DEPARTMENTAL WEB SITES
USER GUIDE

Version 1.0
November 2004
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## Logging in/off Account

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With the continuous expansion in the number of web sites on AUC campus today, managing these web sites and ensuring the accuracy and quality of their content has become a vital issue. Such web sites represent the image of AUC to the whole world and thus should be kept as current and effective as possible. This used to be a problem when only technical staff had the ability to manage the content of such web sites resulting in huge work loads for technical staff who are also not as familiar with the content as the actual data owners. However, this problem no longer exists. Today each and every staff member, with minimal technical experience, will be able to maintain the content of assigned web pages based on an intricate security platform that ensure that only those entitled to access a page are able to do so.

This manual will guide users of various web management authorizations to how they will be able to manage or maintain their web sites. It also introduces some of the general features required by any professional web site like printer friendly options, FAQs and site search.
Logging In / Off Account

This section will instruct users how to logon & log off accounts

Logging in the Content Manager Account

The first step is to log on to the web site you intend and are authorize to update. You do this by connecting to the internet through any web browser. In this case the University Registrar web site will be used for demonstration. The University Registrar web site URL is: http://aucadmin.aucegypt.edu/registrar. Upon typing in this URL you will get the site home page (Fig. 1.1).

To update any of the pages in the site, you need to select the Admin Home option present at the bottom of the navigation bar present on the side of the home page. Use the scroll bar, if necessary, to move down the home page till you find a link in the navigation bar (Fig. 1.2).

Click on the Admin Home link to access the login page. Enter your username and password as given from AdCS and press the Logon button (Fig. 1.3). Please note that without a valid username and password you will not be allowed in the site. Also not that the username indicates the security access level you are entitled to.
After logging in successfully, you will find a Welcome to the Admin Area for this Web Site page (Fig. 1.4) indicating that you are currently inside your designated account.

If you use an incorrect username or password, you will get a message indicating you have an invalid username or password at the top of the login page and will be denied access to the site content (Fig. 1.5).

**Logging off the Content Manager Account**

After you finish editing, you must logoff the content manager account. To do this, you select the Admin Logoff link from the navigation bar on the side (Fig. 1.21).

*Please note that every time you do not logoff using the Admin Logoff function, an error message will be sent to the system administrator.*
Updating the Contents of an Exiting Page

This section will take content managers through a step-by-step process to updating the content of existing pages.

How to Update Page Content

Now you have logged in the site, use the navigation bar at the side to select the page you want to update by clicking on its corresponding link.

To update the content of the site home page for example, click on the Home link present in the navigation bar (Fig. 1.6).

The site home page will appear (Fig. 1.7). Scroll down to the bottom of the page and you will find a number of editing and preview links including: Edit body, Edit footer, Edit help content, and Page preview (Fig. 1.7).

To open the currently selected page for editing, click on the Edit Body link present at the bottom of the page. This will transform the mode of the page to editing mode (Fig. 1.9). Using this mode you will be able to make any editing changes needed in the text already present. At the top of the page you will find a tool bar containing all the editing options possible.
Among the most frequently used tools are the following:

- A cut, copy and paste tool
- A set of text formatting tools
- A block shifting tool
- A justification tool
- A table creation tool
- An insert picture tool
- A hyperlink tool

After all editing has been performed, scroll down to the bottom of the page and click on the Save button (Fig. 1.10). This will save all changes performed.

Note that, if the page is an active page, once you save the changes made the page available to the public will be the new page and the old page will not be available. Thus, you have to be very careful before saving the page. After saving you can also select the Page Preview option at the top of the page to preview the page in browser mode.

**Important Note**

- This section instructs you how to edit pages with direct links in the navigation bar. To update pages without a direct link in the navigation bar refer to the section on Using the Manage Pages Option.
- It is recommended to create the document in MS Word first with the format of the web pages then copy the contents in this document and paste it to the web pages directly. This is easier since most of you are very well aware of MS Word and its features and MS Word will give you more features and formatting options than the editor provided with the web page.
Using the Manage Pages Option

When you need to update a page that does not have a direct link in the navigation bar, you will not be able to do so without using the Manage Pages option. To update a page using the Manage Pages option, select the Manage Pages link from the navigation bar (Fig. 1.22).

Selecting the Manage Pages option will open a Select Page Category window (Fig. 1.23) which enables you to select the Category in which the page you will be editing exists. Use the pull down menu to select the category and press the Go button to confirm your selection.

After selecting the category, a list containing all pages in this category will be presented with small links on the side (Fig. 1.24). Use the Edit Body link in front of the corresponding page you need to update. This will open the selected page in edit mode (Fig. 1.25). Make the necessary modifications as instructed in the previous section: Updating the Contents of an Existing Page and save.
Using MS Word Documents Directly

This section instructs you how to use MS Word to create and update documents then paste them to the web page directly.

