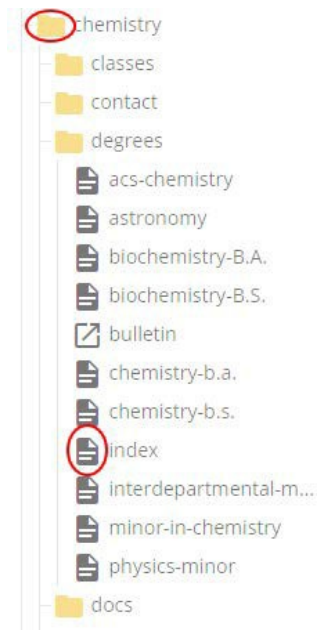




# How to Edit Your Website in WCMS

## 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 >> *yoursitefolder*

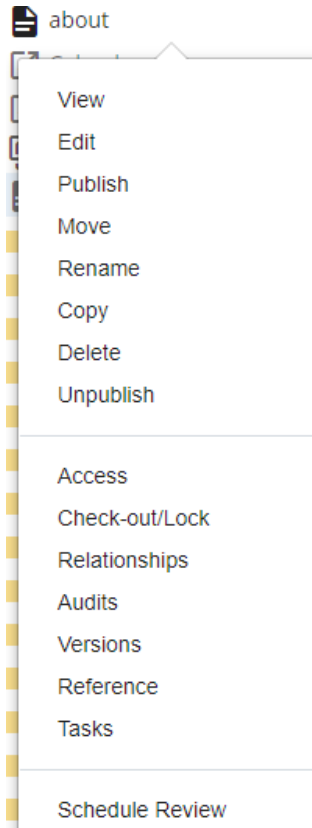


**NOTE:** When working with folders, it is always best to click the folder icon  to open the folder. A gray page icon  is a WCMS web page.

## You can edit one of two ways

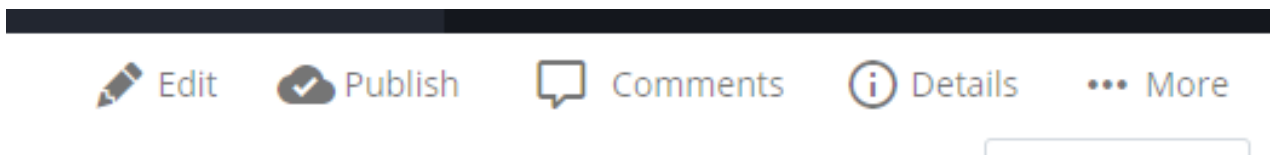
### Option 1:

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.

