Staff Contensis Training

IT ESSENTIALS – Producing College Webpages with Contensis (ST621)

June 2016

ROYAL HOLLOWAY UNIVERSITY OF LONDON

2nd June 2016

Contents

Useful Help & FAQs

Use the following link to access Contensis FAQs
http://www.rhul.ac.uk/it/faq/contensisfaqs/home.aspx

Use the following link to access the College's brand guidelines
https://www.royalholloway.ac.uk/iquad/brand/guidelines.aspx

Details of the Components available can be found at:
http://www.royalholloway.ac.uk/it/cms/examplesofcomponents.aspx

These session notes are available in alternative formats on request. For further information please contact Chris Horton in Computer Centre Room 102. (01784 41 4025, c.horton@rhul.ac.uk)

Introduction

Contensis is the Web Content Management system (WCMS) that you use to create and edit your College web pages.

Accessing and Logging On to Contensis

1) Open a browser of your choice.
   Note: Contensis can be used with most recent browsers.
   However, you should be aware that they all have their own little differences.
2) Enter the following URL into the browser's **Address** Panel: **https://wcms.rhul.ac.uk/**
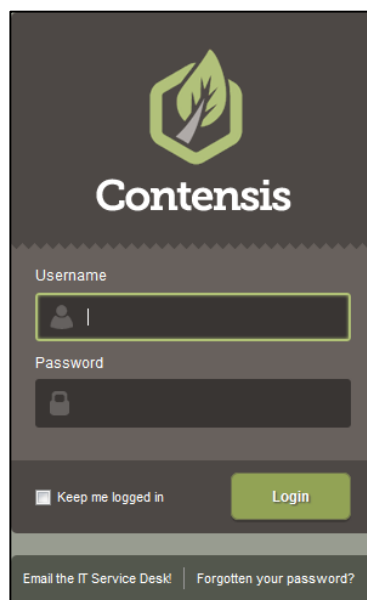
   OR

   Navigate to Contensis from the College Homepage:
   a) Ensure that the College Homepage is displaying.
   b) Click on the **Staff** button towards the top centre of the page to display the **STAFF INTRANET** page.
   c) Point to **Tools and links** at the right of the top black band.
   d) Click on **Link to popular systems e.g. Banner** at the top of the menu that displays.
   e) Scroll down the page containing the large circles of options.
   f) Click on **Contensis - for editing the website**.

3) The **Contensis** Login page displays.
4) In the **Username** panel enter your College username (e.g. uhaa666).
5) In the **Password** panel enter your College password.

6) Click on **Login** to open Contensis and display its Dashboard.

Note: If using Contensis **off** Campus you need to have Campus Anywhere (VPN) turned on. For details of how to use this visit:
https://www.royalholloway.ac.uk/it/faq/collections/campusanywhere.aspx

Using the Dashboard

When you first login to Contensis the Dashboard displays
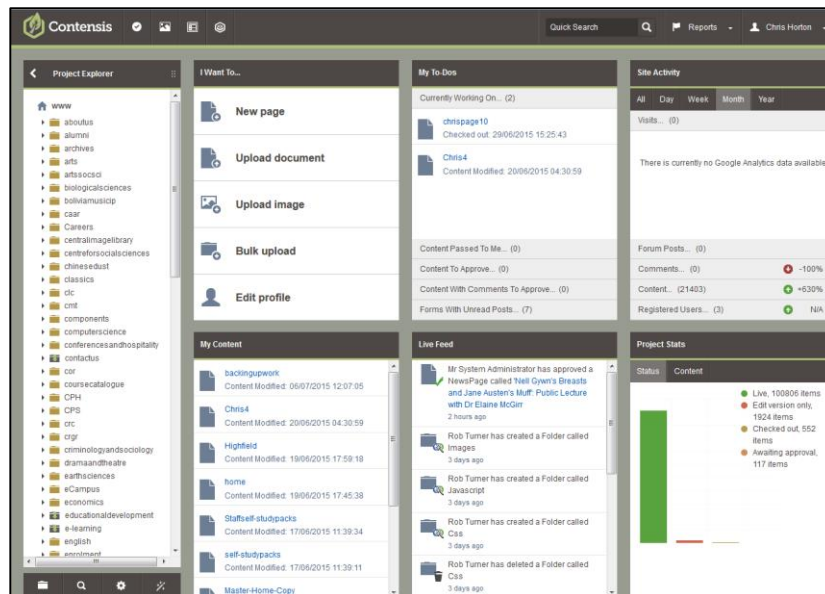
The Dashboard enables you to quickly find information relative to your work in Contensis:

I Want To ...
From here you can access the most commonly used features of Contensis, e.g. Create a webpage, and Upload a document.

My Content ...
Here you can see the content that you have recently worked on.
Pointing to an item displays a menu of actions that you can select, e.g. Edit and Delete.

My To-Dos ...
This section enables you to access e.g. webpages you are currently working on, and those that have been passed to you to approve.
Pointing to an item displays a menu of actions that you can select, e.g. Edit and Delete.

Live Feed ...
This displays the most recently created/updated webpages.

Site Activity ...
From here you can view a range of activities on the website e.g. number of Visits, and number of Registered Users.

Project Stats ...
Here you can see graphical representations of e.g. live webpages, and those that are awaiting approval.

Returning to the Dashboard

To display the **Dashboard** at any time click on the **Contensis** button at the top left of the screen.
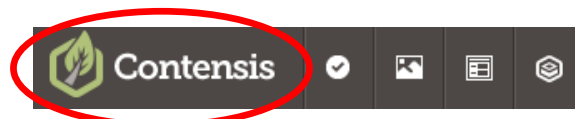
Using the Navigator

The Navigator provides you with a way to access all of the College's webpages, and consists of a structure of folders that contain webpages, documents, images, and components etc.

- To expand a folder click on the right-facing arrow to its left
- To collapse a folder click on the downward-facing arrow to its left

This enables you to view all of the College's webpages, but you can only make changes to the webpages you have permissions for.
Similarly, you can only add documents and graphics to the folders for which you have permissions.

Most of the folders you will need are already provided, but in most cases subfolders can be added should this be necessary, for example to keep a number of images together for a particular webpage.
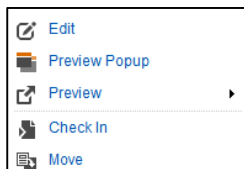
When you click on a folder or a webpage file (**either** left-click or right-click works) a menu displays showing a range of options that are available to you.
This will vary depending on the content selected.
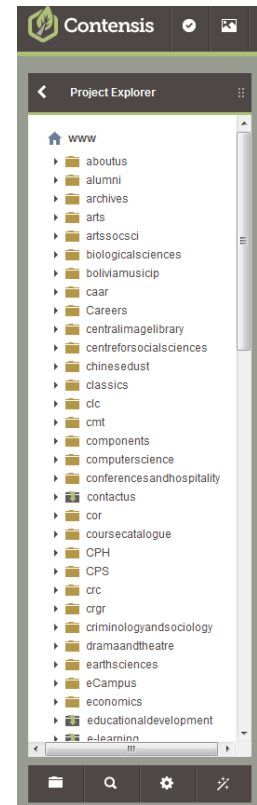
Changing the width of the Navigator area

Where necessary the Navigator area can be resized to increase or decrease its width:

1) Point to the right-hand vertical line between the Navigator area's vertical scroll bar and the border to its right.
2) When the cursor changes to a double-headed arrow drag the line to the left or right as appropriate.
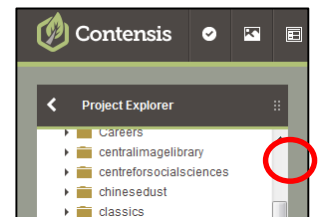
To hide/unhide the Navigator area

If necessary, the Navigator area can be hidden to enable the Work Area to display across the whole width of the screen.

To hide the Navigator area:
Click on the left-facing arrow at the top of the Navigator area.

To unhide the Navigator area:
Click on the right-facing arrow at the top of the (hidden) Navigator area.
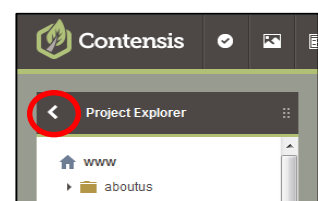
Creating Web Pages

Contensis uses a series of templates to enable your College webpages to be created. These templates enable you to create and edit webpages, and to add the content to the pages as you require.

However, they do **not** allow you to make changes to a range of formatting areas. For example you are unable to change such areas as font type, font size, and font colour.

New webpages can be created in three ways:
- By using the **Navigator area** at the left of the screen
- By using the **View Wizards** button at the bottom of the Navigator area
- By clicking on **New page** in the **I Want To...** panel towards the top left of the Dashboard

Using the Navigator panel to create a new webpage
1) Using the Navigator panel locate the folder where your new webpage is to reside.
2) Click on the folder to display a menu of options.
   Note: The options displayed is based on your overall permissions, which may be different from one folder to another.
3) Click on **New Content**.

4) When the **CREATE CONTENT IN THE...** window displays showing the webpage options that you have permissions to create, click on the option you require.
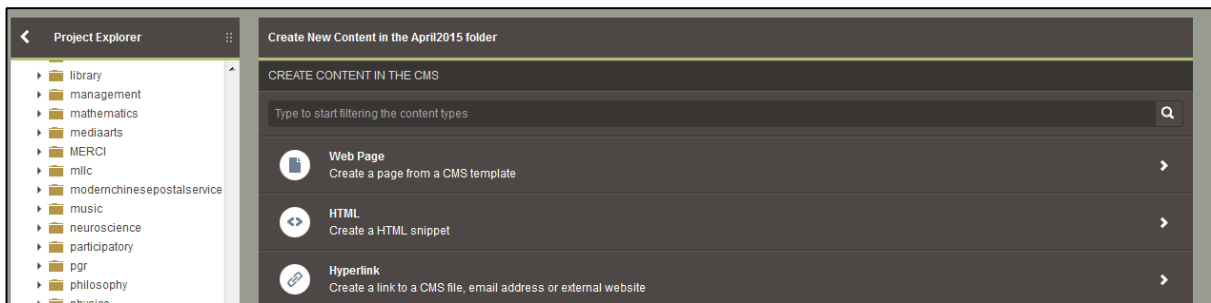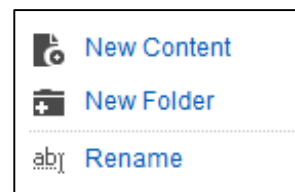
5) If a page displays asking what width of page to create, select **StandardPage** or **WidePage** as appropriate.
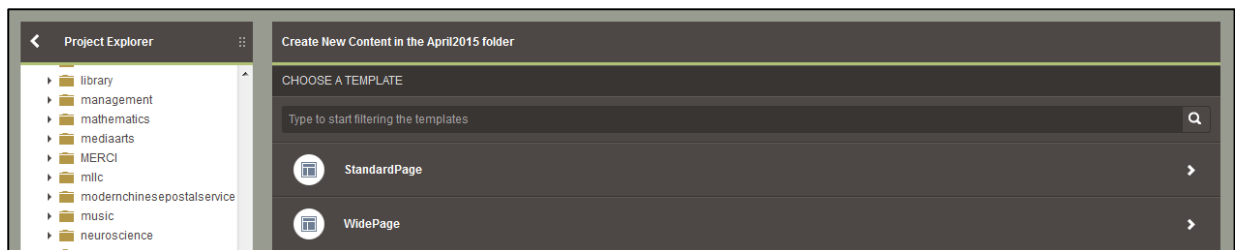
6) Once the webpage is created you need to:
- Add Metadata
- Save the webpage with a suitable meaningful filename
- Enter a suitable main Title

Alternative methods for creating webpages

Using the View Wizards button to create a webpage:

1) Click on the **View Wizards** button at the bottom right of the **Navigator area**.
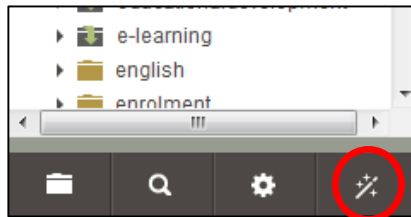
2) Click on **Create Content** at the top of the left-hand panel (which replaced the Navigator panel).
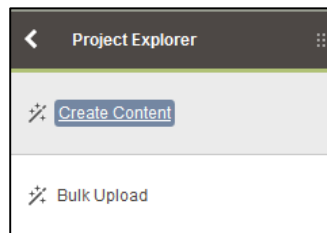
3) From the list of folders that displays in the right-hand panel, select the folder for where the new webpage is to reside

4) Follow **step 4** onwards in the section **Using the Navigator panel to create a new webpage**.

Creating a new webpage from the Dashboard:

1) Ensure the **Dashboard** is displaying by clicking on the **Contensis** button at the top left of the screen.
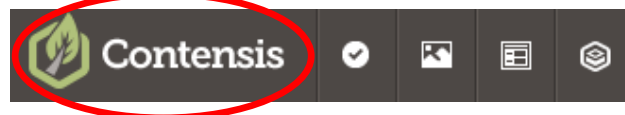
2) Click on **New page** within the **I Want To...** panel at the top-left of the centre panel. From the list of folders that displays in the right-hand panel, select the folder for where the new webpage is to reside.

3) Follow **step 4** onwards in the section **Using the Navigator panel to create a new webpage**.

Entering Metadata into the webpage

Once the new webpage is created it is automatically saved with a default filename, which needs to be changed to a more meaningful name.

However, before doing this you need to enter the Metadata for the webpage.

Metadata is data **about** the webpage.
That is, it is information that is held about your webpage but is not displayed within it.

Metadata can directly affect the way that search engines such as Google find and rank your pages.

 The Metadata that must be included as part of your webpage are:
- **Description** This is used by search facilities to return the bold heading that is displayed in each search result, and so is important to attract people to opening the search result to view the webpage
- **Keywords** These are the words that you would expect people to use when searching for the information in the webpage

Whenever you create a page within Contensis you **must** fill in the **Description** and **Keywords** fields, as it will stop you saving, and therefore publishing, the page if you do not.

To Enter Metadata into a webpage:
1) Click on the **Metadata** tab at the top left of the Work Area window.
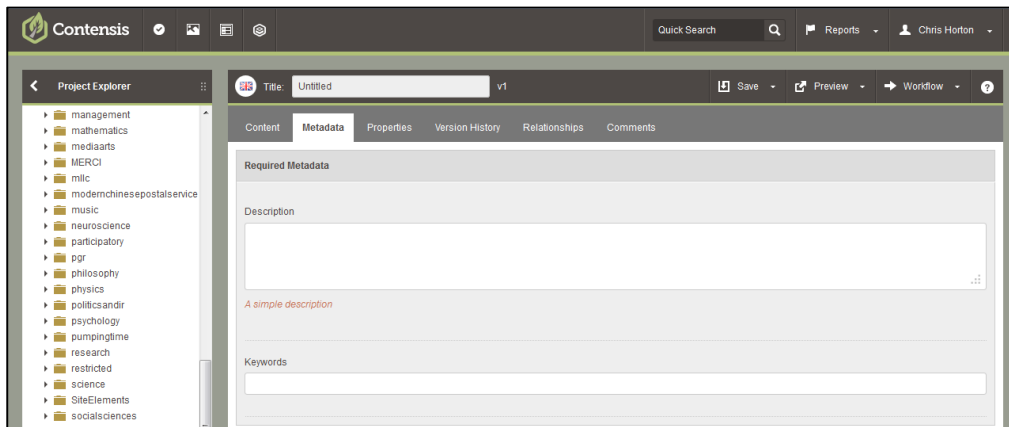
2) Click within the **Description** panel to obtain an insertion point.
3) Then insert a suitable description for the page, which should be succinct, and describe the purpose of the page. For example:
   The news page for the Department of Drama & theatre Studies at Royal Holloway, University of London.

4) Click within the **Keywords** panel to obtain an insertion point.
5) Then enter suitable keyword(s) for your page.
   For example, if using the above Description suitable keywords may be:
   drama, theatre, news, events, current
   Note: when entering more than one keyword they need to be separated with a comma and a space.

6) As a keyword is entered a list of options may display to help with the entry process.
7) If you wish to use one of the options displayed click on it to include it as a keyword.

   OR

8) Just continue typing the keyword if you do **not** wish to use any of the list's options.
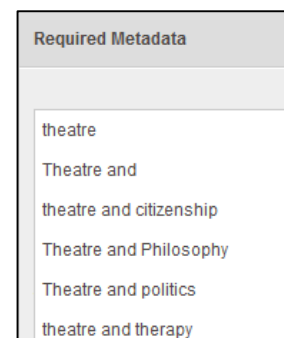
9) Once the keywords have been entered press **Enter** on the keyboard.
   The keyword(s) are converted into icons that display below the **Keywords** panel.
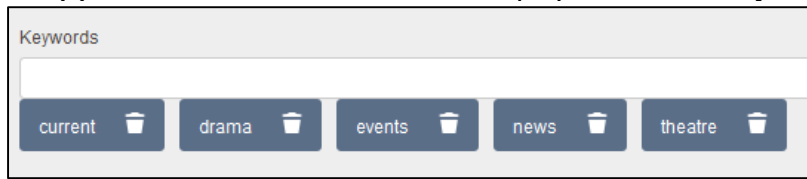
10) When you have finished click on the **Content** tab at the left of the panel above the Work Area window to return to your webpage.

Removing unwanted Keywords

It is important to regularly check that the webpage's Description and Keywords are correct and up-to-date.

Should you need to remove a keyword:
1) Click on the rubbish bin for the keyword to be removed.
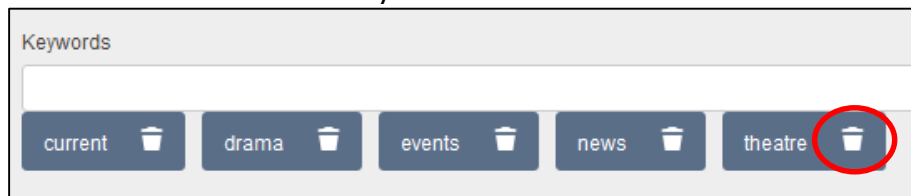
Hiding or Displaying the Course Finder panel

The **Find your course** panel displays at the top of the right-hand panel of the main College webpage, and is intended to enable easy searching of academic courses.
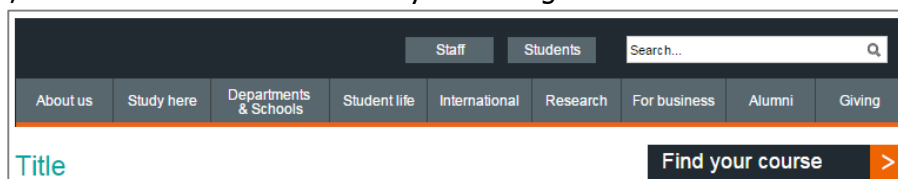
If it is inappropriate for this to display on your webpage it can be hidden by removing the tick-mark from the **Display CourseFinder** check box at the bottom of the **Metadata** panel.
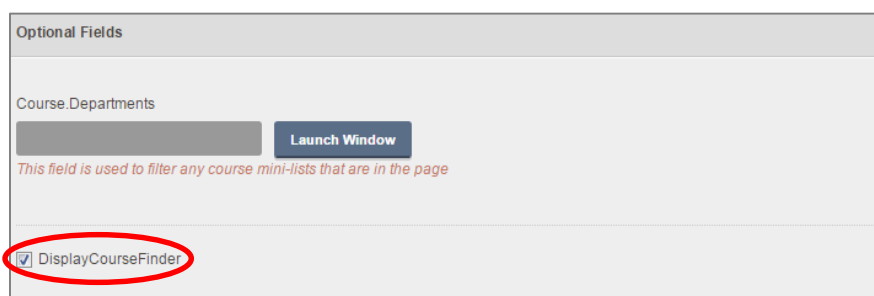
Saving the new webpage

Once the webpage's Metadata has been entered the webpage needs to be saved with a meaningful name.

It should be noted that Contensis does not include a conventional Save dialogue box that enables a filename to be entered. Instead the webpage's filename needs to be inserted into the **Title** panel at the top of the Work Area window.
Once that has been done and the Save button has been clicked the Title panel can then be changed to a title that is more appropriate for the webpage.

To set the filename and save the webpage:
1) In the **Title** panel towards the top left of the Work Area window click and drag across the default Untitled text to select it

2) Overtype the selected text with the filename you wish to use for your webpage.
   Note: Webpage filenames need to:
   - Be in **all** lowercase characters
   - Contain **no** spaces, hyphens or underscores
   - Be short, sharp and succinct, but also meaningful
     (Remember those users who may need to type in the URL)

3) Click on the **Save** button towards the centre of the panel above the Work Area window. The webpage will be saved with the new filename, and its filename in the **Navigator area** updated to this new name.

Note: Contensis includes an **Auto-Saving** facility which runs automatically approximately every 3 minutes where unsaved work exists.
However, it is strongly recommended that you manually save your webpage **very** regularly, and especially before using the **Undo** or the **Remove Formatting** buttons.

Entering the webpage's main title

Once you have saved the new webpage you then need to change the Title to one that is more relevant to the webpage's content.

1) In the **Title** panel towards the top left of the Work Area window click and drag across the filename text that you previously entered to select it.
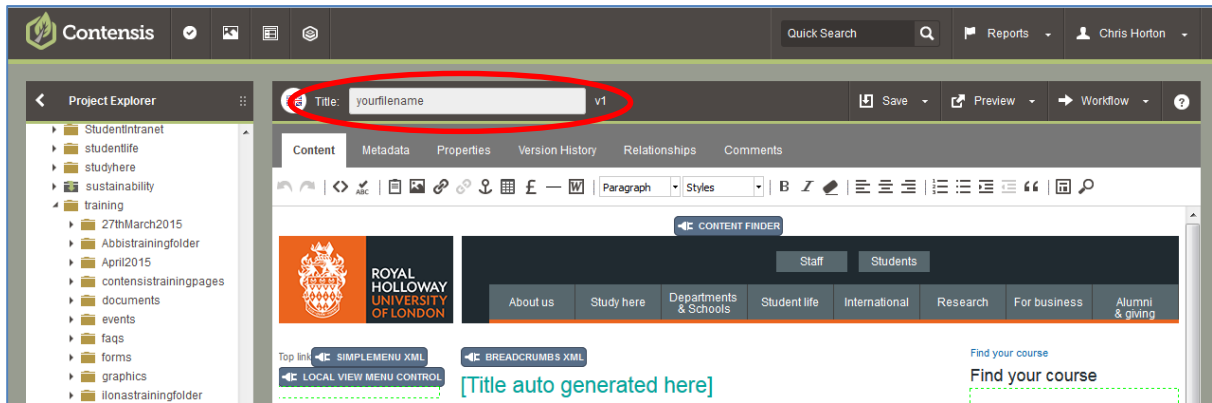
2) Overtype the selected text with the title you wish to use for your webpage.
Remember: The Title is important because it is the heading that displays at the top of your webpage.
Therefore, ensure that the heading:
- Is concise but describes the webpage, to help the reader ensure that this is the webpage they are looking for
- Uses sentence case, whereby capital letters are used for the first letter of the first word, proper nouns; and abbreviations/acronyms.
   All other words are lower case
- Does **not** include a full stop at the end

3) Once entered, this title replaces the text **[Title auto generated here]** when the webpage is viewed in **Preview** mode or as a live webpage in a browser
Note: The Title **never** displays in the Work Area window.

4) Click within the webpage's text in the Work Area window to accept the change.

Reopening a Webpage to Edit

Once a webpage has been created it can be opened for editing from the **Navigator area**:

1) Navigate through the **Navigator area** to locate the webpage that needs to be opened.
2) Click on the webpage to be opened.
3) Select **Edit** to open the page in the Editor mode.
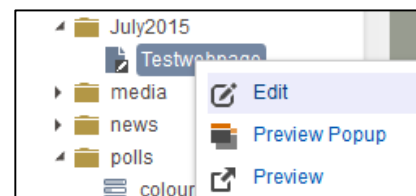
Working within the Contensis Work Area

Once a webpage has been created, or opened for editing, the Work Area displays ready for text, graphics, links etc. to be added.

Depending on the webpage template you are using, dashed place holders display that divide the webpage into left-hand (LH), Centre (CC) and right-hand (RH) areas.
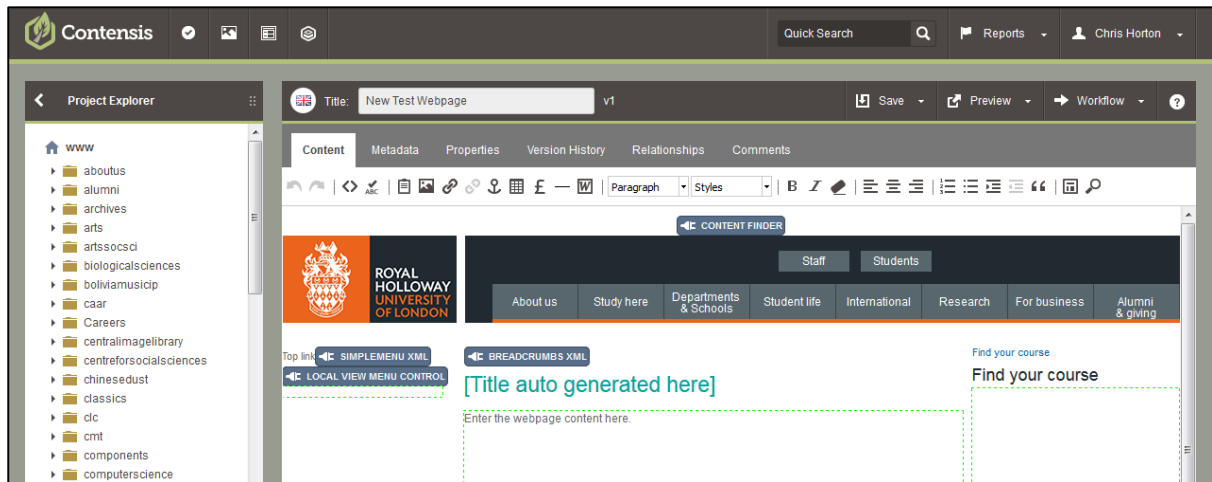
Entering text into a new webpage

Once a webpage has been created you can add the content that you want it to display.

To begin doing this:
1) Click and drag across the text **Enter the webpage content here** to select it.
2) Then overtype the selected text with the text you want the webpage to display.
3) When you have finished press **Enter** on the keyboard to move the cursor to below the text so that you can easily add further text should you need to.
   Remember: Regularly click on the **Save** button towards the top-centre of the window.

Essential tips for using the Editor Toolbar

The Editor toolbar provides a range of options to your create and edit your webpages' content.
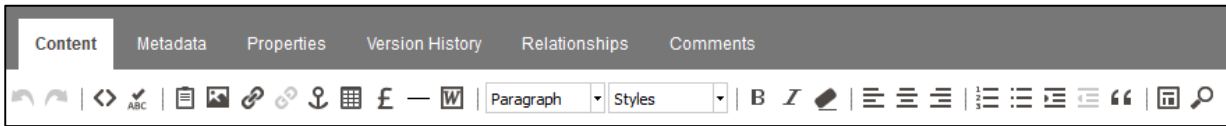
Note: The buttons on the Editor toolbar **may** vary depending on the browser you are using.

Undo and Redo buttons

The Undo & Redo buttons work in a similar way to those in Word.
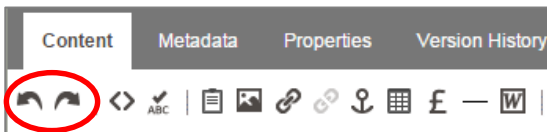
Alternatively, use the following short-cuts:
- To **Undo** use the keyboard: **Ctrl**+**Z**
- To **Redo** use the keyboard: **Ctrl+Y**

Spellchecker button

Contensis includes the facility to spell check as-you-type.
However, the Spellchecker button can be used if you wish to perform a manual spell check.
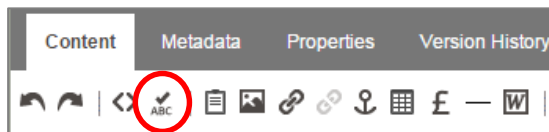
Note: The College's Style Rules provides guidance for the format of a range of commonly used words or phrases.
Access this at: **https://www.royalholloway.ac.uk/iquad/brand/guidelines.aspx**

Paste button

You can Paste most content into your webpage e.g. from one webpage to another or from an external source.
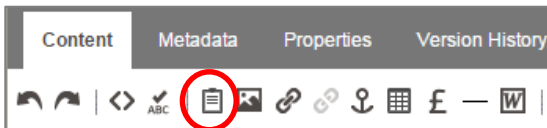
Note: On some browsers this button may not work, even though it appears.

The following methods can be used to Cut Copy & Paste content into a webpage:
- To **Copy** text etc. using the keyboard: **Ctrl**+**C**
- To **Cut** text etc. using the keyboard: **Ctrl**+**X**
- To **Paste** text etc. using the keyboard: **Ctrl**+**V**
- Right-click on the item then select **Cut**, **Copy** or **Paste** as appropriate from the short-cut menu that displays

Insert/Edit Link and Unlink buttons
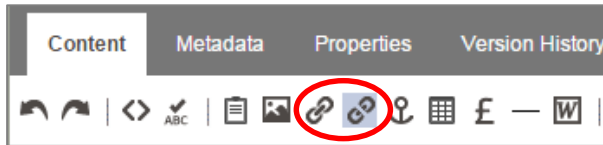
The **Insert/Edit link** button enables three types of hyperlink to be created (or edited) within a webpage:

- **CMS Content** – creates links from items within Contensis including webpages, documents and images
- **URL** – enables a URL to be entered for a webpage etc. that is **not** within Contensis e.g. another university
- **Email Link** – creates a link that displays a new email message window

Note: Hyperlinks have been set up in Contensis to appear blue and **not** underlined, and should not be manually underlined.

The **Unlink** button enables a hyperlink that has been applied to text etc. to be removed so that the text etc. no longer acts as a hyperlink.

Insert Symbol button
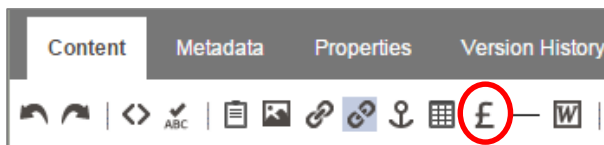
This button enables a range of useful symbols to be inserted into a webpage.

If the symbol you require is not included in the list contact the IT Service Desk to get it added.

Import from Word button
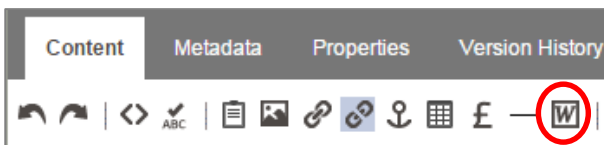
This button enables content from a Word document to be inserted into a webpage. **However**, it has been found that doing this can create problems with the webpage displaying properly once it becomes live.

Therefore you are strongly advised to avoid using this button at present.

If wanting to write your webpage's content in Word you are advised to:
1. Write your content into a Word document but do **not** apply any formatting to it.
2. When finished **Copy** the content.
3. **Paste** the content into Notepad (Start button > All Programs > Accessories).
4. From Notepad **Copy** the content.
5. Then **Paste** the content into your webpage.

Note: Doing this strips out **all** hidden formatting from the original text, and so ensures that no unwanted content is pasted into the webpage.

Format panel

This panel provides a range of six predefined heading styles (Heading 1 to Heading 6).
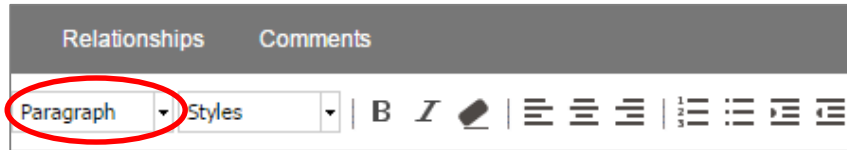
These need to be used wisely and consistently in order to help guide your readers through the webpage.

When adding headings you should always:
- Ensure that headings are short and clear
- Ensure that all headings use sentence case, whereby capital letters are used for the first letter of the first word, proper nouns; and abbreviations/acronyms.
  All other words are lower case
- Ensure that headings do not include a full stop at the end
- Use Headings sequentially i.e. after the [Title auto generated here] Page Title (which is Heading 1) your next level of heading should be a Heading 2, and the next level down should be a Heading 3 etc.
- Avoid jumping from e.g. Heading 2 to Heading 4, or using heading styles in reverse order

Note: To change a Heading back to normal text apply the **Paragraph** style from the Format panel.

Bold and Italic buttons

The **Bold** and **Italic** buttons work in a similar way to those in Word.

The **Bold** button should be used wisely and sparingly within your webpages.

The **Italic** button should:
- Be used for Works of art/literary works (books, plays, paintings, pieces of music), film titles, exhibition names, TV/radio programmes
  e.g. *Panorama*, *Handel's Messiah*, *The Song of the Shirt*, *The Railway Station*
- **Not** be used for titles of newspapers/magazines/journals
- **Not** be used for research project titles and names of awards
  Instead, use single inverted commas, e.g. 'At Home in the Institution?', 'Profession and Performance: Aspects of Oratory in the Greco-Roman World'

For further details consult the College's brand guidelines at:
https://www.royalholloway.ac.uk/iquad/brand/guidelines.aspx

Remove Formatting button

This button enables text formatting to be removed.

To remove formatting from text:
1) Save the webpage (in case the process removes too much formatting and the Undo button does not work).
2) Select the text that is to have its formatting removed.
3) Click on the **Remove Formatting** button.

Align Left, Align Centre, and Align Right buttons

These buttons work in the same way as those in Word.

College guidelines state that webpage text should be **aligned to the left** of the page.

Note: These buttons must **not** be used to align images on a webpage.
For details covering how to align images see the section **Setting Image Properties** on **page 25**.

Toggle Numbered List and Toggle Bulleted List buttons

Numbered and Bulleted lists can be applied to, and removed from, text using the same method as used in Word.

Note: Never create lists by manually entering e.g. hyphens or numbers.
Instead always use the **Toggle Numbered List** or **Toggle Bulleted List** buttons.

Increase Indent and Decrease Indent buttons

Indents can be applied to text using the same method as used in Word.

Note: Never create indents by manually entering multiple spaces.
Instead use the Increase Indent and Decrease Indent buttons.

Using Images in your webpage

Images are a powerful means of conveying messages and it is important that institutional values such as valuing learning, celebrating diversity and promoting inclusiveness are communicated through the images used within your webpages.

When including images in your webpage:
- Ensure that you use only images that are relevant to the text on the page
- Ensure that you limit the number of images on a page, as they can make the page slow to load for users
- Ensure that the image dimensions are kept in proportion to the page content, normally no greater than 300 pixels
- Full page width images should be used sparingly
- All images published on the web are subject to copyright
  Ensure that you have obtained permission to publish an image on your page unless it has been obtained from the College's **Image Library**

Accessing the College's Image Library

A library of approved images is held and maintained by the Design Studio and is available for use on College webpages. This contains 6000 images, and all have been approved and all required consent forms obtained.

To use one of these images in a webpage you need to:
1) Download it to a local drive e.g. the **(C:)** drive on your PC.
2) Then save it to the **graphics** folder in Contensis that is **within** the area that the webpage is saved.
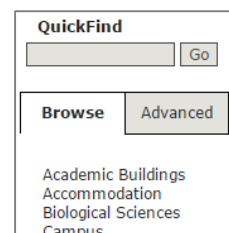
To access images from the Image Library

1) Go to: **https://www.royalholloway.ac.uk/app/il/index.html**

   OR

   Navigate to the Image Library from the College Homepage:
   a) Ensure that the College Homepage is displaying.
   b) Click on the **Staff** button towards the top centre of the page to display the **STAFF INTRANET** page.
   c) Point to **Tools and links** at the right of the top black band.
   d) Click on **Link to popular systems e.g. Banner** at the top of the menu that displays.
   e) Scroll down the page with the large circles and select **Image Library - home of all College photos**.

2) To locate a suitable image browse the thumbnails in the centre panel. Alternatively use the left-hand panel to select images by area, or enter a suitable search term into the **QuickFind** panel at the top.

3) When a suitable image has been located click on it to display it in the **Item details** window.

4) Click on the **Small (web use only: 600 pixels wide)** link immediately below the image.

5) The image will be downloaded to a temporary folder on your PC's **(C:)** drive.
Note: Browsers vary in how they deal with downloads. Therefore, as you need to be able to navigate to this folder, if it is not clear where this is use the browser's **Save** options to save it to a known location.

Uploading an Image into Contensis

Images can **only** be uploaded to the **graphics** folder that is within the area you have permissions to create webpages.
If you want, subfolders can be created **within** the **graphics** folder, for example to keep together a number of images that are being used within a particular webpage or area.

Note:
- If using your own images always ensure that you have obtained permission to display them on your webpage
- Only the **PNG**, **JPEG** and **GIF** file formats can be used for images within a webpage

To upload an image to the graphics folder:
1) Use the **Navigator area** in Contensis to navigate to the **graphics** folder where the image is to be saved.
2) Click on the graphics folder to display a menu of options.
3) Select **New Content** to display the **Create New Content in the graphics folder** window.
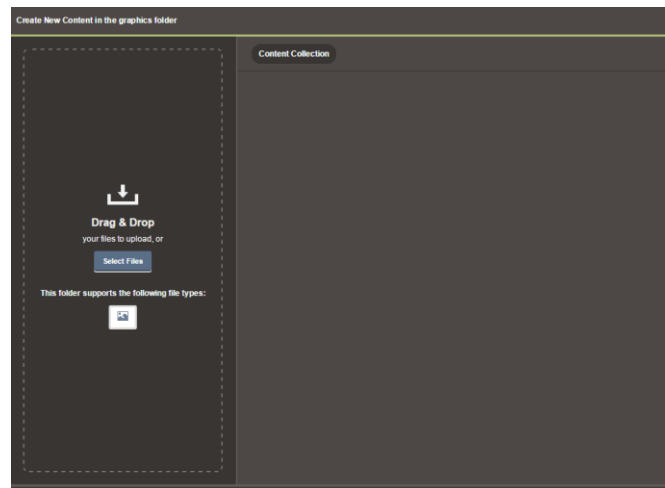
4) Using **Windows Explorer/Computer** drag the image's file into the left-hand panel.

   OR

   Click on the **Select Files** button.
   Then navigate to the file and with it selected click on the **Open** button.

   Note: If you experience trouble finding the downloaded file:
   - On an office (or own) PC/laptop try: **C:\Users\[your username]\Downloads**
   - On a PC Lab PC try: **C:\Users\Administrator\Downloads** or your **(Y:)** drive

5) Click on the **View Additional Information** button to the right of the image's filename to display the **File Details** panel.
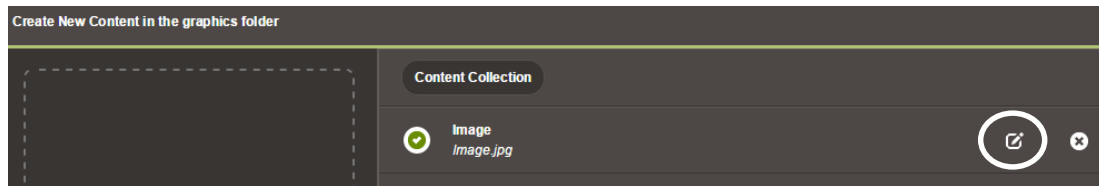
6) If you wish to give the image a more appropriate title select the existing text in the **Title** panel and then overtype it with the title you wish to use.

7) It is highly **important** that **all images** include **Alt Text** that suitably describes the image.
   This is to comply with the **Equalities Act**, and is the text that is read out by a speech synthesiser for those users who have a visual disability.
   Therefore select the existing text in the **Alt Text** panel and then overtype it with text that suitably describes the image i.e. a description that would be meaningful if you could not see it.
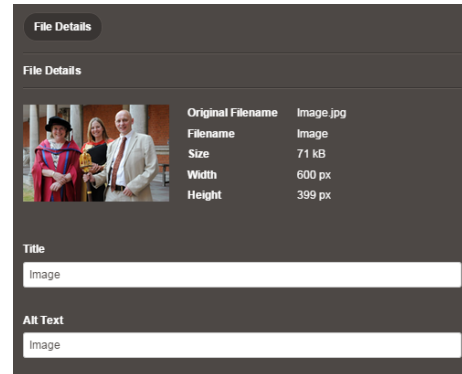

8) Click on the **Done Editing** button at the bottom of the panel.
9) Click on the **Save and Approve** button that appears at the bottom right of the window.
10) When the **Creating Content** panel displays click on the **Close Window** button to return to your webpage.

Inserting an Image into a webpage

Once an image is saved to the **graphics** folder it can be inserted into your webpages.

Note: Images can **only** be **inserted** into a webpage, they **cannot** be Copied and Pasted in.

To insert an image:
1) Ensure the webpage is displaying within Contensis.
2) Using the **Navigator area** locate the **graphics** folder where the image is located.
3) Then expend the folder by clicking on the right-facing arrow to its left.
4) Locate the image to be inserted into the webpage and then drag the filename's **icon** (not filename) to the approximate location on the webpage where the image is to appear.
   Note: When dragging onto a webpage you must drag into an editable region defined by a green placeholder.

5) When the **Image Insert Options** dialogue box displays:
   a. Click on the image option to be used within the **1. Select an existing Version** panel.

b. Click on the **Insert Image** button to the right of the panel to insert the image into the webpage.
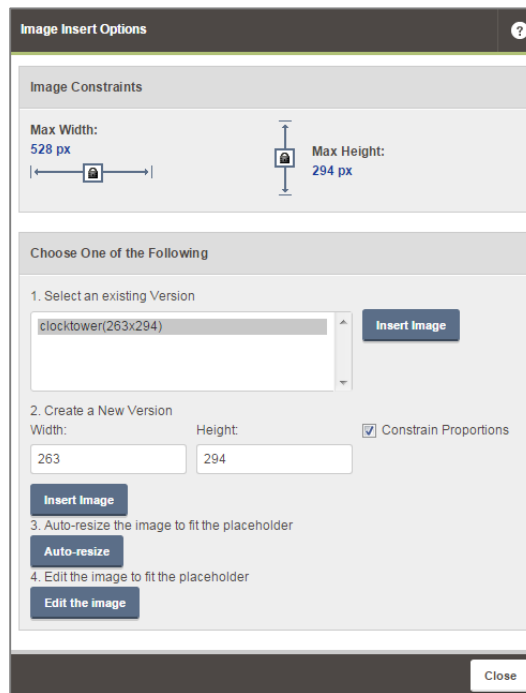
OR

c. If the **1. Select an existing Version** panel does **not** display any image options, **or** you wish to change the size that the image displays in the webpage:
   i. Ensure that the **Width:** and **Height:** panels below the **2. Create a New Version** heading display the sizes you want for the image.

   ii. If you wish to change the width or height but maintain the relationship between the image's original width and height, ensure that the **Constrain Proportions** check box **displays** a tick mark.
   iii. When you have finished click on the **Insert Image** button immediately below the **Width** panel.

Note: The **Edit the image** button offers the facility to resize and crop images. However, it is probably better to use the **Image Editor** (see the section **Editing an Image**), as it offers a better crop facility.

Editing an Image

Any image in a **graphics** folder that you have permissions to save to can be cropped or resized using the Image Editor. This is a useful way to resize an image without changing its proportions, pick out areas of details or generally tidy up the edges of the image.

There are two ways to access the Image Editor:
- By clicking on the image in the Navigation area
- By clicking on the **Open the image library** button towards the top left of the Contensis window

Accessing the Image Editor from the Navigation area

1) Using the **Navigator area** locate the **graphics** folder where the image to be edited is located and expand the folder by clicking on the right-facing arrow to its left.
2) Click on the image's filename that you wish to edit to show a menu of options.

3) Click on **Create Variation** to open the image in the **Image Editor** window.

Accessing the Image Editor from the Open the image library button

1) Open the **Image Library** by clicking the **Open the image library** button towards the top left of the window.

2) Use the **Navigator area** on the left of the **Image Library** to navigate to the **graphic**s folder for the area that you are working in.
3) Click on the **graphics** folder to display a table of thumbnails showing all of the images contained within the folder.
4) Click on the image's thumbnail that you wish to edit to show a menu of options.
5) Click on **Create Variation** to open the image in the **Image Editor** window.

Modifying an image in the Image Editor

Once the image is displaying in the Image Editor you can easily resize or crop it.

1) **To resize the image** drag the **Resize** slider below the **Image Size** heading to the left or right until the required size is achieved.

   OR

   Enter a suitable pixel value into the **Width** and **Height** panels below the **Image Size** heading.

2) If required check the resized image is as you wish by clicking on the **Preview** button to display the **Image Preview** window.
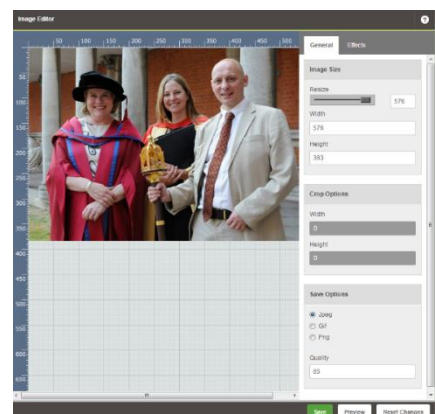
3) When finished click on **Close** to close the **Image Preview** window.

4) **To crop the image** point to where on the image the cropped area is to begin, so that the cursor changes to a heavy plus sign.

5) Then drag down and across so that a rectangle with a dashed border displays around the part of the image to be retained.

6) If necessary use the Sizing Handles around the selection rectangle to resize the selected area.
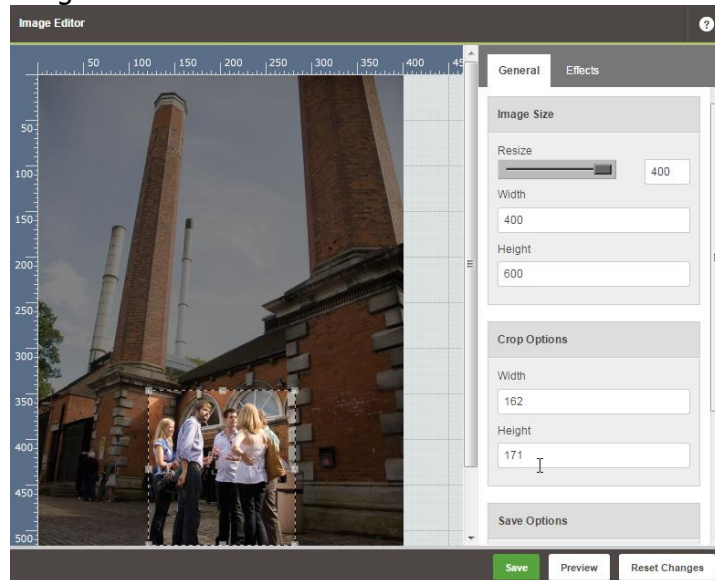   **Note:** The selection rectangle can be moved around the image by clicking on it and then dragging to another location.

7) If required check the cropped area is as you wish by clicking on the **Preview** button to display the **Image Preview** window.

8) When finished click on **Close** to close the **Image Preview** window.

9) **When all changes have been completed** click on **Save** at the bottom of the window to display the **Create New Image Version** dialogue box.

10) If necessary modify the filename in the **New Image Name** panel so that it is more meaningful.

11) Then ensure that a suitable description of the image is entered into the **Alt Text** panel.
   Remember: This is necessary in order to comply with the **Equality Act**.
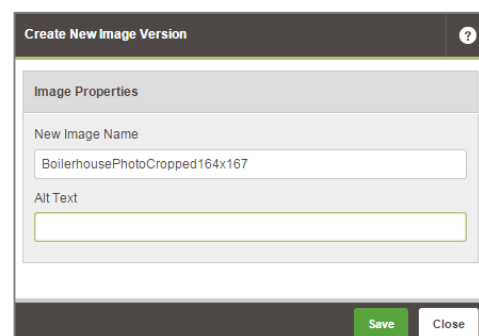
12) Click on **Save** to save the modified image to the **graphics** folder.
   Note: The modified image will be saved within an **Altered Versions** or **Sized Versions** subfolder under the original image.

13) Close the **Image Library** by clicking on its red **X Close** button at its top-right.
   Note: If the **Navigation area** does not display the new version press the **F5** key at the top centre of the keyboard to refresh the window.

Setting Image Properties

The **Image Properties** dialogue box enables you to set how the image appears on the webpage in relation to the text.

College guidelines state that webpage images should be **aligned to the right** of the page. To achieve this the **floatimageRight** CSS Classes (style) is applied to the image.

To set this:
1) Right-click on the Image.
2) Select **Image Properties** from the menu that displays to open the **Image Properties** dialogue box.
3) Click within the **CSS Classes** panel to display a drop-down list of options.
4) Select **floatimageRight** to float the image to the **right** of the text.
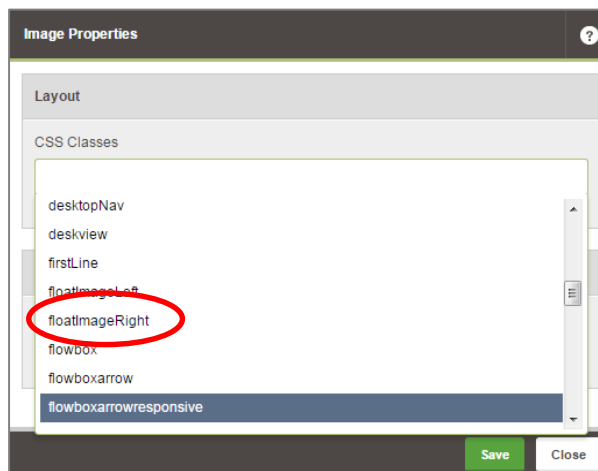
5) Click on **Save** to save the change and close the **Image Properties** dialogue box.

Inserting Hyperlinks

The following types of hyperlink can be inserted into webpages:
- A link to an External URL (e.g. Google)
- A link to other Contensis content, including web pages and documents
- An email link that opens a New Email Message window on the reader's computer

Creating a Hyperlink to an External URL

1) Select the text or image in the webpage to which the link is to be applied.
2) Click on the **Insert/Edit Link** button towards the left of the Editor Toolbar to display the **Insert/Edit Hyperlink** dialogue box.
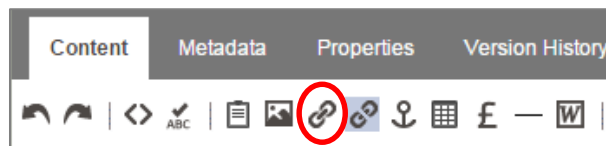
3) Click on the down-arrow to the right of the **Select Content Type** panel.
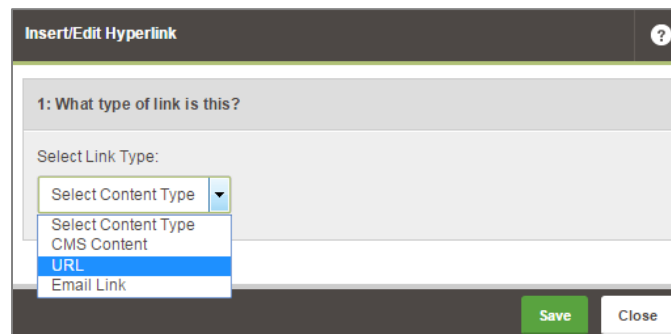
4) Select **URL** to display an extended **Insert/Edit Hyperlink** dialogue box.

5) In the **URL Address** panel below the **2: URL Address** heading enter the **complete** and **accurate** URL for the webpage to which you wish to link to.
   Note: It is advised that you open the webpage to which you wish to link to, and then copy the URL from the browser's address panel. You can then Paste the URL into the **URL Address** panel.

6) Click within the **Title:** panel below the **3: Standard Link Options** heading.
   Then add some meaningful and descriptive text for the link.
   Note: This text will display when the reader points to the link.

7) All external links (i.e. links to webpages that are not part of Royal Holloway) should be set so that they **open as a new browser page**.
   To do this:
   Scroll down to the bottom of the **Insert/Edit Hyperlink** dialogue box.
   Under the **Open link in a popup window?** heading click on the **Yes** option button so that it displays a check mark.

8) You do not need to make any further changes, so click on **Save** to save the changes and close the dialogue box.

Creating a Hyperlink to other Contensis content

1) Select the text or image in the webpage to which the link is to be applied.
2) Click on the **Insert/Edit Link** button towards the left of the Editor Toolbar to display the **Insert/Edit Hyperlink** dialogue box.

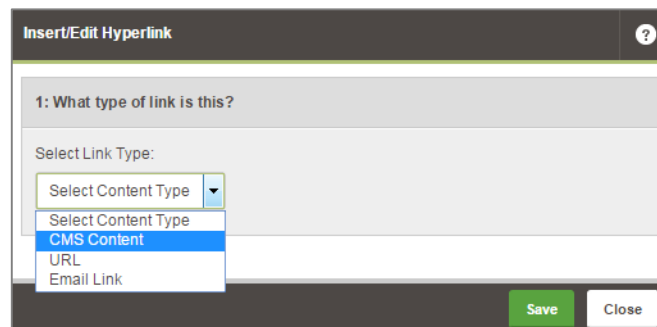3) Click on the down-arrow to the right of the **Select Content Type** panel.

4) Select **CMS Content** to display an extended **Insert/Edit Hyperlink** dialogue box.
Note: Do **not** select the **URL** option when linking to any content that is **within** Contensis as this can result in broken links should anything change with the URL. In contrast, selecting CMS Content will ensure that links remain operational should the URL change in any way.

5) Click on **Browse** under the **Select the Content Type** heading to display the **CMS Content Browser** window.

6) Using the **Navigator area** at the left of the window navigate to the webpage, document or graphic that you wish to link to, then click on it to select it.

7) Click **Save** to close the **CMS Content Browser** window and return to the extended **Insert/Edit Hyperlink** dialogue box.

8) Click within the **Title:** panel below the **3: Standard Link Options** heading. Then add some meaningful and descriptive text for the link.
Note: This text will display when the reader points to the link.

9) As links to webpage etc. that are **within** Contensis do **not** need to open in a separate browser window, there is no need to make any further changes. Therefore click on **Save** to save the changes and close the dialogue box.

Creating a Hyperlink to open a New Email Message Window

The **Email Link** option enables you to create a hyperlink that opens a New Email Message window when the reader clicks on it.

The advantage of this is that it enables the reader to easily send you an enquiry, feedback, etc.

**Note:** The reader will need their email facility to be open for this to work.

1) Select the text or image in the webpage to which the Email Link is to be applied.
   Note: If this is not done the email address will display as the link text.

2) Click on the **Insert/Edit Link** button towards the left of the Editor Toolbar to display the **Insert/Edit Hyperlink** dialogue box.
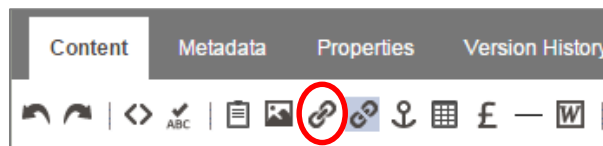
3) Click on the down-arrow to the right of the **Select Content Type** panel.
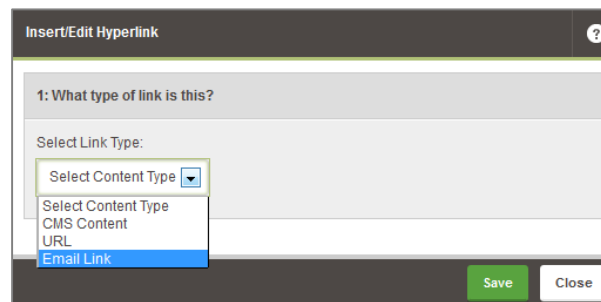
4) Select **Email Link** to display the **Insert/Edit Hyperlink** dialogue box.

5) In the **Email Address** panel enter the complete and accurate e-mail address for the email account to which the reader's enquiry/feedback etc. is to be sent.

6) Click within the **Title:** panel below the **3: Standard Link Options** heading.
   Then add some meaningful and descriptive text for the link.
   Note: This text will display when the reader points to the link.

7) You do not need to make any further changes, so click on **Save** to save the changes and close the dialogue box.
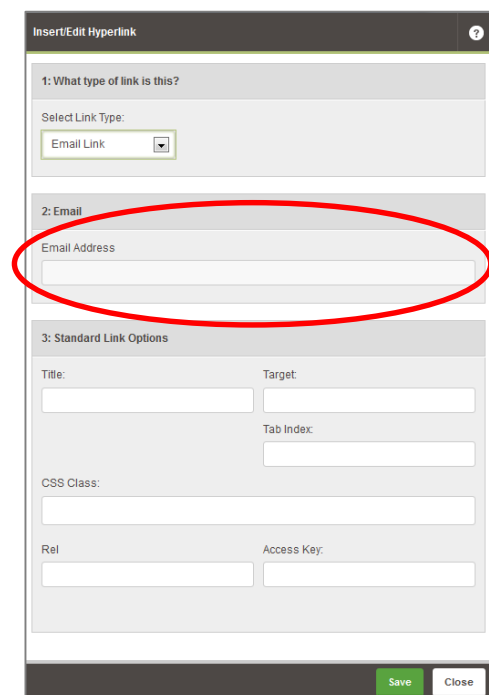
Dragging & Dropping from the Navigator area

Another method for creating links is to drag the icon for the webpage from the Navigator area onto your webpage.

To do this:
1) Select the text or image in the webpage that is to be turned into a link.
2) In the **Navigator area** on the left navigate to the webpage, image, or document to which you want to link to.
3) Drag the icon for the webpage, image, or document onto the selected text to turn it into a link.
   Note: An alternative method is to drag the icon straight onto the page (i.e. not onto pre-selected text).
   Doing this will add the webpage's (etc.) filename to your webpage and include the corresponding link to it.

Creating a Hyperlink to a Document

Should you need to add a document to your webpage for your readers to access, it needs to be first uploaded to Contensis.
Once that has been done you can then create a link on your webpage to the document, which is how the reader will access it.

Contensis will accept uploaded documents in the following formats:
- doc/docx
- pdf
- ppt/pptx
- xls/xlsx
- xml

All documents must be saved to the relevant subfolder (e.g. Word documents to the **doc** subfolder) within the **documents** folder that has been created automatically within the area you are working.
Note: Subfolders can be created within each specific folder should a number of documents need to be kept together for a particular webpage.

Uploading a New Document into the Navigator

1) Use the **Navigator area** in Contensis to navigate to the **documents** folder.
2) Expand the **documents** folder by clicking on its right-facing arrow.
3) Click on the subfolder for the particular type of document to be uploaded.
   For example if uploading a **Word document** click on the **doc** subfolder to display a menu of options.
4) Select **New Content** to display the **Create New Content in the (type) folder** window.
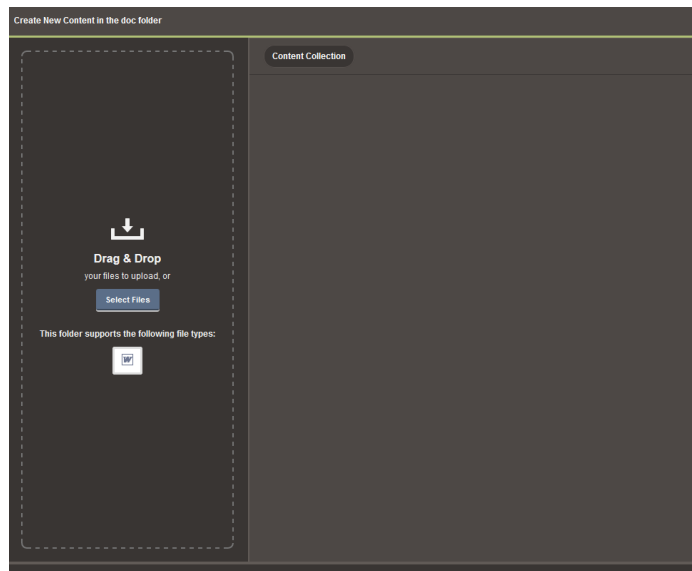
5) Using **Windows Explorer/Computer** drag the required file into the left-hand panel.

   OR

   Click on the **Select Files** button.
   Then navigate to the file and with it selected click on the **Open** button.

6) Click on the **View Additional Information** button to the right of the document's filename to display the **File Details** panel.
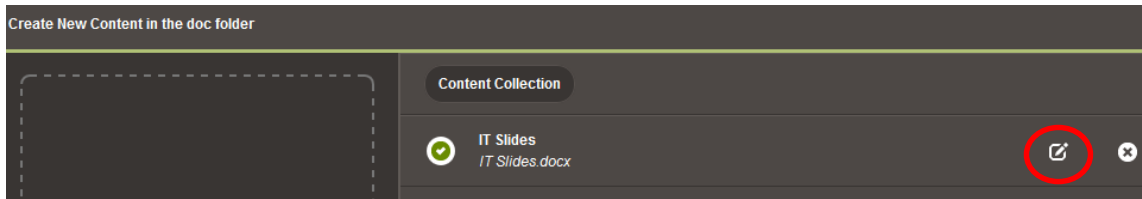
7) If you wish to give the document a more appropriate title select the existing text in the **Title** panel and then overtype it with the title you wish to use.
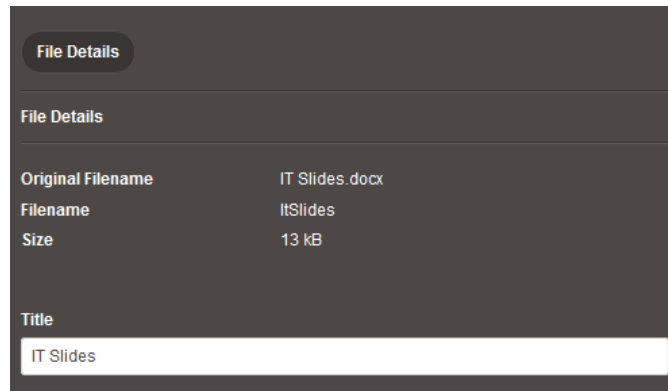
8) Click on the **Done Editing** button at the bottom of the panel.

9) Click on the **Save and Approve** button that appears at the bottom right of the window.

10) When the **Creating Content** panel displays click on the **Close Window** button to close the File Details and **Create New Content in the (type) folder** windows.


Updating Documents

If you need to update a document that you have created a link to on a webpage you need to re-uploaded it (with the updated content) and then re-publish it (i.e. Submitted and Approved).
Doing this prevent the existing link from becoming broken.

To upload an updated version of a document:
1) Use the **Navigator area** in Contensis to navigate to the **documents** folder.
2) Expand the **documents** folder by clicking on its right-facing arrow.
3) Locate the subfolder for the particular type of document to be re-uploaded.
   For example if re-uploading a **Word document** click on the **doc** subfolder to display a menu of options.
4) Locate the document to be re-uploaded then click on it to display a menu of options.

5) Select **Edit** to display the **Create New Content in the (type) folder** window.
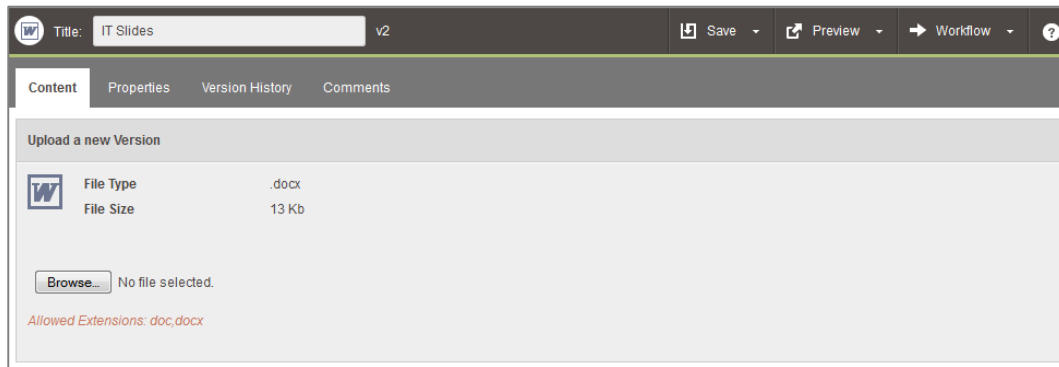

6) Click on **Browse** below the file details to open the **File Upload** dialogue box.
7) Then navigate to the file and with it selected click on the **Open** button.
8) Click on the **Save** button towards the centre of the panel above the Work Area window.

9) The revised file needs to now be authorised. To do this:
   a. Click on the down-arrow to the right of the **Workflow** button.
   b. Select **Submit** (or **Submit with Message**) or **Submit & Approve** depending on the permissions you have.
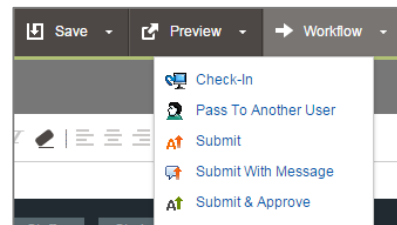
10) Return to the **Dashboard** by clicking on the **Contensis** button at the top left of the screen.
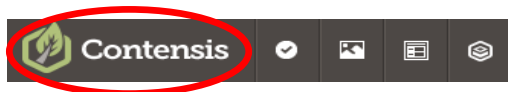
Inserting Videos into a webpage

To add a video to a College webpage in Contensis you need to first download the video to YouTube (to host it).

You then use the Insert Webcontrol option to display the video within the webpage.

1) Display YouTube (**uk.youtube.com/)**.
2) Upload the video to YouTube.
   Note: For help with doing this and to use the College YouTube account contact Abbi Parris (Abigail.Parris@rhul.ac.uk 01784 44 3174).
3) Display the video in YouTube, then click on **Share** immediately below the video.
4) Click on **Share** to the left and below the (original) **Share** button.
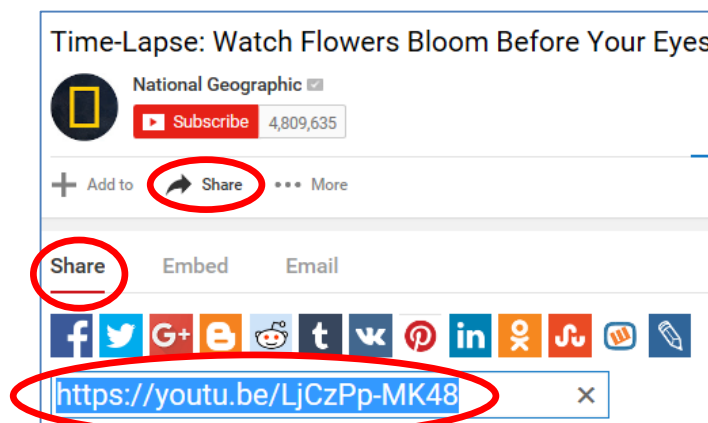
5) Copy the video's URL by right-clicking within the panel below the Facebook (etc.) icons and selecting **Copy**.
6) Stop the video running by clicking on the browser's **Back** button.
7) Return to Contensis.
8) Right-click within the webpage where the video is to display.
9) Select **Insert Webcontrol** from the menu that displays.
10) Select **Multimedia** from the next menu.
11) Select **Video Player** from the next menu.
12) In the **Video Player** dialogue box that displays **Paste** the video's URL into the (top) **Video** panel.
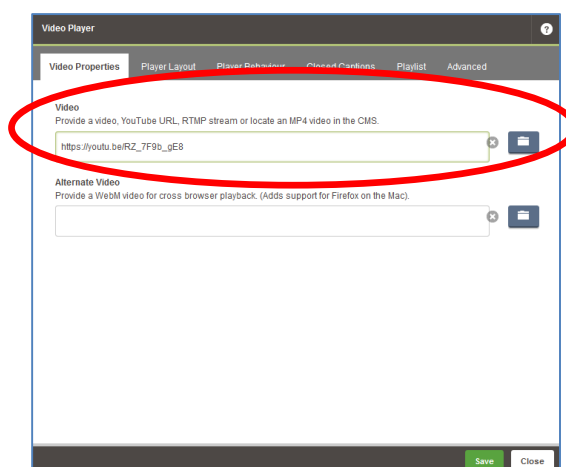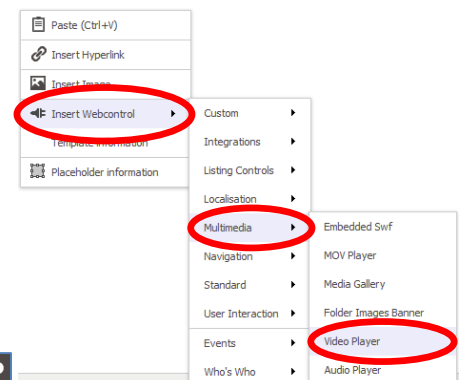
13) Click on **Save** at the bottom of the **Video Player** dialogue box to complete the process.

Using the Properties dialogue box

The properties dialogue box provides a range of information and useful features that relate to the webpage that is currently open in Contensis.

To open the Properties dialogue box:
1) Click on the **Properties** tab immediately above the editing area.

Useful areas under the Publish Properties heading

Note: If the panel does not display in its expanded mode click on the down-arrow to the right of the **Publish Properties** heading.

Menu Name:
This panel enables you to change the name that the current webpage displays in the left-hand Menu panel on the other webpages within the same folder structure.

Check boxes at the bottom of the panel:
Include in Menu?
Ensure this displays a tick-mark **if** you want the currently open page to be included as a menu item on the left-hand panel of the other webpages in the same folder structure.

Include in Search?
This does **not** need to display a tick-mark as the Contensis search facility is not used on Campus.

Include in AtoZ?
Ensure this **does** display a tick-mark for all of your real (rather than test) College webpages.

Include in SiteMap?
Ensure this **does** display a tick-mark for all of your real (rather than test) College webpages.

Useful areas under the Release Management heading

Note: If the panel does not display in its expanded mode click on the down-arrow to the right of the **Release Management** heading.

This panel controls when your Authorised page goes live.
The default is set to immediately publish the webpage.

You can set a new Publishing date and time schedule to control when the page is actually published (becomes a live webpage) e.g. 10.00 am on Saturday 21st September.

To do this:
1) Ensure that the **Set new Release** check box displays a tick mark.
2) To set the date for the webpage to become live (published) click on the date to the right of the **Release Content** heading to display a calendar.
3) Select the required month and day.
4) In the **Hour:** panel enter the hour that the webpage is to become live.
   In the **Minute:** panel enter the minute (of the Hour: panel) that the webpage is to become live.
   Remember: You will still need to Submit and Authorise the webpage for it to become live on this day and time.
   Note: The **High Priority** check box does not have any effect on this process.

5) Save the changes by clicking on the **Save** button towards the centre of the panel above the Work Area window.

Useful areas under the Content Schedules heading

Content Schedules

Project Level Schedules
The following review and expiry schedules have been assigned to the content by your administrator

Review	Not Set
Expiry	Not Set

Override Schedules
You can override the project level schedules by assigning new expiry and review schedules below

Review	Fixed Date ▼	13/07/2015 📅
		Hour: 19 ▼ Minute: 00 ▼

Expiry	Use Project Schedule ▼

Note: If the panel does not display in its expanded mode click on the down-arrow to the right of the **Content Schedules** heading.

This panel enables you to set a date and time for when the webpage will stop being visible (the Expiry time) on the Web.

It also enables a date and time to be set when the webpage should be reviewed, and sends a reminder email to you on this date/time.

To set the Expiry date and time:
1) Click on the down-arrow to the right of the **Expiry** panel to display a list of options.
2) Select **Fixed Date**.
3) Click within the date panel (to the right of the Expiry panel) to display a calendar.
4) Select the required month and day.
5) In the **Hour:** panel enter the hour that the webpage is to expire.
6) In the **Minute:** panel enter the minute (of the Hour: panel) that the webpage is to expire.
7) Save the changes by clicking on the **Save** button towards the centre of the panel above the Work Area window.

To set the Review date and time:
1) Click on the down-arrow to the right of the **Review** panel to display a list of options.
2) Select **Fixed Date**.
3) Click within the date panel (to the right of the Review panel) to display a calendar.
4) Select the required month and day.
5) In the **Hour:** panel enter the hour that the webpage is to send the reminder email.
6) In the **Minute:** panel enter the minute (of the Hour: panel) that the webpage is to send the reminder email.
7) Save the changes by clicking on the **Save** button towards the centre of the panel above the Work Area window.

Using the Version History dialogue box

Each time a webpage is published (Submitted and Approved) a new version of it is created. These versions are displayed in the left-hand panel, with the latest (Current Edit Version) at the top.

The dialogue box also includes buttons to enable you to make an earlier version the current live webpage, view the changes that each editor has made to each version, and compare two versions alongside each other.

Preview button
This enables you to preview the currently selected version of the webpage.

Duel View button
This enables you to view two versions of the webpage side-by-side.

Audit button
This enables you to see the changes made to the webpage by each editor.

Revert button
You cannot edit a previous version, however you can Revert to a previous version (which then creates a new version). This new version is a copy of the selected previous version, and is fully editable.

Track Changes button
This enables you to select two versions of your webpage and view the differences between their respective content via a colour guide showing what was added, removed, and changed.

Using Components

Components are sub templates that are included as part of Contensis to help you lay out your webpages with varying but precise designs.

They enable you to:
- Change the appearance and layout of your web page
- Increase the amount of data that is included on your web page without having to scroll down
- Tabulate and split data
- Include extra place holders on your web page
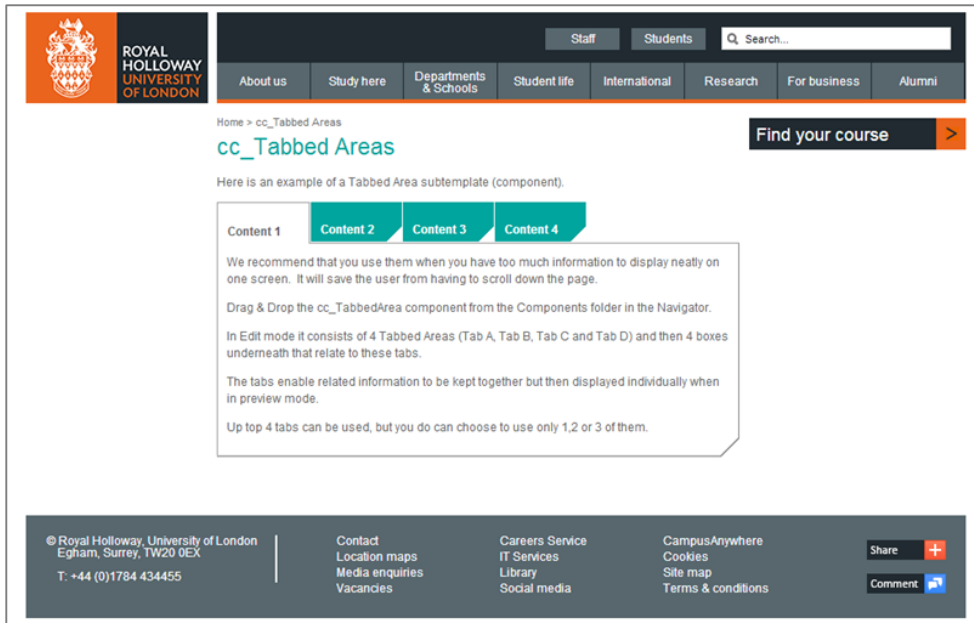- Control the display of the data

Examples of the most commonly used Components are:
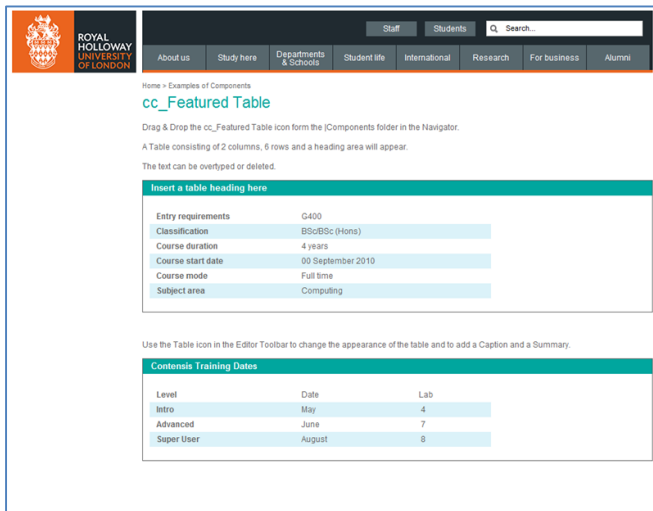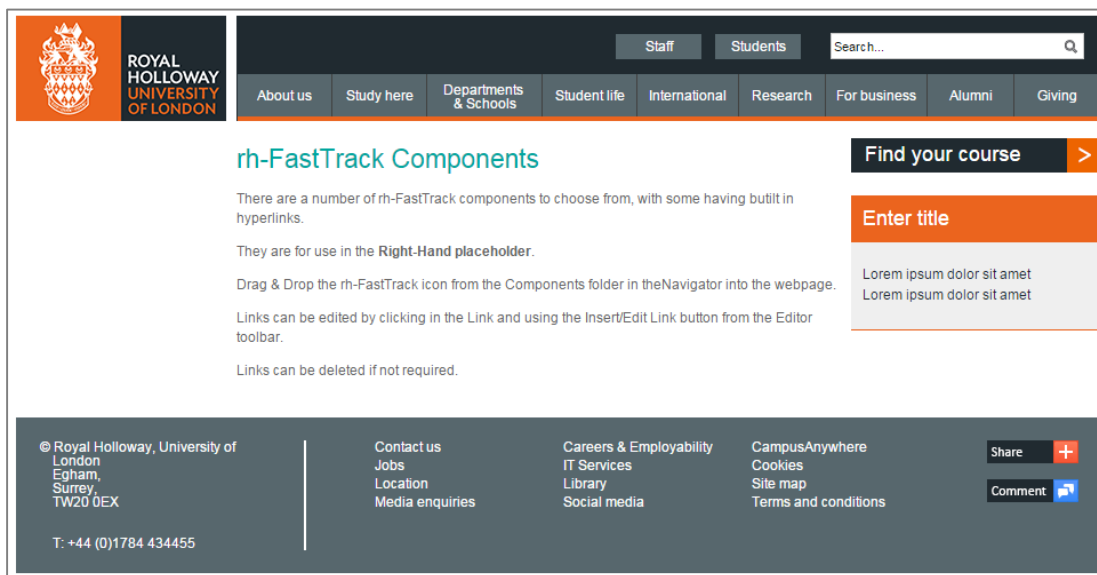

cc_FeatureTable (for centre column)
Displays a text box with green heading
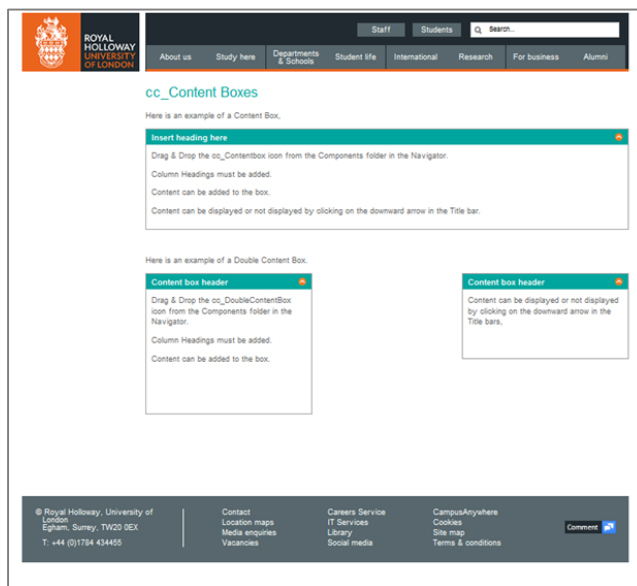
Cc ContentBox (for centre column)
Displays a collapsible text box with green heading

cc-TabbedArea (for centre column)
Displays a text box structure with tabs for up to 4 separated areas

Rh-FastTrack-Sml (for right-hand column)
Provides a text box that is positioned in the right-hand column

To insert a Component into a webpage

1) Position the cursor on your webpage where the component is to be placed.
2) In the **Navigator area** navigate to the **Components** folder.
3) If the required Component is in a subfolder locate it and then expand it by clicking on its right-facing arrow.
4) Drag the required component into the relevant place holder.

To add data to a Component

1) Click and drag across the text in the **Title** area to select it.
2) Then overtype it with the title you wish to use.
3) Similarly, to enter text into the Component's main area overtype the existing text with the text you wish to use.

Full details of the Components available can be found at:
http://www.royalholloway.ac.uk/it/cms/examplesofcomponents.aspx

Previewing a Web Page

The Preview option enables you to see how your webpage will appear once it has become live. There are several ways in which you can Preview a webpage:

Using the Preview button
1) Save the webpage by clicking on the **Save** button towards the centre of the panel above the Work Area window.
2) Click on the **Preview** button to the right of the **Save** button.
   The preview of the webpage will open as a separate tab on the browser being used.
   Note: You may need to enable pop-up windows in the browser for the Preview to display.

Using the Navigator Area
1) Ensure that the webpage to be previewed is **not** open in Contensis.
2) Navigate to the webpage in the **Navigator area**.
3) Click on the webpage to display a menu of options.
4) Select **Preview Popup** to display the preview as a separate tab in the browser you are using.
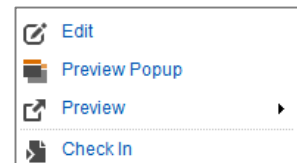
Submitting a Web Page

Submitting a webpage sends it to the next step in the workflow (usually to be approved) so that it can become live.
Once submitted, the page is read-only and cannot be edited, unless you revoke the submission.

To Submit a webpage:
1) Ensure that the webpage to be Submitted is displaying in the Editor window.
2) Click on the down-arrow to the right of the **Workflow** button.
3) Select either **Submit** or **Submit with Message**.
   Note: If you have been given permissions to approve your own webpages the list will include the option to **Submit & Approve**.
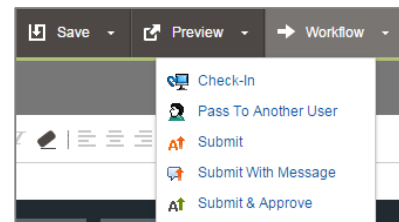
Revoking a Web Page

When you have submitted a webpage to be approved, it will sit awaiting the next user's action (for example to be approved), and during this time no further editing on the webpage can be made.

You can revoke a submission at any time before the next user begins their action.
By revoking a page you are basically saying "I have changed my mind about submitting this page, I would like to edit it again".

If you open the already submitted page, the **Warning Confirmation** dialogue box displays. You can choose to Open as Read Only and then choose the **Revoke** option from the **Workflow** drop-down list which will allow you to continue editing this page.

Passing the Web Page to another user

When working on a page within a workflow environment you may wish to pass the page on to another Contensis user, for example, if they have specific knowledge or skills needed to complete the page.

To do this:
1) Ensure that the webpage is displaying in the Editor window.
2) Click on the down-arrow to the right of the **Workflow** button.
3) Select **Pass To Another User**.
4) In the **Pass to another user** dialogue box select the name of the person you are passing this webpage to.
5) In the **Please enter a message to send to the user** panel enter a helpful message.
6) Click on the **Pass To Selected User** button to complete the process.
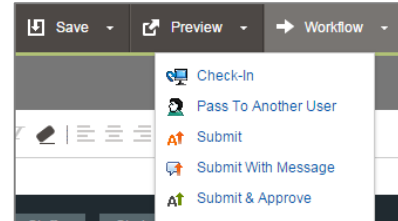
Checking In Work

Working in a collaborative environment means that at some point more than one user may want to edit the same item at the same time.

To stop this potential problem Contensis automatically checks-out an item to you when you begin editing it.

The item will then remain checked-out to you until:
- You submit it for approval
- You Submit & Approve the work
- You choose to check in the work
- You logout of Contensis and are prompted to check in any work that is checked out to you

Checking out an item tells another user that you are currently working on it.
If they still want to edit the item you must check it back into the system or, alternatively, contact a System Administrator to check in the work.

Checking in an item makes it available for other Contensis users to edit it.
Note: You will always be prompted to Check in any items as you are logging out.
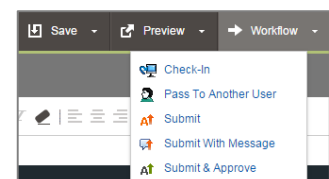
There are three methods for checking in your work:

Using the Navigator Area:
1) Using the **Navigator area** navigate to the webpage to be Checked In.
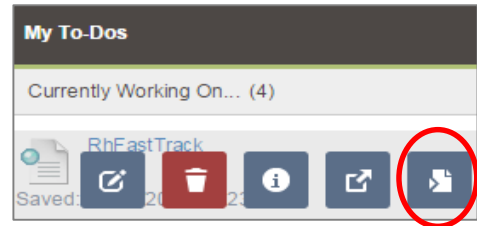2) Click on the webpage's filename to display a menu of options.
3) Select **Check in**.
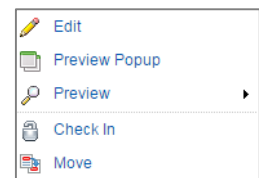
With the webpage open in Edit mode:
1) Click on the down-arrow to the right of the **Workflow** button.
2) Select **Check-In**.

When the Dashboard is displaying:
1) Locate the webpage to be Checked In within the **My To-Dos** panel.
2) Point to the webpage to be Checked In.
3) Click on the **Check In** button.

Approving Webpages

Approving a webpage sends that webpage to the publisher to make it live.
A user can only approve a page when it has been submitted for approval, and you can only approve pages if you have been given approval permissions.

To Approve a Single Page Using the Workflow button

1) Ensure that the webpage is displaying in the Editor window.
2) Click on the down-arrow to the right of the **Workflow** button.
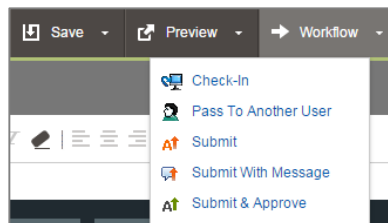
3) Select **Submit & Approve**.
4) If the **Approved** dialogue box displays close it and return to the **Dashboard** by clicking on the **Contensis** button at the top left of the screen.
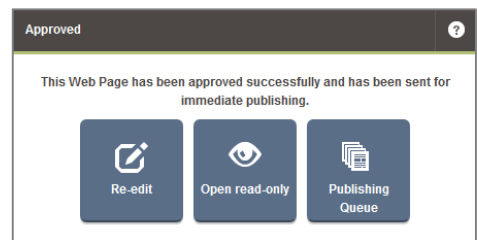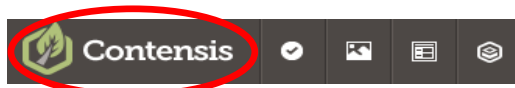
To Approve multiple webpages from the Navigator Area

1) In the **Navigator area** select the folder whose content is to be approved.
2) Click on the folder to display a menu of options.
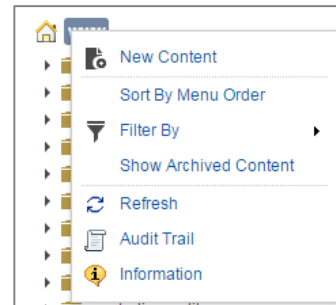3) Select **Approve All Content**.
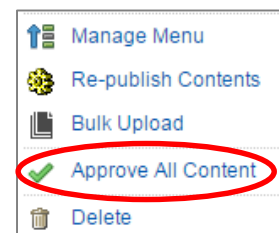
Page Management

Changing the Navigator View

You can change how content in the Navigator Area is displayed, either Alphabetically or in Menu Order:

1) Click on the Root Folder (**WWW**) at the top of the Navigator Area.
2) Select **Sort by Menu Order** from the menu that displays.

   OR

   Select **Sort Alphabetically** from the menu that displays.

Making Folder Homepages

For viewers of a website to easily find things, a Menu should be able to access the content of any folders displayed.

To do this there must be a Homepage selected for any given folder. Without this, the system would not know which page in the folder to open when the folder is chosen at Menu level.

To set the Homepage:

1) Locate the webpage in the **Navigator area**.
2) Click on the webpage to display a menu of options.
3) Select **Make Folder Homepage**.
   Note: This option is only available if you have Folder Administrator permissions enabled.
4) After refreshing the Navigator you will see that the Page Icon has changed to indicate this is now the Folder Homepage.
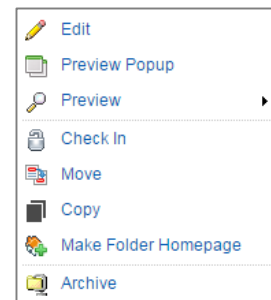
Page Information

Information is stored and made available for every page in the system.
This applies to all Content Types (Images, Word documents, pdfs etc.).

You can find out useful information such as:
- Who the editor is
- What the page CV_ID is
- When the page was created
- The page location within the Navigator

To display the Page Information:

1) In the **Navigator area** click on the webpage whose Information you wish to view.
2) Select **Information** from the menu that displays to display the **Content Information** panel.

Page or Content Status

The status of your page can be viewed at-a-glance from the **Status** heading of the **Content Information** panel (see the section **Page Information**).

This is indicated by one or more Traffic Light colours.

Each traffic light colour corresponds to a different status of the page and will give you a quick understanding of what your page is doing:
- Is it live?
- Is it being edited?
- Is there more than one version available?
- Has it been submitted?

Traffic Light Colours

Red

The page displayed is in the editing process and no version has been authorised/published.

Amber

The page displayed is awaiting authorisation/publication.

Green

The page being viewed is currently live.

Red & Green

There is a live (authorised) version of the page being displayed. There is also a version currently in the editing process.

Amber & Green

There is a live (published) version of the page being displayed. There is also a version that is awaiting approval/publication

If at any time you forget the meaning of the traffic light colours you can roll-over the icon for more information.

Logging off

You must Log Off from Contensis when you have finished working on your webpages.

To do this:

1) Click on the down-arrow to the right of your name at the top right of the screen.
2) Click on **Log Out**.
3) If you have content that is Checked Out you will be prompted to Check them in before you Log Off.
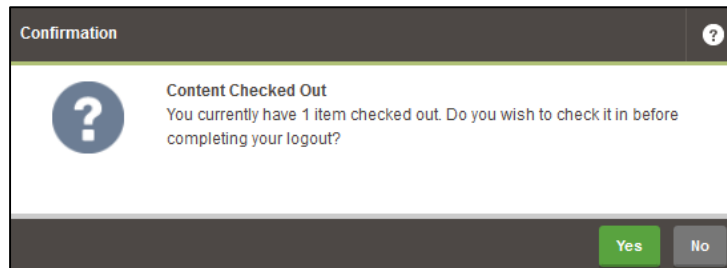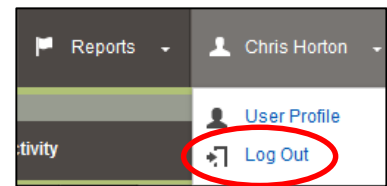
4) Therefore click **Yes** to check In the items (unless there is a significant reason for not doing so, in which case click **No**).
   Note: If you do not Check In these items other users who have permissions to work on them will not be able to do so (as they are marked that you are working on them).
   As a result they will be only able to work on a Read Only Copy.

   OR

   If you have **no** content that is Checked Out the Contensis **Logged Out** screen displays, which enables you to easily log on again should you need to.