MS Word has become the most popular editing tool available today and most users have expert knowledge of its features and options. Which is why this section is highly recommended as it simplifies the web page update process tremendously and cuts down the steps necessary. Instead of using the editor offered by the web management software, you have the convenience of creating and formatting the page with its tables, and fonts in MS Word. Then simply copying the text in one portion or several, depending on the content of the text, and pasting it in a web page document in Edit mode.

With the continuous expansion in the number of web sites on AUC campus today, managing these web sites and ensuring the accuracy and quality of their content has become a vital issue. Such web sites represent the image of AUC to the whole world and thus should be kept up to date and effective as possible. This used to be a problem when only technical staff had the ability to manage the content of such web sites resulting in large work loads for technical staff who are also not as familiar with the content as the actual data owner. However, this problem no longer exists. Today each and every staff member, with minimal technical experience, will be able to maintain the content of assigned web pages based on an intuitive user-friendly platform that ensures that only those entitled to access a page are able to do so.

Fig. 1.25: MS Word Document

To do this first, create your document on MS Word. Logon to your account as in the section: Logging on the Content Manager Account.

Set the page in Edit Mode as instructed in the section: How to Update Page Content or section: Using the Manage Pages Option.

Copy all the text from the MS Word document by selecting it and pressing the Ctrl-C keys (Fig. 1.25).
Move to the web page in Edit Mode. Click your cursor in the location in the page you wish to insert the text block and paste the text by pressing the Ctrl-V keys (Fig. 1.26). Make whatever changes are needed. Then save the document.

Note that sometime when you paste from MS Word the format is not correct especially when the text contains tables, bullets or TAB keys. Also note that the text has to be continuous text with no Return characters except where needed. So it is recommended, especially where tables are pasted, that a sample of the MS Word document be tested prior to writing the whole document in MS Word.
Additional Features

This section will present you with some of the additional features used frequently by Content Managers & Administrators alike.

Pages Under-Construction

Most of those who have created web sites are aware of the problem of under construction pages. When you have a page that you are still creating and do not want the public to access it until the page is complete and approved then you can release the page for public access in a matter of minutes. This feature is crucial as most of you know and is feasible using this web management software.

To make a page inactive to public, you must first be logged on to your account as in the section: Logging on the Content Manager Account. Then select the Manage Pages from the navigation bar and proceed to select the category you will be updating. In front of the page you need to deactivate or lock you will find an Edit Security option. Select the Edit Security Option and a Page Security window (Fig. 1.27) will appear containing information about the page and its security access. Use this window to change the Category of a page (Fig. 1.28), and the groups allowed access to a page.

This window also contains two pull down menu. The first is the Is Page Active? option which enables you to just deactivates the selected page for the public. The second is the Required Password? which allows access to only those who have a valid password and denies the public access to it. To turn either function on use the pull down menu next to the option and change the value from No to Yes (Fig. 1.29) and confirm by pressing the Save button.
Including an Image

To insert an image in any of the pages you first need to logon the site using the username and password of the content manager as instructed in the previous section.

Then you must make sure that the image selected has been uploaded to the site. To upload an image to the web site image database, scroll down the page and select the Upload Images link present in the navigation bar on the side (Fig2.1).

![Fig. 2.1: Upload Images link](image1.png)

By selecting the Upload Images link, a window will appear titled Upload an Image (Fig. 2.2). Press the Browse button to access your hard disk.

![Fig. 2.2: The Upload an Image Window](image2.png)

Locate the image you need from your hard disk and select it (Fig. 2.3).

Please note that only Giff and JPG images are allowed.

This will return you to the Upload an Image window.

![Fig. 2.3: The Upload an Image Window and browsing hard disk](image3.png)

Enter the name of image you want on the site and indicate if you want this image to overwrite an already present image (Fig. 2.4). Then press the upload button to perform the upload.

![Fig. 2.4: Uploading Image](image4.png)
Please note that if there is a previous image with the same name and you have set the overwrite option to yes, this image will be replaced by the new image and there will be no way to access the old image. Also note that in this case if the image is already present in any of the web pages, it may appear immediately.

If the process was successful, you get a message indicating that the image has been uploaded and the image appears in front of you (Fig. 2.5). Otherwise if the process was unsuccessful, you get a message indicating that the upload was not performed.

After uploading the image, you will need to insert it in the specific web page it should appear in. To do this use the navigation bar to select the page in which the image should be inserted. Then use the Edit Body option at the bottom of the page to transform the document into Edit mode (Fig.2.6).

Place your cursor in the exact location where the image is to appear in the page. Then select the Insert Image Icon present in the tool bar at the top of the page to actually insert the image.

