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**
    - 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 https://www.ucc.ie/en/dewg/, that might help you improve your site

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

Logging in

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

- Launch your preferred browser – we recommend Chrome
- Navigate to: https://bali.ucc.ie/terminalfour
- The log in screen should appear, see Figure 1: CMS login screen
- Use the credentials you received from cmssupport@ucc.ie to log in
    - If you have forgotten or lost your credentials email cmssupport@ucc.ie to request a password reset.
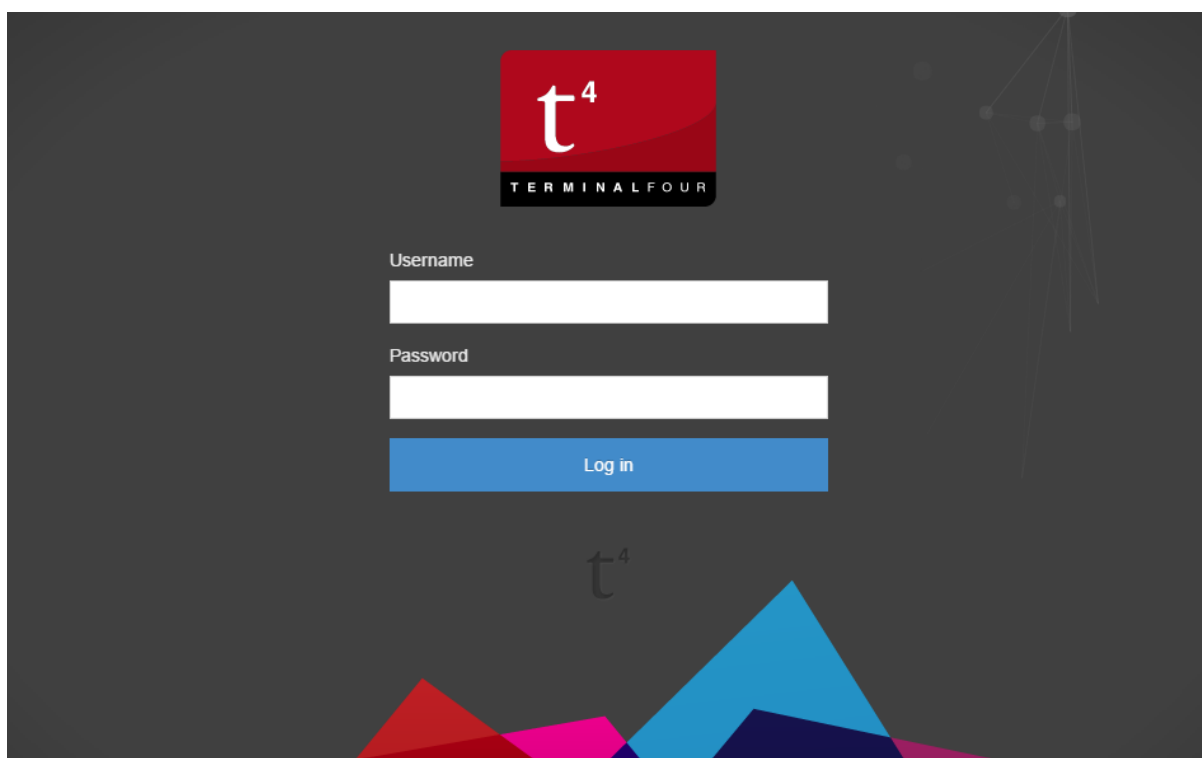

Figure 1: CMS login screen

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
    - Current password
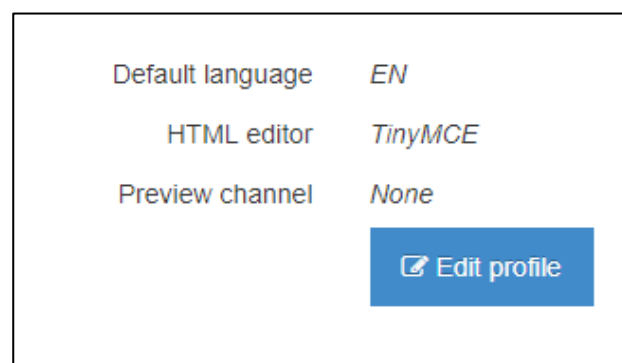   - New password
    - Confirm password

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.
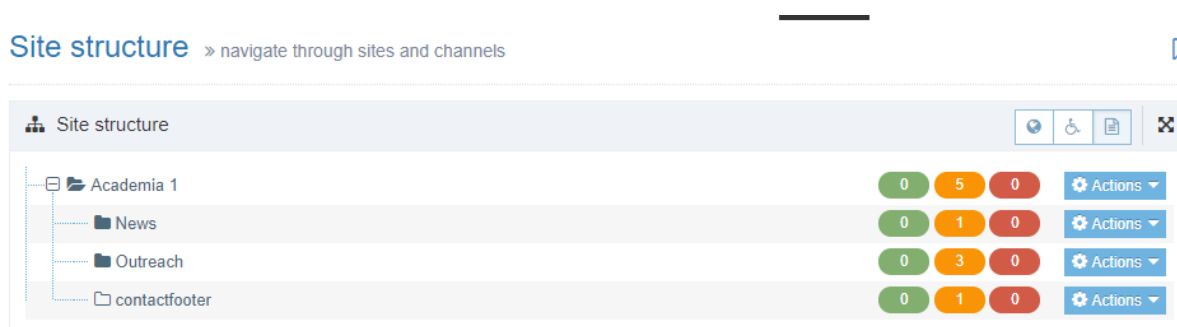

Figure 3: Simple Site Structure

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**.

 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 to ensure you are on the correct screen.
2. At the desired level, click the Actions menu 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**

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 9th 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
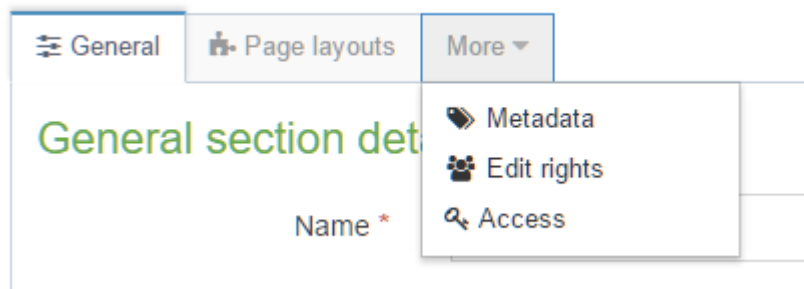
Figure 5: Metadata Tab

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.
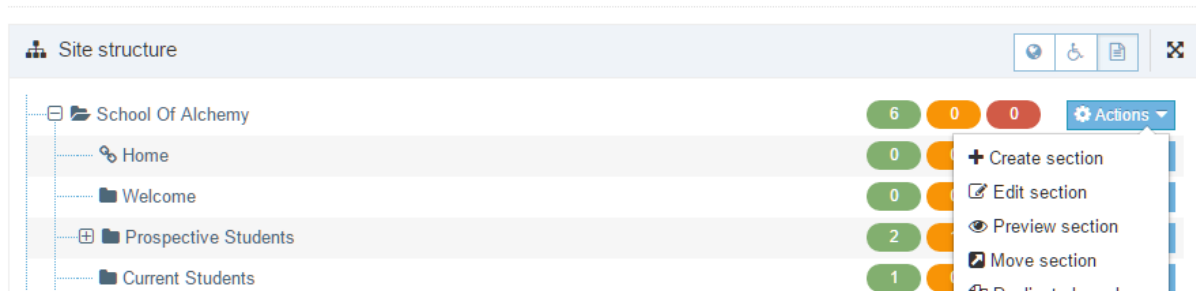

Figure 6: Actions Menu

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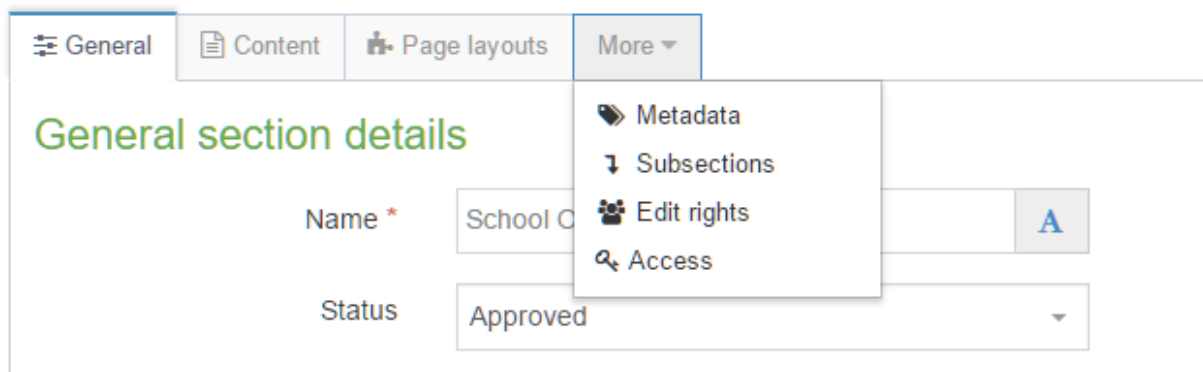
2. Select **Subsections** from the dropdown menu

Figure 7: The more menu options

3. All the subsections will be listed

Figure 8: Order Icon

4. Click and drag the order icon to reposition a section. See Figure 8: Order Icon

5. Click on the **Save Changes** button at the bottom of the window, see Figure 9: Save your changes
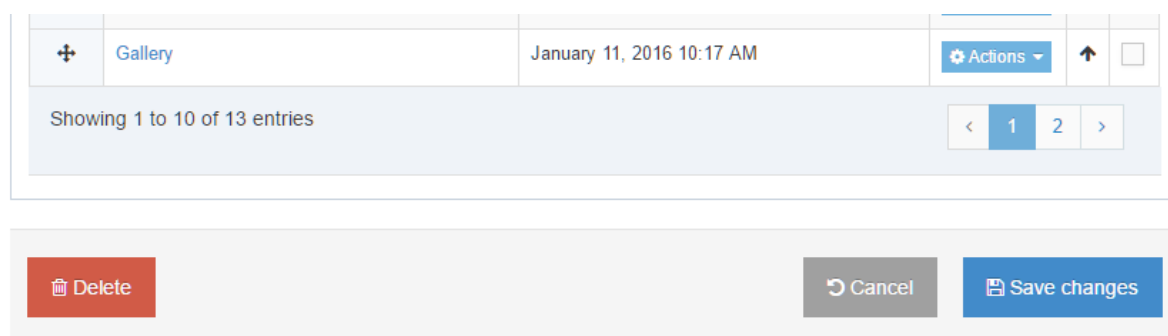
Figure 9: Save your changes

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.
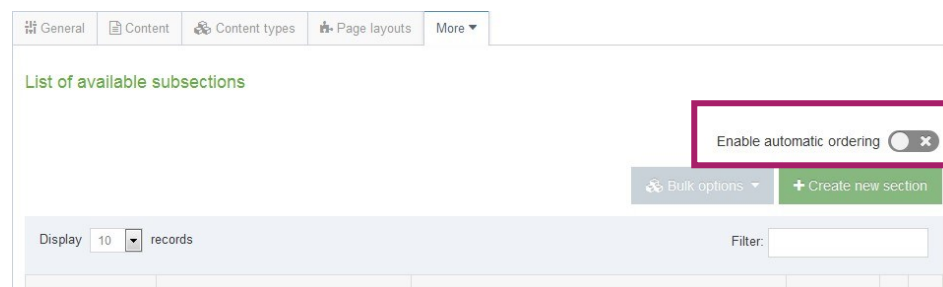
Figure 10: Switch to turn on or off automatic ordering

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 cmssupport@ucc.ie 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

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.

