

Using InContext Editing to edit site content in a browser

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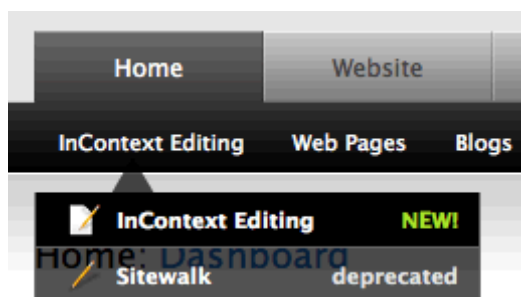
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InContext Editing is browser-based interface that allows you to edit and update the editable regions of your web pages. It is an integrated feature in the Admin Console, so you can use it without installing or launching any other software. Best of all, you can enter regular text to update page content---no coding is required.

You can use InContext Editing to update and add new images as well. You can simply browse to select files that exist on your computer and use the interface to upload them. You can also choose images that are already uploaded to your site, or uploaded to any location on the Internet. And you can edit and modify module content directly.

Note: InContext Editing is a new feature of the Admin Console that replaces the functionality of SiteWalk. Both SiteWalk and InContext Editing are available options when you select Website > InContext Editing from the main menu.

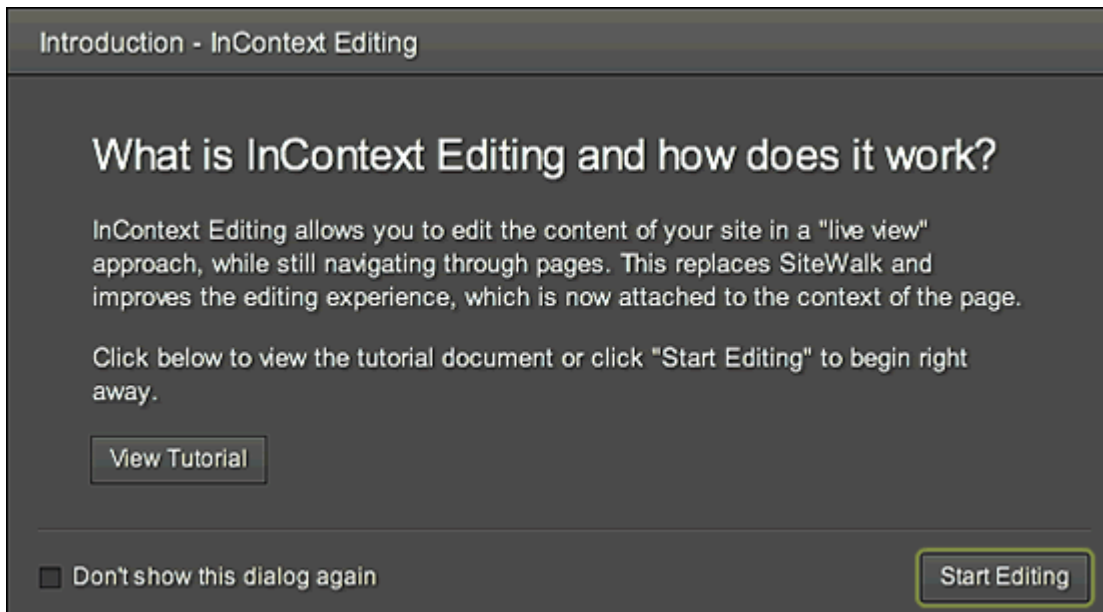


In this tutorial, you'll learn how to work with InContext editing to update site content using any browser with an Internet connection.

Getting started with InContext Editing

Follow these steps:

1. Use your username (email) and password to log into your site's Admin Console.
2. Choose Website > InContext Editing > InContext Editing.
3. An Introduction screen appears with a link to this tutorial. Click Start Editing.



Note: If you don't wish to view this dialog box in the future, check the checkbox next to the option: Don't show this dialog again.

The Introduction screen disappears and your site's home page is displayed. Dashed lines around areas represent the editable regions that you can change. The option to edit text is selected by default. If you want to edit a different page in the site, hover over the link to the page, click the Follow Link icon that appears, and navigate to the desired page.



To edit a page using InContext Editing that is not linked from the home page (such as an orphaned page) you can enter the page's name in the address field of the browser while ICE is enabled:

For example:

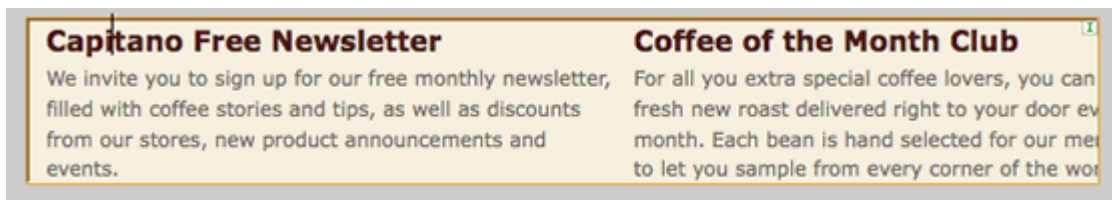
This is the URL that displays when editing the home page with InContext Editing:

<http://my-site.webtronic.com.au/Admin/Editing.aspx#page=%2Fhome>

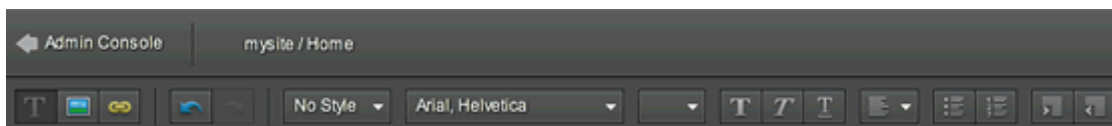
Edit the URL (after the equal sign) to access the Contact page:

<http://my-site.webtronic.com.au/Admin/Editing.aspx#page=contact.html>

4. Click inside the main text area of the home page. The dashed lines become solid.
5. Use your cursor to highlight some existing text or click in the area you want to enter new text, and then begin typing the new text content.



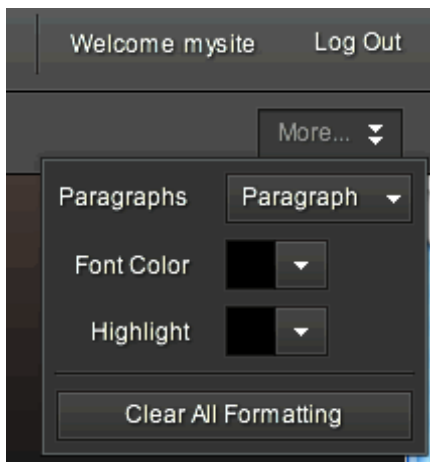
As you are editing a text area, the top of the interface displays the formatting tools related to text. For example, you can use the style menu to choose from the list of available CSS rules for your site; you can also set the font face, font size and alignment. The last four buttons to the right allow you to create bulleted or ordered lists, set text justification and indent text blocks to the left or right.



Tip: Use the pre-assigned styles in your site to keep your text edits consistent with other text elements on the page.

Hover your cursor over the items in the menu to see a tooltip that describes each of the formatting features.

In addition to the formatting controls displayed along the top when you are editing text, there's also a More... button. Click it to see the advanced options for formatting text.

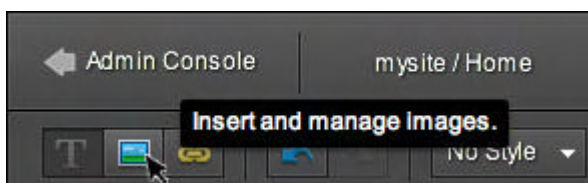


Using the More... menu options, you can format text as paragraphs and headers. You can also apply new colors to the font color and the background (highlight) color to the selected text. If you make a change by mistake, just click the Clear all formatting button. You can also click the blue arrow icon (Undo Edit) to revert the last change you made. The Undo Edit button is to the left of the style menu in the top of the interface.

