

UNIVERSITY OF  
NEW BRUNSWICK



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# Cascade Content Management System (CMS) User Guide & Instruction

# 2014

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*The Cascade Content Management System (CMS) User Guide provides quick explanations and instructions for the most commonly used features of UNB's web site creation and maintenance software. It is part of the UNB Content Developer's Toolkit, which also includes the UNB Information Architecture Guide and the UNB Style Guide.*



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# 1 How to get started

The Content Management System (CMS), otherwise known as Cascade, is the only supported method for developing official UNB websites.

To get started with the CMS you first need to submit a request to **Information Technology Services** for a new website or to have an old UNB website migrated. An online request form can be found at <https://eservices.unb.ca/applications/its/projectrequest>

**If you already have a site within the CMS you will require the following:**

- UNB Login ID and Password
- Appropriate Website Access
- CMS User's Manual
- UNB Web Style Guide
- VPN (Virtual Private Network) software is required if working from off-campus. To download the VPN software please see the ITS website (<http://www.unb.ca/its>) and click on the 'Download Free Software' button.

One of UNB's web presence objectives is to provide the same look and feel and send a consistent message. To ensure this standard please download the UNB Web Style Guide, which is available on the Web Services website, <http://www.unb.ca/webops/documentation/cms-guides.html>

## 1.1 Logging into Cascade (CMS)

To log into the Cascade Server CMS, go to <https://cms.unb.ca/>. The username and password are your UNB Login ID and Password. You can also access the CMS through your myUNB portal (<http://my.unb.ca>), by logging in and finding 'CMS – Cascade' under your 'Quick Launch'.

**Do not use the Remember Me option on a public machine.**



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The University of New Brunswick CMS (LIVE)

**Note:** If you are working off-campus, you will require the **virtual private network (VPN)** software to access the CMS from outside of the UNB network. If you are a student please contact the ITS Help Desk.

## 2 What's New?

### Expandable Menus

There is now the option of creating expandable menus for your website, these menus are for textual information only. For more information please see section 7.12. Requests for expandable menus can be made to [solutions@unb.ca](mailto:solutions@unb.ca).

### Multi-Column Pages

For the past 5 years the only option for our webpages was one main content area, we now have additional layouts for you to choose from. The additional layouts have the option to include a side navigation menu or proceed without one. Please review section 4.2.1 for more information on the different page types available to you.

### Biography Blocks

To provide our users with the best possible web experience we have created a responsive (mobile and tablet friendly), accessible (for the visually-impaired) and properly aligned option for creating biography pages. Previously many individuals were creating these in a table format, or attempting to use the image insert tool within the content editor of the CMS, unfortunately these methods can create issues on mobile/tablet devices, as well as issues with screen reader software.

Please review section 7.6 on the biography block for more information. If you currently have a biography page on your site that was not created with the new biography block please consider requesting the block to provide a better experience for your users.

You can request the block by emailing [solutions@unb.ca](mailto:solutions@unb.ca).

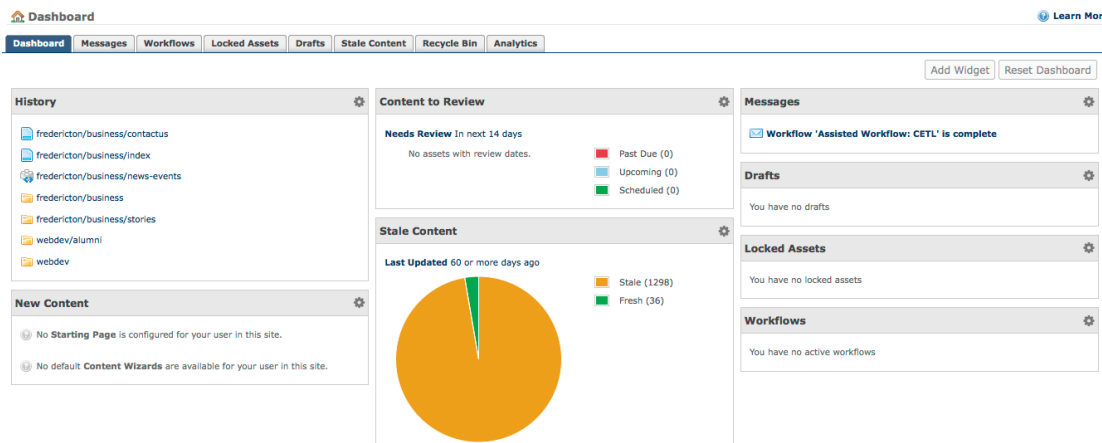
### Relationships tab

In the past it could be difficult in determining whether a page or file within your site was linking to any other pages. Cascade now has a button that will determine this for you, the 'relationships' tab can be found along side your 'publish' tab. When you select this tab, if your page is linking to another page within your website it will display the CMS path.

This will help in removing links on other pages when you delete a page that is no longer needed. Unfortunately when you remove a page from the CMS, it does not remove the links from other pages.

## 3 Understanding the CMS and your site

### 3.1 The Dashboard



The dashboard is the first screen you will see every time you log in. It offers quick access to the following areas:

**Locks**

Displays pages that you may have checked out. Only the person who originally locked a document or a system administrator can unlock it. You may also email [solutions@unb.ca](mailto:solutions@unb.ca) and ask for it to be unlocked.

**Drafts**

Saved draft copies of your content.

**Recent History**

Provides links to the last items you accessed.

**Recycle Bin**

Recover deleted files.

The dashboard also has the folder structure of the UNB Web Information Architecture, located on the left hand side (much like the directory listing on a Windows machine – [e.g. Windows Explorer]).

**Tip:** To return to the Dashboard at any time click Home in the blue menu bar in the upper left corner of the screen.

### 3.2 Locating your website

#### 3.2.1 Public Side (Sites of interest to outside UNB individuals, i.e. faculties)

As part of the setup process ITS will provide a path to your website. For example, if your site is located at /fredericton/business then you navigate using the left-hand panel to this directory.

To locate your site, from the dropdown menu at the top of the screen, select '**Public**'.

To locate your website in the live environment, your URL would be <http://www.unb.ca/fredericton/business>

### 3.2.2 Internal Side (Sites of interest to the UNB community, i.e. service departments)

As part of the setup process ITS will provide a path to your website. For example, if your site is located at /saintjohn/iss then you navigate using the left-hand panel to this directory.

To locate your site, from the dropdown menu at the top of the screen, select '**Internal**'.

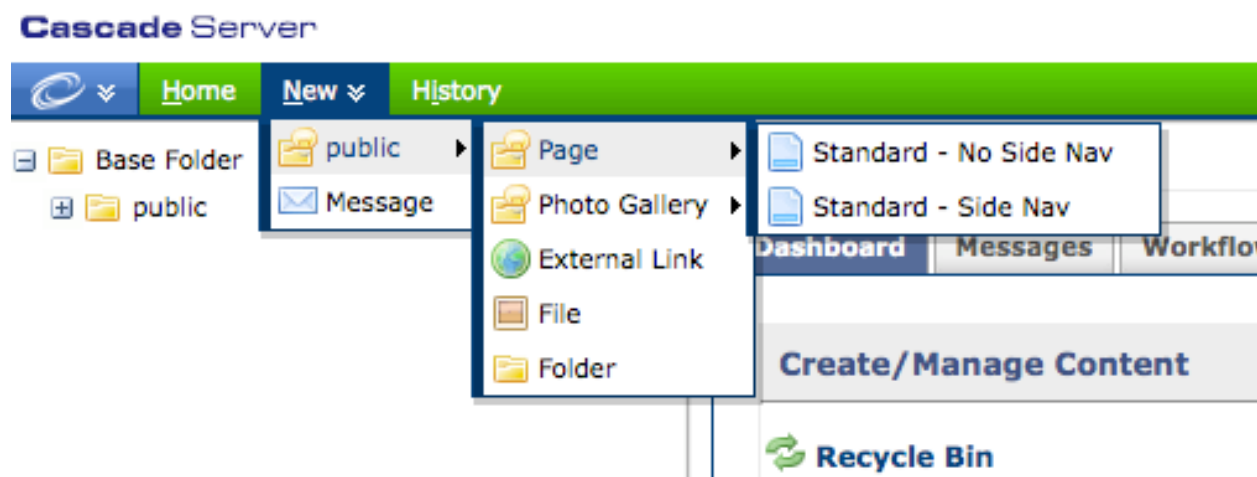
To locate your website in the live environment, your URL would be <http://www.unb.ca/saintjohn/iss>

## 3.3 Folder and Icon definitions

1. **Web pages** appear with a blue icon.
2. **Folders** appear as folder icons.
3. **External links** appear as globes.
4. **Images and other files like PDFs** appear as orange square file icons.
5. **Blocks (additional components)** appear as "lego"-type blocks/icons.

**Note:** Files do not have ".htm" or ".html" file extensions. The system will add the ".html" when the page is published.

## 3.4 The (Blue) Cascade Toolbar



*On the Cascade toolbar you will commonly use:*

<b>Cascade Icon</b>	Checking the status of your publish job.
<b>Home</b>	Returns you to the Dashboard.

<b>New</b>		From the <b>public</b> menu
	<b>Page</b>	(create a page from template)
	<b>External link</b>	(used for navigation)
	<b>File</b>	(upload an image, document, or another type of file)
	<b>Folder</b>	(create a folder within your site)

## 3.5 The elements of your site

When Information Technology Services builds your basic site, it will include several important folders: **\_internal** and **\_resources**. It will also include an **index** page, which is the homepage for your site, which include features such as a slideshow (or page banner), an Ad Block, a News/Events Block, and a Story Block.

### 3.5.1 The **\_internal** Folder

The **\_internal** folder stores items that control some functions of your website. This area is for ITS use only.

**Note:** The **\_internal** folder is **NOT PUBLISHABLE** and you should not add files to it.

### 3.5.2 The **\_resources** Folder

The **\_resources** folder is where your images, PDFs and other downloads are stored.

It is important to keep your images, PDFs and other downloads organized in your resources folder. It is recommended that you create additional folders to organize your files.

### 3.5.3 The Index page

This is the homepage for your site, which Information Technology Services will help you build. It can contain elements such as an image slideshow, ad block, new stories and more.

## 4 Building your Side Navigation Menu

Your site's side navigational menu is built dynamically based on the way your pages and folders are structured. The **Display Name** in the file's metadata is used to create the link in the menu, which is why it's important that it be entered properly.

### 4.1 Creating a Folder

**Folders are used when you have two or more pages on one topic.** For example, if you have 5 pages relating to undergraduates place them in a folder called undergrad.

If you have a single page of information place them under the main folder. For example, a single page of contact information would be a single page called contactus.html.

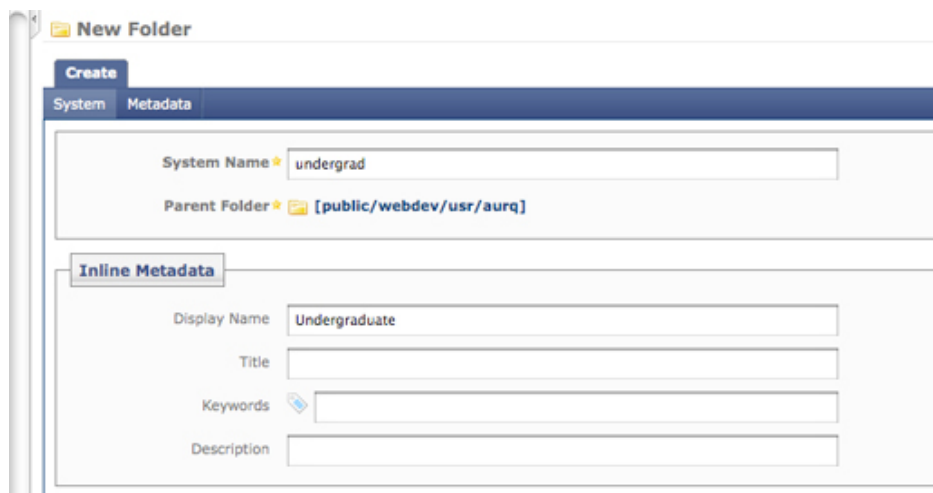
When you want to create a new folder **you must first select the folder (location) you wish to place the newly created folder into.**

- On the menu bar click **New > Public > Folder.**
- Change the **System** name.
- Set the **Display Name.**
- Click **Submit** to save your folder.

**System Name** is the name of the folder within the CMS, its also apart of your URL. **Please make sure your system name follows proper naming conventions.** Lowercase, numbers, underscores and hyphens are permitted. See **Section 6.1.7.**

**Display Names** should only be one or two words. It will show up in the side navigation of your page.

**IMPORTANT:** Do not change the structure (file names) of your site unless it is a **critical** change. Google will not know the structure has changed immediately, which results in broken links. You also *do not* know who else (inside and outside the UNB community) is linking to your pages.



**New Folder**

Create

System Metadata

System Name \* undergrad

Parent Folder \* [public/webdev/usr/aurq]

Inline Metadata

Display Name Undergraduate

Title

Keywords

Description

### 4.1.1 Index Page

Every folder requires a 'landing page' called an index page (Page with Side Nav) to run the pages in the folder. If you do not have an index page the breadcrumbs will break, resulting in an error 404 (your site is broken). This page is created like any other page. See Creating Pages next section.

**Note:** The index page display name must match the display name of the folder.

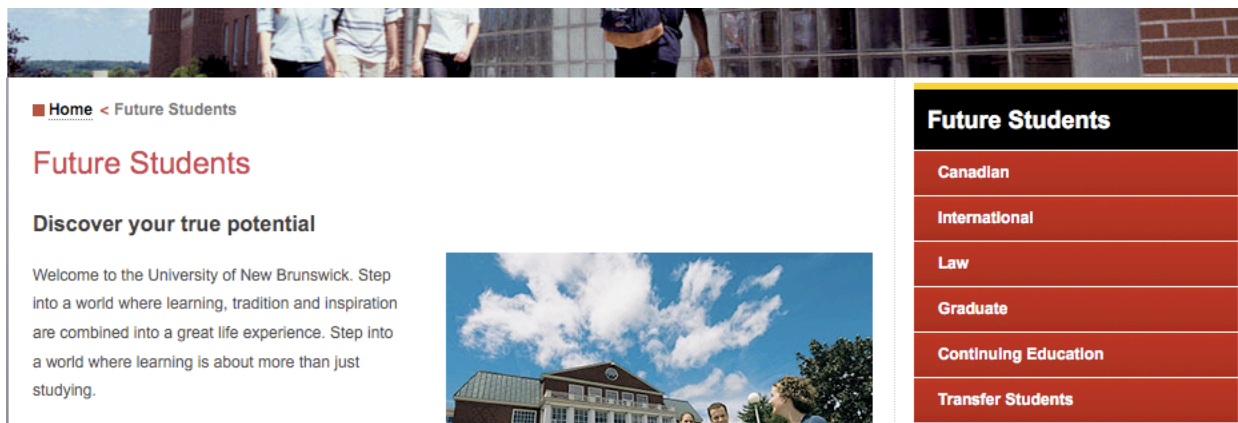
## 4.2 Creating a Page

There are currently five standard page types you may use. For each page type you have the ability to choose whether or not the side navigational menu is included.

### 4.2.1 Page Types

#### 4.2.1.1 Standard – Side Nav

This is the most common page type, and the one you should use by default. It includes a side navigational menu that will be dynamically built for you.



#### 4.2.1.2 Standard – No Side Nav

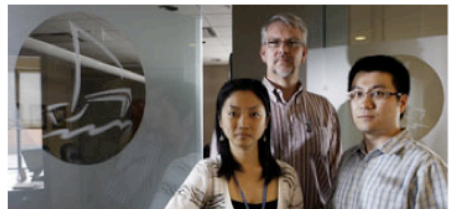
This page does not contain a side navigational bar, and allows the content to span the full width of the page. The most common use of this page type would be for a news article.

**Note:** Using a no-side nav page for navigational purposes can be frustrating for people browsing the website. It will require them to use their back button or rely on the breadcrumbs. When choosing a no-side nav look at it from a user's perspective to see if it makes sense.

### Out of the classroom

Aaron Cao and Cathy Duan aren't quite finished their master of business administration degrees, but they're already hard at work in the finance industry.

