

CAMPUS WCMS QUICK REFERENCE GUIDE

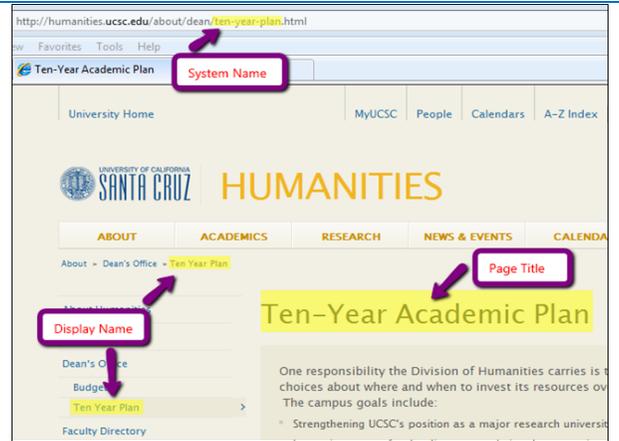
NAMING CONVENTIONS: (Search “naming”)

System Name - becomes the URL of the page (**NO** capital letters, special characters or spaces)

Display Name - Shows up in the Left Navigation and in the Bread-crumbs

Page Title - Shows at the top of the page

My URL has %20 in it! That’s because your system name has a space in it. Replace the space with a - (dash)



EDITING A PAGE: Use the WYSIWYG editor to make edits to your page. Create bullets or number lists, bold or italicize your text, create links, insert images, etc.



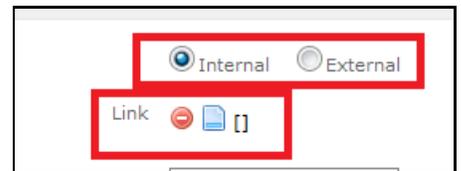
MAKING LINKS: (Search “links”)

Internal Links - links to pages inside your site (in your folder structure) - browse and select page

External Links - links to everything else—use full URL

Email Links - a link to a person’s email address , type mail-to:xxxx@ucsc.edu in “Link” field (Remove http://)

How do I fix my broken link? In the edit screen, click on the link, click the chain link icon to review the link address and make edits in the pop up window and then “submit”



NEW PAGES AND FOLDERS: (Search “pages”)

There are several different page templates:

1. **Left Navigation Page**—most common type of page, includes a left nav on the page
2. **Full Page with No Left Navigation**—same as left nav page but left navigation is hidden
3. **List Page**—a page that allows you to list items in a table-like layout with thumbnail images on the left
4. **Gallery Page**—A page that displays thumbnail images like a slideshow. Each thumbnail expands to a full-size image with caption
5. **News Article and Featured Profile Article**—date specific articles that highlight news, events, people, etc.
6. **Folders**—organize pages and left navigation
**All folders must have one page with a system name of “index”. The index page is always your “home” page

 **Recycle Bin** All items deleted stay in the recycle bin for 30 days so you can take them out if you need to!

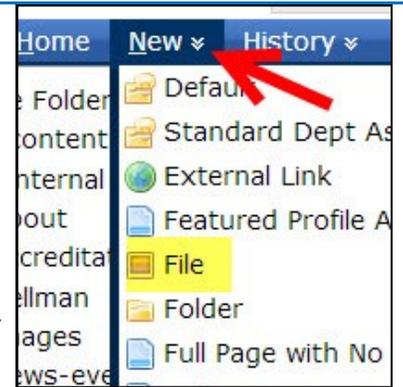
For more info: <http://wcmshelp.ucsc.edu>

UPLOADING FILES (IMAGES, PDFS, ETC.): (Search “upload”)

All images and PDFs are called “Files” in the WCMS. They must be **optimized** and **uploaded** to the Campus WCMS **prior** to use in your web site.

To upload a file;

- From the blue content bar, click “New” and then select “File”
- Browse to the file on your computer and select file. Select parent folder and submit



MANAGING YOUR LEFT NAVIGATION: (Search “navigation”)

Reordering: select the folder to display the items in the folder, click the grey “order” button to sort and then use the arrows to move up and down. Republish the folder.

Excluding pages: select the page you’d like to exclude from the left navigation, click “edit” and then check the box that says “exclude this page from the left navigation”. Republish the folder.

Reference Links: These allow you to add an item to your left nav referencing pages within your site that aren’t in the folder.

External Links: These allow you to add an item to your left navigation to a page outside your web site.

Why isn’t my Left Navigation showing correctly? Usually, a folder level re-publish is all that is required to update your left navigation.

Creating Nested Left Navigation: 2nd level (nested) left navigation is created by making a folder inside a folder. This works for 3rd level nested navigation as well.

Reminder: All folders must have an “index” page (system name) for the left navigation to work!



PUBLISHING RULES: (Search “publishing”)

All changes made to your site need to be published to be seen on your site.

- Change content ON a page: publish the page
- Add, delete, move a page OR change the display name of a page: publish the folder(s)
- Change the footer link, the top navigation or a left navigation block: publish the entire site (base folder)
- If you change a block on your home page (main index page): publish the main index page
**Blocks do NOT publish, just page(s) on which they appear

