Kent Trust Web

Administration Manual

Version 9 – updated February 2010

Office use:
Name:
Username:
KTW Identity:
Folder path:

CONTENTS

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. How to Register

Registering will provide access to view documents and set up a personal folder for favourites.

- **a.** Open your internet browser (for example, Internet Explorer, Firefox).
- **b.** Type in the address for Kent Trust Web into the address bar: www.Kenttrustweb.org.uk You will be taken to the Kent Trust Web Home page.
- **c.** Click on the words **"Register"** (located at the bottom of the registration box – see picture).
- **d.** You will then be redirected to our online registration form. Complete the form with as much information as you can, following all the on-screen instructions.
- **e.** Once complete, click on the blue button marked **"Register"**.
- **f.** You will receive an initial email confirmation notifying you that your details are being processed.
- **g.** After approval, you will receive a further email containing your unique Kent Trust Web username and password.

Important: These do not necessarily correspond with any other KCC login details, although we are now trying to match up usernames where we can.

2. Forgotten your password?

- **a.** Click on the **"Forgotten password?"** button (above).
- **b.** Fill in your e-mail address.
- **c.** Your password will be e-mailed to you.

Important: if you have registered, but not yet received a username and password, clicking on **"Forgotten Password?"** will NOT provide you with one. This function is only for users who have already been issued.

3. Logging in

- **a.** Enter your username and password into the boxes on Kent Trust Web's home page. (Delete all content in the login boxes ("Enter Username" and ************") before you enter your details. The system should do this automatically when you click into the box.)
- **b.** Click **"Log-in".**
- **c.** Click **"Sign out"** when you are ready to log-out.

Important: If your username or password is input incorrectly, the screen will reload and display the following message above the login box: **"Your password/username combination is not recognised. Please check and try again."**

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.
“Search”	Use our EasySearch to look for documents and pages on Kent Trust Web.
“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.

4. Requesting “Administrator” Access

If you also wish to create and edit pages you will need to request administration access. There are four different access levels which effect how much you can update within Kentttrustweb**.**

User type	Has access to:
User (including Group Account User)	• Log-in • View Kent Trust Web pages and documents • My Kent Trust Web folder
Restricted Administrator	User access plus ability to: • Create and edit Kent Trust Web page articles • Upload documents and images
Limited Administrator	Restricted Administrator access plus ability to: • Download web survey information • update e-bulletin and news page • access to information resource manager
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.

5. 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 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.

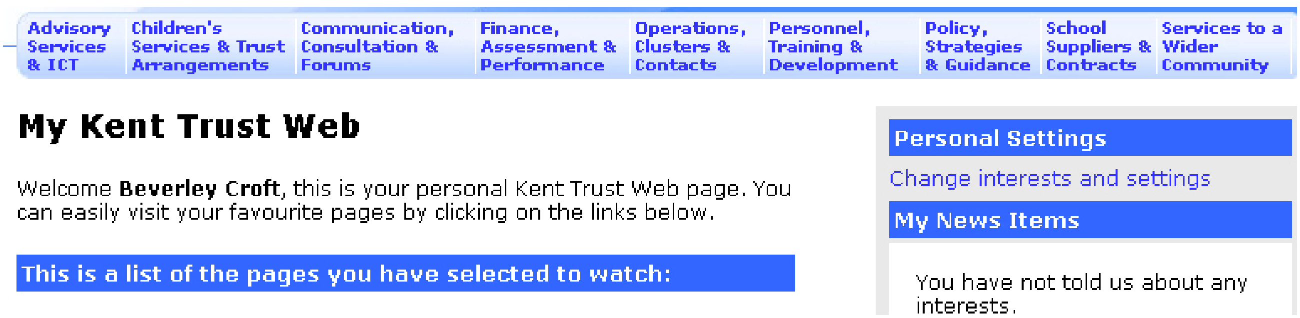
6. "My Kent Trust Web"

The **"My Kent Trust Web"** button on the top left will take you to your own personal area within Kent Trust Web.

In this area you can keep an eye on Kent Trust Web pages that are of particular interest to you. This list will indicate to you when your favourite pages have been updated.

Adding and removing pages:

a. Use the "Add this page" button to add individual pages you would like to watch.
b. To remove a page, click on the **"X"** button next to its name on the list.



My Kent Trust Web will also display recent news items of interest to you and gives you the option to browse and search the News Archive.

The **"Change Interests and Settings"** button will allow you to alter your:

- Username and password
- Profile
- List of interests.

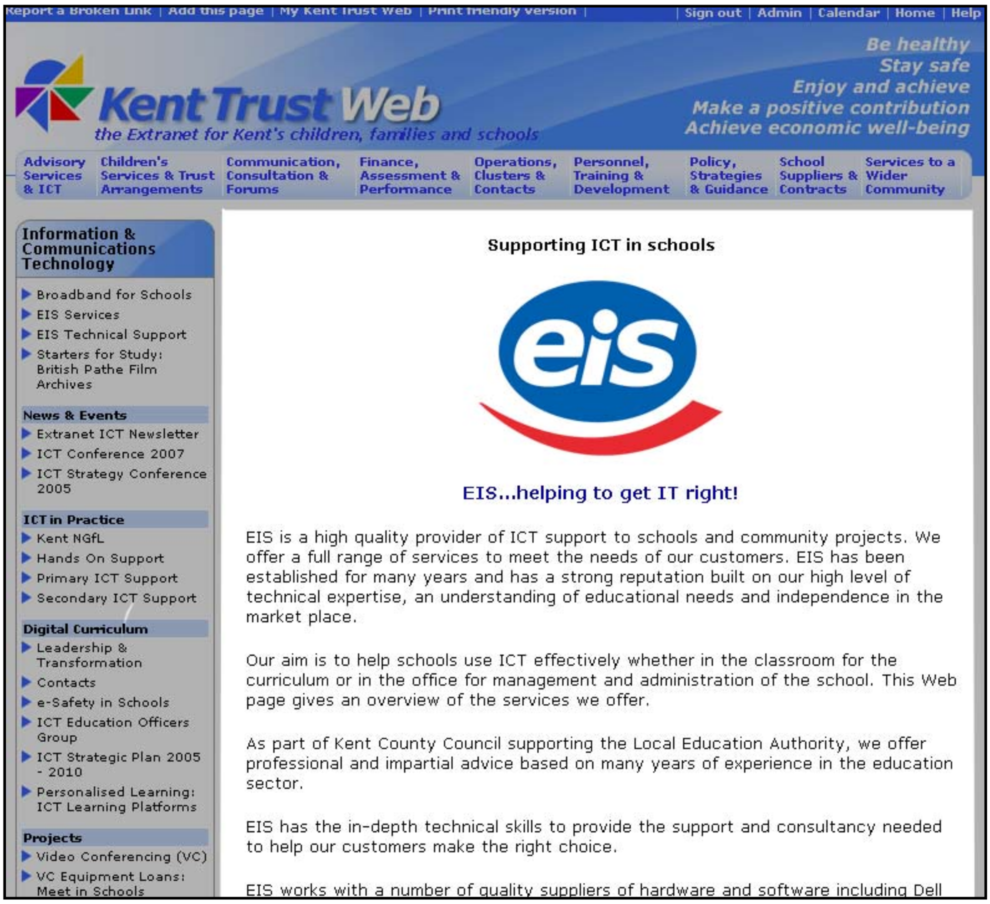
SECTION B – CREATING AND EDITING WEB PAGES

CONTENTS

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 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 all 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 use the **"Admin"** button to open the **"Admin Centre".** This will display the Administration menu (see image on next page).

See Section A for help registering and logging-in.

Content

- **Content Manager - with editor** - News items and page articles - **Do not use without training**
- **Resource Manager** - Manage your documents and image files
- **E-Bulletin Manager** - E-Bulletins
- **Information Resources Manager** - Information Resources
- **Document Manager** - Manage document META data for on-line catalogues and manuals
- **File Manager** - Upload and maintain image files and documents
- **Link Manager** - Manage Hyperlinks and QuickLinks
- **Venues & Locations** - Venue addresses and multimap urls

Content - Advisory Service Kent (ASK)

- **Content Manager - with editor** - News items and page articles for ASK

Specialist Children's Services - Registrations and Accounts

- **Users and Accounts** - Set up accounts and users
- **Unprocessed Accounts** - Lists new registrations

Kent Trust Web - Registrations and Accounts

- **Users and Accounts** - Set up accounts and users
- **Unprocessed Accounts** - Lists new registrations

System

- **Main Navigation** - Top level drop-down menus
- **Group Identity**- Set up and manage Group Identities
- **Site Pages** - Register new pages and change existing ones
- **Short Addresses** - Create alias's for short address links
- **Cluster Forums** - Edit Cluster forum path codes
- **Units and Clusters** - Manage Unit and Cluster information
- **Divisions** - Manage Division names
- **Schools** - School Information and Change Utility
- **Default Emails** - Set default email addresses for the system

Finished

- **Return to Web site** (Do not log me out)
- **Log-out**

The options shown above are those available to a full administrator. Not all these options may be available to you.

The only two menu options that you really need to edit content on the site are available within the **"Content"** section at the top of the menu:

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.

If you are a full administrator and need help using some of the more complicated functions of Kent Trust Web's administration that aren't covered in this manual, please contact the Communication & Information Governance Team to arrange a training session.

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.)

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 of two things:

- A list of all the articles you are responsible for.
- A search box to allow you to search for the article you want.

g. Once you have found the article you want to edit, click on its name or the green Edit button to open it:

<u>**Important:**</u> If you press the pink **“Delete”** button, your article will be <u>permanently</u> 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

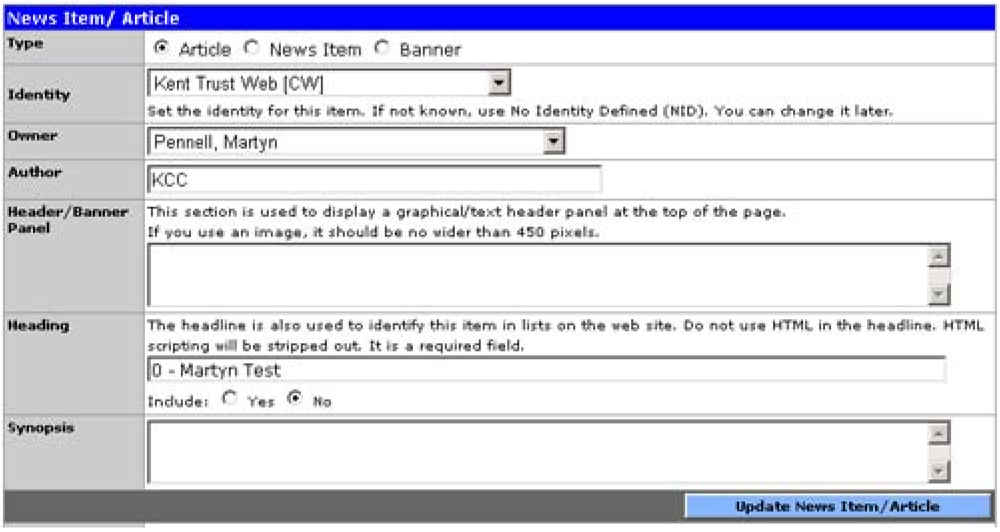
5. The Article Editor

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"

"Type", **"Owner"** and **"Identity"** fields will be completed for you.



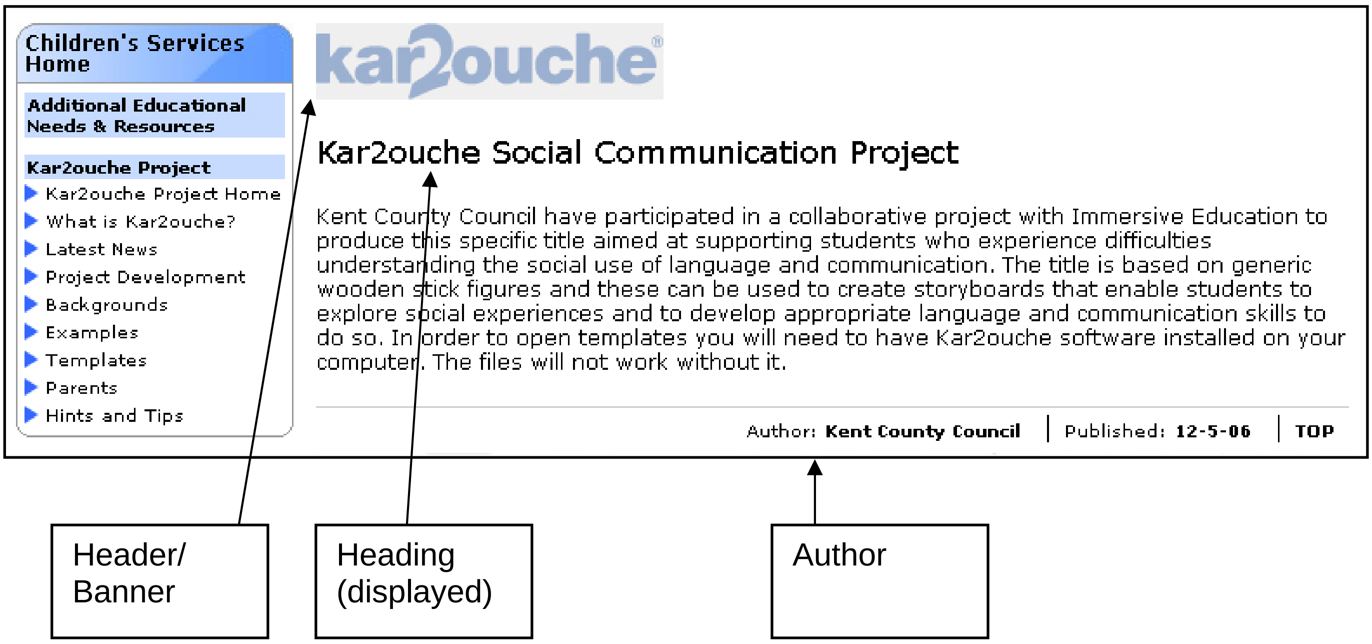
"Author": Type the author of the article's content. This can be an individual or a unit/school/department name.

"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.