The students just finished working on the fourth of five modules of their one-year concentrated MBA degrees at the University of New Brunswick Saint John campus. They each spent 10-week work terms with the New Brunswick Securities Commission (NBSC), researching e-Learning tools to be deployed through the commission's website to educate investors.



**Note:** You cannot change from a side nav to a no-side nav (and vice versa) without recreating the page.



### 4.2.1.3 Multi-Column 1-2-1

This page type will allow your content to be divided up into **four** sections. One column will span the top of the page, two columns in the middle section, and the last column will span the bottom of the page. There are two versions of this page, no-sidenav (no navigational menu) or sidenav (includes a navigation menu).

## Future Students

### Discover your true potential

With two main campuses, UNB is large enough to offer a wide range of programs yet small enough for the professors to actually know your name. Our students receive a quality education while learning about the world, future careers and life in general.

Welcome to the University of New Brunswick. Step into a world where learning, tradition and inspiration are combined into a great life experience. Step into a world where learning is about more than just studying.

With two main campuses, UNB is large enough to offer a wide range of programs yet small enough for the professors to actually know your name. Our students receive a quality education while learning about the world, future careers and life in general.

### Choose UNB

About 12,000 students from more than 100 countries have chosen UNB. We offer over 35 degree programs and 36 certificate and diploma programs in 110 disciplines. As a UNB student, you will be fully prepared to achieve your personal and career goals. Many programs (full-time and part-time) offer real-life work experience to provide you with a balance of practical skills and academic knowledge. Our students come from all walks of life – mature, full-time and part-time, domestic and international students of all ages and all backgrounds.

### Learn more about UNB

Looking for more information about UNB? Why not check out our detailed program search tool. You can also check out admissions requirements, learn more about tuition, financial aid and other money matters or check out student life at the University of New Brunswick.

### Discover your true potential. Discover UNB.

There are also lots of campus activities – clubs and societies, recreational and varsity sports, student unions and a couple of student newspapers. There is always something going on and tons of people to make your university experience one of the best times of your life!

## Future Students

- Canadian
- International
- Law
- Graduate
- Continuing Education
- Transfer Students
- Request Information
- Book a Tour Online

#### 4.2.1.4 Multi-Column 1-2

This page type will allow your content to be divided up into **three** sections. One column will span the top of the page, and two columns in the middle section of the page. There are two versions of this page, no-sidenav (no navigational menu) or sidenav (includes a navigation menu).

## Future Students

### Discover your true potential

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There are also lots of campus activities – clubs and societies, recreational and varsity sports, student unions and a couple of student newspapers. There is always something going on and tons of people to make your university experience one of the best times of your life!

### Discover your true potential. Discover UNB

There are also lots of campus activities – clubs and societies, recreational and varsity sports, student unions and a couple of student newspapers. There is always something going on and tons of people to make your university experience one of the best times of your life!

### Future Students

- [Canadian](#)
- [International](#)
- [Law](#)
- [Graduate](#)
- [Continuing Education](#)
- [Transfer Students](#)
- [Request Information](#)
- [Book a Tour Online](#)

### 4.2.1.5 Multi-Column 1-3-1

This page type will allow your content to be divided up into **five** sections. One column will span the top of the page, three columns in the middle section, and the last column will span the bottom of the page. There are two versions of this page, no-sidenav (no navigational menu) or sidenav (includes a navigation menu).

**Future Students**

Welcome to the University of New Brunswick. Step into a world where learning, tradition and inspiration are combined into a great life experience. Step into a world where learning is about more than just studying.

**Discover your true potential**

With two main campuses, UNB is large enough to offer a wide range of programs yet small enough for the professors to actually know your name. Our students receive a quality education while learning about the world, future careers and life in general.

**Choose UNB**

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**Discover your true potential. Discover UNB**

There are also lots of campus activities – clubs and societies, recreational and varsity sports, student unions and a couple of student newspapers. There is always something going on and tons of people to make your university experience one of the best times of your life!

**Learn more about UNB**

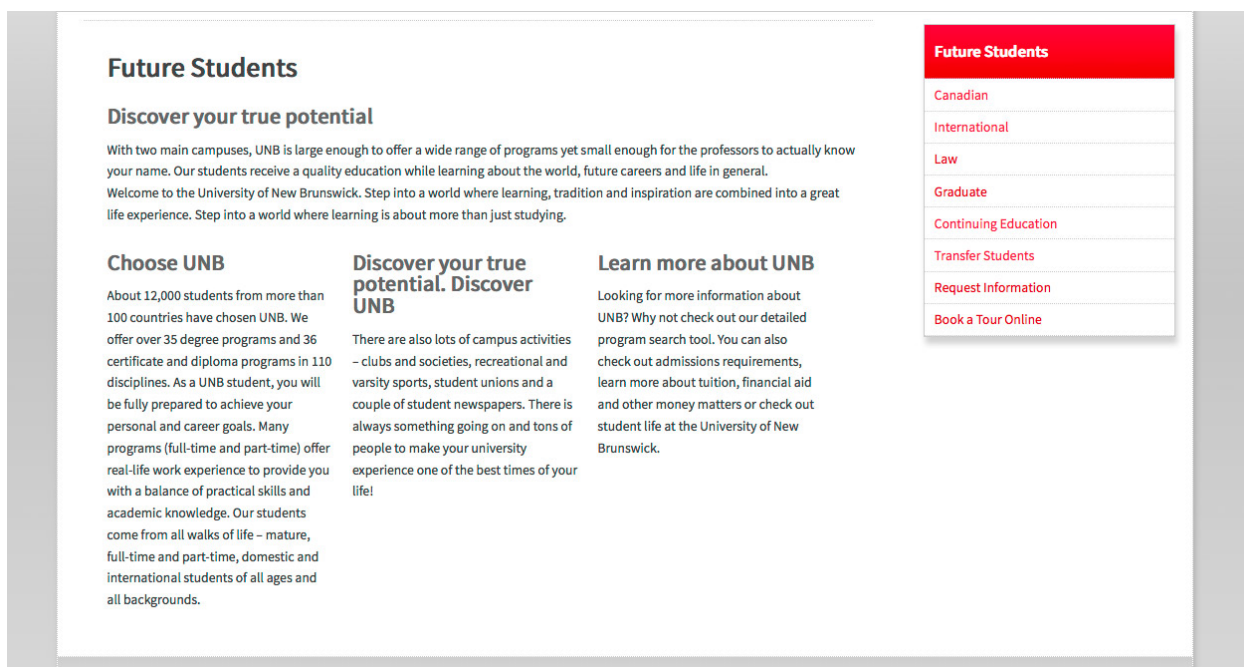
Looking for more information about UNB? Why not check out our detailed program search tool. You can also check out admissions requirements, learn more about tuition, financial aid and other money matters or check out student life at the University of New Brunswick.

**Future Students**

- Canadian
- International
- Law
- Graduate
- Continuing Education
- Transfer Students
- Request Information
- Book a Tour Online

### 4.2.1.6 Multi-Column 1-3

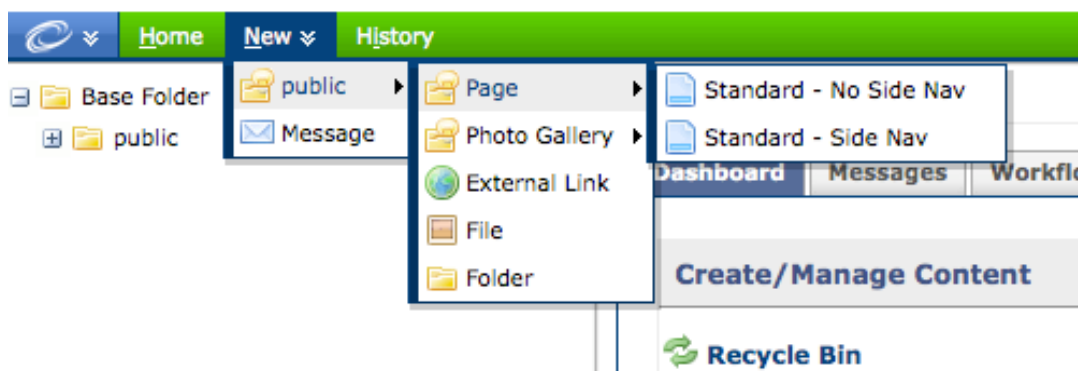
This page type will allow your content to be divided up into **four** sections. One column will span the top of the page, and three columns in the middle section of the page. There are two versions of this page, no-sidenav (no navigational menu) or sidenav (includes a navigation menu).



### 4.2.2 Creating a New Page

1. First, **select the folder (location) where you want to place your new page.**
2. In the blue menu at the top, choose **New > Page or Multi-Column Pages** and select the type of page you want to create.

Cascade Server




3. Fill in the **System Name**.

**Note:** Please see section 7.1.6 on *Proper File Naming Conventions*. Your file names **MUST** follow this rule. Page names must be composed of **all lowercase letters**, and the **only special characters allowed are digits, hyphens and underscores**. Dates should only be used when appropriate.

---

System Name ★

Parent Folder ★  [public/webdev/usr/aurq]

---

4. Fill in the Metadata: **Display Name, Title, Keywords and Description.**


Metadata is data that is used by search engines to rank your site in the results. The fields include:

All fields are mandatory for UNB		
<b>Display Name</b>	short name of the page (typically four words or less)	Name displayed on your side navigation
<b>Title</b>	title of the page (Do not use the same title twice) Ex. ITS   Contact Us	Shows in the title bar of your browser and used for bookmarking purposes
<b>Keywords</b>	words or phrases about the page	Used by search engines, such as Yahoo
<b>Description</b>	description of the file – same as summary	Used by search engines, such as Google, the description underneath a link

**Inline Metadata**

Display Name

Title

Keywords 

Description

**Note:** *All pages* require metadata. Not filling out the metadata fields will leave your pages out of Google and UNB searches.

6. Include your page in the side navigation.
- Click on **Metadata**.
  - In the Custom Metadata at the bottom of the window **select “Include in Side Menu”**
- Note:** Do not click on any of the other options – these are not part of your site’s navigation.



**Custom Metadata**

Include in Global Nav? ☐ Yes

Include in Side Menu? ☒ Yes

Rebase side menu? ☐ Yes

Rebase breadcrumbs? ☐ Yes

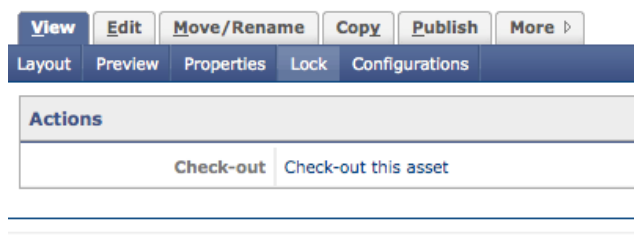
7. Click **Submit**.
  - If your page has spelling or link errors, the spell/link checker will display. Once the errors have been corrected click **Submit** (See **Section 4.4** for more information).

### 4.2.3 Locking Pages

If you're planning on making more than a minor edit to a page, you should lock it first. This will prevent other users from making changes to it before you're done, and will also prevent it from being published out to the live web server before you're ready.

Once a page has been locked, it can only be unlocked by the user who initially locked it, or by Information Technology Services.

1. Navigate to the page you wish to lock. Under the **View > Lock**, click **"Check-out this asset"**.



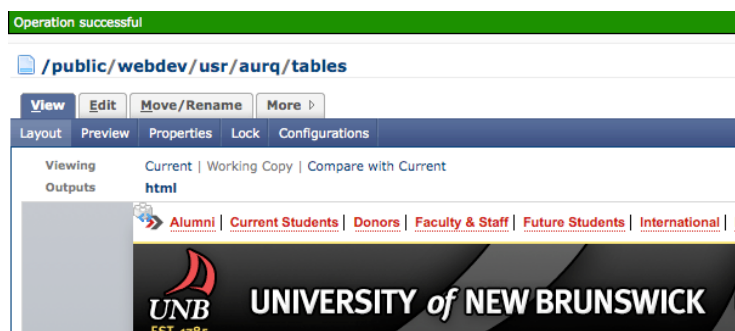
**View** **Edit** **Move/Rename** **Copy** **Publish** **More ▾**

**Layout** **Preview** **Properties** **Lock** **Configurations**

**Actions**

**Check-out** **Check-out this asset**

2. A green **"Operation successful"** message will display at the top of the page and it will reload. You are now seeing the **"Working Copy"**.



**Operation successful**

**/public/webdev/usr/aurq/tables**

**View** **Edit** **Move/Rename** **More ▾**

**Layout** **Preview** **Properties** **Lock** **Configurations**

Viewing **Current** | Working Copy | Compare with Current

Outputs **html**

**Alumni** | **Current Students** | **Donors** | **Faculty & Staff** | **Future Students** | **International** | **P**

**UNB** **UNIVERSITY of NEW BRUNSWICK** **EST. 1785**

- When you are happy with your changes (or wish to discard them and start over) you need to go back to the **View > Lock**.

The screenshot shows the 'Lock' tab in the Cascade Content Management System. At the top, a green banner indicates 'Operation successful'. Below this, the file path '/public/webdev/usr/aurq/tables' is displayed. The interface includes tabs for 'View', 'Edit', 'Move/Rename', and 'More'. The 'Lock' tab is active, showing a 'Manual Lock' section with the user 'aurqtest' and the lock date 'Nov 29, 2010 9:04 AM'. Below this is an 'Actions' section with three buttons: 'Break' (labeled 'Break the lock and discard changes'), 'Commit' (labeled 'Commit changes'), and 'Workflow' (labeled 'Send into workflow').

- If you want to discard your changes, click **“Break the lock and discard changes”**. This will remove all the changes you’ve made to the page and unlock it.
- If you’re happy with the changes and want to save them, click **“Commit changes”**.
- You will be presented with a **Comments box**. You should enter a sentence or two describing the changes you made. These comments will show up under the Versions tab later, so if you need to revert to a previous version in the future it will be easier to locate the right one if you put in some meaningful comments.

The screenshot shows the 'Enter Comments' dialog box. It has a title bar 'Enter Comments' and a tab labeled 'Comments'. Inside the dialog, there is a text area containing the text 'Changed student's name and added a new line.' Below the text area are two buttons: 'Submit' and 'Cancel'.

- Once you’ve submitted your changes, the page will be unlocked.
- Publish** the page after **“Committing Changes”**.

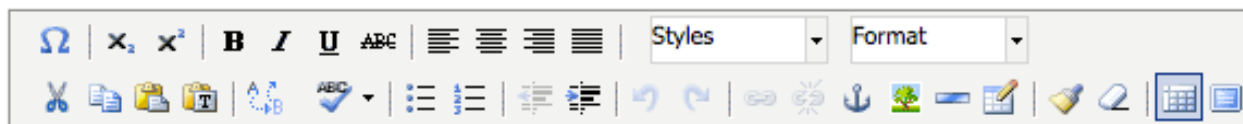
**Note:** If you need to delete a locked file please make sure that you have **unlocked** it first. Follow step 3 from above.



## 4.3 Using the Content Editor

When you are ready to work on the content of your page click **Edit**.

The content editor in Cascade, used to format your page content, is much like what you would find in a word processing application such as Microsoft Word. Many features are similar to those you are already familiar with.



Top Row Icons – Left To Right				
Insert Custom Character	Subscript	Superscript	Bold	Italic
Underline	Strikethrough	Alignments (left, center, right, justify)	Styles (select a predefined style)	Format (select a formatting style such as Heading 1 paragraph etc.)
Bottom Row Icons - Left To Right				
Cut	Copy	Paste	Paste as Plain Text	Find/Replace
Spell Checker	Unordered List	Ordered List	Outdent	Indent
Undo	Redo	Insert Link	Unlink	Insert Anchor
Insert Image	Horizontal Rule	Insert Table	Cleanup Messy Code	Remove Formatting
Toggle Table Borders	Toggle Full Screen			

### 4.3.1 Copying Text

If you want to take content from an existing site or another document, please follow these steps:

1. **Copy the text** you wish to paste into the CMS.
2. Open **Notepad** (Textedit in Mac OS X) (Start > Programs > Accessories > Notepad).
3. In **Notepad**, go to **Edit > Paste**. You will see your text without the formatting.
4. In **Notepad**, go to **Edit > Select All** to highlight the text. Go to **Edit > Copy** to copy it.
5. On the **CMS editor screen**, place your cursor where you want to place the text and go to **Edit > Paste**.
6. This process will remove any of the unnecessary tags, styles or coding that might come with the content.

**Note:** If you are running Mac OS X you may have to configure your Textedit to use plain text. To do this go to **Textedit > Preferences**. Under **format** select 'Plain Text' then close the window.

#### 4.3.1.1 Copying Text - Alternative

If you are copying small amounts of text from another source (word, existing site, etc) you can use the



plain text button in the CMS. This can **ONLY** be used for small amounts of text, large amounts will result in spaces missing between words – resulting in more work for you.

1. **Copy the text** you would like placed into CMS.
2. Select the **“Paste as Plain Text”** icon. You will get a message saying you are now in paste as plain text mode.
3. Paste the text into the editor and style as desired.

**Note:** Mac users will be required to delete the extraneous (a.k.a Microsoft) code that will appear after pasting into the editor.

**IMPORTANT:** No text should be directly added from an outside source (this **includes tables**). This will cause page/formatting errors. **ALWAYS USE ONE OF THE METHODS LISTED ABOVE!**

Once your content has been inserted into the CMS you then format the content much like you would a Word document. Please see **Section 4.3.2** on formatting basic page elements (also review the **UNB Web Style Guide**).

## 4.3.2 Understanding Basic Page Elements

Please review this section on formatting your pages. The **UNB Web Style Guide** goes into greater detail and should be reviewed prior to starting work on your website.

### 4.3.2.1 Headers and Paragraphs

All pages that have text on them are required to have a **Header One** at the start of the page. This is called a page headline and should be consistent with the display name of the page.

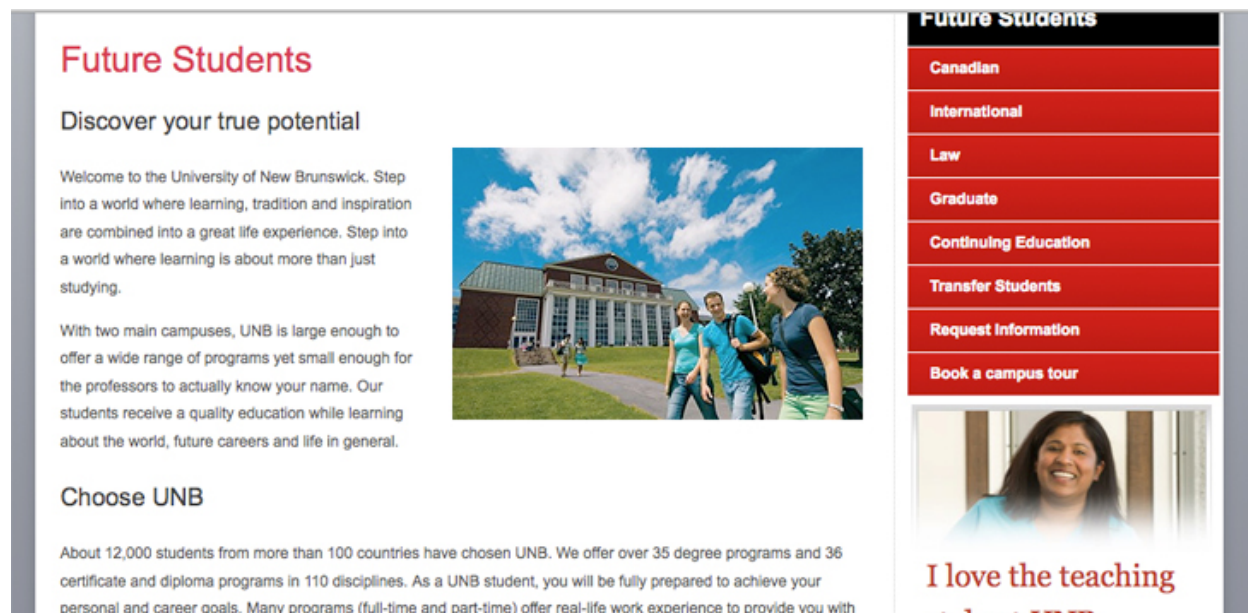
**Example:** If your display name on the side nav says *Contact Us*, the page headline (header one) should say *Contact Us*.

**Headers Two and Three** are used to break up large blocks of text. Pages with an extremely large amount of text should use images to make it more visually appealing. Headers are **NOT** to be used to emphasize text or links.

Headers are extremely important for accessibility purposes, those individuals with a visual disability often use software called ‘Screen Readers’ to access the information on webpages. This software will read the page to an individual, it uses the headers on a page to jump through sections. If there are no headers used, the individual will be required to hear all of the information even if they are only looking for a small piece near the end of the page.

#### Header Rules:

- They are not to be used to emphasize “notices” or other text.
- They should not be bolded, italicized, or underlined.
- They should be short and relevant to the paragraph.
- Links should be created in paragraphs, not headers.
- Emails should not be in headers.
- Headers are not to be used in content/data styled tables. Please see **Section 4.3.8.7**.



Example of a well formatted page.

All links should be created within the **paragraph** text. When you create any type of link you should never place the full URL on the website. The name of the organization should be the text your linking from. For example, if you're linking to <http://www.unb.ca> the link would read 'University of New Brunswick'.

It is also important to remember never to list a person's email address on the website. Doing so will enable spam harvesters to grab that email and send unsolicited email to the person. The proper way to link an email is to create a link to the phonebook record and have the text say 'Email: John Doe'.

#### 4.3.2.2 Alternative Text ("Alt Tags")

Alternative Text is an important accessibility tool. All images are **required** to have 'Alt Text'. This allows content to be described to individuals with visual impairments. Tables should also have alternative text. Please see **Section 4.3.8.5** for more information.

#### 4.3.2.3 Using/Styling Images

Please review the **UNB Web Style Guide** in regards to images. It can be downloaded from the Communications & Marketing website (<http://www.unb.ca/cm>).

#### Key Points:

- Photos should be no larger than 300-320 pixels wide by 400 pixels high.
- Participants in the photos must be dressed in a way that respects UNB's values & mission (i.e. no undergarments showing, no low cut tops).
- No smoking or drinking is to be depicted in any image.
- Photos should be refreshed annually and not less often than bi-annually.
- Logos can only be used if consent is provided by the company. If using numerous logos on the same page, please resize them (**no other modifications are permitted**) to be relatively the same height/width.
- **Always** select an image style from the dropdown menu.

If using any image with visual individuals in it you must have the model release form signed. You can obtain a copy by going to the Communications & Marketing website (<http://www.unb.ca/cm>).

Please review **Section 8.2** on Copyrighted Materials.

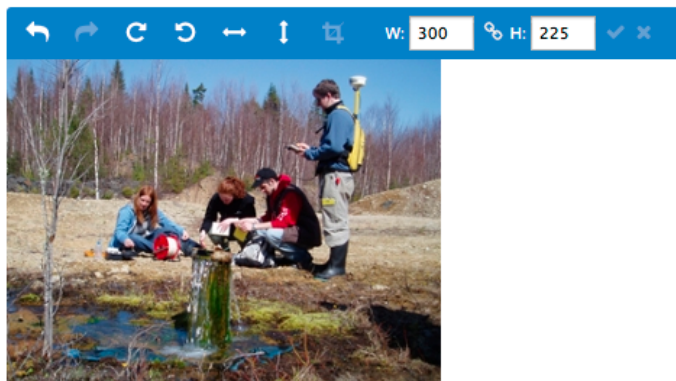
### 4.3.3 Adding Images and Documents



#### 4.3.4 Sizing Images for the Web

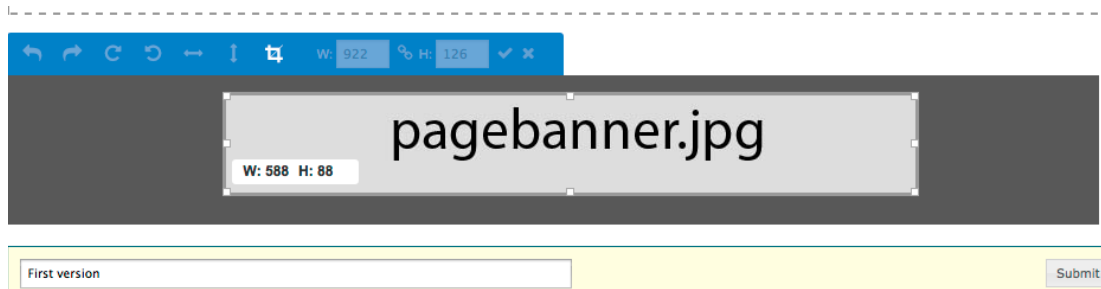
- It is important to properly size your images for the web. You can do this using either a desktop-based program such as Photoshop or using the image editor built into the CMS.
- All images must be 72 dots per inch (dpi) and in the RGB color. As a general rule, images placed in pages should be 300 to 320 pixels wide by no more than 400 pixels high. All images should be in JPG, PNG, or GIF format.
- For more information on the sizing of various images and on image content suggestions, please consult the UNB Style Guide and/or Communications and Marketing group ([talktous@unb.ca](mailto:talktous@unb.ca)).

##### 4.3.4.1 How to resize your image using the Cascade image tool

1. You must follow **Steps 1-5** on **uploading a file** (section 6.1.4) to use this method.
2. Once you have gotten to step 5, do not hit submit. You will see your image in the **Edit Image** section of the screen, from here you can resize or crop as needed.



- a. To **Resize**: type in a width and a height and click the *checkmark icon*. 
- b. To **Crop**: select the area you want visible, the area that will be cropped turns grey, and click the *crop icon*. 



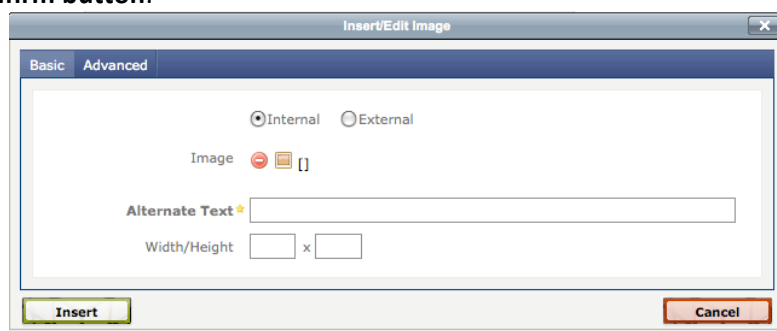
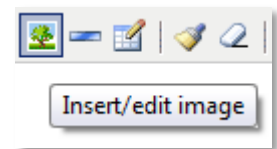
- c. To **Rotate**: click on the rotate *clockwise or counterclockwise* icon.
  - d. To **Flip**: click on the flip *horizontally or vertically* icon.
  - e. To **Undo/Redo**: click on the *back or forward* arrows.
3. When you are done with your image, click **submit**.

### 4.3.5 Adding an Image

Before you can use a new image on a page, you must first upload the file. See **Section 6.1.4** for instructions on uploading images. If you have already uploaded the image please see **Section 4.3.5.1** on inserting images.

#### 4.3.5.1 Inserting Images

1. Be sure that you have already uploaded the image you wish to insert (See **Section 6.1.4**), and place your cursor at the beginning of a paragraph.
2. Click the **Insert/edit Image toolbar button (Tree icon)**.
3. In the Insert/Edit Image window click the **orange square Browse button**. The *Please choose a File* window will display for you to select the image.
4. In the column on the left, locate the image you want and click once on it.
5. Click the **Confirm button**.



**Note:** When adding an image always use the *internal* tab.

6. Back in the Insert/Edit Image window, **you need to fill in the Alternate Text box**.
  - If you choose an image caption style, this text will be used for the caption below the image.
  - It is also required for accessibility, and will allow visitors using screen-reader software to have the image description read to them.
  - Try to write something based on the overall content of the page, as well as what the image represents (e.g. If a picture has students in front of a building, instead of putting

"Students", try "Students gathering in front of Hazen Hall.").

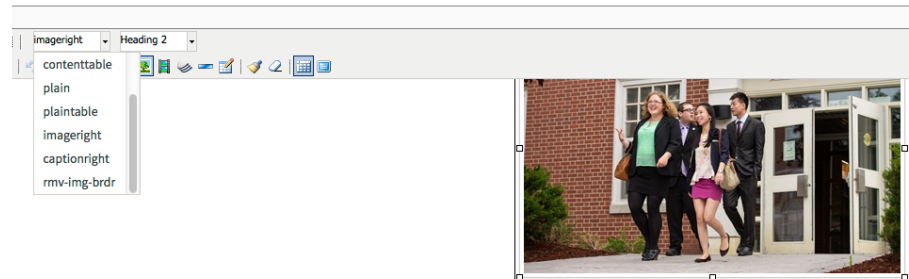
**Tip:** When creating the ALT information: Be brief, Be clear, Be contextual.

7. Always leave the Width, Height and Decorative Image boxes blank.
8. Click the Insert button.
9. **To edit an image** after it has been inserted, click on the image, then click the Insert/edit Image button.
10. **To delete an image**, select it and press Delete.

#### 4.3.5.2 Styling Images

You must always use an image style when adding an image to a page. If you want a caption, use caption right, if you do not want a caption use image right.

1. Insert your image.
2. Click on the image (white squares will appear around the image) and go to "Styles" on the tool bar.
3. To align and add a caption to the image select **captionright**.
4. To align the image without a caption select **imageright**.



**Note:** You will not see the caption in edit view.

**Tip:** The caption styles mentioned above will use the ALT text as the caption.

#### 4.3.6 Adding Links

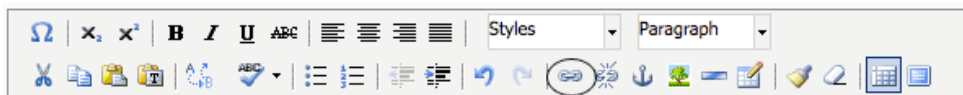
There are two types of links – Internal and External. **Internal links** are used for linking to pages/documents within your own site. **External links** are used for linking to pages/documents outside of your own site. Keep in mind this could include your own faculty.

**Example:** If Civil Engineering is creating a link from their contact us page to their students page they would create an **Internal** link. If they were creating a link to their main faculty website they would create an **External** link.

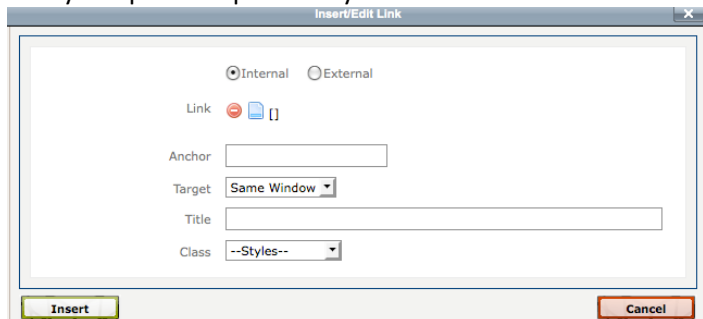
##### 4.3.6.1 Internal Links

Internal links are links to any pages/files within your own site.

1. **Select the text** that you want to be linked (where people will click).
2. **Click the Insert/Edit link** button on the toolbar.



3. Click the **blue page icon**. In the Choose > Browse window, navigate to the page you want to link to and click the Confirm button. You may also create a link to a document file (such as a PDF) that you uploaded previously.



4. Select **Same Window** from the target dropdown menu.
5. The **Title attribute** does not need to be used on every link, but may be used for the ones that need to provide the user with additional detail. The title attribute should provide the end user a bit more clarification on what the link actually does. (e.g. if you had a link called "Stats" the title attribute could be "Statistics on Student Enrollment 08-09") Please note, this is only supplementary information, nothing crucial should be hidden from the user.
6. Leave the **Class** alone.
7. Click the **Insert button**.

