UCO Technology Resource Center

OFFICE OF INFORMATION TECHNOLOGY

Web Content Management System
User Guide

v.8.9.2

Table of Contents

About The Web Content Management System

The UCO Web Content Management System (WCMS), powered by Cascade Server, allows for the organization and management of website content across the university's web presence.

Getting Started

Logging In

The University of Central Oklahoma's Web Content Management System (WCMS) allows for the organization and management of website content across the organization.

To start using the system, you must first log in by visiting either web address below:

http://web.uco.edu/

Note: WCMS is not available off campus. You must be connected to the UCO network in order to access WCMS.

System Essentials

Session Timeout

If your WCMS session is inactive for 60 minutes you will be automatically logged out by the system.

Use your UCO Username and Password.

Mobile Devices

Most current mobile devices and web browsers work well with WCMS.

Auto-Save

WCMS will auto-save a draft your work when you briefly pause from adding content.
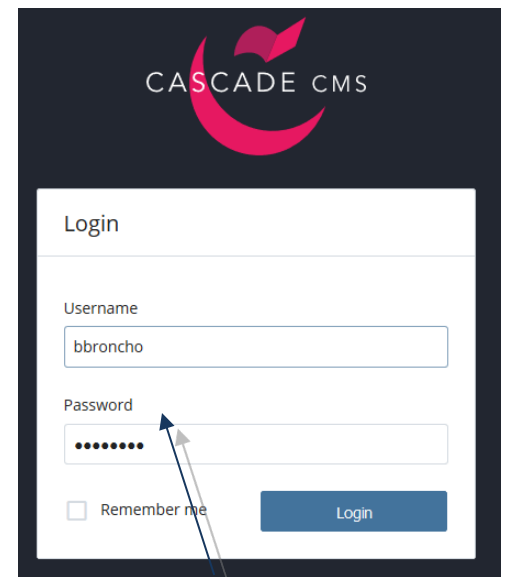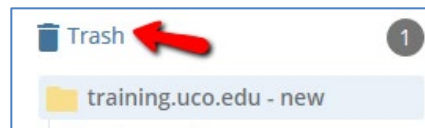
Assets Named "index"

Never delete, rename or move any asset named "index."

Recycle Bin

WCMS includes a **Recycle Bin** which will temporarily store deleted files. Storage is not permanent and all items will be purged after 15 days.

 Assets will be permanently deleted after 15 days.

Dashboard

Once you have logged into the system, you will see the Dashboard – your WCMS control panel. From here you are able to navigate to outstanding tasks, create new content and view current activity.

Sites

Once logged in to WCMS, locate and select the appropriate WCMS site from right menu.

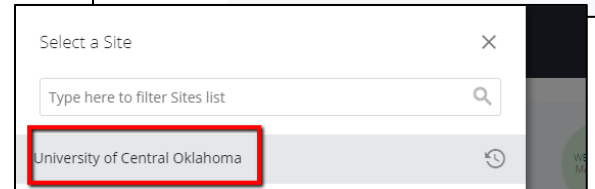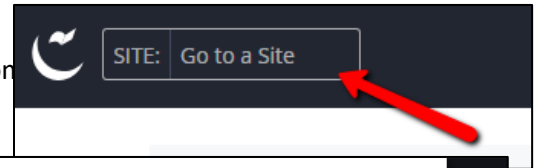A site's name can be typed in or selected from a list.

The Dashboard

Once you have logged into the system, you will see the Dashboard – your WCMS control panel. From here you are able to navigate to outstanding items and current activity.
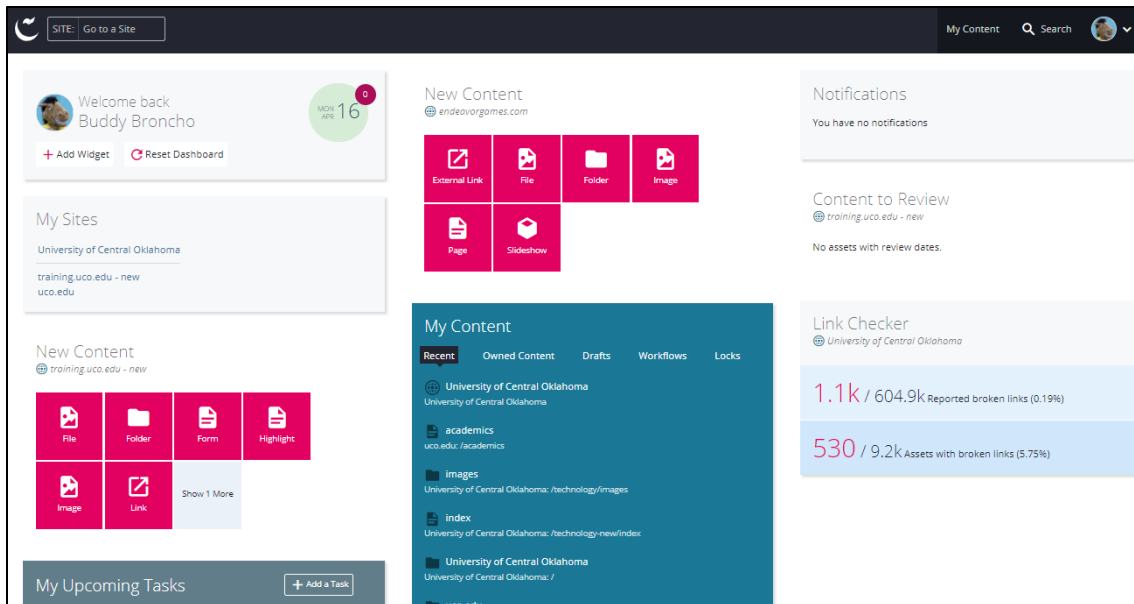
Utility Bar

Built with functionality as the focus, the utility bar presents identifiable icons and reduces clutter by showing only the tools needed for the current task.

Dashboard Widgets

The WCMS Dashboard delivers useful content management information via widgets. The dashboard provides rapid access to data and frequent tasks. Customization is available since each widget may be relocated via drag-and-drop.
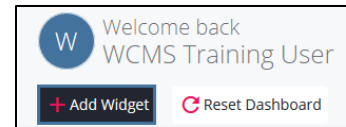
Consider adding these widgets:

My Content Widget

Head over the My Content dashboard widget for a great way to find content you have recently updated.

The widget also lists Drafts; this is a great way to locate assets that have been updated, but not submitted.

My Upcoming Tasks

Tasks may be created for yourself or for other WCMS users. This widget allows you to view, create and manage tasks.

Stale Content Report

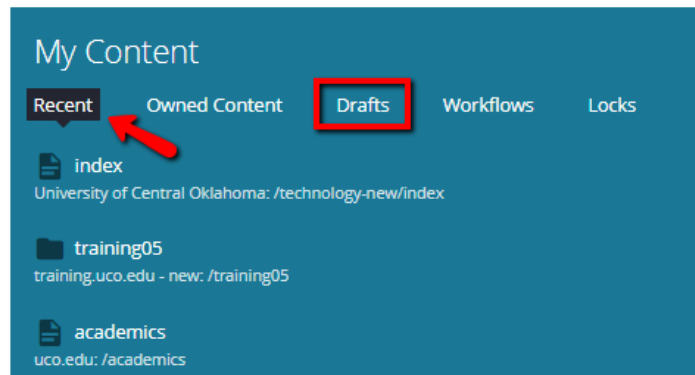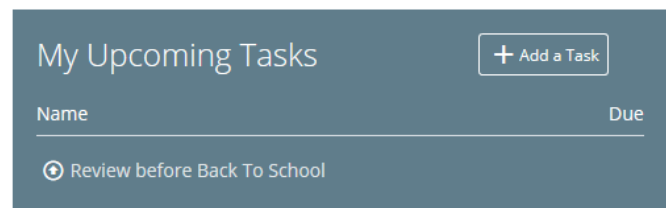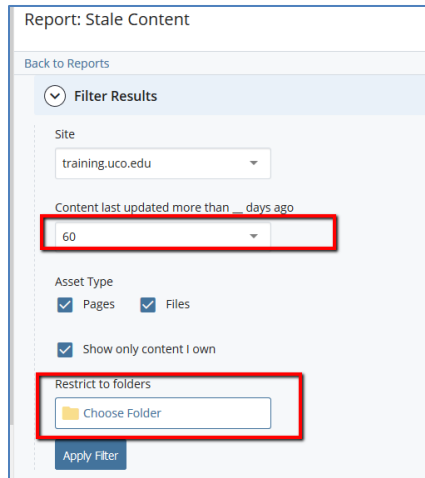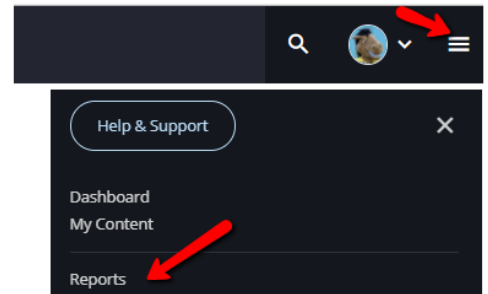By clicking the Stale Content tab and adding a filter for a specific web folder, you will be able to view a list of assets in need of an update. This provides easy way to see what web pages need an update.
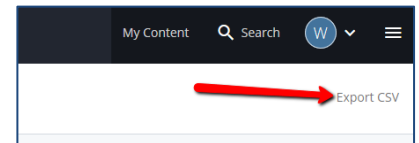
Open the ⬚ menu by your profile and go **Reports > Stale Content**

Expand **Filter Results**, and **select a timespan** for Content last updated more than ___ days ago**.**

Exporting Stale Content Report

For more tracking updates, the Stale Content reports may be exported as an Excel-compatible .csv file.

Stale Content Widget

By clicking the **Stale Content option** and adding a filter for a specific web folder, you will be able to view a list of assets in need of an update.

This provides a quick overview of web pages in need of an update.
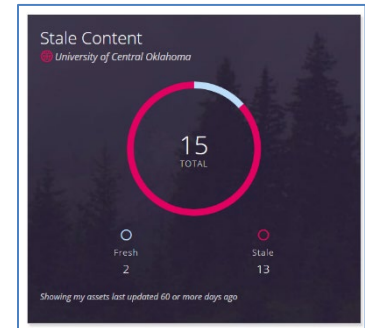
Messages/Notifications

The **Messages/Notifications widget** is the main vehicle for communication of system updates and status updates, it is very important that you view this section of your Dashboard each time you log in.
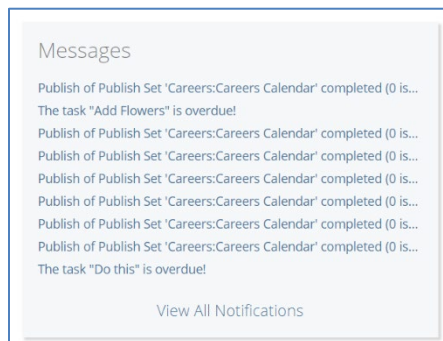
When a message is selected, the **Notifications page** will appear. This lists all messages sent by WCMS. Messages may be selected and deleted to keep the Notifications page tidy.

Site Content Menu

Sites in WCMS are organized in folders that can be easily navigated by using the site menu found by selecting **Go To A Site** on the top left of the screen.
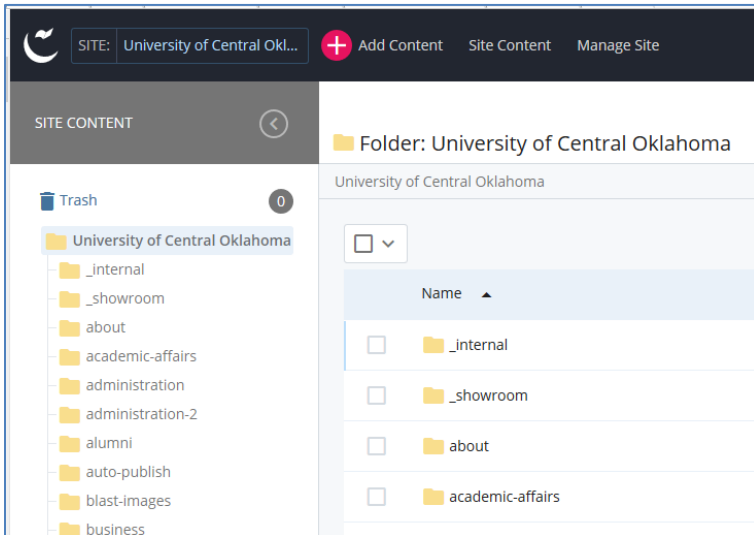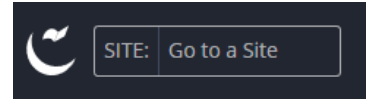
In the Site Content menu, you are able to view folders and pages.

Navigating the Asset Tree is simple. Use the plus signs to expand folders and the minus sign to collapse folders. To view a folder or page, click on the asset name.
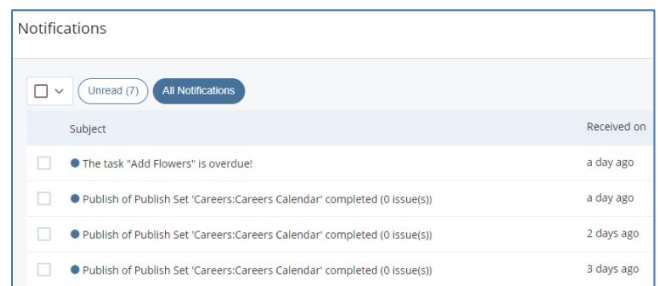
Utility Bar

The Utility Bar contains commands to Add Content and links to My Content and the Search utility.

My Content menu

Get an extensive overview of your recently viewed assets, drafts, tasks and more via the My Content menu, located near the search box at the top of WCMS. Recent Files and Drafts may be found here as well.
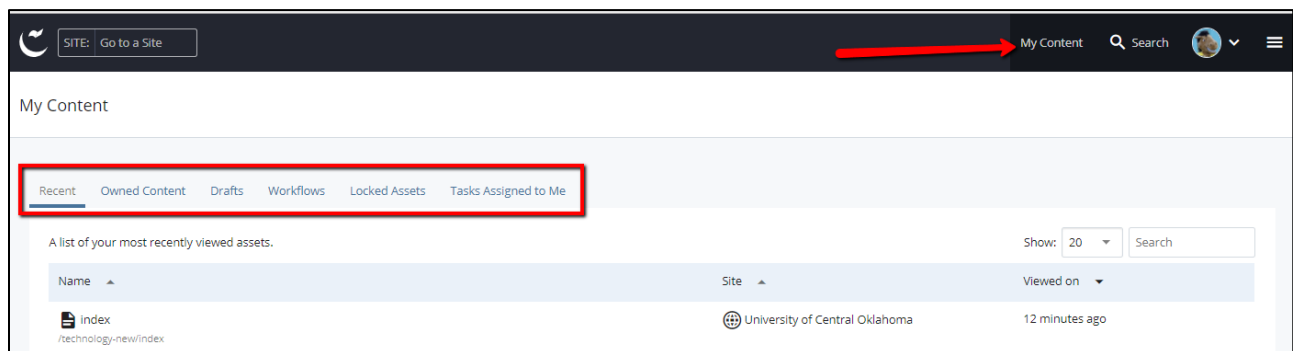
Pop-Over Search Box & Recent Files

Search for assets by typing the search box in the Utility Bar. A pop-up listing matching assets will appear over the page content.
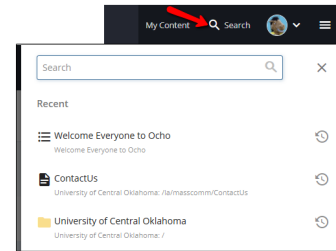
Managing Content

Context Menu

To locate additional functions, right click any asset to bring up the **Context Menu.**

When selected the **Context Menu** appears and displays several commands and functions used when managing content.

Adding A New Page

To create a new page, follow these steps:

1. Start by selecting the parent folder for your new page.
   a. Select **Folder**

2. Hover on the folder, select the **>** icon. This will expand and select the folder for assert placement.

3. Verify the folder is correct using the breadcrumbs at the top of the screen.
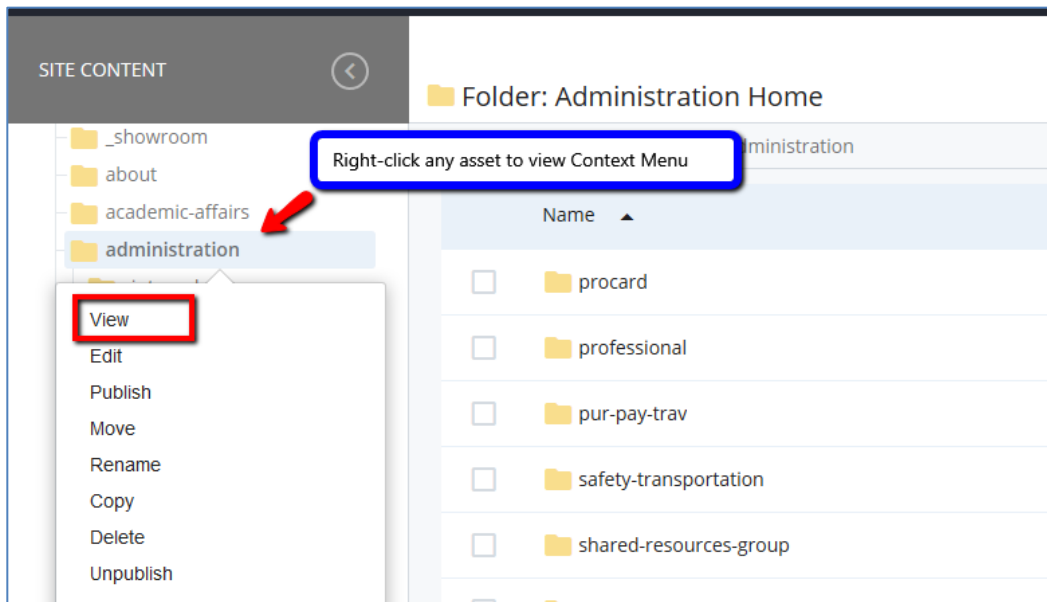
   Folder: Training 10

   training.uco.edu / staff-training / training10
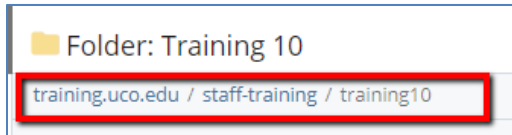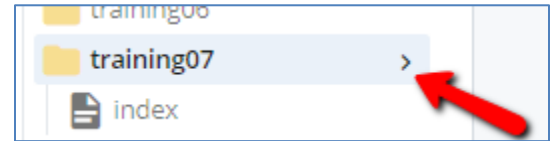
4. In the Utility Bar, select **Add Content > Page > Flex Template**.
   a. Select the **Add Content Button**.

