

Training Manual for the WCS Content Management System

Web Communication Solutions
Office of Marketing and Communications



WAYNE STATE
UNIVERSITY

Your unit web site is maintained through the use of the Web Communication Solutions (WCS) Content Management Systems (CMS). The site may be access via a Web browser. WCS recommends Internet Explorer, Firefox or later versions of Netscape.

Accessing the CMS and Your Site

1. Go to www.cms.wayne.edu in your browser.
2. Use your access id (e.g. aa5555) and your password, the same password that you use to access Pipeline.
3. Click on Login
4. Choose Site List from either the left Basic side menu or from the icons
5. Choose your site from the Site List by clicking on the Site Name

Editing a Web Page

1. Choose Add/Edit Pages from the Site: [Your site] menu on the left side or choose the Add/Edit Pages icon.
2. Select the page you want to edit by clicking on the Title of the page. You may preview the page by clicking the Preview link on the far right.
3. Edit the content of the page in the Page Body area of the Edit Page. Use the tool bar to format content. NOTE: If you are copying and pasting from Microsoft Word or another program, paste the text in by clicking on the clipboard icon with the T on it on the tool bar. This will remove all excess Word formatting from the text that may override the site's formatting style. Do not use Control V to paste text.
4. Click Save when you are done editing.
5. To preview the page, click on Preview Page. NOTE: The page must be saved first to preview it.
6. To go back to the list of files, click on Back on the top right of the page.

Adding a Web Page

1. Choose Add/Edit Pages from the Site: [Your site] menu on the left side or choose the Add/Edit Pages icon.
2. Click the Add Page icon at the top of the page.
3. In the area called General, give the page a name in the Filename field. NOTE: file names must include the extension of php (e.g. filename.php).
4. Choose the folder in which you want the file to reside. Usually this will be the root folder, but larger sites may have a folder system.
5. Choose the Template for the page, usually called Default for the child pages.
6. Choose the Menu, usually called Default.
7. Enter any keywords that you think users may use when doing a search for the page using the Search feature.
8. Enter a Title in the Page Title field. This title is what appears at the top of the web page.
9. Enter the page content in the Page Body area. Use the tool bar to format content. NOTE: If you are copying and pasting from Microsoft Word or another program,

- paste the text in by clicking on the clipboard icon with the T on it on the tool bar. This will remove all excess Word formatting from the text that may override the site's formatting style. Do not use Control V to paste text.
10. Click Save when you are done editing.
 11. To preview the page, click on Preview Page. NOTE: The page must be saved first to preview it.
 12. To go back to the list of files, click on Back on the top right of the page.

Deleting a Page

1. Choose Add/Edit Pages from the Site: [Your site] menu on the left side or choose the Add/Edit Pages icon.
2. Select the page you want to delete by clicking on the Title of the page. You may preview the page by clicking the Preview link on the far right.
3. Choose Delete Page from the buttons in the green bar.
4. To go back to the list of files, click on Back on the top right of the page.

Adding a User to the Profile Tool

1. Choose Profile Users from the icons at the Site: [Your site] page.
2. At the Add User screen, add the user's access id. You do not need to insert a first or last name. This information will be added automatically when you hit save.
3. Choose a Group from the dropdown menu, usually Faculty or Staff.

Creating a User Profile for Another User

1. From the Welcome page, select Site List from either the side menu or the icons.
2. Click on the site name where you want the profile to reside.
3. Click on Profile Users in either the left menu or the icons.
4. Click the Edit link on the far-right hand side of the screen for the person you want to create a profile for.
5. Enter the person's contact information and click Next/Save.
6. The system will indicate that the data has been saved successfully. Click Continue.
7. Enter information in the biographical fields and click Save/Next. Click Continue. NOTE: If you are copying and pasting from Microsoft Word or another program, paste the text in by clicking on the clipboard icon with the T on it on the tool bar. This will remove all excess Word formatting from the text that may override the site's formatting style. Do not use Control V to paste text.
8. Continue moving through the data entry pages by repeating step 7.
9. For specific instructions on uploading an image, see instructions below.
10. To view the profile click Preview Profile in the top right of the page. This preview mode is not the final mode that will display on the site. It will list all of the fields and display the data entered into each and the photo.

Uploading an Image in the Profile Tool

1. Make sure that your image is saved in the proper format and size for the web. The image size will vary depending on your site. Check with the WCS team for your image size specifications. Images should be saved in the jpg format at 72 dpi.
2. Follow the instructions for creating a profile. Click on Image in the left menu under the Profile section.
3. Click on Browse to search for your image.
4. After locating the file, click Next/Save.

Creating Your Own Profile

1. From the Welcome page, select Site List from either the side menu or the icons.
2. Click on Personal Profile.
3. Enter your contact information and click Next/Save.
4. The system will indicate that the data has been saved successfully. Click Continue.
5. Enter information in the biographical fields and click Save/Next. Click Continue.
NOTE: If you are copying and pasting from Microsoft Word or another program, paste the text in by clicking on the clipboard icon with the T on it on the tool bar. This will remove all excess Word formatting from the text that may override the site's formatting style. Do not use Control V to paste text.
6. Continue moving through the data entry pages by repeating step 7.
7. For specific instructions on uploading an image, see instructions above.
8. To view the profile click Preview Profile in the top right of the page. This preview mode is not the final mode that will display on the site. It will list all of the fields and display the data entered into each and the photo.

How to Upload an Image or PDF file

1. Choose File Manager from the left menu or the icons.
2. If your site is not pre-selected in the Select Site area, choose your site from the dropdown.
3. In the Associations area, choose the folder in which you want your file to upload. Common choices include folders called /pdfs or images/.
4. Typically, the Template, Page and Position will be left blank unless you want the file to display in the template format.
5. Enter the number of file you want to upload into the "How many files?" field.
6. Click the Browse button to locate the file you want to upload and click Upload.
7. The file should appear in the File List area.
8. Click back to go back to the main menu.

How to Delete an Image or PDF file

1. Place a check in the box next to the file that you want to delete
2. From the dropdown menu at the bottom of the page, choose Delete
3. The system will confirm that this will delete all associations to this item and ask for confirmation. Choose Yes.
- 4.

How to Add News/Announcements

1. Click on Add/Edit News in the left menu or the icons
2. To add a news item, click the Add News icon at the top of the page.
3. Enter a News Title. This is the text that will appear on the home page.
4. If the News Title should link directly to a web page, enter the URL in Optional Link field. (Use the http:// if the url is outside of your site)
5. In the General area, indicate whether the news status Active or Disabled. This feature can be used for news item that will regularly go up and down off the home page. They can be made active or disabled as needed.
6. Indicate the date the news should be posted on the home page in the Posted field.
7. Indicate the date the news should be removed from the home page in the Expiration Date field. The news item will automatically be removed from the home page after the date entered here.
8. Enter the content for the news item in the Page Body. NOTE: If you are copying and pasting from Microsoft Word or another program, paste the text in by clicking on the clipboard icon with the T on it on the tool bar. This will remove all excess Word formatting from the text that may override the site's formatting style. Do not use Control V to paste text.
9. Click on Save News at the bottom of the page to post the news to your home page.

How to Edit News/Announcements

1. Click on Add/Edit News in the left menu or the icons.
2. Choose the news item you want to edit by clicking on the Title.
3. After making your edits, click Save News.

How to Remove News/Announcements

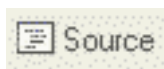
1. Click on Add/Edit News in the left menu or the icons.
2. Choose the news item you want to remove by clicking on the Title.
3. You can either disable the news item or delete it. Disabling the item is appropriate for instances when the item will be used again in the future. Items may also be removed from the home page by indicating an expiration date, after which the item will no longer post to the home page.
4. To disable the item, choose Disabled from the Status dropdown in the General area. Then click Save News.
5. To permanently remove the item, choose Delete News from the bottom of the page.

WYSIWIG

The WYSIWIG allows users to easily format the content using a toolbar that is similar to that found in Microsoft Word. See figure 1.



The buttons on the toolbar and their corresponding function is listed below:



Switches to view the source code



Previews the page



Cut



Copy



Paste (retains prior formatting)



Paste as plain text (preferred pasting method)



Print



Check spelling



Undo



Redo



Find



Replace



Select all



Remove format



Bold text



Italic



Underline



Strike through



Subscript



Superscript



Numbered list



Bulleted list



Remove indent



Indent



Flush left



Center



Flush right



Block justify



Insert a link



Remove a link



Create an anchor on the page



Create a table



Add a horizontal line



Insert special characters



Universal keyboard



Insert an image



Inserts a text style



Formats the text



Selects a font for the text



Change the size of the text



Text color