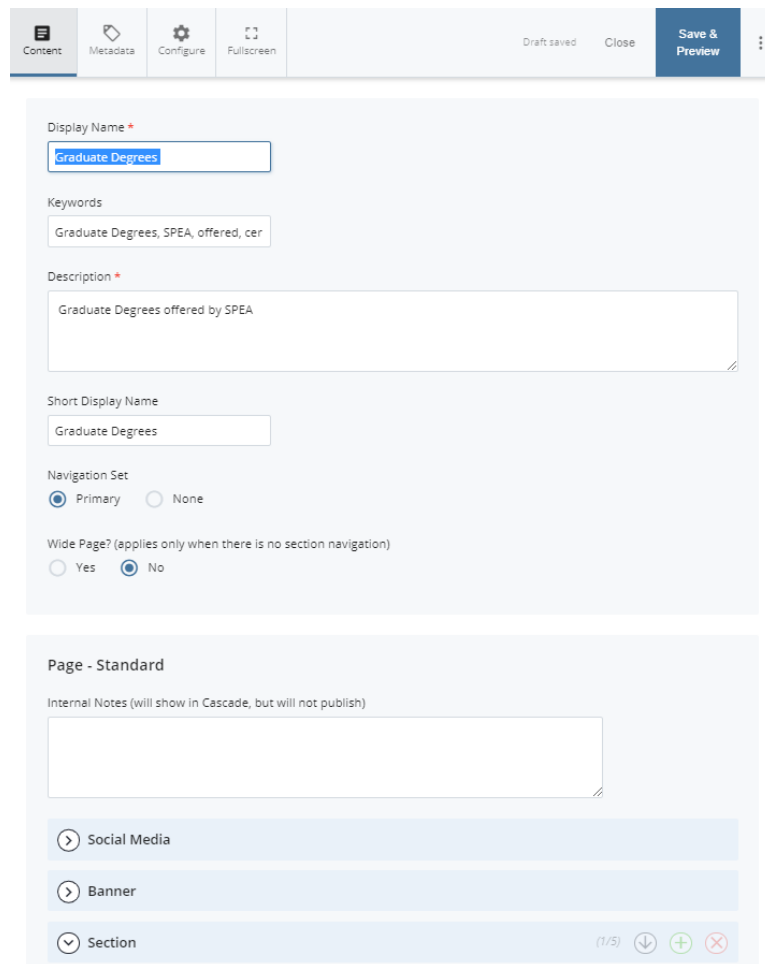


In this example, we will edit the **index page** in the **degrees folder**.



To edit, click the **Edit tab**.

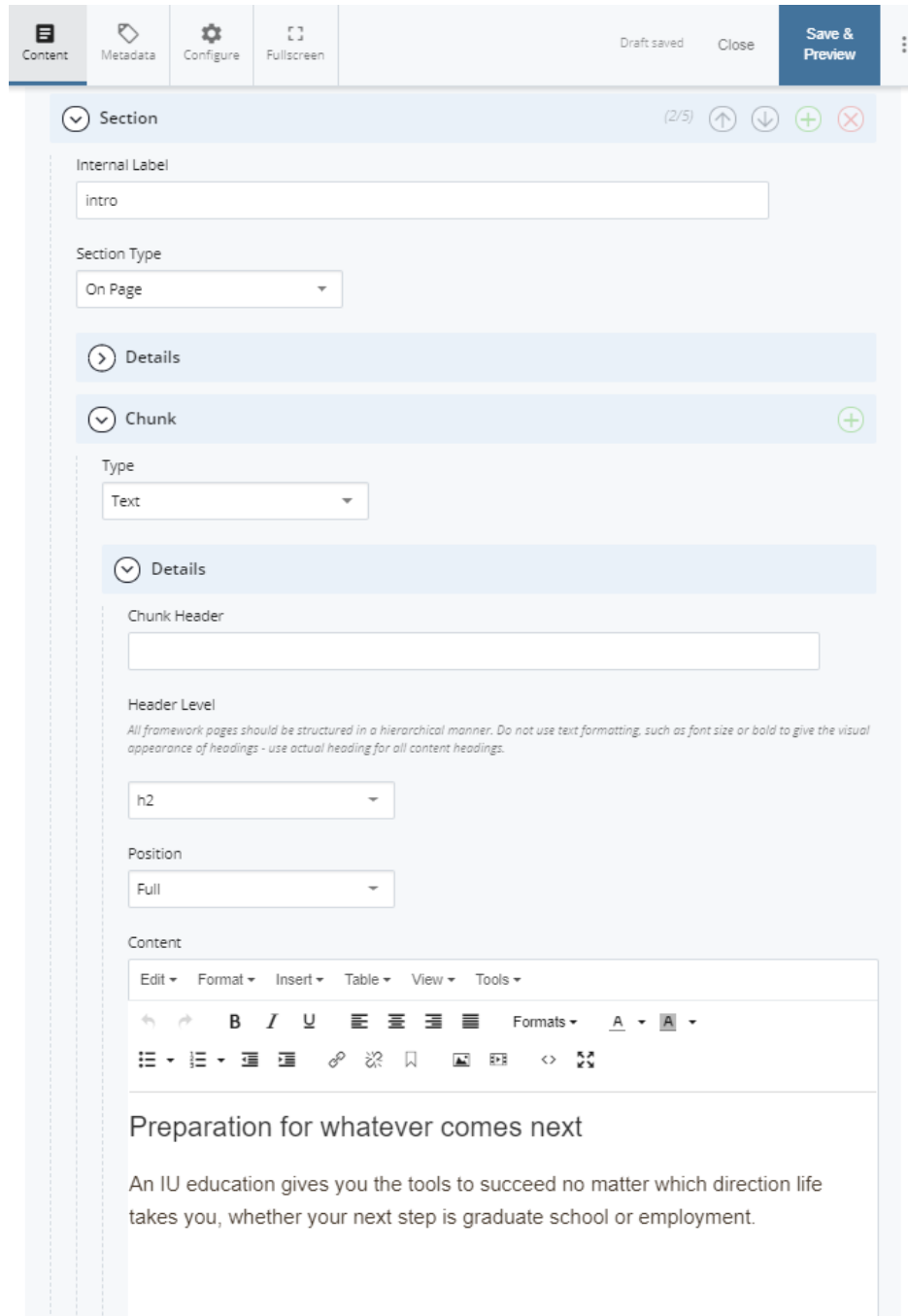
## Editing your page



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.

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.

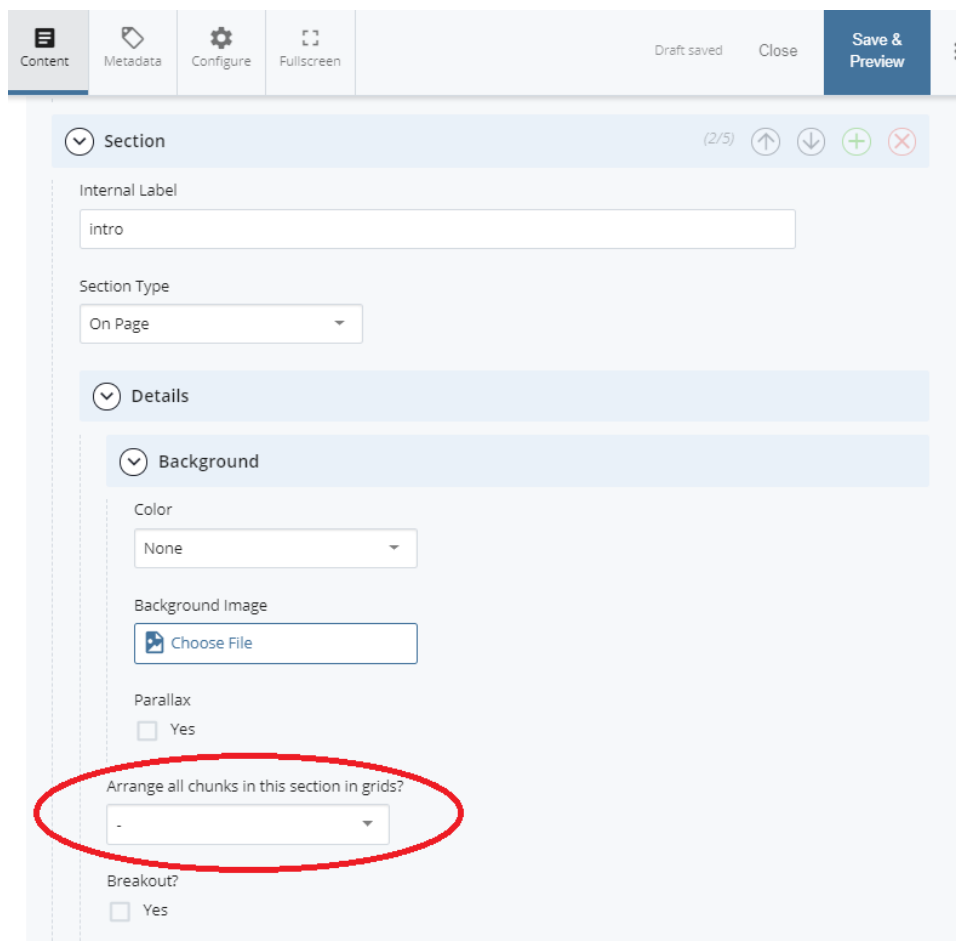
## Editing your content

### 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.



The screenshot displays the WCMS content editor interface. At the top, there is a navigation bar with icons for 'Content', 'Metadata', 'Configure', and 'Fullscreen', along with 'Draft saved', 'Close', and 'Save & Preview' buttons. Below this, the 'Section' configuration area is visible, showing 'Internal Label' (intro) and 'Section Type' (On Page). The 'Details' section is expanded, showing the 'Background' settings. The 'Arrange all chunks in this section in grids?' dropdown menu is highlighted with a red circle, and its current selection is '-'. Other settings include 'Color' (None), 'Background Image' (Choose File), 'Parallax' (Yes), and 'Breakout?' (Yes).

