Introductions

Web Services

Jay Massey ~ Asst. Director
Christina Anderson ~ Front-end Web Designer

Who are you?

Name ~ Department ~ Web account(s) you are migrating
Agenda

UWF Web 3.0 Objectives & Status
Logging in to Site Manager (sandbox & ArgoNet)
Understanding the Interface
Understanding Sections (renaming & adding)
Modifying Content
  – BREAK –
Direct Edit
Adding Links
Media Library (images & documents)
Approve Content
Questions
Web 3.0 Project Objectives

Transition the current Dreamweaver-maintained website to an enterprise-level content management system (CMS) and responsive web design (RWD)

- Promote brand unity and consistency
- Increase opportunities for internal and external engagement
- Improve access to quickly and efficiently update web content
- Reflect the legitimacy of UWF's quality and uniqueness
Responsive Web Design (RWD) Example

(RWD) is a development approach we are taking with the CMS. It is used to create websites that are easy to read and navigate with a minimum of resizing, panning, and scrolling across a wide range of devices.
Current CMS / Migration Status

Web Services architecting site structures within Site Manager

CAS Authentication has been implemented

WS developing and will provide Pre-launch Steps to all Web Developers & Content Providers

Launch Timing:

- Alpha – December 4, 2013
- Beta - January 28, 2014
- Final - March 25, 2014
Lorem Ipsum

Proin semper viverra luctus diam

University News

March 27, 2013  UWF to host lecture on “Firearms, Self Defense and the Public Interest”

March 26, 2013  University of West Florida College of Business maintains prestigious AACSB Business Accreditation

March 25, 2013  UWF Downtown to host final lecture featuring U.S. Poet Laureate

Featured Events

March 28  10:00 AM - 5:00 / UWF Pensacola
Tagged 2013: Student Art Exhibition

March 28  10:00 AM - 5:00 / UWF Pensacola
LWF Downtown Series presents An Evening with Natasha Trethewey

March 28  10:00 AM - 5:00 / UWF Pensacola
Student Government Association (SA Senate)

Sign Up for a Campus Tour

270 x 150

270 x 150
Rights & Roles
<table>
<thead>
<tr>
<th>User Rights &amp; Roles</th>
<th>VISITOR</th>
<th>CONTENT PROVIDER</th>
<th>WEB DEV</th>
<th>ADMIN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>visitor</td>
<td>contributor</td>
<td>moderator</td>
<td>power user</td>
</tr>
<tr>
<td>View Published Content</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Add Content</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Modify Content</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Delete Content</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Add to Media Library*</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Approve Content</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create Site Structure</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Publish Now*</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Assign and Create New Users*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approve Content</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Publish Channels*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create Styles, Workflows, Navigation &amp; Templates</td>
<td>✔️</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Establish Channels, Websites and Intranets</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assign and create new users</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manage Users, Styles, Workflows &amp; Templates</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reports</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Access Control</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Set Configuration</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Depends on user's access/configuration
Logging In
Site Manager LOCAL Login (training)

https://166.78.161.231/terminalfour/SiteManager

NOTE: URL and credentials are case sensitive
The Interface

- Menus
- User Profile Options
- Section Menus
- Reports indicators and content status bars
- Site Structure
- Widgets
Functions in Site Manager

IMPORTANT
**TIP:** Do not use browser “back” button in Site Manager...

...you could lose your work.
Sections
# Understanding the New Navigation

<table>
<thead>
<tr>
<th><strong>WEBSITE NAVIGATION EXAMPLE</strong></th>
<th><strong>NAV ELEMENT DESCRIPTION</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Web Services</strong></td>
<td><strong>Nav Group Name</strong> (Not a page)</td>
</tr>
<tr>
<td>Building Web Stuff</td>
<td>Web Page (or section link)</td>
</tr>
<tr>
<td>Training Web Stuff</td>
<td>Web Page (or section link)</td>
</tr>
<tr>
<td>Reviewing Web Stuff</td>
<td>Web Page (or section link)</td>
</tr>
<tr>
<td><strong>Support</strong></td>
<td><strong>Nav Group Name</strong></td>
</tr>
<tr>
<td>FAQs</td>
<td>Web Page (or section link)</td>
</tr>
<tr>
<td>Online Training</td>
<td>Web Page (or section link)</td>
</tr>
<tr>
<td>Group Training</td>
<td>Web Page (or section link)</td>
</tr>
<tr>
<td><strong>About</strong></td>
<td><strong>Nav Group Name</strong></td>
</tr>
<tr>
<td>Web Services Overview</td>
<td>Web Page (or section link)</td>
</tr>
<tr>
<td>Web Services History</td>
<td>Web Page (or section link)</td>
</tr>
<tr>
<td><strong>Contact</strong></td>
<td><strong>Nav Group Name</strong></td>
</tr>
<tr>
<td>Contact Form</td>
<td>Web Page (or section link)</td>
</tr>
</tbody>
</table>

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**Web Services**
Bldg. 12, Rm. 119  
11000 University Pkwy.  
Pensacola, FL 32514  
(850) 474-2427  
web@uwf.edu

**Office Address Information**
Training Site Structure - Sections
Sections Practice

Site Structure

• Pages 2-4 in Training Material →
• This is where you will start most actions
• TIP - T4 logo is quick link

Sections

• Name / Rename a Section
• Add a Section Group
• Add Section Pages
• Move a Section
**TIP:** Do not rename the grey “hidden” sections

...those are for Web Services use.
Build Site Structure – Exercise

Objective

Make sure you are in YOUR section

The first part of building a website is identifying at least the high level architecture. In Site Manager this involves building a Site Structure consisting of sections (folders)

There are a variety of different types of sections

- Normal Section not hidden from navigation
- Hidden Section
- Root Section (level 1 of a Channel or Micro Site)
- Mirrored Section (original location with write access)
- Mirrored Section (“new” location with read access only)
- Archive Section (content is not updated on publish)
- Section with Access Control (only groups with access can view this section)
Build Site Structure – Exercise cont.

How To

1. If you are not already on the Site Structure screen, click the T4 logo or Site Structure icon.

2. At the level instructed by the trainer, add a new section with your name. To do so, hover over the Section Drop-Down Menu and select Add Section.

3. Enter the relevant information to create a section. As a minimum, the Name must be filled in. All other default options are explained on the next page.

4. Enter a name for the section and click Add.

5. Repeat the steps above to build a site structure with at least three main sections. A minimum of one section should contain sub-sections as well.
Build Site Structure – Exercise cont.

How To

6. When creating sections, the only required element is Name. The elements are all described below:

• Name: this is the name of your section and is typically also used directly in the menu navigation.
• Output URI: this is the Uniform Resource Identifier. It can be used to create a friendly URL or a shorter URL.
• Status: select Approved, Pending or Inactive. Approved sections will publish if they contain approved content. Pending sections will not publish. Inactive sections are marked for deletion and can be permanently deleted by an Administrator.
• Show in Navigation: if unchecked, the section will not appear in navigation and will be displayed in the Site Structure with a grey folder icon.
• Make this a Link Section: check this to create a section linking directly to another section or an external URL. This section cannot contain content.
Content
Content Types

Content Types are used to make it easy to add different types of content to a webpage (e.g. text, images, links, downloads, etc.)

Content Types are determined by the Web Services

It is possible to use multiple Content Types on one webpage

A Content Type is selected when adding new content
## Selected UWF Content Types

<table>
<thead>
<tr>
<th>Content Type Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Page Title &amp; Callout</td>
<td>Title and text callout at top of page</td>
</tr>
<tr>
<td>General Content</td>
<td>Main content type on internal pages</td>
</tr>
<tr>
<td>Column Boxes</td>
<td>Displays 2-3 column boxes</td>
</tr>
<tr>
<td>Staff Gallery Placeholder + Item</td>
<td>Creates a staff page</td>
</tr>
<tr>
<td>UWF Code Only</td>
<td>Add snippets of CF code into your site</td>
</tr>
<tr>
<td>Banner Image</td>
<td>This is used to display multi-banner slider</td>
</tr>
<tr>
<td>Single Banner</td>
<td>Used to add a single banner to the page</td>
</tr>
</tbody>
</table>
Content Type Examples
Content Type Examples – Cont.

**News Content Type**

**Gallery Image Type**
Adding / Modify Content w/ TinyMCE

Modify content, update details.

Section: Home » Sample Data » Home » Events

General Information Content Placement Channels Options

Content Template: Page with heading

Name *
Events

Title
Events!

Main body

Keep up to date with upcoming events by keeping an eye on our Events area.
If your department is holding an event please send and email with details to events@terminalfour.com.
WYSIWYG Tips

**Paste as Plain Text**
Use this when copying content from a different source. This method of pasting is recommended, to ensure clean, valid, accessible web code.

**Remove All Formatting**
Use this to ensure clean and accessible information after pasting information from elsewhere into Site Manager. Reformat your content with Site Manager as necessary.

Only use this feature if you are adding content to the page **for the first time**, otherwise you will lose any previous formatting.

**Insert Section Link**
This allows you to link to a **section** within the UWF website within Site Manager.
Content Practice

Content
• Pages 6-10 in Training Material →
• Modify Content
• Copy / Paste
• Direct Edit (does not work well with Chrome)

Links
• Section Links
• Content Links
• External Links
Content – Exercise

Objective

Make sure you are in YOUR section

There are numerous ways to add and modify content in Site Manager. We are going to use Direct Edit to add a new piece of content, with internal and external links.

How To

1. From the Site Structure screen, select Direct Edit from the Section Drop-Down Menu beside the section you just added content to.
2. A Direct Edit screen opens with a red dotted line surrounding any content for which you have editing rights.
3. Click Modify Content from the Direct Edit menu on the left.
Media Library
Media Library Practice

Media Library
  • Images
  • Documents

 Approve Content
Media Library Practice
Media Library Practice
Getting Help
Training Material & Resources

Terminalfour Site Manager
Step-by-step Guide
Practice with your handout

UWF CMS Updates
http://uwf.edu/cms/

UWF Web Style Guide
http://uwf.edu/webpresence/style-guide/

Terminalfour Extranet
https://extranet.terminalfour.com/
When in Site Manager, go to Help and select Extranet. The menu is broken up into sections:

- **Documentation**: The structure follows Site Manager navigation. Version and minimum user level is highlighted for all documentation. The documentation is spilt into Contributor and **Moderator (Content Provider)** to allow you to quickly find information relevant to you.
- **Training Material**: contains training material for Moderators.
- **eLearning**: contains eLearning packages for Moderators.
- **Video Demos**: contain video demonstrations of training exercises.
Questions?

If you or anyone in your unit has questions, comments or concerns related to the CMS training or migration, please don’t hesitate to reach out to us:

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**Christina Anderson**  
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