UNDERSTANDING THE TEMPLATES

The SIU Templates for the Cascade Server Content Management System (CMS) have several different areas where users can create and edit website content. Some areas allow for repeated content, where others areas are editable only at page level. **(Please see images on the following pages to view the different editable areas for each template.)**

SIU Headers

SIU Headers are created and edited through the main administration of the CMS. Users <u>do not</u> have access edit SIU headers.


Site Title and Tagline

The site title is the name of the department. Users <u>do not</u> have access to edit the Site Title. Special characters are not allowed in the site title. If the name of the department changes, please call Interactive Services.

The tagline could be a tagline for the University or department, or it could be the name of the umbrella department. This is flexible and not required. Not all templates allow for a tagline.
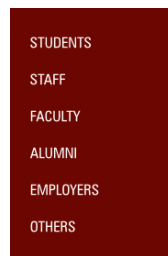
Banner

This is the main image for a web page. The banner can be different on each page.
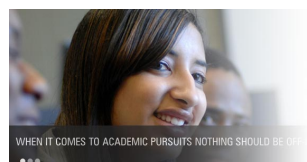
Navigation

The navigation for a site is generated automatically based on the structure of a site. This is why it is very important to have an organized site structure. Users can choose to exclude certain items from the navigation if desired.

Main Content Area

The main content area holds the main content of a web page. Some templates have extra areas, such as intro text and callout boxes.

Left Sidebar

The left sidebar has optional areas. If no content is entered for those areas the left sidebar will not appear. These optional areas can contain content entered at the individual page level or in blocks - content that can be shared among many or all pages.

Right Sidebar

The right sidebar has optional areas. If no content is entered for those areas the right sidebar will not appear. These optional areas can contain content entered at the individual page level or in blocks - content that can be shared among many or all pages. Not all templates allow for a left sidebar.
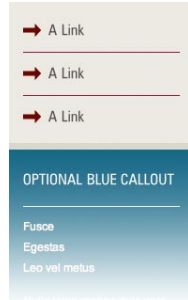
Feature Areas

Feature areas are special sections of a web page, usually the home page, where users can bring attention to specific important information, like deadlines, news stories, featured faculty, or any other calls to action. Feature areas are optional and can contain one, or more than one feature item. The maximum number of feature areas allowed depends on the template.
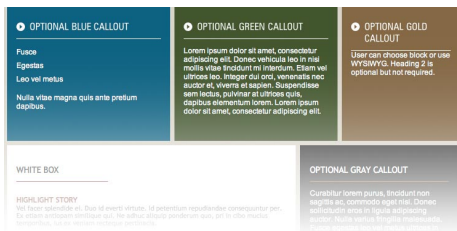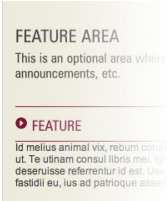
Contact Footer

Contact information for a department is a requirement on the SIU templates. Basic

contact information must appear within the footer. You can choose to keep the phone number as the general SIU phone number (618-453-2121) or enter the department phone number. The Webmaster (technical contact) for the website must be listed here.
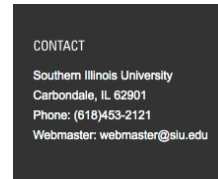
Social Media Footer

The social media footer area is optional. Links in this area can include, but are not limited to, a general email contact, Twitter page, or Facebook page. This area can be left empty, use the main SIU social media links, or use unique departmental social media links.
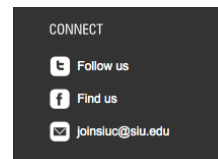
SIU Footer

The SIU Footer is edited through the main administration of the CMS. Users do not have access edit the SIU footer.

ADMINISTRATIVE TEMPLATE - CMS editable areas

SIU Header

| ☗ | ABOUT SIU » | ADMISSIONS » | ACADEMICS » | RESEARCH » | ATHLETICS » | LIBRARIES » | COLLEGES ▾ | SEARCH... 🔍 |

Southern Illinois University
CARBONDALE

INFO FOR
Future Students
Current Students
Faculty & Staff
Alumni
Visitors

Contact Us
People Finder
A-Z Index
Campus Map

Blackboard
SIU Online
Webmail
SalukiNet

Site Title

SAMPLE - ADMINISTRATIVE

Navigation

NAM BRUT
SPLENDIDE
NONUMY SUAVITATE
DELECTUS DIGNISSIM

Banner

Image Placeholder
746 px x 300 px

Left Sidebar

Left Callout 1

OPTIONAL CALLOUT

Curabitur lorem purus, tincidunt non sagittis ac, commodo eget nisl. Donec sollicitudin eros in ligula adipiscing auctor. Nulla varius fringilla malesuada. Fusce egestas leo vel metus ul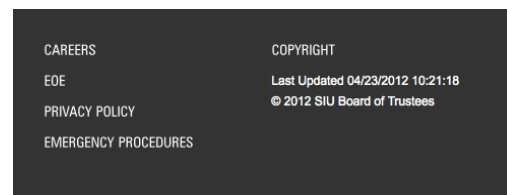trices in tincidunt libero accumsan. Aliquam iaculis leo a justo consectetur ut auctor neque varius. Phasellus id varius nisl.

