

### *Table of Contents*

<b>Introduction</b>	<b>2</b>
<b>How to Login</b>	<b>2</b>
<b>Creating New Content</b>	<b>3</b>
<b>Editing Existing Content</b>	<b>6</b>
<b>Removing Content</b>	<b>8</b>
<b>Tracking Content Revisions</b>	<b>9</b>
<b>Working with Links</b>	<b>10</b>
<b>Adding Images to a Webpage</b>	<b>12</b>
<b>How to Get Help</b>	<b>16</b>

### Introduction

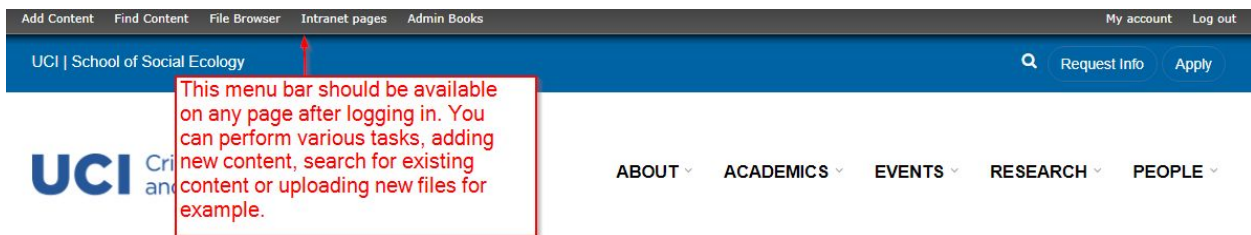
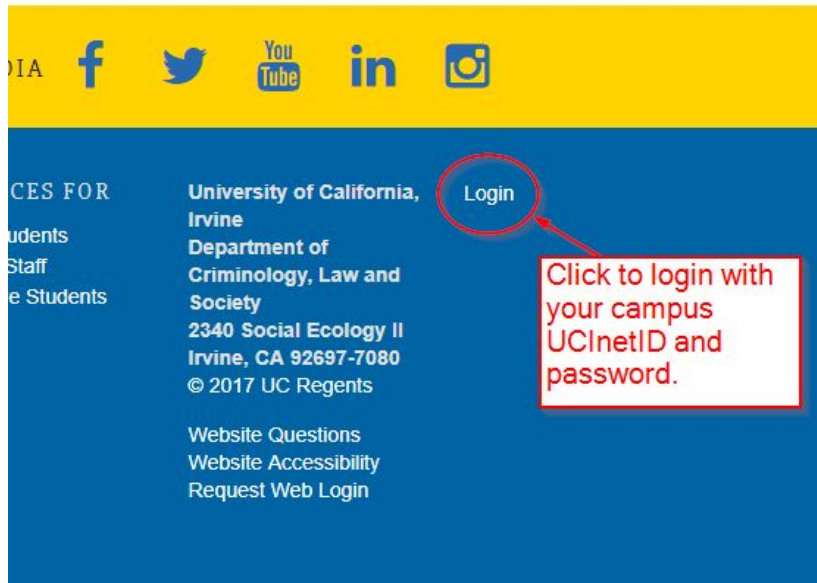
This manual provides an overview of the web editor tool functions on the UCI School of Social Ecology website. Our goal is to provide you with a useful guide, so your feedback is always welcome.

