

# WebDriver - Managing Website Content

## I. Login

- a. Go to the **NIC.edu** website.
- b. Click on the **Faculty & Staff** link.
- c. Click on the **WebDriver** banner. →
- d. Use the same login credentials you use to access the NIC network or NICOnline.
- e. Click the **Go To WebDriver** button. (This second step is to proceed past an additional web security gateway which protects your login and the college's data.)



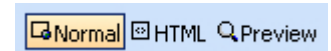
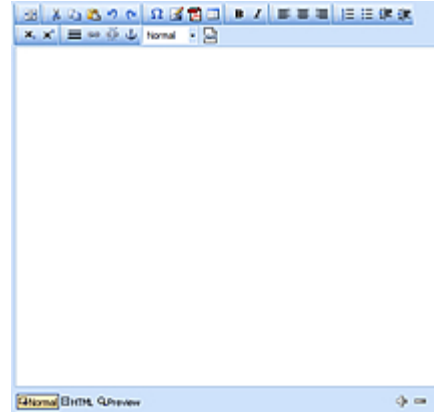
## II. Navigate to Websites



- a. Click on the » Websites link.
- b. Click **Edit** for the desired website link (e.g. **Staff Assembly**). There may be only one choice, depending on which sites you have access to.

## III. Site Admin - This page is the main administration area for your site.

- a. **Add Category** - This command creates a new category under which you can add links to other pages, files or sites. It is recommended that you start with just one and add more only as necessary to better organize your links in the navigation.
  - i. **Name** - This is the Category name that will be displayed in the left navigation.
  - ii. **Description** - This is information that will be displayed on screen readers for site or hearing impaired users. It is recommended that you copy the information from the Name field, and add any additional information that might help the disabled.
  - iii. Click the **Submit** button when finished.
- b. **Add Page** - This command creates a new web page in which you can add text, pictures and additional links to other pages, files or sites. It also places a link to the page in the left navigation.
  - i. **Menu Display Name** - This is the link name that will be displayed in the left navigation.
  - ii. **Title & Description** - This is information that will be displayed on screen readers for site or hearing impaired users. It is recommended that you copy the information from the Name field, and add any additional information that might help the disabled.
  - iii. **Category** - This is a drop-down list of available categories on your site. It defaults to the category under which you chose to add a page.
  - iv. **Active**
    1. **Yes** - makes the page viewable on the live site.
    2. **No** - keeps the page saved and editable but not viewable on the live site.
  - v. **Page Layout**
    1. **Default** - Standard two-part layout of left navigation and main content area.
    2. **w/ Additional Info** - Optional three-part layout of left navigation, main content area and right-justified Additional Info area.
      - a. Text, pictures and additional links to other pages, files or sites can be added in the **Additional Information** text editor. (See section III.b.vi below on using the text editor.)


- b. **Subpages** - Categories and Subpages can be added to the Additional Info area of a page much like pages can be added to primary categories.
    - c. **Warning!** Once content has been added in the Additional Info area, if you choose to revert back to the Default layout, all content in the Additional Info area will be lost.
  - vi. **Text Editor** - This is the main content entry area for editing a page. →
    - 1. **Buttons** - Click in the blank Content Area (activate the cursor) and hold your mouse over each button to display its function.
    - 2. **Content Area** - Typing and arranging content in this area is similar to common HTML editing programs such as Microsoft Front Page. It may also share functions with common word processing programs such as Microsoft Word in some ways, but there are some key differences and keystrokes:
      - a. **Enter** - this command will create and move the cursor to a new paragraph after a line space.
      - b. **Shift + Enter** - this command will create and move the cursor to the next line.
      - c. **Copy/Paste** - when pasting text from other documents into the text editor, expect to do some reformatting of paragraphs, lists, etc. Underlying text code from common programs such as Excel, Word and PowerPoint is generally not a match with HTML (the underlying text code used by WebDriver). The most consistent method for pasting is to use the **Ctrl + V** keystroke, rather than a right-click paste. Typically, using the **Backspace** key to “clear out” spaces between elements such as paragraphs and lists, in order to reset them, is most effective. **Warning!** It is recommended that you set the structure and layout of your content *before* applying any text styles from the drop-down list (e.g. Heading 1).
    - 3. See section IV for advanced layout and editing options such as inserting/uploading images and PDFs, creating links and applying text styles from the drop-down list.
    - 4. **View Options**
      - a. **Normal** - Default Content Area view.
      - b. **HTML** - Displays the underlying HTML code. For those proficient in writing HTML, use this display to fine-tune your layout.
      - c. **Preview** - Shows a more accurate view of how your content will display when viewed on the live website.
  - vii. Click the **Submit** button when finished, or the **Cancel** button to clear changes and return to the **Site Admin**.
- c. **Add Link** - This command creates a new link to an existing web site, page or file in the left navigation.
  - i. **Menu Display Name** - This is the link name that will be displayed in the left navigation.



