



THE UNIVERSITY *of* EDINBURGH
informatics

InfWeb User Manual

INFORMATICS COMMUNICATIONS TEAM

Contents

Contents.....	Error! Bookmark not defined.
Logging In to Edit	3
Logging Out after Editing	3
Types of Pages	3
Generic, Overview and Event Pages	3
Parent and Child Pages	4
Generic Page Elements Explained.....	4
Summary Sentences	5
The Breadcrumb Bar	5
The Right Hand Navigation Panel	6
Editing the Content of an Existing Page.....	6
Editing the Page Title	6
Editing the URL.....	7
Editing content in the text box	7
Tips for making sure your content is accessible	9
Moving the Location of a Page	10
Restricting and Hiding Pages	11
Restricting Pages.....	11
Hiding Pages.....	11
Creating New Pages	12
Using the Asset Bar	12
Uploading Documents using the Asset Bar.....	12
Uploading Images using the Asset Bar.....	13
Dashboard.....	14
Publish, save, preview and cancel buttons.....	14
Moderation Button	14
Re-Use pages.....	14
Overview Page Elements Explained.....	15
Editing an Overview Page	16
Moving an Overview page	16
Adding/Editing content in an overview page	17
Controlling the Button Grid	18
Event Page Elements Explained	18
Editing an Event Page	19
The Menu Tree.....	19
Include and 'To be removed' Sections.....	20
Sharing Pages with External Groups – restricted.web.inf.ed.ac.uk.....	21

If You Need Help 21

Further resources..... 21

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

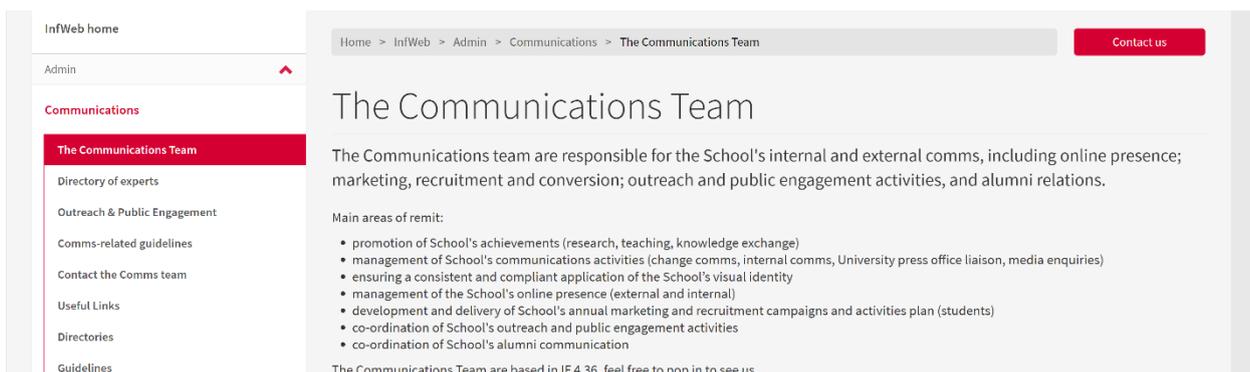
To log out click on your username on the black toolbar, then click the logout button.

