



# MIRIAM COLLEGE

Manual for Content Editors

# **MIRIAM COLLEGE WEBSITE**

## **Content Editor Manual**

May 2012

Prepared by  
External Affairs Office

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# Introduction

Welcome! This user manual is your guide to updating your unit/center/office's web page under the new Miriam College website.

Some new features and capabilities of the website are:

- easier navigation
- user-friendly
- modern and clean design
- allows multiple users to edit content
- faster updating of content
- more images to engage visitors
- allows addition of various types of media

This manual provides step-by-step instructions on how you can edit your web page. The modules that comprise a webpage and its basic structure are briefly discussed to aid you on how to navigate across the website and understand how the whole system is set up.

The minimum skill requirements in editing a webpage are knowledge in:

- (1) basic computer operation
- (2) Microsoft Word
- (3) Microsoft Excel
- (4) use of Internet browsers and Internet navigation

To help you get started, here are definitions to words, acronyms and symbols that you will encounter in the manual:

**Browser** – a software program used to display web pages; popular browsers include Microsoft's Internet Explorer, Mozilla's Firefox, Netscape's Navigator and Opera

**CA** – Content Administrator; a person from the External Affairs Office who receives notifications and approves content in the website submitted by the Content Editor

**CE** – Content Editor; a person from a unit/center/office other than the EAO who is authorized to edit content of their page

**HTML** – Hypertext Markup Language; HTML elements are the basic building-blocks of webpages; Webpages usually end with *.html*

**Module** - building block of the MC website; some of the modules used in the website are HTML, calendar, tabs, twitter, media gallery, and image slider

**Webpage** - document (normally an HTML file) designed to be distributed over the Web

**Website** - a collection of related web pages belonging to a company or an individual

**Front End** – area of the website that any user sees on the screen

**Back end** – administrator area of the website where editing is done



- a symbol denoting that the succeeding sentences are helpful tips or additional information



- a symbol meaning “warning”, the following information is important and succeeding instructions should be done

## **PART 1**

### **Editing Modules**

# Parts of our webpage

The screenshot shows the Miriam College website with the following components identified by annotations:

- Header:**
  - Logo and banner
  - Login area
- Main Menu:**
  - Home
  - About MC
  - Academic Programs
  - Special Centers
  - Advocacy Centers
  - Admissions
  - Campus Life
  - News
  - My MC
- Bread Crumb:**
  - Academic Programs >> Higher Education >> CIHDS
- Image Slider:**
  - College of International, Humanitarian, and Development Studies
- Content Area:**
  - Left Pane: Sub Menu**
    - ABOUT CIHDS
    - ADMINISTRATORS AND FACULTY
    - STUDENTS AND ACADEMICS
    - PARTNERSHIPS AND LINKAGES
    - CALENDAR
  - Content Pane:**
    - Description of the Unit
    - Programs / Calendar / Image Gallery
  - Right Pane: Contact Information**
    - CIHDS Contact Information
    - College of International, Developmental, and Humanitarian Studies
    - Room 120 MMJ Building, Miriam College
    - Katipunan Avenue, Loyola Heights, Quezon City 1108 Philippines
    - Telephone: (+632) 4330740
    - Telefax: (+632) 4330740
    - Email: cihds@mc.edu.ph
    - ADMISSIONS
- Footer:**
  - Address
  - Links to hosted sites
  - Copyright information
  - Links to social networks



# Editable Modules

The following modules can be edited by the Content Editors (CE). Most are located in the Content Pane of the webpage:

## 1. HTML

Example: Description of Unit

### College of International, Humanitarian and Development Studies (CIHDS)

The College of International, Humanitarian and Development Studies (CIHDS) provides students with inter-disciplinary knowledge and specialized skills to understand an ever changing world. It aims to contribute to the formation of future leaders with a global perspective but who are grounded in their own cultures and responsive to national and regional challenges. It has three degree-granting departments - International Studies, Social Work, and Migration Studies, together with an academic service program, National Service Training Program.

## 2. Tabs

Example: List of offered programs, List of student activities

### Our Programs

#### ▼ International Studies

#### BA International Studies

The Bachelor of Arts major in International Studies (IS) is a comprehensive interdisciplinary program that enhances competence in international relations and development. It leads to professional careers in diplomatic and consular affairs as well as employment in inter-governmental and other international development organizations. Its International Politics (ISI) track combined with a Minor in Peace Studies concentrate on issues of peace and human security, war and conflict as well as inter-dependence among state and non-state actors combined with skills building in peace education, conflict resolution and mediation. Its Development Studies (ISD) track combined with a Minor in Gender Studies concentrate on issues of poverty, human well-being, development planning, management and finance and has a special focus on gender analysis and integration in poverty responses and development cooperation.

[Find out more](#)

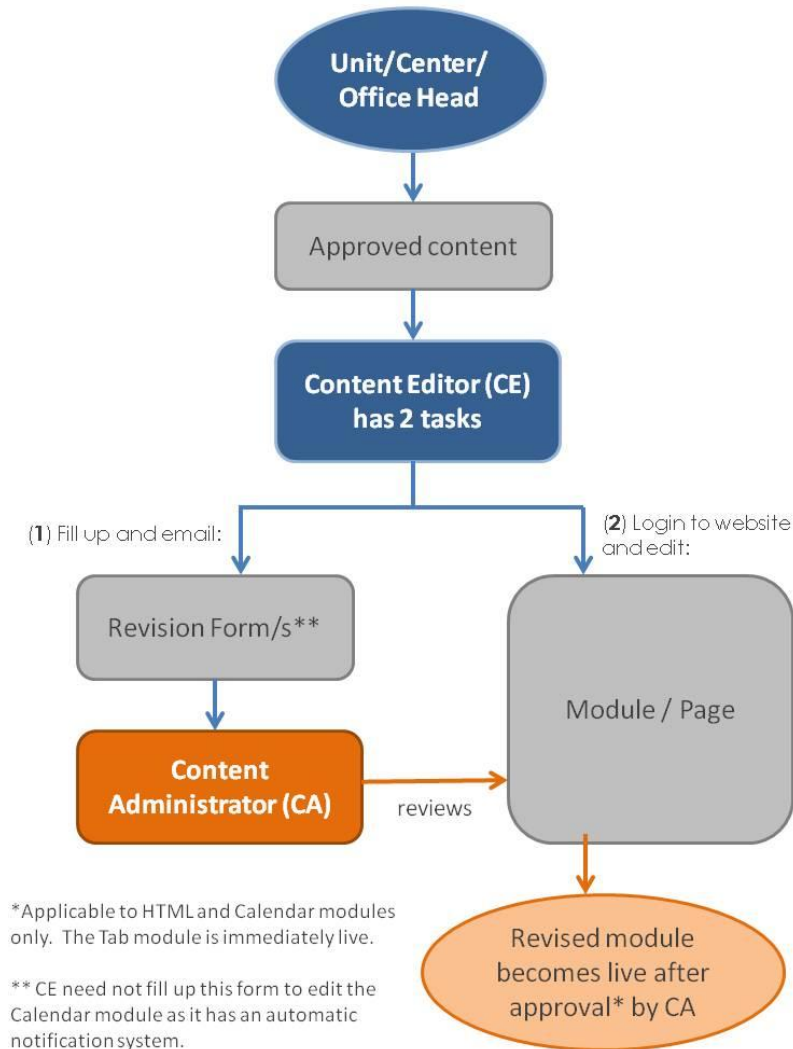
#### ► Social Work

#### ► Migration Studies



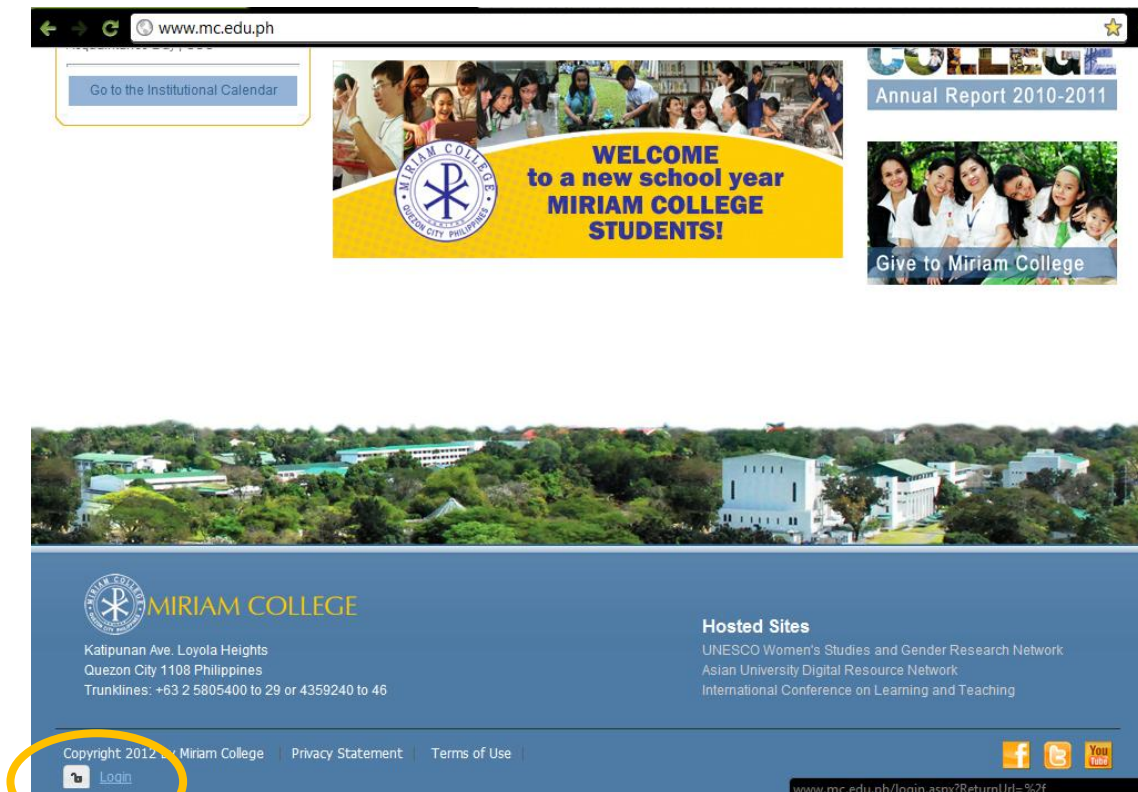
# How to Edit Module Content

Flow Chart of how web page content is edited:



- CE may log in and edit a webpage in and outside the campus as long as a computer and Internet connection is available.
- CE must inform EAO CA via email that an edit has been done and needs review and approval. Email notifications to **externalaffairs@mc.edu.ph**. Turn to the appendix to view details.
- The CA can accept emails about edits any day of the week but its review and approval is scheduled every Thursday.

