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NORTHWEST VISTA COLLEGE

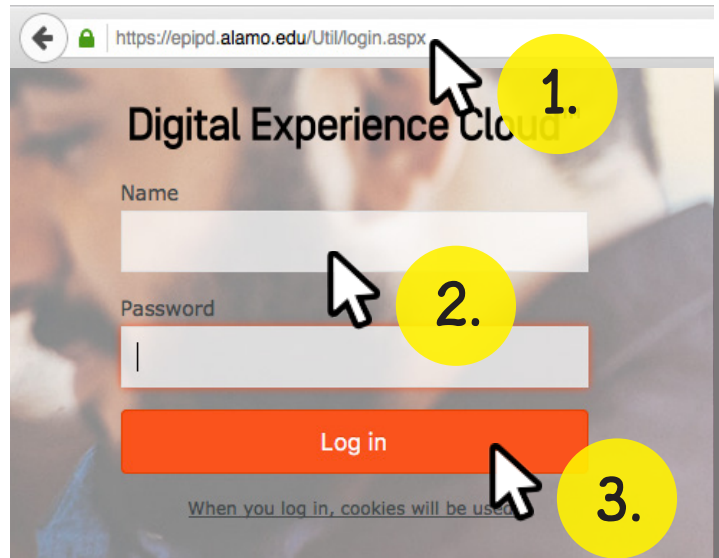
CMS TRAINING MANUAL

CHAPTER 1

INTRODUCTION

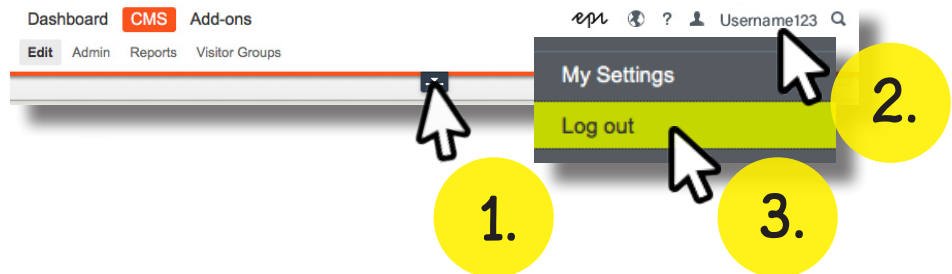
1.1 LOGGING IN

1. Head to the EPI log in page.
<https://www.alamo.edu/episerver/cms>
2. Insert log in information.
3. Then click **Log in**.



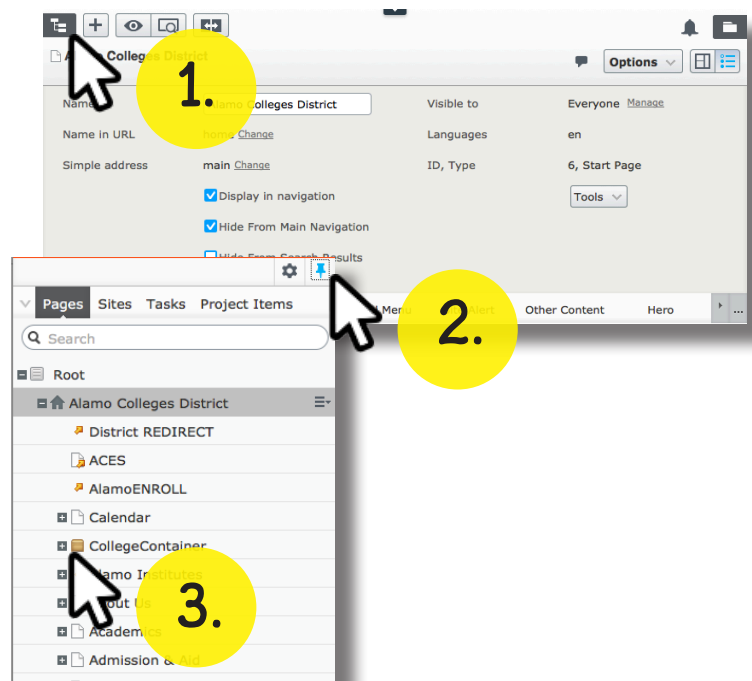
1.2 LOGGING OUT

1. Locate the drop-down arrow and left-click.
2. Then click on your username.
3. Click **Log out**.



1.3 BROWSING PAGES

1. Locate the **Navigation Pane** button.
2. Pin down the side bar to your workspace by clicking the **Pin** icon. (Optional)
3. Use **+** and **-** to locate desired page/folder.

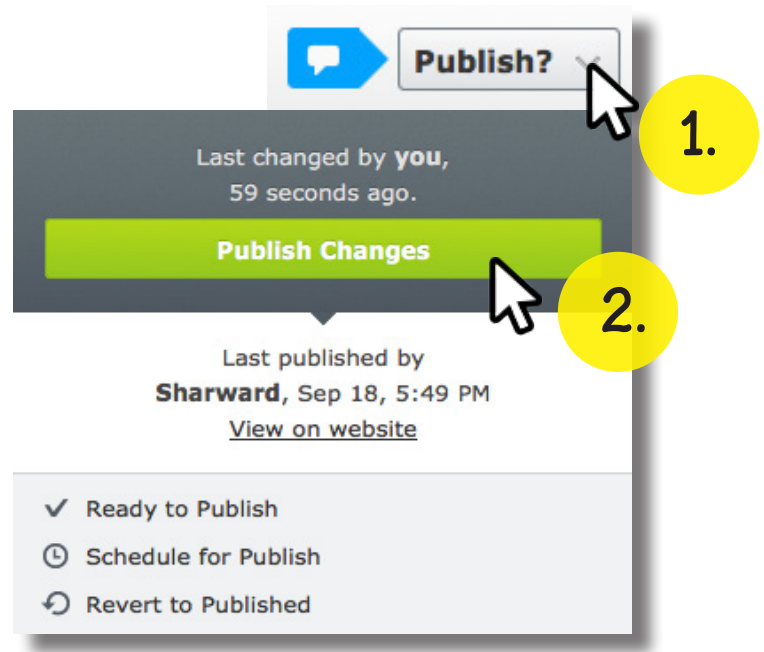


1.4 PUBLISH PAGE

NOTE:

Anytime you make edits to a page, a notification will appear in the top-right of your workspace over the **Options** menu.

1. When you have completed any changes, click on the **Publish?** drop-down.
2. Then click the **Publish Changes** button to confirm your edits.

