Editing your Personalised Website using the Surreal Editor

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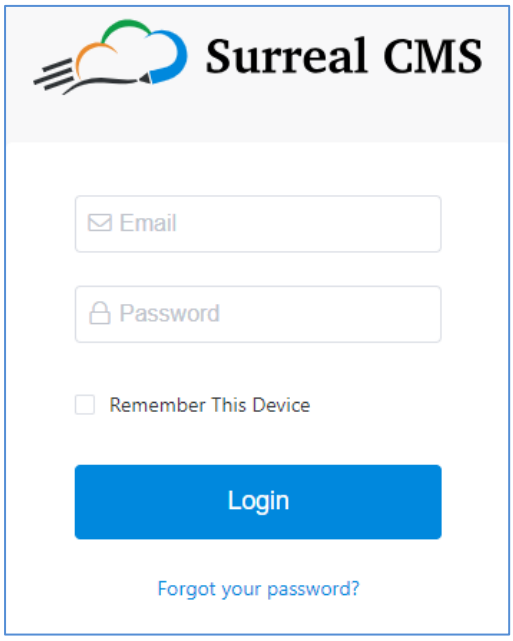
The editor can be found at: **https://edit.surrealcms.com**
username is your registered email address
password can be reset at login (if required)

The support option, within the editor, directs to: support.webadore.co.uk
Please use the General Enquires form to submit any request

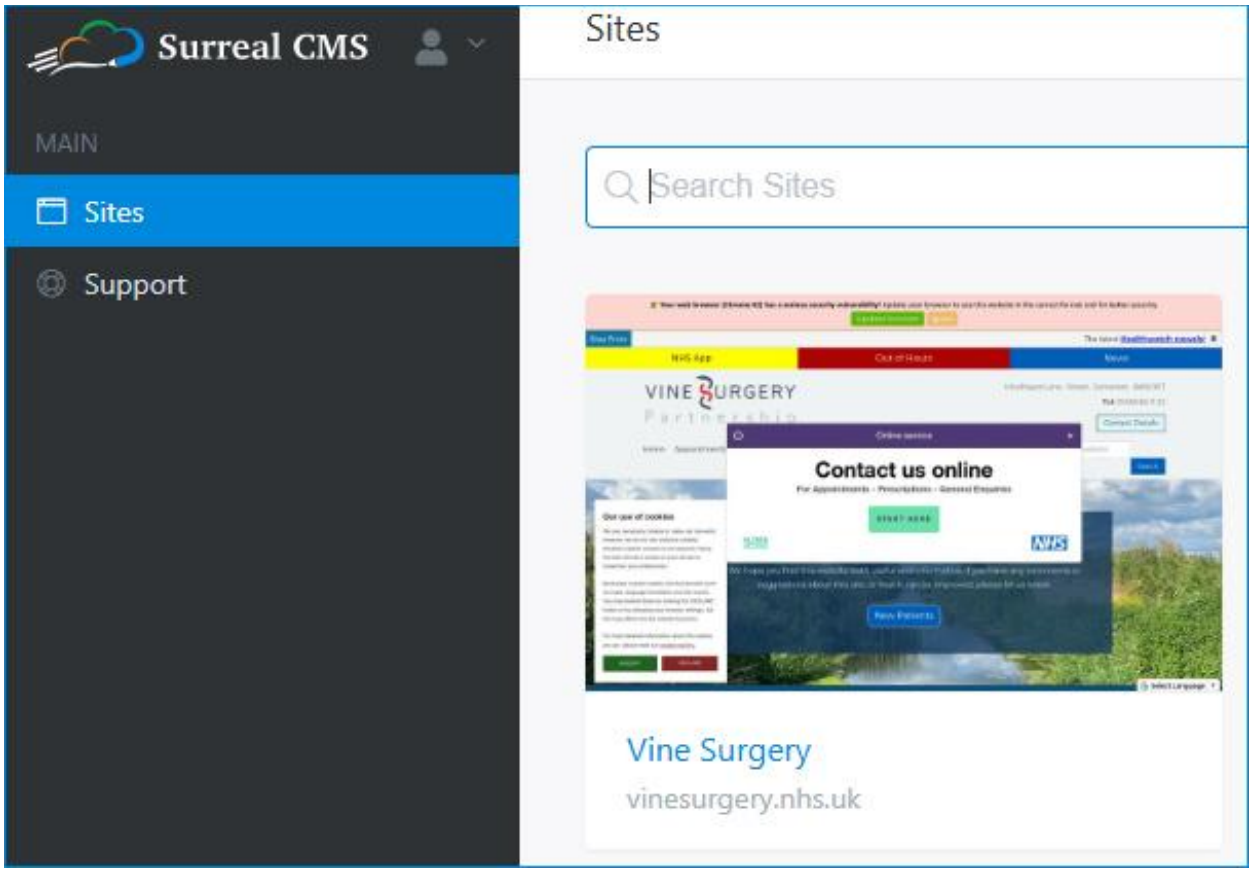
Accessing the editor

Login at https://edit.surrealcms.com

Enter your login details:



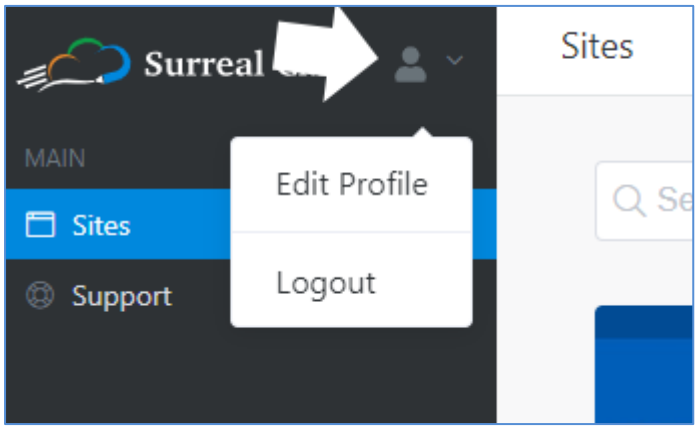
A screen similar to the following is then shown:



2-Step Authentication

If this is the first time you have logged in it can be a good idea to setup **2-Step Authentication**.

