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There is also information from our Version 5 'How-to Guide' as the CMS systems on both sites are more or less the same the guides should still be relevant, although bear in mind that there may be some differences on the Version 6, and on different browsers / iphones etc.

The Version 5 information is:

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TOP TIP

Using this Interactive PDF.

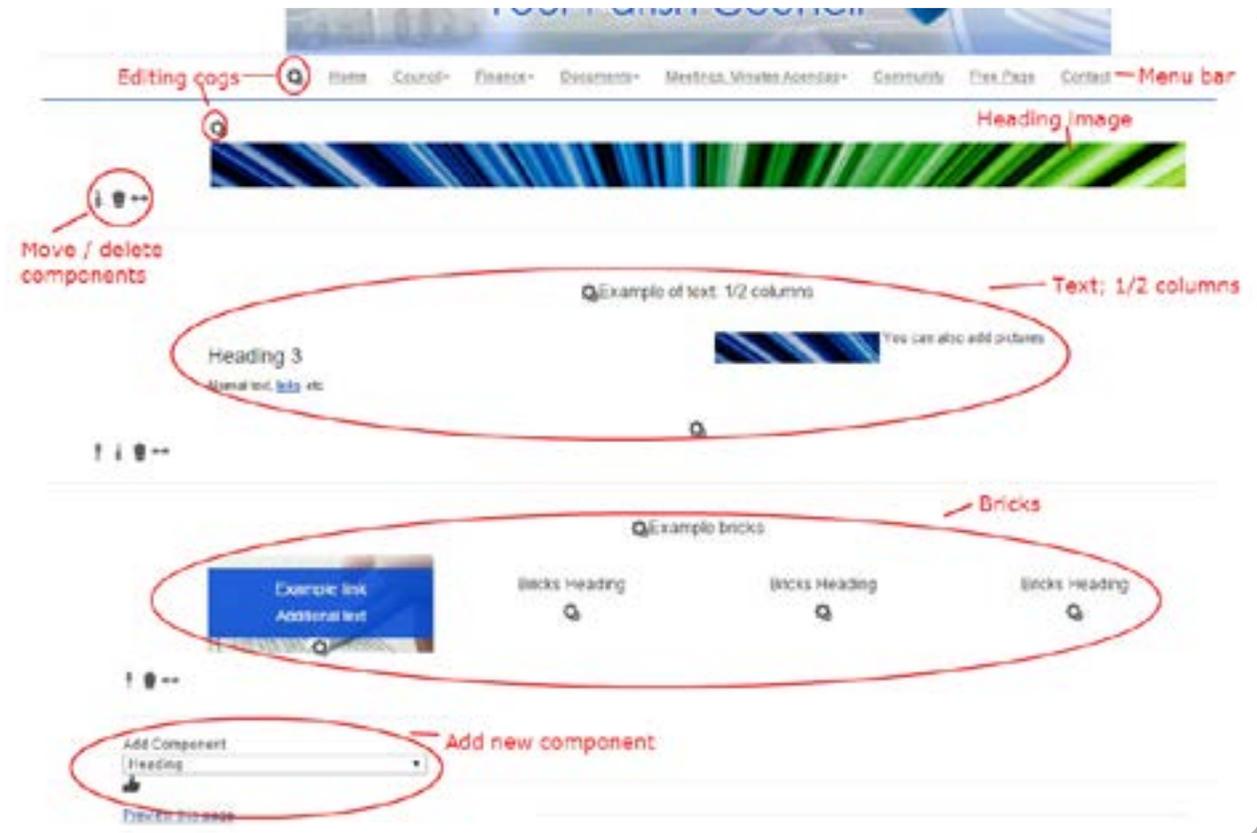
This is an interactive PDF which means it has live links that you can access by clicking on (for instance the support email address below) and it also allows you to navigate through the document using the index opposite and 'Return to index page' found on the top right hand corner. You can also work through the document one page at a time by left clicking to go forward one page and right clicking to go back one page.

In this guide we'll work from the top of the page, detailing what the various components mean and how to use them. In the picture to the right you can see a simple page set up, with a **site header image** at the top, and the **menu bar** of sections / pages on the site.

Note that the **site header** can only be changed by us, and the **menu bar** cannot be moved.

The **editing cogs**, which you can see dotted around the page, are what you click to edit or change a component. Each component (*the menu bar, the text box and its title, and the bricks and their title, on this page*) has a cog.

To the bottom left of each component are **move / delete component** icons. The first icon/s is an up or down arrow, allowing you to move the component up or down the page. Next is a bin icon, to delete the component. The last is a double headed arrow, allowing you to stretch the component across the whole screen.



First, click the editing cog to the left of the menu bar. This will take you to the **Page Management** area, an editable list of sections and pages.

In the image on the right, **Circle 1** is the **New Section** icon; click to add a section to the website. When you add a new section it will show on (or near) the bottom of the list, imaginatively titled **New Page**, as shown in **Circle 2**. It will have the four editing icons and on the right, the **page title**.

Circles 3 - 8 show the icons to **manage** each page (shown here, the *Home Page*- see the **page title** in blue to the right of the icon list).

The **Circle 3** icon allows you to add a **New subpage**. For example, if you have a page called Council and want to add a subpage, click the icon numbered **4**, and a subpage will appear as shown by point **5**. Feel free to experiment with this.

Please note that this feature is not available for sites with a fixed number of pages; get in touch with us if you would like to move from a fixed page site to unfixed.

Circle 6 shows the icons to **edit the page settings**. If you click it a menu will appear, as shown on the right, allowing you to edit the **page title**, **subtitle** (used if you have a bilingual site, otherwise leave empty) and **page status**.

Title*:

Sub Title:

Page Status:

Page Status: a **live page** will show up as normal on the site.

A **draft page** will not be visible to the public, allowing you to build and make changes to a live site without the public being able to see, until you change it to live.

A **hidden page** will show up on the site, but will not show up on the menu bar at the top of the page.

This can be used if, for example, you want a new page for each councillor but want those pages to be accessible only via the Councillors page, not the top menu. You can access it at any time by going via this **Page Management** section.

Circle 7 is the **delete** icon - use wisely, as a deleted page cannot necessarily be reinstalled.

Circle 8 shows the **up / down arrow** icons, used to change the order of the sections and pages.



To add a new element to the page, find the **'Add Component'** section at the bottom of the page, pictured to the right.

Select what you would like to add i.e a two column text box etc, then click the **thumbs up icon** to add the component. Then, click the **editing cog** that appears, to edit the component.

You can add a **heading**, which will be large text. You can also add a **heading image**, as shown in the picture at the beginning of this guide. Please note that this heading image is specific to the page; the main site header can only be changed by us, so get in touch with us if you'd like that done. There is no file size limit to header images and the dimensions should be 1200 pixels wide. The images should be in the landscape format and the height is usually decided by the best crop of the image.

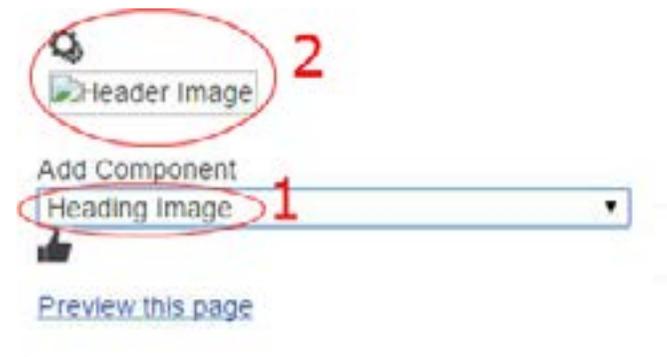
In the picture to the right, I've selected 'Add Heading Image', **Circle 1**, and the component has appeared above it in **Circle 2**, an editing cog and a blank image link. There is no picture there at the moment, so click the **editing cog**.

A new menu will appear as shown in the image below, with a drop down menu, a box saying **'remove file'**, and one saying **'change file'**. Click **'change file'**, **Circle 3**, and select the image that you would like from your computer.

Click **'Save changes'**, **Circle 4**, and you will be taken back to the main page. Note that the image that appears will NOT be the image you have chosen; you will have to click the editing cog again, select the picture that you have uploaded from the drop down list, and press **'save changes'**. We are working on making this bit a little more straightforward!

You can also use the **Add Component** to add text; either full screen or in 2, 3 or 4 columns, as described on the next page.

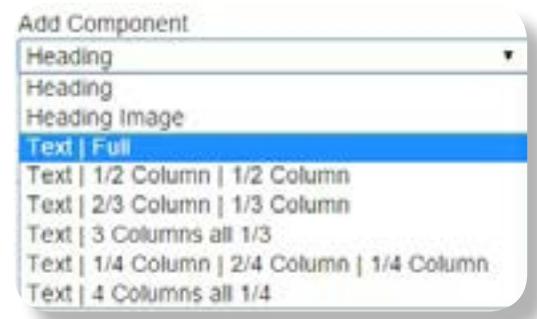
When you have added the component there will be 3 or 4 **small component icons**, as shown in the picture below. The first icon/s is an up or down arrow, allowing you to move the component up or down the page. Next is a bin icon, to delete the component. The last is a double headed arrow, allowing you to stretch the component across the whole screen, lengthwise.



To add text and columns, find the 'Add New Component' option at the bottom of the page, shown in the picture to the right.



A drop down menu will appear, as shown on the right. To have text that stretches across the whole page, select **Text | Full**. To have two columns of text select **Text | 1/2 Column**, this gives each column a half page wide. The other options are for various numbers and sizes of columns; you can experiment with these.

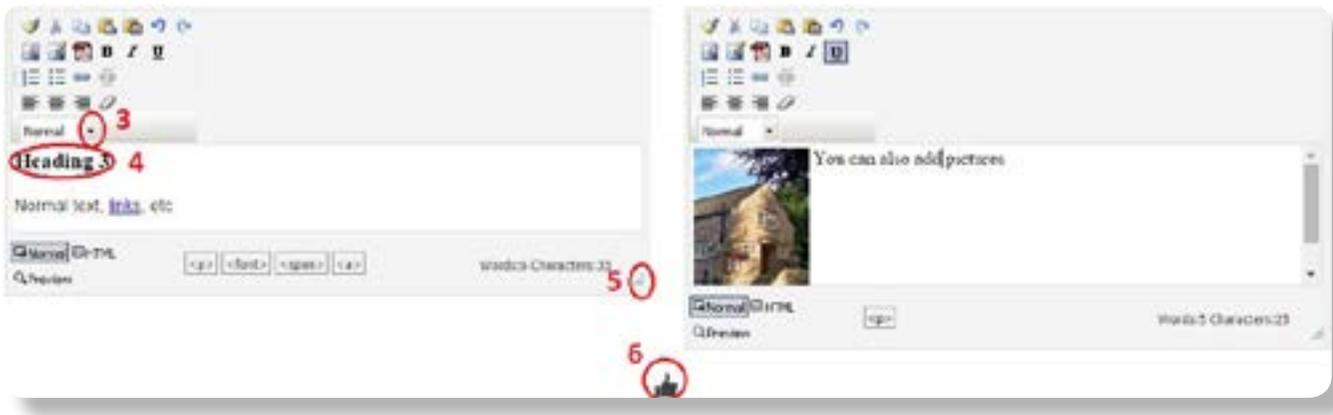


Select the option that you would like, and click the thumbs up icon beneath the menu box.

The new component will show up on the page, looking like the image below (*Text | 1/2 in this case*). If you would like to add a **title** to this block of text / set of columns, you can click the editing cog shown in **Circle 1** if no heading is needed then don't worry. To **edit the content**, click the cog in **Circle 2**.



The text box / columns will now show up in editing mode, as seen in the image below.



Note that **Circle 3** shows the drop down menu to change the **text style**. In this picture, **Heading 3** is shown in **Circle 4**; the text below it is 'Normal'.

Circle 5 shows where you can drag each editing box up or down to make the editing windows larger or smaller. This will only affect the editing window; the height of the final columns is defined by their content. The icons at the top of each editing window are the same as those on our Versions 4, 5 and 5.5 websites.

When you have finished editing the text box / columns, click on the thumbs up icon at the bottom to save the changes, as shown in **Circle 6**.

Bricks are squares of images, text or both that can be used to link to pages, documents, other webpages, or just to have text, colours or pictures. You cannot add a new set of bricks yourself but if you would like them on a page, we can add them for you and you can edit them. We can add a row of three or four bricks, and can add more than one row if you like. You can delete and move these rows using the **Move / Delete Components** sections (*and if you accidentally delete them, we can reinstate them!*)

On the picture to the right you can see one completed brick on the left, and one empty one on the right. As always you can **edit the title of the row**, as shown in **Circle 1**. To edit the brick, click on the **editing cog** shown in **Circle 2**. You can edit the **background image** (*in the completed brick shown, this is a hand holding a pen and a page of figures*), the brick title shown in **Circle 3**, and any **additional text** you may need shown in **Circle 4**.

Please note that the blue background to the text cannot be changed from your end, and while we can change it for you, we can only have one colour for all the Bricks on the site. Note also that the use, and amount, of additional text will make the blue background longer or shorter.

When you click on the **editing cog** a new menu will appear to edit the bricks, as illustrated on the left hand side of the picture shown to the right.

Circle 1 is where you can choose the background image for the brick. If you choose to have no image, the text will appear in white on a blue background. If you choose 'Yes', a new menu box will appear as shown in **Circle 2** (*on the right of the picture*). Select the picture that you would like.

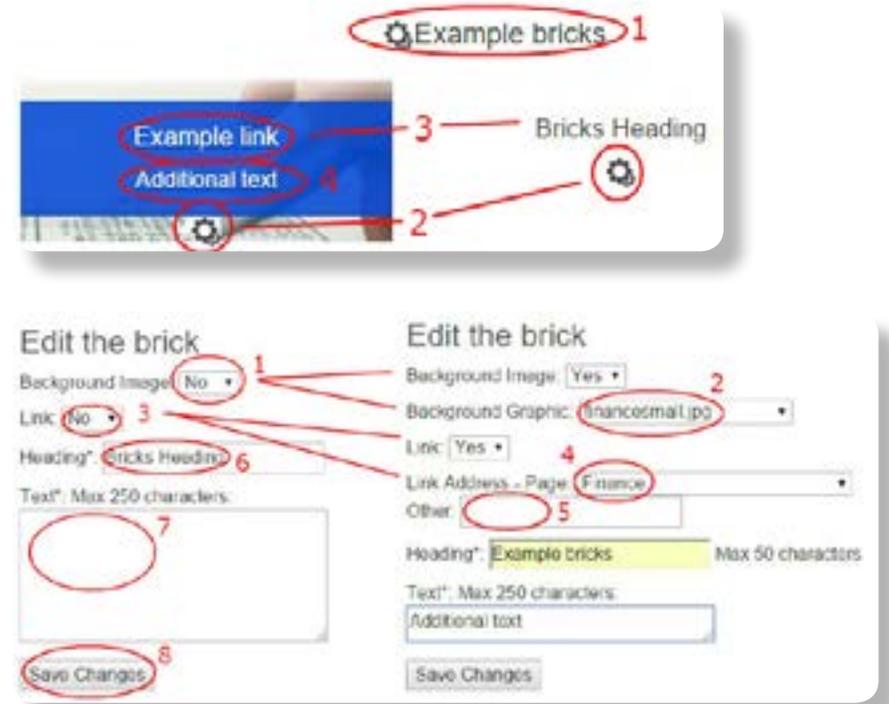
Please note: At the moment the method of adding pictures to this menu is a bit complex; see below for details. Without following the steps below, you can use one of the pictures already in the drop down menu, or ask us to add brick graphics and we will happily do so. We are working on making it easier for you to add pictures yourself soon.

Circle 3 shows how to make the brick into a **link**; if you click 'Yes', two options will pop up as seen in the image to the right.

If you would like the brick to link to another **page on your website**, select the page in the box shown in **Circle 4**. In this example, the brick will link to the **Finance page** of the website. If you would like the brick to link to **another website**, select ****Other**** in the box in **Circle 4**. In the box in **Circle 5**, write the full address of the website page, eg, <http://www.google.co.uk>. If you have created a link in a brick that doesn't seem to be working, please go back and check that **Circles 3, 4 and 5** have been filled in correctly.

In **Circle 6** you can edit the **title** of the brick (*'Finance' would seem a sensible choice in this example*). Note that this space is limited to 50 characters; if you want to write anything longer, please use the Additional text box below.

If you want to add **additional text** you can do so in **Circle 7**. Remember to save any changes that you have made, as shown in **Circle 8**.

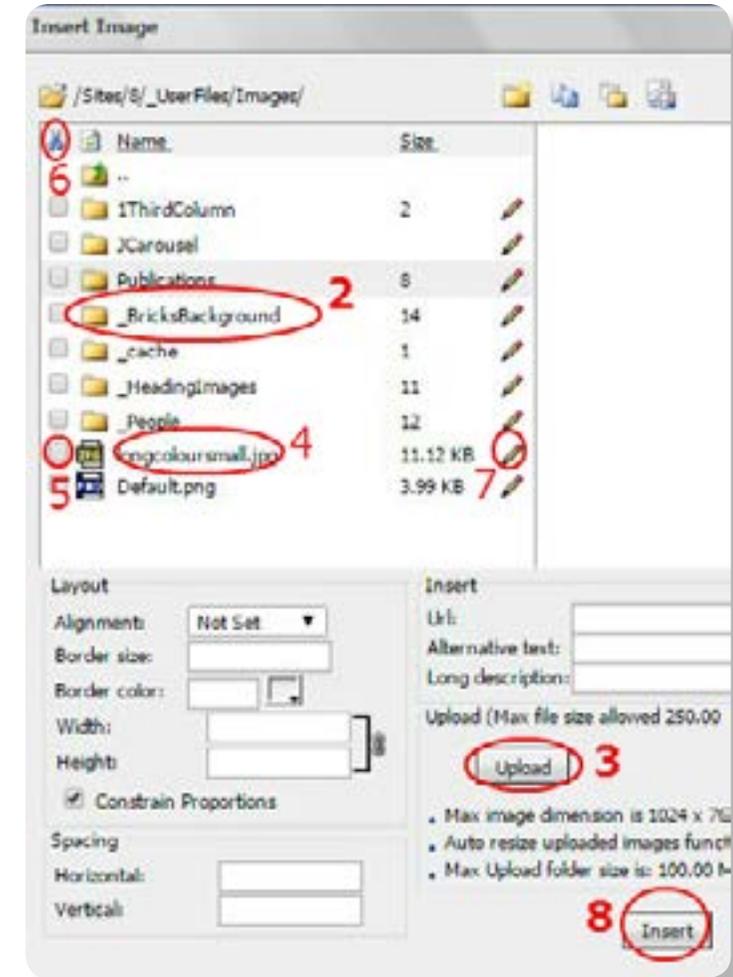


Note; this is very similar to the 'Adding images' section, with a few changes.

Go to, or create, an 'Add text / columns' component anywhere on any page, and click on the **edit cog** to edit the text. In the editing bar at the top, click on the 'Insert Image' icon at the top shown here in the picture on the right by **Circle 1**.



An 'Insert Image' menu box will pop up, seen here in the picture to the right. Click on the folder titled **Bricks Background**, as shown in **Circle 2**, to open the Bricks folder.



Click on the 'Upload' button, see **Circle 3**, to select an image from your computer. Please note that the picture **MUST** have a 1-word title; spaces and punctuation or special characters in the title will lead to the background not working properly. The pictures should also be of a regular *size and shape*, as this cannot be adjusted on the system. We recommend 400 x 200 pixels (*length x height*).

See the **Top Tip** for changing picture size. Also bear in mind that the top part of the picture will be covered by a blue bar.

When you have selected the image and it has uploaded, the image will appear in the menu as shown in **Circle 4**.

If you have uploaded the wrong file and wish to **delete** it, click on the **tick box** beside it in **Circle 5**, and then on the **scissors icon** in **Circle 6**.

To **rename** the file, click on the pencil icon shown in circle 7.

When you have uploaded the image, click on **Insert**, see **Circle 8**, to save it. The image will now be saved on the system as a **Bricks Background**, and will be available on the drop-down list when you edit the bricks.



To change the picture size, find it on your computer, right-click on the file, and select 'Open in Paint' or some variation thereof to use Microsoft's Paint program.

In Paint, click on 'resize' and a resize menu will pop up. You can resize the image by percent or pixels - be sure to select 'Pixels' at the top. Enter the pixel size that you would like the image to be (*eg, Horizontal 400, Vertical 200*) and **REMEMBER** the 'Maintain aspect ratio' box should **NEVER** be unticked.

On the Councillors page, there will be a list of councillors in one of 4 layouts. You can change the layout of the information, add new councillors, edit existing councillors and delete them, as well as adding new components to this page.

To the right you can see the layouts for '3 columns', and 3 columns with pics'; pretty self-explanatory. These can display a councillor's photo (if added), name and address, title if needed, phone number, email address. The **three columns** layout also allows a Register of Interest to be added and displayed.

Note that in these two formats, a long email address will be displayed as a 'send me an email' link. If you're not happy with this, you can choose the '3 column – full email' layout instead.

The 'rows with pics layout' seen in the image to the right displays the most information, showing a picture, name address and details, Register of Interest / document, and a body of text on the right that can be used for a brief biography, responsibilities, or any additional information you want to put there.

Each councillor has 3 icons beneath, as shown in the image below. The **editing cog** shown in **Circle 1** allows you to edit the councillor's information, photos, etc.

The icon shown in **Circle 2** will delete the councillor. The icon shown in **Circle 3** allows you to add a new councillor.



On your Minutes page, all displayed minutes will follow a set format, as seen on the right, and beneath each set you'll find the familiar **editing cog**, **'delete'** icon, and **'Add new'** icon.

Predictably, the editing cog see **Circle 1**, is how you edit, change, or add to a meeting; the **'delete'** icon see **Circle 2** will delete the meeting, and the **'Add new'** icon see **Circle 3** allows you to create a new meeting.

Adding a new meeting and editing an existing one are pretty similar, so we'll look at adding a new one.

When you click on the **'Add new meeting'** icon above, you'll get a new menu as seen in the picture on the left. These steps are all reasonably straightforward; to add an agenda, click the **'upload file'** button beside Agenda, and select the file on your computer, and likewise for Minutes and other documents.

Remember to write the date as **year – month – date**. You can add meetings for previous years simply by entering the appropriate year and date in this field.

Enter a start time and finish time if necessary, please remember that these should be in the 24 hour format with the hours and minutes separated by a colon i.e 19:30. or leave blank if you'd prefer. If you need any extra text, such as 'meeting cancelled', 'AGM' or 'Extraordinary' etc, you can add it in the Misc Text box. Remember to click 'Save Changes' to add the new meeting.

Please be aware that, when adding meetings and minutes from a previous year, when you click **'save changes'** you will be taken to the Minutes page for the **current year**, *NOT* the year that you have just entered. You will need to select the year from the drop down box at the top of the page, pictured below.

You can add upcoming meeting dates for the next council year simply by adding a new meeting and filling out the date (*any time / misc text, if required*).



Add new meeting

Agendas:

Minutes:

Other:

Date: e.g. yyyy-mm-dd

Start Time: e.g. hh:mm

Finish Time: e.g. hh:mm

Misc Text:

Full Council Meetings Dates

Please select a year you like to view:

Write the text or 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**.

Highlight this text and go to the **Downloadable Files** icon in the top right corner, **Circle 2**.

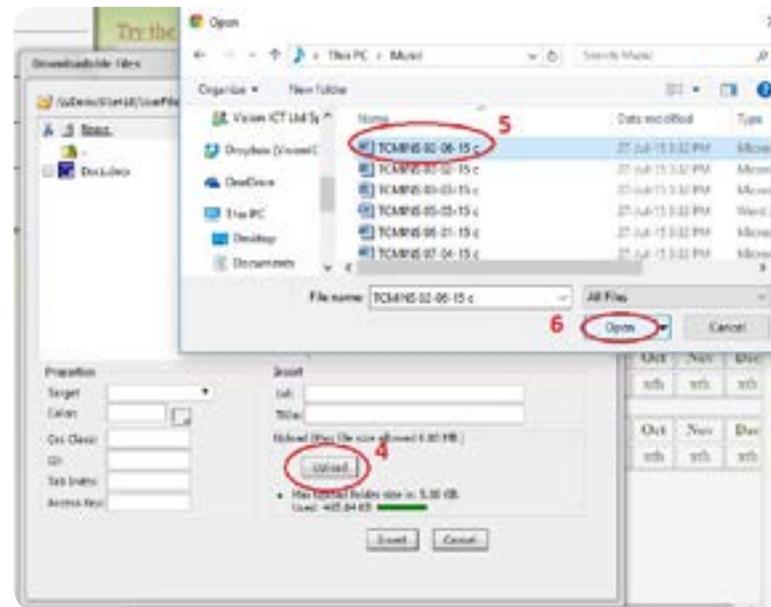
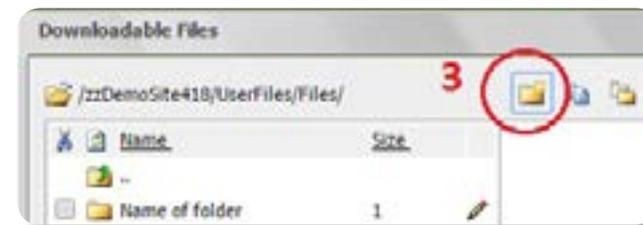
To keep files tidy, we recommend that you upload files into relevant folders. To create a **new folder**, click on the picture of the folder with the star see **Circle 3**, and it will create a new folder; name it something relevant - Community pictures / newsletters / minutes 2015, as appropriate.

Then click on the folder, and proceed. 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 *once a document has been uploaded into one place, it is impossible to move it without having to redo the links on the page*.

Click on ‘upload’, **Circle 4**.

A box will pop up with all the files on your computer. Find the document that you want to upload, select it **Circle 5**.

Now click ‘open’, **Circle 6**.

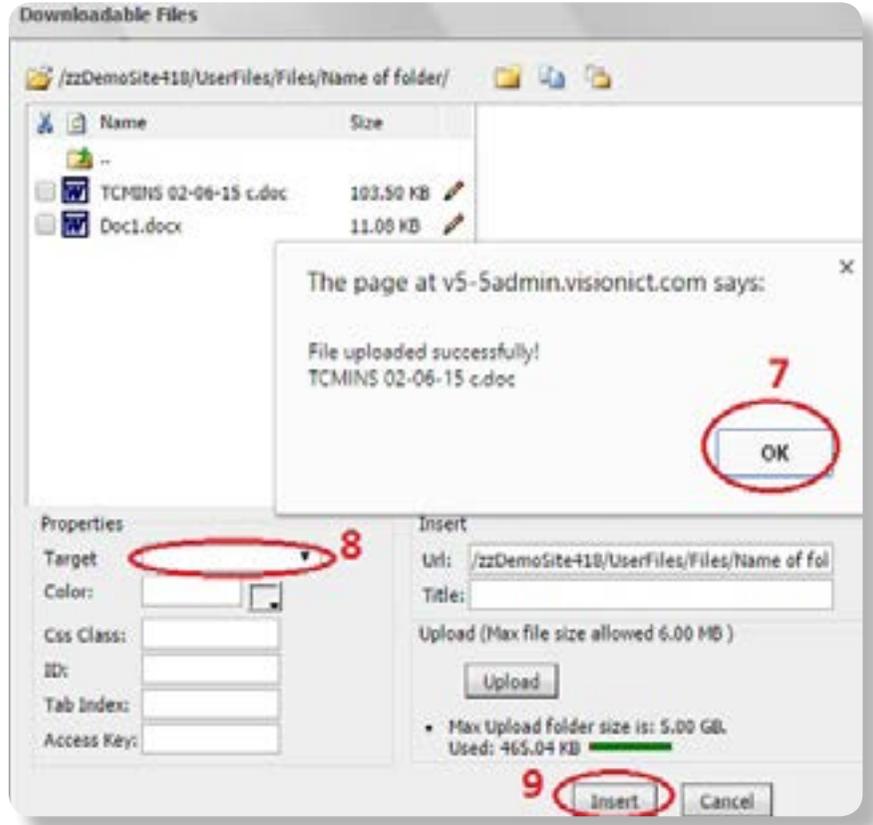


When the document has uploaded a box will appear. Click **OK**, see **Circle 7**, and the box will disappear.

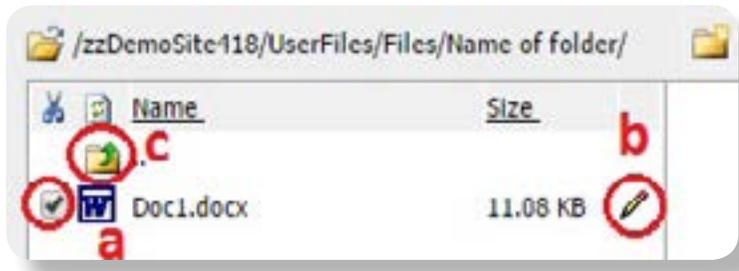
Click on the drop down menu beside 'Target' and click '**New Window**', see **Circle 8**, (this ensures that the document will open in a new window or tab, leaving the current screen unchanged). If you choose not to do this and to have links open in the same window, please be consistent so all links open in *EITHER* the same window or a new window.

Please note that this is not so important for Microsoft Word documents; they generally download, rather than opening in a new / the same window.

Click '**Insert**', see **Circle 9**, to finish the task.



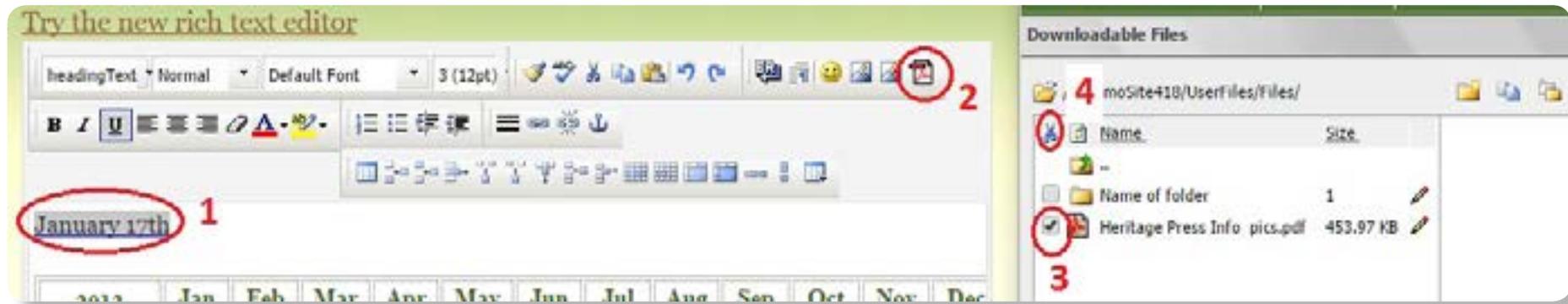
TOP TIP You may wish to rename files if the existing name is something like '1A55d-Roi-CP' to a more descriptive name, this should be done before the document is attached to a link. Click on the little box to the left of the document name (**Circle A**) so a tick appears, then click on the pencil icon (**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.



If you wish to update or replace a document that is already linked to on the site, you will need to remove the old link first. Please note that if you are uploading a new version of a file, the new one HAS to have a different name than the original.

To do this first select the text that forms the old link, see **Circle 1**.

Click on the broken chain icon in as shown on **Circle 2**. This will remove the link. You are now free to create a link to the new document as per the instructions below.



With the text highlighted, see **Circle 1** above, click on the **downloadable files** icon in the top right, see **Circle 2** above. Click on the box to the left of the document that you want to delete, see **Circle 3** above, so that a tick appears. Click on the scissors icon at the top of the list, see **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.

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 see **Circle 1**.

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 shown in **Circle 2**.

Write the new folder name in the pop up box see **Circle 3**, ...and click 'OK' shown in **Circle 4**.

When you have the correct folder, click on the folder name to enter it see **Circle 5**.

And click '**Upload**' see **Circle 6** 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'.

Remember to write a very brief title / description in the **Alternative Text** box shown in **Circle 7**, to comply with Website Accessibility Requirements for the visually impaired.

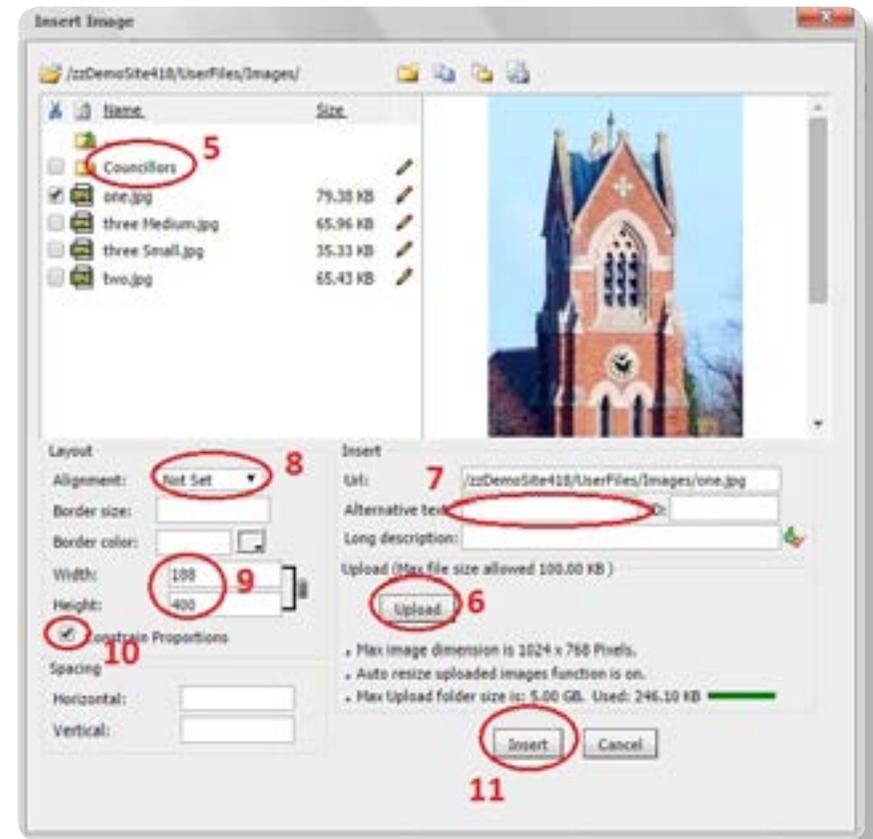
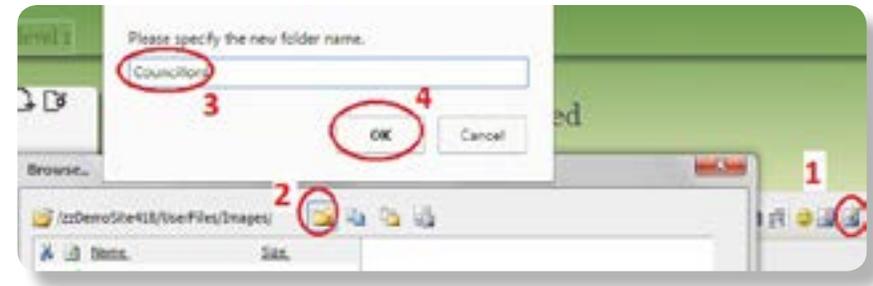
If you would like the picture to stay on the left of the page, with the text going around it, click on '**Alignment**' and select 'left' shown in **Circle 8**. Select 'right' for right, top for top, etc. Feel free to experiment with these bits.

If you would like to change the size of the picture you can do so here, see **Circle 9**. Note that if you change the height, the width will automatically change too, to stay in proportion.

Ensure the Constrain Proportions box shown in **Circle 10** is ticked, otherwise your image will display distorted.

Click Insert shown in **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.

Also please note that you should **NEVER** paste an image into a page. It will cause the page incredibly slow to respond and will cause the site to stop working.



The maximum upload limit for a picture is 250KB (this is to ensure that your pages upload efficiently).

Click on the links below to download an image resizer.

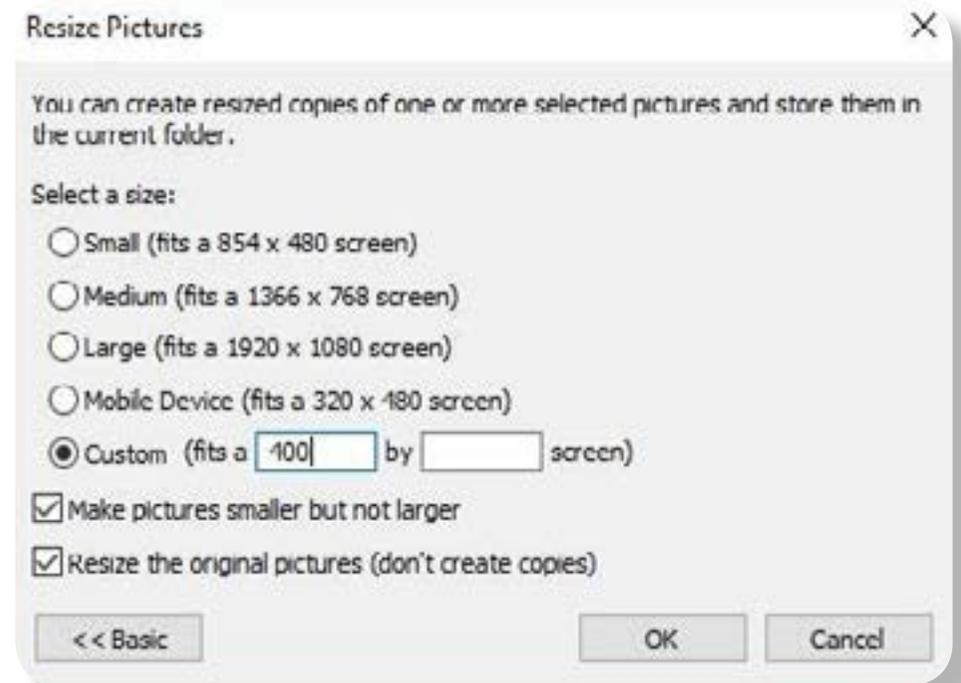
[Download for Windows 8](#)

[Download for XP Operating System](#)

(Please note this is a direct link to download the program)

[Download for Vista & Windows 7 Operating System](#)

We suggest that you save pictures in a folder. Next create sub-folder within that folder and call it web pics. Copy all photos into the new folder then resize the pictures as below:-



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.

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 shown in **Circle 1**.

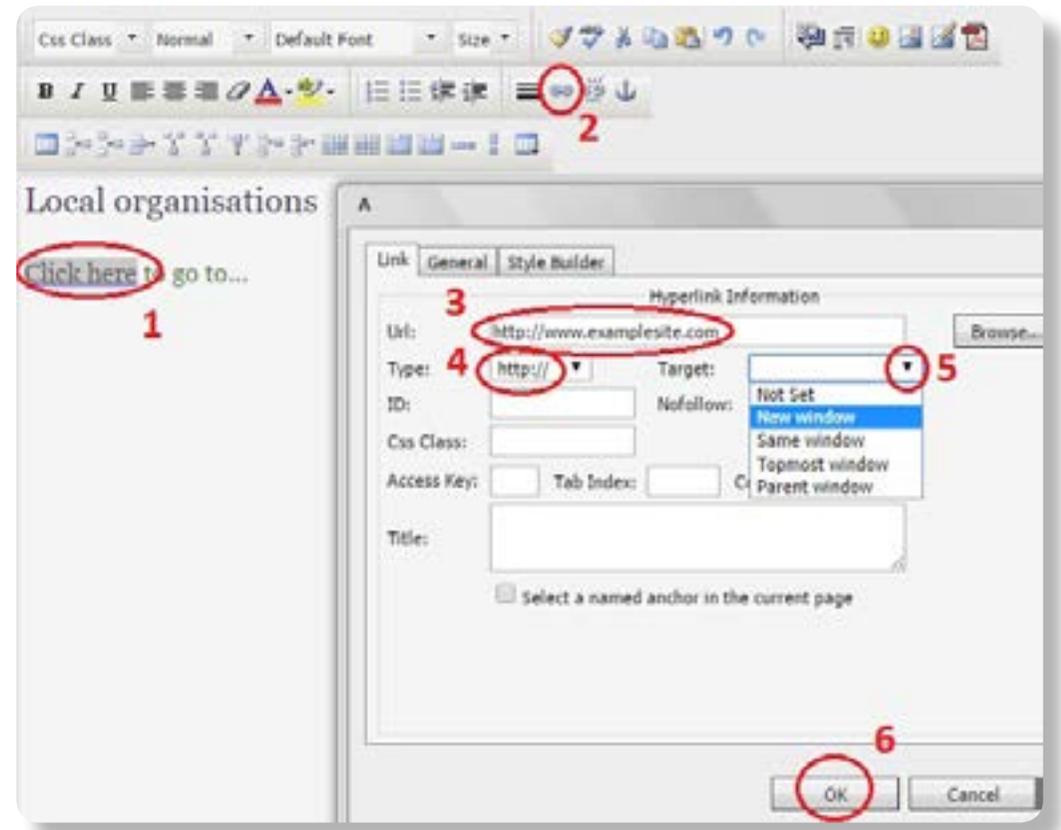
Go to the 'Insert Hyperlink' chain icon on the second line of the editing row see **Circle 2**. When you click this, a box will appear.

Write (or copy and paste) the website address in the box marked 'URL' shown in **Circle 3**. The address should begin with **http://www**.

Check that the Type box shown in **Circle 4**, has changed to **http://** (meaning that it is recognised as a link to a website). If not, select this option from the drop down menu.

Click on the 'Target' box, and select 'New Window' seen in **Circle 5**.

Click **OK** to finish the task shown in **Circle 6**.



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

Write the text that you want to form the link see **Circle 1**. As with linking to websites 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.

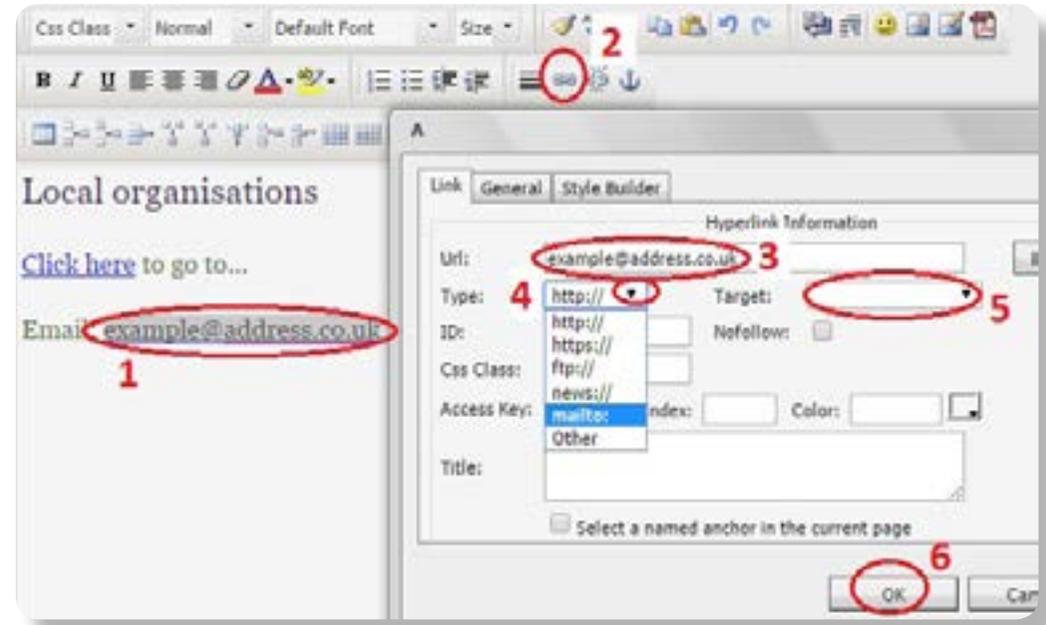
Click on the 'Hyperlink' chain icon shown in **Circle 2**.

Write or paste the email address into the **URL** box as in **Circle 3**.

By the 'Type' menu, select 'mailto:'. This recognises a link to be an email address see **Circle 4**. When you select this, the URL box above should change to say mailto: in front of the address.

You don't need to put anything in the **Target** box; you can leave it blank or 'not set' see **Circle 5**.

Click 'OK' shown in **Circle 6** to finish the task.



Please note that some browsers, such as Firefox, will automatically create an email link when it detects that an email address is added; this section is therefore irrelevant.

Website Tips

Please DON'T use underlined text, underlining signifies links when used on webpages. 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. Similarly, try to abbreviate [www.google.com/this-is-a&really_%longl00k5 bad-&-is-Trlcky.aspx](http://www.google.com/this-is-a&really_%longl00k5%20bad-&-is-Trlcky.aspx) to something like [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 take a picture from Word, you'll need to right click on the picture in the Word document and select 'Save as Picture', then follow the Uploading Pictures advice in section 11. Please note that not all versions of Word can do this! This function is only available from Word 2010 onwards.

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.

Keyboard Tricks

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 **-**. You can also zoom in and out by holding **Ctrl** and scrolling the mouse wheel.

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 / paste / cut** 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. Also, instead of using **Ctrl** and **C**, you can use **Ctrl** and **X** - this will cut the current text (*where possible*) and store it, ready for you to use **Ctrl** and **V** to paste the text where you want it.



Websites



Graphic Design



Photography



Data Backup

“

We are extremely pleased with the site and the feedback has been enormously positive. I have been delighted with the help and support I have received.

I could not have asked for more.

”

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