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**Using this guide**

1. this is a reference guide and does not follow the same structure as a Contensis training session
2. when using the navigator, **left** or **right** click to begin an action
3. after each step, click **next step, finish** or **ok** (or similar) at the bottom right of each screen
4. additional notes are supplied in the right column

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**Content and layout tips**

There are three **priorities** to think about when creating page layouts:

1. navigability
2. readability
3. accessibility

When reading web pages, people:

1. scan for headings and links
2. don't read from top to bottom
3. look for important information at the top of a page and at the start of a paragraph

Small ways to make a big difference:

1. chunking
2. bullets
3. white space
4. headers
5. short pages
6. self-contained paragraphs
7. front loading – start a sentence with the conclusion then work backwards
8. left aligned (do not justify or center align)
9. one topic per page
10. simple language
11. active not passive words ('we won the award' not 'the award was won by us')
12. active not passive sentences ('Students take exams at the end of each year' not 'Exams are taken by students at the end of each year.')

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**Headings**

On the web it is important to signpost content so information is as easy and quick to find as possible. Headings allow users to quickly assess the page for relevance and find the sections that are most useful to them. Rather than using **bold** or **underline** to emphasise important words and phrases, you should use headings.

Within the CMS, you can choose for text to be ‘normal’ (for the main content on the page) or to appear as a heading.

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**Nested headings**

Heading 1 is for the most important signposting word or phrase (and also used at the page title) – usually at the top of the page (e.g. ’Studying at Nottingham’) – and this continues in descending order through heading 2, heading 3, heading 4 and so on.

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**Chunking** – use column layouts to ensure your content is placed nicely around the page, rather than just in one large column which may be hard to digest.

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**Select a heading** – from the WYSIWYG (What You See Is What You Get) toolbar, click the left drop down for heading options.

**Nested headings** - It’s important to note, that if you have not already got a heading 1 on your page anywhere, the option to add a heading 2 won’t be available. The same applies in that you can’t add a heading 3 unless a heading 2 already exists.

**Beginning of a heading** - don’t use ’a’, ’an’ and ’the’ at the beginning of headings.
Text formatting, styles, accessibility

It is important for the University’s web presence to be consistent in terms of styles and approaches. This is why there are formatting and style conventions in place. These conventions are also important for ensuring accessibility for all web users:

Do use bullets and headings for emphasis
Do use title and alt (hover) text on links and images
Do provide an alternative to video
Don’t justify or centre align or have a jagged left hand edge
Don’t use all capitals
Don’t use colour (colour and design are controlled by the web team)

Pop-ups

When you insert a hyperlink into a webpage, you get the option to open in a new window. The default is no, please do not change this setting. This is because pop-ups compromise the accessibility of the University’s site – which is very important and should always be considered when editing pages.

Alt tags

Alt tags are accessibility essentials!
The alt tag appears when you hover over an image. It should describe the picture when placed out of context, eg “Two students in Hallward Library”. Alt tags are predominantly used by screen reader users. The website is read aloud, but if images don’t have alt tags, the screen reader can’t describe the image to the user and simply reads the word “image”.

Adding alt tags – right click the image and select image properties.

Contextualised linking

When linking to web content, do not use “Click here”. This also includes variants such as “follow this link”, “more information”, etc.

1. links should make sense when taken out of context
2. the link label should indicate where the link will take someone

There are two main reasons for using contextual linking:

1. Search engine optimisation (SEO) – Google and other search engines give more weight to hyperlinked text when calculating the relevance of a page to particular keywords. Ensuring your link text is meaningful and contains relevant keywords, will benefit rankings.
2. Accessibility – Screen readers read link text to a user. If the link text doesn’t make sense, the link will make no sense to the user.

Adding link hover text – right click the link, select hyperlink properties.

Is my link suitable? - If you are not sure whether a link has a good title, consider whether it would make sense in a navigation bar rather than in the page content.

Alternative content

You must always offer alternative content whenever using videos or image based content (e.g. diagrams, book covers) on your website. This is for accessibility purposes for International web users and those who are accessing pages using a mobile phone.
Folders

The main structure of your site consists of folders and pages. When you login, there’s a folder for each site you have permission for. Create folders and pages to begin the structure of your site:

Create

1. click on the folder in which you want to create a subfolder
2. select **new folder**
3. give it a **menu name** and **folder name**

Rename and delete

You must **contact an approver** to rename or delete a folder.

1. click on the folder you wish to rename or delete
2. select **rename** or **delete**
3. type in the new name (if renaming)

Page setup

Create

1. in the navigator, click on the folder in which you want to create a page in
2. select **new content**
3. choose **web page** (if presented with this option)
4. choose a **page template**
5. complete the **title**, **filename** and **menu name**

<table>
<thead>
<tr>
<th>Title:</th>
<th>About The University of Nottingham</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filename:</td>
<td>About</td>
</tr>
<tr>
<td>Menu Name:</td>
<td>About</td>
</tr>
</tbody>
</table>

Edit

If you have just created a new page, **edit the newly created web page**. Otherwise:

1. in the navigator, click on the page you want to edit
2. select **edit**

The right hand section of the window will now become your content area. To help boost search rankings add meta data to your pages. See the **meta data** section (page 3) for info.
Create a copy

You can copy pages, images and documents (in fact, all content types). This can be done in edit mode or via the navigator:

**In edit mode**
1. in edit mode, on the content toolbar, select the arrow next to save
2. select **create a copy**
3. **browse** for the folder in which you want the copy to sit
4. tick the box if you want it to be a **shadow** copy
5. **rename** the page if necessary

**Via the navigator**
1. click on the page (or content type) you wish to copy
2. select **copy**
3. follow steps 3-6 above

**Meta data tab**

All (or at least the main) pages in your site should contain relevant keywords and descriptions.

We use keywords, URL’s, title tags, headings, links and content to tell both users and search engines what the page is about. That way, users can easily find what they are looking for and search engines can accurately assess relevance when determining rankings.

Meta descriptions are not used in determining search engine rankings but are displayed in search results so that users can assess the relevance of the links displayed.

1. in edit mode, select the **meta data** tab from the content toolbar
2. input your **description** in the space provided
3. add **keywords** in the space provided (separate with a comma)

clicking out of the keywords field will add keywords (shown below)

**Browse** – the folder the copy will sit in needs to have the same page template (or content type) available. If you experience issues, contact the Staff IT Helpline.

**Shadow copy** – tick this box if you want the content to remain the same on both pages. The original will become the master copy.

**Keywords** – pick out key words from your content that users are likely to search for.

**Description** – keep these short and include some of your keywords. Ensure your descriptions are accurate, relevant, compelling and informative.

**Changes** – these will only show on the live site if you have published.
Reverting back - only pages that have been published will have a version to revert to. Just saving a page won’t create a new version. This doesn’t have to be permanent as every published version can be reverted to as many times as you like.

Scheduled publishing and submitting for approval – if you set a page to publish at a specific date/time, when your approver publishes it, the schedule will still be adhered to (unless they change this).

Listing order – bear in mind that most listings will be set to order by publish date.

Properties tab

Here you can:

- **Change the filename of a page** – this will change the URL also.
- **Include in menu** – the page will show in the site’s menu structure
- **Exclude from menu** – the page will remain on the site, but won’t show in the menu structure
- **Include/exclude from search** – your page will show in search results (you can also exclude)
- **Include/exclude from site map** – if you have a sitemap setup within your site, this gives you the option to list it (or not)
- **Include/exclude from A-Z** – if you have an A-Z setup within your site, this gives you the option to list it (or not)

You can also add an image into the drop zone which will show in listings next to your page title:

1. in edit mode, select the **properties** tab from the content toolbar
2. make your changes
3. **save** in order for changes to take effect

Set publishing schedule

This is useful for pages you want to go live out of normal working hours. The default shows 'immediate' which when authorised will publish to the live site immediately (depending on publishing queues). To schedule publishing, follow these steps:

1. in edit mode, select the **properties** tab from the content toolbar
2. under **set publishing schedule** tick the **set new schedule** option

3. the following options will be displayed:

   **Publish Content** – date and time to go live
   
   **Override** this and set a new 'first published' date - replace the first published date that appears in listing pages
   
   **Expiry Type** – set when the page expires (fixed date or so many days after you publish)
   
   **Review Type** - set when the page needs reviewing (fixed date, so many days before page expiry or so many days after it published)

4. after setting any of the above, save and submit your page
Page thumbnails
Occasionally, you might want to show various pages on listings. Applying a thumbnail to a page will enable listings to display an image for each item:

1. ensure you have a suitable image stored in Contensis
2. in edit mode, select the properties tab from the content toolbar
3. under set thumbnail image, browse for/drag image into drop zone
4. if your image isn’t already 100px by 100px you will be prompted to resize it

Version history
This is particularly handy if you want to revert to a previous version (this isn’t a permanent change as it can be undone).

1. in edit mode, select version history from the content toolbar
2. select which version you want to revert back to
3. click revert
4. the version you selected will now appear under your content tab
5. you will need to submit (and have your page authorised) again in order for the version to replace the existing one

Comments
Leave comments for other editors.

1. in edit mode, select comments from the content toolbar
2. leave your comments in the add your feedback box
3. submit comment

Version number –
This will change depending on how many live versions there have been.
Page content (WYSIWYG)

When editing a page, the look and feel of the content is dictated and restricted to the styles and layout options available to you. The area available for editing is shown to the right.

Within this area you can format text using the What You See Is What You Get (WYSIWYG) toolbar and apply various layouts using mini templates from the shared resources folder.
WYSIWYG toolbar

The WYSIWYG toolbar includes many functions you would see in Microsoft Word (e.g. bold, italics, insert hyperlink).

Different browsers – the WYSIWYG toolbar appears differently in different browsers. The screenshot on the left is what you see when using Internet Explorer (recommended).

CSS styles/Style elements – these are controlled centrally using style sheets. Any requests for style changes should be directed to the Staff IT Helpline.

Importing from word – this is no longer a supported feature.

Internet Explorer – IE has a paste as plain text button. Other browsers automatically paste text as plain.

Paste as plain text – if you are copying content from a highly formatted source (e.g. MS Word), you should always paste as plain text.

Notepad – to ensure all formatting is removed before pasting into Contensis, many users prefer to paste into Notepad first and then into their editable area.

Content editing

Copying and pasting – VERY IMPORTANT

With a few exceptions, you can copy and paste most content from one page to another; or from external sources directly into the editable areas. We recommend that all content is pasted into Notepad before being pasted into the CMS. This will remove any additional formatting.

Paste

If content is pasted as normal text, all links will remain intact but formatting (often bad formatting) will be copied across too. This often causes pages to behave unexpectedly with unusual formatting. It is your responsibility to ensure that text is reformatted appropriately.

Paste plain text (Internet Explorer only)

1. locate and open your source text
2. copy all text to the clipboard
3. in edit mode of your page, place the cursor where you want the content to go
4. select the paste as text icon on the WYSIWYG toolbar
5. your text will be pasted as unformatted text

When pasting as plain text:

1. content will be unformatted and links will be removed
2. text will be as one paragraph, you will need to go to the end of each paragraph and hit the enter key to create individual paragraphs
3. go through and format your content from scratch, adding relevant headings, bullets and layouts
Applying headings

Proper use of headings is essential to enable users to scan content for relevant information quickly and easily.

You should use headings sequentially, this is called nesting. For example, after the page title (heading 1) your next level of headings (sub headings) should be heading 2, and the next level down (sub-sub headings) should be heading 3. Do not jump from heading 2 to heading 4 or use in reverse order:

1. in edit mode, type the title of your page at the top (unless it’s pulled in automatically from your page properties
2. highlight your title (or click on it once)
3. from the left drop down on the WYSIWYG toolbar, select Heading 1

Repeat this for all headings ensuring they are correctly nested.

Good headings are:
1. relevant
2. short
3. easy to read

Heading background

In some cases, it’s necessary to emphasise a heading even more. You can add a block background (in your site’s colour scheme) to any heading.

