Creating Your Web Site in Hunter's WebCMS

BACKGROUND INFORMATION

What is a CMS?

CMS stands for "Content Management System". It is a an application or system used to create, edit, manage, and publish content in a consistent and organized fashion.

What CMS does Hunter use?

Hunter's WebCMS is a modified version of Plone, an open-source application. Further information about Plone can be found at http://www.plone.org.

What is a sandbox?

A sandbox is a testing environment. It has all the same software and capabilities as the web server that visitors actually see, so that you can experiment with features and designs without the fear of letting anyone see content that's not ready for the public. All users of the Hunter WebCMS are given access to the sandbox as well.

What is a subsite?

Subsites are separate, discrete areas inside the larger WebCMS environment. Depending on your responsibilities, you may have access to one subsite or to several, and you may have different roles in each of them. It is envisioned that each department or office within Hunter will have its own subsite.

What are roles?

Roles within the WebCMS define what a given user can do on a given subsite. For instance, you may have permission to do anything at all on one subsite, but only have the ability to add content on another. A user may have permission to *add new content*, *write* (that is, edit) *content*, *review content* (that others have created), *publish content* (make it visible to web site visitors), and/or *plan/design site* (create folders, edit navigation, and otherwise modify the site's framework). The *staff site* user can assign any combination of these permissions to any user with access to the site.

How do I administer (log into) my site?

Go to http://webedit2.hunter.cuny.edu, and log in with your Hunter NetID and password (the same username and password you use to get your e-mail). When you are logged in, you will be taken to an entry page which lists all the sites you have access to. Click on the name of the site you wish to work on.

Where do I start?

The page called "Welcome to your site" is, by default, the first page a visitor will see--you can think of it as the equivalent of "index.html" in a non-CMS web system.

ADDING CONTENT

How do I create a page?

When you are in the folder where you want to create a page, go to the green menu bar, select the "add new..." pull-down menu, and choose "page" from the list. You will be taken to the page editor, where you can set the page's Title, Description (optional), and add content in the Body Text window.

How do I mark up text on the page?

Highlight the text you want to mark up, and either click on the appropriate button in the Body Text toolbar (such as "B" for Bold, "I" for Italic, etc.) or choose a markup type from the pull-down menu.

How do I upload an image?

When in your subsite's top-level folder, click on the "contents" tab. You'll see the list of items in that folder. Click on "Repository", and on the page you are taken to, click on "Images". From the green "add new..." pull-down menu, select "image".

The CMS can take images in JPG, GIF, and PNG formats. If your image is in some other format, such as BMP or TIFF, it will not display.

How do I upload a file (PDF, DOC, etc.)?

When in your subsite's top-level folder, click on the "contents" tab. You'll see the list of items in that folder. Click on "Repository", and on the page you are taken to, click on "Files". From the green "add new..." pull-down menu, select "file".

How do I link to another page in the WebCMS?

To embed the link in a page: Highlight the text you want to be the anchor (that is, what people should click on to go to the other page), and click on the *chain* icon in the Body Text editing toolbar. This will open the "Insert Link" window, which lets you browse through the files in the CMS, just as you might when looking for a file on your desktop computer. Find the target page you wish to link to. When you have that page selected, click the "OK" button.

If you want the link to be one of your menu navigation items: When in the top-level folder of your subsite, go to the "add new" pull-down menu on the green toolbar and select "superlink". This will take you to a page where you can enter the link's title and an optional description. Then, click the "add" button underneath "Internal Target" to go into the same "Insert Link" file browser as in the above description. When you have finished, click the "Save" button at the bottom of the page.

How do I link to an outside web page?

To embed the link in a page: Highlight the text you want to be the anchor (that is, what people should click on to go to the other page), and click on the *globe* icon in the Body Text editing toolbar. This will open the "External Link" window, which allows you to type in the URL ("web address") of the site you want to link to. When you have that typed in, you can click the Preview button to show an image of the site as it currently exists in the preview pane, or just click the OK button to create the link.

If you want the link to be one of your menu navigation items: When in the top-level folder of your subsite, go to the "add new" pull-down menu on the green toolbar and select "superlink". This will take you to a page where you can enter the link's title and an optional description. Then, type the URL ("web address") of the site you want to link to in the blank underneath "External target". When you have finished, click the "Save" button at the bottom of the page.

How do I use the Pressroom?

The Pressroom is for news items, events, and similar time-dependent content. When you add news items (and publish them), the relevant portlet will show the most recent items---five, by default, though this can be changed--on the sidebar of your site. There are separate portlets for News, Seminars, and Events, which correspond to each of those news folders inside the Pressroom.

My news items aren't showing up in the portlet!

Click on the “manage portlets” link on any page of your subsite, and then on the name of the portlet in question. In the “Workflow State” window, scroll down to select “Publicly published”, and click the Save button.

EDITING

How do I edit a page?

If the page is not yet published: Simply click on the “edit” index tab in the green toolbar when viewing the page in question. When you are finished, click the “save” button.

If the page is already published: When you are viewing the page you want to modify, go to the green toolbar and choose “check-out” from the pull-down menu. This will make a copy of your page to edit freely; click on the “edit” index tab in the green toolbar to proceed. When you are finished making changes, click the “save” button; then select “check-in” from the green action bar. You’ll be taken to a page that permits you to make a note describing what changes you have made--you do not have to do this, but it is recommended if multiple people have editing privileges on your subsite. When finished, click the “check in” button, and the new version will immediately appear on your web site.

PUBLISHING

How do I make my page visible to site visitors?

When viewing the page, from the green pull-down menu labeled “state:”, select “publish externally”.

Alternatively, if you are looking at the contents view of a given folder, you can put a check mark next to the page or other item you wish to publish and click the “change state” button at the bottom. You will be taken to a page with more options; to just publish the item, click the “Publish externally” radio button and then click the “save” button at the bottom of the page.

I’ve published my page (or image, or file), but it’s still not visible via the Web!

You must make sure that every container level is also published. For instance, if you have uploaded an image to the Image Repository, you have to make sure that “Repository”, “Images”, and the image file itself are all in the state “externally published”.

THEMES

How do I choose a theme?

From the top level folder of your subsite, click on the “theme setup” index tab. Choose an option from the “Themes” pull-down menu, and click “Submit”. (You can also adjust the number of columns and the color scheme in this window.)

How do I upload my department’s logo for the “Clean and Simple” theme?

First, you must make sure the image file is correctly set up. The “Clean and Simple” theme is designed such that your logo appears in a certain fashion when the page is loaded, and then displays differently when the visitor moves the mouse pointer over it. These are not two separate image files, however. The logo graphic must be 212 pixels wide by 118 pixels high; the top 59 pixels of the graphic are displayed most of the time, and the bottom 59 pixels when the image is moused-over. So in most cases, the actual image file you upload will be two copies of your logo, one stacked above the other.

Once your image file is created:

1. Log into your subsite, and from the top level folder of your web site, click on the “contents” index tab to show the contents of this folder.
2. Click on “Theme Overrides” in the contents list.
3. On the following page, click on “Clean And Simple”.
4. From the green menu, select “image repository” from the pull-down “add new...” menu.
5. On the “Add Image Repository” page, put “department-logo” in the Title blank. (You do not need to put anything in the Description.)
6. Click the “save” button.
7. On the following page, select “image” from the “add new...” pull-down menu.
8. Upload your logo image in the usual fashion.
9. Make sure that every one of the files, folders, and repositories mentioned in Steps 1-8 are set to “externally published”.

Your logo should now be visible.

How do I upload new images for the banner in the “Hunter Public Theme”?

Your image file will appear as a banner stretched along the front of your page. The image must be 1500 pixels wide by 60 pixels tall--if it is less than 1500 pixels, it will start repeating! You can upload multiple images of this size, and the display will rotate between them each time the page is loaded.

Log into your subsite, and from the top level folder of your web site, click on the “contents” index tab to show the contents of this folder.

1. Click on “Theme Overrides” in the contents list.
2. On the following page, click on “Hunter Public Theme”.
3. From the green menu, select “image repository” from the pull-down “add new...” menu.
4. On the “Add Image Repository” page, put “header-images” in the Title blank. (You do not need to put anything in the Description.)
5. Click the “save” button.
6. On the following page, select “image” from the “add new...” pull-down menu.
7. Upload your logo image in the usual fashion.
8. Make sure that every one of the files, folders, and repositories mentioned in Steps 1-8 are set to “externally published”.

Follow the same process to upload more images to rotate between.