

IT Services Training



**Getting Started:
An overview for beginners**

SiteBuilder Training Module: Getting Started

This training module is for those within the University who need to maintain web pages for their department or service area, or for staff who want to develop web pages to support their teaching, research, or work activities.

In this module you will learn about design and good practice for the web and how to build web pages in the corporate identity using SiteBuilder, a web-publishing tool developed by the Web Team in IT Services. This module uses a case study based on a fictitious School of Architecture website.

When you have completed these exercises you should be able to:

- recognise what makes a good website and how to evaluate them;
- organise and structure information for a website;
- understand page layout, tools and features;
- create new pages and add content to those pages;
- understand what the page properties are and how to edit them;
- add links, bookmarks and tables to a page;
- check page content for errors and broken links;
- use go.warwick to create easy to remember and short web addresses.

Prerequisites:

A good understanding of the Windows interface
Familiarity with browsing the web

Version 23.0
Last Revised: 5th October 2015

Contents

1.	The characteristics of a good website	3
1.1	Evaluating the current School of Architecture website	5
1.2	Structuring a new website for the School of Architecture	6
2.	SiteBuilder page layout	8
3.	Signing in and the Edit link	11
3.1	Browsing to your website and signing in	11
3.2	Selecting Edit options	11
4.	Adding content to a page	15
4.1	The Editing toolbar	16
4.2	Editing a layout template	18
4.3	Editing a normal SiteBuilder page	18
4.4	Editing the right hand side of page	18
4.5	Copying and pasting content	19
5.	Creating new pages and page properties	21
5.1	Creating a new blank page	21
5.2	Changing page properties	25
6.	Adding links to a page	27
6.1	Creating relative links	28
6.2	Creating absolute links	29
6.3	Creating email links	29
6.4	Bookmark links	30
7.	Adding tables to your page	33
7.1	Adding a table	33
8.	Restoring content	35
8.1	Page history	35
9.	Check page content for errors	36
9.1	Check your page content for errors	36
10.	Checking and maintaining links	37
10.1	Using the Links checker	38
11.	Using go.warwick	40
11.1	Signing-up for a Go address	40
11.2	Citing web addresses on printed material	41
12.	Other Training Modules and resources	42

Task 1. The characteristics of a good website

Objectives	To identify what makes a good website, its usefulness, usability and accessibility.
Method	Discuss usability of an example website.
Comments	There are a number of methods that you can use to ensure that your web page is usable, accessible and has good design.

A Useful Website

A useful website is one that has high quality and up to date information that is targeted towards its audience. How do we make sure that a site is useful? First, we need to consider the characteristics of our audience or audiences and work up a profile or persona for each group. Who are they? What key tasks are they likely to want to carry out on our website? What information are they likely to want to look for?

Second, it is useful to have a look at the competition. You will know who your closest competitors are. Have a look at their websites. Is there anything that you particularly like or dislike? Is information easy to find on their website? Looking at the competition can be an excellent source of inspiration and ideas.

Third, consider your website. Bear in mind what you have learnt about your audience and your competition. Does your own site stand up to scrutiny?

A Usable Website

The web is an active not passive environment. If a user has a frustrating experience on a website, it is very unlikely that they will come back. Users who have a bad experience the first time they visit a site will probably abandon the site permanently.

So what is it that makes a website usable?

First we need to understand how people use the web.

Users don't like to think!

When a user looks at your site, it should be self-evident where they need to go. They should be confident over where to click and what is a link. There should be no doubts or confusion for the user - it should be instinctive.

Users don't read pages they scan them

We treat web pages in the same way that we treat newspapers and magazines. We scan them for important headlines or interesting captions, so we need to design pages with that in mind and utilise headings, sub-headings, bullet lists and summaries so people quickly get the gist of what is on the page and how to get to the most important parts they need.

Users satisfice

Users don't necessarily choose the best link; they choose the first reasonable link - satisficing.

So, now that we know how people use the web, what can we do to make a website more usable?

Make it obvious what's clickable

Links should look like links and buttons like buttons. Follow conventions and create links that are usually blue and underlined. Do not underline text that is not a link.

Break pages into clearly defined areas

Users should be able to decide quickly which areas of the page to focus on and which areas they can safely ignore. Glancing around, they should be able to say 'Links to the latest news!', 'Links to the main sections!', 'Things I can do on this site!' etc.

Keep the 'noise' down

When everything on a web page is clamouring for attention, the effect can be overwhelming. Users have varying tolerances for complexity and distractions; some people have no problem with busy pages and background noise, but many do.

Omit needless words

Get rid of the 'happy talk!' Happy talk is the introductory text that welcome us to the site and tell us how great it is, or to tell us what we're about to see in the section we've just entered. Most of these words are just taking up space. Getting rid of them or at least reducing them will reduce the noise level of the page, make the useful content more prominent and make the web page shorter.

Create a visual hierarchy

One of the best ways to make a page easy to grasp in a hurry is to ensure that the appearance of things on the page clearly portrays the relationships between them. Newspapers use this technique to give us useful information about the contents of a page before we read a word.

- The more important something is, the more prominent it should be.
- Logically related items should also be visually connected so it is easy to distinguish relationships and connections between items.

Provide clear street signs

Create clear, simple and consistent navigation

Poor navigation	Good navigation
No sense of scale	Something to hold on to
No sense of direction	Tells us where we are
No sense of location	Tells us how to use the site
Makes us frustrated	Gives us confidence

Follow conventions and use standard navigation. Conventions on the web tell us that navigation should be on the left and/or along the top. Global navigation (the main sections of a site that appear on every page) should be clearly indicated. Always have a link back to the home page, which in SiteBuilder's case is the main departmental title in the banner. Always include a page name.

An Accessible Website

The Special Educational Needs and Disability Act (SENDA) 2001 and changes to the Disability Discrimination Act (DDA) 1995 mean that there is a **legal obligation** to meet the needs of people with disabilities. The law affects all education and training provided by HE and FE institutions, including the provision of student services. In addition to not treating a disabled person 'less favourably' for a reason relating to their disability, institutions are required to make 'reasonable adjustments' if a disabled person is placed at a 'substantial disadvantage'. This includes the provision of accessible institutional services, including departmental, faculty and institutional websites.

Some tests you can do to test the accessibility of your sites from Webcredible:
<http://www.webcredible.co.uk/user-friendly-resources/web-accessibility/testing-web-accessibility.shtml>

The WebTeam's Guide to making good quality sites:
<http://warwick.ac.uk/sitebuilder/goodsites/>

Task 1.1 Evaluating the current School of Architecture website

Today we will be using the fictitious 'School of Architecture' as a case study. Let's have a look at what the current website looks like and see what we can do to improve it. (A group discussion exercise if on a delivered training session).

Open a browser window and type into the URL field or web address:
http://www2.warwick.ac.uk/training/evaluate_a_page/.

- Visual appearance and design - Does the site look good? Is it slow to load?
- Navigation and structure - Is it easy to move around the site? Is the information where you expect it to be?
- Content and information - Does the site tell you something useful?

Here are some ways the site could be improved:

- Make the site quicker to load (reduce large graphics or anything that will cause unnecessary slowness)
- Break up the pages up into clearly defined areas to aid navigation and structure
- Add consistent, structured navigational links
- Make the text short and to the point
- Add an 'About us' and 'Contact us' section but 'About Us' could now move to the end of the main sections of the site. Contact details can be put in the footer, so it is not taking up a valuable space in the navigation menu.
- Add graphics to support and add value to the content rather than distract or

- annoy
- Use fewer font styles with more consistency
- Make it clear where links are clickable
- Put the site on a white background if not already
- Add a 'site map' if site is quite large
- Remove 'Click here' links or things like 'the information can be found here' references. Link text should have meaningful context on it's own (away from the link) so it is accessible for all users.

Task 1.2 Structuring a new website for the School of Architecture

Before structuring a website, it is useful to consider the following questions:

- What is the purpose of the site, its aims and objectives and what you want it to achieve?
- Who are the intended audiences? There may be several different audiences e.g. potential staff, potential students, parents, funding bodies, research groups etc.
- Which of these audiences is most important to you and which information is most important to your audiences?
- What are the three main tasks that each audience will want to do?
Why will people visit your site? What's unique about it?
- What is good and bad about competitor websites?

Now we will build a possible structure around the supplied content for the School of Architecture. The Documents we need for this exercise are Appendix 1 (the small A5 booklet called Content.doc and Appendix 2 (the blank site tree diagram representing the site structure).

These documents will be provided in paper format if you are doing the delivered training session. They are also stored electronically. In the training room, they can be accessed via the 'Today/course materials>Julie>SiteBuilder training' folder on the desktop. You will need to drag the 'Sitebuilder' folder onto the desktop in order to be able to use the documents. The trainer can show you how to do this.

If you are doing the module on your own, you need to be able to have access to a training site, so please contact the webteam@warwick.ac.uk who will sort you out with a site. The supporting training materials can be downloaded from this page:
<http://warwick.ac.uk/sitebuilder/training/online/supporting-materials/>

1. Look at the content provided in Appendix 1: Content for the School of Architecture Website.
2. Begin grouping the content into logical chunks. Create half a dozen main sections. These will make up the global navigation tabs that appear on every page.
3. Now using Appendix 2 (a blank site map), build your site structure. Starting from the homepage, work down. Each box represents a page of information, lines are the links between them and each 'leg' of your diagram represents a major section. Continue adding boxes for each level of your site. It is important to impose a structure all the way down the site as users are just as likely to spend

time on lower level pages as they are on the top-level pages.

4. Speak to other people and see if they would structure the site in the same way.

When you come to look at your own site, you could perhaps have a go at creating different personas to represent each of your key audiences. Make your persona as real as possible, give them a name, an age, a gender, a job, a family, hobbies and interests, things they do as part of their professional, working or study life and things they do as part of their personal life and why they use the web and what they would be looking to get out of this site etc.

Once you have created a persona, you could then build a different structure according to what information the persona will be interested in and the key tasks that they wish to perform on your site.

