

Editing your Midland College Web Page

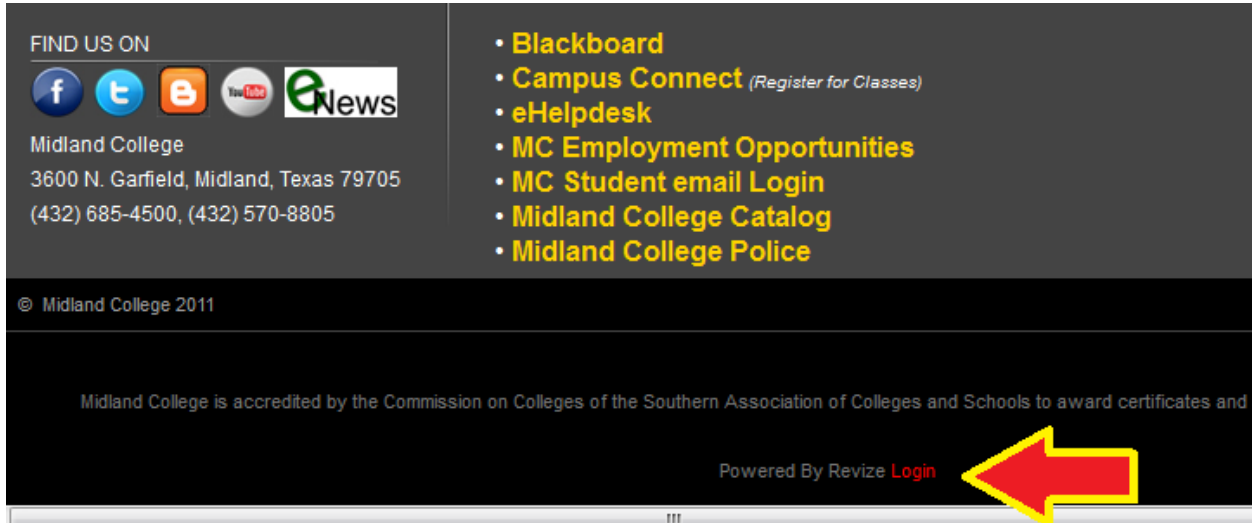
The screenshot shows the Midland College website with a navigation menu at the top containing 'FOR STUDENTS', 'FOR EMPLOYEES', 'FOR THE COMMUNITY', and 'CONTINUIN'. The Midland College logo, 'Celebrating 40 Years', is on the left. A sidebar on the left lists 'Website Editing Training Index', 'Page 1', 'Page 2', 'Page 3', 'Page 4', and 'Page 5'. The main content area shows a breadcrumb trail: 'Home » For Employees » Helpful Links » Website Editing Training'. Below this is the heading 'For Employees • Website Editing Training'. Contact information for Jennifer Goolsby, IT Training Specialist, is provided, including the phone number 432.685.4747 and email jgoolsby@midland.edu.

This document includes instructions for:

- Logging In/Out
- Changing your password
- Editing access
- Edit Left Nav
- Edit Center Area
- Adding web links
- Uploading files
- Creating a new page
- Adding images
- Edit Meta data

LOGGING IN/OUT

Go to the page you want to update and login in by clicking on “Login” at the very bottom of your web page.

