HUNTER

WebCMS Cheat Sheet

Content Types

Pages are the building blocks of your website and can contain text, images, links and tables.

Folders hold other items and are used to build structure within your website.

An **alias** is a tool used to display the exact same content in more than one place in your subsite.

A **superlink** is used to add a navigation menu item.

A **collection** is a special folder that displays the results of a defined search.

A **window** is used to display an external web page within the context of your subsite.

The **repository** is a special container object that holds your files and images.

The **pressroom** is a special container object that holds your news, events and announcements.

Orgfolders are container objects that come with their own pressroom and repository.

Roles

To find out what roles you've been assigned, look for the **Permissions** box at the bottom of each page in the WebCMS. For more information, contact your subsite's staff manager.

States

An item's state indicates where that item is in the workflow process. To learn about the various publishing states, visit **www.hunter.cuny.edu/ hunter-webcms/states**.

Log in:
http://webedit2.hunter.cuny.edu

General help:
helpdesk@hunter.cuny.edu
212-772-HELP (4357)

Online help documentation site:
www.hunter.cuny.edu/hunter-webcms

Training schedule and registration:
www.hunter.cuny.edu/hunter-webcms/training

Firefox is the recommended web browser for the WebCMS.

How To...

Create a New Page
1. Navigate to the folder where you want to create a new page.
2. Click on **add new...** in the green menu bar, then select **page**.
3. An editing screen will open where you'll set up the page.

Create a New Folder
1. Navigate to the location in your subsite where you want to create the new folder.
2. Click on **add new...** in the green toolbar, then select **folder**.
3. The **Add Folder** page will open where you'll give your new folder a title.

Copy and Paste from MS Word
1. In the **Body Text** area, click on the **Paste from Word** icon in the toolbar. A box titled **Paste From Word** will appear.
2. Switch to your Microsoft Word document, and copy the text you want to paste.

3. Switch back to your **WebCMS editor**, where you will still see the **Paste from Word** box in front of your **Edit Page** screen.
4. Click in this box, then click on **Edit** and select **Paste** from your browser's menu bar.
5. Click on **Insert**.

Upload Images/Files to Repository
1. From your subsite's homepage, click on the **Contents** tab, then **Repository**, then **Images** or **Files**.
2. Select **add new...** from the green toolbar, then select **Image** or **File**.
3. The **Add Image/Add File** page will open where you can upload your file and add a title.

Insert an Image on a Page
1. Click in the **Body Text** area where you want to place your image.
2. Click on the **Insert/Edit Image** icon in the toolbar.

Formatting Toolbar

Top line (L-R): Paste from Word, Undo, Redo, Find/Replace, Style Highlighted Text, Bold, Italic, Underline, Strikethrough, Align Left, Align Center, Align Right, Unordered (Bulleted) List, Ordered (Numbered) List, Outdent, Indent, Wrapper Style

Bottom line (L-R): Insert a New Table, Table Row Properties, Table Cell Properties, Insert Row Before, Insert Row After, Delete Row, Insert Column Before, Insert Column After, Remove Column, Split Merged Table Cells, Merge Table Cells, Insert/Edit Link, Unlink, Insert/Edit Anchor, Insert/Edit Image, Insert/Edit Embedded Media, Edit HTML Source, Toggle Fullscreen Mode

3. The **Insert/Edit Image** window will open.
4. In the **Image List** area, click on **Repository**, then click on **Images**.
5. Select the radio button next to the image you'd like to use.
6. Choose image specifications in the **Details** column.
7. Click on **Insert**.

Link to Pages Within WebCMS
1. In the **Body Text** area, highlight the text you want to turn into a link.
2. Click on the **Insert/Edit Link** (chain link) icon in the toolbar. A box titled **Insert/Edit Link** will appear.
3. Navigate through the middle section of this box entitled, **Link List**, to find the item to link to.
4. Select it and click on **Insert**.

Link to Pages Outside WebCMS
1. In the **Body Text** area, highlight the text you want to turn into a link.
2. Click on the **Insert/Edit Link** (chain link) icon in the toolbar. A box titled **Insert/Edit Link** will appear.
3. Click on **External** under **Libraries** in the left column.
4. Enter the complete web address you'd like to link to in the **Link URL** area.
5. Click on **Insert**.

Link to an Email Address
1. In the **Body Text** area, highlight the text you want to turn into a link.
2. Click on the **Insert/Edit Link** (chain link) icon in the toolbar. A box titled **Insert/Edit Link** will appear.
3. Click on **Mail** under **Libraries** in the left column.
4. In the **Mail** area, enter the email address you'd like to link to, and the subject you'd like to use.
5. Click on **Insert**.

Edit Externally Published Items
1. After a content item has been **externally published**, you must use the check-out/check-in process to edit it.
2. Navigate to the page or content item you want to edit.
3. In the green toolbar, select **Actions**, then **Check Out**.
4. You now have a "working copy" of the item you wish to edit.
5. Click on the **Edit** tab to edit your content. **Save** when done.
6. To publish your changes, you must **check in** the item.
7. Navigate to the "working copy" of the item you want to check in.
8. In the green toolbar, select **Actions**, then click on **Check In**.
9. When the page reloads, you'll be asked to confirm the check in by clicking on **Check In**.

Add Announcements or News
1. From your subsite's homepage, click on the **Contents** tab, then **Pressroom**.
2. Click on the folder where the item you want to add is located.
3. In the green toolbar, select **Add New**, then choose **News Item**, **Event** or **Announcement**.
4. On the **Add Item** page, enter content.
5. Click **Save** when done.

Need help?

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