

## Glossary of Terms

<b>Approval Cycle</b>	The system allows a user to create content, then pass it to another user for approval before it's published or live on the site. Once approved, it goes live. Approvals can be done in one step (that is, content creator can directly publish) or in 2+ steps. Actions within Approval Cycle: Save; Archive; Approve; Reject; Publish; Express Publish
<b>Category</b>	Each content type (component) has its own set of categories, which are simple to create, and must be created BEFORE item is added. Categories factor into 1) widget filters (constraints) and 2) which subscription lists receive certain eNotifications.
<b>Component</b>	A section of the Content Management System (CMS) to contain, administer, and manage each <b>CONTENT TYPE</b> respectively, such as Pages, Images, Documents, News, Events, Directories, Jobs, RFPs, and so on.
<b>Content Group</b>	The Content Group selection indicates which group (staff) have oversight permissions for page content. Each Content Group has specified Workflows for publishing content. Select the appropriate Content Group for the page.
<b>Content Review</b>	Any item of content can be given a review date, and the CMS will notify the designated user, within the CMS and optionally through email.
<b>Content Type</b>	For example: Pages, Images, Documents, News, Events, Jobs, RFPs, and so on.
<b>Department</b>	List is universal across components; tag for widget constraints and eNotifications.
<b>eNotifications</b>	Site visitors can subscribe to email notifications for news, events, job posts, and RFPs based on category and/or department. 15-30-minute period to make edits or cancel before automated distribution (emails sent). Earliest advanced queue is 6 days.
<b>Layout</b>	One Column, Reverse Two Columns, Three Columns, Three Equal Columns, Two Columns, or Two Equal Columns. Note: Widgets are specific to Page Templates.
<b>Locked Content</b>	Draft is locked to creator credentials until unlocked / published by user or Super User.
<b>Main Navigation</b>	The main menu buttons on the homepage. As you hover, the "mega menu" drops down with pages and subpages.
<b>Publish/Expire Date</b>	Any item of content can be automatically published or expired from the live site, based on dates assigned. It will still be stored within the CMS, available to CMS users.
<b>Side Navigation</b>	Side column with box widget to display the main navigation menu and subpages.
<b>Page Template</b>	Depending on the content group selection, the available Page Template options will vary. Each page template can provide a unique layout and feature set of content within the site. There will be a number of default page template options you can use, and others that you can create. (See "Widget" below.) Page Templates are available to users based upon content group, and this access can be adjusted by editing the individual Page Template. (Super Users: Configurations > Page Templates)
<b>Widget</b>	Sections on the pages of the website contain various content blocks called widgets. These content blocks, or widgets, pull information from components to display it on the website. They can be set to include specific posts. When creating Page templates, you will be able to create new templates with a custom combination of widgets for different types of content, organized how you desire. Then that template is available for use throughout the site. Each site widget serves a different purpose and function, and many of them provide numerous settings that will customize the look and function to meet an individual need.
<b>Workflow</b>	Set of steps or states (Workflow States) that are applied to a piece of content. These are linear steps that must be completed in order, and all steps must be completed for the content to go live on the website. As the content makes its way through the steps, it may be approved to go forward, or it may be rejected backwards to an earlier step.

## Image Scaling – Use .jpg or .png

USE DESKTOP PHOTO EDITOR APPLICATION TO SCALE IMAGES BEFORE UPLOADING TO IMAGE LIBRARY

<b>Content Area Widget</b>	200-500px width – Consider the purpose of the picture
<b>Page Banner, Image Widget</b>	One column page layout: 1024px width Two column page layout: 500-900px width Aspect ratio is flexible so decide and crop before uploading.
<b>Photo Album</b>	Minimum 640px width by 480px height; Maximum 1024x768px Aspect ratio: 4x3
<b>Thumbnails, visionSocial (optional)</b>	<b>Facebook</b> Large image dimensions – 600 x 315 Small image dimensions – 120 x 120 "Invalid Image" dimensions – less than 120 x 120
Customize text in the message composer, title and subtitle sections as well as switching to a new image.	<b>Twitter</b> Large image dimensions: 280 x 150 Small image dimensions: 120 x 120 "Invalid Image" dimensions: less than 120 x 120
<b>Other Specific Need</b>	If photos are meant to be viewed full size or downloaded, scale accordingly

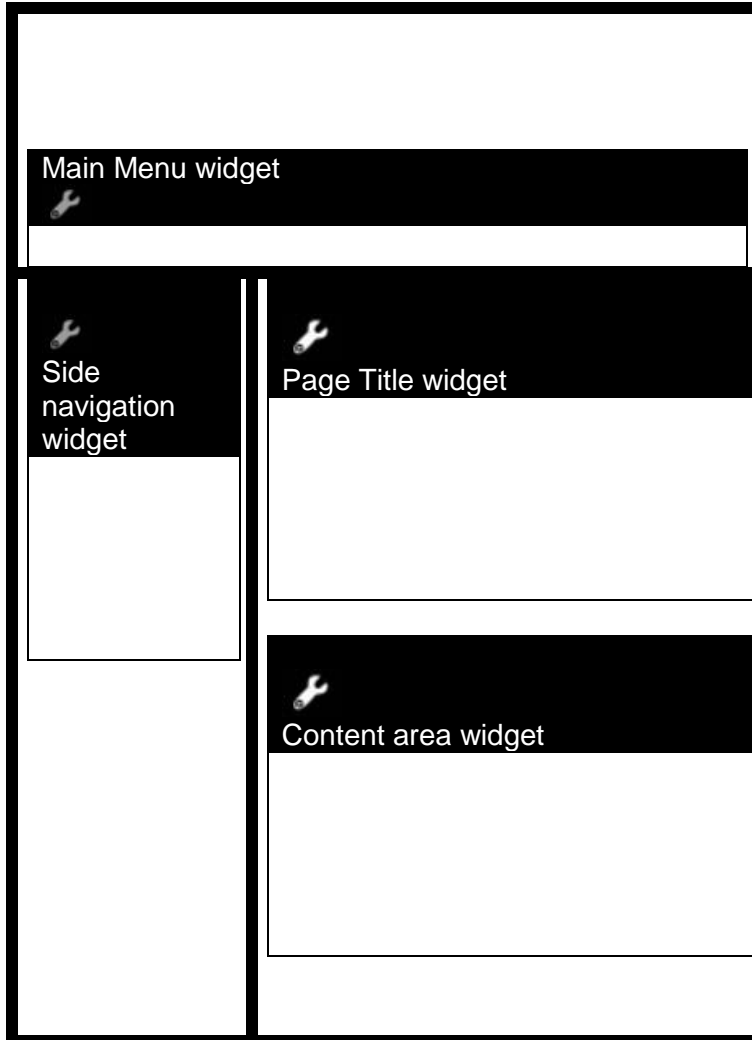
## Steps to build consistent, compliant data table:



- 1 Insert the table and add data; you may need to work with the generated table to adjust size
- 2 Right-click any cell and open Table Properties
- 3 On lower left column, for css class, on the dropdown menu, select: TableData
- 4
  - i. Click "Accessibility" tab, type number of heading row(s) and/or column(s);
  - ii. Add a Summary about the table;
  - iii. Verify that "Associate cells with headers" box at bottom **is** selected;
  - iv. Click OK

## Reminders

- To get user experience, use "Incognito" tab, Chrome: **ctrl + shift + N**
- If you delete something, Super Users can restore it for 90 days
- Upload images and documents first and consistently (folder, names, alt tags)
- Check in there "Show all options" for settings, especially "Display on Homepage"
- In the settings, assign Tags – Categories, Departments (keep in mind: widgets, eNotifications)
- Share on Social Media if that's your role

1. A **Basic Page** Template has 3 sections and 4 widgets built into it:
  - i. Main Menu
  - ii. Side Navigation
  - iii. Page Title
  - iv. Content Area



2. To change the content in a widget, click on wrench icon on right end of its title bar.
  - \*Note: if the wrench is gray, the widget cannot be altered.
  - \*\*Note: If you don't see the widgets, make sure you are in "Edit mode." You may need to click  (at the top, if on front end) or  (on purple bar, if on "Review mode" from back end)
  - a. If it's a Content Area widget, you will be able to enter text, images, links, etc. with the design text editor. You can also toggle to HTML if you need to place an embed code on the page.
  - b. If not a Content Area widget, there will be a variety of settings to customize which posts come from the components.

3. Beyond the Basic Page Template, if you want another type of content on your page, such as: news; events; job posts; an eNotifications sign-up; photo albums; or *any* of the other components (*i.e. Dashboard > Site Content >* ), you can add a widget for any of those, BUT you have to use another template, NOT Basic Template. (You can swap templates later.) The other templates come with everything on the Basic + a widget for another component. For example: You want a photo album on your page... A Photo Album Template has all the basics widgets + Photo Album widget. If you want to further customize the combination of widgets on your page, you may need to build a Page Template to include those widgets you want; and swap your page or create your page with that template.

For specifications about scaling images before uploading, refer to “**Reference Guide: Image Scaling.**”

### This guide explains:

- How to add an image to through the **Image Library** shortcut on the Toolbar of the Editor Tool;
- How to use **Image Properties** to change the way the appearance and layout of the image. You can adjust image display settings, such as dimensions, border, alignment, padding (space around it), border (optional), alt tag/text, etc.

*Note: Thumbnails are designated from a separate selection field, not from within the Editor Tool.*

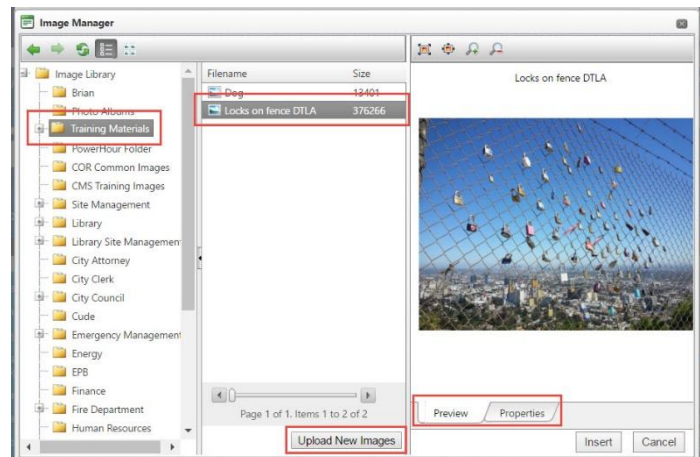
1. The Editor Tool is in one of two places, depending on the component / content type:
  - a. Pages component — open the **Content Area** widget (white wrench) to access the Editor Tool
  - b. Other components — the **Details** area is the Editor Tool.

2. *Note: wherever your cursor is placed in the Editor Tool is where the image will be placed.*



On the Toolbar, there is a tool called “**Image Library.**” It opens a box called **Image Manager.** This is a shortcut to the folders and files contained in the **Image Library** component.

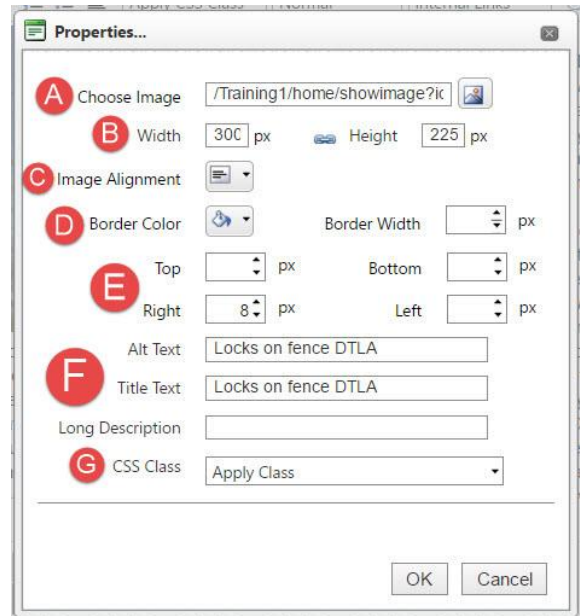
3. On the left column, select the corresponding folder for your image.
4. In the middle column, select the desired image already stored in that folder. If your image isn’t there, you can directly upload an image from your computer to that folder, by clicking **Upload New Images.**



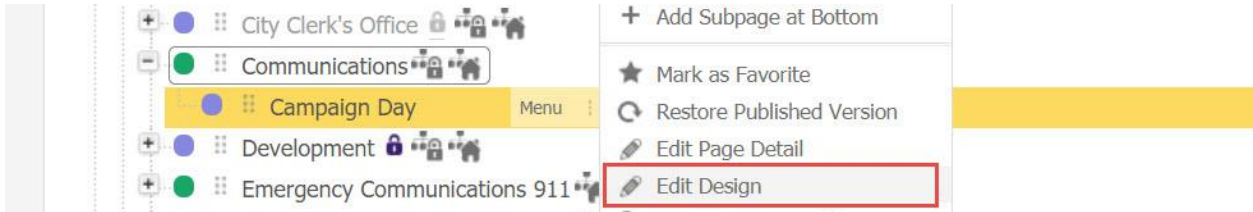
5. On the right column, there is a **Preview** of the image. (Sometimes browser variables cause this column to be blank. There’s a workaround ahead on step 7.) If it is not blank, you can also switch the tab from **Preview to Properties**, where you can adjust the image immediately (details are below), or you can access the **Image Properties** as described in step 7.
6. When you click **Insert**, the image will be shown within the Editor Tool.
7. To access the **Image Properties** and adjust the image appearance, right-click on the image. [Right-click means use the right – not left – mouse button to click.]

The **Properties...** are:

- a. **Choose Image** – shows folder path within which image is contained in Image Library. If you need a different image, do not use this Image Library icon. Instead, cancel and delete this image, and start over, because changing the path here could force the properties as written to apply improperly to newly chosen image.
- b. **Width and Height** – set size, in pixels. Chain-link icon represents locking / retaining dimensions ratio.
- c. **Image Alignment** – click the box containing the tiny triangle to reveal and select from the five options for alignment. Text will automatically wrap around the image on the opposite sides of its alignment.
- d. **Border Color, Border Width** – options to build and display a border around the image. If you want a border, the width must be > 0px to display.
- e. **Top, Bottom, Right, Left** – refers to the padding of negative space between image and text.
- f. **Alt Text** – must be set for content accessibility.
- g. **Title Text** – aka Tool Tip, should match the Alt Text.
- h. **Long Description** – additional details indexed into search engine algorithms for search results.
- i. **CSS Class** – pre-set design styles can be applied for specific page elements. Generally, there is no need to apply a CSS Class on the image properties.



1. Find your page. Click in the yellow. On the Action Menu, select **Edit Page Design**.



2. Open the Content Area widget – by clicking **the white wrench**.



3. Toggle the editor view from DESIGN to **HTML**.

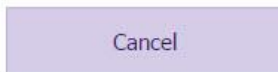


4. Copy the entire HTML text. So as not to rely on the Clipboard (text recently copied and stored)... Paste into a plain text editor, like Windows Notepad. – NOT Microsoft Word, as it adds formatting. It's smart to save the .txt file, too, in case your computer shuts down spontaneously.
5. *Save or don't.* Return to the Pages component. Find your page. Click in the yellow. On the Action Menu, select **Swap Page Template**.



A reminder message appears:

Swapping page templates will delete the existing content on this page. Please be sure to backup any content you do not wish to lose before clicking continue.



If you saved the HTML text, click **Continue**.

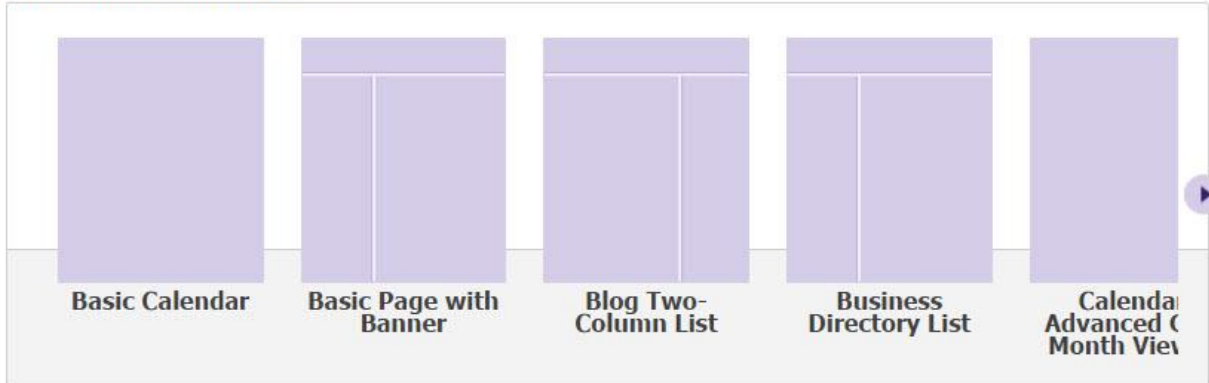
6. Choose the Page Template you want. Click **Save**.



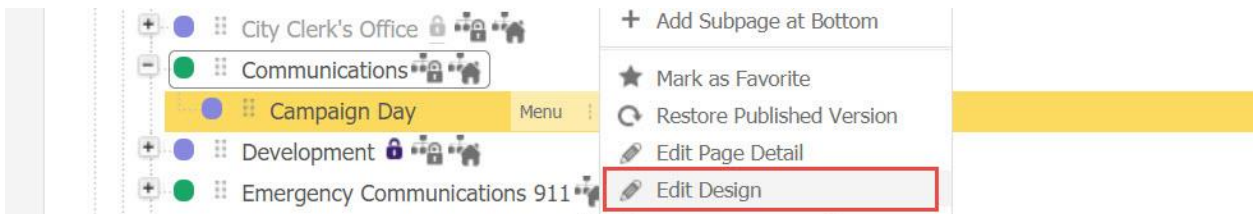
Content Group: \_Default

Current Page Template: Basic Page

Select New Page Template:



- On the Action Menu, select **Edit Page Design**.



- Open the Content Area widget – by clicking **the white wrench**.



- Toggle the editor view from DESIGN to **HTML**.



- Paste the copied HTML text into the text editor. Click **Save**.

- Complete your page. As available, click **Save**, **Save & Approve**, or **Save & Publish**.