



# Quick Start Guide

# Quick Start Guide

## Working with Pages on your website

### Key Pages –

**Content Page – Standard page for text and images**

**Event Page – An event item**

**Blog Article – A News item**

**Asset Lister – A Page that displays a list of files in a set folder in your Files and Images section.**

## How to add a page to your site

- Log into your website admin area which is your website address i.e. [yourorganisation.onesuffolk.net/admin](http://yourorganisation.onesuffolk.net/admin)
- On the left hand bar, click on the very top heading (usually your organisation name) below “Allow drag and drop re-ordering” so that it is highlighted.
- Click “Create” and on the drop down that appears click “Content Page” if you want a standard page.
- Click “Go”
- On the new page that comes up on the right hand side, give your new page a “Page Name” and this will automatically complete the Navigation Label section for you.
- Fill in the content you want to appear on your page in the “Content Section”
- Click the “Behaviour” tab and if you want it to be a “top level” page which appear in the main menu then ensure that “top level page” is selected and “Show in menus” is selected. If you want it to be a sub page of another so it appears in the menu of that sub page then select the “sub-page” option and choose the page in the dropdown where you want it to appear under.
- Click Save and Publish

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## Adding Images in pages

- Open the page you want to insert the image into
- In the main content section on your page, click the mouse where you want to insert the image and click the "Insert Image" button on the toolbar
- You will notice a bar on your right hand side appear. If you know you have already uploaded the file then click on the "Choose Folder" dropdown and browse to the folder where you uploaded it to.
- Once you have done this, a selection of your images will appear in a grid below where you can choose the image you want to (or you can even do a search if you know the filename you gave it). Click on the image you want to add, type in some text to describe the image in the "Alternative Text" box and then click "Insert Image" at the bottom right hand corner.
- Before you click "Insert Image" be aware of the Dimensions of the image. 200 x 200 will give you a relatively small image.
- At point 3 In these instructions, if you haven't uploaded the image yet then you will need to click the "Upload File" link and then click "Choose File". Once this has been done you can browse your computer and double click on the file you want to upload and then upload it. You can then move onto step 4 in these instructions.

## Adding Links in pages

- Type the wording you want the link to be named as (it doesn't have to be the website address)
- Highlight the text
- Click the "insert link" button on the editor toolbar
- You will see a right hand side bar appear. Select "Another Website"
- Type in the full website address in the "URL" box
- Select the "open in new window" box
- "Click Insert Link"
- Click Save and Publish

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## Adding Events

- Click on Events, along the left hand side bar so it is highlighted
- Click Create (under Page Tree)
- Click Event Page from the drop down menu
- Click Go
- Give your event a "Page Name" and "Navigation Label" on the "Main" tab
- Add any content to the "Content" section on the "Main tab"
- Click on the "Event Details" tab and ensure you complete all of the boxes on this page. The event will then automatically create the correct year and month folders so you don't need to do this.
- Click "Save and Publish"

## Adding News Items

- Click on News, along the left hand side bar so it is highlighted
- Click Create (under Page Tree)
- Click Blog Article from the drop down menu
- Click Go
- Give your news item a "Page Name" and "Navigation Label" on the "Main" tab – ensure you give it a date and time (very important)
- Add any content to the "Content" section on the "Main tab"
- Click "Save and Publish"

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## Working with Files

### Adding Files in pages

- Open the page you want to insert the file into
- In the main content section on your page, click the mouse where you want to insert the file and click the "Insert Link" button on the toolbar
- You will notice a bar on your right hand side appear. If you know you have already uploaded the file then click on the "Download a file" radio button and then click into the "File" box and browse to the folder and file you want to add to your site.
- Make sure you give your file some Link Text in the "Link Text" box and make sure you tick the "Open link in a new window" box and click "Insert Link".
- At point 3, if you haven't uploaded the file, then you will need to upload the file first to the Files and Images section by using the instructions below.
- Click Save and Publish

### Uploading Files to Files and Images

- To do this, click on "Files and Images" along the top bar
- Click the "Upload" tab
- Click "Choose File"
- Browse to the file you want to upload and double click on the file.
- Click "Upload Files Listed Below". The screen will go blank and will not confirm that your file has been uploaded but generally if it doesn't come up with an error then it will have completed it.

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## Working with Files (cont)

### Using the Asset Lister Page Type

An alternative to manually adding links to files is to use a “Asset Lister” page type. This is great if you have a medium to large number of files you want to display on a page and is often easier to manage the manual way of doing it on the previous page.

To do this you need to create an Asset Lister page by following the instructions below.

- On the left hand bar, click on the very top heading (usually your organisation name) below “Allow drag and drop re-ordering” so that it is highlighted.
- Click “Create” and on the drop down that appears click “Asset Lister Page”
- Click “Go”
- On the new page that comes up on the right hand side, give your new page a “Page Name” and this will automatically complete the Navigation Label section for you.
- In the “folder” section, click on this and select the folder where the files you want to display are stored In the Files and Images section.
- Click Save and Publish.
- Once you have done this, you just need to upload the files to the Files and Images section and then they will automatically appear in this new page – as long as you have uploaded them to the page you chose. To upload files, follow the instructions on page 5.

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## Working with Files (cont)

### Using the Asset Listing Widget

The third way of working with files is to use a widget called the Asset Listing Widget.

This works the same way as the Asset Lister page type but instead displays files in a small section on the left hand bar of any chosen page. This is fine if you have a small number of files you want displayed and you would prefer them not to be in the main page.

To add this widget, you may need to contact the One Suffolk helpdesk on 01473 345360 to get this widget added to your site.

- Once it has been added to your site, go to the page of your choosing and click on the widgets tab
- Click the arrow next to the Asset Listing widget so that it appears on the right hand side
- Once it is on the right hand side, give your widget a title and then on the folder dropdown select the folder in "Files and Images" that hold your files.
- "Click Save and Publish"
- Once you have done this, you just need to upload the files to the Files and Images section and then they will automatically appear in this new page – as long as you have uploaded them to the page you chose. To upload files, follow the instructions on page 5.

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## Working with Image Galleries

To create an image gallery, follow the instructions below.

- On the left hand bar under Page Tree, click "Create".
- On the dropdown below this click "Image Gallery"
- Click "Go"
- Give you new gallery a Name and Navigation label by clicking into the respective boxes on the "main" tab
- Click the "Images" tab
- Click Add Gallery Image
- Give the image you want to add a Title by typing in something to the "Title" box
- Click "Save and Add Image"
- Under "Attach Image", click "From the File Store" and choose the image from the folder you want to add.
- Click "Attach Image"
- Click "Save"
- Click "Save and Publish" on the page.
- Repeat process from point 6 onwards to completely add all your images