

RADFORD UNIVERSITY

# New Radford.edu

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Content Administrator's Guide

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## Getting Started

### Accessing Content Administration Tools

Content for the site is managed through CQ5, a browser-based content management system (CMS). In order to manage content, you must first log in to the system. Your credentials to access the CMS are the same as those used to access other resources on Radford University's network.

### Logging In

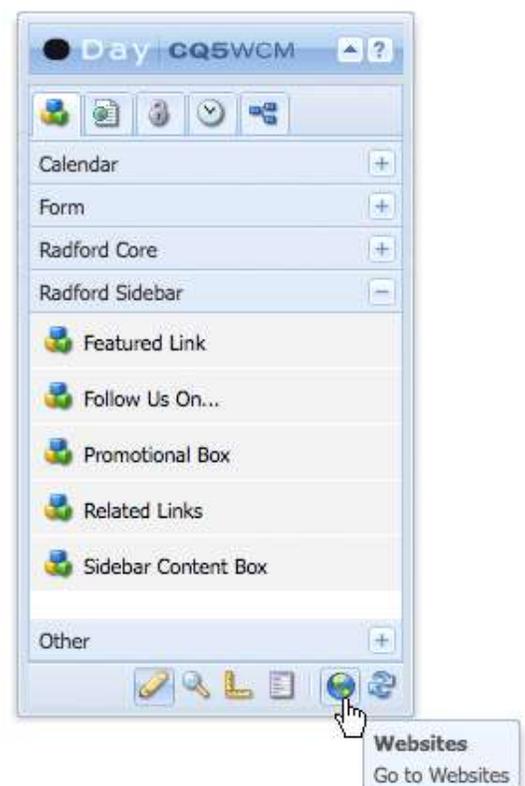
- To access the login page, visit <https://author.radford.edu>. Please note that you must use "https" to login. If you are off campus, you will be required to be on Radford University's Virtual Private Network (VPN).
- Sign in using your username and password.
- Click "OK."
- Click on "Websites" (see image below). Everything you do within the CMS will be done in this area of the site.



### Getting Around

Double clicking on any page will open up that page in Edit mode in a new tab, leaving your Websites dashboard available behind it. Once in Edit mode, a floating toolbar, called the "Sidekick," will appear with options to use different views, including:

 Edit mode,  Preview mode, and Websites (see right).

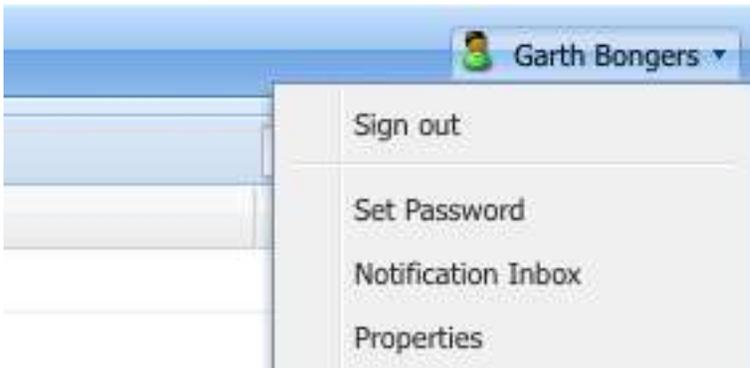


**NOTE: You will not be able to make edits to any pages for which you do not have permissions.**

## Logging Out

The option to log out of the CMS changes depending on where you are. On the welcome screen (partially pictured above), the option to sign out will be next to your name.

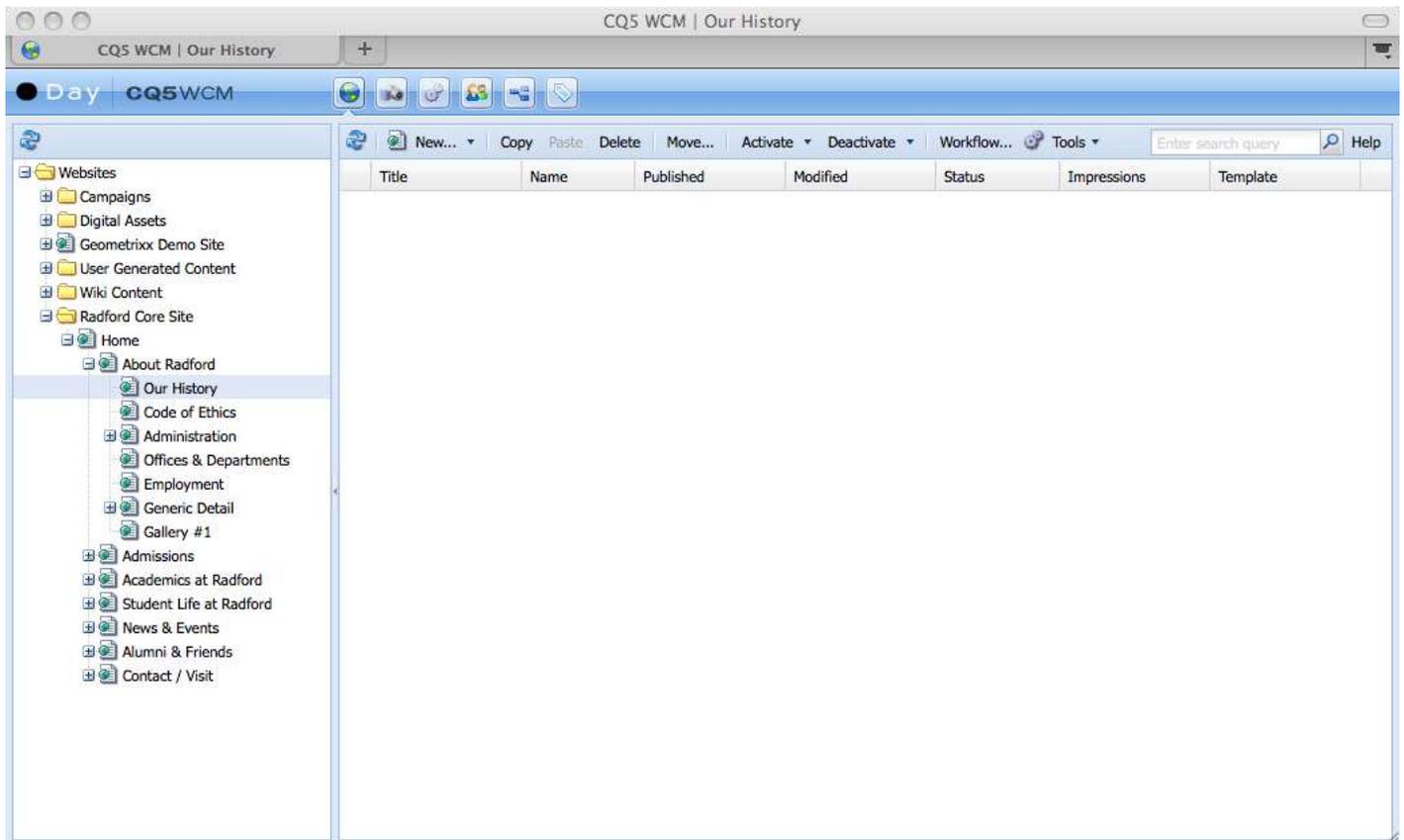
After entering any of the sections made available on the welcome screen (e.g. Websites, Digital Assets, Tools, etc.), the option to log out is made available in the top right corner of the window.



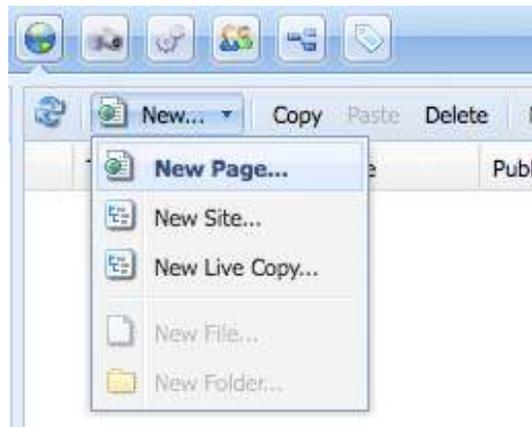
# Adding and Editing Content

## Creating Pages

- From the welcome page, click the “Websites” button to get to the Website Manager.
- To get to your site, expand (+) the file labeled with your site’s name. This will show you the top level of the site. You should be able to see each section. You can expand and/or select each section to see the pages within it.
- Expand the sections until you come to the place where you want to add a new page. If you want to add a page “within” or “underneath” an item, then click on the item itself. Let’s say you want to add a page underneath “Our History.” Select “Our History” in the left navigation.



In the right area, click the “New...” dropdown and select “New Page...”



- Fill in the “Title,” which will appear as the main page title and in the left sub-navigational menu (“sub-nav”).
- Fill in the “Name,” which will appear in the URL. This cannot have any spaces (we recommend replacing spaces with hyphens [“-”]).

Example:

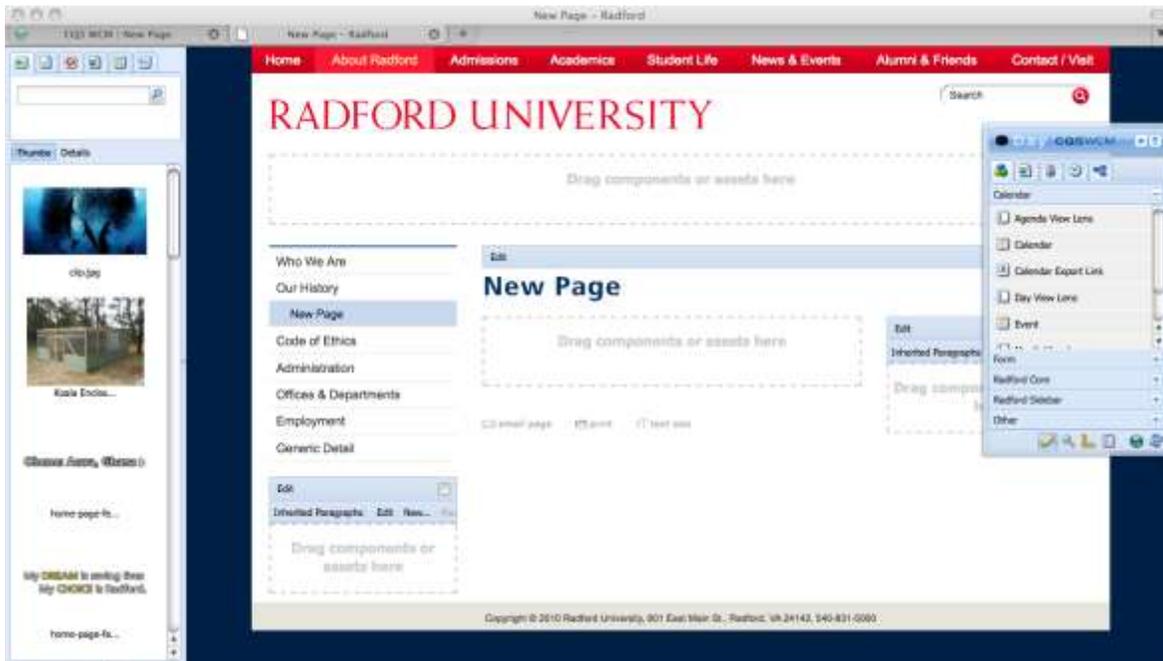
Title: New Page

Name: new-page

### ***Adding Content to a New Page***

To add content to your new page, double click on it in the left navigation. That will open the Page Editor in a new tab in your browser and you’ll be able to edit it from there.

If you want to return to the Website Manager, you can either return to your previous browser tab, or click on the Websites button at the bottom of the Sidekick.



When using the Page Editor, you have the opportunity to affect or view the page in a number of modes. The mode you are first placed in when visiting the Page Editor is “Edit mode.” This enables you to add new content or edit and remove existing content.

To add new content, you must first figure out what type of content you’d like to add. Most of the time it will be “Text.” Sometimes you may want to add “Text & Image.” Other times, content may be added that falls into the sidebar.

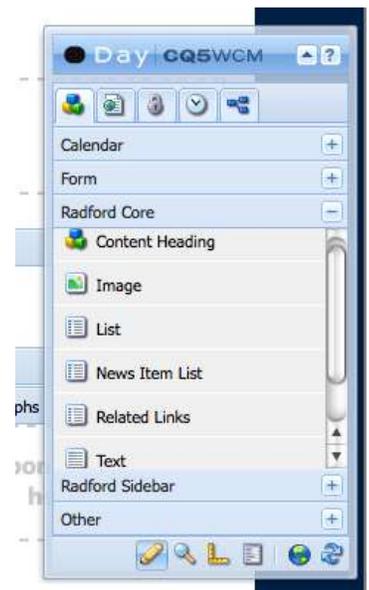
### ***Adding and Formatting Text***

In the Page Editor, a floating toolbar called the Sidekick is always present. It contains different groups of “components” or “content types.” Currently, those groups include: “Calendar,” “Form,” “Radford Core,” “Radford Sidebar,” and “Other.” There are several other groups which contain many other components, but they’re either unused or inappropriate for the particular types of pages that you’ll be working with. It’s possible, over time, as the website evolves, that more components and groups will appear that enable additional functionality.

Within the “Radford Core” group, you’ll see a number of different components that can be added to the page. You can drag and drop them onto the placeholder (dotted-rectangle that says “Drag components or assets here”).

If you want to add paragraphs with the option to add bullet lists, indented text, links, etc., you can drag and drop the “Text” component onto the placeholder.

Once you’ve done this, you’ll see your new paragraph area, selected with an orange box around it, like this:



Edit

# New Page



Drag components or assets here

Double click on it to open the editor. From there you can add content and format it as appropriate. If you would like to edit the content within the context of the page, click the component once when it is orange instead of double clicking it. The orange box will turn green, and content can be edited or added directly without opening the editor.

**NOTE: Not all components provide in-context editing like the Text component. Also, in-context editing only offers a subset of the available options made available by the full rich text editor. For quick and simple edits, in-context editing, when available, is easy and convenient.**

**NOTE: Certain components can only be added to certain areas of the page. Dragging a component from the Sidekick will give a visual cue as to whether or not the component can be dropped on the page in a given area. See Figures 1 and 2.**

## Adding a Header

- Drag and drop the “Content Heading” component onto the placeholder on the page from the Sidekick. Then double click on “Page Heading.”
- Select the size of the header (Large, Medium, or Small).
- Add the “Heading Text” and select “Okay.”

## Adding a Link

While inside the editing mode for the text component, you can add a link. Select the phrase that you’d like to link and click the “Hyperlink” button.

Then you can 1) add a URL that you’d like it to link to, or 2) select the “Browse” button (to the right) to select a page from the CMS or a file from the Digital Asset Manager.



Figure 1

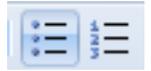


Figure 2



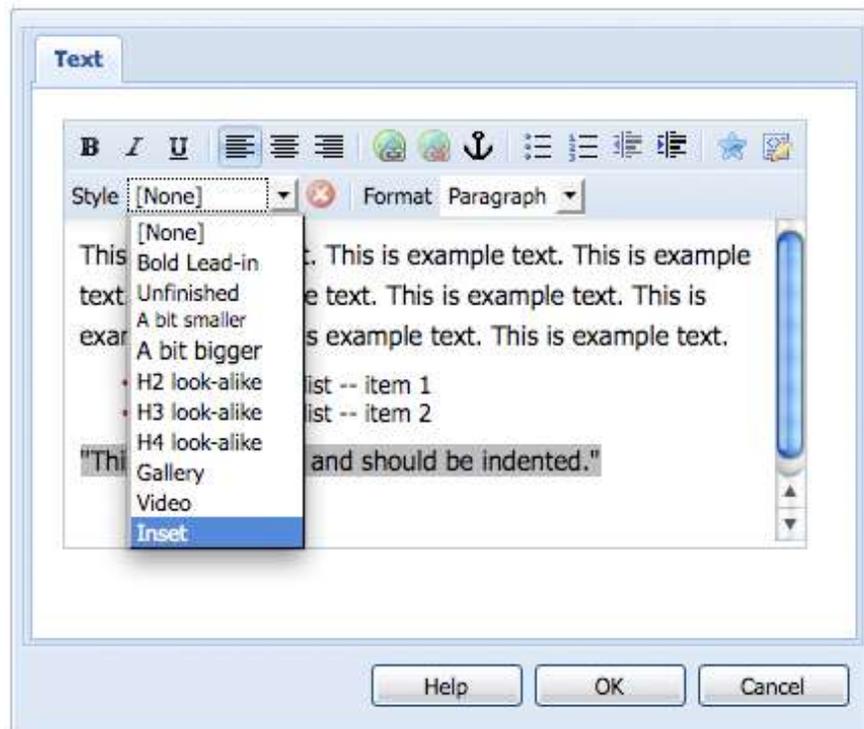
## Adding a List

While you're still in the editing view of the Text component, you can add a bullet list by selecting the "Bullet List" button or an ordered list by selecting the "Numbered List" button.



## Special Formatting

If you have a quotation or some block of text that you would like to inset, select the text and click on the Style dropdown, then select the "Inset" style.



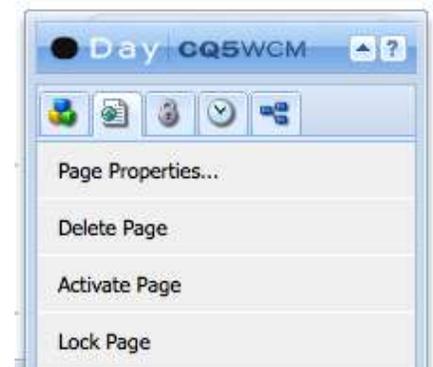
To create the "bold lead-in" for a text paragraph at the beginning of a page, select the appropriate text (usually the first complete phrase, or the first sentence if it's very short), then in the Style dropdown, select "Bold Lead-In."

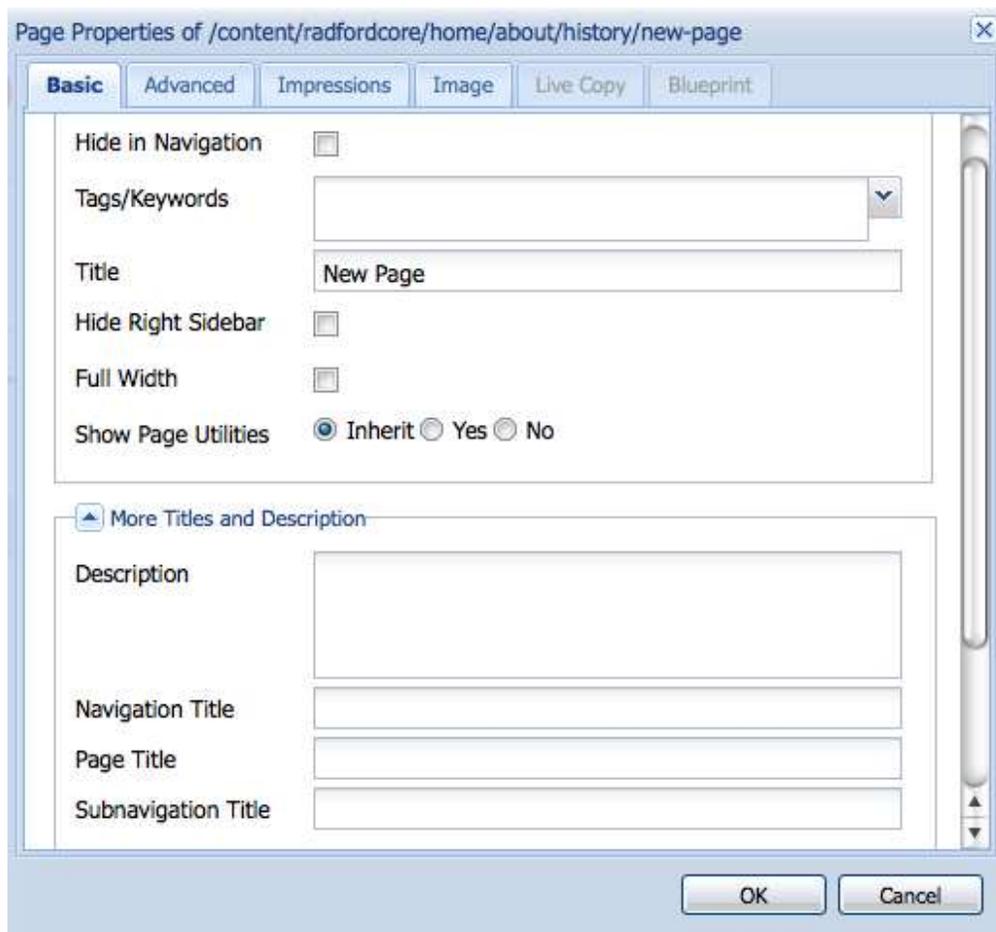
Other Style changes (for example, H2 and H3) are handled differently (see below).

## Page Properties

To change Page Properties, see the tabs at the top of the Sidekick. Click on the second tab from the left and select "Page Properties...." The Page Properties dialog will open for the current page.

From this dialog box you can change the Title of the page. Note: This will only change the page title and will not affect the name of the page (what shows in the URL).





If you select the “Hide in Navigation” checkbox, this will remove the page from the primary (top) and secondary (left) navigation menus.

If you select “Hide Right Sidebar,” this will hide the right sidebar and make the content expand to the right side.

Checking “Full Width” will remove the left column/sidebar, which includes the sub-navigational menu. The right sidebar will continue to show if the “Hide Right Sidebar” option is not checked.

For space reasons, you may want to have a shortened version of your Page Title in the left navigation. You can do this by adding a new “Navigation Title” and “Subnavigation Title.” You will need to apply the change to both of those in order to make them appear in both locations. The “Subnavigation Title” will change what it says in the dropdown menu. The “Navigation Title” will change what appears in the left navigation. If you change the “Navigation Title” or the “Subnavigation Title” but would like the Page Title to stay the same, you will also need to put that in the “Page Title” field, even if it appears in the “Title” field above. **NOTE: To avoid user confusion, variations of the Page Title should be made only when necessary and limited to true abbreviations and other commonly intuitive variations.**

### ***Deleting a Component***

Right click on the component you would like to delete and select “Delete.” Click “Yes” to confirm.

## Adding Sidebar Content

There are three different sidebar types:

Sidebar With Header

SIDEBAR HEADER:  
TREBUCHET MS 17/21



Sidebar text: Arial 13/18. Copy is representative and is for position only. Sidebar text: Arial 13/18. Copy is representative and is for position only. Sidebar text: Arial 13/18.

LINK 

Sidebar With Photo Header



Radford University President  
Penelope W. Kyle

"Radford University has a rich history and tradition of service to society, and also fills a valuable niche within the Commonwealth's system of higher education. We have great students doing high quality academic work and we have a strong faculty dedicated to student achievement..."

[More from President Kyle...](#)

Sidebar With No Header

"Radford University has a rich history and tradition of service to society, and also fills a valuable niche within the Commonwealth's system of higher education. We have great students doing high quality academic work and we have a strong faculty dedicated to student achievement..."

[More from President Kyle...](#)

Edit 

Inherited Paragraphs | Edit New... Paste

SIDEBAR HEADING

Drag components or assets here

NEW PAGE 

To create a sidebar with a header:

- Double click on the placeholder located on the right side of the page.
- Select "Sidebar Content."
- Add the heading to the "Title" field.
- If you would like to have a button link at the bottom of your sidebar content, add the phrase that you would like linked in the "Button Label" field. Add the URL or select a page or file you would like the button to link to and click "Okay."
- Add content to the sidebar by double clicking the placeholder and selecting the "Text" or "Image" component.

To create a sidebar with a photo header:



This text was added to the "Description" field.

- Double click on the placeholder located on the right side of the page.
- Select “Sidebar Content.” Leave the “Title” and “Button Label” fields empty and click “Okay.”
- In the white placeholder, drag and drop an “Image” component from the Sidekick. After adding an image, double click or right click and select “Edit” to go into Edit mode.
- Under the “Advanced” tab, you can add “Alt” text and a “Description.” This “Description” will appear as the image caption.

To add content to this type of sidebar, double click on the “Drag components or assets here” box located in the gray placeholder of the sidebar component (pictured below).



To create a sidebar with no header:

- Double click on the placeholder located on the right side of the page.
- Select “Sidebar Content.” Leave the “Title” and “Button Label” fields empty and click “Okay.”
- Drag and drop the “Text” component onto the gray placeholder (pictured directly above).

### ***Disabling Inherited Components***

Child pages automatically inherit any sidebar components that are added to their parent page. For example, if a sidebar component was added to the Admissions landing page, then every page inside the Admissions section would automatically inherit that sidebar component (unless the sidebar was hidden on that specific page). To disable inherited components, select the “Edit” button in the sidebar’s toolbar. Check the “Disable inheritance” checkbox and click “Okay.”



## Adding Related Links

- Double click on the placeholder located underneath the left navigation. Expand the “Radford Sidebar” group and select the “Related Links” component.
- Click the “+” plus button to add a related link. Enter the URL or page/file that you would like to link to in the left field. Enter the phrase you would like linked in the “Title” field. If the referenced resource is a page managed by the CMS, and no “Title” was provided, the title of the referenced page will automatically be used.

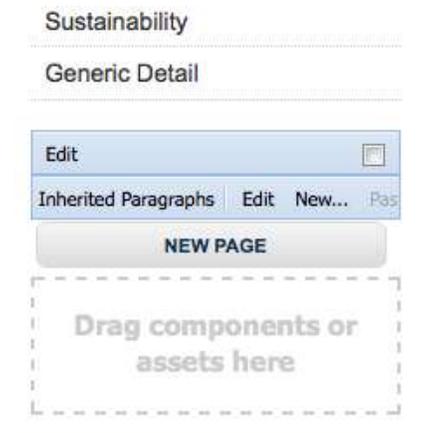


## Adding a Promo Link

- Double click on the placeholder located underneath the left navigation.
- Expand the “Radford Sidebar” group and select the “Featured Link” component.
- Enter the URL you would like the featured link to link to or select a file/page from the website directory.
- Enter the phrase or word you would like linked and click “Okay.”

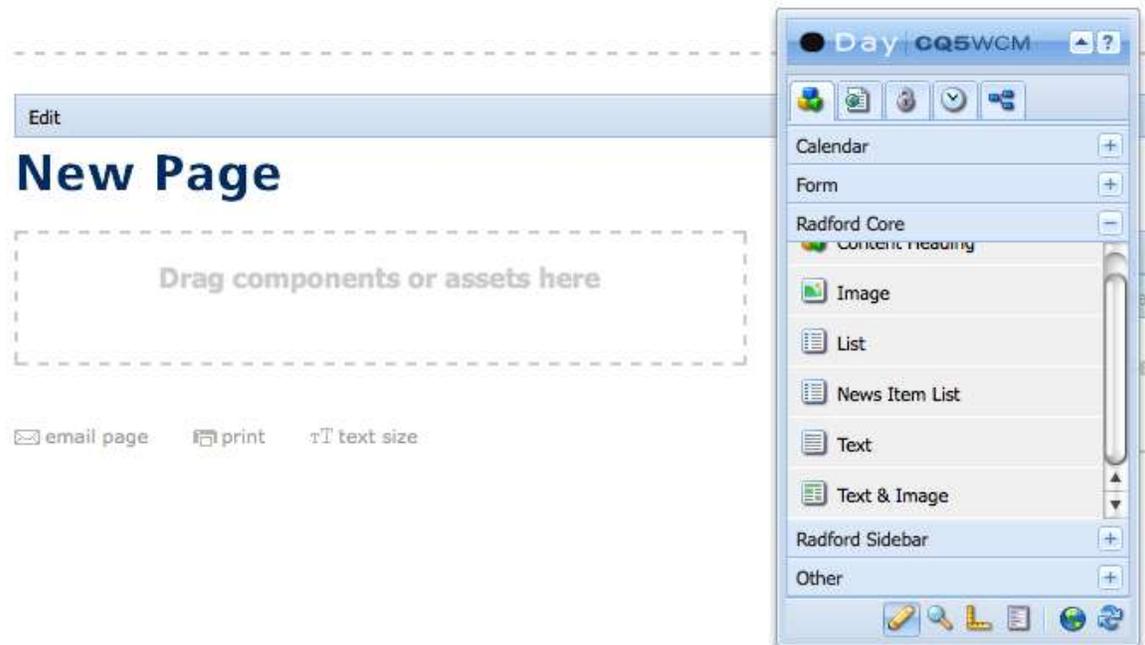
## Adding Columns of Content

- In the Sidekick, expand the “Other” group and drag and drop the “2 Columns” (or “3 Columns” etc.) component onto the page. You will see two boxes to drop components or assets into side by side.
- Double click in one of the boxes and expand the “Radford Core” group to add text, an image, etc.



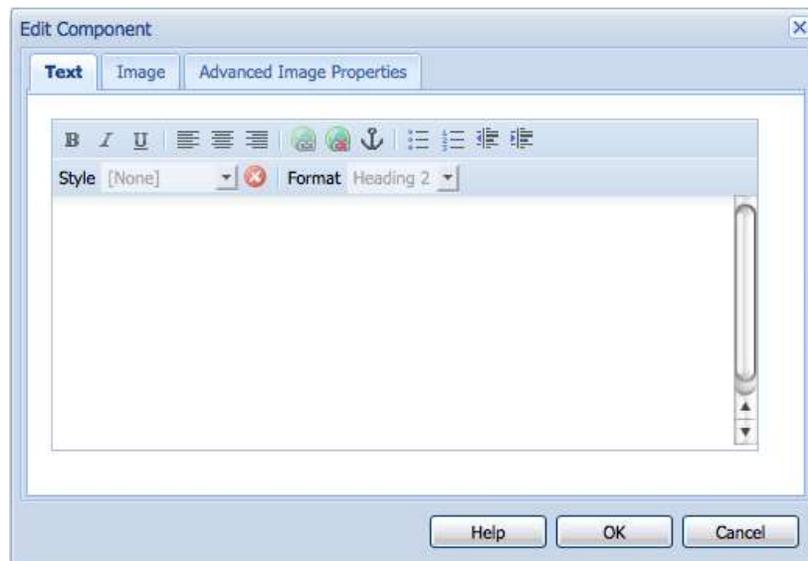
## Adding Text & Image

In order to make text wrap around an image on the page, you will need to add a “Text & Image” component.



There are two ways to add a component to a page: 1) You can drag and drop the component (from the Sidekick to the placeholder). If you choose this way, you will then have to double click on the component to get into Edit mode. 2) Another way to add a component is to double click on the placeholder and then expand the “Radford Core” group and select “Text & Image.”

Once in Edit mode, you will see this pop-up:

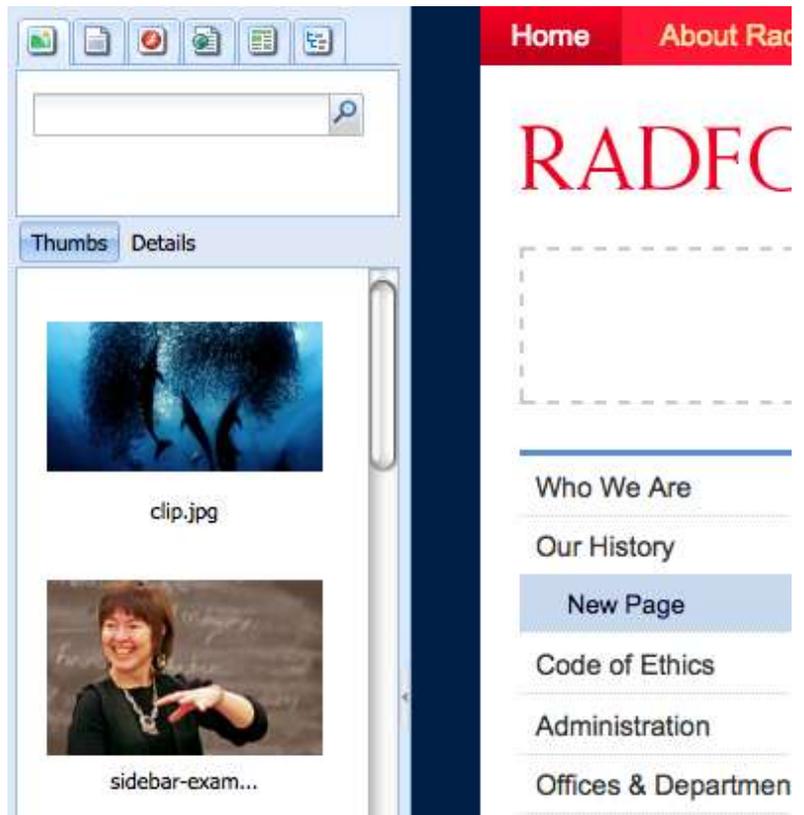


You can add text in the “Text” tab and add an image through the “Image” tab. There are two ways to do this. You can drag and drop an image from the Digital Assets directory on the left side of your page. There is a search box if you know the name of the image you’d like to drop in.

You can also click to upload an image, but if you choose this way, the image will not be included in the Digital Asset Manager and will not be available to any other page or component without being uploaded again. It’s best to upload the image to the Digital Asset Manager instead to encourage easy re-use of resources.

After dropping an image in, go to the “Advanced Image Properties” tab to add “Alt” text, apply a style, add a “Description” (otherwise known as the caption), link it to a URL, file or page, change the size, or enable breaking after the component, etc.

You can anchor the image left and make the text wrap on the right side of the image or you can anchor the image right and make the text wrap on the left side of the image. See the specs document previously supplied (radford\_photo\_size\_specs.pdf) for recommended sizing and placement protocols.

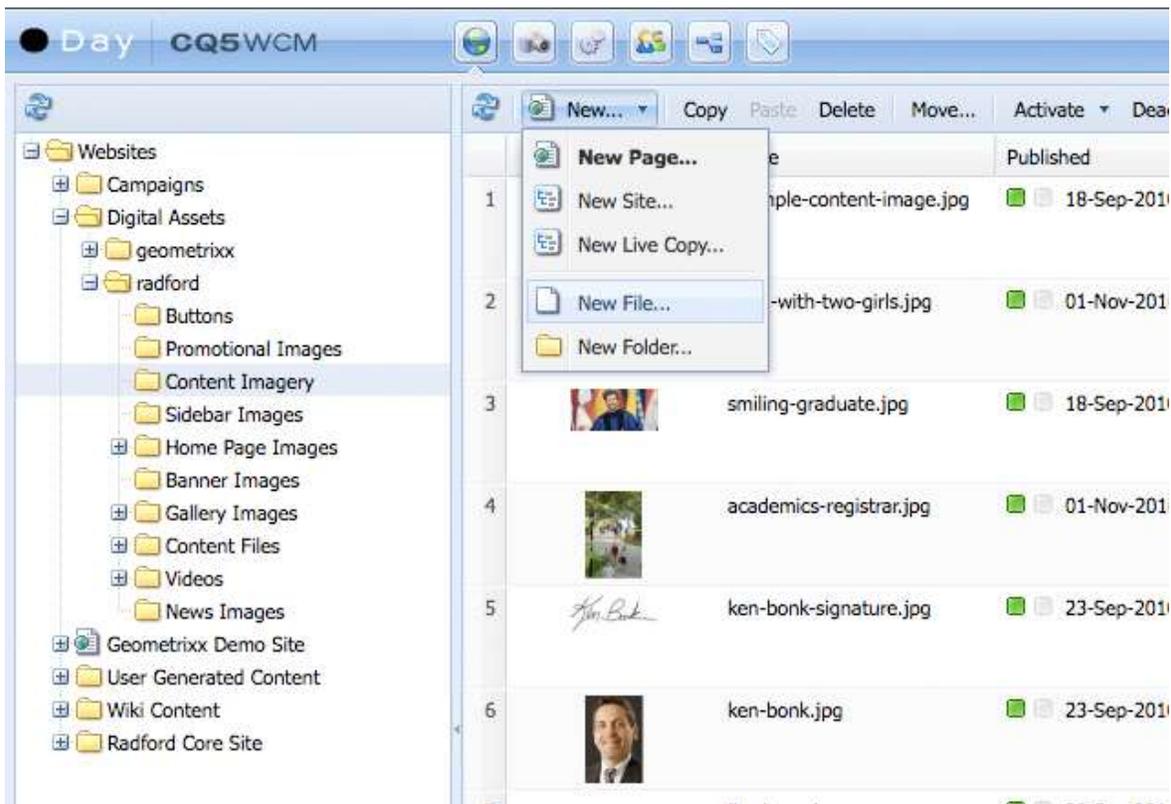


Selecting “Break After Image” will enable this Text & Image component to break after the image and will cause any following component to appear under the image instead of flowing next to it.

### ***Uploading an Image or Document***

- Return to the Day welcome screen and click the “Websites” button.
- If you’re adding an image that you will be placing in as content then go to Websites > Digital Assets > radford, then select the “Content Imagery” folder.

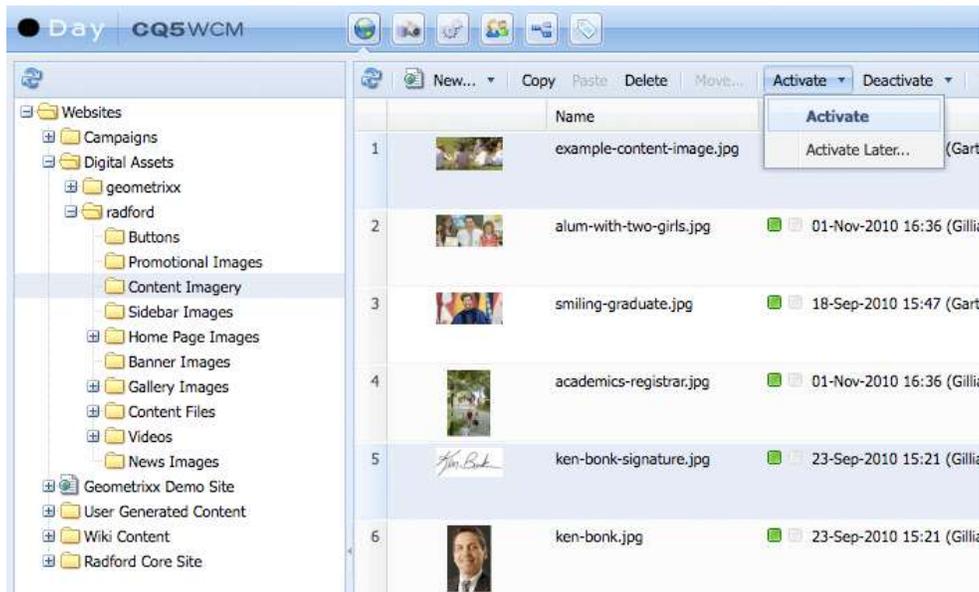
Click on the “New...” dropdown and select “New File...”



A pop-up window will appear, from which you can browse your computer and select images to upload.

If you want to upload a text file (PDF or MS Word document, for example), select the “Content Files” folder. Click on the “New...” dropdown and select “New File....” A pop-up window will appear, from which you can browse your computer and select files to upload.

Whether you’ve uploaded an image or text file, you will then need to select the uploaded file and click “Activate” in order to publish that file.



## Publishing a Page (or Pages)

“Activating” a page is the process that moves the page into the live website. Depending on the access granted to you, you might not be able to activate the web page. Instead, the page may need to be moved through a workflow before it can be activated.

Workflows are processes that cause the page to be sent through a set of steps before finally being moved to the live website. Most commonly, a simple publishing workflow would send a new or edited page from an Author to an Owner. The Owner can accept the new or edited page, provide his/her own edits, or reject it, causing it to return to the Author, often with a message explaining the rejection.

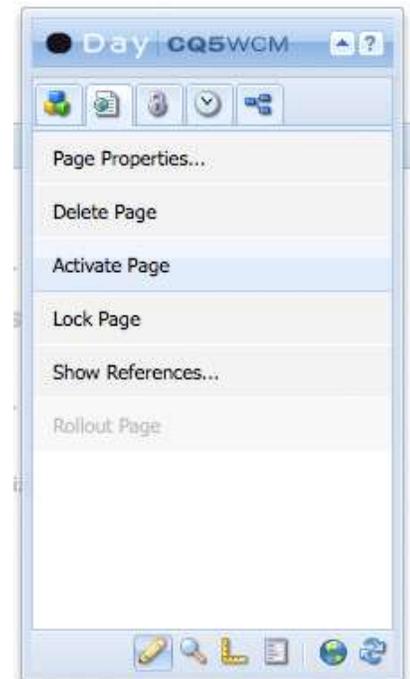
### From Page Editor

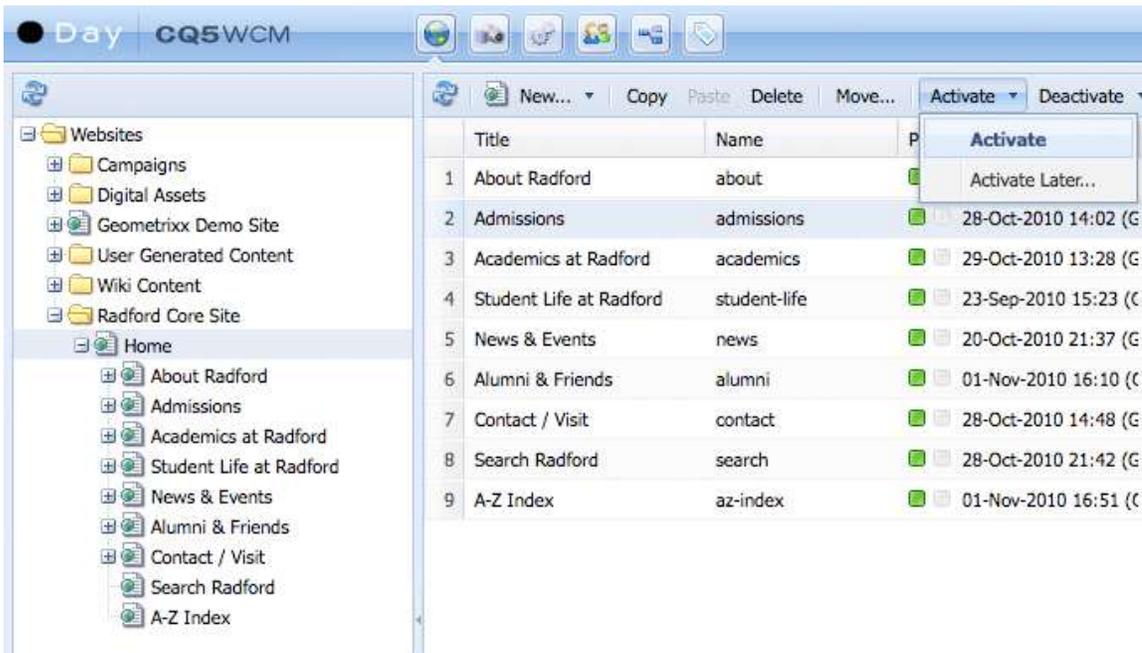
You can publish a page while you’re editing it by going to the “Page” tab on the Sidekick (second from left) and selecting “Activate Page” (see right).

### From the Website Manager

- Go to the CQ5 welcome screen. Click the “Websites” button.
- To publish a page individually, find that page in the left navigation and select it. Then click “Activate” (see below).

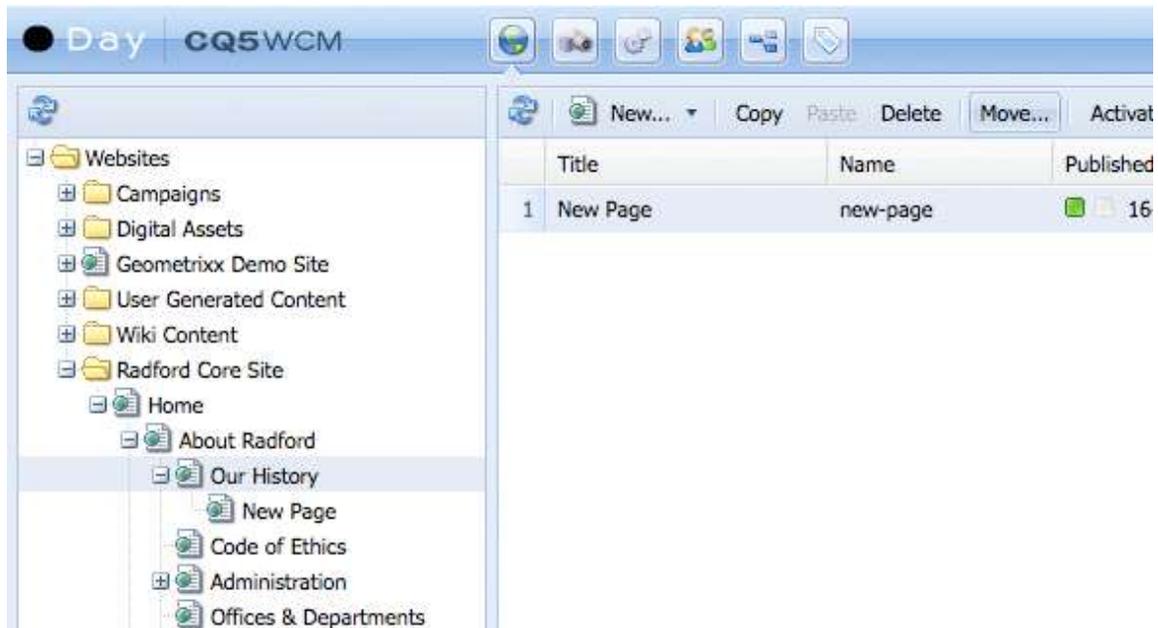
**Note: This will only publish the page(s) selected and will not publish any child pages.**



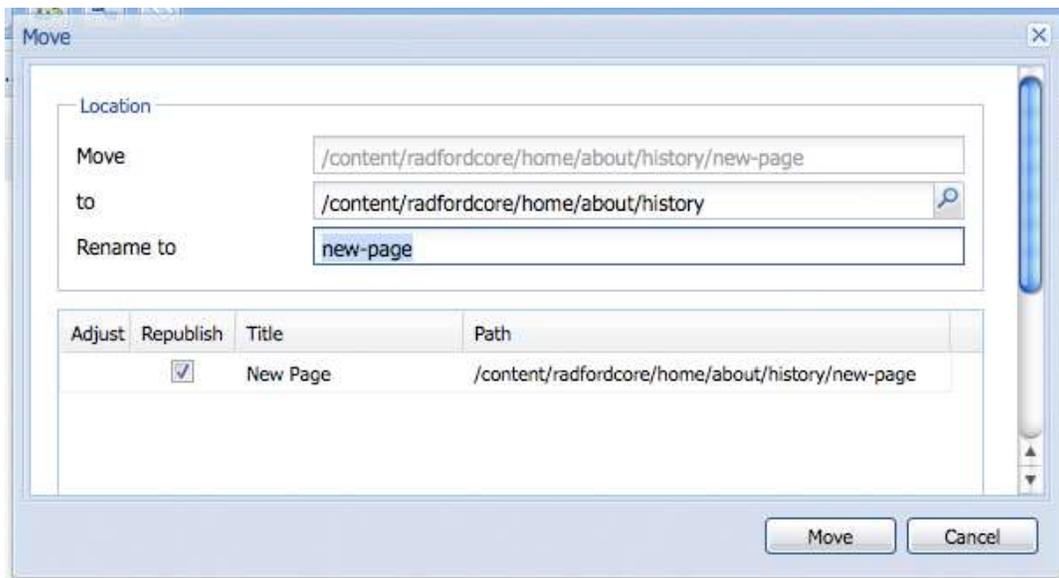


### ***Renaming or Moving a Page***

- Go to the CQ5 welcome screen. Click the “Websites” button.
- Find the section that contains the page you would like to rename or move. To rename or move “New Page,” select “Our History” in the left navigation so that “New Page” appears in the window to the right. Select “New Page” and click “Move...” to rename or move.



A pop-up window will appear with a field called “Rename to.” After renaming, click “Move.”



To move a file, select the search or “Browse” icon and find the new location.

### ***Placing an Image in a Pop-Up Window***

- If you have a large image that you would like to show in a pop-up window, you can drag and drop the “Image” component onto the content page from the Sidekick.
- Select your image from the Content Finder on the left side of the window and drag it onto the “Image” component.
- Once your image is in place, right click and select “Edit” (or double click the image). Add the “Alt” text and change the width to be “324” px . You are making a smaller version that will be linked to the pop-up of a larger version.
- From the “Link” field, click the “Browse” button to search for your image in the directory [Websites > Digital Assets > radford > Content Imagery].
- Select your image and click “Okay.” Now you are taken to the “Advanced” tab again.
- Click on the “Decorator” dropdown and select “Pop-up Image.” You may need to publish or refresh your page for the Enlarge widget to appear. Remember to look at the specs document (radford\_photo\_size\_specs.pdf) for recommended sizing and placement protocols.

You can repeat this process in a sidebar component.

### **What are Decorators?**

When an image on a page is linked to other “rich” content, such as a video or gallery, the Decorator tells the page to dress the image with a graphic overlay. Applying a Decorator is not required, but it does help the user to identify what the image is linked to. Currently, there are three available Decorators: Image Pop-Up, Video and Gallery.

### **Adding a Vimeo Video**

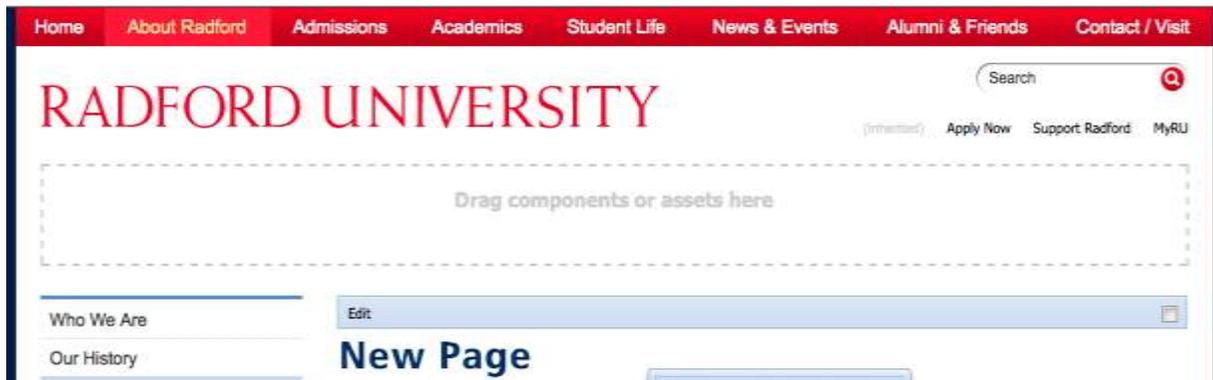
- Expand the “Other” group of the Sidekick and drag and drop the “Vimeo Video” component onto the main content box.
- Right click and select “Edit.”
- Enter the clip ID of your Vimeo video. The clip ID is the numeric code that appears at the end of the URL of a video hosted by Vimeo. For example, in the URL “http://vimeo.com/6419995,” the clip ID would be 6419995.
- Specify the dimensions of the video (see specs document). While the height and width can be adjusted freely, they should match the aspect ratio of the original video to prevent skewing the image.
- If the video is going to appear in a pop-up layer, it should be given a title and description. This content should be added in the “Title” and “Description” fields in the Vimeo Video editing dialog box. See the next section on how to open a Vimeo Video in a pop-up layer.

### **Placing a Vimeo Video in a Pop-Up from a Sidebar**

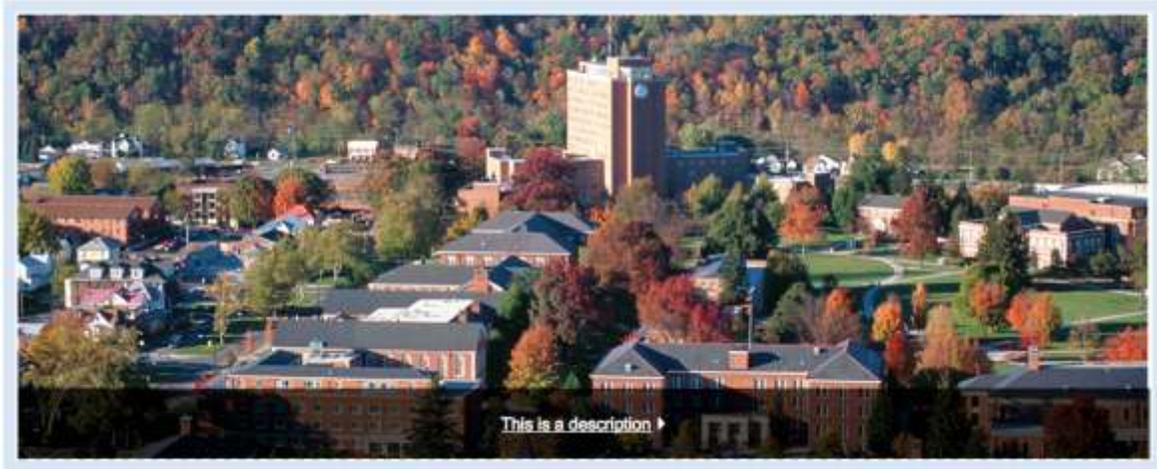
- Create a new page (see instructions above) within/underneath the page that will have the link to the pop-up video.
- Name this page according to the video title.
- Double click to open it in the Page Editor. Go into “Page Properties” to hide it in the navigation and to hide the right sidebar (see instructions for both above).
- Double click on the placeholder, expand the “Radford Multimedia” group and select “Vimeo Video.” Enter the “Clip ID,” “Title,” and optionally, “Description.”
- Leave the newly created video page and return to its parent page (or the page that will link to the pop-up).
- Double click on the placeholder located on the right side of the page. Select “Sidebar Content.”
- Add the heading you would like to the “Title” field and click “Okay.”
- Drag and drop the “Image” component onto the white placeholder.
- After dragging and dropping the image you’d like (we recommend getting a still from the video) into the “Image” component, right click and select “Edit.”
- In the “Link to” field, browse for the newly created video page and select “Okay.”
- In the “Decorator” dropdown, select “Vimeo Video.”
- Drag and drop a “Text” component to the white placeholder in the sidebar to add a video description (or other content).

## Adding a Banner Image

- Upload your banner image to the Websites > Digital Assets > radford > Banner Images folder.
- From the Page Editor, drag and drop the “Image” component onto the placeholder at the top of the page. On the left side of the page in the image directory, you can search for your uploaded banner image to drag and drop into the “Image” component.



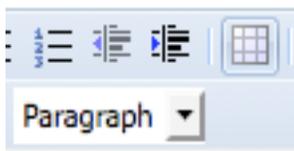
If you right click the banner image and select “Edit,” you can add description text and a link. These will appear in a black faded band at the bottom of the banner image.



## Making a Table

Tables are designed to show data in a tabular format. They have many features, visual and semantic, which help show or describe axial relationships between the data held by the table. Unfortunately, even simple tables can be complex constructs and arduous to assemble. Fortunately, the CMS has tools available to help the user construct relatively simple tables that will accomplish most of what is needed.

The table tools are made available through the “Text” component. Create a new instance of the “Text” component by dragging it from the Sidekick and dropping it into a placeholder on the page.



Double click (or right click and select “Edit”) on the newly added “Text” component. Once in Edit mode, click the “Table” button (see left) to add a table.

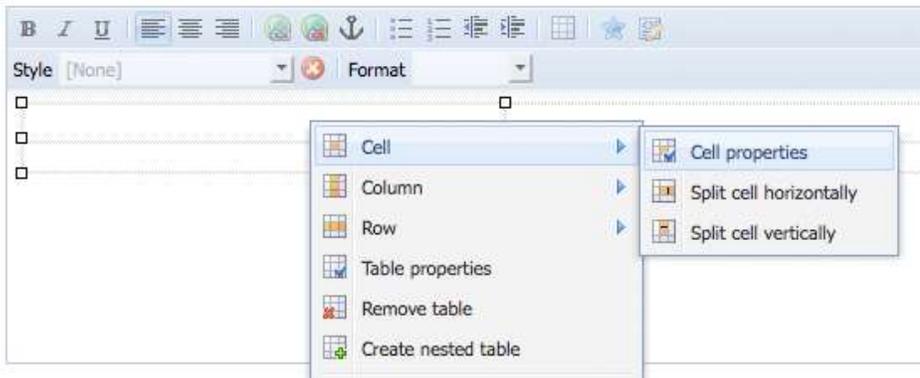
A pop-up will appear where you can specify the number of columns and rows you’d like the table to have. Note: You can add and remove cells, columns, or rows at any time.

In that same pop-up, you can choose if you’d rather have the “First row,” “First column,” or “First row and column” be the header of your table. We strongly recommend that all tables have at least one header. Then you can specify the “Width” (we recommend “100%” width for most tables). You can leave the “Height” blank, as this will be determined by the amount of content rows. Set the “Border,” “Cell padding” and “Cell spacing” to “0.” In the “Style” dropdown, select “Alternating Row Colors,” then click “Okay.”

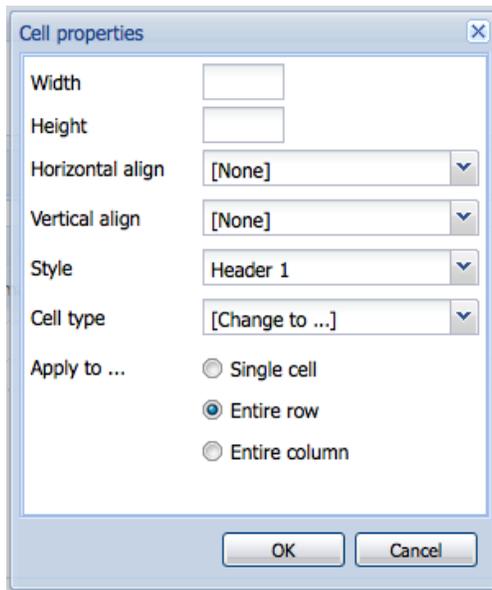
You will now have an outline of your table. If you have chosen the first row to be your header, then right click in that first row, hover over “Cell” and select “Cell Properties” (see below).

Table properties	
Columns	2
Rows	2
Header	First row
Width	100%
Height	
Border	0
Cell padding	0
Cell spacing	0
Style	Alternating Row Colors

OK Cancel



A pop-up will appear. Click the “Style” dropdown and select “Header 1,” then select “Apply to Entire Row.”



Which style of header you choose to apply depends on the data being entered into the table. The “Header 2” style is less emphasized, and usually only used in conjunction with “Header 1” as a way to visually distinguish between a primary header, and a secondary header.

Fall Semester 2010				
Payroll	Start Date	End Date	Timecard Due	Pay Date
1	August 30	September 24	September 27	October 12
2	September 25	October 22	October 25	November 9
3	October 22	November 16	November 20	December 7

</content/radfordcore/home/admissions/paying-for-college/undergraduate/aid/student-employment.html>

You also have the “Horizontal align” dropdown, where you can specify if you’d like your text to align left, center or right. Below that is the “Vertical align” dropdown, where you can specify if you’d like your text to align top, middle, bottom or baseline.

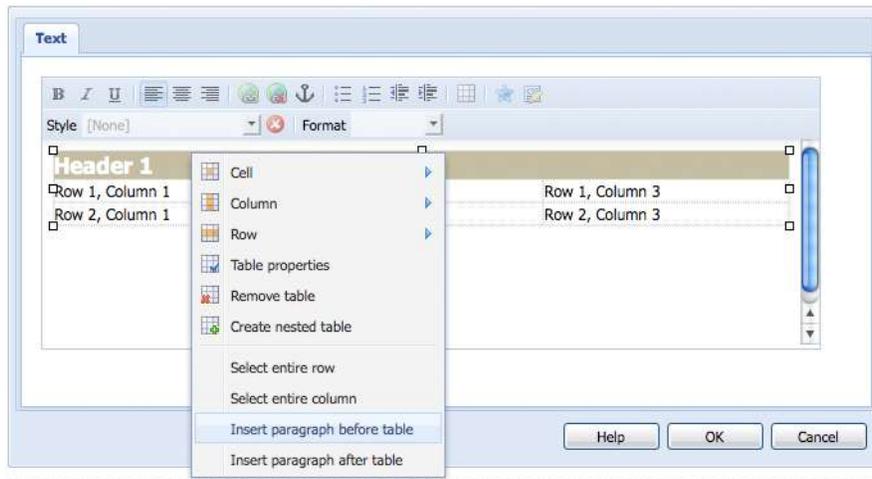
If you right click on a cell and hover over “Cell,” you will see the options to “Merge right” or “Merge down.”

To add or remove rows, right click, hover over “Row” and select “Insert before,” “Insert after” or “Remove.” Same is true for a column.

Tip: Pressing your tab key will jump you to the next cell. Once it is in the last cell, pressing the Tab key will automatically create a new row.

Note: Even though it is not pictured in Edit mode, the header text will automatically align left.

We generally put tables in their own text component but you can add content before or after the table. To do so, right click on the table and select “Insert paragraph before table” or “Insert paragraph after table” (see below).

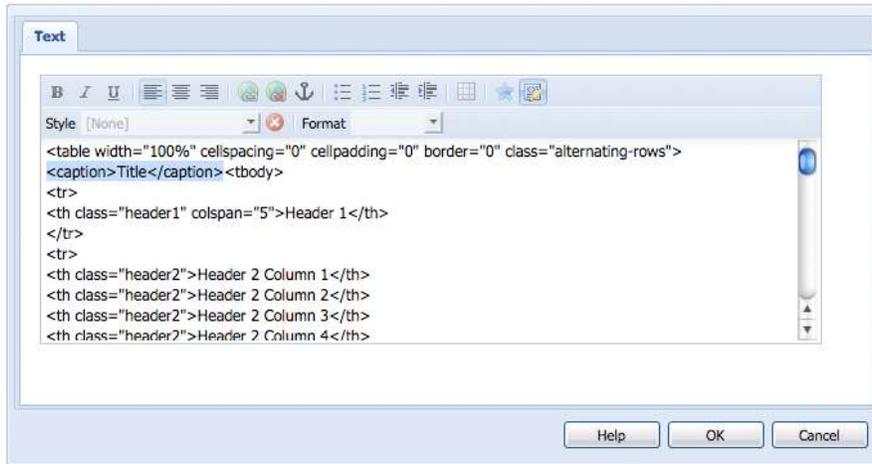


To add a title for the table, you must switch to source editing mode by clicking the

“Source Edit” button. The visual table editor currently provides no way to help you do this.

If the table is the first thing in your “Text” component, then you should see a <table> tag at the top (for example, <table width="100%" cellspacing="0" cellpadding="0" border="0" class="alternating-rows">). Directly after this table tag, add the following caption tag with your title in between the opening and closing tags:

```
<caption>Table Title</caption>
```



The <caption> tag is a semantically strong method of adding a title to a table. While you could add a separate “content heading” component or an “h3” or “h4” header prior to the table, it wouldn’t have the same styling, nor the same semantic association with the table that it precedes.

## Adding a Slideshow/Photo Gallery

- First upload the images you’d like to add to the Photo Gallery. In the Website Manager, navigate to Websites > Digital Assets > radford > Gallery Images.
- Here, select the “New...” dropdown and click “New Folder...”
- Label it accordingly (for example, Name: example-gallery, Title: Example Gallery).
- Inside the newly created folder select the “New...” dropdown and click “New File....” A pop-up will appear where you can browse and upload multiple photos.
- To add the Photo Gallery contents, create a new page in the appropriate location. We recommend placing it underneath the page that will be linking to it.
- Label this new page according to the Gallery content and double click to open it in the Page Editor.
- Go into “Page Properties” to hide it in the navigation and to hide the right sidebar (see instructions for both above).
- In the Sidekick, expand the “Other” group and drag and drop the “Gallery” component onto the placeholder on the page. After doing this, a new component called “Gallery Item” will appear in the Sidekick under the “Other” group.
- Drag and drop the “Gallery Item” component onto the newly created placeholder. You will now see an “Image” and “Text” component on the page, along with an area for a Thumbnail.
- Drag and drop your first image onto the “Image” component. The “Gallery Item” component will scale your image to the maximum width or height required by the Gallery.
- To size your image to the ideal dimensions used by the gallery, double click the image to open its editing dialog. Click the “Image” tab if it isn’t already active. Click the “Crop” button. The “Image Crop Tools”



floating toolbar will appear. From the “Aspect ratio” dropdown menu, choose the “Large Gallery Item” option. Size and position the cropping area as needed, then click the “Okay” button to dismiss the Image dialog box.

- Then double click on the “Text” component. You will want to add a title for the image and a description. Before adding any content, click the “Format” dropdown and select “Heading 2.” Now, after selecting “Heading 2,” add your title text then press Enter to go to the next line.
- Before adding description text, go back to the “Format” dropdown and select “Paragraph.” After adding description text, click “Okay.”
- Repeat process for the remaining slides.
- After activating the Gallery, find the page from which you’d like to link to the gallery pop-up. If you’re linking from an image, right click on that image and select “Edit.” From the “Link to” field, browse the directory and find the newly created Gallery page. From the “Decorator” dropdown, select “Gallery.”

