## REVISION CONTROL

**Document Title:** CT056 WCMS - Adding Feature Elements – QRG.docx  
**Author:** Campus Training  
**File Reference:** ../SA Training/Production/Training Courses/Web/CT056 WCMS - Adding Feature Elements

### Revision History

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Revised By</th>
<th>Summary of Revisions</th>
<th>Section(s) Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/18/2013</td>
<td>T. Sherman</td>
<td>Created document</td>
<td>All</td>
</tr>
</tbody>
</table>

### Review / Approval History

<table>
<thead>
<tr>
<th>Review Date</th>
<th>Reviewed By</th>
<th>Action (Reviewed, Recommended or Approved)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/10/2013</td>
<td>Colleen Dillaway</td>
<td>Approved</td>
</tr>
<tr>
<td></td>
<td>Don David</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>
## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 WCMS Redesign Series Overview</td>
<td>4</td>
</tr>
<tr>
<td>1.1 WCMS - Adding Feature Elements Overview</td>
<td>4</td>
</tr>
<tr>
<td>1.2 Assumptions</td>
<td>4</td>
</tr>
<tr>
<td>2.0 CSUB Stock Photos – Yahoo Flickr</td>
<td>5</td>
</tr>
<tr>
<td>2.1 Four-step Process</td>
<td>5</td>
</tr>
<tr>
<td>2.2 How to access Yahoo Flickr</td>
<td>5</td>
</tr>
<tr>
<td>2.3 How to download photos</td>
<td>8</td>
</tr>
<tr>
<td>3.0 Editing Photos with Pixlr.com</td>
<td>9</td>
</tr>
<tr>
<td>3.1 Web page image options</td>
<td>9</td>
</tr>
<tr>
<td>3.2 How to crop your photos</td>
<td>9</td>
</tr>
<tr>
<td>4.0 Uploading Photos</td>
<td>12</td>
</tr>
<tr>
<td>4.1 How to upload photos</td>
<td>12</td>
</tr>
<tr>
<td>5.0 Working with Banners</td>
<td>14</td>
</tr>
<tr>
<td>5.1 How to add a Wide Image Banner</td>
<td>14</td>
</tr>
<tr>
<td>5.2 How to add a Split 2 Image Banner</td>
<td>15</td>
</tr>
<tr>
<td>6.0 Working with Department Directory Pages</td>
<td>17</td>
</tr>
<tr>
<td>6.1 How to edit a Department Directory Page</td>
<td>17</td>
</tr>
<tr>
<td>7.0 Working with Video Pages</td>
<td>21</td>
</tr>
<tr>
<td>7.1 How to edit a Video Page</td>
<td>21</td>
</tr>
<tr>
<td>8.0 Working with Feature Panels</td>
<td>23</td>
</tr>
<tr>
<td>8.1 Feature Panel with Pull Quote</td>
<td>23</td>
</tr>
<tr>
<td>8.2 Feature Panel with YouTube Video</td>
<td>24</td>
</tr>
<tr>
<td>8.3 Feature Panel with Text Boxes</td>
<td>26</td>
</tr>
<tr>
<td>8.4 Feature Panel with Custom Links</td>
<td>30</td>
</tr>
<tr>
<td>9.0 Enhancing Content Pages</td>
<td>32</td>
</tr>
<tr>
<td>9.1 How to insert an image</td>
<td>32</td>
</tr>
<tr>
<td>10.0 Getting Help</td>
<td>34</td>
</tr>
</tbody>
</table>
1.0 WCMS Redesign Series Overview

The WCMS Redesign series aims to assist you with redesigning your website. The series concentrates on the WCMS tool and the five basic content templates designed by Articulate Solutions Incorporated. Additionally, it covers adding images from the CSUB stock photos residing on Yahoo Flickr. The series focuses on three main areas of your website:

- Sitemap Panel
- Content Panel
- Feature Panel

As such, this series covers these panels in three parts. The parts of the series are:

- WCMS - Site Mapping
- WCMS - Designing Content
- WCMS - Adding Feature Elements

1.1 WCMS - Adding Feature Elements Overview

WCMS - Adding Feature Elements is the last section of this three part series on website redesign. In this section, you will learn how to use the Feature Panels. You will add images to the Department Directory, Video, Content, FAQ, and Organized Links pages. Additionally, you will learn how to download content from the CSUB stock photos hosted by Yahoo Flickr and to edit photos using Pixlr.com. This guide builds upon the content from the previous guides: WCMS - Site Mapping and WCMS - Designing Content.