### 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.

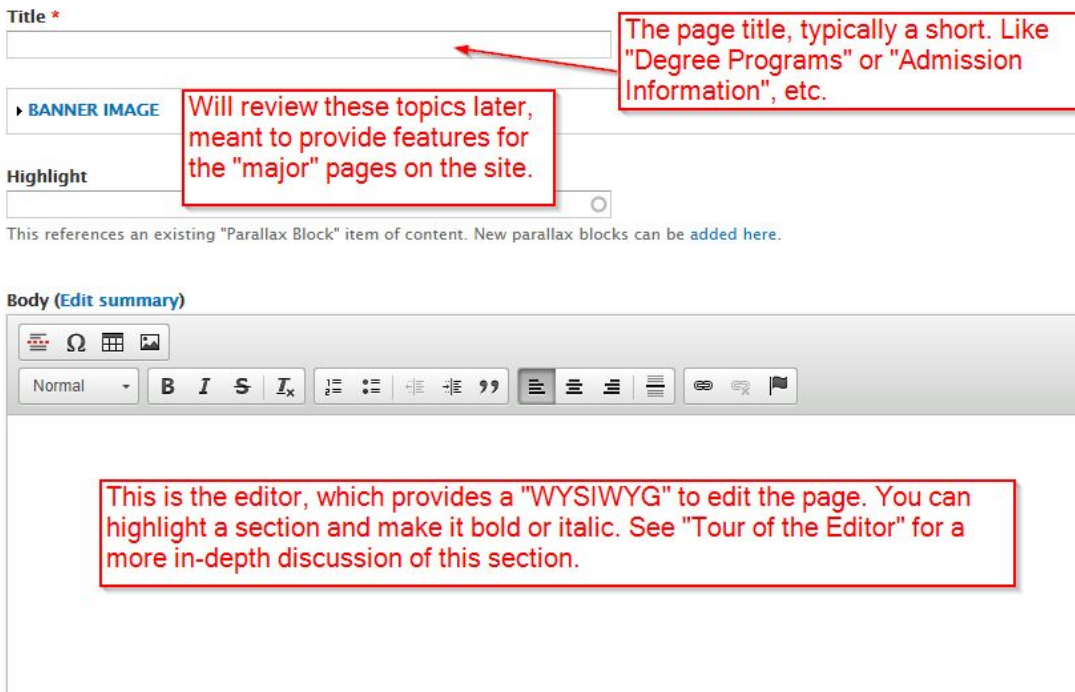
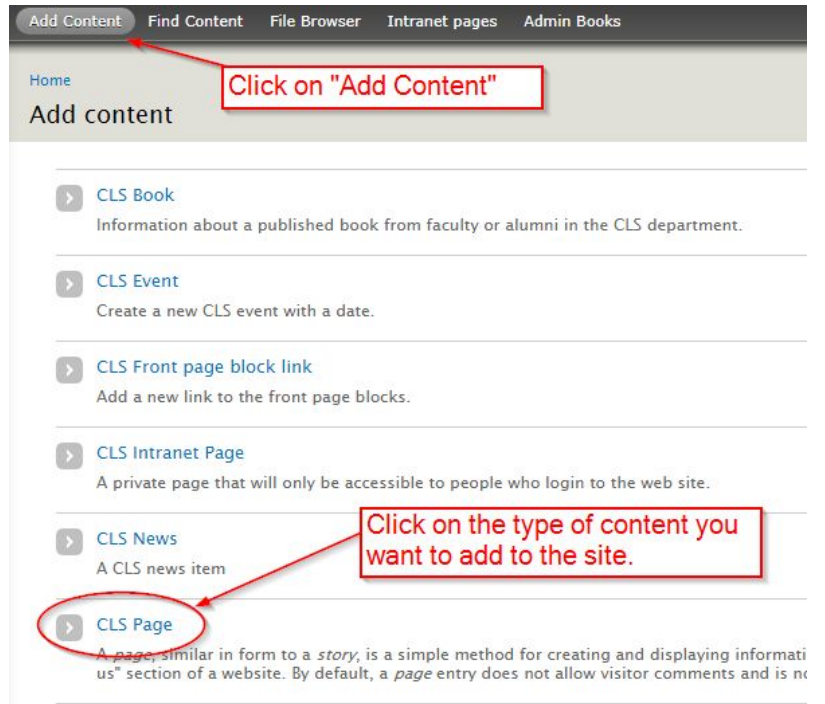


When you are done editing you can close the web browser. If you want to logout from the site, just click "Log out" on the far right.

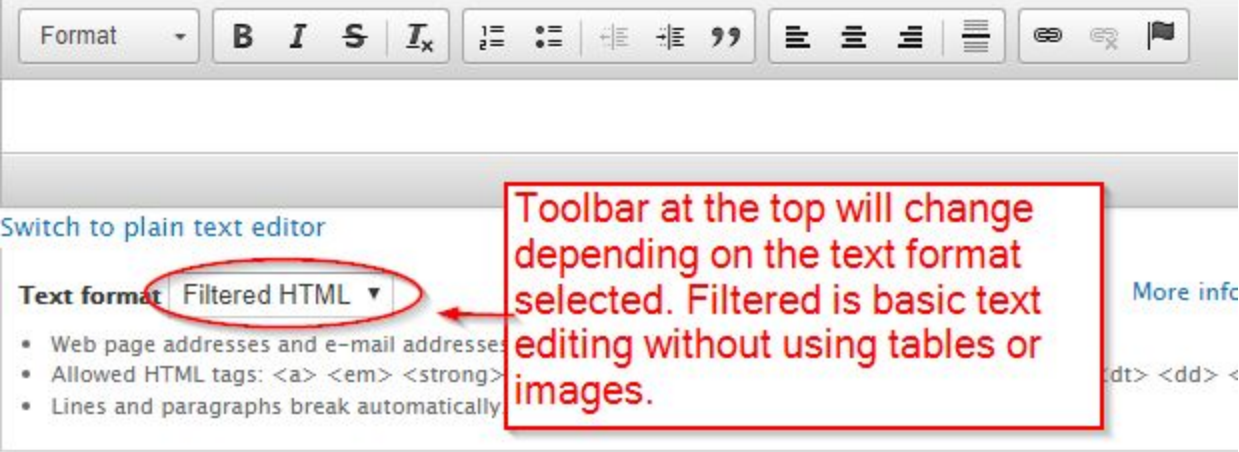
### Creating New Content

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.



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.



The screenshot shows the top toolbar of the web editor. The 'Format' dropdown is set to 'Filtered HTML'. The toolbar includes icons for bold (B), italic (I), strikethrough (S), underline (I<sub>x</sub>), bulleted list, numbered list, indent, outdent, quote, link, unlink, and a flag icon. Below the toolbar, the 'Text format' dropdown is circled in red and set to 'Filtered HTML'. A red box highlights the 'Filtered HTML' dropdown and the text below it.

