

Our County, Our Climate, Our Choice (OC₃)

User Notes

This document explains how to edit the OC₃ website. Anyone can edit pages which are wiki enabled provided they have registered. Pages which are wiki enabled will display an edit icon at the top of the page. It describes how to register and how you can edit text, pictures and links on pages that already exist on the site. All edits will be moderated to ensure appropriate use.

Registering to use OC₃

To edit OC₃ you will need to complete a quick and simple registration process as follows:

1. Click 'Register' in the top right hand corner.
2. Type your name, email address and a password that is easy to remember but hard to guess by others.
3. You will then be emailed confirming your registration to OC₃.

My Account:

After registering, every time you log in, a link to your account should appear in the top right hand corner. By clicking on this, the following options appear:

General - This is for general details such as name and address.

Password - Here you can edit your password.

Editing Pages

Adding text to a page

Click the 'edit' button above the text that you want to add or change.

Any additional text on the website must be in the font 'Arial'.

Normal page content is set to 'Arial', size '10' font, and in black.

Title headings of pages are set to 'Arial', size '14' font, and in html colour #0077c0.

Sub-headings of pages are set to 'Arial', size '10' font and in html colour #800080

To change colours of fonts follow the following procedure:

1. Highlight the text you wish to change.
2. Click on the 'font colour' tab (capital A), and choose 'more colours'.

3. In the 'HTML:' box insert either of the codes mentioned above (blue - #0077c0 ; purple - #800080)
4. Click 'Okay'.

Adding Images to a page

To be consistent through the site all photographic images should be the following size:

Landscape – 250px width; 180px height

Portrait – 180px width; 250px height

It is suggested to edit photographs in an external image editor prior to putting them onto the website to restrict file size.

You can upload pictures via the editor when logged into the website:

1. Click on the 'Insert Image' button in the editor.
2. In the pop up box click on 'upload'.
3. Find the picture file and select.
4. Insert an 'alternative text' for the photograph (short description of the image).
5. Insert horizontal and vertical spacing. All images on site at launch are set at a horizontal spacing of 15, and vertical spacing of 10.
6. Click 'Insert'.

Inserting a link into a page

To insert a website hyperlink into a page:

1. Click on the 'Insert Hyperlink' button in the editor.
2. Type in the website address in the URL, e.g.
<http://www.staffordshire.gov.uk>
3. Choose the 'Target' window (new window or current window).
4. Insert a 'Title' for the link. This is the clickable text that will appear on the website acting as the link to the website address you place in URL.
5. Click 'Okay'.

Publishing and Moderating Pages

Publishing pages

Once you have edited a page in the editor:

1. Click the preview tab at the bottom of the editor to get a view of how the page will look (before being made to fit the browser).
2. Press 'Submit'.
3. The page will then be moderated (usually within a few hours) and published to include your edits.