Editing a page, saving, publishing

When editing a page, you'll see a screen similar to this. The "Content" tab is selected and you can see fields of "Title", "Publication date", "introduction", down the large right-hand column.

This may vary depending on which type of page you are editing and not all will be visible depending on your permissions.

Each field is used for the following reasons:

Content – Title
This is the title of the page and appears on the page as a h1, beneath the breadcrumb (and in a cut-out part of the main image if the page has a main image).

Content – Language
This dropdown allows you to change the page language to either Welsh or Chinese. This changes the metadata code displayed in the page header but doesn't change the text displayed on the page.
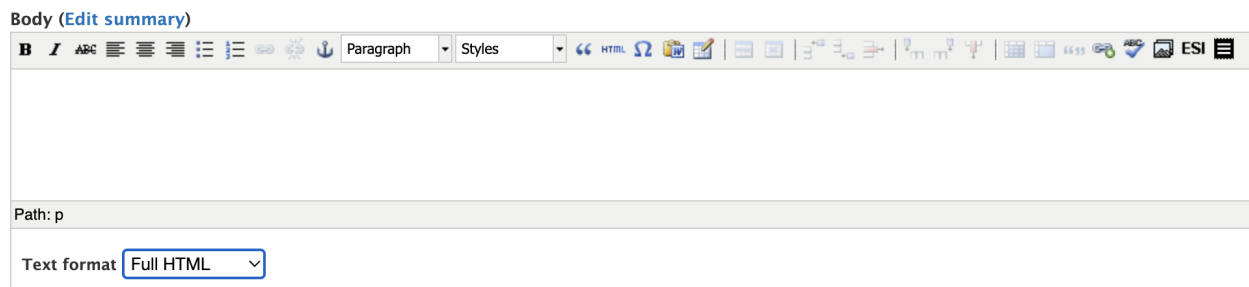
Content – Publication date
Not currently displayed on standard pages on www.ox.ac.uk

Content – Introduction
The introduction text appears after the title in a sans-serif font smaller than the title but larger than the body text. It is separated from the body text by a horizontal rule. If the introduction text is omitted, the horizontal rule is not shown.

Content – Body
This is where the majority of the content of the page should be entered. It is a wysiwyg editor field using filtered html for editors though moderators can change this to full html. If left as full html, editors will see a greyed-out box with the message that they do not have sufficient permission to edit this area.

Body (Edit summary)

| B | I | ABC | ≣ | ≣ | ≣ | ⊟ | ⊟ | ∞ | 💥 | ⚓ | Paragraph | ▾ | Styles | ▾ | 66 | HTML | Ω | 🖼 | 📝 | ▤ | ▥ | ⊒ ⊒ ⊒ | ᵀₘ ₘᵀ Ψ | ▥ ▥ 66₉₉ 📷 ✏ 🖼 ESI ▤ |

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Path: p

Text format [Full HTML ▾]

This field is displayed as the main content on this page. On listings, a trimmed version is shown: you can specify a customized summary if you prefer.

Content – Body (Edit summary)
Not currently displayed on standard pages on www.ox.ac.uk. This is used for teaser text in a listing view.

Content – Body – post content
This is a second body text wysiwyg field. There are two reasons for supplying this field:
1. with two body fields, one can be set to full html and one to filtered html allowing an editor to edit content which would be untouchable if there was just one full html field
2. automatic content – such as a listing – appears between these two fields giving editors the option to have content above or below their listing, or both.

Items in the left column:

Graduate country pages – Country and color

These are used to provide text and a colour line for the international pages used by Graduate admissions. Please do not fill this in for any other pages.

Images – Main image
This is the large banner image that appears on a standard page. (see images PDF)
Images – Listing image
Not currently displayed on standard pages on www.ox.ac.uk.

Contacts –
Not currently displayed on standard pages on www.ox.ac.uk.

Related – Related pages
This is used for pages to provide links for pages also in Drupal. Start typing the page title and the linkit tool will find the matching pages. To add more, click the "Add another item" button.

Related – Related websites
This is used for pages that are on other websites. Enter the link title and the full url. To add more than one additional link, click the "Add another item" button.

Related – Related content
This provides a wysiwyg editor field to provide additional content on the right of the page styled up in a similar manner to the above two items. Using a header (h2) and bulleted list (ul) can further match the styling. This would be used instead of the "related websites" field when you wish to write content around the link, rather than just providing the link.

Related documents
Add documents (pdf, ppt, word, etc) to the desired web page. (see documents PDF)

Graphical teasers
This is used to add a Graphical teaser to the right column of a page.

View reference
This is needed for automatic listings, such as graduate courses by subject.

Listing – Listing category
Listings provide in-page links and are often used for an A-Z listing. The listing category is the item (title) that provides the in-page link.

Listing – Listing content
The listing content is the item to which the category links. They link together in a simple first-first, second-second, etc, fashion.

Oxweb menu

On the right-hand side of the page it is possible to list the other pages either beneath this page or at the same level. This is done through the OxWeb side menu options in the Oxweb menu where:

- Show page children – shows pages beneath this page
- Show page siblings – shows pages at the same level in the menu structure as this page; and
- Hidden – removes the menu.

Note: this is not correctly displayed while editing the page, but appears correctly when the page is published.

