Web Content Management System:  
Page Type  
Reference Guide

August 2012
CMS Page Types Reference Guide
Welcome to the CMS Page Types Reference Guide. This Guide provides information and instructions on requesting and using the various page types available in the CMS (content management system).

Who Do I Contact For Help?
If you have questions regarding the CMS, contact the Help Desk at wdh.ewu.edu.

Generic Page
Like other page types, the Generic Page provides a template to build a generic web page. Each page type is associated with a design template and is applied when you create a page type for a certain area of the EWU web site.

The page design displayed is associated with the department or college where the page resides.

1. Click the Page View tab to display the template design.

Filling Out the Page Template
Using the Edit Form tab template, fill in the [Required] fields. If the required fields are not filled in the page will not save.

2. Title: The title will appear on the top of the content area.
3. Abstract: The abstract is used by search engines and other pages to provide details about the new page.
4. Keywords: Separate by a comma, include words or phrases in the keyword field for search engines to identify or find your page based on the keywords.
5. Body Copy: Format, align, and edit information in the body copy area of the CMS. The following information can be added in the body copy area:
   - Text/information
   - Images
   - Hyperlinks
Adding Text

Click the body content area and begin typing.

Adding Text from a Web Page

Open the desired web page and highlight + copy the desired text from the page. Click the Paste as Plain Text button to insert the text in the text area. All formatting is removed from the text.

Adding Text using the Paste Button

*We do not recommend using this button.* This button carries any formatting from a copied text and inserts it in the body copy area. Editing the text afterward can be difficult.

Inserting Images

Inserting images in the new CMS is much easier. The images are directly loaded to the image server from the CMS.

**Insert Image**

1. Place your cursor in the location you would like the image.
2. Click the Insert/Edit image button from the Body Copy toolbar.
3. Click the browse button to locate the image.
4. From the image folder choose an image or upload a new image. To upload a new image, select the location on the left and click the *Upload* button in the Choose File window.
5. Click the Browse button to locate the image on your computer. Once the image is located, click the Upload button.
Inserting a Hyperlink

Hyperlinks can be internal links or external links. An internal hyperlink links to an existing web page within the EWU CMS. An external hyperlink links to a web page outside of the CMS or to a page from internet.

There are three ways to insert a hyperlink in the body copy area:

- Drag and drop the link
- Highlight a word or phrase and drag and drop the link
- Highlight a word and click the insert the link button
- Highlight a word and right-click and select Insert/edit link option.

Drag and drop the link (Internal hyperlink)

1. In the Site tab (Menu Tree), click and hold on the page from the site tab and drag the web page into the body copy area of the web page and release the left mouse button.

In the example, the Nursing page is dragged into the body copy area.

Highlight a word or phrase and drag and drop the link (Internal hyperlink)

If you would like a link name to appear different than what the page is named on the site tab, you can customize the link name.

1. In the Body Copy area of the web page type the link name as it should appear on the page.
2. Highlight the text and drag and drop the webpage name from the Site tab over the word or phrase.

In this example, the desired link name is Nursing Programs. The Nursing web page appears once the link is clicked.
Highlight a word and insert the link (External or Internal hyperlink) using Link Button or right-click
To insert a link for an external web page, the hyperlink button on the body copy toolbar is used.
1. Type the word or phrase as it should appear in the hyperlink and highlight the text.
2. Click the Insert Link button the toolbar or right-click on the word and select Insert/edit link option.
3. A dialog box displays. Click the radio button for the type of link you are inserting.
4. Type the URL address for the external web page.
   To test the URL validity, click the browse button next to the URL field.
5. Click the Insert button.
To preview your work, click the Preview tab.
News Home Page

The News Home Page is created by the Administrators group in the CMS (contact the Web Help Desk). This page is created on an as needed basis for colleges, departments or other areas that need a web page to display multiple News Releases. After the Administrators group creates the News Home page, the News Release child page can be created. Each News Release page allows the user to submit a News Release to the overall News Home page.

The News Home page is created by an Administrator. News Release pages are created to add to the News Home page.

