

Key areas...

These are some key areas for editing your mini-site



Mini Site Properties

These elements can all be set up within the 'Mini Site Administration Area'

Page heading

Your page heading can be added or amended here.

Main text area

The main content of your mini-site goes in here

Mini-site navigation

These navigation titles can be amended under the properties tab.

Start here.....

Once you have applied for a mini-site you will be sent a username and password.

Go to the **Shrop.NET** homepage and click on the '**Login here**' link in the top let hand corner.

Enter your **username** and **password**. You should now be able to access your website control panel.

To get strated click on: **Design Your Website**

You should now see all your website pages in the lefthand column and the page that is selected in the main screen. You can swap between your mini-site pages by clicking on a page in the left-hand menu.

Your website should come with four pre-set pages.

Homepage
About us
Contact us
Useful links

these pages are generated from the data you provided during the application process. You can amend these pages at any time.

To begin editing your website click on '**EDIT PAGE**'. You should now be able to see an additional menu of editing tools. Click on '**EDITOR**' and when you click into a text field all of your text editing tools should become visible. The page you wish to edit should also be visible in the main preview window.

Most mini-site pages have two text entry areas: a page heading box and a much larger free text editing area.



Shrop.NET

Quick Editing Guide

DRAFT

Version 1.0

Editing tools:



MENU: takes you back to your opening options screen

WEB SITE: Provides a preview of the web page you are editing. You can return to your editing by clicking the 'ghost' EDIT button on the topleft of the screen

SAVE DRAFT
Ends your editing session and saves your work - but does not publish it on your mini-site.

CANCEL
Closes an editing session without saving your changes.

PUBLISH
Closes your editing session and makes any changes you have made go 'live' on your mini-site.

PROPERTIES
Advanced features tab includes the option to amend your webpage in names, as displayed in the navigation menu.



Cut
Copy
Paste
Undo

Insert picture

Click in the text area at the point where you would like to add a document/image. Click this icon and double click the document/image in the newly opened Gallery Browser window. The image/document will then be inserted automatically.

Insert document

CHOOSE TEMPLATE
Allows you to choose the look and feel of your mini-site. (see advanced features)

Advanced features tab
Reveals advanced editor options such as tables and the online forms.

Indent and outdent options

Bulleted and numbered lists

Text align option (left is best!)

Text or background colour

Bold & italic options

Font and heading options

Insert hyperlink. To insert a link to another website you will need to type the website name in your text editing area e.g. Shropshire Council website. Highlight this text and select the hyperlink button. Select '**a web page**' and the '**Title**'. The '**URL**' is the website address i.e. <http://www.shropshire.gov.uk> and the '**Title**' is a short description e.g. 'Shropshire Council website'. Select '**FINISH**' to complete the process.

Images, Videos and Documents Gallery

Before you can add documents, pictures or images to your web pages you will need to upload them into your image gallery. Use '**MENU**' button to return to your opening options screen and select this option.

A new window should open and in the centre of that window should be a yellow folder. Double click this folder to reveal your resources folder. Select '**UPLOAD**' from the top menu and another window should now open.

Use the '**Browse**' button in this upload window to locate the document, picture etc that you want to add to your mini-site. Click on the document/image and select '**Open**'. The top two boxes in the upload window should now be filled in. The remaining box '**Short Description**' needs to be completed. This should be a synopsis of the resource you are uploading. e.g. '**Membership application form**'.

Now click on '**OK**' to upload your resource and '**Close**' when you have finished this process. All of the Gallery Browser windows can now be closed.