

Basic Guide for the Extension County Website Management System

Log into your website

Login: You must have a UNL account – this is the same account you use for MyUNL (Blackboard), UNL Events (calendar) system, UNL Email, etc. Example: hhusker2

1. On any page within your website, click on the UNL Login link in the upper, right of the screen (next to the Search box).



2. Enter your username and password and click **Log In**.

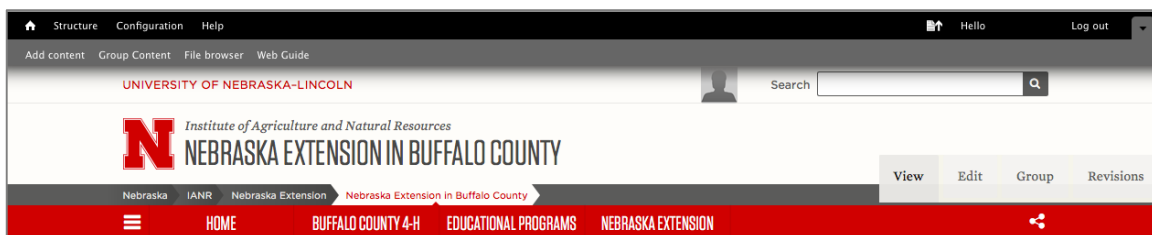
To logout, click on the **Log out** link in the upper right corner in the Administration toolbar (black).



The system will automatically time out after 30 minutes of inactivity.

Edit Content on Your Website

After logging in, the Administration toolbar (black) and the Shortcuts menu bar (grey) will display across the top of your page as well as the **View/Edit /Group/Revisions** tabs.



The **Structure** and **Configuration** options on the Administration toolbar are disabled. For basic management of your website – adding, updating, or deleting content – use the options on the Shortcut menu bar. *Clicking the Home icon on the Administration toolbar goes to the main Extension site's administration home page, not the home page for your site. To go to the home page of your site, click the website name (in the site header above the Main Menu or in the breadcrumbs).*

Shortcut menu bar

- **Add content:** create an Article, Basic page, Featured Promo or Webform or Upload Files.
- **Group Content:** view a list off all the pages on the site.
- **File browser:** view and upload files (images, PDFs, etc.).
- **Web Guide:** view help webinars, help documentation and contact information for support.

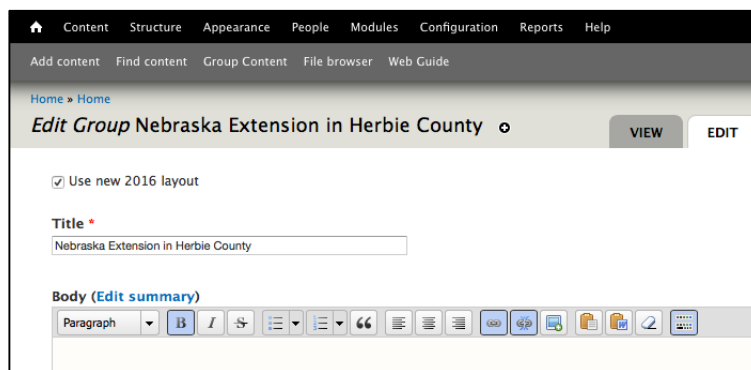
Tabs at the top right of each page

- **View:** view the live (public) page.
- **Edit:** edit content on the page.
- **Revisions:** view previous versions of the page and revert back if needed.
- **Group:** manage your site's Main Menu (navigation links) and add/edit users.

Switch to New 2016 Layout

Before switching to the new 2016 layout, create articles for the content you want posted in the main content area on the home page and the main 4-H page. Once your site is switched to the new layout, anything entered into the home page editor **Body** will not display. Instead, the home page main content area will display an article feed. The feed automatically links to each article you created.

1. To use the new 2016 layout, click the **Edit** tab on the home page.
2. At the top of the page, check the box next to **Use new 2016 layout** then click the **Save** button.



