



Inn Website User Manual



Produced by the Umbraco Community

Umbraco v4

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1 Introduction

1.1 American Inns of Court Inn Websites

The American Inns of Court provides a free, hosted website for every Inn of Court. A website is an important tool to facilitate communication with Inn members and connect with the community. The Inn website can also be used to post important content, such as:

- Inn history
- Inn bylaws and policies
- Program materials
- The American Inns of Court Diversity Policy
- The American Inns of Court Professional Creed

Along with facilitating communication, maintaining an Inn website is one of the communication requirements in the Achieving Excellence program.

Designated web administrators must be provided with log-in information provided by the national office. If you are interested in setting up your Inn's website, please contact Andrew Young (ayoung@innsofcourt.org).

1.2 Introduction to Umbraco

Umbraco is an information platform that allows you to quickly and easily publish information on a website without the need for any specific knowledge of creating web pages. Umbraco allows any user to easily create and update a company's website via a normal web browser. It can be compared to simple word-processing.

No special skills are needed to be able to create web pages using Umbraco, and you will be able to create pages and publish them without any previous knowledge of HTML. Nevertheless, this will in no way reduce the functionality of your website. Umbraco offers a number of complete functions that each editor can use to develop their website. The aim of a platform such as Umbraco is to distribute the work involved in keeping a website up-to-date among as many people as possible. It is easy to learn and use. If you already have considerable experience in creating web pages, you can use your knowledge to create web pages using HTML or other tools you are used to using, which you can then integrate into Umbraco. Anything you can do using HTML, you can also do using Umbraco.

While Umbraco has been designed to be as intuitive as possible, the objective of this document is to give editors the key skills they will need to perform their job, and make learning and using Umbraco a breeze.

Happy editing!

2 Getting Started with Umbraco

2.1 Logging On

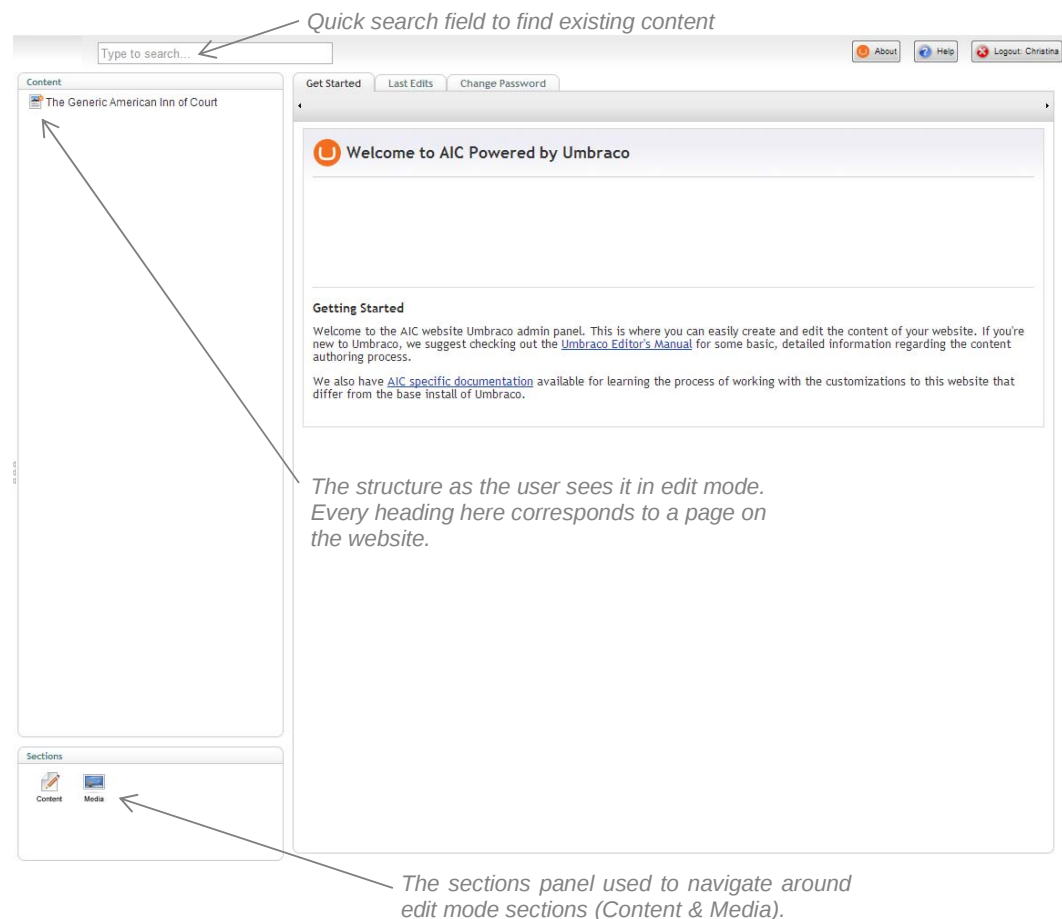
Umbraco is a web publishing system that is easy for editors to use and does not require large hardware or software resources. All you will need is basic word processing skills and any modern web browser.

To access edit mode, open your web browser and enter
<http://home.innsofcourt.org/umbraco/umbraco.aspx>.

A login box will appear for you to enter your username and password. If you have not been assigned a username or password, please contact Andrew Young (ayoung@innsofcourt.org).

2.2 The Edit Mode Interface

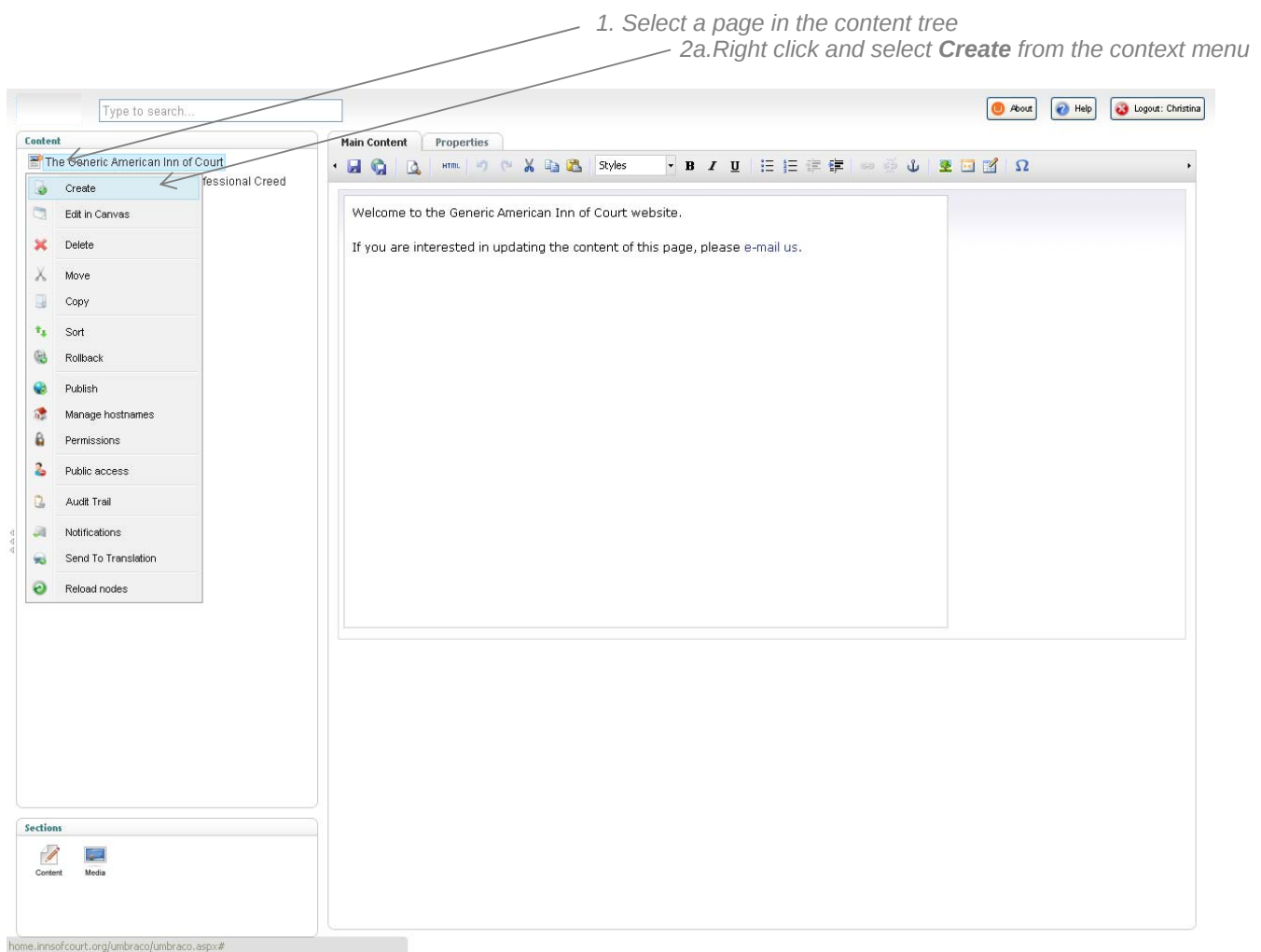
Once you have logged in, the following content will be shown in your browser. On the left of the window is the contents panel showing the pages of the website in the form of a tree structure. Below the content panel is the sections panel, which contains links to the different sections of the edit mode interface. The right side of the window either displays the current page or, as in this case, the start page in edit mode.



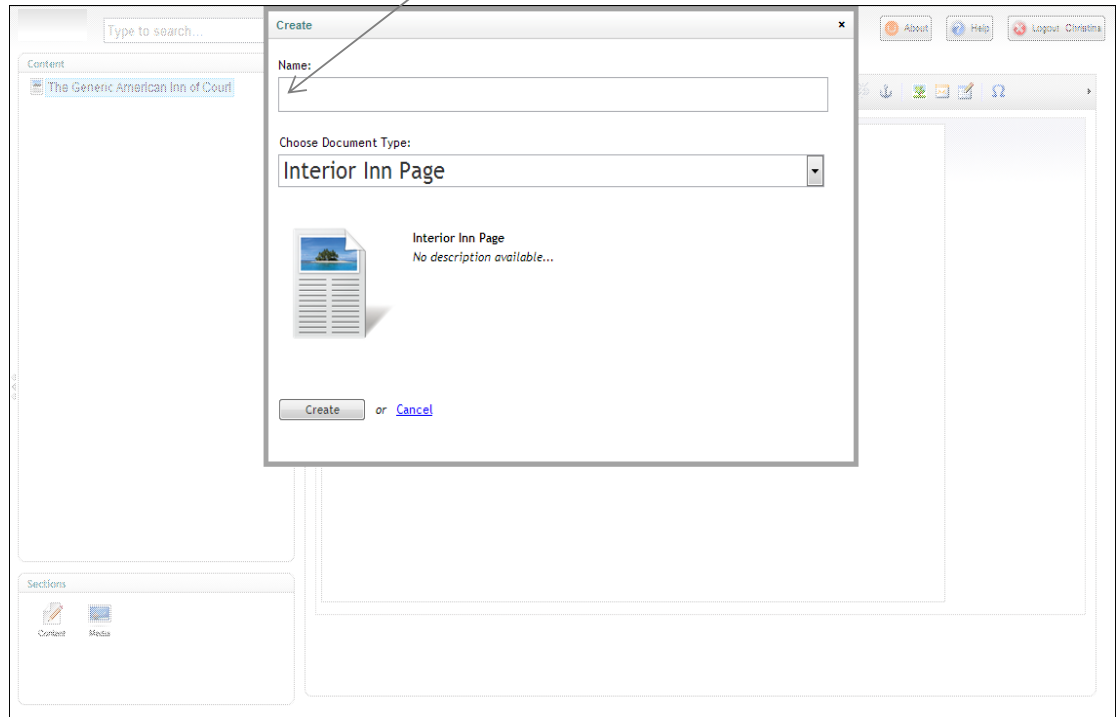
2.3 Create, Save and Publish Content

The procedure for creating pages in Umbraco can be described in six easy steps. Start by deciding where to locate the page, then create the page, add content to the page, save the page, preview the page and finally publish the page.

1. Select the page for which you would like to create a new sub-page.
2. Right click the page, and click **Create** from the context menu, then select the document type and enter a name for the page.
3. Add content to the page
4. Click **Save**.
5. Click **Preview** to preview how the page will appear on the live website.
6. Once you are satisfied, click **Save and Publish** to make the changes live.