Left Callout 2

CONTACT

Department Name

SIU Carbondale
1111 Douglas Drive
Carbondale, Illinois 62901

618-453-2121
email@siu.edu

Main Content

HOME PAGE — Main Content Title

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus eu nulla a nulla varius cursus. Suspendisse dictum tincidunt nibh quis viverra. Donec diam ante, dictum ut lacinia nec, tincidunt sit amet orci. Pellentesque vitae diam odio, non gravida lacus. Praesent mattis, lectus ac consectetur pretium, ligula diam ultrices nunc, at placerat ligula arcu nec orci. Quisque volutpat libero ac tellus faucibus eget tempor elit aliquet. Pellentesque porttitor, ante in posuere blandit, elit neque pellentesque felis, sit amet dictum ante tellus sed odio.

Link

Center Feature 2

FEATURE AREA — Heading

This is an optional area where you can add upcoming e—Subheading—announcements, etc.

Left List Bullets

❯ **FEATURE**

Id melius animal vix, rebum constituam his ut. Te utinam consul libris mei. Ignota deseruisse referrentur id est. Usu vivendo fastidii eu, ius ad patrioque assentior.

Right List Bullets

❯ **FEATURE**

Vel facer splendide ei. Duo id everti virtute. Id petentium repudiandae consequuntur per. Ex etiam antiopam similique qui. Ne adhuc aliquip ponderum quo, pri in cibo mucius temporibus, ius ex veniam recteque pertinacia.

Link »

Right Sidebar

Quick Links

→ A Link
→ A Link
→ A Link
→ A Link
→ A Link

Located in _internal/blocks/static folder

Callout 2

OPTIONAL BLUE CALLOUT

Fusce
Egestas
Leo vel metus

Nulla vitae magna quis ante pretium dapibus.

Callout 3

OPTIONAL GOLD CALLOUT

User can choose block or WYSIWYG. Heading 2 is optional but not required.

Callout 4

OPTIONAL GREEN CALLOUT

User can choose block or WYSIWYG. Heading 2 is optional but not required.

administrative-footer-1 | **administrative-footer-social** | **SIU Footer**

CONTACT

Southern Illinois University
Carbondale, IL 62901
Phone: (618)453-2121
Webmaster: webmaster@siu.edu

CONNECT

🐦 Follow us
📘 Find us
✉ joinsiuc@siu.edu

CAREERS
EOE
PRIVACY POLICY
EMERGENCY PROCEDURES

COPYRIGHT

Last Updated 04/16/2012 14:14
© 2012 SIU Board of Trustees

Located in _internal/blocks/static folder

🚫 - Not editable
📄 - Editable on page
⬜ - Editable in block or page
🟨 - Editable in block - Add at page level
🚫 - Editable in block - Built into template
➕➖▼▲ - Multiple items allowed

COMPLEX VERTICAL TEMPLATE - CMS editable areas

SIU Southern Illinois University

Webmail | Blackboard | SalukiNet | A-Z Index | People Finder | More Directory

SEARCH SIU

SIU Header

SAMPLE - COMPLEX VERTICAL
BIG THINGS ARE WITHIN REACH.

Site Title

Tagline

Contact

1100 S. Normal Avenue - MC 0000
SIU in Carbondale | Carbondale, Illinois 62901

P: (618)453-2121 | F: (618)453-0000
emailaddress@siu.edu

Located in _internal/blocks/static folder

Navigation

NAM BRUTE

FACER SPLENDIDE

OMITTANTUR

APERIAM MANDAMUS

Banner

**Image Placeholder
746 px x 300 px**

Left Sidebar

OPTION CALLOUT — Left Callout 1

Curabitur lorem purus, tincidunt non sagittis a, commodo eget nisl. Donec sollicitudin eros in ligula adipiscing auctor. Nulla varius fringilla malesuada. Fusce egestas leo vel metus ultrices in tincidunt libero accumsan. Aliquam iaculis leo a justo consectetur ut auctor neque varius. Phasellus id varius nisl.

OPTION CALLOUT — Left Callout 2

Nulla varius fringilla malesuada. Fusce eget leo vel metus ultrices in tincidunt libero accumsan. Aliquam iaculis leo a justo consectetur ut auctor neque varius. Phasellus id varius nisl.

Main Content

MAIN CONTENT

Main Content Title

Main content text. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus eu nulla a nulla varius cursus. Suspendisse dictum tincidunt nibh quis viverra. Donec diam ante, dictum ut lacinia nec, tincidunt sit amet orci. Pellentesque vitae diam odio, non gravida lacus. Praesent mattis, lectus ac consectetur pretium, ligula diam ultrices nunc, at placerat ligula arcu nec orci. Quisque volutpat libero ac tellus faucibus eget tempor elit aliquet. Pellentesque porttitor, ante in posuere blandit, elit neque pellentesque felis, sit amet dictum ante tellus sed odio.

