WEB TEMPLATE FAQs

How can I see a complete list of all my content?

Once you have logged in, go to Content Management/Content. This will provide a list of all your Pages, News items, Images, Embedded Videos and any other content types you may have installed. Note that your content may span more than one page view; use the links at the bottom of the list to skip to other pages.

You can filter the view by status (published, unpublished, etc.) or type (page, news, image, etc.) utilizing the dropdown filters at the top of the list.

NOTE: If you leave the list page after filtering the content and return to the list page later, you may have to hit the Rest button to view the complete list of content.

If your <u>role</u> has the permission to do so, you can check the boxes to the left of each piece of content and then use the Update Options to make bulk changes, such as Publish, Unpublish or Delete.

NOTE: WebServices advises you to unpublish content rather than delete it. Deleted content is gone forever and WebServices cannot retrieve it.

Can I add/edit content by cut and paste?

Yes, you can. While WebServices recommends that you cut and paste from a .txt file, it is permissible to cut and paste from other sources. It is recommended that you carefully check punctuation and spacing (and spelling!) after pasting in content.

If your source file is a **Microsoft Word** document, you should following the following steps:

- 1. Copy from the Word file.
- 2. In the Body section of your new Page/News item, press the Paste from Word

icon in the WYSIWYG editor.

3. In the pop-up window that opens, paste in your text and press Insert. This will clean up some of the hidden code used my MS Word.

If you wish to paste in HTML code, follow the using <u>HTML instructions</u>.

How do I edit a Page or News item?

After you log in (http://your site URL/user) you have two ways of getting to the content you wish to edit.

- 1. If the content you wish to edit is published and 'live' on your site, then you can simply use your site's navigation to get to the page. Once there, clicking the Edit tab will bring you to the edit screen where you can change the title, content and other settings.
- 2. If the content you want to edit is unpublished, you must access it via the content list. You can access the content list from the Admin Menu through Content Management/Content. The list will provide you a direct link to edit the content. View <u>more information</u>, including hints on filtering the list.

What does 'Disable Rich Text' do?

Clicking Disable Rich Text will leave the WYSIWYG editor and open the Body in a mode that will allow <u>HTML input</u>. Unless you are familiar with HTML, it is advisable to keep rich text enabled and use the buttons on the editor to <u>format your content</u>.

How do I format my content?

Once you are in edit mode and can access the Body field, enter text as you would any word processing software or <u>paste in your content</u>. You can then add headings, bold text, links, bullet lists and other formatting options by highlight text and clicking the proper WYSIWYG (what-you-see-is-what-you-get) button.

A description of each button's functionality is below: [add table w/images] NOTE: there doesn't seem to be formatting in CSS for blockquote

How do I add a link?

Both images and text can be turned into links. How you create the link depends upon what you are linking to.

To link to a page in your web site:

- 1. In the body section, highlight the text or image you wish to turn into a link.
- 2. Click the "Insert Link to Internal Content" button in the WYSIWYG editor
- 3. Link URL = Paste in the URL you copied in Step 1
- 4. Target = Open link in the same window

- 5. Title = [optional] enter a brief descriptive title of the link, e.g. "Application form" or "lecture podcast." The title field will display when a user hovers over the link.
- 6. Class = -- Not Set –

NOTE: You can also link to a page in your web site in the same manner as you would link to an external web site (see below).

To link to an external web site:

- 1. In your browser, open a new tab or new window and navigate to the web page you wish to link to. Then, copy the URL (including the http://) in the address bar at the top of your browser. Return to the page in your site you are creating/editing.
- 2. In the body section, highlight the text or image you wish to turn into a link.
- 3. Click the "Insert/Edit Link button" in the WYSIWYG editor
- 4. Link URL = Paste in the URL you copied in Step 1
- 5. Target = Open link in a new window (this will keep your web page open in the user's browser so that they can return to your site easily).
- 6. Title = [optional] enter a brief descriptive title of the link, e.g. "Application form" or "lecture podcast." The title field will display when a user hovers over the link.
- 7. Class = -- Not Set --

To link to a file on your site:

- 1. You must first upload the file. Once on create/edit page, Click to open File Attachments. Browse to find your file and click the Attach button.
- 2. Once uploaded you will see a URL in small type beneath the file name; copy that URL.
- 3. In the body section, highlight the text or image you wish to <u>turn</u> into a link.
- 4. Click the "Insert/Edit Link" button in the WYSIWYG editor
- 5. Link URL = Paste in the URL you copied in Step 2
- 6. Target = Open link in a new window (this will keep your web page open in the user's browser so that they can return to your site easily).
- 7. Title = [optional] enter a brief descriptive title of the link, e.g. "Application form" or "lecture podcast." The title field will display when a user hovers over the link.
- 8. Class = -- Not Set --

To link to an email address:

- 1. Highlight the text or image you wish to turn into a link.
- 2. Click the "Insert/Edit Link" button in the WYSIWYG editor
- 3. Link URL = Type in "mailto:" (no quotations, no spaces) then type or paste in the email address.

- 4. Target = -- Not Set --
- 5. Title = [optional] enter the email address. The title field will display when a user hovers over the link.
- 6. Class = -- Not Set --

How do I add an image?

A. First, you must upload the image to your site. Note that doing this creates a page within your site devoted to that image. While you are required to Publish the page in order to make the image available on other pages in your site, you do not have to link to the page from anywhere, which will makes it difficult for the public to find.

- 1. In the Admin Menu, select Content Management/Create Content/Image.
- 2. Give your image a title. Titles are important not only for identifying the image in the content list, but also for search engine optimization.
- 3. Browse to find the image.
- 4. If you'd like, you can add descriptive text and even attach documents to the page.
- 5. Ensure that Publishing Options is set to Published.
- 6. Click Save.

NOTE: The image must be Published in order to show up in the Add Image dialog box mentioned below.

B. Second, you can incorporate a version of that image into a new or existing Page or News item.

1. Once you are in create/edit mode locate the place in the Body where you want the image to be placed.

NOTE: Your cursor must be placed directly to the left of the first character of the text line you want the image to line up with, usually the first word of a paragraph or heading (insertion point).

- 2. In the WYSIWYG editor, click the camera icon. This will open up the Add Image dialog pop-up.
- 3. Note that the dialog box offers the options of My Images and All Images. Find and click the image you wish to incorporate into the page. This will redirect to the Properties page.
- 4. If you want a Title and/or a Description (caption) to display beneath your image, you can enter it here. It does not have to match the image title you gave it when you created the original image.
- 5. Select a size:
 - Original = resized to a maximum width of 510px.
 - Thumbnail = 100 x 100 pixels; the shortest side is resized to 100 pixels and the longer side is cropped to retain the center portion of the image.

- Preview = resized to a maximum width of 195 pixels
- 6. Select an Alignment:
 - Left aligns the image on the left margin with the top of the image aligned with the top of the text line beginning at the insertion point. Text will wrap around the image.
 - Right aligns the image on the right margin with the top of the image aligned with the top of the text line beginning at the insertion point. Text will wrap around the image.
 - None aligns the image on the left margin on a 'line' of it's own. Text after the insertion point will appear below the image.
 - Center aligns ...
- 7. Select a Link option.
 - Link to image page = links to the Page created in Step A.
 - Open in pop-up window = displays the image in a pop-up window sized as Original (as noted above)
 - Go to URL = allows you to enter a web address of a page or document.
- 8. Insert Mode = Filter Tag
- 9. Click Insert.
- 10. Save the Page you added the image to.

NOTE: You can add several pictures in different places on your page by repeating this process.

How do I add a page to my navigation menu?

- 1. If the page does not yet exist, go to the Admin menu and select Content Management/Create Content/Page or News item.
- 2. If the page already exists, navigate to the page and click Edit
- 3. On the Create/Edit page select Menu Settings from the box below the Body.
- 4. Menu Link Title = the text that will appear in the navigation; it does not have to match the Title of the actual page.
- 5. Parent Item = select the menu item that the page will live under (e.g. your new child page "Granny Smith" would be exposed when a user clicks on the parent menu item "Apples." If the page is to live at the top level of your site (e.g. "Apples"), select <Primary Links>
- 6. Weight = the position/order of the "parent" or "child" within its tier. See note below for clarification. You may have to change the weight of subsequent pages in order for the navigation to display the way you want.
- 7. Complete the creation/editing of your page and click Save.

NOTE: In the template, the navigation menu is named Primary Links. Parent/Child and Weight is demonstrated below in a sample navigation:

<u>Primary Links</u> Parent One (weight = 1)

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Child One (weight = 1)

Child Two (weight = 2)

Child Three (weight = 3)

Parent Two (weight = 2)

Parent Three (weight = 3)

Child One (weight = 1)

Child Two (weight = 2)

Grandchild One (weight = 1)

Grandchild Two (weight = 2)

Parent Four (weight = 4)
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NOTE: If two children of the same parent have the same weight, the system will display the items in ascending order of their creation date.

How do I edit/re-order my navigation?

- 1. If you wish to change the name of a menu item or change where it sits in the navigation list you must first navigate to that page and click Edit.
- 2. select Menu Settings from the box below the Body.
- 3. Menu Link Title = this is the text that will appear in the navigation; it does not have to match the Title of the actual page. You can edit it here.
- 4. Parent Item = select the menu item that the page will live under (e.g. your new child page "Granny Smith" would be exposed when a user clicks on the parent menu item "Apples." If the page is to live at the top level of your site (e.g. "Apples"), select <Primary Links>
- 5. Weight = the position/order of the "parent" or "child" within its tier. See note below for clarification. You may have to change the weight of subsequent pages in order for the navigation to display the way you want.
- 6. Click Save.

NOTE: In the template, the navigation menu is named Primary Links. Parent/Child and Weight is demonstrated below in a sample navigation:

```
Primary Links

Parent One (weight = 1)

Child One (weight = 1)

Child Two (weight = 2)

Child Three (weight = 3)

Parent Two (weight = 2)

Parent Three (weight = 3)

Child One (weight = 1)

Child Two (weight = 2)

Grandchild One (weight = 1)

Grandchild Two (weight = 2)

Parent Four (weight = 4)
```

NOTE: If two children of the same parent have the same weight, the system will display the items in ascending order of their creation date.

How do I keep an announcement at the top of my home page or news list? How do I change my home page content? How do I format an image? How do I link to a document? How do I add a link? What is a 'Parent Item'? How does 'Weight' work? How can I re-order my menu/navigation items? How do I edit my navigation? How do I add a page to my navigation? What is the difference between a Page and News? How do I remove the calendar feed? Can I change my font/font color? How do I remove the 'Print this Page' 'Share this Page' links? How do I post a video? Can I input HTML code?