There is a template for creating a persona (downloadable word doc on right hand side of page: <http://warwick.ac.uk/sitebuilder/goodsites/prep/>)

Task 2. SiteBuilder page layout

Objectives To understand the main elements of the SiteBuilder page layout, and how the corporate identity, usability, and accessibility features are incorporated.

A SiteBuilder site has a universal page structure throughout. Each page incorporates both the Corporate Warwick and departmental and/or sub site identities and is designed to help users construct their sites using some of the best practice guidelines discussed in Task 1. Every SiteBuilder page features these common elements:

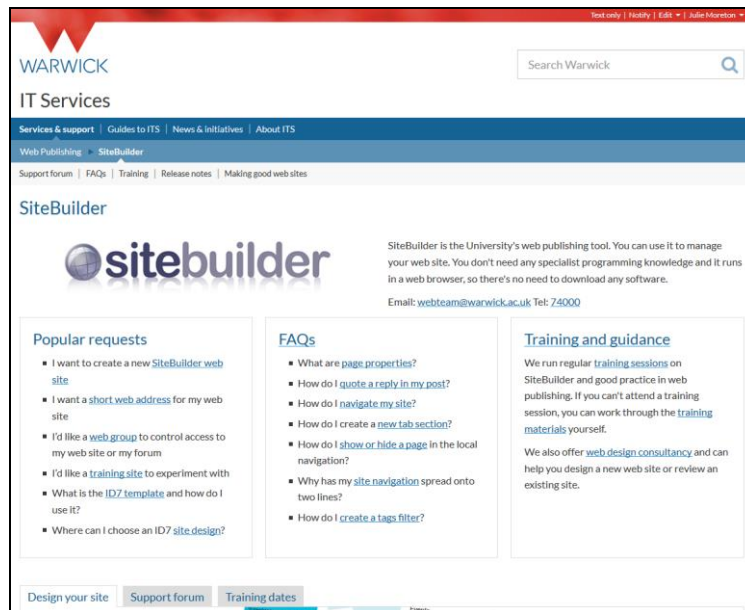


Figure 1 - Standard SiteBuilder page layout

- A Warwick masthead with the Warwick logo cut-out device (top and left)
- The Warwick search box (top right)
- The utility links (signing in, edit link button etc) (top right of masthead)
- Site title for department name, or name of site (top left, under Warwick logo)
- Horizontal navigation menu (here displaying 3 levels of navigation)
- Centre content
- Page borders (left and right with own site imagery)
- Footer (again with Warwick cut-out, either solid colour or line (at bottom of page containing contact details, social media icons, sponsors logos etc. Also contains page contact, date last updated, additional SiteBuilder, Copyright, Privacy, Cookies and Accessibility data etc.

More information about the ID7 site design (the 7th iteration of the Warwick template) – the design that sits around the top, navigation, sides and bottom of each site.

<http://warwick.ac.uk/id7/>.

With the advent of ID7, comes the option of using page layout templates for the homepage or other key landing pages. The large hero images or slideshows at the top of the homepage are now incorporated into the page templates and enable

departments to change or edit the images themselves

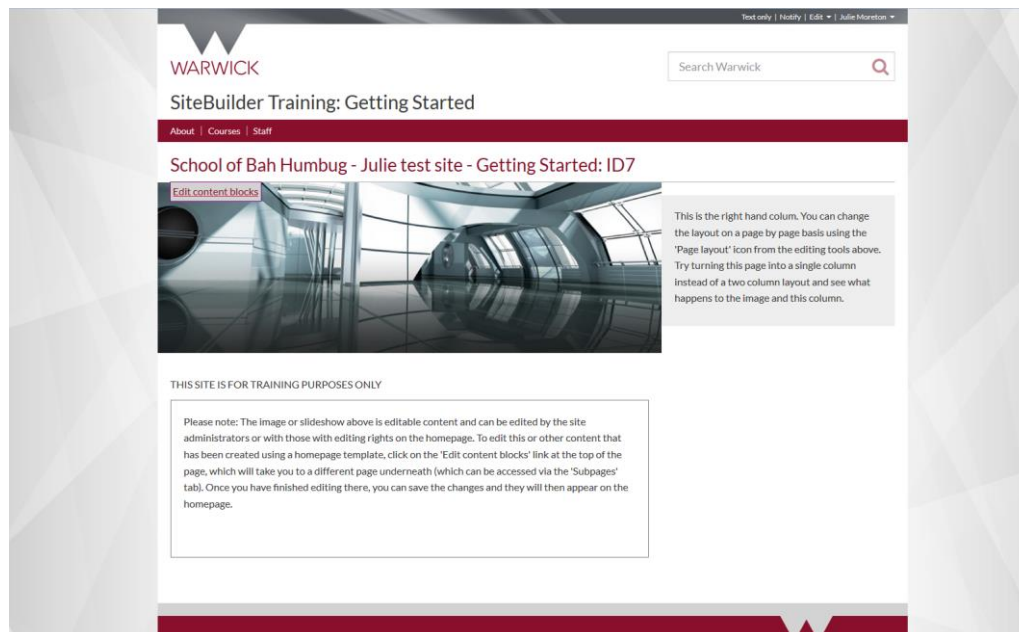


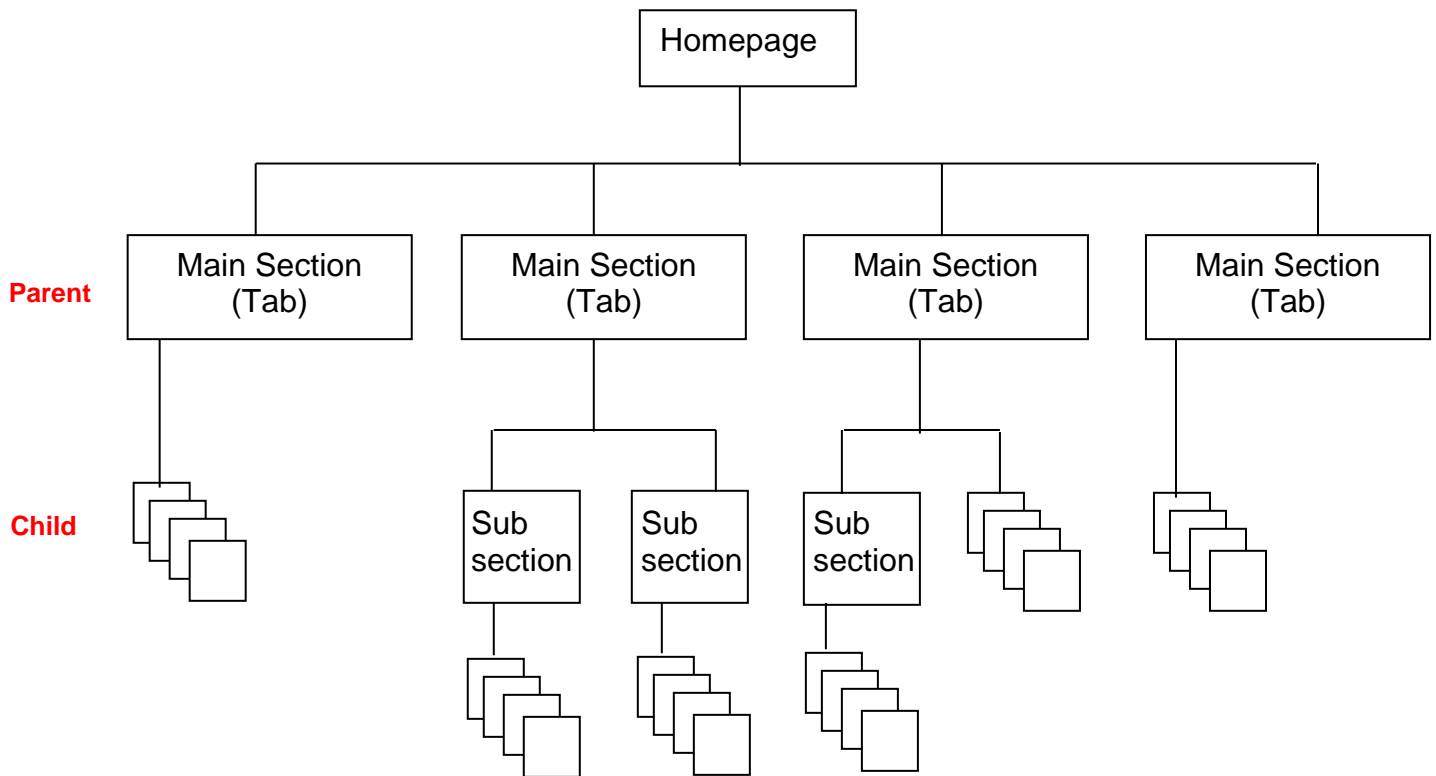
Figure 2 - SiteBuilder page layout with layout template

The image or slideshow is editable content and can be edited by the site administrators or with those with editing rights on the homepage. To edit this or other content that has been created using a layout template, click on the 'Edit content blocks' link at the top of the image, which will take you to a different page underneath (usually called something like homepage contents (hp-contents) which can also be accessed via the 'Subpages' tab). Once you have finished editing there, you can save the changes and they will then appear on the homepage.

Usually with a layout template, you probably wouldn't have a right hand column as it has been incorporated into the template, but we have shown it on the training sites to demonstrate how you can change the page layout on a page by page basis. By selecting the 'Page layout' icon from the editing tools in the editor, you can change a page into a single column instead of a two column layout. You can also change the sizes of the two columns respectively.

A website will always consist of a homepage and several main sections. Each main section may have pages directly beneath it and/or may have several sub-sections. Each sub-section may have several pages beneath it. SiteBuilder uses this structure to build the navigation of the site. With a wider browser window (changing from 960px wide to 1170px wide in ID7), this enables departments to have more main sections across the top. The Web Team advise that keeping this to about 8 sections or so, is probably a good idea. This is a comfortable number that most people can deal with without being overwhelmed by choice and also does not break the navigation of the template. 9 or more sections (depending on how long the link captions are too) and the navigation is likely to wrap around on two lines.

