CMS New Features

In this latest update to our CMS (Content Management System), many new features have been added to help users work with their sites and complete edits and updates quickly and easily.

Following is a list of some of these features:

**Drag and Drop**
Now you can drag files from one folder to another without having to use the Move/Rename Tab.

**The Insert/Edit Media box**
Allows us to edit the HTML source code directly. HTML5 audio, YouTube and iFrame media types have also been added.

**The Insert/Edit Image box**
Allows users to maintain aspect ratio when editing sizes of images and the Alt-Text field can be left empty.

**New Draft Process**
Update the page while viewing it and preview changes as a draft.

**Buttons Fixed to Screen**
The Submit, Cancel, Draft buttons are now always accessible. They are fixed to the bottom of the screen in Edit Tab.

**Preview Drafts**
Preview and submit drafts directly and add comments.

**File Upload**
Drag files from Desktop into upload screen directly. Users can drag information into text box directly, including images.

**Relationships Tab**
Navigate to a page’s relationships to other assets that refer to that page. Publish referring assets directly from here.

**Image Editor Improved**
The Image Editor has a new look and feel. Aspect ratio is maintained including when cropping.

http://www.scranton.edu/techsupport
CMS New Features

We offer training in CMS in several ways:
Classroom training is available in Hyland Hall #402 Monday through Friday from 9:00 a.m - 3:00 p.m.
Classes are 1 or 2 hours in duration, depending on user’s status, New User or Returning User.
Training can accommodate up to 14 stations.

CMS information is also available on-line at:
http://www.scranton.edu/webcms

Anyone interested in training can contact Jack Williams, IT Trainer:
jack.williams@scranton.edu

For help with any CMS issue, contact:

Technology Support Center:
technicalsupport@scranton.edu

Jack Williams, IT Trainer
jack.williams@scranton.edu