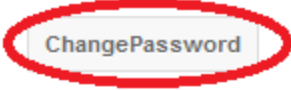

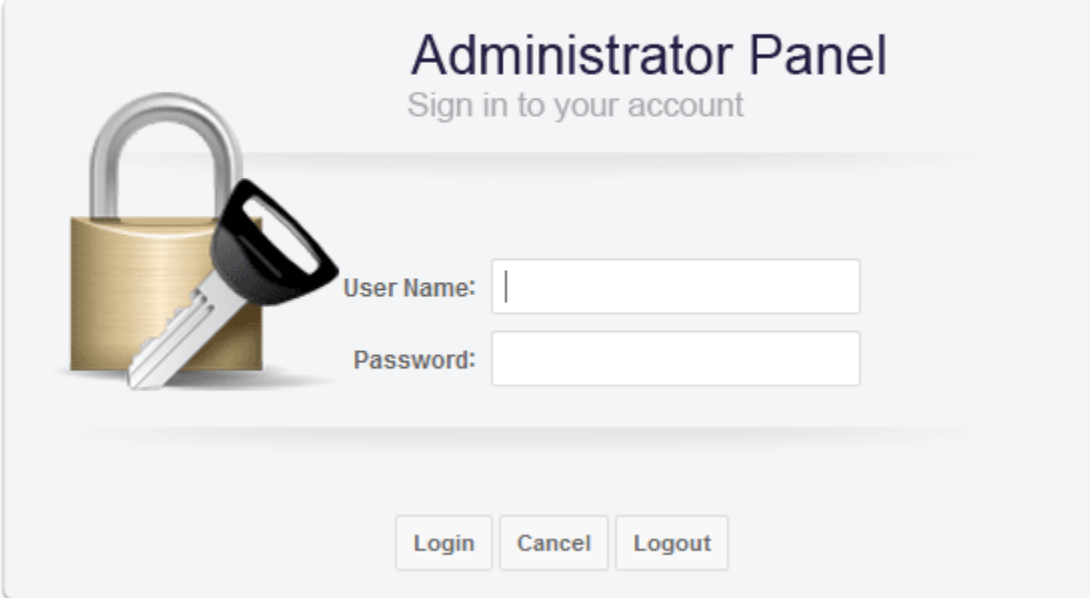


Below is the login/logout screen. To login/logout, enter your username and password and click on the “Login” or “Logout” button.


A screenshot of the Revize Administrator Panel login screen. At the top left is the Revize logo. To the right is a "ChangePassword" button. The main heading is "Administrator Panel" with the sub-heading "Sign in to your account". On the left is an image of a padlock and a key. To the right are two input fields: "User Name:" and "Password:". At the bottom are three buttons: "Login", "Cancel", and "Logout". The "Login" and "Logout" buttons are highlighted with red boxes.

CHANGING YOUR PASSWORD

To change your password, click on the “Change Password” button at the top of the login screen.

Administrator Panel
Sign in to your account


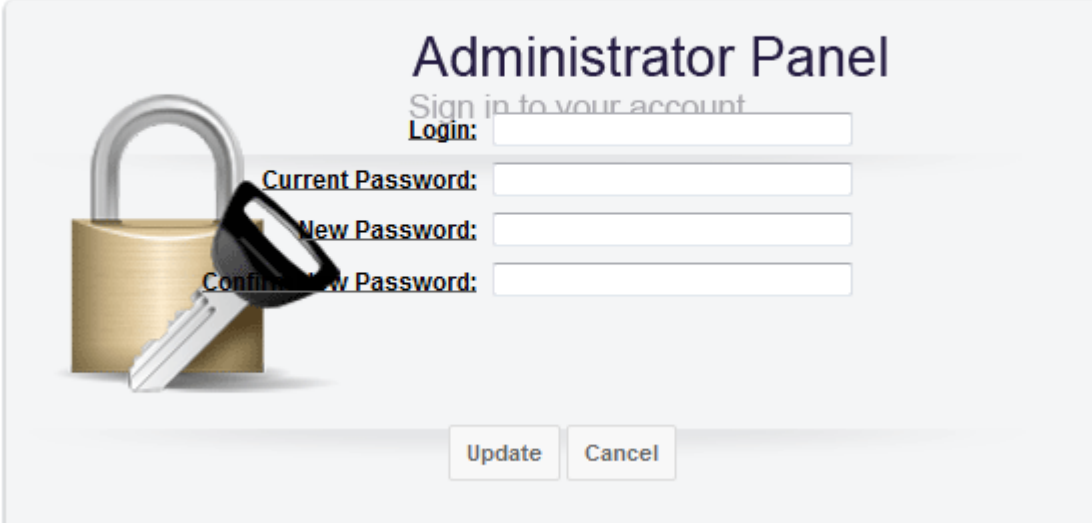


User Name:


Password:

Login Cancel Logout

Enter your username as your “Login”, enter your current password, new password and confirm your new password, and click on “Update”.

Administrator Panel
Sign in to your account



Login:

Current Password:

New Password:

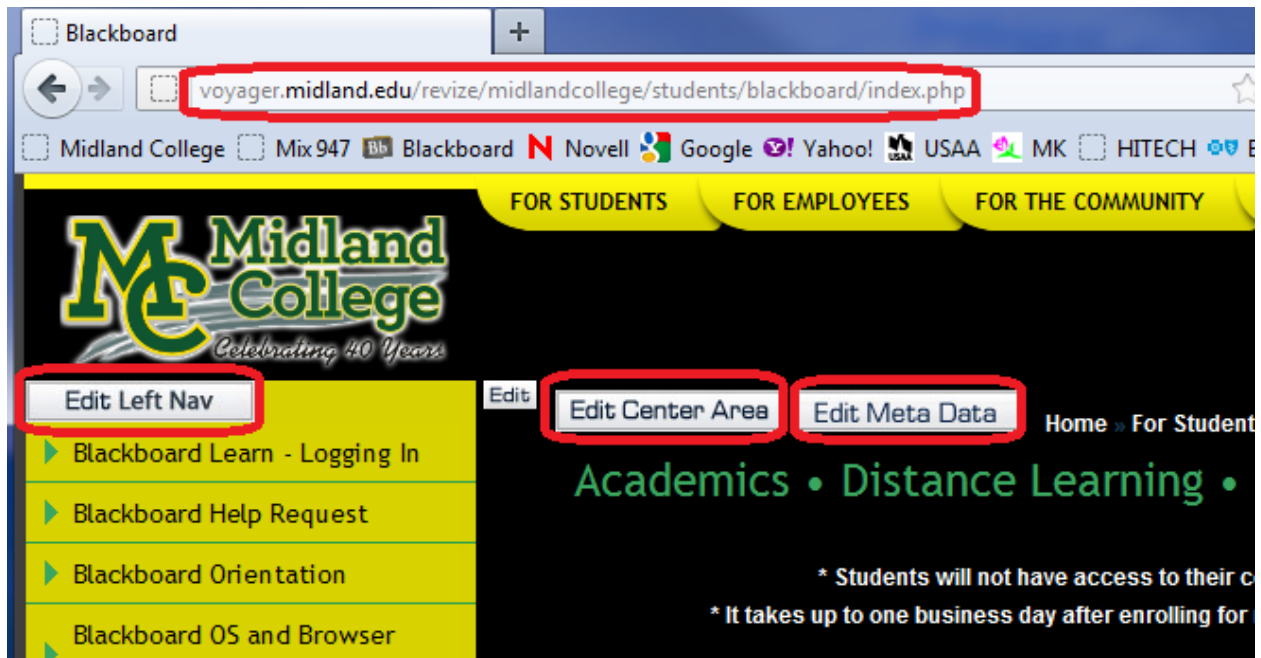
Confirm New Password:

Update Cancel

****For the change to take effect, you must close the browser and re-open. Upon re-opening your browser, your new password will work.**

EDITING ACCESS

When granted access to your web page, not that the url has changed to voyager.midland.edu/revize/midlandcollege/... You are now on the development server and not the live web site. You will also see the “Edit” tags on your page.



There are only three sections you should edit on your page:

- 1- **Edit Left Nav** – this is the navigation menu on the left side of your page. You can edit the tags, add/remove tags and change the order they are displayed on the screen.
- 2- **Edit Center Area** – this is the center block of the page that will contain your content.
- 3- **Edit Meta Data** – Meta data are key words that search engines use to pull up your page when someone executes an internet search. Each word must be separated with a comma, and use words that might lead someone to your page if they run a search. For example, the standard words on Midland College web pages Meta data are: midland, community, college. If you are maintaining the Music department’s web page, you might consider adding “music, concert, Steinway, piano” to the Meta data section of the Music departments main page.

You may have access to more, but you should not go into those sections as they are part of the MC design and should be left alone.

EDIT LEFT NAV

Click on “**Edit Left Nav**” button and a new window opens for you to make your changes.

Click “**Edit**” for the tab you want to edit.

Menu Manager

Actions	<input type="button" value="Exit"/>
Section Home ₂	<input type="text" value="4.31 Blackboard"/>
	<input type="button" value="New Page"/>
<input type="button" value="Edit"/> <input type="button" value="Del"/>	1.00 Blackboard Learn - Logging In
<input type="button" value="Edit"/> <input type="button" value="Del"/>	2.00 Blackboard Help Request
<input type="button" value="Edit"/> <input type="button" value="Del"/>	2.00 Blackboard Orientation
<input type="button" value="Edit"/> <input type="button" value="Del"/>	3.00 Blackboard OS and Browser Compatibility (PDF)
<input type="button" value="Edit"/> <input type="button" value="Del"/>	4.00 Bookstore
<input type="button" value="Edit"/> <input type="button" value="Del"/>	5.00 Course Schedule
<input type="button" value="Edit"/> <input type="button" value="Del"/>	6.00 Instructor Help Documents
<input type="button" value="Edit"/> <input type="button" value="Del"/>	8.00 Library Resources
<input type="button" value="Edit"/> <input type="button" value="Del"/>	9.00 Online Instructor Email Addresses
<input type="button" value="Edit"/> <input type="button" value="Del"/>	11.00 SmarterMeasure
<input type="button" value="Edit"/> <input type="button" value="Del"/>	13.00 Student Help Documents

Number in front of each link indicate order links are displayed at that level (i.e. numbering only applies to links at level shown by indentation)
Click on New button add a link; Click on link name to create or view lower links
Click on Exit button when done adding links

NOTES:
2) These links must be edited on the page where they were added

Another window will open (next page). On this page you can edit the “**Text Displayed for Link**”. The “**Link Sequence Number**” can be changed if you want to change the order of the tabs. The page that the link points to can be changed by updating the “**Filename for html Page**” field.

“**Open Page in a New Window**” option – select “**No**” if the page stays within the Midland College website. Select “**Yes**” if the link goes outside the MC website, i.e.: www.google.com.

Link Manager - Update Existing Link to a Page or File



Text Displayed for Link: ABC ✓
Link Sequence Number: Display order relative to other links

This link created a new page and can not be changed to another type of link.
(it must be deleted if created as the wrong type)

Update Existing Revize Web Page based on design selection below:

Description of selected design:

Filename for html Page:

Open Page in a New Window No Yes



After making your changes, click “**Continue**” to save the changes or “Cancel”.

