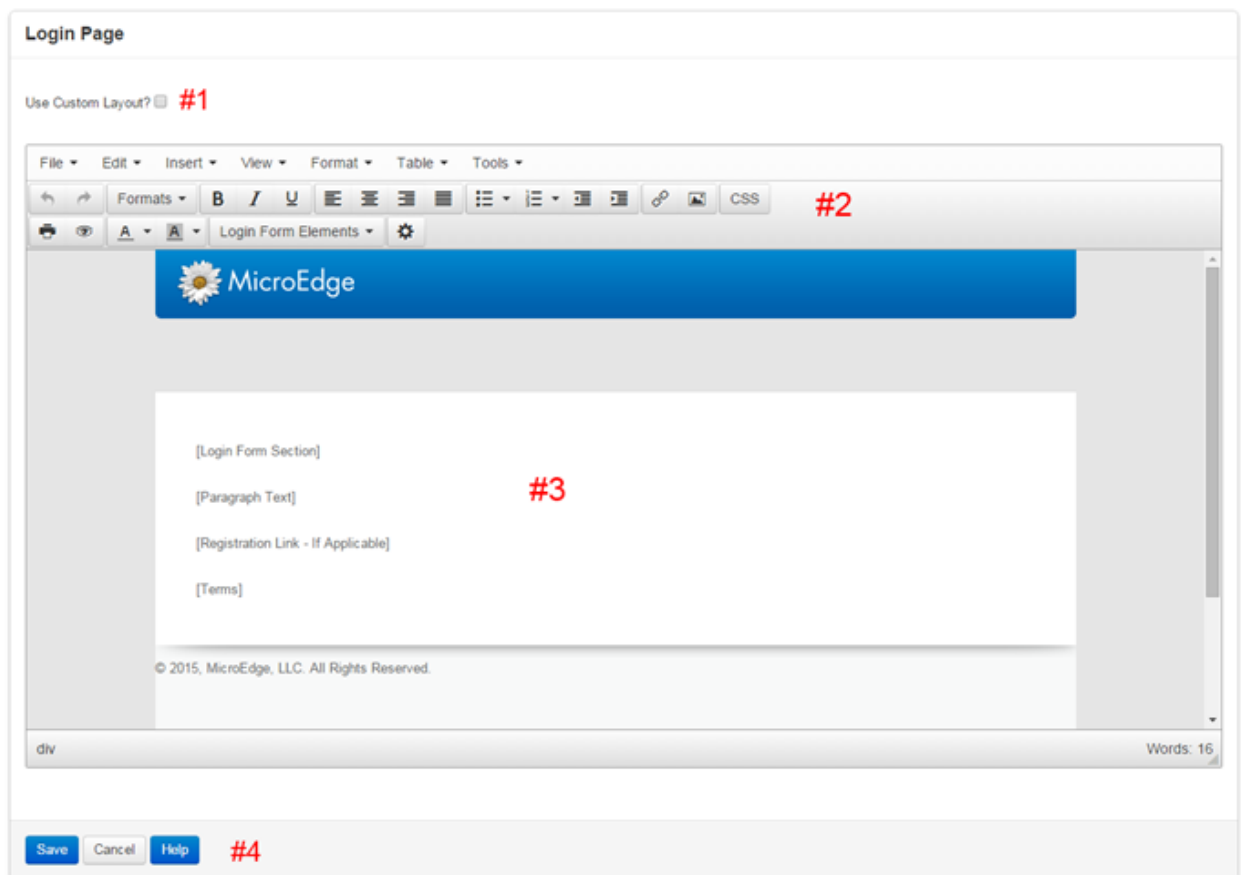


The Login Page Designer

A new Login Page tab is now available when you go to Site Configuration.

The purpose of the Admin Login Page is to give foundation staff the opportunity to build a custom, yet simple, layout for their login page. This functionality was developed to allow foundation staff to have more control over the content of this page. When the custom login page is activated, donors who are accessing the login page will be redirected to the custom layout page.

If a foundation decides to use a custom layout, it is recommended to have a staff member that has some HTML and CSS knowledge. The admin login page provides a basic layout initially with place markers for where you should add specific sections. The tools can be used to build out the page from there.



The layout shown above is what all foundations will initially have when they first access the Login page. This layout gives foundations a basic format to follow. Alternatively, a foundation can build a completely new layout.

The image below shows what a completed Login Page may look like once the Login Form Elements have been added and modified.

Site Configuration - Recommendations Logged in as ME - Logout

Home Fund Summary Make a Grant - My Profile Contact Us

Advisor: Mr. and Mrs. Robert J. Smith, III change reset

Admin Home Design Look and Feel Grant Form Fund Summary Login Page Reset Password Resources -

Login Page

Use Custom Layout?

File Edit Insert View Format Table Tools

Formats B / U [Icons] CSS

Login Form Elements [Icon]

DonorCentral is a service for fund advisors of the West 54th Street Foundation. It enables you to view your fund balances, gifts to the fund, grants made, and grants pending—with information updated daily. Donor advised fund advisors can also recommend grants online. Grant request forms and procedures for donor advised grant making can also be downloaded.

To become a fundholder at the West 54th Street Foundation, please contact us at 555.123.4567.

Please login using your username and password.

DonorCentral Sign On

User ID:

Password:

[Forgot Your Password?](#)

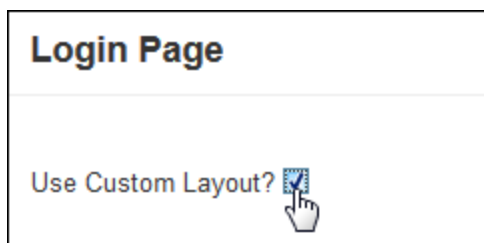
[Click Here to register for DonorCentral](#)

Protected by RapidSSL. Important Security and Privacy Information.
Your use of DonorCentral signifies your acceptance of our Terms and Conditions of Use.

div » p Words: 115

#1 - Use Custom Layout?

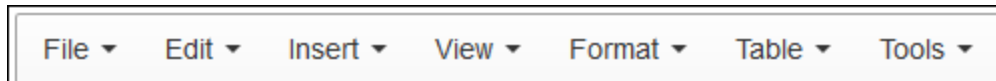
This setting at the top of the Login Page controls whether your site uses the default login page or your own custom page.



#2 – The Editor Menu

The Menu shown below contains all the features that are available when making a custom login page layout.

The table below provides a breakdown of each menu option:



Menu	Option	Description
File	New document	Creates a new Login page document.
	Print	Prints the current Login page.
	CSS properties	Allows you to link the Login page to a Custom Style Sheet (CSS) of your choosing.
	Document properties	Lets you set the following properties: <ul style="list-style-type: none"> • Title • Keywords • Description • Robots • Author • Excoding
Edit	Undo	Ctrl+Z
	Redo	Ctrl+Y
	Cut	Ctrl+X
	Copy	Ctrl+C
	Paste	Ctrl+V
	Paste as text	
	Select all	Ctrl+A
	Find and Replace	Ctrl+F
Insert	Insert Image	This tool lets you insert an image into the page and resize it if needed, with proportions constrained or not. For more details, click the link to the left.
	Insert link	Add a link to the page by entering a URL, text to display, Title, and choose if the link opens a new window. For more details, click the link to the left.

Menu	Option	Description
	Special Character	Lets you insert a special character from the chart displayed.
	Horizontal Line	Inserts a horizontal line at the cursor location.
	Anchor	Insert an anchor at the cursor location.
	Page break	Insert a page break at the cursor location.
	Insert date/-time	Choose from the four formats available.
	Nonbreaking space	Inserts a space character that prevents an automatic line break (line wrap) at its position.
	Login Form Elements	<p>Selecting a form element inserts the default text for the section selected at the current location of the cursor.</p> <p>Elements include:</p> <ul style="list-style-type: none"> • Login Form (Required) • Registration Link • Term Links • Paragraph Section • Demo Link
View	Show invisible characters	Shows normally invisible formatting characters.
	Show blocks	When selected, the layout will show the outlines of each section inside of the layout. This feature is useful for quickly determining the number of layers of each section, and where the borders of each begin and end.
	Visual aids	When selected, it will place a dotted border around tables that are present in the layout. This is to make table borders visible in the layout, when a table is not specified and not visible. It will not show the dotted border on the login page.
	Preview	Shows a preview of the current Login page.
	Fullscreen	Expands the editing page to fullscreen. Ctrl+Alt+F. Press Ctrl+Alt+F to return to normal view.
Format	Bold	
	Italic	
	Underline	

Menu	Option	Description
	Strikethrough	
	Superscript	
	Subscript	
	Formats	<p>This menu provides submenus for:</p> <ul style="list-style-type: none"> • Heading Styles <ul style="list-style-type: none"> ◦ Heading 1 – Wraps text inside of a <h1> tag. ◦ Heading 2 – Wraps text inside of a <h2> tag. ◦ Heading 3 – Wraps text inside of a <h3> tag. ◦ Heading 4 – Wraps text inside of a <h4> tag. ◦ Heading 5 – Wraps text inside of a <h5> tag. ◦ Heading 6 – Wraps text inside of a <h6> tag. • Inline Text Styles <ul style="list-style-type: none"> ◦ Bold – Wraps text inside of a tag. ◦ Italic – Wraps text inside of a tag. ◦ Underline – Wraps text inside of a tag and adds an inline css underline style. ◦ Strikethrough – Wraps text inside of a tag and adds an inline css line-through style. ◦ Superscript – Wraps text inside of a <sup> tag. ◦ Subscript – Wraps text inside of a <sub> tag. ◦ Code – Wraps text inside of a <code> tag. • Block Types <ul style="list-style-type: none"> ◦ Paragraph – Wraps text inside of a <p> tag. ◦ Blockquote – Wraps text inside of a <blockquote> tag. ◦ Div – Wraps text inside of a <div> tag. ◦ Pre – Wraps text inside of a <pre> tag. • Alignment of text <ul style="list-style-type: none"> ◦ Left – Adds an inline css style of text-align: left. This left aligns text. ◦ Center – Adds an inline css style of text-align: center. This center aligns text. ◦ Right – Adds an inline css style of text-align:

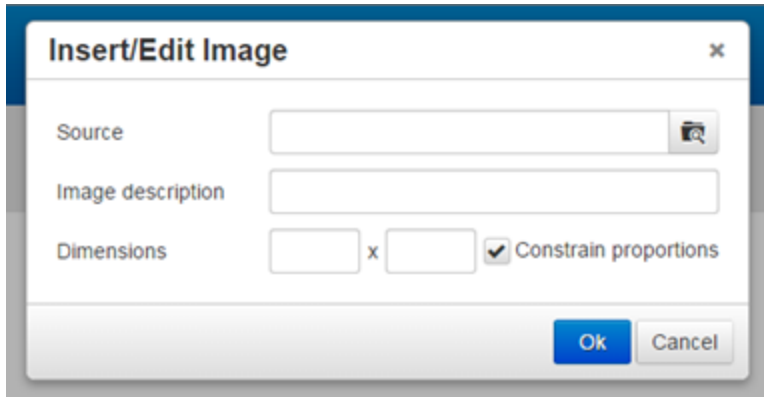
Menu	Option	Description
		<p>right. This right aligns text.</p> <ul style="list-style-type: none"> Justify – Adds an inline css style of text-align: justify. This aligns the text to the justify property
	Clear For- matting	When selected, it will remove all of the formatting options listed above from the selected area.
Table	Insert table	<p>Inserts a table up to 10x10 in size.</p> <p>For more details on managing tables, see Working with Login Page Tables.</p>
	Table prop- erties	<p>Enabled if a table is selected. Allows you to set the following options:</p> <ul style="list-style-type: none"> Width Height Cell spacing Cell padding Border width Caption - adds a text line above the table Alignment Style Border color Background color
	Delete table	Deletes the selected table after confirmation.
	Cell	<ul style="list-style-type: none"> Cell Properties Merge cells Split cells
	Row	<ul style="list-style-type: none"> Insert row before / after Delete row Row properties Cut row Copy row Paste row before / after
	Column	<ul style="list-style-type: none"> Insert column before / after Delete column
Tools	Source Code	Opens the Source Code window which displays the current form as HTML code for editing. Custom HTML code can be copy and pasted into this form.

Edit Buttons

The buttons under the editor menu bar provide the same functionality as those described in the menus above.

Login - Insert Image

The Insert Image functionality allows you to upload a new image or select and delete an existing image. When clicking on **Insert Image**, the following pop up box will appear:



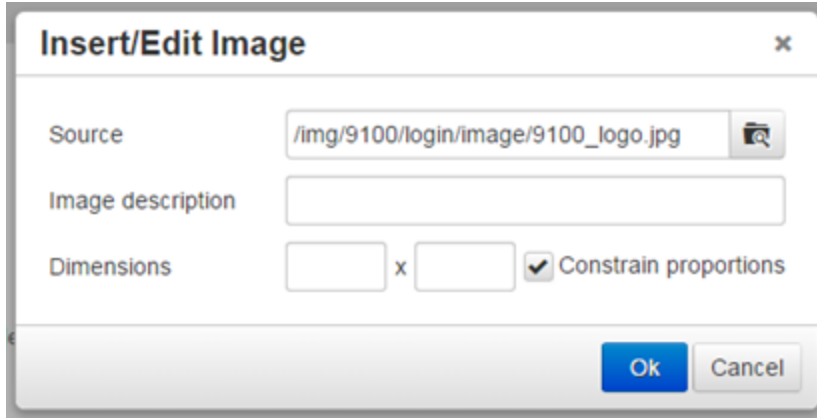
To the right side of the **Source** field, clicking on the search icon will open a new window for browsing for uploaded images:



To Upload a new image, click on the 'Upload Image' button, and select the image to upload.

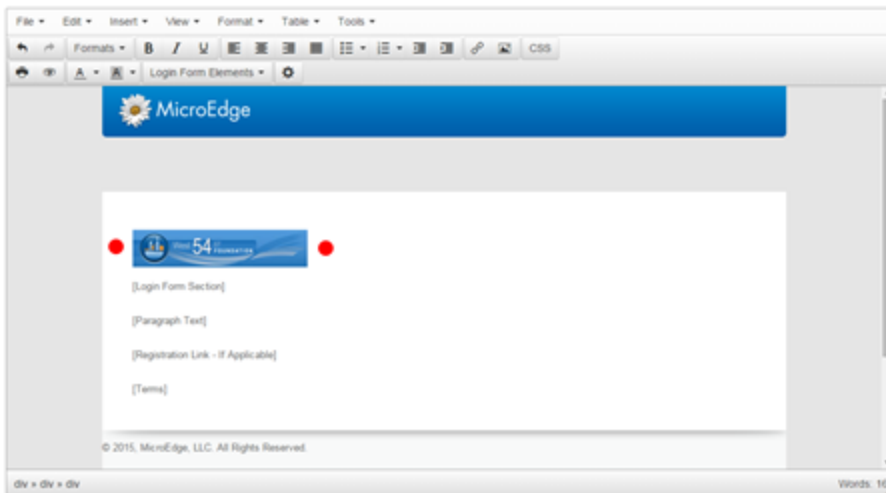
To Delete an existing image from this list, click on the 'X' button to the right of the desired image.

To Select an existing image to place into the layout, simply click on the image. Then the previous pop up box will be populated with information about that image:



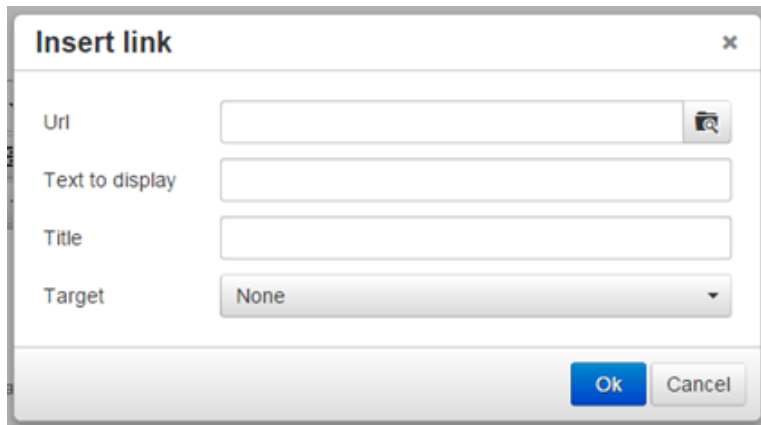
It is possible here to add an **Image Description** and also update the length and width of the image.

Once ready, click **Ok**, and the image will be inserted into the layout where specified:



Login - Insert Link

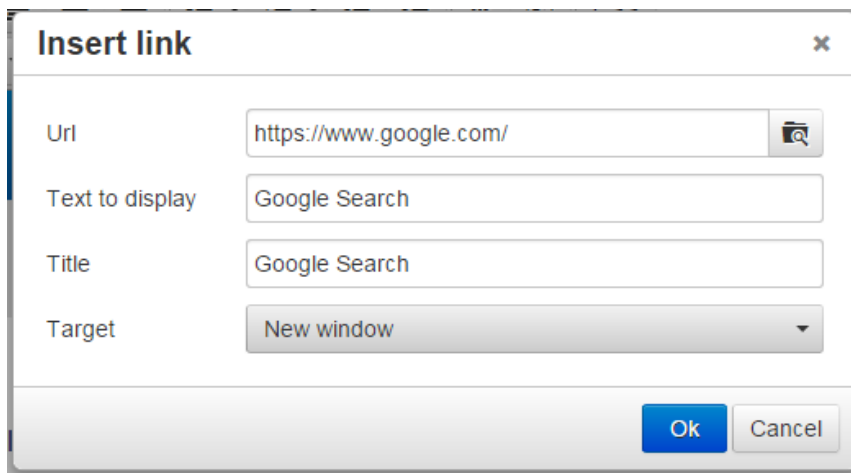
The Insert Link functionality allows for a link to be placed on the custom layout. When **Insert Link** is clicked, the following pop up box will display:



- The **Url** is the external or internal document link needed for the link to work.
- **Text to display** contains the text that will be displayed in place of the Url.
- The **Title** is the text that will display when the mouse cursor is hovering over the link.
- The **Target** has two options. When None is used, clicking on the link will direct the current browser window to the new Url. New Window will open a new browser tab or window for the new Url when the link is clicked.

From here, it is possible to make two different types of links:

1. **External Website** – Create a link to a website outside of the DonorCentral domain:



After clicking **Ok**, the link will be placed onto the custom layout.

2. **Internal Document** – Create a link to an uploaded document:

Insert link

Url: /img/9100/login/file/More_Volleyball.pdf

Text to display: More Volleyball

Title: More Volleyball

Target: New window

Ok Cancel

The main difference for the Internal Document link is that a document must first be uploaded to DonorCentral. To do this, simply click on the **Search icon** to the right of the **Url** field. Next upload, or select/delete an existing document.

The following screenshot shows the results after adding one of each of the above links to a layout:

DonorCentral Sign On

User ID:

Password: Submit

[Forgot Your Password?](#)

Protected by RapidSSL. Important Security and Privacy Information.
Your use of DonorCentral signifies your acceptance of our [Terms and Conditions of Use](#).

[Google Search](#) ●

[More Volleyball|](#) ●

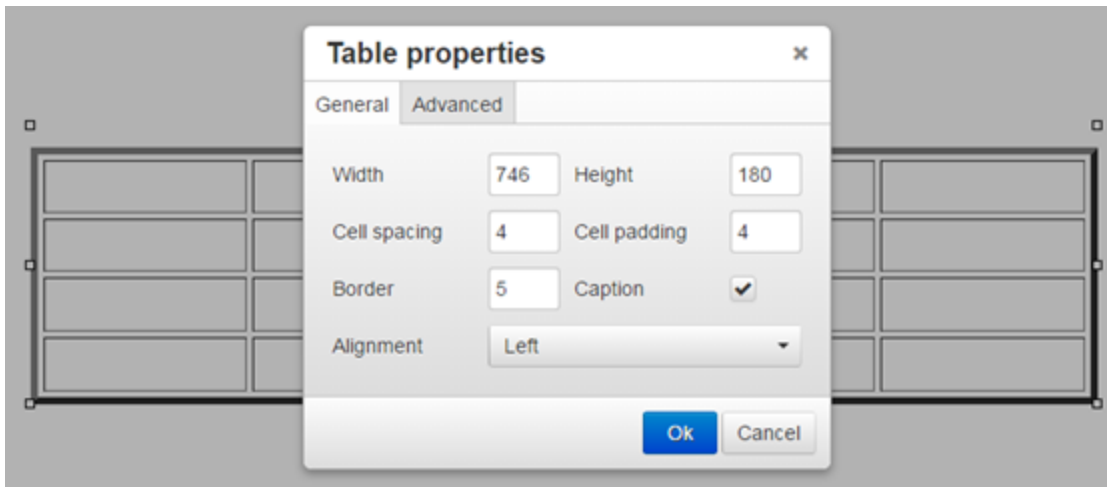
© 2015, MicroEdge, LLC. All Rights Reserved.

Login - Working with Tables

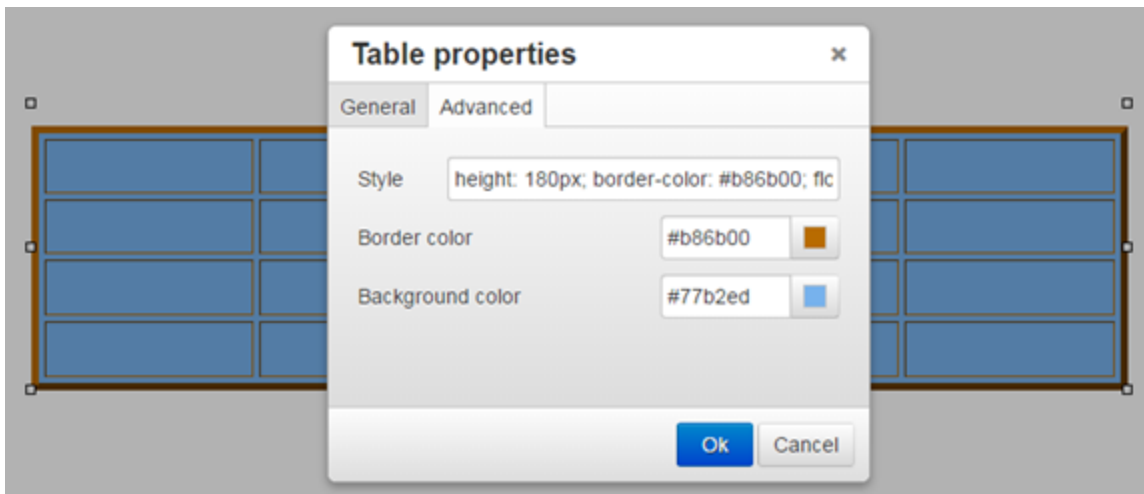
The **Insert Table** function will insert a table with up to ten rows and ten columns.

After a table is inserted into the layout, you will need to adjust the size of the table by dragging the corners to a chosen size.

- The **Table Properties** becomes accessible after inserting a new table. When selected, a pop up window will display, allowing you to edit the Width, Height, Cell Spacing, Cell Padding, Border, Caption, and Alignment of the selected Table:



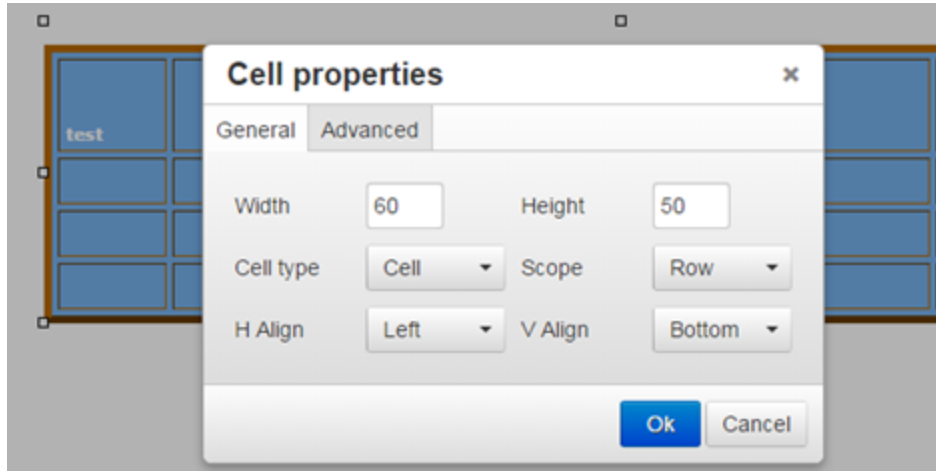
- There is also an **Advanced** tab that shows the css styles entered from the controls inside of the General tab. This Advanced tab also allows the user to control the border and background color of the table:



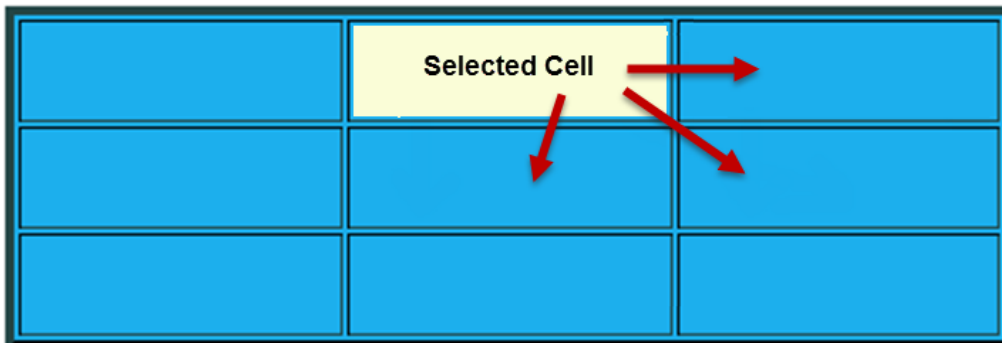
The **Delete Table** option becomes available when the current selected item in the layout is a table. When selected, the table will be removed from the layout.

The **Cell** submenu contains three options:

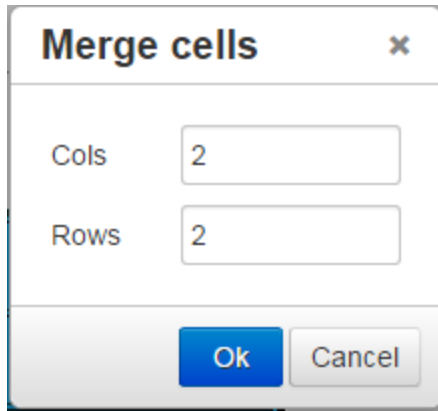
- **Cell Properties** – Becomes available when a specific cell is selected from a table.
 - A pop up window will display that allows you to customize the Width, Height, Cell Type (Cell <td> or Header Cell <th>), Scope, Horizontal Align, and Vertical Alignment on the **General** tab:



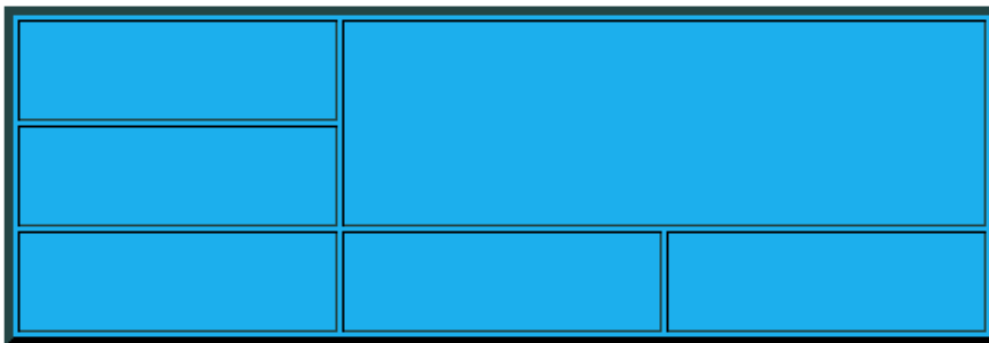
- Inside of the **Advanced** tab, additional options are available to edit the color of the specified cell's border and background, similar to the Table Properties mentioned above.
- **Merge Cells** – When selected, a pop up box displays options to combine the selected cell with a number of cells to the right or below. For example, to merge the following cells:



- **Columns** entered is 2. It is two because it includes the selected cell and the cell to be merged.
- **Rows** entered is also 2 because it includes one for the cell selected, and one for the row to be merged.



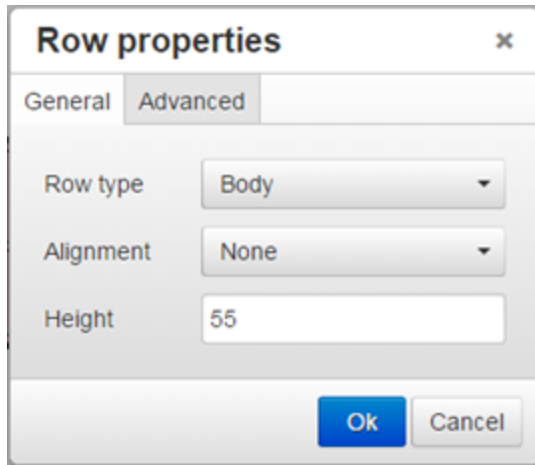
As a result, a 2x2 cell will be made from the merged cells:



- **Split Cell** – When selected, this option will split cells that were previously merged together. Unfortunately after the cells are split, they do not return to uniform height and width. Use this feature with caution. If the selected cell was not previously merged with other cells, the Split Cell feature will do nothing.

The **Row** submenu

- **Insert Row Before** – Inserts a new row above the selected cell.
- **Insert Row After** – Inserts a new row below the selected row.
- **Delete Row** – Deletes the selected row. The remaining rows will increase in size. This is because the table contains specific width and height properties that remain in place.
- **Row Properties** – When selected, a pop up box will display controls for the Row Type, Alignment, and Height:



- **Row Type** – There are three options available:
 - Body – The main type of row usually used. This makes the row the standard `<tr>`.
 - Header – This makes the row the header row. It will wrap this specific `<tr>` row inside of a `<thead>` tag.
 - Footer – This makes the row the footer row. It will wrap this specific `<tr>` row inside of a `<tfoot>` tag.
- **Alignment** – There are four options available
 - None – Defaults internal content to left aligned.
 - Left – Internal content left aligned.
 - Center – Internal content centered.
 - Right – Internal content right aligned.
- **Height** – User can set the height of a selected row.
- Inside of the **Advanced** tab, a user can set the border and background color for the whole selected row. There is also a field that lists all the currently used css properties from the other controls for the selected row.
- **Cut Row** – This will copy and remove the selected row from the table.
- **Copy Row** – This will copy a selected row from a table.
- **Paste Row Before** – This will insert a copied or cut row into a table above a specified row. This will only work if the pasted row is different from the selected row.
- **Paste Row After** – This will insert a copied or cut row into a table below a specified row. This will only work if the pasted row is different from the selected row.

The **Column** submenu contains the following options:

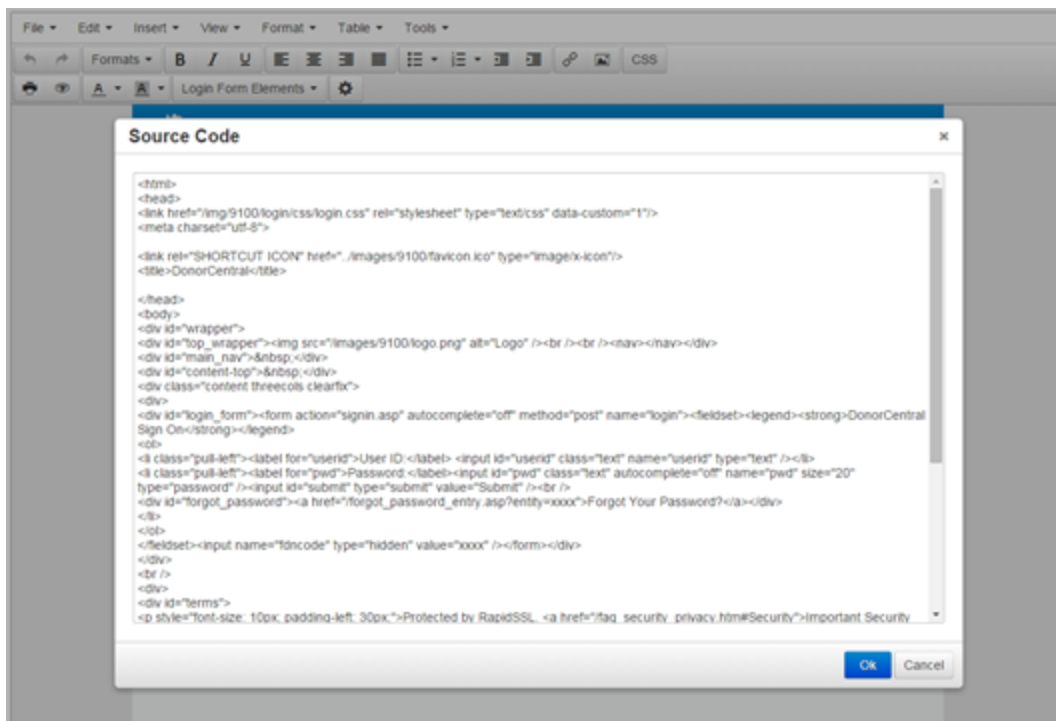
- **Insert Column Before** – This will add a new column before a specified column. If there are multiple rows in a table, the new column will keep the height and width

properties of each row.

- **Insert Column After** - This will add a new column after a specified column. If there are multiple rows in a table, the new column will keep the height and width properties of each row.
- **Delete Column** – This will delete a specified column from the table.
- The rest of the columns of a table will adjust accordingly when a column is inserted or deleted.

Login - Source Code

The Source Code menu option opens a pop up box which displays the html structure of the custom layout:



This tool will be useful for admin users who are familiar with Html and CSS. It allows you to build the html structure manually and see the results inside of the editor.

If you choose to build an html layout from scratch, you can simply highlight everything in the source code editor and delete it. Then you can paste in your own layout and see the results after clicking **Ok**.

If you include image references in the css file or use `` tags, you will need to upload the images to DonorCentral for use.

Including Google Fonts:

It is possible to use Google Fonts on custom style sheets too:

1. Go to Google Fonts - <https://www.google.com/fonts#>
2. Select the fonts desired and copy the link `<link>` provided:

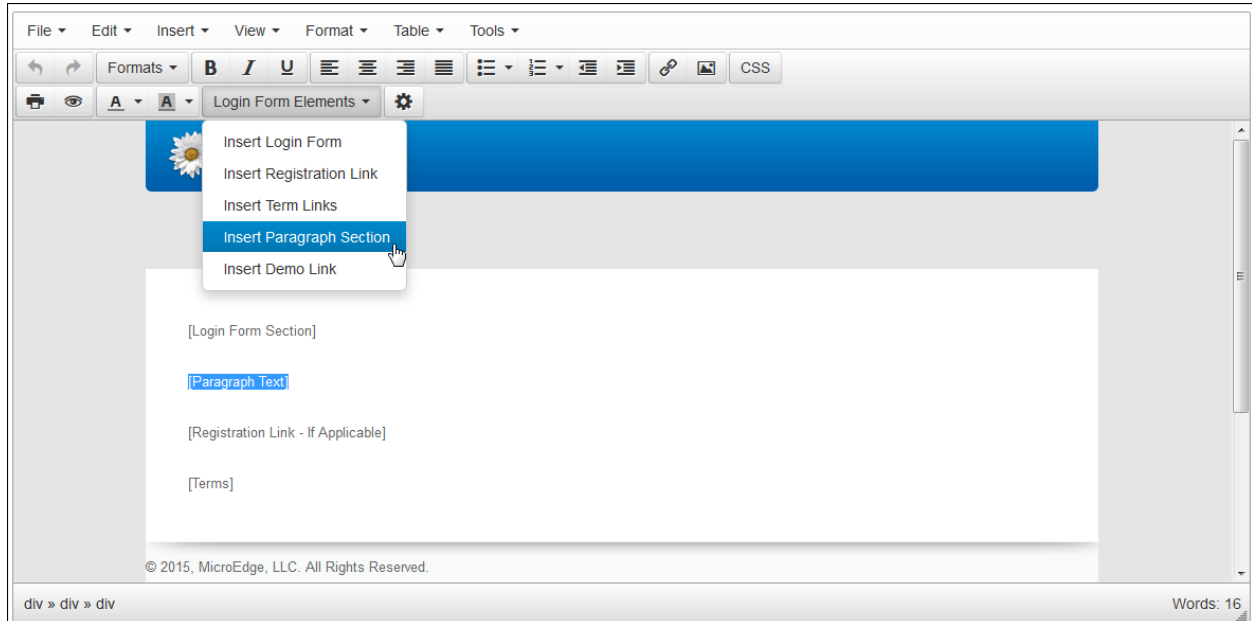
```
<link href-  
f='http://fonts.googleapis.com/css?family=Asap:400,400italic,700,700italic'  
rel='stylesheet' type='text/css'>
```

