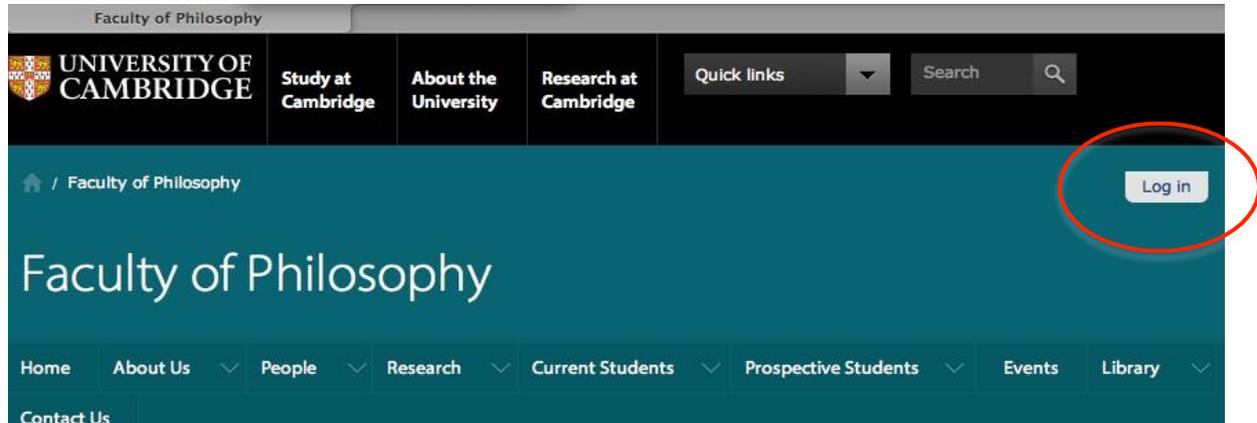
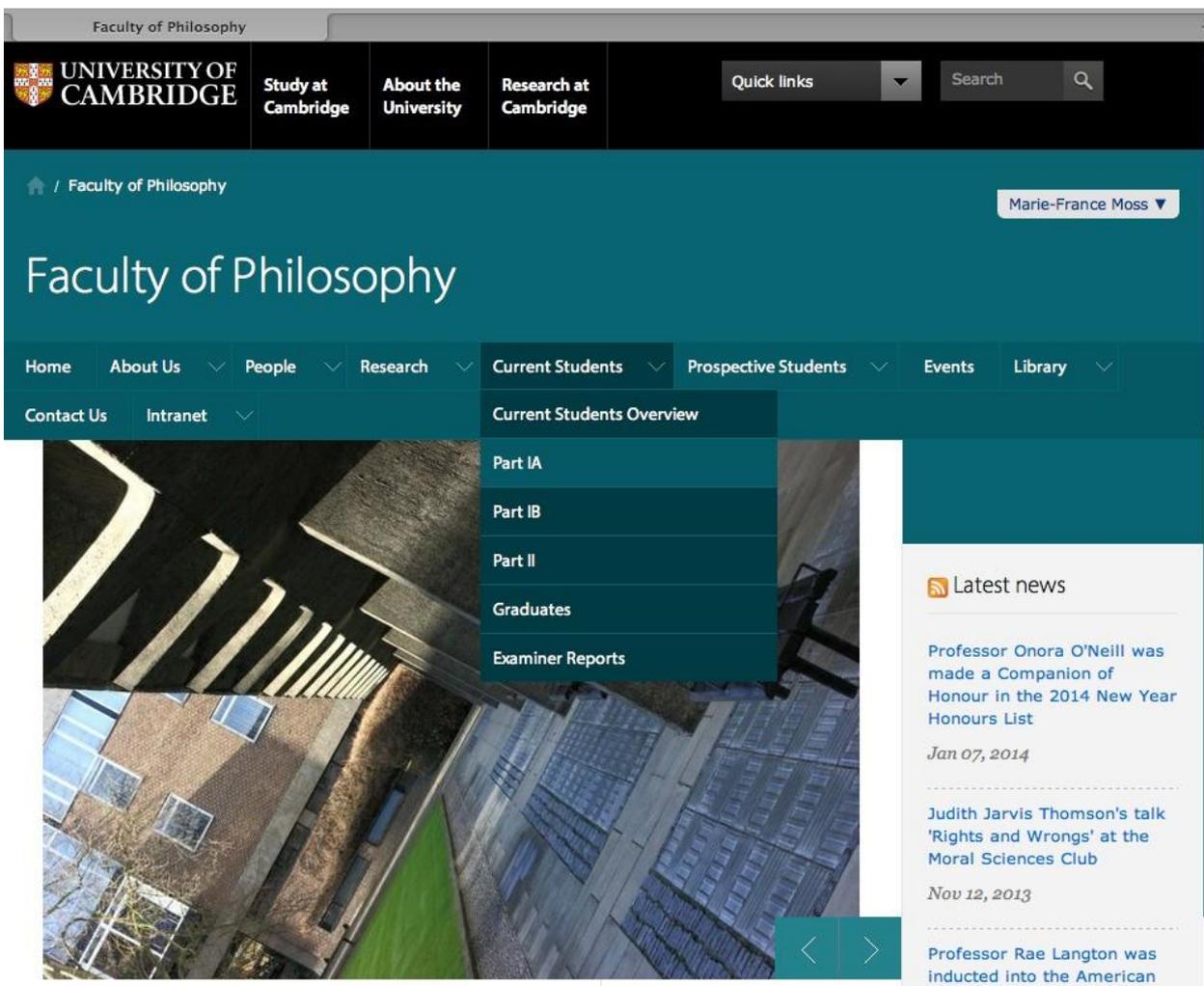


