

MANAGING YOUR VIRTUAL BRANCH PAGES

About these notes

These guidance notes are intended for Stewards, Representatives and Branch Officers who wish or need to maintain one or more pages on their virtual branch website.

These notes are written on the assumption that they are for activists who do not have a role in managing the site but who wish or need to provide updated information to members about their role and work for UNISON.

For those who seek or need to be more involved in the running of the site, other notes and training are available. To obtain the relevant training you should contact your site manager.

Your Pages

In order to maintain one or more pages on your UNISON virtual branch site you will need to begin with a single page. Unless you are also receiving training on managing part or all of the site it is likely that this page will already be created and located on the site in advance of your training.

Visage

Your page will be created in the online content management system known as Visage.

Visage is a system which can be used to create, manage and display information in all parts of the site.

When updating your own pages you will not need to access the whole Visage system. You will only need to find and edit your own pages directly.

Page names and titles

Your pages will have two different “names”

Firstly, whenever your page is linked to or displayed on the site, it will be shown as the title you have given it. This title can be amended when you edit the page. You should ensure you know the title of your page, but you will be able to search for it on the website.

If you look at the true name of the page, which is sometimes displayed in your web browser, you will see that it is in fact identified by a number eg: 12345.html. You do not need to know this number, or refer to it in order to use your page

Finding your Pages

If you do not recall where on the site your pages are located, or if for some reason they have been moved, you can use the website search feature.

To find a page, enter some or all of the title in the search box and click the search button. A list of pages and documents will be displayed for you to choose from.

If you are still unable to find your page, or if you need your pages displaying in different locations, you should contact your site manager.

Updating your Pages

When you have located your page and have it displayed on the website in front of you, you will be able to access the editing tools to update the page or add to the information you have placed on the site.












1. At the bottom left of the page you will see a small “key” icon.



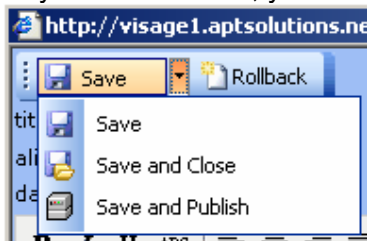
2. When you click on this icon you will see the Visage Log in page appear. Log in with your usual Visage log in details



3. This will then display the editing window for the page. No other content or part of Visage is shown and this page should load very quickly
 - a. The editing screen has menus and text fields at the top and three rows of icons beneath that.
 - b. Under the icons is the main editing window where your existing content will be shown.
 - c. You will only need to know and use a few of these features.
 - d. The elements you will usually need for your page are:

1	Title		Enter or change the title of the page
2	Bold		Make text bold
3	Italic		Show text in italic
4	Paste as text		Allow text to be pasted in without any formatting
5	Paste from Word		Allow text to be pasted in without complex formatting
6	Undo / Redo		Undo previous actions or redo undone actions
7	Font Size		Change the size of the text
8	Spell Check		A simple spell checker
9	Create Link		Convert text to a link to another page or document in the site, or to a new page or document
10	Insert Picture		Insert or upload and insert a picture to your page
11	Insert table		Create a simple table to display content.

- e. Editors are advised to keep content and formatting simple in order to ensure editing takes as little time as possible.
 - f. As you develop your skills you may find other icons to be useful but until you are confident in the key tools you will find it easier not to spend time on others.
4. The easiest way to maintain a page is to keep to a simple layout and to use this structure for all your entries:
 - a. A header area to provide the latest or most important information. This might include a link to a “Blog” about your activities, if you wish to maintain one.
 - b. One or more news items or documents displayed as a title and brief description. If more detail is needed the title should be used as a link to a separate page.
 - c. A list of links to other pages or sites that may be of use to your members.
 5. When updating your page you will:
 - a. add links to other pages, documents or websites
 - b. Create, edit and link to new pages on the site.
 - c. Upload documents and link to them
 6. Once you are finished, you should save your entry.



- a. If you do not want the item to show immediately, choose the “Save” or “Save and Close” options.
- b. If you are finished and want the page to show in its updated form, choose the “Save and publish” option. The page will now close and you should be able to see it on your site. Remember that you may need to refresh the page (using the refresh icon or F5 key on your keyboard) before the new content shows.

Editing content

To add or make changes to the typed content in your page, click in the editing window to place your cursor and type additional content, or deleted unwanted content using your keyboard.

Working with links

The Create link icon when clicked will open up a new window. This window will show a list of items (in the existing content tab) that are already in the site. By opening the menu and selecting an item you will convert insert a link to that item into your page,.

The link will show as the title of the item you selected.

You will notice that there are other tabs on the create link window.

When linking to a new item, you should first type in the text you wish to be the link and then highlight that text with your mouse before opening the create link window

New Multimedia

Multimedia is a term which in Visage includes any file that is not a web page or a picture. This means items like word documents, pdf files, spreadsheets etc.

New Page

When you select this , Visage will open up a new blank page for you to edit. The new page will be linked to your existing page via the text you highlighted.

What to include in your Blog Page

A blog page is intended to give members a brief and regularly updated view on what you are doing on their behalf in your UNISON role.

Any entry that helps members see that things are being done on their behalf will be useful.

Updates should be clear, simple and brief.

Typical content for entries would be:

- That the you are attending a meeting today, will do soon
- Details of the outcome of meetings attended
- Current position on matters that are affecting members
- Information you want from members
- Your message to members
- Comment on a current issue for members, either locally or in the news.
- A reminder to members about a forthcoming event, campaign or about updating membership details etc.
- A note about successes on behalf of members, or plans you hopes to out into action.

The only restrictions that normally apply to content are:

- that it should not breach member, UNISON or employer confidentiality
- that it is in some way relevant to members locally.

If you are seeking to make a controversial or hard hitting comment, do take a while to think if it is expressed in the right way and whether there might have any negative implications to making it. ***If in doubt, leave it out!***

Update your Blog quickly and often to give members a quick view of what UNISON is doing on their behalf.