



Administration Manual

***Version 10 – updated
April 2010***

Office use:

Name:

Username:

KTW Identity:

Folder path:

CONTENTS

Introductory Note and Communication Contacts	Pg 3
A. Getting Started	Pg 4
1. Logging in	Pg 4
2. Requesting “Administrator” Access	Pg 5
3. Content Security	Pg 5
B. Creating and editing web pages	Pg 6
1. Understanding how Kent Trust Web pages work	Pg 6
2. Requesting pages	Pg 6
3. The Administration Menu	Pg 7
4. Opening an article	Pg 7
5. The “Article Editor” explained	Pg 8
6. Links to websites or email	Pg 11
7. Linking to documents – READ THIS FIRST!	Pg 14
8. Document Properties	Pg 15
9. How to link to a document	Pg 17
10. Inserting images – READ THIS FIRST!	Pg 18
11. How to insert images	Pg 19
12. Deleting or editing documents and images	Pg 20

Introductory Note

This Manual is designed primarily for new administrators of Kent Trust Web and covers all the **basic** functions of the administration system, from registering all the way through to editing your own pages and uploading documents.

It does **not** cover many of the more complicated functions available to **full-status Administrators and Moderators**.

If there is an area on Kent Trust Web you feel needs to be edited or updated, but you cannot access it on your current administrator level, please contact the **Communications & Information Governance Team (CIG)** who will be able to help you.

For all general enquiries about Kent Trust Web, or to give feedback on or make suggestions for the content of this Manual please call:

01622 221201

Or email: communicationcfe@kent.gov.uk

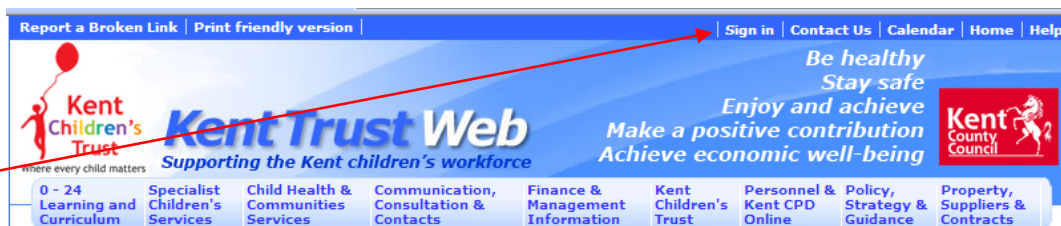
Or mail: **Communications & Information Governance Team**, Room 2.35, Sessions House, County Hall, County Road, Maidstone, Kent ME14 1XQ

To give feedback on or make suggestions for the content of this Manual, please contact communicationcfe@kent.gov.uk

SECTION A - GETTING STARTED

1. Logging in

- a. Click on the sign-in button at the top of the page.



- b. Click “Sign out” when you are ready to log-out.

Once logged-in, the screen will reload and a message will appear above the E-Bulletin heading: “Kent Trust Web welcomes <your name here>”.



The “Sign in” button along the top of the page will also be replaced by “Sign out”.

Whilst logged-in there will be additional options available on this menu (these will vary depending on your access rights):



- “Admin” This option is visible to administrators only and gives you access to the Admin Centre. This is where all content editing takes place. For more on Administration, see [Section 3 - Administration](#).
- “Calendar” View the Kent Trust Web Calendar
- “Home” Return to the Home Page

Important: Remember to keep your username and password secure. We strongly suggest that you change your password when you login for the first time. See [My Kent Trust Web – Changing Interests and Settings](#) to find out how to change your password.

2. Requesting “Administrator” Access

If you also wish to create and edit pages you will need to request administration access. There are two different access levels which affect how much you can update within Kenttrustweb.

User type	Has access to:
Restricted administrator	<ul style="list-style-type: none">• Log-in• View Kent Trust Web pages and documents
Full Administrator	Full access to all Kent Trust Web administration functions. There are very few Full Administrators - most are members of the CIG Team.

If you feel you have been given the wrong level of Administrator status, please contact the [Communication & Information Governance Team](#). All new users of Kent Trust Web will start off at User status unless specifically requested otherwise.

3. Content Security

Kent Trust Web is situated on the World Wide Web - unlike KNet which is only accessible to the internal KCC users. This means that - although the site is not widely advertised to the general public - the content you add to the site is open for all to view.

Important: You need to be careful while uploading articles and/or documents that could contain sensitive information. What is considered ‘sensitive’ has become more stringent since the [Freedom of Information](#) and [Data Protection](#) Acts. Please refer to the guides on Kent Trust Web if you are unsure – or contact the Communication & Information Governance team.

We are often asked if we plan to “close” Kent Trust Web so that public access by unregistered users will not be a concern. We are not currently considering this option as it has become increasingly clear that a lot of the information is of interest to the public. However, we are developing areas called “**Secure Kent Trust Web**”; this will use an extra layer of security to protect sensitive information. Please contact the [Communication & Information Governance Team](#) if you are interested.

Ensuring that your information is secure

Private Forum Discussions can be used to password protect documents.

If you would like a secure forum set up in which you can upload documents and share information more securely within a team or specialist unit, please contact the [CIG Team](#). See the [Forums](#) section for information.

SECTION B – CREATING AND EDITING WEB PAGES

1. Understanding how Kent Trust Web pages work

A Kent Trust Web page is made up of two basic sections:

- a. Web page template (shaded area).
- b. Article or content.

The screenshot shows the Kent Trust Web interface. At the top, there is a navigation bar with links: Report a Broken Link, Add this page, My Kent Trust Web, Print friendly version, Sign out, Admin, Calendar, Home, Help. The main header features the Kent Trust Web logo and the tagline 'the Extranet for Kent's children, families and schools'. To the right of the logo is a motivational quote: 'Be healthy Stay safe Enjoy and achieve Make a positive contribution Achieve economic well-being'. Below the header is a horizontal menu with categories: Advisory Services & ICT, Children's Services & Trust Arrangements, Communication, Consultation & Forums, Finance, Assessment & Performance, Operations, Clusters & Contacts, Personnel, Training & Development, Policy, Strategies & Guidance, School Suppliers & Wider Contracts, Services to a Community.

The main content area is titled 'Supporting ICT in schools' and features the EIS logo. Below the logo is the heading 'EIS...helping to get IT right!' followed by three paragraphs of text describing EIS as a high quality provider of ICT support to schools and community projects. The text mentions that EIS has been established for many years and has a strong reputation built on their high level of technical expertise, an understanding of educational needs and independence in the market place. It also states that their aim is to help schools use ICT effectively whether in the classroom for the curriculum or in the office for management and administration of the school. This Web page gives an overview of the services they offer. As part of Kent County Council supporting the Local Education Authority, they offer professional and impartial advice based on many years of experience in the education sector. EIS has the in-depth technical skills to provide the support and consultancy needed to help their customers make the right choice. The final sentence states 'EIS works with a number of quality suppliers of hardware and software including Dell'.