To do this, select your profile by clicking the person icon, then click **Edit Profile**:



Then select **Authentication** from the top bar and click:



Now follow the instructions. We recommend using the **Google Authenticator app** from your phone app-store.

To return to the website editor click the **Sites** button on the left at any time:



There is also a **Support** option which directs to https://support.webadore.co.uk/. Please use the **General Enquires** form to submit your request.

Copying and Pasting Content

SurrealCMS editor does not automatically remove hidden formatting when you paste text

This means that copying content directly from Word, Outlook, or a website can introduce extra background code, which may cause accessibility issues.

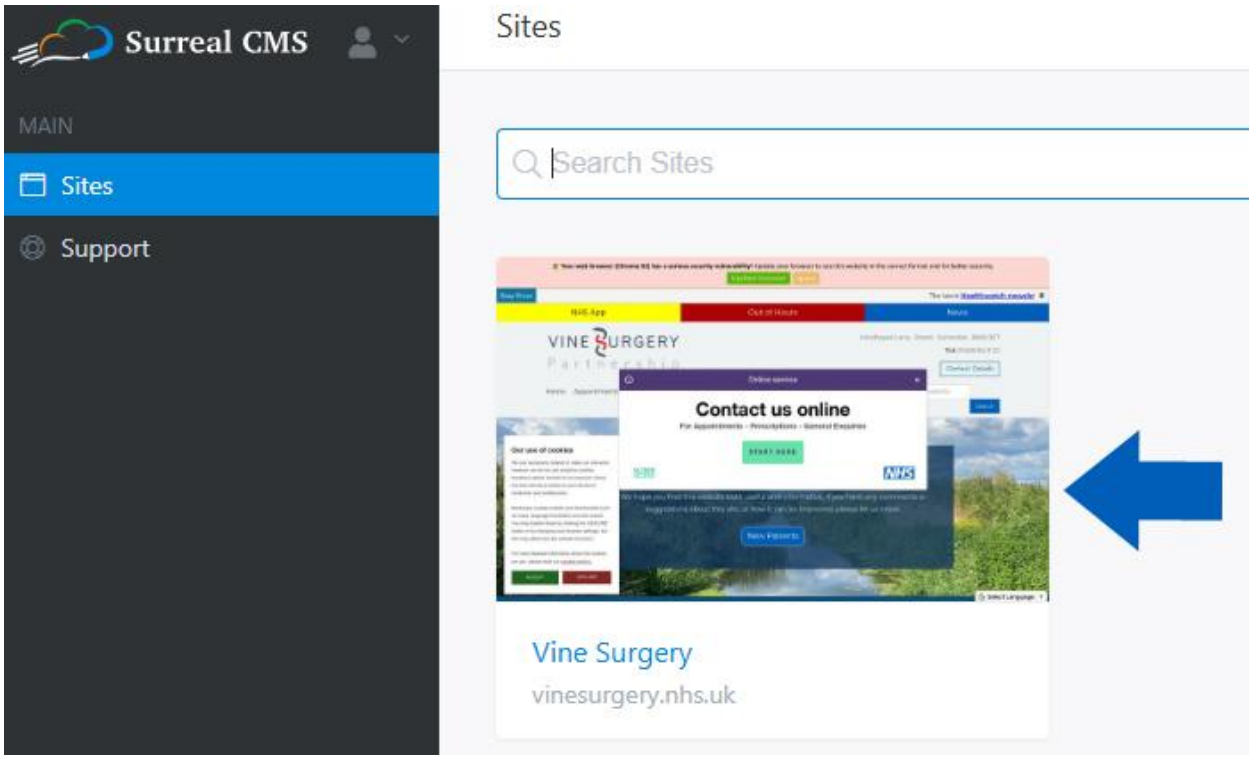
To avoid this, we strongly recommend "cleaning" any text before pasting it into the editor:

1. Paste the text into **Windows Notepad** (this strips out all hidden formatting).
2. Copy the cleaned text from **Notepad**.
3. Paste it into your page in **SurrealCMS**.

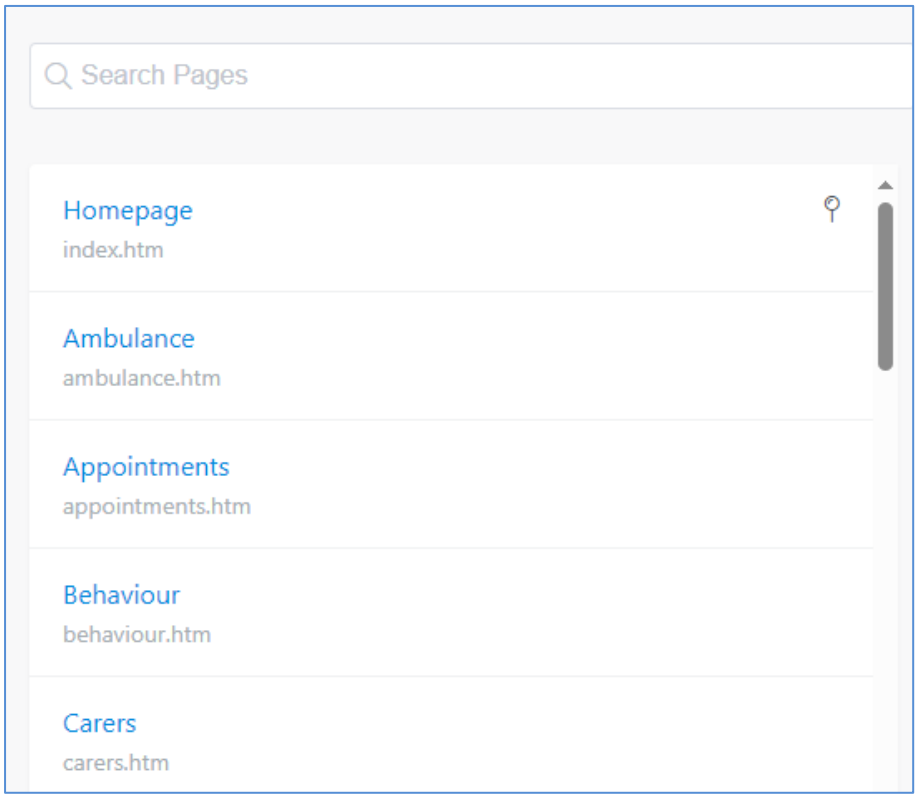
Although the text may look the same on screen, uncleaned formatting can affect layout, screen-reader behaviour, and overall accessibility compliance. Thank you.

Editing your website - Find your page

On the **Sites** page, click the image of your website, i.e.,



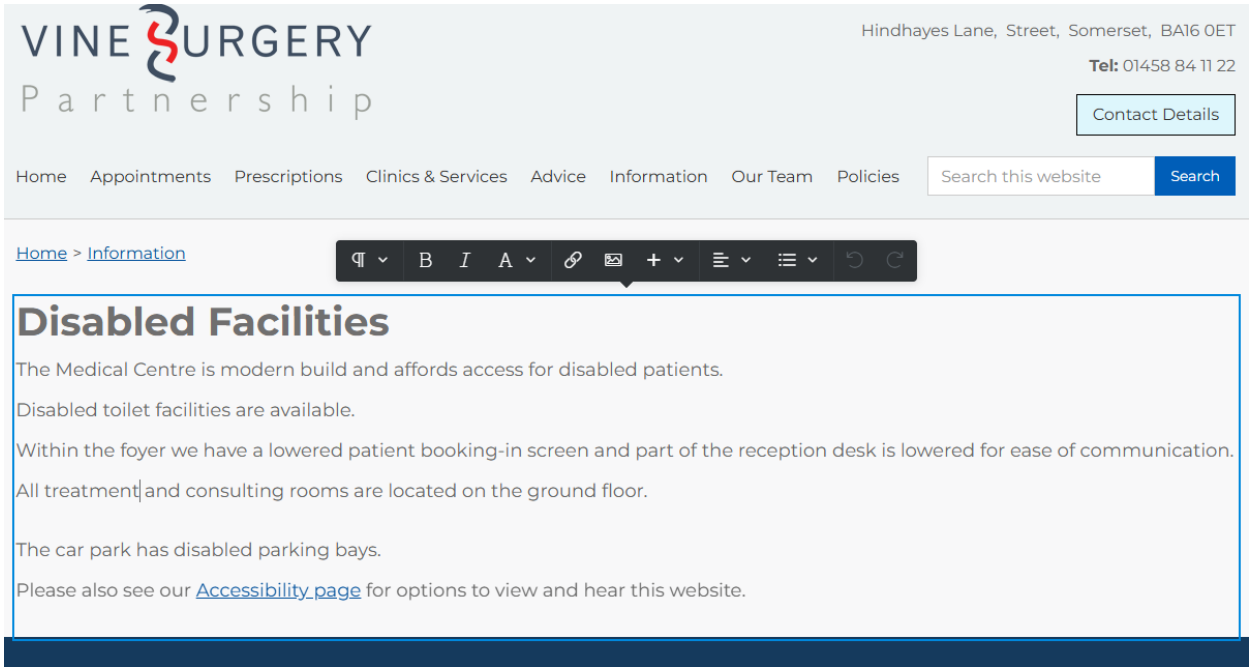
From here you will be given a list of pages. **Click** the page to edit, or search for the page first:



Note: page names in the editor generally mirror the page name in the page title.

Editing your website page

Once your page is selected, you can then edit in the content area. The editable content spans from the page title, below the navigation bar and breadcrumb trail, to above the thin blue footer bar. See the blue outline below. No other part of the page can be edited. Click in this area to start editing.



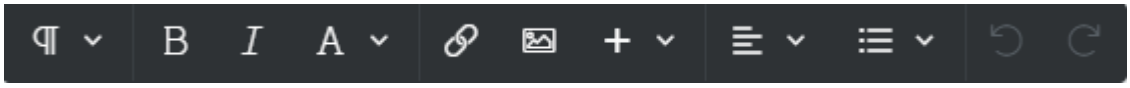
Edit your text, and once complete click the **Publish** button to complete:



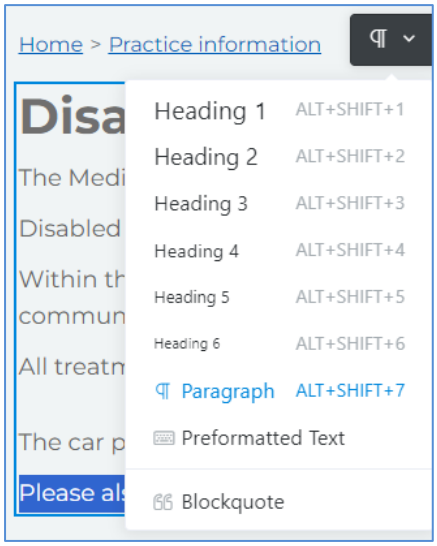
You can also **Save a draft** or click **Done** then **Continue** to edit without saving.

