UCI Social Ecology

Web Editor Tool Manual

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*Last updated: February 21, 2018*

Introduction

This manual provides an overview of the web editor tool functions on the UCI School of Social Ecology website. Our goal is to provide you will a useful guide, so your feedback is always welcome.

How to Login

Before you first receive access to edit a specific website within the School, you are required to meet with our Director of Communications for a website overview, covering topics such as design consistency, content updates and maintenance.

To login to a Social Ecology website, click the login link at the bottom footer of the website homepage

After you login, you should see the menu bar at the top of the screen. There you'll find the various links to make changes on the website. Different websites may offer different options depending on your permissions.
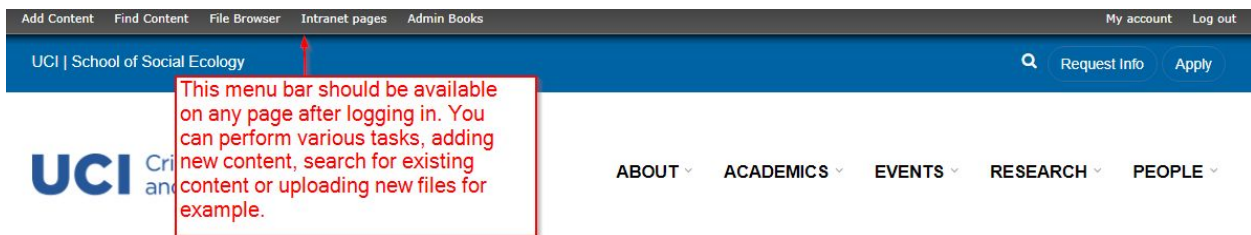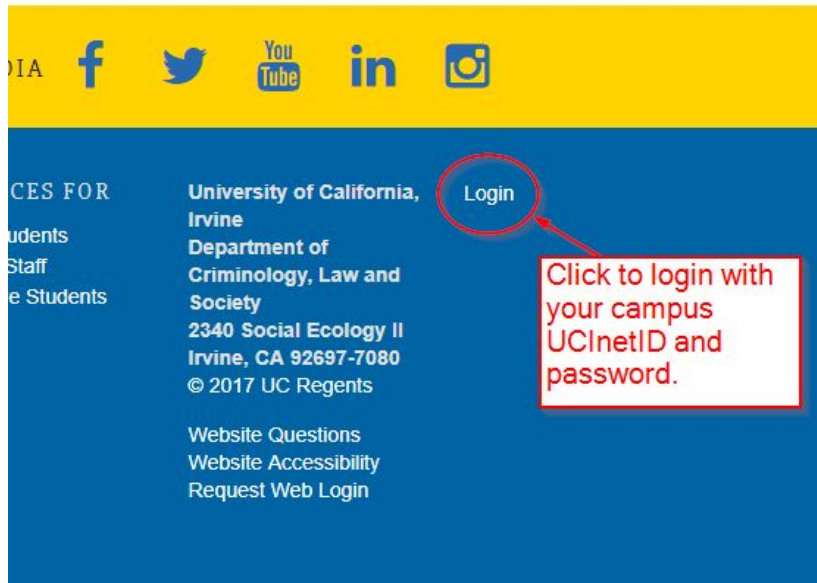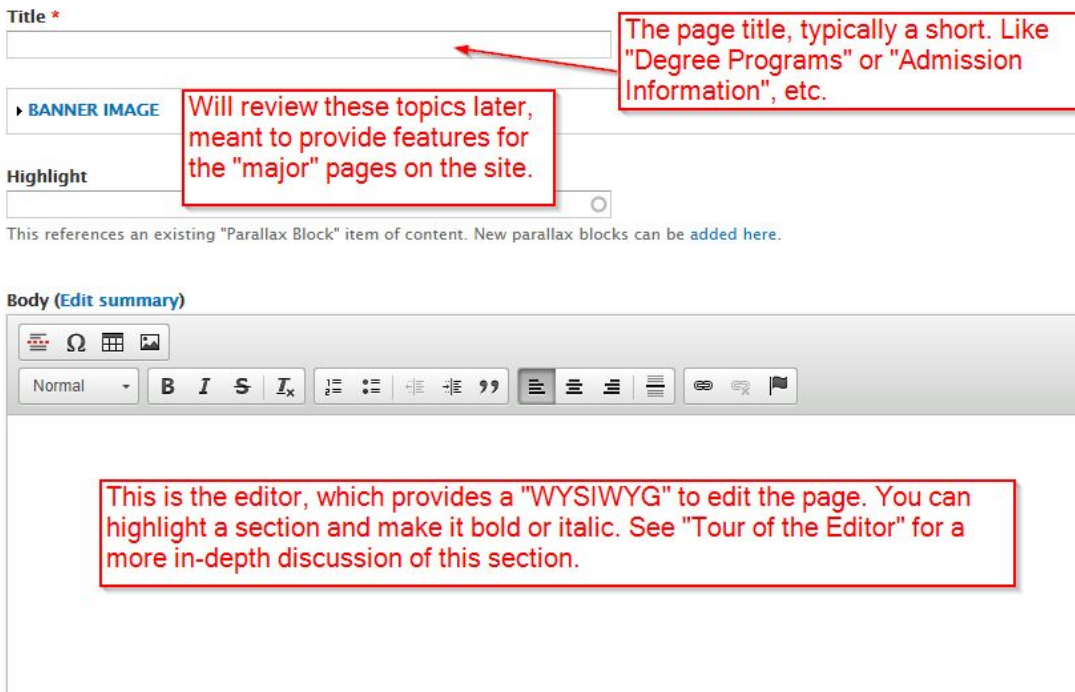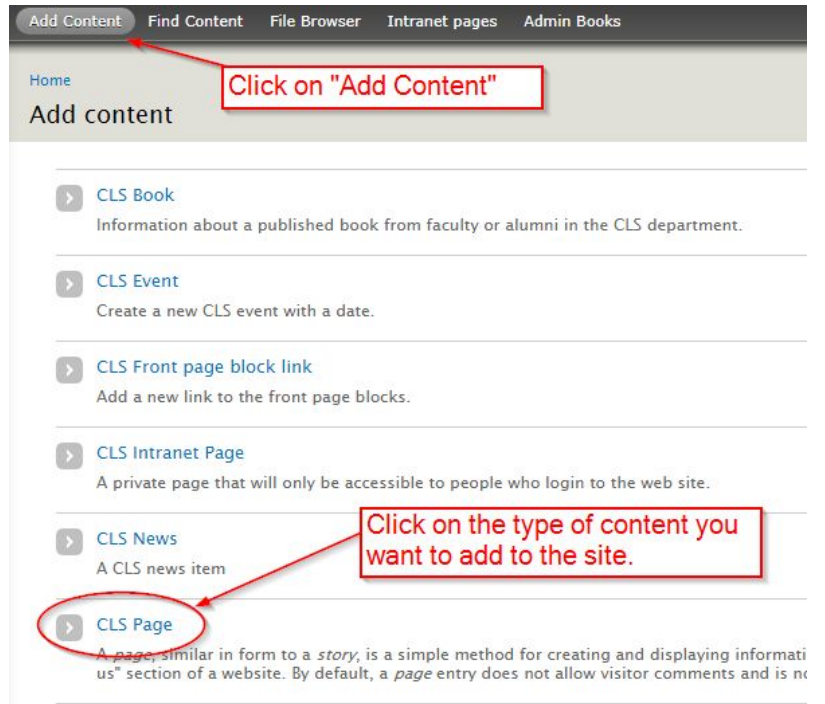
When you are done editing you can close the web browser. If you want to logout from the site, just click "Log out" on the far right.
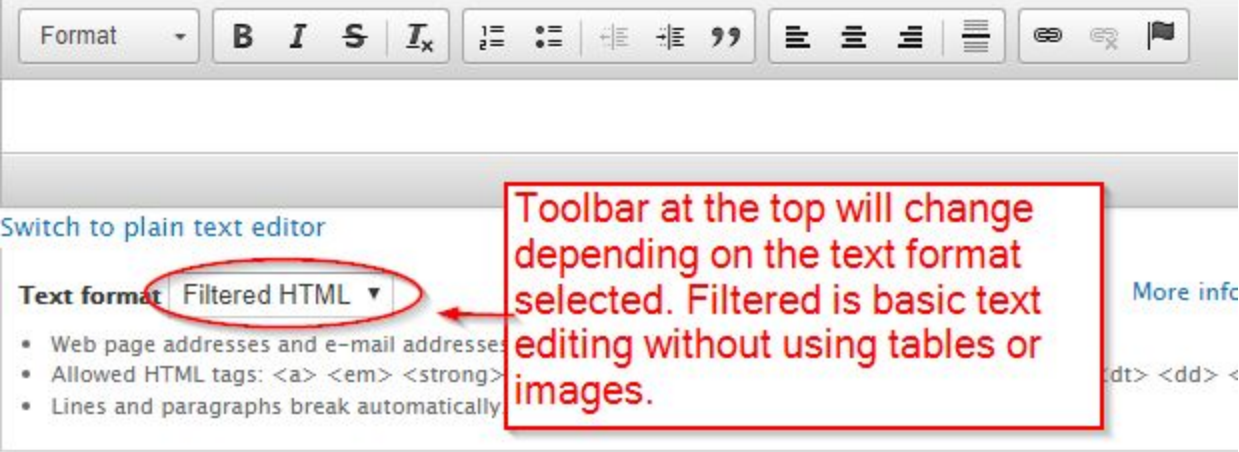
Creating New Content