## A. Log in



**User Log In**

Username:

Password:

☐ Remember Login

[Retrieve Password](#)

1. Open [www.mc.edu.ph](http://www.mc.edu.ph) in your Internet browser.
2. The Login button is hidden. To find the login button, scroll to the bottom of the home page and mouse over the lower left corner of the screen. "Login" and a padlock icon will appear.
3. Click **Login**.
4. Fill the **username** and **password** fields with the username and password assigned to you. Then click **Login**.
5. After a successful login, the login area will show your name.

 The **Logout** button will be hidden. If you wish to logout, mouse over the left side of your login name to make the logout button appear.



6. Go to the page you want to edit.

## B. How to know if a module can be edited

When you mouse over the module:



- a shadow appears around the outline of the module
- the **Manage** button appears
- the **Edit Content** link appears

Note: This is true for all types of modules. But some modules have more options.  
Not all modules in your page can be edited.

# Calendar Module

Content Editors (CE) may only edit calendars of the unit/center/office they represent.

The CE can do the following: (1) add an event, (2) edit details of an existing event, and (3) delete an existing event.



Please do not enter the following events in the calendar:

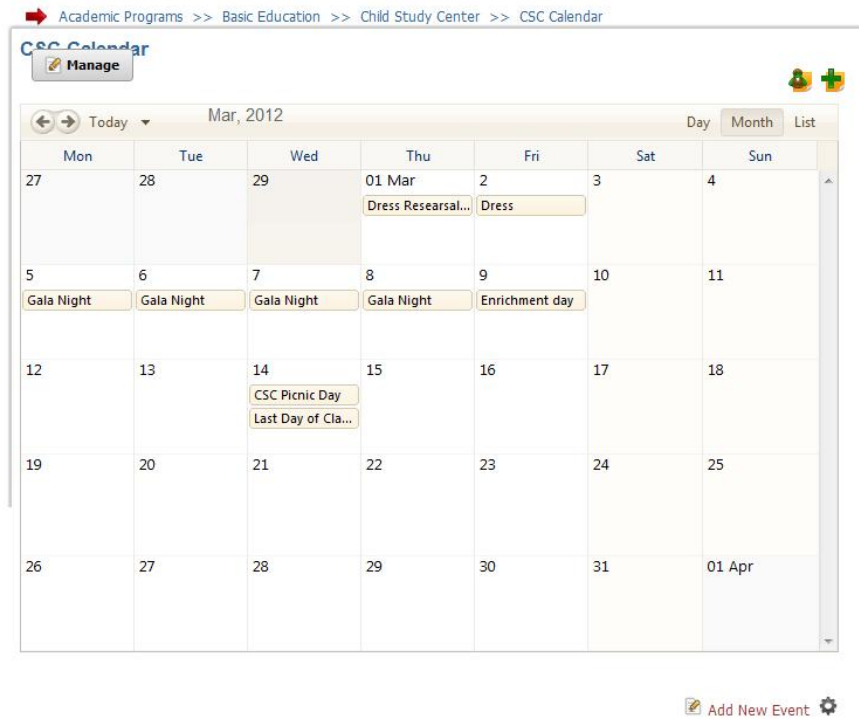
1. Institutional events
2. National Events or Holidays
3. Events of other units

These events will be uploaded in the school's Institutional Calendar or calendars of other units.

Control buttons/links available are:

- My Events icon (represented by a person icon)\*
- Add New Event (represented by the plus icon)\*
- Add New Event link\*
- Manage
- Settings (represented by the gear icon)

\* CEs may use the following button/links only: **My Events** icon (represented by a person icon), **Add New Event** (represented by the plus icon) **Add New Event** link



## Adding an event

1. Click the  icon or click the **Add New Event** link. You will be taken to the “Edit Event” page which is the back end of the calendar module.

**Edit Event**  
 Update & Return Update & Edit Other Info >> Cancel

**Event Settings**

---

**Title:**  \*

**Venue:**    
☐ Save as new venue ☐ Online event (no venue, no map link)

**Description:**

**Editor:** ☐ Basic Text Box ☒ Rich Text Editor

Custom Links

Font Name Size Paragraph Style Apply CSS Cl...

Design HTML Preview Words: 0 Characters: 0

**Event Time Zone:**  (GMT+08:00) Taipei

**Start Date/Time:**  3/14/2012  4:00 PM

**End Date/Time:**  3/14/2012  5:00 PM ☐ All Day Event

**Event Owner's Email:**  CE\_CSC@MC.EDU.PH

**Is Featured:** ☐

**Send Event Reminder:** ☐

**Set Event Reminder by Role:** ☐

**Publish Date:**  3/14/2012  4:40 PM

---

**Custom properties category for event data:**

**Recurring Settings**

---

☒ event is approved?  
 Update & Return Update & Edit Other Info >> Cancel

2. Type the title of the event in the appropriate field.
3. Choose the Start Date by clicking the small calendar icon. If the event is more than one day, choose an End Date. If you choose to add a start and end time, click the clock icon. If not, check the **All Day Event** tick box.
4. You may add a venue but this is not required. If you want to indicate the venue, click the drop down button and choose from the list.



Do not add or type in a new location. Likewise, do not check the **Save as New Location** tick box located below **Venue**. If you want to indicate a specific location not included in the venue list, add it to the **Description** box. See step number 5 below for instructions.





**View Event Detail**

**MAR 30 3/30/2012 3:00 PM - 5:00 PM Lenten Activities**

As we move closer to Holy Week, we would like to invite everyone to attend our institutional Lenten activities on March 30, 2012 as follows:

3:00 – 4:00 PM (Marian Auditorium) **Talk by Fr. Baltazar Obico, OFM** on the “*Spirituality of Mission*” in relation to the message of Pope Benedict XVI for Lent 2012

4:00 – 5:00 PM **Institutional Way of the Cross**

Fr. Baltazar Obico, OFM is the Provincial Superior of the Franciscan Missionaries (Philippine Province). His talk serves as an introduction to the theme of our employees’ retreat for SY 2012-2013. It is worth noting that the Catholic Bishops’ Conference of the Philippines has declared 2012 as the “Year of the Pontifical Mission Societies.

The universal Church will also begin its celebration of Pope Benedict XVI’s “Year of Faith” (October 11, 2012). Since mission and faith are very much connected, the theme will be a very good preparation for the celebration of the Year of Faith.

To enable everyone to be at the Auditorium by 3:00 PM, work will be suspended starting at 2:45 PM on this day.

*“Let us be concerned for each other, to stir a response in love and good works” (Heb 10:24)*

[Export To Desktop](#) [Return](#)

[Notify Me About the Event](#)

- Do not use the other available options.
- Click **Update and Return** to save and go back to the main page.

## Editing or deleting an existing event

Option 1:

- Click  **My Events** icon.
- The page with the list of events will open. Choose the event you will edit by clicking the **Edit** button represented by the paper and pen icon  located on the left column. To delete a page, click .

| My Events and Approval |                                                                                                                                                                         |    |                                |                      |                      |                      |                                     |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|--------------------------------|----------------------|----------------------|----------------------|-------------------------------------|
| Manage                 |                                                                                                                                                                         |    |                                |                      |                      |                      |                                     |
| Show All My Events     |                                                                                                                                                                         |    |                                |                      |                      |                      |                                     |
| Module#                |                                                                                                                                                                         | #  | Event Title                    | Event Date           | Created Date         | Publish Date         | Approved                            |
| 820                    |   | 39 | Lenten Activities              | 3/30/2012 3:00:00 PM | 3/14/2012 9:29:09 AM | 3/14/2012 9:26:00 AM | <input checked="" type="checkbox"/> |
| 820                    |   | 34 | Teacher's Day                  | 2/10/2012            | 3/6/2012 11:33:18 AM | 3/6/2012 11:32:00 AM | <input checked="" type="checkbox"/> |
| 820                    |   | 35 | Summer Shutdown                | 4/2/2012             | 3/6/2012 11:34:34 AM | 3/6/2012 11:33:00 AM | <input checked="" type="checkbox"/> |
| 820                    |   | 36 | School Holiday                 | 4/30/2012            | 3/6/2012 11:35:41 AM | 3/6/2012 11:35:00 AM | <input checked="" type="checkbox"/> |
| 820                    |   | 37 | Independence Day               | 6/12/2012            | 3/6/2012 11:36:35 AM | 3/6/2012 11:35:00 AM | <input checked="" type="checkbox"/> |
| 820                    |   | 38 | Labor Day                      | 5/1/2012             | 3/6/2012 11:37:21 AM | 3/6/2012 11:36:00 AM | <input checked="" type="checkbox"/> |
| 859                    |   | 14 | Dress Researsal (Groups 1 & 2) | 3/1/2012             | 3/6/2012 11:04:55 AM | 3/6/2012 11:03:00 AM | <input checked="" type="checkbox"/> |
| 859                    |   | 15 | Dress Rehearsal (Groups 3&4)   | 3/2/2012             | 3/6/2012 11:05:32 AM | 3/6/2012 11:05:00 AM | <input checked="" type="checkbox"/> |
| 859                    |   | 16 | Gala Night (Group 1)           | 3/5/2012             | 3/6/2012 11:06:31 AM | 3/6/2012 11:05:00 AM | <input checked="" type="checkbox"/> |
| 859                    |   | 17 | Gala Night (Group 2)           | 3/6/2012             | 3/6/2012 11:07:05 AM | 3/6/2012 11:06:00 AM | <input checked="" type="checkbox"/> |

- After clicking the **Edit** icon, you will be taken to the “Edit Event” page where all the details of the event are written. Make the desired changes.

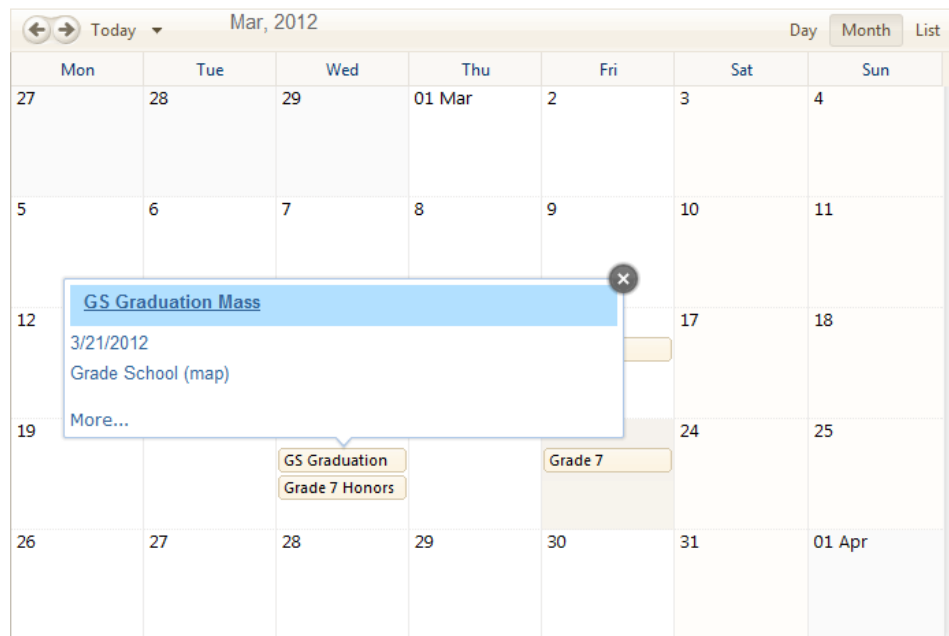
- Click **update and return** to save the change, then an updated view of the calendar will appear. You may also click **update and edit other info** to save but you will remain in the Edit Page.
- To delete this event, click **Delete**.



You will not be asked if you indeed want to delete a page, so make sure you are deleting the correct page.

#### Option 2:

- In the calendar, click the button of the event you wish to edit.
- A pop up will appear to show the event details. Click the event title.



- You will be taken to the View Event Detail page. Click the **Edit** button represented by the paper and pen icon  located on the left column

### View Event Detail

MAR 21

3/21/2012

 GS Graduation Mass

[Grade School \(map\)](#)

[Export To Desktop](#)
[Return](#)

5 Minutes

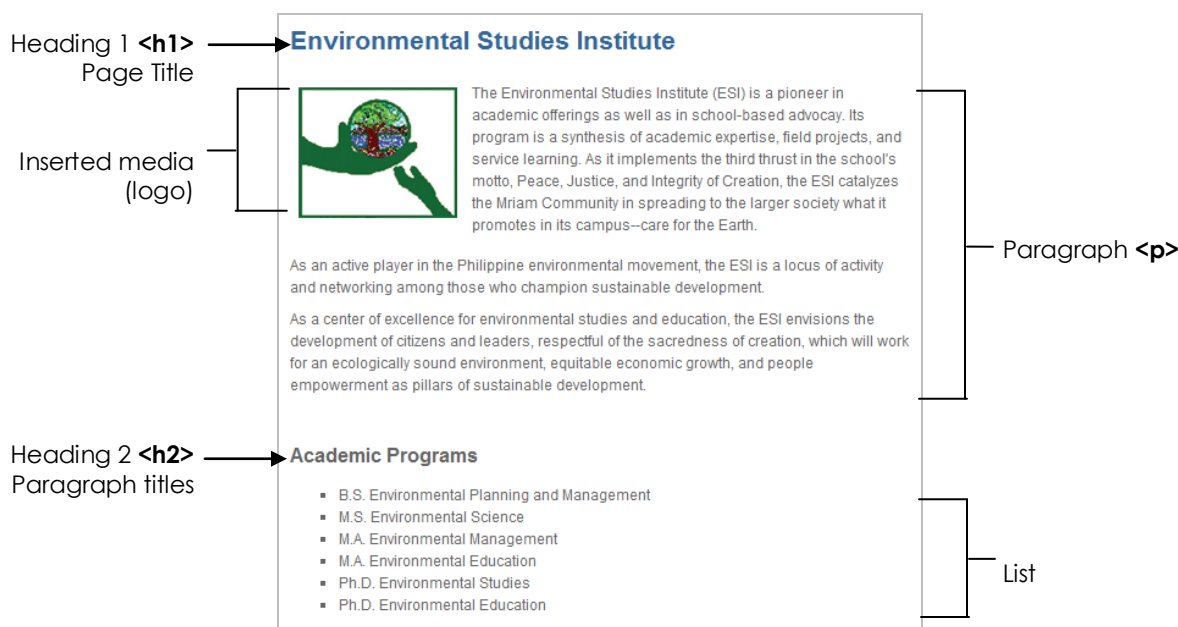
[Notify Me About the Event](#)

4. You will be taken to the **Edit Event** page where all the details of the event are written. Make the desired changes.
5. Click **update and return** to save the change, then an updated view of the calendar will appear. You may also click **update and edit other info** to save but you will remain in the Edit Page.
6. To delete this event, click **Delete**.

# HTML Module

HTML modules contain texts and photos. They are usually used in the website for descriptions.

Format of HTML module in the content pane:



- Paragraphs are aligned left by default.
- Logos (jpeg) that appear beside a paragraph are contained in a table with 2 columns and 1 row. Otherwise, only one line of the paragraph will appear beside the logo.
- <h1>, <h2>, and <p> are HTML elements. The formatting of these elements was preset and must be used instead of changing the font size and style of texts. Go to Appendix 2 to see preset values for HTML elements.

The CE will be able to create and edit texts that are in a:

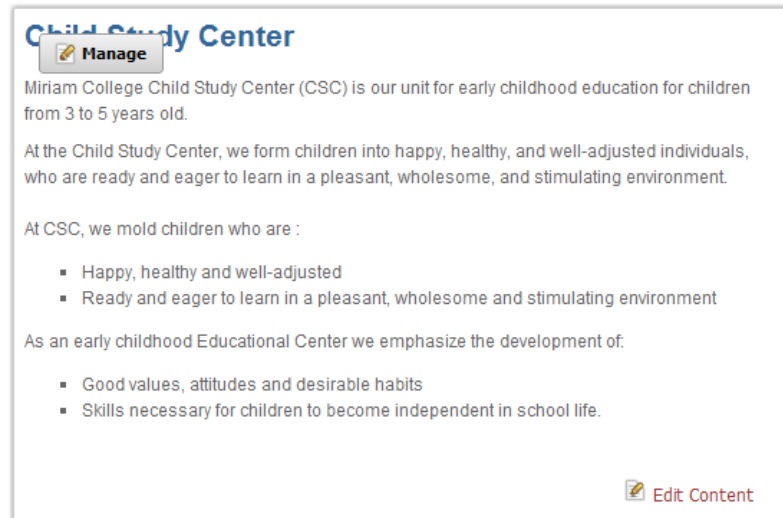
1. paragraph
2. ordered and unordered list
3. table

Other media that may be added to an HTML module are:

1. images (i.e. logo or photograph)  
Choice of photo and dimensions must be approved by the EAO CA.
2. pdf (link only) like downloadable form, report, newsletter, calendar, and curriculum

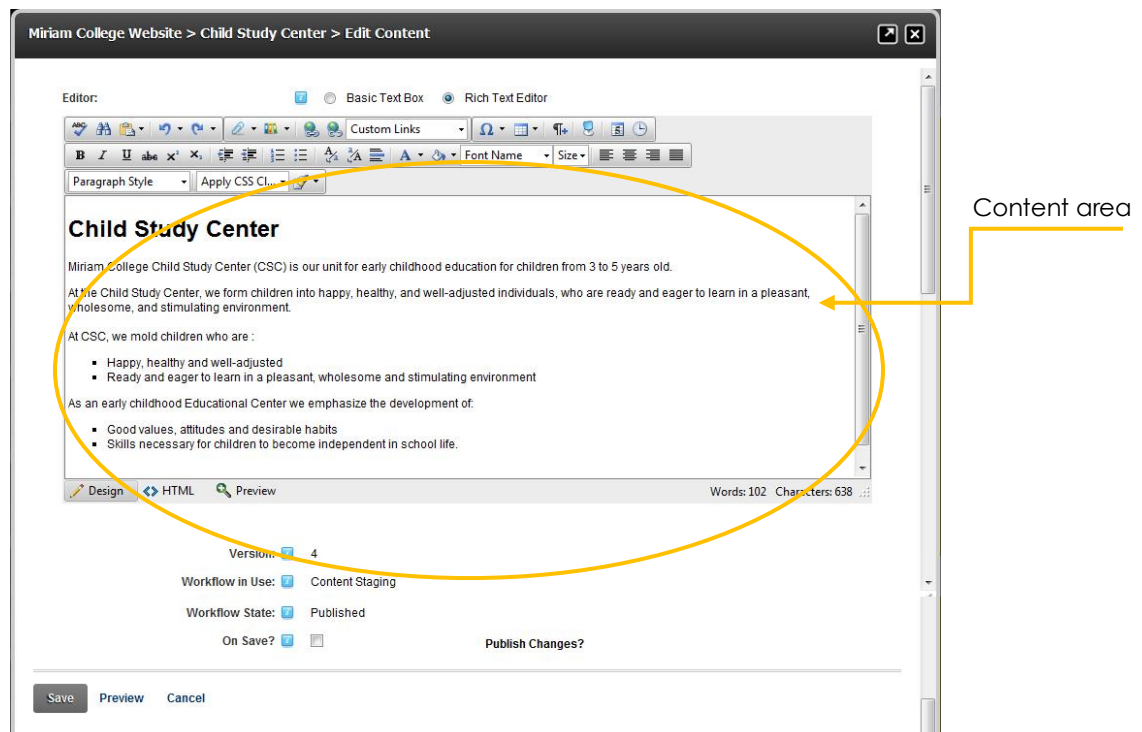
Control buttons/links available:

- Manage (also contains the Edit Content option)
- Edit Content

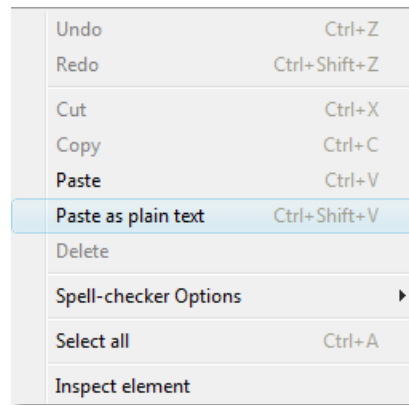


## Editing the HTML module

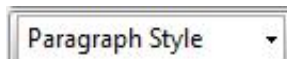
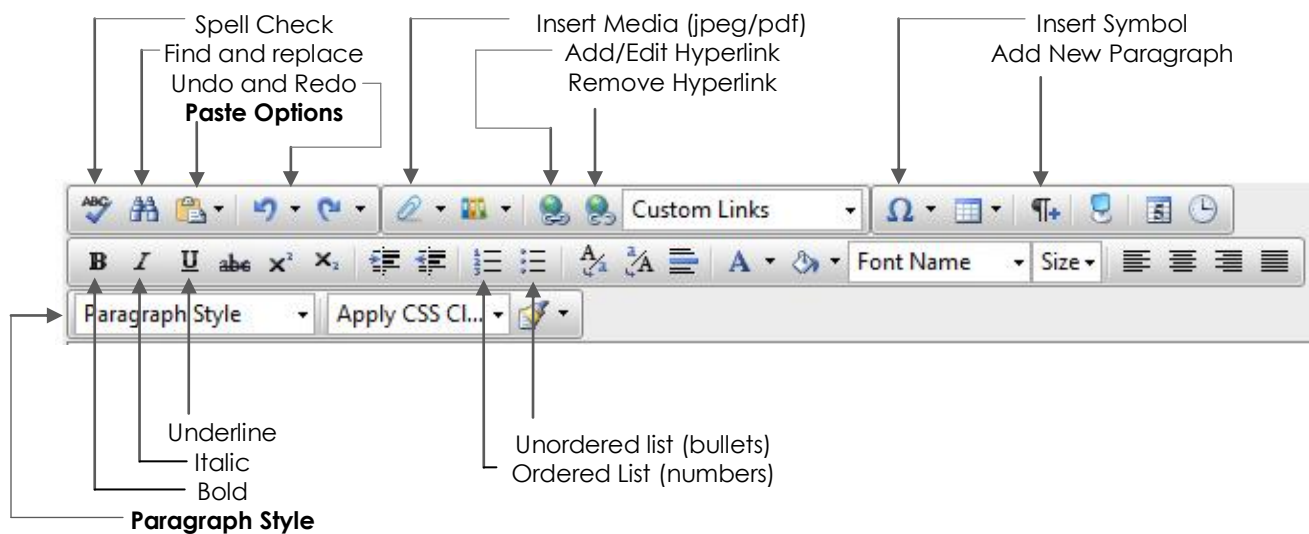
Click  **Edit Content**. You will be able to open the back end or the Edit Content window.



Type words in the content area. If you are pasting content copied from MS Word, **right-click** on the space and choose **paste as plain text** so that formatting or styles from MS Word (font, size, margins, etc) will not be transferred to the content area.



**Icons on the Toolbar that you may use:**



### Paragraph Style

There are 3 options that were used under paragraph style in the website:

- Paragraph – HTML element <p>, used for content of web pages.
- Heading 1 – HTML element <h1>, used only for page titles
- Heading 2 – HTML element <h2>, used for titles of paragraphs



### Insert paragraph

- Click this icon to start another paragraph or simply press **enter** on the keyboard. An extra space in between the paragraphs is created.



Press **shift+enter** to start another line with in the same paragraph. No extra space is created.

Example:

When the **Enter** key is used

HTML codes:

```
<p> Miriam (formerly Maryknoll) College is a non-profit, non-stock Catholic educational institution that has offered programs for young women at the basic, tertiary, post-graduate and adult education levels for more than 85 years.</p>
```

```
<p> The institution also supports specialized centers engaged in curriculum development, research, community outreach and advocacy in the fields of social development, peace education, environmental studies and women's empowerment. </p>
```

Result:

Miriam (formerly Maryknoll) College is a non-profit, non-stock Catholic educational institution that has offered programs for young women at the basic, tertiary, post-graduate and adult education levels for more than 85 years.

The institution also supports specialized centers engaged in curriculum development, research, community outreach and advocacy in the fields of social development, peace education, environmental studies and women's empowerment.

When **Shift+Enter** is used

HTML codes:

```
<p>Miriam (formerly Maryknoll) College is a non-profit, non-stock Catholic educational institution that has offered programs for young women at the basic, tertiary, post-graduate and adult education levels for more than 85 years.
```



<br />

The institution also supports specialized centers engaged in curriculum development, research, community outreach and advocacy in the fields of social development, peace education, environmental studies and women's empowerment.

</p>

Result:

Miriam (formerly Maryknoll) College is a non-profit, non-stock Catholic educational institution that has offered programs for young women at the basic, tertiary, post-graduate and adult education levels for more than 85 years.

The institution also supports specialized centers engaged in curriculum development, research, community outreach and advocacy in the fields of social development, peace education, environmental studies and women's empowerment.

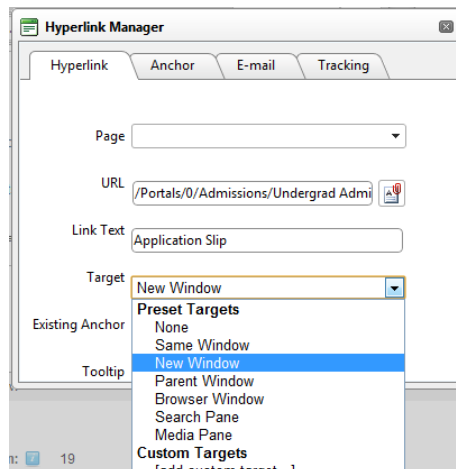


### Add/remove Hyperlink to words

1. Highlight word/s that will contain the hyperlink.
2. Hyperlinks may lead to pages within the website or pages in other websites. If it is a page within the website, click the dropdown button and click the page of choice. If it is a page from a different website, paste the URL in the URL field. Make sure to delete **http:**. Example: **//www.mc.edu.ph**



If hyperlinks lead to a page in another website, the page should open in a new window. Choose **new window** in the **target** field





## Lists

1. Type the list, press **shift+enter** to start another line with single space
2. Highlight the list and press the **ordered list** icon or **unordered list** icon.  
Note: The ordered list uses numbers (1, 2, 3) and the unordered list uses round dots (•) by default. If you need to use letters for an ordered list or square and hollow dots for unordered list *nestled* within a list (a list within a list), contact the EAO Content Administrator (CA) as this will require HTML coding.



