

User guide for those producing or amending content

This guide is intended to help BCS staff and members of the Membership Board to create or change the content on this site.

1. There are two users, one for BCS staff "BCS staff" and the other for Board members "MB member", ask the administrator for a password
2. To log in click on Administration and follow the instructions (using user and password from 1.)
3. On logging in you will see two additional menu bars, the upper has "Dashboard" "Content" "Structure" "Configuration" and "Help". "Content" gives a view of all content on the site with the option to add content. Structure enables menu's to be changed.
4. The lower menu bar has "Add content" and "Find content" and is an alternative to using "Content" in the upper menu bar.
5. To change content go to the page you want to change and click on Edit (On the main page just above the page content). The Editor is supposed to be WYSIWYG, but it is worth experimenting with formats. If you have trouble, e.g. images not displayed change Text format (below the main content box) to Full HTML. Always click on Save when changes made (otherwise they are lost).
6. Images are added by clicking on the square box at the beginning of the fourth block. It brings up a screen titled "Image Properties". Click on the "Browse Server" button and a window showing what files are on the server will be shown. In the top left there is a button to upload a new image.
7. Tables are added by clicking on the square table icon two to the left of image. To alter the tables I suggest using plain text editor (the option just below the text window).
8. Adding content uses the same tools as altering content, there are some additional options and settings that need to be considered so it is linked appropriately:
 - a. Options for type of content e.g. Basic Page is just that, Blog entry automatically goes into news, Resources page enables many files to be added to a page.
 - b. Title this is shown when the page is displayed (it is also the name used in "Find content").
 - c. Body and text format (as explained above)
 - d. URL path settings (enables a page to be put into more than one menu)
 - e. Menu settings (enables a page to be put into one menu)
9. Illustration of creating a new page as part of "Finance Committee pages"
 - a. Click on "Add content" and set up a Resources page called "Budget cycle and process"
 - b. Set URL path settings to "Finance_budget" (Finance is used to display Membership Board menu on all Finance pages)
 - c. Click on Save
 - d. Put it into the second level drop down menu under "Membership Board"
 - i. Click on "Structure", then "Menus"
 - ii. Click on "List links" for "Main menu" then click on "Add link"

- iii. Put "Budget cycle and process" into Menu link title
 - iv. Put "Finance_budget" into Path
 - v. In Parent link use the dropdown to set "Finance Committee"
 - vi. Click Save
- e. Put into the Membership Board menu (displayed in the left column of the page)
- i. Click on "Structure", then "Menus"
 - ii. Click on "List links" for "Membership Board menu" then click on "Add link"
 - iii. Put "Budget cycle and process" into Menu link title
 - iv. Put "Finance_budget" into Path
 - v. Click Save
10. To add a video using <iframe> - On the page where the iframe is wanted put the editor into "plain text editor mode " (it's in blue just below the content box), copy in the text e.g. "<iframe src="http://player.vimeo.com/video/37488461" width="500" height="281" frameborder="0" webkitAllowFullScreen mozallowfullscreen allowFullScreen></iframe>" and save.