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Logging In to Edit

Scroll right to the bottom of any InfWeb page and click the ‘cms login’ button on the right-hand side. Your username will be your UUN and password is the same as logging into any University site e.g. MyEd.

Logging Out after Editing

To log out click on your username on the black toolbar, then click the logout button.

Types of Pages

Generic, Overview and Event Pages

You will be able to create three types of pages:

1. Generic page – a normal content page, you will use this most often

A generic page

2. Overview page – a navigation page which lists a number of page options, looks like lots of boxes showing the sub-sections (child pages) of the page.

An overview page
3. Event page – this is specifically for events such as seminars and talks. It looks like a kind of table in order to best present the event information including date and time, location, description etc.

![Event page screenshot]

An overview page

Parent and Child Pages

To make it easy for users to find the information they are looking for on Infweb, you will position pages either underneath or above others to create a structure that makes sense. The page at the top is called the parent page, and the sub-pages beneath it are the child pages. Pages can have both a parent and child pages, just as a mother is both a parent to her children and a child to her parents. For example, in the Menu tree below the ‘Admin’ page is a child page of ‘Infweb’ and the parents page of ‘Finance’, ‘Allocation of duties’ etc.

![Menu tree screenshot]

The menu tree shows the structure of parent and child pages.

Generic Page Elements Explained

A Generic page is a normal content page which typically contains information in the form of text, links, tables etc. The page title and the summary text are the first two items displayed on any generic page – both of these are compulsory elements.
Summary Sentences

All pages must have a summary sentence entered in the content section of the edit page. It should describe what the page is about. The summary sentence is a compulsory element of the page and you cannot save your page until you have filled this in, so it is important to have this ready before you create the page. The Page Title and Summary are also used automatically by parent overview pages to help users navigate the site more easily.

The Breadcrumb Bar

The Breadcrumb bar appears above the page content and is a useful navigation tool to help you understand where you are in the site structure.
The Right Hand Navigation Panel

The Right Hand Navigation Panel is the primary navigation tool within the site.

The right hand navigation panel.

Editing the Content of an Existing Page

To edit an existing page, navigate to that page or search for it using the search function. When you are on the page you wish to edit, click the ‘New Draft’ or ‘Edit Draft’ button at the top of the screen and the edit functions should become visible. The button label will be either ‘New Draft’ or ‘Edit Draft’ depending on the moderation status of the page: a published page will show ‘New Draft’ and a draft (unpublished) page will show ‘Edit Draft’.

Note: ‘New Draft’ is not creating a new page, just a new version of the existing page.

If this button is not showing you may not have editing rights for this page. Contact the Infcomms team at infcomms@ed.ac.uk if you think you should have access to edit the page.

Top of page buttons

Editing the Page Title

To edit the page title simply edit the title box with your new text. After you have done this you may get a message on the screen asking if you want to update the URL.

Never update the URL without consulting with Infcomms first.

Editing the page title only updates the main title within the main page content area. Normally when the page title is changed we also want to update the breadcrumb and navigation text to be the same. To do this click on the Location and Navigation tab and edit the ‘Navigation and Breadcrumb text’ box to be the same as the title text box (as per below).
The Title box and Navigation and Breadcrumb box

Editing the URL

Directly beneath the title box is the URL segment. **DO NOT edit this**, as there may be existing links to this page on other pages or in emails. Editing the URL would break all of these links. If you really think that you need to edit the URL please contact the Infcomms team at infcomms@ed.ac.uk and explain why you would like to make this change.

Editing content in the text box

Click on the content tab on the left-hand side. You will see the page content within a box, above the box are a number of formatting buttons similar to what you might use in Microsoft Word:
The most important of these buttons are the following:

**Format Dropdown** – Use this to change the size of text. There is a variety of heading sizes as well as ‘Normal’ which is for general text.

*Note:* It is important to use the heading sizes in consecutive order without missing any, i.e. Heading 1 → Heading 2 not Heading 1 → Heading 3. The many heading options available on Infweb are not to give you stylistic choices but to help you structure the information on the page in the best way, and in a way that allows assistive technologies to navigate the page easily.

**Bullet and Number points** – Use this to create and edit bullet and numbered lists.

**Table** – You can use this button to create a new table.

*Note:* The purpose of tables on Infweb is to present figures and statistics in the clearest way. They are designed for text only, and you will run into issues with your formatting if you add other elements such as images into the table.

**Linkit button** – This button allows you to create hyperlinks to internal or external content. You must select your link text in the content box first, then click the LinkIt button. To link to internal content use the top box to search for a page you wish to link to. Be careful to select the correct page if multiple results are shown. If you wish to link to an external URL, paste the URL into the bottom box.

**Turning links into buttons** – You can present hyperlinks as buttons by clicking the ‘Attributes’ button underneath the two hyperlink boxes. Then press the drop-down menu under ‘Link type’ and choose either ‘button’ (colour background with white text) or ‘outline button’ (white background with colour text). You can choose a corresponding icon for your button using the ‘Button icon’ drop-down menu.

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Search content

Type keywords from the destination page title, then select it from the list. You can paste a link to the page (starting https://web.inf.ed.ac.uk/) to search for it directly.

Target path *

mailto:infocms@ed.ac.uk

EG.: https://web.123. www.example.com/path#anchor. a.person@example.com

 Attributes

<table>
<thead>
<tr>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Link type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Button</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Button style</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inline</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Button icon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact/Profile/Person</td>
</tr>
</tbody>
</table>

Options for turning your hyperlinks into buttons.
Full screen – You can make the edit box full screen. You can also change the size of the box by dragging the bottom right hand corner of the edit box when it is normal size.

Bold – You can make content bold. Do not use bold on headings, as this will cause problems for assistive technologies. Use sparingly in general.

Block quote – If you have a direct quote as part of your page content, for example in a news story, you can present this using the block quote option to make it stand out from the rest of the text. It will make the text bigger and put it in quotation marks for you.

Feature box – You can use a feature box to highlight a particularly important part of text by presenting it in a separate box. Each box has two sections, a title and your main text.

Note: You can give the title section of your feature box a coloured background by right clicking on the box and then choosing the ‘Featurebox Toggle Primary Style’ option in the menu that appears.

Collapsible feature box – This is a type of feature box that hides the main text section and only reveals it when the user clicks on the title. This is particularly useful for FAQs. To create a collapsible feature box you first create a normal feature box and then right click on it. In the menu that appears you click the ‘Featurebox Toggle Collapsible’ option.

Note: Infweb doesn’t take well to content copied and pasted directly from Word or another source, as usually the place you have copied from can do more complex things than Infweb. When copying and pasting try and limit this to plain text (no tables etc.), or if you cannot avoid this copy and paste each type of content separately (e.g. separate tables from plain text). You can also copy your text to Notepad which should remove any unnecessary formatting.

Tips for making sure your content is accessible

When adding content to a page you should keep in mind the following to ensure your content is accessible:

• Links need to be on a separate line from standard text, and should be connected to a
description of where the link is going rather than writing the URL. In-line links are not accessible and should be avoided.

- All text should be clear and concise, and any technical words/abbreviations are explained. Please consider the content will be read by non-technical audiences.

- All videos need to be subtitled and/or a transcript provided. If you have a video that doesn’t include captions, consider posting a link to it rather than embedding it in the page.

**Moving the Location of a Page**

It is possible to reorder pages within a specific branch of the site structure using the Location and Navigation Tab. If you wish to move a page outside its current branch contact the Infcomms team at infcomms@ed.ac.uk to request this.

*The Location and Navigation Tree.*

If you are sure you want to move the page you can move it within the tree structure using the 3 options available:

**Move Before** - move the page before the page in the tree you have selected. Your page will be on the same level as that page but before it in the navigation. It will be a sibling rather than a child/parent.

**Move After** - Same as move before but it will be after the selected page in the navigation.
**Move as Child** - moves the current page into a sub level below the page in the tree that you have selected. Using this option will change the page URL so you need to contact us at the above email address if you wish to move a page in this manner.

Use the + and – boxes to expand and contract the menu tree.

**Note:** When you move a parent page, its child pages will move with it automatically. This allows you to move groups of webpages together.

**Restricting and Hiding Pages**

**Restricting Pages**

Most of the pages on Infweb are accessible to anyone, which could be a problem if you are adding sensitive information or information meant for an internal audience only. If this is the case, you can restrict the page to those within Informatics, which will ask them to log in via DICE before they can view the page. To restrict a page, go to the Location and Navigation Tab and scroll to the bottom section, ‘Restrict access to University groups’. Click this to expand the section and then click what section of Informatics you want to be able to view the page, e.g. anyone in Informatics or just staff, or just students.

**Note:** If a page has a padlock symbol next to it on InfWeb, this means it is restricted.

**Hiding Pages**

If you ever want to hide the page from public access, you can hide it using the tick boxes in the Location and Navigation Tab so that nobody can view it without the specific URL link. If you save this link, you will be able to find the page again easily and make it visible again.

You can also choose to hide a page in certain settings. If you don’t want the page to appear in the Navigation bar on the left-hand side of each page, tick the first box. If you do not want the page to appear as a box in the parent Overview page, tick the second box.

The hiding and restricting page options in the Location and Navigation Tab.
Creating New Pages

This functionality is not currently available with standard editing rights. This has been done to try to avoid the site growing out of control or creating duplicate content, so we will consider each new page requests on a case by case basis to ensure the site remains in good health and is easy to use for users. If you need a new page created, contact the Infcomms team at infcomms@ed.ac.uk explaining the rationale for creating the new page, and the exact location of where you want it to go.

Using the Asset Bar

On the right-hand side of the screen there is an asset bar which can be expanded and contracted by pressing on two buttons: one next to ‘search’ and the other is a small square with lines and boxes on it.

An ‘asset’ is a file which has been uploaded to the site. This file could be a document, such as a Word Doc or a PDF; an image file, or a video from Media Hopper.

Uploading Documents using the Asset Bar

You will probably use the asset bar most for uploading and downloading documents. You can use the search function to look for a document that may already be there. If it is already in the asset store it can simply be dragged and dropped onto your page.
If you need to upload a new document, click on the file icon below the + symbol and upload your document. Once it is uploaded you can search for it and drag it into your page. Please search for a document before uploading as it may already be there.

**Note:** When creating a new document, you will be asked to select a ‘group’s audience’. Highlight all three: IGS, ITO and InfWeb.

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### Uploading Images using the Asset Bar

The process for uploading images is very similar to uploading documents. You can use the search function to look for an image that may already be there. If it is already in the asset store it can simply be inserted into your page. You will have to provide alternative text when you insert the image onto your page, this is necessary to make the image accessible to blind people.

If you need to upload a new image, click on the image icon below the + symbol and upload your file. Once it is uploaded you can search for it and insert it into your page. As with documents, please search for an image before uploading as it may already be there, and uploading the same thing twice takes up unnecessary space.

**Note:** When creating a new image, you will also be asked to select a ‘group’s audience’. Highlight all three: IGS, ITO and InfWeb.
Dashboard

Every user has a ‘dashboard’ where you can view and review your own content. To access it click on your username, view profile.

Publish, save, preview and cancel buttons.

Once you have made your changes you have four options.

Save – Save changes but don’t publish them to the live site. Changes will not be seen on the live site but will be saved as a draft of that page, which can only be seen when logged into the CMS.

Preview – Shows you how the changes will look. This also saves the changes you have made as a draft.

Cancel – Cancels all changes made.

Publish – Saves changes and publishes them to the live site.

Moderation Button

At the top of the screen you will see a moderation button, you can use this to publish and unpublish pages and also to revert to an earlier version of the page if you need to. You can also view who edited the page previously.

Re-Use pages

InfWeb allows content to be shared across multiple pages. If you go to edit a page you may come across examples of this. The normal content is replaced by a file. To edit the re-use content double click it and then click the view button. This will open up the re-use content in a new tab. Then click the edit/new draft button. Make the changes you need then click publish.

It is important to be aware that when you edit a re-use it will also update every page the re-use
content is being used on. If you need to change content and it is a re-use item please contact the Infcomms team at infcomms@ed.ac.uk.

It is possible to add normal content above or below the re-use content by adding content directly into the content edit box. This may be the preferred option to changing the re-use content, especially if you are sure that your edit only relates to this specific page and not across all the other places this re-use content is shown.

**Note:** Several re-use items can also be used on a single page.

**Overview Page Elements Explained**

An Overview page is a navigation page which lists a number of page options. Rather than showing content its main function is to display its child pages in a grid of buttons. The buttons are automatically added to the overview page when a child page is placed below it in the menu tree.
Editing an Overview Page

To edit an overview page, navigate to the overview page you wish to edit, click the new/edit draft button near the top of the page and the edit screen should appear (Unless you do not have permission to edit that page).

In the edit screen you can edit the name and summary text exactly the same way as in a generic page. Once again please DO NOT change the URL even if you are prompted to do so after changing the title.

There is the function to add an associated image to the page. Please do not do this, as there will only be images on certain pages throughout the site which will look weird.

