

# CMS 2020

GETTING STARTED HURLEY, NOELETTE

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# Introduction

In UCC we use a Content Management System or CMS to update and modify departmental websites. The use of a CMS means that any staff member can be trained to take care of a UCC website. No technical knowledge of HTML, JavaScript or other web technologies is needed.

In UCC we use the Terminal 4 CMS. The following manual will teach you how to log in, create, update and approve content.

# Planning

Before you begin work on your website you should have a plan. At the very least you should sit down with a pencil and paper and attempt to answer the following:

- What is the purpose of your site?
  - Generally websites are used to **communicate**
  - $\circ$   $\;$  What are YOU trying to communicate
- Who is your site for?
  - Who are YOU communicating too?
    - Prospective students? Staff? Researchers? Parents? All of the above? Other?
  - What do they NEED to know? It isn't about what you want to tell them but about what they need.
- How often will you need to update your site?
  - The academic year is cyclical, registration, orientation, term, exams, Christmas, term, study period, exams, summer activities.
  - What information will you need on your site at these times?
  - Will you maintain a news section? Is so where will the content come from? Who will write the stories?
- Is the content of your site accessible to all users? Think about terms used, are they very UCC centric? Would an external user understand any abbreviations used?
- Who will be writing the content?
- Have you all the documents you need for the site? Are they up to date?
- Have you considered images? Are you aware of the resources that exist?

The DEWG – digital estate working group – has many resources on it's site <u>https://www.ucc.ie/en/dewg/</u>, that might help you improve your site

# Specific Resources

- Tips on writing for the web: <u>https://www.ucc.ie/en/dewg/websites/writing/</u>
- Images for your site: <u>https://www.ucc.ie/en/dewg/resources/avms/</u>
- Webshots recordings of the information series known as Webshots <u>https://www.ucc.ie/en/dewg/webshots</u>

# Logging in

The content management system can be access from any internet connected computer.

- Launch your preferred browser we recommend Chrome
- Navigate to: <u>https://bali.ucc.ie/terminalfour</u>
- The log in screen should appear, see Figure 1: CMS login screen
- Use the credentials you received from <a href="mailto:cmssupport@ucc.ie">cmssupport@ucc.ie</a> to log in

 If you have forgotten or lost your credentials email <u>cmssupport@ucc.ie</u> to request a password reset.

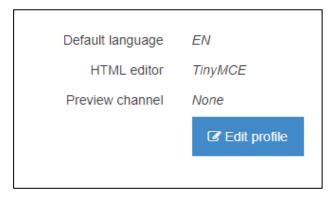
	TERMINALFOUR
Us	ername
Pa	ssword
	Log in
	t <sup>4</sup>

Figure 1: CMS login screen

# Changing Your Password

To change your password follow these steps:

- Log in the TERMINALFOUR
- Click on your username top right
- Click Profile
- In the screen that displays click the Edit Profile button
- Fill in the necessary fields
  - $\circ \quad \text{Current password} \\$
  - $\circ$  New password
  - Confirm password



#### Figure 2: Edit Profile

# Site Structure, Sections, Page Layouts, and Content

Your site is made up of Sections, Page Layouts and Content.

Your sites set of Sections is knowns as its site structure. Each section represents a page of your site. The top most section represents the homepage of your site.

The way a page or section looks or positions its content is known as the sections Page Layout. In UCC most section inherit their Page Layout but we will go through the options that exist to help you understand how the affect your site.

Content -the information on a page is put there using different content type. During today's session you will see the common content types that are used on the UCC website.

Some content types will only work on specific page layouts, or will look neater on specific pages.

Regarding content – some content will take the form of image files and documents. You should have identified your need for these files during your planning stage. These items must be added to the "Media Library" before they can be used on your site. The media library will be explained in detail later, but is essentially your website's filing cabinet.

# Understanding and Creating Sections

Each section of a site represents a page. When you are planning or revising your site you should establish how many pages/sections you are likely to need and what content you plan to have an each section. Each section should fulfil a USER need.

Site structure » navigate through sites and channels	
A Site structure	<ul><li>⊘ ∴ </li><li>⊘ ∴ </li></ul>
— 🗇 陆 Academia 1	0 5 0 🌣 Actions 🔻
De News	0 1 0 🔅 Actions 🗸
Dutreach	0 3 0 🌣 Actions 🔻
C contactfooter	0 1 0 & Actions -

Figure 3: Simple Site Structure

#### Section Icons

Normal section – will display in any menu on your page and publish to the live site if it contains approved content

□ Hidden section – will NOT display in any menu on your page. Users may find it via google, if they are sent a direct link, or if you link to it via another piece of content on a different section.

Pending section – will NOT publish to the live site. Even if it contains approved content.

Inactive Section – Inactive means **DELETED**. Inactive sections will be permanently removed from your site. Content on inactive sections will also be **DELETED**.

 $^{\circ}$  Internal Link Section – this section will display in your sites menu but functions as a link to some other section of your site.

External Link Section – this section will display in your sites menu but functions as a link to some EXTERNAL URL.

Mirrored Section – this section is an exact copy and tied to a different section. If you attempt to edit a mirrored section you will be directed to the original section. If you do not have access to the original section you will not be able to edit the section or its content.

# How to create a section

- 1. Click the site structure icon  $\mathbf{I}$  to ensure you are on the correct screen.
- 2. At the desired level, click the Actions menu Actions and select create section.

# General Section Details:

- **Name:** Give the section a name In this case call it **Research** 
  - This name will appear as a menu item so keep the name short, but relevant. It will also appear as part of title of the website. The title of a page is a very important attribute used by google when searching sites, make sure it is relevant to the sections eventual content
- **Status:** Leave this field set to **approved**.

# Section Options

- **Mark as Link Section:** Leave this check box **unchecked** *This option allows you to create a menu item that is in fact a link to a site that is* not *part of your site structure.*
- Show in Navigation: Leave this check box checked (*This field, when checked, enables the section to appear as a menu item*) If you require a Hidden Section you can un-check this box.
- Archive Section do not use
- eForm Section do not use

# Advanced Settings

- Site Type can be left blank
- Theme Colour leave blank
- Content Owner can be left blank

If UCC's site updates in such a way it requires these settings to be selected, CMS Support will send an email to all moderators.

• **Output URI:** Give the section an output URI. This will allow you to create the web address for this particular section as an abbreviated version of the name of the section. Or it can be the same as the name of the section, except in lowercase letters.

Generally, the Output URI should be one word, all in lowercase, using only numbers and letters. There must **never** be a **space** in an output URI either. If you wish to have more than one word, separate them with a hyphen. If you are maintaining a website in the CMS that does not use Output URIs then you will need to contact cmssupport@ucc.ie for specific advice on how to use them on an existing site.

- **SEO Key phrases** this can be left blank. However, if you do use it you can measure how your content reflects terms you consider relevant in terms of SEO search engine optimisation.
- **Default Workflow:** Leave this field as is.

Once you have completed the required fields click **Save Changes** 

左 General the Page layouts	More 💌
General section det	ails
Name *	e.g. News and events
Status	Approved -
Section options	<ul> <li>Mark as link section</li> <li>Show in navigation</li> <li>Archive section</li> <li>eForm section</li> </ul>
Advanced settings	
sitetype	Enter some text
Theme Colour	Select an option -
Content owner	Select content owner
Output URI	e.g. university-news-events
SEO key phrases	
Default workflow	None -
Access key	
	Cancel Save changes

Figure 4: New Section

#### Meta Data

Google search bases its results on many factors. Two important factors are trust and relevance. UCC is a trusted institution, its website was the 9<sup>th</sup> ever in the world, and the first website in Ireland.

Meta Data allows you to prove relevance.

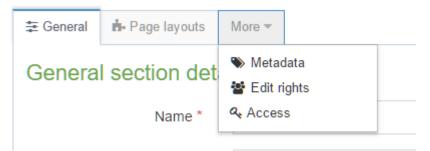
Metadata information is "information about your information" such as keywords and descriptions that do not display on the screen but are used by search engines to categorise your pages for return during a search on Google or Yahoo. All sections of a site should contain metadata, but this goes double for your sites homepage section.

Metadata can be added when a section is first created, or later on. Metadata can be added and updated at any time.

# Adding Meta Data

Add metadata to your section, complete the following steps:

- If the Section screen is open click the More tab, see Figure 5: Metadata Tab
- If you are in the site hierarchy from the relevant sections Actions Menu select **Edit Section -** Click the More Tab, see Figure 5: Metadata Tab
- Select **Metadata** from the dropdown menu This allows you to add



#### Figure 5: Metadata Tab

Metadata information to your section.

- **DC.Description** and **description** Describe the purpose of your section in a human readable sentence or two. No more than **160** characters. Should contain keywords. Should tell users why to come to your pages.
- **DC.Keywords** comma separated list of words. Words should be likely search terms used by users of your site. They should also be words that are naturally found in your content.
- Finally click **Save Changes**

# **Re-Ordering Subsections**

You have the ability to reorder the sub-sections so that the menu items display in a desired order. To reorder the main menu of the site, do the following:

From the top level **Actions drop-down menu** (School of Alchemy in this example), choose Edit Section.



- 1. Click on the **More** tab.
- 2. Select **Subsections** from the dropdown menu

🗄 General	Content	📥 Page	e layouts	More 💌		
Genera	I section	detail	S	♥ Metac ३ Subse		
	Na	me *	School C		-	Α
	St	atus	Approve	<b>م</b> Acces d	S	<b>~</b>

#### Figure 7: The more menu options

3. All the subsections will be listed

Display	10 v records	Filter.			
Order	Name	Last modified	Actions	•	
÷	Home	August 19, 2015 12:53 PM	Actions -	↑	
<b>+</b>	Welcome	August 19, 2015 12:37 PM	Actions -	↑	
<b>+</b>	Prospective Students	August 19, 2015 12:33 PM	Actions -	♠	
<b></b>	Current Students	August 19, 2015 12:33 PM	♦ Actions -	↑	

Figure 8: Order Icon

- 4. Click and drag the order icon to reposition a section. See Figure 8: Order Icon
- Click on the Save Changes button at the bottom of the window, see Figure 9: Save your changes

÷	Gallery	January 11, 2016 10:17 AM	Actions -
Showi	ng 1 to 10 of 13 entries		< 1 2 >
前 Del	ete	් Cano	el 🖺 Save changes

Figure 9: Save your changes

Your sequence has now been changed.

#### Note:

If you do not see the black four way arrows on all section – turn off automatic ordering – top right of the screen.

뷳 General	Content	🖧 Content types	n Page layouts	More <b>•</b>				
List of av	ailable sub	sections						
							Enable at	utomatic ordering 🔵 🗙
						🗞 Bulk	coptions 🔻	+ Create new section
Display	10 💌 recor	ds					Filter:	

Figure 10: Switch to turn on or off automatic ordering

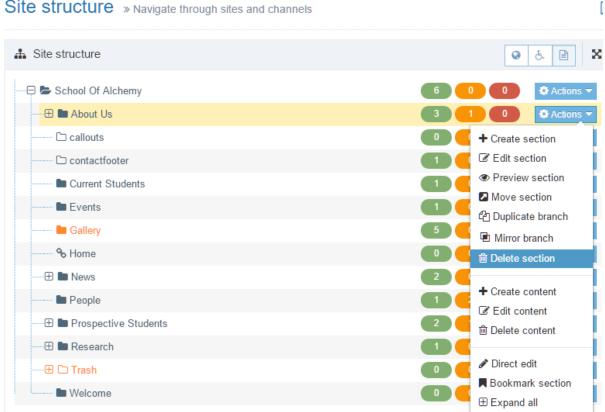
# Deleting a Section – Warning deleted sections can not be recovered

A section should only be deleted if you know it will never be needed again. Content can be updated on sections easily, allowing you to keep them relevant.

If you find you are deleting sections constantly there is something wrong with the way your site is structured, or the way in which you are approaching the task. Email <u>cmssupport@ucc.ie</u> for assistance.

To delete a section, do the following

1. From the Actions menu for the section that is to be deleted click Delete **Section**, see Figure 11: Delete a Section



#### Site structure » Navigate through sites and channels

#### Figure 11: Delete a Section

- 2. The section will display in RED in your site structure.
- 3. Deleted/Inactive section will be permanently removed from the system on a weekly bases.

# Restore a deleted Section

If you delete a section that you did not mean to delete, you can undo your mistake, if spotted in time.

- Click the Actions menu of the deleted section.
- Select Edit Section.
- In the edit screen, change the Status of the section in question from *Inactive* to

≢ General	Co	ntent	♣ Page layouts		More 💌		
General section details							
Nam	e *	Scho	School Of Alchemy				
Stat	Status		ive	*			
Section options		Appro	oved				
		Pendi	ing				
Advanc	ed se	Inacti	ve				

Figure 12: Section Status

**Approved.** See Figure 12: Section Status

Save your changes.

# Linked Sections

We mentioned linked sections earlier stating that a linked section allows you to create a menu item that is a link to another part of your site: for example your home page, or a site that is not part of your site structure at all. This example will show you how to create a link section to an external site, in this case

http://www.jstor.org/

# Example: Creating Link Sections to External Websites

1. Go to the top level Actions

**Menu** (School of Alchemy)

- 2. Click Add Section
- 3. In the **name** field type "JSTOR"
- 4. Check the **"Mark as link** section?" tick box
- 5. When you have checked this tick box, a Details tab will show
- 6. Click the details tab, see Figure 14: Details Tab

🗄 General 📔	Details
General s	ection details
Name *	• e.g. News and events
Status	S Approved -
Section	
	Cancel Bave changes



- 7. Under Link Type, select External URL
- 8. In the *link URL* field, type in the address of the site.
   "https://www.jstor.org/"
- In the *link target* field, select
   "\_blank" (this opens the website in question in a new window/tab when clicked)
- 10. Click Save Changes

ま General 🖹 D	etails
Details	
Link Type	<ul><li>Section</li><li>External URL</li></ul>
Link URL	http://www.jstor.org/
Link target	_blank -
Override other Languages with this Link	
	Cancel 🖺 Save changes



# Example: Creating Link Sections to the Home Page

- 1. Go to the **top level Action drop down menu** (School of Alchemy)
- 2. Click Add Section
- 3. In the *name* field type "Home"
- 4. Check the "Make this a link section?" tick box
- 5. Click the Details Tab
- 6. Link Type to Section
- 7. Click Select Section
- 8. From the Hierarchy that appears, select your **top level section** School of Alchemy in this worked example
- 9. Click Save Changes

10.Link sections to other UCC websites must *not* use target = "\_blank"

# Creating an Unused Content Section

When you are updating a website you may want to move several expired or deleted items to a location so that they are not accidentally re-approved.

To create an un-used content section do the follow:

- Click your homepages Actions Menu
- Add Section
- Name the section Unused Content or other meaningful name
- **Deselect** the show in navigation tick box
- Set status to **pending** 
  - Making the section pending mean it will not publish so you don't need to worry about the un-used content becoming public
- Add section

Any expired or deleted content can be moved in to the un-used content section at any time. Once the site publishes the content will no longer be live on your site.

# Understanding and setting Page Layouts

The way content is laid out on a page/section is determined by the page layout applied to the section.

In the current version of the UCC site there are a number of Page Layouts available:

- 2017 Homepage
- 2017 Inner Page 2/8/2
- 2017 Inner Page 2/10 No Side
- 2017 Inner Page 12 No Sides
- 2017 Course Page
  - Course pages are special purpose and are only to be used on the official online course prospectus area. If you need to update an existing course page please contact the relevant admissions office.

