University of East Anglia
Liferay Training
Admissions, Recruitment and Marketing Department
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Overview

These guidelines are here to help you create and edit new content within the Liferay Web Content Management System.

They are intended to:
- Familiarise web content editors with Liferay as a content management system
- Provide guidance on how to create, edit, format and publish web content in Liferay
- Introduce web content editors to common terminology used in Liferay
- Provide a glossary of key terms
- Direct you to useful resources

Contact

The Digital Marketing Team: digitalmarketing@uea.ac.uk, LSB 1.120.
Introducing Liferay
Web Content Management System (CMS) Liferay was introduced to UEA in 2010. Intended as a more accessible and user-friendly system, the Liferay rich text editor has similar editing features to that of Windows in look and feel.

The version used at time of writing is Liferay 6.2.

Key Features of Liferay

- Web Content Management System
- Version: 6.2
- Icon click button options and drop down menus allow users to carry out editing quickly and easily
- WYSIWYG Editing toolbar with easy to use formatting options
- Save as draft option lets users save and edit work as they go along
- Easy access content storage for all content produced
1. Logging in and accessing your site

**Step 1.** To log in to Liferay, visit the website [https://lred.uea.ac.uk](https://lred.uea.ac.uk) and you will be logged in automatically (fig 1.1).

**Step 2.** Once you have logged in you will be able to see which sites you are a member of on the Liferay homepage - the default page you’ll be presented with upon logging in.

**Step 3.** Underneath the tab entitled “My Sites”, click on the name of the site (likely a school / department / research group) you wish to visit and you’ll be taken to a new tab containing the homepage of that website.

![Fig 1.1 Liferay log in screen](image)

For any queries upon logging in, contact the Digital Marketing Team: digitalmarketing@uea.ac.uk

**Signing out of Liferay**

To sign out:
- Click on your account user name on the top right of the screen
- Select ‘Sign out’ from the drop down menu. (Fig 1.2)
Fig 1.2 Example of top right menu options
2. Navigating your site

To find the content which you wish to edit, simply treat your site pages like you would the live website.

Use the left menu to access different areas, or use hyperlinks within pages themselves.

![Example of navigation menu and page layout within Liferay](image-url)
3. Adding Pages

**Step 1:** Go to the Admin menu and select Pages from the drop down menu.

![Admin menu showing Pages option selected](image1)

**Step 2:** In the Site Pages screen (fig 3.2), select the folder / parent page you want your child page to sit within – e.g. Research, and then select the Add child page option. This brings up the Add child page window.

![Site Pages window, with Research page selected. Add child page option is at the top of the screen, above Details heading.](image2)

**Step 3:** In the Add child page window, add your page name. Give your page name a common sense title, one that effectively sums up the content of your new page.
Step 4: Page Type: the page type is set to Empty Page by default.

Step 5: Page Layout: underneath the page type, there are a range of layouts available.

The layouts to be used for school sites or sites that use the UEA Blue theme (main UEA website colour scheme) are:

- **2 Columns (25/75)** for a 2 column layout,
- **3 Columns (25/50/25)** for a 3 column layout and
- **2-4 Columns** for a parent page which includes a visual menu.

Click on the radio button next to the layout required to select.

Important note: Certain research and microsites sites will have a different page layout from the ones listed above. You can check which page layout to use by selecting a current page from your site in Liferay and looking up the page layout via the Edit Icon
Step 6: once you've chose your required layout, select Add Page located at the bottom of the Add Child Page window (fig 3.4):

This will insert your new page into the relevant section of the site. You should see a prompt at the top of the page stating: “Your request completed successfully.”
Fig 3.4 Detail of Add Child Page window, with Add Page option at bottom of screen.
4. Adding Pages – checking page settings

Once you’ve added a child page, you then need to check the page settings, such as name, URL and page layout.

Step 1: Still in the Site Pages window, click on your new page title within the navigation tree (fig.4.1) – this will select the properties for that page.

Step 2: On the right of the screen, you’ll see a blue text box, which shows all the properties for your page. The two that you’ll need to check are 1) Details, and 2) SEO.

Step 3: In the Details section, you should check the following:

- **Name**: Sense-check your page name. Is your name appropriate for the topic and concise enough to be read and understood quickly? Does it include relevant keywords?

- **Hide from Navigation Menu**: this can be used if you want to create a page that cannot be accessed via the navigation; tick this box to hide the page from the navigation. Untick when you want to unhide. Typically, if the content on your page is “at work”, then you would use “Hide from Navigation” until your page is ready. **Note**: This should only be used for new pages.

- **Friendly URL**: Is the URL relevant to your page and does it contain keywords such as the title and main subject? You can edit at this point, if needed
• **URL format**: URLs need to be hyphenated where there is more than one word and not include unnecessary characters.

**Step 4: Adding to your Search Engine Optimisation (SEO).** After making any changes to your page name / URL, click on the **SEO** option in right hand menu (fig. 4.2):

![Fig 4.2 Shows SEO field options for selected page](image)

This brings up the following options:

- **HTML Title**: This can be used if you want a longer title for your page name and a shorter title for your navigation link text. For example, if you want to call your page - **Research in Preparatory Schools in the Middle East** - and you want your navigation link text to read; **Schools Research**, you would give your **page name** the title of **Schools Research** and your **HTML Title** the title of **Research in Preparatory Schools in the Middle East**. The HTML Title will display in Heading 1 on your page.

- **Description**: This will appear as summary text within search engine results for your page. In the Description text box, add a sentence which describes the page. This text will appear as the lead text within search engine results.

**Note**: If you don't add an SEO description, Google automatically takes the first 160 characters from your page. Adding a description can help promote a particular page or target your page at a particular audience.

- **Keywords**: can be left blank, as Google and other search engines typically use the page title and on page content to identify keywords.
- **Robots:** can be left blank. Robots are used to block page content from search engine results. Contact digitalmarketing@uea.ac.uk if you would like to find out more about this option.

**Step 5:** Once all the changes have been made, select **Save** to save your changes (fig. 4.3).

Your page will now be ready for adding content to. To return to the page you were on originally, click on the **Arrow icon** next to your site name at the top left of the page (fig 4.4).

![Fig 4.3. Detail of Site Pages screen highlighting save button at the right of the screen](image)

![Fig 4.4. Detail showing “Back arrow”, next to page heading, which returns you to your original page.](image)
5. Adding left hand navigation

If you’re adding content to a new page, Liferay sites that exist in the main UEA site (for example, Study with Us, Business, Schools and Faculty sites) will require the addition of left hand navigation.

The UEA Navigation portlet provides left hand navigation for your page within the UEA Blue theme (fig 5.1).

Fig. 5.1 shows the Business section of the UEA website, which uses the UEA Blue theme and UEA navigation portlet.

To add the portlet:

**Step 1:** Locate your new page within the left hand navigation and select to navigate to it.
**Step 2:** Select the Add (blue plus) button to the left of the screen (fig 5.2).
Fig 5.2 Shows Add button on the top left side of the screen

Step 2: Select the **Applications** tab (fig 5.3)
**Step 3:** Select **UEA Navigation** from the list (you can either drag and drop the portlet onto the page, or select **Add** to insert – fig.5.4)

Fig 5.3: Shows add window, with applications tab highlighted and UEA Navigation portlet option
Step 3: Once you’ve inserted the portlet, close the Add menu window.

The portlet is automatically formatted to display in the UEA blue theme.

**Navigation colour coding**

The navigation is pre-configured to display the status of your page (e.g. if it’s a parent, child or sibling page), and uses colour coding to show the selected page’s relationship to other pages within a particular section (see fig. 5.5 example provided below), along with the pathway to that particular page.

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**Fig 5.4** Shows the page with the UEA Navigation portlet inserted
UEA Navigation colour coding explained

- Study with Us – dark blue signifies External theme and home page of Study with Us of site
- Grey indicates child pages of Undergraduate section
- Light grey indicates child pages of Fees and Funding

**Fig 5.5** Diagram explaining UEA Navigation colour coding, representing the breadcrumb / pathway to a selected page
6. Adding a new Web Content Display portlet

A web content display portlet is a term for a piece of content in Liferay where you can display text, hyperlinks and imagery on a page.

**Step 1.** To add a new Web Content Display portlet, navigate to the page you wish to add the portlet to and then hover over the **Add (blue plus) button** in the top left of the screen.

**Step 2.** In the **Add** window, select the **Applications** tab

**Step 3.** Drag and drop the **Web Content Display** onto the page or select **Add** to insert (Fig. 6.1)

This will add a new Web Content Display portlet to the top of the page.

**Step 4.** To add new content to the portlet, click on the **Add** icon to the bottom left of the portlet which looks like a file with a green + over it (to the right of the small image of a cog).

![Image detailing Web Content Display option, within the Add window](Fig 6.1)
Fig 6.2 Image detailing Web Content Display portlet on the page.

