

WBCF - Manual

Theme Editors

Versions

1.0	2 nd June 2010	Issued for comments
2.0	10 th July 2010	Issued for release

Table of Contents

1	Introduction.....	2
2	WBCF and the CMS	2
2.1	What is a CMS?.....	2
2.2	What can you do with the CMS?.....	2
3	Accessing the CMS.....	3
3.1	How to access the CMS.....	3
4	Creating learning themes	5
4.1	How to create a new learning theme	5
4.2	Adding content to the learning theme.....	6
4.3	Adding sections of content to the learning theme.....	8
4.4	Adding sub-sections of content	9
4.5	Ordering sections of content	10
4.6	Deleting sections of content	11
4.7	Publishing your learning theme.....	11
5	Editing learning themes & content.....	13
5.1	Editing a learning theme	13
5.2	Using versions	14
5.3	Working with versions	14
5.4	Viewing your learning theme.....	15
6	Editing box functions.....	16
6.1	What is it?.....	16
6.2	What each of the buttons do	16
6.3	Hyperlink Manager.....	18
6.4	Image Manager.....	19
6.5	Document Manager	21
6.6	Media Manager.....	21
6.7	Flash Manager.....	21

1 Introduction

The purpose of this document is to provide you with a guided tour of the content management system (CMS) that controls the information that appears to users of the Web Based Climbing Frame (WBCF). In this document we will look at the CMS interface, navigation, features, and functionality.

This document will walk you through the CMS screen-by-screen as well as giving you “how-to” examples for some of the more common or complex activities that you may need to carry-out in your role as **theme editor**.

2 WBCF and the CMS

2.1 What is a CMS?

A CMS is a database driven application which contains all of the text, documents and images that are to either be displayed on a website or information capture from the website (i.e. contact us form).

2.2 What can you do with the CMS?

With the CMS you can:

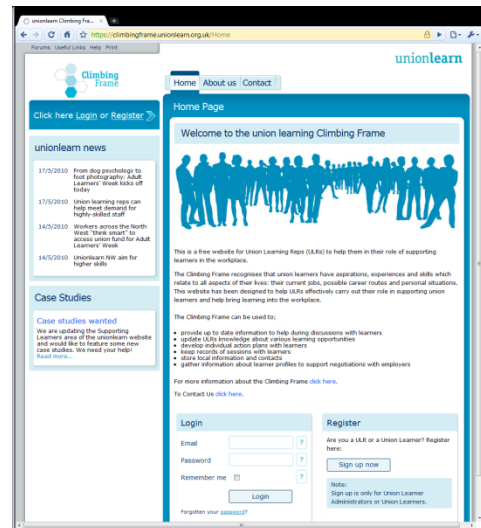
- Create new learning themes
- Edit existing learning themes
- Assign learning themes to specific unions or employers
- Delete learning themes
- Order learning themes

3 Accessing the CMS

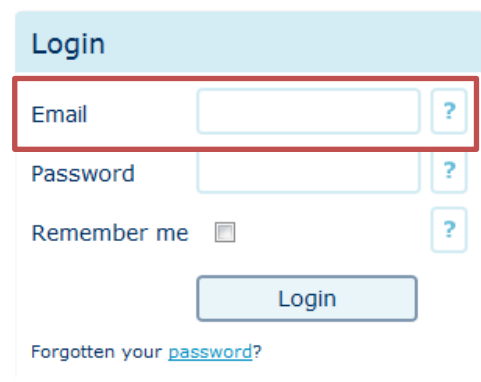
3.1 How to access the CMS

Step 1) To **login** to the CMS go to:

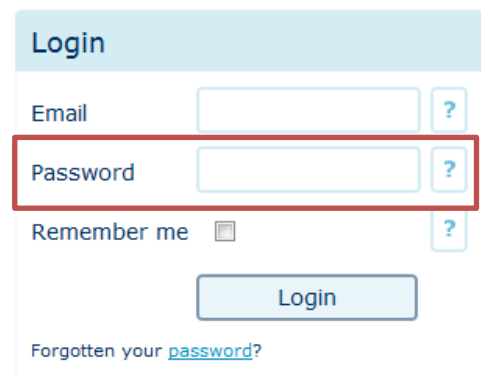
www.climbingframe.unionlearn.org.uk



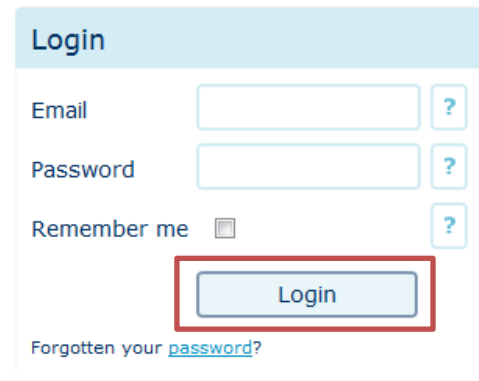
Step 2) Enter your **email address**




Step 3) Enter your **password**



Step 4) Click on the **login** button



The image shows a login form titled "Login" with a light blue header. It contains three input fields: "Email", "Password", and "Remember me". Each field has a small blue question mark icon to its right. The "Remember me" field includes a checkbox. Below the fields is a blue "Login" button, which is highlighted with a red rectangular border. At the bottom of the form, there is a link that says "Forgotten your [password?](#)".

Tip: if you do not understand what you need to enter in any of the data entry fields within the climbing frame simply click on the  next to each field and it will open up the **contextual help** which will give you a fuller explanation of what data is expected for each field as well as links off to additional information in certain cases.

