

# Administration Instructions

## Adding Web content - MHL-CL

1. Login to the CUAlliance Master admin
2. Click the MHL-CL Tab (located at the top)
3. Click the Web Content Task on the left menu
4. Click the Page you wish to edit

**CUAlliance**

Global CU Alliance CUA Intranet **MHL CL**

**Related Tasks**

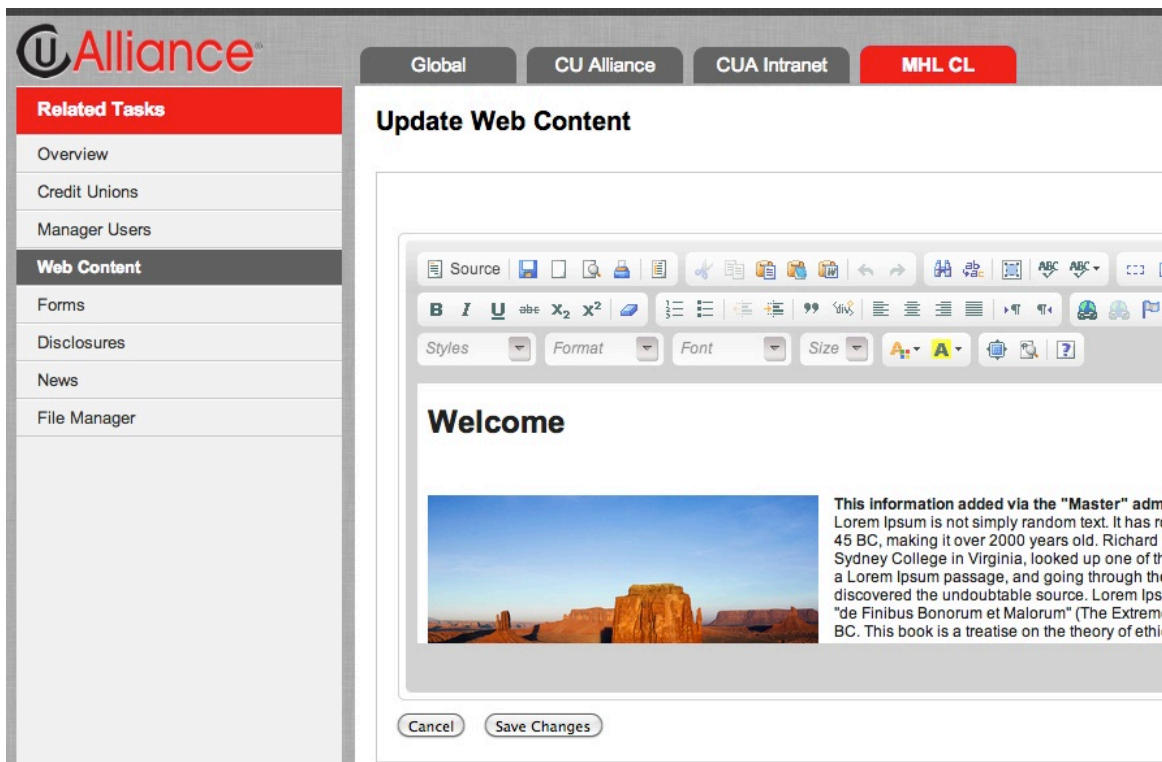
- Overview
- Credit Unions
- Manager Users
- Web Content**
- Forms
- Disclosures
- News
- File Manager

**Manage Web Content**

Add New Section

ID	Page	Last Updated
1	<a href="#">banner</a>	Feb 4, 2013 12:33pm
2	<a href="#">home</a>	Feb 6, 2013 8:40am
3	<a href="#">resources</a>	Jan 30, 2013 10:08am
4	<a href="#">contact</a>	Feb 4, 2013 4:15pm
5	<a href="#">updates</a>	Jan 30, 2013 10:11am

## Edit Web Content Page



The screenshot shows the Alliance web content editor interface. At the top left is the Alliance logo. Below it is a sidebar menu with sections: 'Related Tasks' (Overview, Credit Unions, Manager Users), 'Web Content' (Forms, Disclosures, News, File Manager), and 'File Manager'. The main content area is titled 'Update Web Content' and features a rich text editor toolbar with options for Source, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, and Redo. The editor displays a 'Welcome' heading, a landscape photo of a desert canyon, and a block of placeholder text: 'This information added via the "Master" adm... Lorem Ipsum is not simply random text. It has ro... 45 BC, making it over 2000 years old. Richard M... Sydney College in Virginia, looked up one of th... a Lorem Ipsum passage, and going through the... discovered the undoubtable source. Lorem Ipsu... "de Finibus Bonorum et Malorum" (The Extre... BC. This book is a treatise on the theory of ethic...'. At the bottom of the editor are 'Cancel' and 'Save Changes' buttons.