Updating image files with InContext Editing

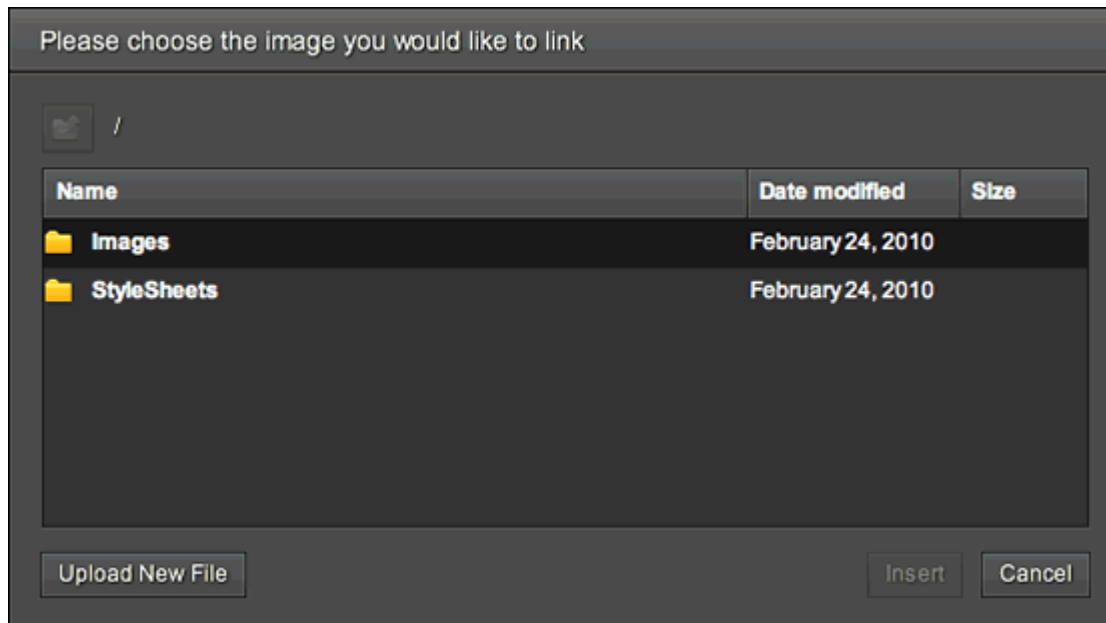
Now let's see how to edit and insert images. Follow these steps:

1. On the far left side, use the edit selector to choose the type of editing you wish to make. The T icon stands for text, and it is selected by default. Click the image icon (Insert and manage images) to switch to image editing mode.



Notice that the top interface updates to display the options available for choosing an image file.

2. Use one of the following methods to choose the image file to add to the page:
 - Choose The Internet, and then enter the path to the image in the URL field.
 - Choose My Computer, and then browse to select the file from your drive.
 - Choose My Site, and then navigate to the desired image in your site.

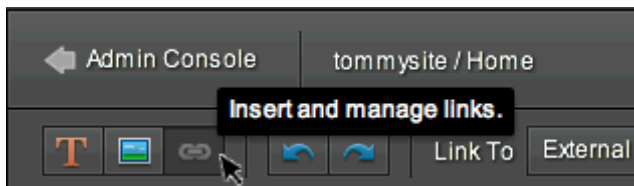


When you select an image on the page, the top interface updates again to display the options available for formatting the image. If you want to swap an existing image with another image, use the same three options next to Media Location to choose a file that exists on the Internet, on your computer drive or is already uploaded to your site. After choosing the location of the new image file, click the Change button to complete the operation. Swapping image files is basically the same process as inserting new image files, and only involves selecting the existing item you want to swap first.

3. While an image is selected, you can also choose to delete the image entirely. Click the Delete button and the image disappears. (Click the Blue Arrow icon button to undo that edit, if you don't really want to remove the selected image).
4. The last two fields at the top of a selected image display the image's width and height (in pixels). The lock icon means that the proportions are being constrained; simply enter a new numeric number in either the width or height field and the image will be scaled to retain its original aspect ratio.

Tip: It is a best practice to always constrain proportions; otherwise the image can look squished or stretched. However, in rare cases, you can click the lock icon once to unlock the aspect ratio and adjust the width and height settings independently. The lock icon is orange when the dimensions are locked and blue when height and width sizes can be edited without maintaining the image's original proportions.

5. While an image is selected, click the More... button to see additional formatting options that are available to images.



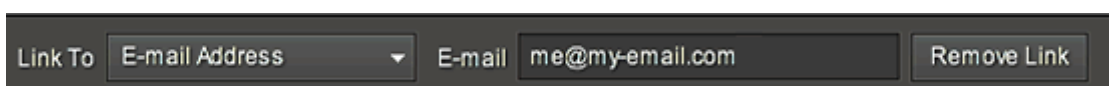
Using this interface, you can add a tooltip (that appears when the user hovers over the image), set the alignment, add horizontal or vertical space (padding) between the image and the other elements on the page, and add a border. When adding a border, enter a numeric value that relates to the border's width (in pixels).

As you can see from this quick tutorial, all of the tools you need to insert and manipulate images for your website are right at your fingertips with InContext Editing. There's no need to launch another image editing program in order to prepare the images before adding them to your online business.

Inserting and managing links with InContext Editing

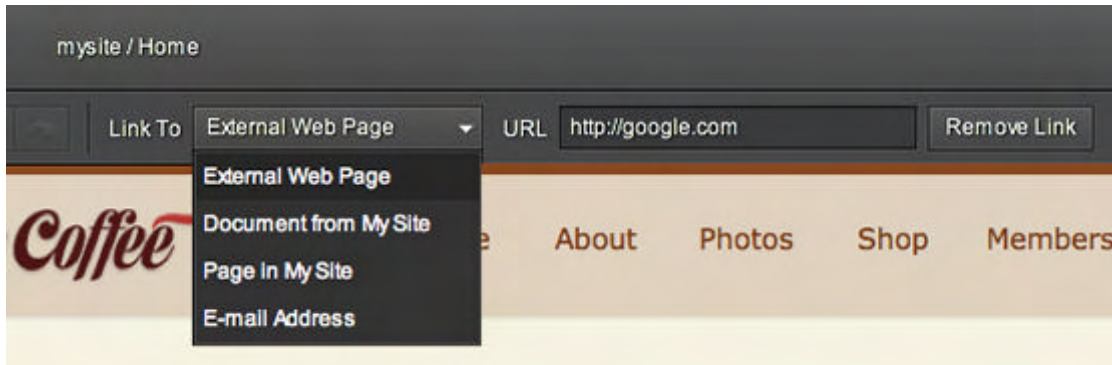
In this section, you'll learn how to access the features in the interface to add and customize links. Follow these steps:

1. In the top left corner, click the link icon (Insert and manage links) to see the available options for working with links. The top level of the interface updates again.
2. Click the Link To menu to see the list of available options. When you apply a link to a selected text element or image element, you can choose to link to an external web page, a document (non-HTML page) in your site or a web page in your site. You can also add a link to an email address. When you choose this option, visitors who click this link will invoke their email client software and the To field will be pre-populated with the email address that you specify.



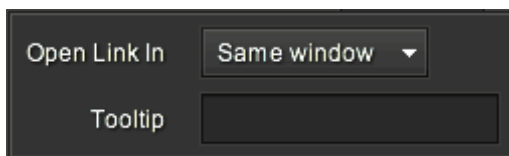
3. Take the appropriate action, depending on the choice you selected:

- If you selected External Web Page, enter the page's address in the URL field.
- If you selected Document from My Site, choose the document in the window that appears.
- If you selected Page in My Site, choose the web page in the window that appears.
- If you selected E-mail Address, enter the email address in the E-mail field.



