


Editing Pages

Once you're logged in, if you have the right permissions you can create new web pages and edit existing web pages.

There are two ways to edit a page: by going to the page itself, or by going to the Admin area.




Going straight to the page

Navigate to the page you want to edit, and select the  ('Edit') icon.

Finding the page 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 'Pages' folder. This will give you a full list of all the pages on the website. You can change the sort order of the page in this list by selecting the list headings (eg. 'Title').

You can filter this list, or search for a particular page, using the 'Filter' options above the page list; eg. to find pages titled 'Public Transport Information', 'Local Transport Plans' and 'Transport Assessment' you could type 'transport' into the keyword field.

Once you've found the page you want to edit, select the  ('Edit') icon. You can also select  ('Delete') or  ('Preview'—takes you to the 'public' view of this page).

Also in the Admin area is the 'My Pages' folder; this lists all pages for which you are listed as the Owner.


Creating new pages

There are two ways to create a page: by going to a page on the website and adding a subpage, or by going to the Admin area.

Creating a subpage

Navigate to the page you want to add a new page to, and select the  ('Add New') icon.

Creating a page 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 'Pages' folder. This will give you a full list of all the pages on the website. Select the  ('Add New') icon. You can also do this in the 'My Pages' folder.

The page edit screen

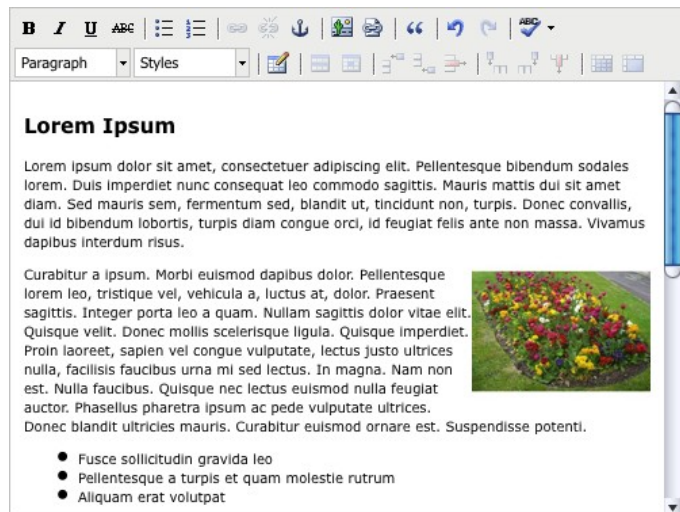
The page edit screen is divided into three tabs: 'Details', 'Metadata' and 'Advanced'. On each tab, 'required fields' are marked with an asterisk; these fields must be completed before the page is saved.

Details

- **Title:** this will appear as the main heading of the page, in search results and in the browser's title bar
- **Page Name:** this is the part of the webpage's internet address that is unique to the page; eg. in www.example.com/pages/example, 'example' would be the page name. This will be filled in as you type the Title, but can be changed if necessary. The page name must be unique (every page name on the site needs to be different) and this is checked as you type
- **Description:** this is a brief summary of the page; this may appear in search listings, and will help users search

for and find the page

- **Display description as introduction to article:** if 'Yes' is selected, this will show the description as the first piece of content on the page
- **Body:** you can create and edit page content in here. The page editor includes some of the functions of a word processing package, allowing you to apply basic formatting such as bold and italic text, and create tables and bullet-point lists. You can also add pictures and attachments (links to documents) in the text editor.





























Metadata

- **Category:** Select the categories that apply to the page. 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 page. You can also select 'Auto-Populate' for category suggestions based on the page's content. Categories are used to link related content and contacts, and to help users search for and find the content they want.

Advanced

- **Resource available from/to:** If your page consists of content which needs to be embargoed for future release, or needs to be removed from public view at a specific date in the future, you can select a 'from' or 'to' date (or both)
- **Display relevant contact information:** This is set to 'yes' by default, meaning that contacts with the same categories as your page will be displayed automatically on the page. Select 'no' to turn this off.
- **Owner:** You can set the owner of the page by selecting from a full list of registered users.
- **Parent page:** this is the page on which your page will 'live'; this determines where the page is placed in site navigation. If you are creating a subpage, this will be filled in for you; if you have created a page from the Admin area you will need to select a parent page for your page to appear in the site navigation.

Text editor tools

Text formatting	Other editor tools	Table formatting
 Bold	 Insert/edit picture	 Insert table
 Italic	<p>Use this to insert a picture from the site library or upload a new picture. If an existing picture is selected, this button allows you to edit its title and alignment</p>	 Table row properties
 Underline	 Insert attachment	 Table cell properties
 Strikethrough	<p>Use this to inserts a document from the site library or upload a new document . If an existing document is selected, this button allows you to edit its title and alignment</p>	 Insert row before
 Bullet list	 Undo	 Insert row after
 Numbered list	 Redo	 Delete row
 'Blockquote' (indented text)	 Spell check	 Insert column before
Format <input type="text"/>	 Insert/edit weblink: Turns highlighted text into a weblink	 Insert column after
Drop-down list of preformatted heading and paragraph styles	 Delete weblink: Removes the weblink from selected text	 Delete column
Styles <input type="text"/>	 Insert/edit anchor: Inserts an anchor, to which you can link from elsewhere in the current page	 Split merged table cells
Drop-down list of custom paragraph styles		 Merge table cells

Saving, previewing and publishing

At the bottom of the page edit screen are buttons to allow you to save the page. Which buttons you see depends on whether you have 'Approval' permission.

- **Save and Preview:** This button saves a draft version of the page, and takes you to a preview of the page so you can review your work before publishing it. Draft pages, or draft versions of pages, can't be seen by public website visitors until they're published. You can edit and save a page as many times as you like before publishing it, and you can discard changes and revert to the published version of a page if you need to.
- **Save and Publish:** This button saves your page and publishes it, so public website visitors can see it. You will only see this button if you have 'Approver' permission.
- **Send for Approval:** This button saves your work and submits it to a page approver who will review it before publishing. You will see this button if you don't have 'Approver' permission.
- **Cancel:** This will discard any changes you have made.

Content Approval

The Content Approval folder in the Admin area will show any pages (and news items, if you have permission to create and edit them) that you have created or edited which are awaiting publication.

- If you have 'Approver' permission, you can publish any page listed here
- If you do not have 'Approver' permission, this will additionally show any pages which you have submitted for Approval and publication; you can discard the changes (and remove the approval request).

The list on this page can be narrowed down with the filters

- **Status:** 'Draft' will display any items which have been created/edited but not published; 'Pending Approval' will show any items which have been submitted for approval (this is the default)

To publish a page, select the ✓ ('Publish') icon you can also select the 🔍 ('Preview') icon to view a summary ('Admin Preview') of the content.

Admin Preview

The Admin Preview will show you a summary of a page, so you can quickly review and changes that have been made to the content since it was last published.

This preview has ✎ ('Edit'), ✖ ('Delete') and ✓ ('Publish') icons. In addition, you can select ⏪ ('Show Previous') to view the current published version of the page, and ↶ ('Revert') to undo any changes and remove the draft version of the page.