**How to create and edit a laboratory web page on the VSRC web site.**

To start designing and publishing web pages on the VSRC web site, you need to have a user account and a web page to work with. To create laboratory web pages, user accounts and template pages were created and login information and URL’s to the pages have been provided by email. On the login page (<http://www.uab.edu/vsrc/login>), log in and then follow to the URL of your new web page that has been provided to you by email.

The new pages have banners and menus on the top and on the left side but all the content of the pages is bogus and has to be replaced by valid information. To edit a page, click Edit Article button  in the top right portion of the template page, right under the horizontal menu bar. That takes you to the design page, interface of which looks similar to an older version of MS Word (Fig 1).

|  |  |
| --- | --- |
| Page Content | Fig 1. Design Page |

Brief description:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Clear page. Erases all page content. Be careful using it, but you can always click Undo, in case you clicked it by mistake | | | | |
|  | | | | Font style and font size similar to the controls in MS Word | |
|  | | Styles or preset text formats like . It’s best to type and align all the text, and then highlight portions of the text and choose style | | | |
|  | | Strikethrough and text alignment similar to the controls in MS Word | | | |
|  | Subscript and superscript | | | | |
|  | Ordered list and unordered list.  To finish list, press Enter (return) twice. Pressing Enter and then Backspace does not do the job of finishing list as it does in MS Word. | | | | |
|  | Font color and background color. Click the triangle to the right of the icon to pick color from drop-box | | | | |
|  | Remove formatting. Sets font, font size, color, background and all other text format parameters to default | | | | |
|  | Cut, Copy, Paste | | | | |
|  | Find, and Find and Replace | | | | |
|  | Visual control characters on/off | | | | |
|  | Undo and Redo. These functions undo/redo inserting and deleting text and images, but do not undo/redo most of formatting | | | | |
|  | Citation, Acronym, Abbreviation. Creates hidden text that is assigned to portion of content and displayed when mouse is over | | | | |
|  | | | | | Insert and format table |
| Insert Table. See Arranging Items for more details  Delete Table.  Table Row Properties. Adjust row height and text alignment  Table Cell Properties. Adjust cell width, height, and text alignment  Insert Row Before / Insert Row After  Delete Row  Insert Column Before / Insert Column After  Split Merged Cells  Merge Cells | | | | | |
|  | | | Visual aid. Display/Hide table lines and other visual aid | | |
|  | | | Insert special character (α,∞,© and other) | | |
|  | | | Emotions (aka smilies) | | |
|  | | | Insert anchor. See **Anchors** below for details. | | |
|  | | | Insert link and break link. See **Insert or Replace a Link** below for details | | |
|  | | | Insert/Edit media file | | |
|  | | | Insert/Edit image. See **Insert or Replace an Image** below for details | | |
|  | | | Insert IFrame. IFrames are used to display a page within a page | | |
|  | | | Insert a horizontal line | | |
|  | | | Spell check | | |
|  | | | Print page | | |
|  | | | Preview page | | |
|  | | | Full Screen. You need to exit Full Screen mode to save and close a page | | |

**Notes:** It’s easier to work with the editor in Full Screen mode. Click Full Screen icon (the very right icon in the bottom row). We prefer to keep the same or at least similar design for all VSRC lab sites. The pages are already designed, and all you need to do is to change images and text.   
Replacing text is the easiest, just highlight existing text, delete it, and type your text or copy/paste it from a text file. If you are copying text from a text editor (MS Word or other), not all formatting is preserved.

**Insert or Replace a Link**

To create a new link, select text or image and click Insert/Edit Link. If you are trying to link to an external page (a page that is not part of the VSRC web site), you will have to find the page in your browser and copy full web address to the *URL* text box of the Insert Link pop-up dialog. If the page is internal (part of the VSRC site, you can find the page in the Link Browser in Content directory. To find your lab pages, click *Labs -> PI\_Name Lab* and select the page. Internal pages can be linked using full URL’s as well.

To change link, click the link and click Insert/Edit link. Then follow procedure of creating a new link described above.

