How to up-date the IUVSTA Site

1. Connection
Connect to **http://iuvsta.org/iuvsta2/manager/**
Enter your username and password to login
Wait until the tree of the site map is appearing in the left window (it should take less than a minute but may not be instantaneous).

You will access to the managing part of the IUVSTA site. On the left window you can view the site map. In the right window you can edit/create pages and make modifications.

Please note that you can view the complete site map but modifications can only be done according to your editorial rights.

Once you have made the appropriate modifications, do not forget to save them by hitting the "save button" on top or bottom of the right window. This will immediately implement the modifications on-line. Please check they correspond to what was intended.

NB. Do not forget to log out when you quit! (top right of the page). If you do not log out, the page on which you were working will not be any longer accessible to other editors (including the Webmaster).

2. How to create a new page
- Select the category (sub-category…) in which you wish to create a new page
- Right click on create
- Give a title to the new page (document setting in the right window)
- Prepare your page (document content in the right window)
- Save
The new page will automatically be added in the category (sub-category…) you selected

NB. As a general rule when creating or modifying text, **do not copy texts created by Microsoft or Open Office or Claris softwares** (such as Word, Frontpage,…) **directly in the document content box** of the Webpage. Do not use the "Paste from Word" function in the Modx editor as it does not give good results. There are 3 convenient ways to proceed:
- you can directly create the text in the document content box using the Modx editor tools. Please note that the return key induced a large blank in the text. If you wish to have a blank line, hit Cap+Return,
- you can create your text document (without images, links,…) using a Microsoft of Open Office software. Then you must copy this document and paste it into a blank page created using any simple editor software such as Notepad, Blocnote, Pspad or Context. This will suppress all formatting codes. Then select and copy the unformatted document and paste it in the document content box of the relevant Webpage. Format the text using the Modx editor tools, and import images, create links…
- you can create your text document (without images, links,…) using a Microsoft of Open Office software. Then you must copy this document and paste it into a blank page created using a Wysiwyg software (What You See Is What You Get) for html edition (such as Adobe Dreamweaver, NVU, Compozer, Namo editor,…). You can then format the text using the

Wysiwyg software, but do not import images or create links at this stage. Then select and copy the Wysiwig document and paste it in the document content box of the relevant Webpage. Import images, create links… using the Modx editor tools.

3. How to edit a page/modify a page content
- Select the page in the category (sub-category…) tree of the map site (left window)
- Right click on "edit"

The selected page will be displayed in the right window. Make modifications in the "document content" area and save.
See paragraph 2 for proper use of various editorial softwares.

4. How to duplicate a page
- Select the page in the category (sub-category…) tree of the map site (left window)
- Right click on « duplicate »

5. How to make an internal link (link with a page of the IUVSTA website)
- Select the page where the link must be created in the left window tree
- Right click on "edit"
- In the « Document content » area of the right window, select words to be linked
- Click on the "chain" icon. A new window will appear
- In the url address type: index.php?id=xxx (where xxx is the number of the page to be linked (as appearing in the left window tree))
- Click on insert
- Save

6. How to create anchors
Do not use the anchoring tool of the Modx editor as it does not work properly.
- Select the page where the anchor must be created in the left window tree
- Right click on "edit"
- In the « Document content » area of the right window, left click on the left side of the first word (or title) of the paragraph that you wish to anchor
- click on the anchor icon
- in the window which is appearing give a name to the anchor. The name must not contain any space or special characters such as é è à ç…. * \ …
- click on insert,
- save the document
A small icon (anchor) will now appear on the left side of the first word (or title) of the paragraph that have anchored when you will edit the page

7. How to make a link to an anchor within the same page
- In the « Document content » area of the right window, select words to be linked
- Click on the "chain" icon. A new window will appear
- In the url address type: #anchorname
- Click on insert

- Save

8 How to make a link to an anchor contained in a different page
- In « Document content » (right window) select words to be linked
- Click on "chain" icon
- In the url address zone, type: index.php?id=xxx#anchorname (where xxx is the number of the page containing the anchor (as appearing in the left window tree))
- Click on insert
- Save

9. How to make an external link (link with another website)
- Select the url address of the page to be linked by opening the site et selecting the url address in the address bar (left click and right click on copy)
- Select the page which will contain the link in the tree of the mapsite
- Edit the selected page (right click on Edit)
- In « Document content » (right window) select words to be linked
- Click on "chain" icon
- In the url address zone, copy the address of the page to be linked
In the same window select new window "blank" in "target"
- Save

10. How to add/suppress a page in the daughter pages list
- Select the desired page in the tree of the map site (left window)
- Right click on "edit"
- In the "document setting" area, tick (untick) "show in menu" to make the selected page appearing in (disappearing from) the daughter pages menu
- Save

11. How to change an internal link in the list of daughter pages (full right editors only)
- Select the page in the category (sub-category…) tree of the map site (left window)
- Click on "Manage resources" (top horizontal bar). The available resources will appear in the right window
- Click on "templates"
- Click on "iuvsta3col"
- Find the location of the previous link in the code (page number) and replace it with the new page number (as appearing in the left window tree)
- Save

12. How to change style of a group of words
- Select the desired page in the tree of the map site (left window)
- Right click on "edit"
- In the "document content" area, select the group of words you wish to modify,
- click on the icon "Edit CSS style" in the tool bar of the Modx editor (AA icon on the right)

13. How to import an image
The name of the image file must not contain special characters such as é è à ç…. * \ …
The image width must not exceed 500 pixels.
Follow instructions given by the image import assistant in the Modx sofware

14. How to make a table
Create the table using a Wysiwyg software (What You See Is What You Get) for html edition (such as Adobe Dreamweaver, NVU, Compozer, Namo editor,…) and paste it into the "Document content" window of the Modx editor