Note: Text can be copied from one page to another (and this will include any styles).

The editing styles bar



The bar above is shown when you click in the editable area.



The first option is for adding headings and sub-headings. Note: It is important that website pages have nested headings for accessibility. The page title, **Disabled facilities,** in this example, is set to **Heading 1**. **Heading 1** should only be used for page titles.

Any headings you add will generally start with **Heading 2**, which is usually all you will need to use. If you have any headings within **Heading 2** then use **Heading 3**. An example of the format might be:

Heading 1 (page title)

> **Heading 2** (your sub-heading)
> Details
>
> **Heading 2** (your sub-heading)
> Details
>
> > **Heading 3** (sub details of Heading 2)
> > Details
> >
> > **Heading 3** (sub details of Heading 2)
> > Details
>
> **Heading 2** (your sub-heading)
> Details… *etc.*

The next three options are for formatting are:



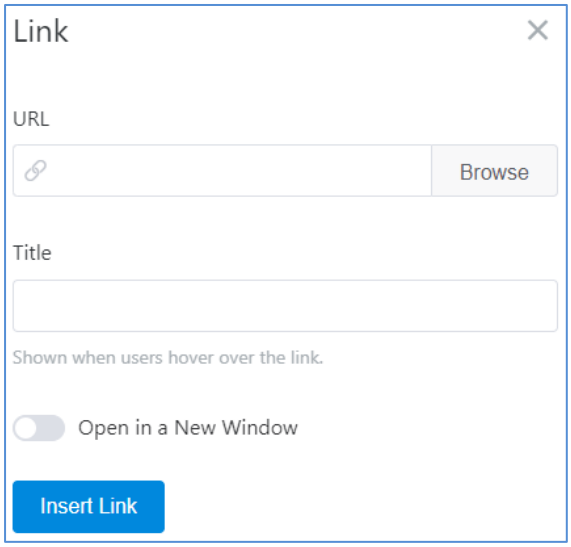
For **Bold**, **Italic**, **Additional formatting**.
Note: if the **</> Code** option is available under **A**, we recommend you do not use this.

The editing styles bar - adding links

The next option is for adding links to pages:



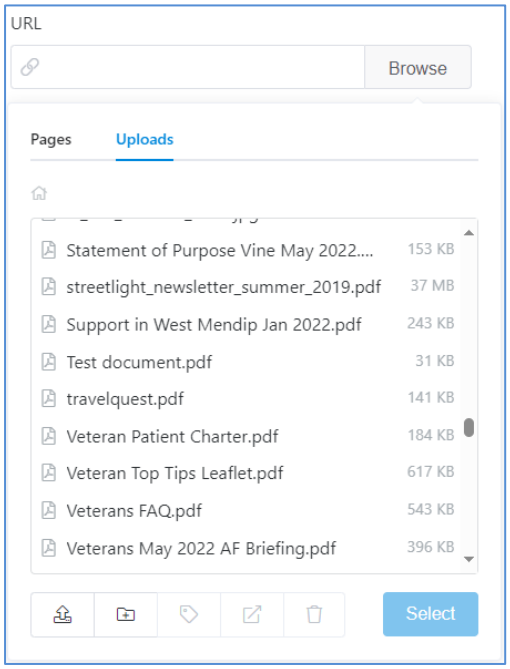
Here you can add a link address (e.g., https://www.mysite.co.uk) by entering the address in the URL box.



You can also click **Browse** button, then select one of your pages to link to under the **Pages** tab (useful for news!) or click the **Uploads** button.

The **Uploads** button shows all the content currently in your website documents folder (this is not your PC folder).

Note: The website documents folder is for files stored on your website host and not to be confused with files stored on your PC.



The editing styles bar - adding documents

If uploading documents from the website **Uploads** folder, click the document name, then click **[Select].**

Alternatively, if you want to find a document on your PC, click the **upload** button, located in the footer of the **Link** panel:



Then navigate to the folder where your document is stored and click **[Open].** This will place the document in your website documents folder, so you can then click **[Select]** to use it.

Note: The website documents folder is for files stored on your website host and not to be confused with files stored on your PC.

Note: Please do not use the **Open in a New Window** button as accessibility rules state that links can only be opened in a new window if this is noted next to the link i.e., 'opens in a new window'.

Note: You can select images here but recommend you follow advice in the next section for this procedure.

Example procedure for linking a document that you have uploaded:

1. **Enter the text for the link**, i.e., 'Latest Minutes'
2. **Highlight the link text** using your mouse
3. Click the **link icon** from the floating toolbar:

   
4. Click **[Browse]**
5. Click the **[Uploads]** tab
6. Choose the document
7. Click **[Select]**
8. Click **[Insert Link]**
9. Finally click **[Publish]** to save your edit

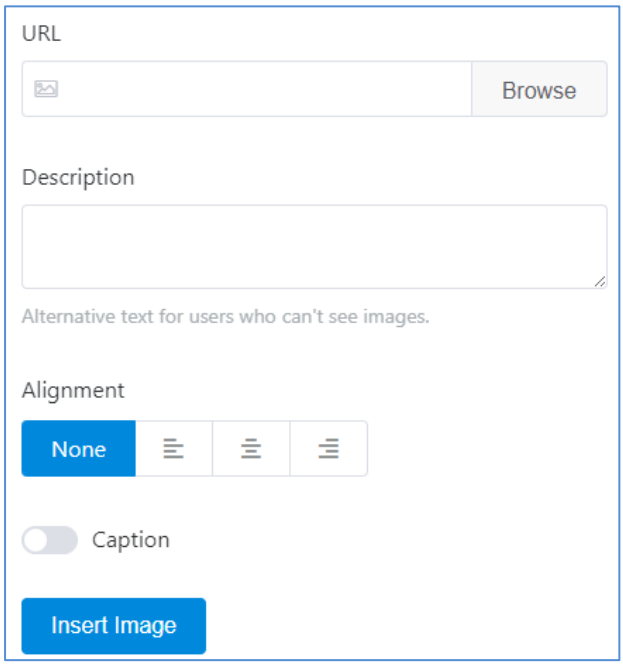
Note: ensure the link text is highlighted in point 2

The editing styles bar - adding images

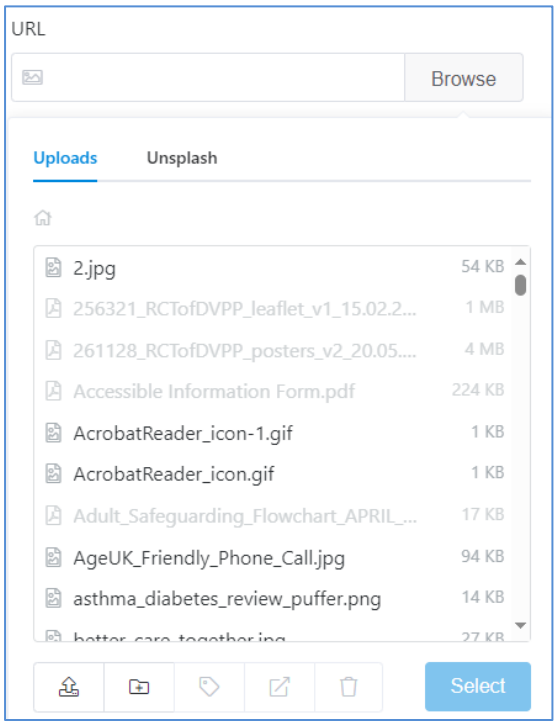
Important note: **Never upload and use an image which contains text** (except for logos). This is not permitted under accessibility rules as screen-readers cannot read the text contained within an image. It is better to type out the text and add this to the page instead.

Click the Images icon, which shows:





It's unlikely that you will have a URL link for an image, but if you do, enter the https:// address then press the **[Enter]** key on your keyboard. If you want to upload an image, click **Browse** and the following shows, e.g.,



Note: The list shows only image files are clickable.

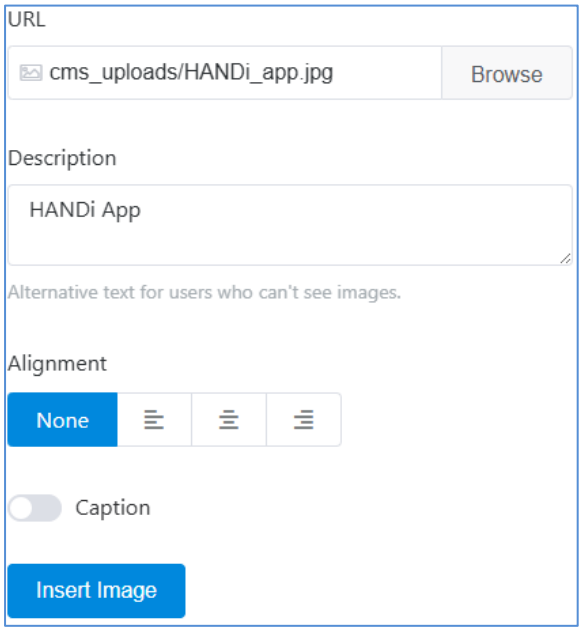
The list above are files stored in your website documents folder and not to be confused with files stored on your PC. If the image you require is not there, but on your PC instead, you will need to locate and upload the image from your PC. To do this click the **upload** button:



Then navigate to the folder where your document is, click the image, then click **[Open].** This will place the image in your website documents folder so you can click **[Select]** to use it.

Note: At the time of writing, there is also an option to use **Unsplash** to select images. Although the provider says images are free, perhaps act with caution and only use images from your own sources.

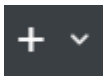
Once selected, you can add a description (a good idea for accessibility), then click **Insert Image**. See the following example:

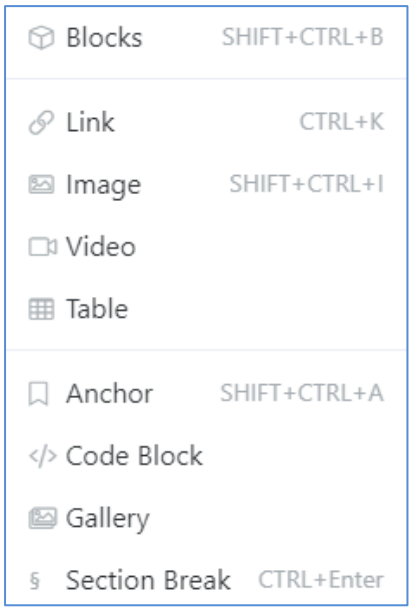


Note: setting **Caption** to on will add the word **Caption** under the image, which you can then amend. This is known as a **Figure Caption** (or **<figcaption>**). Without additional styles setup the **Figure Caption** will only centre, so recommend this feature is not used for left for right adjusted images. It is usually better to add text as a caption.

