

Swiit User Guide

10/06/2013




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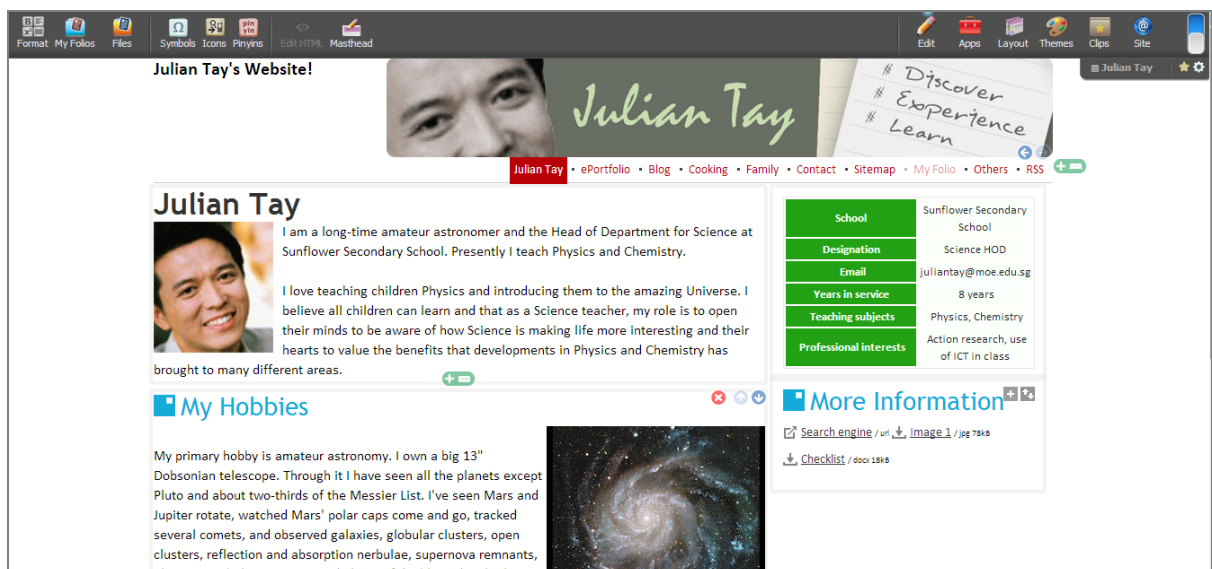
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Getting Started

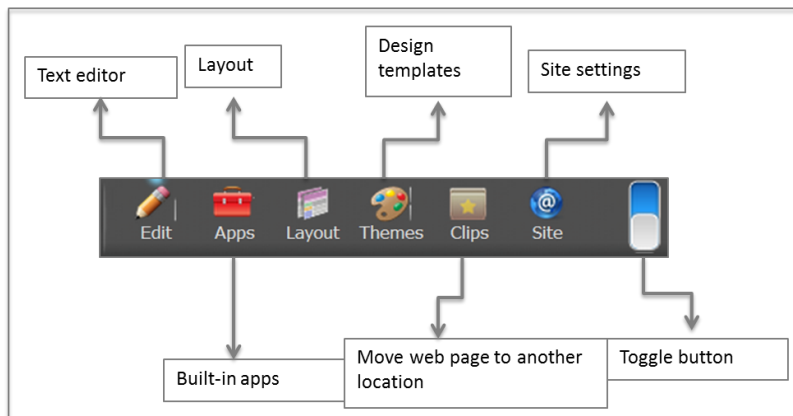
When you log in to **your website**, click the **Toggle**  icon located at the top right hand corner to enable the **Toolbar Menu**.



When the **Toggle** icon turns blue , it is in editing mode, which allows you to edit web content. The preview mode will be activated when the **Toggle** icon turns orange  .




Overview of Main Tools



Main Tool	Functionalities
Edit	<ul style="list-style-type: none"> • Enable rich-text editor to increase font size or colour • Store document-like images before inserting them into the webpage • Customise webpage using HTML • Insert banner at the top of the webpage
Apps	<ul style="list-style-type: none"> • Insert built-in apps such as <ul style="list-style-type: none"> ➢ Event calendar ➢ RSS feeds ➢ Page counter
Layout	<ul style="list-style-type: none"> • Apply different layout templates
Themes	<ul style="list-style-type: none"> • Apply different design templates (only applicable to personal websites)
Clips	<ul style="list-style-type: none"> • Move a web page to another location within the website
Site	<ul style="list-style-type: none"> • Enable drop-down list and print version, and check usage quota
Toggle icon	<ul style="list-style-type: none"> • Toggle between editing and preview mode

Webpages

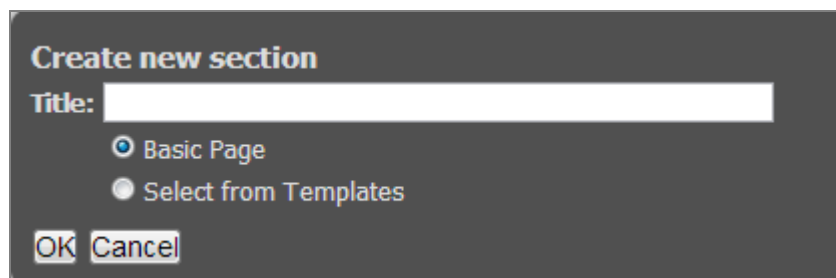
Main pages (Sections)

1. To create a **Section**, click the  tab on the **Navigation Bar**.



2. Type the **Title** of the **Section** and click **OK**. There are 2 options available for creating a **Section**:

Option	Description
Basic page	To create a web page
Select from Templates	To set a page as a template (Only applicable if a web page has previous technical customisations)



3. The **Section** will be created and displayed on the **Navigation Bar**.



Rearrange Sections

1. To rearrange the sequence of the **Sections** on the **Navigation Bar**, click the **Arrows**

 icon and rearrange them in any sequence you like.



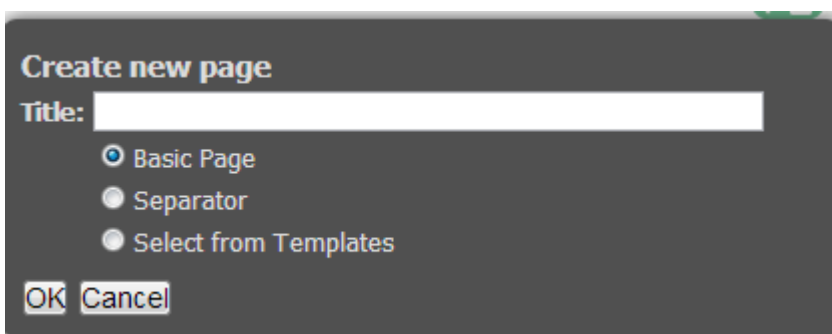
Subpages


1. **Subpages** are pages within a **Section**. To create **Subpages**, click the  tab that is designated to create **Subpages**. The  tab for **Subpages** is located between the sidebars.

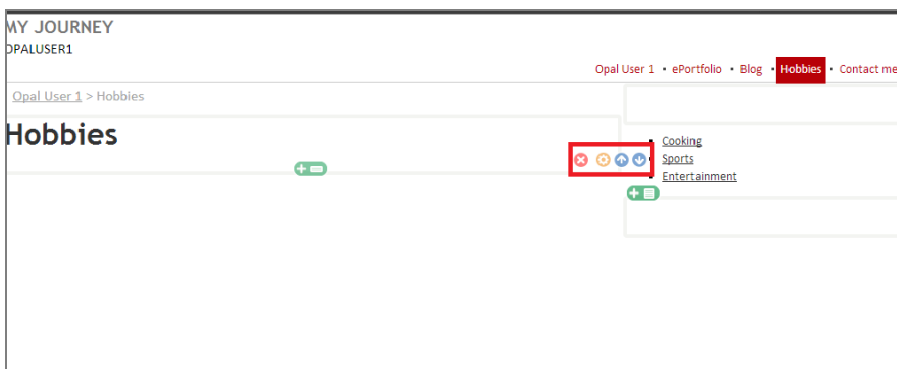


2. There are 3 options available to creating a **Subpage**:

Option	Description
Basic page	To create a web page
Separator	To add a divider to categorise subpages
Select from Templates	To set a page as a template (Only applicable if a web page has previous technical customisations)

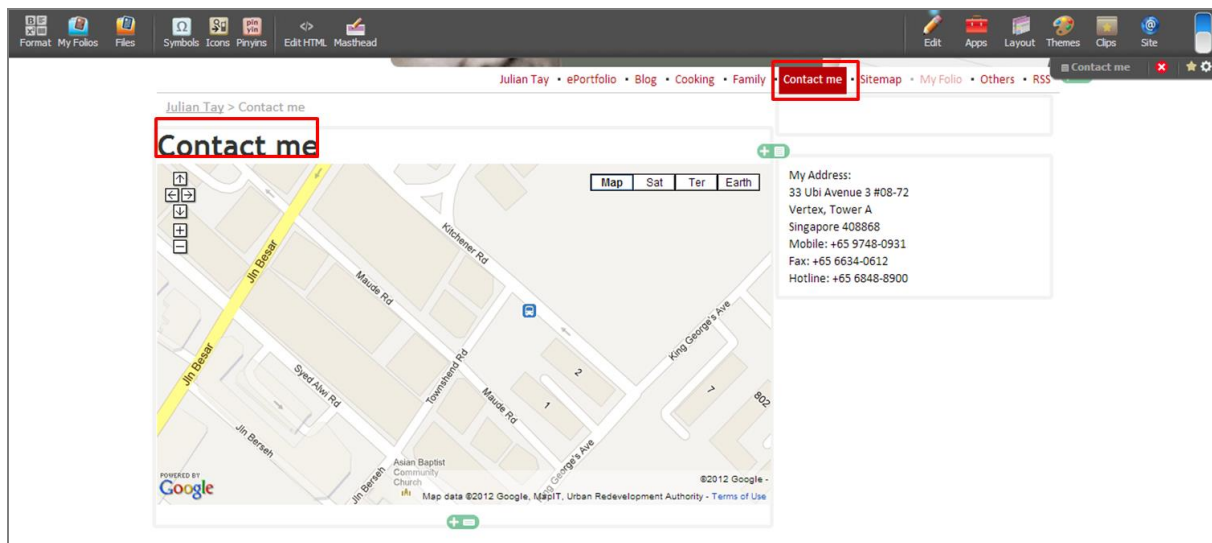


3. Select the corresponding checkbox and click **OK**.
4. If you want to arrange the sequence of the **Subpages**, click the **Arrows**  icon.



Change the Title of a Webpage

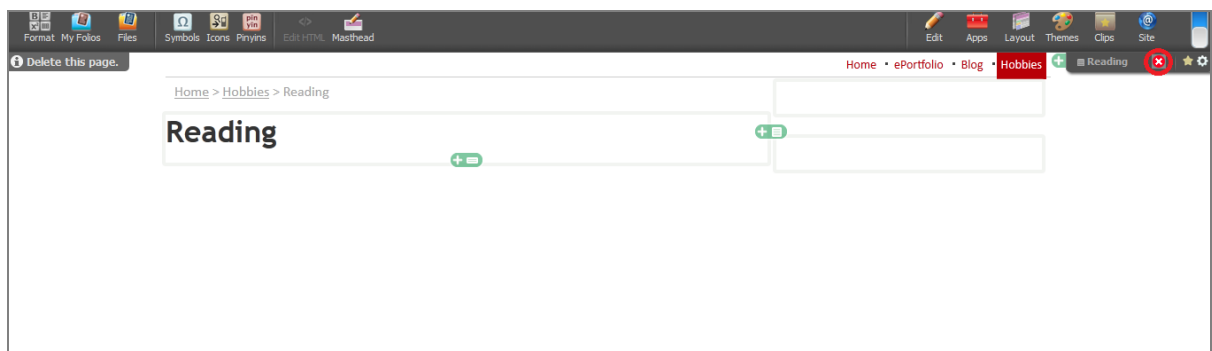
Besides appearing on the **Navigation Bar**, the **Title** of a webpage will also appear in the first main block of content.




1. To change the **Title** of a webpage, activate the cursor by clicking the title located in the block of content.
2. Type the new **Title** and refresh the webpage or go to another webpage within this website to save the changes.

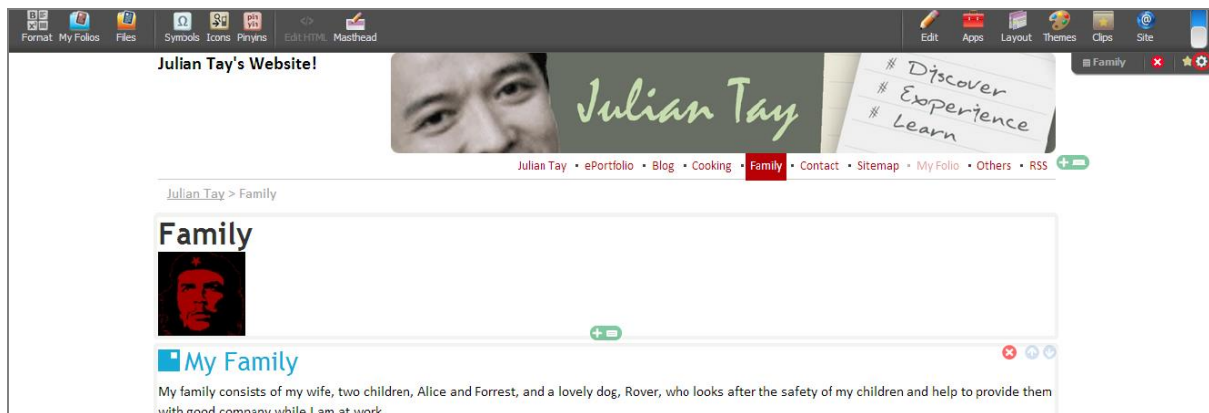
Delete Webpages

1. To delete a webpage, click the **Delete** icon located at the bottom right of the **Toolbar Menu**.



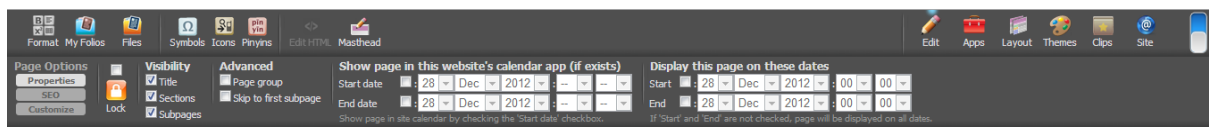
Page Options

1. To access the properties of a web page, click the **Options**  icon located at the bottom right of the **Toolbar Menu**.



2. A series of options will be shown: **Properties**, **Search Engine Optimization (SEO)** and **Customize**.

Properties



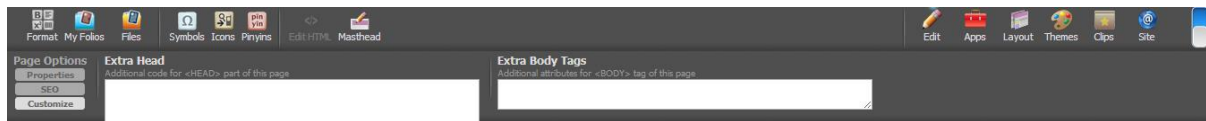
Properties	Functionality
Lock	Restrict public from viewing a page
Visibility	Hide Title, Sections, Subpages
Show page in calendar app	Add a page to the calendar
Display this page on these dates	Allow visibility of a page on certain dates
Skip to first subpage	The main page will automatically skip to the first subpage
Page group	To toggle between subpages displayed on the webpage

Search Engine Optimisation (SEO)




Properties	Functionality
Meta-Description	<p>You can insert a short description of the website here.</p> <p>This will allow search engines to match and rank your page during a search query based on a short description of a web page.</p>
Meta-Keywords	<p>Allow search engines to match and rank your page during a search query based on the key words you have inserted.</p>

Customise




This will allow you to customise your webpage even further by creating additional codes.

