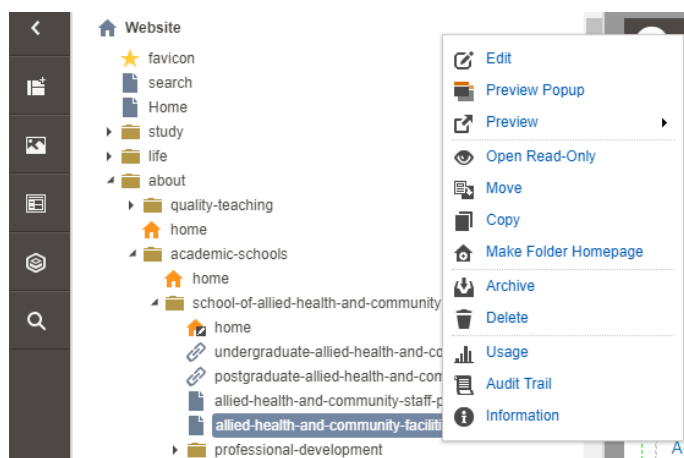# UNIVERSITY OF WORCESTER CONTENSIS GUIDE

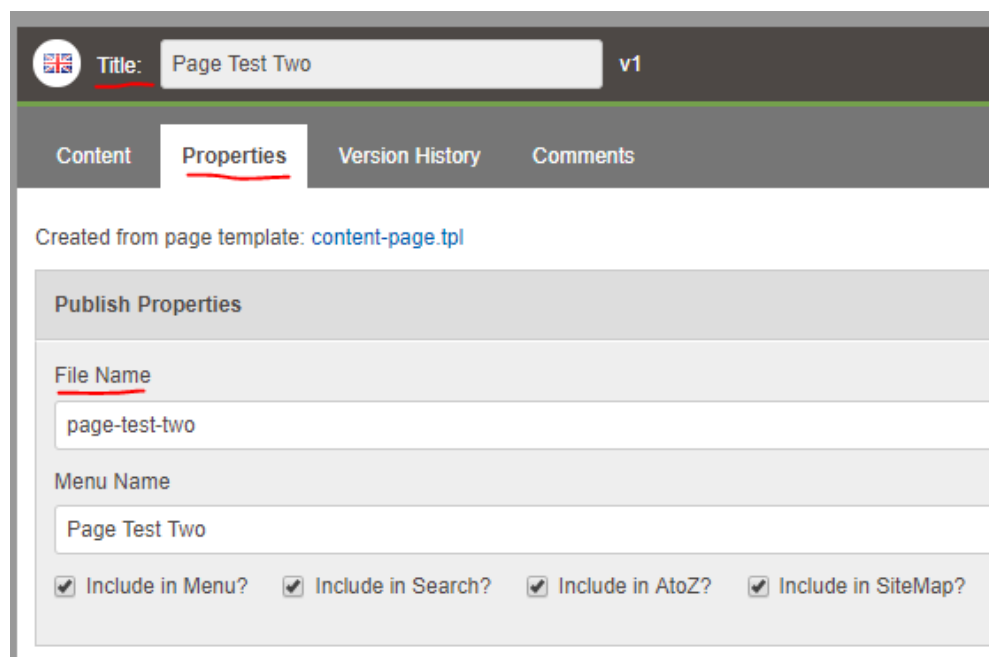## Building and editing content pages

Navigate to the page

In the Folders menu navigate the page you would like to edit.

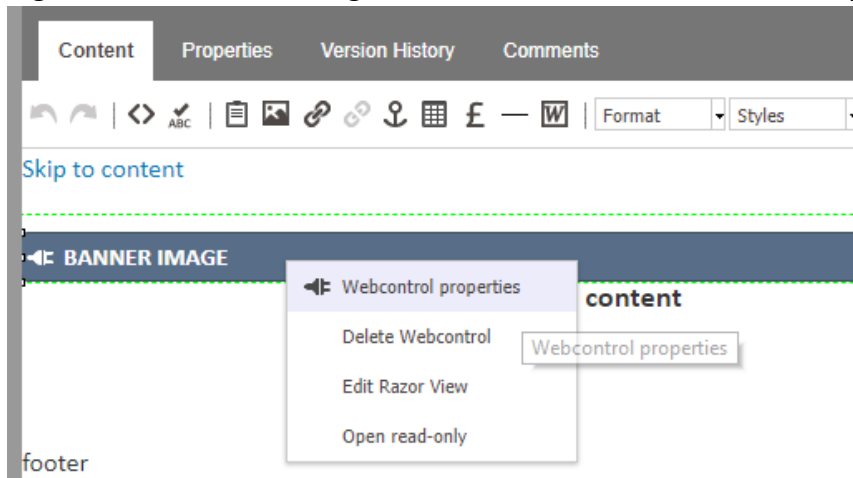Click on the page and select Edit from the option menu.

Edit page title and URL

Type in the page Title. Navigate to the Properties tab and change the File Name to lower case (the file name is used as the final part of the web page URL).
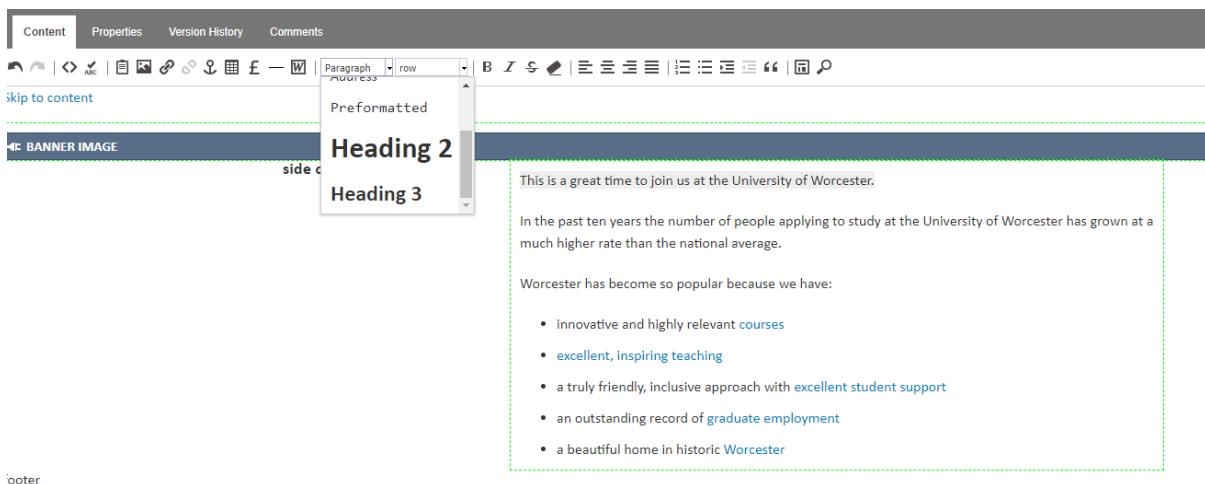
Add banner image

Right-click the Banner image Webcontrol and select Webcontrol properties.

Select a banner image from the images folder. Save.

Text editing

Type or paste text into the green content box.

Use toolbar to format text and manage links.

Adding components

In the Folders menu navigate to site-elements/components. In this folder you will find all the components needed to build a main content page.

To add these to the page click and drag the component into the green content box (drag from the icon rather than the text).
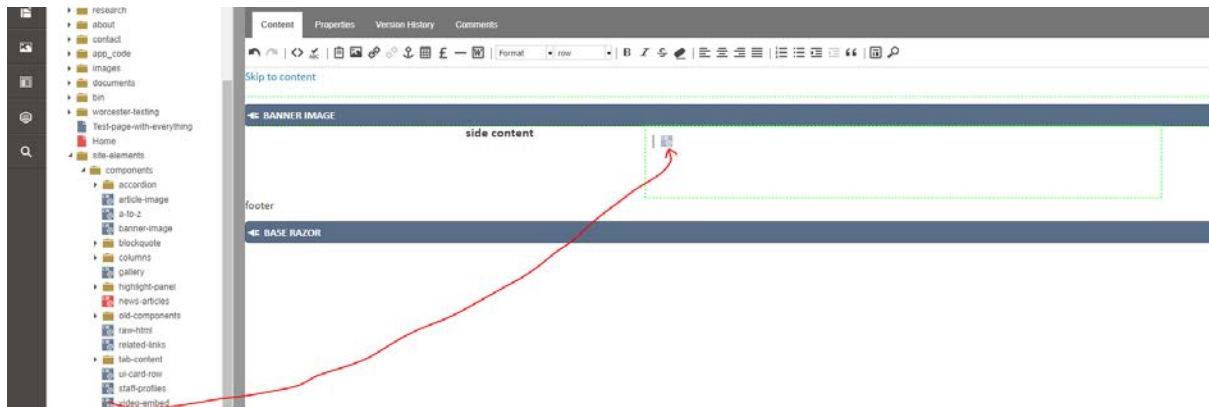
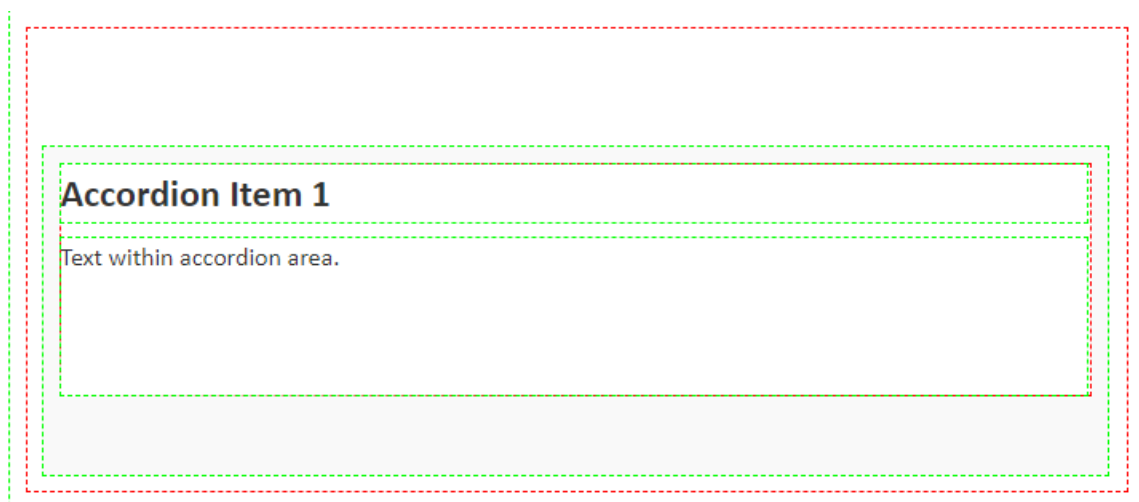There are two basic component types, Webcontrols and Sub Templates .

The sections will guide you through how to add specific components.

Accordion
First click and drag the Accordion-Wrapper into the green content box.

Next click and drag the Accordion-Item into the wrapper you've just added. You can then type or past text into a header and text area.

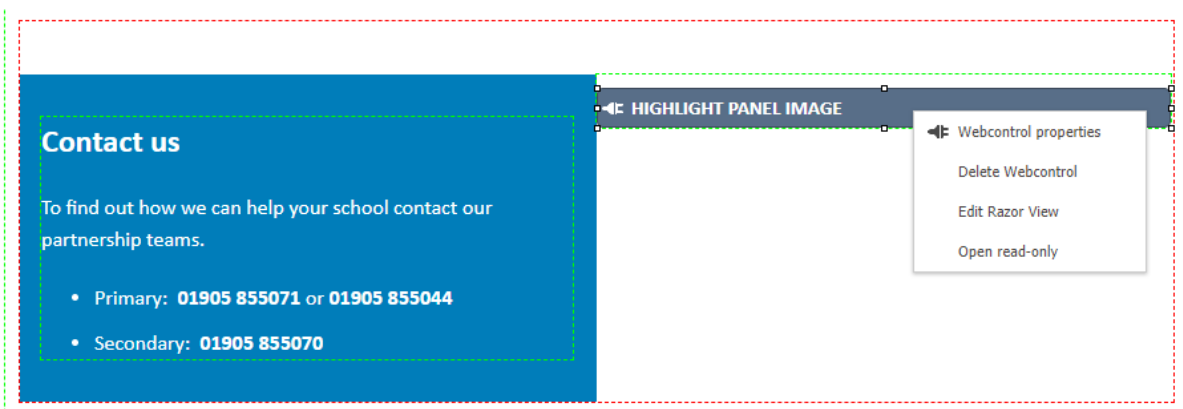Repeat this for each additional accordion item you need to add.

Blockquote

Click and drag the Blockquote sub template into the green content box. Type or paste the quote in the first box and the source in the second.

Text of the quote here...

-

Joe Bloggs, Quote Source

-
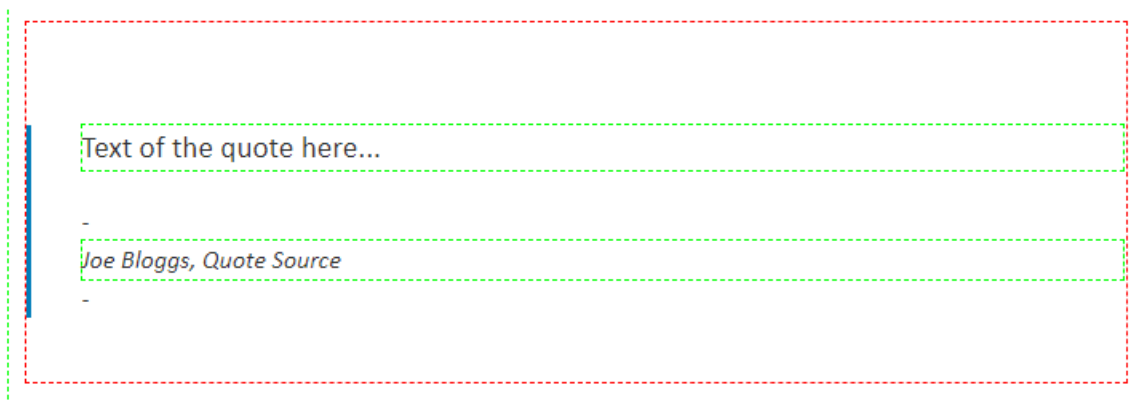
Highlight panel

Click and drag the Highlight-panel-image-left or Highlight-panel-image-right (depending on where you want the image to appear) sub template into the green content box.

Type or paste your text into the green box with the blue background. To add the image right-click on highlight panel image and select Webcontrol properties, then select an image from within the image folder.

◀┃ HIGHLIGHT PANEL IMAGE

◀┃ Webcontrol properties

Delete Webcontrol

Edit Razor View

Open read-only

Contact us

To find out how we can help your school contact our partnership teams.

- Primary: **01905 855071** or **01905 855044**
- Secondary: **01905 855070**

Intro paragraph

Click and drag the intro-paragraph sub template into the green content box. Type or paste the text in the green box.

A brief summary of the information the user can expect to find on this page.
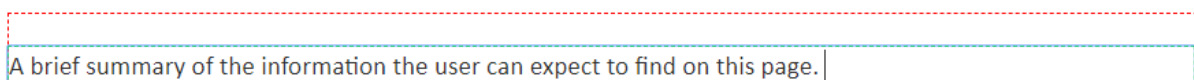
This introductory paragraph will be styled differently and tagged for search engines. It should be added to the start of all content pages.

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Tab content

First click and drag the Tab-Content-Wrapper into the green content box.

Next click and drag the Tab-Content-Item into the wrapper you've just added. You can then type or past text into a header and text area.
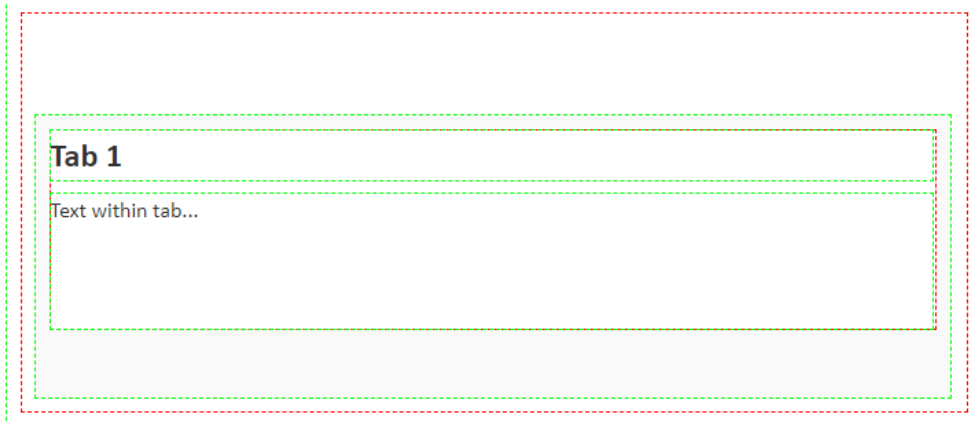
Repeat this for each additional tab you need to add.

Article image

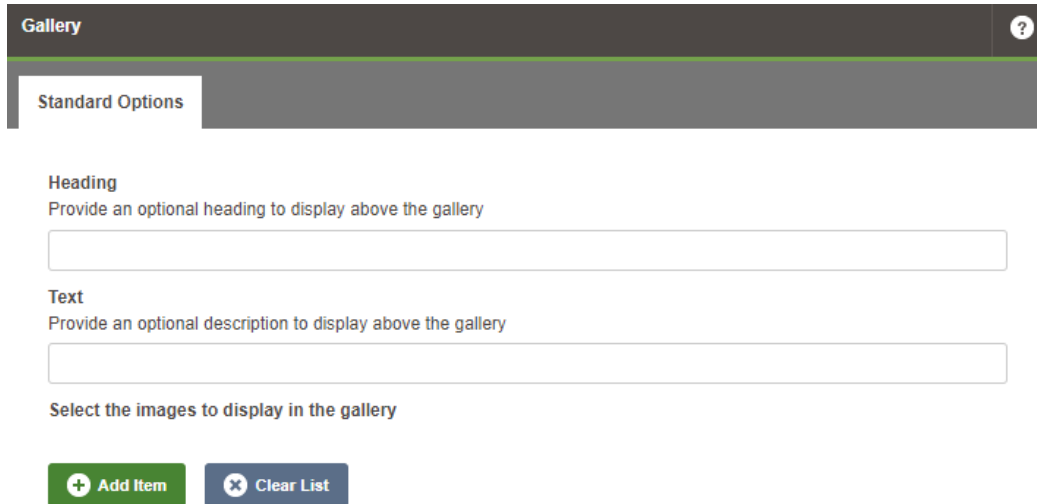Click and drag the article-image webcontrol into the green content box. An option box then appears letting you choose an image, alignment and add an optional caption.

Gallery

Click and drag the gallery webcontrol into the green content box. An option box then appears letting you add a heading and descriptive text.

Gallery	?

Standard Options

Heading
Provide an optional heading to display above the gallery

Text
Provide an optional description to display above the gallery

Select the images to display in the gallery

⊕ Add Item   **✗ Clear List**
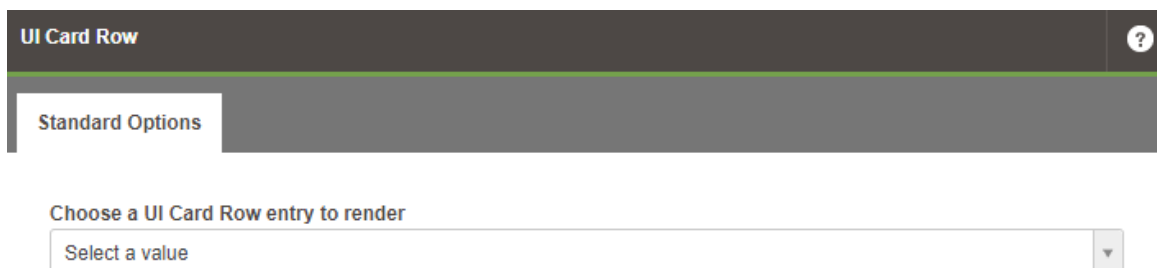
To add images to the gallery click Add Item. Then click the folder icon and select the image you wish to add.

Keep clicking Add Item to add more images to the gallery.

UI card row

Click and drag the ui-card-row webcontrol into the green content box. An option box then appears letting you choose a UI Card Row.

The UI card rows you can choose from are created in Content Types & Entries. See how to create UI cards.

UI Card Row	?

Standard Options

Choose a UI Card Row entry to render

Select a value ▾

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Video embed

Click and drag the video-embed webcontrol into the green content box. An option box then appears letting you paste in a YouTube URL and select alignment.

To see all these components in use on one page visit: https://preview-worcester-uni.cloud.contensis.com/worcester-testing/jack-yuille/jy-test-page-with-everything.aspx

Adding images and documents

Uploading images

In the Folders menu navigate to images and select the image type you want to upload (banner, UI card, text area, gallery).

Right-click the relevant folder (eg. banner-images) and select New Content.

You now have the option to import images by dragging and dropping or selecting files.
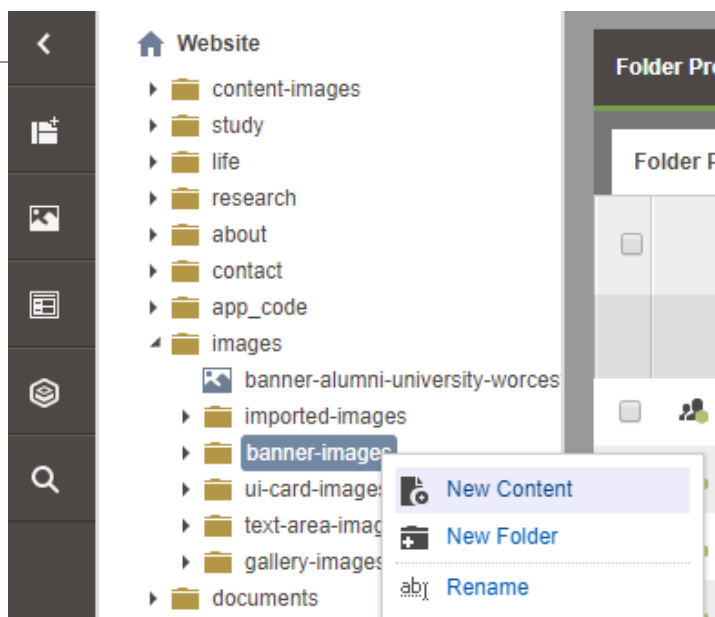
Image sizes

Please upload images at these file sizes.

Image type	Dimensions (pixels)
Banner image	1530 x 670
Text area image	500 wide
UI card image	310 x 270
Gallery image (portrait)	534 x 800
Gallery image (landscape)	1000 x 667
Key Features (course page)	750 x 750

Uploading documents

In the Folders menu navigate to documents, right-click the folder and select New Content.

You now have the option to import files by dragging and dropping or selecting files.

Adding images to content pages
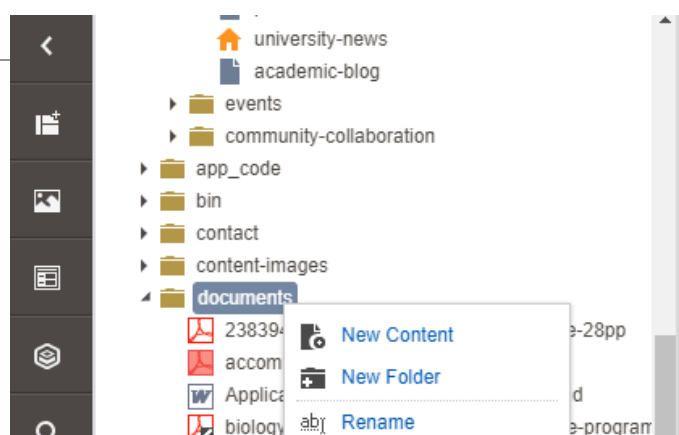
The main way to add images to content pages is via the article image component. This method allows images to resize and cascade across all devices.

Banner images are always added through the Banner image Webcontrol.

Creating links

This works slightly differently depending on where you are linking to.

Content pages

The quickest way to add content page links is to highlight the text you want to hyperlink, then finding the page you want to link to in the folder structure on the left-hand side. Next click and drag the icon to the left of the page name, and drop this on the text you've highlighted.
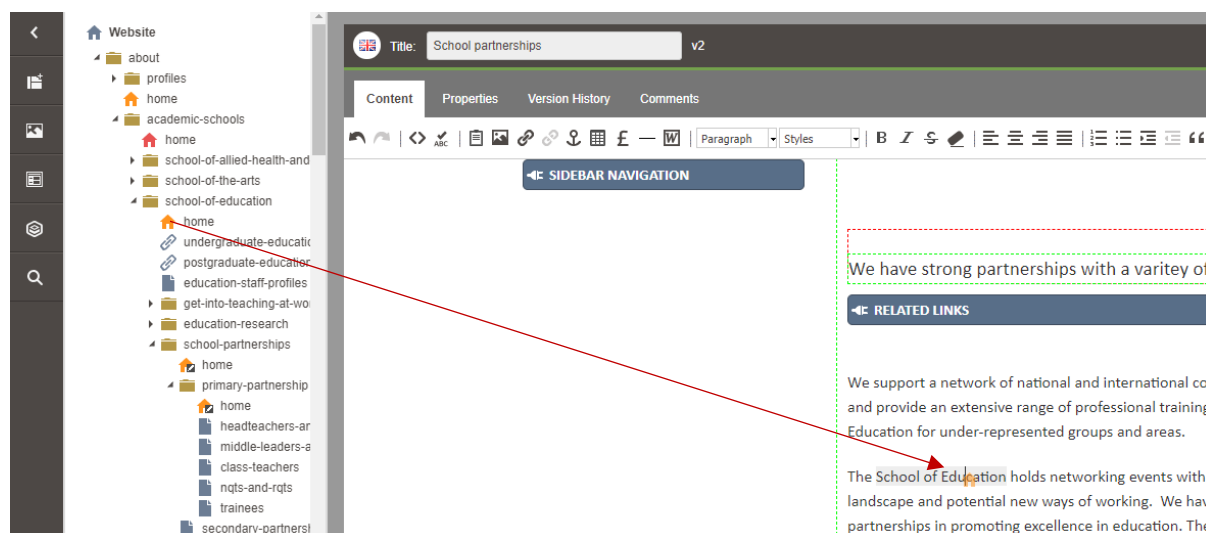
In the toolbar the chain icons let you edit or remove this link.

Entries

These include course, staff profile, news and events pages. Currently they are handled in the same way as external links.

Highlight the text you want to hyperlink and click the chain icon in the toolbar. Select URL from the drop-down, then type or paste in the web address.

To find the URL for entries navigate to the relevant page on our live site.

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External webpages

Highlight the text you want to hyperlink and click the chain icon in the toolbar.

Select URL from the
drop-down, then type or
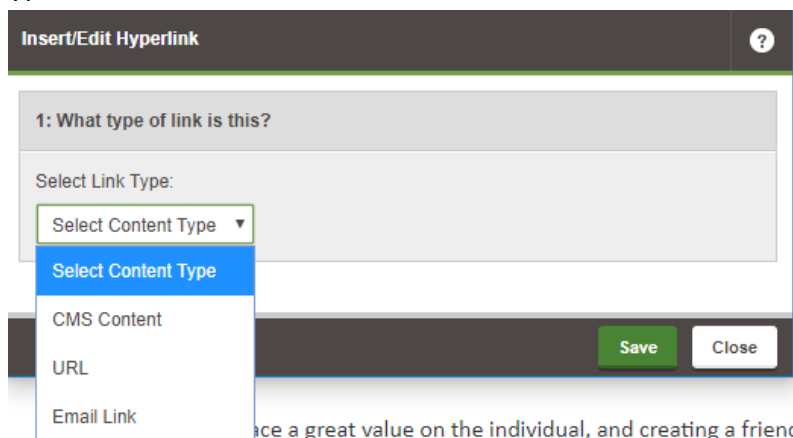paste in the web address.

Select Yes under 'Open link
in a popup window?' and
click save.

Insert/Edit Hyperlink

1: What type of link is this?

Select Link Type:

Select Content Type

Select Content Type

CMS Content

URL

Email Link

Save   Close

ace a great value on the individual, and creating a friendl

Emails

Highlight the text you want to hyperlink and click the chain icon in the toolbar. Select Email Link from the drop-down, then type or paste in the email address.

Documents

You will need to upload the document to Contensis before creating the link.

You can then drag and drop from the documents folder to highlighted text in the same way as linking to content pages. The only additional step is to edit the link (chain icon in toolbar) and select Yes under 'Open link in a popup window?

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Workflow

In Contensis, workflow covers the processes from creation through to publication. Workflow is permissions based, so available options will differ depending on your individual permissions.

The different workflow options are available from the toolbar buttons below.
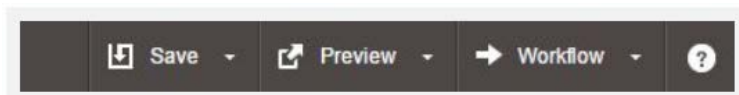
Saving

Save lets you either save or create a copy of the current item. Saving will store the item's information in Contensis, but will not publish a version to the live site.

Previewing

Preview lets you see pages as they will appear on the published website. You can check both layout and content before you go onto the next workflow step – approval.

Submitting a webpage (for approval)

Submitting a page sends it to the University web team for approval and publication. It becomes read-only and cannot be edited, unless the submission is revoked.

You can submit a page for approval by clicking the Workflow dropdown arrow and selecting Submit from the list.

(**Note**: the options shown in list will depend on your permission)
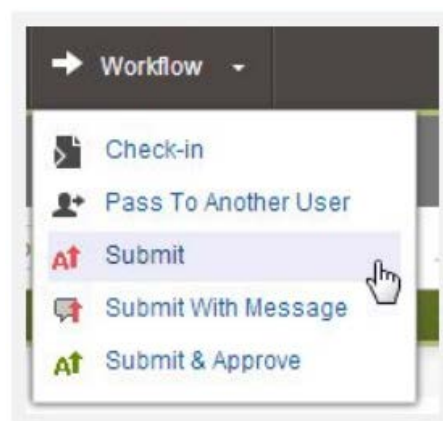
Revoking a webpage

When a page is submitted for approval, you will no longer be able to edit it. Further editing can only be done by first revoking the submission before it's approved. When you click to edit a page you've submitted for approval, you will see the option to Revoke and edit.