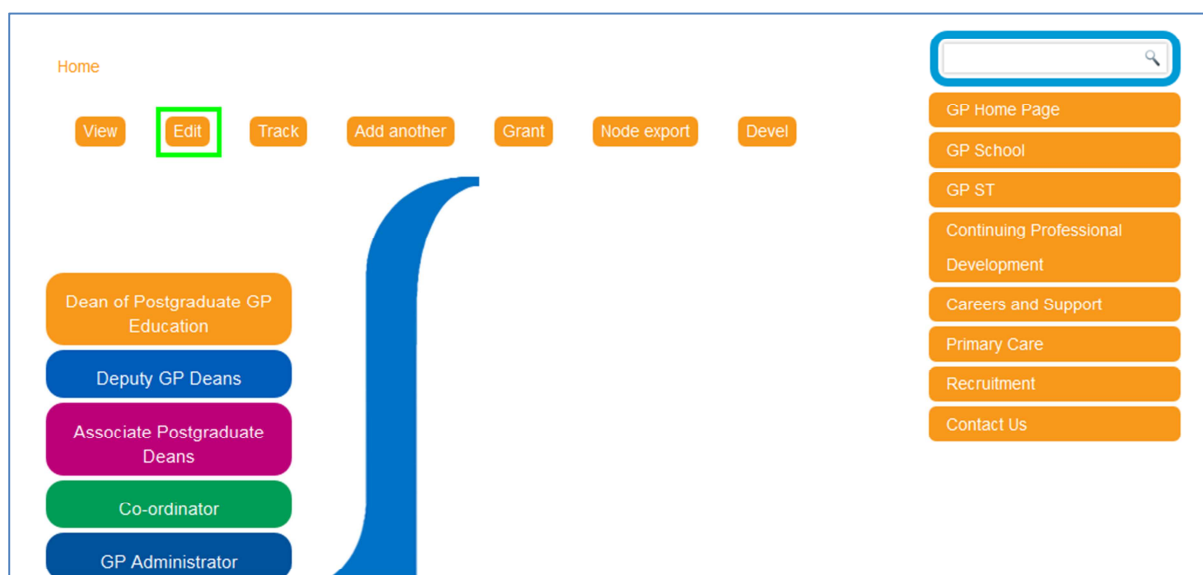## Contact Lists

The contact list for your area should already be set up so we'll just go through editing the already existing page.

To do this, log-in, navigate to the contact page, and select **Edit**

The contact list buttons on the left-hand side are the first fields you should enter.

These are listed as **contact list button 1, contact list button 2 etc**. You can have up to thirty contacts.
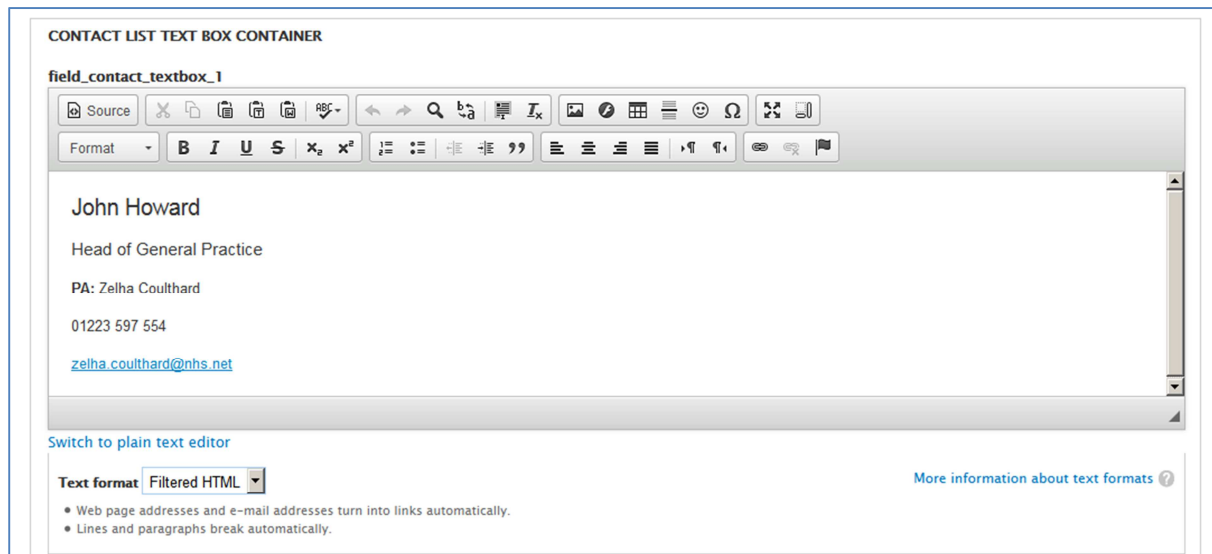
A good idea is to name the contact by the role they have in the organisation, rather than their name. Bear in mind that the order you put them in will be the order they appear on the page.

