

MiClub: Innova CMS Training & Tips

Images.....	1
Table.....	2
Bookmarks.....	2
Tag Selector.....	3
Text Formatting.....	4
List Formatting.....	4
Style Selection.....	4
Special Characters.....	4
Other Tips:.....	4
Paste from MS Word.....	5

Images

Understanding the pixel dimension and data size of a picture is important.
Rule of thumb – keep images under 100KB otherwise time to load page increases.

Example of images, their sizes and data size is shown below.
If you right mouse click on an image and select properties you will see the dimension (width / high pixel size) and the data size of the image.



The size of this photo is 2744 Bytes or 2.4KB with 107 x 86 Dimensions



The real photo is 415 x 332 pixel dimension at 27000 Bytes or 27KB
The size of this photo is 4 times larger and 10 times larger in data size.

Resize images before uploading using a picture editor and check the quality of picture as if you resize the picture too small it will loose quality.

I recommend to use a simple method to resize image which is available to download here:

<http://www.microsoft.com/windowsxp/downloads/powertoys/xppowertoys.msp>

Once installed, right click on an image and select the “resize image” function. You can use default settings or custom in which you enter the dimension size.

To become competent at resizing images you’ll need to grasp a basic understanding of data size. Here is a quick guide.

Size	Approximate storage capacity
1 Byte	A letter
10 Bytes	A word or two
100 Bytes	A sentence or two
1 kB	A very short story
10 kB	An encyclopedia page (perhaps with a <i>simple</i> picture)
100 kB	A medium-resolution photograph
1 MB	A novel
10 MB	Two copies of the complete works of Shakespeare
100 MB	1 meter of shelved books

A Byte is 8 bits of 1’s and zero’s (B)

A Kilo Byte is 1024 Bytes (KB)

A Mega Byte is 1 Million Bytes (MB)

Table

A page can be designed more creatively by using tables. Click on the Table icon located in the toolbar and choose the number of columns and rows required. The table will immediately be inserted onto the page. Insert text, links and images into the table cells.

To Edit the table settings click on the Edit Table/Cell icon located in the toolbar.



Change properties such as:

- Border colour and size
- Table size

Delete or add rows and columns

Bookmarks

First, type in the content headings at the top of the noticeboard, i.e.

-Course Report

-Associates Dinner

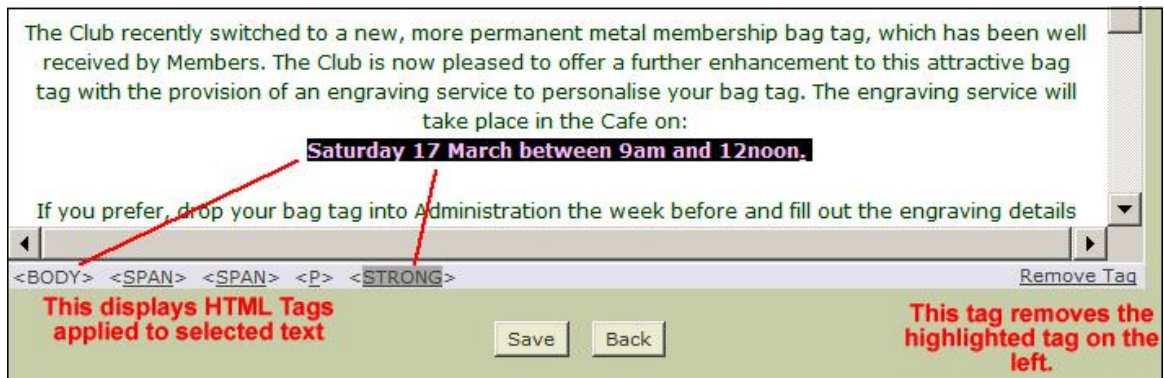
Then highlight the heading of the paragraph associated with the bookmark and click on the bookmark icon and enter a label for it. Press apply and ok.

Highlight each description at the top and click on the hyperlink icon. Select bookmark radio button and select the bookmark label from the drop down list. Press apply and ok.

Tag Selector

<Body> <table> <tbody> <tr> <td> <div> <p>

The image below displays an example of how you can determine which tags are applied to a particular area or text.



The <table> tag defines a table. Inside a <table> tag you can put table headers, table rows, table cells, and other tables.

<tbody> Defines a table body. The thead, tfoot and tbody elements enable you to group rows in a table.

Table data <td> Defines a cell in a table.

Table row <tr> Defines a row in a table.

Source	Output
<pre><table border = "1"> <tr> <td>Cell A</td> <td>Cell B</td> </tr> </table></pre>	

The <div> tag defines a division/section in a document. The <div> tag is used to group block-elements to format them with styles.

Source	Output
<pre>This is some text <div style="color:#FF0000;"> <h4>This is a header in a div section</h4> <p>This is a paragraph in a div section</p> </div></pre>	<p>This is some text</p> <p>This is a header in a div section</p> <p>This is a paragraph in a div section</p>

SPAN

The tag is used to group inline-elements in a document to format them with styles.

Source	Output
<pre><p>This is a paragraph This is a paragraph This is a paragraph</p> <p> This is another paragraph </p></pre>	<p>This is a paragraph This is a paragraph This is a paragraph</p> <p>This is another paragraph</p>

Text Formatting

The <h1> to <h6> tags define headers. <h1> defines the largest header. <h6> defines the smallest header.

The <hr> tag inserts a horizontal rule.
The <p> tag defines a Paragraph.

 bolds the text

List Formatting

The tag defines an unordered list.

The tag defines the start of a list item. The tag is used in both ordered () and unordered lists ().

Source	Output
<pre> Coffee Tea </pre>	<ol style="list-style-type: none">1. Coffee2. Tea
<pre> Coffee Tea </pre>	<ul style="list-style-type: none">• Coffee• Tea

Style Selection

This is setup during the creation of your website by our creative department and outlines the styles (font sizes, font types, colours) for paragraphs, tables, headers etc.



Special Characters

Press the special characters tool and select the character. The code for the character will be display in text box. Copy this and place in source code.

Spell check function requires iespell program to be downloaded and installed on the PC
<http://iespell.com/download.php>

Other Tips:

- A good page layout = CONSISTENCY. Make all headings on the page the same or similar in colour. Bold headings to make them prominent and change the font size slightly if using two or more headings. Keep font style and colours similar throughout the page.
- Remove formats and styles from text by clicking on the Remove Formatting icon located in the toolbar (rubber) or by the remove tags button.

- Paragraphs and Line Breaks Tips:

To keep a paragraph together without a line space, hold the **Shift key and Enter key down** at the same time to place the cursor on the next line.

For a new paragraph with a line break, just press the Enter key.

- Open a hyperlink in a new browser:

When you are setting up a link to a file such as a PDF/word or excel or linking to another website address, make sure you select the “blank” format which will cause the document or website to open up in another browser page leaving the clubs website open and accessible.



Paste from MS Word

If you design your web page using MS Word we advise that you first paste the contents into “Paste from Word – Web page dialog” as shown below.

Press the “Paste from word” icon as shown in the red circle and the dialog pop up will open. Paste (Ctrl +V) the contents of your Word file here. This ensures that code from Word does not corrupt the format within the webpage.



Visit this site to view flash demos of Innova

http://www.innovastudio.com/editor_tutorial.asp

Visit our knowledge base for tips and FAQ.

<http://support.miclub.com.au>

email:support@miclub.com.au