



West London SFRA – Website User Guide

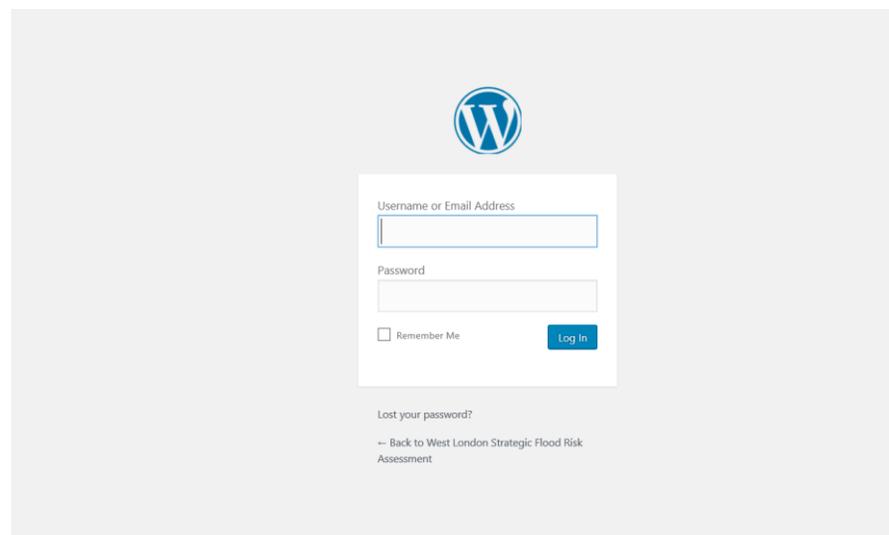
West London SFRA – Website User Guide

- The West London Strategic Flood Risk Assessment (SFRA) is available in an online website format only. The website is available for public view via the following weblink: <http://westlondonsfra.london/>.
- As a user with administrative rights, amendments to the SFRA's main contents and tables can be made. Amendments to the website's presentation, layout, graphics and accompanying pdf documents cannot be made.
- This document provides guidance on how to edit text on the SFRA website.



Log-in Credentials

- To gain access to your West London SFRA administrative account, visit the following website:
 - <http://westlondonsfra.london/wp-admin/>
- Then enter the username and password provided to you.

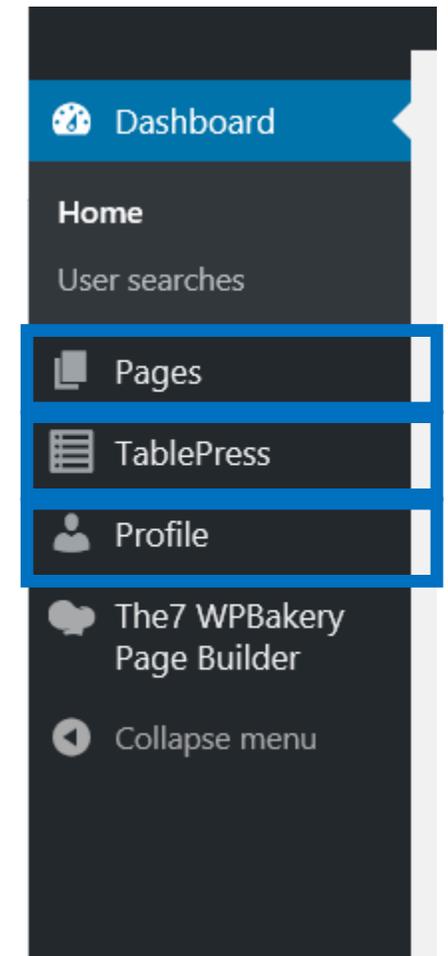


The screenshot shows the WordPress login interface. At the top center is the WordPress logo (a blue circle with a white 'W'). Below it is a white login box with the following elements: a text input field labeled 'Username or Email Address', a text input field labeled 'Password', a checkbox labeled 'Remember Me', and a blue 'Log In' button. Below the login box, there is a link that says 'Lost your password?' followed by a smaller link: '-- Back to West London Strategic Flood Risk Assessment'.