On the left side of the page, there is a shaded navigation menu with the following sections:

- Information & Communications Technology**
 - Broadband for Schools
 - EIS Services
 - EIS Technical Support
 - Starters for Study: British Pathe Film Archives
- News & Events**
 - Extranet ICT Newsletter
 - ICT Conference 2007
 - ICT Strategy Conference 2005
- ICT in Practice**
 - Kent NGFL
 - Hands On Support
 - Primary ICT Support
 - Secondary ICT Support
- Digital Curriculum**
 - Leadership & Transformation
 - Contacts
 - e-Safety in Schools
 - ICT Education Officers Group
 - ICT Strategic Plan 2005 - 2010
 - Personalised Learning: ICT Learning Platforms
- Projects**
 - Video Conferencing (VC)
 - VC Equipment Loans: Meet in Schools

The web page template (shaded area) can only be edited by the CIG Team. This includes the navigation menus and the design of the pages.

The space within the template (highlighted in white) is the article that can be created and edited by an administrator or editor. This is done within the Article Editor. It looks a little different during editing – like a Word document – but this is translated into a colourful webpage once uploaded.

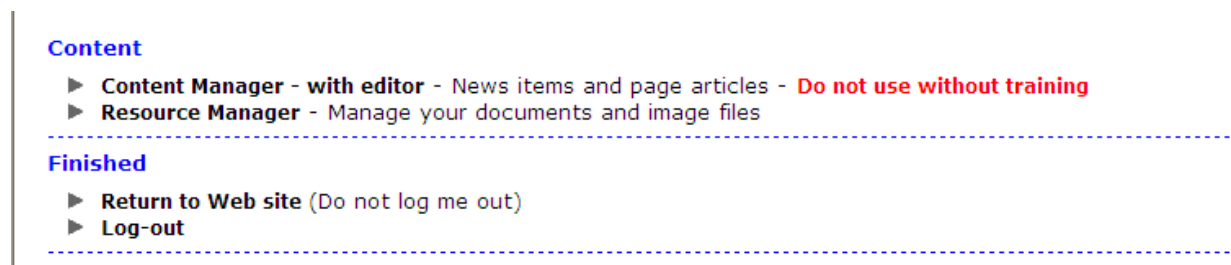
2. Requesting pages

The bulk of the content on Kent Trust Web is added using 'articles'.

To add articles, please contact the [Communications & Information Governance Team](#) to discuss the creation of a new area/page(s).

3. The Administration Menu:

To start editing your articles, log-in and you should be taken straight to the administration menu. To access the menu when browsing the site use the “**Admin**” button in the top right hand corner of the page. This will display the administration menu (see image on next page).



See [Section A](#) for help registering and logging-in.

- a. “**Content Manager with Editor**” allows you to create, edit or delete the **articles** that appear on Kent Trust Web’s pages.
- b. “**Resource Manager**” allows you to edit or delete any documents or picture files you have uploaded.

4. Opening an article

- a. Click on “**Content Manager - with editor**” from the Administration menu.
- b. The site will then ask you to “**Set your Identity**” from the dropdown list. This happens because Kent Trust Web is made up of several websites; it is important for you to make sure you are editing in the correct section.
- c. Choose the correct site to edit from the dropdown list, and then click “**Set Group Identity**”. (If you are not sure of which identity to choose, please ask the CIG Team to check for you.)

ClusterWeb Administrator | **Content Manager** | Main Menu

Before you start, please set the Group identity you intend to work with.

The screenshot shows a dropdown menu with the text "Select an identity ..." at the top. Below this, a list of identities is displayed, including "No Identity Defined", "Advisory Service Kent Site [ASK8]", "Bostonians Social Worker Recruitment [BOST]", "Children's Centres [CHC]", "Children's Services Careers Site [CSSC]", "Kent Trust Web [CW]", "Directors [DIR]", "Micor sites for the recruitment of head teachers [HEAD]", "Kent Children's Trust [KCT]", "Kent ICT [KICT]", "Vanilla site for Headteacher vacancies in Kent [KJOB]", "Kent Parent Forum [KPF]", "Kent Safeguarding Children Board [KSCB]", and "Specialist Children's Service [SCS]". To the right of the dropdown is a button labeled "Set Group Identity".

- d. To create a new article, click “**Create News/Article/Banner**” and refer next to “[The Article Editor](#)” on the next page.
- e. To edit a current page, click “**Edit News/Article/Banner**”.

- f. You will then be shown one a list of all the articles you are responsible for in a yellow table.
- g. Once you have found the article you want to edit, click on its name or the green Edit button to open it:

Important: If you press the pink “Delete” button, your article will be permanently deleted and cannot be retrieved. Be very sure that you want to remove your Article before pressing Delete.

News Items or Articles						
Items are ordered by date, most recent first. News Items are white and Articles are yellow.						
News Item	Synopsis	Start Date	End Date	Type	File	Actions
Nexus Area Contacts Directories	There is no synopsis available. Text of item follows. <a href="http://www.clusterweb.org.uk/cwpages/docs/nexus_directory1.doc	25/09/10	24/09/10	Article	Edit	Delete

5. The Article Editor

The Article Editor is split into three parts which all need completing:

- I. [News Item/Article](#)
- II. [Page Content](#)
- III. [Publishing details](#).

5.1 Completing the “News Item/Article”

The top section is usually already completed for you when the CIG team created the article.

If you need to change any of these features this is what they are:

“Type”, “Owner” and “Identity” fields will be completed for you.

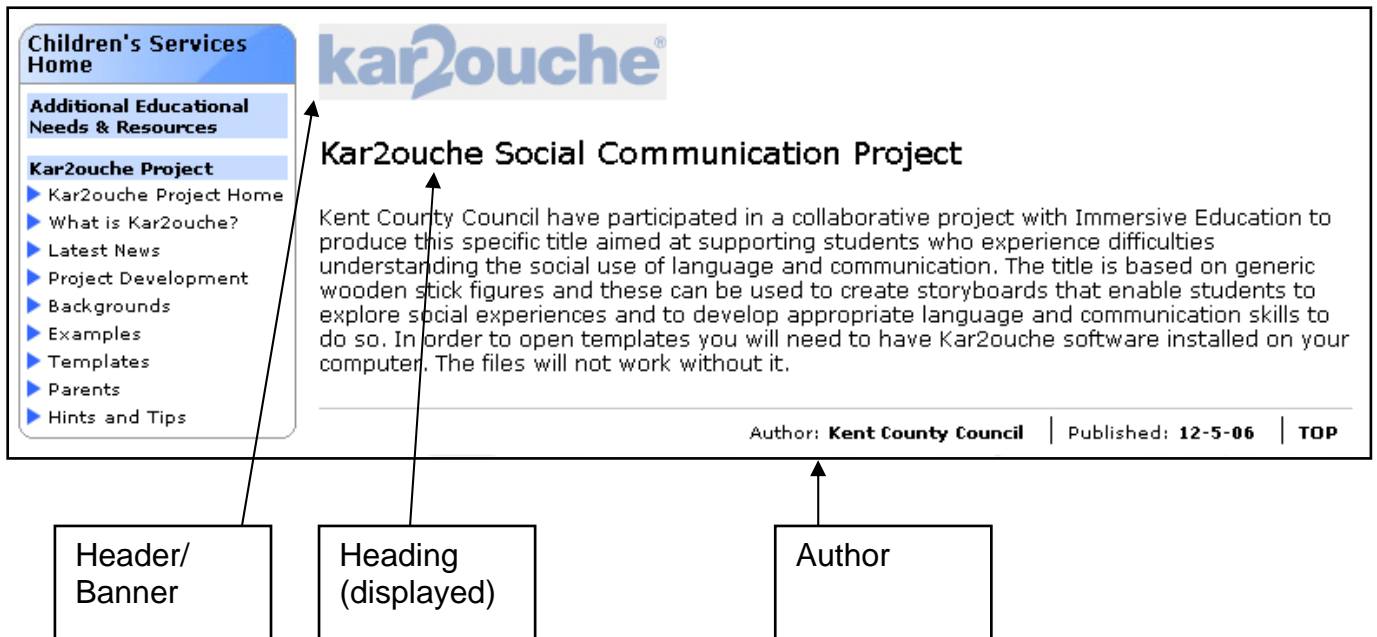
“Author”:
Type the author of the article’s content. This can be an individual or a unit/school/department name.

“Header/Banner”:
Available for you to add an uploaded image or type a banner to go at the very top of the page

“Heading”:
This field is mandatory as it is used to identify the article in the site’s database. However, you can choose whether to display this heading by clicking ‘yes’ or ‘no’ underneath.

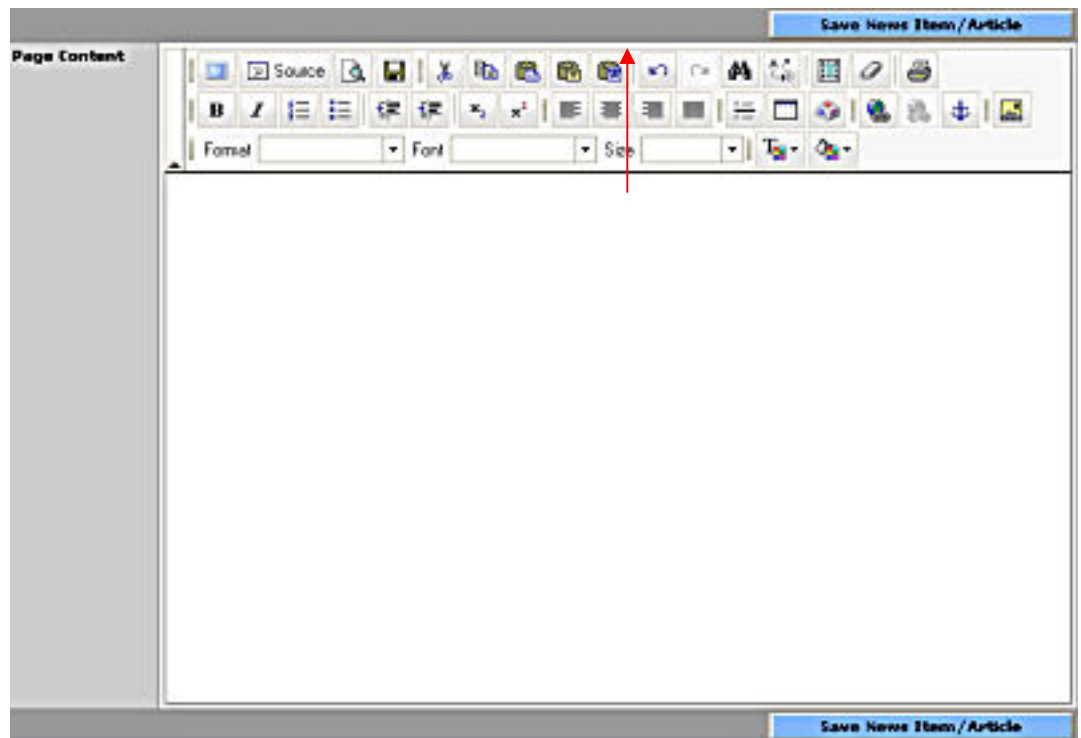
“Synopsis”:
Useful if you have a lot articles with a similar title and need to distinguish between them.

How these fields translate into a web page:



5.2 Understanding the Page Content Editor

The “Page Content” section is where you can create and edit the look of your page. The editing tools and icons available are much like those in Microsoft Word. Full details about using the Page Content section are available below.



To add text either:

- Type directly into the white box

- Copy and paste in plain text from Notepad. To copy from Word, copy from word to Notepad – and then from Note pad into the article. (Notepad can be found in your programs under: Start > All programs > Accessories > Notepad.)
- It is important that you do not copy directly from word as this will cause problems with the formatting of your page and it may not display correctly.

To apply effects and formatting, highlight a word or block of text and click the appropriate icon.

Effects include:

- Bold
- Italics – use sparingly for quotations and names of publications!
- Numbered and bulleted lists
- Indents
- Left, centre and right align – left align is proved to be easier to read on a website
- Insert special characters
- Format dropdown – used to select standard headings across different pages i.e. heading 1 and heading 2.

Other familiar buttons include:

- Cut, copy and paste
- Preview
- Print
- Find and replace
- Undo and redo

The editing toolbar and some of most popular functions:

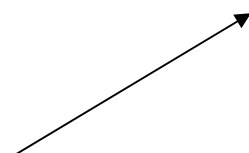
- Maximise the editor - enlarges the screen – toggle on and off
- Source - view in HTML mode – toggle on and off
- Select all
- Clear formatting – removes all formatting
- Anchor – used to create bookmarks on the same page
- Links – used to create links to email addresses, web pages and documents
- Insert image
- Insert horizontal rule – used to break up block of text on one page
- Insert table



5.3 Completing the Publishing Details

Once you have created the look of your article in “**Page Editor**”, you’ll need to complete it by checking some details in the Article Publishing section. Again, these will already have been completed by the Communications Team when the article was set up.

However, check your publish dates as if the page expires it will not display on the site.



Keywords	Use a comma to separate each keyword. i.e., schools,policy,safety,other words or phrases,big issues
Publish Dates	25/09/10 TO 24/09/10
Placement	Clusters & Contacts: Directorate Contacts
Item Order	2
Include	<input checked="" type="radio"/> Yes <input type="radio"/> No
Lock	Lock to fix news item at top of news item list on Home page. <input type="radio"/> Yes <input checked="" type="radio"/> No
Flag as updated?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Code	Enter CSS code here. This will take precedence.
<input type="button" value="Update Article"/> <input type="button" value="DELETE"/>	

Essential:

- a. Add “**Keywords**” to allow Kent Trust Web’s Search facility to locate your article.
- b. Enter “**Publish Dates**” to indicate when the article will begin and stop displaying on the website. You must enter both a start and a finish date for your article to appear. When the article no longer appears on the website it will still exist in the administration area and can be re-published later if required.
- c. “**Placement**” tells the website where to put your page. Choose the relevant page from the dropdown list. (You will have been given a limited number of pages which you can publish to.)
- d. Once you have completed all three sections of the Article editor, you can use the blue “**Update Article**” button to save your changes. None of your changes will be saved until you press this button.

Important: The red “**DELETE**” button will remove your article from the database completely. This is irreversible, and if you delete your article content it cannot be recovered: you will have to recreate it manually.

Useful:

- “**Item Order**” is useful if you have more than 1 article on the page as it allows you to order them. 1 will be displayed at the top of a page: 10 at the bottom.
- The “**Lock**” function only applies to News Items and does not function on ordinary Kent Trust Web articles.
- “**Flag as updated**” allows you to notify anyone watching your page with their “**My Kent Trust Web**” that your page has been updated.

Specialist:

- The “**Code**” box is intended for the use of skilled CSS users and designers only. Any CSS entered here will override the ordinary page style. Do not use this function unless you have been trained in the use of CSS.

Publishing in Kent Trust Web CMS is instantaneous; your changes will be immediately live on the website. If you have the webpage already open, click Refresh to view these changes.

6. Linking to a webpage or email

Once you have added text, you can create links.

The Communication, Consultations & Forums section provides access to:

- How to contact the [CFE Communication & Information Governance Team](#)
- and how we can support you with best practice and our [Communication Strategy](#)
- Kenttrustweb help section

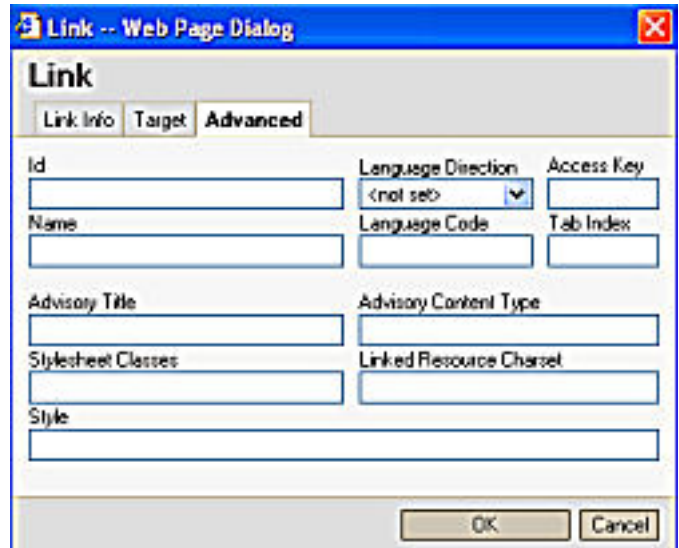
- a. Highlight the text you want to use as a link.
- b. Click on the **“Insert/Edit link”** button.

- c. The “Link” editing window will pop-up. The Link Editing box has 3 tabs, all of which have different functions. Just complete the Link info tab for web address links.
- d. Choose from the dropdown menu containing 3 types of links:
 - “URL” – creating a link to a webpage
 - “Email” – create a link to open a blank email.
 - “Anchor in this page” – link to another place on the same page

Now follow one of the three different sets of steps depending on which type of link you would like.

Creating a link to a webpage (follow a - d above)

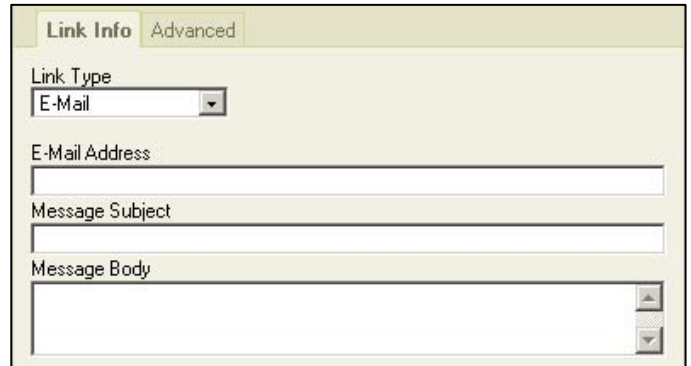
- e. On the “Link Info” tab, type the URL (web address) of the site you want to link to into the URL field. (The http:// part of the address has already been entered for you.)
- f. Once this has all been completed, click on “OK”.
- g. Your highlighted text will be blue with an underline.



Create a link to open a blank email (follow a - d above)

This is best used when highlighting a person or unit’s name:

- e. Choose “E-Mail” from the “Link Type” dropdown. You’ll notice the options in the Link Info window change when you do this.
- f. Type the e-mail address into the “E-mail Address” Field.



Optional

You can also choose to specify a “**Message Subject**” and “**Message Body**” for these incoming emails. For example: if you want all emails from the website to have a subject line of “Web Enquiry” then type “Web Enquiry” into the “**Message Subject**” box. If you wanted all messages to include a line of text stating exactly which page of the site they came from, you could type “Query relates to page of SOAB Meeting Minutes” into the “**Message Body**” box. Users of your page will still be able to edit their e-mail in any way they want before sending it to you. (follow a - d above)


- e. Click on “OK”.

Create a link to an Anchor in this page (follow a - d above)

An anchor is like a bookmark – it marks a specific point in the page and can be useful within long pages to help users navigate quickly to relevant information.

Before you can link to an anchor you need to insert an anchor:

- a. Place the cursor in the text at a chosen place.

- b. Click on the “**Insert/Edit Anchor**” tool. 
- c. Type in an Anchor Name in the field.
- d. Highlight the text that you would like to use as a link and click on “Insert/Edit Link”.
- e. Select “Anchor in this page” from the dropdown menu.
- f. Select your anchor name from the second dropdown menu.
- g. Click “OK”.

7. Linking to documents

READ THIS FIRST!

One of the most common tasks in maintaining your website will be uploading documents for your users to read or download.

There are three very important things to check before you upload a document:

- a. Document properties and file sizes/types
 - You must complete the Document Properties of a document before you upload it. This allows our website search engine to work properly and also makes your job easier when maintaining documents on the site in future. See below for details of how to [set document properties](#) correctly.
 - Keep your file sizes small. To find out the size of your document, right-click on the file and view its “**Properties**”. If your file size is over 1 Megabyte (MB) (1024 Kb) then it needs to be reduced. Most oversized documents contain images that have been copied and pasted in without having been reduced first.
 - Choose the right file type. Convert all files to PDFs where possible to make them easier to download as they are smaller and in addition they cannot be easily edited by anyone who downloads them.
- b. Document use permissions and copyright
 - It is a legal requirement that you check and adhere to the copyright for any document that you do not own if you wish to re-publish it. Most documents or articles on the internet (e.g. a document or article you have found on the internet through Google search, on a published CD or scanned in from a magazine) are subject to copyright. It is much better practice to put in a web link to the document or article where it was originally published (e.g. the DCSF website). A website is as much a publication as a newspaper or a book and should be treated accordingly. Visit Kent Trust Web for further information about [Intellectual Property and Copyright](#).
- c. Managing a list of documents
 - Using a logical filename (e.g. my_test_file-2007.doc) is the easiest way to identify your file once it is uploaded. Use a name that describes exactly what it is and a date. Keep the date formats of your files the same for different documents. When saving your file in preparation for uploading it, you should give it a filename which follows our [file naming convention – see below for details](#).
 - To avoid confusion, always delete older versions if they are being replaced.

If you would like help with document properties, converting to PDF, or you would simply like some more guidance on uploading documents, please contact the [CIG Team](#).

8. Setting document properties

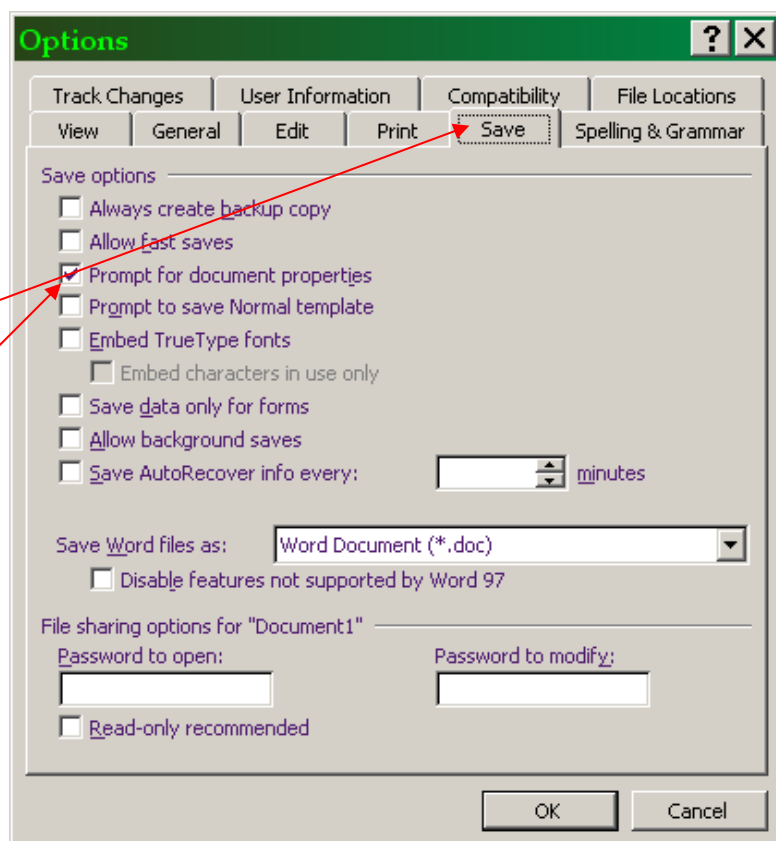
Any new document that is being linked to from Kent Trust Web or the E Bulletin must have the document properties box completed before it is added.

This enables Kent Trust Web's search engine to find the document. It is of course extremely important that site users can find your documents easily, and in order for this to happen you must fill out the Document Properties information when saving your completed document.

You can make sure your computer prompts you to add Document Properties every time you save a document by doing the following:

- a. In Microsoft Word (for example), go to the **"Tools"** menu, and then click **"Options"**. The **"Options"** window will open.
- b. Select the **"Save"** tab.
- c. In the Save Options tab, you will see a checkbox labelled **"Prompt for document properties"**. Make sure this box is ticked, and then click on **"OK"**.

Whenever you save a document in future, the document properties box will automatically appear for you to complete.



8.1 How to complete the "Document Properties" box

Below is a screenshot of the Document Properties box, completed with some example text.

The most important fields for you to complete are the **"Title"** and the **"Keywords"**. The Author name and the Company name will usually be completed for you.

The “**Title**” will display first when the document appears in the Search results - so make sure it describes very accurately what the document contains.

Important: If you do not complete the “**Title**” field, the document title will simply be saved as the first line of the document, which may look like nonsense when taken out of context.

The “**keywords**” are what the Search engine looks for when running a search of the site. Make sure you put in all the most relevant words to that particular document.

The screenshot shows a 'Document1 Properties' dialog box with the following fields and values:

- Title: Nexus Directory Document 2007
- Subject: Directory of Nexus staff
- Author: WilliS13
- Manager: (empty)
- Company: Kent County Council
- Category: (empty)
- Keywords: directory, nexus, staff, contacts
- Comments: current version as of January 2007
- Hyperlink base: (empty)
- Template: Normal
- Save preview picture

8.2 File Naming Convention

Important: Whenever you save files on your computer, they should all follow one naming convention. The tips below will help to make files easier to locate:

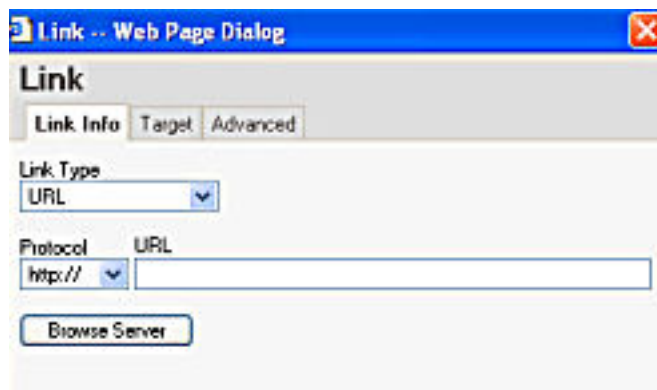
- Keep filenames as simple, short and self-explanatory as possible.
- Don't use “**special characters**” (% , £ , ^ , & etc. as this can sometimes cause problems).
- Use an underscore or a hyphen to separate words, - not a space or colon.
- Maximum length = 254 characters.
- Every filename should contain the date of upload (YYYY/MM/DD) as a suffix, for example:
“**governor_Leaflet_2008_07_22.doc**”
This will help identify old versions and updates. If you have many different projects you may like to add the initials of the project to the beginning of the filename:
“**cs_governor_Leaflet_0607.doc**”
- Delete old versions of files that are no longer required. This saves space on the server and avoids confusion, as the website search engine will still be able to find and display old versions of a file to users unless you delete them.

[See the section [“Deleting documents/images”](#) for more details of how to do this.]

9. How to link to a document

- a. Highlight your text
- b. Click on the “**Insert/Edit Link button**” as previously shown.
- c. Click on “**Browse Server**” from the Link Info tab to start uploading your document.

Important: Have you checked your document’s filename and [Document Properties?](#) Make sure you do this before you upload!



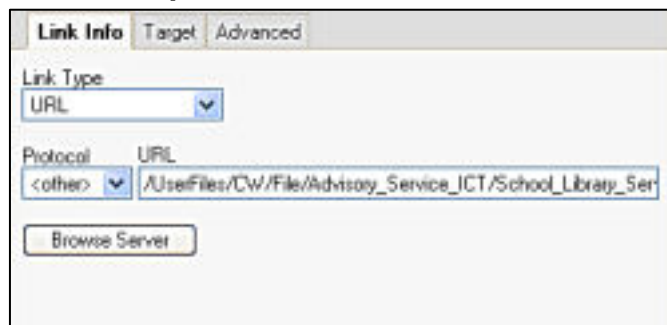
- c. This will open the “**Resources Browser**”, which shows you the folder structure of the website. Each page on Kent Trust Web will have a separate folder dedicated to it. The folders are structured in the same way as the site; the names of the top level folders are the same as the main sections/buttons of Kent Trust Web. Click on the section your page sits within. You will see some sub-folders. One of these sub-folders will have the name of your team/unit.



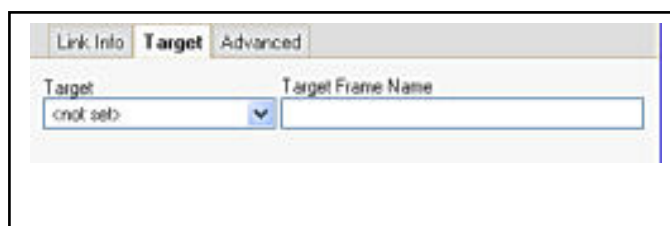
Important: It is very important that you upload your file into the correct folder. Do not create new folders without checking with the [Communication & Information Governance Team](#) (CIG) Team first. If you are not sure where to find your resources folder, please contact the CIG for help.

- e. Once you have found and opened this folder go to the bar at the very bottom of the window which says “**Upload a New File in this Folder**”.
- f. Click “**Browse**”. This will open another window allowing you to navigate to the file on your server.
- g. Locate the document you wish to upload and click “**Open**”.
- h. The file name now appears in the “**Resources Browser**”. Click “**Upload**”.

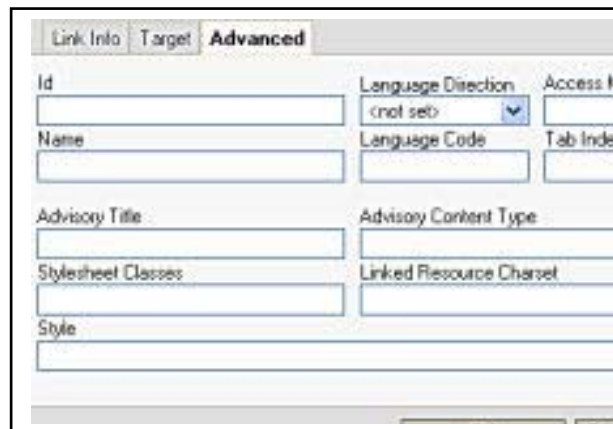
- i. The document or image will now appear in the list within the “**Resources Browser**”. Click on the file name. This will automatically add it to the URL field in the Link Info tab.



- j. Under the “**Target**” tab select “**New Window (_blank)**” from the dropdown menu.



- k. Under the “**Advanced**” tab in the “**Advisory Title**” field, add some text to indicate what the link is and that it will open in a new browser window, for example: “Link to the meeting minutes from the SOAB which open in a new browser window”. (The Advisory Title is the little yellow piece of text which “pops up” on websites when you are running your mouse over links or pictures, telling you what you are seeing.)



The image shows a screenshot of a web editor interface with three tabs: 'Link Info', 'Target', and 'Advanced'. The 'Advanced' tab is selected. It contains several input fields and dropdown menus. The fields are: 'Id' (text input), 'Language Direction' (dropdown menu with 'not set' selected), 'Access K' (text input), 'Name' (text input), 'Language Code' (text input), 'Tab Inde' (text input), 'Advisory Title' (text input), 'Advisory Content Type' (text input), 'Stylesheet Classes' (text input), 'Linked Resource Charset' (text input), and 'Style' (text input). The 'Advisory Title' field is highlighted in yellow.

10. Inserting images

READ THIS FIRST!

Adding images will make pages appear more interesting and break up long sections of text.

Before you even start the process of uploading a picture to your web page, it is very important that you read and take note of the following:

a. Image size

- **Resize your image properly before adding it to your article.** The image editor provided within the Article Editor can resize images – however – this does not reduce the file size and greatly reduces the quality of the image! You have a program installed on your computer called Windows Picture manager that makes this easy to do: Start > All programs > Microsoft Office > Microsoft Office tools >
- Please remember large images take longer to download – and therefore increase the time it takes for a page to open – a large image could even push the rest of the content on your page out of alignment.
- **The absolute maximum size we would suggest for an image is 400 x 400 pixels and no greater than 60,000 bytes or 60 kilobytes.** To discover the size of your image, right-click on the file and view its Properties. Most images used on the website are of “thumbnail” size and are around 100-200 pixels wide.
- Photos taken with a digital camera are often at least 600,000b or 600kb in size; these are unsuitable unless resized first.

b. Image use permissions and copyright

- You must check copyright before re-publishing any images you have found on the internet (through Google image search, on Clipart, on a published CD or scanned in from a magazine). **Most images on the internet are subject to copyright and re-using them without permission is illegal.**
- If photos contain images of Kent staff or of schoolchildren, you must ensure that permission has been obtained for these images to be used in publication. A website is as much a publication as a newspaper or a book and should be treated accordingly in matters of intellectual property and copyright. Pictures of children raise particular concerns about abuse of images on the internet. Kent schools must all have permission forms completed for their children if photography is taking place.
- The CIG Team can usually source legal, fully permissioned images for you if there is something specific you have in mind.

c. Image file type

- Images should be saved with the following file extensions:
- image.gif - best for images containing solid blocks of a few colours.
- image.jpeg – best for detailed images or photographs.

If you would like help with resizing images or you would simply like some more guidance on the use of images, please contact the CIG Team.

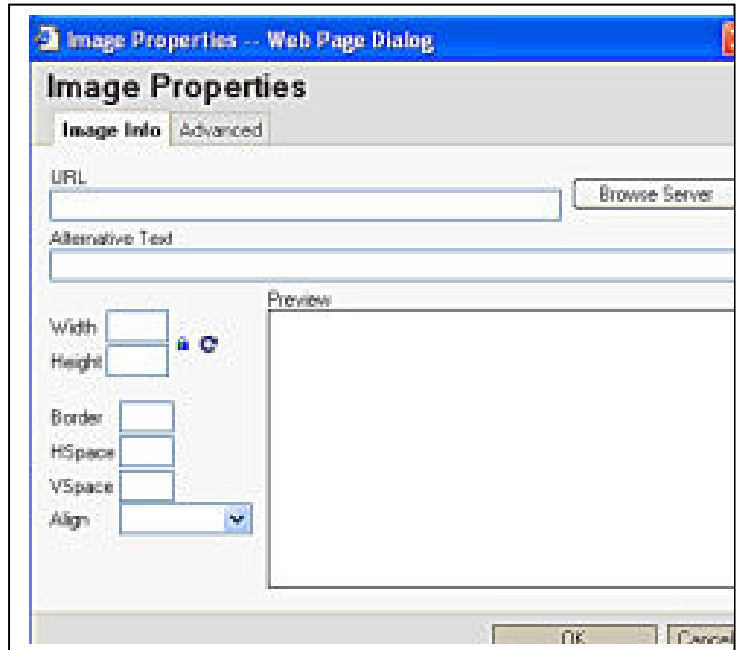
11. How to insert an image

- In the Page Content Editor, place the cursor in your text where you want to add an image.
- Click on the **“Insert/Edit Image”** button. The Image Properties box will open as a pop-up window.

As you can see, there are 4 tabs and various options.

- Click on **“Browse Server”** from the **“Image Info”** tab.

This will open the **“Resources Browser”**, which shows you the folder structure of the website.



Important: It is essential that you upload your file into the correct folder.

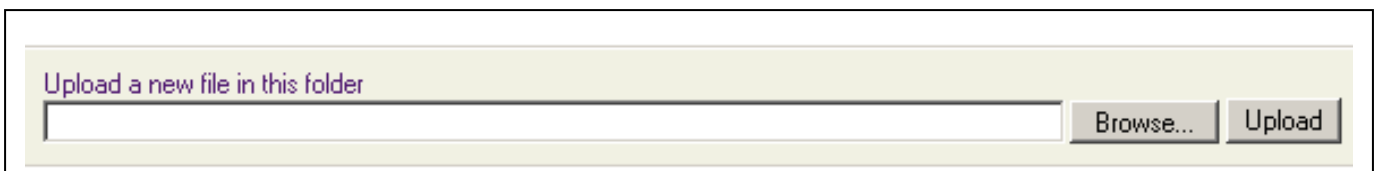
Each page on Kent Trust Web will have a separate folder dedicated to it. The folders are structured in the same way as the site; the names of the top level folders are the same as the main sections/buttons of Kent Trust Web.

- Click on the section your page sits within. You will see some sub-folders. One of these sub-folders will have the name of your team/unit.

Important: If you are not sure where to find your resources folder, please contact the [CIG team](#) for help. Do not create new folders without checking with the CIG Team first.



- Once you have found and opened this folder go to the bar at the very bottom of the window which says **“Upload a New File in this Folder”**.



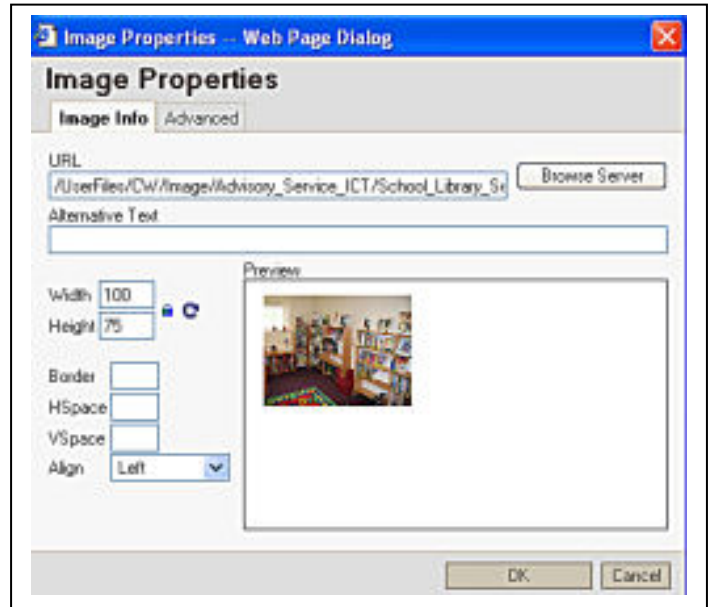
- f. Click **“Browse”**. This will open another window allowing you to navigate to the image on your server.
- g. Locate the image you wish to upload and click **“Open”**.
- h. The file name now appears in URL box at the bottom of the **“Resources Browser”**. Click **“Upload”**.
- i. The image will now appear in the list. Click on the image name. This will automatically add it to the URL field in the Link Info tab.

Important: Before you click **“OK”**, there are a few additional properties that need setting:

The window will then show you a preview of what your image will look like when presented in your page.

- j. Try the different options from the **“Align”** dropdown menu and the preview will change.

(All of the numerical values refer to pixels.)



“Width and height”: Changing these will alter the display size of your picture.

Resizing should be completed before the image is uploaded.

“Border”: Adds a black border to your picture (usually “1” or “2” is sufficient).

“HSpace”: Adds “white space” to the sides of your picture.

“VSpace”: Adds “white space” to the top and bottom of your picture.

“Align”: Allows you to position your picture to the right, left, middle, top etc of the page.

- k. Complete the **“Alternative Text”** field with a description of what the picture is; e.g. “a photo of a sunset”. (Alternative text is the little yellow piece of text which “pops up” on websites when you are running your mouse over links or pictures, telling you what you are seeing. This is essential for making your pages accessible.

12. Deleting or editing documents and images on your website

Important: It is vital that all the images and documents within your webpages are kept relevant and up to date. Documents often change: perhaps they are drafts, or annual policies, or only relevant to a certain event which has a limited time span.

If a document is out of date you must:

- a. **Remove the link on your page.**
- b. **Remove the document from the website server.** If it still remains on the server it can still be found and displayed using the Search function. In addition, space is a premium on the server and only relevant documents must be stored.

How to delete a document or image:



- a. Open the “**Main Administration Menu**” and select “**Resource Manager**”.
- b. “**Select an Identity**” from the dropdown list. This ensures that you are editing the correct section.
- c. Click “**Set Group Identity**”.

If you are not sure of which identity to choose, please ask the CIG Team to check for you.

ClusterWeb Administrator | **Content Manager** | **Main Menu**

Before you start, please set the Group identity you intend to work with.

Select an identity ...

- Select an identity ...
- No Identity Defined
- Advisory Service Kent [ASK]
- Advisory Service Kent Mirror Site [ASKB]
- Children's Centres [CHC]
- Kent Trust Web [CW]
- Kent Safeguarding Children Board [KSCB]
- Kent NGFL [NGFL]
- Specialist Children's Service [SCS]
- Secondary Transformation [SECT]

- d. Choose whether you want to “**Manage Documents**” or “**Manage Images**” and click on the one you need.

Kent Trust Web Administrator | **CW Resource Manager** | **Main Menu**

Click here to clear the current Group Identity which is: CW

Select one of the following to work with: **Manage Documents** | **Manage Images**

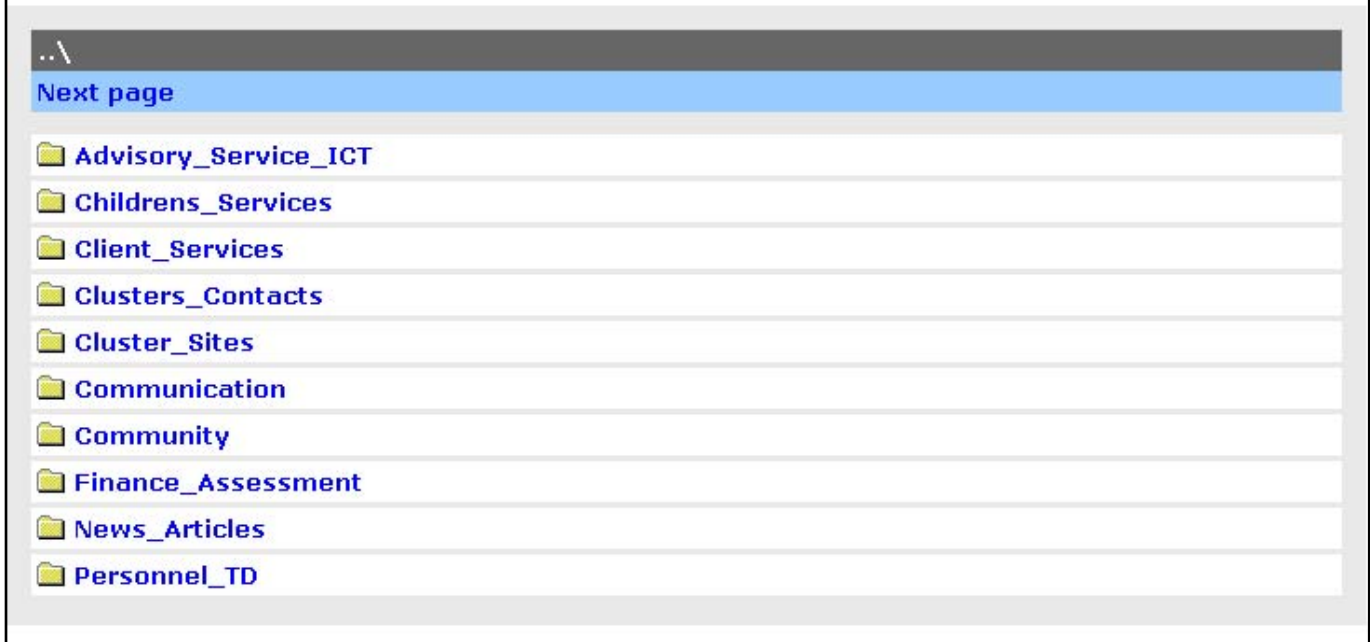
- e. Read the onscreen instructions (below).

View, rename or delete your files

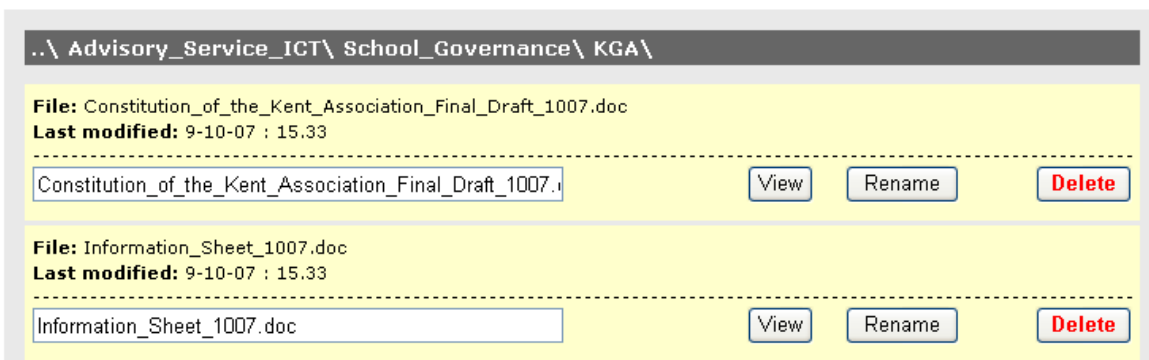
This section is available for you to manage your files. You can view, rename or delete an image or a document from here.

Note: If you delete a file it will no longer be available on your web page. So if you intend to remove a file, remember to either remove the image or the link to the file on your page. **Use the content editor to upload your files and documents.**

- f. Navigate to the folder in which you have uploaded your files. You may have to use the “**Next Page**” link if your folder is alphabetically low.



g. Once you have found your folder, you will see a list of documents or images. Each will have an option to “**View**”, “**Rename**” or “**Delete**”.



- “**View**” Displays your file in a new browser window.
- “**Rename**” Allows you to change the filename.
- “**Delete**” Removes your file from the server.

Important: When you delete a document or image it breaks any links that your pages make to the file. Make sure that you also go and remove all links. Deleting a file does not remove the link or the image from your page automatically. If you do not edit your page as well, it will show error messages such as:

Image:



Document:

