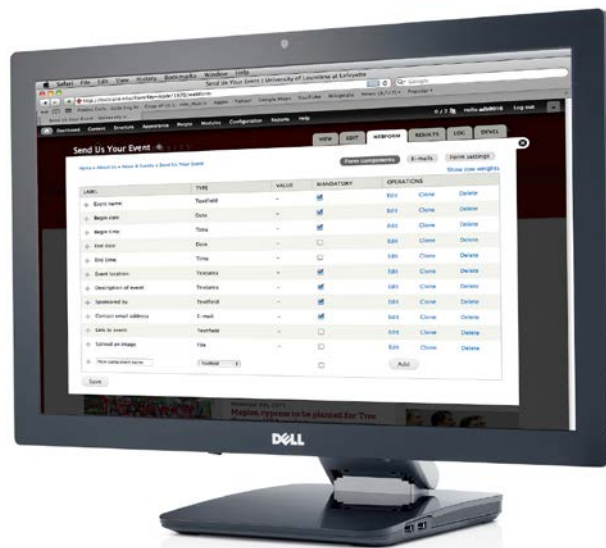


Ragin' CMS

Intermediate Guide



Ragin' CMS is the official content management system for the University of Louisiana at Lafayette. This guide provides you with tools you need to enhance your website with special features that highlight content for your site's visitors.

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

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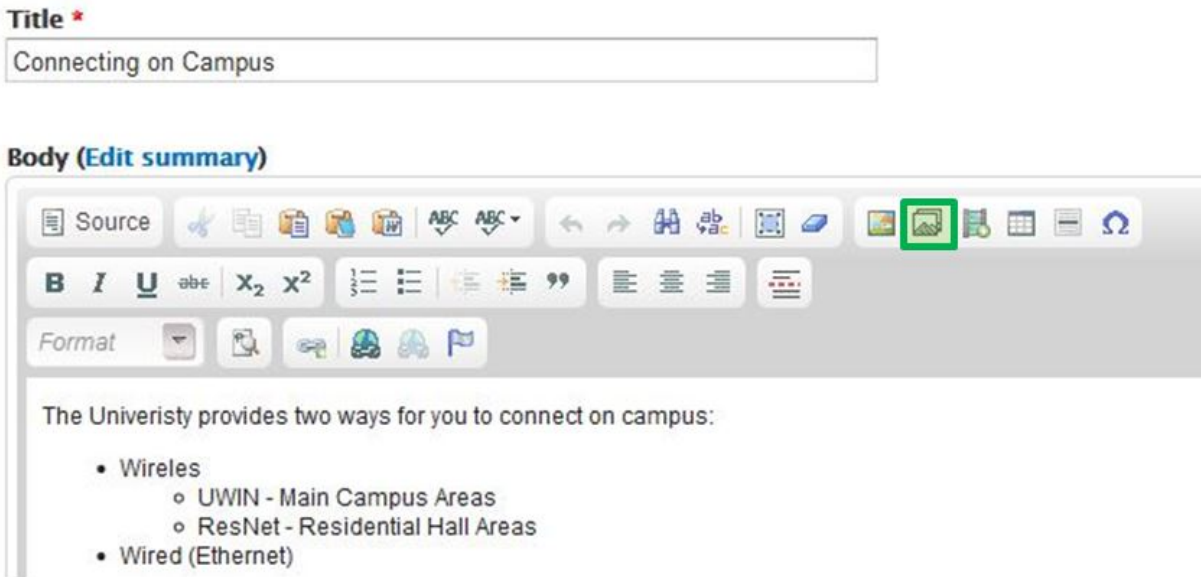
Now that you know how to add basic content, you are ready to take your site to the next level. This guide will assist you in adding all of the extras that enhance the functionality and aesthetics of your site.

Add an image to page text

**Note: Before adding photos to your site, be sure they are resized to no more than 600 pixels wide. This will ensure that your site loads quickly and that the photos are easy to manipulate in the CMS. The easiest way to resize a photo is: <http://www.picsize.com/>.*

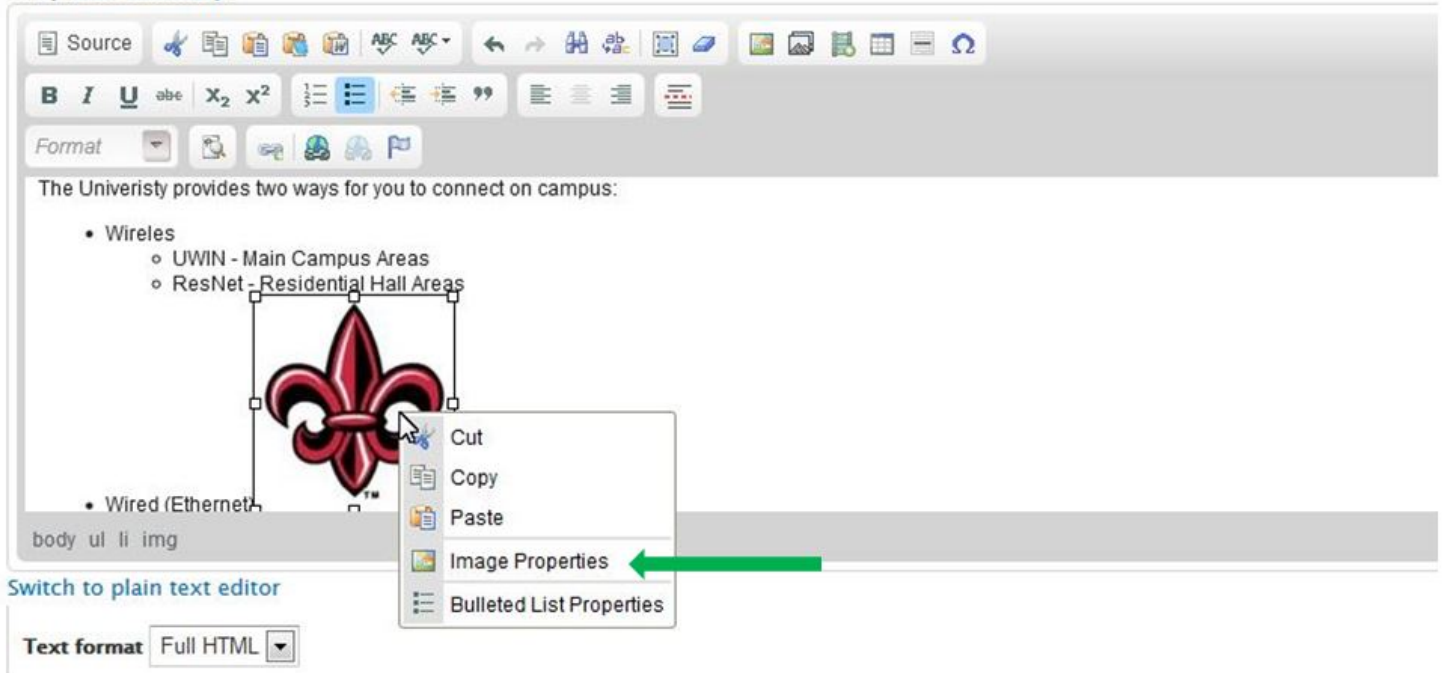
Browse for and upload your photo and click "continue". Choose "resize" and if one of the percentages sizes is still too large, choose "custom size." and enter the number 600 in the box asking for width. Save as a .PNG file (this type of file looks better on the web) and then click "I'm done, re-size my picture." When the new page opens, click on the "Save to disk" and it will download to your computer.

1. Using the main menu, go to the page to which you want to add a picture.
2. Click the **Edit** tab above the content window.
3. Click on the **Add media** button.



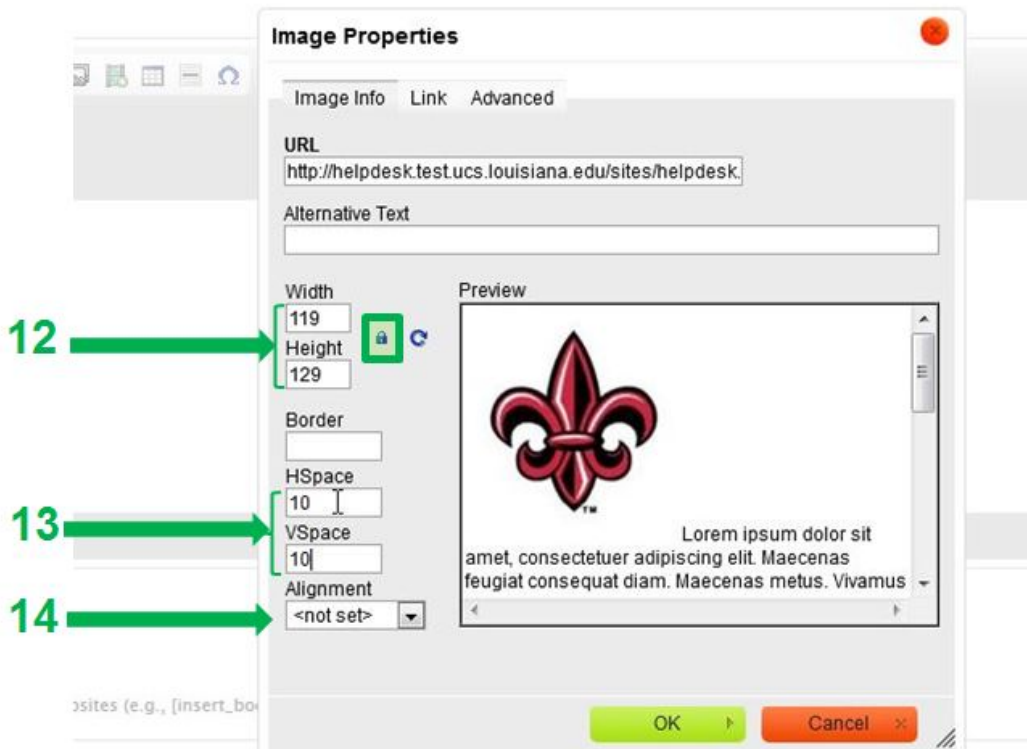
4. Click on **Browse** and locate the file on your computer.
5. Select the image and click **Open**.
6. Click **Submit**.
7. In the "Current format is" drop down menu, select "Original."
8. For accessibility reasons, give your image a meaningful description.
9. Click **Submit**.
10. Right-click on the image.
11. Select **Image Properties**.

Body (Edit summary)



12. You can set the image dimensions if you desire. Clicking the Lock icon will lock the image proportions and keep it from becoming distorted.

13. Type "10" in the **HSpace** and **VSpace** boxes.



14. Set your desired alignment.

15. Click **OK**.

16. Drag your image to its desired location.

17. Select **Save** at the bottom of the screen.

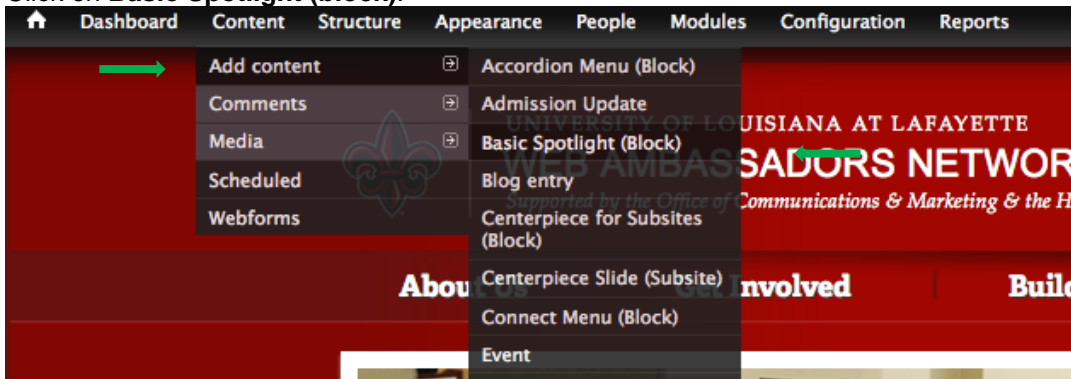
/

Add a spotlight

Spotlights are a great way to showcase information that you may not want in the main text of your site, such as news and upcoming events. They also allow you to draw a visitor's attention to important information you want to highlight.

Part one: Create your block

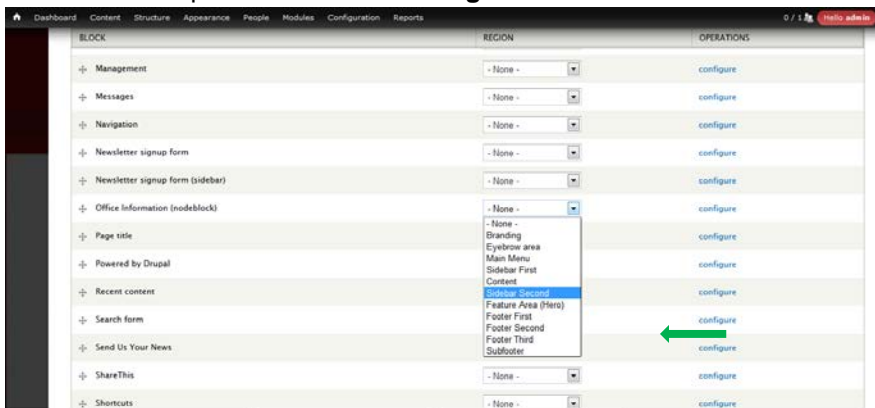
1. In the admin toolbar, hover your cursor over **Content**.
2. Pull your cursor down, and place it over **Add content**.
3. Click on **Basic Spotlight (block)**.



4. Type your block title in the **Title** box.
5. Type your text or copy and paste in the **Body** box.
6. (Optional)
7. Click **Save** at the bottom of the window.

Part two: Add the block to your page

1. In the admin toolbar, hover your cursor over **Structure**.
2. Pull your cursor down, and click on **Blocks**.
3. Scroll down until you see the block that you created.
4. Click on the drop down arrow in the **Region** column and select **Sidebar Second**.



5. Select **Save blocks**.
6. Scroll back down to **Sidebar Second** and you should see your block listed under it.
7. Click **Configure** next to your block.
8. Scroll down to the **Visibility settings**.
9. Select your preferences under the **Show block on specific pages**.
 - The home page is "<front>".
 - Any main menu page would be the section of the URL appearing after "edu/".
For example, for a page with the URL *engineering.louisiana.edu/prospective-students*, type "prospective-students" (without quotes) in the box.
 - Putting an "*" after the name of a page will include any of the subpages in that page.

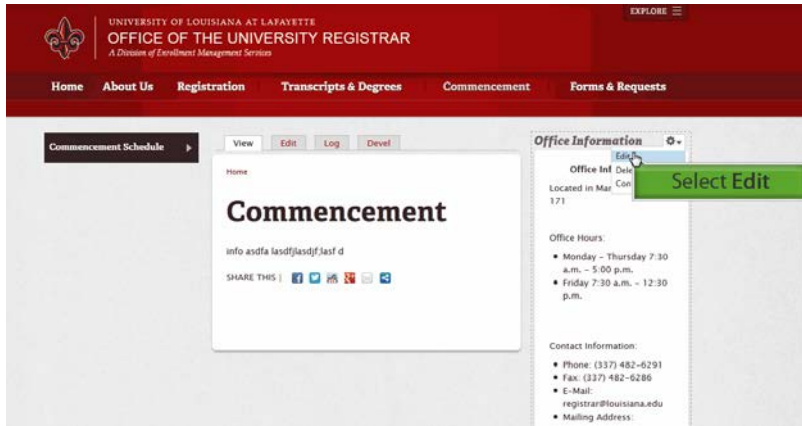
For example, if you didn't want the picture to show on About Us or any of its subpages, you would click the radio button (dot) next to "All pages except those listed" and type "about-us*" in the box.

10. Click **Save block**.

Edit a spotlight

Just like the rest of the content, blocks will need to be updated regularly.

1. Navigate to a page that contains a spotlight.
2. Click on the sprocket icon in the top right corner of the block.
3. Select **Edit**.



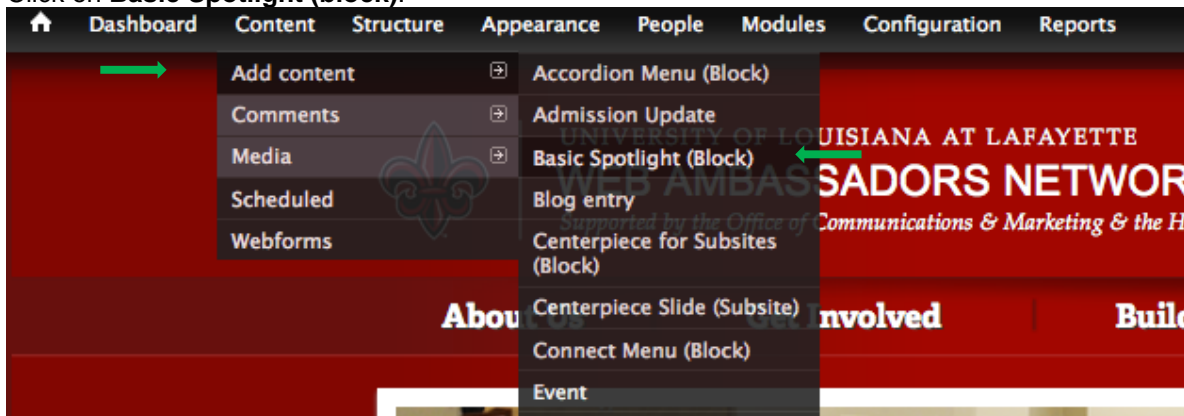
4. Update your content.
5. Select **Save**.

Create a video spotlight

You can include a video URL in a spotlight. The spotlight will display a still image from the video and a View Video button. Clicking the View Video button will open an interstitial video player on your web page.

Part one: Create your spotlight

8. In the admin toolbar, hover your cursor over **Content**.
9. Pull your cursor down, and place it over **Add content**.
10. Click on **Basic Spotlight (block)**.



11. Type your block title in the **Title** box.
12. Type your text or copy and paste in the **Body** box.

13. Paste the video link in the **Video URL** field.

VIDEO

Video URL

14. Click **Save** at the bottom of the window.

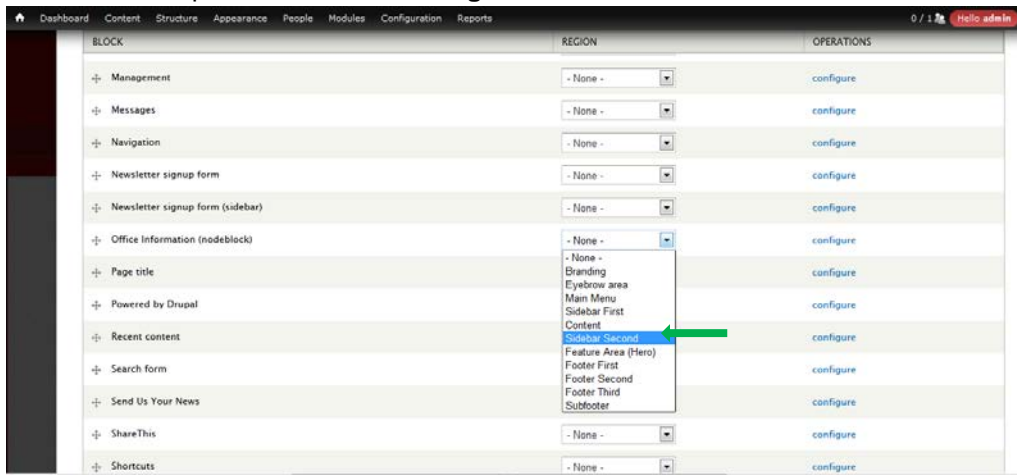
Part two: Add the spotlight to your page

11. In the admin toolbar, hover your cursor over **Structure**.

12. Pull your cursor down, and click on **Blocks**.

13. Scroll down until you see the block that you created.

14. Click on the drop down arrow in the **Region** column and select **Sidebar Second**.



15. Select **Save blocks**.

16. Scroll to the **Sidebar Second** section and you should see your block listed under it.

17. Click **Configure** next to your block.

18. Scroll down to the **Visibility settings**.

19. Select your preferences under the **Show block on specific pages**.

- The home page is "<front>".
- Any main menu page would be the section of the URL appearing after "edu/".
For example, for a page with the URL *engineering.louisiana.edu/prospective-students*, type "prospective-students" (without quotes) in the box.
- Putting an "*" after the name of a page will include any of the subpages in that page.
For example if you didn't want the picture to show on About Us or any of its subpages, you would click the radio button (dot) next to "All pages except those listed" and type "about-us*" in the box.

20. Click **Save block**.

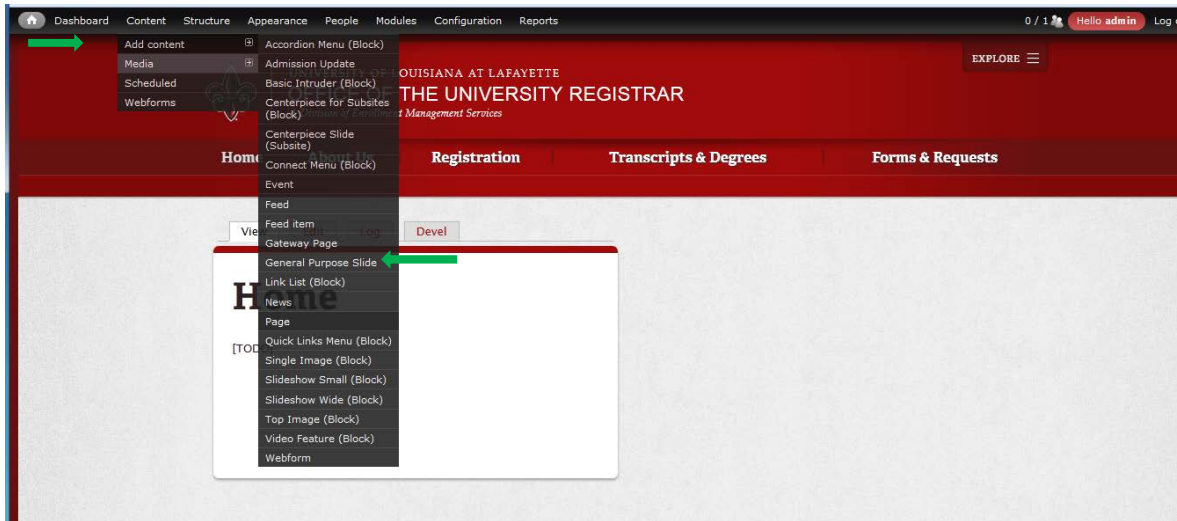
Add a slideshow

Slideshows can be set to appear in the secondary sidebar area to the right of the page content and are another way to dynamically display information. You can include a maximum of ten slides in the slideshow. You do not need to submit these photos to Communication and Marketing.

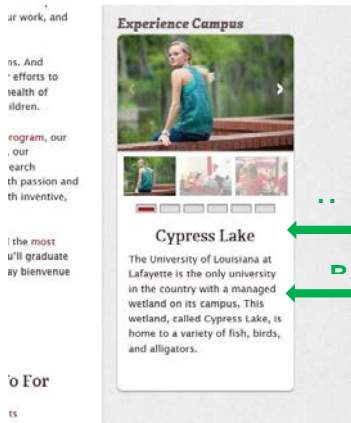
You will need to size your photos to 230 pixels x 153 pixels. To do this, you can use an editing program such as Sumo Paint (available for free at www.sumopaint.com) or Adobe Photoshop.

Part one: Upload your image(s)

1. In the admin toolbar, hover your cursor over **Content**.
2. Pull your cursor down, and place it over **Add content**.
3. Click on **General Purpose Slide**.



4. Type the name of the picture in the **Title** box. It is a good practice to add "-slide" at the end of the title so that it will be easy to locate later. The title will not show on the slideshow.
5. Type your text in the **Headline** box. This should be short and will appear below the picture.
6. Enter any details related to the picture in the **Body** box.

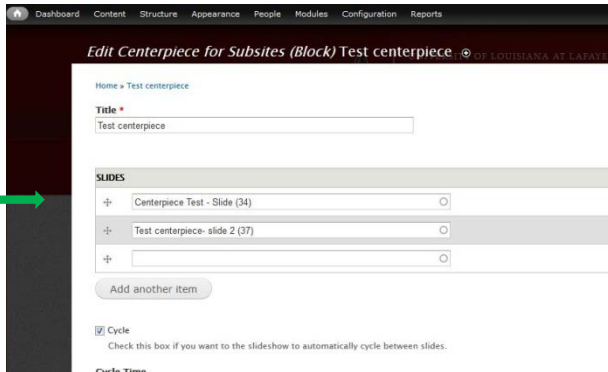


7. Click on **Select media** to locate your image.
8. Click **Browse** and locate the image on your computer.
9. Click **Open**.
10. Click **Submit**.
11. Click **Save**.

Repeat this process until you have the desired number of slides (maximum of ten).

Part two: Create the slideshow

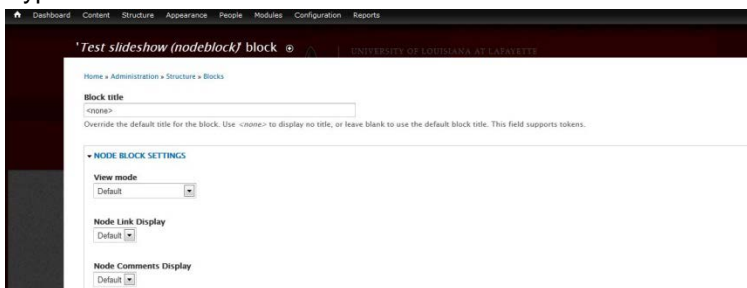
1. In the admin toolbar, hover your cursor over **Content**.
2. Pull your cursor down, and place it over **Add content**.
3. Click on **Slideshow Small (Block)**.
4. Enter a specific slideshow title in the **Title** box.
5. In the **Slides** text box, begin typing the name of a slide you created earlier (If you named your slide with “-slide” at the end, you can type “slide” into the text box, and all of your slides will appear for selection.)
6. Click on the desired slide’s title when it appears.
7. Click **Add another item**, and repeat the process for the rest of your slides.
8. If you would like to reorder the slides, click on the compass arrow next to the slide title and drag the slide to your desired location.



9. If you want the slides to automatically cycle through, check the box next to **Cycle**.
10. Set your desired cycle time.
11. Click **Save**.

Part three: Add the slideshow to your page

1. In the admin toolbar, hover your cursor over **Structure**.
2. Pull your cursor down, and click on **Blocks**.
3. Scroll down until you see the slideshow that you created.
4. Click on **Configure**.
5. Type “<none>” in the **Block title** box.

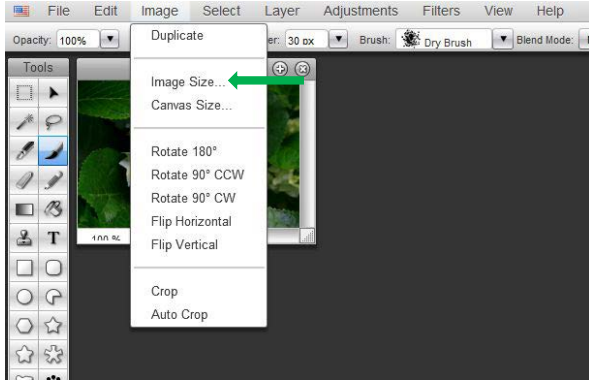


6. Scroll down to **Ragin Cajun Sub-Site Theme (default theme)** and click the drop down arrow.
7. Select **Sidebar Second**.
8. Select your preferences under the **Show block on specific pages**.
 - a. The home page is “<front>.”
 - b. Any main menu page would be the section of the URL appearing after “edu”.
For example, for a page with the URL *engineering.louisiana.edu/prospective-students*, type “prospective-students” (without quotes) in the box.
 - c. Putting “*” after the name of a page will include any of the subpages in that page.
For example if you didn’t want the picture to show on About Us or any of its subpages, you would click the radio button (dot) next to “All pages except those listed” and type “about-us*” in the box.

9. Click **Save block**.

Additional support: Resize an image in Sumo Paint

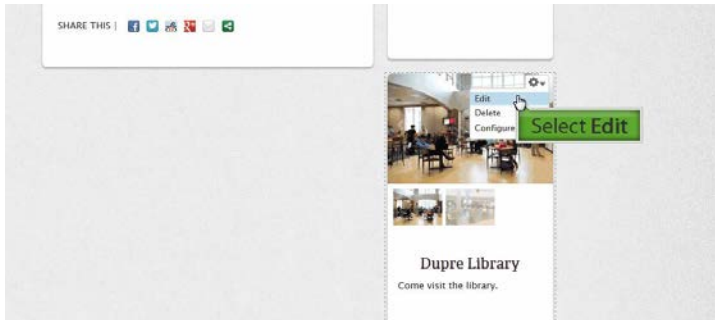
1. Go to <http://www.sumopaint.com/home/#app>.
2. Select **Open file from computer**.
3. Select your picture and click **Open**.
4. Click **Image** in the top toolbar.



5. Select **Image Size**.
6. Set the width to 230 and the height to 153.
7. Click **OK**.
8. Click **File** in the top toolbar.
9. Click "Save to my computer."
10. Name the file and select a PNG or JPG format.
11. Click **Save**.

Edit a slideshow

1. Click on the sprocket icon in the top right corner of the slideshow.



2. Select **Edit**.
3. Delete, add, and reorder slides as desired and make any necessary adjustments to your cycling preferences.
4. Click **Save**.

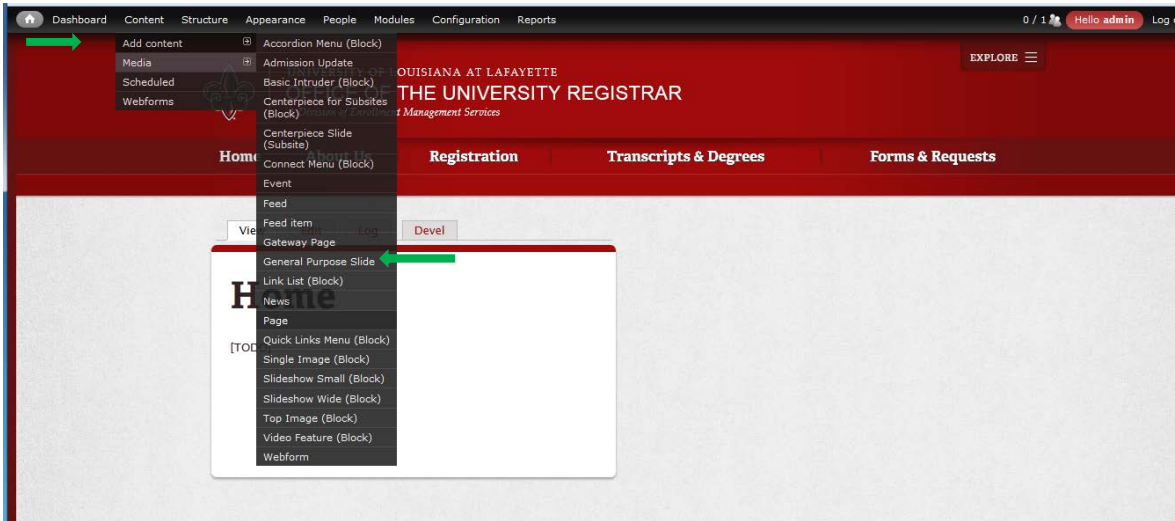
/

Create a video slideshow

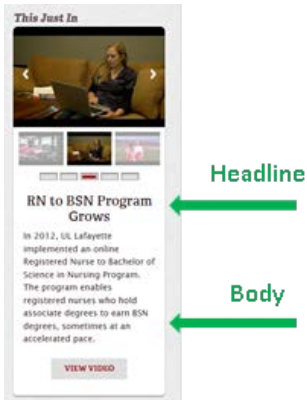
You can include video URLs on a group of slides to create a video slideshow. Each slide will display a still image from the video and a View Video button. Clicking the View Video button will open an interstitial video player on your web page.

Part one: Create the slides

1. In the admin toolbar, hover your cursor over **Content**.
2. Pull your cursor down, and place it over **Add content**.
3. Click on **General Purpose Slide**.



4. Type the name of the slide in the **Title** box. It is a good practice to include the words “video” and “slide” in the title so that it will be easy to locate later. The title will not show on the slideshow.
5. Type your text in the **Headline** box. This should be short and will appear below the picture.
6. Enter any details related to the video in the **Body** box.



7. Paste the video link in the **Video URL** box.

VIDEO

Video URL

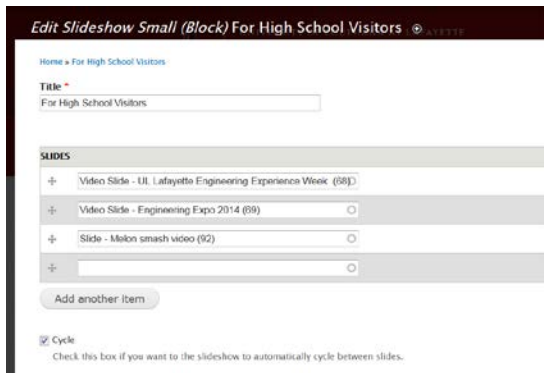
8. Click **Save**.

Repeat this process until you have the desired number of slides (maximum of ten).

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Part two: Create the slideshow

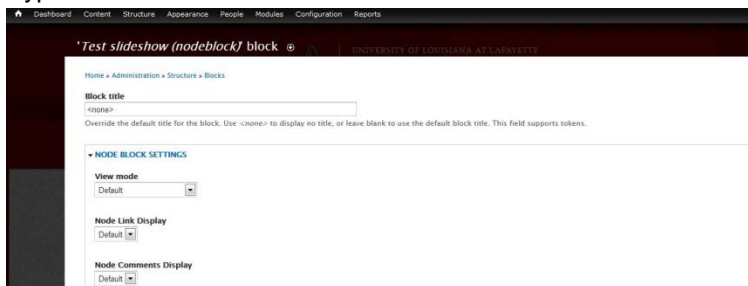
12. In the admin toolbar, hover your cursor over **Content**.
13. Pull your cursor down, and place it over **Add content**.
14. Click on **Slideshow Small (Block)**.
15. Enter a specific slideshow title in the **Title** box.
16. In the **Slides** text box, begin typing the name of a slide you created earlier (If you named your slide with “video” in the title, you can type “video” into the text box, and all of your slides will appear for selection.)
17. Click on the desired slide’s title when it appears.
18. Click **Add another item**, and repeat the process for the rest of your slides.
19. If you would like to reorder the slides, click on the compass arrow next to the slide title and drag the slide to your desired location.



20. If you want the slides to automatically cycle through, check the box next to **Cycle**.
21. Set your desired cycle time.
22. Click **Save**.

Part three: Add the slideshow to your page

10. In the admin toolbar, hover your cursor over **Structure**.
11. Pull your cursor down, and click on **Blocks**.
12. Scroll down until you see the slideshow that you created.
13. Click on **Configure**.
14. Type “<none>” in the **Block title** box.



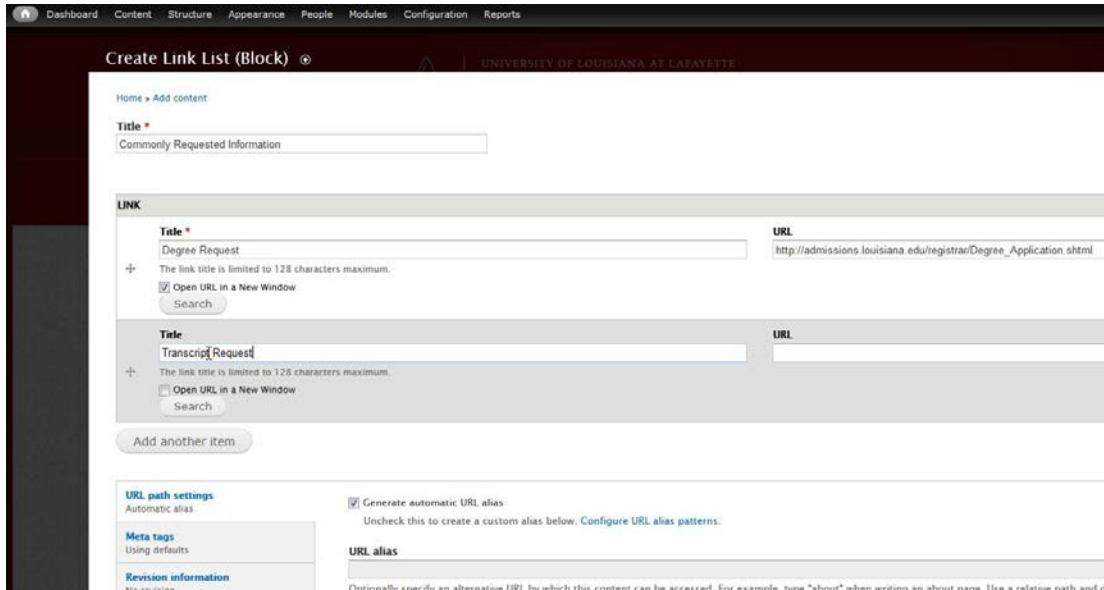
15. Scroll down to **Ragin Cajun Sub-Site Theme (default theme)** and click the drop down arrow.
16. Select **Sidebar Second**.
17. Select your preferences under the **Show block on specific pages**.
 - a. The home page is “<front>.”
 - b. Any main menu page would be the section of the URL appearing after “edu/”.
For example, for a page with the URL *engineering.louisiana.edu/prospective-students*, type “prospective-students” (without quotes) in the box.
 - c. Putting “*” after the name of a page will include any of the subpages in that page.
For example if you didn’t want the picture to show on About Us or any of its subpages, you would click the radio button (dot) next to “All pages except those listed” and type “about-us*” (without quotes) in the box.
18. Click **Save block**.

Add Quick Links

Depending on your office/department, you may have information on your site that is accessed frequently. You can create a toolbox or link list to help users easily find commonly requested information. You will want to use these sparingly and only for your most important links.

Part one: Create the Quick Links box

1. In the admin toolbar, hover your cursor over **Content**.
2. Pull your cursor down, and place it over **Add content**.
3. Click on **Quick Links (Block)**.
4. The text you enter in the **Title** box will display above the link list.
5. Enter your link title and URL.



6. Click **Add another item** to add more links (maximum of eight).
7. If you would like to reorder the slides, click on the compass arrow next to the slide title and drag the slide to your desired location.
8. Click **Save**.

Part two: Add Quick Links to your page

1. In the admin toolbar, hover your cursor over **Structure**.
2. Pull your cursor down, and click on **Blocks**.
3. Scroll down until you see the quick links list that you created.
4. Click on **Configure**.
5. Type "<none>" in the **Block title** box.
6. Scroll down to **Ragin Cajun Sub-Site Theme (default theme)** and click the drop down arrow.
7. Select **Sidebar Second**.
8. Select your preferences under the **Show block on specific pages**.
 - a. The home page is "<front>."
 - b. Any main menu page would be the section of the URL appearing after "edu/".
For example, for a page with the URL *engineering.louisiana.edu/prospective-students*, type "prospective-students" (without quotes) in the box.
 - c. Putting "*" after the name of a page will include any of the subpages in that page.
For example if you didn't want the picture to show on About Us or any of its subpages, you would click the radio button (dot) next to "All pages except those listed" and type "about-us*" in the box.
9. Click **Save block**.

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Edit Quick Links

1. Click on the sprocket icon in the top right corner of the Quick Links.
2. Select **Edit**.
3. Delete, add, edit, and reorder links as desired.
4. Click **Save**.

Troubleshooting

Technical assistance: training@louisiana.edu or (337) 482-4357.

Content and branding assistance: webteam@louisiana.edu or (337) 482-6397.

Video uploads: multimedia@louisiana.edu or (337) 482-6397.