2b. Enter a name for the page

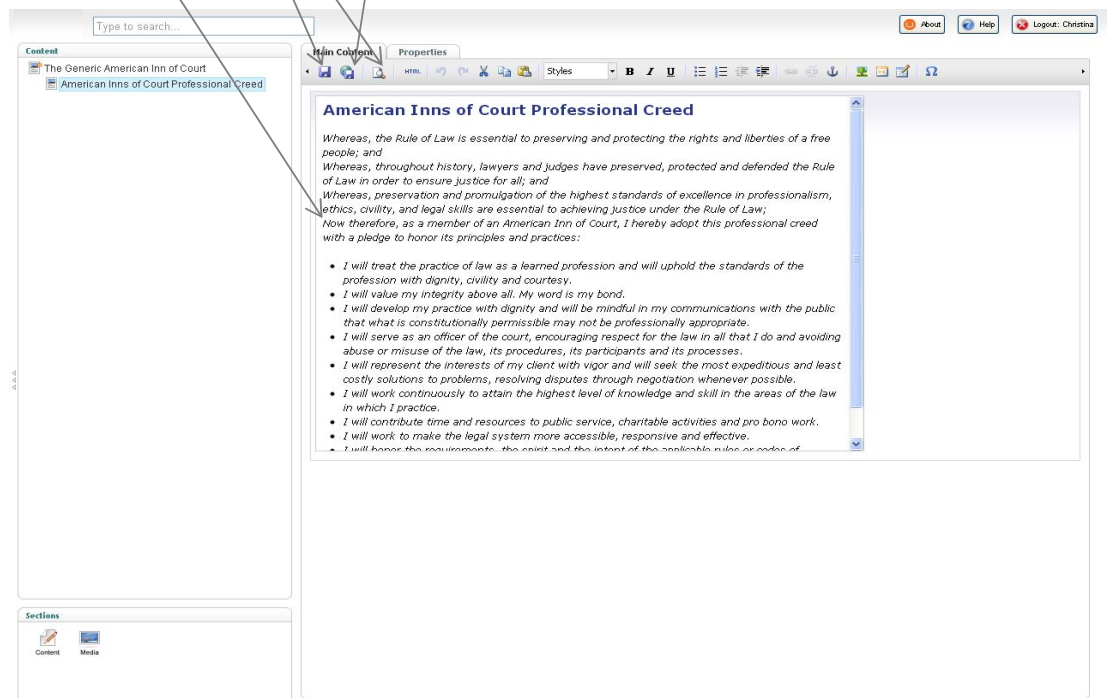


3. Add content to the page

4. Click **Save**

5. Click **Preview** to preview the page

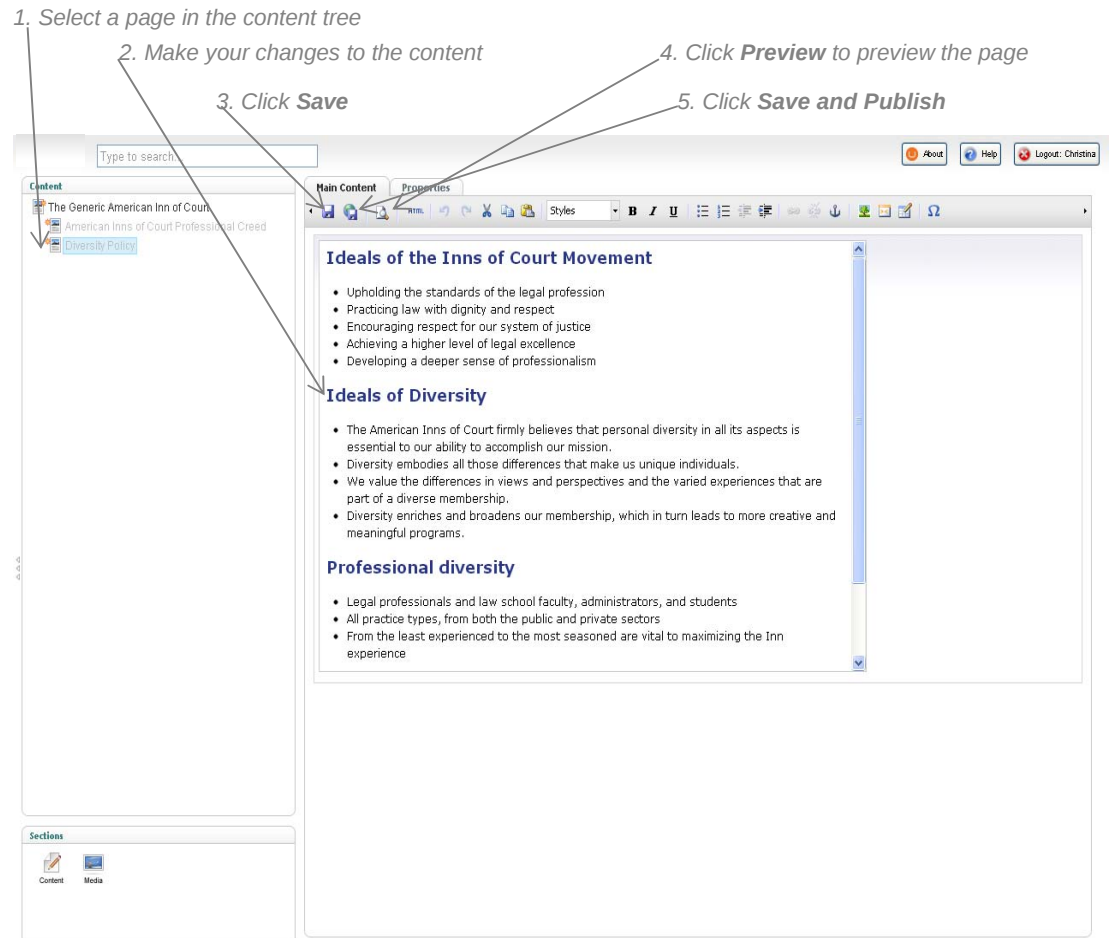
6. Click **Save and Publish** to make the changes live



2.4 Editing Existing Content

To edit a page in edit mode:

1. Browse to the page you want to edit in the tree structure within the content panel, and select the page by clicking its name. The edit interface for the page is then displayed on the right.
(You can browse subpages in the tree structure by clicking the triangle in front of the page name).
2. Make your changes to the content.
3. Click **Save**.
4. Click **Preview** to preview how the page will appear on the live website.
5. Once you are satisfied, click **Save and Publish** to make the changes live.



2.4.1 Automatically Generated Content

All Inn web pages have automatically generated links on the left sidebar. These links include: Officers, Members, Meetings, Teams, and Committees. All Inns will have information regarding their Officers and Membership. Inns using the Inn Management System (IMS) will be able to view the Meetings, Teams, and Committees they have set up in the IMS through these links. Inns not using the IMS will not have information on Meetings, Teams, or Committees. If you would like to add this information or sign up for the IMS, please contact your Director of Chapter Relations.

When a sub-page is created, a link to the sub-pages is automatically generated and will appear at the bottom of the screen. Links to the sub-pages appear on both the home screen and all sub-pages for easy navigation.

2.4.2 Various Saving and Publishing Options

It is possible to save the contents of a page in several different ways. The various alternatives suit different occasions, depending on what you want to do after you have saved.

Save



The **Save** button is ideal for when you are working on one page for a long period of time.

To be sure that you won't lose any of the changes, you should save regularly. When you select **Save**, the content is stored but not published to the live website.

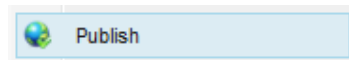
*(You can use the **Preview** button to preview how the page will appear on the live website)*

Save and Publish

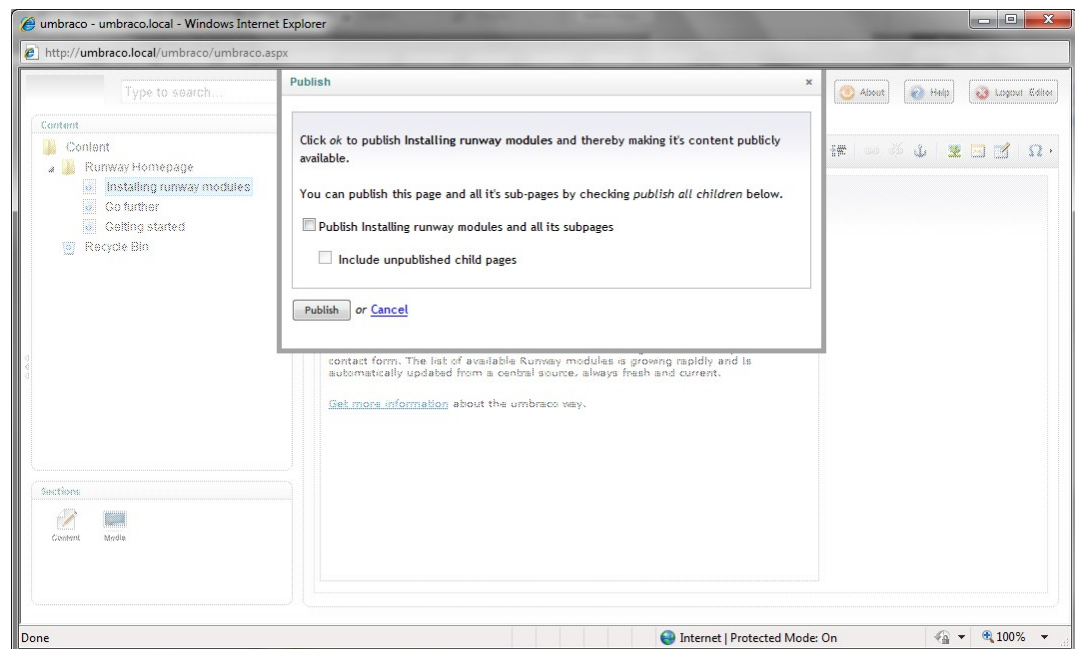


The **Save and publish** button is ideal for when you want to publish a previously saved page to the live website, or to just publish a page without previewing it.

Publish (Context Menu)



The **Publish** option within the context menu is ideal for when you want to publish a page and all of its sub-pages all at once. When you click **Publish**, a dialog is displayed for you to choose which pages should be published.



Scheduled Publishing

Scheduled publishing is ideal when you need a page to go live at a specific date and time when it is not convenient to do so manually. The scheduled publish settings can be found on the properties tab of the page you wish to publish.

Simply select a **Publish at** date then click **Save** and the page will publish itself automatically when the selected date occurs.

Publication Status	Last published: 06/02/2010	Unpublish
Last edited	06/02/2010 20:09	
Publish at	No date chosen	Clear Date
Remove at	No date chosen	Clear Date

2.5 Working on the Structure of the Website

Constructing a website from scratch requires a great deal of thought before the practical work begins. It is important to have a clear idea of what information is to be displayed and how this should be structured so that visitors can easily find what they are looking for. If a large amount of information is to be displayed, it is even more important to plan properly before starting work. There is a delicate balance between presenting enough information on a page and forcing a visitor to your page to filter through too much information.

From a purely technical point of view, there is usually no particular problem in beginning with the practical work, but this can entail a large amount of duplicate work if you are not satisfied.

It is normal to create an area-based structure directly under the home page, and to build up structures under this home page for each area. To make it simple for visitors to find what they are looking for and navigate around your website, it is a good idea to limit the menu structure to a maximum of three levels. This also makes it easier for you to maintain the website in a clear manner.

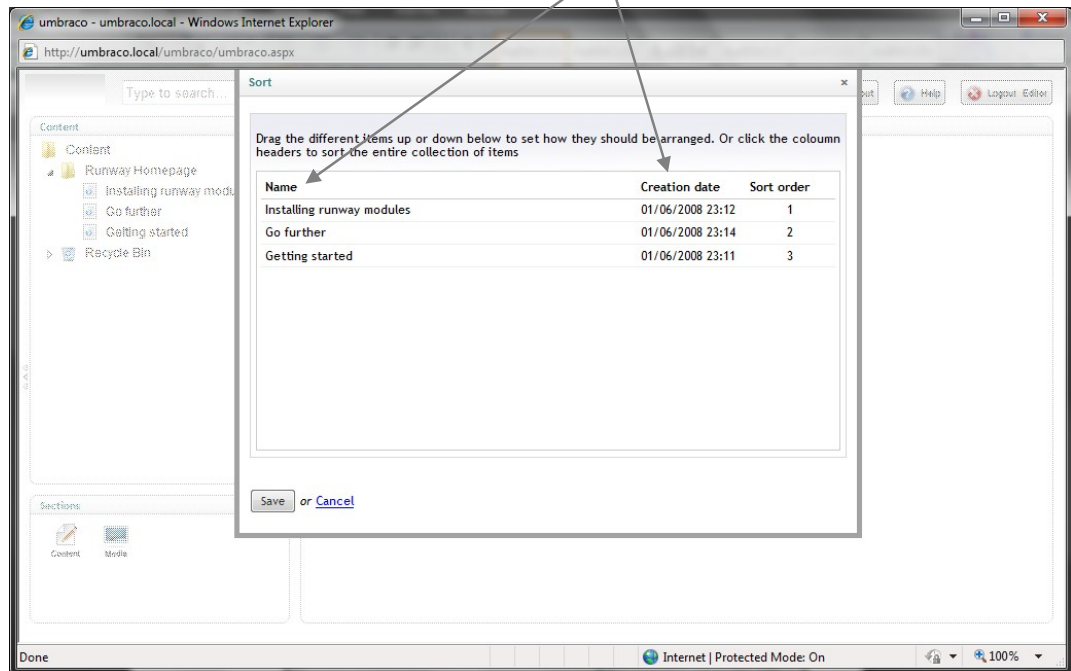
The structure in Umbraco is made up of pages. The names of the pages automatically form structures and menus. At the top of the structure you will always find your Inn's home page, which is the basis of your website. Under the home page, you then create the structure you want by creating new pages. It may be appropriate to create pages so that the structure is ready before you fill the pages with content. It is also very easy to move and copy pages in the structure.

2.6 Ordering Pages

The pages in Umbraco are sorted in the tree structure according to a predefined sort order. It is most common for the page that has been created most recently to be placed at the top of the tree structure. You can easily change the sort order of the pages in a section of the website by using the sort function.

1. Select the parent page of the section to sort.
(The page to which the pages you wish to sort are sub-pages of)
2. Right click the page, and click **Sort** from the context menu.
3. Drag the pages into the required order. Alternatively, click on the Name or Creation date column header to sort the items automatically by Name or Creation date. Clicking on a column header again reverses the sort order.
4. Click **Save**

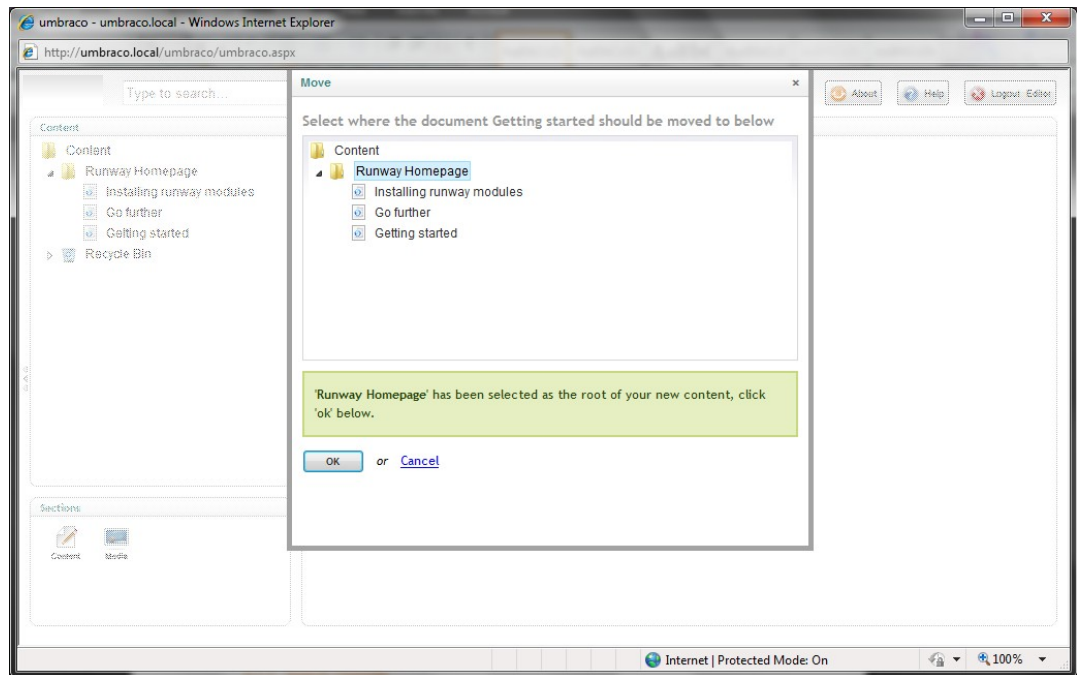
3b. Click on the column headings to sort by Name or Creation date



2.7 Moving a Page

You can easily move pages between sections within the site structure using the move function.

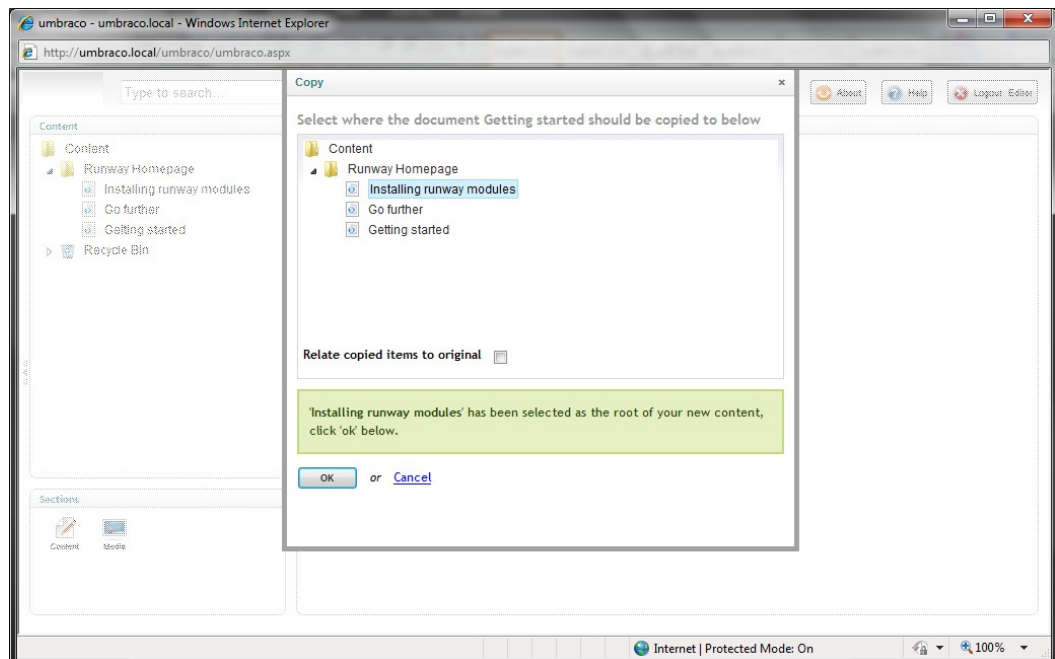
1. Select the page you want to move.
2. Right click the page, and click **Move** from the context menu.
3. Select the parent page you want to move the page below.
4. Click **OK**.