Move a Page to another Location

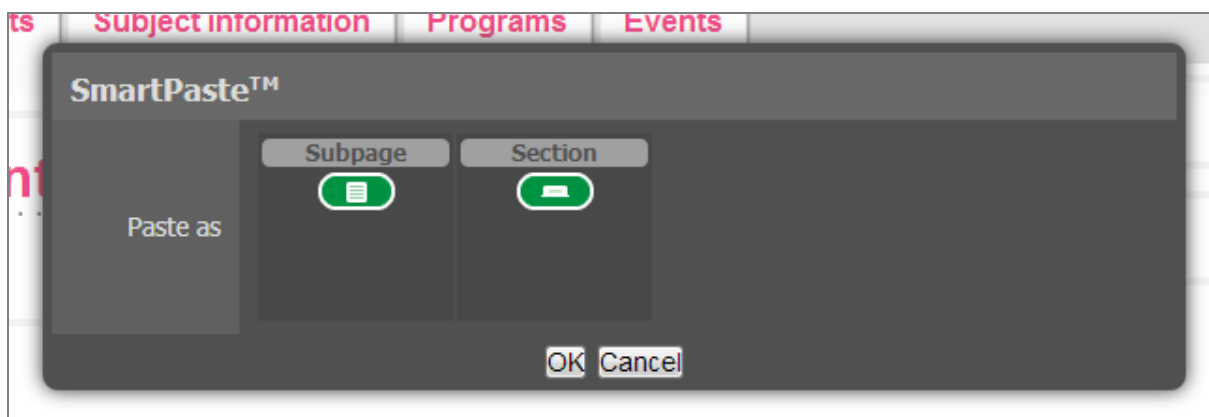
1. Go to the web page (For example, web page A) and click the **Star**  icon located at the bottom right of the Toolbar Menu to **Mark for Move**.



2. Once it has been marked for move, click  on the **Toolbar Menu** to show the selected web page to be moved (web page A).



3. Select the web page and a pop-up window will open to prompt for your action.

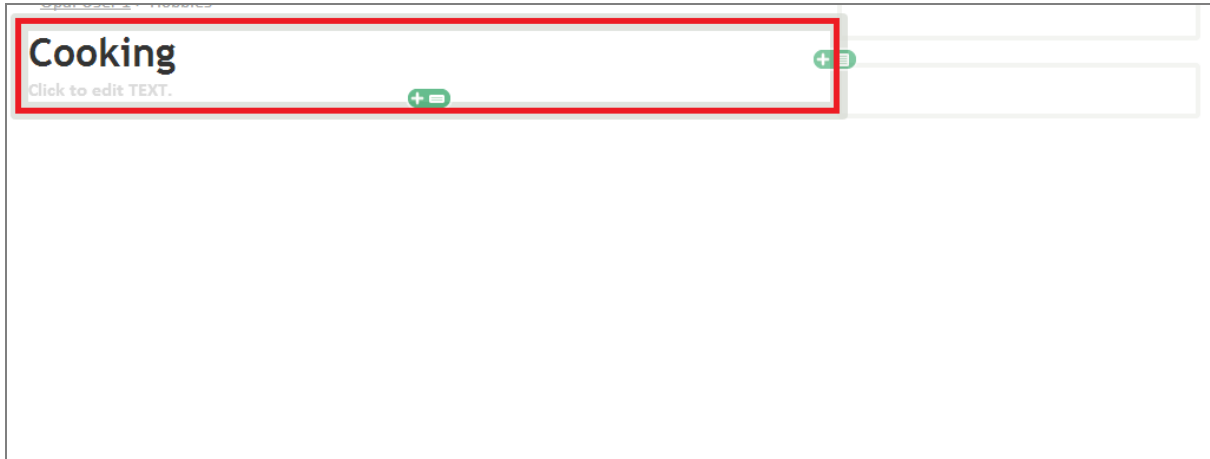



4. You can either paste the selected web page as a **Section** on the **Navigation Bar** or a **Subpage**. Click **OK** once you have selected the option.

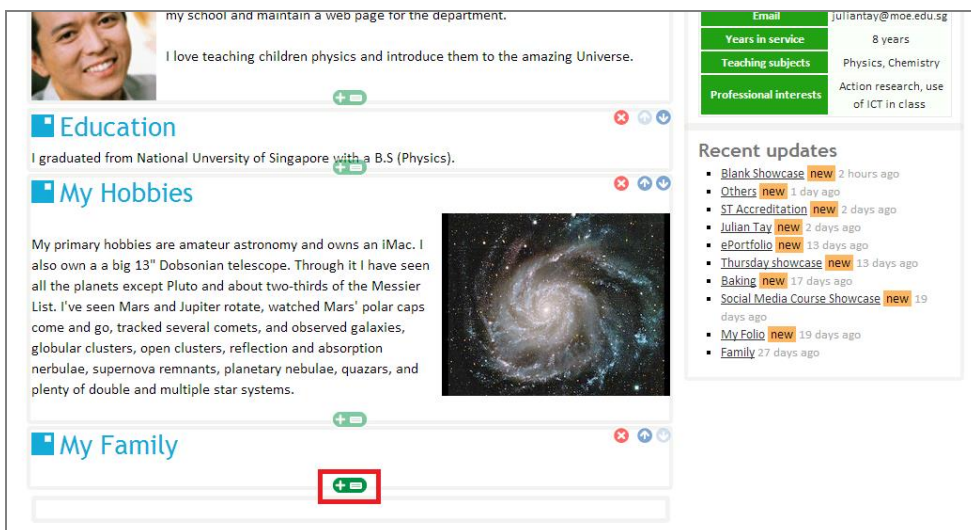
Content Creation



Input text

1. Click the main block of content to insert text into the web page.


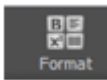


2. Blocks are like paragraphs in a passage. To add more main blocks of content, click the  tab that is located at the bottom of the block.




3. To arrange the main blocks of content, click the **Arrows**  icon that is located at the top right of every main block.
4. To delete a main block, click the **Delete**  tab that is located at the top right of every main block.

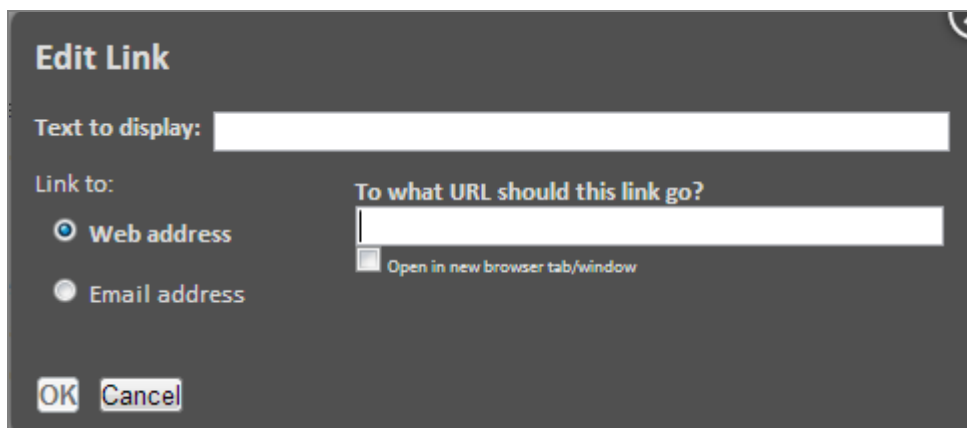
Edit Text

1. To edit text e.g. change the font size or font type, click the **Edit**  icon on the **Toolbar Menu** and a set of tools will be displayed on the left side of the **Toolbar Menu**.
2. Click the **Format**  icon on the left side of the **Toolbar Menu** to enable the **Rich-text Editor** to be displayed. (**Note:** Do remember to refresh the page or go to another webpage within the website to save the contents).



Create a Text Hyperlink



1. To create a hyperlink for text, click the **Hyperlink**  icon on the **Rich-text Editor**.
2. Upon clicking, a pop-up window will open for you to enter the URL. To open the URL in a new window, click the corresponding checkbox.

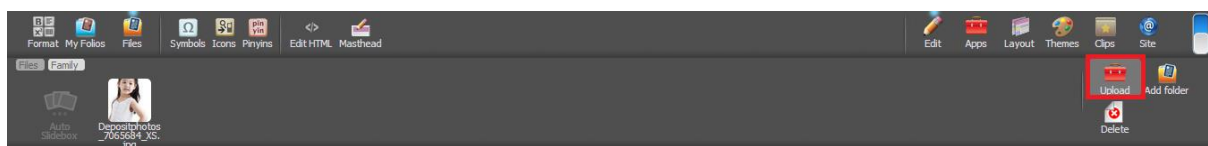
A screenshot of the 'Edit Link' dialog box. It has a dark background with white text. The title is 'Edit Link'. There is a text input field labeled 'Text to display:'. Below it, there is a section 'Link to:' with two radio buttons: 'Web address' (selected) and 'Email address'. To the right of the 'Web address' radio button is a text input field labeled 'To what URL should this link go?'. Below this field is a checkbox labeled 'Open in new browser tab/window'. At the bottom left are 'OK' and 'Cancel' buttons.

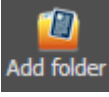
(**Note:** Do remember to refresh the page or go to another webpage within the website to save the contents).

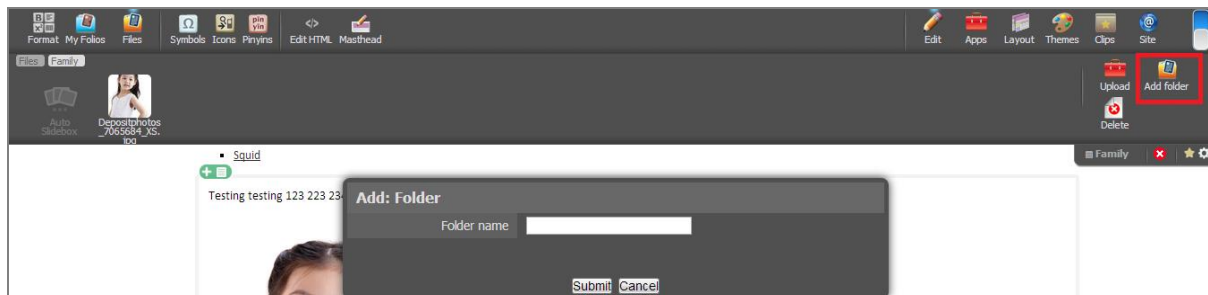
Upload Documents/images


Before you can insert an image/video/document into a web page, you will need to upload the files onto your website. Do compress the file size before uploading to reduce the loading time.

1. Click the **Edit**  icon on the **Toolbar Menu**. A set of sub tools will be displayed on the left side of the **Toolbar Menu**.
2. Click the **Files**  icon on the left side of the **Toolbar Menu** to access the **Files Manager**. Click **Upload** to upload your files.



1. Alternatively, you can click the **Add folder**  icon to create folders to categorise your files before uploading.



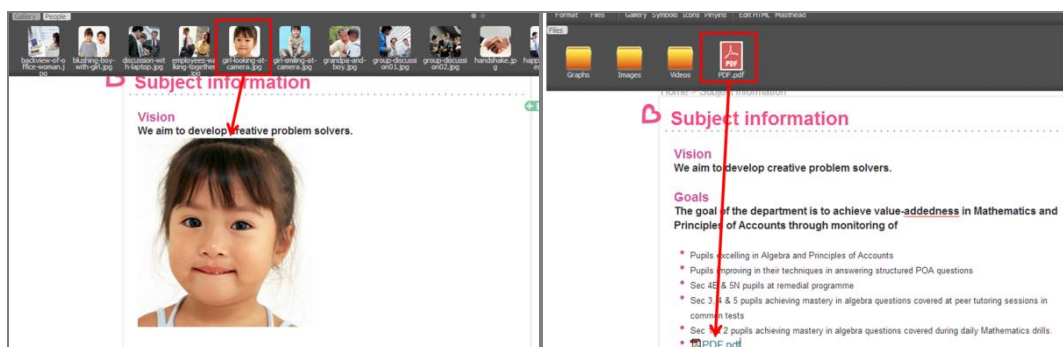
2. After which, click the **Upload**  icon to upload your files from your computer.





The website supports over 30 file types, including Microsoft office documents and zip folders.

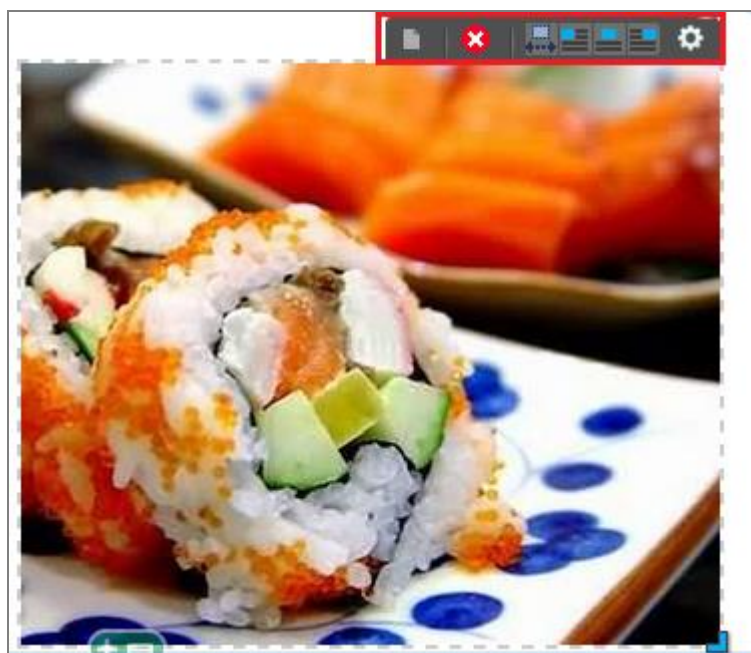
If you have over 50 images or files to upload, you can transfer them into a zipped folder and upload onto the website.

Insert Documents/images



1. To insert images or documents, simply drag and insert into the block of content.

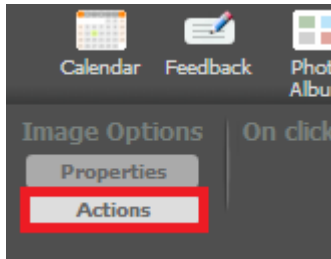


2. To align the inserted image with the text or change the image resolution, mouse over the image to display the **Settings**  tool.
3. Click the corresponding **Alignment**  icons to align the image to the left, right, centre or to stretch the width of the image.
4. Click the **Options**  tool to change the image resolution.
5. To remove the image from the webpage, click the **Delete**  icon.

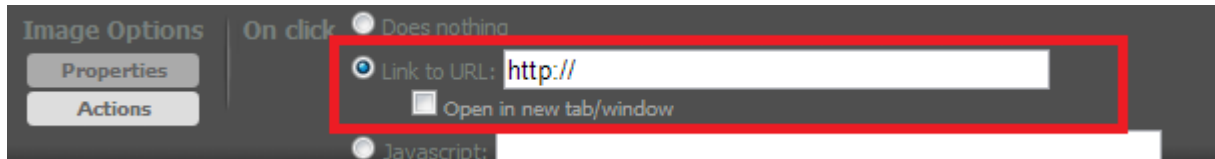


Create an Image Hyperlink

1. Mouse over the image to display the **Settings**  tool.
2. Click the **Options**  tool and you will see the **Image Options** appear on the Toolbar.
3. On the **Image Options**, select **Actions**.



3. On the **On click** column, select **Link to URL** to link the image to a URL. To open the URL in a new window, click the corresponding checkbox.




4. After entering a URL into the **Link to URL** field, press the **Enter** button on the keyboard, or refresh the page to save the changes.


Delete Documents/images from Files Manager


1. To delete documents/images from the **Files Manager**, click the **Delete**  icon.





2. Next, click the **Delete**  icon located at the top left of each image/document and then click the **Delete** button. (**Note:** You can only discard the files if you have already removed them from your webpage. Upon removing the files from your webpage, remember to refresh the page to apply the changes so that the delete icon will be displayed on the top left of the image/document in the Files Manager).

Undo Changes

1. If you wish to undo the changes you have made, click the **Edit**  icon on the **Toolbar Menu** to display a set of tools on the left side of the **Toolbar Menu**.

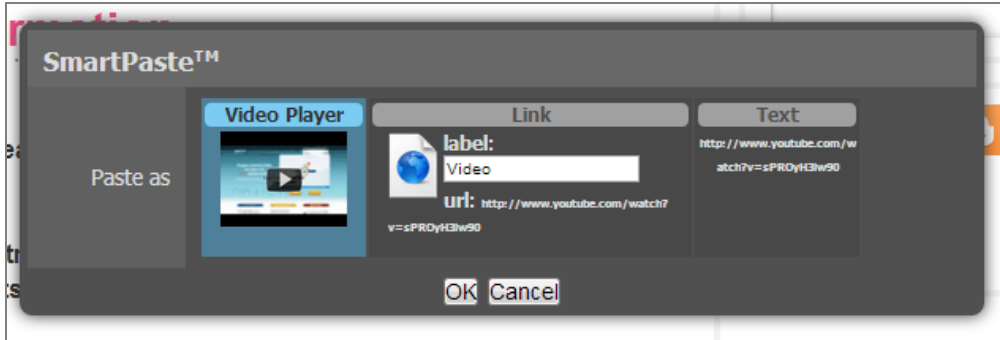
2. Click the **Format**  icon on the left side of the **Toolbar Menu** to enable the **Rich-text Editor** to be displayed.



