

## 24. Getting Started as a Department Web Editor

**Note:** You should have attended a CMS Training Session before proceeding. If you have attending training but do not yet have permission to access your department's section in the CMS, please contact Suzy. If you haven't been trained yet, please contact Suzy.

Now that you have had CMS training, you will be starting out on editing and creating new pages in your department's website. Sometimes the step between the CMS training to maintaining a real site can seem daunting, so this information sheet is designed to help you over that hurdle.

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## 1. Getting Help

If you need some help using the CMS please check our website:

<https://www.aber.ac.uk/en/is/it-services/web/>

We provide training materials and information sheets, as well as a number of FAQs regarding CMS use.

Training materials: <https://www.aber.ac.uk/en/is/it-services/web/cms/training/>

Information Sheets: <https://www.aber.ac.uk/en/is/it-services/web/cms/info-sheets/>

FAQs: <https://faqs.aber.ac.uk/2315>

If you can't find the answer you need, please contact us:

### **IT Service Desk**

Phone: 2400

Email: [is@aber.ac.uk](mailto:is@aber.ac.uk)

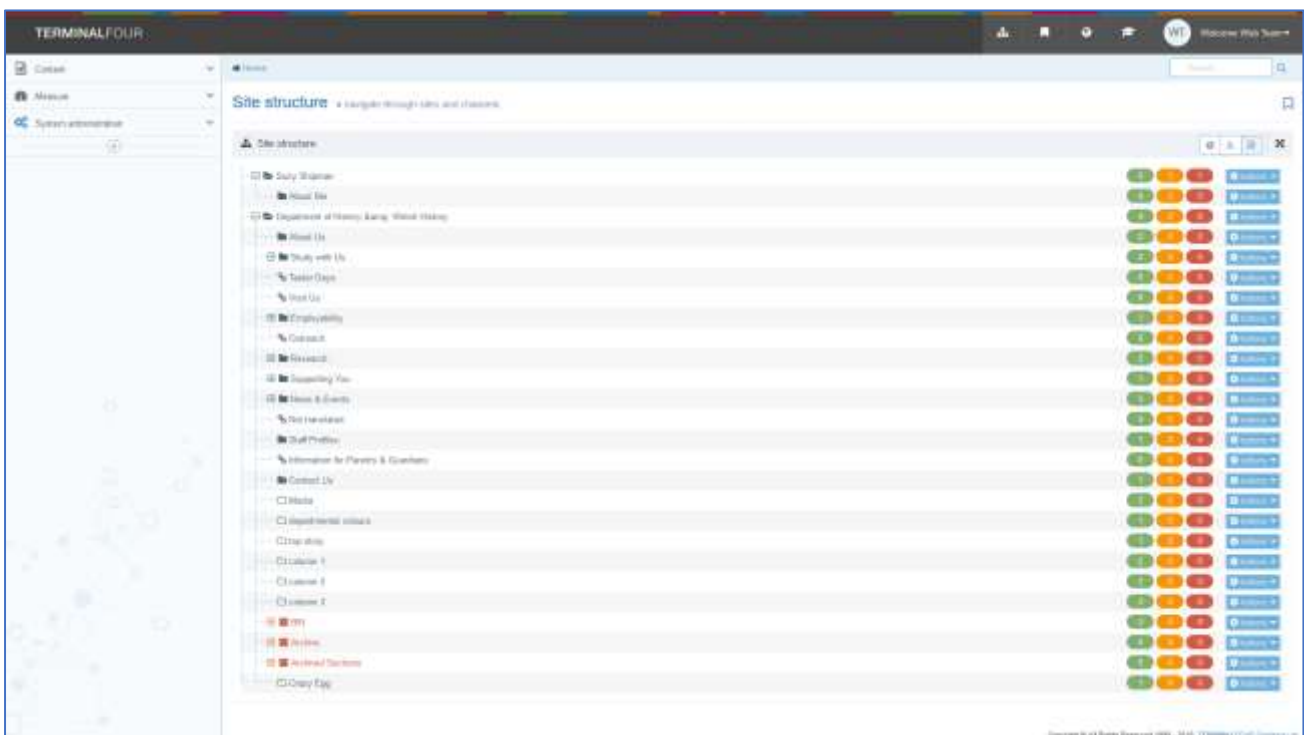
## 2. Changes to your CMS Site Structure

Once your new permissions have been set, your Site Structure will look quite different to the way it looked in your training session. There will be additional sections displayed.