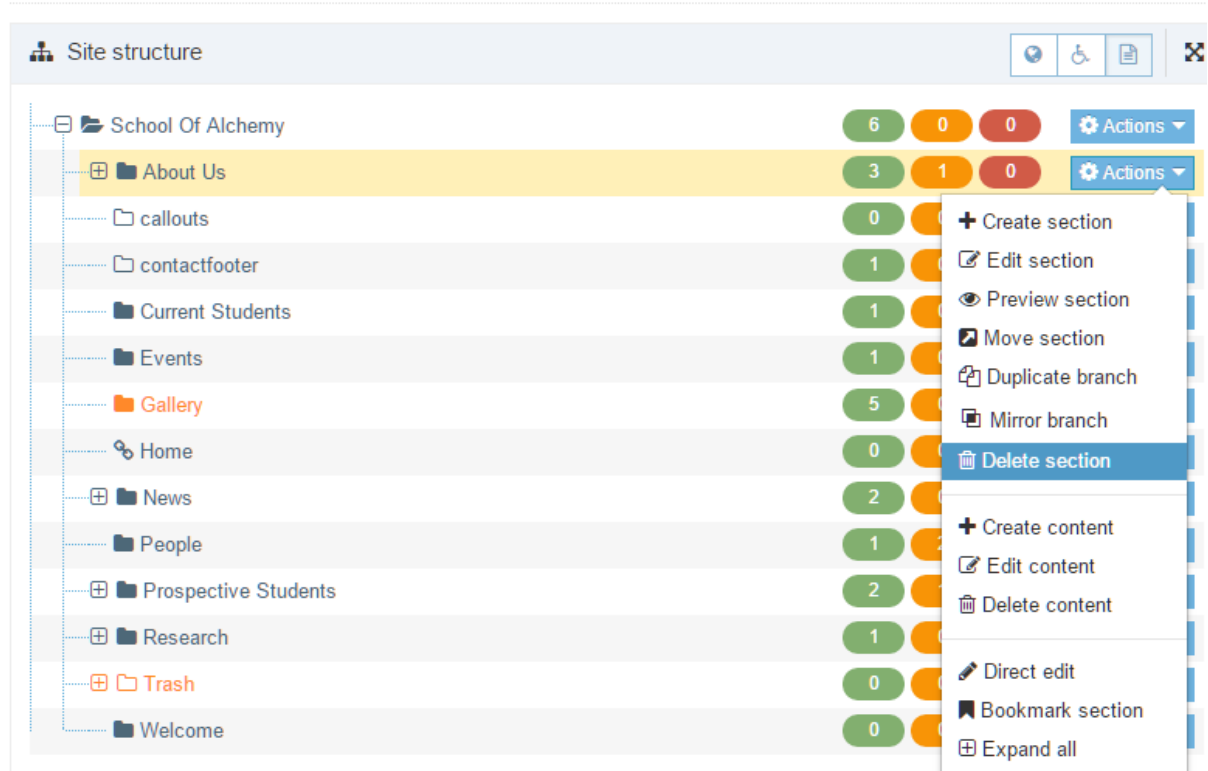- Click the Actions menu of the deleted section.
- Select **Edit Section**.
- In the edit screen, change the **Status** of the section in question from *Inactive* to *Approved*. See Figure 12: Section Status
- Save your changes.
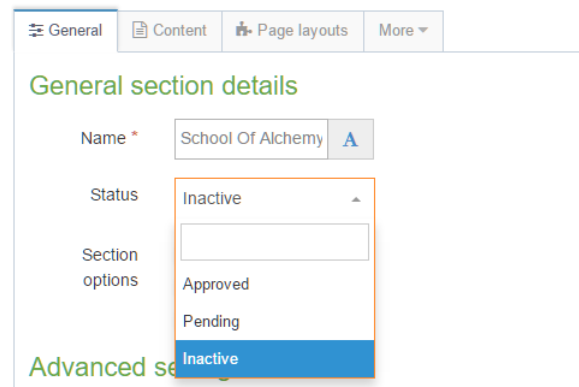
Figure 12: Section Status

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
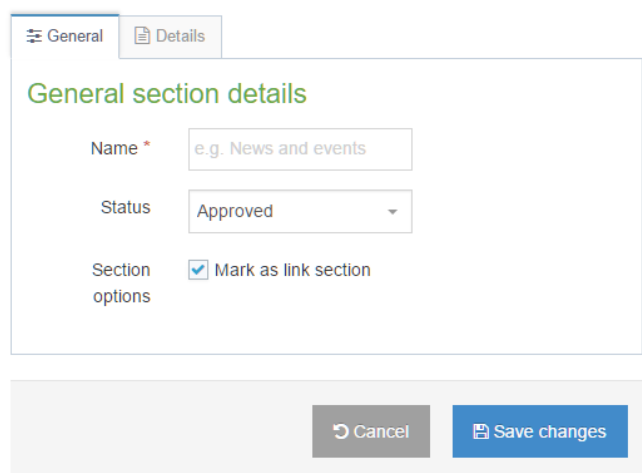
Figure 13: Linked Section

7. Under Link Type, select External URL

8. In the *link URL* field, type in the address of the site. "https://www.jstor.org/"

9. In the *link target* field, select "_blank" (this opens the website in question in a new window/tab when clicked)

10. Click Save Changes

Figure 14: Details Tab

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 news-items from a specified news section
6. 2017 Profile
    - Picture with text overlay
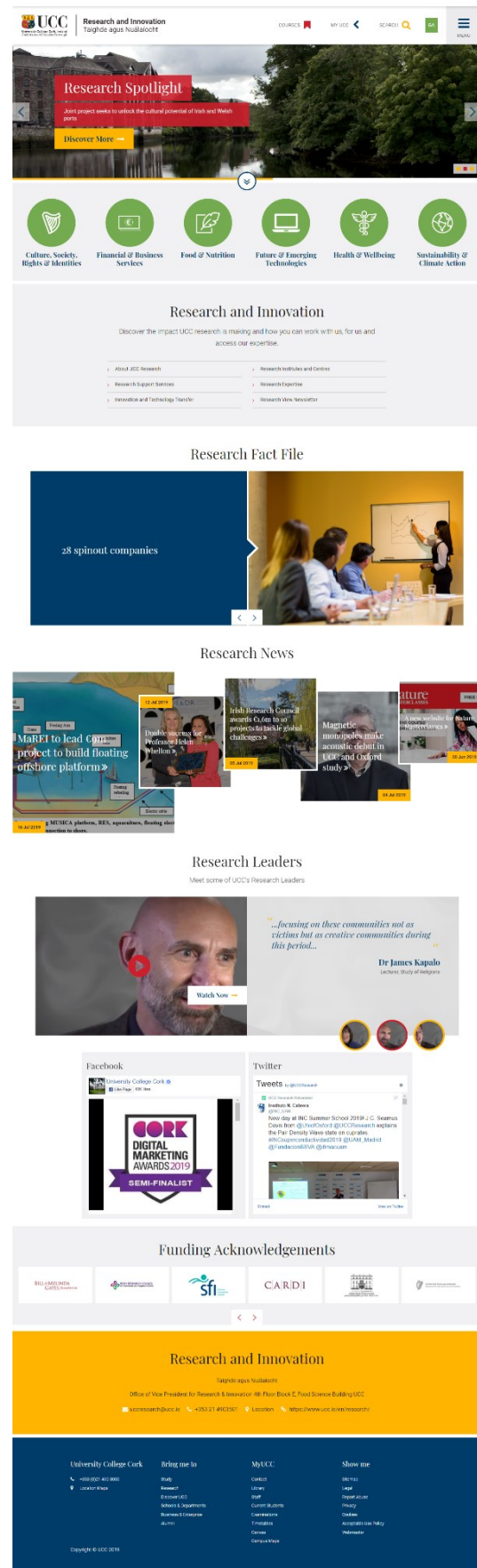   - Supports several calls to action, include YouTube video

Figure 15: 2017 HOme Layout Example

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

Other Supported Content Types Not Shown
- 2017 Connect Box – 2017 Connect Box Multi
    o Designed to work together but can be used separately
    o Solid Colour background or image for Connect box
    o Four PNG transparent image icon required for the Multi Connect boxes
    o Supports several calls to action
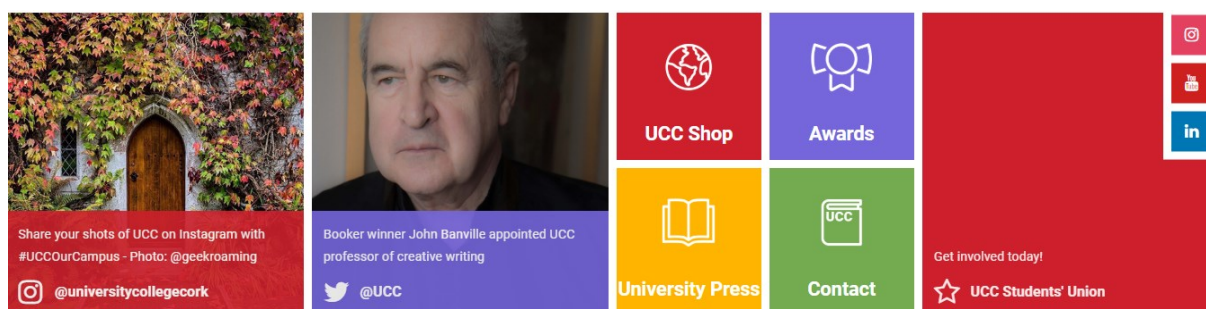

Figure 16: Connect Box and Connect Box Multi

- 2017 Link Box Wrap - 2017 Link Box Carousel
    o 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
    o Supports several calls to actions
    o Start new group allows for several groups of boxes to be added.

- 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
5. 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
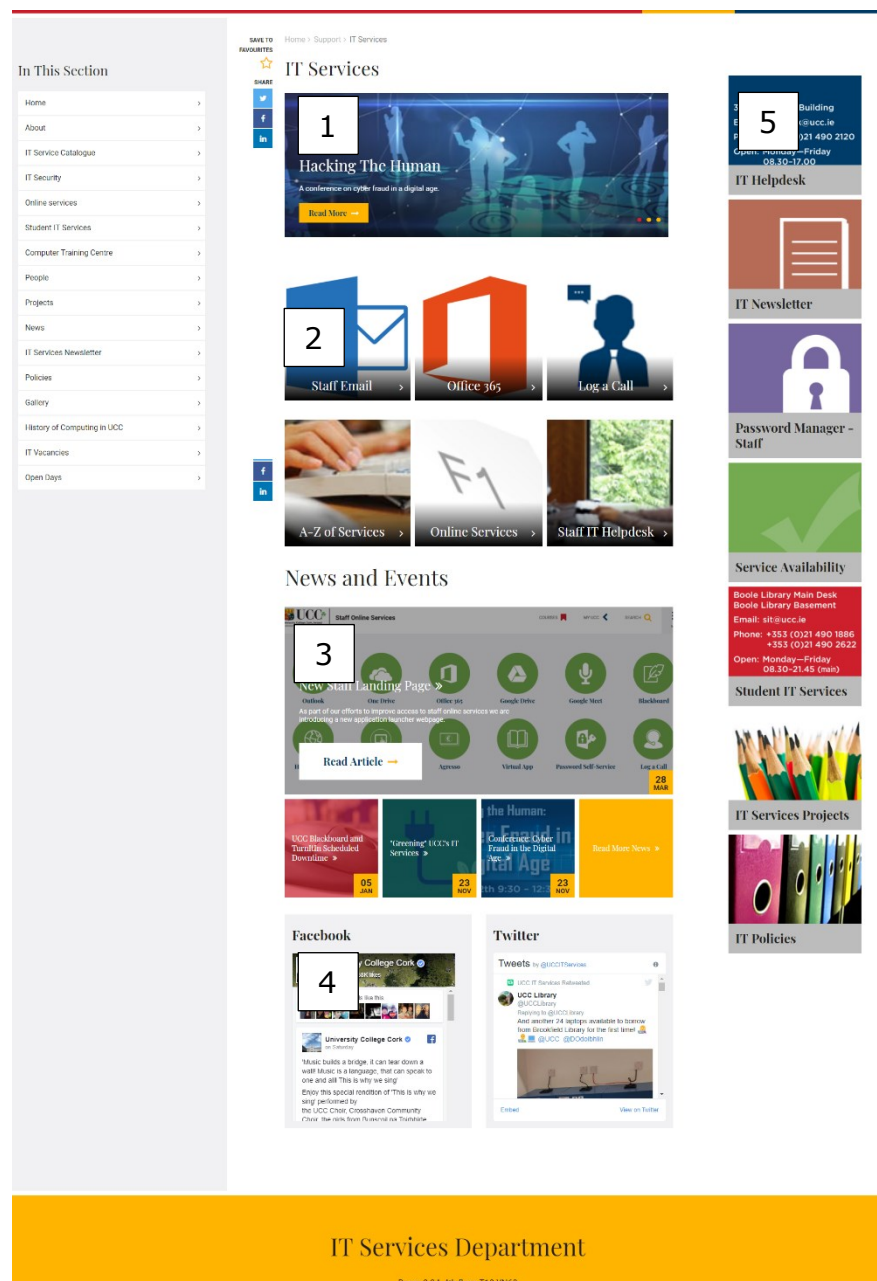11. 2017 Explore this Page
12. Explore this Page

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.

Figure 18: Inner Page 2/10 - No side

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 cmssupport@ucc.ie 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
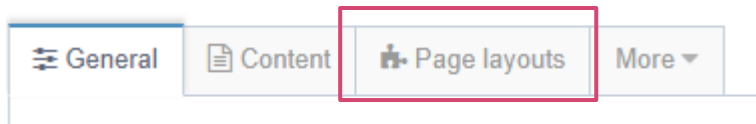

Figure 19: Page Layout Tab

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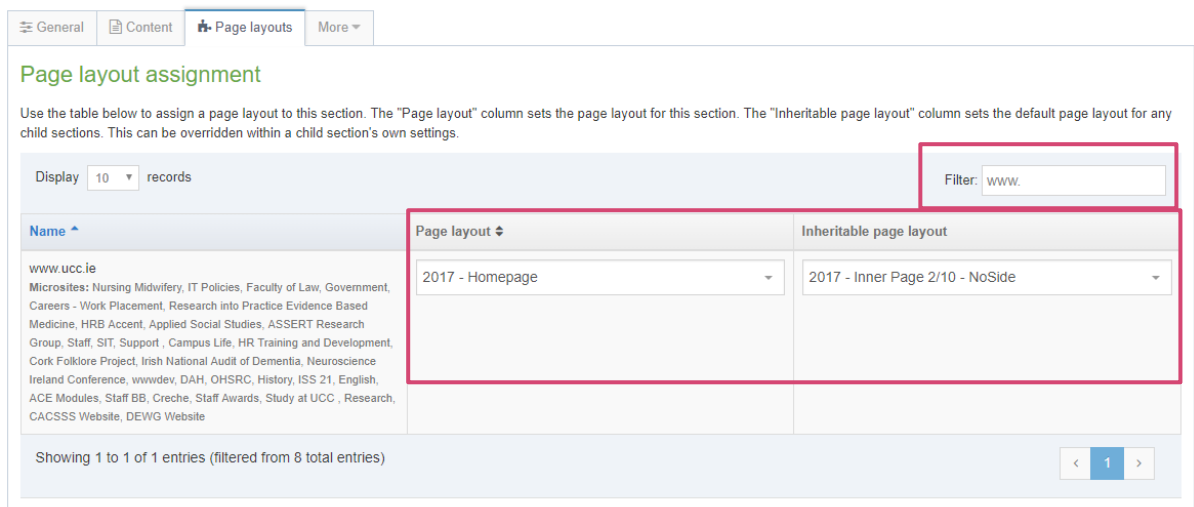

Figure 20: Page Layout Selection

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 **2017 Connect Boxes** **2017 Link Box** **Carousel/Wrapped**	500 x 500
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.
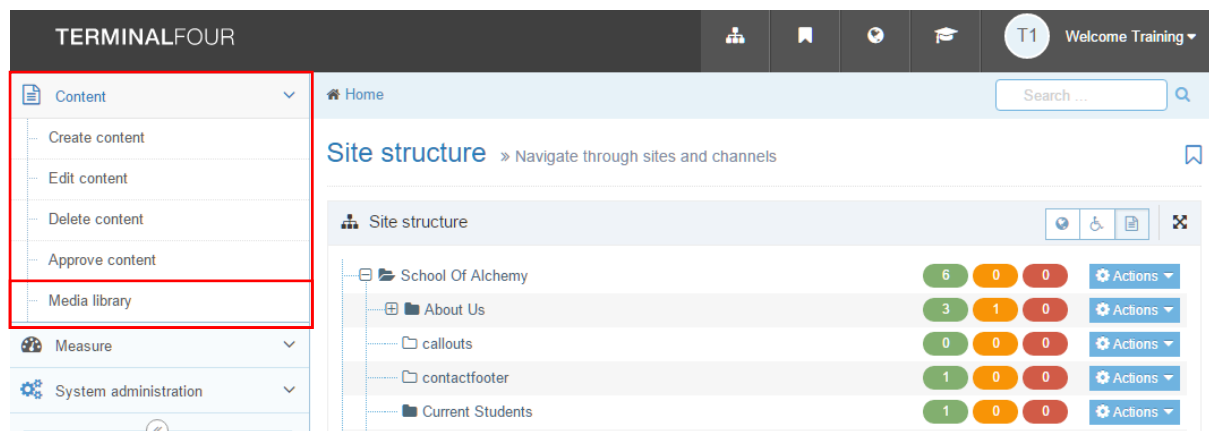

Figure 21: Accessing the Media Library

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
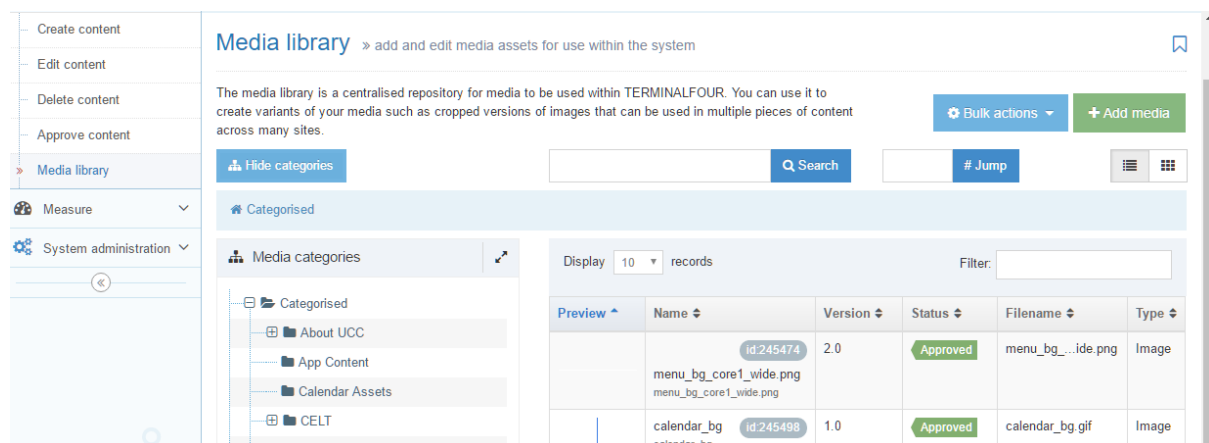- Scroll down to Training Category
- **Click** on School of Alchemy

Figure 22: View of the Media Library

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.

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 media library 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**
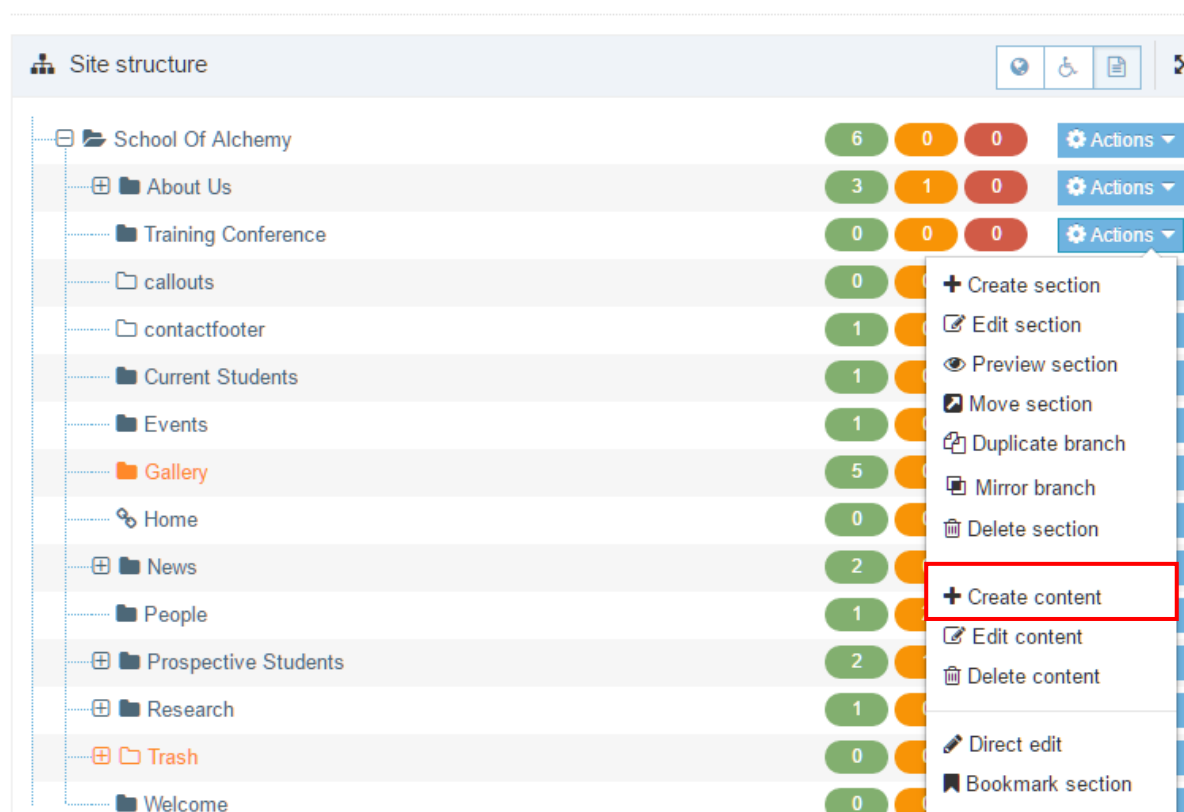2. From the menu that displays – select **Create Content**

