

Editing the SAS news website – a quick start guide

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For three years I have been editing the SAS website News page and also Resources/Documents&Links. I am now looking for a successor.

1. Get a login.

It may sound daft but you cannot edit this page without a login. Contact websupport@hee.nhs.uk and they will supply the necessary. Once you have a username and password then click “Login” on the blue banner at the top of the screen and you will be presented with a box:

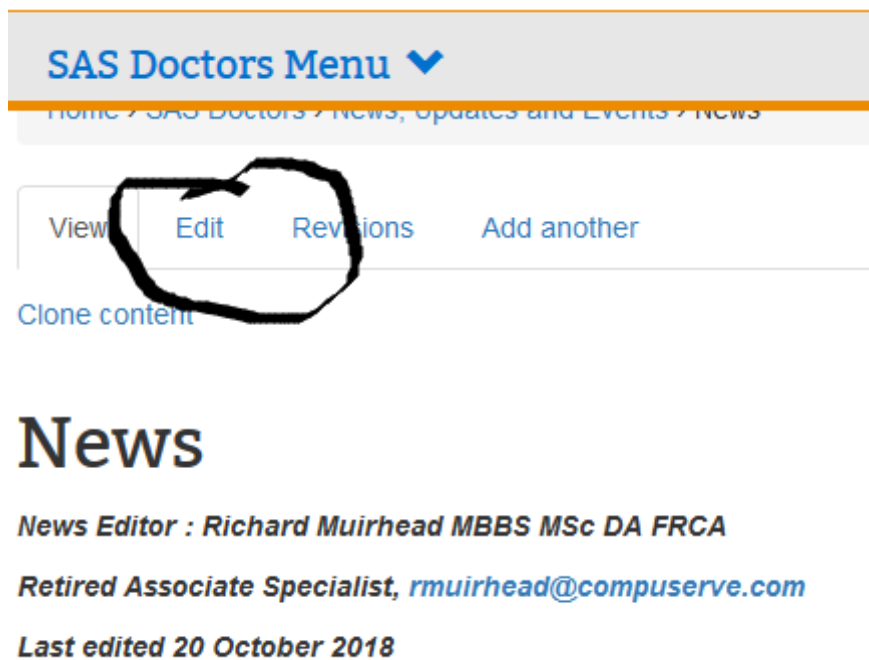
The screenshot shows the top of the website with a blue banner containing the text "Health Education Yorkshire and Humber" and a "Login" button. Below this, a modal window titled "Log in to your account" is open. The modal contains the following elements:

- A message: "Please note your username is your name as you normally type it, **NOT** your email address"
- A label "Username *" followed by an empty text input field.
- A label "Password *" followed by an empty password input field.
- A link: "Request new password"
- A blue button with a right arrow icon and the text "Log in".
- A grey button with the text "Close".

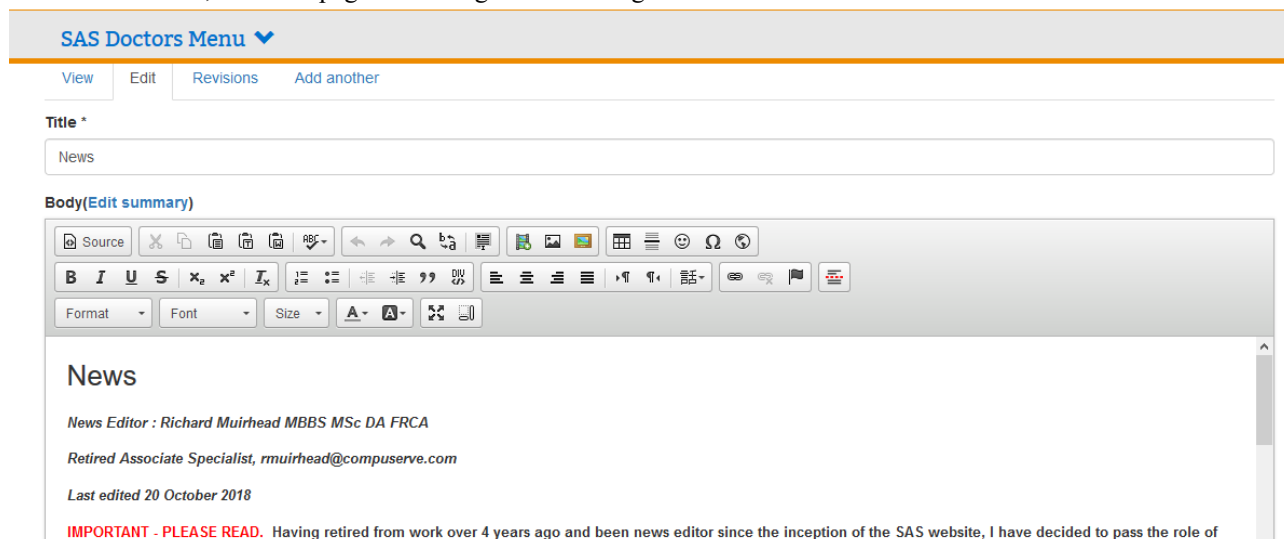
Enter your data as requested. As usual, usernames are NOT case sensitive but passwords are. On your first login, you will be asked to change your password.

