



Computing & Communications

## WEB MANUAL 2009

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## Notes

### **Web Content Editor**

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### **Web Administrator**

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If you would like a tutorial, need some help or find some outdated information on our website, like to create a new site or add / remove a user's permission to edit a website, please contact the Helpdesk.  
[helpdesk@swgc.mun.ca](mailto:helpdesk@swgc.mun.ca) or 639-2049.

**Note 1:** When inserting images, please make sure all images are reduced in size and are not too large for the web. Please contact the Computing and Communications Help Desk regarding the resizing of images.

**Note 2:** When inserting tables please make sure the width does not exceed 100% or 550px. This will make the web design larger than it should and items will not be displayed correctly.

## Login / Logout

### Login

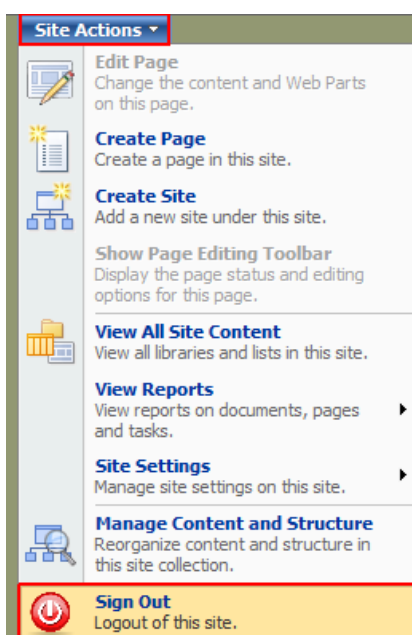
**Note:** Users must login to do any kind of editing on their website.

1. Visit <http://www.swgc.mun.ca/login/> using your SWGC credentials

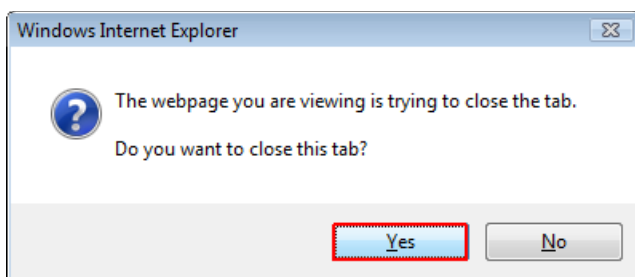
### Logout

**Note:** When editing is complete, users should logout of the site.

1. Click **Site Actions** (top left corner) and then **Sign Out**

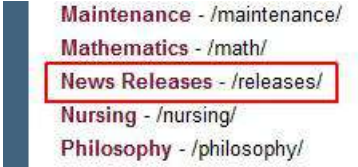


2. You must close your browser to complete the sign out process. Click **Yes** when prompted.

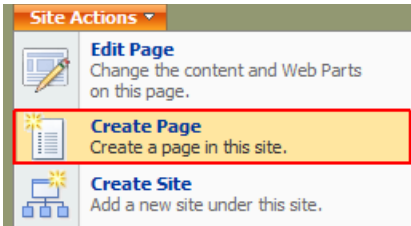


# Create a Page

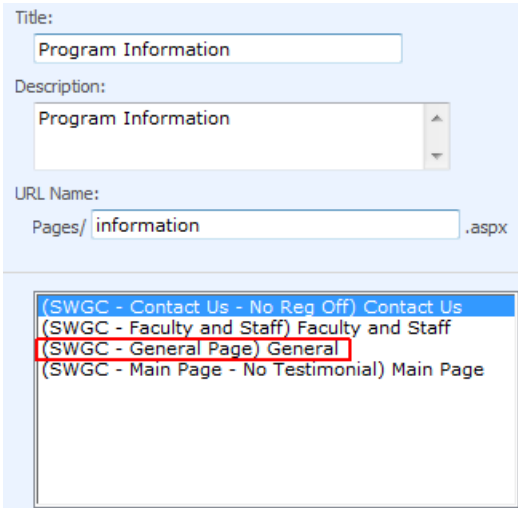
1. Scroll down the list of sites and click on **Site Name - /site\_url/**



2. Click **Site Actions** (top left corner) and then **Create Page**



3. Fill out the form and click **Create**. **Note:** Keep **Title** and **Description** the same, and please select **(SWGC – General Page) General** for the **Page Layout**.

