

Basic Training – College Templates

GENERAL TEMPLATE AREAS

SIU Headers

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



Logo and Identifier

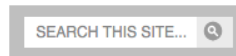
Logo or the College Identifier are created and edited through the main administration of the CMS. If the name of the department changes, please contact Interactive Services.



Search This Site Box

This will be a custom Google search only on the current college site. The area can include a custom Google search created by the college webmaster or will use Google search

code created by Interactive Services.



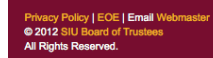
Navigation

The navigation is generated automatically based on the structure of a site. Users can choose to exclude certain items from the navigation if desired.



SIU Footer

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



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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.siu.edu/ticket/>



CASCADE SERVER CMS BASICS

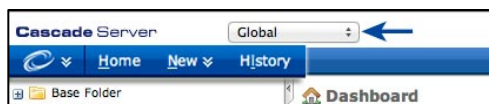
DASHBOARD

Description: The dashboard shows general information and a summary of activities.

SYSTEM MENUS

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.



Home, New, and History Menus:



HOME: will take you back to the dashboard.

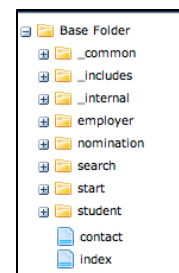
NEW: allows you create new content assets, like files, folders, pages, or blocks.

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

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.



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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.

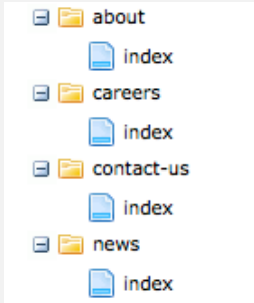
FOLDERS

Description

A site should be organized into different FOLDERS. Each FOLDERS 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 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. **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 FOLDER WITH INDEX and then choose the type of index page you would like to have as the index of that folder. (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: Name the FOLDER logically. Names must contain letters and numbers only, hyphens instead of spaces, and should not have uppercase characters.

Continued on next page →

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

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

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

Index checkbox: Leave checked.

Click **SUBMIT**



PAGES

Description

This is a final “web page”. By default, each FOLDER will contain a PAGE named index (see Example 1). Additional PAGES can also be added to each FOLDER. Unless the user chooses the “No” radio button for the options “Include in Left Navigation”, each page will be included in the navigation of the site, with the *Display Name* as the navigation item text.

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 **PAGE**, then choose the type of page you would like to create.

Enter PAGE information and content:

Continued on next page →

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System Name: Name the PAGE 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 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 Left Navigation: Include or do not include the FOLDER in the left navigation.

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

Other editable regions: There are many other editable regions to the page that change depending on template. These are the areas where main content of the page is added. Refer to other parts of this manual for instructions.

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 folder where you want the link to appear. 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 EXTERNAL LINK.

Enter **LINK information and content:**

Continued on next page →

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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.

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

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

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

Click SUBMIT

FILES

Description

FILES are images and documents that you wish to upload to your site.

Requirements

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.

Continued on next page →

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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 necessary edits to the file.

Click **SUBMIT**



BLOCKS

Description

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

Requirements

Always save BLOCKS to the *static* folder within the *blocks* folder within the *_internal* folder. Create BLOCKS ONLY 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 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 BLOCK. (Note: BLOCKS should be saved and organized in the - *_internal/blocks/static* folder.)

Enter the content for the BLOCK in the WYSIWYG editor.

Click **SUBMIT**

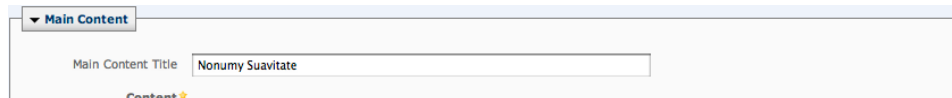
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ABOUT EDITING PAGES - REGION OPTIONS

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:



The screenshot shows a user interface for editing a region. At the top, there is a tab labeled "Main Content". Below the tab, there is a label "Main Content Title" followed by a text input field containing the text "Nonumy Suavitata". Below the input field, there is a label "Content" with a small orange star icon.

