

# User Guide



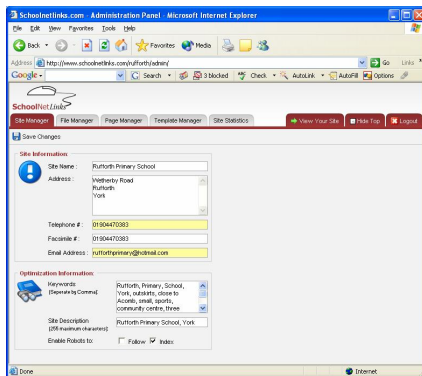
A help guide for using the SchoolNet Links  
administration interface.

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## Introduction

Welcome to the website creator user documentation. If you are having problems using the administration area, you should find the answer to your questions within the contents of this file. If your questions are not answered herein, please email [support@schoolnetlinks.com](mailto:support@schoolnetlinks.com)



The admin interface

Your website is controlled using an administration interface. To access this, you need a username and password, which will have been provided when your website was initially set up.

By selecting the tabs along the top of the administration interface, you can administer certain sections of the website as detailed below.

## Site Manager

### What is the site manager?

The site manager is an area which contains all your contact details and information about your website.

### Site Information

Contains your contact details and details about the site, such as the title of the site.

### Optimisation Information

Contains **key words** which are used by search engines to find your site **Site description** is a succinct description of your website when it is shown on the search engine.

### Enable Robots to: Follow/Index

If selected, this option will allow search engine (ie Google) robots to look at your site and list it in the search results.


## ***File Manager***

### **What is the file manager?**

The File Manager stores the files which you have **uploaded** to your website. You can upload documents, such as Microsoft Word documents, or you can upload images that you might want to put in your web pages. Once your files are uploaded to the file manager, you can update the website from any computer and still see the files you've uploaded.

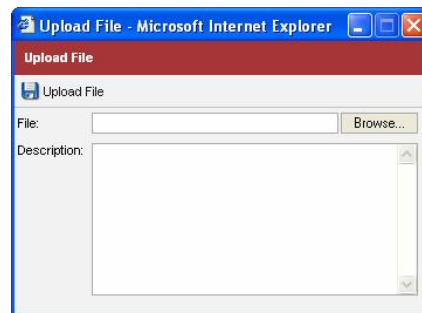
### **Uploading a document or an image to the file manager.**

Once in File Manager, click on **Upload File**

icon. 

**Browse** to upload a document or an image from your hard drive.

You can add a description of the document or image so that you can select it easily from the file manager in future.



*Note: when uploading an image ensure that the image has been resized to an appropriate size using software built into windows such as Microsoft Photo Editor or Paint. We recommend no more than 350 pixels for the width of your images.*

### **Downloading a file**

Click on **Download File** to save a copy of that file to another place, a disc, a CD or to the hard drive of the computer you are working on.

### **Creating a folder**

**Click on Create a folder** to store documents in a manageable order so that you can locate the document quickly e.g. you may use one folder for all images and another for all documents. You may decide to use a folder for each page or for every year group. Each folder can contain other folders to separate documents even further. You can create your own document management system.

## **Deleting a file/folder**

When you click **delete**, you are deciding that you no longer need the file or folder that you have selected, nor the content of it on your website. Once you have deleted a file or folder, there is no way of recovering it, so make sure that you really want to delete it beforehand.

## **Viewing your files**

- **Detailed view of files**

Allows you to view file, description, size and type as a list.

- **Files in Icon format**

Allows you to view files as icons.

- **Thumbnails**

Allows you to view files as thumbnails, which are small pictures of your files.

## ***Page Manager***

### **What is the page manager?**

The Page Manager is the most important part of your administration area, since it is where you control the content of your website. The page manager area is where you **create pages**, **create sub-pages** and **manage the content** of these pages.

A selection of icons allows you to select options for the formatting of your webpages. You should be used to a lot of these options if you have ever used a desktop packaging tool such as MS Word before. A lot of these options are simple and self explanatory, such as clicking on the **bold** or *italic* buttons. For this reason, this section is not an exhaustive explanation of each and every function of the page manager.

Below you will find instructions on how to implement the more complicated options within the page manager.

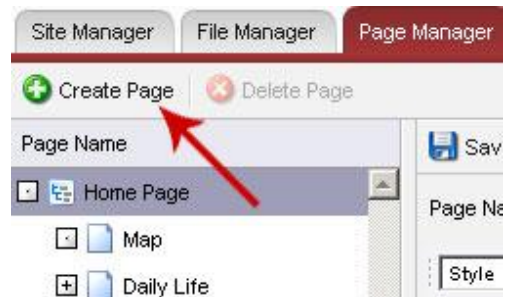
## Creating Pages

When you create a new page, you add a page to your website. You can create 'main' pages, which appear as part of your navigation, or you can create 'sub-pages', which will be hidden from your main website navigation.

### Creating a main page.

In order to create a page which will appear as **part of the main navigation menu**, you must have the **homepage** selected.

1. Click on the create page button.
2. Type the name of the new page in the pop-up window.
3. Select 'standard page' as the page type.
4. Click Save Changes.



### Creating a sub-page

If you want to create a sub-page, **before** you click on **Create Page**, have the page under which you want a sub-page created, selected.

1. Click on the create page button.
2. Type the name of the new page in the pop-up window.
3. Select 'standard page' as the page type.
4. Click Save Changes.

When the page reloads, you will notice a + sign next to the main page which you have just created a sub-page for.

### Editing a page

Editing a page, means that you are changing the content of an already existing page of your website. You may need to add a new image or text, or perhaps delete some information that is out of date.