- ii. **Title & Description** - This is information that will be displayed on screen readers for site or hearing impaired users. It is recommended that you copy the information from the Name field, and add any additional information that might help the disabled.
- iii. **Category** - This is a drop-down list of available categories on you site. It defaults to the category under which you chose to add a link.
- iv. **Active**
  - 1. **Yes** - makes the page viewable on the live site.
  - 2. **No** - keeps the page saved and editable but not viewable on the live site.
- v. **Link URL** - the address of the web site, page or file you are linking to, typically beginning with http:// or https://.
- vi. **Open Link in New Window** - Check this box if you would like the link to open in a new, separate browser window (or tab, depending on the browser). It is preferable to check this box on links to external sites (sites outside the NIC.edu website) or files without site navigation (such as PDFs).
- vii. Click the **Submit** button when finished, or the **Cancel** button to clear changes and return to the **Site Admin**.
- d. **Edit** - Opens the associated category, page or link for editing.
- e. **Delete** - Deletes the associated category, page or link. **Warning!** Deletion is permanent. There are no back-ups.
- f. **Landing Page** - Clicking the  radio button next to a page sets it as the first page that will appear when a viewer gets to the site.
- g. **Link Order Arrows** - Clicking the  arrow buttons next to a page or link moves it up or down in the order of links under each category.

#### IV. **Advanced Layout and Editing**

##### a. **Inserting Links**


- i. Click the  **Insert Hyperlink** button. The Hyperlink dialog box will appear.
- ii. Enter the URL of the web site, page or file you wish to link to (typically beginning with http:// or https://) in the URL field. Or use the Browse button to chose from your uploaded files.
- iii. **Type** - will automatically be populated if you included the protocol prefix (e.g. http://) in the address you entered.
  - 1. Chose **mailto:** if you entered an e-mail address.
- iv. **Target** - Choose from one of the following:
  - 1. **Not Set** (Default) - Opens the link in the same browser window/tab.
  - 2. **New Window** - Opens the link in a new browser window/tab. Use this when linking to external sites (sites outside the NIC.edu website) or files without site navigation (such as PDFs).
- v. **Title** - Place the word/s you want displayed as the link in the Title field. If you highlighted page text to serve as the link, leave the title blank. If no page text was highlighted and the Title field is left blank, the location path of the file will be inserted as the link text.
- vi. Leave all other fields blank.
- vii. Click the **OK** button when finished, or the **Cancel** button to clear changes and return to the web page editor.

##### b. **Uploading and Inserting Images**


- i. **Warning!** Images should have file names without spaces! For example: **college\_photo.jpg** or **collegePhoto.jpg** is correct, **college photo.jpg** is incorrect. Make sure your images are named correctly before inserting.



- ii. **Warning!** Images should be sized prior to inserting (using an image editor such as Photoshop or Irfanview). 533 pixels wide is the maximum image size for a WebDriver page in Default Layout. The image must not bleed out into the black website background, and must remain inside the 20 pixel white background margin.