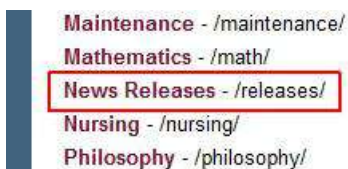


4. Fill in **Site Title** and **Site Content** (see **WYSIWYG Editor** section for use of buttons here).

5. Click **Publish and Check In**.

## Edit a Page

1. Scroll down the list of sites and click on **Site Name - /site\_url/**



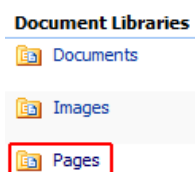
2. Navigate to the page you would like to edit (i.e., if the page is in the left navigation menu click on it there).

**Note:** If the page you would like to edit is not in the left navigation menu:

a. Click **Site Actions** (top left corner) and then **View All Site Content**

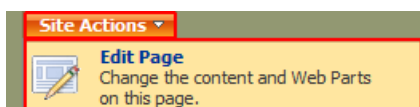


b. Under **Document Libraries**, click **Pages**

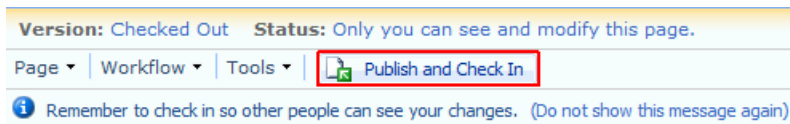


c. Select the file you want to edit

3. Click **Site Actions** (top left corner) and then **Edit Page**

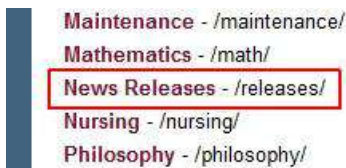


4. Make your changes and then click **Publish and Check In** (See **WYSIWYG Editor** section for use of buttons here)



## Delete a Page

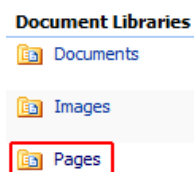
1. Scroll down the list of sites and click on **Site Name - /site\_url/**






2. Click **Site Actions** (top left corner) and then **View All Site Content**



3. Under **Document Libraries**, click **Pages**



4. Hover over the file you want to delete, and you will notice an **arrow** (  ) appear at the end of the block. Click this arrow for a drop down menu.

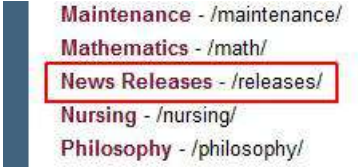
Type	Name	Modified	Modified By
	default 	09/01/2008 2:17 PM	Walsh, Steve

5. To delete the page, click **Delete**, and then **OK** at the request to place the item in the Recycle Bin



# Add to or Edit Faculty List

1. Scroll down the list of sites and click on your **Site Name - /site\_url/**



2. Click **Site Actions** (top left corner) and then **View All Site Content**



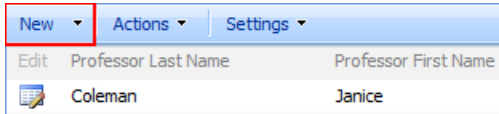
3. Under **Lists**, click the appropriate list (Most likely called: **Faculty and Staff**)



4. To **Add** (5a) or **Edit** (5b):

a. **Add:**



i. Click **New**



ii. Fill in the form and pres **OK** (See sample below)

**b. Edit:**

- i. Click the Edit button next to the person you would like to edit

	Mosher	Dan
	Pitcher	Julie
	Ryan	Janice

- ii. Make the appropriate changes and press **OK** (See sample below)

**Note:** If you would like to add/change a picture, please refer to the tutorial on uploading images.

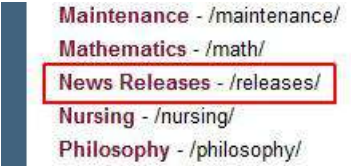
**Sample:**

<b>Title</b>	<input type="text" value="Leave Blank"/>
<b>Professor First Name *</b>	<input type="text" value="Julie"/>
<b>Professor Last Name *</b>	<input type="text" value="Pitcher"/>
<b>Professor Web</b>	<input type="text" value="/~jpitcher/"/>
<b>Professor Info</b>	<input type="text" value="B.A. (Memorial University), M.B.A. (Memorial University); Assistant Professor of Business."/>
<b>Professor Office</b>	<input type="text" value="AS382"/>
<b>Professor Phone</b>	<input type="text" value="637-6200 ext 6446"/>
<b>Professor Email</b>	<input type="text" value="jpitcher@swgc.mun.ca"/>
<b>Professor Research</b>	<input brand."="" respectable\"="" type="text" value="Professor Pitcher's current research interests include both the real and perceived costs and benefits of socially responsible corporate behaviour in a society of increasingly discriminating consumers, as well as the role of culture in determining our assessment of what makes a \"/>
<b>Professor Picture</b>	<input type="button" value="Edit Picture"/> <input type="button" value="Clear"/>

# Add to or Edit Course List

**Note:** There is one master list for your courses. To make a course available for the Fall/Winter/Spring complete the following steps:

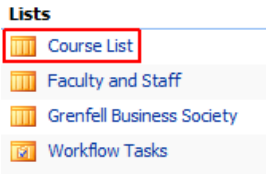
1. Scroll down the list of sites and click on **Site Name - /site\_url/**



2. Click **Site Actions** (top left corner) and then **View All Site Content**



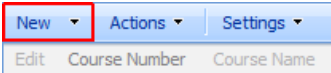
3. Under **Lists**, click the **Course List**



4. To **Add** (5a) or **Edit** (5b):

a. **Add:**




i. Click **New**



ii. Fill in the form and press **OK** (See sample below)

**b. Edit:**

- i. Click the **Edit** button next to the course you would like to edit

	Psych 2925	Research Methods and Data Analysis in Psychology I	No	Yes	No
	Psych 2950	Research Methods and Data Analysis in Psychology II	No	No	No
	Psych 3025	Contemporary Issues in Developmental Psychology	No	Yes	No

- ii. Make the appropriate changes and press **OK** (See sample below)

**Note:** Be sure to check the **Offered in** box that corresponds to the semester in which the course is being offered; do not check any box if the course is not currently being offered. Please note that you must change these each semester to reflect current course offerings.

**Sample:**

✕ Delete Item | ABC Spelling...

**Course Header:**

**Course Number:**

**Course Name:**

**Course Description:**

**Course Prerequisite:**

**Course Corequisite:**

**Course Lab:**

**Course Notes:**

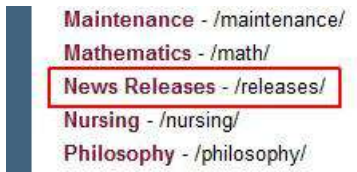
**Offered in Fall:**

**Offered in Winter:**

**Offered in Spring:**

## Upload Images / Documents

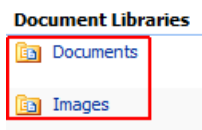
1. Scroll down the list of sites and click on **Site Name - /site\_url/**



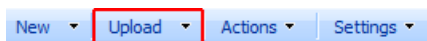
2. Click **Site Actions** (top left corner) and then **View All Site Content**



3. Under **Document Libraries**, click **Documents** or **Images**



4. Click **Upload**



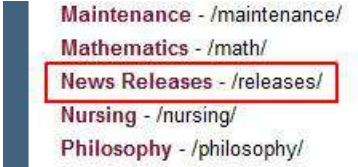
5. To add a **Single File** (6a) or **Multiple Files** (6b):

a. **Single Files** – Click **Browse** and navigate to the file and click **Open**. At the next screen click **OK**.

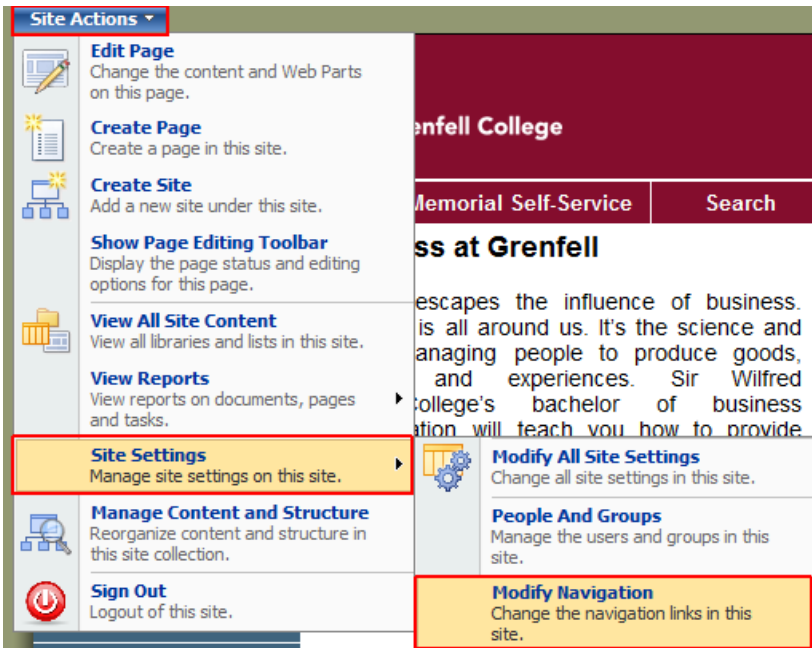
b. **Multiple Files** – Click **Upload Multiple Files**. In the left window navigate to the files and in the right window add check marks to the files you want to upload. Click **OK**. Click **Yes** when it asks to continue.