By selecting this icon you will get a window with all images available for upload including the one you just successfully uploaded (Fig. 2.7).

Pick the image you want and the window will have the actual image (Fig. 2.8).
Underneath the image there are two buttons one to insert the image and the other to cancel the process. Press the Insert Image icon at the bottom to insert the image in the page.

Upon performing this, you should have the image inserted in the selected file at the specific position where your cursor was standing (Fig. 2.9).

To save these changes press the Save Page Content button, present at the bottom of the page.

Deleting an Image

It is recommended that you delete any images that you are not going to use periodically from the site to free up disk space for more current images and files.

To delete an image from the image data base present you first need to logon the site using the username and password of the content manager as instructed in the previous section.

Then scroll down the page and select the Delete Images link present in the navigation bar on the side (Fig2.10).

By selecting the Delete Image link, the Manage Images window appears which contains all the unloaded images (Fig. 2.11). Next to each image is a delete link which can be used to delete images.
Fig. 2.11: The Manage Images Window

Please note that deleting an image can be performed from the Upload New Image window presented in the previous section. Also note that any images deleted will not be available so the delete image option must be done with care.

### Including/Creating a Table

To insert/create a table in any of the pages you first need to logon the site using the username and password of the content manager as instructed in the previous section. Once you are logged in, select the page you need to insert a table in by selecting that page from the navigation bar and transfer it to edit mode by selecting Edit Body present at the bottom of the page (Fig. 2.12).
Place the cursor on the place in the page where the table should be created and click. Select the table tool icon from the tool bar at the top of the page. Click on this icon and you will find a small empty table being created. Drag the mouse while clicking the mouse to select the dimensions of the table. As you do this you will find the selected size shaded in blue and the dimensions written at the bottom of the small window (Fig. 2.13).

Once you have reached the desired size stop clicking and dragging and the table will be created in the position where your icon is present (Fig. 2.13).

Now you can start editing the table and inserting text in any of the cells in the same way you do with a word table (Fig. 2.15).

If you need to make changes to the style of the table, right click the mouse anywhere inside the table and a small menu will appear that has several options related to tables including: inserting a row, column, splitting rows or columns among other things. Of the most frequently used options is the Edit Table option (Fig. 2.16).
The Edit Table option enables you to change a lot of features in the table: cell, row or general. The following figures present the three options (Fig. 2.17):

To save these changes press the Save Page Content button, present at the bottom of the page.

Including/Creating a hyper link

To insert/create a hyperlink in any of the pages you first need to logon the site using the username and password of the content manager as instructed in the previous section. Once you are logged in, select the page you need to insert a table in by selecting that page from the navigation bar and transfer it to edit mode by selecting Edit Body present at the bottom of the page (Fig. 2.18).

Fig. 2.18: Opening the page in edit mode

Select the word, image or item you need to connect the hyperlink to (Fig. 2.19). Then select the hyperlink icon from the top tool bar.
Selecting the hyperlink icon opens a Hyperlink window (Fig. 2.20). Select the Type menu by clicking on the down arrow next to the Type box. You will find a long list of possible link options (Fig. 2.21). Select the appropriate type and the URL.

Fig. 2.20: Hyperlink window

Fig. 2.21: List of possible links

Fig. 2.22: Entering the Type and URL
Recommendations

This section presents some recommendations for using this web management software. These recommendations or guidelines try to optimize usage of the software and its features while maintaining high performance standards.

Deactivating In Process Pages

You are probably now aware of the fact that any updates you are processing will be visible to those who have access to the site, usually the public, unless these pages are blocked until they are finalized. Blocking page access can be done by simply deactivating a page or requesting a password for it. These two features have been explained in the section on “Pages Under Construction”. It is highly recommended that you use these features and preferably the one that requests a password for the page since it makes it available for those who will be checking or updating the page not just one person.

Using MS Word Documents & Tables

It is recommended that you develop your pages, tables and text on MS Word and then paste them to the pages. This will make it much simpler, far less training will be needed and much more formatting options will be available for use. However, sometimes this process does not go very smoothly, especially with bullets, tables with embedded split cells, and Tabs. So it is always good practice to try to paste part of your document at the beginning then resume the document if it is pasted accurately.

Image Size and Format

It is highly recommended to use GIF and JPG image formats only and limit their size to 20K for high download time.

Ensuring Correct Site Log Off

It is highly recommended that you do not just close your window after you finish updating. You need to use the Admin Log off option available for correct log off. Otherwise an error message will be sent to the System Administrator indicating that incorrect log off has occurred. Furthermore, you may have problems logging in.

Note that each use can have only one open session at a time. So to open a new session on a different PC you must make sure that you do not have any open sessions first.