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**

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

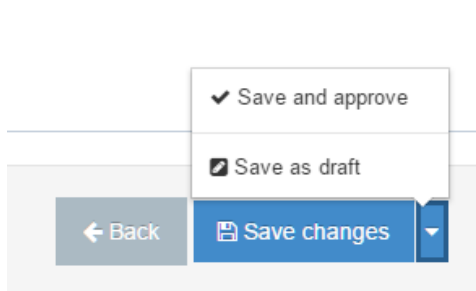**Figure 26: General Content Type**

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.
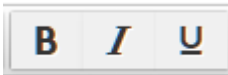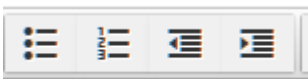
Instructions on dealing with the pop up blocker can be found here: https://www.ucc.ie/en/dewg/websites/cmshowto/

Editor Details

The Tiny MCE Editor has the following functionality

Table 2: TinyMCE icons

	Undo & Redo
	Bold *Italics* and Underline • Bold and Italics can be used to emphasis information • Underline should not be used, only links should be underlined. Once a link is added it will automatically have the Underline format applied
	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
	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.
	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:
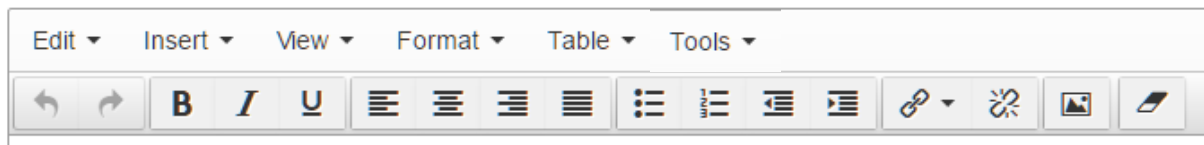
Figure 28: General Content Type

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.
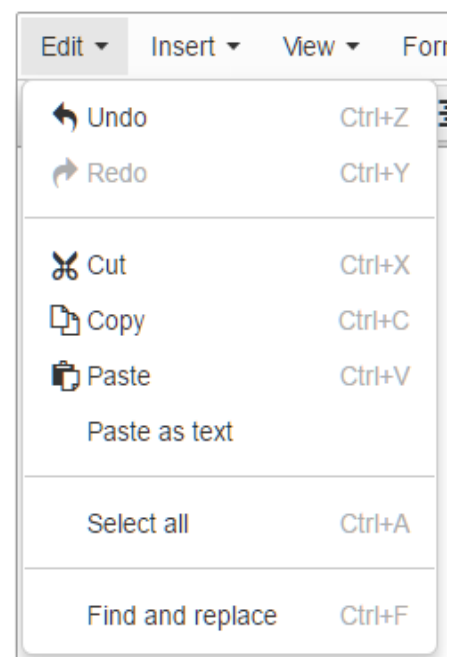
Figure 29: Edit Menu

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.
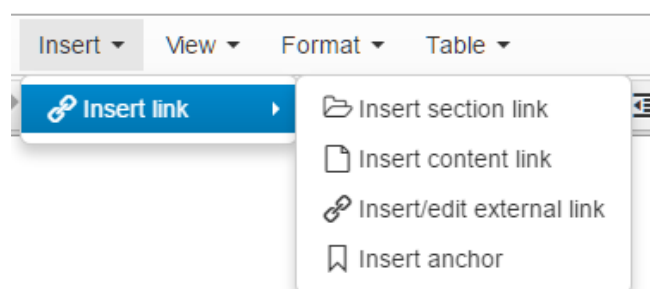
Figure 30: Inserting Links

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.
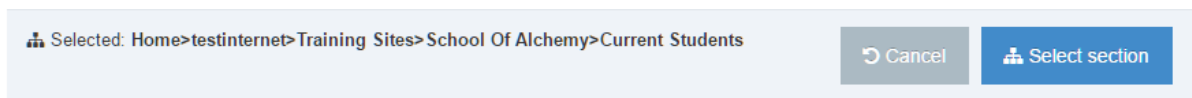
Figure 31: Select Section

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
- Title will appear as a tool tip when the user hovers their mouse over the link
- Target – two options, none or new window.
  - Use none if linking to another ucc.ie website
  - Use New window for all other sites
- Save and approve the piece of content.
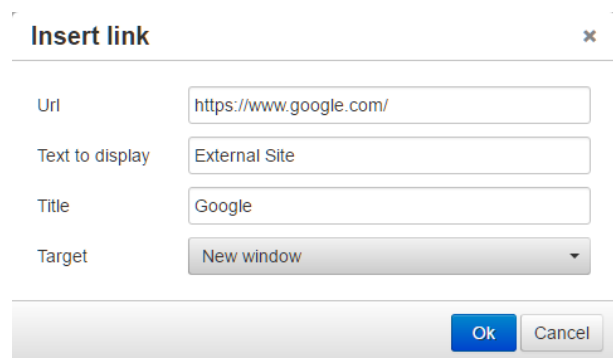
Figure 32: External Link (Example)

View Menu

Allows you to go full screen or to turn on or off visual aids.
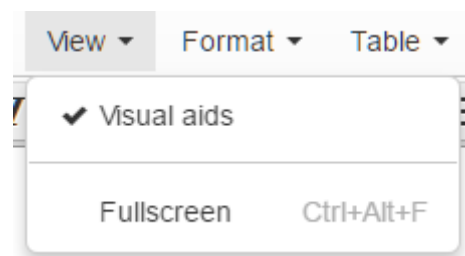
Figure 33: View Menu