This tree diagram represents the structure of a site:



Any page that has pages underneath it is referred to as a 'parent page'. The pages beneath a parent page are 'child pages'. As you create pages, SiteBuilder will automatically build up the global and local navigation for you. Global navigation is the things that are persistently visible throughout the site, such as the Warwick top level pages, the editing tools, search facility on the right hand side and the main tabs. The local navigation is the links that people click on when they are within a site and contract and expand accordingly as to where they are in the site, relative to other pages.

To create a new page, you go to the parent page of the section you want the page to appear in and create a new page from there.

Task 3. Signing in and the Edit link

Objectives To understand how to sign in and use the Edit options.

Method Browse to a site and use SiteBuilder to sign in.

Comments SiteBuilder can be accessed from any computer. You do not need to be on campus to use it.

Task 3.1 Browsing to your website and signing in

Note: *To use SiteBuilder, we would recommend using the most up to date version of a modern browser such as Google Chrome, Mozilla Firefox or Internet Explorer. This will give you both a better browsing and editing experience.*

A training website has been set up for you based on the fictitious School of Architecture. If you are doing the training in the training room, you will have been given a card with a number such as WTR01, 02 etc and this will form the end of your website to work on today. So to locate your site, paste the following address into the url (web address) on the browser window:

<http://www2.warwick.ac.uk/training/session/wtr??>

Replacing the question marks with your particular 'wtr' number at the end of the address.

If you are working through the module yourself, please go to your training site that has been set up for you. If you don't yet have a site, contact the webteam@arwick.ac.uk who will create a training site for you.

1. **Using your browser, browse to your School of Architecture website.**
2. You will see a link that says 'Sign in' on any pages that have been created within SiteBuilder. In some cases you will need to sign in to view information. In other cases, you may want to sign in to edit information, though you will only be able edit pages that you have permission to. **Click Sign in.** A sign in page will appear.
3. **Enter your usual IT Services user code and password and click Sign in.** You will notice that Sign in on the menu bar has changed to Sign out. A 'Notify' link has appeared and, if you have permission to edit the page, an 'Edit' link has appeared. Your name also appears at the bottom of the footer, which indicates that you are currently signed in. You can also Sign out by clicking the link in the footer.

Task 3.2 Selecting Edit options

1. **Hover over the Edit link**

You will see that a pop-up menu appears. This menu contains quick access shortcuts to some of the most common actions in SiteBuilder (e.g. Edit centre and right content, editing page properties and permissions, uploading a file, and

creating a new page), and each of them is available in the main Edit section. For the time being we will use the main Edit section to carry out the tasks, but the shortcut menu will be introduced later.

2. **Click on the Edit link (or 'More' from the Quick Links pop-out menu on hover) and the full editing screen will be displayed.**

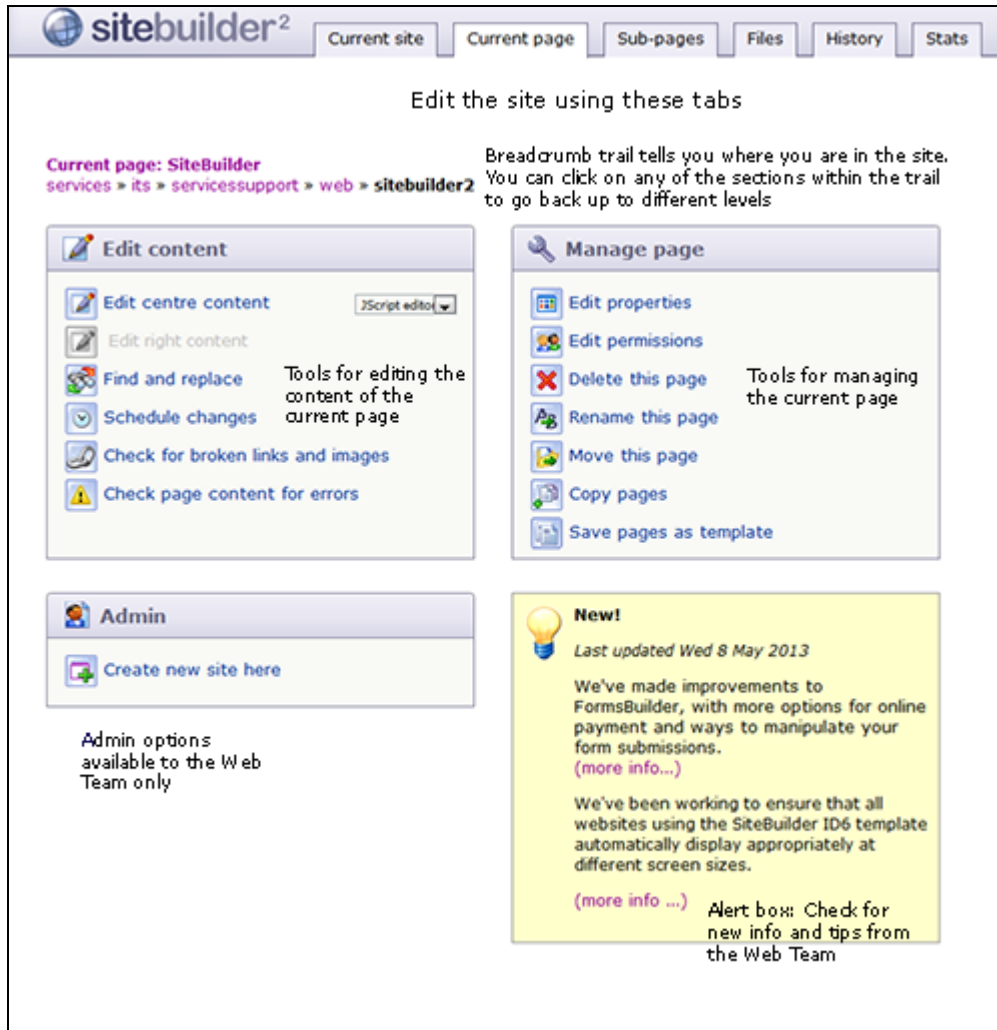


Figure 3: The whole editing site view

The Current page screen indicates the current page of your site that you are working on. You will also see that there are six 'Edit tabs' in total: Current page; Sub-pages; Files; History; Stats and 'Current site', which is only visible to those people who have editing or admin rights at homepage level.

3. **Click through the 'Edit tabs' to see the edit options that are available.**

Using these options we can do everything we need to manage and maintain our website. We will be exploring each of them during this module.

Options to do with the editing the Current page (edit page content, find and replace, schedule changes, check content for errors, edit properties and permissions, delete, rename, move and copy pages).

Underneath the 'Current page' link the path to the current page is shown (the current page is shown in bold). You can click on names of the pages above the current page to go to the Edit screen for that page, providing you have Edit or Admin permission on it. Any pages you do not have permission to edit are not click-able.

Options to do with editing the Current site (see site, recent editing activity and perform operations at site level etc). If you have admin or edit permission at the home page level, you will see an additional tab – 'Current site', that you would not normally see.

This enables you to have an overview of the site and perform operations at site level rather than just page level. You can: edit the site properties; change page contacts throughout the site; purge all deleted content in one go; see the site data, such as how many pages and files there are in the site and how many edits there have been in the past week. The recent operation section will enable you to view all recent editing activity between specified dates.

Options to do with Sub-pages (create a new page, create a page from a Microsoft Office document, re-order pages etc). Beneath the options is a list of all the sub-pages that have been created underneath the current page.

From here, you can edit properties or permissions, delete, move, copy and rename each sub-page without having to go into each page. You can perform operations on multiple pages at the same time. You can also reorder the pages or make them visible/invisible in the local navigation. Clicking on the relative page names will enable you to drill down to the level you want.

Options to do with Files (upload files, re-order files etc). Beneath the options is the list of files that have been uploaded to this page. Everything that is a non-standard html web page goes here, for example graphics/video files, Word documents, pdf files, Powerpoint slides, Excel spreadsheets, small local Javascript files etc.


From here, you can edit the properties or permissions of each file, delete, move, copy and rename each file without having to go into each one. You can perform operations on multiple files at the same time. You can also reorder the files or make them visible/invisible in the local navigation. Clicking on the relative file names will open the file.

Options to do with page History. Below this tab is a list of previous versions of the page that you can preview and restore if you wish. You can also compare two versions of the page to see what changes have been made between the two. By utilising the 'Comment on edit' function in the content editor, you can build up a useful history of the page and see who made the changes and why, which could be useful if there is a group collaborating on the same page.

Options to do with site Stats. Below this tab is where you can find the analysis of site traffic between two specific dates that you set. You can view the top pages, sections, files that people have viewed, the missing pages, how people got there etc. The 'More detail' link provides additional pie chart data on site traffic. Other site statistics can be obtained via Google Analytics.

4. **When you have finished looking through the Edit tabs, click on the Done button (top right) to return to the homepage of your site.**

Note: *When using SiteBuilder to edit content, create pages, upload files etc., it is best to avoid using the 'Back' button in the browser if you can. The back button is useful when you are just browsing a site but not when editing as you are editing a live web publishing system rather than just viewing a web page. It shouldn't cause you too many problems if you do use it, but there is usually an action button on each page, such as 'Done', 'Cancel', 'Publish' or 'Save' which is either at the bottom of the page or in the top right of the page which is usually preferable.*

Note: Whenever you see an icon like this  it means that you can get in-page help on that particular aspect of the tools. Click on the icon, and you will go to the relevant online help section.

Task 4. Adding content to a page, editing it, and previewing it

Objectives Learn how to add content to a page and then edit it using SiteBuilder.

Method Type some content directly and copy content from a Word document into a web page and then edit it using SiteBuilder.

Comments Content can be copied into SiteBuilder pages from existing documents.

Task 4.1 Looking at the editing toolbar

So let us see how to edit content. Firstly let us look at the editing toolbar.