## 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.


The screenshot displays the WCMS WYSIWYG editor interface. At the top, there is a navigation bar with tabs for 'Content', 'Metadata', 'Configure', and 'Fullscreen', along with 'Draft saved', 'Close', and 'Save & Preview' buttons. Below this is a 'Chunk' configuration panel with a dropdown menu set to 'Text'. Underneath is a 'Details' section containing a 'Chunk Header' text input field, a 'Header Level' dropdown set to 'h2' (with a note: 'All framework pages should be structured in a hierarchical manner. Do not use text formatting, such as font size or bold to give the visual appearance of headings - use actual heading for all content headings.'), and a 'Position' dropdown set to 'Full'. The 'Content' section features a rich text editor with a ribbon-style toolbar (highlighted by a red box) containing menus for 'Edit', 'Format', 'Insert', 'Table', 'View', and 'Tools', and various icons for text formatting, alignment, and insertion. The main content area shows the text: 'Preparation for whatever comes next' followed by a paragraph: '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.'

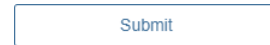
When you finish editing, you can submit your changes in two ways.

### Option 1:

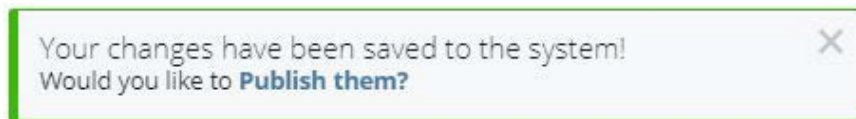
Then click on the “Save & Preview” button  then “Submit”  button the top right of the screen.

### Option 2:

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



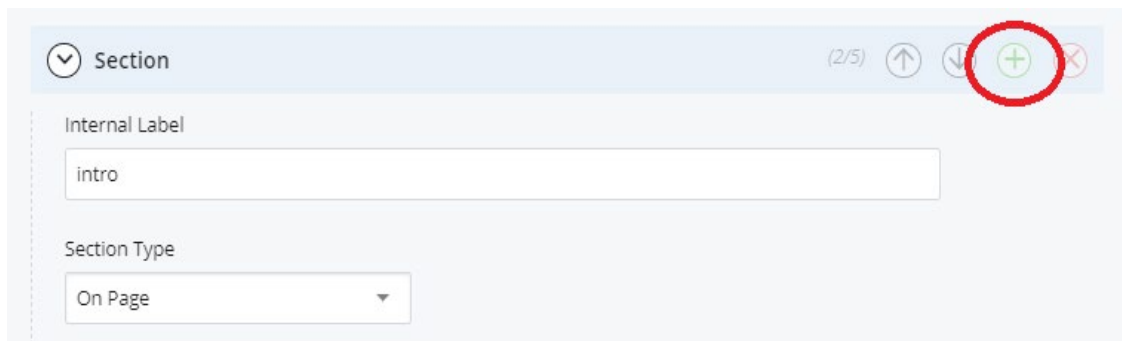
At the top of the page, you should see a green outlined message that says, “**Your changes have been saved to the system! Would you like to publish them?**”




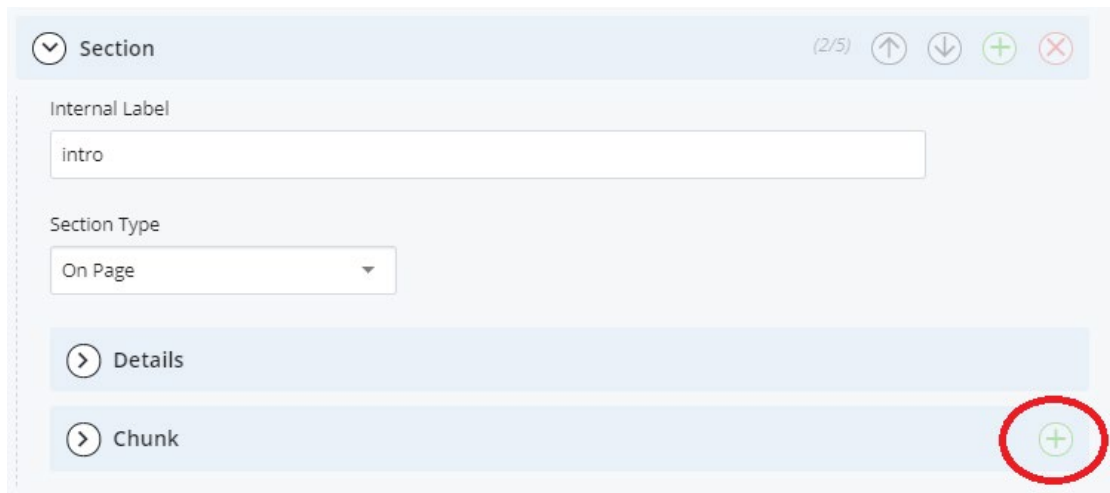
To discard your changes click the  cancel button.

