



Voice beginners training

An introduction to the content management system and how to add and edit pages

Logging onto your website

To find your site:

1. Go directly to it if you know your website address



To log in you can put **/admin** at the end of your website address and press Enter or look for the person icon. This is usually top right of your home page or at the bottom left in your footer.

2. Go to the London portal website and find it in the directory <https://london.e-voice.org.uk/>
3. Go to Voice Online Communities, log in to your account and then look for your website in Sites: <https://e-voice.org.uk/>

Log in

Email

Voice Online Communities Password

Remember my login on this computer
(not recommended on public computers)

Log in

[Forgotten your password? >>](#)

[Register now for your login to Voice Online Communities >>](#)

Log in with your email and password (the one you registered with). You can use the same email and password to register to become a member or administrator of multiple Voice websites.

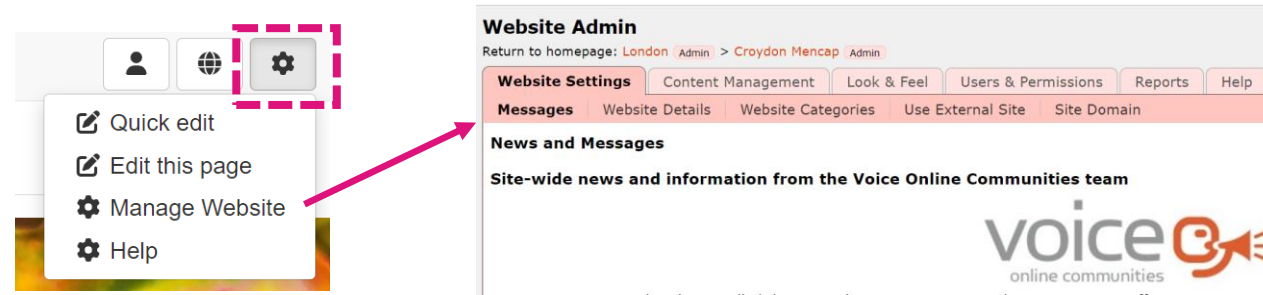
If you forget your password, click on Forgotten Password. There is no need to contact the Voice Administrator if you forget your password. Simply re-set it.



Moving around your site

When you are logged in, go to the cog icon to see your editing options:

1. Quick edit
2. Edit this page
3. Manage website
4. Help



Click on Manage Website to take you into the overall administration area. There are 6 top level tabs:

1. Website Settings: initial set up details e.g. contact information
2. Content Management: main area of Voice that you will use for editing pages
3. Look & Feel: control design aspects across your website
4. Users and Permissions: add or remove members and administrators and send e-mails to them
5. Reports: simple statistics about visitor traffic
6. Help: links to documentation for the Content Management System (CMS)

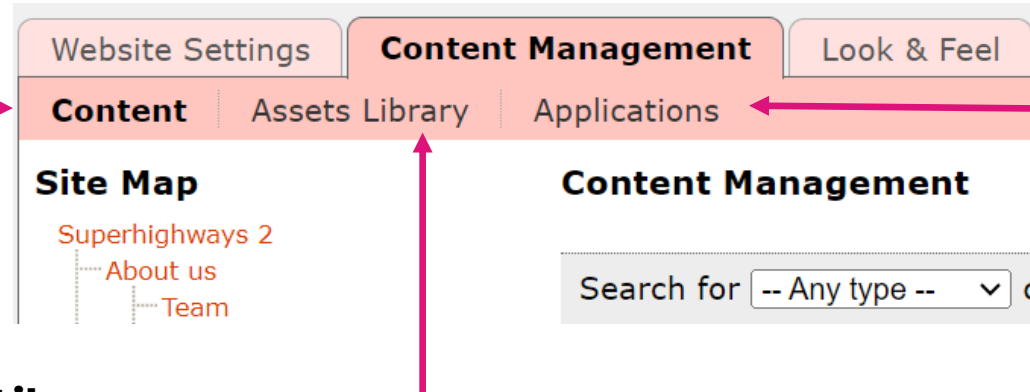


Navigating Content Management

Content

Add, edit and re-order pages/sections. Click on the **red active links** in the **Site Map** to edit the pages of your site.

They will be in **black bold** when active.



Assets Library

All files uploaded to your website are stored here e.g. images, documents. You can upload these directly to Assets Library in this tab or when you are adding it to a page in the Content tab. Documents and images must be uploaded first: you cannot link directly from your computer to the website. You cannot copy and paste an image from another website.

Applications

These are functions that help you control some types of content e.g. calendar, photo album

Click on the red active link name of your site at the top of screen to go back to the live/public site:

Website Admin

Return to homepage: [Superhighways test 2](#) Admin

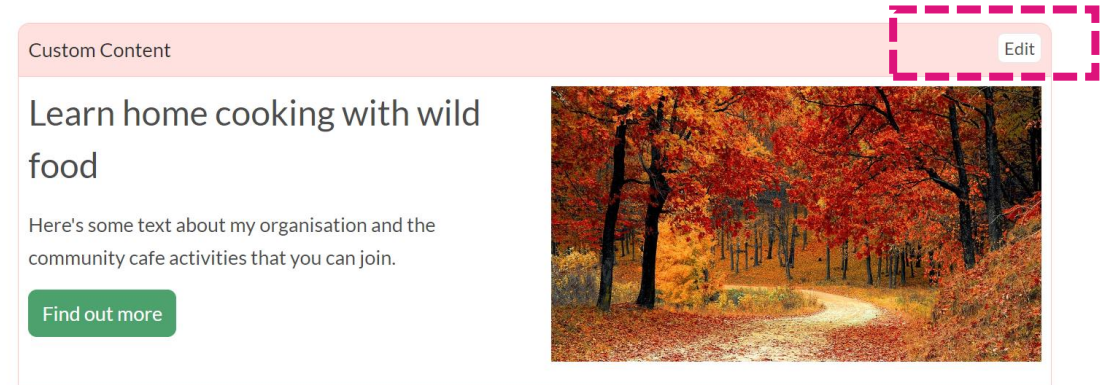
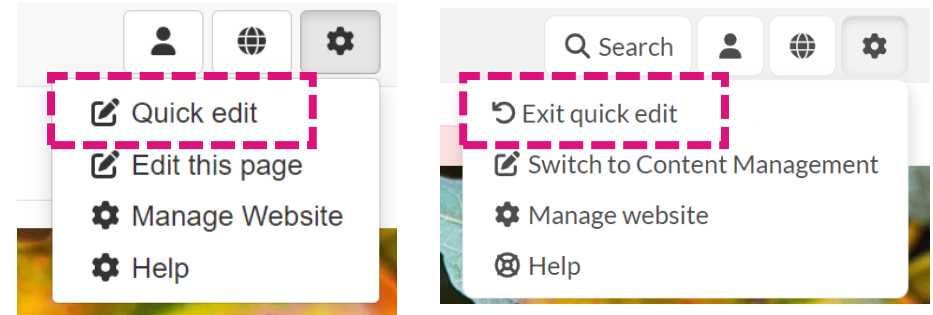
Tip: open the live site in one tab/browser and the Admin Area in another to see both views easily



Quick edit

1. Once you are logged in, go to the person icon
2. Click on Quick edit
3. Each area of your webpage will now be accessible to make changes. It will have a pale pink background
4. Click on the Edit button to make an edit to that part. You can change images, text and more.
5. Don't forget to scroll to the bottom to save or create a publish a new revision.
6. Exit quick edit when you are finished

It does not include banner or footer information (you can access these in the Look and Feel tab of the content management system).



