

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

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

(chapter).arcs.civisite.com Example: atlanta.arcs.civisite.com

2. Click "Login" in the top menu bar, and enter your credentials.

Chapters: (chapter) Password: (chapter)@dmin!
Example: atlanta atlanta@dmin!

Overview of the New ARCS CMS

Setting up your work space:

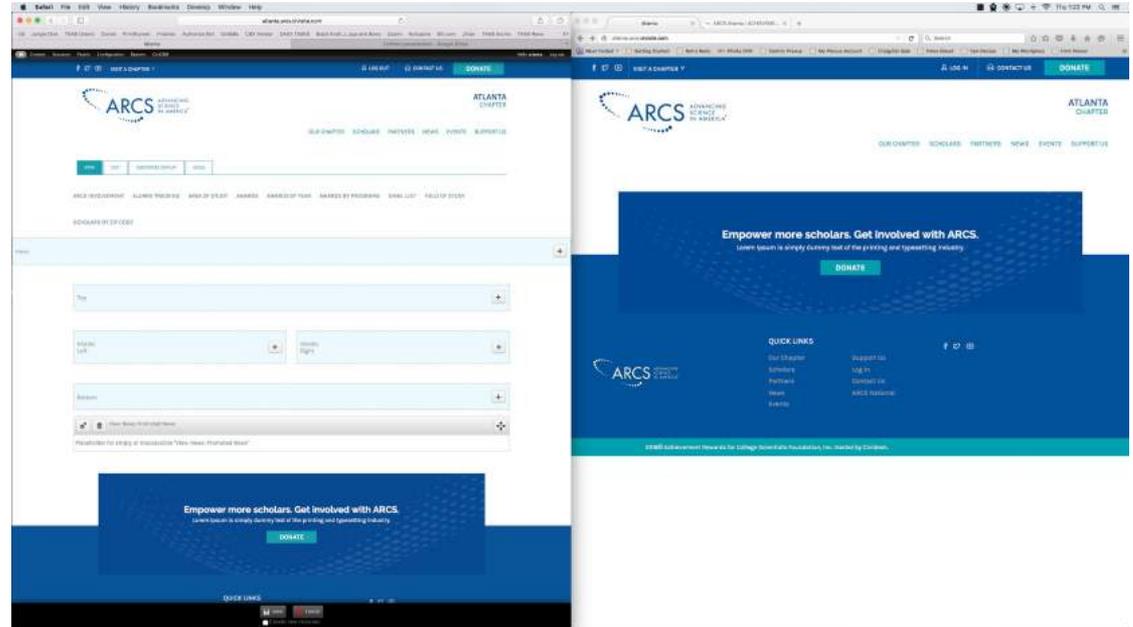
To make content editing easier, we suggest that you prepare your workspace using the following setup. This allows you to be logged in and compare your edits in real time - switching between admin view and public view.

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



Overview of the New ARCS CMS

Navigating the CMS:

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

The image shows a screenshot of the ARCS CMS navigation bar. A red box highlights the top navigation area. Annotations with arrows point to specific elements:

- Home**: Points to the home icon in the top left.
- Access all your site content (Pages, Articles, Files, Images)**: Points to the **Content** menu item.
- Access your site Menu & Navigation**: Points to the **Structure** menu item.
- Access CiviCRM dashboard**: Points to the **CiviCRM** menu item.
- Log out and your account details**: Points to the **Log out** link in the top right.

The navigation bar includes the following elements:

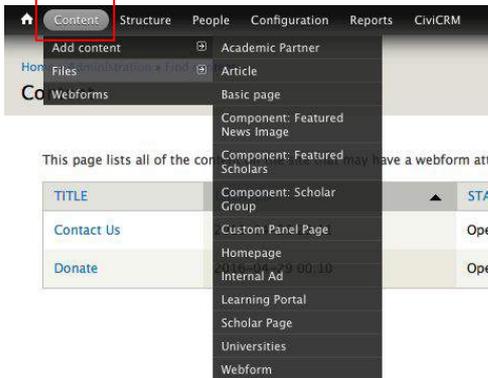
- Home icon
- Content
- Structure
- People
- Configuration
- Reports
- CiviCRM
- Log out
- Account details: Hello atlanta
- LOG OUT
- CONTACT US
- DONATE
- VISIT A CHAPTER
- ARCS ADVANCING SCIENCE IN AMERICA
- ATLANTA CHAPTER
- OUR CHAPTER | SCHOLARS | PARTNERS | NEWS | EVENTS | SUPPORT US

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

6. Internal Ads

Internal Ads

7. Learning Portal

Learning Portal
Learning Portal Nodes
Learning Portal Terms

8. Universities

Universities

9. CiviCRM

Events
National Events
Scholars (Future feature)

10. Webform

Forms

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

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.

Steps:

1. Visit a page on the current ARCS site. Note **content name in red.**
<http://www.arcsfoundation.org/atlanta/who-we-are>
2. Copy the portion of the URL shown in red. (CTRL+C)
3. 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 or Delete the content

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

The screenshot shows the CMS interface for the 'Content' menu. At the top, there are navigation tabs for 'CONTENT', 'FILES', and 'WEBFORMS'. Below this is a search and filter section with the following elements:

- 1**: A text input field for searching by title or content name.
- 2**: A dropdown menu for filtering by content type, currently set to 'Internal Ad'.
- 3**: A text input field for searching by author, with a note 'Enter a comma separated list of user names.'
- 4**: A dropdown menu for filtering by publishing status, currently set to 'Any'.
- 5**: A dropdown menu for filtering by keywords and categories.
- 6**: 'Apply' and 'Reset' buttons.
- 7**: A toggle switch for switching between different asset views.

Below the search section is an 'OPERATIONS' section with a dropdown menu for choosing an operation and an 'Execute' button.

The main content area is a table with the following columns: TITLE, TYPE, AUTHOR, DOMAIN, PUBLISHED, UPDATED, and OPERATIONS. The table contains 12 rows of content items, each with a checkbox in the 'OPERATIONS' column. The first row is highlighted, and a red circle **8** is placed over the 'DOMAIN' column value 'Atlanta' in that row. A red circle **9** is placed over the 'OPERATIONS' column value 'edit delete' in the same row.

TITLE	TYPE	AUTHOR	DOMAIN	PUBLISHED	UPDATED	OPERATIONS
<input type="checkbox"/> Thanks from Monica Gerth, Research Fellow at University of Otago, New Zealand	Internal Ad	Anonymous (not verified)	Atlanta	Yes	2016-07-11 18:21	edit delete
<input type="checkbox"/> Thanks from Alum Collette Miller, Postdoctoral Fellow at US Environmental Protection Agency	Internal Ad	Anonymous (not verified)	Atlanta	Yes	2016-07-11 18:21	edit delete
<input type="checkbox"/> Thanks from Alum Courtney Pollard, III, MD, PhD, MedStar Harbor Hospital, Baltimore	Internal Ad	Anonymous (not verified)	Atlanta	Yes	2016-07-11 18:21	edit delete
<input type="checkbox"/> Thanks from Scholar Kevin Yehli	Internal Ad	Anonymous (not verified)	Atlanta	Yes	2016-07-11 18:21	edit delete
<input type="checkbox"/> Thanks from Alum Tim Sampson, Postdoctoral Scholar at Caltech	Internal Ad	Anonymous (not verified)	Atlanta	Yes	2016-07-11 18:21	edit delete
<input type="checkbox"/> Thanks from Alum Alejandro Torrella, PhD, Assistant Professor, Industrial Engineering, Georgia Tech new	Internal Ad	Anonymous (not verified)	Atlanta	Yes	2016-07-11 18:21	edit delete
<input type="checkbox"/> Thanks from Scholar Kira Newman	Internal Ad	Anonymous (not verified)	Atlanta	Yes	2016-07-11 18:21	edit delete
<input type="checkbox"/> Thanks from Alum Elliot Quon, Postdoctoral Researcher at National Renewable Energy Laboratory	Internal Ad	Anonymous (not verified)	Atlanta	Yes	2016-07-11 18:21	edit delete
<input type="checkbox"/> Thanks from Scholar Laura Redmond new	Internal Ad	Anonymous (not verified)	Atlanta	Yes	2016-07-11 18:21	edit delete
<input type="checkbox"/> Thanks from Alum Deborah Kilpatrick, CEO Eviction Health	Internal Ad	Anonymous (not verified)	Atlanta	Yes	2016-07-11 18:21	edit delete
<input type="checkbox"/> Thanks from Scholar Natalie Sciolino	Internal Ad	Anonymous (not verified)	Atlanta	Yes	2016-07-11 18:21	edit delete

Overview of the Content Menu & Content Types

Suggested Workflow

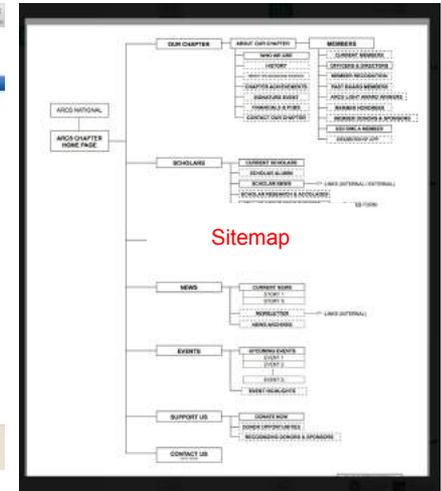
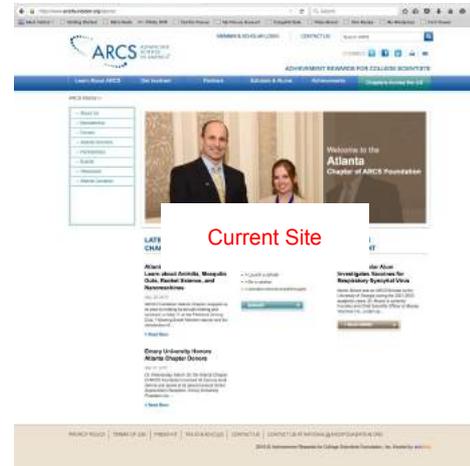
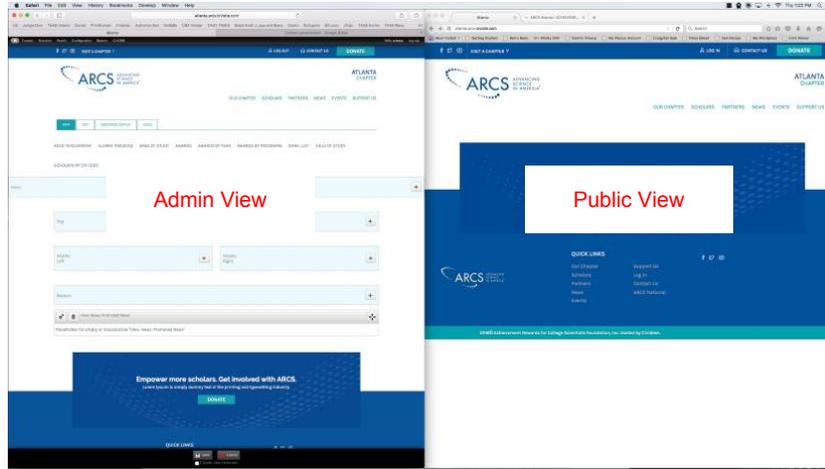
We suggest you use the following workflow in order to go through your entire website.

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



Editing Content Types

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”

The screenshot shows a website admin interface for editing the 'WHO WE ARE' content. At the top, a navigation bar includes links for Content, Sections, Pages, Comparisons, Reports, and Content Management (1). The main header area displays 'WHO WE ARE' with a gear icon for settings (3). Below the header, a toolbar contains buttons for View, Edit (2), Add, and Delete. A secondary navigation bar lists various content categories like ARCS INVOLVEMENT, ALUMNI TRACKING, AREA OF STUDY, AWARDS, AWARDS BY YEAR, AWARDS BY PROGRAMS, EMAIL LIST, and FIELD OF STUDY. The main content area is titled 'SCHOLARS BY ZIP CODE' and contains three text blocks with 'Thanks from' messages from alumnae. The first block is from Alum Deborah Kipatrik, CEO of Evolution Health. The second is from Alum Elliot Quen, a postdoctoral researcher at National Renewable Energy Laboratory. The third is from Scholar Laura Redmond. Below the text is a large photograph of a group of people at a formal dinner. At the bottom, a footer contains 'PHOTO BY JAMES E. FITTS, ATLANTA, GA' and a dark navigation bar with 'Customize this page' and 'Change layout' buttons (4).