Right Sidebar

Quick Links

➡ A Link

➡ A Link

➡ A Link

➡ A Link

➡ A Link

Located in _internal/blocks/static folder

Callout 2

OPTIONAL BLUE CALLOUT

Fusce

Egestas

Leo vel metus

Nulla vitae magna quis ante pretium dapibus.

Center Feature 2

FEATURE AREA

Heading

This is an optional area where you can add upcoming event announcements, etc.

Subheading

Left List Bullets

⭕ FEATURE

Id melius animal vix, rebum constituam his ut. Te utinam consul libris mei. Ignota deseruisse referrentur id est. Usu vivendo fastidii eu, ius ad patrioque assentior.

Link to something »

⭕ FEATURE

Suspendisse sem lectus, pulvinar at ultrices quis, dapibus elementum lorem. Lorem ipsum dolor sit amet, consectetur adipiscing elit.

Nulla vitae magna quis ante pretium dapibus.

Right List Bullets

⭕ FEATURE

Vel facer splendide ei. Duo id everti virtute. Id petentium repudiandae consequuntur per. Ex etiam antiopam similique qui. Ne adhuc aliquip ponderum quo, pri in cibo mucius temporibus, ius ex veniam rectque pertinacia.

⭕ FEATURE

Curabitur lorem purus, tincidunt non sagittis ac, commodo eget nisl. Donec sollicitudin eros in ligula adipiscing auctor. Nulla varius fringilla malesuada.

• Fusce

• Egestas

• Leo vel metus

Callout 3

OPTIONAL GOLD CALLOUT

User can choose block or WYSIWYG. Heading 2 is optional but not required.

Callout 4

OPTIONAL GREEN CALLOUT

User can choose block or WYSIWYG. Heading 2 is optional but not required.

complexv-footer-1

CONTACT

Southern Illinois University
Carbondale, IL 62901

Phone: (618)453-2121

Webmaster: webmaster@siu.edu

complexv-footer-social

CONNECT

🐦 Follow us

f Find us

✉ joinsiuc@siu.edu

SIU Footer

CAREERS

EOE

PRIVACY POLICY

EMERGENCY PROCEDURES

COPYRIGHT

Last Updated 04/16/2012 14:56:
© 2012 SIU Board of Trustees

Legend

🚫 - Not editable

📄 - Editable on page

⬜ (gray block) - Editable in block or page

🟨 (yellow block) - Editable in block - Add at page level

🔴 (red block) - Editable in block - Built into template

➕ ➖ ▼ ▲ - Multiple items allowed

Located in _internal/blocks/static folder

Basic Training

COMPLEX HORIZONTAL TEMPLATE - CMS editable areas

HORIZONTAL NAVIGATION TEMPLATE - CMS editable areas

SIU Southern Illinois University
CARBONDALE

Site Title

Tagline

DEPTARTMENT'S NAME

DEPTARTMENT TAGLINE

Located in _internal/blocks/static folder

SIU Header

Navigation

INTRODUCTION   ABOUT   INFORMATION   UNDERGRADUATE   GRADUATE   COURSES   CONTACT

Banner

□ □ ▼ (1/3)

Main Content   Right Sidebar

Welcome!

Department Name

Nulla facilisi. Cras id erat eros. Sed semper massa et arcu sagittis euismod.
Phasellus ac tortor

Ut tincidunt aliquet nunc, quis euismod metus fermentum sit amet. Suspendisse ac pharetra lacus.

- Dkosk weerj sklsi
- Dolor tempus ut dapibus
- Non euismod Aliquam ante
  - Quis magna
  - Praesent faucibus nunc
  - nec ligula malesuada

1. Sed eget sem
2. In odio commodo
3. Facilisis eget
   1. Ut tellus
   2. Phasellus dui

Heading 2

Another paragraph with smaller text. Suspendisse luctus tortor eu sapien egestas tincidunt. Vivamus eu magna sed magna vulputate auctor.

Heading 3

Fusce elementum, lorem sit amet consequat placerat, mauris ante laoreet nisl, porta semper ipsum augue nec justo. Proin sagittis commodo lobortis.

Fusce elementum, porta semper ipsum augue lorem sit amet consequat placerat, mauris ante laoreet nisl, porta semper sit amet consequat placerat ipsum augue nec justo. Sit amet consequat placerat. Proin sagittis commodo.

OPTIONAL BOX   Callout 1

Nav item 1
Nav item 2
Nav item 3

This is a paragraph, in case someone wants text in here with a link.

OPTIONAL BOX 2   Callout 1 -1

Nav item 1
Nav item 2
Nav item 3

This is a paragraph, in case someone wants text in here with a link.

CONTACT US   Callout 1 - 2

University Communications
Southern Illinois University
1220 Douglas Drive
Mail Code 6819
Carbondale, Illinois 62901

618-453-2276
Fax: 618-453-1445
emailaddress@siu.edu

footer-1   footer-social   SIU Footer

CONTACT

Southern Illinois University
Carbondale, IL 62901
Phone: (618)453-2121
Webmaster:
emailaddress@siu.edu

CONNECT

Follow us

Find us

joinsiuc@siu.edu

CAREERS
EOE
PRIVACY POLICY
EMERGENCY PROCEDURES

COPYRIGHT

Last Updated 05/01/2012 15:37:08
©2012 SIU Board of Trustees

Located in _internal/blocks/static folder

- Not editable
- Editable on page
- Editable in block or page
- Editable in block - Add at page level
- Editable in block - Built into template

□ □ ▼ (1/3) - Multiple items allowed

ACCESS YOUR SITE

Cascade Server CMS is web based so you can access your site using the web browser of your choice.

