IMCC Backend System User Guide

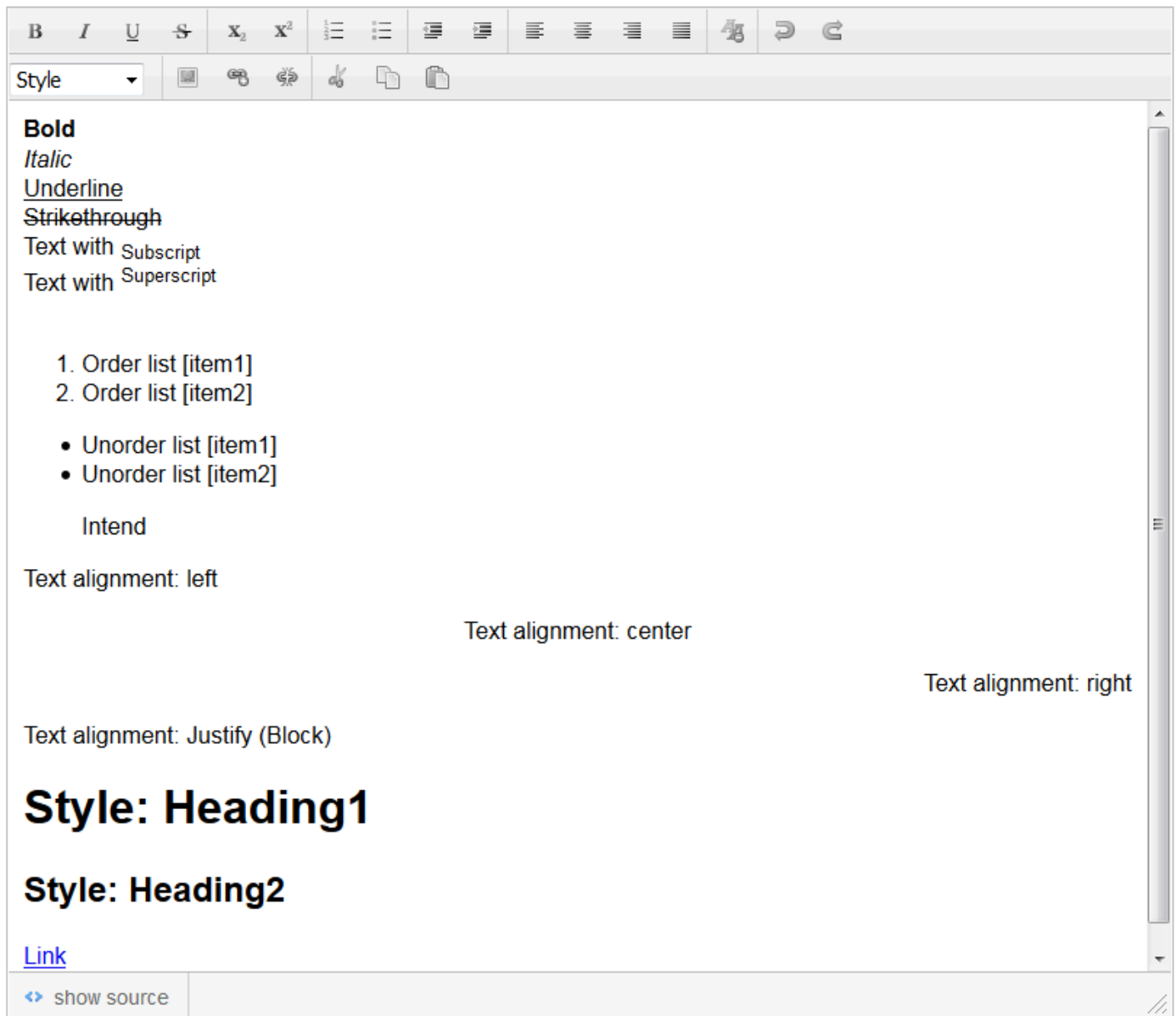# 1 How to use text editor

Name of the buttons will be shown when the mouse is pointing at the icons.
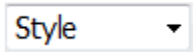
1.1 Preview of the functions

The following figure shows the previews of some functions.

Bold
Italic
Underline
~~Strikethrough~~
Text with Subscript
Text with Superscript

1. Order list [item1]
2. Order list [item2]

- Unorder list [item1]
- Unorder list [item2]

Intend

Text alignment: left

Text alignment: center

Text alignment: right

Text alignment: Justify (Block)

Style: Heading1

Style: Heading2

Link

show source

1.2 Usage table

Icon	Usage
B	To make the highlighted text bold.
I	To make the highlighted text italic.
U	To underline the highlighted text.
S	To add a strikethrough line to the highlighted text.
$\mathbf{X}_2$	To make the highlighted text subscript.
$\mathbf{X}^2$	To make the highlighted text superscript.
	To create an ordered list with numbers 1, 2, 3 and so on.
	To create an unordered list with bullet points.
	To outdent the paragraph.
	To indent the paragraph.
	To align the paragraph left.
	To align the paragraph center.
	To align the paragraph right.
	To align the paragraph justify (as a block).
	To remove all the formatting of the highlighted text (e.g. bold).
	To undo the previous action.
	To redo the next action.

Style ▾	To set the style of the text. In general, **no need to set the style** as "paragraph" will be the default style.
	To insert an image. 1. Click this icon. 2. Enter the image URL and click confirm.
	To add a hyperlink of the selected text. 1. Highlight the text which may become a hyperlink. 2. Click this icon. 3. Enter the URL of the hyperlink and click confirm.
	To remove the hyperlink of the selected text. 1. Highlight the text which is a hyperlink. 2. Click this icon.
	To cut the highlighted text.
	To copy the highlighted text.
	To paste the text copied before.

2 How to generate simple HTML code by text editor

In the backend system, there are some fields containing HTML code (syntax) without text editor. Here are the instructions of generating the HTML code.

In general, the steps are as follow:
1. Copy the original syntax to the text editor.
2. Make changes in the text editor.
3. Generate a new syntax by the text editor and copy and paste to the fields.

Updating the brochure URL will be an example in this user guide.

1. Go to "General Setting", and copy the original syntax from the "Brochure (PDF)" field.
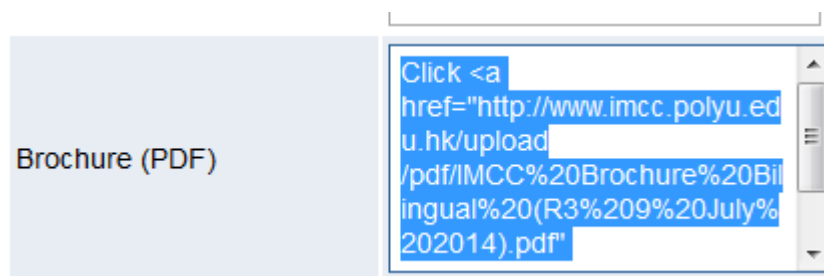
2. Go to "Text Editor". Click "Show Source" at the bottom left.
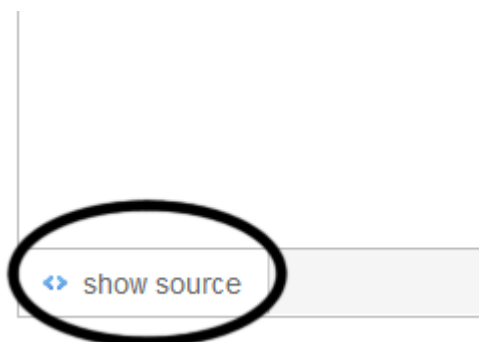
3. Paste the syntax copied before.
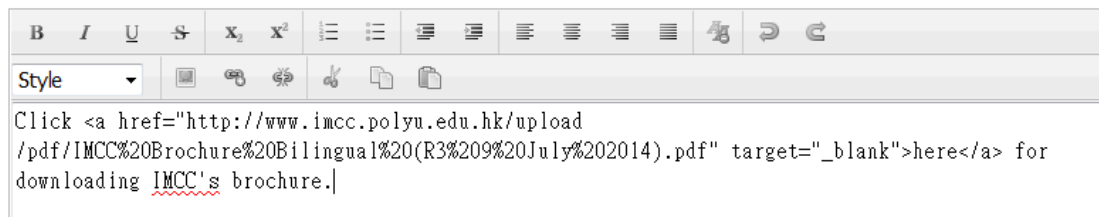
4. Click "Show wysiwyg" at the bottom left ("wysiwyg" stands for "what you see is what you get") .
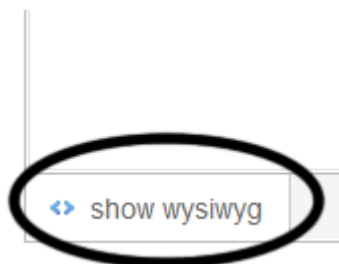
5. Select the text with hyperlink and then click ⬡ (insert hyperlink).
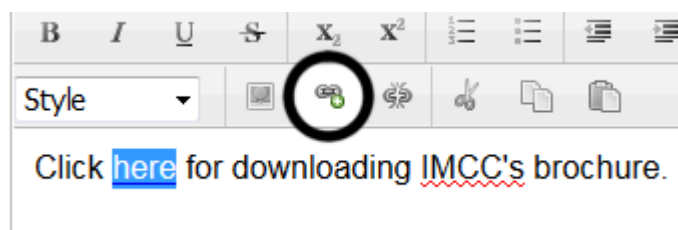
6. Enter the new URL of the PDF file.

7. Click "show source" again.

8. Copy the syntax shown.


```
Style          ▼   ▣  ⬚  ⬚   ✂  ⬚  ⬚
Click <a href="http://www.imcc.polyu.edu.hk/upload/pdf/IMCC%20Brochure%20Bilingual%20(Test).pdf"
target="_blank">here</a> for downloading IMCC's brochure.
```
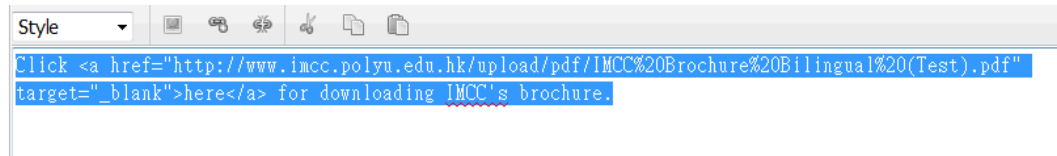
9. Go to "General setting". Paste the syntax to "Brochure (PDF)" field.

Brochure (PDF)	href="http://www.imcc.polyu.edu.hk/upload /pdf/IMCC%20Brochure%20Bilingual%20(Test).pdf" target="_blank">here for downloading IMCC's brochure.
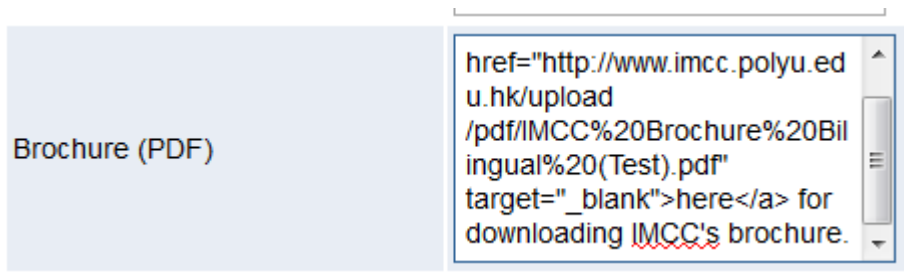
3   How to resize images for photo gallery

1. Go to http://www.obviousidea.com/windows-software/light-image-resizer/, and download the image resizing software. It is free software for personal purpose. (Download link in IMCC server: http://www.imcc.polyu.edu.hk/cms/ light_image_resizer4_setup.exe)

2. Install the software by simply clicking "Next".

3. Open the software in **full** mode.

4. Add the images you need to resize by simple drag and drop (from your computer to the software).
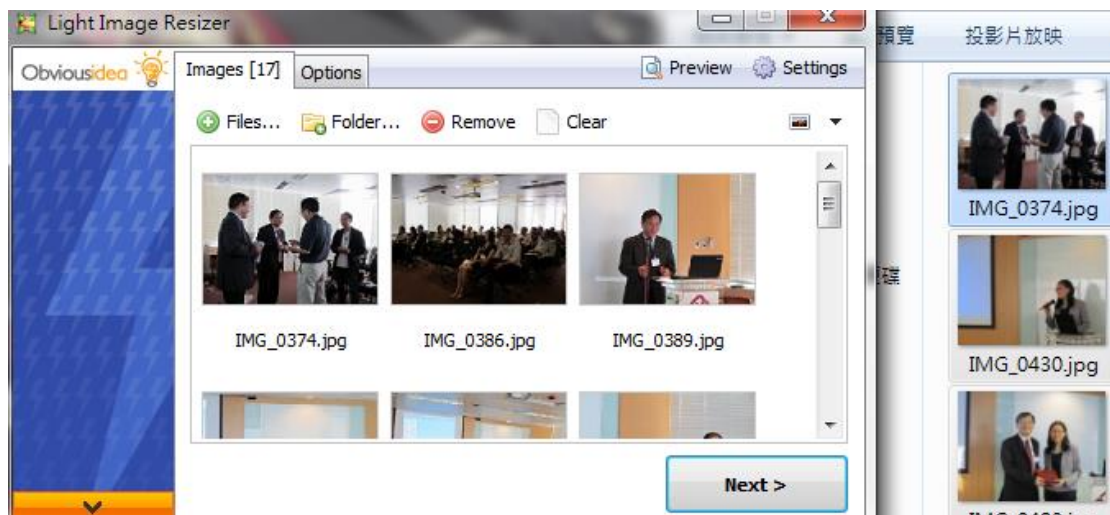
5. Click "Option".

6. Set the new image size.
   (a) If you are going to resize to **medium size**, fill in the following fields:

Width	tick, 550
Height	no need to tick
Mode	Fit, tick "keep aspect ratio"
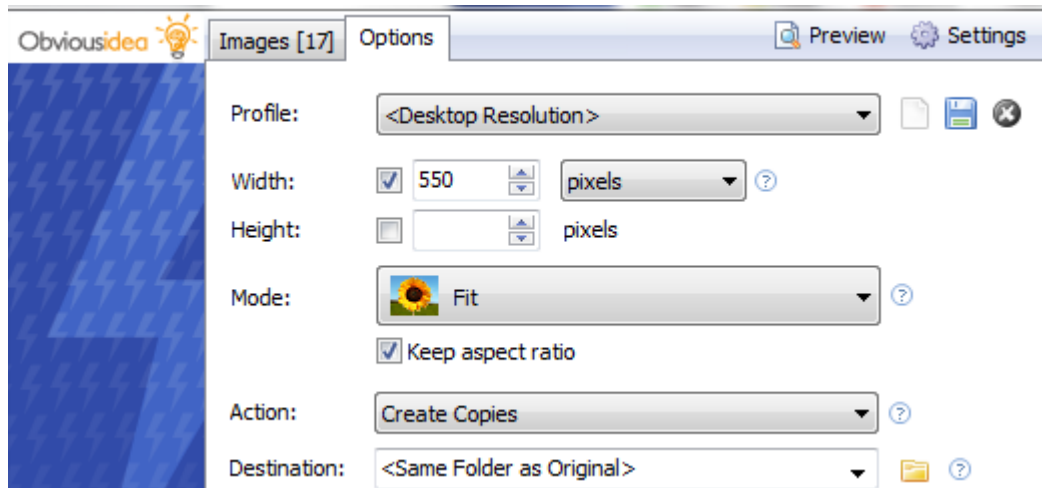
   (b) If you are going to resize to **small size**, fill in the following fields:

Width	75
Height	75
Mode	Crop, tick "Reduce before crop (based on short side)"
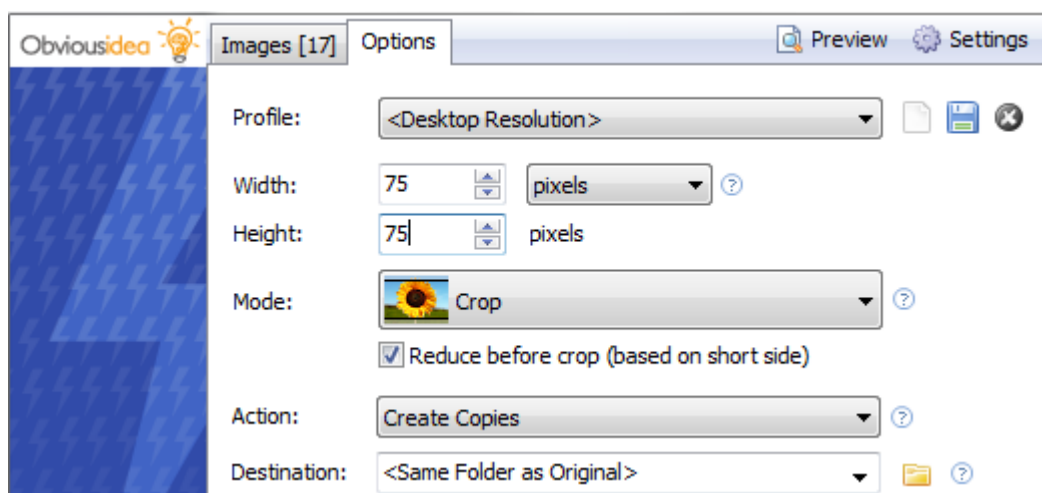
7. Set the destination. The resized images will be stored into it.
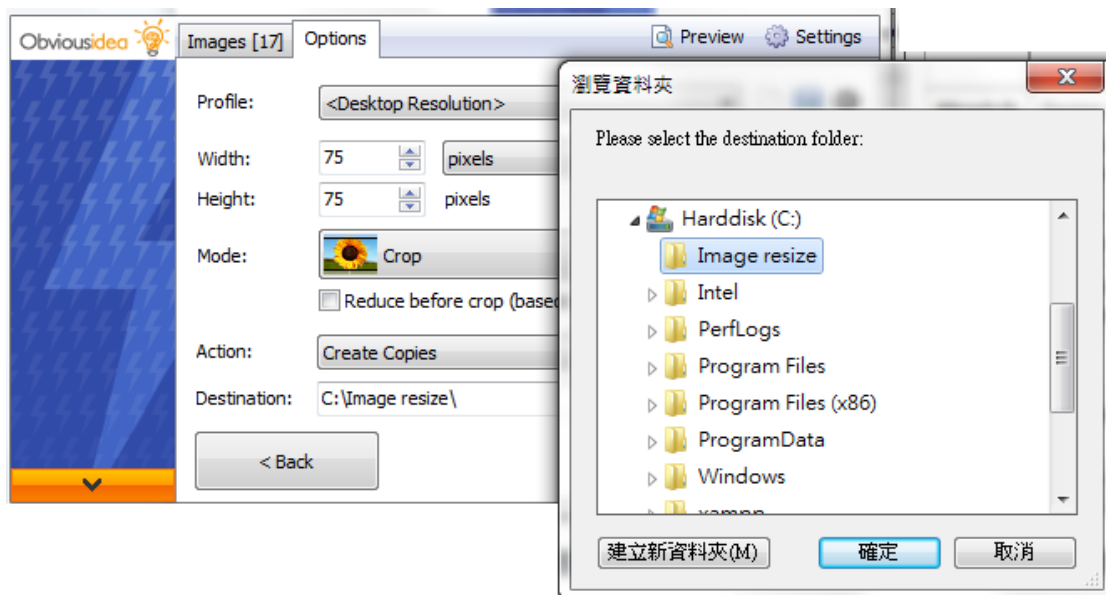
8. Input "%F" in the "Filename Mask" field. "%F" means keep the original filenames.
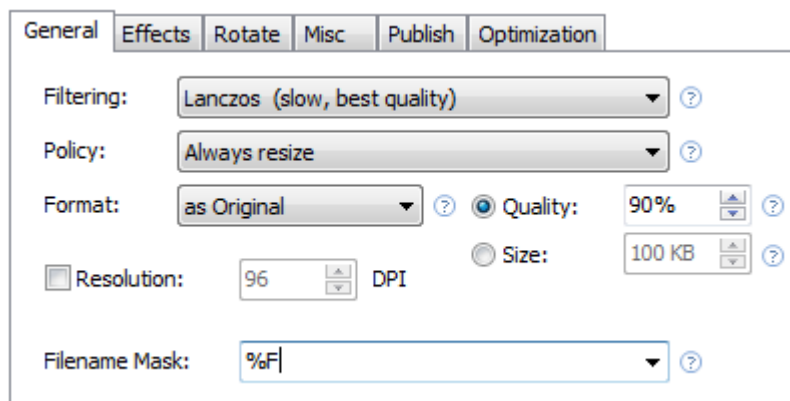
9. Click "Process" at the bottom right.

10. After the process, an alert box showing "Successful" will be displayed.
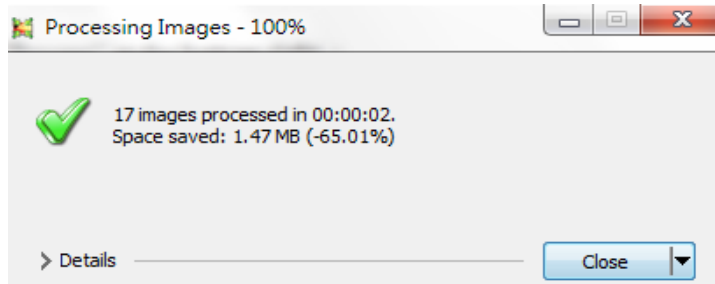
11. Go to the destination folder you have set before and the images are resized.

4   How to make changes of the map in contact us

1. Go to Google Map.

2. Search for "Chan Tai Ho Building, The Hong Kong Polytechnic University".
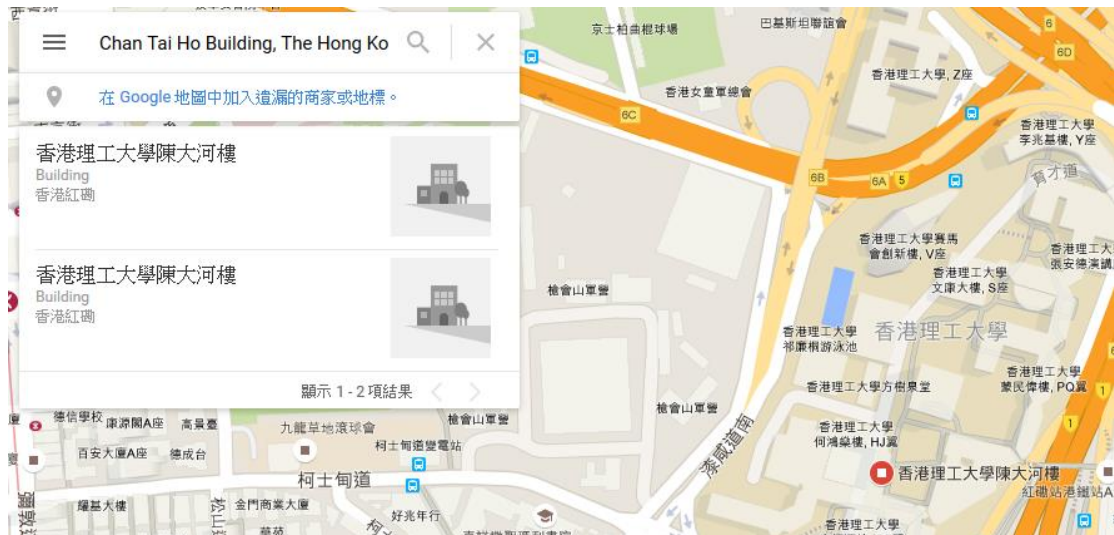
3. Click the menu bar on the left.

4. Select "Share or embed map".

5. Select "Embed map" and "Customize the size".

6. Set the size as "500x350".

分享連結 | 嵌入地圖 ✕

自訂大小 ▼ [500] ✕ [350] 預覽實際大小

<iframe src="https://www.google.com/maps/embed?pb=!1m16!1m12!1m3!1d3691.3281506997773!2

嵌入這張地圖，即表示您同意服務條款。

7. Copy the syntax and paste it to the map field in the backend system.

Map

<iframe scrolling="no" marginheight="0" marginwidth="0" src="https://maps.google.com/?q=Chan+Tai+Ho+Building&ie=UTF8&

5   How to make changes in header, footer, copyright and privacy statement

In order to modify the header, footer, copyright statement or privacy statement, **HTML and PHP knowledge is required**.

5.1   Header

The codes are in **./views/header.php**.

The URL of the images, including the logos and the slideshow images, are set in arrays called "textEN" (English version), "textTW" (Traditional Chinese version) and "textCN" (Simplify Chinese version).

To update the image slideshow, the arrays mentioned above and the HTML displaying the image *(around line 180-185)* should be modified.

5.2   Footer

The codes are in **./views/footer.php**.

The URL of the images and the text are set in arrays called "textEN" (English version), "textTW" (Traditional Chinese version) and "textCN" (Simplify Chinese version) as well.

To update the footer icons (the communication channel), the HTML displaying the icons *(around line 66-71)* should be modified.

5.3   Copyright statement

The codes are in **./views/copyright.php**.

To update the page, it only needs simple HTML modification.

5.4   Privacy Statement

The codes are in **./views/privacy.php**.

To update the page, it only needs simple HTML modification.