2.8 Copying a Page

If you want to reuse a page or structure you have created previously, you can copy the page and its sub-pages to a different point within the site structure. When you copy a page, all its sub-pages will also be copied. You can also define whether links should be automatically updated, or keep the linkage with the original pages.

1. Select the page you want to copy.
2. Right click the page, and click **Copy** from the context menu.
3. Select the parent page to which you want to copy the page below.
4. Select whether to **Relate copied items to the original** page.
5. Click **OK**.



2.9 Deleting a Page

If you have pages on your website that are no longer relevant, you can delete them from the website.

1. Select the page you want to delete.
2. Right click the page, and click **Delete** from the context menu.
3. Click **OK** to confirm deletion of the page, or click **Cancel** to cancel deletion.

Please Note – There is no Recycle Bin so if you delete a page accidentally, please contact Andrew Young (ayoung@innsofcourt.org).

3 Working with Content

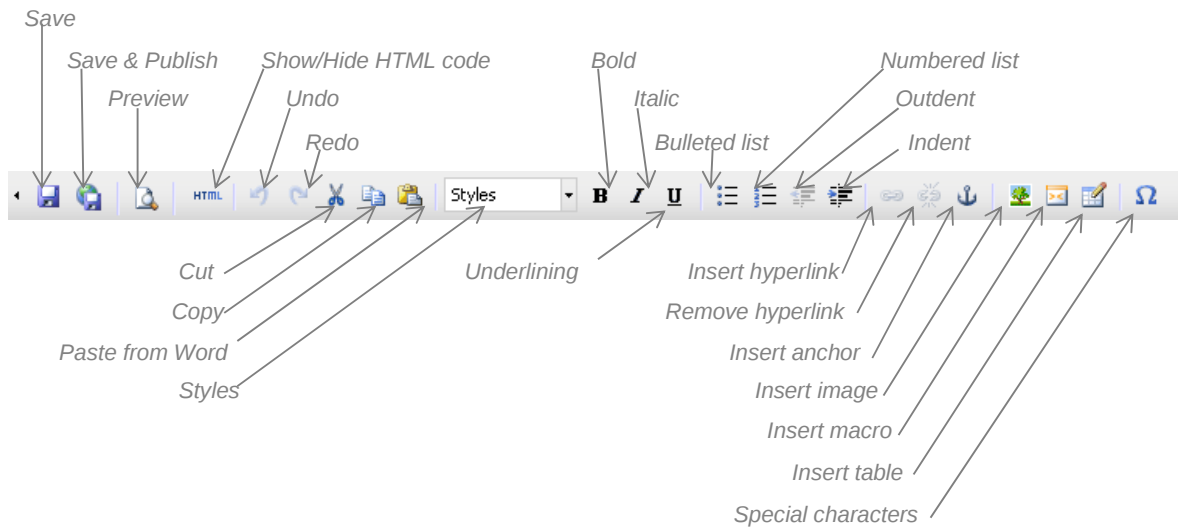
In this section, we will show how to work with different data types in Umbraco. In practice, you build up your entire website with the aid of ready-made page templates instead of building it using HTML and programming, which is normal when you do not have a tool like Umbraco. Basically, you only need to fill in the information, since the functionality is contained in the page template.

3.1 Rich Text Editor

The Umbraco Rich Text Editor is the field where you, as editor, can be creative. You select how much you want to do yourself. You can work on text content, format the text, or simply leave it the way it is. If you want to do more, you can insert images, create tables or create links to other page or documents. You are only limited by the scope of your own imagination.

3.1.1 Editor Buttons

Below are all the default editor buttons available.



3.1.2 Paragraph Break/Line Break

The Editor is like any other word processing program. You write the text, and the text wraps around when the line reaches the end. When you press ENTER in the editor, you get a paragraph break, which means there is space between the paragraphs. If you do not want a space, you have to make a line break instead. You do this by pressing SHIFT+ENTER.

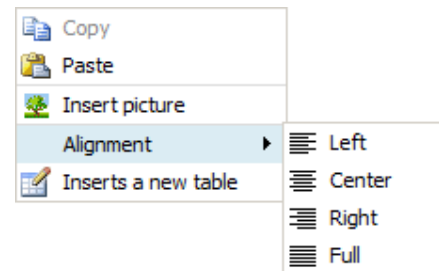
3.1.3 Shortcut Keys

To make your work easier, there are shortcut keys for certain editor functions. Shortcut keys let you use the keyboard to carry out certain commands.

Command	Shortcut Key
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline
Ctrl + A	Select all

3.1.4 Editor Context Menu (Right-Click)

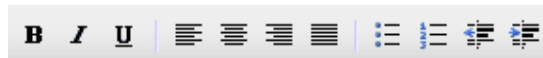
As well as the editor toolbar, you also have access to all the standard tools via a context menu. To display the context menu, simply right click anywhere within the editor content area.



3.1.5 Text Formatting

You do not normally need to spend much time formatting text because Umbraco takes care of a lot of formatting for you. When the default formatting is not enough however, there are a number of options for controlling the formatting of text.

Formatting Buttons



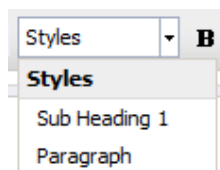
The most basic, and probably the most familiar way to control formatting are via the formatting buttons. These work much the same as those

found in most word processing applications such as Microsoft Word. With these you can apply simple formatting such as **Bold**, *Italic* and Underline as well as altering text alignment and creating bulleted and numbered lists.

Regardless of the formatting being applied, the process for applying a format using the formatting buttons is always the same.

1. Select the text you want to apply the formatting to.
2. Click the formatting button to apply the formatting you wish to add.

Styles



Another way of apply formatting is via the **Styles** dropdown list. The styles list provides a set of predefined styles that can be applied to text whilst maintaining a consistent look and feel through the site. These styles often incorporate more advanced formatting functionality, such as headings, sub headings and paragraphs.

1. Select the text you want to apply the style to.
2. Select the style to apply from the **Styles** dropdown list.

Removing Formatting

If you have formatted a paragraph or selection using the formatting buttons, you can remove a formatting rule by selecting the text, and click the relevant formatting button to remove that formatting rule.

Copying Content from Other Programs

You can copy text to Umbraco from any program you like. The important thing is to paste the text in the right way to maintain the look and feel of the website.

1. Select and copy the text in the program you want to copy from.
2. Switch to Umbraco and enter edit mode for the page you wish to copy the text into.
3. Position the cursor in the editor at the point where you want to place the text.
4. Click **Paste from Word** in the editor toolbar.
5. In the dialog, press Ctrl + V to paste in the text.
6. Click **Insert** to complete the process.

By pasting content in this way, it ensures that only those formatting rules allowed by the system are kept and that the integrity of the site is maintained. If you do paste in formatted text from another application without using the **Paste from Word** feature, you can remove all formatting from the text by following the process as detailed in **Removing Formatting**.

3.1.6 Show/Hide HTML Code



If you are proficient in the use of HTML, you can switch to HTML mode and create your page by writing HTML code. You can also check the code and make minor adjustments here to get the page exactly as you want it.

3.1.7 Links



The **Insert Link** button is used to create links to internal pages and media files, external pages, e-mail links and anchors. The process for inserting a hyperlink differs depending on the type of hyperlink you wish to create.

Link to a Page on Another Website

1. Select the text that will form the hyperlink.
2. Click the **Insert Link** button to launch the link properties dialog box.
3. In the **URL** field, enter the URL of the web page you wish to link to.
4. In the **Title** field, enter the text that will be shown as a pointer to the link. This is important information for everyone reading the website with different accessibility aids.
5. In the **Target** field, select the target window / frame the link should be opened in.
6. Click **Insert**

The screenshot shows the 'Insert/edit link' dialog box. The 'Url' field contains 'http://www.google.com', the 'Title' field contains 'Visit google.com', the 'Target' dropdown is set to 'Open in this window / frame', and the 'Anchor' dropdown is set to '---'. Below the fields are two tabs: 'Content' and 'Media'. The 'Content' tab is selected, showing a tree view. The tree has a root node 'Content' with a folder icon, and a child node 'Runway Homepage' with a folder icon. Under 'Runway Homepage' are three items, each with a document icon: 'Installing runway modules', 'Go further', and 'Getting started'. At the bottom of the dialog are two buttons: 'Insert' and 'cancel'.

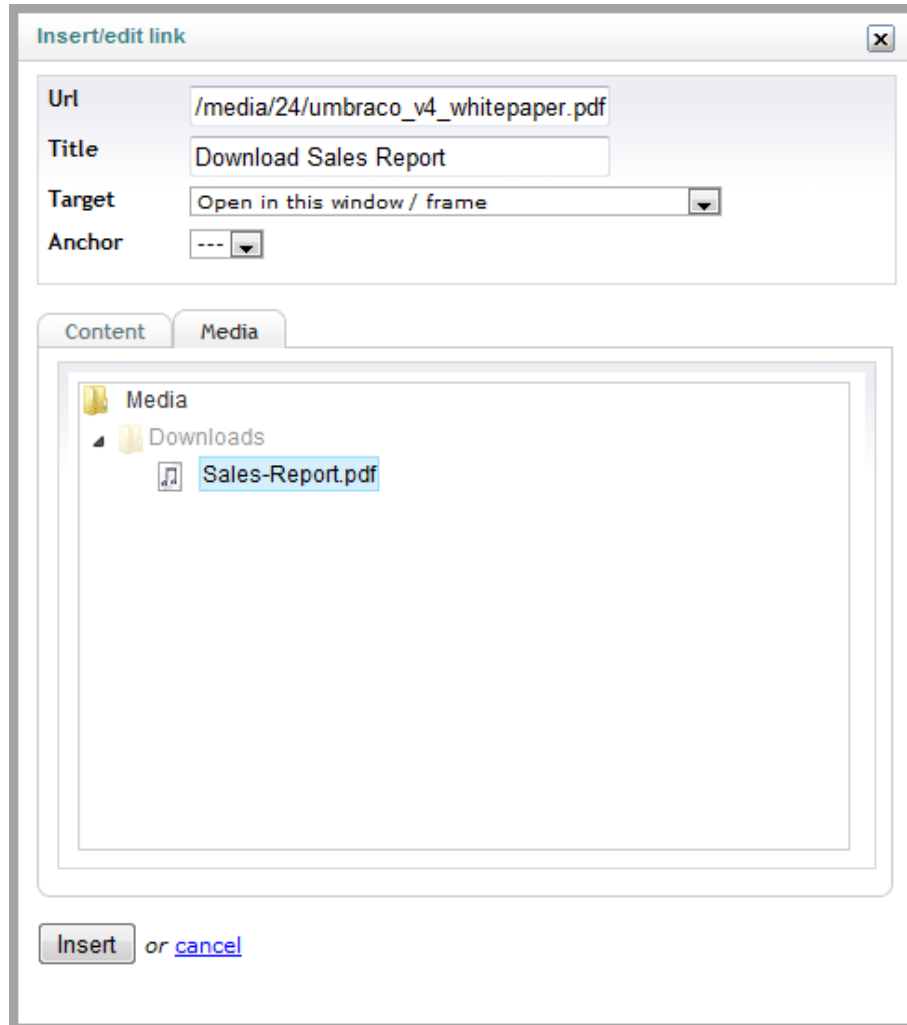
Link to a Page in Umbraco

1. Select the text that will form the hyperlink.
2. Click the **Insert Link** button to launch the link properties dialog box.
3. Select a page from the **Content** tab to link to.
4. In the **Title** field, enter the text that will be shown as a pointer to the link. This is important information for everyone reading the website with different accessibility aids.
(By default the name of the selected page will automatically be enter for your convenience)
5. In the **Target** field, select the target window / frame the link should be opened in.
6. Click **Insert**

The screenshot shows the 'Insert/edit link' dialog box. The 'Url' field contains '/getting-started.aspx'. The 'Title' field contains 'Getting started'. The 'Target' dropdown is set to 'Open in this window / frame'. The 'Anchor' dropdown is set to '---'. Below the fields are two tabs: 'Content' and 'Media'. The 'Content' tab is active, showing a tree view. Under 'Content', 'Runway Homepage' is expanded, showing three items: 'Installing runway modules', 'Go further', and 'Getting started'. The 'Getting started' item is selected. At the bottom of the dialog are 'Insert' and 'cancel' buttons.

Link to a Media File in Umbraco

1. Select the text that will form the hyperlink.
2. Click the **Insert Link** button to launch the link properties dialog box.
3. Select a media file from the **Media** tab to link to.
4. In the **Title** field, enter the text that will be shown as a pointer to the link. This is important information for everyone reading the website with different accessibility aids.
5. In the **Target** field, select the target window / frame the link should be opened in.
6. Click **Insert**



Link to an E-mail Address

1. Select the text that will form the hyperlink.
2. Click the **Insert Link** button to launch the link properties dialog box.
3. In the **URL** field, enter the text `mailto:` followed by the e-mail address you wish to link to.
(e.g. `mailto:name@company.com`)
4. In the **Title** field, enter the text that will be shown as a pointer to the link. This is important information for everyone reading the website with different accessibility aids.
5. In the **Target** field, select the target window / frame the link should be opened in.
6. Click **Insert**

The screenshot shows the 'Insert/edit link' dialog box. The 'Url' field contains 'mailto:name@company.com'. The 'Title' field contains 'Send us an email'. The 'Target' dropdown is set to 'Open in this window / frame'. The 'Anchor' dropdown is set to '---'. Below the fields are two tabs: 'Content' and 'Media'. The 'Content' tab is selected, showing a tree view. The tree view has a root node 'Content' with a folder icon. Under 'Content' is a sub-node 'Runway Homepage' with a folder icon. Under 'Runway Homepage' are three links, each with a document icon: 'Installing runway modules', 'Go further', and 'Getting started'. At the bottom of the dialog are two buttons: 'Insert' and 'cancel'.

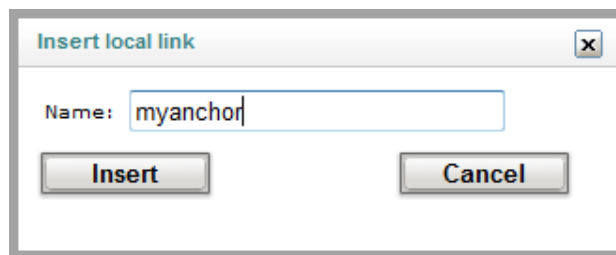
Link to an Anchor on the Same Page



Sometimes it can be useful to be able to link to a place on the same webpage. This can be the case if you have a long piece of text divided into several different sections for example. In order to be able to link to a specific place on a page, you must add an 'anchor', so that the web browser knows where it should go.

Insert an anchor

1. Select the text where you want to place a bookmark.
2. Click **Insert Anchor** in the toolbar.
3. In the **Name** field, enter a name for you anchor. If possible, avoid using special character or spaces.
4. Select **Insert**.
5. The anchor is displayed in the editor as a yellow anchor symbol. 



Change an Anchor

1. Select the anchor symbol in the editor.
2. Click **Insert Anchor** in the toolbar.
3. In the **Name** field, update the name for you anchor. If possible, avoid using special character or spaces.
4. Select **Insert**.