1.2 Assumptions

The general instructions herein assume that you:

- Are comfortable with using web applications
- Have the appropriate security access to use the WCMS
- Are responsible for maintaining your website content
- Are familiar with the concepts covered in the WCMS - Site Mapping and WCMS - Designing Content guides
- Are using Mozilla FireFox, the preferred web browser for the WCMS
2.0 CSUB Stock Photos – Yahoo Flickr

The CSUB stock photos are located on the Yahoo Flickr website. You can use these photos for your web pages. For specific guidelines on the photos, see the Web Standards Manual at [http://www.articulate-solutions.net/wcmtraining/downloads/CSUB_Web_Style_Guide.pdf](http://www.articulate-solutions.net/wcmtraining/downloads/CSUB_Web_Style_Guide.pdf). For questions regarding the CSUB photo policies, please contact Public Affairs and Communication.

Hundreds of photos are available on Flickr. These photos are arranged in collections, such as Commencement 2012, NSME, Campus Buildings & People, and many more. The collections cover a wide range of subjects, such as students, CSUB campus, the President, and more.

2.1 Four-step Process

To use these photos on your web pages, you will follow a four-step process. First, you will select and download a photo from Flickr. Second, you will edit the photo to the appropriate dimensions and content. Third, you will upload the photos to your web site. Lastly, you will add the photo to the desired web page.

<table>
<thead>
<tr>
<th>#</th>
<th>Steps</th>
<th>Illustrations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1. Download Photo from Flickr</td>
<td>![Firefox screenshot]</td>
</tr>
<tr>
<td></td>
<td>• See Sections 2.2 - 2.3</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2. Edit Photo at Pixlr.com</td>
<td>![Pixlr screenshot]</td>
</tr>
<tr>
<td></td>
<td>• See Section 3.1</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>3. Upload Photo</td>
<td>![Upload screenshot]</td>
</tr>
<tr>
<td></td>
<td>• See Section 4.1</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>4. Add Photo to web page</td>
<td>![Add photo screenshot]</td>
</tr>
<tr>
<td></td>
<td>• Various sections</td>
<td></td>
</tr>
</tbody>
</table>

2.2 How to access Yahoo Flickr

These instructions will guide you in accessing the photo collections on Yahoo Flickr.

1. Open Firefox and navigate to: [www.flickr.com](http://www.flickr.com)

2. When the page appears, click Sign In
3. On the Sign in to Yahoo! page,
   - In the **Yahoo! ID**, enter csubpr@yahoo.com
   - In the **Password**, enter pac123
   - Click the **Sign In** button

4. The Flickr page opens. In the web browser address bar,
   - Enter the following text:
     http://www.flickr.com/photos/csubedu

5. When the CSU Bakersfield’s photostream page opens,
   - Click the down arrow next to **More**
   - Click **Collections**

6. Now, you can view the photos by collections. To view the photos,
   - Click a collection, such as **University Life**

7. When a collection opens, it displays the sets associated with it. The University Life collection has seven sets. Each set has a number of photos. To view the photos,
   - Click any set, such as **Runner Park**
8. The set opens to display thumbnails of its photos. You can click any thumbnail to view a larger image or click the Slideshow button to view all the photos.
   - Click the Slideshow button

9. In the Slideshow mode, the photos automatically show. To stop the slide show,
   - Click the Back to …, such as Back to CSU Bakersfield’s Runner Park set.

10. To select a photo,
   - Click the desired thumbnail

11. The thumbnail opens as a larger image. If you are satisfied with this selection, you can download it.
## 2.3 How to download photos

Once you have selected a photo, you can download it. These instructions will guide you in downloading a photo.

<table>
<thead>
<tr>
<th>#</th>
<th>Steps</th>
<th>Illustrations</th>
</tr>
</thead>
</table>
| 1. | From the selected photo,  
- Click the **Actions** button  
- Click **View All Sizes** | ![Illustration of Actions button and View All Sizes] |
| 2. | On the Photo/All sizes page,  
- Click the **Large 2048** link | ![Illustration of Large 2048 link] |
| 3. | When large image appears,  
- Right-click on the image  
- Select **Save Image As** | ![Illustration of Save Image As] |
| 4. | In the Save Image dialog box,  
- Navigate to the desired folder, such as **Pictures**  
- In the **File name**, enter a name for your photo, such as **student union**  
- Click **Save** | ![Illustration of Save Image dialog box] |
| 5. | You have successfully downloaded a photo and completed step 1 in the 4-step process. You may want to continue to 3.2 How to crop your photos on page 9 for instructions on editing your photo. |
3.0 Editing Photos with Pixlr.com

The Pixlr editor is a free photo editor. It offers features such as adding rounded corners, cropping, and many more. This guide will focus only on the cropping feature.

3.1 Web page image options

Before cropping your photo, you may want to consider what options the WCMS tool supports. Based on our WCMS templates, you have five options for photo usage. The options are as follows:

<table>
<thead>
<tr>
<th>Option</th>
<th>Photo Dimensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wide Image Banner</td>
<td>960x236</td>
</tr>
<tr>
<td>Split 2 Image Banner (2 photos)</td>
<td>720x236 and 240x236</td>
</tr>
<tr>
<td>Main Content area, such as an Inline photo</td>
<td>430px max width</td>
</tr>
<tr>
<td>Feature box image</td>
<td>240px width</td>
</tr>
<tr>
<td>Directory head shot</td>
<td>80x110</td>
</tr>
</tbody>
</table>

The photo dimensions specify the appropriate width x height of the photos in pixels (px). These dimensions are important, when you crop your photos. The photos will not work on the website, if you choose the wrong dimensions.

3.2 How to crop your photos

Before you begin, make note of the dimensions for photo option you are using. These instructions will guide you in editing a photo.

1. Open Firefox and navigate to: pixlr.com/editor

2. When the page appears,
   - Click Open image from computer
3. In the Open dialog box,
   - Navigate to the desired folder, such as *Pictures*
   - Click the desired photo, such as *student union*
   - Click *Open*

4. Your photo opens in the Pixlr editor.

5. To begin,
   - In the Constraint, click the down arrow and select *Output size*

6. Using the dimensions you noted earlier,
   - In the *Width*: enter the desired size, such as 960
   - In the *Height*: enter the desired height, such as 236

7. Use you drag a box onto your image by holding down the left mouse button, while dragging toward the right.

8. A grid appears on the photo.
   - Drag grid over the area you want in your photo
   - Click the Enter key on your keyboard

9. In the Confirm box, click *Yes* to apply the changes
10. Your photo is cropped to the dimensions you specified and the area you selected.

11. To save the cropped version of your photo,
   - Click File
   - Click Save

12. In the **Save Image** box,
   - In the **Name**, give the photo a new name, such as *student union – Wide banner*
   - Click **OK**.

   **Note:** Using a new name allows the original photo to remain untouched, which is helpful if you decide later to crop the photo differently.

13. On the **Save As** dialog box,
   - Navigate to the desired folder, such as *Pictures*
   - Click **Save**

14. You have successfully edited a photo and completed step 2 in the 4-step process. You may want to continue to 4.1 How to upload photos on page 12 for instructions on uploading your photo.
## 4.0 Uploading Photos

To use your downloaded and edited photos, you will need to upload them using the WCMS tool. In the last guide, you learned how to upload files. The process for uploading photos or images is similar to uploading files. You will have five options for uploading images.

![Image](image-url)

### 4.1 How to upload photos

To make your photos or images available to your web pages, you will need to upload them. These instructions will guide you in uploading images. For instructions on uploading files, please refer to the Designing Content with WCMS guide.

<table>
<thead>
<tr>
<th>#</th>
<th>Steps</th>
<th>Illustrations</th>
</tr>
</thead>
</table>
| 1. | To upload a photo or image,  
- Click New  
- Click Uploads  
- Click upload option that is appropriate your photo, such as **Upload New Image – Wide Banner** | ![Illustration](illustration-url) |
| 2. | When the New File page appears,  
- In the **System Name**, enter a name for the photo including the file extension, such as *student union – wide banner.jpg* or *Tami1.jpg*  
  - You must include the file extension, such as *jpg*.  
  - Omitting the file extension will cause your photo not to work. | ![Illustration](illustration-url) |
| 3. | In the **Parent Folder**, click the **button to navigate to the desired parent folder.** | ![Illustration](illustration-url) |
| 4. | The page opens to allow you to navigate to the desired parent folder.  
- Click the **_images folder**.  
- Click the **Confirm** button  
  For good page management reasons, you should keep all your images in the **_images folders.** | ![Illustration](illustration-url) |
5. In the Data section,
   - Click the **Browse** button.

6. When the **File Upload** window opens,
   - Navigate to the desired folder
   - Click the desired file
   - Click the **Open** button

7. After selecting the file, click the **Submit** button

8. If your photo upload was successful, you should see:
   - “Asset created successfully” message
   - Your uploaded photo in the selected folder
   - Your uploaded photo in the main window view

9. You are ready to add this photo to your web page.
5.0 Working with Banners

Banners are design elements that anchor your website. As such, they are appropriate for the landing page of your website only. You can think of a landing page as the first page of your website. For example, it would be the index page of your Base Folder.

By default, your web pages appear without them. However if you choose to use add Banner images, you can choose from two designs: 1 Wide Image Banner (Figure 1) and 2 Split Images Banner (Figure 2). Both designs include a blue box with white, capitalized text.

![Figure 1: 1 Wide Image Banner](image)

![Figure 2: 2 Split Image Banner](image)

5.1 How to add a Wide Image Banner

These instructions will guide you in adding a Wide Image Banner.

<table>
<thead>
<tr>
<th>#</th>
<th>Steps</th>
<th>Illustrations</th>
</tr>
</thead>
</table>
| 1. | With your page in edit mode,  
* Scroll down to the Banner section | ![Step 1 Illustration](image) |
| 2. | * In the Choose, check 1 Wide Image Banner | ![Step 2 Illustration](image) |
| 3. | * Click the | ![Step 3 Illustration](image) |
| 4. | * In the Title for Banner, enter the web site name, such as Writing Resource Center | ![Step 4 Illustration](image)  
* The Title for Banner will appear as capitalized, white text in a blue box |
5. In the **Wide Banner Image**,
   - Click the ![Wide Banner Image](image)

6. The page opens to allow you to navigate to the desired folder.
   - Navigate to the `_images` folder
   - Select the desired photo
   - Click the **Confirm** button

7. To save your work, click the ![Submit](image)

8. Your Wide Image Banner appears.

### 5.2 How to add a Split 2 Image Banner

You can search for text in your web content. Alternatively, you replace the text you find with other text. These instructions will guide you in using the Find/Replace options.

<table>
<thead>
<tr>
<th>#</th>
<th>Steps</th>
<th>Illustrations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>With your page in edit mode,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Scroll down to the Banner section</td>
<td><img src="image" alt="Banner" /></td>
</tr>
<tr>
<td>2.</td>
<td>- In the <strong>Choose</strong>, check 2 Split Images Banner</td>
<td><img src="image" alt="Choose" /></td>
</tr>
<tr>
<td>3.</td>
<td>- Click the <img src="image" alt="Banner" /> Split 2 Image Banner</td>
<td><img src="image" alt="Banner" /></td>
</tr>
<tr>
<td>4.</td>
<td>- In the <strong>Title for Banner</strong>, enter the web site name, such as Writing Resource Center</td>
<td><img src="image" alt="Title for Banner" /> Writing Resource Center</td>
</tr>
</tbody>
</table>

*The Title for Banner will appear as capitalized, white text in a blue box*
5. In the **Left Banner Image**,
   - Click the ![Search]

6. The page opens to allow you to navigate to the desired folder.
   - Navigate to the _images folder
   - Select the desired photo
   - Click the **Confirm** button

7. In the **Right Banner Image**,
   - Click the ![Search]

8. The page opens to allow you to navigate to the desired folder.
   - Navigate to the _images folder
   - Select the desired photo
   - Click the **Confirm** button

9. To save your work, click the **Submit** button.

10. Your 2 Split Images Banner appears.
6.0 Working with Department Directory Pages

The Department Directory Page template allows you to create a listing of your department employees, such as faculty and staff. The preformatted template allows you to add the type of employee, photo, contact and other academic information as illustrated by Figure 3. Employees photos are optional. However, employee contact information, such as name, titles, phone, and email address, is required.

![Department Directory Page Illustration](image)

Figure 3: Department Directory Page

6.1 How to edit a Department Directory Page

These instructions will guide you in editing a department directory page.

<table>
<thead>
<tr>
<th>#</th>
<th>Steps</th>
<th>Illustrations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>After clicking the Edit tab, your department directory page opens</td>
<td><img src="image" alt="Edit Step Illustration" /></td>
</tr>
</tbody>
</table>
| 2. | In the Inline Metadata section,  
   - Enter a Display Name, such as Faculty / Staff Directory  
   - Enter a Title, such as Faculty / Staff Directory | ![Inline Metadata Step Illustration](image) |
| 3. | In the Main Content,  
   - Enter your desired text, such as Biology Department Faculty and Staff Directory | ![Main Content Step Illustration](image) |
4. For the Employee Group,
   - In the Employee Type, enter Faculty, Staff, or your desired text

5. For the Employee Group >> Employee,
   - (Optional) Click the

6. The page opens to allow you to navigate to the desired folder.
   - Navigate to the _images folder
   - Select the desired photo
   - Click the Confirm button

7. For the required fields,
   - In First Name, enter the employee’s first name
   - In Last Name, enter their last name
   - In Titles, enter their title (click the to add additional titles, if needed.)
   - In Phone, enter their phone number including area code
   - In E-mail, enter their email address

8. The remaining fields are optional. To complete them,
   - In the Office, enter their location including building and room numbers
   - In the Office Hours, enter their office hours
   - In the Fax, enter their fax number including area code
   - In the Website, enter the URL for their website.

9. If you would like to add additional information about the employee, such as education, research, etc.,
   - Click the

10. In the Education, enter the desired text.
   Use the Shift and Enter keys on your keyboards to avoid line spaces in content.
11. In the **Teaching**, enter the desired text.
   
   *Use the Shift and Enter keys on your keyboards to avoid line spaces in content.*

12. In the **Research**, enter the desired text.
   
   *Use the Shift and Enter keys on your keyboards to avoid line spaces in content.*

13. In the **Publications**, enter the desired text.
   
   *Use the Shift and Enter keys on your keyboards to avoid line spaces in content.*

14. In the **Other**, enter the desired text.
   
   *Use the Shift and Enter keys on your keyboards to avoid line spaces in content.*

15. To save your work, click the **Submit** button.

16. At this point, you can add another employee. To add another employee,
   
   - In the **Employee Group >> Employee** section, click the **»** button

17. A new employee section is created. To begin entering the employee information,
   
   - Scroll down to the new section
   - Complete this section, as you did with the previous section

The new section includes additional buttons.

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🔄</td>
<td>Adds another employee</td>
</tr>
<tr>
<td>❌</td>
<td>Removes an employee</td>
</tr>
<tr>
<td>![2/2]</td>
<td>Number of the employee out of the total employees</td>
</tr>
</tbody>
</table>
18. When you are finished adding employees to your group, you may want to add another employee group, such as a Staff group or other. To add another employee group,
   - In the Employee Group section, click the button

19. A new group section is created. To begin entering the group information,
   - Scroll down to the new group
   - Complete this section, as you did with the previous section by entering the employee group information and adding employee information

The new group includes additional buttons.

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>+</td>
<td>Adds another group</td>
</tr>
<tr>
<td>-</td>
<td>Removes a group</td>
</tr>
<tr>
<td>(2/2)</td>
<td>Number of the group out of the total groups</td>
</tr>
</tbody>
</table>

20. Continue adding employee groups and employees until you are satisfied.
   - To save your work, click the Submit button.

21. When finished, your Department Directory will display with your employee groups and employee information.
7.0 Working with Video Pages

The Video Page template allows you to feature a YouTube video as the main content for your web page. The preformatted template allows you to add a page name (Figure 4.1), video title (Figure 4.2), description (Figure 4.3), and YouTube video location (Figure 4.4).

![Figure 4: Video Page Template](image_url)

7.1 How to edit a Video Page

These instructions will guide you in editing a video page.

<table>
<thead>
<tr>
<th>#</th>
<th>Steps</th>
<th>Illustrations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>After clicking the <strong>Edit</strong> tab, your Video page opens</td>
<td><img src="image_url" alt="Illustration 1" /></td>
</tr>
<tr>
<td>2</td>
<td>In the <strong>Inline Metadata</strong> section, <strong>Enter a Display Name</strong>, such as <strong>Engineering Complex</strong></td>
<td><img src="image_url" alt="Illustration 2" /></td>
</tr>
<tr>
<td>3</td>
<td>In the <strong>Video Title</strong>, enter a title for your video, such as <strong>CSUB Engineering Complex Ribbon Cutting</strong></td>
<td><img src="image_url" alt="Illustration 3" /></td>
</tr>
<tr>
<td>4</td>
<td>In the <strong>Message or Description</strong>, <strong>Enter your desired text</strong></td>
<td><img src="image_url" alt="Illustration 4" /></td>
</tr>
<tr>
<td>5</td>
<td>To save your work, click the <strong>Submit</strong> button.</td>
<td><img src="image_url" alt="Illustration 5" /></td>
</tr>
</tbody>
</table>
6. In a new web browser window or tab,
   - enter **youtube.com** in the address bar

7. On the YouTube website,
   - Navigate to the desired video
   - Click **Share** (below the video)

8. In the Share this video section,
   - Copy the characters after **http://youtu.be/**, such as `-JaU34e4aBA`

9. Return to your video page in the WCMS

10. In the **http://youtu.be/**,
    - Enter the characters you copied, such as `-JaU34e4aBA`

11. To save your work, click the **Submit** button.

12. Your video page displays with your video and other information.
8.0 Working with Feature Panels

Feature Panels are optional items that appear on the right-hand side of your web pages. The intent of the Feature Panels is to call attention to specific information, such as your department contact information or to draw the reader into your website. Figure 5 shows two Feature Panel options. You have six Feature Panel options. Figure 6 illustrates the options available.

8.1 Feature Panel with Pull Quote

The Feature Panel with Pull Quote allows you to add a quote, statistic, or testimonial that highlights your web page content.

8.1.1 How to add a Feature Panel with Pull Quote

These instructions will guide you in adding a Feature Panel with Pull Quote.

<table>
<thead>
<tr>
<th>Steps</th>
<th>Illustrations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. With your page in edit mode, • Scroll down to the Feature Panel &gt;&gt; Pull Quote section</td>
<td><img src="image" alt="Feature Panel with Pull Quote" /></td>
</tr>
</tbody>
</table>
2. In the **Insert a pull quote**, check Yes
   - In the **Pull Quote**, enter your quote, statistic, or testimonial
   - In the **Pull Quote Author**, enter the author of the quote
   - In the **Author's Title**, enter the title of the person

3. To save your work, click the **Submit** button.

4. Your pull quote appears in the Feature Panel

---

**8.2 Feature Panel with YouTube Video**

The Feature Panel with YouTube Video allows you to add videos from YouTube that highlights or draws attention to your web page content.

**8.2.1 How to add a Feature Panel with YouTube Video**

These instructions will guide you in adding a Feature Panel with YouTube video.

<table>
<thead>
<tr>
<th>#</th>
<th>Steps</th>
<th>Illustrations</th>
</tr>
</thead>
</table>
| 1. | With your page in edit mode,  
   - Scroll down to the **Feature Panel >> Youtube Video** section | ![Feature Panel >> Youtube Video illustration] |
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| 2. | • In the **Insert a Youtube Video**, check Yes  
• In the **Video Title**, enter a title for your video, such as *Why Students Choose CSUB* |
|   | ![Insert a Youtube Video](image) |
| 3. | **Save your work before continuing, click the **Submit** button.** |
| 4. | • In a new web browser window or tab,  
• enter *youtube.com* in the address bar |
|   | ![YouTube Website](image) |
| 5. | • On the YouTube website,  
• Navigate to the desired video  
• Click **Share** (below the video) |
|   | ![Share Video](image) |
| 6. | • In the **Share this video** section,  
• Copy the characters after **http://youtu.be/**, such as - *JaU34e4aBA* |
|   | ![Share Video Characters](image) |
| 7. | **Return to your page in the WCMS** |
| 8. | • In the **http://youtu.be/**,  
• Enter the characters you copied, such as - *JaU34e4aBA* |
|   | ![Enter Characters](image) |
| 9. | **To save your work, click the **Submit** button.** |
| 10. | **Your video appears in the Feature Panel** |

© 2013. All Rights Reserved.  
CSU Bakersfield
8.3 Feature Panel with Text Boxes

The Feature Panel with Text Box allows you to add a text box containing information that calls attention to specific information, such as your department contact information. You have three options for adding colorful text boxes to your web pages. You can select any combination of the three options. Additionally, you can add photos to any of these options.

<table>
<thead>
<tr>
<th>Options</th>
<th>Description</th>
<th>Illustration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feature Panel &gt;&gt; Text Box</td>
<td>Adds a green text box</td>
<td></td>
</tr>
<tr>
<td>Feature Panel &gt;&gt; Add Another Text Box</td>
<td>Adds a blue text box</td>
<td></td>
</tr>
<tr>
<td>Feature Panel &gt;&gt; Add Another Text Box</td>
<td>Adds a yellow box</td>
<td></td>
</tr>
</tbody>
</table>

8.3.1 How to add a Feature Panel with the Green Text Box

These instructions will guide you in adding the green text box.

1. With your page in edit mode,
   - Scroll down to the Feature Panel >> Text Box section

2. In the Insert a text box, check Yes
   - (Optional) In the Optional Image, search for the desired photo or leave blank
   - In the Title/Header, enter a title, such as Department of Geological Sciences
   - In the Short Description, enter the desired information
   - (Optional) In the Link to event/article, enter the URL to an event, article, website, or leave blank

3. To save your work, click the Submit button.
8.3.2 How to add a Feature Panel with Blue Text Box

These instructions will guide you in adding the blue text box.

<table>
<thead>
<tr>
<th>#</th>
<th>Steps</th>
<th>Illustrations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>With your page in edit mode,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Scroll down to the first occurrence of the Feature Panel &gt;&gt; Add Another Text Box</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>• In the Insert a text box, check Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• (Optional) In the Optional Image, search for the desired photo or leave blank</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• In the Title/Header, enter a title, such as NSME Student Center or leave blank</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• In the Short Description, enter the desired information</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• (Optional) In the Link to event/article, enter the URL to an event, article, website, or leave blank</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>To save your work, click the Submit button.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Your text box appears in the Feature Panel.</td>
<td></td>
</tr>
</tbody>
</table>
8.3.3 How to add a Feature Panel with a Yellow Text Box

These instructions will guide you in adding the yellow text box.

<table>
<thead>
<tr>
<th>#</th>
<th>Steps</th>
<th>Illustrations</th>
</tr>
</thead>
</table>
| 1. | With your page in edit mode,  
• Scroll down to the second occurrence of  
the Feature Panel >> Add Another Text Box | ![Illustration](image1.png) |

| 2. | • In the **Insert a text box**, check Yes  
• (Optional) In the **Optional Image**,  
search for the desired photo or leave blank  
• In the **Title/Header**, enter a title or leave blank  
• In the **Short Description**, enter the desired information  
• (Optional) In the **Link to event/article**,  
enter the URL to an event, article, website, or leave blank | ![Illustration](image2.png) |

| 3. | To save your work, click the **Submit** button. | ![Illustration](image3.png) |

| 4. | Your text box appears in the Feature Panel. The Details hyperlink opens the website specified in the **Link to event/article**. | ![Illustration](image4.png) |

8.3.4 How to add a Feature Panel with Text Box and Photo

You can add a photo to any of the three text box options. These instructions will guide you in adding a photo to any text box.

