

User Guide

Websites for Schools Administration website

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1. Getting started

Introduction

You can control all aspects of your website through your Websites for Schools Administration website. This is an online tool which allows you to, amongst other things, manage the text on your web pages, manage the images on your web pages, and add new web pages.

This user guide will explain how to access and use the Administration website. The guide has been written so that it has a logical flow if read from start to finish, but is still understandable if you choose to dip in and out of certain topics.

We have created the Administration website with a specific user audience in mind – teachers and pupils. We hope you find it easy to use.

Logging into the Administration website

To log into your Administration website for your school:

1. Visit the login page for your Administration website. If you do not know the web address, please ask the Administrator for your school.
2. Enter your username (which is normally your email address) and your password.
3. Click the “Login” button. You will be taken to your Administration website’s homepage.

Login problems

Forgotten your username

If you have forgotten your username you must contact the Administrator for your school.

Forgotten your password

If you have forgotten your password you must contact the Administrator for your school.

2. Introduction to the Administration website

Introduction

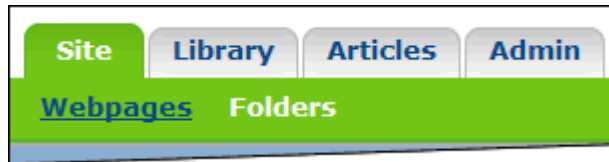
Most web pages within the Administration website will look similar to the pages on your Public website (your live website that the general public will visit). This means that you are able to browse your website while within the Administration website and choose to edit content where you wish.

The screenshot below shows an example page viewed in the Administration website and the Public website. You can see that when viewed in the Administration website the page is surrounded by various tools. These are what you use to edit the content of your website. In the next section you will find an overview of these tools.



The top navigation menu

The top navigation menu is visible on every web page within the Administration website. It allows you to access many of the tools that you need to control your website. An example of the top navigation menu is shown in the screenshot below:



If you click the tabs within the top navigation menu (for example “Site”), secondary options will appear in the green band below (in the example above “web pages” and “folders”). An overview of each of the tabs is given below:

Site

Use this section to add or delete new web pages or folders (web pages sit within folders).

Library

Use this section to view, add and delete the images and downloadable files that appear within your website.

Articles

Use this section to add, edit or delete any news articles or events listings that appear within your website. Please note this is optional functionality and may not be available on your website. Ask your Administrator for clarification if you are unsure.

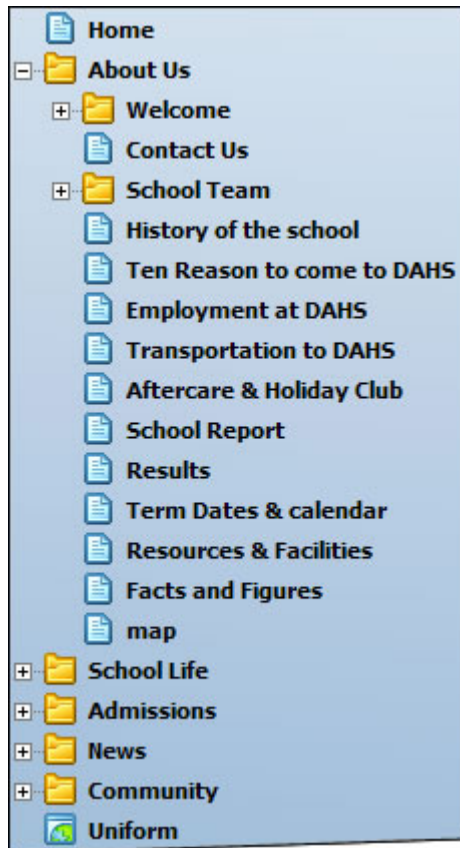
Admin


This section is only visible to those that have Administration rights. From within here you can manage user accounts (including setting access levels) and control other administrative functions.