Delete an Anchor

1. Select the anchor symbol in the editor.
2. Press the Delete key.

Link to an Anchor

1. Select the text that will form the hyperlink.
2. Click the **Insert Link** button to launch the link properties dialog box.
3. In the **Title** field, enter the text that will be shown as a pointer to the link. This is important information for everyone reading the website with different accessibility aids.
4. In the **Target** field, select the target window / frame the link should be opened in.
5. Select the anchor to link to from the **Anchor** dropdown list.
6. Click **Insert**

The screenshot shows the 'Insert/edit link' dialog box. The 'Url' field is set to '#myanchor', the 'Title' field is 'Jump to more information', the 'Target' dropdown is 'Open in this window / frame', and the 'Anchor' dropdown is 'myanchor'. The 'Content' tab is selected, showing a tree view with 'Content' as the root, and 'Runway Homepage' as a child. Under 'Runway Homepage' are three items: 'Installing runway modules', 'Go further', and 'Getting started'. At the bottom of the dialog are 'Insert' and 'cancel' buttons.

Create a Link from an Image

You can make images into clickable links in Umbraco.

1. Insert an image into the editor.
(See [Working with Images](#) for more details)
2. Select the image that will form the hyperlink.
3. From here, follow the same instructions as for inserting a normal hyperlink, starting at step 2.

3.1.8 Working with Images

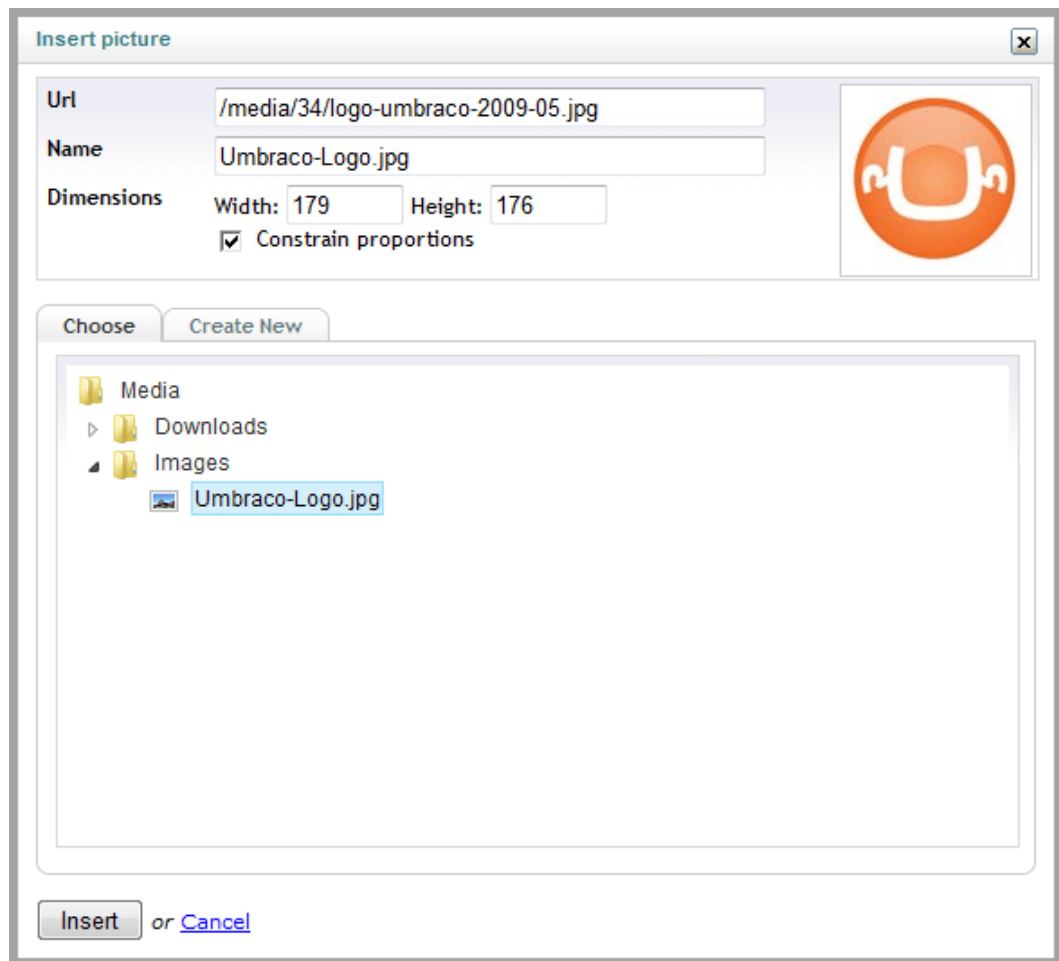


To display images on a page they must be stored on the web server. Unlike many other computer applications, a web page does not embed images. Instead, it uses a link to the image and location on the web server upon which the image is stored. This means that if you delete an image from the web server it will also disappear from the page.

For a variety of reasons, some visitors will not be able to see the images on your website. It is also common that many people disable the display of images when browsing the web if their modem connection is slow. People who are visually impaired can 'read' web pages using various accessibility tools; however, images are often difficult to 'read'. So that both these groups of people can understand what an image represents, it is important to provide a text option where the image is described in words. You enter the description of the image in the **Name** field.

Inserting an Image from the Media Library

1. Place the cursor in the editor where you want to insert your image.
2. Click the **Insert Image** button from the toolbar to open the image properties dialog box.
3. Select an image from the **Choose** tab to insert.
4. In the **Name** field, enter a name/description for the image.
(By default the name of the file will be automatically entered for your convenience)
5. Enter the desired dimensions of the image in the **Width** and **Height** fields. If you choose to enter your own values, ensure the **Constrain proportions** checkbox is checked to ensure the image maintains its aspect ratio and prevents distortion of your image.
(By default the actual width and height of the image will be automatically entered for you convenience)
6. Click **Insert** to add the image.

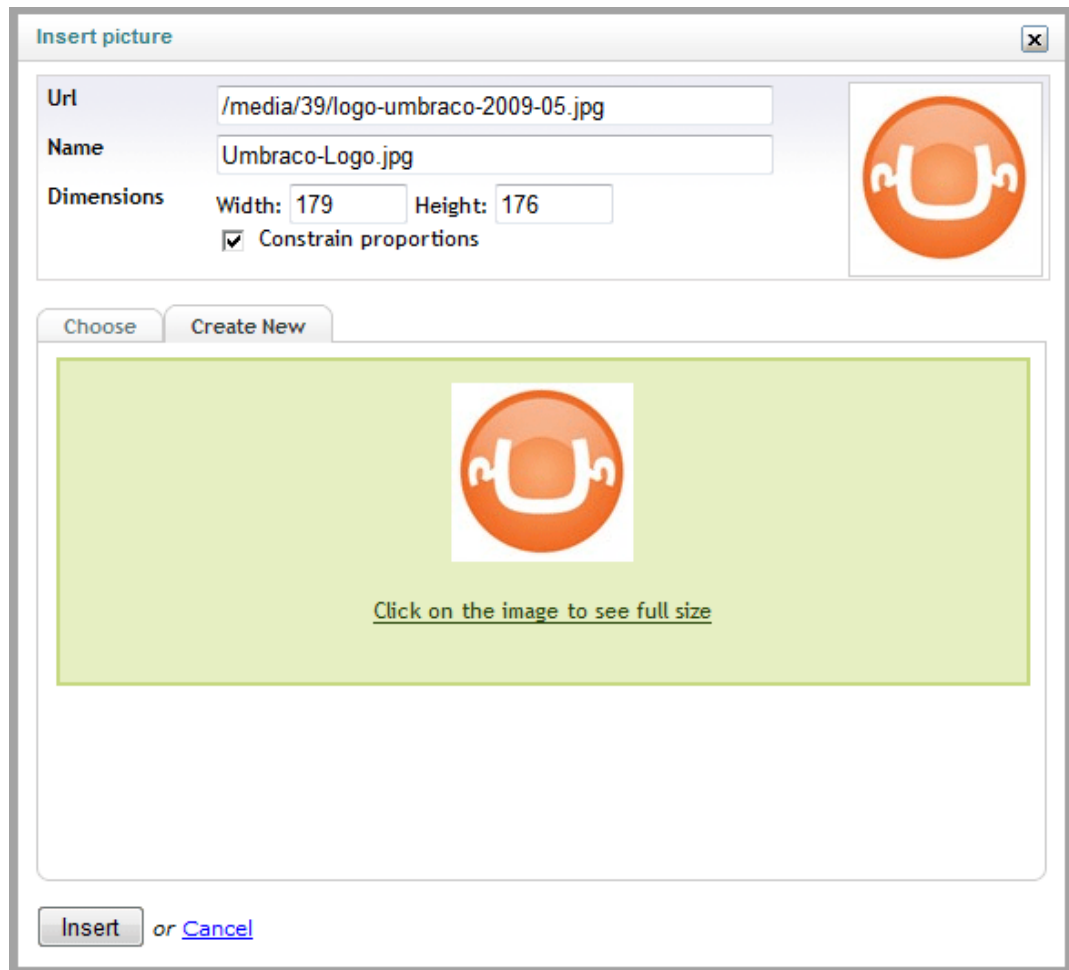


Inserting an Image from your Computer

1. Place the cursor in the editor where you want to insert your image.
2. Click the **Insert Image** button from the toolbar to open the image properties dialog box.
3. Click the **Create New** tab.
4. In the **Name** field, enter a name for the image.
5. In the **File** field, choose a file to upload by clicking **Browse...** button and selecting the file to be uploaded.
6. In the **Save at...** field, choose a location within the media folder to upload the image to by clicking the **Choose...** link and selecting the appropriate folder.
7. Click **Save** to upload the image

The screenshot shows the 'Insert picture' dialog box. It has a title bar with the text 'Insert picture' and a close button. The dialog is divided into two main sections. The top section contains fields for 'Url', 'Name', and 'Dimensions' (Width and Height), along with a checked checkbox for 'Constrain proportions'. The bottom section has two tabs: 'Choose' and 'Create New'. The 'Create New' tab is selected, showing a 'Name' field with the text 'Umbraco-Logo.jpg', a 'File' field with the path 'C:\Users\Matt\Desktop' and a 'Browse...' button, a 'Save at...' field with the text 'Images' and links for 'Delete' and 'Choose...', and a 'Save' button. At the bottom of the dialog are 'Insert' and 'or Cancel' buttons.

8. In the **Name** field, enter a name/description for the image.
(By default the name of the file will be automatically entered for your convenience)
9. Enter the desired dimensions of the image in the **Width** and **Height** fields. If you choose to enter your own values, ensure the **Constrain proportions** checkbox is checked to ensure the image maintains its aspect ratio and prevents distortion of your image.
(By default the actual width and height of the image will be automatically entered for you convenience)
10. Click **Insert** to add the image.



Deleting an Image from the Page

If you want to delete an image from the page, simply select the image and press **Delete**. The image disappears from the page, but is not deleted from the web server.

3.1.9 Macros



In Umbraco, macros are small building blocks of functionality that can be dropped into an editor. Each macro encompasses a piece of functionality, and provides a simple interface to be able to modify the macro to your requirements. A macro can be anything from a contact form to an embeddable media player. The advantage of macros is that it gives editors the ability to add complex elements to the page in a simple manner.

What macros are installed differs from system to system, so please see your system administrator to find out which macros are available to you; however, the process for adding and updating a macro is always the same.

Adding a Macro to the Page

1. Place the cursor in the editor where you want to insert your macro.
2. Click the **Insert Macro** button from the toolbar to open the macro properties dialog box.
3. Select a macro to insert from the **Select macro** dropdown list.
4. Click **OK** to select the macro.
5. Configure the macro as required.
6. Click **OK** to insert the macro.
7. The macro is displayed in the editor with a yellow dotted border.

Above is an example of the macro properties for the 'Doc2Form' macro

Updating a Macro on the Page

1. Select the macro to update.
2. Click the **Insert Macro** button from the toolbar to open the macro properties dialog box.
3. Configure the macro as required.
4. Click **OK** to update the macro.

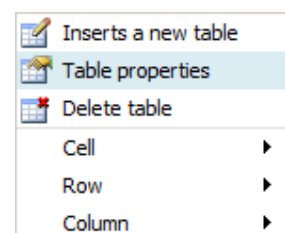
3.1.10 Tables



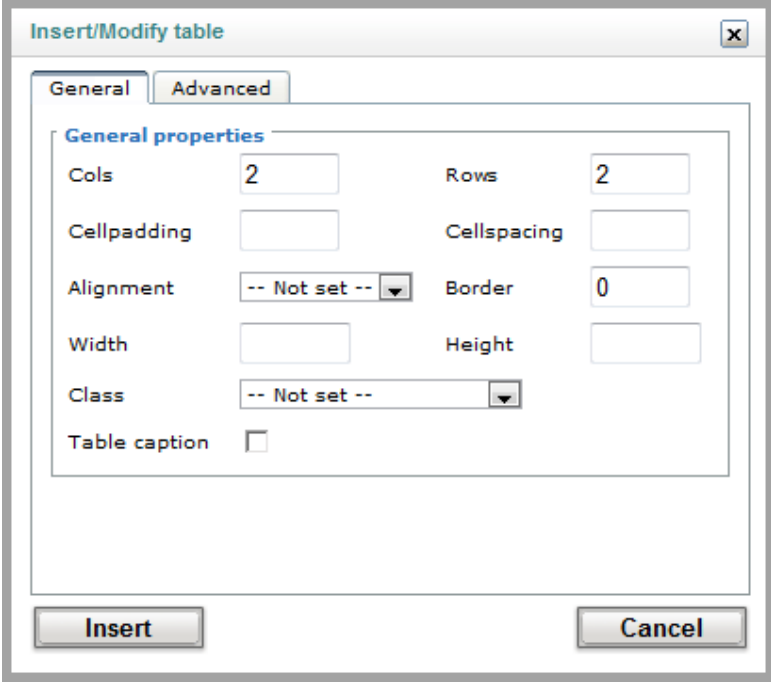
Tables are used to format information in a grid based structure. When you insert a table, you select how many rows and columns the table should comprise of, as well as fill in a number of additional optional formatting properties. These values can be altered later, so you do not need to know exactly what your table will look like when you create it.

Table Properties

Once you have created a table, you can tailor it to your requirements. You can change its position on the page, change the width of table and enter colors and background images. Make these changes in the **Insert/Modify table** dialog box, which you can open by right-clicking anywhere in the table and selecting **Table Properties**



General Tab



The screenshot shows a dialog box titled "Insert/Modify table" with a close button (X) in the top right corner. It has two tabs: "General" (selected) and "Advanced". The "General properties" section contains the following fields:

Cols	2	Rows	2
Cellpadding		Cellspacing	
Alignment	-- Not set --	Border	0
Width		Height	
Class	-- Not set --		
Table caption	☐		

At the bottom of the dialog are two buttons: "Insert" and "Cancel".

Cols / Rows

The cols and rows field defines how many columns and rows will make up your table.

Cell padding

Cell padding is the distance from the edge of the cell to its content. The distance is given in pixels. The default value for cell padding is 1 pixel. If you do not want any distance, you must specify the value 0.

Cell spacing

Cell spacing is the distance between the cells in a table. The distance is given in pixels. The default value for cell spacing is 2 pixels. If you do not want any distance, you must specify the value 0.

Alignment

Using alignment, you can decide where on the page the table will be placed. Here you can select to position the table to the left, to the right or have it centered.

Border

The border field defines in pixels, the thickness of a border line to go around the table. If you do not want any border, you must specify the value 0.

Width / Height

The width and height fields define the physical dimensions of the table, and can be defined in either pixels or as a percentage of the containing element. To enter a pixel dimension, simply enter the number of pixels you want the table to be, or alternatively for a percentage based dimension, enter a number between 1 and 100 followed by the '%' character. Setting the height of a table is generally not common practice, although it can be done. If a height is not defined, then the height of the table is generally governed by its content.

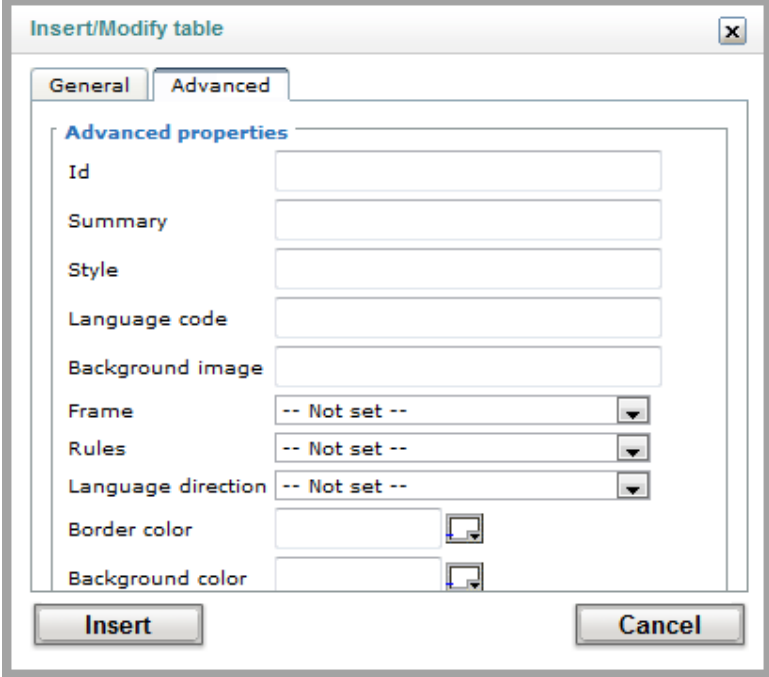
Class

The class dropdown provides a list of style sheet classes that can be assigned to the table. These allow you to apply predefined styles so that you do not have to style the whole table yourself. The number of options within this list may differ between installs. Please contact your system administrator for details about which classes are available in your installation.

Table caption

Checking the table caption field will provide a caption area at the top of the table to allow you to define a caption for the table.

Advanced Tab

The image shows a screenshot of the 'Insert/Modify table' dialog box, specifically the 'Advanced' tab. The dialog has a title bar with the text 'Insert/Modify table' and a close button. Below the title bar are two tabs: 'General' and 'Advanced', with 'Advanced' being the active tab. The 'Advanced' tab contains a section titled 'Advanced properties' which includes several input fields and dropdown menus: 'Id', 'Summary', 'Style', 'Language code', 'Background image', 'Frame' (set to '-- Not set --'), 'Rules' (set to '-- Not set --'), 'Language direction' (set to '-- Not set --'), 'Border color' (with a color picker), and 'Background color' (with a color picker). At the bottom of the dialog are two buttons: 'Insert' and 'Cancel'.

Id

The id field allows you to define a unique id for the table. This is often used for scripting or styling purposes.

Summary

Use the summary option to briefly describe the content of the table.

Style

The style field allows you to define inline CSS code to style the table.

(Please be aware that inline CSS may invalidate your page if your organization are following certain web standards protocols)

Language code

The language code field allows you to define in which language the content of the table is targeted. The code itself should be an ISO 639 language code.

Background image

The background image field allows you to define the URL of an image to use as a background for the table.

Frame

The frame dropdown allows you to choose how the outer borders of the table are displayed.

Rules

The rules dropdown allows you to choose when internal borders should be displayed.

Language direction

The language direction field allows you to define in which direction the content of the table should flow, either left to right or right to left.

Border color

The border color field allows you to define the color of the tables border.

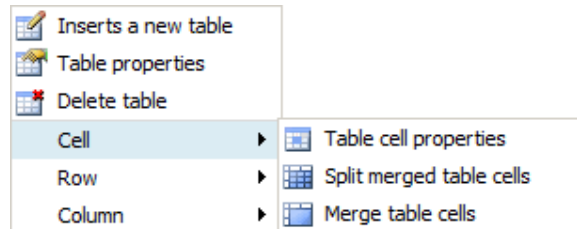
(The tables border field must be set to a number greater than 0)

Background color

The background color field allows you to define a background color for the table.

Cell Properties

To modify the properties of cell, you would need to do this via the **Table cell properties** dialog box, which you can open by right clicking anywhere in the table cell and selecting **Cell > Table cell properties**.



General Tab

The screenshot shows a dialog box titled 'Table cell properties' with a close button (X) in the top right corner. It has two tabs: 'General' (selected) and 'Advanced'. The 'General properties' section contains several settings: 'Alignment' is set to '-- Not set --', 'Cell type' is set to 'Data', 'Vertical alignment' is set to '-- Not set --', 'Scope' is set to '-- Not set --', 'Width' and 'Height' are empty text boxes, and 'Class' is set to '-- Not set --'. At the bottom, there is a dropdown menu labeled 'Update current cell' and two buttons: 'Update' and 'Cancel'.

Alignment

Using alignment, you can decide how the content of the cell should be aligned. Here you can select to position the contents of the cell to the left, to the right or have it centered.

Cell type

Use the Cell type option to indicate whether the cell is a data cell or a header cell. This results in a `<th>` for a header cell and a `<td>` for a data cell.

Vertical alignment

Using vertical alignment, you can decide how the content of the cell should be vertically aligned. Here you can select to position the content of the cell to the top, to the bottom or have it centered.

Scope

The scope field allows you to define the scope of a cell. The scope is a way of associating header and data cells in a table. The scope identifies whether a cell is a header for a column, row, or group of columns or rows. The scope will generally make no visual difference in your web browser.

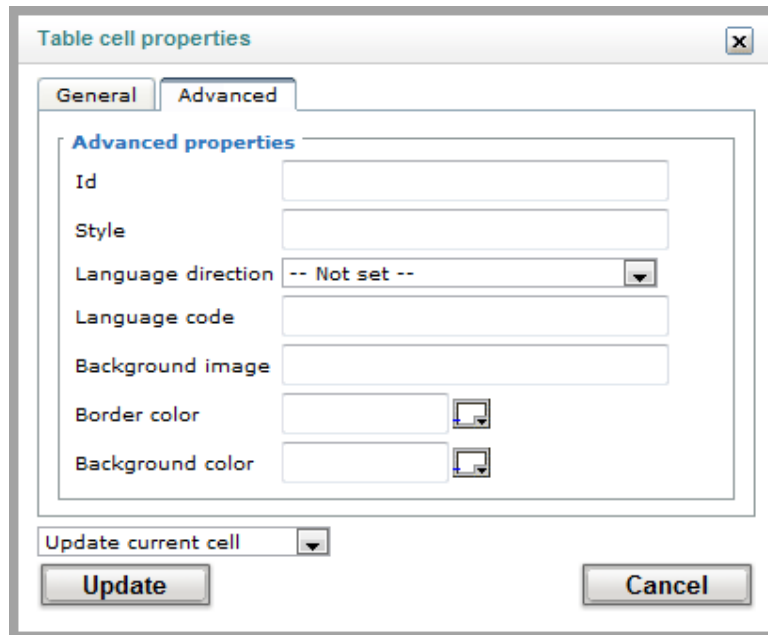
Width / Height

The width and height fields define the physical dimensions of the cell, and can be defined in either pixels or as a percentage of the containing element. To enter a pixel dimension, simply enter the number of pixels you want the cell to be, or alternatively for a percentage based dimension, enter a number between 1 and 100 followed by the '%' character.

Class

The class dropdown provides a list of style sheet classes that can be assigned to the cell. These allow you apply predefined styles to the cell. The number of options within this list may differ between installs. Please contact your system administrator for details about which classes are available in your installation.

Advanced Tab

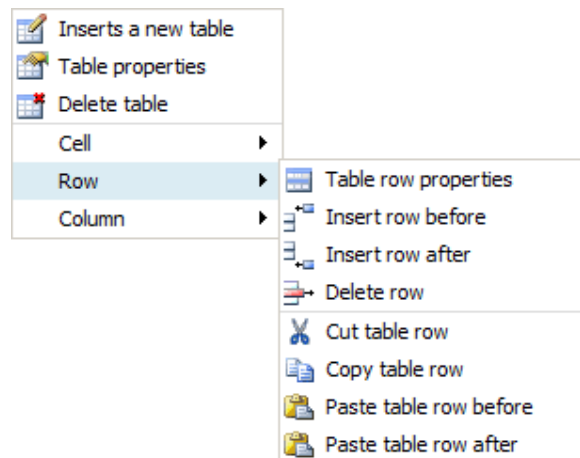


The advanced tab allows you to define advanced properties for the table cell.

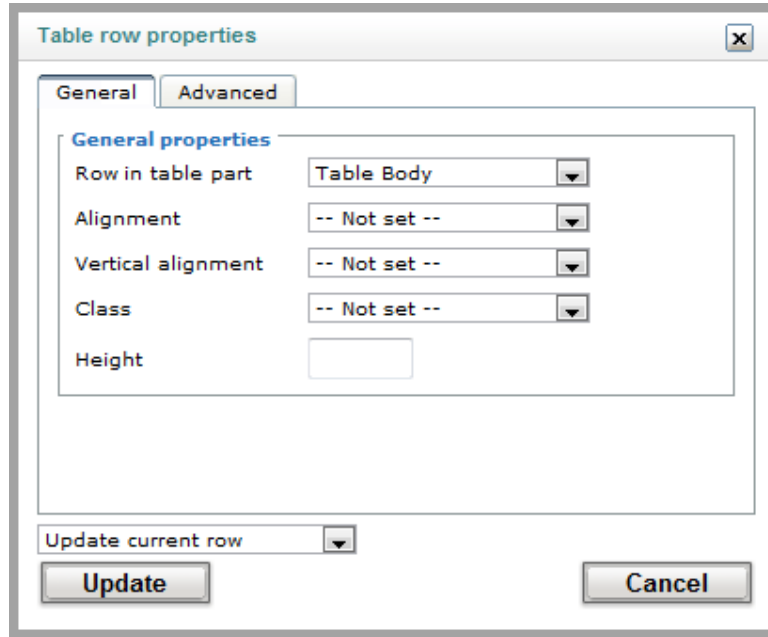
(See [Table Properties - Advanced Tab](#) for more details)

Row Properties

To modify the properties of a row, you would do this via the **Table row properties** dialog box, which you can open by right clicking anywhere in the table and selecting **Row > Table row properties**.



General Tab

The image shows a screenshot of the 'Table row properties' dialog box, which is part of a web development application. The dialog has a title bar with the text 'Table row properties' and a close button. It contains two tabs: 'General' (selected) and 'Advanced'. Under the 'General' tab, there is a section titled 'General properties' which contains five fields: 'Row in table part' (a dropdown menu set to 'Table Body'), 'Alignment' (a dropdown menu set to '-- Not set --'), 'Vertical alignment' (a dropdown menu set to '-- Not set --'), 'Class' (a dropdown menu set to '-- Not set --'), and 'Height' (a text input field). Below these fields is a button labeled 'Update current row' with a dropdown arrow. At the bottom of the dialog are two buttons: 'Update' and 'Cancel'.

Row in table part

The row in table part dropdown allows you to define whether the row should appear in the head, body or foot of the table. This is often used to allow different styling for header and footer rows to that of the main body of the table. If you are unsure which to use, you should leave the field set to **Table Body**.

Alignment

Using alignment, you can decide how the content of the row should be aligned. Here you can select to position the contents of the row to the left, to the right or have it centered.

Vertical alignment

Using vertical alignment, you can decide how the content of the row should be vertically aligned. Here you can select to position the content of the row to the top, to the bottom or have it centered.

Class

The class dropdown provides a list of stylesheet classes that can be assigned to the row. These allow you apply predefined styles to the row. The number of options within this list may differ between installs. Please contact your system administrator for details about which classes are available in your installation.

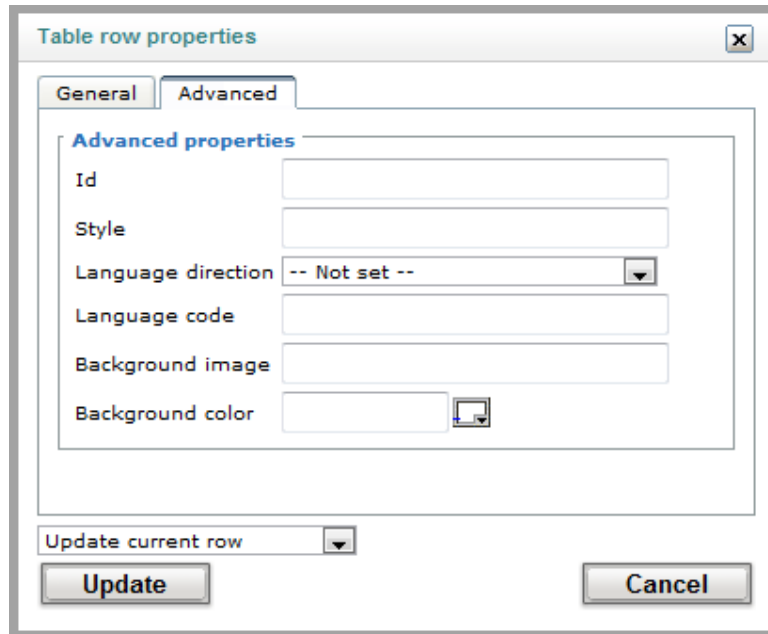
Height

The height field defines the physical dimensions of the row, and can be defined in either pixels or as a percentage of the containing element. To enter a pixel dimension, simply enter the number of pixels you want the row to be, or alternatively for a percentage based dimension, enter a number between 1 and 100 followed by the '%' character.

Row dropdown

The row dropdown allows you to define which rows the changes should apply to. Here you can select to apply the changes to the current row, to odd rows, to even rows or to all rows.

Advanced Tab

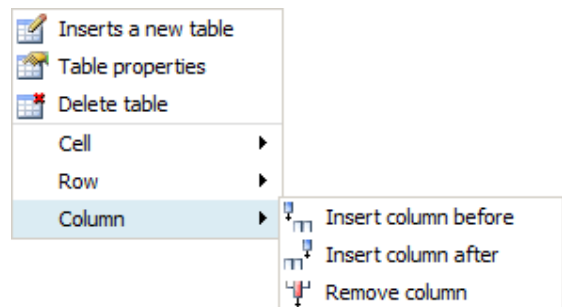


The advanced tab allows you to define advanced properties for the table row.

(See [Table Properties - Advanced Tab](#) for more details)

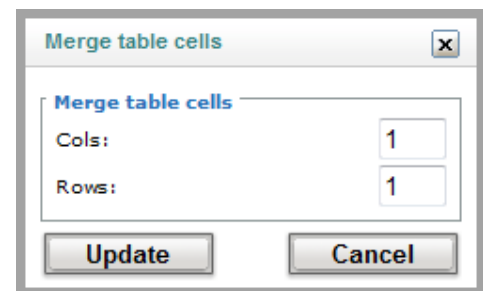
Modify the number of Rows and Columns in a Table

If you have a table on a page that you want to add or remove rows or columns from at a later point, you can do this by right clicking the table, and selecting one of the insert or remove options from either the row or columns sub menu.



Merging Cells

If you want to merge two or more cells in a table, you can do this via the **Merge table cells** dialog box, by right clicking the left / top most cell you want to merge and selecting **Cell > Merge tables cells**. From the dialog, you can say how many columns or rows you want to merge the cell over.



Splitting Cells

You can re-split two or more cells that you previously merged by right clicking in the cell, and selecting **Cell > Split merged table cell**.

4 Media Management in Umbraco

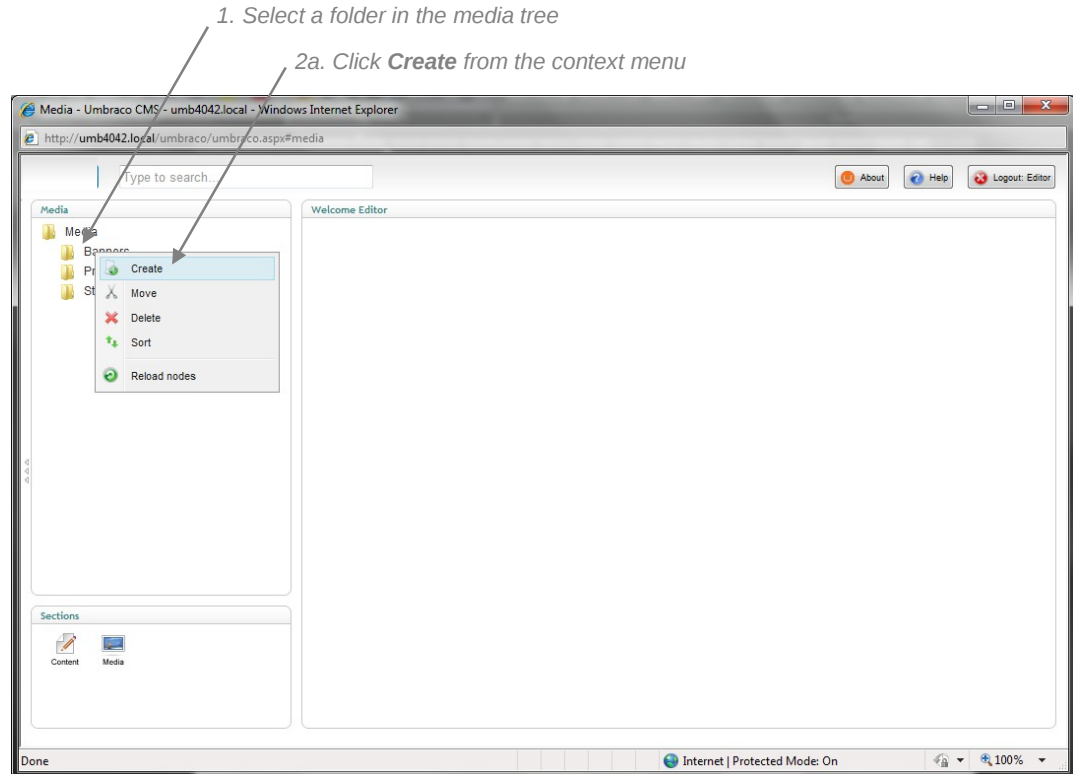
All media within your site first needs to be loaded into the Media section. The Media section is basically a media library for the site. Within the Media section you can create folders and files in a similar manner to that of your desktop computer.

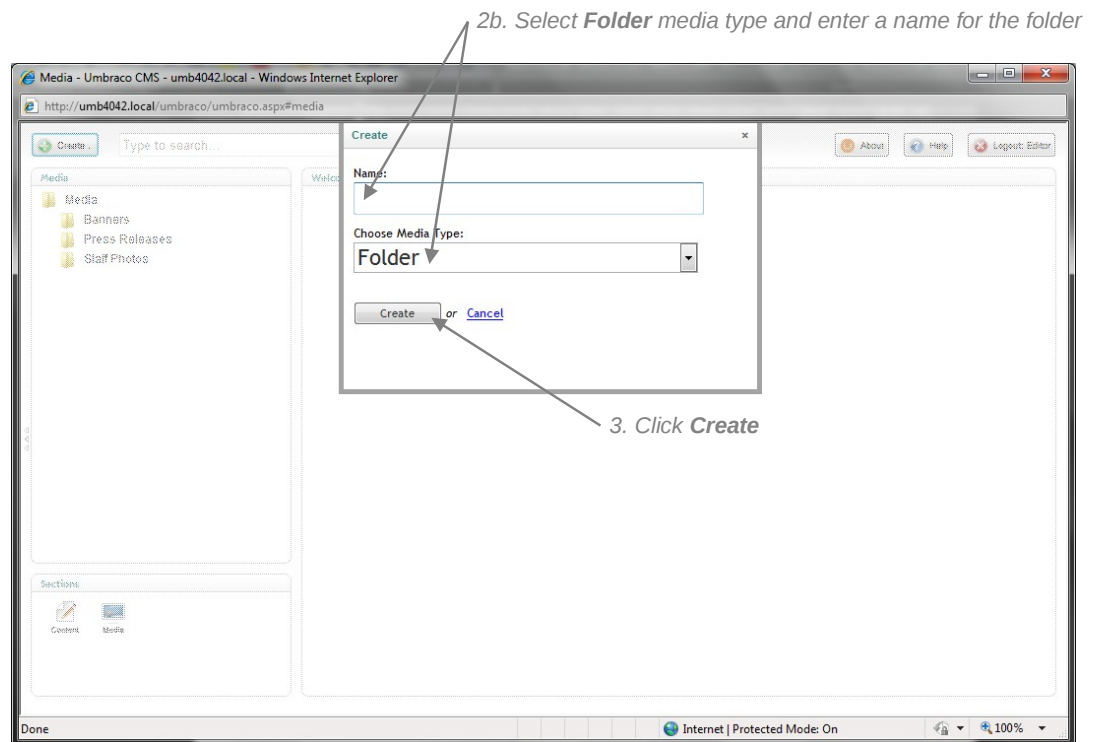
4.1 Working with Folders

Folders can be used to help organize the Media section and to keep similar items in a logical structure.

Creating a Folder

1. Select the folder to which you would like the new folder to be a sub-folder of.
2. Right click the folder, and click **Create** from the context menu, then select **Folder** from the media type dropdown and enter a name for the folder.
3. Click **Create**.





Enter a name for your folder, and set the media type to Folder. Click the Create button.

Deleting a Folder

If you wish to tidy up the Media section of your site, you can easily delete existing folders.

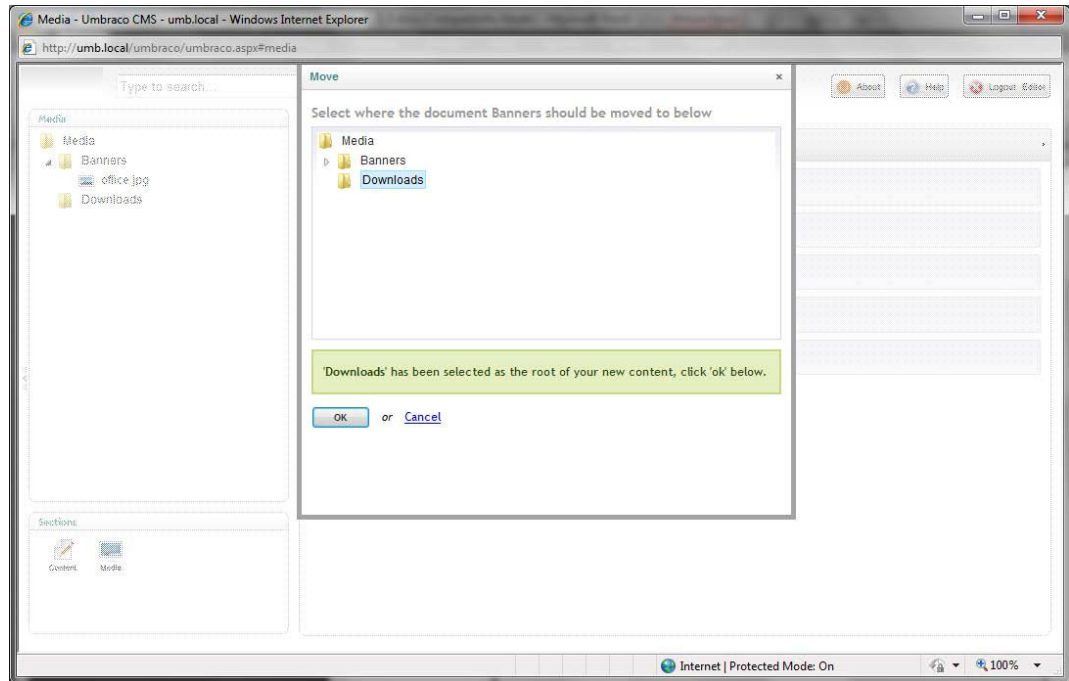
1. Select the folder you want to delete.
2. Right click the folder, and click **Delete** from the context menu.
3. Click **OK** to confirm deletion of the page, or click **Cancel** to cancel deletion.

If you have deleted a folder in error, please contact Andrew Young (ayoung@innsofcourt.org).

Moving a Folder

You can easily move folders within the Media section using the move function.

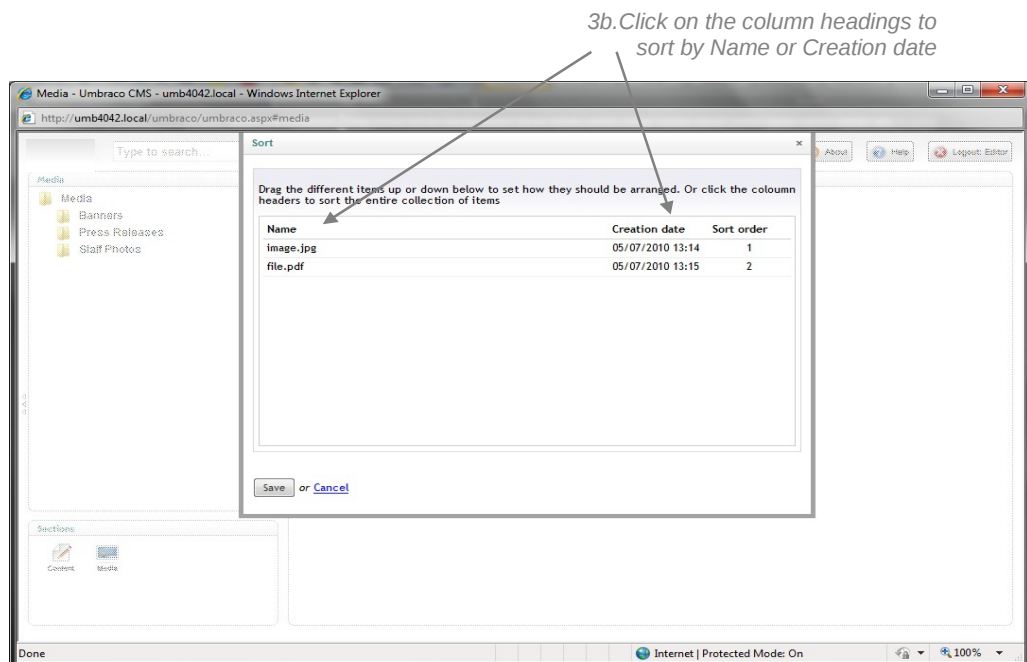
1. Select the folder you want to move.
2. Right click the folder, and click **Move** from the context menu.
3. Select the parent folder you want to move the folder below.
4. Click **OK**



Sorting the Contents of a Folder

Media items in Umbraco are sorted in the tree structure according to a predefined sort order. It is most common for the item that has been created most recently to be placed at the bottom of the tree structure. You can easily change the sort order of the items in a folder by using the sort function.

1. Select the folder to sort.
2. Right click the folder, and click **Sort** from the context menu.
3. Drag the folders, images and files into the required order. Alternatively, click on the Name or Creation date column header to sort the items automatically by Name or Creation date. Clicking on a column header again reverses the sort order.
4. Click **Save**

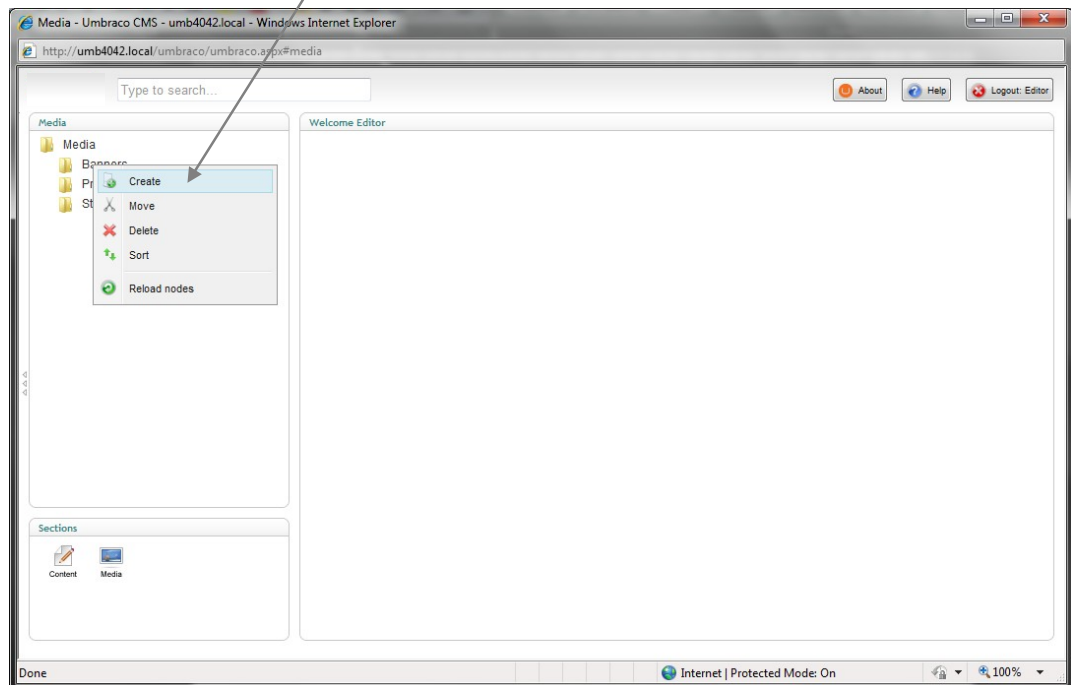


4.2 Working with Images and Files

Uploading an Image or File

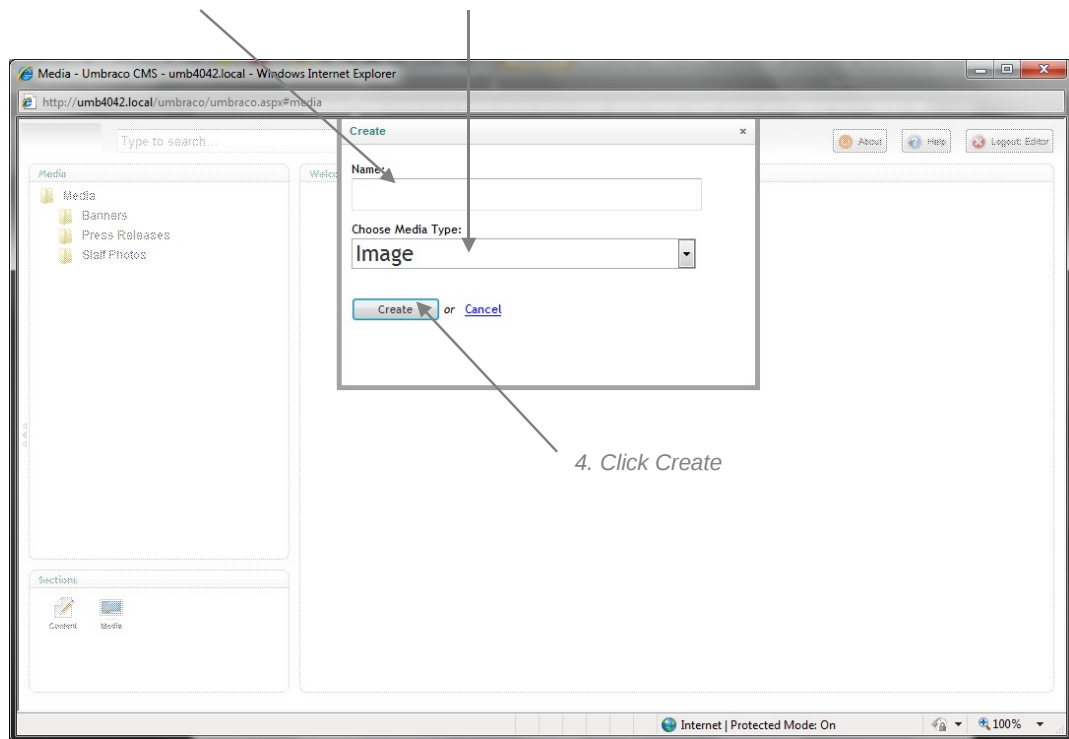
1. Select the folder where you would like to create your new image or file.
2. Right click the folder, and click **Create** from the context menu
3. Enter a name for the new item and select the media type (Image or File).
4. Click **Create**.
5. In the next screen, click on the **Browse...** button to choose the image or file from your computer that you want to upload to the site.
6. When you have chosen, click the Save icon to save your image.

