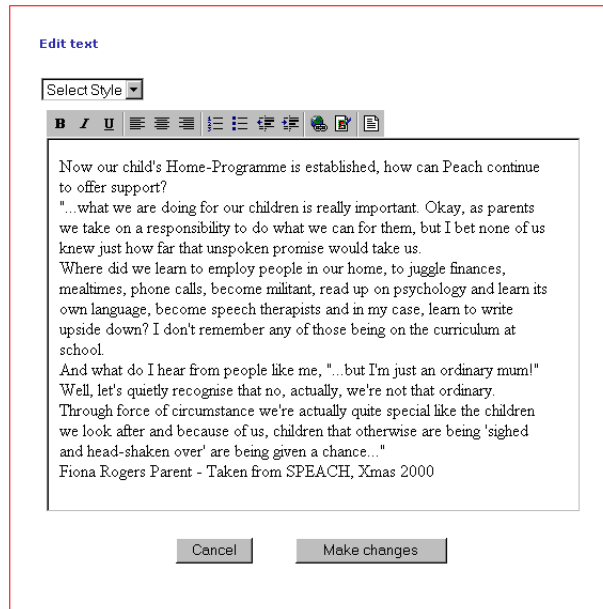
5. Go to the text area on your site where you want to paste the text.



6. Click the red pencil underneath the text area. The text edit page will appear:



7. Click in the text area and select paste from the edit menu in the browser.



8. Click make changes to save.



Use shortcut keys to copy and paste text. Hold down ctrl on your keyboard and press c to copy text. Hold down ctrl on your keyboard and press v to paste text



If you know some HTML (the language in which web pages are written) you can edit the source code of a page using the edit HTML button on the Formatting Toolbar (see Formatting Toolbar, section 3).

### Add Text

New text areas can be added to the site using the add text button on the Edit Toolbar. This applies only to advanced Webfactory sites.



1. Go to the page where you want to add a new text area.
2. Click the add text button on the Edit Toolbar. A new text area will be added to the page:



To edit the text area, click on the red pencil underneath it.

## 2.3. Image

All images on the site which are part of the content can be changed. Images which are part of the design e.g. logo, cannot be changed through the Webfactory.

In edit mode, Images which can be edited are surrounded by a box. To edit an image, select the red pencil underneath it.

Images can be uploaded directly from your desktop, network, cd or disk. They are automatically resized to fit the site design and maintain their aspect ratio. This means that a wide image will remain wide but will be resized to fit the maximum width of the image area. A tall image will remain tall but will be

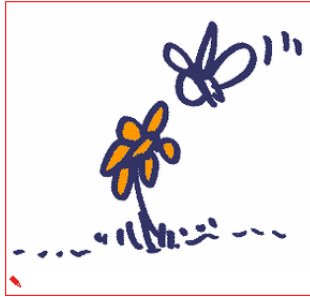


resized to fit the maximum height of the image area. There is no maximum image size but images larger than 500kb will make the page slow to download.

Images can be uploaded in any format. They will automatically be optimised for the web by the Webfactory. To minimise the effect of optimisation, use good quality originals i.e. sharp images with good contrast. Poor quality or blurred originals will increase the effect of optimisation which may result in very poor or very blurred images.

### Edit Image

1. Go to the image you want to change.



2. Click on the red pencil underneath the image. The edit image page will appear:

**Edit image\_1**

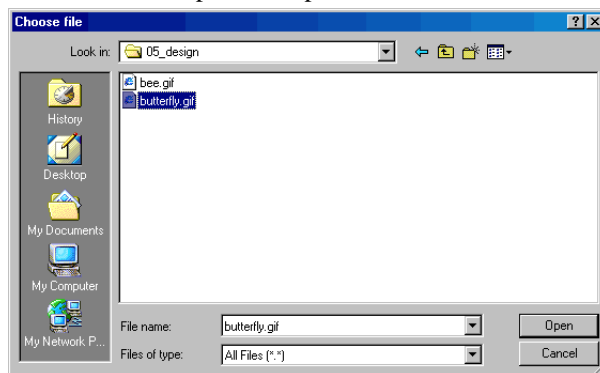
Current Image (N/A)

Title

Description

Upload new image (optional)

3. Enter a **title**. The **title** appears on Gallery pages and when the mouse is rolled over the image.
4. Enter a **description**. The **description** appears on Gallery images and is used in the site search.
5. Click browse to open the explorer window:



6. Select an image from your desktop, network, cd or disk and click open. The explorer window will close.
7. Click make changes to save.



The default image, a blue square, appears on new pages and can be edited as above.

### Add Image

Images can only be added to pages where the add image button appears on the Edit Toolbar.



1. Go to the page where you want to add an image e.g. Gallery.
2. Click the add image button on the Edit Toolbar. A new image box will be added to the page containing a default image:



To edit the image, select the red pencil underneath it.

## 2.4. Page

Pages can be added and moved around the site using the buttons on the Edit Toolbar. To add a page, click the add page button on the Edit Toolbar. To change the title and description of a page, click the page properties button on the Edit Toolbar (see Edit Toolbar, section 3).

Page types allow you to add functional elements to the site. For example, the File List page allows you to upload files to the site and the Gallery page allows you to add images. Page types are identified by function rather than design. Where additional items can be added to a page e.g. image, news item, or file, extra buttons appear on the Edit Toolbar between the move page down and cut page buttons.

Each page type fits the chosen site design. In some cases, two pages can look identical but have different functions e.g. News page and Events page. Designs cannot be altered through the Webfactory but new designs and page types can be added to an existing site.

**Location** When a new page is added to the site, you are asked where you want to place it. The options relate to your current location. You can either place the new page on the same level as the page you are on or make it part of the section you are in. Once a page has been added, it will appear in the navigation and can be moved using the buttons on the Edit Toolbar. The most important aspect of building your site, is organising the pages into a structure which makes sense to users and allows them to find the information they want quickly and easily. Pages should be ordered into sections according to their relevance to users. The most important sections should appear in the main navigation menu on every page of the site.

**Navigation** Navigation allows you to visualize the structure of your site and provides a way of moving between pages. It identifies all the pages on the site and how they are linked.

▼ About Autism
What is Autism?
Obtaining a Diagnosis
The Programme
Lovaas Research
> Managing a Programme
> FAQs
> Reading List
> About Peach

The location of each page in the site is represented by its location in the navigation. Every time a page is added, the Webfactory automatically creates a new link in the navigation, making it impossible to lose pages. When a page is moved, the navigation is automatically updated.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Moorfields Eye Hospital NHS Trust website. The address bar shows the URL: <http://www.moorfields.org.uk/EyeHealth/Glaucoma/Facts>. The page title is "Moorfields Eye Hospital NHS Trust : Facts - Microsoft Internet Explorer". The website header includes the NHS logo and navigation tabs for Home, Services, Eye Health, For Patients, For Health Professionals, About Us, and Locations. A search bar and links for Contact Us and Site Map are also present. The main content area is titled "Eye Health > Glaucoma > Facts" and includes a "printable page" icon. The text explains that glaucoma covers several conditions, with the most common being Chronic (primary open angle) glaucoma, followed by Acute (angle closure) glaucoma, and Congenital glaucoma (buphthalmos). A diagram of the eye illustrates the flow of aqueous humor from the ciliary body, through the pupil, and out of the eye via the trabecular meshwork. The text notes that an increase in pressure within the eye usually happens because of an obstruction within the trabecular meshwork.

Most sites are organised in a hierarchical structure with three levels of navigation - primary, secondary and tertiary. Primary navigation appears on every page and reflects the main sections of the site. Secondary navigation appears on section pages and reflects the main topics in each section. Tertiary navigation appears on sub section pages and reflects the main topics in each sub section. Pages are often represented in the navigation by individual text links or graphical tabs.



Usability guidelines recommend that a site should have no more than 7 main sections.



Links should be added in the text to help users navigate around the site as they do not always use the navigation.

## 2.5. Publishing

Pages must be published before they are visible to people visiting your site.

When new pages are added to the site they are private. This means that they do not appear in the navigation or site search, and are not visible to people visiting your site. To view a private page you must be logged in, this allows you to work on pages without them being seen.

To publish a page, click on the publish button on the right of the Edit Toolbar

Once a page is published, it will appear in the navigation and site search, and will be visible to people visiting your site. Each page must be published individually i.e. pages in a section are not published automatically. If all the pages in a section are published but the main section page e.g. Home is not published, none of the pages in that section will appear in the navigation or site search, or be visible to people visiting the site.



If a page is not published, the publish button appears on the right of the Edit Toolbar.

### To Publish a Page



1. Go to the page you want to publish.
2. Click the publish button on the Edit Toolbar. The confirmation page will appear:



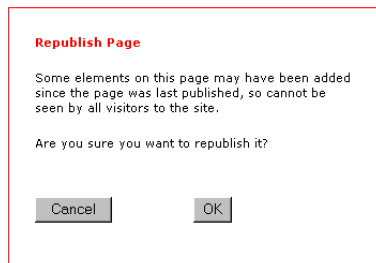
3. Click ok to publish the page.

### To Republish a Page



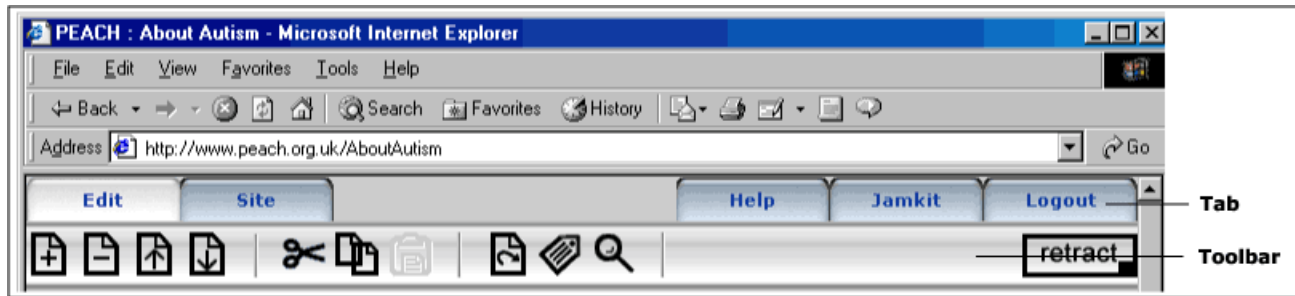
When a new item e.g. file, news item, image is added to a published page, the new item is not visible to people visiting the site until the page has been re-published. If a page needs to be re-published, the resubmit button appears on the right of the Edit Toolbar.

1. Go to the page you want to republish.
2. Click the resubmit button on the Edit Toolbar. The confirmation page will appear:



3. Click ok to republish the page.

# Chapter 3. Toolbars

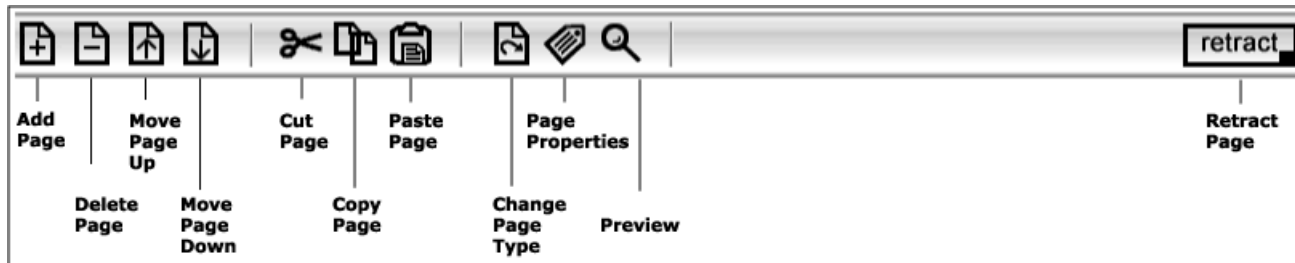


Click on the Tabs at the top of the page to access the Webfactory Toolbars. The Edit Toolbar allows you to edit the site. The Formatting Toolbar appears when you are editing text and allows you to format text as you would in a text document. The Site Toolbar allows you to manage site-wide information and settings.

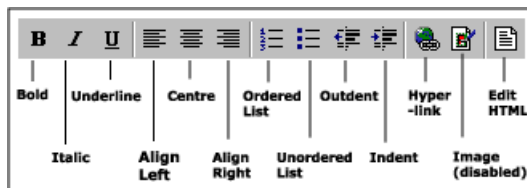


Hover the mouse over the toolbar to view the name of each function.

## 3.1. Edit Toolbar



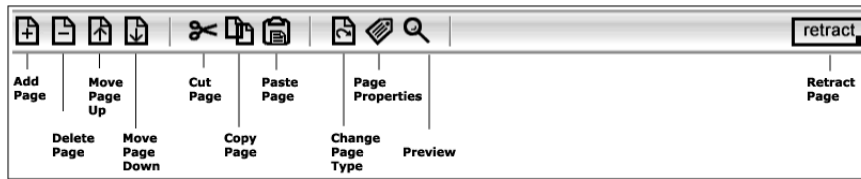
## 3.2. Formatting Toolbar



## 3.3. Site Toolbar



## 3.4. Edit Toolbar



The Edit Toolbar allows you to edit the site. To select the Edit Toolbar, click on the Edit Tab at the top of the page.

When the Edit Tab is selected, the site appears in edit mode and a box is drawn around content that can be edited. To edit content, such as text, images and files, click on the red pencil underneath each item.

The buttons on the Edit Toolbar apply to pages of the site. For example, the copy button copies the whole page rather than part of it. To view the name of each function, hover the mouse over the toolbar.

### 3.4.1. Add Page



The add page button on the Edit Toolbar adds a new page to the site.

Where the page is added depends on your current location. For example, you can either add a new page on the same level as the page you are on or make it part of the section you are in. (See Page Location, section 2)

#### To add a page

Go to the section where you want to add a new page and click the add page button on the Edit Toolbar.

There are four steps to adding a page:

1. Choose Location (see Page Location, section2)

**Add page**

**Step 1 of 3: Choose location**

You have a choice: to place the page you are creating onto the *same level* as About Autism, or make it part of the *About Autism* section.

**If you want to add a page elsewhere in the site, you will need to navigate to that page before pressing the 'add page' button.**

place page on same level as About Autism

make it part of the About Autism section.

- a. Click next to one of the following options:
    - Place page on same level as About Autism
    - Make it part of the About Autism section
  - b. Click Next at the bottom of the page
2. Choose a Page Type (see Page Types, section 4)

**Add page**

**Step 2 of 3: Choose a type of page**

Click on the  next to a page description, then select the 'Next' button at the bottom of the page.

GenericForm  
A generic form can be built up by the administrator.

FAQPage  
Use folders to put content in categories.

FileList  
This page contains a list of files that an administrator can upload to, and can change their order.

Homepage  
Site homepage: contains text plus one image, together with space for news items

LinksPage  
This page contains a list of links that an administrator can add to, and can change the order of.

NewsPage  
News items are not displayed to the public until their release date, and will be hidden again after their expiry date.

TextImage  
This template contains a column of text without a border, and a space for an image on the right.

- a. Click next to one of the page types in the list to select it
- b. Click Next at the bottom of the page



Once a page has been added, the page type can be changed using the change page type button on the Edit Toolbar.

### 3. Name the Page (see Page Properties section 3)

**Add page**

**Step 3 of 3: Give the page a Short Title**

You must enter a Short Title for this page. A Short Title is used to identify the page. It will become part of the link for this page, and it will appear in the navigation. It should be no more than three words long.

Short Name

- a. Enter a short title. The short title appears in the navigation and is used to identify the page.
- b. Click Next at the bottom of the page.



The short title should not be more than three words long.



Two pages in the same section cannot have the same name.

### 4. Set Page Properties

**Finish: The page has now been created.**

Please enter the title and a description for use in the search engine.

Short Title

Long Title

Description

The *short title* appears in the navigation and is used to identify the page. Two pages in the same section cannot have the same *short title*. The Webfactory automatically creates a web address (URL) for the page based on its *short title*. For example, the URL for the Webfactory Features page of the Jamkit site is `http://www.jamkit.com/Webfactory/Features`. The *short title* should be as short as possible; no more than three words long.

The *long title* appears as a heading at the top of the page and can be more descriptive.

The *description* appears as a summary of the page in the site search (see Site Search, section 3.6.5).

- a. Set page properties; Short title, Long title or Description.
- b. Click ok.



Page properties can also be changed using the page properties button on the Edit Toolbar.



A page is not visible to people visiting the site until it has been published. To publish a page, select the publish button on the right of the Edit Toolbar.

### 3.4.2. Add Section



A section is a page that contains other pages.

Links to the main sections of the site appear in the main navigation menu, usually at the top or side of each page. Links to the pages in each section appear when a main section is selected (see Navigation, section 2).

Adding a new section is similar to adding a new page. To add a main section to the site, add a page on the same level as the Homepage. To add a sub section to the site, add a page within a section.

#### To add a main section to the site

Go to the homepage and click the add page button on the Edit Toolbar.

1. Choose Location (see Page location, section2)



**Add page**

**Step 1 of 3: Choose location**

You have a choice: to place the page you are creating onto the *same level* as Home, or make it part of the *Home section*.

**If you want to add a page elsewhere in the site, you will need to navigate to that page before pressing the 'add page' button.**

place page on same level as Home

make it part of the Home section.

- a. Click next to place page on same level as Home to select it.
  - b. Click Next at the bottom of the page
2. Choose a Page Type (see Page Types, section 4)

**Add page**

**Step 2 of 3: Choose a type of page**

Click on the  next to a page description, then select the 'Next' button at the bottom of the page.

GenericForm  
A generic form can be built up by the administrator.

FAQPage  
Use folders to put content in categories.

FileList  
This page contains a list of files that an administrator can upload to, and can change their order.

Homepage  
Site homepage: contains text plus one image, together with space for news items

LinksPage  
This page contains a list of links that an administrator can add to, and can change the order of.

NewsPage  
News items are not displayed to the public until their release date, and will be hidden again after their expiry date.

TextImage  
This template contains a column of text without a border, and a space for an image on the right.

- a. Click next to one of the page types in the list to select it
- b. Click Next at the bottom of the page



Once a page has been added, the page type can be changed using the change page type button on the Edit Toolbar.

3. Name the Section (see Page Properties section 3)

**Add page**

**Step 3 of 3: Give the page a Short Title**

You must enter a Short Title for this page. A Short Title is used to identify the page. It will become part of the link for this page, and it will appear in the navigation. It should be no more than three words long.

Short Name

- a. Enter a short title for the section. The short title appears in the navigation and is used to identify the section.
- b. Click Next at the bottom of the page.



The short title should not be more than three words long.



Two sections cannot have the same name.

#### 4. Set Page Properties

**Finish: The page has now been created.**

Please enter the title and a description for use in the search engine.

Short Title

Long Title

Description

The *short title* appears in the navigation and is used to identify the page. Two pages in the same section cannot have the same *short title*. The Webfactory automatically creates a web address (URL) for the page based on its *short title*. For example, the URL for the Webfactory Features page of the Jamkit site is `http://www.jamkit.com/Webfactory/Features`. The *short title* should be as short as possible; no more than three words long.

The *long title* appears as a heading at the top of the page and can be more descriptive.

The *description* appears as a summary of the page in the Site Search. (see Site Search, section 3.6.5)

- a. Set properties; Short title, Long title or Description.
- b. Click ok.



Page properties can be changed using the page properties button on the Edit Toolbar.



A section is not visible to people visiting your site until it has been published. Each page in a section must be published individually. To publish a page, select the publish button on the right of the Edit Toolbar.

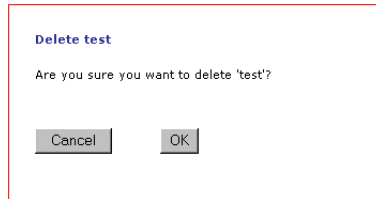
### 3.4.3. Delete Page



The delete page button on the Edit Toolbar deletes the page you are currently on.

#### To delete a page

1. Go to the page you want to delete.
2. Click the delete page button on the Edit Toolbar. The confirmation page will appear:



3. Click ok to delete the page. The page will automatically be deleted from the navigation and Site Search.



If you delete a section e.g.Home, all the pages in that section will also be deleted.



If you want to keep the information on a page but do not want it to be visible, click the retract button on the Edit Toolbar and the page will become private.

### 3.4.4. Move Page Up



The move page up button on the Edit Toolbar moves the page you are currently on, up one place in the navigation menu.

#### To move a page up

1. Go to the page you want to move.



2. Click the move page up button on the Edit Toolbar. The page will move up one place in the navigation menu.



3. Repeat until the page appears in the correct place.



Pages in the navigation menu loop. For example, if you select the move page up button when the page is at the top of the menu, it will appear at the bottom of the menu.

To move a page from one level of navigation to another use the cut button on the Edit Toolbar, for example from the main section FAQ's to the sub section Funding.

### 3.4.5. Move Page Down



The move page down button on the Edit Toolbar moves the page you are currently on, down one place in the navigation menu.

#### To move a page down

1. Go to the page you want to move.



2. Click the move page down button on the Edit Toolbar. The page will move down one place in the navigation menu.



3. Repeat until the page appears in the correct place.



Pages in the navigation menu loop. For example, if you select the move page down button when the page is at the bottom of the menu, it will appear at the top of the menu.



To move a page from one level of navigation to another use the cut button on the Edit Toolbar, for example from the main section FAQ's to the sub section Funding.

### 3.4.6. Cut



The cut page button on the Edit Toolbar cuts the page you are currently on and allows you to move it to a new location.

#### To cut a page

1. Go to the page you want to cut.
2. Click the cut page button on the Edit Toolbar. The paste page button on the Edit Toolbar will be activated. The page will not disappear until it is pasted elsewhere in the site (see Paste page, section

3).



Only one page of the site can be cut or copied at a time.

### 3.4.7. Copy



The copy page button on the Edit Toolbar copies the page you are currently on and saves it to the clipboard.

#### To copy a page

1. Go to the page you want to copy.
2. Click the copy page button on the Edit Toolbar. The paste page button on the Edit Toolbar will be activated.



Only one page of the site can be cut or copied at a time.

### 3.4.8. Paste



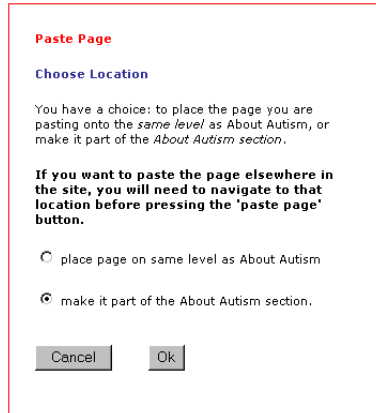
The paste page button on the Edit Toolbar pastes a page into the site. It is only activated when a page has been cut or copied.

#### To paste a page

1. Go to the location where you want to paste the page.

> About Autism
▼ Managing a Programme
Setting Up
Getting Started
Along the Way
School Inclusion
> FAQs
> Reading List
> About Peach

2. Click the paste page button on the Edit Toolbar. The location page will appear:



3. Choose a location. Click next to one of the following options:

Place page on same level as Managing a Programme

Make it part of the Managing a Programme section.

4. Click OK.



The page can be pasted more than once by clicking the paste page button again.

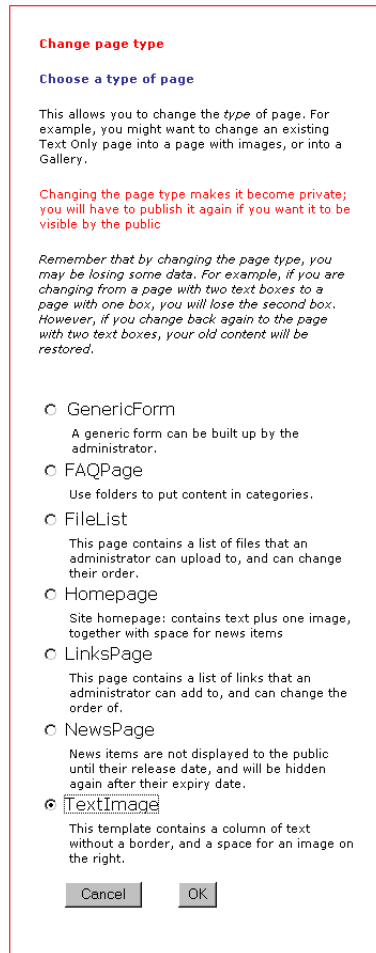
### 3.4.9. Change Page Type



The change page type button on the Edit Toolbar allows you to change the page type you are currently on, for example from a Text Only page to a Text and Images page.

#### To change the page type

1. Go to the page you want to change.
2. Click the change page type button on the Edit Toolbar. A list of page types will appear:



3. Click next to one of the page types in the list to select it.
4. Click ok.



Some information may temporarily be hidden from view. For example, if a Text and Image page is changed to a Text Only page, the images will not appear. To view all content, change the page back to its original page type.

### 3.4.10. Page Properties



The page properties button on the Edit Toolbar allows you to change the title and description of the page you are currently on.

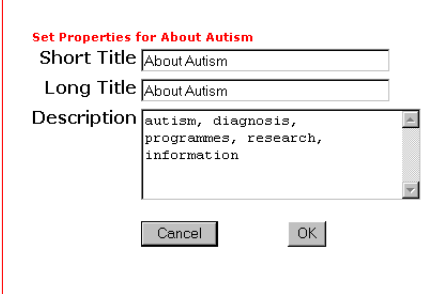
The *short title* appears in the navigation and is used to identify the page. Two pages in the same section cannot have the same *short title*. The Webfactory automatically creates a web address (URL) for the page based on its *short title*. For example, the URL for the Webfactory Features page of the Jamkit site is <http://www.jamkit.com/Webfactory/Features>. The *short title* should be as short as possible; no more than three words long.

The *long title* appears as a heading at the top of the page and can be more descriptive.

The *description* appears as a summary of the page in the Site Search (see Site Search, section 3.6.5).

### To change page properties

1. Go to the page you want to change.
2. Click the page properties button on the Edit Toolbar. The properties page will appear:



**Set Properties for About Autism**

Short Title

Long Title

Description

3. Change the properties; Short title, Long title or Description.
4. Click ok.



Some Webfactory sites have advanced layouts which can be controlled from the Page Properties page. For example, you may have feature boxes on each page which can be turned on and off here.

### 3.4.11. Preview



The preview page button on the Edit Toolbar allows you to view the page as it will be seen by visitors to your site. In preview mode, edit boxes and edit links disappear.

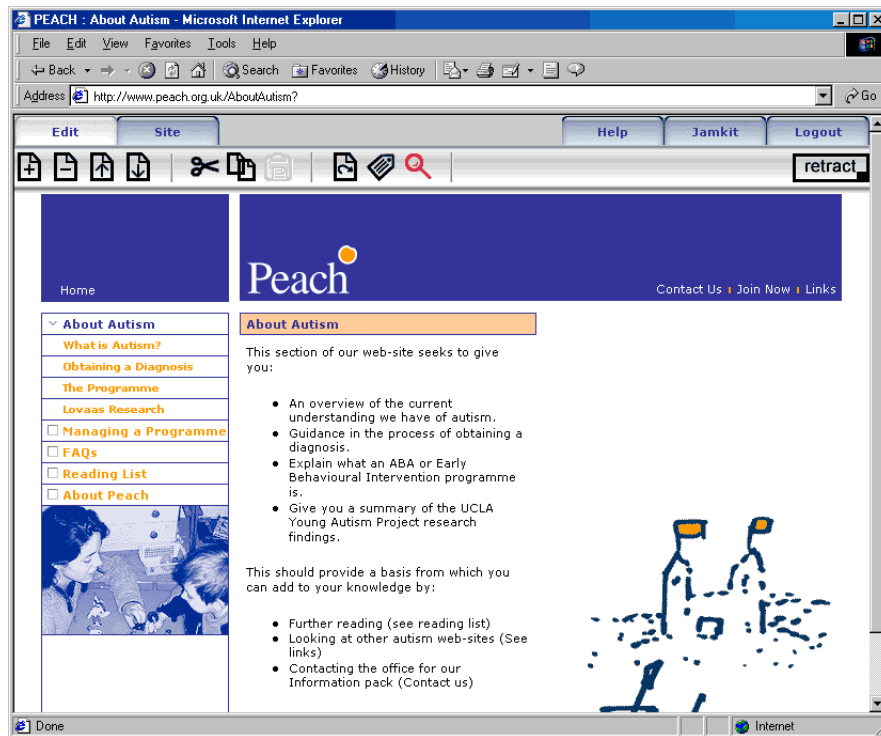


The site cannot be edited in preview mode.

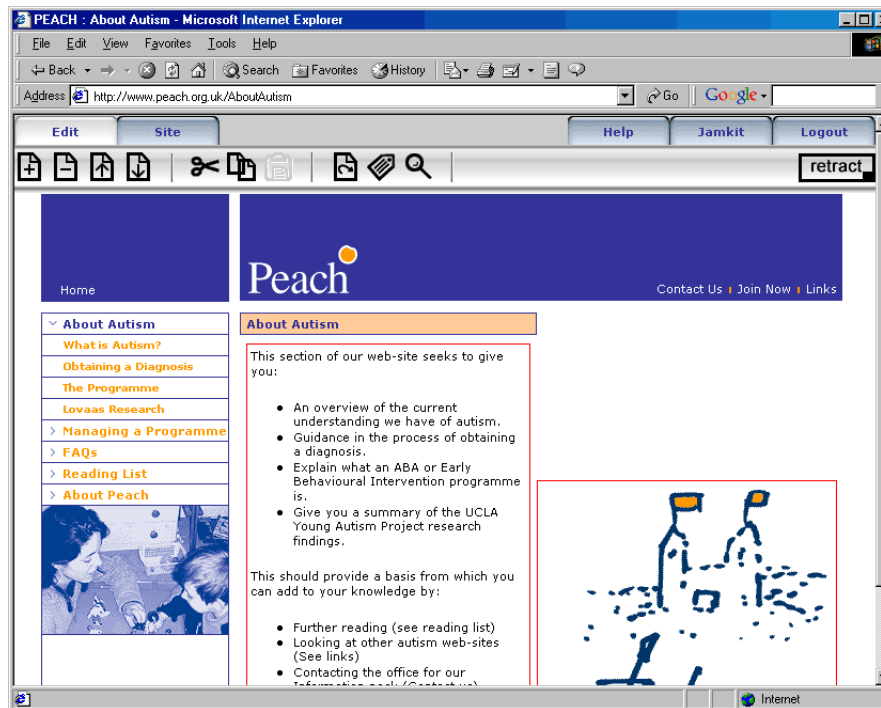
#### To view a page in preview mode

1. Go to the page you want to preview.
2. Click the preview page button on the Edit Toolbar. The Edit Toolbar will remain visible but edit boxes and edit links will disappear.





- Click the preview page button again to return to edit mode.



### 3.4.12. Publish



The publish button on the Edit Toolbar publishes the page you are currently on. It only appears on pages which have not yet been published. Pages must be published before they are visible to people visiting your site.

When new pages are added to the site they are private. This means that they do not appear in the navigation or site search, and are not visible to people visiting your site. To view a private page you must be logged in, this allows you to work on pages without them being seen.

To publish a page, click on the publish button on the right of the Edit Toolbar

Once a page is published, it will appear in the navigation and site search, and will be visible to people visiting your site. Each page must be published individually i.e. pages in a section are not published automatically. If all the pages in a section are published but the main section page e.g. Home is not published, none of the pages in that section will appear in the navigation or site search, or be visible to people visiting the site.



If a page is not published, the publish button appears on the right of the Edit Toolbar.

### To publish a page

1. Go to the page you want to publish.
2. Click the publish page button on the Edit Toolbar. The confirmation page will appear:



3. Click ok



Pages can be made private again using the retract button on the Edit Toolbar.



Changes made to a published page are immediately visible.

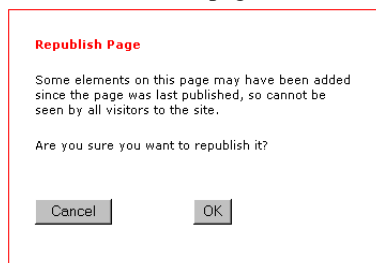
## 3.4.13. Resubmit



The resubmit button on the Edit Toolbar re-publishes a page. When a new item e.g. file, news item, image is added to a published page, the new item is not visible to people visiting the site until the page has been re-published. The resubmit button appears only on pages which need to be re-published.

### To resubmit a page

1. Go to the page you want to resubmit.
2. Click the resubmit page button on the Edit Toolbar. The confirmation page will appear:



3. Click ok



If a section is retracted e.g. Home, all the pages in that section will be removed from the navigation and Site Search, and will not be visible to people visiting the site.

### 3.4.14. Reject



The reject page button on the Edit Toolbar only applies to sites with advanced levels of administration. It appears next to the retract button and allows an administrator to reject pages from other contributors which are not ready to be published.

#### To reject a page

1. Go to the page you want to reject.
2. Click the reject page button on the Edit Toolbar. The confirmation page will appear:



3. Click ok

### 3.4.15. Add Item



Where additional items can be added to a page, an extra button appears on the Edit Toolbar between the move page down and cut page buttons.

#### To add an item

1. Go to the page where you want to add a new item, e.g. Gallery
2. Click the button on the Edit Toolbar e.g. add image. A new item will appear on the page:

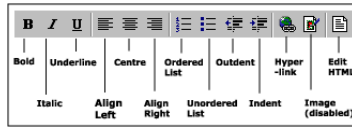


3. To edit the item, click on the red pencil underneath it.



Most sites allow only one type of item to be added to each page e.g. image or text or file.

## 3.5. Formatting Toolbar



The Formatting Toolbar appears when you are editing text and allows you to format text as you would in a word processor.

Text formatting on the web is limited. The appearance of text cannot be controlled as it can in a Word document. For example, browsers display text in relative rather than absolute sizes e.g. small, large, so you cannot control how text will be seen by people visiting your site. The colour, size and style of text is controlled by a stylesheet to ensure that it fits with the design and remains consistent throughout the site. The Formatting Toolbar extends the text styles available by allowing you to add bold, italic, underline, align left, centre, align right, ordered list, un-ordered list, remove indent and indent.



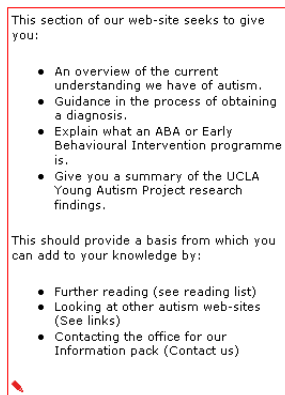
The insert picture button on the Formatting Toolbar has been disabled. To add an image, click the add image button on the Edit Toolbar.

### 3.5.1. Basic Formatting

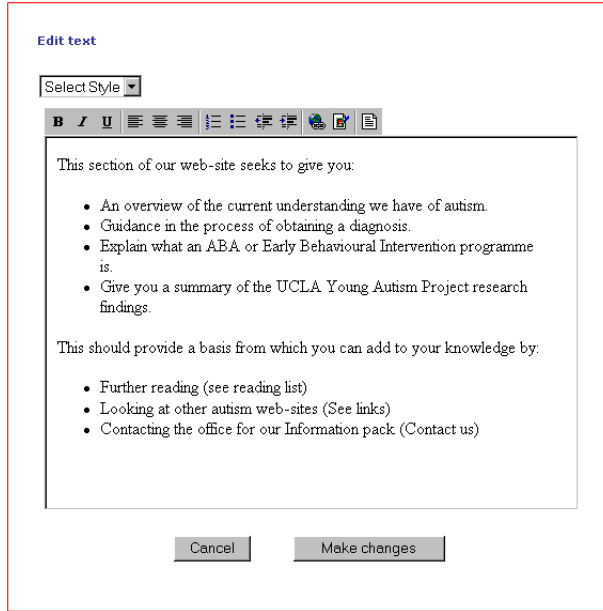
The Formatting Toolbar allows you to add basic formatting to individual words; *Bold*, *Italic*, *Underline* and paragraphs of text ;left align, centre, right align, ordered list, unordered list, indent and outdent.

#### To add bold

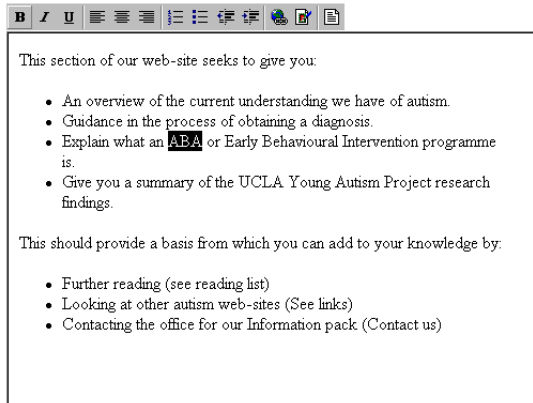
1. Go to the text you want to format.



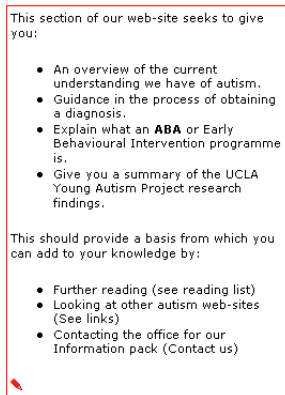
2. Click on the red pencil underneath the text. The text edit page will appear:



3. Highlight the word you want to format and click bold on the Formatting Toolbar.



4. Click make changes to save.



Some formatting is added to the entire paragraph; left align, centre, right align, ordered list, unordered list, indent and outdent.

## 3.5.2. Advanced Formatting

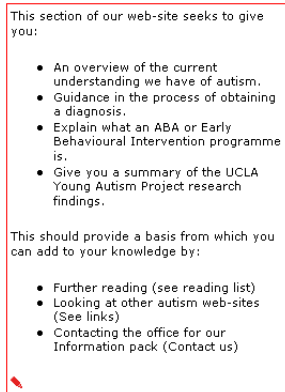
The Formatting Toolbar allows you to add advanced formatting; hyperlink, edit HTML to any text.

### Create Hyperlink

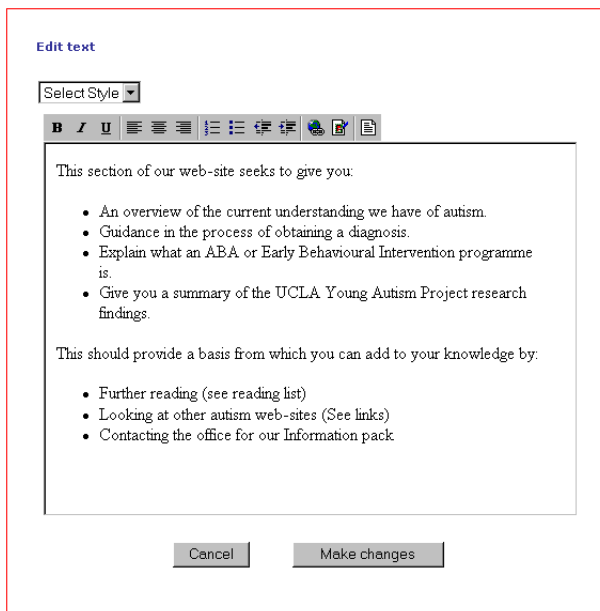


The create hyperlink button on the Formatting Toolbar adds a hyperlink within the text of a page. It can be used for external links to other websites or internal links to other pages of the site.

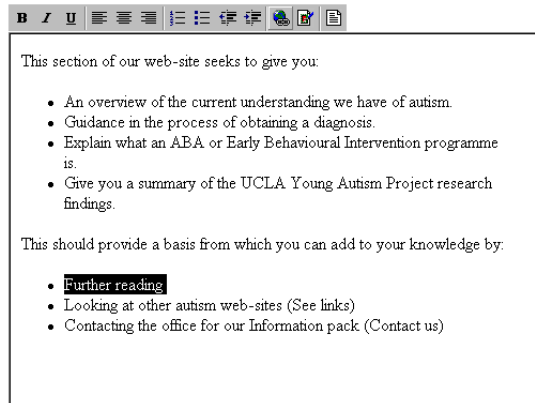
1. Go to the text you want to link from.



2. Click on the red pencil underneath the text. The text edit page will appear:



3. Highlight the word or phrase you want to link from and click the Create Hyperlink button on the Formatting Toolbar.

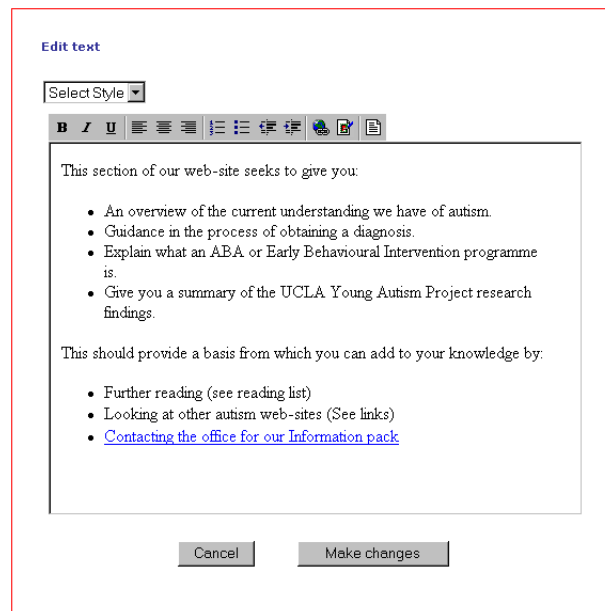


4. The popup address bar will appear:



5. Type in the full **web address (URL)** of the site you want to link to.

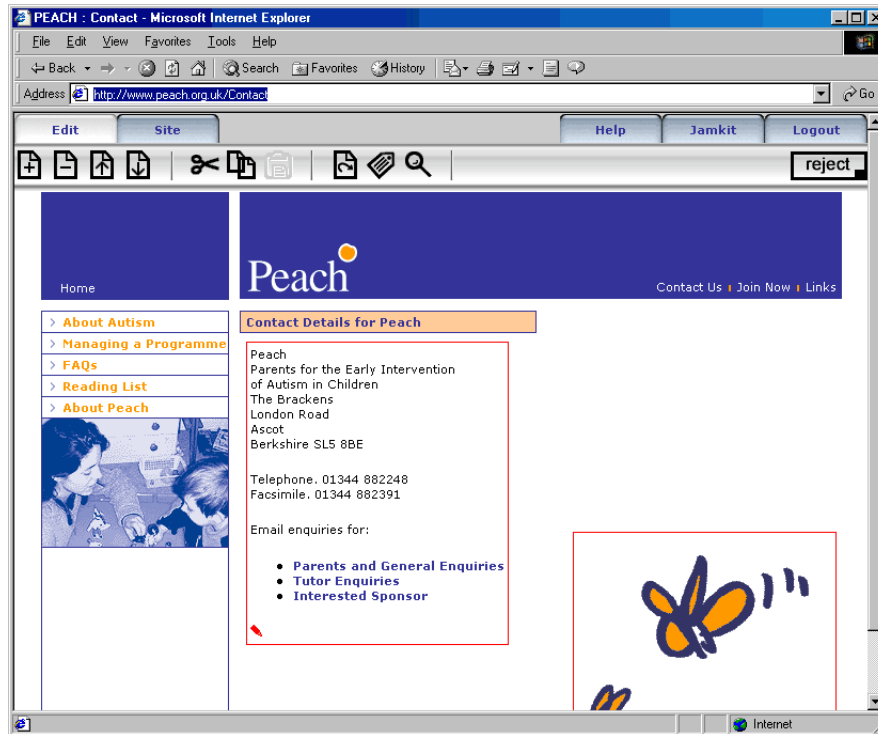
6. Click ok. The text you are linking from will now appear as a link:



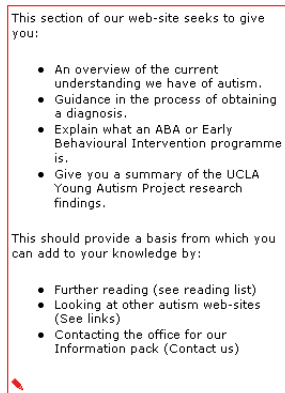
7. Click make changes to save.

#### Add Internal link:

1. Go to the page you want to link to and copy the web address (URL) in the browser address bar.

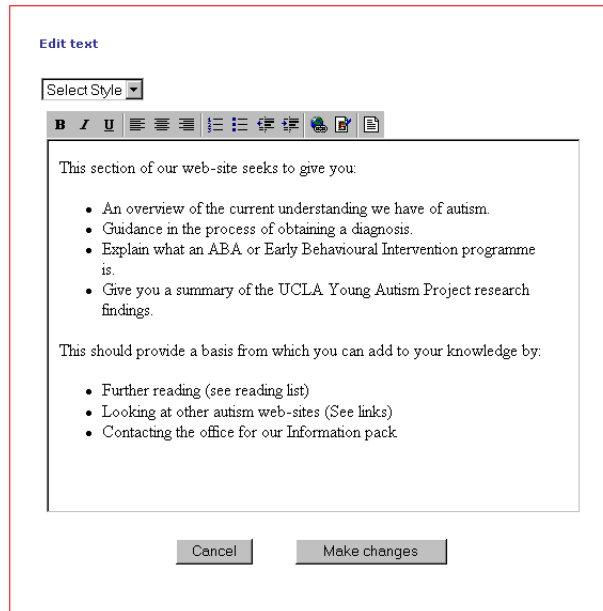


2. Go to the text you want to link from.

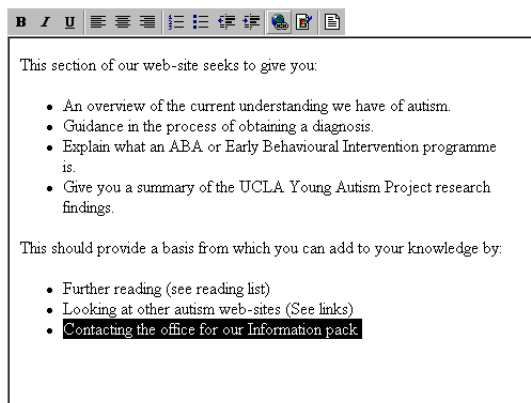


3. Click on the red pencil underneath the text. The text edit page will appear:

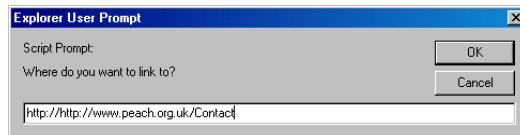




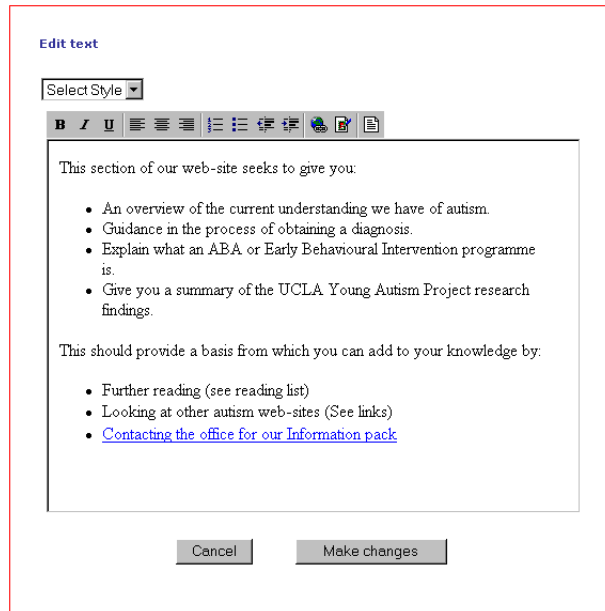
4. Highlight the word or phrase you want to link from.



5. Click the Create Hyperlink button on the Formatting Toolbar. The popup address bar will appear:



6. Paste the web address (URL) which you copied in step 1.
7. Click ok. The text you are linking from will now appear as a link:



8. Click Make changes to save.



Only link to published pages. Links to pages which are not published will produce an error.



To copy and paste links, use the edit menu in the browser window. The copy and paste buttons on the Edit Toolbar apply to pages of the site only.



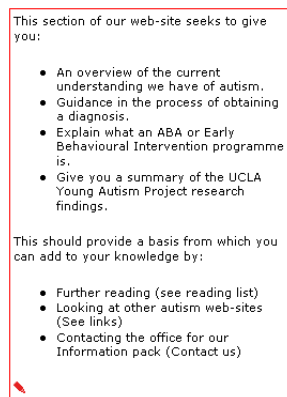
Click on the link to check the web address is correct.

### Edit HTML source

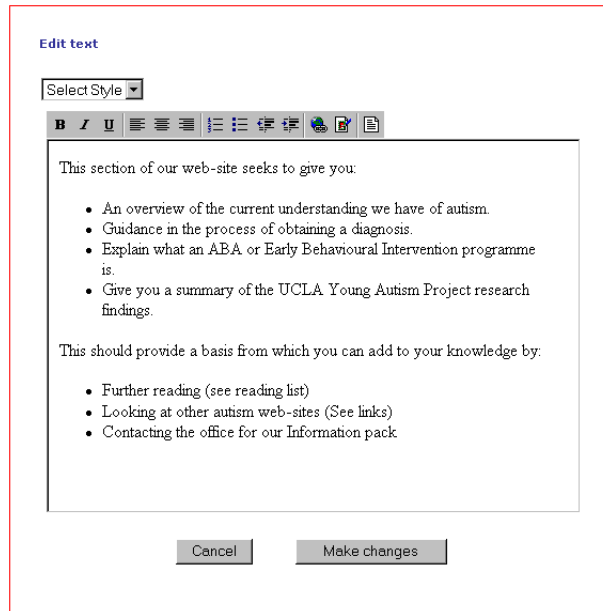


The edit HTML button on the Formatting Toolbar allows you to edit the source code of a page if you know HTML (the language in which web pages are written). It can only be used to edit text areas of the site.

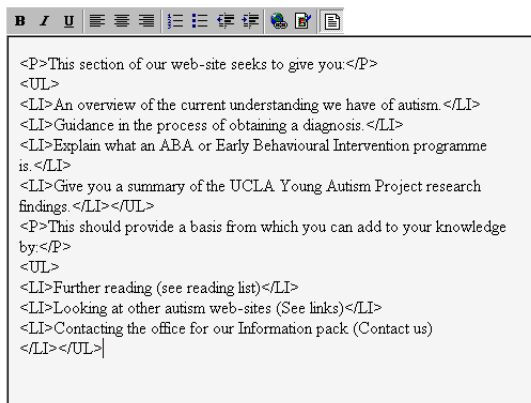
1. Go to the text you want to edit.



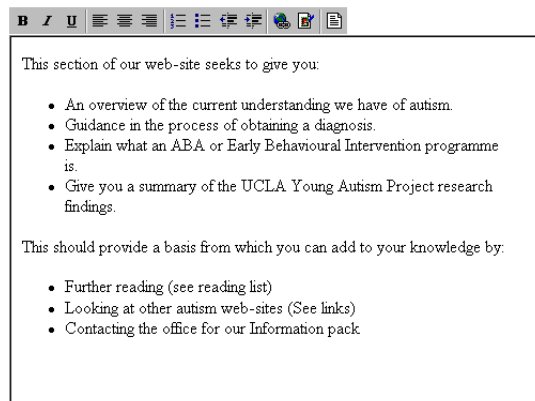
2. Click on the red pencil underneath the text. The text edit page will appear:



3. Click the edit HTML button on the Formatting Toolbar. The text area will turn light grey:



4. Edit the source as you would in a text editor.
5. Click the edit source button on the Formatting Toolbar to go back to normal view. The text area will turn white:



6. Click make changes to save.



Do not save changes whilst viewing the HTML source.



Do not use <font> tags or user styles as they will override the stylesheet and make the text you are editing look different to other text on the site.

## 3.6. Site Toolbar



The Site Toolbar allows you to manage site-wide information and settings. Click on the Site Tab at the top of the page to select the Site Toolbar.

The buttons on the Site Toolbar allow you to; manage user and administrator details, view the site statistics, change the site properties and send out newsletters. To view the name of each function, hover the mouse over the toolbar.

### 3.6.1. Member Preferences



The member preferences button on the Site Toolbar allows you to change the password, email address and homepage for the site administrator.

The email address is where all correspondence regarding the site will be sent, including news and information about upgrades from Jamkit. If you forget your password, you can ask for it to be sent to this address.

The homepage is the first page you will see when you log into the site. It may be useful to change the homepage to the most frequently updated page on the site.

Advanced sites with different levels of administration can manage multiple users, add new users and change passwords from the member preferences page.

#### To change your password

1. Click the member preferences button on the Site Toolbar. The member preferences page will appear:

Member Preferences for admin

[Click here](#) to change the password.

Email address

Member Home Page

2. Follow the link [click here](#) to change the password. The password page will appear:

Change Password for admin

New password

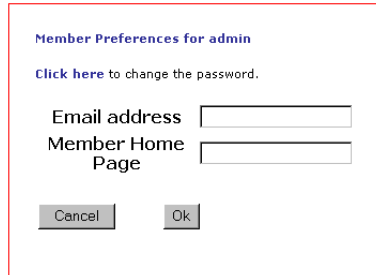
Confirm new password

3. Enter a new password.

4. Confirm your new password.
5. Click change to save your new password.

**To change your email address and homepage:**

1. Click the member preferences button on the Site Toolbar. The member preferences page will appear:



2. Change your preferences; Email address, Member Homepage.
3. Click ok to save changes.



When changing the homepage, enter a full web address (URL) e.g.  
<http://www.jamkit.com/Webfactory>

### 3.6.2. Site Statistics

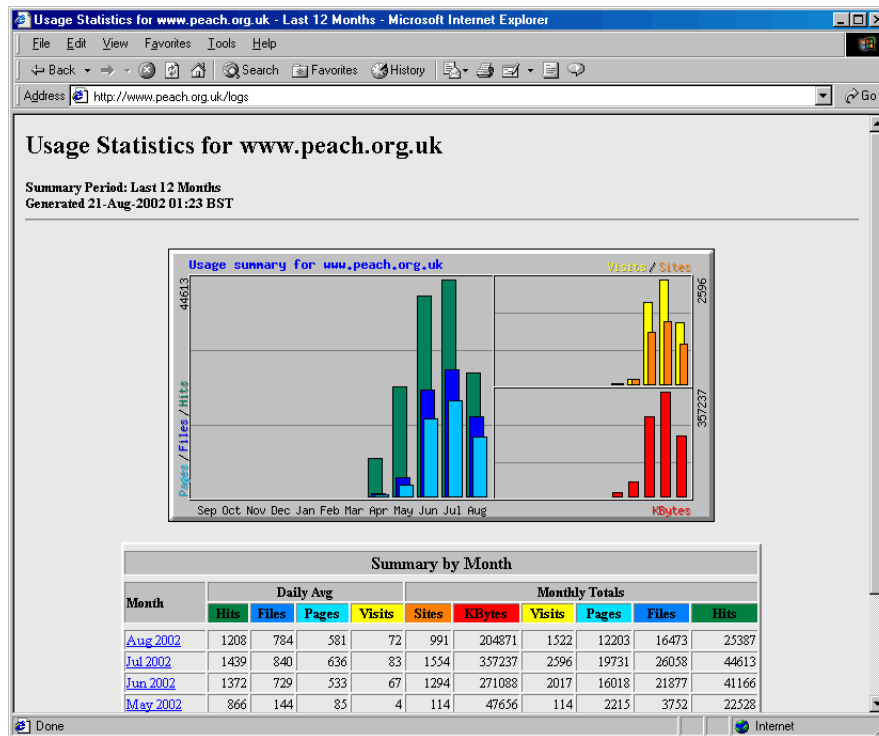


The site statistics button on the Site Toolbar allows you to view a summary of the user statistics for each month. You can see how many people have visited your site, where they came from and what sections they have visited.

Site statistics can be used to measure the success of a site and identify the most popular sections. It is important to compare statistics to get a broad view of user behaviour. Comparing the number of unique visits with URLs will tell you which are the most popular pages of the site and by how much. It is not useful to look at the number of hits alone, as this will only tell you the number of times the site has been requested, not whether the site been requested by different people.

**To view the site statistics**

1. Click the site statistics button on Site Toolbar. The statistics site will appear:



2. Click the back button in your browser to return to the site.

### Understanding the site statistics

1. Look at the most popular pages of the site.

Go to the section named URL's. The pages requested most frequently appear at the top of the list.

2. Check how many visitors the site gets.

Go to the section named Visitors. This shows how many unique visits the site has received

3. Find out what visitors want from the site.

Compare the search terms, the most popular pages, the exit pages and the referrers to identify what your visitors are looking for in the site.

### 3.6.3. Site Properties



The site properties button on the Site Toolbar allows you to change the title, description, keywords and email address of the site.

The title appears at the top of the browser window (in the blue bar) and in search engine results as the main link to the site.

The description appears under the title in search engine results and is used when indexing the site.

Keywords are the words and phrases you would like your site to be found under in search engines. It is important to include an accurate set of keywords. They are inserted in the code (meta tags) on each page and are used by many search engines when indexing the site.

The email name and address are used as the 'from' name and address when newsletters (and other emails) are sent out by the site.

## To change the site properties

1. Click the site properties button on Site Toolbar. The properties page will appear:

**Configure the Webfactory**

This form is used to set the overall configuration options for the site.

**Title**

This is the title which appears at the top of every page.

**Description**

This description is made available to search engines when they index the site.

**Keywords**

These keywords are inserted into the meta tags on each page, and are used when search engines index the site.

**Email 'From' name**

**Email 'From' address**

2. Change properties; Title, Description, Keywords, Email name, Email address
3. Click ok to save changes.

## To find keywords

1. Go to a search engine, such Google or MSN. Type in phrases that you would like your site to be found under.
2. Click on the site that comes number one in the list.
3. When the homepage has finished loading, select view source from the edit menu in the browser. A page of text will open in your text editor (notepad, wordpad):

```

Home[1] - Notepad
File Edit Format Help
<!doctype html public "-//w3c//dtd html 4.0 transitional//en">

<html>
<head>

<title>PEACH : HOME</title>
<meta http-equiv="Content-Type" content="text/html; charset=iso-8859-1">
<META name="keywords" lang="en" content="autism, autistic, ABA, advanced behavioural analysis,
advanced behavioral analysis, parents, parents for the early intervention of children with
autism, P.E.A.CH, P.E.A.C.H, early intervention, early behavioural intervention, early behavioral
intervention, Lovaas, Dr Lovaas, Ivar Lovaas, intensive intervention, early intensive behavioural
intervention, early intensive behavioral intervention, behaviour modification, behavior
modification, behavioural programmes, behavioral programs, DTT, Discrete trial training, operant
conditioning, special education, SEN, PDD, pervasive developmental disorder, secretin, ASD,
autistic spectrum disorders, High functioning autism, autistic continuum">
<META name="description" lang="en" content="PEACH promotes early intensive behavioural
intervention and helps parents of children with autism by providing support information and
choice.">

<link rel="stylesheet" href="http://www.peach.org.uk/default_stylesheet" type="text/css" />
<style>table.EditFrame {border:solid red 1px}</style>
<script language="JavaScript">
  js_staticdir = "/"
</script>

<script language="JavaScript">
  NS4 = (document.layers) ? true : false;

  function checkEnter(event)
  {
    var code = 0;
    if (NS4)
      code = event.which;
    else
      code = event.keyCode;
  }

```

4. Select find from the edit menu in the text editor and type **keywords**.
5. Your cursor will be positioned at the beginning of a line of keywords. Copy and paste the line into a text document.
6. Repeat 3 or 4 times with different phrases. You will now have a comprehensive list of keywords. Remove any keywords that are repeated and add any keywords that are specific to your site.

### 3.6.4. Newsletter



The newsletter button on the Site Toolbar sends an email to everyone who has subscribed to the site. It allows you to communicate with users by sending them regular updates and news.

Everyone who signs up for the newsletter is added to the mailing list. The mailing list can be viewed in excel and downloaded by the administrator. The Webfactory automatically updates the mailing list when new subscribers are added or removed.

#### To subscribe to the newsletter

1. Go to the newsletter box on the site.

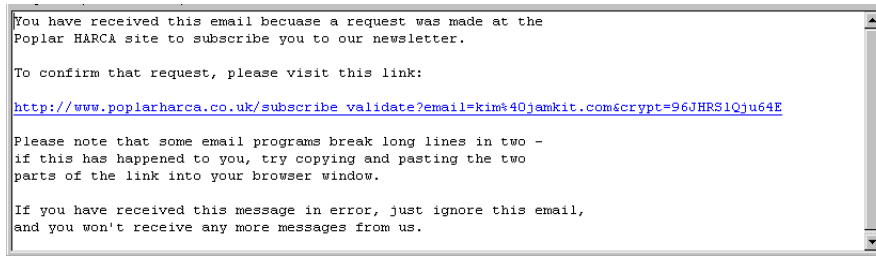
2. Enter your **email address** and click go. The confirmation page will appear:



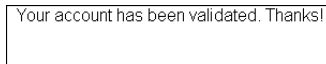
If an invalid email address is given, you will be asked to re-enter it.

3. You will receive an email asking you to confirm your subscription. This is to ensure that the newsletter only goes to valid email addresses and people who want to receive it.





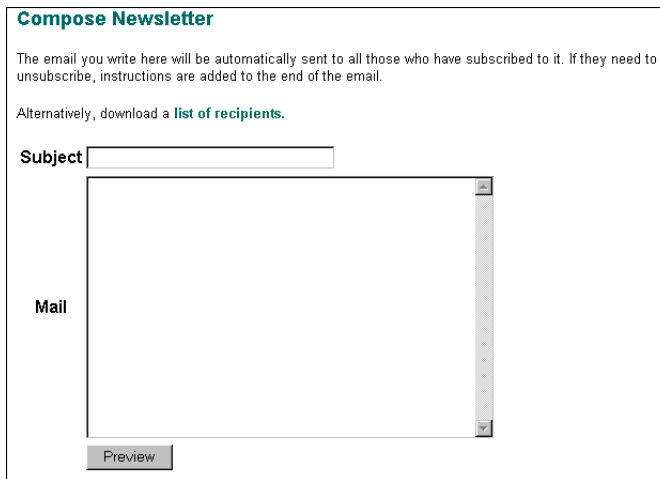
4. Click on the link. Your email address will be added to the mailing list and a validation message will appear:



If you do not click on the link, you will not be added to the mailing list and will not receive any further emails from the site. Instructions of how to unsubscribe from the newsletter are also included in the email.

### To send a newsletter

1. Click the newsletter button on the Site Toolbar. The newsletter page will appear:



2. Enter a **title** in the subject box. The title will appear as the subject of the email.
3. Enter the **newsletter** in the mail box. The newsletter will appear as the main body of the email.
4. Click preview at the bottom of the page. The preview page will appear:



5. To continue editing the newsletter click Edit Again, to send the newsletter click Send Mail. Everyone who has subscribed to the site will automatically receive the newsletter.



The newsletter will be sent from the site's email address. To change the site's email address click the site properties button on the Site Toolbar.



To add a hyperlink in the newsletter, enter the full web address (URL) in angled brackets, e.g. **<http://www.yoursite.com/section/page>**. This is to prevent the link being broken into two lines and generating an error message.

### View the mailing list

1. Click the newsletter button on the Site Toolbar. The newsletter page will appear:

**Compose Newsletter**

The email you write here will be automatically sent to all those who have subscribed to it. If they need to unsubscribe, instructions are added to the end of the email.

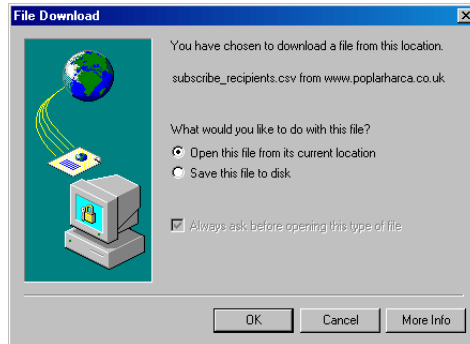
Alternatively, download a [list of recipients](#).

**Subject**

**Mail**

Preview

2. Click on the link list of recipients. The file download page will appear:



3. Click Open this file from its current location. The mailing list will open in excel:

	A	B	C	D	E	F	G	H	I	J
1	karrieb@talk21.com									
2	kim@jamkit.com									
3	seb@jamkit.com									
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										

### 3.6.5. Site Search

Webfactory sites contain a site search or link to the site search on every page.

Each page of the site is indexed in the site search, which is automatically updated every time a page is published or changed. When a search request is made, the Webfactory searches all the pages on the site that are published. Pages that are private, (i.e. that have not been published) do not appear in the search results unless you are logged in.

Search results are ordered by relevance, according to keyword proximity and frequency. For example, if you type *search* and *engine* into the site search, the top results will be pages that contain both words most often. Pages where *search* and *engine* appear close together in the text are ranked more highly.

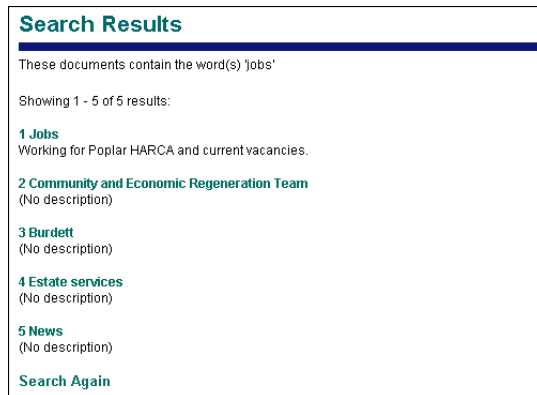
The search results page displays a list of results, with the title of the page and a description of its contents underneath. The *title* also acts as a link to that page. To change the *title* and *description* of a page, click the page properties button on the Edit Toolbar when viewing that page.

### To use the site search

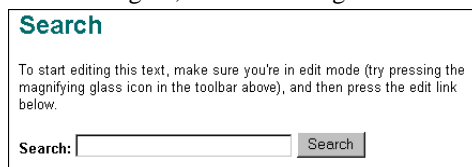
1. Go to the search box on the site.



2. Enter a word or phrase and click go. The search results page will appear:



3. Results are ordered by relevance, with the title of the page and a description of its contents underneath. Click on the page title to view the page.
4. To search again, click search again at the bottom of the page. The search page will appear:



To view more search results use the navigation at the bottom of the page.

# Chapter 4. Page Types

Page types allow you to add functional elements to the site. For example, the File List page allows you to upload files to the site and the Gallery page allows you to add images. Page types are identified by function rather than design. Where additional items can be added to a page e.g. image, news item or file, extra buttons appear on the Edit Toolbar between the move page down and cut page buttons.

Each page type fits the chosen design. In some cases, two pages can look identical but have different functions e.g. News page and Events page. Designs cannot be altered through the Webfactory but new designs and page types can be added to any existing site.

## Check Page Type



1. Click the change page type button on the Edit Toolbar. A list of page types will appear:

**Change page type**

Choose a type of page

This allows you to change the *type* of page. For example, you might want to change an existing Text Only page into a page with images, or into a Gallery.

Changing the page type makes it become private; you will have to publish it again if you want it to be visible by the public

*Remember that by changing the page type, you may be losing some data. For example, if you are changing from a page with two text boxes to a page with one box, you will lose the second box. However, if you change back again to the page with two text boxes, your old content will be restored.*

- GenericForm  
A generic form can be built up by the administrator.
- FAQPage  
Use folders to put content in categories.
- FileList  
This page contains a list of files that an administrator can upload to, and can change their order.
- Homepage  
Site homepage: contains text plus one image, together with space for news items
- LinksPage  
This page contains a list of links that an administrator can add to, and can change the order of.
- NewsPage  
News items are not displayed to the public until their release date, and will be hidden again after their expiry date.
- TextImage  
This template contains a column of text without a border, and a space for an image on the right.

2. Check which page type is selected. To keep the existing page type, click cancel. To change the existing page type, see below.

## Change Page Type

The change page type button on the Edit Toolbar allows you to swap page types, for example from a Text Only page to a Text and Images page.

1. Go to the page you want to change.

2. Click the change page type button on the Edit Toolbar. A list of page types will appear:

**Change page type**

**Choose a type of page**

This allows you to change the *type* of page. For example, you might want to change an existing Text Only page into a page with images, or into a Gallery.

Changing the page type makes it become private; you will have to publish it again if you want it to be visible by the public

*Remember that by changing the page type, you may be losing some data. For example, if you are changing from a page with two text boxes to a page with one box, you will lose the second box. However, if you change back again to the page with two text boxes, your old content will be restored.*

- GenericForm  
A generic form can be built up by the administrator.
- FAQPage  
Use folders to put content in categories.
- FileList  
This page contains a list of files that an administrator can upload to, and can change their order.
- Homepage  
Site homepage: contains text plus one image, together with space for news items
- LinksPage  
This page contains a list of links that an administrator can add to, and can change the order of.
- NewsPage  
News items are not displayed to the public until their release date, and will be hidden again after their expiry date.
- TextImage  
This template contains a column of text without a border, and a space for an image on the right.

3. Choose a page type. Click next to one of the page types in the list to select it.
4. Click ok to save.



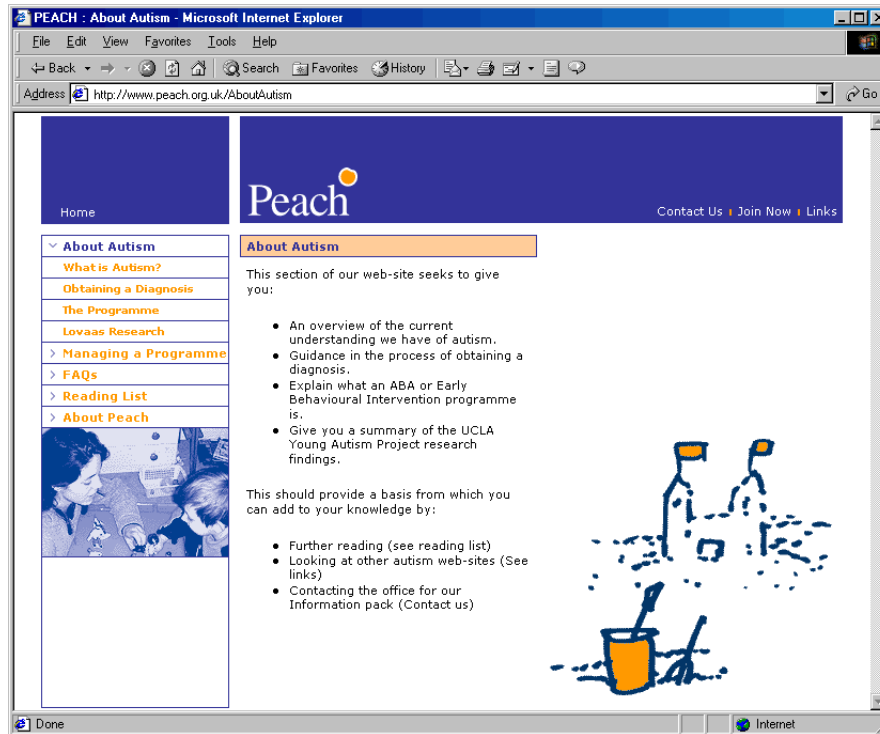
Pages which have changed page type are made private again and need to be published before they can be seen by people visiting your site.



Some information may temporarily be hidden from view. For example, if a Text and Image page is changed to a Text Only page, the images will not appear. To view all content, change the page back to its original page type.

## 4.1. Text and Images Page

(Including Text Only and Image Only)



Text and Images pages combine areas of text and/or images. They do not add any functional elements to the site.

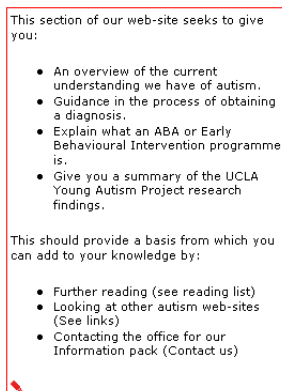
The number of text and image areas on each page is pre-defined. Existing text and images can be edited but new text and image areas cannot be added.

The layout of each page is defined by the chosen site design. Most Webfactory sites contain more than one Text and Images page, e.g. an Image Only page which contains a single large image and a Text and Images page which contains three small images.

Text and Images pages are the most commonly used and allow you to add most content to your site. To add a Text and Images page, click on the add page button on the Edit Toolbar.

### Edit Text

1. Go to the text you want to edit.



2. Click on the red pencil underneath the text. The text edit page will appear:

**Edit text**

Select Style ▾

**B** *I* U [List icons] [Image icon] [Save icon]

This section of our web-site seeks to give you:

- An overview of the current understanding we have of autism.
- Guidance in the process of obtaining a diagnosis.
- Explain what an ABA or Early Behavioural Intervention programme is.
- Give you a summary of the UCLA Young Autism Project research findings.

This should provide a basis from which you can add to your knowledge by:

- Further reading (see reading list)
- Looking at other autism web-sites (See links)
- Contacting the office for our Information pack (Contact us)

Cancel      Make changes

3. Click in the text box and edit the text.

**Edit text**

Select Style ▾

**B** *I* U [List icons] [Image icon] [Save icon]

This section of our web-site seeks to give you:

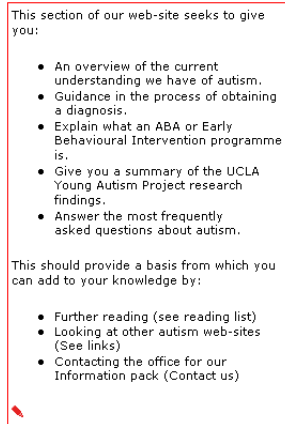
- An overview of the current understanding we have of autism.
- Guidance in the process of obtaining a diagnosis.
- Explain what an ABA or Early Behavioural Intervention programme is.
- Give you a summary of the UCLA Young Autism Project research findings.
- **Answer the most frequently asked questions about autism**

This should provide a basis from which you can add to your knowledge by:

- Further reading (see reading list)
- Looking at other autism web-sites (See links)
- Contacting the office for our Information pack (Contact us)

Cancel      Make changes

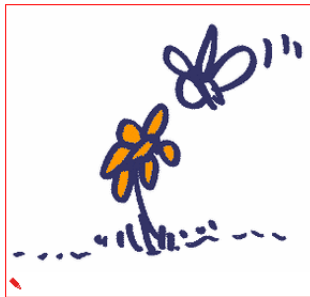
4. Click make changes to save.



To format text see Formatting Toolbar, section 3.2.

## Edit Image

1. Go to the image you want to change.



2. Click on the red pencil underneath the image. The edit image page will appear:

**Edit image\_1**

Current Image (N/A)

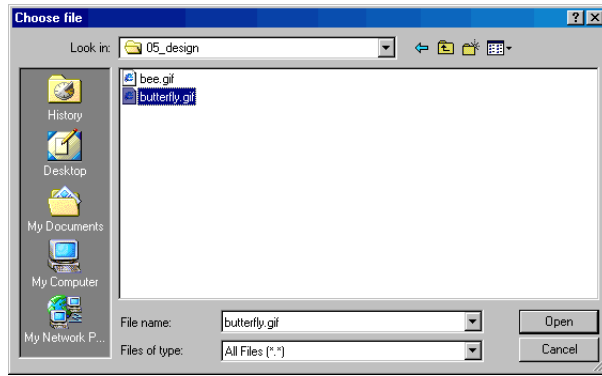
Title

Description

Upload new image (optional)

3. Enter a **title**. The **title** appears on Gallery pages and when the mouse is rolled over the image.
4. Enter a **description**. The **description** appears on Gallery images and is used in the Site Search.
5. Click browse to open the explorer window:



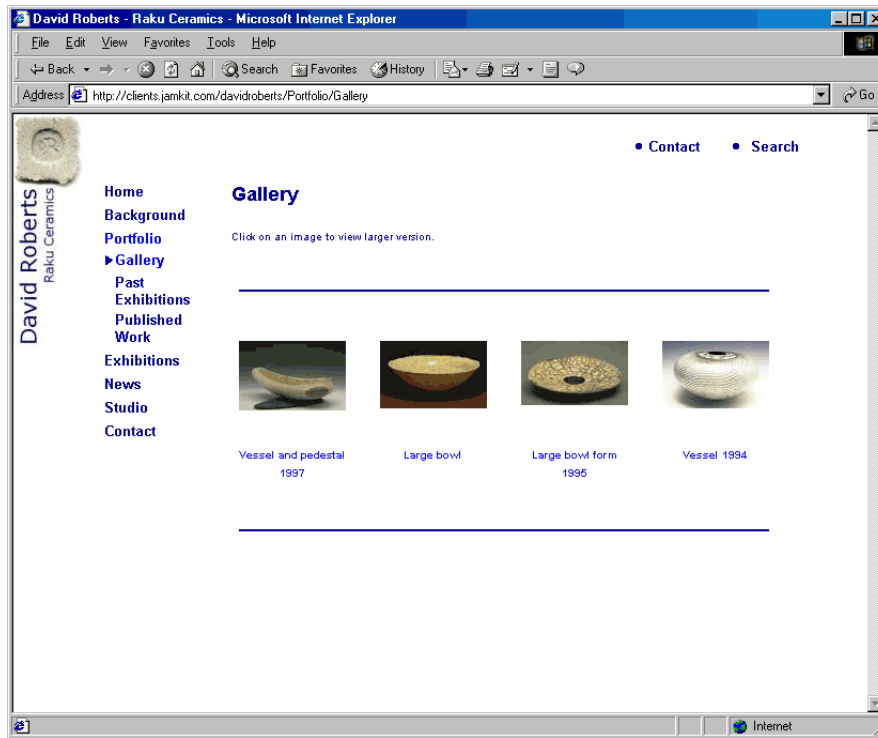


6. Select an image from your desktop, network, cd or disk and click open. The explorer window will close.
7. Click make changes to save.



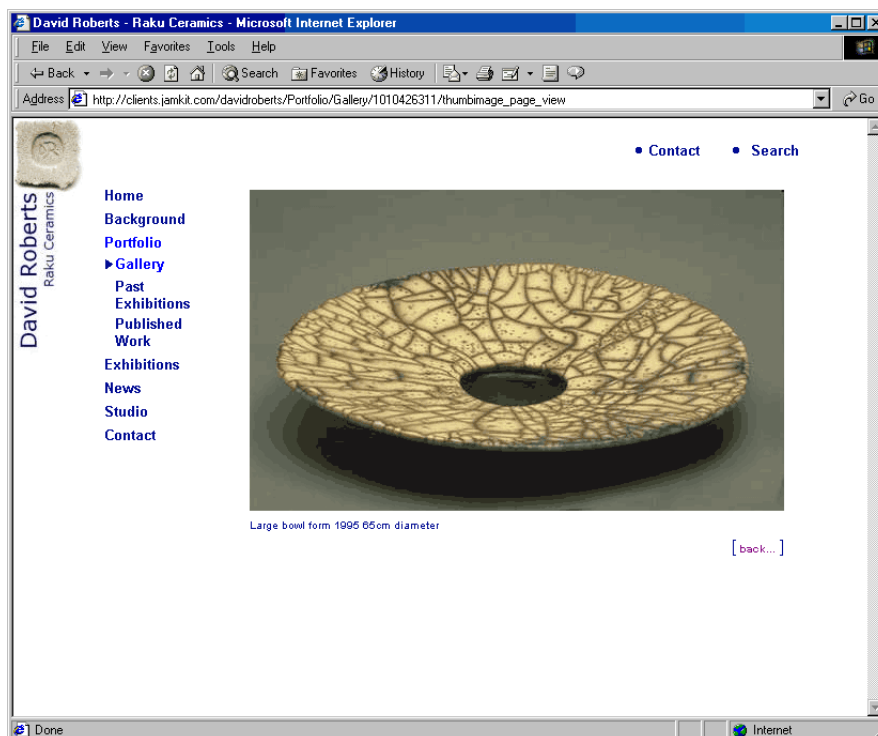
The default image, a blue square, appears on new pages and can be edited as above.

## 4.2. Gallery Page



The Gallery page allows you to add new images to the site using the add image button on the Edit Toolbar. Images are displayed as thumbnails and appear full-size when they are selected.

To select an image in the Gallery, click on it. The full-size version will appear with a description underneath.



Images can be uploaded directly from your desktop, network or disk. They are automatically resized to fit the design and maintain their aspect ratio. This means that a wide image will remain wide but will be resized to fit the maximum width of the image area. A tall image will remain tall but will be resized to fit the maximum height of the image area. There is no maximum image size but an image larger than 500kb will make the page slow to download.

Images can be uploaded in any format. They will automatically be optimised by the Webfactory. To minimise the effect of optimisation, use good quality originals i.e. sharp images with good contrast. Poor quality or blurred originals will increase the effect of optimisation and may result in very poor or very blurred images.

To add a Gallery page, click on the add page button on the Edit Toolbar.

### Add Image

1. Go to the Gallery page.



2. Click on the add image button on the Edit Toolbar. A new image box will be added to the page:



To change the image, see below.



Images can only be added to pages where the add image button appears on the Edit Toolbar.


### Edit Image

1. Go to the Gallery page.



2. Click on the red pencil underneath the image you want to edit. The edit image page will appear:

**Edit 1010426311**

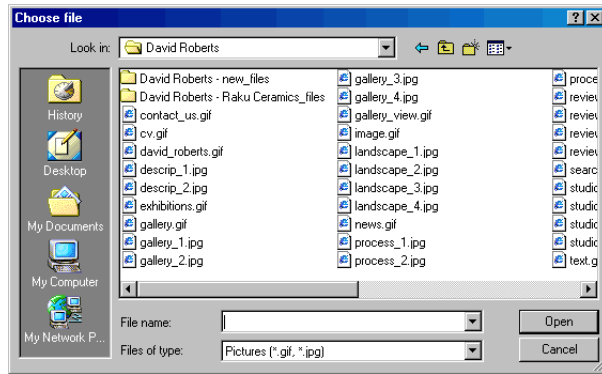
**Current Image**  (N/A)

**Title**

**Description**

**Upload new image (optional)**

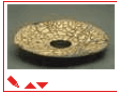
3. Enter a **title**. The title appears on Gallery pages and when the mouse is rolled over the image.
4. Enter a **description**. The description appears on Gallery pages and is used in the Site Search.
5. Click browse to open the explorer window:



6. Select an image from your desktop, network, cd or disk and click open. The explorer window will close.
7. Click make changes to save.


### Delete Image

1. Go to the Gallery page.



2. Click on the red pencil underneath the image you want to delete. The edit image page will appear:

**Edit 1010426311**

**Current Image**   
(N/A)

**Title**

**Description**

**Upload new image (optional)**

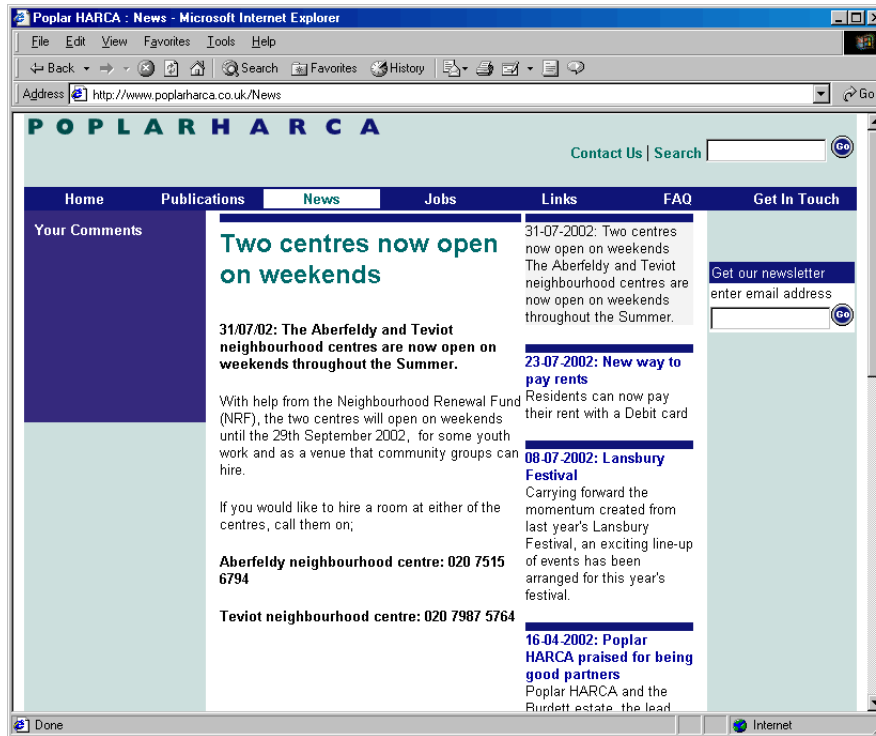
3. Click delete at the bottom of the page. The confirmation page will appear:

**Delete 'Vessel'**

Are you sure you want to delete 'Vessel'?

4. Click ok to delete the image.

## 4.3. News Page



The News page displays items in date order, according to when they are announced. To select a news item, click on its title.

News items can be added to a page. They do not appear until their announcement date and are hidden again after their expiry date. The most recent news item is displayed by default.

The layout is defined by the site design; news items may appear as summaries down one side of the page or as a list. The selected news item can appear within the page or on a separate page.



When a News page is added to the site, it does not contain any content and a message appears: There are no news items. To add a news item see below.

### Add News Item

1. Go to the News page.



2. Click on the add news button on the Edit Toolbar. A news item will appear at the top of the list with today's date and the default heading 'News'.



To edit the news item, see below.

## Edit News Item

The *title* for each news item acts as a link and appears in the list of current news items. It should be short and descriptive.

The *Lead in* for each news item acts as a summary and appears in the list of current news items. The *title* and *lead in* for each news item appears at the top of the page when the news item is selected.

The *announcement date* determines when the news item will appear on the site.

The *expiry date* determines when the news item will disappear from the site. Old news items are not deleted but are made private and can only be seen when logged in.

The *main body* of the news item appears when the item is selected.

1. Go to the News page.
2. Select the news item you want to edit. Click on its title and the item will appear in full:



3. Click on the red pencil underneath the news item. The edit news page will appear:

4. Enter a **title**.
5. Enter an **announcement date** using the dropdown menu.
6. Enter an **expiry date** using the dropdown menu.

7. Enter a **lead in**.
8. Enter the **main body**.
9. Click make changes to save.

### Delete News Item

News items automatically disappear from the site when they reach their expiry date. Old news items are not deleted but are made private and can only be seen when logged in.

1. Go to the News page.
2. Select the news item you want to delete. Click on its title and the news item will appear in full:



3. Click on the red pencil underneath the news item. The edit news page will appear:

**Edit News**

Title

Announcement date

Expiry date

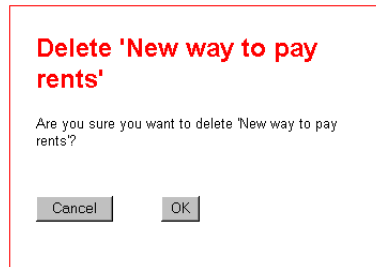
Lead in

Full text

**B** **I** **U**

Poplar HARCA residents can now pay their rent over the phone or the counter with a Debit card. However Credit card payments won't be allowed.

4. Click delete at the bottom of the page. The confirmation page will appear:

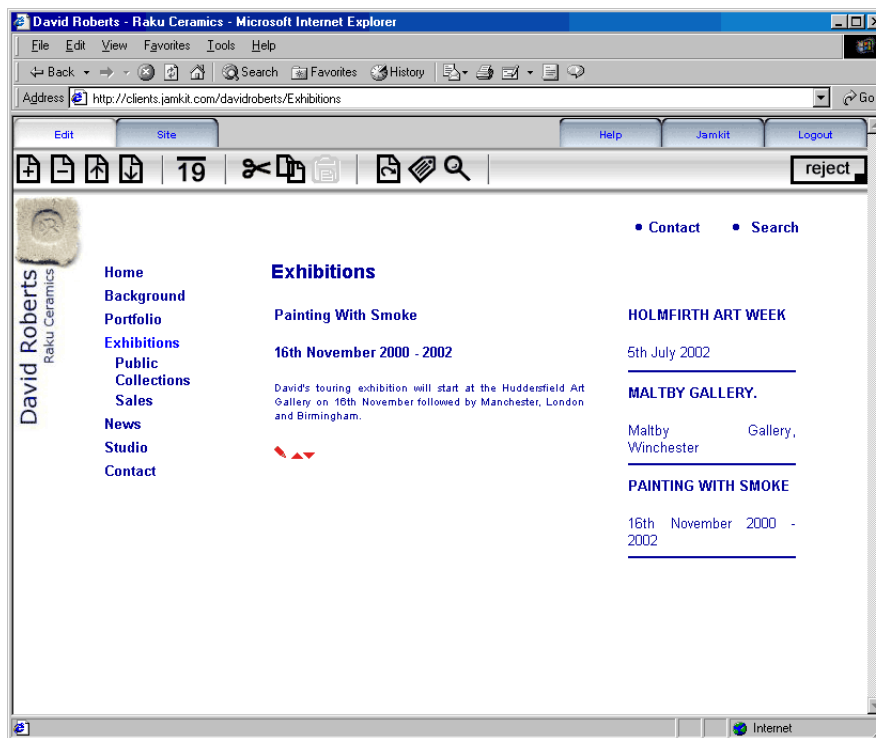


5. Click ok to delete the news item.



News items are retracted automatically when they reach their expiry date but are not deleted from the site.

## 4.4. Events Page



The Events page displays items in date order, according to when they will occur. To select an event, click on its title.

Events can be added to the site but do not appear until their announcement date and are hidden again once they have occurred. The most recent event is displayed by default.

The layout is defined by the chosen site design; events may appear as summaries down one side of the page or as a list. The selected event can appear within the page or on a separate page.



When an Events page is added to the site, it does not contain any content and a message appears: There are no events. To add a new event see below.

### Add Event

1. Go to the Events page.





- Click on the add event button on the Edit Toolbar. A new event will appear at the top of the list with today's date and the default heading 'Events Title'.



To edit the event, see below.

### **Edit Event**

The *title* for each event acts as a link and appears in the list of current events. It should be short and descriptive.

The *Lead in* for each event acts as a summary and appears in the list of current events. The *title* and *lead in* for each event appears at the top of the page when the event is selected.

The *announcement date* determines when the event will appear on the site.

The *event date* determines when the event will disappear from the site. Old events are not deleted but are made private and can only be seen when logged in.

The *main body* of the event appears when the event is selected.

- Go to the Events page.
- Select the event you want to edit. Click on its title and the event will appear in full:



- Click on the red pencil underneath the event. The edit event page will appear:

**Edit Event**

Title

Announcement date

Event date

Lead in

Full text

Select Style

**B** *I* U

David's touring exhibition will start at the Huddersfield Art Gallery on 16th November followed by Manchester, London and Birmingham.

4. Enter a **title**.
5. Enter an **announcement date** using the dropdown menu.
6. Enter an **event date** using the dropdown menu.
7. Enter a **lead in**.
8. Enter the **main body**.
9. Click make changes to save.

### Delete Event

Events automatically disappear from the site once they have occurred. Old events are not deleted but are made private and can only be seen when logged in.

1. Go to the Events page.
2. Select the event you want to delete. Click on its title and the event will appear in full:



3. Click on the red pencil underneath the event. The edit events page will appear:

The screenshot shows the 'Edit Event' interface. At the top, the title 'Painting With Smoke' is entered in a text box. Below it, the 'Announcement date' is set to 30/1/2002 and the 'Event date' is set to 29/1/2003. A 'Lead in' text box contains the text '16th November 2000 - 2002'. Under the 'Full text' section, there is a 'Select Style' dropdown and a rich text editor toolbar with icons for bold, italic, underline, bulleted list, numbered list, link, unlink, and image. The main text area contains the text: 'David's touring exhibition will start at the Huddersfield Art Gallery on 16th November followed by Manchester, London and Birmingham.' At the bottom of the form are three buttons: 'Cancel', 'Delete', and 'Make changes'.

4. Click delete at the bottom of the page. The confirmation page will appear:

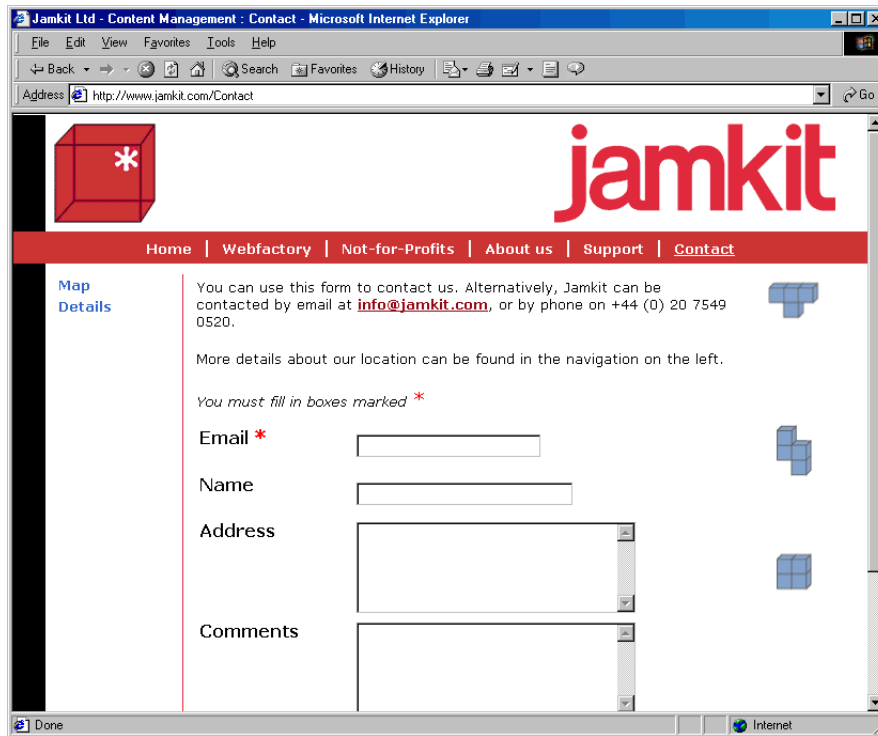
The screenshot shows a confirmation dialog box with a red border. The title is 'Delete 'Painting With Smoke'' in red text. Below the title, it asks 'Are you sure you want to delete 'Painting With Smoke'?'. At the bottom of the dialog are two buttons: 'Cancel' and 'OK'.

5. Click ok to delete the event.



Events automatically disappear from the site once they have occurred but are not deleted permanently, you can still see them when you are logged in..

## 4.5. Generic Form



The Generic Form allows you to create your own Forms using the add field button on the Edit Toolbar. Fields of various types e.g. text area, dropdown list, check box, can be used to gather information and feedback from visitors to the site. The option to validate each field ensures that you won't receive blank responses.

The email address to which each Form is sent can be specified, allowing users to contact different departments within your organisation directly.



When a new Form is added to the site, the fields for a basic Contact Form are included.

### Add Field

1. Go to the Form.



2. Click on the add field button on the Edit Toolbar. A new field with the default title 'Name' will appear at the bottom of the page:

Name

edit ▲ ▼

To change the field, see below.

### Edit Field

For each field, a *title* and *type* should be entered, and *validation* if required.

The *title* for each field describes the information required e.g. address. If further instructions are needed, use the *explanatory help text* box at the bottom of the page.

The *Type* defines what sort of field is used e.g. dropdown menu, check box, text area.

*Validation* ensures that certain fields are completed before the Form is returned. Fields which must be validated are denoted by a red asterisk.

1. Go to the Form.

A screenshot of a form element. It consists of a text input field with the label 'Name' to its left. Below the input field is a red link that says 'edit' followed by two small triangles pointing left and right.

2. Click on the edit link underneath the field you want to edit. The *edit form element* page will appear.

A screenshot of the 'Edit Form Element' page. The title is 'Edit Form Element' in red. Below the title are several form fields:
 

- 'Name': A text input field containing the word 'Name'.
- 'Default value': An empty text input field.
- 'Dimensions': Two small input fields, one containing '30' and the other '5', separated by an 'x'.
- 'Value list (for list elements)': A large text area with a vertical scrollbar on the right.
- 'Type': A dropdown menu with 'Text' selected.
- 'Validation': A dropdown menu with 'Don't validate' selected.
- 'Explanatory help text': A large text area with a vertical scrollbar on the right.

 At the bottom of the page are three buttons: 'Cancel', 'Delete', and 'Make changes'.

3. Enter a *title*.
4. Select a *type* from the dropdown menu.
5. If required, select *validation* from the dropdown menu.
6. Click make changes to save.

Other fields:

*Default value* allows you to add default content e.g. *enter name here* or *minimum order 5*.

*Dimension* controls the size of the field and allows you to change its width and height. If dimensions are increased, the position and alignment of the field within the design may be affected.

*Value list* allows you to add default content for listed fields e.g. dropdown menus. Enter listed items by pressing enter on your keyboard after each one.

### Delete Field

1. Go to the Form.

A screenshot of a form element, identical to the one shown in step 1. It features a text input field labeled 'Name' and a red 'edit' link with two triangles below it.

2. Click on the *edit link* underneath the field you want to delete. The *edit form element* page will appear:

**Edit Form Element**

Name

Default value

Dimensions  x

Value list (for list elements)

Type

Validation

Explanatory help text

3. Click delete at the bottom of the page. The confirmation page will appear:

**Delete 'Name'**

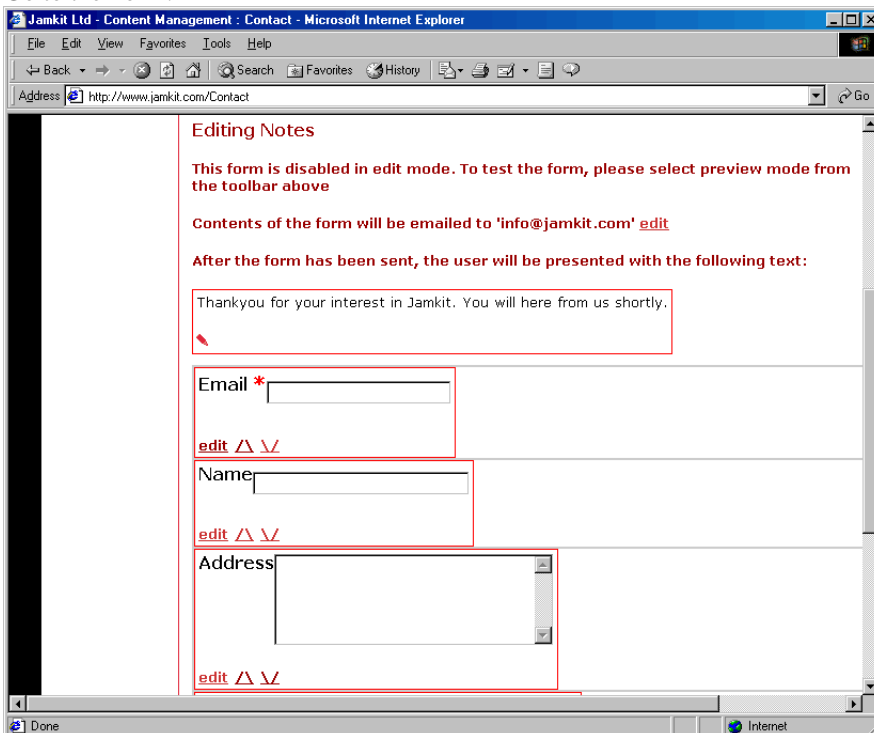
Are you sure you want to delete 'Name'?

4. Click ok to delete the field.

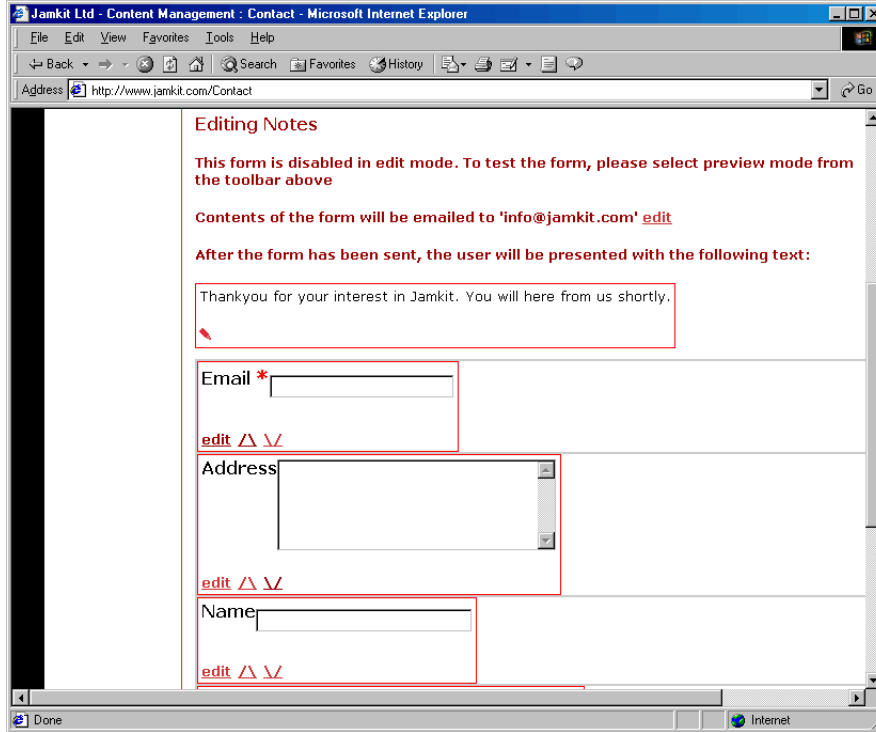
### Move Field

Fields are displayed in a list and can be rearranged using the up and down arrows.

1. Go to the Form.



- Click on the *up/down arrow* underneath the field you want to move. The field will move up/down one place in the list.



If you select the *move up arrow* when the field is at the top of the list, it will appear at the bottom of the list.

### Change Email Address

Specify the *email address* to which the Form will be sent. A different email address can be set for each Form on the site.

- Go to the Form.

[Contents of the form will be emailed to 'info@jamkit.com' edit](#)

Click on the *edit link* to the right of the email address. The *edit form element* page will appear:

The screenshot shows a form titled 'Edit Form Element'. It has a 'Value' label and a text input field containing 'info@jamkit.com'. Below the input field are three buttons: 'Cancel', 'Delete', and 'Make changes'.

- Enter a new **email address**.
- Click make changes to save.



The Form is disabled in edit mode. To test the Form, select the preview button on the Edit Toolbar and click send.

### Change Confirmation Message

Once the Form has been sent, the user is presented with a confirmation message.

1. Go to the Form.

After the form has been sent, the user will be presented with the following text:

Thankyou for your interest in Jamkit. You will here from us shortly.

2. Click on the red pencil underneath the confirmation message. The text edit page will appear:

**Edit text**

Select Style ▾

**B** *I* U [List Icons] [Link Icon] [Unlink Icon] [Insert Icon]

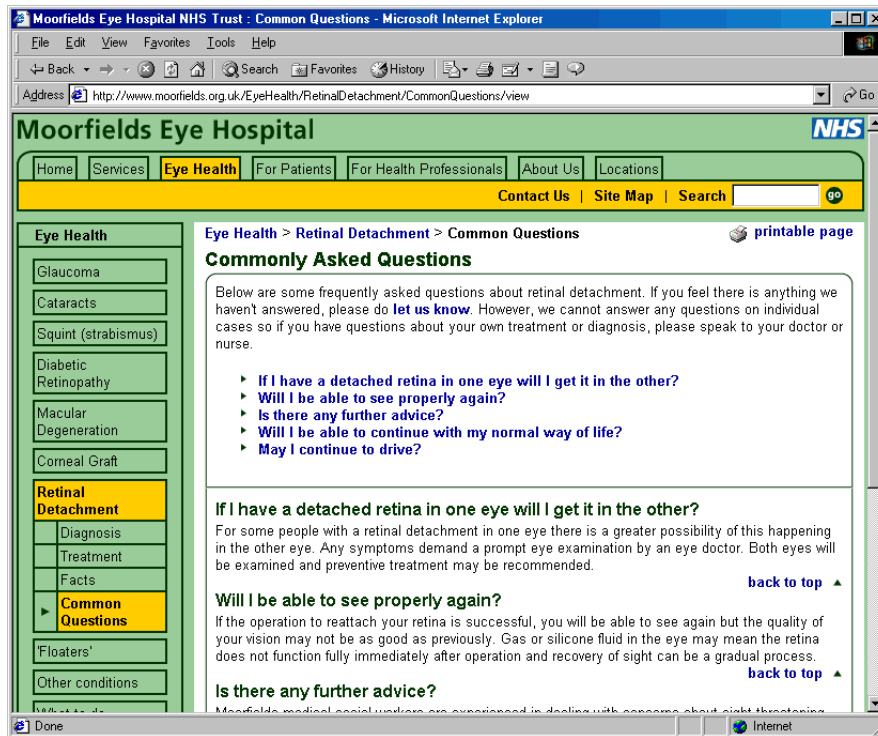
Thankyou for your interest in Jamkit. You will hear from us shortly.

Cancel Make changes

3. Edit text.
4. Click *make changes* to save.



## 4.6. FAQ Page



The FAQ page allows you to add frequently asked questions to the site.

Questions appear in a list at the top of the page with the answers below. Each question in the list acts as a link and allows you to go directly to the answer without scrolling down the page. The link *back to top* is automatically inserted after each FAQ.

The FAQ page can also be used as an index or list of items and descriptions.



When a new FAQ page is added to the site it does not contain any FAQs. To add an FAQ, see below.

### Add FAQ

1. Go to the FAQ page.



2. Click on the add faq button on the Edit Toolbar. A new FAQ will appear at the bottom of the list with the default name *FAQ title*:



To edit the FAQ, see below.

### Edit FAQ

When editing FAQs, the *title* appears as the question and the *text* as the answer.

The *title* acts as a link and appears in the list at the top of the page and above the text further down the page.

The text or answer should be entered in the text area.

1. Go to the FAQ page.

2. Click on the edit link underneath the FAQ you want to change. The *edit FAQ* page will appear.

3. Enter a *question* in the title box.
4. Enter an *answer* in the text area.
5. Click make changes to save.



The link *back to top* is automatically inserted under each FAQ.

### Delete FAQ

1. Go to the FAQ page.
2. Select the FAQ you want to delete.

3. Click on the *edit link* underneath the FAQ you want to delete. The *edit FAQ* page will appear:

**Edit FAQ**

Title

Select Style ▾

**B** *I* U [List Icons] [Link Icon] [Image Icon] [Video Icon]

FAQ text

4. Click delete at the bottom of the page. The confirmation page will appear:

**Delete 'FAQ title'**

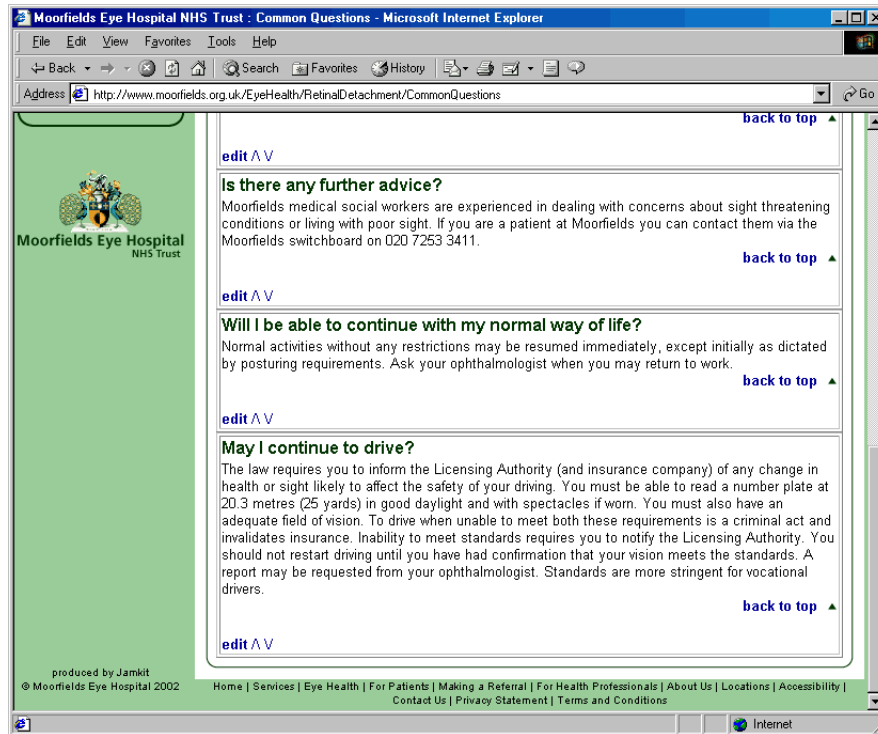
Are you sure you want to delete 'FAQ title'?

5. Click ok to delete the FAQ.

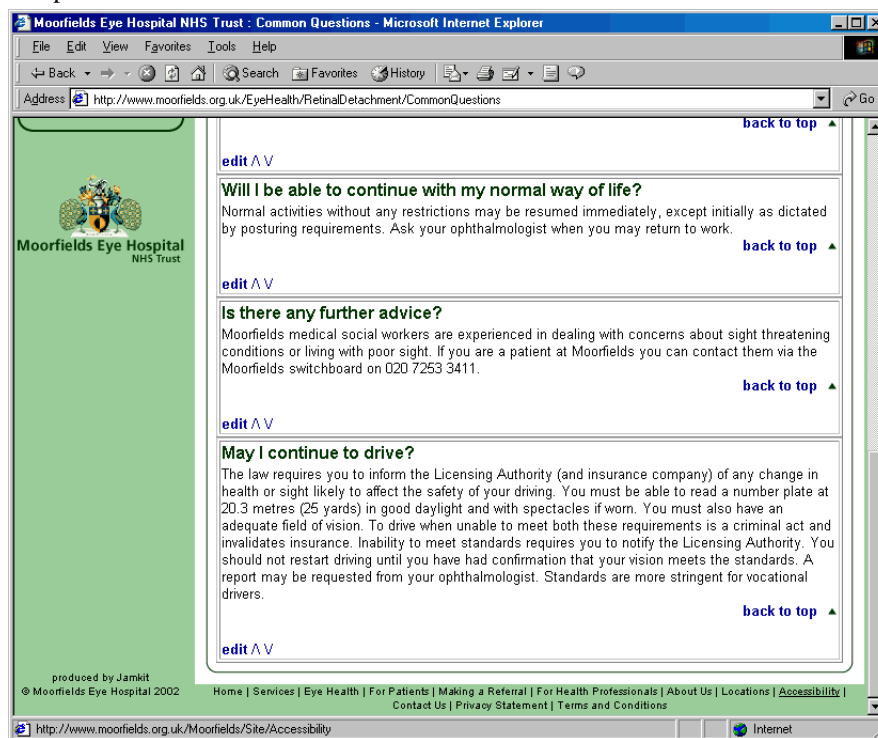
### Move FAQ

FAQ's are displayed in a list and can be rearranged using the up and down arrows.

1. Go to the FAQ page.

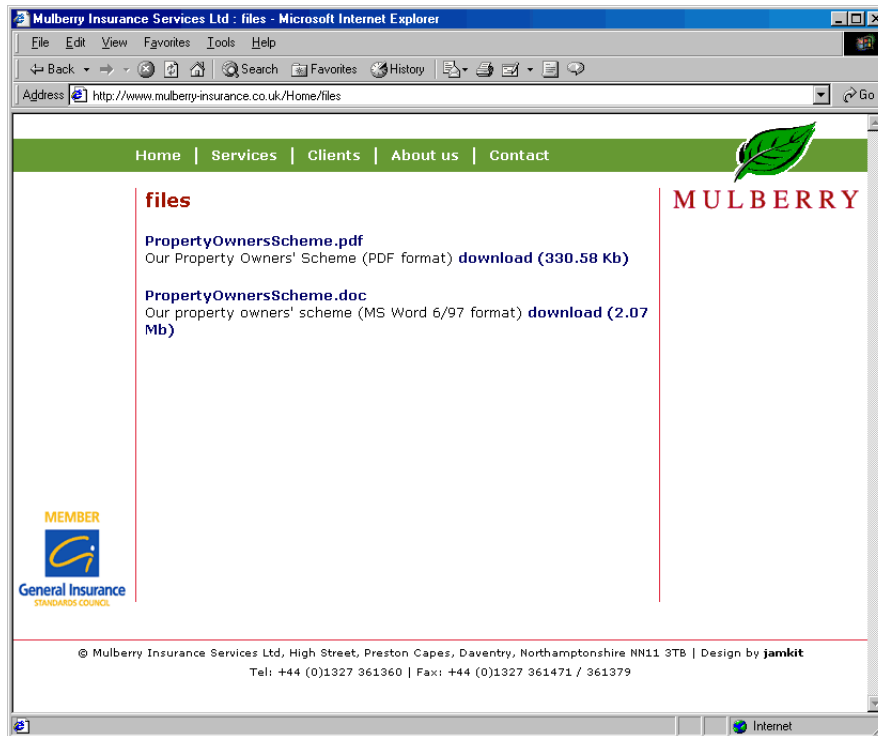


- Click on the *up/down arrow* underneath the FAQ you want to move. The FAQ will move up/down one place in the list.



If you select the *move up arrow* when the FAQ is at the top of the list, it will appear at the bottom of the list.

## 4.7. File List Page



The File List page allows you to upload files to the site. To view a file, click on its *title*

New files can be uploaded in any format. Files can be any size but files bigger than 500k will make the page slow to download.

Files can be uploaded using the add file button on the Edit Toolbar. Each file should be given a *title*, *description* and *download link*. The file extension and size are added automatically to give users an idea of how long the file will take to download. To download a file, click on its *title* or *download link*.



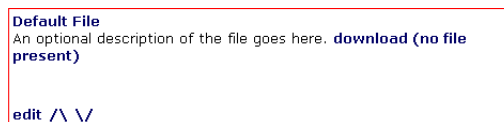
Once uploaded, files can be copied and pasted into other pages of the site. Copy and paste the link from the File List page into the text area of another page.

### Add File

1. Go to the File List page.



2. Click on the add file button on the Edit Toolbar. A new file will be added at the bottom of the page:



To edit the File, see below.

### Edit File

The *title* acts as a link and allows you to view or download the file.

The *description* should summarise the content of the file.

1. Go to the File List page.

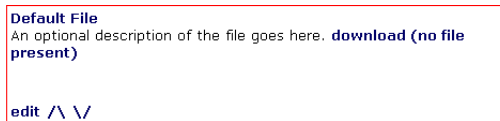


2. Click on the edit link underneath the File you want to change. The *edit File* page will appear.

3. Enter a *title*.
4. Enter a *description*.
5. Click browse to open the explorer window and open to select a file from your desktop, network, cd or disk.
6. Click ok to save.

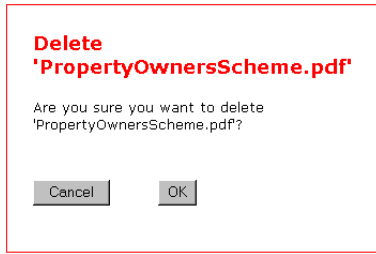
### Delete File

1. Go to the File List page.



2. Click on the *edit link* underneath the File you want to delete. The *edit File* page will appear:

3. Click delete at the bottom of the page. The confirmation page will appear:

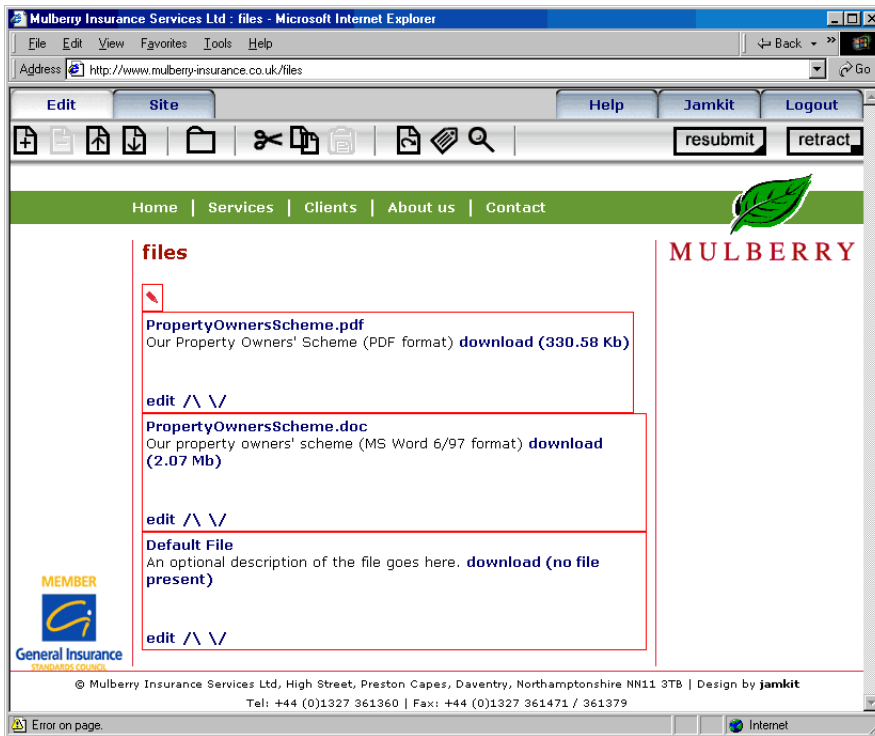


4. Click ok to delete the File.

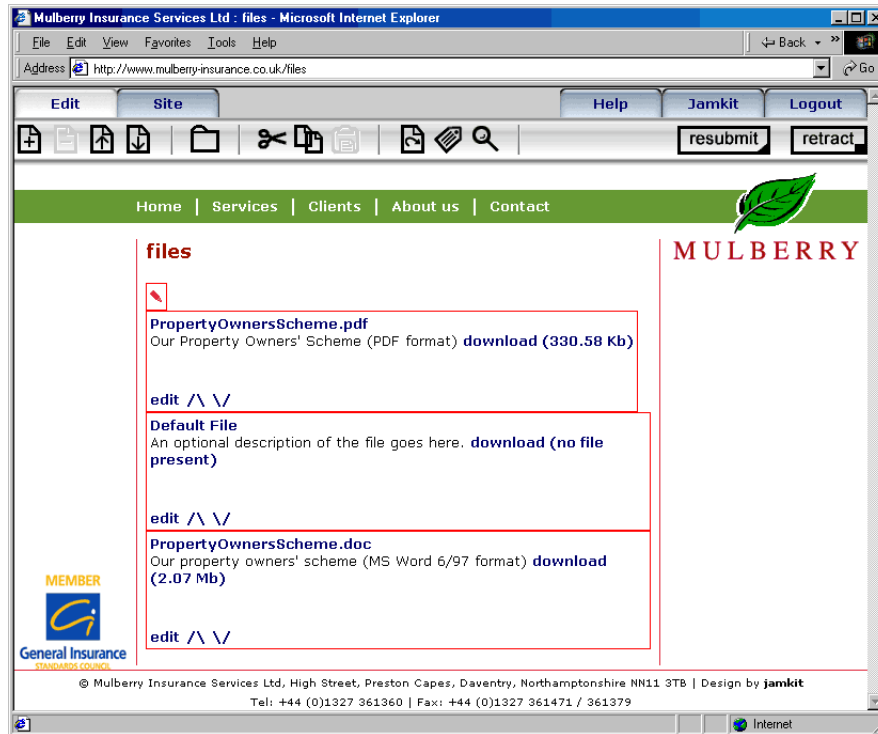
### Move File

Files are displayed in a list and can be rearranged using the up and down arrows.

1. Go to the File List page.

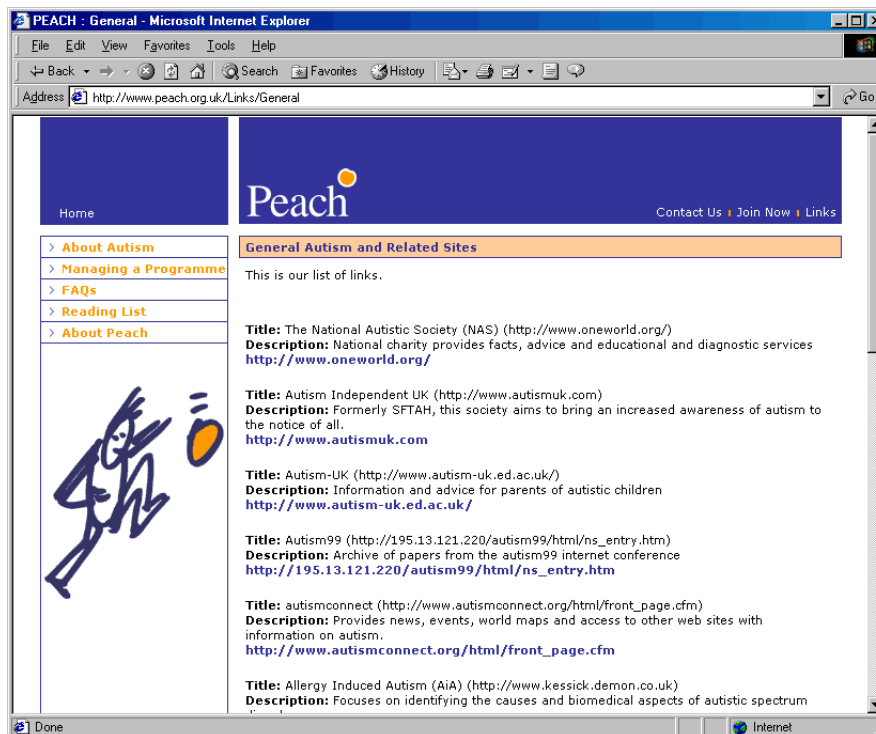


2. Click on the *up/down arrow* underneath the File you want to move. The File will move up/down one place in the list.



If you select the *move up arrow* when the File is at the top of the list, it will appear at the bottom of the list.

## 4.8. Links Page



The Links page allows you to add a list of links to other sites. External links take visitors away from your site and should be used only for further reading and information.



New links can be added using the add link button on the Edit Toolbar. Each link should be given a *title*, *description* and *web address (URL)*.



Links can also be added within the text of a page, using the hyperlink button on the Formatting Toolbar.

### Add Link

1. Go to the Links page.



2. Click on the add link button on the Edit Toolbar. A new Link will be added at the bottom of the page:

Title: ()  
Description:  
  
edit / \ \ /

To edit the Link, see below.

### Edit Link

The *title* should describe the site or organisation that you are linking to.

The *description* should summarise the information available.

The *address* must be the full web address (URL) of the site or page you are linking to e.g.

**<http://www.jamkit.com/Webfactory/features>**.

1. Go to the Links page.

Title: Autism (US) (<http://www.autism.org/>)  
Description: Center for the Study of Affiliate of ARI and is a large site with a huge number of related links.  
<http://www.autism.org/>  
  
edit / \ \ /

2. Click on the *edit link* underneath the Link you want to change. The *edit Link* page will appear.

Edit 1015335009

Title

Description

Address (URL)


3. Enter a *title*.
4. Enter a *description*.
5. Enter the full *web address (URL)* of the site you are linking to.
6. Click ok to save.



Click on the Link in the Links page to check the web address is correct.

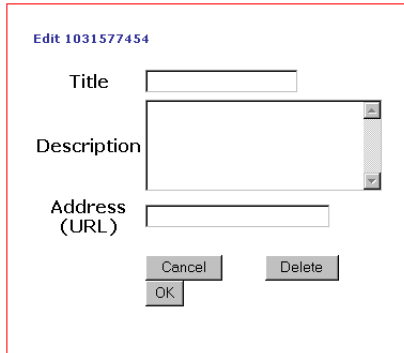
## Delete Link

1. Go to the Links page.



Title: ()  
Description:  
edit ↗ ↘

2. Click on the *edit link* underneath the Link you want to delete. The *edit Link* page will appear:



Edit 1031577454

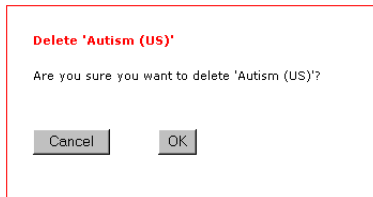
Title

Description

Address (URL)

Cancel Delete OK

3. Click delete at the bottom of the page. The confirmation page will appear:



Delete 'Autism (US)'

Are you sure you want to delete 'Autism (US)'?

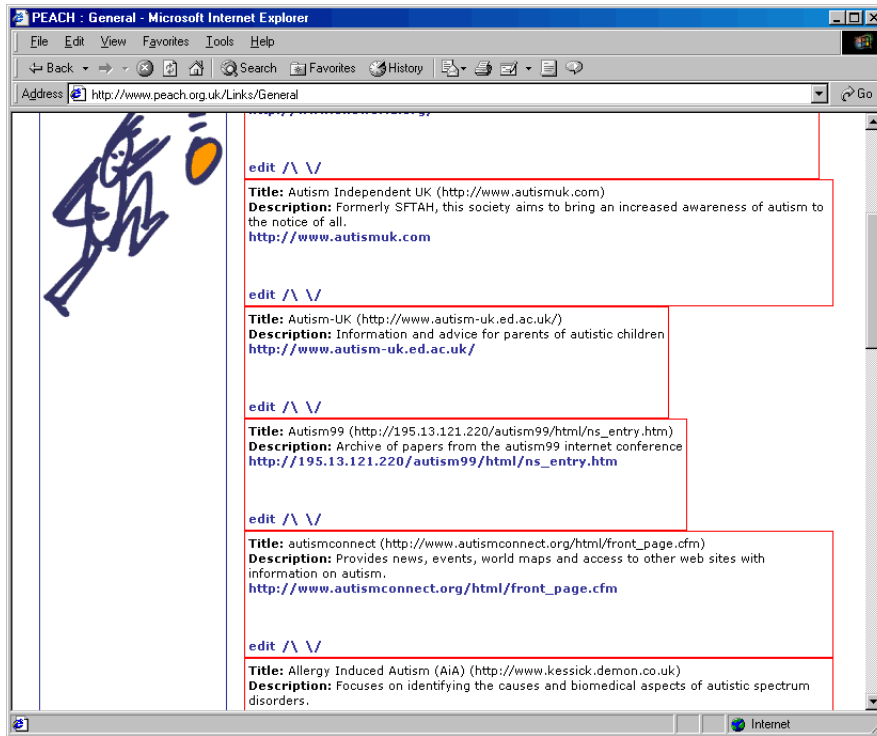
Cancel OK

4. Click ok to delete the Link.

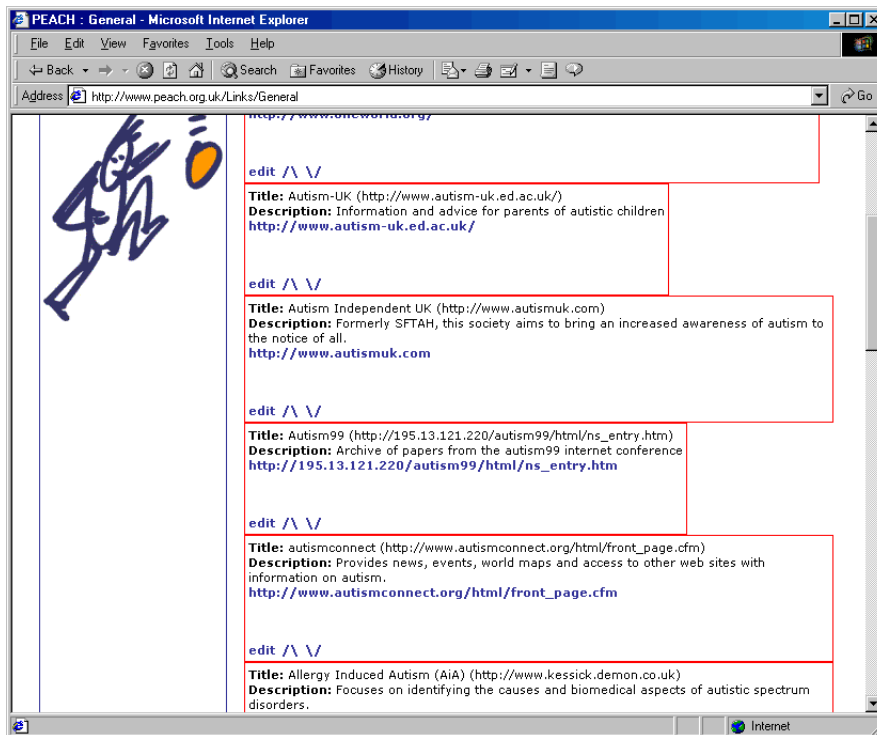
## Move Link

Links are displayed in a list and can be rearranged using the up and down arrows.

1. Go to the Links page.



2. Click on the *up/down arrow* underneath the Link you want to move. The Link will move up/down one place in the list.



If you select the *move up arrow* when the link is at the top of the list, it will appear at the bottom of the list.

## 4.9. Table Page

The screenshot shows a web browser window displaying the Moorfields Eye Hospital NHS Trust website. The page is titled "Moorfields Eye Hospital NHS Trust : Consultants - Microsoft Internet Explorer". The address bar shows the URL "http://www.moorfields.co.uk/AboutUs/People/Consultants". The page features a navigation menu with options like Home, Services, Eye Health, For Patients, For Health Professionals, About Us, and Locations. The "About Us" section is active, and the "People > Consultants" page is displayed. The page contains a table of consultants with columns for Name, Speciality, NHS Secretary phone, and NHS Secretary fax. The table is titled "Consultants" and lists six consultants with their respective details.

	Speciality	NHS Secretary phone	NHS Secretary fax
<b>Mr James Acheson MRCP (UK) FRCS (Glas) FRCOphth</b>	Neuro-Ophthalmology, Strabismus and Paediatric	020 7566 2346	020 7566 2972
<b>Miss Gill Adams BSc MBchB FRCS (Ed) FROphth</b>	Strabismus and Paediatric	020 7566 2013	020 7566 2972
<b>Mr Bruce Allan MD FRCS FRCOphth</b>	LASIK, Cataract, Cornea, External Disease	020 7566 2045	020 7566 2972
<b>Mr Bill Aylward MA MB BChir FRCS FRCOphth MD</b>	Vitreous Retinal	020 7566 2039	020 7566 2019
<b>Mr Keith Barton MD FRCP FRCS</b>	Glaucoma	020 7566 2256	020 7566 2019
<b>Miss Michelle Beaconsfield DO FRCS FRCOphth</b>	Adnexal	020 7566 2010	020 7566 2019

The Table page allows you to add tables of information and statistics to the site.

Each page contains a single text area and table. The table appears as a grid with alternate grey and white rows. Column and row headings are denoted by their coloured backgrounds and appear at the top and left of the table.

New columns and rows can be added and removed. There is no limit to the number of rows and columns which can be added to a table, but the number of columns which can be viewed is restricted by the screen width.



When a new page is added to the site, there is no content in the table.

### Edit Table

1. Go to the Table page.



2. Click on the edit link underneath the table. The table edit page will appear:

**Edit Table**

Title

Values		

Cancel OK

**NOTE:** If you have added or changed any data in the table above, you need to click the 'OK' button to register the changes *BEFORE* using the controls below, otherwise they will be lost.

**Table Controls**

- ▶ remove column
- ▶ add column
- ▶ change column header visibility
- ▶ remove row
- ▶ add row
- ▶ change row header visibility

3. Enter a title.
4. Enter column and row headers. In edit mode, column and row headers are denoted by coloured borders.

**Edit Table**

Title

	Email	Tel
Values		
Mr J Smith		
Mrs T Derbyshire		

Cancel OK

**NOTE:** If you have added or changed any data in the table above, you need to click the 'OK' button to register the changes *BEFORE* using the controls below, otherwise they will be lost.

**Table Controls**

- ▶ remove column
- ▶ add column
- ▶ change column header visibility
- ▶ remove row
- ▶ add row
- ▶ change row header visibility

5. Enter the table content.

**Edit Table**

Title

	Email	Tel
Values		
Mr J Smith	john@demon.co.uk	020 7749 7218
Mrs J Derbyshire	joanne@isk.com	01528 393 652

Cancel OK

**NOTE:** If you have added or changed any data in the table above, you need to click the 'OK' button to register the changes *BEFORE* using the controls below, otherwise they will be lost.

**Table Controls**

- ▶ remove column
- ▶ add column
- ▶ change column header visibility
- ▶ remove row
- ▶ add row
- ▶ change row header visibility

6. Click ok to save.

Contacts		
	Email	Tel
Mr J Smith	john@demon.co.uk	020 7749 7218
Mrs J Derbyshire	joanne@isk.com	01528 393 652

[edit](#)



Always save changes before using the table controls or content will be lost.

## Add Column

1. Go to the Table page.

Contacts		
	Email	Tel
Mr J Smith	john@demon.co.uk	020 7749 7218
Mrs J Derbyshire	joanne@isk.com	01528 393 652

[edit](#)

2. Click on the edit link underneath the table. The *table edit* page will appear:

**Edit Table**

Title

	Email	Tel
Mr J Smith	john@demon.co.uk	020 7749 7218
Mrs J Derbyshire	joanne@isk.com	01528 393 652

**NOTE:** If you have added or changed any data in the table above, you need to click the 'OK' button to register the changes *BEFORE* using the controls below, otherwise they will be lost.

**Table Controls**

- ▶ [remove column](#)
- ▶ [add column](#)
- ▶ [change column header visibility](#)
- ▶ [remove row](#)
- ▶ [add row](#)
- ▶ [change row header visibility](#)

3. Select add column from table controls. A new column will be added to the right of the table:

**Edit Table**

Title

	Email	Tel	
Mr J Smith	john@demon.co.uk	020 7749 7218	
Mrs J Derbyshire	joanne@isk.com	01528 393 652	

**NOTE:** If you have added or changed any data in the table above, you need to click the 'OK' button to register the changes *BEFORE* using the controls below, otherwise they will be lost.

**Table Controls**

- ▶ [remove column](#)
- ▶ [add column](#)
- ▶ [change column header visibility](#)
- ▶ [remove row](#)
- ▶ [add row](#)
- ▶ [change row header visibility](#)

4. Enter content.

**Edit Table**

Title

	Email	Tel	Address
Mr J Smith	john@demon.co.uk	020 7749 7218	55 Rivington Street
Mrs J Derbyshire	joanne@isk.com	01528 393 652	10 Northburgh Street

**NOTE:** If you have added or changed any data in the table above, you need to click the 'OK' button to register the changes *BEFORE* using the controls below, otherwise they will be lost.

**Table Controls**

- ▶ [remove column](#)
- ▶ [add column](#)
- ▶ [change column header visibility](#)
- ▶ [remove row](#)
- ▶ [add row](#)
- ▶ [change row header visibility](#)

5. Click ok to save changes.

Contacts			
	Email	Tel	Address
Mr J Smith	john@demon.co.uk	020 7749 7218	55 Rivington Street
Mrs J Derbyshire	joanne@isk.com	01528 393 652	10 Northburgh Street

[edit](#)



The number of columns which can be viewed is restricted by the screen width.

## Delete Column

1. Go to the Table page.

Contacts			
	Email	Tel	Address
Mr J Smith	john@demon.co.uk	020 7749 7218	55 Rivington Street
Mrs J Derbyshire	joanne@isk.com	01528 393 652	10 Northburgh Street

[edit](#)

2. Click on the edit link underneath the table. The *table edit page* will appear:

**Edit Table**

Title:

	Email	Tel	Address
Mr J Smith	john@demon.co.uk	020 7749 7218	55 Rivington Street
Mrs J Derbyshire	joanne@isk.com	01528 393 652	10 Northburgh Street

**NOTE:** If you have added or changed any data in the table above, you need to click the 'OK' button to register the changes *BEFORE* using the controls below, otherwise they will be lost.

**Table Controls**

- ▶ [remove column](#)
- ▶ [add column](#)
- ▶ [change column header visibility](#)

- ▶ [remove row](#)
- ▶ [add row](#)
- ▶ [change row header visibility](#)

3. Click in the column you want to delete.
4. Select remove column from table controls. The column will be deleted.

**Edit Table**

Title:

	Email	Tel
Mr J Smith	john@demon.co.uk	020 7749 7218
Mrs J Derbyshire	joanne@isk.com	01528 393 652

**NOTE:** If you have added or changed any data in the table above, you need to click the 'OK' button to register the changes *BEFORE* using the controls below, otherwise they will be lost.

**Table Controls**

- ▶ [remove column](#)
- ▶ [add column](#)
- ▶ [change column header visibility](#)

- ▶ [remove row](#)
- ▶ [add row](#)
- ▶ [change row header visibility](#)

5. Click ok to save changes.

Contacts		
	Email	Tel
Mr J Smith	john@demon.co.uk	020 7749 7218
Mrs J Derbyshire	joanne@isk.com	01528 393 652

[edit](#)

## Add Row

1. Go to the Table page.

Contacts		
	Email	Tel
Mr J Smith	john@demon.co.uk	020 7749 7218
Mrs J Derbyshire	joanne@isk.com	01528 393 652

[edit](#)

2. Click on the edit link underneath the table. The *table edit page* will appear:

**Edit Table**

Title

	Email	Tel
Mr J Smith	john@demon.co.uk	020 7749 7218
Mrs J Derbyshire	joanne@isk.com	01528 393 652

Cancel    OK

**NOTE:** If you have added or changed any data in the table above, you need to click the 'OK' button to register the changes *BEFORE* using the controls below, otherwise they will be lost.

**Table Controls**

- ▶ [remove column](#)
- ▶ [add column](#)
- ▶ [change column header visibility](#)
- ▶ [remove row](#)
- ▶ [add row](#)
- ▶ [change row header visibility](#)

3. Select add row from table controls. A new row will be added at the bottom of the table:

**Edit Table**

Title

	Email	Tel
Mr J Smith	john@demon.co.uk	020 7749 7218
Mrs J Derbyshire	joanne@isk.com	01528 393 652

Cancel    OK

**NOTE:** If you have added or changed any data in the table above, you need to click the 'OK' button to register the changes *BEFORE* using the controls below, otherwise they will be lost.

**Table Controls**

- ▶ [remove column](#)
- ▶ [add column](#)
- ▶ [change column header visibility](#)
- ▶ [remove row](#)
- ▶ [add row](#)
- ▶ [change row header visibility](#)

4. Enter content.

**Edit Table**

Title

	Email	Tel
Mr J Smith	john@demon.co.uk	020 7749 7218
Mrs J Derbyshire	joanne@isk.com	01528 393 652
Mr D Jones	david@prism.com	020 7952 265

Cancel    OK

**NOTE:** If you have added or changed any data in the table above, you need to click the 'OK' button to register the changes *BEFORE* using the controls below, otherwise they will be lost.

**Table Controls**

- ▶ [remove column](#)
- ▶ [add column](#)
- ▶ [change column header visibility](#)
- ▶ [remove row](#)
- ▶ [add row](#)
- ▶ [change row header visibility](#)



- Click ok to save changes.

Contacts		
	Email	Tel
Mr J Smith	john@demon.co.uk	020 7749 7218
Mrs J Derbyshire	joanne@isk.com	01528 393 652
Mr D Jones	david@prism.com	020 7952 265

[edit](#)

## Delete Row

- Go to the Table page.

Contacts		
	Email	Tel
Mr J Smith	john@demon.co.uk	020 7749 7218
Mrs J Derbyshire	joanne@isk.com	01528 393 652
Mr D Jones	david@prism.com	020 7952 265

[edit](#)

- Click on the edit link underneath the table. The *table edit page* will appear:

**Edit Table**

Title

	Email	Tel
Mr J Smith	john@demon.co.uk	020 7749 7218
Mrs J Derbyshire	joanne@isk.com	01528 393 652
Mr D Jones	david@prism.com	020 7952 265

**NOTE:** If you have added or changed any data in the table above, you need to click the 'OK' button to register the changes *BEFORE* using the controls below, otherwise they will be lost.

**Table Controls**

- ▶ [remove column](#)
- ▶ [add column](#)
- ▶ [change column header visibility](#)

- ▶ [remove row](#)
- ▶ [add row](#)
- ▶ [change row header visibility](#)

- Click in the row you want to delete.
- Select remove row from table controls. The row will be deleted.

**Edit Table**

Title

	Email	Tel
Mr J Smith	john@demon.co.uk	020 7749 7218
Mrs J Derbyshire	joanne@isk.com	01528 393 652

**NOTE:** If you have added or changed any data in the table above, you need to click the 'OK' button to register the changes *BEFORE* using the controls below, otherwise they will be lost.

**Table Controls**

- ▶ [remove column](#)
- ▶ [add column](#)
- ▶ [change column header visibility](#)

- ▶ [remove row](#)
- ▶ [add row](#)
- ▶ [change row header visibility](#)

- Click ok to save changes.

Contacts		
	Email	Tel
Mr J Smith	john@demon.co.uk	020 7749 7218
Mrs J Derbyshire	joanne@isk.com	01528 393 652

[edit](#)

## Change Column/Row Header

1. Go to the Table page.

Contacts		
	Email	Tel
Mr J Smith	john@demon.co.uk	020 7749 7218
Mrs J Derbyshire	joanne@isk.com	01528 393 652

[edit](#)

2. Click on the edit link underneath the table. The *table edit* page will appear:

**Edit Table**

Title

	Email	Tel
Mr J Smith	john@demon.co.uk	020 7749 7218
Mrs J Derbyshire	joanne@isk.com	01528 393 652

Values

**NOTE:** If you have added or changed any data in the table above, you need to click the 'OK' button to register the changes *BEFORE* using the controls below, otherwise they will be lost.

**Table Controls**

- ▶ [remove column](#)
- ▶ [add column](#)
- ▶ [change column header visibility](#)
- ▶ [remove row](#)
- ▶ [add row](#)
- ▶ [change row header visibility](#)

3. Click change column header visibility. The column header will disappear.

**Edit Table**

Title

Mr J Smith	john@demon.co.uk	020 7749 7218
Mrs J Derbyshire	joanne@isk.com	01528 393 652

Values

**NOTE:** If you have added or changed any data in the table above, you need to click the 'OK' button to register the changes *BEFORE* using the controls below, otherwise they will be lost.

**Table Controls**

- ▶ [remove column](#)
- ▶ [add column](#)
- ▶ [change column header visibility](#)
- ▶ [remove row](#)
- ▶ [add row](#)
- ▶ [change row header visibility](#)

4. Click ok to save changes.

Contacts		
Mr J Smith	john@demon.co.uk	020 7749 7218
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[edit](#)