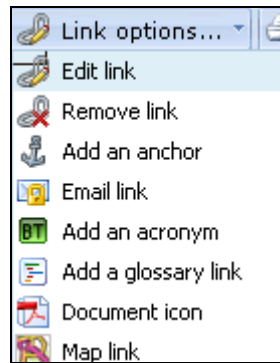
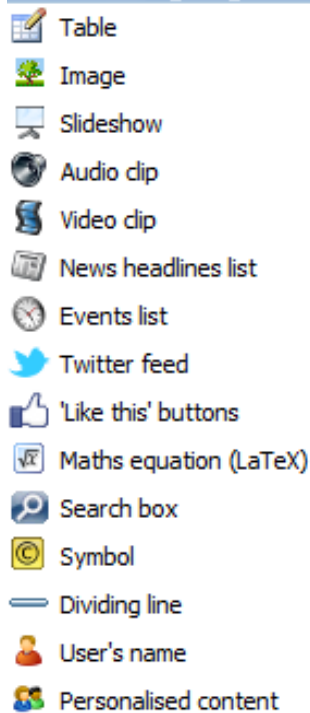
1. If you are not already on it, **[browse to the home page](#)** (it says 'School of Bah Humberg'). You can get back to the homepage from anywhere in the site by clicking on the main department site text in the banner.
2. **[Click on the Edit link and select 'Edit centre content' from the Quick links menu.](#)**
3. A new window will appear with a toolbar at the top to enable you to edit the content of the current page.

This is the editing toolbar that appears at the top of the page when in the editing view



[Hold your mouse over each of the edit icons](#) along the top of the editor to see what they each do. Here are the edit tools in greater detail:

Clicking on the 'Insert a' and 'Link options' displays the following menus.



Once you've seen what the tools can do, you can now click on 'Cancel' to return to the published view.

Task 4.2: Editing a layout template

Firstly we shall briefly look at editing the layout template or homepage layout for those that need to do this. This would usually be done by the departmental administrators or with those with admin rights at homepage level, but may be useful for others to know how this is done.

The templates are set up with editable areas and the idea behind them is that people can easily edit/maintain just a section of the page without breaking the whole page layout. The content is driven by a data list page created underneath (a subpage) of the template page and all the editing for the content blocks is done on the subpage. Let us see how this works.

1. **Make sure you are in the published view and not the editing view of the page.**
2. **Click on the 'Edit content blocks' link on the left hand side at the top of the image.** This is not visible to most users – only to those with specific editing rights.

This will take you to a subpage called 'Homepage contents'.

In this particular example, there is only one content block (hp-01-image) that contains the image, but most templates will have several content blocks and perhaps a slideshow editor as well. Here we are demonstrating both a layout template page and a normal page, so it is uneasy mix of two different pages.

At the top of the image, there is the content block name hp-01-image and next to that is a small edit and delete icon.

Note: Please avoid using the delete icon if you can here, as it will remove the content block altogether which may have the effect of breaking the page layout. If this does happen, and you cannot restore it, just contact the Web Team (webteam@warwick.ac.uk) who will rebuild it for you.

3. **Click on the 'Edit' icon.** You will be taken to a separate editor ('Edit glossary definition') to edit the item. It uses a cut-down version of the usual SiteBuilder editing tools.

'The Term' always remains the same (see warning message on the site), so ignore that field and also the 'Link' field.

4. **In the 'Definition' field, click on the image to highlight it, then click on the 'Delete' button on your keyboard to remove the image.**
5. **Once you've removed the Image, type in 'Some text' into the definition field.** As this particular content block has been set for images, you probably won't be able to add too much text, but in a normal content block this would not be an issue.
6. **Click on 'Edit definition' to save the changes.** You will be taken to the Homepage contents page that you were editing. **Now click on the Site title - 'SiteBuilder Training Getting Started' banner to return to the homepage and view the changes.**

It looks a little bit odd as the 'some text' goes behind the 'Edit content blocks' links, but normal users would not see the editing link anyway.

7. Let us restore the image. **So repeating the steps, Click on 'Edit content blocks', then the editing icon next to hp-01-image and go back to the page for editing glossary definition.**
8. **Highlight the text using the mouse and delete using the keyboard. Click in the Definition box so your cursor is at the start of the text box.**
9. **Then select the 'Image picker' icon. When the editor for the image picker comes up, select the 'schoolofarchitecture.png'.** At this point, you could also go and select a different image from somewhere else within the site you're working on (using the 'up a level' to locate it, or from your computer (using the 'Your computer' tab) depending on where the image is that you want to use.
10. **When the 'Image URL' and 'Image description' fields are auto-populated, click on the 'Insert' button to add it to the definition field. Once you see the image back in, then click on the 'Edit definition' button to save it to the 'Homepage contents' page.**
11. **Then again click on the site title banner to return to the homepage to see the changes**

Task 4.3: Editing a normal SiteBuilder page

Adding a subheading and text to the centre content of a page.

1. Click on 'Edit' link and select 'Edit centre content' from the quick links menu and go into the editing view.

So this time we want to ignore the '[If-contributor]' and the 'Edit content blocks', which is for the people editing the layout templates.

2. Select the text that says 'THIS SITE IS FOR TRAINING PURPOSES ONLY', using the mouse to highlight the text and click on the delete button on your keyboard.

If you wanted to you could now highlight the box advising how to edit the page layout and delete that too (highlight text first and delete, then click in box and delete that too).

3. Where the cursor now is, add the text 'Studying at the School of Architecture'.
4. Now let us turn this text into a sub-heading. Highlight the text, and clicking on the 'Heading' drop down menu from the top line of the editing tools, select 'Heading 2' to turn it into a larger heading.
5. Click on the return or 'Enter' button on the keyboard to start a new line and type a random sentence such as 'It's so much fun – come join us now!'.
6. Publish your changes by clicking the 'Publish' button (top right).

You will know that you are looking at the published view because the editing toolbar has disappeared along with and the blue underline demonstrating which part of the page (either main content or right hand side) you are editing when in the editing view.

Note: There is a facility for adding a comment each time an edit is made and/or marking it as a minor change. You can do either of these by clicking on the 'Comment on edit' and 'Minor edit' icons at the end of the toolbar (see editing toolbar above)

The comments appear in the Page History section of the site and will enable people to quickly see how the page has changed between different versions without having to click into the version to see the changes – particularly useful if there are several people working on the same page over time.

Task 4.4 Editing Content in the Right Hand Side Column

1. Click 'Edit' and then click 'Edit right content' from the Edit options

A window will appear in which you can edit the content of the right-hand column.

Note: You cannot edit both the main content and right hand content at the same time. You need to publish one before editing the other.

2. **Type 'University of the Year', The Times and Sunday Times 2016'**

3. **Click Publish and Done.**

You will see the text appear in the right-hand column.

Note: The right hand column is generally reserved for additional or supplementary information, such as links to other websites but can also be used for small images and text related to the main content. All of the options that are available in the Content editor for the centre content are available for the Right content.

There are now more options for page layout and you can decide how you want your content displayed on a page by page basis – whether in one column or two different sized columns. It is also easier to edit as you can see both columns on the page as you are editing. The layout can be changed by clicking on the 'Page layout' editing icon in the toolbar (see the editing toolbar above) and selecting the required option.

If you go to a page and find that you do not have a right hand column (it is greyed out in the page editing view and removed altogether from the Quick links menu), this means that there isn't a right hand column and the page has already been converted into a single column layout. You can change this by going into the page editor, clicking on the Page layout icon and selecting the layout you require. Once you publish the page, the right hand column will be available for editing once again.

Task 4.5 Copying and pasting content

When using a Word document (or other type of file) as a basis for a web page, it is usually better to use the 'Create a new web page from the Office document' function, rather than copying and pasting from the original document into a web page if you can.

This tool will enable you to take any Microsoft Office document (such as a Word document (.doc), Excel spreadsheet (.xls), Rich Text Format file (.rtf) or Powerpoint presentation (.ppt)) and automatically turn it into a web page, bringing the content over from the existing document following the original formatting as much as possible and automatically creating the link in the left-hand navigation menu. More information, and instructions, on this function are available in the Working with files module or this FAQ: http://warwick.ac.uk/sitebuilder/faqs/create_pages/create_office

When you are working on the Web and you are quickly moving between sites, pages and applications and using links to cross-reference material, it is often quicker and more efficient to work with html web pages than having to stop and fire up another program such as Word to deal with another file. Some of these different files may be inaccessible to some as not everyone will have the third party software installed on their machines although most will have a type of browser for viewing web pages.

And finally depending on the complexity of the original file (for example an heavily formatted Word doc), this may cause problems for you when you paste it in. Sometimes it creates a lot of additional Microsoft formatting that is incompatible with

web publishing systems and may make your page look a bit odd! If your page is causing problems, you can strip out all the formatting, for example by pasting the text into the page using the 'Paste as plain text' option.

However copying and pasting from Word is still a popular way of working, so we have included this exercise.

1. You should have a Microsoft Word file called 'content.doc' in a folder called 'Sitebuilder training' on the desktop.

To access this file in the Training Room, **minimise the browser window and view the icons and folders on the desktop. Locate the folder 'Today' > 'Julie' > 'Sitebuildertraining'.**

Highlight the SiteBuilder training folder and drag it onto the Desktop. This will make it easier to use and copy content from. Open the 'SiteBuilder training' folder and click on the 'content.doc' file, which will open the file in Word. (Keep both your web browser and Word open)

If you are undertaking online training, this document can be found on the SiteBuilder online training web page, under Supporting Materials and the file 'Content.doc' can be downloaded to your desktop to work:

<http://warwick.ac.uk/SiteBuilder/training/online/supporting-materials/>.

2. You are now going to copy a *couple* of appropriate paragraphs from the Word file and paste them into your web page. **Put the cursor at the start of the Word document and highlight a couple of paragraphs to copy and either click on edit and copy or use the Keyboard shortcut by pressing the Control Key with the letter 'C' (CTRL 'C').**
3. **Switch back to your browser view, hover over 'Edit' and click 'Edit centre content'.**
4. **Click to put your cursor under 'Studying at the School of Architecture'.**
5. **Click on the 'Paste from Word' icon in the toolbar.** This will paste all the original word formatting. The other pasting option is to 'Paste as plain text' for when you want to strip out all the formatting.
6. **When the insertion box appears, paste (CTRL + V) the content into the box.**
7. **Click on 'Insert' to add it to the page.** The text should now appear on the page where you specified the cursor to be.