The quick edit function is easier to use when you understand how to navigate the content management system.



Adding a page

Home Home page

Index Edit **Layout** Relations Publishing

Preview View Live **Create Item**

Search for -- Any type -- containing in Selection

Create Page Go

Cancel

Untitled Page

Cancel and go back

Everything marked with a * is a required field.

* Full title

Menu title

A shorter title used in the navigation menu, which also forms part of your item's URL.

Subtitle

Optional, can be shown prominently on pages and in includelets.

Body text

Edit View Format Content Table

Paragraph

1. Click on any page in your Site map in Content
2. Click Create Item
3. From the drop-down select Page and press Go
4. Give your new page a **Full Title** (this can be a long title displayed at the top of your webpage)
5. **Menu Title:** a shorter, clear name for the navigation bar (optional). You can leave this blank
6. **Subtitle:** this is a short introduction or description that you can show at the top of your webpage underneath the title. It is also used as snippets of information in boxes (called includelets) on other pages.
7. Add some **Body text** to your page. This is the main text on your webpage.



* **Include in navigation menu?**

- Yes
 No

i If this is a sub-page it will only show if parent pages are also in the navigati

* **Show full title in page view?**

- Yes
 No

* **Show subtitle in page view?**

- Yes
 No

Keywords

i Used in the Filtered Item List Keywords includelet for content filtering, and b
Separate with commas.

Description

i Not visible to visitors, used by search engines to give information about the

* **Send a notification to members when this page is published?**

- Yes
 No

Save

Save and Publish

Word of warning: Voice does not auto-save your page!
Save as you go to make sure you do not lose your hard work.

8. **Include in Navigation menu.** The default setting is No. Remember to change it to Yes for it show in the navigation bar if it's a top level page e.g. About us or our services.

9. **Show title in full page view:** choose whether you want your longer title to appear at the top of the page.

10. **Show subtitle in page view** (optional)

11. **Keywords** are only used to tag content for display on other webpages on your site. Do not add random keywords!

12. **Description:** Add a short description of what the page is about. This is not visible to your visitors but may be used by Google and other search engines for snippets of information they display to visitors when searching on the web.

13. **Save** if you want to work on it a bit more or Save and Publish if you are ready to go live.



Saving and publishing your webpages

At the bottom of a **new page**, you can Save or Save and Publish:

Save

Save and Publish

Save and Publish: Choose this option when you are ready for your new webpage to go live.

Once you have published a page you will see new options:

Save as New Revision

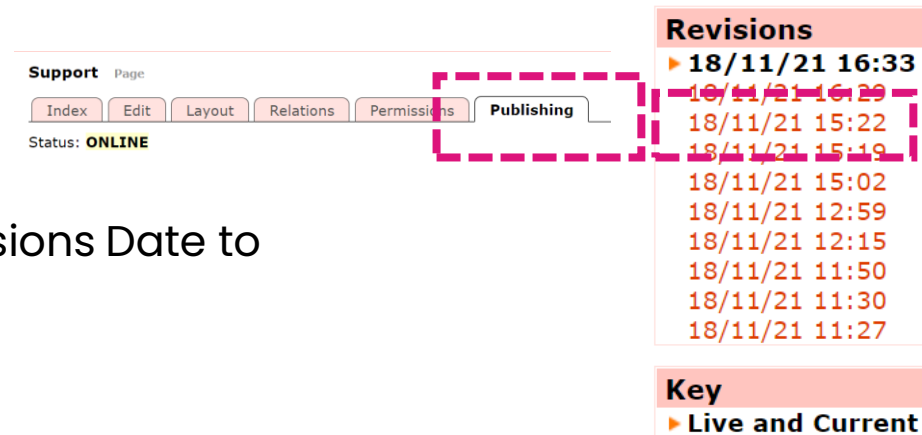
Save as New Revision and Publish

Save as New Revision: changes are not visible to visitors. It will save the page with a new date (New Revision).

Save as New Revision and Publish: makes changes visible on the website and publishes it with a new date. In most cases you will use this button to publish your webpages. It will help website editors to see who made changes and when.

If you change your mind:

1. Click on the Undo icon (if you haven't saved it)
2. Go the Publishing tab and click on an earlier Revisions Date to publish a previous version.



The screenshot shows a webpage editor interface. At the top, there are tabs for 'Support', 'Page', 'Index', 'Edit', 'Layout', 'Relations', 'Permissions', and 'Publishing'. The 'Publishing' tab is selected and highlighted with a dashed red box. Below the tabs, the status is shown as 'ONLINE'. To the right, there is a 'Revisions' panel with a list of dates and times. The most recent revision is '18/11/21 16:33', which is highlighted with a red arrow. Below the revisions list is a 'Key' section with a red arrow pointing to 'Live and Current'.

Revisions
▶ 18/11/21 16:33
18/11/21 16:29
18/11/21 15:22
18/11/21 15:19
18/11/21 15:02
18/11/21 12:59
18/11/21 12:15
18/11/21 11:50
18/11/21 11:30
18/11/21 11:27

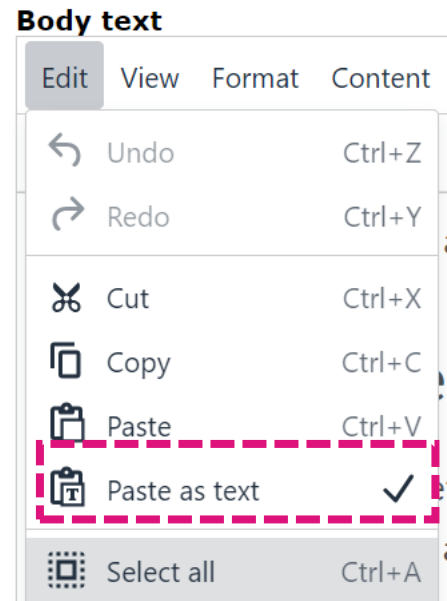
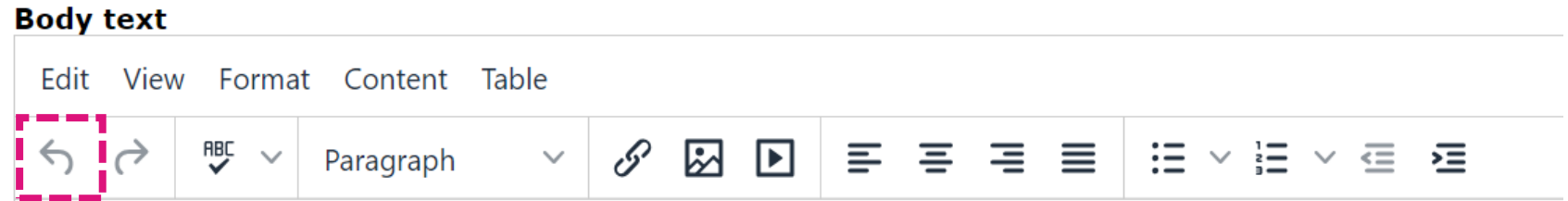
Key
▶ Live and Current



Adding and editing text

You can simply type into the **Body text** area to add text to your page.