If you want to remove an existing link, select the text or image that has the image link applied and click the Remove Link button.

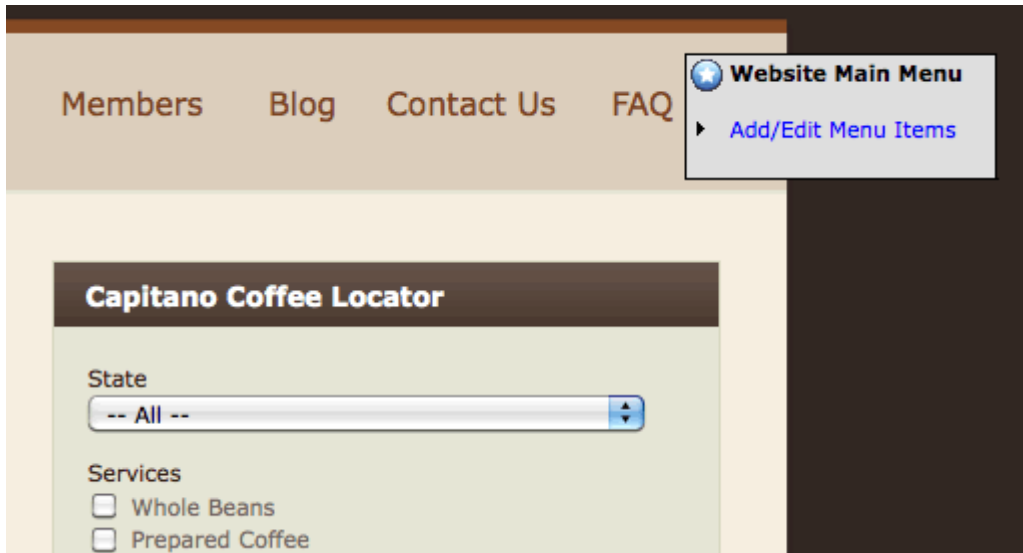
While a link is selected, you can add additional functionality using the More... menu options. Enter a Tooltip to add text that appears when the visitor hovers over the link. And use the Open Link In menu to set the link to open in a new window.



In web design, it is common practice to keep the links that are going to your own site opening in the same window; links that go outside your site usually open in a new browser window. This practice helps orient visitors so that they are aware when they are leaving your online business. It also helps keep visitors on your site, because after they finish viewing the external page, they may close that window and return to your site.

