

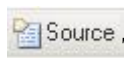
A guide to Students' Union Web Editor

The 'what you see is what you get' editor allows you to add content and style your pages without knowing html (the language which web pages are written in).

Below is a guide to the different functions and buttons on the editor.



Source



This allows you to quickly look at the html of the page you are editing. If you are copying and pasting text into the editor it can often contain stray html (particularly if copied from a webpage) so it is always advisable to copy your text into Notepad first which cleans out all formatting.

Find



You can find or find and replace text in the page.

Clear Formatting



This allows you to quickly remove inline styles such as bold and italic or text colour from your page without affecting headlines, paragraphs and links.

Hyperlinks and Emails



Text or images in your page can be set as links to either other webpages (links) or other areas of your webpages (anchors) or to act as an email prompt. Select the subject you wish to convert then click on this and fill in the relevant fields. If you have made an anchor on the page this will be automatically available for you to select. In the advanced options you can choose to redirect people to a new window if you do not want them to navigate away from your page.

Anchors



If you have a particularly long webpage that you do not want to make into several smaller pages then you can use the Anchor button. This allows you to select text or an image as an anchor. Once this is made then you can link to this anchor from other areas of your site or a navigation menu at the top of the page..

Image management



To add an image to your site place your cursor where you want your image to go then select this button. Click browse and upload to save your image to the site then select it and click OK to add it to the page. Make sure you add alternative text describing what the image is so people who are looking at your site with images turned off can still understand it.

Flash



Flash is uploaded and selected exactly like images. Once you have added the flash you can choose whether it loops and autoplays through the advanced menu.

Document Management



Adding documents to your site is easy. Select the image or text you wish to link to the document then click on the button and go to browse and upload. Choose the document you would like to upload to the page from your computer. If the document has already been uploaded to the page you can select it directly. You can upload Word, PDF, Powerpoint, Excel and Publisher documents.

You Tube



To add a You Tube video to your site copy and paste the embed code from the video (highlighted in pink above) into the relevant field.

Tables



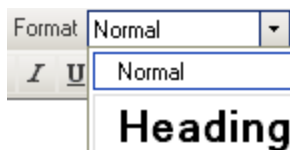
Adding a table to your site lets you format it by adding rows and columns. Once your table has been added you can access more editing options (including formatting individual cells) by right-clicking.

Widgets



Once you have created your widget you can select it here to drop it into your site.

Format

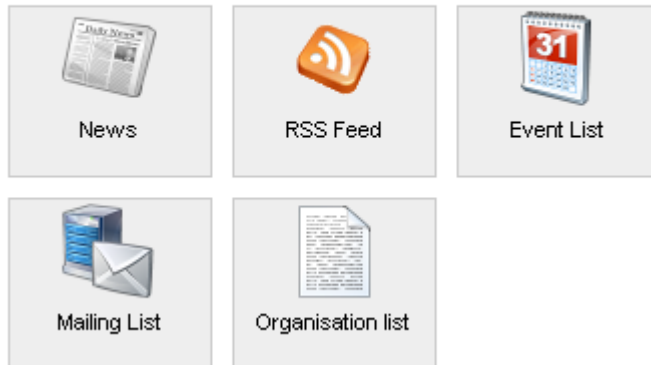


Here you can manage the headings for your text keeping the same style as the rest of the website. We recommend that you choose 'Heading 2' for main headings and 'Heading 4' for sub headings.

Widgets

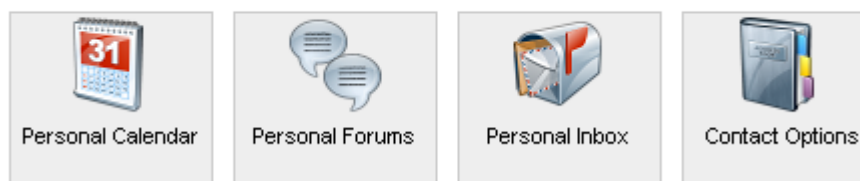
Create New Widget

General Widgets



User Widgets

These widgets are personalised to the logged in user



Organisation Widgets

These widgets use the page's owning organisation to display information