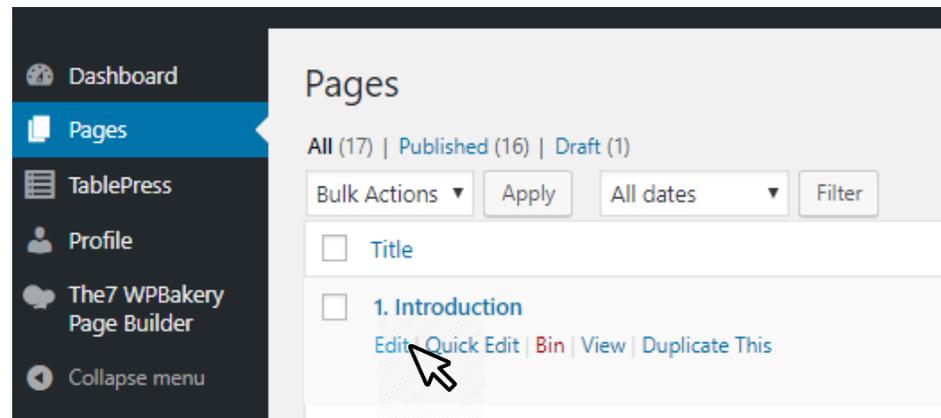
Dashboard

- Once logged in, you will land on the administrative home page.
- The Dashboard items located on the left hand side of the page will enable you to complete certain tasks.
- **Pages** (edit the main text within each webpage of the SFRA)
- **TablePress** (edit the text within each table in the SFRA)
- **Profile** (Amend/customise your personal profile)



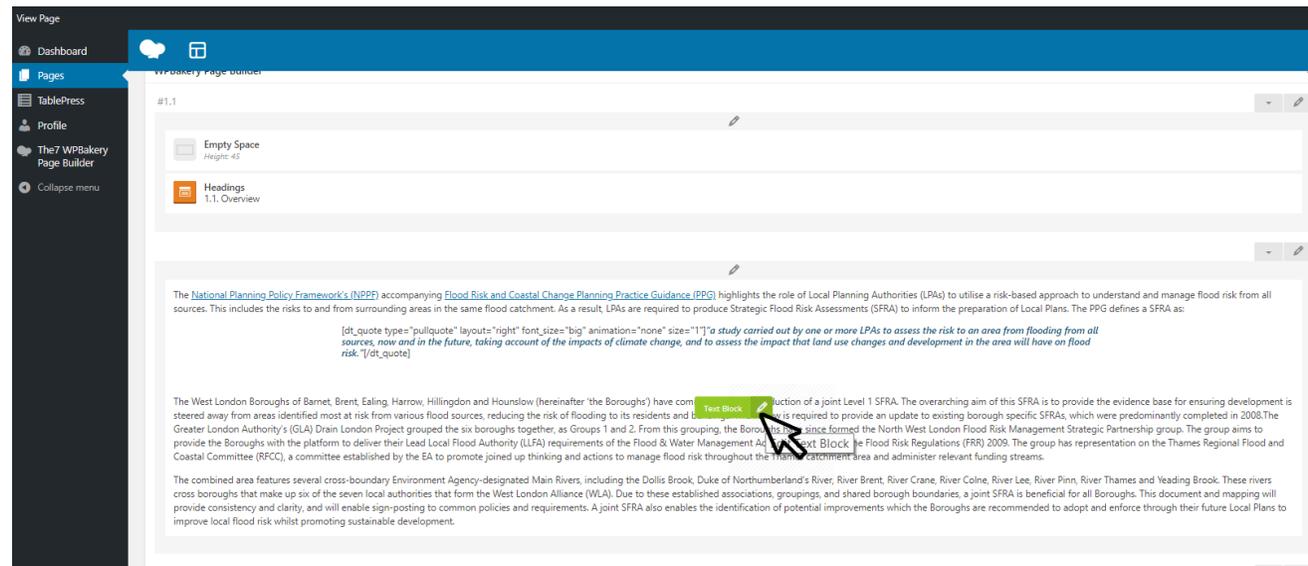
Edit Main Text within Web Pages

- To edit the main text within a specific web page:
 1. Click on 'Pages' in the Dashboard pane.
 2. Hover your mouse cursor over the SFRA section you would like to edit. This will bring up a number of options underneath the title of the section.
 3. Click on 'Edit', the first option in the list.



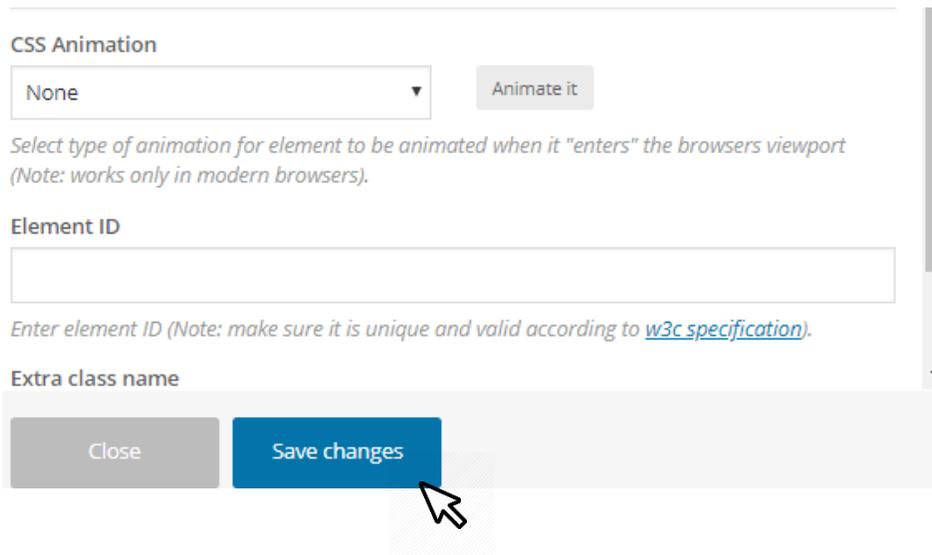
Edit Main Text within Web Pages

4. Scroll to the sub-section that you would like to edit
5. Hover your cursor over the sub-section you would like to edit
6. Click on the pencil icon, this will enable you to edit the text block



Edit Main Text within Web Pages

7. Make the necessary amendments in the text box and click 'Save Changes'.
8. Click 'Update' in the top right hand corner of the page to ensure the changes are pulled through to the live version of the website.



CSS Animation

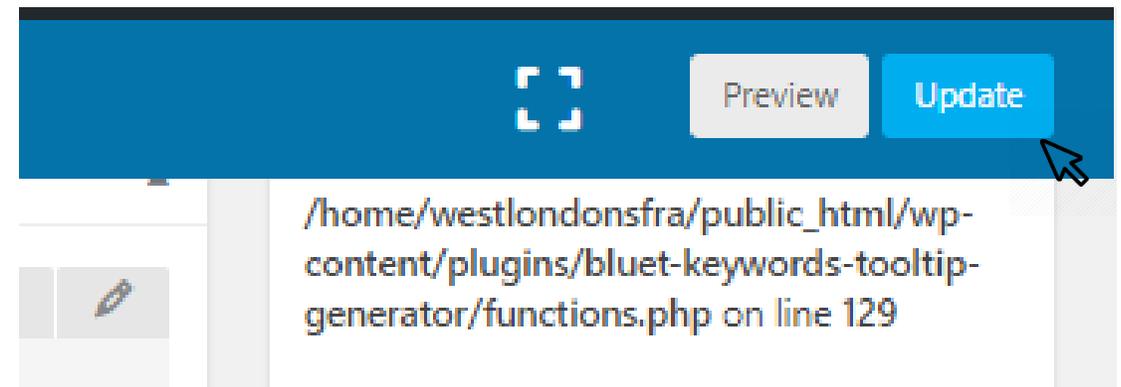
None

Select type of animation for element to be animated when it "enters" the browsers viewport (Note: works only in modern browsers).

