

To access the Drupal CMS:
<https://www.anselm.edu/user/>

Log in ~~Reset your password~~

USERNAME

dciccone

Enter your Saint Anselm College username.

PASSWORD

Enter the password that accompanies your username.

Log in

(You will use the **training password** the first time you log into your own account. Select your name and Edit profile to change the password. If you ever get **locked out**, do **NOT** use the **Reset password** button on the login screen.)

This is the Training account navigation/heading you'll see when you first log in.

CREATE A NEW PAGE

(Option 1: hover and drill down)

Workbench Manage Shortcuts training

Content

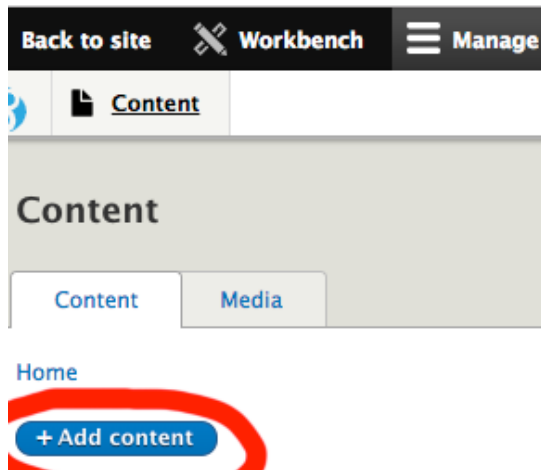
Add content > Department

IMCE File Browser Event

Media > **Inner Page**

News Story

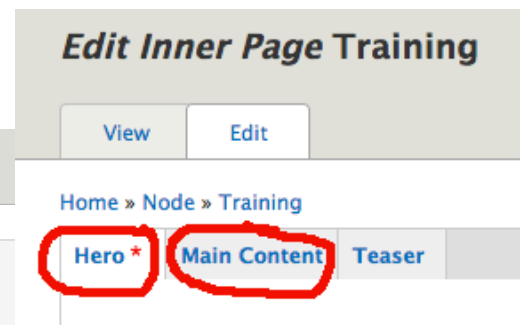
(Option 2: click on Content; then the '+ Add content' button, then select 'Inner Page' or 'Event')



INNER PAGE

There are two sections of the **Inner Page** type managed by two tabs: **Hero** and **Main Content**

The **Hero** tab edits the banner image at the top of the page; including text, and linking options to add a CTA button or play video. (NOTE: red asterisk (*) indicates the field must be filled in.)

A screenshot of the 'Edit Inner Page Training' form. The form has a top navigation bar with 'View' and 'Edit' buttons. Below this, there is a breadcrumb trail: 'Home » Node » Training'. The 'Hero' tab is selected and highlighted with a red circle. The form includes fields for 'Title' (with a red asterisk), 'Theme Color' (set to 'Light Blue'), and a large text area for 'Hero Content'. Below the text area, there is a 'Text format' dropdown set to 'Full HTML'. Further down, there is a 'Hero Image' section with a 'Browse...' button and a 'Video' section with a text input field. At the bottom, there is a 'HERO LINK' section with a 'URL' field and a 'Link text' field. The 'Hero' tab is highlighted with a red circle.

Hero *	Main Content	Teaser
---------------	---------------------	---------------


Title *

The **Title*** is the **URL** (displayed in the browser's address bar).

- You can edit the Title at any time, but if you change it after it's linked from another page using a short link, that link may break.
- The **URL** and **Left nav** item can be edited via separate settings. If you have a long title to display in the banner but want a shorter URL, a shorter left navigation item, or a custom URL, please contact Dyan Ciccone (dciccone@anselm.edu).


Image in the Hero* Tab

- Locate the image in the IMCE **Image** folder (files **MUST** be added to the **department's folder only**; see page ___ for more information.
- The **Alternative text*** is required! To change an image, select the **Remove** button.

Hero Image


Alternative text *

Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.

 ataglance-test.jpg (147.02 KB) Remove

Video in the Hero* Tab

- Locate the video by selecting the Share option in YouTube and enter it in the Video field.
- Example of video in the banner: www.anselm.edu/academics/departments/chemistry-department

Video

Call to Action Option in the Hero* Tab

- If you want to add a CTA to your banner, use the **HERO LINK**
- Type the name of the page to link the CTA button to in the **URL** field (this field uses the type-ahead feature, so all pages that match will be displayed – make sure it's the right page by checking the node)
- Type the text to appear in the CTA button in the **Link text*** field (which is required!)

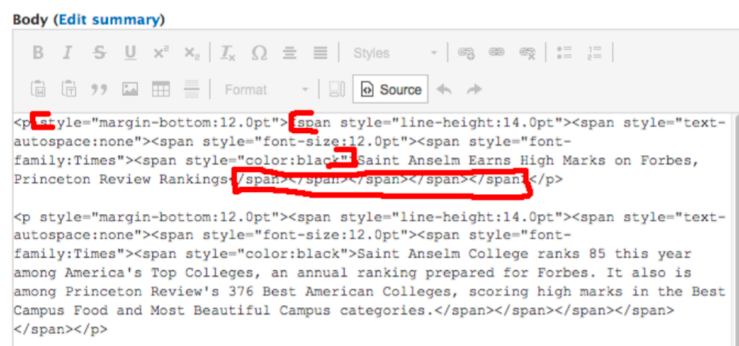
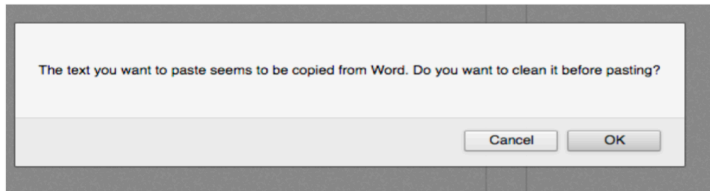
HERO LINK
URL

Start typing the title of a piece of content to select it. You can also enter an internal path s URL such as <http://example.com>. Enter <front> to link to the front page.
Link text *

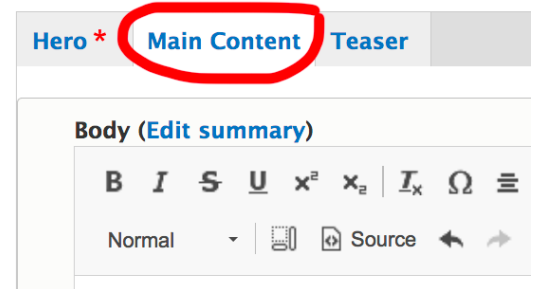
ADDING CONTENT TO A NEW OR EXISTING PAGE

Click on the **Main Content** tab, to the right of the **Hero*** tab.

- Type new content, or copy and paste from another source (**Note:** text from MSWord and other applications **must be put into a text editor first** to strip out and other tags in order for the Drupal fonts/styling to render correctly on the live site.)
- Notice that the content will be pasted into the page regardless of the selection: Cancel or OK.



Home » Node » Add content

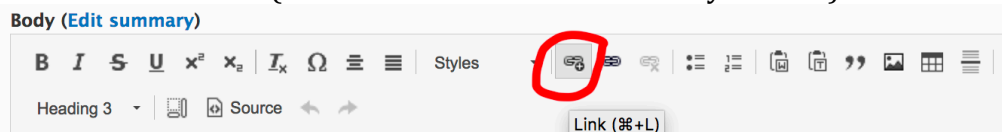


SETTING LINKS

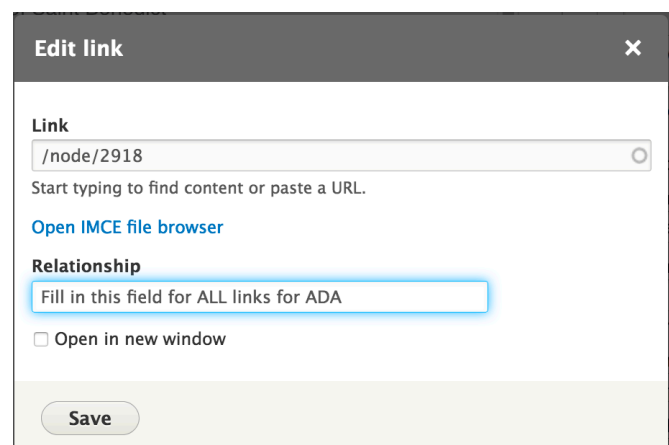
Internal Links

NOTE: Always (1) Fill in the **Relationship** field.

- Navigate to the page you want to link to and hover over the gray **New draft** button to find the node in the Status bar (bottom left in browser)
- You can also find the node using the Content view: hover the Edit button under OPERATIONS
- Select the Link icon (from the main menu in the Body section)



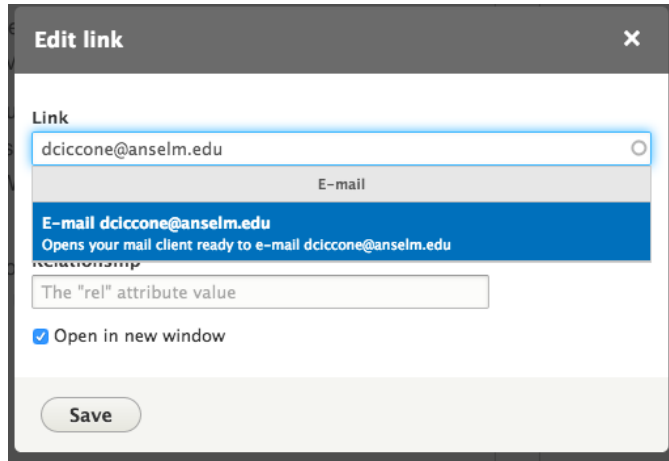
- Link to the page using this path format **ONLY** in all Body section content:
/node/1234
(Pages with hard-code URL's won't be published: ex.
<https://www.anselm.edu/styleguide>)



External Links

NOTE: Always (1) check the 'Open in new window' box; (2) Fill in the **Relationship** field.

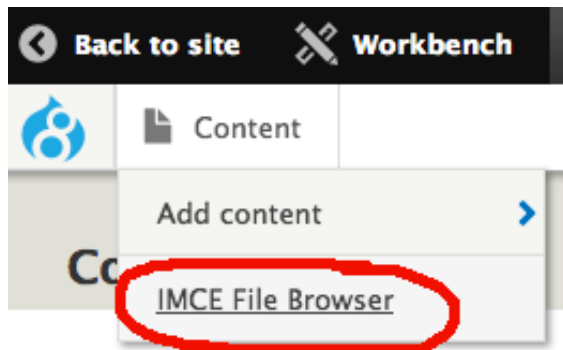
- External links are
 - websites outside of the anselm.edu domain
 - PDF, Word, and other documents
 - email
- For email – be sure to select the blue box that appears when typing in the email address:



UPLOADING DOCUMENTS FROM YOUR SYSTEM TO THE 'IMCE FILE BROWSER'

Add/Link Documents and Add Images

This is the equivalent to the Assets folders in Ingenuix.



- Navigate to the **Documents** folder to upload and link PDFs, Word docs, etc.
- Navigate to the **Images** folder to upload and insert photographs into your page.
- **Note:** Upload to your group's department folder ONLY.
 - Whether you double click on an existing link to edit it or you use the chain link icon, please **DO NOT add your files to the public:// folder**.
- **Note:** **DO NOT** access any other folders in IMCE!
- **Display the file size** in this format: (PDF/123KB) | (Word/123/KB), etc.
- We kindly ask that you let us know of older documents and images that can be deleted for maintaining server storage and performance. Contact CCM with the files to be deleted.
- File names: Use hyphens between words in a file name (avoid empty spaces)
correct: no-space-file-name.pdf | **incorrect:** no space file name.pdf
- Images: Use photoshop/other tool to size files correctly (see Style Guide webpage).
Do NOT upload files larger than 1600w x 856h.

EDIT AN EXISTING PAGE

Log into your account. Navigate to the page you want to edit, and click on the gray **New draft** button beneath the banner image. This will open the page in edit mode.

- If you've edited this page previously and had not yet submitted it for publishing, the gray button will read: Edit draft.



Select the **Main Content** tab to edit the body of your page.

Edit Inner Page Training

[View](#) [Edit](#)

[Home](#) » [Node](#) » [Training](#)

[Hero *](#) [Main Content](#) [Teaser](#)

Body (Edit summary)

B I S U x² x₂ I_x Ω ≡ ≡ | Styles |

Format | Source

Saint Anselm Earns High Marks on Forbes, Princeton Review Rankings

Saint Anselm College ranks 85 this year among America's Top Colleges, an annual ranking prepared for Forbes. It also is among Princeton Review's 376 Best American Colleges, scoring high marks in the Best Campus Food and Most Beautiful Campus categories.

Saint Anselm appeared on the Forbes list just below Boston University, Mount Holyoke College and Saint Norbert College, and outranked such institutions as Hobart, William Smith, St. Michaels, Brandeis and Carnegie Mellon. We are most proud of our #8th ranking in the nation for food!

The Center for College Affordability and Productivity, a Washington D.C. think tank, prepares the ranking for Forbes, using data from the U.S. Department of Education. It focuses on:

quality of teaching
career prospects
graduation rates
low levels of debt

"We try and evaluate the college purchase as a consumer would: Is it worth spending as much as a quarter of a million dollars for this degree?" Forbes says on its website.

Text format Full HTML [About text formats ?](#)

Sections
No Paragraph added yet.

Add Accordions to Sections

SAVE YOUR EDITS OR SUBMIT FOR PUBLISHING

Save your page to edit it at a later time:

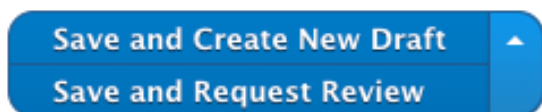
Save and Create New Draft

If you are done editing and ready to submit the page for publishing to the live site, follow these TWO STEPS.

1. You will now see the page in draft mode [which is the **Latest version**] and a new set of buttons:



2. To edit the page again, or submit for publishing, select the gray button: **Edit draft**.
 - a. Make your new edits and either Save and Create New Draft (again), or
 - b. Use the white arrow to the right of this option to expand the blue button, and select that second option: **Save and Request Review**.



COMMUNICATING YOUR CHANGES

PLEASE Add a Message **BEFORE** submitting your page for review/publishing:

Published

Last saved: 10/04/2017 - 13:10

Author: st-anselm-user-01

☒ Create new revision

Revisions are required.

Revision log message

Briefly describe the changes you have made.

► METATAGS

CHECK THE STATUS OF YOUR PAGES IN WORKFLOW

Navigate to the page on the live site and select the **Revisions** tab.



This opens the page to edit again if your last edits have been published (it's not recommended to send multiple versions through workflow to ensure changes are not lost): **if you don't yet see a message** from me or a colleague in CCM, it means the page has not yet been published (we will always include a message back to users once the page is reviewed and published). **When you see a message**, you can create another version of edits to save and/or submit for publishing.

Home » Node » Another test of workflow 2

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

REVISION	OPERATIONS
11/02/2017 - 16:54 by dciccone hello, dyan's message back	Current revision

SEARCH PAGES VIA CONTENT (TO EDIT/ADD PAGES)

- Navigating to the live page that you want to edit is the easiest way to edit a page. However, you can find and view pages via **Content**. Use this view to Edit pages, Add Content (same as creating an Inner Page) and Search for pages that you saved, are not yet live, and you want to continue editing.
- To Search: Query by Title only – add title and hit enter – or use the other filter options.
- To Edit an existing page, search for it in the **Title** field: Click on the Title of the page to open it, then select the **New draft** (gray button), OR, simply click on the Edit button under OPERATIONS (right hand side of **Content**)
- Tip: Hover the Edit button under OPERATIONS to see the node (be sure you are looking at the correct page as there are some pages with the same titles)

Back to site Workbench Manage Shortcuts training Subscription active (expires 2020/3/30)

Content

Home

+ Add content

Published status: - Any - Content type: - Any - Title: training Language: - Any -

Filter Reset

Action: Add selected content to the Saint Anselm College domain

Apply to selected items

<input type="checkbox"/>	TITLE	CONTENT TYPE	AUTHOR	STATUS	UPDATED	OPERATIONS
<input type="checkbox"/>	Training	Inner Page	dciccone	Published	10/06/2017 - 17:21	Edit

ACCORDIONS

- Accordions are used to organize content, and it's the format used for all faculty bio pages.
- When editing your page, scroll to the bottom and Click on **Add Accordions**

Sections
No Paragraph added yet.

Add Accordions ▼ to *Sections*

[Show row weights](#)

SECTIONS

✚ Accordions Remove

Section Title
Accordion Title

Section Body

B I S U x² xₓ Iₓ Ω ≡ ≡ | Styles | - | | | |
Normal |

Add short description or leave it blank

body p

Text format Full HTML [About text formats ?](#)

[Show row weights](#)

ACCORDION

✚ Accordion Title
Header of the First Blue Box

Accordion Body

B I S U x² xₓ Iₓ Ω ≡ ≡ | Styles | - | | | |
Normal |

Add text here

body p

Text format Full HTML [About text formats ?](#)

Remove

Add another item

Add Accordions ▼ to *Sections*

EDIT A FACULTY BIO PAGE

- Search in **Content** view for your name. Or use the live Faculty Directory.
- Click on the **Title** to open the page, and Select **New draft**.
- The **Bio info*** tab contains the headshot and content is pulled from Paycom: Title and Department, and contact information.
 - Headshots are managed by CCM. Contact our creative director with any questions.

- Select the **Content** tab when editing the page. This is where the faculty member's education, research, teaching and other information is added/edited using the **Add Accordions** feature.

EDIT A DEPARTMENT OR PROGRAM PAGE

The Department and Program page types are used to build the Academics section. While CCM manages these pages for the integration, they have body copy that you can add content to, so you may edit all of the pages under the Academic Departments (exception is the Courses page). The Program pages are used to allow the feed from the catalogue (these are the pages under **Majors** and **Minors** in the left nav).

IMPORTANT!

- If you add content to Program pages, be sure you **do NOT** remove any of the settings in the top portion of the Content tab (INSIDE RED BOX shown below)
- Do NOT remove **Program Requirements** under **SECTIONS** at the bottom of the Main Content tab (INSIDE RED BOX shown below).

Without the correct settings, the feed from the catalogue will break!

- In addition to adding Body copy, you can add blocks to the pages. Your copy and blocks will appear above the catalogue content.

Edit Program Biochemistry and Molecular Biology ☆

[View](#)
[Edit draft](#)
[Delete](#)
[Revisions](#)

[Home](#) » [Node](#) » [Biochemistry and Molecular Biology](#)

[Hero *](#)
[Main Content *](#)

Acalog Title *

The exact title of the program, used in Acalog, to identify the program for the current catalog.

Acalog Prefix

Department

Program Type *

Body (Edit summary)

B I S U x² xₓ Iₓ Ω ≡ ≡

Styles

Format

Source

Text format

Full HTML

About text formats ?

SECTIONS

+

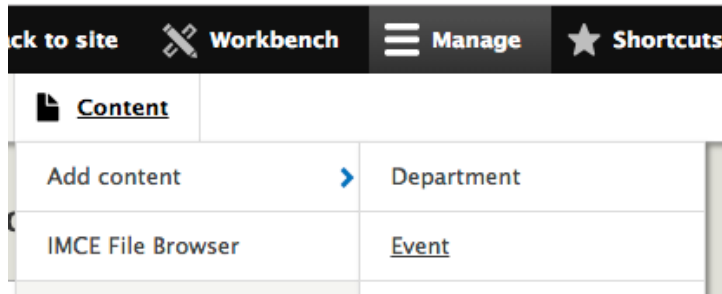
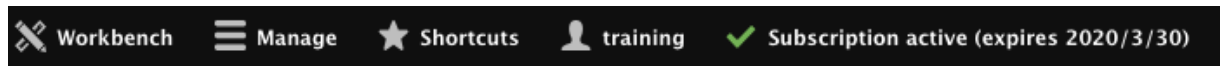
Program Requirements

Remove

EVENT PAGE TYPE

Create New Event

- If you see a single black menu bar, click on **Manage** to expand the menu.
- Hover mouse over **Content** (don't click on Content), then **Add content** (which will display another list to the right), continue to hover to **Event** ...
- Click on **Event**.



Create Event Page Example

Step 1: Add a Title on the Hero* Tab

- If you have a hi-res photo for the banner of the page, and cut to 1600x856 (or 1600 x600), add it on this Tab as well under **Hero Image**.
- When adding a new photo, navigate to your department folder under 'Images' in the IMCE.

Home » Node » Social Innovation Pitch Competition (Think "Shark Tank")

✓ This content is now locked against simultaneous editing. This content will remain locked if you navigate away from this page without saving or unlocking it.

Hero *

Main Content *

Teaser *

Title *

Social Innovation Pitch Competition (Think "Shark Tank")

Remove

Hero

Hero Content


B I S U x^e x_e I_x Ω ≡ ≡ Styles

Format Source

Text format Full HTML

About text formats

Hero Image



Alternative text *

Students brainstorming

Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.

hero-ethics-social-innovation.jpg (1.04 MB)

Remove

Published

Last saved: 12/10/2018 - 08:37

Author: diccone

☒ Create new revision

Revisions are required.

Revision log message

Briefly describe the changes you have

MENU SETTINGS

METATAGS

URL ALIAS

☒ Generate automatic URL alias

Uncheck this to create a custom a patterns.

URL alias

/ethics-governance/social-innova

Specify an alternative path by which t example, type "/about" when writing

URL REDIRECTS

AUTHORING INFORMATION

PROMOTION OPTIONS

11

Step 2: Click on Main Content* Tab

- Fill in **ALL** Event details
(note: Department is 'Academic Department')
- The **Body (Edit summary)** field is the description of your event, and is **Required**.
- Notice the time format: **08:30:00 AM**
- **Don't forget** to paste your content in a Text Editor first before pasting it in the CMS.

Hero *

Main Content *

Teaser *

START DATE

03 / 23 / 2019

08 : 30 : 00 AM

END DATE

03 / 23 / 2019

06 : 00 : 00 PM

Month

March

For filtering on main Events listing page.

Year

2019

Select the event year to help with filtering for search.

Subsite *

Ethics in Governance

Location

NH Institute of Politics

Category *

Academics

Show row weights

DEPARTMENT

Psychology (267)

Economics and Business (254)

English (256)

Add another item

Show on Main Site

Body (Edit summary)

B

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Styles

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Format

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Source

↩

➡

This one-day event will introduce students to the social innovation process and help them rapidly accelerate their ideas to create a prototype for the Pitch Competition. Breakfast and lunch are included.

Cash Prizes: 1st, 2nd, and 3rd

Highlights:

8:30 a.m. - Breakfast

9:00 a.m. - Design Challenge

10:00 a.m. - Gaining Inspiration p.m.

3 p.m. - Countdown

4 p.m. - President DiSalvo

4:15 p.m. - Pitch Competition

Location Information

B I S U x² xₓ Iₓ Ω ≡ ≡ Styles
Format
Source

NHOP West Wing

Text format Full HTML
About text formats

Location Room
Contact Information

B I S U x² xₓ Iₓ Ω ≡ ≡ Styles
Format
Source

Professors Kathleen Flannery (Psychology) and Dina Frutos-Bencze (Business & Economics)

Text format Full HTML
About text formats

Additional Information

B I S U x² xₓ Iₓ Ω ≡ ≡ Styles
Format
Source

Co-sponsored by the Career Development Center

Text format Full HTML
About text formats

REGISTRATION LINK

URL

Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `http://example.com`. Enter `<front>` to link to the front page.

Link text

Step 4: Click on the Teaser* Tab

- The **Teaser Body** must be filled in.
- This content creates the description on the event card, and is **Required**.
- Limit content to **two sentences** so that all of the content is displayed and readable.

Hero
Main Content
Teaser

Teaser
Remove

Teaser Image
Alternative text
Students brainstorming
Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.
hero-ethics-social-innovation.jpg (1.04 MB) Remove

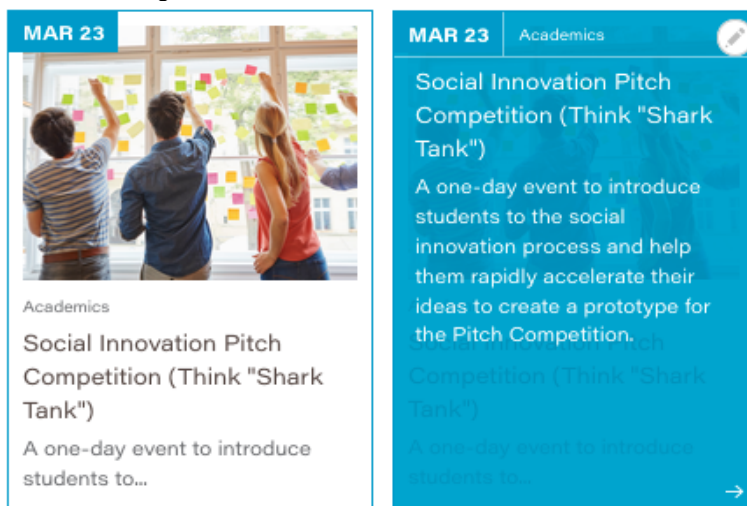
Teaser Body

B I S U x² x₃ Iₓ Ω ≡ ≡
Styles
Format
Source

A one-day event to introduce students to the social innovation process and help them rapidly accelerate their ideas to create a prototype for the Pitch Competition.

Text format Full HTML
About text formats

Card Example:



Save Your Event or Submit for Publishing

Step 5: Either ...

- **Save and Create New Draft** (if you need to edit it at a later date/add more details, etc.)

Save and Create New Draft

- **Save and Request Review** (if you're ready for this event to be published)
(use the white arrow to the right of this button to expand and select this option)

Save and Create New Draft
Save and Request Review

ONLINE HELP

Visit the Online Style Guide page for information on (i.e. images, document name, file size displayed, numbers/figures, On page blocks). <https://www.anselm.edu/styleguide>

Tips and Guidelines for Editing Web Content

- Accessibility (ADA)/UX is a top priority for the college:
 - Always fill in “Alternative text*” and “Relationship” fields (with short description)
 - Always use photo Caption on photos added in body copy
 - Use a bulleted list whenever possible instead of a table (best for mobile devices). If a table is necessary, use a simple table vs. complex: no merged cells/columns, and use a header row
- Check the box for “Open in new window” for all external links (non anselm.edu domains, PDFs, Word, email).
- Use a text editor (Notepad, WordPad, TextEdit) to copy and paste text from email or MsWord documents to clean the text (and other tags in your html code will overwrite the Drupal style sheets, and the pages may need to be sent back to the content creator to be cleaned before publishing). Font sizes and styles are both branding and ADA issues.
- Use single spaces between sentences.
- Use a “return” (or enter) to set the correct spacing between paragraphs. No space after a bullet.
- Use a “shift return” to set a single space between content (ex. Bold header and text below it)
- PDF/Word file names: Use “hyphens” in document names – do NOT leave blank spaces.
- Upload documents and images into your department’s folder under **Documents** and **Images** ONLY in the IMCE.
- Use descriptive links and Call to Actions, rather than “Click here.”
- Submitting your updates for publishing: Please include a Message to describe the changes to your content/new pages. Pages without a message may be declined and sent back to the content creator. At a minimum, the page(s) will be held up in the queue, as the entire copy would need to be reviewed.
- Submit only one version of a page through workflow until it’s been published to avoid losing your updates. You can use the Revision button to view the status and CCM message to you in workflow.
- Never provide a “Login code” or “password” on your pages for security reasons.
- Social media feeds can be added to your pages.
- CCM can help with content layout and solutions; URL paths; left navigation labels and ordering; and global blocks.
- Many In-page Blocks are available on Inner, Department, and Program pages; view these online. Contact CCM for help with setting up blocks that are managed by CCM (i.e. Contact block left column, News and Events feeds, global blocks).
- Design your content using the CCM approved brand elements. Refer to the Online Style Guide at <https://www.anselm.edu/styleguide>. Our office is available to assist you to create and maintain college Web pages (landing pages, etc.).
- CCM can also assist you with building a blog and social media sites that incorporate the college brand.
- Think mobile! Web content should always be clear and concise, but this is more important than ever as mobile users will not read lengthy or confusing content on their mobile devices. Write new content and edit your existing content with mobile-responsive design in mind.

For all CMS related questions, issues, registration forms, and training, please contact Dyan Ciccone, x6184, dciccone@anslem.edu.

For edits to Catalog content on the Majors and Minors, please contact the Registrar’s Office.

For edits to faculty and staff employee information, please contact Human Resources.