3. Next, click the **Undo**  icon on the **Rich-text Editor** to undo the changes. If you wish to redo the changes you have made, click the **Redo**  icon on the **Rich-text editor**.

Embed Videos or Maps

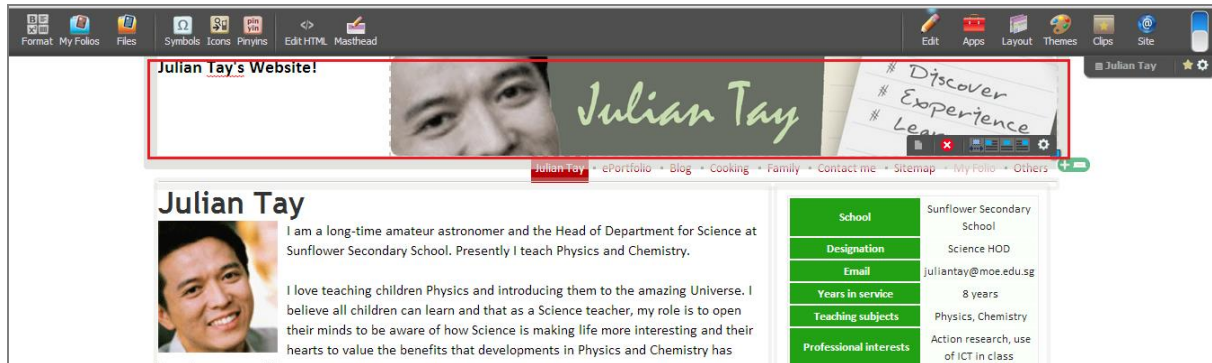
1. To embed YouTube videos or Google map, copy and paste their URLs to the web page. After which, a pop-up window will open to prompt for your action.



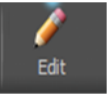


2. There are 3 options available: paste as a **Video player**, a **Link** or a **Text**. Select the option and click **OK**. (**Note:** Do remember to refresh the page or go to another webpage within the website to save the contents).

Masthead

Every website has its own masthead. A masthead is a banner that will appear on top of most websites.



You can choose to personalize your website by inserting a banner image or text into the masthead area.

1. To insert a banner, click the **Edit**  icon and a set of tools will be displayed on the left side of the **Toolbar Menu**. (**Note:** the recommended banner size is 1000px by 200px).
2. Proceed to click the **Masthead**  icon located at the left side of the **Toolbar Menu** to enable the masthead area to be activated for banner insertion.
3. Next, drag and insert the image/banner from  into the masthead area. Please ensure that the banner has already been uploaded onto the **Files Manager**.

(**Note:** Do remember to refresh the page or go to another webpage within the website to save the contents).

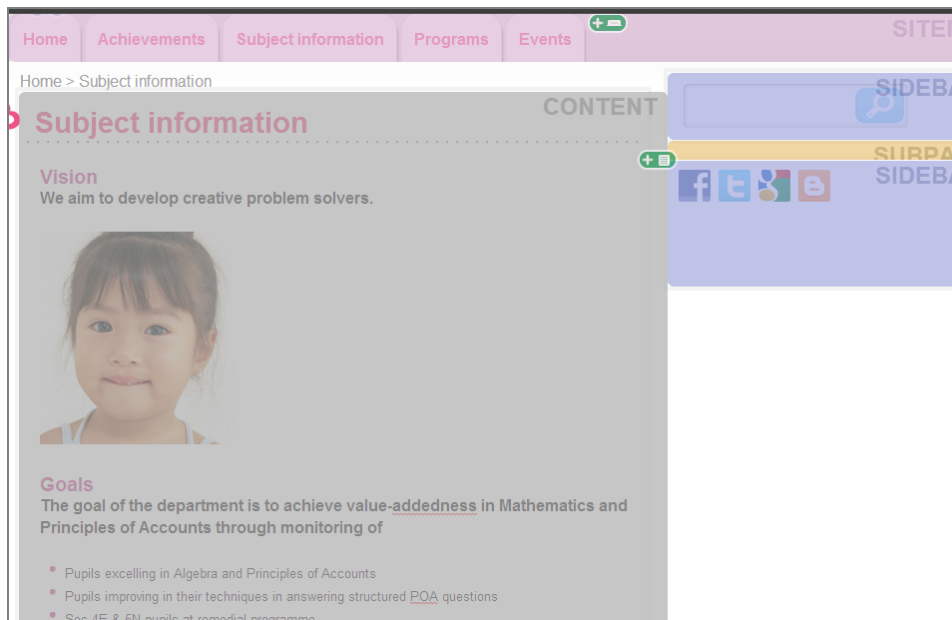
Webpage footer

The web page footer is located at the bottom of every web page. To add footer on the bottom of every web page, follow the steps on how to insert the masthead banner.

Layout

1. To change the layout of each webpage, click the **Layout** icon on the **Toolbar Menu** to show the different layout styles .

2. Click any layout template to apply.



Built-in Apps

There are over 10 built-in applications such as **Notice board** and **Event calendar**. Use the **Drag-and-Insert** function to insert the applications.

Notice Board

The notice board feature will allow you to pin up announcements and other notices that can be linked to other web pages.



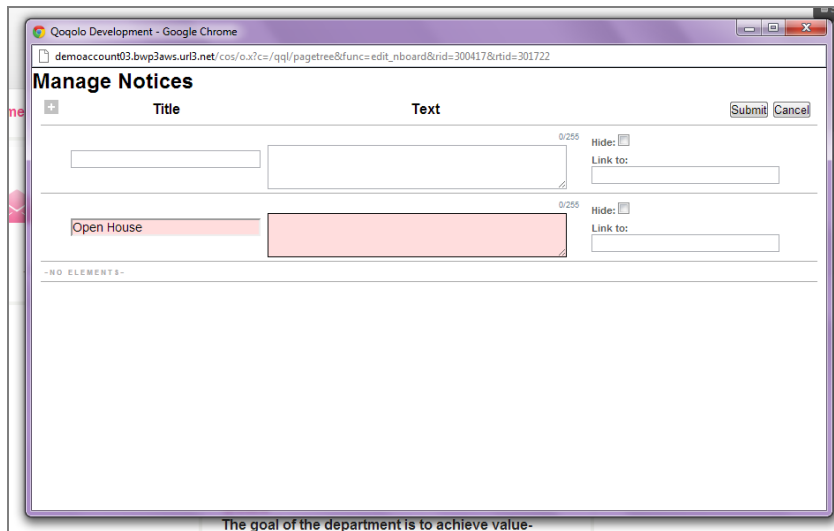
1. Click the **Apps** icon on the **Toolbar Menu** and a range of applications will be displayed on the left side of the **Toolbar Menu**.






2. Next, drag and insert the **Notice Board** icon into an empty space in the block of content.

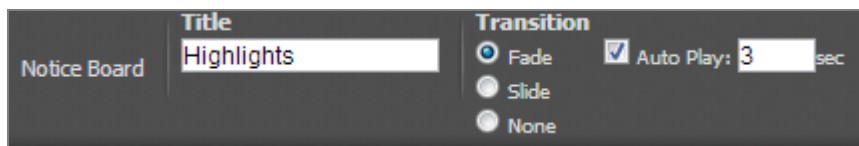
The screenshot shows a website editor interface. At the top, a toolbar contains various icons, with the 'Apps' icon highlighted by a red box. Below the toolbar, a dropdown menu displays several application icons, with the 'Notice Board' icon highlighted by a red box. A red arrow points from the 'Notice Board' icon in the dropdown menu to a specific location on the website page. The website page is a profile for 'Julian Tay', featuring a header with his name and a photo, a bio, and several sections: 'Education', 'My Hobbies', 'School', 'Designation', 'Email', 'Years in service', 'Teaching subjects', 'Professional interests', and 'Highlights'. The 'Highlights' section is currently empty, showing '-NO ITEMS FOUND-'. The red arrow indicates the process of dragging the 'Notice Board' widget into this empty space.






- To start posting snippets on the **Notice Board**, click the **Pencil**  icon and a pop-up window will open for you to edit the **Notice Board**.

