

Editing Your Probus Club Microsite Instruction Sheet

Below are instructions on how to access and edit your microsite.

Open this URL to edit your microsite: <http://microsite.probussouthpacific.org>

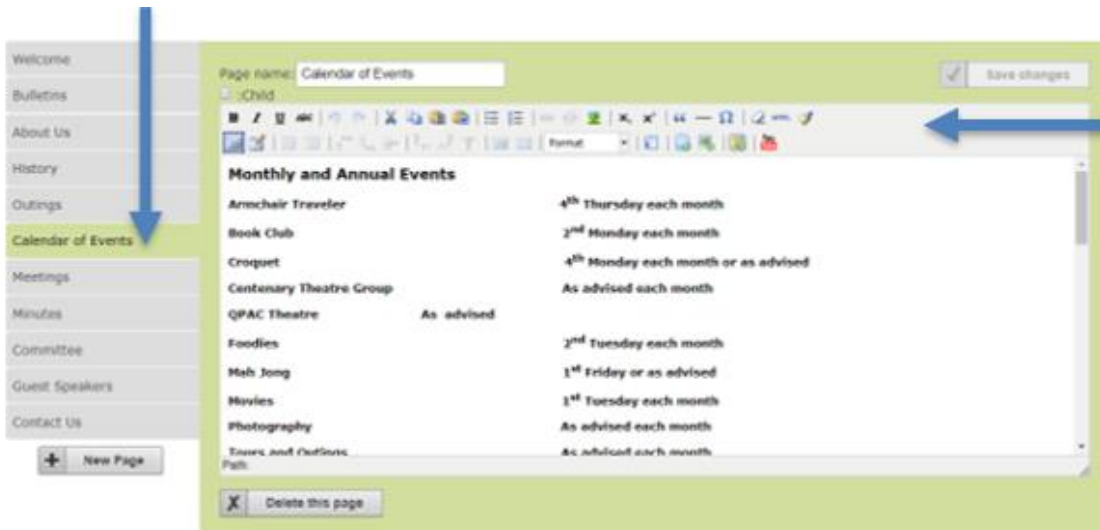
To login into the system you will need your club specific email address and password.

If you have not received these details please contact PSPL by emailing: admin@probussouthpacific.org

The template pages PSPL created for you appear on the left hand side of the web page.



To edit an existing page, click on the page name you want to edit.



Here you can edit any elements of the page using icons at the top of the text box.

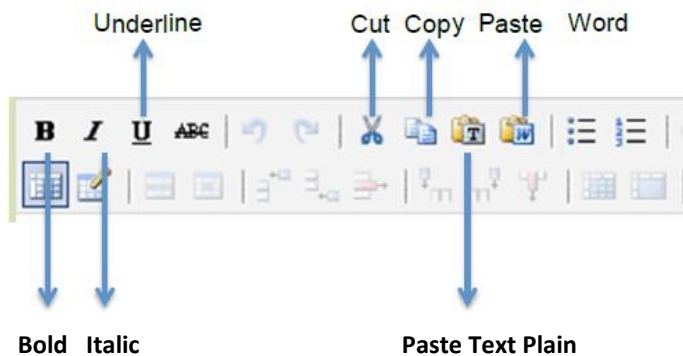
Be mindful when navigating from page to page, it could cause the page to freeze.

If your page does freeze a simple work around is to click on the page, drag it up or down, to change its position. This will allow you to continue to edit your microsite.

If you want to display the pages in a different order you can click on the title of the page, drag it to the position you want.

Editing content

Hover over an icon to reveal its function:



Uploading files for your members to access

Files and images including word docs, PDFs, Google Maps, PowerPoint, and YouTube video can be uploaded through the editor.