Your content is now ready for editing. This is covered within Section 7: Editing standard Web Content Display portlets on page 17 of this guide.
7. Editing standard Web Content Display portlets

To edit a standard Web Content Display portlet (an item of content on a page):

Step 1. Scroll to the bottom of the portlet you want to edit and click on Edit icon. This is indicated by the symbol of a pencil and paper (Fig 7.1).

Fig 7.1 Image showing edit (pencil and paper) icon, which launches the editor in Liferay

You’ll now be presented with the editing screen (fig. 7.2)

Fig 7.2 Detail showing Liferay WYSIWYG editor

Please note that the title displayed in the Title (Required) field does not appear on the live site – it’s a reference for you and your colleagues. Remember to give your title a name that can be referenced easily by other staff editing the site. Usually the title will be the name of the page followed by the type of content, for example:
Above the Title field is the ID field – there’s no need to complete this – ID is generated automatically when a piece of content is published.

Below the title is the Content, which is where you can make changes to what is presented to people viewing the actual website. You have access here to basic formatting such as Headings, Strong (B) and Emphasis (I), as well as the ability to alter the content itself.

**Step 2.** If you wish to paste new content in then you can do this so long as you click on the Paste as plain text icon which is shown as a picture of a blue notepad over a clipboard.

Or, you can use the Paste from Word icon (fig. 7.3), which is shown as a picture of a Word icon over a clipboard. This option retains formatting such as hyperlinks.

![Fig 7.3 Detail of the editor in Liferay, showing various paste options.](image)

Alternatively, if you don’t have text to paste, click where you wish to enter text and start typing.

**Headings**

In the UK, website providers are required by law to make web content accessible for a range of audiences. Headings can be read by screen reading software and so have a vital role to play in making content accessible.
Headings can also be read by search engines and so are equally important in adding to the SEO (search engine optimisation) of content.

Here's a guide to headings and their application:

- **Heading style 1 (H1)** - This is usually your page name and is the first heading style search engines will look for when validating content. In Liferay, for sites using the main UEA website design, heading 1 is applied automatically to the page name when you create a page. In the microsite template, you would apply heading 1 manually to your page name.

- **Heading style 2 (H2)** - a sub-heading of H1. When you create a portlet topper in Liferay, heading 2 is the style that's automatically applied. Can be used multiple times within content.

- **Heading style 3 (H3)** - a sub-heading of H2. When editing the main UEA website you would normally apply this heading style for any initial headings within your body copy. Can be used multiple times.

- **Heading style 4 (H4)** - a sub-heading of H4. This heading style can be used as a sub-heading of H3. If your main body copy uses H3 as the first heading style, any subjects which are "sub-topics" of the main heading should use heading style 4. Once you revert back to a different subject on the same page, H3 should be applied to denote the change in topic. Can be used multiple times.

Headings applied in this hierarchical way, will ensure that you're making the best use of formatting and that your content is SEO friendly and accessible.

**Portlet Toppers**

**Note for users editing within the new theme:** Within the new theme, you can add a portlet topper to your content. See [Adding a Portlet topper to content](#) in Section 9, page 20, for information on how to do this.
8. Publishing, saving as draft or cancelling your changes

Publishing content
Once you have completed your edits, click on the Publish button to the right of the editing screen. This saves your changes and publishes your content onto the live site.

Cancelling changes
If you change your mind prior to publishing and don’t wish to save the changes you have made, then simply click on Cancel. **N.B. Use with caution** - this is best applied if you’ve already published a previous version of your content, as cancelling any new content before publishing or saving as draft will lose your changes completely.

Save as draft
If you would like to save the changes you have made but not yet make them live, click on Save as Draft. This will retain your changes without presenting them to the public.
When you’re ready to go live, open the portlet again for editing and click on Publish. This is best used when editing existing content.

![Fig 7.1 Image highlighting Draft, Publish and Cancel options](image)
Please note: icons may differ from those shown, depending on access.
9. Adding a Portlet topper to content

As part of the UEA website’s house style, all on-page web content portlets need to have a bordered heading – known as a portlet topper. Portlet topper headings act as an additional heading for your content.

To add this:
- First publish your content.
- Then, click on the spanner icon to the top right of your portlet (fig 9.1).
- Select ‘Look and Feel’
- In the Look and Feel window, tick **Use Custom Title**
- Add your title to the **Portlet Title** field
- From the drop down field under **Show Borders**, select “Yes” from the dropdown list (fig 9.2)
- Select **Save** to save your changes (a prompt will display in the window showing you your change has been made successfully)
- Close the Look and Feel window
- Select **‘Refresh’ / F5** to refresh the screen and view the topper (fig 9.3)
Fig 9.2 Detail showing look and feel window with custom title option ticked and show borders selected.

Fig 9.3 Detail showing a finished portlet topper.
10. Uploading and inserting images

There are two ways to add images within basic web content. You can either add images in a group or individually, as you need them.

To add images as Multiple Documents

**Step 1:** Click on Admin in the top right of the screen, and then Content.

**Step 2:** Now choose Documents and Media from the left menu and then click on Add and Multiple Documents (fig 10.1).

**Step 3:** This will bring you to the page shown in (fig 9.2). Here, if you are using Google Chrome or Mozilla Firefox, you will be able to drag and drop the images you wish to upload directly into the box, and click save. If using Internet Explorer, or if you prefer, you can upload files using the Select Files button and this method is shown below (fig. 10.2).

**Step 4:** If you click on Select Files, you can now browse your storage device and select every image that you wish to upload, using the mouse plus CTRL to select multiple items that aren’t next to each other or the SHIFT key to select multiple items next to each other.

**Step 5:** Once you’ve chosen, click Open and it will upload them (you can also upload just a single item in this way if you decide you don’t want anything else).
Step 6: Click on the Save button – a green banner prompt will appear to confirm when saved successfully - and then click the **blue back arrow** and you’ll be returned to the Documents and Media area.

Step 7: Click the white back arrow at the top left of the screen of the Documents and Media window to return to the page you were working on. Now edit the content you wish to place the image in.

Step 8: Launch the editor using the pencil and paper **Edit** icon. In the Content box, click with the cursor where you would like your image to appear, and then click on the small icon of a postcard (between the flag and the icons – although this can vary depending on access).

**Come and see for yourself**

We strongly recommend that you attend one of our UEA Open Days or Visit Days and look at some of our rooms.

**Accommodation given a 5-star rating by students.**

- The Virgin Guide to British Universities 2012
Step 9: Now click on **Browse Server**. This launches the Resources Browser window,

Step 10: Click on the folder of the site you’re working in.

Step 11: Then choose the required uploaded image from that folder (you may need to navigate through to the relevant folder, depending on where you saved your image).

This then inserts the image into the **Image Properties** window (fig. 9.5), so you can preview and align your image, and add alternative text.
Step 12:
- Make sure your image is accessible: be sure to fill the Alternative Text field in with some descriptive text.
- You can also add HSpace (horizontal space) around your image, if required. The normal size for this is 5 pixels (you just need to enter 5 in the HSpace field).
- Along with HSpace, you can align your image to the left or right by selecting the relevant options in the Alignment dropdown. For logos, the house style is to have the logo aligned left and at the very bottom of the page.

There is no need to add VSpace or a border.

Step 13: Now click on OK and the image will be placed within your content. You can drag and drop the image to reposition it if you need to, and you can right click or double click on the image to edit its properties again.

Step 14: Once you’re happy with your image, you can save the portlet and publish to the live site by clicking on Publish.
To upload and insert a single image to Liferay through the editor

Liferay also allows you to upload and insert images through the Edit option:

**Step 1:** Select **Edit** to open your portlet for editing, click on the postcard icon.

**Step 2:** Click on **Browse Server**.

**Step 3:** In the **Resources Browser** window, click on the site you’re working in (displayed as a folder icon),

**Step 4:** Then click on **Choose file** (1), at the bottom of the screen and locate the image you wish to use from your storage device. (Please note: in Internet Explorer this appears as **Browse**.)

**Step 5:** Once selected, click **Open** (2), and then click on the **Upload** button (3).

**Step 6:** Now select your image from the list it has been added to, and fill the Alternative Text field in the Image Properties window with some descriptive text, adding alignment and HSpace, as required.

**Step 7:** Now click on OK and the image will be placed within your content. You can drag and drop the image to reposition it if you need to, and you can right click on the image to edit its properties again.

![Image Fig 10.6 Showing Choose File, Open and Upload options. (Note: options may vary depending on your web browser. Internet Explorer displays “Browse” in place of “Choose File”. )](image-url)
Step 8: Once you're happy with your image, you can save the portlet by clicking on Publish.
Image sizing

Always make sure your images are an appropriate size before uploading to the web. In terms of file size, files need to be set at a resolution of 72dpi and no larger than 75kb (50kb is recommended) for on-page images. When sizing your images, an informal rule of thumb is to size all on-page images to no larger than 300px width. This ensures images are large enough for people to see what’s going on without pushing the content too far down the page.

Quick Reference Portlet Size Guide
- Banner portlet sizes:
  UEA Blue (main UEA site) theme – 940x250px
- Visual menu / Image link portlet sizes:
  UEA Blue (main UEA site) theme – 225x150px

Cropping or resizing images

You can resize images using Paint.NET, free software which you can download onto your machine yourself via the Software Centre.

- Right click on your required image.
- Select Open with… then Paint.NET.

To resize:
- In Paint.NET, select Image from the menu and choose Resize. This will open the Resize dialog box.
- Ensuring the Maintain aspect ratio tick box is ticked, enter your required size into the width box (the aspect ratio will automatically change for the height also.)
- Click OK.
- Save your changes.

To check and alter resolution:
- In Paint.NET, select Image from the menu and Resize.
- Within the Resize dialog box, the resolution should be set to 72.00 pixels / inch. You can use the arrows to increase or decrease, if needed.
- Click OK.
- Save your changes.

To crop:
- To begin, ensure that the Tools option is selected from the Windows menu.
- With the Tools menu window showing, select the ‘Rectangle select’ icon from the menu. (Icon depicting a blue square with dotted lines around it.)
- Drag the cross hairs across the section of the image you want to crop – the ‘bounding rectangle size’ showing the width and height as you drag is shown in the bottom left on the status bar – until you have the size you require.
- When you have the required size, select the ‘Crop to Selection’ icon – the icon depicts a cropping tool and is located next to the clipboard icon on the toolbar.
- Once your image is cropped, save your changes.
11. Uploading and linking to PDF or Word files

There are two ways to upload and link to files. You can either add files in a group or individually, as you need them.

To add files in as Multiple Documents

Step 1: Click on Admin in the top left of the screen, and then Content.

Step 2: Now choose Documents and Media from the left menu (fig 11.1).

Step 3: Then click on Add and Multiple Documents. This will bring you to the page shown in fig 11.2. Here, if you are using Google Chrome or Mozilla Firefox, you will be able to drag and drop the images you wish to upload directly into the box, and click Save. If using Internet Explorer, or if you prefer, you can upload files using the Select Files button and this method is shown below.

Step 4: Click on Select Files; you can now browse your storage device and select every image that you wish to upload, using the mouse plus CTRL to select multiple items that aren’t next to each other or SHIFT key to select multiple items next to each other.

![Fig 11.1 Image showing Documents and Media window, with Multiple Documents selected in Add dropdown. Please note: menu options may differ slightly depending on access.](image-url)
Step 5: Once you’ve chosen, click Open and it will upload them (you can also upload just a single item in this way if you decide you don’t want anything else).

Step 6: Click on the Save button and then the blue back button and you’ll be returned to the Documents and Media area. Click the white back button in the top left of the screen to return to the section you were editing.
Now edit the content you wish to place the file in.

**Step 7:** In edit mode, select the text you wish to link your file to, and then click on the small icon a chain.

![Fig 11.4 Edit screen detail, highlighting hyperlink icon and selected text](image)

**Step 8:** Now click on Browse Server.

**Step 9:** In the Resources Browser, click on the site you’re working in (displays as a folder icon), and then choose your newly uploaded file from the folder.

**Step 10:** Now click on OK and the file will be linked within your content.

**Step 11:** You can save the portlet by clicking on Publish.

**To upload a single file to Liferay in the editor**

**Step 1:** Open your portlet for editing

**Step 2:** Select the text you wish to link your file to,

**Step 3:** Then click on the small icon of a chain,

**Step 4:** Click on Browse Server,

**Step 5:** Click on the site you’re working in (displays as a folder icon).
Step 6: Then click on Choose file at the bottom of the screen and locate the file you wish to use from your storage device.

Step 7: Once selected, click Open and then click on the Upload button.

Step 8: Now select your file from the list it’s been added to and then click on OK and the file will be linked within your content.

Step 9: You can save the portlet by clicking on Publish.

Managing your images and documents
Before uploading images and documents, you can add folders to help manage your files.
In the Documents and Media window, select ‘Add’, then ‘Folder’. Add a name to your folder and click on the folder to access it.
Then add your images and documents as you would normally.

Version control
So that you don’t end up with many versions of the same document across the site, you’ll need to use version control to edit your documents. This just means using the ‘Edit’ feature within an individual document to update to the latest version of that document.
To do this:
• Make the required changes to your document and save on the shared drive
• In Liferay – select Admin – Content – Documents and Media
• Locate the original version of your document in Liferay, click on it to select
• Once selected, choose edit, then ‘Choose file’
• Browse and upload your amended document
• Save changes – your link should automatically be updated
12. Creating internal hyperlinks

Linking to pages contained in the site you’re working within is done in a similar way to linking to a file.

Step 1: Open your portlet for editing, select the text you wish to hyperlink, click on the small icon of a chain (link icon).

Step 2: Then, in the Link pop up window, click on Browse Server. Once in the Resources Browser window, change the Resource Type in the top left of the screen to Page (fig. 12.1).

![Fig 12.1 Showing Resources Browser window, with Page Resource Type highlighted](image)

Step 3: Click on the site you’re working in and then locate and click on the page you wish to link to (displays as a page icon followed by the page name).

Step 4: Click on OK and the page will be linked within your content.

Step 5: You can save the portlet by clicking on Publish.

**Naming Hyperlinks on the page**

It’s best practice to give your link display text the name of the content that it’s pointing to. Screen readers pick up on hyperlinks, so linking to text such as ‘here’ or ‘click here’ isn’t accessible and doesn’t tell users what they are linking through to.
13. Creating external hyperlinks

Linking to external websites works in the same way as you would link to a site in, for example, Outlook or Word.

**Step 1:** Copy the address of the website you want to link to.

**Step 2:** In the portlet web content editor, select the text you want to link from, then click on the hyperlink icon.

**Step 3:** In the Link pop up window, select URL within the Link Type dropdown list, then paste or type the external website address in to the URL field, then click OK.

**Step 4:** Save changes as normal.

![Link pop up window](image)

**Fig. 13.1** Detail showing Link pop up window, with URL options displayed

### Checking external links

It is best practice to check external links linking from your pages periodically, to see if they are still current or require updating.
14. Creating links to email

**Step 1:** Copy the email address that you want to link to.

**Step 2:** In the portlet web content editor, select the text you want to link from, then click on the hyperlink icon.

**Step 3:** In the Hyperlink window, select Email within the Link Type dropdown list, then paste or type the email address in to the Email address field, then click OK (fig. 14.1).

**Step 4:** Select Publish to save changes, as usual.

![Fig. 14.1 Detail showing Link pop up window, with E-mail options displayed](image-url)
15. Adding a News item and inserting a thumbnail image

All school sites have a News section that is set up so that you can add news items to your page straight away.

**Note:** This section assumes that you have an Asset Publisher set up. For details on how to add an Asset Publisher display, please refer to the Liferay Training Manual.

The template used for a news item is known as a ‘Blogs Entry’.

**Step 1:** There will be a button at the top of the asset publisher labelled ‘Add Blogs Entry’ or something very similar which you can click (exact wording will depend on how the asset publisher is configured).

**Fig 15.1:** Add new option on Asset Publisher

**Step 2:** This will launch the editor, in which you can edit and publish content like you would in a normal web content display.

**Fig 15.2** Example of edit screen
Step 3: Once in the editor, add a title for your blog (Note: this is the title that will display on the page). The title appears automatically in Heading 2, so any initial sub headings in your article will need to be in Heading 3 and sub-sub-headings, Heading 4.

Step 4: If you are publishing your item prior to today’s date, amend the date by selecting the date / month / year / time drop down fields under Display Date.

Step 5: Add your content, adding any necessary headings, links and images.

Step 6: When you have done your link / date check and proof read your content, click Publish to save and publish your changes or Save as Draft to save as a draft.

Note: You can edit a published blog from within the news item summary page by clicking the Edit icon to the right of the blog entry that you want to edit.

Inserting a thumbnail image into your News Item abstract

You can insert a thumbnail image into your blog entry news item in edit mode. The thumbnail appears as a fixed width of 150 pixels.

Step 1: Click on the Edit option next to the blog you want to edit.

Step 2: When in the editor, go to the Abstract section.

Step 3: In this section, tick the Use Small Image tick box.

Step 4: If the image in your news item is the one that you want to use as a thumbnail, whilst in the editor, right click on your image to open the ‘Image Properties’ window.


Step 6: In the edit window, paste your image URL into the Small Image URL field within the ‘Abstract’ section.

Step 7: Select Publish to save and publish your changes.
Another way of locating image URLs

If you don’t have an image inserted into your news item, but you want to include a thumbnail of an existing image within Liferay, you can locate the image URL of an image already loaded in Liferay and paste this into the Small Image URL field.

