

# CMS Training: Upgrade

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## Introduction

These exercises are intended for users who have attended CMS Contributor Training but are now required to work as a Moderator rather than a Contributor. Work through the exercises in your own time and contact us if you have any queries.

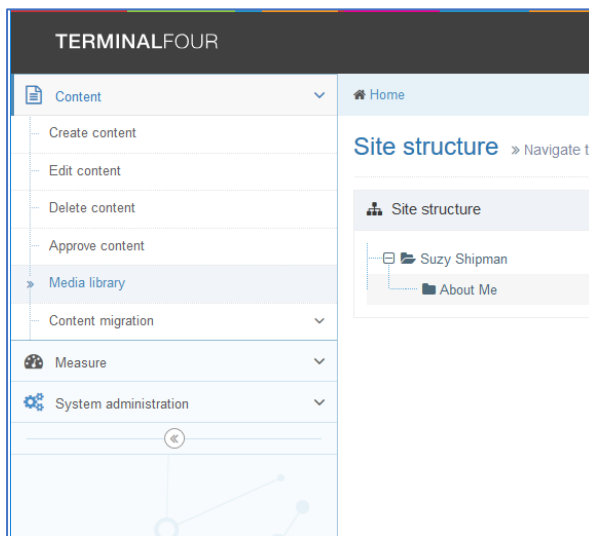
## Contents

CMS Training: Upgrade.....	1
Introduction .....	1
Exercise 1 – Adding Media Library Categories .....	3
Exercise 2 – Creating a new section.....	5
Exercise 3 – Approving Content .....	7

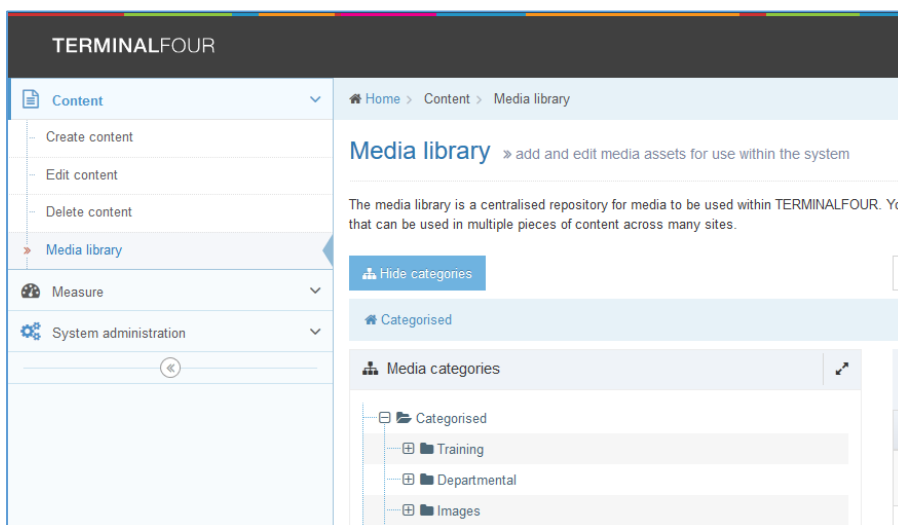


## Exercise 1 – Adding Media Library Categories

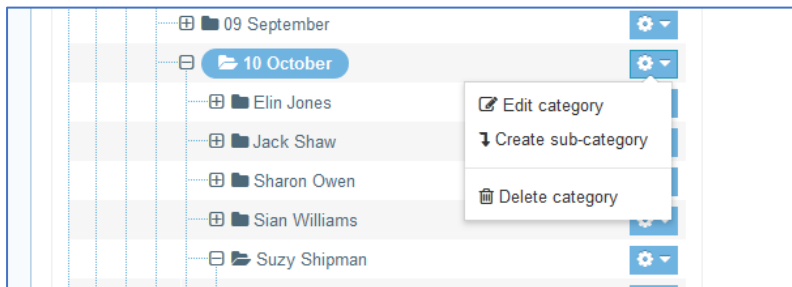
1. Open the CMS by opening a browser (Firefox is recommended) and typing cms.aber.ac.uk into the address bar. Log in using your usual username and password.
2. Click on the Content menu on the left of the screen and select Media Library.



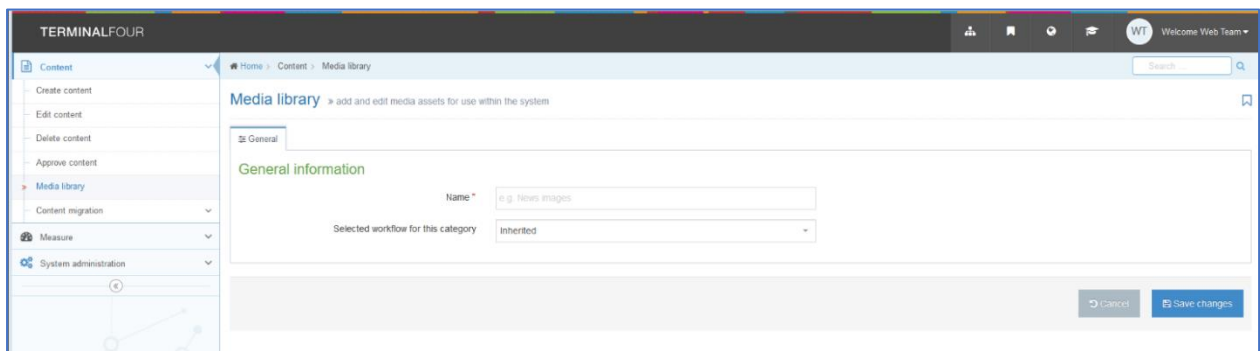
3. Expand the 'Categorised' category on the left of the Media library by clicking on the plus sign next to it so that you can see the Training category within it.
4. Expand the Training category.



5. Scroll down to find the appropriate year and month (from when you had your contributor training), then find the sub-category with your name on it and expand it.
6. Click on the cog to the right of the relevant month's category and choose 'Create sub-category' from the menu that appears.



7. Give your new sub-category a name (e.g. training upgrade) in the screen that appears:



8. Click 'Save changes' to finish.
9. Expand the relevant month's category by clicking on the plus sign next to it and find your new sub-category.
10. Click on the cog to the right of your new category and choose 'Create sub-category' from the menu that appears.
11. Name your new category "images" and click 'Save changes'.
12. Expand your sub-category so that you can see your new images sub-category inside it.

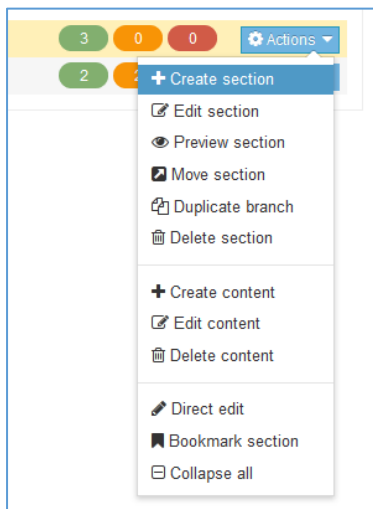
## Exercise 2 – Creating a new section

1. Return to the Site Structure by clicking on the TERMINALFOUR logo at the top left of the screen, or the Site Structure symbol in the menu at the top

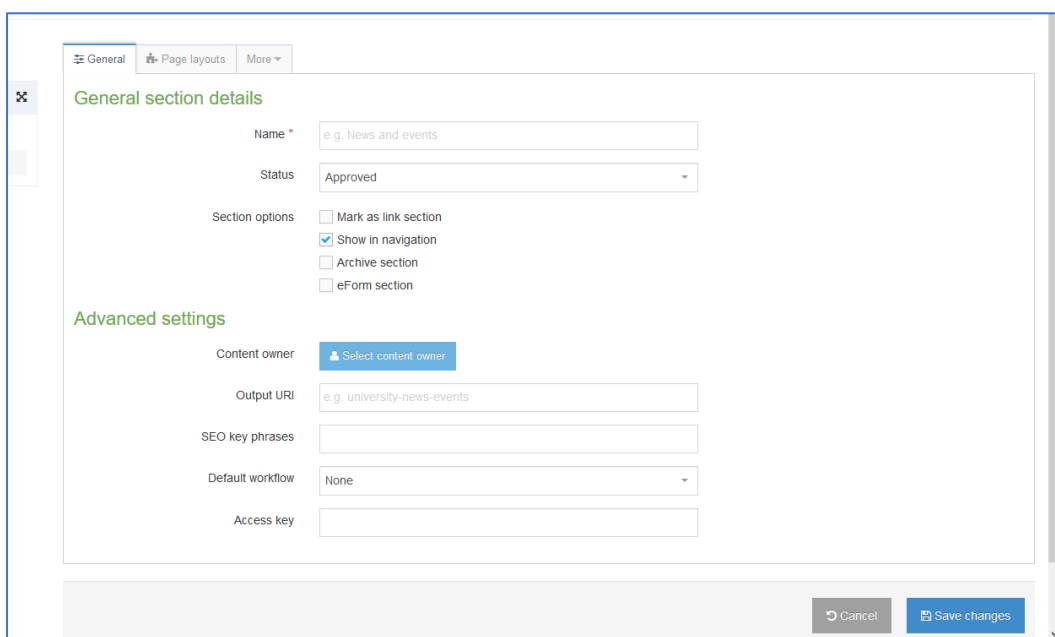
right of the screen:



2. Click on the 'Actions' button to the right of your main section (the section with your name on it) and choose 'Create section' from the menu that appears:



3. The General section details screen appears:



4. Type the name of your new Section in the Name box (e.g. About Me).
5. Type the output URI in the Output URI box (e.g. about-me)
6. Click 'Save changes' to finish.

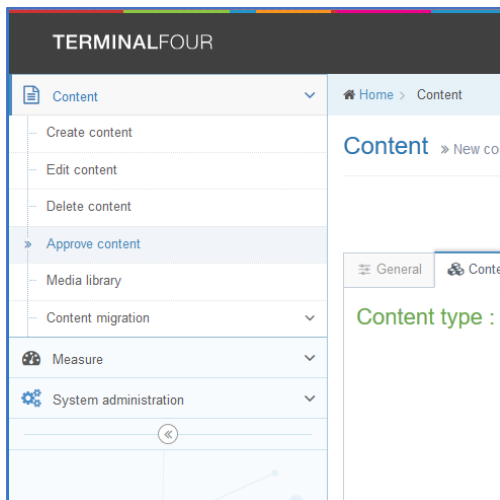
**Useful Tips:**

The URI should be lowercase, with spaces replaced by hyphens (-). Don't use any other symbols.

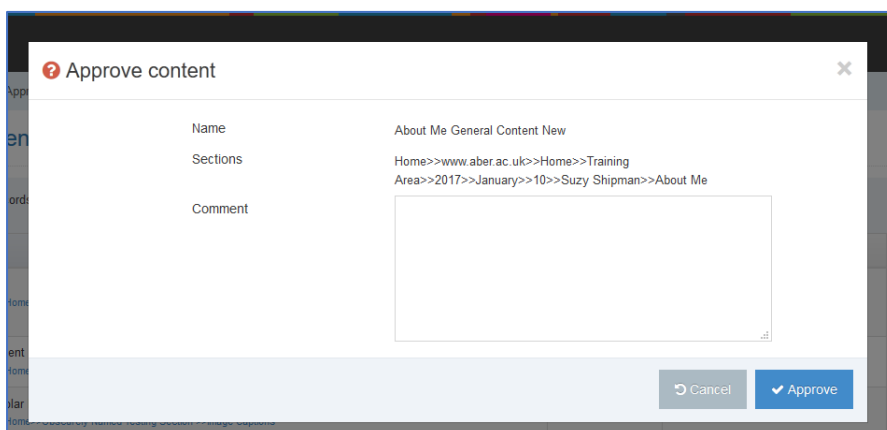
If you're not sure what topic to use for your page, why not make it an "About Me" page?

## Exercise 3 – Approving Content

1. Click on the Content Menu on the left of the screen and select 'Approve Content'.



2. Click on the first item of content to view the content in the CMS Editor
3. Click the Preview button (top right) to check how the content looks in the preview.
4. Return to the TerminalFour tab and use the back button to return to the Approve content screen
5. Click on the 'Actions' button to the right of the content you are approving and choose 'Approve' from the menu that appears.
6. Enter comments (if required) in the 'Approve content' pop-up that appears:



7. Click the 'Approve' button to finish.
8. Repeat for all the content that is awaiting approval.
9. Switch language to Cymraeg and repeat the process.

**Useful Tip:**

Your page would now be ready to be published if you were working a “proper” web page. The Web Team run regular publishes so if your content is approved it will be published along with all other approved content.

Training Evaluation Form:

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