The News Releases Home or Child Page

The page that lists or aggregates multiple links to individual News releases includes the option of specifying how many news releases are listed.

Which news releases display on a News home page is determined in the News Feed Home field.

The Abstract field should contain a concise description of the page intended to entice potential readers to click on a link or read further. There is no exact word count limitation for this field but for most purposes it should be no longer than a couple of sentences.

Abstract and Keyword fields exist in most templates and are taken into consideration by some search engines but can also be used by EWU's web programmers.
News Release Page

A News Release page is created once the Administrators group creates the parent page; the News Home page. Using the News Release page is a way to create a web page that displays several News Releases on one main college, department, or other area web page. Each News Release page displays one newsworthy event/item.

The News Home page is created by an Administrator. News Release pages are created to add to the overall News Home page.

News Releases contain the following fields: Title, Abstract (a short description), Keywords (used for searching), Body Copy, an optional Thumbnail and Publish Date.

Creating a News Release Page

News Releases contain the following fields: Title, Abstract (a short description), Keywords (used for searching), Body Copy, an optional Thumbnail and Publish Date.
1. Once your News Release page is created, the Edit Form tab displays. Click the Title field and add the News Release title.

2. Insert an abstract description in the Abstract field. The abstract takes the words typed and uses them in search engines and on the News Home parent. Filling out this field allows a search engine to pick up the information on your page.

3. Insert keywords in the Keywords field. Separate by a comma, include words or phrases in the keyword field for search engines to identify or find your page based on the keywords.

4. Insert additional information in the Body Copy area to further explain and detail the News Release.

To include images or links, refer to the main user guide section titled, Edit text, insert images and insert hyperlinks.

**Uploading and Inserting a Thumbnail Photo for your Story**

1. On the toolbar click the Assets button.

2. Click to highlight the folder to upload your photo.

3. Click the Upload button and location the image on your PC. Click the Upload button.

4. In the photo field, click the Browse button. Find the folder with the uploaded image. Click to highlight and select the image.

5. Select a date to publish the News Release page.
Events Home Page

The Events Home page is created by the Administrators group (contact the Web Help Desk). This page is created on an as needed basis for colleges, departments, or other areas that need a web page to display a series or list of Events for that area. After the admin group creates the Events Home page, the individual Event child page is created. Each new individual Event page allows the user to submit an Event to the overall Events Home page. Individual events create separate pages and key event information is pulled into the Events Home page. Viewers can click on an event in the list to see additional information.

- The Events Home page is created by an Administrator.

A listing of events display. These events are individual Event pages created by a college, department or other area requesting an Events Home page.

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Abstract and Keyword fields exist in most templates and may be taken into consideration by some search engines and can be used by EWU’s web programmers as needed.
Individual Event Page

The Individual Event page is created once the Administrators group creates the parent page: the Events Home Page. Each Individual Event page allows the user to create an individual event and submit the event to the overall Events Home page for that area.

In the example below, the Administrators group created an Events Home page. One event displays. This event is created by the college, department or other area requesting the Events Home page. Individual Event pages are created as separate pages and key event information is pulled into the Events Home page.

The Events Home page is created by an Administrator.

A listing of events display. These events are individual Event pages created by a college, department or other area requesting an Events Home page.

The Title is displayed in large red text.

The Events Home page is created by an Administrator.

The CMS Administrators fill in the [Required] fields for the college, department or area requesting and Events Home Page.

The Events Per Page field will allows the Administrator to specify how many events will be displayed on the page. (This field may not be visible to all users.)

Abstract and Keyword fields exist in most templates and may be taken into consideration by some search engines and can be used by EWU’s web programmers.
Creating a Event Page
The Event page provides the full information about a given event.

Available Fields
1. Event Title
2. Date and Time
3. Location
4. Sponsor
5. Event Details
   (Body Copy)
6. More Information
   (Contact info)

If there is a website connected to your event, add the URL in the More Information Website field.

The published Event page displays the Leadership Workshop event.
Spotlight Home page

The Spotlight Home page is created by the Administrators group (contact the Web Help Desk). This page is created on an as needed basis for colleges, departments or other areas featuring videos and images. The Administrators group creates Spotlight Home page and specific access is granted for colleges, departments, or other areas to create two optional child pages: the Image Spotlight Detail page or the Video Spotlight Detail page. Videos and images are displayed vertically on the main Spotlight Home page once the user begins creating the Image and Video Spotlight Detail pages.

In the example below, the Administrators group created a Spotlight Home page. A Video Spotlight Detail and an Image Spotlight Detail page display.
Image Spotlight Detail Page

The Image Spotlight Detail page is created once the Administrators create the parent page: the Spotlight Home page. Using the Image Spotlight Detail page is an easy way to show images which highlight and feature the program, person, college or related topic. Multiple images can display on the Spotlight Home page parent. Each Image Spotlight Detail page allows the user to upload one image.

In the example below, the Administrators group created a Spotlight Home page. Permission was granted so a college, department, or other area could create an Image Spotlight Detail page.

Spotlight Home page created by Administrators group.

An Image Spotlight Detail page is created by a college, department, or other area requesting a Spotlight Home page.

The Spotlight Home page displays. Image and Video Spotlights display on the same page.
Creating an Image Spotlight Detail Page

1. Once your Spotlight Home page is created, the Edit Form tab displays. Click the Title field and type the title of the Image Spotlight Detail page.
2. Insert an abstract description in the Abstract field. The abstract takes the words typed and uses them in search engines. Filling out this field allows a search engine to pick up the information on your page.
3. Insert keywords in the Keywords field. Separate by a comma, include words or phrases in the keyword field for search engines to identify or find your page based on the keywords.
4. To insert an image, click the Browse button.

5. Select an image from the image folder OR click the Upload button and find the image on your PC.
6. Click the OK button.
The image previews in the Spotlight Image area.

7. To insert a thumbnail image, click the Browse button in the Spotlight Image Thumbnail area. This can be the same picture as the original Spotlight Image just uploaded. Repeat steps 5 and 6 to upload the thumbnail image.

The image previews in the Spotlight Image Thumbnail area.

8. Add text in the Body Copy area to explain the image.

9. The last required field is to select a Publish Date. Click the calendar icon and choose a date.
To view what was just created, click the main Spotlights Home page in the site tree menu and click the Page view tab. The Image Spotlight displays.
Video Spotlight Detail Page

The Video Spotlight Detail page is created once the Administrators create the parent page: the Spotlight Home page. Using the Video Spotlight Detail page is an easy way to upload videos which highlight and feature the program, college or a related topic. Multiple videos can display on a page. Each Video Spotlight Detail page allows the user to upload one video.

In the example below, the Administrators group created a Spotlight Home page. Permission was granted so a college, department, or other area could create a Video Spotlight Detail page.

A Video Spotlight Detail page is created by a college, department, or other area requesting a Spotlight Home page.

A Video Spotlight displays from the Spotlight Home page.
Creating a YouTube Video Component

The CMS uses YouTube to host videos that are displayed through the CMS. The instructions in this quick reference guide do not cover how to create a YouTube video but it explains how to insert an existing YouTube video into your Video Spotlight page. To create videos, ask the Marketing and Communications (359.6336) department for assistance.

1. Click on the webpage in the site tree area where you want your component to reside.

2. Click the New button on the toolbar, select Component.

3. Name the Video Component. The name should help describe the video component for selecting from a list of videos.

4. Click the drop-down menu under Select Type and choose YouTube Video from the menu.

5. Click the Create button.

6. A Video Component displays. Click the name of the component to highlight the video component.
7. The page properties for the video component display. The required field is the Video ID field. Insert the Video ID*

*Read the Instructions below to locate the YouTube Video ID.

