Adding Content to Our Website: An Introduction

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Getting Started

To add editorial content:

1. You must be a registered user

2. You must be logged in

3. You must have editing permissions (from the webmaster or other designated person, such as the communications manager)

Note: In the left column, in the same block as the login, note the link to **Site User's Guide**. This has introductory info about how the site is organized and can be used, as well as tips on adding content, including text, photos, and pdf documents (including a link to this document).

You can practice with the tools outlined in the pages that follow on a practice page that is already set up. Go to http://www.nynjtc.org/book/practice-page

Getting Started cont.

1. Click on your name to go to your account settings
2. Click on the edit tab.
3. At the top, click on 'TinyMCE rich-text settings'
4. In box labeled' Default settings,' select 'Disabled'
5. Scroll to bottom of page and hit 'Submit'

Getting Started cont.

- In the left column of the home page, scroll down to the Navigation block and click on 'Create content.'

- You will land on a page showing a list of content types used on our website. These types are categories of pages that contain fields specific to each category. All the pages in a content type add up to a database of that type.

- Scroll down the content types and select 'Page'

Creating a generic page

1. In the Title box (field), type Title of the page. Words in the title will become part of the url for this page. For learning purposes, perhaps use something like Test Your Name
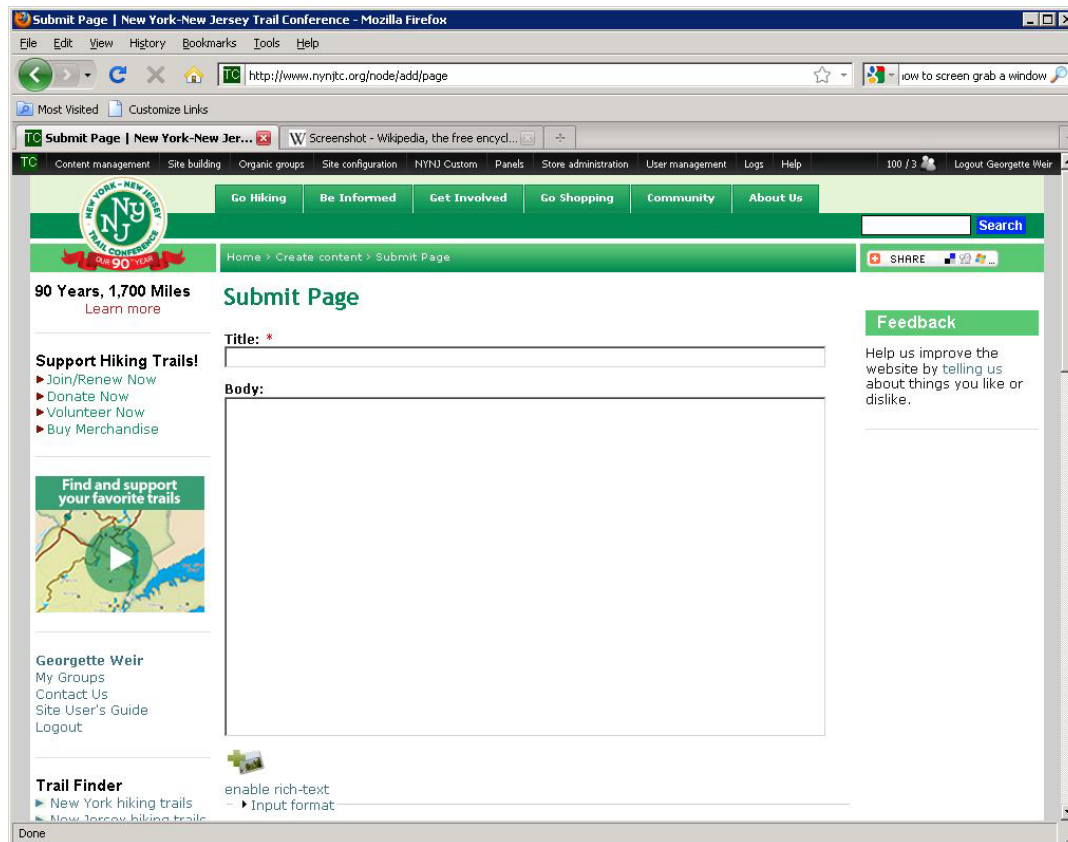
Creating a generic page cont.

- Look below the next box, labeled "Body," and click on "Enable rich text"

- A menu of formatting icons displays. This can aid simple formatting of text, the insertion of photos (tree icon) and such. The boxes in the top right—Format and Styles—generally have not been customized for us and are rarely used at this time. Exceptions: in Format we do use Paragraph and occasionally headline styles.