If you mistype or complete an action that was incorrect you can press the **undo button** (as long as you have not yet saved the page).



Pasting from documents

1. Go to Edit
2. Click on Paste as text (it will help remove unnecessary formatting).
3. Click back on your page and paste using **Ctrl button** and **V** on your keyboard
4. If you want to remove formatting such as bold or colour from your text, highlight your paragraph, then go to Format and 'Clear formatting'



Adding and editing text good practice

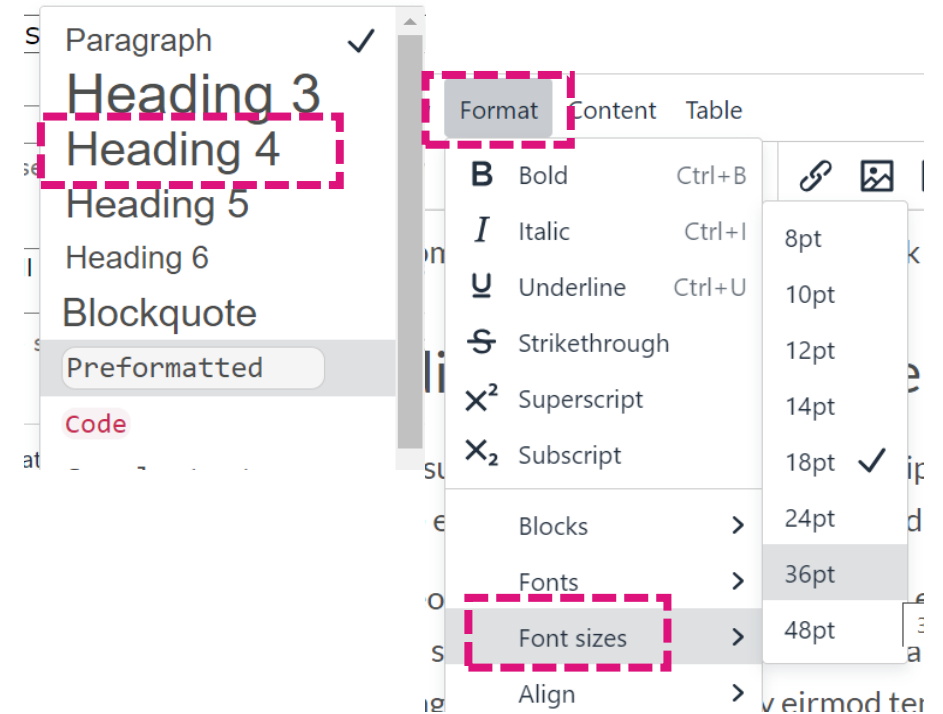
Good practice tip:

(Strongly recommended)

Only use the format 'paragraph' drop-down list and stick to 'font family' and 'font size' to format your text. This is the font that has been set in the design template (theme) for your website.

Use the **Heading styles** for breaking up paragraphs of text on a page.

If you do not use the fonts set in your template (see these in Look and Feel), then write yourself and your administrators a style guide that sets out exactly which fonts will be used e.g. Arial 16 for paragraphs and Arial 32 for heading 3. You can change fonts and font sizes on the page by going to Format. This will ensure consistency across your site and make sure your pages are easier to read.



Do not change the format of font and size unless necessary.



Adding images and photos

What is an image?

- ✓ Photo, graphic or a logo
- ✓ Jpg, Gif or Png files only

You may need to compress your images before uploading if they are very large. Ideally 2MB or less.

What is not an image file?

- ✓ Pdf document
- ✓ Publisher file
- ✓ Word document containing an image
- ✓ Files formats unsuitable for the web e.g. tif, bmp



Adding an existing image to a page

There are lots of ways to add images to pages, in grids, galleries, carousels and more. Here is how to add a single image to a page, where you may have text above and below.

1. Adding your image to a page
2. Click on the Add/Edit Photo Icon (looks like two mountains with a sun)
3. A new pop-up window will open



Insert/Edit Image

General

Source

Advanced

Alternative description

Image title

Width Height

Class

None

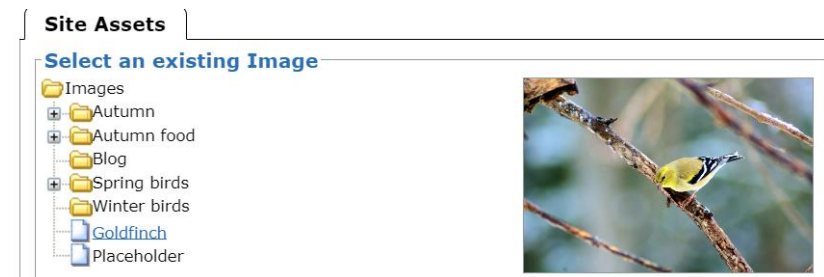
Cancel Save

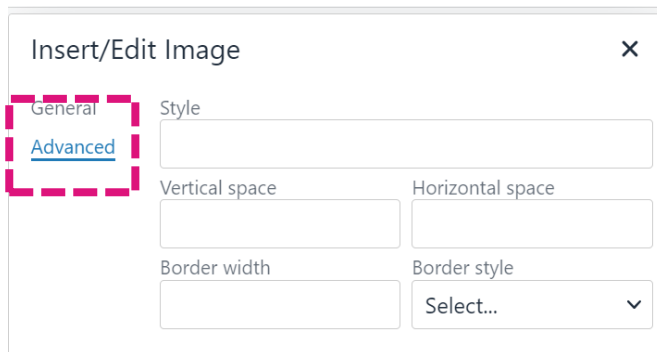
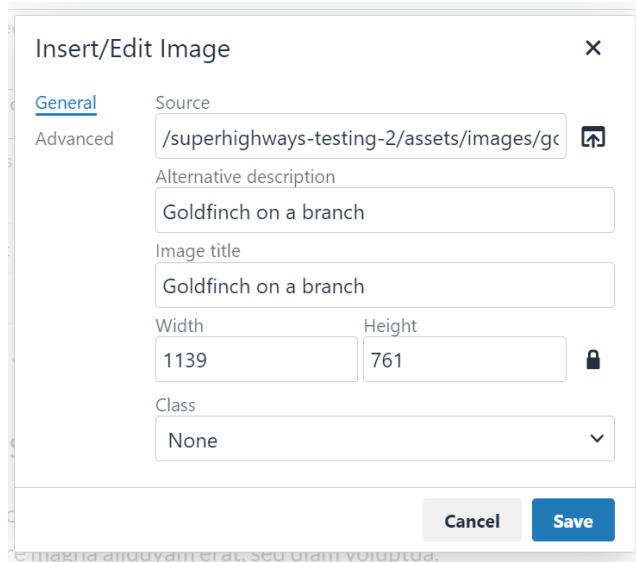
To use an image on your website it must first be uploaded to the assets library. If it hasn't yet been uploaded to the assets library, you can do this as part of this upload process.

