

# Music In Essex Tutti Page Editing procedure

---

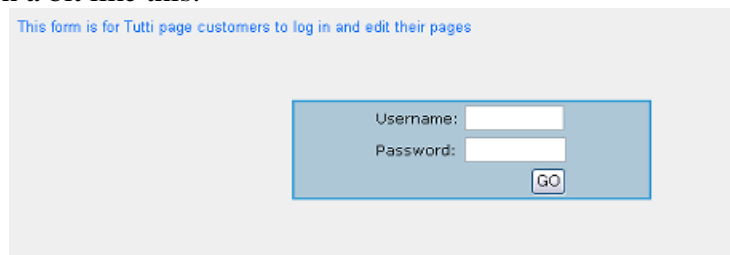
The online editor gives you a powerful yet simple interface to edit the content of your pages. If you are familiar with word processing software, such as Microsoft Word, it will be very easy to move on to editing your Tutti page. You don't have to understand Internet or web page coding to achieve a good looking web page!

---

As editing your page means you will be manipulating data on the web server, you first have to log in with your username and password. This gives you access to your page and prevents others from changing your information.

**To log in** go to  
[www.musicinessex.info/Tutti/login](http://www.musicinessex.info/Tutti/login)

You'll a screen a bit like this:



This form is for Tutti page customers to log in and edit their pages

Username:

Password:

Entering your username and password is straightforward, but remember, the information is **case sensitive**: **Music** is not the same as **music** is not the same as **MUSIC**.

*When you press the go button, if you have made an error, you will be informed. In this case simply click the 'back' button on your browser and try again.*

If you enter the username and password correctly, you will have the choice of editing the **content** of the page, or the **meta tags**. The content is the main part of what you need to edit. Meta tags are used in some search engines. Click the link at the bottom of the page for more information about meta tags. It's not important if you do not edit them, but if you do it doesn't necessarily mean you will perform well in search engines.



**Welcome, User**

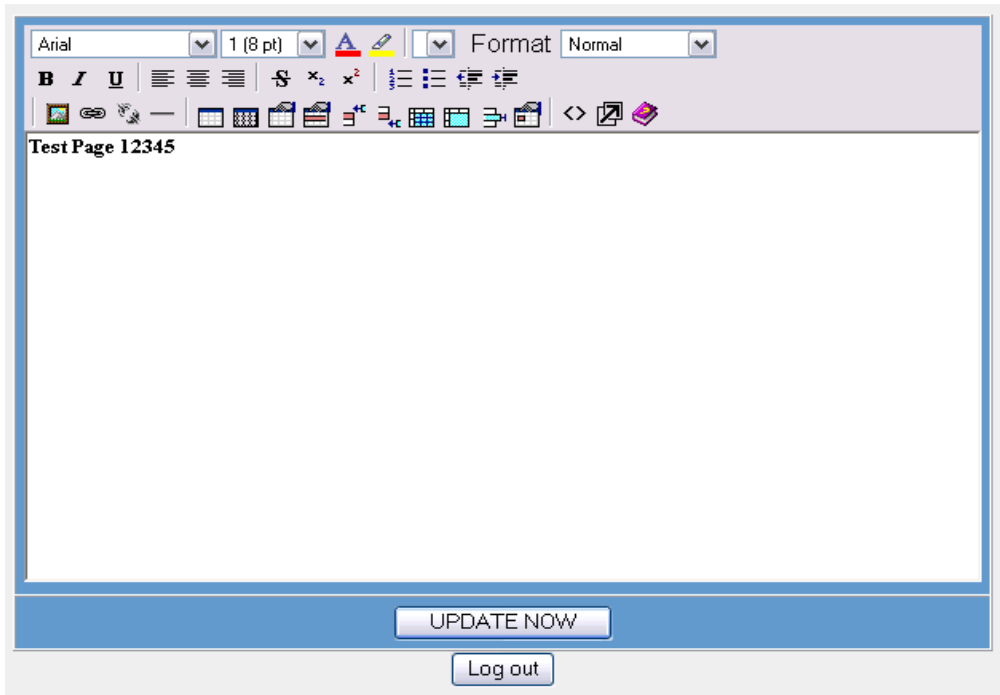
Please select whether you want to edit the contents of the page or the meta tags\*:

<b>Edit page contents</b> <input type="button" value="GO"/>	<b>Edit meta tags</b> <input type="button" value="GO"/>
--	--

\* for information on meta tags, [Click Here](#)

## Edit page contents

The editor screen looks like this, which is similar to a word processor:



The first two rows of buttons are about formatting the text. To apply any formatting first select the text. (*in this example “TestPage12345” is the content of the web page*)

The top row has a dropdown box that defines the font. The next one is the size, the third is the colour of the font and the fourth the background of the font – like a highlighter pen. Don't worry about the rest of the top row.

The second row is fairly self explanatory. Hovering the mouse over any of the icons will tell you what that icon does.

In the bottom row, the first icon inserts a picture into your document. More details on that later.

The second icon inserts a hyperlink (i.e. will take the visitor to another web page or send an email if clicked). The third icon will remove a previously applied hyperlink. The next set of icons is to do with controlling tables. It's probably easier to experiment than to try to read a description of it. The icon “<>” switches to code view. **Only use this if you are proficient in html.** Changing the code can completely spoil the page.

The penultimate icon enlarges the editor and the final icon – the one that looks like a book with a question mark – is probably the most important to begin with. It opens the help page.

**YOU MUST PRESS “UPDATE NOW” TO SAVE YOUR EDITS**

This is most important!

## Handling pictures

### Basics

You can only insert a picture that is in your image folder. So if it's not already there you'll need to upload it. Actually you can include a picture that is somewhere else on the Internet but normally website owners don't like you linking to them.

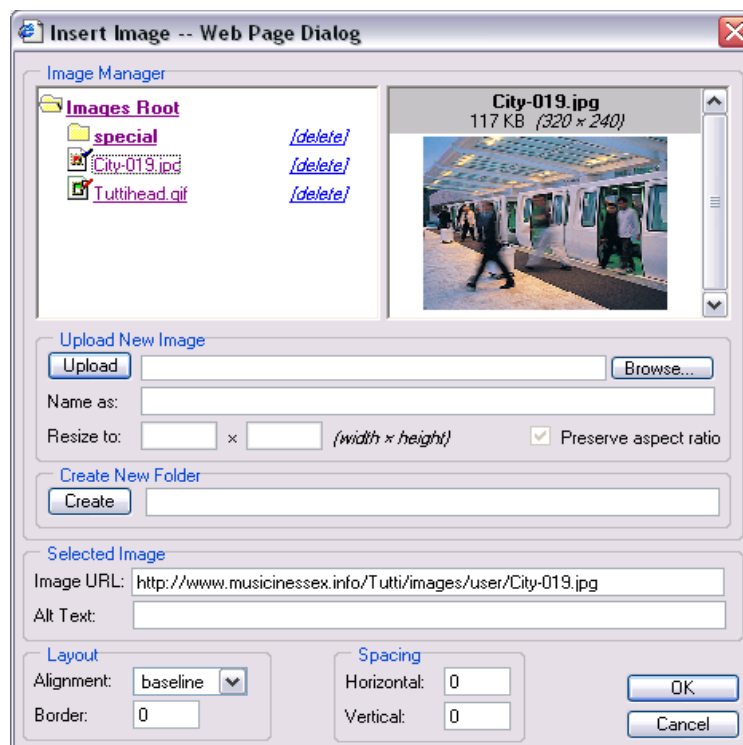
Images must be .gif, .jpg or .png.

The more pictures you have and the larger they are, the longer it will take your page to load.

Although a picture can be displayed at a different size to what it really is, it is recommended that you resize large pictures before you upload them. It is a pointless waste of time for people to download a huge picture that is only going to be viewed at a relatively small size.

Uploading and inserting pictures is handled by the image manager.

To insert a picture, place the cursor at the insertion point and click the picture icon (first in the bottom row). This opens the picture manager:



It's best to look at this screen section by section.

The top left window lists the images in your image directory. Click on an image to select it and it appears in the right hand window, and the location of the image

appears in the Selected Image section. If this is the picture you want, just click on OK in the bottom right and it is inserted.

Looking more closely at the image manager window, you will see that there is a link to delete each image. Click on the word delete by an image or subdirectory and you will be asked to confirm before the image is deleted from the server.

The next section is labelled “**Upload new image**”.

First click the Browse button. This will open a file chooser. Navigate through your hard disk to find the picture you want. Click on its name to select it and then open. This enters the full path and name in the box next to the button. If you already know the path and filename, you can enter it directly rather than use the browse button.

The picture will retain its existing name *unless* you type a new name in the “Name as;” box. If you want the picture to go into one your subdirectories, please click on the folder name to open it before uploading.

Now the path and name are entered, click the upload button to the left, and after a few seconds the picture will appear in your file list and may be selected for inserting into your page. **If a picture is not in your file list you cannot enter it into a page.**

**The resize facility is not implemented on this server.** Please ensure the picture is at the right size before uploading

The small section “Create New Folder” is a facility for creating a new subdirectory in the currently open folder. Type in the name of the folder and click Create.

There are two lines in the Selected Image section, which are quite different. The first line is the internet address of the picture file. It is automatically entered if you click on an image in your directory. Alternatively you enter the full URL of a picture somewhere else on the internet.

The second line is marked “Alt Text”. When a visitor hovers their mouse over the picture, a little balloon pops up describing the picture. Type this information into this box. It is also useful for people who have pictures turned off in their browser. People with sight difficulties often use a piece of software that reads the content to them. Such software cannot cope with pictures, so it reads the alt text instead.

## **Layout**

Alignment: There are many options here, which are outside the scope of this document. Generally a picture will allow one line of text next to it and the rest will go beneath it. If you select Left or Right, then the picture will be on the left or right of the page and text will flow around it. These are the suggested options.

Border: enter a number here if you want a black border around the picture. The number represents the thickness of the border in pixels – normally 1 or 2 is sufficient. It is common for there to be no border, so leave this blank in this case.

Spacing sets the amount of space between the picture and any text or any other element next to it (e.g. edge of the page). It is set in pixels. A figure between 4 and 8 is often comfortable.

## Editing Meta Tags

Warning: Before switching between editors, click **UPDATE NOW** or all your edits will be lost!

Edit page contents		GO
		GO
<b>Title:</b>	Music In Essex: Tutti page of Essex Voluntary Orchestra	
<b>Keywords (separate with commas):</b>	music, concerts, classical music, Essex, amateur orchestra	
<b>Description:</b>	Concert and rehearsal details of the Essex Voluntary Orchestra	
<input type="button" value="UPDATE NOW"/>		
<input type="button" value="Log out"/>		

The Title is what appears in the top bar of the browser. The keyword and description fields can be filled in if you wish, but on their own will do little to help search engine positioning (which is what they are for).

## Log out

When you've finished, click UPDATE NOW and then click the log out button. You'll be given the opportunity to view your page before you go.

*Note: do not disable cookies for this site or the editor will not work.*