Editing Content Types

Editing Content

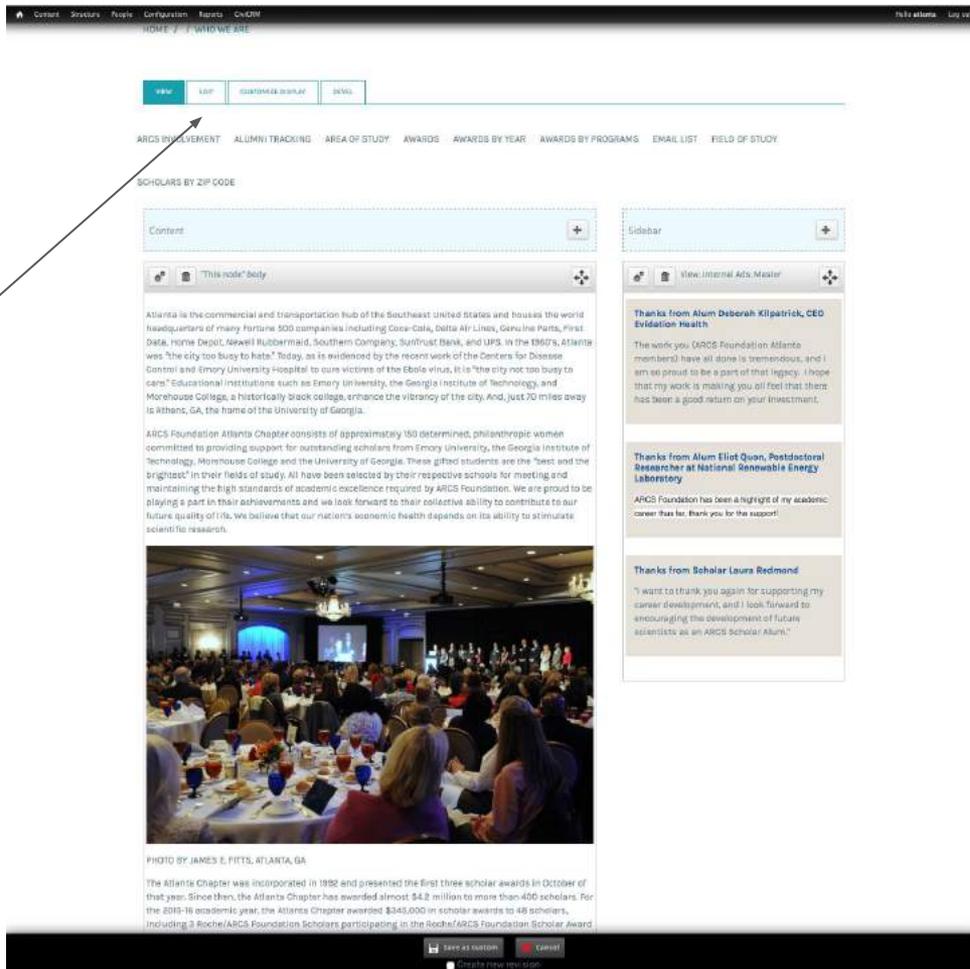
To edit this content type shown, click on the “Customize this page” button to go into edit mode.

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



SCHOLARS BY ZIP CODE

Atlanta is the commercial and transportation hub of the Southeast United States and houses the world headquarters of many Fortune 500 companies including Coca-Cola, Delta Air Lines, Genuine Parts, First Data, Home Depot, Newell Rubbermaid, Southern Company, SunTrust Bank, and UPS. In the 1960's, Atlanta 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 city Educational Institutions such as Emory University, the Georgia Institute of T

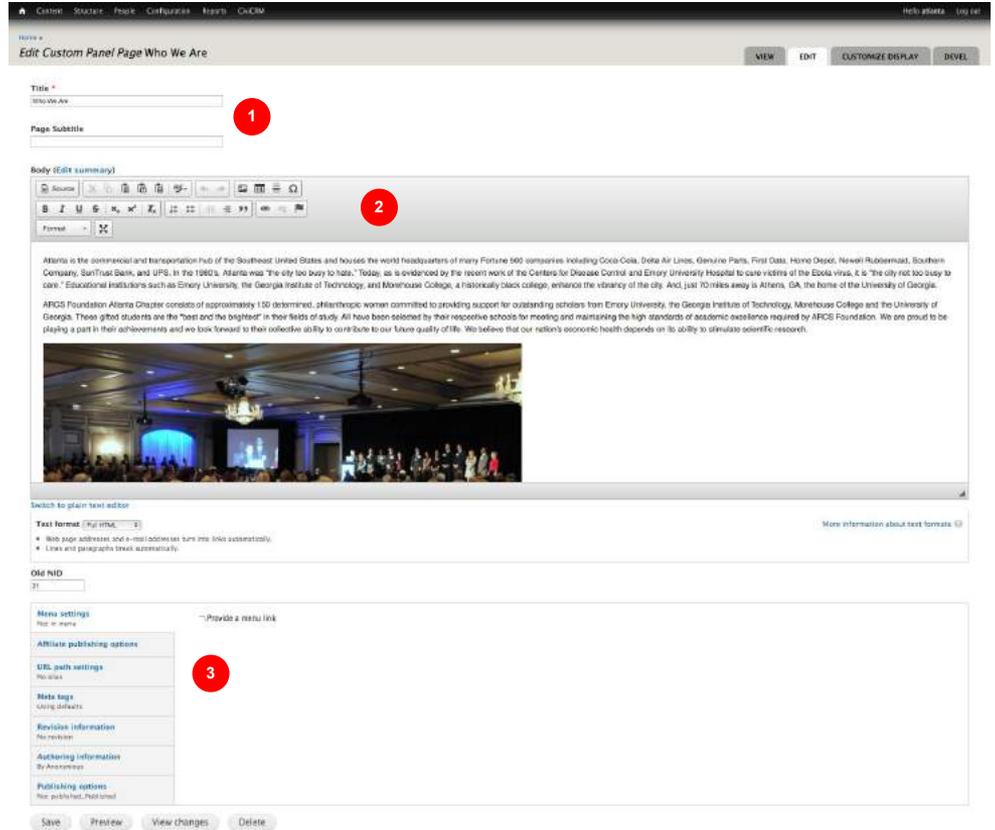


Editing Content Types

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 Types

Editing Content: Title & Name

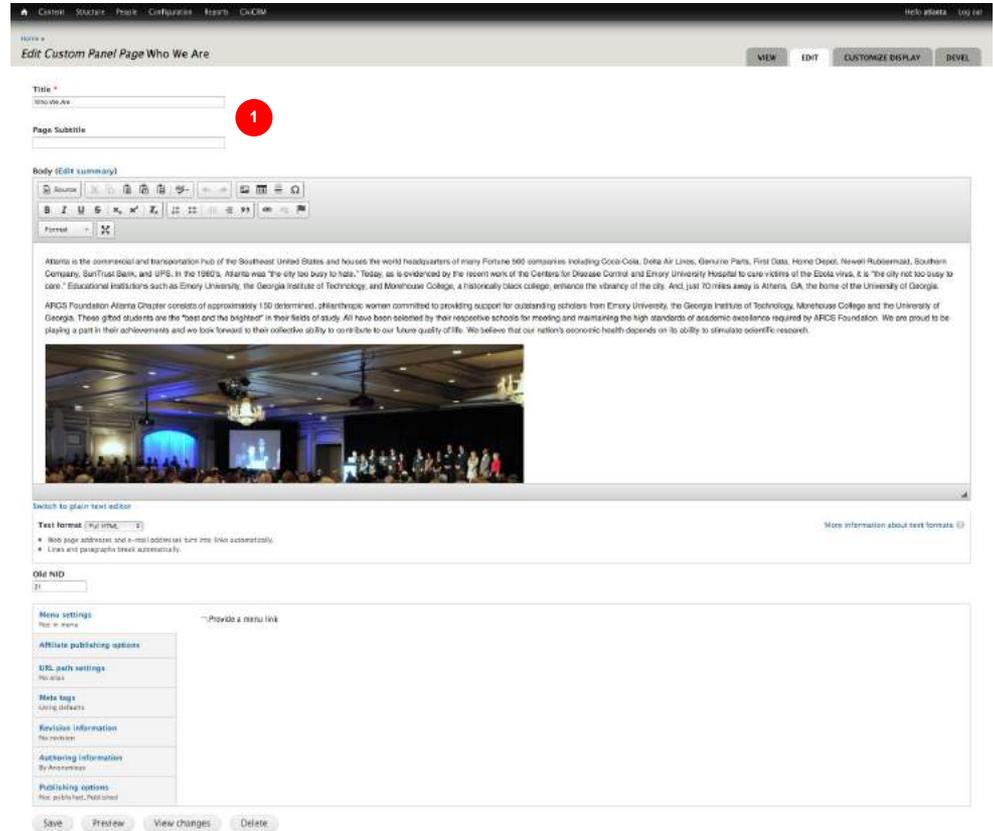
The naming of content from the current ARCS site to the new approved sitemap for the new site may be different. It is imperative that you follow the approved sitemap **EXACTLY** in order to have chapter consistency.

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 Types

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

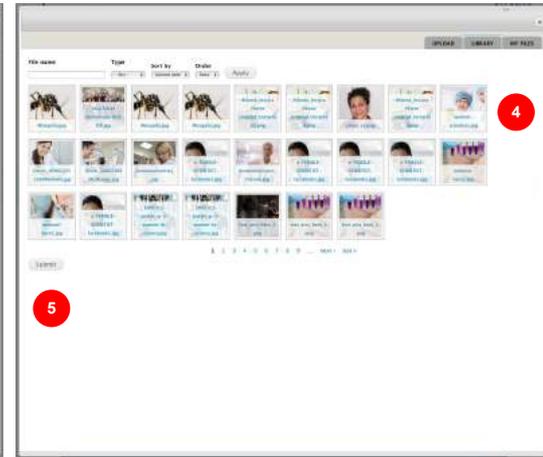
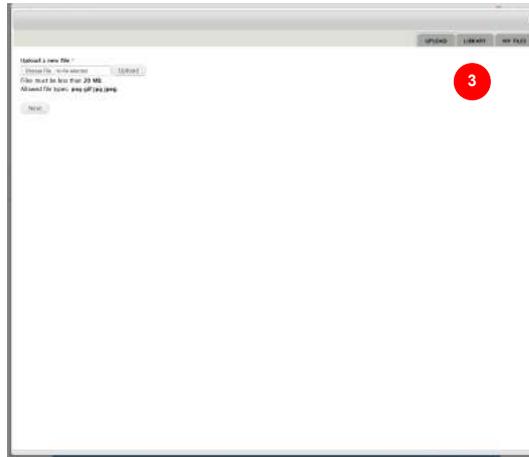
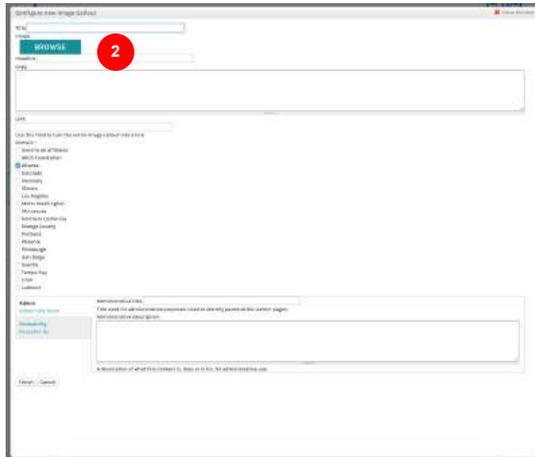


Editing Content Types

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 Types

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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ARCHIVES

2016
2015
2014
2013
2012
2011

Atlanta Chapter Visits Center for Civil and Human Rights

On October 28, more than 50 ARC Atlanta Chapter members and guests toured the recently opened Center for Civil and Human Rights in downtown Atlanta. The Center is unique in that, rather than being content preserving and telling the important stories of the Civil Rights Movement, it also strives to connect that movement to the global human rights movements of today.

Touring the Center is both a historical and a modern experience. Visitors can better appreciate the commitment and discipline of protesters that staged the 1960s sit-ins by experiencing the lunch counter display, closing their eyes and listening to the soundtrack of threats and beatings, seeming to happen just behind them. They can also listen to the pure sounds of children playing while looking at stained glass portraits of the four girls that were killed by the bombing of Birmingham's 16th Street Baptist Church in 1958. A map of the world whose countries are color-coded to indicate their levels of freedom focused the attention of observers on work that remains to be done.

Following the tour, attendees gathered in the gallery to explore the galleries. Doug Shipman, Chairman, Chairman of the Board, joined the group for a boxed lunch and discussion of the Center's creation, development, and vision.



Editing Content Types

Editing Content: Example 1 An Article

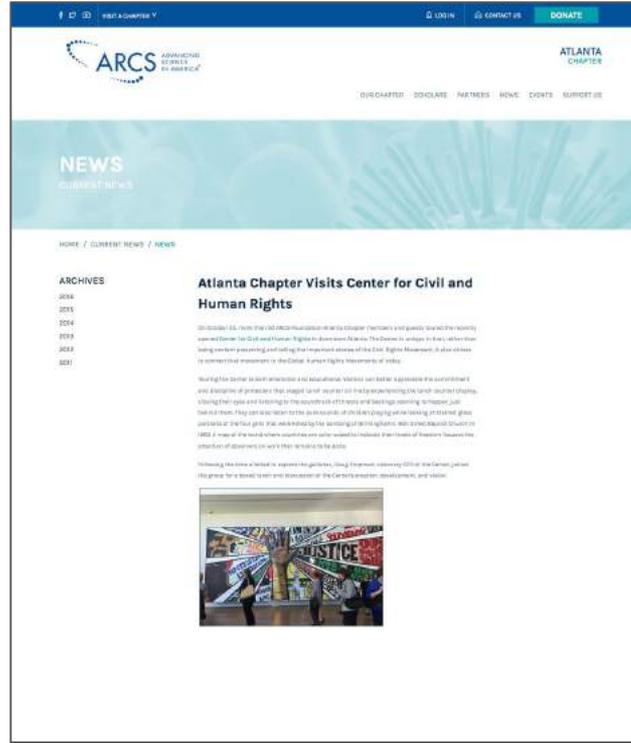
Before and After edits.

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

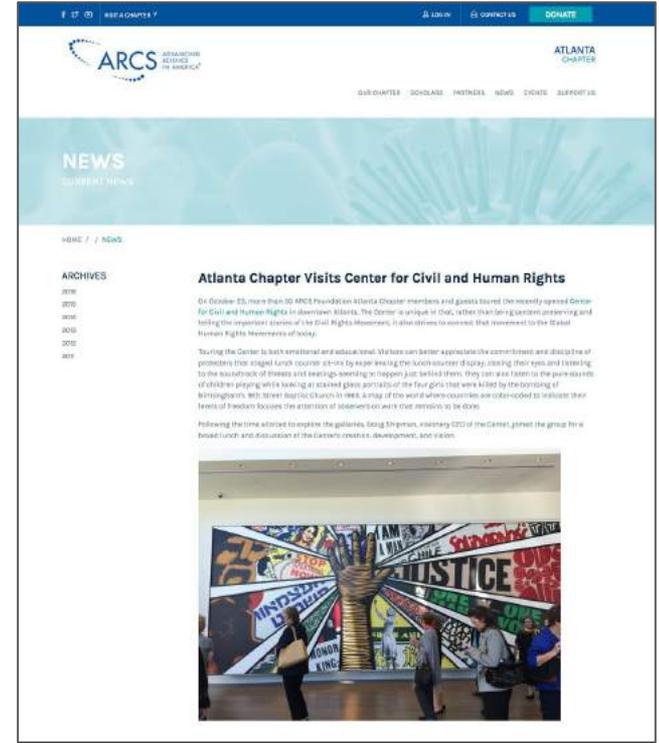
Reference:

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

Before



After



Editing Content Types

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!

1

Editing Content Types

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 Types

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>

Thanks from Scholar Laura Redmond

"I want to thank you again 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 Tech as a faculty member last year. I'm very happy to be back and hope I can advise a future ARCS scholar soon!

Some Words from our Academic Partners

Dr. James W. Wagner
President, Emory University

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

Dr. John S. Wilson
President, Morehouse College

Dr. Jere Morehead
President, University of Georgia

Editing Content Types

Editing Content: Example 3 - Custom Panel Page

In this example we will correct some formatting issues.

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

Reference:

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

Before

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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, 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 ARCS Foundation to strengthen science education. Together we are fostering student success, fueling innovation, and furthering American leadership in scientific and technological research.

Dr. James W. Wagner
President, Emory University



For more than 50 years ARCS Foundation has been providing scholar awards for the STEM fields. For more than 125 years Georgia Tech has been educating students in the STEM fields. We are very pleased to be partnering with you to be able to provide a stellar education to outstanding and deserving students.

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



ARCS Scholar Awards have supported the scholarly efforts of 100 high achieving science and mathematics majors at Morehouse for 24 years... Through its support for both undergraduate and graduate students who aspire to careers in science or mathematics, ARCS Foundation is making a major contribution to increasing the number of American citizens who pursue careers in STEM. And, for that we are truly grateful!

Dr. John S. Wilson
President, Morehouse College



The University of Georgia is pleased to be a recipient of ARCS Foundation support for graduate students in the biomedical and health sciences. These prestigious awards not only provide significant and flexible direct financial support to the award winners during their training period, but also create invaluable life-long connections to the ARCS Foundation membership!

Dr. Jens Marshhead
President, University of Georgia

After

HOME / [ACADEMIC PARTNERS](#)

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ARCS Scholar Awards have supported the scholarly efforts of 100 high achieving science and mathematics majors at Morehouse for 24 years... Through its support for both undergraduate and graduate students who aspire to careers in science or mathematics, ARCS Foundation is making a major contribution to increasing the number of American citizens who pursue careers in STEM. And, for that we are truly grateful!

Dr. John S. Wilson
President, Morehouse College

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.

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

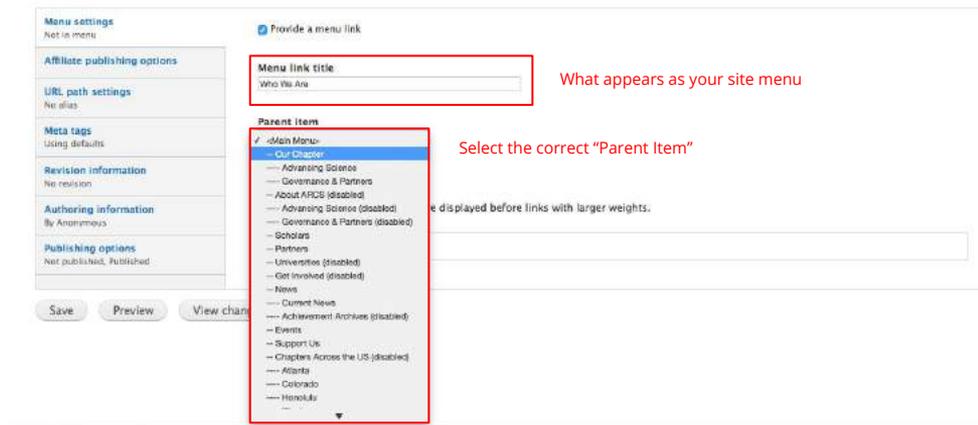
1. Select "Menu Settings"
2. Check off "Provide a menu link"
3. Type in the Navigation name (i.e. what appears in the site menu)
4. Select the "Parent Item" (i.e. what main menu this falls under)
5. Hit "Save"

Example:

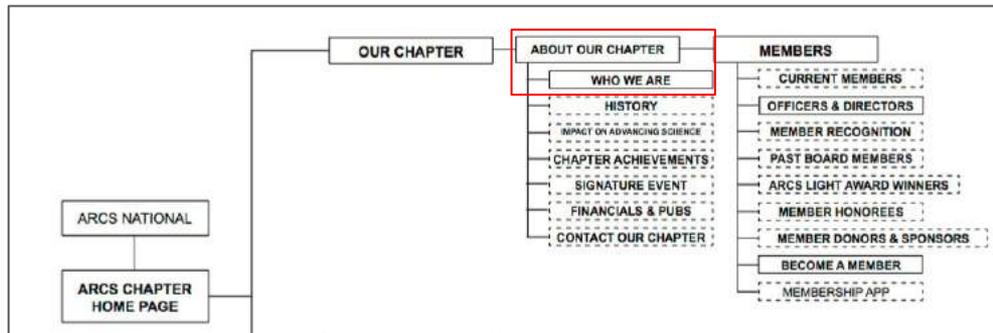
In this example, the page "Who We Are" is named "Who We Are" in the sitemap. So no name change is required. The navigation shows it listed under:

Our Chapter > About Our Chapter > Who We Are

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



Reference your sitemap for the correct menu link title and 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"

Menu settings
Not in menu

Domain access options

URL path settings
No alias

Meta tags
Using defaults

Revision information
No revision

Authoring information
By Anonymous

Publishing options
Not published, Published

Create new revision

Revision log message

Provide an explanation of the changes you are making. This will help other authors understand your motivations.

Save Preview View changes Delete

Title *

Arcs Foundation

Domain access options

URL path settings
No alias

Meta tags
Using defaults

Revision information
No revision

Authoring information
By Anonymous

Publishing options
Not published, Published, Promoted to front page

Generate automatic URL alias
Uncheck this to create a custom URL alias below.

URL alias
arcs-foundation-atl
Optionally specify an alternative URL by which this content the URL alias won't work.

Save Preview View changes Delete

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”

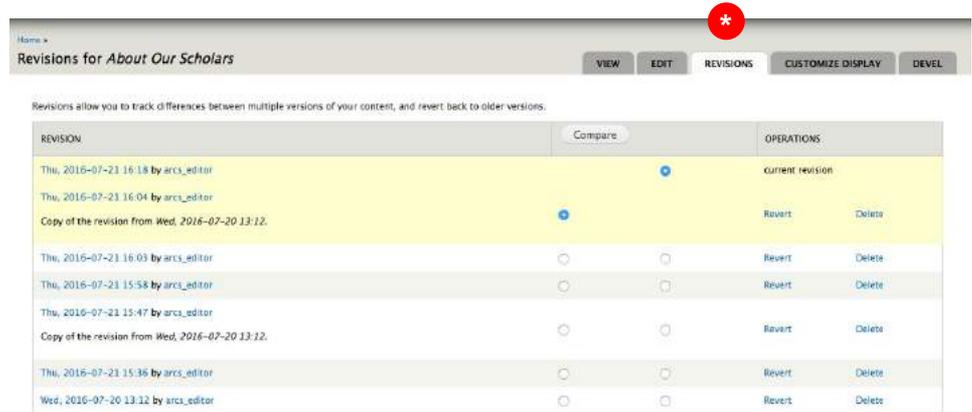


HOME / ABOUT OUR SCHOLARS



ARCS INVOLVEMENT ALUMNI TRACKING AREA OF STUDY AWARDS AWARDS BY YEAR AWARDS BY PROGRAMS EMAIL LIST FIELD OF STUDY

SCHOLARS BY ZIP CODE



Resources

Beta Site link

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