Note: *To move the cursor onto the next line, rather than starting a completely new paragraph, press shift and return together, creating a soft return rather than a hard return. In SiteBuilder some additional padding is adding to line spacing to ease online reading and this sometimes makes a paragraph line seem quite wide apart.*

Task 5. Creating new pages and page properties

Objectives	Learn how to create new pages and edit page properties
Method	Create a new blank page, edit properties and a create a new page from Microsoft Office
Comments	Blank pages are created beneath the page that you create them from.

Task 5.1 Blank page

1. **Browse to the 'Courses'** page of your website. Don't click on any of the pages within the Courses section just yet.
2. **Hover over the 'Edit' link.**
3. **Click 'Create a new page' from the drop-down menu.**

'Create a new page' allows you to create a new page (child) from an existing (parent) page. So in this instance our Courses section is the parent and we are going to create a new child page under this section called MSc Advanced Architecture.

At the top of the page you will see the URL (Uniform Resource Locator), or web address of the parent file. The full URL will look something like this:

<http://www2.warwick.ac/training/session/wtr??/courses/>

When you create a new page, you are creating a new document with its own unique URL. How you create the new URL is just to add a word or two (to aptly describe or name the page) to the end of the parent address. For example, as we are going to create a MSc Architecture, we could probably call our page 'mscarch' for short and the full URL would then be:

<http://www2.warwick.ac/training/session/wtr??/courses/mscarch/>

Note: A URL (web address) should be as short as possible and not contain any spaces, capital letters, full stops, or indeed anything other than lowercase letters, and numbers. Underscores or hypens can be used for separating words.

4. Now **enter the name of the page that will form the end of the web address by typing 'mscarch' in the url textbox.**

Page heading

The Page heading appears at the top of the body of the page in the central column at eye level – the first thing that people notice about the page and to check if they are in the right place. It should be completely as you would expect to read it – the full title with capital letters, spaces and characters etc.

5. **Enter the Page heading as 'MSc Architecture'.**

Title bar caption

This text will appear along the top of the browser window, as the page title in search engine listings, and in the browser's bookmarks or favourites list when your page is bookmarked.

This and the page description are the most important part of the metadata. The title bar caption should be fairly descriptive (max 70 characters), giving an indication of the content of the page and its context and which dept and institution etc as people often use it as a navigational aid (breadcrumb trail) to determine where they are.

6. **Enter the Title bar caption as 'MSc Architecture – Postgrad Study – University of Warwick'.**

Link caption

The text that forms the link that appears in the left-hand navigation and how people navigate around the site and should be a summary of the full page heading. This is short and succinct, say one or two words to aptly describe the page but with capital letters etc as you would expect to read it and be meaningful on its own as stand alone text.

7. **Enter the link caption as 'MSc Architecture'.**

Show in local navigation

Nearly all of the pages that you create will sit in the local navigation of the site. Occasionally, you may need to create a page that does not show in the local navigation menu and you do have the option to do this.

8. We want this page to appear in the left navigation so **leave the tick in Show in Local Navigation.**

Allow search engines

Sometimes being able to hide a page from search engines is a useful tool if, for example, you have some staff intranet pages or some other restricted view or secure page you do not want in the public domain.

9. Normally we would want to allow search engines to find a page, but as this is a training site, **remove the tick in the Allow search engines checkbox**

Description

A short 25-word description of the page. Search engines, such as Google, use descriptions to index websites. This field and the following field are the metatags or metadata for the page. This is information about the content on the page and how it fits in with the rest of the site and search engines and directories use it in order to list and index your site.

10. **Enter a sensible description for the page into the Description box** such as 'Information about the MSc Architecture at Warwick'.

Keywords

Single keywords or phrases that describe the page, using the vocabulary that your

users would use. This is what people type in to search for your site.³ or 4 word key phrases usually work better than single words.

11. **Enter some Keywords for the page.** These should be lowercase or uppercase where required and separated by commas.

Page contact

By default SiteBuilder sets the contact of the page as the person who created it, but this isn't always what it should be. The name of the Page contact appears as a link at the bottom of every page, and allows viewers to e-mail the contact if they need to contact them regarding the page content. The contact should be the person who is responsible for maintaining the content on the page or a resource account if it is owned by a group.

12. In this case you will be looking after the page, so you can **leave Page owner set to yourself.**

Page type

It is possible to create many different types of pages in SiteBuilder. These page types are fully described in another module – Creating Dynamic Pages, but you could use the drop-down menu here to view all the available options. Once viewed, you can close the template options again, by clicking on the minimise icon next to the 'Change page template' in the top right of the template box.

13. At this point we are just creating a normal page so **leave the drop-down box as a Basic page.**

Additional options

You will note under the template option, there is another box for additional options. These are functions that aren't used quite so much and don't need to be constantly visible in the user interface.

14. **Click on the Additional options box.** The options are detailed in the information below.
15. **View the options** but as we do not require any of these options at the moment, **leave the checkboxes blank.**

Span right hand side

In a limited number of cases such as forms or larger images, you may need to span content from the central column over the right-hand column in order to aid usability.

Allow HTML in page headings and link captions

You would only need to check this box if you wanted to add text in italics or bold, for example in a Journal title.

Supports Pages-to-go

You may wish to group related pages together such as for a course module which then enables the user to either store or print just one document.

Allow page comments

Create a mini-forum discussion within a page and enable people to add comments to the bottom of your page. You will also need to change the 'Page Permissions' settings to enable people with the appropriate level of permissions to comment on your page.

Allow comments on uploaded files

Allow people to comment upon any other uploaded files such as word documents etc.

Allow legacy Javascript libraries (This was just for ID6 sites)

A feature for those writing their own Javascript files to enable them to be included in the site CSS.

Show next and previous links on sub-pages

A useful tool for grouping sub-pages together and encouraging people to read the pages in a particular order as you would with a manual.

Sort order

This is the older manual way of sorting the order of pages, so is not used so much. Now it is easier to use the automated 'Reorder tool' and drag and drop them into the required order. The Reorder function is on the toolbar in the sub-pages and files sections.

Add a page thumbnail

Each SiteBuilder page can have a thumbnail image added to it. Thumbnails can be a useful way to help people predict what the page contains and therefore whether they should visit it. Thumbnails could be images or icons representing what the page is about.

Once you've added a thumbnail, it will be shown when the page appears in a Table of contents listing or a Table of Tags listing.

Special right hand side

This option enables the same right hand side to be used on various pages, or an RSS feed created for it, including the option of rewriting the new links to point to the new location.

19. **Click the 'Create new page' button**, and you should see a page that says something like:

Your new page has been created as [/training/session/wtr??/courses/mscarch](#)

[Return to edit section](#)

20. **Click the link to return to the edit section and click 'Done'**.

You should see the new page listed as part of the navigation menu.

Note: *Tabbed sections (or the main sections of the website) can be created from the home page of your website. To create a tabbed section: go to the home page, create a new blank page, and then create a new page or pages underneath that blank page.*

Task 5.2 Changing page properties

In creating a new page, you have already set the page properties. However, you may at some point need to change any of the properties to better reflect the content of the page and ensure that everything is up to date and does what it says on the tin! Remember it is the information in the Title Bar Caption and Description fields that are used the most by Search Engines and for directing people to your site.

1. **Navigate back to the homepage and hover over the 'Edit' link.**
2. Click '**Edit page properties**'. A new window will appear in which you can edit the page properties.
3. **Change the Page Heading from 'School of Bah Humbug' to 'School of Architecture'.**
4. **Change the Title bar caption from 'Wibble, Wibble, Wibble' to 'School of Architecture at the University of Warwick'.**
5. **Click Save.**

We have used the shortcut to 'Edit properties' in the edit pop-up menu. You can also get to it by clicking on the 'Edit' link and going into the main editing section.

Note: *Changing the page contact*

When you want to change the page contact to a different user, click in the specific user option button and then start typing the user's name in the box – either the first or second name or full name. As you are typing, a few suggestions will pop up and just select the appropriate user code and it will be added to the page.

Task 5.3 Creating a new page from Microsoft Office

As mentioned in Section 4.4, when working with documents other than standard html (webpages), it is usually more efficient to turn that document into a webpage itself, rather than leaving it in its original format. This exercise shows you how to do that.

1. **Browse to the new page you created 'MSc Architecture'.**
2. **Click the 'Edit' link and select the Sub-pages tab.**
3. **Click on the 'Create from Office' icon'.**

4. Now **click the 'Browse'** button from the top of the page and locate the Word file 'newmodule.doc' from the desktop as you did with the content. doc In Folders **'Today' > 'Julie' > 'Sitebuildertraining'**.

Once located, double click on the file to add it to your editing screen, You will see that next to the 'Browse' button there is the file newmodule.doc

5. You will see that the URL (web address) of the teaching section is shown. Next, enter the name of the page; this will form the end of the web address.
6. Type **'coursedetail'**.
7. **Complete the rest of the Page properties** and **click 'Create new page'**. You will see that the page has been created.
8. **Click on the url (or web address) of the page** and go to the page.

If it was necessary you could now go into Edit centre content and edit the page just as you would for any other page that you have created.

Note: *If you have a Word document that you want people to read as they would a single web page, then it is best to use this method to convert it. This means that the page can be easily updated in the future, rather than having to upload a new Word document for each incremental change. If, however, you want people to edit or save the Word document (or PDF, RTF etc) to keep or action in some way, then the best method is to upload it as a separate file and create a link to it as described in Task 3.*

Converting Powerpoint slide presentations is lovely as you have the various options to display the slides as a slideshow on your SiteBuillder page.

If you have an Excel spreadsheet however, you may find that leaving it as spreadsheet may actually work better for you as you may be able to utilize the full Excel functionality that you would lose once it was converted to a standard webpage.

Task 6. Adding links to a page

Objectives To add links to your page

Method Use the content editor Insert/edit link button and Links picker within SiteBuilder

Comments You can create links to other web resources anywhere on the Internet.