Access control

This is used to restrict which users can access which pages. In general, all pages can be viewed by anyone once published. However to edit/moderate a page, you will need to be a member of the group to which the page is restricted. A page can be restricted to more than one group. For example, a page restricted to "About","PAD" could be accessed by users who are either a member of the "About" group, or the "PAD" group or both. Editor and moderator roles are limited elsewhere meaning it is not possible to be, for example, an editor for PAD and a moderator for About. Instead such a user would be a moderator for both access controlled groups.

Comments settings

This is used where you wish people to comment on a web page. In general we do not and so the default it "closed" – visitors to the page cannot post comments.

Research Stories listing

This allows a page to appear in the Research Stories listing in the Research section. To make a page appear in the listing just check the top box and add the details in the dropdown boxes below.

WYSIWYG editor toolbar

The functionality available in the toolbar depends on whether the editor is set to 'Filtered HTML' or 'Full HTML'.

Bold/Italic

Change text to bold, italic or strikethrough.

Alignment

Align text left, right or centred.

Bullet points

Create ordered or unordered bullet pointed lists.

Link
Create hyperlinks within text. Highlight the text you want the link to appear, click the icon, and add the link url. You can also remove a link by highlighting the text and clicking the broken link icon. (see links PDF)

Anchor link
Create an anchor link within the text.

Paragraph style dropdowns
A set of text styles, including headings, and coloured boxes.

Quote
Create a block quote within a paragraph of text. Highlight the text you want to become a quote and click the icon. The text will then appear on the right of the paragraph. (see Quotes blocks (and citations) PDF)

HTML
Click the icon to view and edit the HTML code for the text block.

Special character
Click to insert a special character from a pop out listing.

Word
Use this function to remove extra code embedded within Word text. Click the icon and paste directly from Word into the pop out box.

Tables
Create and edit tables within the text. (see tables PDF)

Linkit
Create a link to a page within Oxweb.

Spellcheck
Not currently available.

Media browser
Upload images or add existing images to a page, add a video, upload or link to a document, and create or add a snippet. (see images PDF, and video PDF for more information)

Edge Side Includes (ESI)
This adds content from another source – currently course fees from a dynamics database maintained by BSP – use the ESI button. The wysiwyg editor must be set to full HTML and you will see a button labelled "ESI". Place the cusor where you want the content placed and click the

ESI button. A pop-up field will ask for the course id or full ESI URL. If you don't know what to put in there, please don't try using the ESI button.

Snippet
Edit a snippet already added to the page. Place the cursor within the snippet and click the icon. (see snippets PDF)

Saving and publishing a page

A content type (usually this will be a web page) can be in one of three states:
- Draft
- Needs Review
- Published

An editor can make a new draft of the page and save that instance as many times as they wish. When they are happy with the page, they can set its state to "Needs review". A moderator can either reject the changes moving the state back to "Draft" or approve changing the state to "Published".
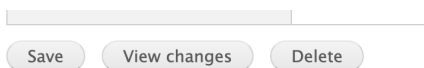

Please note that the 'Delete' button deletes the whole page and it can not be recovered after deletion.

Draft
When a page is saved using the save button it becomes a 'draft'. Each time you save a new draft is created. A page can be published (live on the website) and have a saved draft.

Needs Review
When a change has been made and a page is in draft it can be assigned to 'Needs Review' so that a Moderator can review the change and publish the page.
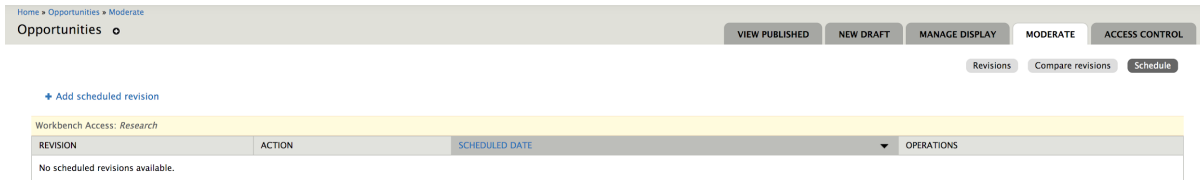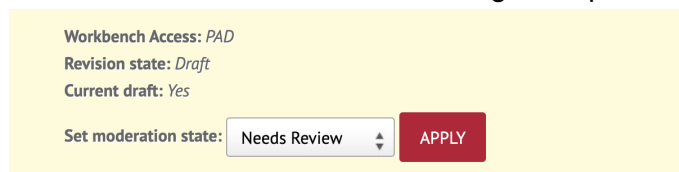

Published
A published page is live and visible on the website. Only a Moderator can publish a page.

A history of the different versions of the page can be seen under the "moderate" tab. You can compare different versions using the "compare revisions" option under the "moderate" tab.

Publishing on future dates

You can schedule pages to be published in the future. To do this you use the schedule option in the moderate tab for the page you wish this action to affect.

Locate the page and select "Moderate" -> "Schedule" -> "Add schedule revision".
Choose revision number (the latest revision is top of the list)
Set action (e.g. Moderate to published)
Add date and time
Click 'schedule'

When the date and time arrive, the action will be performed. (Note if a revision has been published and is then moved to "Need review" or "draft" it still shows up on the site as published.)

No one is alerted to the action being performed (there is not an email sent).