- Type some text into the box and play with the different formatting selections. **Note: What you see is NOT what you will get**. You will have to submit your page to view the results. (I don't recommend using "preview.")
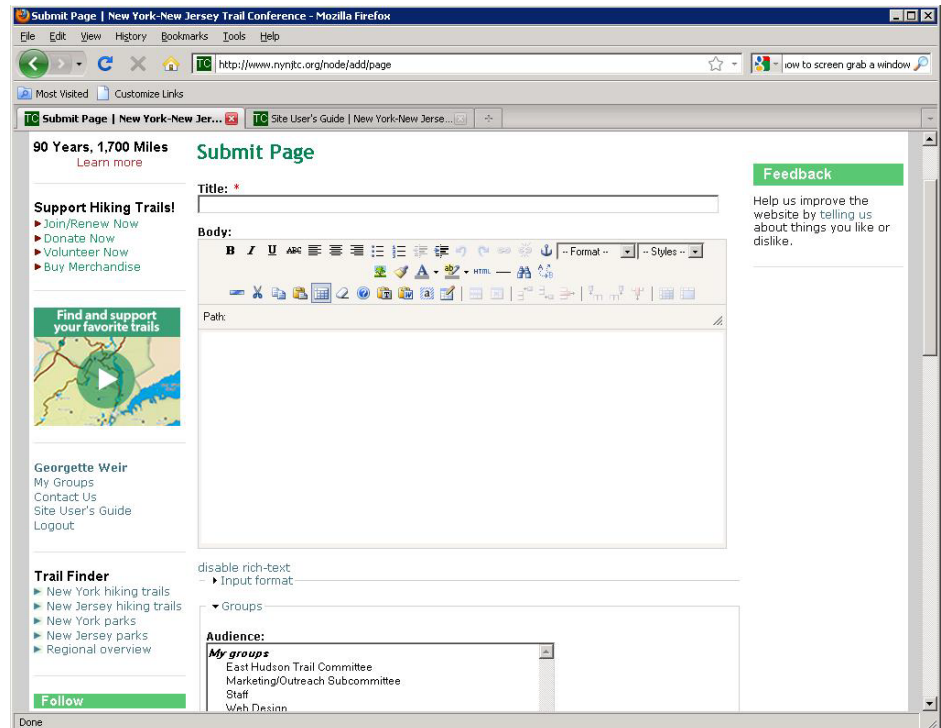

You can find information about using formatting tools at http://www.nynjtc.org/book/editing-site-content

Creating a generic page cont.

- Continue down to the Keyword field and enter appropriate keywords for the page (to improve results in search engine searches).

- In the URL path settings, make sure the box labeled 'Automatic alias' has a checkmark

- Go to the bottom of the page and hit 'Submit'

- You have added a page to the Trail Conference website!
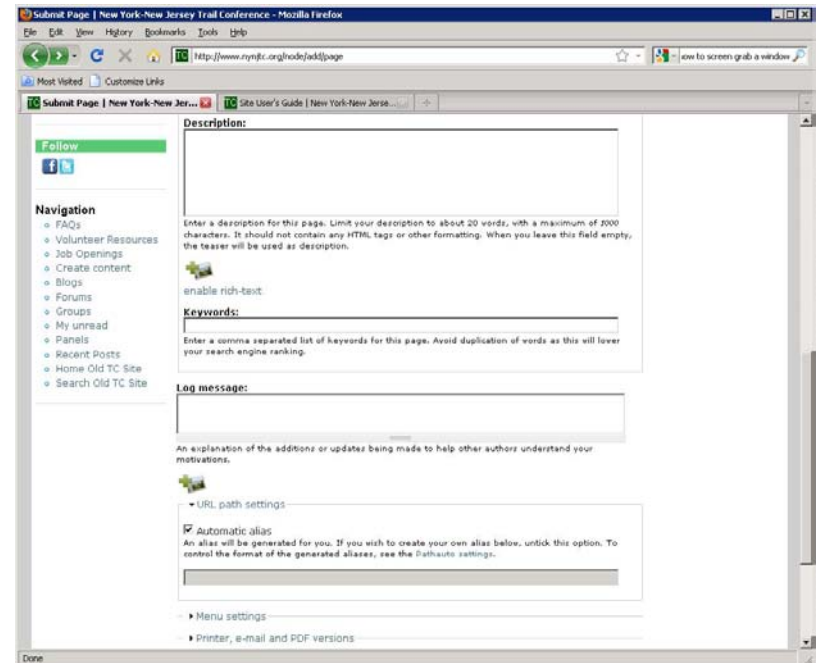
Creating a generic page & Adding an image