# Modify Navigation

1. Scroll down the list of sites and click on **Site Name - /site\_url/**



2. Click **Site Actions** (top left corner), then **Site Settings** and then **Modify Navigation**



**Note:** make changes ONLY in the **Navigation Editing and Sorting** section of this page.

3. Click **OK** on the bottom of the screen after making all desired navigation changes.

## Add a Menu Item

1. Click on **Current Navigation** (right side of the screen)



2. Click on **Add Heading**



3. Type in a **Title** (text that will appear as the link), **Description** (the tool tip when hovering over the link)

 A screenshot of a form for adding a link. It has three main input areas: a 'Title:' text box, a 'URL:' text box with a 'Browse...' button to its right, and a 'Description:' text box. There is also a checkbox labeled 'Open link in new window' between the URL and Description fields. The 'Title:', 'URL:', and 'Description:' labels are each enclosed in a red rectangular box.

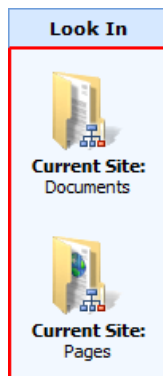
a. **External URL:** Type in the URL to an external site in the URL box (e.g., <http://www.google.ca>).

b. **Internal URL** (Located in your Grenfell sub site):

i. Click **Browse**

 A close-up screenshot of the 'URL:' text box and the 'Browse...' button. The 'Browse...' button is highlighted with a red rectangular box.

ii. Make sure to click on **Current Site: Documents** or **Current Site: Pages** on the left side of the **Look In** window



iii. Select the link from the list. If the list has more than 15 pages or documents, click the arrow next to the 1-15 at the top of the window. Click **OK** and then **OK** again.

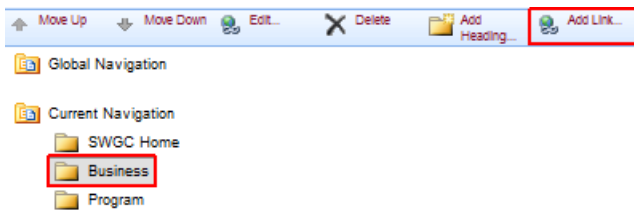


c. **Internal URL** (Located in another Grenfell sub site):

- i. Type in a **Title** (Text that will appear as the link), **Description** (the tool tip when hovering the link)
- ii. Copy the URL you would like to link from the web (e.g., <http://www.swgc.mun.ca/Pages/calendar.aspx>)
- iii. Paste or type the URL in the **URL** box, but do not include the domain, i.e., <http://www.swgc.mun.ca>. So you would paste: `/Pages/calendar.aspx`

### **Add a Sub Menu to a Menu Item**

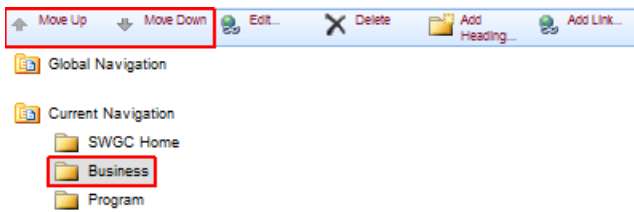
1. Click on the menu item you would like to add a sub menu to and click **Add Link**



2. Follow from **Step 3** above (**Add a Menu Item**)

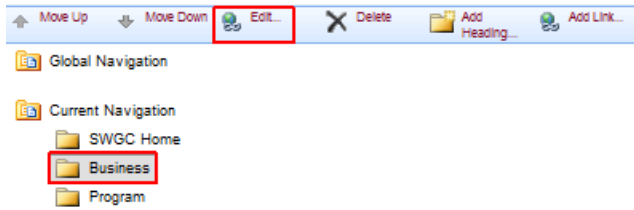
### **Move Menu Items Up or Down**

1. Click on the link you would like to move and then use the **Move Up** or **Move Down** buttons



## Edit a Menu Item

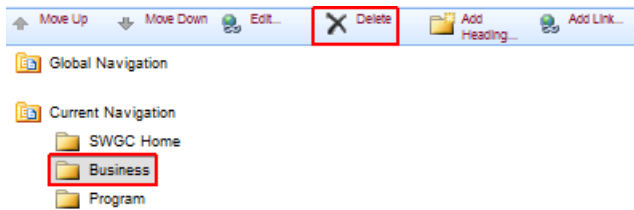
1. Click on the link you would like to edit and click the **Edit** button



2. Make appropriate changes following from **Step 3** above (**Add a Menu Item**)

## Delete a Menu Item

1. Click on the link you would like to delete and push the **Delete** button



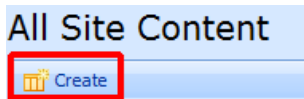
## Creating and Adding a Picture Library to Your Site

### Creating a Picture Library

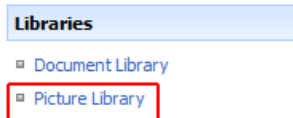
1. Click **Site Actions** (top left corner) and then **View All Site Content**



2. Click **Create**



3. Under Libraries, click **Picture Library**



4. Give the Picture Library a **name**, and **make sure the 2 check boxes are selected as No**. Then click **Create**.

Name:  
Test Library

Description:

Display this picture library on the Quick Launch?  
 Yes  No

Create a version each time you edit a file in this picture library?  
 Yes  No

Create Cancel

## Upload Pictures

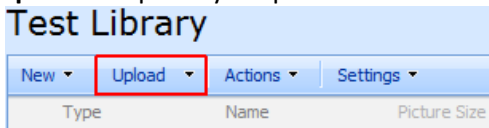
1. Click **Site Actions** (top left corner) and then **View All Site Content**



2. Under Picture Libraries click on the library you want to upload photos to.

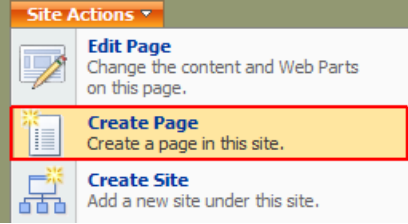


3. Click **Upload** to upload your pictures.



## Create a Page for Your Picture Library

1. Click **Site Actions** (top left corner) and then **Create Page**

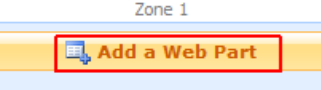


2. Fill out the form and click **Create**. **Note:** Keep **Title** and **Description** the same, and select **(SWGC – Faculty and Staff) Faculty and Staff** for the **Page Layout**.

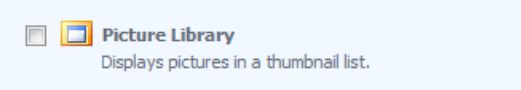
A screenshot of the 'Create Page' form. It has three input fields: 'Title' with the value 'College Pictures', 'Description' with the value 'College Pictures', and 'URL Name' with the value 'CollegePictures.aspx'. Below these fields is a list of page layouts: '(SWGC - Contact Us - No Req. Off) Contact Us', '(SWGC - Faculty and Staff) Faculty and Staff', '(SWGC - General Page) General', and '(SWGC - Main Page - No Testimonial) Main Page'. The 'Faculty and Staff' option is highlighted with a blue selection bar. At the bottom of the form are three buttons: 'Check Spelling', 'Create', and 'Cancel'.

3. Fill in **Site Title** and **Site Content** (if you want) (see **WYSIWYG Editor** section for use of buttons here).

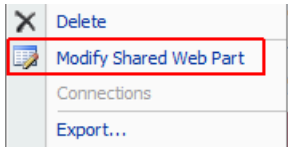
4. Click on **Add a Web Part**



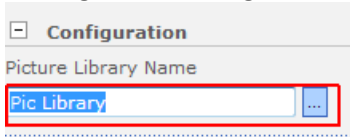
5. Scroll to the bottom and select **Picture Library**