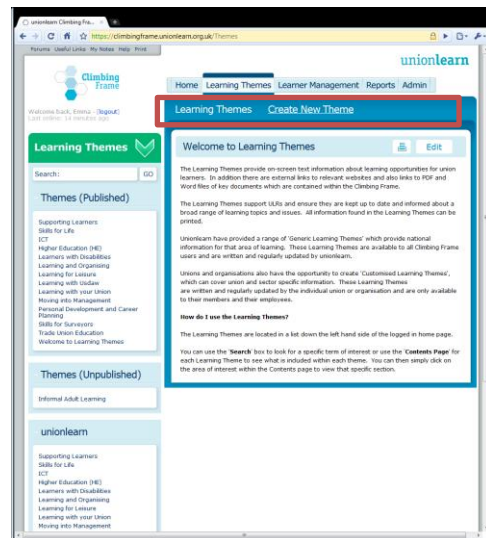
4 Creating learning themes

4.1 How to create a new learning theme

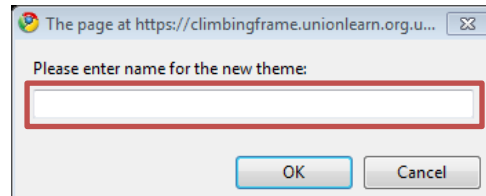
Step 1) Click on the **Learning Themes** tab



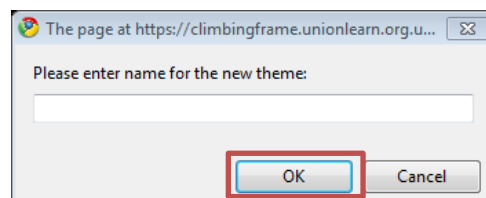
Step 2) Click on the **Create New Theme** link



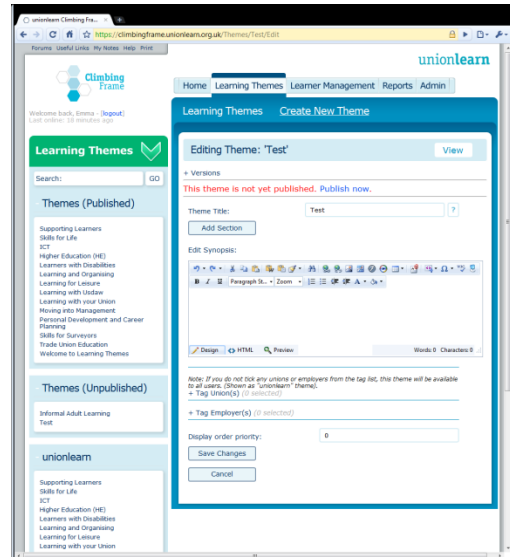
Step 3) In the pop-up box type the **name** of the learning theme



Step 4) Click on the **OK** button

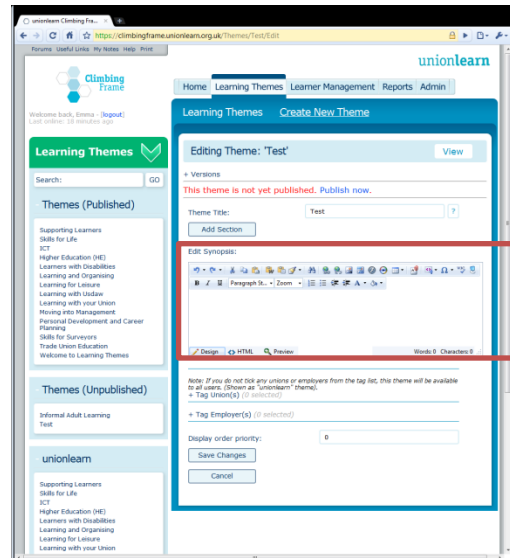


Step 5) Your theme has now been added to the database and you can now begin adding content