- To reopen the page to edit it, click on the Edit tab under the Title
- You will see the body text opens in html mode. Click on "Enable rich-text" below the box to review your copy without code and to use the formatting icons.
- You may want to practice adding an image. Click on the add image icon (tree).
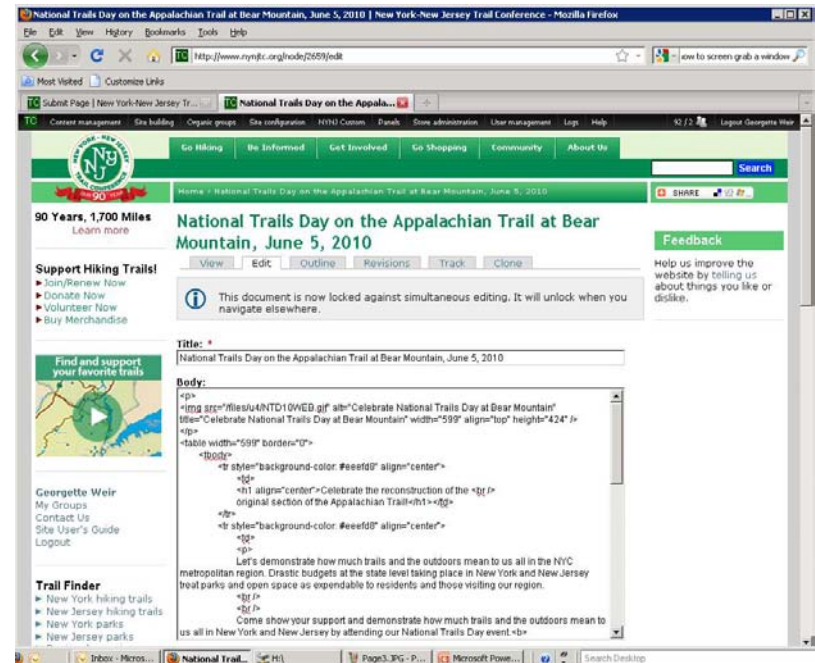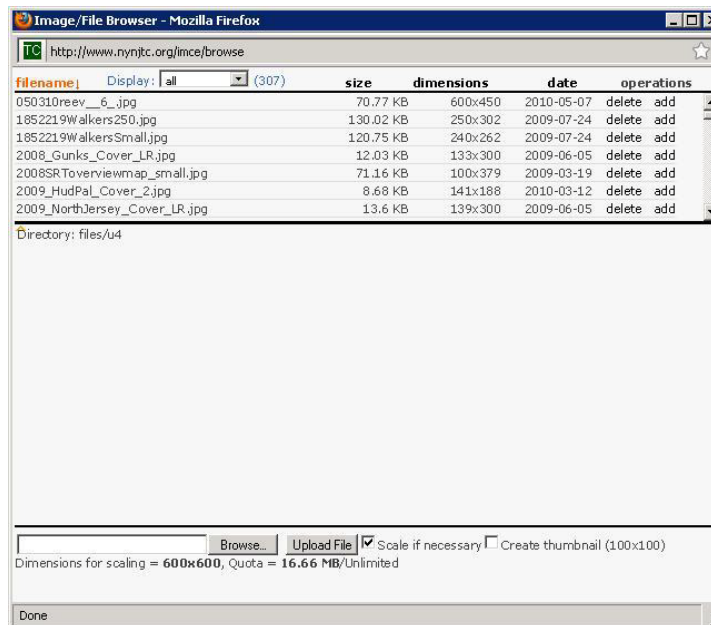
Adding an image cont.

