

Northwestern

PRITZKER SCHOOL OF LAW

Content Management System (CMS)

User Guide

www.law.northwestern.edu

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Logging In

Access: <http://wcms.northwestern.edu/>

Enter your NetID and password and click “Log In”.

NetID:

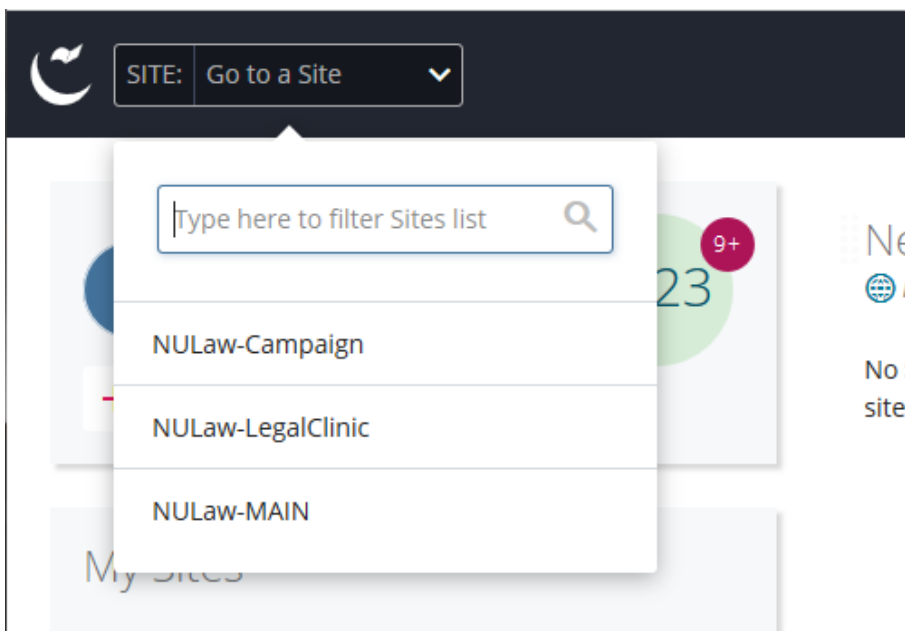
Password:

Please note:

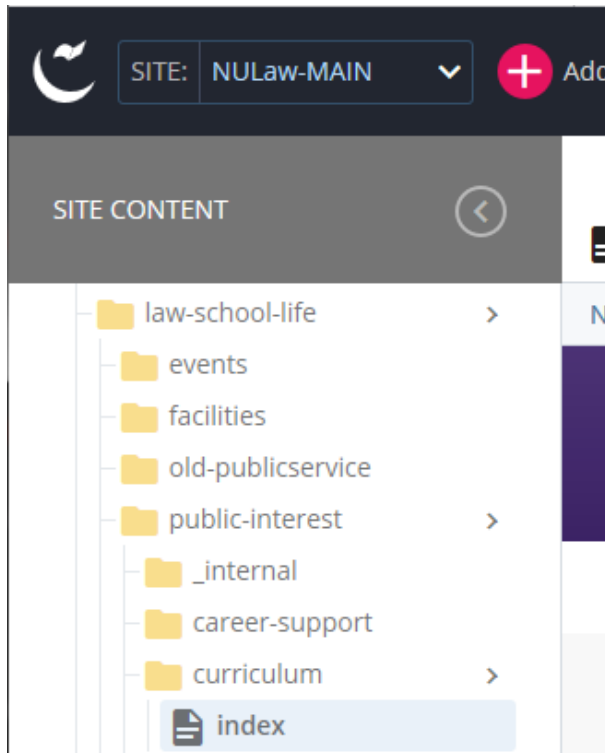
- To use Online Passport, your browser must be set to [accept cookies](#).
- When you finish your session, close your browser to log out.

Site Access

After logging in, choose the website you will be editing via the SITE drop down menu at the top left (or via the Dashboard widget ‘My Sites’).



