

Posting Images & Text using Segue

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1. Introduction

Segue is web-based program for creating websites that are publicly available on the Internet. Segue is provided by Applied Technologies for Learning in the Arts & Sciences (ATLAS), the instructional technology support group for the College of LAS.

1a. Segue Support

Account and support requests for Segue are made online at:

http://www.atlas.uiuc.edu/web/contact/web_emailform.asp

The URL for Segue is located at:

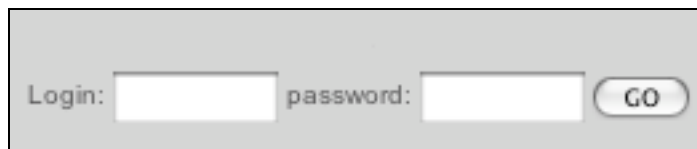
<http://segue.atlas.uiuc.edu>

1b. Login

Enter your login & password at the upper-right corner of the screen (see fig. 1). Login requires your UIUC "Active Directory" (AD) password. If you don't know your AD password, you can set/change it at:

<http://accounts.ad.uiuc.edu>

(If you change your password and it still doesn't work, try again using the "unlock account" option).



The image shows a login form with a light gray background. It contains two text input fields: the first is labeled "Login:" and the second is labeled "password:". To the right of the password field is a rounded rectangular button with the text "GO" inside.

Fig 1: Segue login

1c. URL for your site

<http://segue.atlas.uiuc.edu/sites/yournetid>

2. Setting up your site

2a. Create Site

After you've logged in for the first time, click the "Create Site" link (see fig. 2 below). You'll step through several screens to specify how your website looks.



Fig 2: Create Site link

2b. Site Title

Fill in the title or name of your site. Using your name or your group name (if you're working with a group) is a good choice. Other settings on this page are optional.

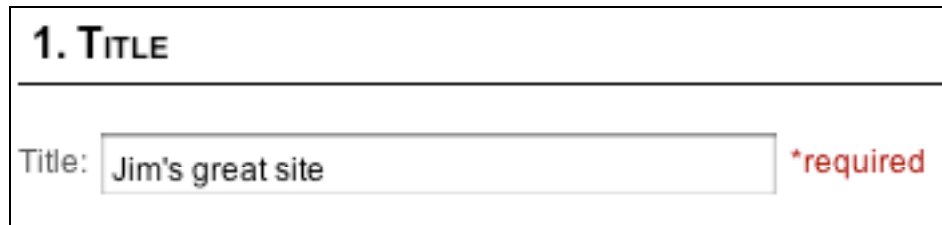
A screenshot of a form titled "1. TITLE". Below the title is a horizontal line. Underneath the line is a text input field with the text "Jim's great site" inside it. To the right of the input field is a red asterisk followed by the word "required".

Fig 3: Site Title

2c. Site Appearance

Select your desired "theme" (color scheme and design) and click the "Continue" button.

2d. Site Template

Select your desired "template". Depending on which template you choose, your site will have a number of empty pages, ready for you to fill in. The "default" template is good for class projects and personal websites. The various "course" templates are intended for instructors creating websites for courses.

Click on the "Finish Now" button to finish setting up your site.

3. Website Sections & Pages

An empty website created using the default template looks like fig. 4:

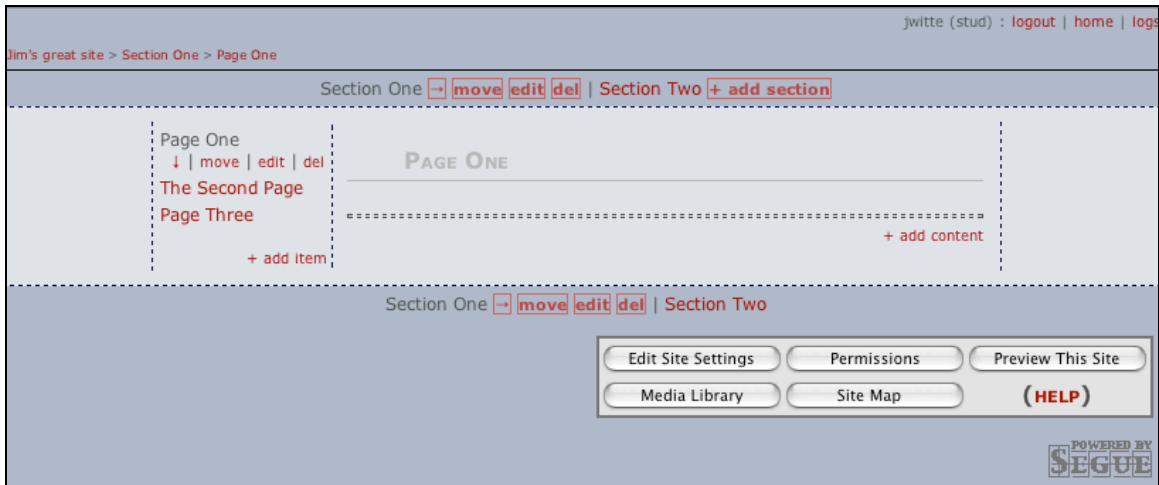


Fig 4: Empty website with default template

Across the top, your website is divided into "Sections". Each section is a collection of web pages. You might have sections like "HIST100 Project 1", "About Me", etc. If you don't need multiple sections, you can delete any section you're not using.

To move between sections, click on the section name (like "Section One" and "Section Two"). You can rename sections using the "Edit" link.

In the left column, you see a listing of pages in the current section. Use the "edit" link under the page name to change the page name and page title. Use the "+ add item" link to add additional links in the left-hand column.

The "Preview This Site" button shows how the site will appear to the public. The "Permissions" button allows you to grant editing permissions to another person on a section, a page, or a specific content block. The other person must have a Segue account.

4. Adding Content to Pages

To add either text or images to a page, use the "+ add content" link. You'll then be asked what sort of content to add, as shown in fig. 5:

Fig 5: Adding content

4a. Adding Text

Specify the title and the content, then click the "Save" button. If your text is long, you might prefer to write a short summary or abstract in the content, then use the "Continue" button to add your "extended" text. The public will then see your summary and a link to the full text.

4b. Adding Images

Pictures need to be uploaded to the system before they can be used in a page. Click on the Media Library button to see what pictures you have available in your media library. To upload a new file, click on "Choose file" to select the file, and then click on the "Upload" button. See Fig. 6.

Once your picture has been added to your media library, click the "Use" button next to the picture to use the picture.

You can optionally add a title and/or caption.

	ID	FILE NAME	TYPE	SIZE	DATE MODIFIED	ADDED BY USER	
<input type="button" value="use"/>	11	Dilbert-project.jpg	image	71.64KB	November 4, 2004 9:48	jwitte (jwitte)	<input type="button" value="delete"/>

Fig 6: Image in Media Library