

Editing the site library

Once you're logged in, if you have the right permissions you can add and delete site library content (including documents and images) and change library items' reference details.

Once a Document or Image has been added to the site library, it can be added to any Page on the site. Website visitors will also be able to find it by searching for content – items in the site library will appear in users' search results even if they have not been added to a Page.

The Admin area





Documents

Follow the 'Admin' link (on the top right of any page on the website); this will take you to the Admin area. Under 'Content Management', select the 'Documents' or 'Images' folder. This will give you a full list of each of these items in the site library. You can change the sort order of the items in this list by selecting the list headings (eg. 'Title').

You can filter this list, or search for a particular item, using the 'Filter' options above the page list; eg. to find documents titled 'Parish Election Results May 2003', 'Notice of Parish Council Vacancy' and 'Timetable for Parish Elections' you could type 'parish' into the keyword field.





Images

You can't directly edit the document or image here, but you can edit the library entry for it by selecting the  ('Edit') icon. You can also select  ('Delete') to remove the item from the library.


Adding new content

There are two ways to add library content; by using the image and document tools in the page editor, or through the Admin area.

In the page editor

When editing a page, you can use the  (Insert Image) and  (insert attachment) buttons on the text editor toolbar to insert images and documents; you can also upload images and documents in this way and they will be added to the site library. See 'Website Guide 2 – editing web pages' for more information.

In the Admin area

Follow the 'Admin' link (on the top right of any page on the website); this will take you to the Admin area. Under 'Content Management', select the 'Documents' or 'Images' folder. This will give you a full list of each of these types on the website. Select the  ('Add New') icon.

The Document edit screen

- **Upload:** This allows you to add a document from your computer. The library will accept any document file format, but you should note that not everyone will have the right software to view a particular format.
 - **Adobe Portable Document Format (.pdf)**

This is the recommended format for most documents as virtually everyone is able to view documents saved in this way, or can download free viewer software. This is also the best way of ensuring that the formatting of a document is preserved and the end user sees the document the way you intend them to. You will need Adobe Acrobat or an equivalent program to create PDF files.

Other popular formats include:

- **Rich Text Format (.rtf)**

Most if not all word processing programs read and save files in this format. Some text formatting is allowed within the document.
- **Microsoft Word (.doc)**

Many, but not all, of the people who use your website will use Microsoft Word. For many other computer users a free viewer is available from Microsoft to allow .doc files to be viewed but not edited. However, even if people have the right software to view the document it may not appear the way it is intended due to issues such as the fonts used in the document.
- **Plain text (.txt)**

This is a universal format which every computer user will be able to read, however it does not allow for any formatting whatsoever and is only suitable for the most basic documents.
- **Spreadsheets and presentations**

A common spreadsheet format is Microsoft Excel (.xls). For users who do not have Excel installed, a free viewer is available from Microsoft; however it might be better, if possible, to use PDF format instead. A common presentation format is Microsoft Powerpoint (.ppt). For users who do not have Powerpoint installed, a free viewer is available from Microsoft; however it might be better, if possible, to use PDF format instead.
- **Title:** this will appear as the link text for the Document when you add it to a Page, in search results and in the listings in the Admin area
- **Classification:** the classifications in this list are those recommended by the Information Commissioner to describe the type of information the document contains. This will help users find the information they need, and will also help fulfil the requirements of the Freedom of Information Act
- **Description:** this is a brief summary of the contents of the document; this may appear in search listings, and will help users search for and find the information they need
- **Category:** select the categories that apply to the document. You can select a category from the drop-down list; you can narrow this list down by typing a keyword into the text box above the list. By selecting 'Add Category' you can add as many categories as you want to a document. Categories are used to link related content and to help users search for and find the content they want
- **Copyright:** enter any copyright declaration here
- **Owner:** You can set the owner of the document by selecting from a full list of registered users

The Image edit screen

- **Upload:** This allows you to add a document from your computer. You can use the following image file formats:
 - **JPEG (.jpeg or .jpg)**
This is the recommended format for photographs as it allows the best compression, meaning smaller file sizes and shorter transfer times for users
 - **GIF (Graphics Interchange Format – .gif)**
This is a common format for images such as diagrams and logos, where there are a solid colours, straight straight or well-defined lines and sharp transitions between colours
 - **PNG (Portable Network Graphics – .png)**
This is a less-common format for simple graphics, and is an alternative to the GIF format
- **Title:** this will appear in search results as the name of the image and in the listings in the Admin area
- **Description:** this is a brief summary of the contents of the image; this may appear in search listings, and will help users search for and find the information they need
- **Category:** select the categories that apply to the image. You can select a category from the drop-down list; you can narrow this list down by typing a keyword into the text box above the list. By selecting 'Add Category' you can add as many categories as you want to a image. Categories are used to link related content and to help users search for and find the content they want.
- **Copyright:** enter any copyright declaration here
- **Photographer:** if the image is a photograph and you know the name of the photographer, enter it here
- **Owner:** you can set the owner of the image by selecting from a full list of registered users