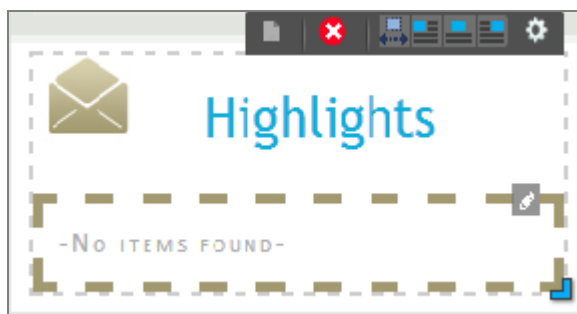


- To change the settings of the **Notice Board**, mouse over it to display the **Settings**        tool.

- Click the **Options**  icon to change the title of the **Notice Board**, as well as the transition period.



- To align the application to the left, right, centre or stretch the width, click the corresponding     icons to adjust the alignment.
- To remove the **Notice Board** from the webpage, click the **Delete**  icon.



Event Calendar

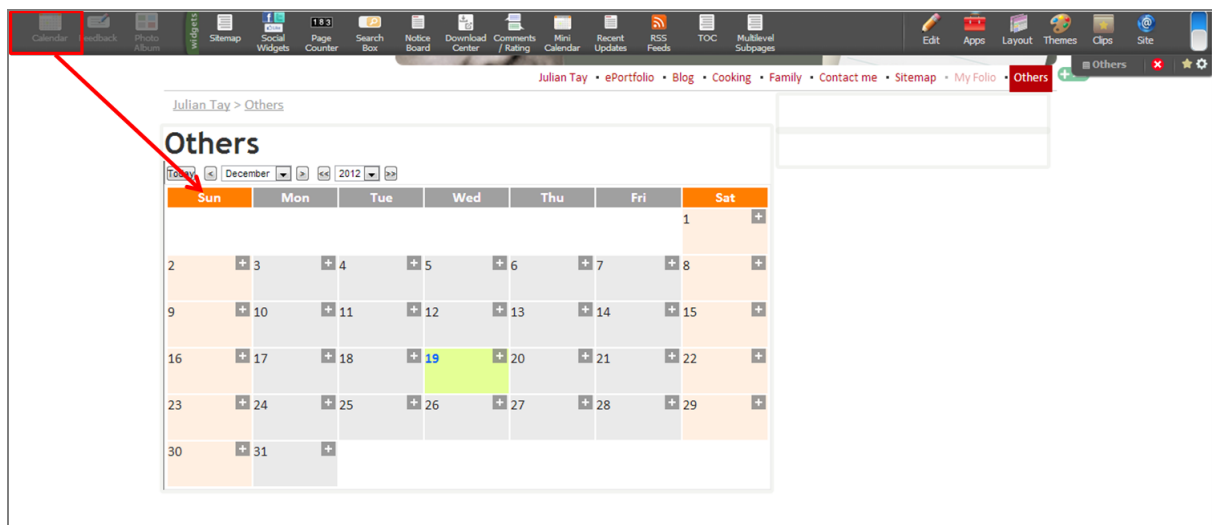
You can manage events by adding events to the calendar. (**Note:** You are unable to insert the **Event Calendar**, **Feedback Form** and **Photo Album** into one web page. You have to create a web page for each of these 3 applications).




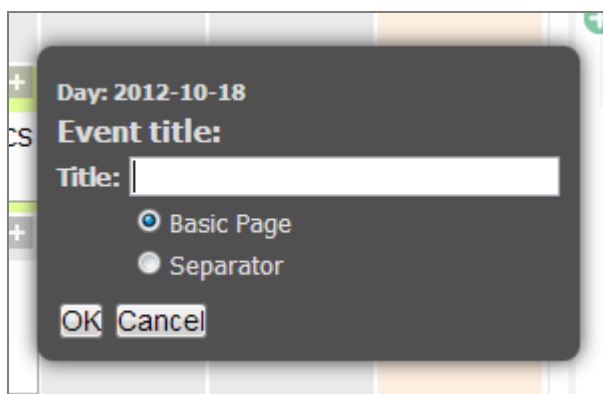
1. Click the **Apps** icon on the **Toolbar Menu** to display the applications.








2. Drag and insert the **Calendar** icon into an empty space in the block of content.

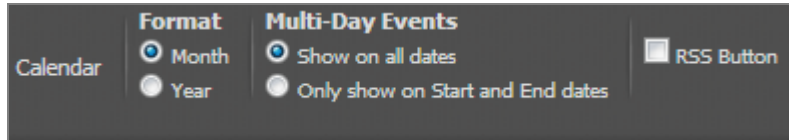




3. To add an event to a particular date, click the **Add**  icon.

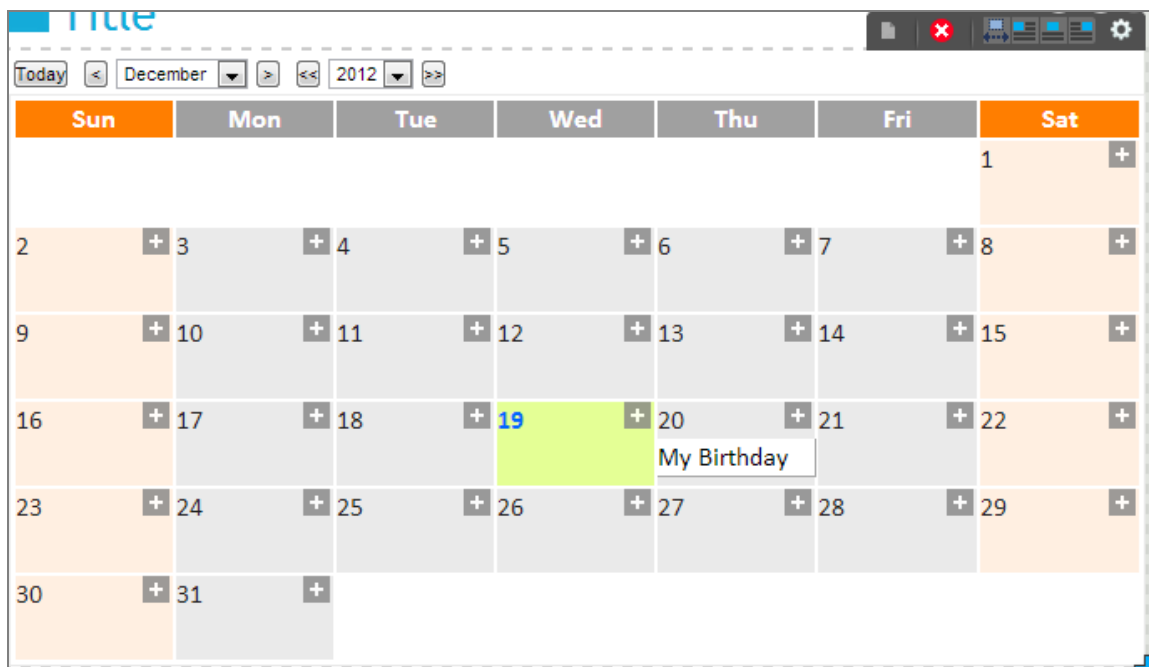


4. After an event is added to the **Calendar**, a web page for that particular event will be created.

- To change the appearance of the **Calendar**, mouse over the **Calendar** to display the **Settings**     icon. Click the **Options**  icon to change the calendar format, type of display for multi-day events or activate RSS feed.



- To align the application to the left, right, centre or stretch the width, click the corresponding **Alignment**  icons to adjust the alignment.
- To remove the **Event Calendar** from the webpage, click the **Delete**  icon.

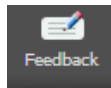


Feedback Form

Use the **Feedback Form** to gather feedback on your website. (**Note:** You are unable to insert the **Event Calendar**, **Feedback Form** and **Photo Album** into one web page. You have to create a webpage for each of these 3 applications.)



1. Click the **Apps** icon on the **Toolbar Menu** to display the applications on the left side of the **Toolbar Menu**.



2. Drag and insert the **Feedback** icon into an empty space in a block of content.

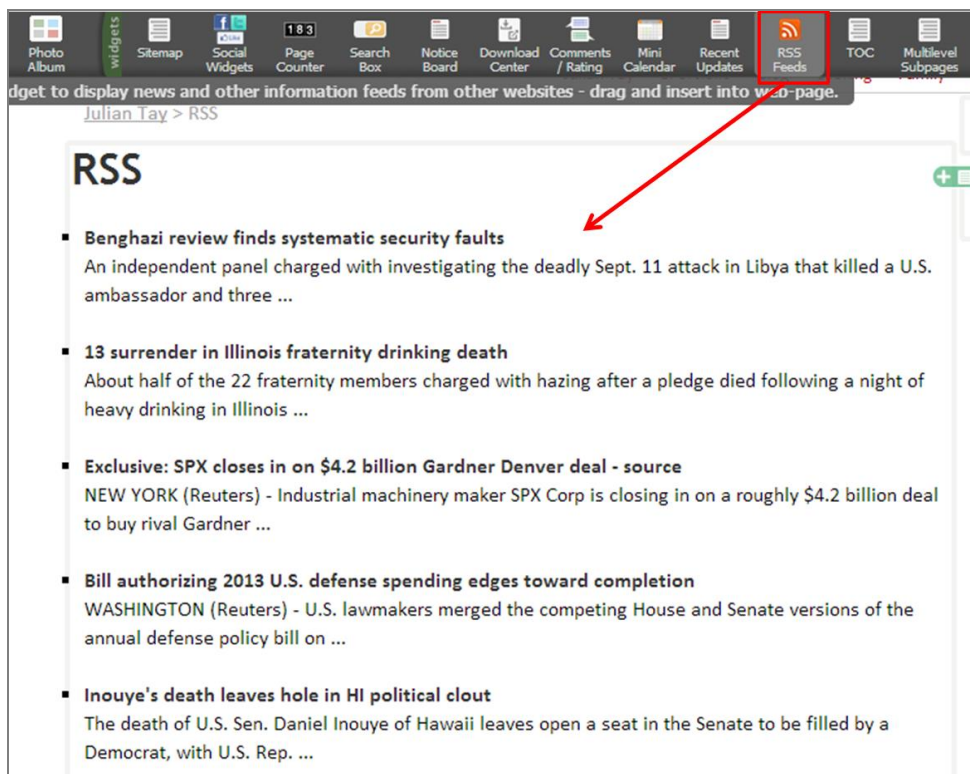
3. Mouse over the **Feedback Form** to display the **Settings** icon, and click the **Options** icon to edit the fields and view the number of feedback.



4. To align the application to the left, right, centre or stretch the width, click the corresponding **Alignment** icons to adjust the alignment.
5. To remove the **Feedback Form** from the webpage, click the **Delete** icon.

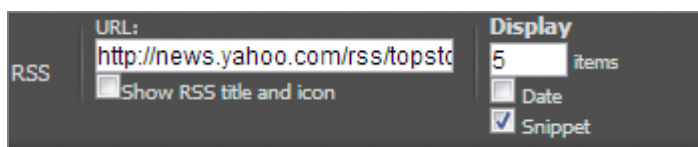
RSS Feeds



The **RSS feeds** application allows your website to synchronise content from external URLs.

1. Click the **Apps**  icon on the **Toolbar Menu** to display all the applications on the left side of the **Toolbar Menu**.
2. Drag and insert the **RSS Feeds**  icon into an empty space in the block of content.



3. To change the URL where live feed is pulled from, mouse over the live feeds to display the **Settings**  icon. Click the **Options**  icon to edit the URL and number of items to be displayed.



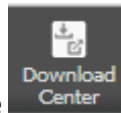
4. To align the application to the left, right, centre or stretch the width, click the corresponding **Alignment**  icons to adjust the alignment.
5. To remove the **RSS** from the webpage, click the **Delete**  icon.

Download Centre

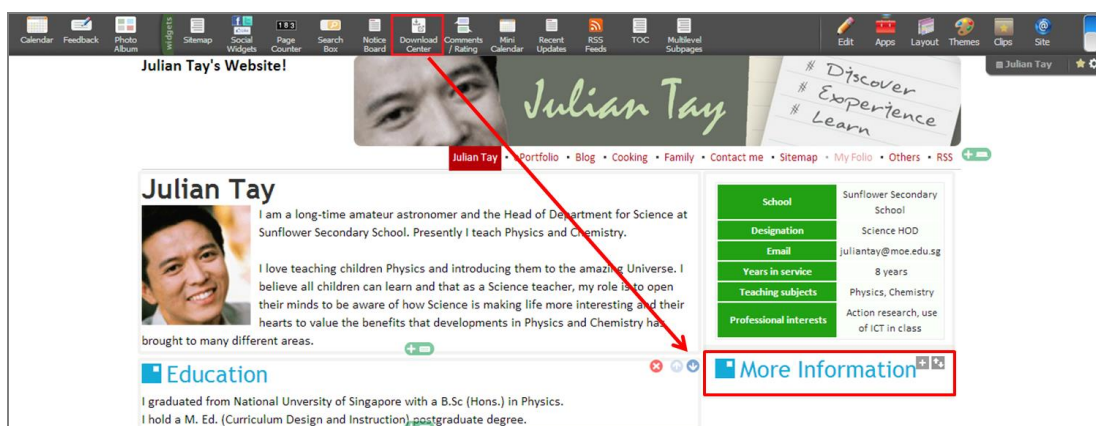
Use the **Download Centre** to upload documents for OPAL users to access and download the necessary attachments from the website.




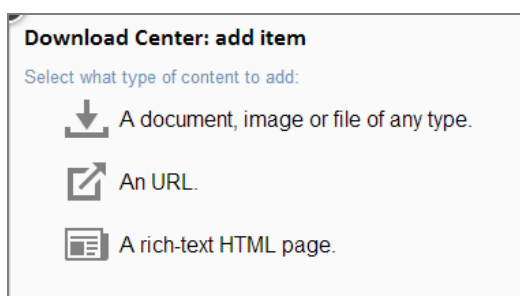
1. Click the **Apps** icon on the **Toolbar Menu** to display all the applications on the left side of the **Toolbar Menu**.



2. Drag and insert the **Download Centre** icon into an empty space in a block of content.




3. Click the **Add**  icon to upload documents into the **Download Centre**.
4. A window will open. There will be 3 attachment options: a **Document/image/file**, **URL**, **HTML page**. Select one of the options. For example, if you want to upload an image, click the **Document/image/file** option.








5. Type the title of the attachment in the **Title field**, click **Choose file** to browse the file from the computer.



Download Center: add item

Title
Leave this empty to retain the name of the uploaded file.









Document  Upload new: No file chosen **0%** 8.6MB / 5000MB
☐ Remove [Types](#)

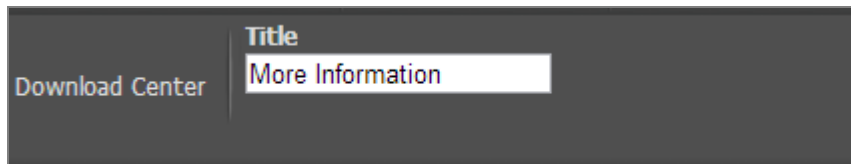
6. Click **Submit** and the attachment will be uploaded.
7. To rearrange the sequence of the attachments in the **Download Centre**, click the **Arrange items**  icon located beside the **Add**  icon.
8. A window with a list of items will open. Drag the items to rearrange the sequence.





	Search engine url: http://www.google.com
	Image 1 jpg 78kB
	Checklist docx 18kB
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

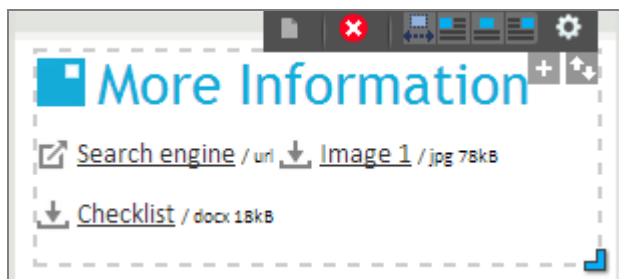
9. Click **Submit** once you are done rearranging the items.
10. To remove or edit an attachment from the **Download centre**, mouse over the attachment to display the following tools:  . Click the corresponding icon to perform the action.

	Search engine / url		Image 1			
	Checklist / docx 18kB					

11. To change the title of the **Download centre** where all the attachments are located, mouse over the application to display the **Settings**        icon. Click the **Options**  icon to edit the title.