Switch to plain text editor

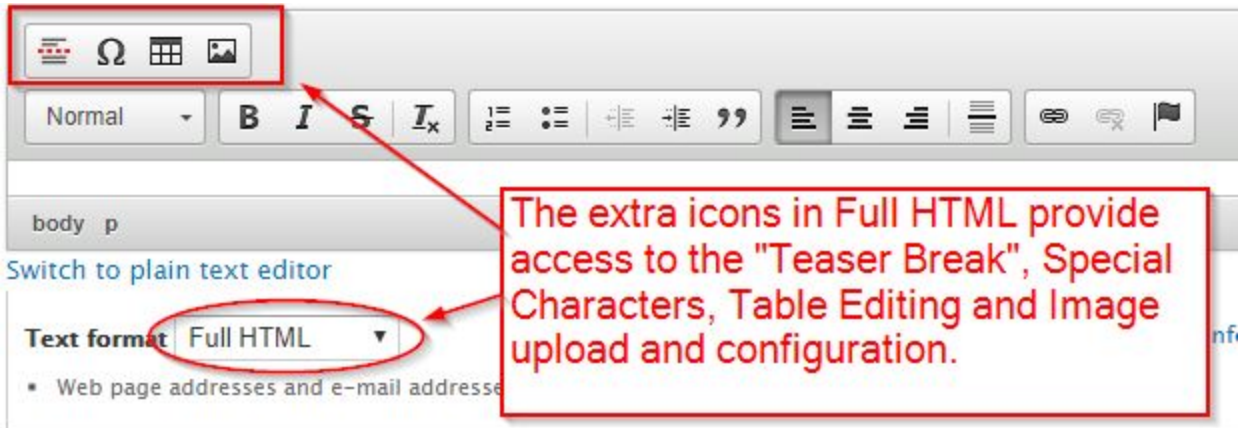
**Text format** Filtered HTML ▾

- Web page addresses and e-mail addresses
- Allowed HTML tags: <a> <em> <strong>
- Lines and paragraphs break automatically

More info

dt> <dd> <

Toolbar at the top will change depending on the text format selected. Filtered is basic text editing without using tables or images.



The screenshot shows the top toolbar of the web editor. The 'Format' dropdown is set to 'Normal'. The toolbar includes icons for bold (B), italic (I), strikethrough (S), underline (I<sub>x</sub>), bulleted list, numbered list, indent, outdent, quote, link, unlink, and a flag icon. A red box highlights the first four icons (bulleted list, Ω, table, image) in the top toolbar. Below the toolbar, the 'Text format' dropdown is circled in red and set to 'Full HTML'. A red box highlights the 'Full HTML' dropdown and the text below it.

body p

Switch to plain text editor

**Text format** Full HTML ▾

- Web page addresses and e-mail addresses

nf

The extra icons in Full HTML provide access to the "Teaser Break", Special Characters, Table Editing and Image upload and configuration.

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

**Body (Edit summary)**

The screenshot shows a web editor interface with several toolbars and callout boxes. The top toolbar includes icons for adding a "Teaser Break", Special Characters, Tables, and Images. Below this is a text formatting toolbar with buttons for Bold (B), Italic (I), Strikethrough (S), and Remove formatting (I<sub>x</sub>). A callout box for this toolbar lists: Bold, Italic, Strikethrough, and Remove formatting. To the right of the formatting toolbar are buttons for list creation (bulleted and numbered), indenting text, and creating a block quote. A callout box for these buttons lists: Numeric lists, Bullet lists, Indent or outdent text, and Use Block Quote for text. Further right are buttons for text alignment (left, center, right) and creating a horizontal rule. A callout box for these buttons lists: Left, center, right alignment and Create a horizontal rule. On the far right of the top toolbar are buttons for creating hyperlinks and link anchors. A callout box for these buttons lists: Create hyper links and Create link anchors. A callout box at the top left points to the top toolbar with the text: Adding a "Teaser Break", Special Characters, Tables and Images. A callout box on the left side of the editor area contains the text: 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. A dropdown menu for paragraph formatting is open, showing options: Normal, Normal (DIV), Formatted, Address, Heading 1, and Heading 2. At the bottom of the editor, there is a "Switch to plain text editor" link, a "Text format" dropdown menu set to "Full HTML", and a "More information about text formats" link with a question mark icon.

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

**B** *I* ~~S~~ *I<sub>x</sub>*

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*

Left, center, right alignment  
Create a horizontal rule

Create hyper links  
Create link anchors

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.

Normal - **B** *I* !  
Paragraph Format  
Normal  
Normal (DIV)  
Formatted  
Address  
Heading 1  
Heading 2

body p

Switch to plain text editor

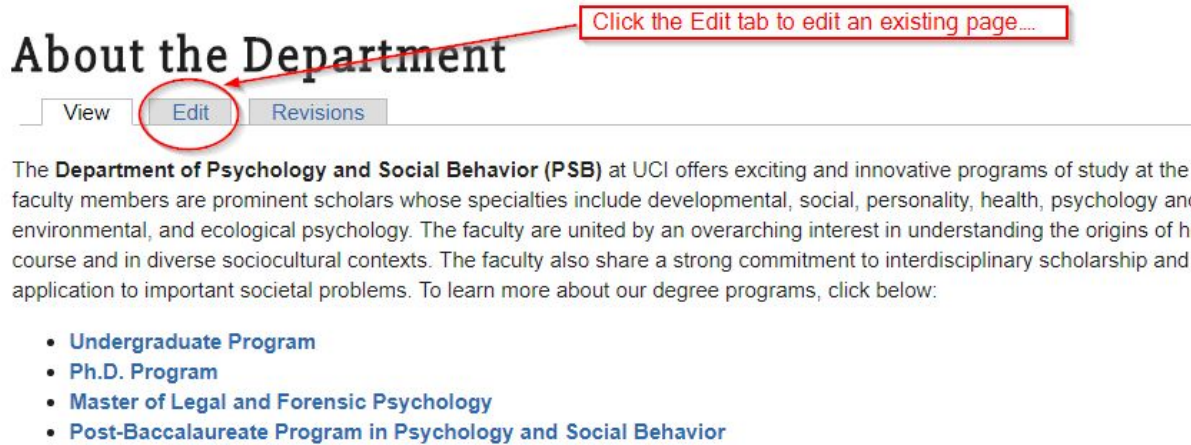
Text format Full HTML

More information about text formats ?

