Editing your Midland College Web Page

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

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

**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/revisemidlandcollege/... 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

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.
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.
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.
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.
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 website.

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

[Image of file upload process]

Description: copy enrollment
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: