



WEST VIRGINIA
STATE
UNIVERSITY

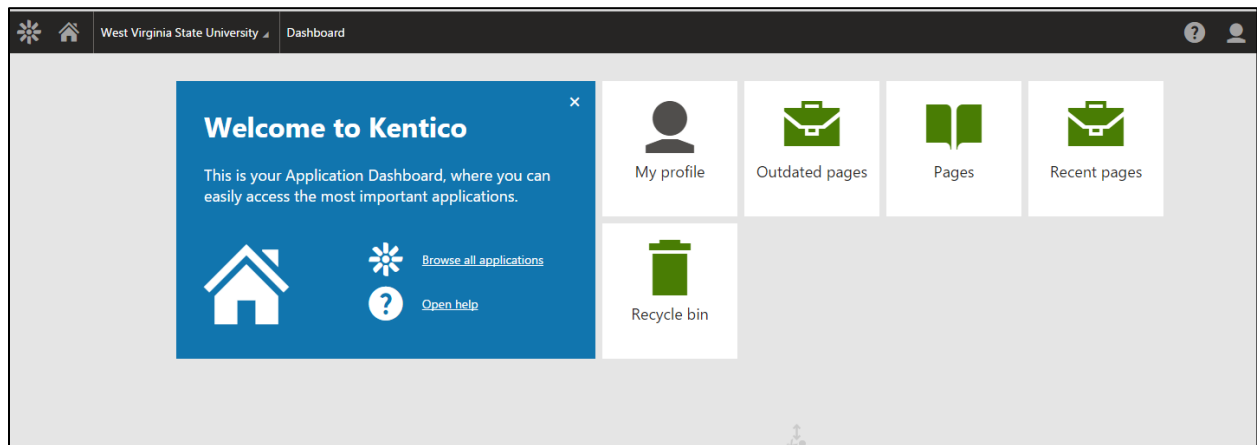
WVSU Content Editor Website Training

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Login

Login and you will see the Kentico dashboard.



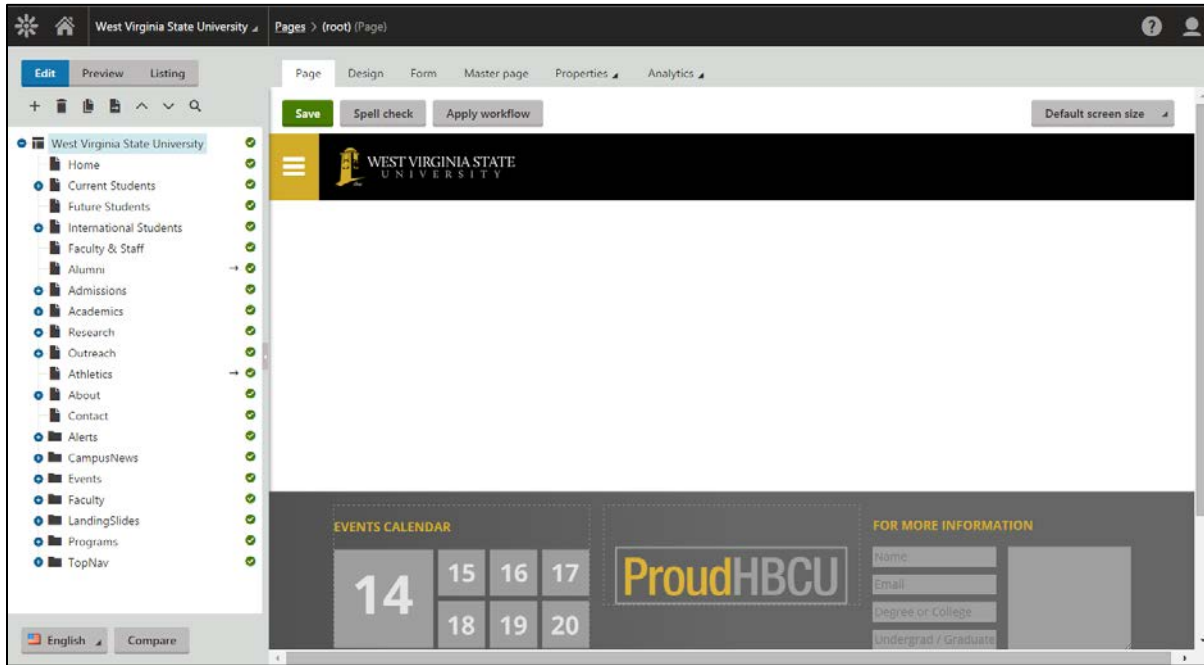
- My Profile allows you to fill out additional information and change your password.
- Outdated pages will show you all of your created pages based on how long they have been in the system.
- Pages shows you the tree and all of the pages in the website.
- Recent Pages is a list of pages that you have recently modified.
- Recycle bin allow you to restore deleted documents.