3. Inside the source code window, past the above <link> inside the <head> section, without the “http:” portion.
4. Finally, insert the font-family chosen into the desired html section inside the <style> css section:

```
Source Code  
  
<html>  
<head>  
<link href="/img/9100/login/css/login.css" rel="stylesheet" type="text/css" data-custom="1"/>  
<meta charset="utf-8">  
  
<link rel="SHORTCUT ICON" href="../../images/9100/favicon.ico" type="image/x-icon"/>  
<title>DonorCentral</title>  
  
● <link href="//fonts.googleapis.com/css?family=Asap:400,400italic,700,700italic" rel='stylesheet' type='text/css'> ●  
  
<style>  
● body{font-family:'Asap', serif, } ●  
  
</style>
```

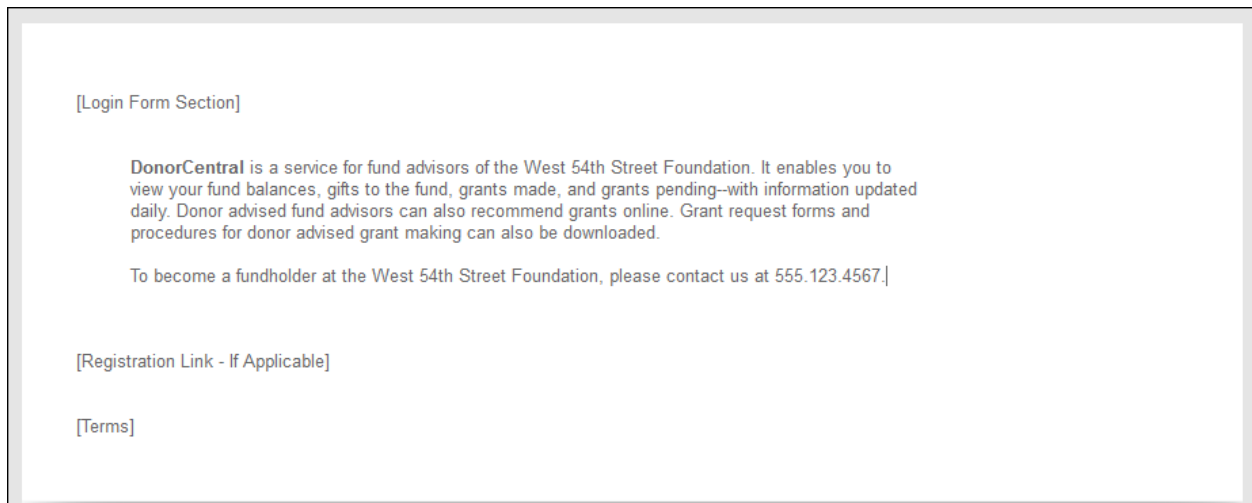

#3 – Layout Editor

The Layout Editor is where a user can enter text, color settings, and images into their custom layout. The system will convert the entered text, color settings, and images into html and style attributes.

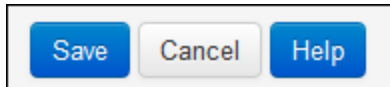


NOTE: This layout area is not designed to take HTML and CSS code directly. There is a separate [Source Code](#) option in the **Tools** menu for entering custom HTML and CSS code to be displayed as part of the custom layout.

Here's what the form looks like after adding the paragraph section.



#4 – Bottom Buttons



This section contains the main buttons that allow for saving, canceling, and viewing tips for developing a custom layout.

- **Save** - The **Save** button will save the current content inside of the Layout Editor and the status of the Use Custom Layout checkbox. To use a custom layout, it is required that the checkbox is checked and the two required sections, Login Form and Term Links, are present. If all conditions are not met, the checkbox will be reset to unchecked but the other changes will be saved.
- **Cancel** - The **Cancel** button will return the layout content to its last saved state.
- **Help** - The **Help** button opens a pop up box that displays some reminders and tips for making a custom layout.