The editing styles bar - insert option

Click the Insert icon, which shows:





Blocks

Blocks are preset blocks of code that you can add to your website by selecting, then clicking **Insert Block**. An example might be the **Page Sub-Heading (H2 Blue)**. See section **Adding Blocks** further in this document.

Link

Another way to add links (see section above)

Image

Another way to add images (see sections above)

Video

You can add embed code to link streaming videos. Typically, providers such as YouTube and Vimeo will provide such code. Note: that the code is often incomplete and does not include cookie exclusion code, so, after adding the code, please contact us via the support centre at: https://support.webadore.co.uk or by clicking **Support** within the editor so we can check and correct.

Table

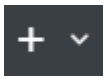
This option allows you to add a layout table. Note: Tables can be tricky to format (with any editor) and there are accessibility rules to follow. Please see our layout table format guide at our accessibility centre: https://support.webadore.co.uk/support-accessibility-menu.html. We are always happy to help with tables. Just contact us via the support centre at: https://support.webadore.co.uk, or by clicking **Support** within the editor, if you get stuck.

The editing styles bar - insert option - continued

Anchor

Anchor links are used to guide a link to a precise position on a page from a link on another page, or to a location within the same page.

To add an anchor (the destination) to a page. Click the position in the page you wish to add the anchor, followed by:



Then select **Anchor**.

Give the anchor a name, e.g., **flu.** An anchored link to add to the page which references the link might then be **https://www.*your-paractice*.nhs.uk/news.htm#flu.**

Code Block

Used for adding website code. Please do not use this.

Gallery

We are currently not supporting this option but may investigate at a later date.

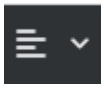
Section Break

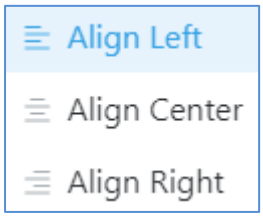
This adds a horizontal line to the page.

Note: It is better to space using the **[Enter]** key on the keyboard and add a blank line, where possible.

The editing styles bar - other options

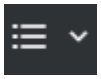
Alignment

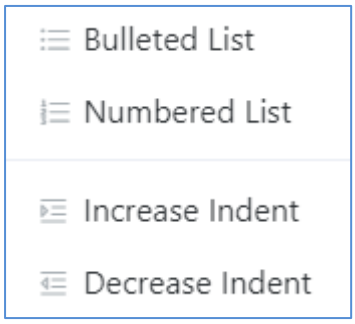




This option allows text to be aligned left, centre or right. Your website uses a **left adjust** standard therefore centre and right should only be used in exceptional circumstances or could cause issue when displaying on smaller devices such as mobile phones.

Lists and Indents





As with Word, bulleted and numbered lists enable list columns. Highlight the column and click **Bulleted List** or **Numbered List**.

Indents can be used to indent content from the left. This can be useful for policies etc.

Undo and Redo



To undo and redo changes**. Ctrl-Z** (undo), **Ctrl-Y** (redo) performs the same task.

Editing the home page **standard alert message (if active)**

The **standard news alert** is designed for time specific, information alerts. Standard news alerts are shown with a green background at the top of the home page, e.g.,



Standard news alerts should only be used for important single messages.

To activate the alert, open the page called **Home Page Alerts - Standard** on a **full desktop screen**.

If there is no current text, click near the top of the screen to see the blue input box.

Click **Publish** to save your changes, once you have added your text, then check on desktop and mobile:

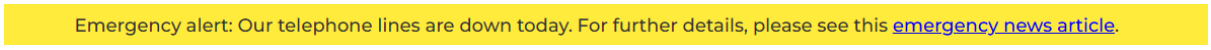


To make the standard alert bar disappear:

To make the standard news alert disappear from the home page, remove all the current text (including any spaces) then click **Publish** to save your changes.

Editing the home page **emergency alert message (if active)**

The **emergency news alert** is designed for time specific, site wide alerts. Emergency news alerts are shown with a yellow background at the top of the home page, e.g.,



Emergency news alerts should only be used for emergency messages.

To activate the alert, open the page called **Home Page Alerts - Emergency** on a **full desktop screen**.

If there is no current text, click near the top of the screen to see the blue input box.

Click **Publish** to save your changes, once you have added your text, then check on desktop and mobile:



To make the emergency news bar disappear:

To make the emergency news alert disappear from the home page, remove all the current text (including any spaces) then click **Publish** to save your changes.

Important notes for both alerts:

1. Try to **keep messages short** and to the point as **one desktop line will be four lines on a mobile device!** By adding a link, you can provide further information, perhaps on the news page, to help keep your message short.

2. Do not attempt to style your message with bold or sub-headings etc.

Editing the home page (**stop press** / **latest news**) messages **(if active)**

Your website has two news sources on the home page in desktop mode:

1. A simple one-line **[Stop Press]** ticker, at the top of the home page.
2. A more detailed **Latest Surgery News** block at the end of the home page.