To Change your password

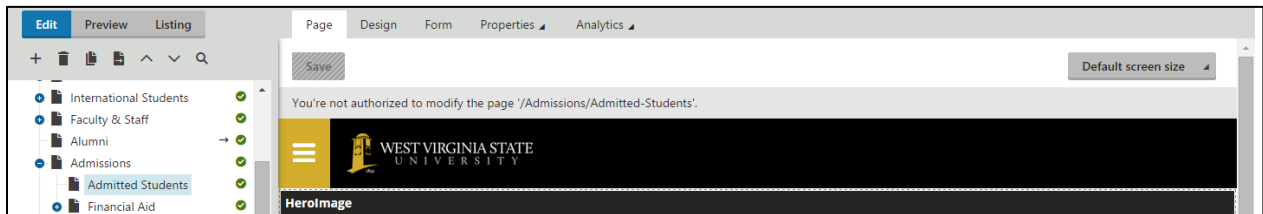
Click on the My Profile button. Fill out any missing name information and make sure your email address is correct. Add your email address to the messaging notification email field. The rest of the fields are optional.

- Click on the Change password tab on the left.
- Enter your existing password from the email.
- Enter a new password and again in the confirm password field.

Click on Pages and the tree and pages will appear.



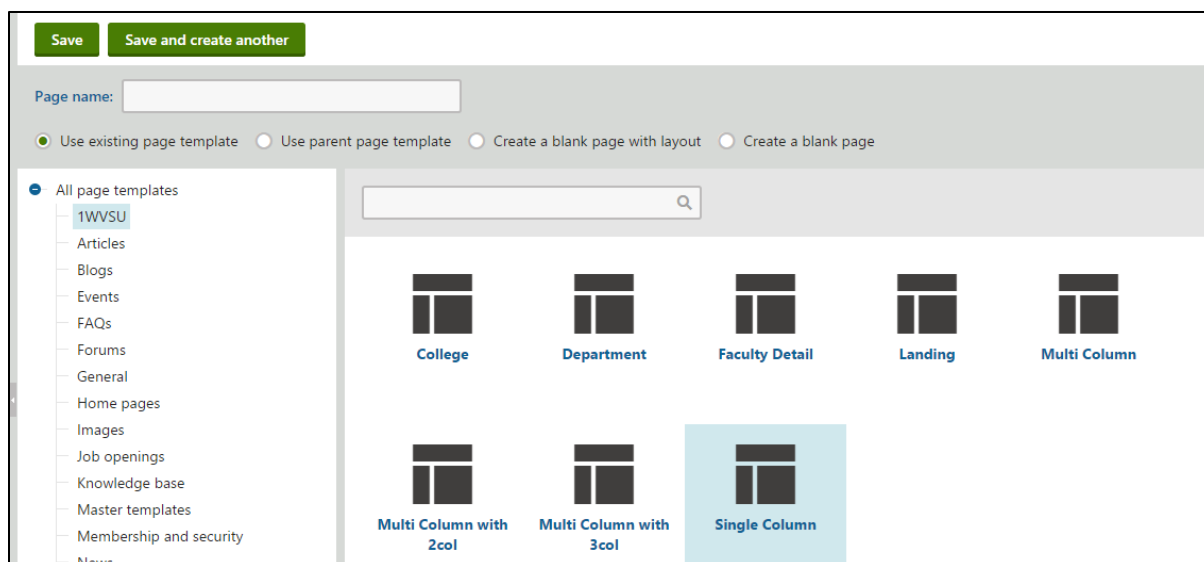
You will have access to your pages to modify. If you see a message at the top of the page at the top of the page below the save button stating you are not authorized to modify the page, you do not have permission to modify the page.



Setup New Page

- Expand the tree on the left to find the area you want to add the page.
- Click on the page above where you want to add the new page.
- Click on the plus sign above the tree.
- Select Page.
- Click on the 1WVSU folder in the middle column.
- Select the correct template on the right.
- Enter the page name near the top.
- Press Save.

You can quickly set up multiple pages by clicking on the Save and Create Another button.



Templates

College – This is only used for the four college pages.

Department – This is only used for the department pages under the colleges.

Faculty Detail - This template is automatically selected when you add a new page under faculty.

Landing – This template is used to create a new Landing Page.

Multi Column – This template is the most used template in your website. This is a very flexible template that allows for a photo to go across the entire page at the top or just a large image. You can also add a title, accordions, boxlinks, staff profiles, and has a right column for additional information.

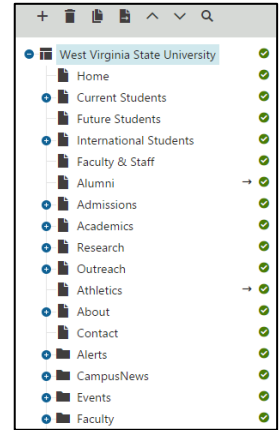
Multi Column with 2Col – This template is the same as the Multi Column template but also has 2 columns under the accordions for additional information formatting.