To locate the URL, go to:

- Admin >
- Content >
- Documents and Media,
- then locate and click on the image you want to use,
- select Get URL from the Image window on the right,
- Copy the URL from the URL field and close the image window.
- Paste the URL into the Small Image URL field in the blog edit screen, deleting all text before: /documents – as this isn’t needed.
- Publish to save and view your changes.

**Note:** make sure the Use Small Image tick box is checked, as normal.
16. Using the Site Administration menu to access News items in Draft

If you have saved a News item as a draft, you can access it via the Site Administration menu:

1. Click Admin on the top right of the screen.
2. Select Site Administration from the drop down list.
3. At the top left of the screen, click the downward facing arrow, and change the scope to ‘Global’.
4. With the setting changed to ‘Global’, select ‘Blogs’ from the list of options in the left hand menu.
5. Select your blog by scrolling the list of blog entries which will now be showing in a tabulated list in the main part of the screen. You can search for your blog by using the ‘Search’ function at the top right of the page. The ‘Status’ column within the list denotes whether a blog is ‘Approved’ or in ‘Draft’.
6. When you have located your draft, to edit, select the ‘Actions’ button to the right of your blog entry and choose ‘Edit’ from the list of options.
7. When you have finished editing, click ‘Publish’ to save and publish your changes or ‘Save as Draft’ to continue to save as a draft.
8. After publishing or saving as draft, you’ll be returned to the Control Panel. Select the White back arrow at the top left of the page to go back to your school / site pages.
17. Adding Banner settings to sites using the UEA Blue theme

Initially, when a site is created a banner image will be added as part of the set up. If you want to change a banner image for a particular section, you can do this through the Edit (blue pen and paper icon) option, by adding the image URL.

Obtaining your image URL:

Firstly, you need to ensure the image you want to use is uploaded beforehand (Section 8: Adding images on page 11 of this guide provides advice on how to upload images).

Note: Banner images need to be cropped prior to uploading to 940 pixels width by 250 pixels height.

To locate your image URL:

**Step 1:** Select Admin from the left hand menu  
**Step 2:** Select Content from the dropdown list  
**Step 3:** Select Documents and Media from the menu  
**Step 4:** Locate and click on the image you want to use,  
**Step 5:** Select Get URL from the Image window  
**Step 6:** Copy the URL from the URL field and close the image window

To add an image to your page using the Edit option:

**Step 1:** Navigate to the page that you want to edit.  
**Step 2:** Select the Edit icon (pen and paper blue square) on the left hand side of the screen,  
**Step 3:** Select the UEA Banner Settings tab further down the Edit window.  
**Step 4:** Paste the URL into the Banner Image field, deleting all text before: /documents – as this isn’t needed.  
**Step 5:** Add any alternative text or Image credit details (photographer name, image URL), if using non-UEA approved images (there is guidance on this on the next page).  
**Step 6:** Select Save to save your changes and publish your image
Banner image guidance

When choosing imagery, you need to be aware of the following:

- Imagery can be sourced from [Flickr](https://www.flickr.com/), [Creative Commons](https://creativecommons.org/) or the internal UEA stock library.

- If using imagery from Creative Commons or Flickr, images need to be copyright free, and you should include the URL to the appropriate Creative Commons licence, along with the name of the photographer and photographer’s account, if supplied, in any attribution.

- If using non-UEA owned imagery that doesn’t have a Creative Commons licence, but the photographer has given permission to use, please provide the photographer’s name and image source / URL.

- When choosing imagery please bear in mind the size of the shot. Banner image dimensions are **940 pixels wide by 250 pixels high**. Image resolution needs to be 72 dpi, the standard size for the web, and no larger than 75kb.

- For general guidelines on image house style and composition, please refer to [UEA’s Photography Guide](https://www.uea.ac.uk/uea-site-guidelines).
18. Adding an Image Link / Visual Menu to a page in the UEA Blue theme

Image links can be used either to create a visual menu:

![Visual Menu Example](image1.png)

**Fig 18.1** Page detail with image links used as a visual menu

Or as a right hand call to action:

![Call to Action Example](image2.png)

**Fig 18.2** Page detail with image link used as a right hand call to action
Image link layout types

In the UEA Blue theme, image links can be used with the following layout types:

- 4 Columns – used as a visual menu
- 2-4 columns – used as a visual menu
- 3 columns (25/50/25) – in the right hand column as a call to action

Each portlet can be dragged into the required position on the page.

Guidance on using Image links

- Image links used as a visual menu on a parent page should take visitors through to child pages for that particular section.

