



Website Training Manual



Marketing and Communications
Department of External Relations

Introduction

Welcome to the Website Training Manual. This is a comprehensive guide to help you navigate the web editing tool for the Nipissing University website so you can make updates to your department's page with ease. This tutorial will cover a variety of editing functions on the web editor such as adding text, images, links, and documents.

Should you have any questions or require further demonstration, the Nipissing University's Marketing and Communications team is happy to walk you through the steps. You can submit request for a consultation through the [Marketing Request Form](#).

Click on section to be forwarded to the page.

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Log-in:

To log-in visit www.nipissingu.ca/user/login

You will then be prompted to enter your email address (e.g. suzieq@nipissingu.ca) in the **username** field.

You are here : [Nipissing University](#) > [Log in](#)

[LOG IN](#) [RESET YOUR PASSWORD](#)

USERNAME *

Enter your Nipissing University username.

PASSWORD *

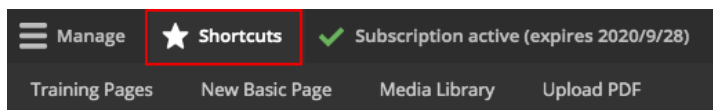
Enter the password that accompanies your username.

[Federated login](#)

[LOG IN](#)

You will need to change your password before you can go any further. Select the "Reset Your Password" button on the top right of the screen. A temporary password will be emailed to your nipissingu.ca email. Follow the instructions in the email.

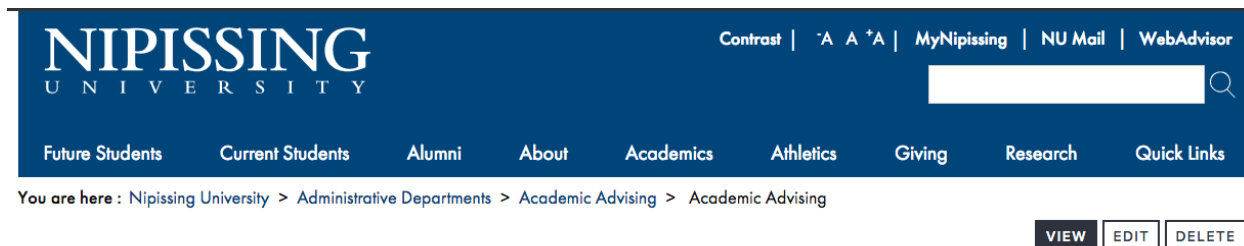
Once you are logged in you will see the **Admin Toolbar** at the top of your screen



Navigate to your department site using the starred shortcuts menu option located at the top left of page.

This will bring up a new menu bar directly under the shortcuts menu and you will select your department pages option. Once selected, a table listing of all the pages that you are authorized to edit will appear on the page below. Select the page you want to edit from this table.

Pages you can edit will have the "View"; "Edit"; and "Delete" buttons. Pages you are able to view but not edit (typically outside of your department) will not provide any edit functionality.



Group Permissions

The Group Permissions module gives the user the ability to edit pages assigned to their department group. There is also a group page that gives quick access to all the pages in the department.

Training pages

- [Relate node](#)
- [Create node](#)

Media Library

PUBLISHED STATUS
- Any - ↓

TYPE
- Any - ↓

[APPLY](#)

Title	Content type	Status	Updated ▾	Operations
Training Pages	Basic page	Unpublished	04/12/2019 - 10:31	Edit page ▾

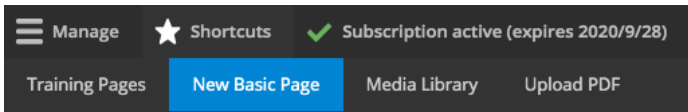
This table can be filtered by Title, Type, if it is published, or when it was last updated. Select the “Edit page” link, to be taken directly to the content page in edit mode.

Above the table are links to the Media Library and to Create a new page (labeled Create node).

Create a Basic Page

Creating a new page

From the **Admin Toolbar** select **Shortcuts** then select **New Basic Page**



Depending on your permissions, you may have more than one option of new page to add.

Create Department: Group node (Basic page)

Nipissing University » Training » Create content in group » Create Department: Group node (Basic page)

Title *

Department

Summary

The content summary field used as the description in site search results.

Paragraphs *

Add Text ▼ to Paragraphs

SCHEDULED UPDATES

Save as: Draft ▼

Cancel Save

Text fields with a red “*” are mandatory to be filled out.

Create Department: Group node (Basic page)

Nipissing University » Training » Create content in group » Create Department: Group node (Basic page)

Title *

Department

Summary

The content summary field used as the description in site search results.

Enter a page title in the **Title** field

- Page titles should be descriptive and concise. Avoid repeated or boilerplate titles. Best practice is to try and keep your title to under 70 characters

Create Department: Group node (Basic page)

Nipissing University » Training » Create content in group » Create Department: Group node (Basic page)

Title *

Department

Summary

The content summary field used as the description in site search results.

In the **Department** field note the grey circle at the right side. This field will search the list of Nipissing Departments and fill out the field for you.

Create Department: Group node (Basic page)

Nipissing University » Training » Create content in group » Create Department: Group node (Basic page)

Title *

Department

Summary

The content summary field used as the description in site search results.

Summary is the text that will appear under the page title during a search.

Try to keep this summary to under 300 characters, best practices are to be under 155 characters.

