

This is a quick guide on how to edit your version 4 or 5 website. Remember that we at Vision ICT are always happy to help if you have any problems or need a hand. Feel free to phone us, send an email to support@visionict.com and we'll make sure that your problem is sorted.

If, for whatever reason, you are permanently unable to edit or upload to your website, ask us about a phone call from support to diagnose any issues, an upgrade to our latest software, or our bronze, silver, gold or platinum [support package](#) where we will happily take responsibility for updating your website on a monthly, weekly or three-day basis.

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Logging on

To edit your website, go to <http://visionict.com/login.aspx> (or www.visionict.com and go to 'Client login') and enter the username and password that we have given you.



When you log on to your site, you should see these four icons in the top left hand corner of every page (Version 5 picture to the left, Version 4 below)

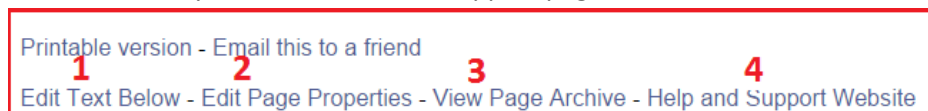
Icon 1 allows you to edit the text, add documents, etc (as detailed below).



Icon 2 allows you to change the title and keywords of a page. Be sure that the page title and navigation title are the same, otherwise the website will get confused.

Icon 3 is useful if you've made and saved a mistake; it allows you to revert to a previous

version of the page.

Icon 4 will take you to the Vision ICT support page.



When you edit or change a page, remember to click the  icon to save your changes, or  to cancel.

Reverting to a previous page version

Click on **icon 3** (in the picture above), and you will get a list of dates and times that the page has been edited (see left).

- 1- Click on **the number** beside the date /time that you would like to roll back to (**circle 1** in the picture on the left). That version of the page will appear at the bottom of the page.
- 2- If you want to roll back to that version, click on 'Yes' (**circle 2**).
- 3- To return to the page, press 'Return to the page' in **circle 3**.





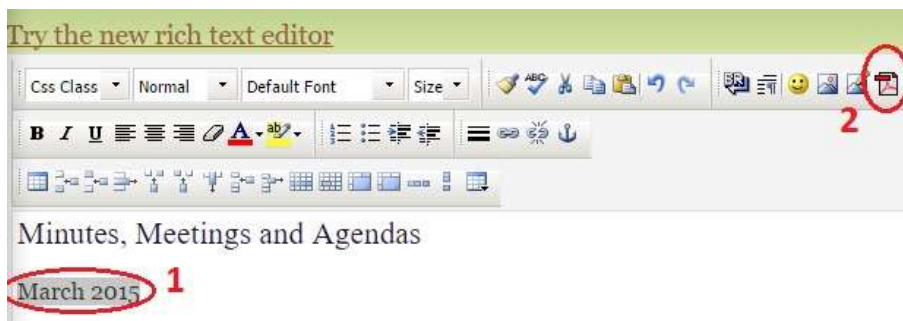
Editing main screen-

When you click on **icon 1**, you will be taken to the 'editing screen', which looks like this picture. Here's a quick description of the tools you can see circled and numbered.

- 1- This paintbrush icon clears up any text that you have written/ copied. See '[clean up text](#)' pic and paragraph for more info.
- 2- Spell check
- 3- This is like the 'enter' key, and will give a single line space under your writing.
- 4- Add pictures- see the appropriate pic and paragraph.
- 5- Add file.
- 6- Add a link to a website or email address- see the appropriate pic and paragraph.
- 7- Remove a link to a website or email address.

0 is, of course, where you can write.

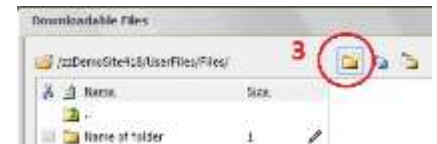
Uploading documents- for example, minutes, agendas, newsletters.



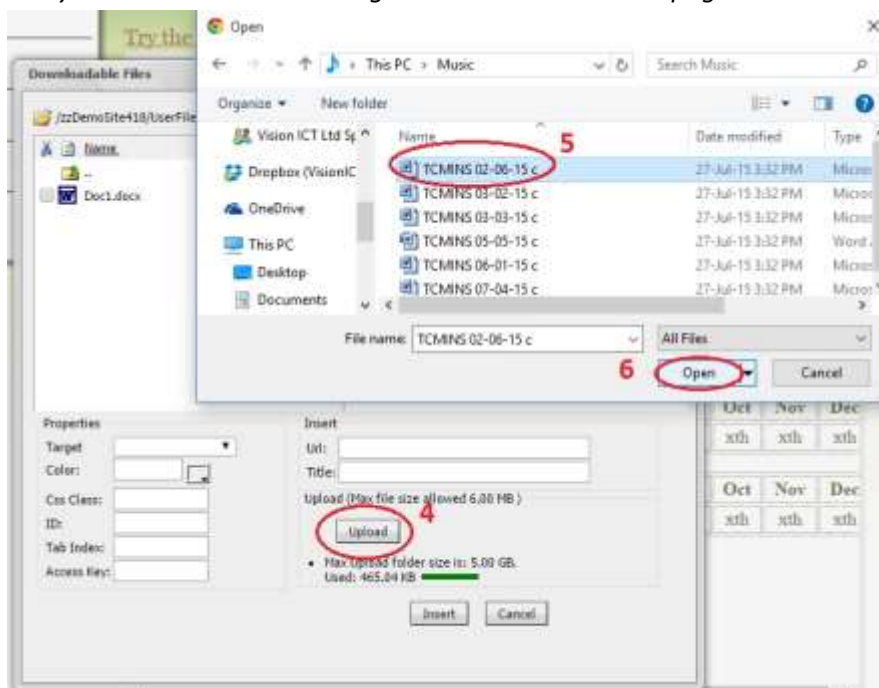
- 1- Write the text / insert the picture that you would like to be the link to the document, for example, the date of the meeting, or "click here to see the..." (circle 1).
- 2- Select this writing and go to the **Downloadable Files** icon in the top right corner (circle 2).