LOGGING IN

Website

stage.web.siu.edu

Username

Users first initial and last name. (Example: Jill Smith's username would be jsmith.)

Password

You will set your password in training. Please choose something you will remember. If you lose your password please fill out a help ticket requesting a password reset at:

http://www.webservices.siuc.edu/ticket/

# CASCADE SERVER CMS BASICS

DASHBOARD

Description: The dashboard shows messages, general information and a summary of recent activities

SYSTEM MENUS

Description: System Menus provides access to particular areas and tools of the system.

Site Chooser

A Site-chooser drop-down will be displayed at the top of the interface, allowing you to easily jump between the Global Area and content specific to a particular site.
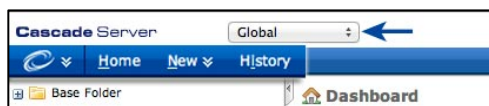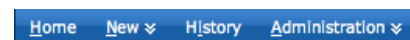
System Menu

The system menu contains system wide search, configurations, utilities, and preferences.

Home, New, History, and Administration Menus:

HOME: will take you back to the dashboard.

NEW: allows you access and create new content assets, like files, folders, pages, or blocks.

HISTORY: will allow you to view and quickly navigate to all of your recently viewed assets.

ADMINISTRATION: will allow you to view administrative components of the system.

ASSET TREE & BASE FOLDER

Description: To the left of the Dashboard is the Asset Tree where all assets in the system can be found and organized. Clicking on a folder will open it in the Asset Tree, revealing the assets or subfolders inside and it will open it in the main viewing area as well. Regardless of the order of other assets, the base folder always remains at the top of the Asset Tree
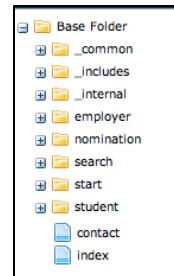
ASSETS – ABOUT AND CREATING

An asset is any entity within the system that can be used to generate content. There are five main types of assets for a site - FOLDERS, PAGES, EXTERNAL LINKS, FILES, and BLOCKS.
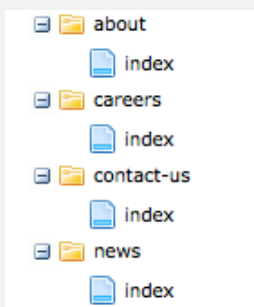
FOLDERS

Description

A site should be organized into different FOLDERS in order for the site navigation to display properly. Each FOLDER contains pages, external links, and files related to that section of the website. **The FOLDERs *Display Name* determines the text that appears as a link in the main navigation of a site.**

Requirements

Each FOLDER must contain one main file that is named index if you want it to appear in the site navigation – this index page will be the main page for the section. **For the site navigation to display properly, it is very important that folders and files within the CMS be in the proper structure.**

Example: FOLDERS & SITE NAVIGATION

The main navigation of this site example will use each FOLDER's *Display Name* to show the name of the section and will look similar to the navigation on the right. →

| About Us |
| Careers |
| Contact Us |
| News |

► TO ADD NEW FOLDER:

Click *NEW* in the *System Menu*, then *SIU Assets*, then FOLDER WITH INDEX. (Note: this will create a folder with a home page by default. If you wish to ONLY create a folder choose *New,* then *Default,* then *Folder.*)

Enter FOLDER information:

System Name: Give the FOLDER a meaningful name. Names must contain letters and numbers only, hyphens instead of spaces, and should not have uppercase characters.

Parent Folder: Choose the folder where you want to save the new FOLDER. (Note: it is acceptable to create folders within folders for organizational purposes.)

Display Name: The *Display Name* is the text that will appear in the main navigation.

Title: The *Title* is NOT relevant for a FOLDER but it is required so make the title the same as the *Display Name.*

Include in Navigation: Include or do not include the FOLDER in the main navigation.

*Publish checkbox***:** Uncheck if you do not wish to publish this asset in the future.

Index checkbox: Uncheck if you do not want this item to be included in the site navigation.

Click *SUBMIT*

PAGES

Description

A PAGE is an individual "web page". By default, each FOLDER will contain a PAGE named index (see Example 1). Additional PAGES can also be added to each FOLDER. Each page will be included in the navigation of the site, with the *Display Name* as the navigation item text, unless the user chooses the "No" radio button for the option "Include in Navigation".

Requirements

When creating a PAGE, make sure it is *always* within a FOLDER of the site, and *not* in the root of the site.

TO ADD NEW PAGE:

Click *NEW* in the *System Menu*, then *SIU Assets*, then PAGE.

Enter PAGE information and content:

System Name: Give the PAGE a meaningful. Names must contain <u>letters and numbers only, hyphens instead of spaces, and should not have uppercase characters</u>.