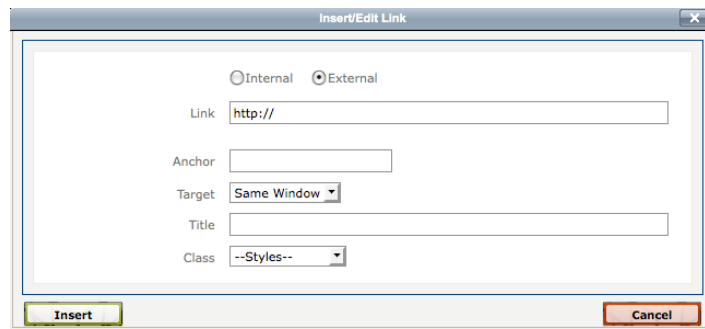
**Tip:** Linking to a PDF is the same process as linking to a page.

**Note:** Do not use the URL as a link name (or title), always use text. For example, if you were linking to <http://www.unb.ca> the link name would be the University of New Brunswick.

#### 4.3.6.2 External Links

External links are anything outside of your site or a non-UNB website.

1. Select the text you want to be linked (where people click).
2. Click on the **Insert/Edit Link** button and go to the **External** tab.



3. In the "Link" box, type or paste the address of the page you want to link to. Be sure to include the "http://" at the beginning.
4. Select **New Window** from the target dropdown menu.

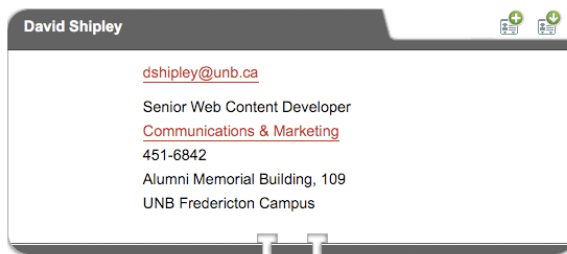
5. Leave class alone.
6. **Click Insert** to create the link.


**Note:** Do not use the URL as a link name (or title), always use text. For example, if you were linking to <http://www.unb.ca> the link name would be the University of New Brunswick.

#### 4.3.6.3 Linking to Faculty/Staff Email Addresses

Instead of providing contact information for UNB faculty/staff directly on your site, it is better to create a link to the appropriate entry in the UNB Phone Book. This way if the person ever changes their email address, phone number, office location, etc then you don't need to worry about having outdated information on your site. Linking to the phonebook also helps reduce the amount of spam a user may receive.

1. Go to <https://phonebook.unb.ca>
2. Using the search form, find the record of the person you want to link to.



3. Right-click on the  icon and choose "Copy Link Location" in Firefox, or "Copy Shortcut" in Internet Explorer. This will copy the address for this record to your clipboard.
4. Create an **External Link** on your page in CMS (see above) and paste in the address in the Link field. It will look something like this:  
<https://phonebook.unb.ca/index.cgi?dn=dW5iQ2FJZD0wYzc1Nzc3NjlkMmNINTAwZDQxZjE3OTBhM2JhN2VjMGI5YmQ4MDA4LG91PXBib3BsZSxkYz11bmlsZGM9Y2E=>
5. If you are having trouble finding the person's record in step #2, it's possible that they have suppressed their record from public view. In this case, try searching the internal phonebook page at <https://phonebook.unb.ca/everyone>. This version of the phonebook shows more records, but requires a valid UNB Login ID and Password in order to access it.

**Note:** Linking to the private phonebook (<https://phonebook.unb.ca/everyone>) will require users to login. If you want users outside of the UNB community to access the email **DO NOT** link to /everyone.

All links should point to the phonebook, please do not list the actual email addresses on the website. The proper way to link is 'Email: Information Technology Services' with the wording ITS going to the phonebook record. Placing [solutions@unb.ca](mailto:solutions@unb.ca) on the website will allow it to be harvested and spam sent.

#### 4.3.6.4 Linking to Student/UNB Special IDs/Non-UNB Email Addresses



If you are linking to a student email address, you must have **prior written consent from the student**. When linking to a student, you first need to determine if the address needs to be public for anyone in the world to see, or if it should only be available to members of the UNB community.

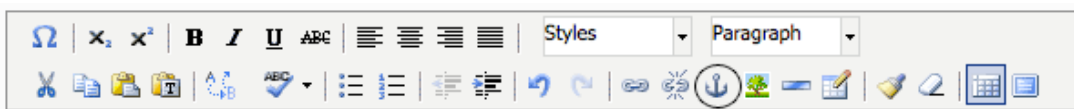
To link a student address that should be visible to the UNB community only, visit <https://phonebook.unb.ca/everyone> and follow the same steps as for creating a Faculty/Staff link. Students are not visible through the public interface at <https://phonebook.unb.ca>, which is why you must use the "everyone" version.

For all other email addresses, you must create an External Link with the Link field set to <mailto:<STUDENT/SPECIAL-EMAIL-ADDRESS>> (for example, <mailto:a1b2c@unb.ca>)

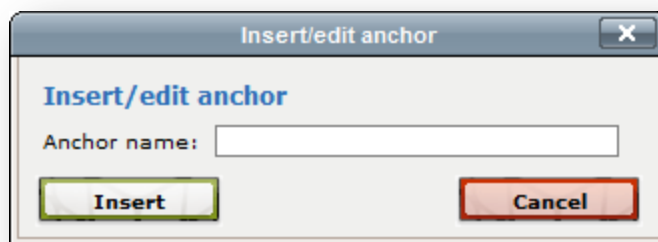
### 4.3.7 Anchored Links

Anchored links are used in instances where you may want to send individuals to a specific resource within a page.

1. **To insert an anchor**, place your cursor where you want the link to go and click the Insert/edit Anchor button.



2. In the "Anchor name" box, **type a name for the anchor** with no spaces (e.g., myanchor) and click Insert.



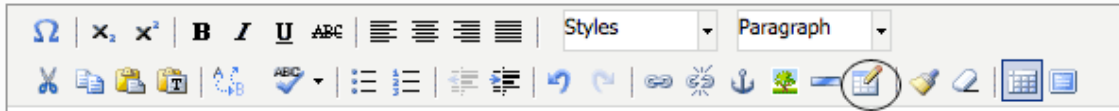
- The anchor will be represented by a little icon when viewing the page within Cascade, but it will not appear on the live/published version of the page.
3. **To link to the anchor**, highlight the text that you want to be linked and click the Insert/edit link button.
    - **Click on the External tab. In the "Link" box, type a pound sign (#) followed by the name of your anchor, with no spaces, e.g., #myanchor.**

**Tip:** Very few instances require Anchored Links; if your using Anchored Links chances are your page is to long.

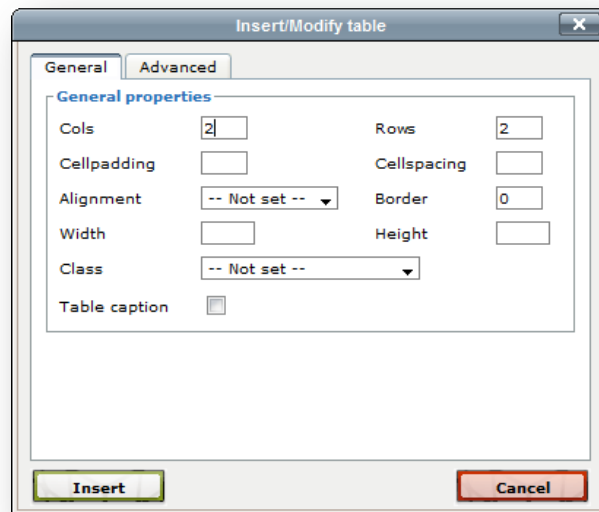


### 4.3.8 Inserting Tables

To insert a table on a page in CMS, click where you want the table, then click the Insert a new table button.



Press enter **ONCE** after a paragraph before inserting your table. This will ensure there is proper spacing.



Property	Description
Cols (columns)	Enter in the numeric value of columns needed
Rows	Enter in the numeric value of rows needed
Cellspacing	Adds space, measured in pixels, between the cells.
Class	Select a pre-designed table layout (see <b>Select a table class</b> )
Table caption	Used for large tables to provide an adequate summary of the table contents.

**Note:** These are the only fields to fill in. The other fields are to be **left blank** they are controlled by the stylesheet.

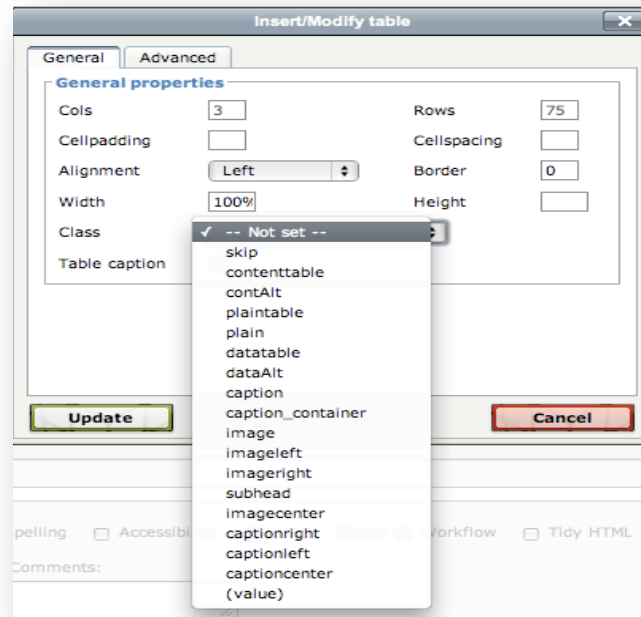
The stylesheet is a set of rules embedded in all UNB web pages that control things like font styles, sizes, colors and spacing. It provides a common look and feel to all UNB pages.

**Very Important:** You should never copy/paste content directly into the CMS, this also applies to **tables**. Tables should always be entered by hand. If you copy/paste a table you can encounter errors.

#### 4.3.8.1 Select a Table Class

From the drop down Class list select one of the following table styles.

**Important:** You **NEED** to select a table class, if you don't you will need to start over.



#### 4.3.8.2 contenttable

Column 1	Column 2	Column 3	Column 4
info	info	info	info
info	info	info	info
info	info	info	info
v	info	info	info
info	info	info	info

**Example of use:** List of non-numeric information.

#### 4.3.8.3 datatable

Column 1	Column 2	Column 3	Column 4
info	info	info	info
info	info	info	info
info	info	info	info
v	info	info	info
info	info	info	info

**Example of use:** Small spreadsheets. i.e. Tuition information

#### 4.3.8.4 plaintable

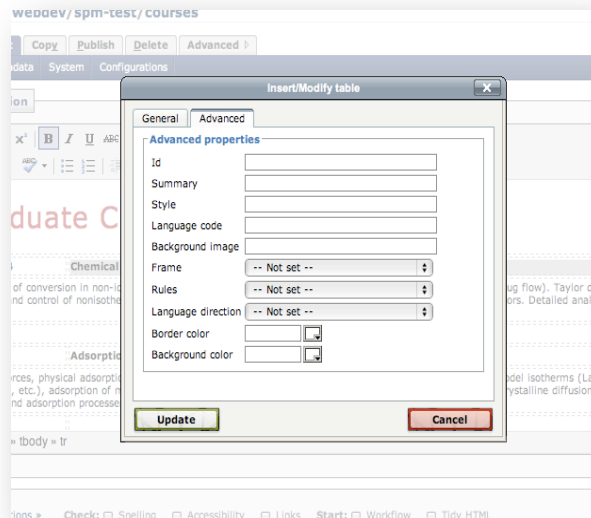
Column 1	Column 2	Column 3	Column 4
info	info	info	info
info	info	info	info
info	info	info	info
v	info	info	info
info	info	info	info

**Example of use:** Contact information with staff images.

**Note:** When using the contenttable or datatable styles you cannot use headers. You have to use the header row (see **Section 4.3.8.7**).

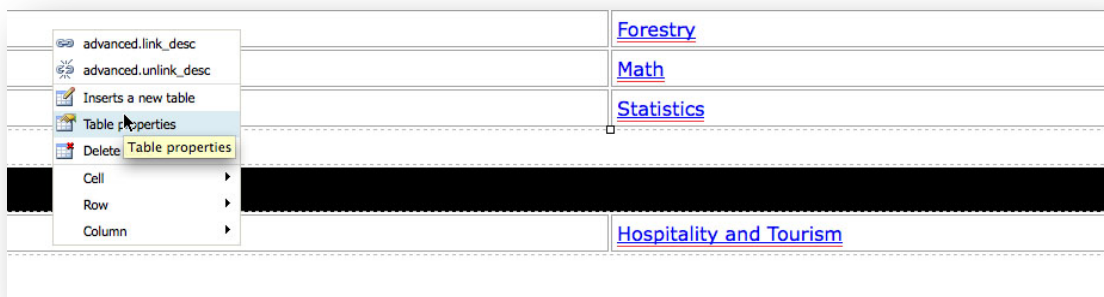
#### 4.3.8.5 Advanced Table Options

**On the Advanced tab**, please use the Summary properties when inserting a table. The Table summary attribute should be added as an overview of the body data for screen readers / people with visual impairments. Adding in the summary tag also assists with users receiving better search results. All the other options should be left the way they are because the main UNB web settings will override most of these settings.



#### 4.3.8.6 Editing Tables

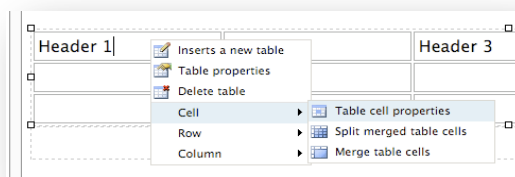
To access all of the table-editing options in Cascade, left-click in a table cell, then right-click and you will see the menu shown here:



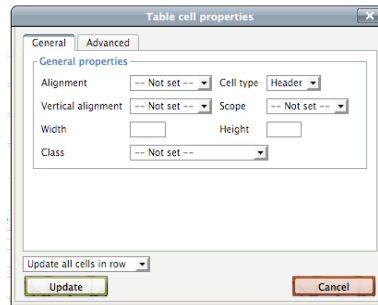
#### 4.3.8.7 Adding a Header Row

If the first row of your table contains column headers, you need to specify that it's a header row in order for it to be styled properly.

1. Left click in the first cell of your header row to place your cursor inside it.
2. Right click and choose **Cell > Table cell properties**.



3. Set the **Cell type** field to **"Header"**.

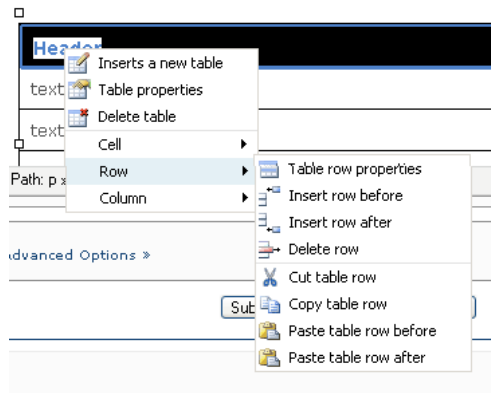


- From the dropdown at the bottom left, choose **“Update all cells in row”**. Click **Update**.

#### 4.3.8.8 Deleting a Row / Column

If you need to delete a table row or column, please first click into a cell on the row or column you wish to remove.

- Click inside one of the cells you wish to remove.
- Right click and choose **Row/Column > Delete row / Remove Column**.



#### 4.3.8.9 Column Width

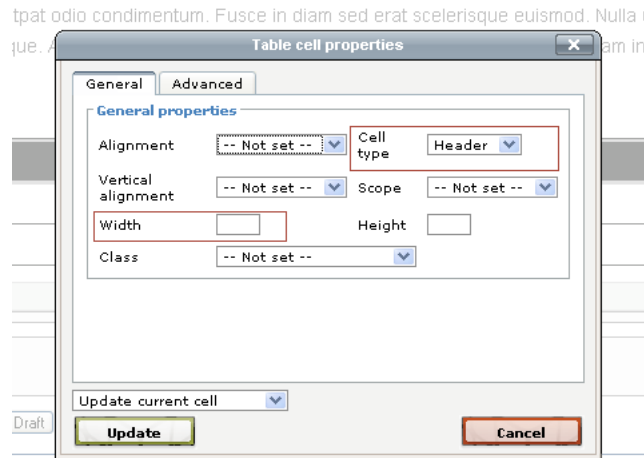
Assigning a specific column width can be achieved by first selecting the column.

You have two options for controlling cell widths.

##### Option One – Assigning an individual cell width

**Example:** If you have five columns and you want each of them to be a different width.

- Click inside the column (one cell) you wish to update the column width.
- Right click and choose **Cell > Table Cell Properties > and assign a Width** (percentage)



In the above example, the user is updating the header cell's width. Please notice the two-highlighted sections. One indicates the header row, the other area is where you assign the width of the column.

#### Option Two – Assign multiple cells a standard width

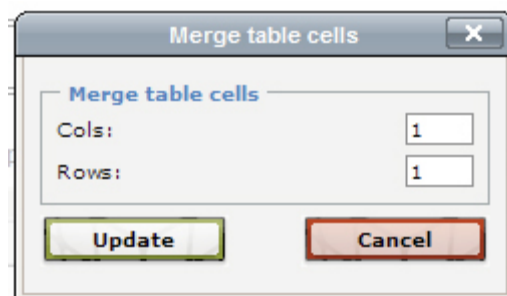
**Example:** If you have multiple columns and you want them all to be the same size.

1. Click the first cell in the first column to your left.
2. **Right click** and choose **Cell > Table Cell Properties > and assign a width** (percentage).
3. From the **drop-down menu** located at bottom left, choose **"Update all cells in row"**.
4. Click **update**.

#### 4.3.8.10 Merging Cells

If you need to merge cells within a table, first select the first cell in front of the cells you wish to merge..

1. Click inside the cell you wish to merge with other cells (the first cell in which you wish to merge the others to).
2. Right click and choose **Cell Properties > Merge table cells**
3. Enter in either the number of columns or rows you wish to merge.



## 4.4 Successfully Saving Your Pages:

After completing the content of your page (in the editor), click ‘Submit’ at the bottom of the page. As part of completing your page it will **automatically be scanned** for spelling and link errors. Please read the below sections for tips on getting the most out of these tools.

### 4.4.1 Spell Checker

If the spell checker finds any errors, it will present you with a screen like this:

The screenshot shows a 'Spell Check' window with a table of errors. The table has columns for Error, Modify, Suggestions, Add, and Ignore. There are three errors listed: 'internationally', 'conditons', and 'Kiewitt'. For each error, there is a radio button to select a suggestion from a dropdown menu. The 'Add' and 'Ignore' buttons are also present for each error. At the bottom, there are 'Submit' and 'Cancel' buttons.

Error	Modify	Suggestions	Add	Ignore
internationally	<input type="radio"/> internationally	<input checked="" type="radio"/> internationally	<input type="radio"/> Add	<input type="radio"/> Ignore
conditons	<input type="radio"/> conditons	<input checked="" type="radio"/> conditions	<input type="radio"/> Add	<input type="radio"/> Ignore
Kiewitt	<input type="radio"/> Kiewitt	<input type="radio"/> Hewitt	<input checked="" type="radio"/> Add	<input type="radio"/> Ignore

Submit Cancel

For each error found, you have four options to resolve it.

1. **Modify:** You can click inside the text box under the Modify column and manually correct the spelling. This is useful if none of the Suggestions are correct.
2. **Suggestion:** Choose the correct spelling from the Suggestions dropdown.
3. **Add:** If you are sure you have spelled the word correctly, you can click the Add button to add it to the spell checker dictionary. Then it won't be flagged as an error in the future.
4. **Ignore:** You can choose to ignore the error.

Once you've resolved (or ignored) all the errors, click **Submit** to proceed.

**Note:** The Spellchecker is based on U.S spelling. It is important to add correctly spelled words to your dictionary so they do not appear again. This will help in identifying incorrectly spelled words.

**Important:** Please **do not** skip over the Spell Checker. It does not reflect well on the University to have incorrectly spelled words on the website.

### 4.4.2 Link Checker

The Link Checker will run automatically following the Spell Checker and report any errors with the links on your page. If it finds any problems it will display a screen like this:

The screenshot shows a 'Link Check' window with a table of broken links. The table has columns for Broken Link, Context, Modify, and Ignore. There are two broken links listed: '/public/webdev/spm/bajaracer' and 'http://www.unb.ca/brokenlink'. For each link, there is a radio button to select a modification from a dropdown menu. The 'Ignore' button is also present for each link. At the bottom, there are 'Submit' and 'Cancel' buttons.

Broken Link	Context	Modify	Ignore
/public/webdev/spm/bajaracer	<a> with content: Test Internal Link	<input checked="" type="radio"/> Ignore	<input type="radio"/> Ignore
http://www.unb.ca/brokenlink	<a> with content: Test External Link	<input type="radio"/> http://www.unb.ca/brokenlink	<input checked="" type="radio"/> Ignore

Server Response: The server responded with http error code: 404

Submit Cancel

You have two options to resolve the errors – either modify the link, or ignore it.

If the broken link is to another Cascade page or document, you can click the blue icon under the Modify column and choose the correct file. If the link is to an external resource, click in the text box and correct the link manually.

Sometimes the Link Checker may report a link as invalid when you know it is correct. This could happen if the remote website is temporarily unavailable. In this case, you can just select Ignore to leave the link as-is.

**Note:** Secure sites will be flagged as incorrect by the link checker. Select **ignore**.

Click Submit to save your changes when done.

### 4.4.3 Success!

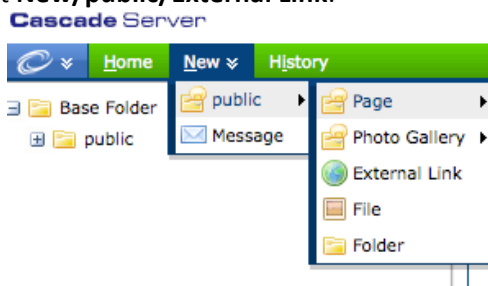
Once you have gone through the Spell/Link Checker processes you will have successfully created your page. When the page has been successfully created you will see this message:

**Note:** If you do not go through both processes (spell/link checker) then your page will time out and will not save. You will have to re-create your page from scratch.

## 4.5 Adding an External Link

If you need to add a link in your menu to something that is not in the CMS (such as an old page on the UNB site, or even an external site) you need to create an **External Link**.

1. First, **select the folder where you want to place your link.**
2. On the menu bar, select **New/public/External Link**.



- Much like all the other files you create, you must give the external link a Display Name and a System Name.
3. **To add the link to your site's side navigation:**  
On the Metadata screen, in the Custom Metadata section, check the **"Include in Side Menu"** option.

**Note:** You cannot use a PDF file as an external link.

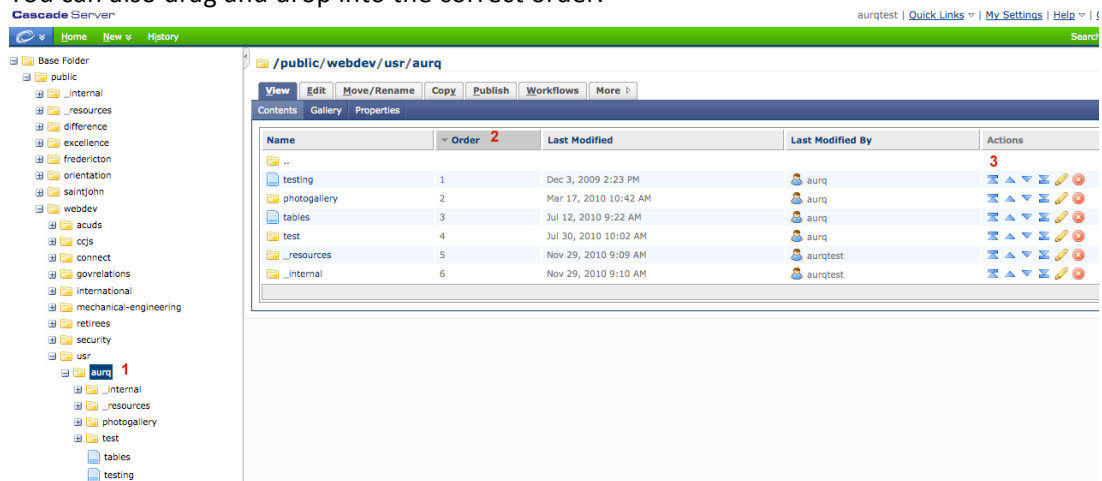
## 4.6 Changing the Order of your Side Navigation

By default, files get added to the menu in the order they were initially created. You can easily change the order:

1. Click on the folder containing the files you wish to re-order.

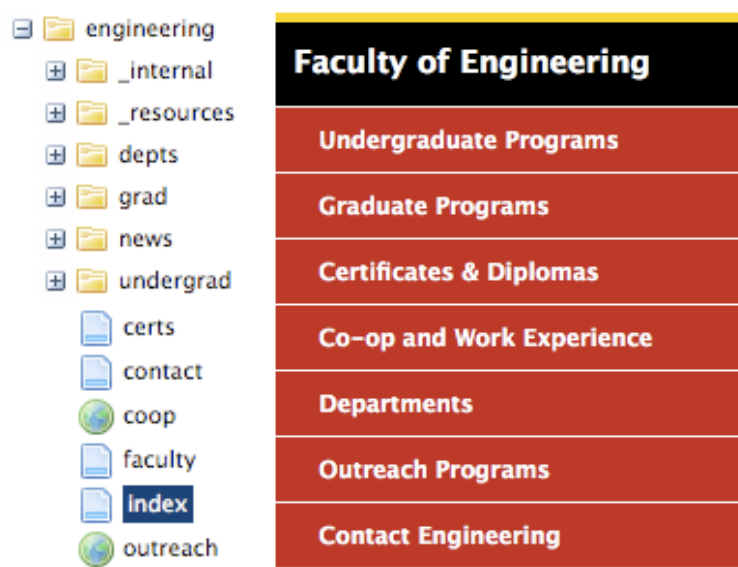


2. On the right under **View > Contents**, click on the **Order** column to sort the files.
3. You can then move files higher or lower by using the arrow icons under the **Actions** column. You can also drag and drop into the correct order.



**Note:** If altering the navigational structure, it is important to publish at the base folder. **Example:** If you're working in the 'undergrad' folder, republish the entire 'undergrad' folder.

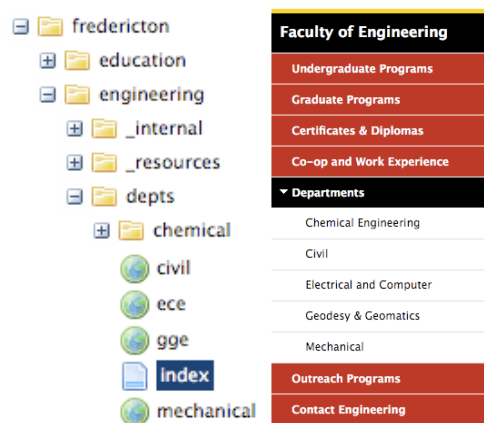
## 4.7 Example of Side Navigation/Site Structure



This is an example menu from the Faculty of Engineering. Each of the links in the menu comes from the **Display Name** attribute in the metadata. You can see now how the System Name and Display Name are related. A folder may have a System Name of **depts** but appear in the menu with its Display Name of **Departments**.

**Note:** Not all files in the engineering folder appear on the menu. The only ones that show up have the **"Include in Side Nav"** check box selected.

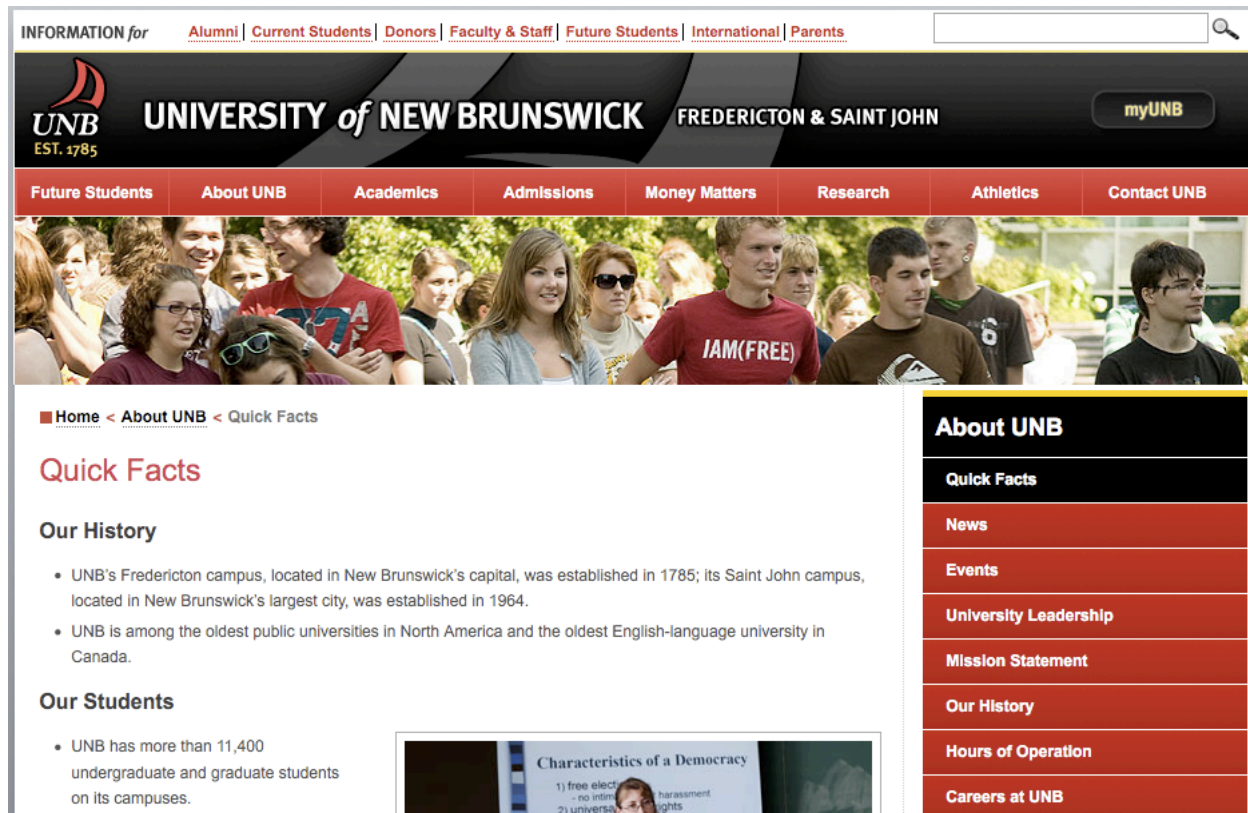
When you click on a menu link that points to a folder, the menu will load the folder's **index** page and expand to show the contents.



## 5 Previewing and Publishing

### 5.1 Preview Your Work

Before publishing your changes to the web server, you should preview your work to make sure it looks the way you want. Click on your page and go to **View > Preview**. This will show you your page as it will appear when published. If you see any problems, you can go back and edit the page again.

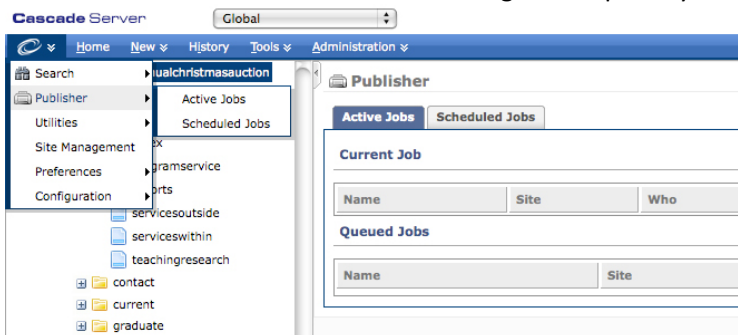


## 5.2 Publish Your Work

1. In the column on the left, **click on the file you wish to publish, and then click the Publish tab.**
  - If you only have several pages to publish, please do not publish your entire folder, as that can slow down the system.
  - The only time a whole folder should be published is if everything in it is new or changed or if you have made changes that will affect your side navigation.
  - If you do have to publish your entire site please do so during non-peak periods. (i.e. end of day/first thing in the morning)

2. **Click the Submit button.**

3. Depending on how busy the CMS system is, it may take some time before your page is actually published. To check the status of your publish job click the **Cascade symbol in the blue bar > Publisher > Active Jobs**. If there is nothing in the queue your job has been published.



4. After checking the active jobs, if your page still doesn't publish, check your messages by clicking on **Home > Messages**. This will report any publishing issues. If you do encounter an issue you're unable to solve, please contact [solutions@unb.ca](mailto:solutions@unb.ca) and include the error message.

