

UW Web Content Management System (Cascade Server) – Level 2 –



Information Technology

Updated August 2022

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UW CONTENT MANAGEMENT SYSTEM

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Help and resources

CMS assistance:

- For website assistance, contact the **WebHelp Team** by emailing webhelp@uwyo.edu (allow 2-3 business days for a response)
- Enroll in a **Web CMS Open Lab** to work directly with web experts; visit <http://uwittraining.uwyo.edu> to enroll
- For technical assistance, contact UW Information Technology, <https://www.uwyo.edu/infotech/>

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

- How-to articles/knowledge base
- Manuals and Training Support (electronic copies of training manuals and workshop schedule)
- Website Style Guide (reviews available page templates)
- Accessibility and American with Disabilities Act (ADA) Guidelines
- Search Engine Optimization (SEO) assistance
- Additional support

UW Photo Database: <https://www.uwyo.edu/uprphotos/> (see **Appendix C – Using the UWYO photo database** to learn how to gain access)

This document assumes familiarity with the basic functionality of the UW Web Content Management System (CMS) and specifically covers how to add content to web pages using various CMS page templates. To learn CMS basics, see *Web CMS Level 1 (Introduction)* training.

Page templates

A specific page template is selected during the page creation process and provides specialized page layout and functionality. Determine the purpose of the page before selecting a template!

Templates available include:

- College/Department Advanced – typically used as a landing or home page
- College/Department Overview – the standard “go to” template for UW pages
- Faculty-Staff – the template used for easy-to-edit personnel directories
- Summary – used to provide concise summaries of events, courses, research, etc. with links to further details
- Form with Content – used to build online forms for basic information collection
- Blog – Blog templates are available by request; send requests to webhelp@uwyo.edu

Visit the Template Examples and Guidelines page (<https://www.uwyo.edu/web/template-examples/index.html>) to see examples. Also, use the [Website Style Guide](#) to review template options.

College/Department Advanced template

The College/Department Advanced template is frequently used as a landing or homepage, but it can also be used for other pages. The template provides a wide range of content options that allow for flexible and rich multimedia placement and responsiveness on mobile devices. *This template does NOT provide a left-hand column, meaning the navigation menu and contact information will not be displayed on pages that use this template. Links to all other pages and content must be crafted into linked objects on the page, and contact information must be manually added in a separate row. 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>

Create a page

1. **Create a page** in the base folder (your site name) using the **College/Department Advanced template**. (For instructions on how to create a page, see the *Web CMS Level 1 (Introduction)* materials.) This will be our homepage.
2. Provide a **Page Name**. Since this is our homepage, it should be located within the base folder and named *index*. Remember that *index* will be the default page in every folder!
3. Add a **Display Name**. The Display Name should begin with a keyword/phrase that indicates the topic of the page, followed by “| Department Name | University of Wyoming” (For example: College of Business | University of Wyoming)
4. Add a **Title**. This is typically the keyword/phrase used in the Display Name.
5. Ensure that **Show in Navigation** is enabled. (This will never be disabled for index pages.)

TIP! Before creating a new page or redesigning an existing page it helps to sketch the planned page layout.

Display Name
College of Business | University of Wyo

Title
College of Business

Show in Navigation
 Yes No

Add a masthead image

The **masthead image** is the optional image that appears at the top of a page. It must be **sized to 2210 pixels (width) and up to 670 pixels (height)**.

1. Expand the **Module Layout > Masthead Image** area and enable by setting Display? to Yes
2. To insert an image, click **Choose File**
 - a. **To use your own masthead image:** select Browse > navigate to the appropriately sized image that you have previously uploaded to the CMS

Choose a file Cancel Choose

Recent Browse Upload

www.uwyo.edu Search

www.uwyo.edu / _shared-assets / images / masthead

- masthead
- about-us.jpg
- army-rotc.jpg
- band-parade.jpg
- bison.jpg

- b. **To use a UWYO masthead image:** select Browse > switch to www.uwyo.edu > _shared-assets folder > images > masthead
 - c. Click **Choose** to complete the selection
3. 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).