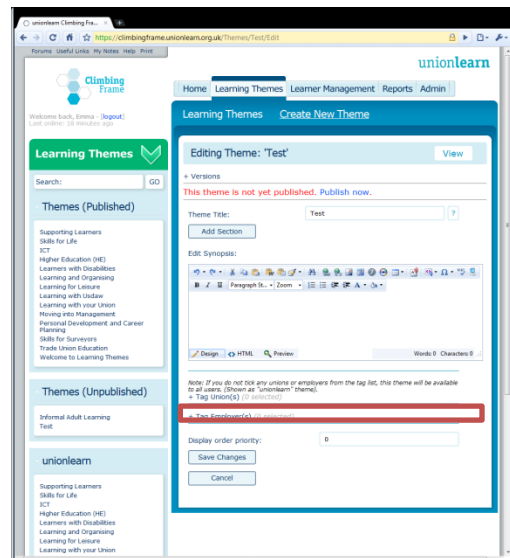


4.2 Adding content to the learning theme

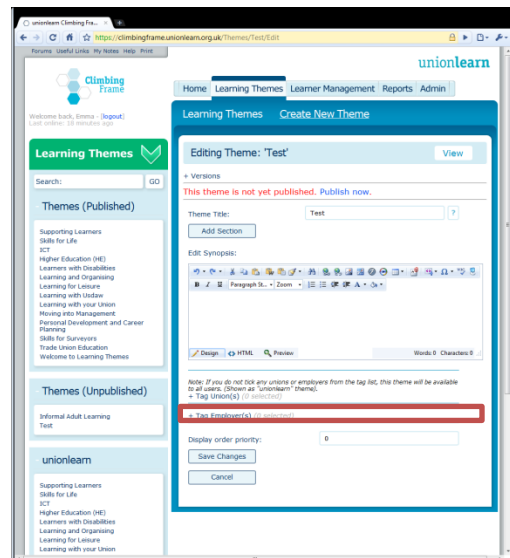
Step 1) Enter the **synopsis**



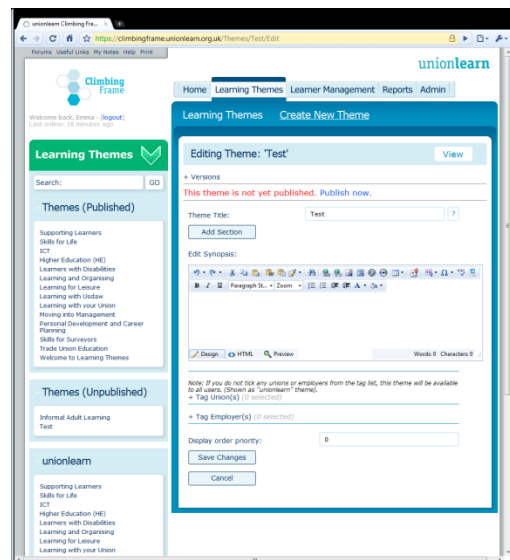
Step 2) Click on the **Tag Union(s)** link text to open up a check box list of all the unions. Select all the unions that you would like to see the learning theme. *Note: If you do not tick any unions or employers from the tag list, this theme will be available to all users. (Shown as "unionlearn" theme)*



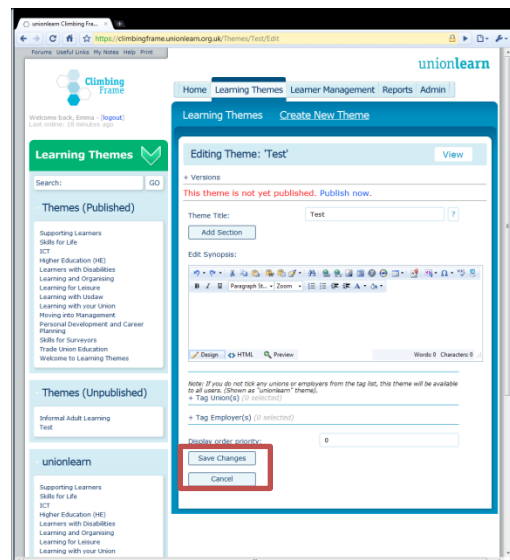
Step 3) Click on the **Tag Employer(s)** link text to open up a check box list of Employers. Select all the employers that you would like to see the learning theme.



Step 4) Enter a display order priority. *Note: this is set automatically at 0 which means that the learning theme will appear at the bottom of the list. Should you require it to appear at the top of the list then enter a high number, e.g. 100.*

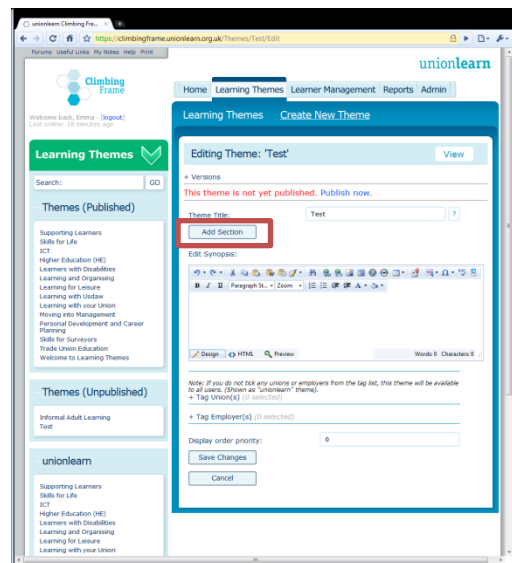


Step 5) Click the **Save Changes** button to keep your changes or click the **Cancel** button to discard your changes.

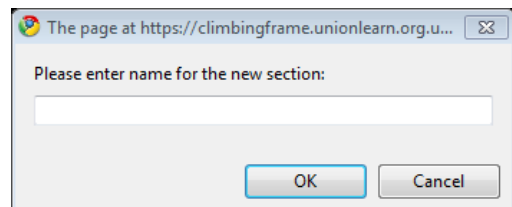


4.3 Adding sections of content to the learning theme

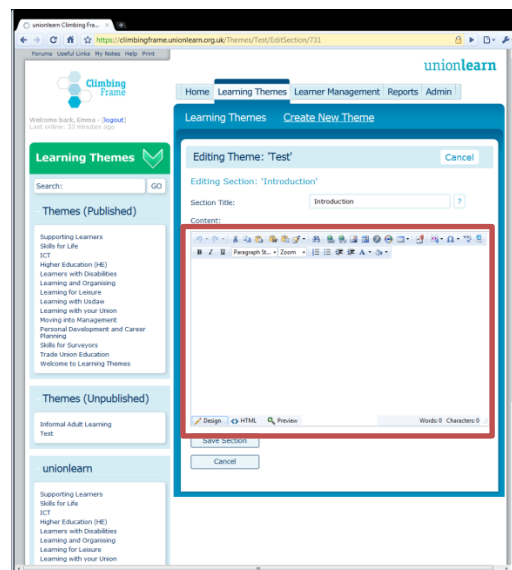
Step 1) Click the **Add Section** button



