

Resolution Microsite Training Manual

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Logging in

In order to add or update the content of your website you need to login. Your login consists of your email address and a password. You will have received your login details and your website address from Resolution.

HINT: If you don't have your login details please contact Central Office

How to log in

1. Go to your website address. This will be in format of <http://www.resolution.org.uk/yourgroupname>
2. Click the 'login' link at the footer of the screen

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3. In the login screen enter your email address and your password



The screenshot shows a login form with the following elements:

- Log in** (red text)
- Email address:** Input field containing `teresa.richardson@resolution.org.uk`
- Password:** Input field with masked characters (dots)
- Remember email address:** A checkbox that is checked with a green checkmark.
- Login** (red button)

4. Check 'remember email address' if you want the system to remember this for next time (as a security measure you'll always be asked to enter your password)
5. Select 'login'
6. You will be taken to the Home Page with two 'edit this page' buttons
7. You will see 'Logged in as your name here' in the top right hand side of the screen
8. You are now logged in and can begin updating your site.

How to log out

1. Click the 'logout' link at the footer of the screen

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2. You will be returned to the login screen and will see a message displayed 'You have logged out successfully'
3. The 'edit this page' button will disappear
4. The message 'Logged in as your name here' will disappear

Adding content

You can add editorial content to the following pages:

- Home
- About us
- Contact us

You can also add [news stories](#) and [events](#).



How to add editorial content

1. Click on the page you want to add editorial content to
2. Select 'edit this page' button



3. The page editor will appear
4. Add your content. You can do this either by typing directly into the page or by cutting and pasting content from elsewhere (usually a Word document)
5. Select 'update' to save and publish
6. Your content is now live on your website!

Formatting text

Formatting text will make your content more legible and easier for your website visitor to read. You can format your text in a number of ways including bolding and italicising text, adding headings and links, and creating bulleted lists. We're going to format the content we added in the Home Page.

HINT: Hover your mouse over each icon to view a tooltip telling you what the icon does.

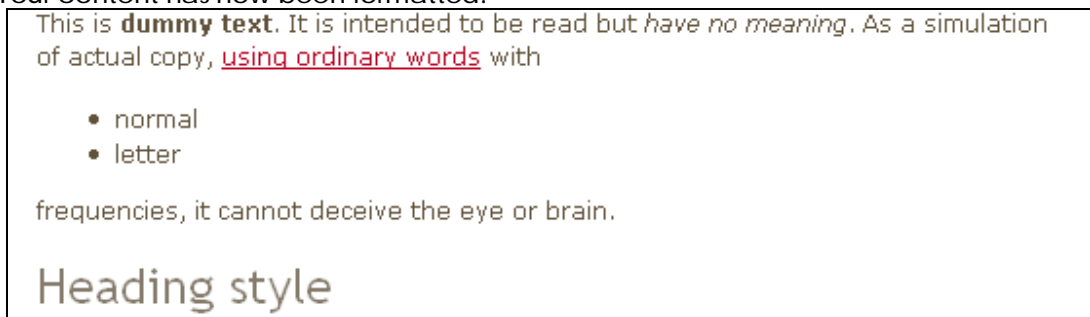
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How to format text

1. Click on the page you want to add editorial content to
2. Select 'edit this page'
3. The page editor will appear



4. Format your content. You can do this in much the same way you would a Word document.
5. Italicise text:
 - a. highlight text and select 'italic' icon
6. Bold text:
 - a. highlight text and select 'bold' icon
7. Bulleted or numbered list:
 - a. highlight text and select 'list' icon
8. Link to another website:
 - a. highlight text and select 'link' icon
 - b. The 'Link Manager' window will appear
 - c. Add website address to 'link address'
 - d. Select 'insert link'
9. Remove link to another website:
 - a. highlight text and select 'unlink' icon
 - b. link will be removed
10. Add headings
 - a. Type heading content
 - b. Highlight text
 - c. Choose the heading size from the drop down 'select heading size' list
 - d. H2 is the largest heading with H6 being the smallest
 - e. Headings should be used hierarchically and not just for presentation
11. Select 'update' to save and publish
12. Your content has now been formatted!



