

Website Basics

Getting into the website.

Please make a note of your login and password, given by Bill Waghorn.

Since you are an editor, the website should come up on your computer, when you put <http://swquakers.org.uk/?q=user> in your browser's address bar, with two large boxes in the middle of the screen, one for Username and one for Password. Let Bill know at hope@w2x.co.uk if this doesn't happen. You may have the option of having the password filled in automatically when you start typing the login.

As soon as you click on any menu item on the left of the screen, these boxes will vanish, so fill them in first if you know you will want to do some editing. When you are in the site you can move wherever Bill has arranged with you, and there is no downside to going in as editor right away, except of course that you will need to log off when you finish (click on the very first line of the menu column).

May I suggest that you put the website address in your bookmarks or favourites (depending on which browser you are using), to make it really easy to get to the site with a single click.

If you decide that you want to edit *after* looking at a page on the site (it happens to me often!) you can either click in Favourites to get back the Login, or you can go to Members Page, then Login for Editors in the menu, where you will again find login and password boxes, and notes from Bill Waghorn.

Getting into and out of Edit mode

Once you have logged in please edit only your own page, even if you are able to edit others! If you see anything you think needs changing on another page, contact Bill.

After clicking the login button you will see several headings on the right of your Username. Ignore them all for the time being, just go to Home and navigate to the page you are to edit, using the menu on the left.

Having found the page, click on Edit at the top. The page will reappear in an inner window, so that you have two vertical scrolling bars – an inner one which takes you up and down the published web page, and an outer one which takes you up and down the editing page. Using these two bars, and horizontal scrolling if necessary, you can see every bit of the page and the editing panel at the same time.

NB: It may happen that 'Edit' doesn't appear! In that case, press Ctrl and Shift together on your PC and at the same time click on 'r'. This will make another 'instance' of the page appear, with 'Edit' on it.

When you have finished editing EITHER click on View (top left on the Editing page) because you want to return the web page to its original state – because eg you don't have time to finish the job or have made a serious mistake; OR click on Preview or finally Save (right at the bottom of the Editing page), to save the changes you have made.

Editing

Usually editing will involve changing or adding text. Click with the cursor wherever you want to delete or add text, and continue as if you were using a word processing program like MS Word, having checked that the Font boxes (top right in the Editing panel) are showing Paragraph – Arial – 3 (12pt) or 4 (14pt); unless of course you wish to use a different font or size for a heading or for special effect.

If you are importing text from Microsoft Word or another word processing program, you can save it in Notepad first, then copy it once there before inserting it on the web page. This will get rid of any unwanted but invisible codes which may otherwise give you problems when you are editing the website. However the site is now using the current version of Drupal and I see that there is a special button on the editing panel for inserting text from Word documents, which may do it automatically. Try it!

You may one day find it difficult or impossible to change a font or text size when you want to – in that case, see ‘Website “How to do it”’, which also explains how to add a photograph or a link, including a link to a map. If you are experienced in using the html code which underlies the page or want to have a go (knowing that if you make a mistake you can always get the page back in its original state by clicking on ‘View’, top left), click on the html button on the editing panel and see if you can find the source of the problem.

You can change the font colour by clicking on the down arrow beside **A** on the editing panel, then on ‘more colors’ if necessary. When the **A** changes to the colour you selected, highlight the text you want to change and click on the **A** and the colour will change immediately. The standard sizes and colours we use are listed below.

Standard font, colours etc; for reference:

Hyperlink text: Royal Blue, underlined

Main page headings: Generally Ariel 6, colour #003366

Other headings: Arial 5.

Body text: Arial 3, black; or Arial 4 for more emphasis

END

There are other Help notes as follows:

Website 'how to do it'.

Website 'how to do it - 2"

Add pdf centre page

Attaching a file to a web page

One item_two pages

Insert_picture_in_drupal

Website 'HTML editing'.