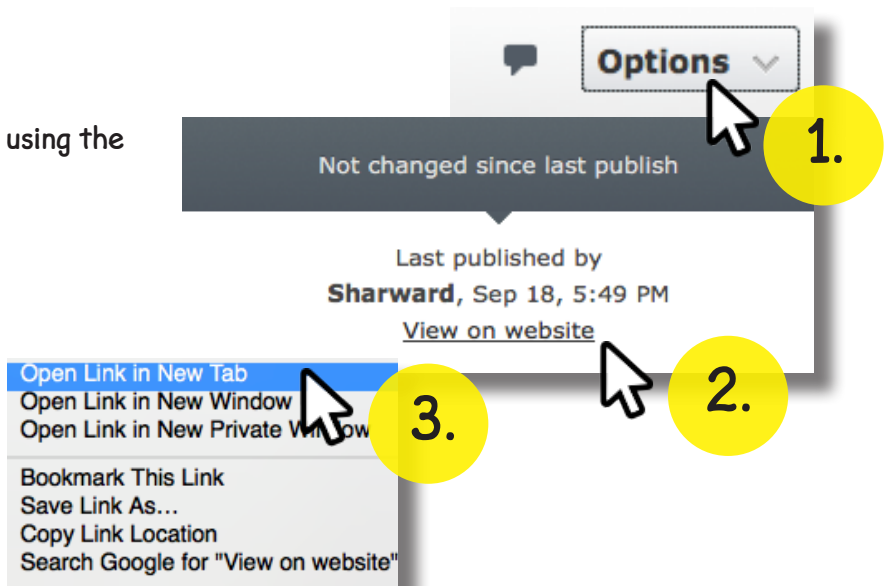


1.5 PREVIEWING PAGE

NOTE:

You can preview the page you just published using the **Options** menu.

1. Click the **Options** drop-down menu.
2. Then right-click **View On Website**.
3. Click on **Open Link In New Tab**. (Optional)

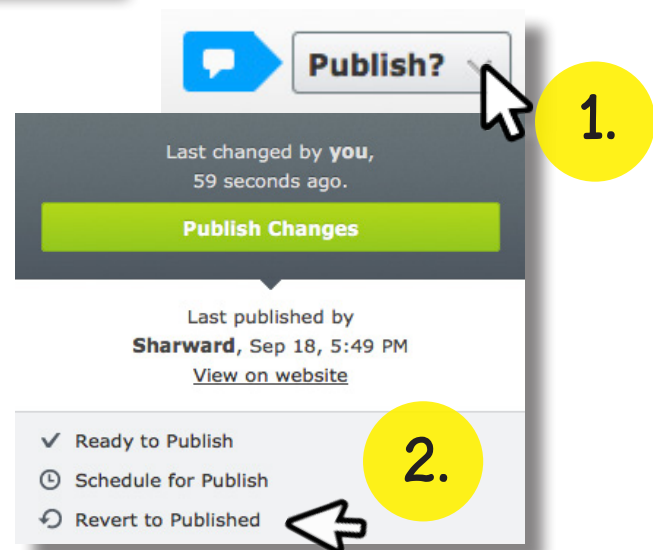


1.6 REVERTING TO PUBLISHED

NOTE:

If you happen to make an error, you can use the **Publish?** drop-down menu to undo any mistakes you've made from the last time you published that same page.

1. Click the **Publish?** drop-down menu.
2. Then click **Revert To Published**.



1.7 ADDING/FORMATTING TEXT

To add text select the page you would like to edit.

1. Locate and click on the **Content** text box on your workspace.
2. Make your edits inside the content area.
3. When you are finished, select the **Publish?** button and confirm your edits.

The image shows a content editor interface with three numbered steps:

- 1.** A yellow circle with the number 1 and an arrow pointing to the 'Main Content' text box at the top of the workspace.
- 2.** A yellow circle with the number 2 and an arrow pointing to the text area within the 'Main Content' box. The text area contains a paragraph about Northwest Vista College. A red box highlights the text area, and a red arrow points from the text area to the formatting toolbar below.
- 3.** A yellow circle with the number 3 and an arrow pointing to the 'Publish?' button at the bottom right of the interface.

The formatting toolbar, highlighted by a red box, includes options for bold (B), italic (I), text color (T¹), background color (T₁), bulleted list, numbered list, indent, outdent, link, unlink, and HTML source code.

These tools will help you change the format of your text.

CHAPTER 2

HYPERLINKS AND ANCHORS

2.1 TYPES OF HYPERLINKS

In EPI server, the following link types are available to use:

PAGE - Links from one page to another, different page.

MEDIA - Links to files like images and PDF documents stored on the web.

EMAIL - Links to an email address.

EXTERNAL LINK - Links to information on another website.

ANCHOR - Links to different sections within the page, allowing the user to jump through information.

2.2 ADDING A PAGE LINK

Locate the textbox in your workspace.

1. Highlight the text you would like to hyperlink.

2. Select the **Insert/Edit Link** button located in your tools section.

(A window will pop up)

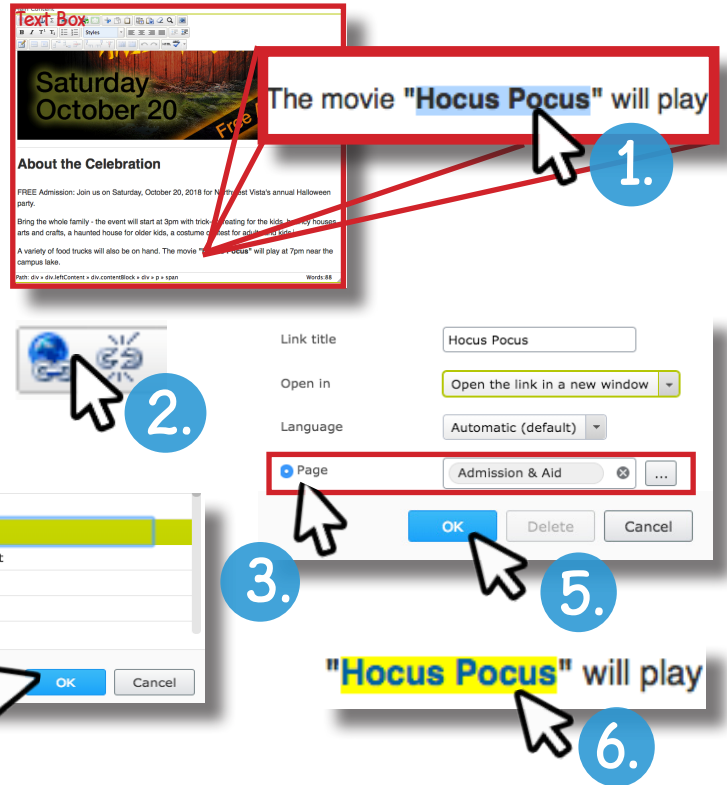
3. Click on the **Page Link** option.