Element ID

Enter element ID (Note: make sure it is unique and valid according to [w3c specification](#)).

Extra class name



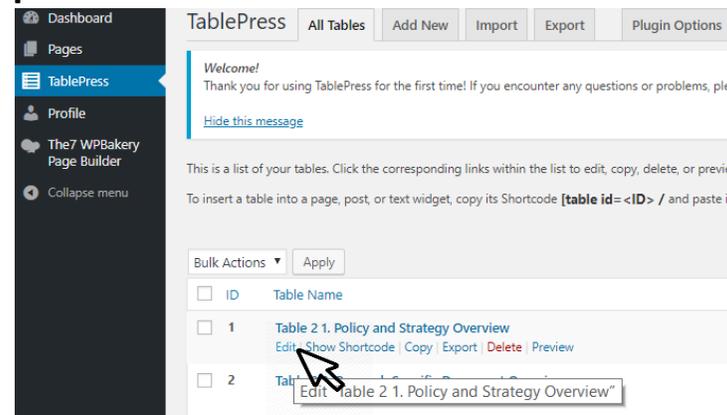
Edit Main Text within Web Pages – Hyperlinks

- As part of the amendments that can be made to the SFRA, users can add hyperlinks to text (following step 6 on page 6). To do so:
 - I. Select the text that you would like hyperlinked.
 - II. Click on the ‘insert/edit link’ icon.
 - III. Click on the ‘link options’ icon.
 - IV. Insert URL or use the search function if you would like to link to existing content in the SFRA.
 - V. Click ‘Add Link’.
 - VI. Continue the guidance from step 7 onwards provided on page 7.



Edit Text within SFRA Tables

- To edit the main text within a specific web page:
 1. Click on 'TablePress' in the Dashboard pane.
 2. Hover your mouse cursor over the table you would like to edit. This will bring up a number of options underneath the title of the section.
 3. Click on 'Edit', the first option in the list.



Edit Text within SFRA Tables

4. In the 'Table Content' section of the page, scroll to the table row that you would like to edit and click into the relevant table cell.
5. Make the necessary text amendments in the table cell, repeating this process for each cell that you would like to amend.
6. Click 'Save Changes'.

To insert the table into a page, post, or text widget, copy the Shortcode `[table id=1 /]` and paste it in the desired place in the editor.

Preview Save Changes

Table Information

Table ID: Shortcode: `[table id=1 /]`

Table Name:

Description:

Last Modified: 20th April 2018 2:18 pm by Metis General

Table Content

	A	B	
1	Level	Policy Strategy and Link	1
2	National</s	<a	2
3	#rowspan#	<a	3
4	#rowspan#	<a	4
5	#rowspan#	<a	5
6	Regional</stro	<a href="https://www.london.gov.uk/sites/de	6



Edit Text within SFRA Tables – Hyperlinks

- Hyperlinks can also be added to text within tables (following step 3 on page 9). To do so:
 - I. In the 'Table Content' section of the page, tick the column and row for the cell that you would like to insert a hyperlink into.
 - II. In the 'Table Manipulation' section of the page (located underneath 'Table Content'), click 'Insert Link'.
 - III. Click into the cell you're amending.
 - IV. In the 'Link Text' text box, enter the text that you would like presented in the table and hyperlinked.
 - V. Insert URL or use the search function if you would like to link to existing content in the SFRA.
 - VI. Click 'Add Link'.
 - VII. Click 'Save Changes' at the top (or bottom) of the page.