Types of Pages

Generic, Overview and Event Pages

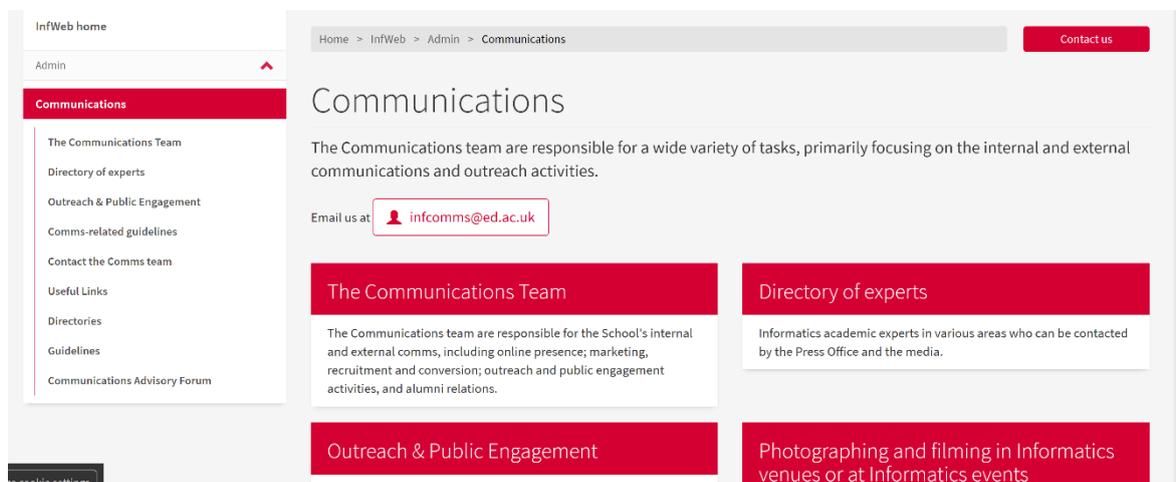
You will be able to create three types of pages:

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



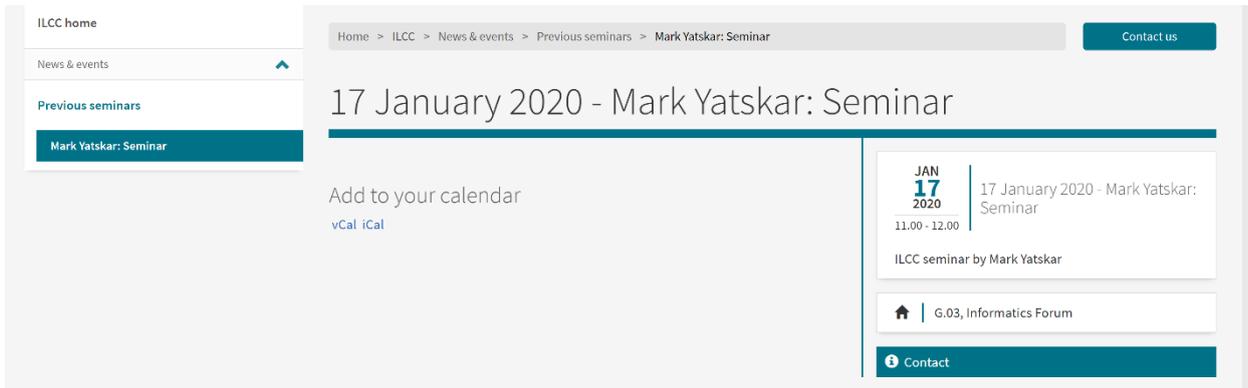
A generic page

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

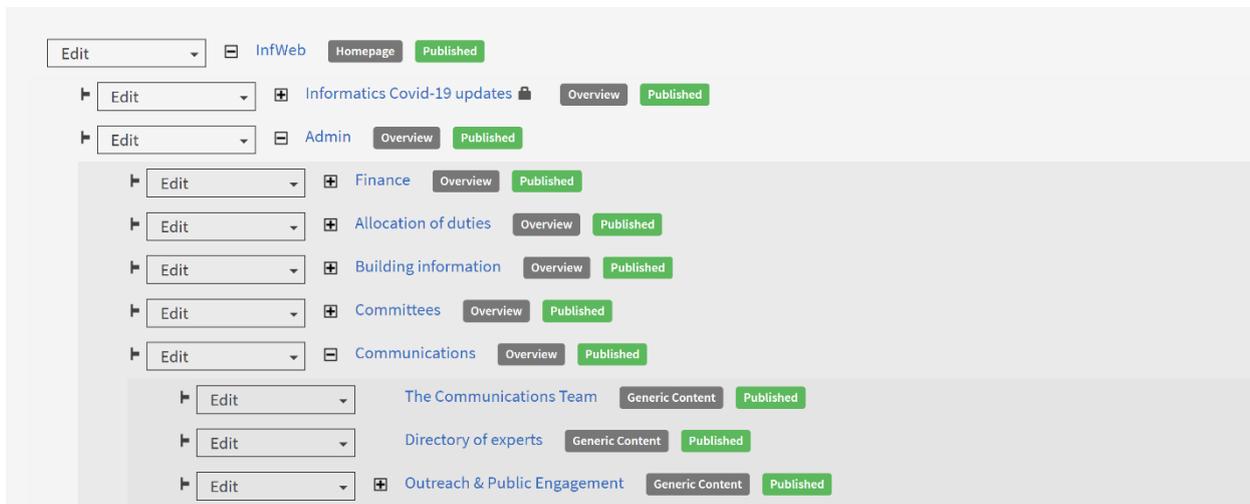
- Event page – this is specifically for events such as seminars and talks. It looks like a kind of table in order to best present the event information including date and time, location, description etc.