- 3- To keep files tidy, we recommend that you upload files into relevant folders.

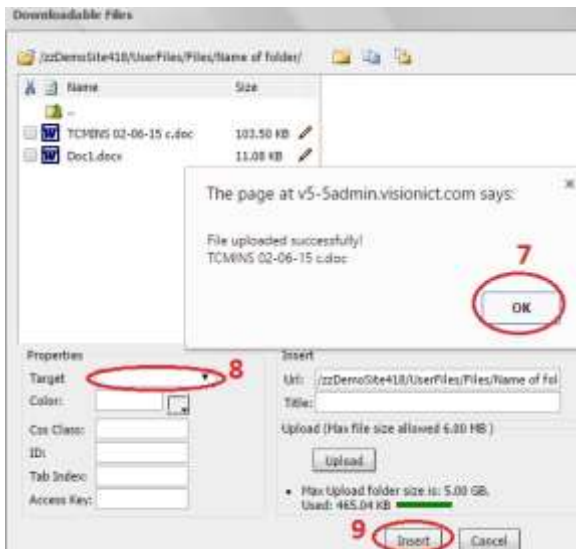
To create a **new folder**, click on the picture of the folder with the star (circle 3) and it will create a new folder; name it something relevant – Community pictures/ newsletters/ minutes 2015, as appropriate- then click on the



folder, and proceed to step 4. From now on, you should click on the appropriate folder to save documents into it. You can create as many folders as you like, but *when a document has been uploaded into one place, it is a bit tricky to move it without having to redo the links on the page.*

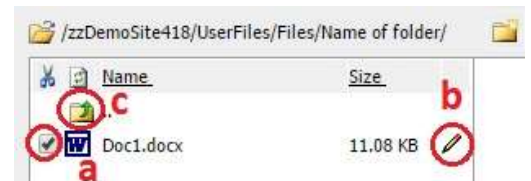


- 4- Click on 'upload' (circle 4)
- 5- A box will pop up with all the files on your computer. Find the document that you want to upload, select it (circle 5)
- 6- and click 'open' (circle 6).



- 7- When the document has uploaded a box will appear. Click **ok** (circle 7) and the box will disappear.
- 8- Click on the drop down menu beside 'Target' and click 'New Window' (circle 8) (this ensures that the document will open in a new window or tab, leaving the current screen unchanged). If you choose not to do this and to have links open in the same window, please be consistent so all links open in EITHER the same window or a new window.
- Note that this is not so important for Microsoft Word documents; they generally download, rather than opening in a new / the same window.

*Note- You may wish to **rename** this file if the existing name is something like '1A55d-Roi-CP' to a more descriptive name. Click on the little box to the left of the document name (circle a) so a tick appears, then click on the pencil icon (circle b) to the right of the name. A box will pop up; type the new name of the document (eg, 26.02.14 council minutes) and click **OK**.

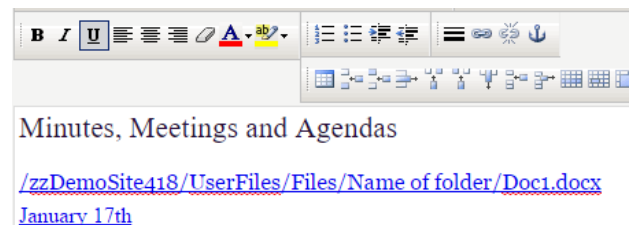


The 'Folder Up' icon in circle c will take you up a level in the folders, eg, if you have a folder called Minutes and a folder inside it called 2015, clicking on Folder Up will take you from 2015 to Minutes, or from Minutes to All Files.

- 9- Click '**Insert**' (circle 9, above) to finish the task.

Renaming or re-wording a linked document

*If the link comes up with a strange text with lots of letters and slashes, as in the picture to the left, it's because the wording was not selected in steps 1 and 2. If this happens, or if you realise that you've written March and it should be January or something, you'll need to rename the linked document.



If you write a new title or letters before or after the existing link, the new text will not form part of the link. You need to write **INSIDE** the existing link, then delete the bits that you don't want. In the example above, you can delete everything except the first and last letters of the link by highlighting the middle

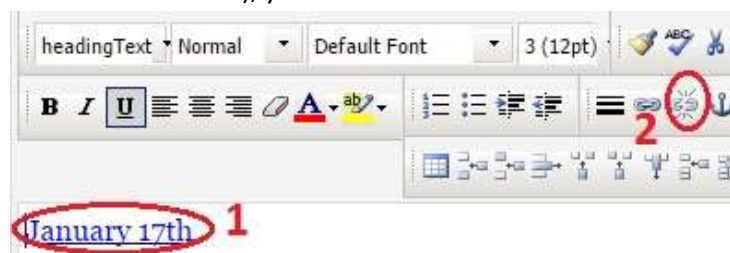
</zzDemoSite418/UserFiles/Files/Name of folder/Doc1.docx> and pressing delete. Type in the new text or title- if

the new title is January 17th, the link will say [/zJanuary 17thx](#) . Then delete the unwanted characters – the [/z](#) at the beginning and the [x](#) at the end, in this case, and you now have the properly titled link. If you need to, you can copy and paste the link to the correct place- see Other Keyboard Tricks at the bottom of this guide for how to copy and paste.

*If the file is too big you will not be able to upload it using this method. Send it to us by email to support@visionict.com, with information on where on the site you would like it to go, and we will upload it for you. If you'd prefer to do it yourself, or if you regularly have a large amount of oversized files to upload, we can set you up with an FTP account for £50, which will allow you to upload files and images / videos etc of any size.

Replacing a linked document

If you wish to update or replace a document that is already linked to on the site (for example, amended minutes of a new document), you will need to remove the old link first.



- 1- Select the text that forms the old link (circle 1)
- 2- Click on the broken chain icon in circle 2. This will remove the link. You are now free to create a link to the new document, as detailed above.



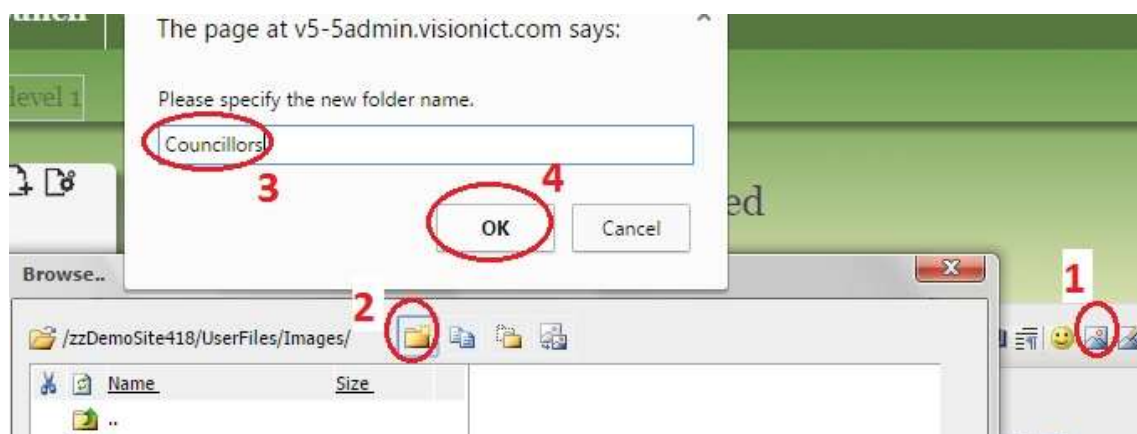
- 1- Select the text that forms the link (circle 1)
- 2- And click on the **downloadable files** icon in the top right (circle 2).
- 3- Click on the box to the left of the document that you want to delete (circle 3), so that a tick appears.
- 4- Click on the scissors icon at the top of the list (circle 4). A box will pop up asking if you are sure you want to delete the file; click on **OK**, then on **Insert** at the bottom of the text box.

- 5- Next, remove the non-functioning link. Select the text of the link (circle 6)



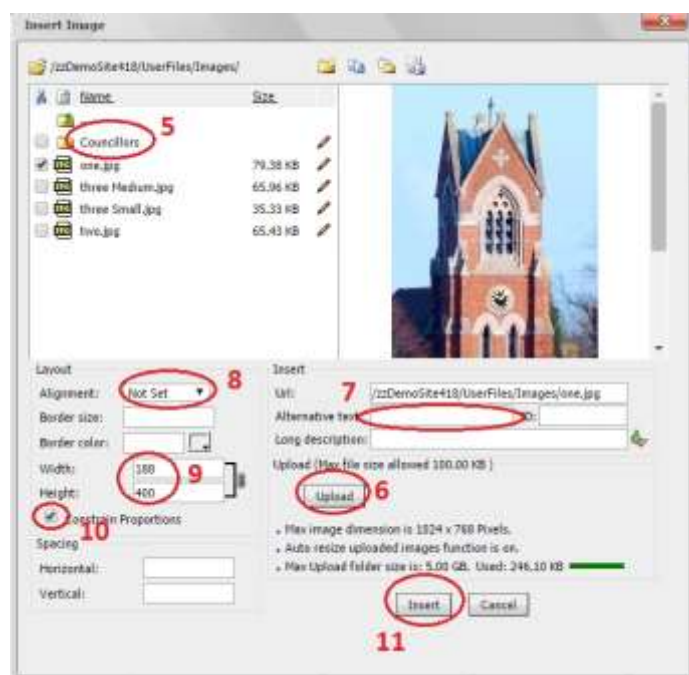
- 6- And click on the remove link / broken chain icon (circle 7). The old link has now been removed, and you can replace it with a new one by following the steps for 'linking to a document' above.

Uploading pictures- (note that the maximum size for images is 100kb. Most image editing programs have a resize function, or you can download one at <https://support.visionict.com/entries/21779502-Uploading-pictures>).



- 1- To upload pictures, go to the editable page on your site, and click and leave the cursor where you would like the image to go (eg, if you would like the picture in the top left, click in the top left). Then click on the mountains / pencil **Insert Image** icon in the top right corner (circle 1).
- 2- A box will appear; if you have more than 10 pictures on the site – or think you might later- it’s a good idea to keep them in folders. To make a **new folder**, click the New Folder icon in circle 2
- 3- Write the new folder name in the pop up box (circle 3),
- 4- ...and click ‘OK’ (circle 4).
- 5- When you have the correct folder, click on the folder name to enter it (circle 5).
- 6- And click ‘**Upload**’ to choose your picture. A text box will pop up with the files on your computer; find the picture that you want and press **Open / Insert / Select** (depending on your system).
Wait until a box pops up saying ‘**File uploaded successfully!**’, then press ‘OK’.

