

Creating pages.

Creating or editing pages within the ISA Sociology website is done via the site CMS (content management system) you will need to be an Admin user in order to do this.

To access the CMS go to the website <http://isa.capabilitycloud.co.uk> and log in to the site by clicking the log in link on the home page:



Your log in may take you directly to the CMS (if you're an Admin user) if it doesn't then click the Site Admin link:



You will now be in the Admin area with a menu panel at the top of the page



Website Administration

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To create or edit a page click on the PAGES menu item and select the site you wish to work on from the Manage pages list

Please Select A Website to manage pages for:

[ISA Portal](#)

[Sociopedia](#)

[e-Symposium](#)

[Social Justice](#)

[Global Dialogues](#)

This will open the Manage Pages page and indicate which sub site you're working on

Manage Pages for Sociopedia

[+ Add Page](#)

To create a new page click the add page button

This will open the new page template:

Give the page a title,

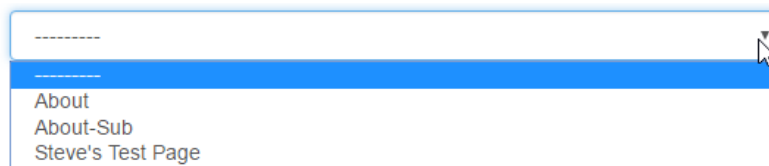
Title *

Naomi test page|

this will become the url of the page within the site i.e Naomi test page will become <http://socio.isa.capabilitycloud.co.uk/naomi-test-page/>

Note: the Url text box will be completed automatically when the page is saved so you can ignore this entry.

Pages are either created as a stand-alone page or are a sub-page of another parent page. If the page is stand-alone then you can ignore the Parent box, if it is a sub-page then drop down the Parent Box and select the Parent page.



*Note: **Is an Intro Page** is not used at the moment so can be ignored*

Introduction is a text box which will add text at the top of the page, after the Page Title but before any image which is inserted into the page.

Keywords can be added, these will help both the internal site search but also external search engines. Keywords should be added using a comma between words:

Keywords

Naomi, Sage, London, Publishing,|

These are used for search, please enter comma separated.

Introduction image is an image which is added at the top of the page and will appear after the introduction text. It is not essential that an intro image is inserted.

To add an image click the Choose file button:

Introduction image

Choose file No file chosen

This will open your PC explorer dialogue box where you can navigate to the image you wish to insert. Please note, the image will display across the whole of the page so select a landscape shaped image.

The site will resize images to fit the template but an ideal size will be in the order of 745 x 225 pixels.

Once you have selected an image the file name will display next to the word Currently

Currently: [pages/sir-frederick-banting_piGUqZw.jpg](#)

☐ **Clear**

Change:

No file chosen

If you wish to clear or change the image then either tick the clear box or choose file to select another image. (clicking clear will only take effect when the page is saved)

Content box. This is the main editor for the page text. Through this box you can add text, pictures, video and tables. You can also access the source code for the page (you should only do this if you have an intimate knowledge of editing HTML)

The easiest way of adding text is to cut and paste from an existing document or webpage but remember, because you are adding text which will be converted into html all text should be free of any formatting. The best way of ensuring the text is unformatted is to use the paste clip boards



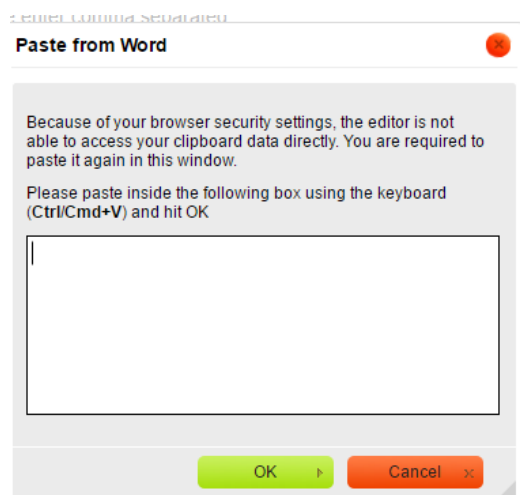
These will allow you to select an appropriate way of pasting text. If you roll over the icons you will get a description of the clip board function. In the example below we will be pasting from MS Word.

Open word and select the text you wish to copy to the new web page, copy the text in the usual way.

In the CMS content editor click the **paste from word** icon



This will open the paste text box



Paste the text you wish to use in this box and click OK



This will now insert the text into the content editor.

Paragraph Format

- Normal
- Heading 1
- Heading 2
- Heading 3
- Formatted



B *I* U abc  x_2 x^2    



Browse Server

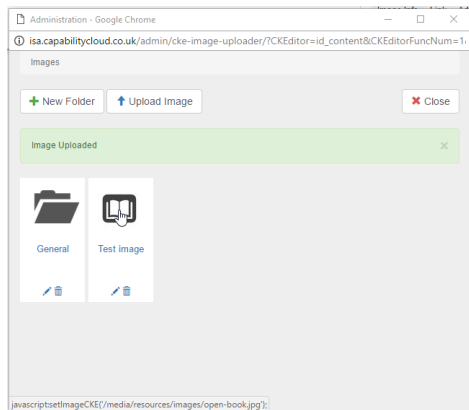
[↑ Upload Image](#)

Choose file

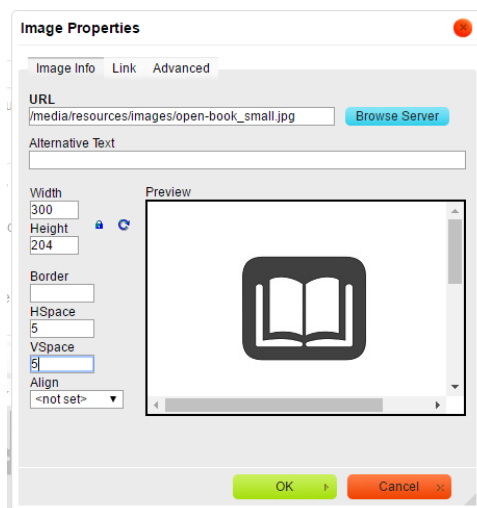
Save

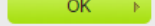
Save

This will take you back to the server file dialogue box where you will see the image you have just uploaded (Test image) select this image



This will take you back into the Image Properties dialogue box, where you can further influence the image by using the controls to set the size, add a border, set vertical and horizontal space around the image and the alignment:




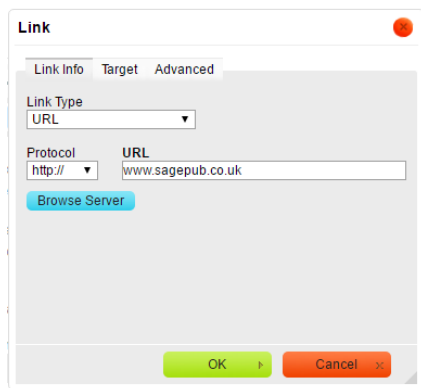
Once you are happy with the position and size, click ok  and the image will be inserted into the page.

Inserting a hyperlink can be done by highlighting the text you wish to hyperlink

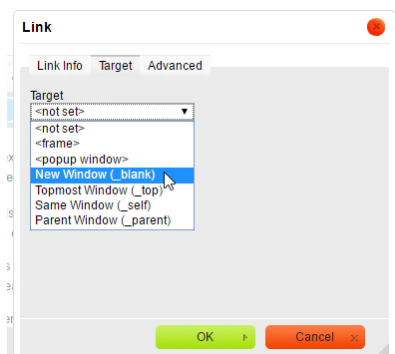
Lorem ipsum dolor sit amet, ex debitis lucilius efficiendi quo. El
sententiae eum. Id iudicabit definitiones has, sumo nihil in nam,

Placerat convenire ut sed, viris postulant interpretaris ei usu. Ve
euismod occurreret eos, adhuc disputando an eos. Vero graeco p

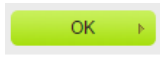
Click the hyperlink icon  and complete the dialogue box with the url you wish to link to



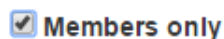
If you wish the link to open another browser tab, then select Target from the tabs at the top of the dialogue box and select New window (_blank)



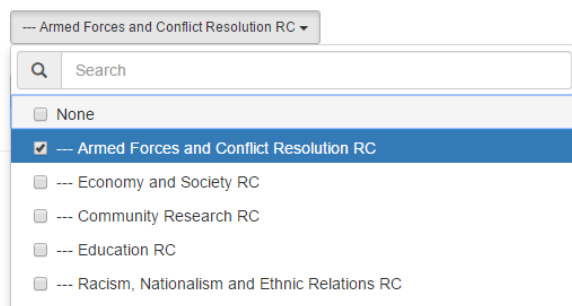
Then click ok



Selecting the Members only box will only allow visitors who are logged in to view the page



Finally, you must add in the metadata for the page using the tags drop down. This enables you to add key words from the prescribed Nomenclature. It is possible to select one or many descriptors. This is an essential part of the page creation process as it will enable the system to alert members who have selected specific areas of interest. If the page is non-specific then select **None**.



Save

You must now save your page by clicking save
have undertaken on the page.

failing to do this will lose any work you

Once you have clicked save you will be taken back to the Manage pages page. Clicking the URL link as highlighted below will allow you to view the page as it is on the website.

Manage Pages for Sociopedia

+ Add Page

Title	URL
About	/about/
About-Sub	/about/about-sub/
Naomi test page	/naomi-test-page/
Steve's Test Page	/steves-test-page/

ISA

Search Resources



Log In / Register

Home About Resources

Sociopedia / Naomi test page

Naomi test page

Intro



Lorem ipsum dolor sit amet, ex debitis lucius efficiendi quo. Eit dicunt torquatos has in, ex erat dictas pro. Dolore scripta qui in, vero affert consul te his, id abhoreant sententiae eum. Id iudicabit definitiones has, sumo nihil in nam, dolores omittam perpetua ad pro. Ea pri albus accusata vulputate, eam in phaedrum moderatus.

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voluptatum vituperata usu et, ad vix brute adolescens incorrupte.



Harum dignissim no sit, an ius partiendo incorrupte. Rationibus delicatissimi sit at, vel ad sapientem molestiae vituperata, cu commodo veritus sed. Quando volumus eos ut. Audiam meliore invidunt sea eu, ius wisi fierent ex, vix option oblique lobortis te. Forensibus scripserit vel ea, duo dissensias philosophia no.

Ius et alia maiorum, ius ei aperiam expetenda corrumpit, fierent democritum te eum. His id illum liberavisse, commodo denique qui id. At est solet constituam, harum dolore gubergren ea nec. Usu amet complectitur reprehendunt ea, vim labitur rationibus eloquentiam ne, eu cum audiam luptatum mediocrem. Cu sed fugit iusto quaestio, no omittantur consequuntur duo, ex nostrum officis his. Id tollit delectus nam, vim cu sumo disputando, an modus nominavi eam.

Sea saepe perfecto sadipscinc in, te delectus intellegebat deterruisset vix. Iudico intellegam ne vix, at vidisse perpetua petentium mei. Ad essent accusan insolens mea. No eum facer animal recusabo, duo summo homero eu. Dicunt pertinax sea et, id sea conceptam reprimique, verear efficiendi quo an.

sdgs



About Block



Seventh Block