There are two ways of creating links. First, using the **relative path**. This is the path or route to the page from your home directory and should be used for any links within your site or to other Warwick sites that begin <http://www2.warwick.ac.uk/>. Second, using the **absolute path**. This is the full URL or web address for the site and it is this path that you will need to use if you are linking to any external websites.


Task 6.1 Creating relative links

We are going to create a **relative** link from the About page of the training site to the Courses page. The absolute address for this link will be something like this:

<http://www2.warwick.ac.uk/training/session/wtr?/?/courses>

However, in this case we are going to use the relative path because the page that we are linking to is within our website. Using relative paths is much more efficient and has the advantage that if a page above the page that we are linking to is renamed or moved, the link will not break.

To work out the relative path we need to consider where we are *relative* to the page that we are linking to. To help with this, SiteBuilder has a Links Picker tool that shows the whole site structure, and lets you easily insert a relative link.

1. **If you are not already on it, browse to the page named 'About'.**
2. **Hover over on the 'Edit' link and click 'Edit centre content', then place the cursor on the page.**
3. **Click on the Links Picker icon.** The Links Picker button looks like this  and is located on the editor lower toolbar.
4. **A new window will open and you will see the current page displayed in a 'tree view' under the 'This website' tab. Click on the 'Up a level' link and you will see the site homepage, as well as 'About', 'Staff', and 'Courses'.**
5. **Click on 'Courses' and you should see that the Link URL text box at the top of the window has changed to './courses'. This is the relative link.**
6. **Type the text for your link, 'Degree courses', into the Link caption box.**
7. **Next, click on the Insert button at the bottom of the window.**

The window will disappear and you should see that the text has been inserted into your page is now blue and underlined to show that it is a link.

8. Click **Publish**.

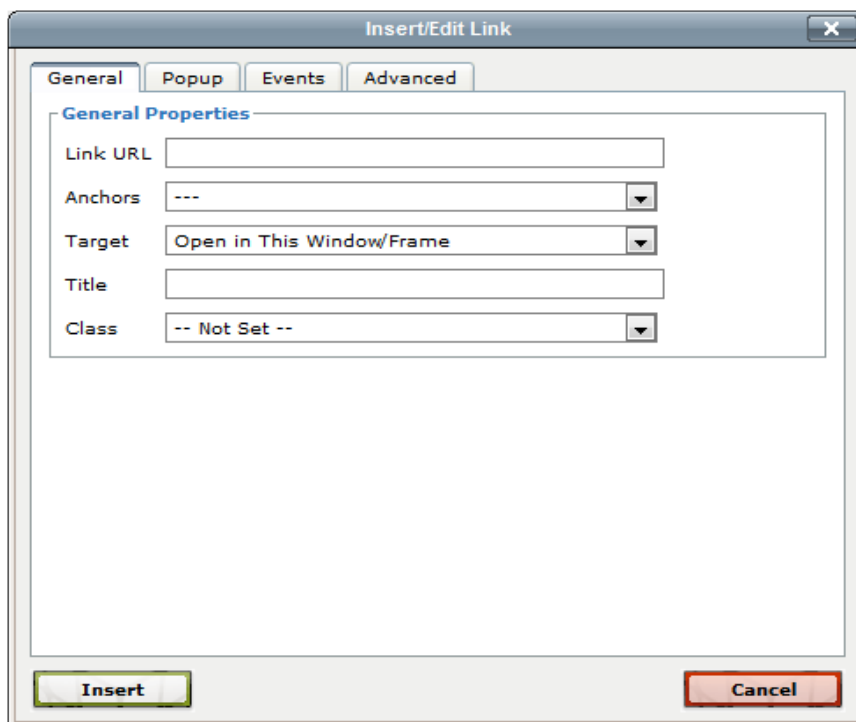
You should now have a working link in the central column of your page. Click on the link to make sure that it works correctly.

Task 6.2 Creating absolute links

We are going to create an **absolute** link to the Google home page in the right hand column of your home page. The URL (web address) of the Google site is:

<http://www.google.co.uk/>

1. **If you are not already on it, browse to the home page of your training site.**
2. **Hover over the 'Edit' link and click 'Edit right content'.**
3. **Click on the page and add some text for your link, eg; 'Google'.**
4. **Highlight the text, and either click on the 'Link options' menu and 'Edit link' or use the button on the right hand mouse to select 'Insert/Edit Link' from the available options.**



5. **In the pop-over box, type the full web address (see above) for the Google site in the Link URL text box.**
6. **Click on the Insert button**, then click **Publish**.

You should now have a working link to the Google site in the right hand column of your page.

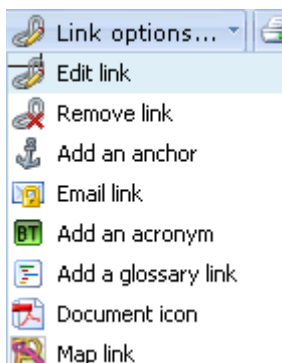
Note: Adding a Title (in the Title field in the pop-out box) to the link will also provide some more information for your user and give a bit more detail about where they are linking to if required. This is especially useful if the web address (or URL) does not make it immediately obvious where you are going, has acronyms in the address or if a site is embedded deep within another site. This additional information appears as people hover over the link in the published view.

Even if you are linking to external sites, it is best practice to let the browser open the link in the current window, rather than opening in another browser window. This way people can easily get back to where they were with the back button rather than having to close several unconnected browser windows. If it is a small app or something that isn't a web page or you want people to view at the same time as the page they're on, then that would be a good case for opening a new browser window.

Task 6.3 Creating email links

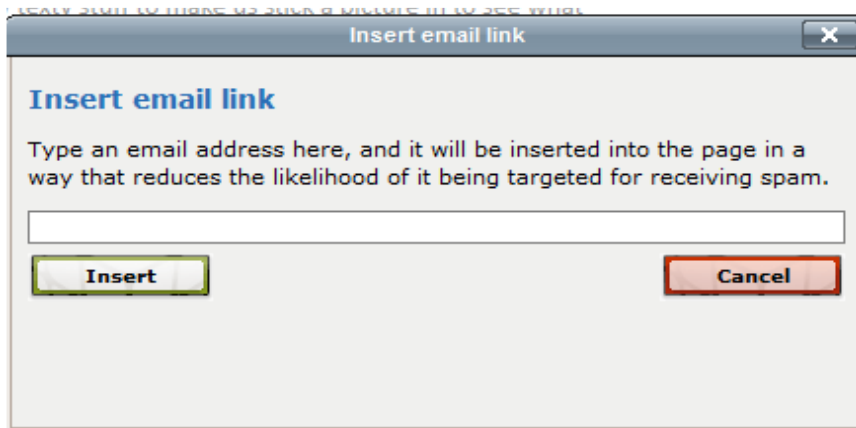
We are going to create an email link in the central column of the home page.

1. **If you are not already on it, browse to your training site home page.**
2. **Hover over the 'Edit' link and click 'Edit centre content'.**
3. **Click on the 'Link options' drop-down menu.**



4. **Click on the 'Email link'.**

The Insert an email edit box will appear.



5. **Type in the email address in the box provided**
6. **Click on the 'Insert 'button to add it to your page.**

The email address will be published like so:

[email]j.moreton@warwick.ac.uk[/email]

You will notice that the email address is surrounded by an open and closed email tag in square brackets. This effectively prevents email harvester programs detecting the address

7. **Click on the 'Publish' button to see the page, but DO NOT click on the published email address in the browser view.** The computers in the training room are not configured as your normal workstations (as they are used by both staff and students) and will not open up your normal email web programme.

Revision task

Add a relative link to the About page in the right hand column of your homepage.

Then on your homepage, add this email link: architecture@warwick.ac.uk

Task 6.4 Bookmark links

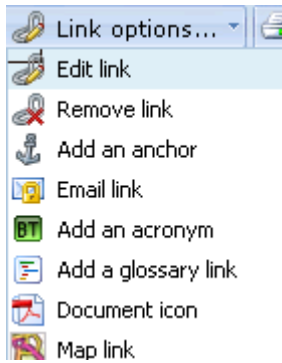
Adding bookmarks (also called anchors) to specific points within a page enables you to jump to those specific points, such as from a contents section at the top of the page. This can be particularly useful for long documents. In order to fully demonstrate this feature it is necessary to create a new page with some content on it.

1. **From the home page of your site create a new page called 'Research'.**
2. **Copy the information from the word file 'content.doc' as you did previously into the new page that you have created.** Make sure that you include the information about the two research groups: the Architectural Science Group and the Architectural Practice Group.

We are going to create a bookmark for each research group and then create links at the top of the page that will jump down to the specific information about each group.

3. **Hover over the Edit link** and then **click 'Edit centre content'.**
4. **Scroll down the page** until you find the sub-heading for the Architectural Science Group. **Place the cursor at the start of the sub-heading.**

5. **Click on the 'Link options' drop-down menu.**



6. **Click on 'Add an anchor'.**

The 'Insert/add an anchor editor will be displayed:



7. **Click in the Anchor name box and type 'sciencegroup'.** It doesn't matter what the name is but you'll need to remember it for the link that we are going to put in at the top of the page.

8. **Click Insert.** You should see that an anchor icon has been added to your page where the cursor was resting. This indicates that you have inserted a bookmark and will only appear in the content editor.

