

Creating pages

Preparing the contents of the page.

It can be much easier to write your text direct into the template, updating as you go. If you choose this method, it can be helpful to mark the page as 'inactive' until it's ready for viewing. However, for the sake of this training exercise, there is a document called 'PageContents.doc' in the training folder. Open this file (if you can't open .doc files try the PageContents.pdf file).

IMPORTANT! Please note that there is no formatting on this page. If you do lots of fancy fonts, font colours, tables etc then copy/paste into the editor your page can end up looking like a dog's breakfast! More importantly, Word (and other programs) create masses of unnecessary code which can mean that you are unable to edit your page in the future! If you must use Word to prepare thing, leave everything as plain text, then make the page attractive using the editor tools – which is what we are going to do in this exercise.

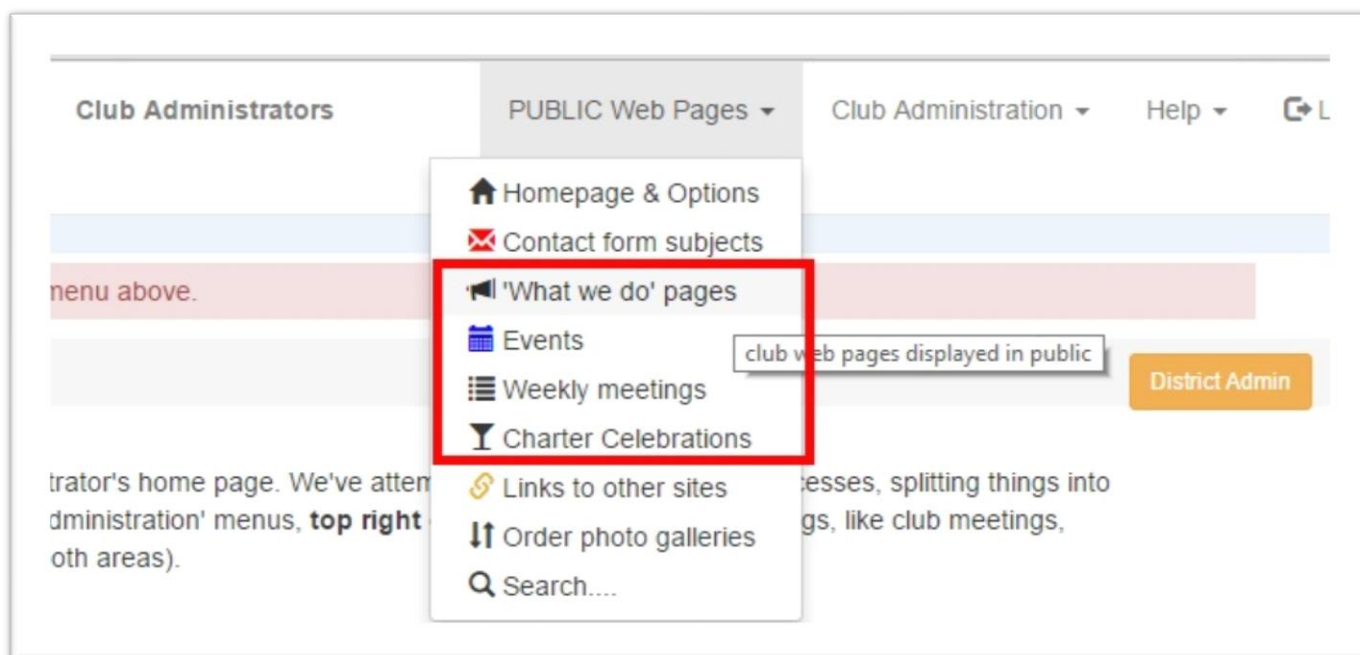
Creating a new 'what we do' main page.

There are different page types - 'meeting', 'event', charter celebration' and 'general' ('what we do' menu) web page - the principles are the same for each type. We will begin with 'general' pages, as without at least one of these, the menu will not display on pages other than the home page.