2. Edit the text

Now the “login” button has changed to “logout” and is partly obscured by a black banner which carries your username and a further “logout” button. Let us first go to the “News” page. Note above “News” there is a small line of buttons which include an “Edit” button. However, before you hit edit, navigate to the page that you wish to change, then hit “Edit”.



After a little while, the news page will change to something that looks somewhat like this:



As you know, the News page contains a number of sub-pages in the form of a “concertina”. Each concertina element is opened similarly but separately below the main page.

It looks much like a word processor and behaves as such. You can change font and style easily but there is a limited choice owing to restrictions in HTML. Changing colour is also easy.

Before you leave the page **MAKE SURE YOU SAVE YOUR WORK** as edits will otherwise be lost. The “Save” button is located on the bottom right of the edit page. Once your work has been saved it will be displayed so you can check the links etc. However, **there may be a delay of several hours before the new page is displayed to the public.**

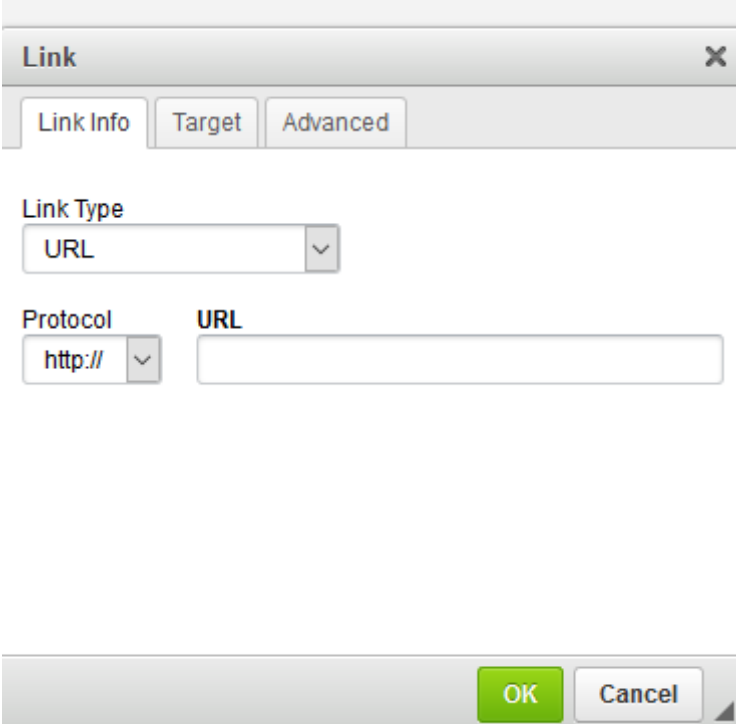
3. Insert a link

On the right-hand end of the second row there are a number of buttons often not found on word processors - “link”, “remove link” and anchor. “Link” is on the left and “unlink” the adjacent grey-out image. To the right the flag indicates an anchor.



Inserting a link is quite easy – simply highlight the text you want to link and hit that button. Under “Link info” you will

find "Link Type" which allows you to specify URL(address of another web page), anchor (another location within the same page) and email. Select the type of link required and fill in the necessary. Once the box is closed the link will be established. As normal text in blue does not show well against a grey background I usually change the entry to "bold". You may wish to change how the link behaves – click "target".



The image shows a 'Link' dialog box with three tabs: 'Link Info', 'Target', and 'Advanced'. The 'Link Info' tab is selected. It contains a 'Link Type' dropdown menu set to 'URL'. Below it, there is a 'Protocol' dropdown menu set to 'http://' and an empty 'URL' text input field. At the bottom right, there are 'OK' and 'Cancel' buttons.

4. Other edits

Below the "edit" pages there are a number of other options, including uploading files or images. Also the "SAS Doctors Menu" is editable – hover over the menu and look for and click the tiny "sunburst" icon:



Please refer to the HEE training videos for details of other edits, adding pages etc.

5. Finally - get some news!

With the excitement of your first edit it is easy to forget why you are doing this. You may come across news in a variety of formats – gossip, local or national news broadcasts or papers and web pages. Much of the news will have a political element: as HEE is part of the NHS opinions should not be stated within this web page but readers may be directed to external links.

Obviously as a web page most of the news items will be in external web pages to which you supply a link. Do not copy the content and pretend it's your original work. Stories that originated outside of a web page will obviously need researching: BBC, Yorkshire Post, The Guardian and Independent are my favourites. Try to avoid sites that ask for a payment (e.g. Times, Telegraph).

Medical news sites include

British Medical Association

<https://www.bma.org.uk/news/listing>

Free to all users, though some news items may be restricted to members.

British Medical Journal

<https://www.bmj.com/>

Free. Useful if you don't have access to the BMJ. If quoting the BMJ look at the base of the article for the citation number and google that (e.g. BMJ 2018;363:k4437). Again, some items may be restricted to subscribers or BMA members.

Medscape News

<https://www.medscape.com/>

You will have to register (free) to read much of the content. A US site but carries a lot of UK news. Often an interesting perspective on UK news!

Doctors.net

<https://news.doctors.net.uk/archive>

You have to register – it's free to anyone with a GMC number. At times a little flaky (it's still in beta test) so you may also need

Englemed

<http://www.englemed.co.uk/>

This website is the origin of much of the Doctors.net news.