

Web Site Editing

To log in to the editing site:

- Go to www.ecok.edu/login and login using your Login ID and Password.

To toggle the editor:

- Blue areas are editable. Click on **Edit Content Modules** in the black box to the right of your screen (or Ctrl + E) to toggle the editable areas on and off.
- **IF YOU EDIT THE FRONT PAGE, YOU WILL NO LONGER BE ALLOWED TO EDIT THE WEBSITE.**

To go to your section of the Web site:

- Click on **Site Navigator** in the black box to the right of your screen.
- Click on the Plus Sign (+) next to the word **Root**.
- Find your section of the Website by clicking on the appropriate link.

To edit an existing page:

- Toggle **Edit Content Modules** to make the correct page editable (blue).
- Click in the blue area. The editing box pops up. (Notice it looks similar to a Microsoft Word document editor.)
- When finished editing, click **Save** – this is like saving a draft.
- View the page. If the page looks as you want it to appear, click **Submit**.
- A pop-up window will open and ask you if you want to submit the page. Click **Yes!**

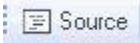






To add a new page:














- Click **Add Page** in right hand black box.
- Click **content**.
- Add a page name. This is the web name that appears in the top bar of the page, so *make it readable!*
- The Page **Category** is where your category is located. **PUT YOUR PAGE ONLY IN YOUR CATEGORY!**
- The Web-safe name cannot contain spaces or special characters. You **can** use caps and lower case letters and underscores. For example: **myPage** or **My_Page**. You **cannot** use: **My Page**.
- **Template Category – ECU.**
- **Template – Interior.**
- **Style – Default.**

- **Preset** – this will set the left menu to your department’s specific menu.
- Click **Save**. Your new page is created. If it is done correctly, you will have the left hand menu for your specific Web site, the top bar menu, and a blank content section. In edit mode, the blank section has a black/white + located at the top left of the content section.
- Click the black/white + only the first time you edit the page.
- Select the **Rich Text** tab at top. You won’t use the other tabs.
- The **Source** tab at the top left of the editor can be clicked to enter HTML code for those of you who prefer to use HTML to build your pages. The source tab is a toggle between the source screen and the “Word” type editor.

Using the editing Tabs:



-  **Source** – Switch to HTML mode to edit your page with HTML. Toggles back to editor mode to edit with the build-in editor.
-  **Undo** – Undo any editing you just made.
-  **Redo** – Redo any editing you just deleted with Undo.
-  **Find** – Highlights any word entered into the editing area.
 - Search by matching the whole word
 - Search by both whole word and case
-  **Find/Replace** – Works like Find, but will replace the word it finds with the word typed into the replace textbox.
-  **Maximize Editor Page Size** – Turns the editing page into a full screen.
-  **Insert/Edit Image** – **PICTURE MUST BE SMALLER THAN 580 PIXELS WIDE** – use photo edit software to adjust photo.

- Upload the image to the server
- Add an image to the page
- Link the image to another page
- Set the target window when the image is clicked
- Set an alternate text to the image when hovering over the image with the pointer
-  Insert/Edit Image Map – (*Hmm...I'll let you know if I figure this one out!*)
-  Insert/Edit Flash – Please do not upload flash!
-  Insert/Edit Table – Make a table. Tables can contain text, pictures, and links.
-  Insert Horizontal Line – Horizontal lines can add order to a page.
-  Insert Smiley – Please do not use Smileys.
-  Insert Special Character – Contains many different special characters, such as letters with accents.
-  Text Color – Allows you to change the color of the text on the page.
-  Text Background Color – Highlights the text in color.
-  Text Styles – Bold, Italic, Underline, Strike-Through, Sub-Script, and Super-Script
-  Insert/Remove Lists – Make Numbered or Bulleted Lists
-  Decrease/Reduce Indent – Indent text to the Right or Left
-  Justify – Left Justify, Center, Right Justify, Block
-  Links – Link, Unlink, and Anchor

- **Save** changes – this is a draft. View the page. If everything looks correct, submit the page.
- **Page Properties** lets you view the options of how to set up your page.
- **Duplicate Page** – you probably won't use.
- **Site Navigator** – this is a directory used to find a page, especially if you don't have the page linked to anything.
- **File Manager** allows you to see the documents/photos you've uploaded.

The **BLACK BOX** on the left:

- This is your menu for your department. This menu box is only editable by your Webmaster. If you require changes to your department's menu box, you must contact your Webmaster.

The **Menu** at the Top:

- This menu box is only editable by your Webmaster after approval by IT Director.

Webmaster Contact Information:

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