Insert file Google maps



Insert Image Insert YouTube

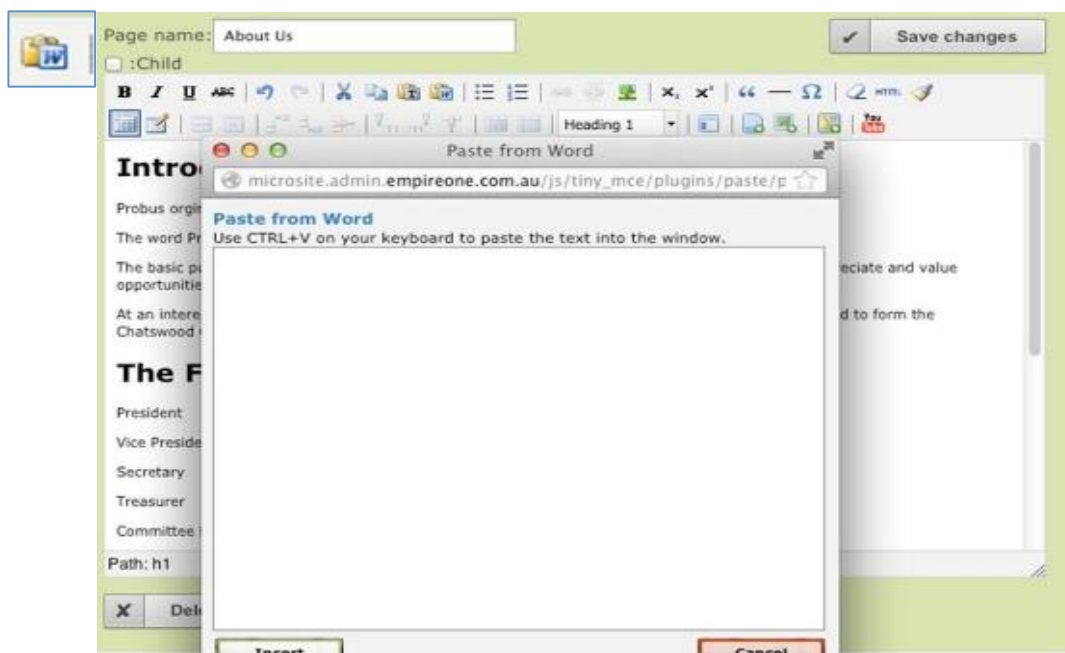
Images Sizes

Images can be resized in the image editor. It is important that any images, including bulletins word documents etc. to be uploaded to your club's microsite are initially saved on your computer and then uploaded through the system.

Copying and pasting images will lead to broken links and images will not display.

Adding Content

To copy and paste from Microsoft Word please use the tool provided. This will ensure the copy is clean and will display correctly.



Adding a New Page

To add a new page to your site click.



You will then be required to give the page a name for this to take effect, this is located to the left of 'save changes'

Adding a Sub Page

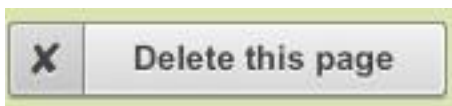
To add a sub page 'tick' the box next to the word :Child.

Page name: Welcome	☒ :Child	✓ Save changes
---	--	---

Ensure you give the sub page a name, then click 'save changes'

Deleting a Page

If you want to delete a page click

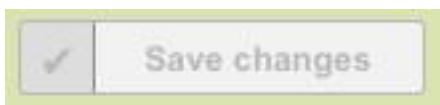


This action cannot be undone

Saving Edits

Once you have finished editing or adding pages you will need to save changes for them to take effect.

Before moving from page to page ensure you save changes



Viewing changes

To view changes to your site please click.



Your first page MUST have content in it for you to be able to view your site LIVE.

Style and consistency

As part of the redevelopment and redesign of the Probus website it is recommended that you follow the below style guidelines to make sure the design and style of your website is consistent with the Probus theme.

Headings

All headings should be in **Heading 1**

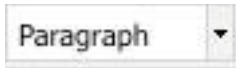


Example

Past Outings

Body Copy

All body copy should be in **Paragraph**



Example

Probus originated as an association of retired and semi-retired men.

The word Probus comes from the words PROfessional and BUSiness groups.