4. Click on Browse icon at the end of 'Source'.
5. This will open another box.
6. If your image is in the assets library, simply click on the name of the file e.g. Goldfinch



Click on the plus sign by a folder to show the images it contains if you have created folders.





There are some additional styles you can add in the advanced tab

A second Insert/Edit image box opens. The General tab is used to add basic information and control sizing for the image.

7. Alternative description: This is what screen readers will read out for people who are blind or visually impaired using this technology. It needs to be a short, accurate description. Please complete this.

8. Title: this is a caption that your visitor sees when they hover their cursor over an image. You do not have to complete this but is useful for things like names of people in a photograph or crediting a photographer. It will auto complete from the alternative description

9. You can also change the width or height of you image if needed. The proportions are constrained by default to prevent the image stretching out of shape. However, you can click on the padlock icon to unlock if needed.

10. Click Save to add the image directly onto your webpage.

11. Don't forget to **save or publish your webpage by scrolling down to the bottom of the webpage.**



Editing an inserted image

You can choose whether the image is on the left or right of text. Leave centred to have text flow above and below the image.

At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua.



Click on the Image icon again to edit in full. This will open the dialogue box again.

You can add 100% to the Width if you want your image to show the full width of your webpage.

You can drag the blue corners of the image to re-size it on the page

Body text

Edit View Format Content Table

Undo Redo ABC Paragraph [Image icon] [Video icon] [Text alignment icons] [List icons]

Here's some info about us and why [Image icon] ters.

Insert/Edit Image

General

Source: /superhighways-testing-2/assets/images/gc

Alternative description: Goldfinch on a branch

Image title: Goldfinch on a branch

Width: 100% Height: 67

Class: None

Cancel Save



Adding a new image to a page

You can also add a new image to your assets library first by choosing a file from your computer.

Or add a new Image

File name

Description
ⓘ Brief description of the image, used as the alt text for screen readers.

Upload image (Max 100MB)

Add to Folder

Add to Folder

- Images
- Autumn
- Autumn food
- Blog
- Spring birds**
- Winter birds

You only need one copy of any file or image in your assets library. If you later edit the image on your computer, you can override the existing file in your assets library.

1. Give your image a File name for your assets library. This will also form the URL for the image. It needs to be clear.
2. Give your image a short, brief description for screen readers
3. Click on choose file to look for the file on your computer
4. Add to a folder if you have them (you will need to create folders first in your assets library for them to be available in the dropdown)
5. Then Save and Publish. This publishes the image into your assets library. You can now follow the steps on the previous pages to add it to your page and change its appearance.



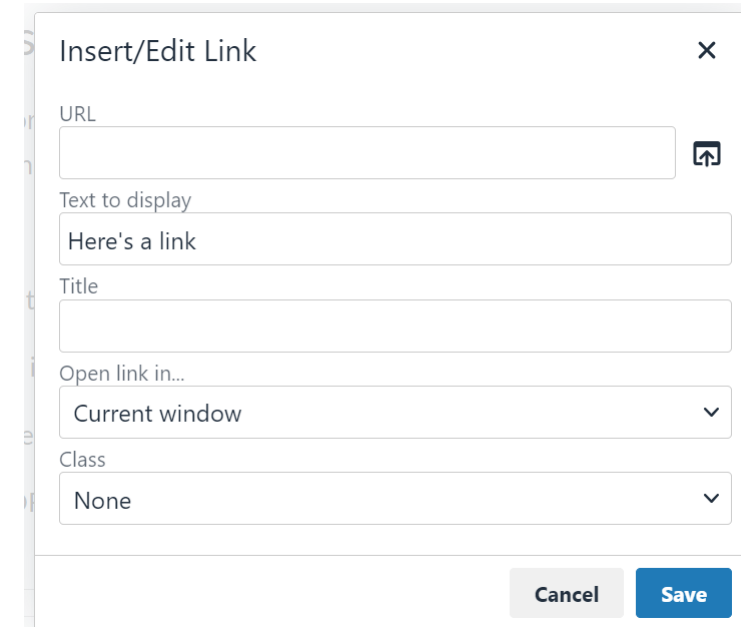
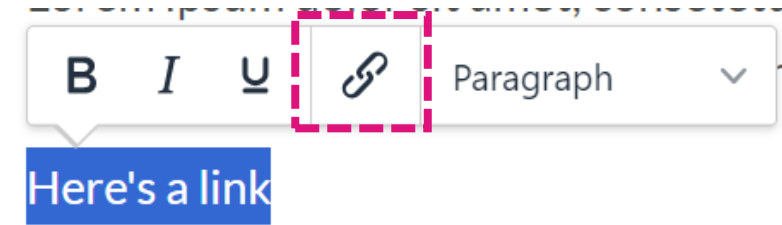
Adding links to webpages and emails

There are 4 types of commonly used links:

1. Link to another website
2. Link to a page within your own site
3. Link to an email address
4. Link that opens a document

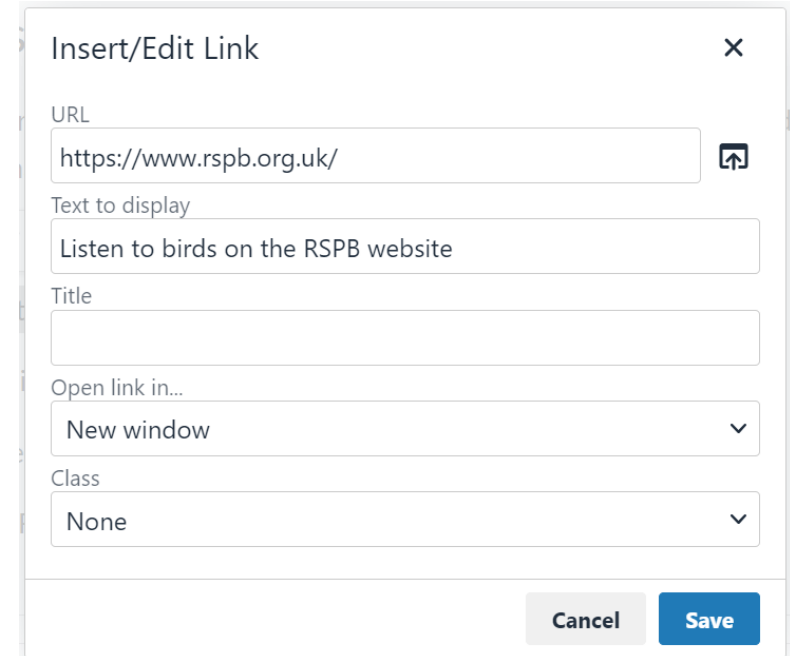
You will add links using the same basic method:

1. Add some text that describes the link
2. Highlight the text with your cursor
3. Click on the link icon
4. Complete the relevant fields in the box
5. Save when you have finished
6. Don't forget to Preview or View live version to check if your link is working correctly.

