

Editor Level Guide

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What you can do as an editor

In addition to the permissions granted during training for profiles, publications and events, website editors are allowed a bit of creative freedom on the pages on which they can access. Each website editor is assigned to one or more site area(s)/access group(s). You can access pages that are assigned to the same site area(s)/access group(s).

Within these pages, you can edit existing content, create new content, publish, draft or archive pages.

You are not able to create new or delete pages.

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Basic Page Editing

Basic page requires you to know how to get to the page editor and what to do when you get there.

Access the page editor

As with any function on the website, the easiest method to edit pages is to scroll to the bottom and click the edit button. If you are trying to edit a page, and do not see this edit button, you might not have access to edit in this section. These are largely based on which academic unit oversees that program or department. Pages can only be assigned to one section, even though they may apply to more than one. Please see a website administrator to gain access to another section in the website.

I'm in the page. Now what?

Pages are made up of multiple sections that create the various areas within the website:

1. **Site Area/Access Group** – this is the “section” this page belongs to (see above). Can only be changed by site administrators.
2. **Page Title** – this is the title that appears at the top of the page. Do not make these long. *Required item.*
3. **Hero Subtitle** – this is a subtitle to the page. Appears in the yellow text box just below the page title.
 - a. Note: Both the Page Title and Hero Subtitle appear over the Hero Image on pages.
4. **Hero: Image** – This is the large photo that appears at the top of the page behind the page title
 - a. This should be updated with assistance from MarCom. We will assist you with uploading a 20% shadow on the image.
5. **Hero: Introduction** – this is a text box immediately below the hero image. It should be used to provide context to the hero, but not necessarily as a caption.
6. **Paragraphs** – This is where the bulk of the information on the page is created. There are 16 types of paragraph modules used to create a page.
 - a. **WYSIWYG** – This is the basic text editor that enables you to type paragraph text and headers. Tables may be built in this paragraph module, too.
 - b. **Featured Background Block** – Enables calls-to-action (via links) over an image.
 - c. **Generic Block: 3-columns** – Displays generic content in 3 columns across the page. **MUST HAVE ALL COLUMNS POPULATED.**

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- d. **Generic Block: Image list** – Displays a list of generic content with image. MUST INCLUDE IMAGE.
 - e. **Generic Block: 2-columns** – Displays generic content in two columns across the page. Column width and text treatment is NOT the same as it is with the 3-columns module.
 - f. **Add News: 3-columns** – enables a news feed based on news tag or 3 static news items manually linked.
 - g. **Add Statistic: 3-columns** – enables highlights of three statistics. MUST HAVE 3.
 - h. **Add Publication: 3-columns** – enables a feed of publications based on publication tag or 3 static publications manually linked.
 - i. **Add Event: 3-columns** – enables a feed of calendar events or 3 static events manually linked.
 - j. **Add accordion** – Displays accordion (dropdown-style) items; useful for pages with complex steps or groups of information, FAQ pages, etc.
 - k. **Add carousel: Standard** – Adds an image carousel across the page. Image are approx. 4:3 vertical in ratio and must include text. (See an example of this on the BCS Career Fairs page.)
 - l. **Add carousel: image feature** – Adds an image carousel where horizontal images display across the page. (See the study abroad web pages for examples.) Captions may be included and will appear under the images.
 - m. **Add Instagram** – links an Instagram feed. Will not work without site administrator access. Ignore this.
 - n. **Add Qualtrics forms** – allows embed of Qualtrics form on the page.
 - o. **Add Slate form** – allows embed of Slate form on the page.
 - p. **Add embed code** – allows embed of other HTML code on page.
 - i. Note: YouTube videos are embedded using the WYSIWYG editor.
7. In the page information box on the right, you will be able to make your page revision note. Any other settings must made with consultation from MarComm.
8. At the bottom of the page, you can save your edits AFTER YOU MAKE YOUR REVISION NOTE.

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Making Links and Buttons

Hyperlinks and buttons are a fairly simple operation on most webpages. They can be done in any WYSIWYG paragraph box.

1. In a WYSIWYG box, type the text you want to hyperlink. For example, if you want to make a hyperlink button that says "APPLY HERE," type that (not case-sensitive).
2. With your URL copied and ready to paste, highlight the text you want to link, and click the hyperlink button in the editor. (See red outlined portion below)



3. Paste the URL in the box that pops up.
 - a. Note: If you are linking to another page, profile, or calendar event on the Trulaske website, start typing in the name of the page. This will link directly to that page, profile or calendar event, and automatically update even if the URL to that page changes.
4. Click "Save"

Make this hyperlink a button or styled link.