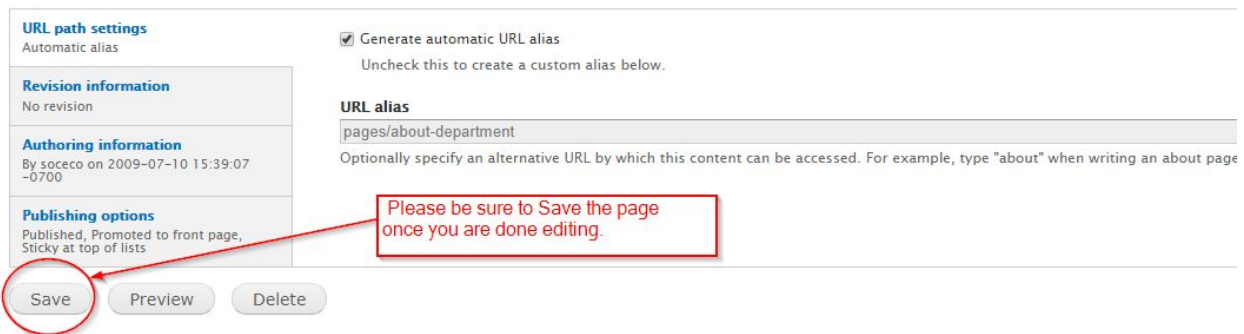
### Editing Existing Content

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”.

The screenshot shows the 'Find Content' interface. At the top, a navigation bar includes 'Add Content', 'Find Content', 'File Browser', 'Webforms', 'PSB Faculty Intranet', and 'PSB Graduates Intranet'. Below this is a 'Home' link and a 'Content' heading. A red callout box points to the 'Find Content' button with the text: "Click on 'Find Content' to show the list of various content on the website." Below the heading is a '+ Add content' link. The main section is titled 'SHOW ONLY ITEMS WHERE' and contains two dropdown menus for 'status' and 'type', both set to 'any', and a 'Filter' button. A red callout box points to the 'Filter' button with the text: "Select the status and/or type you would like to filter the content by and then click filter." Below this is the 'UPDATE OPTIONS' section, which has a dropdown menu set to 'Publish selected content' and an 'Update' button. A red callout box points to the 'Update' button with the text: "Click the check boxes of the content you would like to update then choose the option. Click 'Update' and all the content checked will be updated based on the option you choose." Below the update options is a list of content items, each with a checkbox and a title: 'TITLE', 'Professor Loftus named one of 50 most influential psychologists new', 'Post-Baccalaureate Program in Psychology and Social Behavior new', 'Colleen Gillmore new', 'Colleen Brown new', and 'Lauren Eales new'. A red callout box points to the first checkbox with the text: "Click the check boxes of the content you would like to update then choose the option. Click 'Update' and all the content checked will be updated based on the option you choose."

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

The screenshot shows a search bar with the text 'My search terms' and a magnifying glass icon. To the right of the search bar are buttons for 'Request Info' and 'Ap'. A red callout box points to the search bar with the text: "Type in your search terms and click the magnifying glass to search for content." Below the search bar, the words 'BOUT' and 'NEW' are visible.

### 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.

Text format: Full HTML

- Web page addresses and e-mail addresses turn into links automatically.

A page, similar in form to a story, is a simple method for creating and displaying information that rarely changes, such as an "About us" se

**URL path settings**  
Automatic alias  Generate automatic URL alias  
Uncheck this to create a custom alias below.

**Revision information**  
No revision

**URL alias**  
pages/degree-programs  
Optionally specify an alternative URL by which this content can be accessed. For example,

**Authoring information**  
By soceco on 2009-07-14 12:16:08 -0700

**Publishing options**  
Published

Save Preview Delete

Add Content Find Content File Browser Webforms PSB Faculty Intranet PSB Graduates Intranet

Home » TEST Page demonstrate deletion

Are you sure you want to delete *TEST Page demonstrate deletion?*

This action cannot be undone.

Delete Cancel

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 currently 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.