A screenshot of the 'Insert/Edit Link' dialog box. The dialog has a title bar with a close button (X). It contains several input fields: 'URL' with an empty text box and a small icon to its right; 'Text to display' with a text box containing 'Here's a link'; 'Title' with an empty text box; 'Open link in...' with a dropdown menu set to 'Current window'; and 'Class' with a dropdown menu set to 'None'. At the bottom right, there are 'Cancel' and 'Save' buttons.

Adding links to external websites

1. Type the word(s) you want to make into a link e.g. Royal Society for the Protection of Birds (RSPB) website
2. Highlight/select the words that you wish to link to Click on the Link Icon
3. The Insert/Edit link box will open
4. Copy the website address from the website and paste this into the URL field. You can also type the address.
5. Change or add the link's text in the Text to display field e.g. Listen to birds on the RSPB website
6. Change 'Open link in' to New Window'. When the visitor clicks on the link it will open the new website in a different tab, which will keep your website open alongside it in their browser
7. Save



Insert/Edit Link

URL
https://www.rspb.org.uk/

Text to display
Listen to birds on the RSPB website

Title

Open link in...
New window

Class
None

Cancel Save

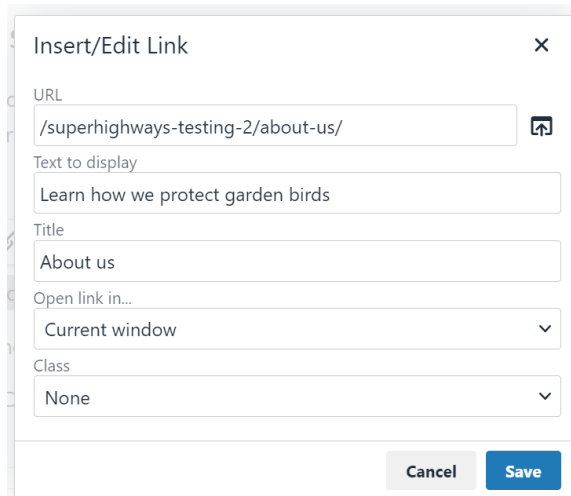
You could just type the address e.g. www.rspb.org.uk into your page, but it is generally friendlier and easier to read to make a word or phrase into a link.



Adding links to internal webpages

1. Go to the browser icon at the end of the URL field to find the internal page you want to link to
2. Click on the plus icon + beside Home (your home page) to show other webpages on your website
3. Click on the name of the page you want to link to e.g. About us.

The Title will automatically populate from the title of the page



Insert/Edit Link

URL
/superhighways-testing-2/about-us/

Text to display
Learn how we protect garden birds

Title
About us

Open link in...
Current window

Class
None

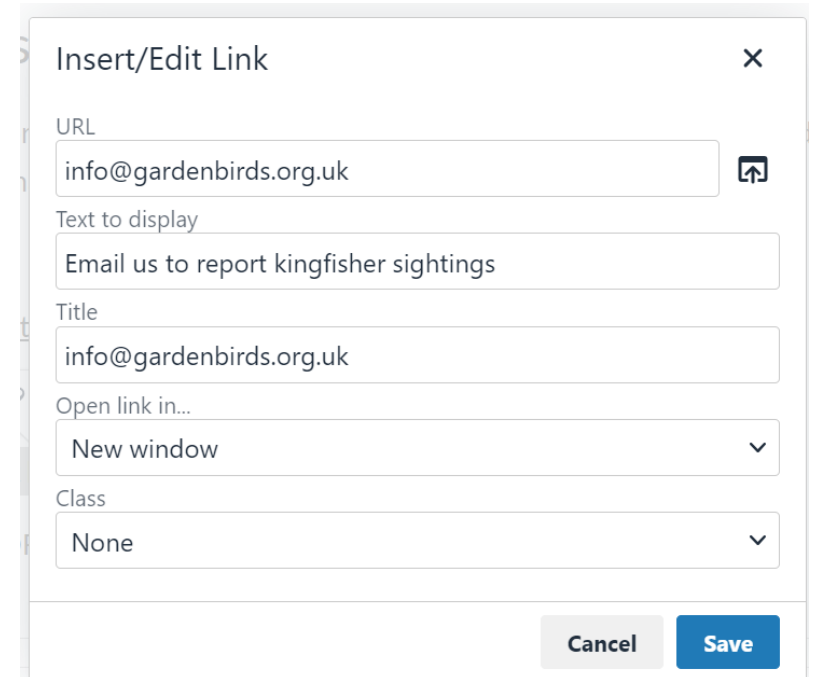
Cancel Save

4. Open link in Current Window (default). This prevents lots of pages on your site being open in multiple tabs on your visitor's device
5. Save



Adding links to email addresses

1. Highlight the words you want to link and click on the Insert/Edit link icon (even if email address is written out in full)
2. Type the email address into the URL field
3. Add the email address to the title if you want visitors to also be able to see the email address when they hover their cursor over the link
4. Open link in New window
5. Save
6. If you have added the information correctly a message will pop up on your screen saying 'The URL you entered seems to be an email address. Do you want to add the required mailto: prefix?'
7. Click the Yes button
8. Don't forget to preview or View live to check your link is working. When you click on the link your device will attempt to open a new email message for you to complete.



Insert/Edit Link

URL
info@gardenbirds.org.uk

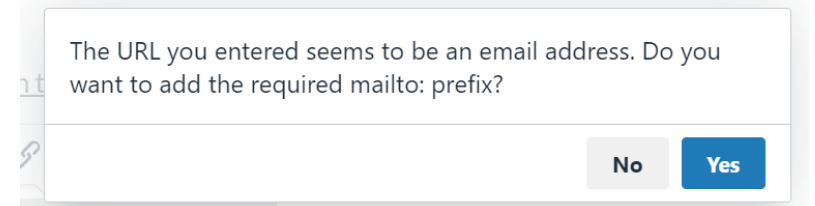
Text to display
Email us to report kingfisher sightings

Title
info@gardenbirds.org.uk

Open link in...
New window

Class
None

Cancel Save



The URL you entered seems to be an email address. Do you want to add the required mailto: prefix?

No Yes



Adding documents to your website

Documents you can add to your websites

- ✓ *Word docs in a compatible mode
- ✓ Pdf files

*When a visitor clicks on a Word document link it will download to their computer. PDFs will open in the person's browser: they can view it first in a tab in their browser before saving a copy to their device.