This will take you back the “Menu Manager”. When all updates have been made, click on the “**Exit**” button in the top right corner.

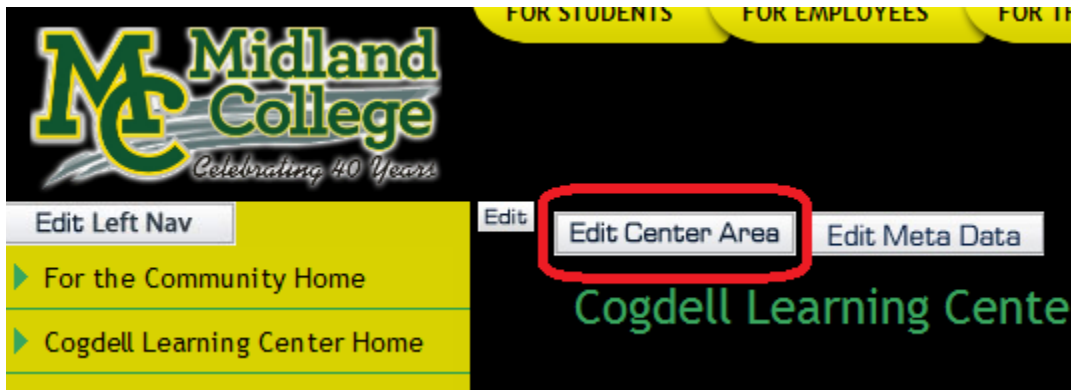
Menu Manager

Actions	<input type="button" value="Exit"/>
Section Home2	<input type="text" value="4.31 Blackboard"/>
	<input type="button" value="New Page"/>
<input type="button" value="Edit"/> <input type="button" value="Del"/>	1.00 Blackboard Learn - Logging In
<input type="button" value="Edit"/> <input type="button" value="Del"/>	2.00 Blackboard Help Request
<input type="button" value="Edit"/> <input type="button" value="Del"/>	2.00 Blackboard Orientation
<input type="button" value="Edit"/> <input type="button" value="Del"/>	3.00 Blackboard OS and Browser Compatibility (PDF)

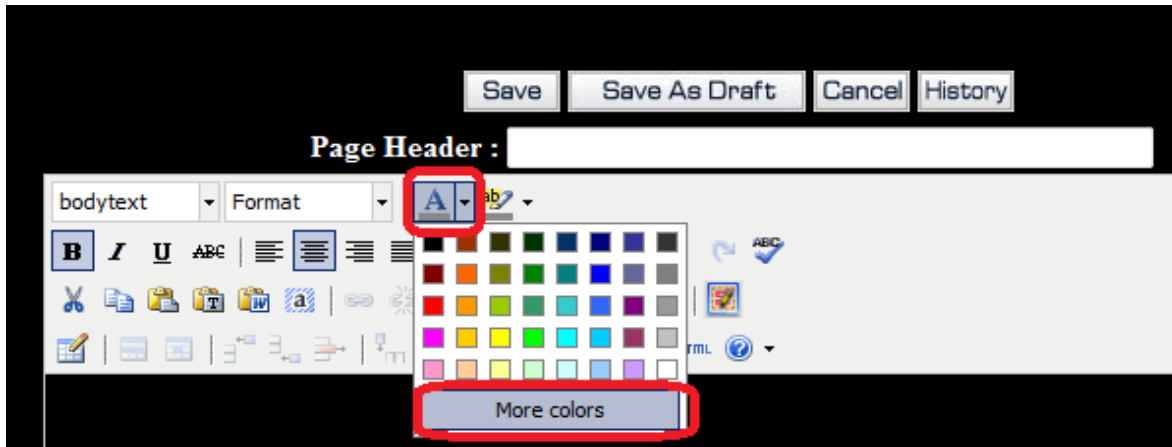
Revise web page editing

EDIT CENTER AREA

Click on “Edit Center Area” and it will open in a window that looks like a text editor.



NOTE: You MUST change the color of the font. Black is the default color, so you must change the color. Click on the “A” icon (circled in red below) and select a color.