5. If the queue is empty, and your messages report no errors, please empty your internet cache. If your page still does not appear, please contact [solutions@unb.ca](mailto:solutions@unb.ca) and include the error message (and a screenshot if possible).
6. Once publishing is complete, you can view your page at <http://www.unb.ca/path/to/your/site> where "path/to/your/site" is the path to your site in the CMS under **public**. So if your site was located at

*/public/webdev/mysite/* then it would be available on the web at  
<http://www.unb.ca/webdev/mysite/>

**Tip:** There could be up to a 5-minute delay before your changes take effect. If after this time your page does not change, empty your Internet cache.

**To empty your cache:**

- **IE** – Tools > Internet Options > Delete Browsing History
- **Firefox** – Tools > Clear Recent History

## 6 File Management

If at all possible, try to permanently name files when you create them, so as to avoid renaming them later. If you need to rename a folder/file follow these steps to ensure that there are no “lost” folders/files on the web:

### 6.1.1 Determining the use of a File (Relationships tab)

To determine whether a file (or page) is being used, click on the **Relationships** tab. This will display the CMS path of any pages that have a link to the file. If there are no relationships it means the file is no longer being used and could potentially be removed. Follow the steps in section 6.1.6 to remove a file.

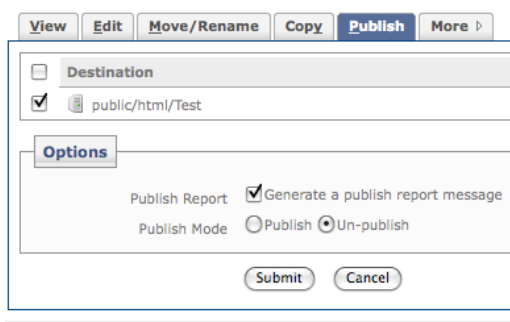
**Note:** Please remember it is best to remove any outdated files, all files stored in the CMS are available through search engines (such as Google), students are able to find out files which has the potential to cause confusion depending on the nature of the information.

### 6.1.2 Un-publish a File

The first step before you can rename, move, or delete a file is to **un-publish**. If you do not un-publish the file it will still be accessible on the web via Google and UNB search results. This can cause you problems if, for example, a student finds old tuition or application information.

To **un-publish** follow these steps:

1. In the column on the left, **click on the file** you wish to rename.
2. Click the **Publish** tab.
3. Under **Options > Publish Mode** change the “Publish Mode” from Publish to **Un-publish**.
4. Click the **Submit** button.



The screenshot shows a CMS interface with a top navigation bar containing buttons: View, Edit, Move/Rename, Copy, Publish, and More. Below this is a 'Destination' section with a checkbox and the path 'public/html/Test'. The 'Options' section is expanded, showing 'Publish Report' with a checked checkbox for 'Generate a publish report message'. The 'Publish Mode' section has two radio buttons: 'Publish' and 'Un-publish', with 'Un-publish' selected. At the bottom are 'Submit' and 'Cancel' buttons.

**Tip:** The only time you do not need to un-publish a file is when you are updating the content of a page. In this case publishing the file will over-write the existing one on the web.

### 6.1.3 Rename a File

If you want to rename a file:

1. **Un-publish the file** (See instructions above)
2. Click on the **file** you wish to rename.

3. Click the **Move/Rename** tab.
4. In the “**System Name**” box, change the name.
5. Click the **Submit** button.
6. **Re-publish the file (Publish > Publish Mode > Submit)**

View Edit **Move/Rename** Copy Publish More >

System Name \* tables

Parent Folder \* [public/webdev/usr/aurq]

Start Workflow ☐ There are no Workflows available.

**Affected Destinations**

Moving/renameing this asset may cause it to be out of sync on the following Destinations. To avoid this problem, unpublish this asset first.

Destination	Target
Test	public/html

Submit Cancel

### 6.1.4 Move a File

If you want to change a file’s location:

1. **Un-publish the file** (See instructions above)
2. Click on the **file** you wish to move.
3. Click the **Move/Rename** tab.
4. Click the **Parent Folder’s yellow folder icon**.
5. In the Browse window, **click on the appropriate new folder location**.
6. Click the **Submit** Button.
7. **Re-publish the file (Publish > Publish Mode > Submit)**

### 6.1.5 Upload a File

If you would like to upload an image or a document to your website please follow these instructions.

Please place all **image** files in your **img** folder located underneath the **\_resources** folder. Place all **PDF** documents in your **PDF** folder located underneath the **\_resources** folder. Both of these folders already exist.

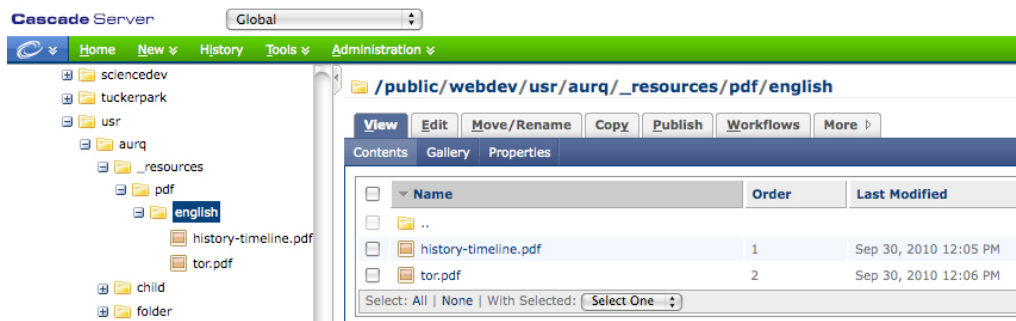
You may create additional folders under **\_resources** as needed (for example, you can create a **undergrad** folder to store all your **Undergraduate-related** PDF documents).

**Note:** If you want to upload a file to a certain folder (e.g. **\_resources/img/**), you must first select the folder you wish to upload to.

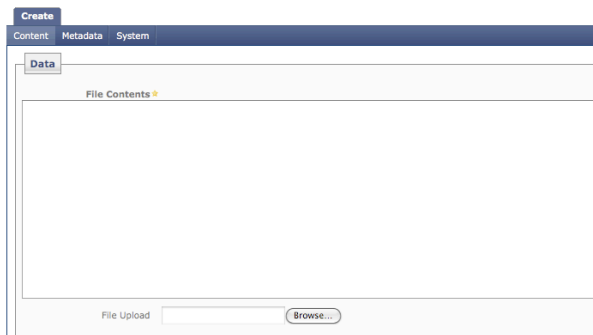
**Important:** If you are uploading an image with any identifiable people in it, you must get a UNB Model Release Form signed. Copies of the form can be downloaded from the Communications & Marketing website (<http://www.unb.ca/cm>).

If you are uploading documents please **DO NOT** put dates in the filenames (unless appropriate). If you upload a document called **application.pdf**, next year you can over-write the existing document with a **new** version and all your links will automatically update themselves. **Less work on your part.**

**Appropriate Use:** Meeting Minutes, Newsletters (if keeping multiple copies for download), Agendas



1. First, make sure your file is named appropriately. **File names may only consist of letters (lowercase only), digits, hyphens and underscores.**
2. **Select the folder where you want to place your new file.**
3. Go to **New > File**.
4. In the File Upload section, click the **Browse** button.



5. Choose the file you wish to upload and click **Open**.
6. Click the **Submit** button.
  - When the upload is complete, you will see the name of the file appear in the file list on the left and a preview (if available) on the right.
  - The file will use the original filename as the System Name by default, so you don't need to fill it out.
  - Metadata is not required for files at this time.

**Note:** If you receive an error message, check the filename to make sure there are **NO** capitals, special characters, or spaces – this includes the extension (pdf, jpg, etc).

### 6.1.5.1 Updating an Existing File

If you have a new version of a current file on your website **do not upload a new file**, you can overwrite the old copy on the website.

This has many **benefits**:

1. You do not have to update your links (this is done automatically)



2. Old versions of a form are not left on the website for users to locate (do not have wrong copies of an application submitted)
3. Links do not become broken on other websites that may have linked to your document.

To upload a new copy:

1. Browse to the file under **/\_resources/pdf/your-file-name.pdf**
2. Click on the file.
3. Click on the **Edit tab**.
4. Click **Browse** and select the file from your computer.
5. Click **Submit**.
6. Then **Re-publish** the file.

### 6.1.6 Delete a File

If you want to delete a file:

1. **Un-publish the file** (See instructions above)
2. **Click on the file** you wish to delete.
3. **Click on More > Delete**
4. Check off **“Un-publish Content”**
5. Click **Submit**

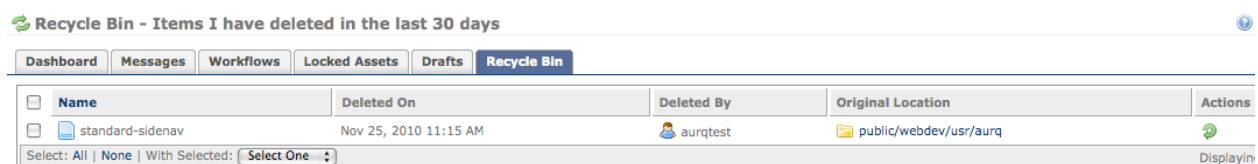


**Note:** When deleting a file it will tell you (on the confirmation screen) what pages are linking to the page being deleted. Remember to fix these links so users do not get an error message.


Also keep in mind that it will not tell you what other sites on the web are linking to that page.

### 6.1.7 Retrieving a File – Recycle Bin

If you have accidentally deleted a file you now have the option to retrieve it. The **Recycle Bin** holds up to **30 days** worth of deleted files (pages, folders, images, documents). You are only able to restore the files you have personally deleted. In the case of multiple users working on a site you may have to coordinate with a co-worker to have a file restored.

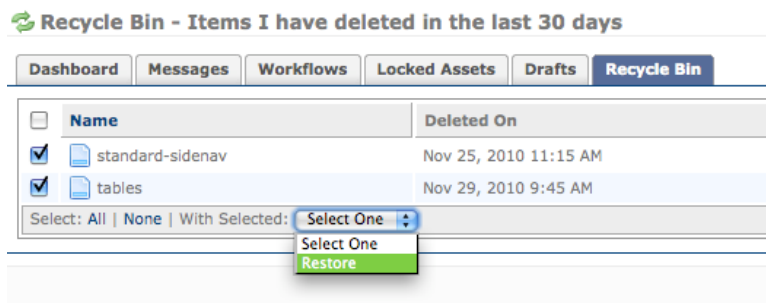


### 6.1.7.1 Single File Restore

1. Go to **Home > Dashboard > Recycle Bin**
2. Under actions click “Restore”  next to the page you would like to restore.
3. Click **Submit**

### 6.1.7.2 Multiple File Restore

1. Go to **Home > Dashboard Recycle Bin**
2. Check off which pages need to be restored
3. Select “**Restore**” from the drop-down menu
4. Click **Submit**



**Note:** If you have deleted a file and the folder it was housed in, you will get a message asking you to select a new location. You cannot restore a file that does not have a location to be restored to.

**Remember to re-publish the files after restoration.**

## 6.1.8 Proper Naming Conventions

It is important to name your files properly in the CMS, this includes all folders, pages, documents, and images.

The following is **permitted** when naming your files:

- Lower Case Letters
- Numbers
- Underscores
- Hyphens

The following is **NOT permitted** when naming your files:

- Upper Case Letters
- Spaces
- Special Characters
- Dates (unless appropriate)
- Web file and folder names should **never contain spaces**. Spaces will result in broken links.
- When naming files, do not put “.htm” or “.html” at the end (“.html” will automatically be added when the page is published).
- Keep in mind that the file and folder names become part of the web address (URL), so try to

keep them short and descriptive.

**Good = about-us.html**

**Bad = about-the-department-of-information-technology-services.html**

- If you are uploading a file the extension (i.e .pdf) must also follow proper naming conventions. When you create a file Windows may create it with uppercase letters in the extension.

**If you attempt to create a page with an invalid name, you will receive this error message:**

An error occurred during creation: You may only give this page a name that matches the following regular expression: ^([a-z0-9\-\\_])+\$

### 6.1.9 Types of Files Permitted

Due to the different types of web browsers (Firefox, IE, etc) and system types (Mac, Windows) not all file types are permitted for upload.

The following are **permitted**:

- PDF (Document File)
- JPG (Image File)
- GIF (Image File)
- PNG (Image File)
- DOC (Microsoft Word File)

**Note:** Please be aware that not all users have converted to the newest version of Microsoft Word and saving your document in a .docx (Microsoft Office 2010) extension may not permit some users to view it. If you need to upload a word document (PDF is always better), it is best to click “**Save As..**” and select the .doc (Microsoft Office 2008) format.

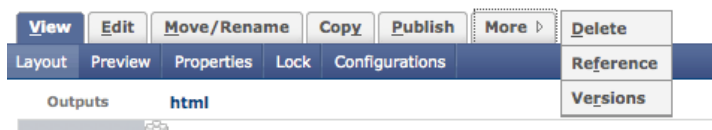
If you need to upload a file in a format not listed above, please contact [solutions@unb.ca](mailto:solutions@unb.ca). Someone will assist you in determining the best way to meet your requirements. Uploading unapproved files could result in your access being suspended and the files removed pending review by Information Technology Services.

## 7 Additional Features





### 7.1 Versioning

If you need to undo changes to a file, you can use the **Versioning feature**. You can undo your last change, or even go back to a previous version from days or weeks before. The **last five (5) versions** are kept in the CMS. One use of Versioning would be if you wanted to temporarily make a change to a page (perhaps to promote an event) then revert it back to its previous version when the event is over.

1. Select your page.
2. Click on the Advanced tab / Versions.



3. From the list select which version you want to go back to (the *Last Modified On* column will tell you when each version was saved and by whom).

View	Edit	Move/Rename	Copy	Publish	More
<input type="checkbox"/>	Path				Last Modified On
<input checked="" type="checkbox"/>		public/webdev/usr/aurq/testing			Dec 3, 2009 2:23 PM
<input type="checkbox"/>		public/webdev/aurq/testing			Dec 3, 2009 2:23 PM
<input type="checkbox"/>		public/webdev/aurq/testing			Dec 3, 2009 2:22 PM
<input type="checkbox"/>		public/webdev/aurq/testing			Dec 3, 2009 2:22 PM
Select: All   None   With Selected: <span>Select One</span>					

4. You now have a number of options (not all are available on each version)

**Newer:** switches to the next newest version.

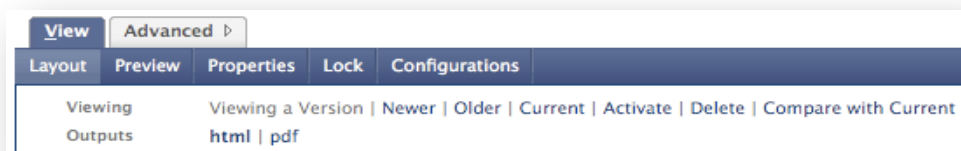
**Older:** switches to the next oldest version.

**Current:** switches to the current version.

**Activate:** activates the version being viewed and makes it the new current one.

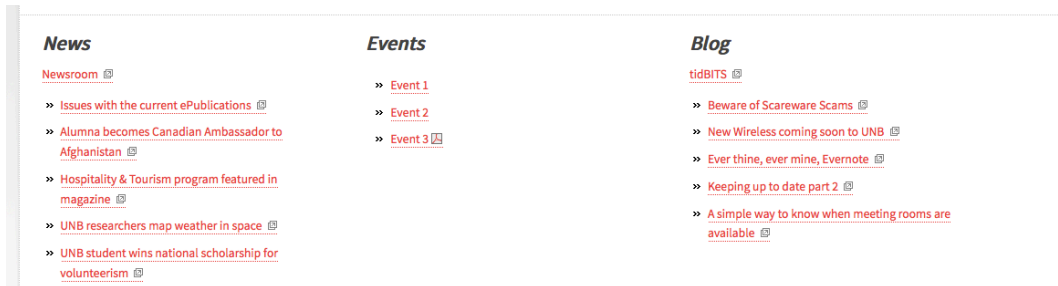
**Delete:** permanently deletes the version being viewed.

**Compare with Current:** compares the version being viewed with the currently active one, highlighting any changes.



## 7.2 Adding/Editing News and Events

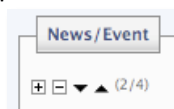
Depending on your requirements, there are three different types of 'News/Events' blocks. There is 'News/Events', 'News/Events and Blog' or 'News/Events and location'. The process for updating all three is the same.



To add items to your News and Events block follow these steps:

1. Create your news or event article.
  - **News:** Create a **No-Sidenav** page for your article (creating a news folder for your articles would be beneficial).
  - **Events:** Add your event to the main UNB Events Calendar by going to <http://es.unb.ca/apps/eventscalendar/post-event>
2. Go to **/news-events/** within your site folder
3. Click the **Edit** tab
4. Depending on your setup, you will see two or three sections or 'blocks'. You will be working with one called 'News' and one called 'Events'. Depending on the type of notice you are adding, you will create it under the corresponding 'block' (i.e. News article gets placed under 'news').

5. Click the **plus icon (+)** to add a new News or Event item
  - If you have more than one item you can change the order of the items by clicking on the small black arrows in the upper left of each block to move that block up or down.



- To **delete** an item click the **minus icon (-)**
6. For each article fill out the following information:
    - **Title:** This will appear as a title on your homepage. Enter something short and attention grabbing.
    - Choose between **Internal Link, Internal File and External Link.**
  7. Click **Submit** when finished to save your changes and re-publish your homepage.

**Note:** Please use only one method for creating a link. If you specify both an **Internal Link** and an **External Link**, only the internal link will be used.

## 7.3 Editing the Ad Block

Depending on the layout of your website, you will have the option of an ad block featured in underneath your side navigation, or you can place it in your social media carousel (if you have one). You can use this space to highlight important news, or events, happening within your department or faculty.

The ad block can be used to promote upcoming events, to promote a downloadable brochure or to point to a new service or feature of your site.



To request a new **Ad Block graphic** please email [solutions@unb.ca](mailto:solutions@unb.ca) with an outline of what you are looking for. Please include an image and any text you would like to see on the graphic.

At this time, any ad blocks featured in the slideshow banner need to be updated by Information Technology Services. To have this modified please email [solutions@unb.ca](mailto:solutions@unb.ca)



### How to update the ad block located underneath your side navigation

Once you have received your new graphic you can upload it to your site using the following steps:

1. **Upload** the image to your site's **\_resources/img/ad** folder and then publish it.

2. To **edit** the ad block, navigate to **/rwd/ad-block** within your site folder and click the **Edit** tab.

The screenshot displays the 'Ad Blocks' edit interface. It features a sidebar with 'Ad Blocks' and 'Advertisement' tabs. The main area contains the following fields:

- Image Alt Text:** UNB Saint John - Faculty of Business | MBA
- Ad Block Image:** [saintjohn/business/mba/\_resources/img/ad/mbasj.jpg]
- File Link:** [ Search ]
- Internal Link:** [saintjohn/business/mba/why]
- External Link:** [Empty field]

3. Enter the appropriate alternate text in **Image Alt Text** to describe your image (or what it links to). This is used for accessibility purposes, those that are visually impaired will have this text read to them via their screen reader.
4. Click on 'search' and locate the ad block graphic that you uploaded in step one.
5. Depending on what it is you wish to link to from the ad block, use **ONE** of the following three fields
  - Internal Page:** If you want to link to a page within your site click the blue icon to browse and select the target page.
  - Internal File:** If you want to link to a document within your site (for example a PDF) click the brown icon to browse and select the target document.
  - External Link:** To link to something outside of the CMS enter the full URL (including http://) in this field.
6. When you are done making the desired changes, scroll to the bottom of the page and click **Submit** to save them.
7. Republish the home page of your site (**index**) in order to see your changes on the web.

**Note:** You have the ability to add up to **three (3)** ad blocks underneath your side navigation by clicking on the **plus (+)** icon.



## 7.4 Changing your Homepage Slideshow

The homepage of your site contains a dynamic slideshow. Each time someone visits your page, a random image is loaded. The maximum number of slides you can have in a slideshow is 5.

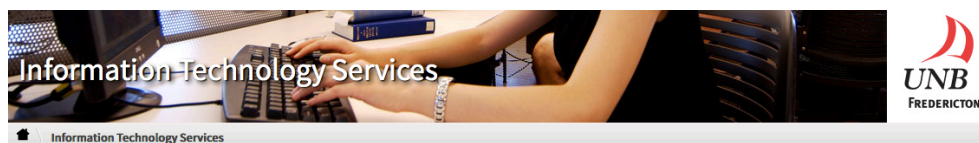


To request a new **slideshow image** please send a request to [solutions@unb.ca](mailto:solutions@unb.ca) outlining what you are looking for. Please include any images, and the text that you would like to appear underneath the image. Please keep in mind this text should be kept short, and contain your department or faculty name. This text is **required**.

**Note:** At this point in time you are **unable** to edit, or create, your own slideshow images.

## 7.5 Changing your Pagebanner image

Each page on your site will have a page banner image at the top underneath the global navigational menu.



To request a new **pagebanner** image please send an email to [solutions@unb.ca](mailto:solutions@unb.ca) and include any images or text you would like included on the banner. Please indicate if your department, or faculty, is based in Fredericton, Saint John, or is Corporate.


**Note:** At this point in time you are **unable** to edit, or create, your own slideshow images.

## 7.6 Editing the biography block

The biography block makes it easy to create a webpage with images and biographies of the members of your department or group into your site. This template is responsive (mobile and tablet friendly), accessible (for those that are visually-impaired) and has proper alignment/spacing within the content area of your webpages.

The initial block needs to be created by ITS but moving forward can easily be updated by you. Images can be **no wider** than 220px, height can be up to 330px. To request a biography block be added to your website please email [solutions@unb.ca](mailto:solutions@unb.ca), once created you will find it located in the RWD folder of your website. This block will be under a workflow to ensure image sizes are within the restriction, images larger than the restriction can cause alignment issues on the webpage.






***Kathryn McCain, Chair***

**Appointed by Board of Governors**


Kathryn McCain is the chair of the McCain Foundation and was appointed chair of UNB's board of governors in 2012. She was previously vice-chair of the board and has been a member since 1998. She has served on a number of board committees including, the advancement committee, the university honorary degrees committee and the nominating and review committee. Kathryn obtained a bachelor's degree in sociology from UNB. She received the university's Alumni Award of Honour for her contributions to the institution.



***Brian Baxter, Vice-Chair***

**Appointed by Lieutenant-Governor in Council**

Brian Baxter is chairman and CEO of Botsford Investment Inc. He has been a member of UNB's board of governors since 2003 and has served on a number of board committees, including finance, advancement, nominating and review, human resources, and investment. In May 2012, Brian was appointed vice-chair of the board. Brian has a bachelor of arts degree from UNB. He is an accredited businessman who allocates his time and skills to community organizations in his hometown of Moncton, NB.



***Bruce Balcom***

**Elected by Faculty Members (Fredericton)**

Bruce Balcom is a professor in the department of physics and is the director of UNB's Magnetic Resonance Imaging (MRI) Centre. He is also a Canada research chair in materials science magnetic resonance imaging. Bruce has a bachelor of science degree from Mount Allison University and a PhD from the University of Western Ontario. Bruce is best known for the development of the SPRITE MRI technique, which is suited to quantitative studies of materials.

Board of Governors
Senates
Faculty and Staff
Students
RTIPPA Information Access & Privacy
UMC - Secure Site
Contact Us
Human Resources
Policy Repository
Anti-Spam Legislation
test

1. **Upload** the images to **/\_resources/img**. It is recommended to create a new folder to house the biography images.
2. **Navigate** to **/RWD/biography** and click **edit**.

**▼ Biography**

Profile Image [secretariat/\_resources/img/gov-member-bios/kmccain.jpg]

Full Name

Title

**Biography**

Kathryn McCain is the chair of the McCain Foundation and was appointed chair of UNB's board of governors in 2012. She was previously vice-chair of the board and has been a member since 1998. She has served on a number of board committees including, the advancement committee, the university honorary degrees committee and the nominating and review committee. Kathryn obtained a bachelor's degree in sociology from UNB. She received the university's Alumni Award of Honour for her contributions to the institution.

Path: p

Building / Room location



Phone Number

Link to phonebook

3. Each biography section is a different individual, to add additional bios click the **plus (+) icon**, you can also remove individuals by clicking the minus (-) icon. The following are **required** for each individual:
- Profile Image (click 'search' and locate the image under `/_resources/img`)
  - Full Name
  - Title
  - Biography

You also have the option of filling out a building/room number, phone number, link to their phonebook record, and a link to their personal website. If you are copy/pasting the biography from

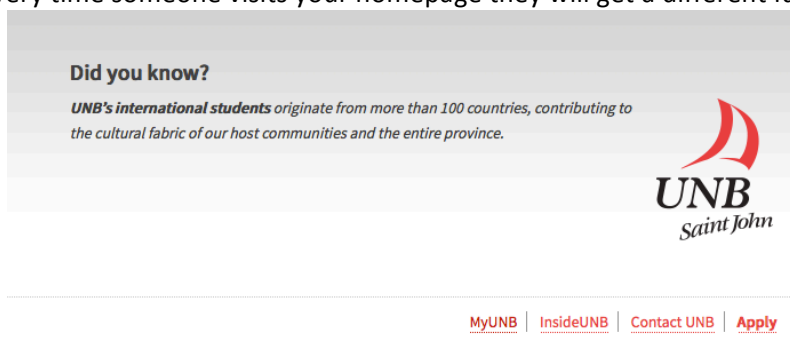
Microsoft Word, please remember to use the '**Paste as Plain Text**' button in the CMS editor, this will remove any bad code that could potentially cause alignment issues with your webpage.

4. You can **re-order** the bios by clicking on the arrows   (1/42) ; the number to the right of the arrow specifies where the bio will be located within the order of individuals.
5. When you have finished editing, click **Submit**. You will enter the workflow screen; click **Submit**. Once the block has entered the workflow process, please wait for approval from ITS, you will receive an email from Cascade Server in your inbox. Until a workflow is approved, you will be unable to modify the block.
6. Once you receive approval you will need to publish the webpage the biography block is attached too. (i.e. /its/biographies.html) The block itself is not directly publishable.

## 7.7 Modifying your 'Did you know?' block

This area is to provide unique information, or facts, regarding your department or faculty. It is not to be used for marketing purposes. If you have a need to advertise a service, event, or important piece of information you can request an 'ad block'.

This block appears at the bottom of your homepage. You can have up to **five (5)** different facts at one particular time. Every time someone visits your homepage they will get a different fact.



If you do not have specific facts to your department or faculty, you will have the generic UNB statements that are featured on <http://www.unb.ca>

To request a change to your 'Did you know?' block, please email [solutions@unb.ca](mailto:solutions@unb.ca). At this point in time you are **unable** to edit your own 'did you know?' block.

## 7.8 Editing stories on your homepage

You can have two stories on your homepage at one time. To request graphics (or to have this feature added to your website) please email [solutions@unb.ca](mailto:solutions@unb.ca). Please include any images, and text, that you would like to see featured on the graphic.



### Getting your bearings at UNB Saint John

Incoming and returning undergraduate students at the UNB Saint John will kick-off their university experience at **fall orientation** on Sept 3.



### Forestry without borders

Students from European and Canadian universities are learning about New Brunswick forestry and environmental management through a **specialized degree program** offered by the University of New Brunswick.

Once you have received your new graphic you can upload it to your site using the following steps:

1. **Upload** the image to your site's **\_resources/img/stories** folder and then publish it.
2. To **edit** the story block, navigate to **/rwd/stories** within your site folder and click the **Edit** tab.

3. Enter information for the story on the left-hand side of your page:
  - a. **Title:** Should be short and to the point
  - b. **Image:** Click 'search' and navigate to the graphic you uploaded to **/\_resources/img/stories**
  - c. **Alt Text:** This will be read to those that are visually impaired. A good description of the image is required.
  - d. **Left-story details:** This text will appear underneath the graphic on the homepage. There should be no headers, or lists, in this text.
4. Follow the same process (as step three above) for the right-hand side story.
5. Click 'submit' and re-publish your homepage for the changes to take effect.

## 7.9 Editing testimonials on your homepage

There are two types of testimonial layouts you can use on your homepage. One spans the full width of the page, and the other appears underneath the side navigation. You can have up to **three (3)** testimonials on your homepage. Graphics for your testimonials should be requested through [solutions@unb.ca](mailto:solutions@unb.ca). Please include the head shot of the individual (please be aware the model release form should be filled out and signed).

Once you have received your new graphic you can upload it to your site using the following steps:

1. **Upload** the image to your site's **\_resources/img/testimonials** folder and then publish it.
2. To **edit** the testimonial block, navigate to **/rwd/testimonials** within your site folder and click the **edit** tab.

The screenshot displays the 'Testimonials' section of the Cascade Content Management System. It contains two testimonial entries, each with a title, quote, name, and image field. The first entry is for Elizabeth Cummings, BBA ('12), and the second is for 'Me'. Both entries use the same image placeholder: '[Internal:its/\_resources/img/elizabeth.jpg]'. The interface includes plus and minus icons to manage the list of testimonials.

3. Fill out the following information for each testimonial:
  - a. **Title:** this should be kept short. It appears underneath the graphic.
  - b. **Quote:** this is the statement provided by the student/alumni.
  - c. **Name:** full name of the individual providing the quote. It can include the degree and year (i.e. BBA '12)
  - d. **Image:** click 'search' and locate the image you uploaded to `_resources/img/testimonials`
4. Click 'submit' and re-publish the homepage.

**Note:** to add, or remove, testimonials click the plus (+) and minus (-) icons.

## 7.10 Updating your social media carousel

The social media carousel allows you to add your latest Facebook, YouTube, Twitter, or Flickr posting directly on your homepage. You also have the ability to add your latest 'ad block'. The carousel is only available on the homepage. You must be using **at least three different** components to have the carousel featured on your homepage, and you can have up to nine (9) items at one particular time.

If you are only using one medium, please see **section 7.15** on incorporating social media.

To request this feature please email [solutions@unb.ca](mailto:solutions@unb.ca).

1. Click on **/rwd/social-media-carousel** and click the **edit** tab.

▼ Carousel Item

+

▢

▼

(1/4)

Media Type

★

☒ Twitter
☐ Facebook
☐ Youtube
☐ Flickr
☐ AdBlock

Title

★

Twitter Feed

Media URL

https://api.twitter.com/1/statuses/user\_timeline.rss?screen\_name=UNB

Ad Block Image

⊖

🖼️

[ Search ]

🔍

Internal Link

⊖

🔗

[ Search ]

🔍

External Link

Ad Image Alt Text

Ad Image Alt Text

▼ Carousel Item

+

▢

▼

▲

(2/4)

Media Type

★

☐ Twitter
☒ Facebook
☐ Youtube
☐ Flickr
☐ AdBlock

Title

★

Facebook Feed

Media URL

http://www.facebook.com/feeds/page.php?format=atom10&id=29485933539

Ad Block Image

⊖

🖼️

[ Search ]

🔍

Internal Link

⊖

🔗

[ Search ]

🔍

External Link

Ad Image Alt Text

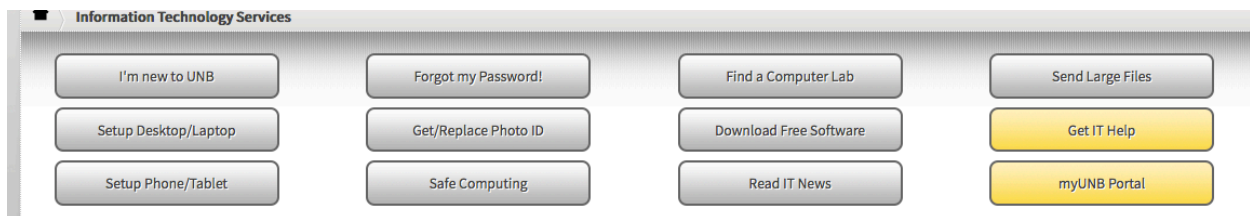
Ad Image Alt Text

2. Fill out the following information per block:
  - **Media type:** select appropriate media
  - **Title:** Fill out an appropriate title such as 'Twitter Feed'.
  - If you are connecting to Facebook/Twitter/Flickr fill out:
    - **Media URL:** place the appropriate Facebook/Twitter/Flickr feed URL in this field. If you need assistance please email [solutions@unb.ca](mailto:solutions@unb.ca).
  - If you are adding an 'ad block' image fill out:
    - **Ad block image:** click 'search' and locate your ad block graphic (after uploading to your \_resources folder).
    - **Choose either:** internal link or external link
    - **Ad image alt text:** fill out a meaningful description for those that are visually impaired and cannot view your graphic.

**Note:** To add a new carousel item use the plus (+) icon. To remove an old item, click the minus (-) icon.

## 7.11 Updating your Hotbuttons

Hotbuttons are available on InsideUNB websites only. These are websites that target UNB faculty, staff, and students (such as financial services and human resources). External sites are those that target prospective students, parents, and media personnel (such as faculty websites).



You can have no more than **twelve (12)** buttons on your homepage. The titles should be action-oriented. These buttons must link to webpages (you cannot link to a PDF). Pop-out boxes (or lightboxes) are no longer used due to accessibility reasons.

**Important:** Hotbuttons should not be a replication of your side navigation.

1. Click on **/rwd/hotbuttons-homepage** (you may also have buttons on secondary pages such as hotbuttons-students) and click the **edit** tab.

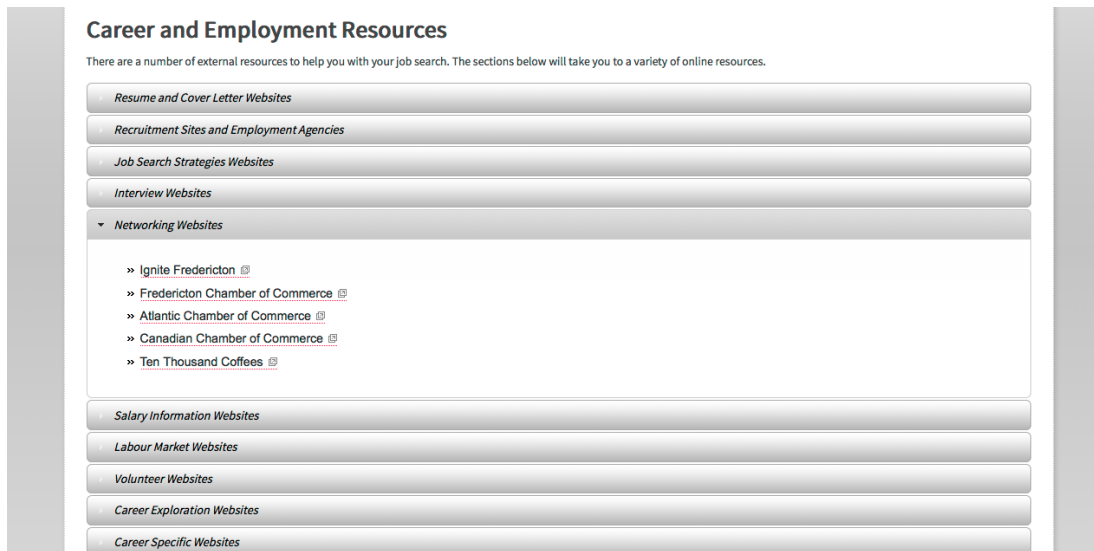
 A screenshot of the 'Hot Buttons' configuration interface. It shows two buttons being edited. The first button is titled 'Hot Button' and has a 'Button Link text' of 'I'm new to UNB'. It is linked to '[Public:academics/registrar/index]' via an 'Internal Link'. The second button is also titled 'Hot Button' and has a 'Button Link text' of 'Setup Desktop/Laptop'. It is linked to '[Public:moneymatters/scholarships/index]' via an 'Internal Link'. Both buttons have an 'External Link' field set to 'http://www.unb.ca/'.

2. Fill out the following information for each button:
  - **Is this a help button?** – This is a required field. It shouldn't be used for more than one or two buttons. The background of the button will turn yellow.
  - **Button link text** – This is the text that will appear on your button. Given the limited space it should be kept quite short.
  - **Internal Link/External Link** – Select 'internal' if linking to a page within your own site, select 'external' if linking to another UNB page or outside website.
3. Click 'submit' and publish your homepage.

**Note:** to add a new button, click the plus (+) icon. To remove a button, click the minus (-) button.

## 7.12 Adding an Expandable Menu

Expandable menus can be used in replace of large bulleted lists with multiple layers of information. When each header within the menu is clicked upon, it will expand to show additional information on that topic. To have an expandable menu added to your website please email [solutions@unb.ca](mailto:solutions@unb.ca) and outline the need for the menu. Please be aware that expandable menus are not intended to be used for Frequently Asked Questions, if you are commonly receiving questions about your content, you may want to consider how the information is laid out on your site. For assistance with content please contact Communications & Marketing at [talktous@unb.ca](mailto:talktous@unb.ca)



Fredericton Student Services Expandable Menu

<http://www.unb.ca/fredericton/studentservices/employment/career-exploration/finding-a-job.html>

1. **Navigate** to the menu page and click **'edit'**.
2. **Fill out** the **Metadata**. This includes the Display Name, Title, Keywords and Description.
3. The **Collapsible Content** box contains the information that appears at the top of the webpage. The **Page Title** is the header one on the webpage.

4. Each **Collapsible Content Section** block is a new section (Header two) with its own set of expandable menus. To create additional content areas, click the **plus icon (+)**. **This section is optional. If you only want one content area with expandable options leave this blank and continue with Step 5.**

5. Each **Collapsible Content Section >> Collapsible Item** block is a new dropdown (expandable) section, to create additional sections click the **plus (+) icon**, this will open up a new section. You can **re-order** using the arrows located to the right of the arrows. You are required to fill out a **Section Heading** (this is the title that will expand when clicked on) and the **Section Content** (this is the information that will appear when the title is expanded).

6. Click **Submit** when complete. You will then need to **publish** the page.

Collapsible  
Content

Content  
Area

Expandable  
Content

## Departments

A listing of the different departments

### Arts

A listing of the different majors within the Faculty of Arts.

Anthropology

English

## Business Administration

A listing of the different majors within the Faculty of Business Administration.

Human Resources

Marketing

## Engineering

A listing of the different majors within the Faculty of Engineering.

Chemical Engineering

Mechanical Engineering

## 7.13 Inserting Videos (YouTube)

For videos that are open to the public, they should be uploaded to our UNB YouTube Channel. For videos that are to be seen by a restricted audience (in a portal community, in the LMS, etc) they should be uploaded to Brightcove (to upload to Brightcove please contact CETL at [cetl@unb.ca](mailto:cetl@unb.ca))

To have a video uploaded to the UNB YouTube channel (UNBTube) please contact Communications & Marketing at [talktous@unb.ca](mailto:talktous@unb.ca). They will review and upload the video to the channel, once uploaded a link will be provided to you. Please email the link, along with the URL of the page you would like the video featured on to [solutions@unb.ca](mailto:solutions@unb.ca).



## 7.14 Inserting Google Maps

To embed a **Google Map** into your webpage follow these steps:

1. Search for the location you would like to be displayed (<http://maps.google.ca>)
2. In the right-hand corner click on “**Link**”
3. Where it says “**Paste HTML to embed in website**” copy (CTRL-C) that code and paste (CTRL-V) into an email to [solutions@unb.ca](mailto:solutions@unb.ca)

**Note:** Please include in your email the **name of the page** you would like the map embedded on.

## 7.15 Adding a Photo Gallery (Flickr)

To add a photo gallery to your site you will be required to setup a departmental Flickr account (<http://www.flickr.com>). Within the account you have the ability to setup ‘Sets’ (also known as galleries) to which you will upload your photos. A ‘set’ can then be embedded into your webpage, or into a social media carousel and added to a particular page.

Once you have a ‘set’ created please email [solutions@unb.ca](mailto:solutions@unb.ca) and provide us with the URL of the set along with your choice of **page embed or social media carousel**.

**Note:** All images *require* written model releases/consent for photos. **No Exceptions.**

### 7.15.1 UNB Wide Flickr Account

If you would like to add photos to the UNB-wide Flickr account please send Communications and Marketing a request and include the photo disc. It will be assessed to determine the area of interest and will be assigned either a **Unit Level Flickr Account** **OR** will be added to the **UNB-Wide Flickr Account**.

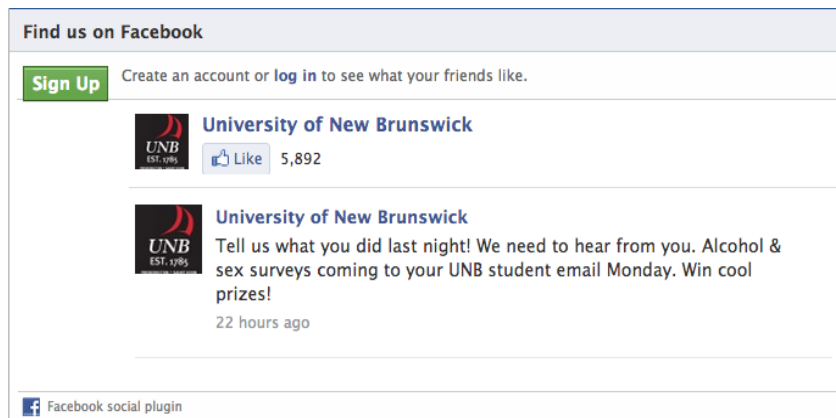
Any photos submitted to Communications and Marketing for the Central UNB Flickr account may be used by UNB for future promotional efforts.

## 7.16 Using Social Media on your Website

There are a couple different options for incorporating social media onto your website. If you have at least three different social media accounts, you can also utilize the ‘Social Media Carousel’.

### 7.16.1 Facebook Feed

To request a Facebook feed, we require the URL of your website and the URL of your Facebook page (i.e. <http://www.facebook.com/uofnb>). The feed will be featured in the content area of your home page.



Example: Main homepage feed

## 7.16.2 Twitter Feed

To request a Twitter feed, we require the URL of your website and the URL of your Twitter page (i.e. <http://www.twitter.com/unb>). The feed will be featured in the content area of your home page.



Example: Side navigation feed

## 7.17 Adding a User-Fillable Form

Send an email to [solutions@unb.ca](mailto:solutions@unb.ca) outlining all of your requirements (email address of the recipient for the results, form fields, etc.) and where the current page is located.

## 7.18 Adding E-Commerce Features

Send an email to [solutions@unb.ca](mailto:solutions@unb.ca) outlining all of your requirements and where the current page is located.

## 8 NEED HELP?

If you need any advice on your content, please contact Communications & Marketing ([talktous@unb.ca](mailto:talktous@unb.ca)).

For all other problems, please contact ITS Solutions at [solutions@unb.ca](mailto:solutions@unb.ca). Be sure to include the URL of your site or the path within the CMS (i.e. /fredericton/its/students) of the page you are having problems with. Please **DO NOT** send the CMS URL (i.e. <https://cms.unb.ca/entity/open.act...>) this URL does not help in determining the page you are having difficulties with.

If you require **access**, you can request it via Access Manager (through <http://my.unb.ca>) please include the website to which you are requesting access.

If you require **CMS training** please send a request to [solutions@unb.ca](mailto:solutions@unb.ca).

To download this guide in a coloured PDF format, please visit <http://unb.ca/webops/documentation/cms-guides.html>

### 8.1 Frequently Asked Questions

#### 1. How do I allow my supervisors to view a page before it goes live on the web if they don't have access to the CMS?

To allow individuals to view content before it goes live, uncheck "include in sidenav" from the metadata (Edit > Metadata > Uncheck include in sidenav > Submit > Publish).

You can then provide individuals with the URL of the page (ex. <http://www.unb.ca/cm/testpage.html>)

Please keep in mind that this should only be done for a short period of time, eventually Google will locate the page and it will come up in both UNB and Google searches.

#### 2. How come I added/removed a page but my side navigation hasn't changed?

Remember to re-publish your base folder (ex. If your working in 'undergrad' that would be your base) whenever you make modifications to the sidenav.

The only time you republish a single page is when you make a content update to a page.

#### 3. I published the page but the changes do not appear on the web?

First, check to queue to see where you are in the lineup (Cascade icon > Publisher > Active Jobs).

If there is nothing in the queue your job has been processed, if there is a queue you can see who is ahead of you.

If the queue is empty, try emptying your internet cache by following the directions on page 34.

Second, check your messages under **Home** on the blue bar. If there is a publish error it will say 'Publish of (1..issue(s)).

If there is a publish error please contact [solutions@unb.ca](mailto:solutions@unb.ca).

#### **4. Why won't my file upload?**

The first thing to check is whether there are any **capitals, special characters, or spaces** in the filename. This also includes the extension (i.e. pdf).

If there is, rename the file and try again (from step one).

The next thing to check is to make sure you are uploading it into the correct directory. You can do this by clicking on the folder name and making sure it highlights dark blue.

Lastly, make sure the file you are attempting to upload is under the size limit. The biggest file you can upload is 10MB.

#### **5. An individual no longer requires access to the website, what should I do?**

If you have an individual who previously had access to the CMS that no longer requires it, please send an email to [solutions@unb.ca](mailto:solutions@unb.ca) and include the name and user ID of the individual(s) and state that access should be revoked.

It is important to keep the user list updated so that there are no unauthorized website alterations taking place (especially student access).

#### **6. I keep getting an error message when I'm working with the CMS, why does that happen?**

If your uploading a file, check to make sure the filename does not contain **capitals, special characters or spaces**.

If your adding a folder or a page make sure your working within a folder you have access to.

If your still receiving an error, please send an email to [solutions@unb.ca](mailto:solutions@unb.ca) and include a screencap and description of the error.

#### **7. I deleted a file(s) but I forgot to unpublish, what do I do?**

Its important to always unpublish files if your **renaming, moving, or deleting**. The reason for this is even though it has been deleted from the CMS, it is still on the webserver (the web). This will allow Google to find it and have it appear in search results.

If you have forgotten to unpublish a file please send in an email to [solutions@unb.ca](mailto:solutions@unb.ca) and let us know what pages need to be removed and we will manually delete them from the web.

#### **8. I'm trying to update my News/Events block but it says it's not publishable?**

To have an event/news item to appear immediately you must publish the homepage (index). The file you edit to insert your item is NOT publishable (you should also not create folders/pages here).

If you do not need the item to appear immediately, wait an hour and the index page will automatically re-publish itself.

## 8.2 Copyrighted Materials

Placing material on a webpage follow the same rules of copyright as those that apply to photocopying or publishing a book. Any material that you find on the Internet is subject to the 'Terms of Use' or 'Copyright Notice' generally located on the bottom of the site. If no information regarding the use of the material is readily available it is necessary to contact the webpage administrator to ask permissions to use any significant part of the work. The rules of copyright provide certain exceptions that permit the use of small portions of others' works for the purposes of research or private study, criticism or review and news reporting. It is necessary to apply the rules of *fair dealing* when using others' works whether it is text, images or video.

For the purpose of research, private study, criticism or review, and news reporting, *fair dealing* does not infringe copyright. To determine if you have "fairly" used the published works of others, you must consider six factors:

1. **Purpose:** is the copying for research, private study, criticism or review, or news reporting? If "yes," continue with the next five factors. If "no," the dealing is not fair.
2. **Character:** what is the intended use of the copy? For example, single copies are considered fairer than multiple copies; destroying the copy after use is also considered fairer (placing material on the internet is considered multiple copies unless access is restricted).
3. **Amount:** a larger volume of copying is considered less fair. However, it is important to note that in many circumstances it is necessary to copy entire works, such as photos, if they meet the remainder of the tests.
4. **Alternatives:** are there other non-copyrighted works available that would have served the same purpose and was the copy necessary to achieve the purpose of the copy?
5. **Nature:** is the work published and widely available? If the work is not published, then it is more likely to be considered fair.
6. **Effect:** will the copy unduly affect the market value?

If you have any questions about applying the rules of *fair dealing* the Canadian Copyright Act or UNB Copyright Policy please contact UNB Libraries Copyright Officer: [copyright@unb.ca](mailto:copyright@unb.ca). Information about materials that may be licensed for use for UNB employees should be directed to UNB Communications and Marketing.