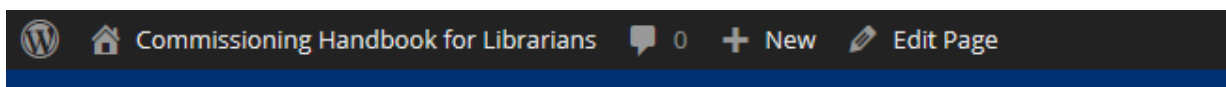


Editing the Commissioning Handbook for Librarians

When you log on, you will be taken back to the home page of the site and you'll see a toolbar at the top of the page:

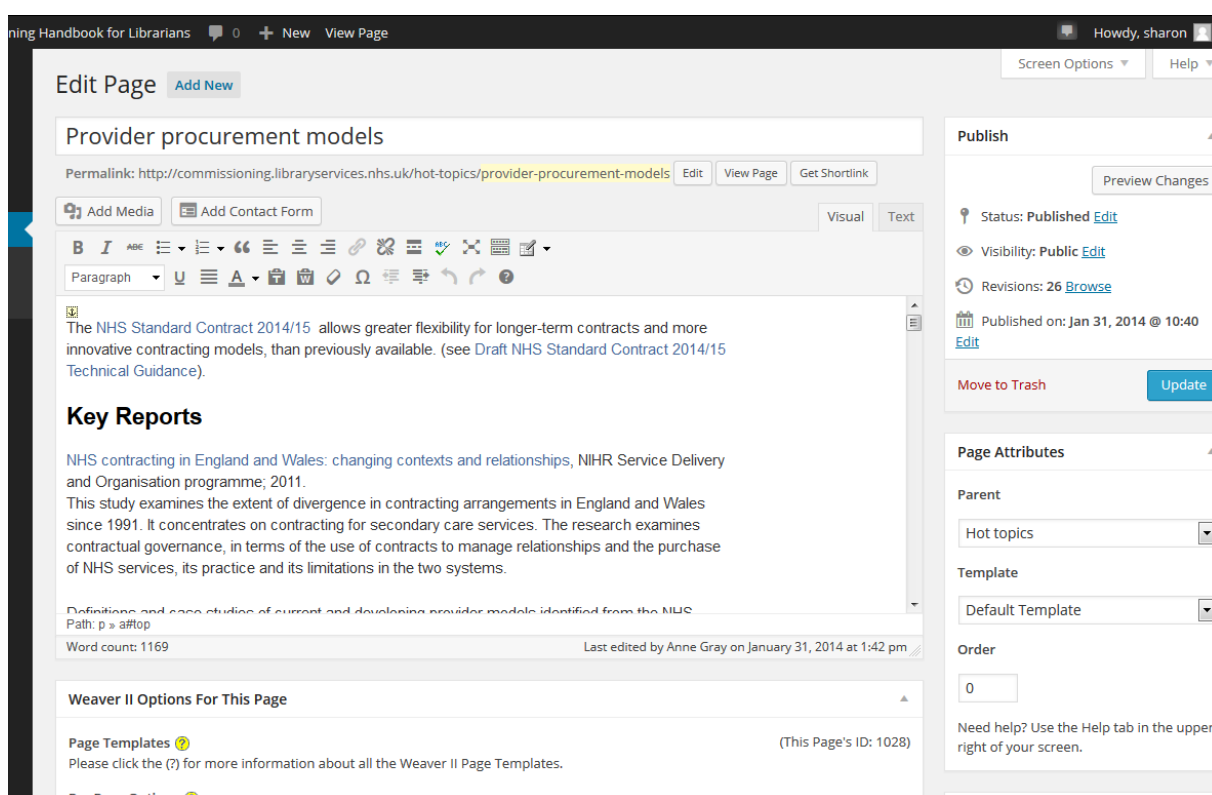


As editors, you will have the ability to **Create** new pages or posts, and **Edit** pages or posts.

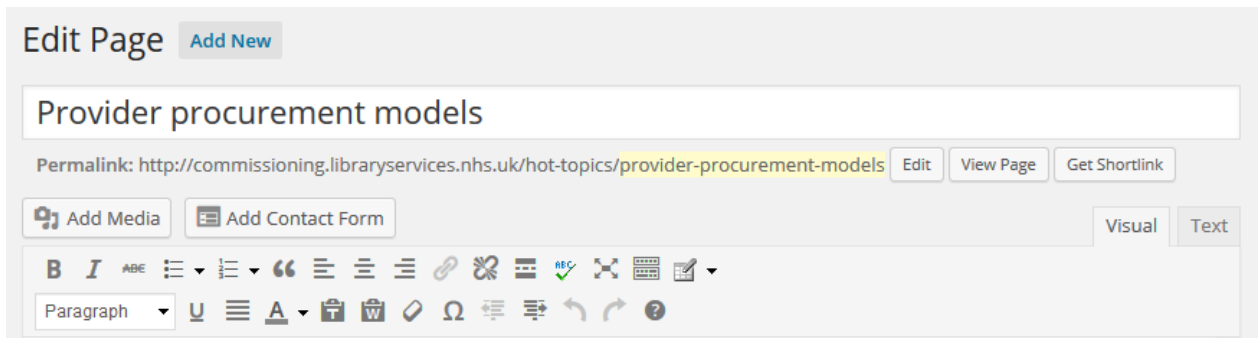
1. Editing existing pages

To edit a page, click on the **Edit Page** link in the toolbar or the **Edit** button at the bottom of the page.

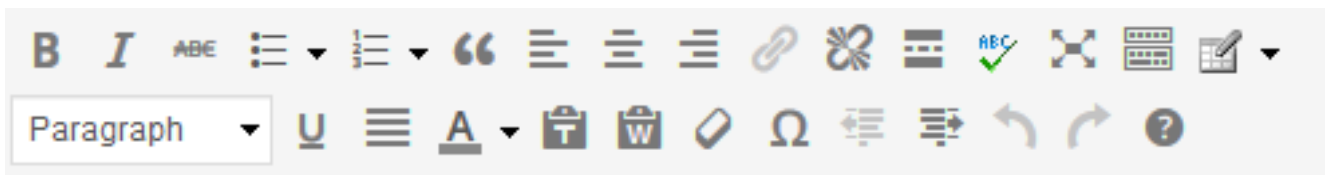
You will be taken to the Editing interface:



A quick look around the page:



- The page title appears at the top of the page, and is also the menu label.
- The **Permalink** is the URL of that page.
- **Add Media** is used to add images, pdf downloads, video and audio to the page.
- **Add Contact Form** can be disregarded as it is not used on this site (there is another method for adding forms)
- **Visual** and **Text** tabs show the Visual editor (what can be seen now) and the HTML editor.
- The edit functions are shown below:



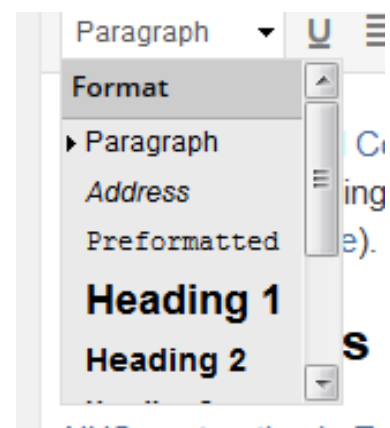
Most (if not all) of these functions will be familiar.

The **Paragraph** function deserves special mention. This controls the text format and is used to define headings and normal text.

- For normal text use **Paragraph**
- For top level headings on the page, use **Heading 2**
- For sub-headings use **Heading 3** or **bold**

Do not use Heading 1. Each page should only have one Heading 1 heading, and this is already set as the page title.

The format of pages on the Commissioning Handbook will be looked at later.



Other page functions

In the **Publish** menu, there are a number of sections:

Status: here you can change the status of a page from Published to Draft (thereby hiding the page).

Visibility: you won't need to touch this.

Revisions: this is very handy. If you wish to look at, or reset the page to a previous revision, you can do that here.

Published on: the date and time the page was last published or saved.

Update: the button to press to save any revisions.

The **Page Attributes** section:

Parent : the parent page of the page you are editing. If this is set to (no parent) it means that the page is in the top level menu.

Template: the structure of the page – no need to touch this.

Order: a numerical value which sets where the page appears in the menu. On the Commissioning Handbook site, this is generally in 10's (eg 10, 20, 30) so that it is easy to slip a page in the middle of the menu without having to change all the number.

The screenshot shows two sections of a CMS interface. The top section is titled 'Publish' and contains a 'Preview Changes' button, a 'Status: Published' field with an 'Edit' link, a 'Visibility: Public' field with an 'Edit' link, a 'Revisions: 26' field with a 'Browse' link, and a 'Published on: Jan 31, 2014 @ 10:40' field with an 'Edit' link. Below these are 'Move to Trash' and 'Update' buttons. The bottom section is titled 'Page Attributes' and contains a 'Parent' dropdown menu set to 'Hot topics', a 'Template' dropdown menu set to 'Default Template', and an 'Order' input field set to '0'. At the bottom of this section is a note: 'Need help? Use the Help tab in the upper right of your screen.'