TIP! A collage of images can be created into a single masthead using free tools such as <https://www.photojoiner.net/> or <https://www.canva.com/>

Working with rows/modules

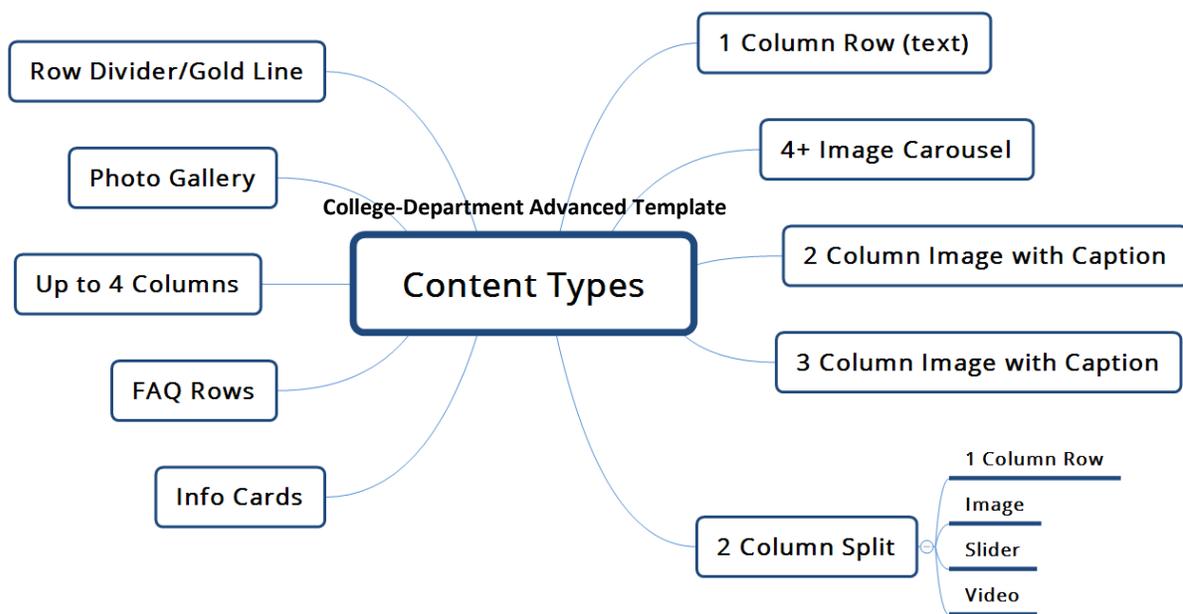
Page content is inserted into rows (modules). These rows can contain a wide variety of content and are arranged into various layouts.

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

The screenshot shows a configuration panel for a 'Row' module. It includes a 'Large Title' field with the text 'College of Business', a 'Row Background' section with radio buttons for 'Background Color' and 'Background Image', and a 'Content Selection' section with a dropdown menu set to '1 Column Row'. Red callout letters A through E are placed over various UI elements, and a legend on the right explains their functions.

2. Provide a **Large Title** for the row. (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
4. Expand **Module Layout >> Row >> Row Background**
 - a. An optional 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, including:



Add content (2 Column Split with image and text)



DEAN'S OFFICE

As an AACSB Accredited College of Business, our responsibility is not to simply graduate students, but to ensure that they have practical skills that can be put to good use in the business world. We equip students with the necessary tools so that they can be immediate contributors to the organizations they join upon graduation. While a large part of that process involves classroom learning, we strive to provide our students additional experiential learning opportunities in many different areas to round out their academic careers. Our Peter M. & Paula Green Johnson Career Center is dedicated to assisting students in finding internship and job opportunities. Our process takes students from "backpacks to briefcases," beginning with resume workshops and elevator pitches, leading to career fairs and final interviews. Experiential learning is not limited to what our career center can offer.

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. Select and image and include Alt Text.
6. In the second column, select **1 Column Row** as the content type. Add text as needed.
7. Click on **Preview** (upper-right corner) to save your changes.
8. **The page is saved as a draft but is NOT submitted to the CMS site until you click Submit** (located at the top of the screen). Add comments if desired, and hit Submit again.
9. **Submit** your page and review the content.



Save (Preview) vs Submit

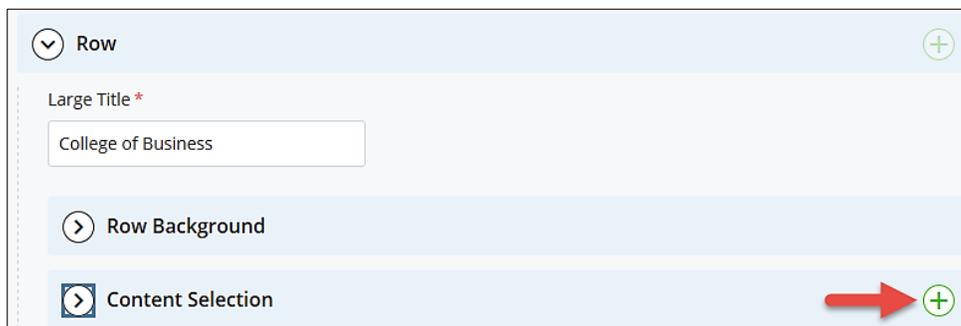
Save (Preview) puts a page into the Drafts folder. Submit puts the page into the actual CMS content. If you need to access your Drafts folder, go to My Content > Drafts > find the page and continue editing. When you want the page to be added to the CMS, remember to click on Submit!

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 clicking on the **green plus** next to Content Selection. (If you add a new parent row using the green plus next to 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** (using the green plus next to Row).
2. Add a **Large Title** for this area. (example: Academic Programs)
3. Set the content as **4+ Image Carousel**.

4. **Configure each slide and add slides** by using the green plus next to 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
5. **Slide order** can be re-arranged using the up and down arrows next to the slides.

Add content (3 Column Image with Caption + background image)



1. **Add a new parent row** (click the green plus next to the last parent row).
2. Add a **Large Title** for this area. (example: Ongoing Excellence)
3. Add a **Background Image** (also called a “parallax 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**.
5. **Configure each caption box and add new boxes** by using the green plus next to Caption Box. 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

Add content (Info Cards)



1. **Add a new parent row** (click the green plus next to the last parent row).
2. Add a **Large Title** for this area. (example: Expansion Plan)
3. Set the content as **Info Cards**.
4. **Configure each card**. For example:
 - a. Card #1: title=Phase 1, subtitle=Aug 24 to Sept 4, infocard1.jpg, additional content text
 - b. Card #2: title=Phase 2, subtitle=Sept 7 to Sept 25, infocard2.jpg, additional content text
 - c. Card #3: title=Phase 3, subtitle=Sept 28 to Nov 20, infocard3.jpg, additional content text
5. **Preview/Save, then Submit** the page.
6. **Publish** the new page to the wwwdev environment and review the page in a browser. (Your web address will be <http://wwwdev.uwyo.edu/train125> ... with train125 replaced by the name of your site.) Review your page often!



TIP! Rows of content can be rearranged using the up/down arrows in each row.

College/Department Overview template

The College/Department Overview template is the standard, general-use template for University of Wyoming web pages. For an example of a page built with this template, see: <http://www.uwyo.edu/web/template-examples/college-dept-overview.html>

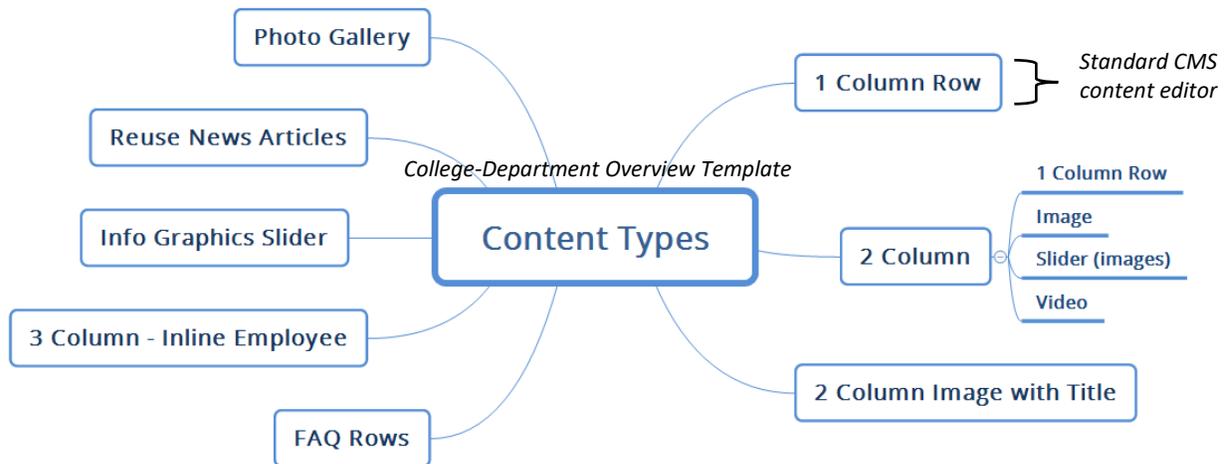
Create a page

1. Select the appropriate location, and **Create a page** using the **College/Department Overview template**. (example: create the page in the *excellence* folder)
2. **Page Name** should be *index*.
3. Add a **Display Name**. (example: A Rise to Prominence | College of Engineering | University of Wyoming)
4. Add a **Title**. (example: A Rise to Prominence)
5. Ensure that **Show in Navigation** is enabled.

