

Every page needs on it;

1. **Name of Society**
2. **Image**
3. **Brief Description**
4. **Contact Details**

This is a minimum requirement, obviously the better your pages look the more people will want to look at them and this could get you more members!

To Edit pages to have this content on you will need to-

First make sure you're logged in using your student ID number.

If you don't have admin please drop me an email on vpdemocracy@lufbra.net and I'll sort it out.

Now find your Society page, here's a list

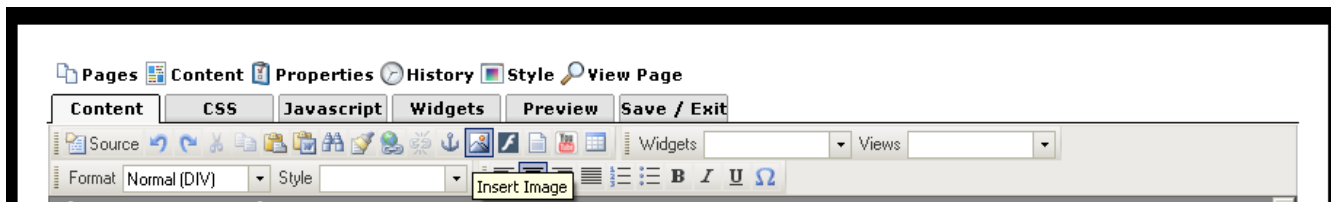
<http://www.lufbra.net/societies/socslist/> To edit the page click the admin tab and select Edit Page from the Control Panel, this will bring up the WYSIWYG(What You See Is What You Get) editor.

Adding/Editing Text

This editor makes it very easy to add all you need to your page, it acts like a word document. **The best way to edit text is to type it up in word first and paste it in.**

Inserting/Editing Images

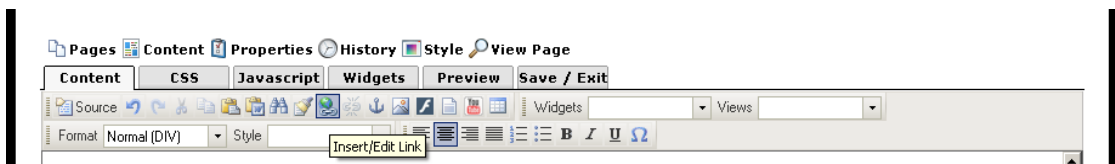
To add images click the insert image button on the task bar.



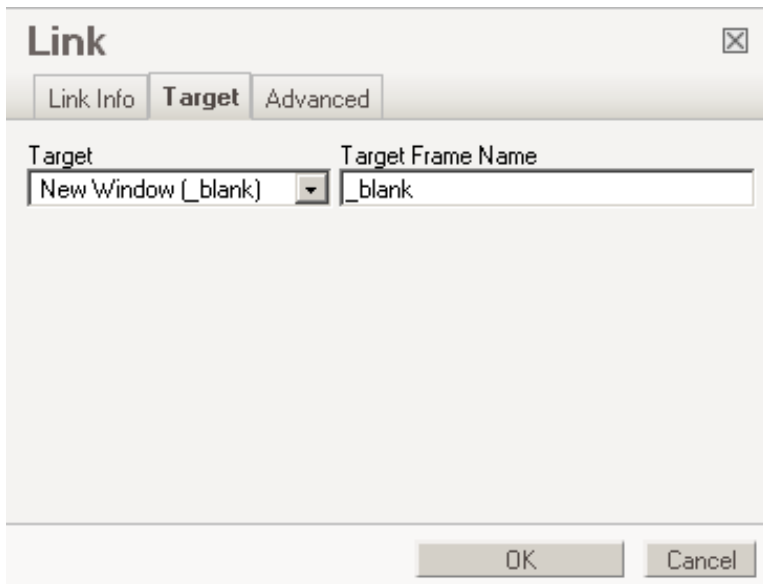
This will bring up the “Insert Image” box which is quick and easy to use. Click the Browse & Upload tab to add new images and you can control the size using the Image Info tab. Images can also be resized using the WYSIWYG Editor. For reference all Society pages are 900 pixels wide.

Adding Hyperlinks

To add a hyperlink select the text/image you want to use as a link and click the Inset/Edit Link button.



This will bring up the “Link” box, paste your webpage into the URL and now your text will become hyperlinked. For external web pages it is usually best to add the page as a “target blank” page which means it’ll pop up in a new window. This is done by selecting the “Target” tab and selecting “New Window (_blank)”.



Contact Details

For email addresses you can hyperlink it to send an email. For instance;

vpdemocracy@lufbra.net

This is done by selecting E-Mail in the “Link Type”.

Remember to type the email address you want it to link to in the “E-Mail Address”. You don’t always need the email address to be the link you could have text such as CLICK HERE TO EMAIL and add the email address to it!