Font colour and sizes

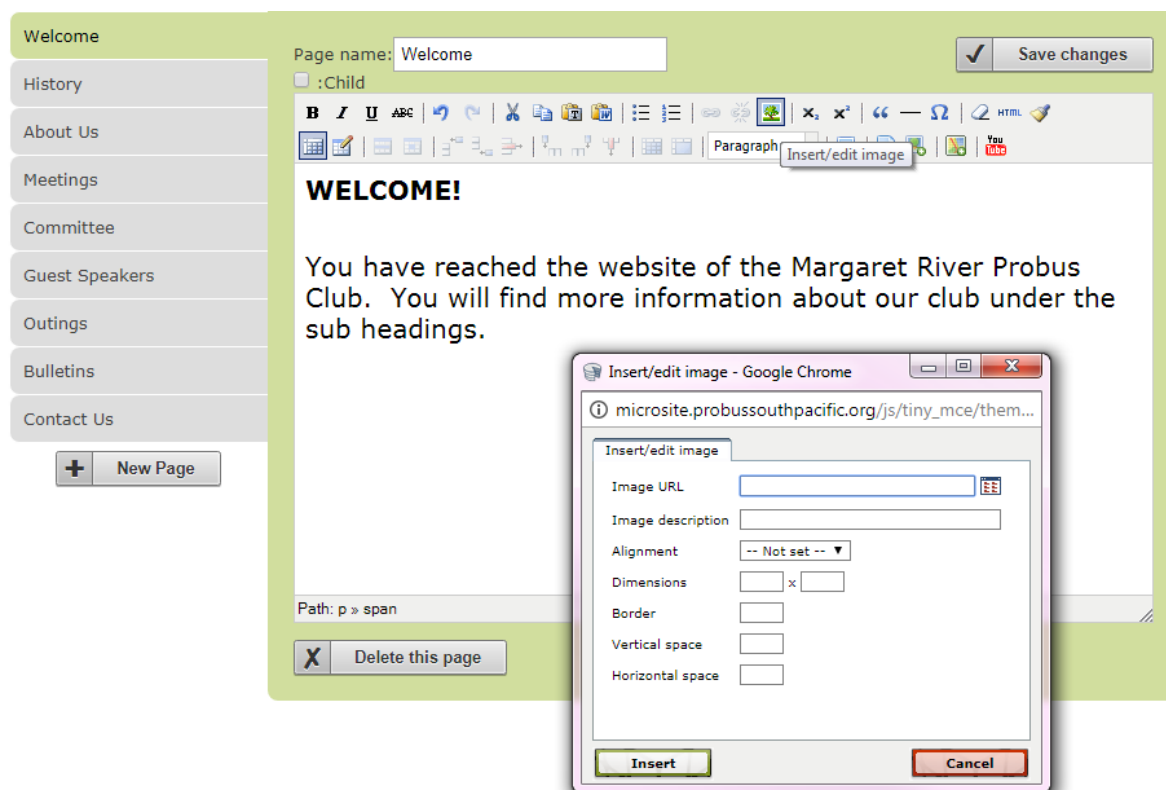
When adding content please ensure all copy is in **black**.

Using different colour fonts is inconsistent with the Probus theme. Only use **Paragraph** for body copy font.

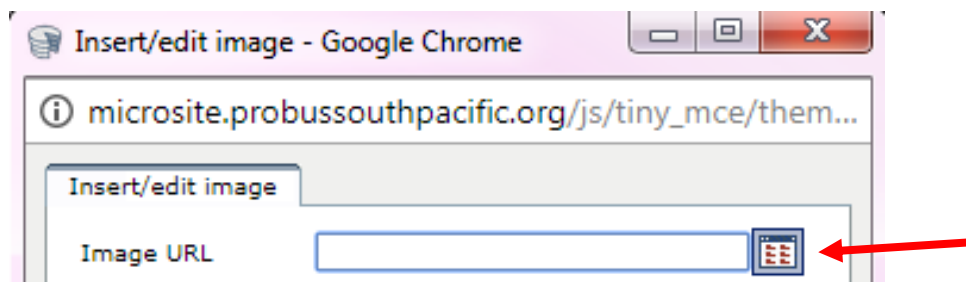
Using different font sizes is inconsistent with the Probus theme.

