# Table of Contents

1. Accessing your website in WCMS  
2. Creating a new page in WCMS  
3. Editing a page in WCMS  
4. Insert an image  
5. Optional Elements  
   a. Featured Image  
   b. Custom Index Block  
   c. Top Right Box content  
6. Uploading an image  
7. Uploading a document  
8. Creating a subfolder  
9. Publishing and removing files and folders  
10. Appendix
How to Access Your Website in WCMS

Before you begin editing your website you should have Mozilla Firefox installed on your computer. If you do not have Mozilla Firefox installed please contact the Support Center by phone at 520-5555 or by email at helpdesk@iusb.edu to request to have Firefox installed on your computer.

Finding your website in WCMS

Step 1. Open up your Mozilla FireFox browser. In the address bar type in the following: wcms.iu.edu

Then hit the “Enter” key on your keyboard

Step 2. You should now see the WCMS home page for IU. On the top right hand side of the page select the login link.
Log in with your IU South Bend username and password

![Central Authentication Service](image)

Figure 3

Step 3. Once you login you will be taken to your Dashboard in WCMS. On the left you should see a list of folders
Figure 4

If you don’t see the list of folders on the left, click on the small red arrow on your left as shown below. The folder list will appear.

Figure 5

On the folder list select the following folders to find your department website.

Navigate to Your Home Page

Using the left navigation window:

1. Click the plus(+) sign to expand the WRAP_SDDU folder.
2. Click the plus(+)sign to expand the SB-IUSB-CAMPUS folder.
3. Click the plus(+)sign to expand the IUSB-Site folder.
4. Click the plus(+)sign to expand the Department Site? folder.
Figure 6
Creating a New Page

**Figure 7**

In the menu at the top click on “New” then move your mouse over “WRAP_SDDU” (1), then “SB_IUSB_CAMPUS” (2), then “IUSB_Site” (3), then “Schools and Departments” (4), and then click on your departments name (5).

You should now see the screen below after you clicked on your department’s name.

**Figure 8**

In the text box which is labeled “System Name” (see figure 8), replace “WCMS-Support-page-base-asset” with a new name appropriate to the new page. This will be the page’s file name. The system name is the file name that will show in the folder list. Click on the “submit” button. When naming a page in the system, use one to three words. The page name should be lowercase and no space. If necessary, it is possible to use “–” or “_”.
Editing a page in WCMS

Figure 10

Click on the “Edit” tab towards the top of your page:

Figure 11

Change the display name (see figure 11) to what you want the link to say on the left navigation bar. For example, if this page is a general description of WCMS, a good way to refer to it might be “About WCMS”. If I change the display name to that it will appear in the left navigation bar as “About WCMS”.

Now scroll down to the next section which is labeled “department-page-data”.
The first sub-section is labeled “Main Page Content”. This is where you enter the main content of your page.

**Main Page Content**

Edit

![Main Page Content Edit](image)

**Figure 12**

At the top of the “Main Page Content” area there is a box labeled “Content Heading”, designated by the #1 in Figure 12 above. Here you enter a heading that goes in the content area. If you do not want a heading in the content area make sure the box is empty by deleting “Replace this content with your own”.

Beneath the “Main Page Content” you will see the “Content Area”. This is where you will be doing most of your editing. Content can be added by typing or with cut and paste. At the top of the content box, there is a menu with various editing options similar to those found in many word processors and text editors. The function of each button can be found by hovering the mouse over the button in question.

**Special tip:** To copy and paste you need to use `ctrl-c` and control `ctrl-v` to copy and paste. Using the right click menu will not work.
Creating Links in cascade’s WYSIWIG editor

Type in the link name you want and highlight it (1) then click on the link tag in the menu (2) and the Insert/edit Link window (Figure 13) should popup.

Internal links (links to files on the www.iusb.edu website)

Select “Internal” button, click on the brackets labeled Link and select the page you want to link to. Fill in the title and then click the “Insert” button.
**External links** (links not on the IUSB website)

![Insert/Edit Link](image)

**Figure 15**

For an external link, select the External radio button (1) and then fill in the URL address (2).

**Saving draft or submitting the page**

At the very bottom of the editing page you will find three buttons.

1. **Submit** – Click on this only if you are completely finished and want to submit the page for approval.

2. **Save Draft** – click on this if you want to save your changes but still want to edit more or check your changes before submitting it for approval.

3. **Cancel** – this removals all changes since the last time the file was saved.
Optional Elements

Figure 16 - The optional elements as seen on the finished page.
Featured Image

Figure 17: In the Image Alt text field please enter a meaningful description of the image for ADA compliance.

Immediately below the Main Page Content area you will find the Optional Elements area. The first thing you will edit in this area is the ‘Featured Images” area. Before you edit this you will need to upload the images you need into Cascade if you haven’t already.

To select the image you want click on the browse icon to find the image you want. The following will pop up:

Figure 18
If, for example, you know the desired image is in the images folder open the images folder, find the image you want and double click it and then select the Confirm Button.

If you want more than one image, click on the plus sign on the upper left.

Then repeat the process you used for the first picture.

Optional Left Navigation Content

Just below the “Featured Image” area you will find a field for picking an optional custom linked list and an area to enter other optional content.

(1) If you have a custom navigation block created (how to create one will be covered elsewhere) click on the block icon in the “Optional Left Linked-List Block” field to find and insert the block.

(2) In the text editing area you can enter whatever additional content you want in the left navigation area.
Optional Top-Right Box

Figure 20

The Optional Top-Right Box is for additional navigation links or a pre-produced image. These can be added in the provided WYSIWYG editor just as you would the main content.
Uploading an Image in WCMS

Note: The width of the image should **NOT** exceed 600 pixels.

Locate and click on the folder where you want to put the image. In this example, we will upload an image to the *images* folder under *_WCMS Support* folder.

![Folder Structure](image)

**Figure 21**

At the top navigation bar, follow the following path:

New>WRAP_SDDU>SB-IUSB-Campus>IUSB-Site>file

![Navigation Bar](image)

On the “New File” page, type in the file name for the image (e.g. car.jpg) in the *System Name* field. Then look for the *File Upload* field and click on the browse button. Select the image in the
pop-up window and click Open. The image will then show up in the *Edit File Contents* box. Click *Submit* button to upload the image to WCMS.

4. To view the image you just uploaded, go to the *images* folder.
Resizing an Image

To resize an image open the picture and click on edit, change either the width or the height of the picture then click on the resize button (the button circled in figure 24.).
Inserting an Image in a Page

Locate and click on the page which you want to insert the image to. In this example, we will insert an image to the *Test Page* under *WMCS-Support* folder.

![Folder Structure](image)

*Figure 25*

Look for the *Edit* tab at the top and click on it.

![Edit Tab](image)

*Figure 26*

Once the page is loaded, look for the *department-page-data* section, and then *Main Page Content* box. In the content box, place your mouse to the area you want to insert the image. Then click on the *Insert/Edit image* icon.
4. In the Insert/Edit Image pop-up window, click on the brown browse icon. Locate your image in the folder it resided, click on the name of the image and then click on Confirm button. Type in a meaningful description to describe the image in the Alternate Text field. Lastly, click the Insert button. Don’t resize image within the content box, image should be resize properly before it is inserted into a webpage.

**Figure 27**

**Figure 28:** In the Image Alt text field please enter a meaningful description of the image for ADA compliance.
5. Below is how the image appears in the content box.

Figure 29
Uploading a Document in WCMS

Locate and click on the folder where you want to put the document. In this example, we will upload a document to the “docs” folder under WMCS-Support folder.

Figure 30

At the top navigation bar, follow the following path:

New>WRAP_SDDU>SB-IUSB-Campus>IUSB-Site>file

On the New File page, type the file name for the document (e.g. StudentApplication.pdf) in the System Name field. Please be sure to include the extension to the file name (for example, “File.doc” is okay but not “File” by itself.). Then look for the File Upload field and click on the
browse button. Select the document in the pop-up window and click Open. Click Submit button to upload the document to WCMS.

Figure 31

4. To view the document you just uploaded, go to the docs folder.

Figure 32
Creating a Sub-folder

While in your department’s folder navigate to the Web Content Folder asset factory following this path: New>WRAP_SDDU>SB-IUSB-Campus>IUSB-Site>Web Content Folder.
Once you click on the Web Content Folder asset factory, the following should appear in your work area.

![New Folder](image)

**Figure 34**

Make sure that the parent folder (1) is in the folder you want. This is usually your department folder. Enter a Display Name (2). This also is the system name so it should be all lower case. Finally, decide whether you want this folder to appear in navigation (left menu) or not (3).
Publish and Removing Files and Folders

**Publish files and folders to your site**
To publish a file or folder, open the item you wish to publish and click on the publish tab in the menu at the top of the work area. Go to publish mode and select publish and then submit.

**Removing files and folders from your site**
To remove files, pages, folders or other items from your web site open the item to be removed and click on the publish tab in the menu at the top of the work area. Go to publish mode and select un-publish and then submit.
The Recycle Bin

If you should accidently delete a file you can retrieve it from the Recycle Bin found on the dashboard. When you click on either of the links it will take you to a list of recently deleted files.

Please note that only files deleted in the last fifteen days are listed. Any files deleted before that time cannot be retrieved.
Featured image

Example of top right box

Content Heading

Heading 2 format

Schedule for Fall Training

10/3 10:00 - 11 am Qualtrics Demonstration  Wieskiamp Hall 275

Faculty are invited to attend a demonstration on the new survey tool we will be using at IUSB. This session is suitable for anyone doing research projects using a survey instrument.
Navigation in the New Templates

1. **Folder index** - This section automatically displays all local files and folders in the department’s website that are marked to be displayed in the left navigation bar and the breadcrumbs. This appears on every page in the site. Only links can be in the folder index.

2. **Custom link list** - is a custom made list of links that can appear on any page. Only links can be in a custom link box. This will primarily be used for links to resources outside of the local site.
3. **Optional column content** - Any content that fits in the navigation area such as special content like a “Give Now” button or special messages can go here.

4. **Optional top right navigation box** - any content can go here as long as it fits in the gray box. This is another possible location for special content. If no content is placed here the upper right grey box does not appear.