

## Pages

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CivicPlus help manuals on working with the Page Wizard (the most common way you will create and manage page content) and Adding a Slideshow to a page can be found in the Intranet IT Document Library > CivicPlus folder.

A few things to remember when working with pages

1. Pages Tree:
  - a. Click the checkbox “Show Mine Only” in the main Pages tree to display your pages only
  - b. Click on double page icons to expand that section of the tree
  - c. Hover over a page to display the pages menu
  - d. Click rename properties to display the menu properties for a page
  - e. Click on View Content List to see the list of published content
  - f. Click on Edit Published Content to go right to the page content and begin editing
2. Menu Item Properties:
  - a. Page menu creates the page and has the page description. The description is used by search engines to index the page, is displayed in search results and when using the dynamic subpage page content option. Each page should have a description added in paragraph format.
  - b. Page layout is also associated with the menu properties. Select either Default (no feature column) or Feature Column from the Template Layout dropdown list to include a right feature column on your page.
  - c. Page images are used only when selecting the Dynamic Subpage page content option, so are not necessary for most pages.
  - d. Leave the default settings for all other options
    - i. Content Rotation = None
    - ii. Show Archives = No
    - iii. Show RSS = No
    - iv. Feature Links = blank
3. Content List:
  - a. The page content list shows all versions of page content you have created and the status of each (active, draft). You can have only one content version published at a time. If no content is published, the page will be blank.
  - b. To edit a content version, select Modify from the Actions drop down list.
4. Content Properties/Edit Published Content:
  - a. To edit page content, select Modify from the Actions drop down list
5. More about the feature column: In a feature column layout, the right section of the page is reserved to display content from other modules.
  - a. Module content that can be displayed in the feature column, in order of display, are
    - i. Calendar
    - ii. News
    - iii. QuickLinks
    - iv. FAQ
    - v. Opinion Poll
    - vi. Contact Us (created in Info Advanced module, see more info there)

- vii. Spotlight (created in Info Advanced module, used for links to slide shows, videos or to display other images. See the section on the Info Advanced module for more details)
- b. If you are unable to choose the page layout, contact Kathryn for assistance

## Pages—Page Wizard

### City Clerk

#### Responsibilities

As a City Council-appointed, record-keeping officer, the City Clerk and staff are responsible for the preparation, execution, and archiving of all [City Council](#) documents as prescribed by State law and [City Code](#).

These duties include:

- Archiving City Council documents, official proceedings, ordinances, and resolutions
- Administering [beer, wine, and liquor licenses](#)
- Administering [bicycle licenses](#)
- Administering [birth and death certificates](#)
- Maintaining boards and commissions applications and appointments
- Administering [business licenses](#)
- Maintaining City Council meeting and election materials
- Developing agreements and leases
- Administering [dog licenses](#)
- Administering [marriage licenses](#)
- Providing Notary Public services
- Publicizing of legal notices
- Recording official documents
- Administering [Special Events Permits](#)



#### Contact

Sally Jones  
City Clerk  
[Contact Us](#)

317 Houston St.  
Civic City, KS 66502

Ph: (785) 587-1853  
Fx: (785) 587-8951

#### Hours

Monday - Friday  
8:00 am - 5:00 pm

### Aquatic Center Summer Season

#### Splash Into the Summer Season

Get ready for another full summer season of fun. The summer season begins on Saturday, May 23. Opening weekend the first 500 guests each day will receive a free shaved ice from Tad's Tropical Sno.

#### Summer Season Passes

##### Family Season Pass

The Family Season Pass provides unlimited entry to recreation swim for the entire summer season. The pass includes up to five people from one household. Must include one adult. Entrance to all special events is also included.

- Full Season Pass: \$180 for residents; \$220 for non-residents
- If purchased before May 31: \$160 for residents; \$200 for non-residents
- Additional children are \$15 each

##### Individual Season Passes

The Individual Season Pass provides unlimited entry to one person for recreation swim for the entire summer season. Entrance to all special events is also included.

- Youth / Adult (ages 13-59): \$60 for residents; \$70 for non-residents
- Child / Senior (ages birth-12 and 60+): \$50 for residents; \$60 for non-residents

For information on summer season passes, please contact the Aquatic Center at (785) 587-7946.

#### Daily Admission Charges

For individuals without season passes, the daily admission prices are:

- Youth / Adult: \$7 for residents; \$8 for non-residents
- Children under 48": \$4 for residents; \$6 for non-residents

### With the Page Wizard You Can:

- Create and Edit Pages in a Controlled Template Environment
- Easy setup of a page using templates such as right contact, left or right image, or a text only layout.

## Section 1: Using the Page Menu

Once you have entered the page menu by selecting the **Pages** you will notice several different icons and descriptions this sections includes a guide to all the actions and icons you will see in the page menu.

### Section 1A: Icon Glossary

These are the icons you will see in the page menu. (Fig. 1A-1)

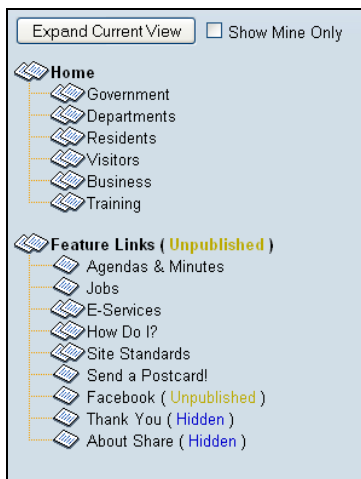


The “two page” icon is sometimes called a “Parent” page; it indicates that sub pages (sometimes called “Child” pages) exist below this page. Clicking on the icon will expand the list to display the next level of pages.



The “single page” icon indicates that this page has no sub pages.

- ( **Hidden** ) means a page has been set to “Don’t Display in Menu” in the Rename/Properties area. It is a live page, can be referenced from another page, but it cannot be accessed from a navigation menu.
- ( **Expired** ) means the content had an ending date and has now expired; it will not be visible on the public website.
- ( **Unpublished** ) means there is no published content for this page; it will not show in the menu on the public side until the page has published content.

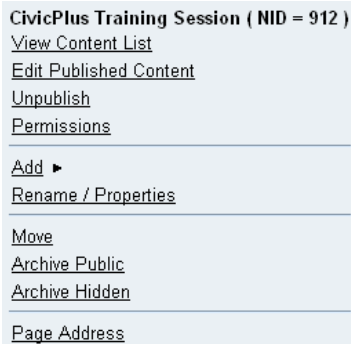


**Fig. 1A-1**

### Section 1B: Mouse Over Menus

The page menu uses mouse over menus that will appear when you move your mouse over the page title. Your menus may differ based on your rights.

**Example Mouse Over Page Menu:**



**Page Name and NID**

NID is the unique identifier for a page. It appears in the address bar of your website. Additionally, when you click on the NID number (ex: **NID=9**), it will bring up the current page in a new window so you can verify that you are modifying the correct page.

**Show Archived**

When this is turned on all previous versions of the page are visible

**View Content List**

Shows the list of published and unpublished content items.

**Edit Published Content**

If published content exists, this option will take you directly to the Online Editor or Page Wizard depending on how the page was created. If no published content exists, you will see the Content List.

**Unpublish**

This will allow you to unpublish this page and remove it from public view. This will not unpublish any subpages.

**Permissions**

Allows you to set user rights for that page.

**Add Page**

This allows you to add a sub-page for the current page. When you click Add Page, it takes you to the Properties screen for the new page.

**Rename/Properties**

Allows you to change the name of the page, hide the page, set up a “sub-site” page, or turn on content rotation. (Not available to Authors.)

**Move**

This moves the current page. (Not available to Authors.)

**Archive Public**

Archived information is visible on the public side

**Archive Hidden**

Archived information is not visible but is saved.

**Delete**

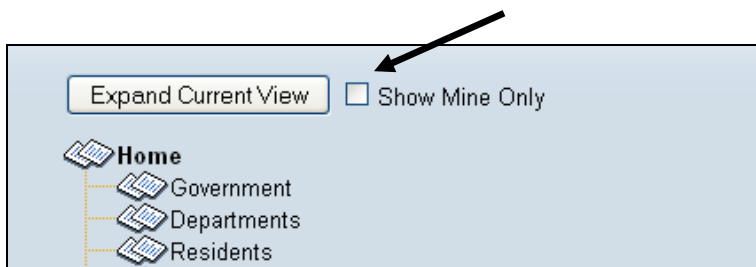
Clicking Delete will delete the page and all content items either published or unpublished. (Not available to Authors.)

**Page Address**

This copies the address of the page to the clipboard.

**Section 1C: Show Mine Only**

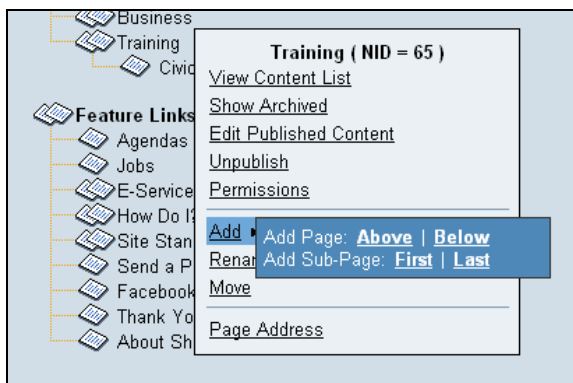
Selecting the Show Mine Only box will display only the pages you have access to edit. This will make it easier to find your page. Once selected it remembers this each time you return, see Fig. 1C-1.



**Fig. 1C-1**

## Section 2: Creating a New Page

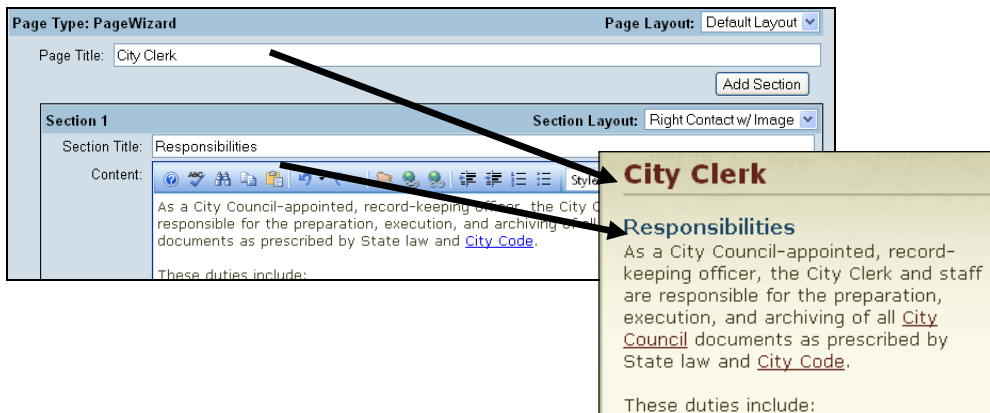
1. Login to the Admin side of your website
2. Select **Pages** and find the place you want to add your new page.
3. Mouse over the page nearest to the place you wish to add your new page and then move to **Add**
4. Now select to either add a page or a subpage (Fig. 2-1)
  - a. Adding a Page (above or below) will keep your new page on the same level as the existing page
  - b. Adding a Sub-Page (first or last) will move your page one step further inside the navigation



**Fig. 2-1**

5. Fill in the page's Menu Item Properties and click **Save**.
  - a. **Menu Text**—This is the name of the page. It will appear in the menu on the Public Side.
  - b. **Display in Menu**
    - Display in Menu – The page will be listed in the menu.
    - Don't Display in Menu – Creates a page, but will not list in the menu.
  - c. **Type**—This should always be set to content.
  - d. **Page Description**—This will be the wording that displays for visitors who subscribe to the RSS Feeds. The description will also appear if the parent page is a dynamic page.

- e. **Content Rotation**
    - None – Allows for only one published content item.
    - Sequential – Allows for multiple published content items to have alternating versions of the same page.
  - f. **Template Layout**—System Administrators will only see this option
    - Default Layout – This is the standard layout for most pages.
    - Feature Column – This allows you to set up the page so certain right hand column modules, such as, Calendar and News Flash appear.
  - g. **Show Archives**—Turning “Show Archives” to yes will allow visitors to search previous versions of the published page.
  - h. **Show RSS**—By making this yes, the page on the public side will display a RSS button.
6. You now will begin to build your page using the Add New Content screen.
- a. **Version Name**—Default for this is the **Menu Text** or Page Name types in earlier. This does not show on the public side of the website, only the administrative side. It can be edited to indicate the difference between different drafts for the page.
  - b. **Search Keywords**—This will allow you to add keywords to help your site search. Common misspellings, acronyms, or other terms can but put here. Just separate with a space.
  - c. **Start Date**—Optional. Only use if the page is to begin displaying at a time other than at the time of publishing.
  - d. **End Date**—Optional. Only use if the page is to stop displaying at a time in the future.
  - e. **Show Archives**—Turning “Show Archives” to yes will allow visitors to search previous versions of the published page.
  - f. **Show RSS**—By making this yes, the page on the public side will display a RSS button.
  - g. **Page Type**—This is where you select to use either the page wizard, editor, or link for this content.
7. Using the Page Wizard to build your content.
- a. **Page Title**—By default this uses the menu title you assigned it. If you change the page title it will not change what it says in the menu structure (Fig. 2-2).
  - b. **Section Layout**—Select the template you wish to use for this section of the page.
  - c. **Section Title**—Section title will be the first Subheading on the page (Fig. 2-2).



**Fig. 2-2**

- d. **Content**—Add your content that will be on your page.
8. Save your page.
    - a. Cancel—Will delete what you are working on.
    - b. Save—Saves this content record as an unpublished version of your page.
    - c. Save and Preview—Saves as unpublished version and allows you to preview your page.
    - d. Save as Copy (only available when you are modifying)—Keeps the existing version published and saves your changes as an unpublished version.
    - e. Save and Publish—Will save this content and publish it to the site.
    - f. Save and Submit—This will submit your changes for approval. (Only seen by authors)

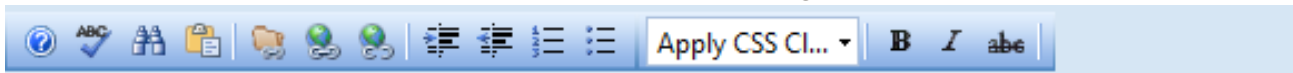
### Section 3: Modifying an Existing Page

1. Login to the Admin side of your website
2. Select **Pages** and navigate to the page you wish to modify
3. Mouse over the page and select either **View Content List** or **Edit Published Content**
  - a. View Content List will allow you to see all content records (published and unpublished)
  - b. Edit Published Content will take you directly to modify the content of the page.
4. Edit your page.
5. Save the changes. If the page is published you will see Save but no Save and Publish.



## Section 4: Tools in the Page Wizard

This is an explanation of the buttons in the tool bar for the page wizard.



- 

**Help** Launches explanation of task buttons and come keyboard shortcuts.
- 

**Spell Check** Clicking button initiates the spell check dialog, where you can find misspelled words in your content.
- 

**Find & Replace**  
This allows the user to locate words and replace them within the text of the content.
- 

**Cut** This button will remove selected text to the clipboard and allow it to be pasted in another area.
- 

**Copy** This button will copy selected text to the clipboard and allow it to be pasted in another area.
- 

**Paste Plain Text**  
This button will allow you to paste plain text (text without formatting) from the clipboard.
- 

**Undo** This button will erase the last change made.
- 

**Redo** This button will recreate an undo action.
- 

**Insert Document Link**  
Clicking this button will bring up the document center from your site. You will be able to browse through your folders in the document center and link to the document you need on that specific page.
- 

**Insert Hyperlink**  
Clicking this button initiates the dialog to insert a hyperlink in the highlighted text. See the following page for detailed information.
- 

**Remove Hyperlink**  
This removes the hyperlink from the highlighted text.
- 

**Number List** This button allows you to make a numbered list.
- 

**Bullet List** Clicking this button allows you to make a bulleted list. You can continue bullets or numbering with the enter key, then backspace over the last bullet or number to end the list.
- 

**Apply CSS Class**  
Highlight a phrase or word you typed and use the Apply CSS Class to apply the look of the Headline, Subhead, or Subhead 2 to your content.
- 

**Bold** Click this to make the highlighted text appear boldfaced.



**It**alics

This button makes the highlighted text appear italicized.



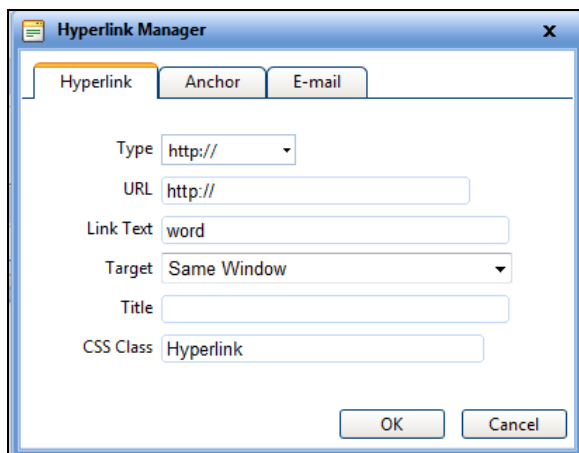
**abc** Strikethrough

This button makes the highlighted text appear with a line through it.

## Section 5: Hyperlink Manager and Insert Document Link

### Creating a Hyperlink

1. Select the type of hyperlink that you are going to insert. If you are not sure which to select just delete everything in the URL box and paste your destination in the box, the manager will automatically select your type.
2. Place the URL or extension of your destination. If placing the URL it must be the complete URL including the http://
3. Link text will automatically be what you selected from your content to link. You may change it if you wish.
4. Select the target to determine how you want your link to open. Remember if you are linking a third party site or a document you should have it open in a new window, if it is a link within your site it should open in the same window. Other selections found here will duplicate the new window and same window function and should not be used currently.
5. Title will be for ADA purposes. You want to tell your visitor where this link will take them.
6. CSS class does not need to be filled in.
7. The Anchor tab should not be used it will disrupt your link.



**Fig. 5-1**

## Creating an Anchor Tag

CivicPlus highly discourages the creation of long pages. Please use anchors sparingly.

1. Make your page. You can make your page first and then add your anchors or you can make anchors as you go. (In this example the text is typed first and hyperlinks were added to link to the services the City offers.)

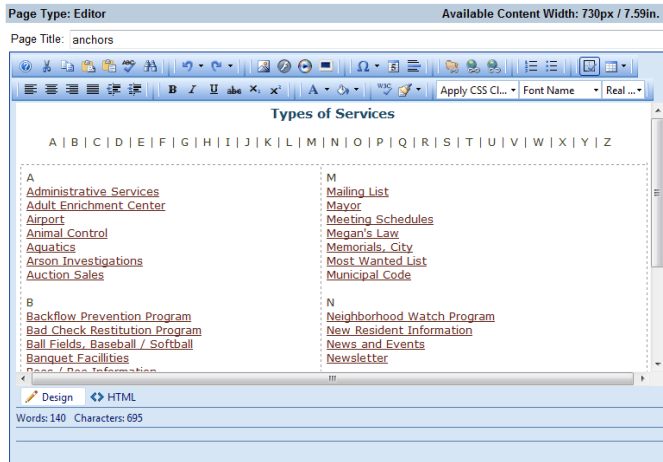


Fig. 5-2

2. Highlight the word that will link to the anchor on the page. Click on the **Insert Hyperlink** button.
3. In the URL field type a '#' sign and the word you want to link to on the page.

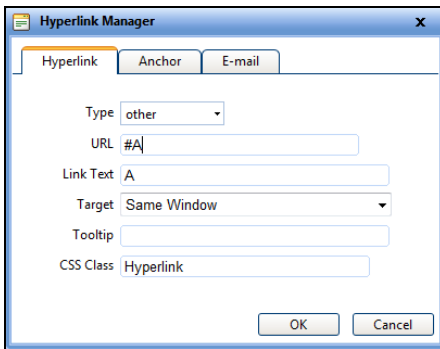


Fig 5-3

4. Click on the 'OK' button.
5. Once you click 'OK' the word you highlighted should now be underlined. Now find the word you want this hyperlink to be anchored to.
6. Click the cursor in front of the word you want your hyperlink word to go to.

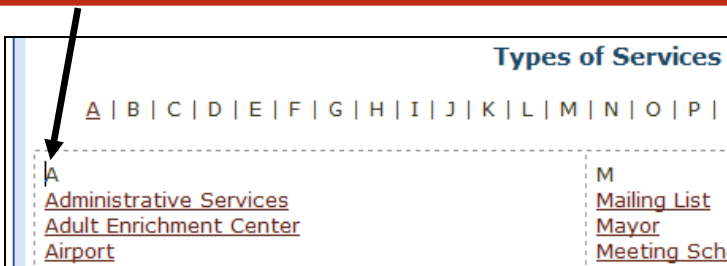


Fig. 5-4

7. Click on the **Insert Hyperlink** button and click on the **Anchor** tab to create the anchor for the hyperlink.
8. In the **Name** field, type the same word you typed in the **URL** field for the hyperlink you created in the previous steps. Click the 'OK' button.

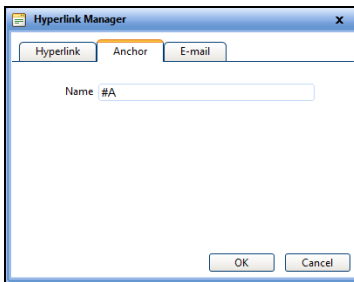


Fig. 5-5

9. The anchor you just created will **NOT** be underlined. When you have completed your page click on the hyperlink you created and it will take you to the part of the page that you have the anchor created.

### Creating a Link to a Document

1. Highlight the text to link to a document and hit the Insert Document Link button.
2. The system will open the document center. You will need to browse through the folders and find the document you want to link to and Choose an Action and hit Copy Link.

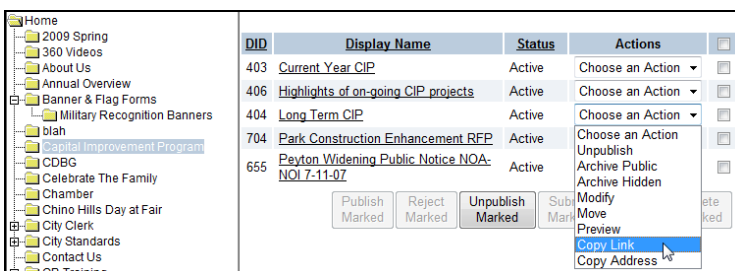
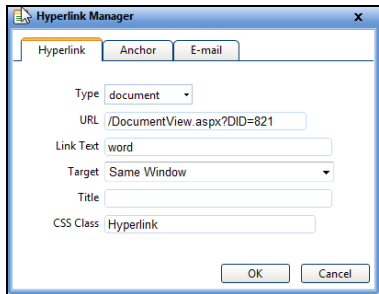


Fig. 5-6

3. Allow the document to be copied to your clipboard by clicking on the Allow Access button.
4. The hyperlink manager will open up and your link to your file will be inserted into the URL box.
5. Change your Target to New Window.

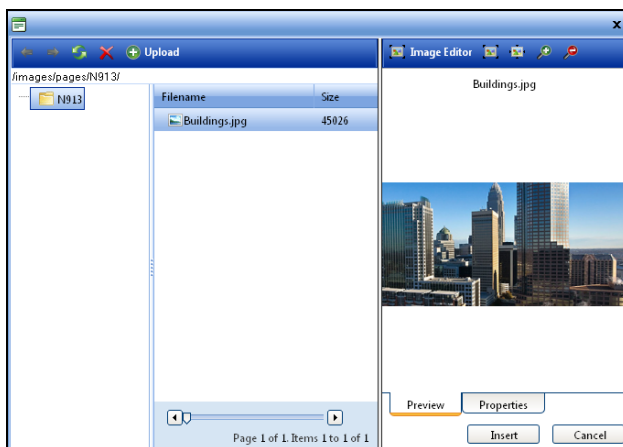
6. Add a title in the Title box for ADA purposes.
7. Do not change the CSS Class Hyperlink and click on the OK button.