## 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**”

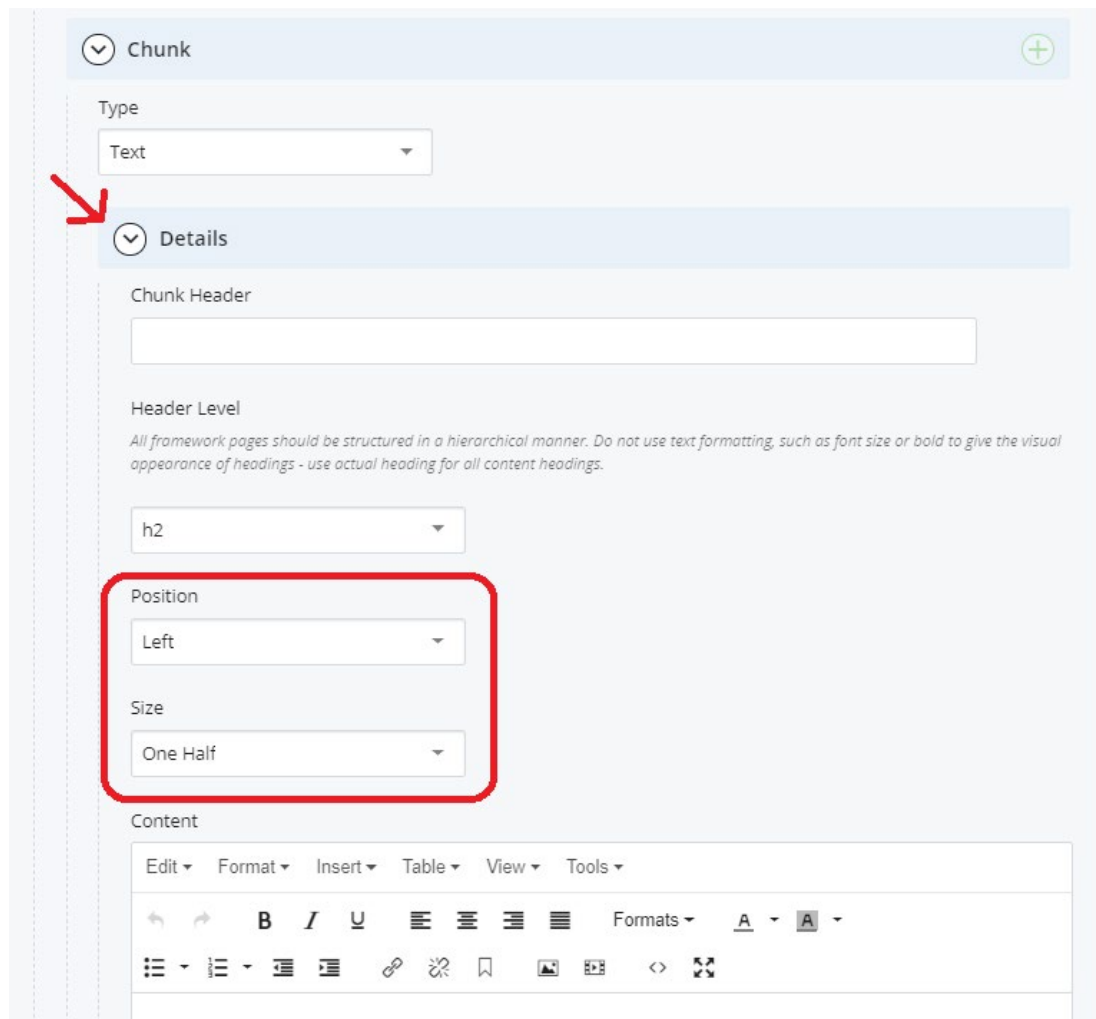




## Sizing Chunks

When sizing **Chunks** into a **Section**, open the **Details** dropdown.

