Table of Contents

NOTE: Copyright Guidelines.......................................................................................................................... 4
What is a content management system? ..................................................................................................... 5
How do I post to Campus Notices (Central Today)? ..................................................................................... 5
  When will my Notice be displayed on the Campus News page? .......................................................... 5
  When will my Notice be displayed in the Central Today email? .......................................................... 5
  When will my Notice be displayed as 'New?' ....................................................................................... 5
How do I post my Notice to the Intranet? ............................................................................................ 6
How do I add attachments? .................................................................................................................. 6
How do I edit my Notice? ...................................................................................................................... 6
Special Change Requests .............................................................................................................................. 7
  Enabling the rotating banner image: .................................................................................................... 7
  Left hand menu changes: ...................................................................................................................... 8
  Upload exceeding 16mb/Multiple file upload: ..................................................................................... 8
  Add/Remove User: ................................................................................................................................ 9
  Change user roles/permissions: .......................................................................................................... 10
  Special Applications/Requests: ........................................................................................................... 10
  Social Media Block: ............................................................................................................................. 11
Error Messages ........................................................................................................................................... 12
Roles and permissions ................................................................................................................................ 12
Access the CMS ........................................................................................................................................... 13
Create a Basic page and use the content editor ......................................................................................... 13
Upload a file: while not in editor (doc, pdf, excel, powerpoint, etc.)......................................................... 16
Upload a file: while in the editor on page 35.............................................................................................. 16
Edit a web page ........................................................................................................................................... 20
Revise a web page....................................................................................................................................... 21
Diff Module: Comparing the differences between two modules ............................................................... 23
View a list of all department web pages (Content Summary) ................................................................. 27
Unpublishing/Deleting a Page .................................................................................................................... 27
  Deleting a Page .................................................................................................................................... 28
Insert an image ........................................................................................................................................... 29
Create a link to a web page........................................................................................................................................... 33
Create a link to a document (upload a document) ........................................................................................................................................... 35
Upload a Document ........................................................................................................................................... 35
Create a link to an external web site ........................................................................................................................................... 38
Create an anchor link within a webpage ........................................................................................................................................... 40
Create an anchor link to an external webpage ........................................................................................................................................... 42
Embed a Youtube Video ........................................................................................................................................... 44
Create an Event (Calendar) ........................................................................................................................................... 45
Create an Image Gallery ........................................................................................................................................... 48
Post a News Article ........................................................................................................................................... 51
Create a Webform ........................................................................................................................................... 54
  i. Web form components (Overview) ........................................................................................................................................... 55
  ii. Add a text field component to a Webform (Example) ........................................................................................................................................... 55
  iii. Add an E-mail field to a Webform (Example) ........................................................................................................................................... 57
  iv. Add a Select options feature to your Webform (Example) ........................................................................................................................................... 58
  v. Activate Conditional Rules for select option to your Webform ........................................................................................................................................... 59
  vi. Webform settings ........................................................................................................................................... 64
  vii. View Webform responses and results ........................................................................................................................................... 65
Pending Content ........................................................................................................................................... 66
Create a Banner Image ........................................................................................................................................... 67
Create a table ........................................................................................................................................... 70
Adding an Audio File ........................................................................................................................................... 76
Stylesheet Classes ........................................................................................................................................... 78
Support ........................................................................................................................................... 80
For optimal results please use FIREFOX or CHROME.

Internet Explorer is unstable while running Drupal CMS and is NOT recommended.

NOTE: Copyright Guidelines

Do not use copyrighted photographs, video, or audio under any circumstances unless the copyright holder has granted the appropriate written permission for the intended usage, print as well as Web. If you don’t know who owns an image or where it came from, or if you have not been granted express permission to use an image, do not use it.

You should not just download an image from a website or copy one that you’ve seen in a publication to use in your department brochure or website without the appropriate written permission of the copyright holder. When downloading images from the Web other things to consider are: images on the web are generally low resolution and will not reproduce well in printed publications and look quite grainy if enlarged; and photos on the web are protected by copyright law.

CWU has many approved photos at https://www.cwu.edu/photo-gallery/user. If looking for custom graphics, please fill out a graphic order (free of charge) at http://www.cwu.edu/~web/public-affairs/. The web-office reserves the right to remove any images.
What is a content management system?

A content management system (CMS) is used to manage the creation, modification and removal of content from a Web site without needing to know Hypertext Markup Language (HTML). The CMS provides a built-in editor that allows you to create, publish and revise web page content.

The benefits of CMS include a streamlined authoring process, faster turnaround time for new pages and changes, and reduced duplication of information.

> Return to Table of Contents

How do I post to Campus Notices (Central Today)?

FAQ

**When will my Notice be displayed on the Campus News page?**

Your notice will display on the Campus News page at 12:00 AM on the date you specify. If you specify a second date, it will continue to be displayed until 11:59 PM on the second date. If you specify the current date, it will immediately be displayed on the Campus News page.

**When will my Notice be displayed in the Central Today email?**

Your Notice will be displayed on the Central Today email on the date specified IF it is submitted BEFORE 8:30 AM. If you specify a second date, it will be displayed on succeeding Central Today emails through the second date.

**When will my Notice be displayed as 'New'?**

On the Campus News page, your Notice will be displayed as a 'new' item on the day that it is scheduled to start running (Start Date). The same is true for the Central Today email UNLESS your notice was submitted AFTER the email was sent out (8:35AM) and is scheduled to start on
the current date. In this case, it will display as 'new' in the email that is sent out the following day.

How do I post my Notice to the Intranet?

You can post your Notice to the Student or Staff Intranet by selecting the respective check boxes. Your notice will be displayed on the Intranet for 7 days after it is posted. If a second date is specified, your notice will ONLY be posted on the FIRST date.

How do I add attachments?

Follow the instructions on this page to learn more about attachments.

How do I edit my Notice?

You can edit your Notice by clicking the "Edit" button toward the top of the page when viewing your Notice. You can find this page by clicking the "View all Notices" link on the left side of the page and navigating to your Notice you want to edit. You must be logged in for the "Edit" button to be displayed and accessed.

Contact Us:

If you have any questions, please contact the Web Office: Feedback Form

Jesse Days: Web Office Director
509-963-2810
-- or --

Jon Belford: Web Developer Specialist
509-963-2952

Barge 402
400 E. University Way
Ellensburg, WA 98926
x2952
Special Change Requests
The following will require a request be sent to the web office. The request can be made either by phone @ (963-2810) or by email (webteam@cwu.edu).

- Enabling the rotating banner image on your site
- Link, structure or name changes to items in the left hand menu
- Uploading a file that exceeds 16 mb
- Add/remove users
- Change user roles or permissions
- Special applications or requests

Enabling the rotating banner image:
1. Before you can add a rotating featured banner to your site you must first contact the web office

Learn more about the Rotating Banner on Page 45.
Left hand menu changes:
1. Left hand menu changes must be requested through the web office. The requested changes include:
   a. Text changes
   b. Link change
   c. New menu section
   d. New flyout menu (can only fly out once)

Upload exceeding 16mb/Multiple file upload:
1. If the document, image or video/audio file is greater than 16mb the web office will have to upload it for you.

   The reason we have to limit the file size is that images and some large pdf documents take up large amounts of space on the server. When too many large files are uploaded on the server, they limit the amount of data that can be stored for each website, as well as slow down the server requests, making images and entire pages slow to load.

2. If you need to upload a large amount of files all at once, attach the files in an email to webteam@cwu.edu and we will be able to upload all the files at once in a batch to save you time.
Add/Remove User:

1. If you would like to add or remove a user you must also contact us. Periodically it is good to look though the users on your site and make sure that all of the users are currently active and employed with CWU. Check the “Last Access” column. If you do not have access to this screen contact us at webteam@cwu.edu and we will send you the user details.

<table>
<thead>
<tr>
<th>STATUS</th>
<th>ROLES</th>
<th>MEMBER FOR</th>
<th>LAST ACCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>active</td>
<td>content editor</td>
<td>21 hours 42 min</td>
<td>19 hours 4 min ago</td>
</tr>
<tr>
<td>active</td>
<td>content manager</td>
<td>2 months 1 week</td>
<td>1 week 3 days ago</td>
</tr>
<tr>
<td>active</td>
<td>content manager</td>
<td>2 months 2 weeks</td>
<td>2 months 2 weeks ago</td>
</tr>
<tr>
<td>active</td>
<td>content manager</td>
<td>2 months 2 weeks</td>
<td>20 hours 13 min ago</td>
</tr>
<tr>
<td>active</td>
<td>administrator</td>
<td>2 months 4 weeks</td>
<td>never</td>
</tr>
<tr>
<td>active</td>
<td>administrator</td>
<td>4 months 5 days</td>
<td>never</td>
</tr>
<tr>
<td>active</td>
<td>content editor</td>
<td>4 months 2 weeks</td>
<td>4 months 3 days ago</td>
</tr>
<tr>
<td>active</td>
<td>content manager</td>
<td>4 months 2 weeks</td>
<td>2 months 1 day ago</td>
</tr>
</tbody>
</table>

If it has been a long period of time that user should be removed or blocked. If any of the users are not currently active or employed though CWU, they should be removed from the system,
because they could post as a security risk for our system and for sensitive information about faculty/staff and students.

**Change user roles/permissions:**
1. If you need the roles changed on a specific user, for example changing a Content Editor to a Content Manager all that is required is an email. If a Content Editor needs to be upgraded to a Content Manager (for publishing rights) an email from the department, program or organization director authorizing this change is required.

<table>
<thead>
<tr>
<th></th>
<th>USERNAME</th>
<th>STATUS</th>
<th>ROLES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>perettin</td>
<td>active</td>
<td>• content editor</td>
</tr>
<tr>
<td></td>
<td>majohnson</td>
<td>active</td>
<td>• content manager</td>
</tr>
<tr>
<td></td>
<td>tobinn</td>
<td>active</td>
<td>• content manager</td>
</tr>
<tr>
<td></td>
<td>scott</td>
<td>active</td>
<td>• content manager</td>
</tr>
<tr>
<td></td>
<td>coveyte</td>
<td>active</td>
<td>• administrator</td>
</tr>
<tr>
<td></td>
<td>cwuits</td>
<td>active</td>
<td>• administrator</td>
</tr>
</tbody>
</table>

If you need to add a user, we will need the new user to be trained before they are allowed access to the site with a username and password.

**Special Applications/Requests:**
1. This can include, but is not limited to:
   a. Advanced functionality
   b. Removing blocks that are not needed (calendar, news)
   c. Having specific elements only show up on a specific page (ex: rotating banner only appears on home page, or new block only displays on a specific program page)
d. Extending out the content area to wider than 650px.

We will have to remove both the news feed and calendar events on the page that you would like to have extended. It is not possible to do both.

Social Media Block:

1. Our social media block is located at the bottom of your left hand menu. Once you provide us with the urls, or links, to your social media sites, we will insert them in with the proper graphic.
Error Messages

1. Infinite loop. This occurs when you change the title of a page back to what it was originally published as. Below are the steps that create the error. It is meant for demonstration purposes and does not fix the issue. If you run into this problem please contact the web office.

   a. After you create a basic page a URL alias is also created. For example,

      ```
      Title *
      About Us
      Body (Edit summary)
      ```

      The about us page, once saved and published, now connects to your department page as alias /about-us.

   b. If you edit the current page, and change the title to About, making sure to save and publish.

      ```
      Title *
      About
      Body (Edit summary)
      ```

      The URL alias changes to /about but a redirect is created so that users using the original alias of /about-us can still be redirected to the page.

   c. Here is when the problem occurs. By selecting edit current, and changing the title back to About Us making sure to save and publish, the infinite loop message will appear.

      ```
      Oops, looks like this request tried to create an infinite loop. We do not allow such things here. We are a professional website!
      ```

      Because the page is still redirecting users to /about-us the redirect creates an infinite loop, directing users to the alias /about-us when /about-us is currently the title. Because most users do not have access to the URL alias, it hard to tell if you are changing the title to something it is already set to.

      Please contact the web office when you run into this problem.

Roles and permissions

The CMS involves a collaborative process that consists of the following roles and responsibilities.
• Editor - responsible for generating and maintaining site content
• Manager - responsible for approving the content for publication

The following table summarizes the permissions available to the manager and editor.

<table>
<thead>
<tr>
<th></th>
<th>Manager</th>
<th>Editor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Edit</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Publish</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Un-publish</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Delete</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

Access the CMS

Go to the URL http://www.cwu.edu/[department name]/user and login with your CWU username and the password that you use to access your Novell account. (For example, if your department is Student Employment, you can login using the URL http://www.cwu.edu/student-employment/user).

You may click Logout in the Navigation menu to end your session.

Create a Basic page and use the content editor

Typically Basic pages are used for static content that can (but are not required to) be linked into the main navigation bar.
1. Click on **Add content** from the right-side navigation menu.

2. A submenu will appear below **Add content**. Click on **Basic page**.

3. Enter a title for your page in the **Title** field.

   Title *
   Student Employment

4. Enter text into the content editor. There are a variety of standard buttons available in the content editor to style your web page.
5. Ensure that **Full HTML** is selected for **Text format**. This feature is set to default.

6. You may click **Preview** to view your page. If you are satisfied with the results, select ‘**Save**.’

7. Click **publish**.

8. Select the date and time that you want the web page to be published. Click **Publish**.

9. The web page is now scheduled to be published at the time you specified.
Upload a file: while not in editor (doc, pdf, excel, powerpoint, etc.)

Upload a file: while in the editor on page 35

1. To upload a file without using the wizyg editor, first log into your site:
   [www.cwu.edu/[department-name]/user](http://www.cwu.edu/[department-name]/user). Once you have logged in, you will be taken to the home page of your department site.

2. Now that you are logged in, type /user in the url again and hit enter. Ex. [www.cwu.edu/[department-name]/user](http://www.cwu.edu/[department-name]/user). Instead of being directed to the home page of your department site, you will be redirected to the user home page. You should see these tabs below:

3. Once you are at the user home page click the “File Browser” tab.
4. Notice that when the file browser is first displayed, it might look a bit crowded (see below). The file names and other information are not visible.

To fix this issue so that you can view and manage your files, continue along with the following steps. If you do not need to manage your files, and would like to just upload a file for use later, skip to Step 6.

5. Follow the appropriate steps for the internet browser you are using:
a. Firefox (suggested): Right click the blue/gray title bar in the file browser.

i. Go to This Frame and then select **Open Frame in new window**. You now have the full file browser that you can upload files into. See **step 6** to upload.
ii. The file browser window should pop-up which looks like this:

b. **Chrome:** Not available in current browser version.
c. **Opera:** Right click the blue/gray title bar in the file browser.

i. Go to **Frame** and then select **Open**. You now have the full file browser that you can upload files into. See step 6 to upload.

ii. The file browser window should pop-up which looks like this:
d. Internet Explorer: Not available in current browser version.

6. Click “upload” at the top left corner, then “browse”. Navigative through your computer to find where your file is.
7. Click on the file and upload it.

Edit a web page

1. Click on Content summary in the right-side menu.

2. You will be presented with a list of your department web pages. Find the page you want to edit and click on the title of the page.

3. Click on Edit
4. You may now make edits to your web page. When you have completed your changes, select **save** and **publish** your web page.

» Return to Table of Contents

**Revise a web page**

Revisions allow you to track differences between multiple versions of your content, and revert back to older versions.

1. Click on **Content Summary** in the right-side menu

2. You will be presented with a list of your department web pages. Find the page you want to revise and click on the title of the page.
3. Click on **Revisions**.

You will now be presented with a list consisting of your current published web page and all previous versions. You may click on the date to access a previous version and create changes. Make sure that you save and publish your web page to ensure that it is the **current revision**.

4. You will now be presented with a list consisting of your current published web page and all previous versions. You may click on the date to access a previous version and create changes. Make sure that you save and publish your web page to ensure that it is the **current revision**.

» **Return to Table of Contents**
Diff Module: Comparing the differences between two modules

The CWU website has a custom module that was implemented to assist users in checking what text elements have been updated and the differences between two separate revisions of a page.

1. Navigate to the page that you would like to compare revisions of and click on the Revisions tab.

2. Next to each revision you will see a check box underneath the column labeled Compare.

3. Check the revisions you would like to compare differences on. (You can only compare two revisions at a time)
4. Once you have checked the boxes next to the revisions you would like to compare, click the button labeled **Compare** that is located above the check boxes as the column title.

5. You will now see both versions of the page in plain text format. The sections **highlighted in green** are the sections where the changes are, and the **bold red text** are the areas that are different from the previous revision.
6. When you are done comparing, simply edit the revision you would like to change by clicking on the DATE of the revision. The most recent revision will always be located on the right.

Then click edit on the next page.
The mission of the Department of Public Affairs is to tell the world
View a list of all department web pages (Content Summary)

The Content Summary section provides a list of all your department web pages and content.

1. Click on **Content summary** in the right-side menu.

2. Click on a link under **Title** to view a specific web page. You can make changes to a web page by clicking **edit**. If you need to make changes to a specific revision of your web page, click on **Yes** under **Mod**.

   ![Content Summary Table]

   - SPAF Download Page (Fall)
     - Type: Basic page
     - Last updated: Thu, 10/27/2011 - 10:38
     - Author: capoemat
     - Mod?: Yes
     - Rev.: 4
     - State: Current, published

   - Student Employment
     - Type: Basic page
     - Last updated: Thu, 10/27/2011 - 10:37
     - Author: capoemat
     - Mod?: Yes
     - Rev.: 4
     - State: Current, published

   - SPAF Download Page (Fall)
     - Type: Basic page
     - Last updated: Thu, 10/27/2011 - 10:37
     - Author: capoemat
     - Mod?: Yes
     - Rev.: 5
     - State: Current, published

Unpublishing/Deleting a Page

1. Click on **Content Summary** and find the page that you would like to unpublish. (Refer to View a list of all department web pages (Content Summary) in the table of contents if you are having trouble finding the correct page.)
2. To unpublish the page: Click on the link that says “Unpublish” to the right of the edit tab on the page.

3. From there click unpublish once more and the page is no longer live and viewable to the public.

Deleting a Page

1. Click on Content Summary and find the page that you would like to delete. (Refer to View a list of all department web pages (Content Summary) in the table of contents if you are having trouble finding the correct page.)

2. To delete the page: Click on the link that says “Edit current” in the tab section of the page to edit.
3. At the bottom of the basic page you are editing, click “Delete (all revisions)”.

**NOTE:** Clicking on “Delete (all revisions)” will delete EVERY version of the page. It will delete all of your revisions as well as the current revision you were editing. If you believe that you might use the page later, make sure you just **unpublish the page.** Refer to “Revise a Web Page” on page 8 of this documentation for more help.

4. Click Delete once more if you are sure you would like to delete the page and it's revisions. **Deleting a page cannot be undone!**

» Return to Table of Contents

## Insert an image

### Copyright Guidelines

Do not use copyrighted photographs, video, or audio under any circumstances unless the copyright holder has granted the appropriate written permission for the intended usage, print as well as Web. If you don’t know who owns an image or where it came from, or if you have not been granted express permission to use an image, do not use it.

You should not just download an image from a website or copy one that you’ve seen in a publication to use in your department brochure or website without the appropriate written permission of the copyright holder. When downloading images from the Web other things to consider are: images on the
web are generally low resolution and will not reproduce well in printed publications and look quite grainy if enlarged; and photos on the web are protected by copyright law.

CWU has many approved photos at https://www.cwu.edu/photo-gallery/user. If looking for custom graphics, please fill out a graphic order (free of charge) at http://www.cwu.edu/~web/public-affairs/. The web-office reserves the right to remove any images.

1. Click on the **Image** icon in the content editor toolbox.

2. The **Image Properties** pane will open. Click on the **Browse Server** button.
3. A new window will open, displaying images and documents currently on your web site server. You may choose to select an existing file from a list under **File name** or upload an image from your hard drive. To select an image from your hard drive, click on the **Upload** button.

4. Click the **Browse** button.

5. Navigate to the location where your image is located on your hard drive. Select the image and click **Open**. The link will now be displayed in the **File** field. Click on **Upload**. (Note: You may also check the Thumb checkbox to create a thumbnail). The image will be stored in your web site directory.

6. Highlight the image you uploaded in your directory.

7. Click **Insert file**.
8. The **Image Properties** pane will open. Provide a brief description of your image in the Enter **Alternate Text** field. You also have the option of aligning your image **Left** or **Right** of the text in the **Alignment** drop-down menu. You may add spacing between your image and the text by inputting a number into the **HSpace** field. (In this example below, the image is aligned **Left** of the text and **HSpace** is set to 5). Click **OK**.
9. The image is now inserted in the web page.

Create a link to a web page

1. Highlight the text or image you want linked in the content editor and click on the Link icon located in the tool bar.

2. The Link pane will open. Select Drupal from the Link Type drop-down bar. Enter the title of the department web page. Your web page title should now be displayed in the drop down panel. Select the title from the drop down panel and click on OK.
3. Your text will now link to the specified department web page.
Create a link to a document (upload a document)

Upload a Document

1. Highlight the text you want linked to a document in the content editor. Click on the Link icon located in the tool bar.

2. The Link pane will open. Select URL from the Link Type drop-down bar and click on the Browse Server button.

3. The File Browser opens. Click on Upload from the navigation menu and click on the Browse button.
4. Navigate to the location where your document is located on your hard drive. Select the document and click the Open button. Click on the Upload button. The document will be stored in your File Browser under File name.

5. Highlight the document you uploaded and click Insert file.

6. Select Target from navigation menu. Select New Window (_blank) from the Target drop-down menu.
7. Select **Link Info** in the navigation menu and click the **OK** button.

8. The link now opens the document.
Create a link to an external web site

1. Highlight the text or image you want linked in the content editor and click on the Link icon located in the tool bar.

2. The Link pane will open. Select URL from the Link Type drop-down bar and select http:// from the Protocol drop-down bar. Enter the address of the external web site in the URL field. Click OK.

3. Click on the Target tab.
4. Select **New Window (_blank)** from the **Target** drop-down menu. The web page will now open in a new window.

5. Your text will now link to the specified external web page.
Create an anchor link within a webpage

Anchor links are links that point to a place inside a webpage. To create an anchor link:

- Create a link pointing to the anchor
- Create the anchor itself

1. Place your cursor where you want to set your anchor link. In the following example, the cursor was placed before the text ‘What Forms Must be Completed?’ Click on the Anchor icon.
2. The Anchor Properties window should appear. Enter a name that you would like to use for your anchor text.

3. You should see an icon to the left of your text where your cursor was placed.

4. Highlight the text you want to use in the content editor and click on the Link icon.

5. The Link window will open. Select Link to anchor in the text from the Link Type drop-down menu. Select the anchor name in the By Anchor Name drop-down menu. In the example below, the newly created anchor name forms was selected. Click OK.
6. Save the web page.

» Return to Table of Contents

Create an anchor link to an external webpage
Please review the Create an anchor link within a webpage section before continuing.

1. Highlight the text you want to link to an external webpage in the content editor and click the Link icon.

2. The Link pop-up box will appear. Select the Link Info tab.
   a. Select URL from the Link Type drop-down menu
b. Select <other> from the Protocol drop-down menu

c. Enter the link to the “What Forms Must be Completed?” section on a different page. The syntax for linking to anchor text on a different page is represented as: Page_on_my_site#my_anchor. (In the following figure, the URL supervisors-manual#forms' is a link to the “What Forms Must Be Completed” section of the ‘supervisor’s-manual’ webpage).

Please note that this example links to anchor text within a department website. If you need to link to anchor text in a different department’s webpage, use the following syntax:

/Other_department_website/Page_on_my_site#my_anchor

The following example shows how to link from an external site to the anchor text on the Student-Employment website:
3. Click the **Save** button.

» Return to Table of Contents

**Embed a Youtube Video**

1. Click the Youtube link
2. The Youtube url **example** is shown below. Please only select the text after v= and paste in the box below. Pressing okay will embed the video onto the page.

* If your Youtube url has &feature or /embed/ after the group of numbers, **DO NOT INCLUDE THEM**. It won’t embed properly. For example if you come across a url like this,

https://www.youtube.com/watch?v=BI96siQu6Zk&feature=youtu.be

You want to insert BI96siQu6Zk only.

* The video can be played once you saved the basic page.

---

**Create an Event (Calendar)**

1. Click on **Add content** in the right-side navigation menu.

2. Click on **Event (Calendar)** in the submenu.
3. Enter the **Title** of your event and enter the **Start Date** and **End Date**.

   **Title**
   - Staff meeting

   **Start Date**
   - 2011-12-19 14:00
   - Start date (24-Hour format)

   **End Date**
   - 2011-12-19 15:00
   - End date (24-Hour format). Leave this identical to Start time to hide.

4. Select the **Event Type** from the drop-down menu.

5. Select **Global** if you also want the event displayed on the Central Washington University home page calendar. Select **I agree**.
6. Add a description of your event in the content editor.

7. Select **Full HTML** from the drop-down menu.

8. Click **Save**.

9. Click on the day of the event you created in the calendar. The calendar is located on the right-side column of your department web pages.

10. Verify that your event is included on the specified day.
Create an Image Gallery

1. Click on \textit{Add content} in the right-side \textit{Navigation} menu.

2. A submenu will appear. Click on \textit{Image Gallery}.

3. Enter a name for your image gallery in the \textit{Title} field.
4. Click on the \textit{Browse} button in the \textit{Add a new file} field.
5. Navigate to the location where your image is located. Select your image and click the **Open** button.

6. Click on the **Upload** button.

7. Enter a description for your image in the File information **Title** field. This text will be displayed when users hover over the image.

8. Click on **Show row weights**.

9. Under the **Weight** category, you may optionally specify the order that your image will appear during the image gallery slide show (The lower numbers will be displayed before the higher numbers). You may also delete images from the gallery by clicking on the **Remove** button under the **Operations** category.
10. Repeat steps 4-9 to include additional images to your image gallery.
11. When you have finished uploading images, click on the Save button. You may also click on the Preview button to review your image gallery.
12. The following image shows an example of the published Image Gallery. You may click on the Edit tab to add new images or delete the gallery.

Campus Image Gallery
Post a News Article

1. Click on **Add content** in the right-side navigation menu.

2. Click on **News Article** from the submenu.

3. Enter a **Title** for your news article.

   **Title**

   A Minimum Wage Increase

4. Enter the content of your article in the content editor.

   The state minimum wage will increase to $8.67 on January 1, 2011 from the current minimum of $8.59 per hour. You can view details at the **Washington State Labor and Industries site**.

   All students who are below the new minimum will be automatically raised to the new minimum wage per hour, effective January 1. Supervisors do NOT
5. Select **Full HTML** from the drop-down menu.

- Web page addresses and e-mail addresses turn into links automatically.
- Lines and paragraphs break automatically.

6. Click **Save**.

7. The news article is now published. If you need to modify the article, select the **Edit** tab.

8. The news release is displayed in the right-side column of each page.
Create a Webform

A Webform allows users to submit information through a form. You can view, edit, export and delete data that is collected. The following example demonstrates how to create an ‘Ask a Question’ form that includes a title, description, confirmation message and email settings.

1. Click on Add content from the right-side navigation menu.

2. Select Webform from the submenu.

3. Enter a Title for your Webform.

4. Enter instructions or a description for your form in the content area.
5. Click **Save**.

We can now add components to the web form.

**i. Web form components (Overview)**

Web form components allow users to enter information into a form with a variety of methods. The following steps show how to create a general form component:

a. Enter text into the **Name** field.
b. Select the type from the **Type** drop-down menu.
c. Check the checkbox for **Mandatory** if this is a required field.
d. Click the **Add** button.

We will follow these steps to add several components to the “Ask A Question” form.

**ii. Add a text field component to a Webform (Example)**

We will create a field for users to enter their first name.

1. Click on the **Webform** tab.

2. Click on **Form components**.

3. Enter “First Name” into the **Name** field, select Textfield for **Type** and check the **Mandatory** checkbox.
4. Click the Add button.

5. You will be presented with additional options to add to or edit your form component. The Label field shows the text that was entered. The Field Key is a name attribute of the form element and is automatically generated. You have the option to rename this element.

6. The optional Default value allows you to enter default text that will be displayed in the field (i.e., “your name here”). The user will need to delete the text before continuing.

7. The optional Description field provides additional information for the user. The description text will be displayed below the text field.

8. Confirm that the Mandatory box is checked. Leave the Unique box unchecked.

9. Enter the maximum number of characters that a user can enter into the text field.

10. You may optionally enter a numerical value to specify the Width of the text field. For this example, I entered a value of 20.

11. You may optionally place a Label to the left of the textfield.

12. You may optionally place a label to the right of the textfield.
13. The **Label display** determines the label placement. If you select **Above**, the label will obviously be placed above the text. If you select inline, the text field will be displayed to the right of the label. For the purpose of this example, we will use inline.

14. Click **Save component**.

15. The First name field is added to the Webform.

Ask a Question

Please submit your questions or comments below.

First Name

Please enter your first name only.

---

**iii. Add an E-mail field to a Webform (Example)**

1. Click on the **Webform** tab

   ![Webform tab](image)

   Ask a Question

   Please submit your questions or comments below.

   ![Webform form](image)

2. Enter a label into the **Name** field to instruct users on what to input. For example, I entered “Enter your e-mail.” Select **E-mail** from the drop-down menu. Check the **Mandatory** box if users are required to enter their e-mail information.

   ![E-mail field](image)

3. Click the **Add** button.

4. You will be presented with additional options to add to or edit your form component. The **Label** field shows the text that was entered. The **Field Key** is a name attribute of the form element and is automatically generated. You have the option to rename this element.

5. The optional **Default value** allows you to enter default text that will be displayed in the field (i.e, “your e-mail here”). The user will need to delete the text before continuing.

6. The optional **Description** field provides additional information for the user. The description text will be displayed below the text field.

7. Confirm that the **Mandatory** box is checked. Leave the **Unique** box unchecked.
8. You may optionally enter a numerical value to specify the Width of the text field. For this example, I entered 30.

9. The **Label display** determines the label placement. If you select **Above**, the label will obviously be placed above the text. If you select inline, the text field will be displayed to the right of the label. For the purpose of this example, we will use inline.

10. Click **Save component**.

11. The e-mail field you created will now be displayed in your webform.

   Enter your e-mail: *

---

### iv. Add a Select options feature to your Webform (Example)

The **Select options** component allows users to choose between multiple items presented in a drop-down menu. The options can be presented with radial buttons (Only one answer allowed), checkboxes (Multiple answers allowed), or in the form of a listbox (drop-down menu).

1. Click on the **Webform** tab

![Webform tab](image)

**Ask a Question**

Please submit your questions or comments below.

![Comment box](image)

2. Enter a label into the **Name** field. For example, I entered “Where did you hear about us?” Choose **Select options** from the drop-down menu. Check the **Mandatory** box if users are required to respond.

![Select options](image)

3. Click the **Add** button.
4. You will be presented with additional options to add to or edit your form component. The **Label** field shows the text that was entered. The **Field Key** is a name attribute of the form element and is automatically generated. You have the option to rename this element.

5. The optional **Description** field provides additional information for the user. The description text will be displayed below the text field.

6. Under **Options**, enter the selections in the **Value** fields. For this example, Internet search, Print ad, and Friend will be provided to the user. Click **Add item** if you need additional values.

<table>
<thead>
<tr>
<th>Default</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Internet search</td>
</tr>
<tr>
<td></td>
<td>Print ad</td>
</tr>
<tr>
<td></td>
<td>Friend</td>
</tr>
</tbody>
</table>

7. You may check the **Customize keys (Advanced)** box if you want to save one value internally while showing a different option to the user.

8. You may check the **Multiple** box if you want users to select multiple items from the list.

9. Optional: There are several pre-built lists you may use in your WebForm presented in a drop-down menu. We will not be using these for this example.

10. Optional: Check **Listbox** if you want the options presented ina drop-down menu instead of radio buttons or checkboxes.

11. Optional: Check the **Randomize options** box if you want the items presented in a random order.

12. The **Label display** determines the label placement. If you select **Above**, the label will obviously be placed above the text. If you select inline, the text field will be displayed to the right of the label. For the purpose of this example, we will use **Above**.

12. Click **Save component**.

13. The component you created will now be displayed.

   Where did you hear about us? *
   - Internet search
   - Print ad
   - Friend

**v. Activate Conditional Rules for select option to your Webform**

Activate Conditional Rules for select option to your Webform

- When creating a multiple choice list in Select Options, The **Conditional Rules** component allows users to add more information when creating a multiple choice list. The example below, shows that when the option ‘Other’ is selected, it will display further form components to fill out.
• Once Other is clicked (as shown below) the textfield “Other” appears allowing the user to enter more information.

1. Click the **Webform** tab.

2. Under the label column enter the name of your form component. For example, “Where did you hear about us?”

3. Choose **Select options** from the drop-down menu. Check the **Mandatory** box if users are required to respond.
4. Click the Add button.

5. Scroll down to “Option settings” and then select Customize keys (Advanced)

6. After the Key column appears, enter a Key ‘id’ related to the Value column. In this case I entered “1, 2 and 3” But you can choose any ‘id’ you like that relates to the Value column.

7. Scroll down and save the component.
8. Enter “Questions?” into the **Label** column. Select **Fieldset** for **TYPE** from the drop-down menu.

<table>
<thead>
<tr>
<th>Label</th>
<th>Type</th>
<th>Value</th>
<th>Mandatory</th>
<th>Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Where did you hear about us</td>
<td>Select options</td>
<td>-</td>
<td></td>
<td>Edit</td>
</tr>
<tr>
<td>Questions</td>
<td>Select options</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>Textfield</td>
<td>-</td>
<td></td>
<td>Edit</td>
</tr>
</tbody>
</table>

9. Click the **Add** button.

10. Scroll down to the end of the document and select **Save Component**.

11. Enter “Other” in the **Label** column than select **Textfield** for **TYPE** from the drop-down menu.

12. Click the **Add** button.

13. Scroll down and select **Conditional rules** near the end of the document. Under **Component**, the **Operator** is set to “Is one of” This means that only the value that is attached to Custom Key 3 will appear when selected. (Remember we chose Key ‘3’ and Value ‘Other’ in step #6) If you were to choose “is not one of” then all other values beside 3 (1 and 2, from step #6) will display when selected.
14. Click **Save component** at the end of the document.

15. By clicking and holding down the cross next to the left of the questions component, you can then move it to where you would like it to be.

16. Moving the Fieldset Type to top, Select Options and Textfield will be underneath and to the right.

17. Press **Save** after completing these steps.

18. Click on the **View** tab.
19. Below is what your form will look like before pressing Other.

![Questionnaire layout](image)

20. After selecting Other, the textfield component we made will appear. Users can than enter information manually.

![Questionnaire layout with Other field](image)

### vi. Webform settings

In Webform settings, you can provide a confirmation message for users, determine the number of submissions a user can make and close the form.

1. Select **Form Settings** from the Webform menu.

   ![Webform settings menu]

2. Under **Submission settings**, you may enter a **Confirmation message** for users that complete the Webform.
3. The Text format should be **Full HTML**.
4. The default **Redirection Location** is set for a **Confirmation page** that will be automatically generated when a user completes the Webform. You may optionally enter a **custom URL** or select **No redirect** to reload the current page.
5. The **Submission limit** options allow you to set the number of submissions a user can make.
6. The **Status of this form** by default is **Open**. Select **Closed** to prevent further submissions.
7. **Click Save configuration.**

### vii. View Webform responses and results

When a user submits answers in the Webform, you may view the results.

1. Click on **Results** tab from the Webform menu. You will be presented with a list of user responses. Click on **View** to display the individual responses. (You may also click **Delete** to remove an entry).

   ![Webform Results](image)

   **Showing all results. 2 results total.**

<table>
<thead>
<tr>
<th>#</th>
<th>Submitted</th>
<th>User</th>
<th>IP Address</th>
<th>Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Fri, 02/17/2012 - 15:50</td>
<td>cappomat</td>
<td>172.15.30.13</td>
<td>View</td>
</tr>
<tr>
<td>9</td>
<td>Fri, 02/17/2012 - 15:47</td>
<td>cappomat</td>
<td>172.15.30.13</td>
<td>View</td>
</tr>
</tbody>
</table>

2. The user information will be displayed. You have the option of removing the entry by selecting the **Delete** tab.
3. You may select the **Analysis** tab from the Webform menu to view a summary of user responses (An example is provided below).

   ![Analysis](image)

   **Where did you hear about us?**

<table>
<thead>
<tr>
<th>Print ad</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friend</td>
<td>1</td>
</tr>
</tbody>
</table>

4. Select the **Download** tab in the Webform menu to download data from user submissions. The available formats for download are Microsoft Excel and Delimited text.
Pending Content
Pending Content is where UNPUBLISHED Basic Pages and Webforms can be found.

1. Click on Add Pending Content in the right-side menu.

2. The top of the form is where you can find detailed information.

3. To move a page out of pending content, it needs to be published. To do that, we need to click View Revisions under Publish.

4. If you have publishing rights go ahead and click Publish making sure to save. If you don’t have publishing rights, please contact your supervisor to publish.

5. The page can now only be found the content summery or if you do a page search.
Create a Banner Image

6.  Click on Add Content in the right-side menu.

7.  Select Featured Banner from the submenu.

8.  Enter a name for your banner in the Title field. (This is not displayed to the users. The title field allows spaces, symbols and numbers) Select Language neutral in the Language field.
9. Click on the Browse button next to the Image field.

10. Navigate to the location on your hard drive where your banner image is stored. The image will be resized and cropped to 530x150. The anchor for the image is the center. Files must be less than **16 MB**. Allowed file types: **png gif jpg jpeg**. Select the image and click on the Open button.

11. Click on the Upload button.

12. Add Alternative text to provide a description if the image fails to load.
13. Enter a URL in the **Link** field. When the user clicks on the banner image, the specified webpage will be opened.

   **Link**

   `www.cwu.edu/education-professional-studies/`

14. Added text in the “Body” section will display in the red square area of the banner once it is published.

   **Body (Edit summary)**

   ![Text Editor Image]

   `Add your text here`

15. Select **Save**.

   ![Save Preview Button]

   The banner image will display on your website. To create a rotating image banner, follow the steps above and create a new image. The newly created image will be added to the rotation.

16. You may **View**, **Edit** or access **Revisions** of your banner image. You may also click on the **Remove** button and add a different image.
17. Select the **Delete** button to permanently delete the image from your website.

Create a table

1. Select the **Table** icon from the tools menu.

2. The **Table Properties** window will appear. Enter the desired number of **Rows** and **Columns**. You may optionally enter additional attributes for table **Width**, **Height**, **Cell spacing** and **Cell padding**. Please note that the maximum **Basic Page** width is 650px and the table **Width** attribute should not exceed this parameter.
3. You may optionally select a **Header** for your table. Click on the arrow below **Headers** and select where you want your Header placed in the table. For the purpose of this example, the header will be displayed in the **First Row**.

4. Enter a **Caption** and **Summary**. The **Caption** is optional and serves as a label that will be displayed directly above your table. The **Summary** attribute has no visual effect in ordinary web browsers, but can be used by screen readers.
5. Click the **OK** button.
6. The table should now be displayed in the editor content area. You may now enter text into your table cells.

**Tip: Remove Table Borders**

Follow these steps if you need to remove borders from your table.

1. Right click on your table and open the **Table Properties** window.
2. Set **Border Size** to 0.
3. Click on the **Advanced** tab.
4. In the **Stylesheet Classes** field, enter the text “noborders” (without the parenthesis).
5. Click on the **OK** button.
6. The border should no longer be visible in your table.

7. How to **Add** a table **ROW** or **COLUMN**:
   - Right click the row of the table you would like to modify.
   - Hover over **ROW** in the menu and then select “add row before”, “add row after” or “delete row”.
8. The following is an **optional** step if you want your table cell width to be equal. Click and drag inside the table until all cells you need modified are highlighted. While the cells are highlighted, right click anywhere inside the table and a menu will appear. Navigate to **Cell** and click on **Cell Properties** in the **Cell** sub-menu.

- Add row before and after will add a row above or below the table row you right clicked on. Delete will delete the entire row you have right clicked on.
9. The **Cell Properties** window will appear and allow you to modify several table cell attributes. I selected **percent** from the drop-down menu and set the cell **Width** to 50.

10. As another **optional** goal, I want all content in my cells vertically aligned. Click on the **Vertical Alignment** drop-down menu and select **Top**.
11. Click the **OK** button.
12. Click the **Save** button.
13. The table is created. Click **Edit** to make further modifications.

<table>
<thead>
<tr>
<th>Programs of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Degree Programs</strong></td>
</tr>
<tr>
<td>Community Health Education (Public Health) (BS)</td>
</tr>
<tr>
<td>Emergency Medical Services (Paramedic) (BS)</td>
</tr>
<tr>
<td>Exercise Science (BS) (MS)</td>
</tr>
</tbody>
</table>

» Return to Table of Contents
Adding an Audio File

1. Click *add content* in the navigation menu to your right. Click add basic page.
2. In the wizyg click on the audio button.

3. In the window that pops up, click on *browse files*. You do not have to worry about the *file type* since our system only allows *MP3* files.

4. Once you have clicked Browse Server, first make sure to click the directory, or folder, that you want the audio file to be uploaded into.
For audio files use the “video” folder (for audio video storage).

(If you already know how to upload and save a file on the server and insert it skip to step 9)

5. First make sure to click the directory, or folder, that you want the audio file to be uploaded into.

   a. For audio files use the “video” folder (for audio video storage).

6. Click the **upload** button in the upper left hand corner.

7. From there click browse, and in the window that popped up, navigate to the document or image that you wish to add and upload to the web site. Then just click upload.

8. Once you have clicked the **upload** button, your file has been inserted into the page. It has also been uploaded to the server and will be available for use in other pages.

9. Your audio file has been inserted.
Stylesheet Classes
Throughout the site while editing pages you will notice that under specific wizywig tools (image, table, link, etc...) that there is a tab labeled “Advanced”.

1. Click **add content** in the navigation menu to your right. Click add basic page.
2. Select the **Table** icon from the tools menu.

3. In the **table properties** window click the **advanced** tab.

4. Once you have clicked on the advanced tab you will see a text box where you can type stylesheet classes into labeled **stylesheet classes**.
5. Click in this box and type a stylesheet class. For example type border to call to a class style that adds a border throughout the entire table (not just the outside border).

6. Here is a list of stylesheet classes that you can call to:
   - Border (border will show up once page has been saved, will not show in “preview” mode.)
   - No-border(s) – either the plural or non-plural will get same results
o Lined
  ▪ Creates alternating table row colors with white and grey (like a table header)
o Indent (tabs all content on the page to the right once)
o (More options available soon)

» Return to Table of Contents

Support

If you have any questions, please contact the CWU Web Development Office at daysj@cwu.edu.