

### Adding or editing a Web Page – easier than it looks

Log in with your User Name and Password at [www.TwoRiversCoalition.org/login.asp](http://www.TwoRiversCoalition.org/login.asp) .

Choose a main menu pick or any other page to which you wish to add a sub-page or pages to. For example, under <News and Resources> pick <Paw Paw River Odyssey><Odyssey Home> to add a chapter to the Odyssey Home page.

Scroll to the bottom of the page to see the list of existing pages attached to the Odyssey Home page. Choose Add.

In the Add a Web Page window: Step 1 – The value you enter here will be the Title of your new page, e.g., <24-October>. You may choose any title you want but keep in mind that if too long, the title will have to word wrap if you choose to show it in the menu column on the left side of the page. Step 2 – Pick Create a new page on this web site. Step 3 – Submit.

The Create a Web Page automatically opens. Select Template 1 (There is a second template but it is used only for establishing a new link on the Home Page. It will be rare to use this option.)

Now the Enter Your Information window opens

Step 1 – Enter a file name that relates to the page you are creating. Make it descriptive but keep it short. In this example, 24oct10.asp will be used. The file extension will always be .asp. If you use two or more words in the file name, the form might be twowords.asp or two\_words.asp, your option. If you don't add file name, the system will assign a rather meaningless number for the file name such as 3146950.asp. The Header Reference Label defaults to the chosen page title.

Step 2 – Optional title, enter or not.

Step 3 – Banner Image. Allows Banner Image to be changed. Easy to use but pictures must be resized to 740 x 192 pixels in order to fit the banner area. Microsoft Office 2010 has a utility which works well for this but there are many other photo editing programs with this capability. Unfortunately, that utility is not available in Office 2013. If more than one banner photo is used on a page, the photos will alternate each time the page is reopened. If no banner is specified for a particular page, the banner for that page will default to that used on the home page.

Step 4 – Page Menu. In this example there is an existing Links Group. Click on the Link. All of the available menu links appear. In this example the Odyssey link is the appropriate pick. Choose submit. If there was no existing link for your new page, enter a title for a new menu group.

Step 5 – Left Column. If you chose to have a page menu, it will appear automatically in the left column. You can also choose to add text below the page menu or in lieu of it. Just type your text in the gray box. It is possible to copy text from another document or web page and paste it here. Editing tools appear below the text box.

Note: You may submit the page at any time and return to edit it later. The only caution is that if you spend more than 20 minutes creating or editing a page the session will automatically close without warning and you will lose all your work. After you submit the page, you must wait until

it compiles. At that time a page creation report will appear telling you that the page has been successfully created. Choose Close This Window. Your new page will appear in the list at the bottom of the page. To continue, click the wrench at the left of the new page title OR click on the title to open the new page and click on the Edit wrench in the middle of the new page. Notice the URL at the top of the new page. <http://tworiverscoalition.org/24oct10.asp>. The /24oct10.asp is the title you assigned in Step 1 above.

OK, now for a bit of confusion. When you select the edit mode, the edit page will open. The Step numbers are slightly different from the Create Page window but the Titles of interest at this point are the same. Banner was Step 3, now it is Step 4; Page Menu was Step 4, now it is Step 5; Left Column was Step 5, now it is Step 6. We will continue on the Edit Page with Step 7.

Step 7 – Page Title. Here you enter the title for your new page. Following the example, we will enter “24-October-2010, Leg 9”. This title will automatically appear at the top of the page in large, green, bold font. *Tip: At any time, you may open any page on the web site by clicking on any men even with the edit window open. You will not lose your work on the edit page. In this case, since we are adding a chapter to a series of pages and we want to keep the format the same from page to page, it is convenient to open one of the established pages to check its format. Pick 10-October. The page opens. The title is “10-October-2010, Leg 8”. OK, the format for my new page title is the same, so proceed or make corrections as necessary on the edit page.*

Step 8 – Sidebar. The sidebar bar appears at the right side of the page as text or photo in a blue box. You may choose to have a sidebar or not. Try it. Just type something in the text box, anything will do. Submit the page to get a feel for what happens. When next you edit the page, if you clear the text box, the sidebar will disappear when you resubmit the page.

Step 9 – Text 1. Text typed or pasted in this page will appear as the main body of text on the page. If you choose to have a subtitle, after typing it, highlight the title with the cursor and select Bold. You do not have to have a subtitle. Note that you can allow users to comment on your page by selecting the box below the edit commands. (Additional information on editing the Text Area of your web page is provided in the next section)

Step 10 – Here you can upload photos by selecting Browse and then choosing a photo from your previously saved computer files. It works best to compress photos to about 300k using Microsoft Office or other photo editing program, this so they open in a reasonable amount of time. You can only upload three photos at a time before you have to submit the page. An additional three photos can be uploaded each time you edit the page. Videos can be added using HTML code. The easiest way to embed videos is to upload your video obtained from your digital camera or cam-corder to YouTube.com and then copying the YouTube embedding HTML code into the HTML code box.

Step 11 – Text 2. Text typed into this box will appear below any photos or videos you have added. If none, this text will simply follow that of Text 1.

Step 12 – Picture Library. This step allows you to place photos within Text 1, Text 2 or in the left or right columns.

Step 13 – This step allows you to upload documents such as a .pdf and then link to that document within the text.

Step 14 – Add pages. Another way to add pages to the web site.

Step 15 – Show Edit Date. If you do not type “no” in the label box, the date you last edited the page will automatically be added at the bottom of your page. If you let the date be added, keep in mind that if the page is not edited often, it may imply to the reader of the page that the information is not current.

Step 16 – Submit your information. This you have by now already done several times. Do it again.

Just one more step before you are done. You can save this step until you have your new page just the way you want it and that way your page will be hidden from the public. When you are happy with your new page and are ready to release it, open it. Remember the URL for the page? If so, type it into the browser address bar. Alternatively, open the page where you first added the new page. Go to the bottom of that page and click on your new page title. When it opens, notice the menu bar in the left column. Click on Add. Type a label for the new page, e.g., 24-October. Select <Link to an existing page on this site>. Type in the file name you originally assigned – 24oct10.asp in our example. Click the Submit button and be patient. Sometimes it takes a while for this step to compile. If you click submit more than once it may add this new menu item twice or more. When confirmation is finally achieved, a Page Creation Report window will appear. Choose <Close this Window>. The new page link should now appear in the left column at the top of the list. Use the Sort Links button to move the new link to another position in the list. Oh, by the way, if you lost patience as described above and you find there are now two or more links to the new page, simply click the red X next to one of them to remove it. Again, this step requires extraordinary patience.

### Editing a Text Box

By now you’ve noticed that when in the Edit Mode, a + sign appears at the top of the various sections on each web page. Clicking the + opens a text box which allows editing of text and pictures within that section of the page. Below the text box you see myriad icons which permit manipulation of text and pictures in special ways. Hovering the cursor over each icon in turn brings up an explanatory note of each indicating their use. Most uses are obvious and editors are encouraged to explore.



Afraid you’ll make a non-recoverable error? Not likely because you do have to click **S**Inserting a Link to a Web site or Web Page,ubmit before any actual changes take place. But just in case, here is a trick that might give you comfort. At the lower right corner of the icon box click on **HTML**. This opens the Source Code Editor which presents all the special coding applicable to the all the text within the section. This coding is created automatically for you as you manipulate text within the box. You don’t have to know anything about coding; it just happens

as you make changes. Now, before you make changes, copy all of the coding. It's as simple as placing your cursor at the end of the last line of coding, right click and hold while moving the cursor to the beginning of the first line to highlight all the code, and then simultaneously press <Ctrl><C> to copy. Open a blank page in you Word Processing program. Paste the code there by pressing <Ctrl><V>. Save the file with any file name you choose for later retrieval. Now back to the web page you want to play with. Close the HTML box by clicking Cancel. Make any changes you want within the text box by highlighting any or all text and clicking on the various icons to see what they do. Save the changes you make by clicking Submit at the upper left or lower right of the Edit box. After a few seconds (maybe longer for some edits) the edit box will close and the Page Management Tool window will open. Click <Close this Window>. The web page will refresh showing all the changes you made. Go ahead. Make more changes to the same section by repeating the process. What? You don't like what you have done and want to go back to where you started. It's easy since you previously saved the HTML coding. Open the saved document and copy all the code. Then open the text editor and click the HTML icon. Highlight all the coding as before and paste the code copied from your saved document by pressing <Ctrl><V>. Click Update at the lower left of the HTML edit box and then Submit the page change. Close the Window and Voila, you are back where you started.

### Inserting a Link to a Web Site or Web Page

There are many times when you might want to refer a reader to another web site for more information or to another page in the TRC web site. You've seen it before: Click [here](#) for more information, or See form at [www.somewhere.net/forms](http://www.somewhere.net/forms). A link is easily established by highlighting any text you have typed in the text editor box or any picture you have located on the page, and then clicking the Inset/Edit icon in the top row below the text box. This icon is easy to identify as it looks like a chain link.

In the top line of the Insert/edit link box thus opened, type or paste the page or web site address. Set the Target line by clicking on the  $\vee$  and selecting either Open in same window or Open in new window. The latter is usually preferred as closing the new window takes the reader easily back to the launch page. Type any text you like to help identify the link in the third box. This text will show when the cursor is hovered over your link. Click Insert the Submit the edited text. Try the link thus created when the web page refreshes. The link can be edited at any time by repeating the process or can simply be removed by highlighting the linked text in the edit box and clicking on the Unlink icon.

### Inserting a Link to a Document






The process for linking to a document is similar to that of linking to a web page but first it is necessary to load the document into the Document Library. After logging in as Editor, open the web page you wish to work on. Click the Edit Icon (the one with the Wrench) at the top of the page. Click on the + sign by Step 13 – Document Library. If there are already documents loaded in the library it will be necessary to scroll to the bottom of the page where you will find three blank Document Files. You may load one or all three of these before pressing Submit. Clicking on the Browse button opens your File Manager. Locate the file you want to link and click on it. Type a Caption which will let you easily identify the document. This caption is for your

reference only and will not appear on the final web page but only as a document identifier. You may load a second or third document at this time but if documents are large (more than 3-5mbs total) it works best to load only one at a time. Click Submit and close the next window. While still in the Edit Mode, scroll down to the bottom of your web page where you will see your document in the Document Library Section. Right click on one of the documents you wish to link. Select Copy Link or Copy Shortcut or words to that effect depending on which browser you happen to be using. Now follow the process described above for linking to a web site using the Shortcut just copied in the URL line of the Insert/Edit Link window. Submit and try the link.

### Web Site Color Scheme

The Two Rivers Coalition Web Site color scheme is based on a color palette found in Microsoft Publisher titled harbor. The Red/Blue/Green color mix is provided below. For the most part, the site page designer will not have to worry about colors as these are built into the basic web site default design. These color references may be useful, however, in the design of special graphics to be used on a web page or for TRC brochures.

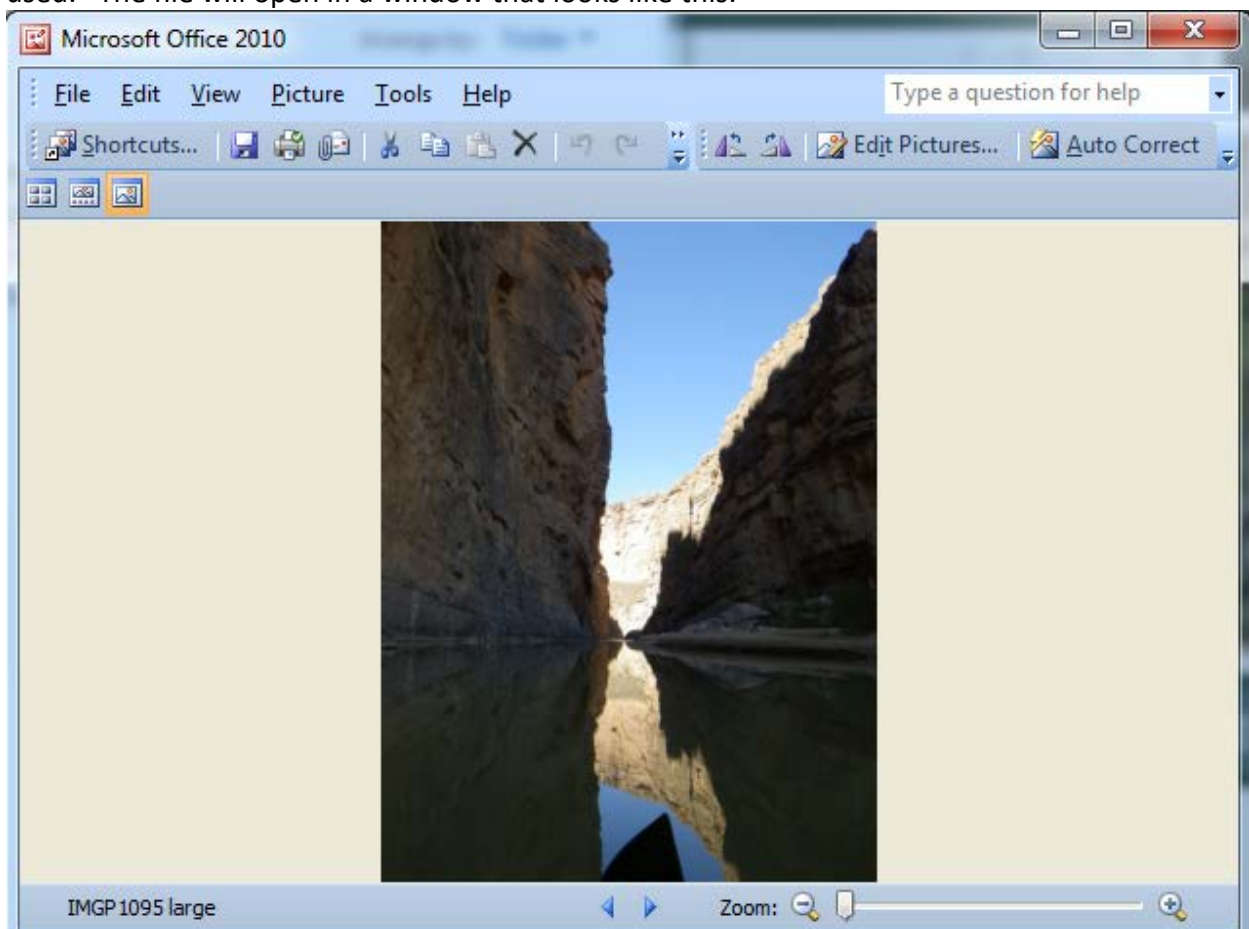
**Every attempt should be made to preserve this color scheme on all site pages**

Accent 1		RBG = 51, 102, 102
Accent 2		RBG = 153, 204, 204
Accent 3		RBG = 204, 204, 204
Hyperlink		RBG = 51, 153, 153
Hyperlink (Followed)		RBG = 153, 153, 153

## Processing photos for use on web site

Photos from a high resolution digital camera are in general much too large for direct use on a web site. File size of an uncompressed photo is typically multiple megabytes. Compressing and resizing the photo can be done easily using Microsoft Picture Manager. (**Note:** This utility was included with Microsoft Office 2010. Later versions of Office do not include the Picture Manager. Various alternate free utilities such as Image Optimizer [imageoptimizer.net/Pages/Home.aspx] are available. You may want to experiment with these.)

Locate the photo you wish to use. Right click on the file name and select <Open With>, <Microsoft Office 10> or <Microsoft Picture Manager> depending on version of MS Office being used. The file will open in a window that looks like this:



To compress file size, select <Picture><Compress Pictures...> In the window that opens, select Compress for: Web Pages. Notice under Estimated file size the compressed file size will be substantially reduced from the Original. Click OK.

If the file is saved at this point it will overwrite the original unless saved under a new name. Use <File><Name As> to rename the file.

The compressed photo may have to be resized dimensionally to fit into the web site article. Column width of the Blog Module appears to be about 500 pixels wide. The picture above would have to be reduced to somewhere around 200 pixels wide to look balanced with surrounding text. To reduce the picture size, select <Picture><Resize>. Several choices are



*An alliance of the Black River  
and Paw Paw River Watersheds*

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offered. Percentage of original size preserves the photo aspect ratio. Select the down area to decrease size. Notice that under Size setting summary the new size reduces each time the down arrow is clicked. Continue clicking until the desired width or height in pixels is achieved, in this example to nearest to 200 pixels wide. The picture can be resized up or down later if first guess needs tuning. Save the resized picture renaming it or not as desired. Before closing the picture window, notice the other menu picks under picture. These may be useful to further modify the picture for use on the web site. One option in particular is worth trying: <Picture><Auto Correct>. Notice that brightness and contrast are adjusted slightly. Sometimes a noticeable improvement results, sometimes not. If improved, save; if not <Edit><Undo> cancels the change.