2. Right click the folder and click Create

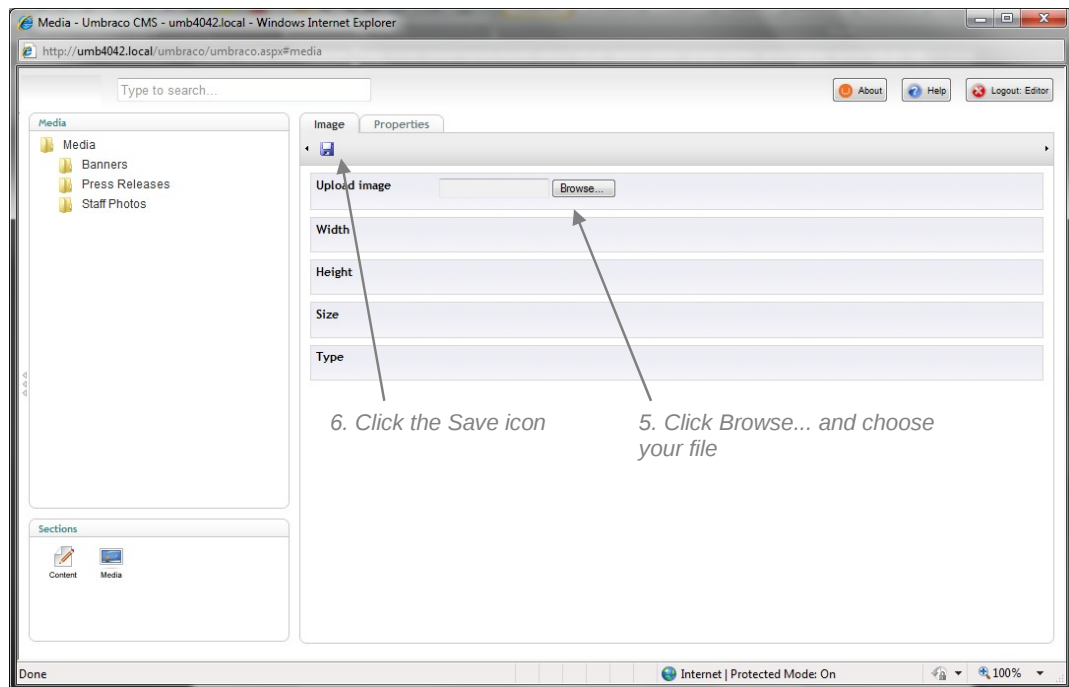


3a. Enter a name for your new item

3b. Select the media type



4. Click Create



6. Click the Save icon

5. Click Browse... and choose your file

Deleting an Image or File

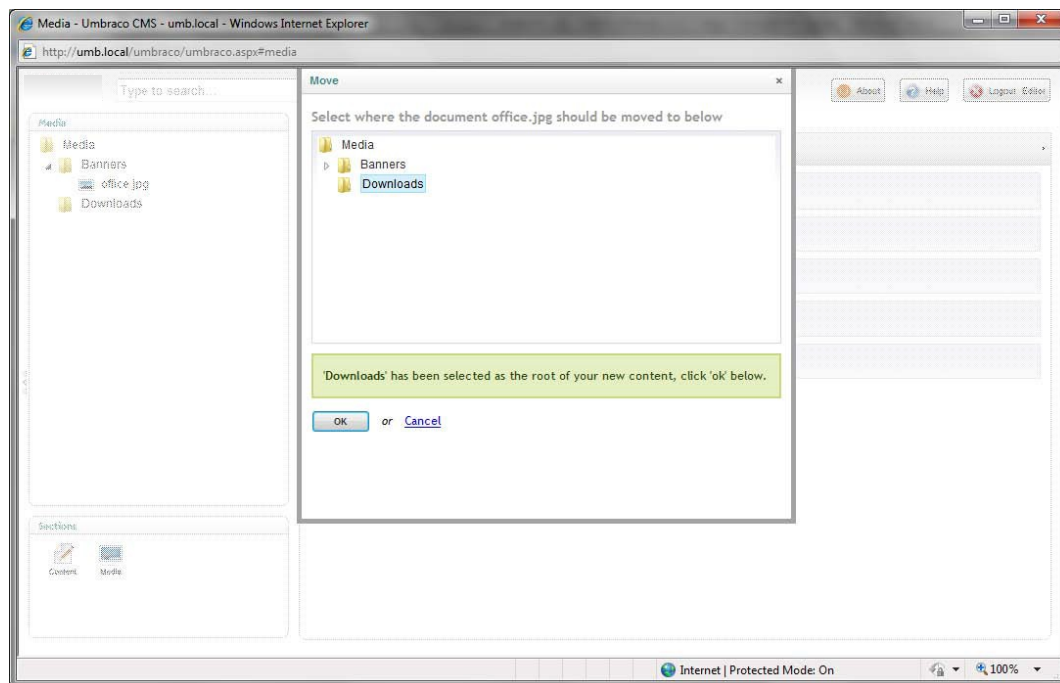
If you wish to tidy up the Media section of your site, you can easily delete existing images.

1. Select the image you want to delete.
2. Right click the image, and click **Delete** from the context menu.
3. Click **OK** to confirm deletion of the image, or click **Cancel** to cancel deletion.

Moving an Image or File

You can easily move images between folders within the Media section using the move function.

1. Select the image you want to move.
2. Right click the image, and click **Move** from the context menu.
3. Select the parent folder to which you want to move the image below.
4. Click **OK**



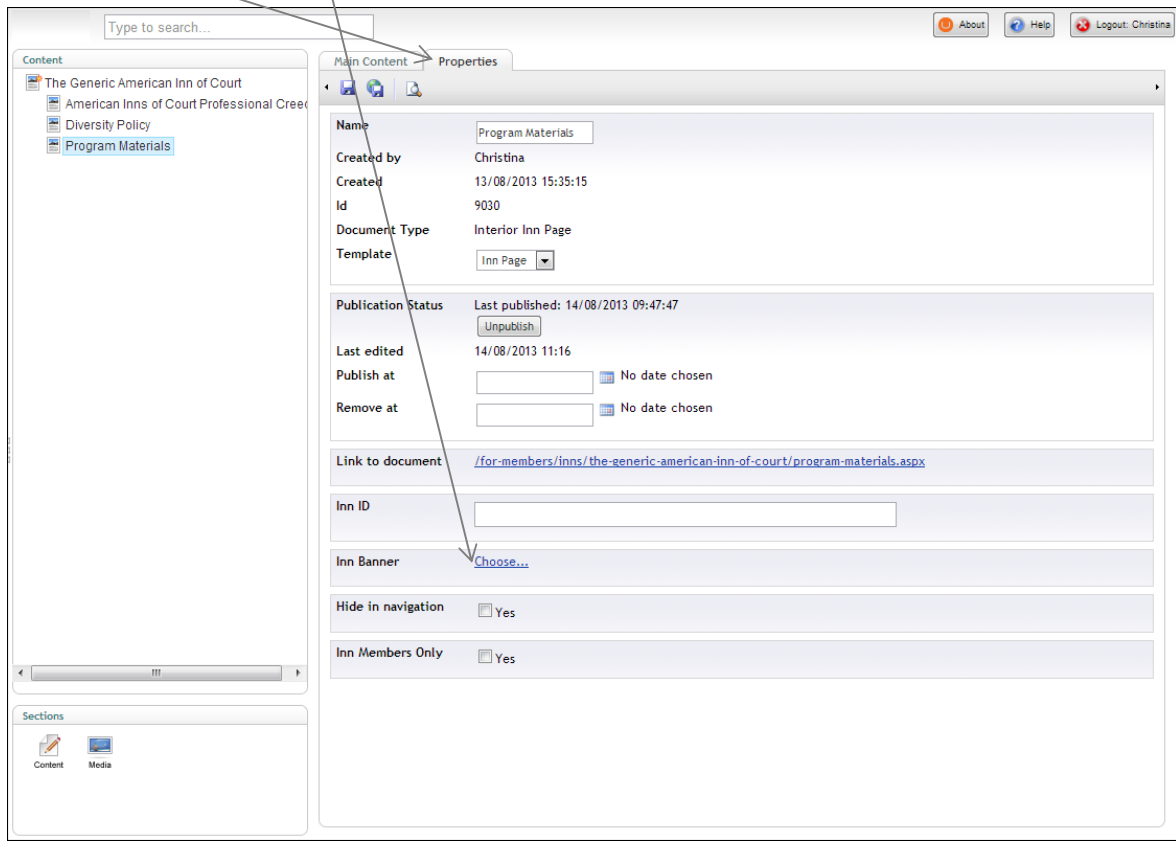
4.3 Creating a Banner Image

You can easily customize the Inn's website by adding a banner image. Banner images will appear at the top of every page and sub-page you created.

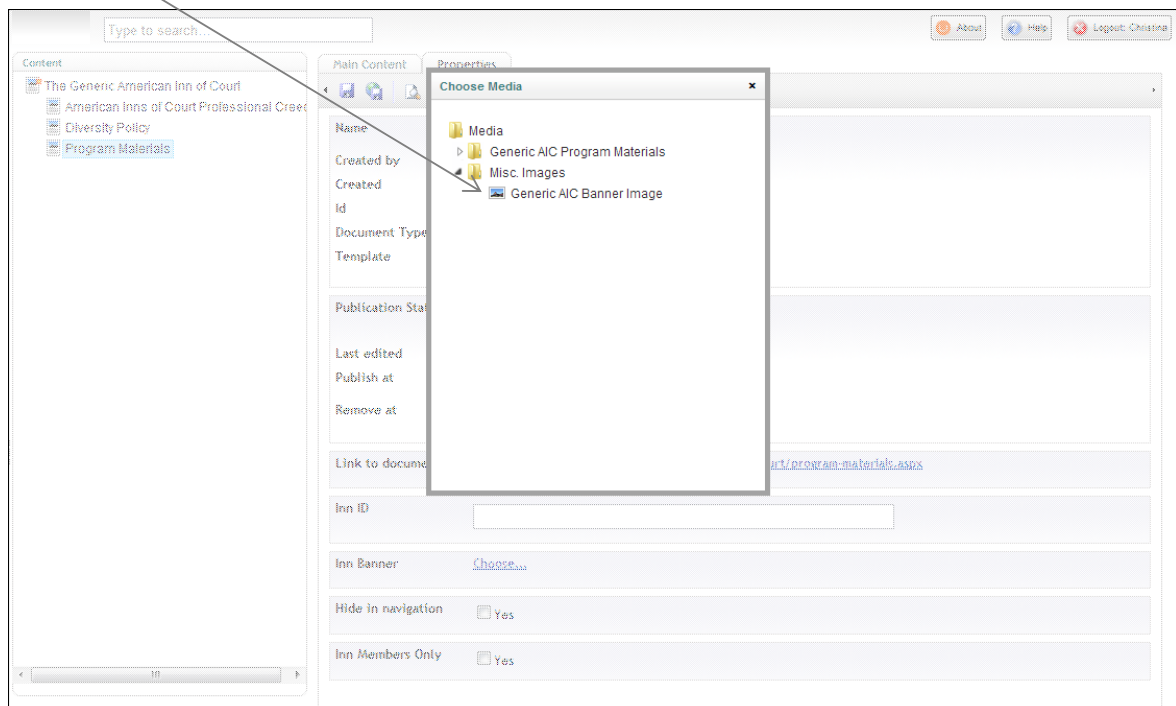
1. Upload your banner image to the Media section
(see *"Uploading an Image or File"* for further instruction).
2. Navigate to the **Properties** tab of the Content section.
3. Next to Inn Banner, click **Choose**.
4. Select your image.
5. Click **Save**.
6. Click **Preview**.
7. Click **Save and Publish**.

2. Navigate to the Properties tab

3. Next to Inn Banner, click **Choose**.



4. Select your banner image.



5. Click **Save**.

6. Click **Preview**.

7. Click **Save and Publish**.

Type to search...

About Help Logout: Christina

Content

- The Generic American Inn of Court
 - American Inns of Court Professional Creed
 - Diversity Policy
 - Program Materials

Main Content Properties

Name: Program Materials

Created by: Christina

Created: 13/08/2013 15:35:15

Id: 9030

Document Type: Interior Inn Page

Template: Inn Page

Publication Status: Last published: 14/08/2013 09:47:47
Unpublish

Last edited: 14/08/2013 11:16

Publish at: No date chosen

Remove at: No date chosen

Link to document: /for-members/inns/the-generic-american-inn-of-court/program-materials.aspx

Inn ID:

Inn Banner: Generic AIC Banner Image [Delete](#) [Choose...](#)