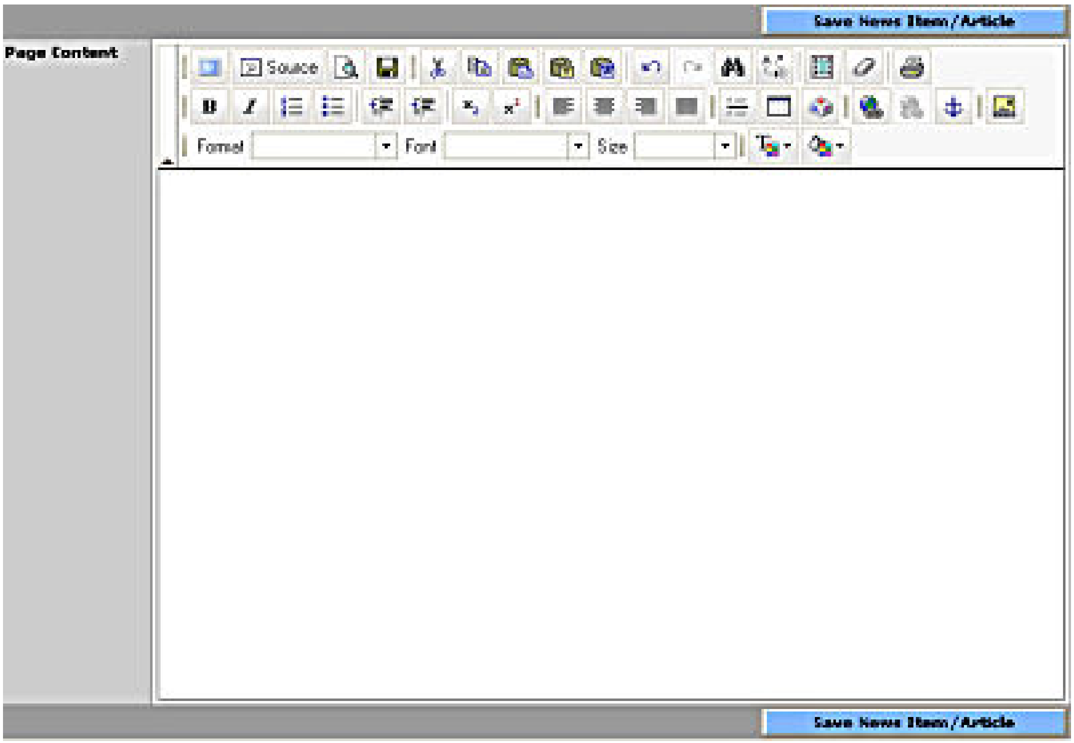
"Synopsis": Useful if you have a lot articles with a similar title and need to distinguish between them.

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:

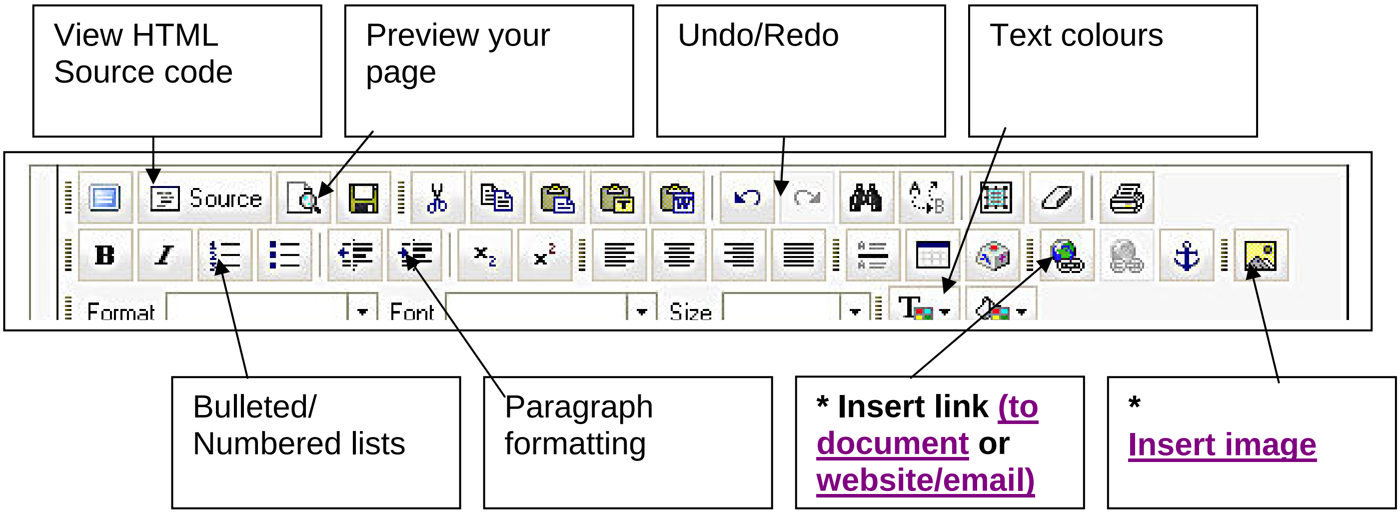
- Type directly into the white box
- Copy and paste in plain text from Notepad

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

Effects include:

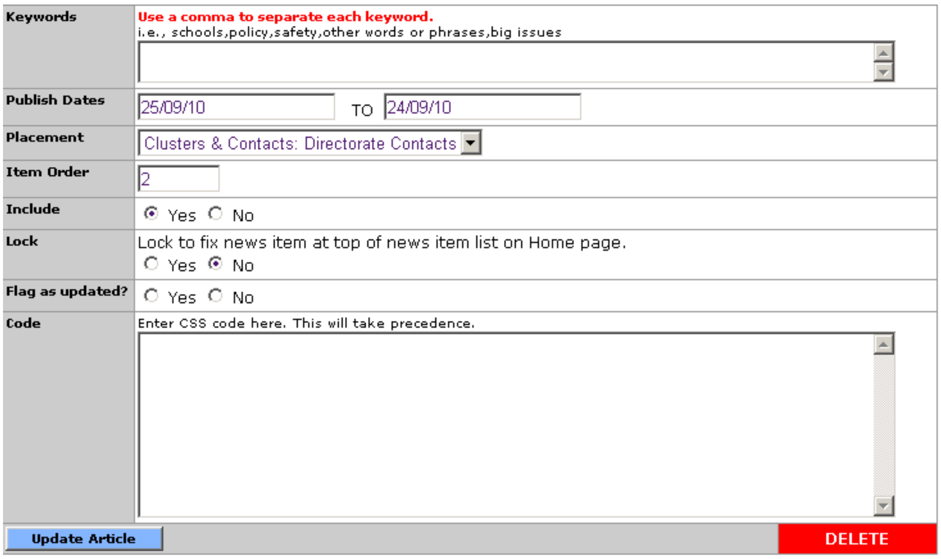
- Turn text into hyperlinks to documents or web pages
- Change the text formatting (colours/sizes, bold text, italic text, paragraph alignment, bulleted or numbered lists and more).

The editing toolbar and some of most popular functions:
(* Additional guidance provided)



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.



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.

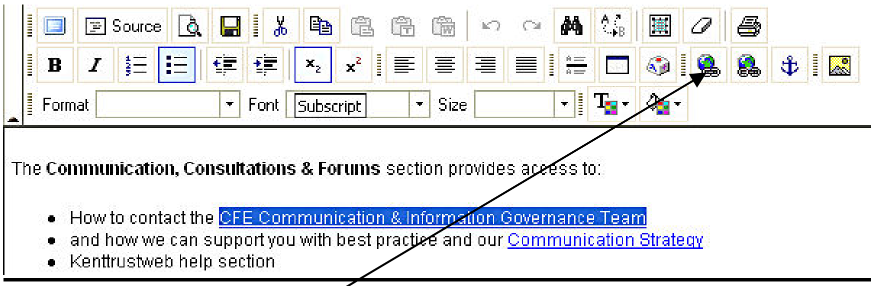
Specialist:

- 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.

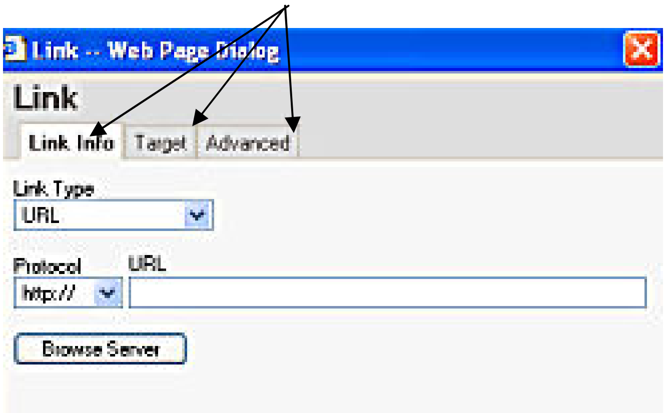
6. Linking to a webpage or email

How to create a link from text



Once you have added text, you can create links**.**

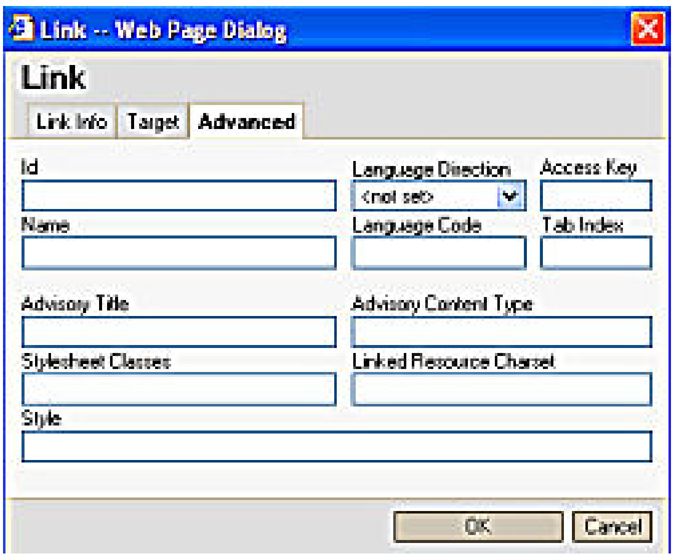
- **a.** Highlight the text you want to use as a link.
- **b.** Click on the **"Insert/Edit link"** button.
- **c.** The "Link" editing window will pop-up. The Link Editing box has 3 tabs, all of which have different functions.



- **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.** Leave the **"Target"** tab as **"<not set>".**
- **g.** **"Advanced"** tab – use the **"Advisory Title"** field to indicate what the link is and that it will open in a new browser

window, for example: “Link to the BBC website which opens in a new browser window”. (The **“Advisory Title”** is the yellow pop-up text which appears on websites when you hover your mouse over a link.)

h. Once this has all been completed, click on **“OK”.**

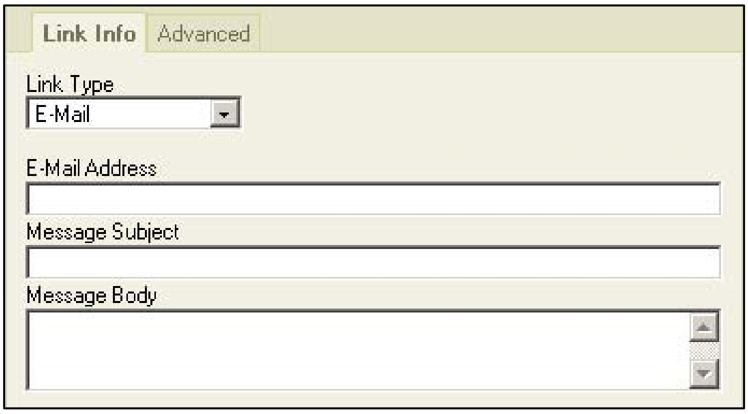
i. Your highlighted text will be blue with an underline.

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

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

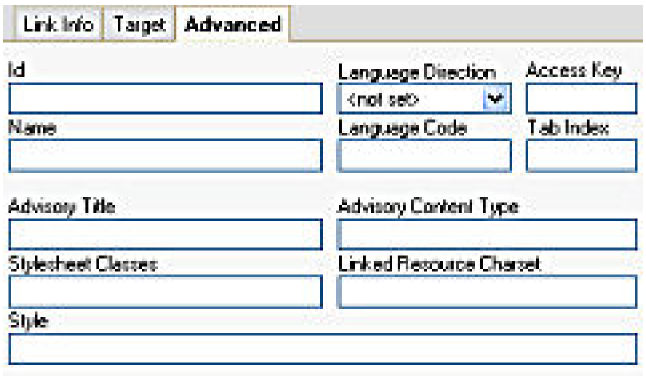
e. Choose **“E-Mail”** from the **“Link Type”** dropdown. You’ll notice the options in the Link Info window change when you do this.

f. Type the e-mail address into the **“Email 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. **“Advanced”** tab - enter the explanatory text for your e-mail link into the **“Advisory Title field”** – something like “Sends an email to Sophie Williams”. (The **“Advisory Title”** is the yellow pop-up text which appears on websites when you hover your mouse over a link.)

f. 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 do 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) (100,000 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.

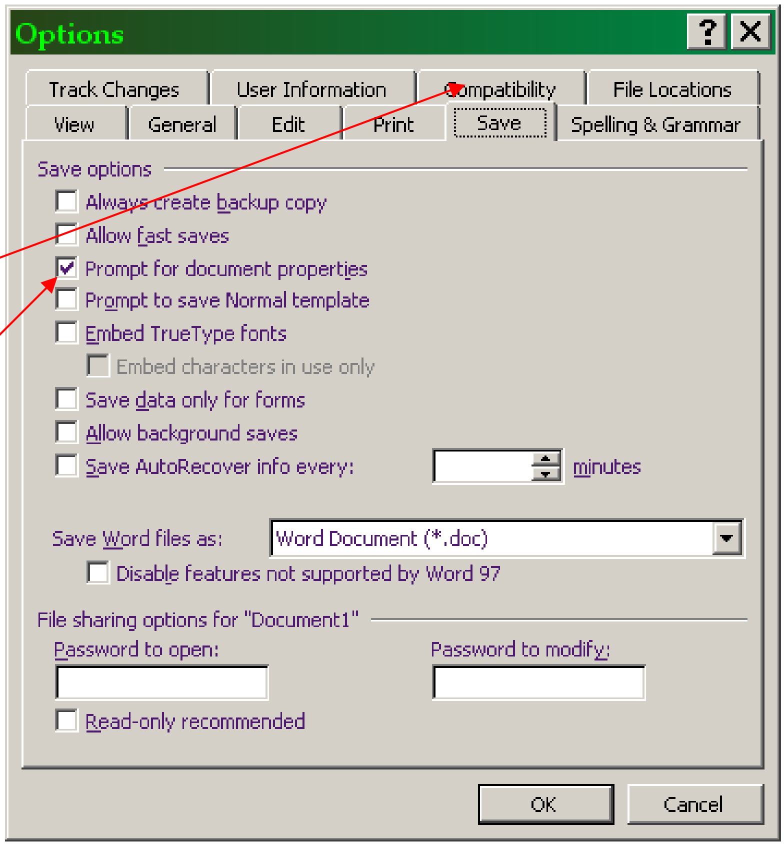
8. Setting document properties

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.

