

# GEMS CMS

## CMS Manual – Part 2: Managing Page Contents

June 2011

Learn. Aspire. Be



© 2011 GEMS Education. All rights reserved  
Developed by Cyber Gear

**GEMS EDUCATION**

### Website Administration

Username:

Password:



click for new code

Enter Code:

[Forgot Password, Click here.](#)

 [Need help? Email Us](#)

by  
Delfin Lardizabal  
E-Marketing Executive, GEMS Education

# Table of Contents

---

## I. Managing Page Contents

- A. Adding and Editing a page
- B. Banners and Images
- C. Inserting Images/Pictures
- D. Inserting and Editing Links
- E. Inserting YouTube Videos
- F. Replicating Pages

## II. Managing Menus

- A. Exploring the Manage Menu Module
- B. Adding and Editing Sub-menu Items

## I. Managing Page Content

The **Manage Page Contents** is a CMS module used to create and edit web pages in your website. It is capable of searching pages from a certain site by keywords, page ID and by status whether it is online or offline. From the search result, you may perform tasks like Replicate, Share, Preview, Edit and Trash.

**Learn. Aspire. Be** GEMS EDUCATION

**Website Administration** You are currently managing : Content Pages

You are here: **Manage Page Contents**

Search By Site: Please Select Status: -- Status --

Search By Keyword:

Search By Page ID:   Offline Online

No	Title	Page ID	Status	Replicate	Share	Preview	Edit	Trash
1	Dubai American Academy:: Mission Statement	1588	Online					
2	The Winchester School : Student Registration	1587	Online					
3	The Winchester School : Terms & Conditions	1586	Online					

### A. Adding a New Page

To add a new page for your site, click on the **"Add New Page"** button on the upper right hand of the page and follow these steps.

**Website Administration** You are currently managing : Content Pages

You are here: Manage Content > **Add New Page**

All fields marked \* are mandatory

Site Name \*

Page Title \*

Left Menu

Top Banner \*

Page Content

1. Select your school site on the Site Name field.
2. Place the Page Title of the new page. Note that a nicely written page title promotes search results within the CMS as well as on the site. This will also enhance search results on major

search engines such as Google, Bing and Yahoo.

Example:

- Jumeirah Primary School – Our School – Our Facilities

- Jumeirah Primary School – News and Events – Photo Galleries – JPS Arts Festival

3. Select the **Top Banner** for this page, click on browse. Note that the banner image must be resized and optimized. The banner size should be exactly 750px (width) x 186px (height)
4. Paste the content to the **Page Content** area. Note, to maintain the formatting and look of all websites, please use the paste button with **T** on it, that is to paste text as plain text.
5. Format the text/paragraphs as necessary. If there are bullets / numbering in the text, you need to select/highlight and apply bullets/numbering from the toolbar.
6. Click Submit.



When a page is submitted, please take note of the page id. The page ID will be very useful when editing a webpage.

## B. Searching and Editing a Page

To edit a page, open the **Manage Page Contents** from the left menu and use the following options:

1. Search by Site
2. Search by Keyword
3. Search by Page ID
4. Search by Status

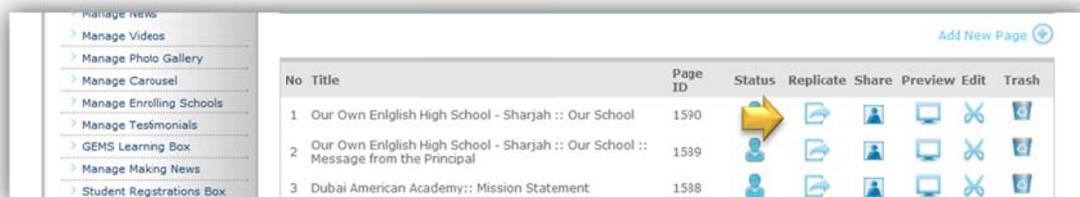
By selecting any of these options and clicking the Search button, this will display any page that meets the specified criteria.

If the Search button is clicked without selecting any option, this action will display all pages from the site and are arranged according to the date when it was created or published.

It would be a good practice to make an inventory or list of all the pages of your school site with their details in a spreadsheet (MS Excel) so it would be easier to search them when needed.

### Edit Page Options

A page result will be displayed after executing a search, and through that result, you may perform the following actions:



1. Replicate the page and use it as a template.
2. Share the page to other sites
3. Preview the page on a pop-up window
4. Edit the page
5. Delete the page

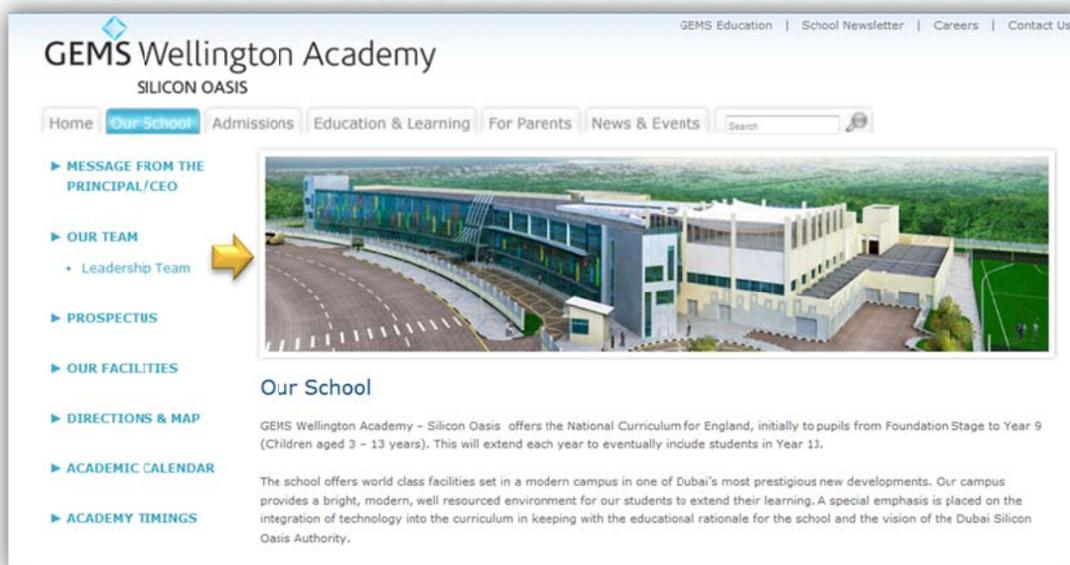
**Note:** A deleted page may be recovered using the **Recycle Bin**, however, be advised that you to take precaution when pressing the Trash button.

## C. Banners and Images

Page banners are images or pictures that span across while giving a nice look and appeal to the page. Technically, page banners are unique to every page; that means it can be different from one page to another. However, pages from within information groups / tabs such as Our school, Admissions, Education and Learning, etc... can have the same banner all through the pages. It was optional to have a different banner per page to further suit the content of the page.

### Dimensions

Page banners are measured 750px (width) X 186px (height) and they must be optimized before uploading to the website. See screenshot below, a page from GEMS Wellington Academy – Silicon Oasis.:



Page images on the other hand are graphic images / pictures that are placed on the page content area. There are two different image sizes / dimensions that were defined in the page content area.

### Landscape Page Image

width: 275px X height: 220px

### Portrait Page Image

width: 220px X height: 275px

There is actually an exception to that rule: height of the image can be arbitrary depending on the original image.

Example, a landscape page image can have 275px X 200px or a portrait image can have 220px X 300px. You can do the same provided; all the widths must be according to what's defined.

### Size of image when using it with LightBox effect

If you wish to use or implement the lightbox effect, you need to resize the image accordingly (it's just a double of the previous image dimensions). A more detailed instruction will be given on the **'Applying Lightbox Effect'** tutorial.

### Landscape Page Image

width: 550px X height: 440px

### Portrait Page Image

width: 440px X height: 550px

*Note:* Arbitrary height can applied here.

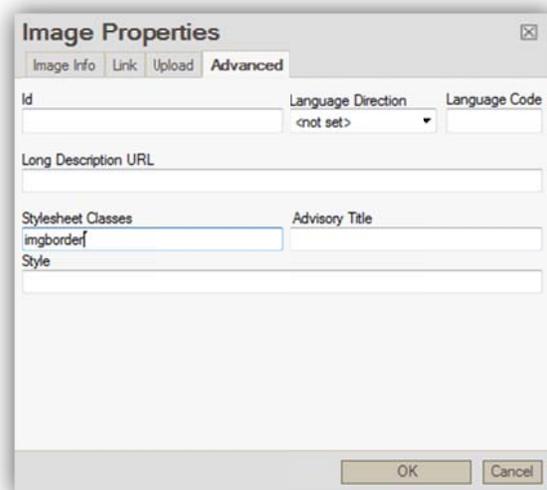
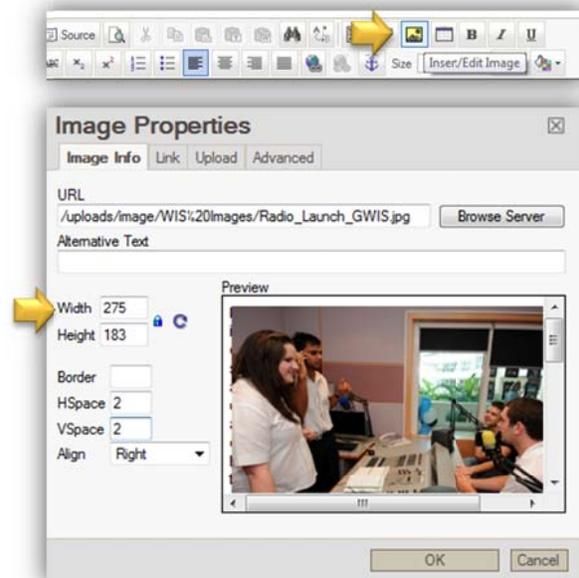
When inserting the pictures in the page, though the images are big enough, it must be resized so that the presentation of the image would still be smaller than the lightbox images.