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.



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.

Tier 4 Attendance & Monitoring

Guidance and policies on Tier 4 visa student attendance and monitoring.

Page Title and summary text within a generic page

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.

Tier 4 Attendance & Monitoring

Guidance and policies on Tier 4 visa student attendance and monitoring.

An overview page using title and summary content from a generic page.

The Breadcrumb Bar

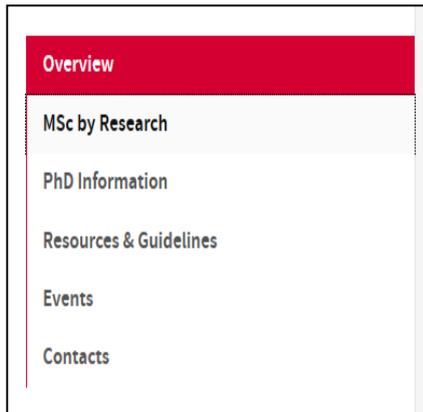
The Breadcrumb bar appears above the page content and is a useful navigation tool to help you understand where you are in the site structure.

Home > InfWeb > Student Services > Centres for Doctoral Training > Neuroinformatics DTC > Overview

The breadcrumb navigation bar

The Right Hand Navigation Panel

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



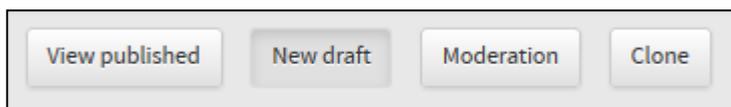
The right hand navigation panel.

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).

Title *

Overview

URL segment: overview [Edit]

Appears as the main heading of the page. Also contributes to info in the browser tab and link text in search engine results.

Content

Navigation and breadcrumb text *

Overview

Set text to appear in the navigation panel and breadcrumb trail.

Navigation panel link title

Additional text appearing when a cursor hovers over the navigation panel text. Use this field only if you need to give additional info

Current location *

Choose a place for this page within the overall structure of the website. This can be any location you have permissions to edit.

Metadata

References

Location and navigation

Overview

Publishing

Draft (Current)

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:

Title *

Overview

URL segment: overview [Edit]

Appears as the main heading of the page. Also contributes to info in the browser tab and link text in search engine results.

Content

Main page content

Format - Styles - [Rich Text Editor Icons]

Neuroinformatics Doctoral Training Centre

Our Doctoral Training Centre funded by EPSRC, BBSRC and MRC provides the opportunity for students with backgrounds in the physical, mathematical, engineering and computer sciences to undertake training in neuroscience, cognitive science and neuroinformatics followed by a programme of original research, qualifying for a PhD degree at the end of four years.

These internal web pages are intended to provide current DTC students with information about the DTC programme. The DTC programme is supported by a range of staff, guided by the DTC Management Committee.

- [Contact Information](#)

You can find information related to DTC research areas, supervisors, students, projects and publications on the DTC's external website: <http://www.anc.ed.ac.uk/dtc>

MSc by Research

Metadata

References

Location and navigation

Overview

Publishing

Draft (Current)

Content Edit Box

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.

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 *

E.G.: /node/123, www.example.com/path#anchor, a.person@example.com

Attributes

title

Link type

Button style

Button icon

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.

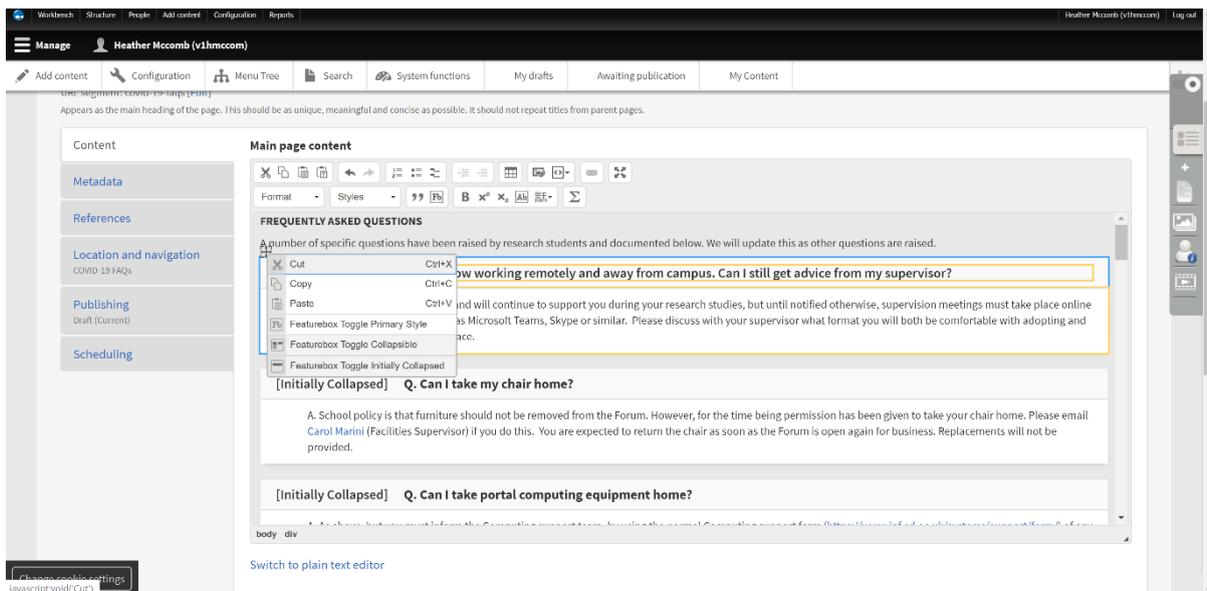
Bold – You can make content bold. Do not use bold on headings, as this will cause problems for assistive technologies. Use sparingly in general.

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.



Feature box options Toggle Primary Style and Toggle Collapsible.

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 screenshot shows the 'Location and navigation' tab in the InfWeb interface. The left sidebar contains 'Metadata', 'References', 'Location and navigation' (selected), and 'Publishing'. The main content area shows a tree structure of pages. The 'Current location' is highlighted in blue. The tree structure is as follows:

- InfWeb (Homepage, Published)
 - Move as Child dropdown
 - Contact (Generic Content, Published, Hidden)
 - Move Before dropdown
 - Student Services (Overview, Published)
 - Move Before dropdown
 - ITO (Homepage, Published)
 - Move Before dropdown
 - IGS (Homepage, Published)
 - Move Before dropdown
 - Centres for Doctoral Training (Overview, Published)
 - Move Before dropdown
 - Data Science CDT (Overview, Published)
 - Move Before dropdown
 - Pervasive Parallelism CDT (Overview, Published)
 - Move Before dropdown
 - Robotics & Autonomous Systems CDT (Overview, Published)
 - Move Before dropdown
 - Neuroinformatics DTC (Overview, Published)
 - Current Location (Overview, Generic Content, Published)
 - Move Before dropdown
 - MSc by Research (Generic Content, Published)
 - Move Before dropdown
 - PhD Information (Generic Content, Published)
 - Move Before dropdown
 - Resources & Guidelines (Generic Content, Published)
 - Move Before dropdown
 - Events (Generic Content, Published)

