

# Tutorial: Editing Pages

## Introduction

This tutorial will cover the process of editing the content of pages available on the site, as well as the various formatting options available.

### ***What You Will Need***

- Your username
- Your password
- Permission from the site administrator to edit pages on the site.

### ***In Case Something Goes Wrong***

If you encounter an error, or something happens that isn't covered in the tutorial steps, see the "It Went Wrong!" section later in the tutorial. If the problem you are experiencing is not covered there, you should contact the site administrator.

### ***Contents***

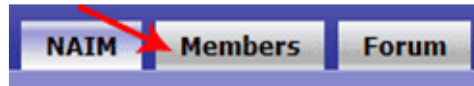
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# Tutorial: Editing Pages

## Editing Pages

### 1. Login

From wherever you are on the site, you can logon by clicking on the silver “Members” button at the top right of the page.



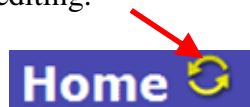
If you're not already logged in, this will take you to the Login page, where you will need to use your username and password to login.

### 2. Open the Page to Be Edited

You should now navigate the site to find the page that you wish to edit by selecting the NAIM silver tab, and then the appropriate sub tab.

### 3. Select the Page Edit Button

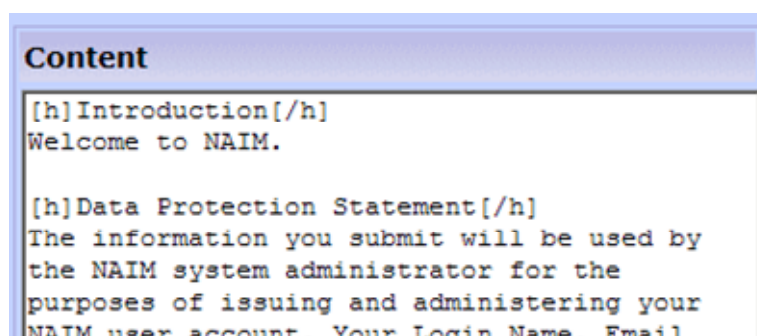
Assuming that you have been granted the appropriate permissions by the site administrator, there should be a yellow button at the side of the title. In this case, the Home page has been chosen for editing.



Click the yellow edit button.

### 4. Edit the Page Content

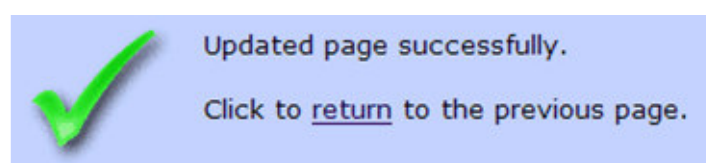
The next page you will be shown will be a form containing a large text box that the page content is entered into.

A form titled "Content" with a text area. The text area contains the following HTML code:

```
[h]Introduction[/h]
Welcome to NAIM.

[h]Data Protection Statement[/h]
The information you submit will be used by
the NAIM system administrator for the
purposes of issuing and administering your
NAIM user account. Your Login Name. Email
```

Make the changes that you want, and when you're happy, click the “Apply” button at the bottom of the form. If all is well, you will see the following success message.



# Tutorial: Editing Pages

## Formatting Options

As can be seen in the picture on the previous page, there are certain symbols which change how the formatting of the page is generated. In the previous picture, everything between [h] and [/h] became a heading.

There are various other options similar to this (and some a little different) that control the page's formatting.

### ***Bold, Italic, Underline***

The most basic formatting options are these – bold, italic and underline.

To create a section of **bold** text, place the text between [b] and [/b].

To create a section of *italic* text, place the text between [i] and [/i].

To create a section of underlined text, place the text between [u] and [/u].

Consider this example:

```
This is [b]bold[/b], [i]italic[/i] and  
[u]underlined[/u] text.  
[b][i][u]This is all three![/u][i][b]
```

Will produce:

```
This is bold, italic and underlined text.  
This is all three!
```

## ***Links***

Inserting a link to another site, or page, is equally simple. There are two methods to inserting a link – either entering the address between [url] and [/url] tags, or placing the address in the [url=ADDRESS] NAME [/url].

Consider the example:

```
Our Site: [url]http://www.naim.org.uk[/url]  
Visit us at [url=http://www.naim.org.uk]our  
site[/url].
```

Will produce:

```
Our Site: http://www.naim.org.uk  
Visit us at our site.
```

Both links will visit the NAIM web site.

# Tutorial: Editing Pages

## Headings

As has been shown previously, a heading is produced by inserting text between [h] and [/h].

For instance:

```
[h]Introduction[/h]
This is our site!
```

Will produce:

```
Introduction
This is our site!
```

## Lists

Unlike the previous formatting options that involved inserting special “tags” that used square brackets, lists can just be typed, and the site will automatically detect them.

The sort of lists that the site can recognise are numbered lists, roman-numerated lists, and bulleted lists.

All lists must end with a blank line to be detected.

For instance:

```
Numbered list:
1. Item 1
2. Item 2
3. Item 3

Roman list:
i. Item 1
ii. Item 2
iii. Item 3

Bulleted list:
* Item 1
* Item 2
* Item 3
```

# Tutorial: Editing Pages

Will produce:

Numbered list:

1. Item 1
2. Item 2
3. Item 3

Roman list:

- i. Item 1
- ii. Item 2
- iii. Item 3

Bulleted list:

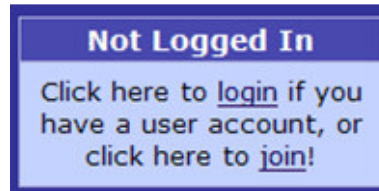
- Item 1
- Item 2
- Item 3

# Tutorial: Editing Pages

## It Went Wrong!

### *I Can't See the Yellow "Edit" Button*

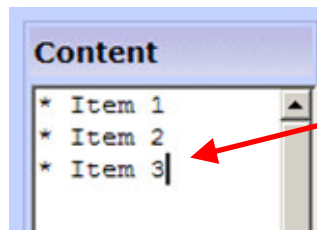
You may not be logged in. If, on the left hand side of the page, you see a box that has the title "Not Logged In", you will need to log in again.



If you are logged in, but still cannot see the edit button, then you don't have the required permissions to edit pages on the site. If you feel that you should have been given these privileges, you will need to contact the site administrator.

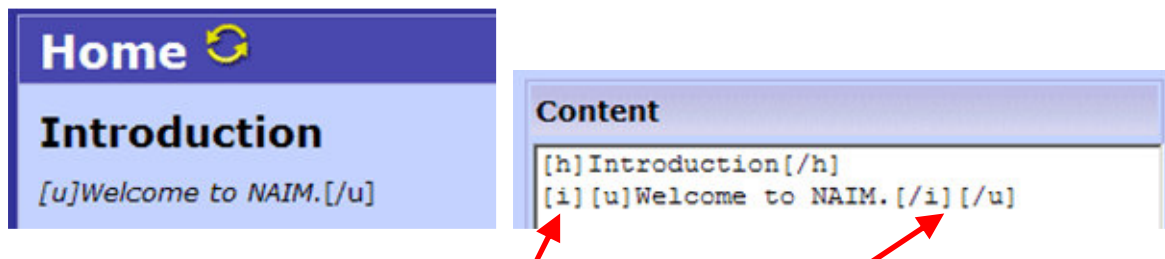
### *I Typed a List, but It Didn't Become One*

The most common cause for this problem is that, at the end of the list, there wasn't a blank line. At the end of the last item in a list, press return *twice* to insert a blank line. Apply the page again, and the list should be generated correctly.



Press return, or enter, twice with the cursor here.

### *There are Formatting Tags on the Page*



This problem is caused by either a misspelling in one of the tags, or the order of them is wrong. Shown above is a picture of the code used to form the page. Notice the order that the `[i]`, `[u]` and `[/i]`, `[/u]` tags are written.

The tags need to be ended in the opposite order to which they were made. In other words, since the `[i]` tag was typed first, the `[/i]` tag has to be last.

