

# Web Content Management Instructions

## 1. Introduction

Each Branch/SIG/Subcommittee are able to manage their own content on the central, National site. As Web content manager you will be able to create pages, edit pages etc. all within your own Directory (folder) on the National site.

Before starting to build your site, have a look at current pages (eg. Physics SIG) and get a few ideas on how to organize your pages.

When you logon under your username and password you will see at the bottom of the page the following list of items.

[Personal Settings](#) | [Browser](#) | [Enable Editing](#) | [Log in](#) | [Log out](#)

## 2. File Management (Browser)

Clicking on "Browser" will bring up the file management page. Files can be organized under the root directory and a directory has been set up for each Branch/SIG . The sign "-", or "+" to the left of the directory expands or contracts the view of the directory (you may need to expand the root directory and your directory when it displays).

An example of the Victorian Manager's screen is shown in Figure 1 (you should only see directory details for your directory). Note: You may need to click "Show actions" at bottom of screen to get this view

A Directory and a homepage (eg. "Victoria.sbp") has already been created for each group. Use this as your starting point to build your site. Note: This homepage is the page that is the target from the top menu, so do not rename this page, or delete it.

You may only want one (large) page, - however, it likely that you will create a few pages which you link to from your own homepage.

There are 3 main tasks you will want to do in "Browser" (click appropriate hyperlink on your main directory):

- Create a new Page.
- Upload files

Use this to upload files (Word or PDF documents, images etc.) that you want to use in your site from your computer (if they are on say, the web, download first to your computer). In the dialog you are asked to "Browse" to find the file on your computer and then to "Upload".

- Delete pages (DO NOT do this for your homepage)

Although you can make sub-directories under your main directory, it is recommended that you do not use this at the moment, but put all pages, files, images etc. in your main directory.



Figure 1. Example of the Browser screen

### 3. Editing pages

#### a. Editing basics

Clicking on “enable editing” at bottom of page will enable you to toggle between “enable” and “disable” for editing to see how page will look as you are making changes.

Each page on the site is made up of separate “objects” (Headings, line-spacers, text, images, hyperlink etc.) that can be positioned on the page.

In “enable” mode you will see the symbol ”+” where you add objects (see Figure 2). Also, **above** each object you will see, in blue, “move up”, “move down” etc. to reposition or edit the object on the page.



Figure 2, Example of a page in edit view

As an example, the home page (see Figure 3) was built by adding (clicking “+” for each dot point separately)

- a 10 pixel spacer (Type of Page Object = Page Formatter (pull down menu))
- a title (second level)
- a 10 pixel spacer
- a text block (both paragraphs)
- a 10 pixel spacer
- a first level title (“Enquiries”)

etc.

A current limitation of the software is that you can’t format (eg. bold, italic) inside a text block (without, that is, inserting HTML tags – for the expert user). Also, you can’t add a series of dot points as a single cut/paste - you have to add this formatting detail a line at a time.



Figure 3, Snapshot of part of home page

### *b. Adding Hyperlinks to other sites*

To link to pages that are not on the ANZSNM site (ie. that you haven't uploaded to your directory, or in other parts of the ANZSNM site), then

- choose for 'Type of Page Object' = "Hyperlink" and complete the section

(Note: it is recommended that all pages that are not on the Society site, are opened in new browser window – select this in the dialog)

### *c. Linking pages*

You will most likely have a number of pages on your site (Homepage, local events page, etc.) and will need to link them. All pages should be linked from your homepage. Create the pages first in "Browser" (2 above) and then on homepage, at place where you want to add hyperlink, click on "+" and

- choose for 'Type of Page Object' = "Resource link" (not, hyperlink)
- click "select" to right the page you want (note: don't click on page-name itself)
- the page may scroll to top of page – scroll down to check your selection is correct and then fill in rest of text boxes to complete

### *d. Adding Rows and Columns ("table")*

(example, See Physics SIG page, "Office Bearers"). You may prefer to just put them in a long list (easier) but if you prefer the column layout then

Click "+" for each point following

- choose for 'Type of Page Object' = "Page formatter"
- add a row.
- go into page formatter again and add a column. This places the "+" symbols where you can add data (text, etc) for each "cell" of the row/column layout.
- When you have added all the rows and columns, finish by adding another row (important)

Then add your content at each spot ("+" ). You may need to add some blank lines to some text blocks so that column entries align.

## **4. Other editing**

Although the site can be built without using HTML code, the current version of the software has a few limitations in regard to formatting etc. and this section shows you how to add more interest to your area.

### *a. Adding links/targets for jumping within a page*

This use of a "contents of the page" area is very useful as it enables you to organize a long homepage by allowing users to see what's on the page and to jump quickly to the area.

Example: see Physics SIG page and the section "In this area"

For the first dot point, the following was added - page object = text, use bullet ? = yes

```
<A HREF="#about">About the Physics SIG</A>
```

Then the heading (page object = first level title) for this item (the point where it jumps to on the same page) contains:

```
About the Physics SIG<a name=about>
```

*b. Adding Hyperlinks inside a text paragraph*

(example, See Physics SIG page, “Continuing Education”)

When you add the text block include HTML code as shown here in this example:

The SIG hosts a continuing education seminar each year. Slides from many of the presentations given at these seminars can be found at [www.mrs.fhs.usyd.edu.au/anzsnm](http://www.mrs.fhs.usyd.edu.au/anzsnm).

*c. Adding a email address inside text paragraph*

(example, See Physics SIG page, “Accreditation of Nuclear Medicine Physicists”)

Information on Nuclear Medicine physics accreditation will be available in the near future. For information contact [Brian Hutton](mailto:nbh@imag.wsahs.nsw.gov.au).  
(Note: this email address is out of date and will change ? soon – but you can see how it’s done!!!)

## **5. File sizes and types**

*a. Word documents*

Do not use Word documents on the site as the latter can be a source of macro viruses - use PDF. If you don’t have Acrobat Professional there are some freeware programs that can convert Word to PDF.

*b. File size*

Keep the file size of documents, images etc. below 300 kByte. Files larger than this will take a long time to load with a dial up modem connection.

If the file cannot be reduced to <300 kByte then put a prominent warning of large file next to the link (with the size of file). (Often, logos in Word documents etc. are the culprit for the large file size and this is easily fixed by removing them altogether, or reducing their resolution considerably.

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