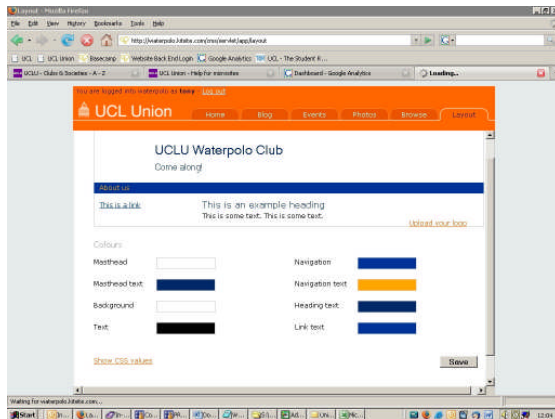


UCLU Microsite Tutorial

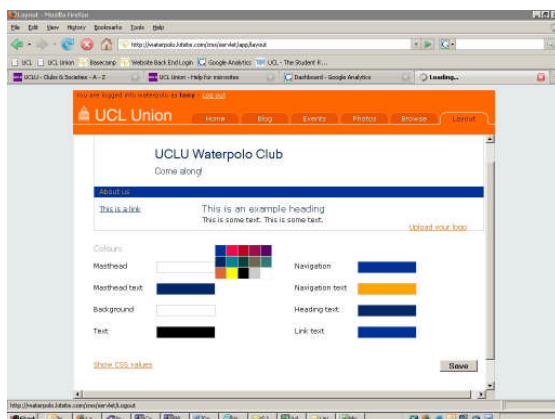
If you have any queries that you can't find the answer to in here, please email uclu-webeditor@ucl.ac.uk. Further instructions, including advanced topics, can be found at www.uclunion.org/clubs-societies/help.

Layout

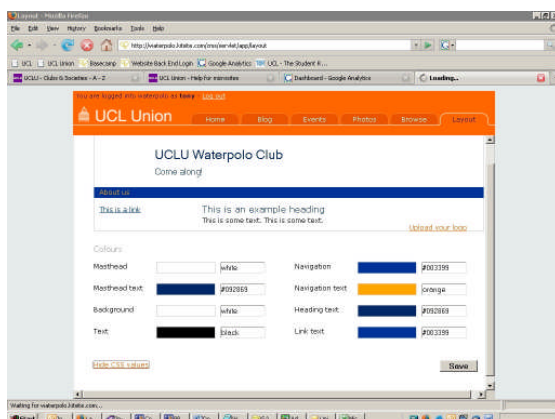
Customising the way your website looks



1. Click on the "Layout" tab. This will take you to a screen where you can specify your own colours. At the top of the screen there is a preview of what your site will look like.



2. Underneath there are a number of different colour swatches. Click on any of these and a colour picker will open up. Select the colours you want and then click the "Save" button.

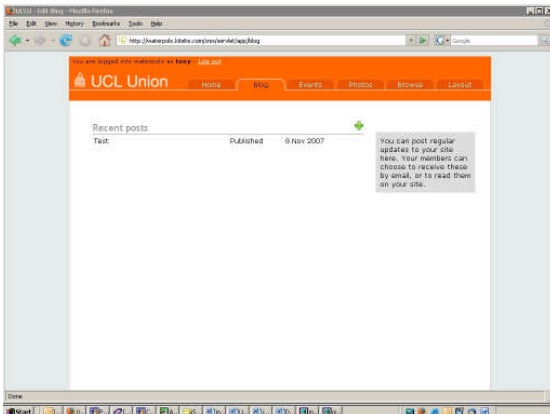


3. If you click the "Show CSS values" link at the bottom left of the Layout screen, you will be able to type in CSS colour values. Many common colour names such as "green" or "darkblue" will work. Otherwise colours should be specified as hexadecimal colour triplets. Many graphics applications (such as Photoshop) will allow you to pick colour values like this. There's also a colour scheme generator at Wellstyled.com

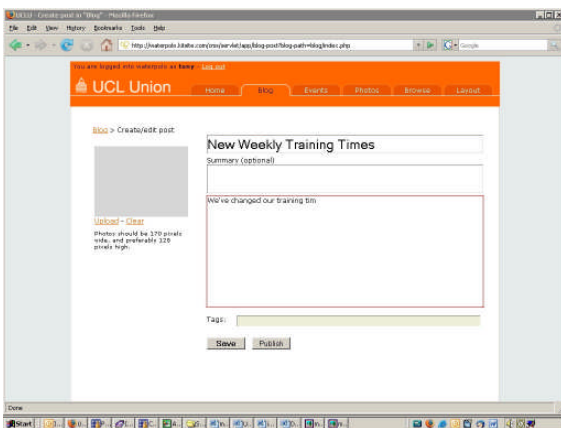
Adding your club logo

First make sure you have a version of your logo that is suitable for using on the web. It should be a .gif, .jpg or .png file no more than 110 pixels high. When you've got it ready, click the "Upload your logo" link on the right of the Layout screen and upload the file there.

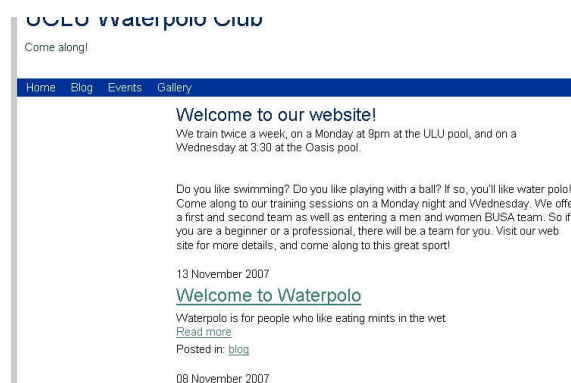
Posting a Blog



1. Go to the Blog tab and click the green plus sign to post your first entry. Do not try and create blog posts manually from the Browse tab - always use the Blog tab.

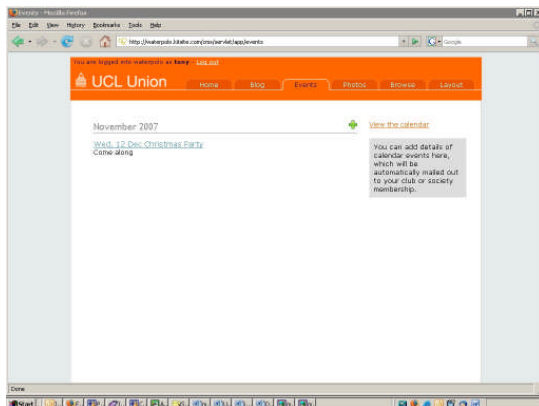


2. Enter the title of your blog in the top field. You can type a summary in the field below. Each post needs at least a title and a body. Summaries, pictures and tags (search related descriptions of your blog) are optional.

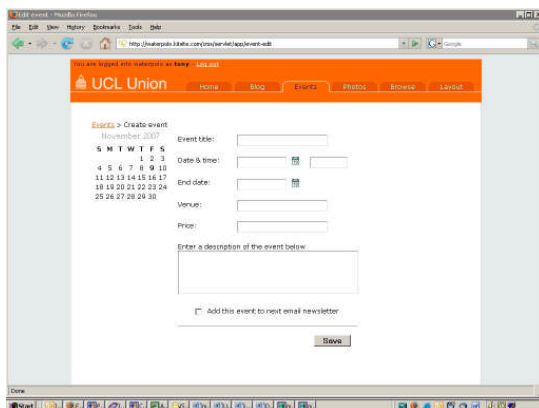


3. Click save and publish. Your blog will show under the 'blog' section of the site, as well as the most recent posts showing on the home page.

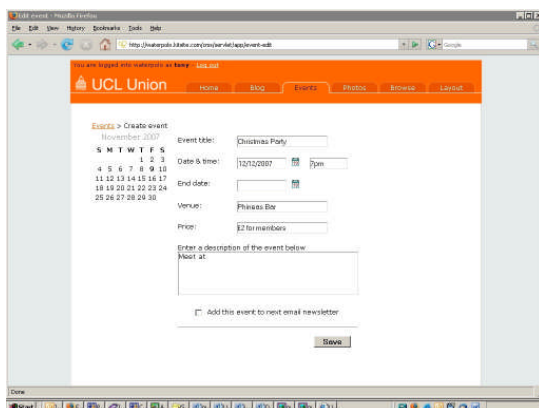
Adding an Event



1. Click on the Events tab and then the green plus sign to add your first event to the calendar



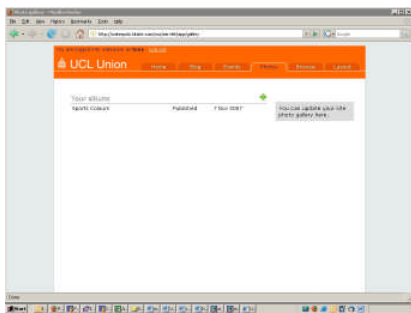
2. When you click the green plus sign the screen on the right will appear.



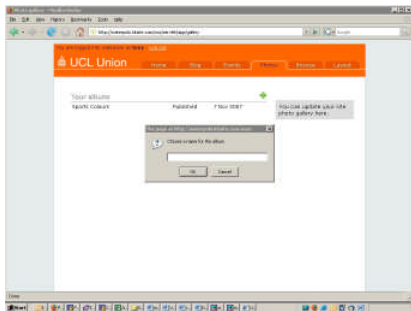
3. Fill in the event details. Try to enter data into all the fields. You can either type the date in or click on the calendar symbol and choose the date from there. It is good practice to enter the date in a dd/mm/yyyy format. Click Save and your events will publish automatically.

Tip: try to make sure your times are always in the same format. It doesn't matter which format, but using different types every time (such as 19:00 and 7pm) can look messy.

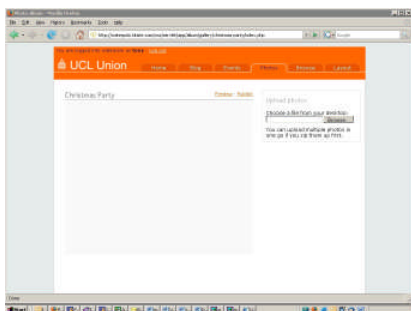
Creating a Photo Album



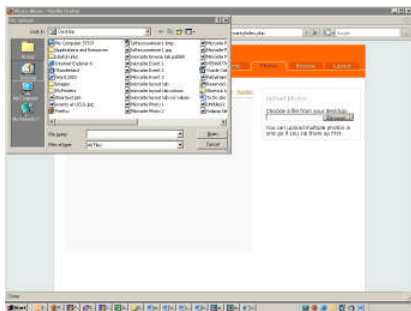
1. Go to the Photos tab and click on the green plus sign to create a photo album.



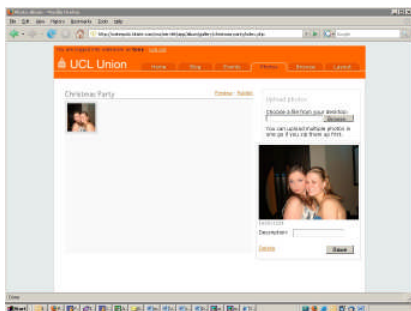
2. A grey dialogue box will appear – enter the name for your photo album here, such as 'Christmtas Party' or 'Sports Colours Ball'.



3. Your album will then appear. Click on the 'Browse' button on the right hand side to locate your photos.



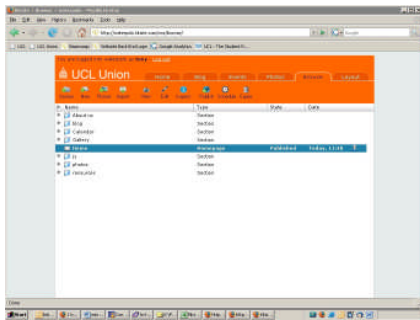
4. When you have found the photos select and upload them individually. You can only upload more than one at once if you create a zip file first.



5. When you upload the photos a preview will appear on the right hand side. Write a description in the box below the photo or leave it blank (tip: make sure you don't leave the photo number in this box, i.e. DCS_545 as this will appear as the description on the live site).

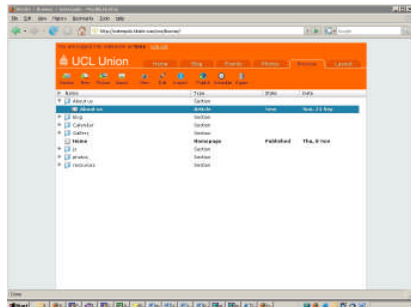
Thumbnails will be created automatically. Do not try and upload pictures to a gallery through the Browse tab, or the the thumbnails will not get made and your gallery will look broken.

Creating and Editing Pages

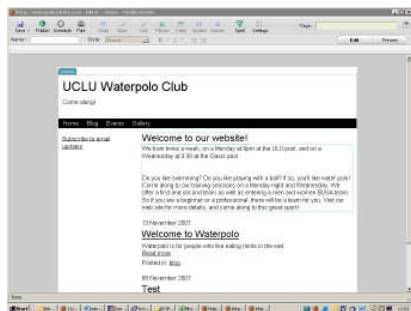


Editing the Home and About us pages

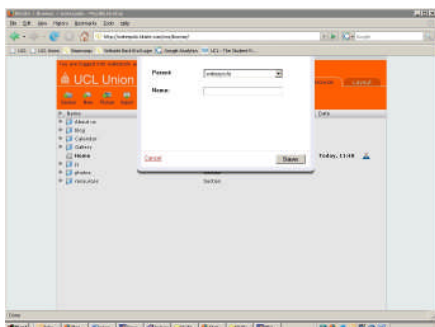
1. Go to the Browse tab and click on Home page, highlighted on the screen on the left. Double click on Home and a new window will open.



2. To open the About us page click on the arrow to the left of the About Us folder, this will open the section and show the About Us page. Click to open the page in a new window for editing.

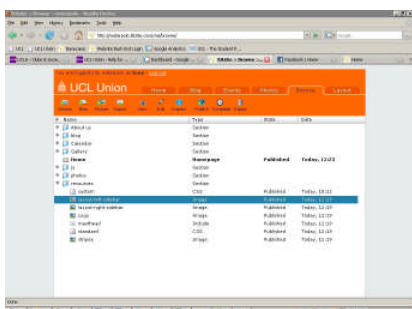


3. This will show you the home page where you can edit the text. When you are finished click save and publish in the top left hand corner.



Adding another link to the site navigation

By default, a link is added to the navigation for every "index page" in the microsite. You can add an additional link by using the "Section" tool button in Browse to create a new folder. Then create a new page to be the index page of the section (you can do this in the home page using the 'New' tool with the green plus sign or the link on the right hand side called 'create a new page'). Give the new page the name that you want to appear in the site navigation and make sure you check the "This is an index page" box.



If your layout changes are not publishing on the live site:

Open the "resources" folder in Browse. Select everything in the folder and click the "Publish" tool to republish. If your site still hasn't updated after five minutes, send an email to support@kitsite.com or uclu-webeditor@ucl.ac.uk.