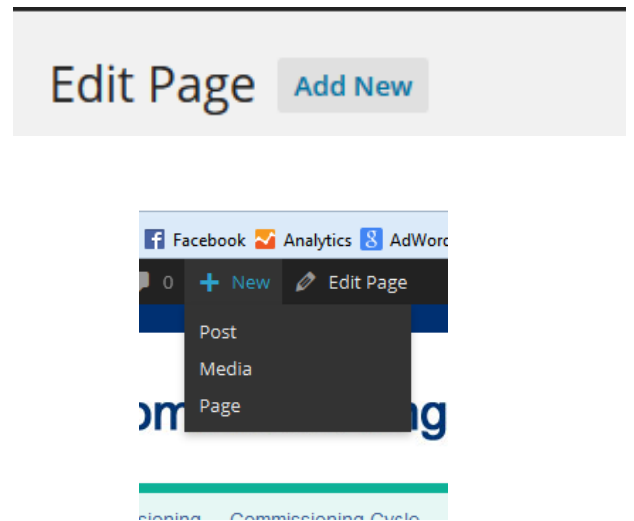
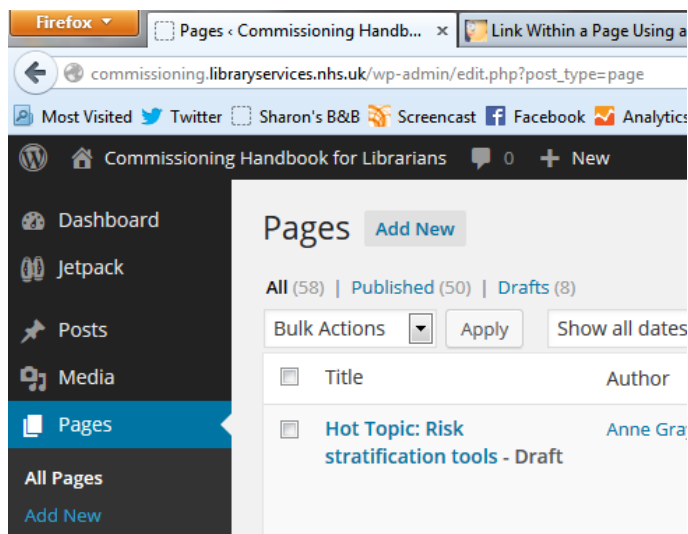
There are many more sections on the Edit Interface, but the most important is the SEO section:

The screenshot shows the SEO section of a CMS interface. It includes a 'Preview Snippet' section with a question mark icon, a title 'Reviewing services | Commissioning Handbook', a URL 'http://commissioning.libraryservices.nhs.uk/commissioning-cycle/reviewing-services-and-gap-analysis', and a description 'Resources on reviewing services. Helping NHS LKS staff support commissioners across NHS and social care.' Below this are four input fields: 'Title' with the value 'Reviewing services' and a character count of 18; 'Description' with the value 'Resources on reviewing services. Helping NHS LKS staff support commissioners across NHS and social care.' and a character count of 104; 'Keywords (comma separated)' which is empty; and 'Robots Meta NOINDEX' which is checked.

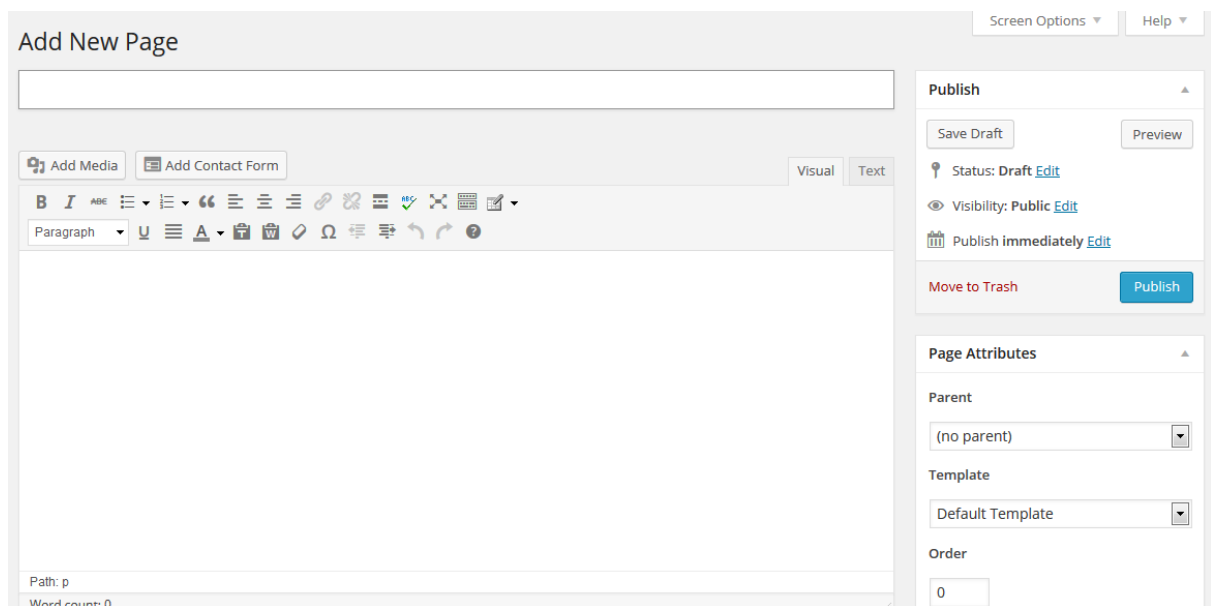
This provides information to Google and other search engines. All existing pages should have the **Title** and **Description** filled in. More about in section 6.

