

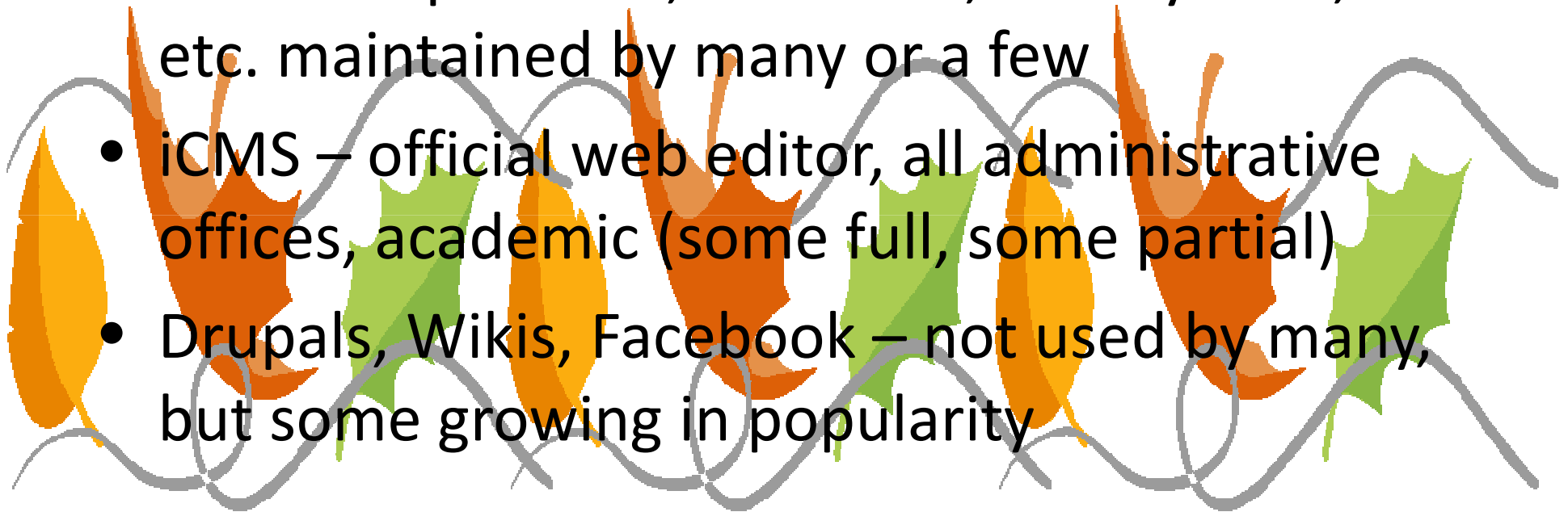


iCMS Topics:

**Create,
Edit, Navigate,
& Publish!**

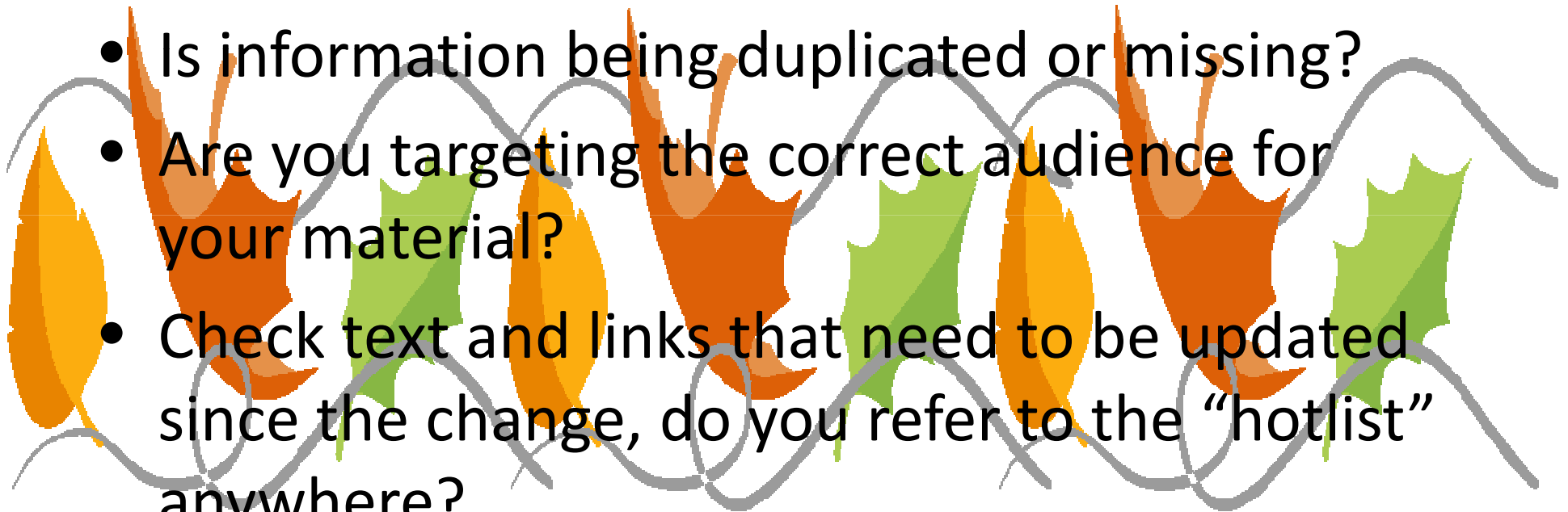
What makes up the web at Bates??

- Wordpress – new top pages, OCMR edits
- Abacus – personal, academic, Library sites, etc. maintained by many or a few
- iCMS – official web editor, all administrative offices, academic (some full, some partial)
- Drupals, Wikis, Facebook – not used by many, but some growing in popularity



Cohesive or Confusing??

- Please evaluate your content with users in mind for how it flows from new home site
- Is information being duplicated or missing?
- Are you targeting the correct audience for your material?
- Check text and links that need to be updated since the change, do you refer to the “hotlist” anywhere?



Webweavers:

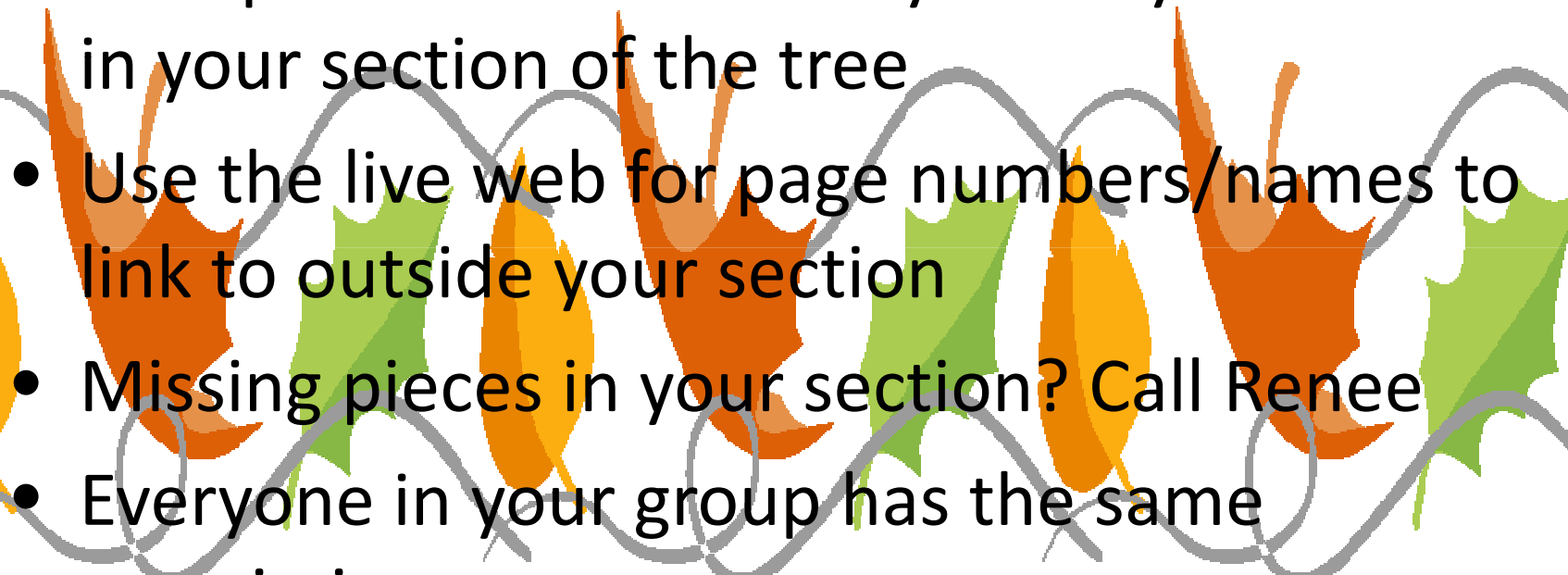
- Everyone who works in iCMS is subscribed to webweavers
- Instructions are in the webguide:
<http://abacus.bates.edu/webguide/webweavers.html>
- Specific problems should be reported to the helpdesk, not the list: “it’s been over an hour and my page hasn’t published”
- ISS and Help Desk Services post outages, etc. to the list if not resolved quickly
- Users call Renee for how to ?, not post to the list

Let's get ready to do some exploring:

- Open Internet Explorer to:
<http://cms.bates.edu/bates>
- Open Firefox to the Bates homepage:
<http://home.bates.edu>
- In Firefox, new window or tab to
<http://abacus.bates.edu/webguide>

A copy of the live web is handy to have open to examine your edits in real time.

Recent Content Store Changes:

- Simplified to allow fewer clicks to your section
 - Your permissions now only allow you to work in your section of the tree
 - Use the live web for page numbers/names to link to outside your section
 - Missing pieces in your section? Call Renee
 - Everyone in your group has the same permissions
- 
- A decorative graphic featuring several stylized leaves in shades of orange, yellow, and green, falling from the top. A grey wavy line runs horizontally across the middle of the slide, partially overlapping the leaves and the text.

Page Types:

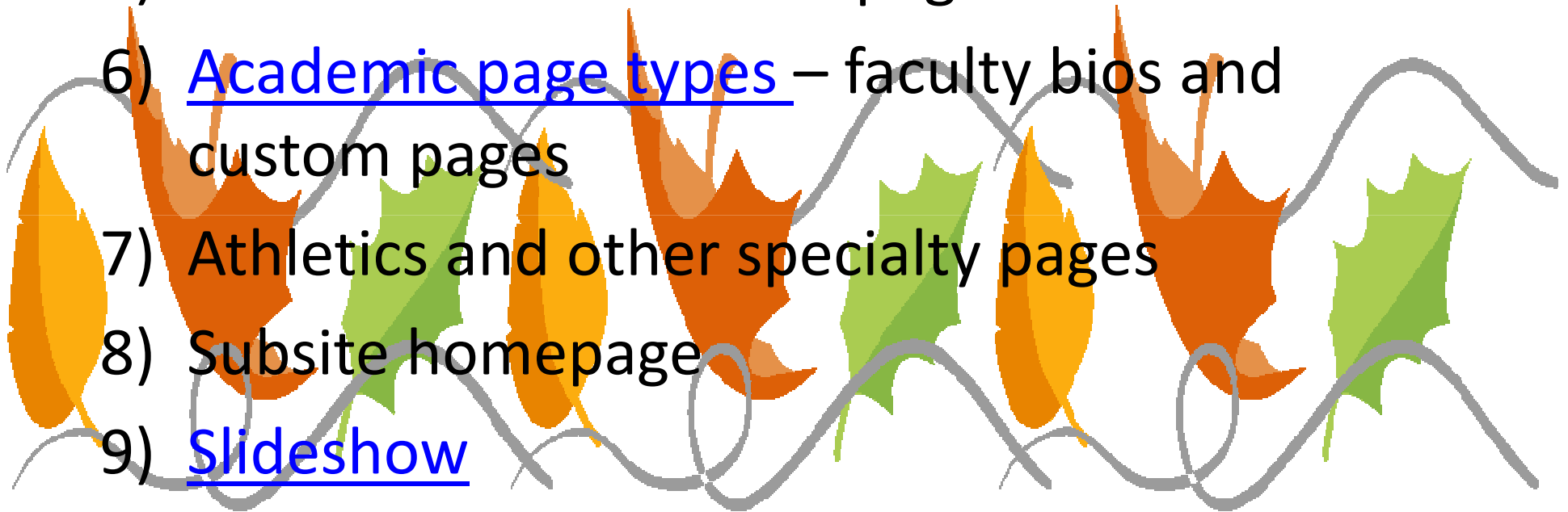
Three ways to create a new page:

- 1) Right click on parent page, new, page, type in title, choose page type [generic to start off]
- 2) Right click on a page in tree, click copy, right click on new parent, click paste
- 3) Click on yellow page icon and drop and drag on top of new parent

**Nos. 2 & 3 also bring along any children, too

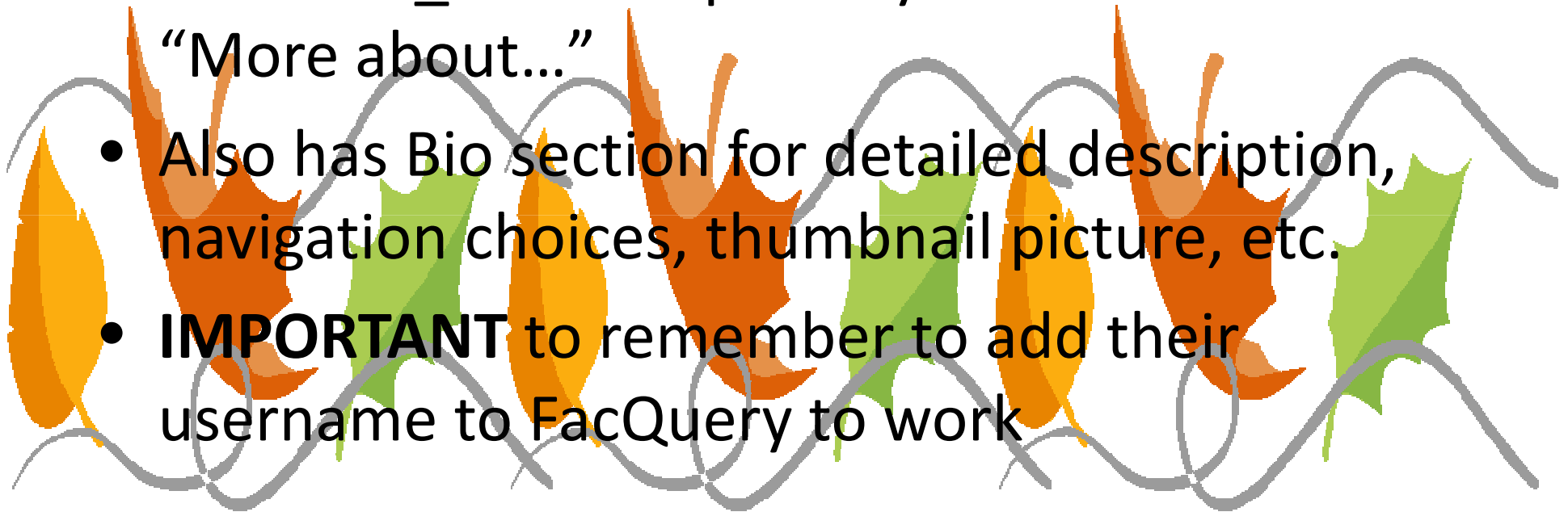
More on Page Types:

- 4) Generic – most common of all page types
- 5) Meta-refresh – redirect pages
- 6) [Academic page types](#) – faculty bios and custom pages
- 7) Athletics and other specialty pages
- 8) Subsite homepage
- 9) [Slideshow](#)



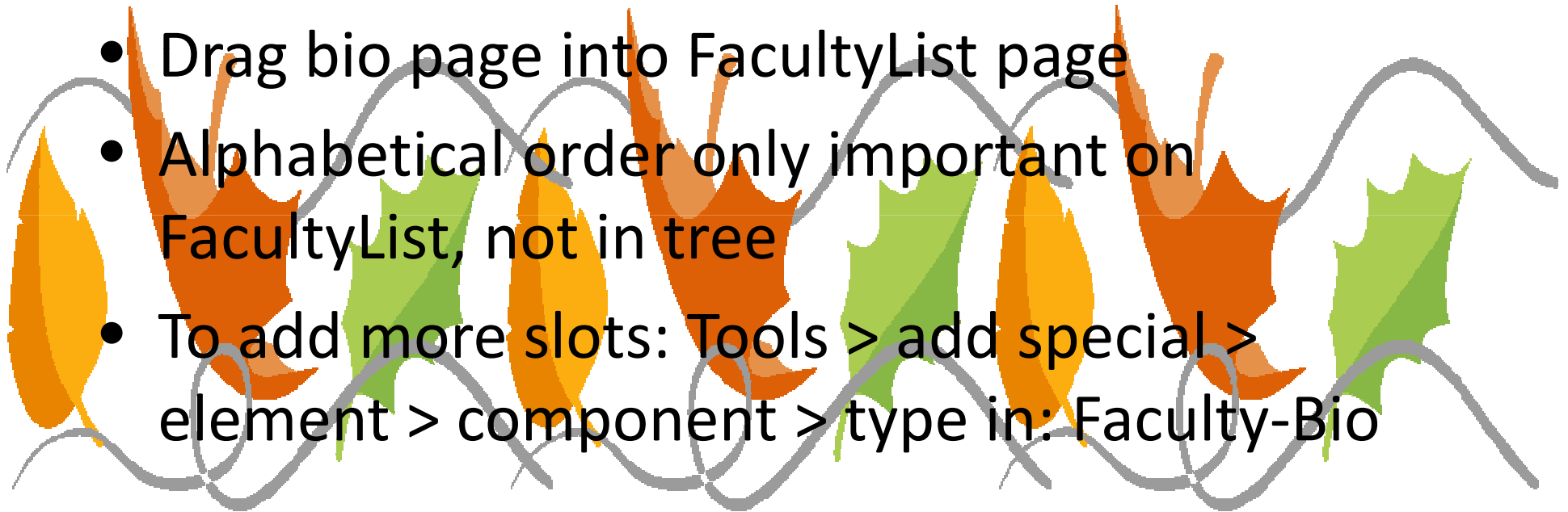
Faculty Bio Page Type:

- Contact info. supplied by Banner
- Short Bio_Intro or specialty that links to “More about...”
- Also has Bio section for detailed description, navigation choices, thumbnail picture, etc.
- **IMPORTANT** to remember to add their username to FacQuery to work



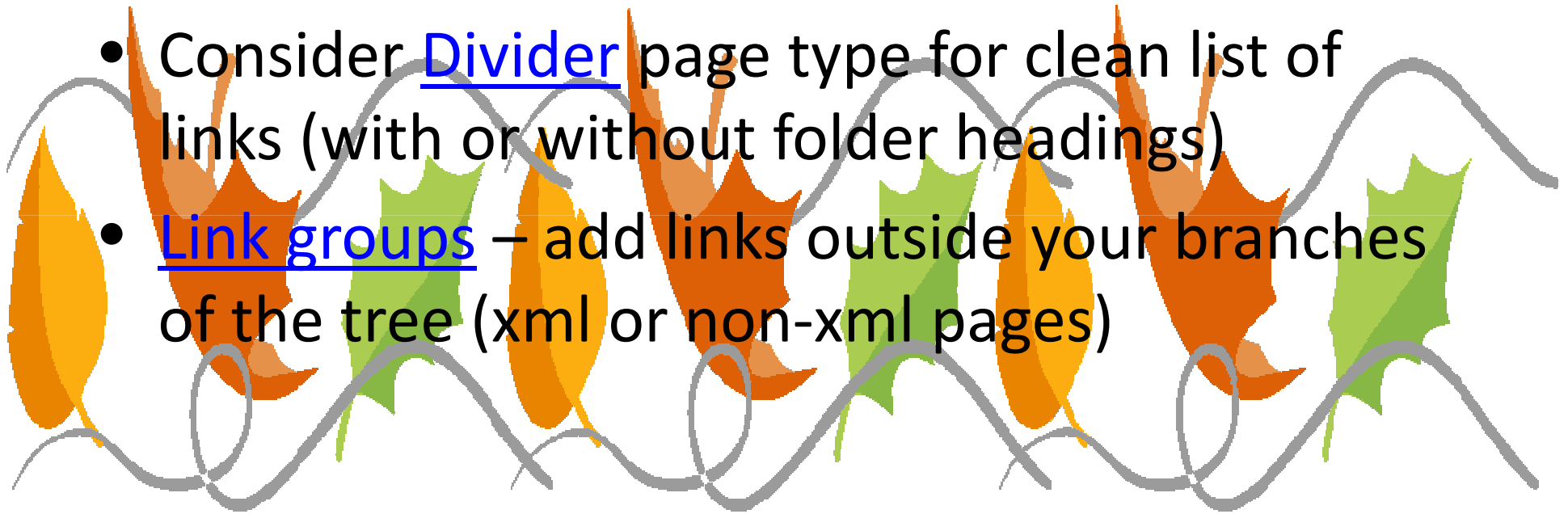
Faculty Bio page cont.

- After filling in as much information as matches fields,
- Drag bio page into FacultyList page
- Alphabetical order only important on FacultyList, not in tree
- To add more slots: Tools > add special > element > component > type in: Faculty-Bio



Navigation:

- Use children/subtree pages built out as left navigation
- Consider [Divider](#) page type for clean list of links (with or without folder headings)
- [Link groups](#) – add links outside your branches of the tree (xml or non-xml pages)



Make it Go Live...

- Once created, add content, links by highlighting text, click on chain, other or http
- Preview and check to be sure link works
- Check in the page – right click, check in
- If new, click on Mark for publish
- If a live page edited, click on publish
- Bates website, incremental, ok
- Check the live web for your page/edits

Nifty Elements to Add:

- [Images](#) – lg. 200x350 pixels, thumbs. 100x150 pixels, make them a link
- [Pdf's](#) - highly formatted or items to be printed
- Meeting Maker calendar exports, Power Point
- Meta refresh pages may also have link to pdf documents, and other Prebuilt directory items. The Redirect URL should <http://www.bates.edu/Prebuilt/filename.pdf>

Add multimedia:

- Upload and link in video, audio clips, other types of media to enhance the online experience.

A reunion video page:

<http://www.bates.edu/x178891.xml>



Tips:

- “Go to page” at the top: x201840 will take you to the page directly
- Pages can be moved around by drop and drag
- [Publish-as names](#) are important for some pages, but not needed for all, rules here
- File names should be short, dept./purpose oriented and no spaces, caps., or punctuation
- This presentation will be posted on webguide