**Insert or Replace an Image**

To insert an image or to change image, you have to upload the image file to the server first (unless the image has been uploaded previously). Place cursor where you want your new image to appear, or click the existing image if you are replacing it. Click Insert Image button. That brings up a dialog box (Fig 2).

|  |  |
| --- | --- |
| Choose file to upload  Files to upload  Upload image  Dimensions  List of available images |  |
| Figure 2. Insert Image Window | Figure 3. Upload Image Window |

You have a separate directory on the server, and it contains some sample images. To upload, click Upload button  that is in the right side of the dialog box. In the Upload window (Fig 3), click Add button in the top left corner, browse your hard drive and select an image in the file browser that appeared, and click Open. That closes the file browser and takes you back to Upload window where you will see the selected file name in the Queue list in the bottom. You can add more images to the queue one at a time before uploading. Once all images were selected, click Upload. Images larger than 2Mb cannot be uploaded. So if you have large images, please reduce image size in Photoshop or other editor.

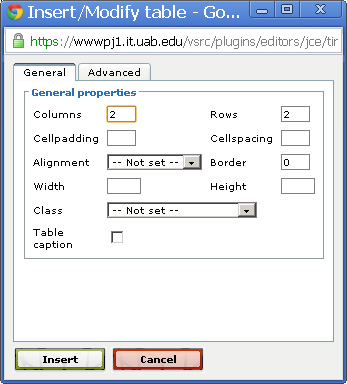
Now that image is on the server, select the image in the file list in the lower part of the Insert Image page. Check image dimensions in the Properties box in the top of the dialog. Image can be resized by entering values for height or width. If dimensions are not displayed, the image was not selected. Click the image file again. Click Insert.

Now the image is on the page. If it’s too big or too small for your page, you can select it and click Insert Image button again to adjust size and other properties. Change dimensions (Fig 2) and click Update. It is best if you change dimensions proportionally; for that, keep *Proportional* check-box on the right from the image Dimentions checked.

**Arranging items**

Drag-and-drop works for vertical arrangement of items. So if you have an image on the top of the page and text following it, you can drag the image down and leave it right below the text. However, if you need to move an object and place it somewhere in empty space, you will have to create a table and insert items into separate cells.

Click Insert Table button. In the pop-up window, enter number of rows and columns. You can always add or remove rows and columns if needed after creating a table. Set cellpadding to 5, so that the cells of the new table will not appear too tiny. Entering width and height of a table is not adviced because tables of fixed sizes do not auto-expand or auto-contract if you change dimensions of single cells.



Columns and rows

Width and height

Cell padding

To adjust dimensions of a single cell (or height of a row), click a cell to place text cursor inside the cell and open *Properties* window by clicking *Table Cell Properties*. If you don’t enter width of a column, you can just start typing or drag an image into it, and the cell auto-expands to some limits.

Text and objects (images) can be dragged and dropped into cells.

**Using Anchors**

**Anchors** are used to link to a portion of the page. Example is on the *VSRC Members* page <http://www.uab.edu/vsrc/members> where you can click an alphabetic character above the list of the VSRC members and the browser navigates you to the last names that start with the letter



To create similar anchors and links, place cursor where you want to place an anchor (the place you want a link to navigate the user to) and click Insert/Edit Anchor. Enter Anchor Name that has to be unique within the page. An anchor name can consist of one or more letters (‘A’, ‘anch’).   
Link to an anchor consists of page URL and #AnchorName. Select text or image you want to link and click Insert/Edit Link. In the Link Browser, search for your page in *Content -> Labs -> PI\_Name\_Lab*. After selecting the page, go to URL text box above, and add #AnchorName to the end of the web address. You’ll have an address like   
index.php?option=com\_content&&id=170:zotov-lab-home&catid=40:zotovlab&Itemid=174#anch.   
Click Insert. An anchor and a link are ready.

If you need to upload any files other than images or media, like doc, PDF, spreadsheets, please contact me, and I will be happy to help you.

Possible Errors:

**Upload Size Error** in Upload Image Window. Images larger than 1Mb cannot be uploaded and cause Upload Size Error. You can use Photoshop on your computer to reduce images size and try to upload it again.

Please feel free to contact me if you have any questions or need help

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