During training your site structure looks something like this:



Once you have additional permissions, this will change to something like this:



You will keep your training section in case you want to run through the [training exercises](#) again or try new techniques, so feel free to make additional sections within that area as required (only possible if you are a moderator).

You will see that each main area of the site has text that is next to a + sign that is not indented. Sub-sections within this are indented so you can see that they belong inside the main area.

In the example above, the CMS user had been given access to the Department of History & Welsh History section, so they could now see that area of the university website in their site structure.

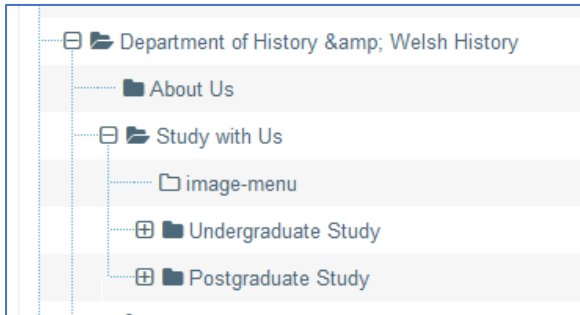
### 3. Understanding the Site Structure

When you look at the sections within your department area, you may recognize some of them from the left menu on your department website. All sections with blue folder icons have had the 'show in navigation' tick-box ticked, so they will be showing up in your department's left menu. For example, the Department of History & Welsh History left menu contains the sections with blue folder icons that you could see on the previous page.

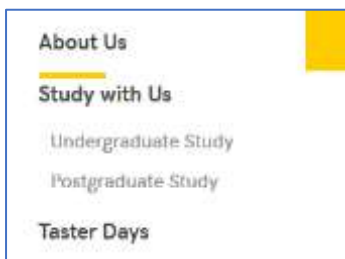


Other sections with clear folder icons won't be in the menu, but they may still be used in some way. Some of them are used to build up your department homepage (more about that in the [next topic](#)), and others may be used for pages that are linked to elsewhere, but aren't wanted in the left menu.

Many sections will have a plus sign to the left of them, indicating that they contain sub-sections. You can click on the plus sign to see the sub-sections:



In the example above, there are 3 sub-sections inside the Study with Us section. Two of these sub-sections are displayed in the left menu when a user visits the Study with Us page, because they are marked with blue folder icons in the site structure. One sub-section (image-menu) is not displayed because it has had the 'show in navigation' tick box unticked, and has a clear folder icon. This section is a hidden section that is used to insert an image-menu in the parent section.



## 4. Your Department Homepage

Your department homepage is a special kind of page. It is made up of content from several different sections in the CMS. Some content is within the main top level section (eg the section called 'Department of History & Welsh History' in the example we are using). Other content is in some of the sections with clear folder icons that you can see in the site structure, such as 'column 1', 'column 2', 'column 3', 'top story', and 'departmental colours'.

If you want to make changes to your department homepage you will need to be careful and make sure that you understand which content you need to edit to make the changes you need. Please read [Information Sheet 9 – Editing Departmental Homepages](#) before attempting to edit your homepage.

Your department may be using the News System. If it is you may have a special area at the bottom of your homepage which is automatically filled with the latest news items. Please read [Information Sheet 10 - Working with Departmental News](#) for more information on how the news system works and how to add a news article.



## 5. Changing an Existing Page on your Department Site

### A. Finding the Right Section

If you need to make a change to an existing web page, the first thing you will need to do is find it in the CMS site structure. If you are not sure where to look, browse to the web page in your web browser and take a look at the breadcrumb trail at the top of the page. It will look something like this:



The breadcrumb trail goes across the top of the page above the main heading and tells users where they are within the site. It is useful for you when looking for your page in the CMS site structure because the breadcrumb trail is made up of section names.

In the example above you can see that this section is called 'Teaching through the medium of Welsh', and working towards the left you can then see that it is inside the section called 'Undergraduate Study', which is in the section called 'Study with Us', which is in the section called 'Department of History & Welsh History'.

In the CMS site structure you can already see the main department section ('Department of History & Welsh History'), so now you would need to expand

'Study with Us', and within that expand 'Undergraduate Study' and in there you would see a sub-section called 'Teaching through the Medium of Welsh'. This is the section representing the page you want to edit.



## B. Making the Change

Now that you have found the correct section, you will need to open it to find the content inside. Remember that you will need to click on the section and then click on the Content tab to find the content. In the Content tab you will find a list of any content that is within this section. For example, in the Teaching through the Medium of Welsh section mentioned above:

Order	Name	Version	Status	Last modified	Publish date		
+	General Content General Content	2.0	Approved	March 17, 2011 4:01 PM	N/A	Go to this	+
+	Contact Block Contact Block	3.0	Approved	August 10, 2016 8:41 AM	N/A	Go to this	+

Now you will need to decide which piece of content you are going to edit. Look at the names of the pieces of content to see if you can see which is the main text on the page. In this example we can see 2 pieces of content called 'General Content', and 'Contact Block'. The content that is the main text of the page will be the one called 'General Content' in this example. If you are not sure which one is the one you need, you can click on each of them in turn and if it's not the right content, just click Cancel and look at another.

Once you know which content is the one you need to edit, click on its name, and the editor will open up.

Make the changes as necessary and click 'Save changes' to save. If you can, make the same changes on the Welsh version of this piece of content too. See the section on [Ensuring Bilingualism](#) for further information. Once you are finished, don't forget to [approve the content](#) (Moderators only), or ask a Moderator to approve it for you, so that it will go live.

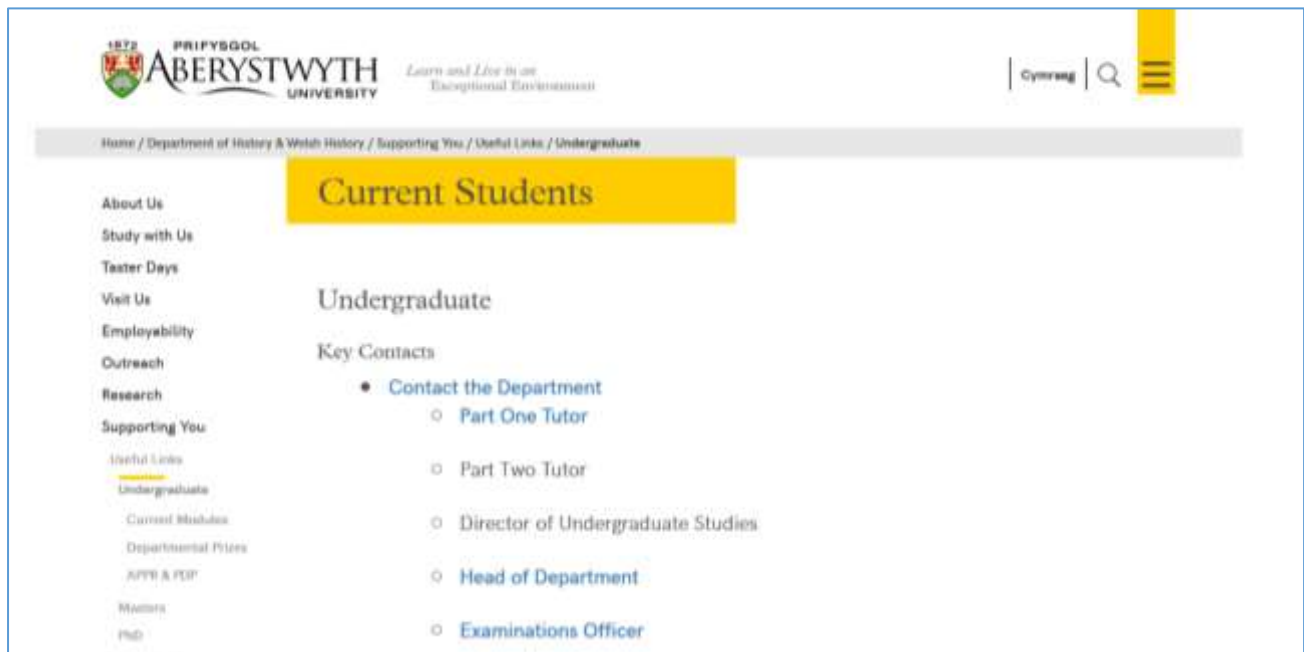
For more information on editing content please see the following information sheets:

- [Information Sheet 4 - Editing Content](#)
- [Information Sheet 4.1 - Editing Content - Formatting Text](#)
- [Information Sheet 4.2 - Editing Content - Inserting Links](#)
- [Information Sheet 4.3 - Editing Content - Inserting Images](#)
- [Information Sheet 4.4 - Editing Content - Inserting Tables](#)
- [Information Sheet 4.5 - Editing Content - Inserting Links to Documents](#)

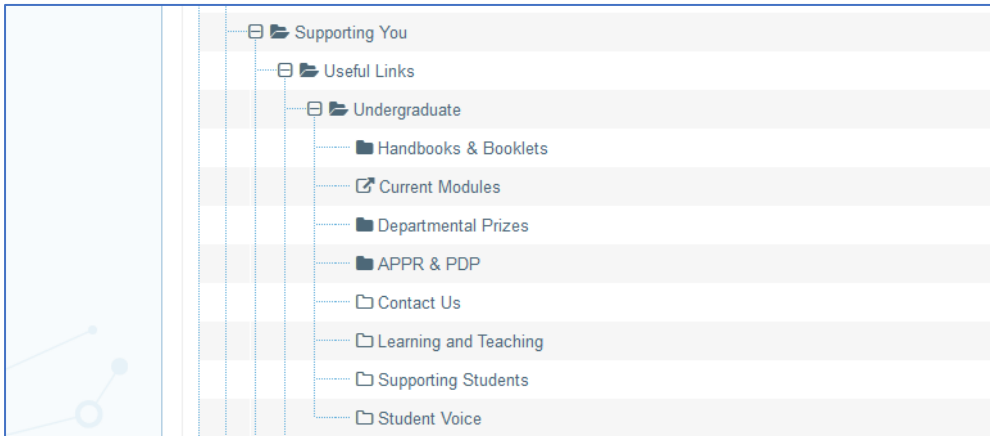
## 6. Creating a New Page on your Department Site

**Note:** Only Moderators can create a brand new page. If you are a Contributor, please ask a Moderator in your department to create the page for you. Both Moderators and Contributors can add content to a page.

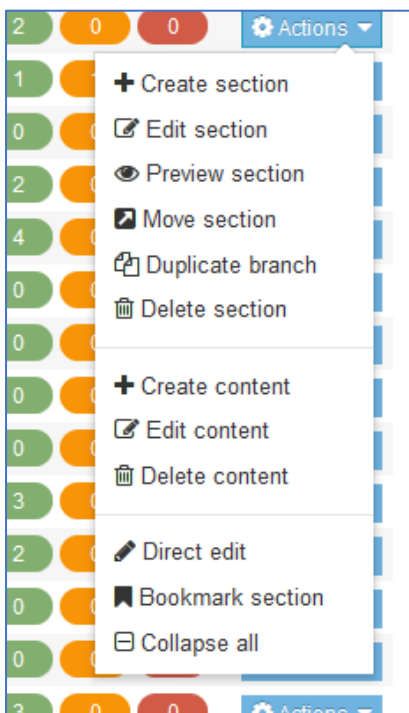
When creating a new page on your department site, the first thing to think about is where do you want this page to appear. Look at your website in a web browser and find the best place for the page you want to add. For example, I might want to add a new page for current undergraduate students about how to hand in assignments. So, I would need to look for a section that is aimed at current students, and perhaps find a sub-section inside it that is aimed at undergraduates. My new section could go inside that. This would mean that the page for undergraduates would be the 'parent page' for my new page.



Using the same method as above in [part 5A](#), look at the 'parent page' in your web browser and find out where it will be in the site structure. Then in the CMS, expand the appropriate sections in the site structure until you reach the 'parent page' section (e.g. the Undergraduate section).



Now, make the new section for your new page by clicking on the Actions on the right of the 'parent page' section, e.g. in our example, you would click on the Actions button on the right of the Undergraduate section, and click Create section in the menu that appears.



Fill in the details of the section and click Save changes. If you need more information on how to create a section, read [Information Sheet 2 – Creating a Section](#).

Once you have added the section, you will need to open it up, click on the Content tab, and add the content that you require.