**MarCom on YouTube**

Marketing and Communications at EWU has a “channel” or private location on YouTube to store EWU videos. The URL to this channel is: [http://www.youtube.com/ewuvideo](http://www.youtube.com/ewuvideo) This channel is protected by sign in information and allows the MarCom group to post videos featuring topics such as athletics and sports, news broadcasts, student highlights, etc. MarCom manages this channel which allows YouTube viewers to watch videos. As a department or college, you can create your own YouTube channel and upload videos if your area has several videos to post or frequently changes the videos. MarCom will upload and post your area’s videos, but the more videos you have the more you should consider creating a YouTube channel to manage the videos for your area.

Once your video is on a YouTube Channel, find the video and click the video to play.

In the web address field a URL displays. The Video ID is the last series of numbers and letters after the forward slash.

Click in the web address field and copy the Video ID from the URL.
Creating a Video Spotlight Detail Page

1. Once your Video Spotlight page is created, the Edit Form tab displays. Click the Title field and type the title of the Video Spotlight detail page.

2. Insert an abstract description in the Abstract field. The abstract takes the words typed and uses them in search engines. Filling out this field allows a search engine to pick up the information on your page.

3. Insert keywords in the Keywords field. Separate by a comma, include words or phrases in the keyword field for search engines to identify or find your page based on the keywords.

4. To insert a video, click the Pick button in the Spotlight Video area.

Inserting a YouTube Video into the Video Spotlights Page

Since the YouTube video component is created, the Pick button displays a list of video components, including the video component just created.

5. Select the appropriate video from the component list.

6. Click the OK button.

7. Insert additional information in the Body Copy area to give further detail on the video.

8. The last required field is to select a Publish Date. Click the calendar icon and choose a date.
To view the Spotlights Home page and the Video Spotlight page, click the Spotlights Home page in the site tree and click the Preview tab. The Video Spotlight displays.
Questions and Answers Home Page

The Questions and Answers Home page is created by the Administrators group in the CMS (see the Contact information below). This page is created on an as needed basis for colleges, departments or other areas that need a web page to display Questions and Answers. The Administrators group creates the Questions and Answers Home page and the access is granted for colleges, departments, or other areas to create the child page: the Question Answer page. Each Question Answer page allows the user to post a question to the overall Questions and Answers Home page.

In the example below, the Administrators group created a Questions and Answers Home page. Two Question Answer pages display. These two pages are created by the college, department or other area requesting a Questions and Answers page.
Question Answer Page

The Question Answer page is created once the Administrators group creates the parent page: the Questions and Answers Home page. Using the Question Answer page is an easy way to create a web page to display several Q & A’s on one main web page. Each Question Answer page allows the user to post a question to the overall Questions and Answers Home Page.

In the example below, the admin group created a Questions and Answers Home page. Two Question Answer pages display. These two pages are created by the college, department or other area requesting a Questions and Answers page.

Questions and Answers Home Page is created by an Administrator.

Two Question Answer pages display in the site tree. These pages are created by a college, department or other area requesting a Questions and Answers web page.

Two questions display from the Question Answer pages created.
Creating a Question Answer Page

1. Once your Question Answer page is created, the Edit Form tab displays. Click in the Question field and type the Question.
2. Click in the Answer field, type the appropriate answer.

To include images or links refer to the main user guide section titled Editing text, inserting images and inserting hyperlinks.

3. To see the Question and Answer just inserted, click the Questions and Answers Home page. The question and answer just created displays on the main Questions and Answers Home page.
4. To add additional questions to the main Questions and Answers Home page, repeat steps 1-3.
Program Page

A Program page is an introductory page about an academic program and includes a program summary, degree options, career options, contact information and optional features such as a video clip.

Creating a Program Page

A Program page is typically created for the college by the web team and maintained by content experts.

1. Once your Program page is created, the Edit Form tab displays. Click the Title field and add the Program title.

2. Insert an abstract description in the Abstract field. The abstract takes the words typed and uses them in search engines and on the College home page. Filling out this field allows a search engine to pick up the information on your page. There is no exact word count limitation for this field but for most purposes it should be no longer than a couple of sentences.

3. Insert keywords in the Keywords field. Separate by a comma, include words or phrases in the keyword field for search engines to identify or find your page based on the keywords.