Parent Folder: Choose the folder where you want to save the new PAGE.

Display Name: The *Display Name* is the text that will appear in the main navigation.

Title: the *Title* is the text that will appear as the title of the page at the top of a browser tab or browser window. This should be named with the following structure: "Page Title | Department Name | SIU".

Include in Navigation: Include or do not include the PAGE in the main navigation.

Other editable regions: There are many other editable regions to the page that change depending on template. Refer to the template layout images on pages 3 – 5 of this document. These are the areas where main content of the page is added.

Click *SUBMIT*

EXTERNAL LINKS

Description

Links to external Web sites that are not connected to a site but need to be included in site navigation.

Requirements

In order to include an EXTERNAL LINK in site navigation, create new EXTERNAL LINK asset and save it in the root folder of the site. The *Display Name* is what will appear as a link if you choose to include the link in the site's navigation.

TO ADD NEW EXTERNAL LINK:

Click *NEW* in the *System Menu*, then *SIU Assets*, then EXTERNAL LINK.

Enter LINK information and content:

System Name: Name the link logically. Names must contain letters and numbers only, hyphens instead of spaces, and should not have uppercase characters.

Parent Folder: Choose the folder where you want to save the new EXTERNAL LINK.

Display Name: The *Display Name* is the text that will appear in the main navigation.

Title: the *Title* is NOT relevant for an EXTERNAL LINK but it is required so make the title the same as the *Display Name.*

Include in Navigation: Choose to include the EXTERNAL LINK in the main navigation or not.

Link: Enter the full URL of the link, including "http://".

Click SUBMIT

FILES

Description	Requirements
FILES are images and documents that you wish to upload to your site.	Always upload image FILES to the *images* folder within the *_common* folder. Always upload documents such as .pdf files, .docx files, and .xlsx to the *_documents* folder.

➤ TO ADD NEW FILE:

Click *NEW* in the *System Menu*, then *Default*, then FILE.

Enter FILE information and content:

System Name: If uploading a file you do not need to enter the system name. **Names must contain** letters and numbers only, hyphens instead of spaces, and should not have uppercase characters. Do not make file names longer than necessary. For example, a file named 2011-outstanding-faculty-of-the-year-application.pdf should be shortened to 2011-outstanding-faculty-app.pdf.

Parent Folder: Choose the folder where you want to save the new FILE. (Note: most files are saved and organized in the *_common* folder, either in the *images* folder or the *documents* folder.)

Browse to the file on the computer by clicking *Choose File.* When the file is uploaded make any neccessary edits to the file.

Click SUBMIT

BLOCKS

<u>Description</u>

A BLOCK is a "pluggable " and reusable piece of content that can be easily substituted, with or without styling, into page regions.

<u>Requirements</u>

Always save BLOCKS to the *user-defined* folder within the *blocks* folder within the *_internal* folder. Create BLOCKS <u>ONLY</u> if you will need to reuse the content of the BLOCK, in order to save time and prevent error in editing identical content.

TO ADD NEW BLOCK:

Click *NEW* in the *System Menu*, then *Default*, then BLOCK.

Choose *XHTML/DATA Definition Block,* then click Submit

Enter BLOCK information and content:

System Name: Name the BLOCK logically. Names must contain <u>letters and numbers only, hyphens instead of spaces, and should not have uppercase characters</u>.

Parent Folder: Choose the folder where you want to save the new BLOCK. (Note: BLOCKS should be saved and organized in the -*_internal/blocks/user-defined* folder.)

Enter the content for the BLOCK in the WYSIWYG editor.

Click SUBMIT

UNDERSTANDING THE REGIONS IN THE EDIT VIEW

The view when editing a page should look very similar to the image below. This is the edit view for the Administrative Template – others might have slight differences.

Each editable area is identified in the images on pages 3-5 of this training manual. Notice that the name of each region on the image is the same as the name of the region in the edit view of the page.
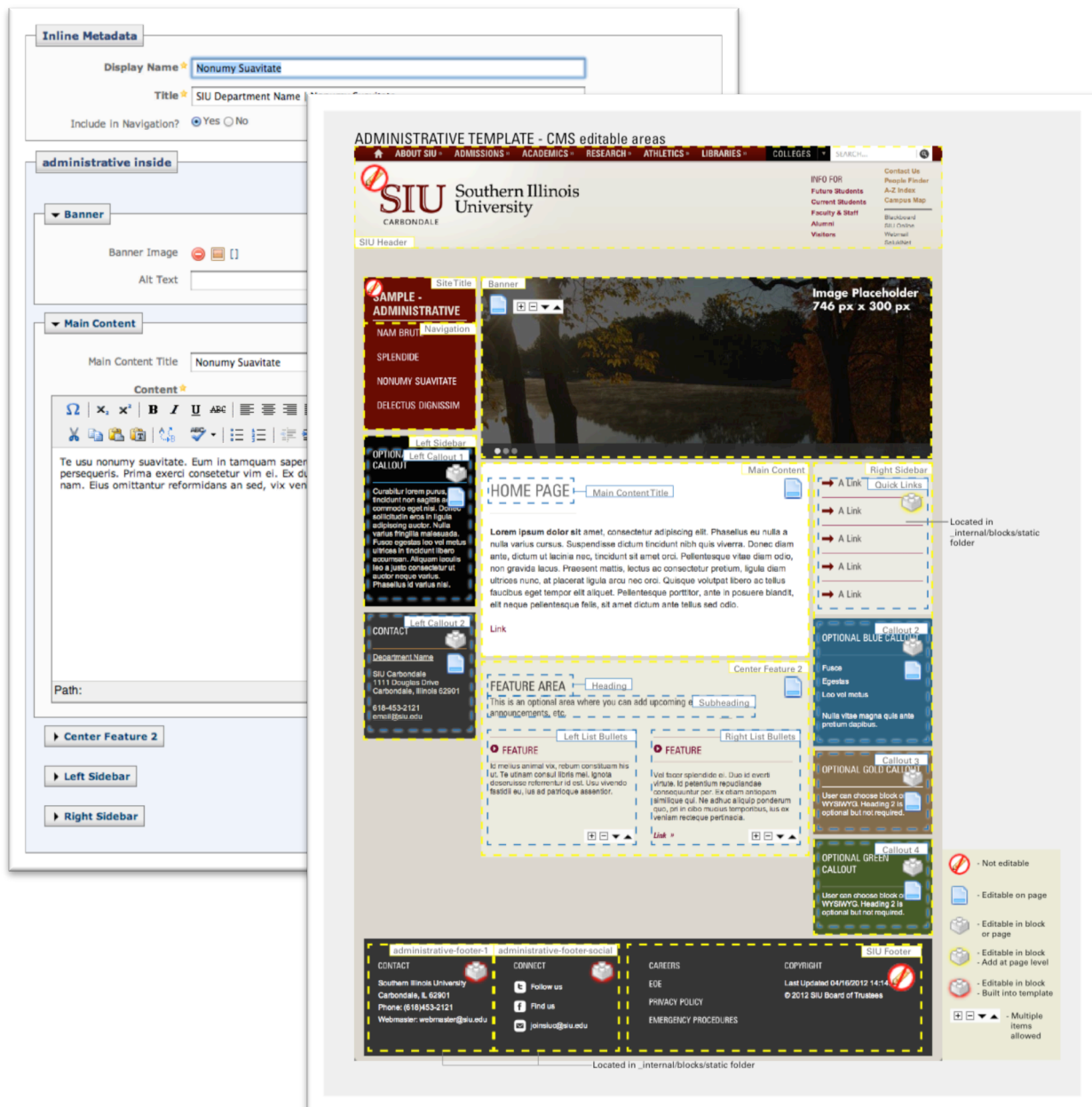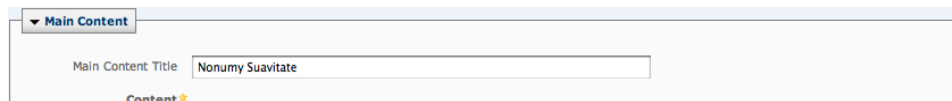
REGION OPTIONS

There are different methods of adding content to each region, depending on the flexibility set up in the template.

TEXT ONLY

Some regions only allow text entry with no added options, for example:

WYSIWYG EDITOR

WYSIWYG stands for "What you see is what you get". Some regions allow text entry with the options to add links, images and styling within text content, for example:


FILE SELECTOR

Some regions allow you to select files within the site to use in the regions. These are for adding images or blocks, for example:

To use an image or block in these areas click the image or block icon and navigate to the correct file within your site.

FILE SELECTOR or WYSIWYG EDITOR

For these unique areas, if a block is not chosen for content, the content of the WYSIWYG editor will be used. If there is no block chosen and no content in the WYSIWYG, the region will not appear on the page, for example:
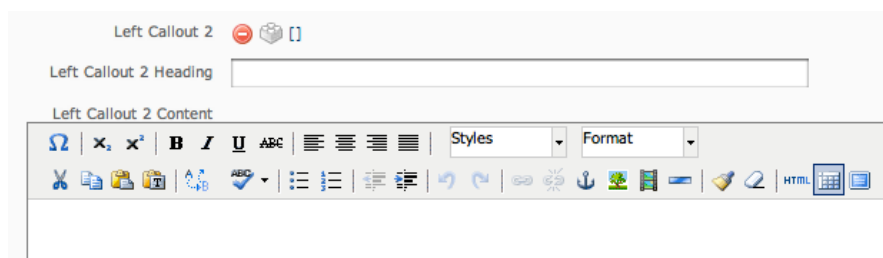
REGIONS WHERE MULTIPLE ITEMS ARE ALLOWED

If a region will allow for the entry of multiple areas of content a plus symbol ⊞ will appear in the upper left of the region's editing area. To add another area click the plus symbol. Once there are multiple items in that region a symbol in the upper left will appear that indicates which order the items are in, allows the user to change the item order and allows the user to delete the item. The symbol looks like this: ⊞ ⊟ ▼ ▲ (2/3)

Use the plus and minus, and up and down arrows to add, move or delete items.

MAKING CHANGES TO ASSETS

Once created, *Assets* can be edited in many different ways. When previewing an *Asset* in the CMS a menu will appear above the preview of the page. Additionally, clicking the small arrow that appears upon rollover in the *Asset Tree* will display the same options.
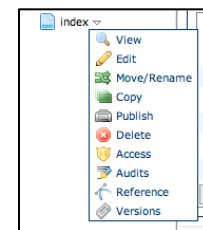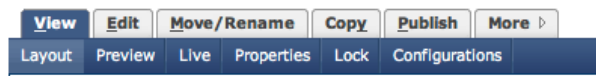
EDIT

Once created all *Assets* can be edited.

1. Start by locating the *Asset* in the asset tree and clicking on the *Asset* you would like to edit.

2. Once the *Asset* has loaded, click on the Edit tab located above the preview.

3. From here you are able to edit all the content of an *Asset*. Make the desired changes to the document. While you are editing an *Asset*, such as a page, file, or folder, the asset is automatically locked to prevent other users from accessing the same asset while it is being edited. When edits have been made and the asset has been submitted, the asset is automatically unlocked so that other users can access it.

MOVE/RENAME

All Assets can be moved and renamed. Change the system name of a file or move it to a different location with in the site.

COPY

This feature can be handy if there is a page that has blocks or features added to it that you want to appear on a new page. Copy current pages and place them anywhere in the site.

PUBLISH

The Publish tab allows users to publish assets to a web server.

MORE >> VERSIONS

Cascade Server maintains a full version history on each asset in the system. As

changes are made to any asset in the system, Cascade Server keeps track of the changes in separate copies of the asset called *Versions*. The versions list for each asset shows a list of each version, the author for each change, including the original creator of the asset, as well as the time and date of the change and any notes available. Users may navigate through the various versions, compare them

with the current version, and activate any version desired.

MORE >> DELETE

Delete any asset. When deleting, you must also click the *Un-publish Content* checkbox so that the asset is deleted from the web server. The DELETE area will display a list of all pages within your site that are linking to that *Asset*.

ADDING A LINK TO PAGE CONTENT

**Add links to existing pages within your site, external websites, or to PDF documents.**
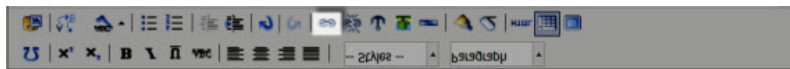
1. Within the WYSIWYG editor, highlight the word or words you wish to turn into a hyperlink.

2. Click the insert web link icon on the toolbar. The insert link window will now open with two options - one for internal links, and one for external.
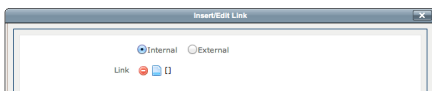
3. **To insert a link to a page or document within your site**, click on the page icon to open a new window that will allow you to select the page to which you will link.
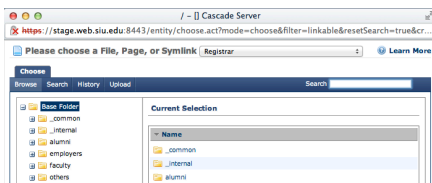
4. **To insert an external link**, paste the URL of the external link into the LINK field. Change TARGET to *New Window* if you want the new page to open in a new window.
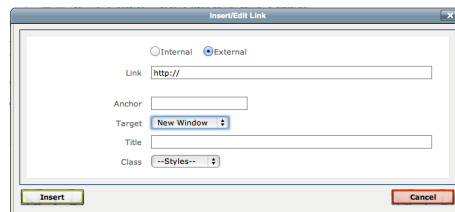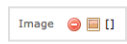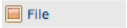

5. **Click INSERT**

ADDING AN IMAGE TO A PAGE

ADD AN EXISTING IMAGE

1. While editing a page, in the WYSIWYG editor click the *Image* icon.

2. In the new pop up box, click the *File* icon and navigate to the *_common/images* folder.

3. Choose the image and click *Confirm.*

4. Add *Alternative Text* for the image.

5. Click Insert

6. Don't forget to publish the image or it will not appear on a web page (see page 19, *PUBLISHING).*

Note: to change the alignment of an image, click the *Advanced* tab in the *Insert/Edit Image* window and change the alignment in the dropdown menu.

ADD A NEW IMAGE

1. In the *System Menu* at the top click NEW.

2. Under the DEFAULT pop-out click FILE.

3. Make sure the PARENT FOLDER is set to the _common/images folder

4. Scroll down to the DATA area and click CHOOSE FILE.

5. Navigate to the file on your computer and open it.

6. Once done resizing or editing the image, click SUBMIT.

7. Go to the page you wish to add the image to and follow steps 1-5 in *Add an Existing Image*.

Note: If you are adding a static banner photo (not slideshow photo) to the CMS, instead of following #2 on this page, click *NEW > SIU ASSETS > "Static Banner Photo"* or *"Header Photo"*. This action will resize the photo to fit the banner or header photo area for that template.

ADD A NEW BANNER IMAGE

When editing the page, click the *File* icon in the *Banner Image* area. Choose the file you wish to add, click confirm and then add the Alternative Text for that Image.

Common SIU Images

All CMS users have access to a library of approved images. In the *Site Chooser*, choose the site named "Common Images" and browse to the images you wish to use. There are folders containing images sized to the appropriate banner image size. These images are already published.

Photo Rotations

If your site has a home page with a photo rotation you can add multiple banner images to the slideshow by clicking the plus and minus buttons in the top left corner of that data area. **The photos for a photo rotation MUST be 746px x 300px.** You can also add a headline and caption to the photo. If you do not see an option to add photos with a plus icon in the upper left of the banner area, but you wish to have a photo slideshow, please fill out a help ticket requesting a slideshow at http://www.webservices.siuc.edu/ticket/

REPLACING A DOCUMENT OR FILE

PDF files and other documents might be updated on a yearly basis. Rather than uploading a new document you have the option to override the document you want to replace. The same is true with images, and other types of documents.

1. Navigate to the document you want to replace (probably in _common/documents_ FOLDER).

2. Click the file for the document to preview it and click EDIT.

3. Click CHOOSE FILE to browse to the new file on your computer.

4. Click SUBMIT.

5. PUBLISH the new file.

REORDERING THE NAVIGATION

The order of the links in the navigation can be changed. In the _Asset Tree_ click the BASE FOLDER. The view should look something like the image below.

Click the _Order_ column heading to display the site folders and files in order. Either click and drag the files or folders to change the order, or use the blue up and down arrows on the right.

To reorder items within a folder, click the folder name in the _Asset Tree_ and reorder them in the same way.
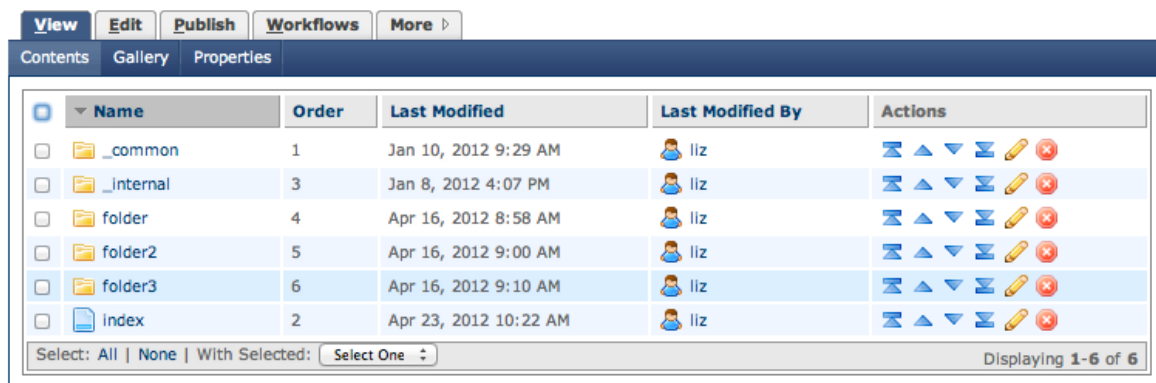
PUBLISHING

Publishing to a web server is available for pages, files, folder, image, and documents. For an *Asset* to appear live on the Web it **MUST** be published first.

TO PUBLISH ONE ASSET:

1. Navigate to the asset
2. Click the Publish tab
3. Leave all checked items checked
4. Click Submit to publish your content to the selected destinations.

TO PUBLISH AN ENTIRE FOLDER OF ASSETS:

1. Navigate to the folder
2. Click the Publish tab
3. Leave all checked items checked
4. Click Submit to publish your content to the selected destinations.

TO PUBLISH AN ENTIRE SITE (This will slow the CMS down. PLEASE BE COURTEOUS TO OTHERS AND DO NOT DO THIS BEFORE 4:30 PM):

1. Navigate to the *BASE FOLDER*
2. Click the Publish tab
3. Leave all checked items checked
4. Click Submit to publish your content to the selected destinations.

TO UNPUBLISH ASSETS:

1. Navigate to the asset
2. Click the Publish tab
3. In Options, change Publish Mode radio button to Un-Publish
4. Click Submit to publish your content to the selected destinations.

GOOGLE ANALYTICS

For each site entered into the CMS, Interactive Services will add a Google Analytics Account. The main site owner will be given access to view the Google Analytics through their main @siu.edu email address. To do so, a user must be logged into their @siu.edu gmail through a web browser. Go to http://google.com/analytics and then navigate to the Google Analytics information for the site.

You will not receive notification of the Google Analytics addition. If you would like to be added as a Google Analytics user for a particular site please fill out a ticket at http://www.webservices.siuc.edu/ticket/ requesting access. Please include your name, email address, and website.

Basic Training

RESOURCES

Hannon Hill Knowledge Base (HELP) - http://www.hannonhill.com/kb/

Interactive Services Help Ticket - http://www.webservices.siuc.edu/ticket/

Accessibility Information - http://webstandards.siuc.edu/?page_id=35