

# Web Content Management System User Guide

v.8.9.2

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## 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.

## **Mobile Devices**

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

## Auto-Save

**Recycle Bin** 

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

WCMS includes a Recycle Bin which will temporarily store deleted files. Storage is not permanent and all

## Assets Named "index"

items will be purged after 15 days.

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

Assets will be permanently deleted after 15 days.

– <b>m</b> ysite	
📄 index	



CASCADE CMS
Login
Username
Password
•••••
Remember ne Login
Use your UCO

Username and Password.

5

## 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 fright menu.

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

site fron C SITE: Go to a S	ite
Select a Site	×
Type here to filter Sites list	٩
University of Central Oklahoma	K) WE

## 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.

C SITE: Go to a Site		My Content Q Search 🔞 🗸
Welcome back Buddy Broncho + Add Widget C Reset Doshboard	New Content endeevorgomes.com	Notifications You have no notifications
My Sites University of Central Oklahoma training.uco.edu - new uco.edu	External Link Fie Folder Image	Content to Review @ training.uco.adu - new No assets with review dates.
New Content	My Content Recent Owned Content Drafts Workflows Locks	Link Checker @ University of Central Oklahoma
et training uca.edu - new	University of Central Oklahoma University of Central Oklahoma	1.1K / 604.9k Reported broken links (0.19%)
File Folder Form Highlight	academics uco.edu: /academics images	530 / 9.2k Assets with broken links (5.75%)
Image Link Show 1 More	University of Central Oklahoma: Aechnology/Images index University of Central Oklahoma: Aechnology-new/index	
My Upcoming Tasks + Add a Task	University of Central Oklahoma University of Central Oklahoma: /	

## **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.

C SITE: uco.edu - technology 🗸 🕂 Add Content Site Content		My Content Q	Search 🔞	)~ ≡
SITE CONTENT (	💉 Edit 🛛 🐼 Pub	ish 📮 Comments	i) Details	••• More

## **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 dragand-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.



My Upcoming Tasks	+ Add a Task
Name	Due
• Review before Back To School	

#### **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

Report: Stale Content	
Back to Reports	
Silter Results	
Site	
training.uco.edu	*
Content last updated more than	_ days ago
60	Ŧ
Asset Type 🔽 Pages 🔽 Files	
Show only content I own	
Restrict to folders	
Apply Filter	

provides easy way to see what web pages need an update.

Open the I 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.

#### Messages

Publish of Publish Set 'Careers: Careers Calendar' completed (0 is... The task "Add Flowers" is overdue! Publish of Publish Set 'Careers: Careers Calendar' completed (0 is... Publish of Publish Set 'Careers: Careers Calendar' completed (0 is... Publish of Publish Set 'Careers: Careers Calendar' completed (0 is... Publish of Publish Set 'Careers: Careers Calendar' completed (0 is... Publish of Publish Set 'Careers: Careers Calendar' completed (0 is... Publish of Publish Set 'Careers: Careers Calendar' completed (0 is... Publish of Publish Set 'Careers: Careers Calendar' completed (0 is... Publish of Publish Set 'Careers: Careers Calendar' completed (0 is... Publish of Publish Set 'Careers: Careers Calendar' completed (0 is... Publish of Publish Set 'Careers: Careers Calendar' completed (0 is... Publish of Publish Set 'Careers: Careers Calendar' completed (0 is... Publish of Publish Set 'Careers: Careers Calendar' completed (0 is... Publish Of Publish Set 'Careers: Careers Calendar' completed (0 is... Publish Of Publish Set 'Careers: Careers Calendar' completed (0 is... Publish Of Publish Set 'Careers: Careers Calendar' completed (0 is... Publish Of Publish Set 'Careers: Careers Calendar' completed (0 is... Publish Of Publish Set 'Careers: Careers Calendar' completed (0 is... The task "Do this" is overdue! 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.

