

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



Information Technology

Updated October 2016

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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)

PAGE TEMPLATE EXAMPLES

This document focuses on the **College-Department Overview template**, and assumes some familiarity with the CMS system (to learn the basics, see the *Web CMS Introduction (Level 1)* training materials). The Overview template is the primary template that will be used for most University pages. The **College-Department Advanced template** has different features and is covered in *Web CMS Advanced Content* training materials.

This document will partially rebuild the following page example: <http://www.uwyo.edu/web/template-examples/college-dept-overview.html>. **Please use the example as a guide.**

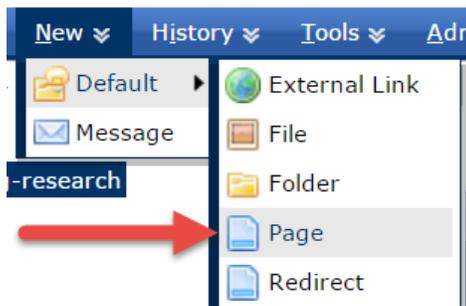
CREATE PAGES

Special notes:

- While folders can contain multiple pages, the default page for each folder will be named **index**.
- The homepage to your site will be located in the Base Folder (and will also be named index).

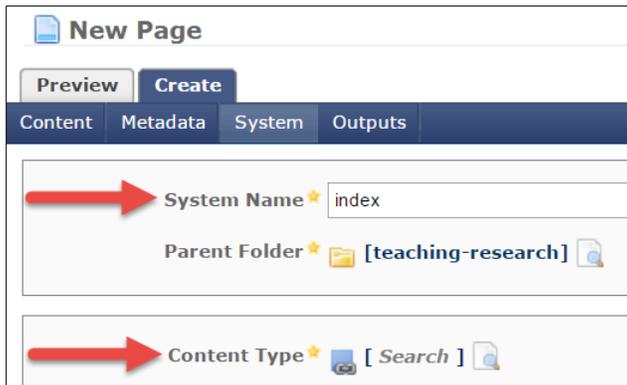
To create a page:

1. Click on the destination folder in CMS
2. Click **New > Default > Page**



3. Click on the **System tab**

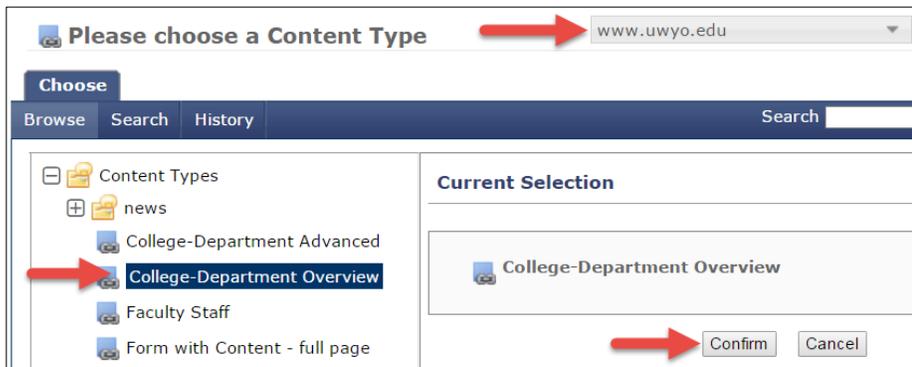
4. The **System Name** should be **index** (all default pages will be named index; additional pages can be given different names)



The screenshot shows the 'New Page' form with the following details:

- Buttons: Preview, Create
- Navigation: Content, Metadata, System, Outputs
- System Name: index (indicated by a red arrow)
- Parent Folder: [teaching-research] (indicated by a red arrow)
- Content Type: [Search] (indicated by a red arrow)

5. **Content Type** is used to select the page's content template. Click **Browse** (the magnifying glass icon) to find the appropriate template for your page.
6. On the Content Template page, select **www.uwyo.edu** from the drop-down menu to see available templates



The screenshot shows the 'Please choose a Content Type' dialog box with the following details:

- Dropdown menu: www.uwyo.edu (indicated by a red arrow)
- Buttons: Choose, Browse, Search, History, Search
- Content Types list: news, College-Department Advanced, College-Department Overview (highlighted with a red arrow), Faculty Staff, Form with Content - full page
- Current Selection: College-Department Overview
- Buttons: Confirm (indicated by a red arrow), Cancel

7. Select the **College-Department Overview template** (this is the standard template for all pages; the College-Department Advanced template is covered in *Web CMS Level 2* training)
8. Click **Confirm** to apply the template
9. The **Content tab** of the new page should now be visible (note that **★ yellow stars designate required content**; page submission will fail if any required content has not been completed)
10. **Inline Metadata** should be completed as follows:
- Display Name** should begin with a keyword/phrase that indicates the topic of the page
 - Followed by "| Department Name | University of Wyoming"
 - 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)
 - The Display Name will show in search engine results (each page should be unique)
 - Title** should be the same as the keyword/phrase used in the first part of the Display Name

Inline Metadata	
Display Name *	A Rise to Prominence College of Engineering University of Wyoming
Title *	A Rise to Prominence
Show in Navigation	<input checked="" type="radio"/> Yes <input type="radio"/> No

11. Enter **Section Titles**:

- Large Title** will appear in large fonts (using the heading 1 style) at the top of the page and should identify the topic of the page
- The **Small Title** will appear in smaller fonts at the top of the page and should contain the name of the parent program, department, college, or division

Section Title	
Small Title (optional)	<input type="text"/>
Large Title *	A Rise to Prominence

12. Page content can now be added using the **Module Layout** section

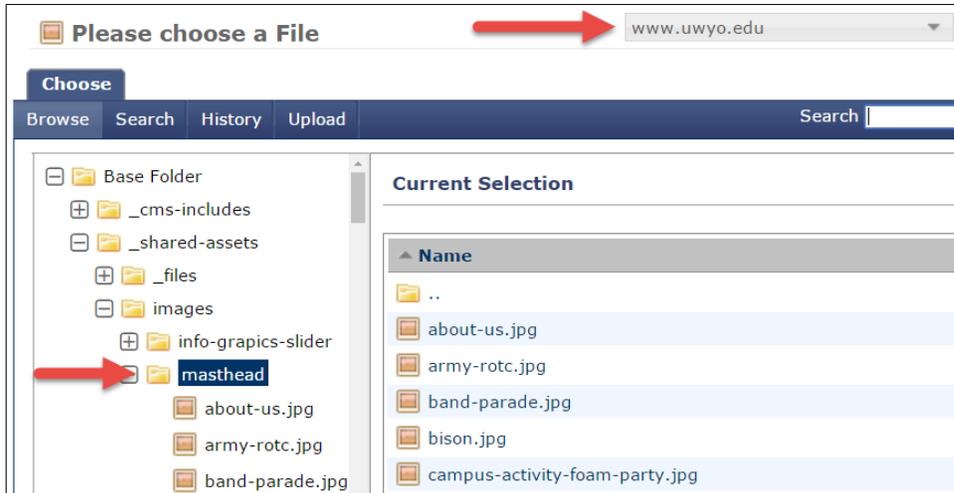
ADD A MASTHEAD IMAGE

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.

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

Module Layout	
Module Layout » Masthead Image	
	Display? <input checked="" type="radio"/> Yes <input type="radio"/> No
Image (Required Size: 2210px x 670px)	  [Search] 
ALT Text *	<input type="text"/>

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)

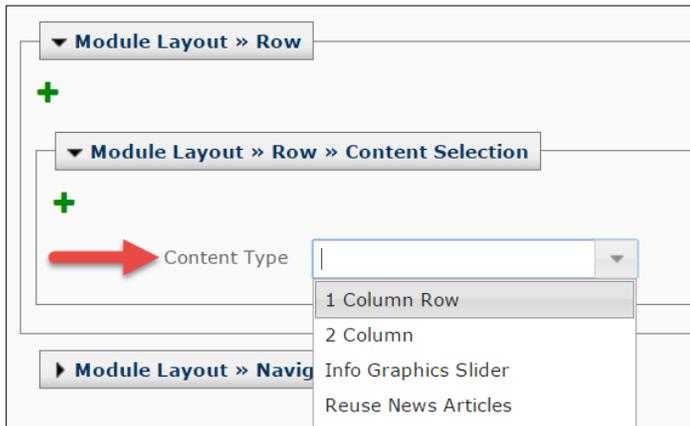


ADD CONTENT (1 COLUMN ROW)