WYSIWYG EDITOR

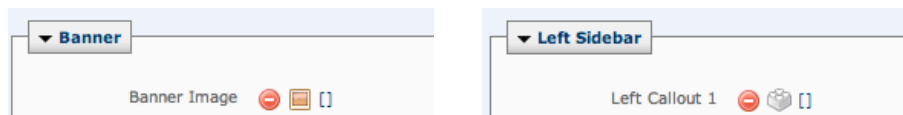
WYSIWYG stands for "What you see is what you get". Some regions allow text entry with the options to add links, images and styling within text content, for example:



The screenshot shows a user interface for editing a region. At the top, there is a tab labeled "Content". Below the tab, there is a WYSIWYG editor toolbar. The toolbar includes icons for undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, image, video, audio, and HTML. Below the toolbar, there is a large text area for editing content.

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:

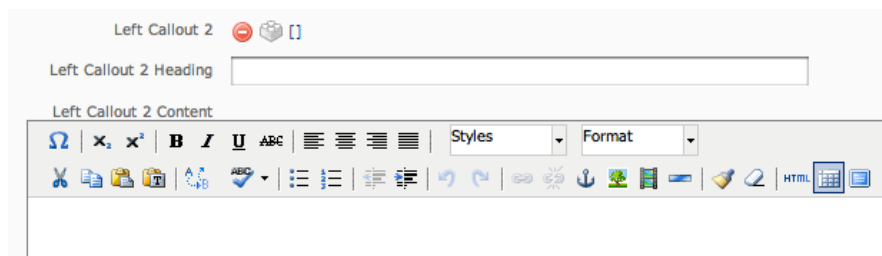


The screenshot shows two user interfaces for editing regions. The left interface is for a "Banner" region and shows a label "Banner Image" followed by a red minus icon, a file selector icon, and a plus icon. The right interface is for a "Left Sidebar" region and shows a label "Left Callout 1" followed by a red minus icon, a file selector icon, and a plus icon.

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:



The screenshot shows a user interface for editing a region. At the top, there is a tab labeled "Left Callout 2". Below the tab, there is a label "Left Callout 2 Heading" followed by a text input field. Below the input field, there is a label "Left Callout 2 Content". Below the label, there is a WYSIWYG editor toolbar with icons for undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, image, video, audio, and HTML. Below the toolbar, there is a large text area for editing content.

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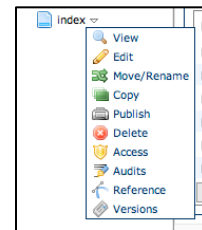
REGIONS WHERE MULTIPLE ITEMS ARE ALLOWED

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: 

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 within 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

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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

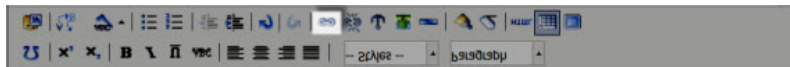
with the current version, and activate any version desired.

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

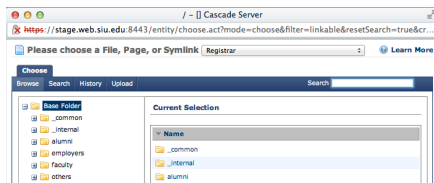
Add links to existing pages within your site, external websites, or to PDF documents.



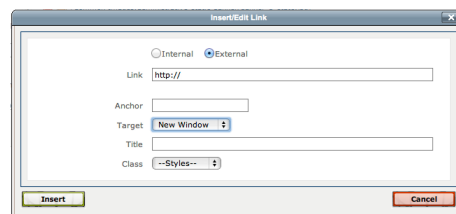
1. Within the WYSIWYG editor, highlight the word or words you wish to turn into a hyperlink.
2. Click the insert web link icon on the toolbar. The insert link window will now open with two options - one for internal links, and one for external.



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.


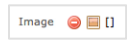


5. Click INSERT

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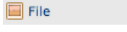
ADDING AN IMAGE TO A PAGE

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.

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.

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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.

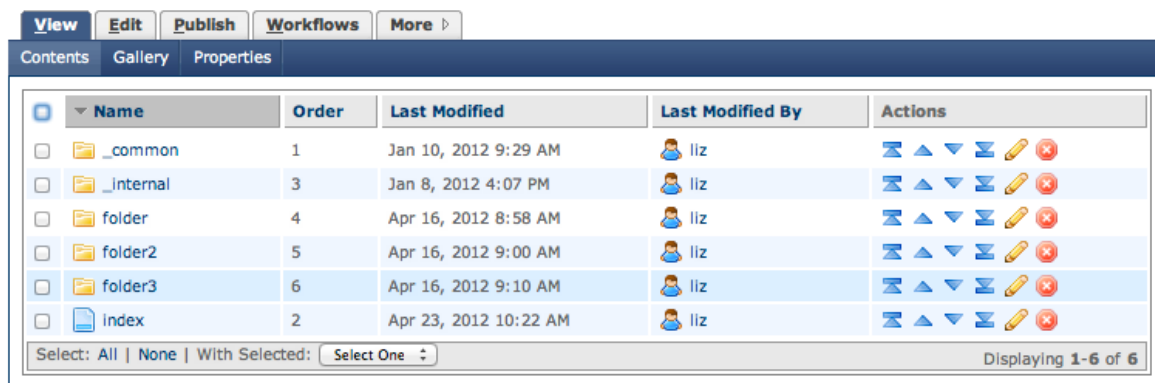
1. Navigate to the document you want to replace (probably in *_common/documents* FOLDER).
2. Click the file for the document to preview it and click EDIT.
3. Click CHOOSE FILE to browse to the new file on your computer.
4. Click SUBMIT.
5. PUBLISH the new file.

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.



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THE HOME PAGE

Southern Illinois University

SIU.EDU » CONTACT » QUICK LINKS » SEARCH...

SIU SOUTHERN ILLINOIS UNIVERSITY
CARBONDALE COLLEGE OF
BUSINESS

SEARCH THIS SITE...

ABOUT THE COLLEGE » ACADEMICS » STUDENT SERVICES » ADMISSIONS » OUR PEOPLE » GIVE TO THE COLLEGE » INFO FOR

WELCOME

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh. Lorem ipsum dolor sit amet, consectetur.

READ ABOUT THE COLLEGE »

I WANT TO:

Apply »

Request Info »

Learn About Financial Aid »

Donate to the College of Business »

Browse Faculty »

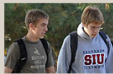
SOUTHERN ILLINOIS UNIVERSITY

COLLEGE OF BUSINESS

News Events

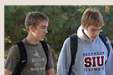
News Title Example

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh. Lorem ipsum dolor sit amet, consectetur.



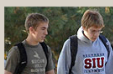
News Title Example

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh. Lorem ipsum dolor sit amet, consectetur.



News Title Example

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh. Lorem ipsum dolor sit amet, consectetur.



VIEW ALL COB NEWS »

OUR DEGREES

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh. Lorem ipsum dolor sit amet, consectetur.

Bachelors »

Masters of Business Administration »

Masters of Accountancy »

Doctorate »

Online »

BROWSE OUR PROGRAMS »

OUR DEPARTMENTS

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh. Lorem ipsum dolor sit amet, consectetur.

Accountancy »

Finance »

Management »

Marketing »

Facer Possim »

BROWSE OUR DEPARTMENTS »

FEATURED DEGREE

Masters of Business Administration

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LEARN MORE »

FEATURED FACULTY

Mavis T. Adjei

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh. Lorem ipsum dolor sit amet, consectetur.

PROFILE »



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Slideshow and Banner Image Area

This is the main image area for the home page. This area can contain a slideshow or a static image.

TO EDIT THE HOME PAGE SLIDESHOW:

Click the “index” page in the “Base Folder”. Click the **EDIT** tab.

 Click the **SLIDESHOW** link near the top of the “college homepage” editing area to expand the **SLIDESHOW** editing area.

Choose the **Image** for the slideshow and then choose the images **Thumbnail**.

Title: Optional

Link or External Link: Optional

Description: Optional

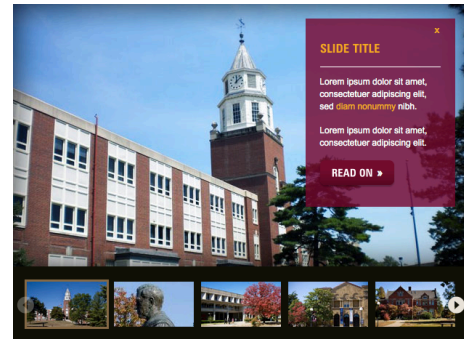


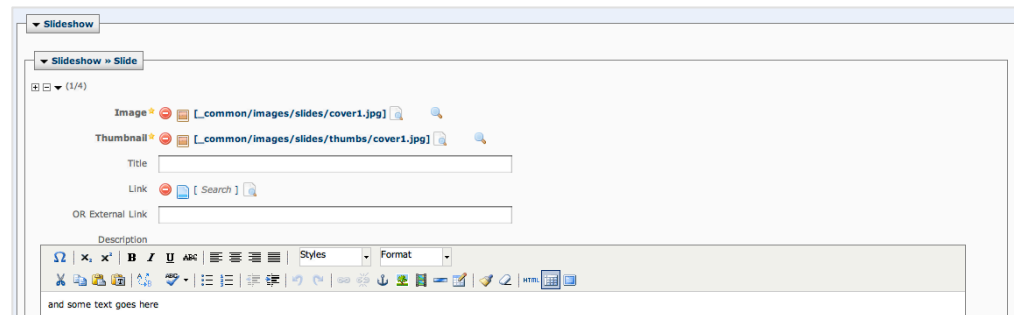
Image size: 630px x 361px

Thumbnail size: 110px x 62px

To add a new photo click the plus button within any of the “Slideshow >> Slide” areas and edit the new area that appears. Click the minus button to remove a feature.



To re-order photos click the up and down arrows in any of the “Slideshow >> Slide” areas. The number that appears next to the up and down arrows indicates the order of the photos.



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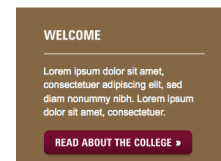
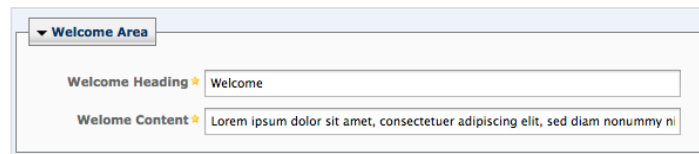
Welcome

The welcome area of the home page can only be 4 lines in length. The “READ ABOUT THE COLLEGE” link will always link to the “About the College” page.

TO EDIT THE WELCOME MESSAGE:

Click the “index” page in the “Base Folder”. Click the *EDIT* tab.

In the *Welcome Area* editing area type text into the “Welcome Heading” and “Welcome Content” fields. These areas are required.



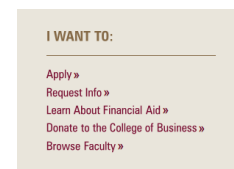
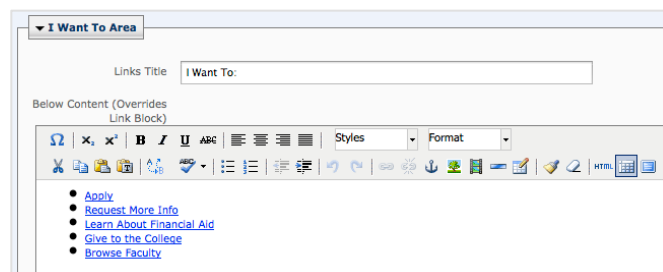
I Want To:

The “I want to:” area can contain 5 links to the highest priority links on your site. Each link should explain an action, like “Apply” or “Request Info”. See the *College Site Rollout Guidelines & Recommendations* document to view full content guidelines.

TO EDIT THE I WANT TO AREA:

Click the “index” page in the “Base Folder”. Click the *EDIT* tab.

In the *I Want To Area* editing area type text into the “Links Title” field and the “Content” WYSIWYG editor. Make sure the 5 links are in a bulleted list.



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Degrees and Departments Features

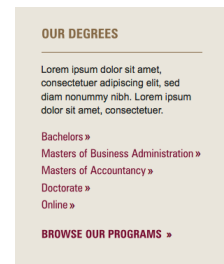
List degrees and departments here. The space is limited so you may choose to either list general degrees, like “Bachelor’s”, “MBA”, etc. or periodically edit the area to show featured degrees or departments.



TO EDIT THE DEGREES AND DEPARTMENTS LISTS:

Click the “index” page in the “Base Folder”. Click the *EDIT* tab.

In the *Degree Area/Column 1* or *Department Area/Column 2* editing area type text into the “Heading” field and the “Content” WYSIWYG editor. Add links to the text and create a *View All* link at the end of the content that links to a page that lists all departments or all degrees.



Featured Degree/Faculty Area

Feature multiple degrees and faculty members in this area. If more than one degree or faculty block exists, the content will display randomly upon refresh. See the *College Site Rollout Guidelines & Recommendations* document to view content guidelines. **THERE ARE 2 STEPS TO CREATE AND ADD A FEATURE.**



TO CREATE FEATURED DEGREE AND FACULTY BLOCKS:

Click *NEW* in the *System Menu*, then click *CUSTOM BLOCK*, then *FEATURE*.

Enter **FACULTY** or **DEGREE** information:

System Name: Name the BLOCK 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 BLOCK. It should be in `_internal/blocks/static` folder. (Note: it is acceptable to create folders within folders for organizational purposes.)

Data Definition: DO NOT CHANGE THIS.



Image size: 310px × 206px

Continued on next page →

Basic Training – College Templates

Feature: Choose either *Degree* or *Faculty*.

Image: Browse to the image you wish to link to this feature.

Image size: 310px × 206px.

Heading: Enter the Degree or Faculty member's name.

Content: Enter a short summary.

Link: Link to more information about that degree or the faculty member's website or profile.

Click **SUBMIT**



TO ADD FEATURED DEGREE AND FACULTY BLOCKS TO THE HOME PAGE:

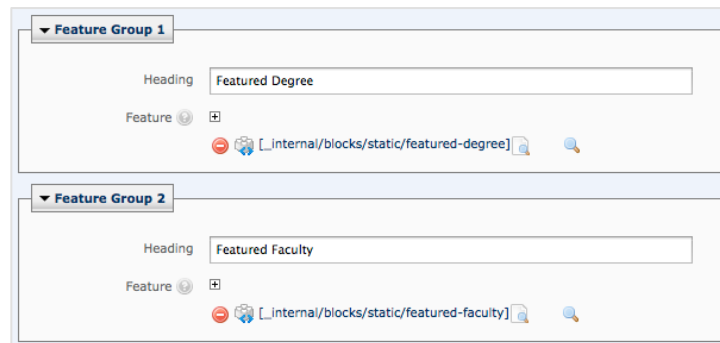
Click **NEW** in the *System Menu*, then click **CUSTOM BLOCK**, then **FEATURE**.

Add **Feature** items to **FEATURE GROUP 1** or **FEATURE GROUP 2** by clicking the block link and navigating to the feature block for that area.

To add a new feature block click the plus button within any of the "Feature" areas and edit the new area that appears. Click the minus button to remove a feature.



To re-order features click the up and down arrows in any of the "Feature" areas.



News and Events Area

The home page and content pages have the option to add a customized News and Events section. The News and Events can be from SIU's feeds, your college's feeds, or manually entered content. This area will be covered in 1-on-1 trainings and will have a separate training document.

Basic Training – College Templates

Contact Footer

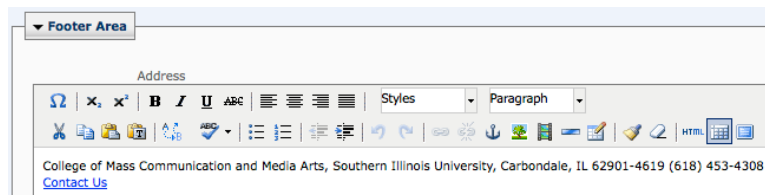
Contact information for a department is a requirement on the SIU templates. Basic contact information must appear within the footer. The Webmaster (technical contact) for the website must be listed here. Changes made to this area on the home page will be inherited on all other pages.

TO EDIT THE CONTACT FOOTER:

Click the “index” page in the “Base Folder”. Click the *EDIT* tab.

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[Contact Us](#)

In the *Footer Area* type text into the “Address” WYSIWYG editor. Add links to the text



Social Media Footer

The social media footer area is optional. Links in this area can include, but are not limited to, Twitter page, Facebook page, or YouTube page. This area should use unique departmental social media links. Changes made to this area on the home page will be inherited on all other pages.

TO EDIT THE SOCIAL MEDIA FOOTER:

Navigate to the **Social Media Footer** block - `_internal > blocks > static > share-links`.

Click on the “share-links” block and click *Edit*.

Enter your social media links in the WYSIWYG editor. Make sure they are in a bulleted list.

If you wish to add classes to the list in order to place the icons, use the following HTML code:

```
<ul class="menu">
<li class="share-tw"><a href="#">Follow us</a></li>
<li class="share-fb"><a href="#">Like us</a></li>
<li class="share-yt"><a href="#">Watch us</a></li>
</ul>
```

If you need a different social media icon in that area please contact Interactive Services.

Click *SUBMIT*



Basic Training – College Templates

PRIMARY PAGES

Southern Illinois University

SIU.EDU » CONTACT » QUICK LINKS » SEARCH...

SIU SOUTHERN ILLINOIS UNIVERSITY
CARBONDALE COLLEGE OF BUSINESS

SEARCH THIS SITE...

ABOUT THE COLLEGE » ACADEMICS » STUDENT SERVICES » ADMISSIONS » OUR PEOPLE » GIVE TO THE COLLEGE » INFO FOR »

ACADEMICS

HOME / ACADEMICS / MBA

SHARE THIS PAGE

BACHELOR'S »

MACC »

MBA »

» EXAMPLE LINK #1


» ANOTHER LINK EXAMPLE

» ONE MORE EXAMPLE

PHD »

ONLINE »

DEPARTMENTAL PROFILES »





SLIDE TITLE


Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh.


READ ON »

Slide 2











THIS IS A PAGE TITLE <H1>

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CONTENT CALLOUT TITLE

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» SIDEBAR LISTED LINK EXAMPLE »

» SIDEBAR LISTED LINK EXAMPLE »

» SIDEBAR LISTED LINK EXAMPLE »

» SIDEBAR LISTED LINK EXAMPLE »

» SIDEBAR LISTED LINK EXAMPLE »

» SIDEBAR LISTED LINK EXAMPLE »

APPLICATION CHECKLIST

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh. Lorem ipsum.

CHECKOUT THE CHECKLIST »

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July 23, 2012

Basic Training – College Templates

Primary Page – Inline Metadata

Display Name: The name that will appear as a navigation item and in breadcrumbs.

Title: The title will appear at the top of a browser window.

Include in Left Nav: Choosing Yes will include the page's DISPLAY NAME in the left hand navigation.


Include in Top Nav: Choosing Yes will include the page's DISPLAY NAME in the top navigation, only if the page is in the root of the site.

Primary Page – Slideshow or Banner Image

Primary pages have the option to have a slideshow, a banner image, or no image.

➤ TO ADD A PRIMARY PAGE WITH A SLIDESHOW:

Click **NEW**, then **PAGE**, then **PRIMARY PAGE WITH SLIDESHOW**.

 Click the **SLIDESHOW** link near the top of the “college primary page with slide show” editing area to expand the **SLIDESHOW** editing area.

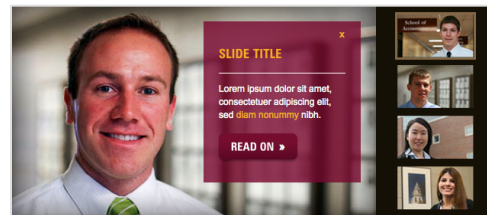


Image size: 479px × 275px

Thumbnail size: 100px × 56px

Choose the **Image** for the slideshow and then choose the images **Thumbnail**.

Title: Optional

Link or External Link: Optional

Description: Optional



To add a new photo click the plus button within any of the “Slideshow >> Slide” areas and edit the new area that appears. Click the minus button to remove a feature.

