

UW WEB CONTENT MANAGEMENT SYSTEM (CASCADE SERVER) – ADVANCED CONTENT –



Information Technology

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UW CONTENT MANAGEMENT SYSTEM

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ADDITIONAL RESOURCES

CMS Help and Support page: <http://www.uwyo.edu/web/>

- Knowledge Base (contains many how-to articles)
- Manuals and Training Support (contains training information as well as important CMS guides)
- Website Style Guide (template overviews)
- American with Disabilities Act (ADA) Guidelines
- Search Engine Optimization (SEO) assistance
- Photo Database: <https://www.uwyo.edu/uprphotos/> (login is required)

HELP!!! CMS questions or issues can be directed to the UWIT Service Center:

- <http://uwit.uwyo.edu>
- Send an email to: userhelp@uwyo.edu
- Call 766-4357 (766-HELP)

INTRODUCTION

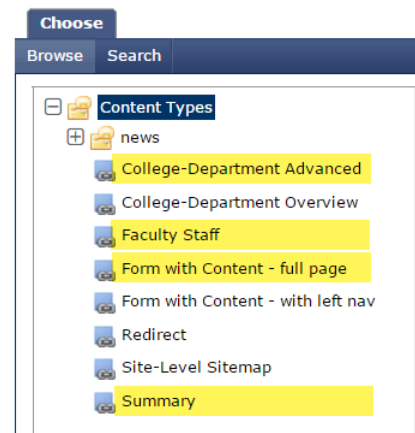
This document assumes familiarity with the Web CMS system and reviews the capabilities of multiple advanced CMS templates as highlighted in the list below.

To learn CMS basics, see the *Web CMS Introduction (course #1)* training materials and workshop.

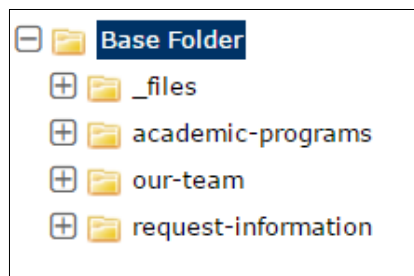
To learn how to use the College/Department Overview template, which is the primary multi-purpose template for the University of Wyoming, see the *Web CMS Content Modules (course #2)* training materials and workshop.

Templates covered in this training manual:

- College/Department Advanced
- Form with Content
- Faculty Staff
- Summary



If you are using this manual as part of a training workshop or self-paced study, build the following folders in the CMS training site before continuing (and upload the images provided by the instructor). We will return to these folders in our examples.



COLLEGE/DEPARTMENT ADVANCED TEMPLATE

The College/Department Advanced template provides a wide range of content options that allow for flexible and rich multimedia placement, responsiveness on mobile devices, and ADA compliance. ***An important item to note is that this template does NOT provide a navigation menu, meaning links to all other pages and content must be crafted into linked objects on the page.** Because of the template's initial complexity and lack of navigation area, make sure to spend considerable time planning the layout!

For an example of a page built with this template, see: <http://www.uwyo.edu/web/template-examples/college-dept-advanced.html> (Use this sample page to guide you through building your own page.)

TIP! Before creating a new page, or redesigning an existing page, it helps to sketch the planned page layout in a word processor or on paper.

CREATE A PAGE

1. **Create a page** in the Base Folder using the **College/Department Advanced template**. (For instructions on how to create a page, see the *Web CMS Introduction* materials.) This will be our homepage.
2. **Name the page.** (*index* is the name of the homepage and the default page in every folder)
3. **Inline Metadata** should be completed as follows:
 - a. **Display Name** should begin with a keyword/phrase that indicates the topic of the page
 - b. Followed by “| Department Name | University of Wyoming”
 - c. The “|” symbol is called a pipe-bar, and can be used by holding shift and hitting the “\” key (located above the enter/return key on most keyboards)
 - d. The Display Name will show in search engine results (each page should be unique)
 - e. **Title** should be the same as the keyword/phrase used in the first part of the Display Name; for example:

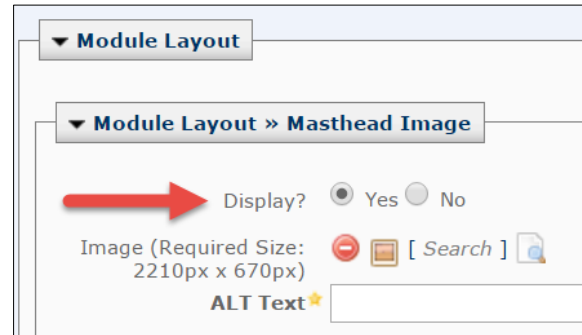
Inline Metadata	
Display Name	College of Business University of Wyoming
Title	College of Business
Show in Navigation	<input checked="" type="radio"/> Yes <input type="radio"/> No

ADD A MASTHEAD IMAGE

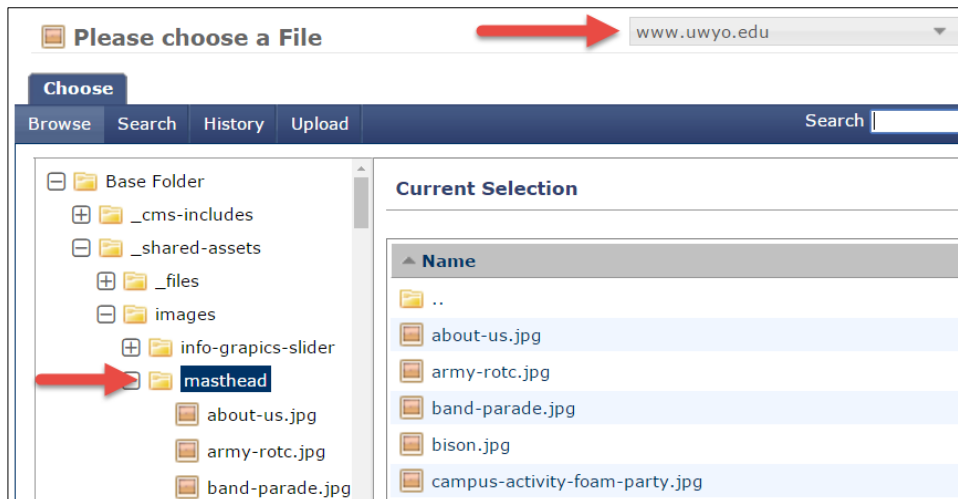
The **masthead image** is the wide image that appears at the top of the page. It must be an image that has been **sized to 2210x670 pixels**. Multiple masthead images are already available in the CMS system. It is recommended that you include a masthead image on at least your main page.

1. Expand the **Module Layout >> Masthead Image** area by clicking on the arrow
2. Select **Display? Yes**

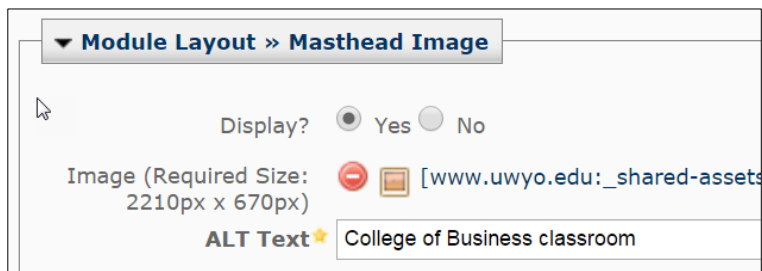
3. Click **Browse** (the magnifying glass icon) to find the appropriate image file
 - a. To use a pre-set masthead image, select **www.uwyo.edu** from the drop-down menu, then browse to **_shared-assets > images > masthead**; select the desired image then click **Confirm**
 - b. To use your own masthead image,



ensure that your site is selected from the drop-down menu, browse to your site's images folder, select the desired image and then click **Confirm** (this requires that you have previously prepared and uploaded a properly sized, high-quality, web-optimized image into your images folder)



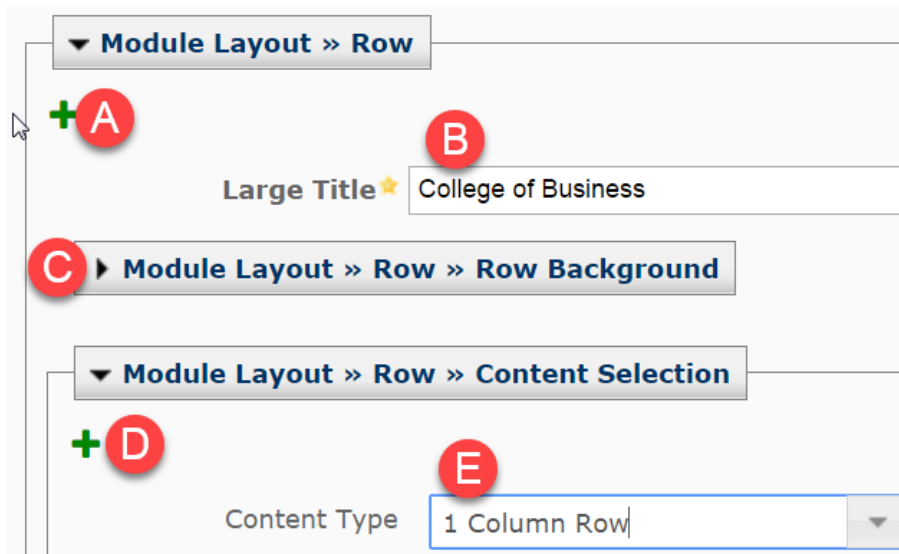
4. In the **ALT Text** field, include a description of the image (the description should allow those using assistive technology to grasp important content and context of the image)



WORKING WITH MODULES/ROWS

Page content (including text, bulleted lists, images, videos, hyperlinks, or news items) is inserted into modules. These modules can be added and arranged into various layouts.

1. Expand the **Module Layout >> Row** area by clicking on the arrow



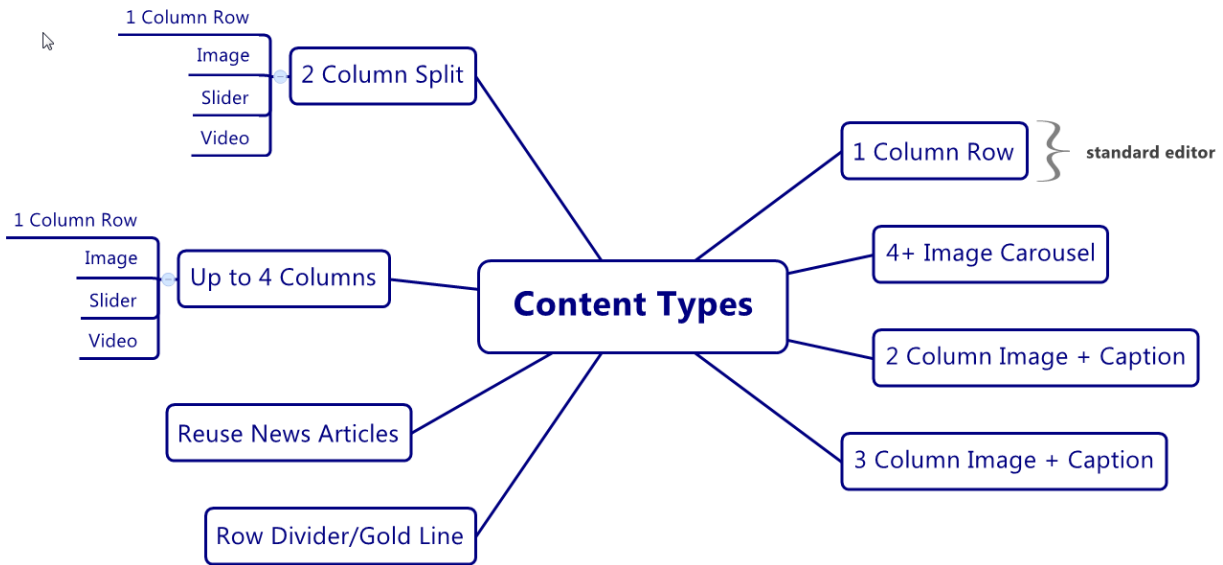
- A. Add a parent row (parent rows have titles and optional background images)
- B. Large Title that will appear at the top of the parent row
- C. Background color or image for the parent row
- D. Add a child row (child rows share parent titles and backgrounds)
- E. Select the content type for the row

2. Provide a **Large Title** for the parent row module. (Every parent row must have a Large Title. Child rows can be added without separate titles.) This title will appear above the content.
3. **Display the list of current modules:** use the arrows to expand **Module Layout** areas
 - a. Expanding **Module Layout >> Row** displays all parent rows
 - b. Expanding **Module Layout >> Row >> Content Selection** displays child rows (which have been created within a parent row)
 - c. When module viewing or editing is complete, **collapse the module areas** by clicking on the arrows

To reduce confusion, it is recommended to collapse all modules except for the one that that is currently being edited.

4. Expand **Module Layout >> Row >> Row Background**
 - a. A background color or image can be specified for parent rows.
 - b. A background image must be 2210 pixels wide, and should be high quality but reduced file size. (Large file sizes will increase the amount of time it takes to load your page!)
 - c. Watch for contrast issues between the background selection and content, especially text.
5. Expand **Module Layout >> Row >> Content Selection**
 - a. This area provides a wide range of content types and layouts.

b. The diagram below provides a map of layout options:



ADD CONTENT (2 COLUMN SPILT WITH IMAGE AND TEXT)

1. Since this will be our first parent row, add a **Large Title** (example: College of Business).
2. Expand **Module Layout >> Row >> Content Selection**.
3. Select the desired **Content Type** from the drop-down list; select **2 Column Split** for the first module.
4. Two new areas, one for each column content type, are now available.
5. In the first column, select **Image** as the content type.
 - a. Browse to the image (example: dean.jpg).
 - b. Add Alt Text so that assistive technology will be able to describe the image.
6. In the second column, select **1 Column Row** as the content type.
 - a. Copy and paste the text from the sample page.
7. **Submit** your page and review the content.

Due to the responsive design of the new CMS templates, if the view window is too narrow, content may not display as expected.

ADD CONTENT (VIDEO)

1. Re-open the page that was previously created, and in the row that we previously created, change the first column from an image to a **video**.
2. Add the following YouTube video (https://www.youtube.com/watch?v=kJiU_5AqPok) by pasting the 11-character code that starts after the = in the web address; in this case, kJiU_5AqPok. (Videos can be added from YouTube or Vimeo.)

ADD CONTENT (ROW DIVIDER)

1. **Add a new child row.** Do this by expanding Module Layout >> Row, and then expanding the first row of content. Click on the green +. (If you add a new parent row, it will require another Large Title. Go back and add a child row instead.)
2. In the new child row, select **Row Divider/Gold Line** as the Content Type.

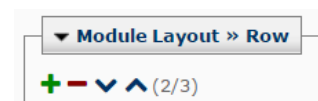
ADD CONTENT (4+ IMAGE CAROUSEL)

1. This time, we want a new Large Title, so we should **add a new parent row**.
2. Add a **Large Title** for this area (example: Academic Programs).
3. Set the content as **4+ Image Carousel**. (4 slides are now available; more slides can be added)
4. **Configure each slide.** For example:
 - a. Slide #1: title=Accounting, advancedcarousel1.jpg
 - i. Include descriptive Alt Text for each image.
 - ii. Typically a **link** to another page would be added to each slide.
 - b. Slide #2: title=Economics and Finance, advancedcarousel2.jpg
 - c. Slide #3: title=Marketing and Management, advancedcarousel3.jpg
 - d. Slide #4: title=MBA Program, advancedcarousel4.jpg
 - e. Slide #5: title=Pillar of Education, advancedcarousel5.jpg

ADD CONTENT (3 COLUMN IMAGE + CAPTION WITH BACKGROUND IMAGE)

1. **Add a new parent row** (expand the last parent row, and click the green +).
2. Add a **Large Title** for this area (example: Ongoing Excellence).
3. Add a **Background Image**.
 - a. Row Background > select Background Image
 - b. Find the desired image (must be 2210 pixels wide).
 - i. Browse > switch to www.uwyo.edu > _shared-assets > images > parallax
4. Set the content as **3 Column Image with Caption**. For example:
 - a. Image #1: title=Strategic Project Initiative, advanced_3col1.jpg
 - b. Image #2: title=Entrepreneurship Competition, advanced_3col2.jpg
 - c. Image #3: title=Academic Advising, advanced_3col3.jpg
5. **Submit** the page, publish the new page to the webdev environment, and review the page in a browser. (Your web address will be <http://webdev.uwyo.edu/train125> ... with train125 replaced by the name of your site.)

TIP! Module rows can be rearranged using the up/down arrows in each row.



FORM WITH CONTENT TEMPLATE

Form with Content templates allow for the creation of simple online forms with results forwarded to designated email addresses. For an example of a page built with this template, see:

<http://www.uwyo.edu/web/template-examples/form-content-2-col.html>

1. Before building a page from a form template, first build a simple **thank-you page** (in the request-information folder). *The form page requires a link to a thank-you page.
2. **Create a new page** using the **Form with Content-with left nav template** (example: in the request-information folder).
3. **Name the page** (index).
4. Add appropriate **Inline Metadata** (Display Name and Title).

The screenshot shows a configuration box titled "Inline Metadata". It contains two text input fields: "Display Name" with the value "Request Information | College of Business | University of Wyoming" and "Title" with the value "Request Information". Below these is a "Show in Navigation" section with two radio buttons: "Yes" (which is selected) and "No".

5. Add a **Large Title** (example: Request Information).
6. Add a Masthead Image and rows of content if desired. (Be careful not to add too much or people will miss the actual form!)
7. Add information in the Main Content area if desired.
8. Add **Form Instructions**. (These will appear above the form questions.)
9. Add **Form Items** (questions) using provided fields. (The green + adds a question.) Examples:

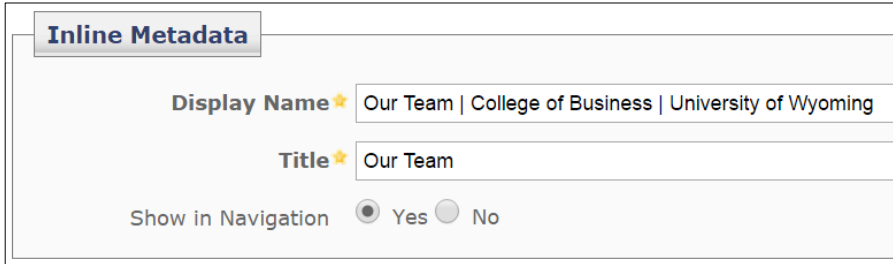
Field Type	Field Name	Other Fields
Text	Name	REQUIRED
Text	E-mail address	REQUIRED
Radio	Are you a current UW student?	Yes, No
Dropdown	What type of study are you interested in pursuing?	MBA Program, Undergraduate Program, Non-Major
Checkbox	Which areas are of greatest interest? (Select all that apply.)	Accounting, Economics, Finance, Marketing, Management
Text area	Include additional questions here.	

10. Include **Email Address(es)** that will receive results. (Use commas to separate addresses.)
11. **Link** to your thank-you page.

FACULTY STAFF TEMPLATE

The Faculty Staff template provides the layout for an easy-to-edit personnel directory. For an example of a page built with this template, see: <http://www.uwyo.edu/web/template-examples/faculty-staff.html>

1. **Create a new page** using the **Faculty Staff template** (example: in the our-team folder).
2. **Name the page** (index).
3. Add appropriate **Inline Metadata** (Display Name and Title).



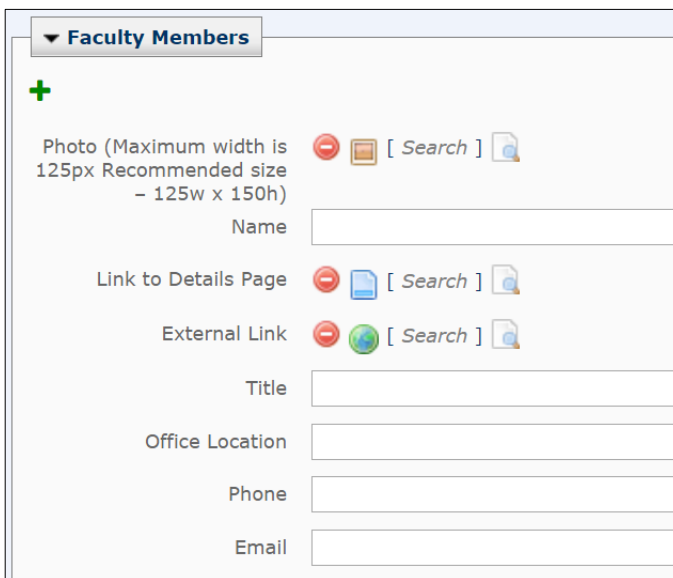
Inline Metadata

Display Name ★ Our Team | College of Business | University of Wyoming

Title ★ Our Team

Show in Navigation Yes No

4. Add a **Large Title** (example: Our Team).
5. Add a Masthead Image and rows of content if desired.
6. Add information in the Main Content area if desired.
7. Add **details for each faculty/staff member**. (The green + adds a person.) If you have previously created a biography page for a specific person use **Link to Details Page** to connect it. You can also link to an external personal page.



Faculty Members

+

Photo (Maximum width is 125px Recommended size - 125w x 150h) [Search]

Name

Link to Details Page [Search]

External Link [Search]

Title

Office Location

Phone

Email

8. In our example, add at least two faculty/staff entries.

TIP! While directory image sizes can vary (up to 125x150 pixels), try to keep all images consistently sized.

TIP! Create individual faculty/staff pages before adding people to the directory. Save them in the same folder. This makes linking to pages easier.

TIP! Set each individual page as **Show in Navigation = No**. Doing this, the directory is available from the navigation area, but individual pages are only available from the directory.

Show in Navigation	<input type="radio"/> Yes	<input checked="" type="radio"/> No
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SUMMARY TEMPLATE

The Summary template provides the layout for an easy-to-edit summary page for courses, projects, events, or other topics. For an example of a page built with this template, see: <http://www.uwyo.edu/web/template-examples/summary.html>

1. **Create a new page** using the **Summary template** (example: in the academic-programs folder).
2. **Name the page** (index).
3. Add appropriate **Inline Metadata** (Display Name and Title).

Inline Metadata	
Display Name ★	Academic Programs College of Business University of Wyoming
Title ★	Academic Programs
Show in Navigation	<input checked="" type="radio"/> Yes <input type="radio"/> No

4. Add a **Large Title** (example: Academic Programs).
5. Add a Masthead Image and rows of content if desired.
6. Add information in the Main Content area if desired.
7. Add a **summary for each topic**. (The green + adds a topic.) If you have previously created individual pages for specific topics, add an **internal link** to connect it. You can also link to an external page.

▼ Summary

+

Photo (Maximum width is 125px) [Search]

ALT Text

Summary Title

Internal Link [Search]

External Link

External Link [Search]

Summary Body (This field is limited to 595 Characters - Additional text will not display.)

8. In our example, add at least two topics (example: Economics & Finance, Management & Marketing).

TIP! While summary image sizes can vary (up to 125 pixels wide), try to keep all images consistently sized.

TIP! Create individual topic pages before adding topics to the directory. Save them in the same folder. This makes linking to pages easier.

TIP! Set each topic page as **Show in Navigation = No**. Doing this, the summary is available from the navigation area, but topic pages are only available from the directory.

Show in Navigation Yes No

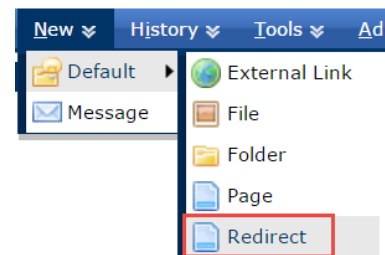
REDIRECT PAGE

A Redirect page is used to create a placeholder that redirects people to a different web address. The address can be internal (using a CMS path such as /train125/our-team) or external (using a full web address such as http://uwittraining.uwyo.edu).

A Redirect page is often used when a new web address is required but people or search engines are still potentially trying to use an old address.

In our example, we want to add the ability to navigate to the UWIT Training workshop schedule.

1. Create a folder (system name: training; display name: Computer Training).
2. Within that folder, create a **Redirect page** ... New > Default > Redirect (system name: index)
3. Add a **Display Name** and **Title**. (title: Computer Training)
4. **Link** to a web address or internal CMS path. (add http://uwittraining.uwyo.edu)



Preview **Create**

Content Metadata System **Outputs**

System Name index

Parent Folder [training]

Inline Metadata

Display Name Computer Training | College of Business | University of Wyoming

Title Computer Training

Show in Navigation Yes No

Redirect

▼ **Redirect**

Link <http://uwittraining.uwyo.edu>

REARRANGING NAVIGATION MENU ORDER

To rearrange the order of the links in your navigation menu, click on the Base Folder and use the blue arrows to adjust folders to the desired order.

View Edit Publish Relationships More ▾

Contents Gallery Properties

Name	Order	Last Modified	Last Modified By	Actions
▲ _files	4	Mar 13, 2017 12:01 PM	anegeri	
▲ academic-programs	1	Apr 2, 2017 12:49 PM	train125	
▲ our-team	2	Apr 2, 2017 12:45 PM	train125	
▲ request-information	3	Apr 2, 2017 12:46 PM	train125	

Select: All | None | With Selected: **Select One** ▾

Displaying 1-4 of 4