UTS public website CMS training

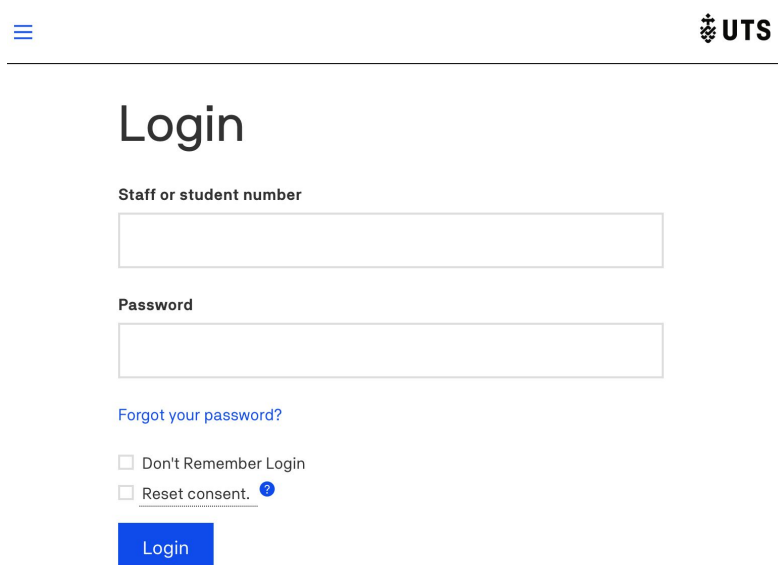https://www.uts.edu.au/user

Getting started

The UTS website is delivered using a Content Management System (CMS) called Drupal.

The aim of this training is to familiarise you with the Drupal interface and enable you to complete some tasks associated with creating and editing content on the UTS website.

Logging in

1. Go to https://www.uts.edu.au/user
2. Log in to the website using your UTS staff number.

Screenshot of the UTS public website login page.

To keep things secure, there's a slightly different process to log in if you're not on the UTS campus.

Logging in from outside the university

1. Log into the UTS VPN at: https://vpnr.uts.edu.au/my.policy
2. Select "Public website Drupal" from the list of Staff Resources. This will take you to the website login page.

Permissions and finding pages

Permissions and User roles

All users of the CMS have different kinds of access levels.

These are:

- **Contributors** - can edit, save draft content and submit finalised content for review by a publisher to push live.

- **Publishers** - can edit content, review submissions from contributors and publish drafts. Generally, they will be responsible for limited content areas within the UTS site.

    o   Power publisher - Web Team/MCU only

    o   UTS homepage publisher - MCU only

- **Administrators** - have special rights to manage site settings, give permissions to new users, update menus, as well as rights to edit, save and publish content.

Note: If you require permission to edit an additional section of the UTS website, refer to **Who do I contact for assistance?** in this document.

Finding your content

There are various ways to find CMS content, so use whatever method you find the easiest.

Method 1: Find the page, login, reload

1. Find the page you want to edit by searching for it on the UTS website
2. Open a new tab in your web browser and login to the website
3. Go back to your original tab and reload it
4. You should now be able to see extra options at the top of the page.
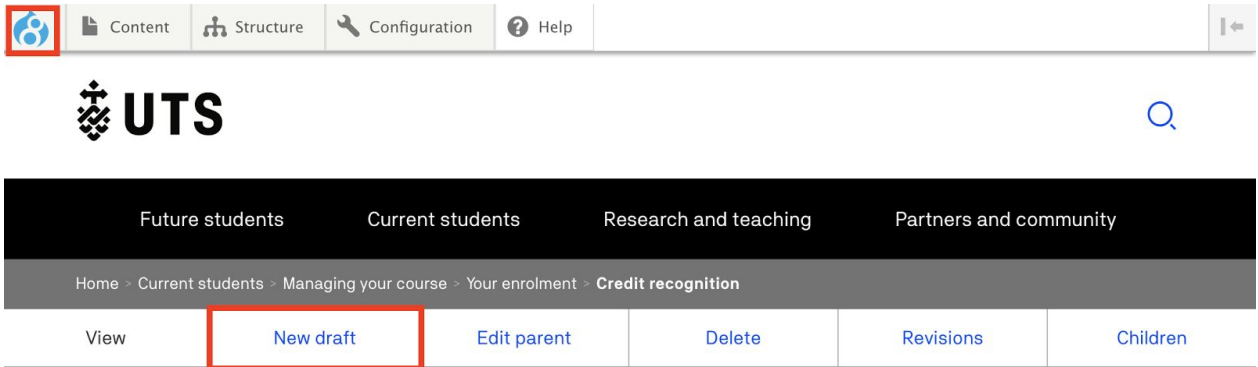
Screenshot of a page in the CMS with blue drop icon and "New draft" link highlighted.