# Falcon Web Page Content Editing Notes

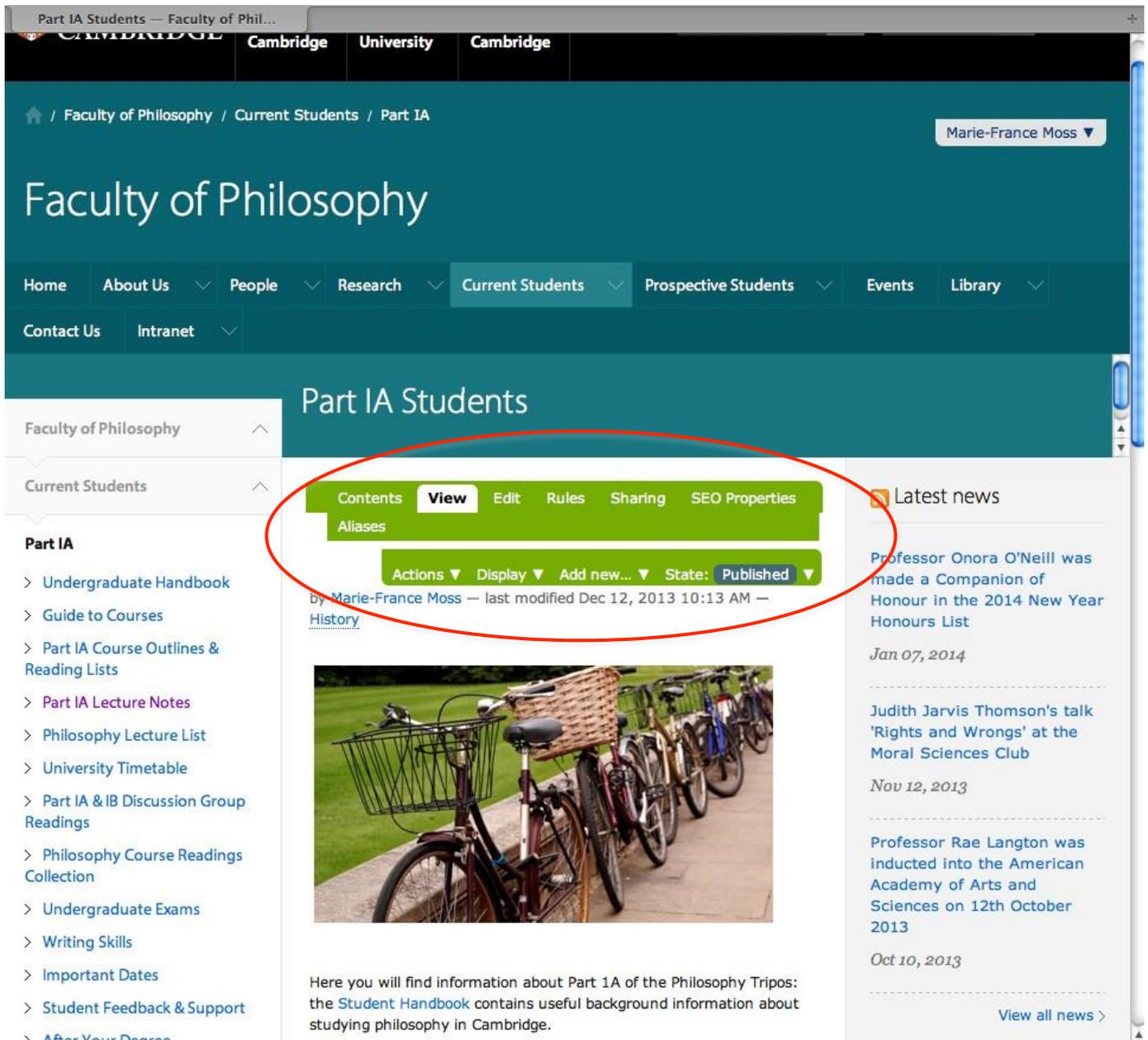
Click on the *Log In* button on the Philosophy Falcon site at [www.phil.cam.ac.uk](http://www.phil.cam.ac.uk)



From the menu bars, navigate to the page to be edited



A green menu bar is available at the top of the page to be edited, for example:



Click on 'edit' in the green menu bar shown above to display the Edit Page containing Body Text and formatting toolbar menu as shown on the next page.

**On the Edit Page: content can be edited including the insertion of images, linking to files or external web sites, insertion of tables, editing HTML code etc. Use the toolbar icons as described below (tip: hover over icons to reveal help text):**

**Title** ■

Part IA Students

**Summary**

Used in item listings and search results.

**Body Text**

Annotations:

- Cut & paste Options
- Insert image tool
- Insert/edit links to files & web pages
- HTML edit/view code
- Bullets margins, indent options
- Table tools
- Links to files or web pages display in blue. To add a link highlight text then click on link button in toolbar. From Insert/Edit window select **Internal** (e.g. a PDF file or internal Faculty web page to link to) or **External** for web address links outside the Faculty web site

Here you will find information about Part 1A of the Philosophy Tripos: the [Student Handbook](#) contains useful background information about studying philosophy in Cambridge.

The [Guide to Courses](#) (also known as the Syllabus) gives an outline summary of the entire Philosophy Tripos. If you have a question about the structure of your course, you should look here first.

## Upload files: navigate to the web page where a file is to be replaced/uploaded

Click on **Contents** on the green menu bar to display a list of folder contents including files (e.g. PDFs) and sub folders (shown as yellow folder icons):

Contents View Edit Rules Sharing Aliases

Add new... ▼ State: Published ▼

by [Marie-France Moss](#) — last modified Sep 13, 2013 10:22 AM

[Up one level](#)

Select: All

	Title	Size	Modified	State
☰	 <b>Current Students Overview</b> ■	1.0 KB	Oct 25, 2013 03:22 PM	Published
☰	 Part IA	1 KB	Sep 09, 2013 11:39 AM	Published
☰	 Part IB	1 KB	Oct 18, 2013 09:42 AM	Published
☰	 Part II	1 KB	Sep 09, 2013 11:41 AM	Published
☰	 <a href="#">Undergraduate Handbook</a>	195.9 KB	Oct 04, 2013 11:41 AM	

Red square indicates default page displayed for the folder

Yellow folder icon

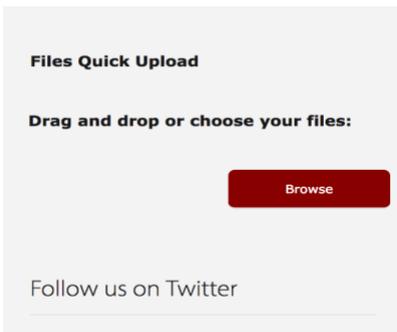
PDF file icon

**To replace an existing file:** click on the filename once then click 'Edit' on the green menu bar. Check the box 'Replace with new file' and click on the 'Choose File' button to browse to the new file. Click on Save to store the replacement file.

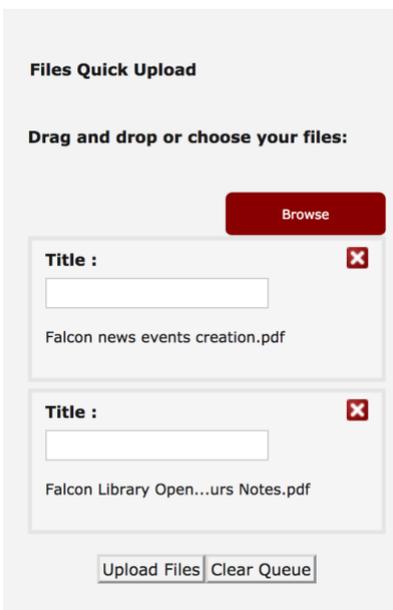
**Note:** some files are linked to from more than one place (e.g. the Important Dates file is linked to from the 'About Us' sub menu and the 'Quick Links' section in the right-hand column of the web site). To replace files of this kind, note the folder name where the file is located (e.g. in the above example it's in a folder called 'aboutus' which can be seen in the address bar of the browser: <https://www.phil.cam.ac.uk/aboutus/important-dates-pdf>). Navigate to this folder, for example by selecting 'About Us Overview' from the 'About Us' top level menu bar and click on 'Contents' on the green menu bar. Scroll down the list of files and locate the file (e.g. 'Important Dates PDF') and click on the file name in the middle column then click on 'Edit' from the green menu bar displayed, scroll down and select 'Replace with new file' then click on the 'Browse' button and locate and select the replacement file on the local computer then click the 'Save' button to save the changes.

**To add a new file:** click on the 'Add new' option on the green menu bar, select 'File'. Complete the 'Short Name' field (note: Title & Description do not need to be input). Click on the 'Choose File' button and browse to the file to be uploaded. Click on Save to store the new file in the folder.

**To upload multiple files:** select the folder where the files are to be located and click on the 'Contents' tab in the green menu bar then scroll down the screen to view the 'Files Quick Upload' area in the right-hand column of the web site (see screenshot below):



Click and drag files to be uploaded from the local computer to the 'Drag and drop or choose your files' area or use the 'Browse' button to locate files to be uploaded. Once the files are ready, click on the 'Upload Files' button (see screenshot below). The system will confirm once all files have been uploaded, they should then be visible in the folder under the Contents tab of the green menu bar.



**Publishing files:** sometimes new files will need to be published. If the filename is displayed in red (see example screenshot below) and has a state of 'Private' you will need to publish the file by selecting the check box to the left of the file and then click on the 'Change State' button at the foot of the file listing. Scroll down the next screen displayed and select 'Publish' then Save. The filename should now display in black rather than red and the state should have changed from 'Private' to 'Published'.