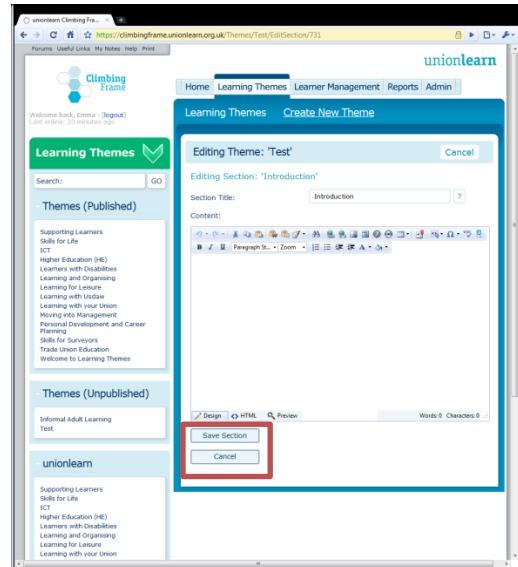
Step 2) In the pop up box **type the name of the section**



Step 3) Enter the text for the new section in the editing box provided



Step 4) Click the **Save Section** button to keep your changes or click the **Cancel** button to discard your changes.



Step 5) Repeat as necessary

4.4 Adding sub-sections of content

Step 1) On the main editing page **hover your mouse** over the section or sub-section that you would like to add a new sub-section to

Contents

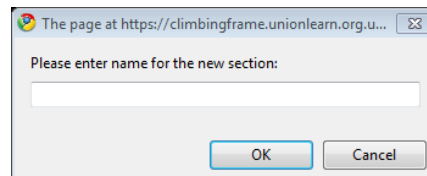
1. Introduction [edit] [move down] **add sub-section...** [delete]
2. Overview

Step 2) Click on the **add sub-section link**

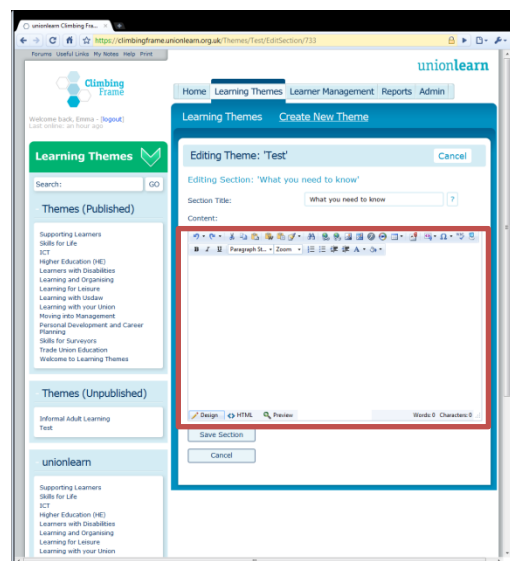
Contents

1. Introduction [edit] [move down] **add sub-section...** [delete]
2. Overview

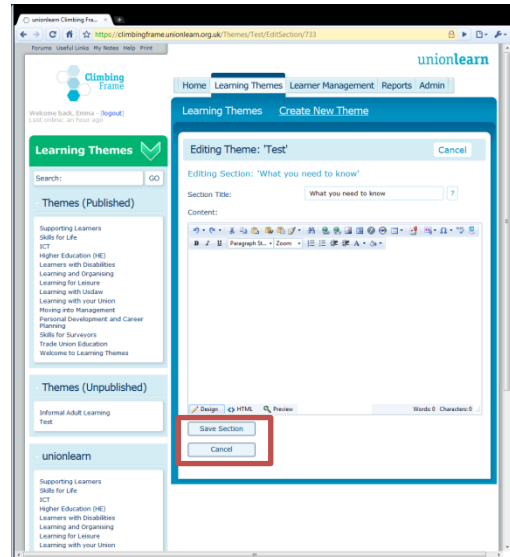
Step 3) In the pop up box **type the name** of the sub-section



Step 4) Enter the text for the new section in the editing box provided



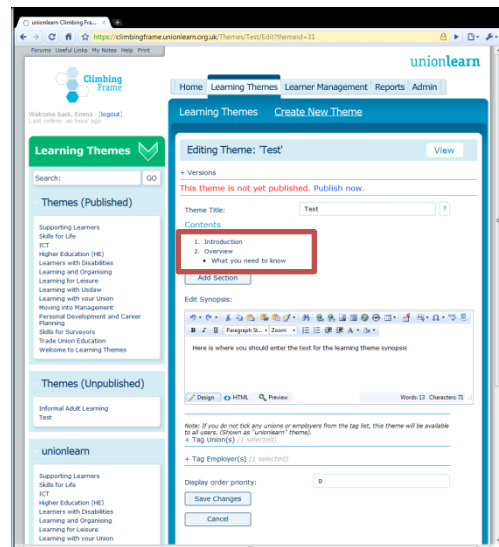
Step 5) Click the **Save Section** button to keep your changes or click the **Cancel** button to discard your changes.



Step 6) Repeat as necessary

4.5 Ordering sections of content

Step 1) On the main editing page **hover your mouse** over the section or sub-section that you wish to re-order



Step 2) Select the appropriate text link to either move the content up or down

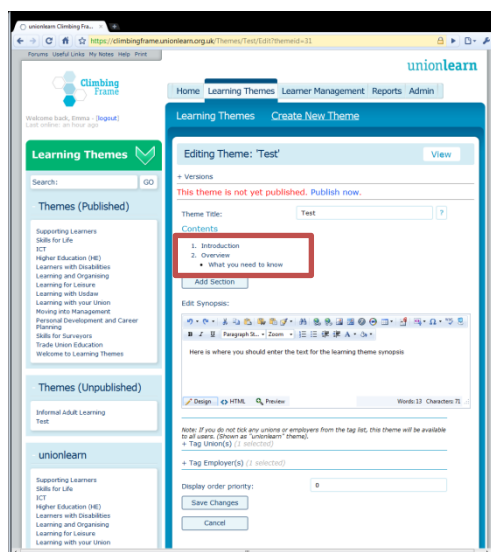
Step 3) Repeat as necessary

Contents

1. Introduction
2. Overview [edit](#) [move up](#) [move down](#) [add sub-section...](#) [delete](#)
 - What you need to know
3. Another section

4.6 Deleting sections of content

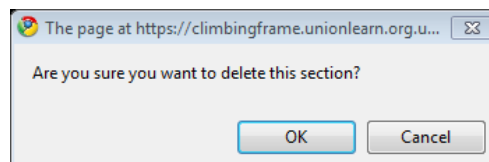
Step 1) On the main editing page **hover your mouse** over the section or sub-section that you wish to delete



Step 2) Select the **delete** text link

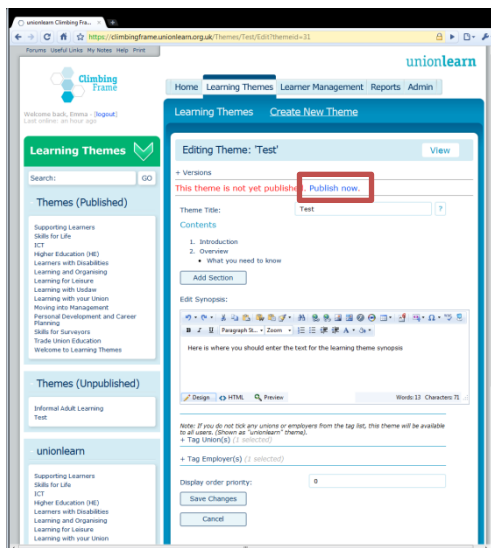


Step 3) In the popup box click on the **OK** button to confirm the deletion or **Cancel** button to discard the request

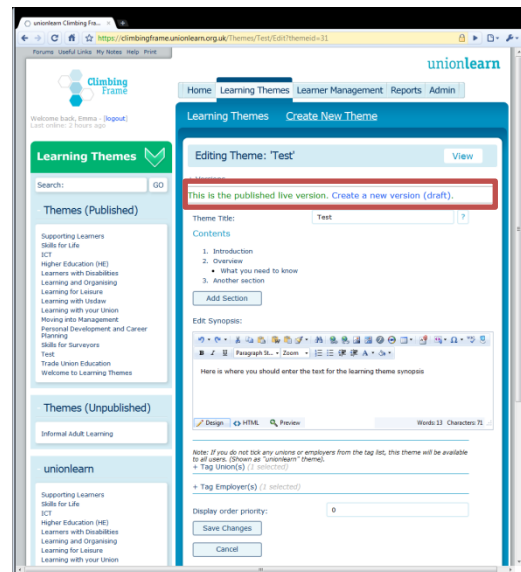


4.7 Publishing your learning theme

Step 1) On the main editing page click on the **Publish now** text link



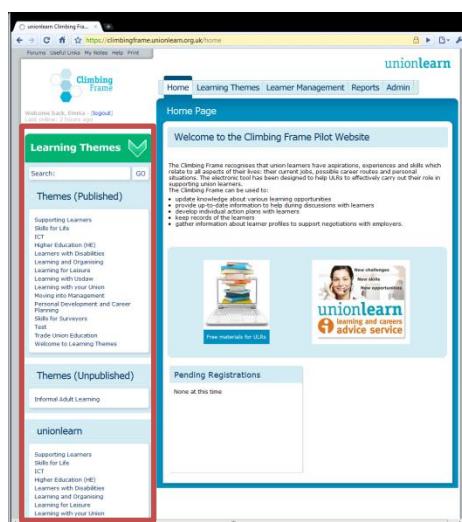
Step 2) You will now see that the **status bar** has changed from red to green and confirms that you are looking at a published version



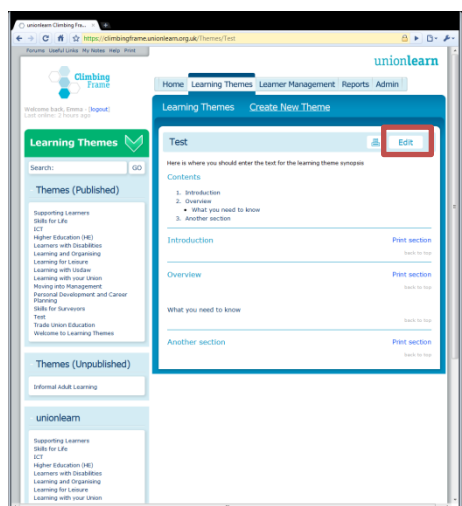
5 Editing learning themes & content

5.1 Editing a learning theme

Step 1) Using the left panel click on the learning theme that you would like to edit

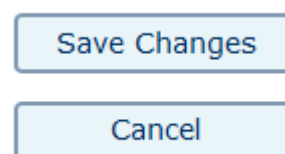


Step 2) Click on the **Edit** button



Step 3) Make your amends – you can change the synopsis text, the unions and employers selected and the order priority. Or, hover your mouse over a section or sub-section and click on the **Edit** text link to edit their contents.

Step 4) Click the **Save Section** button to keep your changes or click the **Cancel** button to discard your changes.

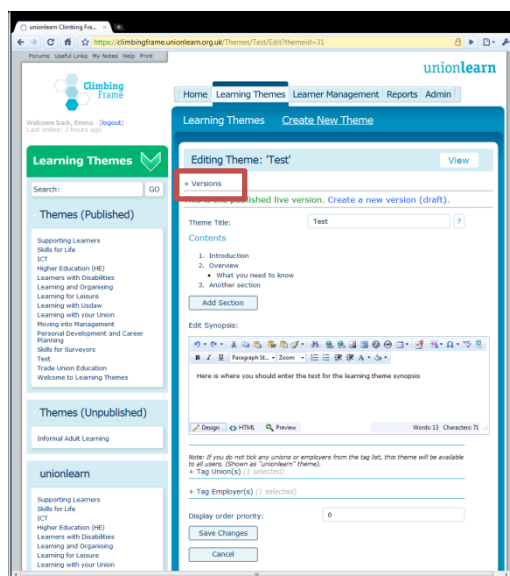


5.2 Using versions

You can either edit the Published (**live** version of the learning theme) OR you can create a new version (draft) of the theme (this is the recommended route if you are making major changes). The steps below show you how to create a new version of the learning theme.

5.3 Working with versions

Step 1) Click on the **Versions** text link



Step 2) The versions area will expand and show you the versions relating to the learning theme



Step 3) **LIVE** indicates the version that is currently published



Step 4) **Viewing now** indicates the version that you are currently looking at



Step 5) Click the **View version** text link next to other versions to open and edit them



OR

Step 6) Click on the **New version** button to create a new version. This basically creates a duplicate of the live version that you can then edit.



OR

Step 7) Click on the **delete text link** to delete a version. You need to delete all versions in order to delete a learning theme.

- Versions			
View version	Delete	Emma Pincott	02 June 2010 14:00 Test
LIVE	Viewing now	Delete	Emma Pincott 02 June 2010 12:02 Test
New version			

5.4 Viewing your learning theme

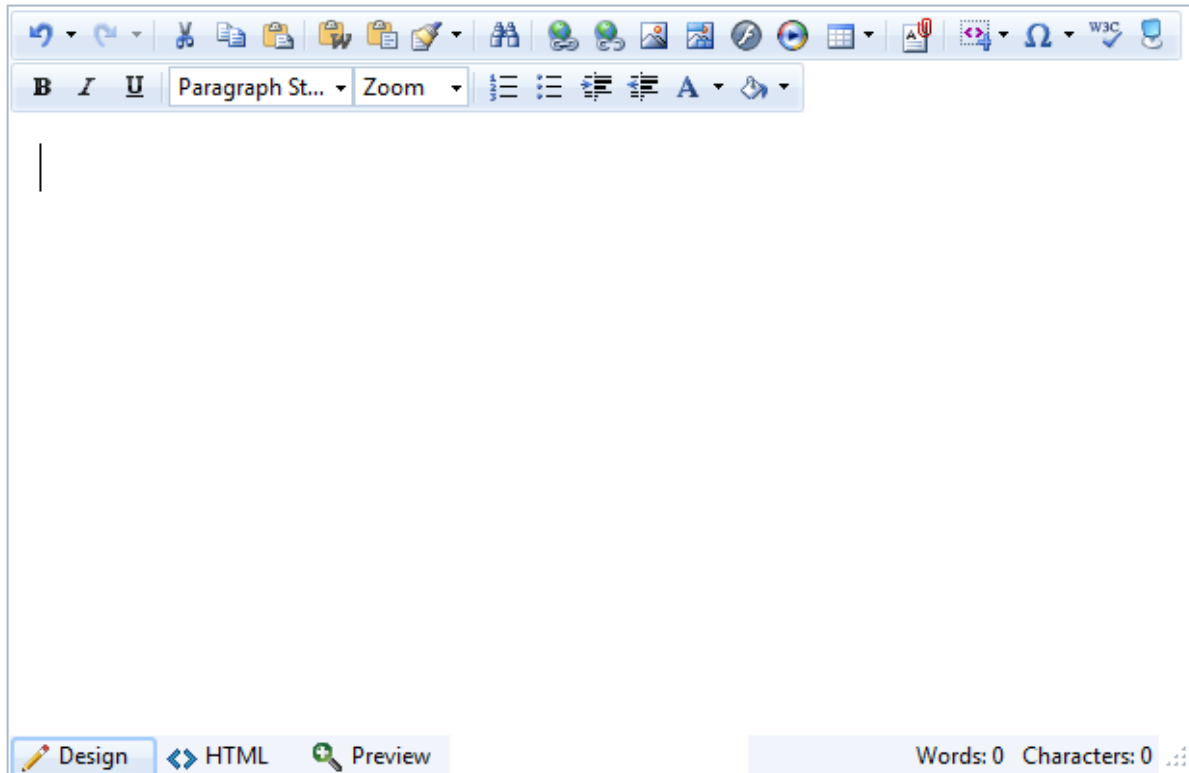
Step 1) Click on the **View** button to see how the learning theme will look when it is published

The screenshot shows the 'unionlearn' Learning Themes editor. The main heading is 'Editing Theme: 'Test'' with a 'View' button highlighted in a red box. Below the heading, it states '+ Versions' and 'This is the published live version. Create a new version (draft)'. The 'Theme Title' is 'Test'. The 'Contents' section lists: 1. Introduction, 2. Overview, 3. Another section. There is an 'Add Section' button. The 'Edit Synopsis' section has a rich text editor with a toolbar and a text area containing 'Here is where you should enter the text for the learning theme synopsis'. At the bottom, there are fields for 'Tag Employer(s)', 'Display order priority' (set to 0), and 'Save Changes' and 'Cancel' buttons.

6 Editing box functions

6.1 What is it?

An editing box is a data entry field that allows you to perform a number of formatting and editing functions which will alter what and how the information that you enter is displayed on screen.
































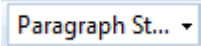
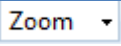





6.2 What each of the buttons do

Within the editing box you have access to a number of function buttons, ranging from copying text to creating hyperlinks.



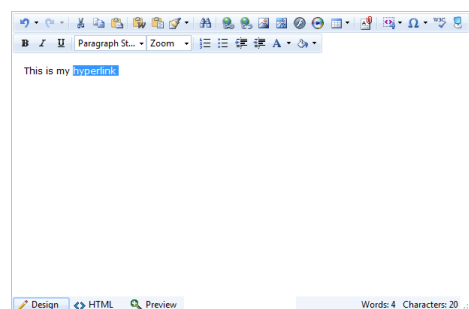
Below is a list of each of the buttons and a description of their functionality.

Name	Image	What it does
Undo		Un-does previous action.
Redo		Re-does previous action.
Cut		Cuts selected text or images
Copy		Copies selected text or images
Paste		Pastes copied text or images
Paste from Word		Pastes text from Word. NB: this function not recommended as it keeps Words formatting options which result in the information not displaying as per the rest of the site.
Paste plain text		Pastes copied text as plain text. NB: this is the RECOMMENDED option when pasting text from Word or any other application into the layout area.
Format stripper		Removes all formatting from selected text. Options available are: <div data-bbox="726 1064 1125 1344" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <ul style="list-style-type: none">  Strip All Formatting  Strip Css Formatting  Strip Font Elements  Strip Span Elements  Strip Word Formatting </div>
Find and replace		Finds and replaces specified text.
Hyperlink manager		Allows you to add hyperlinks, anchors or email links to selected text.
Remove link		Removes any hyperlinks, anchors or email links from selected text.
Image manager		Allows you to upload an image to the database, and insert an image.
Image map editor		Inserts a hotspot on an image.
Flash manager		Allows you to upload a Flash file to the database, and insert a Flash file.

Name	Image	What it does
Media manager		Allows you to upload a Media file to the database, and insert a Media file.
Insert table		Inserts a table.
Document manager		Allows you to upload a document to the database, and insert a link to the document.
Insert code snippet		Allows you format selected text into a pre-defined style.
Insert symbol		Inserts a symbol.
W3c checker		Check content to make sure it is accessible.
Full screen		Creates a full view editing area
Bold		Makes selected text bold.
Italic		Makes selected text italicised.
Underline		Makes selected text underlined.
Paragraph Style		Styles selected text into h1, h2, h3 formats
Zoom		Zooms in and out of the editing area
Numbered list		Makes selected text into a numbered list.
Bulleted list		Makes selected text into a bulleted list.
Indent		Moves the selected text inwards
Outdent		Moves the selected text outwards
Spell checker		Checks for spelling mistakes.

6.3 Hyperlink Manager

Step 1) Select the text that you would like to make a hyperlink from



Step 2) Click on the **Hyperlink Manager** icon



Step 3) To create a hyperlink to a **web address**:

URL: Enter the URL

Link text: don't change

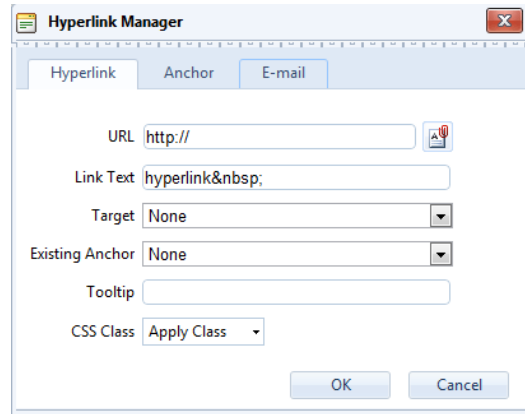
Target: change the Target from None to New Window using the drop down (this will ensure that when someone clicks on your link it opens in a new window)

Existing Anchor: don't change

Tooltip: enter a description of the site that you are linking to

CSS class: don't change

Click OK to save changes or Cancel to discard



OR

Step 4) To create a hyperlink to an **email link** (i.e. opens up a mail application ready to send an email to a specific person)

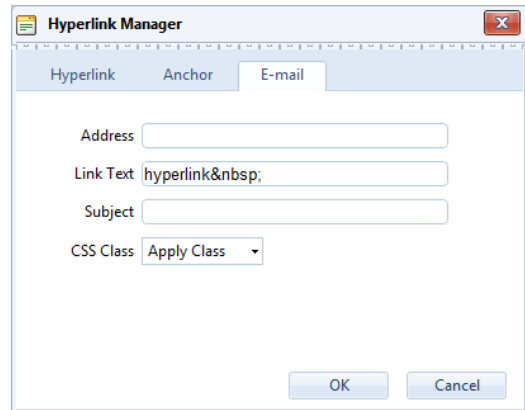
Address: Enter the recipients email address, e.g. you@thisplace.com

Link text: don't change

Subject: enter the subject for the email (optional)