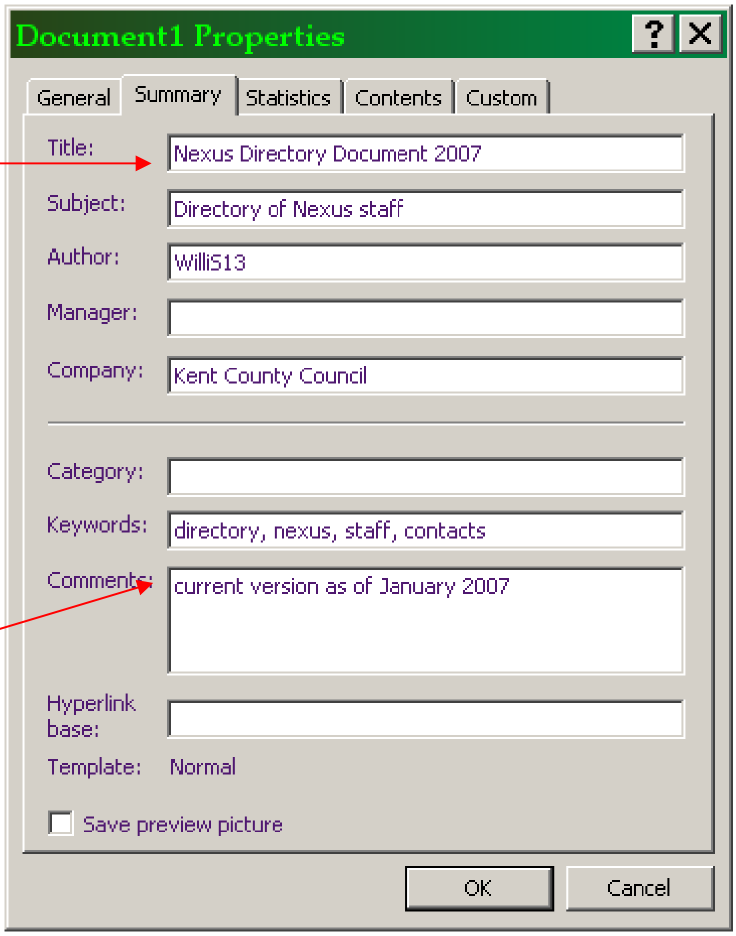
8.1 <u>How to complete the "Document Properties" box</u>

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.

8.2 File Naming Convention

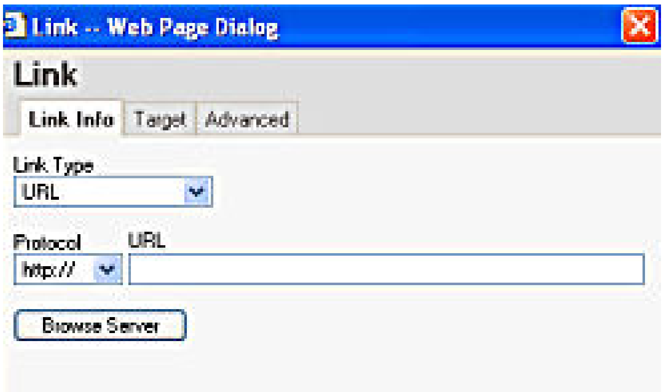
Important: Whenever you save files on your computer, they should all follow one naming convention. The tips below will help to make files easier to locate:

- 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.

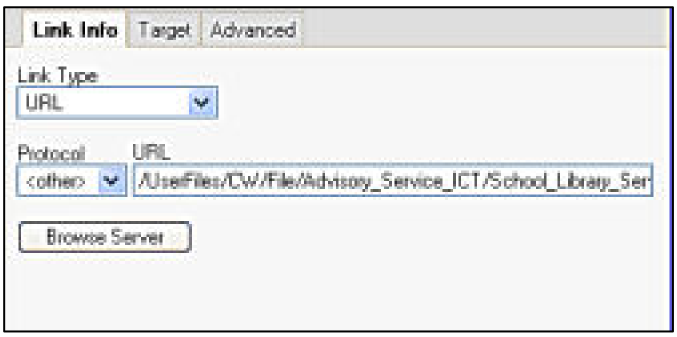


Important: Have you checked your document's filename and Document Properties? Make sure you do this before you upload!

d. 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.

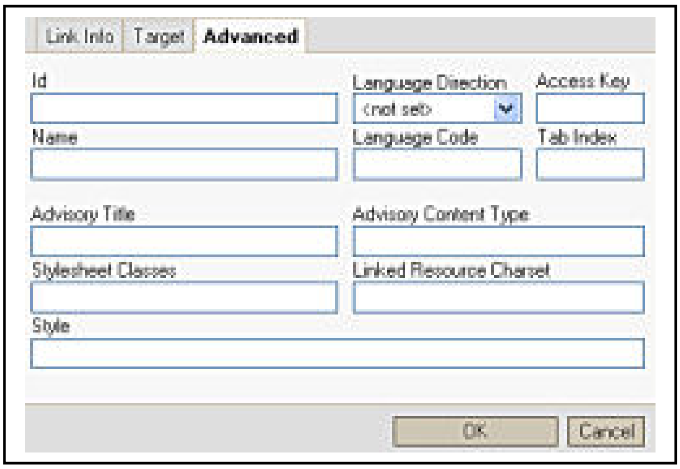
e. Once you have found and opened this folder go to the bar at the very bottom of the window which says **"Upload a New File in this Folder".**
f. Click **"Browse".** This will open another window allowing you to navigate to the file on your server.
g. Locate the document you wish to upload and click **"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.)



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!
- 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.

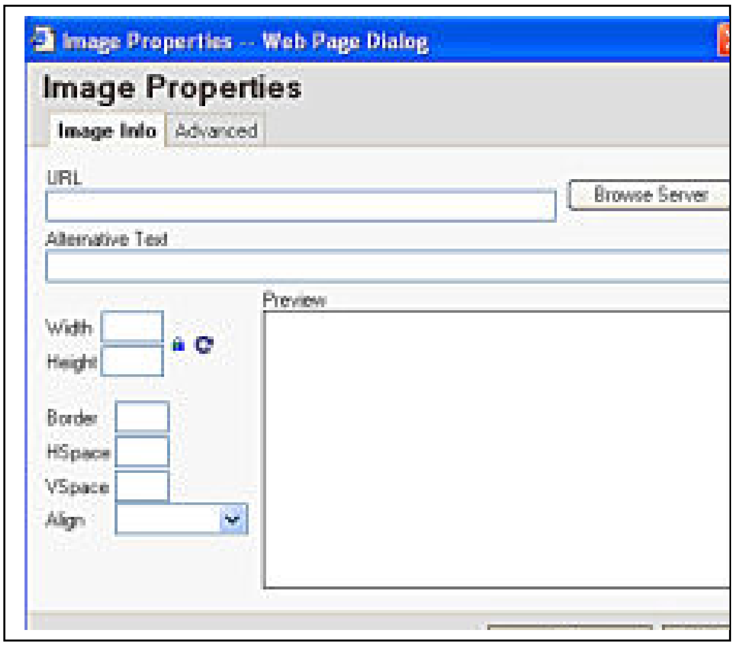
c. Image file type

- 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

a. In the Page Content Editor, place the cursor in your text where you want to add an image.
b. 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.

c. Click on **"Browse Server"** from the **"Image Info"** tab.

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

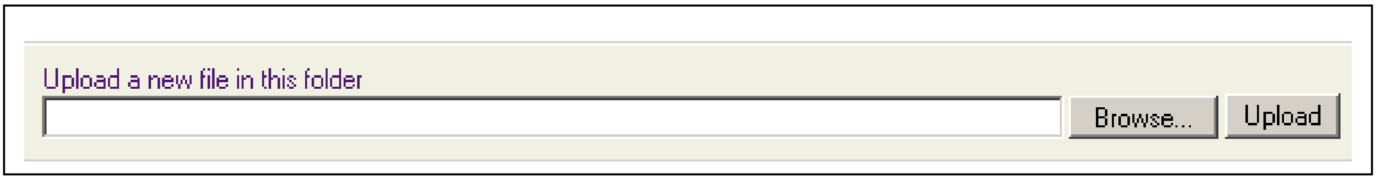
Important: It is essential that you upload your file into the correct folder.

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.

d. 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.

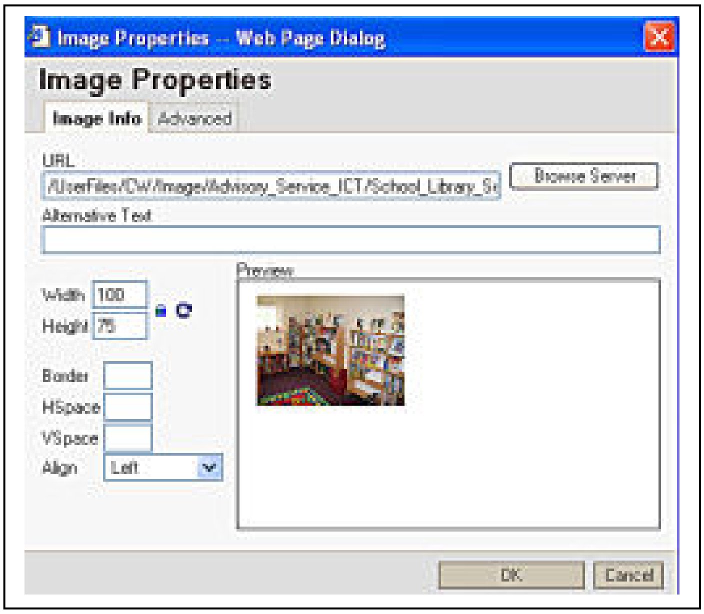
e. Once you have found and opened this folder go to the bar at the very bottom of the window which says **"Upload a New File in this Folder".**



f. Click **"Browse".** This will open another window allowing you to navigate to the 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. The text displayed around it is purely to give you an idea of how your own content will surround the image once it is inserted, and will not display on your real page. This is known as placeholder text.



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.

11.1 Using images as links

Images can also function as links so that when people click on it they go to another part of the site. Click on the photo and see Linking to a webpage or email.

(If you have not yet uploaded the document see **Uploading your document**.)

a. Click on **"OK"** once you have finished, and your picture will be inserted.

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.

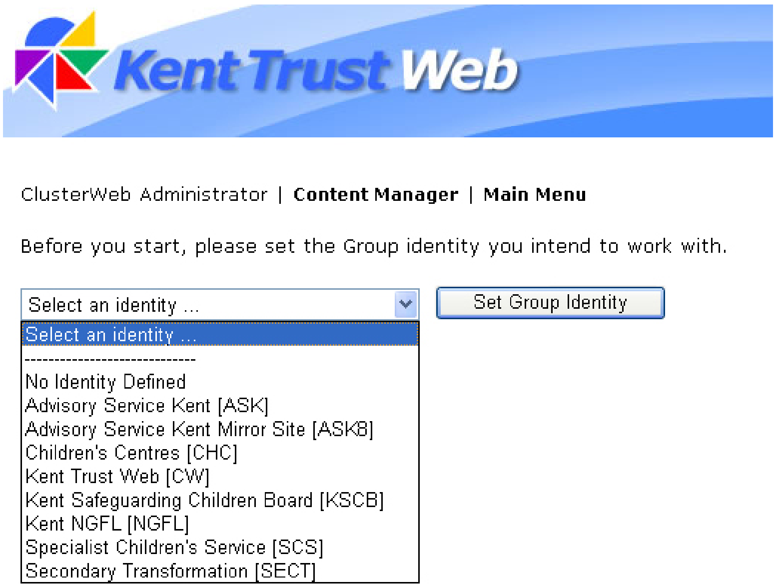
If a document is out of date you must:

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.

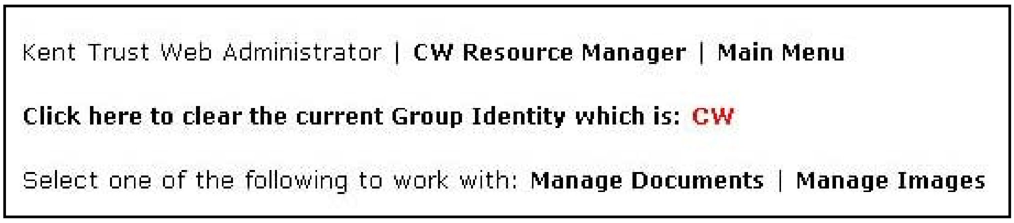
How to delete a document or image:

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.



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

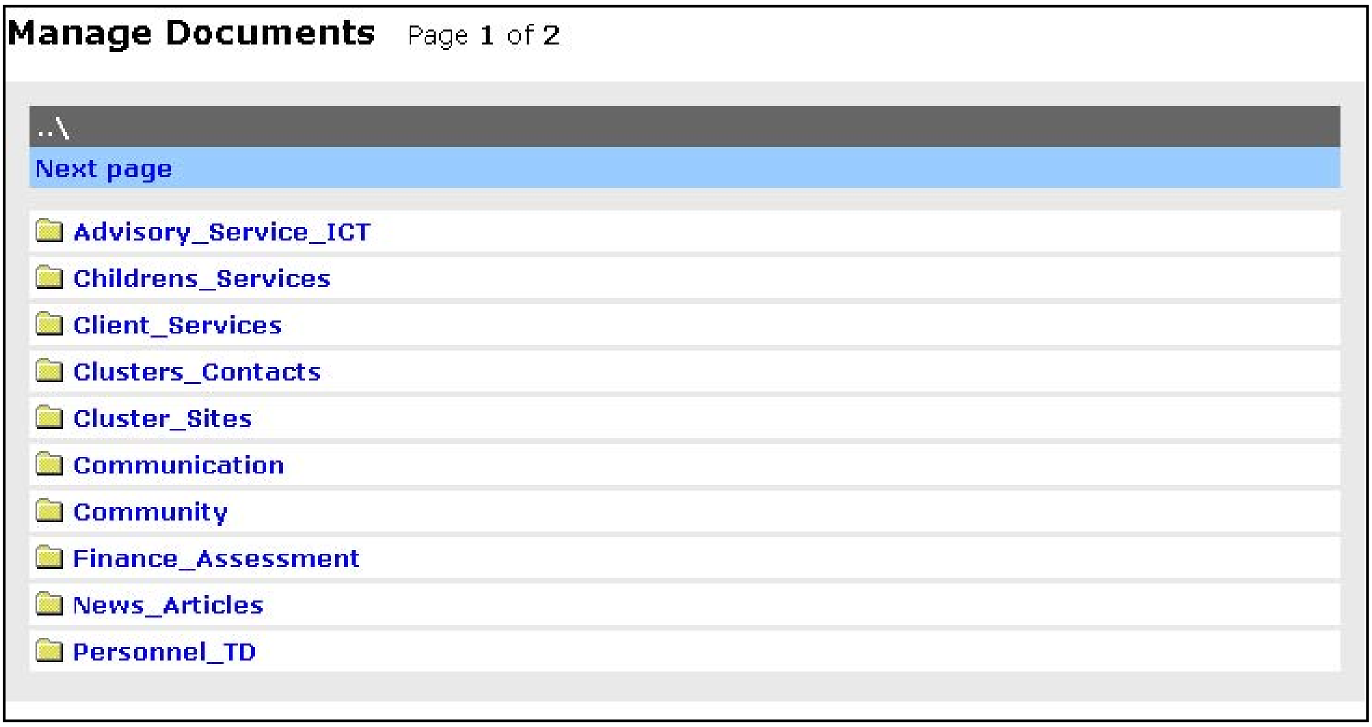


e. Read the onscreen instructions (below).

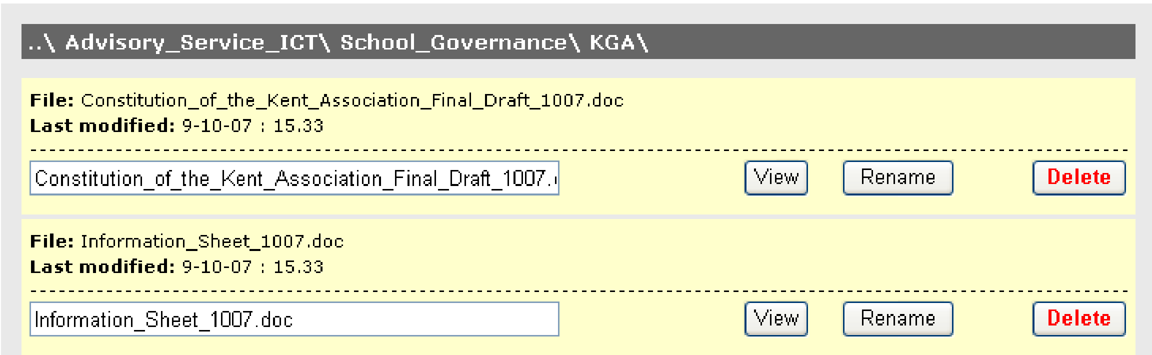
View, rename or delete your files
This section is available for you to manage your files. You can view, rename or delete an image or a document from here.

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.



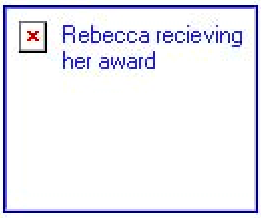
g. Once you have found your folder, you will see a list of documents or images. Each will have an option to **"View"**, **"Rename"** or **"Delete"**.



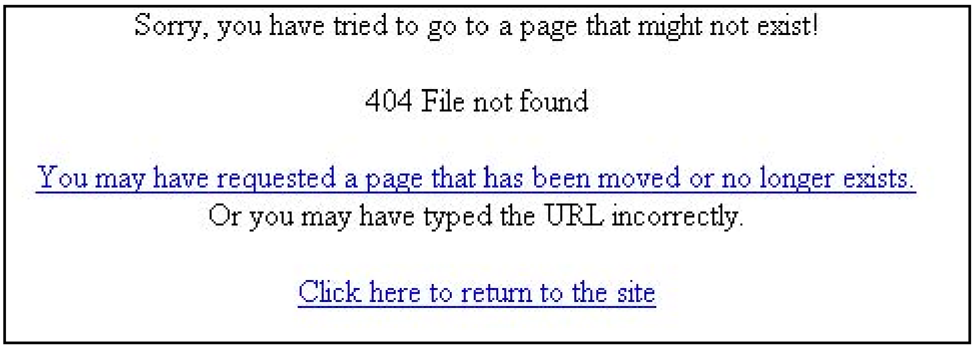
"View"	Displays your file in a new browser window.
"Rename"	Allows you to change the filename.
"Delete"	Removes your file from the server.

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:



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Section C - Calendars, Forums and Blogs

CONTENTS

1. Introduction

As well as having the main web pages, Kent Trust Web also offers software applications. These allow users to interact with the site and also to interact with each other when using the site.

The 3 main applications offered are calendars, forums and blogs.

- The **"Kent Trust Web calendar"** allows the directorate and each Kent Trust to maintain an online calendar of events and meetings. These are accessible 24 hours a day from any internet browser.

- The **"Kent Trust Web forums"** allow users to simply and quickly share information, upload documents and pictures and hold discussions on subjects of interest. Secure, password-protected areas are available in the forums.

- The **"KenttrustBlogs"** allow Kent Leading teachers and LA officers to maintain up-to-the-minute journals of their professional opinions, best practice examples and comments on current events applicable to their jobs. "Blog" is an abbreviation of the word "web-log" – an internet-based journal.

Any new section of Kent Trust Web will probably contain pages which are run on one or more of these applications. They are designed to be user-friendly as well as quick and easy to update.

2. Calendars

2.1 Becoming a Calendar Editor

a. Contact the Communications & Information Governance Team to request a login and password for the Calendar.

Important: The Calendars DO NOT accept the same login details as you would use to login to Kent Trust Web's main site. DO NOT change the password for the login to calendars. This is a generic login and may be used by more than one person at a time for editing.

Using the Calendar

a. Click on the **"Calendar"** link at the top right of Kent Trust Web's home page, or use the blue side-menu on your Kent Trust area home page that links to your Calendar.

b. To change the calendar view, select from the **"2-week" "3-week"** etc.

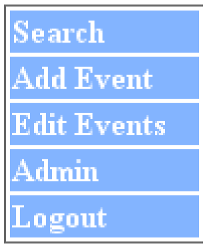
Important: Make sure that if you edit a calendar you are logged-in to the correct calendar before you start!

c. Use the blue menu bar on the left-hand side and click **"Login".**

d. Type your username and password (both CASE-SENSITIVE)**.**

e. Once logged in, some new options will be visible to you.

f. Click on **"Admin"**, which will take you to the main menu.



There are also 2 shortcuts which allow you to add and edit events without accessing the Administrator's **"Main Menu".**

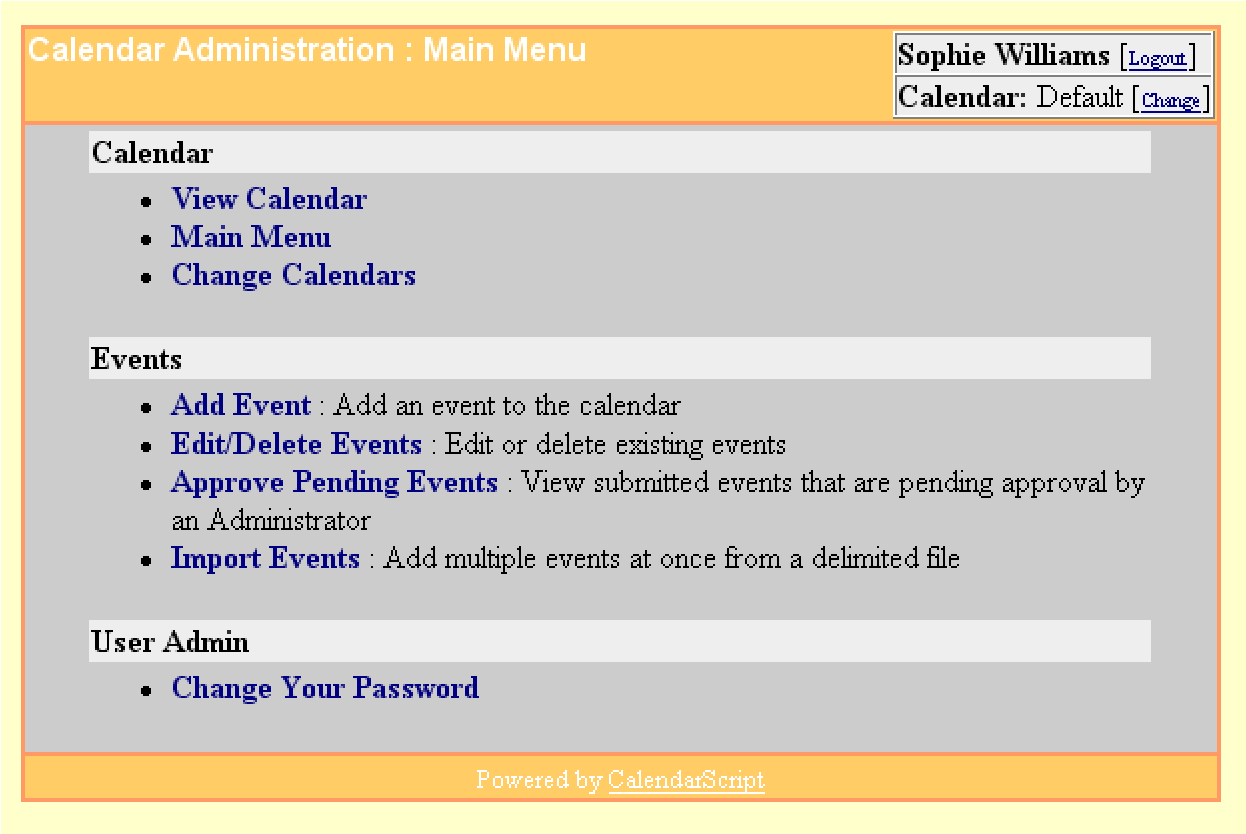
- If you have entered the Calendar from Kent Trust Web's main page, you will most likely be logged into the **default** calendar, which is a calendar for the whole of Kent Trust Web. This calendar should be used for events affecting all Kent trusts.

  Pick your Kent trust Calendar from the drop-down list in **"Change Calendar"** and click **"Continue"**.

- If you have entered the Calendar from your individual Kent trust area on the site, you should already be in the correct Calendar.

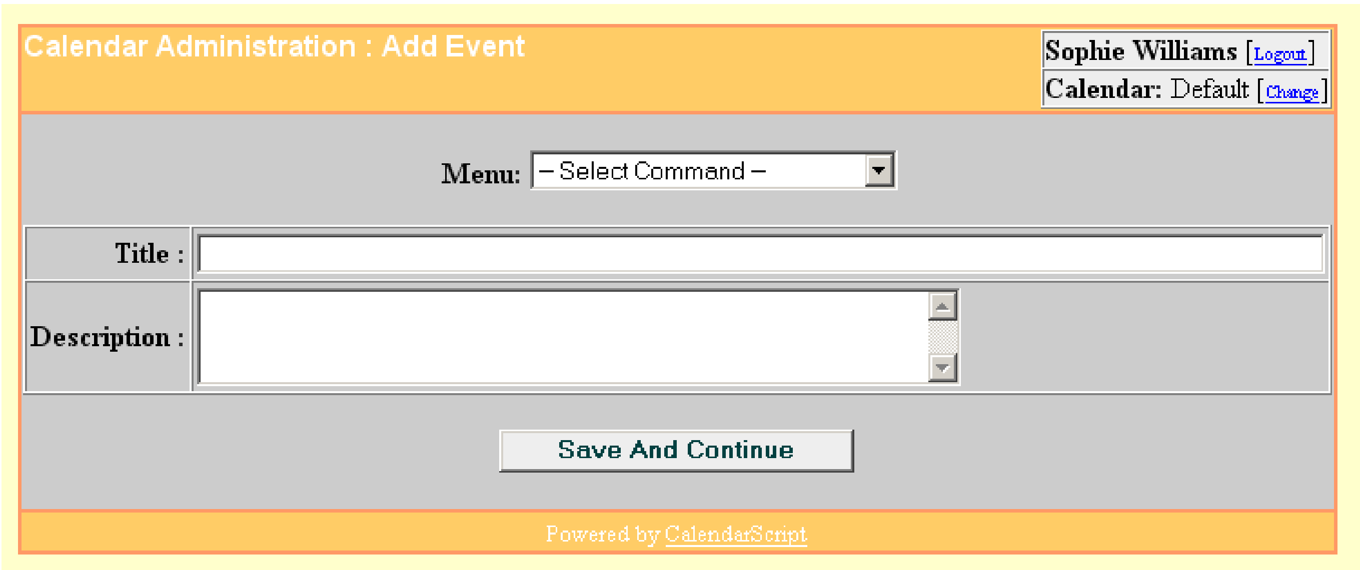
Important: Make sure before you add an Event that you are adding it to the correct Calendar. The Calendar name will be displayed underneath your login name in the top right hand corner.

Protocols for adding Events will have to be agreed with your LCSPM or by the Kent Trust Board.



2.2 Adding an event

a. Select **"Add Event"** from the Main Menu. This will open a basic entry screen.

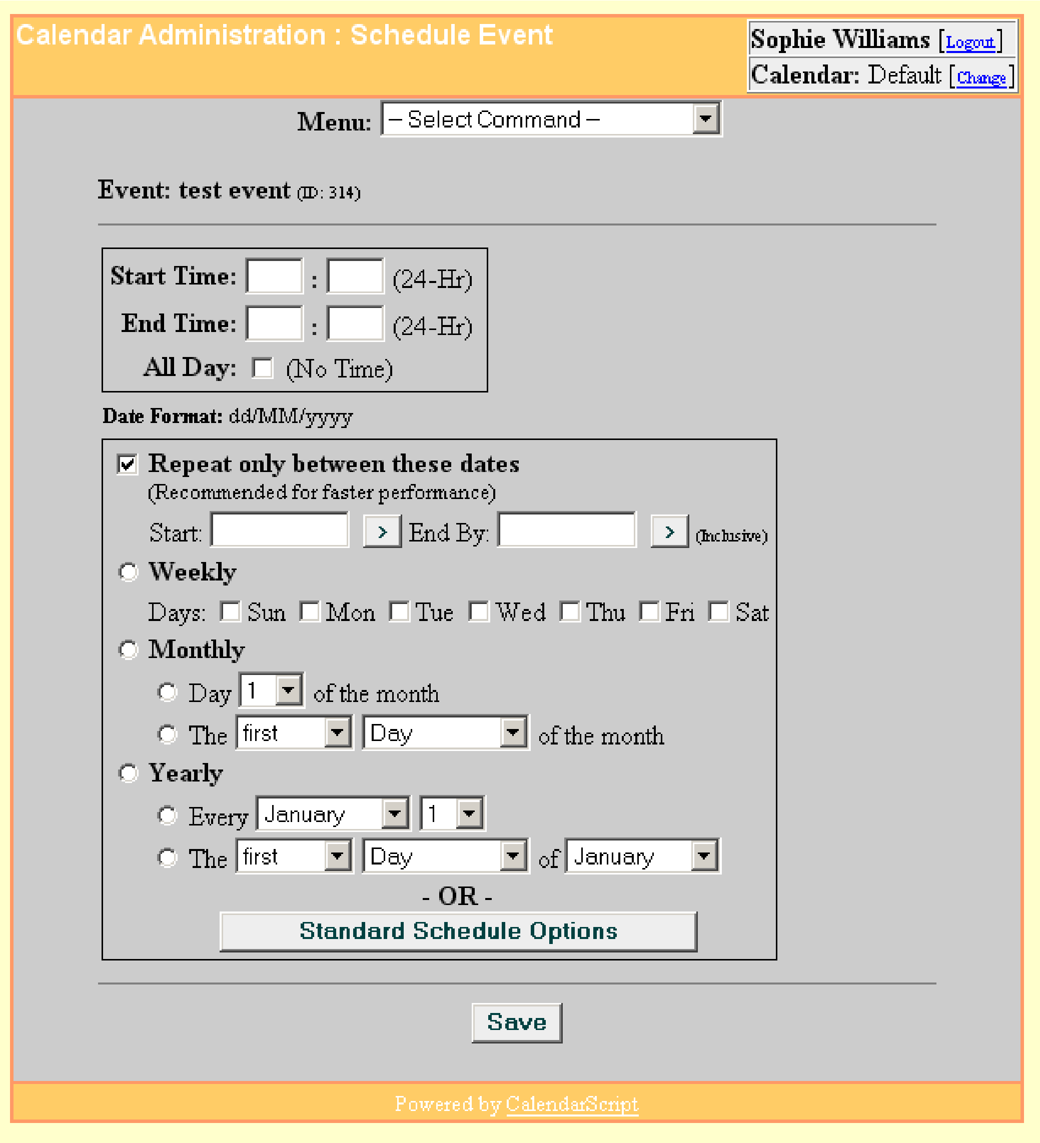


b. Enter a **"Title"** and **"Description"** for your event (e.g.: "Head teacher Briefing" "Venue: Five Acre Wood").

The **"Title"** is the summary that will actually appear on the Calendar on the set date. The **"Description"** is the detailed information that will appear when a user clicks and opens an event title. It is recommended that the **"Description"** field includes: the venue, directions, information that attendees should bring with them, refreshments, and the basic agenda. You can add live hyperlinks to other websites by copying and pasting the entire URL (web address) into the **"Description"** box.

c. Click **"Save and Continue"**.

This next screen is to allow you to add times, dates and recurrences to your event:



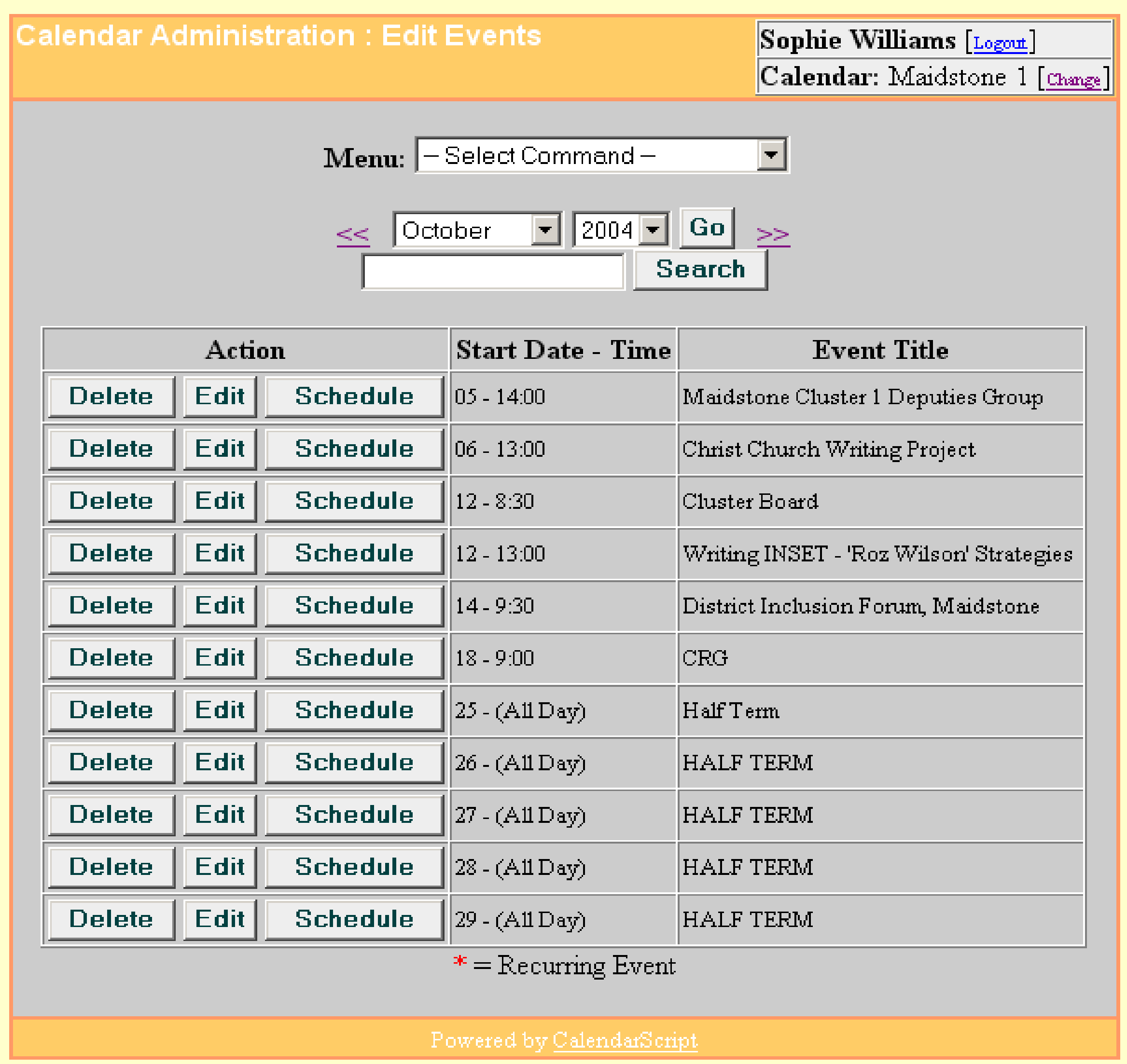
d. Pick a start and a finish time (24-hour clock) or check the **"All Day"** box if appropriate.
e. Add an individual date (format: dd/mm/yyyy) or a range of dates - on which your event will occur. Click on the arrow buttons next to the options to select your date from a Calendar.
f. For recurring events, check either the **"Weekly," "Monthly"** or **"Yearly"** boxes and select the appropriate days/dates for the recurrence.
g. When you are finished, click "**Save**".

Your event has now been added. You can use the dropdown menu box to either go back and view your calendar or add further events.

2.3 Editing or Removing an Event

a. Find your event.
The calendar defaults to the current month. To edit a different month, use the purple arrow buttons or the drop-down box options.

b. Click either **"Delete", "Edit",** or **"Schedule"**.
"Edit" button allows you to edit the Title or Description of the event.
"Schedule" button allows you to edit the timings of the event.



c. Once you have completed your changes, click **"Save"**.

Important: If you choose to delete your event, a warning message will appear onscreen, as deletion is permanent and cannot be undone. Always be sure that you are deleting the correct event.

d. Once you are finished editing your Calendar, end your session by **"logging-out"**.

3. Blogs

About blogs

How to blog

4.1 What are blogs?

The word “blog” is an abbreviation of “web-log”. It describes an electronic diary or journal, published on the internet. Blogs are easy to update and maintain even if you do not have specific web skills, and do not require specialist web authoring software. They are an increasingly popular way for modern companies and individuals to provide an up-to-date stream of information which is of interest to their customers or readers.

Blogs can be maintained and updated by a single author or they may be a group initiative, contributed to by many different authors.

An update to a blog is known as a “post” or an “entry”; a blog author is referred to as a “blogger”. The practice of owning and maintaining a blog is known as “blogging.”
KCC have implemented blogs as a valuable communication and information tool for Children, Families and Education staff.

4.2 How do I get a KCC KenttrustBlog?

Not everyone who wants a blog of their own will currently be issued with one. Depending on your role within the organisation it may turn out to be more appropriate if you contribute to an established blog rather than starting one of your own. You will need to fill out our blog application form to apply for use of the blogs.

4.3 Who is allowed to blog on KCC’s blogs?

KenttrustBlog is for all Kent staff, teaching and LA alike. All KCC LA officers and teachers tasked with an official Kent LA role (e.g. Kent Advisory staff & Hands on Support Team) are encouraged to apply for a blog. Individual teachers working within one school are currently not allowed to run their own personal blogs, although they may be granted access to contribute information to an established group blog. School pupils, although they may be directed to read and even comment on blogs, will not be allowed access to blogs of their own through KenttrustBlog.

Even if you do not have access to make posts to a blog, you can still leave comments and feedback on most of the blogs unless they specify otherwise.

4.4 What should I blog about?

You should blog and comment under your own name (not a nickname or a “netname”) in your capacity as an education or allied professional tasked with delivering a pedagogical or advisory message to colleagues. Your personal business, including personal views and opinions, should be expressed elsewhere. See the Acceptable Use Policy (AUP) for further guidance.

If you own a blog yourself, your blog should be based around what your KCC role covers. Although we realise that some generic areas (e.g. ICT) may be covered in several blogs because they are relevant to several bloggers. If you are contributing to a group blog, your contributions should be relevant to the topic of the blog as a whole.

4.5 Who decides if my information gets published?

Part of what makes a blog a blog, and not a company maintained website, is its self-publishing aspect. It is important to remember that just like a newspaper column or a book, a blog is a published document which, through the internet, can be read by anyone internationally. You, the blogger, decide what to post in your blog and should take responsibility for it. It should not be your department’s responsibility to moderate and edit every post you make to your blog. KCC cannot be held responsible for views expressed in an international publishing medium which may offend or provide the basis for legal action.

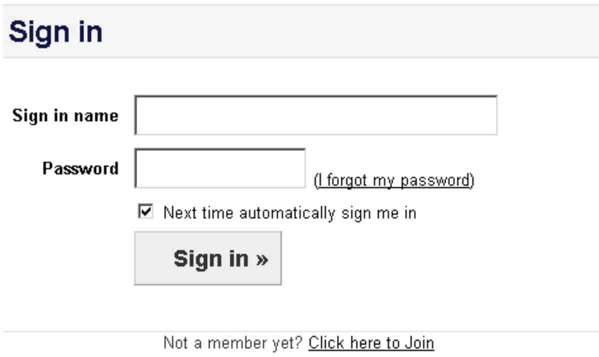
As a blogger, you should be sensitive and careful about what you post in your blog. Things such as internal confidential business information should never be posted, nor should personal names or data relating to fellow staff or customers you may be dealing with. An easy guideline to remember is that if you wouldn't say it in an open conversation with colleagues; you should not post it in your blog.

Full guidelines on how you should use your blog and what you should and shouldn't post in it are available in our Acceptable Use Policy (AUP).

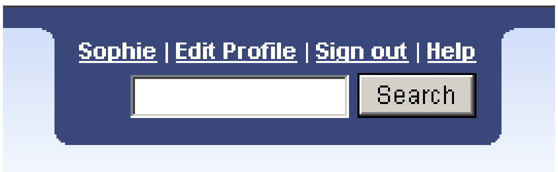
4.6 Logging in

a. Open up your web browser on your computer and type http://kenttrustweb.org.uk/cs/ into the address bar.
b. Press "Enter.
c. Once the KenttrustBlog home page opens, look into the top right-hand corner of the screen for the login prompt.
d. Click on **"Sign in".**

e. Enter your username and password exactly as it was given to you, and then click **"Sign in"**.

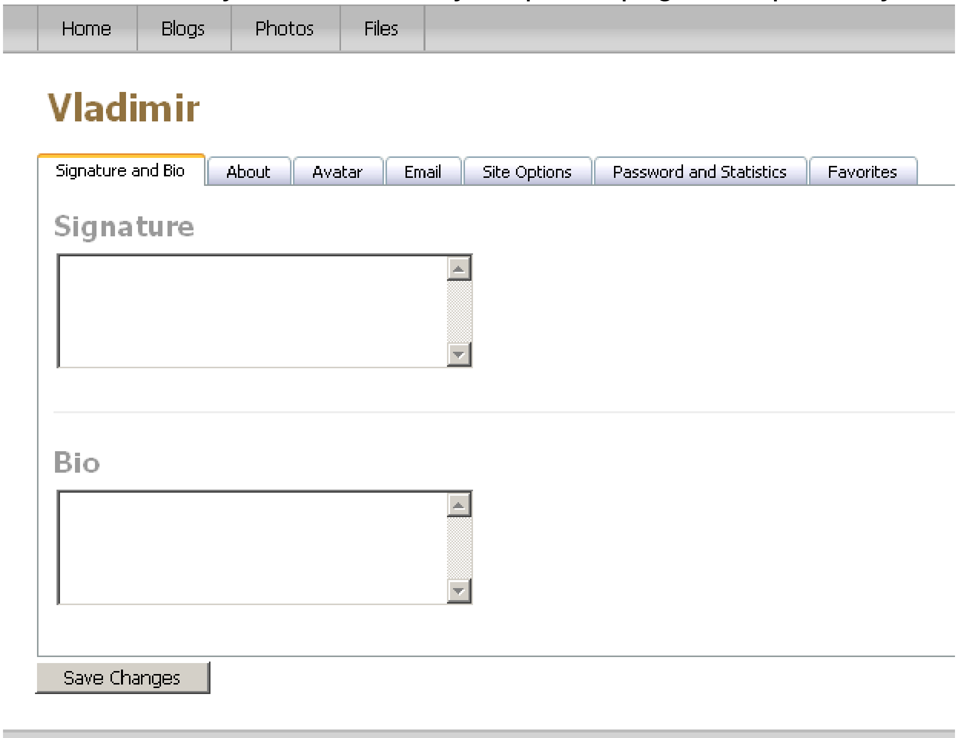


Once you are signed in, the screen will reload and display your username at the top. You can click on your username to edit your user profile – see 4.7 for further details.



4.7 Editing your blog profile and changing your password

a. Click on your username, your profile page will open for you to edit:



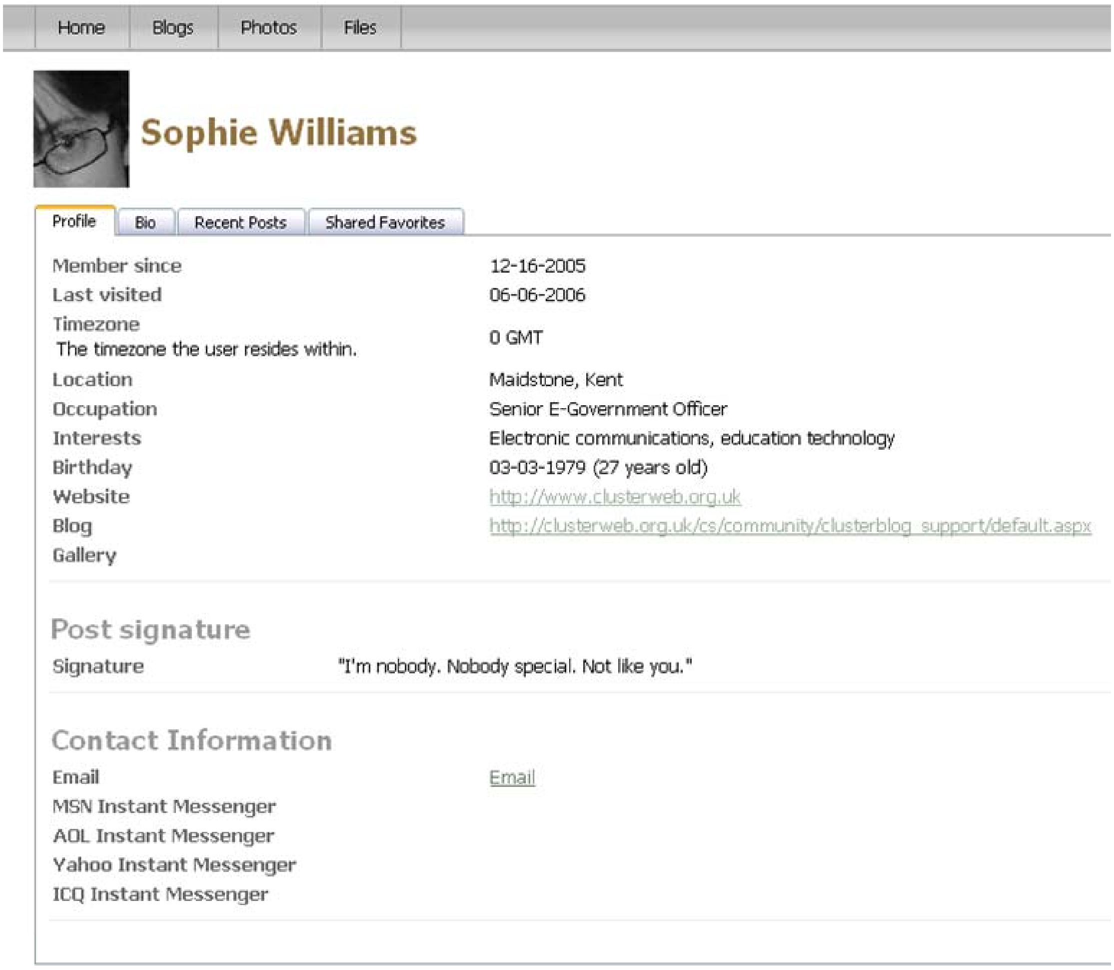
b. Change your password by clicking on the **"Password and Statistics"** tab and then **"Change Password"**.

