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Logging in

Once you have been allocated a password for the web content management system (CMS) you can login at the address http://see-stage.leeds.ac.uk/typo3/ (Screenshot 1).

Enter your normal ISS username and password.

Screenshot 1
You will then be presented with the management interface for the CMS, with the modules that are available to you listed on the left-hand side and the main display window to the right (Screenshot 2 – you probably won’t be able to see this many modules).
To edit existing content

Click View under Web on the left hand sidebar, to show the page structure of the School website (Screenshot 3). You can expand or contract the page listings by clicking on the small arrow icons next to section headings. You will also see a rendering of the web page, and if you have been delegated edit rights to the page, small pencil icons will be shown next to the various text and image elements which make up the page.

Screenshot 3

Practice page

There is a “Practice page” available. Feel free to use this page to try out adding, editing and deleting sections. It isn’t linked from anywhere on the main site, so it doesn’t matter if you make a mess of it!
Using the rich text editor

Click on one of the pencil icons to load the text editor. Here you can edit your Pagecontent element (Screenshot 4). Here you have formatting controls similar to Word, although font options and sizing are controlled by the CMS style sheets.

Screenshot 4

Note that the Block style and Text style drop down boxes have no effect on the final style of the information that you enter.

Hovering over a button with your mouse pointer will bring up a tooltip to remind you of what it does.

Cleaning up text from Word

If you are copying and pasting in from Word, select all the text and click on the little sweeping brush below the I (italics symbol). Another little pop up box will appear, make sure the MS Word Formatting tick box is selected and then click OK. This hopefully should remove any HTML tags that the editor imports from Word.

If you encounter any problems with some of the text not appearing, it usually occurs because of the <span> </span> tag. Just follow the instructions below and go through your page and remove any instances of these. Any further problems contact the Webmaster.

If you click on the <> icon you will switch to a HTML view of the Pagecontent element, (Screenshot 5) allowing you to edit the code directly.

Screenshot 5
Headings

Don’t use the **Header:** box on the **Pagecontent/General** tab to insert text on the page — the layout types are not correctly defined at the moment. If you do fill in this field make sure that you select **Hidden** in the **Type** box.

Headers should be used in order to create a hierarchy of content.

Please don’t create headings just by using bold and italic, this breaks the formatting styles. Headers should be formatted using the **Heading & Paragraph formats** in the dropdown list at the top of the text boxes. The available styles have the following results:

- **Heading 1** – is set automatically to the page heading. You will not need to use this setting as there should only be one Heading 1 on any page.
- **Heading 2** – a large bold heading in the site colour.
- **Heading 3** – A bold heading in the site colour.
- **Heading 4** – A small heading in serif font for minor headings.

Normal text should be set to the **Paragraph format** – this should happen automatically but if spacings are incorrect it is worth checking that this is set.

Links

To add a link to another page in the site, to a document, to an external website or to an email address, select the text you wish to link then click on the **Link** button (Screenshot 6).

**Note** that it is considered good practice to make your link text informative. “Click here” doesn’t give anyone much idea if they see it out of context or in a search engine, “Newsletter 2010” is much clearer. Also try not to use a URL as link text – use proper text.

If you wish to add a link to a document you will either need to have sent the document to the web team first for uploading (foe-webmaster@leeds.ac.uk) or, if you have the correct permissions, you can upload documents to the Filelist in the modules on the left-hand side of the screen and then link to them.

Select the appropriate tab from the top of the dialog. On the **page** or **file** tabs click on the appropriate page or file. (You will be limited by the permissions that you have been set as to what you can see in these areas). You should automatically be returned to the editor.

For an external link enter the URL in the box, select external-link (Screenshot 7) if you don’t want the link to open in a new window, then click on **Set Link**.
Lists

Enter text as normal in paragraphs (i.e. with a return between each line) then select the text and use the list format buttons to create either an unordered list (bullet points) or a numbered list. The format of lists is set automatically by the web page styles.

Saving your changes

Once you have made your changes, click on one of the floppy disc icons at the top of the page:

This icon will save the changes and leave the editing box open.

This icon will save the changes and view the web page.

This icon will save the changes and close the editing box.

If you make a mistake, click on this icon to undo.

Please note: Changes made will not be rolled out to the separate, live website until the next working day. The update will happen overnight automatically. For urgent updates, please email: foe-webmaster@leeds.ac.uk.

Images

If you click on an image to edit, you will get an image Pagecontent editing box from where you can change or add images, create a link from the image or alter the display position on screen (Screenshot 8).

Note that you will need to resize or otherwise manipulate images in a graphics programme before you upload them to the website.

Screenshot 8
Adding new content
If you have appropriate permissions you will have a little edit panel at various points on your page. This panel gives you some further options including Add Content – the 5th icon from the left. Click on this to add new content after the existing content.

Adding new pages
If you have the appropriate permissions you can add pages as follows.

In the tree on the left-hand side click on the icon next to the page title of the page above where you want to create a new page.

Click on New, then on one of the Create a New Page options.

You must fill in the Pagetitle – this will appear in menus and the page address.

Save and close your new page using the icon at the top of the page. Your new page should be listed in the page tree. It will have a little red symbol indicating that it is hidden. To unhide click on the icon and click on Unhide.

To add new content go to the Page module. Select your new page in the tree. The page should look something like Screenshot 9.

Screenshot 9.

You are most likely to be adding content to the Main Content Area, so click on the icon with a green + sign (➕) within that area. Select Regular Text Element and you will get an editing window that is the same as the one you have used previously.

Permissions
Editing rights to the website are restricted. If you think you require rights to a certain page or section, please email your request to foe-webmaster@leeds.ac.uk – a decision on editing access will be made by the web team and the necessary rights granted as appropriate.

Please ensure that any changes you make to the website are appropriate and comply with the University’s guidelines for leeds.ac.uk domains (see http://www.leeds.ac.uk/comms/website_regulations/ for details). Breach of the guidelines or posting of inappropriate content will result in removal of editing rights.