CSS class: don't change

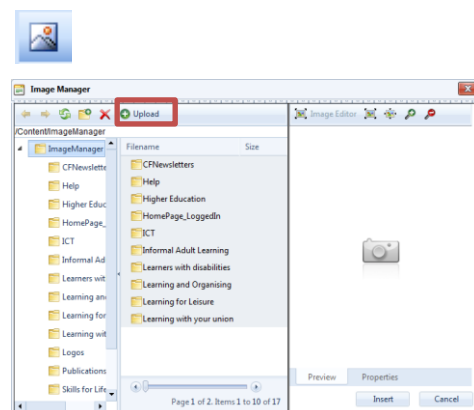
Click OK to save changes or Cancel to discard



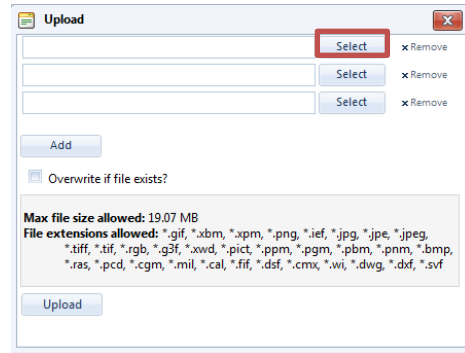
6.4 Image Manager

Step 1) Click on the **Image Manager** icon

Step 2) In the image manager popup click on the **Upload Image** tab



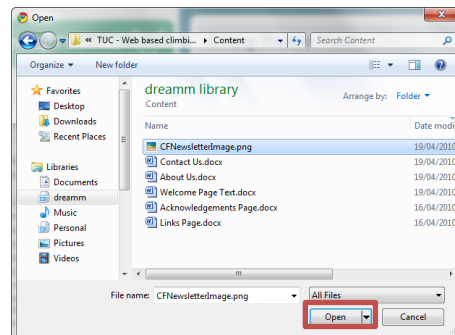
Step 3) Click on the **Select** button



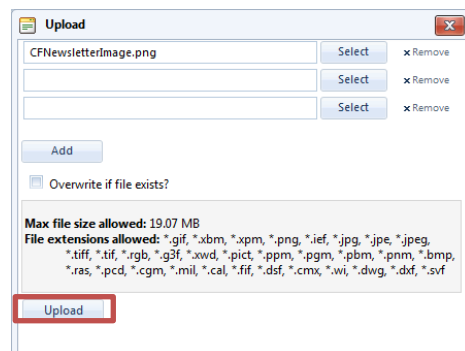
Step 4) Navigate to and click on the file that you wish to upload

Step 5) Click **Open**

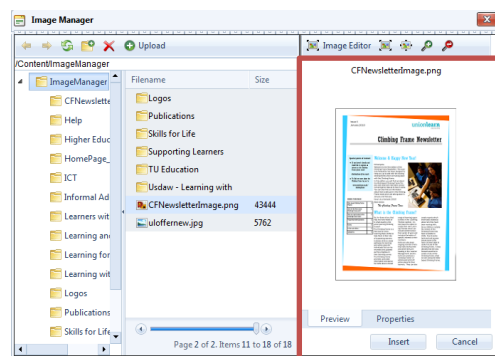
Repeat steps 3 -5 as necessary



Step 6) Click **Upload**



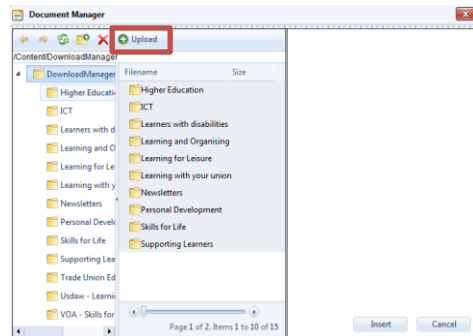
Step 7) You can then see a preview of your image, plus you can also click on the **Insert** button at this point to add it to the content.



6.5 Document Manager

Step 1) Click on the **Document Manager** icon

Step 2) In the document manager popup click on the **Upload Image** tab

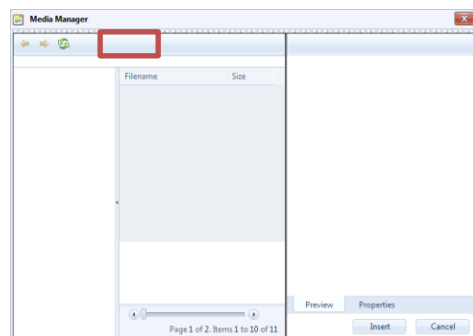


Step 3) Complete steps 3 – 7 as per the Image manager above

6.6 Media Manager

Step 1) Click on the **Media Manager** icon

Step 2) In the media manager popup click on the **Upload Image** tab

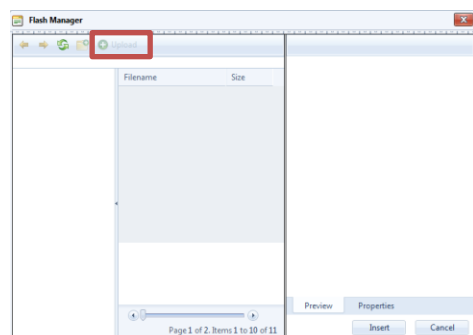


Step 3) Complete steps 3 – 7 as per the Image manager above

6.7 Flash Manager

Step 1) Click on the **Flash Manager** icon

Step 2) In the flash manager popup click on the **Upload Image** tab



Step 3) Complete steps 3 – 7 as per the Image manager above