The page editor under ILIAS

Overview

Basic structure

The page can be designed at all "area levels" such as the start page, in folders and groups, as well as in descriptive items such as learning modules, wikis, data collections and content pages.

Access to the page editor becomes in these areas displayed in each case via the "Design page" button.

The editor or the editing functions are mainly displayed on the left in a slate (column that expands). Basically, you can switch between editing and selection mode (multiple selection). The selection mode includes the options of cut, copy, delete, etc. of a page element. In edit mode, the selection and implementation of each page design element is enabled.
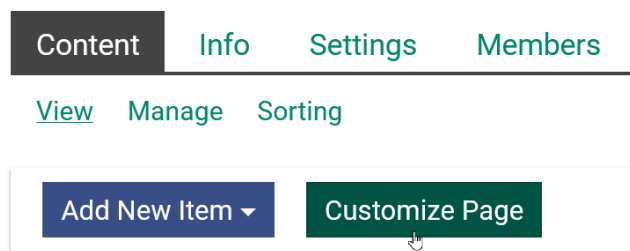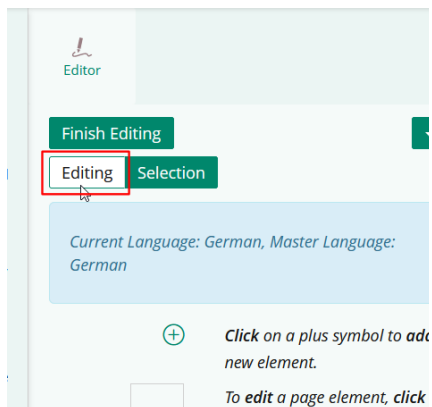

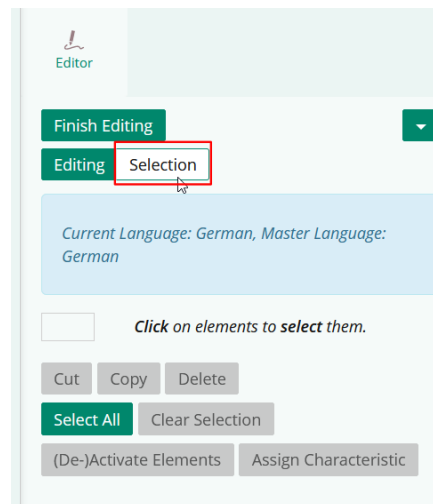*Figure 3 Designing a Page*

Figure 2 Edit Mode

Figure 1 Selection Mode

Further actions can be called up via the action head. H̶e̶r̶e̶ ̶y̶o̶u̶ ̶w̶i̶l̶l̶ ̶f̶i̶n̶d̶,̶ ̶f̶o̶r̶ ̶e̶x̶a̶m̶p̶l̶e̶ to the style sheet of the page used, or how to see the editing of a specific language version of a page. To do this, however, support for multilingualism must first be activated in the course settings, as well as there that of the page editor in particular. Otherwise, the option will not be displayed as an action.
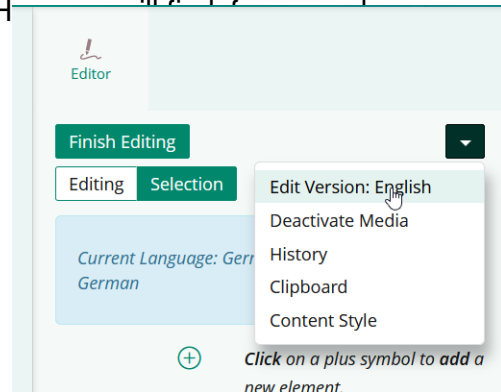

Abbildung 4 Actions

Editing and moving

In the work area, a distinction is made in terms of colour between potential work areas (turquoise) and storage areas (yellow).
This is intended to make editing more user-friendly compared to the edition in previous versions. This is especially true in view of the factthat since ILIAS version 6 the so-called "form mode" no longer exists.
So if you want to create a create a new element, the potential position is indicated by a turquoise deposit. in addition to the plus sign displayed. Through AClick on the button to open the selection menu of the page design elementsand selects the desired item (*see Figure 7*)
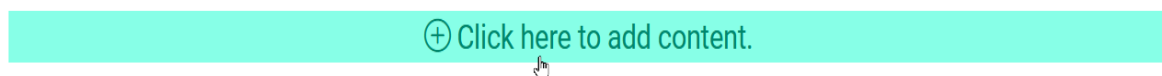