Content Types:

Basic Page: Most commonly used content type. Essentially blank pages, can add text, images, sliders, buttons etc.

Gallery: Used to display multiple pictures without cluttering up one page. They are one of the best ways to upload a large number of images. Galleries, when saved, also display in the Gallery section of the website.

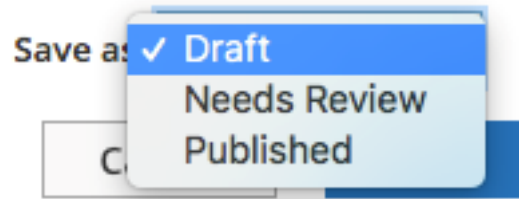
Other content types

Article: For news content, **Event:** Items for events section, **Employment posting:** Human resources job postings, **Program page:** Tabbed format for degree programs, **Scholarships, Bursaries and Awards:** Student financial services awards and **Webform:** A form page.

Save Page

At the bottom of the page are the publishing options. Choose DRAFT or PUBLISHED.

You will now be prompted to save page in your permission group.



Create Department: Group node (Basic page)

[Nipissing University](#) » [Training](#) » [Related entities for Training](#) » [Create content in group](#) » Create Department: Group node (Basic page)

Generate automatic URL alias
Uncheck this to create a custom alias below. [Configure URL alias patterns.](#)

URL alias

Specify an alternative path by which this data can be accessed. For example, type "/about/" when writing an about page.

Create content in Training

Back

Select "Create content in Training"

Leave "Generate automatic URL alias" checked. The system is set up to handle the contents alias, so this field should be left blank.

Add content

Content is added through a feature called **Paragraphs**

Content Elements of a Basic Page:

Text: A block that supports text, formatting, tables and inline images. Use the Text block to add or update text content on a page. You can also use the Text block to insert inline images that will force the text content to wrap around. Most page content throughout the website will be in Text blocks.

Image: A block that supports embedding a single image, with or without a caption. The Image paragraph has the link to other content feature, but the image should be sized to the proper size before uploading. Use the Image block to display a page header image, or to display an image on its own above or below other blocks.

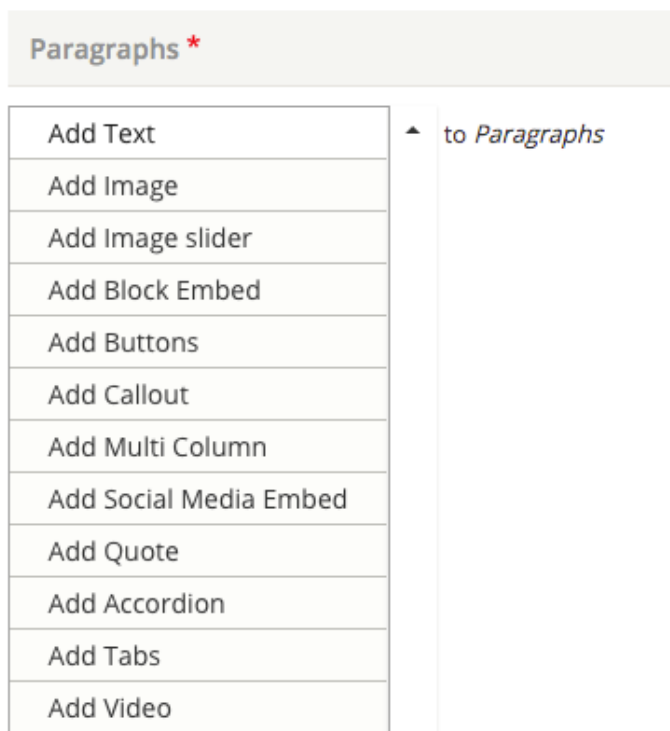
Image Slider: A block that supports several images that will automatically rotate through in a repeating order. Slider images can also be navigated manually using the available controls. Each image can have its own descriptive caption. For best results, all images added to Image Slider blocks should have the same width x height dimensions.

Buttons: A block that supports one or more hyperlinked buttons on the page. Buttons have several available NU-branded colours, and can either be solid or outlined. Use the Button block to link to important pages, items or resources, such as required documents, forms, external websites, etc.

Callout: A Paragraph that can contain other paragraph content with a border and/or background. Use this element to highlight important content or to break-up a text heavy page.

Multi-column: A paragraph that can contain other paragraph content side by side. The column options are: two columns of equal width, the left column 2/3 of the page content width and 1/3 right column, or the left column 3/4 of the page content width and 1/4 right column. Use this element to assist in reading of a text heavy page or to add another Paragraph type to the page contents.

Social Media Embed: A block that creates an embedded post from Twitter or Instagram, centered in the middle of the page. Use the Add Social Media Embed block to embed specific relevant posts from either of these sources based on their unique post URL.



Quote: A block that supports unique styling for a quote, typically used for testimonials. Includes fields for the quoted individual's name, as well as a photo thumbnail.

Accordion: A Paragraph that supports multiple expandable/collapsible sections of content within a page. Each Accordion content section can contain other Paragraph content. Use the Accordion block to group/categorize information on pages with lots of content. Each accordion content panel should be kept concise.

Tabs: A Paragraph that displays other paragraph content in a series of horizontal tabs. Tab names should be kept short.

Video: A block that supports an embedded video that can be viewed within the page. Use the Video block to embed a video from an external source such as YouTube or Vimeo.

To add text

Select Add Text

Add Text ▾ to Paragraphs

This will bring up the Text Editor Toolbar (very similar to Microsoft Word):



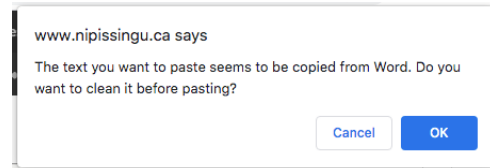
- Hovering over any of the icons will reveal a tag, which gives a brief description of the icon function

Enter text or Paste from Word document.

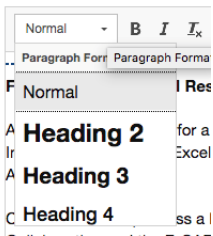
Pasting from Word

When pasting text from the Word desktop application the text editor recognizes the document structure and converts it to web-friendly HTML.

This does not work when pasting from a Word document opened in Teams or a Web browser.



Text Formatting



The first tool is a dropdown menu to set the format of a text paragraph.

Note: Heading 1 is not available due to accessibility best practices that the page title should be the only Heading 1 on a page.

Horizontal Rule

Use the  icon to insert a horizontal rule between text paragraphs.


Full-screen editing



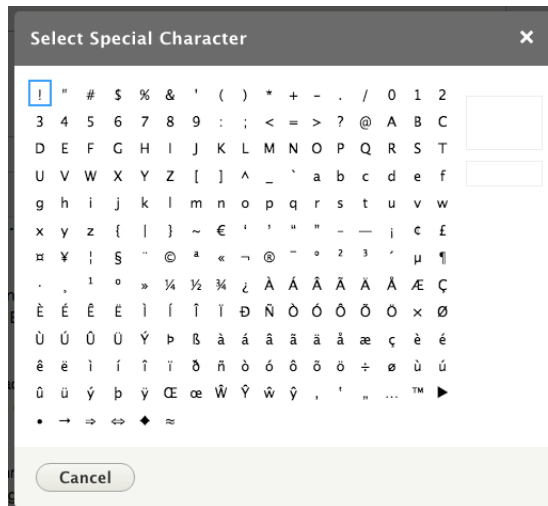
To expand the text editor window to fill the screen, select the maximize icon ().

Special Characters



The special character icon () reveals a palette of accented and alternate characters.

Select the desired character to insert it.



Insert Link



To insert a link into the text field, highlight text to become link, then select the link icon ().

To link to an internal page, start type in URL field, CMS will search site for closed match. This includes Content Pages, Media Documents (PDFs) and Users.

To link to an external site, copy and paste entire URL into field.

If you would like to have the linked open a new window, select **Advanced** options and “Open in new window”

Click **save**.

A screenshot of the 'Add Link' dialog box. It has a dark header with the title 'Add Link' and a close button. The main area contains a 'URL' input field with a search icon on the right. Below it is the text 'Start typing to find content.' followed by a 'Title' input field. A note below the title field says 'Populates the title attribute of the link, usually shown as a small tooltip on hover.' There is an 'ADVANCED' section with a right-pointing arrow. At the bottom is a 'Save' button.

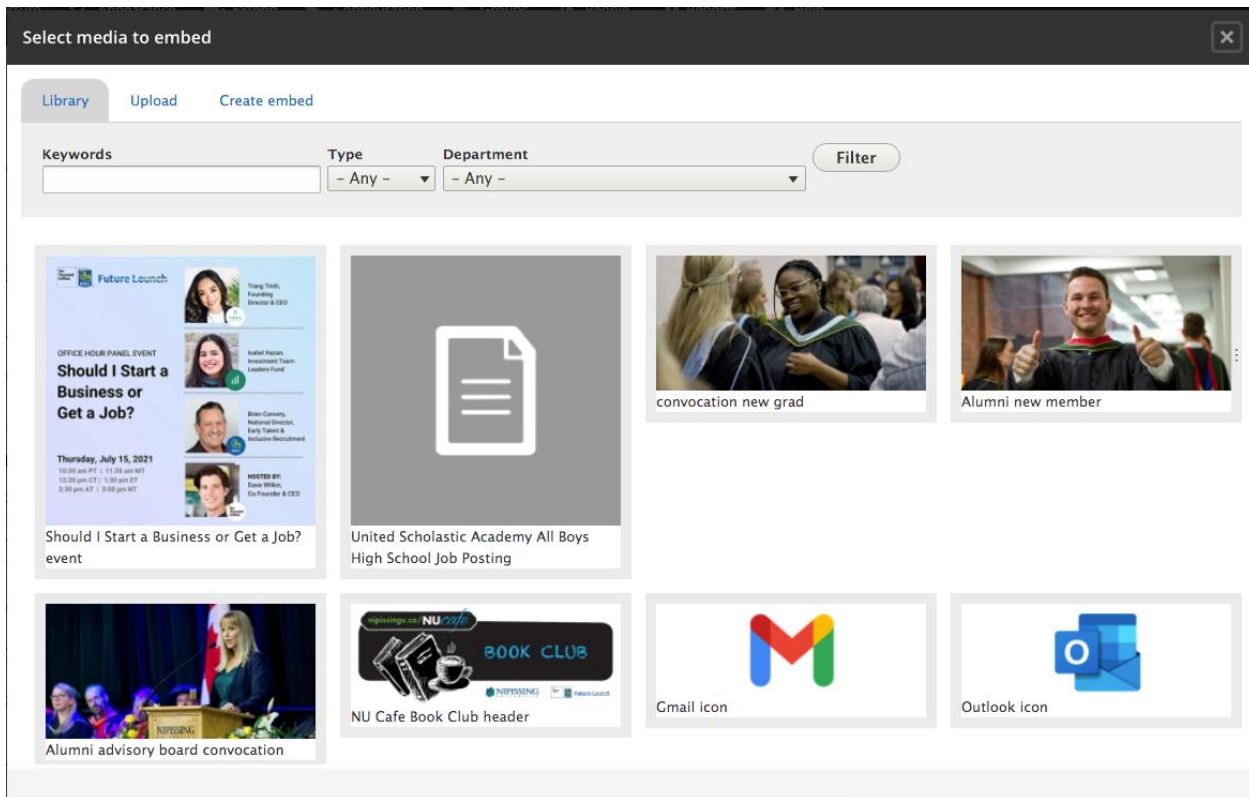
To remove a link, place your cursor anywhere in the hyperlinked text.

Then select the unlink icon ().

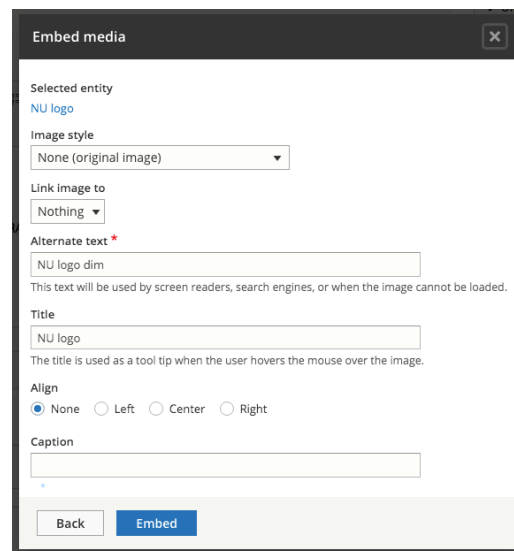
Note: Email address will automatically convert to links.

To insert a picture or document

Click the star button (★) on the text toolbar, it will prompt you with options:



- If you are looking to use a media object that already is uploaded, you can filter by keyword and department to locate your media in the **Library**.
- To **upload** new media, click the "Upload" button to upload your desired picture/video. Be sure to save your media using a specific file name, and to tag your media **under the appropriate department**. The Library will sort/store all media under the "tagged" department to allow for more streamlined searches. This will be especially helpful if using the same pictures/videos on multiple pages.

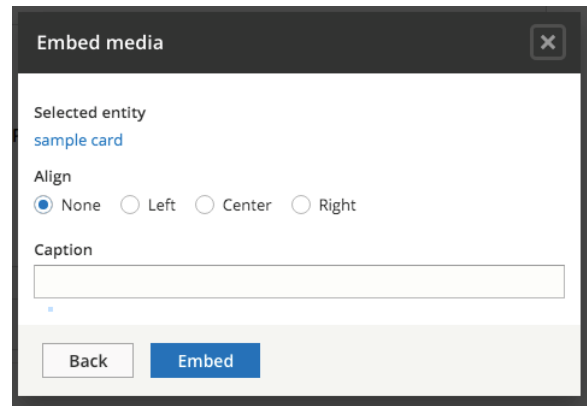


After uploading your new image media, or selecting image media from the library, you will be prompted with the following menu:

- Use the "Image Style" menu to select image size. Please note, if you are uploading multiple images, all images will be sized the same, based on your selection.
- Alternate text: This text will be used by screen readers, search engines or when the image cannot be loaded. Please be as specific as possible.
- Images can be aligned on the page using the "Align" menu (None/Left/Center/Right)
- Click "Embed" to finish adding media to your page.


The options to embed a new or existing Document media type are:

- Documents can be aligned on the page using the “Align” menu (None/Left/Center/Right)
- Add a caption if desired.
- Click “Embed” to finish adding media to your page.



Insert a Table

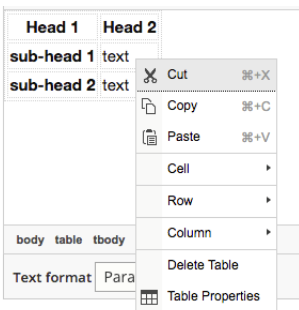
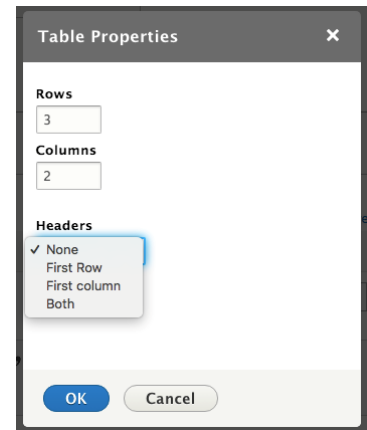
Note: Pasting content from Word converts tables into HTML tables automatically.

To create a table in the text paragraph, place cursor in the desired place, then select the table icon ().

This activates the **Table Properties** dialogue box with the basic table settings.

The most important field is the **Headers** select list. This determines how the table will behave on a mobile device. The system will automatically rearrange table content to flow under its column or row header.

Use the preview function to test that the table is reflowing the way you want it.



To edit a Table

Right click table to reveal table edit menu.

This menu provides additional editing options and well as a means to return to the **Table Properties** dialogue box.

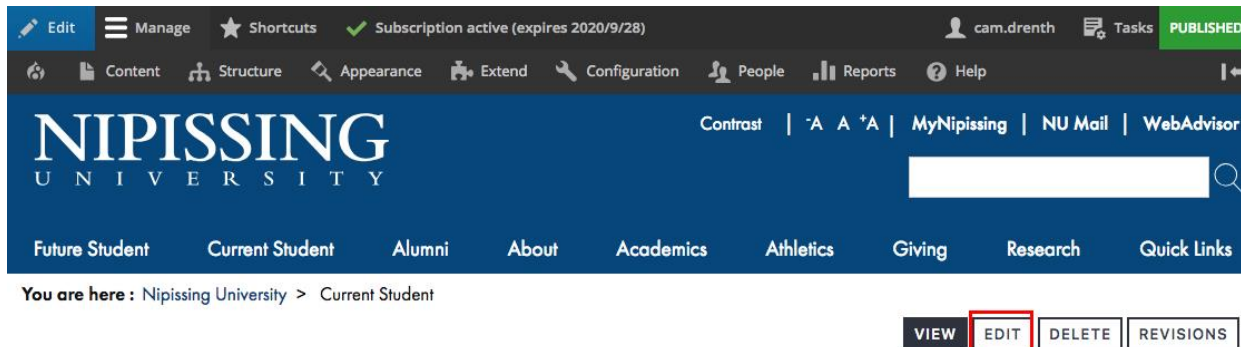
To rearrange Page Elements

Page Elements can be moved up and down the page by adjusting the row weights (to the right of any element). Lower row weights will be move elements higher up the page, and higher row weights will move elements further down the page (ex. 1 will be towards the top of the page, 8 will be towards the bottom).

Editing:

Navigate to the page that you would like to edit and click the EDIT button towards the top right of the page.

To edit a SPECIFIC item on the page, click the EDIT button that corresponds to the item that requires editing.



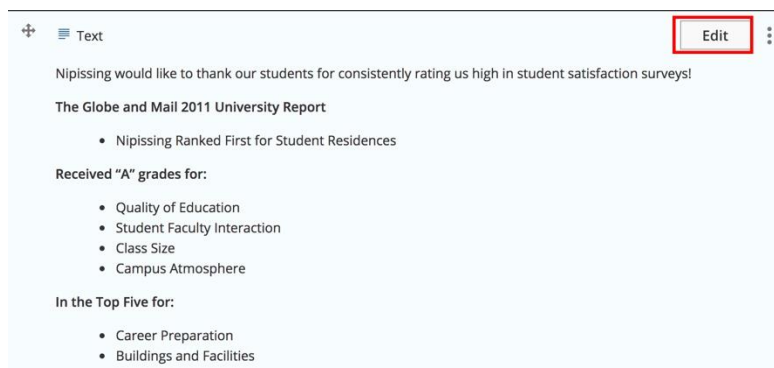
The screenshot shows the top navigation bar of the Nipissing University website. The user is logged in as 'cam.drenth' and has a 'PUBLISHED' status. The navigation menu includes 'Edit', 'Manage', 'Shortcuts', 'Subscription active (expires 2020/9/28)', 'cam.drenth', 'Tasks', and 'PUBLISHED'. Below this, there are icons for 'Content', 'Structure', 'Appearance', 'Extend', 'Configuration', 'People', 'Reports', and 'Help'. The main header features the 'NIPISSING UNIVERSITY' logo, a search bar, and links for 'Contrast', 'MyNipissing', 'NU Mail', and 'WebAdvisor'. The secondary navigation bar includes 'Future Student', 'Current Student', 'Alumni', 'About', 'Academics', 'Athletics', 'Giving', 'Research', and 'Quick Links'. Below the navigation, a breadcrumb trail reads 'You are here : Nipissing University > Current Student'. At the bottom right, there are four buttons: 'VIEW', 'EDIT' (highlighted with a red box), 'DELETE', and 'REVISIONS'.

Current Student

Current Student
Undergraduate Studies
School of Graduate Studies
Tuition, Awards & OSAP
Residence & On-Campus Housing



Example: if you wanted to edit a paragraph (TEXT) section:



The screenshot shows a text editor interface. At the top left, there is a '+' icon and a 'Text' label. At the top right, there is an 'Edit' button (highlighted with a red box) and a vertical ellipsis menu icon. The main content area contains the following text:

Nipissing would like to thank our students for consistently rating us high in student satisfaction surveys!

The Globe and Mail 2011 University Report

- Nipissing Ranked First for Student Residences

Received "A" grades for:

- Quality of Education
- Student Faculty Interaction
- Class Size
- Campus Atmosphere

In the Top Five for:

- Career Preparation
- Buildings and Facilities

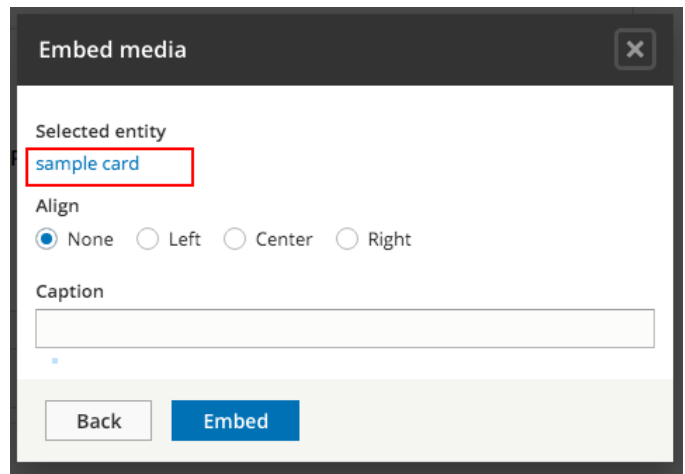
This will return the **Text Editor Toolbar** and enable the text to be replaced or edited as desired.

To Edit an embedded Media entity, hover or the element until the 4-arrow icon appears. The elements can be dragged and dropped to anywhere in the Text field.


Double-clicking the media element will bring the **Embed Media** dialogue box, to adjust any of these fields.

Or select the blue hyperlink underneath the Selected entity title.

This will open the media entity page and allow all related fields to be updated.



To upload a new version of a document, select the remove button and upload the replacement document.

Document
 [Feedback.pdf](#)

Description

The description may be used as the label of the link to the file.

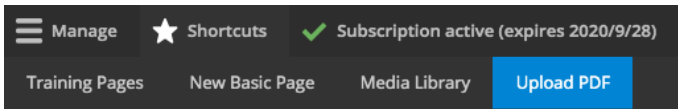
This will automatically update all links to the embedded media entity. Any absolute UTL paths will need to be manually updated.

Working with Media

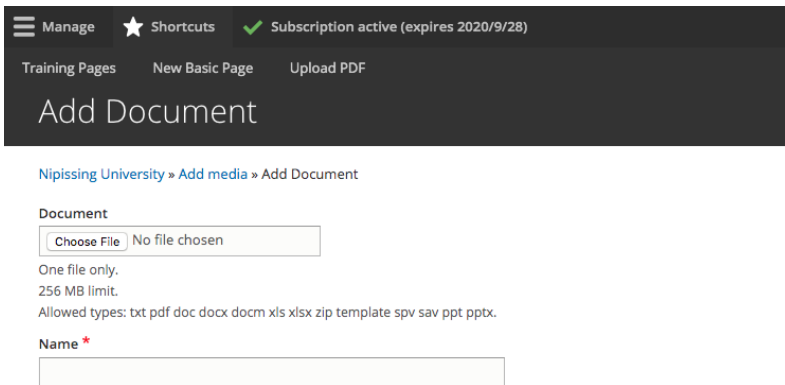
Uploading a PDF

Please prepare a web friendly version of the document before it is uploaded to the website. When saving the file, try to avoid spaces and non-alphanumeric characters and punctuation in the file name.

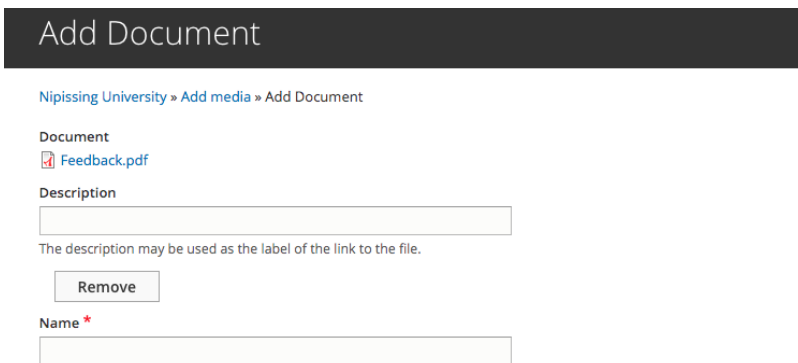
From the Admin Toolbar select Shortcuts then select Upload PDF.



Select the **Choose File** button to select a PDF located on your local system.



The Description field is used to as a link to the document when embedded in a text paragraph.



The **Name** field is used for system purposes.

Use the **Department** field for sorting.

Department

+

[Add another item](#)

Document Type

Academic Year

Save to my media library

URL alias

Specify an alternative path by which this data can be accessed. For example, type "/about" when writing an about page.

Published

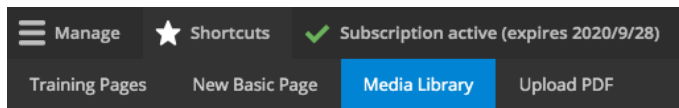
Fill in the **Document Type** and **Academic Year** if your document may appear in a dynamic list.
Ex. Board of Governor minutes or Academic Senate agendas.

It will not be necessary to enter a value in the **URL Alias** as this is done automatically.

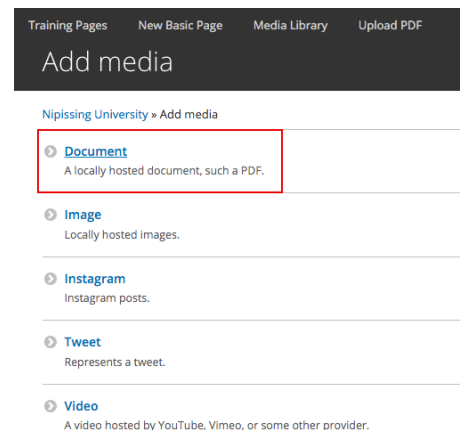
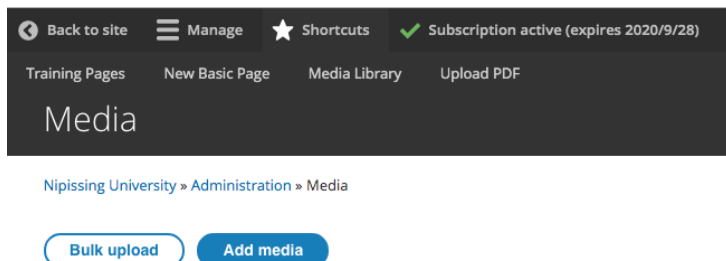
Other ways to upload a PDF

From the Media Library

To access the media library, navigate to the department group page.



This all the documents and images used by every user, department and page on the Nipissing Site.

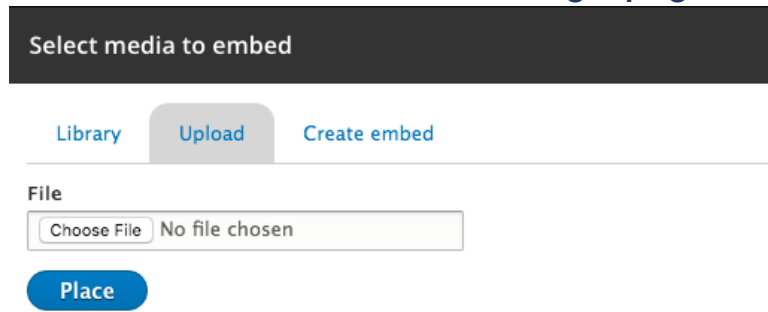


Select the “Add Media” button, then choose **Document**.

Follow the guidelines to fill in all necessary fields.

Select “Save” to add document to the Media Library.

From the Media browser while editing a page



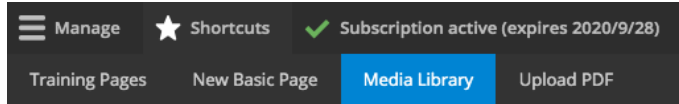
When editing a **Text paragraph**, selecting the "Star" tool displays the "Media Browser". The second tab labelled "Upload" allows the user to add a document while still editing a page. This method does not provide all the sorting.

Uploading an Image

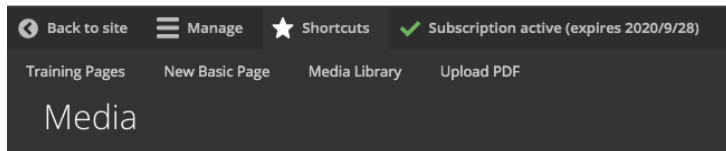
Please prepare a web-friendly version of the document before it is uploaded to the website. When saving the file, try to avoid spaces and non-alphanumeric characters and punctuation in the file name.

From the Media Library

To access the media library, navigate to the department group page.



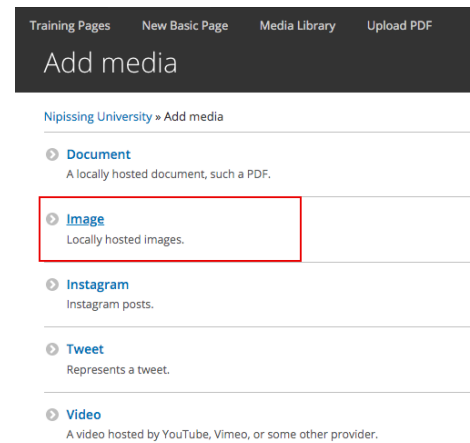
This houses all the documents and images used by every user, department and page on the Nipissing web site.



Nipissing University » Administration » Media



Select the “Add Media” button, then choose **Image**.



Nipissing University » Add media » Add Image

Name *

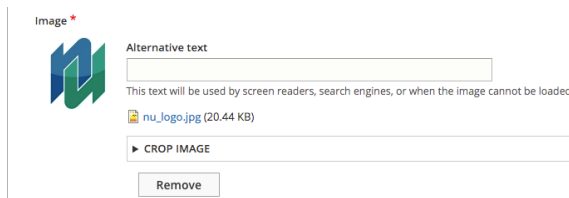
Image *

 No file chosen

One file only.
6 MB limit.
Allowed types: png gif jpg jpeg.

The **Name** field is used for system purposes.

Select the **Choose File** button to select an image located on your local system.



All users are required to fill in the **Alternate text** field when uploading images. This is a requirement to ensure the page content is AODA compliant.

Use the **Department** field to assist in filtering and sorting items in the Media Library. The **Caption title** and **Caption text** fields will display beneath the image, or in the black bar at the bottom of a slide.

The screenshot shows a form with the following elements:

- Caption title:** A single-line text input field.
- Caption text:** A multi-line text area.
- Department:** A dropdown menu with a plus icon on the left and a clear icon on the right. Below it is a button labeled "Add another item".
- Link:** A single-line text input field.
- Notes:** Below the Link field, there are two bullet points:
 - Note: this is an optional link for the image.
 - Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `http://example.com`. Enter `<front>` to link to the front page.

The **Link** field allows the image to be clickable button, when inserted into a page using the **Image Paragraph**, this feature does not work for images embedded in a **Text Paragraph**.

To link to an internal page – start typing, to an external page copy and paste complete URL including `HTTPS://`. For an internal document, copy and paste path without `HTTPS://www.nipissingu.ca`

Select “Save” to add image to the Media Library.

From the Media browser while editing a page

The screenshot shows the Media Browser interface with the following elements:

- Header:** A dark grey bar with the text "Select media to embed".
- Tabs:** Three tabs: "Library", "Upload" (which is active and highlighted in grey), and "Create embed".
- File Selection:** A "File" section with a "Choose File" button and a text box containing "No file chosen".
- Action:** A blue "Place" button.

When editing a Text paragraph, selecting the “Star” tool displays the “Media Browser”. The second tab labelled “Upload” allows the user to add an image while still editing a page. This method does not provide all the sorting fields.

Updating Documents/PDFs/images

From the Media Library.

☰ Manage
★ Shortcuts
✔ Subscription active (expires 2020/9/28)

Training Pages
New Basic Page
Media Library
Upload PDF

Media

Nipissing University » Administration » Media

Bulk upload
Add media

Name:
 Source:
 Published status:
 Language:
 Department (field_department):
Add another item

Filter

Action:

Apply to selected items

Thumbnail	Media name	Source	Author	Status	Updated	Operations	Department
<input type="checkbox"/>	homecoming	Image	jaden@nipissingu.ca	Published	10/03/2019 - 16:16	<input type="text" value="Edit"/>	Alumni
<input type="checkbox"/>	PSYC-4206 Poster	Document	scottg@nipissingu.ca	Published	10/03/2019 - 14:33	<input type="text" value="Edit"/>	Registrar's Office
<input type="checkbox"/>	CICAS The Future of Humanity	Image	sandrab@nipissingu.ca	Published	10/03/2019 - 10:07	<input type="text" value="Edit"/>	
<input type="checkbox"/>	Roommate Agreement	Document	robert.brownlee	Published	10/02/2019 - 08:37	<input type="text" value="Edit"/>	Residence

Use the Name, Source and/or Department fields to find the media item you wish to modify.

Name:
 Source:
 Published status:
 Department (field_department):

Source dropdown options: Document, Image, Instagram, Tweet, Video

Department dropdown options: Administrative Departments, Governance, Faculty of Arts and Science, Faculty of Education and Professional Studies, School of Graduate Studies

Filter

Select Edit.

Updated	Operations	Department
10/03/2019 - 16:16	<input type="text" value="Edit"/> <input type="text" value="Delete"/>	Alumni
10/03/2019 - 14:33	<input type="text" value="Edit"/>	Registrar's Office

This will open the page with all the field values of the selected media item.

To update a PDF or other document, select the “Remove” button, then follow the instructions to upload a document from the local system.

Document
Feedback.pdf

Description

The description may be used as the label of the link to the file.

Remove

Name *

The **Description** field will need to be filled in again. This will preserve the links embedded in a **Text paragraph**. Links in a **Button paragraph** or **Image paragraph** will need to be updated manually with the new URL.

Glossary

Alias

A user-friendly name to replace the internal path that the system assigns to a URL on the site. For example, you might assign an alias of `/about` to the About page on your site, to replace the internal path `/node/5`. This would give the page a URL of <http://example.com/about> instead of <http://example.com/node/5>.

Anonymous

A person (user) interacting with the site who is not logged in.

Block

A chunk of content (text, images, links, etc.) that can be displayed on a page of a site. Blocks are displayed in regions.

Breakpoint

Breakpoints are used to separate the height or width of browser screens, printers, and other media output types into steps. A responsive site adjusts its presentation at these breakpoints.

Cache

The site's internal cache stores the output of time-consuming calculations, such as computing output for an HTML page request, and then retrieves them instead of recalculating the next time they are needed. External caching systems can also be used on the web server to speed up a site's response.

CMS

Acronym for **Content Management System**.

Content

Information meant to be displayed on your site, such as text, images, downloads, etc.

Content Management System (CMS)

A collection of tools designed to allow the creation, modification, organization, search, retrieval and removal of information on a website.

Content type

Each content type is used for some particular purpose on the site, and each has its own fields.

Entity

An item of either content or configuration data, although in common usage, the term often refers to content entities. Examples include content items, custom blocks, taxonomy terms, and definitions of content types; the first three are content entities, and the last is a configuration entity.

Image style

A set of processing steps that transform a base image into a new image; typical processing includes scaling and cropping.

Menu

A set of links used for navigation on a site, which may be arranged in a hierarchy.

Nodes

All content on a Drupal website is stored and treated as “nodes”. A node is any piece of individual content, such as a page, article, employment posting, or an event.

Paragraph

Paragraphs allow editors to insert content of specific types into a page or a container
Paragraph.

Path

The unique, last part of the internal URL that the system assigns to a page on the site, which can be a visitor-facing page or an administrative page. For example, the internal URL for the About page on your site might be <http://example.com/node/5>, and in this case, the path is *node/5*.

Permission

The ability to perform some action on the site, such as editing a particular type of **content**, or viewing user profiles.

Responsive

A site or theme is said to be responsive if it adjusts its presentation in response to the size of the browser screen, printer, or other media output type.

Revision

A record of the past or present state of a content entity, as it is edited over time.

Role

A named set of permissions that can be applied to a user account.

Taxonomy

The process of classifying content.

Taxonomy term

A term used to classify content, such as a tag or a category.

User

A person interacting with the site, either logged-in or anonymous.

WYSIWYG

Acronym for *What You See is What You Get*, meaning a method for editing content where what you see on the editing screen closely resembles the final product.