**URL path settings**  
Automatic alias  Published  Promoted to front page  Sticky at top of lists

**Revision information**  
No revision

**Authoring information**  
By eobryant on 2013-08-28 09:35:55 -0700

**Publishing options**  
Not published

Save Preview Delete



### 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.

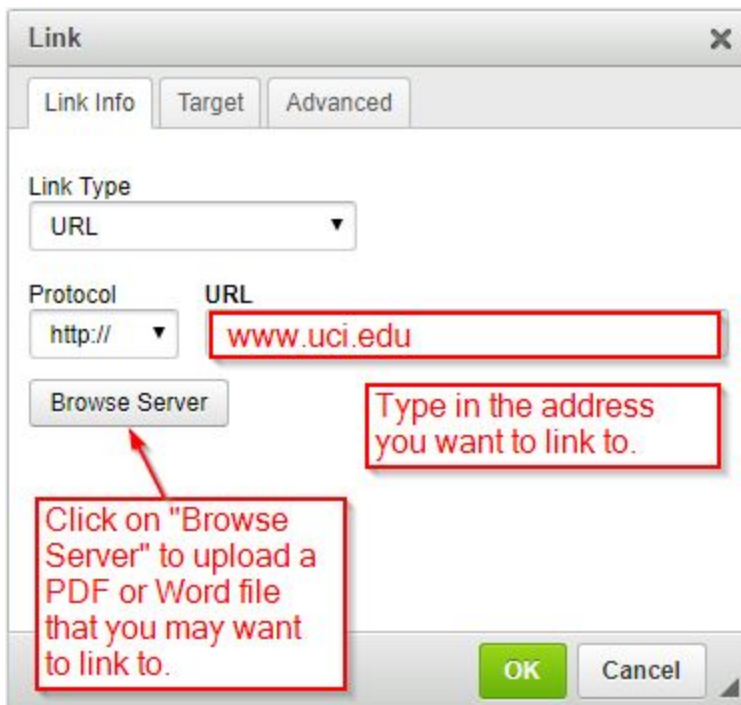
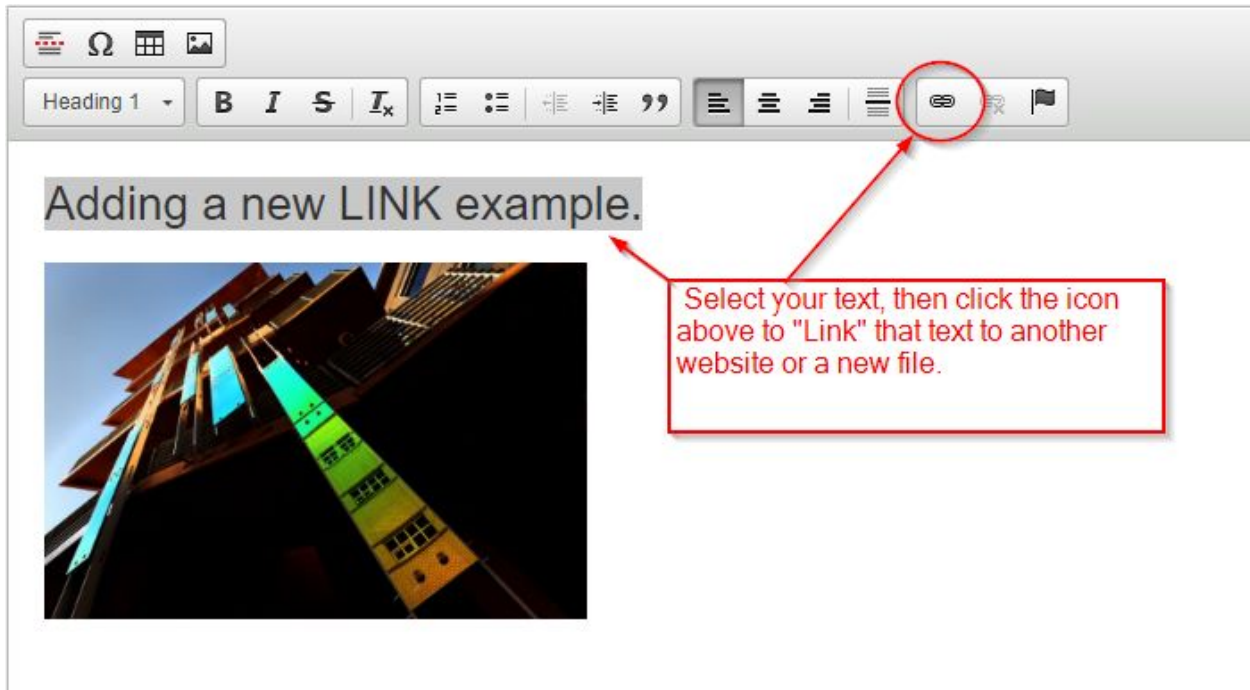
The screenshot shows the 'Emeriti Faculty' page editor. At the top, there are three tabs: 'View', 'Edit', and 'Revisions'. A red box with an arrow points to the 'Revisions' tab, containing the text: "Pages that have revisions will display a tab that lets you list the available revisions along with the log messages." Below the tabs is a profile for Thomas J. Crawford, Senior Lecturer Emeritus in Psychology and Social Behavior, Ph.D. Harvard University, (949) 824-5574. On the left, there are sections for 'URL path settings', 'Revision information', 'Authoring information', and 'Publishing options'. A red box with an arrow points to the 'Revision information' section, containing the text: "Select the 'Revision information' tab at the bottom of the page." In the center, there is a 'Create new revision' checkbox which is checked. A red box with an arrow points to this checkbox, containing the text: "Check the 'Create new revision' checkbox and optionally provide a message about this revision that you can refer to later." Below this is a 'Revision log message' text area with the text "Updating this page to describe new giving opportunities." At the bottom, there are three buttons: 'Save', 'Preview', and 'Delete'. A red box with an arrow points to the 'Save' button, containing the text: "Click the 'Save' button to create new revision of the page." There are three numbered red circles (1, 2, 3) corresponding to the three red boxes.

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.

