CIRCLE Web Site Maintenance
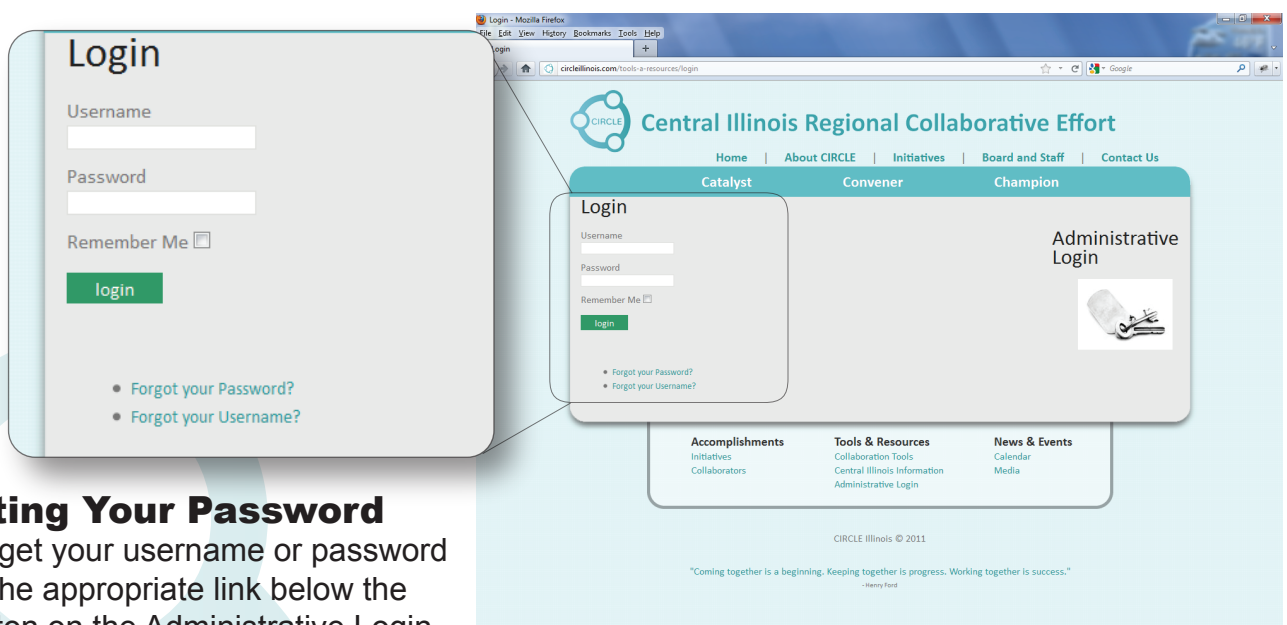
Login Steps

1. Open a web browser to
   http://www.circleillinois.com
2. Click "Administrative Login" (under the Tools & Resources menu shown below),
3. On the Administrative Login Web Page type your CIRCLE Illinois username and password,
4. And click the login button.

Administrative Login Web Page
http://circleillinois.com/tools-a-resources/login
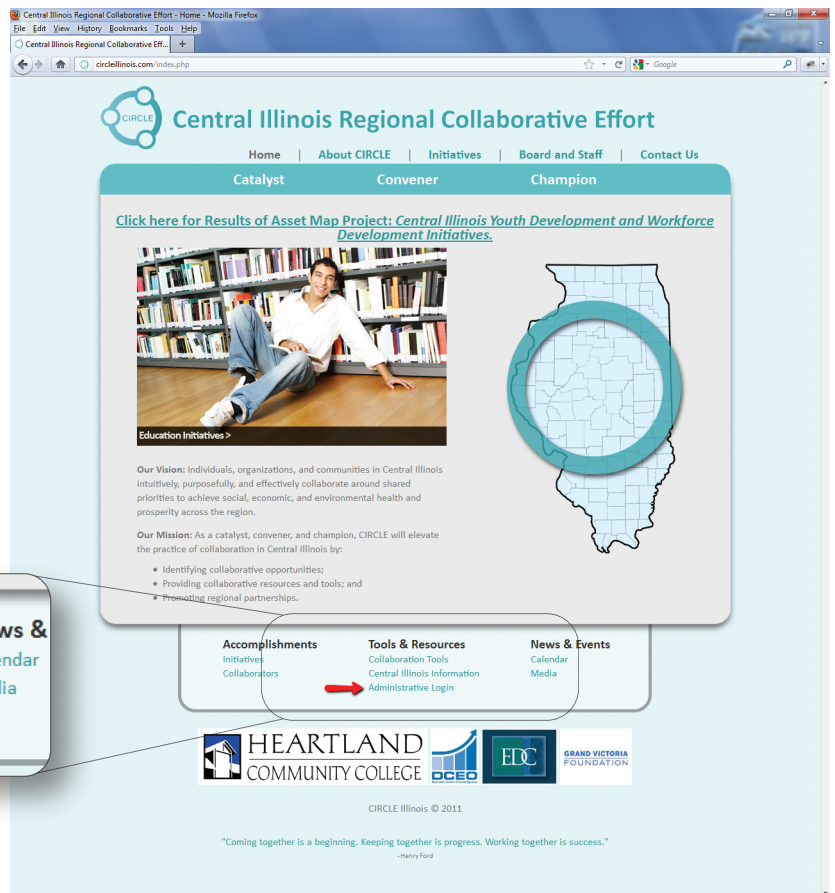
Resetting Your Password

If you forget your username or password click on the appropriate link below the login button on the Administrative Login Web Page. You will receive an email with instructions for resetting your password (using a token) or notification of your username from Central Illinois Regional Collaborative Effort <HCC.Inforequest@heartland.edu> (check your Junk E-mail folder in Outlook).

CIRCLE Web Site Maintenance
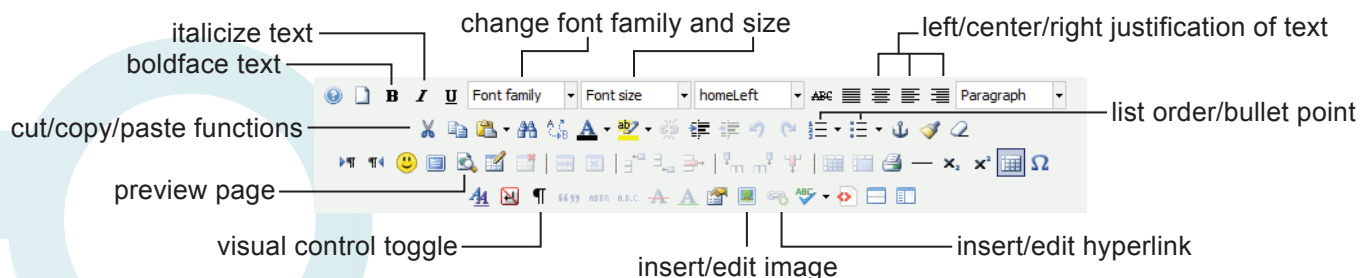## http://www.circleillinois.com

Editing/Updating Steps

1. After logging in click the small pencil and paper icon in the upper left of a web page. You will enter into the edit mode on that web page,

2. Scroll to the edit point and click the cursor to type new text or make edits or,

3. Highlight and style the text (boldface, italicize, add bullet points, etc.) using the editor controls located near the top center of the web page content (many common editor tools can be found in the diagram at the bottom of this page in the handout. Pages 3 and 4 of this handout detail uploading documents/inserting hyperlinks and inserting images into the web pages),