2. Adding a new page

There are many ways of adding a new page:



When you have clicked on the **Add New** button, you will get a black page ready for a title and content.



When you have finished working on it, remember to check that you have specified Page Attributes, and then you can either **Save Draft** or **Publish**.

3. Format of pages on The Commissioning Handbook

Most pages follow a similar format:

Page title – page title in Edit interface.

Tips on searching the web heading using **Heading 3**

A **line** under the Tips using **<hr />** in the Text view.

List of contents heading using bold.

List of contents (more on this later)

Main headings using **Heading 2**.

Title of resource using bold with a link to the resource.

Description of the resource in normal text.

Reviewing services and gap analysis

A review of the services currently provided, may identify gaps, and duplication in local provision.

Tips on searching the web:

When searching the internet, suggested terms include...

- ("service review" OR "reviewing service*" OR "review of service")
- "gap analysis"
- "business plan" / reconfigur* / redesign / model COMBINED WITH keywords reflecting the area of service you are focusing upon
- To limit to NHS papers, try combining your results with: (ccg OR nhs). To look for CCG publications add the following to your google search: site: ccg.nhs.uk (note the space before the CCG.)
- You can search for terms such as "board paper" / "strategy" to help to locate Trust papers

Also have a look at our [summary of tips on searching the web](#).

List of contents

- [Care pathway redesign](#)
- [Gap analysis](#)
- [Health Inequalities/Equalities and Human Rights](#)

Care pathway redesign

[Knowledge and library support for the delivery of PCT commissioned evidence-based care pathways](#) – a presentation to NHS SW Librarians in May 2008 describing work by librarians from Milton Keynes to support evidence based service redesign.


Gap analysis

Gap analysis

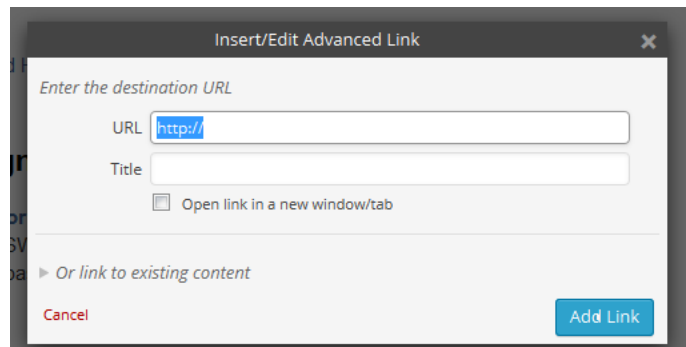
Part of the Yorkshire & Humber Guide to Commissioning Practice, including a gap analysis template.

4. Links

4.1 Links to resources

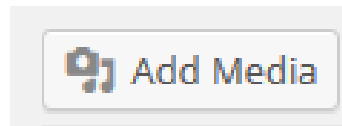
These are created using the link function in the tool bar. When adding a link, highlight the text and click on the link button  and you will be presented with this dialog box.

In the Commissioning Handbook, all links to external sites are set to **Open link in a new window/tab**. This option is not ticked for internal links between pages.



4.2 Links to downloads

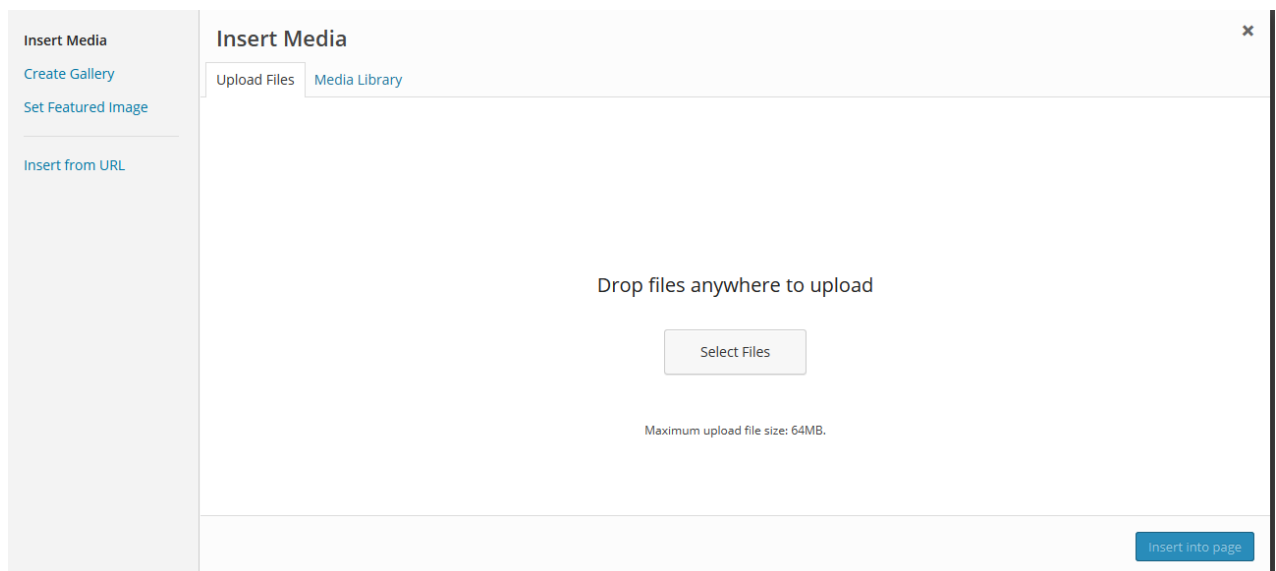
Downloads are added through **Add Media**.



To add a download, place your cursor in the place where you want the download to appear, and then click on **Add Media**. You will be taken to this screen. There are two tabs:

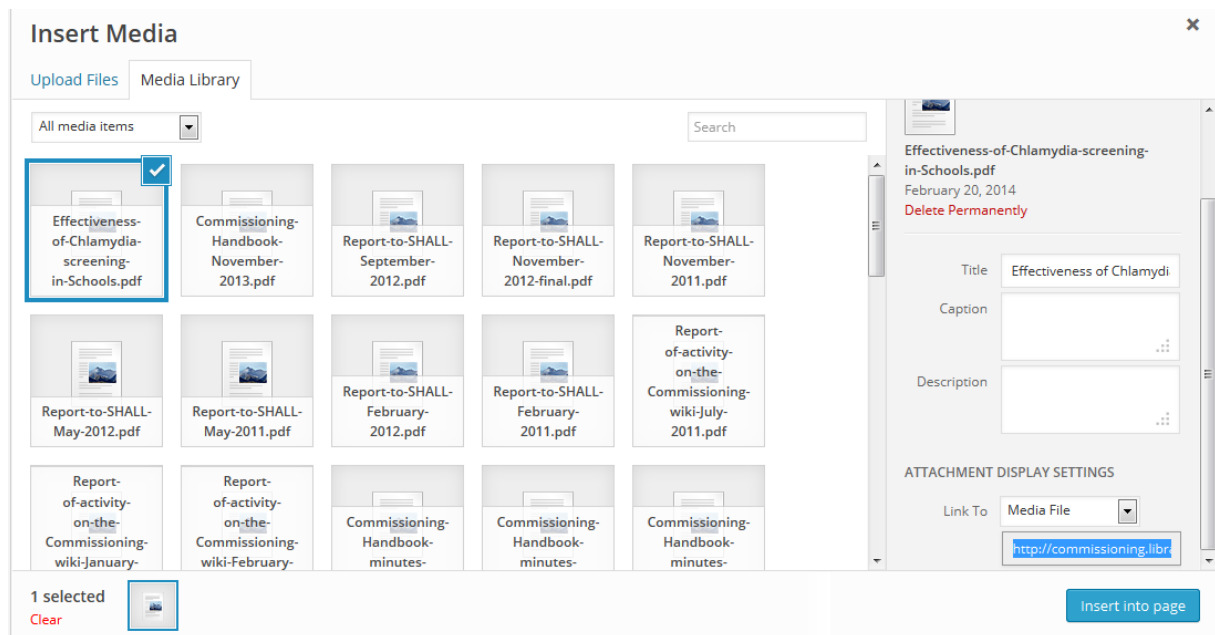
Upload Files - for when you want to upload something from your PC

Media Library - for when you want to use something that has been previously uploaded



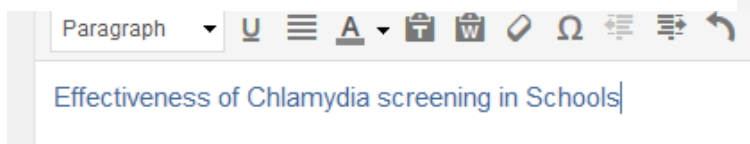
To upload a document, click on Select Files, and this will take you to your PC where you can select a file.

When you have selected a file, it will upload to the Media Library:




At this stage you can edit the title of the document. The title will be the link text when the item is inserted.

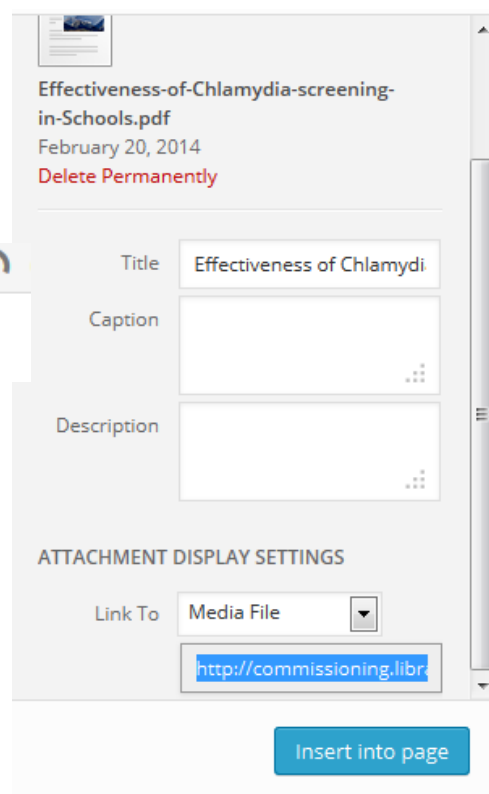
After doing that, just click on **Insert into Page**, and the link will appear.



If you would like to edit the document name further you can do this on the page.

Finally, ensure that the document opens in a new window/tab by placing your cursor somewhere in the link, and clicking on the link button 

and tick **Open link in a new window/tab**.



5. Adding menus to a page

At the top of many pages there is a menu which links to a section of the page lower down. These links are also referred to as Anchors. This method is also used for creating the “Back to top” links which can be found on the longer pages.

To add internal links, take the following steps:

5.1 Add the Anchor to the page

Go to the **Text edit screen** and find the place where the Anchor will be placed. It usually goes **before** a heading so that the heading can be seen on the screen when someone jumps to it.

Add the following code: ``

n represents a label for the link – it can be anything – a number or a word. If you want to use two words – avoid spaces.

Examples:

```
<a name="NHS"></a>
```

```
<a name="costs"></a>
```

```
<a name="staff"></a>
```

5.2 Add a link in the menu

Go back to the **Visual editor screen**. Highlight the menu text and click the link button as you would usually do when adding a link. Instead of linking to an external or internal page, add the name of the link preceded by #.

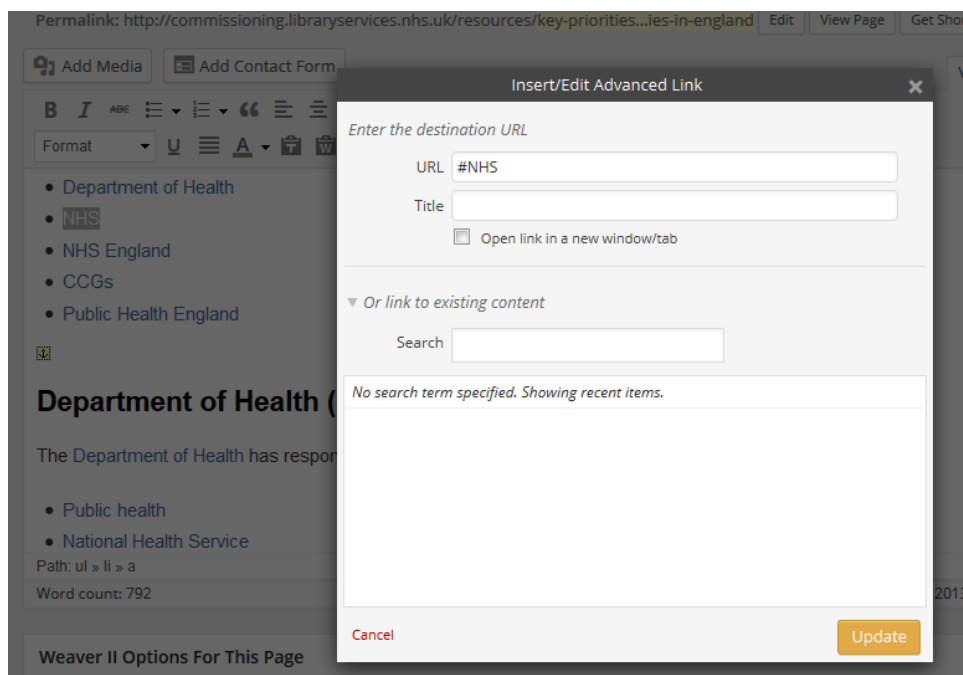
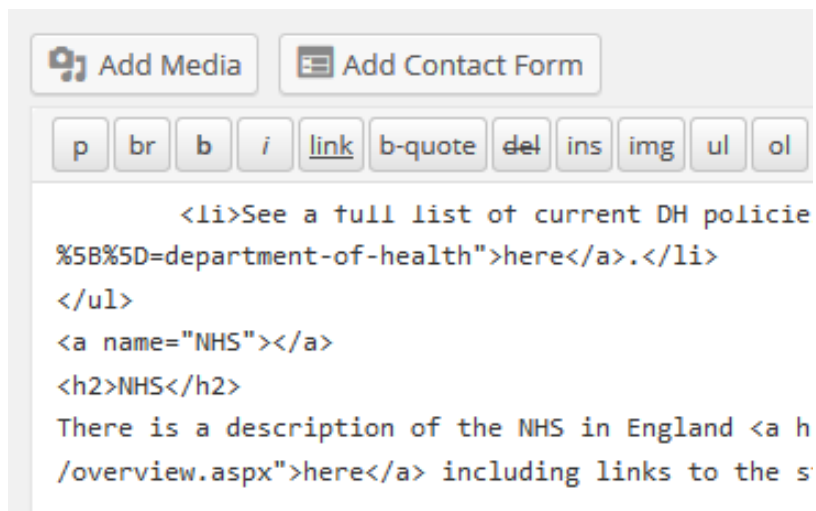
Make sure you don't tick **Open link in a new window/tab**.

Examples:

```
#NHS
```

```
#costs
```

```
#staff
```

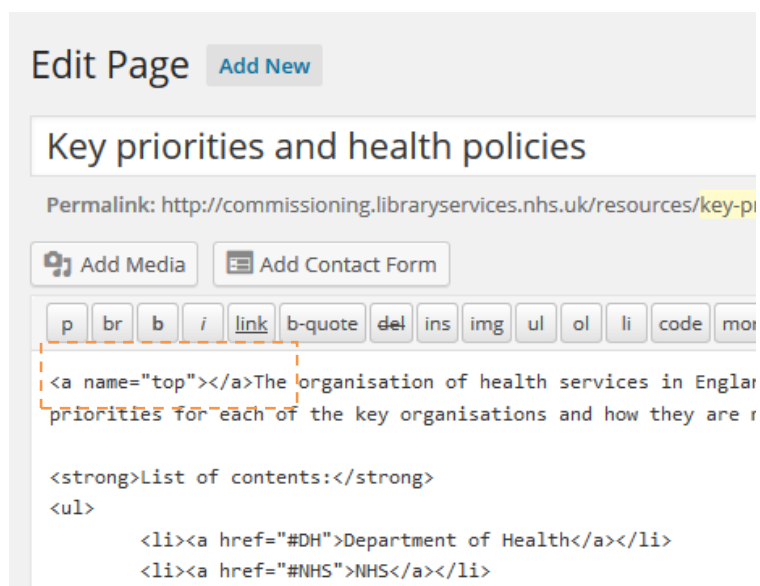


5.3 Adding “Back to top” links

For pages with Back to top links, you need to create an anchor at the top of the page – called “top”.

The code will be ``

Place this immediately before the text on the page so that the page doesn't have too much space at the top.



Now you can create the links at appropriate places on the page, including the very bottom.

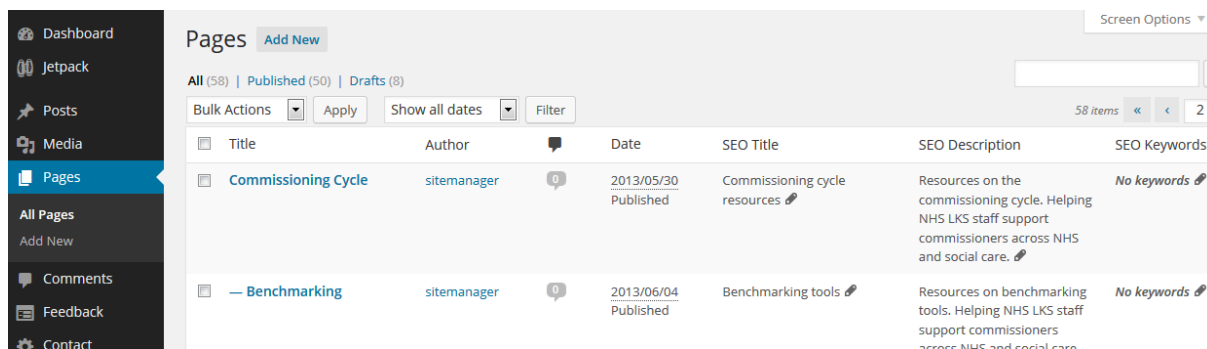
To do this, find the best places, and add this text:

`<p style="text-align: right;">Back to top</p>`

```
Public health is are measured using the <a href="https://www.gov.uk/governme
/series/public-health-outcomes-framework">Public Health Outcomes Framework</
England, and presents data around public health for available indicators at
Data is presented in the <a href="http://www.phoutcomes.info/">Public Health
which allows different areas to benchmark their activities against other aut
<p style="text-align: right;"><a href="#top">Back to top</a></p>
```

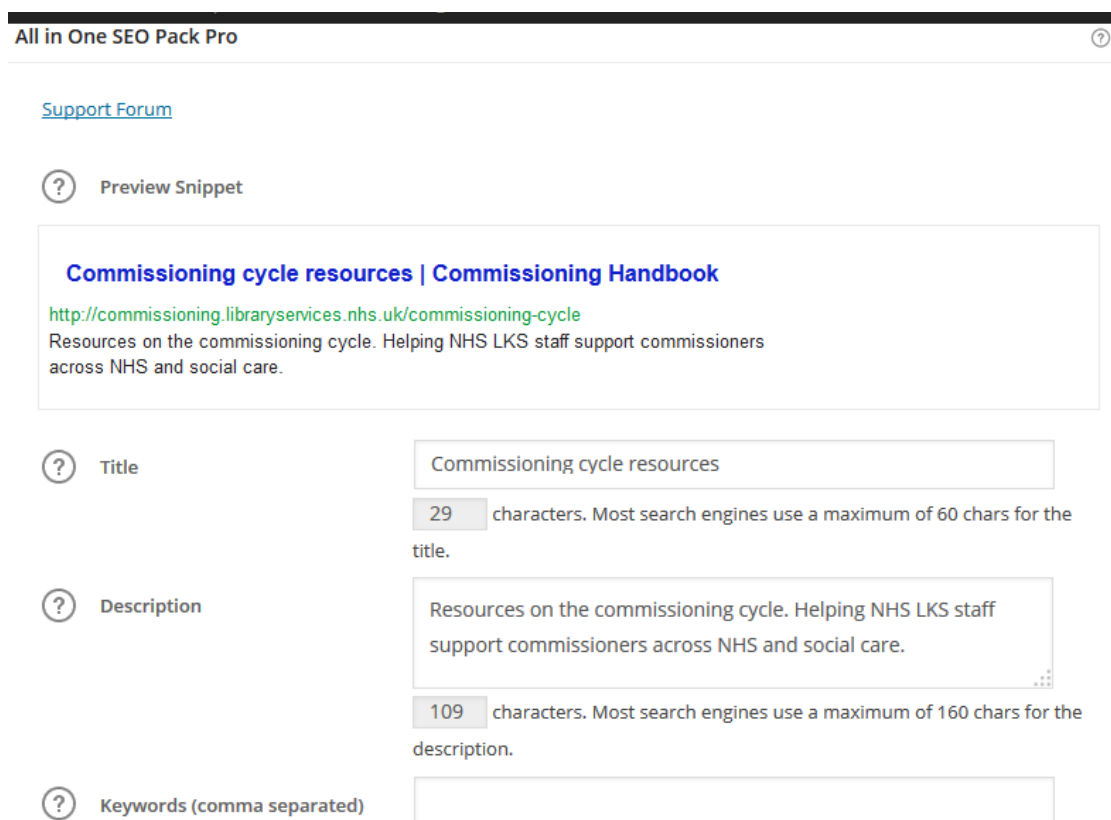
6. Search Engine Optimisation

Each page can be assigned a Title and Description especially for the search engines. These can be seen and edited on the Pages screen:



Title	Author	Date	SEO Title	SEO Description	SEO Keywords
Commissioning Cycle	sitemanager	2013/05/30 Published	Commissioning cycle resources	Resources on the commissioning cycle. Helping NHS LKS staff support commissioners across NHS and social care.	No keywords
— Benchmarking	sitemanager	2013/06/04 Published	Benchmarking tools	Resources on benchmarking tools. Helping NHS LKS staff support commissioners across NHS and social care.	No keywords

Or on each individual page in the All in One SEO Pack section at the bottom of the edit screen:



All in One SEO Pack Pro

[Support Forum](#)

Preview Snippet

Commissioning cycle resources | Commissioning Handbook
<http://commissioning.libraryservices.nhs.uk/commissioning-cycle>
Resources on the commissioning cycle. Helping NHS LKS staff support commissioners across NHS and social care.

Title: Commissioning cycle resources
29 characters. Most search engines use a maximum of 60 chars for the title.

Description: Resources on the commissioning cycle. Helping NHS LKS staff support commissioners across NHS and social care.
109 characters. Most search engines use a maximum of 160 chars for the description.

Keywords (comma separated):

Just a few notes about meta-tags:

Title

- this is different from the page title and menu label and can't be seen on the web page
- there is a limit of 60 characters, including “| **Commissioning Handbook**” which appears on all titles eg **Commissioning Cycle Resources | Commissioning Handbook**
- this is used by the search engines to work out the subject of the page, so it's good to include keywords

Description

- there is a limit of 160 characters, as this is all the Google will display
- the purpose of the description is to encourage the searcher to visit the page – almost like an advert

The title and description appear on the Google search page like this:

[Commissioning cycle resources | Commissioning Handbook](#)

commissioning.libraryservices.nhs.uk/commissioning-cycle ▼

Resources on the commissioning cycle. Helping NHS LKS staff support commissioners across NHS and social care.

To make life easier, I've used a template for many of the descriptions of these pages:

Resources on Helping NHS LKS staff support commissioners across NHS and social care.