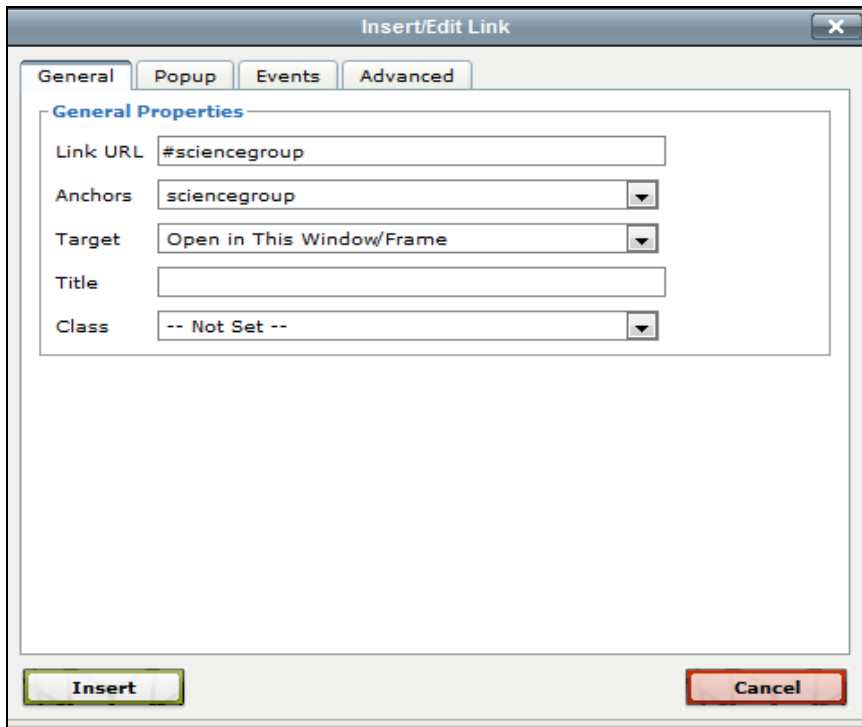
9. **Scroll to the top of the page** and insert some blank lines by clicking on the return key a couple of times.

10. **Type in 'Architectural Science Group', highlight the text.**

11. **Click on the 'Link options' drop-down menu again.**

12. **Click on 'Edit link'.**

The Edit link menu will appear:



In the Insert link dialogue box you'll see a drop-down box that is labelled 'Anchors'.

13. **Select 'sciencegroup'** from the drop-down and it will be added to the Link URL text box for you (# denotes that the link is pointing to a bookmark).
14. **Click on 'Insert' to add it to your page.**
15. **Click Publish.**

Click the link at the top of the page to check that it works and that it jumps down to the matching section.

Revision task

Create a bookmark for the Architectural Practice Group, and add the link at the top of the page to jump to it.

Task 7. Adding Tables to your Page

- Objectives** To create a simple table in your web page.
Method You will use the content editor to create tables.
Comments Tables are a tool for organising the layout of data and are used extensively within web pages.
-

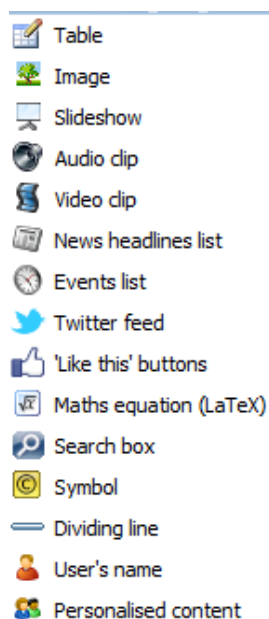
Task 7.1 Adding a table

Tables can sometimes be a useful mechanism for displaying important comparative data, minimising clutter and enabling people to quickly scan for key information they need. Ideally they should be used just for data and not just for laying out general content on a page, particularly when you bear in mind that tables don't display or rescale very well on mobile devices. Having said that, there is now the option of including a layout table in the table properties.

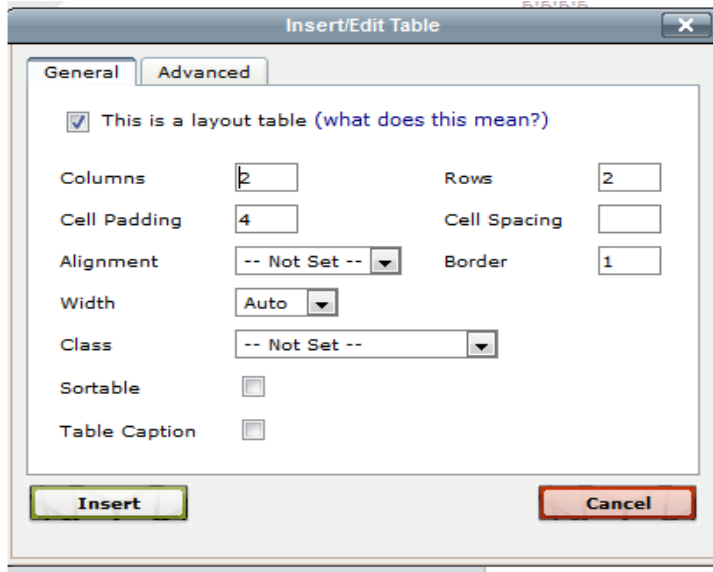
The 'Insert Table' button allows you to set up a custom table in which you can specify the number of rows and columns, the width of the table, borders etc.

In the content.doc Word document you were provided with are the contact details for some members of staff in the School.

1. **Browse to the 'Staff' page** (the word Staff in the local navigation should be white).
2. **Hover over the 'Edit' link and select 'Edit centre content'** from the pop-up menu.
3. Click on the **'Insert a' link.**



4. Click on the 'Table' option. The Table properties box will appear.



5. Change the columns to 4 and rows to 4 and change the width to 100% from the drop-down menu. Changing the width to 100% rather than 'Auto' means that you can actually see the table when you first create it. Both options will adjust the columns according to the content and readjust the other columns to 100%
6. Click on 'Insert' to add the table to your page.
7. Place your cursor in each table cell and type the following in the relevant cells.

Name	Job Title	Email:	Tel:
Fred Bloggs	Senior Lecturer	f.bloggs@warwick.ac.uk	22432
Ann Ford	Senior Lecturer	a.ford@warwick.ac.uk	22345
Simon Smith	Lecturer	s.smith@warwick.ac.uk	21433

8. When you are happy with your table, click /Publish/ and view your web page.

Note: You may need to adjust the properties of the table, row, column or cell. For example, you may want to make the 'Email' column a little wider. You can do this by right clicking in the relevant column. A little pop-up menu will appear with various properties that can be adjusted. If you don't want to see the lines of the table in the published view, you can change the 'Border' from 1 pixel that is the default to '0.'

Task 8. Restoring content



Objectives	To learn how to restore the content from a previous version of the page.
Method	Use the Page history functions in SiteBuilder
Comments	Using Page history, you can preview and/or restore the content from the central column of a previous version of a page.


Task 8.1 Page history

In some situations you may want to restore the content from a previous version of your page or you may want to see how your page looked at a certain point in time. For example, "What did I put on this page at the start of term last year?"

1. Navigate to the home page of the training site and [click on the 'Edit' link](#).
2. [Click on the 'History' tab](#).

You'll see a list of previous versions of the page with the time and date that the page was created and the person that edited the page. Next to each entry in the list you'll see four icons: preview, pin, restore and delete. There is also a comment section, where the comments people have made about an edit will appear. (The comments can be added when a page is edited).

3. [Click on the 'Preview' icon](#)  next to the last version of the page. A new window will open, showing the content of the central column of the page. The information across the top of the window will tell you when the page was last edited. At this point you can decide to delete or restore this version or you can close the window in the normal way.
4. [Click on the 'Pin' icon](#). You will see the pin becomes red. This will enable you to literally stick a 'pin' in a good version and quickly locate the version you need.
5. Now that you have previewed the content, [click on the 'restore' icon](#)  [or link at the top of the page](#). Another entry will be added to the Page history list because you have created another version of the page.
6. [Click Done](#) and you will see that your page has been restored to the version that you selected.

Note: You can also delete entries from the Page history list by clicking on the delete icon . This **does not** delete the page, just the entry in the Page history list.

You are also able to compare two different versions of a document and quickly see which things have been added or removed between two versions. To compare two versions, check the tickboxes of the versions you wish to see and then click on the 'Compare' button. The added text is highlighted in green and the deleted text has a line through it and grey.


Task 9. Checking page content for errors

Objectives To ensure that content on a page is as accurate as it can be
Method By using the check page content for errors tool in SiteBuilder.

Task 9.1 Check your page content for errors

Once you have created a page and added some content to your page, it is usually a good idea to check your page for errors.

There is a useful tool within the edit section that enables you to do this.












1. **Browse to the page you created called 'Research'.**
2. **Click on the 'Edit' link.**
3. **Click on the option  'Check page content for errors' in the Edit Content section on the left hand side.**
4. **View the information that is presented.** You are aiming for as many green ticks as possible!

Running page checks on page <http://www2.warwick.ac.uk/services/its/intranet/proj>

This page shows the results of a number of checks for common mistakes made when creati

Note: This tool only detects a small subset of all possible errors with a page - if all tests

Click the plus icons to see more details about a failure.

-  The HTML markup of the page should be well formed and validate
-  Externally linked page content should be presented correctly
-  Images should be inserted correctly
-  There should be no dead links
-  The page size should not be excessively large
-  Any email addresses in the body of the content should be enclosed in [email][]/en
-  Headings should not be used for long streams of text and large headings should n
-  Special page types should be used for special content
-  The content of the page should be spelt correctly
-  Tables should not have an exact pixel width set
-  Link captions should be descriptive of what they link to

one

7. If you see any red crosses, or amber exclamation marks, you may need to **check your page for specific errors**. Clicking on them will provide further information.
8. **Click on the 'return to edit section' link at the bottom of the screen and 'Done'.**

Task 10. Checking and maintaining links

Objectives To learn techniques to keep links accurate.

Method Creating links more likely to remain correct, and using links checker tools.

Nothing is more frustrating to a user of a website than links that do not work. Many users, upon finding a so-called 'dead-link', will simply give up and look elsewhere. For this reason it is important to make sure that the links on your site are always up-to-date and functioning correctly.

This task can often seem quite laborious, especially if you have a large site with lots of links that need maintaining. Luckily SiteBuilder can help in some respects and there are also techniques and tools that can be used to ease the task.

The structure of a SiteBuilder site means that SiteBuilder can create a lot of links automatically. The local navigation is always generated based on the current content of your site, so you can rest assured that those links will always be accurate. Also, for when the local navigation is not appropriate, SiteBuilder provides features such as the Table of Contents page and Sitemap. These pages again generate their links automatically based on the current state of your pages, and as such will always be up-to-date. If you use these features correctly, and do not keep long lists of manually defined links, the problem of maintaining your links becomes much more manageable.