To re-order photos click the up and down arrows in any of the “Slideshow >> Slide” areas. The number that appears next to the up and down arrows indicates the order of the photos.

➤ TO ADD A PRIMARY PAGE WITHOUT A SLIDESHOW:

Click **NEW**, then **PAGE**, then **PRIMARY PAGE**.

Banner: Optional

Banner Alternative Text: Enter the banner's alternative text.

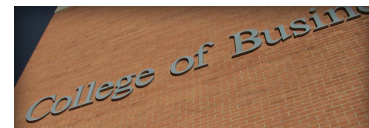


Image size: 630px

Basic Training – College Templates

Primary Page - Main Content Area

The main content (default) area of all inside pages holds the main content of a web page. The templates have extra areas, such as blockquote options and callout boxes.

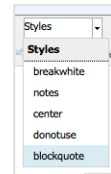


TO ADD A BLOCKQUOTE TO THE MAIN CONTENT AREA:

When editing a PRIMARY PAGE:

Highlight the text you wish to appear as a blockquote.

Choose “blockquote” from the STYLES dropdown in the WYSIWYG. Enter your social media links in the WYSIWYG editor. Make sure they are in a bulleted list.



Primary Page - Content Callout Box

The main content area of the PRIMARY PAGE template has the option to add callout boxes just below the main content. If no content is entered for those areas the boxes will not appear. These optional areas can contain content entered at the individual page level.



TO ADD CONTENT CALLOUT BOXES:

When editing a PRIMARY PAGE:

Enter **CONTENT CALLOUT** information:

Thumbnail: Optional. Navigate to the thumbnail image within your site. *Image Size: 278px × 189px*

Title: Enter the heading for the CONTENT CALLOUT BOX.

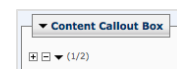
Content: Enter the CONTENT CALLOUT BOX content.

To add a new CONTENT CALLOUT BOX click the plus button within any of the “Content Callout Box” areas and edit the new area that appears. Click the minus button to remove a feature.

To re-order CONTENT CALLOUT BOXES click the up and down arrows in any of the “Content Callout Box” areas.



Image Size:
278px × 189px



Basic Training – College Templates

Primary Page - Sidebar

The left sidebar of the PRIMARY PAGE template has optional areas. If no content is entered for those areas the boxes 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.



TO ADD CONTENT TO THE SIDEBAR:

When editing a PRIMARY PAGE:

Enter SIDEBAR information:

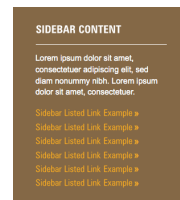
Heading: Enter the heading for the SIDEBAR.

Sidebar Block: Navigate to the block you wish to use within your site. This will override any content in the “Content” area.

Content: Enter the SIDEBAR content. If a “Sidebar Block” is chosen, the content in this area will be overridden.

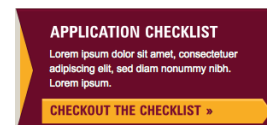
To add a new SIDEBAR, click the plus button within any of the “Sidebar” areas and edit the new area that appears. Click the minus button to remove a feature.

To re-order SIDEBARS click the up and down arrows in any of the “Sidebar” areas.



Primary Page - Call to Action Box

The left sidebar of the PRIMARY PAGE template also have a Call to Action box that is optional. If no content is entered for this area the Call to Action box will not appear. This optional area can contain content entered only as a block - content that can be shared among many or all pages. For assistance with formatting blocks for the CALL TO ACTION block, contact Interactive Services.



Basic Training – College Templates

CONTENT PAGE

Southern Illinois University

SIU.EDU » CONTACT » QUICK LINKS » SEARCH...


SEARCH THIS SITE...

SIU SOUTHERN ILLINOIS UNIVERSITY
CARBONDALE COLLEGE OF BUSINESS

ABOUT THE COLLEGE » ACADEMICS » STUDENT SERVICES » ADMISSIONS » OUR PEOPLE » GIVE TO THE COLLEGE » INFO FOR »

HOME / ACADEMICS / BACHELORS / B.S. ACCOUNTING

SHARE THIS PAGE



B.S. ACCOUNTING

THIS IS A SUBHEADING <H2>

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"This is what a blockquote would look like if it appeared within the content area throughout the site."

Mirum est notare quam littera gothica quam nunc putamus. Imperdiet doming id quod, mazim placerat facer possim! Dolor sit amet consectetur adipiscing elit sed diam nonummy. Velit esse molestie consequat vel illum dolore eu feugiat nulla facilisis at vero. Eros et accumsan et iusto odio dignissim qui? Qui facit eorum claritatem link Investigations demonstraverunt lectores legere me lius quod ii legunt saepius claritas.

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Lectorum mirum est notare quam littera gothica quam nunc putamus. Imperdiet doming id quod, mazim placerat facer possim! Dolor sit amet consectetur adipiscing elit sed diam nonummy. Velit esse molestie consequat vel illum dolore eu feugiat nulla facilisis at vero. Eros et accumsan et iusto odio dignissim qui? Qui facit eorum claritatem link Investigations.

SIDEBAR CONTENT

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Lorem ipsum dolor »
Sed diam nonummy »
Dolor sit amet »

SIDEBAR CONTENT WITH A LONGISH TITLE

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Sed diam nonummy »
Dolor sit amet »
Notare quam littera gothica »
Lorem ipsum dolor »
Littera gothica »
Ipsum lorem dolor »

APPLICATION CHECKLIST

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh. Lorem ipsum.

CHECKOUT THE CHECKLIST »

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TO ADD A CONTENT PAGE:

Click **NEW**, then **PAGE**, then **CONTENT PAGE**.

Banner: Optional

Banner Alternative Text: Enter the banner's alternative text.



Image size: 630px wide

Continue to edit the page.

Content Page – Inline Metadata

Display Name: The name that will appear as a navigation item and in breadcrumbs.

Title: The title will appear at the top of a browser window.

Include in Left Nav: Choosing Yes will include the page's DISPLAY NAME in the left hand navigation.

Include in Top Nav: Choosing Yes will include the page's DISPLAY NAME in the top navigation, only if the page is in the root of the site.

CONTENT Page - Content Callout Box

The main content area of the PRIMARY PAGE template has the option to add callout boxes just below the main content. If no content is entered for those areas the boxes will not appear. These optional areas can contain content entered at the individual page level.



TO ADD CONTENT CALLOUT BOXES:

When editing a **CONTENT PAGE**:

Enter **CONTENT CALLOUT** information:

Thumbnail: *Optional.* Navigate to the thumbnail image within your site. *Image Size: 278px × 189px*

Title: Enter the heading for the **CONTENT CALLOUT BOX**.

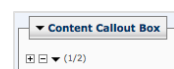
Content: Enter the **CONTENT CALLOUT BOX** content.

To add a new **CONTENT CALLOUT BOX** click the plus button within any of the "Content Callout Box" areas and edit the new area that appears. Click the minus button to remove a feature.

To re-order **CONTENT CALLOUT BOXES** click the up and down arrows in any of the "Content Callout Box" areas.



*Image Size:
278px × 189px*



Basic Training – College Templates

Content Page - Left Sidebar

The right sidebar of the CONTENT PAGE template has optional areas. If no content is entered for those areas the boxes 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.



TO ADD CONTENT TO THE SIDEBAR:

When editing a CONTENT PAGE:

Enter SIDEBAR information:

Heading: Enter the heading for the SIDEBAR.

Sidebar Block: Navigate to the block you wish to use within your site. This will override any content in the “Content” area.

Content: Enter the SIDEBAR content. If a “Sidebar Block” is chosen, the content in this area will be overridden.

To add a new SIDEBAR, click the plus button within any of the “Sidebar” areas and edit the new area that appears. Click the minus button to remove a feature.

To re-order SIDEBARS click the up and down arrows in any of the “Sidebar” areas.



Basic Training – College Templates

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 (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.siu.edu/ticket/> requesting access. Please include your name, email address, and website.

Basic Training – College Templates

RESOURCES

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

Interactive Services Help Ticket - <http://www.webservices.siu.edu/ticket/>

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