

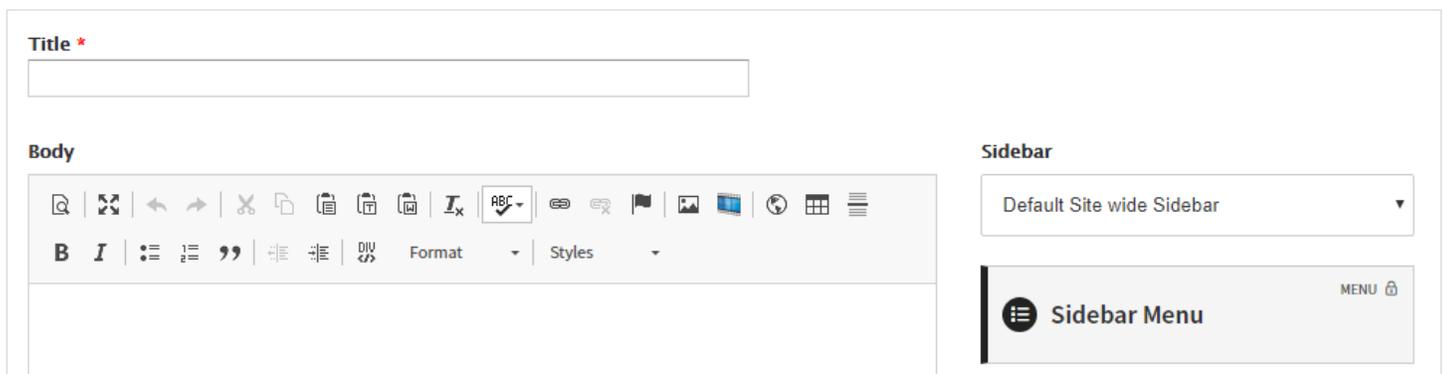
Pages

Dashboard: www.cityofmadison.com/user

Pages are the primary way you can publish web pages. On Pages, you can add text, images, links and documents, and you can place your page within your agency's website navigation.

Creating a Page

1. Select "**Create**" next to "Pages" for your agency. This will open the page editor.
2. Add the **Title** of the page. This will appear at the top of the page.
3. If desired, change the **Sidebar**. Each agency has at least one sidebar currently available. If you would like to add another sidebar for your agency, please contact the Web Manager. If the page is set up to take up the full width of the page, no **Sidebar** field will appear.



The screenshot shows the page editor interface. At the top, there is a "Title *" field with a red asterisk indicating it is required. Below the title field is the "Body" section, which contains a rich text editor with various icons for text formatting (bold, italic, underline, link, unlink, list, indent, outdent, quote, code), image insertion, and other tools. To the right of the body is the "Sidebar" section, which features a dropdown menu currently set to "Default Site wide Sidebar" and a "Sidebar Menu" button with a "MENU" icon and a lock symbol.

You can now begin editing the **Body** (main content area) of the page.

Page Options

1. **Contact Information:** Select Contact Information for the sidebar of your page, if applicable. For example, if you are working on the Volunteer page, you would select the Volunteer Coordinator contact info.
 - a. You can edit or create Contact Information by going to Contact Information on your Dashboard.
2. **City Core Links:** Select "Yes" if you would like a link to your page to appear on City Core pages. City Core pages, like "Live & Work" or "City Hall," are a way of making pages more accessible to visitors of the site.
 - a. **Category:** Select categories related to your page to help visitors find services on your page.
 - b. **Seasonal & I Want To:** Select any that apply. If the page is useful year-round, there is no need to select all seasons. *Note: Report and ePayment I Want To options are not currently in use.*
3. **Service:** Does this webpage provide information about a City service?
 - a. If you select yes, the webpage will appear in the City A-Z Services list.
 - b. You have the option to add **Aliases**. These are additional phrases that people might look for. For example, a "Refuse Collection" alias could be "Garbage Collection".
4. **Menu Links:** Add the page to your agency's menu.
 - a. **Menu link title:** Copy the title of the page.
 - b. **Parent Item:** Select the section of your agency's menu the current page should be listed under. For example, if your agency has a page about programs offered by your agency, and the current page is a specific program, select the "Programs" page.
 - c. Click on "**Add new menu link**".

Preview & Save

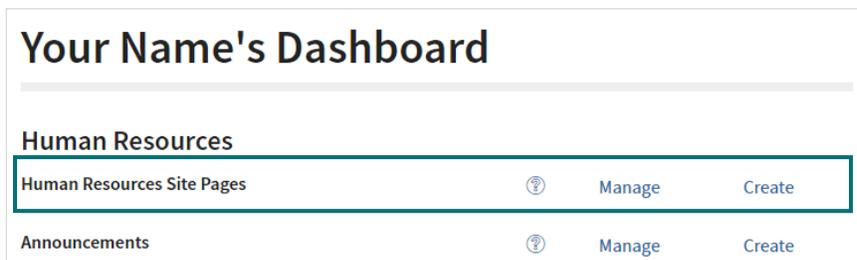
When you are finished editing a page, be sure to save your changes! Review the page before you save, to make sure no errors are published to the site.

1. Scroll to the bottom of the page, and click **“Preview”**. Review the page, including any pieces of Flexible Content on the page.
2. If the page is displaying as intended, scroll to the bottom of the page and click **“Save”**. If you find any errors, click **“Edit”** to make more changes before saving.
3. Your changes **are not saved** until you click **“Save”** at the bottom of the page preview. Make sure to **Save** your changes before closing your window or moving on to a different page.

Please note that if you are creating a new page, the sidebar menu will not list the new page when you preview the page. This menu item **will appear on the page** after you save it.

Editing a Page

1. Select **“Manage”** under your agency’s Pages.



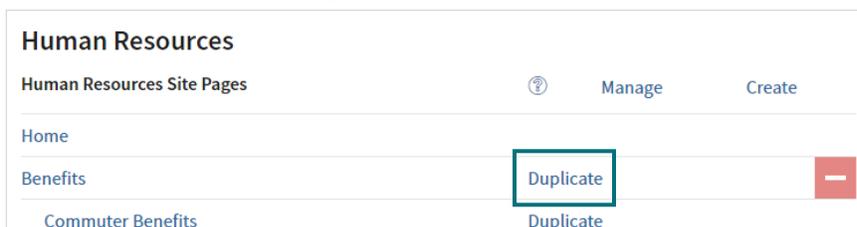
2. Find the page that you want to update. Click on the title of the page. This will open the page editor.



3. Make any desired changes, and click **“Preview”**. Review the Page. If it is displaying as intended, click **“Save”**.

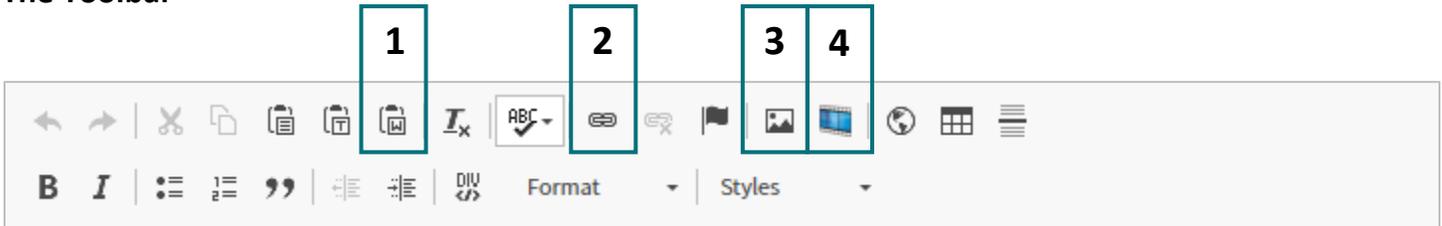
Duplicating a Page

1. Select **“Manage”** next to **“Pages”** for your agency. Find the page you would like to duplicate, and click **“Duplicate”** next to that page.



2. This will open a duplicate of the page you selected. You can now make any needed changes to the duplicate page, just as if you were editing a standard page.
 1. Enter the new page **Title**.
 2. Make any changes to the **Body, Sidebar, Contact Information, and Settings & Categorization**.
 3. Add the new page to the menu under **Add New Menu Link**.
3. When you have finished, click **“Preview”**. Review the Page. If it is displaying as intended, click **“Save”**.

The Toolbar



1. **Paste from Word:** Helps to maintain formatting you established in a Word Document or Outlook email. This will not include images. To upload images, see 3. *Images*.
 - a. Go to your Word Document or Outlook email and copy content. Click the **Paste from Word** button. A pop-up window will appear.
 - b. Paste your content, and click “**OK**”. The content will appear on the page.
2. **Links & Documents:** Allows you to insert links to webpages, email addresses, or documents.
 - a. Choose your link’s **Display Text** carefully. The Display Text should be descriptive even out of context. For example, instead of “Click here to view,” use “Contact Information”.
 - b. Link to a **Webpage**

- i. Highlight the text that you want to link (Display Text), and click the **Link Button**.

Please separate **yard waste & leaves** from brush. Yard waste and brush are separate collections. We will not collect mixed piles.

- ii. Copy the link URL and then paste into the **URL** box. Click “**OK**”.

Display Text
yard waste & leaves

Link Type
URL

Protocol
http://

URL
|

Browse Server

- c. Link to an **Email Address**
 - i. Highlight the text that you want to link (Display Text), and click the **Link Button**. For accessibility, the email address you are linking to should always be included in this link text.
 - ii. In the **Link Type** dropdown, select “**Email**”.
 - iii. Enter the **Email Address**.
 - iv. If desired, add a default **Message Subject** or **Message Body**. Click “**OK**”.

Display Text
Email: helpdesk@cityofmadison.com

Link Type
E-mail

E-Mail Address
helpdesk@cityofmadison.com

Message Subject

Message Body

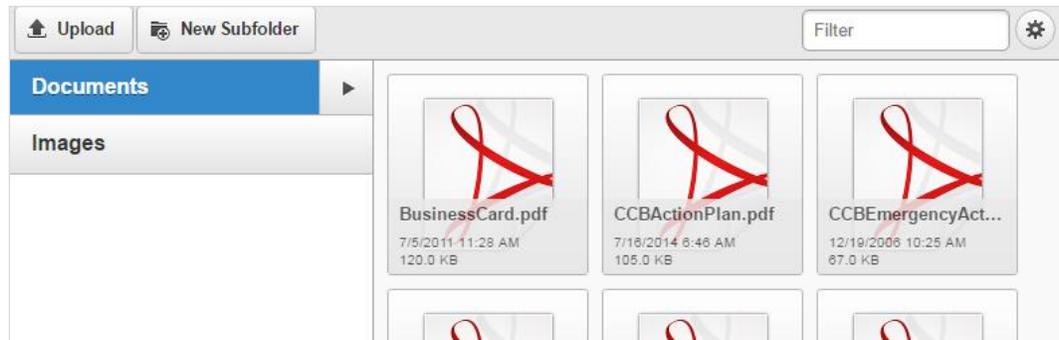
d. Link to a **Document**

- i. Highlight the text that you want to link (Display Text), and click the **Link Button**.
- ii. Click "**Browse Server**".



The screenshot shows a form titled "Link Type". It has a dropdown menu for "Link Type" with "URL" selected. Below it are two fields: "Protocol" with a dropdown menu showing "http://" and an empty "URL" text box. At the bottom, there is a button labeled "Browse Server" which is highlighted with a red rectangular box.

- iii. This will open up your agency's documents and images.



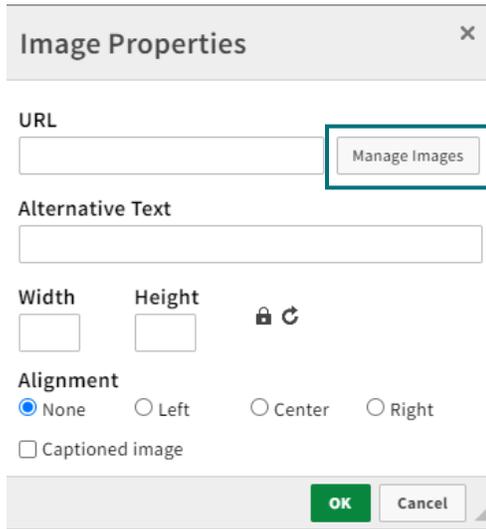
- iv. If the document already exists on the site, double-click on the document to select it.
- v. If you need to upload a new document, click "**Upload**" in the top left corner. Browse for the document, and click "**Open**". Double click on the document to insert, and click "**OK**".
- vi. Be careful with file names! If you upload a document with the same name as one that already exists on the site, the old document will be overwritten (deleted).

e. **Document Management**

- i. **Replacing Documents:**
 1. To replace a document, go to "**Browse Server**". Click "**Upload**".
 2. Make sure the document you would like to upload has the same filename as the document you would like to replace. Select the new document, and click "**Open**".
 3. If the filenames were the same, the new document will overwrite (replace) the old.
- ii. **PDFs:** Do not put main content into PDFs. Instead, put the main content directly on a webpage. PDF documents can be difficult for screenreaders to interpret, and can put a burden on mobile users with limited data plans to download a large file.
- iii. **Removing Documents:** Remember to remove old documents when they are outdated or no longer used. Search engines will still find documents even when they are not linked from your page, so users will still be able to find and view them.
 1. To remove a document, go to "**Browse Server**". Select the document you want to remove, and click "**Delete**".
- iv. **Naming Conventions:** In filenames, do not use:
 1. **Spaces.** Instead, use underscores, dashes, or camel case. For example, "file_name.pdf".
 2. **Abbreviations.** This makes it more difficult for search engines to identify documents.
 3. **Versioning & Dates.** Search engines will find old versions of documents. By excluding dates, you will automatically overwrite old documents and maintain a consistent URL for returning users.

3. **Images:** Allows you to insert images into your page.

- a. Put your cursor where you want to add the image, and click on the **Image Button**. This will open the **Image Properties** window.
- b. Click **“Manage Images”** to open your agency’s existing images and add new images.



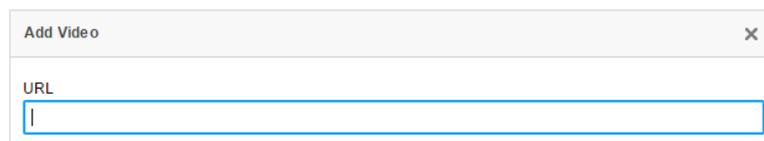
- c. **To upload a new image:** Click **“Upload”** to upload a new image. Double click the uploaded image to insert it into the page.



- d. **To select an existing image:** Find the image you would like to use, and double click to insert.
- e. Add **Alternative Text**. This should be a short description of the image. There is no need to include words like “photo” or “image”. For example, your alternative text could be: “Two City of Madison residents walking on State Street”.
- f. If a width of a photo is too big, change the change to a more appropriate **width**. It will automatically change the **height**. Please note that you should resize large images before uploading.
- g. **Alignment:** If you would like text to wrap around the image, select **Left** or **Right**. If you would like the image to display above or below the text, leave Alignment as **None**.
- h. **Captioned Image:** Check to add a Caption box to the content region.

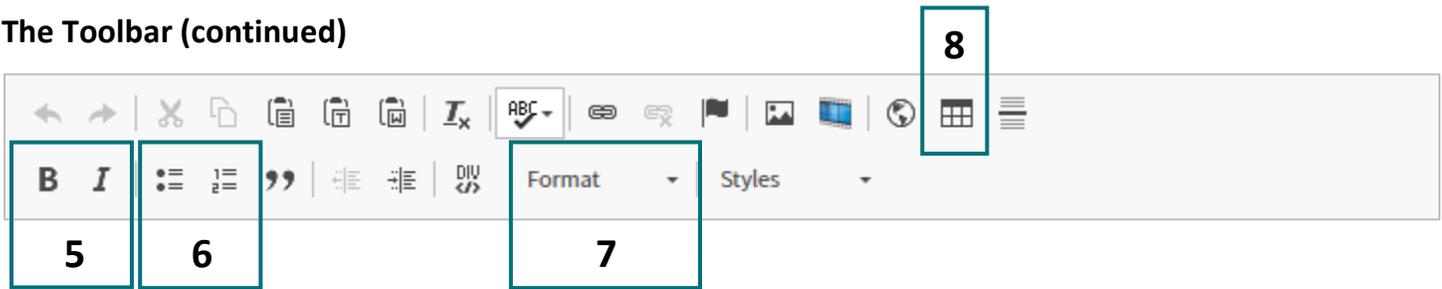
4. **Video:** Allows you to embed YouTube videos onto your page.

- a. Place your cursor where you want the video to appear, and click the **Video Button**.



- b. Paste the URL of the video into the **URL** box, and click **“OK”**.

The Toolbar (continued)



5. **Bold and Italic:** Use these to bold and italicize text on your page.
6. **Lists:** Create bulleted and numbered lists.
7. **Format:** Select the format of your text.
 - a. **Heading 3 – Heading 6** should be used to define the headings on your page. Heading 3 is the largest, and Heading 6 is the smallest.
 - i. Use headings sparingly, to provide structure to the page. Do not use headings to emphasize text on the page.
 - ii. Use headings in heirarchical order. If a section with the heading “Voter ID” uses a Heading 3, any subsections (for example, “Obtaining a Photo ID”) should use a Heading 4.
 - iii. Do not skip heading levels.
 - b. **Normal** text should be used for regular paragraphs.
8. **Tables:** Create tables to format tabular data. Tables should not be used for layout.
 - a. Click the Table button to create a new table. This will open the **Table Properties** window.

A screenshot of the 'Table Properties' dialog box. It has two tabs: 'Table Properties' and 'Advanced'. The 'Table Properties' tab is active. It contains several input fields and a dropdown menu:

- Rows:** Input field with the value '3'.
- Columns:** Input field with the value '2'.
- Width:** Input field with the value '100%'.
- Height:** Input field, currently empty.
- Headers:** A dropdown menu with 'None' selected.
- Cell spacing:** Input field with the value '0'.

- b. Enter the number of **Rows** (horizontal) and **Columns** (vertical) you want your table to have.
- c. In the **Headers** dropdown menu, select whether the first row or first column should be the table header. You may select both, if applicable.
- d. You may edit your table at any time by right clicking anywhere on the table. You may delete or insert a new row or column, or adjust the headers or any other table properties.

Contact:

Requests: Eric Olson, eeolson@cityofmadison.com

Technical issues: HelpDesk, helpdesk@cityofmadison.com