Multi Column with 3Col – This template is the same as the Multi Column template but also has 3 columns under the accordions for additional information formatting.

Single Column – This template only has a single column that goes across the page. Great for a campus map or other image that takes up the entire page. You can add a title, accordions, box links and staff profiles to this template also.

Edit Existing Page

To edit a page, find the page in the tree on the left side of the screen. Use the blue plus signs + next to the folders to view pages under that folder. The page and editable areas will appear on the right side of the screen. You can simply click in the editable area and edit the text. If you do not have permission to edit the page, there will not be editable areas on the page. An arrow next to the green check box indicates that the page is a link to another page or site. The green arrow indicates that the page is live.



Delete Page

- Expand the tree on the left to find the page you want to delete.
- Click on the page to delete.
- Click on the trash icon above the tree.
- If you are sure you will never want to restore the page, you can check the destroy box.
- If there are translated page, you can check the culture box to destroy these pages also.
- If you are replacing an existing page, someone may have the old page bookmarked. Check the redirect box and follow instructions to redirect the bookmarks to the new page.
- Press Delete.

Copy Page

- Expand the tree on the left to find the page you want to copy.
- Click on the page to copy.
- Click on the copy icon above the tree.
- A copy screen will appear with another tree.
- Select the page in the tree where you want to copy the new page underneath.
- Choose your desired options.
- Click Copy.

Move Page

- It is easier to click and drag a page on the tree to the location that you desire.
- Expand the tree on the left to find the page you want to move.
- Click on the page to move.
- Click on the move icon above the tree.
- A move screen will appear with another tree.
- Select the page in the tree where you want to move the page underneath.
- Choose your desired options.
- Click Move.

Search for Page

- Click on the magnifying glass icon above the tree.
- Enter the phrase you are searching for.
- You have a few choices for your search mode.
- You can choose to search only translated pages.
- You can search only published pages.
- Click Search.

Website indexes: (SQL search)

Search phrase:*

Search mode: Any word

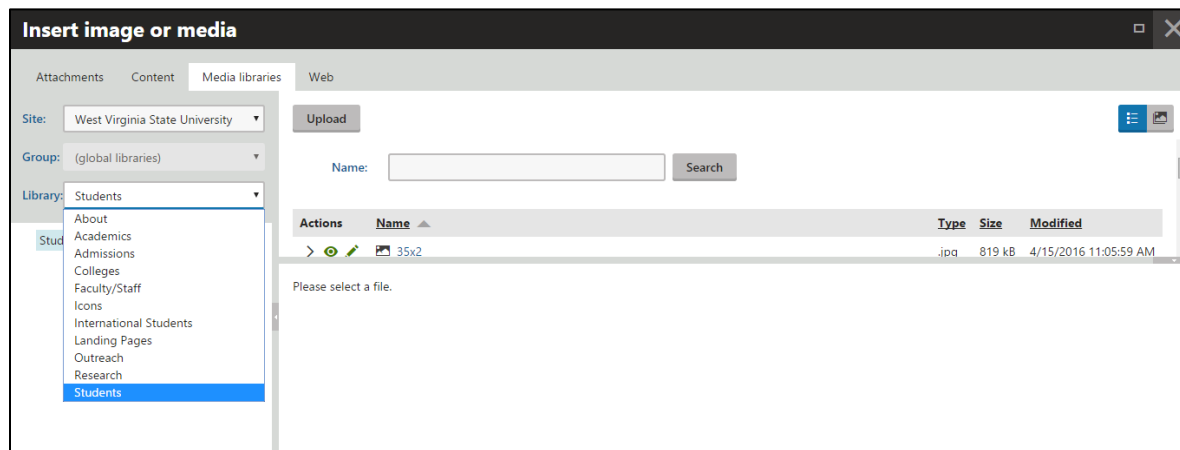
Language: Translated to (any culture)

Only published

Toolbar - When you click on the editable area, the toolbar will open.



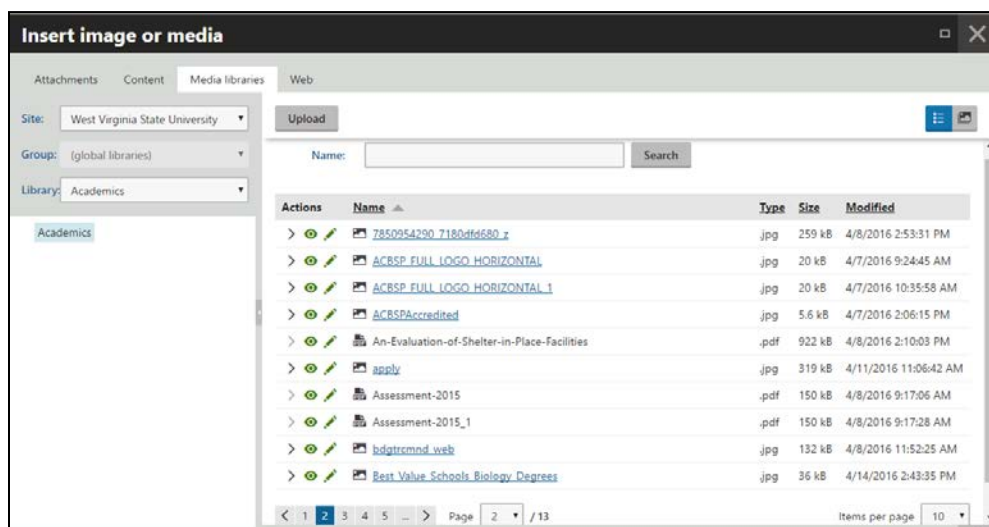
1. The source button is used when you need to access or edit the html coding for the content area. Most of you will never use this.
2. Cut
3. Copy
4. Paste
5. Paste as plain text
6. Paste from Word
7. Spell Check
8. Undo
9. Redo
10. Find
11. Replace
12. Remove Format
13. Bold
14. Italic
15. Underline
16. Strickthrough
17. Subscript
18. Superscript
19. Numbering
20. Bullets
21. Decrease indent
22. Increase indent
23. Block quote
24. Create div container
25. Left align
26. Center align
27. Right align
28. Justify
29. Insert/edit link
30. Unlink
31. Insert/edit image
32. Insert table
33. Horizontal line
34. Special character
35. Insert form
36. Insert poll
37. Insert You Tube Video
38. Insert widget
39. Paragraph format – We have setup 6 heading styles for you. This will determine the font, size and color of the text. This will keep the font and colors consitent throughout the site.
40. Font color – these will be automatically set by the chosen style. Please use other colors sparingly.
41. Show blocks – These show hidden fields associated with the paragraph format.



Add Image

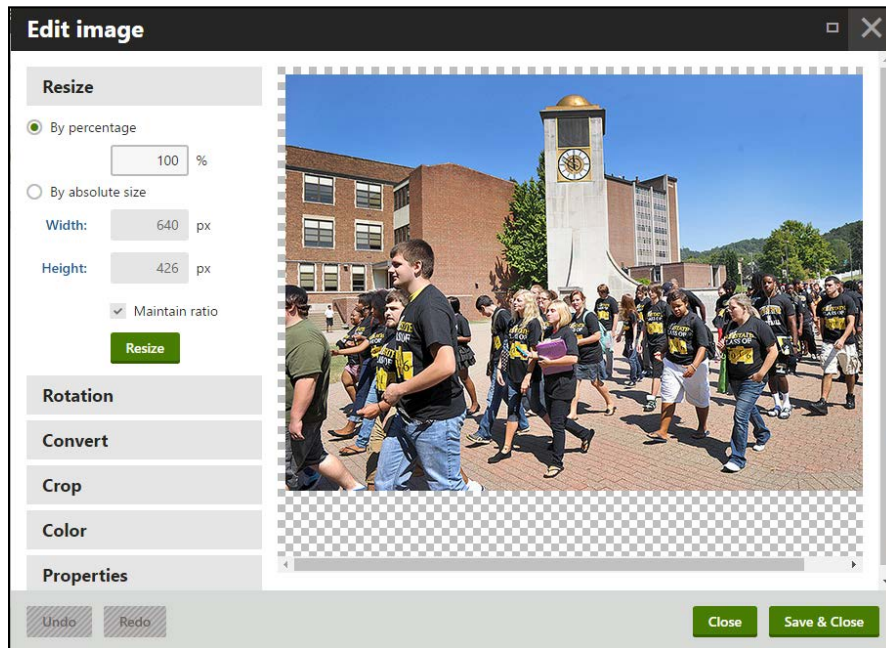
- Go to the page in the new site.
- Click on the column to add the image.
- Click on the filmstrip icon on the toolbar.
- Click on Media Library tab at top of window.
- Library field – Pull down to access your library or choose one that matches your pages
- Click Upload button top middle section.
- Find and select the image you want to add to the page.
- Change the width to 376px for the right column, 1000px for a top image and 2000px to go across the entire width of the page.
- Click on Save and Close.

There is a search feature if you want to search for an image. You may have to click on the middle bar to view all images in the folder.



Edit Image

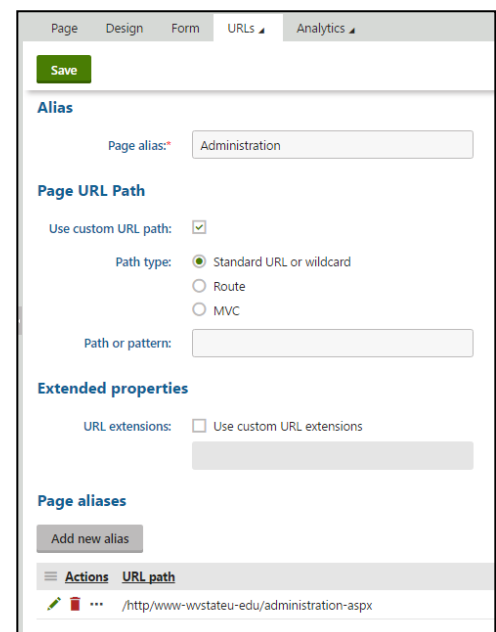
- When you click on the filmstrip in the toolbar, the image or media screen will appear.
- Click on the media library tab.
- There is a bar in the middle of the right screen. Click on the tab to allow you to view the list of images.
- Select the Library that matches your main menu. This is where your image should be stored.
- There are icons for actions, name, type, size and date modified. There is also a name search.
- Find your image. Click on the pencil to edit the image.



- You can resize the image by percentage or absolute size.
 - You can rotate the image.
 - You can convert a bmp to a smaller jpg.
 - You can click and drag on the image to crop to that area.
 - You can remove the color and make a grayscale image.
 - You can add a new title or description to the image to make it easier to find.

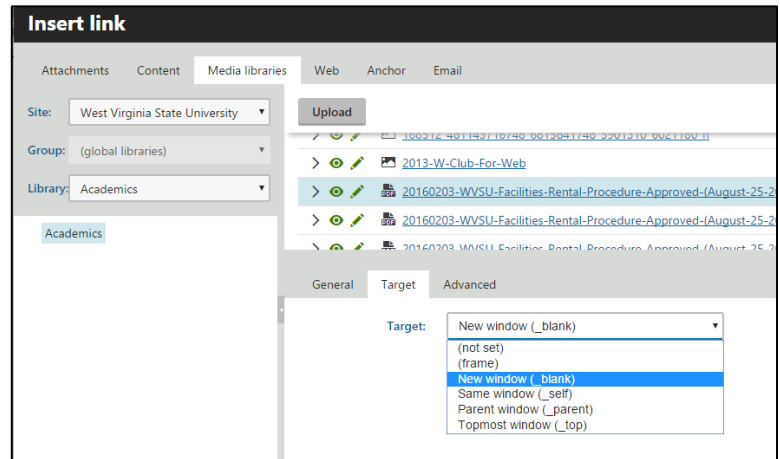
Add Alias or Short Url to a Page

- Click on Properties tab Upper menu.
- Click on URLs.
- Click on Add new alias button at bottom of screen.
- Add the new url or paste the old url into the path field (These all have to be unique).
- Click on Save.



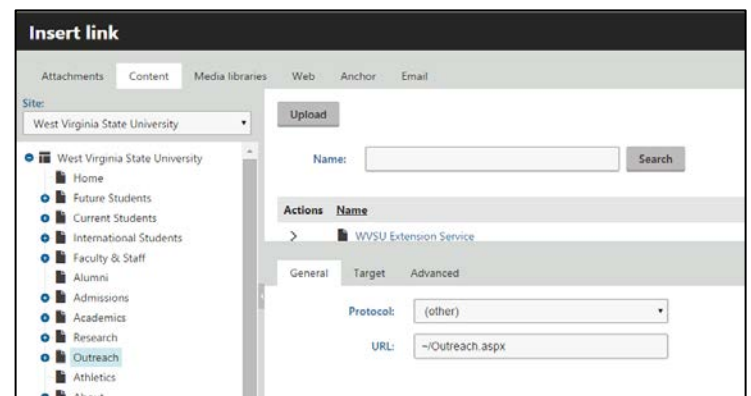
Add Document Link

- Highlight the text that you want to link to a pdf document.
- Click on the Link Icon in the toolbar.
- Click on the Media Library Tab.
- Select the Library where you want to save the document from the dropdown list.
- Click on the Target Tab in the middle of the screen.
- Select New Window (_blank)
- Save and Close.



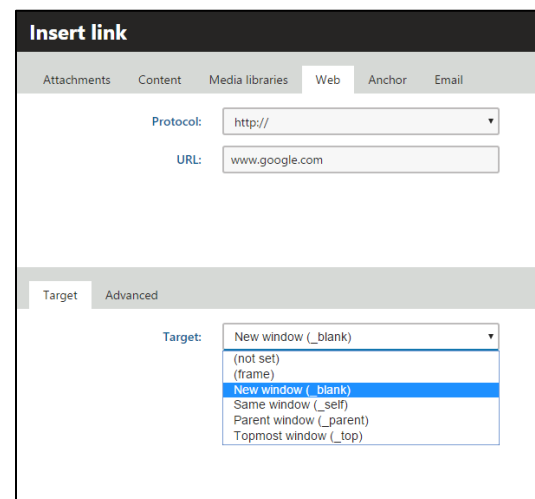
Add Link to a page in the Website

- Highlight the text that you want to link to another page.
- Click on the Link Icon in the toolbar.
- Click on the Content Tab.
- Select the Page that you want to link to.
- Save and Close.



Add Link to a Page Outside the Website

- Highlight the text that you want to link to page outside of the website.
- Click on the Link Icon in the toolbar.
- Click on the Web Tab.
- Add the website that you want to link to in the URL field.
- Change the target field to New Window (_blank).
- Save and Close.



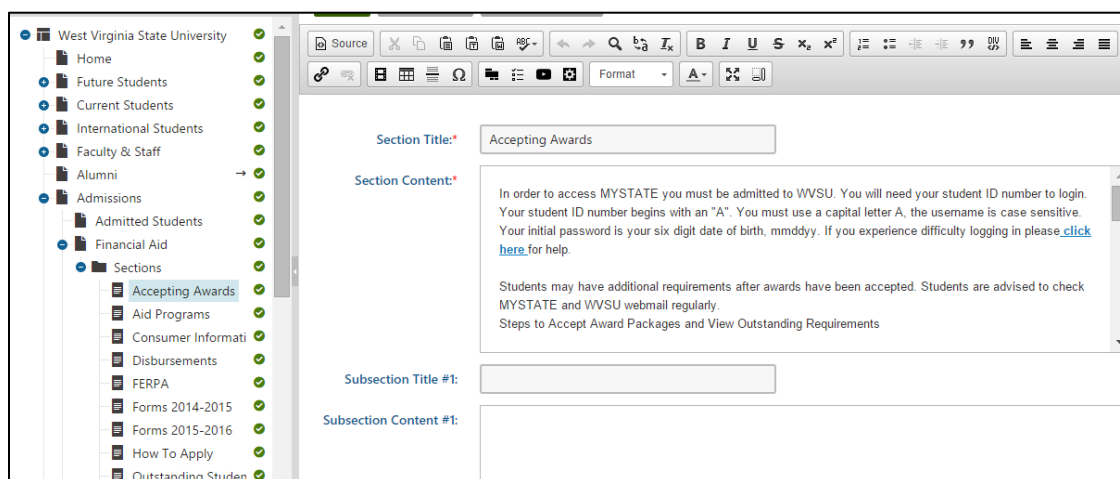
Add Accordion Section on a Page

- Expand or click on the page you want the accordion.
- If there is no section folder, click on the plus sign above the tree.
- Click on folder.
- Name the folder Sections.
- Click on Save.
- Click on the Sections folder.
- Click on plus sign above the tree and select Accordion Section from the list.
- Add a title and content.
- Do not add anything to the Publish to and Publish From fields.
- Click on Save.
- You can click and drag the accordion sections in the folder to reorder.

Please select new page type

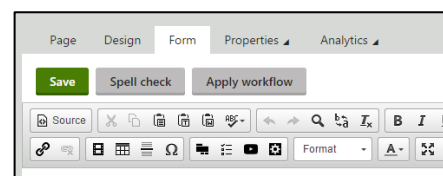
- [Page \(menu item\)](#)
- [Article](#)
- [File](#)
- [Folder](#)
- [News](#)

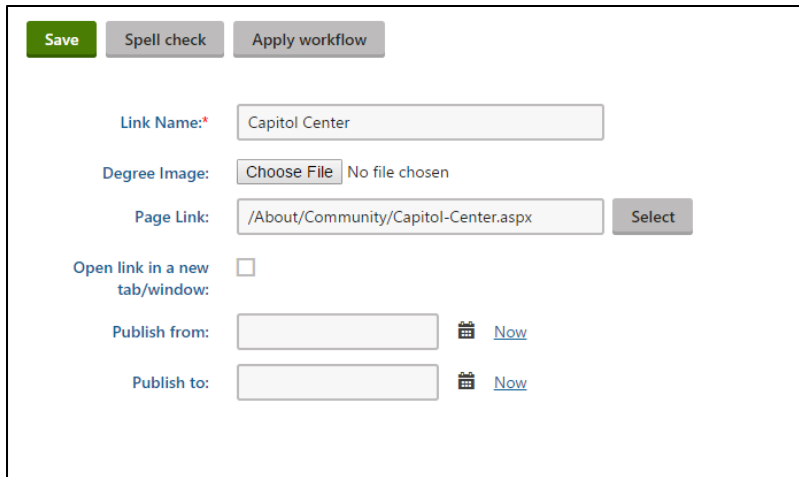
[Link an existing page](#)



Edit an Accordion Section

- Expand the page with the accordion.
- Expand the Sections folder.
- Click on the Accordion Title that you want to edit.
- The page will be blank –
- Click on the form tab above the right area of your screen.
- Make your edits and save.
- You will have to go back to the Page Tab and select your page in the tree to view your change.





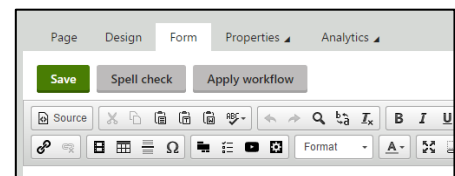
Add BoxLink to a Page

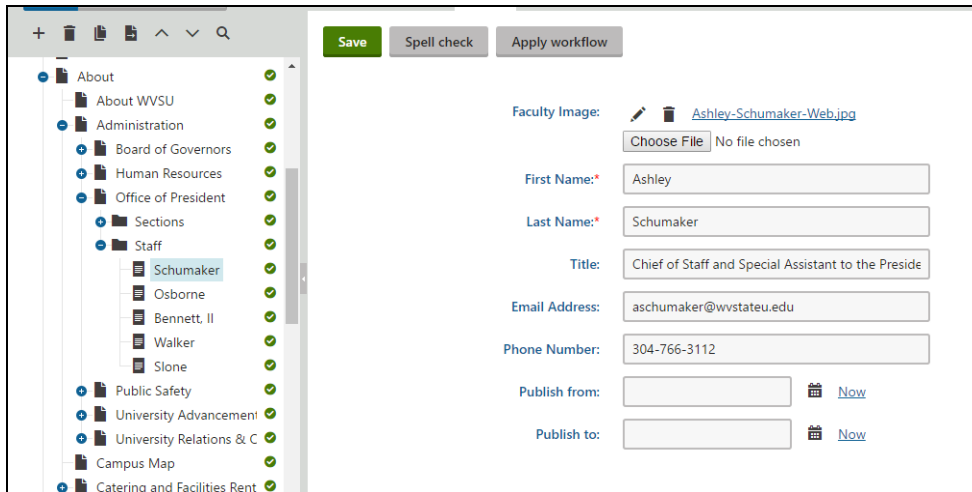
This is for all pages except for College and Department Pages. See those sections below.

- Click on the page you want to add box links.
- Click on the plus sign above the tree.
- Select Folder from the list.
- Name the folder BoxLinks and click on save.
- Click on the folder in the tree and press the plus sign above the tree.
- Select Box Links from the list.
- Enter the Link Name to appear on top of the image.
- Select an image.
- Click on Select next to Page Link, a new tree will appear, select the page to link the image to.
- Or you can paste a link to another website. Make sure you check Open in a New Tab/Window if you link outside of your website.
- Do not add anything to the Publish to and Publish From fields.
- Press Save.

Edit a Box Link

- Expand the page with the Box Link.
- Expand the BoxLinks folder.
- Click on the BoxLink Title that you want to edit.
- The page will be blank –
- Click on the form tab above the right area of your screen.
- Make your edits and save.
- You will have to go back to the Page Tab and select your page in the tree to view your change.





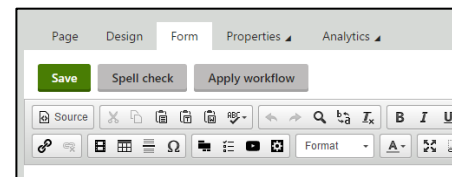
Add Staff Member to a Page

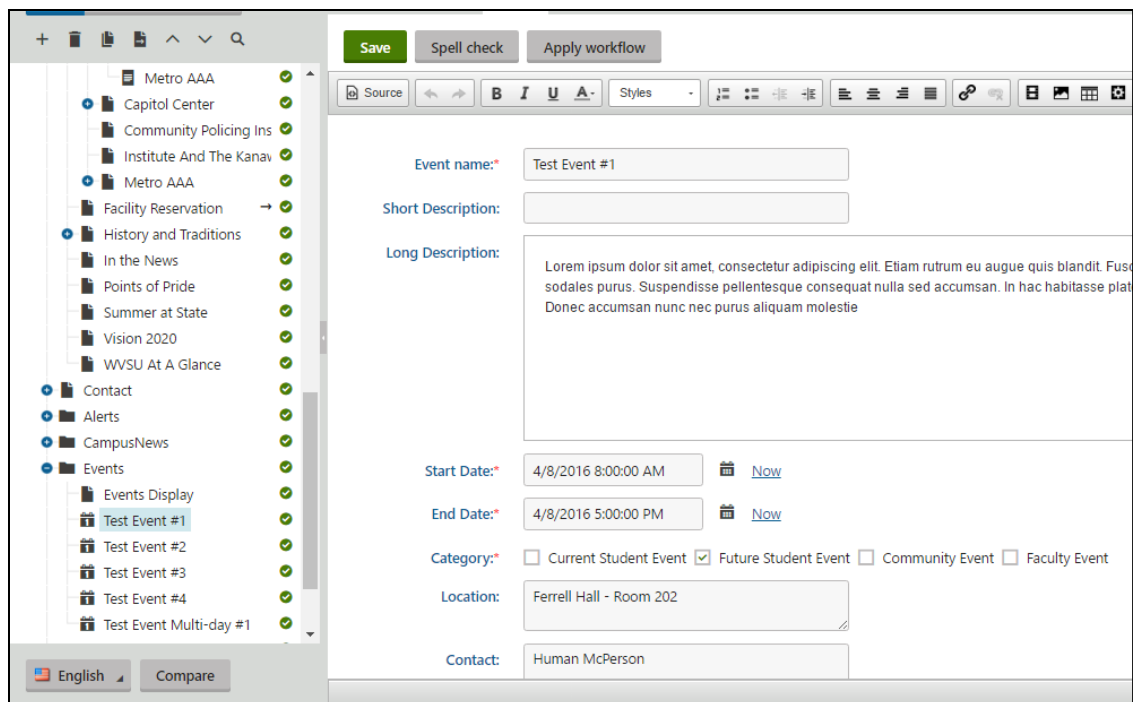
This is for all pages except for College and Department Pages. See those sections below.

- Click on the page you want to add a staff member.
- Click on the plus sign above the tree.
- Select Folder from the list.
- Name the folder Staff and click on save.
- Click on the folder in the tree and press the plus sign above the tree.
- Select Staff from the list.
- Select an image.
- Fill out the rests of the information.
- Do not add anything to the Publish to and Publish From fields.
- Press Save.

Edit a Staff Member

- Expand the page with the Staff Member.
- Expand the Staff folder.
- Click on the Staff Name that you want to edit.
- The page will be blank –
- Click on the form tab above the right area of your screen.
- Make your edits and save.
- You will have to go back to the Page Tab and select your page in the tree to view your change.





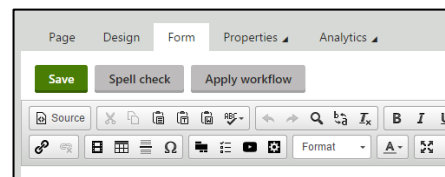
Add Event

- Expand the Events folder near the bottom of the tree.
- Click on the current year.
- Click on the plus sign at the top of the tree.
- Click on WVSU Event in the list.
- Add the event name, descriptions, start and end date and time, category, location, and contact. Do not add a publish from or to date – old events will not appear on the calendar.
- Save.

You can leave past event items that show up each year and just change the date to make them show up for the next year. Or you can delete the old events by clicking on the event and clicking on the delete button at the top of the tree.

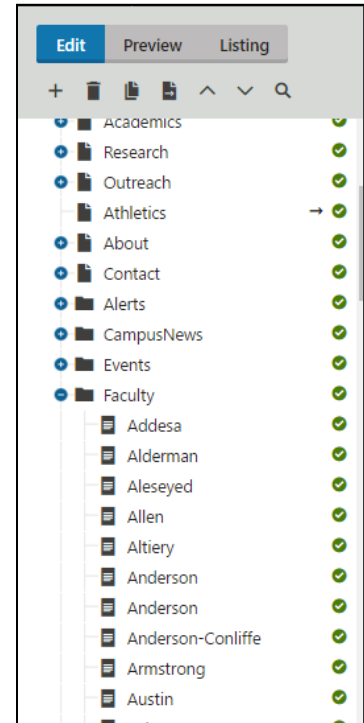
Edit a Box Link

- Expand the page with the Box Link.
- Expand the BoxLinks folder.
- Click on the BoxLink Title that you want to edit.
- The page will be blank –
- Click on the form tab above the right area of your screen.
- Make your edits and save.
- You will have to go back to the Page Tab and select your page in the tree to view your change.



Add Faculty Member to a Department Page Under Colleges

- Near the end of the tree is a folder for Faculty.
- Expand the Faculty Folder.
- Make sure the person is not already in the list – alpha last name.
- Click on the plus sign above the tree.
- Select faculty from the list.
- Add image and fill out fields.
- If they are a dean or a chair, check the appropriate box.
- Put the appropriate information in the correct fields.
- If there are no fields for the information, place the information in the biography field.
- Check the appropriate department.
- Save.
- When you have finished adding all of the faculty for a department, check the department page to make sure all of the faculty appear under the accordion sections. The chair should appear in the right column. Then dean should appear in the right column of a college page.



Edit a Faculty Member

- Expand the Faculty Folder at the bottom of the tree.
- Click on the Faculty Name that you want to edit.
- The page will be blank –
- Click on the form tab above the right area of your screen.
- Make your edits and save.
- You will have to go back to the Page Tab and select your page in the tree to view your change.