Your blog profile will display as little or as much information about you as you require.

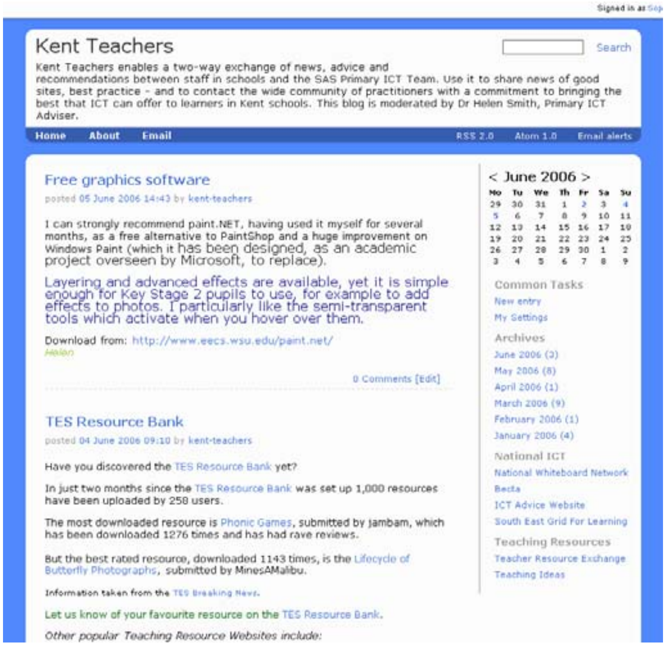
c. Click on the tabs (**"About" "Avatar"** etc. as can be seen above) to edit various parts of your profile and customise your view of the blog site.

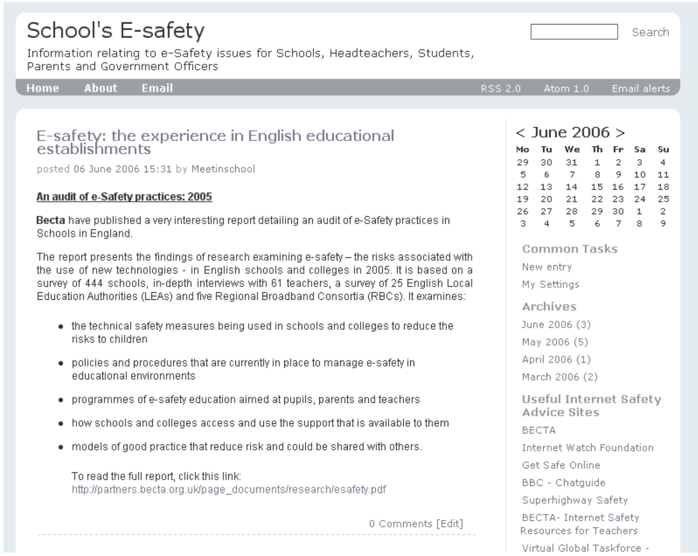
d. Once you are finished editing, click on **"Save Changes".**

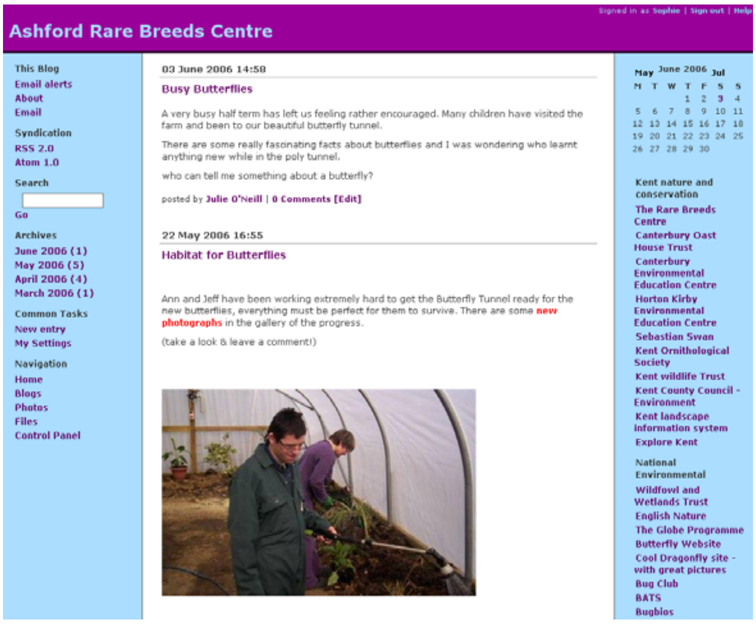
Once you have filled in some of the fields on your profile, it will start to look a little more like this:



4.8 Changing the appearance of your blog





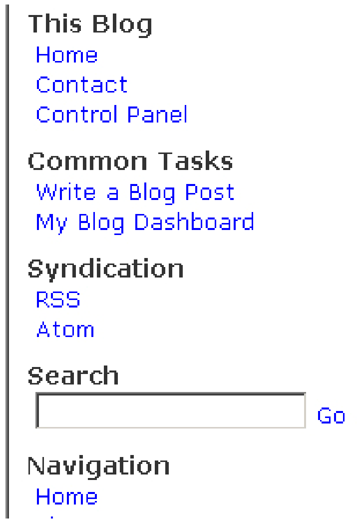


Blogs come in all different colours and styles, a few of examples of which can be seen above. These different styles are called "skins". You can change your blog's skin to whichever one you prefer. You can also change the displayed title of your blog, add some information describing what your blog is about, and manage security settings.

Useful note: The blog administration is actually very user-friendly and mostly written in plain English – what you see is, most often, what you get! If you're unsure about what a certain setting on your blog is for, wherever you see the question mark icon you can run your mouse over it for a pop-up help description (see below).

4.9 Changing your blog settings

Changes to the way your blog appears are handled through the **"My settings"** function.



a. Go to the home page of your blog. When a blog has been set up for you, you will be given the URL (web address) of the blog's home page, which you should add to your browser "Favourites" or "Bookmarks" for ease of reference.

b. Click on **"My Blog Dashboard"** wherever it appears in your blog's menu bar. (The location of this link may differ slightly depending on which "skin" your blog is currently using.)

This will open up your Blog Information screen:

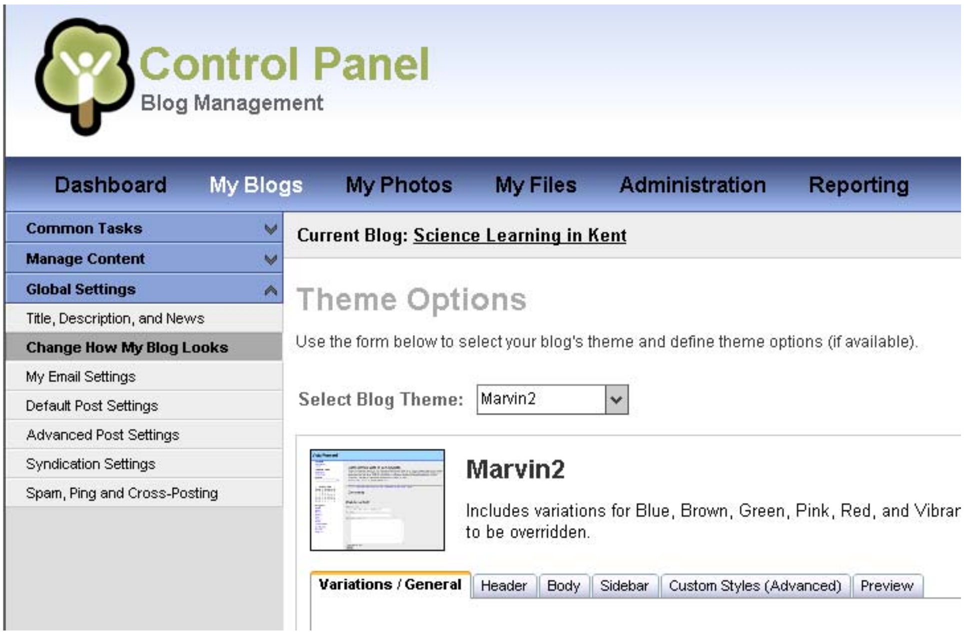
c. Click on **"Global Settings"** from the left-hand menu bar to open up all the options.

Here you can:

- Change the title, description and news panel of your blog
- Change the blog's "skin"
- Add or change text to tell readers what your blog is about
- Alter your blog's settings for who can view and comment on your posts.

4.10 Changing your skin

a. Click on **"Change How My Blog Looks"** from the menu.



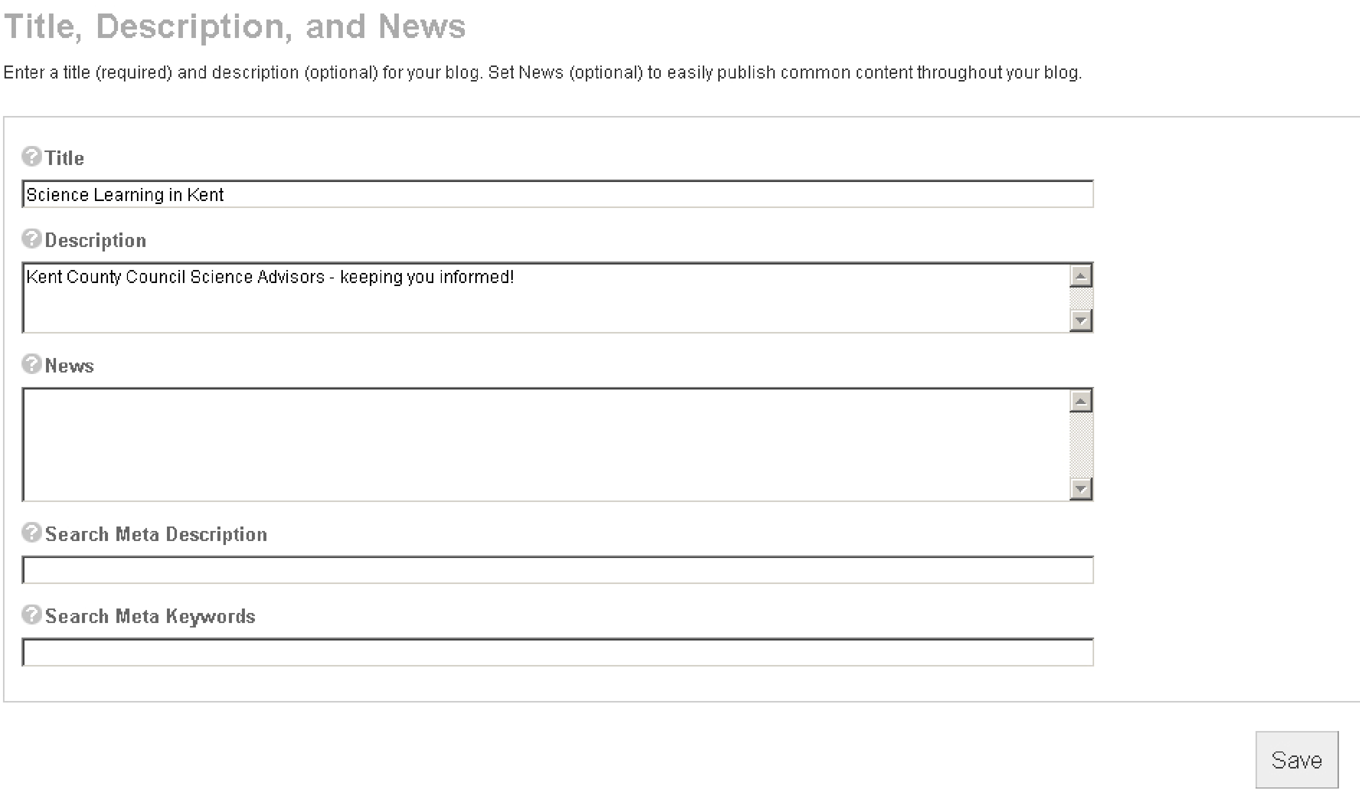
In the dropdown menu **"Select Blog Theme"** there are standard skins available for use. All of them look slightly different.

b. To see a preview of the way your blog will look with different skins, simply select the name of the skin from the dropdown list.
c. Once you are happy with your choice, click **"Save"** to apply the new skin to your blog.

(For users skilled in the use of CSS (Cascading Style Sheets) there is the option to enter CSS overrides to alter some of the fine details in your blog. This is not an option recommended for new or inexperienced users.)

4.11 Changing the title, description and news

a. Click on **"Title, Description and news"**



Here you can change or add to the title, description and news sections of your blog. To show how these might be used I have added a screengrab from my blog below to show you how these fields display in a live blog.

Please note: depending on the "skin" you have chosen for your blog, your display may be different.

"Title" displays here

"Description" displays here and is generally no more than a line or two long. Longer descriptions should be added to the "About" section

"**News**" panel displays here. All these are displayed on every page of your blog.

4.12 **"About your blog"**

This area is used for a more lengthy description of the aim and content of your blog. It is entirely optional: if you don't want to have it displayed on your blog, simply check the radio button **"Enable About"** to **"No"** and then **"Save"**.

If you do want to add some text, you can do so by typing directly into the box:

There are various tools you can use to add links and colours to your "about" message. For a more detailed description of how to use this toolbar, see **"Making a new Post to your blog"**.

Click **"Save"** once you are happy with your "about" message.

Your **"about"** message will be linked from a tab on every page of your blog.