- Right hand call to action links should either take users through to a call to action (e.g. a form, event booking or PDF document or flyer), or to an external site related to your page, where appropriate, and not be used to replicate the left hand navigation.

Adding an image link to your page

To add an image link to your page:

Step 1: On your chosen page, select the blue Add button from the left of the screen.
Step 2: Hover over Web Content Display and click add to add the portlet to your page. Alternatively, drag and drop it into place.
Step 3: Select the Add icon on the new web portlet (paper with green plus icon) to launch the editor.
Step 4: Once in edit mode, select the magnifying glass next to Structure
Step 5: In the Change Structure window, search for Image link to bring up the Image Link template, then select Image link
Step 6: Selecting the template will bring up the prompt ‘Selecting a template will change the structure [...] Do you want to proceed?’ Click OK.

Step 7: Once you’ve changed the template, you’ll then need to complete the required fields (displayed in fig 8.4).

- **Title**: Provide a title for your link. This will show on the live site, so needs to be subject related.
- **Colour**: Select a colour for your link header. Colours are added automatically when you select a particular option. Colours correspond to their school or department as follows:
  - Arts and Humanities
  - Medicine and Health
  - Science
  - Social Science
  - Research
  - Business
  - Internal – intranets
  - External – departments and services
  - News and Events

- **Image**: Selects chosen image. You need to upload your image prior to selecting, which should be sized to **225 pixels wide by 150 pixels high**.
• **Internal Link:** The dropdown list allows you to select and link to pages within your site.

• **External Link:** Here, you can add a link to an external site.

• **Searchable tick box:** make sure this is unticked (fig 8.5)

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**Fig 18.4** Image Link edit window, showing completed fields

**Fig 18.5** Image Link edit window, showing detail of searchable tick box, unticked

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**Step 8:** Once you’ve added the required fields, select **Publish** to save changes and save to the live site.
### 19. Glossary of Common Liferay Terms and Icons

<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning / Usage</th>
<th>Icon(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add New (Asset Publisher icon)</td>
<td>Clicking on the Add New icon at the top of an Asset Publisher list allows users to create a new Blogs Entry item. Normally used to add a News and Event item</td>
<td><img src="image" alt="Add New" /></td>
</tr>
<tr>
<td>Configuration / Settings icon</td>
<td>Allows you to configure or set content in Liferay. By clicking on the cog displaying on the page, you can select specific web content to insert into the page.</td>
<td><img src="image" alt="Cog" /></td>
</tr>
<tr>
<td>Create new web content icon</td>
<td>Selecting this icon on a web page will start the content editor and allows you to create new content.</td>
<td><img src="image" alt="Create Content" /></td>
</tr>
<tr>
<td>Look and Feel</td>
<td>Displayed as a palette icon. In certain sites, in basic editing, you would select this to untick the show borders option.</td>
<td><img src="image" alt="Look and Feel" /></td>
</tr>
<tr>
<td>Portlet</td>
<td>Generic term describing basic web content – e.g. a web page or item of text or images appearing on the page.</td>
<td>N/A</td>
</tr>
<tr>
<td>Portlet</td>
<td>Generic term describing basic web content – e.g. a web page or item of text appearing on the page.</td>
<td>N/A</td>
</tr>
<tr>
<td>Tools</td>
<td>Displayed as spanner icon. Clicking on the icon allows users to access the Look and Feel and Configuration options.</td>
<td><img src="image" alt="Tools" /></td>
</tr>
<tr>
<td>UEA Blue Theme</td>
<td>UEA web design that includes a blue banner background. Banners have faculty and department colours (see example below) and visual menu image links are round-edged. Makes use of portlet toppers (headings with a coloured background) – see example below,</td>
<td><img src="image" alt="UEA Blue Theme" /></td>
</tr>
</tbody>
</table>

(see Fig 19.1)
| Web content display floating banner | Appears on the top right hand side of content. Click the cross hairs to drag and drop portlets into position on the page. Contains Tools option. |
| Web content display floating banner | Appears on the top right hand side of content. Click the cross hairs to drag and drop portlets into position on the page. Contains Tools option. |
| Web content icons | Used to represent basic actions in Liferay. Main icons are:  
• Web editor (page and pencil icon),  
• Create new web content (page and green cross icon)  
• Configuration (cog icon). |
| Web editor icon | Clicking this icon takes you to the web editor. This icon appears after publishing or saving new content for the first time. |

Fig 19.1 Example of UEA Blue Theme design