Website Administration Manual, Part One
A Guide to the CMS & Widgets

Curry School of Education Website
http://curry.virginia.edu
The CMS

The content management system that is used is called “Expression Engine”. You will be using a control panel to administer content.

Logging in

To login, visit the following URL in your browser:

http://curry.virginia.edu/currySys/

Upon entering your username and password, you should see the control panel.
Finding & Editing Content

The quickest and easiest way to find a piece of content to edit is to click on “modify entry” in the “modify or delete” column.

Once the page has loaded, you can search for an entry by title, filter by channel, and sort by date or status.

When you see a piece of content you want to edit, just click on the title (in this example, Graduate student FAQ)

<table>
<thead>
<tr>
<th>Entry status</th>
</tr>
</thead>
</table>

If when creating a piece of content, there are options to set the status of and entry to states such as ‘Open’ or ‘Closed’. If the status is set to open, it will be viewable by the public. If set to closed, it will not show up on the site and will only be viewable via the control panel.

These settings can be found under the ‘options’ tab.
Widgets

Text Field

A text field takes unformatted text—no bold, italics, etc.

Text Area

*With Basic Toolbar*
A text area takes formatted text and uses a WYSIWYG editor. (WYSIWYG stands for “what you see is what you get,” meaning it displays formatted text instead of the HTML code that makes it formatted.) Many of the buttons on the toolbar will be familiar from word processing applications like Microsoft Word. The two most probably used buttons are the following:

- **Add a link** (remove a link with the matching button next to it)
- **Add an image** (opens *Image Properties*; see below)

**Table**

Each row of a table widget is essentially a collection of associated fields, usually *text fields* (see above). The fields in each row are connected to each other: in the above example, the email and phone numbers belong to the person named in the first field. Click in each cell to enter data. To add an additional row, click the “+” button.
**Table with File Prompt**

Sometimes a table widget will include a *File Prompt* (here, “+Add Image”) as one of its fields. See below for instructions for a *File Prompt*.

<table>
<thead>
<tr>
<th>Title</th>
<th>Image</th>
<th>Caption</th>
</tr>
</thead>
<tbody>
<tr>
<td>This is the image alt tag (which aids in SEO &amp; accessibility) &amp; title tag (which further describes the image and appears on hover).</td>
<td>Images need to be at least 400 pixels high. Widths will be adjusted automatically, but for visual consistency &amp; for the image reading to work, all images need to be at least 400 pixels or higher.</td>
<td></td>
</tr>
</tbody>
</table>

1. **Add Image**
Drop Panes

The drop panes tool allows you to select one or more items from a list. Select items by moving them to the right pane. You can either drag and drop items into the right pane, or click items to highlight them (to highlight more than one, hold down the control key), then click the right arrow button between the panes to move all highlighted items to the right pane. (To unselect items, either drag and drop items into the left pane, or highlight them and click the left arrow button.)

To find items in the left pane, begin typing any word in the item’s name in the “Filter by keywords” field. To see all items again, delete any text in that field.

File Prompt

Clicking the “Add File” link will open the File Manager (see below—not to be confused with Image Properties or CKFinder).

If a file has already been added, you can remove it by clicking “Remove file” under the preview for the file.
Image Properties

Image Properties enables you to add an image to a text area.

To choose from images that have already been uploaded, click “Browse Server.” This will open CKFinder (see below).

To upload a new image, click the “Upload” tab.
After selecting the “Upload” tab, click “Browse” to open a file upload popup. Select a file from your computer and click “Open” to choose the file and close the popup. Click “Send it to the Server” to upload the file. This will bring you back to the main tab (“Image Info”), where you can see a preview of the image. Click “OK” to close Image Properties.
CKFinder

CKFinder allows you to browse images that have been previously uploaded. (Note: you will only be able to access images from the folders that correspond to the channel of the entry you are editing.)

Select an image by double-clicking on the thumbnail for it. This will take you back to the Image Properties window (see above); click OK.

To upload a new image, click the “Upload” button at the top.
After clicking “Upload,” you will see an upload form. Click “Browse” to select a file, then click “Upload Selected File” to upload it. This will take you back to the Image Properties window (see above); click OK.
File Manager

The File Manager opens with a number of tabs on the left: an “Upload File” tab, and several directory tabs, each of which corresponds to a different folder of files.

To upload a new file, click the “Upload File” tab.
Uploading a File

When you have clicked the “Upload File” tab, you will see the file uploader. Click “Browse” to find the file on your computer.

Select a directory from the drop-down list to upload the file to. Because you may want to find and use the file again (see Reusing a File below), make sure to choose the correct directory. For example, if you are adding a front feature image, upload it to the “Front Feature Images” directory; if you are uploading an employee CV, upload it to the “Employee CV’s” directory.

Click “Upload” to upload the file. Check the file prompt again—if the upload was successful, you should find a filename and preview of the file you uploaded.

Upload Errors

If nothing happens, you may have attempted to upload a file or image that is too large. If you close the File Manager, you can check the top of the page for an error message like this one.
If you are trying to upload an image that is too large, resize the image in an image editor (such as Photoshop) on your computer, and re-upload it.

If you upload an image that is only a little larger than the maximum size, you will be offered a choice: “Resize Image or Return to Publish”. Resize Image will take you to a resizing widget, but the resizing widget in the File Manager is very poor. We recommend that you select Return to Publish, which will close the File Manager. Again, you can resize the image in an image editor (such as Photoshop) on your computer, and re-upload it.

Alternatively, you can use an image that was previously uploaded to the site, by clicking one of the other tabs in the File Manager.

Choosing a Previously Uploaded File
Scroll vertically through the directory tabs to find the right directory. Select a directory by clicking on it. If it contains more than one pane full of files, there will be an arrow-and-bubble navigation tool at the bottom. Click the arrow buttons to scroll horizontally through the files one pane at a time. To skip to a particular pane, click the corresponding bubble.

When you have found the file you would like to use, click it. Check the file prompt again—if the file was added successfully, you should find a filename and preview of the file you uploaded.
## Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>body</td>
<td>a piece of content that can be created and edited, such as an individual article, news update, or timeline entry</td>
</tr>
<tr>
<td>channel</td>
<td>a type of entry, such as “Article” or “Resource” (i.e., entries of the type “Article” are in the “Article” channel)</td>
</tr>
<tr>
<td>content</td>
<td>information (text, images, etc.) provided to a user</td>
</tr>
<tr>
<td>entry</td>
<td>a piece of content that can be created and edited, such as an individual article, news update, or timeline entry</td>
</tr>
<tr>
<td>field</td>
<td>either of the following:</td>
</tr>
<tr>
<td></td>
<td><em>entry field</em> – a piece of data attached to an entry, such as the title, the feature image, or the body</td>
</tr>
<tr>
<td></td>
<td><em>form field</em> – part of a form which is meant to accept a piece of data (manipulated with a widget)</td>
</tr>
<tr>
<td>form</td>
<td>a set of fields manipulated by widgets, which allows you to submit data</td>
</tr>
<tr>
<td>thumbnail (image)</td>
<td>a miniature version of an image, often used to preview the full-size image</td>
</tr>
<tr>
<td>widget</td>
<td>an interface for editing data, such as the data in a field</td>
</tr>
</tbody>
</table>