Not all content types are supported by all Page Layouts. If you try to add the 2017 – Banner Image content type to the 2017 Inner Pages it may not render as expected.

The DEWG and CMS Support are working to improve this. In time it is hoped that all content will work on all pages. The exception being news-item which should only ever be part of a news feed or blog type page.

# 2017 – Homepage

This image, Figure 11 is an example of a 2017 homepage. The content types shown can be used to make up such pages in any order. A homepage does not need to contain all of the content types shown:

#### Associated Content Types Shown

- 1. 2017 Banner Image
  - Supports 3 images
  - A Countdown times
  - A variety of call to Actions
- 2. 2017 Linked Circle
  - Each circle is a separate piece of content
  - The colour can be selected from a dropdown list
  - Must be used with a transparent png icon file
  - Supports a variety of call to actions
- 3. 2017 Landing Page Menu Block
  - Supports heading text and description
  - Displays all approved, show in navigation sections on your site
  - Can choose to hide the menu and just have the text in the grey shaded box
- 4. 2017 Spotlight
  - One to many spot lights can be added and will display as a group
  - Supports several calls to action
- 5. 2017 News and Views
  - Pulls in a preview of all newsitems from a specified news section
- 6. 2017 Profile
  - Picture with text overlay
  - Supports several calls to action, include YouTube video



Research	n and Innovation
	is making and how you can work with us, for us and cess our expertise.
	> Research Institutes and Centres
<ul> <li>About UDC Research</li> </ul>	
About UDD Research     Besearch Support Services	> Research Experise

Research Fact File





Research Leaders

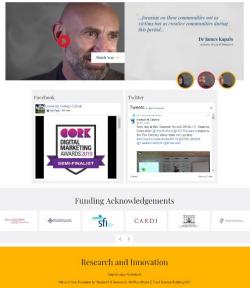




Figure 15: 2017 HOme Layout Example

- 7. Social Media block
  - Can show a facebook and twitter feed
  - Set it to your departmental social media or the central UCC accounts
- 8. Logo Carousel
  - Show case your sponsors or collaborators
- 9. Contact details
  - Let people know how to contact one
  - One email address and one telephone number should be selected

#### Other Supported Content Types Not Shown

- 2017 Connect Box 2017 Connect Box Multi
  - $\circ$   $\,$  Designed to work together but can be used separately
  - Solid Colour background or image for Connect box
  - Four PNG transparent image icon required for the Multi Connect boxes
  - Supports several calls to action



Figure 16: Connect Box and Connect Box Multi

- 2017 Link Box Wrap 2017 Link Box Carousel
  - Carousel vs Wrap Carousel will scroll through the boxes to display all that you add. Link box wrap will start a new line if the screen isn't wide enough to display all images
  - Supports several calls to actions
  - $\circ$  Start new group allows for several groups of boxes to be added.

#### Undergraduate Chemistry Courses

All Courses are Fully Accredited by The Royal Society of Chemistry & The Institute of Physics



- General Content
  - The main content type for adding text to sections. While normally used on inner pages it will render out on 2017 homepage section too.

### 2017 – Inner Page 2/8/2

2017 – Inner Page 2/82 is the most common page layout in use on the current UCC site.

This page layout replicates the layout of the old UCC style and supports all the previous content types along with some of the new ones.

#### What does 2/8/2 mean?

2/8/2 is how the page is split: left hand side, middle, right hand side. The left

hand side normally contains your main menu (navigation). The middle the main content of the page/section, and the right hand side sometimes holds additional right hand side content.

#### Associated Content Types Shown

- 1. Spotlight block
- 2. Functional Home page boxes
- 3. News Block
- 4. Social media block
- Right hand side callout box image/video

# Also supported but not shown

- 6. General Content
- 7. Banner Image with Title
- 8. 2017 Spotlight
- 9. 2017 Profile
- 10.Linked Box Wrap/Carousel
- 11.2017 Explore this Page
- 12. Explore this Page

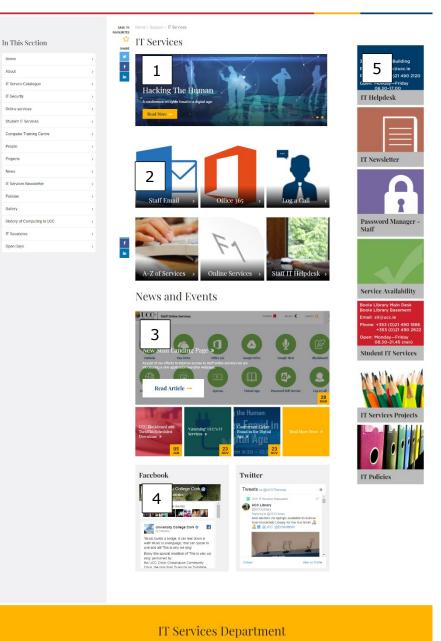


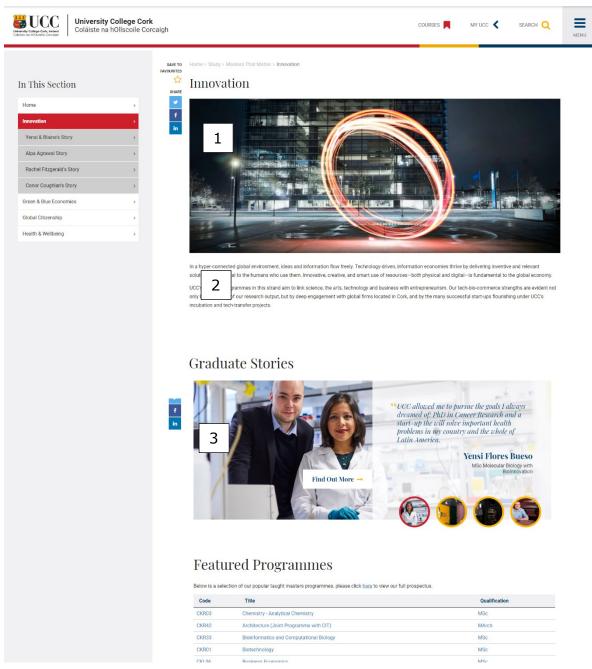
Figure 17: 2017 Inner Page 2/8/2

#### The following will NOT work

- 2017 Banner Image Use banner image with title instead
- 2017 Video Banner
- 2017 Landing Page Menu Block

# 2017 – Inner Page 2/10 – No Side

2017 – Inner Page 2/10 – No side is for pages where you want the middle content to stretch all the way to the right of the screen. As such the 2017 – Inner Page 2/10 – No Side page layout does not support any right hand side callout content.





### Associated Content Types Shown

- 1. Banner Image with Title
- 2. General Content
- 3. 2017 Profile

# Also supported but not shown

- 1. Spotlight block
- 2. News Block
- 3. Social media block
- 4. 2017 Spotlight
- 5. Functional Home page boxes
- 6. Linked Box Wrap/Carousel

Recap

Content Type Name	2017 Homepage	2017 - Inner Page 2/8/2	2017 – Inner Page 2/10 – No Side
2017 Connect Box	yes	Yes	Yes
2017 Connect Multi Box	yes	Yes	Yes
2017 Explore this Page	No	yes	yes
2017 Image Banner	yes	no	no
2017 Landing Page Menu Block	yes	no	no
2017 Link Box Carousel/Wrap	yes	Yes	Yes
2017 Link Circle	yes	Yes	Yes
2017 – Logo Carousel	yes	no	no
2017 – News and Views	yes	No – use News block	No – use News block
2017 – Profile	yes	yes	yes
2017 Spotlight	yes	Yes	yes
2017 – Timeline	yes	no	no
2017 – Video Banner	yes	no	no
contactdetails	Automaic	Automaic	Automaic
Functional Homepage Boxes	Replace with link box	Replace with link box	Replace with link box
Gallery Description	no	yes	yes

Gallery Row – Photo/video	no	yes	yes
General Content	Yes	yes	yes
News block	No – Use 2017 News and Views	yes	yes
News-item	no	yes	yes
Personal Details	no	yes	yes
Right hand side callout Box (image/video)	no	yes	no
Social media block	Yes	yes	yes
Spotlight Block	No – Use 2017 spotlight or 2017 Banner Image	yes	yes

# Applying a Page Layout

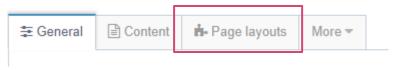
By default your site will inherit the page layout it needs. As the standard is 2017 Inner Page 2/8/2 you may want to change this. Either throughout your site or on one or two particular pages for specific reasons.

For example IT Services has a very wide table, to have this render as wide as possible the 2017 Inner Page 2/10 – No side has been applied to the page.

If you were looking to revamp your whole site and go with the new 2017 Homepage the easiest thing to do would be to work on a duplicate in the test internet. You can apply to <u>cmssupport@ucc.ie</u> to have this done.

#### How to Apply a Page Layout

- 1. Click the actions menu to the right of the relevant section
- 2. Select Edit Section from the drop down that appears
- 3. From the Section screen click the Page Layouts Tab



#### Figure 19: Page Layout Tab

4. In the filter type <u>www.ucc.ie</u> (testinternet if you are building your site in the test internet)

🗄 General	Content	📥 Page layouts	More 💌						
Page layout assignment									
		gn a page layout to th overridden within a c		"Page layout" column sets the page layout for this section. The "Ir vn settings.	heritable page layout"	column sets the default page layout for any			
Display 10 v records Filter: www.									
Name 📤	Name *         Page layout \$         Inheritable page layout								
Microsites: N Careers - Wo Medicine, HR Group, Staff, Cork Folklore	WWW.ucc.ie Microsites: Nursing Midwifery, IT Policies, Faculty of Law, Government, Careers - Work Placement, Research into Practice Evidence Based Medicine, HRB Accent, Applied Social Studies, ASSERT Research Group, Staff, SIT, Support, Campus Life, HR Training and Development, Cork Folklore Project, Irish National Audit of Dementia, Neuroscience Ireland Conference, wwwdev, DAH, OHSRC, History, ISS 21, English.			2017 - Homepage 👻	2017 - Inner Pag	e 2/10 - NoSide 🔹			
ACE Modules		e, Staff Awards, Study a							
Showing	1 to 1 of 1 ent	ries (filtered from 8	total entries)			< 1 >			

#### Figure 20: Page Layout Selection

- 5. Use the drop down to select your desired Page Layout instead of scroll you can begin typing in the name so you are selecting from a filtered list.
- 6. Select your desired inheritable page layout
- 7. Click Save Changes

# Media Library

The media library is a place where you can centrally store documents and images that are used on your site. In this section we will look at how to add an image and a document to the media library.

# Image Sizes

#### Table 1: Image sizes

Content Type Name	Image Dimensions
Banner with Title	725 x 254
2017 Banner	1920 x 708
Banner used in Course	1920 x 750
2017 spotlight	1056 x 719
Spotlight Block	725 x 200
Functional Homepage Boxes	500 x 500
2017 Connect Boxes	
2017 Link Box	
Carousel/Wrapped	
2017 Profile	1270 x 550
2017 Link Circle	150 x 150 (transparent png)
2017 Logo Carousel	200 x 120
News-item	800 x 400
Personal Details	400 x 400 (other sizes will be
	cropped)

# Accessing the Media Library

- Click on the **Content** menu at the top left of your screen, see Figure 21: Accessing the Media Library
- From here click on **Media Library**
- The Media Library will display

Each department/school will have their own category in the media library. When you are set up on the system you will be given access to your department's media library.

<b>TERMINAL</b> FOUR			# P	9	🖻 🚺 Welco	ome Training <del>-</del>
Content	~	A Home			Search	٩
Create content		Site structure » Navigate through sites and	d channels			
Edit content						
- Delete content		🚠 Site structure			<ul> <li>Ø</li> <li>δ.</li> </ul>	
Approve content					6 0 0 3	Actions 👻
···· Media library		🖿 🖿 About Us			3 1 0	Actions 🔻
Measure	~	C callouts				Actions 🔻
System administration	~	Contactfooter				Actions 🔻
(«)		Current Students				Actions 👻

Figure 21: Accessing the Media Library

# Categorises

The categories will be listed on the left hand side of the media library. Click on the + sign to expand a category.

- Expand Categorised
- Scroll down to Training Category
- Click on School of Alchemy

	Create content	Media library » add and edit media as	sets f	or use within the	e system				
	Edit content Delete content Approve content Media library	The media library is a centralised repository for medi create variants of your media such as cropped version across many sites.				content	t ♣ Bulk actions ◄ # Jump		media
æ	) Measure 🗸 🗸	A Categorised							
Q\$	System administration V	m → Media categories x* Display 10 v records Filter.							
	(«)	Categorised  About UCC		Preview *	Name 🗢	Version \$	Status 🗢	Filename 🗢	Type \$
		App Content     Calendar Assets			id:245474 menu_bg_core1_wide.png menu_bg_core1_wide.png	2.0	Approved	menu_bgide.png	Image
				calendar_bg id:245498 calendar bq	1.0	Approved	calendar_bg.gif	Image	



# Adding Media

- To add a media item (e.g. an image or document) click the green Add
   Media button at the top right of the screen.
  - If you are not in a category of media that you have write permissions on you will get an error.
- Click where it states "Drop file here or click to choose", see Figure 23: Adding to the media library
- From the window that opens select the piece of media you are adding
- Media type should be filled in automatically for you.
- Name the piece of media carefully
  - If it is an **image**, ensure that you name it in such a way that you can recognise it in what could end up being a long list
  - Do not use spaces or non-alphanumeric characters in media items
  - If it is a **document**, make sure you name it something that explains what it is and what the user can expect to open when they click on it. When you add a document to a piece of content the **name** of the document will often be display as a **clickable link** so the name used must be appropriate.
- The **Description** should be filled in for images in particular. The description will be used as alternative text. Alternative text is a way that screen reading software can describe images to the visually impaired.
- Click **Save Changes** to put the item in the Media Library

The piece of content is now stored on the webserver. It is not available to your sites users yet. In order for our user to see or access any media we need to add the media as part of a piece of content.

⊊ General			
Media details			
Media file (Max: 8500000KB) *	Drop file here or click to choose		
Media type	Image -		
Name *			
Description	e.g. A student sitting under a tree		
Syntax highlighting language	HTML/XML -		
Media language dependence	<ul> <li>Fully independent</li> <li>Independent media file</li> <li>Fully dependent</li> </ul>		
Media language d	ependence		
keywords	Enter some text		
		Cancel	Save changes

 $\Box$ 

Figure 23: Adding to the media library

# Creating Content

There are a number of different content types in use on the UCC website. Text should be added using the "**General Content**" content type. If your text is very long break it up over a number of General Contents. Images should be added using the **Banner Image with Title** content type. The images to be used must first be loaded in to the <u>media library</u> and be suitably sized. The image sizes are listed in Table 1: Image sizes.

Over time new content types may be made available. When this happens users will be contacted by cmssupport@ucc.ie.

