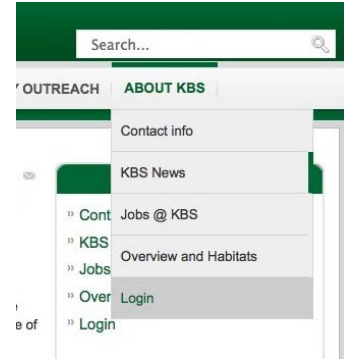


How do I log into the KBS website?

Our login is under the “About KBS” tab on the top right menu bar.

Please DO NOT have your browser remember the password you are issued. If you do that, anyone with access to your computer will also be able to edit our website! This is especially critical for laptop users.

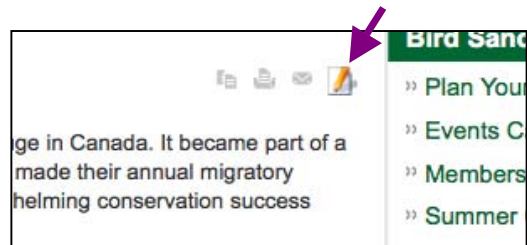


Once you are logged in, you will be re-directed to the main user page. From there, you can navigate to the page you want to edit, or create new pages or events.

Each page on the website has an “editor”, or a person that is responsible for maintaining its content. If you need to edit a page that you are not currently the editor for, email web.feedback@kbs.msu.edu to request access.

Working with existing web pages

You will see a new icon on the upper right of your pages—a pencil. When you click on this, you’ll be taken to an editing screen. This screen will have formatting buttons very much like you see in Word or other word processors. *Depending on your access level, you may or may not have all of these buttons!*



Submit an Article

A screenshot of the article editor interface. At the top, there is a title field containing 'History of the KBS Sanctuary' and 'Save' and 'Cancel' buttons. Below the title is a rich text editor with a toolbar containing various formatting options like bold, italic, underline, and text color. The main text area contains the following text: 'The sanctuary was established by W. K. Kellogg in 1927, modeled after a similar refuge in Canada. It became part of a network of rest stops created to protect dwindling numbers of Canada geese as they made their annual migratory flights across North America. The return of the Canada goose population is an overwhelming conservation success story.' Below this text is a partially visible image and the start of another paragraph: 'In 1928, cereal maker W. K. Kellogg donated the Sanctuarv to Michiaan State Aaricultural'.

Inside this text-editing box, you work with your content very much like you would in a regular word processor. Even better, you can align images using the center, right, or left justify buttons!

At the bottom of this page is some very important information—this tells the KBS website where to put your page (what category and section of the website) and also provides information for Google and other web search tools.

Section: What section of the main menu do you want this page listed under?

Category: What category within that section of the menu?

Path:

Publishing

Section:

Category:

Published: No Yes

Show on Front Page: No Yes

Author Alias:

Start Publishing:

Finish Publishing:

Access Level:

Ordering:

Metadata

Description:

Keywords:

Show on Front page: PLEASE don't ever click this ☺

Access Level: *Public* means that anyone on the web can see your content. *Registered* means that only KBS users with a login can see your content.

Ordering looks like you can change the order in which this page appears on the menu, but you really can't. Just ignore that.

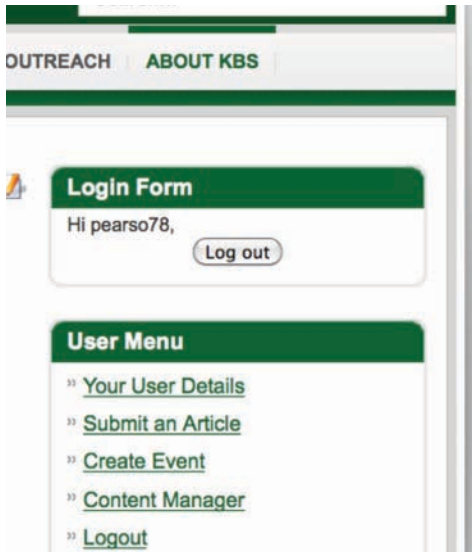
Two other very important boxes are here:

Description is a short summary that will be displayed when a user uses the KBS search box, or when someone finds our page on Google or another search engine.

Keywords are very important—these help Google and other web services find our pages better. Don't go overboard, though—more than 12 keywords will be flagged as "spam" by Google.

Creating a new web page

It's fairly easy to create new web pages. First, go to the Login page.

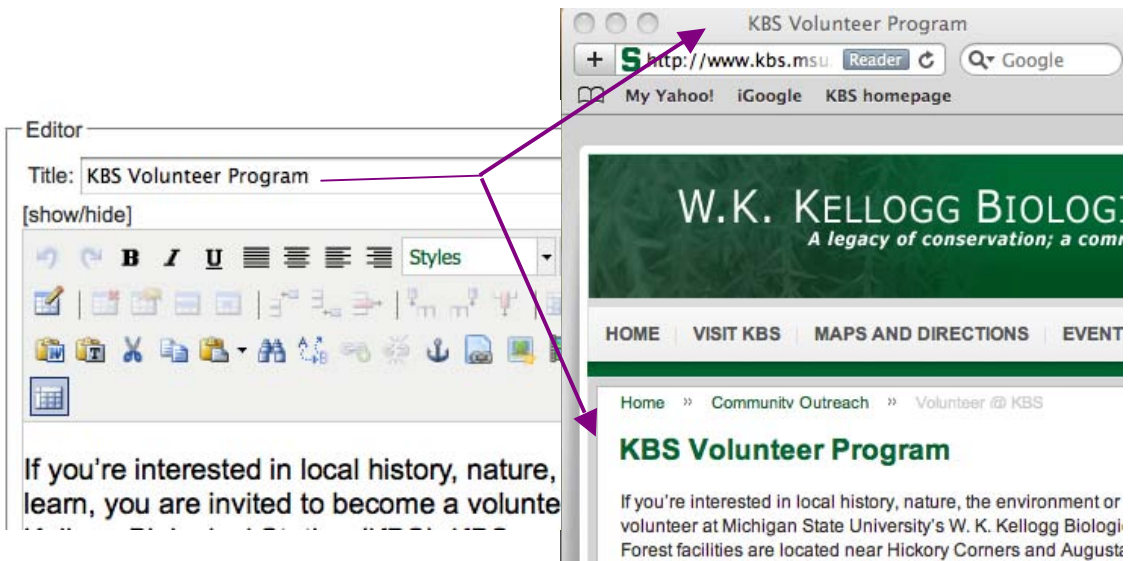


Click on the option "**Submit an Article**"

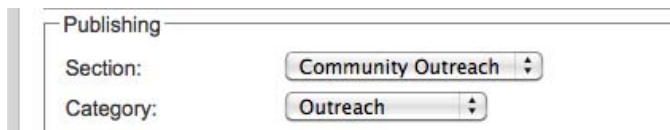
This will open a new, blank web page for you to place your content in.

Remember, you need to choose a **Title** that is meaningful, and has the words "KBS" or Kellogg Biological Station" in it, if possible.

The title is what shows both at the top of the page, and is the header for the text.



Next, You must add a section and category for your new article. This is critical; it tells the website where your new page belongs!

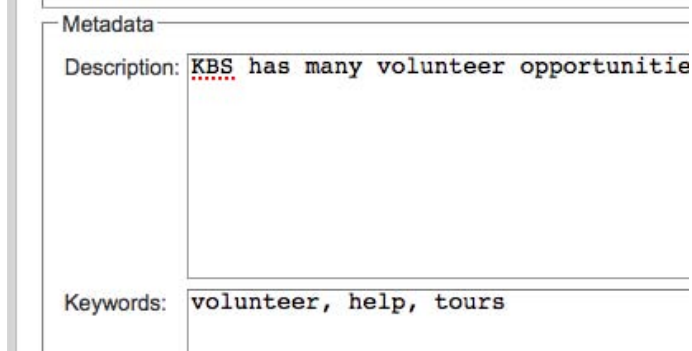


Publishing

Section: Community Outreach

Category: Outreach

You should also add a description and keywords. This will help people searching our website find your page.



Metadata

Description: KBS has many volunteer opportunitie

Keywords: volunteer, help, tours

Once you save your new page....it will disappear! Oh No!

Don't panic—that's supposed to happen. All new pages are saved for review by the web editor. This is so a second pair of eyes can look over your page and catch any typos or errors before it goes live on the internet for the world to see.

Your page will be reviewed within 48 hours and either returned to you for changes, or activated on the site. You don't need to email the web editors about the page—they will get an automated message telling them there is a new content page.