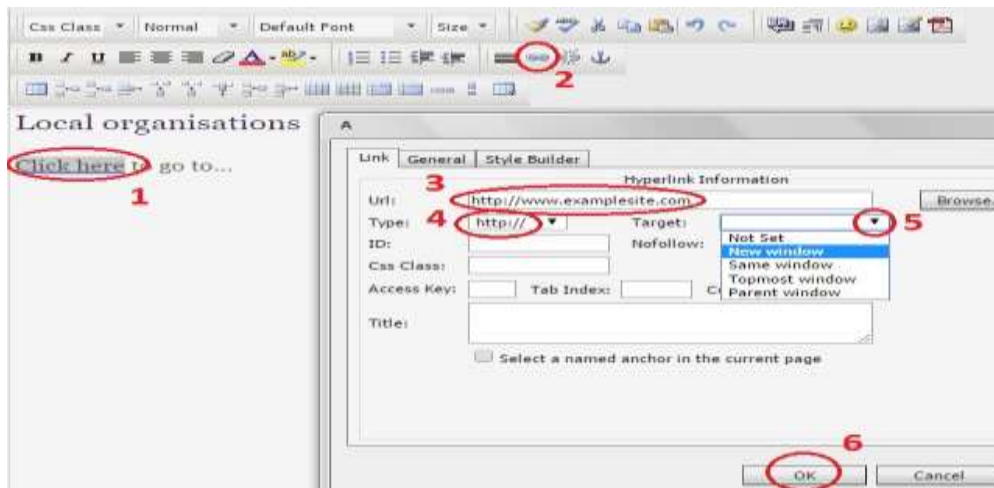
- 7- Remember to write a very brief title / description in this box (circle 7), to comply with Website Accessibility Requirements for the visually impaired.
- 8- If you would like the picture to stay on the left of the page, with the text going around it, click on ‘**Alignment**’ and select ‘left’ (circle 8). Select ‘right’ for right, top for top, etc. Feel free to experiment with these bits.
- 9- If you would like to change the size of the picture you can do so here (circle 9). Note that if you change the height, the width will automatically change too, to stay in proportion-
- 10- Click the box in circle 10 to uncheck the ‘**Constrain Proportions**’ box to turn this off.



- 11- Click Insert (circle 11) to finish the task. You should be able to double click on the picture to edit its size, alignment etc when you have finished.

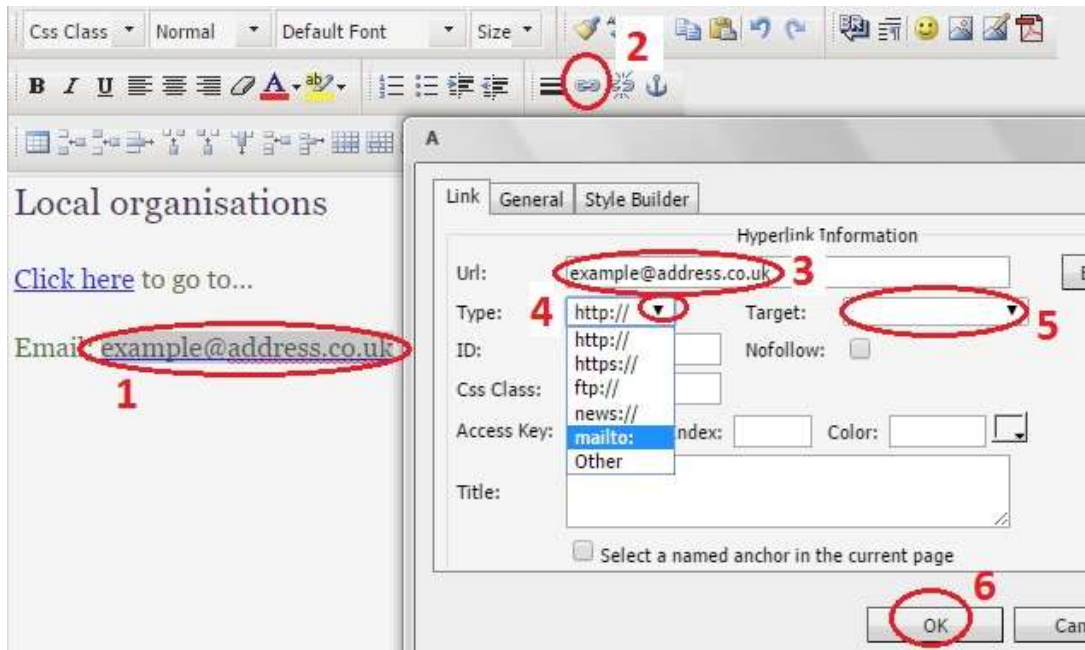
Linking to websites

This can be used if you want people to click on a link on your own page, and it takes them to another site, for example, [click here](#) to go to the Vision ICT website.



- 1- Write the text that you would like, for example 'click here' or 'www.examplesite.com'. Highlight the text that you would like to form the link (circle 1),
- 2- Go to the 'Insert Hyperlink' chain icon on the second line of the editing row (circle 2). When you click this, a box will appear.
- 3- Write (or copy and paste) the website address in the box marked 'URL' (circle 3). The address should begin with <http://www>.
- 4- Check that the **Type** box (circle 4) has changed to http:// (meaning that it is recognised as a link to a website). If not, select this option.
- 5- Click on the 'Target' box, and select 'New Window' (circle 5).
- 6- Click ok to finish the task (circle 6).

Linking to email addresses.



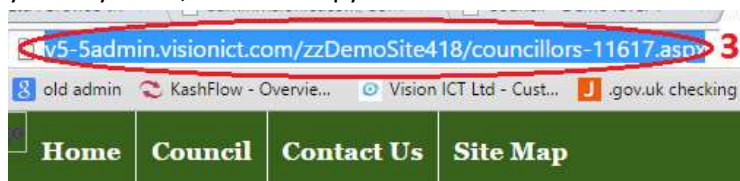
This is similar to the above, but used when you want to be able to click on a link and go straight to a 'send email' option.

- 1- Write the text that you want to form the link (circle 1). As above you can write 'click here to email' or something, but we advise against it; many people visiting the site will want to see the email address to make a note of it or copy it to their own email program.
- 2- Click on the 'Hyperlink' chain icon (circle 2).
- 3- Write or copy the email address into the **URL** box (circle 3).
- 4- By the '**Type**' menu, select 'mailto:'. This recognises a link to an email address (circle 4). When you select this, the **URL** box above should change to say mailto: in front of the address.
- 5- You don't need to put anything in the **Target** box; you can leave it blank or 'not set' (circle 5).
- 6- Click '**OK**' (circle 2) to finish the task.

