

Ulla Kirk Front End User Manual

Text editing * * Uploading images * uploading pdfs * saving your work * [Site Manual](#)



To Login for simple Front end editing (publisher)

- 1 Go to the RHS Login link in ‘Enquiry Form’ last menu item
- 2 Your unique Username : [usernamexyz](#)
- 3 Your unique Password : [passwordxyz](#)
- 4 The Browser will ask to remember your password first time around. If you are accessing from home it will help to let it remember and click ‘**YES**’. Never do so on a Public Computer.
- 5 Once you are logged in—there is a new menu item “User Training” (Under Contact). This contains a copy of the Front End User Manual which you can print out. Entitled ‘Ulla Kirk User Manual - Front End

To edit an article (using JCE content editor)

- 1 Go to the page that you want to edit.
- 2 Scroll to the top of the page and click on the small editing icon/wheel on the RHS. Then click ‘Edit’
- 3 **Editing Text** : You can edit the text like a simple Word document. Simply delete/add/amend the present text and then when you are happy with the result tick anti-spam box, then click on ‘save’ at the foot of the page. The website will be updated—and this Most recently amended document will automatically show on the live website page.
- 4 **Editing Headings** : You are free to change the headings type. There are options to change headings 1—6. However this should be done sparingly as the whole site is set up to use Headings 2, 3 and 4 in articles.

To edit an article (cont)

5. All text should be written in ‘paragraph’ setting. However there are other options ‘caption’ and ‘header’ are available.
6. **Adding an image:** You can add (or replace) an image by firstly placing the cursor where you want the image to go. Then clicking on the Image tab immediately under the text window. This takes you to the ‘Images’ folder of the site. You will see there are many images there already. You have the option now of loading one of the images already there or uploading from the computer you are using. A knowledge of photoshop would be useful here—the images on the site can be small—eg 150px wide approx. and at 72dpi. Best to resize them before uploading as it saves browser time for visitors.
7. **Uploading an Image:** To upload an image first click on upwards facing grey arrow on RHS, this takes you back to your own computer files, you click the ‘browse’ button at the foot of the page. This allows you to search for the image you want on your PC. When you find it click on the ‘upload’ button and it will appear in the Images . This is also how you can upload images (and pdf’s) to your site from the Front End(see main manual for details).
8. **Insert the image:** You can now insert this new image into your article by highlighting it again the clicking ‘Insert’ at the top of the page.. The new image will now be in the article where you have placed your cursor..
9. **Aligning an Image:** You also have the option to align the image (left, center, right). These same commands can be used for text too.
10. You can **save/retain previous iterations** of an article in JCE, This means if you have saved your work, then decide it’s not working, you can restore a *previous iteration* and start again. This is new to the Ulla Kirk website and is good insurance against mistakes. **(See Core Skills later...)**
11. A great many **images are left/right aligned**. You can replace either the image OR the alignment quite easily without going into the code or attempting to reintroduce the mage at all. Recommended whenever possible. More later..
12. **Uploading pdf’s**, is the same as uploading images, the pdf folders are also in the ‘Image’ directory. There may be several pdf folders so you should check which one your pdf should be put in first.
13. **Tables or Images?** If you are not sure whether it is a table or simply an image click on the object with your cursor—a table will say “[Path: table » tbody » tr » td » img](#)” whereas an image will simply say “img”
14. Using the **Preview function** is not as good as looking at the live site—sometimes they are different, suggest you keep a second tab on your browser open with the live site on display. You will need to refresh it to see your changes.
15. **‘Read More’ buttons** (bottom of editor window) - They are not currently used in the ‘pages. Their placement divides the intro text and the rest of the page with a ‘**Read More**’ tag. If you delete the tags the article reverts to one long page.

To edit an article (cont)

16. Cut, copy, paste— If you highlight some text then right click with your cursor you have a number of options...cut, copy, paste, insert link, insert image. Handy if you are working with large amounts of data.
17. [Online video tutorial](#): this is an hour long video—(ignore the very first part as it's for backend use). You will see the keystrokes used when editing in JCE...<https://www.youtube.com/watch?v=IL869Dh3mkl>
18. JCE editor—an overview: <https://www.cloudaccess.net/additionalresources/59-jce-editor/271-jce-an-overview-of-the-jce-editor.html>
19. [Joomla Beginners Guide](#): Written by Eric Tiggler is available on Amazon entitled “Joomla! 3”
20. [Tables](#): Have added a little more on tables at the end of this Manual.
21. When copying text from word—careful to strip the code first before pasting—[Notepad](#) is useful for this. This improves formatting of site.
22. Remember to 1.**tick Spam box** & 2.**Save** (at bottom) before leaving. If you don't you will lose any work on the article you have been working on.
23. Then 3.**Logout**—to do this return to the **Enquiries** page—located in the

Core skill to avoid misshaps...

When in JCE content editor there is a button at the foot of the page titled '[Versions](#)' When you click on it you will see previous (sometimes saved) iterations of the article you are about to (or already have) work(ed) on..

Versions



<input type="checkbox"/>	Date	Keep Forever	Character count
<input type="checkbox"/>	2018-06-11 13:44:14 ★	Yes	4,556
<input type="checkbox"/>	2018-06-11 08:28:04	No	4,540
<input type="checkbox"/>	2018-06-11 08:21:14	No	4,539
<input type="checkbox"/>	2018-06-11 08:18:38	No	4,536
<input type="checkbox"/>	2018-06-06 14:24:58	No	4,555

Close

If your work has gone badly (particularly on the What's On page!) —and you have already inadvertently saved it (thus losing the original) —you can still retrieve an earlier version of the article to cancel out any mistakes by clicking on

The screenshot shows a 'Versions' dialog box with a title bar containing 'Retrieve this version' and a close button. A red arrow points to the title bar. Below the title bar is a toolbar with icons for undo, redo, search, and close. The main area is a table with the following columns: 'Date', 'Keep Forever', and 'Character count'. The table contains five rows of data:

Date	Keep Forever	Character count
2018-06-11 13:44:14 ★	Yes	4,556
2018-06-11 08:28:04	No	4,540
2018-06-11 08:21:14	No	4,539
2018-06-11 08:18:38	No	4,536
2018-06-06 14:24:58	No	4,555

A 'Close' button is located at the bottom right of the dialog box.

‘version’ and retrieving one of the stored earlier versions listed there (usually the top one)..

The skills in the previous pages are all you need to update articles with words and images. Just remember to ...A) **Tick Spam box** then **Save** when you have finished (or it won't show) and B) **Logout** when you have finished. The following are other things you can do

Extra things you can do...

1. Insert hyperlinks in the text—just click on the ‘chain’ icon the place the link (ie www.link.com)
2. Use the **bold**, **italic** and **underline** tabs to change text appearance.
3. Use bullet tabs or number tabs.
4. Use the Undo tab or Redo tab
5. Insert anchor tags so you can link to some text from another part of the site (or even from somewhere else in this article) This is more advanced stuff and not really needed.
6. Insert page breaks, read more & insert code. The last one is more advanced but it would allow you to create a 2nd page for an article which is useful for very long articles/pages. Used in WSFT site.
7. Finally there is a ‘Code’ tab which allows you to see the actual code that makes up the article you have been working on. You only need to use this if you are creating a very complicated page and need to tweak it to ensure it looks exactly like you want it. Not a necessary skill.
8. Everything else below the text editor should not be amended. These are the default settings so that the page performs as it is supposed to do on the site.
9. **Save**—Most important. Need to save and tick anti-spam at (bottom of page) before leaving the article or all your work will be lost.

A Little more about tables in JCE..

1. Tables in Ulla Kirk can be used to allow captions underneath images. They are either left, centre or right aligned with the image on one row and the caption underneath (and usually centred).
2. **NB:** Not necessary to know this but it will help to understand the general process of the JCE editor.
3. The only table on Ulla Kirk at the time of writing is a bespoke table which is fairly advanced and should be left alone.. I have made a permanent backup (a version) of this page which can be retrieved if necessary.

General Notes on HTML tables and backups in JCE..(in case you ever need one)

This code is accessed by clicking on the 'Code' tab next to the 'Edit' tab in JCE editor.

Probably best to avoid this editor until you have backed up the page through 'versions' tab. However if necessary you can restore an entire page to its previous functional state from here. Don't worry though the site will also have been saved at some point in the past too!

1. **ALL** the tables on a site operate on the same commands here ..
2. `<table style="width: 343px;"` is the table width
3. `<tr></tr>` a row within the table
4. `<td></td>` is a cell within the table
5. `src="images/pics/map-aboutus02.png"` location of the image in the directory
6. `Align="right"` aligns the table to the right on the page
7. `Img style="float right right"`—means the map floats to rhs of the page
8. `<center></center>` centers the text in the caption.
9. `<i></i>` Italics command for the text

Handy online tutorial on tables..

https://www.w3schools.com/html/html_tables.asp

Handy introductory online video on tables..

<https://www.youtube.com/watch?v=BczLWImAmBk>

There are loads more available through a Google search.....

How to resizing images. Before uploading to wsft.

It is important to reduce the image file size—the actual size of a photograph (as opposed to the dimensions) before uploading to a website. A Comprehensive online tutorial on resizing an image for a website is at ..

<https://computing.artsci.wustl.edu/help/web/resize-images-web>

Another easy way to resize images online is at..

1. <http://www.picresize.com/>
2. <http://resizeimage.net/>
3. <http://www.simpleimageresizer.com/>
4. <https://imageresize.org/>

Note: The following instructions are for Adobe Photoshop—however these are the same basic keystrokes to resize an image in any Photo editing software..

1 To retrieve a photo from the files.

- Click on 'File'
- Click on 'Open'
- Browse for File on computer
- Double click on File to open

2 To resize an image

- Click on image (on top toolbar)
- Click on image size
- Select resolution (72)
- Tick 'constrain proportions'
- Select width (17cm)
- Remember not too big—wont load for dial-up users.
- Ensure it's a 'jpg' before you go to save.

Using Adobe (cont)

3 To save a file

- Select file (on top toolbar)
- Select 'Save as'
- **Very Important**—make sure there's no gaps in name ie achnahaird.jpg (no good) achNahaird (.jpg no good) achnahaird.JPG (no good)achnahaird.jpg (that's fine. Browsers ignore incorrectly written image names.
- Select folder (create Uploads folder for purpose)
- Save

4. Some Useful Commands

1. To change brightness or contrast : Select Image / Adjust / Brightness & Contrast
2. To Crop : Click on square in vertical Right Hand Side Toolbar.
 - a) Select an area to crop using the mouse and drag it over the area you want
 - b) Crop ; Image / crop / select crop
 - c) When your happy with the crop ; select 'Save as'
3. To undo any mistakes you can select Edit / Step Backwards