To edit the **[Stop Press] ticker** open page: **Home - Stop Press**

To edit the **Latest Surgery News** block open page: **Home - Latest Surgery News**

As in the CushyCMS instructions (at https://support.webadore.co.uk/support-instructions-menu.html) – '*Editing the Ticker Bar & News Block*' - **both message areas require a bulleted list, with paragraphs within each for Latest Surgery News items**.
[Stop Press] ticker example:

- Non NHS Work - Waiting Time Has Increased
- Are you protected against measles, mumps and rubella?
- Covid-19 Spring Booster Vaccination
- Read more about how you can get a free NHS lung health check

Latest Surgery News example:

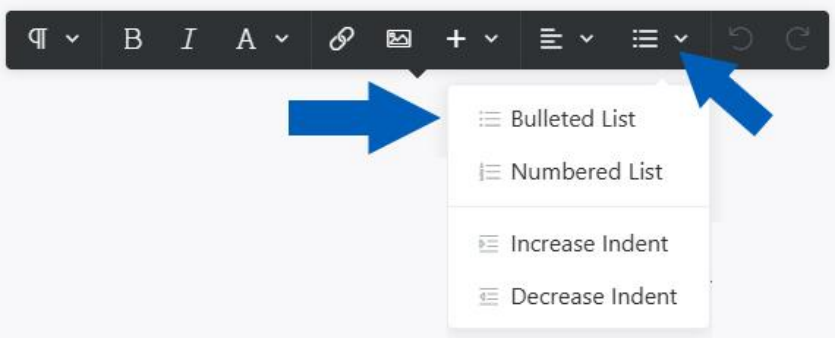
- Primary Care Network

  This practice is part of the Primary Care Network (PCN). Visit the PCN Website.
- Latest News Articles

  See all the latest news articles on our News page.

Any new bullet will automatically add by pressing the **[Enter]** key at the end of any list item.

If you do delete the whole list, to re-add, click the dropdown below and select **Bulleted List**:



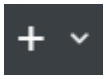
If you have any issues, please contact use via the support centre at:
https://support.webadore.co.uk or by clicking **Support** within the editor and use the **General Enquires** form.

We usually check both message areas every Friday afternoon around 5pm and correct any issues found.

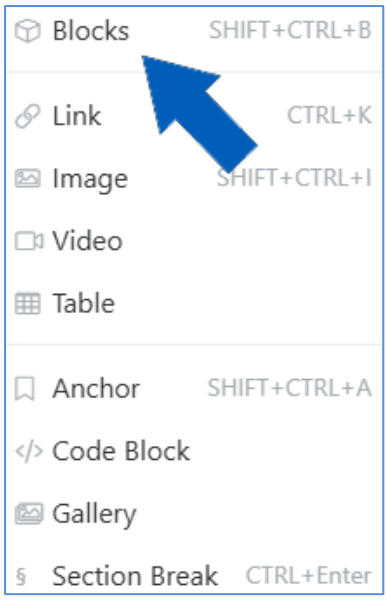
Adding Blocks

Blocks are preset blocks of code that you can add to your website by selecting, then clicking **Insert Block**. An example that you might select could be the **Page Sub-Heading (H2 Blue)**.

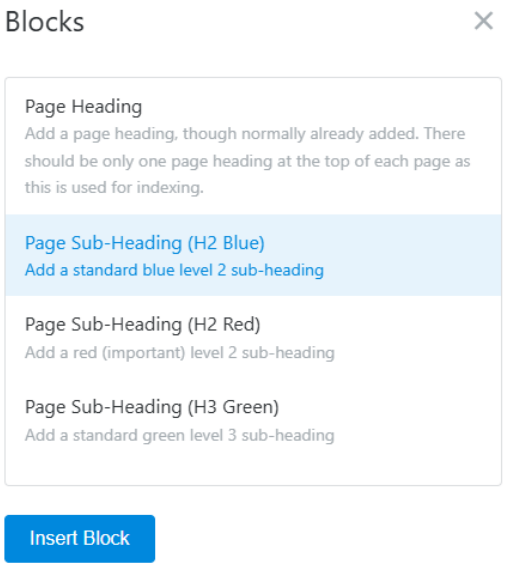
To add a Block, click the Insert icon, which shows:



And select **Blocks:**



The following is then shown:



Highlight the required block then click **[Insert Block] (Page Sub-Heading (H2 Blue)** in this example), then click **[Insert Block]**.

If you have any issues, please contact use via the support centre at: https://support.webadore.co.uk or by clicking **Support** within the editor and use the **General Enquires** form.

Search Engine Optimisation

Each page within your website contains several Search Engine Optimisation (SEO) settings. We have already added a standard set of SEO titles and descriptions, which can be amended using the editor.

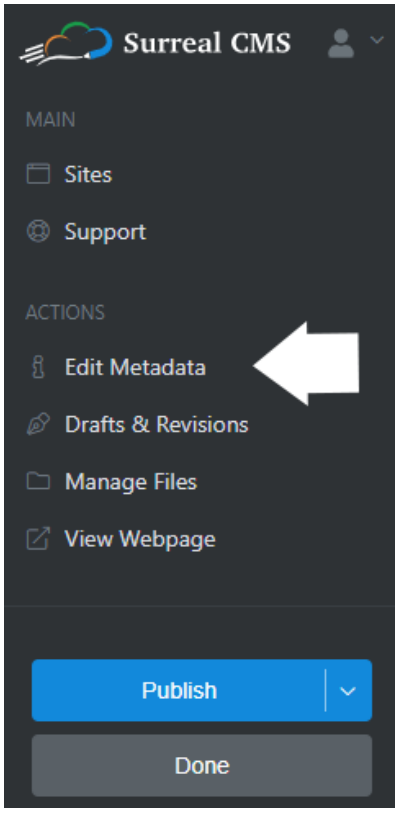
We have also added website paths using a **Canonical URL** and this ensures search engines recognise the preferred version of a webpage, preventing duplicate content issues and consolidating the website ranking. This cannot be amended.