To create a new page, click on the link "Add Content" at the top left of the page. You will then be presented with a full list of possible content options. Depending on your website, you will have different content options. If you are not sure about what a specific content type is, feel free to ask. Some content types are used by the website system and you don't need to use them. Typically, you will create a new web page, titled "Page" with your units acronym (i.e. CLS, PSB).

After clicking on the type of content you want to create, the screen to enter the new content will appear. There you can enter the title and the body of the page. The title will appear at the top of the page, and the body is the main content that will appear. On the new sites you can also optionally add a banner image or highlight, which will be covered in more detail later.

| Add Content | Find Content | File Browser | Intranet pages | Admin Books |

Home

Click on "Add Content"

Add content

> **CLS Book**
> Information about a published book from faculty or alumni in the CLS department.

> **CLS Event**
> Create a new CLS event with a date.

> **CLS Front page block link**
> Add a new link to the front page blocks.

> **CLS Intranet Page**
> A private page that will only be accessible to people who login to the web site.

Click on the type of content you want to add to the site.

> **CLS News**
> A CLS news item

> **CLS Page**
> A *page*, similar in form to a *story*, is a simple method for creating and displaying informati us" section of a website. By default, a *page* entry does not allow visitor comments and is no

Title *

The page title, typically a short. Like "Degree Programs" or "Admission Information", etc.

▸ BANNER IMAGE

Will review these topics later, meant to provide features for the "major" pages on the site.

Highlight

This references an existing "Parallax Block" item of content. New parallax blocks can be added here.

Body (Edit summary)

Normal | B I S I_x | list icons | quote | align icons | link icons | flag

This is the editor, which provides a "WYSIWYG" to edit the page. You can highlight a section and make it bold or italic. See "Tour of the Editor" for a more in-depth discussion of this section.

When editing a page, the available icons in the web editor tool may change depending on which **Text format** you have selected. Sometimes it may default to one format or the other. If you have a preference for the default format, please contact Eric Carter.

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Below is an overview of the specific sections in the web editor tool.

Body (Edit summary)

Adding a "Teaser Break", Special Characters, Tables and Images.

This is an example page for demonstration purposes. Creating a new page is fairly easy.

Using the links above, you can modify the formatting of the text.

Bold
Italics
~~Strikethrough~~
Remove formatting

Numeric lists
Bullet lists
Indent or outdent text
Use Block Quote for text

Normal | B I

Paragraph Format

Normal | fo

Normal (DIV) | ou

Formatted

Address

Heading 1

Heading 2

Left, center, right alignment
Create a horizontal rule

You can choose how to format the text using standard settings for paragraphs, formatted, address and the headings for a page. If you would like other format options let us know.