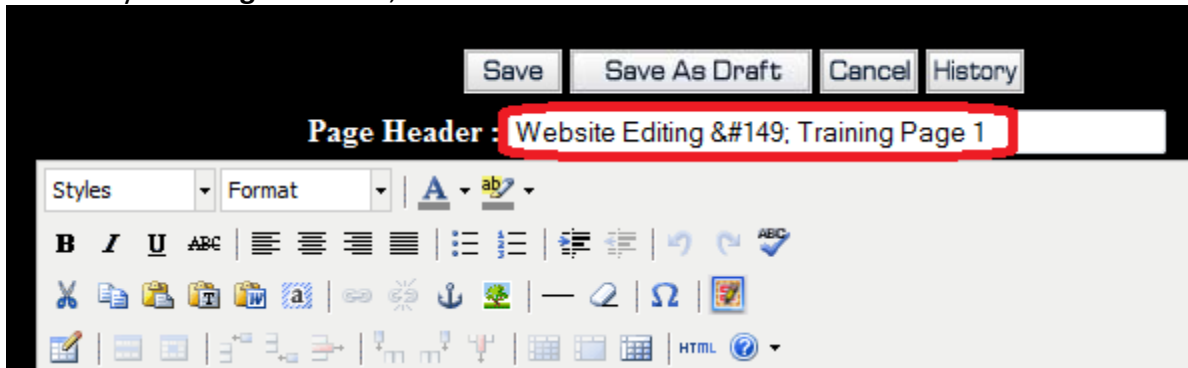


To select MC yellow, click “More Colors” and in the box on the bottom right corner, enter **ffd100** and click “Apply”. This is the color code for MC yellow.

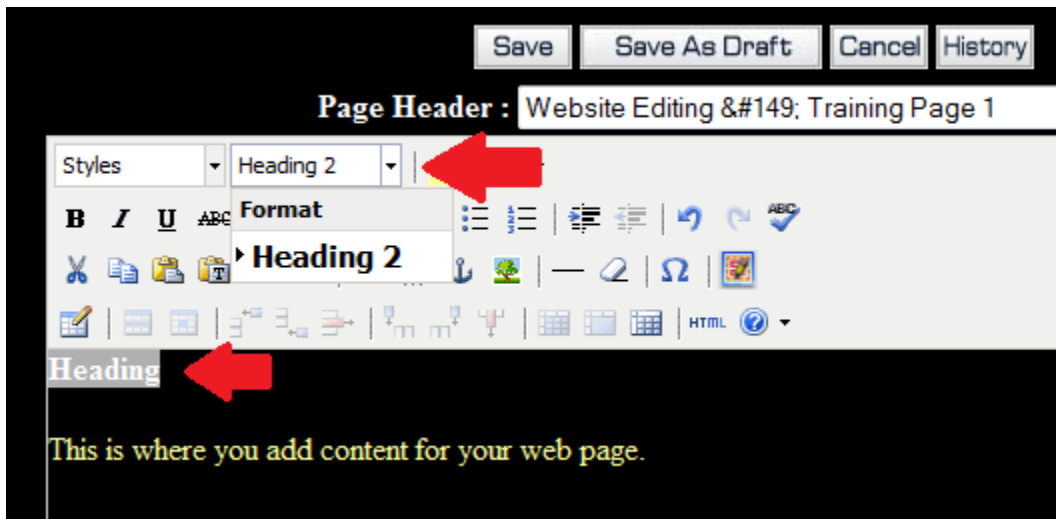


Revise web page editing

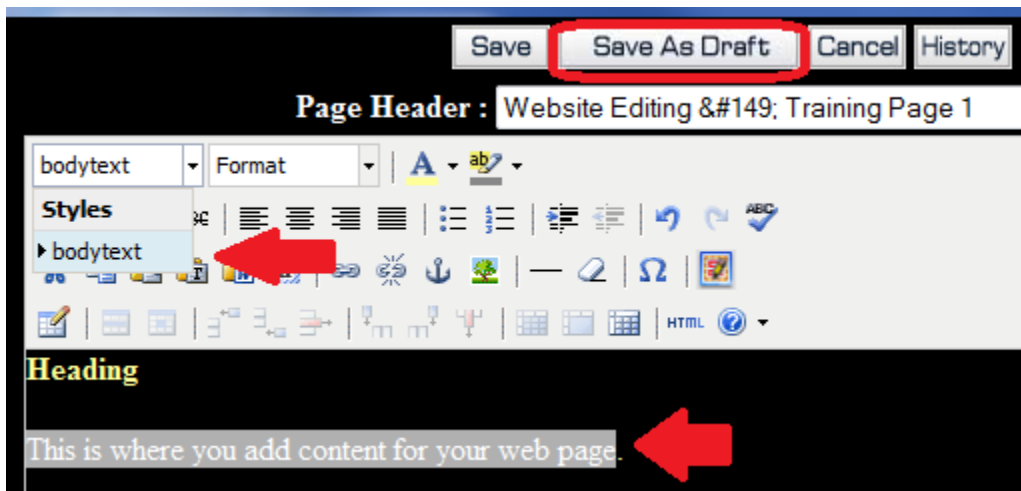
To modify the “Page Header”, edit area circled in red:



To insert a **heading**, put the cursor in the text box, click on the “Format” box and select “heading 2”. Enter the text for the heading.

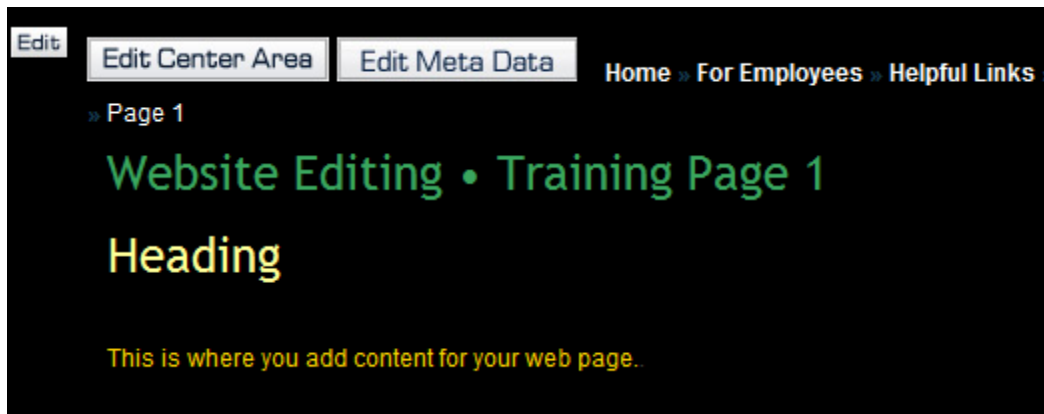


For all other text, in the “Styles” box, make sure that “bodytext” is selected.



Revise web page editing

Click the “**Save as Draft**” button located above the “Page Header” to see a draft of the changes you have made. To go back in and make more changes, click on “**Edit Center Area**” again.

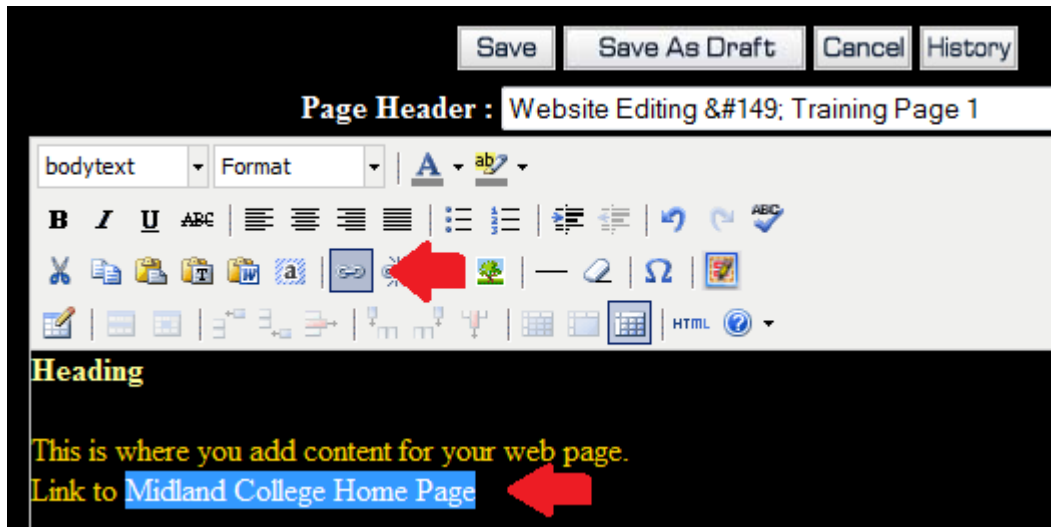


When satisfied with the changes, click the “**Save**” button in the editing area for the changes to be made to the live web site.


ADDING WEB LINKS

Highlight the text that will be the link and click on the “Chain link” icon. When you hover over the link, it says “Insert/edit link”.



****Be sure to NOT include spaces at the end of the text.**



Link Manager - Create New Link to a Page or File


Text Displayed for Link: 

Select Type of Link from choices below:

- Existing Page (example <http://voyager.midland.edu/about.html>)
 
- Link to Bookmark (anchor) --Select Bookmark-- 
- Uploaded File:
Current selection displayed above - click on upload file to change selection

Create New Revize Web Page based on design selection below:

Description of selected design:

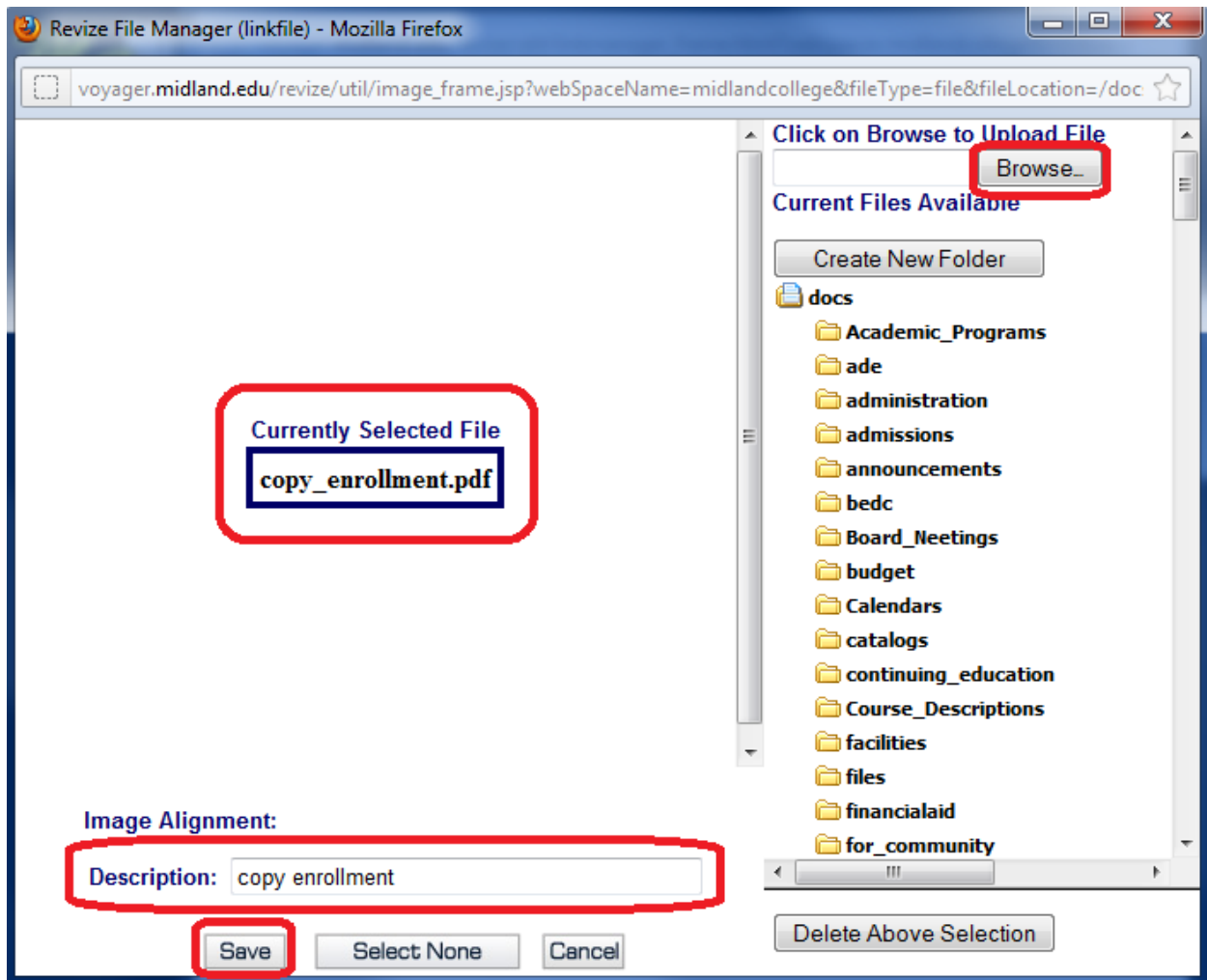
Open Page in a New Window No 

Select “**Existing Page**” and enter the web address for your link. It is recommended to copy the URL from the web page you want to link to and paste in the “Existing Page” box.

Be sure to select “**No**” for Open Page in a New Window if you are staying within the Midland College website. If the URL is taking the user out of the MC website, then select “**Yes**” to Open Page in a New Window. Click “**Continue**”.

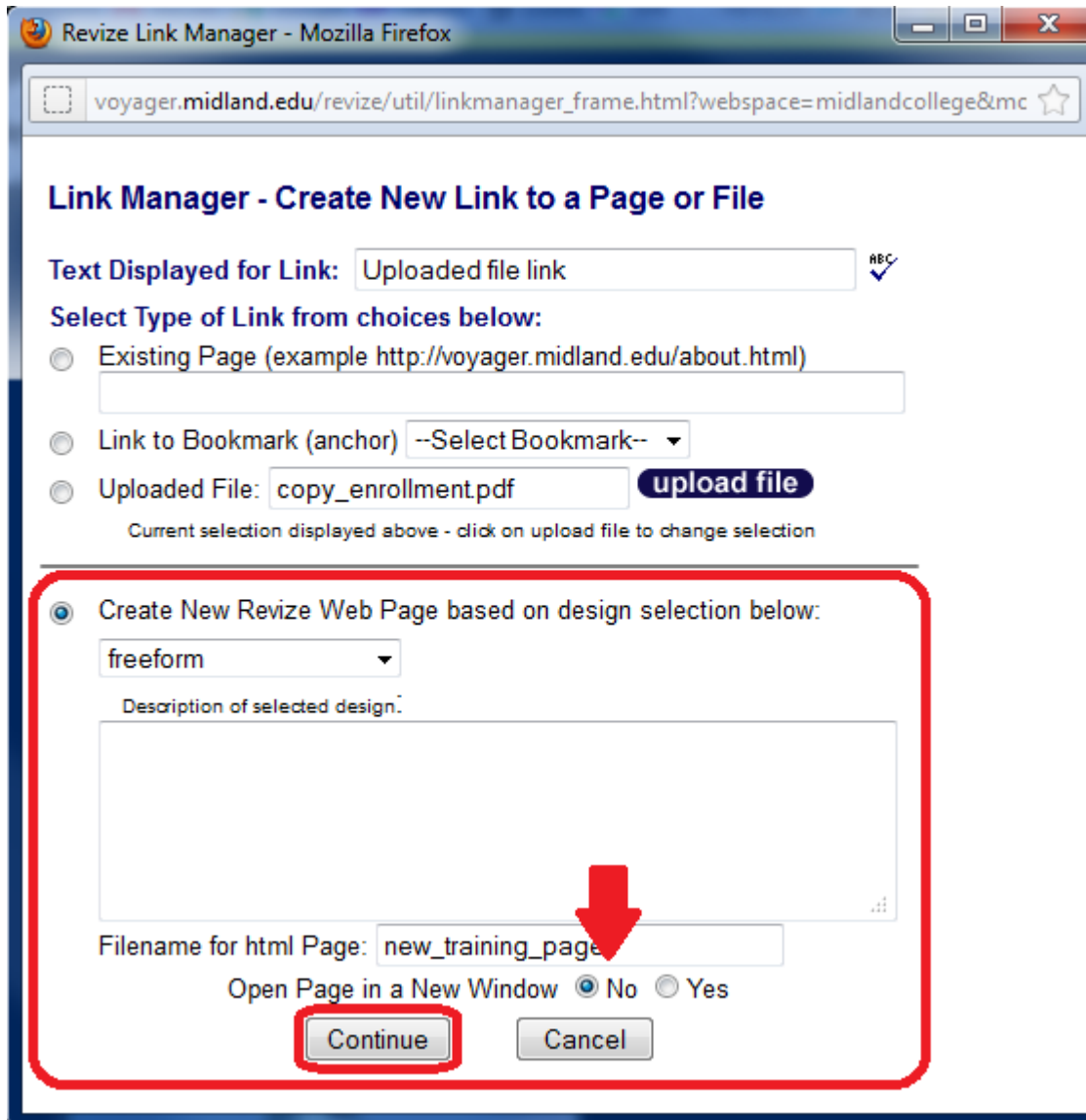
UPLOAD FILE

Highlight the text you want for the file, click on the “Chain” icon and the Revize File Manager window will open. Click “**upload file**” and another dialog page will open. Click “**Browse**” and select the file on your computer. After you select the file, the file name will appear in the “**Currently Selected File**” box. Enter a **description** of the file and click “**Save**”. Select “**Yes**” to Open Page in a New Window. Click “**Continue**”.



CREATE NEW PAGE

Highlight the text you want for the file, click on the “Chain” icon and the Revize File Manager window will open. Select “**Create New Revize Web Page**”. The dropdown box is freeform. Enter an appropriate name for the new web page. Select “**No**” for Open Page in a New Window, because this page is within the Midland College web site. Click “**Continue**”.



When you are back to your edit page, click the “**Save as Draft**” button.

To edit the new web page you just created, click on the link for the new page that you just created. This will take you to an empty page and from here you can edit your page. If you create a page, then you will have automatic access to edit/update the new page.

To link the new page to a button on the Left Navigation menu, click “**Edit Left Nav**” and follow the steps of editing the buttons. When copying the URL for the new page, be sure you use the URL for the **live website**, not the address while in edit mode. The URL should not contain the words “voyager” or “revize”.

Example of the URL in Edit mode:

http://voyager.midland.edu/revize/midlandcollege/for_employees/training_page1.php

Live mode:

http://www.midland.edu/for_employees/training_page1.php

IMAGES

Before using an image on your website, it is highly recommended to send your image to the media department to be sized correctly and the best quality for your web page.

Place your cursor in the text box where you would like to insert the image and click on the Image icon to open the Revize Image Manager.



Select an image from the available images in folders or you can click “Browse” and select an image from your computer. Remember to select one that has been approved/edited by the media department for the best quality. Fill in fields as follows:

- **Image alignment** (left, center or right)
- **Border: 1**
- **Space Around Image: Horizontal: 5 Vertical: 0**
- **REQUIRED Description:** enter a brief description for your image. This is required by ADA for the seeing impaired. The description you enter is what will be displayed (or read) when the cursor hovers over the image.

Click “**Save**”



EDIT META DATA

Click "Edit Meta Data" button on your edit screen. Enter words in the Keywords section that someone might use in a search engine to find your page. Enter a brief description for your department. Here is the Meta data for the MC home page:

