Login to CMS

1. Type [http://cms.tc.columbia.edu](http://cms.tc.columbia.edu) on the address bar of the Internet browser.
   ⇒ You will be redirected to the Columbia University login page.
2. Login with your Columbia University Network Id (UNI) and Password.
   ⇒ If you do not know your UNI, need to create/activate one or forgot your password, visit [http://uni.columbia.edu/](http://uni.columbia.edu/).

⇒ If your UNI and password are correct, you will be redirected to the TC-CMS main menu page.

Accessing the Content of Your Website

Your menu will ONLY show the modules you have permission to modify.

- **Department Module**
- **Program Module**
- **Center Module** (for centers of research, admin offices and all other websites)
- **Faculty Module**

3. Click on the module that corresponds to the type of website content you need to edit.
4. You will see the “Select a Department/Program/Center” screen.
5. Choose the Department/Program/Center to modify from the dropdown menu and click on the button.
6. You will see the “Basic Information” edit screen (see next section).
1. Modify the basic contact information as needed by highlighting existing text in the textboxes and typing the new information or by entering new text.
   ⇒ Keywords: words that users can type on the TC web search engine to find your department/program/center’s website. Type them separated by commas.
   ⇒ Short description: short overview of your department/program/center for listing in other parts of the TC website.

   ! You will need to contact the office of the TC website to update items that are not updatable on this form.

2. Click the **Update Department/Program/Center** button to save the changes to the basic contact information.
Clicking on any “Save Changes” or “Update…” button in CMS updates the information in the database. However, the actual information on the website is updated every 2 hours (on the even hours). Therefore, you might have to wait in order to see the changes displayed on your website.

The information on the “Basic Info” screen appears in several parts of the website, e.g. the footer, window title.

Different pieces of the basic information can be turned on/off on the website depending on your needs.
The Detailed Information Screen

The “Detailed Info” Screen consists of two areas:

1. A form
   - The form is blank when you first click on the “Detailed Info” tab.
   - Add new items by typing the “Title”, “Rank” and “Description/Test/HTML”, choosing the appropriate category and checking the “This item is a SubMenu” checkbox if necessary.
   - The form will show the content for you to edit when you click on an item from one of the content categories at the bottom of the page.

2. A listing of content categories
   - Content categories are represented by generic CMS names which display as a link (e.g. Description) and are preceded by a + or - sign.
   - They represent collections of menu/submenus in your website.
   - The generic names do not appear on your website. What appears is the “Menu Label”.
   - Content categories are not in the order in which the content appears on the website.
   - Categories can hold content that does not appear on the menu of the website (e.g. content that is not yet ready for public display or content that will be accessible from locations other than the menu).

To edit the wording, order and/or display options of a main menu item on the website:

1. Click on the edit label & order link.
   - The following window appears:
2. Enter the wording for the menu in the “Label” text box.
The Detailed Information Screen (cont.)

3. Choose a number from the “Rank” drop down menu to set the order in which the main menu item will appear on the website.
   ⇒ The lowest number will be the first main menu item.
   ⇒ The highest number will be the last main menu item.

4. Indicate whether the whole category should be included or excluded from the website.
   ⇒ No Exclusion: the content will appear as one of the options on the main menu of the website.
   ⇒ Exclude from Menu: the content will not appear as an option on the menu but can be made available through other areas of the website.

To edit the wording, order, content and/or display options of a submenu item on the website (or flyout in some templates):
   ⇒ Click the category link (e.g. Description) to display its contents. Its bullet changes from [+] to [-].
   ⇒ Click the title of the section you want to edit OR the Edit link to modify the information in the text editor.
   ⇒ Click View to see a sample Internet page displaying the information. (Keep in mind that the actual format displayed in your website will vary from this preview because of the style choices specified for the website.)
   ⇒ Click Delete to eliminate the information from the database.

When you click on the title of a category item within a category or its Edit link, its content populates the form at the top of the “Detailed Info” Screen (see next section for info about the functionality of this form).
1. Add / Edit the section Title.

2. Select an appropriate category.

3. Assign a rank number to specify the order in which you want this item displayed in your website menu. This should be done beginning with number 5 and continuing in increments of 5. Doing it this way will facilitate inserting other menu items later.
   ⇒ The item ranked lowest will be the first submenu.
   ⇒ The item ranked highest will be the last submenu.

4. Click the “This item is a SubMenu” checkbox if you want the title of a particular section to be displayed as a link on your department/program/center website menu.

   To eliminate an item from the menu:
   ⇒ Uncheck the “This Item is a Submenu” checkbox.
     - OR -
   ⇒ Delete the item (if you know you won’t need it anymore).
   ⇒ Save your changes.

   To move an item between categories:
   ⇒ Open the item by clicking on the title or the “Edit” link (in the content categories at the bottom of the “Detailed Info” screen.
   ⇒ Select a different category from the “Category” dropdown menu.
   ⇒ Save your changes.

Appropriate Titles
The title you enter here will appear on your website as the submenu link (or flyout) if you identify it as a SubMenu item.
⇒ Use titles that are as succinct as possible but very descriptive of the contents of the section.
Add / Edit the information using the various format options which work like most word processors.

Switch view buttons
- **Normal** corresponds to the edit view.
- **HTML** displays the HTML programming code behind your content. This allows you to directly edit the HTML code.
- **Preview** allows you to preview the content within the text editor. You can test absolute links (links that include the full URL as opposed to links that are relative to your website).

The “**View This Information**” link allows you to see the whole section within the CMS page. Notice that the actual display on the website will vary because of particular style specifications that match your website’s color scheme, layout and formatting.

**To cancel modifications just click on any other links on the page. Your changes will not be recorded unless you click on “Save Changes”**.

Use to upload .jpg or .gif images to your department/program/center CMS website. You will need, then, to insert the image(s) into the desired piece of content (See Appendix A for instructions on how to use the “Insert Image” dialog box).

Click the “Save Changes” button  

Use to upload different kinds of documents (e.g. .pdf, .doc, .ppt, .xls) to your department/program/center CMS website. You will need, then, to insert the file(s) into the desired piece of content (See Appendix B for instructions on how to use the “Insert Image” dialog box).

so that your changes are updated on the CMS database.

Click the “Delete Department/Program/Center” button to eliminate this section from your website.

1. Click on the Affiliations tab.

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The Detailed Information Screen (cont.)

The Text Editor

- **Find/Replace**
- **Cut/Copy/Paste**

**Paste from Microsoft Word**
Use this button to clear extraneous Microsoft Word formatting that will interfere with the formatting of the website.

**Clean Up HTML**
Use this button to clear formatting that is interfering with the formatting of the website. Click on all buttons except the first one (“Remove All HTML Tags”).

- **Delete**
- **Undo**
- **Redo**
- **Bold**
- **Italic**
- **Underline**
- **Strike-through**
- **Subscript**
- **Superscript**
- **Highlight**
- **Font Color**
- **Text Justification**
- **Numbered Lists**
- **Bullet Lists**
- **Add/Remove Indentation**
- **Remove Formatting**
- **Heading/Paragraph Style**
- **Font Size**
- **Font Type**
- **Insert/Remove Links**
- **Insert Horizontal Line**
- **Insert Special Characters**
- **Insert Anchors**
- **Enlarge Editor**
- **Spell Checker**

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The Detailed Information Screen (cont.)
The Text Editor

- Insert Table
- Modify Table
- Insert Rows
  - Before
  - After
- Delete Row
- Insert Column
  - Before
  - After
- Delete Column
- Split Cells
  - Horizontally
  - Vertically (Only for cells that have been previously merged)
- Merge Cells
  - Right
  - Down
- Insert Media
  - Image/Photo
  - Downloadable Files
  - Link to the old Asset Manager

SELECT [ ]  BASIC INFO  DETAILED INFO  AFFILIATIONS  SURVEYS  EVENT MANAGER  MORE OPTIONS
The Detailed Information Screen (cont.)

How We Display the Detailed Info on the Website

- Title of Item Becomes
  - Label for the link on the flyout submenu of your website menu
  - Additional heading for the page.
  - Links on the menu on side bar (if requested)

- [Text in Bracket Becomes]
  - Label for the link item on the main menu.
  - Main heading for the page.
  - Main heading for menu on side bar (if requested)

To modify an existing marketing blurb, click on the "Edit" link next to the blurb in question and then use the edit form to modify the blurb. To delete a blurb, click the corresponding "Delete" link next to the blurb.

SELECT [ ] BASIC INFO DETAILED INFO AFFILIATIONS SURVEYS EVENT MANAGER MORE OPTIONS
The Detailed Information Screen (cont.)

How We Display the Detailed Info on the Website

The Content on the Description/Text/HTML Text Editor Usually Becomes
⇒ The content on the page

Other pieces of content can be used in different ways depending on your needs.
2. The Affiliations screen appears. You have the opportunity to link courses, instructors and centers to your department/program/center.

**To Affiliate Courses to Your Website**

a. To **unlink** a course from your department/program/center, scroll up or down the list on the right until you **find the course** you want to unlink, select it, then click on the **left arrow**. The course will be eliminated from the list to the right.

b. To **link** a course to your department/program/center, scroll up or down the list on the left until you **find the course** you want to link, select it, and click on the **right arrow**. The course will now appear at the bottom of the list to the right.

c. If you’re done making associations, scroll to the bottom of the page and click on the **Save Changes** button to save these affiliations to the database. You will see a **Changes Successfully Saved!** confirmation message on the top portion of the screen.

⇒ Otherwise, continue to the following section.

**To Affiliate Instructors to Your Website**
The Affiliations Screen (cont.)

a. To **unlink** an instructor to your department/program/center, scroll up or down the list on the right until you **find** the name of the **instructor** you want to unlink, select it, then click on the **left arrow**. The instructor name will be eliminated from the list to the right.

b. To **link** an instructor to your department/program/center, scroll up or down the list on the left until you **find** the name of the **instructor** you want to link, select it, then click on the **right arrow**. The instructor will now appear at the bottom of the list to the right.

c. If you’re done making associations, scroll to the bottom of the page and click on the **Save Changes** button to save these affiliations to the database. You will see a **Changes Successfully Saved!** confirmation message on the top portion of the screen. Otherwise, continue to the following section.

### To Affiliate Courses to Your Website

a. To **unlink** a center to your department/program/center, scroll up or down the list on the right until you **find** the name of the **center** you want to unlink, select it, then click on the **left arrow**. The center name will be eliminated from the list to the right.

b. To **link** an center to your department/program/center, scroll up or down the list on the left until you **find** the name of the **center** you want to link, select it, then click on the **right arrow**. The center will now appear at the bottom of the list to the right.

c. If you’re done making associations, scroll to the bottom of the page and click on the **Save Changes** button to save these affiliations to the database. You will see a **Changes Successfully Saved!** confirmation message on the top portion of the screen.

*For Center or Office websites, you can also affiliate departments in the same way.*
The Event Manager Screen

The Event Manager has three options:

- **Events: Browse by Month**
  - Use the “Browse by Month” option to browse to previous/current/future months to see events already entered for them.

- **Add a new event**

- **Navigate to previous months**

- **Navigate to future months**

- **Edit an existing event**
Events: Add New

Use the “Add New Events” screen to add events associated to your department/program/center.

1. Enter a title for the event.
2. Enter a description.
3. Select the type of event you are adding.
4. Enter the location of the event.
5. Choose the beginning and ending dates and times from the pull down menus.
6. Enter a website associated with the event for more info as well as contact information.
7. Click “Yes” or “No” depending on whether you want to publish this event simultaneously to the school-wide calendar.
8. Click “Yes” or “No” depending on whether you want to display this event on the left side of the eBoard (event listing).
9. Select RSVP options (and contact our office if you’d like this enabled for the event).
10. Click the **Add New Event** button to add it to the database. ⇒ You will see a **Successfully Added New Event!** confirmation message at the top of the screen.

Editing Department/Program/Center Events

The bottom portion of the Events screen lists all the events that have been associated to your Department/Program/Center. The side bar also lists the events that have been recently added/updated.

1. To edit an event’s details, click on the event title or on its associated “Edit” link.
The Event Manager Screen (cont.)

Editing Department/Program/Center Events (cont.)

⇒ You will see the same screen but this time the textboxes contain the information that was previously entered for the event.
2. Modify the necessary information and press the Update Event button.
⇒ A Successfully Updated Event! confirmation message displays at the top of the screen.

Duplicating Department/Program/Center Events

You can duplicate an event that repeats so you don’t have to enter all the info again.

1. Click on the event and click on the Copy Event button.
⇒ You will see a warning dialog box.
2. The duplicate event appears on the list at the top right of the screen with the word “COPY” attached at the end of the event title (and link). It is visible only if the event title is not too long.
3. Click on the duplicated event title to update the info.
4. Modify the necessary info and click on the Update Event button.
⇒ A Successfully Updated Event! confirmation message displays at the top of the screen.

Deleting Department/Program/Center Events

1. To delete an event, click on the event’s “Delete” link.
⇒ If you are already on the Edit Event screen with an event’s details listed in the textboxes, you can also click on the Delete Event button.
⇒ You will see a warning dialog box.
2. Press OK to delete the event.
⇒ A Successfully Deleted Event! confirmation message appears at the top of the screen.
Your website can be set up to automatically display a list of upcoming events in the page as you deem appropriate.

Clicking on any event will lead you to an events page that can provide detailed information about the event and a calendar view of the events.

Clicking on a highlighted day on the calendar will give you a list of the events for that day.
Clicking on any “Save Changes” or “Update…” button in CMS updates the information in the database. However, the actual process of updating the information on the website begins every 2 hours (on the even hours). Therefore, you might have to wait between 30 minutes to one hour after every even hour in order to see the changes displayed on your website.
Appendix A: Inserting Images

Images must be resized using an image editing program such as Adobe Photoshop or Macromedia Fireworks BEFORE uploading to CMS. Contact our Office if you have questions regarding how much to resize depending on what you want to do with the image.

The “Insert Image” dialog box

1. Inserting an image in the content is a 2-step process
   ⇒ Uploading the image to the server
   ⇒ Inserting the image into the content
2. Click on the button on the “Description/Text/HTML” text editor tool bar.
   ⇒ The “Insert Image” dialog box pops up.

This new interface will not allow you to upload newer versions of images to replace old ones. You will have to remove all references to the image within the text. Then, you will have to delete the image from the list. Finally, you upload a new image and insert it on the text.
Appendix A: Inserting Images (cont.)

To Upload an Image

1. Click on the “Browse” button. ⇒ The “Choose File” dialog box pops up.
2. Use the “Look In” drop down menu to navigate to the location in your computer where the image is stored.
3. Select the image and click “Open” ⇒ The image path appears in the textbox on the “Image Upload” area.
4. Click on the “Upload” button.
5. The “Upload” button changes to indicate that the image is being uploaded.
6. When the image uploads, the text box disappears and a confirmation message appears in its place. The image is also listed on the area with the list of images associated to your website.

To Insert an Image into the Text

1. Make sure the cursor is on the exact place where you’d like to insert the image in the “Description/Text/HTML” text editor before clicking on the image you would like to insert.
2. Click on the image you would like to insert. ⇒ The image appears on the image preview area.
3. The image URL appears on the “Insert Image” —> URL textbox.
4. Enter some short/long descriptive text on the “Alternative Text” and “Long Description” textboxes for users with screen readers.
Appendix A: Inserting Images (cont.)

4. Select an option from the alignment drop down menu. If you don’t set an alignment, the image will look like this in relation to the text. The most common options are:

5. Enter a border size in numbers if you want to display a border around the image.
   - The lower the number the thinner the border.
   - The higher the number the thicker the border.

6. Do not do anything with the width and height or constrain proportions checkbox. This will display the actual image dimensions in pixels as was specified when you edited the image using image editing software.

7. Enter the horizontal and vertical spacing between the image and its surrounding text in numbers.
   - The lower the number the less space.
   - The higher the number the more space.

8. The preview area will more or less demo how your image would look with the specifications in 4, 5 and 6.

9. Click on the “Insert Button” to insert the image into the text.

   ➞ When an image has been previously inserted, click on the image and click on the button to edit the image properties.
   ➞ The “Upload again” link will only allow you to upload a new image. It will not allow you upload a new version of a previously uploaded image.
Appendix B: Inserting Downloadable Files

You can upload files of up to 5Mb.

The “Downloadable Files” dialog box

1. Inserting a downloadable file in the content is a 2-step process
   ⇒ Uploading the file to the server
   ⇒ Inserting the file into the content
2. Click on the button on the “Description/Text/HTML” text editor tool bar.
   ⇒ The “Downloadable Files” dialog box pops up.

This new interface will not allow you to upload newer versions of files to replace old ones. You will have to remove all references to the file within the text. Then, you will have to delete the file from the list. Finally, you upload a new file and insert it on the text.
To Upload a File

1. Click on the “Browse” button.
2. Use the “Look In” drop down menu to navigate to the location in your computer where the file is stored.
3. Select the file and click “Open”
4. Click on the “Upload” button.
5. The “Upload” button changes to indicate that the file is being uploaded.
6. When the file uploads, the text box disappears and a confirmation message appears in its place. The file is also listed on the area with the list of files associated to your website.
Appendix B: Inserting Downloadable Files (cont.)

To Insert a File into the Text

1. Make sure the cursor is on the exact place where you’d like to insert the file in the “Description/Text/HTML” text editor before clicking on the button.
2. Click on the file you would like to insert. ⇒ The file URL appears on the “Document Location” —> URL textbox.
3. Enter the wording for the link you would like people to click on to download the file on the “Title” textbox.
4. If you would like the document to open in a new window, select “New Window” from the “Target” drop down menu. (If you don’t make a selection, the file will open on the same window.)
5. Select a “Link Color” by clicking on the small arrow next to the textbox. (If you don’t make a selection, the color of the link will be the same as the other links on your website (as specified in the global style sheets).
6. Do not write anything on the “CSS Class” textbox.
7. Click on the “Insert button” ⇒ The file appears on the “Description/Text/HTML” text editor exactly where the cursor is.
8. When you’re done making changes to the content, make sure you click on the “Save Changes” button.