Content Editors Training Course 1

The purpose of this training session is to introduce Content Editors to the new website. At the end of the session Chapter Content Editors will be able to log into the development website, locate migrated content, edit the content and publish it to the development site.

Topics to be covered:

- Overview of the new ARCS CMS
- Review of new content types and how old content types mapped to the new
- Locating migrated web pages and other content types
- Editing a content type (using the WYSIWYG editor)
- Upload and edit pictures
- Using versioning, restoring a previous version
- Publish content to the development site

Overview of the New ARCS CMS

Accessing the CMS

2.

1. Visit the beta site using the following url format for your site.

(chapter).a	ircs.civisite.com	Example: atlanta.arcs.civisite.com	
Click "Login" in the	top menu bar, and en	ter your credentials.	
Chapters: Example:	(chapter) <u>atlanta</u>	Password: (chapter)@dmin! <u>atlanta@dmin!</u>	

Overview of the New ARCS CMS

Setting up your work space:

To make content editing easier, we suggest that you prepare your workspace using the following setup. This allows you to be logged in and compare your edits in real time - switching between admin view and public view.

Preferred setup is to have one browser Open and logged in to the CMS (in this example we use Safari) in the left browser as the "Admin View."

On the right, we have Firefox opened up without logging in, this is the "Public View."

Additional pages to have opened:

- 1. Approved Sitemap
- 2. Current ARCS Website

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Overview of the New ARCS CMS

Navigating the CMS:

Major sections of the CMS are outlined here to show your typical working area.



Overview of the Content Menu & Content Types

Accessing Content

Mouse over "Content" menu option in the CMS toolbar in order view menu options below.

- 1. Content: Access existing content
- 2. Add Content: Creates a new content type
- 3. Files: Access existing files
- 4. Webform: Access existing forms & form data



How content is mapped on the new site:

In order to streamline the new website content management, current ARCS content has been migrated and mapped to the new content types.

20 Content Types are now consolidated into 10 Content Types

1. Article Member News News News Mention Press Releases

2. Component: Featured Scholars** Featuring a scholar on the homepage footer section

3. Component: Scholar group** Building scholar groupings for your scholar page

4. Custom Panel Page Help Media Gallery Page Scholar Announcements

5. Homepage Homepage

** Interim feature. Scholars will move to CiviCRM management post launch at a later date.

6. Internal Ads

<u>7. Learning Portal</u> Learning Portal Learning Portal Nodes Learning Portal Terms

8. Universities

<u>9. CiviCRM</u> Events National Events Scholars (Future feature)

10. Webform Forms

Overview of the Content Menu & Content Types

Accessing Content

Migrated content appears in your "Content" menu. When you access this section of the CMS, you will be shown all existing content types that currently appears on the site CMS. **There are two ways to locate content.**

Option 1: Search by URL

You can search for content by URL. To do this, simply copy the URL from the current site and paste it to the new site URL structure. See example.

<u>Steps:</u>

- Visit a page on the current ARCS site. Note <u>content name in red</u>. http://www.arcsfoundation.org/atlanta/who-we-are
- 2. Copy the portion of the URL shown in red. (CTRL+C)
- Now open a new window and type the new site URL.
 Note the portion shown in red that is specific to the chapter site. http://atlanta.arcs.civisite.com/who-we-are



Overview of the Content Menu & Content Types

Option 2: Search within the CMS

Migrated content appears in your "Content" menu. When you access this section of the CMS, you will be shown all existing content types that currently appears on the site CMS.

- 1. Search by title or content name
- 2. Filter view by content type
- 3. Search by author / content creator
- 4. Filter by publishing status
- 5. Search by keywords and categories (if used)
- 6. Apply and reset filter views
- 7. Quick toggle between different assets
- 8. Appears in what domain/chapter/site
- 9. Edit <u>or</u> Delete the content

To find content, simply type in the content name in **box 1** and apply any necessary filters you prefer.

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Overview of the Content Menu & Content Types

Suggested Workflow

We suggest you use the following workflow in order to go through your entire website.

Setup:

- 1. Open admin view in "Browser 1"
- 2. Open public view in another web browser "Browser 2"
- 3. Open your approved sitemap document
- 4. Open up the current ARCS website in a new tab

Workflow:

- 5. Refer to the sitemap, and start at the first site section, and work page by page down the list.
- 6. Go to the current ARCS website and locate the first page (using your sitemap as a guide).
- 7. Note the content name (URL)
- 8. Open your Admin view "Browser 1" and append the URL
- 9. You should now be looking at the migrated content
- 10. Edit the content as necessary and save your work





Content View

When you have located your content in Admin view, the areas outlined will be your working area.

- 1. Your dashboard toolbar
- 2. Content type "master settings"
- 3. Content block settings (gear icon)
- 4. Content type "edit settings"



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ARCS Securation Atomic Organic consists of approximately 10 determined, philamthropic women committed ta particular support to constrained graderian from Funny University, the design in Anthras of Technology, Merchouse College and the University of Georgia. These gifted students are the "feet and the design at a "the field of a study. All how been variable day that respective backholds for meeting, and maintaining the high standards of exademic excellence required by ARCS Foundation. We are prival to applying a part in their advancements and we look therease their collective solitory to contribute in our future aution of the solitor and the advancement in the standard sector. The applying apply and their advancements and we look therease their collective solitory to contribute in our future quality of tits. We balance that our nation's accommic health depends on its apply to both the denthilt research.



PHOTO BY JAMES E FITTS, ATLANTA, GA

Thanks from Alum Deborah Kilpetrick, CEO Evidation Health

The work you (ARDS Reundation Atlants members) have all dem is transmission, and i am so privid to be a part of that legacy. I hope that my work is making you all theil that there has been a good intum on your irrestment.

Thenks from Alum Eliot Quen, Postdoctorel Researcher at National Renewable Energy Laboratory

ARCS Foundation has been a highlight of my asademic cannot thus fact thank you for the support!

Thanks from Scholer Laura Redmond

"I want to theme you again for supporting my career development, and I look forward to anonunging the development of future stientists as an ARCS Scholar Alam."

Q: Cantantine Into page 20 Charge System

Editing Content

To edit this content type shown, click on the "Customize this page" button to go into edit mode.

Once in edit mode, you will see outlined boxes showing your content blocks. Click on the "Edit" button To edit this content.



ARCS INVOLVEMENT ALUMNI TRACKING AREA OF STUDY AWARDS AW

SCHOLARS BY ZIP CODE

Atlanta is the commercial and transportation hub of the Southeast United 5 headquarters of many Fortune 500 companies including Coca-Cola, Delta Ai Data, Henn Oppat, Newell Rubbermaid. Southern Company, SunTrust Bank, a was "the city too busy to hate" Today, as is evidenced by the recent work of t and Emory University Hospital to cure victims of the Ebola virus, it is "the cit Educational institutions such as Emory University, the Goorgia Institute of T RCS YVEXYEMENT ALLMINI THACKING AREA OF STUDY AWARDS AWARDS BY YEAR AWARDS BY PROGRAMS EMAIL LIST FIELD OF STUDY

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ARCS Reventation Attents Compare consists of approximately 300 determined, philamitrupic women committed to providing support for constraining and entities from Errory University, the Gregolia Institute of Technology, Reproduce College and the University of Georgia. These gifted's thatfers are the "best and the orginate". In their fields of assuly, 11 hand been selected by their respective strolles for meeting and maintaining the flight standards of accelerate exections technical by ARCS Foundation. We are provid to be allying a part in their advisorment and we load forwards that in olderate waiting to an future quality of 11%, who believe that our nation's second behavior, and the ability to astimulate to aur future quality of 11%, who believe that our nation's second behavior.



PHOTO BY JAMES & FITTS, ATLANTA, GA

The Atlants Chapter was incorporated in 1992 and presented the first three scholar awards in October of that year. Since then, the Atlants Chapter has awarded atmost \$4.2 million to more than 400 scholars. For the 2015-16 ocedemic year, the Atlants Chapter awarded \$345,000 in scholar awards to 48 scholars, Including & Reckel-AlcS Expendencian Scholar awarded \$345,000 in scholar awards to 48 scholars, Including & Reckel-AlcS Expendencian Scholar awards (\$400 in Scholar AlcS) Foundation Scholar Award (\$400 in Scholar AlcS) foundation Scholar AlcS) foundation Scholar AlcS) foundation Scholar AlcS) foundation (\$400 in Scholar AlcS) foun





Thanks from Alum Deberah Kilpstrick, CED Evidation Health

The work you URCS Foundation Atlante members) have all done is tremendous, and it am as proud to be a part of that legacy. Those that my work is making you all feel that them has been a good reture on your investment.

Thanks from Alum Eliot Quon, Postdoctoral Researcher at National Renewable Energy Laboratory

APGB Foundation has been a highlight of my academic career than far, thank you for the support!

Thanks from Scholar Laura Redmond

"I want to thank, you again for supporting my carear development, and I look forward to encouraging the development of future elements as an ARCS Scholar Alam."

Editing Content

Once you click on "Edit" you will now be viewing the WYSIWYG edit page. There are three main sections that you will need to do work on.

- 1. Page/content name
- 2. The WYSIWYG content editor
- 3. Publishing & Revisioning options





Editing Content: Title & Name

The naming of content from the current ARCS site to the new approved sitemap for the new site may be different. It is imperative that you follow the approved sitemap **EXACTLY** in order to have chapter consistency.

Some examples of title name changes are:

Atlanta Scholars > is now called "Scholars" Newsroom > is now called "News"

As you come across naming changes, please update the content name.



Editing Content: WYSIWYG Editor

The editor you see here may or may not be different than the editor you are used to.

Although it may look different, the icons and functionality remains the same.

Some important icons to note:

- 1. Toggle between live view and html source code view.
- 2. Paste with all formatting (not recommended)
- 3. Paste as plain text without formatting (recommended)
- 4. Paste from a Word document (not recommended)
- 5. Remove any existing formatting (may solve 80% of formatting issues)
- 6. Edit or add links
- 7. Apply proper headline and text formats
- 8. Upload or add existing images



Editing Content: Use Existing Images

You can insert images in the content type creation screen or the WYSIWYG editor by clicking on the "add image" button.

- 1. Click on "add image" button 🖾 in your WYSIWYG editor
- 2. In the pop up window click "Browse"
- 3. Select image options: Upload, Library, or My Files
- 4. When library is clicked, you will see all existing files in the library (if Upload is selected, you can attach your file)
- 5. Select your image and hit submit



Editing Content: Example 1 - An Article

In this example we will correct some formatting issues.

- 1. Text size is not consistent and appears much smaller than the standard font
- 2. The image has a black border
- 3. Refer to recorded session to see edits

Reference:

http://atlanta.arcs.civisite.com/news/atlanta-chapter-visits-center-civil-and-human-rights



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Atlanta Chapter Visits Center for Civil and Human Rights

On October 28, more than 50 ABCG Foundation Atlanta Chapter members and guests toured the recently spend detains the Cuil and lawner Rights in downsore Allents. The Detains is unique to thus, restrict than being content proceeding and tabling the important statistics of the Cuil Rights Avenues, it are strives to construct that indexing the important statistics of the Cuil Rights Avenues, it are strives to construct that indexing the immore Rights Avenues and a Cuily.

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Editing Content: Example 1 An Article

Before and After edits.

- 1. Text is not the correct size
- 2. The image now has border removed, and fills the page appropriately
- 3. Refer to recorded session to see edits

Reference:

http://atlanta.arcs.civisite.com/news/atlantachapter-visits-center-civil-and-human-rights



Before



After

Editing Content: Example 2 - Internal Ad

In this example we will correct some formatting issues.

1. Non standard font size, and background color around text

Reference:

http://atlanta.arcs.civisite.com/ads/thanks-alum-eliot-quon-postdoctoral-researcher-national-renewable-energy-laboratory

Thanks from Alum Eliot Quon, Postdoctoral Researcher at National Renewable Energy Laboratory

ARCS Foundation has been a highlight of my academic career thus far, thank you for the support

Editing Content: Example 2 - Internal Ad

In this example we will correct some formatting issues.

- 1. Removal of non standard font, and background color around text
- 2. Refer to recorded session to see edits

Reference:

http://atlanta.arcs.civisite.com/ads/thanks-alum-eliot-quon-postdoctoral-researcher-national-renewable-energy-laboratory

Before

Thanks from Alum Eliot Quon, Postdoctoral Researcher at National Renewable Energy Laboratory

ARCS Foundation has been a highlight of my academic career thus far, thank you for the support!

After

Thanks from Alum Eliot Quon, Postdoctoral Researcher at National Renewable Energy Laboratory

ARCS Foundation has been a highlight of my academic career thus far, thank you for the support!

Editing Content: Example 3 - Custom Panel Page

In this example we will correct some formatting issues.

- 1. Text size is not consistent and appears much smaller than the standard font
- 2. Alignment issues around images
- 3. Spacing issues around image boxes
- 4. Color issues (different tan colors) Approved Color Values for Tan is #e5e1d9

Reference:

http://atlanta.arcs.civisite.com/academic-partners



ARCS Foundation Atlanta Chapter being recognized as one of Georgia Teol's most generous benefactors and

welcomed into the The Hill Society of Georgia Tack by Dr. Bud Paterson, President, Georgia Tech.

Some Words from our Academic Partners

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> Dr. James W. Wagner President, Eroory University



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Dr. G.P. "Bud" Peterson President, Georgia Institute of Technology



MRCS Scholar Awards have supported the scholarly efforts of Ide high scholaring science and mechanismics majors at Xeoremyone for 24 years. Through its support for both undergraduate and graduate and scholaris who agains to access in science or mathematics, ARS Floradance in an Margin grady cardiotitation both and science of American scholares who pursue careters in STEM. And, for that we are today gradual."

> Dr. John S. Wilson President, Murchouse College



This University of Georgia is present to be a recorrect of ARDS Poundicion support for graduate students in the biometers and each biometers. These prestigions a wards not only provide significant and flexible direct financial support to the award winners during their training period, but also create invaluable life-train corrections to the ARDS foundation membranks¹².

> Dr. Jare Morehead President, University of Georgia

Thanks from Scholar Laura Redmond

"I want to thank you egain for supporting my career development, and I look forward to encouraging the development of future scientists as an ARCS Scholar Alum."

Thanks from Alum Deborah Kilpatrick, CEO Evidation Health

The work you (ARCS Foundation Atlanta members) have all done is tremendous, and I am so proud to be a part of that legacy. I hope that my work is making you all feel that there has been a good return on your investment.

Thanks from Alum Alejandro Toriella, PhD, Assistant Professor, Industrial Engineering, Georgia Tech

Thank you very much for your support. It meant a lot. I had the opportunity to return to Toch as a faculty member last year. I'm very happy to be back and hope I can advise a future ARCS scholar soon!

Editing Content: Example 3 - Custom Panel Page

In this example we will correct some formatting issues.

- 1. Fixed text to confirm with standardized sizes
- 2. Fixed alignment problems
- 3. Fix spacing issues
- 4. Fixed color issues

Reference:

http://atlanta.arcs.civisite.com/academic-partners





ARCS Foundation Atlanta Chapter being recognized as one of Georgia Tech's most generous benefactors and

welcomed into the The Hill Society of Georgia Tech by Dr. Bud Peterson, Presidenti, Georgia Tech.

Some Words from our Academic Partners



y University in featured to be enrorg 52 of the notion's top universities and antiggre partnering with ARCS atlan to strengthen science education. Together we are fostering student systems, having innovation, and ming American leadership in accessible and becknological resource."

> Dr. James W. Wagner President, Emory University



ar near than 50 years ARS Foundation has been providing conduct search for the STEPF fields. For near their System Georgia Toot may been oducating studies in the STEPF fields, we use wrp provided to the partnering with U doe solet provide a staffic education to availatering and deexerving establishts."

> Dr. G.F. "Bud" Peterson President, Georgia Institute of Technology



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> Dr. John S. Wilson President, Morebours College

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> Br, Jere Morehead President, University of Georgia

Before

HOME / ACADEMIC PARTNER

ARCS Foundation Atlanta Chapter being recognized as one of Georgia Tech's most generous benefactors and welcomed into the The Hill Society of Georgia Tach by Dr. Bud Peterson, President, Georgia Tech.



Some Words from our Academic Partners



"Emory University is honored to be among 52 of the nation's top universities and colleges partnering with APCS Foundation to strengthen science education. Together we are fostering student success, hueing innovation, and furthering American leadership in scientific and technological reasonch."

Dr. James W. Wagner President, Emory University



"For more than 60 years ARCS Foundation has been providing achieve awards for the STEM fields. For more than 125 years Georgia Tech has been educating students in the STEM fields. We are very placed to be partnering with you to be able to provide a stellar education to outstanding and desarving students."

Dr. G.P. "Bud" Peterson President, Georgie Institute of Technology



"MECS Scholar Awards have supported the scholarly efforts of 100 high scholarly accence and mathematics angives at Monhouse for 24 years. Through its support for both undergraduate and graduate students who aspire to carriers in science or mathematics. ARCS Soundation is making a major contribution to increasing the number of American childrens who pursue answers in STMA. And, for that we are truly gradual."

Dr. John S. Wilson President, Morehouse College



The University of line ge Accordinate and health and support to the Award with ARCD Poundation members

Saving & Publishing

Linking Content to Menu (Use Sitemap)

When you are satisfied with your edits on a particular content. You can now link the content to the menu structure of the website.

<u>Note</u>: It is imperative that you follow the navigation structure and naming of the content in order to have consistency across all chapters.

- 1. Select "Menu Settings"
- 2. Check off "Provide a menu link"
- 3. Type in the Navigation name (i.e. what appears in the site menu)
- 4. Select the "Parent Item" (i.e. what main menu this falls under)
- 5. Hit "Save"

Example:

In this example, the page "Who We Are" is named "Who We Are" in the sitemap. So no name change is required. The navigation shows it listed under:

Our Chapter > About Our Chapter > Who We Are

The "Parent Item" in this example is "About Our Chapter"



Reference your sitemap for the correct $\underline{\text{menu link title}}$ and $\underline{\text{parent item}}$



Saving & Publishing

Saving your work with revisions

While working on your content, or when you are done working on your content. It is always good practice to save a revised version of your work instead of overwriting the content.

Creating a revision will allow you to restore the

previous version. While simply saving your work will overwrite the original content and it will be impossible to restore previous content.

- 1. Select "Revision Information"
- 2. Check off "Create new revision"
- 3. Click on "URL Path Settings"
- 4. Uncheck "Generate automatic URL alias"
- 5. Add "-(first 3 letters of your chapter)" to the name

IMPORTANT!!!! Atlanta Example: arcs-foundation should be renamed to arcs-foundation-atl

6. Click "Save"

Not in menu	Create new revision 2
Domain access options	Revision log message
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Save Preview View Title * Arcs Foundation Domain access options URL path settings No alias Meta tags Using defaults Revision Information No revision Authoring information By Anonymous	changes Delete Cenerate automatic URL alias Uncheck this to create a custom alias below. URL alias arcs-foundation-atl Optionally specify an alternative URL by which this cont the URL alias won't work.

Saving & Publishing

Restoring Revisions

If a content has a "Revised" versioning enabled. You can restore a previous version. Content that has revisions will display a "Revisions" tab in either review or edit mode.

To Restore:

- 1. Click "Revisions"
- 2. Select the version you want based on the revised date
- 3. Click "Revert"



Name •					
Revisions for About Our Scholars	VIEW	EDIT	REVISIONS	CUSTOMIZE DISPLAY	DEVEL

Revisions allow you to track differences between multiple versions of your content, and revert back to older versions.

REVISION	Compare	Compare		
Thu, 2016-07-21 16:18 by arcs_editor		0	current revisi	on
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Thu, 2016-07-21 15:58 by arcs_editor			Revert	Delete
Thu, 2016-07-21 15:47 by arcs_editor Copy of the revision from Wed, 2016-07-20 13:12.	0		Ravert	Delete
Thu, 2016-07-21 15:36 by arcs_editor	0		Revert	Delete
Wed, 2016-07-20 13:12 by arcs_editor	0	0	Revert	Delete

Resources

<u>Beta Site link</u>

arcs.civisite.com (chapter).arcs.civisite.com

Approved Sitemaps / Training Documents / Approved Colors & Header Styles

National & Chapter

https://drive.google.com/folderview?id=0BxAOkekmbKv_U0YzWTFCVXBIOTQ&usp=sharing