Of course it is often the case where you need to insert manually defined links that SiteBuilder cannot generate automatically. However, there are still techniques and tools that you can use to keep the maintenance of your links down. You should always use relative links wherever possible. Relative links are far less susceptible to breaking than absolute links. It is possible to move an entire site to a different location in SiteBuilder and providing the links on the site are relative, the vast majority of the links will still work. Relative links also mean that you can retain much greater control over the reliability of your links. If the links on your site are relative, they will not include any reference to pages higher up in the Warwick website tree that you do not have control over. Therefore, even if someone else alters pages above your site, you can be more confident that your links will remain functional.

Note

So use the Links Picker as much as you can for linking to things on the Warwick site. If using the Links Picker makes it difficult for you to navigate back through the Warwick web hierarchy, you can also do a quicker version of getting a relative link. Copy the address of the site you want to link to, insert the link into your current page, and then remove the whole of the Warwick route address – <http://www.warwick.ac.uk>, but leave everything after the first forward slash and the rest of the URL.

*So if for example you wanted to link to the main History website, this is the full URL: <http://www2.warwick.ac.uk/fac/arts/history>, but if you wanted a relative link for that you could just use **/fac/arts/history/**, making sure you have the forward slash at the front.*

There is a links checking tool and embedded this within the SiteBuilder interface. This can be accessed via the main editing section. You can set the links checker to 'Run check' while you are doing your normal editing processes. If the section you are checking contains more than 25 pages you will receive an email when the check is finished with the report.

Task 10.1 Using the Links Checker

To check for broken links on your site, **browse to the homepage** (or the parent page of the section of pages you wish to check).

Either **click on the Edit link** from the main menu or go the 'More' section from the drop down menu options under the Edit link.

In the edit content section on the left hand side, **click on the option 'Check for broken links and images'**.

You will see the links checker screen:

Checking links and images for page <http://www2-test.warwick.ac.uk/services/its/sanity-check/emilypage/>

This page allows you to check your pages for broken links and images, and will also check for links and images where the permissions are more tightly controlled than the current page.

Also check links and images on pages beneath the current page

Previous checks

Check date	Include sub pages?	Result
09:59, Tue 17 May '11	✓	Successful: 13 Permissions locked: 1 Not found: 1 View report
09:58, Tue 17 May '11	✓	Successful: 13 Permissions locked: 1 Not found: 1 View report
09:55, Tue 17 May '11	✓	Successful: 13 Permissions locked: 1 View report
09:53, Tue 17 May '11	✓	Successful: 13 Permissions locked: 1 View report
09:36, Fri 13 May '11	✓	Successful: 13 Permissions locked: 1 View report

Leave the 'Also check links and images on pages beneath the current page' checkbox ticked to run the links checker over the whole site or section of pages.

Click on the 'Run check' button.

If you are checking links on a section containing more than 25 pages, you will receive an email when your links check is finished.

If you are checking links on a relatively small section of pages, you will see the links checker summary screen straight away:

sitebuilder² Done

Links and images check for page <http://www2-test.warwick.ac.uk/services/its/sanity-check/emilypage/>

Check summary

Download these results as a CSV file

The links and images check was run on 12:11, Tue 17 May '11 over <http://www2-test.warwick.ac.uk/services/its/sanity-check/emilypage/> and sub-pages within the same site (a total of 32 pages).

The check completed successfully and the results were as follows:

Check result	Number of URLs
Successful No problems reported	12
Permissions locked A link or image that requires greater permissions than the page that links to it	1
Not found Links or images that have been deleted or do not exist	2
Unknown Links or images where the status cannot be confirmed	0

Results


Show pages with no failures
 Show pages with no links

emily
(<http://www2-test.warwick.ac.uk/services/its/sanity-check/emilypage/>)

Check result	Number of URLs
Successful No problems reported	1

At the top of the page you will see a summary of the links checker result, indicating how many of the links checked were:

- Successful - unbroken links working correctly.
- Permissions locked - these are links which point to a page which the user will not necessarily have permissions to view. If the page which contains the link itself has restricted permissions (eg. it requires the user to sign in in order to view it) then you could consider using [personalisation tags](#) to make links to pages which are further restricted visible only to those users who will be able to view the restricted content. This will avoid a signed-in user who doesn't have the necessary permissions clicking on the link and being taken to an 'Access refused' page.
- Not found - links or images that are broken (point to a page or image which has been moved, renamed or deleted). These links will need updating or removing in the content editor.
- Unknown - the links checker was unable to determine the status of these links. This could be for a number of reasons, such as the link pointing to a service such as mywebmail or to a page hosted on a server with an invalid SSL certificate. You may wish to check these links manually to ensure that they are correct.

Further down the links checker summary screen you can find details of the results found on each page that has been checked. **Click on the arrow**  to the right of each URL to open that page in a new tab or window. You can then **edit the page** in order to update any broken links that the links checker has found.

Once you have finished updating any links, you may wish to **click on 'Run a new links and images check'** (at the bottom of the page) to check your amendments. If there were no broken links to update, you can **click on 'Return to edit section'** (at the bottom of the page) **or the Done button** to return to the Edit screen.

Task 11. Using go.warwick

Objectives To learn how to create an easy to remember and short web address using the go.warwick service.

Comments This service is only available to members of staff.

As you may have noticed on your own department website, web addresses at Warwick can be quite long. For example, the SiteBuilder home page is located at <http://www2.warwick.ac.uk/services/its/servicesupport/web/SiteBuilder/>. The reason for this is that the Warwick website is highly structured to make it more organised and easier to administer.

All academic faculties are located under a */fac/* page, and are then subcategorised into */fac/sci/*, */fac/med/*, */fac/soc/*, */fac/arts/* and so on down to the individual departments. Administrative departments are located under */services/*. When you create or manage your site it will also fit into this structure.

Although there are obvious benefits to this system, it also has drawbacks, most notably that the address of the home page of your site may be hard to remember and difficult to put on printed material due to its length. In order to tackle this problem, a service is available that allows you to create a short, easy to remember address that when entered into a browser, directs the user to your site. This service is called go.warwick.

When you create a Go address you must specify the name of the redirect. The Go service then enables two addresses to be used (we no longer have to actually include the 'go' bit in the address anymore):

<http://warwick.ac.uk/yoursitename> and

<http://www.warwick.ac.uk/yoursitename>

For example, if you visit <http://warwick.ac.uk/SiteBuilder>, you will be taken to the SiteBuilder home page, located at the long address shown above.

11.1 Signing-up for a Go address

When you have created your website, or if you are editing a site that doesn't already have one, you may find it useful to sign-up for a Go address.

Please do not follow these steps if you are taking part in a training session. They are provided for informative purposes only.

1. **[Browse to http://go.warwick.ac.uk](http://go.warwick.ac.uk) and click on the 'Create New redirect' tab.**

You will then be presented with three text boxes. The first is used to enter the name of the redirect. It must be unique and specific enough to not disadvantage those who might wish to apply for a redirect in the future. For

example, redirects such as /go/video are unlikely to be approved for a specific video clip relating to a course, because it would appear to the user to be a general University video service. Altering the request to /go/physicsvideo or /go/electronvideo would probably be fine.

2. **Enter the name that you wish for the Go address.**
3. **Enter a description for the Go address in the second text box.**

The third text box is used to enter the address that you wish the Go redirect to point to (normally the home page of your site). It is important that this page exists and is not blank, and that it is a page, not a file such as a PDF.

4. **Enter the address of the page you wish the Go address to point to.**

Note: Multiple redirects to the same page are not allowed.

There is a service called go.suggest where users can begin to enter the name of a Go address and are shown all the addresses that match what they have typed so far. You have the option of including your Go address in this service.

5. If you wish for your Go address to be included in go.suggest, **leave the tick in the checkbox**, otherwise **click on the checkbox to remove it**.
6. **Click the 'Request new redirect' button.**

Your request will then be sent to be moderated to ensure that it meets all the relevant criteria. Once this process is completed you will be emailed to tell you whether or not it has been successful. This can take a few days.

If you are successful, you will be able to see the redirect, and any others you have created, by going to the 'My redirects' tab. From here you can also edit your redirects, although their names cannot be changed.

11.2 Citing web addresses in printed material

The major advantage of Go addresses is that they are much shorter than the normal web address of a page. *You should therefore always use this address on any printed material* so that it is more legible and easier for people to remember.

The second major advantage of Go redirects is that the web address that they point to can be edited, while the name of the Go address stays the same. For example, it may be the case that your department's web pages have been reorganised, and the home page of your site has moved. If all of your printed materials showed the old address then they would have to be re-printed. However, if you use the Go address on your printed material, you can simply edit the destination of your Go address and the printed material will still be accurate.

You can cite a go address in one of two ways: <http://warwick.ac.uk/yoursitename> or <http://www.warwick.ac.uk/yoursitename>. If necessary you can omit the *http://* for an even shorter website address.

Other Training Modules

There are further training modules offered by the Web Team that cover many of the other features in SiteBuilder:

- Working with Files
- Adding Images
- Working with Links
- Adding News and Events
- Creating Forms and Quizzes
- Creating Dynamic Pages
- Managing Your Web Content

Go to the ITS Training site warwick.ac.uk/its/training/ to check availability and book a place.

They are also located here for on-line training and reference:
warwick.ac.uk/SiteBuilder/training.

More information about SiteBuilder is available including an extensive FAQ section from the web support area for SiteBuilder users at:
warwick.ac.uk/SiteBuilder

Finally, you can find lots of information on the SiteBuilder forum at:
warwick.ac.uk/sitebuilderforum/

Useful Links

Creating Good Websites

www.warwick.ac.uk/Sitebuilder/goodsites/

Instructions for Creating a new SiteBuilder site

warwick.ac.uk/services/its/servicessupport/web/design/services/createnewsite

Optimising your page and improving the rank for searching:

warwick.ac.uk/SiteBuilder/faqs/other_admin/improverank

Website terms and conditions including information on Cookies, Privacy and Copyright

warwick.ac.uk/terms/

Web Publishing service:

warwick.ac.uk/services/its/servicessupport/web/