SiteManager Training Guide – Part II

Please Note: This guide is for Utica College Web editors who have completed “basic training” in SiteManager. If you need instructions on how to do basic page creation and editing, please refer to SiteManager Training Guide Part I.

11.0 Building a new Web site section

11.1 Creating a new section (or “folder”) within a particular area of the Web site:

- Navigate to the area of the site within which you want the new section to be located.
- Just below the page listings is a paragraph titled “Advanced”. Click the hyperlink text at the end of this paragraph that reads “add a new section” (see Figure 11a).
- Fill in the name of your new Web section where indicated,
- Fill in the name of a site folder to contain your section (all lower case) & click “create”.
- Finally, click the submit button at the bottom of the window (see Figure 11b)
- SiteManager will automatically return to the page listing view – your new section folder will appear in the page listing.

(Figure 11a)
When you have completed these steps, your new Web site section will appear in the page listing of the folder within which it was created.

11.2 Creating a section landing page.

Once you have created the new site section, you are ready to start building pages. The first page you create should be the section landing page – the “home” or “index” page for your new section. This is a very simple procedure – just:

1. Open your new section folder
2. Click “Add a new page”
   (Note: for details on creating new pages, see SiteManager Training Guide Part I)
3. In the field for the new page’s file name, give the page the following file name: index.cfm
4. Give the new page a title and click “submit”

This will be the “default” page for your new Web site section. So if you, say, build a subsection folder named “articles” within the Chemistry Web folder, the URL for that subsection would be:

http://www.utica.edu/academic/as/chemistry/articles

If you create an index page within that subsection, this URL will take you right to that page. (Without the index page, you would get a “Page Not Found” message at this address.)
12.0 Creating a navigational structure

12.1 Planning the navigation within your new Web site sub-section.

Before you set up a left-hand column menu, it’s a good idea to sketch out the navigational structure (or site map) for your section. An organizational diagram is one way of doing this:

![Diagram of navigational structure](image)

Figure 12a illustrates a relatively simple navigational structure.

- **“Level A” pages** (in this illustration, pages 1 through 5) will be included in the left-column navigation menu. These will represent the principal categories of content that will be posted within the Web subsection you’ve created. **Links to every Level A page should be included in your navigational menu.** This menu will appear in the left-hand column of every Level A page, as well as on the index page.

- **“Level B” pages** (above, pages 2.1, 2.2, and 2.3) represent more detailed information that the visitor would “drill deeper” for – in this example, information within the category of content that appears on Page 2. So if, for instance, Page 2 is “Reports”, 2.1 might be “Conference Reports,” 2.2 might be “Staff Reports,” and so on. **By default, Level B pages will have the same left column navigation as Level A**, unless you choose to remove it.

You may decide that Level B requires its own subsection, with its own navigation. That depends on the nature of the content and how you wish it to be presented to visitors.

Once you have decided how many “Level A” pages will be needed and what they will contain, you can a.) build your pages, and then b.) create your navigational structure. Since building pages was covered in **SiteManager Training Guide Part I**, we will proceed directly to creating your subsection’s navigation.
12.2 Setting up the left column navigation menu

After first creating the pages that will appear on the menu, follow this procedure for creating the menu itself:

1. Click on the folder for your new subsection. You will see the Edit Pages (page listing) view for that folder. (See Figure 12b)
2. Click the link on the left-column menu that reads “Edit Left Column” (Figure 12b)
3. You will open the control panel for this section’s left-column modules. (See figure 12c) The default setting for every new section is that it will “inherit” navigational (links) and contact information modules from the level above it. (In this case, the “Your Site” level.)
4. Click the check box next to the legend: “Apply separate modules to this section.” The page will automatically reload.

(Figure 12c)
12.2 Setting up the left column navigation menu (cont.)

5. You will see the control panel illustrated in figure 12d. This provides access to the modules for the left-nav links and the contact information that will apply to this area of the site. To set up your navigation links, click the “edit” button on line 1.

(Figure 12d)

6. The next screen offers a choice between a.) creating a new link heading, or b.) choosing an existing heading with all of its associated links. Click “Add a new link heading”.

(Figure 12e)

7. The next screen will ask you to assign a name to the link heading. (This is the line of text that will appear in orange above the navigation menu links.) Enter a name in the field and click submit. (If you wish to share this menu with others, click the appropriate box.)

(Figure 12f)
12.2 Setting up the left column navigation menu (cont.)

8. The next screen in the sequence displays the links that appear beneath this heading. Since you have just created this heading, the display will be empty. To add your first link, click “Add a link” where indicated in Figure 12g.

(Figure 12g)

9. The next screen that appears will contain fields for a.) the link text, and b.) the target URL of the link. If you wish to use the Link Browser function, click “Open Link Browser” (circled) to the right of the URL field. (For details about how to use the Link Browser, see SiteManager Part 1, section 7.1)

10. When you have provided both the link text and the target URL, click “Submit.” (Note: If you wish to have the target page appear in a new browser window, check the appropriate box.)

(Figure 12h)
12.2 Setting up the left column navigation menu (cont.)

11. You will be returned to the “Left Column Links” view referred to in step 8 (above). Notice that your new link is now displayed in the listing. (See Figure 12i)

(Figure 12i)

12. Repeat steps 1 through 11 (above) until you have added all of the desired links to your navigation menu. The “Left Column Links” administration page should look like Figure 12j. (See notations for “order”, “edit”, and “delete” controls for each individual link.)

(Figure 12j)
12.2 Setting up the left column navigation menu (cont.)

**Check your pages:** When you look at the “live” Web pages you have created, you will see your navigational menu in the left column.

(Figure 12k)

To rearrange the order of the menu links:

1. Move each link to the desired position using the “Order” arrows.
2. When links are in position, click “Save Changes” button at bottom of control panel.

To add another link heading to the left navigation menu:

1. Click “Add a new link heading” or “Choose an existing link heading”, whichever is appropriate to your needs.
2. Follow the directions above from Step 6 forward.

To edit heading text, change its position (relative to other headings), or remove/delete heading (and all associated links):

Use the controls that appear above that specific menu panel.
13.0 Right-column modules

13.1 Adding an existing right-column module to your pages

If you wish to add an already existing right-column feature to your new Web section – one that will appear on all pages in this section – use the following procedure:

1. In the Edit Pages view for your subsection folder, click the menu link that reads “Edit Right Column”. This will open the control panel for the section’s right-column modules.

2. Click the check box next to the legend: “Apply separate modules to this section.” The page will automatically reload.

3. The next screen will provide a link on the extreme right side that reads: “Add a module”. Click this link.

4. This will take you to the “Choose Modules” screen, which lists those right-column features available for use in your pages.

(Figure 13a)
13.1 Adding an existing right-column module to your pages (cont.)

5. To get more information about the listed modules, click the "more info" link as shown in Figure 13b.

(Figure 13b)

6. When you have decided on which module you wish to add to your pages, click the "add" link that corresponds with that item. The module will appear in the right column of your pages.

(Figure 13c)

7. You will automatically return to the "Edit Right Column" administration page. The module you selected will appear in the listing. (To remove the module, click the "trash" symbol.)

(Figure 13d)

Check your pages: This module/feature will now appear in the right column of every page in this section.

(Figure 13e)
13.1 Adding an existing right-column module to your pages (cont.)

**Note:** Some right-column features, such as the “Quotes” module, require that you choose from a selection of display options. For example, when you click the “Add” button for the Quotes module, the following screen will appear.

(Figure 13f)

This allows you to choose:
- All quotes in a specific category or subcategory (from a drop-down menu), and/or
- Individual quotes (as many as are available) from a pop-up window

When you’ve made your selections, click “Submit”. The quotes will appear in random rotation (one at a time) every time a page in this section is visited.

*(Important: If you do not select quotes or categories, a page error will occur in this section.)*

13.2 Creating a new right-column module for your pages

If you need to build a customized right-column module for section, follow this procedure:

1. Follow steps 1 – 3 in section 13.1 (above).
2. In the “Choose Modules” screen, click the link at the top of the listing that reads “Create a module”.

(Figure 13g)

*(Note: Before you create a new module, be sure that you are not duplicating one that already exists.)*
13.2 Creating a new right-column module for your pages (cont.)

3. The “Create A Module” page will open automatically. (See Figure 13h.) This administration page offers a Web editor window similar to the one you use to edit page content. **First, give the module a descriptive name – this will display in the module listing.**

4. Set the availability of this module to specific areas of the site (This should include the area that contains the site section you’re currently working on). If you wish everyone to have access to this module, click the box marked “Everyone”.

5. Provide a brief description of the module. This will appear when you click the “More Info” link in the module’s listing. (See section 13.1, step 5, above.)

6. Create the module content using the WYSIWYG editor. This may include any of the elements used in creating a Web page, including formatted headings, bullets, links, images, etc. **Bear in mind, though, that this content will be limited to the width of the Web page’s right column. This column is about 20-22 characters wide, depending on the formatting. If you exceed the maximum column width, it will push the column to the bottom of your pages.**

7. When content is complete, click submit button at bottom of editor screen.

8. You will then have to add the module to your pages from the “Choose Modules” screen (see section 13.1, step 4, above).
13.2 Creating a new right-column module for your pages (cont.)

9. **Check your pages:** The new module should appear in the right column of every page. (Note: if you have already added modules to your pages, it will appear below the ones previously added.)

(Figure 13i)

10. To reopen your module for editing, click the “Edit” button that corresponds to your new module in the “Right Column Modules” administration page.

(Figure 13j)

13.3 Managing multiple right-column modules.

If you have added more than one right-column module and wish to change the order in which they appear on your pages...

1. Open the “Edit Right Column” page.

2. Use the up/down arrows to change the vertical order of the modules. (See Figure 13j.) These controls work the same way as the up/down arrows in the left column navigation control panels. (See section 12.2, step 12, above.)
13.3 Managing multiple right-column modules (cont.)

If you wish to apply different right column modules to individual pages, proceed as follows.

1. Open the editor for the specific page to which you wish to apply different right column features.

2. Click the “Page’s Right Column” link in the editor’s left menu. This will open the “Right Column Modules” page.

3. Click the box to “Apply separate modules to this page.” The admin page will automatically reload.

4. Follow the same procedure as described in section 13.1, step 3 on, to add modules visible only on this specific page.

14.0 Page features

Page features are usually database-driven elements that are added to the main (center) column of your pages. These appear below content you create on the page using the WYSIWYG editor.

14.1 Adding page features

The process of adding features to a page is very similar to that of adding right column modules. Follow this simple procedure:

1. Open the SiteManager editor for the page to which you wish to add a feature.

2. In the left menu, click the “Features” link (just above “Content”).

3. In the “Edit Features” page, click “Add a feature.”

(Figure 14a)
14.1 Adding page features (cont.)

4. The “Choose Features” administration page displays available page features. Click the corresponding “Add” link for the feature you wish to add to this page. (For details on any of these, click the appropriate “More Info” link.)

5. Each of these features requires choosing between several different display options. The Events Calendar, for example, allows you to choose what categories of events will appear and how they will be displayed on the page. Make your selections, then click “Submit”.

(Figure 14b)

6. **Check your page**: Make sure that the feature you've added works with the content. You may need to experiment a little. (See Figure 14c, next page, for this example.)

The “editable” page content will always appear above the page features. (When you open the WYSIWYG editor for this page in SiteManager, you will only see the standard content. The database feature will not appear in the editor window.)

**Note:** Some page features are not compatible with the presence of right column modules. An example is the photo gallery feature. Adding this feature will make your right-column modules “disappear” from the page. (This feature takes up the center and right columns.) This will also occur with the “View Events By Month” feature of the Events Calendar.
7. To change options on an existing page feature, simply return to the “Features” view in the SiteManager editor for this page and click the “Edit” button for the feature.

To remove the feature, click the “Trash” symbol.
14.2 Managing multiple page features

If you add multiple features to a particular page, you can manage those features using much the same method as applies to right-column modules (see section 13.3). Simply:

1. **Open the “Features” view in the SiteManager editor for your Web page (see Figure 14a, above).**

2. **Use the up/down arrow controls to change the vertical order of your page features.**

3. **When you have changed the order, a “Save” button will appear at the bottom of the feature listing. Click “Save” to finalize your changes.**

4. **Check your page:** The page features will be transposed.

15.0 Adding Photo/Image Captions

While it is not a standard feature of the CMS editor, Utica College’s version of SiteManager now offers a method for adding captions to photos/images using a formatting option from the Style drop-down menu. Here is how it works:

1. **Insert an image on your page using the method explained in the SiteManager Training Guide Part I. Be certain to leave the “align” option on “Auto”.**

2. **Using the “Shift-Enter” key command (line break), move the cursor to the line just below the image. Once there, type your caption.**

3. **Using your mouse, select both the caption and the image. Note: This is easiest if you start at the end of the caption line and drag upward**
15.0 Adding photo/image captions (cont.)

4. From the style drop-down menu in the toolbar, select one of the “Image w/caption” options (choice of left-align or right-align image)

5. The photo and caption will be aligned together; the caption will reflect the type style provided for in the template.

6. Check your page: The image and caption should appear as they do in the editor (see figure 15a, below).

16.0 Working with database tools

Finished section home page, including:
- Image w/caption
- Page feature
- Right column features
- Left column navigation menu
16.1 How to access database elements

Links to user interfaces for all database-driven features are accessible from the SiteManager home page. The links are arranged by Web site area under “My Channels” (see Figure 16a).

(Figure 15a)

Note: Your ability to access these features is determined by the specific sections of the site for which you have editor “permissions”. Only those areas you are permitted to edit will be visible under “My Channels”.

16.2 Events Calendars

Utica College’s Web-based events calendar organizes events under a number of different categories – Academic, Admissions, Cultural Events, Athletics Events, etc. All categories use the same basic interface. (Figure 16b is the Academic Events calendar interface.)

(Figure 16b)

16.2 Events Calendars (cont.)
To add a new event:

1. Click the “Add New Event” link, you will open an administration interface like the one in Figure 16c. This will allow you to:
   - Select an event name.
   - Choose a subcategory for the event. (These will vary – for Academics, the subcategories are Fall, Spring, Summer, and Winter.)
   - Choose a single date or date range using the Date Format drop-down and the calendar tool.
   - Make the event “active” (i.e. visible on the calendar) or “inactive” (hidden).
2. When you’ve entered all of your information, click “Submit”.
3. Check the calendar to ensure your listing is correct.

To edit an existing event:

1. Click the “edit” link that corresponds to the item you wish to edit. (See Figure 16b)
2. Edit the fields illustrated in Figure 16c and click “Submit”
3. Check the calendar to ensure your listing is correct.

(Figure 16c)

Note: This is one of the simpler formats for event listings. Categories may include a number of additional content options, such as:
- Cost (with options for tiered pricing, free admission, and more.)
- Event presenter’s name
- Event location
- Event description (both summary and detailed, the latter with full editor capabilities)
- Link URL
- Contact person (UC faculty/staff/student)
- Capability for online registration
- Registration deadline
- Event expiration date
- Required fields on registration form

16.3 Biographies
While basic facts about Faculty and Staff members (name, title, department, office location, phone, e-mail address) are database-generated, biographical information can be added to your listing using the Biography Management tool. Here’s how it works:

**Editing an existing biography:**

1. In the “General” tab under “My Channels” (SiteManager home page), click “Biographies”.

2. On the “Manage Biographies” page, locate the user name of the person whose biography you wish to edit and click the “edit” link for that listing. (The listing is arranged by Web site section – see Figure 16e, next page.)

3. Provide content using the fields illustrated in Figure 16d
16.3 Biographies (cont.)

Create a new biography:

1. On the "Manage Biographies" page, click the "Add New Biography" link at the top of the page. (See Figure 16e.)

2. If the person has a Utica College username, select it using the "Choose User" link. Do not enter the username manually. Leave Name/Title/Degree field blank. (See Figure 16f.)

3. If the person DOES NOT have a UC user name, enter his/her name, title, and degree in the second field, and leave Username field blank.

4. Choose the Web site area under which the bio will appear.

5. Complete fields illustrated in Figure 16d (above) and click “Submit”.

(Figure 16e)

(Figure 16f)
Placing the biography on the Web site:

- If the biography you have edited or created is contained within a site area that already features a faculty or staff page, the bio will automatically appear under that page’s listing.

- If you wish to add biographies to a specific page, use the “Features” option for that particular page. (See section 14.0, above.) **Note:** The system only allows you to add biographies by category; bio’s cannot be added to pages individually.

- **Check your biography** to be certain your listing is being displayed correctly.

  (Figure 16g)

  ![Diagram of biography layout]

  **Note:** If you provide a URL for a personal Web page, the link will appear just above the short biography.

  ![Long biography section]

  **Biography**

  Brief Autobiographical Statement

  A native Floridian, I earned a B.S. degree in Biological Sciences from Florida State University in 1979. In 1984 I received a Ph.D. in Microbiology from Rutgers University where I studied the regulation of membrane fluidity during cold adaptation in fungi in the laboratory of Dr. Charles Martin. Later, I studied the biosynthesis of the fungal plasma membrane proton pump as a post-doctoral fellow in the Department of Human Genetics at Yale School of Medicine with Dr. Carolyn Slyman. I joined the faculty of Utica College in 1987, and teach Cell Biology, Molecular Biology, Immunology, and Histology, among other courses. An advocate for undergraduate research, I presently serve as a Biology Counselor in the Council on Undergraduate Research and am a member of the Committee on Undergraduate Education of the American Society for Microbiology where I am Chairman of the Undergraduate Research Fellowship Program. I was honored in 1990 with the Cisaroff Distinguished Teaching Award and with the Harold T. Clark Award for Research in 1997. My hobbies include rose gardening, boomerangs, and Star Trek.

  Research Interests and Research in Progress

  My current research interests are focused on lipid metabolism in fungi and membrane structure and function. For the past nine years my lab group has concentrated on the study of the antifungal properties of sphingolipids, which may create a natural antifungal barrier in the skin. These studies may identify new agents to combat deadly infections by fungal
16.4 Quotes

SiteManager also provides an easy-to-use Quote module. These can be added to the right column of your Web section or on any individual page. (See Section 13.0, above.)

Add a new quote:

1. Click the “Quotes” link in the “Admin” tab under “My Channels”.
2. On the “Manage Quotes” page, click the link near the top of the page that reads “Add New Quote”.

(Figure 16h)

3. On the “Add New Quote” page, enter the name, class year (two-digit with apostrophe: '05), professional title, company (employer) name and location, plus the text of the quote. **Note:** You can include a short version of the quote for the default page display.

4. Choose the relevant category/categories for this quote (e.g. Academics, Alumni, etc.), then click “Submit”.

5. To add your quote to a section or specific page, use the procedure described in Section 13.1, above.

(Figure 16i)
16.4 Quotes (cont.)

Your quote will display as shown in the illustration below:

"My training at UC gave me the tools necessary to make an immediate impact in the agency business. I still find myself tapping the resources of our Pro family."

- Bradley Boyce '91
  Vice President/ New York Account Director
  kettenm Public Relations
  New York, NY
  Full Quote

Default display (short quote)

"After graduation, I quickly realized that my training at UC gave me the tools necessary to make an immediate impact in the agency business. I still find myself tapping the resources of our Pro faculty, including faculty, fellow alumni, and friends of the program."

- Bradley Boyce '91
  Vice President/ New York Account Director
  kettenm Public Relations
  New York, NY
  Full Quote

Full quote display

Click here for full quote

Click here to return to short quote

For More Information About SiteManager:

- Visit UC’s Web content tools home page at: www.utica.edu/webcontent/
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