**Fig. 5-7**

## Section 6: Image Manager

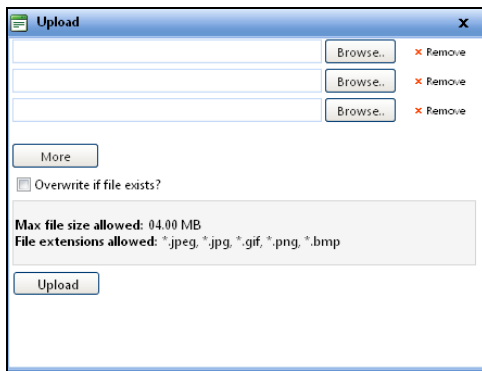
1. Select the insert Image button.
2. You now will see the Image Manager. This will allow you to use any images that have been uploaded on this page or upload your own image. (Fig 6-1)



**Fig. 6-1**

3. Uploading a New Image
  - a. Select the Upload Button
  - b. You now will use the browse button to browse your computer, flash drives, or network drives. (Fig. 6-2)

Note: The image must be accessible from your computer not on the internet. Be aware the max file size allowed is 4mb and must fall under the extensions allowed on your screen.



**Fig. 6-2**

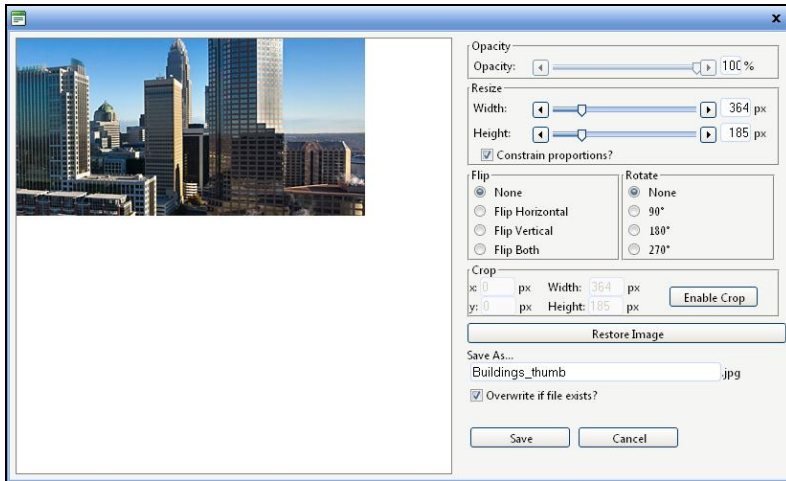
- c. Find your file and hit OK. You can now browse for additional images. When complete select Upload.
4. You can edit your image using the Image Editor if you need to resize or crop. More information is in Section 7 of this manual.
5. Now view the Properties tab.
  - a. Resize option. This will resize your image but will not create a new file.
  - b. Border Width and Color: This puts a simple border on your image.
  - c. Alt Text: This is a description for your image to satisfy ADA requirements.
  - d. Long Description: Pairs with the Alt Text for more information on your image.
  - e. Link to Original: this allows you to link to the larger original image if you have resized it using the image editor. If you are doing this you should also click the button to open in a new window.
6. Now insert the image. In the page wizard you will only see the file path. In the editor you will see the image.

## Section 7: Using the Image Editor

The image editor allows you to change the opacity, resize, flip, rotate, or crop the image. Any changes you make will be shown in the area to the left. (Fig. 7-1)

1. **Opacity**—Gives you the ability to make your image transparent.
2. **Resize**—The default is set so it will stay in the correct proportion. You can slide either the width or height to change the size of the image. To skew the proportion uncheck constrain proportions.
3. **Flip**—Allows you to change the way the image is viewed.
4. **Rotate**—Allows you to change the way the image is viewed.
5. **Crop**—By selecting enable crop you are able to select just a portion of the image to place on the page. This can be accomplished by using the x and y axis in the tool bar or by dragging the red crop box found in the preview window with your image.
6. **Restore Image**—Did you make a mistake? Don't like the result of your editing? Just click this button and it will revert to the last saved image.
7. **Save**—You can either save and overwrite the existing image or create a new file name and save the edited image. The system automatically adds an extension (\_thumb) to each saved image.

8. **Cancel**—Quits editing and returns to the manager.



**Fig. 7-1**