Introduction - Welcome to the Content Management System (CMS) manual for the Sandyford website (http://www.sandyford.org/)

The CMS we use is **Umbraco 7**.

You can get support and information on Umbraco online. Please use these resources to support your training and content editing:

- **Essential** – Download and print the [Umbraco 7 Editors manual PDF](http://our.umbraco.org/projects/website-utilities/umbraco-7-editors-manual) – have this to hand as you work on your site.


- **Optional** - Umbraco introductory videos are available online at [http://umbraco.tv/videos/umbraco-v7/content-editor/](http://umbraco.tv/videos/umbraco-v7/content-editor/)

Before your training you should

- be familiar with all standard web terms and using a web browser
- have experience of text editing

**Browsers:**

You must use an up-to-date version of one of the following browsers; Firefox, Internet Explorer 10 or Google Chrome.

Look for the desktop icon showing the Umbraco logo 🌐 that will launch the right browser.

Log a call with your local IT support desk if you do not have one of these installed on the PC to be used.

**Support after training**

Staffnet page for FAQs tips and updates:

[http://www.staffnet.ggc.scot.nhs.uk/Corporate%20Services/Communications/Pages/Communications_webdocs_bam_160207.aspx](http://www.staffnet.ggc.scot.nhs.uk/Corporate%20Services/Communications/Pages/Communications_webdocs_bam_160207.aspx)

Email [webteam@ggc.scot.nhs.uk](mailto:webteam@ggc.scot.nhs.uk)
Management requirements
All web editors should

- Have approval from line manager / service lead to take responsibility for department content.
- Sign off to accept terms and conditions of the Sandyford Digital Management paper (Ensure content is managed regularly and effectively and that local processes are in place to support this.)
- Ensure you use IE10 or later or Google Chrome – contact the IT Helpdesk, informing them you are a web author for NHSGGC/Sandyford.
- Always preview pages and check work once pages are published. Make sure spelling and punctuation are correct, spacing is acceptable, images, links and video all work as expected.

What this manual will cover
This manual will introduce you to most functions in Umbraco required for www.sandyford.org, such as logging on to the system, finding your way around, editing, creating, moving and deleting pages and content; as well as adding images and documents.

Please refer to the Umbraco 7 Editor’s Manual for detailed guidance on more advanced content management, such as scheduling (on and off), re-ordering, formatting text, version management, advanced image uploading, files and folders.

There is also a StaffNet area with support information http://www.staffnet.ggc.scot.nhs.uk/Corporate%20Services/Communications/Pages/Communications_webdocs_bam_160207.aspx
Getting to work
Logging in
1. Go to http://www.sandyford.org/umbraco/
2. Enter your username and password
3. Click Login
Administration menu

The first screen should look similar to this. Identify the **section bar**, **tree view** and **content** areas.

The **section bar** (black left hand column) contains buttons to switch between functions. Click on each one and note what information is displayed.

- **Content** - shows the pages or areas available to you
- **Media** – gives access to the document library and image library
- **At the bottom of the section bar is a ? Help button. This takes you to Umbraco resources – external link**

(NB Click into the right hand content area and then back into the tree view if the section bar fails to display the options expected under each button.)

The **tree view** (second column, headed **CONTENT**) holds information about your login at the top and an expandable list of the areas or pages you can edit. Click on the arrows to the left of headings to expand them. Use the options icon (•••) to the right, to create new sections or subpages.

To the right hand side of the page is the **content area** for pages. Note the tabs across the top of this section which give access to different controls. We will look at these in detail later.
Site plan – understanding colours and sections

www.sandyford.org is arranged in 6 main sections or parent sites:

- **Sandyford home** http://www.sandyford.org/
- **Steve Retson** http://www.steveretsonproject.org.uk/
- **Brownlee** http://www.brownleehiv.org/
- **Free Condoms** http://www.freecondomsglasgowandclyde.org/
- **Archway** http://archway.sandyford.org/
- **Young People** http://youngpeoples.sandyford.org/

New pages will inherit the correct layout and colour scheme for the section in which they belong. You should not need to change the colour scheme of your pages. Familiarise yourself with the look and structure of the site you will be working on before beginning work in Umbraco.
Creating/editing your pages

Although each site in the Sandyford family has a separate 'look and feel' the process for creating and maintaining pages is very similar for each one. The following applies to all sites.

Making/editing pages.

1. Select the parent site you need. Expand the site by clicking on the arrow beside it’s name.
2. Hover over the name of the parent page in the tree view and then click on the options icon to right (•••) to reveal the types of pages you can edit or create.
3. To create a new basic page - click on Standard content which will load a new page into the content area on the right-hand side.
4. Under the Content tab, look for ‘Enter a name’ in the text field at the top of the content area – and enter one for your page. Make sure it is short, unambiguous and relates to page content.
5. Enter a title for the page – this will show up as the main header
6. Adding content – Use this space to enter the main content for your page – you may enter text, links and images in the main content box and embed video.
Do NOT copy text from Microsoft Word – type fresh text, or cut and paste from Notepad. (Word adds invisible ‘mark up’ that will interfere with Umbraco and prevent you page from displaying properly. You can cut and paste from Word to save into Notepad and then to Umbraco.) Notepad should be available on your PC from Start > All programmes.

You can use this toolbar above the box to add or remove formatting, links, images, bullet lists, indentation, bold or headings.

Highlight the relevant text in the box and use the toolbar to add the feature required.

Each site will have a different Format option, choose the one for your site from the drop down list, referring to Sandyford style guide for advice

- SR – Steve Retson
- BR – Brownlee
- Sandyford - Sandyford

More details on text editing options are available in the Umbraco 7 Editors Manual pp16-25

Macros are also available to insert functions such as adding document lists. We will look at these later.
Save/preview pages

To save your page click on the up arrow to the right of the green 'Save and publish' button and select 'Save' – this saves but does not publish your page to the website.

To Preview your page, click on the 'Preview' button, your page will open in a new tab. If you are not satisfied with the page, return to the editing tab and make necessary changes. You can then Save and Preview again.
To add a link in the text area, highlight the text for the link, select the link button.

We’ve all experienced jealousy at some time in our lives, although the reasons why each of us gets jealous and the emotions we feel may differ.

Jealousy involves a wide range of emotions, thoughts and behaviours. It can make us feel pain, anger, sadness, or fear. It can bring about thoughts of blame, we might compare ourselves to another person, or worry about aspects of who we are.

Jealousy intensifies emotions, it can make making love feel stronger and sex more passionate. Infrequent or mild jealousy is not always a destructive force in a relationship, as it can remind us to appreciate each other. However, when it’s intense or irrational, this is very different.

Sometimes jealous feelings can get out of control and put a huge strain on a relationship, leaving the other partner feeling as though they’re constantly having to avoid a jealous reaction.

Overcoming jealousy takes patience and hard work. You might find counseling useful. If you’re recovering from a partner having an affair you may need to deal with these issues first.

Think about the things that trigger your jealousy and ask yourself how realistic the threat is. One way to beat jealousy is to speak to your partner about it and ask for reassurance. Be aware however, that if your jealousy is irrational or unfounded, then repeatedly asking for reassurance might be counterproductive as your partner might feel irritated or annoyed.
This will open a dialogue area.

You can either
- enter a URL directly, if for example you are linking to an external site
- Browse to another page within your site using the site tree
- Link to a document in the document library using the Link to file button which will allow you to browse to the document required.

You must complete all three boxes,
- **Link** – enter URL (web address). If you browse to another page or link to a file this will autocomplete.
• **Caption or Title** – this is an essential accessibility requirement describing your link, e.g. 'link to consultation document (pdf)' or 'link to external [ENTER NAME] website'

• **Target** – use the down arrow to right to select option to open link in the same window or a new window.

*When linking to a page in your own site* select the full body option

![Target selection options](image)

*When linking to a page on another Sandyford site or any external site* select new window

![Target selection options](image)

More on adding links in the [Umbraco 7 Editors Manual](#) pp18-22

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**To insert an image** in this space, for example a team photo, click on the media picker tool

![Media picker tool](image)

Then Select Media>choose folder>
Choose (click on) the image required

Click on the green ‘Submit’ button at the bottom right of the screen. We will look at uploading new images later.
Embed Video

The toolbar has a picker to help you embed video in your content area box.

The video must already be published on eg Sandyford Vimeo or YouTube account.

Go to the video site and select the URL for sharing the video – click on the share button and cut and paste the link displayed as below.

In the content area of your page select the video embed tool from the toolbar
This will open a dialogue box – paste your video URL in and select Retrieve>Submit>Save> Preview>Save and publish
Video embedded in your content area looks like this

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And will appear like this on the published page

Check the layout is satisfactory and that the video plays as expected before leaving the page.
Tabs - note the row of tabs which give access to options for the page.

Content/ Sandyford Featured/ SEO/Admin/Layout/Properties.
The tabs options vary slightly for each site, but all work in the same way.

NB The relevant tabs must all be completed before you finally Save and Publish your page.
Sandyford Featured Tab
This tab can ONLY be used for pages within the Sandyford main site - Sandyford, Sandyford Services, Sexual Health, Parents and Professionals. (In other areas the function is disabled, although the tab is visible in Umbraco.) It allows a page to be structured with a clear outline of information and next steps, here is an example of how it appears on the site:

To use, or to switch off, this function click on the Sandyford featured tab.
If you **do not** want the feature on your page then you must tick the hide boxes as below.
To use Sandyford Featured tab to structure your page complete the boxes as follows:

What to do next – title: ‘What to do next’ is the default title, only enter text in this box if you need to use different wording.

What to do next – items: expand to add content. Add a title and then information in the boxes as example below.
To add a link then click on the +Add button and either

- enter a URL for an external link
- or browse to the site page you wish to link to

from the window that opens. Enter a title and select a target – if your link goes to an external site you must choose ‘open the linked document in a new window or tab’

Enter URL or Browse to another page in your site

Click Select to confirm your choice, and then Save.
To link to a file click on the grey Link to File button at bottom right.

Note - Cancel, Link to File (for linking to a file in the document library) and Select buttons at bottom right.
Browse the system dialogue that opens to link to a file already in the document library.

Remember you can **Save** without publishing and **Preview** pages as you work.
**SEO Tab** (Search Engine Optimisation - *what is this?*)

Most users will arrive at your site following a search - on Google for example. Most users will not arrive at your home page but will choose the page the Search Engine ranks as most relevant. If you leave this tab blank your page and its information may not be shown by a Search Engine.

Click on this tab to complete boxes with keywords and description as in example below. Use words/phrases that sum up the content or topic of the page to someone who doesn’t already know how your service works.

Keywords should be in a list, separated by commas.
Admin Tab

This tab shows a tick box allowing you to hide or unhide a page from the live site navigation menu.

Tick to hide, untick to unhide, or leave blank to show when you publish.

Reasons for hiding might be

- you are working on a page ahead of publication time
- a page needs to be archived but not deleted
- to publish a page you don’t want to appear in the main navigation menu on your site

(The live site navigation menu looks like this)
**Layout tab**

Your pages should automatically follow the scheme set for your site by the ‘parent’ pages and therefore you should NOT need to change them using this tab. Refer to Sandyford style guidelines if in doubt. If changes are necessary, simply select the button next to the colour required.
Properties tab

With this tab you can Publish/unpublish/schedule pages – use the tab to create and save a page for future using the ‘Publish at’ and ‘Unpublish at’ calendar boxes.

You can also use the ‘Link to document’ from this tab to view the page

Please see the Umbraco 7 Editors Manual pp 8-10 for more options on publishing and scheduling pages for future publication.
Deletion
1. Find the page you wish to delete in the website tree view.
2. Right click on the page name in the tree view and select Delete from the options given.
3. Click **OK** to confirm delete or click **Cancel**.

Upon deletion, the page is moved to the Recycle Bin as a safety net in case you change your mind and wish to restore the page. Details on deleting pages and restoring from the recycle bin are in the *Umbraco 7 Editors Manual* p15. Contact webteam@ggc.scot.nhs.uk for assistance.
Images

Your page will inherit any essential images and colours from its ‘parent’ page. There is no need to change these, but you can if necessary, add or change an image. For the *Steve Retson, Brownlee, Free Condoms, Archway, Young People* sites

1. Scroll down the content area to the image box and click on the plus sign. This will open a dialogue box

![Select media](image)

2. Click through subfolders in the photolibrary folder to select the image you need eg **Select Media >Photolibrary>choose subfolder>choose image** and then click on the green ‘Submit’ button.

3. Check the size and position of the image meets your needs – **Preview** your page

4. **Save**
You can also place **images in the main content box.** (If you are working on the main Sandyford site this is the only place you should add an image, check the Sandyford style guide for when this is appropriate.)

1. Place your cursor where you want the image to be
2. Select the media picker icon from the toolbar

3. This will open a dialogue box

4. Click through subfolders in the photolibrary folder to select the image you need. Select Media >Photolibrary>choose subfolder>choose image and then click on the green ‘Submit’ button.
5. Check the size and position of the image meets your needs – **Preview** your page
6. **Save**
To remove an image just place your cursor on the image and click on the red x that appears.

If there is no suitable image already in the system then you will need to upload a new image as below.

Upload a new image.
Before you start

- Your image must be the right size for intended use.* Resolution must be a minimum of 72dpi.
- You must have the legal right to use the picture. Images used without permission from the copyright owner leave NHSGGC liable to be pursued for fines/unpaid royalties. If you don’t know where an image originated, you must not use it.
- You must choose images that meet uniform/dress code/infection control/health and safety/appropriate clinical practice requirements when depicting clinical scenarios or patient interactions
- We recommend that you use images from www.nhsscotlandphotolibrary.org which are freely available to NHS staff in Scotland, or those supplied by the Sandyford management team.

More advice at http://www.staffnet.ggc.scot.nhs.uk/Corporate%20Services/Communications/Pages/Communications_webdocs_bam_160207.aspx
*Sizes for images

- FeatureImages 60px x 60px
- FeaturedBG 240px x 100px
- Carousel 600px x 400px
- newsImageLarge 270px x 150px
- NewsImageNewsPage 880px x 320px
- SR-Carousel 1170px x 500px
- FC-ProductImage 130px x 130px
- FC-homepageHalfHeight 260px x 160px
- FC-MainImage 580px x 270px
- AR-MainImage 800px x 430px
- AR-Panellmage 400px x 430px
- BR-homepageImage 590px x 400px
- FC-FemaleCondom 134px x 87px
- FC-SizeMatters 74px x 185px
- YP – Panel 596px x 452px
- YP – Slim 296px x 453px
- ImageGrid 200px x 200px
- Parents carousel 400px x 490px
- SandyfordHomePanel 593px x 370px
- Sandyford homepage news 560px x 310px

Once you have a suitable image saved to your PC/network folder then, in Umbraco

1. Go to the black section bar
2. Pick the media button
3. Pick the folder in which to store your image from those displayed in the tree view.
4. Click on the options icon (•••)
5. Under create, click on the image icon
6. Click on the ‘Click to upload’ arrow/box that appears and browse/select the image required from your PC/network folders

7. You will see a preview page. Enter an image name. Use the blue circle button to adjust the positioning of your image if necessary.

8. Click Save

The image will now be saved into the folder you selected. It can be used in any of your pages. Further details on working with images are available in [Umbraco 7 Editors Manual](#) pp31-33

**Document library**

**Before you start**

- All document files must conform to the NHSGGC Accessible Information Policy. Details are on Staffnet with advice on how to create accessible information and accessible document formats. [http://www.staffnet.ggc.scot.nhs.uk/Info%20Centre/AIP/Pages/AIPPortal.aspx](http://www.staffnet.ggc.scot.nhs.uk/Info%20Centre/AIP/Pages/AIPPortal.aspx)
- Document file format should always be accessible PDFs. Microsoft Word, Excel and PowerPoint should be converted to PDF.
- [Adobe help](#) and Staffnet give further advice on creating accessible PDFs.
• You must have the legal right to use the document file and contents. If you wish to post material that is not copyright owned by NHSGGC then you must check with the copyright owner. Be cautious when publishing presentations or posters that have been produced by individuals not employed by NHSGGC and obtain written consent to publish such material in any format.

• Staffnet has more on copyright at [http://www.staffnet.ggc.scot.nhs.uk/Info%20Centre/Library/Pages/Copyright.aspx](http://www.staffnet.ggc.scot.nhs.uk/Info%20Centre/Library/Pages/Copyright.aspx)

**Upload a new document**

Once you have a suitable document file saved to your PC/network folder then, in Umbraco

1. Go to the **section bar**
2. Pick the **media** button from the black Section bar
3. Pick the folder in which you want to store your document from those displayed in the tree view
4. Click on the options icon (•••) and pick the **File** option under **Create**

5. In the content area ‘**Enter a name**’ at the top. Make it meaningful, check it matches the conventions agreed for your site.
6. The **File** tab should be open in the content area, if not click on it to open
7. Click on the ‘Choose file’ button and select the image required from your PC/network folders.

8. Click Save. You can save as you go, the Save button is displayed at the bottom of the content area.

9. Your document will now be saved into the folder you selected. It can be used in any of your pages.

10. The Actions button at top right of your screen gives access to Move, Delete and Sort options for your document files.

Library structure, using folders

Create a new document folder
1. Go to the section bar.
2. Pick the media button from the black Section bar.
3. Pick the folder you want to create your subfolder in from those displayed in the tree view.
4. Click on the options icon (•••) and pick the Folder option.
5. In the content area ‘Enter a name,’ at the top of this area. Make it meaningful.
6. Click Save. You can save as you go, the Save button is displayed at the bottom of the content area under each tab.
7. Documents added to a folder will be displayed in the content area.
8. The **Actions** button at top right of your screen gives access to Move, Delete and Sort options for your document folders.

**Beware** - Deleting or moving a folder will delete or move all the contents of that folder and all subfolders and their contents. Use with caution!

**Document links from text**

1. In your page Content area select the text that will form the hyperlink.
2. Click the **Insert Link** button which will reveal the link properties slide out menu.

   ![Content](image)

3. Select the link to file button which is situated at the bottom of the slide out menu.
4. You will then be taken to the media picker, where you can browse to select the media item.
5. When you have selected the media item you will be taken back to the link screen where the link to document and page title fields have been populated with the media item information. By default the page title will be the media file name however this can be edited.
6. In the **Target field**, select the target window/frame the link should be opened in
7. Click **Select**
8. To **delete a link**, highlight the text and then click on the remove link button

   ![Content](image)

See the [Umbraco 7 Editors Manual](#) p20 ‘Link to a media file’ for more.

**Document lists** - to create lists of related documents

You can use the **macro** function to insert a list of all the documents in one folder while creating page content. This is an advantage when you have a series of documents that appear over time, say monthly or quarterly reports, – adding a new document to the folder will mean it automatically appears on your page in this list. (Remember to delete or unpublish documents that are no longer needed.)
1. Make sure the documents you want to list are all in the same document library folder
2. On your page - place the cursor in the content editor box where you want to insert your macro.
3. Click the **Insert Macro** button from the toolbar to open the macro properties dialogue box

![Content Editor with Insert Macro Button](image)

4. The **Choose a macro** drop-down list appears. Select **List Documents from Folder** as the macro
5. Click on the + sign to navigate to the folder you want – this will expand the document library tree available to you
6. Click on the dark grey **select bar** to expand a folder to show subfolders.
7. Click on the pale grey **box** to select the folder you want all documents listed from. A tick appears on the folder you have chosen.
8. Enter a title if desired
9. The macro is displayed in the editor with a yellow dotted border.
10. Click **Submit** and then **Save>Preview** or **Save and Publish** your page

You should have a list of all the documents within the folder displayed on your page.

To delete a macro, highlight the yellow dotted border and use the ‘Delete’ button on your keyboard.

Macros can be inserted in the content area for other reasons such as listing locations (eg Condom Clinics) on a page. See the [Umbraco 7 Editors Manual](umbraco7EditorsManual) p23 section 3.1.8 for general instructions on inserting a macro.
FAQ function

Allows you to structure a page as a list of questions and answers.

This is a clear and concise way to lay out long or complicated information or sets of instructions.

- Create a blank page.
- Go to your page in the tree and select the options icon (...)
- Choose Create> FAQ holder
• Choose a unique name for the holder

• Save
• Use the options icon (...) next to the FAQ holder to create an FAQ question
• Enter the **Question** in the **Title** box and **Answer** in the **Content** box.

• **Save**
  
  • Repeat the step **Create an FAQ question** for each individual question in the series.
  
  • **Save** as you go.

When questions and answers are complete

• Go to the page where the FAQs are to appear
• Position your cursor
• Choose the macro symbol from the tool bar
• Choose macro >FAQs
• **Enter a title** and use the FAQ section > +Add
• navigate to the FAQ holder you have just created and click on the name
If you wish the answers to appear on your page leave the Hide answer preview box blank

If you wish to hide the answers so that users have to click to see them click in the Hide answer preview box to tick it.

Click on Submit

Save and Preview your page.

If you are happy, Save and publish.
We've all experienced jealousy at some time in our lives, although the reasons why each of us gets jealous and the emotions we feel may differ.
Add News or Blog item (Sandyford, Steve Retson and Brownlee)

This option is accessed from the expanded tree view for your own site. It works the same way as adding an ordinary page.

Select News or Blog/News and then click on the options icon (・・・) to create new stories.

Choose News story / Event.
The content area screen will open up (similar to screenshot below).

Enter your text in the content box.

Complete all sections and tabs as required as for ordinary pages, including SEO (keywords and description), Admin (hide from menu if required), Featured (add an image slider with link) and Properties (set publish and unpublish date). (Ignore the Sandyford Featured tab.)

Save or Save and publish as with ordinary content.
‘Do something else’ – delete, move, copy and sort
The options icon (····) give you the option to carry out a range of tasks on your page/site. Click on the icon then choose the ‘do something else’ button (bottom centre screen). The content screen opens as below. You can now choose to Delete, Move, Copy, Rollback the page you are working on, or Sort the section. Use the navigation menus and ‘drag and drop’ options provided.
Shared settings – add, delete or edit location information

Addition, deletion or editing of location (clinic) information in databases. Select the Shared settings icon at the bottom of the tree view.

1. Expand the subheadings for a list of locations.
2. Click on a location to add or change information, such as services or opening times, for that location. Check relevant tabs are complete
3. Enter the information required and Save and Publish
To add a new location click on the options icon (...). Choose the appropriate type offered in the content area (eg Condom clinics, or pharmacies, see below). Complete the content boxes, paying attention to the tabs, as for creating ordinary content and news. **Save and publish.**
Footer Menus

Each sub site can edit the relevant footer menu

- Expand your site in the tree menu
- Find your Settings at the end of the list
- Click to expand
- Select Footer Menus>Address
- Enter new address or contact details in the Content area box, Save and publish

Service Alert

For important announcements - to announce a temporary service change or closure, create a new Service alert. Select the Shared settings icon at the bottom of the tree view and click on the text saying Service alerts.
Complete the content area boxes and panel as follows

- Tick the ‘is Active’ box
- Use Calendar boxes to set Enable and Disable Date
- Enter a title
- Enter your message in the Alert Content box. Use the toolbar for link options etc as normal for example to link to a page giving further information about the incident on another part of your site
- Scroll down the content area to select the site or sites on which the Alert is to be displayed.
  Add a site by using the + button.
  Remove a site by using the x next to its name
- **Save and Publish**

- To **remove an Alert** DO NOT UNPUBLISH this page*

  Untick the ‘is Active’ box, remove the dates, title and information to leave the boxes blank and then **Save and Publish**

  *Unpublish would unpublish the whole website. **Don’t do it!**
SIGN OFF:

Now that you’ve completed this manual, you should be able to carry out the essential tasks to allow you to manage your content.

Remember that by signing into Umbraco you are confirming that you have read, understood, and will adhere to, the terms and conditions set out in the Sandyford Digital Management paper as above.

What next?

Please contact the webteam to request a username and password if you do not already have one. Once you have these, you will be able to start editing or building your own site.

Before you start, you must read the Sandyford Digital Management paper and NHSGGC guide ‘Writing for the web’ available on Staffnet. You should aim to achieve the standards set out in the NHSGGC accessible information policy. More on all these topics is available from the webteam pages of Staffnet under Corporate Services > Communications. We will use this page to add further training and support material over time.

[http://www.staffnet.ggc.scot.nhs.uk/Corporate%20Services/Communications/Pages/Communications_webdocs_bam_160207.aspx](http://www.staffnet.ggc.scot.nhs.uk/Corporate%20Services/Communications/Pages/Communications_webdocs_bam_160207.aspx)

If you need further help or advice with editing or managing content remember to email us [webteam@ggc.scot.nhs.uk](mailto:webteam@ggc.scot.nhs.uk), please do not log a call with the IT Helpdesk.

Useful links

These have all been referenced in the text above:

- Umbraco manual
  [https://our.umbraco.org/projects/website-utilities/umbraco-7-editors-manual](https://our.umbraco.org/projects/website-utilities/umbraco-7-editors-manual)

- Copyright
  [http://www.staffnet.ggc.scot.nhs.uk/Info%20Centre/Library/Pages/Copyright.aspx](http://www.staffnet.ggc.scot.nhs.uk/Info%20Centre/Library/Pages/Copyright.aspx)

- Search Engine Optimisation

- Images

www.nhscotlandphotolibrary.org

- Accessibility

http://www.adobe.com/accessibility.html?promoid=DJGVE

http://www.staffnet.ggc.scot.nhs.uk/Info%20Centre/AIP/Pages/AIPPortal.aspx