The screenshot shows the 'Revisions for PSB Conference, Seminar, and TA Room Reservations' page. At the top, there is a navigation bar with links: 'Add Content', 'Find Content', 'File Browser', 'Webforms', 'PSB Faculty Intranet', 'PSB Graduates Intranet', 'My account', and 'Log out'. Below the navigation bar, there is a breadcrumb trail: 'Home » PSB Conference, Seminar, and TA Room Reservations'. The main heading is 'Revisions for PSB Conference, Seminar, and TA Room Reservations'. To the right of the heading are three buttons: 'VIEW', 'EDIT', and 'REVISIONS'. Below the heading is a table with two columns: 'REVISION' and 'OPERATIONS'. The table has two rows. The first row is highlighted in yellow and is labeled 'current revision'. The first row contains the text: '07/05/2017 - 10:27am by ksrook' and 'Mask: HMU-96259-647 (#95498)'. A red box with an arrow points to the date and time, containing the text: "Date and time of the revision along with any log messages." The second row contains the text: '01/06/2015 - 2:18pm by pdevoe'. A red box with an arrow points to the 'revert' and 'delete' buttons, containing the text: "Options to either revert to an old revision or delete the old revision." There are two numbered red circles (1, 2) corresponding to the two red boxes.

### Working with Links

To add a link, first select/highlight the text you would like to link. Next, click on the  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.



Upload Thumbnails Delete Resize Insert file

File

Choose File No file chosen

Create thumbnails


Thumb (100x100)

UPLOAD

	Size	Width	Height
ham-may 4.jpg	84.51 KB	800	600
Social Ecology Professor of Teaching G	144.06 KB	0	0
ot_mtgs_2017-2018-_revised.pdf	13.68 KB	0	0
ot_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.

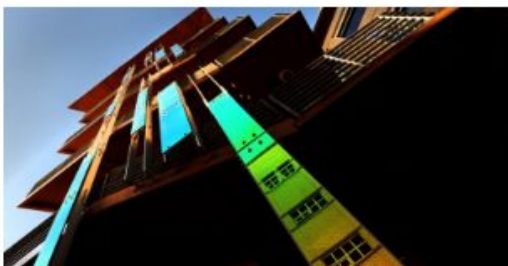
Click OK on the link dialog box to add your new link.

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.

Heading 1 B I S Ix

Unlink icon circled in red

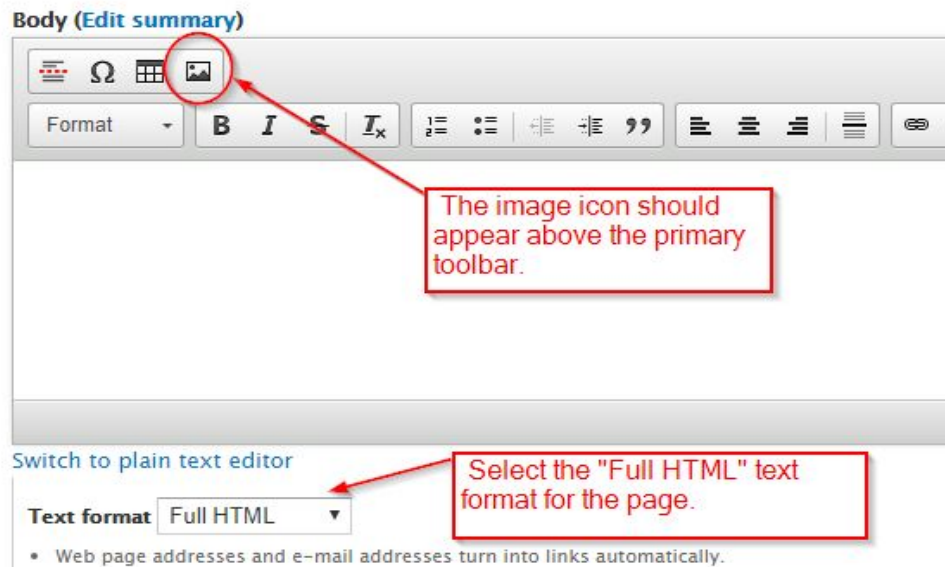
Adding a new LINK example.




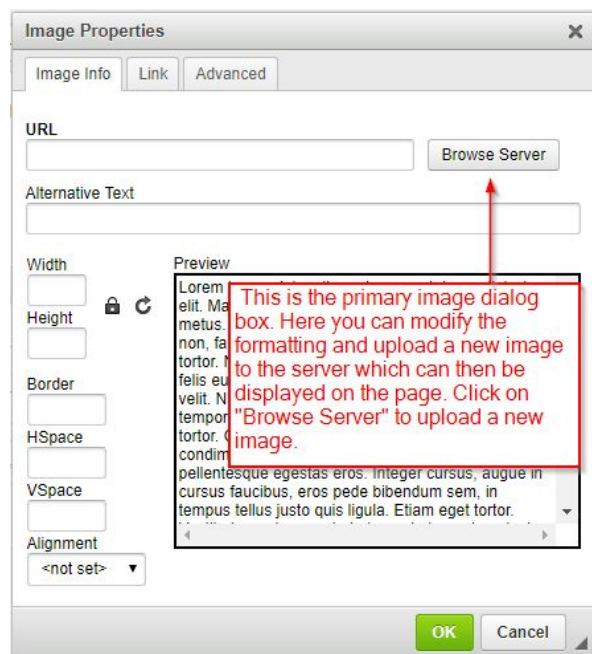
Select the linked text then click on the "Unlink" icon to remove the linked text.

