

# CMS

## What's New, Fall 2007



LOYOLA  
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*Preparing people to lead extraordinary lives*

### The Home Page

**Photos:** Photos on the home page are controlled by the CMS project managers. To request a new home page photo, e-mail: [cms@luc.edu](mailto:cms@luc.edu).

**Navigation:** Navigation on the site is controlled by metadata. To create a link from the home page to another document on the site, you should change the metadata for that document. To view the metadata for a document:

1. Open the document.
  2. Click the Metadata button on the button bar.
- The **main navigation** of the site appears as the top row on the home page (in maroon; see below). You can only create four main navigation links for your site. To add or remove a main navigation link to the site, change the *include in main navigation* metadata.
  - The **navigation** of the site appears as columns underneath the first row on the home page (in grey; see below). You should have three to six links in each column. To add or remove a navigation link to the site, change the *include in navigation* metadata.
  - The **page group** metadata tells CMS to place the navigation links on interior pages of the site, and it holds the main navigation link and its subsequent navigation links together. Each link in the "About Us" column below, for example, is in the "About Us" page group.
  - Not all documents in a page group are necessarily listed in the navigation, but all documents included in the navigation must be associated with a page group.

About Us	Academics	Admission	Student Resources
Contact Us	B.S. in Psychology	B.S. in Psychology	Careers
Faculty and Staff	Current Students	Financial Assistance	Online Resources
Research	Five-Year Programs	Five-Year Programs	Research Opportunities
	Graduate Programs	Graduate Programs	
	Internships	Tuition	

## Tips and Tricks

- **Browser:** CMS works best in Internet Explorer on Windows and Mac operating systems. Some features may appear different or not at all in other browsers. We are currently working on making CMS compatible with Firefox, as well.
- **Project:** Choose the “CMS2” project when you log into CMS. That’s where you will find your site.
- **Document type:** Choose the “Directory Document” type for all new files you create in CMS.
- **Document name:** Choose a name that is short; one word is best. Type the name entirely in lowercase letters.
- **Editing HTML code:** To edit the HTML code of any document, click the Source tab. If you see more than one “body” field, make your edits in the last one. Changes made to the code in the other “body” fields won’t save.
- **Do not delete old files and replace them with new ones.** See below for instructions about replacing files.
- **Page groups:** To see which documents belong to which page group, add a “page group” column to your CMS view:
  1. Click the Preferences link in the upper right corner of the CMS window.
  2. The User Preferences window opens. Click the Content List link in the left pane.
  3. Find the first Metadata line.
  4. To the right of Metadata, choose **Yes** in the Show column
  5. On the same Metadata line, type **page group** in the field under Metadata Name.
  6. Click the Apply button.

## PDF Files

When you want to replace an old PDF file with a new one, **do not delete the old PDF.**

To replace a PDF file in CMS, follow these instructions:

1. Click the check box next to the file you want to replace.
2. Click the Upload button.
3. The Upload window appears. Click the Browse button.
4. Click the file you want to upload and click Open.
5. Click OK.

CMS will automatically update any links to the file, so the new file does not have to have the same name as the old one.

Use these instructions for all other files that do not end with .xml, including: .jpg, .gif, .ppt, .xls and .html. To edit a file that ends with .xml, click the name of that file and make changes to the content