Uploading an Image & adjusting the size

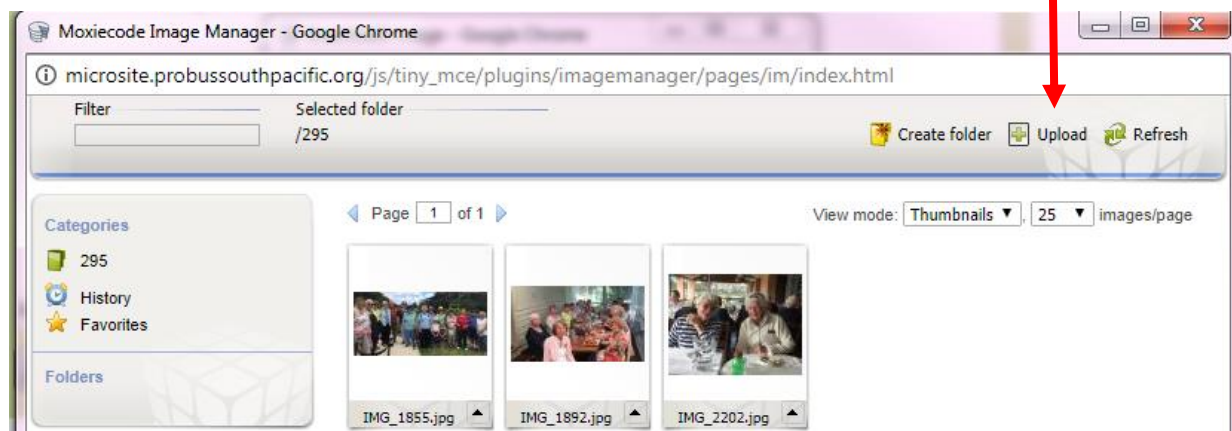
Click the 'Insert/edit image' icon in the screenshot below.



Click 'Browse' icon next to the Image URL search bar. The window below will open.



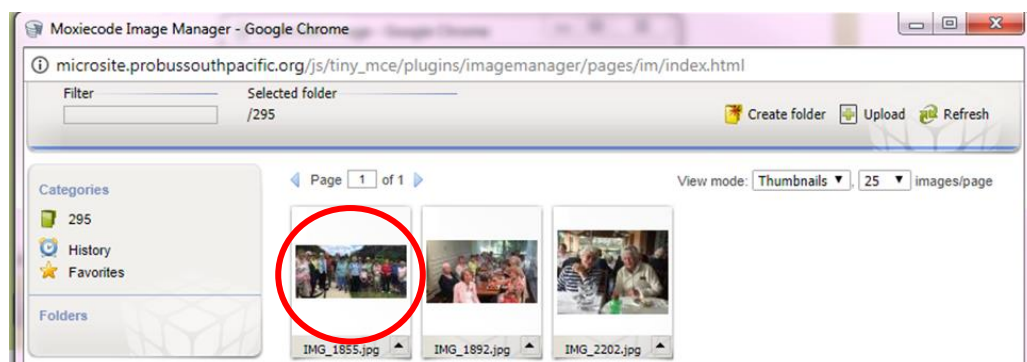
Click the 'upload' icon in the right-hand corner





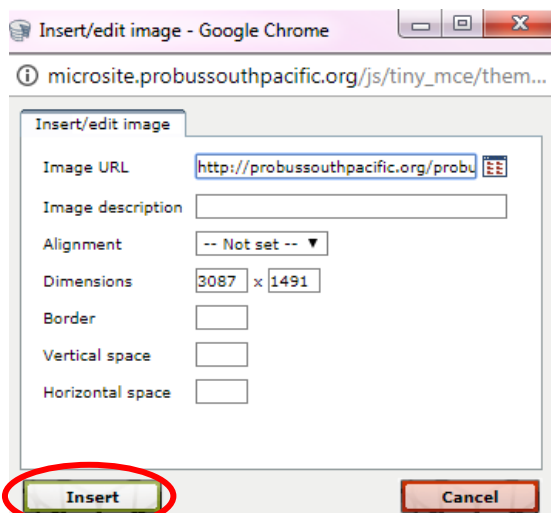
Please note, each image cannot be more than 2mb.