- The Insert/edit image box pops up. Click on the Browse button to the right of the Image URL box and locate the image you want to add. (probably from your hard drive).
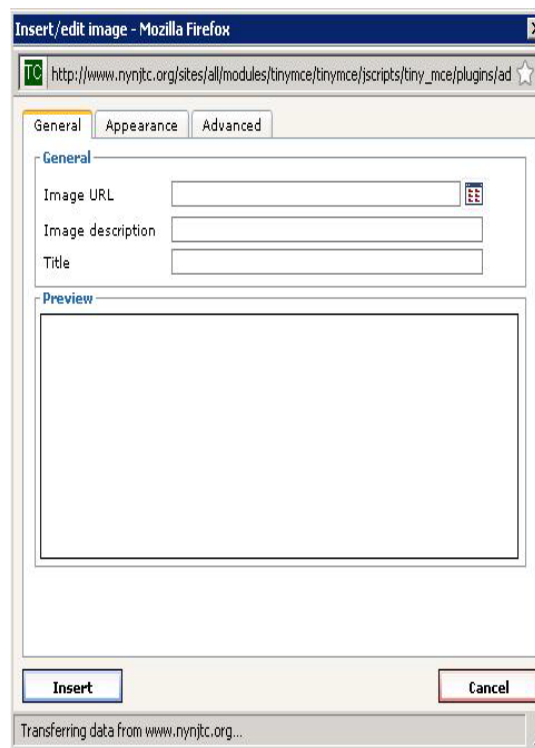
Adding an image cont.

- A new box appears (right). Use the Browse window at the bottom to locate your image, then click Upload. The photo will momentarily show in the now blank box. Double click on the image to insert it where you left your cursor on the draft web page.

- Click on the image on the web page, add info to the Image description and Title fields (not shown).

Adding an image cont.

- Click on the Appearance tab (right) and select the alignment for the photo and the size (max box size is 599 px wide). The vertical and horizontal space boxes let you add white space around the image. Typically, a number from 5 to 10 is sufficient, if needed at all.

- Experiment with different settings and how they relate to surrounding text.

- When you are finished, click 'Update.'

- To see the results, scroll to the bottom of the page and hit 'Submit.'
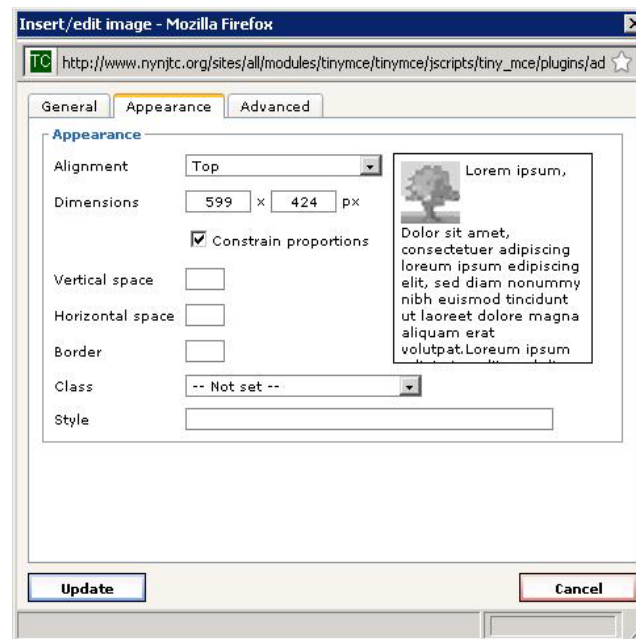
Adding links

Practice adding a link from your page to another page.

- Click on the Edit tab, enable rich-text for the Body box, and select words in your text that you want to link.

- Click on the closed chain link icon in the top row of icons. The insert link box (right) appears. Add the url that you want to link to. If it is to another page on the TC website, select only that portion after www.nynjtc.org/. If it is to a page on another site, insert the complete url.

- Target open in this window if link is to TC page; open in new window if to another website.
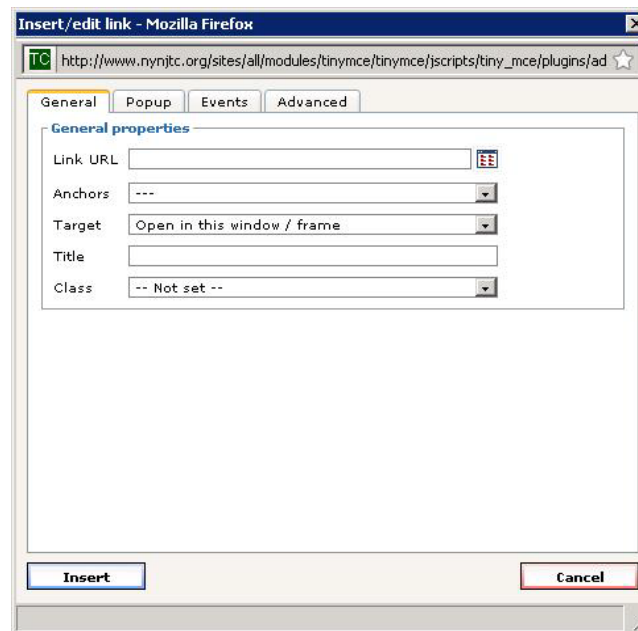
- Click Insert.
- Scroll to bottom of page and click 'Submit,' then test your link.
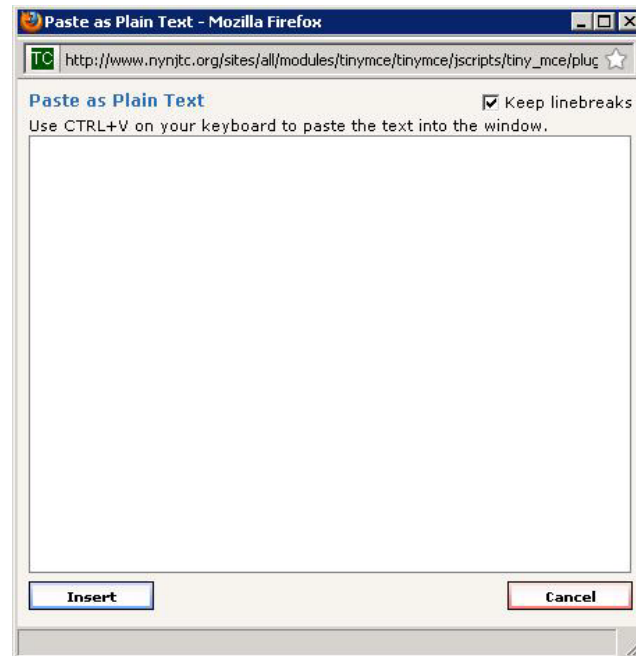
Copying text and pasting it into a web page

When copying text from Word documents or other formats, steps must be taken to avoid importing code that will turn your copy into 'garbage.'

1.With rich text enabled for your Body box, click on the Paste as plain text icon ('T 'on a clipboard). The paste as.. box displays (right).

2.Paste your text into this box.

3.Click insert. The text is inserted into the Body box where you left your cursor.

4.Submit the page to see how it looks.

# Copying text and pasting it into a web page, cont.

Review the text as it displays on the web page. You may need to clean up spacing and add formatting (placing as plain text will remove all formatting). Generally, you can use the rich-text tools to accomplish this clean-up and formatting work.

Some issues, such as spacing between paragraphs, may be easier to do when viewing the code. In that case, click 'disable rich-text' under the body box.

Code:

Generally, each paragraph is preceded by <p> and ended by </p>.

<br/ > indicates a line break. These sometimes need to be added or removed.
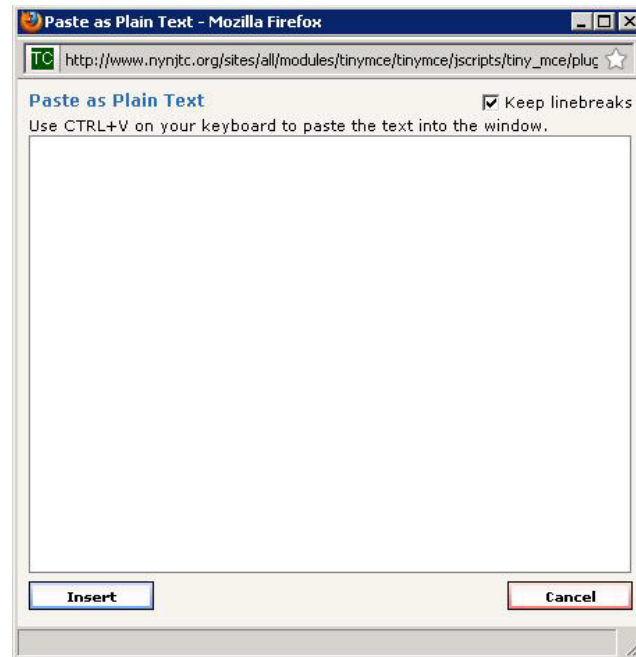
Last Step

Deleting pages

- To Delete your test page, click on the edit tab, scroll to the bottom, and hit 'Delete.' You will get an "Are you sure you want to Delete?" message. If you are sure, click yes and your page will be gone.

- **CAUTION: There is no way to recover a deleted page—when it's gone, it's gone! Be careful what you delete!!!**

    If you save your page, but forget the url, try going to Recent Posts (left column, Navigation block). You may find it by looking through the View table of recent activity.

    **This is the end of the introduction
    to adding content to the Trail Conference website.**