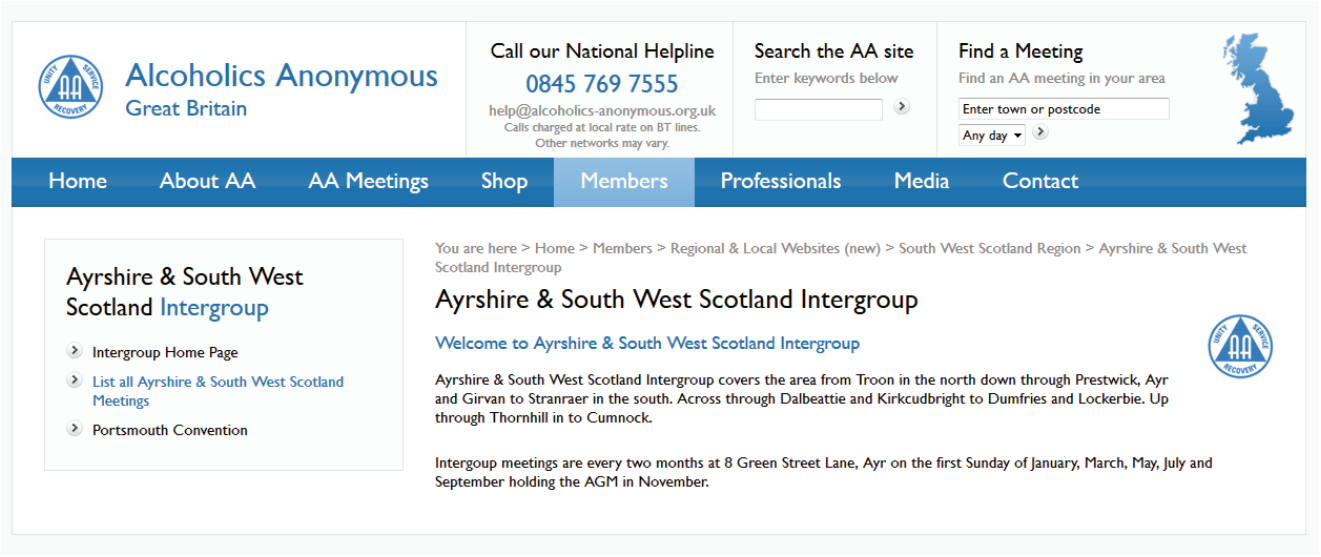
Electronic Communications Sub-Committee
Alcoholics Anonymous GB

# How to Guide for Editing Region/Intergroup Micro-sites.

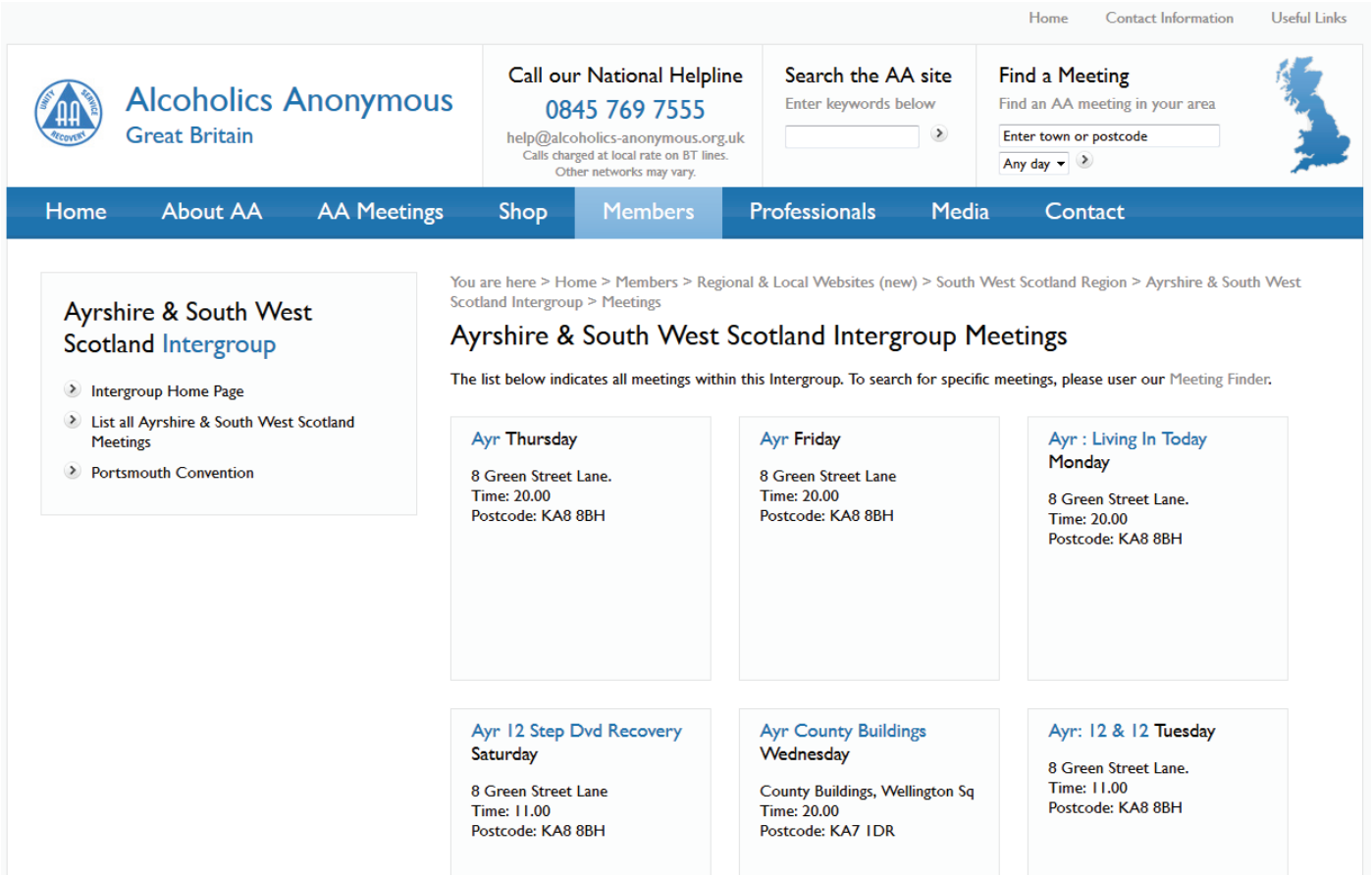
Version 0.1 July 2013

# Default Pages

Each Micro-site has two Default Pages.
A Description Page which is Editable.




And a Meetings list page which is auto generated from the GSO Where to Find Database of Meetings for that intergroup.

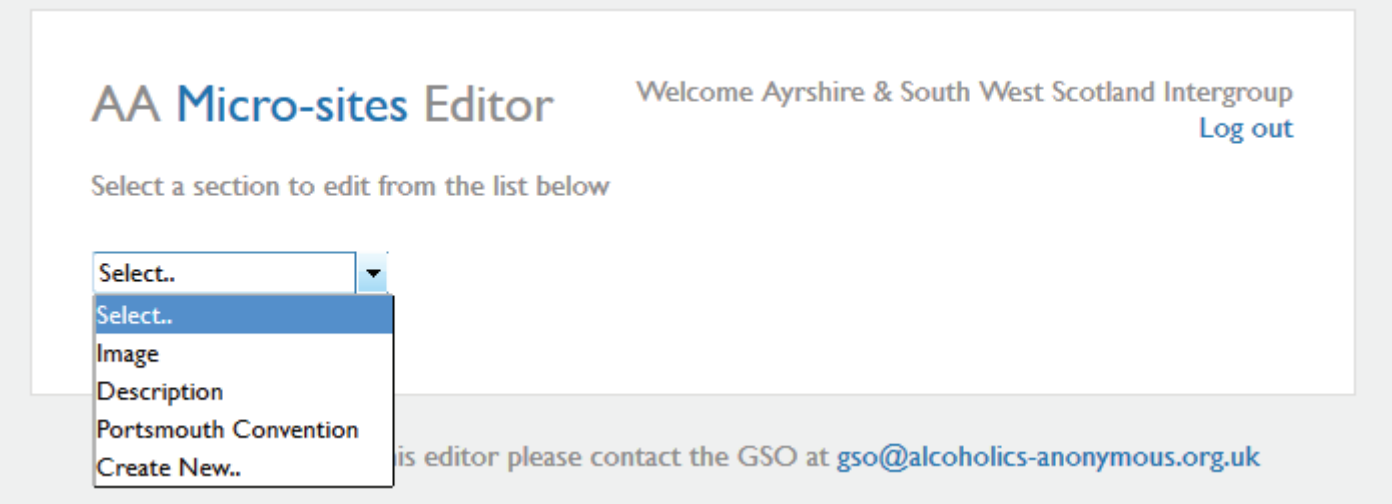


# Logging On

The editor for your micro-site can be accessed via
http://www.alcoholics-anonymous.org.uk/microsites.do?Login
Use the user id and password provided for your Micro-site.

# Select the Page to Edit/Create New Page

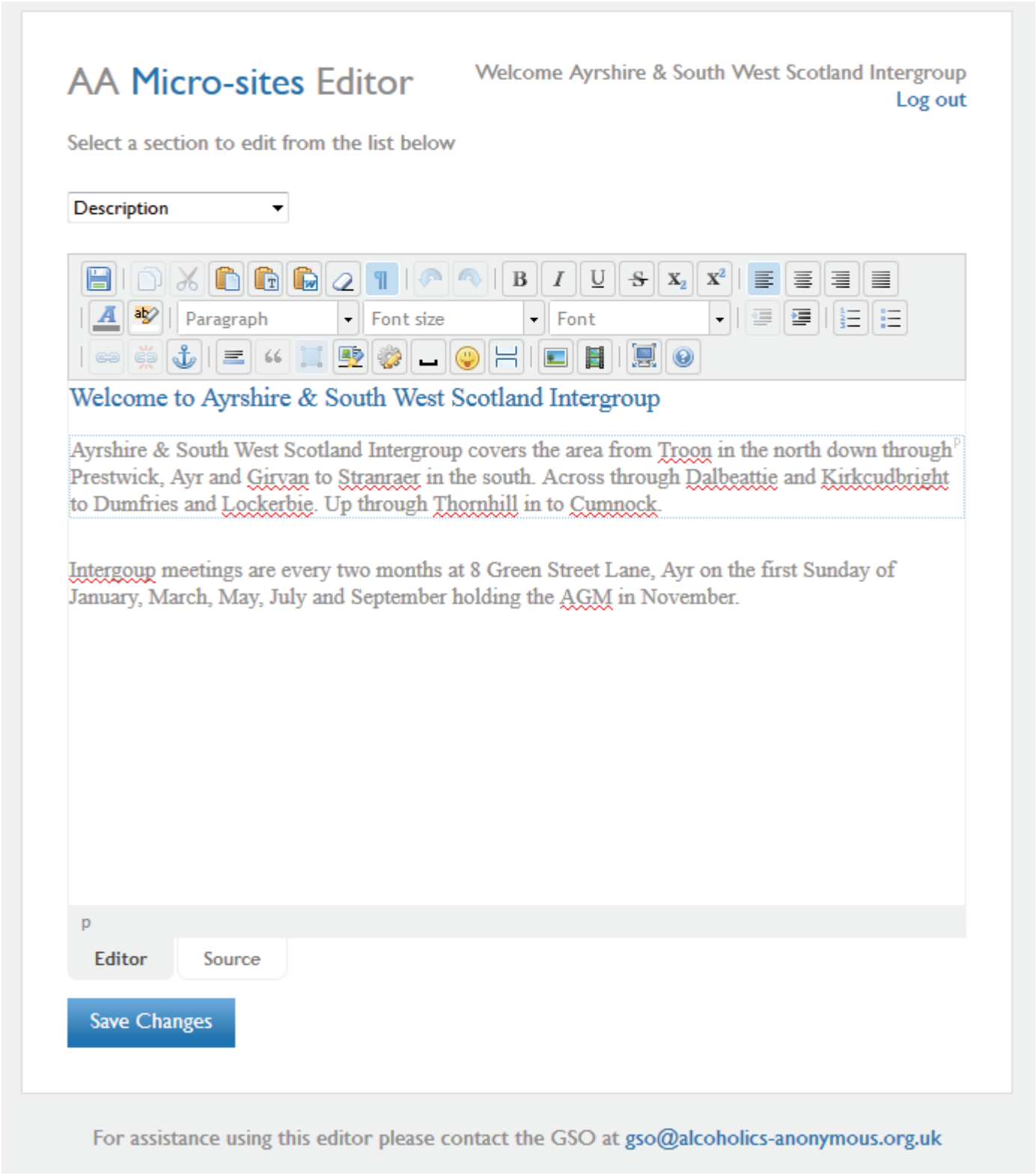
The drop down menu will allow you to select the Page you wish to edit.
Or you can create a new page.
New Pages will automatically be added to the micro-sites menu on the left hand side.



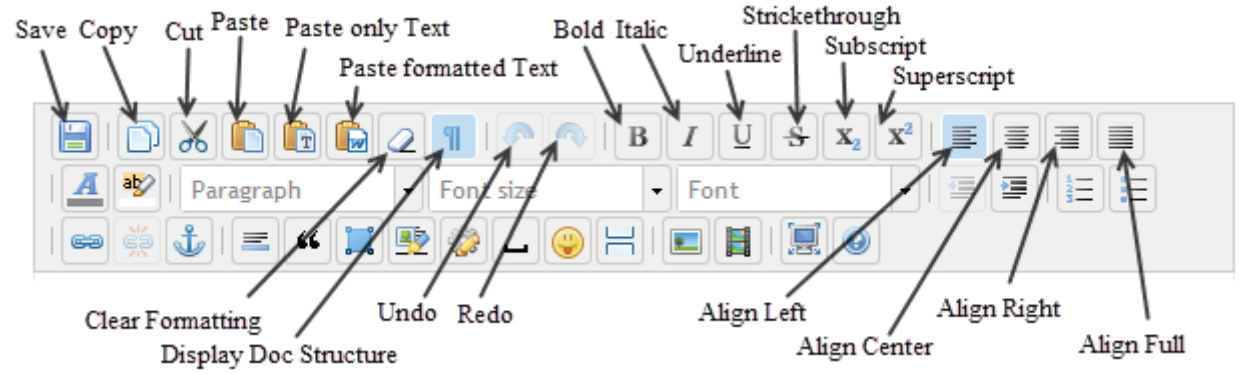
# Editor Page Layout

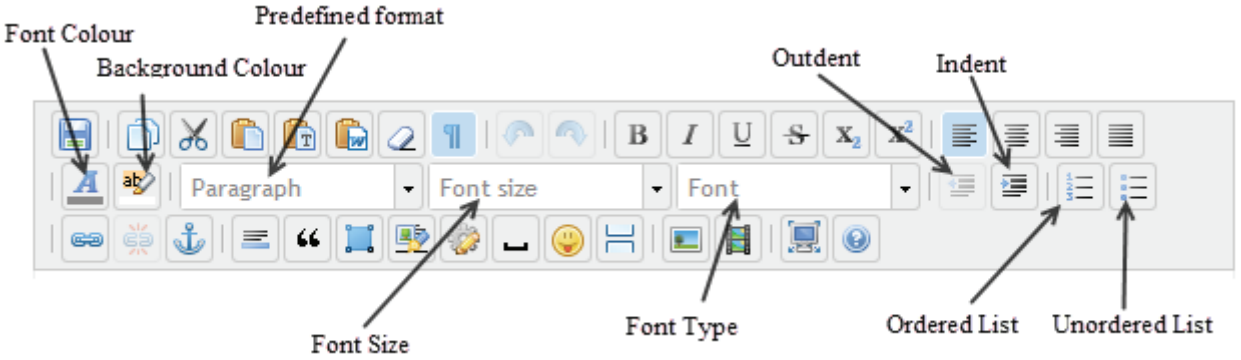
The editor page allows either a WYSIWYG (What you see is what you get) editor
Alternatively you can switch to the HTML Source editor by selecting the “Source” Tab at the bottom of the page.
Once your changes are complete click on “Save Changes” at the bottom of the page.