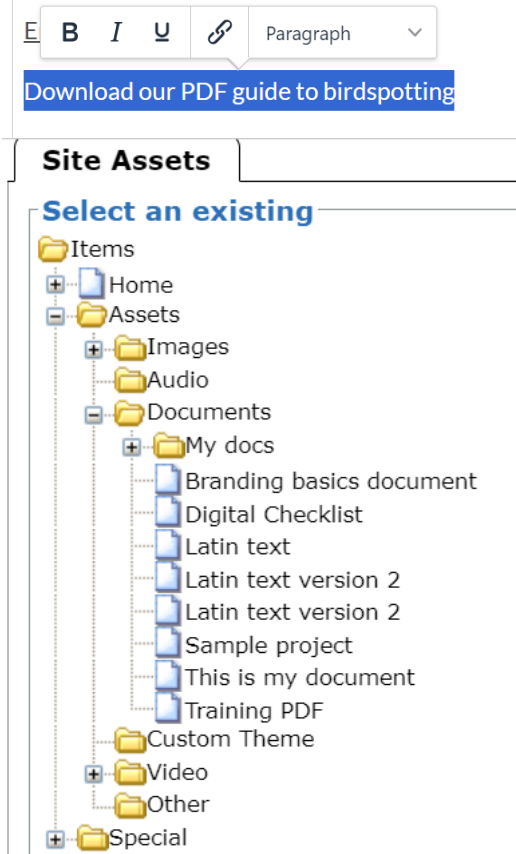
Other file types you can add


- ✓ Publisher files (or any other desktop publishing)
- ✓ PowerPoint files
- ✓ Excel workbooks
- ✓ And lots more!

PDFs are the most useful file type as most people can open these on their computers or phones. Not everyone has access to programmes such as Word or Excel.



Linking to a document



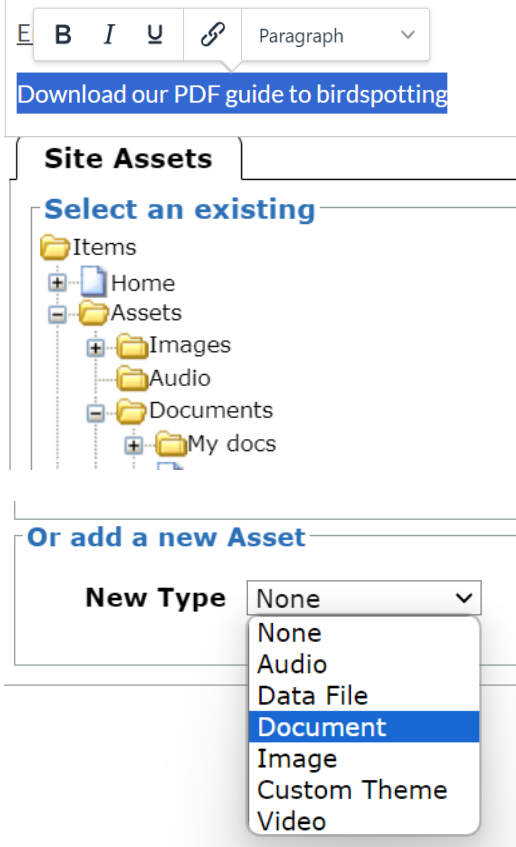
1. Highlight the text you would like to link to
2. Click the link icon and then the browse icon 
3. Click on the plus icon + beside Assets
4. Click on the plus icon + beside the Documents folder
5. Click on the document you want to create a link to
6. If you have folders within your Documents folder, you may need to click on the plus icon again to reveal the document titles.


The screenshot shows the 'Insert/Edit Link' dialog box. It has a title bar with a close button (X). The fields are: 'URL' with the value '/superhighways-testing-2/assets/documents/this-is-my-c' and a browse icon; 'Text to display' with the value 'Download our PDF guide to birdspotting'; 'Title' with the value 'This is my document'; 'Open link in...' with a dropdown menu set to 'New window'; and 'Class' with a dropdown menu set to 'None'. At the bottom, there are 'Cancel' and 'Save' buttons.

7. Open link in New Window for any PDFs: this will ensure your document opens in a separate tab in the visitor's browser
8. Save



Add a new document before linking



1. You can also upload a new document from your computer into the assets library first, before inserting it on your page
2. Highlight your text and click on the link button
3. Click on browse 
4. Scroll down in the Site Assets box to see 'Or add a new Asset'.
5. Under New Type choose Document
6. Give your file a name
7. Click on Choose file to upload it from your computer or other device

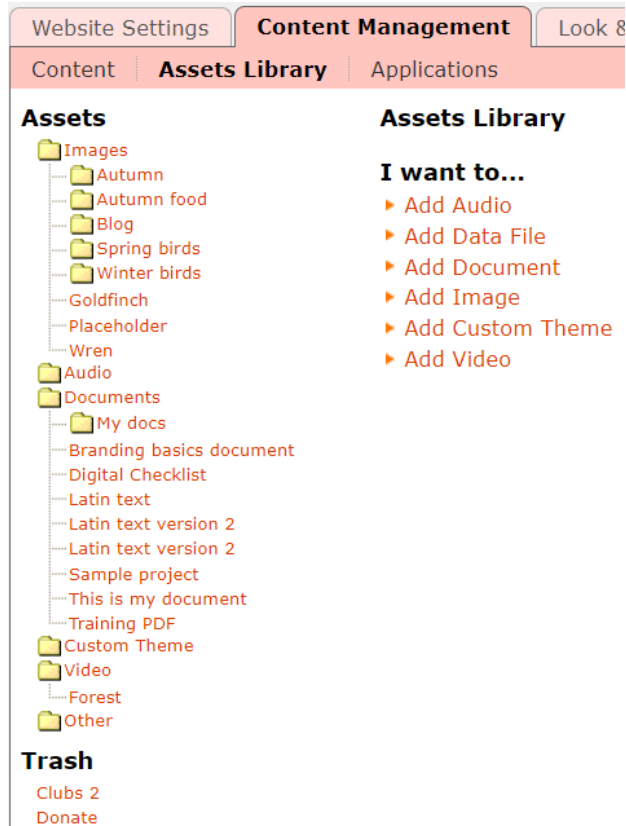
The image shows a form titled 'Or add a new Asset'. It contains the following fields and controls:

- New Type:** A dropdown menu with 'Document' selected.
- File name:** A text input field.
- Upload file (Max 100MB):** A button labeled 'Choose file' and a text input field containing 'No file chosen'.
- Add to Folder:** A dropdown menu with 'Documents' selected.
- Save and Publish:** A button.

8. If you have created folders in your assets library, choose a folder for your file.
9. Save and Publish. This publishes the file in your assets library and gives it a URL. You can now Save the link onto your webpage.



Assets library management: files



Your assets library is where all documents, images, videos and audio (assets) are stored, regardless of whether they were uploaded directly to the library or via a webpage.

You can upload:

- ✓ A single file of up to 100MB
- ✓ JPGs and PNG files for images
- ✓ MP4 files for videos
- ✓ MP3 files for audio
- ✓ Upload various document types. PDFs are usually best
- ✓ Create folders for easy administration. Folder names do not form part of the URL for the asset. Folders can only be created directly in the library.

You cannot upload:

- ✓ Upload multiple files at the same time. Each file requires individual details to be completed, such as file name or an alternative image description (ALT text)



Assets library: editing a file

You only need to upload a copy of a file once.

If you make some edits to the document, image or other file you can also override the existing upload in your assets library. This can help you to:

- ✓ Ensure active links to documents do not break
- ✓ Know which is the current version of the file
- ✓ Prevent a long list of similarly named files and not knowing which is the correct one.

