

Logging into the CMS

Visit www.bluefield.edu/login



User Name: alias@bluefield.edu

Password: bluefield123

You're Account and Dashboard

Customize your dashboard and create your own password

You will automatically be assigned a generic password. After you log-in for the first time please change your password. You can also customize your dashboard to make the CMS tools you use easier to find.

Changing your password –

After logging in click on “my account” at the top left of the page, type your new password into the password field. Please keep your username as your email address.

Customizing your dashboard –

Click the “customize your dashboard” link on the left side of the page. You can now drag and drop icons to different sections of your dashboard.

Steps to create and edit a webpage

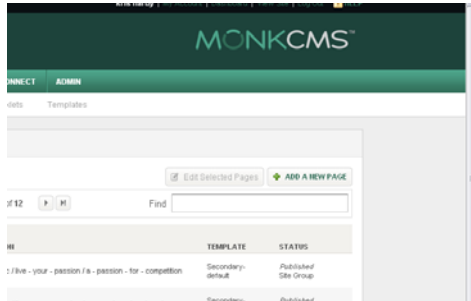
Steps to create a page:

1. From your dashboard click the “content” tab (top left).
2. After you click the “content” tab 1 to 7 sub-tabs will appear depending on your account privileges.
3. Click the “Pages” sub tab.
4. You are now on the Page Manager page.
5. Click “Add a New Page”

Steps to edit a page:

Follow steps 1 – 4 above.

6. All of the existing web pages are listed alphabetically. You can find your page in the list (this may take a while depending on where the page is on the list) or you can use the “find” box to locate your page.



7. Once you find your page click the page name to open the page

Manage a Page

Title: This will be the title of the page. It will appear at the top of the content area of the page, in the browser's title bar and will be used to create the URL (address).

Description: A brief description of the page.

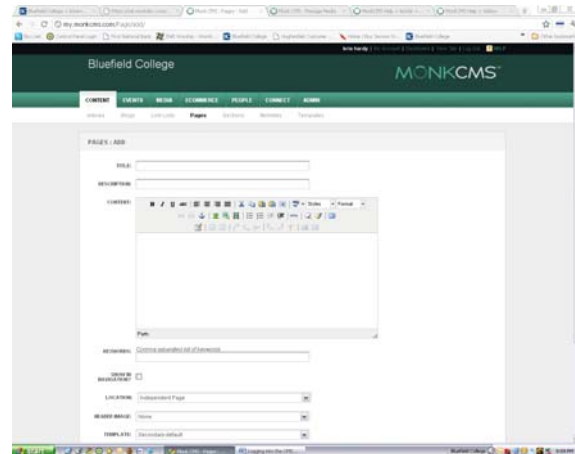
Content: The Description will be displayed in the main content area of the page.

Show in Navigation: If checked, this page will be added to the site's main navigation.

Location: Decides the place in the navigation. For items shown in navigation, after saving, it can only be moved from the navigation manager.

Header Image: All pages must have a header. Work with Kris to develop these images. All header images use “banner-” as a prefix. The default header image is “banner-default”, but multiple banners are provided for different sections of the webpage.

Template: Most pages use the “secondary-default” with the exception of athletics, news, rampage, and library.



Using the WYSIWYG editor

Visit <http://help.monkcms.com/article/using-the-wysiwyg-editor/> for the icon overview.

Copy as plain text:

Always add content as plain text. Pasting text directly into the page from MS Word **WILL CAUSE PROBLEMS!!!** Either paste as plain text using the WYSIWYG or copy from notepad.

Pasting as plain text using the CMS will not hold hard returns.

Headings:

“Paragraph” should be used for the body of the page.

“Heading 3” – should be used for most headings

Third Party Components:

Please check with Kris Hardy before you add any third party components; videos, site counters, etc.

Notes:

Paragraph is the only heading type that holds hard returns.

You can use paste from word to paste in tables. Make sure you highlight text and change to paragraph heading.

Adding a form to the WYSIWYG

Add this to the content section where you want the form.

```
{{  
tag="form"  
find=" find-out-more-about-bc-internships"  
}}
```