1. After making your text a link, click on the styles menu in the WYSIWYG editor. (See green outlined portion above.) With your cursor placed somewhere in the line you wish to turn into a button, change this to "CTA Button."
2. If you don't want a button, but wish to style the link to stand out on a single line, choose, "CTA link."
 - a. Note: These options do not appear until a hyperlink has been inserted. You cannot make a button out of plain text.

Remove a link

1. Highlight the text you wish to unlink.
2. Click the "unlink" button in the WYSIWYG editor. (See blue outlined portion above.)

DON'T FORGET TO MAKE YOUR REVISION LOG AND SAVE YOUR PAGE TO KEEP CHANGES

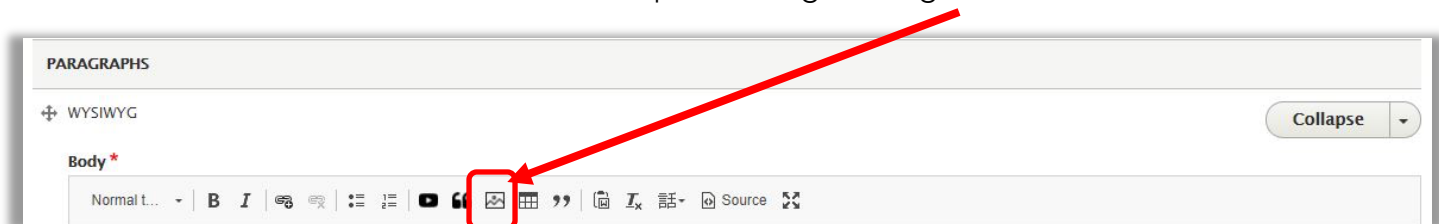
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Inserting Images onto a page

Images are inserted into page in several ways. One way is through the hero image. You can also add a carousel of images or insert images into the page using the WYSIWYG editor.

Use the WYSIWYG editor to place an image on the page

1. Once in the page editor, and you have navigated to the WYSIWYG paragraph module where you want to insert the image, place your cursor where you want the image to be located (vertically speaking).
2. Click on the “Image Embed” button (looks like a photo of a mountain) in the WYSIWYG editor to access the upload image dialog box.



3. Select “Add the new image” to upload a new image or “Use existing image” to reuse an already uploaded image. Click “Add image/Embed Image” when done.
4. In the next box (“Review selected media”), make sure this is the file name of the image you wanted to use. If not, select “replace selection” and start back at step 3. If yes, click “next.”
5. In the next box (“Embed media”), select the display size, alignment and caption (if necessary).
 - a. Display sizes:
 - i. **WYSIWYG – Full** – This option displays full width of the text container across the page. (No text to the sides). Does not preserve original image ratio.
 - ii. **WYSIWYG – Natural** – This option displays the image at the dimensions it was uploaded. (So, a photo that is 300x200 pixels will display at that; likewise, a photo that is 3,000x2,000 pixels will do the same). Does preserve original image ratio.
 - iii. **WYSIWYG – Small** – This option appears as a 4:3 ratio image. Does not preserve original image ratio.
 - b. Align (only applies to Natural and Small images)
 - i. **None** – does not set an alignment preference; will default to left.

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- ii. **Left** – aligns to the left
 - iii. **Center** – aligns to the center
 - iv. **Right** – aligns to the right
6. Click “Embed” when done.

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Linking to PDF files on section pages

While we encourage PDFs to be used sparingly on the website, adding them to your page can be done by editors. Adding to pages is different than adding to a profile or publication. In this instance, you must upload the PDF, then find the URL of the media file to hyperlink on the page.

Prepare your file

- Make sure that your file name contains no spaces.
- Give your file a unique name (if updating from a previous year, change the year in the file name).
- Make sure your file name is ok for public consumption. (This is a no-brainer, but just remember that the file name is not hidden, so don't name a file something like "Jennifer's Ugly CV.")

Upload your file

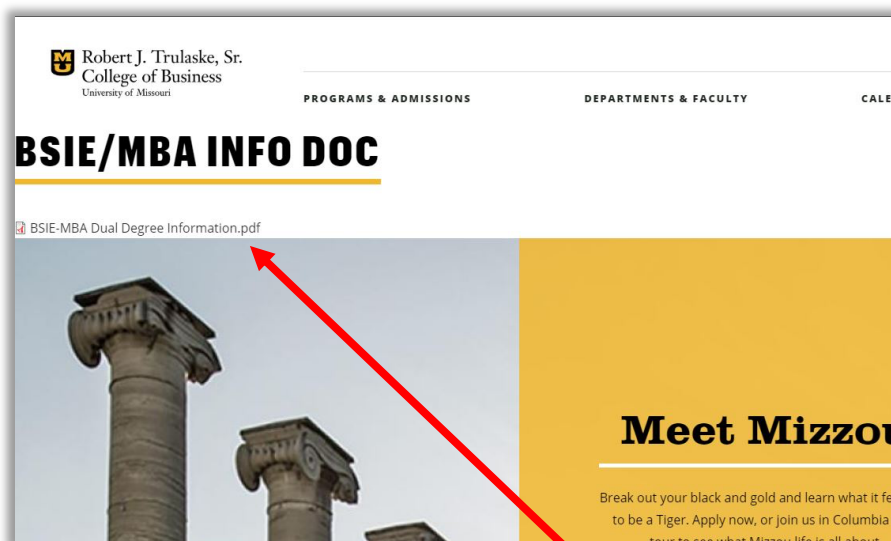
1. Under "Add Content," hover on "Add Media" and click "file"
2. Name your file → Make sure this is something that would be easily searchable.
3. Click on Choose File to upload the PDF.

Get the File URL

After you upload your PDF file, you will be automatically redirected to the media library. You can then choose to get the PDF URL in one of two ways:

Method 1:

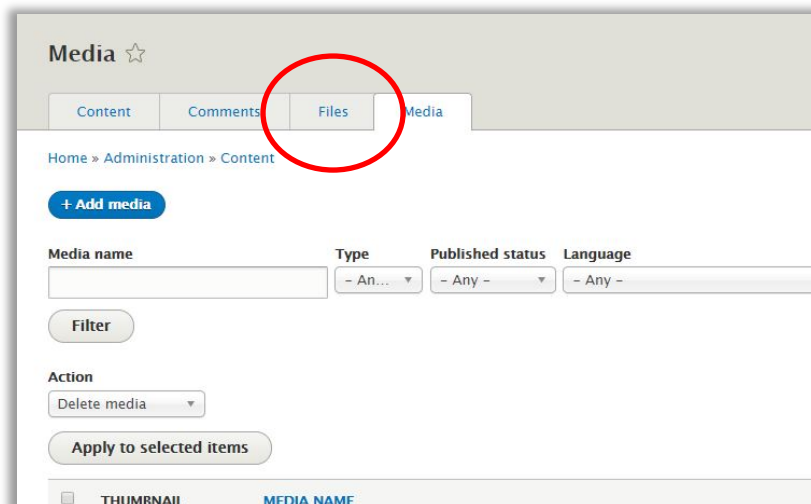
1. From the media library, click on the PDF file you wish to hyperlink. You will get a page that looks like a regular webpage with the name of the file and a link to the document. (See photo at right.)
2. Right click on the PDF link to the file and select "copy link address."



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Method 2:

1. From the media library, click the tab near the top that says "Files." (See photo at right.)
2. Right-click on the file you want to hyperlink and select "copy link address."



Hyperlink your text

Now that you have your hyperlink, added the PDF to the page is as simple as hyperlinking text on the page. For how to do this, refer to "Basic Page Editing."

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Faculty and staff listing pages

Each department has a page listing all faculty and staff within that department. THESE ARE NOT AUTOMATICALLY CONNECTED TO PEOPLE PROFILES and must be manually edited on the page directly.

Make sure you are logged in to the website and possess appropriate access before attempting to edit section pages.