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

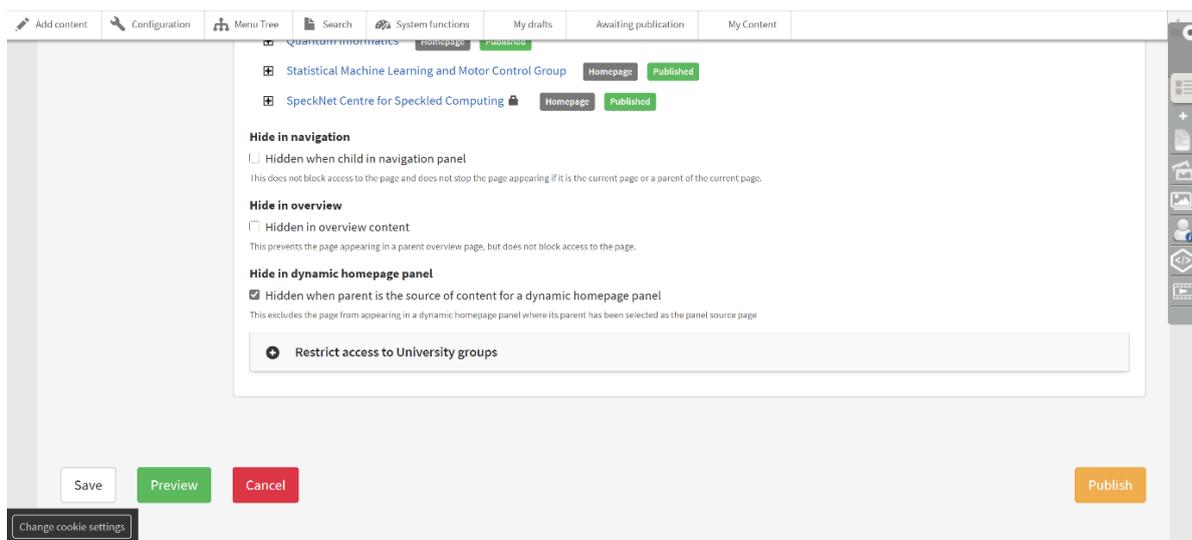
Most of the pages on Infweb are accessible to anyone, which could be a problem if you are adding sensitive information or information meant for an internal audience only. If this is the case, you can restrict the page to those within Informatics, which will ask them to log in via DICE before they can 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.



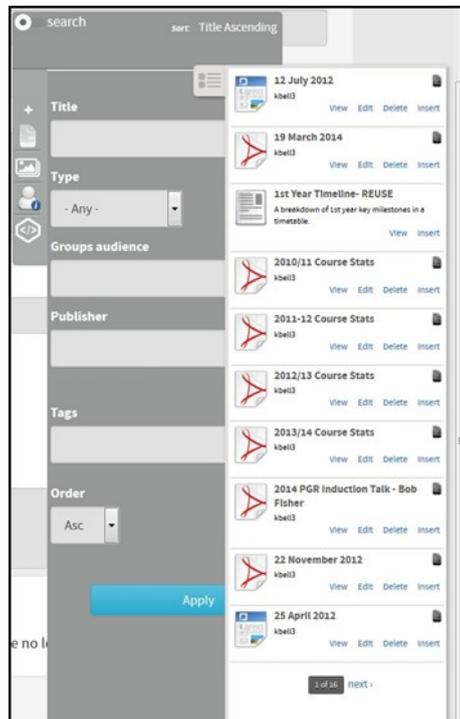
The asset bar.