6. Click **Edit** on the Picture Library Web Part and then click **Modify Shared Web Part**



7. Under Configuration change the Picture Library Name to the library you created earlier.



8. Click **Publish and Check In**.

# WYSIWYG Editor

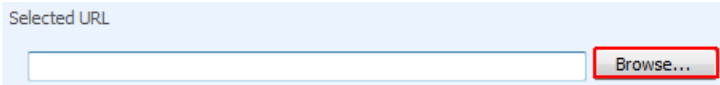


	Cut
	Copy
	Paste
	Undo
	Add Hyperlink (See below for further instruction)
	Remove Hyperlink
	Add Picture (See below for further instruction)
	Insert Table
	Set Table Properties
	Insert Table Element (Row, Column)
	Format Stripper
<b>B</b>	Bold
<i>I</i>	Italics
<u>U</u>	Underline
	Left Justify
	Center
	Right Justify
	Numbered List
	Bullet List
	Indent
	Outdent
	Spell Checker
	Help

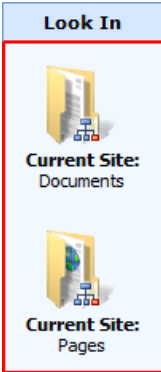
# Add Hyperlink

- 1. Highlight the text you would like to add a link to
- 2. Click the **Add Hyperlink** button as shown above
- 3. Fill in the **Tooltip** text box (this is what is shown when you hover a hyperlink)
- 4. For the **Selected URL**:
  - a. **External URL**: Type in the URL to an external site in the **Selected URL** box (e.g., <http://www.google.ca>).

- b. **Internal URL** (Located in your Grenfell sub site):
  - i. Click **Browse**



- ii. Make sure to click on **Current Site: Documents** or **Current Site: Pages** on the left side of the **Look In** window



- iii. Select the link from the list. If the list has more than 15 pages or documents, click the arrow next to the 1-15 at the top of the window. Click **OK** and then **OK** again.

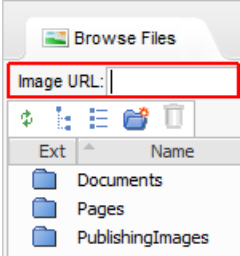


- c. **Internal URL** (Located in another Grenfell sub site):
  - i. Copy the URL you would like to link from the web (e.g., <http://www.swgc.mun.ca/Pages/calendar.aspx>)
  - ii. Paste or type the URL in the **Selected URL** box, but do not include the domain, i.e., <http://www.swgc.mun.ca>. So you would paste:   
/Pages/calendar.aspx

# Add a Picture

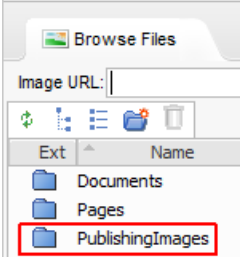
- 1. Click the **Add Picture** button as shown above
- 2. Insert an image:
  - a. Located on an external website:

i. Paste the URL to the image in the **Image URL** box and click **Insert**

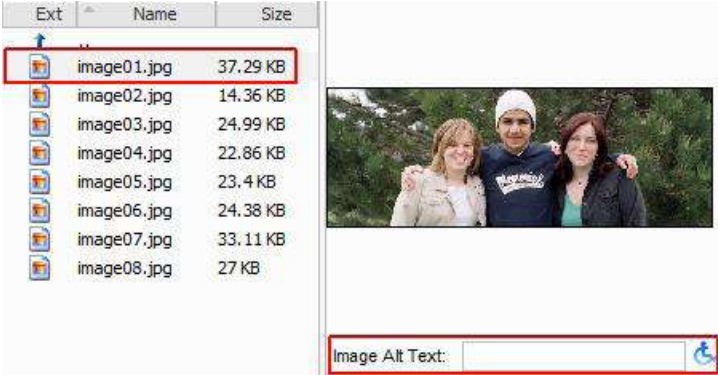


b. Located in your sub site:

i. Double click **PublishingImages**



ii. Select the image and be sure to add the **Image Alt Text** (text that appears when hovering over the image. This is used for accessibility by the disabled). Then click **Insert**



**Note 1:** After the image is inserted you can access other options (image alignment, vertical and horizontal spacing, etc) by right clicking the image and clicking **Set Image Properties**

**Note 2:** When inserting images, please make sure the image is reduced in size and is not too large for the web. Please contact the Help Desk to resize and crop your image for the web.

**Note 3:** When inserting tables please make sure the width does not exceed 100% or 550px. This will make the web design larger than it should and items will not be displayed correctly.