Figure 5 add new content

When moving an item using Drag & Drop If the potential Insertion regions on the page with a yellow background.
Above all, empty areas, such as a block that has not yet been filled, become more visible.
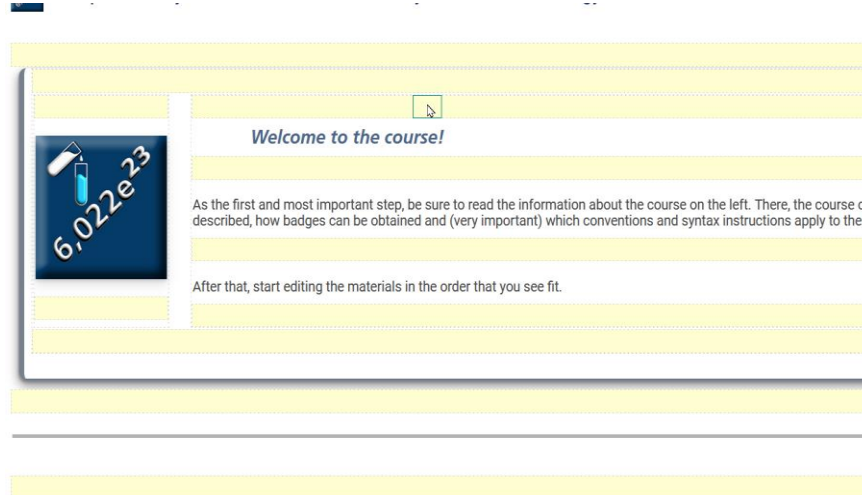

Figure 6 Drag and Drop Page Elements

Creation of individual page elements

Subsequently, the creation of individualSelected Page elements explained in more detail. In general, you create a page element by typing in a workspace (see Figure 5) the drop-down menu (see Figure 7) and select the desired page element.
Basically, you enter the editing level of a page element by clicking on it in edit mode and thus opening the respective editing options.

Figure 7 Page Elements drop-down menu

Create a text block

The entire text editor is in the slate area. All formatting specifications, such as paragraph format, character styles, list elements and insertions (more), are offered there.
It should be noted that the format specifications for the paragraph format apply to the entire text block. This means that formatting e.g. as "Heading 1" means that the entire text of this block is set as a heading (character size 140%). Further, normal, text must therefore be inserted in a new text block.
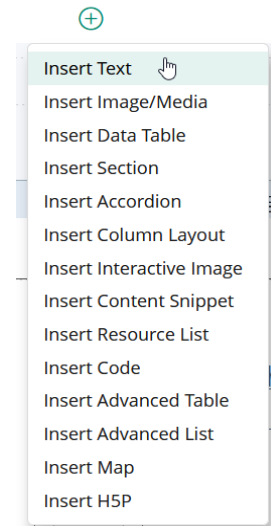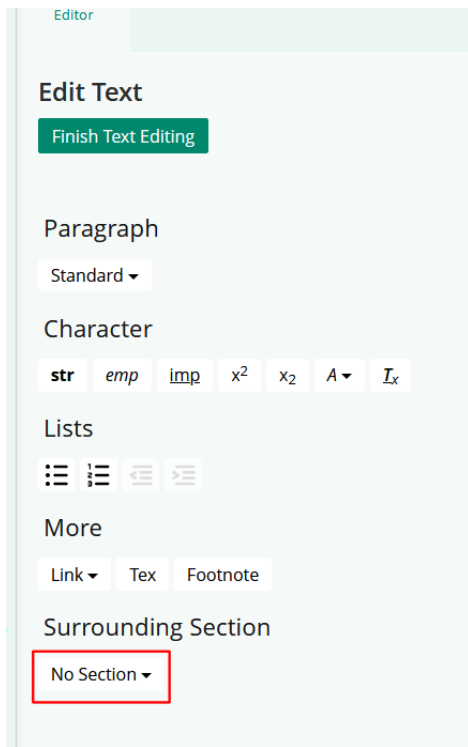
4

Texts are entered as continuous text. A line break takes place automatically depending on the available width.

If a manual line break is to take place within a single block of text, this must be done with the key combination Shift+ENTER follow. Is only ENTER pressed, this automatically generates an nnew text block.

Figure 8 Text Editor

Insert Image/Audio/Video

The editor for inserting images, audio or video recordings, is composed of several views.

First of all, the basic options for uploading / inserting a corresponding file are displayed in the slate. It can be selected from a total of four sources.

- A file from the file system
- As an external link
- From a media pool (ILIAS item)
- From the media clipboard (resources already used in a kind of personal clipboard)
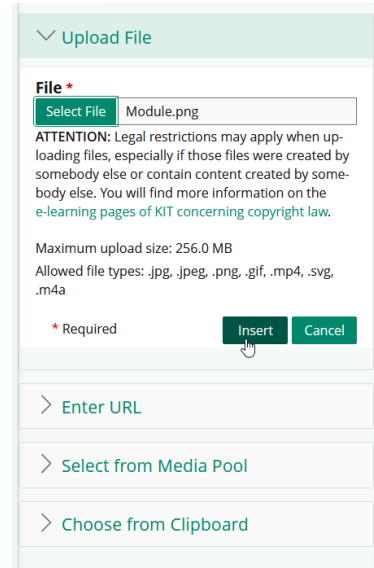
∨ Upload File

File *
[Select File] Module.png
ATTENTION: Legal restrictions may apply when up-loading files, especially if those files were created by somebody else or contain content created by some-body else. You will find more information on the e-learning pages of KIT concerning copyright law.

Maximum upload size: 256.0 MB
Allowed file types: .jpg, .jpeg, .png, .gif, .mp4, .svg, .m4a

* Required   [Insert] [Cancel]

> Enter URL

> Select from Media Pool

> Choose from Clipboard

Figure 9 Upload Image File

Edit Media Object

Title
Module.png

Style Class
[MediaContainer ▾]

Alignment
[Left ▾]

Show Fullscreen
☐

Caption
[   ]

Text Representation
[   ]
Used for image 'alt' attribute.
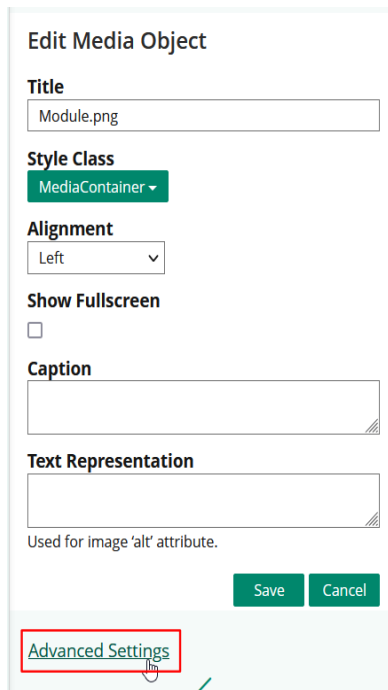
[Save] [Cancel]

[Advanced Settings]

Figure 10 Editing an Asset

After when inserting an appropriate resource, the basic Settings Within the Slates. These are the assignment of a surrounding paragraph style, the alignment, whether a full screen should be displayed and corresponding text descriptions. Using predefined (or self-created) paragraph formats, media objects can be displayed more prominently on a page. For example, 50 or 100% of the page width can be reserved for the object.

The Full Screen option means that an enlarged alternative display of a graphic can be called. The dimensioning required for this is completed in the "Advanced Settings" (see below).

The alternative text can be used to store a barrier-free object description.

The "Advanced Settings" option opens the advanced default settings in the editing area on the right (see Figure 11), such as the display size within the window or adding a link.

Dimensioning of media objects

After uploading an asset, ILIAS automatically tries to read the original size of the resource (1.). With pixel graphics (.jpg, .png or similar) this works perfectly and you can decide whether and how to readjust. In the case of vector graphics (.svg or similar) as well as video files, this information is unfortunately omitted. First of all, you have to evaluate the size by sight.

If an asset is too large for the space that should be reserved for it on a page, a *fixed size* can be defined. Correct sizing is supported by the "Maintain proportions" option. You only specify a size value and the proportional equivalent value is automatically entered.

Especially for very detailed graphics, it is a good idea to offer them as a so-called full screen (2.). To do this, select the full screen, e.g. the option "Use above file" and can now offer it in its original size for viewing. Alternatively, a larger version of the graphic can also be uploaded. A magnifying glass symbol is attached to the reduced graphic, which is used to display the larger, more detailed graphic in a separate browser window.It is important to use the option in the slate (Figure 10) *Show full screen* .

Graphics that have been assigned a fixed size are not scaled dynamically, i.e. on very small screens (iPad, smartphone), the graphic may be too large for the screen or lateral text may be moved into the graphic. For a responsive design of your site, it is therefore advisable to work with custom-fit graphics, i.e. the original size. These are actually scaled automatically.

Figure 11 Advanced Settings

◀ Page Style Instance Properties Instance Link Areas **Default Properties** Default Link Areas Usage Metadata

Edit Media Object

Title: Module.png

Resource:
- ● File
- ○ URL

Module.png
Select File

ATTENTION: Legal restrictions may apply when uploading files, especially if those files were created by somebody else or contain content created by somebody else. You will find more information on the e-learning pages of KIT concerning copyright law.

Maximum upload size: 256.0 MB
Allowed file types: .jpg, .jpeg, .png, .gif, .mp4, .svg, .m4a

Format: image/png

Size:
- ● Original Resource Size / No Size Declaration (1995 x 541)
  Without size declaration the size can be controlled by the content style. If neither a size is declared nor the content style contains a rule that determines the size, only images will be displayed in their default size.
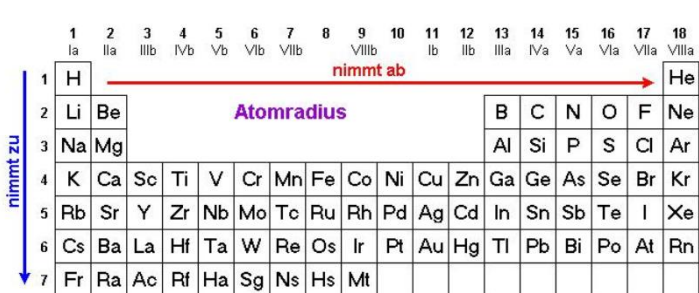- ○ Fixed Size

Caption

Text Representation
Used for image 'alt' attribute.

① ②

Full Screen

Resource:
- ○ None
- ◉ Use the same resource as above
- ○ File
- ○ URL

Size:
- ◉ Original Resource Size / No Size Declaration
  Without size declaration the size can be controlled by the content style. If neither a size is declared nor the content style contains a rule that determines the size, only images will be displayed in their default size.
- ○ Fixed Size

Caption

Save

Linked Areas

If a resource is to serve as a linking anchor, this is also done in the advanced settings under "Linked areas (default)". Here, either the serve as a link to the entire resource (e.g. an image) or sub-areas. The shape can be chosen flexibly.

Figure 12 Linked image area

However, a fixed size must be defined for a link.

"Instance Properties" vs. "Default Properties"

The advanced settings for a media object are divided into the settings under "Instance properties" and the standard settings.

❮ Page   Style   **Instance Properties**   Instance Link Areas   Default Properties   Default Lin

Figure 13 Menu bar of the "Advanced Settings" of the media object

The settings selected under "Instance properties" (pages of an object), i.e. the selected media object, remain limited to these. The settings selected under "Standard Settings" are inherited. This means that a graphic that is inserted under the standard settings will be displayed in all copies derived from this page. If another graphic file is inserted, this affects all copies. This is particularly important for page templates if a graphic is inserted as a placeholder in a template and different graphics are then to be used in the subsequent pages created from it. The placeholder and all other graphics must be inserted under the "Instance properties" option.

Create an advanced table

The page editor offers two table variants. The so-called *data* table and the *extended table*. Basic and formatting options are identical for both variants and are described here together for both variants. One difference is the type of content that can be inserted into a table. While the data table can only contain data in the form of text or digits, the extended table offers the possibility to assign all available page design elements, such as graphics, to a table cell. All editing of tables takes place in edit mode in the right pane. Only the editing of the cell contents (text, image, etc.) is done additionally in the slate, depending on the element.

Insert table

When you create a new table, the form shown opens. Here, in comparison to the "Properties of the table" tab described below, the number of columns and rows of the table is defined. In addition, a predefined style can already be assigned to the first line in this form. All other

Figure 14 Inserting a table

information[1] can be edited after saving in the tabs "Properties of the table" and "Properties of the table cells".

Properties of the table

The input form "Properties of the table" defines the basic structure and appearance of a table.

The value for the table width can be left blank if you want the table to dynamically adapt to the content. If a value is entered, the table is dimensioned according to the value, regardless of the content. If no unit is appended, the value is automatically considered a pixel specification. If the width is specified as a percentage, this refers to the respective screen width, i.e. the table is scaled accordingly.

Figure 15 Defining the properties of a table

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[1] Exception: the number of columns and rows; See also **Number of columns and rows change**.

Under Paragraph Format, predefined templates can be called up and assigned, which mainly regulate the color differentiation of header and data cells.

Properties of the table cells

In this tab, the style, width, alignment and cells can be subsequently changed via corresponding sub-tabs, and cells can be connected to each other.
When changing the style, width and alignment, it should be noted that each cell whose property is to be changed must be selected or a value must be entered.

Style:

From a drop-down menu, select the appropriate style that will be applied to the selected cell(s).erden.
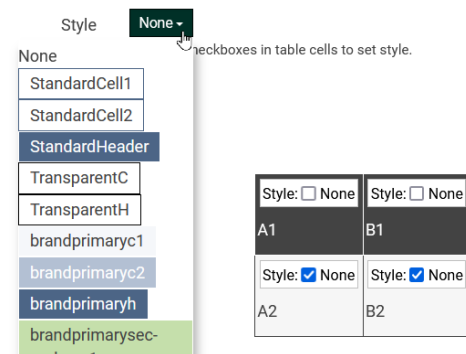
Figure 16 Assigning a Cell Style

Width:

The width can be defined column by column. It is sufficient to enter a value in the header cell of a column. A fixed pixel value or, as shown, a percentage value (percentage of table width) can be entered.
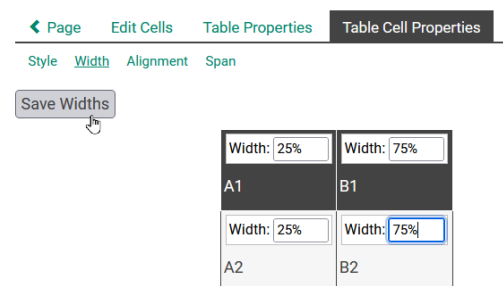

Figure 17 Changing the Cell Width

Orientation:

As for the cell style, each cell whose inner orientation is to be changed must be selected. The orientation is assigned from a drop-down menu.

Figure 18 Changing the Orientation of the Cell

Connecting cells:

The procedure for connecting cells is not immediately apparent. It is advisable to try this out on a sample table before doing it on an already filled table. It is placed between the compound of the column and that of the row. If you want to use the cells of a row (here the top one) connect with each other, you select in the *Composite Column* of the first column, the number of the subsequent column (i.e. 2) and stores this cell group.

Figure 19 Merging Cells

When merging cells within a column, select the number of the next row from top to bottom. The result looks like the one on the right.

Figure 20 Merged Cells

Changing the number of tables and tables

To add columns or rows later, open the edit mode of the corresponding table again. In a data table, select the tab *Edit data*, in an expanded table *Edit cells*. In both cases, a thumbnail image of the table is displayed below. The thumbnail has a numeric or alphanumeric line. or column name. You click on the corresponding column or row label and select the desired option from the drop-down menu that opens.
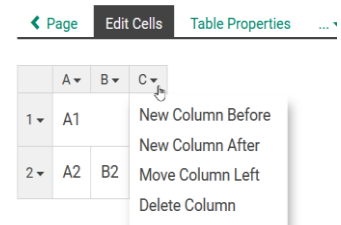

Figure 21 Managing Columns and Rows

Create a column layout

A page can be divided into columns. To do this, select "Insert column layout" from the selection of page elements. First, a selection of predefined columns opens in the slate on the leftLayouts. The most common variants, such as two- or three-column layouts or layouts with different width weightings, are specified. To design an individual layout, the last option is available.

If a manual column layout is selected, the number of columns is specified individually. The column width is defined in 12th-of-one page. I.e. 12/12 for the entire width, 6/12 e.g. for half. First of all, you define the width of the first column, both for a small, medium, large or very large display. This means that column layouts have a dynamic adaptation to the size of the screen with which the page is viewed. In this case, in a small display, such as a smartphone, the three columns (or their contents) are displayed one below the other, while on all others the columns are displayed synonymously next to each other.

Figure 23 Specifying the number of columns and width

Editor

Insert Column Layout

Adds a responsive column layout based on a grid with 12 units per row.

Column Layout

◉ Two-column-layout

Creates two equally wide columns next to each other. Switches to a one-column layout in Mobile View (small).

○ Three-column-Layout

Creates three columns of equal width next to each other. Switches to a one-column layout in Mobile View (small).

○ Main and side block

Creates a wide column on the left and a narrower column on the right. Switches to a one-column layout in Mobile View (small).

○ Two-time-two-box

Creates two rows with two columns of equal width. Switches to a one-column layout in mobile view (small) and to a four-column layout on extra-wide screens (extra large).

○ Manually created page layout

Enables the free design of the number and width of columns.

Figure 22 Select Column Layout

16

If you open the previously saved column layout in the page view, the window with the settings of the column layout opens on the right. As you can see, the previously selected widths have been applied to all columns. Depending on your needs, different widths can be selected for the individual columns . It should be noted that the total must always be a maximum of 12/12.
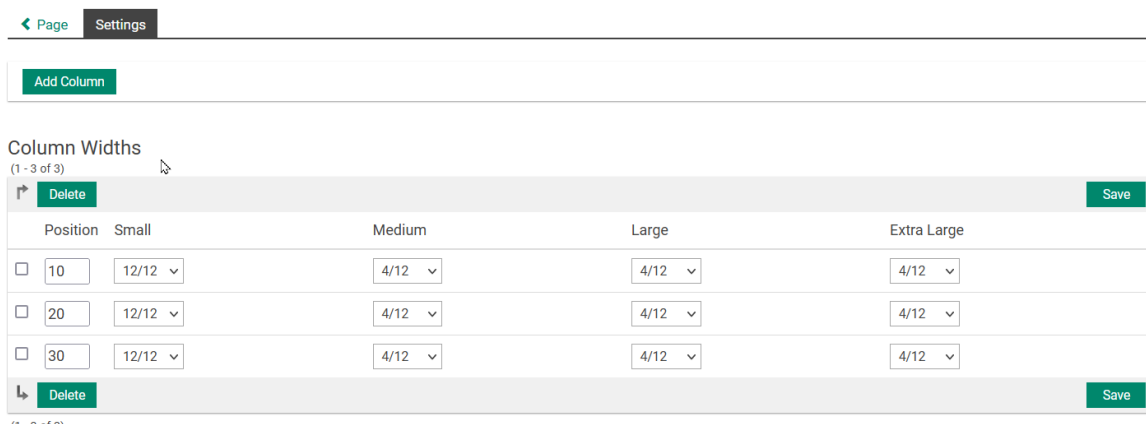

Figure 24 Column Layout Settings

Insert a bill of materials (transfer items to the page design)

The purpose of the material list is to integrate items into the page design. This opens up the possibility of inserting additional page design elements, such as texts or images, between individual items. The bill of materials offers two options for inserting resources into a page.

- Content of one type
- Item Group

When selecting resources by type, all items of a certain type are listed and inserted in the material list. If certain items are present at this level (here two files), they can be combined and integrated into the page design. Incidentally, the material list is automatically expanded by each additional file that is added at this level.
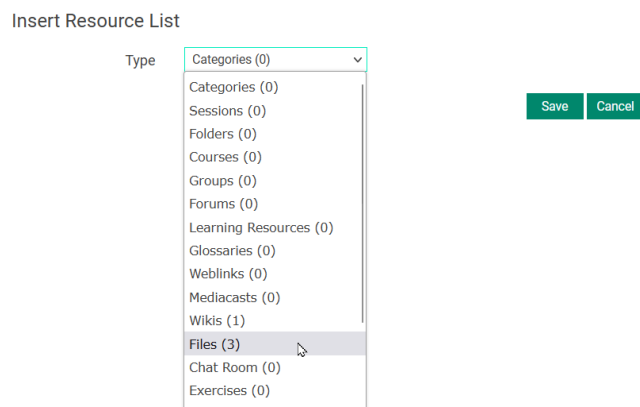

Figure 25 Type selection of the bill of materials

In this case, a bill of materials is always limited to the type that has been selected.

In the event that you want to integrate different items (types) in a specific area of the page design, the second option is a good choice. To do this, first summarize the desired items in a so-called item group (see Guidelines for Information Distribution). This item group (must be at the current level) can now be integrated into the bill of materials.
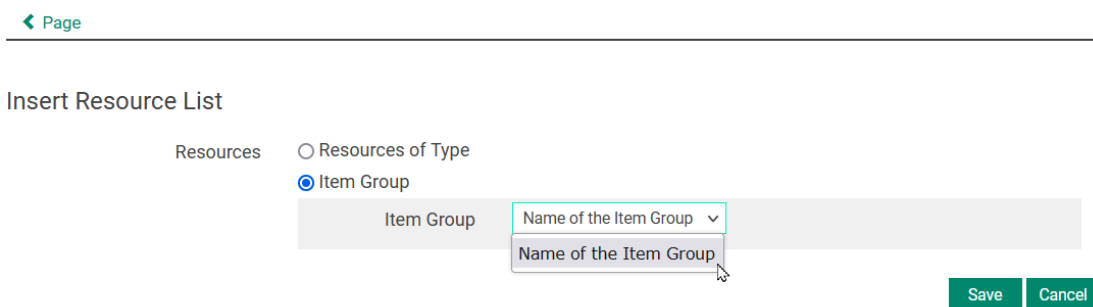

Figure 26 Inserting an Item Group into the Bill of Materials

Insert accordion

With an accordion, a page can be divided into thematic sub-areas and at the same time the distribution of materials and/or information can be made space-saving.
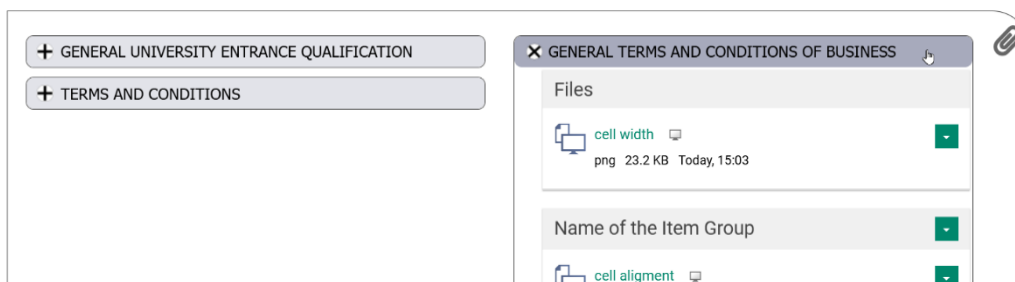
Figure 27 Example: Vertical accordion

There are three different types to choose from. These are:
- Vertical accordions: The compartments are arranged vertically and lie below each other. These can be opened and closed vertically.

18

- Horizontal accordions. The compartments are located next to each other in a horizontal direction. They can be opened and closed horizontally.
- Carousel: In a carousel, the individual compartments are automatically moved vertically (time-dependent) from right to left. The run starts again and again. The compartments can also be moved manually using the mouse.

Vertical accordion

When inserting an accordion, you first select the type, in this case "Vertical Accordion". The behavior can be either

- "All closed"
- "All open" or
- "First compartment opened"
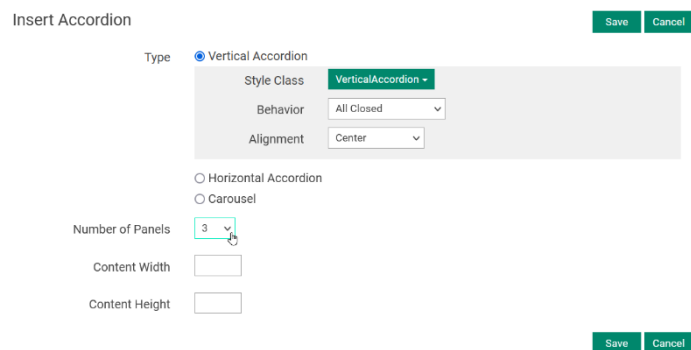
can be defined. Vertical accordions can be positioned on the side. For this purpose, the options under Alignment are available.

As with the assets, these are the options:

- Left, right or center
- Left or right, text wraps around

Figure 28 Inserting a Vertical Accordion
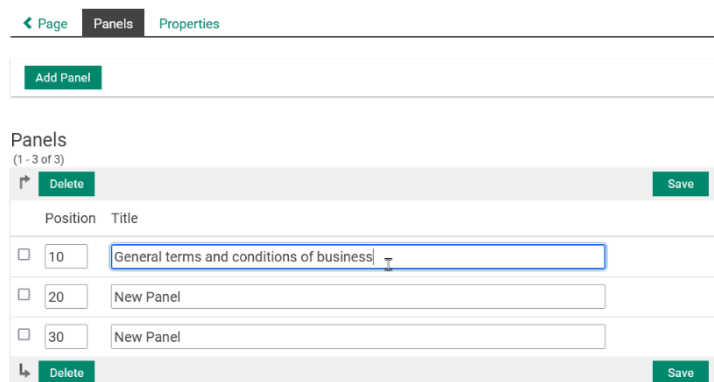
The number of compartments is specified here, but can Figure 2928). The width and height of the content can be set. For dynamic adjustment, leave these fields blank. After saving, the fan labels are defined.

If additional compartments are required, they can be created via "Add compartment". The sorting the subjects, can be used in the position bar by Affect the change in the number sequence.

Figure 29 Labeling Compartments

Figure 30 Filling accordion compartments

After saving the fan labels, they can be filled with content in the general page editing.
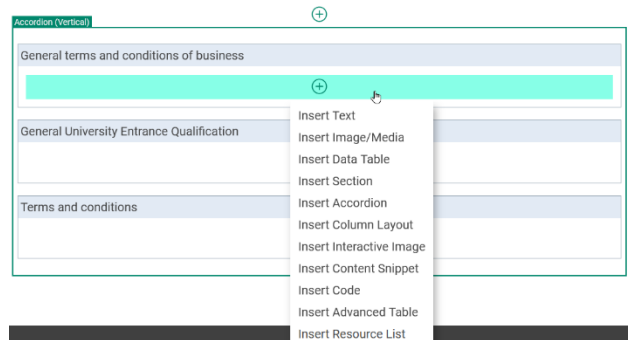
Horizontal accordion

In the case of horizontal accordions, there is no need for positioning. They are always left-aligned and open to the right.
The same options are available as described under the vertical accordions.
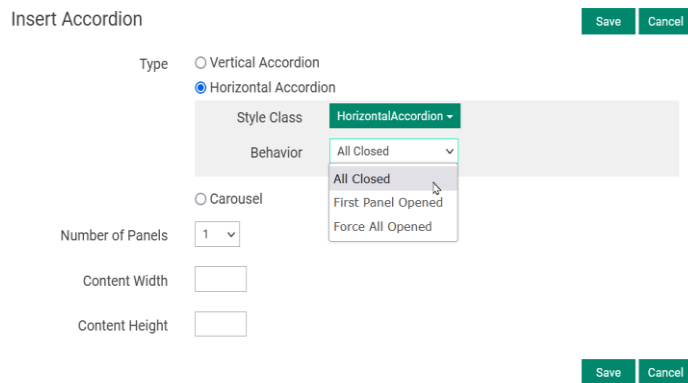The other editing options are the same as those of the vertical accordion.

Figure 31 Inserting a Horizontal Accordion

Carousel

In a carousel, only one compartment including content is displayed at a time.
The Individual Compartments change on a time-controlled basis and are always repeated.
The speed of the animation can be adjusted between one millisecond and a maximum of 10 seconds.
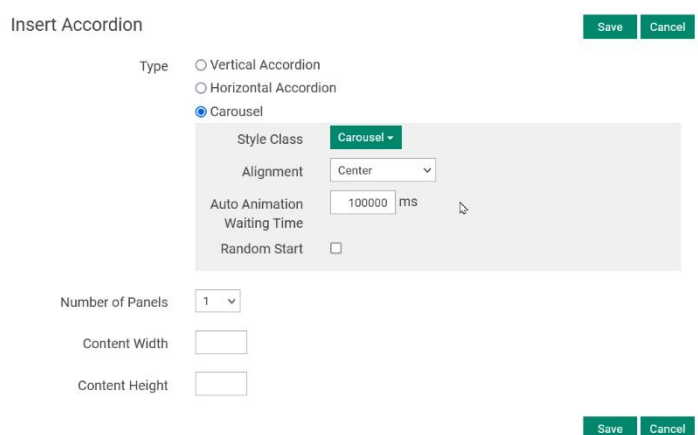The starting compartment can be selected randomly.

Figure 32 Insert Carousel

Carousels are suitable, for example, to present graphics (incl. information) in a continuous change. The individual compartments can also be wiped manually outside the time cycle.

Figure 33 Alternating two compartments

Info & Contact

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