The University of Scranton’s Content Management System or CMS, allows almost everyone in our environment to contribute to the University’s Main Website, without having any prior web editing or web design experience. It is based on a series of Templates and Stylesheets that control many of the aspects of web design that most people find difficult to learn or hard to use. It is also regulated by permissions given to various personnel, to author or publish information to the University’s main site. To begin:

1. Log into the my.scranton portal using your login name and password. Then click the CMS Icon or the link on the right side of the screen.

2. Click on drop menu with Global displayed, and select www.scranton.edu from menu.

3. On the left side of the screen is a view of the folders you are authorized to work with. Select your folder and double-click to open.

4. Inside you will find a series of items already created for you, including an index page (your homepage), an assets folder containing page elements specific to your department.

5. On the right side is the Dashboard, which contains information such as various wizards and current activity on your pages and a recycle bin.

**Working on pages**

1. Double-click on the index page. This will open the page in View format, which will look like the page in a browser. Note the toolbar on the top. It contains tabs for various functions regarding your page.
   a. View Tab - shows page as in a browser.
b. **Edit Tab** - takes you to edit screen where changes, additions, and deletions can be made to the page.

c. **Move/Rename Tab** - allows you to rename an item, such as a page, an image or other item; allows you to move an item from one place to another within the CMS environment.

d. **Copy Tab** - allows you to copy pages, items, etc.

e. **Publish Tab** - available to persons authorized to Publish to the web.

f. **More Tab** - includes Delete, Reference, and Versions when needed.

The second toolbar within the Blue band includes Preview, Layout, Configurations and other items.

**Working on pages, continued**

**Editing**

1. Click the **Edit** Tab to enter the editing screen. You will note that most of your edits will involve the white area of the page you opened in View.

2. Top of the edit window allows you to add important metadata and title information, along with the inclusion of a photo below the title of the page.

3. Immediately under the title area is our main text-editing area. This is a simple WYSIWYG editor, allowing us to type into the text box, or copy data from another document or web page and paste it into the text box.

4. There is a toolbar, which allows for some editing. Several style changes are available if necessary, but style sheets and templates control most of the pages.
5. After **any** changes are made, the **Submit** button, on the bottom of the screen MUST be clicked to facilitate those changes.

6. When **Submit** button is clicked, a spell-check generally appears, click **Submit** again. The page then will automatically open in default View, and a green bar will appear if edit was successful.

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**Adding New Pages**

1. Click on your **Main Department Folder**. You will notice the contents of that **Main** folder in the large, right side content pane.

2. Note the toolbar immediately above your folders. Click the **NEW** tab to access its contents. Find your folder and click it. Inside you will find a list of the objects you can create for your site. New pages created are two-column. (Here you can make new folders, pages, etc. You can also upload a file into CMS from your Desktop, or other media, such as a Flash Drive, CD, or DVD).

3. Click on the **New Page** item. When that screen opens, a large edit box opens.

   Note the top entry: **System Name**. This is the actual file name used to locate your page on the server. The entry should be lowercase, and if a second word is needed, a hyphen should be used. The **Title** area appears on the page to help readers identify what’s on your page. This title is controlled by a style sheet and will be rendered in uppercase in a light green/yellow color.

   Finish editing the page and then click the **Submit** button on the bottom of the editing page.
Note: you can create as many of the pages as needed. Keep in mind that these new pages are two-column pages, not three-column, as is the index page.

The ASSETS FOLDER

As mentioned earlier, most of the topical editing is done regarding the white area of the pages, and in the edit screens we discussed. However, the areas in a light green color on the sides of the pages, both two-column and the index page (three-column) can be edited using objects found in the Assets folder.

Here, many of the assets appear on all pages in your site, and only have to be changed in one place rather than on all pages. Typical assets include: left-navigation, which is a list of pages in your site that can be linked to from all pages; main photo, which is the large photo that appears on your index page; contact-info, which helps readers get to your specific location, and more.

Editing an Asset with Links

Click on the plus+ sign to open the Assets folder. Click on left-navigation. Note the screen opens to a View of the left-navigation. Click the Edit tab. Here edits can be made to the specific page list items, and links established or changed as needed. Assets here must maintain the bullet list and other styles as shown. Any deviation will result in a break from the style sheet which controls placement and color.

Main bullets shown will become the main link item. To create a fly-out menu as a sub link, use the indent button on toolbar, NOT the Tab key.

Select the Submit button when finished editing.
**Linking**
Select one of the left-navigation list items under the *Edit* tab. Click on the chain icon. When clicked the link will open to this box:

**Internal:** Click on blue page icon, select what page you would like to link to, then click Update.

**External:** Fill in actual [http://web](http://web) address. Click *Update.*

To create a *submenu* item, place your cursor at the end of an item and hit your *Enter* key. That will create a new *bullet.* Once new bullet is shown, use the *indent key* on the toolbar, a hollow circle will appear next to the indent. That will be a *sub link,* and can be linked just like main links.

Other text assets such as *related links* are edited in much the same way.

**Images/Pictures**
Images or pictures can be placed into your site from an Images or Pictures folder you can easily create. You can insert these images from an outside source such as your computer desktop, CD, DVD, or Flash Drive. Photos should be optimized and in .jpeg, .gif, or .png formats. Extensions must be included.

You should upload your pictures into your Images folder within the CMS framework before trying to place them on pages.

**Picture Sizes:** (Conforms to page layout)

**Main Photo** - appears on *index* page. Horizontal style on top of page. 768 pixels width X 180 pixels height. Approx. 10 ¾” wide X 2 ½” deep.

**Photo Thumb** – can appear on all 2 column pages, if desired. Fitted into space on top of document, just to the right of University Logo. 168 pixels width X 67 pixels height.

**Staff Photos** - appear on *staff* page. Should be 90 pixels square.

**Other Photos** - can be of varying size, however, not to exceed:
500 pixels wide on *two-column* pages;
320 pixels wide on *three-column (index)* pages.
Getting pictures into CMS

Pictures can be resized using the built-in Photo Editor in CMS. Always make sure you have permission to use a picture if it is not yours.

1. Once pictures have been taken or acquired, resize them to fit, as discussed above, for their specific use.

2. Create an Images or Pictures folder under your Main folder. To do that, go to your Main folder, click the NEW button above it, find your folder, and then select New Folder from the list. Name the new folder Images or Pictures.

3. Select the new Images or Pictures folder. Under the NEW button, select Upload a file. When the large dialog box opens, click Browse button near the bottom to find your file. Ignore other data in this box, until you find your picture. Then click the Submit button.

4. The new picture will automatically be placed in your Pictures/Images folder because you selected that folder before you began your search. File extensions must be included with images, (.jpg, .png, .pdf, etc.).

5. To upload several files at once:

Upload Multiple Pictures by Importing a Zip Archive
A zip archive consists of multiple files or pictures that were packaged together in a folder. To create a zip archive in Windows XP right click on any folder. From the side menu choose the menus Send To and then Compressed (zipped Folder). The file is now ready to import.

Remember: Folder file names should not consist of any spaces or underscores (_), with the exception of dashes (-).

How to import:

1. Click on the top navigation menus Tools | Import | Zip Archive
2. Click Browse and then select the Zip Archive to upload.
3. Choose the Folder.
4. Press Submit
Insert a picture on a page

Inside your **Main** folder, double-click to open a page. When it loads, click the **Edit** tab. Note that you can place a photo using the simple **brown image button** (browse), or you can use the **image icon (green flower)** from the toolbar.

The **photo browse button** has built-in padding to give photo some extra white space (padding) around it, if you are running text next to it. The **green flower icon** does not use padding. Here you use a photo that fits the area, rather than using text wrap.

Once you click one of these you can select an image from your folder. In the dialog box, you’ll be required to enter Alternative text, for screen readers.

Click Submit and the picture will be placed accordingly.

The **Main Photo** is one of your **Assets**. To load a main photo, open the **Assets** folder, select **Main Photo**. When that opens, click **Edit** tab. Here, you either have a placeholder, or a photo already in the asset. Select either and delete. Click the image icon (green Flower), navigate to your Images or Pictures folder, select the picture you want, and then click **Submit**.

You would do the same thing with the **Photo Thumb**.
More Information

PDFs

Upload a PDF file as you would any image. Once in your folders group, you can link to the PDF and have it open as a page. PDFs like images, must have their file extension (.pdf) included.

Anchors

Create an anchor to navigate to another part of your page from a link on the same page. This space and timesaving procedure is easy and efficient. If you have data that is very similar to other data in your site, create anchors instead of new pages for all that data. For example:

If you have several course descriptions that don't justify a separate page for each, you can incorporate all these on one page, and then link to that area of the page that holds that data.

To do this, open or create a page that can be used to hold this similar data. Click the Edit tab, then import or type your data into the textbox on the page. Usually near the top of the page you will create the list of links to the information below it.

1. First, find the information you would like to use as your first anchor. Place your cursor before the first letter and then go to the toolbar above the textbox.

Next, click the anchor icon on the toolbar. Name your anchor (lowercase only, no #s)

2. Go to the top list of items, and select the first one. Click the link icon on the toolbar. On that screen, enter the name you called the anchor, EXACTLY. Click Update or Insert.
Configurations

One of the buttons on the page editing toolbar under the Edit tab, is Configurations. Here most of the components of the page are listed in alphabetical order. Configurations are used to add to your assets on the page, to customize specific pages or to add page elements like the Main Photo.

An Example: suppose you added a photo to your Main Photo asset, but it did not show on your index page.

1. Open the index page, click Edit tab.
2. Click the configurations tab.
3. Scroll down the page and find Main Photo.
4. There are two segments, the first is Block. The one under it is Format. If there is no text next to the Block icon that means that it is not linked to the asset.
5. Simply click the Block icon and navigate to your Assets folder. Find the Main Photo asset and click Submit.
6. DO NOT do anything with the Format section.

Note: The configuration item for the Photo Thumb is the Z Index command on the bottom of the page.

Note: For any questions relating to CMS, contact:
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Visit the IT Training website:
http://www.scranton.edu/it_training