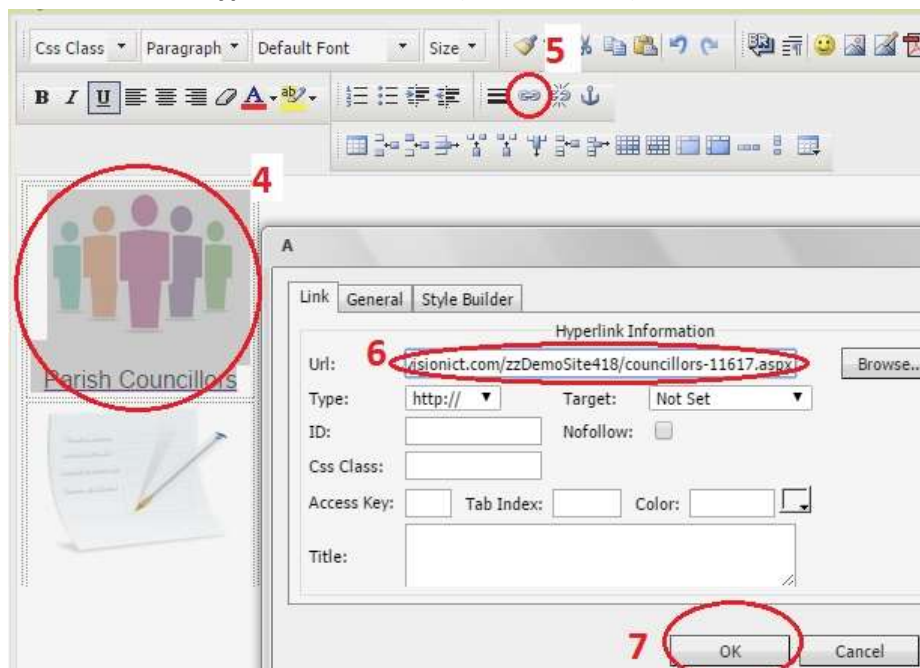
Linking to another page within your own site

In this case, I would like a picture and the words 'Parish Councillors' to link to the Councillors page on the website.

- 1- First, you need to copy the page that you would like to link to. Right-click on page that you would like to link to (here, the Councillors page, in **circle 1**)
- 2- and open it in a new window or tab (**circle 2**).
- 3- Go to this new page / tab, and copy the address (**circle 3**) of the page that you would like to link to, ie, v5-5admin.visionict.com/zzDemoSite418/councillors-11617.aspx, or www.google.co.uk. The <http://www>. may or may not show up in this bar; if you highlight the text, right click on it and press 'Copy' on the menu, or Press Ctrl and C on your keyboard, it should copy the whole address.



- 4- Go back to the page that you would like the link to appear on. Select / highlight the text or picture that you would like to be the link (**circle 4, below**).
- 5- Click the 'insert hyperlink' chain icon (**circle 5 below**).



- 6- Paste the address on the page into the **URL** box, as shown in **circle 6** (nb, to paste, either right click on the mouse and select 'Paste', or click on the box and press Ctrl and V on your keyboard).
- 7- Click OK (**circle 7**) and you will be returned to the main editing screen, where hopefully your link will now be created.
- 8- Remember to click the save icon (**circle 8**) to save your shiny new link.



Cleaning up text

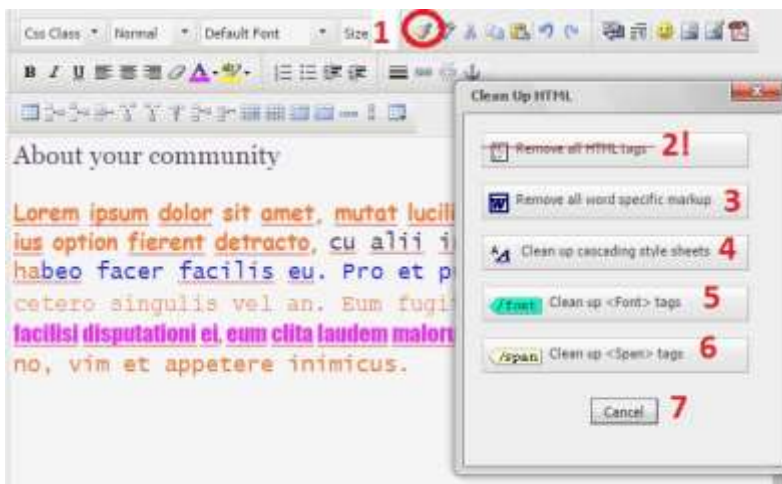
Sometimes when you copy text to your website, you may find that the font, colours, and / or layout are different from the default. To change this, it's advised that you use the clean up / remove formatting function. Note that a page with lots of different fonts, colours and sizes tends to look unprofessional and difficult to read, as well as making the page slower and more difficult to load / edit.

(Any respectable publication, in print and online, uses a limited amount of colours and fonts- it's easier to read and nicer to look at. While glowing pink comic sans has its place, please try not to use it without careful consideration!)

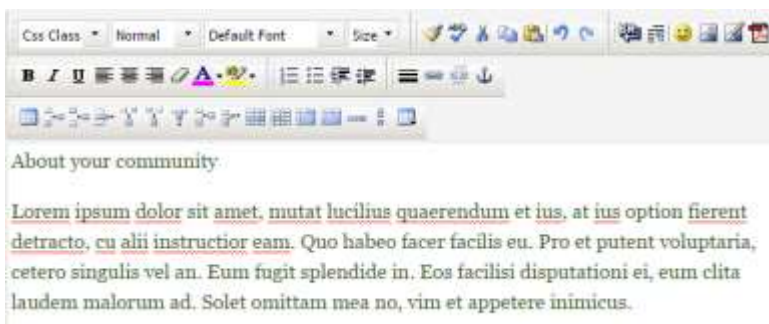
Bear in mind that the Clean Up Text tool will remove the formatting from all the font on that page. Take a note of any headings or subheadings on the page, you'll need to redo them after (see next section on how to do this).

1- Click the paintbrush icon in the top row (circle 1).

