



Microsite Tutorial: How to Add a New Page

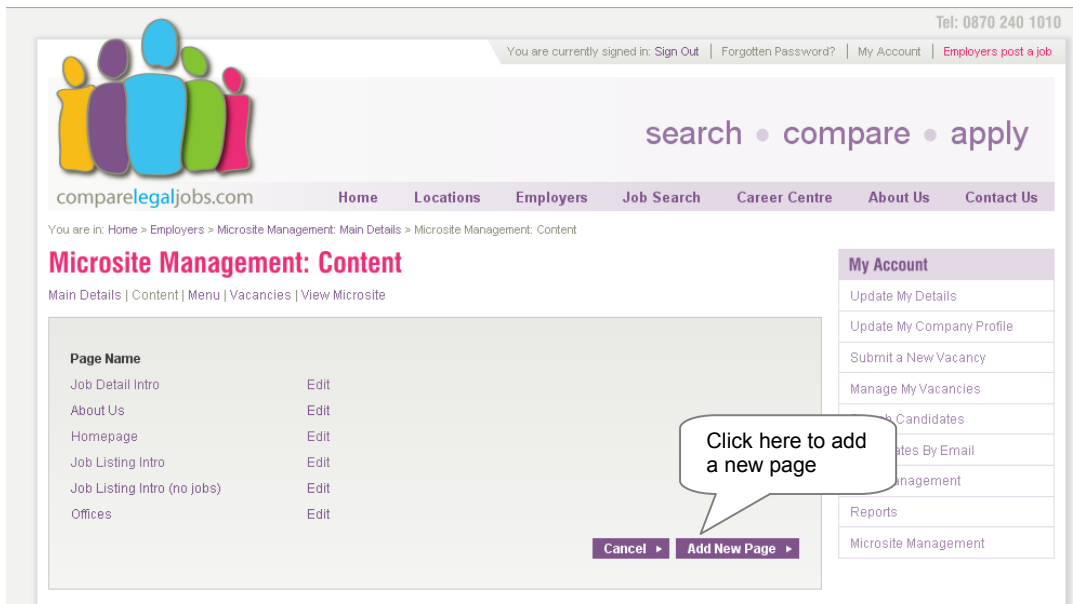
How to Add a New Page

Once you have logged into the site, select Microsite Management from your account page. Upon entering the microsite content screen, from the top navigation select **'Content'**



Select 'Content' from the menu bar at the top of the page.

You will be presented with a variety of pages which have been created by your account manager. To add a new content page i.e. a Homepage, click on the **'Add New Page'** button.



Microsite Management: Content Edit

Main Details | Content | Menu | Vacancies | View Microsite

Page Title: *

Page URL: *
(url naming rules)

Keywords:
0 character(s)
(max. 1000 characters)

Description:
0 character(s)
(max. 1000 characters)

Make Homepage

Content

Font Name

Apply CSS Class Custom Links Normal

Save Cancel

My Account

- Update My Details
- Update My Company Profile
- Submit a New Vacancy
- Manage My Vacancies
- Search Candidates
- Candidates By Email
- User Management
- Reports
- Microsite Management




Annotations:

- Create a title for the page
- Create a URL for the page using the URL naming rules
- Add your meta keywords here
- Add your meta description here
- Select whether you not you wish to make this page the microsite homepage.
- Create the page using the content editor. More details can be found on the next page.
- Save or cancel your changes

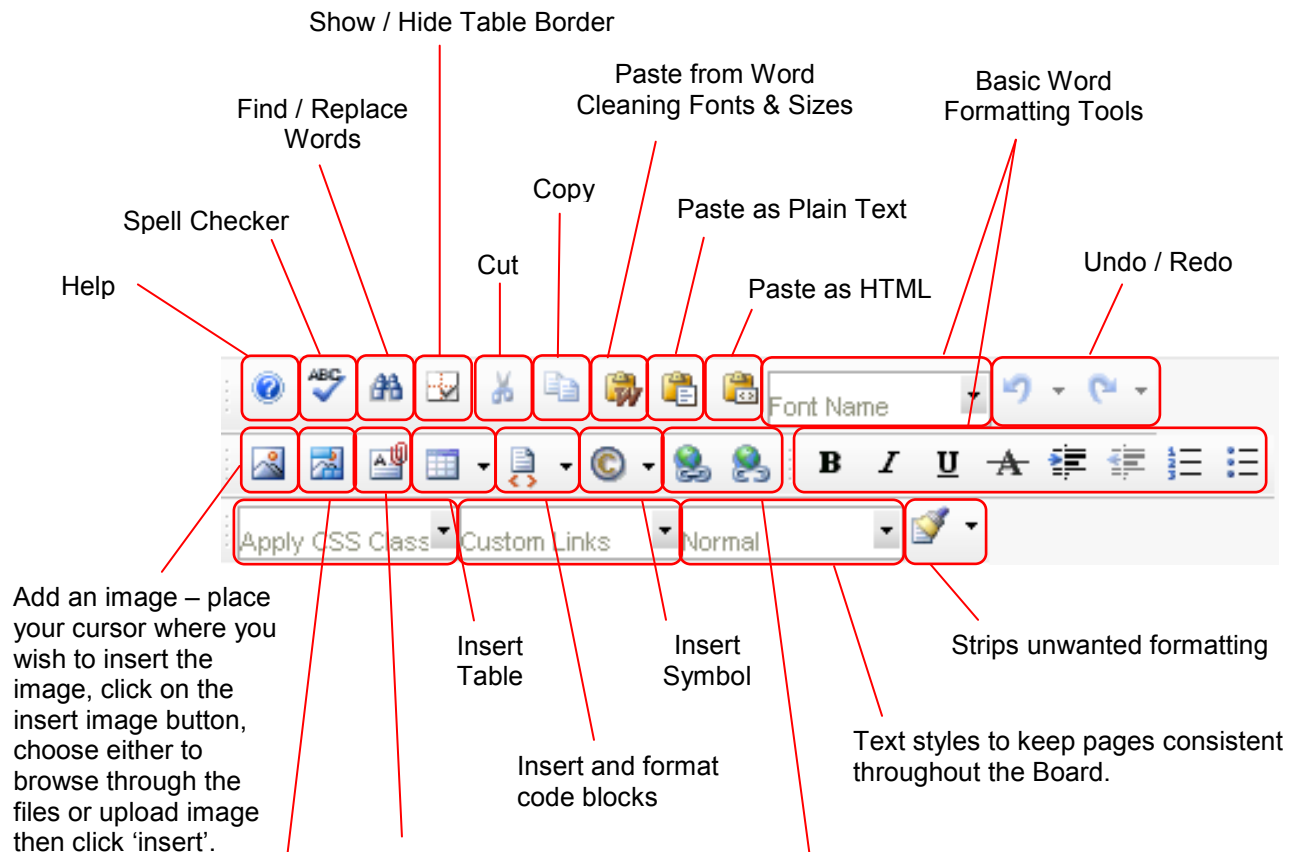
Using the WYSIWYG editor

You will need to use the Content Editor, which is a WYSIWYG (What-You-See-Is-What-You-Get) rich text editor, to add content to your new page. It replaces text boxes with an intuitive Word® like editor.

The toolbar at the top of the editor gives you the functions to format text, add objects, set hyperlinks and copy and paste text. The toolbar that sits at the bottom of the editor enables you to switch between views. The options are:

- Design Mode 
- HTML Mode 
- Preview 

The Toolbar



Add an image – place your cursor where you wish to insert the image, click on the insert image button, choose either to browse through the files or upload image then click 'insert'.

Document Manager – enables you to upload links to documents.

Image Map Editor – enables you to set areas within an image that link to various URL's. image then click 'insert'.

To insert a hyperlink select the text or object that you want to set as the link and then click [Hyperlink Manager]. In the dialog window enter the URL of where the link will go to, select the type for example, http for a website. Choose how you want the URL to open by selecting a target (new window, same window etc) and enter a tooltip for accessibility purposes. Click [OK].

To insert an anchor firstly define where the anchor will go by placing your cursor at the location, click on this button then the anchor tab, give your anchor a unique name and click insert. Secondly, create a hyperlink that will link to your anchor, following the steps above but in the URL field insert # followed by the name of your anchor (for example #Anchor1), the type needs to be 'other'. You can add as many anchors as needed.

To insert an email link highlight the text you wish to make the link, click on this button, then the email tab, add the email address and a subject line, click [OK].

If you wish to remove any link use the second link with the broken chains.



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