### Section >> Chunk >> Details



The screenshot shows the 'Chunk' configuration interface. At the top, there is a 'Type' dropdown set to 'Text'. Below it is the 'Details' dropdown, which is expanded. A red arrow points to the 'Details' dropdown. Inside the 'Details' dropdown, there is a 'Chunk Header' text input field. Below that is the 'Header Level' section, which includes a note: 'All framework pages should be structured in a hierarchical manner. Do not use text formatting, such as font size or bold to give the visual appearance of headings - use actual heading for all content headings.' The 'Header Level' dropdown is set to 'h2'. Below that is the 'Position' dropdown, which is set to 'Left' and is highlighted with a red box. Below the 'Position' dropdown is the 'Size' dropdown, which is set to 'One Half' and is also highlighted with a red box. At the bottom of the 'Details' dropdown is a 'Content' section with a rich text editor toolbar.

The **Position** can be 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 be 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.

The screenshot shows the SPEA homepage with a dark red header and a white navigation menu. The main content area features a large red banner with the heading "An education that works anywhere". To the left of the banner is a sidebar menu with items like "About Us", "Undergraduate Degrees", "Graduate Degrees", "Classes", "Student Resources", "Related Information", "Faculty", "Staff", and "Contact Us". Below the banner are three white boxes with red borders: "Undergraduate Programs", "Graduate Programs", and "SPEA Admissions".

**Text Chunk.**  
Position: Full.

**New Section.**  
Position: Left.  
Chunks Size: One-Third



“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.”

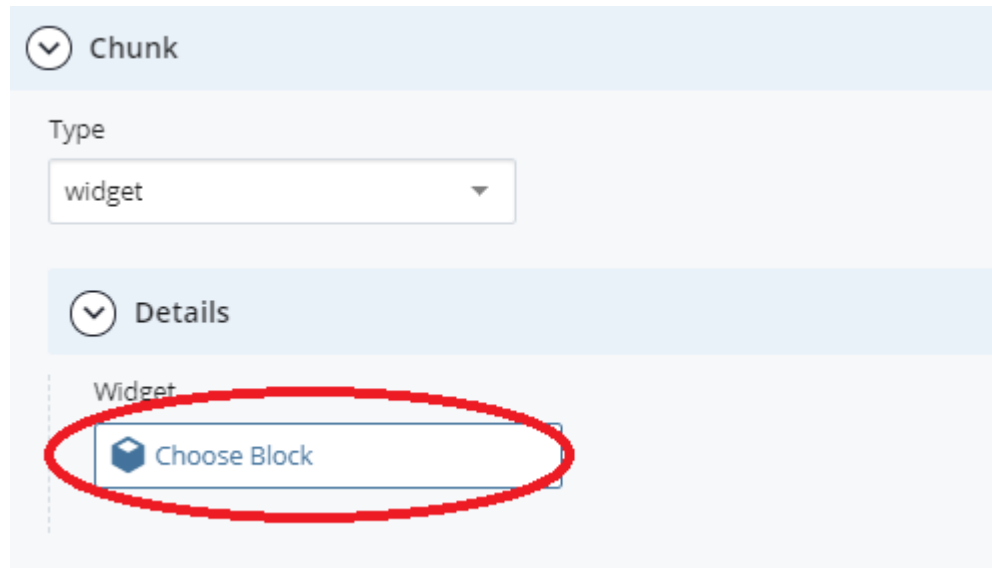
**New Section.**  
Position: Breakout.

## Adding a widget block to a page.

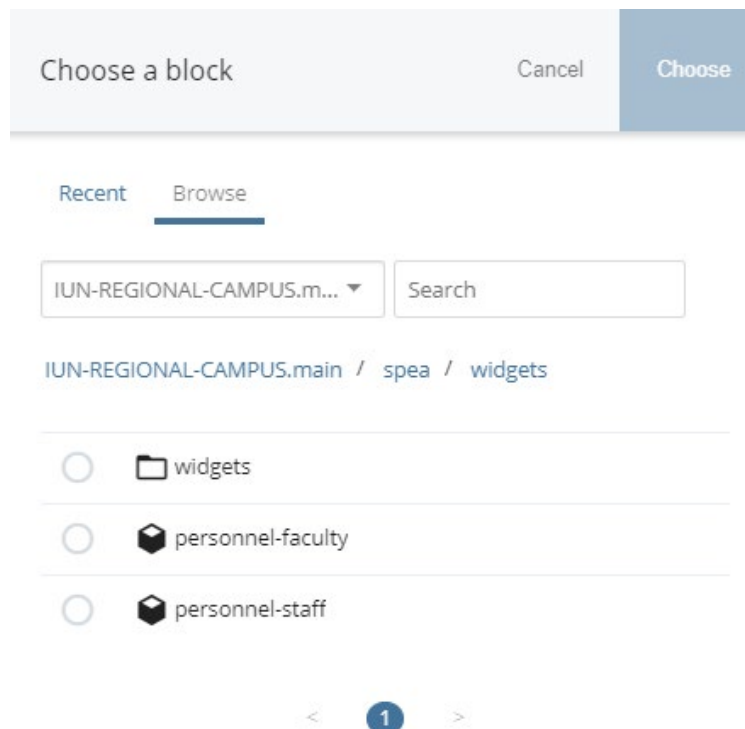
If you need to add a widget to a page. In the type drop down select “Plugin Chooser (Blocks)”