6. Add a **Large Title (Section Title)**. (example: A Rise to Prominence) This places the Large Title at the top of the page using heading style 1 text. In contrast, the College-Department Advanced template places a Large Title at the top of every parent row.
7. **Add a Masthead Image** if desired.

Content types

Content types available for the College/Department Overview template differ from those on the College/Department Advanced template.



Add content (FAQ)

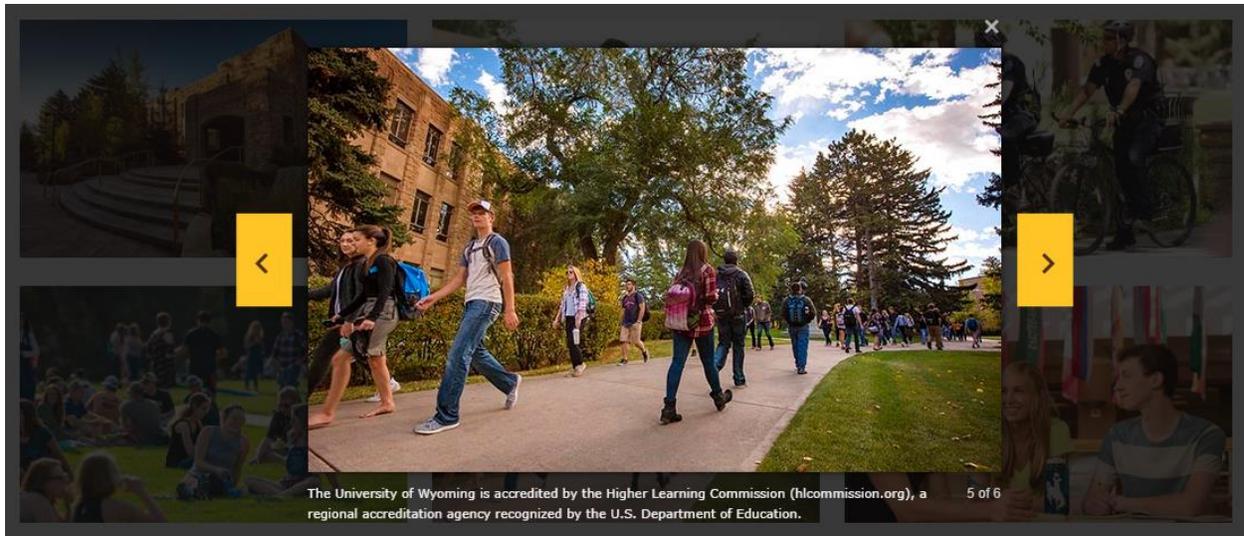
Use this content to provide an expandable Frequently Asked Questions (FAQ) section.

FAQ Example 1

Question 1	+
Question 2	+
Question 3	+
Question 4	+

1. In the first Row, expand **Module Layout >> Row >> Content Selection**.
2. Set the content as **FAQ Rows**.
3. Add a **Title** for the FAQ section. (example: Frequently Asked Questions)
4. Add **questions and answers**; use the plus (+) next to FAQ Row to create additional question/answers.
5. Add separate FAQ Rows to separate questions into topic areas!

Add content (Photo Gallery)



1. **Add a new parent row** (click the green plus next to the last parent row).
2. Set the content as **Photo Gallery**.
3. Add a **Section Title**. (example: Around Campus)
4. Add **Images and Captions** (and descriptive Alt Text); use the plus (+) next to Image to create add more images
5. For example:
 - a. Image #1:
 - i. Image: gallery1.jpg
 - ii. Caption: The Cheney International Center provides a welcoming environment for the international community in Laramie, and provides a wide range of workshops and outreach services to the University of Wyoming
 - b. Image #2:
 - i. Image: gallery2.jpg
 - ii. Caption: The purpose of the Associated Students of the University of Wyoming is to serve our fellow students in the best manner possible through accurate representation, professional interaction with campus programs and organizations, and responsible, effective leadership.
 - c. Image #3:
 - i. Image: gallery3.jpg
 - ii. Caption: The University of Wyoming Police Department is dedicated to providing quality law enforcement services to our community.
 - d. Image #4:
 - i. Image: gallery4.jpg
 - ii. Caption: Ask any current student or UW Alum, one of the best parts of attending the University of Wyoming is our beautiful, friendly campus.
 - e. Image #5:
 - i. Image: gallery5.jpg
 - ii. Caption: The University of Wyoming is accredited by the Higher Learning Commission (hlcommission.org), a regional accreditation agency recognized by the U.S. Department of Education.