   SITE: uco.edu   ＋ Add Content
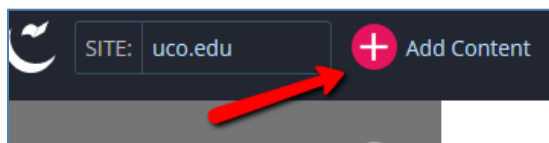
   b. In the pop-up menu, select the folder named **Page**.

   📁 Page

   c. Select **Flex Template**.
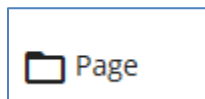
   < Page
   📄 About
   📄 Academics
   📄 Admissions and Aid
   📄 Alumni
   📄 Blank
   📄 Flex Template

5. Begin creating your new page!

Setting Up A New Page

Once the process of adding a new page has started, it is time to add a few necessary items before adding content.

The first screen displayed when creating a page is the **Content** tab, which displays several settings that should be reviewed.

Parent Folder

The first setting is the **Parent Folder**. This box displays the location where your new page will be created. This may be changed if you did not select the correct folder.
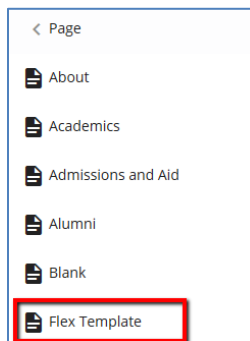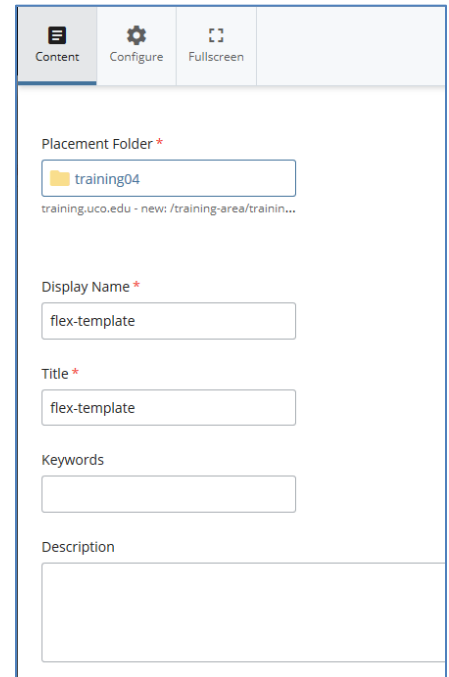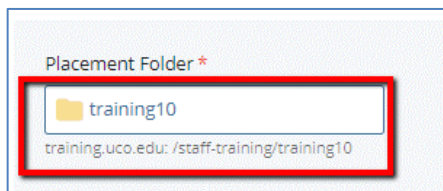

1. To change the **Parent Folder** simply click the folder icon [folder icon] to bring up the **Choose A Folder** screen. Select **Recent** or **Browse** to pick a new **location** then select **Choose**.
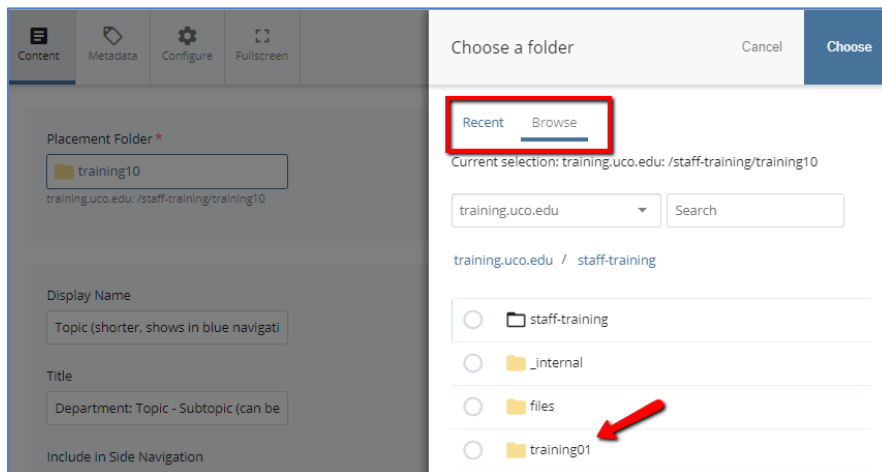
   a. **Note:** new assets may only be created within folders where you have permissions to edit.

Display Name and Title

These fields control how a page's identity will be displayed in navigation and in Google search results. This is a required setting for all web pages.

b. **Display Name:** text here will **display** the Navigation bar of your website.
c. **Title:** appears at the top of a web browser and may display in search results.
d. Example: Using these settings

…information will be presented within a web browser like this:
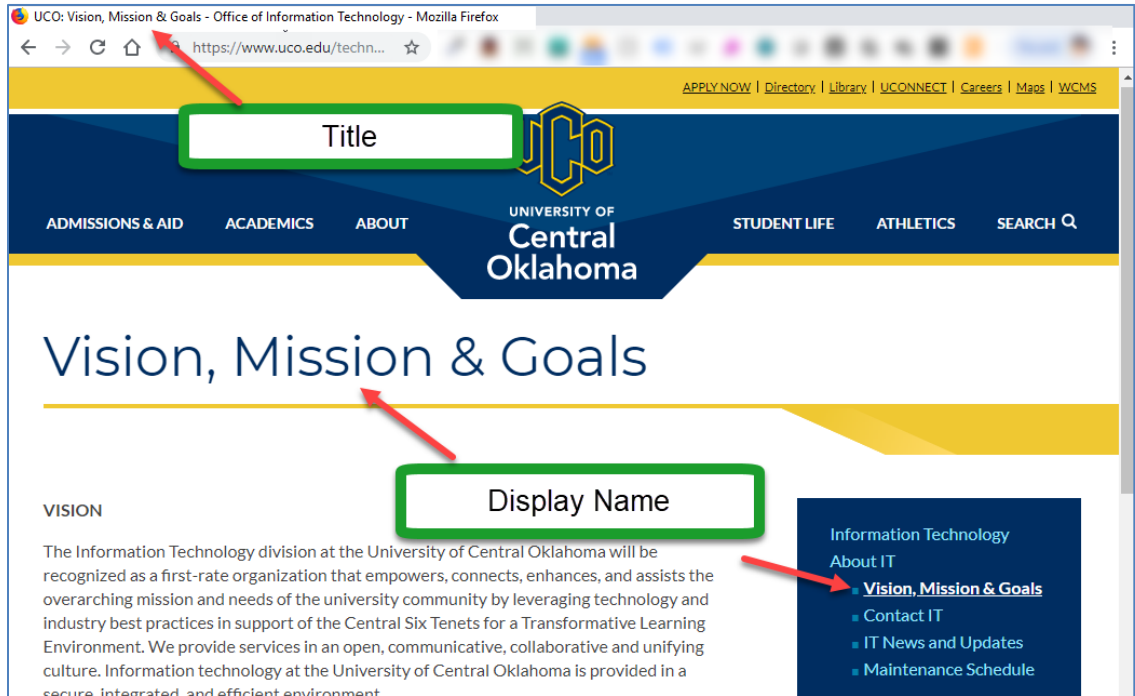
e. The **Title** field will also determine how a site is displayed in **search results**. Careful planning and departmental consistency with the Title field of every page can greatly assist your audience in finding the information they need.
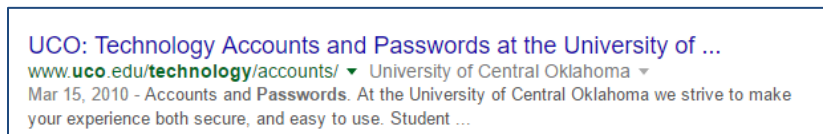
f. **UCO** is added **automatically** to the Title field.

2. From this point, add content and images to your page using the Content Editor as showin in the followin sections.

Edit an Existing Page

To edit an existing page, you must first select the page. This is accomplished using either of two methods:

1. Navigate through the Asset Tree and select the page you wish to edit.
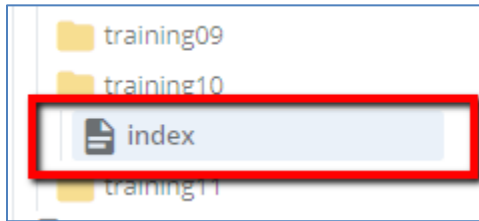
2. To edit the page use one of the following methods:
   a. Hover over the name to bring up the Context Menu and select **Edit**.
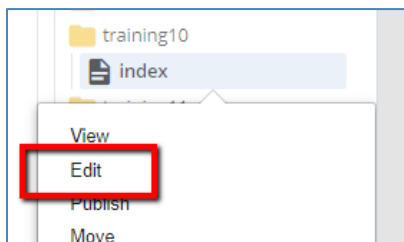
   b. Select the page icon then select the **Edit** tab.

3. Add content and images to your page using the **Content Editor**.

Content Editor

The **Content Editor** is where you will do most of your content creation.
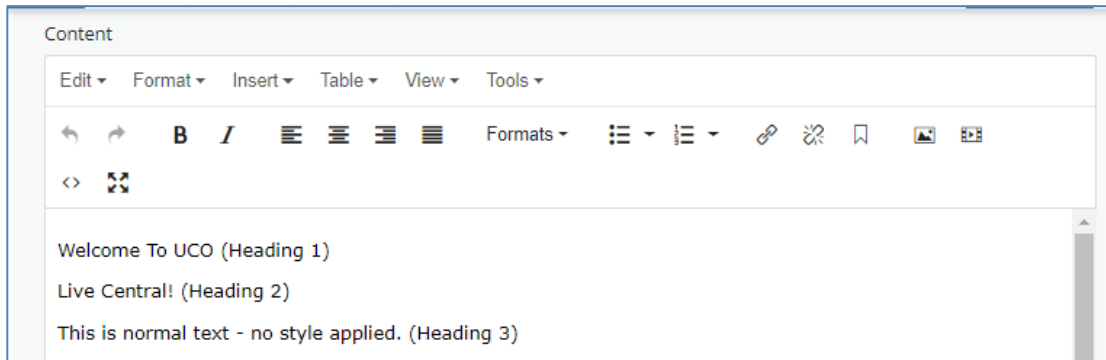
Content Editor Toolbar – Editing your content with the Content Editor is very similar to editing a word document. Most of the tools are those that you will recognize from Microsoft Word; however, a few may be new to you. Note: use keyboard shortcut CTL+F to bring up **Find/Replace**.
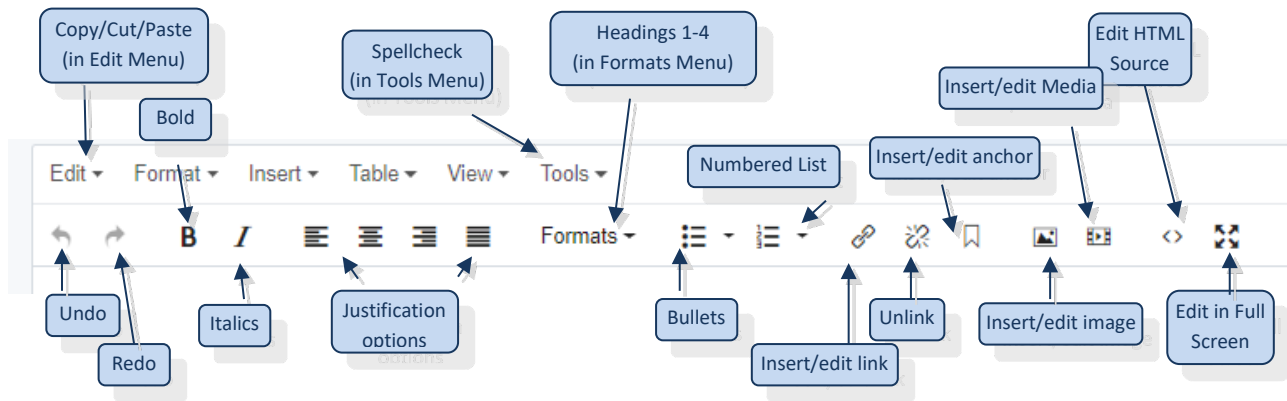
Paragraph Styles
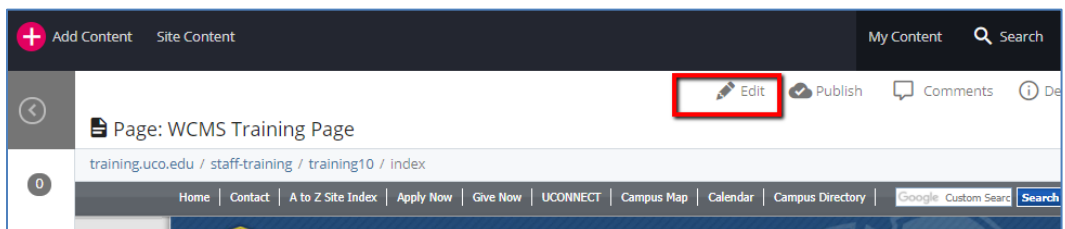
Styles are an easy way to cleanly format text via the Content Editor. To select a style for existing text, simply highlight the text and select the style from one of the dropdown boxes on the left side of the toolbar.

Alternatively, you may place your cursor on the desired line, select your style from one of the dropdown boxes.
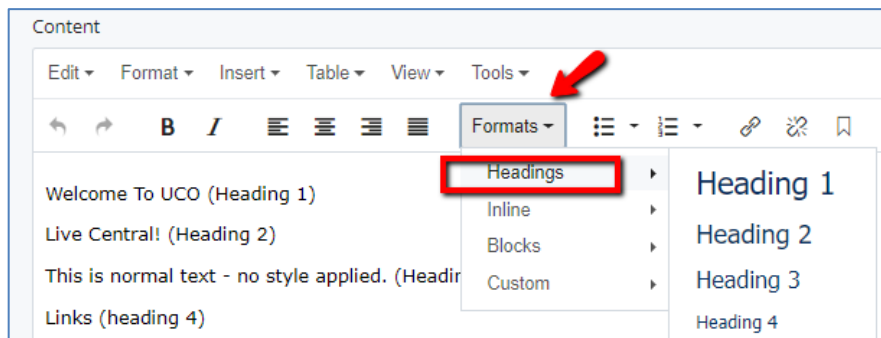
Note: For best web accessibility, all web pages should have only one instance of Heading 1, and it should be the page Headline.

Paste

If you have created content in a Microsoft Word document, or your content is already on an existing website, you can add it to your page by selecting the Paste option.

Paste As Text

Use **Edit > Paste as Text** to paste without any formatting and links included.

When this is selected, a notification will appear:

Paste is now in plain text mode. Contents will now be pasted as plain text until you toggle this option off.
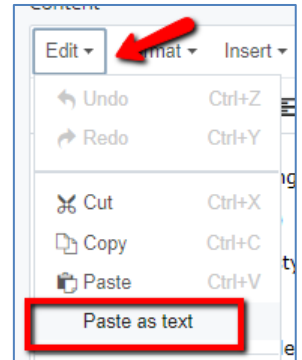
> Paste is now in plain text mode. Contents will now be pasted as plain text until you toggle this option off. ✕

This lets you know WCMS will continue to Paste As Text until this option is **toggled off**, using the same steps: **Edit > Paste as Text**. Select the ☒ on this message to dismiss.

Paste (with formatting)

To paste content with links, bullets and other formatting simply use the Paste option, **Edit > Paste**.