Once you're done, scroll down until you come to the **Contact List Text Box Container** section.

The contact list button fields you just entered will match up with the text box container fields below. So **contact list button 1** will correspond with **field_contact_textbox_1** etc.
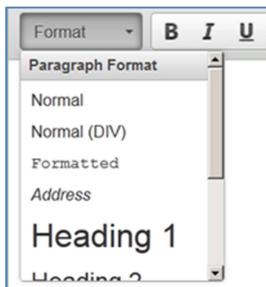
The **field_contact_textbox** field should contain the name and email address that you wish to add, along with telephone numbers or anything else you think is relevant.

The options available are similar to a word processor so should be familiar.

Under the **Format** drop-down menu there is an option for adding headings to separate out the text.

To add a link, highlight the text or image you want to become a link. Next, click on the icon.

If you want to link to a website or document, select **URL** from the **Link Type** drop-down menu and enter the address in the **URL** field.

If you are linking to an external website or document, click on the **Target** tab and select **New Window (_blank)** from the drop down menu.

If you want to link to an e-mail address, select **E-mail** from the **Link Type** drop-down menu and enter the e-mail address in the **E-Mail Address** field.

You can also enter a default e-mail subject and/or message text if required.

Once you have entered the relevant information, press **OK.**
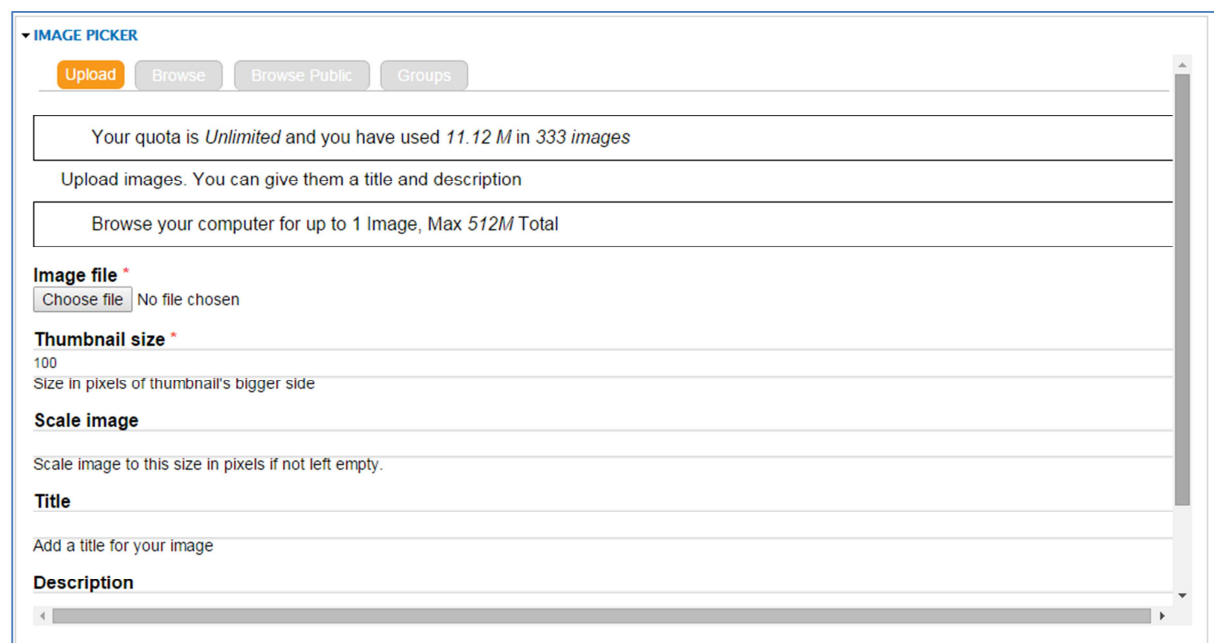
For advanced users you can select from the text format drop-down menu to write your own HTML code.

You can also debug existing text by selecting the **Source** button.
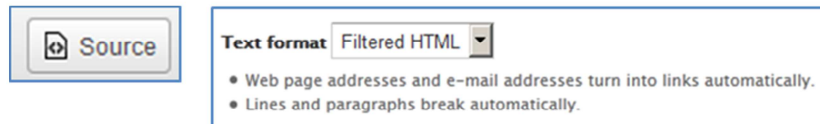
Adding an Image

To add an image, scoll up to the **Image Picker** section.

You can browse for already uploaded images by clicking on the **Browse** tab at the top of the image picker.

To upload your own image, select the **Upload** tab at the top of the image picker.

Click on the **Choose File** button.

This should open up a dialogue box where you can search for your saved image.

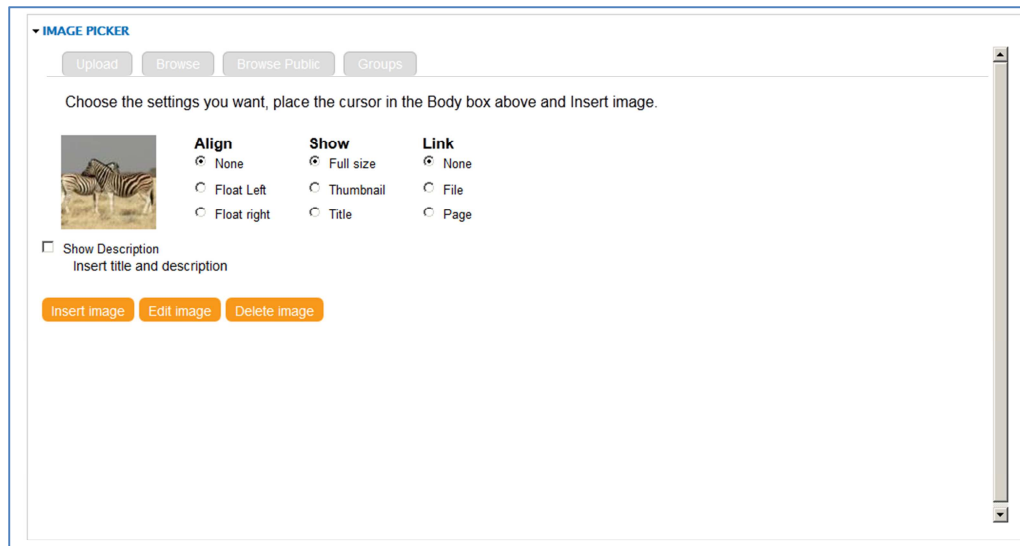This image can be in either jpg, png, or gif format.

.
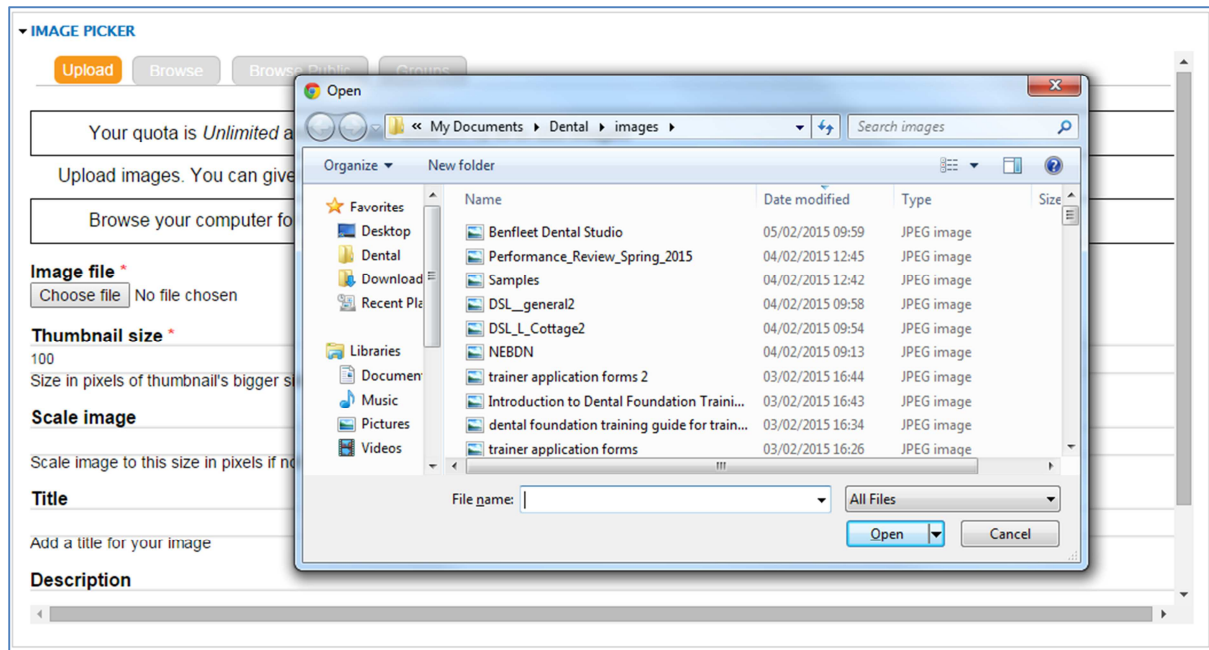
Once you have selected your image, press **Open**.