The screenshot shows a file explorer on the left with a tree view containing folders like 'Documents' and 'My docs', and files like 'Branding_basics_document', 'Digital Checklist', 'Latin text', 'Latin text version 2', 'Sample project', 'This is my docu', and 'Training PDF'. The 'Latin text' document is selected, and its view is shown on the right. The view includes tabs for 'Index', 'Edit', and 'Publishing', with 'Index' currently active. Below the tabs are buttons for 'Clone', 'Cut', 'Copy', and 'Delete'. A search bar is present with a dropdown menu set to '-- Any type --'. At the bottom, there is a 'Public URL' section with the text 'This item is available to the public at the following URL:' and the URL 'https://e-voice.org.uk/superhighways-testing-2/assets/'.

In the example on the left there are two documents in the Documents folder called Latin text and Latin text version 2. They are the same document. I can delete Latin text version 2 and simply edit the first Latin text document if it has changed.

The screenshot shows the 'Edit' tab for the 'Latin text' document. It includes buttons for 'Index', 'Edit', and 'Publishing', with 'Edit' currently active. Below the tabs are buttons for 'Clone', 'Cut', 'Copy', and 'Delete'. A text input field contains 'Latin text'. Below this, there is a section for '* Upload file (Max 100MB)' with a 'Choose file' button, the text 'No file chosen', and a link 'View current (25 Kb)'. At the bottom, there is a 'Save and Publish' button.

To upload a new revision of the document:

1. Click on the document you want to edit so that it is highlighted in bold
2. It will open in the Index tab
3. Go to the Edit tab for the document
4. Give your file a name
5. Click on Choose file to upload your latest version from your computer
6. Save and Publish



Assets library: sharing files

The screenshot shows the 'Assets Library' interface. On the left is a sidebar with a tree view of folders: Images (Autumn, Autumn food, Blog, Spring birds, Winter birds), Goldfinch, Placeholder, Wren, Audio, Documents (My docs, Branding basics document, Digital Checklist, Latin text, Latin text version 2, Latin text version 2, Sample project, This is my document, Training PDF), Custom Theme, Video (Forest, Other), and Trash (Clubs 2, Donate). The main area is titled 'Assets Library' and contains a section 'I want to...' with options: Add Audio, Add Data File, Add Document, Add Image, Add Custom Theme, and Add Video.

You do not need to link to an asset on a webpage to share it with others. You can simply share its public link in the Assets Library.

1. Click on the document in the assets library you want to share
2. Go to the Index tab
3. Copy the Public URL
4. Paste into your email or anywhere else e.g. social media you wish to share

The screenshot shows the 'Latin text' document view. The 'Index' tab is selected, with 'Edit' and 'Publishing' tabs also visible. Below the tabs are buttons for 'Clone', 'Cut', 'Copy', and 'Delete'. At the bottom is a search bar with the text 'Search for -- Any type -- containing' followed by an empty input field, 'in' with radio buttons for 'Selection' (selected) and 'Whole site', and a 'Search' button.

Public URL

This item is available to the public at the following URL:

<https://e-voice.org.uk/superhighways-testing-2/assets/documents/latin-text>



Scheduling and taking pages offline

Scheduling

You can schedule when a page is published or when it is taken offline

- ✓ Go to the Publish tab to see the status of the page
- ✓ You can set the date and time that you want it to be published
- ✓ You can unpublish a webpage by clicking on 'Take Offline Now' or set a future date for a page to be taken offline e.g. a job vacancy

Brand new test page Page

Index Edit Layout Relations Permissions **Publishing**

Status: **Offline**

Publish

- ▶ Preview
- ▶ Publish

Create schedule to publish at:

October 31 2023 14:30

Save changes Cancel

Revision History

Live	Revision	Creation date	Created by	Published at		
	# 50301365	2023-10-27 12:55	Sorrel Parsons	2023-10-27 14:24	Publish	Preview
	# 50300942	2023-10-27 12:29	Sorrel Parsons	2023-10-27 12:29	Publish	Preview

Status: **ONLINE**

Take offline

- ▶ Take offline now

Create schedule to take offline at:

April 27 2024 00:00

Save changes Cancel

Changing a URL of a webpage

1. First go to the Publishing tab and Take offline now
2. Go to the edit tab for the page and edit the Menu title
3. Save and publish your page



Types of pages

Folders, pages and news stories

When you click on 'Create item' in the Index tab of any webpage to add a new page to your site, you are given a range of options:

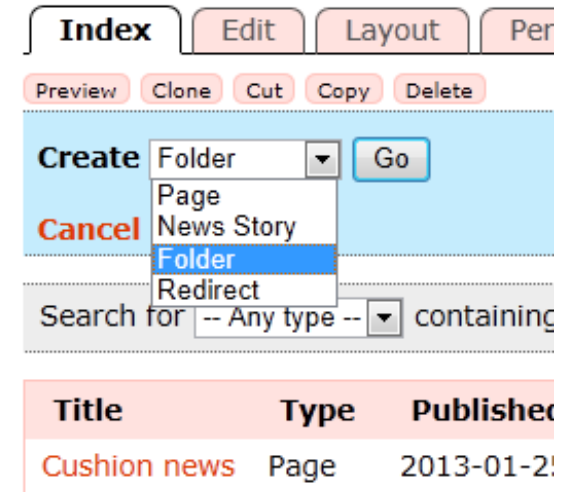
Page – the main way to add webpages to your site

News Story – This type of page is linked to the Latest News include (includelets are covered in the Advanced notes)

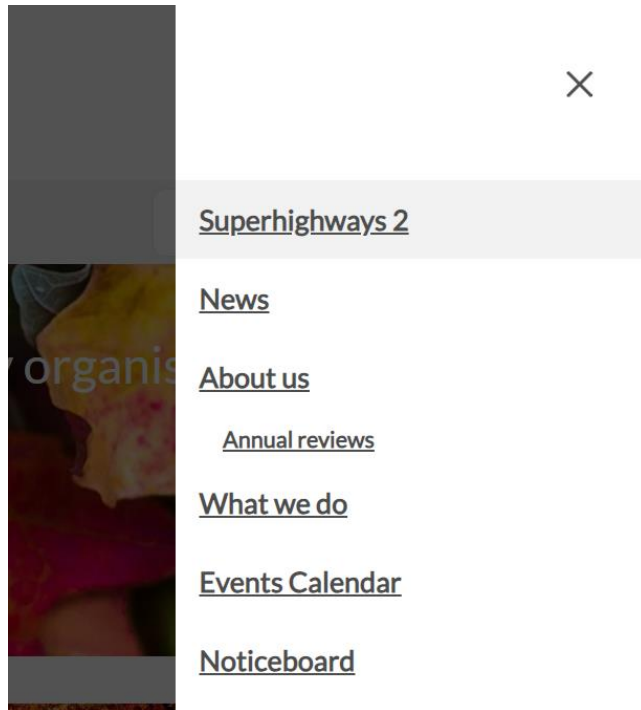
Folder – useful for housekeeping and organising complex website.

Redirect – creates a (blank) short page that you can directly link to an external website, or another page internally on your own website. Simply paste the URL of the application into the URL box.

This is useful if you want to place a Voice application's landing page elsewhere on the site e.g. you want your Calendar to display under a top-level navigation page called Events rather than on the main menu.