1. click on your heading (apply a heading if not already done)
2. from the right drop down on the WYSIWYG toolbar, select headingBackground
3. your heading will now show a block background

Example headings

<table>
<thead>
<tr>
<th>Heading 1</th>
<th>Heading 2 (background)</th>
<th>Heading 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Heading 3 (background)</td>
<td></td>
</tr>
</tbody>
</table>

Headings can also be incorporated over an image. See mini templates (page 11) for more information.

Heading styles – headings aren’t just different sizes, they are also used with screen readers to identify sections of a page (and subsections of sections)

Do not make headings bold!

Heading backgrounds – apply the heading Background class to a heading add a block background colour.

If the background isn’t showing, it might be because your heading is set as a link. You need to apply the class before you add the link.

CSS styles/Style elements – these are controlled centrally using style sheets. Any requests for style changes should be directed to the Staff IT Helpline.
Workflow

Workflow is the process/term given for saving a page through to it going live.

Save

After making changes, save your page by selecting save from the content toolbar. Saving won’t publish your page, nor will it create a version. We advise saving your page regularly.

Also, under save, is the option to create a copy. See create a copy (page 2) for more information.

Preview

In edit mode

1. on the content toolbar, select preview

In the navigator

2. click the item you want to preview
3. preview popup (which will preview the latest test version)
4. or, preview > test, live, test popup or live popup

The preview popup options will display your preview in a new window.

Submit

1. on the content toolbar, select workflow
2. submit or submit with message

All approvers of your site will receive an email notification to alert them that work has been submitted for approval. If they decline your work, you will be notified via email.

Revoke

You can only revoke content (un-submit it) if an approver hasn’t already declined or approved it. This is handy if you have forgotten to do something and want to edit it again and re-submit it.

In edit mode

1. on the content toolbar, select workflow
2. select revoke

In the navigator

1. click on your page
2. select edit
3. revoke and edit

Working off campus

– it is not possible to preview Contensis pages etc. if external to the UoN network. If you are working externally.
Pass to another user

If you would like a fellow editor to add/change something before you submit it, this allows you to submit the page to another editor within the same group as you:

1. on the content toolbar, select **workflow**
2. select **pass to another user**
3. select who you would like to pass it to
4. add a message
5. click **pass to selected user**

Check-in/check-out

When in edit mode, your page is checked-out. This means that other users can’t edit it until you have checked it back in. Saving a page doesn’t check it in. However, submitting a page does. Familiarise yourself with the various check-in/check-out states:

- Not checked out, you are free to edit it (depending on permissions)
- Checked out by you
- Checked out by someone else

**Check-out**

1. in the navigator, click on a page
2. select **edit**

If the page is already checked out you will be displayed with a dialogue asking if you want to open as read only or be notified when the page has been checked in.

**Check-in**

1. in the navigator, click on the page you have checked-out
2. select **check in**
3. OR
4. in edit mode, on the content toolbar, select **workflow**
5. select **check in**

Other editors will now be able to access/edit your content.

Status

The status of a page can be seen on the information screen. To access information:

1. in the navigator, click on your page/document/image
2. select **information**
3. the status can be identified by the red, amber and green traffic lights

<table>
<thead>
<tr>
<th>Colour</th>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red</td>
<td>☠️</td>
<td>is in the editing process and no version has been approved</td>
</tr>
<tr>
<td>Amber</td>
<td>☢️</td>
<td>is awaiting approval</td>
</tr>
<tr>
<td>Green</td>
<td>☢️</td>
<td>is live</td>
</tr>
<tr>
<td>Red and green</td>
<td>☠️�️</td>
<td>has a live version and it is also currently in the editing process</td>
</tr>
<tr>
<td>Amber and green</td>
<td>☢️�️</td>
<td>has a live version and is also awaiting approval of another version</td>
</tr>
</tbody>
</table>

**Should I check in?**

Checking content in will allow others to edit the page. If your page is checked out and you go on holiday for two weeks (for example) other editors won’t be able to access the page until you return.