Note: WCMS is adhering to the Chrome, Firefox and Safari security setting which does not allow web utilities to Paste via the Content Editor. As such, an error message may appear when using this method:

> Your browser doesn't support direct access to the clipboard. Please use the Ctrl+X/C/V keyboard shortcuts instead. ✕

As a result, the content will not be pasted via this button. Instead, use keyboard shortcuts:
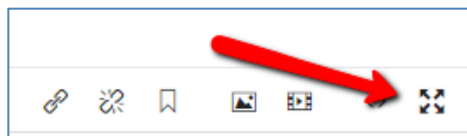
To **copy** from any document or web page, select the text then use the keyboard shortcut:

- CTRL C (on PC)
- Command C (on Mac)

To **paste**, put your cursor anywhere in the Content Editor and press:

- CTRL V (on PC)
- Command V (on Mac)

Edit in Full Screen – This icon allows you to open the Content Editor in full screen mode. Simply click the icon to toggle back and forth.
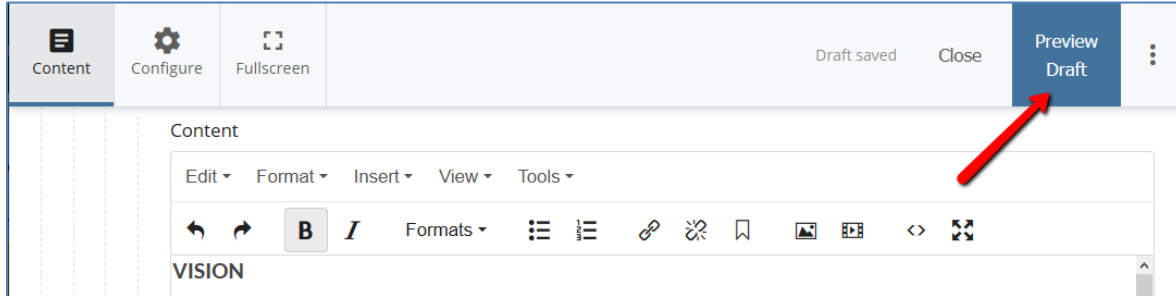
Saving Your Work

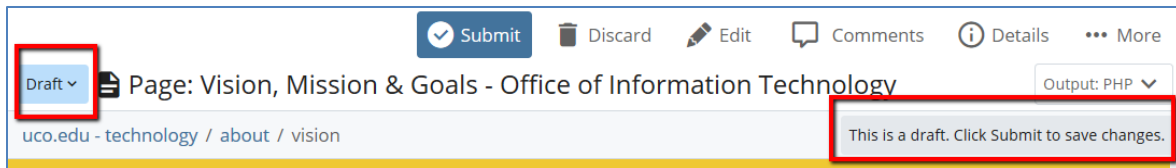Saving and Submitting content in WCMS is a multi-step process:

1. Save & Preview

Once all updates are completed, select **Preview Draft.**

2. Preview Draft

Once Preview Draft has been selected, on the next screen WCMS presents a draft of the changes (as noted by the on-screen callouts).

In a Draft, changes are not yet permanent. Drafts allow viewing of an updated asset without having to submit a new version. Drafts may be edited again or sent to the next step.

- Drafts help prevent loss of data in the event of a browser or computer crash.
- All drafts are available to view in the **My Content menu** or dashboard widget under **Drafts**.

Tip - When editing an asset that is still in draft mode, a message will appear to give the option of resuming your work or discarding the changes.

Note: Discarded changes cannot be recovered.

A draft of this page was saved 3 weeks ago. Do you want to preview the changes, resume editing or discard it?
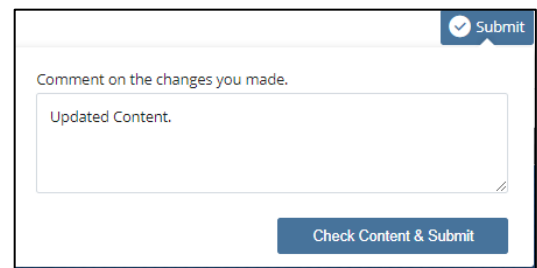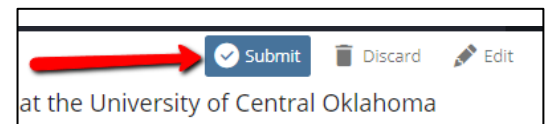
3. Submit (Save)

To make the updates permanent, begin by selecting **Submit**.

When prompted to **Comment on the changes you made** it is beneficial to add a note about the recent update.

This is helpful when an older version of page need to be restored since these comments may be viewed.
(See Versions in System Tools, later in this guide)

Select **Check Content & Submit** to continue.

4. Check Content & Submit

Once **Check Content & Submit** is selected, content will be checked for spelling, broken links and web accessibility.

Spelling, broken links and accessibility checks are now part of a single process. When submitting an asset, an overview of any issues on each step will be displayed. Use the arrows to step through each item.
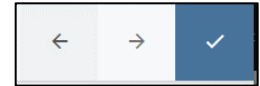
- *Spell Check*

In an effort to reduce webpage spelling errors, spellcheck will be performed once asset is submitted.

Select **Fix** to make corrections to spelling errors. No spelling errors should should ever be on the live UCO website.
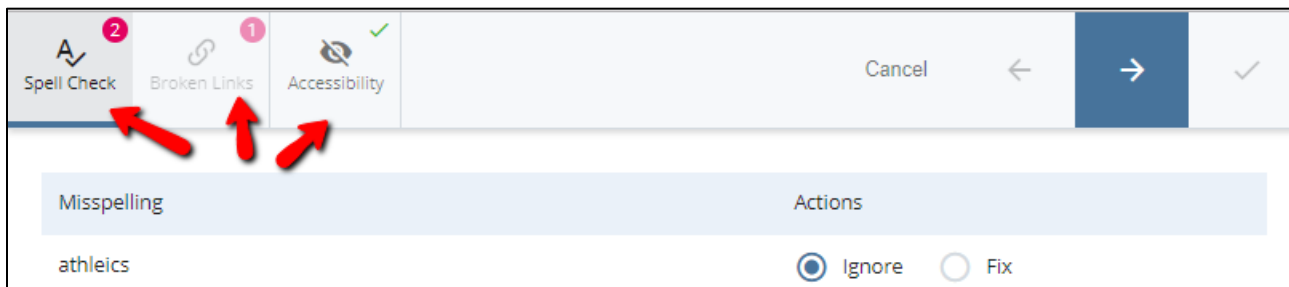

Tip - For spelling, WCMS has a Global dictionary. Please send any words to be considered for inclusion to support@uco.edu.

- *Broken Links*

When an asset is submitted, WCMS will check that all internal links are valid. When a linked asset is not found WCMS provides an option to modify the link.

Note: Links to websites that are outside of WCMS are not checked in this process.
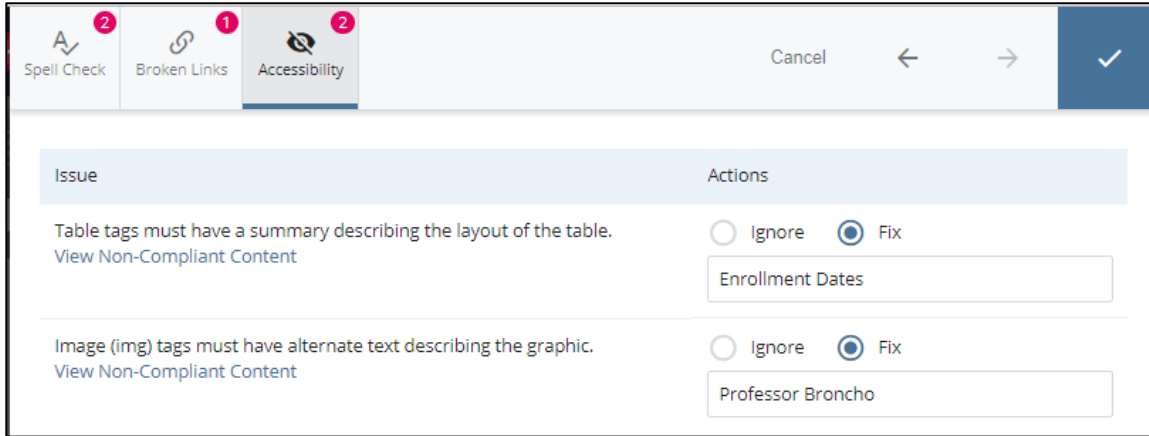
Corrections to broken links should always be performed to assist web visitors in locating the content they need.
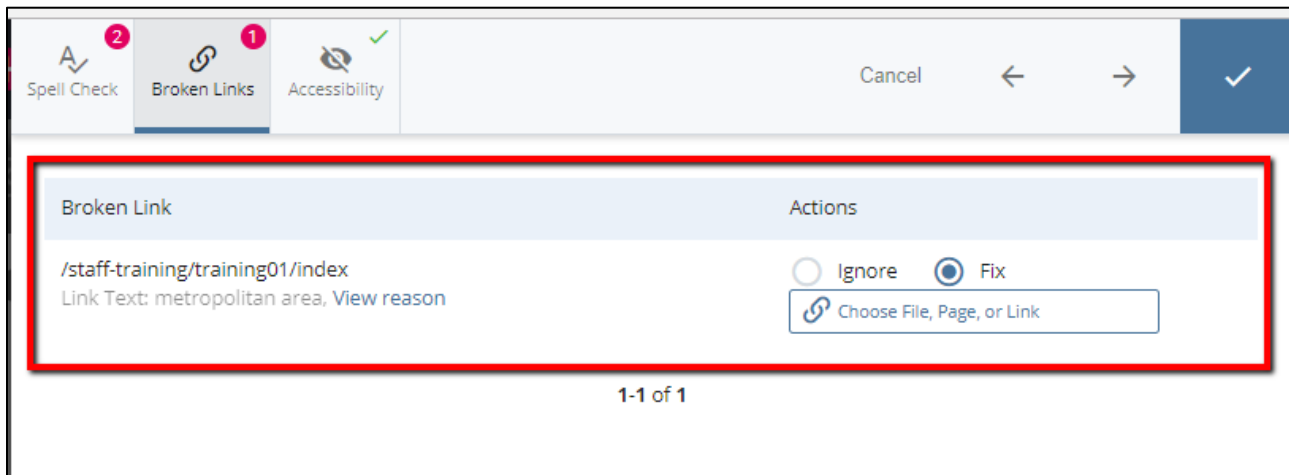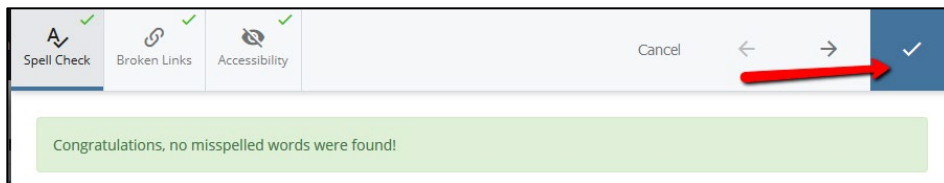
- *Accessibility*

For accessible web pages, all images should have alternate text (a description of the image) and each table should be tagged (described).

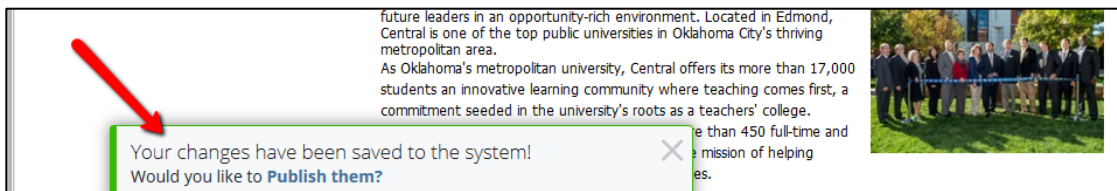**Always fix these errors**. If needed, select View Non-Compliant Content to learn more.

4. Finish

Select the **Checkmark** icon to finish the submission process.

5. View Updated Page

Once the Content Check is completed, the updated asset will be displayed on-screen. A message will appear confirming your changes have been saved!

Tip – To see the updated asset without any WCMS tools showing, select **…More > Full Screen Preview.**

5. Publish the Page

The final step after updating a page is to publish it to staging, review the content and request that it be published to the live UCO website. For more details, see Publishing later in the guide.
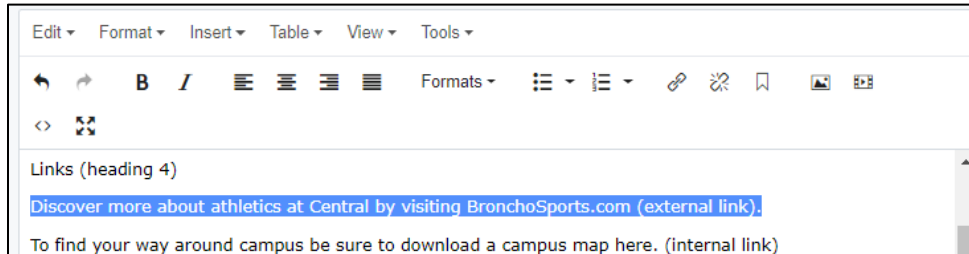
Links, Files & Images

Web Links in WCMS

Enhance content by creating useful links for your web visitors using follow the steps below.

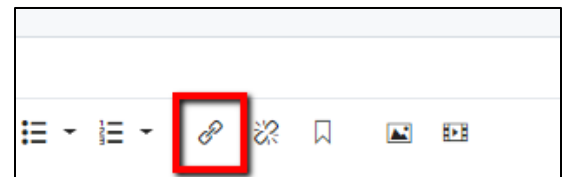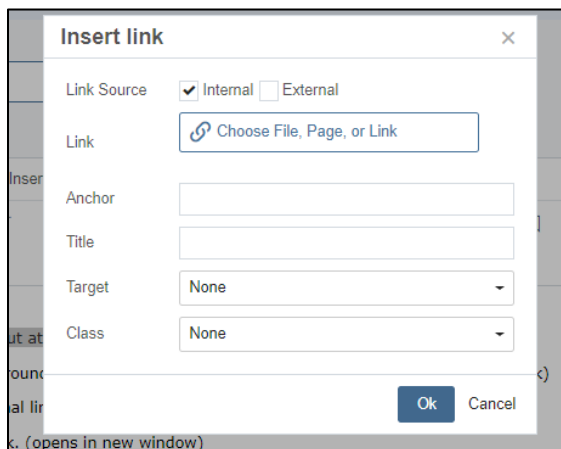### Creating a Web Link

1. In the editor, highlight the text or image that will become a link.

2. Next, click the **Insert/Edit** Link button on the toolbar.

3. A new window will appear.

4. You have two options for entering a link – external and internal.

a) **External** – This is any website, document or web page that is not currently in WCMS. You can type or paste the link in the **Link** field, enter a Title (see **Section 508 Requirements** portion of this document for more details), then click **Insert**. Proceed to Step 8.
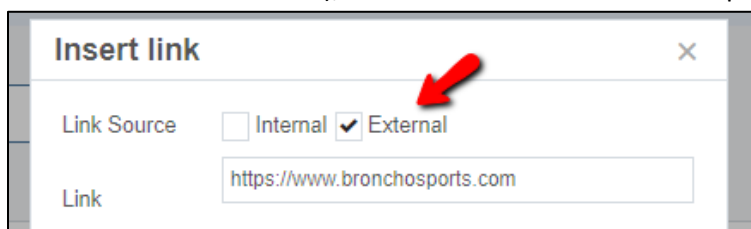

NOTE: If you are linking to a website in the new UCO.edu design, use **new**.uco.edu on all link.

An external link like this: https://www.uco.edu/academics

should be changed to this: https://new.uco.edu/academics

This will be necessary until all sites have moved to the new design.

b) **Internal** - This refers to any asset (web page, PDF, image) already present in WCMS. It could be an asset you created, an asset in another folder, or an asset used by another division or college.
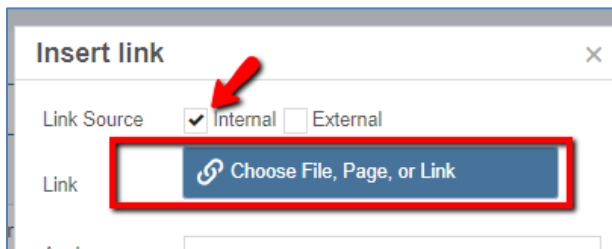

5. To select an asset in WCMS:
   a. Select **Search** open a search for specific assets.
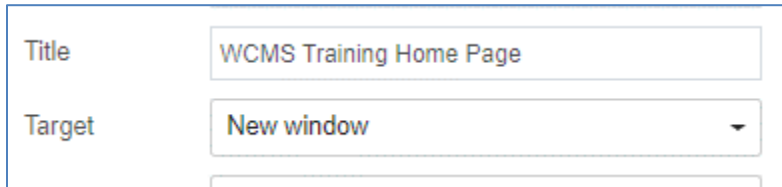   b. Select Recent or Browse to look for assets in other folders.
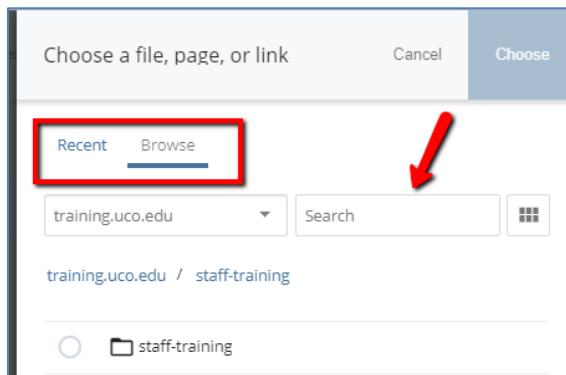
   c. Navigate to asset directly by selecting the Browse to find the asset to which you are linking.
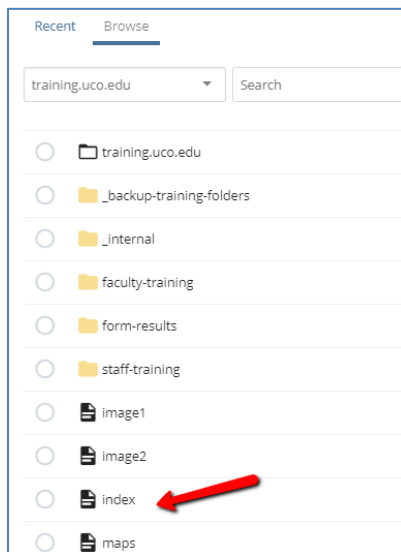
6. Select **Choose** once you have selected an asset.
7. You will be returned to the **Insert/Edit Link** window. The link selected is now visible in the **Link** section.
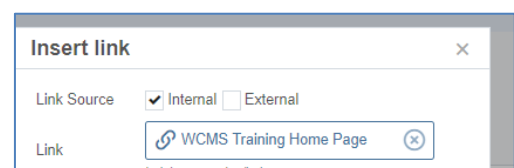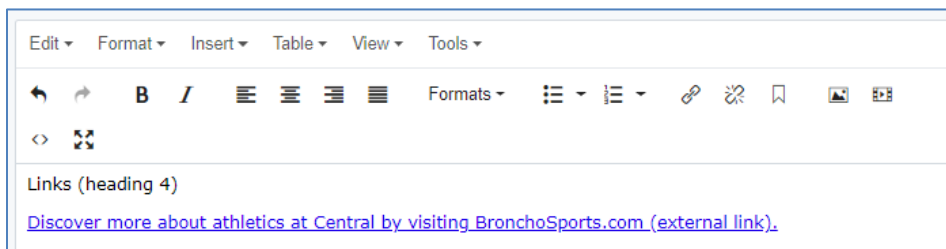
8. If the destination of the link is not apparent from the text being linked, you should use the Title field. Enter text in **Title** to describe the link's destination if it is not clearly stated in the content. For more information refer to the **UCO Accessibility Checklist for Digital Media**.