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.



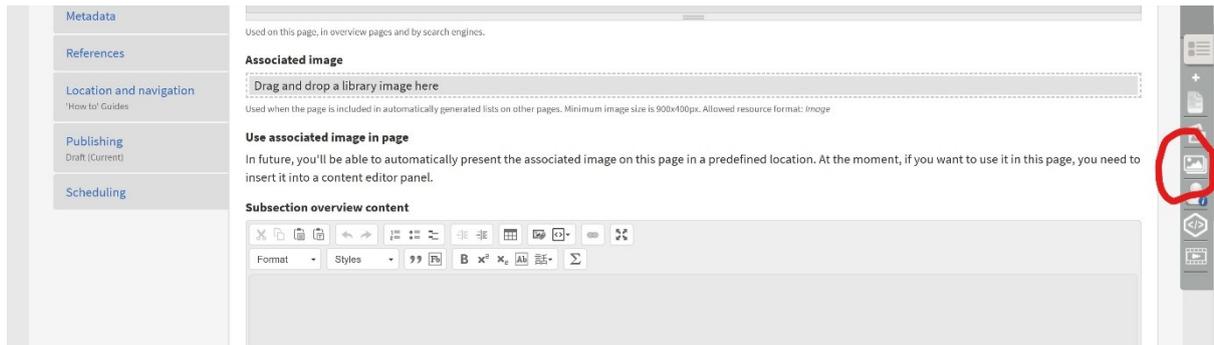
The Side Asset bar

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.



The Button for uploading an image to the asset bar.

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.



Bottom of the screen buttons.

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.

The screenshot displays the content editor interface. At the top, the 'Title' field contains 'Useful Information'. Below it, the 'URL segment' is 'useful-information' with an '[Edit]' link. A note states: 'Appears as the main heading of the page. Also contributes to info in the browser tab and link text in search engine results.' On the left, a 'Content' sidebar lists 'Metadata', 'References', 'Location and navigation' (with 'Useful Information' below it), and 'Publishing' (with 'Draft (Current)' below it). The main editing area, titled 'Main page content', features a rich text editor toolbar with icons for undo, redo, list, link, unlink, table, image, video, and help. Below the toolbar, a re-use content block is visible, containing a document icon, the heading 'CDT Useful Information REUSE', and the text 'CDT Useful Information REUSE'.

Re-use content

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.

Data Science CDT

Information on the EPSRC CDT in Data Science.

Overview

An overview and introduction to the CDT in Data Science.

MSc by Research

Information on the MSc by Research in Data Science.

PhD Information

Information on the CDT in Data Science PhD.

Resources & Guidelines

Useful links for Data Science CDT Staff and Students.

Events

Information on Events within the Data Science CDT.

Contacts

Contact Information for the CDT in Data Science Team.

