

Using ContentSeed to edit the ISPS website

1. On a PC running Windows, please use a recent version of Internet Explorer or Firefox.
2. On a Mac, use a very recent version of Safari or Firefox.
3. Navigate to the page you wish to edit.
4. Press Ctrl-Y on the keyboard.
5. Enter your user name and password.

For a user with Admin permissions, you will see a number of tabs on the right side of the page. If you do not have Admin permissions, you will see only the first 2 tabs.

The screenshot shows the ContentSeed editor interface for the ISPS Sweden website. The main content area displays the following text:

ISPS Sweden

Autumn meeting in Östersund, Jämtland

Nov. 13 – 14, 2009
Östersunds sjukhus, Hörsalen "Snäckan"
Fredag 13 nov.
kl. 13.00 Jaakko Seikkula

"Dialog i möten smed familj och socialt nätverk skapar nya resurser i psykosbehandling"

kl. 18.00 Middag med samvaro och aktuella diskussioner

Lördag morgon planeras preliminärt en lägesdiskussion kring **psykosvården idag och forskningsfrågor.**

Höstmöte i Östersund, Jämtland, 13 – 14 nov. 2009

Info: anmäl ditt intresse till gunnel.eriksson@jll.se (ask for information in English if that's your preference). Slutgiltigt program och detaljerad information skickas ut till intresserade i mitten av oktober.

Annotations and toolbars:

- Save**: Points to the save icon in the top toolbar.
- Paragraph/Heading Style**: Points to the Paragraph dropdown menu in the top toolbar.
- Undo and Re-do**: Points to the undo and redo icons in the top toolbar.
- Link**: Points to the link icon in the top toolbar.
- Add image**: Points to the add image icon in the top toolbar.
- Sidebar**: Points to the right-hand sidebar containing a "More" section with links like "ISPS-konferens i Hamar, feb -07 och Tor-Johan Ekeland om 'Diagnoser som kunskap - bruk och missbruk'" and "Håll dig uppdaterad! [Keep updated!]"
- Status Bar**: Points to the bottom status bar showing the HTML path: <BODY> <DIV> <H2>

Editing

Your editing toolbar has been limited, so that you cannot change the font or size. This will help keep the whole site looking consistent. You can use bold and italic. You cannot use underline. (On a website, underlining is reserved for links.)

You can apply “heading” styles by using the dropdown box called “paragraph.”

1. Enter the text you want for a heading.
2. Highlight the text
3. Choose the heading size from the dropdown box in the “paragraph” box.

This is how the various headline sizes are used:

Heading 1 – Page Titles

Heading 2 – Subtitles, section headings

Heading 3 – Section headings within sections

Heading 4 – A “leader” in front of a Heading 2, such as:

Föreläsning och mote

Höstmöte för svenska ISPS i Stockholm

If you need to know what heading type is being used on a page, put your cursor inside the heading and look down at the status bar. At the end of the line of “tags” you will see something like <H3> or <H2>. This tells you which heading type it is. If it says <p> it’s just plain paragraph style, not a heading.

Note: The editor does not display line spacing exactly the same as the website. In the editor, all spaces between the headings and the paragraph text below them are twice as big as they will appear on the website.

When you press the enter key to make a new paragraph, it will automatically insert a line space above, so that the paragraphs are separated.

If you want material to be single-spaced (such as a list of items, or a mailing address), you can use a “soft return.” – shift+enter.

If you need to edit something in the sidebar, click on it once, then click on it a second time. (Two single clicks, not a double-click;) The first click highlights the whole box. The second click places the cursor inside the word you clicked, so that you can edit it.

After making your changes, be sure to click the “save” button. You will not get a reminder! If you forget to save, you’ll have to do it all over again.

Adding Links

1. Type in the text that you want to turn into a link.

2. Highlight that text.
3. Click on the Link button.
4. Next to “Source,” choose either [http://](#) for a website address, or [mailto:](#) for an email address. Then type the address in the next field. If it’s a website address, don’t add the “http://” again. Just put in the address, like [www.isps.org](#).

Uploading a file

(You should use pdf files whenever possible, so that everyone can open them. There is a free online pdf converter at [www.freepdfconvert.com](#).)

1. Create your link text on the page (for example “2010 Bylaws” or “More Info.”)
2. Highlight that text.
3. Click on the link button.
4. Click on the little file folder to the right of the “Source” line.
5. Click “Browse”
6. Find the right file, and click “Open.”
7. Click “Upload.”
8. The file will be added to your “assets” folder.
9. Click “OK”
10. Now, in the link dialog box, you will see that the path has been filled in for the file you just uploaded.
11. Click “Insert,” then “Ok.”

(You can make folders within the “Assets” folder if you want. For example, you can make a folder for each country.)

If you are adding a link to a file that’s already in the Assets folder, you just choose it from the assets when you click the little file folder in step 4.

There are some online tutorials you can look at. However, some of the formatting functions are not available in your editors, because we don’t want you to go crazy with different fonts and colors. They are accessible through the “?” tab on the editor.



After you have saved your changes, use this button to close the editor and return to the website.

Special functions for Administrator

You have some extra tabs on your editor.



Allows you to see all of the pages that you have access to.
Click on the “E” to edit the page.
Click on “A” to change the user name and password for the page
Please don’t use R (rename) or D (Delete)!



You won’t be needing this tab either. It adds a new page, but not the way you think. If you need a new page in the website, I will need to set that up for you.



Allows you to change the name and password for the administrator.



Allows you to create a backup of the editable pages.

ContentSeed actually puts ALL of the website content on one web page, called content.php. When you do a backup, you are backing up this one page. I advise you to do a back up regularly, in case something goes wrong with the site. It might be a good idea to back it up once a week.

Once you have a backup, you can use it to restore the website. However, if your last backup was 2 months ago, you’ll have to re-create 2 months of content for ALL of the pages that your users are editing.