Title	WCMS Training Home Page
Target	New window

9. Using the **Target** drop-down menu, choose **None** if the link will be loaded in the same tab/window or **New** if it should open in a new window/tab.
10. Select click **OK** to complete the process.
11. Notice the text is now blue, and underlined. This is a sign that you have successfully created a web link.

Edit ▾   Format ▾   Insert ▾   Table ▾   View ▾   Tools ▾

↶ ↷ **B** *I* ≡ ≡ ≡ ≡ Formats ▾ ⊟ ▾ ⊟ ▾ 🔗 ⚡ 🔖 🖼 🎞

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Links (heading 4)

Discover more about athletics at Central by visiting BronchoSports.com (external link).

Editing/Removing Links

To **edit** a link select the link, choose the **Insert/edit link** icon, make any udpates needed as described in the steps aboved.
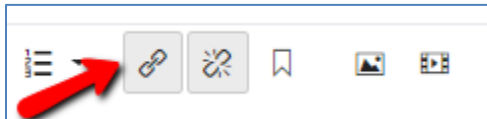
To **remove** a link, simply select the hyperlinked text or image and select the **Remove Link** icon.
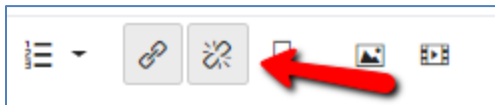
Rules of thumb:

- **Avoid use of "click here,"** which when read out of context loses meaning.
- **Craft text that clearly states the destination of the link** eliminates the extra step of adding information in the title attribute, as shown in the example below.

To find your way around campus be sure to download a campus map here.
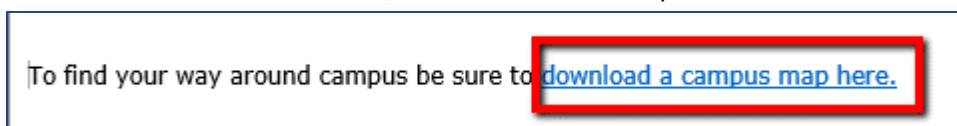
## Files in WCMS

Uploading Files

The File Wizard allows you to upload a file (such as a PDF or an image) into the WCMS from your computer.

File names may should be lowercase, use **dashes** (my-file-name.pdf) instead of spaces and should **not** contain underscores, or special characters such as: *, [,], (,),!, :, ~

Should a name not meet these requirements, WCMS will suggest a new name. Select **use suggested name**.

To upload a file, follow these steps:

1. Select the folder where your new file will reside in your site in the Asset Tree.
2. In the **Utility Bar**, select **Add Content**.
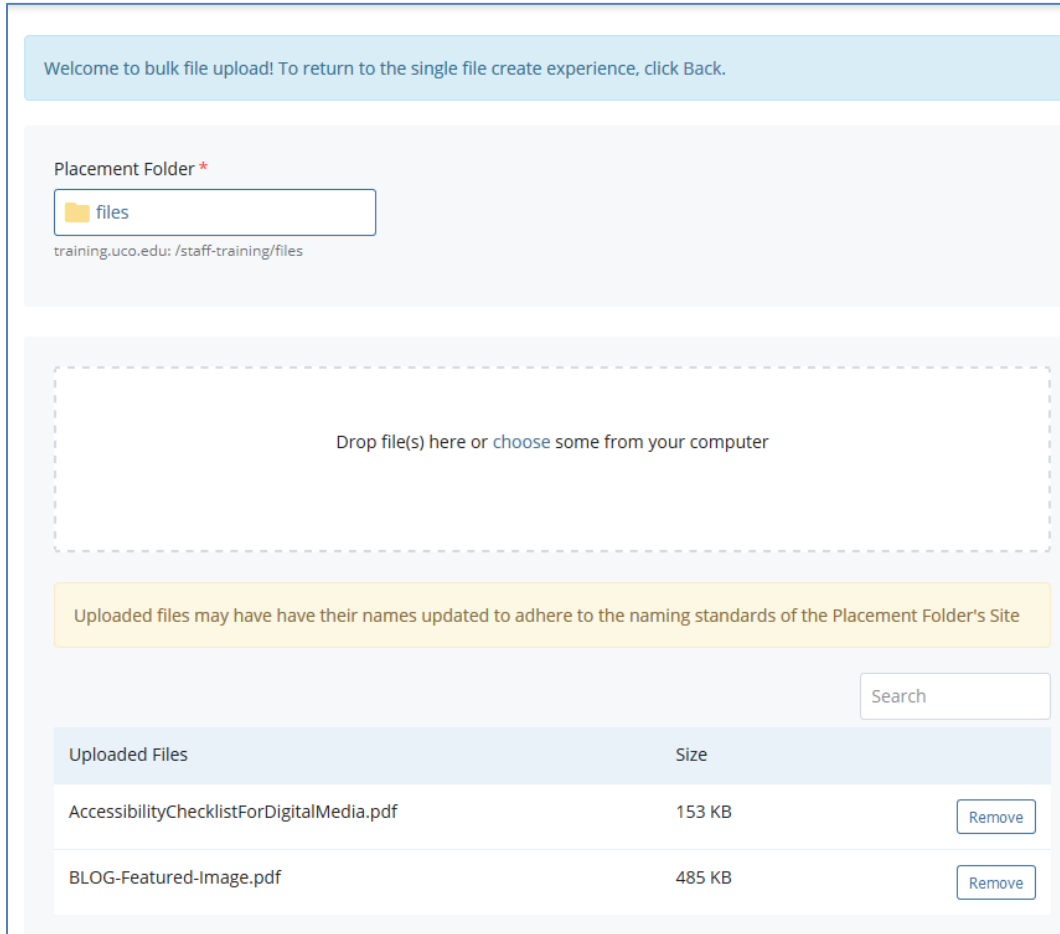3. **New > (Name of Your Site) > File**.
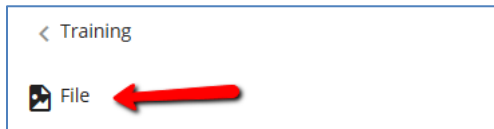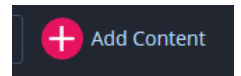
4. **Drag and Drop** a file on the Upload screen or select **Choose From your Computer** to select a file to upload. (The file can be any type – pdf, doc, etc.)

5. Select **Save & Preview** to upload the file.

6. Multiple files may be uploaded at once. To do this continue to add files via the same method.

7. After viewing the Preview, select **Submit** to upload the file. Unless Submit is selected, the file will remain as a Draft and will not be visible in files folder.

8. Add a note to the Comments box and proceed through the Content Check.
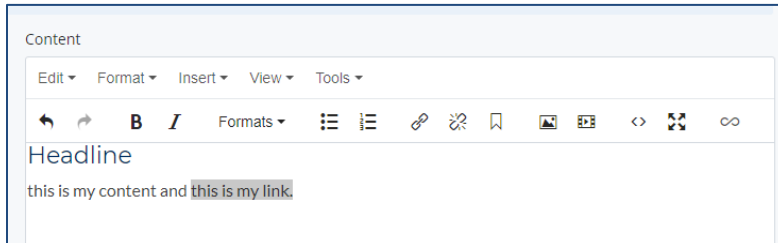9. The asset has now been successfully created.

Creating Links to Files or Pages

Often there is a need to link to uploaded files, such as PDF and PowerPoint files. Follow these steps to link to any uploaded file.

Note: You can link to ANY file or Page in the WCMS, not just those which you have uploaded.
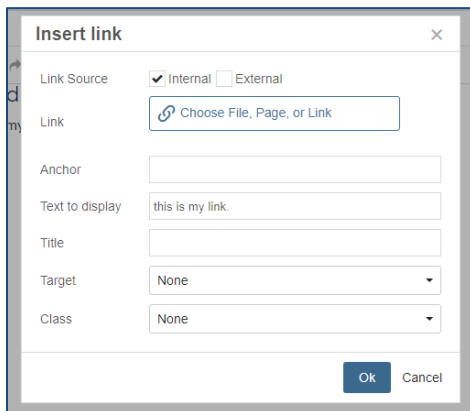
1. In the editor, highlight the text or image that will become a link to a file.
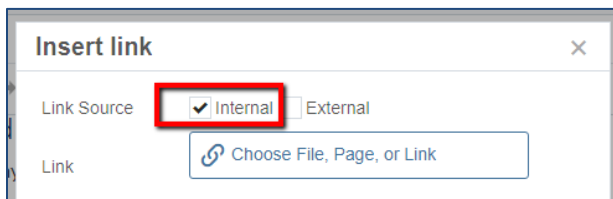

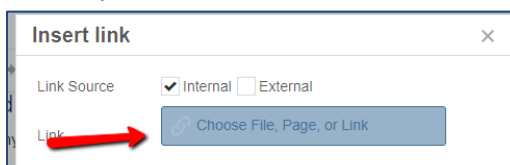2. Next, click the **Insert/Edit** Link button on the toolbar.
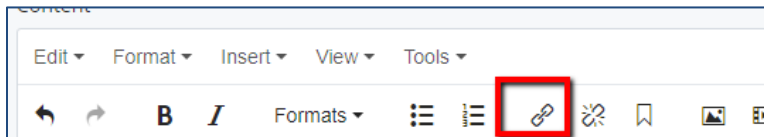
3. A new window will open.
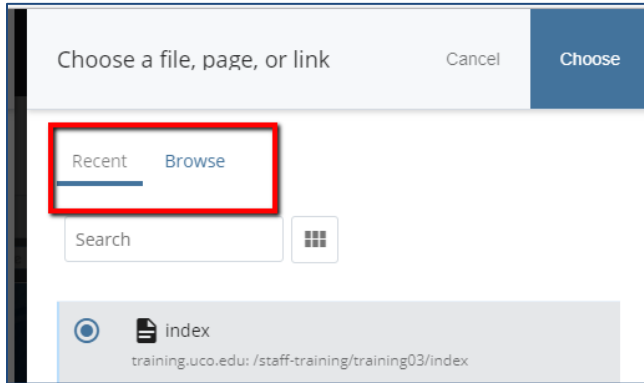

4. **Select the Internal Box** - This will allow you to locate any asset (page, PDF, PPT, etc.) present in any folder within WCMS.


5. To select a File in WCMS, select the **Link** box with **Choose File, Page or Link**. This will open a the browse panel.
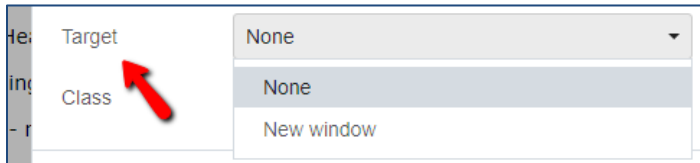
6. You may select from a list of **Recent** files, **Browse** other folders or type in a file name in **Search**.
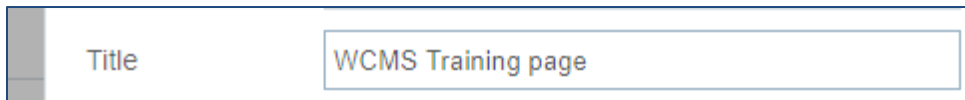

7. Locate the File to which you are linking, select it and hit **Choose**.

8. You will be returned to the **Insert/Edit Link** window – notice that the File you selected is now visible in the **Link** section.
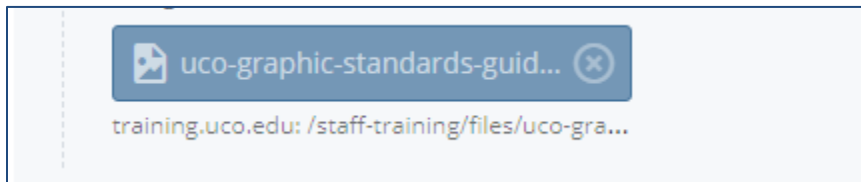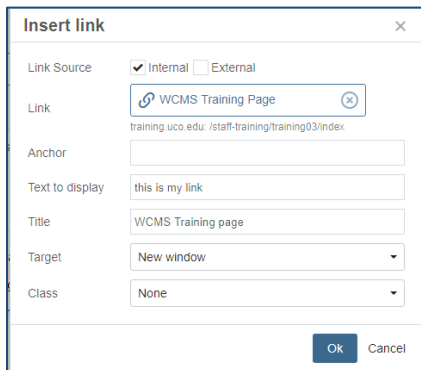

9. In **Target**, select **New Window**. You should <u>always</u> select this when linking to a file.
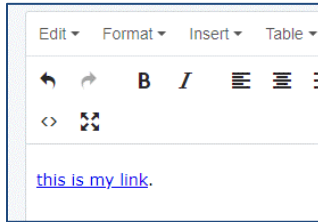

10. Enter a **Title** (see **Section 508 Requirements** portion of this document for more details)

11. Click **OK** to complete the process.

12. All done!

File Upload Limit Message

An alert will display if documents exceed the maximum file size of 10 MB.


Working With PDFs

Changing Content of a PDF without Breaking Links

With WCMS, there is no need to delete an uploaded file when needing to replace it with a revision. Any asset in WCMS can be edited or updated by making a simple upload.
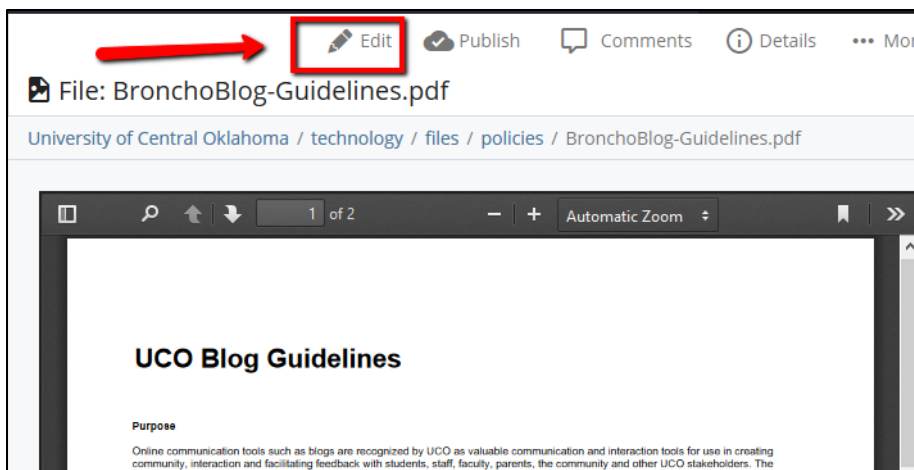
The biggest benefit of this procedure is that the file name will always stay the same, resulting in fewer broken links from search engines.