Overview Page

Editing an Overview Page

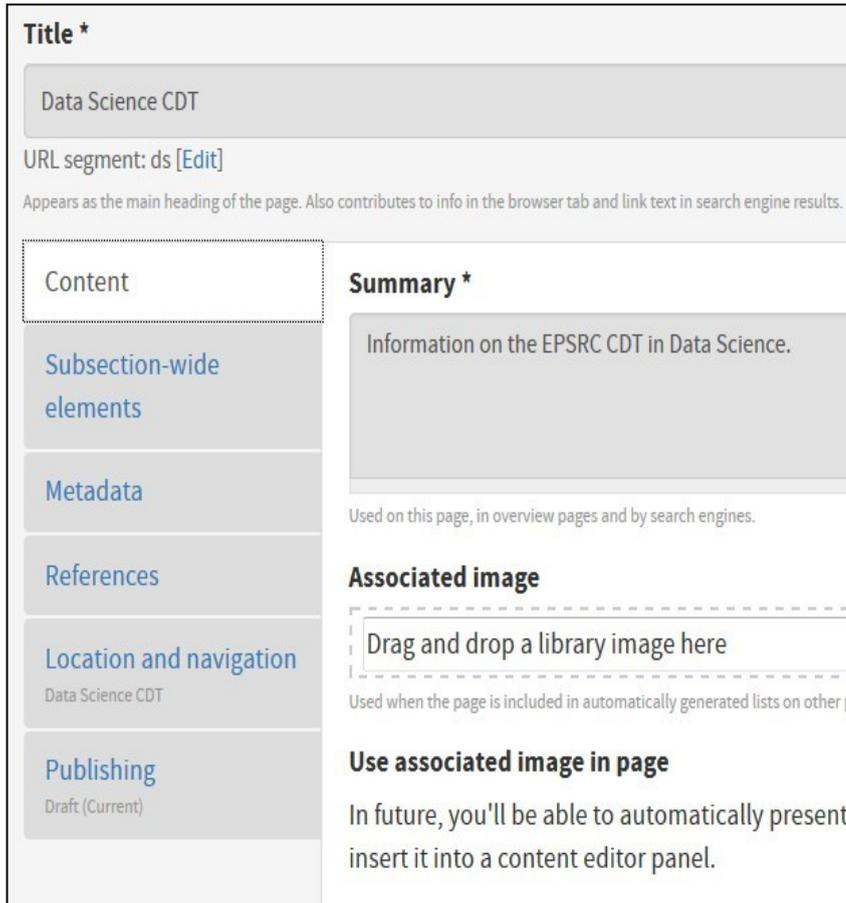
To edit an overview page, navigate to the overview page you wish to edit, click the new/edit draft button near the top of the page and the edit screen should appear (Unless you do not have permission to edit that page).

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

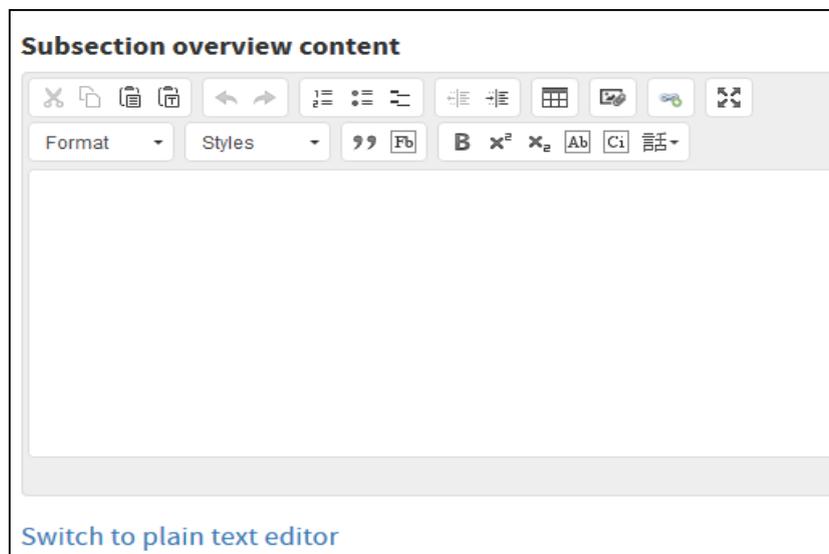
It is possible to move the Overview page within the system using the 'Location and Navigation' Tab but there should be no need to do this, please consult the Infcomms team at infcomms@ed.ac.uk if you think you need to do so. Moving an overview page, moves all its children pages with it and alters all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



Overview Screen Edit Page

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.



Content box.

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.

Subsection dynamic overview

Configure the presentation of summary information drawn from pages in this subsection. Set to zero if you don't want to use dynamic content.

List size	<input style="width: 90%;" type="text" value="6"/>	pages
High priority	<input style="width: 90%;" type="text" value="6"/>	pages
Medium priority	<input style="width: 90%;" type="text" value="0"/>	pages

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.

