

# The page editor under ILIAS

## Overview

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Important information is marked in yellow.

Additional information is marked in blue.

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## Basic structure

The page can be designed on all "area levels" such as the home page, in folders and groups as well as in representational objects such as learning modules, wikis, data collections and content pages.

Access to the page editor is indicated in each of these areas via the "Design page" button. The editor or the editing functions are mainly displayed on the left in a slate (column that

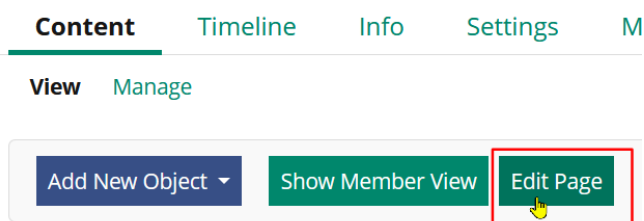


Illustration 1 Design page

expands). Basically, you switch between editing and selection mode (multiple selection). Selection mode includes the Cut, Copy, Delete, and so on options of a page element. In edit mode, the selection and implementation of the individual page design elements is activated.

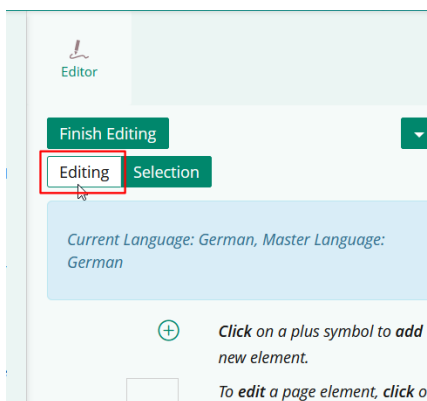


Illustration 2 Edit

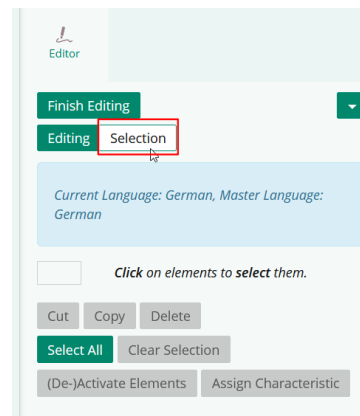


Illustration 3 Selection

Further actions can be called up via the action header. Here you can find access to the style sheet of the page used, or how to see the editing of a certain language version of a page. However, for this to happen, support for multilingualism, as well as especially for the page editor, must first be activated in the course settings. Otherwise, the option will not be displayed.

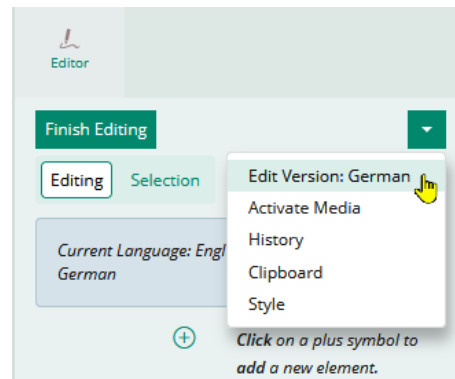


Illustration 4 Actions

## Editing and Moving

In the work area, a distinction is made between potential work areas (turquoise) and storage areas (yellow).

This is intended to make editing more user-friendly compared to the edition in earlier versions. This is especially true in view of the fact that since ILIAS version 6 the so-called "form mode" no longer exists.

So if you want to create a new element, the potential position is indicated by a turquoise background in addition to the plus sign. By clicking on it, you open the selection menu of the page design elements and select the desired element (see *Illustration 7*)



Illustration 5 Workspace

When moving an element via drag & drop, the potential insertion areas are displayed in yellow on the page.

Above all, empty areas, such as a block that has not yet been filled, become more visible.

