

Ragin' CMS

Beginner Guide



Ragin' CMS is the official content management system for the University of Louisiana at Lafayette. This guide provides you with the tools you need to develop the basic structure of your website and begin migrating content.

For more information, visit <http://web.louisiana.edu>.

Contents

Get started	1
Log in	1
Change your password	1
Screen overview	2
Edit page text	2
Format text	2
Headings	3
Hard Returns and Line Spacing	4
Filter your content	4
Publishing & Unpublishing Pages	6
Page Authoring Information.....	7
Add hyperlinks	7
URL link.....	7
Email link.....	7
Use the Linkit tool.....	8
Add a link to a document.....	8
Edit the footer	9
Edit the Social Media links	9
Add News & Events	10
Add News	10
Add Events	10

Congratulations on being selected to start your new website!

Your site is a representation of the University, your department or office, and you. It is often your first opportunity to make a positive, lasting impression. When creating your site, remember that you are not designing this site for you. It should be built in a way that best serves your audience—potential and current students, prospective and current employees, donors, and community members. You should view the task of building this site as an opportunity to set yourself, your department or office, and our University apart, and show the world just what an exceptional place it is.

Get started

“Oh my goodness, I have to build an entire website! There is no way I have time to do that! That sounds incredibly complicated! I haven’t even started and I’m overwhelmed!”

Take a *deep* breath. If you can click two buttons, you can create a page. If you use Microsoft Word, you can add content. If you can click a checkbox, you can add a menu link. Most of your page creation and menu structure will already be completed for you. All you will have to do is add the content.

Log in

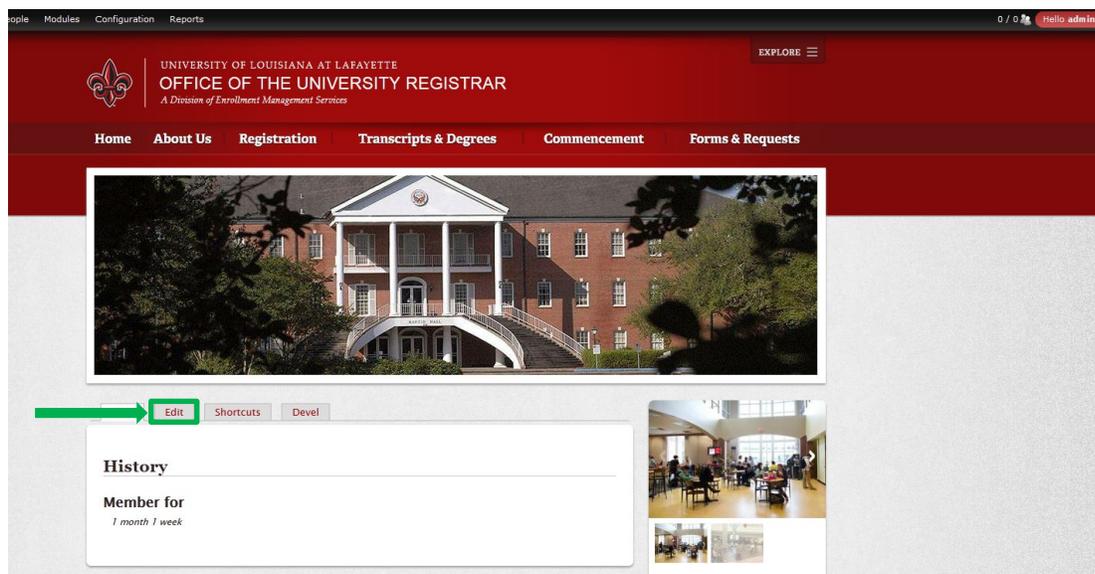
To log in, you will add /user to the end of your department's site URL.

Example: <http://mysite.louisiana.edu/user>

Change your password

You will need to change your initial password to a more secure password when logging in for the first time. You may also want to change your password periodically to maintain the security of your account.

1. Log in to your site.
2. Click the Edit tab on the main screen.



3. Enter your current password, and then type your new password twice to confirm it.
4. Click **Save**.

Screen overview

Admin toolbar



Edit page text

Content will need to be updated regularly. There are two basic ways to update pages.

The **Edit** tab

1. Using the main menu, go to the page you want to edit.
2. Click the **Edit** tab above the content window in the page admin tabs.
3. Make your changes and press **Save** at the bottom of the screen.

The edit content operation

1. Click **Content** in the admin toolbar at the top of the page.
2. Browse through the content until you find your page.
3. Click **edit** next to the page title in the operations column.
4. Make your changes and press **Save** at the bottom of the screen.

Format text

Your site pages are built on top of a template that controls some of the formatting. For example, the fonts and colors are already built-in to your site content. This ensures a consistent look across all of our University web sites.

When you enter the Edit view of a page, you will see the WYSIWYG editor, consisting of the Body area and the formatting toolbar. WYSIWYG stands for What You See Is What You Get, meaning that any formatting you apply to your text will appear in the Body section so that you can see how it looks before saving the page.

Many of the buttons on the formatting toolbar are the same formatting tools available to you in most word processing programs. There are some important tools to note.





1. Paste as plain text: Click this button before pasting from Microsoft Word or other web pages to remove all formatting.
2. Spell check: Correct spelling is crucial for any website, especially a University's site. Always spell check your work and have another person proof it before you publish the content.
3. Spell check while typing: This spell checker is turned on by default. The CMS will highlight misspelled and unrecognized words with a red squiggly line below the text.
4. Bold, italic, and underline tools: Be sparing in your use of these formatting options. Use white space and headings for emphasis instead of bold, italic or underline. Bold is approved for use of names and titles on About Us pages. Italic should be reserved for titles of books, articles, movies, etc. Underline should never be used on a web page because users associate underlined text with hyperlinks.
5. Bullets and numbered lists make it easy to locate information and keep text from being too wordy.
6. Indenting text is another way to help the user locate information easily. Again, consistency is key.
7. Alignment tools can help adjust the placement of text to give your page a better flow and make it more visually appealing. Always be consistent with this.
8. The **format** box allows you to select from preformatted text options. Using this feature, especially with headings and subheadings, will allow you to maintain consistency within your text throughout your site. It also makes it easy for users to quickly locate information.
9. The **Linkit** tool allows you to easily link to other pages within your site.
10. Hyperlinks can bring users to information without unnecessary steps. You can link to external sites or pages within your site.

Headings

Headings are used to break up page content into sub-topics. For pages with a large amount of text, this visual cue helps users locate areas of interest more efficiently. Instead of scanning the entire page, the user can jump to the relevant section identified by the heading.

It is important to use headings in order of size. Headings are not only a visual cue; they are also used by screen readers to identify the structural hierarchy of a web page.

Heading 1 is reserved for the page title, so the page headings should start at Heading 2 and then step down if needed.



Page title = Heading 1

About Headings

Heading 2

UL Lafayette specializes in applied research that solves real-world problems. That's why some of our faculty and students developed CajunBot, a driver-less robotic vehicle capable of finding its own way in dangerous places. And, it's why another group of faculty and students designed and built BeauSoleil, an award-winning solar home that is affordable, appealing, and strong enough to withstand a hurricane. In short: we make research relevant. With our wealth of expertise and top-notch resources, we offer everything it takes to awaken the change agent in anyone.

Heading 3

UL Lafayette recently partnered with Drexel University to establish a center that can help companies gain an edge in the global marketplace by learning to interpret and analyze huge amounts of complex data. It's also why some of our faculty members are studying the effects of the 2010 Deepwater Horizon oil spill in the Gulf of Mexico. What they learn may help mitigate the impact of future spills. In short, we make research relevant. With our wealth of expertise and top-notch resources, we offer everything it takes to awaken the change agent in anyone.

To apply a heading, first type the heading text in the WYSIWYG editor. Select the text and click the drop down Format box on the formatting toolbar. Click on the desired heading size to apply the heading format to the text.

Hard Returns and Line Spacing

When you press the Return key in the WYSIWYG editor, the cursor will skip a line space. This is done to separate paragraphs, since we do not indent paragraphs on our web pages. Occasionally, you may want to preserve single-spacing. To do this, hold down the Shift key as you press Return.

Filter your content

As your site expands, it may become time consuming to look through your content to find something. Using the filter feature can be a very efficient way to search.

1. In the admin toolbar, click on content.
2. Select the item type from the drop down menu.

SHOW ONLY ITEMS WHERE

status: any

type: any

Filter

UPDATE OPTIONS

Publish selected content

TITLE	TYPE	AUTHOR	STATUS
Alumni Council	News	Troy	published
UL Lafayette O...	News	Troy	published
Black History M...	Event	tyler	published
Meet New Coa...	Event	tyler	published
Alumni Associ...	Event	tyler	published
Grad Expo Offers One-Stop Shop	Event	tyler	published
Dupre Library Distributes Tax Forms	News	tyler	published

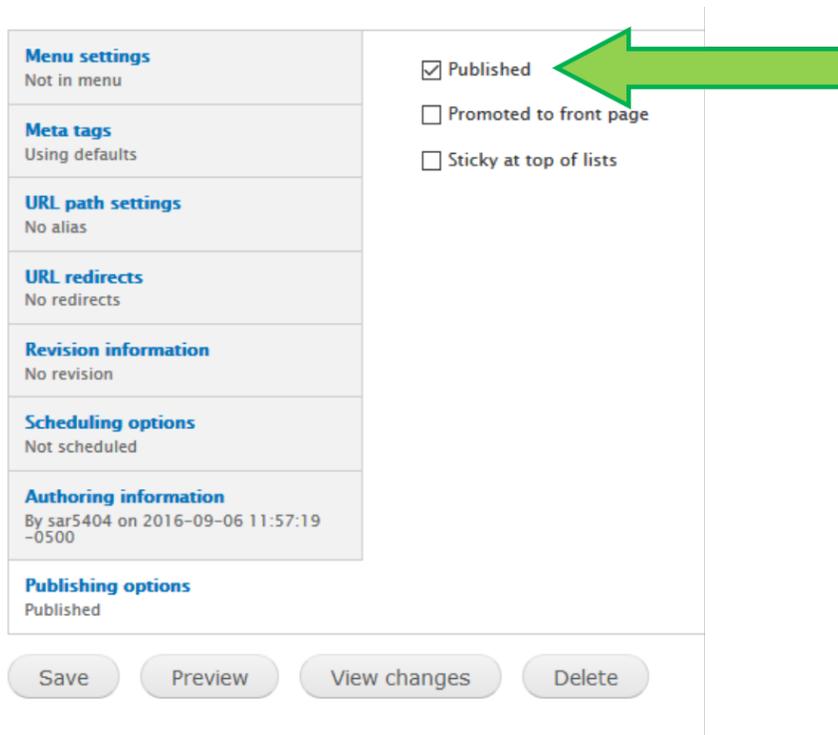
3. Select **Filter**.

Publishing & Unpublishing Pages

A page that is published is accessible for viewing. Pages on your site are published by default, meaning that users can see the page content automatically after it is saved.

To hide a page from other users, you can unpublish it. An unpublished page can only be viewed by the **page author** or a web site administrator. If you want to unpublish a page, check the authoring info first – your user name must appear as the author, or you will lose access to the page when it's unpublished.

To unpublish a page, scroll to the bottom of the page edit screen. Click the blue **Publishing options** link on the bottom left. Uncheck the box next to Published and click **Save**.



The screenshot shows the 'Publishing options' section of a CMS page edit screen. On the left, there is a sidebar with various settings: Menu settings (Not in menu), Meta tags (Using defaults), URL path settings (No alias), URL redirects (No redirects), Revision information (No revision), Scheduling options (Not scheduled), Authoring information (By sar5404 on 2016-09-06 11:57:19 -0500), and Publishing options (Published). The main content area shows three checkboxes: 'Published' (checked), 'Promoted to front page' (unchecked), and 'Sticky at top of lists' (unchecked). A large green arrow points to the 'Published' checkbox. At the bottom, there are four buttons: 'Save', 'Preview', 'View changes', and 'Delete'.

To re-publish a page:

1. In the admin toolbar, click on **Content**.
2. Scroll down until you locate the page.
*Hint: You can filter for unpublished content in the drop down above the content list.
3. Click on **Edit** next the page title.
4. Scroll down until you see a menu on the left side of the screen, and select **Publishing options**.
5. Check the **Published** box.
6. Click the **Save** button.

Page Authoring Information

You can edit the authoring info to take ownership of a page. To set yourself as the page author, scroll to the bottom of the page edit screen. Click the blue **Authoring information** link on the bottom left. Enter your user name in the **Authored by** field and click **Save**.

Menu settings Not in menu	Authored by <input type="text" value="cmsadmin"/> Leave blank for <i>Anonymous</i> .
Meta tags Using defaults	
URL path settings No alias	Authored on <input type="text" value="2016-09-06 11:57:19 -0500"/> Format: <i>2016-09-06 11:57:19 -</i>
URL redirects No redirects	
Revision information No revision	
Scheduling options Not scheduled	
Authoring information By cmsadmin on 2016-09-06 11:57:19 -0500	
Publishing options Published	



Add hyperlinks

Hyperlinks are a convenient way to bring users to external sites. Never name your link “click here.” Use action verbs and embed the link behind text. For example, to point users to a brochure on your site, embed the link behind the phrase “Download our brochure.”

Because of screen readers, users are able to decipher a hyperlink because of the formatting. For more information on the University’s standards for Links, see the [Web Style Guide](#).

URL link

1. Go to the editing tab for the page in which you want to insert a hyperlink.
2. Highlight the text or picture you want to link.
3. Click the hyperlink icon  in the formatting menu.
4. Select URL in the **Link Type** drop down list.
5. Select the correct protocol (typically http://).
6. Copy and paste or type the link URL in the **URL** box.
7. Click **OK**.
 - a. If you want the link to open in a new window: Before clicking OK, click the Target tab at the top of the window, select New Window (blank), and click OK.

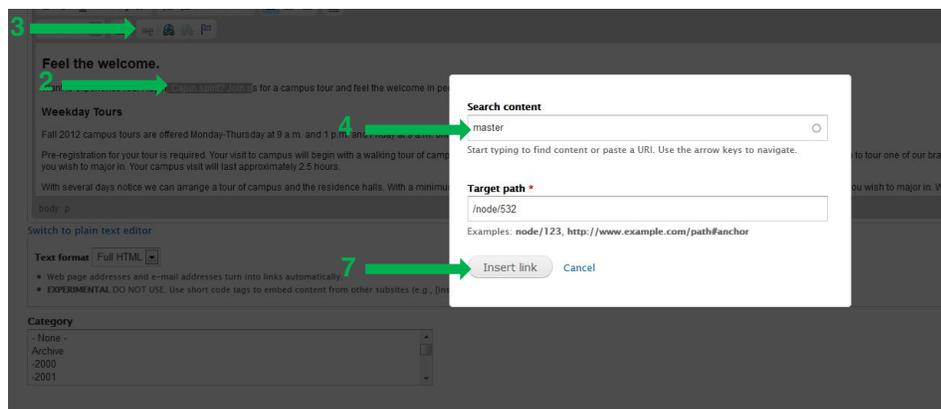
Email link

1. Go to the editing tab for the page in which you want to insert a hyperlink.
2. Highlight the text or picture you want to link.
3. Click the hyperlink icon  in the formatting menu.
4. Select E-mail in the **Link Type** drop down list.
5. Type in the email address you want the message sent to. You have the option to add a message subject or message body text.
6. Click **OK**.

Use the Linkit tool

When linking to pages within your site, the link it tool is much more efficient than using the hyperlink button.

1. Go to the editing tab for the page in which you want to insert a hyperlink.
2. Highlight the text or picture you want to link.
3. Click the Linkit icon  in the formatting menu.
4. Type a keyword in the **Search content** text box to find the content to which you want to provide a link.
5. Click on the appropriate item when it appears.
6. The **Target path** will automatically be filled out for you.

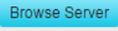


7. Click **Insert link**.

Add a link to a document

Sometimes you will have a large document that you need users to be able to access. You should try to incorporate most of your information as text in your site. For example, you would probably not want to provide a link to a three page document unless it is a form. You would just incorporate that information directly into your site as text.

If you choose to upload a document for users to download, keep in mind that it should be in a format that is freely viewable, such as a .pdf. Putting a link to an Adobe Reader download page may be helpful to the user.

1. Navigate to the page in which you want to link the file.
2. Select the **Edit** tab above the text window.
3. Highlight the text to which you want to link the document.
4. Click the hyperlink icon  in the formatting menu.
5. Select **URL** in the Link Type drop down list.
6. Select the correct protocol (typically http://).
7. Click the blue **Browse Server**  button.
8. Click the **Upload** option in the File Browser window.
9. Click **Choose File**.
10. Browse to the desired file on your computer.
11. Click on your file and select **Open**.
12. Click **Upload**.
13. Your file will appear in the list of uploaded files. The file will be highlighted in blue, indicating that it is already selected.
14. Click **Insert File**.
15. Click the **Target** tab.
16. From the drop down list, choose **New Window (_blank)**.
17. Click **OK**.
18. Scroll to the bottom of the page and click **Save**.

Edit the footer

On occasion, you may need to edit your page footer. The basic content and arrangement of the footer information should never be changed. You can update the **Connect with** menu to provide links to your office/department's social media pages. You can also update your address, phone number, and email address in the event that this information changes.

1. Scroll down to the bottom of the page.
2. Click on the sprocket icon at the top of the block you want to edit.
3. Select **Edit**.
4. Make your desired changes.
5. Select **Save**.

Edit the Social Media links

The Footer Third region contains links to popular social media channels, such as Facebook and Twitter. These links are set up with the University's accounts by default. If your department has its own social media presence, you may replace the University link's with your own. If your department does not have its own account for any of the social media channels, please leave the University links in place.

1. Scroll down to the bottom of the page.
2. Click on the sprocket icon at the top of the "Connect with UL Lafayette" block.
3. Select **Edit**.



4. Make your desired changes.
5. Select **Save**.

Add News & Events

When you have an announcement about something special going on in your office or department, you should put it into a news or event article. These articles are vetted for inclusion in the News and Event section of the main site.

Add News

1. In the admin toolbar, hover your cursor over **Content**.
2. Hover over **Add Content**.
3. Select **News**.
4. Provide a title in the **Title** box.
5. Enter the body of your news article.
6. (Optional) Add an image by clicking on **Select Media** and browsing for the picture.
Note: image file should be resized to 600 pixels wide by 400 pixels high before uploading
7. If relevant, identify any **Related News** by typing the title of the other article in the search box.
8. Select **Save** at the bottom of the page.

Add Events

1. In the admin toolbar, hover your cursor over **Content**.
2. Hover over **Add Content**.
3. Select **Event**.
4. Provide a title in the **Title** box.
5. Specify the time and date of the event.
(Optional) Add an image by clicking on **Select Media** and browsing for the picture.
Note: image file should be resized to 600 pixels wide by 400 pixels high before uploading
6. Choose **Event Type**. A list of choices will appear when you click the search box. Click on an event type to select it. You can choose multiple event types.
7. In the **Body** text box, give a detailed description of the event.
8. Enter an Event URL, if applicable. This allows you to link to a web site or page containing more information about the event.
9. (Optional) You can provide links to **Related News** by typing the title of another event in the search box.
10. Choose a **Primary Sponsor** for the event.
11. Do **not** check the box next to **Feature this event?** Your site's events will appear on the main calendar site automatically.
12. (Optional) Enter a name and/or URL for the event speaker or performer.
13. Select a **Location** from the drop-down list. If your location does not appear in the list, select "None" and include the location information the **Directions** section below.
14. Enter an **Event contact e-mail**. This e-mail address will appear on the Event web page, so use an alias, not a CLID. You may add further event contact information if desired.
15. Enter an **Internal contact** name and e-mail address. This will not be visible on the Event web page.
16. Choose an **Event target audience**. A list of choices will appear when you click the search box. Click on an Event target audience to select it. You can choose multiple Event target audiences.
17. Choose an option under **Event open to**. This allows you to limit event attendance to specific groups. You can choose multiple audiences.
18. Choose an option under **Admission Info**. This allows you to limit admission. For example, your event may require tickets or a University ID for admission.
19. Select **Save** at the bottom of the page.