- f. Image #6:
 - i. Image: gallery6.jpg
 - ii. Caption: World Languages Day (WLD) is Wyoming’s state championship of world language study hosted by the Department of Modern & Classical Languages.
6. **Preview/Save, then Submit** the page.
7. **Publish** the new page to the wwwdev environment and review the page in a browser. (Your web address will be <http://wwwdev.uwyo.edu/train125/excellence> ... with train125 replaced by the name of your site.)

Faculty-Staff template

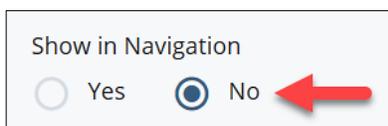
The Faculty-Staff template provides the layout for an easy-to-edit personnel directory. For an example of a page built with this template, see: <http://www.uwyo.edu/web/template-examples/faculty-staff.html>

1. **Create a page** using the **Faculty-Staff template**. (example: create the page in the *our-team* folder)
2. **Name the page**. (*index*)
3. Add an appropriate **Display Name** and **Title**. (example: Our Team | College of Business | University of Wyoming, and Our Team)
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. In the **Faculty Members area**, add **images** and **details for each faculty/staff member**. If you have previously created an individual bio page for a specific person use **Link to Details Page** to connect it. You can also link to an external personal page. Use the green plus to add additional people.
8. Use the up/down arrows next to the faculty/staff entries to rearrange the list.
9. In our example, add at least two faculty/staff entries. (example: use muthig_125.jpg and dewey_125.jpg images)
10. **Preview/Save**, then **Submit** the page.
11. **Publish** the new page to the wwwdev environment and review the page in a browser. (Your web address will be <http://wwwdev.uwyo.edu/train125/our-team> ... with train125 replaced by the name of your site.)

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. (The College-Department Overview template is a good choice for individual pages.)

TIP! Set each individual faculty/staff 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.



Summary template

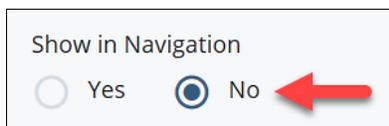
The Summary template provides the layout for an easy-to-edit summary page for courses, projects, events, or other topics. For an example of a page built with this template, see: <http://www.uwyo.edu/web/template-examples/summary.html>

1. **Create a page** using the **Summary template**. (example: create the page in the *academic-programs* folder)
2. **Name the page.** (*index*)
3. Add an appropriate **Display Name** and **Title**. (example: Academic Programs | College of Business | University of Wyoming, and Academic Programs)
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. In the **Summary area**, add **images** and **details for each entry**. If you have previously created an individual page for a specific entry add an **Internal Link** (or an External Link). Add a brief description in the **Summary Body**. Use the green plus to add additional entries.
8. Use the up/down arrows next to the entries to rearrange the list.
9. In our example, add at least two entries. (example: Economics & Finance using summary1.jpg image, Management & Marketing using summary2.jpg image)
10. **Preview/Save**, then **Submit** the page.
11. **Publish** the new page to the wwwdev environment and review the page in a browser. (Your web address will be <http://wwwdev.uwyo.edu/train125/academic-programs> ... with train125 replaced by the name of your site.)

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. (The College-Department Overview template is a good choice for individual pages.)

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 

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>

IMPORTANT! The Web CMS online form emails responses to a designated email address and does not save them into a data file. For more advanced question types and survey analysis, use a dedicated survey tool such as Qualtrics.

1. Before building an online form, first build a simple **thank-you page**. *The form page requires a link to a thank-you page, which will be displayed once information has been submitted by a page visitor. Use a College-Department Overview template and make sure that the thank-you page is set to NOT show in navigation! (example: create this page in the *request-information* folder)
2. **Create a new page** using the **Form with Content–with left nav template**. (example: create the page in the *request-information* folder)
3. **Name the page**. (*index*)
4. Add an appropriate **Display Name** and **Title**. (example: Request Information | College of Business | University of Wyoming, and Request Information)
5. Add a **Large Title**. (example: Request Information)
6. Add a **Masthead Image** and **rows of content** if desired.
7. Add information in the **Main Content** area if desired.
8. Add a **Large Title**. (example: Request Information)
9. Form Results will be sent as emails. Set an appropriate **Email heading (title)**.
10. Add **Form Instructions**. (These will appear above the form questions.)
11. Add **Form Items** (questions) using provided fields. Use the green plus to add questions. Examples:

<i>Field Type</i>	<i>Field Name</i>	<i>Other Fields</i>
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.	

12. Include **Email Address(es)** that will receive results. (Use commas to separate addresses.)
13. **Link** to a thank-you page.
14. **Preview/Save**, then **Submit** the page.
15. **Publish** the new page to the wwwdev environment and review the page in a browser. (Your web address will be <http://wwwdev.uwyo.edu/train125/request-information> ... with train125 replaced by the name of your site.)

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).

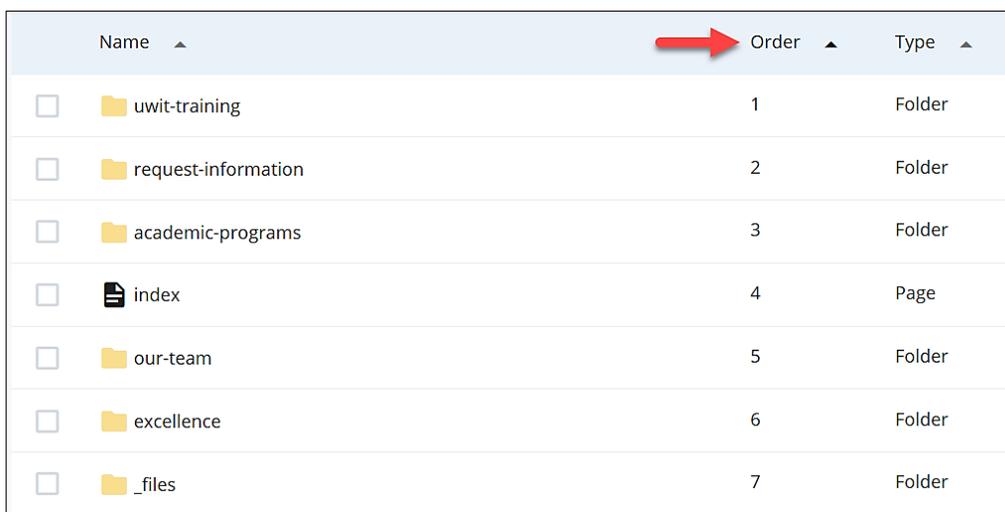
In our example, we want to add the ability to navigate to the UWIT Training workshop schedule.

1. **Create a new folder** (example: new folder named *Technology Training*)
2. Within that folder, **create a Redirect page**. Add Content > Default > Redirect.
3. Add a **Page Name** (*index*), a **Display Name** (example: UWIT Training | Information Technology | University of Wyoming) and a **Title** (example: UWIT Training)
4. **Link** to a web address (example: http://uwittraining.uwyo.edu)
5. **Preview/Save**, then **Submit** the page.

Rearrange navigation menu order

To rearrange the order of the links in your navigation menu:

1. **Open the base folder** (your site name) to view contents, including the sub-folders.
2. **Click on Order**. This rearranges the items and allows for re-ordering.



Name ▲	Order ▲	Type ▲
<input type="checkbox"/> uwit-training	1	Folder
<input type="checkbox"/> request-information	2	Folder
<input type="checkbox"/> academic-programs	3	Folder
<input type="checkbox"/> index	4	Page
<input type="checkbox"/> our-team	5	Folder
<input type="checkbox"/> excellence	6	Folder
<input type="checkbox"/> _files	7	Folder

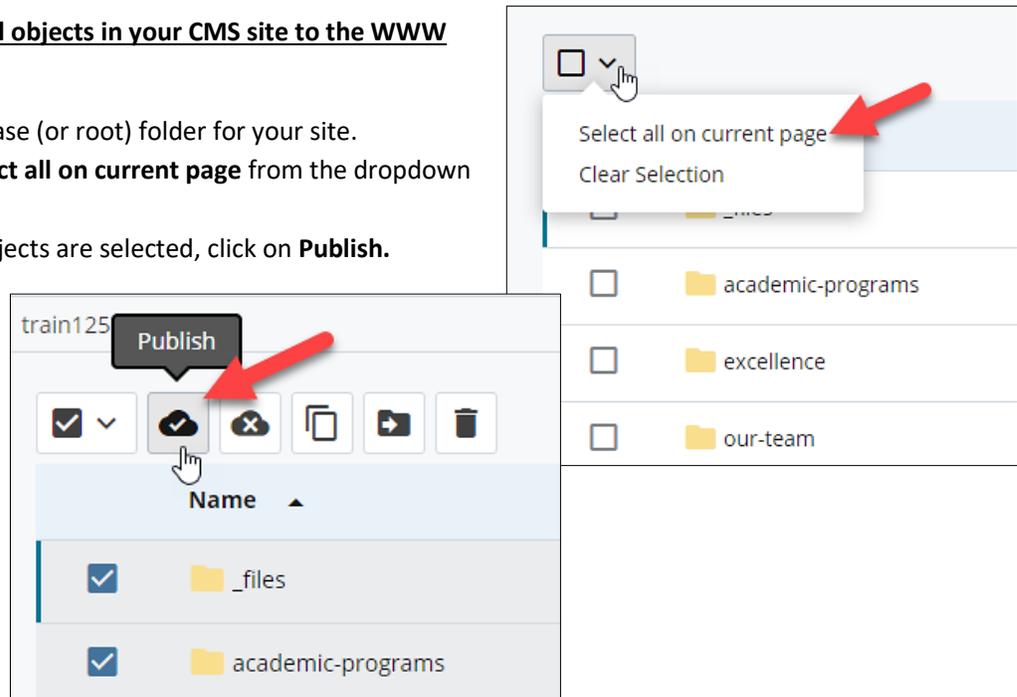
3. **Click and drag folders** into the desired order.

Publish content

Remember that any changes to pages or documents require those assets to be re-published, AND that changes that may affect other pages require all affected pages to be re-published! (See Web CMS Level 1 training for steps to publish individual items to the WWWDEV or WWW (live) environments.) *The new redirect and navigation order configured in previous steps will impact ALL pages in our site, so every page must be re-published.

To quickly publish all objects in your CMS site to the WWW (live) environment:

1. Select the base (or root) folder for your site.
2. Choose **Select all on current page** from the dropdown menu.
3. Once the objects are selected, click on **Publish**.



4. Click Confirm **Publish**.
5. Verify that the changes have been published by visiting your pages. (example: <http://wwwdev.uwyo.edu/train125/excellence/> to verify that the Technology Training option is now on the navigation menu ... with train125 replaced by the name of your site.)

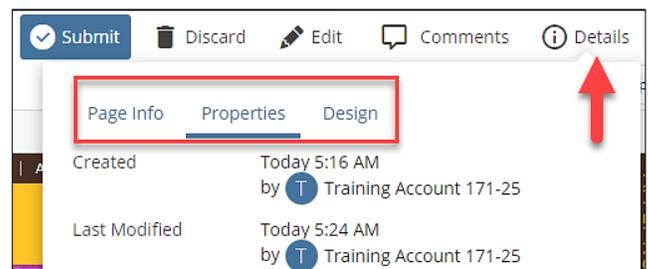
Details and relationships

To view details:

1. Select an object (such as a page, file, or folder).
2. Click on **Details**.
3. This will show names, templates, publishing dates, and much more!

To view relationships between objects:

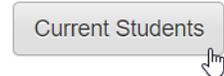
1. Select an object (such as an image in your files folder).
2. Click on **...More > Relationships**.
3. This will show which pages are using the image. Always check relationships before deleting images from CMS!



Clickable buttons

To create hyperlinks within clickable buttons, follow these instructions:

1. Add or edit a 1-column row to your page.
2. Open the source code (use <> to access the code). **Be careful when editing the code, as you may create issues with improper editing.*
3. In the desired location, place your code snippet. You can copy and paste the following snippet and then make needed adjustments:



```
<a class="btn btn-primary" href="http://uwittraining.uwyo.edu" rel="noopener" role="button" target="_blank">UWIT Workshops</a>
```

btn-primary	Determines the color and style of the button	Replace with btn-info for a brown and gold button; add btn-block in addition to this to make it a wide button
http://uwittraining.uwyo.edu	Clicking on the button will go to this web address	Replace with your desired address, such as a Qualtrics survey link
UWIT Workshops	The text on the button	Replace with your desired text, such as Take the Survey or Register!

TIP! Visit <https://getbootstrap.com/docs/4.0/components/buttons/> to learn all about creating and customizing clickable buttons.

4. Save, Submit, and Publish your changes – and test your new buttons!

Appendix A – Understanding the CMS web address

Understanding a UW Web Address (URL)

<http://www.uwyo.edu/sjrc/> → Immediately following uwyo.edu, is the main site, SJRC. This opens the site's home page (named index in CMS).

↑
www = live site
wwwdev = review area

<http://wwwdev.uwyo.edu/sjrc/> → This opens the main site's home page from the wwwdev review area.

<http://www.uwyo.edu/sjrc/fundingrequest/> → This navigates to the "fundingrequest" folder and opens the index page.

http://www.uwyo.edu/sjrc/_files/documents/november_2017.pdf

↓

The opens the specified PDF document that is located in the _files/documents folder.

UW Web Address (URL) – putting it all together!

<http://wwwdev.uwyo.edu/sjrc/fundingrequest/>

review area University of Wyoming main dept. site opens index page in this folder

→ fundingrequest folder → index file

http://www.uwyo.edu/sjrc/_files/documents/november_2017.pdf

live site University of Wyoming main dept. site _files folder, documents sub-folder opens the specified PDF file

→ sjrc folder → _files folder → documents folder → november_2017.pdf file

Appendix B – Web CMS image and text size reference

Important notes:

- Image dimensions are denoted as **width x height (in pixels)**
- Specified widths are *required*; specified heights are *recommended*
- Image size requirements are subject to change!

*smaller images will be shown as actual size; larger images will be downsized to fit

College-Department Overview template	
Masthead image	2210 x <i>up to 670</i>
2 Column – Image	690 x 690*
2 Column – Slider	576 x 578
2 Column Image with Title	767 x 503
3 Column – Inline Employee	950 x 685
Photo Gallery	615 x 376
College-Department Advanced template	
Masthead image	2210 x <i>up to 670</i>
Background image (parallax)	2210 required width
4+ Image Carousel	576 x 578
2 Column Image with Caption	767 x 332
3 Column Image with Caption	767 x 503
2 Column Split – Image	690 x 360
2 Column Split – Slider	576 x 578
2 Column Split – Callout Image	690 x 690
Info Cards	425 x 250
Up to 4 Columns – Image or Slider	576 x 578
Photo Gallery	615 x 376

Faculty Staff template	
Masthead image	2210 x <i>up to 670</i>
Faculty/staff photo	125 x 150

Summary template	
Masthead image	2210 x <i>up to 670</i>
Summary photo	125 maximum width

Appendix C – Using the UWYO photo database

UW's award-winning photo services department has a wide selection of photos available to all UW personnel for use on UW websites. If you don't already have access to the database, submit a password request through the Project Request Form at:

http://www.uwyo.edu/publicrelations/marketing/project_request_form/index.html

To obtain photos from the database:

1. Login to the Photo Database at <https://www.uwyo.edu/uprphotos/>.
2. Use the drop-down menus across the top of the screen of the search area to locate photos.
3. Select the photo(s) you want and click **Add This Photo to Cart** at the bottom of the page.
4. Once you have added the photo(s) you need to your cart, click the **View Cart** link on the right side of the page.
5. Complete information as requested, including intended use and the name of your department, then click **Send Photo Request**.

Required Information

What publication / website will you be using these photos for?

Department
Select multiple departments by holding down <ctrl> and left clicking each applicable option.

- College of Engineering and Applied Science - Environmental Department
- College of Engineering and Applied Science - Mechanical Department
- College of Engineering and Applied Science - Petroleum Department
- College of Health Sciences
- College of Health Sciences - Communication Disorders
- College of Health Sciences - Dental Hygiene Department
- College of Health Sciences - Family Medicine Residency Program at Casper
- College of Health Sciences - Family Medicine Residency Program at Cheyenne
- College of Health Sciences - Health Sciences Minor
- College of Health Sciences - Kinesiology and Health (School of Physical and Health Education)
- College of Health Sciences - School of Nursing

6. You will receive an email when your photo request has been fulfilled.
7. Click on the link in the email to retrieve your photos from your cart (or visit the network locations below):
 - Windows users: \\warehouse\uprphoto\$\upr\users\yourusername
 - Mac users: smb://warehouse.uwyo.edu/uprphoto\$/upr/users/yourusername