To add a piece of **General Content** to this section we do the following:

- 1. Click on the section's Actions menu
- 2. From the menu that displays select Create Content

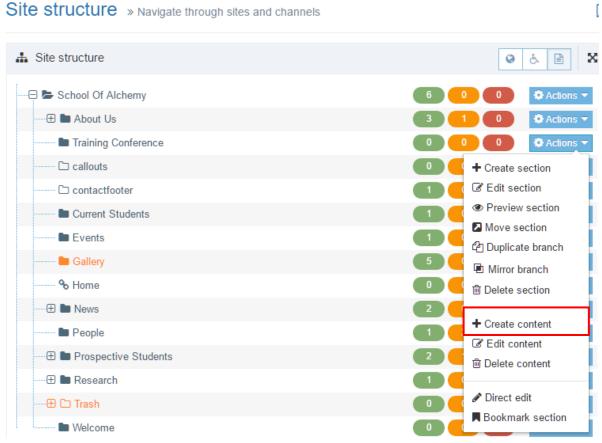


Figure 24: Adding Content

- 3. A list of content types will be displayed there are many different content types available, see Figure 25: Filtering Content Types
- 4. In the box labelled **Filter** begin to type **General Content**

Content » New content			
Choose content type			
Display 10 v records	Filter: Gen		
Content type *	Content description \$	Group ¢	
General Content Used to add general content to a page	Used to add general content to a page	Global	0
Generic Menu Left, Image Half on Right Sibling menu on the left, image on the right	Sibling menu on the left, image on the right	Global	0
Showing 1 to 2 of 2 entries (filtered from 61 total entries)		< 1	>
<b>'</b> D Cancel		⇒ Ne	ext

#### Figure 25: Filtering Content Types

- 5. Click on the blue General Content link that displays
- 6. In the content type screen, you will be given a number of fields to fill in:
  - a. **Name:** Type "YYYY-MM-DD Dept Details" where YYYY-MM-DD is today's date in year, month, day format (*This name is equivalent* to a file name for your piece of content and is not seen by visitors to your site. Using the above naming convention allows you to keep track of when exactly you created the piece of content. It is not obligatory to follow this convention but it may help)
  - b. Title: this is the heading of the piece of text. It will be formatted differently to the main\_body text. This is optional – if the name of your section matches your title don't include a title in your first piece of general content.
  - c. **Main\_Body:** This is the area in to which the piece of information is typed, known as the Tiny MCE Editor. The Editor window allows you

to carry out some basic formatting options, for example, Bold, Italics, bulleted or numbered lists. It is also possible to add a table.

- d. **Open Slide** no longer relevant in the new style ignore
- 7. When ready click **Save Changes** or **Save and Approve** if you are ready for the content to publish.
  - a. Save and Approve is found by click the arrow to the right of Save changes. See Figure 27: Save and Approve

					Preview
후 General	🗞 Content	👍 Channels	Ø <sup>o</sup> Options	3	
Content	type : Ge	eneral Cor	ntent		
			Name *	Enter some text	
			Title	Enter some text	
				©	
		Mair	n body *	Edit • Insert • View • Format • Table • Tools •	
			l	p	
		Ор	en slide	Yes	

← Back 🕒 Save changes 👻

Figure 26: General Content Type

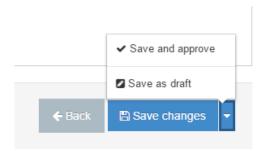


Figure 27: Save and Approve

# Previewing Content

When editing a piece of content the green preview button can be used to have a look at your content before approving. If it is the first time the content has been edited you may need to save the content and preview from the contents action menu.

The first time you preview you will get a pop up blocker notification. This will prevent the preview from displaying. Click to allow popups and click the preview button again.

Instructions on dealing with the pop up blocker can be found here: <a href="https://www.ucc.ie/en/dewg/websites/cmshowto/">https://www.ucc.ie/en/dewg/websites/cmshowto/</a>

# Editor Details

The Tiny MCE Editor has the following functionality

#### Table 2: TinyMCE icons

* *	Undo & Redo
B <i>I</i> ⊻	<ul> <li>Bold Italics and Underline</li> <li>Bold and Italics can be used to emphasis information</li> <li>Underline should not be used, only links should be underlined. Once a link is added it will automatically have the Underline format applied</li> </ul>
EEI	Text alignment options. DO NOT Use. Our site is left aligned with jaggy edges. This is a deliberate choice as it makes content easier to consume.
	Bulleted and Numbered list style Increasing and decreasing indentation
er iz	Inserting a link, breaking a link.
	Insert from media library. This button is used to bring in documents and occasionally images from the media library in to your webpage.
5	Clears all formatting from the content of the Main Body field.

# Additional functions

The new TinyMCE editor has some important functions tidied away in menus. We will look at those here:



Figure 28: General Content Type

#### Edit Menu

Important options such as Cut, Copy and Paste are located in the edit menu.

Additionally, you will find **Paste as text**.

When coping content from external sources such as Word, or a website we should always use Paste as text to strip out any unwanted formatting.



#### Figure 29: Edit Menu

#### Insert Menu

The insert menu allows you to insert links into the piece of content. There are three types of links: section links, content links, and external links. We will cover section links and external links later, see page 35.

Insert 🝷	View 🕶	F	ormat 👻 Table 👻	
& Insert	link	۲	Consert section link	€
			🗅 Insert content link	
			🖉 Insert/edit external link	
			☐ Insert anchor	



### Section Links

Sections links allow you to link from one section of your site to another:

- Highlight the text to be made a link (If no text is highlighted the section name will be used)
- Click Insert Insert Link Insert section link
- From the **Select Section** window that opens click the section you wish to link to
- At the bottom of the window confirm that you have selected the correct section then click the **Select section** button.
- Save and approve the piece of content.

Selected: Home>testinternet>Training Sites>School Of Alchemy>Current Students	Cancel	A Select section	

#### Figure 31: Select Section

#### Inserting an External Link

External links allow you to link to external websites:

- Highlight the text to be made a link
- Click Insert Insert Link Insert/Edit External Link
- Type or paste in the link in question – be sure to include the http://
- The text to display will be the clickable link

/www.google.com/
/www.googie.com/
al Site
e
window -

#### Figure 32: External Link (Example)

- Title will appear as a tool tip when the user hovers their mouse over the link
- Target two options, none or new window.
  - $\circ$   $\;$  Use none if linking to another ucc.ie website
  - Use New window for all other sites
- Save and approve the piece of content.

#### View Menu

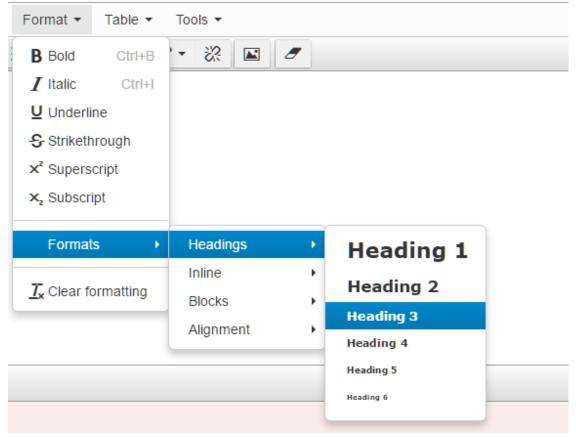
Allows you to go full screen or to turn on or off visual aids.

	View 👻	Format 🔻	Table 🔻			
[	🗸 🗸 Visual aids					
	Fullscreen		trl+Alt+F			



# Format Menu

The most important element hidden behind the format menu is the second Formats entry – behind this you will find your heading styles. The use of headings is important to ensure you site is as accessible as possible.



#### Figure 34: Heading Styles

The way our site is designed, the Title of a piece of general content is a **heading 2.** If you are entering long form text on to the page you should break it up using sensible headings, **starting from a heading 3.** 

- Highlight the text that is to be made a heading
- Go to the Format menu, select Formats, select Headings
  - If this is the first heading you have applied in the piece of content, click **Heading 3**
  - Further subheadings can be used if you deem them necessary

# Remember long piece of text should still be split up over a number of general content.

# Table Menu

Tables are sometimes needed to lay out information. A table can be added via the table menu.