ILCC home
Home > ILCC > News & events > Previous seminars > Mark Yatskar: Seminar
Contact us

News & events

Previous seminars

Mark Yatskar: Seminar

17 January 2020 - Mark Yatskar: Seminar

Add to your calendar

[vCal](#) [iCal](#)

JAN
17
2020

17 January 2020 - Mark Yatskar:
Seminar

11.00 - 12.00

ILCC seminar by Mark Yatskar

Home
|
G.03, Informatics Forum

Contact

An event page.

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.

The screenshot shows the 'My Content' tab in the edit interface. The main content area contains the following fields:

- Address:** University of Edinburgh, Informatics Forum, 10 Crichton Street, Edinburgh, EH8 9AB.
- Map link:** A section with 'Link text' and 'Map link (URL)' input fields. A note below reads: 'Be concise, and let the reader know if viewing the map will lead to another website.'
- Link title:** A single-line input field. A note below reads: 'Optionally provide additional detail that appears when link is hovered over. Don't repeat link text.'
- Additional detail link (URL):** A section with 'Link text' and 'Webpage address (URL)' input fields. A note below reads: 'Provide a link to additional information such as a booking link or eligibility rules.'
- Link title:** A single-line input field. A note below reads: 'Optionally provide additional detail that appears when link is hovered over. Don't repeat link text.'

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

The Menu Tree

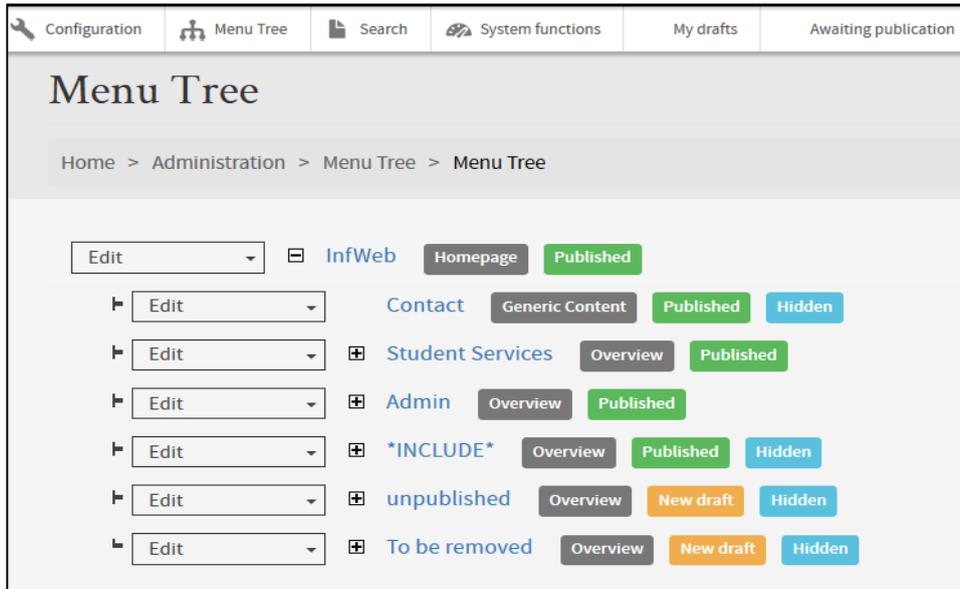
To access the menu tree, first click on the menu button on the black toolbar.



Menu button

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.



Menu Tree

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.

Revision	Title	Date	Revision actions	Moderation actions
40451	CDT NLP Supervisory Team Edited by Sally Galloway (sgallow2). Revised by Sally Galloway (sgallow2)	27/07/2020 - 13:15	View Edit draft	<p>This is the current revision. The current state is Draft.</p> <p>Set moderation state: <input type="text" value="Awaiting publication"/> Apply</p> <ul style="list-style-type: none"> • From Published → Draft on 27/07/2020 - 13:15 by Sally Galloway (sgallow2) • From Draft → Published on 27/07/2020 - 13:14 by Sally Galloway (sgallow2)

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](#)