Method 2: Blue drop

1. [Login to the website](#)
2. Select the blue drop icon in the CMS toolbar. This will take you to the UTS homepage.
3. Navigate through the website to find the the page you want to edit
4. When you've found the page, you can start editing by selecting the "New draft" option.

Note: The "New draft" option will only be visible if you have permission to edit the page.

Method 3: Content filter

1. [Login to the website](#)
2. Select the button in the top left corner of the page labelled "Content".
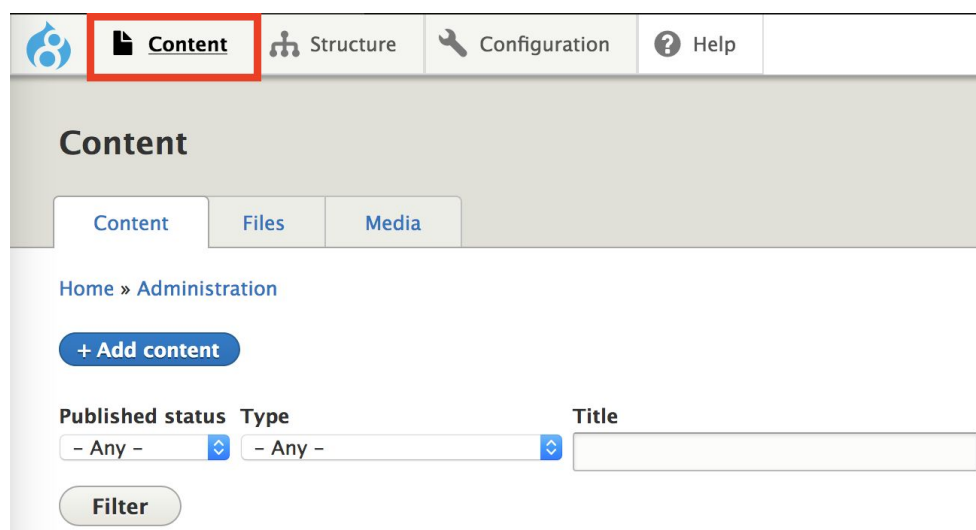
Screenshot of the "Content" button and the content filter interface.

You will be presented with a list of the website's most recently edited content.

You can filter this content by:

- o Published or not published
- o What type of content it is, such as:

    - Article pages
    - Event pages
    - News pages
    - Pages listing news and events (index pages)
    - Flexible landing pages
    - Course area landing pages
    - The title of the page

Pages that you have permission to edit will have an "Edit" button in the "Operations" column.

Screenshot of a page with an "Edit" button next to it.

Draft vs. Published pages

When we edit pages in the CMS they are saved in a "draft" format. This means that people who aren't logged in to the website can't see the changes you have made until the page is published.

You can create as many drafts as you like, updating the page until it is ready for the public to see.

If you're a **Contributor**, after editing your page, you will submit the page for approval and someone else will publish it.

If you have **Publishing** rights you can publish your own drafts right away, as well as having the right to approve other people's work.

Note: If you forget to publish your page (make it live to the public) you won't be able to see the changes to the page once you have logged out of the CMS.
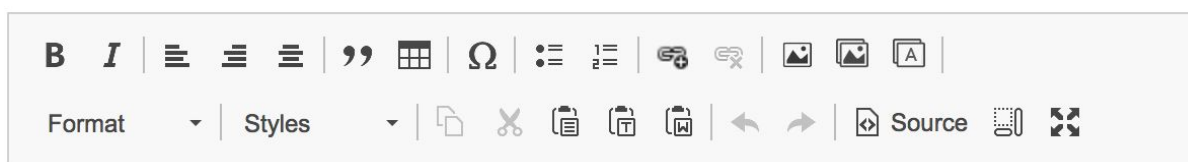
Updating and creating content

Opening an existing page for editing
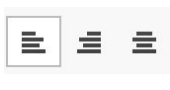
Clicking on the "New draft" tab in the Drupal toolbar enables you to start editing an existing page.
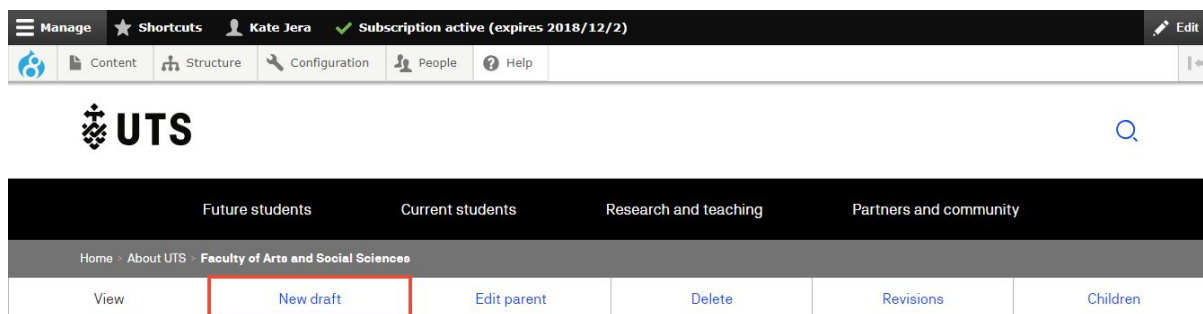
WYSIWYG toolbar

Use the content formatting toolbar, also known as a WYSIWYG ("What You See Is What You Get") editor, to add in and change the appearance of content.

