Website FAQ

What is the site actions menu?

    The site actions menu is located in the upper-right hand of websites for which you have been granted editing privileges. It is labeled "Site Actions" and allows you to add and edit pages as well as add sections. You can also edit your navigation settings and visit the site content manager from this menu.

What is the difference between checking in/out and publishing?

    When you check out a page, it can be edited by you only. Once you have checked it back in, other site administrators can see your edits. Only when you have published a page will the general public see it (Assuming your site has been made live by the eCommunications Manager).

How do I create a page?

    Visit the section you want to create a page in and select "Add Page" from the site actions menu. You will be given the option to type the page's title and input the site's layout and navigation settings (the site URL is created automatically based on your page title). Click "Save Changes "when you are finished.

How do I create a section?

    Select "Add Section" from the site actions menu. You will be given the option to type the section's title. (the section URL is created automatically based on your section title) Press "Add Section" when you are finished.

What's the difference between a page and a section?

    Sections are like folders that contain individual web pages. You may want to create a section for faculty or majors that contains pages for each staff member or major. When you create a section, it creates a default page for that section. This page can be an overview of what is contained in that section. The default title for that page is Section Welcome, but you can change it to be more descriptive (See renaming a page).

How do I rename a page?

    Go to the page you wish to rename. From the site actions menu, select "Edit Page." In the gray properties bar, select "Edit Properties." Change the name under page title. (This will change the URL as well). Click the "Create Page" button to save your changes.

How do I rename a section?

    Select "Edit Site Content" from the site actions menu. In the left-hand menu, select the drop down menu beside the section you wish to change. Select "General Settings" from the menu. Change the name of the section and press OK.

How do I delete a page?

    In the site actions menu, select "Edit Site Content." Navigate to the section that contains the page you want to delete. Click on the pages folder for that section. Check the box beside the page(s) you want to delete. From the actions menu (not site actions), select "Delete." Press OK to confirm.

How do I delete a section?

    In the site actions menu, select "Edit Site Content." On the right-hand side, select the drop-down menu beside the name of the section you wish to delete. Select "Delete" and press OK to confirm. Warning: This will delete all pages within that section, so be sure you don't have any pages you want to keep (see moving a page).

How do I move a page to a different section?

At this time, there is no automatic way to move pages between sections. The only workaround is to copy the source code of one page and paste it into a new blank page in the proper section. In a page you want to copy, select "Edit Page" from the site actions menu. Click on the "Edit" button for the section (also known as a web part) you wish to copy. Click "Source." Select all the source code and copy it using Control+C. If you have more than one web part or page to copy, you can copy them all into a text document (keeping them separate) or in multiple text documents. Once you've copied what you want to move, navigate to the new page, select "Edit" from the site actions menu and edit from the web part you want to paste into. Press the "Source" button in the edit bar and then paste the new code in. Press "Source" again to check if the content is correctly placed.

How do I change my page's layout?

In the site actions menu, select "Edit Page." In the gray bar, select "Edit Properties." You can choose from three templates or create your own based on your needs. The layout must be multiples of 25 or 33 and equal 100 per line. Use semicolons to separate rows. Example: 25/75 or 100;66/33;100.

How do I change the crumbtrail?

The crumbtrail is automatically generated based on section and page titles. To remove the crumbtrail, select "Edit Page" from the site actions menu. In the gray properties bar, select "Edit Properties." You can then choose to check or uncheck the "Show Crumbtrail" option.

How do I remove the navigation sidebar?

To remove the navigation sidebar, select "Edit Page" from the site actions menu. In the gray properties bar, select "Edit Properties." You can then choose to have no navigation, left navigation, or top navigation. The default is left navigation.

How do I make images across an entire page?

Create an image that is 900 pixels wide exactly. 250 is a good height. You shouldn't make the image too tall, as some screens won't show any of your page's body copy.

How do I change the order of section/pages in the navigation sidebar?

On the main page of your site, go to the site actions menu and select "Edit Navigation." Select the "Sort Manually" option to switch from sorting the navigation entries alphabetically to manual. Under the Global Navigation heading, select whichever entry you wish to move and select "Move Up" or "Move Down." Once you have moved the navigation items into the order you wish, press OK.

How do I add a link to someone else's site in the navigation sidebar?

On the main page of your site, go to the site actions menu and select "Edit Navigation." Select the "Sort Manually" option to switch from sorting the navigation entries alphabetically to manual. Just above the white box that lists your site's navigation entries, select "Add Link." In the new window, type a title for the link and the URL that it should take visitors to. When you are finished, press OK.

How do I edit a page?

Click on the site actions menu, and select "Edit Page." Then find the particular zone you wish to edit and click the "Edit" button.

What is a zone? What is a web part?

A zone is a section of a web page created by the template design that lets you put content in an exact location on the web page. A web part is where the web content is actually displayed within the zone. A web part can be modified to display content in various way.

How do I change text styles?

After selecting the text you wish to change, click on the "Style" drop-down menu on the far left of the formatting palette to change the text to the text style you want.

How do I make a link?

Highlight the desired text or image you wish to turn into a link, and click the Insert Link button in the top row of the formatting pallet. Then paste the address in the URL field.

How do I make an email link?

Select the desired text or image, click the Insert Link button, and paste the email address in the URL field. Then click the "Link Type" menu and select "email."

How do I change a link?

Highlight the text or image containing the link, and click the "Edit Link" button in the formatting bar to change the URL location.

How do I make a table?

Click on the "Insert" button in the gray formatting bar. Select the desired number of columns and rows, and click OK.

How do I edit a table?

Right-click on the table you wish to edit. A drop down menu with various editing options will appear, allowing you to modify table and cell properties, and insert and delete columns and rows.

How do I get rid of the red bar in a table?

Click on the "Source" button to enter source mode, and delete to following table code located under the <div> tag:

```
<thead>
    <tr>
      <th> </th>
      <th> </th>
    </tr>
  </thead>
```

How do I make a bulleted/numbered list?

Highlight the selected text you wish to bullet/number, and select either the Insert Numbered or Insert Bulleted list buttons. Please note that you will not be able to see the bullets until you click "Save" for that web part.

How do I undo/redo something?

The "Undo" and "Redo" buttons are located on the grey formatting bar. Alternatively, you can use the Control+Z and Shift+Control+Z keyboard shortcuts will undo/redo most operations.

How do I add images?

Click the "Insert/Edit Image" button, and browse for the image file you wish to upload. Once you have selected it, be sure to select any subfolders you may wish to upload it to and press the "Upload" button. Then press OK to insert it into your page.

How should I organize my images?

If you are using a great deal of images, it is best to categorize by separate folders within the main image folder. Using the images folder for each section generally just makes it more difficult to keep track of images.

How do I make text wrap around images?

Select the image you wish to have text wrap around and click on the Style drop down menu in the formatting bar. Then choose the "Image on Left" or "Image on Right" option. You may have to move your image or text manually to get proper placement.

How can I make an image a link?

Select the image and click the "Insert/Edit Link" button to make the image link to another location.

What are the best sizes for an image?

Generally, when it comes to web images, the smaller the better. You don't want to images to take up too much space on a page and take too long to download.

How do I upload documents? (PDF, MS Word)

Click on "Site Actions" and select "Edit Site Content." Hover your mouse over the "Documents" list item, and click the drop down menu arrow. Select "Open Link in New Window." The page that opens will have an upload button. Press "Upload" and select "Browse…" and then locate the document you wish to upload. Press OK. Then press OK on the upload page as well to upload the document. You should put all your documents in the main documents folder and create subfolders as needed.

How do I link to documents?

Click on "Site Actions" and select "Edit Site Content." Hover your mouse over the "Documents" list item, and click the drop down menu arrow. Select "Open Link in New Window." Locate the document you wish to link to and right click on the file name and hit Copy Shortcut. (Or Copy Link Location in Firefox) Then create a link as you normally would and paste the shortcut into the URL field.

Photoshop techniques for web design:

Crop an image: Select the crop tool and drag a border across the image, keeping in mind that anything outside of the selection border will be deleted once you crop. Once you get your desired selection, press the return key to finalize the crop.

Resize an image: Click on image in the top menu bar and select "Image Size." A window will appear that will allow you to adjust the image size by percentage or by pixels. Choose an image size appropriate for web viewing (the smaller, the better).

Rounded Corners:

Select the rectangular selection tool and drag a selection on the image. Then right-click on the selection and choose "Feather." Right click again and choose "Inverse Selection." Then click "Edit – Fill," and choose the desired color (usually white), and make sure the opacity is set at 100 percent. Hit OK. You now have an image with rounded corners.

Inside the CMS:

Add New Section

Check-In Bar

This page is checked out to you | Check In | Publish | Revert to Published | Undo Checkout | Detailed Status | Edit Properties | View Content

Editor

Home > Marketing and University Relations > Visual Identity > **Logos – University**

Zone 1

📑 Add a Web Part

Untitled

Save | Cancel

Title

Section Content

Style | Heading

Logos for General Use

Southern Adventist University's logo is a component of the university's visual identity. Multiple formats are provided below for your use. By downloading the logo, you agree to follow the Visual Identity Standards Guide (3.1 MB pdf).

To download:
1. Right-click (or click and hold for Macintosh) on a link.
2. Choose "Save link as..." (or similar command) to save these templates to your hard drive.

New Page

Creating new page in Visual Identity

Page Title

URL /sites/marketing/visualidentity/Pages/ [   ] .aspx

Description (optional)

Layout

100

Navigation Style
Current default is: "Navigation On Left"

- ⦿ Use Default
- ○ Navigation On Left
- ○ Navigation On Top
- ○ No Navigation

☑ Show Crumbtrail?

Save Changes | Cancel

Source Editor

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Source | | | | | | | | | | | | | | |

Style | | | B I | x₂ x² | | | | |

<h1>Logos for General Use</h1>
<p>Southern Adventist University&rsquo;s logo is a component of the
university&rsquo;s visual identity. Multiple formats are provided below for
your use. By downloading the logo, you agree to follow the <a
href="https://www.southern.edu/sites/marketing/Documents/visualidentitystanda
Identity Standards Guide </a>(3.1 MB pdf).</p>
<p> </p>
<p><b>To download:</b><br />
1. Right-click (or click and hold for Macintosh) on a link.<br />
2. Choose &ldquo;Save link as...&quot; (or similar command) to save these
templates to your hard drive.</p>
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and Support Department Logos</a></p>
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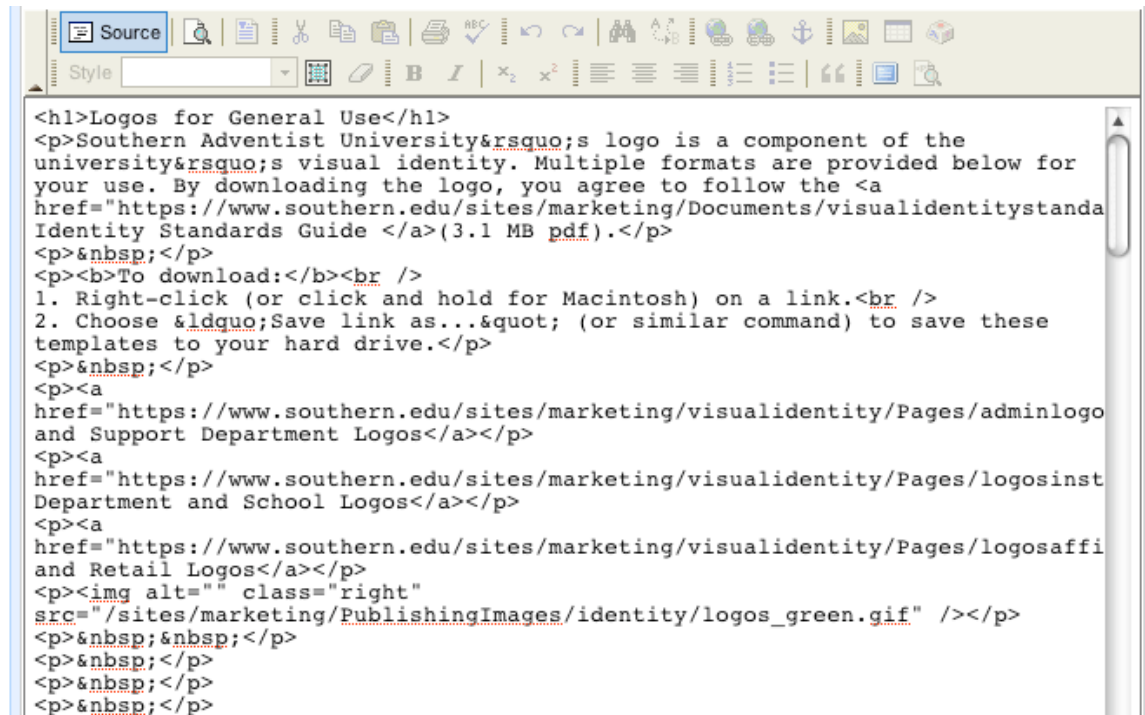
Editor Buttons

Heading Control		Insert Table	Insert Image	Insert Link
Style Heading ▼				