## D. Inserting Images

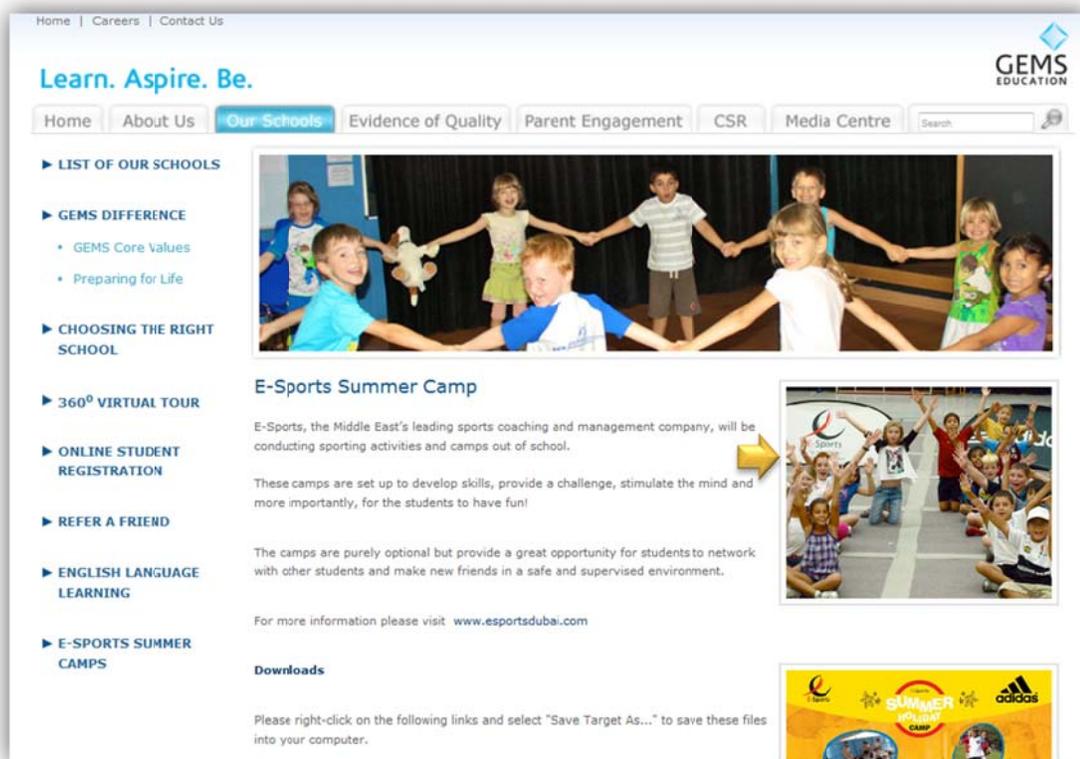
**Note:** Before inserting any image/picture in the page, please refer to the **Image / video Dimensions** page as well as the **"Using the Media Manager"** page in the introductory section of this tutorial. That will be your guide in uploading the right image and video size in the website.

On page edit mode, insert the image / picture on the page by using the Insert/Edit image button on the tool bar, see procedure below:

1. Select or position your cursor where you wish to display the image. You may still re-locate the image once inserted in the page.
2. Click on the Insert/Edit Image button on the toolbar.
3. Browse the Server by clicking on the Browser Server button and look for the file you wish to insert. By now, most of your files must have been organized according to Documents, Images, and Other-Media. So definitely, you must be browsing through the images folder of your school.
4. Resize the image according to width as discussed from the previous topic. For landscape format pictures use 275px and for portrait format pictures use 220px as the width.
5. Before you click the OK button, go to the Advanced tab and you need to add this parameter to the Stylesheet classes field: **imgborder**



The **imgborder** is a class that this will give a shadowed border around the image and the effect is only seen when the page is viewed on your browser, see sample below – a screenshot from GEMS Education website:



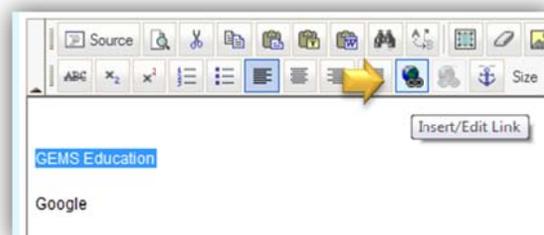
## E. Inserting Links

There are several ways of inserting a link into the page content area:

- By typing / pasting the link
- By adding the link into the text content (paragraph text)
- By adding the link into the image (hyperlinked images/pictures)

Just like in other programs, when you type a complete URL address in the content area, it automatically becomes a live link, example, when you type [www.google.com](http://www.google.com) or [www.gemseducation.com](http://www.gemseducation.com), it becomes a live link when you press space or enter key after the .com. Note that when you type a URL it must have a service protocol (eg. http or www or ftp) followed by a dot (.) and the domain name (gemseducation.com or google.com).

On the other hand, you can always insert a link in a text by way of highlighting the text and then clicking the insert/edit link button to display the add link dialog box.



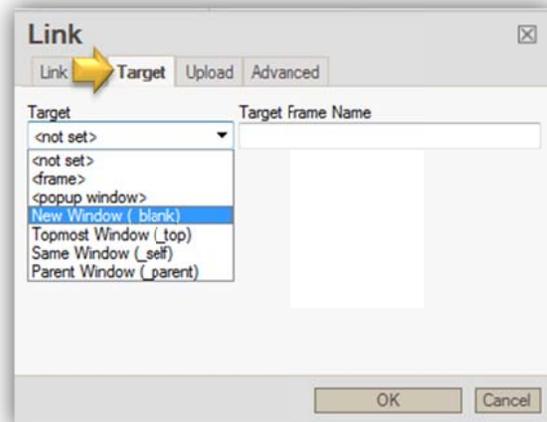
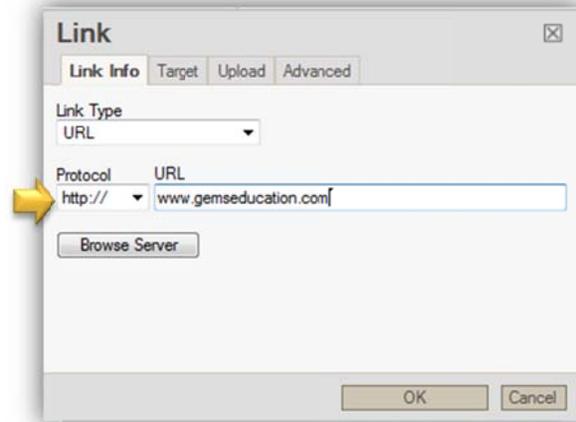
Select the type of Protocol and then type the URL. See sample screenshot.

After typing in the URL, click on the Target tab to specify where to display the content from the link. It could be on a pop-up window, New window, or on the same window. You may also select some other options if you are familiar about using them.

Click the OK button when done.

Notice that the selected text on the paragraph is now a hyperlinked .

You may apply the same process when linking an image, its just that you have to select the image before clicking the Insert/Edit Link button.



## F. Inserting YouTube Video

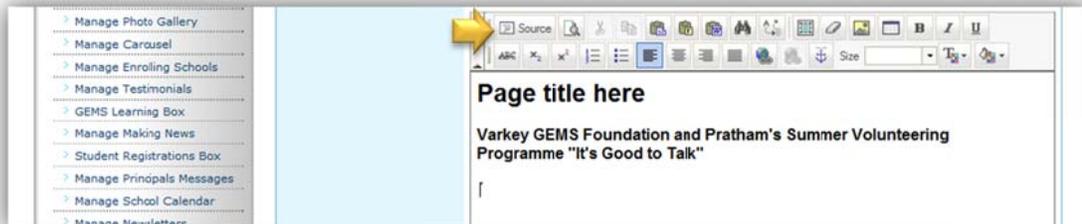
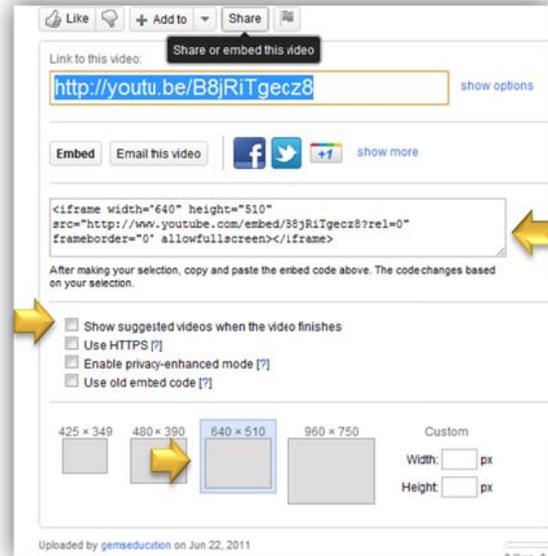
Many of you must be thinking about how to insert Youtube videos in the page. Apart from creating a Video Gallery which you can learn on the 2<sup>nd</sup> part of this training manual, a video from Youtube can be inserted in the page using the embed code from the Youtube site.