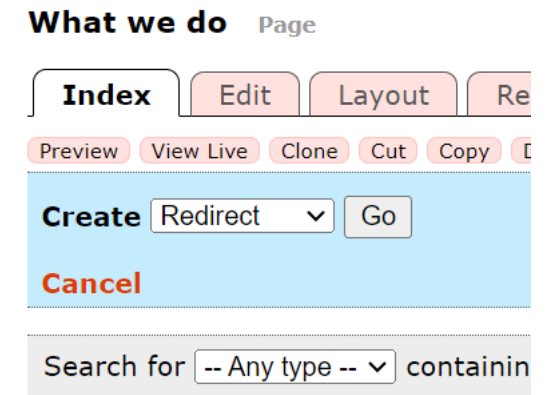
Redirect pages: moving an application



Applications (see page 31) are not as easily moved around as webpages. This is because they contain more complex programming. Applications once enabled can only be included in the main navigation menu. They cannot be cut and pasted to another area of the website. However, you can create a pathway to it under another webpage using a Redirect.

Let's say we wanted to move the calendar from the main navigation menu to underneath our What we do section.

1. Go to the Events Calendar in the public view of your website
2. Copy the webpage address
3. Go the section (webpage) that you want the Events Calendar to appear e.g. What we do
4. Create item
5. In the dropdown choose Redirect
6. Click on Go



Public URL

This item is available to the public at <https://e-voice.org.uk/superhighv>



*** Full title**

Menu title

ⓘ A shorter title used in the navigation menu, which also forms

Subtitle

ⓘ Optional, can be shown prominently on pages and in include

*** URL to redirect to instead of showing this page**

*** Redirect entire folder**
 Yes
 No
 ⓘ Sometimes called a 'wildcard redirect', this will redirect any Use it only if you've moved an entire folder of content from

Type of redirect code to use

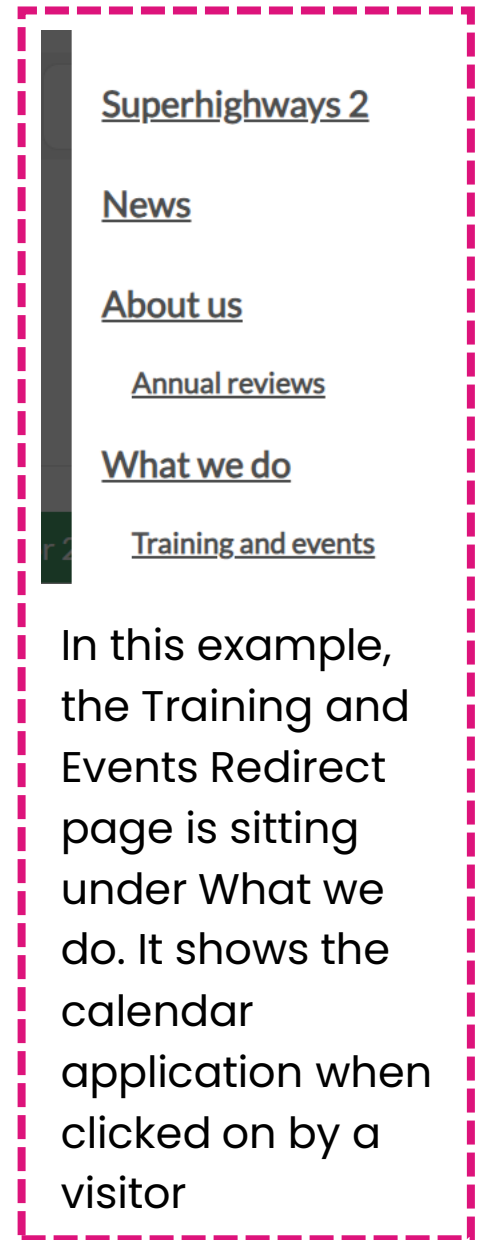
ⓘ Use 'Moved Temporarily' unless you're sure the redirection i

*** Include in navigation menu?**
 Yes
 No
 ⓘ If this is a sub-page it will only show if parent pages are als

Keywords

ⓘ Used in the Filtered Item List Keywords includelet for center

7. Give your page a full title e.g. Training and events
8. Complete the subtitle field if you are using them on your site
9. Paste your calendar URL into the field 'URL to redirect to instead of showing the page'
10. Unless you are moving a folder of webpages you can leave the Redirect entire folder as No
11. Leave the Type of redirect code as Moved Temporarily. Only use the drop down to change to permanently if you are sure you will not move them again
12. Tick Yes or No to Include in Navigation (in this example yes)
13. Ignore the Keywords box unless you are using these in Filtered Item Lists
14. Save or Save and Publish
15. Don't forget to go to Applications and untick the box that says Include in navigation, otherwise your Application's page will show twice in the navigation menu



Reordering pages

Items are automatically added to the bottom of the menu (navigation) but this might not be the order you want them to appear.

1. Make sure you have clicked on the page in the site map that the other pages you want to reorder sit under. It will be highlighted in black and bold
2. Go to the Index tab for that top level page
3. Go to 'Reorder Items'
4. You will then see a list of all the items (pages) that sit under that page.
5. Highlight one and use the Move Up or Move Down buttons to move it to the right place
6. Save Changes
7. This will move the page immediately.

About Page

Index Edit Layout

Preview View Live Clone Cut Copy

Search for -- Any type -- v contain

Title	Type
Is this project for me?	Page
Team	Page
Partners	Page

Reorder Items

The order of items for use in men

Reorder Items

About Page

Index Edit Layout Relations

Cancel and go back

Reorder items

Is this project for me? Team Partners

Move up Move down

Save changes



Enabling applications e.g. Events Calendar

1. Go to Manage Website
2. Go to Content Management
3. Then Applications
4. If it isn't already, click Enable next to the application you would like to use e.g. Events Calendar
5. You can re-name it e.g. you can re-name the Events Calendar to "whats-on"
6. Click OK
7. By default, it is included in your Navigation Bar. Untick to take out of the main navigation and use a Redirect page (see page 28) to display the application somewhere else on your website

Applications Show Help

[Add Private Members' Area](#)

Application	Enabled	Actions	Show in Nav
Discussions Create free-form discussions organised into topics, with contributions from your members or from the public.	No	Enable	
Events Calendar Allows you and your members to add events to your website. They can be viewed as a list, or in a weekly or monthly calendar view.	No	Enable	

Choose a URL for Events Calendar

URL <https://e-voice.org.uk/superhighways-testing-2/>

Applications Show Help

[Add Private Members' Area](#)

Application	Enabled	Actions	Show in Nav
Discussions Create free-form discussions organised into topics, with contributions from your members or from the public.	No	Enable	
Events Calendar Allows you and your members to add events to your website. They can be viewed as a list, or in a weekly or monthly calendar view.	Yes	Disable Permissions Rename / Admin	<input checked="" type="checkbox"/>



Further resources and help

Training and advice for small charities and community organisations in London:

info@superhighways.org.uk
www.superhighways.org.uk

Further help:

1. [Voice documentation](#)
2. [Forums](#)
3. [User Groups](#)

