

SU Website: Web Content Manager

Additional training documents and resources are available at www.su.ualberta.ca/webguide

Accessing the Web Content Manager

To access the manager, navigate to the page on the website that you wish to edit, then add **edit/** to the end of the URL. For example, if you wanted to manage the Safewalk page at <http://www.su.ualberta.ca/services/safewalk/> the URL should read <http://www.su.ualberta.ca/services/safewalk/edit/>. Make sure to have the final slash at the end of the URL or it will not work.

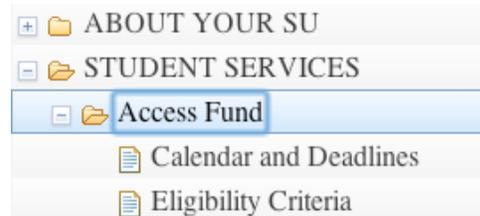
Logging In

You will be presented with a simple login screen for your username and password. This is the same username and password you use for logging into iCal and the file server. The tricky thing here is it requires the shortname version of your username—usually your name in lowercase with no spaces (eg. johndoe). If you are unsure of your username, you can open iCal, go to iCal > Preferences > Accounts and look under Username.

If you are unable to log in to the web content manager but other services (eg. iCal and file server) are still functioning, please contact tech support and put in a support ticket detailing the issue.

Navigation

The left-hand column of the page is the **Navigation Bar**. You can use the navigation bar to select any other page that you wish to edit (provided you have access to edit the page). The page you are currently on will have a light blue background (in the example to the right, the Access Fund main page). To navigate to another page, click on its name. You may need to click the + icon beside the page's parent page in order to see it.



Content

The website content editor adheres to a standard we call "What you see is what we want". This means while you can style the content on your page, you are limited in how you can do so and the styling will conform to the look and feel of the site. The way we do this is through 'markdown'. Markdown is styling cues you can use to change the size of fonts, make things bold or italic, put in tables, or make lists and more.

For simplicity, we recommend using the formatting toolbar provided at the top of the editor (and pictured below).



The formatting toolbar provides you with an easy way to format your text in all of the ways allowed by the site. For example, to bold a word, highlight the word and click the **B** button on the formatting toolbar. Your text will then be automatically formatted. To find out what the other buttons on the formatting toolbar represent, hover over a button for a brief description.

All available formatting options can be implemented using the formatting toolbar with the exception of tables. See the Markdown Syntax Guide section on tables for information on how to code a table in Markdown. Also note that some formatting options such as underline are not available for use on the website.

Advanced users can also consult the **Markdown Syntax Guide** for more information on how to code pages by hand.

Metadata

There are several metadata keys that have special functionality built into the site that changes how pages work. It is important that you are very careful changing these values. **Do not change any values other than those explained below unless you are absolutely sure what you are doing.**

Click on the **Metadata** tab to manage the metadata for the page. Note that metadata tags are inherited (eg. if a phone number tag is defined on the main page of a department, it does not need to be redefined for each subpage). As a result, metadata tags should almost always be placed only on the main page of a department. The following are some basic metadata tags that control the content in the right-hand column of your public web pages that you may need to occasionally create or change:

contactPhone

10-digit phone number

contactFax

10-digit fax number

contactEmail

email address

addressName

name of your office

addressRoom

room number of your office

hours

hours of operation

connectBlogName

name of your blog

connectBlogURL

URL of your blog

connectFacebookName

name of your Facebook page

connectFacebookURL

URL of your Facebook page

connectTwitter

your Twitter username

connectYoutubeName

name of your YouTube channel

connectYoutubeURL

URL of your YouTube channel

connectFlickrName

name of your Flickr library

connectFlickrURL

URL of your Flickr library

Note that all of the “connect” social media tags (except for Twitter) must have both the Name and URL tag defined before it will appear on the front-end of the website. Make sure to click the **Update** button below the metadata tags whenever you make any changes to ensure your changes are saved.

Advanced users can consult the **Metadata Usage Guide** for more powerful uses of metadata tags.

Uploads

Uploads are supplementary files relating to the web page. This may include images on the page, or PDF attachments that are linked to from the page. Click on the **Uploads** tab to both add a new upload or to delete an existing upload.

If you wish to use an uploaded file within your content (either as an included image or a link to the uploaded file), find the file in the **All Uploads for this URL** section of the **Uploads** tab and click the **COPY** button. This copies the uploaded file’s URL to your clipboard. Then click on the **Content** tab, select where you would like the image and/or link to be placed on the page, and then click the image and/or link button from the formatting toolbar. In the example below I will be embedding an image in the page so I clicked the image button.

As done in the example to the right, when a pop-up appears asking for the URL of the image and/or link, paste the URL on your clipboard by right-clicking on the text box and selecting **Paste**, or selecting the text box and pressing **Command-V** (Ctrl-V on Windows machines). Once the URL appears in the text box, click the **OK** button and then save the page.