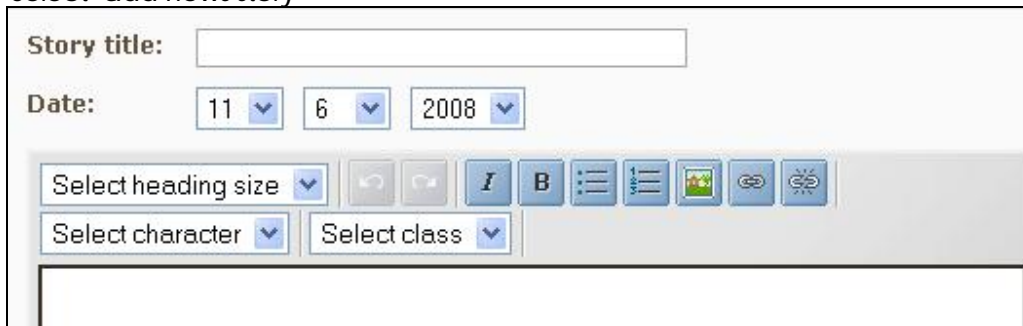
READ: For advice and tips on writing for the web please read the Writing for the Web Guidelines.

Adding news

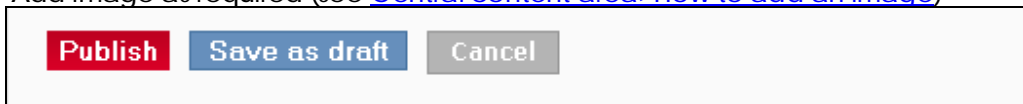
News stories are automatically displayed on the site in date order with the most recent at the top. A News Archive is also generated which provides quick links to stories by year and month. All News is managed from the News page.

How to add a news story

1. Select 'add news story'



2. Add news headline in 'story title'
3. Choose date from drop down lists (date will default to today)
4. Add story
5. Format text as required (see [Formatting text](#))
6. Add image as required (see [Central content area>How to add an image](#))



7. Select 'publish' to post to live site
8. Select 'save as draft' to keep in draft mode (cannot be viewed on live site)
9. Select 'cancel' to delete

How to edit a news story

1. Select 'update this news story'



2. Carry out required story editing
3. Select 'publish' to post to live site
4. Select 'save as draft' to keep in draft mode (cannot be viewed on live site)
5. Select 'cancel' to go back to previous version

How to delete a news story

1. Select 'delete this news story'
2. A message appears asking 'are you sure?'
3. Select 'yes' or 'no'
4. 'Yes': story is deleted
5. 'No': story is retrieved

Adding events

Events are automatically displayed on the site in reverse date order with the closest to today at the top. All events are managed from the Events page.

How to add an event

1. Select 'add event'

The screenshot shows a form with the following fields:

- Event title:** A text input field.
- Start date:** Three dropdown menus for month (11), day (6), and year (2008).
- End date:** Three dropdown menus for month (11), day (6), and year (2008).
- Display times:** A dropdown menu set to 'No'.
- Start time:** Two dropdown menus for hour (15) and minute (00).
- End time:** Two dropdown menus for hour (15) and minute (00).
- Cost:** A text input field.

2. Add name of event in 'event title'
3. Choose start date from drop down lists (date will default to today)
4. Choose end date from drop down lists (date will default to today)
5. Choose whether to 'display times' from dropdown
6. If yes add event start time and end time
7. Add 'cost', if there is no cost you can leave this blank
8. Add details of 'how to book'. Text can be formatted in this section (see [Formatting text](#))
9. Select 'event details' for further information about the event
10. Select 'venue' from drop down list
11. If 'venue' is not in list then select 'add new venue'
12. See [add a new venue](#)
13. Select 'publish' to post event to live site
14. Select 'save as draft' to keep in draft mode (cannot be viewed on live site)
15. Select 'cancel' to delete

