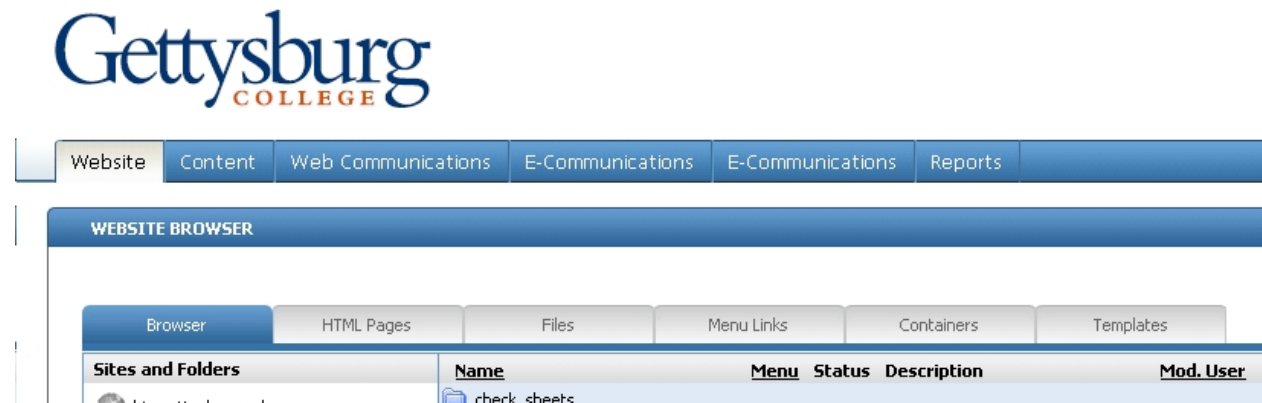


## CMS Basic Training Part 1

The basic setup:

When you log into CMS, you will see a number of tabs at the top.



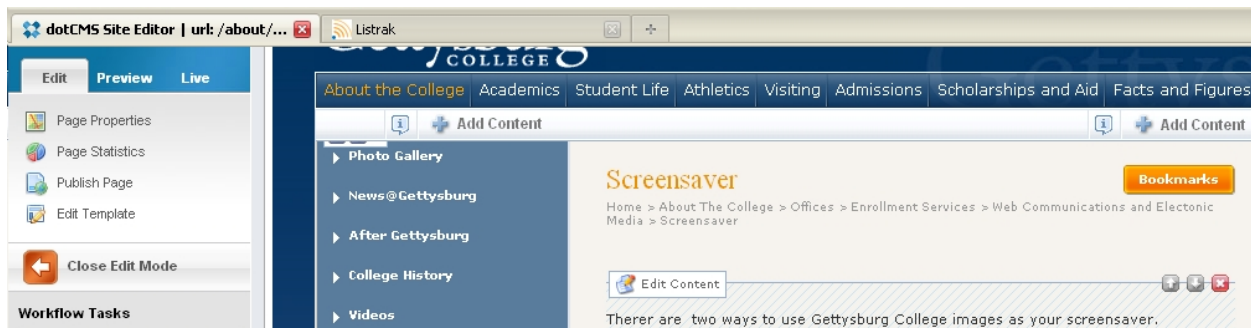
We are interested in Website and Content

CMS has a folder structure

- Web pages and other files(images and pdfs) live in folders
- Content lives on pages (but also under the Content Tab at the top so you can create and edit content outside of the page it lives on)

### 1. Editing content

- a. This is what we do most frequently. Update pages. Log into CMS, find the folder where your page lives, find the page, open it (in edit mode) and edit the content.



To edit content, we click the edit content button. The content will open and we can use the WYSIWYG window to edit. We can also look at the code by clicking text view.

Some notes: Please don't use h3, h4, h5, h6. Please do not change the font. Only change the size if absolutely necessary. Do not center align text ([It's harder to read.](#))

If you are pasting from Word, use the paste from Word button. (Even then, you may want to check your code.) You can always paste to Notepad first and then recopy and paste into WYSIWYG window. <http://www.le.ac.uk/webcentre/basicskills/text.html>

When you are finished, click save and edit. Note: If CMS logs you out while editing content, use your browser's back button, copy the content you were working on. Log back into CMS and open the content and paste from Word. (or copy the html code and repast that)

## 2. Creating content

- a. Click the add content button and select "new content." You will need to name your content. Use something like your office name first so that it is easy to identify, ex. "Web comm New schedule09"
- b. Follow the steps above, using the WYSISYG window.

## 3. Loading images and files

- a. A tip for images: upload the size that you will need for the web. 72 ppi is recommended resolution for the web. Picnik.com is a good website for online photo editing:  
<http://www.picnik.com/>
- b. Right click on the folder you are going to upload to. If you do not have an image folder, I would suggest creating one and within that creating a folder for each year, for organizational purposes.
- c. Select new → image or file. If you are uploading multiple images, you can select "multiple files."
- d. Browse for your images.
- e. Select, give a title and description and save and publish.
- f. To use you images in the content, open the content, select the Tree button in the WYSIWYG window and browse for your image.
- g. Give you image a name and description.
- h. By selecting the appearance tab, you can align, resize, and put space around your image.
- i. If you need to edit your image, select it and click the tree button.

## 4. Reusing content

- a. Under the add content button, select "reuse content" A window will open allowing you to search for your content. You can search by title or for text in the body of the content.
- b. Once the results appear, select the content you want to use.
- c. This allows you to use the same content on many pages. For example, the listing of area hotels:
  - i. [http://www.gettysburg.edu/parents/hotels\\_and\\_restaurants/area\\_accommodations.dot](http://www.gettysburg.edu/parents/hotels_and_restaurants/area_accommodations.dot)
  - ii. [http://www.gettysburg.edu/visiting\\_gettysburg/lodging\\_and\\_restaurants/](http://www.gettysburg.edu/visiting_gettysburg/lodging_and_restaurants/)
  - iii. [http://www.gettysburg.edu/visiting\\_gettysburg/gettysburg\\_area/lodging\\_andaccommodations.dot](http://www.gettysburg.edu/visiting_gettysburg/gettysburg_area/lodging_andaccommodations.dot)
  - iv. [http://www.gettysburg.edu/family\\_weekend/hotel-accommodations.dot](http://www.gettysburg.edu/family_weekend/hotel-accommodations.dot)
  - v. [http://www.gettysburg.edu/civilwar/visiting\\_gettysburg/gettysburg\\_area/lodging\\_andaccommodations.dot](http://www.gettysburg.edu/civilwar/visiting_gettysburg/gettysburg_area/lodging_andaccommodations.dot)