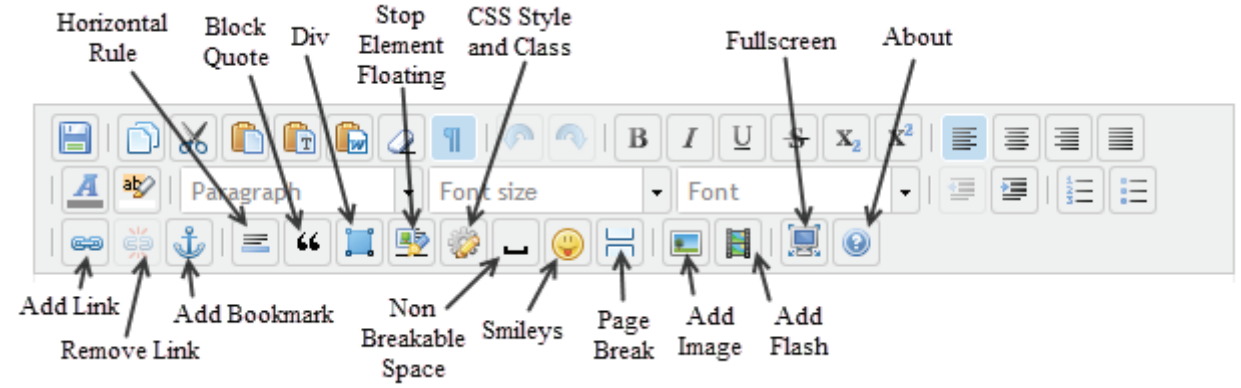
See the next page for details of the toolbar



# Toolbar Layout



# Hints and Tips

When copy and pasting text into the WYSIWYG editor from another web-page or an MS Word document to remove existing formatting either :-
Paste it first into notepad and copy from notepad into the editor in the web-browser
Or to paste directly from the source document into the editor in the web-browser paste using the “Paste only Text” button

In the WYSIWYG editor
The Enter key will start a new Paragraph.
Shift + Enter Key will start a new line, same as a </br>

Site compatability works best with Firefox or Chrome.

Current Limitations
Unable to attach pictures/documents.

Description Field for Regions/Intergroups limited to 256 characters.

# Embedding an image on your microsite!

You can embed images on microsite pages, but the image needs to be referenced with a web address, or URL. Here's how you can do it…!

1) Upload the image to your filestore!

2) Click on the image and to view it in your web browser!

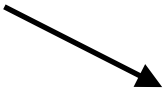
!

3) Viewing the image in your web browser, select and copy the URL from the address bar.!

The address will look something like this: http://www.aa-files.org.uk/drives/drives/London%20Region%20South/SWIG/AA%20Wimbledon%20Convention%202017%201.pdf!

4) In the microsite editor, select where on the page!
you would like your image to embed,!
then click the image button !
!

5) In the image window, paste the address here.!



You can resize the image and set it's alignment in the settings options!

Click OK at the bottom and your image will be embedded in your microsite page.

To make further changes to the settings for your image in the microsite editor, reselect the image and click the image button in the tool panel.!

Note, if you change alignment of the image in the microsite editor window, you may need to reselect the image image by clicking OFF the image then clicking back ON it!