- iii. Click the **Insert Image** button.  The Insert Image dialog box will appear.
- iv. If you have previously uploaded your image, it will appear in the upper-left list of images. *[If you have not, skip to the next point.]* Click the image you'd like to choose. A preview will appear in the upper-right preview area and the **URL** address field will be filled in the Insert section.
- v. If you have not uploaded your image, click the **Browse** button in the **Upload** section. Locate the image you want to upload so that the location path fills the address field, then click the **Upload** button.
- vi. **Alternative Text** - Short description of the image for text-only browsers and handheld devices.
- vii. **Long Description** - Long description that will be displayed on screen readers for site or hearing impaired users.
- viii. **Layout & Spacing** - Set the **Alignment** and **Spacing** of the image using the Alignment drop-down choices and numbers of pixels for **Horizontal** and **Vertical** spacing.
- ix. Under NIC style guidelines for the website, blank (no) **Border Size** and **Color** is preferred. **Width** and **Height** of the image should not be adjusted in the dialog box. Leaving it at its original/default size is preferred. (Image size should be adjusted prior to uploading by using an image editor such as Photoshop or Irfanview.)
- x. Click the **Insert** button when finished, or the **Cancel** button to clear changes and return to the web page editor.

**c. Uploading and Inserting Links to PDFs**

- i. **Warning!** PDFs should have file names without spaces! For example: **college\_form.pdf** or **collegeForm.pdf** is correct, **college form.pdf** is incorrect. Make sure your files are named correctly before inserting.
- ii. Click the  **Downloadable Files** button. The Downloadable Files dialog box will appear.
- iii. If you have previously uploaded your PDF, it will appear in the upper-left list of files. *[If you have not, skip to the next point.]* Click the file you'd like to choose. The **URL** address field will be filled.
- iv. If you have not uploaded your PDF, click the **Browse** button in the **Upload** section. Locate the file you want to upload so that the location path fills the address field, then click the **Upload** button.

- v. Once uploaded, the URL field will be filled with the file location path and an “uploaded successfully” confirmation will appear in the Upload section.
  - vi. **Title** - Since, in addition to uploading the PDF, you are also creating a link to the PDF, you can place the word/s you want displayed as the link in the Title field. If you highlighted page text to serve as the link, leave the title blank. If no page text was highlighted and the Title field is left blank, the location path of the file will be inserted as the link text.
  - vii. **Target** - Choose New Window from the Target drop-down box in the Properties menu. Leave all other Properties fields blank.
  - viii. Click the **Insert** button when finished, or the **Cancel** button to clear changes and return to the web page editor.
- d. **Standalone Pages** - If you’d like to add a page to your website *without* having it appear in the left navigation column, create a standalone page. You can then link to it from within a page that does appear in the left navigation column, or any other page.
- i. Under the **Standalone Pages** area of your website Admin, click the Add Page as you would under the other categories, and edit as you would any other page (see section [III b](#)).
  - ii. To create a link to your standalone page,  Edit the page on which you’d like to add a link to your standalone page. Select the text or image you’d like to be the link, then click the  **Standalone Page Link** button and choose the page you’ll link to from the list of standalone pages.
- e. **Applying Text Styles** - In addition to the Bold and Italic buttons, there are several additional styles that can be applied to text using the style drop-down box. Once the structure and layout of your content has been set, highlight the desired text and choose one of the following from the drop-down box:
- i. Normal - The default text font and size: Arial, 12px, black.
  - ii. Heading 1 - Georgia Bold Italic, 18pt, black.
  - iii. Heading 2 - Arial, 11pt, golden brown.
  - iv. Heading 3 - Arial, 11pt, golden brown, no bottom margin.
- V. **Viewing Your Live Site** – Regardless of whether or not your site has been linked to the main NIC.edu pages that would lead viewers to it, you can still view your “work in progress” by going to the following web page and choosing your site from the list:  
<http://www.nic.edu/websites/>