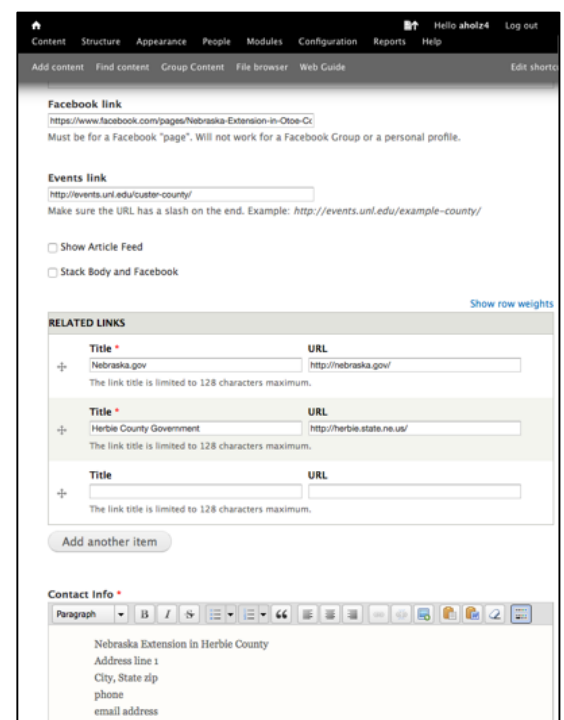
Home page

The following items can be updated by clicking the **Edit** tab on the home page.

- **Facebook Page Link** for the facebook widget (displays in right column)
- **Events Link** for the Event calendar (displays in right column)
- **Related Links and Contact info** (displays in grey local footer region)

After switching to the new layout, you won't be able to edit the main content area on the home page. The main content area will display an article feed.

The "Show Article Feed" and "Stack Body and Facebook" options are not applicable when using the new 2016 layout.



Home page article feed

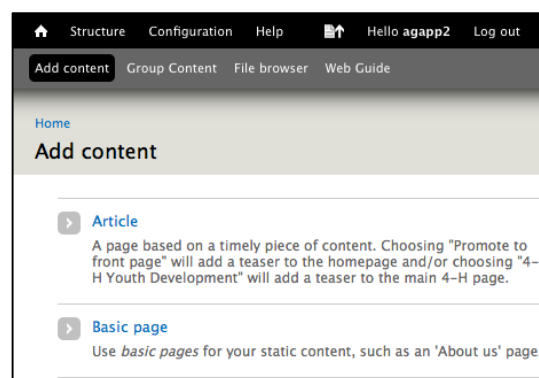
Only **Article** pages will display in the home page feed. The feed displays the article title, summary and a read more link. **Basic pages** will not display in the feed but can be linked to from the Home and 4-H Main Menu dropdowns and in the grey menu box that displays on the home page and main 4-H page.

To add a new article, click **Add content** on the Shortcuts menu bar then click **Article**. When creating an article, you have the option of entering a summary. If the **Summary** field is left blank, up-to the first 800 characters of the article body will display as the summary in the feed.

When editing an article, you can select whether or not it will display in the home page feed. By default, articles display in the feed in order of publish date with the newest articles displaying first. However, you can select to make an article sticky, so that it always displays at the top of the feed, regardless of its publish date.

Display a post permanently at the top of the feed

1. Click the **Edit** tab on the article page. Scroll to the bottom of the page and click **Publishing options** on the left side navigation.
2. Check the box next to **Sticky at top of lists** then click the **Save** button.



Remove a post from the home page feed

1. Click the **Edit** tab on the article page. Scroll to the bottom of the page and click **Publishing options** on the left side navigation.
2. Uncheck the box next to **Promoted to front page** and click the **Save** button. *The article will still be visible to people going to the page directly by typing in the URL (Web address).*

A screenshot of a 'Publishing options' form. On the left, there's a sidebar with sections: 'Site hierarchy' (Yard and Garden), 'Revision information' (New revision), 'Authoring information' (By kabe12 on 2017-01-02 14:42:11 -0600), and 'Publishing options' (Published, Promoted to front page). The main area contains several checkboxes: 'Published' (checked), 'Promoted to front page' (unchecked), 'Sticky at top of lists' (unchecked), 'Hide page title' (unchecked), and 'Remove wdn-inner-wrapper class' (unchecked). Below these checkboxes, there's a text box with the instruction: 'If the page title is hidden, an <h1> element needs to be inserted manually.' At the bottom, there are four buttons: 'Save', 'Preview', 'View changes', and 'Delete'.

Change the order posts display in the article feed

1. Click the **Edit** tab on the article page. Scroll to the bottom of the page and click **Authoring information** on the left side navigation.
2. Change the **Authored on** date to an earlier or later date. *Article posts display in order of publish date with the newest articles displaying first.*

4-H Page

The main 4-H page feed works similar to the home page feed. To display an article in the 4-H feed, select **4-H Youth Development** on the edit article page under **Related Program**.

Related Programs

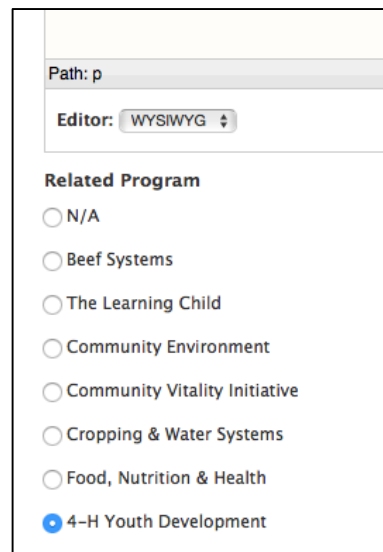
To display an article in a related program page feed, select the name of the program on the edit article page.

Add or edit content in the editor

Click on the **Edit** tab to begin adding content (text, image, or link) or to update content on the page.

All saved changes are immediately made live.

To view all of the **Editor** options, click on the **Show/hide toolbar** button (outlined in red in the screenshot below).



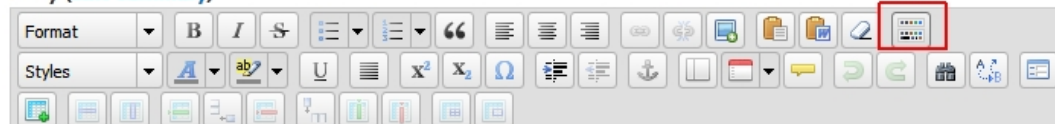
Path: p

Editor: WYSIWYG

Related Program

- ☐ N/A
- ☐ Beef Systems
- ☐ The Learning Child
- ☐ Community Environment
- ☐ Community Vitality Initiative
- ☐ Cropping & Water Systems
- ☐ Food, Nutrition & Health
- ☒ 4-H Youth Development

Body (Edit summary)



To enlarge the edit pane, click-hold-and-drag on the two diagonal lines in the bottom right corner.



The **Editor** has two modes, WYSIWYG and HTML. The WYSIWYG mode works similar to using a word processor like Microsoft Word. Working in the HTML mode requires knowing how to write and edit HTML code. You may switch back and forth between the WYSIWYG and HTML mode while editing a page. The Editor mode displayed the last time you saved the page is the mode that will display the next time you edit it.

Type text in the editor or paste it in from another source

- When typing in new text, press the **Enter key** to create a new paragraph.
- When you paste in text, use the **Paste as Plain Text** button to paste the text without any formatting or the **Paste from Word** button to paste text from Word along with the formatting.
- When entering a **bullet or numbered list**, select the list type and press the **Enter key** after each list item. Press the Enter key twice after the last list item to end the list.
- When you add **headings** on the page, the largest size available in the *Format* drop-down menu is *Heading 2*. The higher the number, the smaller the heading text size.
- If you have data that needs to display in a table, use the Responsive Table Generator Tool to ensure the table will display correctly on both desktop and mobile devices (see link below).

<http://ianrmedia.unl.edu/responsive-table-generator-tool>



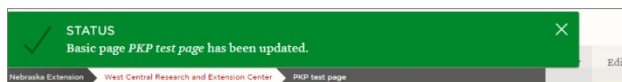
Preview your changes

You may Preview any changes before saving with the **Preview button** at the bottom of the screen. Preview opens a new pane above the edit pane on the same page.

Using the Preview option deactivates the Undo/Redo buttons and there is no “Cancel” option. If you made changes and do not want the changes, simply click on the View tab to exit the Edit mode.

Save your changes

Be sure to **SAVE** your changes before clicking a Main Menu link or tab otherwise your changes will be lost. There is no “Save and Continue” option. After you click the **Save** button at the bottom of the screen, you will no longer be on the **Edit** tab, you’ll be on the **View** tab and a Status banner will display at the top of the page. Click on the **Edit** tab to resume updates.



All saved changes on a published page are immediately visible by the public.

Insert/edit an image

Improve downloading time by resizing your photos in an image editing program like Adobe Photoshop before uploading them or in the File Browser after you upload them.

Recommended image sizes

- 1600-1200px wide for Images that stretch the width of the browser (Featured Promo)
- Minimum of 350px wide for small images (use a grid layout to display images at a size smaller than 350px wide)

Resize image in File Browser

1. Click on the image name and click **Resize** on the File Browser menu bar.
2. Enter the new width, click in the height box to auto populate it with a proportional height and click the **Resize** button. The resized image will be named slightly different than the original.


Rename your images before uploading them or rename them in the File Browser.

Recommendation for naming Image files

- Use short, descriptive names (ex: bull-snake.jpg instead of img00015.jpg).
- Separate words with hyphens, do not use spaces or underscores (ex: prairie-rattlesnake.jpg instead of prairierattlesnake.jpg).
- Use all lowercase letters (ex: prairie-rattlesnake.jpg instead of PrairieRattleSnake.jpg).

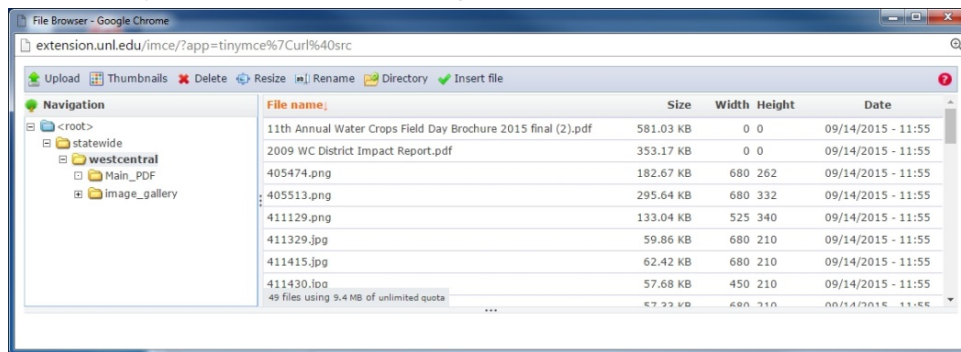
Rename image in File Browser

1. Click on the image name and click **Rename** on the File Browser menu bar.
2. Enter the new name and click the **Rename** button.

To add an image using the WYSIWYG editor, place the cursor in the editor where you want the image to display and click on the **Insert/Edit** Image button. 

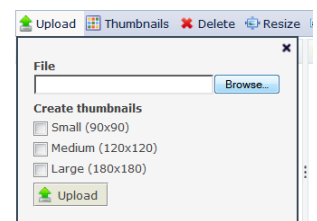
1. In the **Insert/Edit** Image dialog box, click on the **Browse** button to open the File Browser dialog box.


Image URL 



2. **Upload** the image file into the respective county image folder/directory. *If you have a lot of image files it may be helpful to organize them into additional folders/directories.*

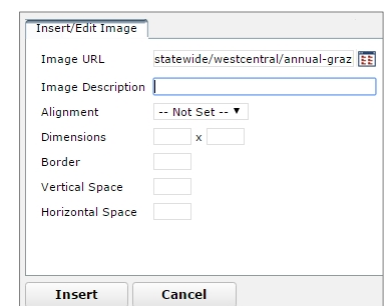
- a. Click on **Upload** in the File Browser menu bar to open the File dialog box.
- b. In the File dialog box, click on the **Browse** or **Choose File** button (button varies by browser) to open the dialog box showing files and folders on your local computer or network drive.
- c. Select the file and click on the **Open** button. The filename will display in the text box. You can ignore the “thumbnails” options.
- d. Click on the **Upload** button inside the File dialog box. Optional: You may upload another file into the same folder by clicking on the Browse or Choose File button again.
- e. When finished uploading the file(s) into the folder, click on the **X** to close the File dialog box.



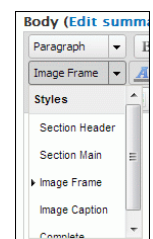
3. In the File Browser dialog box the new file will be highlighted, click on the **Insert file** button  or double-click the filename to return to the **Insert/Edit** Image dialog box.

4. Complete the **Insert/Edit** Image dialog box options listed below.


- a. In the **Image Description** text box, enter *Alternative Text* which briefly describes the image. This is required for Accessibility standards as it is used by screen reader programs for the visually impaired.
 - b. Select the **Alignment** value of *Left* or *Right* if you want the text to flow around the image. Other options are not used in a Web page.
 - c. If the image is too wide, you can enter a new width in the first **Dimensions** field while leaving the second field for height empty. This will allow the image to remain responsive.
 - d. To add padding around the image, enter a small number (6-8) in the **Vertical and Horizontal Space** field.
5. Click on **Insert** button to close the **Insert/Edit** Image dialog box.

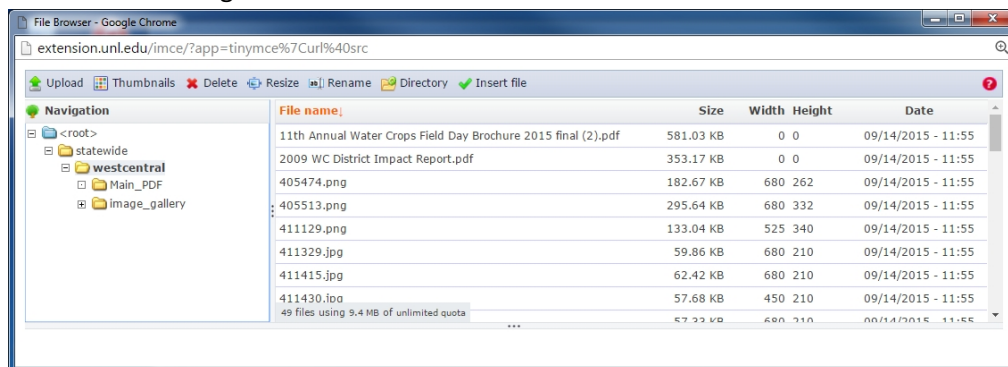



6. Optional – Use the **UNL Styles – Image Frame** option to give the image the UNL WDN light gray border style and the appropriate spacing between text and image.
 - a. Select the image.
 - b. Click on the **Styles** drop-down menu and select *Image Frame*.

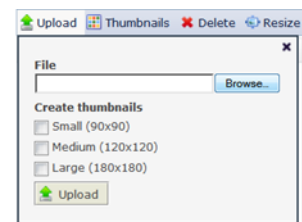


Insert/edit a link to an uploaded document (PDF) file


1. Highlight (select) the text you want to link to the file.
2. Click on the **Insert/Edit Link** button to open the dialog  box.
3. In the **Insert/Edit Link** dialog box, click on the **Browse** button to open the File Browser dialog box.

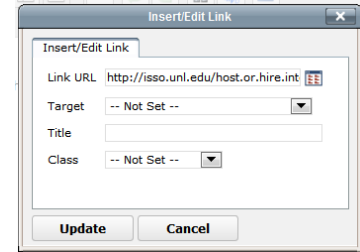


- a. Upload the PDF file into the respective county documents folder/directory.
 - b. Click on **Upload** in the File Browser menu bar to open the File dialog box.
 - c. In the File dialog box, click on the **Browse** or **Choose File** button (button varies by browser) to open the dialog box showing files and folders on your local computer or network drive.
 - d. Select the file and click on the **Open** button. The filename will display in the text box. You can ignore the “thumbnails” options.
 - e. Click on the **Upload** button inside the File dialog box. Optional: You may upload another file into the same folder by clicking on the Browse or Choose File button again.
 - f. When finished uploading the file(s) into the folder, click on the **X** to close the File dialog box.
4. In the File Browser dialog box the new file will be highlighted, click on **Insert file**  in the menu bar or double-click the filename to return to the **Insert/Edit Link** dialog box.
 5. Target – Ignore this setting.
 6. Title – This is a description that displays as a tool tip bubble when the mouse pointer is hovered over the link. It is also used by screen reader programs for the visually impaired.
 7. Class – Ignore this setting.
 8. Click on the **Insert** button when finished (or **Update** when correcting a link).



Insert/edit a link to a web page (URL) or email address

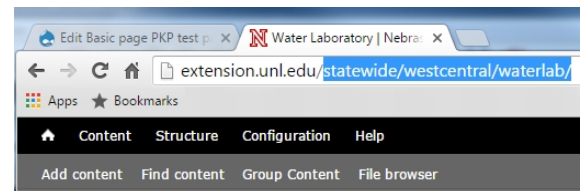
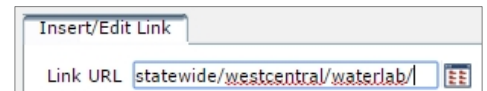
1. Highlight (select) text you want to link.
2. Click on the **Insert/Edit Link** button  to open the dialog box.
3. Enter the **Link URL**. You may create a link to a page within your website, a page on another website, or an email address.



- **When linking to a page outside of your website**, type or paste the *complete URL* (including http://) into the *Link URL* text box. HINT: To avoid a spelling error, open the page you want to link to in a separate browser window and copy the URL (Web address).
 - i. **Target** – Optional. It is recommended that you leave Target at the default (Not Set) setting, when linking to a page within your site. This will open the page in the same window. When linking to a page on a different site, change the setting to *Open in a New Window* (e.g., linking to an Adobe Connect webinar URL).
 - ii. **Title** – Optional. Used to provide additional information that the link text doesn't provide.
 - iii. **Class** – Ignore this setting.

- **When linking to a page within your website**, enter the portion of the page URL that identifies the page within your site (e.g., statewide/buffalo/page-name/). Do not include http://extension.unl.edu/.

HINT: Open a new tab and type the URL for your website into the address bar and press Enter. You will now have a second occurrence of editing your website. Navigate to the page you want to link to and copy the “site portion” of that page URL (see example at right). Return to the original browser tab and paste the text into the *Link URL* text box.

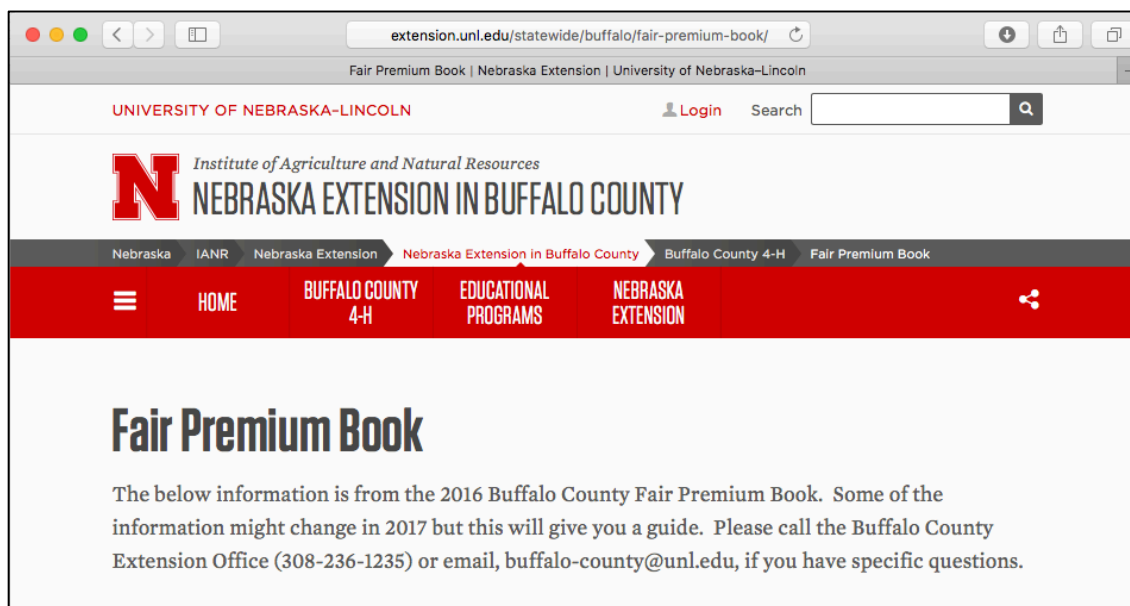


- i. **Target** – Ignore this setting.
 - ii. **Title** – Optional. Used to provide additional information that the link text doesn't provide.
 - iii. **Class** – Ignore this setting.
- **When creating an email link**, type *mailto:* followed by the email address with no spaces in the *Link URL* text box (e.g., *mailto:husker2@unl.edu*).
 - i. **Target** – Ignore this setting.
 - ii. **Title** – Optional. Used to provide additional information that the link text doesn't provide.
 - iii. **Class** – Ignore this setting.

Click on the **Insert** button when finished (or **Update** when correcting a link).

Add a new page

1. Click on **Add content** in the Shortcuts menu (gray bar).
2. Click **Basic page** or **Article**.
 - Create **Articles** for timely content that displays on the home page feed, main 4-H page feed or Related Program feed, like an announcement for an upcoming event.
 - Create **Basic pages** for permanent content like an “about us” page. **Basic pages** will not display in the feed but can be linked to from the Home or 4-H Main Menu dropdown and in the grey menu box that displays on the home page or main 4-H page.
3. At the top of the screen, complete the **Title** field. The Title is used in multiple places (See “Fair Premium Book” in the example screen below).
 - *Page Title* – displays on the browser tab. The Page Title is the first line of text that displays on a listing in Google search results.
 - *Filename* in the URL (Web address)
 - *Breadcrumb menu* text for the page
 - *First heading on the page* <h1> – displayed immediately below the Main Menu.



4. *Edit summary* – When creating a **Basic page** you can ignore the **Edit summary** link. When creating an **Article**, click the **Edit summary** link to customize the text that displays on the home page feed, main 4-H page feed or Related Program feed. If the **Summary** field is left blank, up-to the first 800 characters of the article body will display in the feed.
5. Enter your content. See previous sections for more information.

If you want to display your content in the UNL Grid Framework (columns), please see the IANR Media UNLcms page for more information (<http://ianrmedia.unl.edu/unlcms>).

6. *Related Program* – When creating a **Basic page** you can ignore the related program option. When creating an **Article**, selecting a related program will display the article in the feed on the related program’s page. Selecting **4-H Youth Development** will display the article in the main 4-H page feed.
7. *Site Hierarchy* fields – Check the box next to **Display in menu** to add a link to the page in the red menu bar. Under **Parent item** select **Home** or **[County Name] 4-H** to display the page in the red menu bar dropdown under **Home** or **[County Name] 4-H** and in the grey menu box that displays on those pages.

8. **Save** your new page. You will see a green Status-success message at the top of the **View** page version.

This page is live in your website, however search engines and users will not be able to find the page unless you link to it from another page.

Menu Bar

After switching to the new 2016 layout, the main menu should display Home, [County Name] 4-H, Educational Programs, and Nebraska Extension across the top. You may add up-to two additional links on the Main Menu.

Do not display more than six links on the main menu. Having more than six links will cause the main menu to wrap onto two lines which should be avoided. In addition, try to limit the number of main menu dropdown links to around six each. Limiting the number of navigation links to a maximum of six across and six down provides an optimum user experience.



Add pages in the dropdown menu under Home or 4-H

Click the **Group** tab on the home page.

Click on **Menus** then click on **list links**.

Click-hold-and-drag the move tool (looks like a cross) next to the page and drag it under **Home** or **[County Name] 4-H** to where it looks indented.

Make sure the check box under **Enabled** is checked next to the page. Pages with the check box checked under **Enabled** will display on the red menu bar or in the dropdown. You can remove a page from the menu by unchecking the **Enabled** check box.

MENU LINK	ENABLED
 Home	<input checked="" type="checkbox"/>
 About Herbie County	<input checked="" type="checkbox"/>
 Support Extension	<input checked="" type="checkbox"/>
 Book a room	<input checked="" type="checkbox"/>

Click **Save configuration**

Use Revisions to return to previous version of content

If you save an update to the content and the display of content is not correct, you can revert to a previous version. Click on the **Revisions** tab to see the page edits (displayed in reverse chronological order).

Revisions for PKP test page			VIEW	EDIT	OUTLINE	REVISIONS
Revisions allow you to track differences between multiple versions of your content, and revert back to older versions.						
REVISION	Compare		OPERATIONS			
Tue, 04/26/2016 - 14:34 by cfox1					current revision	
Tue, 04/26/2016 - 14:28 by cfox1					Revert	
Tue, 04/26/2016 - 14:27 by cfox1					Revert	

The **Compare** button will show you side-by-side comparisons of the HTML code view for the 2 selected versions. To return to a previous revision, select that version and click on the **Revert** link under Operations. You will a second screen asking you to confirm the request. Click on the **Revert** button to complete the process. You will then see the message that the page content has been changed back to a previous version. *All versions of the page are still available.*

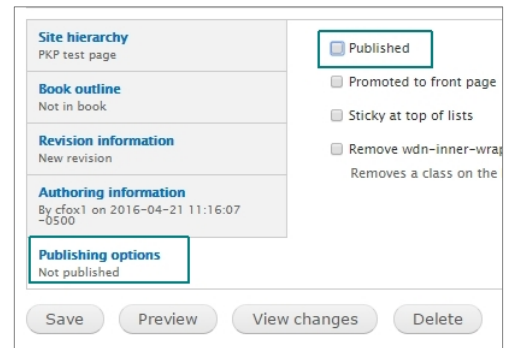
Remove a page from public view

To prevent the public from going to the page with a direct URL (Web address), you can unPublish the page.

3. Click the **Edit** tab on the page. Scroll to the bottom of the page and click **Publishing options** on the left side navigation.
1. Uncheck **Published** and click on the **Save** button.

To return to the page log in and enter the URL in the browser address bar or go to the Group Content screen and click on the page Title.

The safest way to Delete a page is to go to the Edit mode of that page. Click on the **Delete** button at the bottom of the screen. You will receive a warning screen and need to click on the second Delete button. This will delete the page AND ALL content that was created as a part of the page.

A screenshot of the 'Publishing options' panel in the UNL CMS. The panel is divided into two main sections. The left section contains a list of options: 'Published' (checked), 'Promoted to front page' (unchecked), 'Sticky at top of lists' (unchecked), and 'Remove wdn-inner-wrap' (unchecked). The right section contains a list of options: 'Not published' (checked), 'Promoted to front page' (unchecked), 'Sticky at top of lists' (unchecked), and 'Remove wdn-inner-wrap' (unchecked). Below the options are four buttons: 'Save', 'Preview', 'View changes', and 'Delete'.

Additional website items

Featured Promo on the homepage

To add an image with text and a link at the top of the homepage click on the **Add Content** menu option and then select **Featured Promo**. The “Featured Promo” rotation has a limit of 5 items. If the County site does not have 5 items, the slide rotation will include slides from the UNL Extension administration site. *For best image display, please use an image with a width of at least 1200px.*

For a graphical description of the complete homepage content layout please go to <http://extension.unl.edu/guide/statewide-homepage.png>.

Webform

For instructions on how to create a Webform page, please see the “How to Create a Form in UNLcms” page in the IANR media website (<http://ianrmedia.unl.edu/how-create-form-unlcms>).