- Select the table menu
- Click Insert table
- Highlight the size table you require
  - Note you can add or remove rows and columns as needed at any time.
- Table ▼
   Tools ▼

   Image: Insert table
   Image: Ima

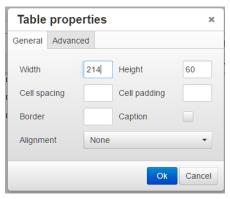
#### Figure 35: Table Menu

- A tiny grid will be inserted.
- Click in to a cell and type the cells will automatically adjust is size.

Note if you drag the corner of the grid to enlarge the table area you will break the responsive nature of the table.

#### Ensuring your table is responsive

- Ensure your mouse is clicked inside a table cell
- From the **Table** menu click **Table** properties
- Delete the numbers in the width and height fields
- Click OK
- Use the green Preview button to view the piece of content and double check that the table responds when you resive your browser window.



#### Figure 36: Table Properties

#### How to apply a style:

- Edit your content
- Tools View Source

In the tag add class=""> followed by one of the follow table styles

#### Supported Table Styles

- table
- table sortable
- table table-bordered
- table table-striped
- table table-hover
- table table-condensed

# Inserting Documents in to General Content

A document can be easily added in to a piece of General Content, so long as it is first uploaded to the media library. See Media Library page 26

- **Create** or **edit** the piece of General Content
- Click the Insert from Media icon, see Figure 37: Icon
- The media library will open
- Locate the Document to be added
  - $\circ$   $\;$  Ensure your branch of the library is selected
  - $\circ$  Begin typing the name of the document in the Filter field top right

Preview *	Name 🗢	Version 🖨	Status 🗢	Filename 🗢	Туре 🗢	Size 🖨	
ß	History (d:283203) of Alchemy Assignment Information History of Alchemy Assignment Information	1.0	Approved	History Of Alchemy Assignment Information. pdf	Adobe PDF Document	82.3 kB	Actions

#### Figure 38: Select from Media Library

• Click the name of the piece of content to add it to your content

# Remove Media

- Click on an image hit the delete key
- For a linked file name, positon your cursor to the right and use the backspace to delete
- Save Changes or Save and approve the piece of content.

# General Content and Images

Images should **not** be added to General Content as it breaks the responsive nature of the site. Banner Images should be used instead. The banner image content type takes files from the media library.

Figure 37: Icon

# Additional Content Options

When content is being added or modified there are a number of tabs visible toward the top of the screen. One of these tabs is called **Options**. Click to set an expire or publish date for a piece of content.

### Expire Content

In the Options tab you can set an expiry date or a publish date for a piece of content.

- When adding or editing content click on the "Options" tab, see Figure 39: Content Options
- To set an expiry date click in to the text field **Expiry Date**
- From the calendar and time selector pick a date and time for the piece of content to expire

≞ General	🗞 Content	4 Channels	¢₿ Options	ා History	℅ Linked Content				
Content embargo and expiry information									
	Publish date					Ê			
	Expiry date					<b>#</b>			
	Review date					<b>#</b>			
Α	Archive section	🔈 Select	section						
0	Content owner	🐣 Select (	content owner						

#### Figure 39: Content Options

- By setting this the system will automatically expire the piece of content once the selected date or time passes, after which this content will no longer be published.
- Save and Approve the piece of content as before

A publish date can be set in the same way.

# Other Content Options

The content screen contains a number of elements that it is important to be aware of:

1. Automatic Ordering: this allows you to order the content alphabetically or according to when it is added. This order is the order in which the content will appear on your actual webpage

≣ General	Content	📩 Page layouts	More 🔻					
Conten	t in this s	ection						
							Enable automat	ic ordering 🗸 🔵
						Last ι	updated (newest)	Ŧ
				C Undo last action	🕽 Undo all ac	tions	\delta Bulk actions 🔹	+ Create content

#### Figure 40: Automatic Ordering

- a. Use Save Changes to fix the new order
- Manual reordering on content the + symbol can be used to drag content up and down the list.
  - **a.** Use Save changes to fix the new order
- **3. Existing Content** (*if you hover your mouse over existing content a tool tip will inform you of the content type that is used for that content*):
  - **a. Name:** this is the name of the piece of content that you have just added
  - b. Version: this is the version number of the piece of content the more changes you make to the piece of content, the higher the version number. When the content is approved it becomes version 1.0. Subsequent changes to the content will become version 1.1, 1.2 and so on until it is approved yet again to become version 2.0
  - c. Status: this tells you whether the content is inactive, pending, approved or expired
  - d. Last Modified: this tells you when the piece of content was last modified
  - e. Publish Date: the date the content was first published

## f. Actions Drop-Down Menu: this drop-

down menu allows you to:

- i. Edit the piece of content in question
- ii. Preview
- iii. Mirror the piece of content (i.e. make an exact duplicate of the content elsewhere in the site that will be updated any time the original is updated)
- iv. Duplicate the piece of content (i.e. make an exact duplicate of the content elsewhere in the site that is independent of the original piece of content)

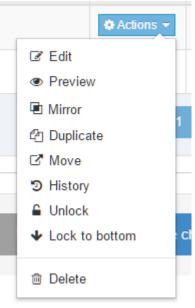


Figure 41: Content Actions Menu

- **v.** Move the content elsewhere in the site
- vi. History of the piece of content (this option allows you to set a previous version of the content as the current version. This is very helpful if you have made a mistake during the updating of the content. When you click on History for a piece of content, you will see a list of previous versions. Click the Set Active button for the version you want as the current version then scroll to the bottom of the page and click Update.
- vii. Unlock/Lock to top/Lock to bottom depending on the selection can prevent a piece of content being moved.
- viii. Delete the piece of content
- **g.** Lock: again, this is to do with reordering the content in the section. This allows you to lock content into a particular order.
- h. Check box allows you to select multiple pieces on content and preform bulk actions.

# **Editing Content**

 In the Site Structure view of the site – Click on the actions menu of the section containing the content to be modified

- From the menu select Edit Content
- The Content is this Section screen will display
- Click the Actions menu of the piece of content to be edited
- Choose **Edit** from the menu that appears

E Genera	al 🖹 Content	♣ Page layouts	More 🕶				
Conte	ent in this s	ection					
							Enable automatic ordering 🗸 🤇
				L	ast updated	(newest)	1
				C Undo last action	ObnU C	all actions	& Bulk actions • + Create content
Display	10 v record	ls					Filter.
Order	Name	Version	Status	Last modified		Publish d	ate 🔒
÷	test	1.2	Pendin	g January 26, 2017	10:05 AM	N/A	🌣 Actions 👻 🛧
	Test	0.1	Pendin	g January 26, 2017	9:45 AM	N/A	I Edit I Preview
Showir	ng 1 to 2 of 2 ent	tries					Mirror     Duplicate     Z' Move     Difference     Lock
n Dek	ete						

#### **Figure 42: Editing Content**

- Make the required changes •
- Click the blue **Save changes** button on the bottom of the screen. •

n Delete	D Cancel	🖺 Save changes 🔻
igure 43: Save Changes		

#### Fig

- You will then be returned to the content in this section screen
- Click the Site Structure to return to your Site Structure view.



#### **Figure 44: Site Structure Button**

# **Previewing Content**

To preview the content added to study alchemy do the following:

1. From the Site Structure View – click Site Structure Button if necessary, see Figure 44: Site Structure Button

- 2. Click on the Actions drop down menu for Study Alchemy
- 3. From the menu that displays click Preview Section

·····⊞ ■ Training Conference	0 2 0 Actions 🔻
C callouts	💶 🧲 🕂 Create section
Contactfooter	🚺 🧲 🕼 Edit section
Current Students	Preview section
Evonte	Move section
Figure 45: Preview Section	

4. Your site should preview in a new tab or window. If you are using Chrome a popup blocker might prevent the preview displaying. Allow popups and preview again.

# **Approving Content**

Once a piece of content has been added it needs to be approved before it will be live on the site. Approved content will be published once every hour.

To Approve Content

- Click on the **Content** menu
- Select Approve Content
- The Approve Content Screen will appear
- Check the box on the far right for all pieces of content that are ready to have published
  - Alternatively you can filter by the name or type of the content

TERMINALF	OUR
Content	~
Create content	
Edit content	
Delete content	
» Approve content	
Media library	
Figure 46: Approve	

Content



# • Click **Approve**

Name 🔶		Version ¢	Last modified 🖨	Last modified by 🖨	Workflow (Step) ≎		
2013-06-26 Co-Ordinators NR Home>>testinternet>>Training Sites>>School Of Alchemy>>About Us	id: 281526		January 26, 2017 10:19 AM	Training 15		🖨 Actions 👻	
2013-07-04 NR Course Coordinators Home>>testinternet>>Training Sites>>School Of Alchemy>>People	id: 285213		February 16, 2017 11:19 AM	Training 15		✿ Actions ◄	
new news Home>>lestinternet>>Training Sites>>School Of Alchemy>>About Us	id: 715409		January 26, 2017 10:19 AM	Training 15		Actions -	
test Home>>lestinternet>>Training Sites>>School Of Alchemy>>Training Conference	id: 715407		January 26, 2017 10:05 AM	Training 15		Actions -	
Test Home>>lestinternet>>Training Sites>>School Of Alchemy>>Training Conference	id: 715408		January 26, 2017 9:45 AM	Training 15		Actions -	
Showing 1 to 5 of 5 entries						< 1 :	>

 $\square$ 

Approve content » review and approve content

#### Figure 47: List of content pending approval

# Content Types in Detail

All the content types that you are familiar with are being updated to work with the new style. The new content types are:

Content Type	Description	To be used on:	Image size if applicable
<u>Banner</u>	Use this content type to create a video or image hero banner	Landing Page Only	1920 x 708 pixels
Link Circle	Use this content type to create quicklinks similar to those on the homepage	Landing Page Only	150 x 150 pixels
<u>Landing Page</u> <u>Menu Block</u>	Shows the subpages of the current page with title and text	Landing Page Only	
<u>Spotlight</u>	Use this content type to create spotlight/fact file elements.	All Pages	1056 x 719 pixels
<u>Profile</u>	Use this content type to create spotlight/fact file elements.	All Pages	1270 x 550 pixels
<u>Link Box</u> <u>Carousel</u>	Use this content type to create useful links	All Pages	472 x 472 pixels
Link Box Wrap	Use this content type to create useful links	All Pages	472 x 472 pixels
<u>Connect Box</u>	Use this content type to create a Connect Box	Landing Page Only	472 x 472 pixels
<u>Connect Box</u> Social Links	Use this content type to create social navigation boxes	Landing Page Only	472 x 472 pixels
<u>Connect Multi</u> <u>Box</u>	Use this content type to create a Connect Box with four sub boxes	Landing Page Only	Uses built in Icons
<u>contactdetails</u>	Adds a new contact section to a departmental page	contactfooter section only	
News and Views	Add the top five news items	Landing Page Only	425 x 353 pixels
Explore this Page	Adds a button menu to long inner page	Inner Pages only	
		ontent Types	

2017 - Logo Carousel	Use this to add a Logo Carousel	All pages	
2017 - Photo Gallery Item	Used to add an image to a photo gallery	All Pages excluding landing page	
2017 - Video Gallery Item	Use this content type to create a video gallery	All Pages excluding landing page	

# 2017 Banner



Figure 48: Banner Content Type

### Use Case

To be used on departmental homepages and other landing pages. Will not work on an inner page. Banner Image with title can be used on inner pages as before.

### Description

Supports up to 3 large banner images. Landing page only. If you want similar functionality on an inner page the existing **spotlight block** content type can be used.

Image dimensions (if applicable) 1920 x 708 pixels

### Fields

Standard fields for providing 3 images. One heading and one image must be provided.

### Notable Features

Can feature a different call to action (link) on each image.

# 2017 - Video Banner

#### Use Case

Similar in size and shape to the 2017 Banner, this banners allows you to include a looped short video on your homepage. The short snippet can also link to a longer version of the video.

### Description

Supports one video banner that can link to internal or external resources.

# Aspect Ratio

YouTube guidelines suggest 16:9, and I would therefore go with this recommendation.

### Fields

- Video Webm File, Video Mp4 File
- Heading, Sub-heading
- Button Title
- Section link
- External Site Link
- External Video Link

# 2017 - Link Circle



#### Figure 49: Link Circle Preview

### Use Case

To be used on departmental homepages and other landing pages.

### Description

A single icon to direct users to key area of a site. Choose from a fixed set of icons, title and link as desired. Add six 2017 – Link Circles to form a complete row.

### Image dimensions (if applicable)

150 x 150 pixels (Must be transparent PNG)

The icons are already sized so users should not need to worry about generating images for this content type.

### Fields

Each icon has:

- Start New Group
- Title
- Icon
- Background Colour
- Link option (section, external, link to a piece of media, modal video, modal text)

### Notable Features

If you desired 12 icons, you can use the Start New Group button to begin a second row.

# 2017 - Landing Page Menu Block

(	Cork University
	y was so green and beautiful, I would call it the Emerald City; and I put green spectacles on all the people, so that everything they saw was green.
> Prospective Students	> Current Students
Prospective Students     Patient Information	Surrent Students     Staff

#### Figure 50: Menu Block

#### Use Case

Used on a landing page to inform users regarding the purpose of the site, and to enable users to navigate to lower pages.

#### Description

All live sections of a site will be listed. If you don't want a section to appear – deselect the sections show in navigation tick box.

The paragraph at the top of the menu is limited in size, keep your message short and sweet.

### Image dimensions (if applicable)

Not applicable.

Fields

- Title essentially your department name
- Description the paragraph of text you want to include

#### Notable Features

Sections are pulled in automatically.

# 2017 – Spotlight

# Student Fact File



#### Figure 51: 2017 Spotlight

#### Use Case

Spotlights can be used on landing page or inner pages to draw attention to upcoming events, interesting statistics or news stories and so on.

#### Description

Split in to two panels – the left for some text and an optional link – the right is an image.

# Image dimensions (if applicable)

1056 x 719 pixels

#### Fields

Each spotlight is just one panel, add several to form a scrolling carousel.

- Start new group want two separate spotlights on a page? Select yes to force a new group.
  - Note all members of a group must be listed one after the other in your sections content
- Group Title See figure 4, the words Student Fact File are the group title. You can give your spotlight any title that works for your content.
- Main Heading Title text that appears in the coloured panel in figure 4 above.
- Main Content remain text that appears in the coloured panel in figure 4 above.
- Spotlight Image the image on the rights of the spotlight shown in figure 4.
- Background colour colour of the panel on the left
- Link (section, external, media)

#### Notable Features

All spotlights should be listed one after the other in your section. It is important to be able to arrange content as you need them.

If you start a new group, you should provide a new Group title and overview.

# 2017 – Profile

#### Student Profile



#### Figure 52: 2017 - Profile

#### Use Case

The 2017 Profile content type will work on all pages. It can be used to profile any person, place, or event.

#### Description

The profile content type is designed to contain an image, a quote and details of the person whose quote we are using. Clicking on the link, in the example above "View Student", will bring you to a section or news story with more information on the person, place, course or whatever we decided. It is also possible to have a modal window display.

#### Image dimensions (if applicable)

1270 x 550 pixels

#### Fields

- Start a new group want more than one profile block? Use this to start a second set.
- Group Title Replace the words Student Profile above with any title that suits your content
- Group Summary Add a paragraph about those profiled
- Image
- Quoted text
- Quoted person
- Summary
- Linking only one option can be used
  - External
  - YouTube
  - Section
  - Quoted Description this text will display in a modal window.
- Link text Replace the text "View Student" with something more appropriate for your content.