If you need to edit a page that is checked out by another user (who is out of the office), you can request for the page to be checked-in by contacting the Staff IT Helpline or your unit coordinator.
Mini templates

The layout of a page is aided by mini templates. There are a number of these to choose from helping you achieve the best layout for your needs. Mini templates can be dragged and dropped into your content area to create columns etc. Some example layouts are shown below. To insert a mini template:

1. in the navigator, open /sharedResources/MiniTemplates
2. in edit mode, place your cursor where you want to add a layout
3. press enter a few times to give yourself some space to work with
4. click on the icon of the mini template in the navigator, hold and drag into your content area

After adding several layouts, your content area might look like this:

Example layouts

Details of formatting and layouts used are listed on the right of each screenshot.

```
H1
Images
Hyperlinks
2Columns7030
2Columns5050
H2-image-208px-left

Hyperlink
Bold
Hyperlinks
Images
H1-image-714px-right
4ColumnsAt25%
H2-image-208px-left
boxWithDarkBackground

Images
H2 (with headingBackground)
Bullets
Hyperlinks
H1-image-714px-right
3Columns303030
H2-image-208px-left
boxWithDarkBackground
imageWithTextOverlay
```

Examples – below are links to sites showing excellent use of mini templates:

- [www.nottingham.ac.uk/research](http://www.nottingham.ac.uk/research)
- [www.nottingham.ac.uk/mayfest](http://www.nottingham.ac.uk/mayfest)
- [cbtrc](http://cbtrc)

More information – information on what layouts, image sizes etc. can be found on the web team support site:

- [www.nottingham.ac.uk/web/webteamsupport/cms/minitemplates](http://www.nottingham.ac.uk/web/webteamsupport/cms/minitemplates)
Tables

Under no circumstances should tables be used to create layouts – only for tables of information (tabular data). If you require a specific layout, request one from the staff-it-helpline@nottingham.ac.uk.

Create a table

1. place your cursor where you would like to add your table
2. click the insert table icon on the WYSIWYG toolbar
3. select number of rows and columns OR use the table wizard
4. the table properties dialog will popup
5. select the table header to be a row, column or both
6. input/adjust the number of rows and columns you require
7. set the width to 100%
8. leave border, cell padding and cell spacing blank
9. do not select a style or alignment
10. add a caption and summary

Table caption – give the title a table, this will be styled and positioned automatically.

Table summary – give a long description of the table, what it’s for, the data it displays.

Table properties – to edit your table properties (e.g. Caption) right click the table and select Table Properties.

Table headings – when setting your table heading you might need to do this twice as Contensis often forgets this setting.

Cell spacing and cell padding – table styles are set by the web team and so spacing and padding properties are not needed.

Caption – this appears above the table

Summary – this doesn’t show on your page, but is used by screen reader users (so make sure it describes the content of the table fully).

Do not use tables for page layouts. If you want a specific layout that isn’t already available to you, contact the Staff IT Helpline.
Table data

Now you have created your table, it's time to start adding data.

1. place your cursor in the first cell, in this case, you set the top row as the table header, type the header of each column
2. do this for all of your data
3. right clicking on your table will give you a number of options, for example, add a row or column, remove a row or column, merge cell left and remove table.

There are many options, take a couple of minutes to try them out.

Table exercise

Try and get the same result as below by creating a table and adding the information provided in the screenshot.

Give it the following summary: “Research Assessment Exercise 2008 results - Top 10 universities for research power”

<table>
<thead>
<tr>
<th>Rank 2008</th>
<th>Rank 2001</th>
<th>Organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Oxford</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>Cambridge</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>University College London</td>
</tr>
<tr>
<td>4</td>
<td>4</td>
<td>Manchester</td>
</tr>
<tr>
<td>5</td>
<td>5</td>
<td>Edinburgh</td>
</tr>
<tr>
<td>6</td>
<td>6</td>
<td>Imperial College London</td>
</tr>
<tr>
<td>7</td>
<td>14</td>
<td>Nottingham</td>
</tr>
<tr>
<td>8</td>
<td>8</td>
<td>Leeds</td>
</tr>
<tr>
<td>9</td>
<td>12</td>
<td>Sheffield</td>
</tr>
<tr>
<td>10</td>
<td>9</td>
<td>Bristol</td>
</tr>
</tbody>
</table>
Images

Upload a single image
For best practice, upload images (jpg/gif/png) at the required size, never wider than 920px.
1. click on your images folder
2. select new content
3. select the image content type (if given the option)
4. browse for your image
5. give the image a title, filename, menu name and alt text

Bulk upload
Before uploading to Contensis, compress all your images into a .zip file (select all your images, right click, compress to zip file)
1. click on your images folder
2. select bulk upload
3. browse for your .zip file
4. using the drop down, submit the images for approval

Your images will now appear in your image folder.