4. Insert an introduction to the Program into the Body Copy area to explain and provide an overview of the Program.

5. The Program Options Description is to answer the question: What are the degree options?

6. Program Career Options Description is to answer the question: What can I do with my degree?

**Important!**

To be correctly displayed in the published website, program pages are intended to be located in the content tree as follows:

*Also see the [Degree Options Index](#) and the [Degree Option](#) page types.*
Degree Option Page

While a Program page displays general information about an academic program, a Degree Option page provides detail regarding offerings within the program. These include majors, minors, graduate degrees and certificates. In this example of a Computer Science program page you can see that links to the program’s Degree Option pages are viewable in the right sidebar.

In the site tree, a Degree Options Index page is the parent page and the Degree Option pages are child pages beneath it.
Editing a Degree Options Page

7. Once your Program Degree Option page is created, the Edit Form tab displays. Click the Title field and add the Degree Option title.

8. Insert an abstract description in the Abstract field. The abstract takes the words typed and uses them in search engines.

9. Insert keywords in the Keywords field. Separate by a comma, include words or phrases in the keyword field for search engines.

10. Select the Degree Option Type depending on the type of degree or certificate.

11. In the Degree Option Overview provide an overview of the degree or certificate.

12. In the What Will a Student Study, answer the question and create content in the same manner as other formatting areas, i.e. Body Copy, Degree Option Overview.

Bulleted lists under sub-headings such as Emphases / Concentrations are created by filling in the List Items in the following fields.

- Emphases or Concentrations
- Interesting Classes
- Career Options

To add or remove a list item click the plus or minus button.
Contact Listing Page

The Contact Listing page is created by the Administrators group (see the Contact information below). This page is created on an as needed basis for colleges, departments or other areas needing a web page to display contacts for their area. The admin group creates the Contact Listing page and access is granted for colleges, departments, and other areas to created the child page: the Person Page. The Contact Listing page displays contact information about multiple people on a single page. This information is pulled from individual Person pages and includes:

The Contact Listing page displays contact information. To display contact information a Person page is created by an individual. This example displays the Contact listing and shows the contact information for one individual.

The Contact List page type will be styled in the same manner as other pages in your area. Contact List page types can take the form of a "Faculty" list or a "Staff" list or a combination of both.

Editing a Contact Listing

Once a Contact Listing page has been created for you, the page will be available for editing in the right pane. Add your Contact Page title (usually Contact Us), an abstract, keywords and short introduction in the Body Copy area.

Each contact can display the following information:
1. Name
2. Functional Title
3. A brief bio

Optional Information:
4. A photo
5. Office location
6. Phone
7. Email address
8. Link to a blog or personal website
9. Link to a vitae
In the above example:

1. The words "Contact Us" display in blue as the **Title**.

2. The **Body Copy** area provides the smaller black text beneath the title.

"Person" pages provide the contact info.
Person Page

A Person page is created once the Administrators group creates the parent page: The Contact Listing page. Using the Person page is an easy way to display contact information about a person in a specific college, department or other area. Each Person page created displays individual contact information for one person. The parent page displays several contacts on one page.
Creating a Person Page

Person pages do not stand alone but provide information about faculty and staff which is aggregated within a Contact List Page. The following fields are self-explanatory:

Uploading and Inserting Your Photo

On the toolbar click on Assets

Click to highlight the folder into which you will upload your photo

Click Upload navigate to the location of your photo on your hard drive & click Upload

In the photo field, choose Browse

Find the folder you uploaded to and Select your photo (continued)
To upload your vitae, on the toolbar click on **Assets**

**Click** to highlight the folder into which you will upload your vitae

**Click Upload** Navigate to the location of your vitae on your hard drive & click **Upload**

To link to your vitae

**Click Browse**

Locate and click on the folder containing your vitae

Click on your **file name** and click **OK**

To link to your personal website

In the **Personal Website** field click **External Link** and type in the **URL** to your website

Or click **Browse**, navigate to your website in the browser window and click **Save Address**