Browsing your website when in the Administration website

Using the site map

Click the “Site map” link within the window to the left of the Administration website. This link will expand and collapse the site map - a tree structure which shows the web pages within your website. This allows you to quickly navigate to any page in the website. An example site map is shown in the screenshot below:



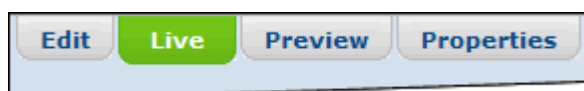
The first view that you see will show all the top level “folders” of your website. By clicking the  next to each of these folders, the menu will expand to reveal the pages inside. This works in the same way that folders and files are displayed within Microsoft Windows.

If you click on any of the page names within the tree, that page will appear in the main window to the right. Once a page of the website is visible to the right you can browse the website just like you would with the Public site. However, you will see that some tabs appear at the bottom of the page. These help you to edit the content of the website and are covered in the next section.

If your website has only 1 level of navigation you may not have folders but a simple list of web pages.

Browsing your website in Live, Edit and Preview modes

When you have clicked on a web page within your Site map, 4 tabs are displayed at the bottom of the page that appears in the main window to the right: “Edit”, “Live”, “Preview” and “Properties”. The tabs are shown in the screenshot below with the “Live” tab having been clicked.




The first 3 tabs show that page in different states and Properties allows you to define information on that page including that which will help search engines to find it.

The basic process that should be followed when managing content on your website is as follows: Edit your page, preview your page, and then publish your page (or send for approval if you do not have the authority to approve or publish pages yourself).

The Edit, Preview and Live tabs follow this process and are described in more detail below:

Edit

When the Edit tab is selected you are able to browse the website in Edit mode. This means that you can see content that has been changed but not yet published. In Edit mode, each piece of content that you are allowed edit on the page will be surrounded by a dotted line. If you wish to edit a piece of content (for example, change a piece of text or add or change an image) click the  to the top right of the dotted line. For more information about editing content see *Managing the content on your website*.

Preview

When the Preview tab is selected you are able to see unpublished changes to your website. The website will look exactly how it will once all the pages are published.

Live

When the Live tab is selected, you see the same web pages that anyone browsing the Public site will see. All the live pages have been published.

Properties

The 4th tab – Properties allows you to, amongst other things, enter information that can help search engines such as Google find your web page.

3. Best practice

Writing text for the web

It is important that you read through this section before starting to add text to your web pages.

When people read the text on the web they tend to *scan* rather than *read* each word like they would if they were reading a book or magazine. This means that people find web text easier to read if it is short and to the point rather than long and descriptive. By keeping your text concise, and by using bullets and plenty of section headings to provide structure, you will encourage visitors to read it.

Formatting your text for consistency

To make the text on your website look consistent from one page to the next we recommend that you use the same font, point size (the size of your text), weight (bold/italics etc) and colour for your main text and the same font, point size, weight and colour for your headings. There are some standard styles that you can apply to headings using the editing tools within the Administration website.

However some school websites, often Primary schools, may prefer to adopt a more colourful and vibrant look and feel to the text on their websites.

About using images on your website

To add images to your website you must upload them to your online image library. This is covered in detail in *Add images to your library*. However, before you begin to upload your images, there is some important information that you know. There are many types of image format out there but it is important that you use only JPEG, GIF or PNG format for the web, as indicated below.



Also, it is important that the images that you upload do not have a file size more than around 100KB. This will mean that they are viewed more quickly by people browsing the Internet. Also, with a standard Websites for Schools website you are provided with 50MB of hosting space. This can be used up quickly if you upload large images.

4. *Managing the content on your website*

Add new web page templates

Web pages within all Websites for Schools websites are based on templates. This means that once a template has been set up it can be used as many times as you like throughout your website. A template may include, for example, a block of text at the top of the page and 2 mages to the right.

When the website is setup Websites for Schools set up a number of templates for you. If you require further templates we can set these up for you.

Add new web pages

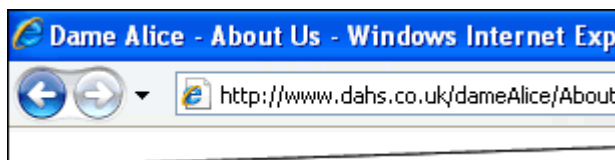
Providing you have the administration rights to do so, you can add new web pages to any of the main areas of your website. You can also add pages to sit beneath other pages. For example you may want to add a page for “Our history” beneath a page within the main area of “About us”.

To add a new page:

1. Click “Web pages” from within the Site tab on the top navigation menu.
2. Click the “Add web page” option at the top right of the screen. The Add web page form will open.
3. In the “Select page type” section, select “New webpage”. The other option “Link to external webpage” allows you to create a link within the navigation of your website that links to another webpage on the Internet.
4. In the “Enter page information” section, you must enter a file name and a page title:

File name: Each time you add a new web page a new file is created; you must give that file a name. You must ensure that you do not leave any spaces, and the name must start with a letter (eg ourhistory).

Page title: The page title that you enter is the name that appears in the top of visitors’ browsers. For example “About Us” as shown on the screenshot below:



If you wish to change the page title in the future, visit the Properties tab for that the page.

5. Choose a template on which your page is going to be created from in the “Select page template” drop down menu. Each page within a

Websites for Schools website is based on standard templates (for example, a block of text with 3 images to the right). Ask your Administrator if you are unsure which template to use for a specific page.

6. Choose where your page is going to sit from the “Choose location” drop down menu. For example, if your page is to sit under the About Us section, choose “About us/”.

If you would like to create a new section for your page to sit within, click the “I want to add a new folder” link next to the “Choose location” drop down menu.

7. Click “Save” and your new page will be created. You will be taken to the page you have created automatically so you can begin to add your content.

Add downloadable files to your library

In order to allow people to download PDF, Word and Excel files from your web pages you must first upload them to your online file library:

1. Click “Files” from within the Library tab on the top navigation menu.
2. Click the “Add downloadable file” option at the top right of the screen. The Add downloadable file page will open.
3. Click “Browse” to locate the file on your local computer (or network if your file is stored within a location on the network).
4. Enter a name for the downloadable file This is the text that people will click to download the file from your website.
5. Click “Add files”. The file will be uploaded to your online file library.

Delete downloadable files from your library

1. Click “Files” from within the Library tab on the top navigation menu. The file library will open. This displays all the files that have previously been uploaded.
2. Locate the file that you want to delete. The files are listed in alphabetical order.
3. Click the “Delete” link to the right hand side of the file. You will be asked if you are sure you want to delete the file.
4. Click “Yes” and the file will be deleted. Please note, if you delete a file from the file library the link to that file will also be deleted from all the pages on the website where it appears.

Add images to your library

In order to use images within your web pages you must first upload them to your online image library:

1. Click “Images” from within the Library tab on the top navigation menu. The image library will open.
2. Click the “Add image” option at the top right of the screen. The Add image page will open.
3. Click “Browse” to locate the image that you want to upload on your local computer.

4. Enter a name for the image. This is the name that will appear under the image in your online image library.
5. Enter a description for the image. This description will appear beneath the image when it appears on the Public website.
6. Click “Add image”. The image will be uploaded to your online image library.

Crop and resize images online

Websites for Schools includes a feature whereby you can crop and resize your images once you have uploaded them into your online image library. To do this:

1. Click “Images” from within the Library tab on the top navigation menu. The image library will open.
2. Click the “Add image” option at the top right of the screen. The Add image page will open.
3. Locate the image you want to crop or resize. The images are listed in alphabetical order.
4. Click the “Edit” link to the right hand side of the image. The Image detail page will open.
5. Click the “Edit” link within the Select your picture box and the crop and resize tool will open.
6. When you have made your changes click “Save”.

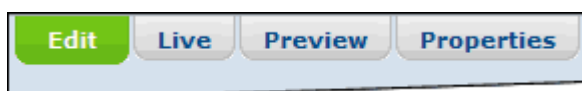
Delete images

1. Click “Images” from within the Library tab on the top navigation menu. The image library will open.
2. Locate the image that you want to delete. The images are listed in alphabetical order.
3. Click the “Delete” link to the right hand side of the image. You will be asked if you are sure you want to delete the image.
4. Click “Yes” and the image will be deleted. Please note, if you delete an image from you online image library it will also be deleted from all the pages on the website where it appears.




Edit the content on your web pages

To edit the text and images on the web pages within your website:

1. Using the Site map, browse to the web page that you want to amend.
2. Click the Edit tab to the left towards the bottom of the screen (see screenshot below).




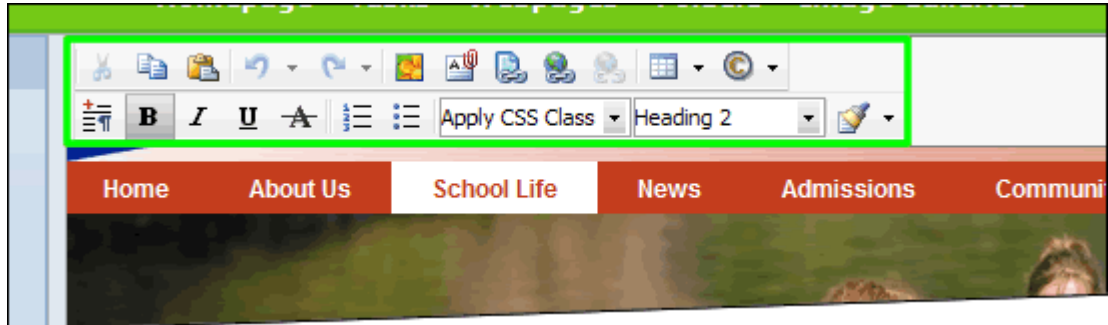
When you are in Live view you will see the site as the general public will see it. When you are in Edit view you will see the tools on the page which will allow you to edit the content of the page.

3. To the top of the editable content areas on the page (for example, a block of text or an image), there are  icons.
4. To edit an area of content:
 - a) Click the  icon.
 - b) Click into the content area. You will now be able to change the content of your page – both text and images. See the sections below for more detailed help on how to edit each.
5. Once you have completed your content changes, click the  icon to save your page.
6. You can preview what the new page will look like by clicking the “Preview” tab (see screenshot above).
7. If you are happy with how the page looks click the “Publish page” button to the top right of the screen. Your web page will become live.

If you need to gain approval before you can publish your page, click the “Send for approval” button. Once your Administrator has approved your page it will become live. This process is described in more detail in *Approve and publish web pages*.


Edit the text on your web pages

1. Click the  icon in an editable content region on your web page, then click into the content area. The editing tools will appear at the top of the screen below the top navigation menu. These are highlighted within the green box in the screenshot below.






You can use these to format your text just like you would in Microsoft Word. For more information about the web page editor see *Summary of the formatting tools in the web page editor*.


Please note, when you copy and paste text from Microsoft Word or other external programs, there is often hidden code that can distort the way your text appears on your website. To avoid this we automatically strip out this code when you paste in the text.

2. Click the  icon to save your new text.

Add images into your web pages




Please note that you must have previously uploaded any images that you want to use into the image library. See *Add images to your library* for more information.

1. Click the  icon in an editable content region on your web page. The page will refresh.
2. Click  icon and the image library will open.
3. Select the image that you want to add into the page from the library.
4. Click the  icon to save your page.



Please note, this process should be followed to add images to places within your website's templates that have been setup to accommodate images. However you can also add images anywhere within your website's editable content by clicking the  icon within the web page editor. For more information about the web page editor see *Summary of the formatting tools in the web page editor*.


Add links to downloadable files

Please note that you must have previously uploaded the downloadable document that you want to use into the file library. See *Add downloadable files to your library* for more information.


1. Click the  icon in an editable content region on your web page, then click into the content area. The editing tools will appear at the top of the screen below the top navigation menu (for more information about the web page editor see *Summary of the formatting tools in the web page editor*).
2. Enter the text that you want to link to the downloadable file, for example "School brochure 2007"
3. Highlight the text and click the  button from the editor at the top of the screen beneath the top navigation menu. Your online file library will open.
4. Select the downloadable file that you want to add into the page from the library.
5. Click the  icon to save your page.

Add links to other web pages within your website

























1. Click the  icon in an editable content region on your web page, then click into the content area. The editing tools will appear at the top of the screen below the top navigation menu (for more information about the web page editor see *Summary of the formatting tools in the web page editor*).
2. Enter the text that you want to link to another page within your website, for example "Click here for information about our rugby team"
3. Highlight the text and click the  button from the web page editor at the top of the screen beneath the top navigation menu. Your site map will appear. If you have the News and events feature you can link to a specific article also by following the same process.

4. Select the page that you want to link to.
5. Click the  icon to save your web page.

Summary of the formatting tools in the web page editor

Whenever you click the  icon in an editable content region on your website, then click into the content area, the web page editor will appear at the top of the screen below the top navigation menu. You can use this to format your text just like you would in Microsoft Word. A summary of the tools within the web page editor is shown below:

Tools within the web page editor

	Cut	Allows you to cut content from your web page
	Copy	Allows you to copy content from your web page
	Paste	Allows you to paste content that you have cut or copied onto your web page
	Undo	Allows you to undo your previous action(s)
	Redo	Allows you to redo your previous action(s)
	Insert image	Allows you to insert an image from your online library directly into your web page
	Insert downloadable document	Allows to you create a link to a downloadable file such as a PDF, Word or Excel file
	Insert internal link	Allows you to insert a link to another page within your website
	Insert external link	Allows you to insert a link to an external website
	Insert table	Allows you to add a table to your web page. You can choose as many rows or columns as you require
	Insert symbol	Allows you to add a selection of symbols
	Apply formatting	Allows you to apply preset formatting to your text. These will have been agreed when your website was set up and should be used to create a consistent look and feel
	Remove formatting	Allows you to remove all formatting from your text
	Left align text	Aligns your text to the left of the page
	Center text	Centers your text
	Right align text	Aligns your text to the right of the page
	Justify text	Justifies your text
	No alignment	Removes all alignment or justification of your text
	Paragraph	Formats your text as a paragraph
	Numbered items	Adds numbers to a list
	Bullets	Adds bullets to a list
	Bold	Adds bold formatting to your text
	Italics	Adds italics formatting to your text
	Underline	Adds underline formatting to your text
	Strike through	Adds a line through your text

Add information for search engines to your web pages

You are able to add information to each of your web pages which will make them more visible to search engines such as Google.

1. Using the Site map, browse to the page than you want to add search engine information to.
2. Click the Properties tab to the left towards the bottom of the screen.
3. Within the Meta data tab you can enter keywords and subject and date. Meta data is code that is inserted into web pages. A key purpose of meta data is to give search engines additional information about your page when they index it. More details about these 3 sections are given below:

Keywords: Used by some search engines to index your web page in addition to words from the title, body content, and other areas. We recommend that you enter no more than 20 keywords per page.

Subject: Helps the content of your site to be indexed by the search engines.

Date: Allows you to date the content of your page. This actually helps search engines to keep your pages current in their indexes.

4. Within the Search engines options tab you have a number of options that allow you to specify to what degree you want the page to be visible to search engines. If you want the page to be most visible click the “Allow search engines to index this page and follow all links” radio button.

Approve and publish web pages

Please note this is optional functionality and may not be available on your website. Ask your Administrator for clarification if you are unsure

If you are an Administrator you are able to create, edit and publish web pages without having to send them for approval. However, if you are not an Administrator, any changes you make to a page must be submitted to an Administrator for approval. The process is fairly simple:

1. Once you have created or edited a page, and have saved your work, click the “Send for approval” button to the bottom right of the screen.
2. Administrators can approve and publish pages in 2 ways:
 - a. Browse to the page that requires approval and click the “Approve webpage” link at the bottom right of the page. If you want to publish the page at this stage you can now click “Publish webpage”. The page will now be live on the Public site.

- b. Go to the “Web pages” area within “Site” from the top navigation menu. Click the “Approve” button next to the pages that you want to approve. Click the “Publish” button next to the pages that you want to publish. You will find this method easier when there are multiple pages that need to be approved or published.

Change the order of buttons in the navigation menu

To change the order that the buttons on your website’s navigation menus:

1. Using the Site map, browse to the web page for that sits behind the button that you want to move the position of in the navigation menu. For example, in the navigation menu shown in the screenshot below (highlighted in green) you may want to change the order that the different sections are listed. To change the position of the “School Life” button you would navigate to the School Life page.



2. Click the “Move order up” or “Move order down” buttons to the bottom right of the screen. This will move the buttons within the navigation menu up and down.

If your website has a top horizontal navigation menu and you would like the change the order of the buttons within it, the process is exactly the same. For example, if you wanted to change the position of the “News” section in the screenshot above you would browse to the “News” page and click “Move order up” to move the button to the left and “Move order down” to move the buttons to the right.

News and events

Please note this is optional functionality and may not be available on your website. Ask your Administrator for clarification if you are unsure


The News and events feature allows you to post your latest news or events on your website. These can appear on your homepage as well as in the News, Events or equivalent section on your website.

For a live example of the News and events feature please visit www.dahs.co.uk.


Add new news articles

1. Click “News” from within the Articles tab on the top navigation menu. The news articles that have been added to your website are listed.
2. Click the “Add news” button at the top right of the screen. The Add news page will open.
3. Enter a title for your article.
4. Enter a short description in the abstract box. This is the text that will appear next to your article when it is displayed in a list.
5. Click “Select image” to add an image to your news article from your online image library.
6. Enter your article content. You can use the formatting tools at the top of the “Article content” window.
7. Enter the dates you want your news article to appear on the website within the “Publishing options” section.
8. Click “Save”.

Edi news articles

1. Click “News” from within the Articles tab on the top navigation menu. The news articles that have been added to your website are listed.
2. Click the  icon next to the news article you want to edit. The news article edit page will open where you can make and save your changes.

Delete news articles

1. Click “News” from within the Articles tab on the top navigation menu. The news articles that have been added to your website are listed.
2. Click the  icon next to a news article to delete it.

Add, edit and delete events

The instructions given above for news articles are similar for when adding, editing and deleting events. Please refer to these above.

Any events you add will automatically appear within your school’s online calendar should your school have chosen to use the calendar feature.

Galleries

Please note this is optional functionality and may not be available on your website. Ask your Administrator for clarification if you are unsure

The Galleries feature allows you to post your images onto your website in “galleries”. A gallery is a group of images that will display on a particular web page on your website. For example, on a page about school trips you might want 10 different images to display which are all taken on school trips. This would be a “gallery”.

The images within a gallery can play continuously in a slide show format with each smoothly fading into the next, or can be displayed in a list – one beneath the next.

For a live example of the Galleries feature please visit www.dahs.co.uk.

Add Galleries to your website

To create a gallery you must first upload each image that will appear within that gallery individually. To upload a gallery image:

1. Click “Galleries” from within the Library tab on the top navigation menu. The galleries that have been added to your website are listed.
2. Click the “Add image” button at the top right of the screen. The Add gallery image page will open.
3. Next you must upload your image to your website. You must have already created your image and resized it to the correct width and height for your website before you do this. Ask your Administrator about this if you are unsure.

To upload your image, click “Browse” within the Upload gallery image section of the screen, then find the image that you want to upload from your local computer or network and click “OK”.

4. Enter a name for the image. This will help you to identify it when it is saved to your online gallery image library.
5. Enter a short description of the gallery in the alternative text (alt text) box. This will appear when a visitor to your website hovers their mouse over your image.
6. Click “Save”. Your image will be added to your online gallery image library, available for you to use within your galleries.

Create a gallery

Once you have uploaded your photographs you can start a gallery. To do this:

1. Click “Galleries” from within the Site tab on the top navigation menu. The galleries that have been added to your website are listed.
2. Click the “Add gallery” button at the top right of the screen. The Add gallery page will open.
3. Enter a name and a description for your gallery for future reference and click the “Start gallery” button at the top right of the screen.

4. You must now add your gallery images to your gallery. To do this see *Edit a gallery* below.

Edit a gallery

1. Click “Galleries” from within the Site tab on the top navigation menu. The galleries that have been added to your website are listed.
2. Click “Edit” next to the gallery that you want to amend. Full details of that gallery will be displayed, including a thumbnail image of each gallery image within it.
3. To add a new gallery image, click “Add gallery image”. A window showing your online gallery image library will appear and you can choose to add as many as you wish to your gallery by clicking the “Add image” links beneath each one.

To delete a gallery image from your gallery click the 🗑 icon next to the image that you want to remove.

Add or edit a gallery on your website

If your website uses the Galleries feature, there will be certain areas of the website to which you can add your galleries. For example, in the screenshot below, this school has chosen to display their galleries at the top of every web page (highlighted in green).





On your website the Galleries may appear in a different position. Ask your Administrator if you are unsure.

To add or edit a gallery:

1. Using the Site map, browse to the page than you want to add or edit the gallery on.
2. Click the Edit tab to the left towards the bottom of the screen. (see screenshot below). This will allow you to edit the content within web pages.



3. Click the  icon.
4. A window will appear that shows all the galleries saved on the website. Select the one you want to appear on your page by clicking the radio button.
5. Click the  icon to save your new selection.
6. For the gallery to appear on the Public site you will need to publish your page or send for approval in the normal way. For more information about approving and publishing pages see *Approve and publish web pages*.

5. Help for Administrators

Introduction

Those users that have been set up as Administrators can, amongst other actions, set up and manage user accounts, lock web pages, approve and publish web pages, and apply themes (css style sheets). These main administrative functions are explained below.

We advise that new Administrators read this section before using their websites' administrative functions.

Manage user accounts

Please note this is optional functionality and may not be available on your website. Ask your Administrator for clarification if you are unsure

Different groups of users will typically have access to the Administration website; pupils, teachers, and administrators for example. You are able to set the level of access that each of these different groups have within the Administration website. For example, your school may want teachers to be able to create new web pages but may want pupils to only be able to add content to pages.

View existing user accounts

You can view the users that have been set up by clicking "Users" from within the Admin tab on the top navigation menu. The users are shown in a table which shows the access level for each (eg "Administrator" or "Approver"). The links at the end allow you to edit or delete users.

Add a new user

1. Click "Users" from within the Admin tab, then click the "Add user" button to the top right. The Add user page will open.
2. Enter the name of the user.
3. Enter the role of the user (eg "Teacher – ITC" or "Pupil – Year 10").
4. Enter a Username. This will be used when the user accesses the Administration website.
5. Enter a Password. This will also be used when the user accesses the Administration website.
6. Within the "Permissions" section, check the boxes to define which level of access the user will have. The different options are as follows:

Create:	Able to create new web pages
Edit:	Able to edit content within web pages
Approve:	Able to approve changes made to web pages
Publish:	Able to take new changes live
Delete:	Able to delete web pages
Administrator:	Able to access the Admin tab

7. Click “Save”.



Lock web pages and content areas

Administrators are able to lock web pages or content areas within web pages. When content of a page is locked changes can not be made until it has been unlocked.

To lock and unlock a web page

1. Using the Site map, browse to the page than you want to lock.
2. Click the “Lock web page” button to the top right of the screen.
3. To unlock the page click the “Unlock web page” button.

To lock and unlock a content area

1. Using the Site map, browse to the page which contains the content area (such as an area of text or an image).
2. Click the  icon to the top of the content area. The content area will now be locked.
3. To unlock a content area click .

Approve and publish web pages

If you are an Administrator you are able to create, edit and publish web pages without having to send for approval. Non-administrative users must submit any changes they make to pages to an Administrator for approval. The process is fairly simple:

Once a non-administrative user has created or edited a page, and have saved their work, they should click the “Send for approval” button at the bottom right of the page.

Administrators can approve and publish pages in 2 ways:

1. Browse to the webpage that requires approval and click the “Approve web page” button at the bottom right of the page. If you want to publish the page at this stage you can now click the “Publish web page” button. The page will now be live on the Public site.
2. Click “Web pages” from within the Admin tab on from the top navigation menu. Click the “Approve” button next to the web pages that you want to approve. Click the “Publish” button next to the pages that you want to publish. You will find this method quicker when there are multiple pages that need to be approved or published.

Web page themes

A theme is a set of display parameters that will provide a website with a certain look and feel. To apply a theme to a website you must create a “CSS style sheet”. To do this you will need to have knowledge of CSS and HTML. If you wish to create your own CSS style sheets please let us know and we can provide you with further information, such as the naming convention for the tags on your website.

Alternatively we can create CSS style sheets for you for different sections of the website. This would mean that different sections could have, for example, different colours, fonts and layouts. Administrators can then choose which themes should be applied to which pages.

To apply a theme to a web page

To apply a theme to a website you must have already created and tested the css style sheet that defines that theme through consultation with Websites for Schools.

1. Using the Site map, browse to the web page than you want to add your style sheet to.
2. Click the Properties tab to the left towards the bottom of the screen.
3. In the Themes section select the theme that you want to apply to the page using the drop down menu.
4. Click "Save".

6. *Further Help*

There may be other issues that arise with your Websites for Schools website that you require help with. Although we only provide support for using your Administration website we have provided some information below that you may find useful.

Formatting your images

Before you upload your images to your website you may need to resize them, crop them or apply other effects. To do this you will need to use a graphics software package such as Adobe Photoshop or Adobe Fireworks. Although we do provide some information in this guide to help you export images of the right file type and size within *About using images on your website* we do not offer advice on how to use 3rd party software.

However, all graphics software packages comes will intuitive user guides and further support can usually by found by searching for it on the Internet.

Setting up your email

We may have set up email addresses for you if you purchased a domain name through Websites for Schools. In order to allow you to setup your email so that it will work through you email software (such as Microsoft Outlook) you will also need the following information:

Your email address (this is your “username”)

Your password (we will have asked you to provide us with this)

Incoming mail (POP3 or IMAP) server: pop.finsoup.com

Outgoing mail (SMTP) server name: smtp.finsoup.com

The incoming email server type is “POP3”.

You will need to set up a separate email account for each email address that we have created for you. The process to set up your email with each email software package is slightly different for each package. However you will always need these four pieces of information.

Here are some links to help you set up your email accounts with some of the most common email software packages. If you do have problems, please contact the provider of this software package directly.

Windows Mail for Windows Vista

<http://windowshelp.microsoft.com/windows/en-us/help/645b0e95-2985-484c-b819-4331ba14b68b1033.mspx>

Outlook

<http://support.microsoft.com/kb/192340>

Outlook Express

<http://www.microsoft.com/windows/ie/ie6/using/howto/oe/setup.mspx#E6D>

Please note if you want to be able to access your email through the internet we will have to set up a webmail account for you. There is a small monthly fee for this.