For more information on adding content please see the following information sheets:

- [Information Sheet 3 - Adding Content](#)
- [Information Sheet 3.1 - Adding Content - Essential Content](#)
- [Information Sheet 3.2 - Adding Content - Optional Content](#)
- [Information Sheet 3.3 - Adding Content - Reusing Existing Content](#)

For more information on editing content please see the following information sheets:

- [Information Sheet 4 - Editing Content](#)
- [Information Sheet 4.1 - Editing Content - Formatting Text](#)
- [Information Sheet 4.2 - Editing Content - Inserting Links](#)
- [Information Sheet 4.3 - Editing Content - Inserting Images](#)
- [Information Sheet 4.4 - Editing Content - Inserting Tables](#)
- [Information Sheet 4.5 - Editing Content - Inserting Links to Documents](#)

## **7. Changing the Left Menu for your Department (Moderators only)**

### **A. Adding a New Item in the Department's Left Menu**

The left menu on your department website is made up of section names. If a section has the 'Show in navigation' tick box ticked, it will automatically appear in the menu. If you want an additional item in the left menu, you will need to add a new section for it, and leave the 'Show in navigation' tick-box ticked so that it will automatically be inserted.

If you want the new item in the main menu at the top level of your site, your new sub-section's 'parent section' will need to be the main section (e.g. the section called 'Department of History & Welsh History' in our example). If you want the new item to be in one of the sub-menus (e.g. a new item in the menu that shows when you clicked on Current Students, then Undergraduate) your new section's 'parent section' will need to be the Undergraduate section.

Follow the steps in part 6 to create the section.

### **B. Changing the Order of the Left Menu**

You can change the order of items in the left menu by moving them or setting an automatic ordering (e.g. alphabetical order). See [Information Sheet 8 – Reordering a Section](#) (page 3) for more information on how to do this.

### **C. Adding a link in the Left Menu which goes to a page outside of your Department**

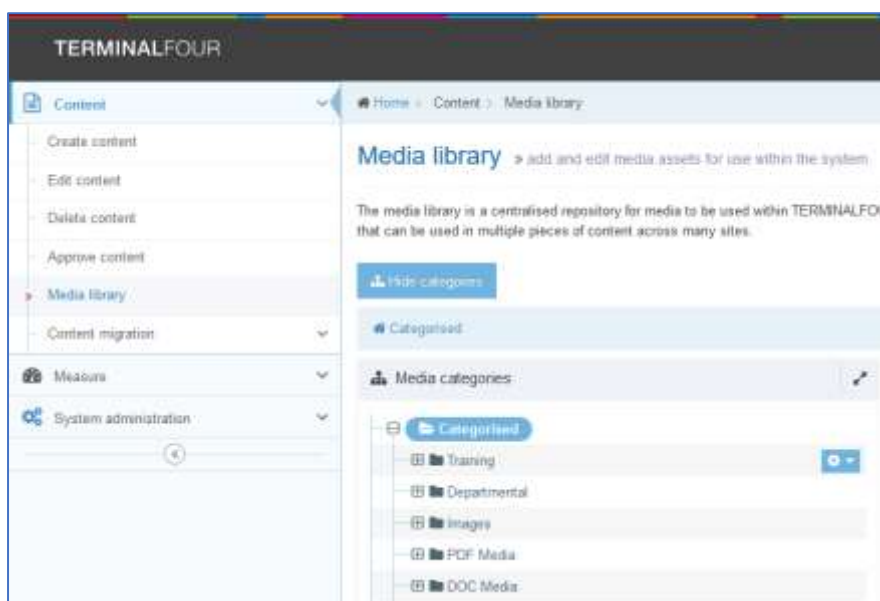
To add a link to a page outside your department, you will need to create a 'Link Section' rather than a normal section. Work out what the link section's parent section will be in the same way as in part A above. Add your new section to the parent section using the guidance in [Information Sheet 2.1 – Creating a Link Section](#).



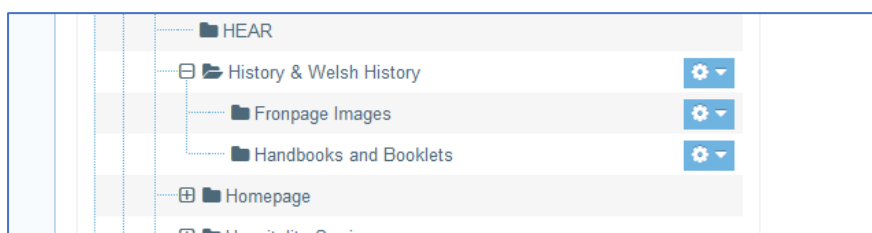
## 8. Using the Media Library

Each department has its own category (folder) in the CMS Media Library. You should have been given permission to add or edit media in your department's category.

Departmental media categories are found within the 'Departmental' section that you can see when if you click on the + sign to the left of Categorised:



Expand the 'Departmental' section and scroll down through it until you see your department. Once you have found it, you can expand it to see what sub-categories are inside by clicking on the + sign to the left of your department's main category. If you are a moderator you will see the Action cog menus appearing on each folder. These can be used to create new sub-folders. See [Information Sheet 7 - The Media Library](#) (page 3) for more information on creating new sub-categories



Click on the category you wish to browse, or add files to. The contents of the category will be displayed on the right hand side of the screen. You may need to scroll up to see them.

More information on adding and editing items in the Media Library is found in [\*\*Information Sheet 7 - The Media Library.\*\*](#)

If you are uploading PDFs to the Media Library in English and Welsh you may find the following information sheet useful: [\*\*Information Sheet 18 - The Media Library and Bilingualism.\*\*](#)

## 9. Ensuring Bilingualism

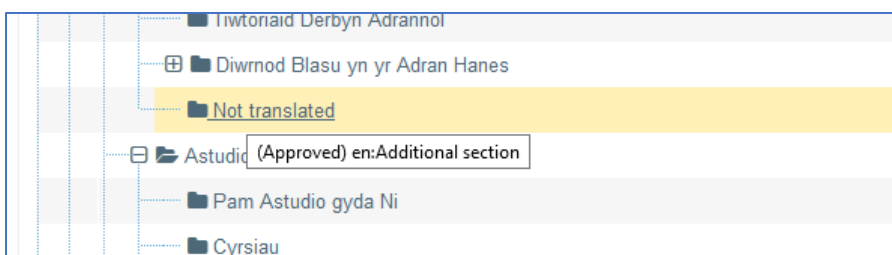
It is important to remember that when you make changes or add new pages on the English side of your site, you should also be making changes or adding pages on the Welsh side of your site. It is not always possible to make these changes immediately due to translation time, but you should aim to make the equivalent changes as soon as possible. However, don't be tempted to create the Welsh version of your page before you have your translation ready.

### A. New Pages

If you have created a new page in English you will need to send the text to the Translation Office as soon as it is finalised. Once you have your Welsh translation ready, the first step is to set the section information, and the second step is to insert the Welsh content.

#### i. Welsh Section Information (Moderators only)

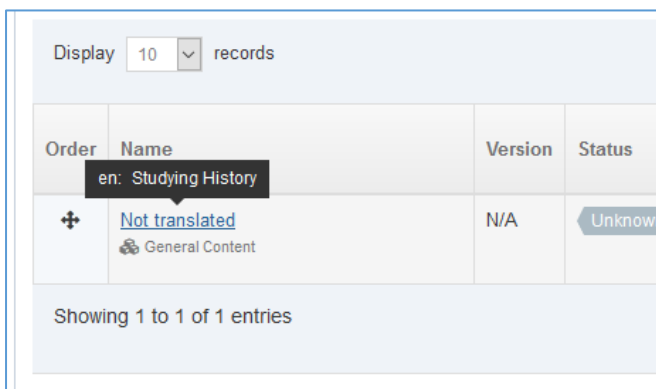
Switch language in the CMS by clicking on the language symbol (a globe) in the black bar at the top and choosing Cymraeg from the menu that appears. View the site structure and find the section that you need to work on. Remember that sections that haven't been set up in Welsh will be called 'Not translated' and you can put your mouse over them to see the English name (and approval status).



Once you have found the right section, click on it and enter the Welsh section name, and the Output URI. See [Information Sheet 2 - Creating a section](#) (page 2-3) for more details.

## ii. Welsh Content

Once you have modified the section with the Welsh details, you will need to modify the content to add the Welsh text. Click on the section you just named and look in the Content tab. Content that hasn't been set up in Welsh will be called 'Not translated' and you can put your mouse over it to see the English name.



Once you know which content is the one you need to edit, click on its name, and the editor will open up. Add your Welsh text in the appropriate boxes. Try and make sure your Welsh page looks approximately the same as the English page, with the same formatting, images, tables etc. Links may need to go to different locations if there is a Welsh version of the page you linked to in the English page.

## B. Modifying Existing Pages

When you modify an English page, you should apply the same modification to the Welsh page. This can be tricky if you are not a Welsh speaker as you may not be able to see which part of the Welsh text matches the English text that you changed. If you don't have a colleague who can help, you should send the part of the English text you have changed to the Translation Unit, clearly marking the change you have made. They can then send you back the Welsh translation so you can slot it in to the Welsh page. Once you have the translation, use the same process as you use in English to edit the appropriate piece of content and insert this change.

## **10. Approval**

Remember that changes you make in the CMS will not reach the live site if they are not approved first. When you have finished editing and are ready for your changes to go live, you should ask a Moderator to approve the content, or if you are a Moderator yourself, go to the approval screen and approve the content.

Don't forget to preview your section before the content is approved so that you can be sure that it looks as expected and works correctly. Please see [Information Sheet 2.3](#) for more information on previewing your section.

Within departments, you may have arrangements regarding who has responsibility for approval. In some departments there may be one or more central Moderators who check and approve all changes. Other departments have a rule that each Moderator only approves their own content. Make sure that you are aware of any arrangements in your department.

The approval process is quite straightforward. If you need a reminder of how to approve content, please see [Information Sheet 6 - Approving Content](#).

## 11. Understanding When your Changes will be Live

There are 3 steps in the process to get your content onto the live site.

- Your content must be approved in the CMS
- Content is published onto the *preview* server  
(e.g. [cmspreview.aber.ac.uk/en](http://cmspreview.aber.ac.uk/en))
- Content is transferred onto the *live* server (e.g. [www.aber.ac.uk/en](http://www.aber.ac.uk/en))

The normal publish & transfer schedule is as follows:

- **Publish** from CMS to cmspreview: Every hour, at 10 past the hour (e.g. 8:10am, 9:10am, 10:10am, 11:10am etc)
- **Transfer** from cmspreview to live site: 9:30am, 11:30am, 2:30pm, 4:30pm

## How this affects you

If you need to get some changes live as quickly as possible, you can use this table as a guide to when you need to get your changes completed and approved so that your page will go live quickly. For example if you have your changes completed and approved before 9:10am your changes will be live by about 9:45am, but if you missed that deadline you would have to wait until about 11:45am before your changes would be live.

Days	Approved time:	Live approx:
Monday - Friday	before 9:10am	9:45am
Monday - Friday	before 11:10am	11:45am
Monday - Friday	before 2:10pm	2:45pm
Monday - Thursday	before 4:10pm	4:45pm
Friday	before 3:10pm	3:45pm
Monday - Thursday	after 4:10pm	Next day 9:45am
Friday	after 3:10pm	Monday 9:45am

If you have content that needs to be on the live site urgently, please contact us and we can arrange to get this done as quickly as we can

## 12. Making Big Changes

If you want to make major changes to your website, it's a good idea to talk to the Web Team before trying to make these changes. Sometimes there will be a special template you can use to achieve your aims. Or it may mean that the Web Team will need to create a new way of doing things so you can achieve your aims. On some occasions the Web Team may need to tell you that what you want to achieve is not possible. We'd prefer to always be able to help but sometimes, due to constraints of the tools we use to create and maintain our website, as well as constraints on our time, it may not be possible. We may be able to advise you on a slightly different approach, so don't be afraid to ask for our help.

Some examples of non-standard things you can do with your pages are:

- Information Sheet 13 - [Creating Tabs or Accordions in General Content \(PDF\)](#)
- Information Sheet 14 - [Using Expanding Content \(PDF\)](#)
- Information Sheet 15 - [Creating an Image Menu \(PDF\)](#)
- Information Sheet 17 - [Embedding Video \(PDF\)](#)
- Information Sheet 21 - [Creating an Image-based Department Homepage \(PDF\)](#)
- Information Sheet 28 - [Creating Highlighted Text Blocks \(PDF\)](#)
- Information Sheet 29 - [Adding a Page Intro \(PDF\)](#)