Customising RSES Home pages on people.rses.anu.edu.au/

This document will feature basic steps in customising home pages.

You will need Mozilla SeaMonkey installed on your computer prior to editing pages.

SeaMonkey is a FREE web browser with page editing capabilities and built in FTP capabilities for file uploading/downloading. It is available for Macintosh, Windows and Linux platforms.

SeaMonkey is available at Earth Science file share (/esprint/public/Mozilla tools/) or download directly from the Mozilla website. http://www.seamonkey-project.org/

Please note SeaMonkey is only a preferred choice by RSES IT. Users are free to use other software they prefer.
## Index

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Opening editing links page</td>
<td>1</td>
</tr>
<tr>
<td>2. Select page to edit</td>
<td>2</td>
</tr>
<tr>
<td>3. Edit page</td>
<td>3-8</td>
</tr>
<tr>
<td>3.1 Uploading images</td>
<td>7-8</td>
</tr>
<tr>
<td>4. Publishing changes</td>
<td>9-10</td>
</tr>
</tbody>
</table>
1. Opening editing links page

- Open SeaMonkey
- Go to Homepage: people.rses.anu.edu.au/lastname_f/

![Figure 1.1](image1.png)

- Go to the edit page;
  By typing `index.php?p=edit` at the end of the url

![Figure 1.2](image2.png)
2. Open a page to edit

From the edit page, click on a page you would like to edit.
- Personal Home Page
- Biography
- Current Research
- Student Projects
- Sidebar Menu

The page will open without the standard header, footer or sidebar menu, allowing you to make changes without disturbing other elements.

(Above are defaults from the personal website template, users with additional pages will have to manually type the page name before editing, please contact RSES IT for information)
3. Edit page

Editing personal home page

Start editing by selecting

File -> Edit Page

A new editable page will open in a new window (figure 3.2)
Edit window: Views

at the bottom of the edit window you can see four tab style views

- Normal – edit from the same view
- HTML Tags – edit while HTML tags are visible
- HTML Source – edit with HTML codes (advanced users only)
- Preview

![Figure 3.3](URL)

The Easiest way to edit text is by choosing **Normal** or **HTML Tags** view mode.

Edit Window: Tools

Lets look at the editing tool bar

![Figure 3.4](URL)

The top bar feature several general and HTML tools. We will be talking about **Publish**, **Link** and **Image** tools in later sections.

![Figure 3.5](URL)

The Bottom bar features text-formatting tools such as heading, font colour, font size, lists, bold/italics/underline, indentation and alignment.
Entering Text

For editing text in the normal view,

1. First highlight the text you would like to change (one line at a time)
2. Enter new text.

You can use the tool bar for styling text, like before highlight the text you would like to style and select different styles (bold, align, colour, etc).

*Example: changing text colour*

*Figure 3.6*

*Figure 3.7*
Links

Adding an email address

To add an email address,

1. First type the address (figure 3.8)

![Figure 3.8](image)

2. Right click on the address and click on “Link Properties” (figure 3.9) or click on the Links button from the tool bar.

![Figure 3.9](image)

3. From the Link window add the email address to the link location field using the format displayed in figure 3.11.

![Figure 3.10](image)  ![Figure 3.11](image)
3.1 Uploading images

For changing the home page images,
  • Right click on the image.
  • Select “Image Properties” (figure 3.1.1)

![Figure 3.1.1](image1)

From the next window,
  • Press “Choose File”
  • Select an image on your computer from browser window.

![Figure 3.1.2](image2)
Image Dimensions

Defining image dimensions are important for maintaining the layout.

From the properties window,
• Select “Dimensions” tab
• Select “Custom Size” radio button

After all adjustments are done
• Press “OK”

![Image Dimensions](image)

**Figure 3.1.3**

For the Home page image maintain a width of 175 pixels and height could be up to 230 pixels (figure 3.1.3).

Below (figure 3.1.4) is an example of the image size being higher than 175x230.

![Image Example](image)

**Figure 3.1.4**
4. Publishing changes

“Publishing” a page is equivalent to uploading the page to the server. Since we are editing pages directly from the server we need to upload the changes back.

To do this first we need to set up a FTP profile.

To create a FTP profile,

- Select File -&gt; Publish As (figure 4.1)

![Figure 4.1](image1)

- Type a Site Name
- Change the Publishing address and the HTTP address of your site

![Figure 4.2](image2)

Please note the publishing address should begin with “FTP” rather than HTTP see figure 4.3.

![Figure 4.3](image3)
• Enter Login information (UID and password).
• Press Publish

![Login Information](image)

*Figure 4.4*

You’ll see a window with the publishing status. If the publishing is successful you will see green ticks next to the files published (figure 4.5).

![Publishing Status](image)

*Figure 4.5*