

## Documentation for Website CMS—Content Management System Part 3 of 4: Working with the Rich-Text Editor

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Welcome to the documentation on how to use the new Andrews University Content Management System (CMS) to manage your Andrews website.

In this tutorial, we are going to cover some basic features of the rich-text editor in the CMS. There's a lot of functionality built into the rich-text editor, and you can find more extensive documentation by visiting:

[www.andrews.edu/imc](http://www.andrews.edu/imc)

For our purposes, we are going to focus on three common tasks:

1. Inserting a Link
2. Inserting an Image
3. Inserting a Break

For the purposes of this tutorial, we will be using the Department of Biology website as an example. Following the same steps, you should be able to perform the same tasks on your University website.

### **Inserting a Link**

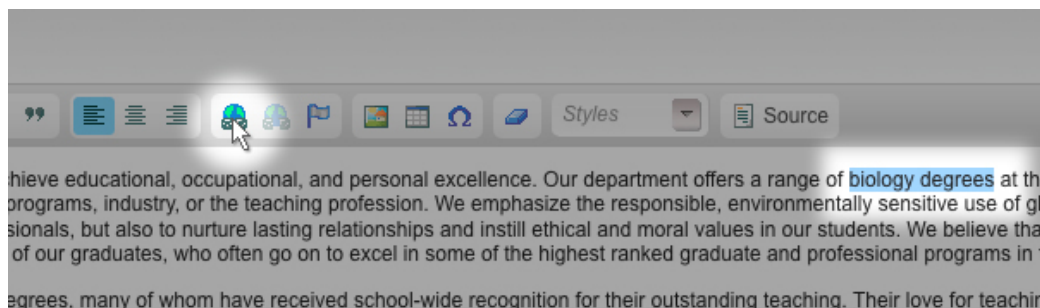
Links can help your visitors navigate through information and resources on your website. There are two types of links:

- A. Internal links, which are links to other pages within the Andrews University website
- B. External links, which are links to websites outside of Andrews University, such as [cnn.com](http://cnn.com).

#### Internal Links

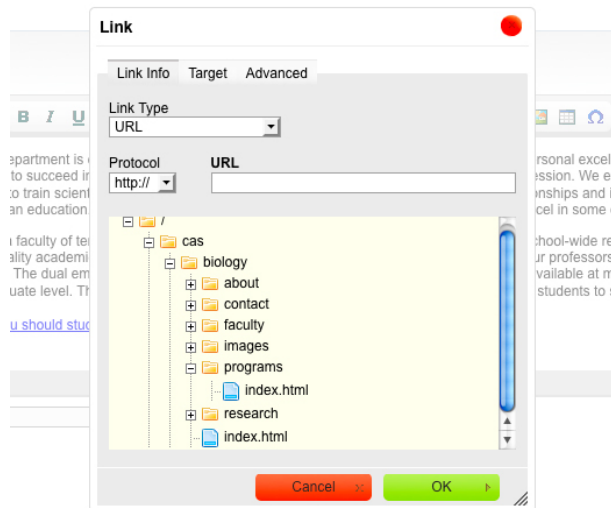
Continuing to use the Department of Biology website as an example, let's take a look at the "About Us" page. In the first paragraph where it reads, "Our department offers a range of biology degrees..." it would be good to make the words "biology degrees" a link to the "Degrees" page.

1. Open the "About Us" page in the CMS. Select the words "biology degrees" and then click on the "Link" button in the rich-text editor menu, which has a blue globe icon.

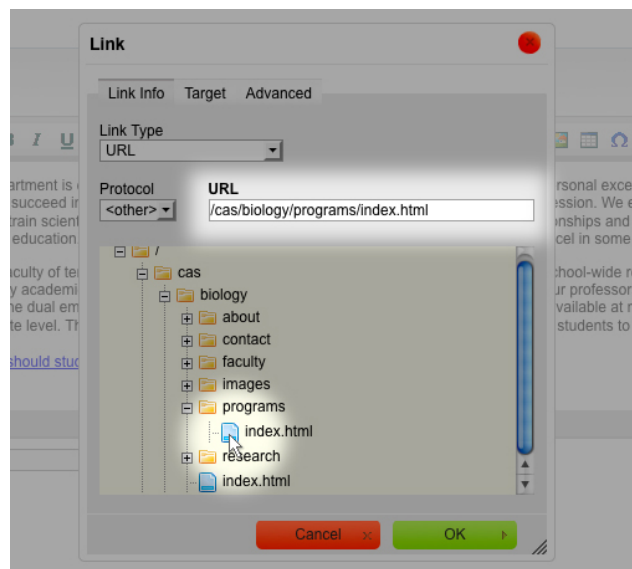


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2. This opens a pop-up window and under the URL field you can see a site tree of the entire University website.



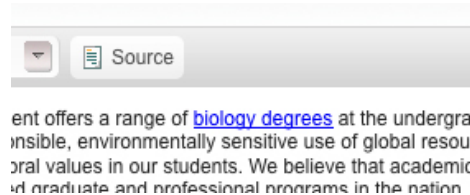
3. Navigate through the site tree until you have found the page you want to link to—in our case, the Biology “programs” page. Double-click on the desired page and it will automatically enter the page into the URL field.



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4. Click “OK” and you will see that a link is now made on the page using the selected words “biology degrees.”



5. Click on “Save and Publish” and the changes are now made on the live Biology website. When we visit and refresh the “About Us” page, we now have a link in the second paragraph which, when clicked, takes us to the department website’s “Programs” page.



### External Links

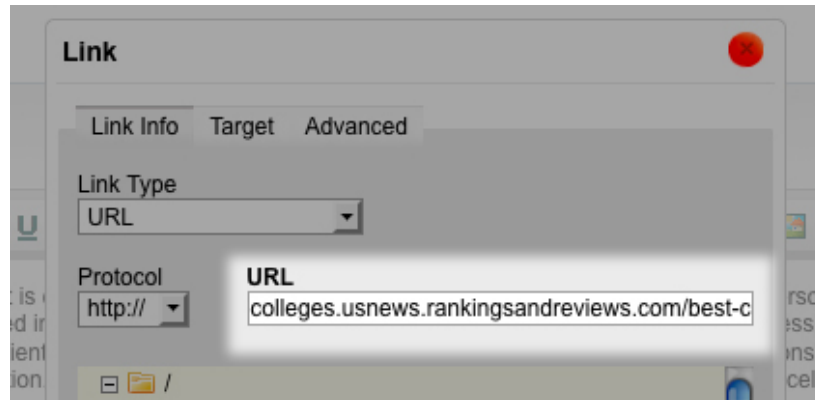
Using the same “About Us” page as an example, let’s scroll down the page and read where it states: “Another good reason to join us is that Andrews University is ranked in the top 100 universities in the nation according to U.S. News & World Report.” This would be a good place to insert a link to the *U.S. News & World Report* website.

To do so, first visit the exact page on the *U.S. News & World Report* website that you want to link to. Go up to the browser’s URL address bar, select the address and copy it. Once you’ve copied the address, open the “About Us” page in the CMS, scroll down the page, select the words you want to use for the link (in our case, “ranked in the top 100 universities...”), and click on the “Link” button in the rich-text editor menu.

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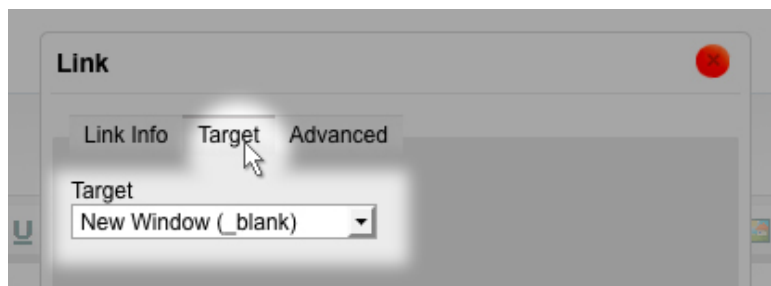
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In the Link pop-up menu, place your cursor in the “URL” field and paste in the *U.S. News & World Report* webpage address you copied earlier.

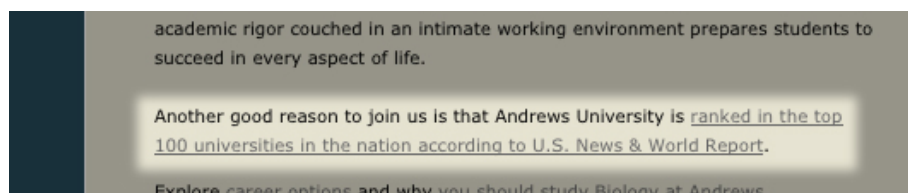


Another important detail in relation to external links is to tell the browser to open up that external link in a new tab or window. This is helpful to prevent users from closing the browser window out of habit when done with the *U.S. News & World Report* webpage and, by doing so, navigating away from your website altogether.

Click on the “Target” tab and select “New Window” from the drop-down menu. Click “OK” and you will see that a link is now made on the page using the selected words “ranked in the top 100 universities...”



Let’s “Save and Publish” this page again and refresh our live website to see the changes made. When we visit and refresh the “About Us” page, we now have a link in the paragraph about college rankings and, when clicked, opens up a new browser tab or window with the *U.S. News & World Report* website.



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### Inserting an Image

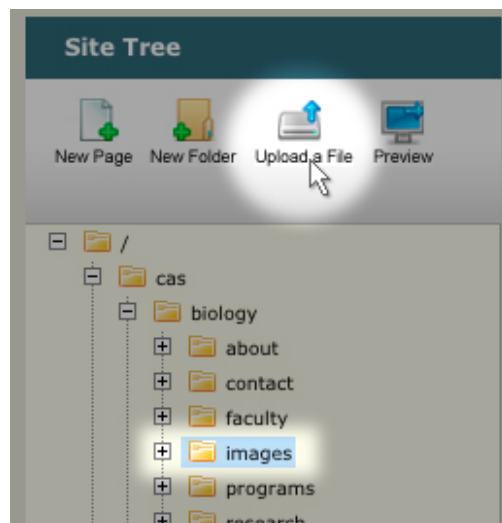
For the sake of continuity, in this example we are going to place a photo of a biology field trip on the “About Us” page.

Before we can place an image into a webpage, we need to resize the image to an appropriate size for the web, and then upload that image into the CMS.

Most photos downloaded from digital cameras are too large to place on a webpage and should be resized. To learn more about image resizing, suggested dimensions and a list of free online tools, visit [www.andrews.edu/imc](http://www.andrews.edu/imc).

Once you have resized your image, you are ready to upload it to the CMS. Your department CMS folder likely already has an “images” folder to help you store and organize your website photos. If not, it might be a good idea to create one. To upload an image into the CMS, follow these steps:

1. In your department’s CMS site tree on the left, find and select your “images” folder.
2. Then click on the “Upload a File” button near the top. This opens a new window on the right.



3. Click on “Add New File,” and use your file browser to locate the image you want to upload. Click “OK” or “Open” and you will see a small thumbnail of your new image.
4. Click on “Add New File” again if you want to upload more images. You can select multiple images at a time when adding new files to upload. Once you are done, click on “Upload” and the images will be uploaded to the folder you had selected.

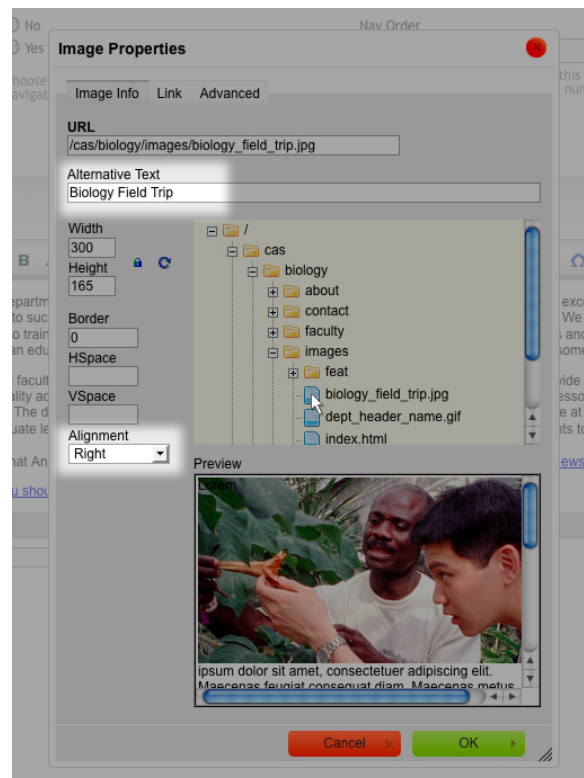
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Now that our image of a field trip is uploaded to the CMS, we can place it in our “About Us” page. To do so:

1. Open up the editing window for the “About Us” page and place your cursor in the rich-text editor where you would like to have the photo show up. If you only have one photo for your page, we recommend placing it at the very top of the page by placing the cursor right at the beginning of your page content.
2. Then click on the “Image” button on the rich-text editor menu. This brings up an “Image Properties” pop-up window.



3. Use the site tree to find and double-click the image or photo you want to insert into your page. In our example, we would look for an image in the “images” folder.
4. In the “Alternate Text” field, enter a title or description of the photo. Lastly, choose left or right from the “Alignment” drop-down menu if you would like the page text to wrap around the image—we recommend “Align-Right” for most photos.



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5. Click "OK" and this will insert your image into the rich-text editor window.
6. Click "Save and Publish." When we open up a new browser window and go to the Department of Biology website, we now see the field trip photo on the "About Us" page.



### **Inserting a Single-space Break**

Most often, you press "Enter" or "Return" on your keyboard when making new paragraphs for your website content. This action creates a new paragraph that is double-spaced below the previous paragraph.

Occasionally you might want to only have a single-space break between two paragraphs instead of a double-space break.

- To insert a single break, hold down the "Shift" key while pressing "Enter."

This brings us to the end of this tutorial on how to use some basic features of the rich-text editor. Please refer to our other documentation to learn how to create new pages, photo galleries and more. These video tutorials and more documentation can be found by visiting:

[www.andrews.edu/imc](http://www.andrews.edu/imc)

Thank you!