You may now edit the content like a Word document.

### Adding Photos

You may add as many photos as you like to your web content. We currently support JPEG, PNG and GIF images. We strongly recommend using JPEG as this produces the smallest files while maintaining the best quality. If you use PNG, quality will be the best, however, file size is usually unacceptable and can overload the server when the page is viewed.

1. Upload your photo if you have not done so already by clicking the "File Manager" Task in the left menu.
2. In the "Update Web Content" page (seen above), click at the position you want the photo to appear.

3. Click the Add Photo Icon in the tool bar (see figure 3.1 below)

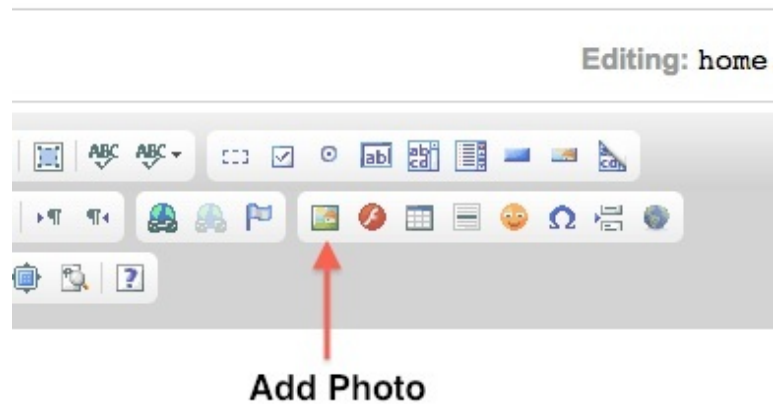
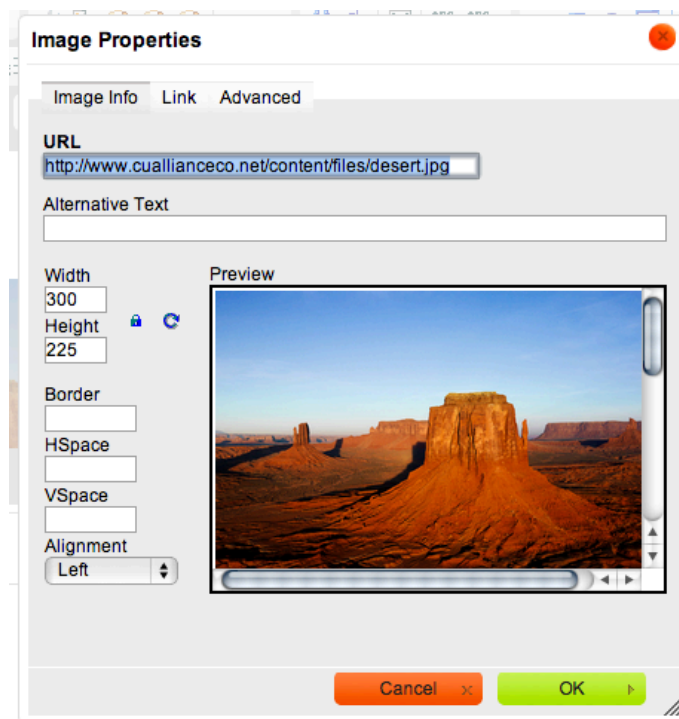


Figure 3.1

4. In the URL file, type: `http://142.4.20.95/~cu/content/files/FILENAME.jpg` and press the TAB key. The image should appear in the "Preview" just below. If it does not, then the filename is wrong or the file does not exist. Check to see that the file exists by clicking the "File Manager" Task in the left menu. Upload a new photo if required.



5. Adjust the "Width", "Border", "HSpace", "VSpace" and "Alignment" to perfect the layout. Click "OK" when complete.

6. When the Photo is shown in the “Edit Window” you may notice that it does not align or appear in the location you expected. You can “double-click” the Photo once more and adjust the settings (see step 5 above).
7. Save the changes

## CSS (Cascading Style Sheet)

In order to control the look and placement of text and graphics precisely - you will need to understand a little CSS. Below is a quick run down of basic CSS commands (styles):

NOTE: CSS commands are separated by a semi-colon such as:

```
display:block; width:300px; margin-right:12px
```

### Photos & Graphics:

width:

(xxx)px (px = pixels)  
example: width:300px;

height:

(xxx)px (px = pixels)  
example: height:225px;

margin-right:

(controls the amount of spacing on the right side of text and graphics)  
(xxx)px (px = pixels)  
example: margin-right:12px;

margin-left:

margin-top:

margin-bottom:

(all work the same as above)

example: margin-left:16px; margin-top:16px;

float:

(forces a graphic or text area to be left or right aligned)  
(left or right)  
example: float:left;

text-align:

(set the justification of text)

(left or center or right or justified)

**example:** <p style="text-align:justified;">Text goes here...</p>