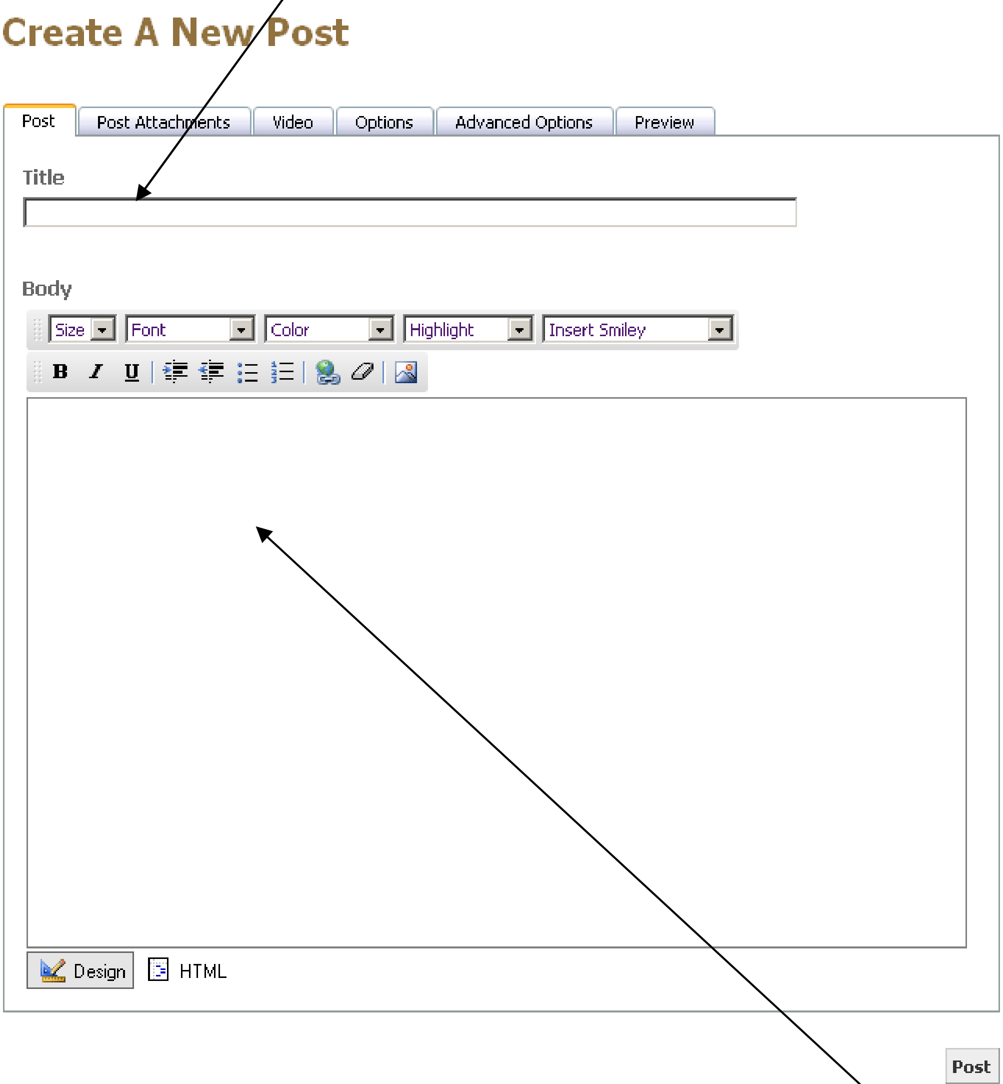
The text you enter will display in the main body of the page

4.13 Making a new post to your blog

Once logged-in, the easiest way to start making a new post is to use the link in your blog's side navigation.

a. Click on **"New Entry"** and the screen below will display.

b. Type a title for your new post into the Title field below.



c. Type the text you want to put in your blog directly into this box - or you can copy and paste from Word or Notepad.

d. To change text size, font and other options, you can use the Editing Menu (see next page for full details).

e. Once you are happy with the way your new post looks, click "post" to publish it to your blog.

The Editing menu

Just like Microsoft Word, the blog software provides an editing bar so you can alter the appearance of your blog's text. The dropdowns on the top bar are fairly self-explanatory. (The lower half of the bar is more standard formatting: bold, italic, underline, indent paragraph, outdent paragraph, bulleted list and numbered list.)

Formatting content:

a. Highlight the text you want to alter and you can change the size, font, text colour, and even add sections of highlighted text and smileys (emoticons).
b. Click on a formatting button, i.e. bold or underline.

The five buttons on the lower bar offer web-specific functions:

- Insert/edit link
- Unlink
- Insert/edit image

Insert/edit hyperlink

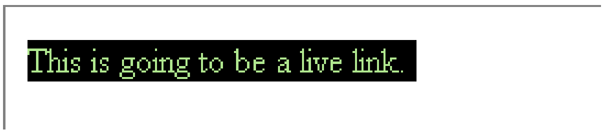
This allows you to turn a line of text in your blog into a:

- link to an email
- link to a website

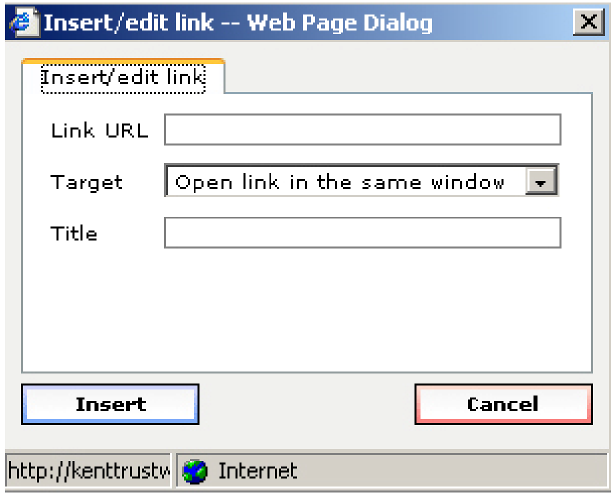
It is very similar to the "create hyperlink" function in Microsoft Word.

Please note: Typing in a web address or an e-mail address in full into the text entry box will automatically make them live: the blog software does this for you (see above). But if you want to turn a line of text or a single word in your blog into a live link you'll need to use the create hyperlink button.

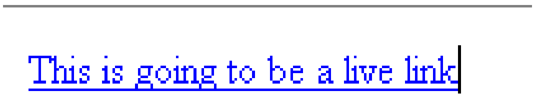
a. Type in and highlight the text you want to turn into a hyperlink.



b. Click on the "**Insert Hyperlink"** button and the following window will open:



c. To link to a website, copy-paste the entire web address (including **http://)** into the **"Link URL"** field.
d. If you wish to add an email link, type [mailto:] followed by the email address into the **"Link URL"** field.
e. Click **"Insert".**
f. Your text will now function as a link:

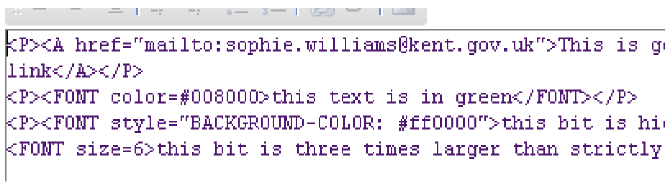


Unlink

g. If you wish to remove a link, place the cursor in the linked text and click the **"Unlink"** button on the toolbar.

HTML button

If you click on the **"HTML"** button in the toolbar, you will be able to see all the formatting codes. These instruct the plain text on how to display; they make your text bold, or green, or highlighted in pink:



Important: In this HTML view the editing menu is inactive. If you are a skilled user of HTML coding, you can do your editing in this view: if not, it's better to always use the standard Design view.

Insert Image

Before you can add an image to your blog post, you need to upload it to your gallery.

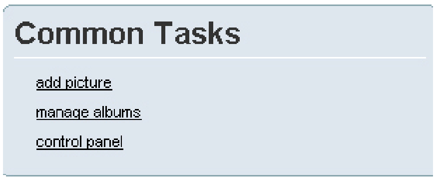
4.14 Adding a picture to your gallery

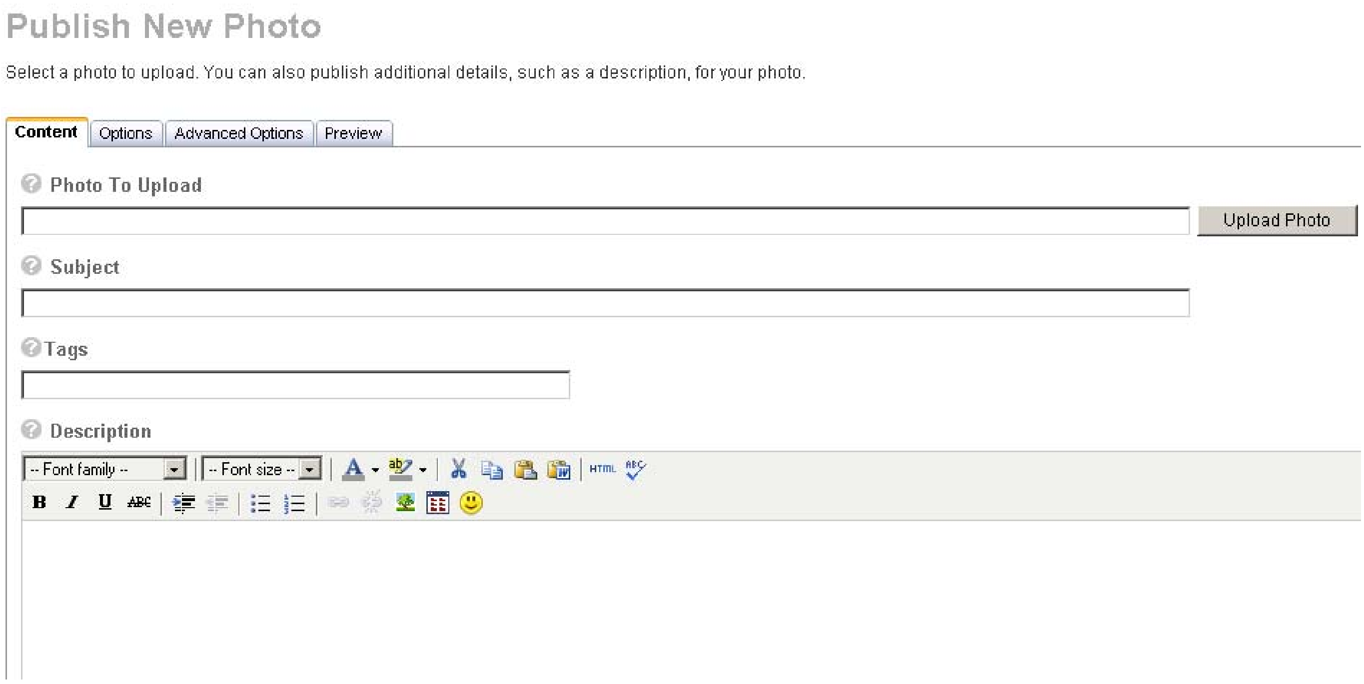
KenttrustBlogs also have Galleries attached to them so you can upload pictures.

a. Log-in.
b. Click on the **“Photos”** tab. This will show you a display of recent uploads to the blog galleries.
c. Scroll down to the bottom of this page and click on the **“All Galleries”** link.

The new page lists all the available Galleries.

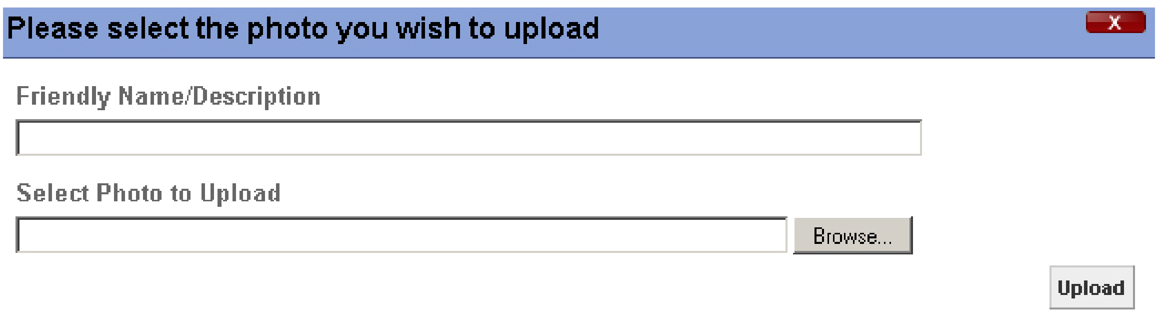
d. Click on the name of your gallery from the list and your gallery will display.
e. On the right of the Gallery screen will be a menu bar. To add a new picture, click on “**Add picture”**. The following screen will display:





f. Click on the **“Upload photo”** button to browse for an image stored on your computer.

The following window will open:



g. Type the description you would like your image to have into the **“Friendly name/Description field”**. This will provide people browsing through your Gallery with an idea of the context of the picture.

h. Click the **"Browse"** button to find the image file on your computer.
i. Select your image file then click **"upload"**.
j. Use the **"Preview"** tab at any time to check how your picture and its description will look.

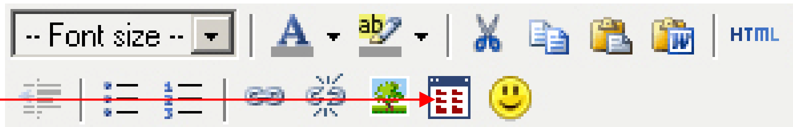
You will then be returned to the previous screen with your file and its title filled in.

k. Once you are finished adding a description, click **"save"**. Your picture will now be on display in your Gallery.

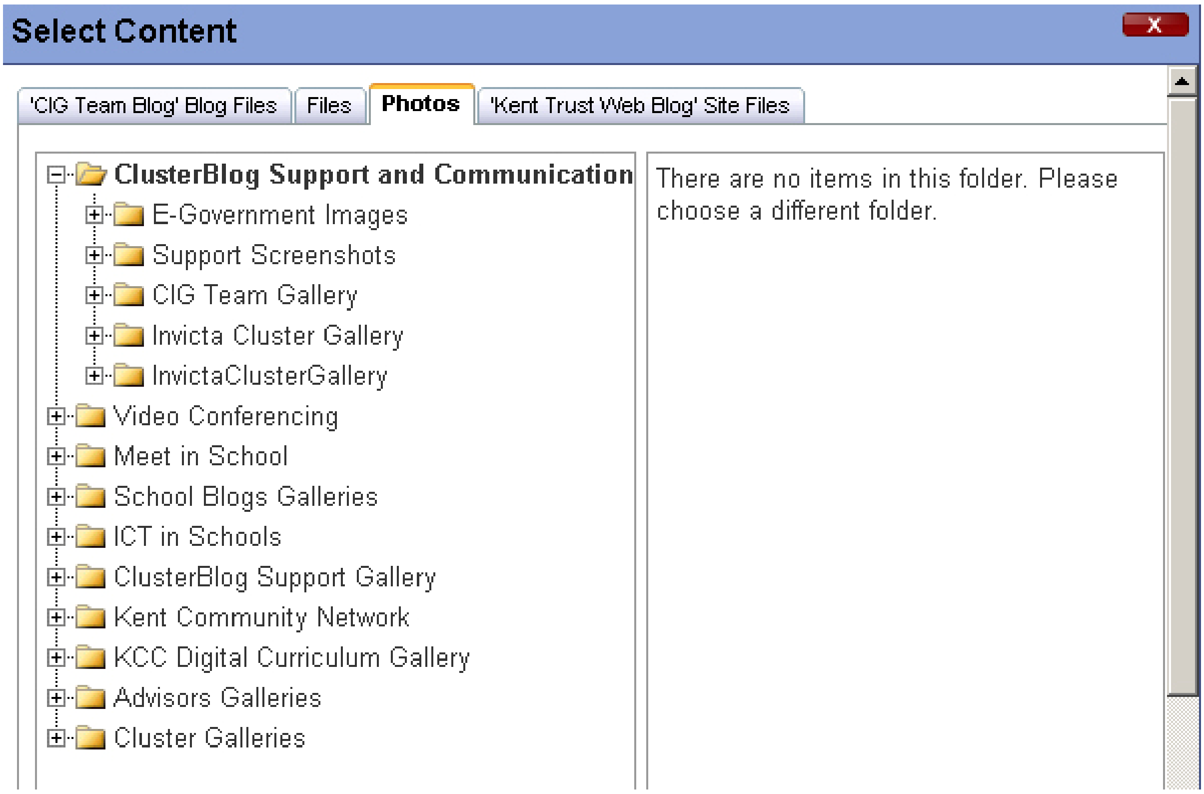
4.15 Adding a picture to your blog post

Once you have uploaded a picture to your Gallery, you can then add it to a post in your blog if you wish.

a. Within a post (see previous instructions), you can use the **"content selector"** icon to add your image.



b. Click on the **"content selector"** icon. This will open up a new window:



c. Click on the **"Photos"** tab. You will see a folder structure.
d. Click on the **"+"** icon to expand and navigate to the gallery in which you're photo was uploaded.
e. Double-click on the folder icon next to your Gallery's name to view thumbnail images of all the pictures currently uploaded to your Gallery.
f. Click on the picture you want to add to your blog post to select it.

You then have two extra options to select:

g. **Image Size:** Choose how large you want the image to appear in the post from the dropdown list. Pick from thumbnail, small, medium, large or original. (To save on download time for your readers I would suggest using Thumbnail, Small or Medium.)

h. **Link Image to:**
"Original Image": If you choose the Small or Thumbnail options, you may want people to be able to click on the image and view the full-size picture.
"Image Details": If you want people to read the description of your picture when they click**.**
"Nothing": If you do not want your image to link to anything**.**

i. Once you have chosen your image and its size/link, click **"OK"** and the image will be added to your post.

j. By default, the image is added at the end of any text you have entered. If you want to move the image around, first click on the image to select it. You will then see the "Move" cursor (rather like a compass) and you can drag your picture to wherever you would prefer it to sit within your text.

k. When you are happy with your image, click "Post".

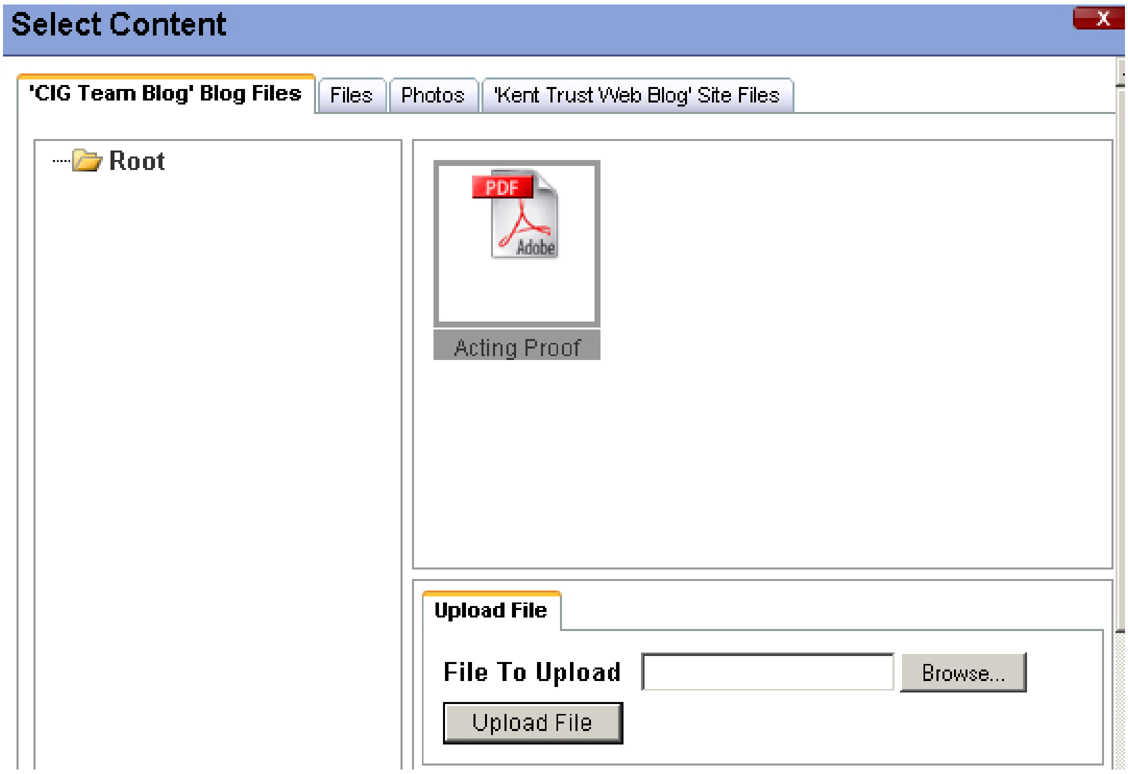
4.16 Adding a document attachment to your blog

When creating a new blog post or editing an older one (see previous instructions – creating a blog post) you also have the option to attach files to your post for other users to download to their computers.

Important: Make sure your document has the Document Properties completed before you upload it. See pages **"Document Properties"** for further information.

a. To create a link between some text to a document, highlight the text and then click on the **"Content Selector"** icon in the toolbar.

b. Click on the **"*Blogname* Blog files"** tab:



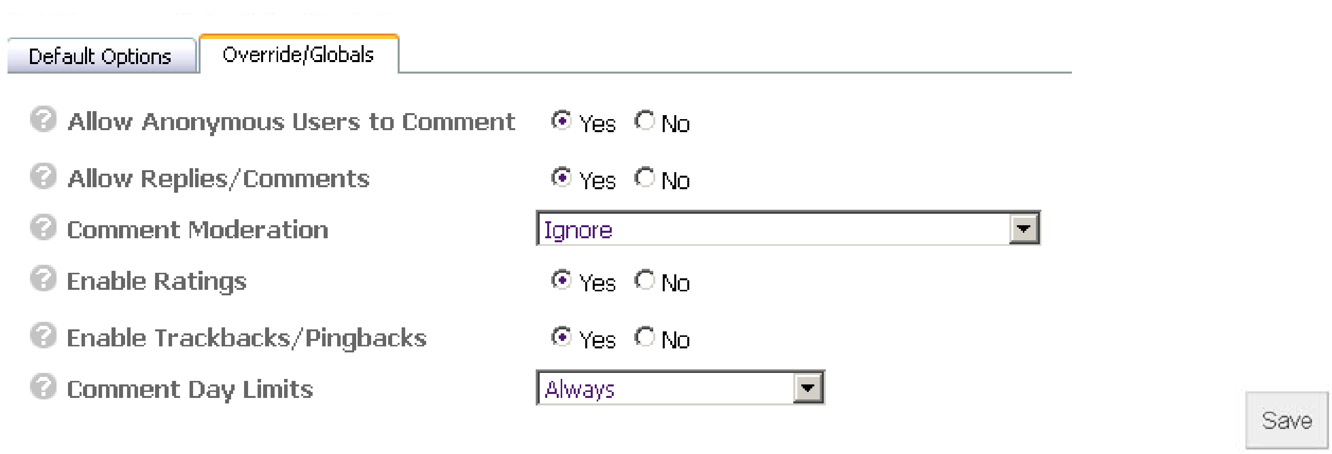
c. If the file is already uploaded, navigate through the folders and select it.
d. If you need to upload the file, click on the **"Upload File".**
e. Navigate to find the file on your computer – make sure that the file has the document properties completed.
f. Complete the **"Title"** field.
g. Click **"Save".**

The screen will return to the previous with your attachment listed.

h. Click on the attachment to insert it into your blog post.

4.17 Advanced post settings: changing how people view and comment on your posts

Every blog has the default settings that are applied to all blogs on the site: an example of these can be seen below:



a. To change your own blog's settings, click on the **"Global settings tab"**.
b. Select **"Advanced post settings".**

The most commonly changed settings are the top three. You can choose whether or not you want to accept anonymous comments (from non-registered users) or whether to allow your blog to accept comments at all. You can also choose whether or not to moderate the comments posted to your blog before they are published.

4.18 Subscribing to other blogs

In order to keep up with all the news and information that other bloggers post, you may want to subscribe to their blogs so that you can be e-mailed every time someone adds a new post or comment.

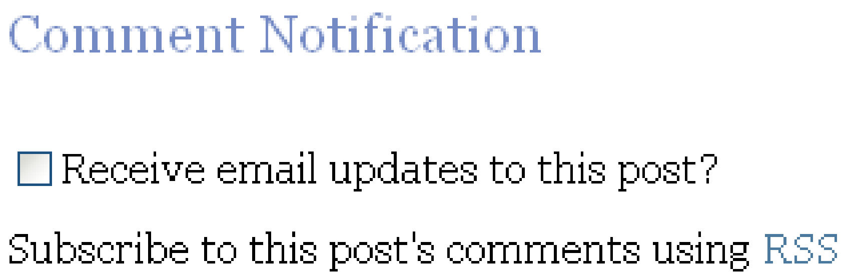
a. Visit the blog you wish to subscribe to and then click on **"Email alerts"** as shown by the arrow in the picture below.

b. To receive e-mails every time the blog author updates the blog, select the radio button next to **"Send me e-mails for new posts and articles only".**

c. To receive e-mails every time someone leaves a comment on the blog as well as every time the blog author updates it, select the radio button next to **"Send me emails for new posts, articles and comments".**

d. To unsubscribe from a blog you are already subscribed to, select the radio button next to "I am not subscribed to this blog".

You can also subscribe to particular posts within a blog: when viewing a post the following option will be available to you:

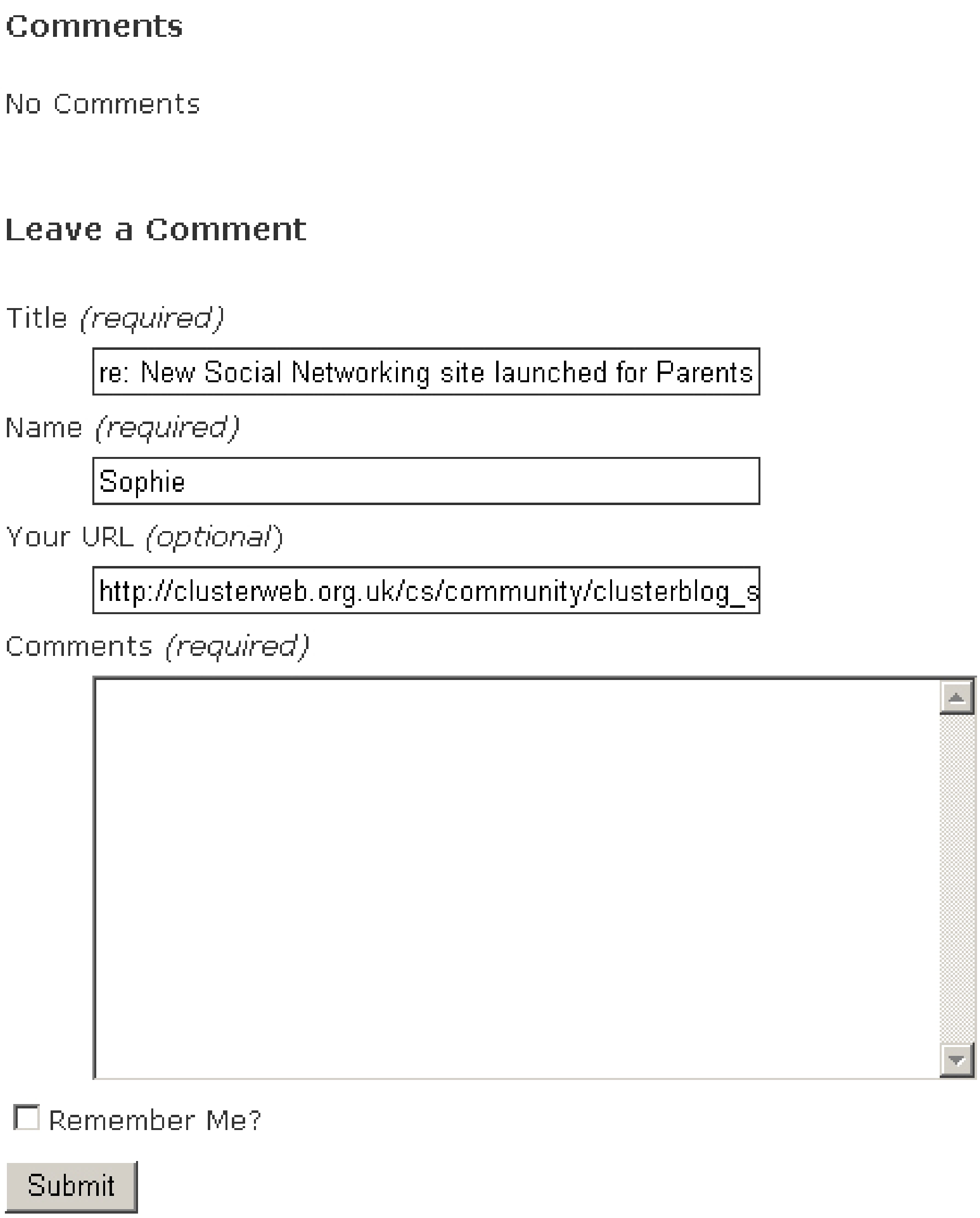


e. Simply tick the tick box to start receiving e-mails when new comments are posted. The post will then show up in your list of Blog E-mail Subscriptions (see below) and you can unsubscribe whenever you wish by checking the tick box next to the title and using the Unsubscribe button.

4.19 Commenting on other blogs

Part of the appeal of blogs is the fact that not only can you share your expertise with a wide audience, but that your readers can comment on your knowledge and add to it.

a. To add a comment to a blog post, simply scroll down to the bottom of a post and this message box will appear for you to complete.



b. Type your comments into the message box and then click **"submit"**. (Depending on the settings the blog owner has put in place, your message may not be published immediately.)