lotific	cations	
	Unread (7) All Notifications	
	Subject	Received of
	• The task "Add Flowers" is overdue!	a day ago
	Publish of Publish Set 'Careers:Careers Calendar' completed (0 issue(s))	a day ago
	Publish of Publish Set 'Careers:Careers Calendar' completed (0 issue(s))	2 days ago
	Publish of Publish Set 'Careers:Careers Calendar' completed (0 issue(s))	3 days ago



Q

Help & Support

Dashboard

My Content

Reports



#### 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.

C SITE: uco.edu - technology 🗸 🕂 Add Content	Site Content	My Content <b>Q</b> Search
SITE CONTENT	💉 Edit 🛛 🗠 Put	olish 🎵 Comments 🧊 De

#### 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.

C SITE: Go to a Site		My Content Q Search 🔞 ♥ ≡
My Content		
Recent Owned Content Drafts Workflows Locked Assets Tasks Assigned to Me		
A list of your most recently viewed assets.	·	Show: 20 🔻 Search
Name 🔺	Site 🔺	Viewed on 👻
index /technology-new/index	(iii) University of Central Oklahoma	12 minutes ago

## **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.

My Content 🗖 🔍 Search 🛛 🔞 🗸	=
Search Q	×
Recent	
Welcome Everyone to Ocho Welcome Everyone to Ocho	5
ContactUs University of Central Oklahoma: /la/masscomm/ContactUs	5
University of Central Oklahoma University of Central Oklahoma: /	9

## **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.

SITE CONTENT	Right-click	r: Administration Home
academic-affairs		Name 🔺
- administration		procard
View Edit		professional
Publish Move		pur-pay-trav
Rename Copy		safety-transportation
Delete Unpublish		shared-resources-group
onpublish		<u> </u>

## 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
- 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.





- 4. In the Utility Bar, select Add Content > Page > Flex Template.
  - a. Select the Add Content Button.



b. In the pop-up menu, select the folder named **Page**.



c. Select Flex Template.

<	Page
	About
P	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.



E Content	¢ Configure	<b>C3</b> Fullscreen	
Placeme	nt Folder *		
📒 trai	ning04		
training.ud	co.edu - new: /	training-area/ti	rainin
Display N	Name *		
flex-ten	nplate		
Title *			
flex-ten	nplate		
Keyword	s		
Descripti	ion		

1. To change the **Parent Folder** simply click the folder icon to bring up the **Choose A Folder** screen. Select **Recent** or **Browse** to pick a new **location** then select **Choose**.

Content	<b>N</b> etadata	<b>C</b> onfigure	E3 Fullscreen		Choo	se a folder		Cancel	Choose			
	ement Folder training10	• *			Rece	nt Browse	du: /staff-train	ing/training	10			
traini	training uco.edu: /staff-training/training10					training.uco.edu						
· ·	lay Name bic (shorter, s	hows in blue	e navigati		0	staff-training	·o					
Title	partment: To	pic - Subtop	ic (can be		0	_internal						
	ide in Side Na		· · ·		0	training01						

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

Display Name *		
Vision, Mission & Goals	Appears in sidebar r	navigation
Title *	Appears on browser	tab and in search results
Vision, Mission & Goals - Office of Inf	Ċ	

...information will be presented within a web browser like this:

luco: Vision, Mission & Goals - Office of Information Technology - N	Mozilla Firefox	
← → C A https://www.uco.edu/techn ☆		
	APPLY NO	W   Directory   Library   UCONNECT   Careers   Maps   WCMS
Title		
ADMISSIONS & AID ACADEMICS ABOUT	Central S Oklahoma	TUDENT LIFE ATHLETICS SEARCH Q
Vision, Missior	n & Goals	
VISION	Display Name	
The Information Technology division at the Univers recognized as a first-rate organization that empow overarching mission and needs of the university co- industry best practices in support of the Central Si- Environment. We provide services in an open, com culture. Information technology at the University of secure integrated and efficient environment	ers, connects, enhances, and assists the mmunity by leveraging technology and x Tenets for a Transformative Learning municative, collaborative and unifying	Information Technology About IT <u>Vision, Mission &amp; Goals</u> Contact IT  IT News and Updates  Maintenance Schedule

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.

UCO: Technology Accounts and Passwords at the University of ... www.uco.edu/technology/accounts/ ➤ University of Central Oklahoma ▼ Mar 15, 2010 - Accounts and Passwords. At the University of Central Oklahoma we strive to make your experience both secure, and easy to use. Student ...

- 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.

training10
📑 index
View
Edit
Publish
Move

b. Select the page icon then select the **Edit** tab.

🕂 Ado	l Content Site Content	My Content	<b>Q</b> Search
$\bigcirc$	Edit 🗠 Publis	h 🎵 Comm	ients (j) De
	training.uco.edu / staff-training / training10 / index		
0	Home   Contact   A to Z Site Index   Apply Now   Give Now   UCONNECT   Campus Map   Calendar   Campus Directo	ry Google Cus	tom Searc Search

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 <u>Paste</u> 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. X

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.



Edit -	at 🔹 Insert 🕶
👆 Undo	Ctrl+Z
🕐 Redo	Ctrl+Y
¥ Cut	Ctrl+X
다 Сору	Ctrl+C
nt Paste	Ctrl+V
Paste as t	ext

## **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.

E Content	¢ Configure	<b>C</b> Fullscreen						Draf	ft saved	Close	Preview Draft	:
	Cont Ed		t <b>≁ I</b> ns	ert • View •	Tools •					/		
	◆ VISI	→ B ION	Ι	Formats •		Ċ	<u>%</u>			◇ 53		^

#### 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).

			Submit	🛑 Discard	💉 Edit	Comments	i Details •••• More
	Draft 🗸	🔒 Page: Vision, Missi	on & Goals - Offic	e of Infor	mation T	echnology	Output: PHP 🗸
ι	uco.edu -	technology / about / vision				This is a draf	t. Click Submit to save changes.

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.

at the University		Discard Oklahoma	💉 Edit
Comment on the changes you made.		Submit	
Updated Content.			
	Check Content	& Submit	
			_

#### 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.

A Spell Check	ි Broken Links	Accessibility	Cancel	$\leftarrow$	÷	~
		<ul> <li></li></ul>				
Misspel	ling		Actions			
athleics			Ignore (	Fix		

**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.

A 2 Spell Check	Broken Links	کې 🗸 Accessibility				Cancel	÷	$\rightarrow$	~
	.ink aining/training01 t: metropolitan a		son			Actions	Fix Page, or Link		
				1-1 of 1	I				_

#### • 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.

A Cressibility	Cancel $\leftarrow$ $\rightarrow$ $\checkmark$
Issue	Actions
Table tags must have a summary describing the layout of the table. View Non-Compliant Content	Ignore Ifix Enrollment Dates
Image (img) tags must have alternate text describing the graphic. View Non-Compliant Content	Ignore Ignore Fix Professor Broncho

## 4. Finish

Select the Checkmark icon to finish the submission process.

A Spell Check	S Broken Links	Accessibility		Cancel	÷	÷	~
Congrat	tulations, no m	isspelled words were	found!				

## 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.

	Insert link		×	
	Link Source	✓ Internal External		l
	Link	Choose File, Page, or Link		
Inser	Anchor			
-	Title			1
	Target	None	-	
ut at	Class	None	-	l
ounc				<)
al lir		Ok	Cancel	
к. (ор	ens in new wind	low)		



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.

Insert link		×
Link Source	Internal 🗸 External	- 1
Link	https://www.bronchosports.com	

**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 a asset you created, an asset in another folder, or an asset used by another division or college.

Insert	link	×
Link So	urce 🖌 Internal 🗌 External	
Link	🔗 Choose File, Page, or Link	
		_

- 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.

Choose a file, page, or link	Cancel	Choose
Recent Browse	1	
training.uco.edu 🔻 Search		
training.uco.edu / staff-training		
Staff-training		

c. Navigate to asset directly by selecting the Browse to find the asset to which you are linking.

Recent Browse	
training.uco.edu	▼ Search
C training.uco.edu	1
🔵 📄 _backup-trainin;	g-folders
internal	
faculty-training	
o form-results	
🔵 📒 staff-training	
O 🔒 image1	
O 🔒 image2	
🔿 🖹 index 🦊	
🔿 🖹 maps	

- 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.