Insert image on page
1. in edit mode, place your cursor where you want your image
2. select the insert image icon on the WYSIWYG toolbar (or drag and drop from your navigator)

If you have a variation (another version) of the image, you will be prompted to select which you want to use.

Hyperlinks

Create a hyperlink
You can store hyperlinks in the navigator. This is useful when you know you are going to be using the same link in many places. All you need to do is drag and drop it into your page (as with mini templates).

In order to do this, you need to have a hyperlinks folder which allows the hyperlink content type. If you don’t have one, ask your web coordinator or contact the Staff IT Helpline.

1. click on your hyperlinks folder
2. select new content
3. select the hyperlink content type (if prompted)
4. give the link a title (as you want it to appear on a page)
   the filename and menu name will auto-complete
5. finish
6. edit the newly created hyperlink
7. select CMS content type or URL (URL allows email addresses)
8. save (and preview to check it works), submit and authorise

If you don’t have permission to do this, contact your web coordinator or contact the Staff IT Helpline.

Image bank – always check the image bank before purchasing from an image stock library www.nottingham.ac.uk/imagebank

Image sizes – if you aren’t sure on size or format refer to www.nottingham.ac.uk/web/webteamsupport/cms/mintemplates/heading-over-image.aspx.

Photo editing – if you don’t have access to Photoshop (for example) you can download GIMP for free www.gimp.org/

GIMP training – half day image editing courses are bookable through Central Short Courses - https://training.nottingham.ac.uk/cbs-notts/Guests/GuestCourse.aspx?CourseRef=IMAGES

Image approval – images are approved automatically by Contensis.

Images and mini templates – adding images to certain image layouts can be tricky. Have a go and find out which way works best for you (and the web browser you are using).

Linking to an email – if you need to set a link to an email address, select URL and type in: mailto:your.email@addres s.co.uk

Link to live content – pages that have a link to them must be live else the link will be inactive (unless you have permission to set the link as active).
Adding a hyperlink to a page

1. In edit mode, place your cursor where you want the link to appear (or highlight text that you want to become your link)
2. Drag your hyperlink, page or document into your page (onto your highlighted text)
   
   Your link will appear in your page

3. Add title text to your link - right click, select hyperlink properties and input relevant text in the title field > save selection
4. If your link works in preview, submit/authorise your page

Important information about links

Opening in a new window – It is web best practice to have links opening up in the same window. Never set links to open in a new window, unless it is a web application such as the library catalogue.

Title text – this needs to explain what the link is/where it links to

Why use title text? – Title text takes a link out of context and is mainly for the benefit of screen reader users who call up a list of links on a page and choose one they are interested in.

Imagine having a website read aloud to you and being blindfolded. Would you be able to tell where the links on your website take you to?

Editing an existing link

In the navigator

1. Click your hyperlink
2. Select edit
3. Make your changes
4. Save and submit/authorise

In-page

If you are editing a hyperlink within a page:

1. Right click your link and select hyperlink properties
2. Make your changes
3. Save selection

Removing a link

In the navigator

1. Click your hyperlink
2. Select delete
   
   If your hyperlink is used on pages, it will ask if you are sure that you want to delete the link. If you do, the link will become inactive on all pages that use it. Select view pages/templates to see where it’s being used so you can remove/edit instances before deleting the link itself.

3. Select yes

In-page

1. Place cursor on link text
2. Select the remove link icon on the WYSIWYG toolbar (only removes link)

   or

3. Delete the text as normal if you want to remove link and link text
Anchors

Anchors are used to jump to areas within a page and across multiple pages. If you have a long page split into sections you can provide a list at the top of the page and link down to anchor points.