4. Browse for an internal page you want to link to and click **Okay**.

5. Click **Okay** again.

6. You are done. Your selected text should appear highlighted in yellow.

(This means that it has been converted into a link)



2.3 ADDING A MEDIA LINK

NOTE:

Images of the first two steps will be the same as if you were adding a **Page Link**.

1. Highlight the text you would like to hyperlink.

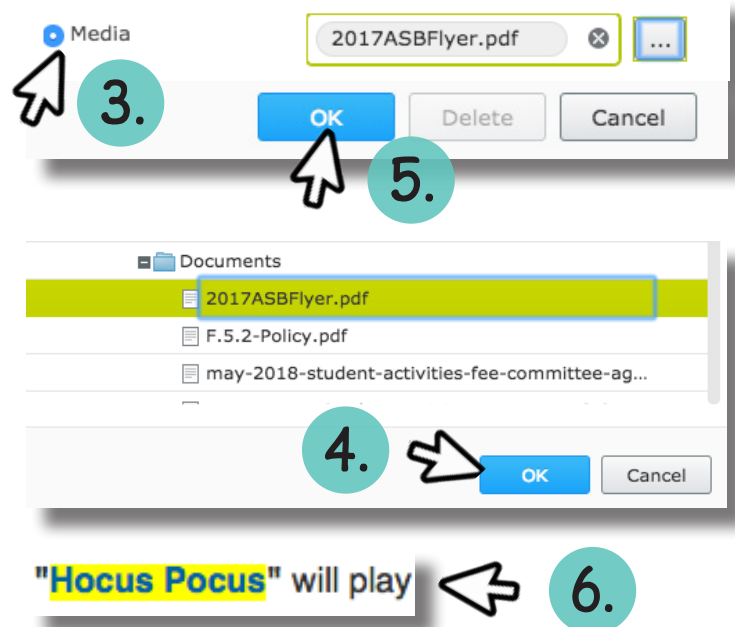
2. Select the **Insert/Edit Link** button located in your tools section. (A window will pop up)

3. Click on the **Media Link** option.

4. Browse for an image or document, select it, and Click **Okay**.

5. Click **Okay** again.

6. You are done now. Your selected text should appear highlighted in yellow. (This means that it has been converted into a link)




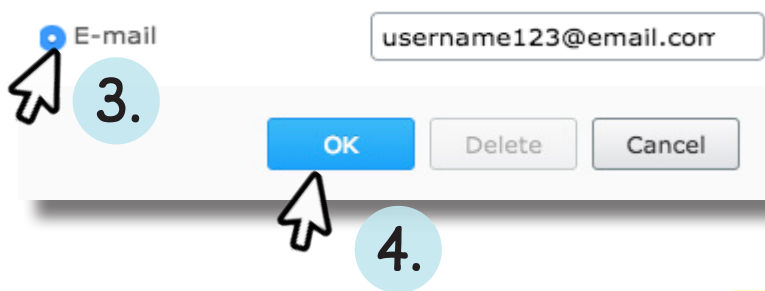
Note: Yellow will not show on your published page.


2.4 ADDING AN E-MAIL LINK

NOTE:

Images of the first two steps will be the same as adding a [Page Link](#).

1. Highlight the text to hyperlink.
2. Select the [Insert/Edit Link](#)  button located in your tools section.
(A window will pop up)
3. Select the [E-mail Link](#) option.
4. Click [Okay](#).
5. Now you are done. Your selected text should appear highlighted in yellow.
(This means that it has been converted into a link)




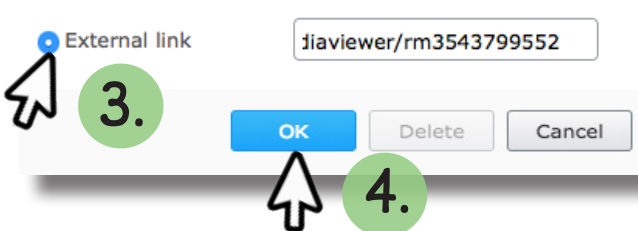
"[Hocus Pocus](#)" will play  5.


2.5 ADDING AN EXTERNAL LINK

NOTE:

Images of the first two steps will be the same as adding a [Page Link](#).

1. Highlight the text you would like to hyperlink.
2. Select the [Insert/Edit Link](#)  button located in your tools section.
(A window will pop up)
3. Select [External Link](#) and fill the area with the URL to an external link.
4. Click [Okay](#).
5. You are done now. Your selected text should appear highlighted in yellow.
(This means that it has been converted into a link)



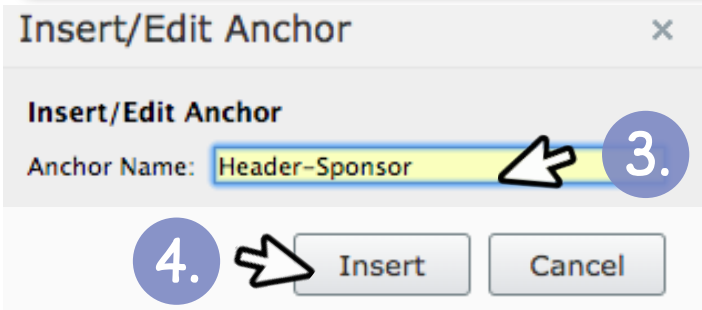
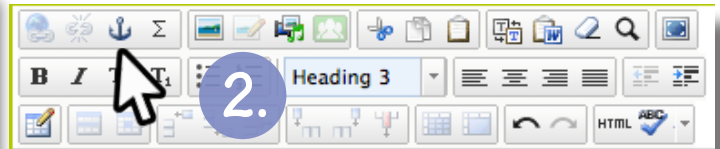
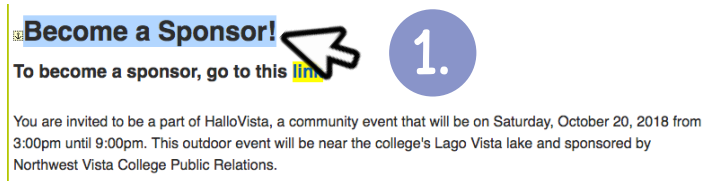
"[Hocus Pocus](#)" will play  5.

Note: Yellow will not show on your published page.


2.6 ADDING AN ANCHOR LINK

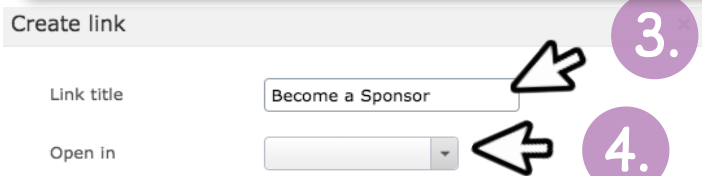
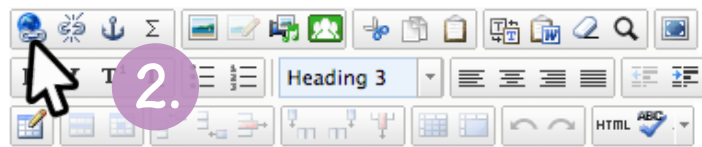
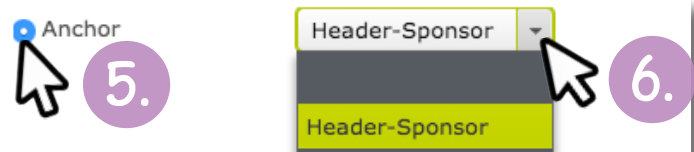
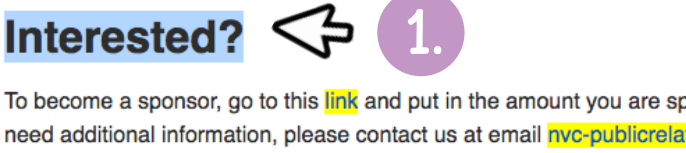
Step 1: Insert Anchor

1. Select the text where you would like to place an anchor.
2. Select **Insert/Edit Anchor** button on your Toolbar.
3. In **Anchor Name**, type a name for the anchor. Don't use spaces.
4. Click **Insert**.
5. The anchor symbol should appear in the text box next to the selected text.



Step 2: Link to Anchor

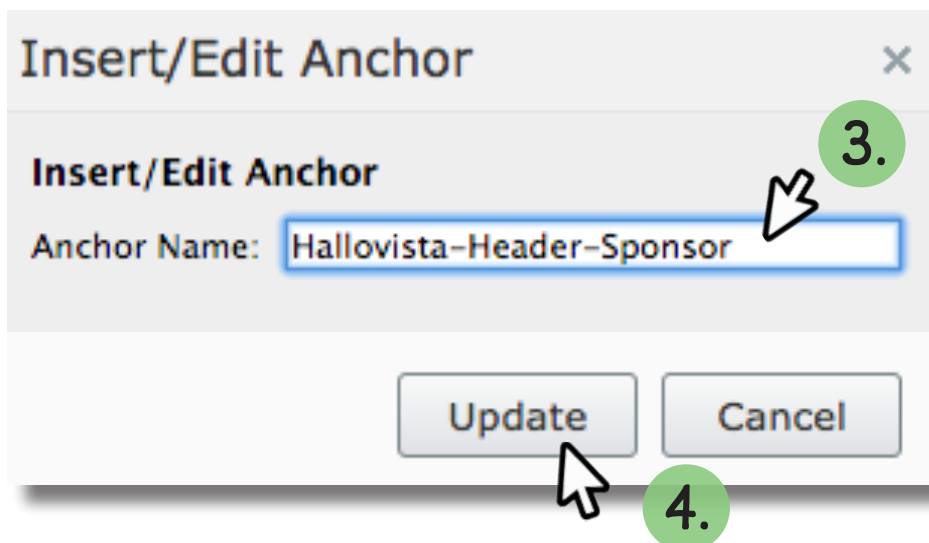
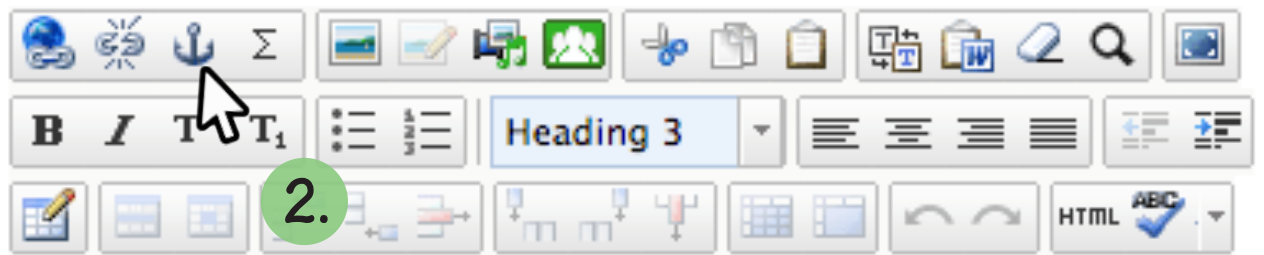
1. Select the text that will form the link.
2. Select **Insert/Edit link**  In the window, keep the Web Page tab active.
3. In **Link Title**, type the text that will be shown as a pointer to the link.
4. Select how the link is opened.
5. Select **Anchor** on this page as the link target.
6. In **Anchor**, select the anchor to which you want to link
(All the anchors on the page are listed here).
7. Click **Okay**.
8. The link is displayed in the text editor with a yellow background.



2.7 CHANGING ANCHOR

1. Select the anchor you want to edit.
2. Select **Insert/Edit Anchor** from the Toolbar.
3. In **Anchor Name**, edit the existing text.
4. Click **Update**.

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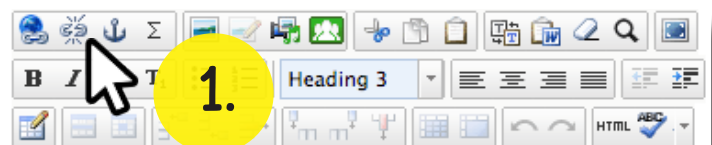


2.8 REMOVING A HYPERLINK

NOTE:

Be sure to have your link selected/highlighted.

1. To remove a hyperlink, look for the unlink button and click. *(This will break the current link attached to your highlighted text)*

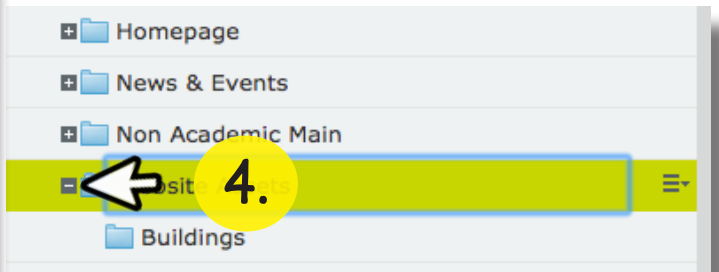
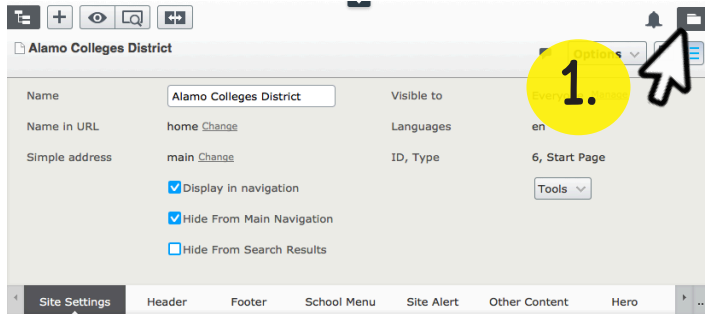
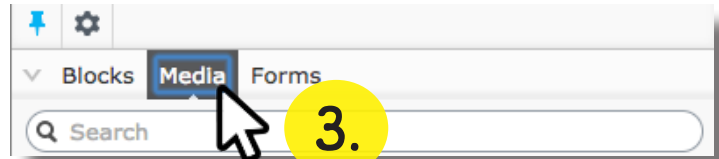
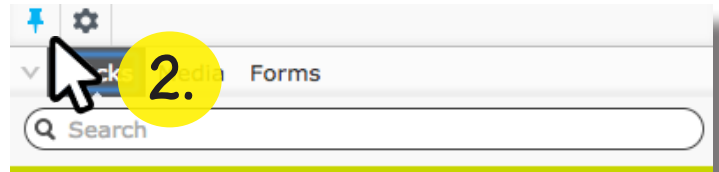


CHAPTER 3

WORKING WITH MEDIA FILES (IMAGES AND DOCS.)

3.1 BROWSING MEDIA NAVIGATION

1. Locate the **Toggle Assets Pane** button.
2. Pin down the sidebar to your workspace by clicking the **Pin** icon. (Optional)
3. Click on the **Media** tab.
4. Use **+** and **-** to locate desired page/folder.

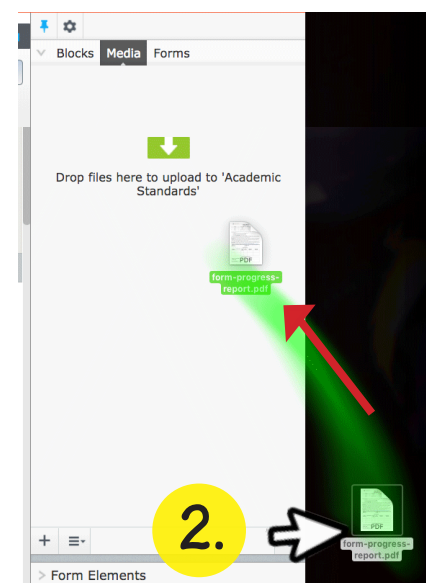
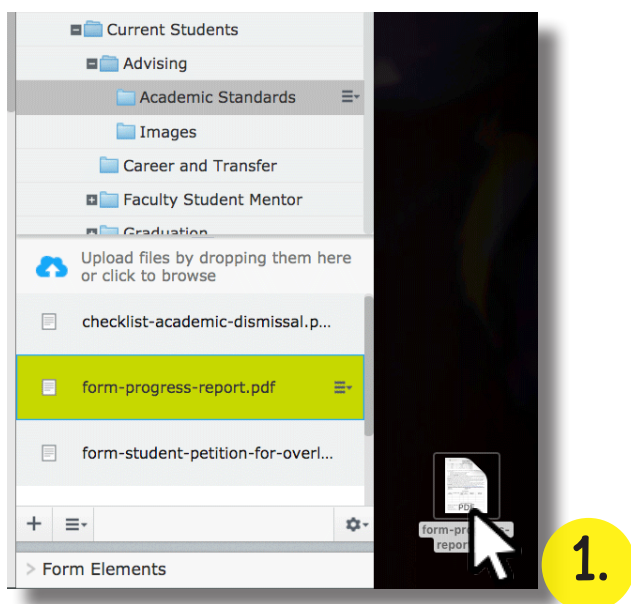


3.2 UPLOADING MEDIA

1. To upload a file you will need to first make sure your file is on your desktop or you can look for the document in **Finder** if you are on a mac and **My Computer** if you are on windows.
(Remove spaces in your filenames, or use hyphens instead)
2. Click-hold and drag the file to the **Media** section.
(A message will appear in the media folder saying to drop files here to upload to your designated folder).

NOTE:

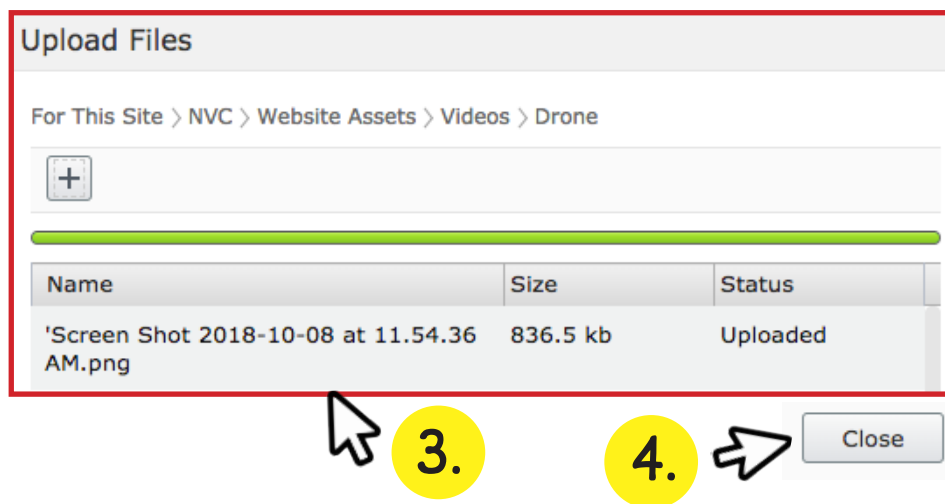
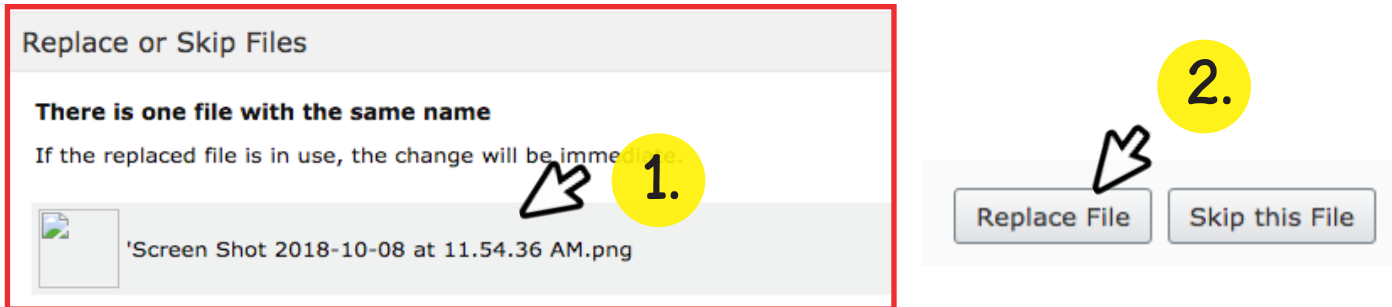
Once completed you can now find it in your file structure or you can also search for the folder you used to drop the file in. For information on using the uploaded file on your page, please go to chapter 2.3. There, you will be shown how to implement different kinds of media to your page.



3.3 Overwriting Media Files

To overwrite an existing media file, follow the same 2 steps in chapter 3.2. You **MUST** name your new file exactly same as the **document you are replacing**.

1. Once you have dragged and dropped the replacement for your file, a window will appear asking if you wish to proceed with these changes.
2. Click **Replace File** to confirm the changes.
3. Another window will pop up confirming that your new file replacement has been uploaded.
4. Click **Close**.



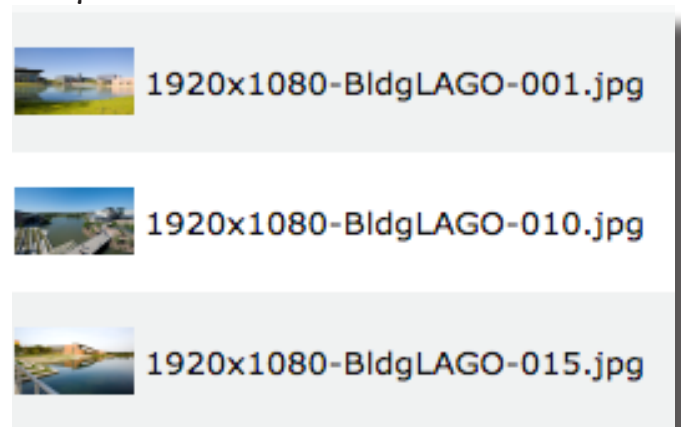
3.4 NAMING FILES

Keeping a clean folder structure is key to an efficient workspace.



Simple file names will help you find files quickly. For example, if you are naming an image of one of NVC's buildings, start with the size of the image, then follow up with the buildings formal name, and lastly a number that indicates the order of which the images were taken.

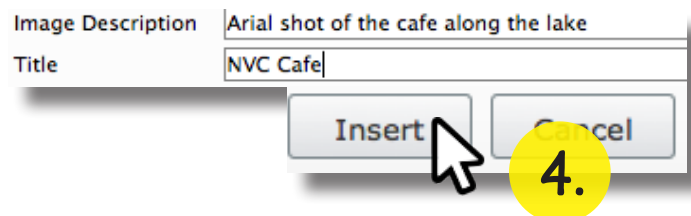
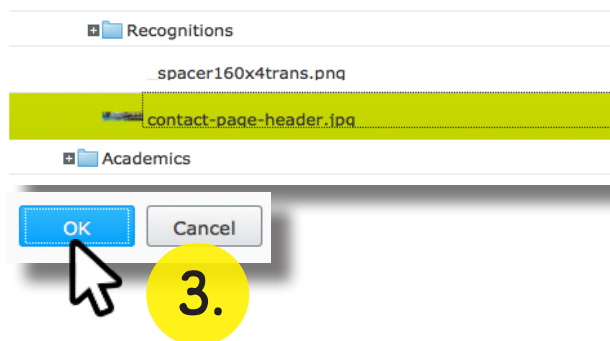
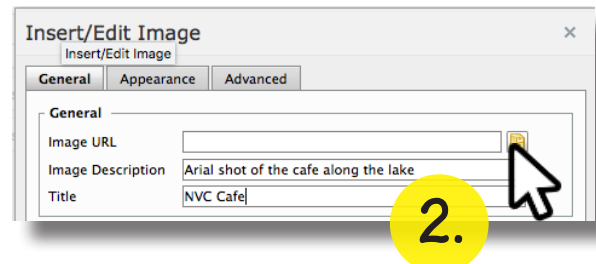
(Use hyphens instead of spaces.)

Example:



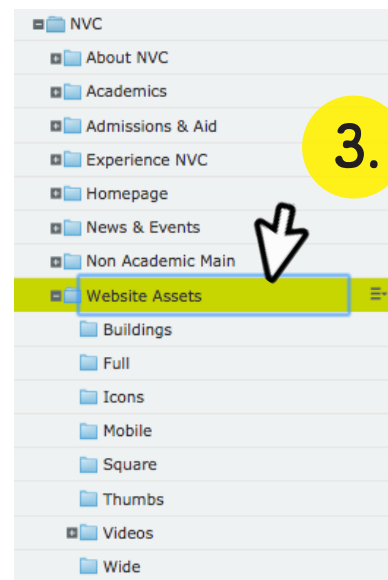
3.5 ADDING AN IMAGE

1. In your Toolbar, inside your text box, select the **Insert/Edit Image**  button.
2. Use the browse  button to search for your image in the pop-up window.
3. Click **Okay** once you've found your image.
4. Before you **Insert** your image, make sure to add a title and description of your image.
(Without a title and description, the image will not be available to preview.)



3.6 FINDING STOCK IMAGES

1. If you are looking for stock images, start by opening your **Assets Page** if it is not already pinned on your workspace.
2. Select the **Media** panel.
3. Browse through the following folder structure. For this site > **NVC** > **Website Assets**. Here, you will find images and video files. The image size will depend on the content area you are in.



3.7 SIZES USED FOR HERO, BANNER, EVENTS & NEWS

- | | |
|-----------|---|
| 1920x1080 | Hero (top of Front Page)/General Banner. |
| 1110x500 | Wide Banner (best for slides)/Header Background. (Black & white faded image.) |
| 932x727 | News Regular. (Image that shows up in News/Student Stories section.) |
| 782x518 | Event Regular (image that shows up as Spotlight Event)/Event Thumbnail |
| 760x427 | News Thumbnail, |

CHAPTER 4

WORKING WITH BLOCKS

4.1 DROP ZONES

Drop zones are used to hold blocks, these zones are capable of holding content in different sections of the page.

The screenshot shows the website for the Palmetto Center for the Arts at Northwest Vista College. The page layout includes a header with the college logo, search bar, and menu. The main content area features a large image of the Palmetto Center building, followed by a sidebar with a 'NEWS & EVENTS' menu and a 'Contact Us' section. The main body contains sections for 'About Palmetto', 'Our Goal', and 'Tickets'. At the bottom, there is a full-width banner for the Palmetto Center for the Arts. Five numbered drop zones are indicated by orange dashed boxes and callouts:

- 1. Content Area - Top Page: The large image of the Palmetto Center building.
- 2. Content Area - Main Content: The 'About Palmetto' and 'Our Goal' sections.
- 3. Content area - Left column: The 'NEWS & EVENTS' sidebar menu.
- 4. Content Area - Main Body: The 'Tickets' section.
- 5. Content Area - Full Width: The bottom banner for the Palmetto Center for the Arts.

Content Area - Top of Page (1)

Drop blocks here to display at the top of the page, between the main menu and the breadcrumbs.

Main - Main Content (2)

Enter content in this built-in rich text field to display below the page title.

Content Area - Left Column (3)

Drop blocks here to display in the left column, below the sidebar menu.

Content Area - Main Body (4)

Drop blocks here to display below the page title and main content, and in the right column.

Content Area - Full Width (5)

Drop blocks here to display at the bottom of the page, at the full content width (no left column).

4.2 TYPES OF BLOCKS

The following blocks are those used most frequently, here are their names:



ROTATING IMAGE BANNER CONTAINER

Used to create a rotating image banner container.



EVENT LIST

Used to create list of event items.



LINK SLIDER CONTAINER BLOCK

Used to create a link slider container for page.



NEWS LIST

Used to create a list of news items.



GROUP CONTENT CONTAINER

Used to display content groups in either Tabs or Accordion layout.



YOUTUBE VIDEO BLOCK

Used to display content in form of a video.



HTML CONTENT

Used to create html content for the site.



HTML CONTENT

Used to create html content.



FORM

Used to add a form to a page.

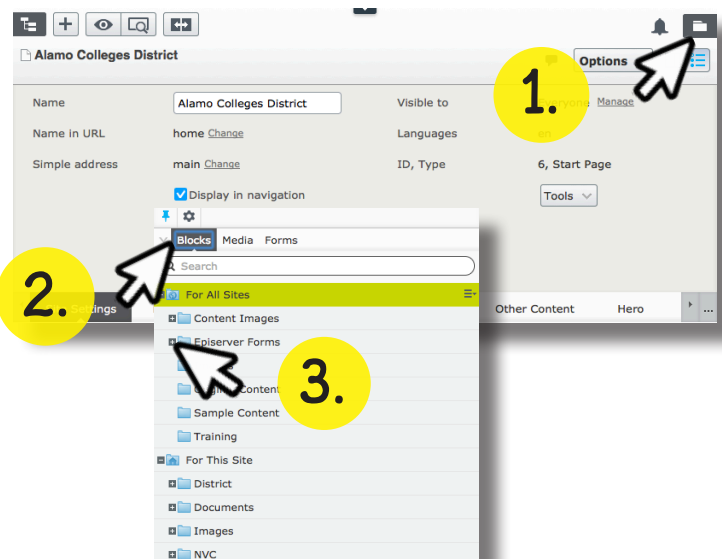


FORM CONTAINER

Used to create a form within its own container.

4.3 OPENING BLOCKS NAVIGATION

1. Locate the **Toggle Assets Pane** button.
2. Pin down the side bar to your work-space by clicking the **Pin** icon. (Optional)
3. Use **+** and **-** to locate desired page/folder.



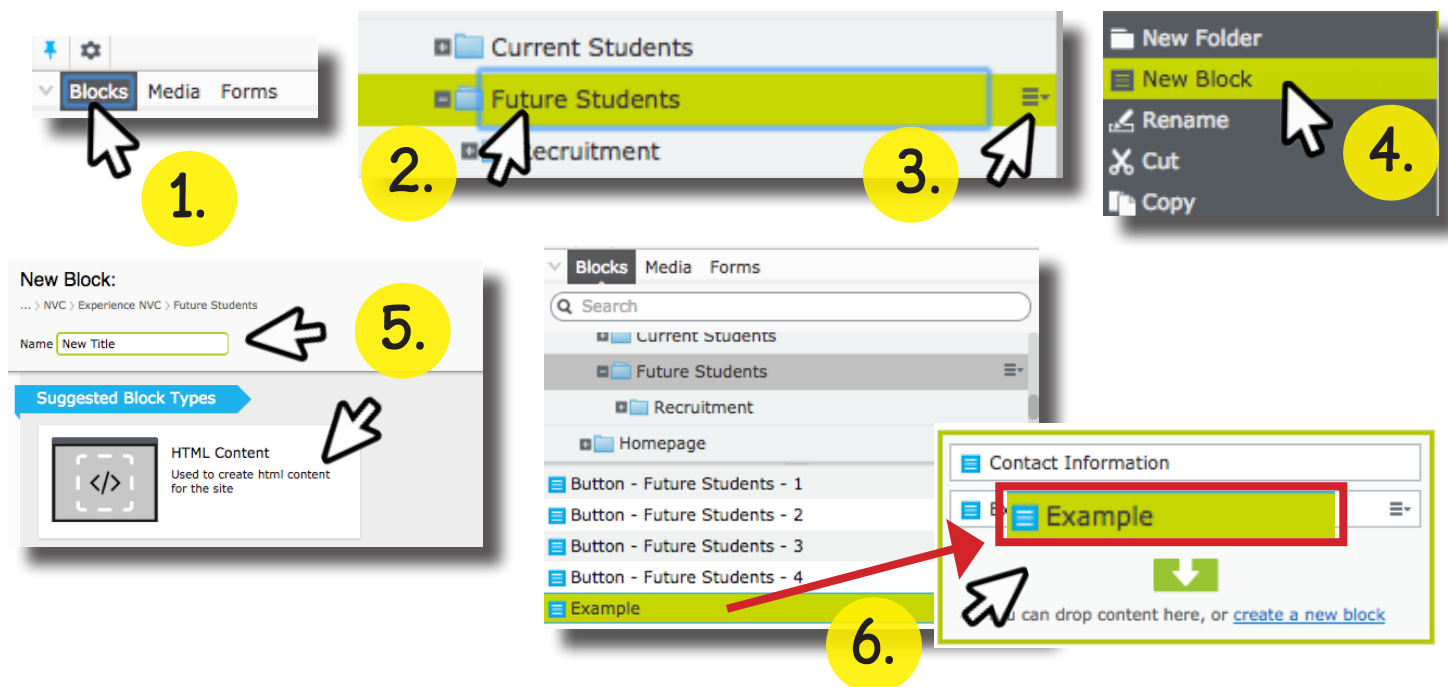
4.4 CREATING A NEW BLOCK

The two methods to create a block are to click on a folder's drop-down menu and select **New Block** or through the CMS dashboard and **Create A New Block**.

Method 1:

Open the blocks menu. Refer back to chapter 4.3.

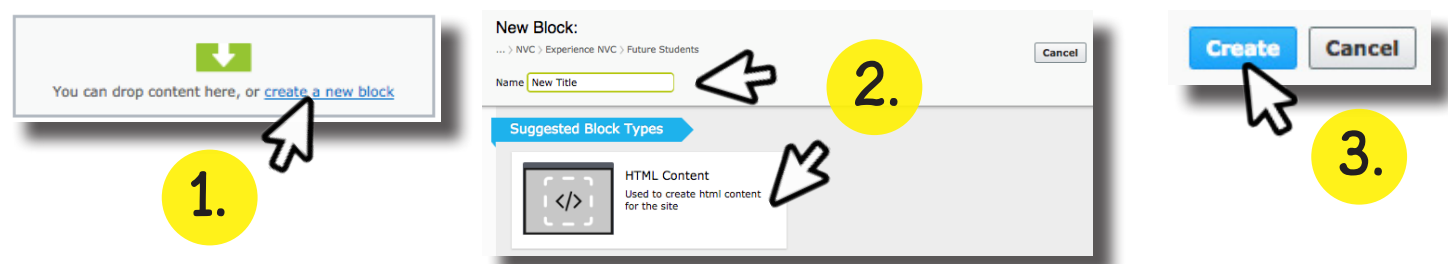
1. Select the **Blocks** category.
2. Select the folder in which you would like to add a block.
3. Click the button on the right side of the folder to bring down the drop-down menu.
4. Select **New Block**.
5. Give your block a title and select the type of block you want.
6. Drag and drop your new block into the content area.



Method 2:

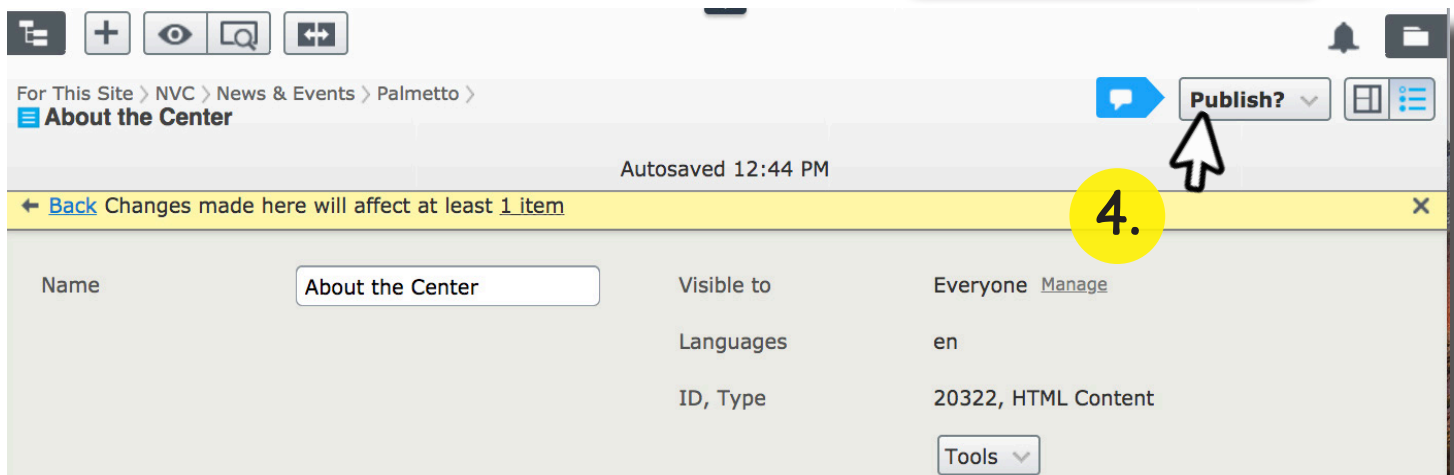
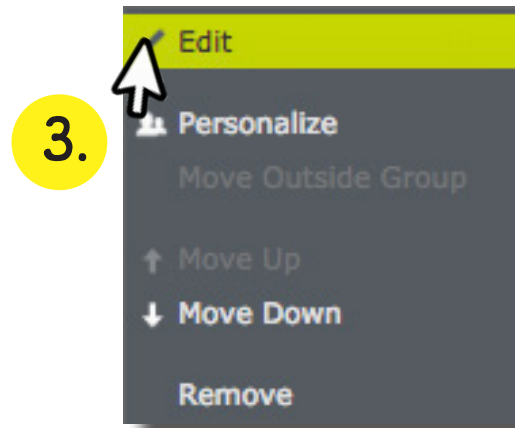
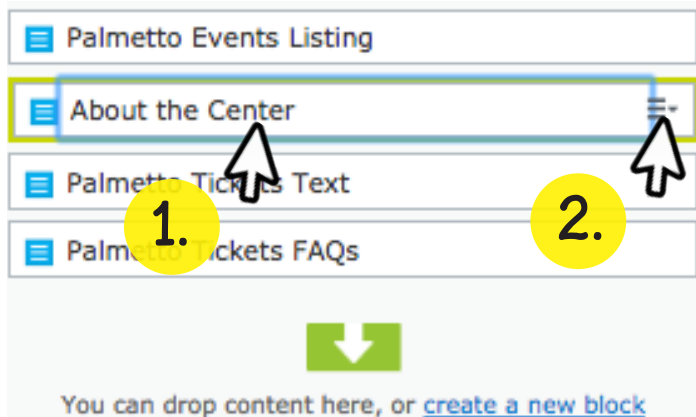
On the CMS dashboard page locate the content area where you would like a new block.

1. Select **Create A New Block**.
2. Give your block a title and select the type of block you want.
3. Make your edits to the block and then click the **Create** button.



4.5 EDITING A BLOCK

1. Select the block you would like to edit.
2. On the right of the block, choose the drop-down button.
3. In the drop-down menu, click **Edit**
4. Make your edits and click the **Publish?** button.



4.6 FOR THIS PAGE VS. BLOCKS IN FOLDERS

When creating blocks in the CMS dashboard, always drop the block into the corresponding folder to keep your files organized.

Otherwise, the files will automatically save in a section on your **Assets Pane**, under **Blocks** called **For This Page**.

To be able to reuse these blocks, they will need to be moved to an assigned folder. Also, doing so will help keep your folder structure well organized.

