WIDGET
Web Interface Design and General Editing Tool
Version 3
Introductory User’s Guide
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1. Browser Requirements for WIDGET3

Browser restrictions in WIDGET3 are mainly based on the editing tool used for creating content. As such, please make sure you use one of the browsers described below:

- Firefox 2 or better
- Internet Explorer version 6 or better
- Opera 9.5 or better
- Safari 3 or better

2. Logging Into WIDGET3

Point your browser to: http://www.plattsburgh.edu/admin/

Enter your NetID username and password (the same as for email). If you are successful, you should see the following screen
3. Organization

In WIDGET, the overall site for our campus is organized into a set of sections or “subwebs.” Each subweb contains pages and if so desired, additional subwebs.

Pages are simply containers that hold content objects (smaller containers holding text, images, etc.) and navigation objects (containers with menu items and such). Once placed into a page, these “objects” are organized into a layout defined by a given section’s or department’s template.

The presentation of the page is further enhanced by a “style sheet” which determines finer details of the layout including, font settings, positioning, and other features. While the editor available for creating and modifying text does offer the user options in terms of basic text formatting, much of the final control comes from the style sheet and template.

In WIDGET 3, each subweb can have its own template and therefore its own style sheet, allowing for greater flexibility in defining the look for different areas of the overall site.

4. Permissions

Permissions are assigned by the Web Editor based on the needs of individual user and the department or unit for whom the content is being created. The chart below, gives a brief overview of the permissions available.

<table>
<thead>
<tr>
<th>Subweb Permissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit this Subweb</td>
</tr>
<tr>
<td>Delete this Subweb</td>
</tr>
<tr>
<td>Create Subwebs Inside Subweb</td>
</tr>
<tr>
<td>Edit Subwebs Inside Subweb</td>
</tr>
<tr>
<td>Delete Subwebs Inside Subweb</td>
</tr>
<tr>
<td>Change this Subweb's Template</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Page Permissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create Pages Inside Subweb</td>
</tr>
<tr>
<td>Edit Title of Pages Inside Subweb</td>
</tr>
<tr>
<td>Publish Pages Inside Subweb</td>
</tr>
<tr>
<td>Delete Pages Inside Subweb</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Content Object Permissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create Content Objects Inside Subweb</td>
</tr>
<tr>
<td>Edit Content Objects Inside Subweb</td>
</tr>
<tr>
<td>Share Content Objects Inside Subweb</td>
</tr>
<tr>
<td>Delete Content Objects Inside Subweb</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Navigation Object Permissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create Navigation Objects Inside Subweb</td>
</tr>
<tr>
<td>Edit Navigation Objects Inside Subweb</td>
</tr>
<tr>
<td>Delete Navigation Objects Inside Subweb</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Permissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upload Images</td>
</tr>
<tr>
<td>Upload Files</td>
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</tbody>
</table>
5. Creating Content Objects

Once in WIDGET, select the subweb in which you want to work. A list of subwebs appears on the lefthand side of your home page in WIDGET. Simply click on the subweb you wish to use. For this example, we will use one called “WIDGET Docs.”

Once you do that, you’ll be presented with a page that lists items within the subweb (based on your permissions to work with them). Note for now that there are three tabs at the top of this list: “Development”, “Live/Production”, and “Properties.” All but the “Properties” tab will be addressed later. For now, just note that all of our work is in the “Development” side.

You’ll also see a drop-down box that reads “Choose an item:” with a “Create” button next to it.

Choose “Content” and click “Create.” You will then be prompted to enter a name for the object. The name should be descriptive, without being too long. For this example, we’ll call it “Contact Info.”

Then, click “Create Content” to be taken to the content editor.
6. The Content Editor

The editor used in WIDGET is similar to ones found in many applications, including the Angel system on campus. In fact, it may be exactly the same editor, but with some different settings applied. One will also note that the editor has many of the same or similar items on its toolbar as are found on toolbars for MS Word and other document editors.

For these reasons, this document does not include any detailed descriptions of these functions. However, the reader should note some of the ones useful for web content editing. These include:

- **Source**: For toggling between HTML code and what the text looks like when viewed in a browser.
- **Remove Formatting**: Cleans the text of all formatting.
- **Hyperlink/Remove Hyperlink**: For adding or removing links within content.
- **Insert/Edit Anchor**: Set up anchor links within pages.
- **Insert/Edit Image**: Allows you to upload, insert, and alter display of images within content.
- **Insert/Edit Table**: Allows one to work with tables.

In addition, the Format and Style drop-downs will allow you to select standard layout features as defined by the sections style sheet.

Once you have inserted some content or while you are editing content, you have three choices for saving such content:

- **Save and Exit**
- **Save and Continue Editing**
- **Exit Without Saving**

It is always a good idea to save frequently while editing content.
Once you choose to “Save and Exit”, you will see a screen that displays “readability” data:

You may find this useful when working with sections of narrative. Contact the Web Editing team for more information on how best to use this information.

Once you click “Continue”, you will be returned to a list of items in the subweb with which you were working.

7. Editing Content Objects

To edit an existing object, simply choose the subweb in which it resides from the list of subwebs available to you that appears at the left.

Click on the object and the content editor will open.

8. Deleting Content Objects

To the right of each content object in the listing of items in a subweb, is a “Delete” button. Clicking that button will then present you with a final confirmation question. If you choose “Yes”, the object is gone. Choose “no” and you return to the list of items. Similar buttons are available for navigation objects, pages, and subwebs (if you have the appropriate permissions).
9. Creating Pages

Select the subweb in which you want to work from the list of subwebs that appears on the lefthand side of your home page in WIDGET. From the drop-down box that reads “Choose an item:”, select “Page” and click “Create.” Note that for now, we are still using the “Development” side of things.

You will then see a screen that asks for a Title and Pathname:

The title of a page is very important. It should be descriptive, yet concise. Generally, non-specific titles such as “Page 1” are unhelpful. At the same time, titles that are three lines long may be equally unhelpful. Pick a title that describes the content or purpose of the page succinctly.

The pathname for a page just helps organize it within the system. The names must be unique - two pages cannot share the same name. The names are best when they abbreviate the purpose of the page well. For example, “continfo” might be a reasonable abbreviation for “Contact Information.” Again, concise but useful is the idea. If you do not wish to choose this yourself, leave the field blank and the system will choose for you.

There is one special pathname – index. If you give a page a path name of “index” it will become the default page for that subweb. For example, say our subweb link is: http://web.plattsburgh.edu/widgetdocs/

The file with the pathname “index” will be the default page for that subweb.
Once you have selected a title and pathname, click “Create Page.” You should see a page that looks something like the following:

10. Adding Content to Pages

If you have not already opened a subweb, select the subweb in which you want to work from the list of subwebs that appears on the lefthand side of your home page in WIDGET. Locate the page with which you wish to work and click on it.

Once the page opens, click the “Add Content” button. You will then see the content for your current subweb:

If you wish to see objects that are shared from other locations, choose “All Shared Content” from the drop down and click “Go.”
Once you have decided which object you would like to use, select the object from the list and click “Add to Page.”

You should then see the content in the page as in the example below:

Note the extra buttons included with the content:

- **Remove**: Delete this object from the page, but not completely.
- **Edit**: Open this object for editing without having to close the page and open it from the list of items in the subweb.
- **Freshen**: Once you edit an object, the edits will not show in actual pages until the pages are refreshed. This is usually handled by the system, but you can force this using the “Freshen” button.

You can add as many content objects as you like (within reason). Once you add more than one, two more buttons – “Up” and “Down” – are added to allow you to alter the flow of objects within the page.

11. Creating Navigation Items

Select the subweb in which you want to work from the list of subwebs that appears on the lefthand side of your home page in WIDGET. From the drop-down box that reads “Choose an item:”, select “Navigation” and click the “Create” button.

You will then see a screen asking for a title:
Once, you have entered a title, click “Create Navigation” and you will see something like the following:

![Navigation Item Interface](image)

The large box underneath the “Finished” button shows you what the navigation item looks like (empty at the moment). Note there are buttons for moving items up and down and for removing them from the list.

Below that, is where one can edit existing items. We will look at that in a minute. For now, focus on the two sets of fields below that:

- **Add Heading**: Use this field to add text labels or headings to your menu. Be sure to click the “Add Heading” button to post your heading to the item list.
- **Add New Link**: Use the fields in this section to manually enter a title for a link and the actual link location. This is good for adding links to pages that are not in WIDGET. Be sure to click the “Add Link” button to post your heading to the item list.

To add pages that already exist in WIDGET, look to the fields on the right of the screen. You can choose a subweb under the drop-down that reads “Select a Subweb.” After you click “Select”, a list of subwebs will appear below in the area that reads “Select a Page.” Click on the page you want and then click “Add Page” to add it to your navigation item.
If you need to edit an item, select it in the list of navigation items. For example, we have discovered that the object we called “Content Information” should be called “Contact Information.”

We could remove it from the navigation, go back to the item listing, change its name (or add a new one with the correct name), and then come back to the navigation item and add it again. Or, we could simply select it here and change its title for now.

Once you have made all of your adjustments, click “Finished” and the item is saved. Editing a navigation item is not much different than creating one. Simply find the object in the list of items and open it to make your edits.

12. Adding Navigation Items to Pages

If you have not already opened a subweb, select the subweb in which you want to work from the list of subwebs that appears on the lefthand side of your home page in WIDGET. Locate the page with which you wish to work and click on it.

Once the page opens, click the “Add Navigation” button. You will then see all of the navigation items within WIDGET. This facilitates sharing items among subwebs. It also means that you will be presented with a long list of items, sorted alphabetically by the subweb in which they reside. As we want the navigation items from the “WIDGET Docs” subweb, we have to scroll down the list a bit (see image on next page).
For example, we will choose “WIDGET Docs/Main Nav” and then clicked “Add to Page.” You can see the effect below:

As with adding content objects, note the extra buttons included with the navigation. They serve the same purpose as with content objects. If you add more than one navigation item, two more buttons – “Up” and “Down” – are added to allow you to alter the flow of navigation objects within the page.
13. Previewing Pages

Any time during the development of the page, you can get a feel for how it looks in fully rendered form by using the “Preview Page” button:

Previewing the page will launch it in a separate browser window so you can see how it looks and actually test out links if you like:

14. Publishing (Activating) Pages

When you are ready to go live with your page, use the “Activate Page” button to link the page from “Development” to the “Live/Production” side of things:
You first be ask if you are sure that you want to do this? This means the page will be live on the Internet. Previously, it could only be seen by developers. If you respond, “No”, you simply go back to the page view. If you respond “Yes”, the page will be made live as long as you have the necessary permissions to publish a page. If you do not have the permission to do it yourself, the page will be submitted for review by the Web Editing team and published by them.

15. Inserting/editing Images

Before we start, this might be a good time to discuss some issues regarding images: dimensions, file size, and quality. If you take a photo with a digital camera, often it is formatted for layout at 800x600 pixels and the file itself may be fairly large (a half megabyte or more). Large files take of a lot of screen real estate and slow down page loads. It is best to try to tune the image such that it is no more than 300x300 pixels and that it is less than 100 kilobytes (kb) in size. This may require special software to do this in such a way that the quality of the image is not compromised. When in doubt, consult the Web Editing team.

Images are added to content objects, not directly to pages. So, we must first open a content object. In the example below, we used the “Contact Info” object from a previous example. To begin the process of inserting an image, click the image button on the toolbar:

Once you do so, you will see a dialog box like the one you see below. If you do not already have images on the server, you will need to upload them. To start, click the “Upload” tab:
Then, click the browse button and find the image you want to upload. Once you have found it, click the “Send it to the Server” button. Once the process is complete, you will receive a message telling you the file has been uploaded. Click the “OK” button to continue.

You will then be returned to the previous dialog box:

You will note that the URL for the image has been filled in for you and a preview of the image is now available. Below the URL, is the “Alternative Text” field. It is always a good idea to add alternative text to an image to facilitate access by users with text readers or text only systems and to add descriptive information to the object.

To the left of the image preview, you will see fields for the width and height of the image. As this image was larger than the 300 pixels we suggest, we will change the size a bit. Note the padlock icon to the right of the dimensions. This means the ratio of the width to height is locked. So, if we changed the width to 300, the system will automatically change the height to keep the image’s perspective the same. In this case, it changes the height to 137.

Not quite finished yet. The remaining fields help one refine the style and layout of the image. The “Border” value specifies how many pixels of border outline will be added to the image. For this case, we’ll set it to one for a thin line, but something that still better defines the edges of the image. You may not want to define edges. If so, set the field to zero.

The “HSpace” and “VSpace” fields allow you to specify how many pixels of buffer space there is between the image and other objects on the page. The need for such may differ from object to object. For now, we’ll set it to five for each.

Finally, the “Align” field gives you many choices for how the image will be aligned with other objects on the page. For this example, we’ll use “Left.” Then, click “OK” to insert the image. Our content object now looks like the sample on the next page:
Now, just click the “Save and Exit” button to commit the image to the object.

16. Conclusion and Next Steps

This document was designed to provide a very quick introduction to WIDGET version 3 for the average content provider. Additional instruction may be found via training classes offered by Instructional Technology.

As always, further advice on content and page design may be found by contacting the web Editing team.