Editing an Existing Page

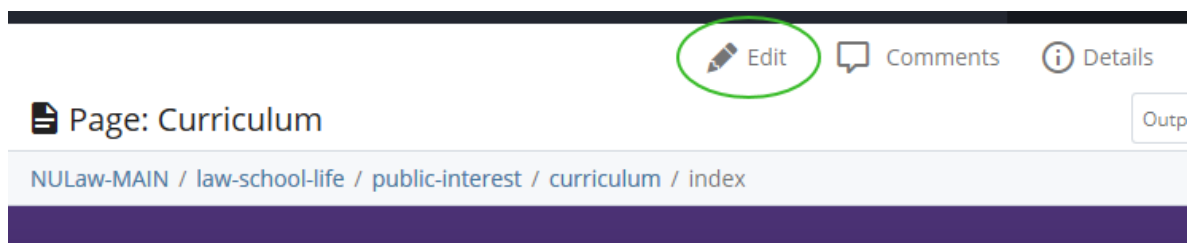


1. In the folder tree on the left, click on the file folders to drill down to the webpage you would like to edit.

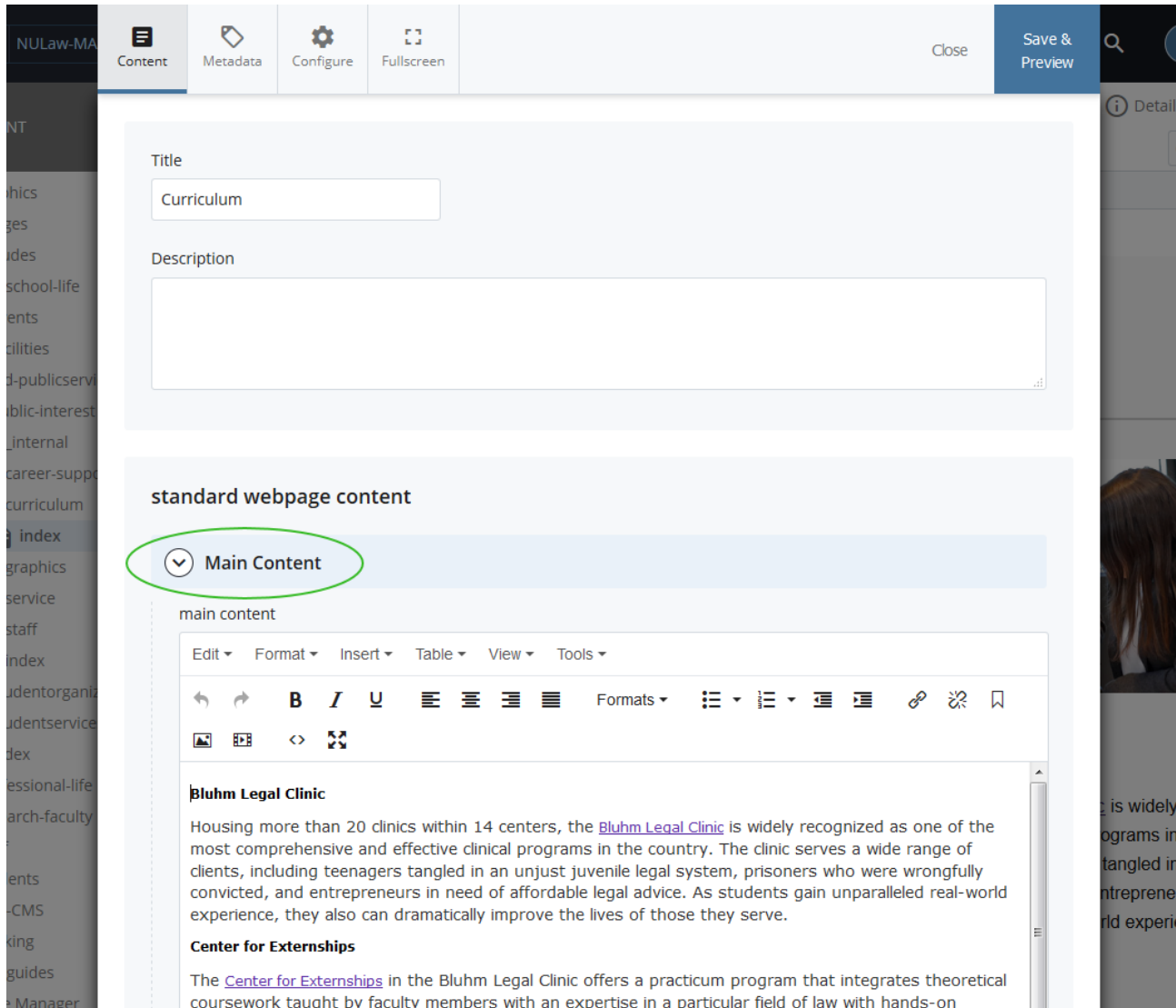
Tip: Ignore all folders preceded by an underscore, for example, “_internal”. These are for admin use only.

2. Click on the file name.

3. After the page preview loads, select the “Edit” icon at the top.



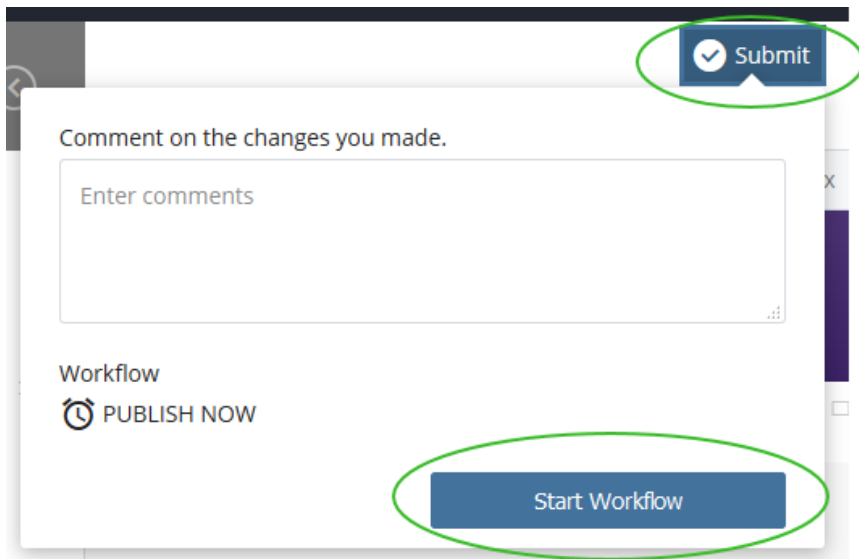
4. Scroll down to the “Main Content” area. Click your cursor in the editor to update text. The toolbar above the content can be used for simple formatting of page elements.



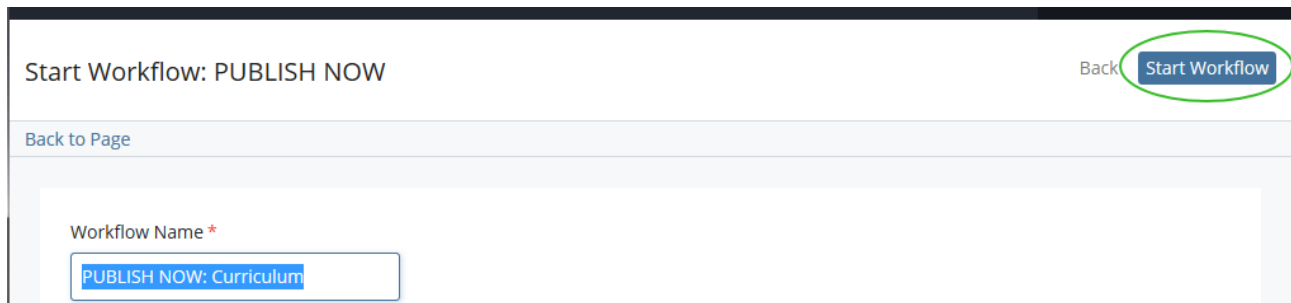
Tip: To create a line break or single space in the editor use a soft return (shift+enter keys), for a double-space/new paragraph use a hard return (enter key).

5. Once the edit is complete, click the blue “Save & Preview” button at the top right. This will save your draft.

6. Next, click the blue “Submit” button at the top. Then click the blue “Start Workflow” button.



7. Click ‘Start Workflow’ again to publish your page.



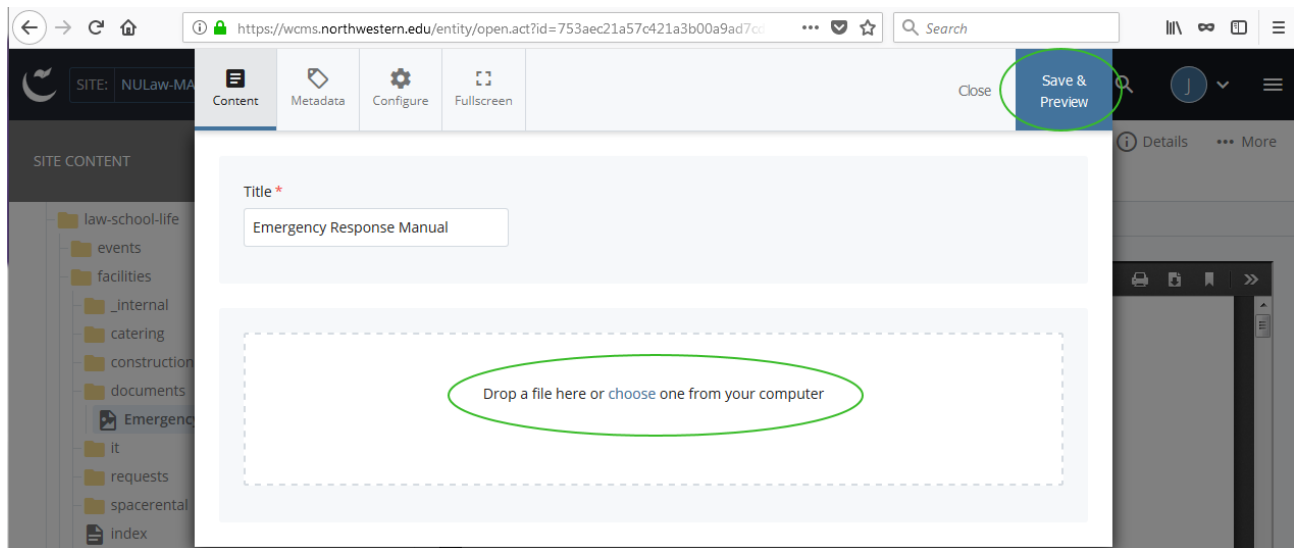
8. Open a new browser window to access the webpage and confirm the edits are in place.

Tip: Publishing and completion of workflows may take up to 30 seconds. You will receive an email from Cascade Server when the page has been processed.

Tip: If you need to perform further edits, click the blue ‘Back to Page’ link in the upper right to get directly back to the page location within the CMS.

Updating an Existing PDF

1. From the folder tree on the left, locate the pdf you would like to update/replace and select the file.
2. Click the 'Edit' icon at the top.
3. From the Edit file screen, drag and drop the replacement file from your hard drive (or click 'choose' to navigate and upload). The replacement file will overwrite the existing pdf and take on the same file name / url.

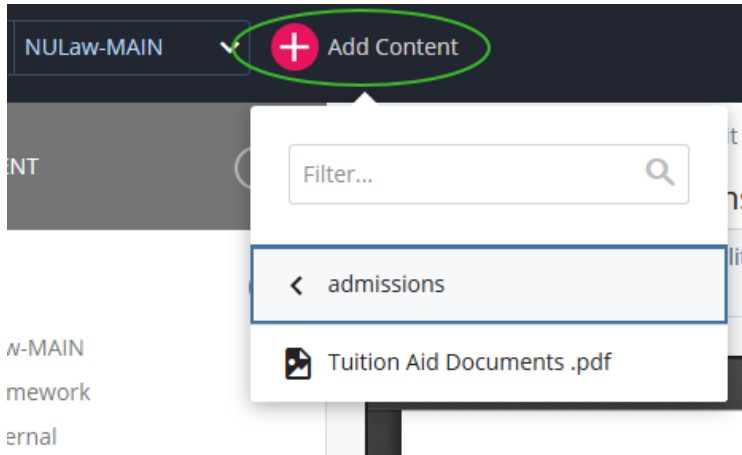


4. Click the blue "Save & Preview" button at the top right.
5. Click the blue "Submit" button at the top, then "Start Workflow".
6. Click the blue "Start Workflow" button at the far top right. The Workflow Completed screen will appear. The updated document will publish across the site.

Tip: Individual departments are responsible for storing their original files (Word, PowerPoint, Excel, etc.) that have been converted to PDFs and posted on the site. Edits must be made in the original file, then converted to PDF, and re-posted.

Adding a New PDF

1. From the “Add Content” dropdown menu at the top of the page, select the area in which you would like to upload a new pdf to the CMS.



2. Before uploading the PDF, ensure the file name is web-friendly. Remove spaces. Use hyphens to separate words. Use all lowercase letters.
3. Drag and drop the new PDF (or click choose file) in the area at the bottom of the screen. The required “File Name” field will automatically populate.

The image shows a web form for uploading a document. It consists of three main sections:

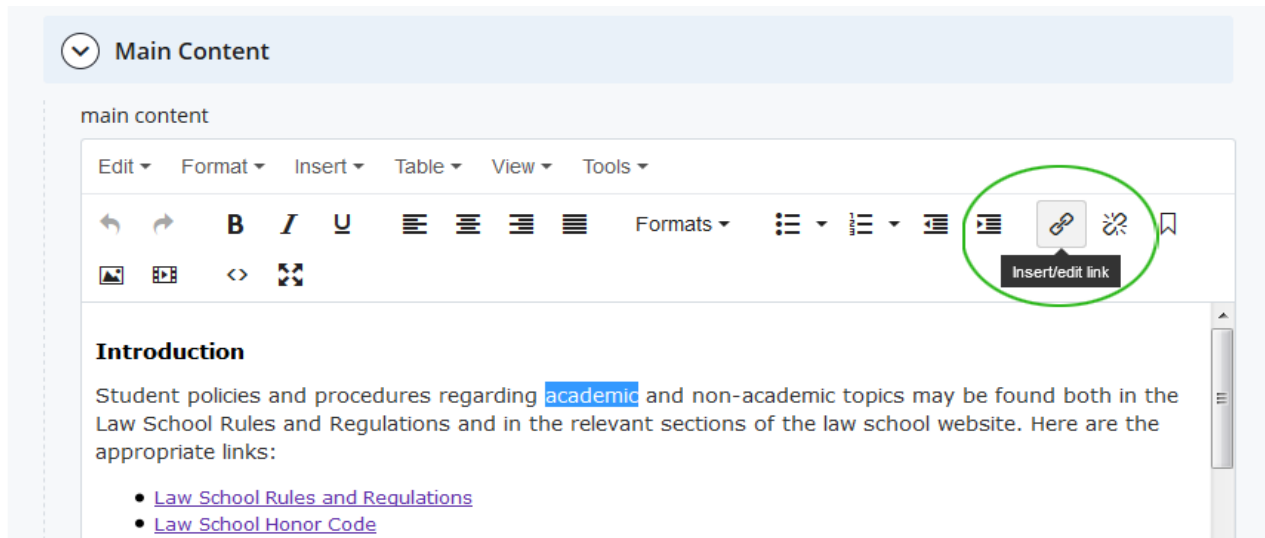
- File Name ***: A text input field containing "jd-tuition-aid.pdf". Below it is a note: "Must meet the following requirements: Lowercase only, Word spaces replaced with hyphen, and leading and trailing spaces are not allowed".
- Placement Folder ***: A dropdown menu showing "documents". Below it, the file path "NULaw-MAIN: /admissions/tuitionaid/docu..." is visible. A tooltip shows the full path: "NULaw-MAIN: /admissions/tuitionaid/documents".
- Title ***: A text input field containing "JD Tuition Aid Information".
- File Upload Area**: A dashed box containing the text "Drop a file here or choose one from your computer" and "Received file: jd-tuition-aid.pdf, 431.71 KB".