2- A box will appear. **Don't** click the 'Remove all HTML tags' box, but click boxes 3, 4, 5 and 6. When you've finished, click cancel (circle 7) to return to your page.



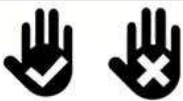
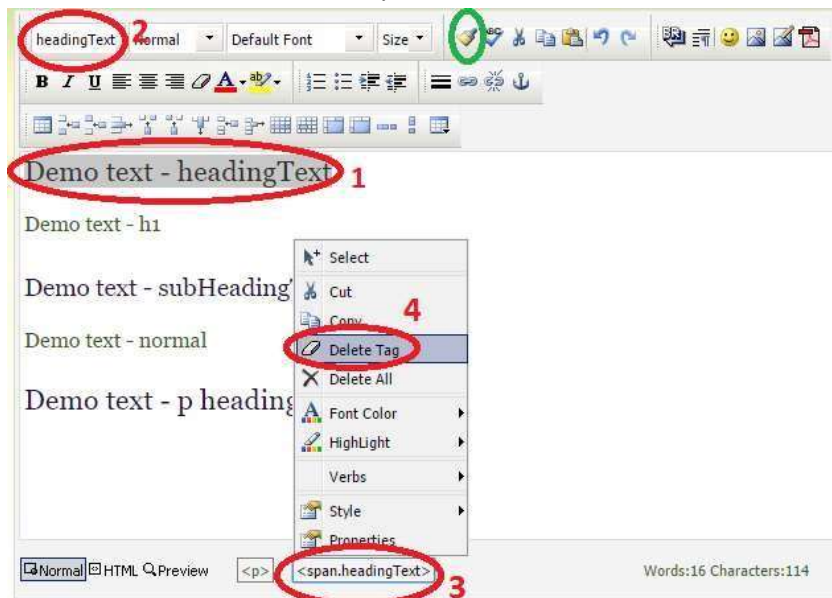
After:



Headings, subheadings, and normal text

Pretty much all of your pages should have a heading, and you may want to use subheadings too. Note that if you have used the **Clean Up Text** tool in the **green circle** in the picture below, you will also need to redo all your headings and subheadings.

The styles and colours of headings and subheadings vary between different sites. On some sites, headings look different in Edit Mode than they do in normal View Mode; this is normal and not something to worry about!



Changing text to Heading

- 1- Write the text of the page, and select the text that you would like to be a heading, as in **circle 1**.
- 2- Go to the drop down box in the top left hand corner (shown in **circle 2**) which will generally say 'CSS class'. Change this to 'headingText'. Obviously if you want this to be a subheading, change this box to 'subHeadingText'.

Note that anything you write below or after a heading will probably also come up as a heading. To prevent this, try to change to Heading only when you already have the normal text done beneath it. To undo this, select the text that you want to be normal and go to step 3.

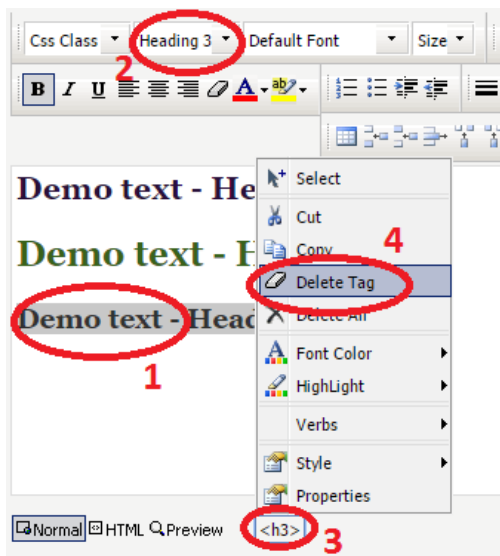
Changing from Heading to Normal

- 3- To remove a heading, select the text that you want to revert to normal font (as in **circle 1**)
- 4- A box will appear in the bottom, saying `<span.headingText>` or `<span.subHeadingText>` as in **circle 3** (it may sometimes say `<p.headingText>` or `<p.subHeadingText>` instead). This is the HTML instruction that turns the text into sub- / heading.
- 5- Click on the box, and a new menu will pop up. Click on 'Delete Tag' as in **circle 4**.

Other Heading options

There is another menu box for different heading options; you can use this if you really want to, but are advised against it. Too many fonts and text styles on a page or a website look jumbled and difficult to read- all major newspapers, publications, and professional websites stick to two, three, or maximum four font styles for this reason.

- 1- As before, to use these options select the text that you want to be a heading (circle 1).
- 2- And select your chosen heading option from the 'Paragraph' box in circle 2.
- 3- To change from these headings back to normal text, select the text as in circle 1
- 4- ...and a box will appear on the bottom saying <h1> <h2> or <h3> etc (circle 3)
- 6- Click on the box and a menu will pop up; click on 'Delete Tag' (circle 4) and the text will return to normal.



Editing tables

To create a table, click on the 'table' icon in the top left, **circle 1** in the picture on the right. Select how many rows (horizontal) and columns (vertical) you would like. Don't worry, you can always add / delete more. The icons to the left of the add table icon are to add and delete rows, columns and cells.

Adding new rows & columns

In the picture to the right are the icons to add new rows and columns.

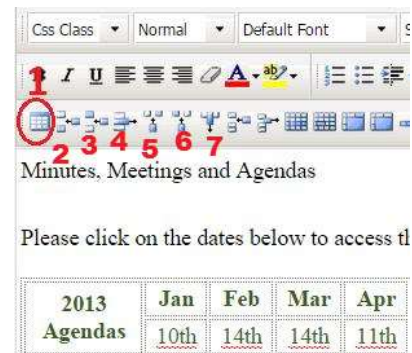
Click on the table (for example, in the Jan column in the picture).

The icon numbered **2** will add a **new row** above Jan, which will obviously run the length of the table (remember that rows are horizontal and columns are vertical!).

Icon 3 will add a **new row** beneath Jan.

Icon 4 will **delete the row**, so there will be no months on this table.

Icon 5 will add a **new column** to the left of Jan; **Icon 6** will add a **new column** to the right, and **icon 7** will **delete the column** ('Jan' and '10th').



Potential Problems

Note that if there is a box that is not a standard size / format, such as the '2013 Agendas' box in the picture above, new rows and / or columns can come up a very strange shape. If this happens,

- 1- Press **Ctrl** and **Z** on your keyboard to undo the last move (e.g., to undo the addition of a new row).
- 2- Get rid of the problematic box / cell; click in the 2013 Agendas cell and click **Icon 4** or **7**; whichever leaves the table looking sensible.
- 3- Add the new rows or columns that you want.
- 4- To reinstate the Agendas 2013 cell, you'll need to click again in the 'January' or '10th' cell, and click **Icon 5** 'Insert Column Left'. You can now follow the steps below to make the box bigger.

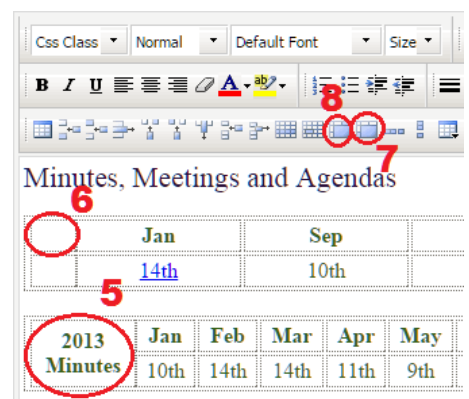
Making a cell deeper or wider than others

5- This is to have one cell (or more) that is wider or deeper than the others, as shown in **circle 5** to the right. This is done by merging two or more cells so that they become one wide or deep cell. In this example, I want a deep box on the left of the table to say 2013 Agendas, so I create a **new column** on the left.

6- Click on the top cell of this column, as in **circle 6**.

7- Click on the 'Merge Cells Down' icon in **circle 7**. Note that any text in the cells below will be lost. If you want the cell to be 2 rows deep, as in this picture, it will now be done. If you have a larger table and want the cell to be deeper, keep pressing the button until it's the required depth.

8- If you want a wide box (for example, you want the January cell to stretch the full width of the table) click **Icon 8** as many times as you need to.



Remember to format the tables, to make them a good size / shape. The following are guidelines that we use to create tables; if you want to use a different format that's fine, but tables MUST be a consistent size and layout throughout the site, or it looks untidy.



1- To format, click anywhere on the table, leave the cursor there, then move down to the 'table' tab at the bottom (circle 1 in the picture on the left).

2- On the menu that comes up, click on 'properties', (circle 2).

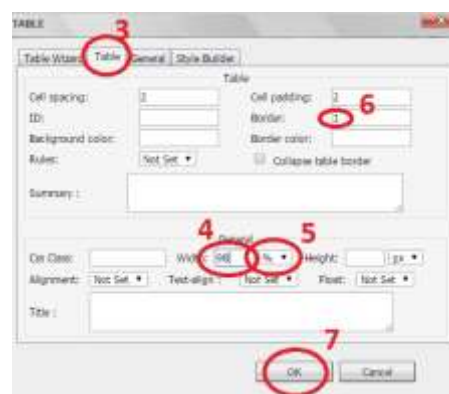
3- On the menu that comes up, click on the 'table' tab (circle 3 in the picture below).

4- Change the width of the table (circle 4). We like to change all table sizes to 95 or 98%- you can choose a different number, but please make it consistent- the same width unless there is a good reason not to.

5- Next, on circle 5, change it from 'pixel' numbers to 'percentage'- this means that the table will be 95% of the page width, not 95 pixels wide (note that setting tables as a percentage means that they will look more or less the same on any size screen that the site is displayed on, and the size will adapt to fit an iphone, a tiny laptop, or a huge screen).

6- If you want to add a border to the the table, click on the box marked in circle 6. Add the number 1 to the box- if you want a thicker border, you can write 2. In the box underneath, you can choose the colour of the border, but you should leave as automatic unless you have good reason to change it. Again, if you do choose a different colour, try to be consistent.

7- Click ok (circle 7) to save.





Adding and editing news items.

-Please note that this is specifically for customers with the Latest News feature; ask for prices if you're interested.

Click on the **news** page, then click on '**Manage your news items**'.

In the '**Title**' box, write the main title for the news (eg Yoga for kids' or 'Full Council Meeting'). Insert the date of the event, and in the '**Short description**' box, you can put any extra information, such as place, date or time, etc. Please note that all these boxes must have something in them- you can just put a dash in it if you don't need any information in there.

In the **Long Description** box you can add much more; pictures, maps, links, videos- everything you can put on a normal page.

Remember to click **save** (the hand with a tick on it) before you leave the page, and then you're done!

To add and edit Events in the Calendar, again go to '**Manage your events**', and '**Add new Event**'.

Add the venue; if you haven't already put it in the drop-down list, you'll need to add it; click on **Add New Venue**, put in the **Venue title**, and any other information (this can include Maps, pictures, links). Click on the **save** button, and you'll go back to the **Manage Venues** screen. NOTE: From here, go to **Add New Event** on the menu on the left.

-Please note that you can add a venue titled 'To be Confirmed' if you have / anticipate having to upload Events without knowing the venue.

Back on the **Add New Event** screen; add the event title, and the start and finish time (again, all these fields need to be filled in, so you may have to guess a finish time).

If the event is a one-off, leave the **Repeat Event** option on **No**. If it is a weekly event, change it to **Yes**, and in the box below, change it to '**Repeat Every 7 Days**'. At the moment there is no functionality to have an event repeating on, for example, the first Monday of the month, or the second Thursday; we are aware of this lack, and are hoping to fix it in the Version 6 websites.

In the **Long description**, again, is where you can add more information, such as pictures, maps and links. Remember to click **Save**, and the event will now be saved.

Managing your events.

Click on '**Manage Your Events**', and then '**Add New Event**'. Remember to choose the venue in the drop-down box at the top- if you don't know it yet, I've added a 'TBC venue' to act as a placeholder.

(If you don't already have the venue listed, you'll need to click on 'add new venue'. Add a venue name, and a description in the **Venue Text**- here you can add pictures, links, or whatever you want.



When you've added your venue, click on '**Add new event**' on the menu on the left, to go back to the event management section).

From here it's pretty simple- add an event title, start and finish time

– if you're not sure of these times, you can choose an approximate time and note in the **Long Description** that the time is approximate, or just enter 00:01 – 23:59. Please note that Title, Times, Date and Descriptions must have text entered- if you don't have some of the information, just put in a dash or full stop.

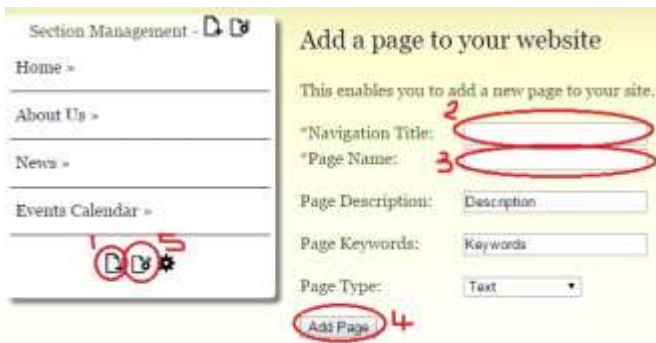
If you're entering a repeat event, Select '**Yes**' beside '**Repeat events**', and select how often the event is repeated (eg, every day, every 7 days, every 14 days...) Unfortunately we do not have the capability to create events on a set day every month, such as 'the 4th of every month'- we're working on it! If you need an event to be repeated on an uneven number of days you'll have to manually enter each event- luckily, that shouldn't take too long.

A short description can be anything that didn't fit in the main title, a brief summary of any other essential information, or just a dash. **It can only be 100 characters though (including spaces), which is the amount of this sentence in red.** The long description can include files, links, pictures, tables- virtually everything you can put on a standard page.

Remember to click **Save** when you've entered your event, and then you can click on the event title to edit it at any later date.

Adding a New Page

(Not available for fixed / 7 page websites; ask us to add new pages for £75)



On the bottom of the menu bar, usually on the left hand side of the site, are 3 icons.

- 1- Click the icon on the left, of a page with a plus sign (**circle 1**)
- 2- An 'Add Page' section will appear. Enter the new page's name in the **Navigation Title** box (**circle 2**).
- 3- Put the same title in the **Page Name** box underneath (**circle 3**). Note that this must be EXACTLY the same, word for word, as in the box above- otherwise the site will get confused.
- 4- You can put the same thing for **Page Description** and **Keywords**; these aren't necessary but it certainly won't hurt. When you're done, click **Add Page** (**circle 4**).
- 5- To move the page up or down, or to rename it, click on the icon with the page and the cog (**circle 5**). A new **Manage Pages** section will appear.
- 6- The cross in **circle 6** will delete the page. Note that it will not delete sections with pages in it.
- 7- The page with the cog in **circle 7** will allow you to change the page name; again, remember to keep the **Navigation Title** and **Page Name** the same.
- 8- The folder icon in **circle 8** allows you to turn a page into a section, and a section into a page.
- 9- The arrows in **circle 9** move the page up and down. If for example you want the new page to be at the top of the menu, keep clicking the up arrow until it is at the top of the list.



Other keyboard tricks

These are nothing to do with our websites, but are useful little tricks that work on most keyboards, computers and laptops.

To **zoom in** on your screen, press the '**Control**' button (may be **Ctrl**) and the **+** button at the same time; this will make everything on the screen larger. To zoom out, press **Ctrl** and **-** at the same time.

To **undo** something that you have just done, press **Ctrl** and **z** at the same time. You can often do this multiple times.

To **copy and paste** text, highlight / select the text that you would like to copy, then press **Ctrl** and **c** on your keyboard. This stores the text. Click your mouse where you would like the text to be, and press **Ctrl** and **v**- this will paste the text that you have just copied. (Note that instead of using **Ctrl** and **c**, you can use **Ctrl** and **x**- this will delete the current text (where possible) and store it, ready for you to use **Ctrl** and **v**.

*Note that it is possible to move or copy text that is a [link or hyperlink](#) (like that one). If, for example, you have a list of minutes on one page and you want it to be on another page, you can copy and paste the whole list and paste it onto the new page; the text, and the links, should work perfectly. You can also move data to and from tables.

Website tips

- Please DON'T use underlined text- on all of the internet, underlining signifies links. No excessive bold, italics or capitals.
- Be careful how you link to different websites- make the text / title of the link reasonably short and descriptive. Try to avoid, eg <http://www.google.com> - it should be www.google.com; www.google.com/this-is-a&really_02%long/link.aspx should be [google- long link](#).
- Try not to use different fonts and colours; it usually looks unprofessional and is difficult to read. All major newspapers, publishers and websites can get by with one, two or at most 3 font / title types, for good reason.
- To copy from a Word document is reasonably easy; select the words you want to copy, go to your web page and click '**edit text below**', then click on the screen and press **Ctrl** (or **Control**) on your keyboard and **v** at the same time; that should paste the text onto the page. PLEASE remember to use the '[clean up text](#)' tool (Page 12, above).
To take a picture from Word, copy-and-paste won't work, you'll need to right click on the picture in the Word document and select '**Save as Picture**', then follow the **Uploading Pictures** advice above.
- PLEASE PLEASE try not to copy tables from Word- they look fine at first, but as you add more information to them over time they get more and more unwieldy until eventually you page gets really slow and no one can edit the site without bursting into tears of frustration.

Remember to phone or email us on support@visionict.com if you have any problems or aren't sure about anything; we're always happy to help, and would prefer our customers to be well informed and happy that quiet and unsure!