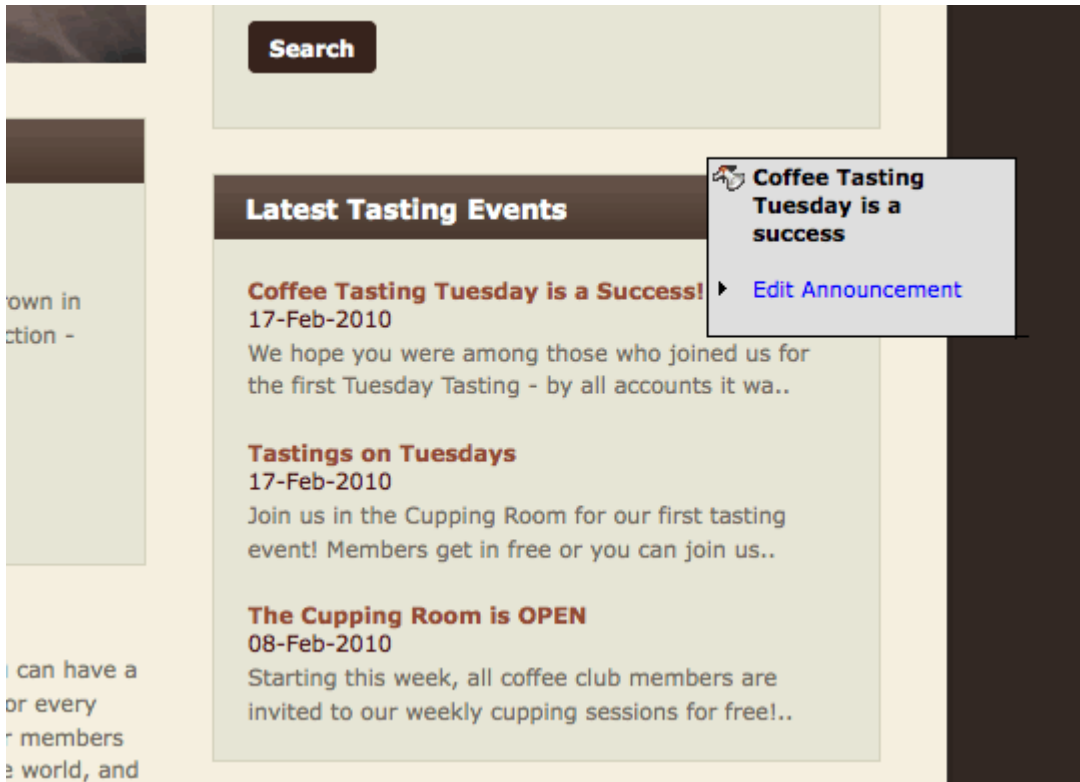
Modifying the content of modules inserted on the page

In addition to updating text, image and links with InContext Editing, you can also edit the content of modules that are inserted on the page. For example, if you hover over a dynamic menu, you'll see a gray box appear with a link to add or edit menu items:



Clicking this link jumps you into the Website > Dynamic Menus area of the Admin Console, so that you can immediately begin editing the site navigation.

You can also update other types of module content, such as announcements. Hover over a list of existing announcements on the page, and a similar gray box appears with a link that will take you directly to the Modules > Announcements section of the Admin Console, so that you can add a new announcement.



Although you can edit the module content by navigating to the appropriate section of the Admin Console, you may find it is easier to edit the desired page with InContext Editing, and use these handy pop-up boxes to jump right to the area where the module content exists. This is a timesaving feature that also helps you become more familiar with the Admin Console interface so you can begin working with it right away.

Undoing and redoing recent changes

As mentioned previously, you can use the blue arrow icons that appear directly to the right of the Text, Image and Link editing mode selectors to undo or redo the changes that you recently applied.

Click the blue arrow pointing to the left to undo the edit you just did. Or click the blue arrow pointing to the right if you made a change, used the left arrow to undo that change, and now wish to re-apply it.



Saving and uploading changes to the live site

After you've finished updating text, image and links on the page, you have several choices to choose from, depending on the current state of the edited page. These three options appear along the bottom of the interface:



If you've made changes you want to keep, but you are not finished yet, click Save. This option creates a working copy of your page, so that you can come work on it again later. It does not upload the in-progress changes you have made to the live site. When you select this option, the Page Status updates from Live to Working Copy.



If you are completely satisfied with your changes and you are ready to push these changes live, click Save and Publish. This causes the updated page to display on your site immediately, so that visitors will see the newest version.

If you've made some changes and then decided that you do not want to make them, click Discard. This option wipes away all of the changes that you made when working on the page using InContext Editing, as though you clicked the undo button repeatedly until the page looks exactly as it originally did before you began editing it.

Hopefully this overview of working with InContext Editing will inspire you to check out the new features that make it easier than ever before to edit the content of your online business directly in a browser. Try taking it for a test drive and explore the new functionality. Although SiteWalk is now a deprecated feature, it is still accessible in the Admin Console if you'd like to work with both and compare how they help you update your site. We think you're really going to enjoy using the new site editing features.

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