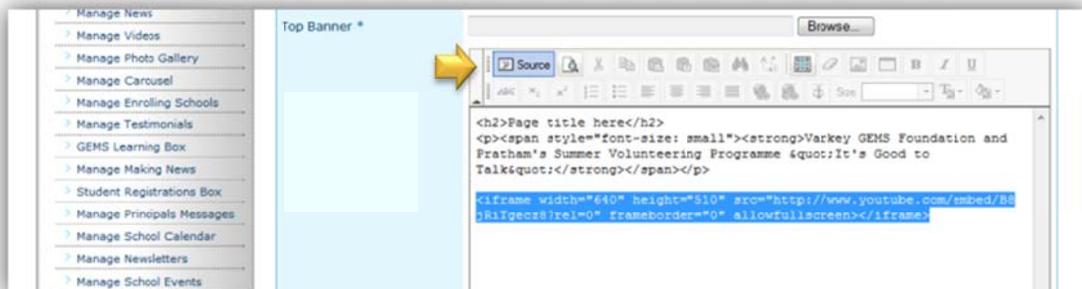
The screenshot above is from the GEMS Education Channel – [www.youtube.com/gemseducation](http://www.youtube.com/gemseducation) which shows the video of Varkey GEMS Foundation and Pratham's Summer Volunteering Programme workshop.

We will be using this video to demonstrate the embed procedure for web pages.

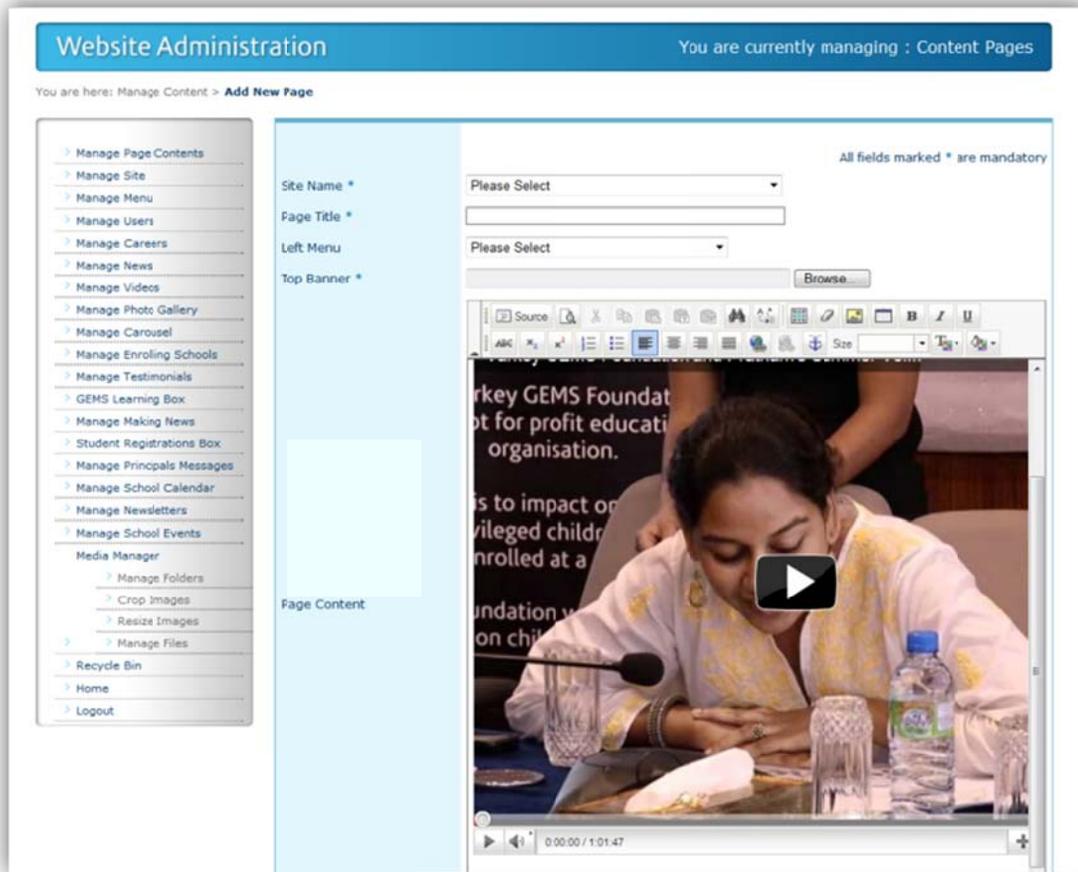
1. Just below the video, click on the **Share** button, this will open the Share/Embed this video parameters.
2. Deselect the 'Show suggested videos when the video finishes' to get rid of those other videos.
3. Select the Video Size, since the page content area can handle an image/video with a width of 740 pixels, however, I would recommend and adopt a standard size for all our sites to have a video with a width of 640. See screenshot to the right. Note that you do not need to define/customize the size, all you have to do is to select the 3<sup>rd</sup> size which is 640 pixels.
4. After making these changes, **copy** the updated code above which starts with `<iframe.....>` and ends with `</iframe>` tags.
5. On GEMS CMS edit page, click on the **Source** button and paste the code at a location to where you wish to put the video. See screenshots below:



6. Paste the copied code to the content area (Source code mode), see screenshot below:

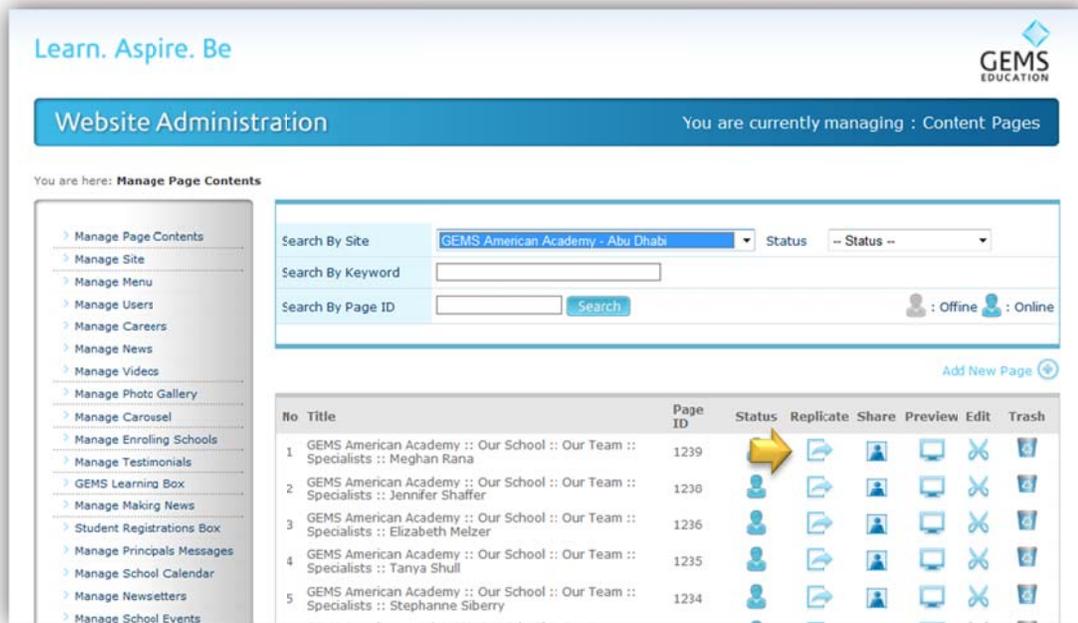


7. Click the Source button again to go back to the normal edit mode. If you are happy of how it looks like, then you may click Submit to save changes.



### G. Replicating Pages

Using the replicate page command shortens the process of creating a page as it copies exactly the same page settings and contents including the Site, Title of the page, the Banner, the title in the page, formatting on the paragraphs and texts, the keywords as well as the description.



In order to perform the replicate action, an existing page is required. It may be a newly created/submitted page or a page that's been sitting on the site for quite a while.

This is very useful when populating contents/pages in the website as it saves you time and effort in putting all similar information.

To begin this process, you need to search for a page to replicate. Use the search engine of the CMS system to find the page – may it be by title of the page (keywords) or by page id.

Example, as you can see from the screenshot above, a profile from the GEMS American Academy Abu Dhabi can be replicated if you wish to create profile pages for your colleagues.

When replicating pages, you only have to change the title of the page, title of the content and then the text and picture (if applicable).

All fields marked \* are mandatory

Site Name: GEMS American Academy

Page Title: in Academy :: Our School :: Our Team :: Spec :: Meghan Rana

Left Menu: Our Schools

Top Banner: Browse... View uploaded image

Page Content:

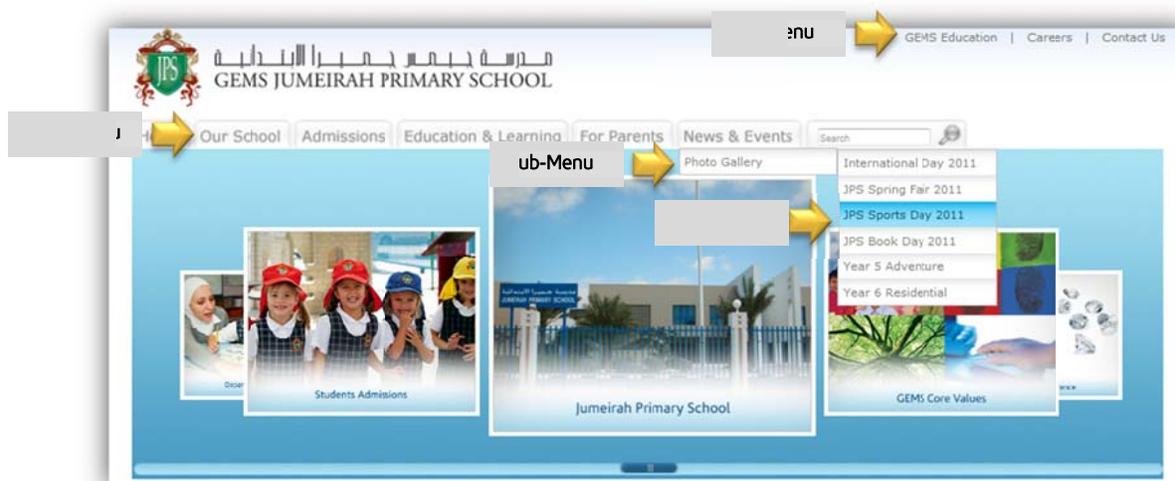
## Specialists

**Meghan Rana**  
Support Teacher

My name is Meghan O'Brien Rana and I am originally from Louisville, Kentucky in the United States. I attended The University of Kentucky where I earned a Bachelor's Degree in Education. I hold teaching certificates in Elementary Education as well as a Special Needs Certification which enables me to work with students with learning and behavior disabilities. I taught in New York City for three years where I began my Masters Program in Literacy Education at Hunter College. Last year I taught in a small school for students with learning disabilities in Bahrain and I'm very excited to be a part of the GEMS team for the 2010-2011 school year. I look forward to providing learning support for students as well as collaborating with teachers about differentiation and meeting the needs of all students within the classroom.

## II. Managing Menus

There are 3 types of menus in the new GEMS CMS: top menus, main menus and sub-menus. See screenshot below from Jumeirah Primary School website for your reference:



You may add and edit those menus using the **Manage Menu** module. FYI, if you notice, there are only up to 2 levels of submenu. If you require another 3rd level of menu, then you might need to restructure or re-organise your menus starting from the 1st sub-menu level in a way that you won't require a menu up to the 3<sup>rd</sup> level. See illustration below:

### Planned Menu up to 3<sup>rd</sup> Level

News and Events

- Photo Gallery
  - Photo Galleries 2010 - 2011
    - Event Photos 1
    - Event Photos 2
    - Event Photos 3
  - Photo Galleries 2009 - 2010
    - Event Photos 1 (2010)
    - Event Photos 2 (2010)
    - Event Photos 3 (2010)

### Restructured Menu up to 2<sup>nd</sup> Level

News and Events

- Photo Galleries 2010 - 2011
  - Event Photos 1
  - Event Photos 2
  - Event Photos 3
- Photo Gallery Archive
  - Event Photos 1 (yr xx)
  - Event Photos 2 (yr xx)
  - Event Photos 3 (yr xx)

## A. Exploring the Manage Menu Module

This module allows you to manipulate the menus of the school website. Please note that the order of the current menus has been approved and consulted to the marketing and education teams as well as some of the head of schools thus must be maintained across all schools especially the Top and the Main menu items.

To access the module, click on the Manage menu link. By selecting your school site and pressing the Search button, this will display all the menus under the main menus and the top menus with their priorities and statuses as well. You may also perform actions like Edit, Delete, Expand (to view the sub menu under it) and replicate.

Note that replicate command can only be applied to Top and Main menus.

You are here: **Manage Main Menu**

- > Manage Page Contents
- > Manage Site
- > Manage Menu
- > Manage Users
- > Manage Careers
- > Manage News
- > Manage Videos
- > Manage Photo Gallery
- > Manage Carousel
- > Manage Enrolling Schools
- > Manage Testimonials
- > GEMS Learning Box
- > Manage Making News
- > Student Registrations Box
- > Manage Principals Messages
- > Manage School Calendar
- > Manage Newsletters
- > Manage School Events
- Media Manager**
  - > Manage Folders
  - > Crop Images
  - > Resize Images
  - > Manage Files
- > Recycle Bin
- > Home
- > Logout