Hide in navigation: ☐ Yes

Inn Members Only: ☐ Yes

Sections

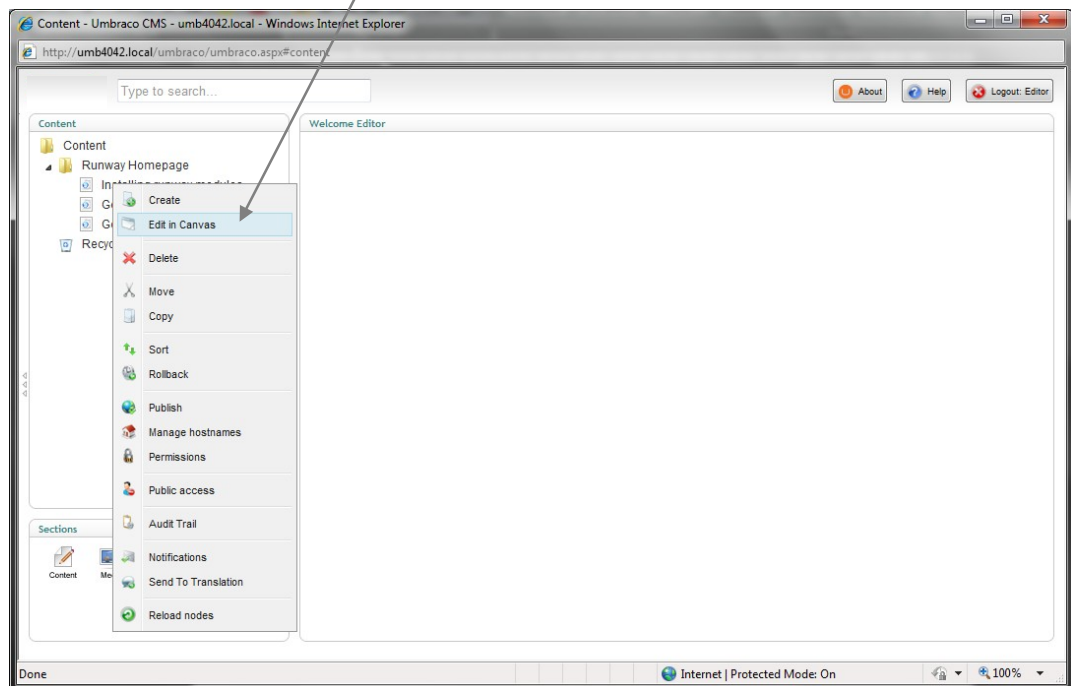
Content Media

5 Editing in Canvas Mode

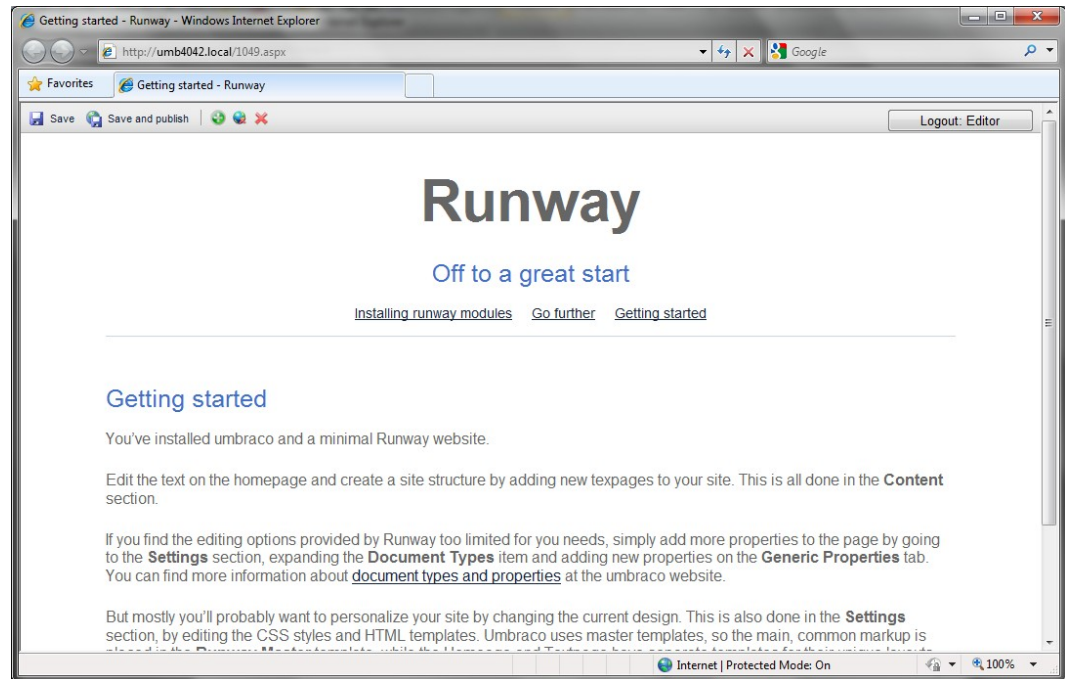
In Umbraco, as well as being able to edit content via the Editor interface, you are also able to do in-place editing. To edit content in this way, you need to edit the page in **Canvas Mode**.

1. Right-click on the page you want to edit in the content tree and select Edit in Canvas from the context menu.
2. This will then launch the page in canvas mode.
3. Click an editable area to start editing the content.
4. Once you are happy with your changes, click **Save** or **Save and Publish** to save your changes.

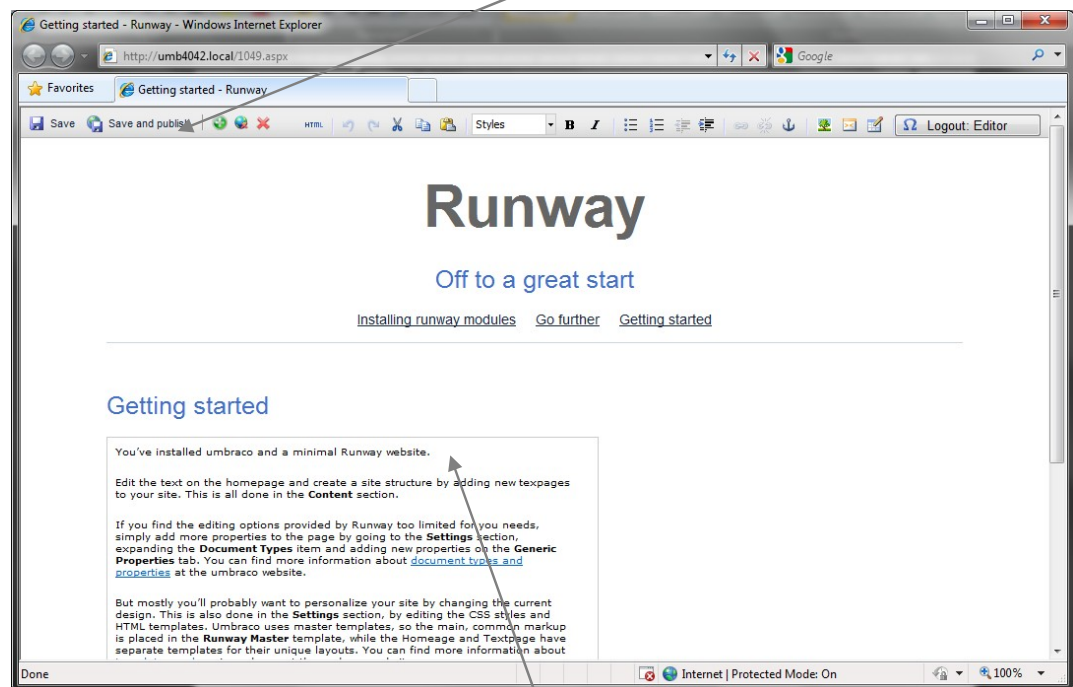
1. Right-click on a page in the Content tree and choose Edit in Canvas



2. The Canvas editor interface is displayed



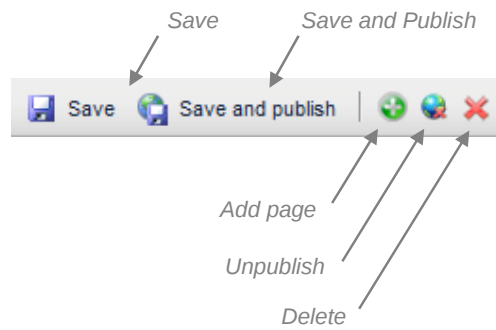
4. Click Save or Save and Publish to save changes



3. Click an editable area to start editing the content

5.1 Canvas Mode Buttons

Below are all the default editor buttons available when in canvas mode.



6 Version Management

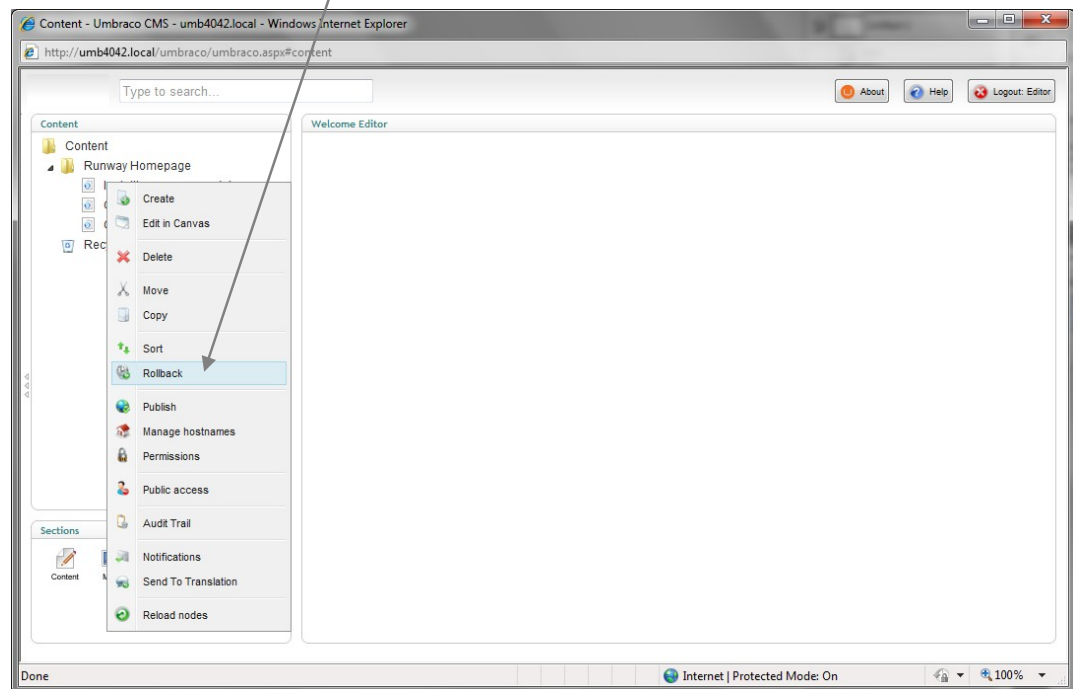
Umbraco allows you to work with multiple versions of the same page. All previously published pages are saved in a version history list. This means that you never lose changes to a page, because all old versions of the page are always saved to the history. You then have the opportunity to access and re-publish older versions if necessary.

6.1 Comparing Versions

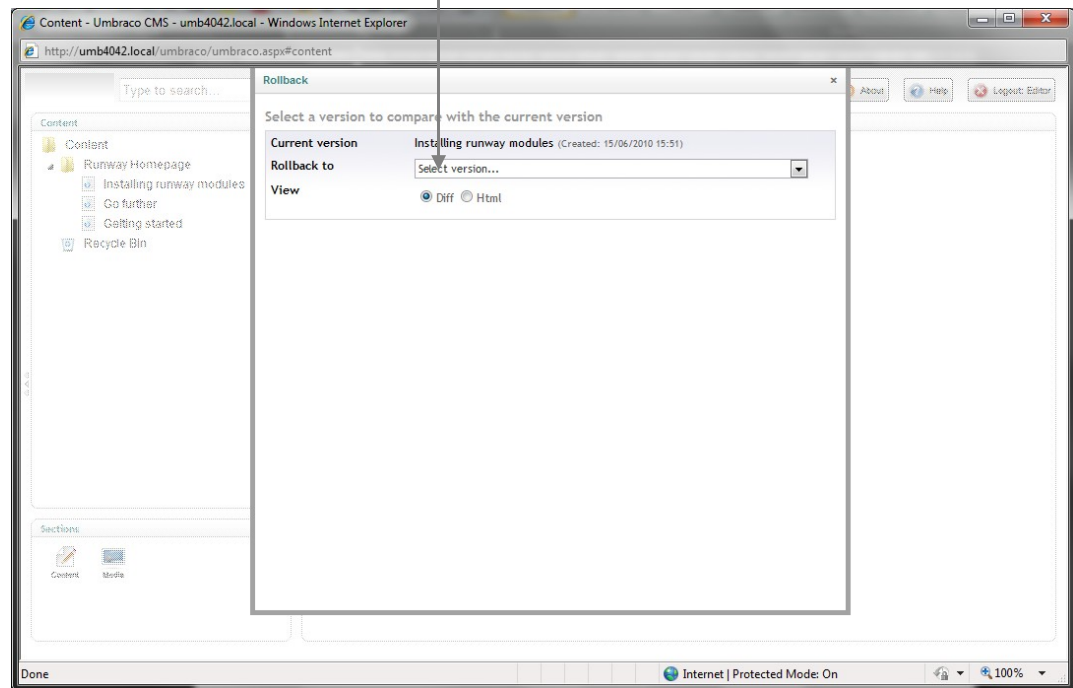
To compare a page on the site with its previous versions:

1. Right-click on the page and choose the **Rollback** option
2. In the Rollback dialogue box, select a version from the **Rollback To** dropdown list
3. When you select a version from the dropdown list, you are presented with a comparison of the current page with the version you selected. Red, struck-out text is text that will not appear in the selected version and green means text that will be added, should you choose to rollback to that version of the page.
4. If you check the **Html** checkbox, you will be shown the selected version of the page as Html. Check the **Diff** checkbox to see the differences between the versions as a list of fields.

1. Right-click on a page in the Content tree and choose Rollback

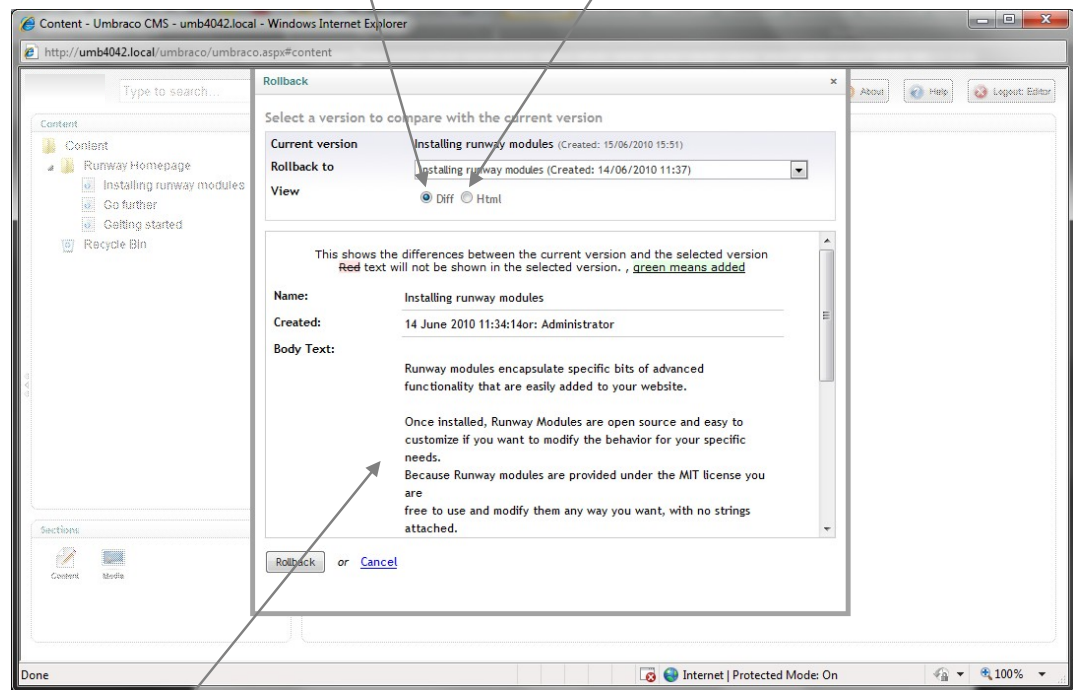


2. Select a version from the Rollback To dropdown list



4. Check the Diff checkbox to see the differences between the two versions as a list of fields

4. Check the Html checkbox to see a comparison of the versions as html



3. The differences between the current version of the page and the selected version are displayed

6.2 Rollback to a Previous Version

To rollback to a previous version of the page:

1. Follow the steps in [Comparing Versions](#)
2. When you have chosen the version of the page that you wish to rollback to, click the **Rollback** button.
3. Click **OK** to confirm the rollback. Your content has now been rolled back to the selected version of the page.
4. Click the “**Close this Window**” link to return to the Content tree.

7 Additional Questions

If you have additional questions regarding the Umbraco tool, please contact our national office:

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225 Reinekers Ln Ste 770
Alexandria, VA 22314
(800) 233-3590

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Anne Paul, Director of Chapter Relations (Midwest Region)
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