



Content Management System



Training Activities

**Queen's University Belfast
2020**

Web Support Team
Information Services

Queries: go.qub.ac.uk/itsupport

Content Management System Training

Moderator Tasks

Site Structure	Content
<ul style="list-style-type: none">✓ Explore site structure✓ Add sections✓ Edit sections✓ Add metadata✓ Move sections✓ Reorder sections✓ Bookmark sections	<ul style="list-style-type: none">✓ Add content✓ Modify content✓ Approve content✓ Media Library Images✓ Reorder Content✓ Publish/Expiry Dates✓ View Content History

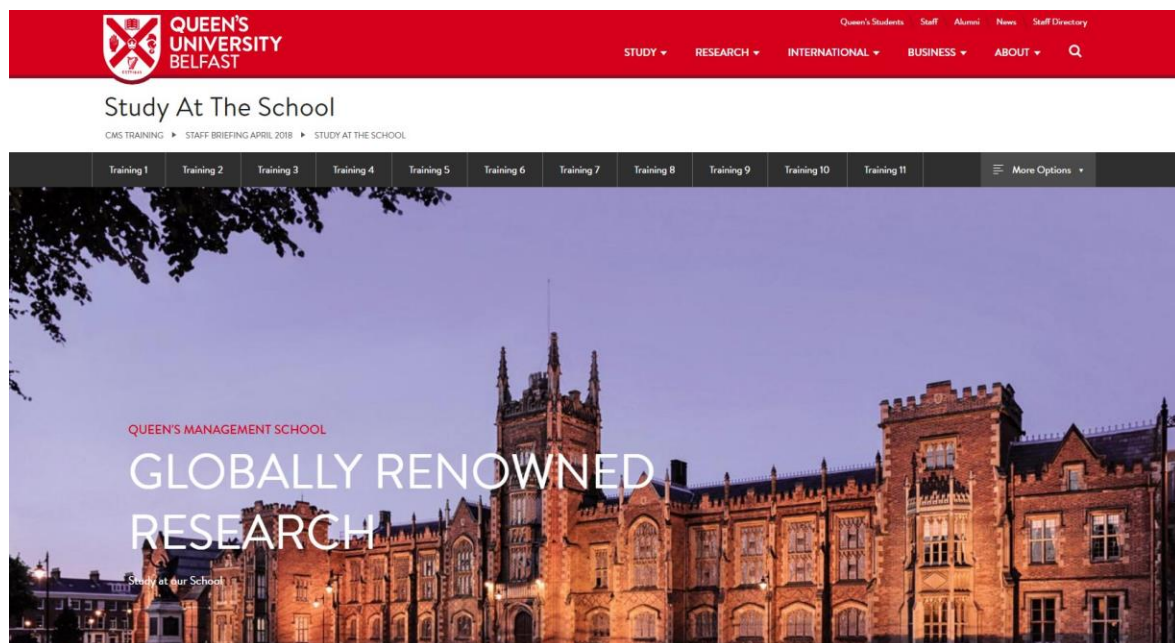
During this session, we will be focusing on adding content to web pages. You will be:

- Adding 3 blocks of content to a blank web page, using 3 different content types.
- Reordering content
- Creating a new subpage and adding metadata
- Creating content for the subpage using a fourth content type and inserting 4 key links
- Bookmarking sections
- Creating File Downloads
- Learning about additional content features
- Learning about additional section features

You will be using 4 commonly used content types:

- Banner
- Two verticals
- Panel
- General Content

Your completed pages will look similar to this:



Adding Content

Banner

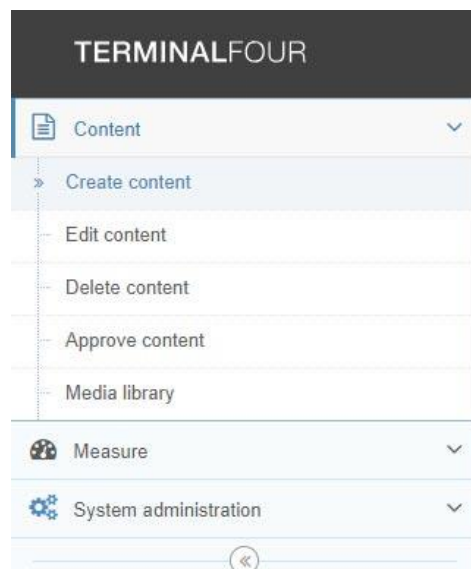
The content type looks like this:

- There is one large image with a text overlay
- You can also add either a Section Link or a Web Link to the text overlay
- The image dimensions for this content type are 1600*767 pixels



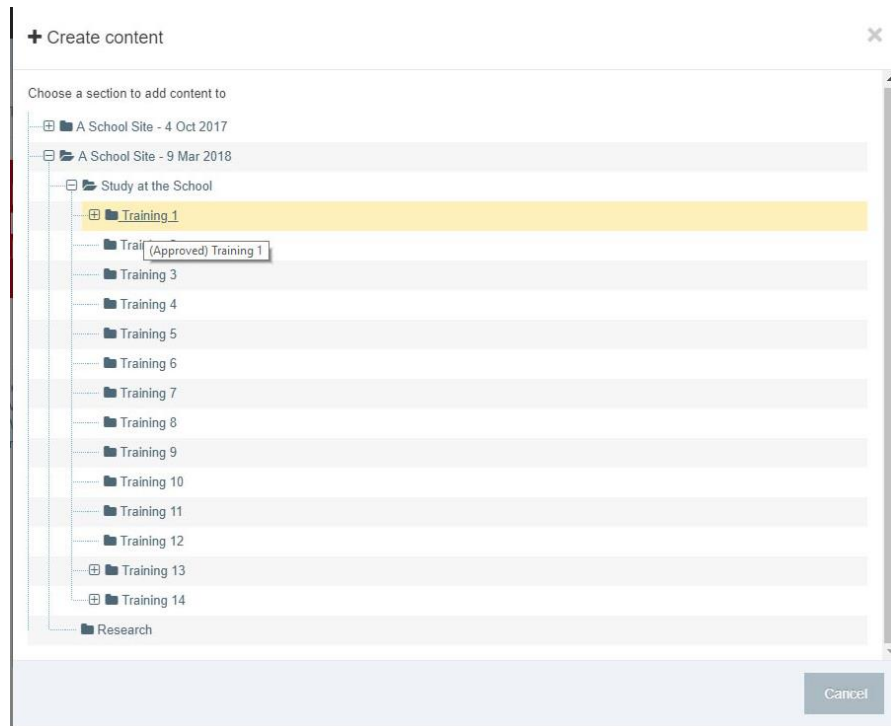
Directions

- Log in to the system at: <http://cmst4.qub.ac.uk>
- From the Content menu, choose Create Content:

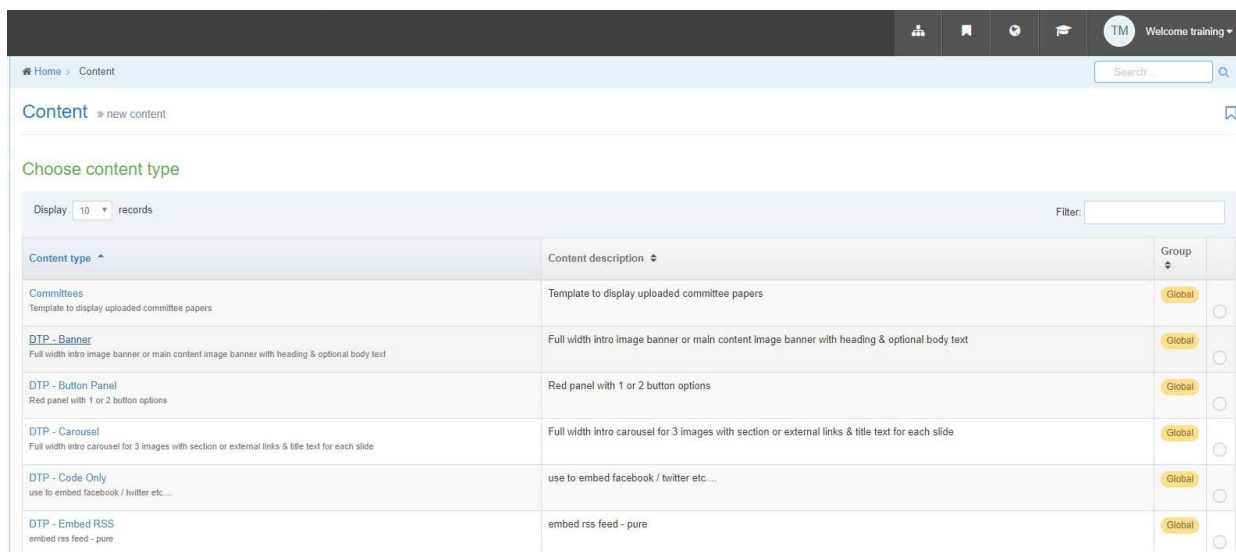


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- Click on the section:
QUB » CMS Training » A School Site - Training 2020 » Study at the School » Your Name
(choose the section which contains your name)



- In the Choose Content Type list, click **Banner**



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- Fill in each field as follows:
 - Name: QMS Homepage Banner
 - Heading: Queen's Management School
 - Main heading: Globally Renowned Research
 - Body Text: A world-class education at a Russell Group University
 - Image: *Categorised » A-New Website » Images By Size » 1600 x 767px - Large banner*
 - CHOOSE Section Link OR Web Address: Click Web Address
 - Web Link for CTA (Call To Action) Button: <http://www.qub.ac.uk/>
 - Text for Web Link on CTA button: Explore Student Life

Content » new content

Preview

General Content Channels Options

Content type : DTP - Banner

Name * QMS Homepage Banner

Banner Full Width Introduction ☐ No ☒ Yes

Text Colour Light

Heading * Queen's Management School

Main heading * Globally Renowned Research

Body text A World Class Education at a Russell Group University

Image * The Lanyon at night
Media:540827.smox.jpg (213.7 kB)
Media Library > Categorised > A-New Website > Images By Size > 1600 x 767px - Large banner > Architecture/campus

Image*

Select media Clear selection Download

CHOOSE Section Link OR Web Address ☐ Section Link ☒ Web Address

- Click Save Changes

Cancel Save changes

Content Management System Training

- Your training section should now look like this, showing the content has been successfully added:

The screenshot displays the CMS interface for editing a section. The breadcrumb trail at the top reads: Home > Site structure > Section > Edit. The page title is 'Section' with a subtitle 'configure sections and their associated content'. The current editing path is: QUB > CMS Training > A School Site - 9 Mar 2018 > Study at the School > Training 1. A 'Duplicate branch' button is in the top right.

On the left, the 'Site structure' sidebar shows a tree view with 'A School Site - 4 Oct 2017' and 'A School Site - 9 Mar 2018'. Under the latter, 'Study at the School' contains 'Training 1' (highlighted), 'Training 2', 'Training 3', 'Training 4', 'Training 5', 'Training 6', 'Training 7', 'Training 8', 'Training 9', 'Training 10', 'Training 11', and 'Training 12'.

The main content area has tabs for 'General', 'Content' (selected), 'Page layouts', and 'More'. The 'Content in this section' heading is followed by 'Enable automatic ordering' (disabled) and buttons for 'Undo last action', 'Undo all actions', 'Bulk actions', and 'Create content'. Below this is a 'Display 10 records' and a 'Filter' input.

Order	Name	Version	Status	Last modified	Publish date	Actions
+	QMS Homepage Banner DTP - Banner	0.1	Pending	May 24, 2018 11:47 AM	N/A	[Actions] [Up] [Down]

Showing 1 to 1 of 1 entries

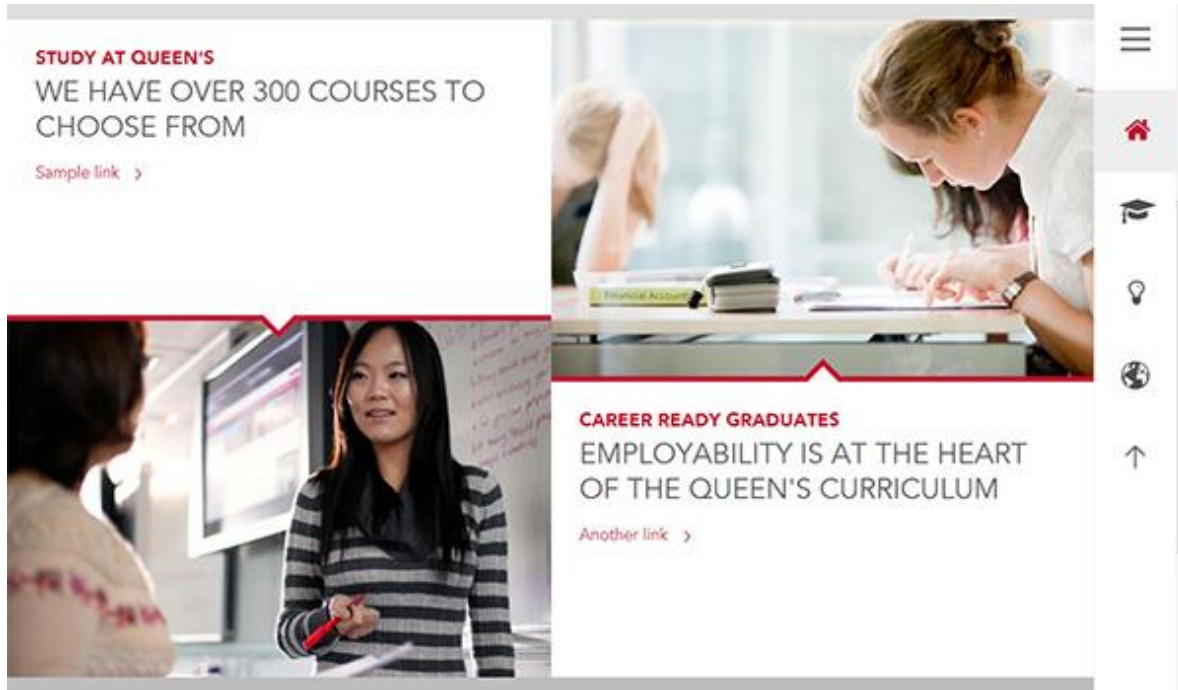
At the bottom, there are 'Delete', 'Cancel', and 'Save changes' buttons.

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Two Verticals

The content type looks like this:

- There are two vertical columns, each one containing text and an image
- Each vertical column can also contain either a Section Link or a Web Link
- The image dimensions for this content type are 800*533 pixels



Directions

- From the Content menu, choose Create Content
- Click on the section:
QUB » CMS Training » Training 2020 » Study at the School » Your Name
(choose the section which contains your name)
- In the Choose Content Type list, click **Two Verticals**.
(You can click on the arrows or numbers to display additional content types, in order to locate the one you're looking for. The Content Type list displays 10 content types per screen):

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DTP - Event Carousel Automatically pulls in up to 4 event items from the 'Events' section	Automatically pulls in up to 4 event items from the 'Events' section	Global	<input type="radio"/>
DTP - Event Listing event listing - dtp project	event listing - dtp project	Global	<input type="radio"/>
DTP - File Upload Allows files such as PDFs to be uploaded to a file storage area.	Allows files such as PDFs to be uploaded to a file storage area.	Global	<input type="radio"/>
DTP - Four verticals 4 columns with alternating vertical content layout. Each column contains image, heading, subheading, body text & link	4 columns with alternating vertical content layout. Each column contains image, heading, subheading, body text & link	Global	<input type="radio"/>

Showing 1 to 10 of 37 entries

Cancel Next

Click through each screen to display more content types

- Fill in each column as follows:

Column 1

- Name: QMS Homepage 2 Verticals
- Heading Column 1: Study at the School
- Subheading Column 1: Browse and apply for courses at Queen's Management School
- CHOOSE Section Link OR Web Link 1: Click Web Address
- Web Link for Column 1: <https://www.qub.ac.uk/Study/Course-Finder/>
- Text for Web Link Column 1: Explore our Courses
- Image: *Categorised » A-New Website » Images By Size » 800 x 533px*

Your content type should start to look like this:

Home > Content

Content > new content

Preview

Content type : DTP - Two verticals

Name* QMS Homepage 2 Verticals

Heading Column 1* Study at the School

Subheading Column 1* Browse and apply for courses at Queen's Management School

CHOOSE Section Link OR Web Link 1* ☐ Section Link ☒ Web Address

Section Link for Column 1 [+ Add section link](#) [+ Add content link](#)

Use default link text ☒

Web Link for Column 1 <https://www.qub.ac.uk/Study/Course-Finder/>

Text for Web Link Column 1 [Explore our Courses](#)

Complete this field if you have a Web Link for Column One

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Column 2

1. Heading Column 2: Our Research
 2. Subheading Column 2: World leading research in four key areas
 3. Choose Section Link
 4. Section Link for Column 2: ***QUB » CMS Training » A School Site – Training 2020 » Research***
 5. Uncheck the Use Default Link Text box
 6. Enter Custom Link Text: Key Research
 7. Image: *Media Library » Categorised » A-New Website » Images By Size » 800 x 533px*
- Click Save Changes

Your training section should now look like this, showing the second block of content has been successfully added:

The screenshot shows the CMS 'Section' configuration page. On the left is a 'Site structure' sidebar with a tree view showing the hierarchy: Home > Site structure > Section > Edit. The main area is titled 'Section' and shows 'Currently editing: QUB » CMS Training » A School Site - 9 Mar 2018 » Study at the School » Training 1'. The 'Content' tab is active, displaying a table of content items. The table has columns for Order, Name, Version, Status, Last modified, and Publish date. Two items are listed: 'QMS Homepage Banner' and 'QMS Homepage 2 Verticals', both with a status of 'Pending'. The interface includes buttons for 'Duplicate branch', 'Undo last action', 'Undo all actions', 'Bulk actions', 'Create content', 'Delete', 'Cancel', and 'Save changes'.

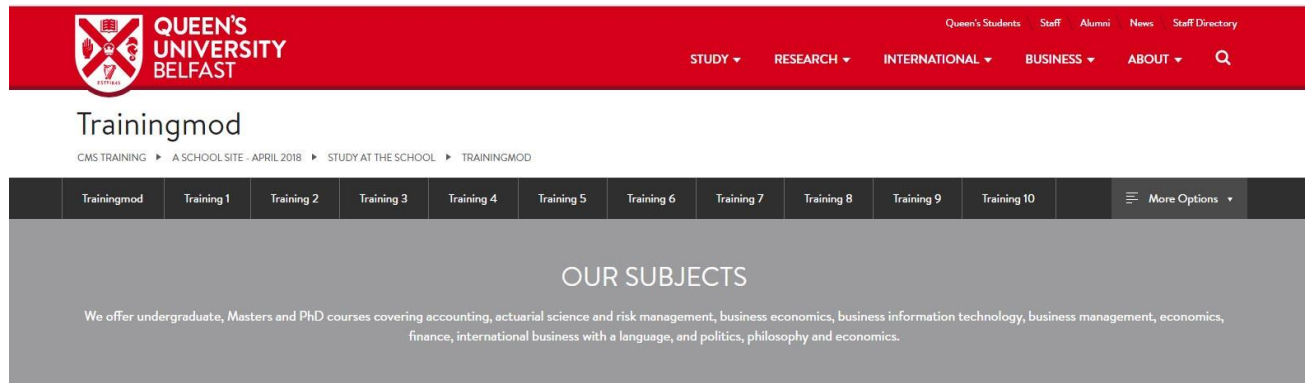
Order	Name	Version	Status	Last modified	Publish date
+	QMS Homepage Banner DTP - Banner	0.1	Pending	May 24, 2018 11:47 AM	N/A
+	QMS Homepage 2 Verticals DTP - Two verticals	0.1	Pending	May 29, 2018 10:30 AM	N/A

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Panel

The template looks like this:

- There is one horizontal panel, containing only text, no images
- The panel can also contain an email, section or web link



Directions

- From the Content menu, choose Create Content
- Click on the section:
QUB » CMS Training » A School Site - Training 2020 » Study at the School » Your Name
(choose the section which contains your name)
- In the Choose Content Type list, click **Panel**
- Fill in each field as follows:
 1. Name: QMS Homepage Panel
 2. Title: Our Subjects
 3. Body Text:
We offer undergraduate, Masters and PhD courses covering accounting, actuarial science and risk management, business economics, business information technology, business management, economics, finance, international business with a language, and politics, philosophy and economics
 4. Background Colour: Dark Grey
 5. Text Alignment: Centre
- Click Save Changes

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Your content type should look like this:

The screenshot shows the 'Content' management interface. At the top, there's a breadcrumb trail: Home > Content. Below it, a search bar and a 'new content' link are visible. The main area has tabs for 'General', 'Content', 'Channels', and 'Options'. The 'Content' tab is active, showing the 'Content type : DTP - Panel' form. The form includes fields for 'Name' (QMS Homepage Panel), 'Title' (Our Subjects), and 'Body text'. The 'Body text' field contains a rich text editor with a toolbar and a paragraph of text: 'We offer undergraduate, Masters and PhD courses covering accounting, actuarial science and risk management, business economics, business information technology, business management, economics, finance, international business with a language, and politics, philosophy and economics'. Below the text editor, there are dropdown menus for 'Background Colour' (Dark Grey) and 'Text Alignment' (Centre). A 'Preview' button is located in the top right corner.

Your training section should now look like this, showing the third block of content has been added:

The screenshot shows the 'Section' configuration page. At the top, there's a breadcrumb trail: Home > Site structure > Section > Edit. Below it, a search bar and a 'configure sections and their associated content' link are visible. The main area has tabs for 'General', 'Content', 'Page layouts', and 'More'. The 'Content' tab is active, showing 'Content in this section'. On the left, there's a 'Site structure' sidebar with a tree view showing the hierarchy: Our people, A School Site - 4 Oct 2017, A School Site - 9 Mar 2018, Home, Study at the School, Training 1 (selected), Training 2, Training 3, Training 4, Training 5, Training 6, Training 7, Training 8, Training 9, Training 10, Training 11, Training 12, Training 13, and Training 14. The main area displays a table of content items in this section. The table has columns for Order, Name, Version, Status, Last modified, and Publish date. There are three items listed, all with a status of 'Pending'. Below the table, there's a 'Showing 1 to 3 of 3 entries' message and a pagination control showing '1'. At the bottom, there are buttons for 'Delete', 'Cancel', and 'Save changes'.

Order	Name	Version	Status	Last modified	Publish date	Actions
+	QMS Homepage Banner DTP - Banner	0.1	Pending	May 24, 2018 11:47 AM	N/A	Actions
+	QMS Homepage 2 Verticals DTP - Two verticals	0.1	Pending	May 29, 2018 10:30 AM	N/A	Actions
+	QMS Homepage Panel DTP - Panel	0.1	Pending	May 29, 2018 11:34 AM	N/A	Actions

Content Management System Training

Reordering Content

When you add a block of content to a page, it is always located at the bottom of the page. You can reorder the blocks of content at any time, into any order.

Directions

- Reorder the blocks of content so that the panel content is the middle block on the page: click and drag the + sign in the Order column to move the Panel content to be the second block of content in the list
- Click Save Changes

Your re-ordered list of content will look like this:

Content in this section

Enable automatic ordering ☐

Undo last action Undo all actions Bulk actions Create content

Display 10 records Filter:

Order	Name	Version	Status	Last modified	Publish date			
+	QMS Homepage Banner DTP - Banner	0.1	Pending	May 24, 2018 11:47 AM	N/A	Actions	↑	
+	QMS Homepage Panel DTP - Panel	0.1	Pending	May 29, 2018 11:34 AM	N/A	Actions	↑	
+	QMS Homepage 2 Verticals DTP - Two verticals	0.1	Pending	May 29, 2018 10:30 AM	N/A	Actions	↑	

Showing 1 to 3 of 3 entries

Delete Cancel Save changes

Click and drag in the Order column to re-order blocks of content.

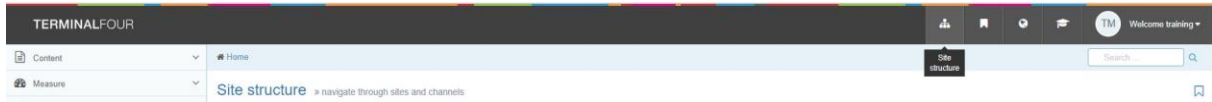
Content Management System Training

Preview the Page

You can preview a web page as often as required, before approving content. The most common method of previewing a section is by using the Actions menu on your Site Structure screen. Always preview your content and test any links, before approving it.

Directions

- Click the Site Structure icon in the Header options:



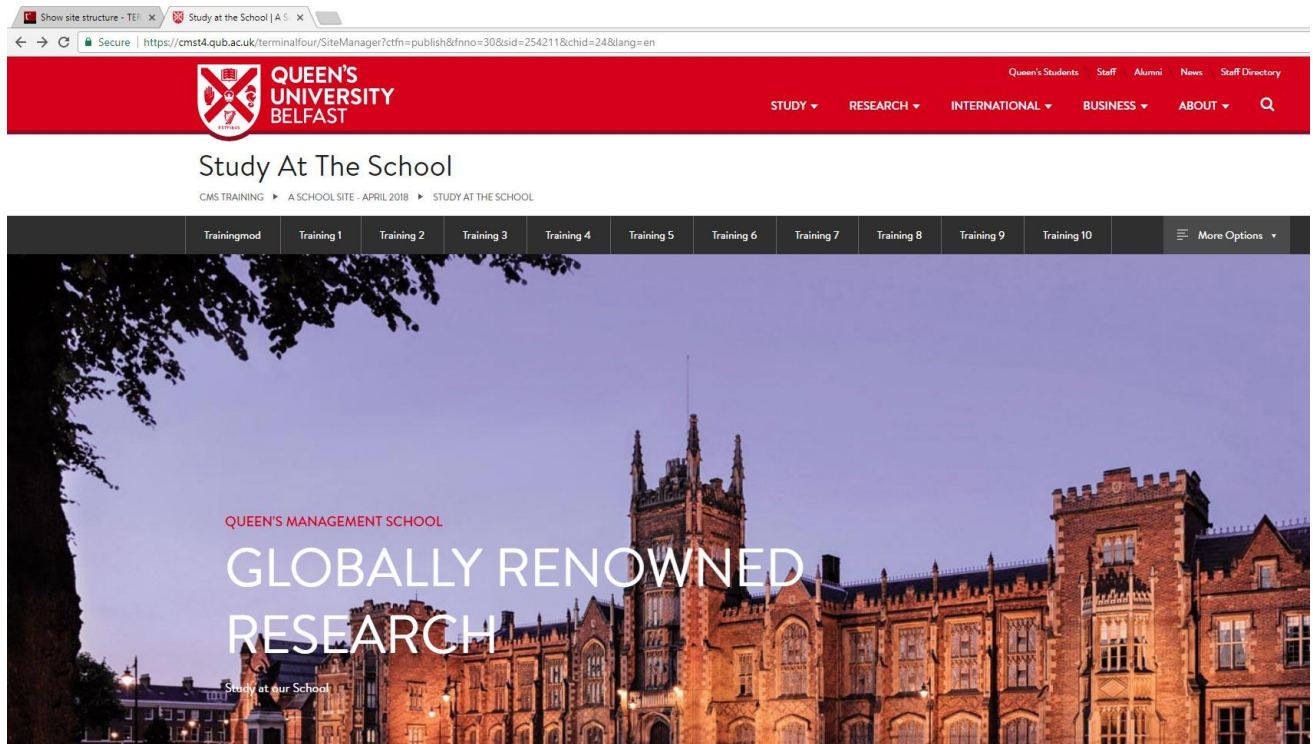
- From the Actions menu beside (for example) Training 1, choose Preview Section



- Another browser tab will open previewing the page.
- When you have finished previewing, close the browser tab.

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Your preview tab will look like this:



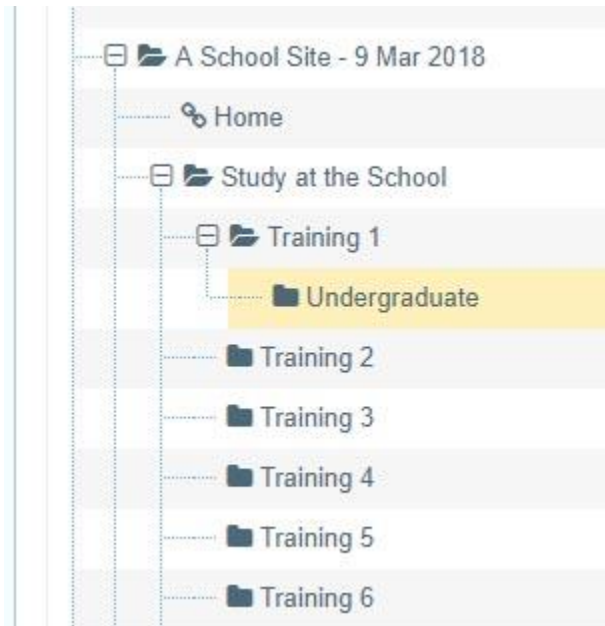
Content Management System Training

Creating a Sub Page

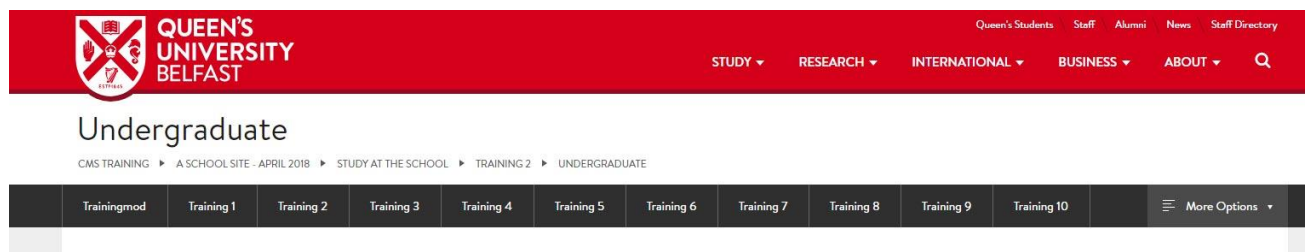
Create a sub page one level below your training page, called Undergraduate.

- **Note: when you create any new section (web page) within your site structure, this is not QUB only restricted - please contact us through go.qub.ac.uk/itsupport if you require this type of restriction on your web page(s).**

The site structure will look like this:



The navigation structure will look similar to this:



Directions

- Click the Site Structure icon in the Header options
- From the Actions menu beside Training 1, choose Create Section
- Name the section Undergraduate
- Click the More tab and then click Metadata, to add SEO description and keywords.

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Home > Site structure > Section > Create new

Section » configure sections and their associated content

Site structure

Our people

A School Site - 4 Oct 2017

A School Site - 9 Mar 2018

Home

Study at the School

Training 1

Undergraduate

General

Page layouts

More

General section details

Metadata

Edit rights

Access

aduate

Status

Approved

Section options

☐ Mark as link section

☒ Show in navigation

☐ Archive section

☐ eForm section

- Type the Description: Browse the course finder for Queen's University Belfast, one of the best one per cent universities in the world
- Type the Keywords: Queen's University, UK, Undergraduate, Study, Belfast, QUB, Students, Russell Group
- Click Save Changes

General

Page layouts

More

Metadata values

The table below shows the available meta tags that can be set for this section. Use the "value" column to set the metadata value that will be created for this section. This will only set the metadata value for the current language.

Display 10 records

Filter:

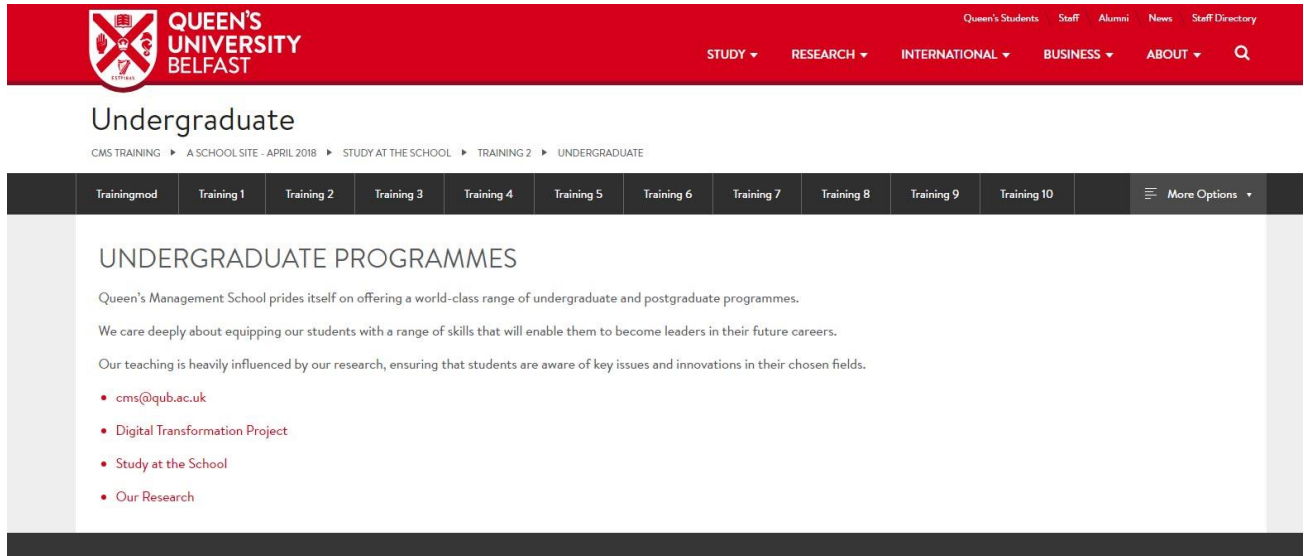
Name	Value	Publish language
author		english
copyright		english
DC.Author		english
DC.Copyright		english
DC.Description		english
DC.Keywords		english
description	Browse the course finder for Queen's University Belfast, one of the best	english
keywords	Queen's University, UK, Undergraduate, Study, Belfast, <u>QUB</u> , Students,	english

Content Management System Training

General Content

There is a text area, which can contain the following: Text, Images from the Media Library, Links, Tables.

The content type looks like this:



Directions

- From the Content menu, choose Create Content
- Click on the section, **Undergraduate**
- In the Choose Content Type list, click **General Content**
- Fill in each field as follows:
 1. Name: QMS Undergraduate Intro
 2. Text: type the heading, Undergraduate Programmes
 3. Select the heading and from the Format menu, choose Heading 3*
 4. Type or paste:

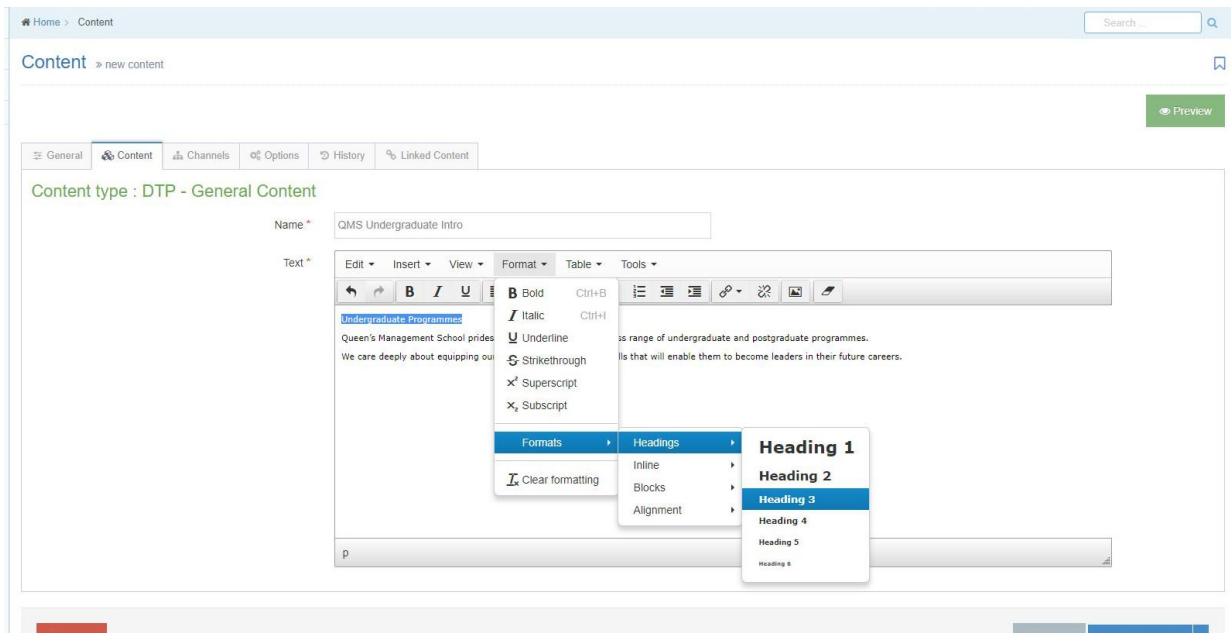
Queen's Management School prides itself on offering a world-class range of undergraduate and postgraduate programmes.

We care deeply about equipping our students with a range of skills that will enable them to become leaders in their future careers.
- Click Save Changes

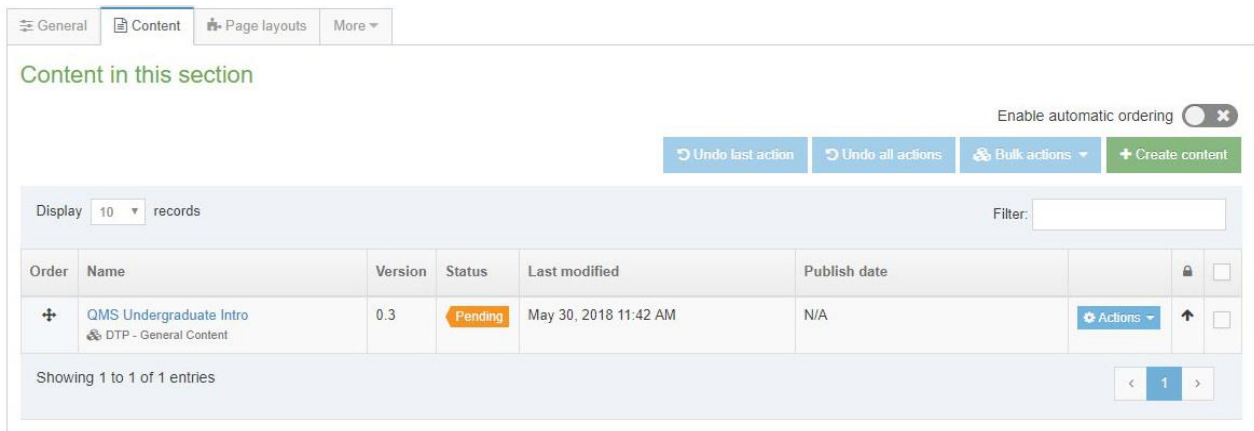
*Note on Headings: put meaningful keywords into headings and subheadings and always apply heading formatting, such as Heading 2 or Heading 3, because google weights these more heavily than paragraph content. It is another useful way of improving your site's search engine optimisation (SEO).

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The location of the Heading options:



Your Undergraduate section should now look like this, showing the block of content successfully added:



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Modify Content – Add 4 Links

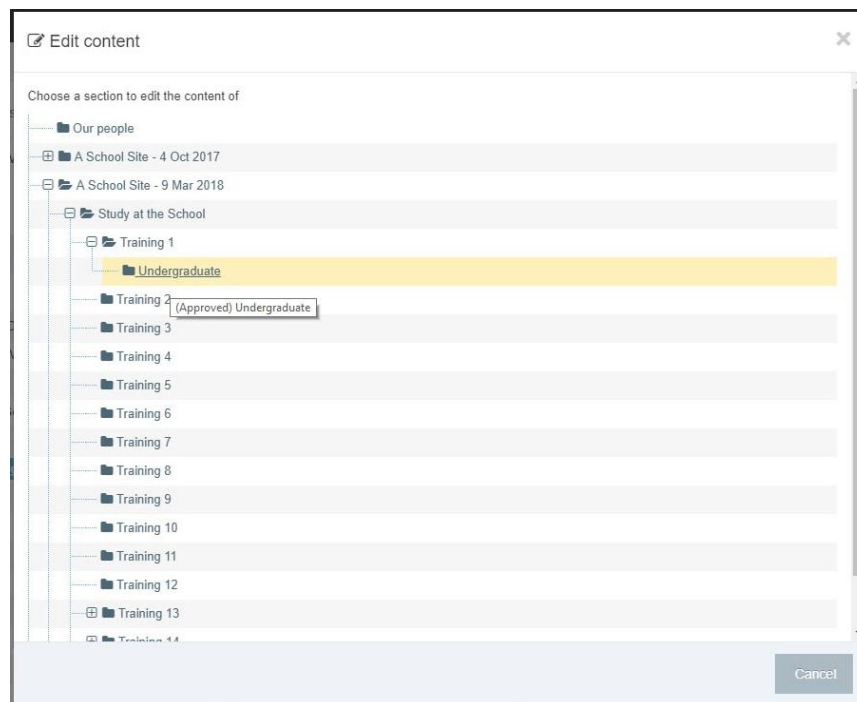
You can modify a block of content at any time and there is no limit to how many times you can edit it. If you make an update to a block of content, no matter how small, you will need to approve the change before it will publish to the live site.

There are **4 key links** you can use within your content:

1. Email Link
2. Web Address (external link)
3. Section Link (internal link to another web page within your site, or within the same Channel)
4. Content Link (internal link to a specific block on content on another web page within your site, or within the same Channel)

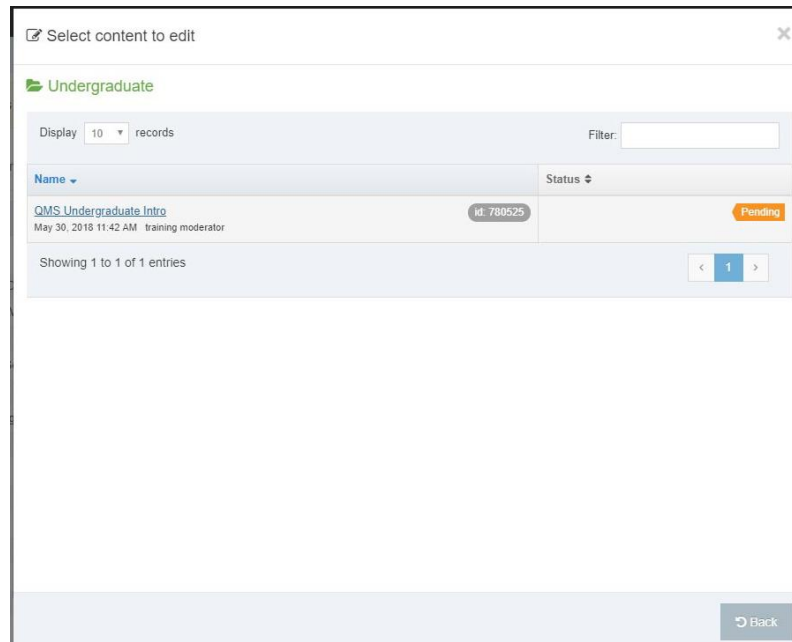
Directions

- From the Content menu, choose Edit Content
- Click on the section **Undergraduate**



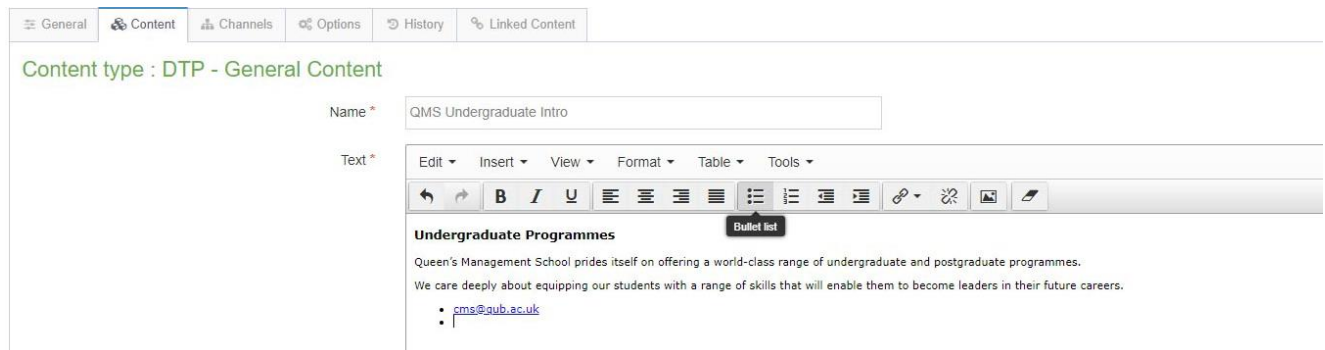
Content Management System Training

- Click to open the block of content **Undergraduate Intro**



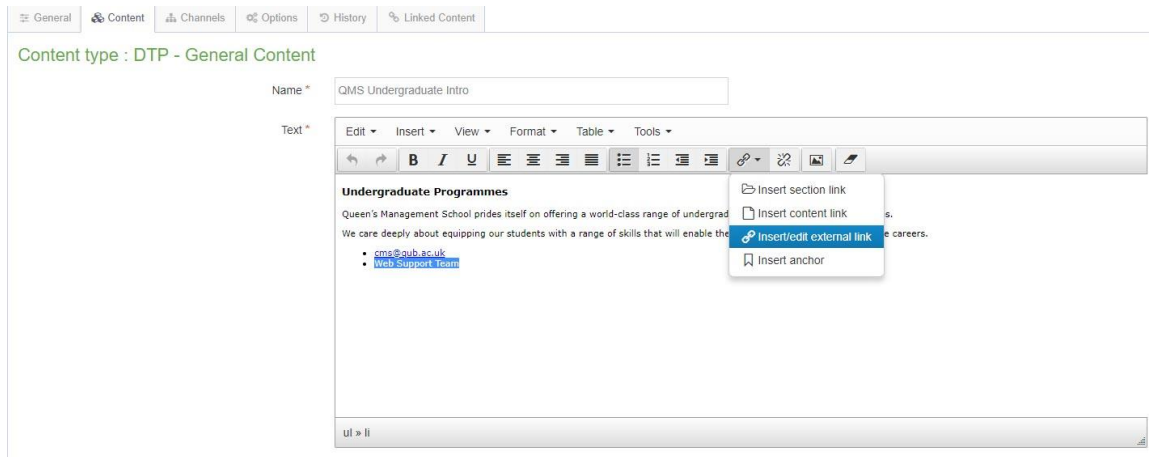
In the text editor, begin a bulleted list and add the following 4 links:

- Email Link:** type your email address and press the Space Bar (the email link will automatically be created), eg, cms@qub.ac.uk

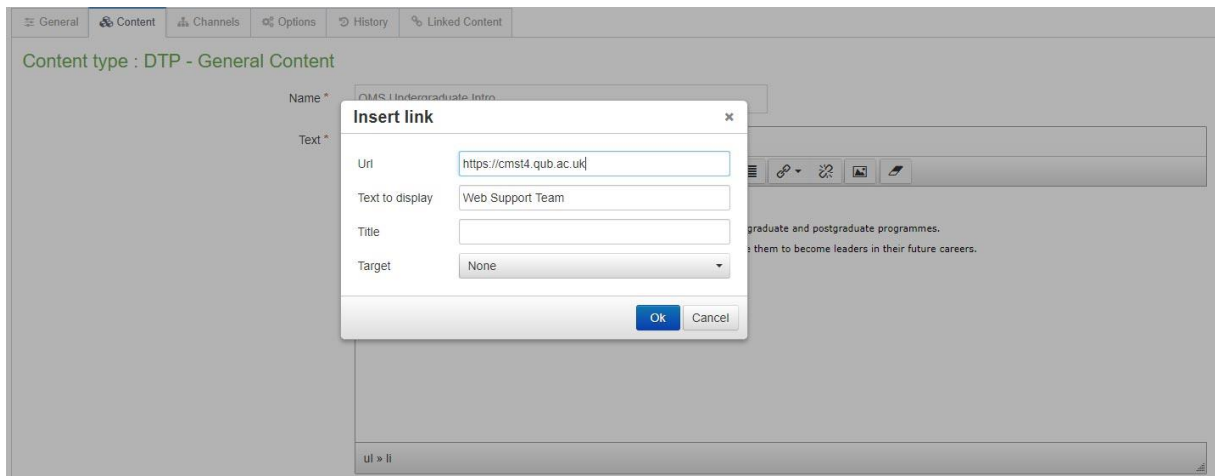


Content Management System Training

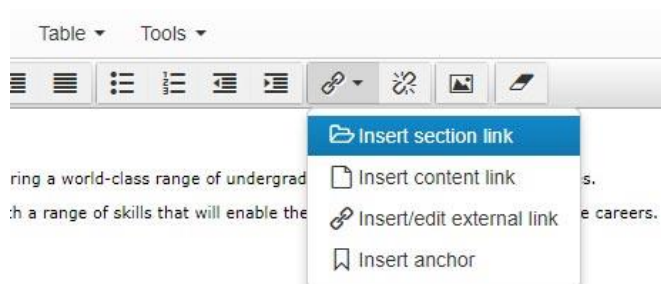
2. **Web Address Link:** type Web Support Team and insert a web link to <https://cmst4.qub.ac.uk>



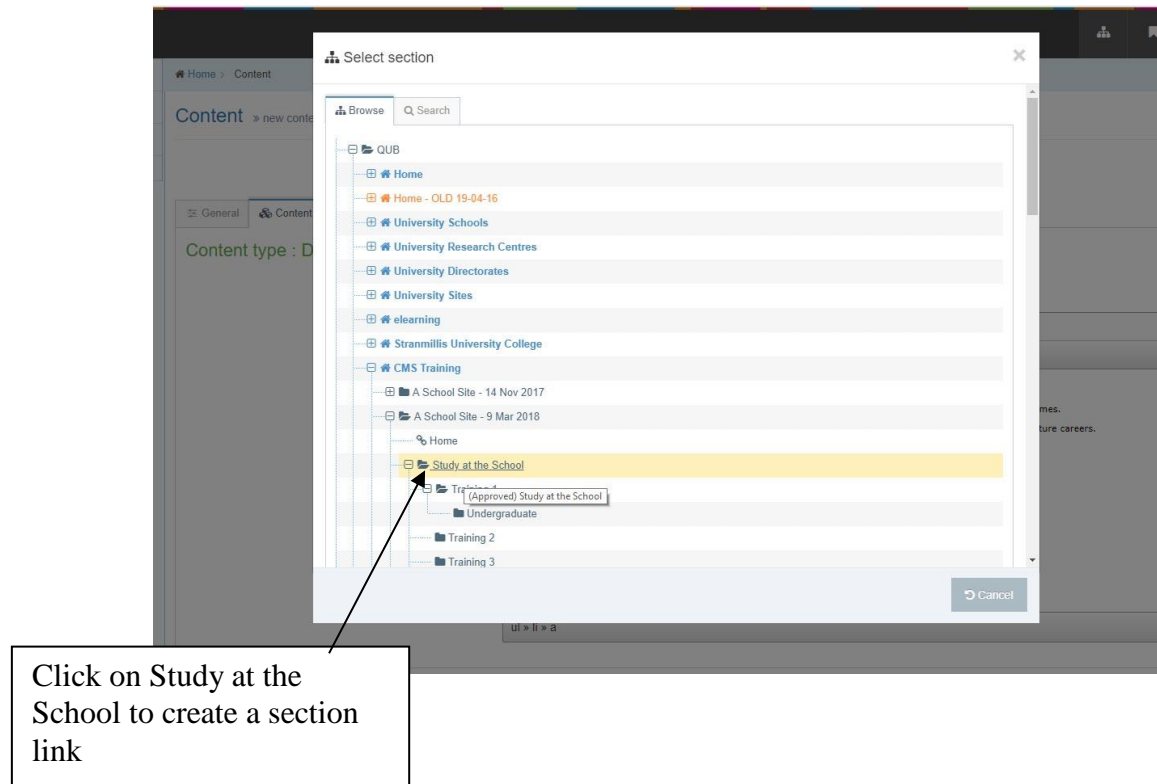
The Insert/edit external link dialogue box:



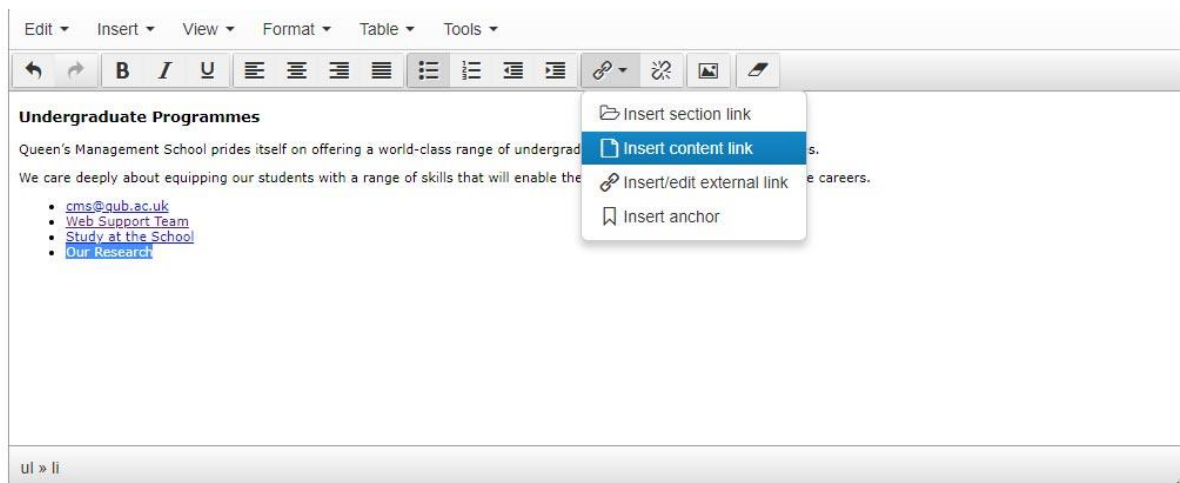
3. **Section Link:** type Study at the School and insert a section link to the page Study at the School



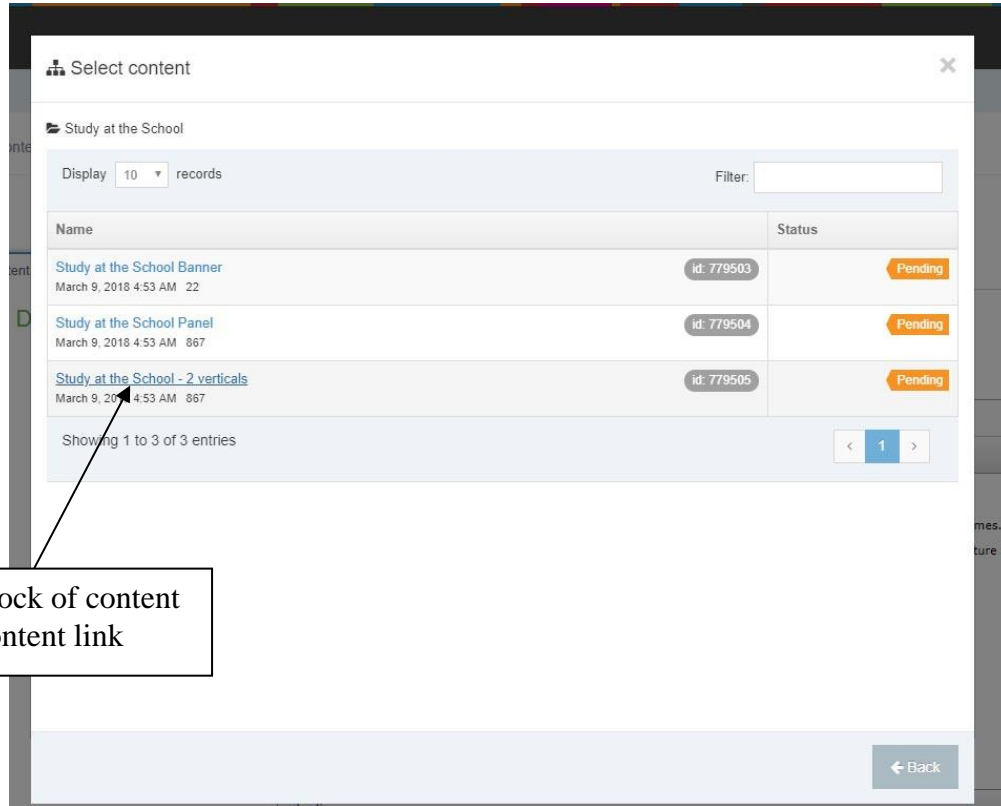
Content Management System Training



4. **Content Link:** type Our Research and insert a content link to the third block of content on the page Study at the School, Study at the School – 2 verticals

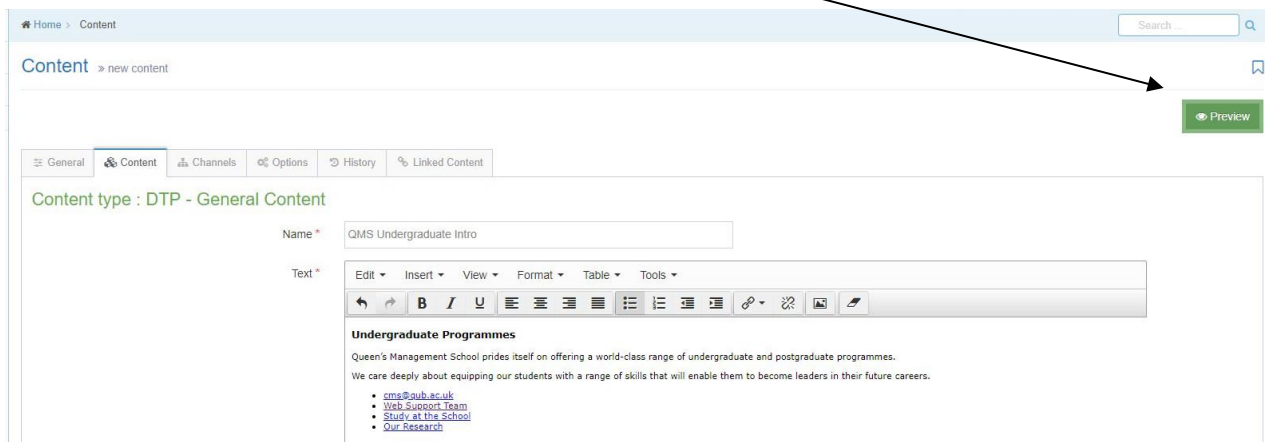


Content Management System Training



Click on a block of content to create a content link

- Click Preview to open the preview tab



- Test each link to make sure they are accurate
- Close the preview tab and click Save Changes

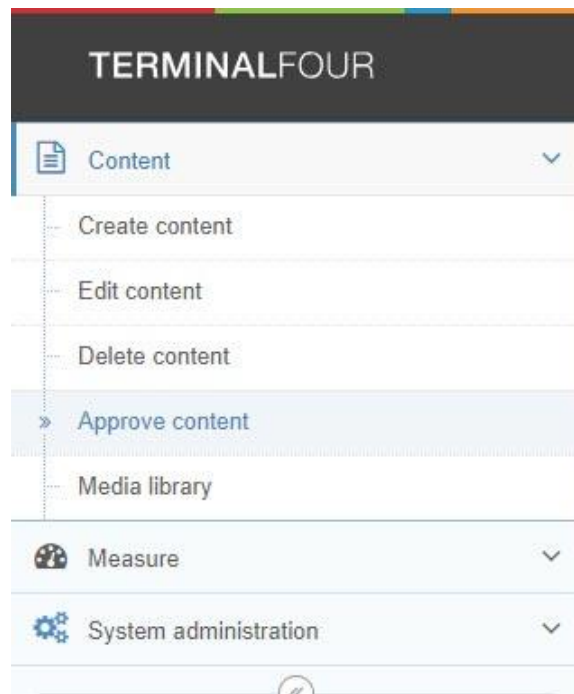
Content Management System Training

Approve Content

You can approve either an individual block of content or multiple blocks at the same time. However, please note that the content approval screen lists **all** the content pending approval on all the sections you have access to. Therefore, ensure you are only approving your own content.

Directions

- From the Content menu, choose Approve Content



- In the Approve Content screen, select the block(s) of content you wish to approve
- Click Approve
- Return to the main Site Structure screen by clicking the Site Structure icon in the Header options.

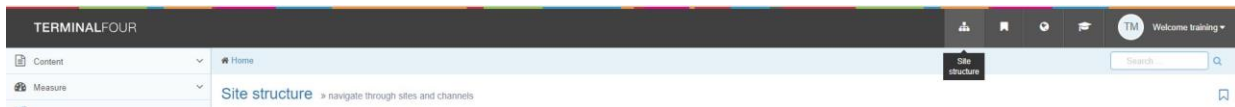
Content Management System Training

Bookmark Sections

You can bookmark sections you edit frequently. These bookmarks act as shortcuts to editing the content contained on those sections. This is particularly useful if you have access to a number of sites, thereby making your Site Structure quite long. You can navigate directly to the sections you have bookmarked.

Directions

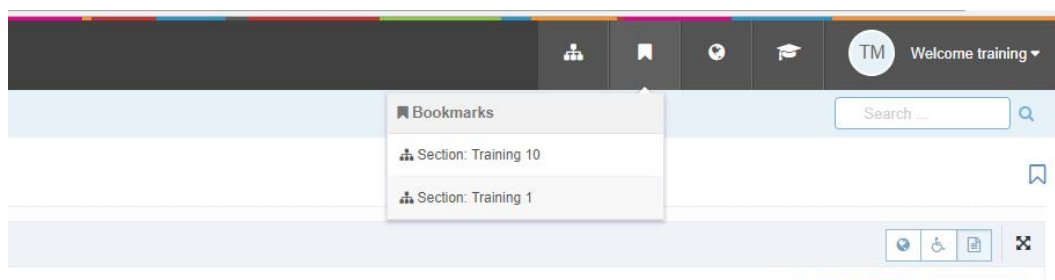
- Click the Site Structure icon in the Header options:



- From the Actions menu beside (for example) Training 1, choose Bookmark Section



- Click the Bookmarks icon in the Header options to access the bookmarked sections:



Creating a File Download

There are two steps involved when uploading files to your web pages:

1. Uploading the file itself into your File Store section within your site structure
2. Linking to the file from another page within your website, so that it opens for the user to view

Uploading a file is the same as adding a new piece of content to a page. You then create a Content Link to it from the required place on another page. Most file types can be uploaded to the CMS, e.g., Word Documents, Images, PDFs.

- **Note: these files are not QUB only restricted – please contact us through go.qub.ac.uk/itsupport if you require this type of restriction on your content.**

Directions

- Create a new subsection under your Training page:
 1. Name it File Store
 2. Uncheck the Show in Navigation option
 3. Click Save Changes

The screenshot shows the CMS interface for creating a new section. At the top, there are tabs for 'General', 'Page layouts', and 'More'. The 'General' tab is selected. Below the tabs, the section is titled 'General section details'. It contains the following fields and options:

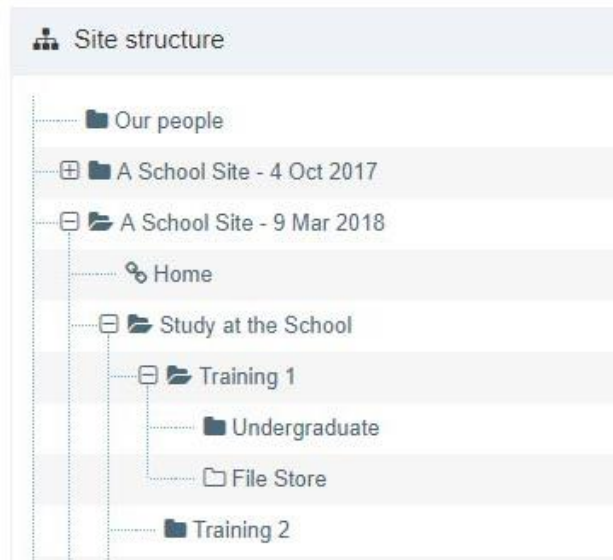
- Name ***: A text input field containing 'File Store'.
- Status**: A dropdown menu set to 'Approved'.
- Section options**: A group of checkboxes with a tooltip that says 'Sets the section to show in navigation objects'. The options are:
 - ☐ Show in navigation
 - ☐ Archive section
 - ☐ eForm section

Below the 'General section details' is the 'Advanced settings' section, which contains the following fields and options:

- Content owner**: A button labeled 'Select content owner'.
- Output URI**: A text input field containing 'e.g. university-news-events'.
- SEO key phrases**: A text input field.
- Default workflow**: A dropdown menu set to 'None'.
- Access key**: A text input field.

Content Management System Training

Your site structure should now look like this:

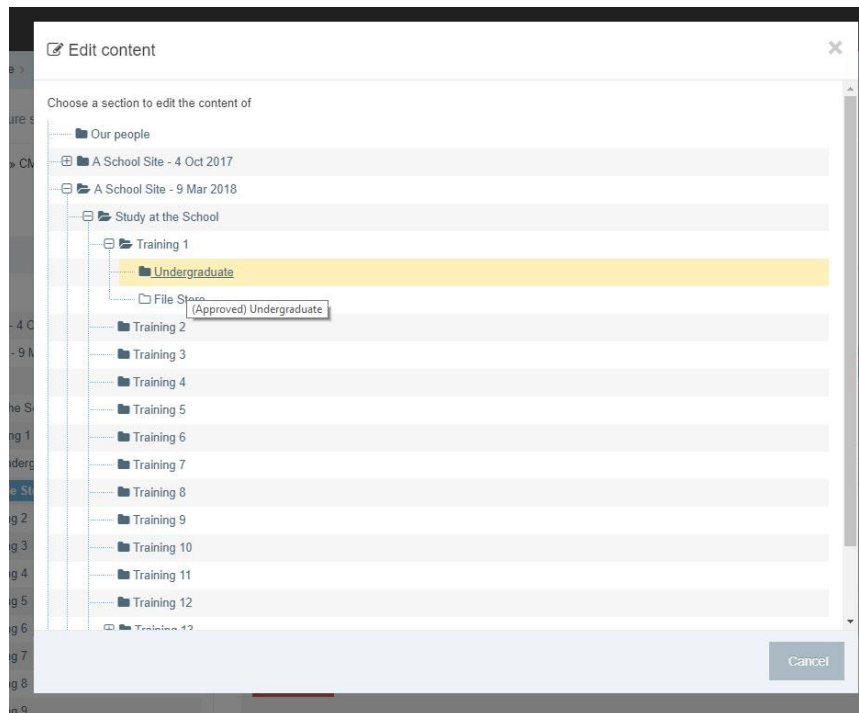


- Upload the file to your File Store page:
 1. There is a file attached to your email, called Paste.pdf. Save this file to your computer. This is the file you are going to upload to your Filestore.
 2. From the Content menu, choose Create Content
 3. Click on the section, **File Store**
 4. In the Choose Content Type list, click **File Upload**
 5. In the Name box type: Report Summary 2020
 6. In the Click to Choose File box, locate Paste.pdf on your computer.
 7. Click Save Changes

The screenshot shows the 'Content' management interface. At the top, there's a navigation bar with 'Home' and 'Content' links. Below this, the 'Content' section is active, showing 'new content'. The main area has tabs for 'General', 'Content', 'Channels', and 'Options'. The 'Content' tab is selected, and the 'Content type' is set to 'DTP - File Upload'. The 'Name' field contains 'Report Summary 1 Sept 2018'. The 'File to upload' section shows a file named 'Paste.doc (29.5 kB)' with a 'Remove' button. At the bottom, there are 'Back' and 'Save changes' buttons.

Content Management System Training

- Create a Content Link to the file in the File Store from another section:
 1. From the Content menu, choose Edit Content
 2. Click on the section, **Undergraduate**

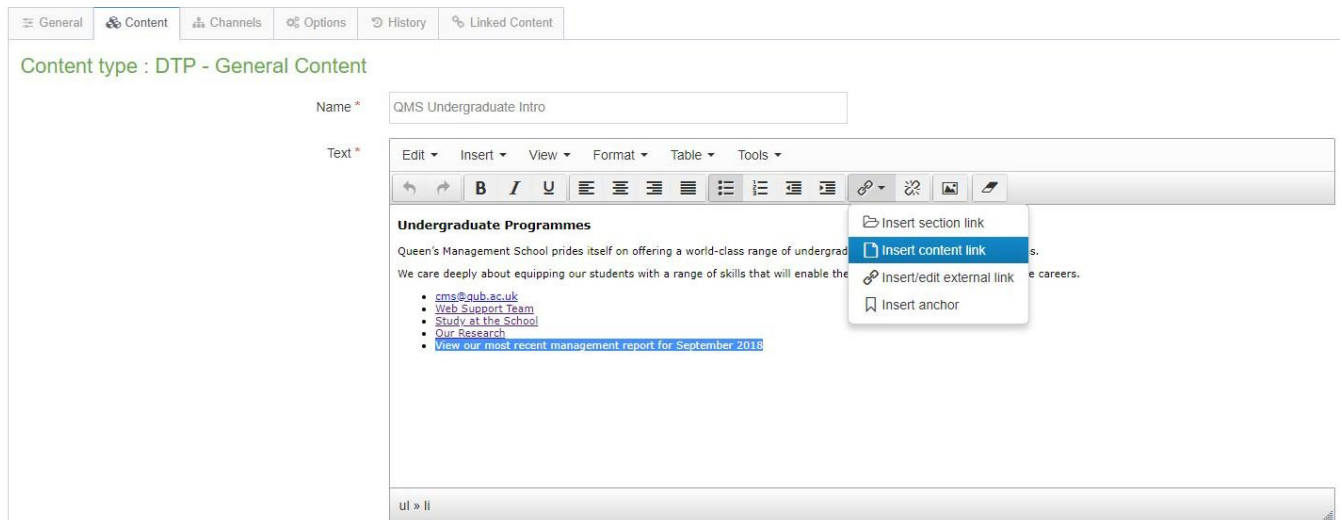


3. Click on the block of content, QMS Undergraduate Intro



Content Management System Training

4. Add another bullet point to the list of links and type 'View our most recent management report for the year 2020'



The screenshot shows the 'Content' tab in the CMS training interface. The 'Name' field is 'QMS Undergraduate Intro'. The 'Text' field contains the following content:

Undergraduate Programmes

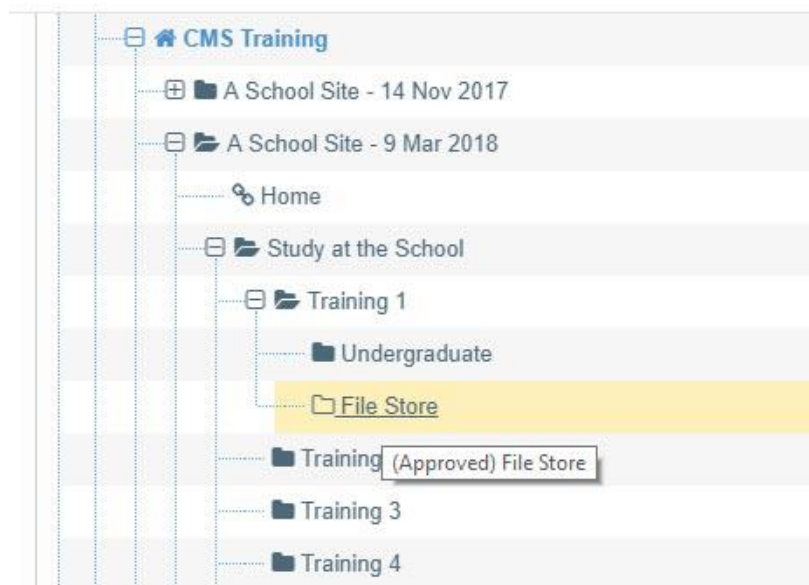
Queen's Management School prides itself on offering a world-class range of undergraduate programmes. We care deeply about equipping our students with a range of skills that will enable them to succeed in their careers.

- [cms@qub.ac.uk](#)
- [Web Support Team](#)
- [Study at the School](#)
- [Our Research](#)
- [View our most recent management report for September 2018](#)

A dropdown menu is open, showing options: 'Insert section link', 'Insert content link', 'Insert/edit external link', and 'Insert anchor'.

5. Select this text and insert a content link to the block of content on the page File Store

Select content



The 'Select content' dialog box shows a tree structure of content. The hierarchy is as follows:

- CMS Training
 - A School Site - 14 Nov 2017
 - A School Site - 9 Mar 2018
 - Home
 - Study at the School
 - Training 1
 - Undergraduate
 - File Store**
 - Training (Approved) File Store
 - Training 3
 - Training 4

Content Management System Training

 Select content 

 File Store

Display records

Filter:

Name	Status
Report Summary 1 Sept 2018 June 4, 2018 2:55 PM 867	<div>id: 780529</div> <div>Pending</div>

Showing 1 to 1 of 1 entries

6. Preview the content and test the link to make sure it is accurate
7. Close the preview tab and click Save Changes

Content Management System Training

You can also explore the following features using the Terminal Four's online resources:

<https://docs.terminalfour.com/documentation/>

Additional Section Features

- Status – Approved/Pending/Inactive
- Show in Navigation? – You can turn this off
- Archive a section
- Link section
- Reorder the navigation list (Under the Subsections tab)
- Move section up one level or down one level in the navigation structure

Additional Content Features

- Reorder blocks of content on a page
- Move content
- View the content history
- Options tab – you can set a publish, expiry and review date on each block of content

Media Library Features

- Add images to a folder
- Create subfolders to organize your images
- Add a description to an image for Accessibility purposes
- Modify images using the Variant facility
 - Resize
 - Crop
- Images from the Media Library can be inserted into most content types
 - You can add padding around the image
 - You can float the image left or right

Your Notes