Create hyper links
Create link anchors

body p

Switch to plain text editor

Text format Full HTML ▼

More information about text formats

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Editing Existing Content

When you are logged into the website, you can edit an existing page three ways:

1. Visit the existing page you would like to edit and click the edit tab (see image below)
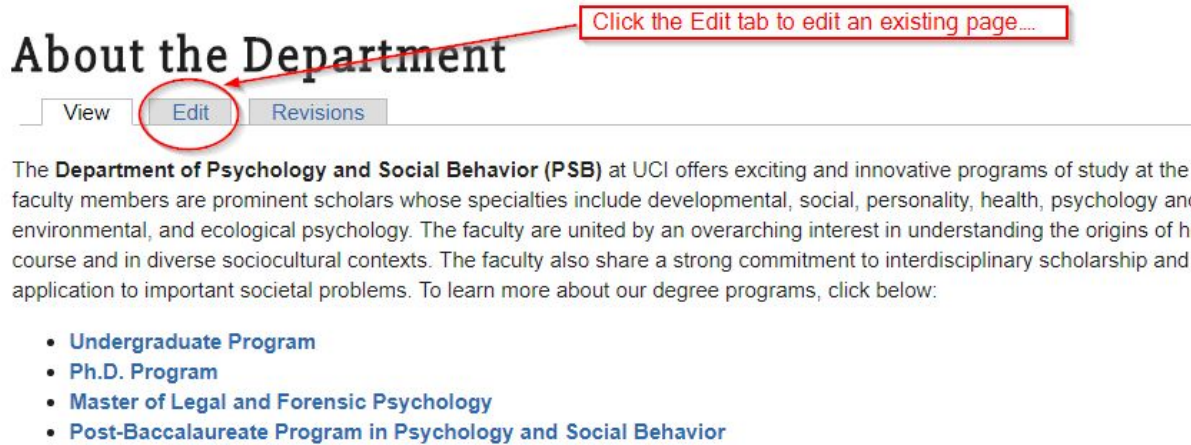
After clicking the "Edit" tab, you should be presented with the standard editing environment. Once you have completed your edit, remember to "Save" the page.
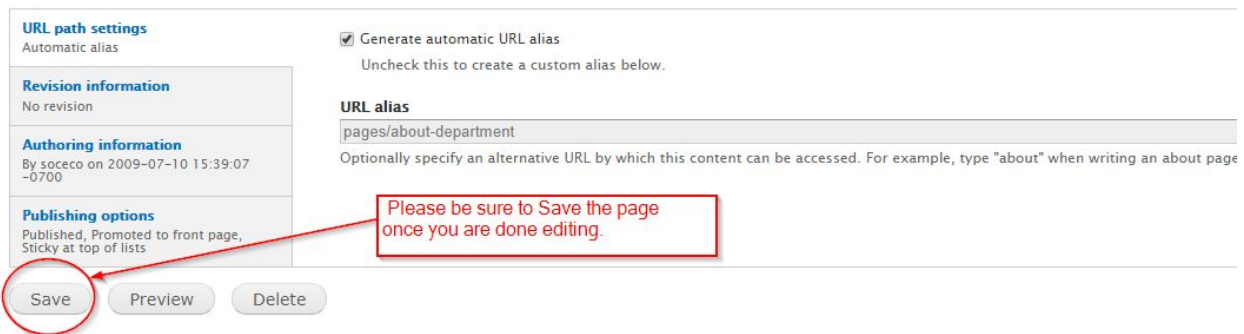
2. Find or look for the existing page under the menu item "Find Content." Using the "Find Content" option allows you to list all existing content given certain conditions. You can filter the content by type and/or status of the content. You can also select multiple pages or other content and perform the operations listed under "Update Options".

3. Search the site and look for specific content, just use the search available on the website and type in the search terms.

Removing Content

To remove content, just navigate to the page you want to remove and then click "Edit" at the bottom of the page, instead of clicking the "Save" button, just click "Delete". You will be asked to confirm if you want to delete the existing content.

If you would like to keep the page content but would like to remove it from public view, "Unpublish" a page. Think of this like a draft document. It is saved on the site, but can only be viewed by a web editor. Please note, don't unpublish a page if other pages are currenlty linked to it. If you do, the page will display an error message to the public. Typically unpublished pages will have a pink background when visited.