Enter a **Title** for the image and, if required, a **Description**.

Then click the **Upload** button below the **Description** field.

You should see a new section open with Align, Show and Link options.

You can either edit the image here or once it's already on the page.

Before clicking on **Insert Image**, scroll down to the **field_contact_textbox** in which the image should appear.

Move the cursor to the position within the textbox where you want the image to appear.

Next, scroll back up to the **Image Picker** section and press the **Insert Image** button once.

Then scroll back down to the **field_contact_textbox** and you should see the image.

You can drag and drop the image around the page.

Further options

There are various further options at the bottom regarding how the page will relate with the rest of the website.

Most of these you can leave as they are, but some are very important, so it's worth going through them.

Revision Information

This section can be left unchanged.

Menu Settings

Select **Provide a menu link**.

For **Menu link title**, **Description** and **Weight** options you can keep their default options.

The parent item should be whichever page you want the new page to be linked from.

It is extremely important that you add a menu link otherwise no-one will be able to access the page.

URL Path Settings

The URL alias should be given a name that relates to the title of the page. It is important that there are no spaces in the alias as these will be interpreted as percentage marks. So a page called 'Title Page' could be given a URL alias of 'title_page'. The alias cannot be the same as another page: you will be informed if this is the case because it will not allow you to save.

Comment Settings

Revision information
New revision

Menu settings
Not in menu

URL path settings
No alias

Comment settings
Closed

Meta tags
Using defaults

Authoring information
By Rob Clayton

Publishing options
Published, Send subscriptions notifications

○ Open
  Users with the "Post comments" permission can post comments.

● Closed
  Users cannot post comments.

This section can be left unchanged.

Meta Tags

Revision information
New revision

Menu settings
Not in menu

URL path settings
No alias

Comment settings
Closed

Meta tags
Using defaults

Authoring information
By Rob Clayton

Publishing options
Published, Send subscriptions notifications

Browse available tokens.

Page title
[node:title] | [site:name]

The text to display in the title bar of a visitor's web browser when they view this page. This meta tag may also be used as the title of the page when a visitor bookmarks or favorites this page.

Description
[node:summary]

A brief and concise summary of the page's content, preferably 150 characters or less. The description meta tag may be used by search engines to display a snippet about the page in search results.

Abstract

A brief and concise summary of the page's content, preferably 150 characters or less. The abstract meta tag may be used by search engines for archiving purposes.

Keywords

A comma-separated list of keywords about the page. This meta tag is *not* used by most search engines.

▸ **OPEN GRAPH**

▸ **FACEBOOK**

▸ **ADVANCED**

This section can be left unchanged.

Authoring Information

This section can be left unchanged.

Publishing Options

This section can be left unchanged.

Save Your Work

Once you're happy with what you've done, all you need to do is press **Save** at the bottom of the page.

Upon refresh, you should see your completed page.

Now you should be able to click on the new buttons on the left-hand side and they will open up the textbox containing the information.