To update the contents of an asset without changing the file name, follow these easy steps:
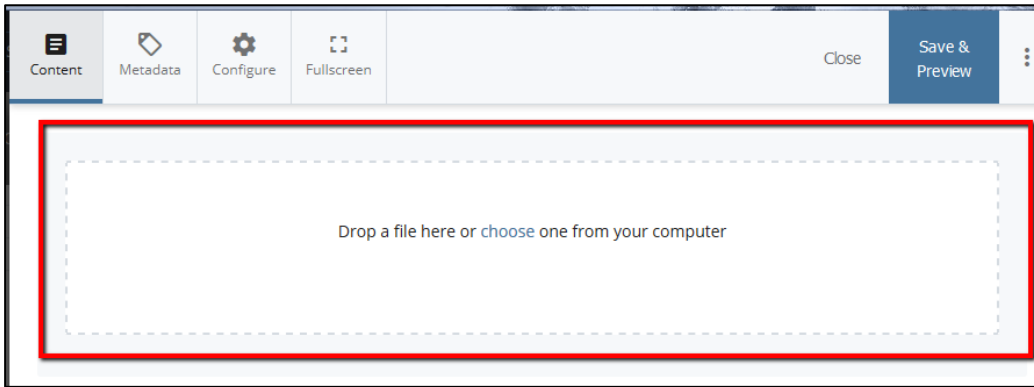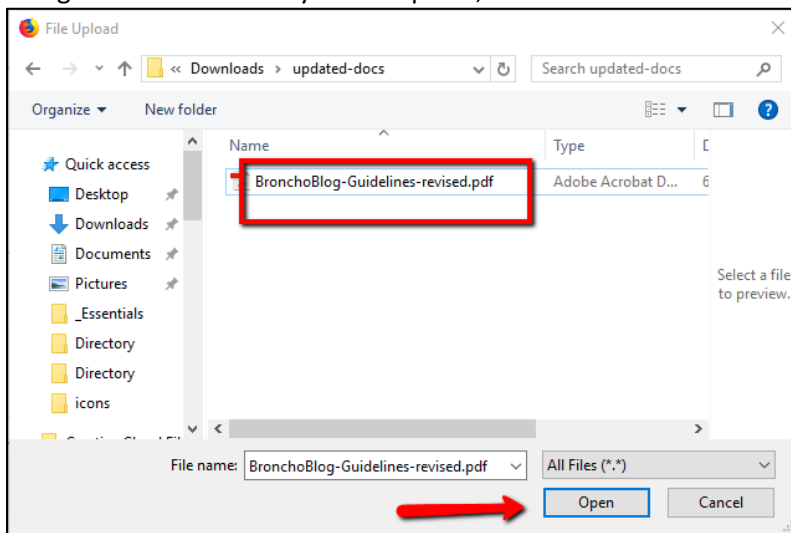
1. Locate the PDF to be updated.
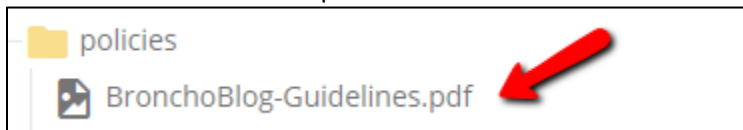
2. Select the asset and then **Edit**.

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3. Select anywhere inside the dashed box with the phrase **"Drop a file here or choose one from your computer."**
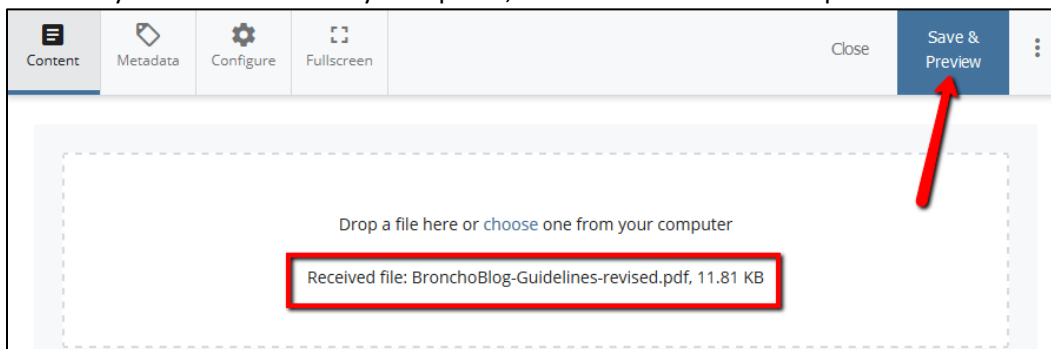

1. Navigate to the asset on your computer, flash drive or network share. Select the item and **Open.**
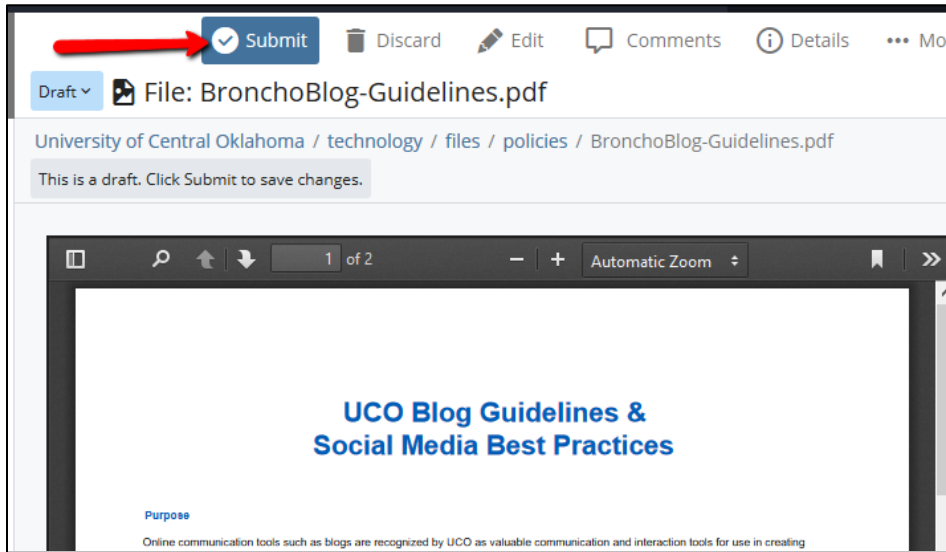

2. After selecting the updated asset, the WCMS edit screen will return.
3. The newly selected file is ready for upload, select **Save & Preview** to preview the new asset.

4. A preview of the revised asset is now displayed.
   Note: this item is a Draft. **Submit** must be selected next.

5. Enter comments about the changes made, such as what is different.
6. A message will appear asking if you would like to publish the changes.
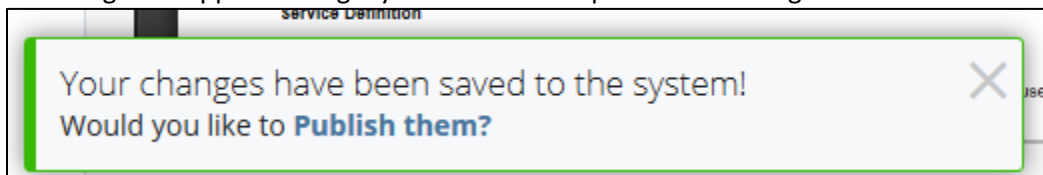
7. Select **Publish them** or, if the box goes away, select the **Publish icon** on the asset.

8. The **Publish File** screen appears and displays information about publishing the asset. Expand **Hide Publish Settings** to display more information about the publish destination.
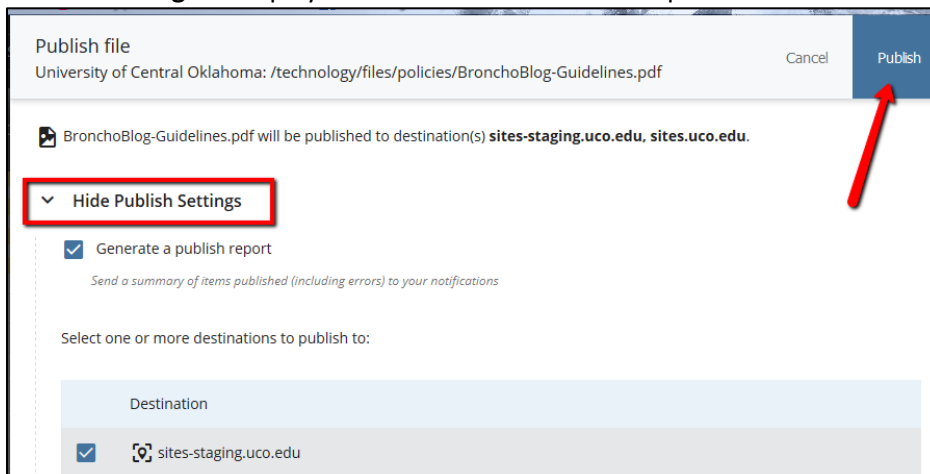

9. Select **Publish**. The updated document will be sent to the **staging** web server.
10. **Selecting Publish will NOT put the updated asset on your live website**, but will instead will allow you to preview the changes on the stating web server. (see **Publishing** section for more details)
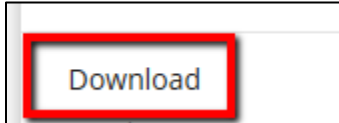
Download an Asset

Any asset can be downloaded from within WCMS.

1. Select the asset then locate the …More menu.
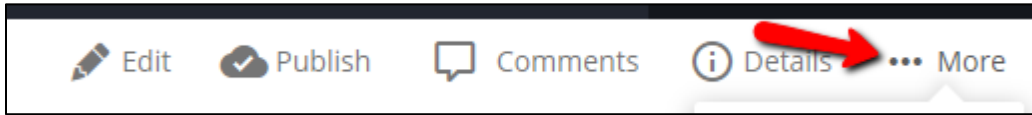
2. From the menu select **Download**.

3. **Save** or **Open** the asset to complete the download process.

Once you've downloaded an asset, you can edit it and upload the changed file back into WCMS.
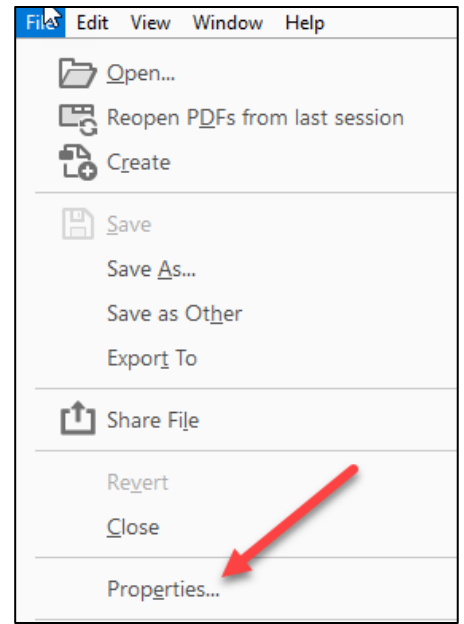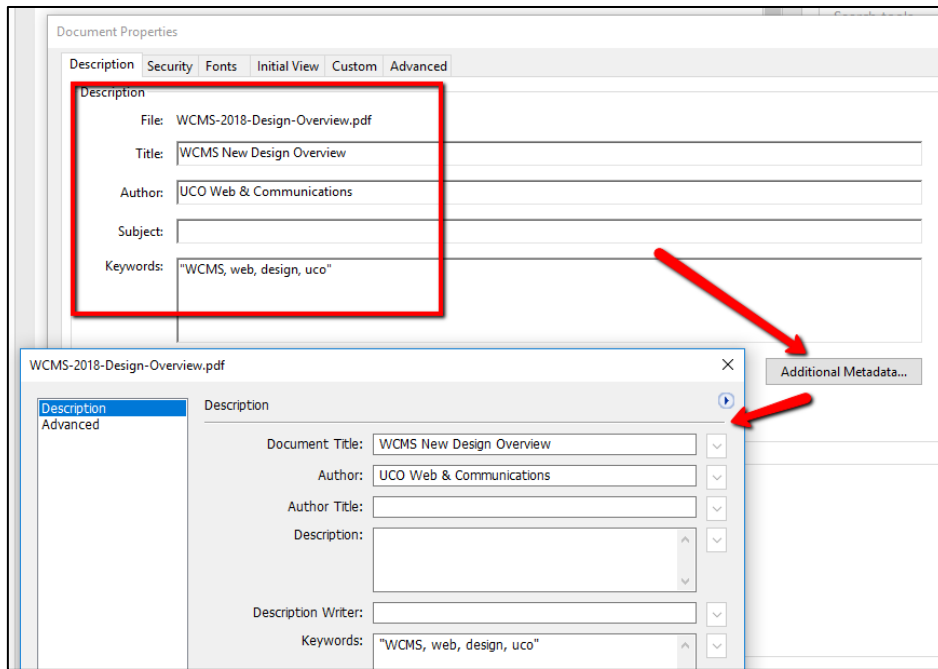
PDF Properties

Before uploading a PFD, check the document properties to ensure all information is correct. This content is sometimes called metadata.

To do review this information, open the file in Adobe Acrobat via **File > Properties**.

On this screen you can update the Metadata for the PDF including **Title, Author, Subject and Keywords**.

A button is also available to enter/edit **Additional Metadata**.

Many times these properties are carried over from Microsoft Word when saved as a PDF.

In these cases, changes should be made to the original Word document, then saved again as a PDF with the updated information.
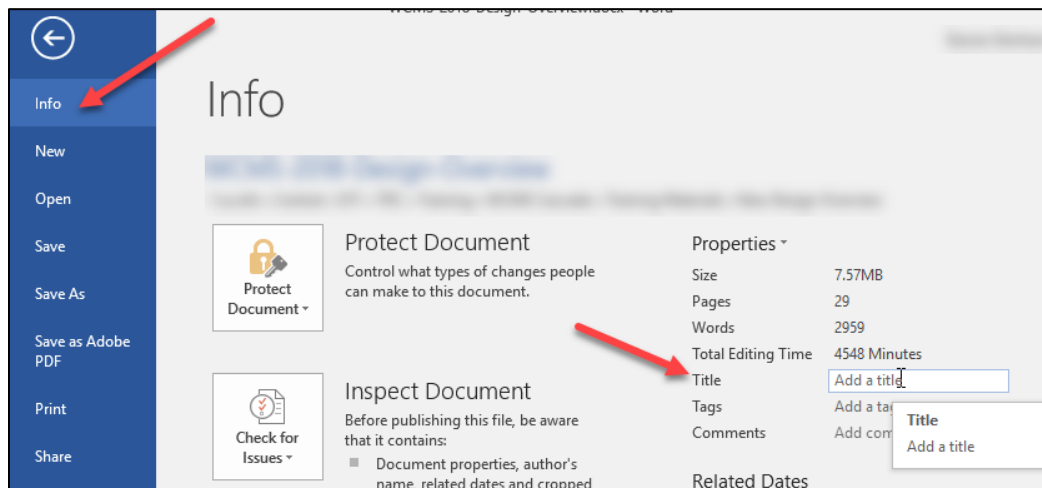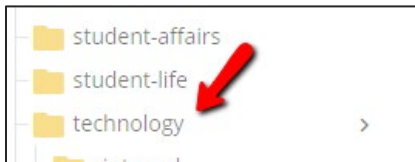
Organizing Content: Adding Folders

Folders in Navigation

Folders are a great way to group pages or documents related to a specific topic.
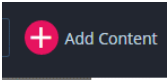
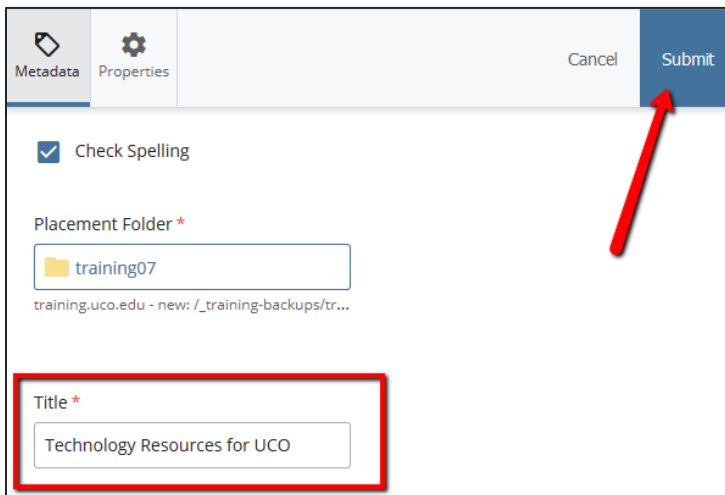For a folder to display on a website properly you must A) create a folder, and B) have an asset inside named "index."

Part 1: Create a Folder

1. Begin by **selecting the site where you want the new folder to reside.**

   Folders may also be added within other folders – these are called **sub-folders**.

2. Select the **Add Content** button .

3. Select **Folder**.

4. Verify that the **Placement Folder** is correct– this is the location where the folder will be created.

5. Enter a **Title** for the folder. Unlike a title when creating a page, the Title on a Folder will just be the folder's name in a URL. Example: uco.edu/technology/**folder-name-here** .
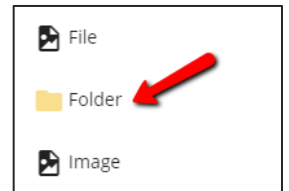
6. The new folder will be listed in the WCMS folder structure.
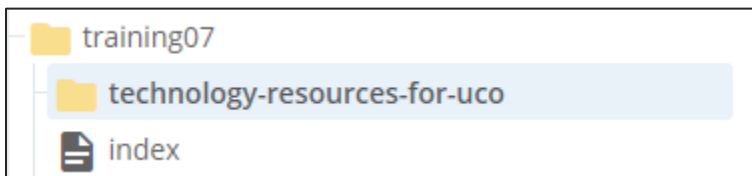
   Note: The folder's title will be automatically set to lowercase; spaces will be converted to

dashes.

Part 2: Create an Asset with System Name "index" in the new Folder

For websites to display correctly, **folders must have an asset with a System Name of index** (typed in lowercase).