### 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.

File Browser - Google Chrome

Secure | [https://psb.soceco.uci.edu/imce?app=ckeditor%7Csendto%40ckeditor\\_imceSendTo%7C&CKEditor=edit-bo...](https://psb.soceco.uci.edu/imce?app=ckeditor%7Csendto%40ckeditor_imceSendTo%7C&CKEditor=edit-bo...)

Upload Thumbnails Delete Resize Insert file

Navigation

- <root>
- users
- dmvargas
- shared

File	Size	Dimensions	Date
15 1			2016 - 5:53pm
2nd yr grads.PNG	448.27 KB	800 572	05/22/2015 - 5:21pm
Alan Castel.PNG	467.16 KB	800 521	02/05/2016 - 12:17pm
borelli slide .jpg	74.04 KB	800 600	11/19/2015 - 6:48pm
Brown Bag Address_W16.jpg	108.7 KB	800 600	02/29/2016 - 2:50pm
Brown Bag April 2016.jpg	97.42 KB	800 450	04/08/2016 - 11:37am
Consedine advert .jpg	90.24 KB	800 600	02/19/2016 - 5:59pm
Copic colloquium 3-6.jpg	84.4 KB	800 600	02/28/2017 - 5:23pm
copying_request.pdf	37.68 KB	0 0	01/08/2018 - 3:33pm
domestic violence.PNG	152.63 KB	800 296	04/06/2016 - 10:51am
33 files using 5.87 MB of 500 MB	52.62 KB	0 0	02/16/2017 - 5:42pm

Existing file listing along with a preview if the file is an image below the file listing.

Click "Upload" to copy a new image to the server.

**UCI Psychology and Social Behavior**

**Please join us for our 2<sup>nd</sup> year PSB graduate student presentations (Day 2)**

Monday, June 1<sup>st</sup> in SBSG 1517  
12pm – 1:30pm

Becky Grady  
**Racist or not racist? Political differences in perceptions and definitions of racism**

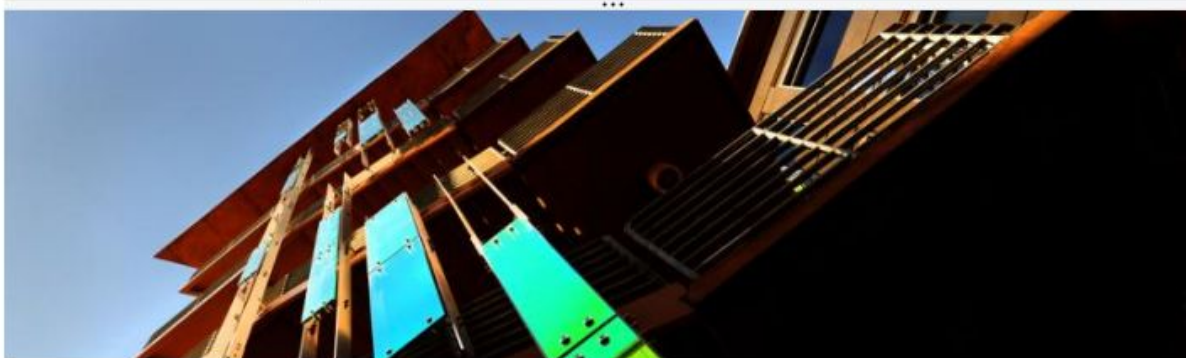
Click on "Upload", then you click on "Choose File" and select the image you would like to upload. Then click on the "UPLOAD" button.

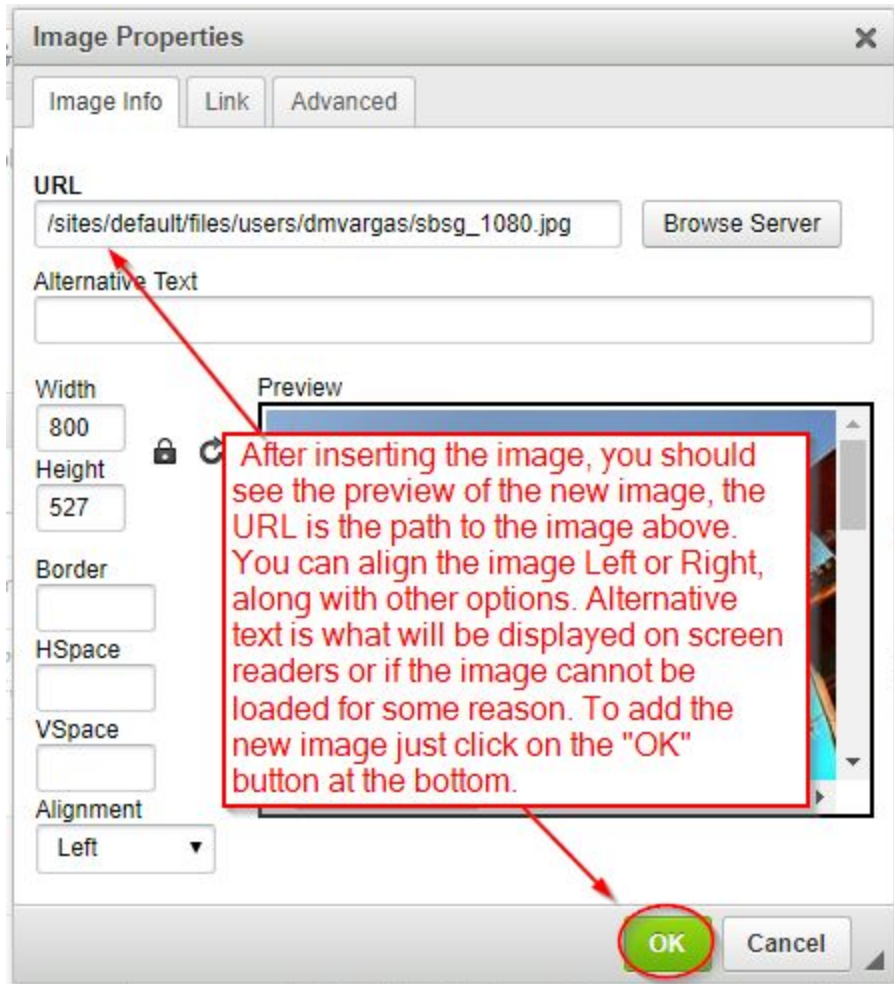
File name	Size	Width	Height	Date
UM EQ	467.16 KB	800	521	02/05/2016 - 12:17pm
	74.04 KB	800	600	11/19/2015 - 6:48pm
ess_W16.jpg	108.7 KB	800	600	02/29/2016 - 2:50pm
Brown Bag April 2016.jpg	97.42 KB	800	450	04/08/2016 - 11:37am
Consedine advert .jpg	90.24 KB	800	600	02/19/2016 - 5:59pm
Copic colloquium 3-6.jpg	84.4 KB	800	600	02/28/2017 - 5:23pm
copying_request.pdf	37.68 KB	0	0	01/08/2018 - 3:33pm

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

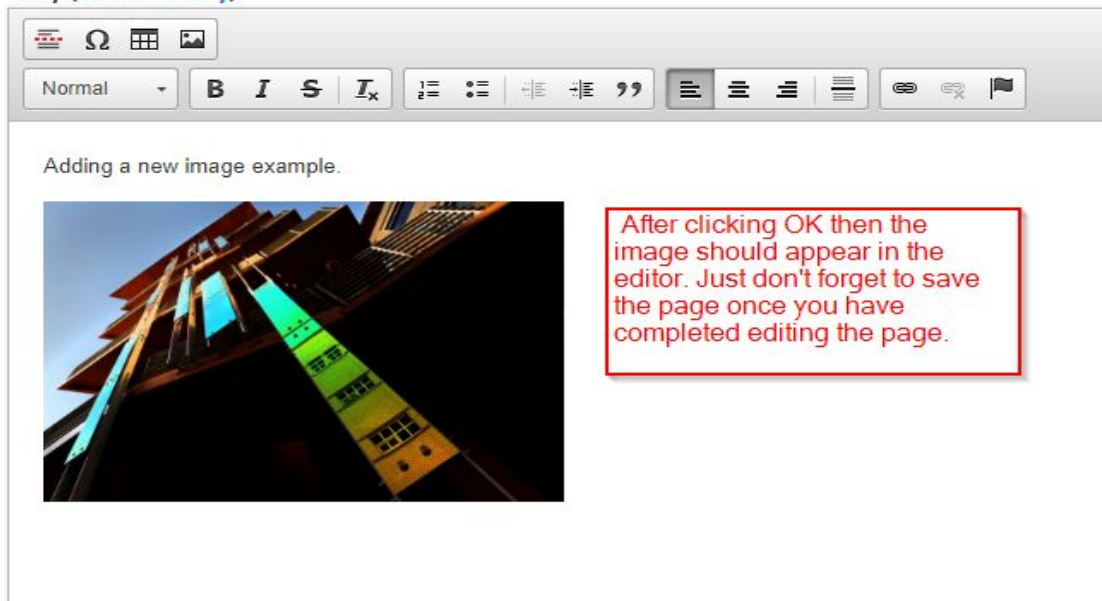
File name	Size	Width	Height	Date
school_dept_mtgs_2017-2018	13.68 KB	0	0	10/19/2017 - 3:42pm
school_dept_mtgs_2017-2018	13.68 KB	0	0	10/19/2017 - 3:45pm
policy and R	153.4 KB	0	0	03/16/2017 - 5:26pm
ium annc	374.61 KB	0	0	01/29/2015 - 5:15pm
	76.21 KB	800	600	11/06/2015 - 4:48pm
	76.21 KB	800	600	11/06/2015 - 4:51pm
e awe.PN	576.72 KB	760	600	05/26/2015 - 8:07am
why do we experience awe_0.l	576.72 KB	760	600	05/26/2015 - 8:15am
why do we experience awe_1.l	576.72 KB	760	600	05/26/2015 - 8:21am
sbsg_1080.jpg	50.44 KB	800	527	01/31/2018 - 12:38pm

34 files using 5.92 MB of 500 MB





### Body (Edit summary)



### How to Get Help

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

Patricia DeVoe  
Director of Communications  
[pdevoe@uci.edu](mailto:pdevoe@uci.edu)  
(949) 824-1278

Eric Carter  
Linux Administration / Web  
[se.computing@uci.edu](mailto:se.computing@uci.edu)  
(949) 824-8202

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