## Insert Media (PDF file only)

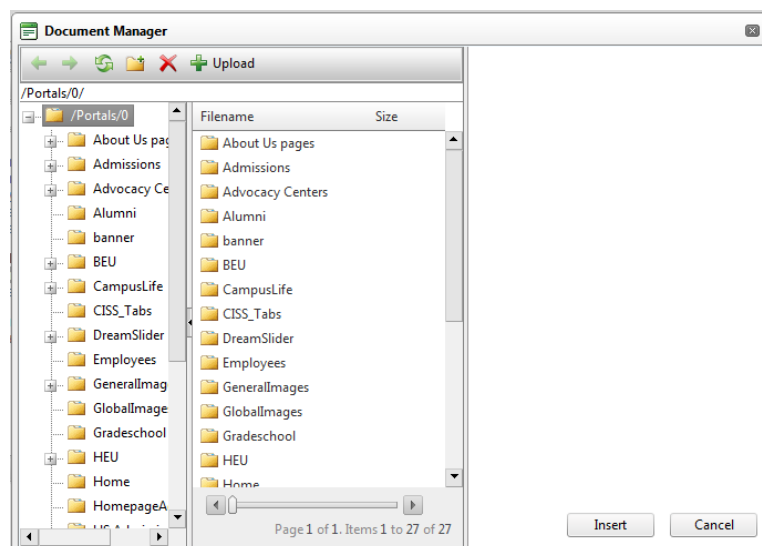


Inserting images, image map, flash, and audio files can be done by the EAO CA only. Please email these types of files for approval and editing.

1. To insert and upload PDF files, highlight the word/s to insert the file in.
2. Click the **Insert media** Icon and choose the **Document Manager** from the drop down list.
3. Locate the folder where to save your file. One folder is assigned for each unit or office. Folders in the server are arranged in similar manner as the main menu. Folders are listed on the left column of the window, subfolders or files are listed in the middle column. For example, The CSC Folder is located within the BEU Folder.



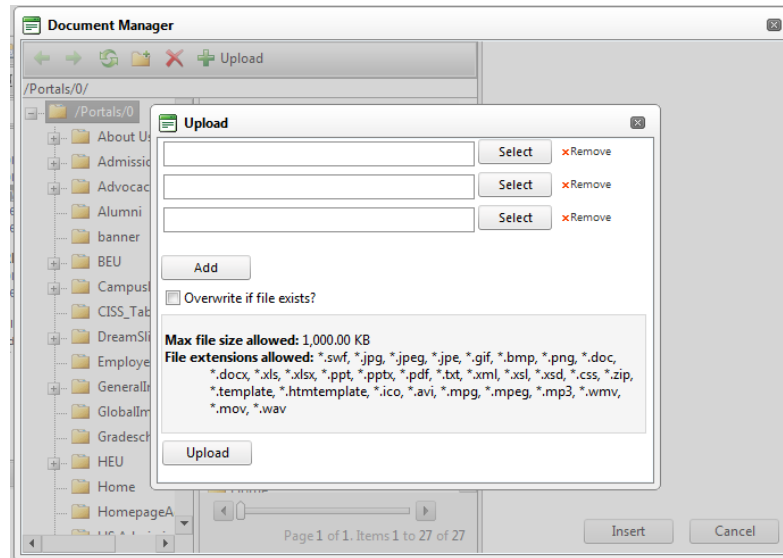
Do not delete any file even if you accidentally uploaded it in the wrong folder. Inform the EAO CA when a file needs to be deleted. This is to ensure that no important or linked file is deleted.



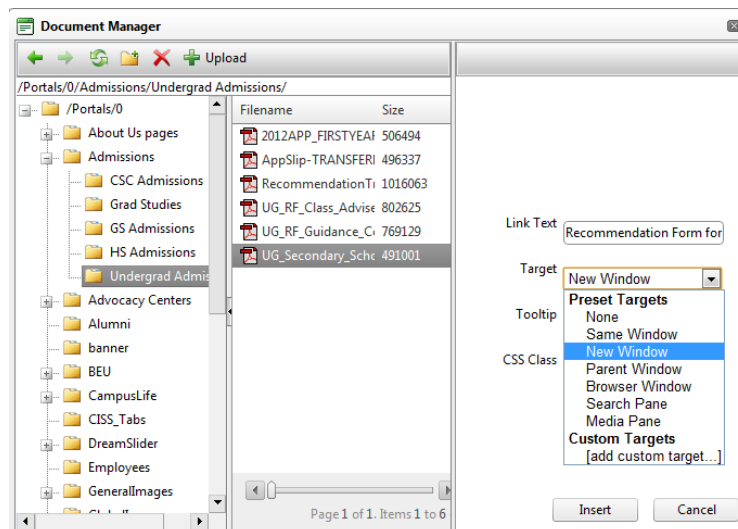
4. Locate the file you want to insert. If the file is not yet available in the server, click **Upload**  and locate the file in your computer by clicking **Select**. Click **Upload**  after the location of the file appears on the blank space beside **Select**.



Only files with size 1MB or less can be uploaded. Inform the EAO CA if you need to upload a file larger than 1MB.

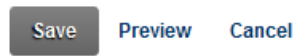


5. The new file will appear in the list in the center column of the window. Highlight the file. On the right column, choose **New Window** beside Target. Click **Insert**.



### How to save changes:

- You may opt to click **Preview** before saving, to view how the page will appear if the changes are saved.
- Click **Save** to make the changes final.



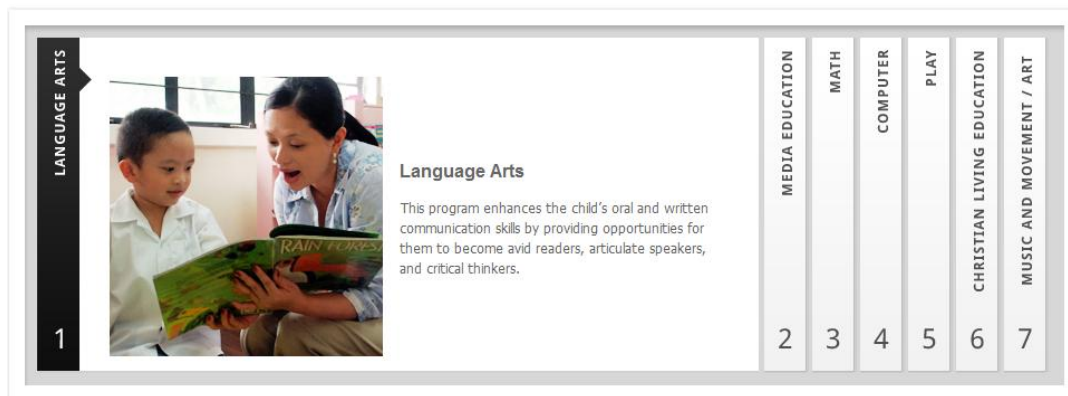
# Tab Module

Tabs are used to arrange information that are in the same category and may be rendered in a list. However, a tab module is used instead of a list to maximize space and make this area of the webpage more interactive and visually appealing.

**Two types of tab modules are used in the website:**

1. Horizontal format

- Tabs move left and right
- Used for lists with short text (10-50 characters) and large pictures
- Used in webpages with wide space available at the bottom



2. Vertical format

- Tabs move up and down
- Used for lists with more than 50 characters or small photos
- Used in webpages with narrow space available at the bottom

**Our Programs**

▼ Business Administration

**BS Business Administration**

The program aims to transform students into professional career specialists and decision makers in the corporate world who are equipped with the right values and are knowledgeable in the different business principles. The different majors offered will help prepare them well for a career in the field.

The Financial and Investments Management program provides students with a strong foundation in business management while honing their knowledge in current financial management practices and investments.

The Marketing Management program provides students with a strong business management foundation. They are taught how to run the marketing efforts of a business entity. Special attention is given to marketing research, sales management, advertising and promotions management, international marketing, and pricing strategies.

[download brochure](#)

► Entrepreneurship

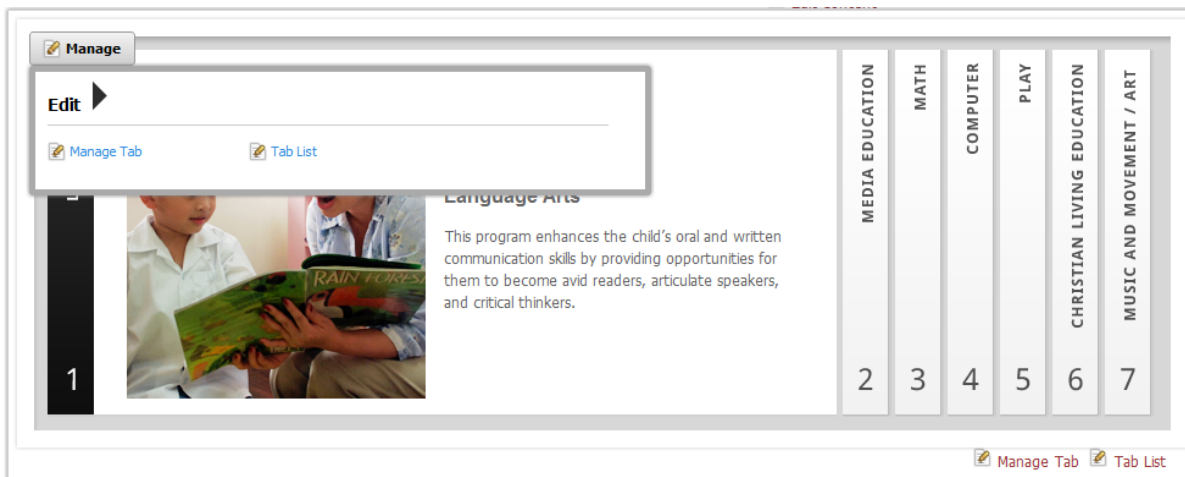
► Accountancy

► Leisure and Tourism Management

## Editing content in the Tab Module

Both the horizontal and vertical modules have the same back end. Two icons/links are available under Edit mode: **Manage Tab** and **Tab List**. Please do not open and change the settings in **Manage Tab** as it controls the style and size of the tab. Changing the settings here will alter the layout of the whole webpage and uniformity of webpages in the website.

To edit the content of the Tab Module, click  **Tab List** located on the lower right corner of the module or the Manage icon on the upper left corner.

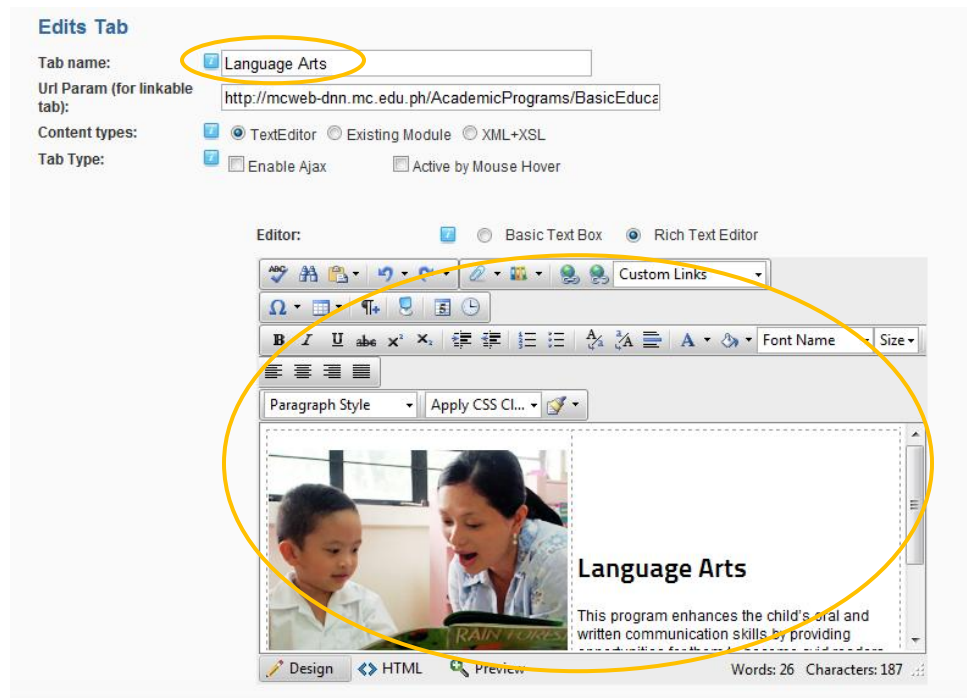


## Editing the content of a tab

1. After clicking Tab List, you will be taken to the **List of Tabs** page which contains all tabs arranged in a table.

| List of Tabs    |                                                                                                                                                                                                                                                                                                |                                                                                       |                                                                                                                                                                                  |                                                                                       |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Tab Name        | Content                                                                                                                                                                                                                                                                                        | Move                                                                                  | Edit                                                                                                                                                                             | Delete                                                                                |
| Language Arts   | <br><b>Language Arts</b><br>This program enhances the child's oral and written communication skills by providing opportunities for them to become avid readers, articulate speakers, and critical thinkers. |  |  Edit  |  |
| Media Education | <b>Media Education</b><br>The Media Education program encourages children to develop skills and attitudes that will enable them to interpret and be more critical of what they see and hear in the mass media.                                                                                 |  |  Edit  |  |

2. Click the **Edit** link on the fourth column of the tab you wish to edit. Inside the Edits Tab page, you may change the content of the following:
  - Tab Name - title of the tab. It is visible even when the tab is closed.
  - Editor:
    - Has the content of the tab.
    - This area has the same control panel as the HTML module. Edit the text using the same instructions in HTML module.
    - If the tab contains a photo, please do not edit the photo especially if it's located inside a table (see example below).



3. Click **Update** to save changes or **Return** to discard changes.
4. Click **Done** in the List of Tab page when finished. If you need to make changes in the other tabs, click the **Edit** link beside it.

### Adding a new tab

1. Click Tab List.
2. In the List of Tabs page, click the **Add A New Tab** link located at the bottom. You will be taken to a blank Edit Tab page.



Remember to specify the tab title. The content will be lost and not saved once you click update without the title.

|                                 |                                                                                   |                                                                                                                                                                                   |                                                                                                                                                                         |      |                                                                                     |
|---------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------------------------------------------------------------------------------------|
| Christian Living Education      |  | <b>Christian Living Education</b><br>This program immerses the children to the fundamentals of the Catholic faith, making them experience God's presence in their everyday lives. |   | Edit |  |
| Music and Movement / Art        |  | <b>Music and Movement / Art</b><br>A special program that enhances the children's musical and artistic talents, creativity, and imagination.                                      |   | Edit |  |
| <div> Add A New Tab Done </div> |                                                                                   |                                                                                                                                                                                   |                                                                                                                                                                         |      |                                                                                     |

3. Click **Update** to save changes.

### Deleting a tab

1. Click Tab List.
2. In the List of Tabs page, click the icon located on the fourth column of the tab you want to delete.

| List of Tabs    |                                                                                                                                                                                                                                                                                             |                                                                                                                                                                             |      |                                                                                       |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------------------------------------------------------------------------------------|
| Tab Name        | Content                                                                                                                                                                                                                                                                                     | Move                                                                                                                                                                        | Edit | Delete                                                                                |
| Language Arts   |  <b>Language Arts</b><br>This program enhances the child's oral and written communication skills by providing opportunities for them to become avid readers, articulate speakers, and critical thinkers. |   | Edit |  |
| Media Education | <b>Media Education</b><br>The Media Education program encourages children to develop skills and attitudes that will enable them to interpret and be more critical of what they see and hear in the mass media.                                                                              |   | Edit |  |





In the delete column, the image or icon for delete is represented by a generic icon for an image. This is a result of a glitch in the system.



The system will not send an alert asking whether you want to delete a particular tab or not. There is no undo option for this action either so be careful when deleting tabs.

3. Click **Done**.

**PART 2**  
**Tasks that need EAO CA approval**  
**Specifications of files for EAO CA uploading in the website**

# Tasks that need EAO CA approval

These tasks may not be done by the CE. The EAO CA must be contacted for assistance. Some examples are:

- Adding/deleting a page
- Adding/deleting an entry in the main menu
- Adding/deleting/editing the submenu
- Adding/deleting a module
- Adding/deleting an image in the image slider
- Adding/deleting an image in HTML and Tab Modules
- Login and password problems
- Changing the settings of modules

## Specifications of files for EAO CA uploading in the website

### Document

- File name must be simple and the same as the title of the document. Please **do not** use words like *revised, copy, final* for the file name.
- File must be in PDF format.
- Keep the file size below 1MB. Minimize use of graphic elements to lessen file size.
- Make sure the letterhead of your unit/center/office is in place.

### Images

- Photos must be in action, meaningful, and could stand on its own without a need for a caption. Avoid posed and/or group photos when possible.
- Photos must be sharp and well-lighted.
- Image must be in JPEG format and RGB mode.
- File size should be at least
  - 1500 pixels in width for uploading in the image slider
  - 500 pixels in width for uploading in Unit pages
  - 1000 pixels in width for uploading in the Campus Life photo albums. Minimum of 5 photos per album. Please specify the **album title**. Description/caption per photo is optional.
- Provide short descriptions for the photos saved as MS Word if needed.
- EAO CA will crop or resize the images if needed.

## PART 3

### **Writing for the Web**

## FACTS ABOUT INTERNET USERS/READERS

- It takes about 3-5 seconds to catch their attention.
- They will not spend more than **5** minutes maximum on your website
- Articles or write-ups without breakers are intimidating to them
- They are skimmers—if the text is too heavy or long they may not read it at all
- It is harder— and 25% slower – for them to read print from a computer monitor than on paper

## TIPS ON WRITING FOR THE WEB

1. **Keep it short.** Use brief sentences, short paragraphs and simple language. Avoid academic terms or jargons that might not be understood by our general web audience. Use bullets when possible because they are easier to scan than paragraphs.
2. **Limit your list/bullets to 7 items.** Studies show that readers retain information better when a list is comprised of 7-10 items. The shorter the list is, the easier for them to remember.
3. **Use sub-headings.** Internet readers will look for documents that are relevant to them. Using subheadings or highlighting an important text will give them internal cues, making it easier to find what they are looking for.
4. **Create links to your text.** Links stand out from the normal text, prompting readers to find out more about your topic. If you want to write about a new program or course offering, write a general description about it then create a link that opens to the different subjects offered under that program or course. Links make your text more scannable.

Example:

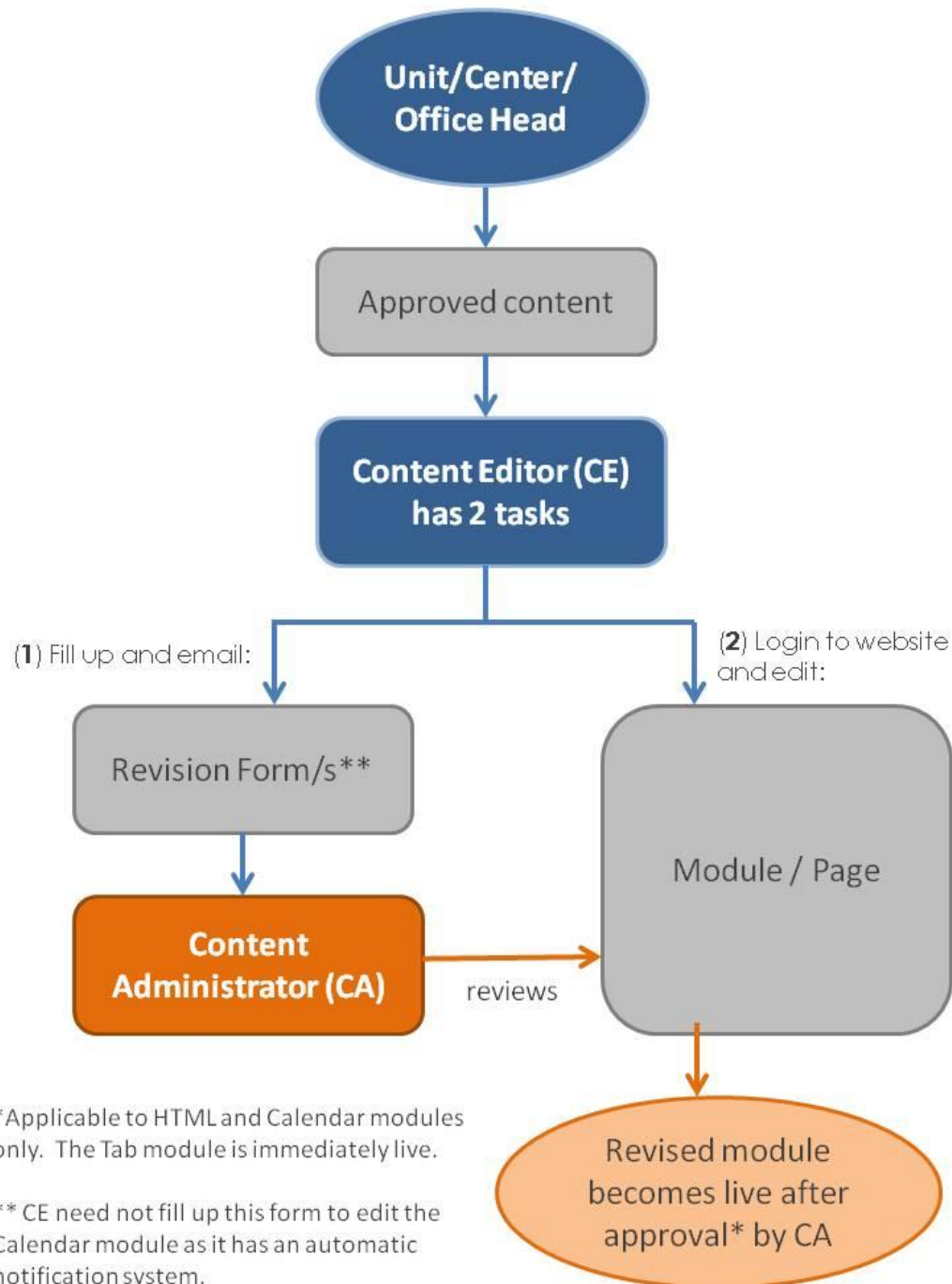
## Master of Science in Environmental Studies

The Master's Programs in Environmental Studies is designed for individuals who will be actively involved in addressing many of our environmental problems. These programs provide students with knowledge of the principles of environmental science and management and prepare them to become leaders in solving the environmental problems of the 21st century. [Download curriculum](#)

5. **Use active voice.** Readers easily understand sentences that are structured using the active voice (Actor does X to Object) than passive voice (Object has X done to it by the Actor). **Avoid saying:** *A certificate in Special Education is offered by the College of Education; instead use:* *The College of Education offers a certificate in Special Education.*
6. **Define Acronyms.** Limit acronym use when you can and never assume your reader knows what it means. Make sure its definition is given the first time it is used. Readers who stumble upon acronyms especially without definition may be annoyed and leave your site.
7. **Always, always proofread your text before submission.** As a Content Editor, you are responsible for checking the accuracy, syntax, and spelling of the content you submit. Too many mistakes may affect the image of the entire website and may send people away from the page.

## APPENDIX

## Revision Flow Chart







## HTML MODULE REVISION FORM

EXTERNAL AFFAIRS OFFICE

To make the process of revising the HTML module in your web page systematic and accurate, Content Editors (CE) must fill in the form below and indicate the revision they intend to make in their respective web pages. Once form is completed, have it approved by the unit head. Save this the form and submit to the EAO Content Administrator (CA) as an attachment at <externalaffairs@mc.edu.ph>. It will be assumed that your unit head has approved the revision once EAO receives the form. The CA will review edited modules online every Thursday of the week.

|                                                                    |                 |                             |  |
|--------------------------------------------------------------------|-----------------|-----------------------------|--|
| <b>DATE:</b>                                                       |                 | <b>REQUESTING OFFICE:</b>   |  |
| <b>URL:</b>                                                        |                 | <b>MODULE TITLE:</b>        |  |
| <b>CONTENT</b> (Please highlight changes, additions, or deletions) |                 |                             |  |
|                                                                    | <b>ORIGINAL</b> | <b>NEW</b>                  |  |
| 1                                                                  |                 |                             |  |
| 2                                                                  |                 |                             |  |
| 3                                                                  |                 |                             |  |
| 4                                                                  |                 |                             |  |
| 5                                                                  |                 |                             |  |
| Prepared by:                                                       |                 | Approved by:                |  |
| Content Editor                                                     |                 | Unit / Center / Office Head |  |



## TAB MODULE REVISION FORM

EXTERNAL AFFAIRS OFFICE

To make the process of revising the Tab module in your web page systematic and accurate, Content Editors (CE) must fill in the form below and indicate the revision they intend to make in their respective web pages. Once form is completed, have it approved by the unit head. Save this the form and submit to the EAO Content Administrator (CA) as an attachment at <externalaffairs@mc.edu.ph>. It will be assumed that your unit head has approved the revision once EAO receives the form. The CA will review edited modules online every Thursday of the week.

Please note that once you have edited and saved the content of the Tab module, it will immediately become live and can be viewed publicly so ensure the correctness of all content entered.

|                                                                                                                                                                                           |                                                                                                                                                                             |                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <b>REQUESTING OFFICE:</b>                                                                                                                                                                 |                                                                                                                                                                             |                                                                                                                             |
| <b>DATE:</b>                                                                                                                                                                              |                                                                                                                                                                             |                                                                                                                             |
| <b>URL:</b>                                                                                                                                                                               | e.g.<br><a href="http://www.mc.edu.ph/AcademicPrograms/BasicEducation/ChildStudyCenter.aspx">http://www.mc.edu.ph/AcademicPrograms/BasicEducation/ChildStudyCenter.aspx</a> |                                                                                                                             |
| <b>MODULE TITLE:</b>                                                                                                                                                                      |                                                                                                                                                                             |                                                                                                                             |
| <b>CONTENT</b> (Please highlight changes, additions, or deletions)                                                                                                                        |                                                                                                                                                                             |                                                                                                                             |
|                                                                                                                                                                                           | ORIGINAL                                                                                                                                                                    | NEW                                                                                                                         |
| 1                                                                                                                                                                                         | e.g. Miriam College Child Study Center (CSC) is our unit for early childhood education for children from 3 to 5 years old.*                                                 | e.g. Miriam College Child Study Center (CSC) is our unit for early childhood education for children from 2 to 5 years old.* |
| 2                                                                                                                                                                                         |                                                                                                                                                                             |                                                                                                                             |
| 3                                                                                                                                                                                         |                                                                                                                                                                             |                                                                                                                             |
| 4                                                                                                                                                                                         |                                                                                                                                                                             |                                                                                                                             |
| 5                                                                                                                                                                                         |                                                                                                                                                                             |                                                                                                                             |
| <div> <div>Prepared by:</div> <div>Approved by:</div> </div> <div> <div>_____</div> <div>_____</div> </div> <div> <div>Content Editor</div> <div>Unit / Center / Office Head</div> </div> |                                                                                                                                                                             |                                                                                                                             |



## REQUEST FOR ADDITIONAL MODULE AND PAGE

EXTERNAL AFFAIRS OFFICE

To make the process of revising content of the website systematic and accurate, Content Editors (CE) must fill in the form below and indicate the addition they intend to make in their respective web pages. Once form is completed, have it approved by the unit head. Save this the form and submit to the EAO Content Administrator (CA) as an attachment at <externalaffairs@mc.edu.ph>. It will be assumed that your unit head has approved the request once EAO receives the form. The CA will review requests every Thursday of the week.

Please note that the new page or module that will be created will not be immediately visible publicly and you must log in as a CE to add content to the module or page. The EAO CA will make the page or module live after you are done adding content.

| DATE                                                                                                                                                                                                                                                                                                                                                                                                                              | REQUESTING OFFICE:                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| <div><input type="checkbox"/> <b>PAGE</b></div> <div>Page Title: _____</div> <div>Location: _____</div>                                                                                                                                                                                                                                                                                                                           |                                                      |
| <div>Check one:</div> <div><b>MODULE</b> <input type="checkbox"/> HTML <input type="checkbox"/> Tab <input type="checkbox"/> Calendar</div> <div>Module Title: _____</div> <div>Webpage URL (desired location of new module): _____</div> <div><input type="checkbox"/> Top <input type="checkbox"/> Bottom</div> <div><input type="checkbox"/> Below Module: _____</div> <div><input type="checkbox"/> Above Module: _____</div> |                                                      |
| Prepared by:<br>_____<br>Content Editor                                                                                                                                                                                                                                                                                                                                                                                           | Approved by:<br>_____<br>Unit / Center / Office Head |



## REQUEST FOR POSTING OF ANNOUNCEMENT IN WEBSITE

EXTERNAL AFFAIRS OFFICE

To make the process of revising modules in the website systematic and accurate, Content Editors (CE) must fill in the form below and indicate the announcement they intend to make in their chosen web page. Once form is completed, have it approved by the unit head. Save this the form and submit to the EAO Content Administrator (CA) as an attachment at <externalaffairs@mc.edu.ph>. It will be assumed that your unit head has approved the announcement once EAO receives the form.

| DATE:                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | REQUESTING OFFICE:          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| <div><input type="checkbox"/> Students' Page      <input type="checkbox"/> Parents' Page      <input type="checkbox"/> Employees' Page</div> <div><input type="checkbox"/> Home page (<i>Upcoming Events</i> module (date and event title only)</div> <div><input type="checkbox"/> Other, specify web page URL: _____</div> <div>Title of Announcement: _____</div> <div>Content:<br/><div style="border: 1px solid black; height: 250px; width: 100%;"></div></div> |                             |
| Prepared by: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Approved by: _____          |
| Content Editor                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Unit / Center / Office Head |



To make the process of revising the HTML module in your web page systematic and accurate, Content Editors (CE) must fill in the form below and specify the details of photos you intend to add, delete, or replace in your web pages as well as albums you want to feature in the Campus Life page. Once form is completed, have it approved by the unit head. Save the form and email as an attachment to the EAO Content Administrator (CA) at <externalaffairs@mc.edu.ph>. It will be assumed that your unit head has approved the request once EAO receives the form. The CA will review requests every Thursday of the week. Please refer to the CE Manual for requirements.

45 | Website Unit Content Editors' Manual 2012



# MIRIAM COLLEGE

Katipunan Avenue, Loyola Heights, Quezon City

## FONT STYLE GUIDE

This font style guide aims to create a consistent look throughout the text found in the website. All fonts, font sizes and font colors are absolute. Any changes or revisions done on these elements would be subjected for approval.

For inquiries and assistance, you may contact the following offices:

- External Affairs Office (580-5400 extn. 1183)
- Information and Communication Technology Office (580-5400 extn 1152)

## TEXT ELEMENTS

The screenshot shows the Miriam College website with the following labeled elements:

- Bread crumb text:** Points to the navigation path: [Academic Programs](#) >> [Basic Education](#) >> [Miriam College Adult Education](#)
- Heading 1:** Points to the main title of the page: **Container no. 3 title**
- Paragraph:** Points to the introductory text about Miriam College Adult Education.
- Heading 2:** Points to the sub-header: **Miriam College Adult Education**
- Heading 2:** Points to the sub-header: **PROGRAMS**
- Link (Side bar):** Points to the sidebar navigation menu items: [Home](#), [About MC](#), [Academic Programs](#), [Campus Life](#), [Special Programs](#), [Advocacy Centers](#), [Admissions](#), [News](#)
- Container no. 5 title:** Points to the title of the first program: **Basic Education Program**
- Opened tab title (Container 5):** Points to the title of the second program: **Technical Vocation Program**
- Closed tab title (Container 5):** Points to the title of the third program: **2-Year Technical Vocational Course**
- Tab paragraph (Container 5):** Points to the description of the third program.
- Paragraph (Container 3):** Points to the contact information section: **MAE Contact Information**
- Link (Container 3):** Points to the contact information section: **MAE Office Hour**



# MIRIAM COLLEGE

Katipunan Avenue, Loyola Heights, Quezon City

## FONT STYLE GUIDE

|           | FONT                                     | COLOR                                                                                    | SIZE  | ALIGNMENT                                                |
|-----------|------------------------------------------|------------------------------------------------------------------------------------------|-------|----------------------------------------------------------|
| HEADING 1 | Font family:<br>Helvetica, Arial<br>Bold | #336699<br>(Hexadecimal value)<br>Blue, Access 1<br>(Microsoft Word)                     | 15 pt | Left justified<br>(controlled by<br>content editor only) |
| HEADING 2 | Font family:<br>Helvetica, Arial<br>Bold | #666666<br>(Hexadecimal value)<br>White, Background 1,<br>Darker 50%<br>(Microsoft Word) | 12 pt | Left justified<br>(controlled by<br>content editor only) |
| HEADING 3 | Font family:<br>Helvetica, Arial<br>Bold | #000000<br>(Hexadecimal value)<br>Automatic<br>(Microsoft Word)                          | 10 pt | Left justified<br>(controlled by<br>content editor only) |

Headings 3

|           | FONT                              | COLOR                                                                                    | SIZE | ALIGNMENT                                                |
|-----------|-----------------------------------|------------------------------------------------------------------------------------------|------|----------------------------------------------------------|
| PARAGRAPH | Font family:<br>Helvetica, Tahoma | #666666<br>(Hexadecimal value)<br>White, Background 1,<br>Darker 50%<br>(Microsoft Word) | 9 pt | Left justified<br>(controlled by<br>content editor only) |





# MIRIAM COLLEGE

Katipunan Avenue, Loyola Heights, Quezon City

## FONT STYLE GUIDE

|                                                 | FONT                                                                       | COLOR                                                                                    | SIZE                                             | ALIGNMENT                                                |
|-------------------------------------------------|----------------------------------------------------------------------------|------------------------------------------------------------------------------------------|--------------------------------------------------|----------------------------------------------------------|
| <b>CONTAINER<br/>TITLE</b><br>(Container 5)     | Font family:<br>Helvetica, Arial<br>Bold                                   | #336699<br>(Hexadecimal value)<br>Blue, Access 1<br>(Microsoft Word)                     | 12 pt                                            | Left justified<br>(controlled by<br>content editor only) |
|                                                 | FONT                                                                       | COLOR                                                                                    | SIZE                                             | ALIGNMENT                                                |
| <b>CONTAINER<br/>TITLE</b><br>(Container 3)     | Font family:<br>Helvetica, Arial<br>Regular                                | #ffcc00<br>(Hexadecimal value)<br>Gold<br>(Microsoft Word)                               | 12 pt                                            | Left justified<br>(controlled by<br>content editor only) |
|                                                 | FONT                                                                       | COLOR                                                                                    | SIZE                                             | ALIGNMENT                                                |
| <b>OPENED<br/>TAB TITLE</b><br>(Container 5)    | Font family:<br>Helvetica, Trebuchet<br>Bold                               | #e68b02<br>(Hexadecimal value)<br>Orange, Accent 6<br>(Microsoft Word)                   | 9 pt                                             | Left justified<br>(controlled by<br>content editor only) |
|                                                 | FONT                                                                       | COLOR                                                                                    | SIZE                                             | ALIGNMENT                                                |
| <b>CLOSED<br/>TAB TITLE</b><br>(Container 5)    | Font family:<br>Helvetica, Trebuchet<br>Bold                               | #336699<br>(Hexadecimal value)<br>Blue, Access 1<br>(Microsoft Word)                     | 9 pt                                             | Left justified<br>(controlled by<br>content editor only) |
|                                                 | FONT                                                                       | COLOR                                                                                    | SIZE                                             | ALIGNMENT                                                |
| <b>TAB<br/>PARAGRAPH</b><br>(Container 3 and 5) | Font family:<br>Helvetica, Trebuchet                                       | #666666<br>(Hexadecimal value)<br>White, Background 1,<br>Darker 50%<br>(Microsoft Word) | 9 pt                                             | Left justified<br>(controlled by<br>content editor only) |
|                                                 | FONT                                                                       | COLOR                                                                                    | SIZE                                             | ALIGNMENT                                                |
| <b>LINKS</b><br>(Container 5)                   | Font family:<br>Helvetica, Tahoma<br>Regular<br>UNDERLINED<br>(mouse over) | #e68b02<br>(Hexadecimal value)<br>Orange, Accent 6<br>(Microsoft Word)                   | Font size is dependent<br>on its root paragraph. | Left justified<br>(controlled by<br>content editor only) |
|                                                 | FONT                                                                       | COLOR                                                                                    | SIZE                                             | ALIGNMENT                                                |
| <b>LINKS</b><br>(Container 3)                   | Font family:<br>Helvetica, Tahoma<br>Regular<br>UNDERLINED<br>(mouse over) | #ffcc00<br>(Hexadecimal value)<br>Gold<br>(Microsoft Word)                               | Font size is dependent<br>on its root paragraph. | Left justified<br>(controlled by<br>content editor only) |
|                                                 | FONT                                                                       | COLOR                                                                                    | SIZE                                             | ALIGNMENT                                                |
| <b>LINKS</b><br>(Side bar)                      | Font family:<br>Helvetica, Tahoma<br>Regular                               | #336699<br>(Hexadecimal value)<br>Blue, Access 1<br>(Microsoft Word)                     | Font size is dependent<br>on its root paragraph. | Left justified<br>(controlled by<br>content editor only) |