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

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

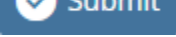


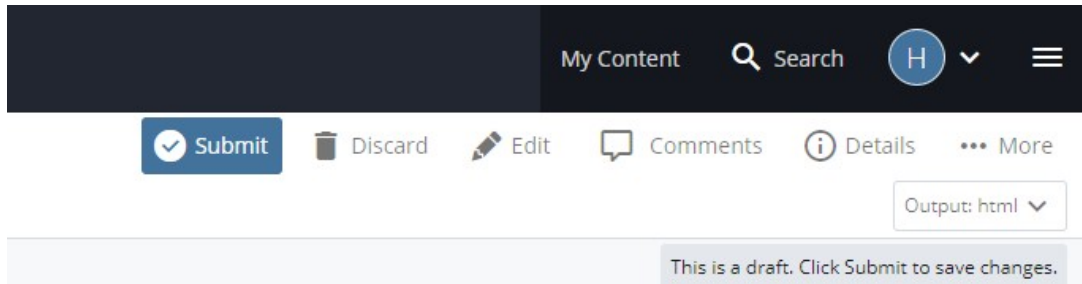
Navigate to your widgets folder and select the radio (circle) button widget you want added to the page.



Login to WCMS using Firefox or Chrome at: <http://wcms.iu.edu>

Once you are finish editing click the **“Save & Preview”** button  at the top of the screen.

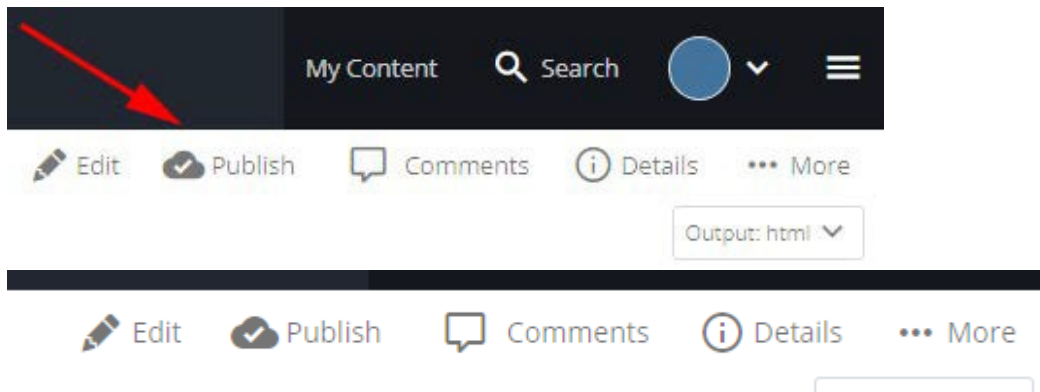
Lastly, click the submit button  at the top right of the screen to submit your changes in WCMS.



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.

Login to WCMS using Firefox or Chrome at: <http://wcms.iu.edu>

Publish file  
IUN-IUN-CAMPUS.web: /\_dev/docs/biochemistry-dis.pdf Cancel Submit

Generate a publish report

Select one or more destinations to publish to:

Destination
<input checked="" type="checkbox"/> iunhome

**Publish Summary**  
You will be publishing to destination(s) [www.iun.edu/iunhome](http://www.iun.edu/iunhome).

A green publish message will appear at the bottom of the screen informing you the “File is queued for publish. View publish queue.”

File queued for publish. [View publish queue.](#)