**Insert an anchor**

1. place cursor where you want to insert an anchor point (these are invisible)
2. select the **insert anchor** icon on the WYSIWYG toolbar
3. give the anchor a **name** (e.g. studentFees, examinations2013) with no spaces
4. save selection
5. this is how your anchor might look in the edit mode of your page
6. repeat this for other anchors

**Link to an anchor**

1. create link text and **highlight**
2. select the **insert hyperlink** icon on the WYSIWYG toolbar
3. choose **anchor on this page** from the content type options
4. give the anchor link appropriate **title text**
5. select the **anchor** you want to link to
6. save selection
7. save and preview your page and test your link

**Link to an anchor on another page**

1. follow steps 1 and 2 above
2. select **CMS content** instead of anchor on this page
3. give the anchor appropriate **title text**
4. select the **anchor** from the anchor dropdown

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**Naming anchors** – do not use spaces in your anchor names.

**Do not highlight** headings/text to create anchors. Just add it to the beginning of the word/sentence.
Documents

The most commonly used document type (other than pages) in Contensis is a PDF, followed by MS Word.

Upload

Single file
1. in the navigator click on your documents folder
2. select new content
3. select what content type to upload
4. browse for and select your document
5. ensure the title and menu name are self explanatory
6. finish
7. submit for approval/submit and approve

Bulk upload
Before carrying out a bulk upload you need to compress your documents into a .ZIP file.
1. in the navigator, click on your documents folder
2. browse for and select your .ZIP file
3. select the relevant submission options (approve if required)
4. finish

Upload new version and publish
1. in the navigator, click on your document
2. select edit
3. browse for and select your document
4. save, workflow>submit/authorise

PDFs – it is preferred that documents are converted into PDFs before uploading to Contensis, unless there is a specific reason to have them in another format (e.g. MS Word, if users are required to edit and return the document).

Compressing for bulk upload - before uploading to Contensis, compress all your documents into a .zip file (select all your documents, right click, compress to zip file)

Versions – every time a document is authorised, a new version is created.

Link to a document
Ensure your document is published before linking to it (on live pages).
1. follow instructions on adding a hyperlink to a page (page 11)
Formatting exercise

Please download example training material here: [http://www.nottingham.ac.uk/web/training/](http://www.nottingham.ac.uk/web/training/). Work through the following steps to format a page of your own:

### Upload images

Please refer to the images section (page 10) for more information.

1. in your training folder, click the images folder, select new content
2. select the image content type (if given the option)
3. browse for your image
4. give the image a title, filename, menu name and alt text

<table>
<thead>
<tr>
<th>Title:</th>
<th>Why CGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filename:</td>
<td>Why-CGS</td>
</tr>
<tr>
<td>Menu Name:</td>
<td>Why CGS</td>
</tr>
<tr>
<td>Alt Text:</td>
<td>Male professor using a laptop in the Geospatial building</td>
</tr>
</tbody>
</table>

5. after uploading the whycgs.jpg image, click the image in the navigator and create variation
6. using the image resize, reduce the image to 215x155
7. place your cursor over the image, click and drag a crop area
8. on the right, set the crop area to 208x90 (you can type this)
9. drag your crop area to find the best selection of your image
10. save selection
11. amend the image title and alt text
12. save
13. bulk upload (page 10) remaining images

### Create and format page

1. within your training folder, select new content
2. choose a page template
3. call it “Centre for Geospatial Science”
4. edit the new page
5. create a two column layout using the 2Columns3070 mini template
6. in the right column, drag the heading-over-image mini template and add the page title
7. drag the image into the right column placeholder
8. select the image version you wish to use and insert image (if the word “image” still appears in the mini template, carefully delete this)
9. in the left column, add text until it reaches the same height of the image
10. after the 2 columns, add the rest of the text
11. drag the 3Columns303030 mini template under the main bulk of text
12. using the word document as your source, add the content and images into the relevant column applying headings and formatting

For the next 30 minutes, have a play around on a new page with various mini templates, headings, content and imagery. Try and get it to look like the above example.