MS Components: Quick Start

A selection of the most commonly used CMS components with guides on why and how to use them

Author: Vic Fascio, based on EMG’s CCSF Component User Guide (the complete reference to component specifications)
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Component Overview

In the CMS, you don’t open a page and enter HTML or text or pictures. You can’t put anything on a page directly. You start by adding components; then you put elements like text, links, or pictures in components.

Components are fairly rigidly structured containers for specific types of data. They enforce uniformity and help standardize the look of the entire sprawling CCSF site.

Components are also the reason why you can’t take a web page that you created in Dreamweaver and copy it, text, pictures, JavaScript, links, and all, into a CMS page. You can copy and paste elements of another page, but each element must be in its own appropriate component.

Choosing components

When you edit a page in the CMS, the Sidekick appears. To access a component—to be able to see the two containers—you must be in the first tab at the top left of the Sidekick, the Components tab.

There are two containers for components: General and CCSF. To open a container, click the plus sign at its right.

From the General container use only the Text component (you may occasionally see others).

The CCSF container holds all the components specially configured for us. These are the ones you’ll use.
The Text component

Available from the General area of the Sidekick, the Text component is a basic building block for your pages. It is a text box with icons permitting the same sort of formatting choices as in Word—with some notable exceptions.

As in Word, type in text, then select it and apply formatting from the icon bar.

Caveats: Generally avoid Italicsc, which often don’t look good onscreen. And absolutely avoid Underlining—it signals a link on most web sites and will just confuse visitors if there is no link. Use Bold to make things stand out.

Limitations: There are no font choices and no ability to change the size of characters. This is deliberate: the aim of our site design is to enforce uniformity, to visually signal to users that they are on the CCSF site, with its standard font, font sizes, color choices and decorations. And you can actually, vary the size of text on your pages—but you do it by adding a CCSF Title component.

Adding Hyperlinks in the Text Component

Steps:
Highlight the text you want to hyperlink.
Click the Hyperlink icon

To link to a page external to the CCSF site, type in the address (minus the http://) on the HREF line.
To link to a page on the site, click the down arrow (triangle) at the right of the HREF box and navigate to the page to which you want to link.
If you are linking to a page outside your own area, you may want it to pop up in a new browser tab (so that it doesn’t take the visitor away from your site).

To force a new tab, type _blank in the Target field.

Tip: Don’t omit the underscore in front of blank or it won’t work!

If the Target line is hidden, position your cursor on the bottom of the window until it turns into a 2-headed arrow. Then drag down to expand (standard Windows – and Mac – practice).
Anchors in Text Components: Making an FAQ or Listing

An anchor marks a location in a long page. Since you shouldn’t have many long pages, you shouldn’t need many anchors. But they come in handy in Frequently Asked Questions (FAQ) pages or any place where you want to keep a lot of short data accessible on the same page (faculty listings, for example, or lists of services).

To add an anchor:

1. Place the cursor in front of the text you want to go to (the answer to a question in an FAQ, for example).
2. Click the Anchor icon.
3. Enter the anchor name. Note the name so you can type it correctly when you hyperlink to it.
4. Click OK.

To link to an anchor:

1. Highlight the text that you want to link to the anchor (a question on an FAQ, for example).
2. Click the Hyperlink icon (not the Anchor).
3. Enter the Anchor name in the Anchor field.
4. Click OK.

The entire path of the web page gets filled in automatically—you’ll see it if you go back to the hyperlink. But you don’t have to fill it in.

Anchors work best within a single text box. You can use anchors with a series of components instead, but the results I’ve seen end up with too much blank vertical space.
Diagram of an FAQ using Anchors

The text is contained in a single Text component so that the Anchors and hyperlinks to them work easily.

1. Question 1 ← Hyperlinked to anchor Ans1
2. Question 2 ← Hyperlinked to anchor Ans2
3. Question 3 ← Hyperlinked to anchor Ans3
4. Question 4 ← Hyperlinked to anchor Ans4

Answer to Question 1: This is some text. This is some text. This is some text. This is some text. This is some text. This is some text. This is some text. This is some text. This is some text. This is some text. This is some text. This is some text. This is some text. This is some text. This is some text. This is some text. This is some text. This is some text. This is some text.

Answer to Question 2: This is some text. This is some text. This is some text. This is some text. This is some text. This is some text. This is some text. This is some text.

Back to Top ← Hyperlinked to anchor Top (or hyperlinked to the page itself)

Answer to Question 3: This is some text. This is some text. This is some text. This is some text. This is some text. This is some text. This is some text. This is some text. This is some text. This is some text. This is some text. This is some text. This is some text. This is some text.

Answer to Question 4: This is some text. This is some text. This is some text. This is some text. This is some text. This is some text. This is some text. This is some text. This is some text. This is some text.
Component sequences: How components work together

Some components are meant to form units on your pages. The CCSF Title component, for example, is meant to introduce a section and can be used to introduce a CCSF Link-Arrow list or picture. But its primary use is in this sequence:

1. **CCSF Title** component – to intro the section
2. **Text** component (or CCSF Text Image component) – for information or teaser text
3. **CCSF More Link** component – the link to your sub-page

Combine these components in this order and you have a standard sequence for building the central column(s) of your top level page. The result is a series of teasers—like those on the front page of a newspaper. On a newspaper page, each area has a heading giving the focus of the story, the starting paragraph that gives an idea of the content, and then a reference to the page where the story continues. The Title-Text-More component sequence accomplishes the same thing.

The result is a small amount of page real estate that provides a series of windows onto your site—choices for your reader’s next move. It doesn’t matter that the More links might duplicate navigation on the left or right.

We’ve already looked at the Text Component; now let’s look at the others in this sequence.

**The CCSF Title component**

The Title is bold, large text that draws attention to itself and introduces a section or subject. You can control the size of the text by assigning it a numbered heading level.

![CCSF Title Component diagram]

Biology Faculty

Biology Faculty

Biology Faculty

Biology Faculty

Biology Faculty

Heading 2 is the largest font (colored red, with a dotted grey underline across the column); Heading 6 is the smallest. The illustration shows these sizes.
The CCSF More Link component

A simple component: just some text identifying the content of the page to move to and a link to one of your pages (or any page on the CCSF site).

When you add a CCSF More Link, you’ll see a sample of its red text. It’s best to right-click the component and choose edit.

1. In the component, add the text describing the link and click the down arrow (triangle) at the right of the link box.

2. A version of the Site Admin map appears.

3. Navigate to the page to which you want to link.

4. Highlight the page and click OK.

5. Then click OK to close the component.
The CCSF Link-Arrow List

The CCSF Link-Arrow List produces a list of links to pages inside or external to the CMS. It provides the standard colored triangular bullet graphic, and organizes links prettily. Most people place it in the narrower right-hand column, although it’s OK to use it in a mail column. Placing a CCSF Title Component above it helps identify what the links are for. Use it for:

Navigation to your own sub-pages
Listing external links

Here’s what it looks like, headed by a separate CCSF Title component set to Heading 2.

The bolded text in each bullet is the link. The text after the bold in the 4th and 5th links is purely explanatory.

Find this component in the Sidekick’s CCSF container. When you drag and edit it, it is ready for you to add a link. Here it is with one link added:

You can continue adding up to the limit of 10 links.
Copying a component from one page to another

Why would you want to copy a component?

The most common use for copying a component that you have filled in is to provide consistent right-column navigation or consistent resource links using the CCSF Link-Arrow List component. For lower-level sites that do not have the navigation within the site reflected in the left navigation, the Link-Arrow List component provides a useful alternative. Once you have filled in a list of pages on your site, you can copy the completed component to all pages on your site. The TLC’s right-column navigation is pictured below.

Copying step-by-step

1. Right-click (Control-click on the Mac) inside a component (don’t open or edit it).
2. (Left-) click Copy.
3. Navigate to the page where you want to copy the component.
   
   **Warning:** Don’t use the globe icon to enter Site Admin view here. Instead, use links inside your pages to move to the destination page (where you want to paste the component).

4. Add the same component to the destination page.

5. Right-click (Control-click on the Mac) on the new component.
6. Choose (left-click) Paste.
Presenting documents inside the CMS

There are two ways of making documents (or pictures) available from your CMS web pages:

1. Uploading directly to a component (the CCSF document Link component for documents; any component containing images for pictures). When you activate your page, your document or image is available.

2. Uploading the doc or pic to the DAM. The advantage is that you can link directly to the document using the link icon in the text or text-image component. Remember that to make anything in the DAM available, you must **activate** it before it can appear on the web site.

The CCSF Document Link component

Start by opening the CCSF component tab on your Sidekick.

Then drag the **CCSF Document link** component to an editable area on your page.

The result: A placeholder with an **Edit** button top left.

Click Edit.

In the editing window, you can click the Down Arrow and browse to your document, or drag a document from the DAM in your left pane.

To load a document from your computer:

1. Click the large down-arrow.
2. **Browse** to your document.
3. Click to select it.
4. When you see the document name in the component’s box click **OK**.

The resulting document link graphically identifies the document’s file type.

It always aligns to the **right** of the column.
Making Documents available in the DAM

You can upload a document (1) into the DAM (if others will want to reference it from their pages) or (2) directly into your page. See the next page for instructions and comments on using the DAM. **PDFs are best:** unlike Word files, they can be opened by anyone with the free Acrobat reader on a Mac or Windows PC.

In either case, you must create a link to the document on your page. When a user clicks or right-clicks (Control-click on the Mac) they can open or download the document.

**Uploading Documents to the DAM**

If you think others may want to reuse your documents, or if you want to bypass the CCSF Document component, you can upload documents to your own folder in the DAM. **PDFs are best:** unlike Word files, they can be opened by anyone with the free Acrobat reader on a Mac or Windows PC.

**Naming conventions**

Name documents using these standard conventions:

- **Important:** Use lower-case letters, dashes, no spaces or other special characters. Files with spaces in the name will cause problems with the DAM and not activate properly.
- Make the name meaningful: not sub091203, but hr-application-submission-guidelines

Make an effort to keep the structure of the DAM clear:

1. You can’t upload to the Marketing images section (it’s controlled by system admins).
2. In the ccsf or Organizational_Assets folders, make a folder with your department name or some identifier that will be clear to other users.
3. Make clearly named sub-folders if you have documents in a number of categories.

**Steps in uploading**

1. After logging in you can choose the DAM (Camera icon)

OR: While editing, click the Globe icon to go to Site Admin view; then click the Camera icon.

2. If it’s not already open, click the Plus sign beside Digital Assets to open it.

3. Open the ccsf or Organizational Assets folder.

**Making a folder**

1. Either keep the top highlighted, or click a subfolder to create a folder inside it—Department or Individual under Organizational Assets, for example.

2. Click the New button and choose **New Folder.**
3. Name your folder— preferably for your department or project, your name if under Individual. Click Create.

**Uploading a document**

- Click to highlight the folder to which you want to upload.
- Click the **New** button again, but this time, choose **New File**.
- In the Upload Asset window, click Browse, find your files, and click **OK**.
**Activating DAM content**

When you upload pictures or documents to the DAM, you must put them into the workflow just as you do CMS pages. What happens if you don’t?

When you create a CMS page, you can use your image from the DAM or create a link to your document in the DAM. When you activate the page, the page itself will show up in the public web site. However, if you have not also activated the DAM content, your images will not show up, and your document link will be broken.

To activate DAM content:

1. First open the DAM by clicking its camera icon immediately after logging in or from Site Admin view (the view that appears when you click the Globe icon).
2. Then navigate to your images or documents in the DAM. One by one, highlight each one and repeat the steps described in the Activating handout for activating a page:
3. With the DAM item highlighted, click **Workflow**.
4. Click the pulldown arrow and choose **Request Activation**.
5. In the **Comments** field, enter the name of the person who approves your content. At the moment the only activators are Wendy Fong and Joe Jah.
6. When finished, send an email to the person you have asked to activate your content reminding them to check the Workflow queue.
Bypassing the CCSF Document component

It’s often impractical to use the CCSF Document Component—for example, for a list of documents under headings to organize the resources or in an online bibliography.

If you have uploaded docs to the DAM you can use the link icon in the Text component—this allows you to link to a document inside a sentence, or to create a bulleted or numbered list of document links. In the list, you can mix links to documents with links to web pages.

If you upload documents to the Digital Asset Manager (the DAM), you can link to them in a variety of ways.

You can link to a single document in the middle of a sentence.

Or you can create a simple bulleted list inside a Text component:

To create any of these links you must have already uploaded your documents to the DAM. Then you can access them with the Hyperlink icon at the top of the Text or CCSF Text-Image component window.

Creating a list of document links in the Text component: Step-by-step

1. Enter your text. If you are making a bulleted list, create it now.
2. For each document link, start by highlighting some text—all or part of a bulleted line, for example.
3. With the text highlighted, click the Hyperlink icon.
4. In the Popup window, click the down-arrow at the right of the HREF box.
5. In the display of all the sites and the DAM, click the plus sign beside Digital Assets, and navigate to your document.
6. Click OK.
7. In the Target box, type _blank (don’t omit the Underscore before blank)—this opens your document in a window separate from your web page.
8. Click OK.

You can combine links to documents with links to pages inside and outside the CCSF website if you wish.