Search By Site Please Select

Search By Keyword  Search

Add New Menu +

No	Title	Site	Priority	Status	Edit	Delete	Expand	Replicate
1	Home	GEMS American Academy - Abu Dhabi	1	Online				Replicate
2	Global Home	GEMS American Academy - Abu Dhabi	1	Offline				Replicate
3	Our School	GEMS American Academy - Abu Dhabi	2	Online				Replicate
4	GEMS Education	GEMS American Academy - Abu Dhabi	2	Online				Replicate
5	Admissions	GEMS American Academy - Abu Dhabi	3	Online				Replicate
6	School Newsletter	GEMS American Academy - Abu Dhabi	3	Online				Replicate
7	Education & Learning	GEMS American Academy - Abu Dhabi	4	Online				Replicate
8	Careers	GEMS American Academy - Abu Dhabi	4	Online				Replicate
9	For Parents	GEMS American Academy - Abu Dhabi	5	Online				Replicate
10	Contact Us	GEMS American Academy - Abu Dhabi	5	Online				Replicate
11	Awards & Achievements	GEMS American Academy - Abu Dhabi	6	Online				Replicate
12	News & Events	GEMS American Academy - Abu Dhabi	7	Online				Replicate

In that current view, you can see a mix of Top Menu and the Main Menu items, to give you a more detailed and organized view, see table below:

#### Top Menu Items

PRIORITIES	MENU NAME
1	Global Home
2	GEMS Education
3	School Newsletter
4	Careers
5	Contact Us

#### Main Menu Items

PRIORITIES	MENU NAME
1	Home
2	Our School
3	Admissions
4	Education and Learning
5	For Parents
6	Awards and Achievements
7	News and Events

Note that since these priorities and menu names are preserved, we will skip adding menus at this level.

## B. Adding and Editing Sub-menus

Before you add or edit a sub-menu, click on the expand button of the menu item to view the sub-menus under it.

On the screenshot below, it displays all the sub-menus of the Our school menu group of GEMS American Academy – Abu Dhabi. Some of the sub-menus are actually set offline because it simply does not apply to the school.

Note: If there are sub-menus (or may be main/top menus) that does not apply to your school yet, then you may set it to offline so it will not be visible to visitors. Examples of menu items you can turn offline are: Alumni, School Patron, School Newsletters (this should be now on GLG). You may also set a menu item that is linked to a page that's still under construction.

Learn. Aspire. Be

GEMS EDUCATION

Website Administration You are managing Site Sub Menus

You are here: **Manage Main Menu** > Manage Sub Menus for **Our School**

No	Title	Site	Priority	Status	Edit	Delete	Expand
1	Principal's Message	GEMS American Academy - Abu Dhabi	1	Online			
2	Our Team	GEMS American Academy - Abu Dhabi	2	Online			
3	School Patron	GEMS American Academy - Abu Dhabi	3	Offline			
4	Our Facilities	GEMS American Academy - Abu Dhabi	4	Online			
5	Directions & Maps	GEMS American Academy - Abu Dhabi	5	Online			
6	Alumni	GEMS American Academy - Abu Dhabi	6	Offline			
7	Academic Calendar	GEMS American Academy - Abu Dhabi	7	Online			
8	Prospectus & Handbooks	GEMS American Academy - Abu Dhabi	8	Online			

To add a sub-menu, follow these steps:

1. Click the Add New Sub-menu button on the upper right.
2. The Site and Main Menu fields are already filled, enter the name of the sub-menu
3. Enter the URL. The URL is basically typed on this format (no spaces):  
**contents.php?pageid=1134**

Where **contents.php?pageid=** is a constant value while **1134** is the id of an existing page you wish to link to.

4. Enter the Priority (this will determine the position of the sub-menu in the list).
5. Make sure the status is set to Online
6. Click Submit button.
7. s

You are here: **Manage Main Menu** > Manage Sub Menus for **Our School**

Use the form below to add submenu for **Our School** :

All fields marked \* are mandatory

Site: GEMS American Academy - Abu Dhabi  
 Main Menu: Our School  
 Sub Menu title: Our Facilities  
 URL: contents.php?pageid=1134 Same Window  
 Priority: 3 integers between 1 - 10  
 Status:  Online  Offline

### C. Moving a Sub-menu to another Group (Parent Menu)

You can move sub-menu from its group (parent menu) to another parent of the same level by changing the Main Menu. Example, if your menu is Latest Events > **Photo Galleries** > Year 5

Adventure, you can change to Latest Events > **Photo Galleries Archive** > Year 5 Adventure. To do this, edit the Year 5 Adventure sub-menu and then change Main Menu to Photo Galleries Archive.

Note that this procedure can be applied to both 1<sup>st</sup> and 2<sup>nd</sup> level sub-menus.

#### **D. Deleting or Hiding a Sub-menu**

Menu items (including the parent menus) can be deleted or removed from the list of menus by clicking on the delete button  when displayed on a list but please exercise extra caution when doing this.

To hide a menu, simply edit the menu and then set the status to offline.