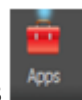


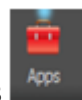
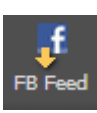







12. To align the application to the left, right, centre or stretch the width, click the corresponding    icons to adjust the alignment.
13. To remove the entire **Download centre** from the webpage, click the **Delete**  icon.



Facebook feeds

Besides RSS feeds, you can pull live feeds from your Facebook page and insert it into your website.

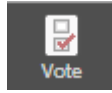


1. Click the **Apps**  icon on the **Toolbar Menu** to display all the applications on the left side of the **Toolbar Menu**.
2. Drag and insert the **FB Feed**  icon into an empty space in the block of content.
3. To change the **Facebook ID** or adjust the settings of the application, mouse over the application to display the **Settings**        tool.

Voting Tool



1. Click the **Apps** icon on the **Toolbar Menu** to display all the applications on the left side of the **Toolbar Menu**.



2. Drag and insert the **Vote** icon into an empty space in the block of content.



3. Click the **Pencil** icon to create a new voting box.

Create new

4. Click the **Create new** button to create a new voting box.

5. Fill in the details and adjust the settings of the voting box.

Vote

Assign voting box: or [Create new](#)
Please select an existing voting box or create a new one.

Enter details for the new voting box:

Title

Description

New choices can be added by: ☒ anyone ☐ editor

Duration ☒ always open
☐ from to

Show results ☒ to anyone ☐ after closing ☐ never

6. To add a choice to the voting box, enter the new choice in the **Add new choice** field.

Which fastfood chain do you prefer?



Choice	Your Vote
Carls Jr	<input type="radio"/>
KFC	<input type="radio"/>
Macdonalds	<input checked="" type="radio"/>
Wendys	<input type="radio"/>
<input type="text"/> <small>Add new choice</small>	

Votes: 1 - [Show results](#)

Other Applications



1. To insert other built-in applications, simply click the **Apps** icon on the **Toolbar Menu** to display all the applications on the left side of the **Toolbar Menu**.
2. Drag and insert the application icons into an empty space in the block of content.
3. To access the **Settings** of each application, mouse over it to display the tool.



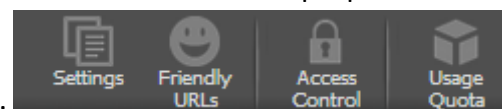
(Note: Do remember to refresh the page or go to another webpage within the website to save the contents).

Website Properties



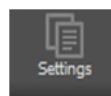
Click the **Site** icon on the **Toolbar Menu** to access the website properties that are

displayed on the left side of the **Toolbar Menu**:



Site Settings

Under Site settings, you can activate **Drop-down lists for Subpages**, **Printable button**, **RSS feed** and insert **Google Analytics ID**.



1. Click the **Settings** icon to access these settings and click the relevant checkboxes.






ts

Subject information

Programs

Events

Site Settings

Site drop-down menu	 <div><div><input checked="" type="radio"/> No <input type="radio"/> Yes</div><div>Enable drop-down menu when mouse-over section menu.</div></div>
RSS button	 <div><div><input checked="" type="radio"/> No <input checked="" type="radio"/> Yes (Show on homepage)</div><div>Display a RSS subscription button in the sidebar on the homepage.</div></div>
Printable button	 <div><div><input checked="" type="radio"/> No <input type="radio"/> Yes</div><div>Display a printable button on every page.</div></div>
Google™ Analytics Account ID	<div><div>Provide account ID for pageview tracking. You can register for a free account, here .</div><div><input type="text"/></div><div>Note: You should provide your Account ID (eg. UA-123456-7) and NOT your website domain name or gmail address.</div></div>


Update

Cancel

Friendly URLs

A **friendly URL** is a Web address that is easy to read and includes words that describe the content of the web page. This type of URL can be "friendly" in two ways - 1) it can help visitors remember the Web address, and 2) it can help describe the page to search engines.

The website has auto-generated friendly URLs, however, if there is a need to change the URL

of a web page, you can edit the URL by clicking the **Friendly URLs**  icon.

[< Return](#)

Manage Friendly URLs

- This module enables Main Admins to manage Friendly URLs (FURLs).
- All sections (level-1 pages) are listed by automatically below for easy access.
- Other pages in your website can be assigned with a top-level FURL. Use the search box to search and include them.
- Changing the FURL of a page will also automatically change the FURLs of all its subpages.
- FURLs are not case sensitive.

	Title	New FURL	Current FURL
	<input type="checkbox"/> Achievements	<input type="text" value="/"/>	/achievements
	<input type="checkbox"/> Subject information	<input type="text" value="/"/>	/subject-information
	<input type="checkbox"/> Programs	<input type="text" value="/"/>	/programs
	<input type="checkbox"/> Events	<input type="text" value="/"/>	/events

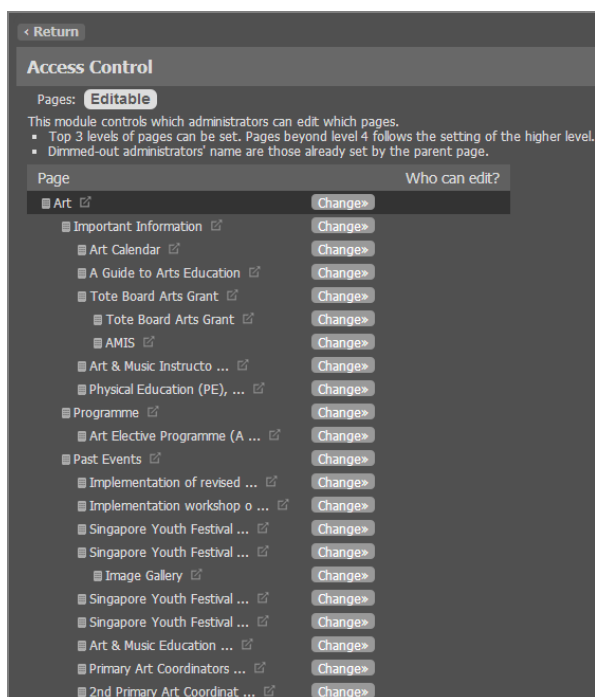
Search pages :
Search deep pages (non-section) to assign them with FURLs.


Set Access (Subject Websites)

The website main administrator has the ability to authorise website sub administrators to edit certain web pages.



1. Click the **Set Access** icon to assign sub administrators' rights. This function is only applicable to **Subject Websites**.



- Click the **Change**  button that corresponds to the section of the website that you want to assign a website sub administrator to. A list of all the sub administrators assigned to the website will appear.

Select new settings

- Select an editable setting for each user.
- Click [Submit] to accept the changes.
- Click [Editable] (upper left corner) to view the editable settings of all pages.

Submit

Who	Editable?		Inherit Follow the setting of parent page.
HQ Demo 1	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> [No]
Website Subadmin 01	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> [No]
Website Subadmin 02	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> [No]
Website Subadmin 03	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> [No]
Website Subadmin 04	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> [No]
Website Subadmin 05	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> [No]
Website Subadmin 06	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> [No]
Website Subadmin 07	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> [No]
Website Subadmin 08	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> [No]
Website Subadmin 09	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> [No]
Website Subadmin 10	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> [No]
Website Subadmin 11	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> [No]
Website Subadmin 12	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> [No]

- To assign a sub administrator to be able to edit the selected webpage, click the **Yes** option corresponding to the sub administrator. Sub administrators who are allowed to edit the assigned webpages will be listed on the **Access Control** page.










[< Return](#)

Access Control

Pages: **Editable**

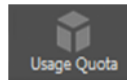
This module controls which administrators can edit which pages.

- Top 3 levels of pages can be set. Pages beyond level 4 follows the setting of the higher level.
- Dimmed-out administrators' name are those already set by the parent page.


Page	Who can edit?
Art 	Change»
Important Information 	Change»  HQ Demo 1
Art Calendar 	Change»  HQ Demo 1
A Guide to Arts Education 	Change»  HQ Demo 1
Tote Board Arts Grant 	Change»  HQ Demo 1

(Note: Sub-administrators will automatically be able to edit any subpages under the webpage assigned to them. Main administrators have to disable the editability of the subpages manually if they wish to prevent a sub-administrator from editing certain subpages. To do so, click the **No** option corresponding to the sub-administrator after selecting a subpage.)

Usage Quota



Click the **Usage Quota** icon to check the amount of disk space you have used on the website.

Usage Quota: Teacher Journey				
	Quota	Usage	Remaining	
Diskspace	500MB	0MB	500MB	0% 
Pages	100	74	26	74% 