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.
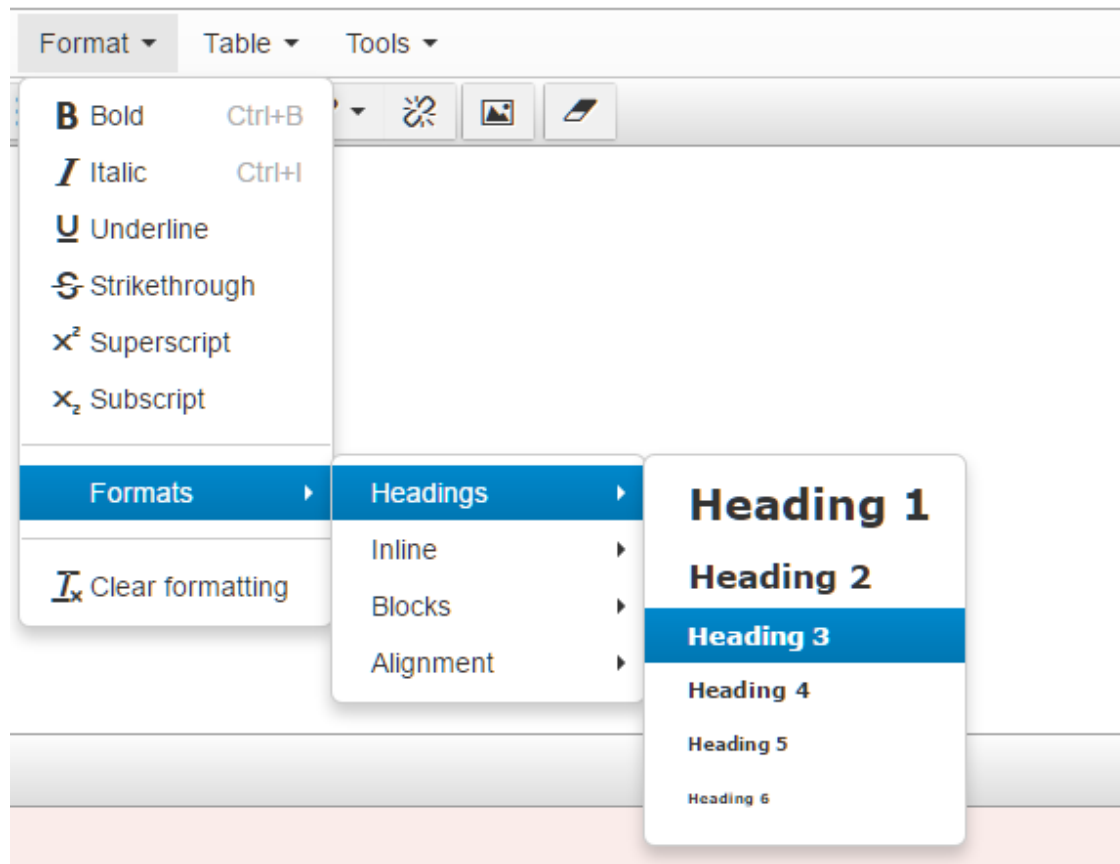
Figure 34: Heading Styles

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**
  - o If this is the first heading you have applied in the piece of content, click **Heading 3**
  - o 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.
- A tiny grid will be inserted.
- Click in to a cell and type – the cells will automatically adjust is size.
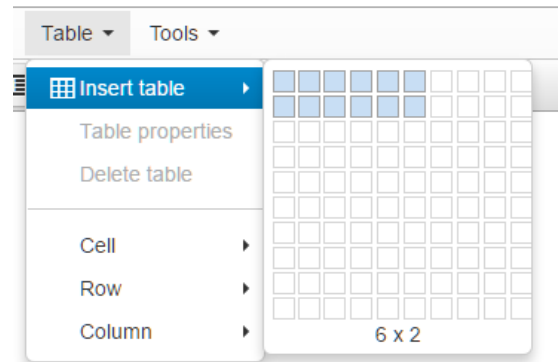
Figure 35: Table Menu

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.
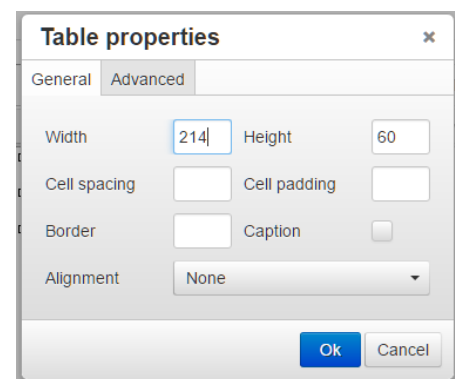
Figure 36: Table Properties

How to apply a style:

- Edit your content
- Tools View Source
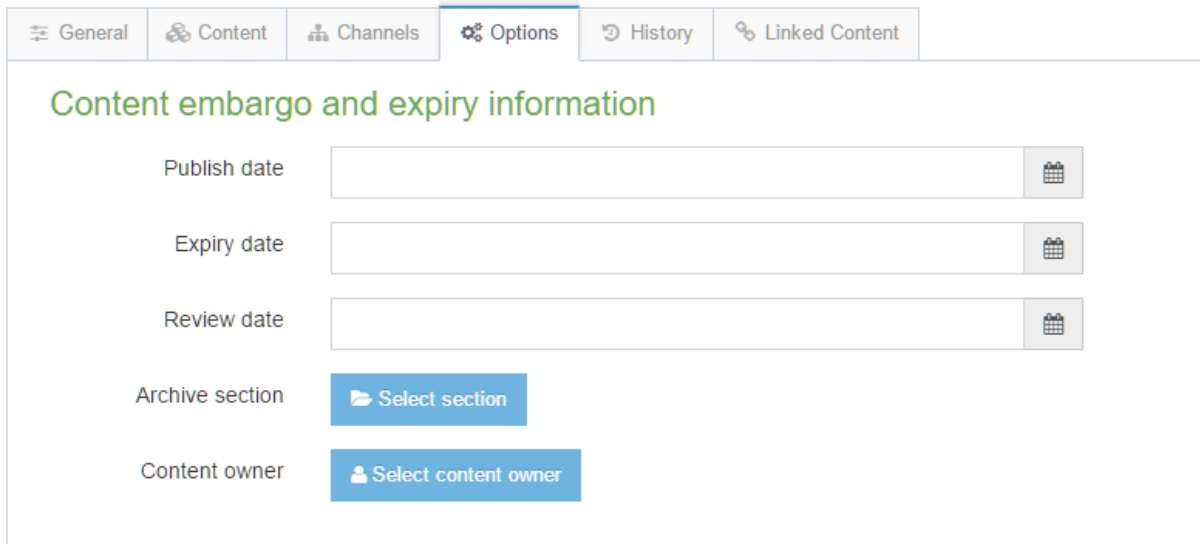
In the <table> tag add <table **class=""**> followed by one of the follow table styles

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
  - o Ensure your branch of the library is selected
  - o Begin typing the name of the document in the Filter field – top right

Figure 37: Icon

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.