Tracking Content Revisions

If you would like to make a backup copy of the page when editing, you can create a new "revision" of the page. This will allow you to go back to the original page if you like. To create a new revision you would just need to choose the option at the bottom of the page before saving the page.
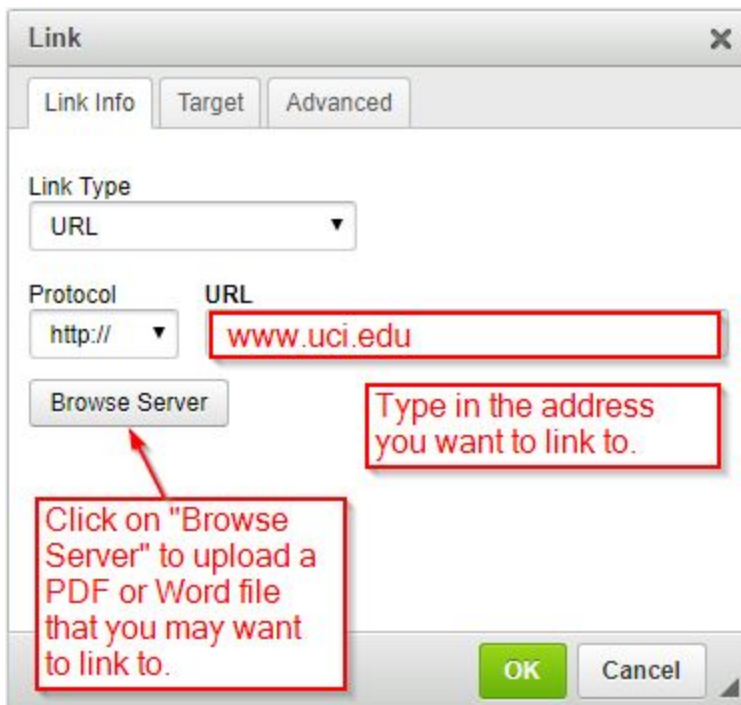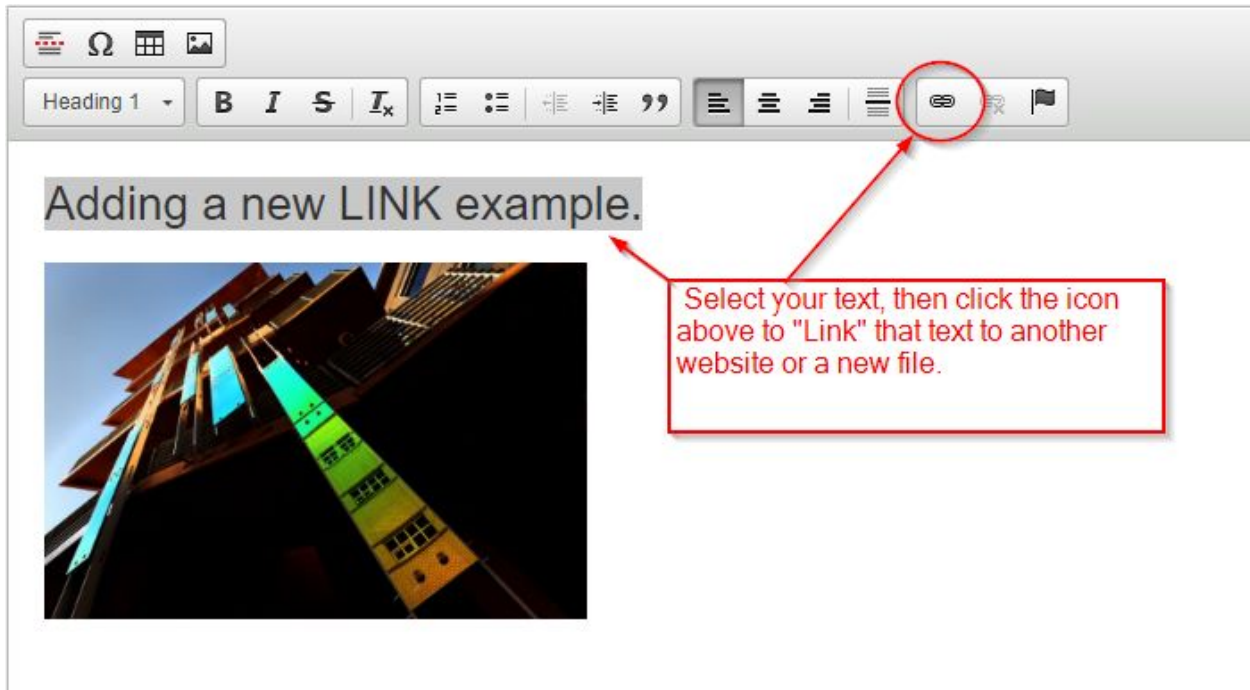

Click on the "Revisions" tab to display all the revisions made to that particular page. You can revert the page to older revisions if you would like. Be careful though, you cannot undo reverting a page to an older revision.

Working with Links

To add a link, first select/highlight the text you would like to link. Next, click on the [link icon] icon in the web editor tool. When you click on this link icon, a dialog box will appear and prompt you to add the new link URLS. You can also upload documents, like PDF files, using this same link icon.

Select your text, then click the icon above to "Link" that text to another website or a new file.

Type in the address you want to link to.

Click on "Browse Server" to upload a PDF or Word file that you may want to link to.

	Size	Width	Height
ham-may 4.jpg	84.51 KB	800	600
Social Ecology Professor of Teaching G	144.06 KB	0	0
t_mtgs_2017-2018-_revised.pdf	13.68 KB	0	0
t_mtgs_2017-2018-_revised_0.pdf	13.68 KB	0	0
Buyout Policy and Request Form (Mar	153.4 KB	0	0

After clicking on "Browse Server", click on "Upload" to add a new file. Click on "Choose File" and then select the document you want to upload. After uploading the file, click on "Insert file" and you will go back to the Link dialog box. Click on OK to insert the new link to the file.
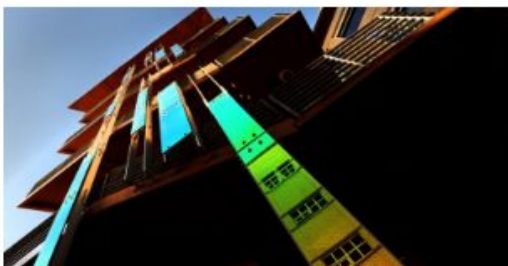
Click OK on the link dialog box to add your new link.

If you decide to remove a link, just select the linked text and click on the "Unlink" icon and it will remove the link from the text on your page.
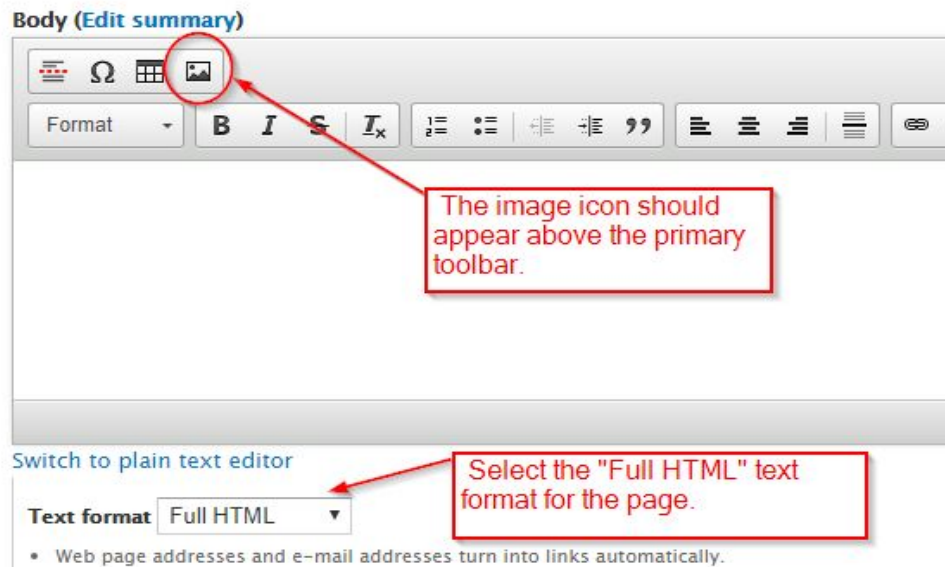
Adding a new LINK example.

Select the linked text then click on the "Unlink" icon to remove the linked text.

Adding Images to a Webpage

You can upload images using the web editor tool. First, be sure to select the "Full HTML" text format below the editor. Then you should see the image icon appear at the top of the web editor tool.

Click on the ▣ icon to add a new image to the page. After clicking on the image icon, you will see a new dialog box where you can add the image. Click on "Browse Server" to upload a new image.
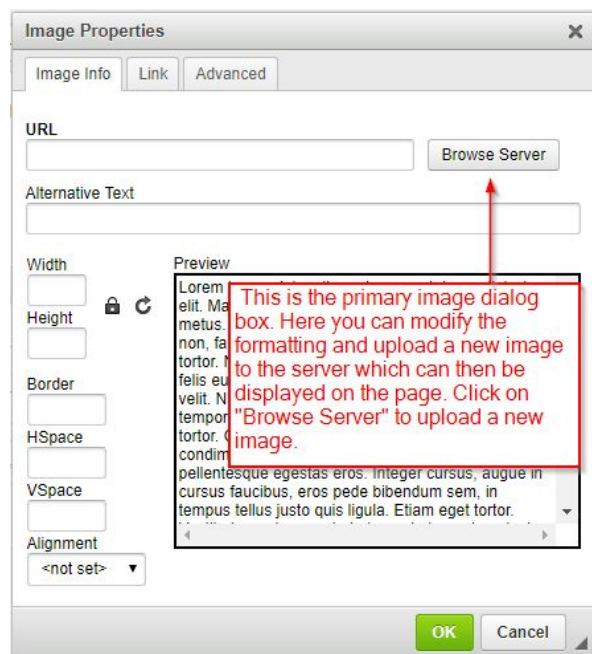
After clicking on "Browse Server" you will see the "File Browser" box pop up. Now you can view existing files and upload new files.
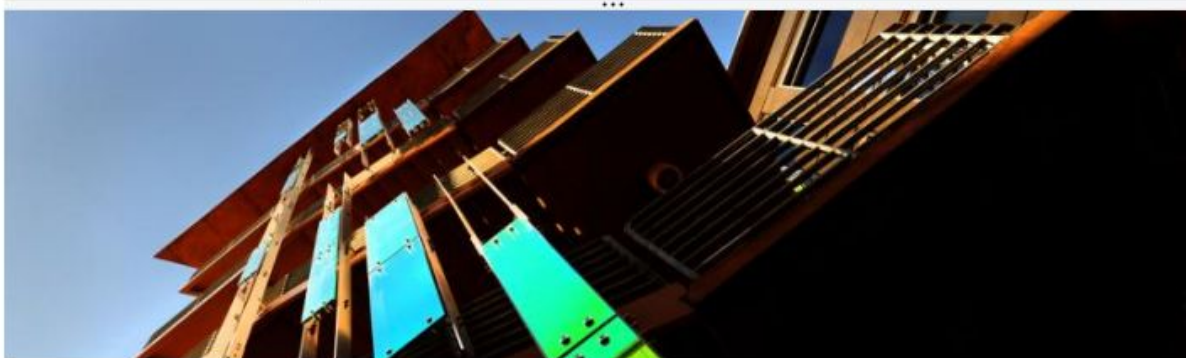
Click on "Upload", then you click on "Choose File" and select the image you would like to upload. Then click on the "UPLOAD" button.
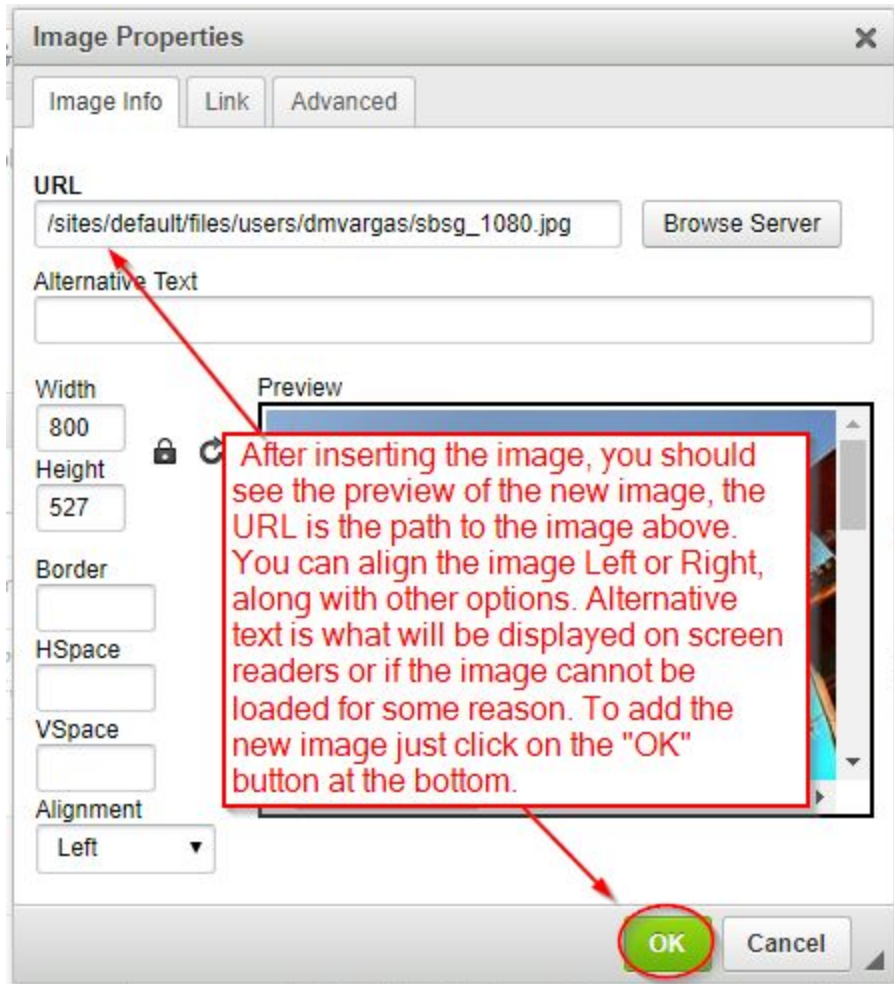