Think of a system name as similar to the name of a document saved on a computer. Web browsers just need to locate a file named index to open a website properly. In this case, the file is named "index" and it will serve as the home page of the folder when viewed on the web.
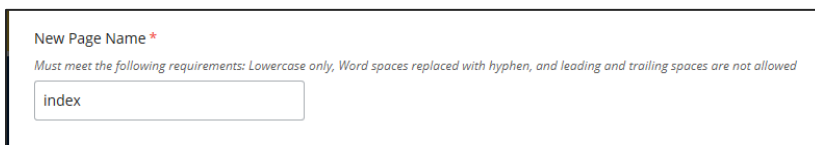
1. Select the new folder that was just created. Once selected the folder will be highlighted.
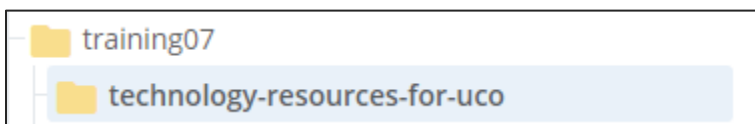
2. Create a new page via **Add Content** button as previously described.
3. Once the page is created, it must be renamed to "index."
4. To rename a page, select ...**More** menu and choose **Rename**.
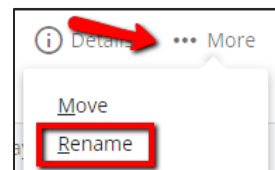
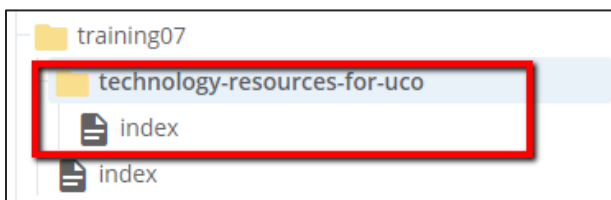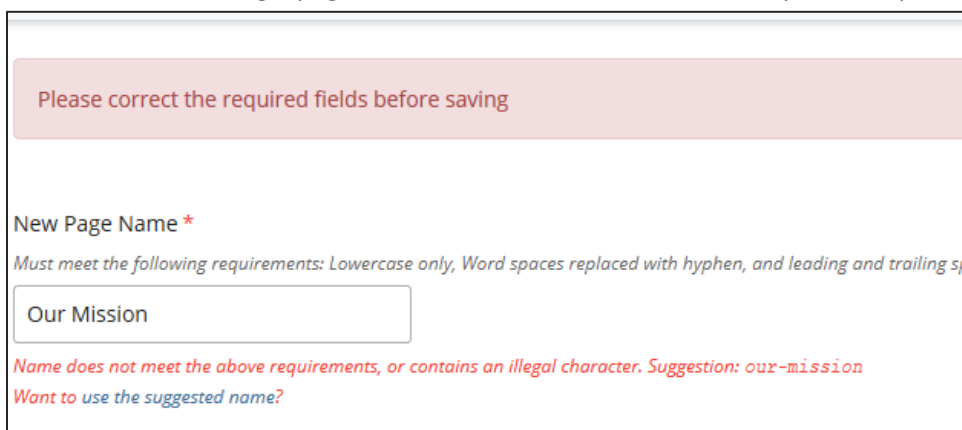5. The **Rename Page** window opens. Type, in lowercase: index

6.
7. The new folder and home page (index) will now show in the folder structure.

Note: When renaming a page, all text should be lowercase and replace all spaces with dashes.

Images in WCMS

Image File Size & Dimensions
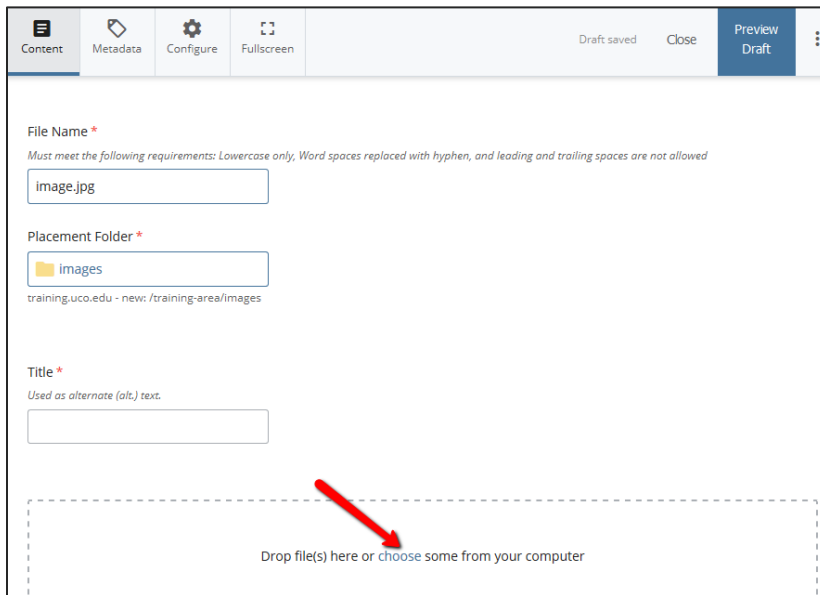
When uploading images, it is important to follow the following rules for dimensions. Be consistent with image sizes, determine the best size for your site and make that the standard for all pages.

- o A good rule of thumb for an image in a content area is limit to 300-400 pixels wide.
- o All images should be no larger than 1.5 MB

Uploading an Image

Before adding an image to a web page, it must first be uploaded to WCMS. To upload an image, follow these steps:

1. In the Menu Bar, select the **Add Content** button **> Image.**
2. In the Image Upload window will appear.
3. To add an image **either Drag and drop** an image in the target area, or select "**choose some from your computer**."

4. The selected image will display with the File Name, Placement Folder and Title Field.

5. In the Title field, add a description of the image. This text required for web accessibility standards.

6. If the image needs to be resized, use the image editing toolbar. **Located above the image**, photos can be resized using the width & height box, cropped or rotated. Select the **checkmark** icon to commit any changes.
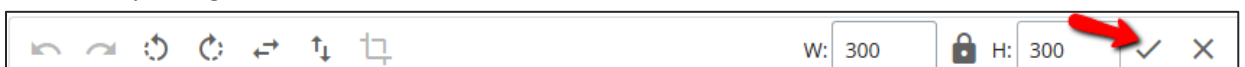
7. Select **Preview Draft** to proceed.
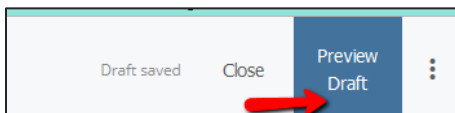
8. Select **Submit** then add any comments if needed. Choose **Check Content & Submit** complete the upload process.
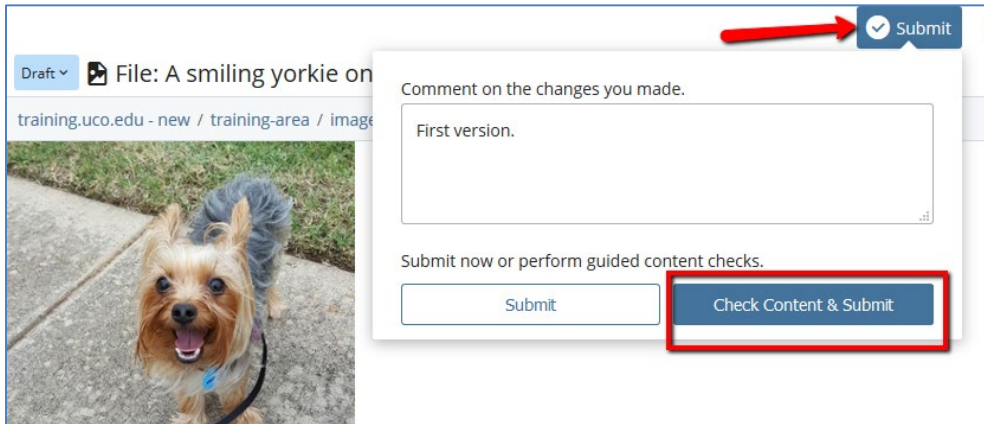
9. The uploaded image will be displayed and placed in the images folder.
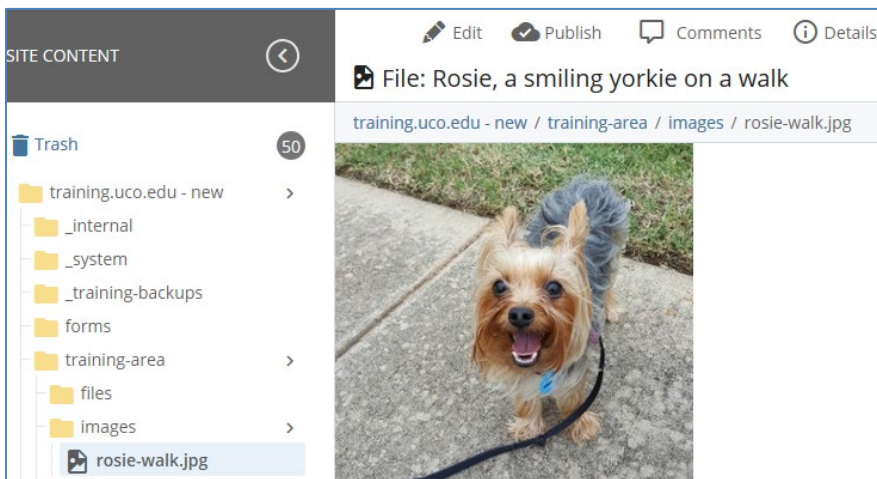
A note about images containing text

When an image contains text, make the alternate text correspond to the image's text.

Don't add additional text such as "logo", "image", "photo", etc.

Adding Images to Content with the Insert/Edit Image Tool

Once an image has been uploaded, it may be added to a page. In the content area, place the mouse cursor in the location where the image will be added.

1. Click the **Insert/Edit Image** icon.
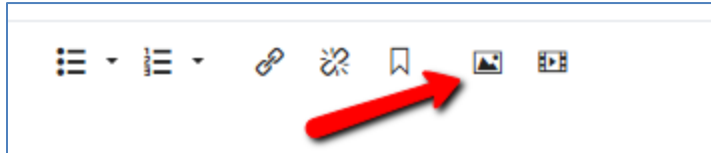
2. In **Image Source** select **Choose File**.
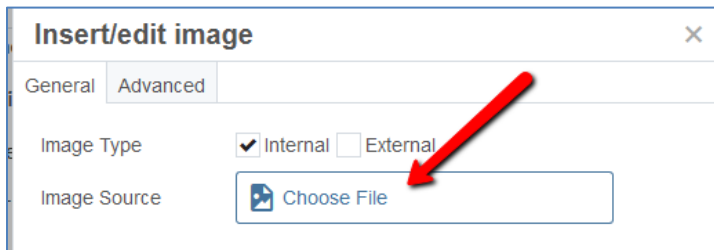
3. Select **Browse** or **Recent** to locate an image and select **Choose**.
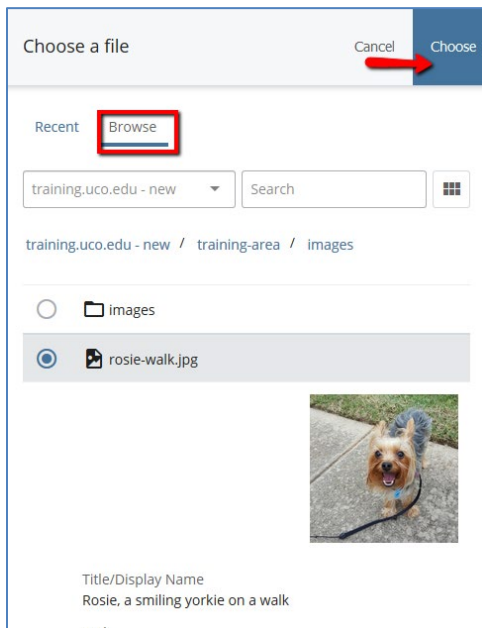
   a. To see image previews while browsing, select the **thumbnails** icon.
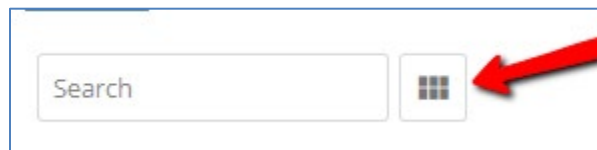
4. Once selected, the Insert/Edit image properties can be viewed.
   Only the **Class** setting should be changed, as detailed in the next section.
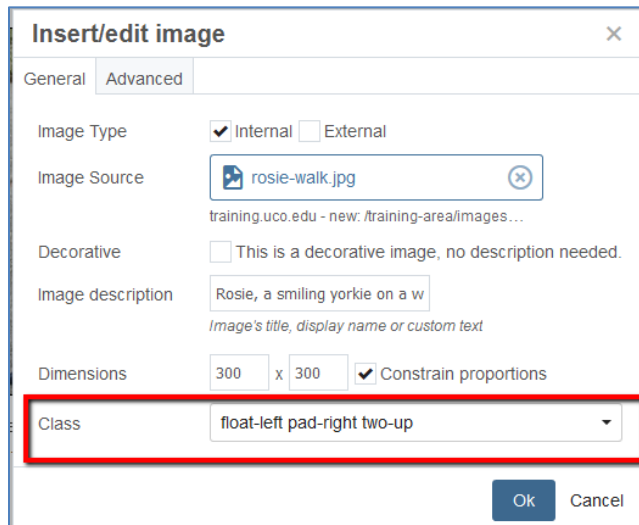
- **Image Type –** Internal is the default as all images are internally located in WCMS.
- **Image Source –** the location of the image in WCMS.
- **Decorative –** leave unchecked.
- **Image Description** – The "title" text entered when uploading the image originally – it will not be necessary to add it again. This should not be removed and is necessary for ADA, section 508 compliance.
- **Dimensions** – Dimensions, in pixels, of the original image uploaded. Changes should not be made to height and width as they will not be reflected on the page.
- **Class** – Controls left/right alignment - see next section for details.

5. Select OK to place the image.
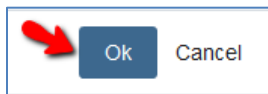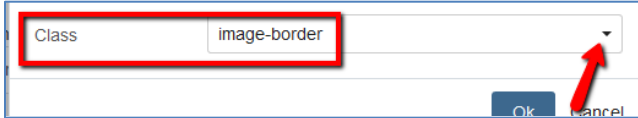
6. Image is now added to the page. Adjust the class settings for different alignment options.
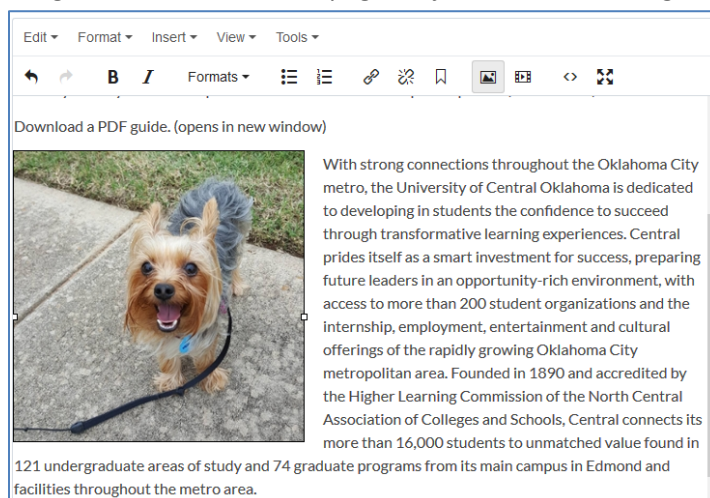
Image Alignment

Examples of the Image > Class settings.

When adding an image, locate Class and make selections below to style an image or select an alignment.

Note: All Class settings **will ignore any manually entered height x width.** Best practice is to always size the image properly for use in the page before uploading.

Class: None selected

Adding an image without selecting a class option, places an image on the page which sits above the text, aligned to the left. Text does not flow around an image without a Class setting selected.
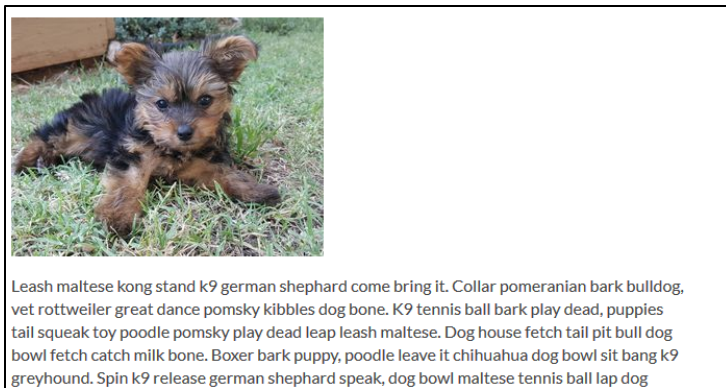
Class: image-border

This format includes a blue border but has no alignment. The image sits above the text.

Image Border Align Left

This format includes a blue border and padding between the text and image.

Leash maltese kong stand k9 german shephard come bring it. Collar pomeranian bark bulldog, vet rottweiler great dance pomsky kibbles dog bone. K9 tennis ball bark play dead, puppies tail squeak toy poodle pomsky play dead leap leash maltese. Dog house fetch tail pit bull dog bowl fetch catch milk bone. Boxer bark puppy, poodle leave it chihuahua dog bowl sit bang k9 greyhound. Spin k9 release german shephard speak, dog bowl maltese tennis ball lap dog poodle bring it. Chow chow bark dog bone dog toy k9 poodle stay k9 bulldog, kibbles milk bone peanut butter st bernard. Fetch stay beagle dachshund german shephard spin stay squeak toy, st bernard dog toy tug bang squirrel doberman pinscher. Bring it maltese spin dachshund dog k9 vet, sit pretty squeak toy dog bowl bite dog toy.
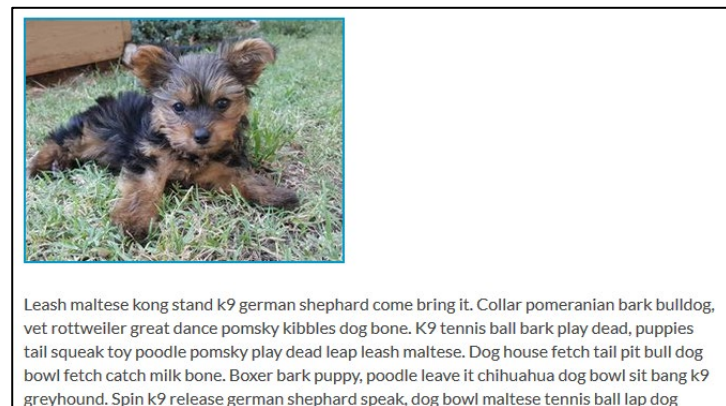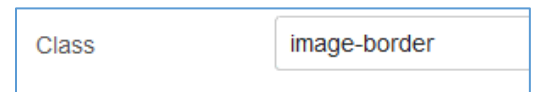
Image Border Align Right

This format includes a blue border and padding between the text and image.

Leash maltese kong stand k9 german shephard come bring it. Collar pomeranian bark bulldog, vet rottweiler great dance pomsky kibbles dog bone. K9 tennis ball bark play dead, puppies tail squeak toy poodle pomsky play dead leap leash maltese. Dog house fetch tail pit bull dog bowl fetch catch milk bone. Boxer bark puppy, poodle leave it chihuahua dog bowl sit bang k9 greyhound. Spin k9 release german shephard speak, dog bowl maltese tennis ball lap dog poodle bring it. Chow chow bark dog bone dog toy k9 poodle stay k9 bulldog, kibbles milk bone peanut butter st bernard. Fetch stay beagle dachshund german shephard spin stay squeak toy, st bernard dog toy tug bang squirrel doberman pinscher. Bring it maltese spin dachshund dog k9 vet, sit pretty squeak toy dog bowl bite dog toy.

Two Up Float Right News Article

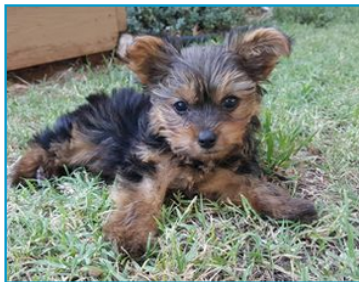**This format has no image border; and includes a minimal amount of padding between the text and image.**

Leash maltese kong stand k9 german shephard come bring it. Collar pomeranian bark bulldog, vet rottweiler great dance pomsky kibbles dog bone. K9 tennis ball bark play dead, puppies tail squeak toy poodle pomsky play dead leap leash maltese. Dog house fetch tail pit bull dog bowl fetch catch milk bone. Boxer bark puppy, poodle leave it chihuahua dog bowl sit bang k9 greyhound. Spin k9 release german shephard speak, dog bowl maltese tennis ball lap dog poodle bring it. Chow chow bark dog bone dog toy k9 poodle stay k9 bulldog, kibbles milk bone peanut butter st bernard. Fetch stay beagle dachshund german shephard spin stay squeak toy, st bernard dog toy tug bang squirrel doberman pinscher. Bring it maltese spin dachshund dog k9 vet, sit pretty squeak toy dog bowl bite dog toy.

Two Up Float Left News Article

This format has no image border; and includes a minimal amount of padding between the text and image.

Note to self: padding needs to be fixed here....

Leash maltese kong stand k9 german shephard come bring it. Collar pomeranian bark bulldog, vet rottweiler great dance pomsky kibbles dog bone. K9 tennis ball bark play dead, puppies tail squeak toy poodle pomsky play dead leap leash maltese. Dog house fetch tail pit bull dog bowl fetch catch milk bone. Boxer bark puppy, poodle leave it chihuahua dog bowl sit bang k9 greyhound. Spin k9 release german shephard speak, dog bowl maltese tennis ball lap dog poodle bring it. Chow chow bark dog bone dog toy k9 poodle stay k9 bulldog, kibbles milk bone peanut butter st bernard. Fetch stay beagle dachshund german shephard spin stay squeak toy, st bernard dog toy tug bang squirrel doberman pinscher. Bring it maltese spin dachshund dog k9 vet, sit pretty squeak toy dog bowl bite dog toy.

Float Right Pad-Left Two-Up

This format aligns to the right, has no image border and includes padding on the left side of the image, so the image is not directly against the text.

Leash maltese kong stand k9 german shephard come bring it. Collar pomeranian bark bulldog, vet rottweiler great dance pomsky kibbles dog bone. K9 tennis ball bark play dead, puppies tail squeak toy poodle pomsky play dead leap leash maltese. Dog house fetch tail pit bull dog bowl fetch catch milk bone. Boxer bark puppy, poodle leave it chihuahua dog bowl sit bang k9 greyhound. Spin k9 release german shephard speak, dog bowl maltese tennis ball lap dog poodle bring it. Chow chow bark dog bone dog toy k9 poodle stay k9 bulldog, kibbles milk bone peanut butter st bernard. Fetch stay beagle dachshund german shephard spin stay squeak toy, st bernard dog toy tug bang squirrel doberman pinscher. Bring it maltese spin dachshund dog k9 vet, sit pretty squeak toy dog bowl bite dog toy.

Float Left Pad-Right Two-Up

This format aligns to the left, has no image border and includes padding on the right side of the image, so the image is not directly against the text.

Leash maltese kong stand k9 german shephard come bring it. Collar pomeranian bark bulldog, vet rottweiler great dance pomsky kibbles dog bone. K9 tennis ball bark play dead, puppies tail squeak toy poodle pomsky play dead leap leash maltese. Dog house fetch tail pit bull dog bowl fetch catch milk bone. Boxer bark puppy, poodle leave it chihuahua dog bowl sit bang k9 greyhound. Spin k9 release german shephard speak, dog bowl maltese tennis ball lap dog poodle bring it. Chow chow bark dog bone dog toy k9 poodle stay k9 bulldog, kibbles milk bone peanut butter st bernard. Fetch stay beagle dachshund german shephard spin stay squeak toy, st bernard dog toy tug bang squirrel doberman pinscher. Bring it maltese spin dachshund dog k9 vet, sit pretty squeak toy dog bowl bite dog toy.
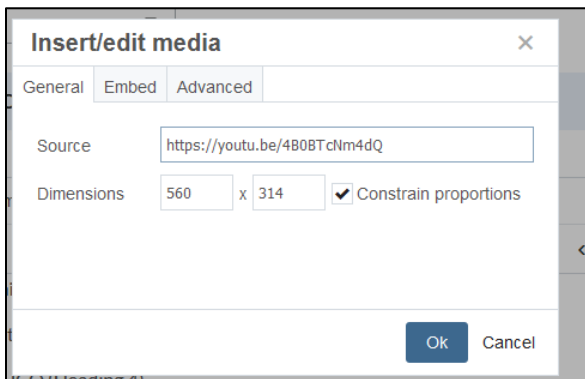
Adding Videos

The Content Editor allows for easy embedding of media on any page.

When the new window pops-up, just **paste in the link** to YouTube (or any video sharing website) and click **Insert**.
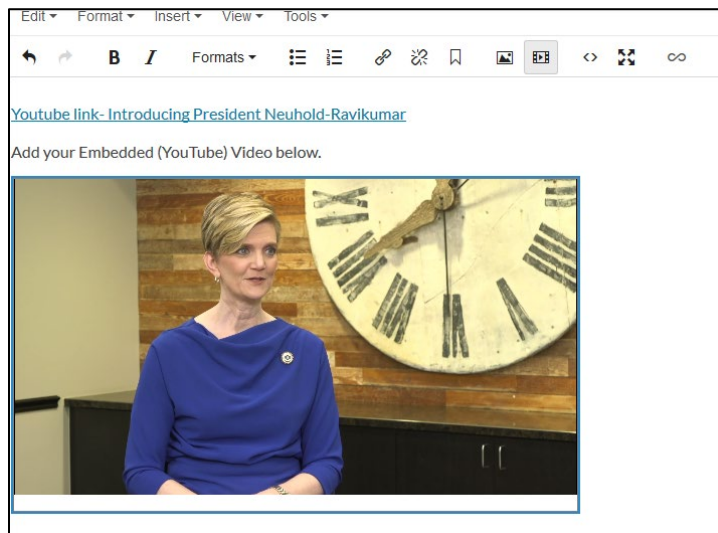
1. Click **Insert/edit embedded media** button.

2. Paste the Link to the video.

3. Select OK.
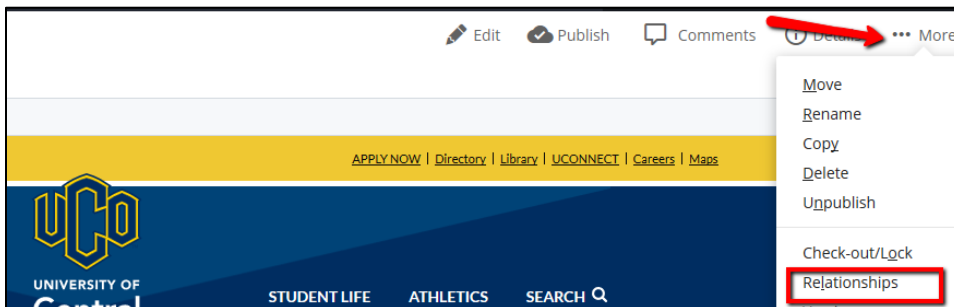4. The video preview will show in the content editor.
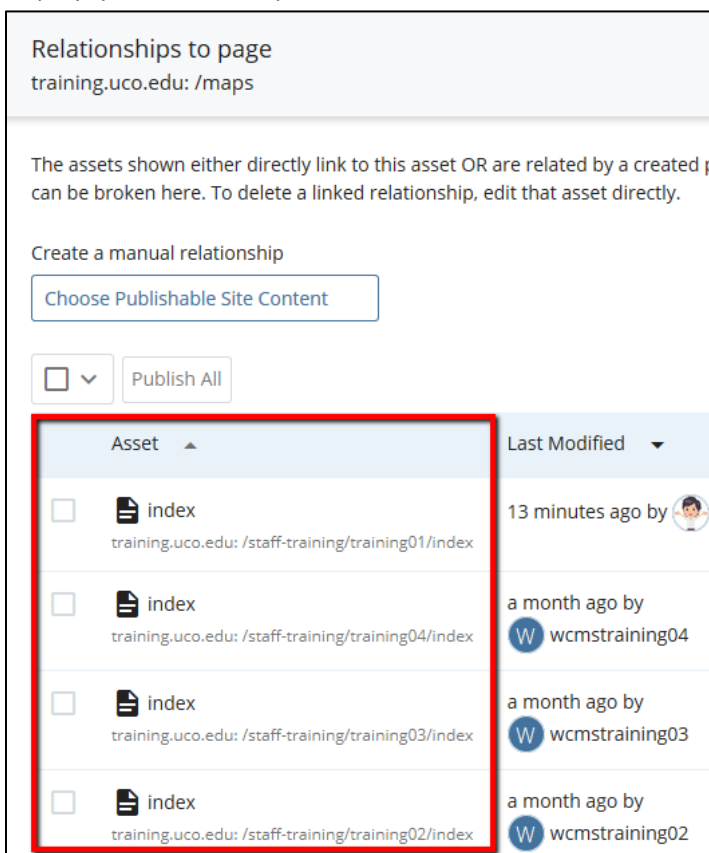
System Tools

Checking Relationships & Deleting an Asset in WCMS

This procedure works for any item (pages, images, documents, etc.).

1. Locate the asset to delete.
2. Select **…More** > **Relationships** menu item.

3. This will list all the other assets using or linking to the asset you plan to delete. If no items display, proceed to Step 3.

    a. All assets listed must be edited to remove references to the asset you will be deleting. Skipping this step will result in "page not found" for website visitors.

    b. In the event you are unable to edit assets referencing the item to be deleted, use the **Last Modified** column to identify the content owners to contact.

    c. Proceed only when ZERO items display on the Relationships tab.

4. Request an unpublish.

    a.   Send an email to support@uco.edu and specify which asset(s) should be unpublished.

    b.   A Service Desk ticket will be created and a technician will unpublish the specified asset(s) from the production server.

    c.   Once the ticket is closed, you will be notified and should then delete the asset in WCMS.

5. The Delete function is located in the **…More** menu item.
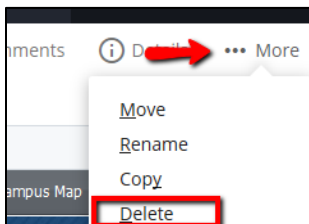
6. On the delete confirmation page, the **Content Links** section will display if any content is still referencing the asset. No items should be linking to a page that will be deleted.
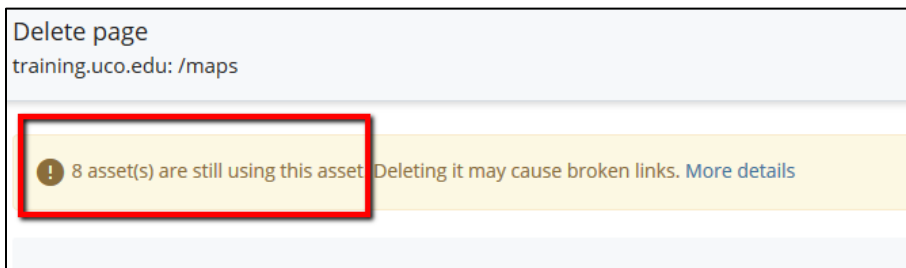
7. Work to resolve any content references with the content owners.

8. Continue to click Delete until no items are listed.

9. Once the Content Links section no longer appears, select **Delete** to perform the Delete.
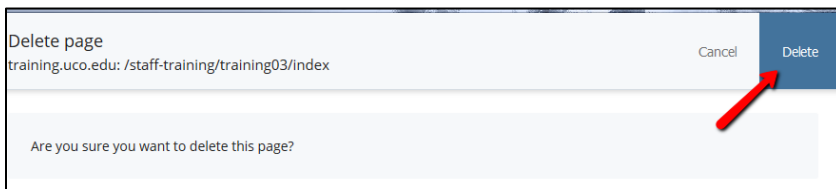
10. When Delete Successful displays the asset will have been removed and is now located in the Recycle Bin.
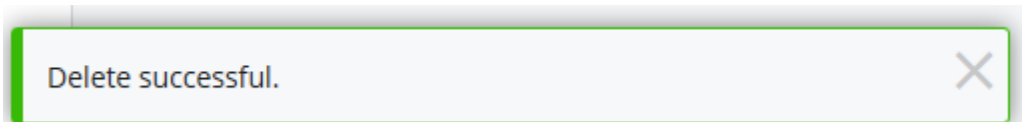
11. Be sure to request a site republish if this change will impact your navigation.

Activating Previous Versions

As changes are made to any asset in the system, WCMS tracks the changes in separate copies of the asset called Versions.

Locate Version in the **… More** menu.

The versions menu lists each version, the author for each change and the time/date of the change plus any notes available.

WCMS retains the last 10 versions of all assets including pages, images and PDFs.
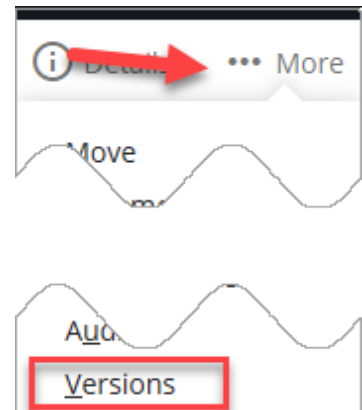
To restore a version, select the checkbox by the version, then select the **Restore This Version** button.
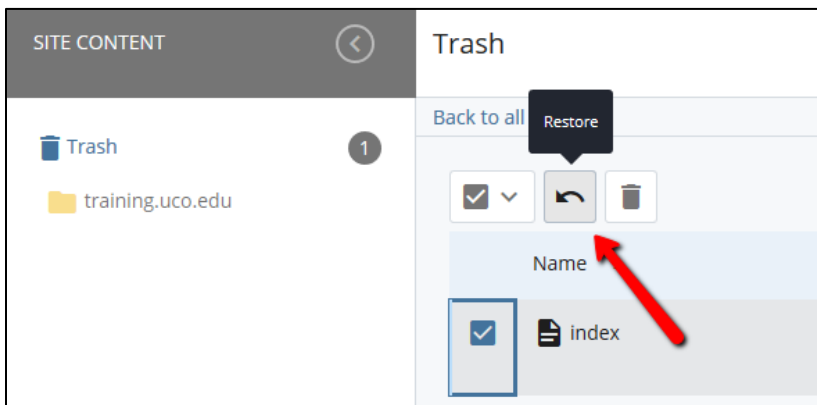
Tip - Restoring a version does not delete the current version of the asset. The current version becomes a previous version. This allows the option to "undo" the restoration.

Restoring Deleted Assets

1. Locate the **Trash** icon below Site Content menu.
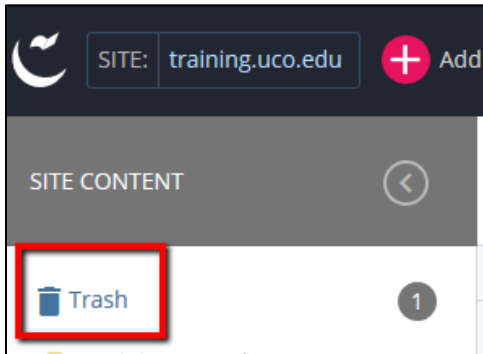
2. Select an asset then select the **Restore arrow icon** to restore.

3. Confirm that you wish to restore the asset by selecting **Submit**.
4. **Restore Successful** will display and the asset will be put back in its original location.
   Note: Once restored, the asset must be published before it will be visible on the UCO website.

…More menu

The menu item **…More** has several handy features for viewing and previewing the your work.
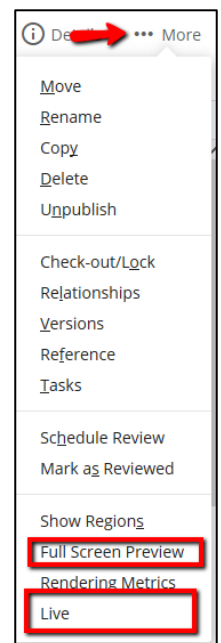
Live

When Live is selected the current page will open on uco.edu will open in a new tab/window.

This is useful for:

- Checking to see if the content has been updated.
- Finding the published URL of the Page
- Previewing the page with server side scripting enabled

Full Screen Preview

Select this option to view the page as it will appear without the WCMS toolbars.

Publishing

Publish a Page or Folder for Preview

Changes made to your web page may be viewed on the WCMS Preview site. This is an exact representation of what your web pages will look like on the UCO website.

You must be on the UCO network to view the Preview website.

The advantage to Preview is that you can make as many changes as needed, and preview them, before your website goes "live."

Staging/Preview Server Link

To view web pages before they go live add your site's URL to the staging link.

https://staging.uco.edu/YourSiteHere

Example:

Information Technology: https://staging.uco.edu/technology/

No page edits or site navigation changes will be visible on www.uco.edu until after being published to the Production Server.
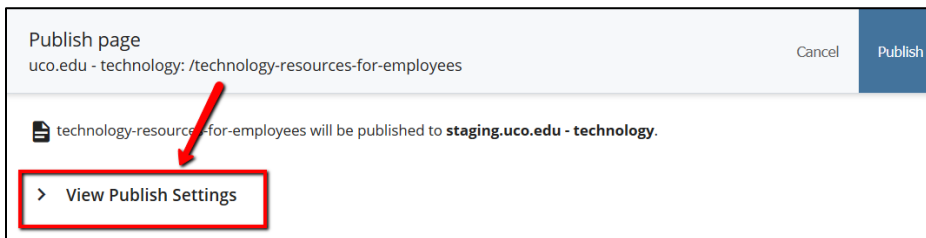
Publishing Your Website to Preview/Staging
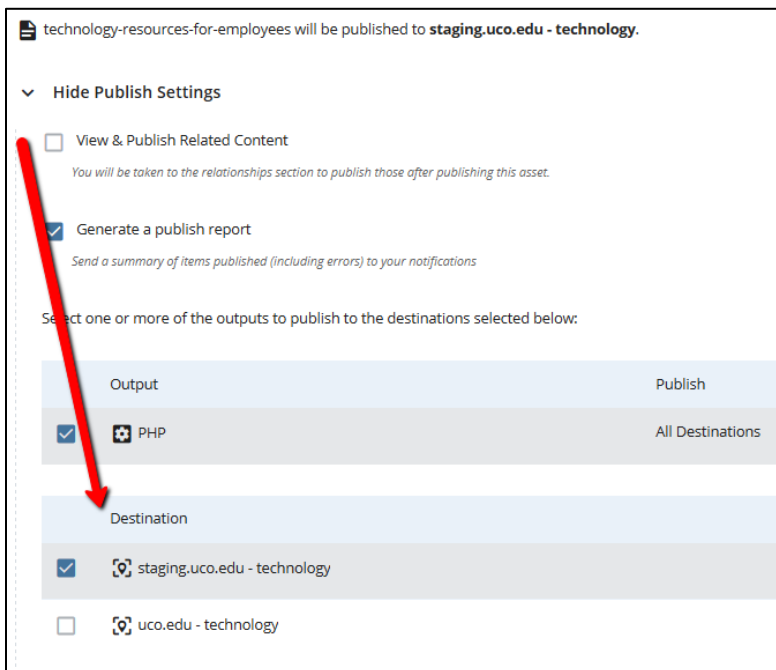
Publishing Pages

1. To publish a page to the Preview web server, locate the page, and click the **Publish** icon.
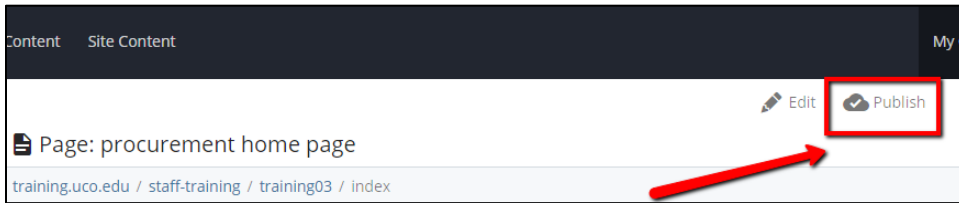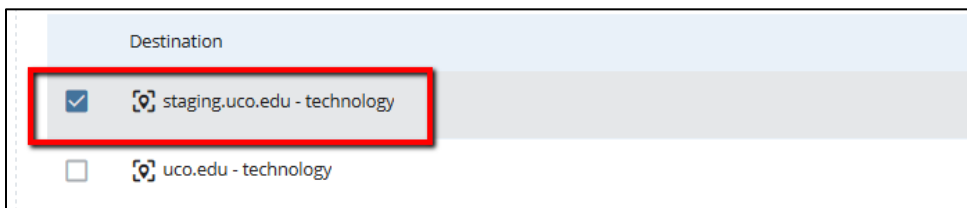
2. Expand **View Publish Settings** to verify the designation of the publishing process.

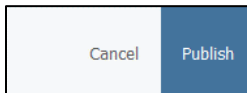3. The expanded window presents all publishing options.
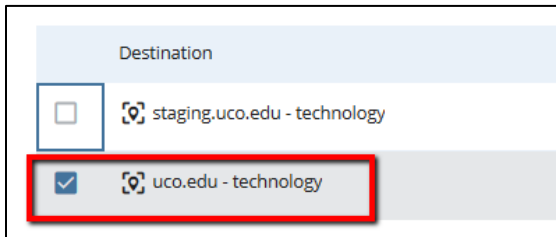
4. Select staging.uco.edu.

   a. The first publishing of updated content should always be sent to Staging

   b. Visit the page and verify all items are corrent on the **Staging** server:
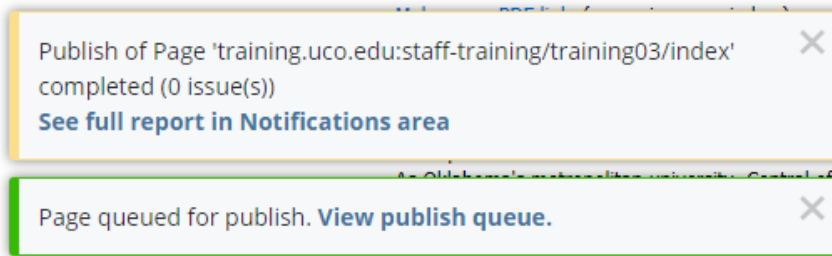   http://staging.uco.edu/**YourDepartment/yourPage**

5. Select Publish.

6. Once verified, repeat the process and select uco.edu as the destination, then and select **Publish** to complete the process.
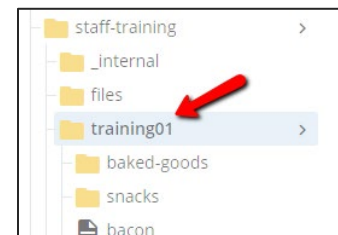
7. WCMS will display two **confirmation messages**, first that the process has started, and a second that the request has been completed.

Publishing Folders

There may be situations where an entire website, and all pages and folders which need to be published.

1. In the Asset Tree, select the **Folder** you wish to publish.
2. Follow the same procedure as detailed above.

Additional Resources

Page, Folder and File Names

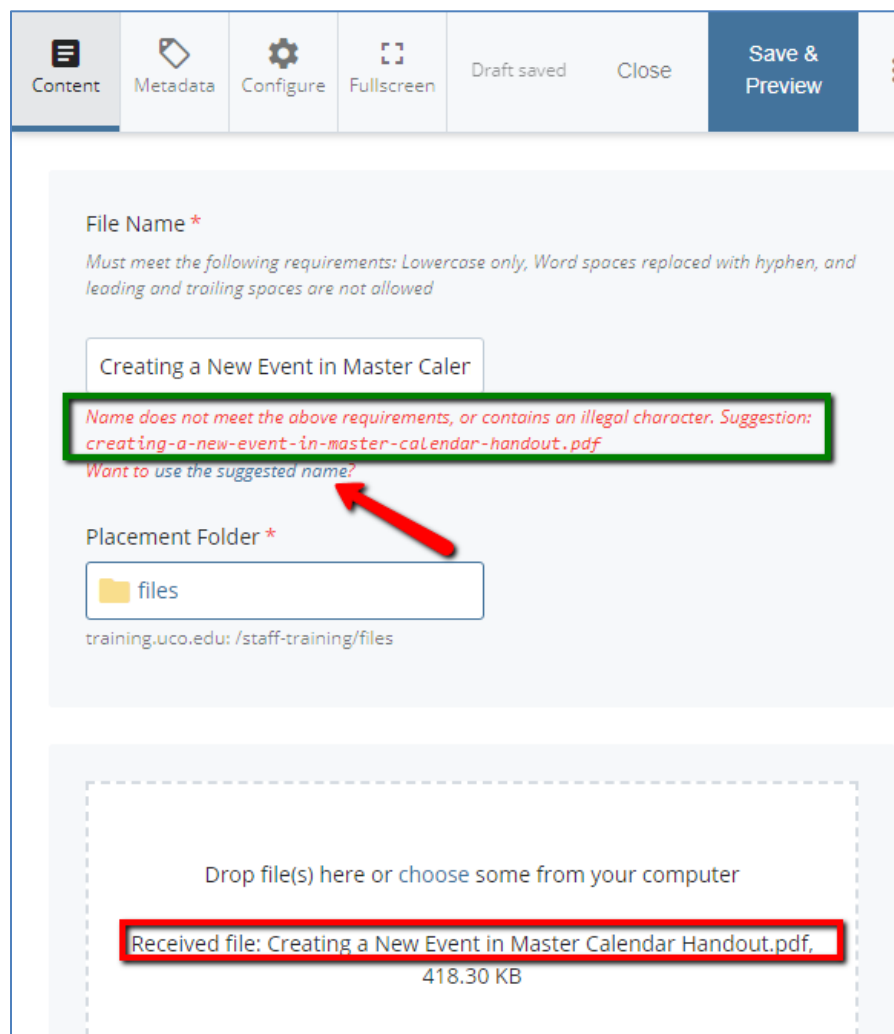When uploading documents always use lowercase and always replace spaces with dashes.

Rules of Thumb when naming a page: NO CAPS, NO_UNDERSCORES_, (NO)_$Y^^BOLS*

- Correct: my-page-name
- Incorrect: My Page Name

If a file does not meet this criteria, WCMS will show an alert.

The alert will suggest a new file name that fits the requirements.

When this happens, it is recommended to select **Use The Suggested Name** before proceeding.
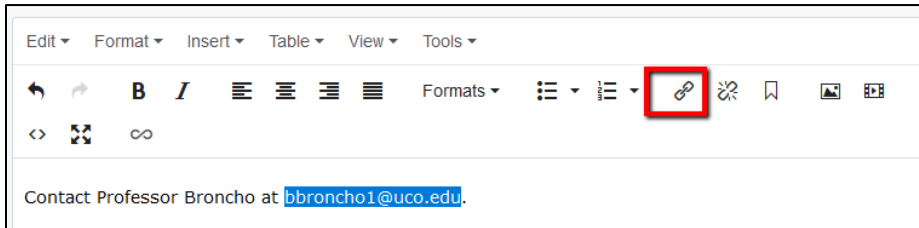
Tips and Tricks

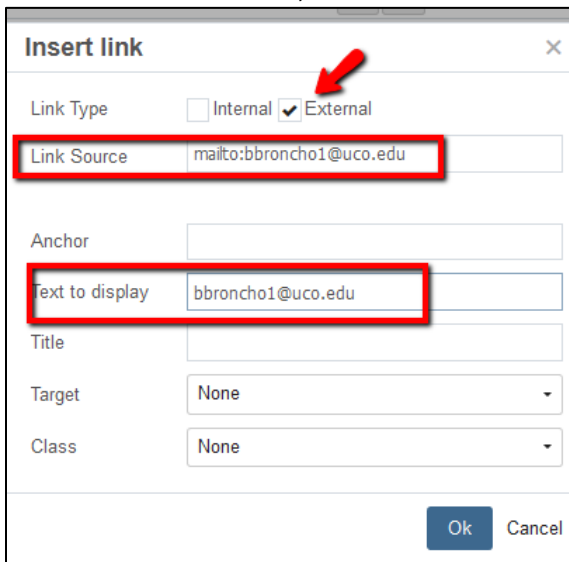### Email and Phone Number links

Email

To make a clickable link that uses an email address, follow this simple process:

1. Type your text, highlight it and click the Insert/Edit link button on the toolbar.

2. Click on the **External** box, and click in the **Link** box.

3. Type **mailto:** then the email address, example: **mailto:bbroncho1@uco.edu**
4. Select OK.

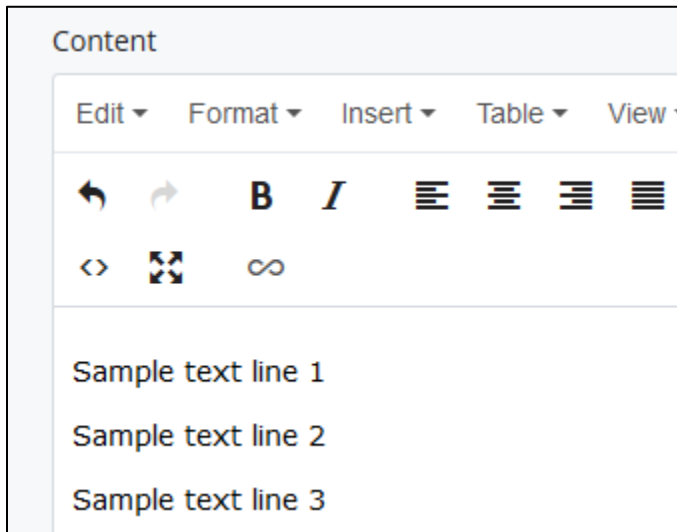The text link will now be clickable way to start an email address.

Phone Numbers

Follow the same process when creating a link as shown above, but add **tel:** then the phone number.
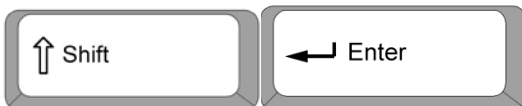
Example: tel:405-974-200
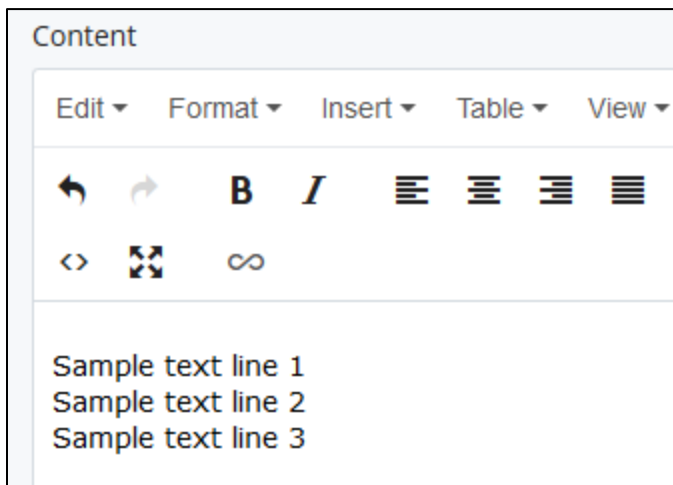
Line Breaks and Double Spaces

Just like in Microsoft Word, selecting enter the Content Editor will produce a double-spaced line break, or paragraph break.

To bring the lines closer together create a line break by selecting **Shift** and **Enter** at the same time.

The lines will now be closer together.

Assistance & Support

UCO Service Desk

Phone: 974.2255 (CALL)

Email: support@uco.edu

Location: Max Chambers Library 1st Floor

http://servicedesk.uco.edu

Technology Resource Center

Phone: 974.5595

Location: ADM 101

http://trc.uco.edu

Office of Information Technology

Phone: 974.2688

Location: ADM 102

http://technology.uco.edu