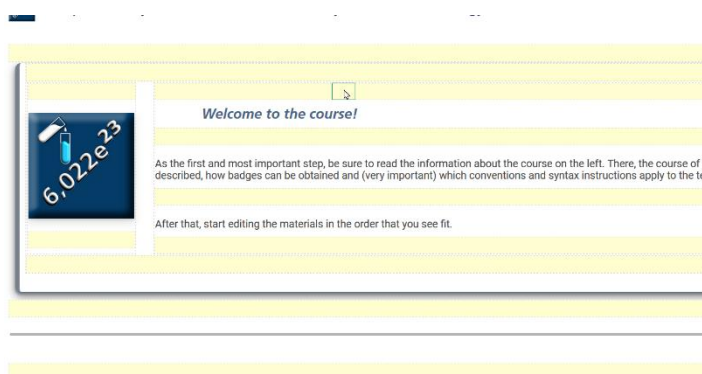
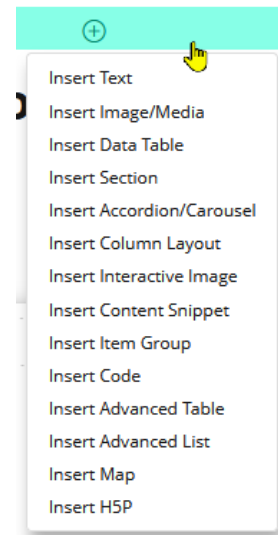


Illustration 6 Drag and drop page elements

## Creation of individual page elements

In the following, the creation of individual, selected page elements is explained in more detail. In general, you create a page element by creating a page element in a workspace (see Illustration 5) the selection menu (see Illustration 7) and select the desired page element.

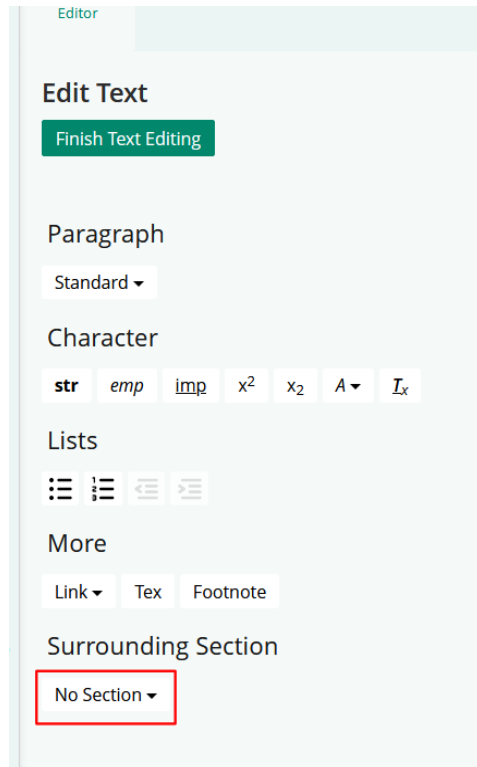
Basically, you enter the editing level of a page element by clicking on it in edit mode and thus opening the respective editing options.



*Illustration 7 Page Elements Selection Menu*

### Create text block

The entire text editor is located in the Slate area. All formatting requirements, such as paragraph format, character styles, list elements and insertions (other), are offered there. When it comes to the format specifications for the paragraph format, it should be noted that they 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.



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

If a manual line break is to be made within a single text block, this must be done with the keyboard shortcut Shift+ENTER. If only ENTER is pressed, this automatically creates a new text block.

In contrast to earlier versions of ILIAS, a text block (and all subsequent ones) can be assigned a surrounding block directly, e.g. as information text (see Blocks) (see Illustration 8).

Illustration 8 Text editor

## Insert Image/Audio/Video

The editor for inserting images, audio or video recordings, is made up of several views. First, the basic options for uploading/inserting a corresponding file are displayed in the slate. You can choose from a total of four sources.

A file from the file system

- As an external link
- From a media pool (ILIAS object)
- From the media clipboard (resources already used in a kind of personal clipboard)

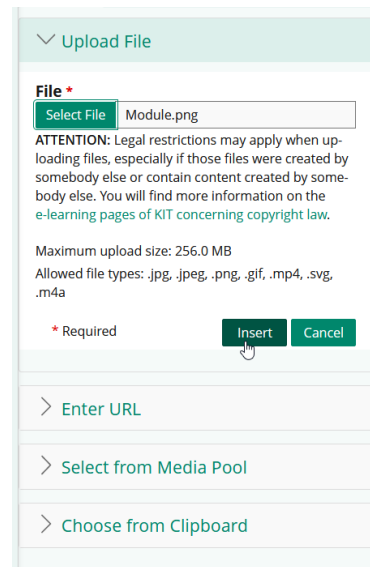


Illustration 9 Upload image file

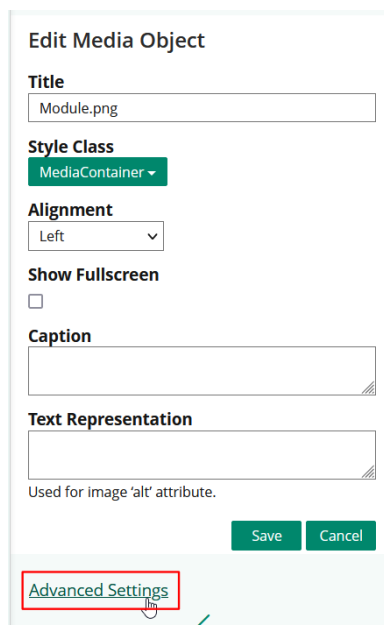


Illustration 10 Edit an Asset

**After** inserting a corresponding resource, the basic settings appear within the slate (the object must be selected in the page editing area). These are the assignment of a bounding paragraph style, the alignment, whether a full screen should be displayed, and corresponding text descriptions. Predefined (or self-created) paragraph formats can be used to display media objects more prominently on a page. For example, 50 or 100% of the page width can be reserved for the object. The Full Screen option allows an enlarged alternative display of a graphic to be called. The necessary dimensions are completed in the "Advanced Settings" (see below).

The alternative text can be used to store an accessible property description.

The "Advanced Settings" option opens in the editing area on the right (see Illustration 11Side 8), the advanced default settings, such as the display size within the window or adding a link.

### Dimensioning of Media Objects

After uploading a media object, ILIAS automatically tries to read out the original size of the resource (1.). With pixel graphics (.jpg, .png or similar) this works perfectly and you can decide whether and how you have to readjust. Unfortunately, this information is omitted for vector graphics (.svg or similar) and video files. You then first have to evaluate the size by sight.

If a media object 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 "Preserve 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 (2nd). To do this, select the option "Use above file" under full screen and can now offer it for viewing in its original size. Alternatively, a larger version of the graphic can 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. Importantly, in the slate (Figure 10), the option *Show full screen* .

Graphics that have been assigned a fixed size are not scaled dynamically. This means that with very small screens (iPad, smartphone), the graphic can be too large for the screen or text can be moved into the graphic that runs around the side. 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.

[Page](#)
[Style](#)
[Instance Properties](#)
[Instance Link Areas](#)
[Default Properties](#)
[Default Link Areas](#)
[Usage](#)
[Metadata](#)

### Edit Media Object

Title  
Resource

Module.png  
File

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, ogg, m4a

Format  
Size

Image/png  
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

Used for image alt attribute.

Caption  
Text Representation

### 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

Illustration 11 Advanced settings

## Linked Areas

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

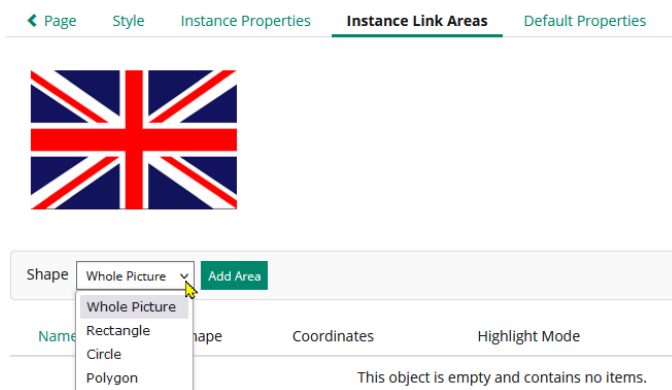


Illustration 12 Linked image area

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

## "Instance Property" vs. "Default Settings"

Under the advanced settings for a media object, a distinction is made between the settings under "Instance Properties" and the "Default Properties".



Illustration 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, **remains limited to these**.

The settings selected under "Defaults Properties" **are inherited**, i.e. a graphic inserted under the default settings will be displayed in all copies derived from this page. If a different graphics file is inserted, it 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 to be used in the respective subsequent pages

generated from it. The placeholder, as well as all other graphics, must be inserted under the "Properties of the Instance" 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 numbers, the extended table offers the possibility to assign all available page design elements, such as graphics, to a table cell. All table editing takes place in the edit mode in the right pane. Only the editing of the cell contents (text, image, etc.) is also done in the Slate, depending on the element.

### Insert Table

When creating a new table, the form shown opens up. Here the basic structure of the table, such as the number of columns and rows, table width or the label, is determined. All settings<sup>1</sup> can be edited after saving them in the "Table Properties" and "Table Cell Properties" tabs. The value for the table width can be left blank if the table is to adapt dynamically 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 the pixel specification. If the width is specified as a percentage, this refers to the respective screen width, i.e. the table is scaled accordingly.

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

---

<sup>1</sup> Exception: the number of columns and rows; see **Changing the number of columns and rows**.

**Insert Table** Save Cancel

Number of Columns: 3

Number of Rows: 4

Table Width:

Style Class: midgray

Header Rows: 1

Footer Rows: 0

Header Columns: 0

Footer Columns: 0

First Row Style Class: None

Alignment: Center

Caption:

Alignment:  Top

Paste Table:  HTML Table  Spreadsheet Table

Language: English

Save Cancel

Illustration 14 Insert Table

## Properties of Table Cells

The formatting of the individual table rows is done in the slide area using the corresponding option "Format cells". The corresponding table cell(s) is selected in the thumbnail display of the table in the side area on the right. In the slide area, the individual properties such as style, width and alignment can be changed.

When changing the style, width and alignment, please note that each cell whose property is to be changed must be selected or a value must be entered.

Finish Data Table Editing

Edit Table Format Cells Merge Cells

Table Cell Properties

Change Style

Style: None

Change Width

Width in pixels:

Change Alignment

Alignment: Default

Set Properties

StyleTest  
Offline

	A	B	C
1			
2			
3			
4			

Illustration 15 Formatting Table Cells

### Style:

From a drop-down menu, select the appropriate style to be applied to the selected cell(s).

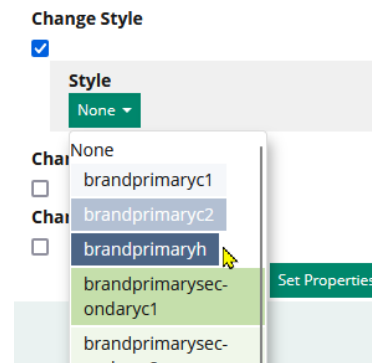


Illustration 16 Assign a cell style

### 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 must be entered. Percentage values (percentage of table width) are no longer accepted by the system.

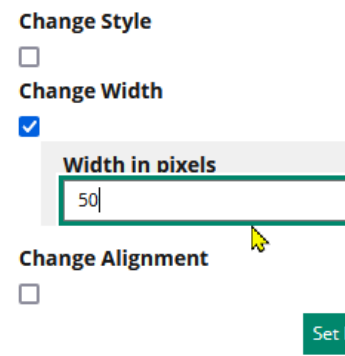


Illustration 17 Change the cell width

### Orientation:

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

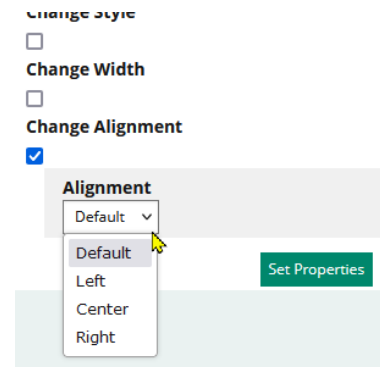


Illustration 18 Alignment of cell contents

Previously assigned values for width and alignment are not returned when viewed again. The corresponding field remains empty. The style settings are at least visible in the thumbnail. This makes targeted post-processing more difficult.

### Merging cells:

The procedure for connecting cells is intuitively regulated. Click (while holding down the CTRL key) in the thumbnail view on all cells that are to be merged with each other. The action is carried out via "Connect cells".

The result is then displayed directly in the thumbnail.

Connected cells can also be separated from each other again. To do this, click on the corresponding compound in the thumbnail and perform the action via "Split cell".

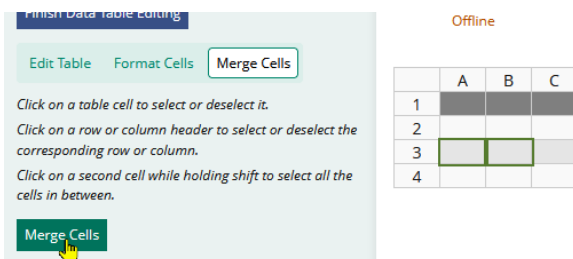


Illustration 19 Merge Cells

### Change the number of table columns and rows

To add columns or rows later, open the edit mode of the corresponding table again and get the thumbnail of the table. The thumbnail has a numeric or alphanumeric row or column label. Click on the corresponding column or row label and select the desired option from the drop-down menu that opens.

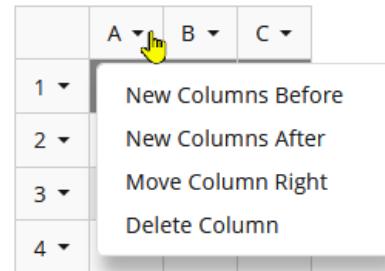


Illustration 20 Manage columns and rows

### Create 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 column layouts opens in the Slate on the left. The most common variants such as two- or three-column layouts or layouts with different width weightings are predefined. To create an individual layout, the last option is available.

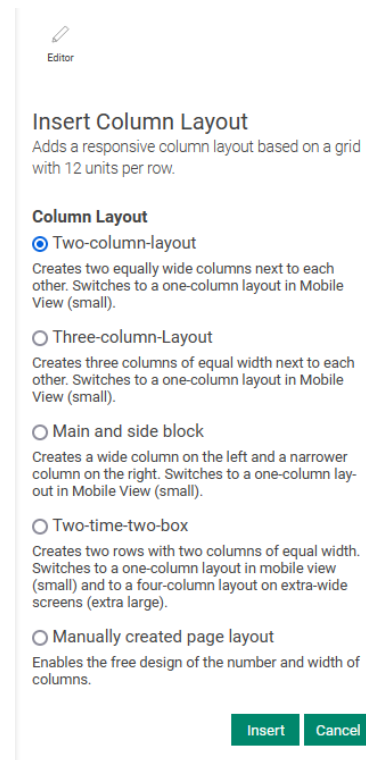


Illustration 21 Select Column Layout

Manually created page layout  
Enables the free design of the number and width of columns.

**Number of Columns**

**Small**  
 ▼  
E.g. smartphone

**Medium**  
 ▼  
E.g. tablet

**Large**  
 ▼  
E.g. desktop

**Extra Large**  
 ▼  
E.g. wide desktop

Illustration 22 Specify the number of columns and width

If you select a manual column layout, the number of columns is specified individually. The column width is defined in 12ths of a page. I.e. 12/12 for the entire width, 6/12 e.g. for half. First, 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 adjustment to the size of the screen with which the page is viewed. In a small display, such as a smartphone, the three columns (or their contents) are displayed below each other in this case, while on all others the columns are displayed next to each other equivalently.

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 width specifications were applied to all columns. Here, different widths can be selected for the individual columns as required. It should be noted that the total may always be a maximum of 12/12.

[← Page](#) **Settings**

**Column Widths**  
(1 - 3 of 3)

Delete	Position	Small	Medium	Large	Extra Large	Save
<input type="checkbox"/>	10	<input type="text" value="12/12"/> <span>▼</span>	<input type="text" value="4/12"/> <span>▼</span>	<input type="text" value="4/12"/> <span>▼</span>	<input type="text" value="4/12"/> <span>▼</span>	
<input type="checkbox"/>	20	<input type="text" value="12/12"/> <span>▼</span>	<input type="text" value="4/12"/> <span>▼</span>	<input type="text" value="4/12"/> <span>▼</span>	<input type="text" value="4/12"/> <span>▼</span>	
<input type="checkbox"/>	30	<input type="text" value="12/12"/> <span>▼</span>	<input type="text" value="4/12"/> <span>▼</span>	<input type="text" value="4/12"/> <span>▼</span>	<input type="text" value="4/12"/> <span>▼</span>	
Delete						Save

Illustration 23 Column Layout Settings

## Insert item group (copy objects into the page design)

An item group not only serves the purpose of clustering objects thematically, but also serves the purpose of integrating them into the page design. This opens up the possibility of inserting additional page design elements, such as texts or images, between individual objects.

The element offers up to three options (see Illustration 25) to insert resources into a page.

- Manually Create Item Group
- Item Group by type
- Content (Other Remaining Resources)

The manually created item groups are the item groups created for clustering. They can be selected specifically according to their title from the drop-down menu.

In the case of "item groups of type", objects can be included as a block in the page design depending on their type (file, folder, wiki, etc.).

The third resource type includes the standard blocks such as "Content", "Files" or similar in the page design. The resources depend on the sorting or viewing options of the course room, as well as the currently available objects.

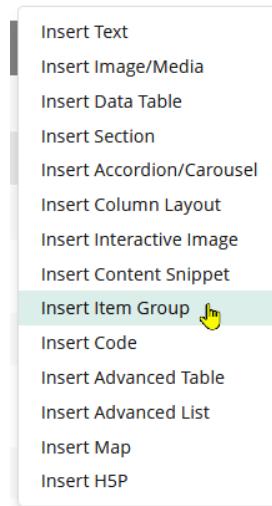


Illustration 24 Element selection

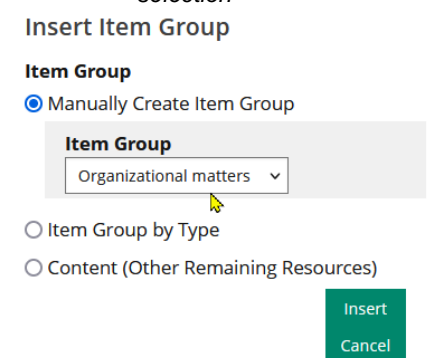


Illustration 25 Select Item Group

## Insert accordion

With an accordion, a page can be divided into thematic sub-areas and at the same time the

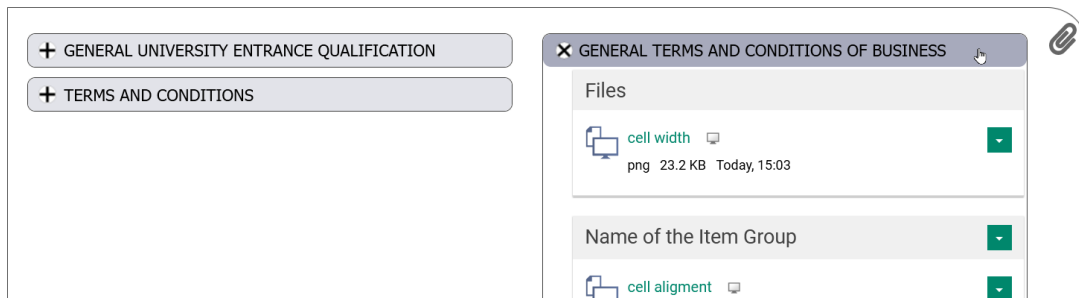


Illustration 26 Example: Vertical accordion

distribution of materials and/or information can be designed to save space.

There are two different types to choose from. These are:

- Vertical accordions: The fans are arranged vertically and lie below each other. These can be opened and closed vertically.
- Carousel: In a carousel, the individual compartments are automatically (time-dependently) moved from right to left in a vertical direction. The run starts again and again. The compartments can also be moved manually via mouse.

## Vertical Accordion/Carousel

When inserting an accordion, 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.

In addition, the number of subjects is specified here, but can be used later via the actions (see Illustration 28) can be changed subsequently.

After saving, the subject labels are first defined. This is done via the action button of

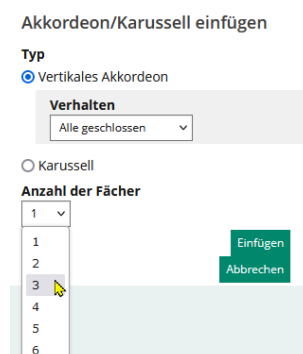


Illustration 27 Inserting a Vertical Accordion

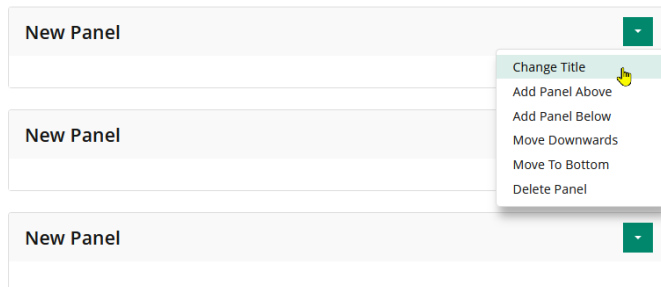


Illustration 28 Label Compartments

the subjects for each subject individually. This is also where all other editing and management options are located. If additional compartments are required, they can be added above or below a compartment. The sorting of the compartments can also be influenced here.

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

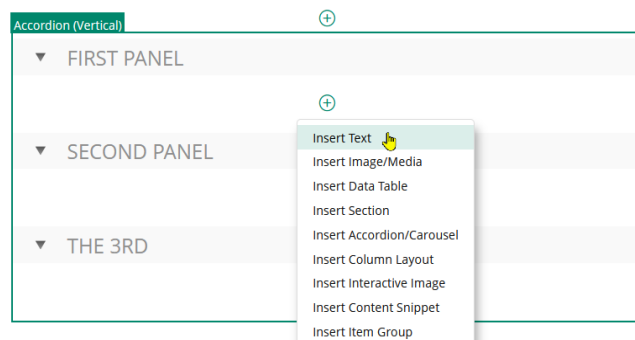


Illustration 29 Filling accordion fans

## Carousel

In a carousel, only one fan including content is displayed at a time. The individual subjects change time-controlled and are repeated over and over again.

The speed of the animation can be set between one millisecond and a maximum of 9.99999 seconds.

The starting fan can be selected randomly.

### Insert Accordion/Carousel

#### Type

Vertical Accordion

Carousel

#### Auto Animation Waiting Time

999999 ms

#### Random Start

#### Number of Panels

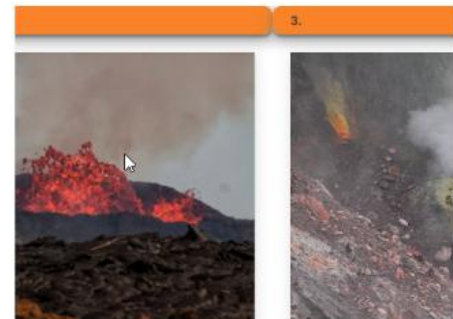
3  
1  
2  
3  
4  
5

Insert

Cancel

Illustration 30 Insert Carousel

Carousels are suitable for presenting graphics (including information) in a continuous change. The individual compartments can also be swiped manually outside the time cycle.



nesskagi, Island

Te Puia o Whakaari/White Island

Illustration 31 Alternating two subjects

## Info & Contact

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