After uploading the file, you can then just click on the "Insert file" button to insert the new image into the page.

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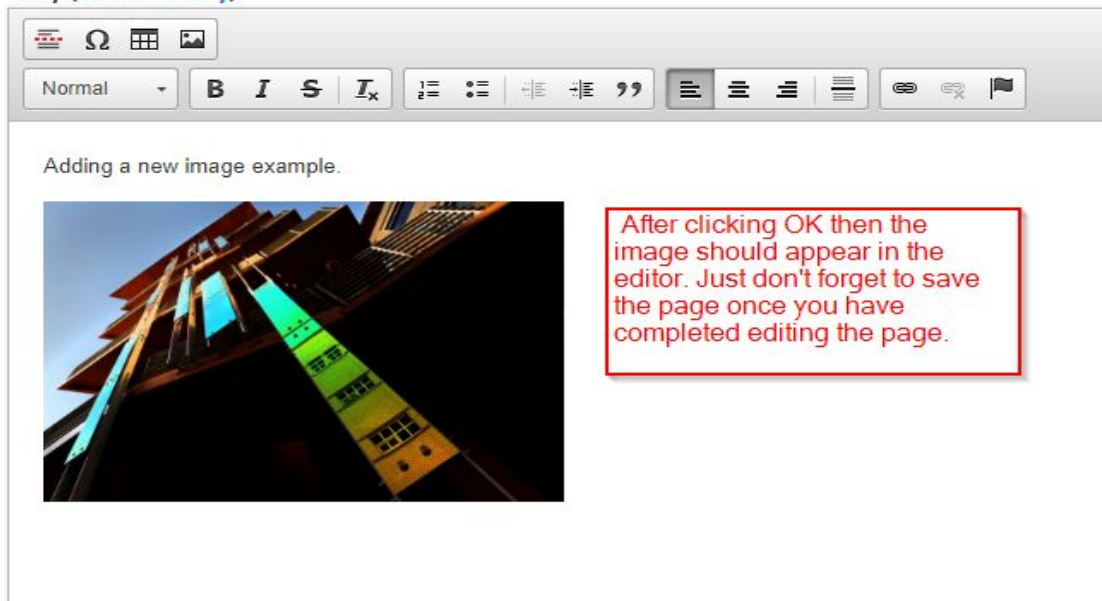**Web Editor Tool Manual**

Image Properties

Image Info | Link | Advanced

URL
/sites/default/files/users/dmvargas/sbsg_1080.jpg   Browse Server

Alternative Text

Width
800

Height
527

Border

HSpace

VSpace

Alignment
Left

Preview

After inserting the image, you should see the preview of the new image, the URL is the path to the image above. You can align the image Left or Right, along with other options. Alternative text is what will be displayed on screen readers or if the image cannot be loaded for some reason. To add the new image just click on the "OK" button at the bottom.

OK   Cancel

Body (Edit summary)

Normal   B I S I_x 〓 〓 〓 〓 ''   〓 〓 〓 〓

Adding a new image example.

After clicking OK then the image should appear in the editor. Just don't forget to save the page once you have completed editing the page.

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How to Get Help

For help editing content, issues with the site or just general feedback feel free to contact us.

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Also, please visit our Computing Services website available at:
https://computing.soceco.uci.edu/