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

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

   a. Use Save Changes to fix the new order
2. **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)
   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.

Figure 41: Content Actions Menu

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

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

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

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**

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
  - o Alternatively you can filter by the name or type of the content

Figure 46: Approve Content

- Click **Approve**

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
Banner	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
Landing Page Menu Block	Shows the subpages of the current page with title and text	Landing Page Only	
Spotlight	Use this content type to create spotlight/fact file elements.	All Pages	1056 x 719 pixels
Profile	Use this content type to create spotlight/fact file elements.	All Pages	1270 x 550 pixels
Link Box Carousel	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
Connect Box	Use this content type to create a Connect Box	Landing Page Only	472 x 472 pixels
Connect Box Social Links	Use this content type to create social navigation boxes	Landing Page Only	472 x 472 pixels
Connect Multi Box	Use this content type to create a Connect Box with four sub boxes	Landing Page Only	Uses built in Icons
contactdetails	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	
Additional Content 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

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

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

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

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.

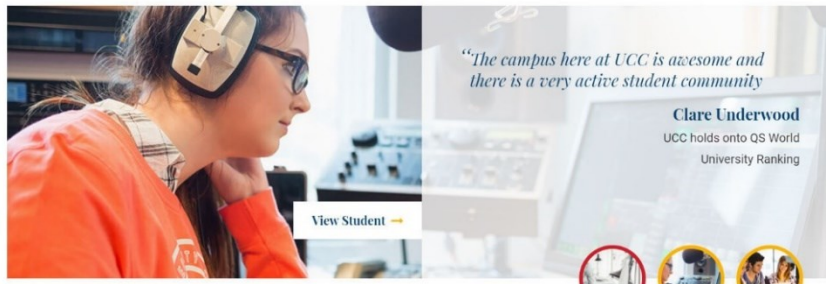If you start a new group, you should provide a new Group title and overview.

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

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.
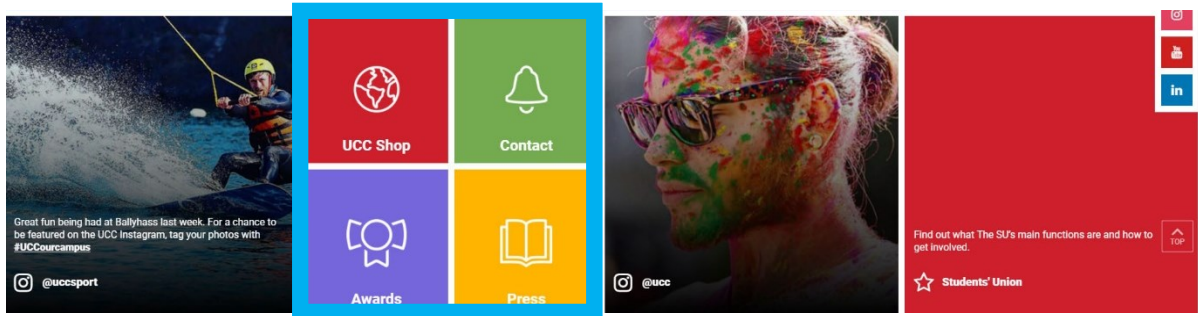
2017 - Connect Box Social Links

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:

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)
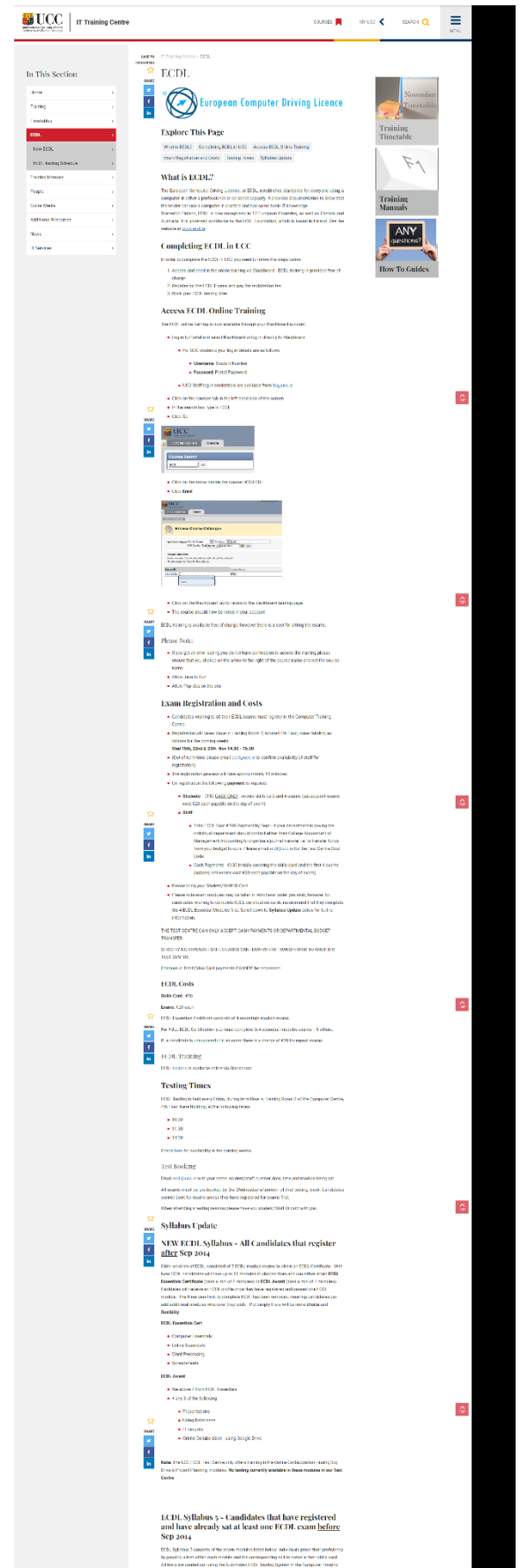- Save and approve the changes

Figure 58: Long Page

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 cmssupport@ucc.ie
- To have a CMS account set up email cmssupport@ucc.ie
- For instructional videos go to http://www.ucc.ie/en/dewg/cmshowto/
- Webshot information sessions: https://www.ucc.ie/en/dewg/webshots/
- Image source http://upic.ucc.ie
  - Password – uPic2015
- Writing for the web: https://www.ucc.ie/en/dewg/websites/writing/

If you encounter any issue while using the CMS please email cmssupport@ucc.ie

Notes: