The Content Management System (CMS)

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FIRST: CONNECTING TO THE TRAINING SITE

URL and Login Process
To begin editing your pages:

1. www6.aucegypt.edu
2. A login box will be triggered.
3. The Username will be auc"youraucemailusername" and the password is "your AUC email password"

Each user account is given editing permissions only for those pages for which s/he is responsible. For example, a user that is authorized to edit the pages on the transportation site will not be able to edit any pages outside of that site.

SECOND: ADDING A PAGE

1- Click Site actions
2- New page
3- Write the exact name of the page that you want to create
4- Write the URL of the page to be created. URLs have special guidelines. The URL field should be a maximum of 2 words with no space in between. All special characters such as brackets and commas are also not allowed. If the 2 words are long, they should be abbreviated. Ex: ‘Institutional Advancement’ should be ‘InstAdv’
5- Create
6- The page will automatically appear on the navigation menu. Changing the order or hiding a page has to go through the Office of Communications.
7- You can start editing the page.
To Manage the Page Properties:

1. Choose the page tab, and then click “Edit Properties”

![Image of Edit Properties]

2. Scroll to the end of the page
   a. Show/Hide “Bread Crumb”
   b. Show/Hide “Flash”
   c. Left Image
   d. Show/Hide “Navigation”
   e. Show/Hide “Toolbar”
   f. Show/Hide “Page Title”

![Image of Show/Hide Options]

THIRD: EDITING PAGES

1. Click the “Page” tab on the page that you would like to edit, and then click on “Edit”.

![Image of Page Tab]
2. A text editor will show where you can edit your text. Once you click inside the text editor area, the editing toolbar will appear at the top of the text box that will allow you to format your text.

3. You will notice that there is not any “font” or “size” formatting tools to the text. That is because specific “Styles” are predefined that conforms to the AUC branding guidelines and should be used to keep consistency.

4. Format your text by highlighting it and applying one of the following from the Apply CSS Class drop box on the left of the editing toolbar. Below are the most commonly used fonts:
   a. Caption
   b. Heading1
   c. HeadingWhite
   d. Bodytext
   e. BodytextWhite
   f. Subhead1
   g. BodyText1 with hyperlink
Through its six schools, AUC offers more than 30 undergraduate majors and 50 graduate programs, 4,800 students, as well as educational opportunities to enhance the professional and job skills of non-degree students. Guiding these exceptional students is a faculty of more than 350 professors who host advanced degrees from leading universities around the world.

School of Business

The School of Business has a focus on professional programs and is widely recognized for its The school places itself on building these programs on a solid liberal arts foundation, which in the background needed to understand the world in which they will live and to allow them to in their professional lives.

Community-Based Learning Courses

Through its service learning initiative, AUC blends service activities with academic learning experience. AUC’s growing number of service learning courses, demonstrating that the lessons learned in the classroom add real value.

Service-Based Student Clubs

From fund raising to building a library in an underprivileged village to hosting an annual conference, AUC has been an active participant in running community service clubs that work with the elderly, support children, and target the needy.

AUC has some of the only professionally accredited programs in the region, including construction, electronics and mechanical engineering programs, which are accredited by the Accreditation Commission of ABET, the School of Business, whose business programs are accredited by the Association of Schools of Business International.

Through AUC’s six schools and 30 undergraduate programs, AUC students will carry collaborative research projects with faculty, pursue internships with local, national and international organizations.
If you are copying and pasting text from a word file or existing web page, first copy and paste the text in Notepad (on a PC) or TextEdit (on a Mac) to clear it of any formatting, then copy and paste it from Notepad or TextEdit into your web page editable area.

You have to follow the AUC Editorial Style Guide while writing or editing any content on the AUC website. (http://www1.aucegypt.edu/resources/styleguide)
FOURTH: INSERTING LINKS
There are two kinds of links that can be created:

1. *Links to web pages in your site.*
2. *Links to external web pages (any web page outside your web site).*

1- **Linking to Web Pages in Your Site**
   1- If you would like to link to an existing web page in your site, highlight the text that you would like to be linked and click on the hyperlink icon in the text toolbar.

2- **Click Pages on the first pop-up window.**

3- You will see a list of the web pages in your site. Select the page you want to link to, click OK to close the pop-up window, and then OK again.
2- Linking to External Web Pages

1. Highlight the text that you would like to be linked
2. Click on the hyperlink icon in the text toolbar

3. In the Selected URL field, copy and paste the web address you would like your link to go to (see Image 7).
   a. If the address/page you want to link to is outside the AUC Website ([http://www.aucegypt.edu](http://www.aucegypt.edu)), then you have to copy the whole URL, starting from http://
   b. If the address/page you want to link to is on the AUC website but outside YOUR website, you can only copy what comes after ([http://www.aucegypt.edu](http://www.aucegypt.edu)). For example, if you are on the Student Life website, and you would like to link to the Academic Calendar page ([http://www.aucegypt.edu/academics/Pages/AcademicCalendar.aspx](http://www.aucegypt.edu/academics/Pages/AcademicCalendar.aspx)), you only copy (/academics/Pages/AcademicCalendar.aspx) inside the Selected URL field. Please pay attention to copy the URL omitting the www.aucegypt.edu part. This is very important.

4- Click OK.

5- If you need to add a link to document in the navigation, please contact Marian Nassif ([m.mamdouh@aucegypt.edu](mailto:m.mamdouh@aucegypt.edu)).

6- If you want to remove a link, highlight the linked text and click the unlink icon

1- If the address/page is outside the AUC Website, make sure to “Open in a New Window”

Right click on the link, then Properties.
FIFTH: INSERTING AND LINKING TO DOCUMENTS
(doc/docx/pdf/xls/xlsx/ppt/pptx)

1- Documents Uploading Regulations

Turn your documents into web pages or online forms:

Now that we are trying to move all the more towards the best usability and efficiency standards, we are minimizing the number of uploaded documents on the AUC Web site. We do recommend that you turn your document into a web page or an online form.

First: Forms:
Forms can be online through the following steps:

Create, send, share, and edit a form
Google forms are a useful tool to help you plan events, send a survey, give students a quiz, or collect other information in an easy, streamlined way. A Google form is automatically connected to a spreadsheet with the same title. When you send or share a form, recipients’ responses will automatically be collected in that spreadsheet.

Create and send a Google form

You can create and share a form from your Documents List or from any existing spreadsheet.

Create a form from your Documents List:

1. Click Create new > Form. The form you create will be connected to a spreadsheet of the same title that collects all of the responses. Responses will be collected in the first tab of this spreadsheet.
2. In the form template that opens, you can add any questions and options you’d like.

Create a form from a Google spreadsheet:

1. Click the Tools drop-down menu, scroll to Form, and select Create a form. The form responses will be collected in the tab from which you create the form.
2. In the form template that opens, you can add any questions and options you’d like.

If you’re creating a form from a spreadsheet, the next time you open the spreadsheet, a Form menu will appear in the menu bar.

Add items and questions to a form

You can add different types of questions to your forms by clicking Form in your spreadsheet and Add item at the top of the editing page. Here are some of the question types you can choose: checkboxes, grid, drop-down lists with options, multiple choice, paragraph text, which allow for long answers, and scale, to ask your invitees to grade something in a scale from 1-5, for instance.

Add section headers if you’d like to divide your form in sections to make it easier to read and complete. Simply select Section header from the Add item drop-down menu.
Each section header can have a title, which appears in a larger font, and a section description.

**Split questions into multiple pages**

If you've created a long form, for example, and would like to make it easier for your respondents to fill it out, you can add page breaks. From the **Add item** drop-down menu, select **Page break**.

**Helpful tips**

- You can edit the confirmation message that people filling out your form see after submitting their responses. Click the **More actions** drop-down menu at the top-right of the form, and select **Edit confirmation**.
- If you've edited a form and need to send it again, click the **Edit and resend** button in the lower-left corner of the **Share** tab.

Send or share your Google form
When you've completed your form, you can send it to form respondents via email or by sharing the form on Google+.

**Send a form via email**

- Open your form from your Documents List or from the form's associated spreadsheet.
- Click **Email this form** once you've finished adding your questions.
- Add the email addresses of the people to whom you want to send this form.
- Click **Send**.

**Edit a form question**

Here are some of the things you can do with your questions:

- **Edit**: To edit an existing question, just click the **Edit** button to the right of the question you want to edit.

- **Delete**: To delete a question, click the **Delete** button to the right of the question you want to delete.

- **Duplicate**: To duplicate a question, click the **Duplicate** button to the right of the question you want to duplicate.

**Reference:**

[http://support.google.com/docs/bin/topic.py?hl=en&topic=1360904&parent=1360868&ctx=topic](http://support.google.com/docs/bin/topic.py?hl=en&topic=1360904&parent=1360868&ctx=topic)

N.B. Please note that after building your online form, you need to contact Marian Nassif (m_mamdouh@aucegypt.edu) to add it into the AUC template.

**Second**: Documents that can be changed into a web page are recommended to be handled as such
In that sense, you will have more advantages:

- you will have a more user friendly means of displaying the info
- the user can search much easier within the pages for any desired item and this option that is not
- provided when we link to a document
- it will be much easier to update and to edit as well
- the information will be reached in less number of clicks
- If you need a printable version, we can add Print Friendly Version button to the page.

For support on how to turn your document into a web page, contact Sahar Farag at (saharf@aucegypt.edu)

**IMPORTANT NOTE:**

*All promotional documents whether they goes for print, or are uploaded on the Web site or linked to social media pages have to be approved by the Office of Communications Design Unit to make sure that they have no branding or editorial issues. Promotional documents that are not abiding by the branding or editorial guidelines will be de-linked from the Web page until corrected. Promotional material includes but is not confined at: event invitations, flyers, promotional brochures, etc……*

*Documents are approved through the form*
http://pacs.aucegypt.edu/initiateproject/initiate_form.aspx

*Approval of documents uploaded online follow the same regulations as the print documents, which can be checked at.*

**2- To link to a document, it has to be:**

1- Uploaded to the system

2- Submitted to approval

3- Linked to from a text/image inside a page
These steps have to be done in the same order they have been stated. Meaning, you cannot link to a document that had been only uploaded to the system. It has to be submitted for approval, but not necessarily approved.

1- Uploading a File to the System
1. Go to the page where you want to link to the document
2. Click Site Actions
3. Click Manage Content and Structure

4. You will notice a Library for Documents. Click Documents to view all the documents you have already uploaded previously
To upload a new document, click New at the top, then click Item

Browse for the document you want to upload from your desktop to the system, choose it, click OK, then OK again
7. Then click “Check In” to check in the document. At this point you can rename your document. **It is important to also have a short name. Also no special characters are allowed, just underscores.**

Don’t include spaces in any document name. You can use underscores instead¹.
8. You will find the document that you uploaded has been added to the documents library and its status is “Draft”.

2- Submitting the document for approval

1. Hover on the document to be submitted for approval.
2. You will see black arrow pointing downward. Click it.
3. A menu will open, at the end of the menu, click Submit for approval or publish or publish major version. The three do the same function.
4. Click OK, and then click Start to start the approval workflow for the document.
5. The document is now submitted for approval and its status is no longer “Draft”, it is now “Pending”
3- Linking to Document from Inside a Page that is already uploaded
1. Highlight the text that you would like to be linked and click on the hyperlink icon in the text toolbar.

2. Click Current Site: Documents on the left pop-up window. You will see a list of the documents you uploaded. Select the document you want to link to, click OK to close the pop-up window, and then OK again.

SIXTH A: INSERTING AN IMAGE IN THE PAGE BODY
To insert an image, it has to be:
1- Of a suitable size
2- Uploaded to the system
3- Submitted to approval
4- Inserted in the page

These steps have to be done in the same order they have been stated. Meaning, you cannot link to a document that had been only uploaded to the system

1- Resizing an Image to suit the Web site

Before uploading the image to the server, make sure to resize the image according to its use and does not exceed 72 inch/px in resolution.

   a- Banner image width 722px.
   b- Right image width 180px.
   c- Image inside text 140px.

Two proposed options are Microsoft Image manager and Adobe Photoshop.

Microsoft Image Manager

1- Right click the image you want to resize -> open with -> Microsoft Image Manager
2- Click Edit Pictures … on the top horizontal bar
3- Click resize on the right vertical bar
4- Select predefined width x height from the resize settings -> Web - Large (640 x 480 px)
5- Save the image

Adobe Photoshop

1- Open the image in Photoshop
2- Go to the image menu -> Image Size -> type in 700px or less in the width
3- Make sure that the constrain proportions button is checked.
4- Click Ok
5- Save the image

2- Uploading image to the system

1- Go to the page where you want to insert the image in
2- Click Site Actions
3- Click Manage Content and Structure

4- You will notice a Library for Images. Click Images to view all the images you have already uploaded previously

5- To upload a new image, click New at the top, then click Item
6- Browse to the image you want to upload from your desktop to the system, choose it, click OK, then OK again.

7- Then click Check-in to check in the image. At this point you can rename the image.
Do not include spaces in any image name. You can use underscores instead.

8- You will find the image that you uploaded has been added to the images library and its status is “Draft”.

3- Submitting the image for approval

1. Hover on the image to be submitted.
2. You will see black arrow pointing downward. Click it.

It is important to also have a short name. Also no special characters are allowed, just underscores.
3. A menu will open, at the end of the menu, click Submit for approval or publish or publish major version. The three do the same functionality.

4. Then click OK, and then click Start to start the approval workflow for the image.

5. The image is now submitted for approval and its status is no longer "Draft", it is now “Pending”

4- Inserting the Image inside a Page

1. Go to the image in which you want to insert the images
2. Click the insert image icon
3. Double click on Publishing Images
4. A list of all the images that have been uploaded on this site will show at the left. Click on the image you want to insert and click **Insert**

- You can easily cut and paste the image and move it around the page as if you’re manipulating an image in a Microsoft Word Document.
- You can edit the properties of the image (size, border, alignment) by right clicking on the image and clicking on **Set Image Properties**
- If you change the image width, click the **Constrain** icon so that the height is automatically changed accordingly. Do not change the width to a size that is more than the original image size to avoid pixilation.
SEVENTH: CREATING THUMBNAIL IMAGES AND LINKING TO ORIGINAL IMAGES

1. Upload the original image making sure it does not exceed 800 KB in size
2. Submit images for approval.
3. Click the insert image icon.
4. Double click **Publishing Images**
5. A list of all the images that have been uploaded on this site will show at the left. Click on the image you want to insert and click the **Create Thumbnail icon**
6. Specify the dimensions of the thumbnail for example 100 px * 100 px. Then click **Create**
The thumbnail image that has just been created is an image that has been uploaded to the system but it is still a draft. It needs to be submitted for approval first before using it.

7. Once the thumbnail image has a “pending” approval status, you can now insert the thumbnail image into the page. Go to the page in which you want to insert the thumbnail images.
8. Click the insert images icon.
9. You will find the thumbnail photo creates and added to the Publishing Images list. Click insert to insert the thumbnail version of the image.

3 To navigate to any document, image or page goes to the site actions menu (top right corner of the page) -> view all site content. If you want to go to a page, go to the list called pages, click the page you want to go to. Similarly for documents and images.
10. To link the thumbnail image to the original image, click on the inserted thumbnail image, and click on the **Insert Link** icon.

11. Browse to the original image in the images library using the **up** icon.

**EIGHTH: TABLES**

1. Click the **Insert Table** icon.

2. You can specify the number of columns/rows you would like to have in table through the +/- signs. Also you can edit the properties of the table.
3. The tab Table Properties allows you to specify general properties for the table. The tab Cell Properties allows you to specify the same properties but for a specific cell.
4. When you’re done, click OK.
5. If you want to go back and reset some properties right click the table. A long menu will pop up with different options, if you want more options you can select the last option (Table Properties)

NINTH: SAVING AND SUBMITTING YOUR UPDATES
1. After you make all the changes needed, you have to “Check in to Share Draft”. This feature would allow you to:
   a. See the changes done as it will appear online
b. Save all the changes so when you log in again to the authoring server, you will see the latest changes you have made and can continue to make further changes

2. Then click “Submit for Approval” Click OK. Your pages have now been submitted to a web editor who will review them before publishing them to the live site.

3. If you need to edit the page once again, click on “Edit page” then “Continue and Edit”, this will cancel the workflow only, but will not cancel your previous changes or addition to the page. After you are done submit the page for approval again.

TENTH: IMPORTANT GUIDELINES

1. Any text copied to the page editor has to be copied from notepad or text editor.

2. Do not use special characters and/or spaces when naming pages, documents, or images (only underscores, letters and numbers allowed).

3. Use a maximum of two words with no spaces (or they can use an underscore to separate words).

4. Do not forget to submit images/documents you have included in the page for approval, which prompts a credential request when accessing the page. Users should remember to always also submit any images and documents relevant to the page they are submitting for approval.

5. Checking-in a page to save your work.

6. Submit the page for approval to have it go live.

7. Images resolution for all images cannot exceed 72 pixels/inch, you can resize them using Microsoft Image Manager or Adobe Photoshop.

8. Approval requests go live after 1 working day if they have no problems.

9. If the page/ document/ image submitted for approval does not go live within next day or prompting for credentials please contact Ghaydaa Fahim (gfahim@aucegypt.edu).

10. If you have any other technical problem please contact Marian Nassif (m_mamdouh@aucegypt.edu).

11. If you need to add a flyer for an Event, it should be approved from the Office of Communications first.
TWELFTH: FAQs

1- My web page prompts for credentials
Make sure the page is submitted for approval as well as all the images and documents you’re using/linking to from the page. If you’re sure that the status of the page is pending or awaiting approval, kindly contact Ghaydaa Fahim (gfahim@aucegypt.edu).

2- How do I add a dynamic (Flash) component to my web page?
You have to design the flash component with the help of Mohamed Radwan (m_radwan@aucegypt.edu). Mohamed Radwan will be sending you a file with a .swf extension. This file should be uploaded to a server to be accessible by web site users. To upload the .swf file to the server you’ll need to contact Mohamed Kamal (m_kamala@aucegypt.edu) to request an ftp account. Once an ftp account is created for you will be receiving an e-mail with how you can upload your .swf file to it. The final step is to embed the .swf file or the flash component into your web page. Create a new page with the Title – Flash Generic layout. If you want to embed the flash component to an already existing page make sure to change its layout to Title – Flash Generic layout. To change the layout of a page kindly refer to question to in the FAQs Section. Click edit page. In the multimedia URL type in the URL of the flash component as per Mohamed Kamal’s e-mail. Type in the width and height of your flash components in the corresponding fields and check in the page to see how it looks.

3- How do I add a slideshow to my web site?
Please Marian Nassif (m_mamdouh@aucegypt.edu).

4- Can I play a video inside my web page?
Yes. Follow the same steps in question 3 in the FAQs section. In this case your file will not be a .swf file, it has to be one of the following formats: QuickTime (.mov), Flash (.swf), MPEG videos (.mpeg,.mpg), Windows Media Videos (.avi or .wmv), Real Player Videos (.rm).

5- When do I contact when I need amendments in the right navigation?
If you want to add a link to a page, it will be added automatically once you create a new page. If you want to hide a link or change the order of the links e-mail Marian Nassif (m_mamdouh@aucegypt.edu).

6- My image seems distorted, how can I fix that?
Make sure to **crop** the image to the right size before uploading it to the images library.

7- **The color of the link on my web page isn't blue**
    Go to the page that has the problematic link, click edit page. Click on the colored link.

8- **What colors am I allowed to use on my web page?**
    Please visit the [Design and Editorial Guidelines](#) page of the Office of Communications for all the details.

9- **Can I use the Facebook Logo on my web page?**
    You can use [this](#) logo. Download it and upload it to your web site images library and link to it from the page you wish.

10- **How do I create a nice looking FAQs page?**
    This is still under development by the UACT. For inquiries please contact Maha Shawki ([mahe5@aucegypt.edu](mailto:mahe5@aucegypt.edu))

11- **I want to embed a YouTube video into my web page?**
    This is still under development by the UACT. For inquiries please contact Maha Shawki ([mahe5@aucegypt.edu](mailto:mahe5@aucegypt.edu))