Other SEO includes:

General Meta: This includes elements which provide a summary for search results and defines the site's name for browsers and applications. These tags enhance SEO and improve how the site appears in search engine listings.

Open Graph: Open Graph is used to optimise social media sharing. Open Graph tags control how a webpage is presented on platforms like Facebook and define the title, description, image, and content type to ensure engaging previews when shared.

To update the SEO, select your page, then click **Edit Metadata** from the left-hand menu:



In the dialogue box that pops up there are options to amend the **Title**, **Description**, **Image** or **Prevent Search Engines From Indexing This Page**. Note: the image is set to the NHS logo for every page. To update to another image (for all pages) upload with the same name in the Image path.

We strongly recommend not updating the **Title**. Also please do not set to **prevent search engines from indexing the page** as the page will disappear from search engines (Google and Bing).

Please note: after clicking **[Update Metadata]** you also need to click **[Publish]** to update the page.

Adding or Deleting Pages

If you require a page to be added or deleted, or require a general update to the page template (header/footer), please place a request at the Support Centre:

support.webadore.co.uk

and click the button:



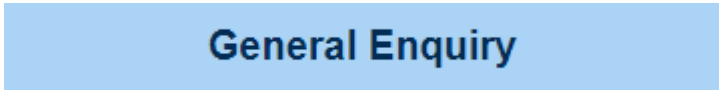
We need to complete these changes for you so we can also update the main template, navigation, editor, in-site search, site map and create an SEO description.

General Template Updates

For any changes to the heading, right side panel or footer please place a request at the Support Centre:

support.webadore.co.uk

and click the button:



And enter your requirements in the 'Your Enquiry' box.

Accessibility Tips

When adding page content, GP practice websites need to comply with version 2.2 AA of the W3C accessibility standard. See https://accessibility.campaign.gov.uk/ for details.

The website entitled**:** Doing a basic accessibility check if you cannot do a detailed one provides invaluable information for checking your website and should be used in conjunction with the advice below.

As of 23 September 2019, the regulations came into effect. In summary, the requirements are:

Websites Published after 23 Sept 2018
Public sector websites published on or after 23 Sept 2018 must be compliant by 23 Sept 2019.
Any websites, due to be published after this date, must be compliant before going live.

Websites Published before 23 Sept 2018
Public sector websites published before 23 Sept 2018 must be compliant by 23 Sept 2020.
From 23 Sept 2019, you must publish a statement detailing the accessibility issues on the site.

Our Accessibility Support Centre is here to help!

We have set up an Accessibility Support Centre at **support.webadore.co.uk/support-accessibility-menu.html** and this is also linked via the **Accessibility Centre** button at **support.webadore.co.uk**

We maintain accessibility standards for your website template (header and footer - and side panel on some older sites) and re-check these areas whenever updates are made. However, any content added by your practice is your responsibility. Following the points below will help ensure your pages remain compliant.

1. **Images that contain text.** Images that contain text should be avoided. As the page scales on smaller screens, text inside images often becomes unreadable, which breaches accessibility requirements. Text in images also cannot be read by screen readers or translated. For guidance on handling images that include text, see section 2. Images, video and audio content / **Check for images containing text**.

2. **Always format sub-headings with h2 or h3 and heading styles** (usually **sub-heading-blue**) and enter standard text (this will work by default). See page 6, **Editing Styles Bar** for further details.

3. **We recommend converting all documents (e.g. Word or Excel) to PDF format** before uploading them, and checking that they meet accessibility standards. Most Microsoft applications include an accessibility checker. For example, in Word, open the [**File**] tab, select [**Info**], choose [**Check for Issues**] and then select [**Check Accessibility**].

4. **Always remove the Height and Width from any images added**. If this is not done the image may appear squashed on mobile devices. Always check any images added on desktop and on mobile.

5. **Always use meaningful link text**. Avoid links such as Click Here as they provide no context and can cause problems for screen readers. For further advice see - Content design: planning, writing and managing content

Accessibility Tips - continued

6. **Consider how each row in a table will be read by a screen reader before adding it.** Screen readers read tables left-to-right, row-by-row, so tables that mix row headings with non-meaningful rows can cause accessibility issues. After creating a table, test it using Google Select and Speak, or just read the table row by row to see if it makes sense.

Annual Accessibility Checks

Practices that edit any of their own website content should carry out an accessibility review at least once a year and update their accessibility statement to reflect any changes. The statement link can be found in the footer of each page. This helps ensure your website continues to meet government accessibility requirements for public-sector bodies, which the NHS strongly advocates.

Your annual review should include the following checks:

- **Identify and correct any text contained within images.** Text inside images cannot be read by screen readers and often becomes unreadable on smaller screens.
- **Identify and convert any essential PDF documents that do not meet accessibility standards.**
- **Identify and convert any essential non-PDF documents (e.g. Word or Excel) that do not meet accessibility standards.** Microsoft Office includes a built-in accessibility checker.
- **Identify and correct any tables used purely for layout or formatting.** Tables must read logically left-to-right and row-by-row for screen-reader users.
- **Identify and correct any non-meaningful link text.** Avoid links such as *Click here* or *Read more*; link text must clearly describe its purpose.
- **Identify and correct any heading-structure issues.** Ensure headings follow a logical hierarchy (H1, H2, H3) and are applied using proper heading styles.

These checks help maintain compliance and ensure your website remains accessible to all users, including those using assistive technologies.

If you require any further advice, feel free to contact us through the Support Centre at support.webadore.co.uk