4. After making changes to a web page click the Save button (in the upper right) and your changes will take effect immediately.
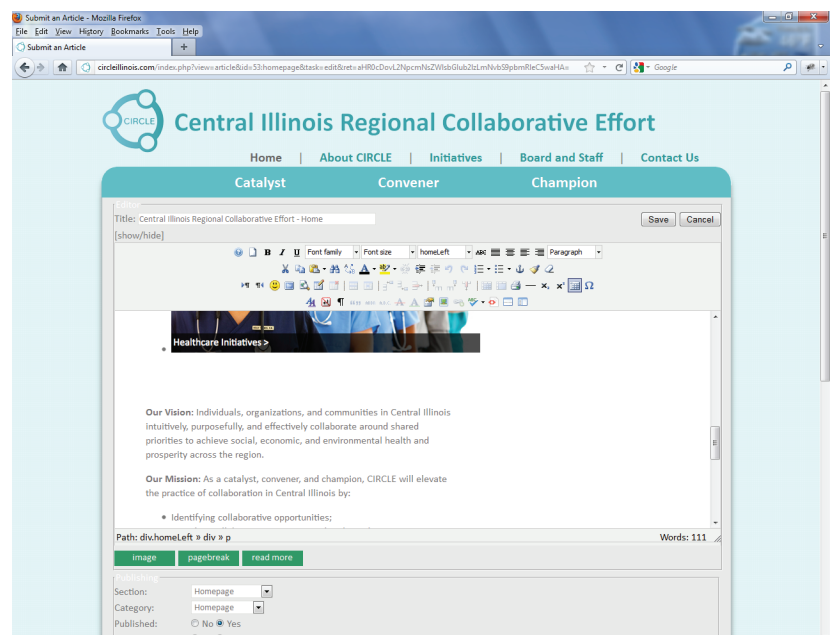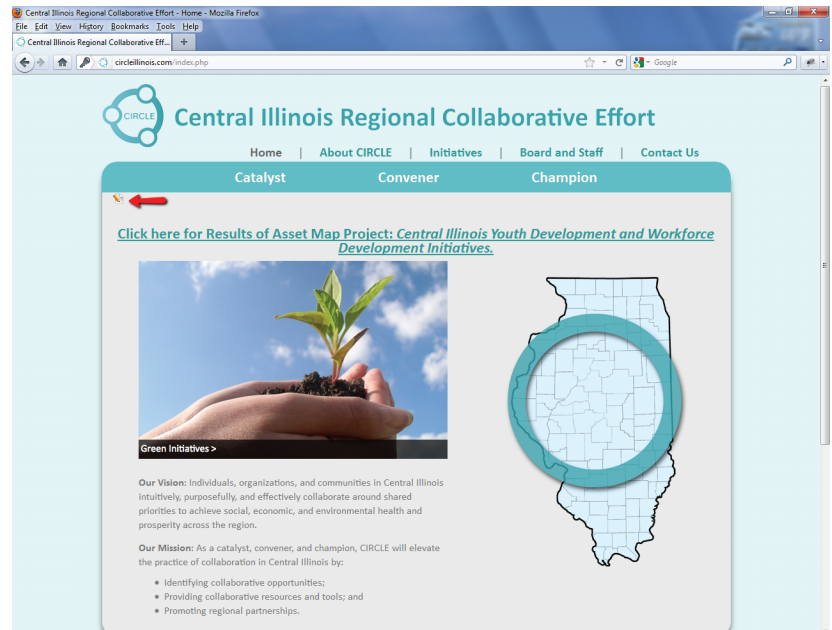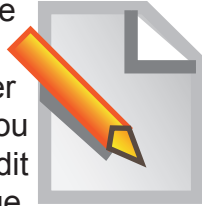
Common Editor Tools

Below you will find a diagram of many of the common editing tools available when you enter into the edit mode. While in edit mode you can also right mouse click near the text to be edited to bring up a short menu of editing options.

italicize text

change font family and size

left/center/right justification of text

boldface text

cut/copy/paste functions

list order/bullet point

preview page

visual control toggle

insert/edit image

insert/edit hyperlink

Adding a Link to a New Uploaded Document

1. While editing a web page type the link text you would like to appear and highlight that text,

2. Click the insert/edit hyperlink button in the editor controls (see the bottom of page 2),

3. Click the Browse button to the right of the URL textbox in the Advanced Link dialog box,

4. Click the Upload button to the right of the screen in the Browser dialog box,

5. Click Add then find and select/open the document on your computer you'd like to upload,

6. Click the Upload button to the bottom of the window after your file(s) are added to the queue,

7. Click Close on the window from step 6,

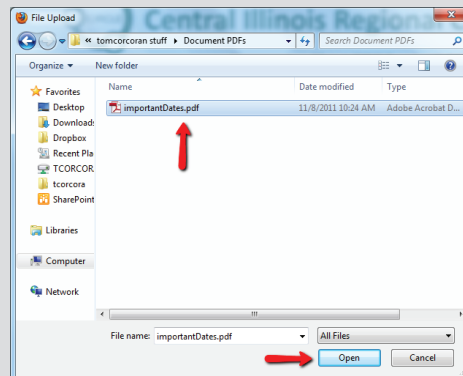**8.** Select your document from the list, click Insert and Insert again to insert the document link.
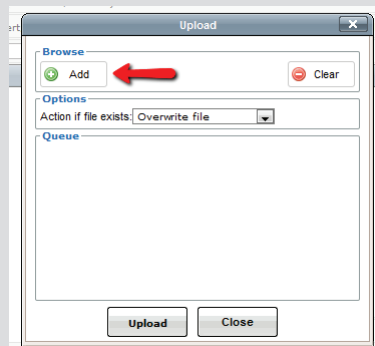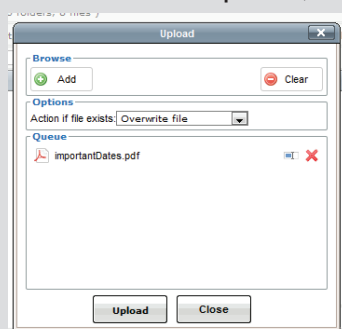
Step 3. click the Browse button
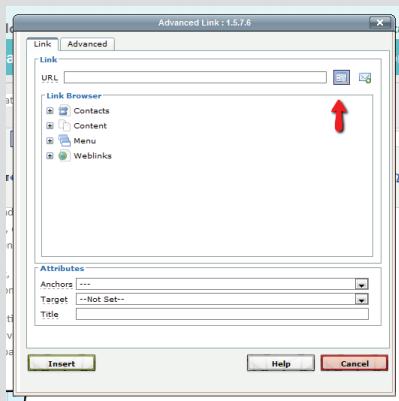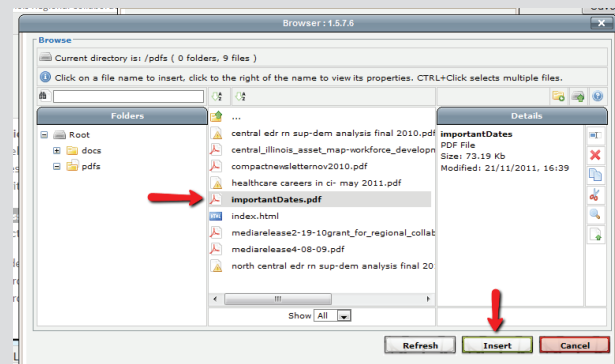

Step 4. click the Upload button
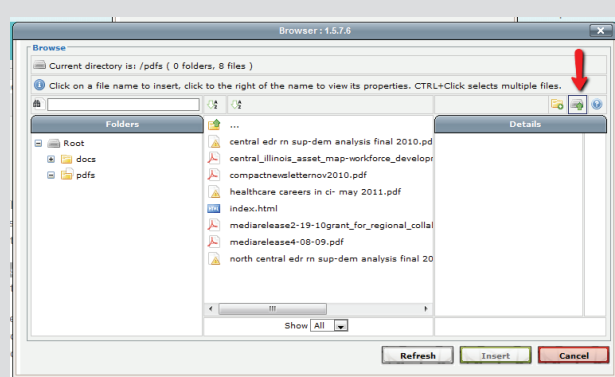
Step 5. click Add and navigate on your computer to the document and click open

**Steps 6 & 7.** click the Upload button after the file is in the queue, click close


Steps 8. select your document and click Insert

Adding and Displaying a New Uploaded Image

1. While editing a web page place the cursor where you'd like the image to be added,

2. Click the insert/edit image button in the editor controls (see the bottom of page 2),

3. Click the Upload button to the right of the screen,

4. Click Add then find and select/open the image on your computer you'd like to upload,

5. Click the Upload button to the bottom of the window and close that window,

6. Your image will upload to the web site,

7. Select your image from the list and type Alternative Text into that text field under Properties,

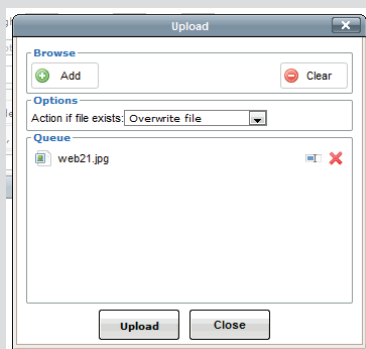**8.** Click Insert and your image will be inserted on the web page.
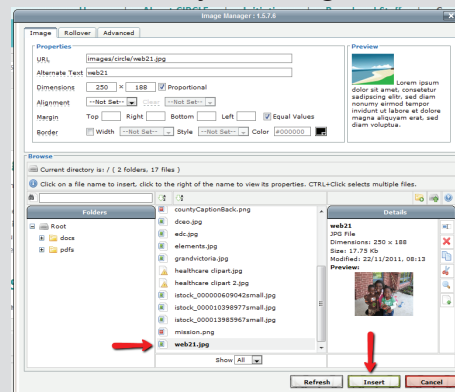

