dotCMS Editing Basics (updated 8/26/2019)

1. How to access dotCMS

2. Finding your office or department's pages

3. Finding the home page

4. How to edit a page's content

5. How to add, save, and title new content ("containers") on any page

6. How to reuse content

7. How to make a new page/folder

8. How to set a new page to display on the menu list/navigation

9. How to resize images before uploading to dotCMS

10. How to upload images and PDFs to dotCMS

1. How to get to dotCMS:

https://www.coloradocollege.edu/c

- login and password are the same as those you use for Banner and CC's Single Sign-In

2. Finding your office or department's pages:

- Go to the Website Browser tab
- Follow the URL path (divided by backslashes) to find a page's location in dotCMS. Each name between backslashes should be a name of a folder. Most folders are organized alphabetically.
- Example: https://www.coloradocollege.edu/academics/dept/asianstudies/

academics folder → dept folder → asianstudies
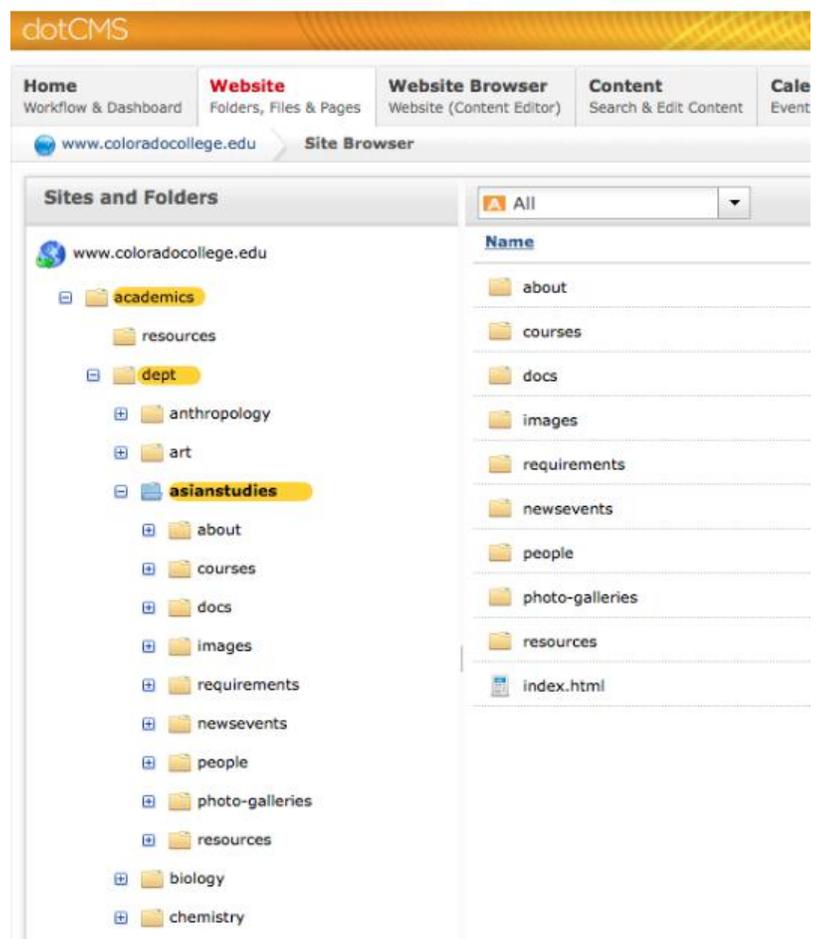
- All the Asian Studies* pages are within the /asianstudies* folder. A folder/page within a folder creates subpages. Edit any page by double clicking its name.

  *insert any department or office name

3. Finding the home page

- The "index.html" page is the main page of any folder.

- If you go to: https://www.coloradocollege.edu/academics/dept/asianstudies/

it's really taking you to this: https://www.coloradocollege.edu/academics/dept/asianstudies/<mark>index.html</mark>

---

4. How to edit a page's content:

- Double click on the page name in the appropriate folder in the website tab of dotCMS

- "Lock for Editing" (top left)

- Each section of editable content is called a "container." Click the red X at the top right of the container to remove it from the page, or click "edit content" at the top left of the container to edit it. Removing the container from the page does not delete the container from existing within dotCMS.

- You will have to select "lock for editing" at the bottom left, before being able to save any changes

- Make edits in the WYSIWIG view, not CODE view.

- Once done, select "Save" to save changes within dotCMS, or select "Save / Publish," to make changes live immediately. You can also select "Cancel" to undo edits.

---

5. How to add, save, and title new content ("containers") on any page

Once in the preview mode of any page, select "Lock for editing" at the top left. In the body of the page, select "Add content" and then "New content" from the dropdown.

**The title should be as specific as possible. Please use this format:**

offices - your office - the page you're on - a description of the new content

Example: "offices – communications – people – index – contact box"

Folder/Host: Should be the name of your top-level folder.

Example: "Communications"

You will get a notification that you don't have the correct user permissions if you don't select your proper folder.
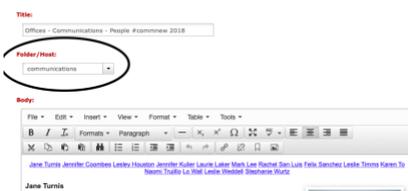
Once done adding content, click Save/Publish on the left side of the page.

6. How to reuse content

If you want to put the same content on multiple pages, you can click **reuse content** (instead of "new content") from the "add content" dropdown. Search for the existing content by typing keywords from the title of the container. By editing re-used content, you will edit the content on any other page where the same container also exists.

7. How to make a new page/folder

Go to the appropriate folder in dotCMS "website browser" tab. Click the down triangle next to "Add new" and choose "page." The title should be to the point and brief (e.g., "Resources" or "Scholarships"), and the URL will be created automatically based on the title. Choose the "CC - 2018 BETA" template for your page.

Or, if you want a new page that will have subpages within it, click the down triangle next to "Add new" and choose "folder." If you make a new folder, make sure to create a new page within the folder with the URL "index.html" that will serve as the homepage of the folder. Any pages in this new folder will appear as subpages.

8. How to set a page to display on the menu list/navigation:

- **To add an existing page in your office/department/program's main folder as a new link on the menu:**
  1. You will need to right click a page name (if it exists in the folder) select "Page Properties," then go to the "Advance Properties" tab and check the box for "Show on Menu."
  2. Below, enter a number for the "Sort Order" (1 will be first on the menu, 2 will be second, etc), but make sure that there isn't already a page with the same number value.

- **If you are creating a new page in your office/department/program's folder that you would like to have on the menu:**
  1. Add a new page to the folder, fill out the title, URL, and template fields as usual.
  2. Go to the Advance Properties tab, check Show on Menu, and add a number value for Sort Order.
  3. Save the page.
  4. When you publish the page, it will show up on the menu.

- **If you would like to add a link to the menu for a page that exists outside of your office/department/program's folder:**
  1. You can select "Menu Link" from "Add New" at the top right of the admin screen in your group's folder.

2. Then select "external link."
3. Paste a URL.
4. Add a number for sort order.
5. Check "show on menu."

9. How to resize images before uploading to dotCMS

Excluding background/banner photos, it's best to resize photos to smaller than 800 pixels (width) by 800 pixels (height) before uploading. If your page has photos that have been uploaded to dotCMS at a large pixel size (e.g., 2000px by 3000px), your webpage will load slowly because of the photo size; even though you may have set the photo to display at a smaller size, the page will still load the original file size.

On a Mac:

- Open the image in "Preview"
- Click the "Tools" Menu and then click "Adjust Size..."
- In the "Image dimensions" dialog box that appears, type in the desired width in pixels, or percentage, which will then adjust the height to scale proportionately. Make sure that "Scale proportionally" is checked
- Click OK and save your image

On a PC:

- Open the photo in "Paint"
- Click the "Resize" button in the "Home" tab
- In the "Resize and Skew" dialog box that appears, adjust the size in percentages or pixels. Make sure "Maintain aspect ratio" is checked
- Click OK and save your image

10. How to upload images and PDFs to dotCMS

Option 1:

- Upload an image (or multiple) from your desktop into the "images" folder for your department

- Upload a PDF into the "documents" folder for your office or department

- Once in appropriate container: *Insert/edit image* or *Insert/edit link*

Option 2:

- In the appropriate container on a page, type the title of your document. Highlight the text, and select the insert/edit link button (chain icon). A dialog box will display.

- Next to the URL field, click on the magnifying glass icon to search for the folder where you want the document to be saved. There should be a documents folder within your office or department's main folder. You will need to click on the plus signs next to each folder name, starting with

"www.coloradocollege.edu." Then, you need to click on the folder name, and not the plus sign, for the folder you want to open/store the document.

(ex: www.coloradocollege.edu → academics → dept → economics → documents)

- Upload the document into the folder and select save/publish (if you just select "save" the PDF will not be viewable on the live website). The file name will now display in the folder. Click on the file name to link it onto the page.

A few best practices:
- Avoid underlining text. Because links are automatically underlined, anything that is not a link should not be underlined.
- Avoid titling links "click here." Have links be specific.
- Resize photos before uploading to dotCMS. Make sure photos are under 1000 pixels by 1000 pixels unless they are banner/hero images (can be bigger).
- Avoid trying to override major style defaults with HTML/CSS (e.g., page background color, font color)

Other tips:

https://www.coloradocollege.edu/other/wac/

Any dotCMS questions should be directed to Lo Wall, Karen To, or Mark Lee:

Lo Wall
Web Communications Paraprofessional
719-389-6139
lwall@coloradocollege.edu

Karen To
Director of Web & Digital Media
719-389-6144
kto@coloradocollege.edu

Mark Lee
Director of Web & Digital Media
719-389-6030
mlee@coloradocollege.edu