KU

Content Management System (CMS)
Basic tasks for editors

POWERED BY **KU IT**

About the CMS:

A content management system or CMS is a software platform that enables users to easily build and maintain websites. Our CMS uses the open-source system, Drupal. Using the CMS and templates designed by KU web developers, department staff designated as editors can easily add and edit content, add or delete pages, and add images, photos and video.

Overview of roles:

Within the CMS, there are three primary roles: Contributor, Editor, and Site Administrator. To get access to your site, your site's administrator will need to provide you with the necessary permission level.

	Contributor	Editor	Site Admin
Create Pages	✓ Limited options: only contact page, degree – general content, general content page, person profile	✓	✓
Edit Pages	✓ Limited options (same as above)	✓	✓
Publish Pages	✗ - Save as "Needs Review"	✓	✓
Upload Files	✓	✓	✓
Create Webforms	✗	✓	✓
Create/Edit Blocks	✗	✓	✓
Edit the menu/navigation	✗	✓	✓
Add/edit users & roles	✗	✗	✓
Make site-wide changes	✗	✗	✓

How to log in:

1. Open an internet browser (Chrome, Firefox, or Internet Explorer work fine).
2. Browse to your website's URL.
3. Click on **KU Directory** in the upper-right corner.

4. Click on **KU Users** by CMS Login.

5. Click on **KU Users**.
6. Log in with your **KU Online ID** and **password**.

You will be taken to the homepage of the website. You will know you are logged in successfully if you see a black and gray bar at the top of the browser window.

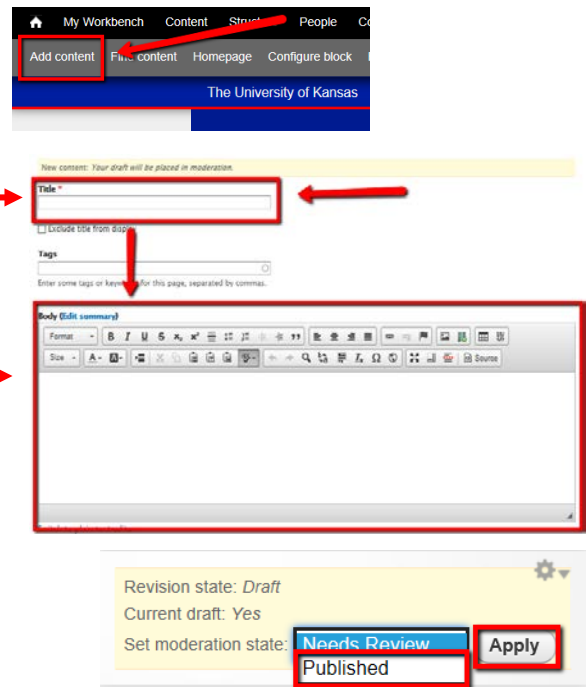## How to edit a page:

1. Once you are logged in, navigate to the page by doing one of the following:
    1. Browse to the page using the website's navigation.
    2. Paste the URL in the browser's address bar.
    3. Go to Find content and choose the name of the page from the list.
2. Click on the **New draft tab**.
3. Once you have edited the content of the page, scroll to the bottom of the page and select **Save**.
4. Publish the page by choosing **Published** from the drop-down menu by Set moderation state. Then, select **Apply**.
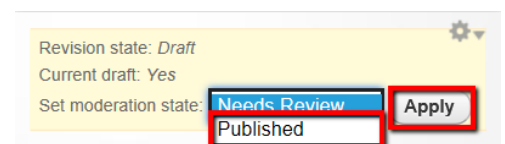
How to create a new page:

1. Select **Add content** from the grey bar.
2. Choose a **content type**. Content types are like page templates in Word. The most common content type is the **General content page**.
3. Give your page a unique **Title**. By default, the Title will also be the URL as well as the link name if the page is placed in the navigation of the site. However, you can override these default settings.
4. Enter any content in the **Body** field. You can use the editing tools to format your text, add links, add images, and more.
5. Set any preferences, such as adding the page to the menu, changing the Url, etc. (steps below).
6. Once you have edited the content of the page, scroll to the bottom of the page and select **Save**.
7. You will see a draft of your page. Publish the page by choosing **Published** from the drop-down menu by Set moderation state. Then, select **Apply**.
   TIP: You can skip this step and publish from the editing window by selecting the last tab at the bottom of the editing window, **Publishing options**, in the editing window and selecting **Published** before selecting **Save**.

How to add a page to the navigation:

1. When you are in the edit view of your page (see how to edit a page), scroll to the bottom of the page.
2. On the menu settings tab, select the checkbox by **Provide a menu link**.
3. Under Menu link title, you can change the title of the link that will appear in the navigation.
4. Under parent item, use the drop-down menu and scroll to select the page that you would like the current page to be listed under.
5. Publish the page (see step 7 above).
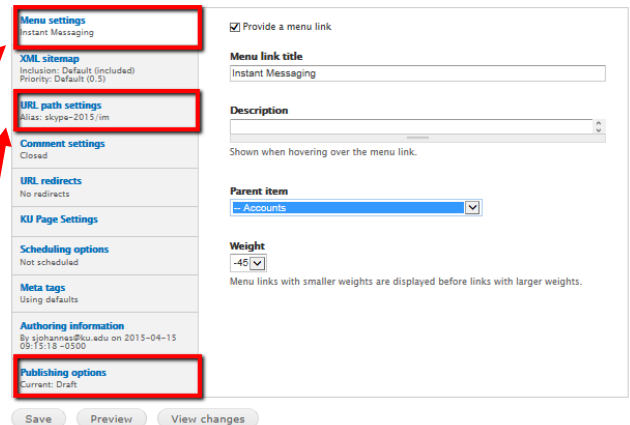
How to specify a URL for the page:

1. When you are in the edit view of your page (see how to edit a page), scroll to the bottom of the page.
2. Select the **URL path settings** tab.
3. Deselect **Generate automatic URL alias**.
4. Enter the new URL extension into the box under URL alias. What you enter here will be added to your site's URL to create the web address. For example if you are editing a page on the training.ku.edu site and create the alias of "info", the web address will be training.ku.edu/info.

How reorder links in the navigation:

1. Click on **Structure** in the black menu bar.
2. Click on **Menus**.
3. By **Main Menu,** select **List Links.**
4. Reorder the links by clicking and dragging the page's handle ✛ to place it in a new location.
5. Save the new order by scrolling to the bottom of the page and selecting **Save configuration.**