
Content on the UNISON website

Open your web browser, connect to the internet and go to:
<http://www.unison.org.uk/admin>

Click on 'Pages'

USERNAME:

PASSWORD:

(doesn't matter whether you use upper or lower case)

If you have forgotten your username and password, email
webmaster@unison.co.uk

You will see a listing of pages already in the database.

TO ADD A NEW ITEM

1. Click on 'New'.
2. Select the correct 'Type'.
3. Begin date – already set to today's date. Change to future date for an item to appear days or weeks later.
4. Fill in the Expiration date: click on 'Expiration date' and choose a date from the calendar when your item will stop appearing on the website (it will remain in the database).
5. Fill in the Title – around 5-7 words. Avoid one-word titles.
6. Fill in the Summary of between 20-40 words like this:

London Electricity has recognised trade unions at its Oxford Park site, after nearly a decade of shutting them out
7. Fill in the Text with the whole of your story, **including the text in the summary box** (above) – but not the Title.
8. Links and email addresses are automatically hyperlinked. Type as www.unison.org.uk or webmaster@unison.co.uk etc.
9. Select a keyword (up to 3) if you also want the item to appear on another section of your site.

10. Click 'Save' at the top of the page.
 11. An ID number will appear.
 12. Click on Documents to go back to the list of pages.
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TO CHECK YOUR PAGE

1. Click on the title of the document.
 2. Preview window opens.
 3. Check for typos and click on links and pdfs to check they are correct.
 4. Click on 'x' top right to close window.
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TO AMEND AN EXISTING PAGE

1. Click on the ID number of the document.
 2. Make your changes.
 3. Click Save.
 4. That's it.
 5. Click on Documents to go back to the list of pages.
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TO UPLOAD OR ADD A DOCUMENT

1. Click on the ID number of the document.
 2. Click the tab called 'Assets' at the *top* of the page.
 3. Click on Upload.
 4. Click on Browse to search for the relevant file (word document, PDF) on your computer and select that file.
 5. In the "Name" field type in the title of the document.
 6. Type the same title in the "Alt Tag" field.
 7. Click on Upload again.
 8. Click on Documents.
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9. Click on the ID number of the entry you were working on.
 10. Click on the word 'Assets' *under Summary*. A new window appears
 11. Search for your document by typing all or part of the title.
 12. Select the file that you have just uploaded by clicking on the *name* of the document (do NOT click on the icon) eg click on "bananasandapples.pdf"
 13. To check it is the correct file, click on the icon or picture.
 14. Then under 'Type' select 'Acrobat PDF or Word'. This will then give you some code in the Tag box. Copy this code, close that window and then paste the code right after your text back in the main Text window.
 19. Click Save again.
 20. That's it!
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TO REMOVE AN EXISTING PAGE

1. Click on the ID number of the document.
 2. Change the expiration date to a date prior to current date.
 3. Click Save.
 4. Page will disappear from the website, but remain in the database.
 5. Click on Documents to go back to the list of pages.
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PUBLISHING

The item you have just added to the database will not appear until it has been 'published'.

If you have publishing rights – click on the 'publish' tab on the top bar, then click on the publish button on the right hand side of the screen.

If you do not have publishing rights, email webmaster@unison.co.uk as soon as you've entered content into the database. Communications will check and publish content within 3 working days.

don't forget to LOGOFF at the end of your session

WRITING CONTENT – a few basic guidelines

The first sentence should be 15-17 words long – longer sentences put readers off. It should sum up the entire story.

Each subsequent sentence should be a new paragraph. Do two hard returns after each full stop.

Sentences should be no more than 25 words – the shorter the better.

Use lists or bullet points to break up long swathes of text.

FORMATTING CONTENT

Web addresses should all start "www" – take out the "http://" bit.

You can format text like this:

This text in bold

<i>This text in italics</i>

<u>This text is underlined</u>

When you paste bulletpointed lists into the TEXT box, the formatting will be lost.

You can use the following code to create bulletpoints:

The union represents more than 860,000 local government workers, 75% of which are female and form the biggest group of low paid workers.

They would be big losers out of any move to local bargaining, as recommended by the employers, the union says.

The commission was established under the terms of last year's local government pay deal. It is to investigate the key long-term problems of equal pay and low pay, which UNISON had highlighted.