B	Bold text
I	Italicise text
≡ ≡ ≡	Alignment of elements – left, right and centre
,,	Add a block quote – this places a grey box outline with blue quotation marks around your selected text content

	Add / remove a link
	Add a bulleted or numbered list – structuring content with lists allows users to quickly scan important information
	Add image, video or document files
	Add a media gallery
Normal ▾	Style selector – the drop down options **include headings**

Applying heading styles

Headings and subheadings play an important role in content structure by dividing content into sections. The style selector allows you to add heading styles to your content.

It is important to apply your headings in order. Keep headings correctly ordered by applying Heading 2 onwards to the content of your pages.
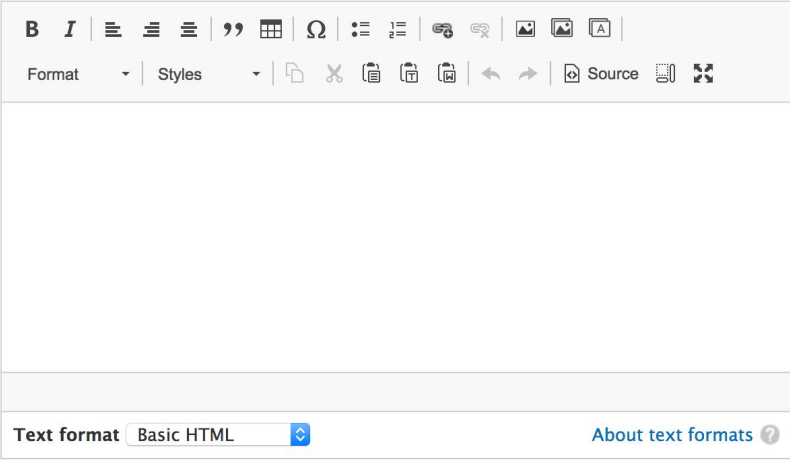
Note: Many visually impaired users use a screen reader to navigate pages by tabbing through headings and landmarks. Don't skip heading levels when styling your content (e.g. jump from from a heading 2 style to a heading 4 style) as screen reader users may assume content is missing.

Content fields

Most content you will need to change will be in the "Body" field of the page.

Note: There is a "Teaser" field just above the body field that looks very similar. This content will display on News and Event listing pages but not on the page itself so always be careful not to put your content in the wrong field.

Title * **Parent** * **Title Hover Text** This text appears as a hover tool tip, only for content in the Current Students section	Title Name of the page Parent pages have a place in the site wide hierarchy. Use this field to select the "parent" or the page that will sit above this page. Title Hover Text Only for content in the Current Students section
Teaser B *I* | ≣ ≣ ≣ | " ⊞ | Ω | ≔ ≔ | ⊶ ⊷ | ▣ ▣ ▣ | Format ▾ | Styles ▾ | ▯ ✂ ▤ ▤ ▤ | ↰ ↱ | ◈ Source ▤ ⤢ **Text format** Basic HTML ◇ About text formats ❓	Teaser Teaser text
Revision log message Briefly describe the changes you have made.	Revision log message The place to note any big changes you make, so that it's easier to choose a version to revert to if needed.

8

Body (Edit summary) B *I* ☰ ☲ ☰ ❞ ▦ Ω ⦂≡ ≟ ⇥ ⇤ ▣ ▨ ▣ Format ▾ | Styles ▾ | ⎘ ✂ ▤ ▣ ▣ | ↶ ↷ | ◇ Source ▤ ⛶ **Text format** [Basic HTML ◌] About text formats ❓	**Body** ==**Body**== ==**The main text that**== ==**will appear on the**== ==**page.**==
Summary (Hide summary) [ ] Leave blank to use trimmed value of full text as the summary.	Summary Text added here appears as an introductory sentence to your page and is one of the first place's Google sources snippet text for searched results.
DOWNLOADS **Add a new file** [Browse…] No files selected. Unlimited number of files can be uploaded to this field. 256 MB limit. Allowed types: txt pdf doc docx ppt pptx.	Downloads Upload a file to appear at the bottom of the article. You can set a readable title for the file, to override the file name. Including the file size and the number of pages in the file is mandatory. Files must have dashes not spaces eg. FEIT-course-guide.pdf
Show row weights **RELATED LINKS** ✥ [ ] ○ (**Add another item**)	Related links Select other UTS content to link to.

	Menu
MENU **Menu title** [text field] Enter an alternative title to be used in menu links and breadcrumbs. If left blank, the content title will be used. ☑ Show in menu	Menu Can be used to create an alternative (usually shorter) title to appear in the left hand menu.
Thumbnail [Browse...] No file selected. One file only. 256 MB limit. Allowed types: png gif jpg jpeg.	Thumbnail Only required if this article is used in an index view. This is the Display article index' setting in a section.

Editing in the body field

1. Find the content you want to change or add into the "Body" field
2. Make your changes using the toolbar
3. If you have Contributor permissions, select "Save" at the bottom of the screen to preview your changes
4. If you have Publisher permissions, select "Save and Create New Draft" at the bottom of the screen to preview your changes.

Saving and publishing your changes

To save your changes, select the "Save and Create New Draft" option at the bottom of the page.

When you are ready to publish your changes:

- **Contributors** can change the 'Moderation state' from "Draft" to "Needs Review".

- **Publishers** can select "Save and Publish" at the bottom of the screen to make their changes live to the public.

Creating a new page

Site hierarchy

There are several different 'page' types in the CMS. Each type sits in a certain position within the hierarchy, similar to the filing structure of the folders on a computer.

The structure of higher and lower order pages is referred to in terms of 'child' and 'parent' relationships.

Page types

Different types of pages within the UTS Drupal system include:

- Article pages
- Event pages
- News pages
- Image galleries
- Pages listing news and events (index pages)
- Flexible landing pages
- Course area landing pages.

Article pages are the basic building blocks of the site, and probably the most common content type that you will work with.

Note: Within the CMS, 'article' doesn't refer to a news article, but to a specific page type, containing static content.

New pages

1. Navigate to the website section where you want to create an article and select the "Edit parent" option from the Drupal toolbar
2. You will land on the new draft page of the section. Disregard this and select the "Children" tab on the right hand corner instead
3. Select the "Article" option
4. This will open a new "Article" page. Fill in the fields with your content
5. The "Editorial" section should always be set on "Use parent". It is strongly advised to avoid making changes to this field.

Revisions

To view and revert to previous versions of a page select the "Revisions" tab in the Drupal toolbar. Any notes left by previous users appear here and help you choose which version to revert back to, if needed.

Archiving a page

To remove or archive a page that is currently live on the UTS website, open the desired page, scroll to the bottom of the page and select "Save and archive" to remove the page from the site.

Add a Revision note explaining why the page is being archived.

Adding links, media and documents

Links

When adding links to page content, consider the following tips:

- Give direct instruction in the link text e.g. if the link is a call to action use a verb such as '*Read about the Faculty of Arts and Social Sciences*' or '*Visit the UTS Startups website*'.

- Ensure your links make sense when read out of context e.g. don't use '*click here*' or '*read more*'

- Don't make links too long or too short. Succinct, descriptive links are more useful.
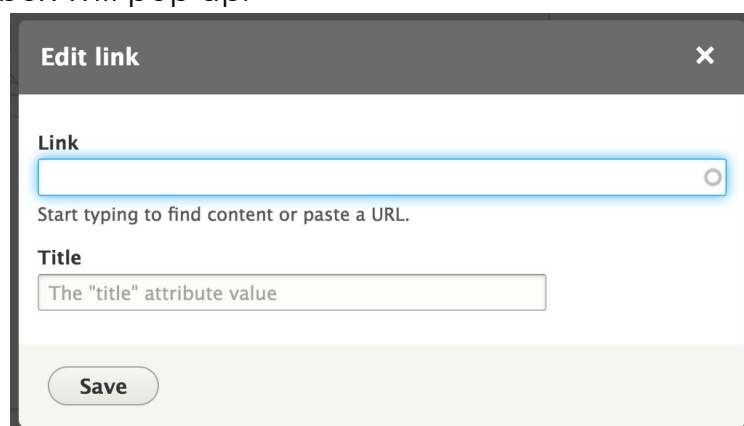
Adding a link