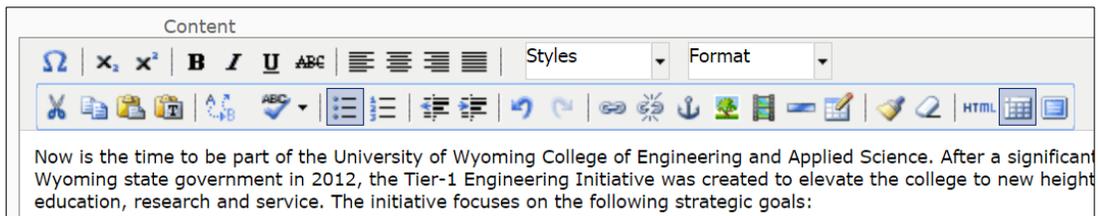
Page content (including text, bulleted lists, images, videos, hyperlinks, or news items) is inserted into modules. These modules can be added and arranged into various layouts.

1. Expand the **Module Layout >> Row** area by clicking on the arrow
2. To add your first module, expand **Module Layout >> Row >> Content Selection**

3. Select the desired **Content Type** from the drop-down list; select **1 Column Row** for the first module



4. 1 Column Row modules expand across most of the page, and are edited using the **CMS Content Editor** tools



5. Populate the module with text and a bulleted list (links, images and other content can be added)

AMERICANS with DISABILITIES ACT

- **The Large Title field on your page acts as the starting point for assistive technology (Heading 1 style)**
- **ALT Text descriptions for images are required**
- **Images should not have embedded text**
- **For more, see: <http://www.uwyo.edu/web/manuals/>**

MANAGE PAGE CONTENT MODULES

To provide a rich, multimedia web experience, multiple modules containing various content can be added and arranged on a CMS page. Modules can contain text, multiple columns of bulleted lists, images and image sliders, videos, and more. If used correctly, modules add flexibility to page creation and modification.

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.

VIEW CONTENT MODULES

1. **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)

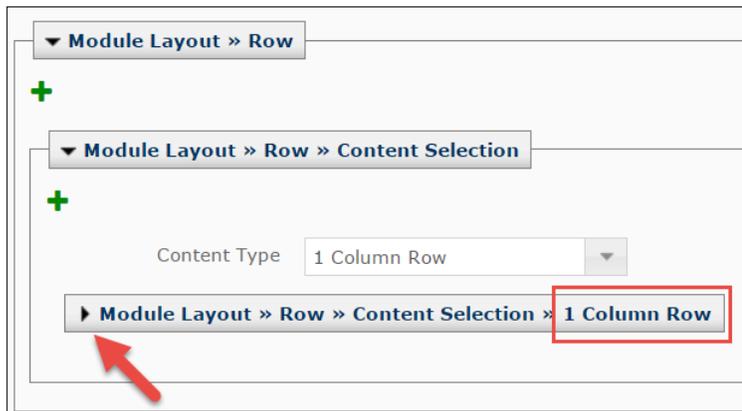


2. When module viewing or editing is complete, **collapse the module areas** by clicking on the arrows

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

EDIT CONTENT MODULES

1. **Each module row is designated by a content type** (in the image below, note that this page only has a single module row, and it is a *1 Column Row*); find the module row that you would like to edit
2. **Expand the module** by clicking on the arrow