How to add a new venue

1. Select 'add new venue'

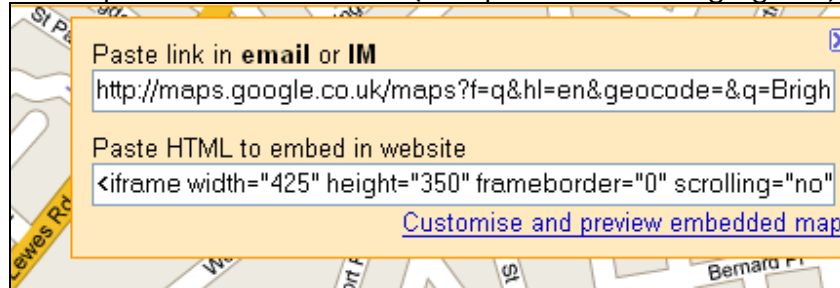
The screenshot shows a form with the following fields:

- Venue:** A dropdown menu with the text 'Please select venue' and a blue arrow. To its right is a red link labeled '[Add new venue]'.
- Venue details:** A section with a title and two input fields:
 - Title:** A text input field.
 - Address 1:** A text input field.

2. Title is name of venue
3. Add address details
4. All field except title are optional
5. Add map link
 - a. Go to <http://www.maps.google.co.uk>

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- b. Enter postcode
- c. Select 'search maps'
- d. Select 'link to this page' from top right of map
- e. Select 'paste link in email or IM' (this option should be highlighted)



- f. Copy and paste link into 'Map URL' field in 'add new venue'
6. Select 'publish' to post event to live site
7. Select 'save as draft' to keep in draft mode (cannot be viewed on live site)
8. Select 'cancel' to delete

How to edit an event

1. Select 'update this event'
2. Carry out required editing
3. Select 'publish' to post to live site
4. Select 'save as draft' to keep in draft mode (cannot be viewed on live site)
5. Select 'cancel' to go back to previous version

How to delete an event

1. Select 'delete this event'
2. A message appears asking 'are you sure?'
3. Select 'yes' or 'no'
4. 'Yes': event is deleted
5. 'No': event is retrieved

Adding images

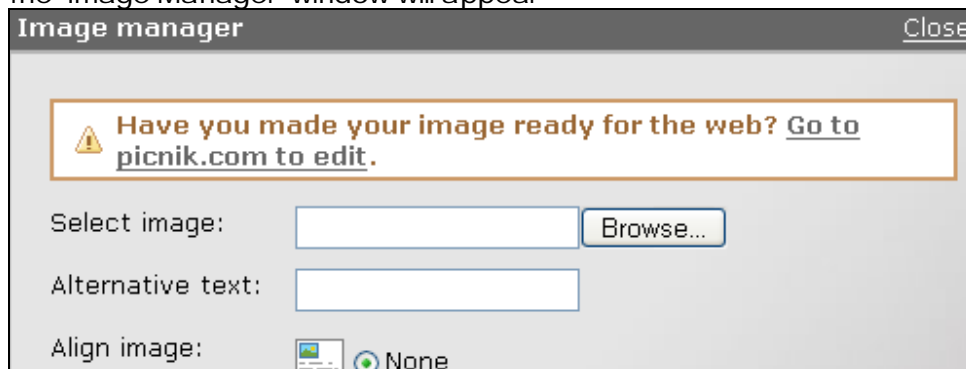
Your site comes with some default images but you can upload your own. Images can be added in the right hand side column and within the central content area. You should ensure that your images are the right size (so they fit on the screen) and are small in file size (so they load quickly)

Image sizes

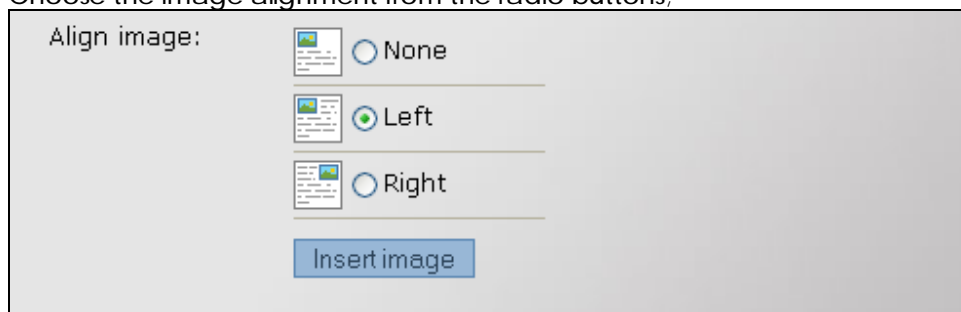
- Right hand column: no wider than 200px
- Central content area: no wider than 520px
- Portrait: no wider than 120px

