

How To articles



Where to put instructions

- If the instructions are for the use of maintainers in the CMS, please add them as a child page in CMS [Tutorials](#), using the [tutorials template](#) and ensuring you add a link to them from the [Tutorials](#) homepage
- If the instructions are for Digital team members only, please add them as a child page of [How To articles](#) and they will automatically be added to the list below

Add how-to article

Title	Creator	Modified
How to edit best bets in Funnelback	Unknown User (ma1tw)	Jul 07, 2017
Installing new plugins	Sean Moran-Richards	Jan 05, 2017
How to start and stop Web Services applications	Tom Trentham	Dec 13, 2016
Getting started with Grunt	Unknown User (pgw22)	Nov 25, 2016
How to use Flow to manage an editorial calendar	Richard Prowse	Dec 17, 2015
How to create a new Database Collection in Funnelback	Unknown User (pgw22)	Oct 30, 2015
Set up sub-site search	Unknown User (mnskchg)	Oct 27, 2015
Creating a new page	Unknown User (ccspah)	Sep 23, 2015
Actions to be taken after an OpenCMS training course	Chris Shimmin-Vincent	Sep 08, 2015
How to add news to your site	Confluence Administrator	Jan 26, 2015
How to audit the entire site for a specific term	Unknown User (if243)	Jan 13, 2015
How to set up a group in Group Manager	Unknown User (ccsya)	Dec 08, 2014
Adding tabs to a page	Unknown User (ccsya)	Nov 11, 2014
RT - a guide for the perplexed	Unknown User (ccsya)	Oct 08, 2014
Update Research landing page articles	Dan Dineen	Jun 25, 2014
Editing the featured jobs page on the Careers site	Tom Trentham	May 29, 2014
Editing the public lectures page	Unknown User (if243)	Apr 15, 2014
How to lock down a news article	Unknown User (ma1tw)	Jan 24, 2014
How to add a video to a UG prospectus subject page	Unknown User (ma1tw)	Dec 04, 2013
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- [Getting started with Grunt](#)
- [Creating KIS rewrite maps](#)
- [Domain Names - 1and1](#)
- [Log files](#)
- [Linearised tables](#)
- [Firefox Extensions](#)
- [Staff landing page - updating featured stories](#)
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- [Adding tabs to a page](#)
- [Editing the entry requirements image in the UG prospectus](#)
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- [Update Research landing page articles](#)

- Update FYSE weekly messages
 - Distributing first year students' messages
 - FYSE updates: What to publish and when
- Editing the featured jobs page on the Careers site
- Editing the public lectures page
- How-to Update the Olympics landing page
- How to add a video to a UG prospectus subject page
- HOWTO Add an Image Gallery using the Macro
- How to deploy an application from Bamboo
- Navigation
- Updating Focus On slideshow on New Students Homepage
- HOWTO set up a conference call
- Social bookmarking for news
- How to conduct a full usability test
- Identify Target Audiences
- How to conduct a hallway usability test
- Using Freewire to phone to and from PCs
 - Restart Apache Web Server
- Installing Java
- Install and configure Oracle Express on your PC
 - Create a new schema in Oracle XE
- Import from JSPWiki to Confluence
- Importing data to local Oracle10XE
- Install and configure Tomcat on your PC
- PrettyPrintingTools

- SystemHowTos
 - UNIX, Apache, Tomcat, Netbeans
- CMS technical documentation
 - misc. documents (*maybe dissolve this page and put links in more findable locations?*)
- Using Freewire to phone to and from PCs
- Spelling your email address over the phone
- Character Encoding and HTML Forms