Moving an Overview page

It is possible to move the Overview page within the system using the ‘Location and Navigation’ Tab but there should be no need to do this, please consult the Infcomms team at infcomms@ed.ac.uk if you think you need to do so. Moving an overview page, moves all its children pages with it and alters all the pages URLs.
Adding/Editing content in an overview page

Within the edit screen on the content tab there are 2 content boxes which can be used to add content above and below the grid of buttons. These are identical to the content edit boxes found in the generic content pages and can be used in the same way. So you can add extra text or links if you need to.
Controlling the Button Grid

It is possible to change how the grid displays using the subsection dynamic overview controls.

The list size can be constrained by limiting the number, the following example will only show the first 6 child pages below the overview page, this can be useful for hiding pages you don’t wish to show. Alternatively you can set the list size to a high number so that all child pages are shown (this is more typical).

The ‘High priority’ box will show the buttons in a bolder colour format. And the ‘Low Priority’ box in a subtler colour format.

![Grid controls]

Event Page Elements Explained

Event pages have a very specific layout that presents the details of an event such as date and time, location, description etc. in a clear way. These pages should only be used for events such as seminars and talks.

![An event page.]

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Editing an Event Page

To edit an event page, navigate to the event page you wish to edit, click the new/edit draft button near the top of the page and the edit screen should appear (Unless you do not have permission to edit that page).

In the edit screen you can edit the name and summary text exactly the same way as in a generic or overview page. Once again please **DO NOT** change the URL even if you are prompted to do so after changing the title.

The Content Tab of an event page includes lots of specific boxes underneath the usual content box for you to enter the date, time, location other event information. You can add a link to a booking website in the ‘Additional detail link (URL)’, and add an associated image by selecting and dragging from the asset store. Start and end date and times are compulsory information, so you must fill these out before you can save the page. Once you have saved this information the page will look like a kind of table, highlighting key information such as date and time for you.

Add additional information about your event such as a location address and registration link in the Content tab.

The Menu Tree

To access the menu tree, first click on the menu button on the black toolbar.

Then click on the Menu Tree button on the white toolbar. The Menu Tree is useful for seeing all the content in your area, especially for locating content which is unpublished or unlinked to from the live pages.

Use the + and – buttons to expand the tree and explore your content.
Include and ‘To be removed’ Sections

- **Include** – This is where all the re-use content is stored. Normal page editors should not have any need to use this section.

- **To be removed** – Each section (ITO, IGS, InfWeb and CDT's) has a ‘To Be Removed’ section. This is an area to put pages and content that you are sure you no longer require. When moving content into this area it is important to change the moderation status of the page to unpublished using the moderation button. Then move the page into the ‘to be removed’ section. We have this section because currently there is no delete function available within the software.

- If you have content that you do not need now but you may want to use again in the future, simply unpublish the page in the Moderation tab and leave it where it is. Examples might include information on an Open Day which is only useful once a year for a few weeks. Or draft content you have been working on. By unpublishing the page you will change its status to Draft, so it cannot be seen by anyone except Infweb editors, but it keeps it in the same location so you can find it easily when you want to use it again. We previously asked for these pages to be moved to an ‘Unpublished’ section in the menu tree, however that makes the pages difficult to find so now we prefer you to unpublish without moving the page location.

*Unpublish a page in the Moderation tab to change its status to Draft.*
Sharing Pages with External Groups – restricted.web.inf.ed.ac.uk

When sharing links to Infweb pages with external stakeholders such as companies, academics or even students, it is important to log out of the CMS before copying the URL link. If you copy the link while logged into the CMS, whoever clicks on that link will also be asked to log in. An easy way to check if you’ve got the right link is to check the beginning – if the link starts with https://web.inf.ed.ac.uk you will not have to log in, but if it starts with https://restricted.web.inf.ed.ac.uk you will have to log in. Please note that this is a new feature.

If You Need Help

If you require any help using the system or have any questions please contact the Infcomms team by emailing infcomms@ed.ac.uk.

If you have any queries about InfWeb and its features, please send them using a webform below http://web.inf.ed.ac.uk/infweb/admin/communications/contact/infweb-editors-helpdesk

If you want to make updates to the website that you cannot do yourself then you can submit a request using this web form: http://web.inf.ed.ac.uk/infweb/admin/communications/contact/web-updates

Further resources

As InfWeb is a version of the University content management system EdWeb, most EdWeb guidance will be applicable for InfWeb editors

EdWeb wiki

Accessibility Guidance for Infweb Editors and Publishers is available on InfComms pages.

Accessibility guidance