Tip: Hover over the file path under the "Placement Folder" field to verify the location and in order to help you locate the document in the future.

4. In the "Title" field, enter a simple, descriptive name of the pdf file. You may use punctuation in this field.
5. Click on the blue "Save & Preview" button at the top.
6. Click the blue "Submit" and "Send to Workflow" buttons.
7. Click "Send to Workflow" again to publish the document. You can now link to this pdf from a webpage.

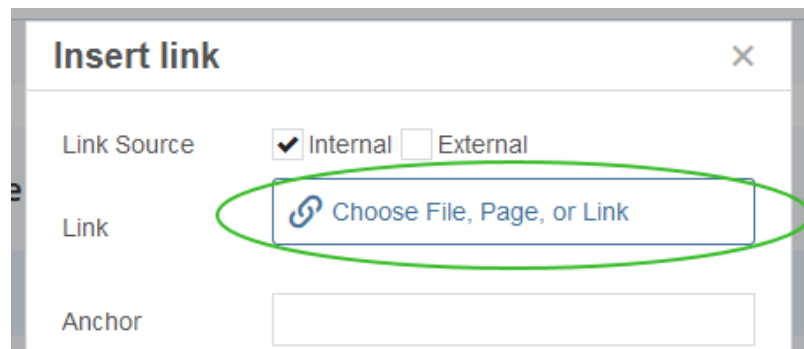
Linking

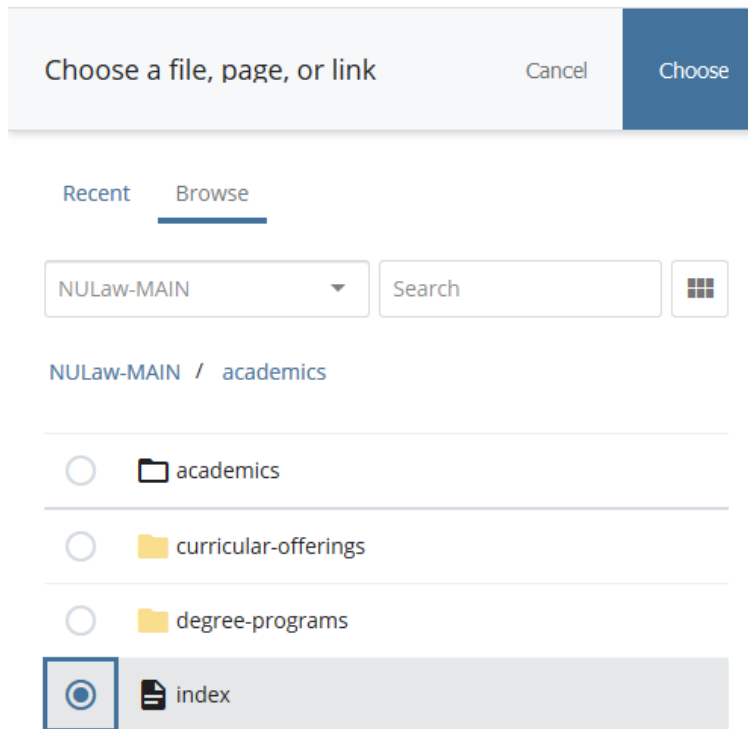
1. Within the text editor, highlight the text with your cursor you would like to turn into a link.
2. Click the icon in the toolbar that looks like a chain link.



Internal Links

3. If you are linking to a document or webpage within the website you edit, keep the "Internal" check box checked. Click the "Choose File, Page, or Link" button.





4. Use the Search box or click “Browse” to locate a webpage or pdf within the CMS. (Most webpage file names within the site are called ‘index’.)

Tip: If you just uploaded a new PDF that you plan to link to, you will see this document at the very top of the “Recent” list.

5. Click the blue “Choose” button.

6. Click the blue “Ok” button to finish inserting the hyperlink.

Tip: If you are trying to link to a page on the Law School website that is not housed in the CMS (e.g. Faculty Profiles, the Academic Calendar, an application, or a Law School website you do not edit) see External Links.

External Links

3. If you are linking to a page or document outside of the law school site (or CMS), select the “External” checkbox.
4. Add the full URL path in the “Link” field.

When linking to a Law School page external to the CMS (see Tip above for scenarios) use only the URL path after “.edu” in our web address. For example, change ‘<http://www.law.northwestern.edu/faculty/profiles/KimberlyYuracko/>’ to ‘</faculty/profiles/KimberlyYuracko/>’.

5. In the “Target” field, select ‘New window’. When linking to a Northwestern Law webpage or Northwestern University website, retain the default option ‘Same window’.

The image shows a dialog box titled "Insert link" with a close button (X) in the top right corner. The dialog contains several fields and options:

- Link Source:** Two radio buttons are present: "Internal" (unchecked) and "External" (checked). This entire section is circled in green.
- Link:** A text input field containing the URL "https://www.google.com". This field is also circled in green.
- Anchor:** An empty text input field.
- Text to display:** A text input field containing the word "Google".
- Title:** An empty text input field.
- Target:** A dropdown menu with "New window" selected. This dropdown is circled in green.
- Class:** A dropdown menu with "None" selected.
- Buttons:** "Ok" and "Cancel" buttons are located at the bottom right of the dialog.

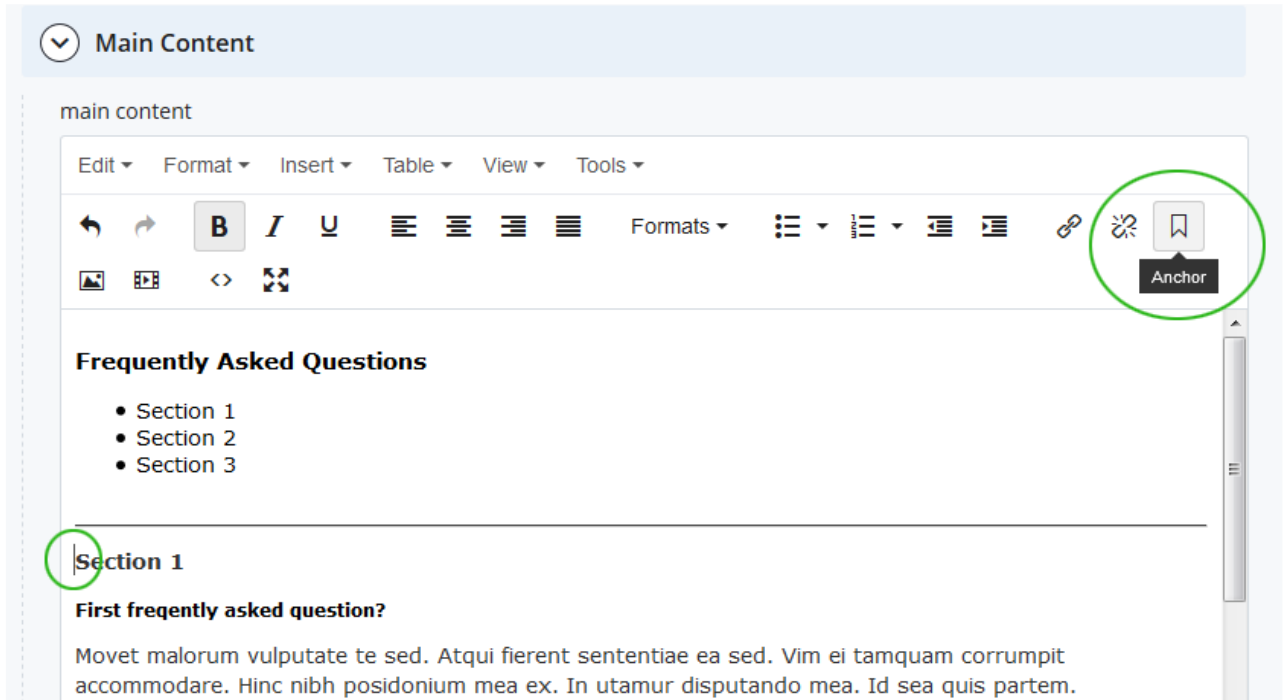
7. Click the blue “Ok” button when done.

Email Address Links

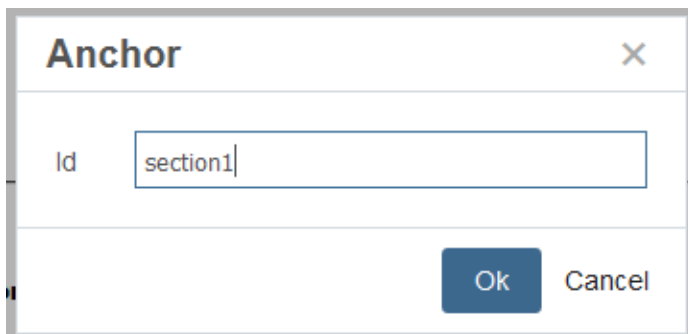
To insert an email hyperlink, in the “Link” field, add “mailto:” before the email address. For example, <mailto:name@law.northwestern.edu>.

Creating an Anchor Link

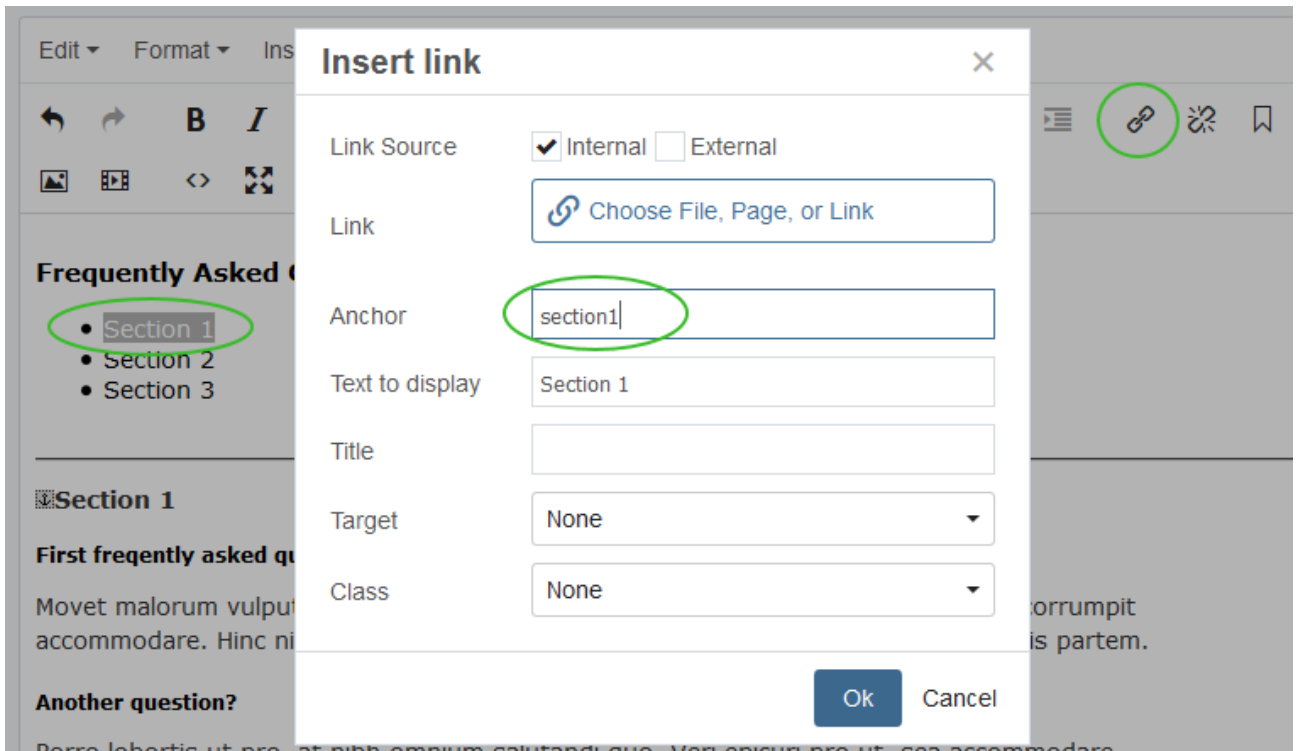
1. Place your cursor where you would like the link to jump to. Click the “Anchor” icon at the far right (it looks like a ribbon or bookmark graphic). Alternatively choose “Insert -> Anchor” from the menu.



2. Name your anchor id with a simple one-word term (no capitalization or punctuation). Click “Ok”.



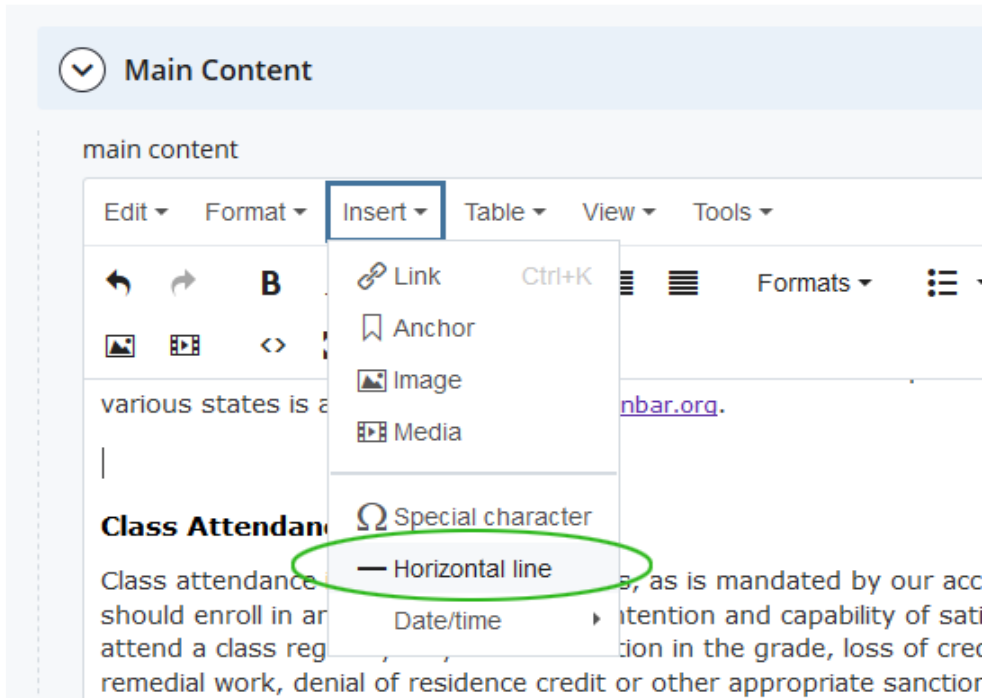
3. With your cursor, highlight the linkable text which will jump down to your anchor. Click the “Link” icon. Then, enter your anchor name/id in the Anchor field.



4. Click “OK”.

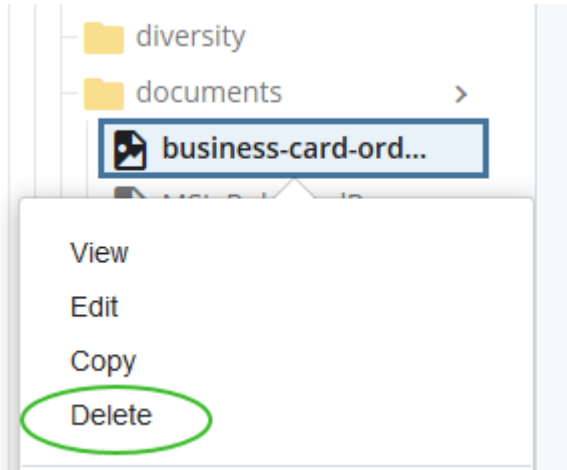
Adding a Horizontal Line

1. Place your cursor in the editor where you would like to insert a horizontal line content divider.
2. Choose “Insert” from the toolbar, then “Horizontal Line” from the menu. Spacing will automatically be applied after publishing.



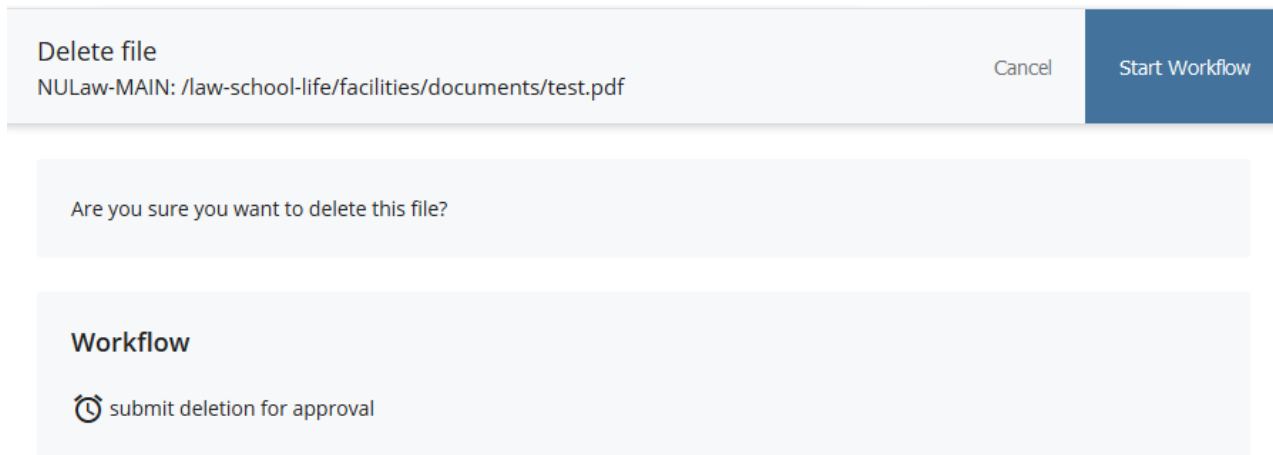
Deleting an Existing Document, Graphic or Page

1. Navigate to the document or graphic you would like to remove.
2. Right click on the file in the folder structure, and choose “Delete” from the pop-up menu. (Alternatively click “... More” in the upper right of the screen and choose “Delete”).



If you attempt to remove a document or page that is linked on an existing page in the CMS, it will provide a warning and alert you to remove the existing link.

3. Click the blue “Start Workflow” button on the Delete file page.



4. Click the “Start Workflow” button again on the following screen. You will see a Workflow in progress notice.
5. The web team will receive a notification to approve the deletion. You will receive an email when we have completed the delete request and the item will no longer be available.

Adding a New Page

Contact the Web Team at law-website@law.northwestern.edu to begin the process of creating a new page. We can discuss its content and placement on the site. We will need to add it to our navigation system.

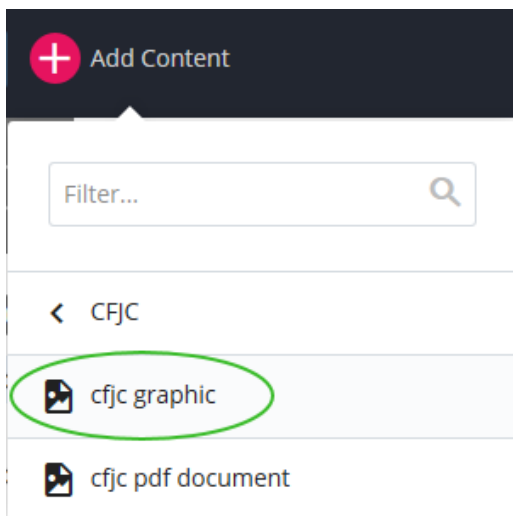
New pages added within the CMS will be routed for approval to the web team. You will receive an email when the webpage has been published.

Images

Web editors should first consult with and receive permission from the web team prior to loading photos on to Law School websites. Setup tasks are needed. Individuals are required to have experience and a background surrounding best practices on sizing and working with photos and graphics for the web. Photoshop skills and training in photo editing are required. If the designated web editor does not have the appropriate skillset, departments should forego on-page photos. (Less than 5% of editors work with photos.) Law School websites are designed to have a high quality aesthetic, achieved by curated, professionally-shot and edited web banner photos at the top of key pages throughout the site. The Law Web Team is not able to support departments in sizing and adding photos to the body of webpages.

Adding a New Image File

1. In the black bar at the top of the page click “Add Content”. Select an image category.



Tips: Photos should be compressed for the web prior to upload, but not to the point where quality suffers and the image appears grainy. A 2" x 3" image should be approximately 150 KB. A large photo banner across the top of a webpage would be closer to 800 KB. Photos over 1 MB are too large for the web and will slow down page load times. Use the 'Save for Web' feature in your photo editing tool.

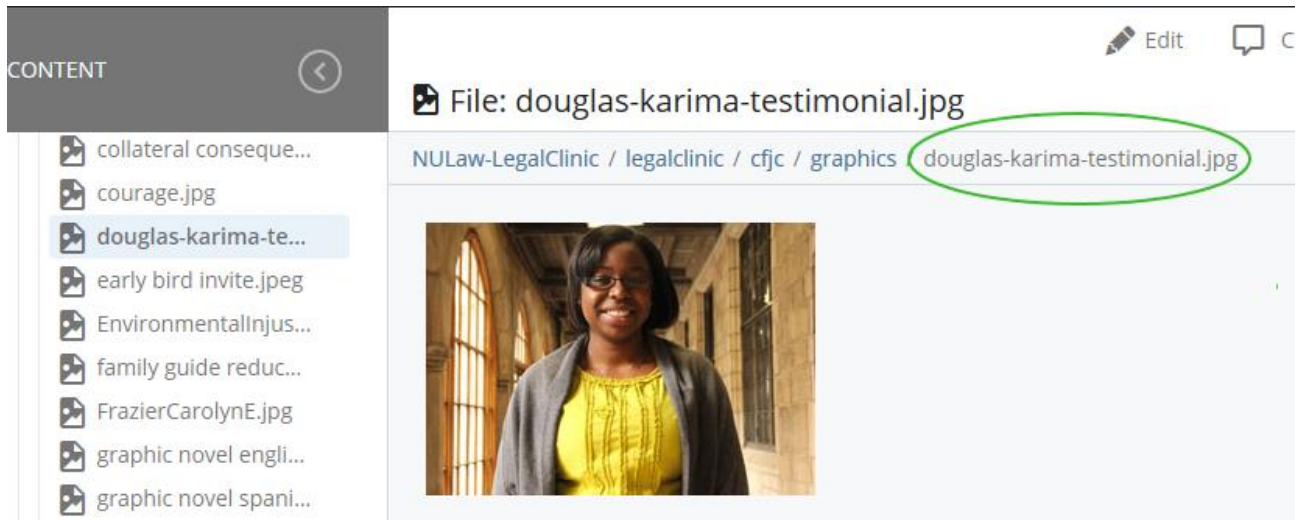
2. Ensure your image file name is web friendly. No spaces. Use hyphens between words. All lowercase. Drag and drop an image (.jpg, .jpeg, .png, .gif) from your local files or click the 'choose' link to upload an image. The required "File Name" field will automatically populate. The uploaded photo and corresponding dimensions will appear at the bottom of the page.

The screenshot shows a web form with two main sections. The top section is a light blue box containing two input fields. The first is labeled "File Name *" and contains the text "test.jpg". Below it is a smaller text: "Must meet the following requirements: Lowercase only, Word spaces replaced with hyphen, and leading and trailing spaces are not allowed". The second input field is labeled "Placement Folder *" and contains a folder icon and the text "graphics". Below this field is the path "NULaw-LegalClinic: /legalclinic/cfjc/graphics". The bottom section is a larger light blue box with a dashed border. Inside, it says "Drop a file here or choose one from your computer" and "Received file: test.jpg, 738.26 KB". At the bottom of this section is a toolbar with icons for undo, redo, refresh, zoom in, zoom out, and crop. To the right of the toolbar are two input fields: "W: 1453" and "H: 1000".

3. Click the blue "Save & Preview" button at the top right.
4. Click "Submit" and "Send to Workflow", then click "Send to Workflow" again on the final screen.

Updating an Existing Image File

1. From the folder tree on the left, locate the appropriate graphics folder in your section (some departments have multiple), and image file you want to update/replace. Select the file.



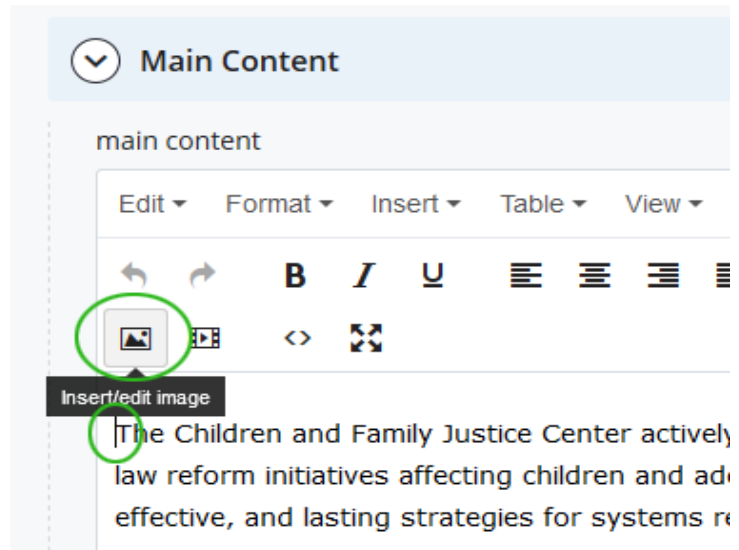
Tip: Note the image file name in the system. Name your replacement image exactly the same in your local files prior to upload to the CMS.

2. Click the “Edit” icon at the top right. Drag and drop the updated photo from your computer.
3. Click “Save & Preview”, then “Submit” and “Send to Workflow”, and “Send to Workflow” again.
4. In a web browser, navigate to the webpage that contains the photo. As needed, hold down the ‘Shift’ key while clicking the ‘reload’ icon in your web browser toolbar to refresh the page and corresponding photo.

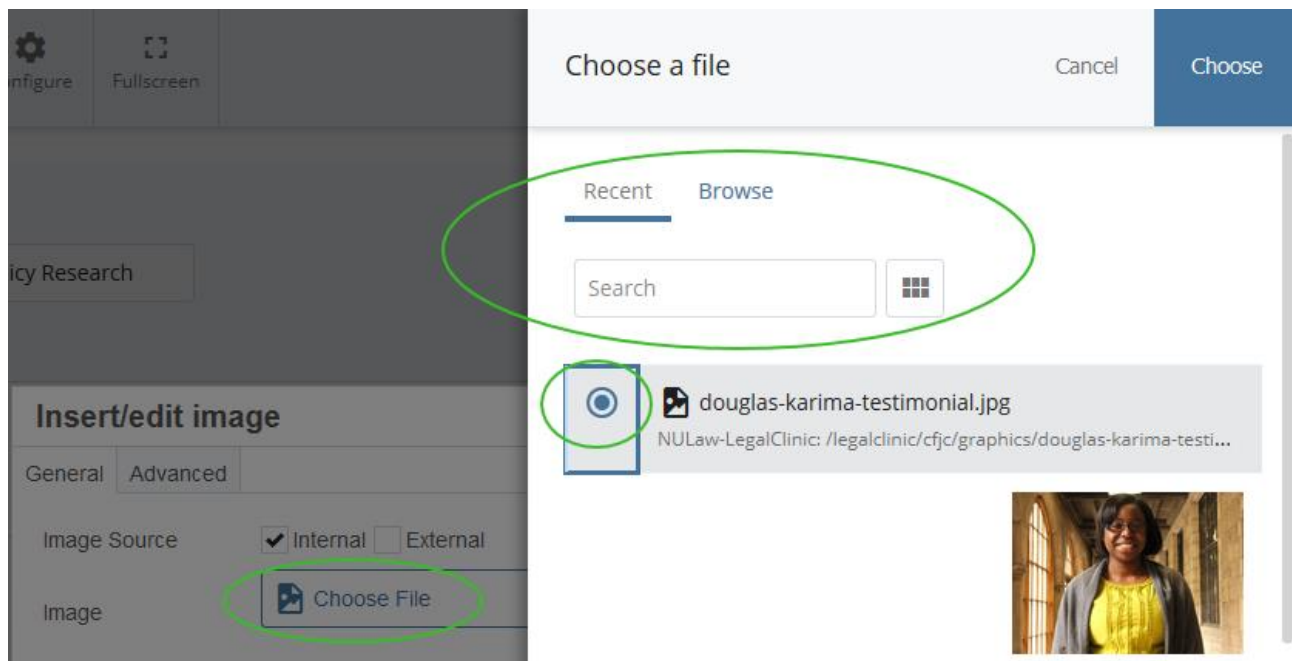
Inserting an Image on a Page

1. After you have uploaded an image (see pg 18), navigate to a page in the system and click “Edit”.

2. Within the “Main Content” window, click on the area of the page where you would like the image to appear. The top of the image will align with the top of the cursor. In most cases you will click at the start of line one of a paragraph. With the blinking cursor in place select the “Insert/edit image” icon from the toolbar.



3. In the “Insert/edit image” pop-up window, click the “Choose File” button. An image that was just uploaded will appear under “Recent”. Otherwise Search for the image or Browse to the appropriate graphics folder location.




4. Click the radio button next to the image name, then click the blue “Choose” button at the top right.

5. Populate the “Image description” field (otherwise known as alt text) with one or more words. This will benefit visually impaired users and allow our website to maintain compliance with accessibility laws.

Insert/edit image [X]

General **Advanced**

Image Source Internal External

Image  douglas-karima-testimonial.jpg [X]
NULaw-LegalClinic: /legalclinic/cfjc/graphics/...

Decorative This is a decorative image, no description needed.

Image description
Image's title, display name or custom text

Dimensions x Constrain proportions

Class

Ok Cancel

6. Next to “Class”, choose whether to left align (imageFloatLeft) or right align (imageFloatRight) the image. This will automatically insert proper image padding and allow the copy to flow around and underneath the image after the page is published.
7. Click “Ok”. If the image looks too large for the page, consider resizing the image and replacing it.
8. “Save”, “Submit”, and “Start Workflow” as usual to publish your page with the new image.