To insert an image follow the steps below



After selecting an image from the screen above another window will open.

Click the insert button below.



The size of an image can be adjusted before and after pasting it into your document. When you click on the Insert/edit image icon you can then enter customised dimensions to suit the size of the page.

Please note these dimensions are in pixels and not mm, 1 mm is roughly equal to 3.8 pixels.

The width of an image should be a maximum of approx. 600 pixels to fit within the page.

To keep the correct ratio use the following calculator:

https://andrew.hedges.name/experiments/aspect_ratio/

To view/edit dimensions after inserting an image, highlight the image and click the Insert/edit image icon.

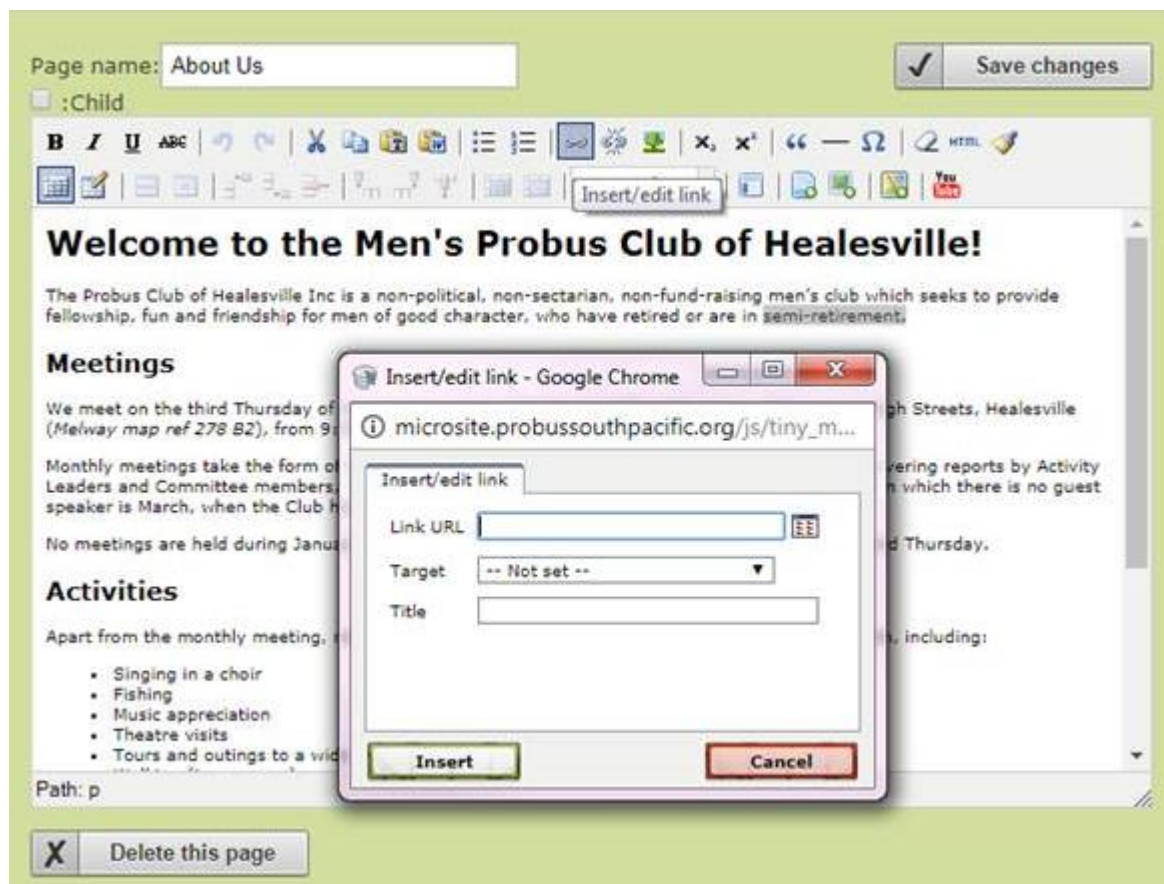
Inserting a Hyperlink

Highlight the text you wish to contain the hyperlink.



Click the 'Insert/edit link' icon at the top of the page.

In the section "Link URL" Paste the URL of the webpage you wish to link with the highlighted text. Select either 'Open link in same window' OR 'open link in new window' from the target dropdown list. Click the Insert button.



As an example, you can create a table naming your management committee and club officers, upload a role description for a president and insert the hyperlink so that anyone who clicks on president will view the role description.

Removing Formatting

A microsite has limited formatting options and is not always compatible with formatting from a word document. In order to remove formatting from text you can use the two following icons:

Remove formatting



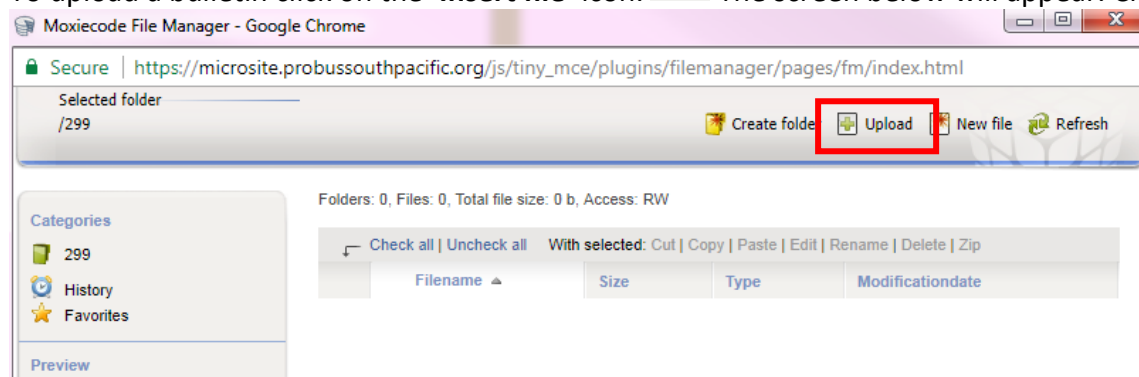
&

Cleanup messy code

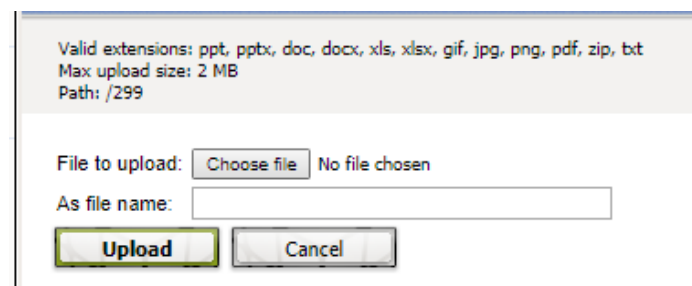


Uploading a Bulletin

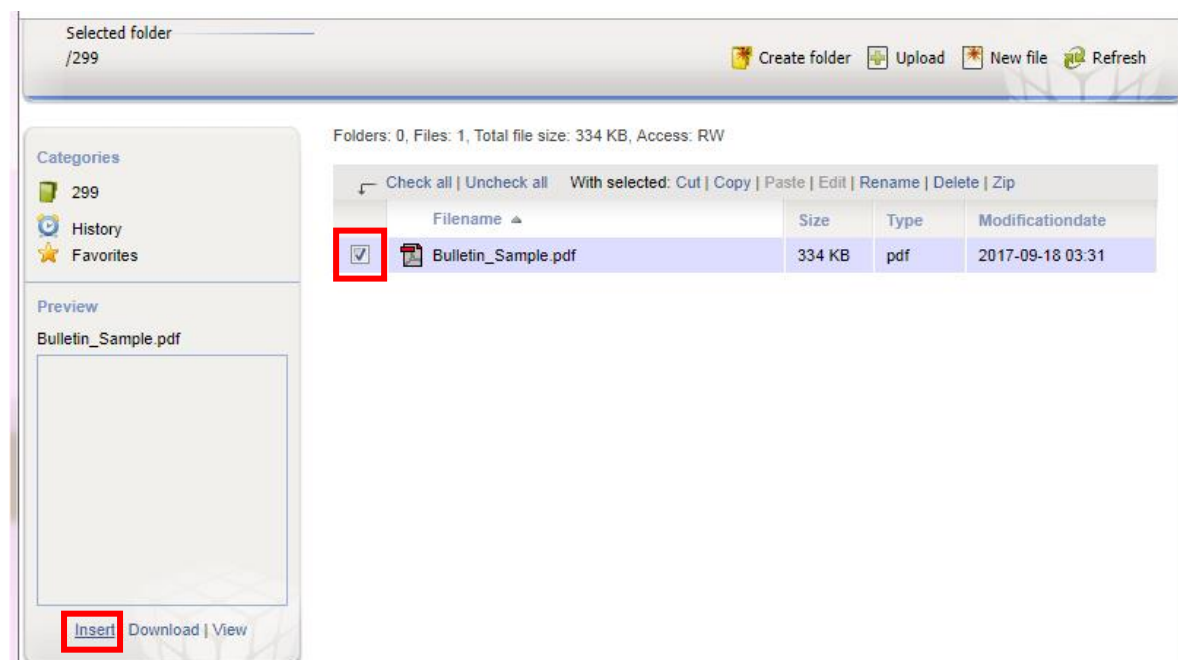
To upload a bulletin click on the **'Insert file'** icon.  The screen below will appear. Click Upload.



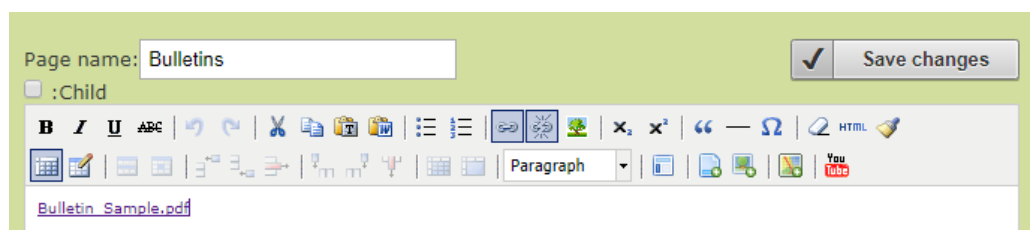
You can then click 'Choose file' to select your bulletin from your computer. Click upload to upload the file into the storage facility.



Tick the box next to any files you wish to insert onto the page and click the 'insert' option.



The file will then appear as a link on the page that anyone viewing the microsite can click on to view the bulletin.

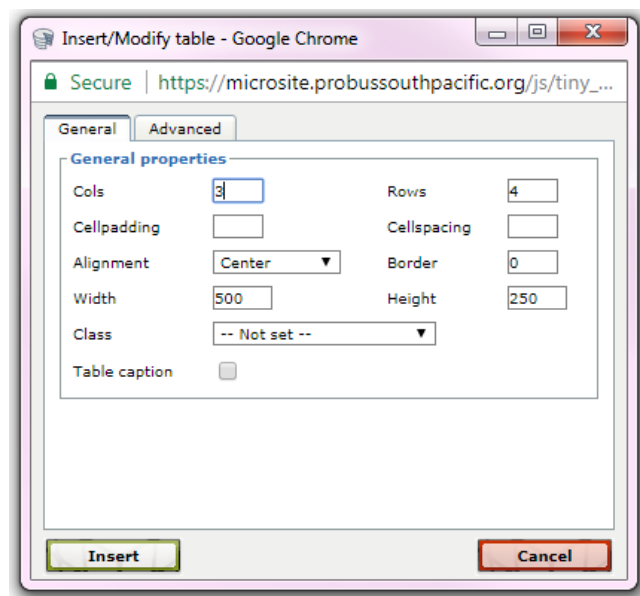


Inserting a Table

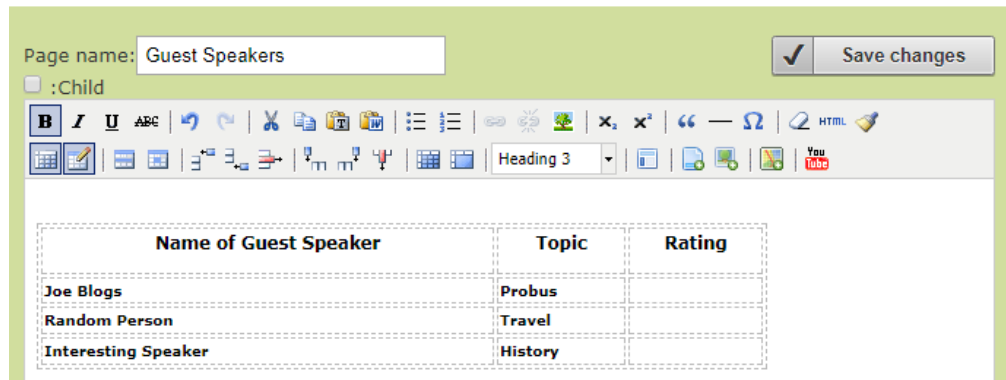
Click the **'Insert a new table'** icon.  The window below will appear and you can set the number of columns and rows as well as the width and height of the table.

Please note these dimensions are in pixels and not mm, 1 mm is roughly equal to 3.8 pixels.

If you attempt to paste a table directly from a Word Document it will not display correctly because the formats are different. You can only copy a table from a word document if it is an image file and not an editable table.



You can now enter text into each cell and choose a font type from the dropdown menu.



You can change the dimensions of a column by highlighting the heading and clicking the

'Table cell properties' icon 

This will change the size of the each cell in the column. Below the width of column 2 has been changed to 200 pixels.

Name of Guest Speaker	Topic	Rating
Joe Blogs	Probus	
Random Person	Travel	
Interesting Speaker	History	

You can insert images into a table by clicking into a cell and using the **'Insert/edit image'** icon 

Changing text alignment and colouring cells in a table

Highlight the cell(s) you wish to alter and click the 'table cell properties' icon in the red box below. You can also do this for an entire row at the same time using the 'table row properties' icon.



Table cell properties



Table row properties

Page name:

☒ :Child

Rich text editor toolbar: Bold, Italic, Underline, ABC, Undo, Redo, Cut, Copy, Paste, Bulleted List, Numbered List, Link, Unlink, Image, X₂, X², Quote, Unquote, Omega, Source code, Help.

Name of Guest Speaker	Topic	Rating
Joe Blogs	Probus	★★★★☆
Random Person	Travel	★★★☆☆
Interesting Speaker	History	★★★☆☆

Path: table » tbody » tr » td » h3 » strong

X Delete this page

The window below will appear. In the general tab you can change the alignment and in the advanced tab you can select a background colour or even insert a background image.

The image displays two side-by-side screenshots of the 'Table row properties' dialog box in Google Chrome, illustrating the configuration of a table row.

Left Screenshot (General Tab):

- Row in table part:** Table Body
- Alignment:** Center
- Vertical alignment:** Center
- Class:** -- Not set --
- Height:** (empty field)

Right Screenshot (Advanced Tab):

- Id:** (empty field)
- Style:** background-color: #eaea14;
- Language direction:** -- Not set --
- Language code:** (empty field)
- Background image:** (empty field)
- Background color:** #eaea14

Both screenshots show the 'Update current row' dropdown and 'Update' and 'Cancel' buttons at the bottom.