Adding a new person to the faculty/staff listing page under each department

To add a new T/TT/Teaching or emeritus faculty member

1. Navigate to the page itself and **click “edit”** on the bottom edge of the page.
2. Locate the area called “paragraphs,” where you will find the various modules that make up the page. **Choose the appropriate “Generic Block: Image List”** and click “edit,” located on the right of this module. (See below)
 - a. T/TT/Teaching faculty are contained in the first module of generic block: image list
 - b. Emeritus faculty are contained in the second modules of generic block: image list



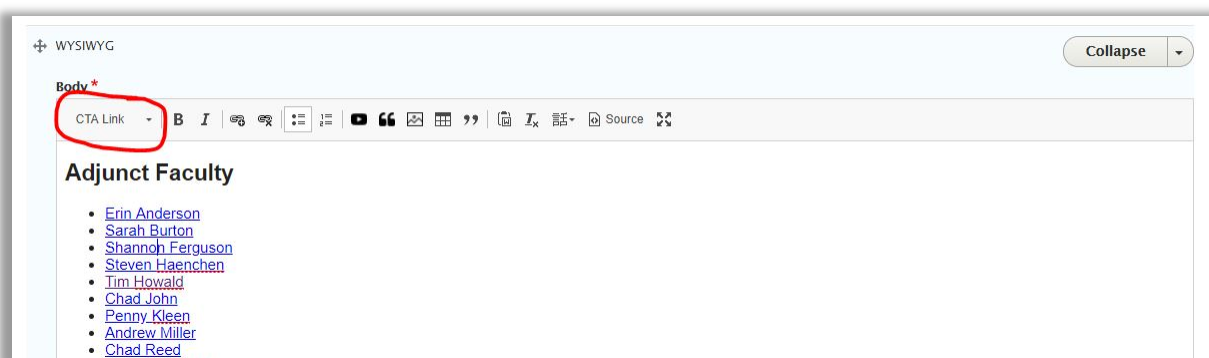
3. At the bottom of this module is the option to “**Add Generic Block: Image List Item.**” Click this option, and fill in the blanks as such:
 - a. Title: Faculty member's name
 - b. Title link URL: link to faculty member's profile (begin typing faculty member's name; option will pop-up to click on)
 - c. Image: Upload faculty member's photo or select from existing images if already uploaded (not to profile).
 - i. If no photo exists, click “add image” >> “Use existing image” and search for “Truman.” Use this option if no photo exists.
 - d. Body: Faculty member's title

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4. You may need to **move the faculty member's name into the correct alphabetical order**. If this is the case, grab the crosshair arrow on the left of that member's listing and drag to the appropriate spot.
5. Make a **revision note**.
6. **Click "save"** at the bottom of the page to save your changes.

To add a new adjunct faculty or staff member

1. Navigate to the page itself and **click "edit"** on the bottom edge of the page.
2. Locate the area called "paragraphs," where you will find the various modules that make up the page. **Choose the "WYSIWYG" module** and click "edit," located on the right of this module.
3. Add the person's name within the appropriate list and **hyperlink** (CTRL+L or Command+L) to that person's profile.
4. With the cursor placed somewhere in that person's name, **change the formatting**, located in the upper left of the WYSIWYG editor (See below), to CTA link.



5. Make a **revision note**.
6. **Click "save"** at the bottom of the page to save your changes.

IMPORTANT!!! If the person you are adding is a new faculty/staff member to the college, create their profile first! If they are already with the college, you may need to update their profile.

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Removing a person from the faculty/staff listing

To remove a T/TT/Teaching or emeritus faculty member

1. Navigate to the page itself and **click “edit”** on the bottom edge of the page.
2. Locate the area called “paragraphs,” where you will find the various modules that make up the page. **Choose the appropriate “Generic Block: Image List”** and click “edit,” located on the right of this module.
3. **Locate** the person you want to remove.
4. Click on the **dropdown arrow** to the right of the “edit” button for this person.
5. **Click “remove”** from this dropdown list.
6. **Click “confirm removal”** to permanently delete this listing.
 - a. **If you mistakenly click “remove”** instead of “edit,” click the dropdown menu to select “restore” to place the name back in the list.

To remove an adjunct or staff member

1. Navigate to the page itself and **click “edit”** on the bottom edge of the page.
2. Locate the area called “paragraphs,” where you will find the various modules that make up the page. **Choose the “WYSIWYG” module** and click “edit,” located on the right of this module.
3. Delete the person’s name within the appropriate list.
4. Make a revision note.
5. Click “save” at the bottom of the page to save your changes.

IMPORTANT!!! If the person you are removing has completely left the college, you also must remove their profile from the people directory. MAKE SURE THIS PERSON ISN’T SERVING ON AN ADVISORY BOARD FIRST (check in the advisory board directory) – you may just need to update their profile, but not delete it completely.