



# Tips to keep your site looking good

understanding content management and styles



# Using styles to achieve consistency

All elements on a webpage  
are rendered according to their tags



`<h1> Headings </h1>`

`<p> Paragraphs </p>`

`<table> Tables </table>`

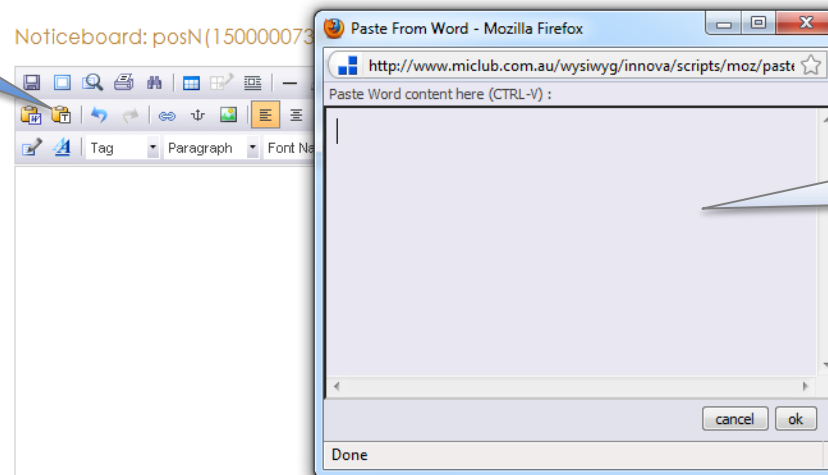


# Adding Content

Start with plain text with no tags

Use paste from text button when copying text from a document or website

Click Paste from text button



Paste text into this box

Then apply the tag for each element by highlighting and clicking on the drop down



Tag Paragraph Font Name Size **B** *i* U **A**

HEADING 1 e apologise for any inconvenience.

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Champagne Bernadette O'Shea

High Tea in om

Tuesday 17th  
 2.30pm  
 \$45.00 per pe

Bernadette O'Shea  
 Champagne and C  
 educate members  
 delicious high tea.

Heading 2 Bernadette O'Shea

Heading 3 om

Heading 4 Select Formatting

Heading 5

Heading 6 ay invite one guest)

Preformatted

Normal (P) e educator and author of

Normal (DIV) ng Celebrations, will entertain and

exquisite champagnes served with a

optional.



Using Classes for more style options:

Open the style selection box by clicking on the style icon





The screenshot shows a WYSIWYG editor interface. At the top, there is a toolbar with icons for undo, redo, link, unlink, image, list, and text alignment. Below the toolbar is a menu bar with options for Tag, Paragraph, Font Name, and Size, along with buttons for Bold (B), Italic (i), Underline (U), and Text Color. The main editing area contains the following content:

- A heading: "THIS IS A HEADING 1" (in a serif font)
- A heading: "This is a Heading 2" (in a sans-serif font)
- A blue table with the text "This is a Blue Table".
- A red table with the text "This is a Red Table".

A callout box labeled "Select Class" points to a class selection menu on the right side of the editor. The menu lists several classes with corresponding color swatches:

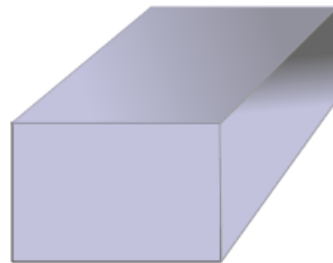
- table.blue
- table.red
- table.gold
- table.green
- table.grey
- table.orange

At the bottom of the editor, a callout box labeled "Select Element" points to a status bar showing the current HTML structure: `<BODY> <TABLE> <TBODY> <TR> <TD> <P>`.



## Removing Formatting

Getting rid of those `<span>` tags  
Highlight the text and  
click the rubber icon





## Using the tag inspector to remove formatting

Select or highlight an element on the page. Look at the tag inspector to see what tags are being applied to that element.



This is a heading 2 <h2> with a span tag that makes it pink.

This is a Heading 2 with a span colour style

Highlight an element and view The tag inspector. Select <SPAN>. Click on Remove Tag.

Click on SPAN

Click on Remove Tag

<BODY> <H2> <SPAN> Remove Tag



# Image Tips

Resize images before loading.

For a consistent look, keep images the same width when used as news thumbnails.

Use the align image to make the text wrap around the image.



The screenshot shows a WYSIWYG editor interface. On the left, a gold star image is positioned. To its right, the text reads "Christmas Events at the Club" followed by "Members are encouraged to attend this year's Christmas Events at the Club including:". An "Image" dialog box is open in the foreground, displaying the following settings:

- Alignment: left
- Border: Border Style
- Width: [ ] px
- Height: [ ] px
- Spacing: Top: [ ] px, Bottom: [ ] px, Left: [ ] px, Right: 10 px

Alignment of Image makes text wrap

Space around Image



# Social Networking

Add twitter to your portal page.

Twitter posts can be viewed on the portal & sent to members mobiles

## Useful Links

<http://www.watoday.com.au/small-business/smallbiz-tech/facebook-is-great-but-beware-pitfalls-20090619-cr1o.html>

<http://www.marketing-jive.com/2007/09/11-business-benefits-of-using-facebook.html>

<http://webworkerdaily.com/2009/07/21/32-ways-to-use-facebook-for-business/>

<http://news.cnet.com/newbies-guide-to-twitter/>



# Add Videos from YouTube

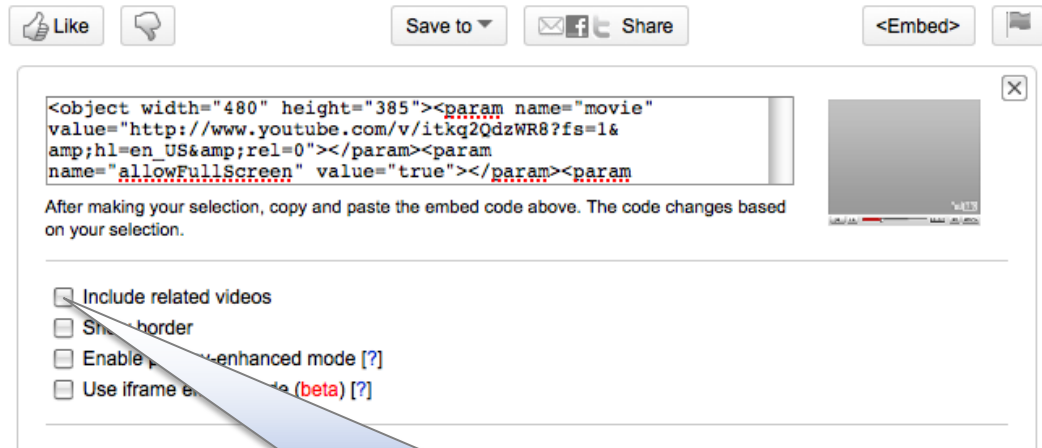
## Step 1: Loading the Video

- Create a YouTube Account
- Load your video
- Click on Share – Embed
- Copy Code

On the YouTube Site  
 Load video  
 Click Share – Embed  
 Copy Code

## Step 2: Linking to your site

- Open a page on the website
- Click on Update this content
- Click paste Text Icon
- Paste Code and save



Make sure you un-tick this box so related videos don't pop up

The video will automatically embed into your site.