



## Updating Information on the School's Webpage

Type the following URL in the address bar:

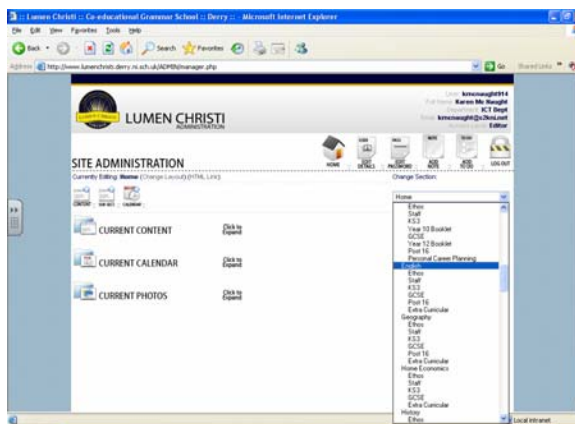
<http://www.lumenchristi.derry.ni.sch.uk/admin> (you will be asked to login)



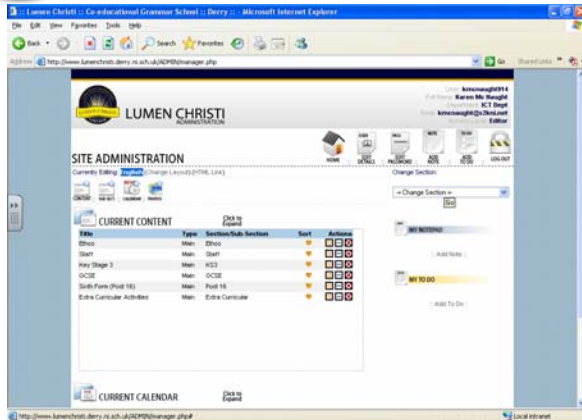
The following page will then be displayed: (Type your username and password and click login)




Once you have logged in you will be able to access your department and change (update) the information by selecting the drop down arrow on the right hand side of the page. (Select the section you wish to update and click GO)



To view the information that currently exists for that section move the mouse pointer over and click **Current Content**.



You can add more than one content to a section by clicking add content icon . This will separate information within a section by adding a new title.

Each section within your department is shown there are three different actions available to you.

| Title | Type | Section/Sub-Section | Sort | Actions               |
|-------|------|---------------------|------|-----------------------|
| Ethos | Main | Ethos               |      | [Add] [Edit] [Delete] |




This icon when clicked shows the text that is currently displayed within this section on the internet.

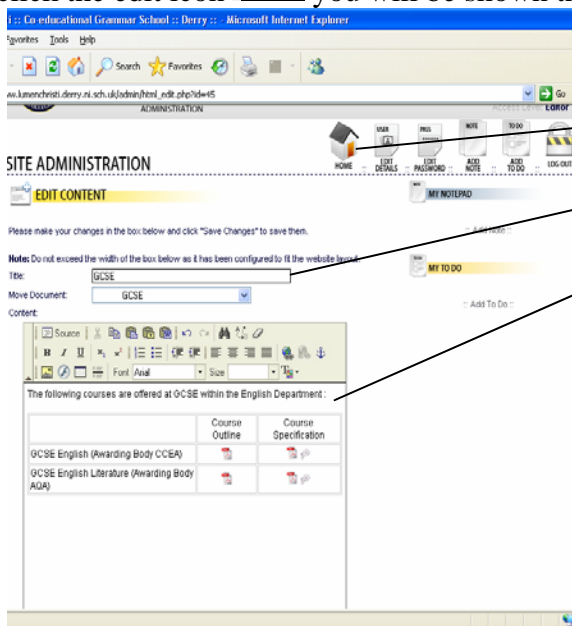


This icon will disable the section (the content will not be shown) and when re-clicked it will re-enable the section (the content can be viewed online again).



This icon will delete the section (be careful as once this has been clicked the content will be deleted and can not be retrieved).

If you click the edit icon  you will be shown the following screen.



To return to view all sections for your department click here

This will be the title of you


This is where you enter your

The following courses are offered at GCSE within the English Department:


|   | Course Outline | Course Specification |
|---|----------------|----------------------|
| GCSE English (Awarding Body CCEA)           |                |                      |
| GCSE English Literature (Awarding Body AQA) |                |                      |

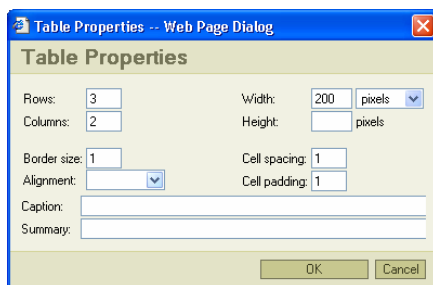


### Text Content:

- **Never change the style or size of your text as it must be consistent with the rest of the website.**
- If you are going to copy information from a word document do not use short cut keys (Ctrl V) as this will paste in a different size and style of text.
- When copying text across to add to your content right click and select copy and then use the paste icon from the toolbar .
- You will notice that when you press enter to move to a new line there is a gap, to avoid this hold down the shift key and press enter.

### Table Content:

- To insert a table into your content select the table icon from the toolbar .
- You will be shown the following screen where you will input the number of rows and columns you table should have if you would like to table to be the entire width of the screen change the width box to 100 percent:




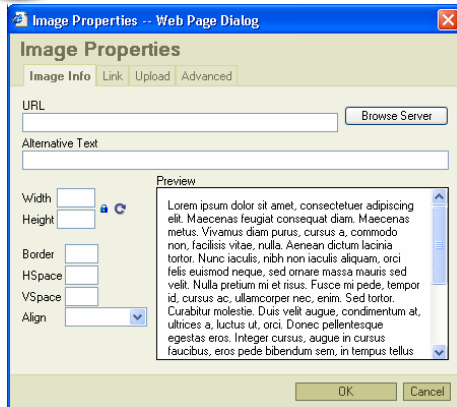
- Your blank table will be input as follows and if you click in the boxes you will be able to input text or images.(you will notice that the table will change size try and put all information into the entire row before moving to the next as you will be able to adjust the size easier to suit the entire table)

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |

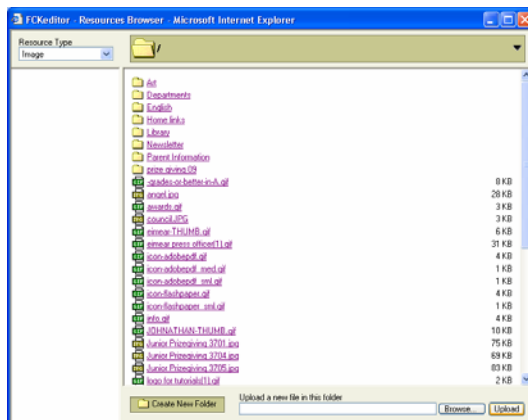
### Inserting a Picture:

The picture that you wish to enter must be scaled down to a thumbnail you can then if you wish link this to open a bigger copy of the picture in a different window. Please contact the ICT technicians and we will scale the picture down for you to use.

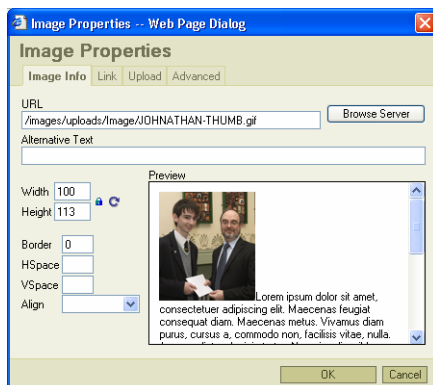
- To insert a picture select the pictures icon on the toolbar  and the following screen will be displayed: (select Browse Server)



- Create a new folder for you department if one does not already exist and click Browse to navigate to the picture saved in your MyDocuments, and click open.
- Save this file in the folder for your department by clicking the folder and selecting upload.






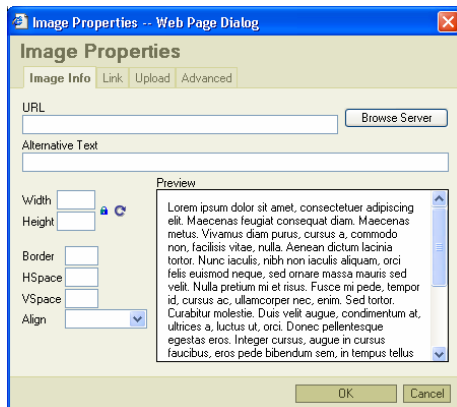
- Click on the picture you wish to show on you page and enter a 0 in the box labelled Border then click ok.






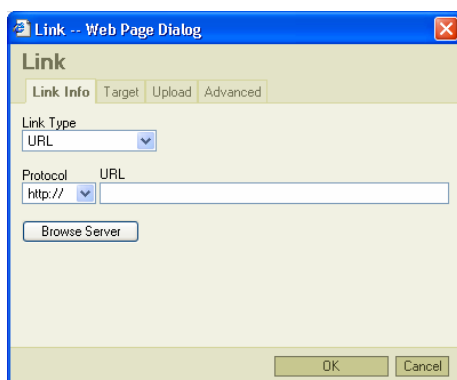
### Setting up a link:

- If you would like to link to a document (PDF all documents) highlight the text or insert and select the PDF icon  and click the Hyperlink icon on the toolbar .
- To insert the PDF icon select the pictures icon on the toolbar  and the following screen will be displayed: (select Browse Server)



The PDF icon is already uploaded and to insert this select the GIF file (**icon-dobepdf\_sml.gif**) by clicking once. The pervious screen will appear again with the image details (place the number 0 in the box labelled Border) click ok.

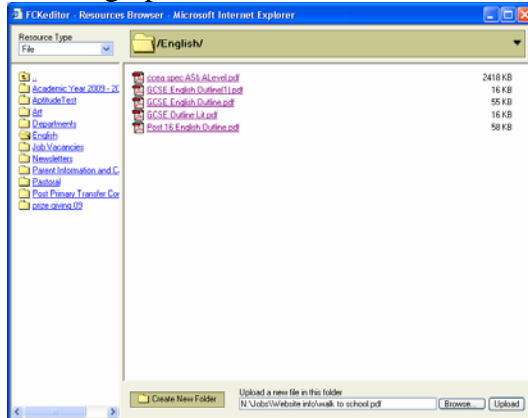
- After you have selected the text or inserted the PDF icon and have clicked hyperlink icon  you will be shown the following screen: (click Browse Server)



- A Screen will appear which allows you to:
  - Create a folder for your department (Click create new folder)
  - Within this folder you can upload documents that your webpage is linked to.
- Click Browse and navigate to the document saved in your MyDocuments, and click open.



- Save this file in the folder for your department by clicking the folder and selecting upload.



- Click on the file you wish to link and click ok. (This is now an active link)

#### Saving Changes:

When you have completed updating the content for this section click on Save Changes at the bottom of the page and all the new changes will be shown on the website. Click on the home icon and this will take you to page that contains all the sections for your department.

**When fully completed click on the Logout icon  .**