

These sample editing guide pages contain instructions for the **Drupal** content management system - **Wordpress** is also available and uses an equally simple interface for making edits to your website. Each guide is tailored to your site's specific features, these pages are just an example.

Adding a News Item

Click **Add content** and choose **News item**

The screenshot shows the 'Create News item' form in a Drupal CMS. The form includes a 'Title' field, an 'Image' section with a 'Select media' button, a large 'Body' text area with a rich text editor toolbar, and a 'Save' button. Annotations with pink lines point to these elements, providing instructions: 'Type a **Title** for the news item' points to the title field; 'If there is an image to go with the article, click **Select Media**, locate the image on your computer, then click **Upload**. The website will re-size it automatically, but don't use too big images as they waste space.' points to the 'Select media' button; 'Type the **Body** of the article' points to the main text area; and 'Click **Save** - this publishes the item instantly.' points to the 'Save' button. The top navigation bar shows 'Add content', 'Configuration', and 'Help'. The breadcrumb trail is 'Home » Add content'. The page title is 'Create News item'. The 'Text format' is set to 'Filtered HTML'. A list of allowed HTML tags is provided at the bottom: <a>, , , <cite>, <blockquote>, <code>, , , , <dl>, <dt>, <dd>. A link for 'More information about text formats' is also present.

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Adding an Event

Click **Add content** and choose **Event**



DATE

Show End Date

Date **Time**
12/07/2013 10:00
E.g., 12/07/2013 E.g., 10:00

to:

Date **Time**
12/07/2013 10:00
E.g., 12/07/2013 E.g., 10:00

If an event is say 2pm - 5pm leave this ticked, if end time is unknown or not important untick this.

Click in **Date** box and a calendar pops up for you to choose a date.
Next click in **Time** box and add in 24hr format.

This is for the finish time, do same as above, make sure you set the same date.

Title *

Type a **Title** for the event

Image

Select media

If there is an image to go with the article, click **Select Media**, locate the image on your computer, then click **Upload**. The website will re-size it automatically, but don't use too big images as they waste space.

Body (Edit summary)

B I Paragraph

Type the **Body** of the article

Path: p

Text format Filtered HTML

- Web page addresses and e-mail addresses turn into links automatically.
- Allowed HTML tags: <a> <cite> <blockquote> <code> <dl> <dt> <dd>

- Lines and paragraphs break automatically.

Save Preview

Click **Save** - this publishes the event instantly.