Insert link			×
Link Source	✓ Internal External		
Link	SWCMS Training Home Page	$\otimes$	

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	▼ Fo	ormat <del>+</del>	Inse	ert <del>v</del>	Table	÷ ۱	View 🕶	Tools 🕶						
٠	¢	в	I	≣	Ξ	∃		Formats -	≣ -	±∃ -	P	2		<b>[-]</b>
0	20													
Link	Links (heading 4)													
Disc	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.



## **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: \*, [,],  $(,),!, :, \sim$ 

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.)

This field is required.	
Placement Folder *	
files	
training.uco.edu: /staff-trainin	

5. Select Save & Preview to upload the file.

E Content	<b>N</b> etadata	¢ Configure	<b>C3</b> Fullscreen	Draft saved Close	Save & Preview	:
Must	Name * meet the followi g-featured-in		ts: Lowercase of	nly, Word spaces replaced with hyphen, and leading and trailing spaces are not	all wed	

🕂 Add Content

/elcome to bulk file upload! To return to the single file creat		
Placement Folder * files training.uco.edu: /staff-training/files		
Drop file(s) here or choo	ose some from your computer	
Uploaded files may have have their names updated to a	dhere to the naming standards of the Pl	acement Folder's Site
		Search
Uploaded Files	Size	
AccessibilityChecklistForDigitalMedia.pdf	153 KB	Remov

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.

Edit -	F	ormat <del>•</del>	Ins	ert <del>•</del>	View -	Tools	; •				
<b>•</b>	+	В	I	Fo	rmats 🕶	Ξ		Ð	<u>%</u>		<b>1</b> •1

3. A new window will open.

	Insert link		×
<b>م</b>	Link Source	✓ Internal External	
u ny	Link	Choose File, Page, or Link	
	Anchor		
	Text to display	this is my link.	
	Title		
	Target	None	•
	Class	None	•
		Ok Ca	incel

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

Insert link		×
Link Source	✓ Internal External	
Link	Choose File, Page, or Link	

5. To select a File in WCMS, select the **Link** box with **Choose File**, **Page or Link**. This will open a the browse panel.

Insert link		×
Link Source	✓ Internal External	
Link	Choose File, Page, or Link	

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.

Insert link		×
Link Source	✓ Internal External	
Link	SWCMS Training Page	
	training.uco.edu: /staff-training/training03/index	_
Anchor		_
Text to display	this is my link	
Title	WCMS Training page	
Target	New window	•
Class	None	•
	Ok Ca	ncel

#### 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:



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.** 

ile Upload		$\times$
$\leftarrow$ $\rightarrow$ $\checkmark$ $\Uparrow$ $\bigcirc$ Downloads $\Rightarrow$ updated-docs $\checkmark$ $\circlearrowright$	Search updated-docs	<i>م</i>
Organize 🔻 New folder		
A Name	Туре	C
Desktop	Adobe Acrobat D	6
😫 Documents 🖈		0. L
📰 Pictures 🖈		Select a file to preview.
Essentials		
Directory		
Directory		
icons		
V K		>
File name: BronchoBlog-Guidelines-revised.pdf 🗸 🗸	All Files (*.*)	$\sim$
$\rightarrow$	Open	Cancel

- 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.

Content	<b>N</b> etadata	Configure	<b>C</b> Fullscreen		Close	Save & Preview	•••		
	Drop a file here or choose one from your computer								
			Received f	ile: BronchoBlog-Guidelines-revised.pdf, 11.81 KB					

- A preview of the revised asset is now displayed. Note: this item is a Draft. Submit must be selected next.
  - 🗸 Submit 💉 Edit 🔋 Discard Comments (i) Details ••• Mo Draft 🖌 🔁 File: BronchoBlog-Guidelines.pdf University of Central Oklahoma / technology / files / policies / BronchoBlog-Guidelines.pdf This is a draft. Click Submit to save changes. P 🛧 🖡 1 of 2 − + Automatic Zoom + » **UCO Blog Guidelines &** Social Media Best Practices Purpose Online communication tools such as blogs are recognized by UCO as valuable communication and interaction tools for use in
- 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.

Service Delinidon	
Your changes have been saved to the system! Would you like to <b>Publish them?</b>	× ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,

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 <u>Publishing</u> section for more details)

## **Download an Asset**

Any asset can be downloaded from within WCMS.

1. Select the asset then locate the ... More menu.



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.

Description Secu	rity Fonts Initial View Custon	m Advanced		
Description				
File:	WCMS-2018-Design-Overview.pdf	F		
Title:	WCMS New Design Overview			
Author:	UCO Web & Communications			
Subject:				
Keywords:	"WCMS, web, design, uco"			
AS 2018 Design Over	nimu ndf			<b>L</b>
MS-2018-Design-Over	rview.pdf			dditional Metadata
escription	rview.pdf		× A	dditional Metadata
escription		WCMS New Design Overview	 A	dditional Metadata
escription	Description	WCMS New Design Overview UCO Web & Communications	 • A	dditional Metadata
escription	Description Document Title:			dditional Metadata
MS-2018-Design-Over escription dvanced	Description Document Title: Author:			dditional Metadata
escription	Description Document Title: Author: Author Title:			dditional Metadat.
escription	Description Document Title: Author: Author Title:			dditional 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.

E	/	Tens to beign ortheridek	nora	Section Section
Info	Info			
New				
Open				
Save	<b>A</b>	Protect Document	Properties *	
<b>.</b> .	Protect	Control what types of changes people can make to this document.	Size	7.57MB
Save As	Document *	can make to this document.	Pages	29
Save as Adobe			Words	2959
PDF			Total Editing Time	4548 Minutes
		Inspect Document	Title	Add a title
Print		Before publishing this file, be aware	Tags	Add a ta
	Check for	that it contains:	Comments	Add com Add a title
Share	Issues *	Document properties, author's		Add a title
		name, related dates and cropped	Related Dates	

WCMS User Guide

## **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**.

Add Content

- 2. Select the Add Content button
- 3. Select Folder.

- File 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
  - New Page Name \*
    Must meet the following requirements: Lowercase only, Word spaces replaced with hyphen, and leading and trailing spaces are not allowe
    index
- 6.

Г

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.

Please correct the required fields b	efore saving
New Page Name *	
Must meet the following requirements: Lowerc	ase only, Word spaces replaced with hyphen, and leading and trailing spa
Our Mission	
Name does not meet the above requirements,	or contains an illegal character. Suggestion: our-mission
Want to use the suggested name?	



## **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.

- A good rule of thumb for an image in a content area is limit to 300-400 pixels wide.
- 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."

Content	<b>N</b> etadata	¢ Configure	E3 Fullscreen	Draft saved Close	Preview Draft	:
File Nam	e *					
Must meet	the following n	equirements: Lo	wercase only, V	Vord spaces replaced with hyphen, and leading and trailing spaces are not allowed		
image.j	pg					
L						
Placeme	nt Folder *					
ima	ges					
training.u	:o.edu - new: /	training-area/ii	mages			
Title *						
Used as al	ternate (alt.) tex	ct.				
				•		
1						- i
			Drop fi	le(s) here or choose some from your computer		



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

rosie-walk.jpg						
Placement Folder *						
images						
raining.uco.edu - new: /training-area/images						
Title *						
Jsed as alternate (alt.) text.						
A smiling yorkie on a walk						
Received file: happy	y-walk.jpg, 246.22 KB	outer				
Received file: happy	y-walk.jpg, 246.22 KB		 		 	
Received file: happy		300	 H:	300		×

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

Title *	
Used as alternate (alt.) text.	
A smiling yorkie on a walk	

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.



3. Select **Browse** or **Recent** to locate an image and select **Choose**.

Choose a file	Cancel	Choose
Recent Browse		
training.uco.edu - new 💌 Search		
training.uco.edu - new / training-area / im	ages	
🔿 🖿 images		
rosie-walk.jpg		
	<b>X</b>	
Title/Display Name Rosie, a smiling yorkie on a walk		

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.

Inser	/edit ima	ige ×
General	Advanced	
Image 1	Гуре	✓ Internal External
Image S	Source	Dirosie-walk.jpg
		training.uco.edu - new: /training-area/images
Decora	tive	This is a decorative image, no description needed.
Image o	lescription	Rosie, a smiling yorkie on a w
		Image's title, display name or custom text
Dimens	ions	300 x 300 Constrain proportions
Class		float-left pad-right two-up
		Ok Cancel

- 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.

Class	image-border	
		Ok Lancel

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.

eash 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 ail squeak toy poodle pomsky play dead leap leash maltese. Dog house fetch tail pit bull dog powl 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

Class	image-border



# 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.

Inser	t/edit n	nedia	×	
General	Embed	Advanced	d	l
Source		https://yout	tu.be/4B0BTcNm4dQ	
Dimens	ions	560 x	560 x 314 Constrain proportions	
				l
				l
			Ok Cancel	

- 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.

	onships to page g.uco.edu: /maps	
	ets shown either directly link to this asset OR broken here. To delete a linked relationship, e	2 · · · · ·
Create	a manual relationship	
Choos	se Publishable Site Content	
	Publish All	
	Asset 🔺	Last Modified 🛛 👻
	<b>index</b> training.uco.edu: /staff-training/training01/index	13 minutes ago by 🍨
	<b>index</b> training.uco.edu: /staff-training/training04/index	a month ago by wcmstraining04
	<b>index</b> training.uco.edu: /staff-training/training03/index	a month ago by wcmstraining03
	<b>index</b> training.uco.edu: /staff-training/training02/index	a month ago by wcmstraining02

- 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 <u>support@uco.edu</u> 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.

SITE CONTENT		Trash
Trash training.uco.edu	0	Back to all Restore

- 3. Confirm that you wish to restore the asset by selecting **Submit**.
- 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: <a href="https://staging.uco.edu/technology/">https://staging.uco.edu/technology/</a>

No page edits or site navigation changes will be visible on <u>www.uco.edu</u> 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.

	technolo	gy-resources-for-employees will be published to <b>staging.uco.edu - technology</b> .	
~	Hide P	ublish Settings	
	Viev	v & Publish Related Content	
	You w	ill be taken to the relationships section to publish those after publishing this asset.	
	🔽 Ger	erate a publish report	
	Send	a summary of items published (including errors) to your notifications	
	Select on	e or more of the outputs to publish to the destinations selected below:	
		Output	Publish
		D PHP	All Destinations
		Destination	
		oj staging.uco.edu - technology) والم	
		[၀ှ] uco.edu - technology	

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.

E Content	<b>N</b> etadata	¢ Configure	<b>C</b> Fullscreen	Draft saved	Close	Save & Preview	:
Mus	Name * t meet the fol ing and trailii			rcase only, Word s <sub>i</sub>	paces replaced	d with hyphen, and	
Nan crea Wan		eet the above -event-in-m uggested nam	requirements aster-caler	er 5, or contains an il Idar-handout . pd		r. Suggestion:	
	files		ng/files				
	Dr	op file(s) he	ere or choo	se some from	your compt	uter	
	Received	file: Creatin		ent in Master ( 8.30 KB	Calendar Ha	andout.pdf,	



### **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.

Insert link		,	×
Link Type	Internal 🗸 External		
Link Source	mailto:bbroncho1@uco.edu		
Anchor		_	
Text to display	bbroncho1@uco.edu		
Title			
Target	None		•
Class	None		-
		Ok	Cancel

- 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

Insert link	
Link Type	Internal 🗸 External
Link Source	tel:405-974-2000
Anchor	
Text to display	405 974-2000



### 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.

Content					
Edit - Fo	ormat 🕶	Insert •	Table	e• \	/iew •
• >	B	I	E≣	∃	
↔ 👯	$\sim$				
Sample te Sample te Sample te	xt line 2				



### **Assistance & Support**

# **UCO Service Desk**

Phone: 974.2255 (CALL) Email: <u>support@uco.edu</u> 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