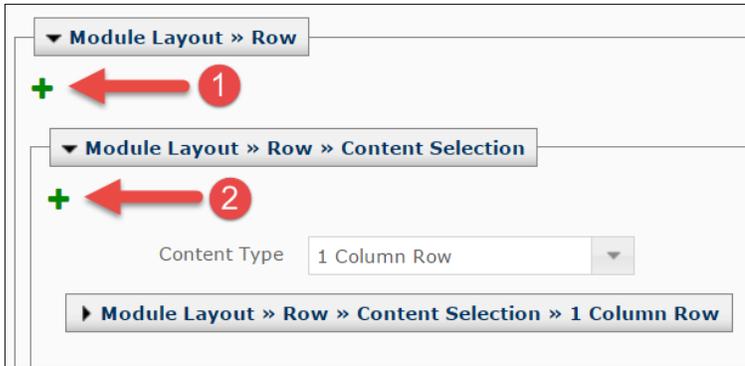


3. Expanding the module row will display the content and editing tools (available tools will depend on the Content Type)

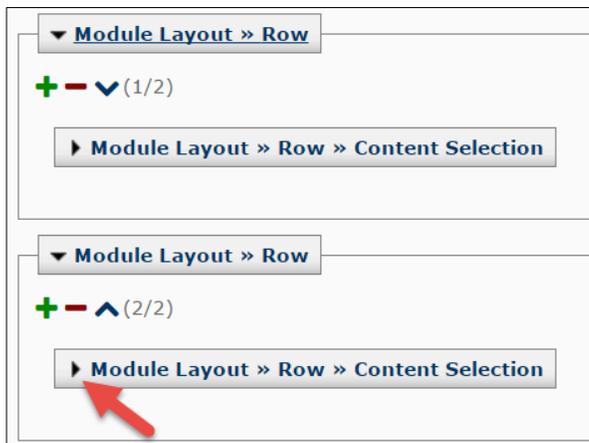
ADD CONTENT MODULES

Content modules can be added as parent rows or as child rows within a parent row. While the results can be the same, adding new parent rows is often simpler to manage.

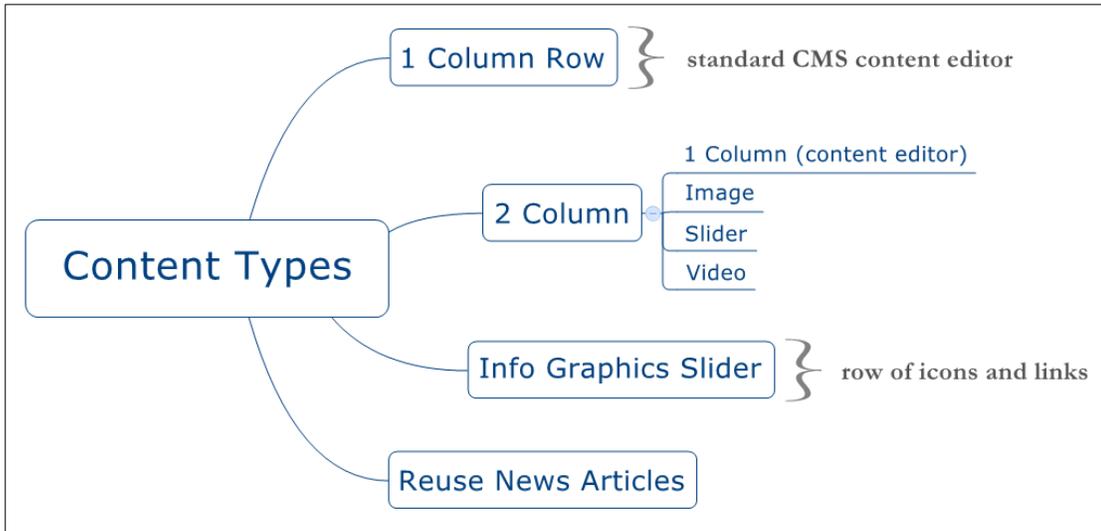
1. To **add a new parent row module**, expand the selected **Module Layout >> Row** and click the green plus (see [1] in the image below) – *this will place the new row below the selected row*
2. To **add a new child row module**, click the green plus below **Module Layout >> Row >> Content Selection** (see [2] in the image below)



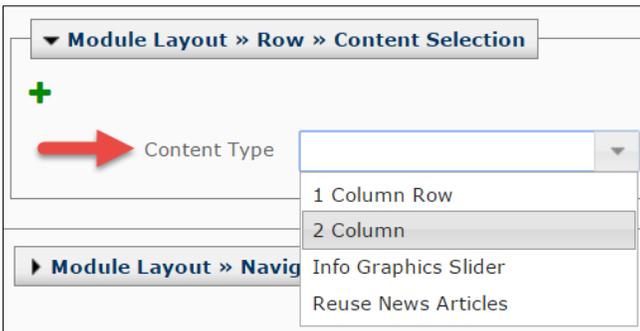
3. Assuming that a new parent row module has been added, navigate to the new row and expand the **Module Layout >> Row >> Content Selection** area



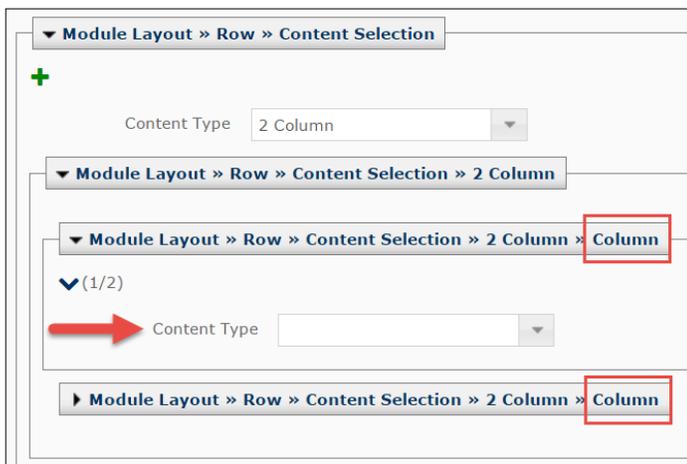
4. **Select a Content Type** (some content types have sub-options; see the graphic below)



5. In this example, select **2 Column** as the Content Type



6. Selecting the 2 Column option creates a 2 Column row section with two distinct column content areas; **for each column, select a Content Type**



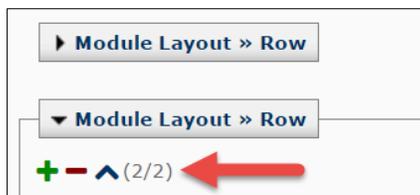
7. In the first column, select **Image** as the Content Type (select an image from your CMS image files; maximum width of 540 pixels – larger files will be resized; images can be linked to pages or documents)

8. In the second column, select **1 Column Row** as the Content Type
9. Using the content editor, add a title and text
10. Click **Submit** to save and view the page content
11. Additional content modules can be added, configured, and rearranged as needed

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

REARRANGE CONTENT MODULES

1. **Expand the content module** that needs to be moved
2. **Use the up or down arrow** to adjust the module's order on the page



3. Click **Submit** to save changes

ADDITIONAL MODULES

Looking at our example (<http://www.uwyo.edu/web/template-examples/college-dept-overview.html>) we have built the first two rows of content.

The third row of our example page is a **1 Column Row**. Add a new 1 Column Row with the appropriate title and text. (This follows the same instructions as above, so will not be covered here.)

The fourth row is a **2 Column Row**. The first column's Content Type is a **Slider**. The second column's Content Type is a **1 Column Row** with a title and a bulleted list.

1. Add a new row and select **2 Column** as the Content Type
2. Expand the first column area, and select **Slider** as the Content Type
3. **Add at least two images** in the slide fields, making sure that they are consistently 540 pixels wide (additional images can be added by clicking on the green plus; images can be linked to other content)
4. Expand the second column area, and select **1 Column Row** as the Content Type

5. **Add a title and bulleted list** (we will not cover multi-column bulleted lists in this lesson)
6. Click **Submit**

The fifth row's Content Type is an **Info Graphics Slider**.

1. Add a new row and select **Info Graphics Slider** as the Content Type
2. **Add multiple items**, each with:

Content Type: Info Graphics Slider

Module Layout » Row » Content Selection » Info Graphics

Module Layout » Row » Content Selection » Info Graphics » Item

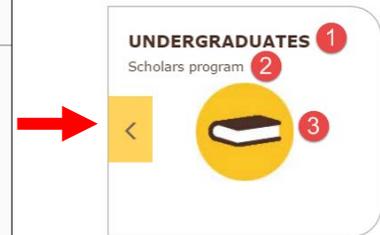
Title: Undergraduates **1**

Caption: Scholars Program **2**

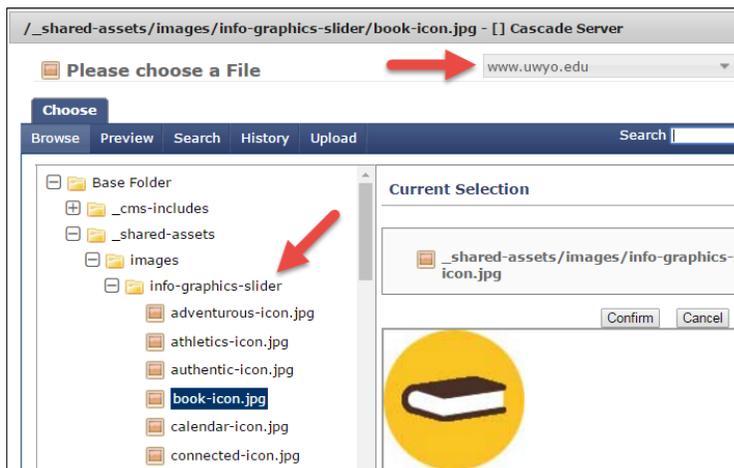
Image (Required Size: 109px x 109px): [www.uwyo.edu:_shared-assets/images/info-graphics-slider/book-icon.jpg] **3**

ALT Text: Book icon

Module Layout » Row » Content Selection » Info Graphics » Item » Link



- a. Title
- b. Caption
- c. Image; to access icons...
 - i. Click on Browse (magnifying glass)
 - ii. Switch to **www.uwyo.edu**
 - iii. Navigate to **_shared-assets > images > info-graphics-slider**
 - iv. Select an icon
 - v. Click Confirm



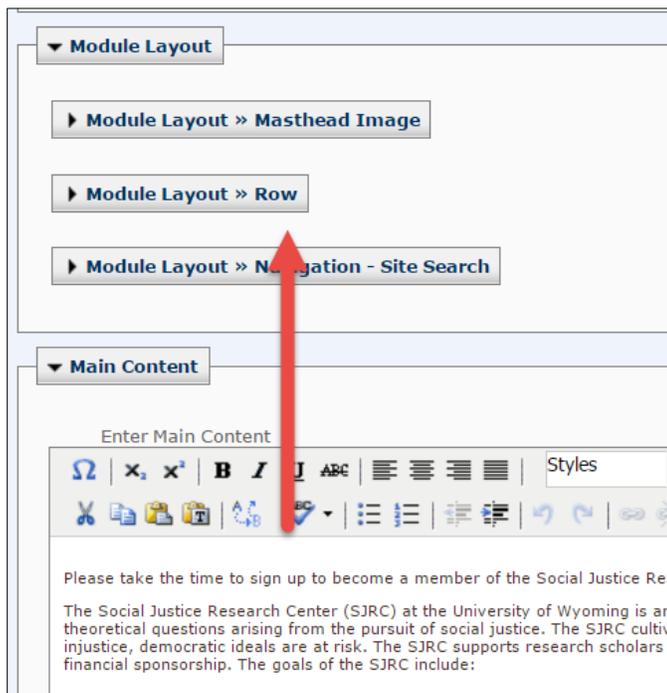
- d. Alt Text (ADA requirement)
- e. Link to an appropriate page or document

Other content can be added to modules as well, and the College-Department Advanced template has additional features. See *Web CMS Advanced Content* training materials as well as resources from CMS Help and Support (<http://www.uwyo.edu/web/>).

MOVE CONTENT INTO MODULES

During the transition to the new templates, content was not moved into separate modules. Rather it remained in legacy areas (Main Content, Rotating Media, etc.) To take advantage of the flexibility of the new templates, it is recommended that content be moved into modules. To accomplish this:

1. Design the module layout that best suits your page
2. Build a new page (to reduce future confusion with legacy areas)
3. Build the modules to reflect your design
4. Copy content from the legacy areas into the new modules
5. Delete the old page (and rename the new page as needed)



Move from legacy Main Content into new Module Rows