To edit a page, click on 'Page Manager', in the left hand frame, select the page which you would like to edit and the page appears in the main frame. From this point, you can use the formatting buttons, such as bold, italic etc, in order to format your page.

## Deleting a page

When you delete a page, you are deciding that you no longer need that page, nor the content of it on your website. Once you have deleted a page, there is **no way of recovering it**, so make sure that you really want to delete it beforehand.

To **delete** a page from the website:

1. Click on the 'Page Manager' tab
2. Select the page you wish to delete
3. Click the 'Delete Page' icon.

## Saving a page

When you are happy with the contents of your page, you should save it to make sure you do not lose the work you have just done.

1. To save a page, click on the 'Save' button at the top left of the page editor screen.
2. A message will inform you that your page contents have been saved.
3. Your page will be re-loaded on your screen.

## Re-Ordering a page

Re ordering a page in your website, means that you are changing its position in the main navigation of the site.

To change the order of a page

1. Click on the 'Page Manager' tab.
2. Select the page you want to re-order.
3. At the top right of the editing toolbar, change the page ordering number.



*Note: the Homepage is 0. You can only change the numbers of the new pages you have created.*

## **Editing Pages**

### **Inserting an image.** [Interactive Demonstration.](#)

'A picture paints a thousand words.' One of the main things you are likely to want to do, is insert an image on your webpages. You could even create a page called 'Image gallery' with several sub-pages dedicated to your school's photos.

To insert an image.

Before inserting an image, make sure you have:

- **Uploaded the image** to the File Manager.
- Resized the image appropriately.

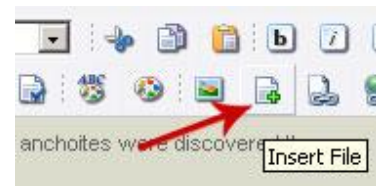
1. Make sure you are in the 'Page Manager' area.
2. Select the page you want to edit.
3. Point your mouse cursor to the area of the page where you want to insert the image and click.
4. Choose the insert image icon.
5. Select your image from the pop up window and click insert image.
6. When the page reloads, you should see your image.
7. Save the page.



### **Inserting a link to a file.** [Interactive Demonstration.](#)

Before you attempt to insert a link to a file, make sure you have uploaded the file to your 'My Files' area beforehand. You can link to any different types of file you want to, e.g. PowerPoint, MS Word, PDF etc.

1. Make sure you are in the 'Page Manager' area.
2. Select the page you want to edit.
3. Point your mouse cursor to the area of the page where you want to insert the link to a file and click.
4. Choose the insert file icon.
5. Select your file from the pop up window and click insert file.
6. When the page reloads, you should see the following text: 'Insert your file link here'.
7. Select the text with your mouse



8. Type your new text to link to the document, making sure you **don't hit the space bar**, as this will break the link, e.g. linktoschoolprospectus
9. Now insert the breaks to make sense of the new link e.g. link to school prospectus
10. Save the page.

### **Inserting a table.** [Interactive Demonstration.](#)

When you're trying to lay your webpage out properly, it is often of use to be able to put a picture and text side by side for example. In order to do this, you have to use a 'table' and put the text and image in different cells.

To insert a table:

1. Make sure you are in the 'Page Manager' area.
2. Select the page where you want to insert the table.
3. Click on the place in the page where you want to insert the table.
4. Click on the 'insert table' icon.
5. In the table properties window, adjust the properties of the table as you wish.
6. When you are happy, click the 'insert table' button to view the table on your webpage.

### **Table properties**

- **Cellpadding** – controls the thickness of the border around the table
- **Cellspacing** – controls the distance of the contents, from the edge of the table cell
- **Width** – controls the width of the table. You can set this to a percentage of the page (60%), or you can set it to a specific pixel size (200)
- **Height** - controls the height of the table. You can set this to a percentage of the page (60%), or you can set it to a specific pixel size (200)
- **Background Colour** – allows you to change the background colour of the table.
- **Border** – controls the size of the border around your table. If you do not want a border, leave this field blank.

## ***Template Manager***

### **What is the template manager?**

The template manager controls the overall look and feel of your website. Because of this, you must use the template manager with care. If you are unsure of how to use the template manager section properly, please contact **SchoolNet** *Links*.

Any alterations made to the template will affect **every** webpage within your website. For example, you may want to have your school's address visible on every page of your site. In this case, you can edit the template and save it. Every other page of your site will now have the new template changes visible.

The template manager also allows you to choose a new template design, if you are unhappy with the look and feel of your current template.

### **Amending current template**

Amending your template is a simple process. You are able to use all the same tools as you can when using the page manager. You must be aware that any amendments you make to the template page, will affect **ALL** pages of your website, so please use this with care and careful consideration.

### **Choosing a new template**

If you are unhappy with the template design you initially chose, you can select a new design to apply to your website. In order to do this, click on one of the templates listed in the left hand pane. You will see a small preview appear, and the template will be loaded into the main frame of the page. To apply a new template, click the 'save' button.

If you want to return to your original template **DO NOT CLICK SAVE**. Instead, you should navigate to another area of the site and then return to the template manager section.

## ***Miscellaneous buttons and features.***

### **View your website**

This button allows you to view your actual website on the World Wide Web as your users will be able to see it.

Your website will open in a new browser window, so it is easy for you to switch back to the administration panel and continue building and editing your site.

### **Hide top**

Clicking on this button allows you to have more space to work in the Page Manager. Press F11 for even more space and press F11 again to return to the original size.

### **Log out**

Once you've finished editing your website, you should always log out to ensure that other computer users cannot accidentally change your website. Click on the log out button to return to the Login area where your Username and Password have to be entered before re-entering the website manager.