Step 3. click the Upload button
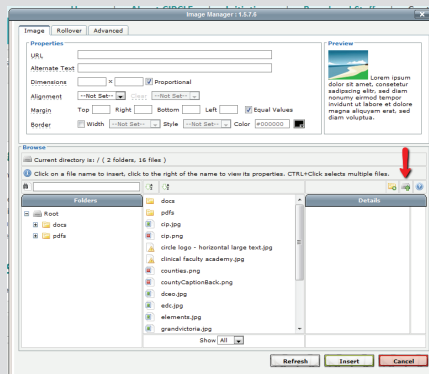
Step 4. click the Add button, select and open the image
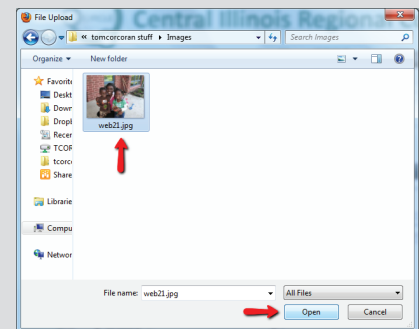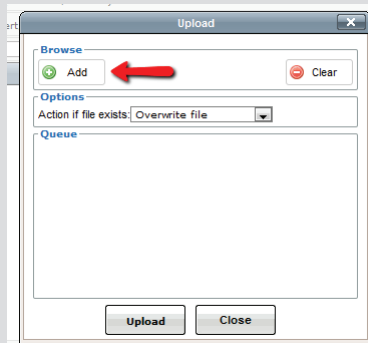
**Step 5.** click Upload after image is in the queue, then close the window

**Steps 6 & 7.** select your image and click Insert

Adding a Link to an External Web Site or Resource

1. While editing a web page highlight or type in and highlight the text to be used as a link,

2. Click the insert/edit hyperlink button in the editor controls (see the bottom of page 2),

3. In the URL textbox field type in the full web site address to the link you'd like to add,

4. In the Title textbox field under Attributes type is a description of the link,

5. Under the Target Attribute drop the menu and choose Open in this window /frame.

6. Click Insert and your hyperlink to an external web page will be added to your web site

Step 1. type in and highlight the text to be used as a link,
Step 2. click the insert/edit hyperlink button,
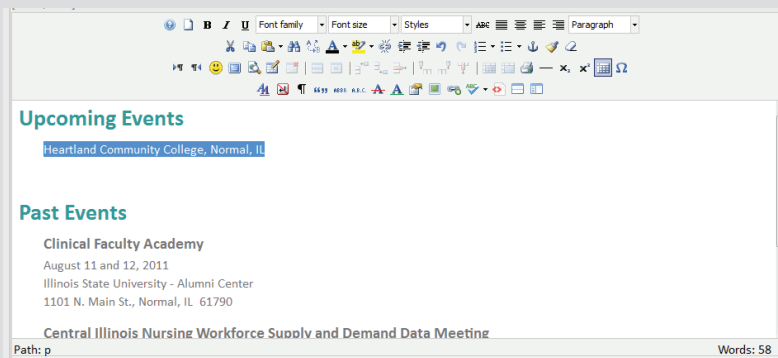
Step 3. enter the full web address in the URL textbox field,
Step 4. enter the title/tool tip pop up text in the Title textbox field,
Step 5. drop down the Target menu and choose "Open in this window/frame",
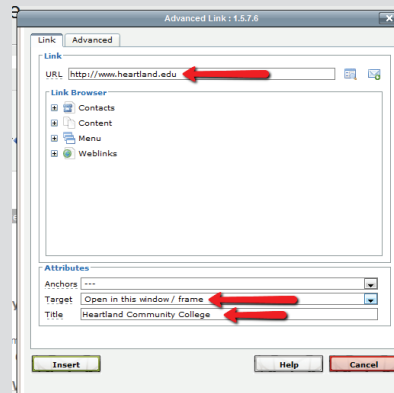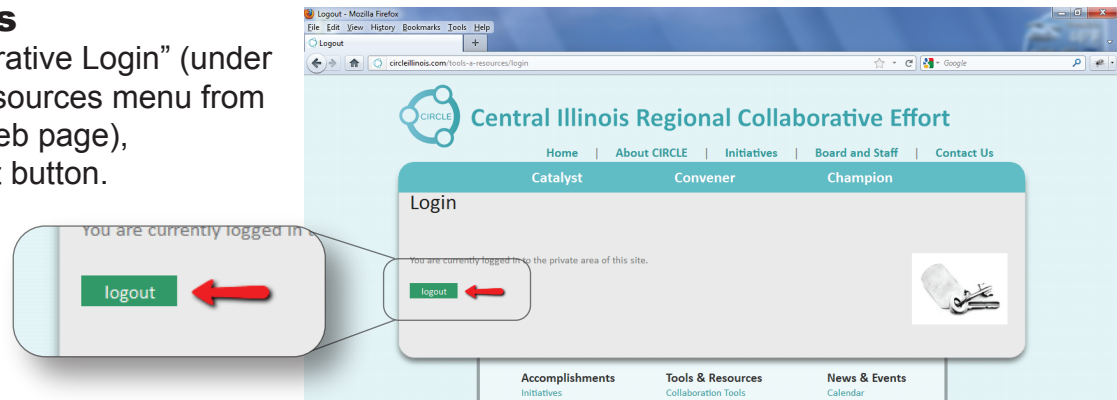

Step 6. your hyperlink will be added to the web page

CIRCLE Web Site Maintenance
http://www.circleillinois.com
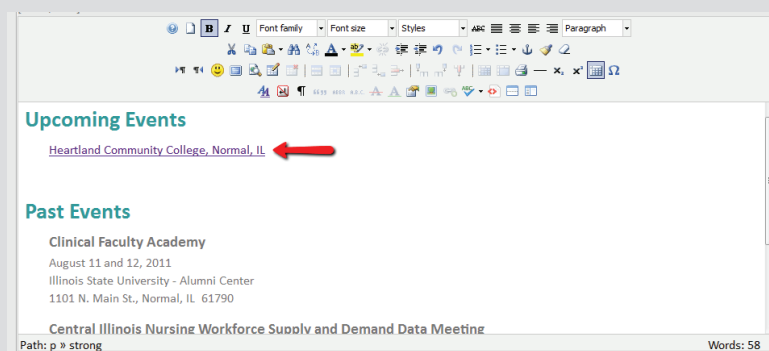
Logout Steps

1. Click "Administrative Login" (under the Tools & Resources menu from any CIRCLE web page),
2. Click the logout button.

CIRCLE Web Site Maintenance Video Tutorials:

Login Steps and Resetting/Retrieving your Password or Username

mms://stream.heartland.edu/circleIllinois/login_video.wmv

(Length: 3:05; Size: 5.61 MB)

Editing/Updating Steps

mms://stream.heartland.edu/circleIllinois/edit_video.wmv

(Length: 2:30; Size: 5.74 MB)

Adding a Link to a New Uploaded Document

mms://stream.heartland.edu/circleIllinois/uploadLinkedDocument_video.wmv

(Length: 3:01; Size: 4.69 MB)

Adding and Displaying a New Uploaded Image

mms://stream.heartland.edu/circleIllinois/uploadImage_video.wmv

(Length: 2:30; Size: 6.32 MB)

Adding a Link to an External Web Site or Resource

mms://stream.heartland.edu/circleIllinois/addingHyperlink_video.wmv

(Length: 2:59; Size: 4.27 MB)

Logout Steps

mms://stream.heartland.edu/circleIllinois/logoff_video.wmv

(Length: 1:07; Size: 2.24 MB)

Considerations when Updating the CIRCLE Web Site

mms://stream.heartland.edu/circleIllinois/considerations_video.wmv

(Length: 5:39; Size: 9.13 MB)