#### Notable Features

All profiles should be listed one after the other in your section. It is important to be able to arrange content as you need them.

If you start a new group, you should provide a new Group title and overview.

# 2017 - Link Box Carousel/2017 - Link Box Wrap



**Useful Links** 

Figure 53: Link Box Carousel - Link Box Wrap looks similar

#### Use Case

Use 2017 Link Box Carousel if you want the fifth and subsequent boxes to generate a sliding carousel.

Use 2017 – Link Box Wrap if you want the fifth and subsequent boxes to general a new row of images.

Primarily for use on landing pages. They will render on inner pages however long titles won't wrap nicely on the smaller tile size generated in the inner page. If you are using these on an inner page always preview on various devices to test.

#### Description

Each link box is made up of one Image with a title that links users to key areas on your site.

#### Image dimensions (if applicable) 472 x 472 pixels

#### Fields

- Group Title
- Group Overview
- Start new Group
- Title
- Subtitle
- Background Colour
- Image
- Link (section, external, media, video, modal content)

#### Notable Features

All Link boxes or a particular type should be listed one after the other in your section. It is important to be able to arrange content as you need them.

If you start a new group, you should provide a new Group title and overview.

# 2017 - News and Views

# Latest Updates from the Digital Estate Working Group (DEWG)



#### Use Case

Used on landing pages to bring news content to the fore.

#### Description

Pulls the five most recent news stories together in a large standout piece on content

### Image dimensions (if applicable)

425 x 353 pixels

#### Fields

- Title the title News and Views can be over written by specifying your own title
- Use Branch News selecting this will display content from your News section.

# 2017 - Connect Box

### Connect with UCC

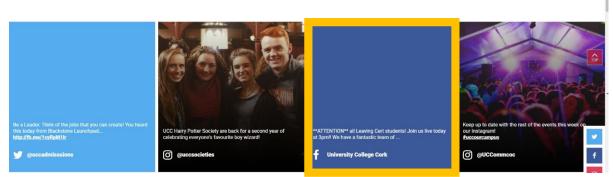


Figure 54: Connect Box - four builds one row

#### Use Case

Designed for use on landing pages this connect boxes can be used to showcase your best social media posts while linking users to your account.

#### Description

Each 2017 connect box contains an image or background colour, link (section, external, media), Owner, and icon.

Designed to be displayed 4 in a row, additional can be added using the start new group to force a second row of 4.

### Image dimensions (if applicable)

472 x 472 pixels

#### Fields

- Group Title
- Group Overview
- Start new group
- Text
- Section link
- External Link
- Media link
- Icon
- Owner
- Background colour
- Background Image

#### Notable Features

Technically these connect boxes could be used to connect anything to your site or elsewhere!

All connect boxes should be listed one after the other in your section. It is important to be able to arrange content as you need them.

If you start a new group, you should provide a new Group title and overview.

# 2017 - Connect Multi Box

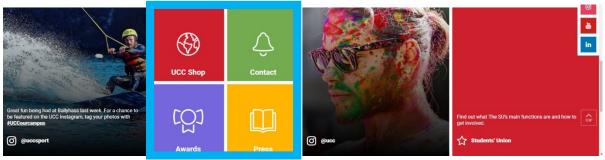


Figure 55: Multi Box - Four small icons to link to services or sites

### Use Case

For use on a landing page, the multi connect box can be used in place of a connect box to get more links in to a smaller space. You could technically have a row of four multi boxes, giving you 16 icons/boxes to play with. However, it was designed to work as shown above.

### Description

Featuring four icons, each with a title, icon, background colour and link.

#### Image dimensions (if applicable) Non applicable

### Fields

- Group Title
- Group Overview
- Start new group
- Title 1 (to 4)
- Section link 1 (to 4)
- External Link 1 (to 4)
- Media Link 1 (to 4)
- Icon 1 (to 4) from a fixed list
- Background Colour 1 (to 4) fixed list of colours to be in line with UCC's visual identity guidelines.

#### Notable Features

Technically these connect boxes could be used to connect anything to your site or elsewhere!

All connect boxes should be listed one after the other in your section. It is important to be able to arrange content as you need them.

If you start a new group, you should provide a new Group title and overview.

# 2017 - Connect Box Social Links

### Connect with UCC

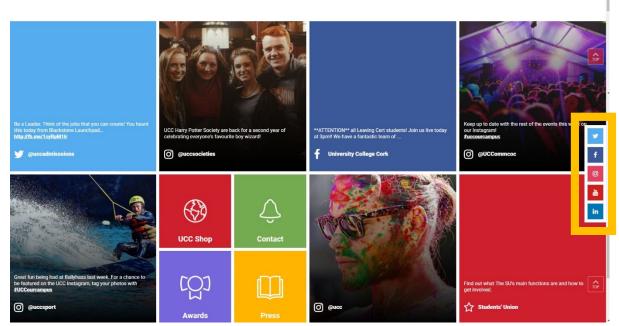


Figure 56: Connect Box Social links, should be used with connect box, and or connect box multi

#### Use Case

For use as showcased in figure 10. Will work so long as one row of connect boxes exists.

#### Description

Links to your social media accounts - displayed on the side of the page

### Image dimensions (if applicable)

Non applicable

#### Fields

- Facebook link
- Twitter link
- Instagram link
- YouTube link
- LinkedIn Link

#### Notable Features

Dependent on the existence of 4 connect boxes.

# contactdetails



#### Figure 57: Departmental Contact Information

Use Case

Appears on all sections of your site if added to the **contactfooter** section.

#### Description

Renders on all sections it of the site if added to the **contactfooter** section

# Image dimensions (if applicable)

Non Applicable

#### Fields

- Title name of department, unit, project etc.
- Contact Address
- Contact Email
- Contact Number
- Site Link
- Location Map Link
- Background colour

#### Notable Features

The Irish version of your department name may be provided. If it is please do not delete it.

# Explore this Page

#### Use Case

Simplify the navigation of long pages.

### Description

Adds a button menu to the top of a long page. Explore this page relies on long text being broken up in to several short pieces of General Content

#### Image dimensions (if applicable) Non Applicable

#### Fields

- Name
- Title you can use a heading other than Explore this page by providing your own title

To use the Explore this page content type:



#### **Explore This Page**

 What is ECDL?
 Completing ECDL in UCC
 Access ECDL Online Training

 Exam Registration and Costs
 Testing Times
 Syllabus Update

#### Figure 59: Explore this page

- Navigate to the relevant section
- Click the Actions menu and select Create Content
- Use the filter to find "Explore this page"
- Click the content name to add it to your section
- Give the content a name and title (I use Explore this page but you can decide to use something else or nothing at all)
- Save and approve the changes

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#### Figure 60: Explore this page content type

- This content type needs to be at the top of a page or at least near the top of a page.
- Use the four way cross arrow to the left of the content to drag it up.

# Notes and Other resources

- To migrate an existing website to the new Homepage 2017 email <u>cmssupport@ucc.ie</u>
- To have a CMS account set up email <a href="mailto:cmssupport@ucc.ie">cmssupport@ucc.ie</a>
- For instructional videos go to <a href="http://www.ucc.ie/en/dewg/cmshowto/">http://www.ucc.ie/en/dewg/cmshowto/</a>
- Webshot information sessions: <u>https://www.ucc.ie/en/dewg/webshots/</u>
- Image source <u>http://upic.ucc.ie</u>
   Password uPic2015
- Writing for the web: <u>https://www.ucc.ie/en/dewg/websites/writing/</u>

If you encounter any issue while using the CMS please email <a href="mailto:cmssupport@ucc.ie">cmssupport@ucc.ie</a>

# Notes: