How to Edit Your Website in WCMS

Login and locate page
Open the Firefox or Chrome web browser to: http://wcms.iu.edu and select the “SITES” login. Navigate to your web site:

IUN-REGIONAL-CAMPUS.main >> yoursitelfolder

NOTE: When working with folders, it is always best to click the folder icon to open the folder. A gray page icon is a WCMS web page.
You can edit one of two ways

Option 1:

Right click on the page name and on the pop-up menu that appears, select **“Edit”**

Option 2:

Or click once on the page name. This will take you to **“View” mode.** Then select **“Edit”** from the top right of the screen.
In this example, we will edit the index page in the degrees folder.

To edit, click the Edit tab.

Editing your page

The page now displays in Edit mode. Much of the page is controlled solely by OMC and the Web Team. Corrections and updates are only allowed in some sections.
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Navigate through the sections by clicking on the **Section** dropdowns. Once you find the section you want to edit, follow the steps below:

“Section >> Chunk >> Details”

Once you have navigated to the **Details**, the **Chunk** type should say “Text” and the WYSIWYG content area should be visible.
Editing your content

Setting up Sections in grids (halves or thirds)
You can lock the size of each Chunk within a Section by clicking the Details dropdown and then selecting from either Halves or Thirds.

Important: Setting the sections in grids will result in not being able to resize the chunks individually. They will be locked to whatever you set up the section grid to.

CAUTION: Most page content has been specifically authorized and follows a pattern for a school/department. Please familiarize yourself with the IU Northwest web site policy before making changes other than corrections or updates. When in doubt, consult with your Lead Content Manager.
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Editing “What You See Is What You Get” (WYSIWYG) content

At the top of the WYSIWYG section, are command buttons similar to those in the Microsoft Office Ribbon.

Edit the text as you would in a word processing program, such as Microsoft Word.

Preparation for whatever comes next

An IU education gives you the tools to succeed no matter which direction life takes you, whether your next step is graduate school or employment.
When you finish editing, you can submit your changes in two ways.

Option 1:

Then click on the “Save & Preview” button then “Submit” button the top right of the screen.

Option 2:

You can click the vertical three dots next to “Save & Preview” and click the “Submit” button.

At the top of the page, you should see a green outlined message that says, “Your changes have been saved to the system! Would you like to publish them?”

To discard your changes click the cancel button.
Adding new Sections/Chunks to a page
To add new **Section** click on the **+** add button within “**Section**”

To add new **Chunk** click on the **+** add button within “**Section >> Chunk**”
Sizing Chunks
When sizing Chunks into a Section, open the Details dropdown.

**Section >> Chunk >> Details**

The **Position** can changed to **Left, Right, Full, or Breakout**. This determines where in the current **Section** the **Chunk** will be placed at. The default setting for this should be **Full**.

Once you select a position other than **Full**, the **Size** option should become available. This can changed to **One-Half, One-Third** or **Two-Thirds**. Refer to the image on the next page demonstrating the different **Chunks** sizes and positioning.

**NOTE:** Since most sites have a Main navigation by default, avoid using a **Breakout** position in order to avoid overlapping with the navigation.
Example: SPEA’s homepage.

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We are committed to providing all students an educational experience that prepares them to enter the workforce or continue their education at a higher level.”
Adding a widget block to a page.

If you need to add a widget to a page, in the type drop down select “Plugin Chooser (Blocks)”

Under **Section >> Chunk**, select **widget** under **Type**.

Click on the word **“Choose Block”** to select a plugin widget.

Navigate to your widgets folder and select the radio (circle) button widget you want added to the page.
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Once you are finish editing click the “Save & Preview” button at the top of the screen.

Lastly, click the submit button at the top right of the screen to submit your changes in WCMS.

Until your changes are published, they will not appear on the web page only in WCMS.

Publishing a page

To publish, click the Publish at the top right of the screen.

The destination should already be selected for “iunhome”. This the productions server.

To publish the assets, click the “Submit” button at the top right of the screen.
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A green publish message will appear at the bottom of the screen informing you the “File is queued for publish. View publish queue.”