1. In the "Body' field, highlight the text to be linked
2. Select the "Add a link" icon in the WYSIWYG toolbar
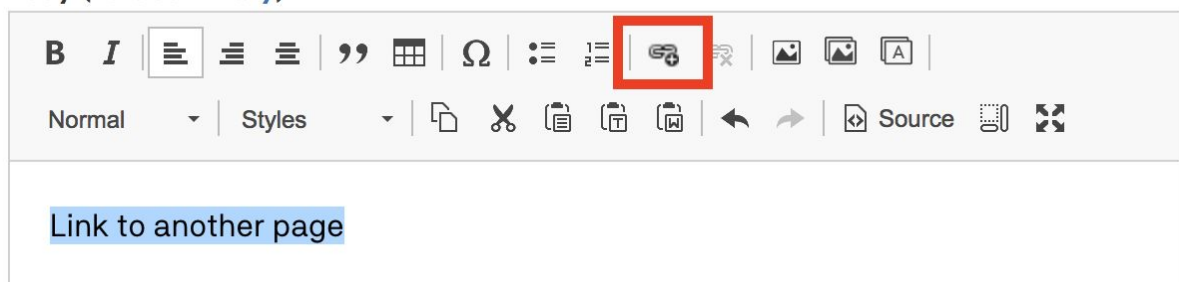
Screenshot of the toolbar with the link icon highlighted.

An "Edit link" box will pop up.

Screenshot of the "Edit link" pop-up box.

To link to an external website:

1. Copy the URL of the website you want to link to
2. Paste it into the "Link" field
3. Select "Save".

To link to an internal (UTS) page:

1. Type in the name of the page on the UTS website you want to link to
2. A drop down list of matching content will appear
3. Select the page you want to link to.
   Note: Several pages on the site have the similar names, so be careful to select the correct item
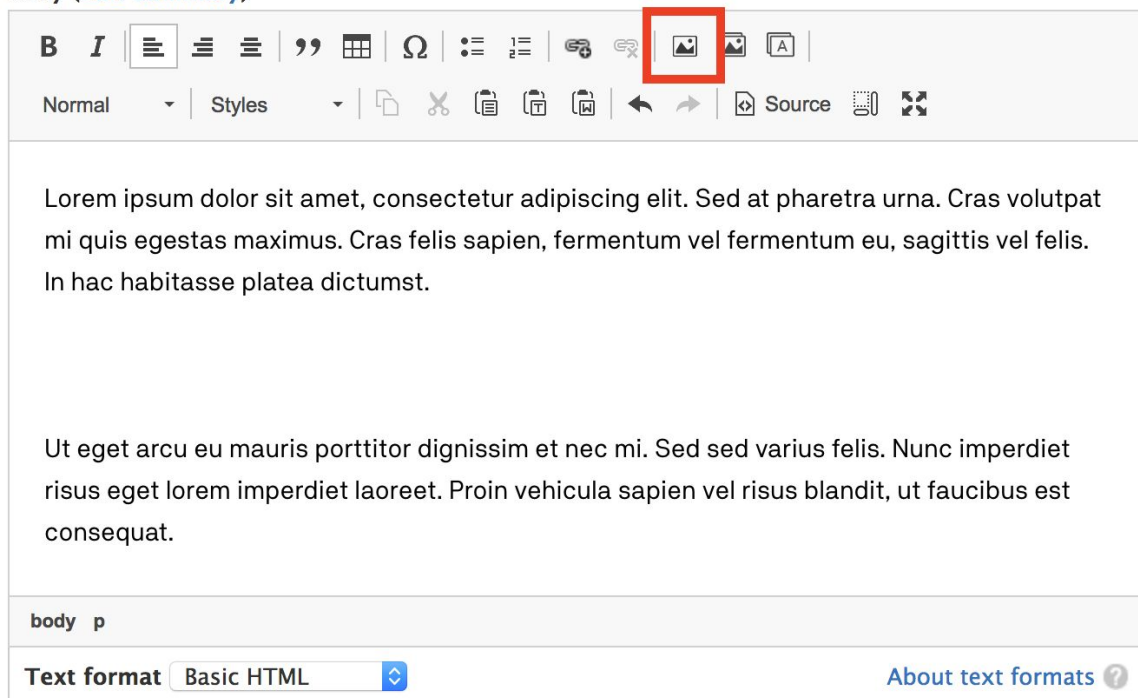4. Select "Save".

Inserting multimedia

Photos, videos and documents are all added using the "Add media" icon in the WYSIWYG toolbar.

Adding multimedia

1. Place your cursor where you would like to embed the file
2. Select the 'Add media' icon in the WYSIWYG toolbar.

Naming files for upload

Using a file naming convention is a method for organising and retrieving documents within the CMS. When naming your files, such as images and documents, ensure that the name is descriptive of the file content and typed out with hyphens to separate words.

Note: Do not use spaces or underscores to separate words in a filename as this can be problematic for search engine optimisation of site assets.

Naming image files	**Naming a PDF document**
Use this: FASS-student-Kim-Nguyen.png	Use this: UTS-Open-Day-2018-Schedule.pdf
Not this: student_picture.png	Not this: Open Day.pdf

Using existing multimedia content

File naming conventions become really important when we consider using existing CMS content in our pages.

When adding new content to the CMS, a "Media name" must be added. Add a media name similar to the descriptive filename you have utilised so that you will easily be able to find your content using the CMS "Choose existing > Media name" search function.

Photos and images

There are different processes for:

- Adding new images, and
- Using existing images that have already been uploaded to the CMS.

Adding new images

Note: When uploading images for use on article or events pages, the CMS will automatically resize images to your selected preference. This means you don't need to resize images, using a photo editor, before uploading.

The pop-up box is set to "Upload new image" by default.

1. To upload the image, select the "Browse" button and choose the file from your computer
2. Enter a name for the photo in "Media name". You should be as descriptive as possible so that the photo is easy for you and others to find later on e.g. 'FASS student Kim Nguyen'
3. Enter a meaningful Alternate text description e.g. 'FASS graduate student Kim Nguyen'
   Note: This field is mandatory and is required for accessibility and metadata for search
4. Add a caption to the photo if necessary and attribute the image e.g. 'FASS graduate student Kim Nguyen accepts her award. Image: Anna Zhu.'
   Note: A caption will only be visible on 250px and Generic image styles
5. Hit the "Select media" option to move on to the next screen.
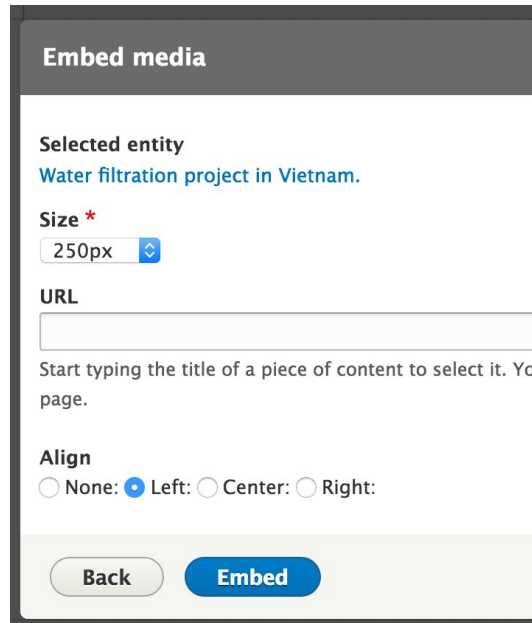
Alternative text

[Alternative text is useful](#) because:

- it is read by screen readers in place of images allowing the content and function of the image to be accessible to those with visual or certain cognitive disabilities

- It is displayed in place of the image in browsers if the image file is not loaded or when the user has chosen not to view images.

Be succinct and accurate when adding alternative text and don't use the terms '*image of*' or '*graphic of*' in your descriptions. A screen reader user will be notified of the file type as it is read out.

Embedding your image

Image sizes and examples

Choose the image size you want from the "Size" drop down menu. Images are sized by their width, the height is sized proportionally.

- **Generic:** Image will be inserted at the maximum size allowed by the website. Ensure you upload images that are at least 1640 pixels wide

- **250px:** Good for decorative shots of the campus, students, etc. Captions assigned to the image will display when this size is selected. Ensure you upload images that are at least 500 pixels wide

- **150px:** Good for individual headshots. Ensure you upload images that are at least 300 pixels wide

- **50px:** Good for icons such as social media or logos of external partners. Ensure you upload images that are at least 100 pixels wide.

|	
	50px Icon
	150px Headshot or align left or right of a small block of text
	250px Align left or right of a large block of text

Image alignment

You can also choose how you want an image aligned on the page. Select the "Embed" button to add the image to the page.

Embedding an existing image

1. Select "Choose existing" from the options at the top of the pop-up box
2. You will need to locate the uploaded content. You can:

a. Search for the item by entering its name in the "Media name" field and clicking "Apply"
b. Filter the results by type by selecting an option from the "Type" drop down and clicking "Apply".
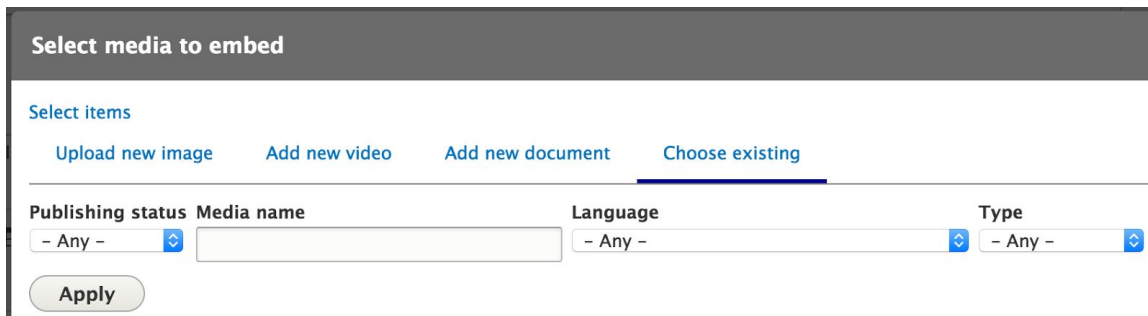
Screenshot of the "Choose existing" option in the embed pop-up box.

When you have found the content, click on it to select it and then hit the "Select media" button.

Note: You will need to select the image size and alignment before you can embed it on the page.
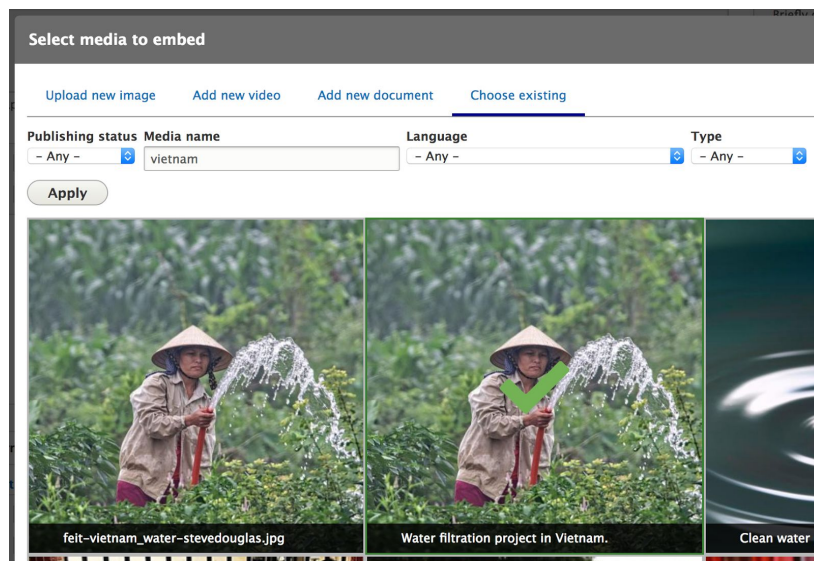
Screenshot of the "Choose existing" image selected with one image selected.

Videos

All videos embedded on the UTS website are hosted on YouTube.

Transcripts

To assist our visually impaired users, you are required to provide a transcript for any video you embed on the UTS website. You will need to have a transcript ready before commencing the video embed process.

Text transcripts must contain the full text equivalent of dialog, and

descriptions of:

- Important sounds e.g. music playing
- Speaker information
- The setting or place
- Actions and expressions
- Text or (description of) graphics
- Any other useful information.

Embedding a video

1. Copy the URL of your YouTube video from the browser address bar
2. Select in the "Body" field where you want to embed the video
3. Select the "Add media" icon.
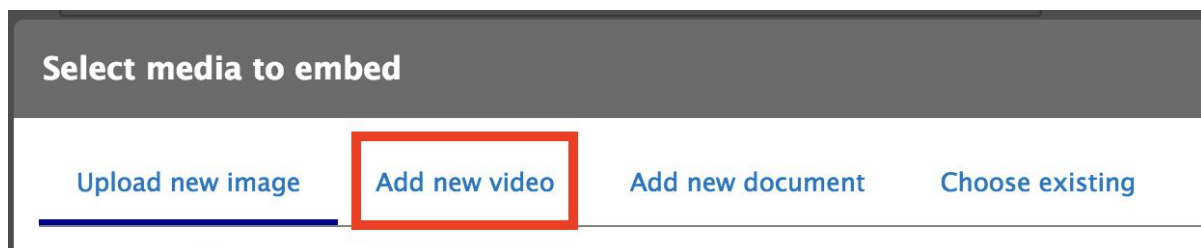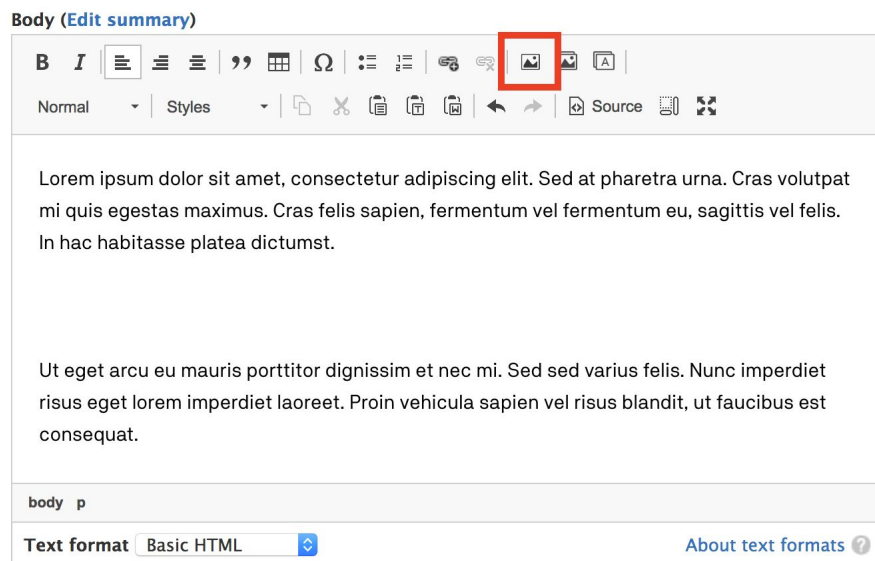
Screenshot of the "Add new video" option in the embed pop-up box.

Enter information about the video:

1. Media name: The CMS will use this field when searching content, so include extra information that might be helpful
2. Video URL: YouTube URL
3. Title: A descriptive title for your video.

Screenshot of the media embedding dialog box with the fields filled in with examples.

1. Paste the transcript of the video content into the "Transcript" field
   Note: Course I Study Area I Course Area field - leave blank (or discuss with your Web Specialist or Marketing team)
2. Select the "Select media" option
3. The following options do not apply to videos - please do not update these options:
   a. Size: Generic
   b. URL: Blank
   c. Align: None
4. Select "Embed".

The video will be inserted into the field with a link to the transcript your have provided.

Note: Ensure you have carefully chosen a [thumbnail on YouTube](#). Drupal stores the original image and will not update it even if you do so on YouTube!

Uploading and linking documents

1. Select "Add new document" from the options at the top of the pop-up box
2. Enter a name for the document in the "Media name" field
   Note: You should be as descriptive as possible so that the document is easy for you and others to find later on
3. Select the "Browse" button to find the file on your computer
4. Select the "Select media" option.
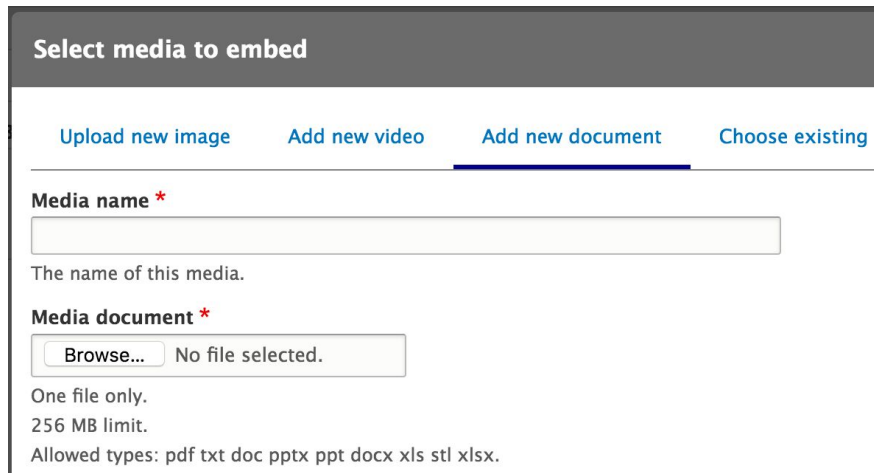
Screenshot of the "Add new document" option in the embed pop-up box.

The "Embed media" box will display. Do NOT choose the embed option as this option currently causes a display problem on embedding the link.

1. Right-click on the name of your document (in blue under "Selected entity")
2. The following page will open. Click on the file link to open the document Select and copy the URL from the browser address bar
3. Return to the page you were editing and add your document URL in as a standard link.
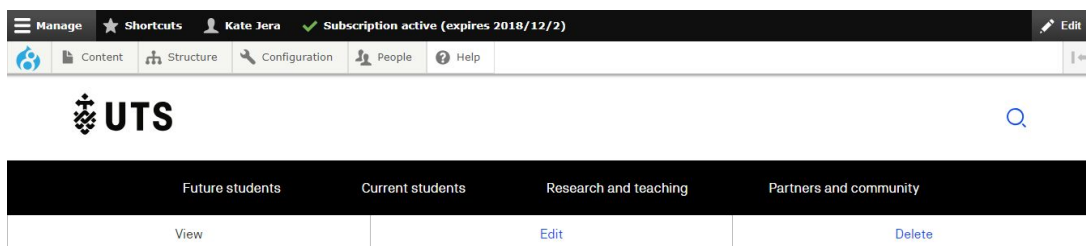
WCAG2_1Map.pdf

▲ Open this link to get the URL for your document file

Who do I contact for assistance?

Log a Service Connect request to receive assistance for:

- help with updating and creating content
- the addition of new sections and websites
- changes to your permissions/user role (requires Manager authorisation).

https://uts.service-now.com/