For more information, select '[club administrators](#)' on the tutorial pages.

You are going to create a new main page, improve its appearance, add a 'main picture' to it and create a 'slideshow' of images.

Assuming you are logged in and in the 'club admin' area, select 'PUBLIC Web Pages' then 'What we do' pages' from the menu at the top of the page.



This page may take a while to open, depending on how busy the server is at the time. Later, I will show you a quick way to update your page, avoiding this page completely.

- Click on Add a new 'main page' from the menu on the left.

We are only going to use the 'page title', 'brief description' and the html editor fields in this exercise.

- Give it the title of 'Training Page'.

In the file PageContents.doc is some sample text for inclusion on the Rotary Template. You can use copy (Ctrl+C) and Paste (Ctrl+V) to move the text from there to the template or one area to another.

- Copy and paste the following sentence from the PageContents.doc file as the 'brief description' of the page.

This page is being developed to show how to create a page and add features to it – please ignore

- Copy (Ctrl+C) the bulk of the text from PageContents.doc (beginning 'This is Heading1') and paste (Ctrl+V) it into the Editor area (the part that looks like a word processor).
- Click the 'add page' button at the bottom of the page.

(NOTE – the insert and update pages show a 20 minute countdown timer – make sure you press the add/update page button before the timer runs out, or you will lose any changes made to the page).

You are taken to a page where you are asked to add a new 'main picture'; ignore this for the moment, as this is covered in the 'Working with Images' lesson. Instead select 'edit page' from the menu (on the left, if on a PC).

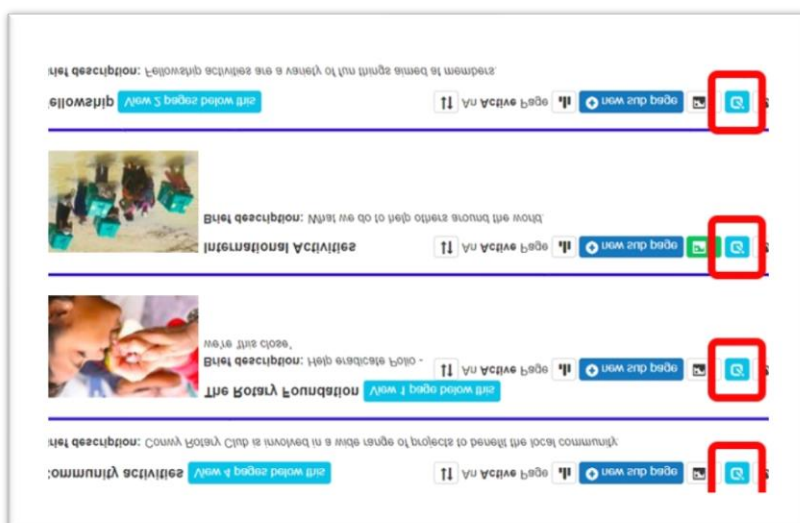
Updating a page

Having earlier copied the plain text into the editor, you are now going to make it a bit more attractive - so **ignore the part about adding the 'main pic'** and **choose 'edit page' from the menu on the left.** *This is*

displayed because you have just been working on that page; if you were wanting to update it at another time you would go to the appropriate list page from the 'Public Pages' menu, showing 'what we do'/meeting/events/Charter celebrations pages.

The 'edit' button for each page is highlighted in red in the screenshot, left:

This shows the main 'what we do' pages, which allows sub-pages – but the list

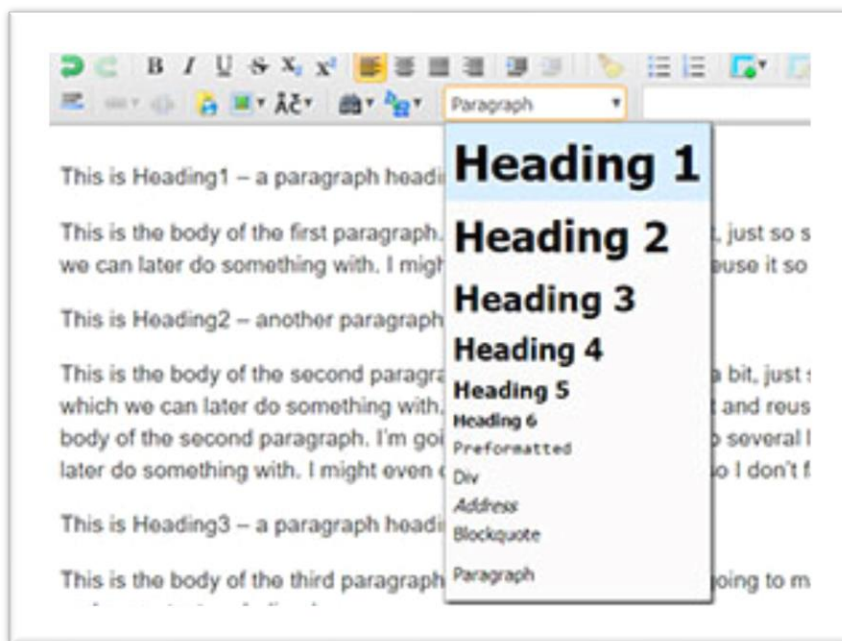
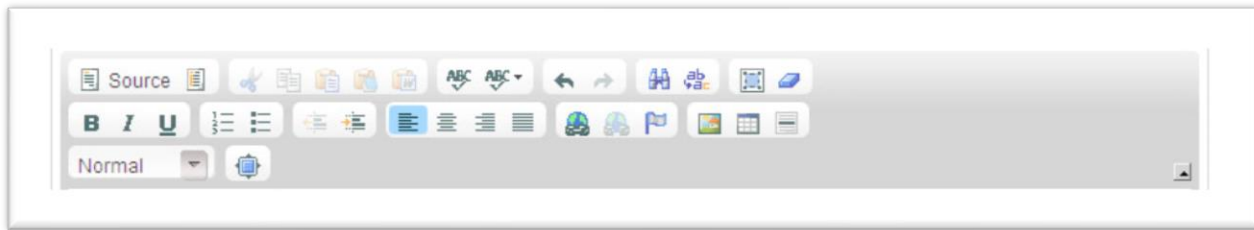


page for Weekly Meetings, Events and Charters is similar.

The update page looks like the 'add page' - except the information you added before can be seen.

To begin with, you are only going to make changes to the page details in the html editor area.

You may have the old 'html editor', which looks like:



You can still do most things, though the styling facilities are not available. It is also slower and lacks the facility to create your own folders)

1) Click on the text 'This is Heading1 – a paragraph heading'.

2) From the html toolbar, change the style from 'Paragraph' ['Normal' in the old editor screenshot] to 'Heading1'

After clicking, you will see this text is now larger (and blue, unlike in the menu)

3) Click on the text 'This is Heading2 – a paragraph heading'

4) Change this from 'Paragraph' to 'Heading 2'

The style changes again. Heading styles affect the whole paragraph. A paragraph could be a few words or many lines long – so, when typing, it's from one 'enter' to the next 'enter', which is why you should only use them for brief headings (and why you don't need to select the text first, as you would to make a selection *italic*).

5) Repeat the process appropriately for the Heading3 text.

Now, you're going to change the 'bold, italic and underlined' words in the *third* paragraph.

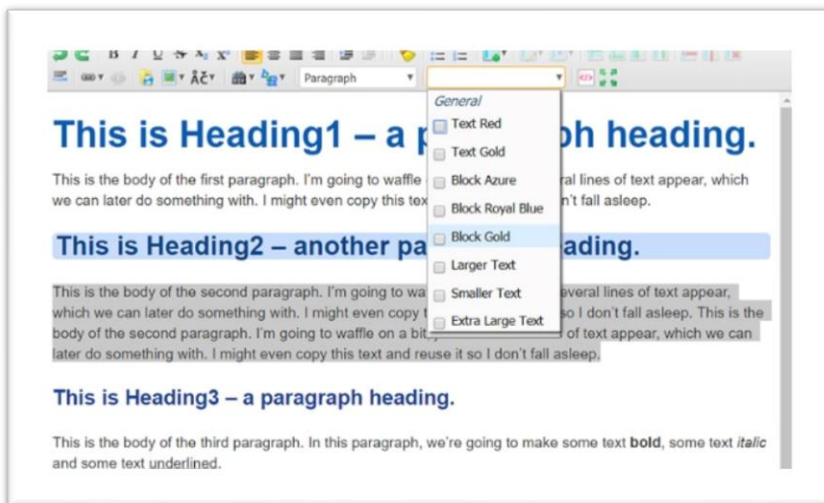
6) Double click on, or drag across with the mouse to highlight, the word 'bold'. This selects the whole word.

7) Click the 'B' toolbar button (depending on browser, you may need to double click) or do **Ctrl+B**

The word bold is now displayed in **bold**.

8) Repeat for the words 'italic' (**Ctrl+i**) and 'underlined' (**Ctrl+U**), using the appropriate buttons instead of 'B'

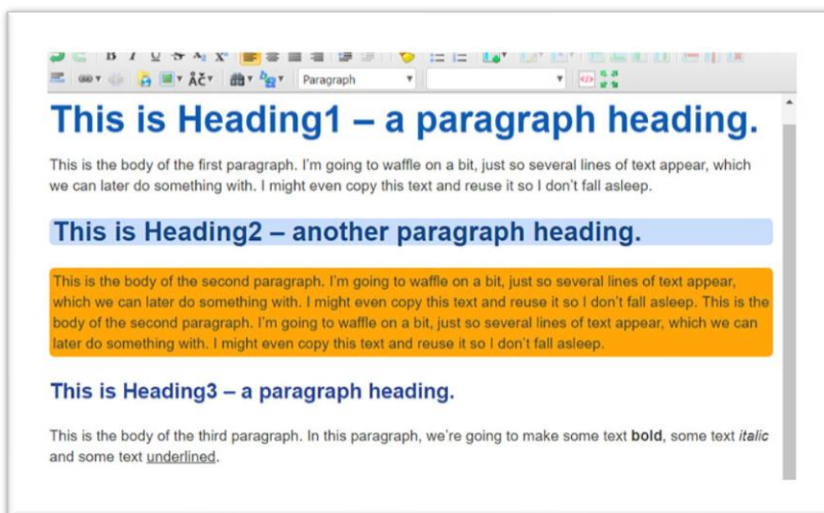
Ctrl+Z (Undo) if you make a mistake!



9) Highlight the 2nd paragraph.

10) From the 'styles' menu, choose 'Block Gold'. NOTE – this is not available in the old html editor.

Your page should now look something like this:



11) Try some of the other text styles – note that some do not work if there is code within the paragraph, as in the 3rd paragraph in the training document.

12) Experiment with other toolbar buttons – but 'less is more' is a good guideline! Pages with lots of different colours, font sizes etc can be very difficult to read.

13) Press the 'update page' button to keep your changes.

The same 'Editor' and tools are used on the home page – but lots of other things happen on the home page too, so it is being treated separately in these training sessions.

- Select 'What-we-do' Pages from the 'PUBLIC Web Pages' menu.
- You will see the 'Training Page' listed.
- Click on the 'edit' button then mark the page as 'inactive', then press the update button.

The page will now not be displayed anywhere except in the 'what we do' pages list; you will use this page in future exercises.

More information and a video about 'Styling Your Pages' on the tutorial page <https://www.rotary-ribi.org/tutorials/index.php?PgID=394828&Mp=553033>

Next, you should consider adding a 'main picture' and perhaps a 'slideshow' to your page. This is covered in the '3 - Working with Images' session.