How to add an image to the central content area

1. Move your cursor to the place you want to insert your image on the page
2. Select 'image' icon in the page editor
3. The 'Image Manager' window will appear



4. Browse for your image on your computer, select your image and click 'open'
5. Add your alternative text, this provide a textual description if the image cannot be seen. You must add alternative text in order that your site is accessible to people with visual impairments
6. Choose the image alignment from the radio buttons;



- a. None: image sits above content that follows
 - b. Left: image sits to the left of content that follows
 - c. Right: image sits to the right of content that follows
7. Select 'insert image'
 8. Your image will be displayed at 100% in the Image Manager window together with the current dimensions. You have two options;

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- a. Upload this image - your image will appear in the page in the position you selected
- b. Resize this image – you will be taken to www.picnik.com to resize your image.

How to resize your image in picnik.com

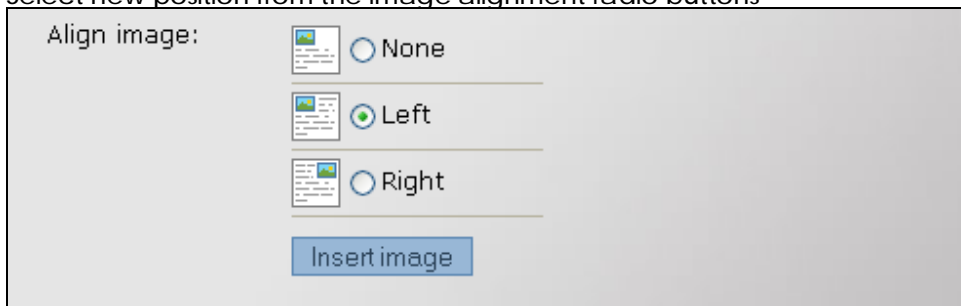
1. Select 'get started now', picnik will load (this can take a few moments)
2. Select 'upload photo' and browse for your photo on your computer. The image will be uploaded to picnik
3. Choose 'resize', enter new dimensions and 'ok'. Remember your image sizes must be no wider than;
 - a. Right hand column: no wider than 200px
 - b. Central content area: no wider than 520px
4. Select 'save and share'
5. If necessary you can rename your file
6. Select 'save photo'
7. Your resized image is saved back to your computer
8. Close the picnik.com window.
9. Follow instructions in [How to add an image to the central column area](#) to upload your resized image to your page.

How to move the image up and down the page

10. Select the image by clicking on it
11. Hold down the left mouse button and drag the cursor to the new position
12. When the cursor is in the correct place release the left mouse button
13. Your image will now be in the new position

How to change image alignment

1. Select the image by clicking on it
2. Select the 'image' icon in the page editor
3. The 'Image Manager' window will appear
4. Select new position from the image alignment radio buttons



5. Select 'insert image'
6. Your image will now be newly aligned

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How to delete a central content area image

1. Select the image by clicking on it
2. Select 'delete' on your keyboard
3. Your image is now deleted

How to edit the right hand column image

1. Select 'edit this image' in the right hand column



2. The 'Image Manager' window will appear
3. Browse for your image on your computer, select your image and click 'open'
4. Add your alternative text, this provide a textual description if the image cannot be seen
5. You must add alternative text in order that your site is accessible to people with visual impairments
6. Image alignment is set to none. This cannot be changed.
7. Select 'insert image'
8. Your image will appear in the page

How to delete the right hand column image

You cannot delete a right hand image but you can replace it or revert to the default.

1. To replace the image see [How to edit the right hand column image.](#)
2. Select 'restore default image' in the right hand column



3. The default image will appear in the page