<table>
<thead>
<tr>
<th>#</th>
<th>Steps</th>
<th>Illustrations</th>
</tr>
</thead>
</table>
| 11. | With your page in edit mode,  
• Scroll down to the desired Feature Panel  
option, such as the Feature Panel >> Add Another Text Box | ![Illustration](image5.png) |
12. In the **Insert a text box**, check Yes

![](image1.png)

13. In the **Optional Image**,
   - Click the ![Image](image2.png)

![](image3.png)

14. The page opens to allow you to navigate to the desired folder.
   - Navigate to the `_images` folder
   - Select the desired photo
   - Click the ![Confirm](image4.png) button

![](image5.png)

15. In the **Title/Header**, enter a title, such as `NSME Student Center` or leave blank
   - In the **Short Description**, enter the desired information
   - (Optional) In the **Link to event/article**, enter the URL to an event, article, website, or leave blank

![](image6.png)

16. To save your work, click the ![Submit](image7.png) button.

17. Your text box appears in the Feature Panel with your selected photo.

![](image8.png)
8.4 Feature Panel with Custom Links

The Feature Panel with Custom Links allows you to add external hyperlinks that relate to your web page content and interest your audience. The Feature Panel will automatically add a Related Links heading.

8.4.1 How to add a Feature Panel with Custom Links

The Editor comes with format options to enhance your web pages. These instructions will guide you in using the Format options: Paragraph, Address, Preformatted, Heading 1, and Heading 2.

<table>
<thead>
<tr>
<th>#</th>
<th>Steps</th>
<th>Illustrations</th>
</tr>
</thead>
</table>
| 1. | With your page in edit mode,  
   - Scroll down to the Feature Panel >> Insert Custom Links | ![Illustration 1](image1.png) |
| 2. | In the Insert a text box, check Yes | ![Illustration 2](image2.png) |
| 3. | In the Link Title, enter your link name, such as Project Kaleidoscope  
   In the Link URL, enter the URL for your link, such as http://www.pkal.org/ | ![Illustration 3](image3.png) |
| 4. | To save your work, click the Submit button. | ![Illustration 4](image4.png) |
| 5. | To add another link,  
   - Click the + button beside the Link Title | ![Illustration 5](image5.png) |
6. A new Link section will open.  
   - Scroll down to view the new section  
   - Complete this section, as you did with the previous section

7. To add additional links,  
   - Click the button  
To remove links,  
   - Click the button  
   - The \((2/2)\) indicates the link number out of the total links

8. To save your work, click the button.

9.0 Enhancing Content Pages

In WCMS – Designing Content guide, you learned that the Content pages were one of the most versatile pages in the WCMS. You learned how to add text to these pages. In this section, you will learn how to enhance these pages by inserting images or photos.

9.1 How to insert an image

You can add images or photos to your Content pages to highlight or enhance information. These instructions will guide you inserting an image or photo.

<table>
<thead>
<tr>
<th>#</th>
<th>Steps</th>
<th>Illustrations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>After clicking the <strong>Edit</strong> tab, your content page opens</td>
<td>![Image Illustration]</td>
</tr>
</tbody>
</table>
| 2. | To insert an image or a photo,  
  • Place your cursor where you want the it inserted | ![Image Illustration] |
| 3. | • Click the ![Image] button | ![Image Illustration] |
| 4. | On the Insert/Edit Image,  
  • Click ![Image] button | ![Image Illustration] |
| 5. | The page opens to allow you to navigate to the desired folder.  
  • Navigate to the _images folder  
  • Select the desired photo or image  
  • Click the ![Image] button | ![Image Illustration] |
| 6. | • In the **Alternate Text**, enter a description of the image or photo for accessibility purposes | ![Image Illustration] |
7. In the **Width/Height**, specify the appropriate dimensions or leave the default size. (The maximum width is 430px)
   - Click the **Insert** button

8. Your image or photo appears. You can resize the image or photo by using the sizing handles.

9. To control the alignment of the image or photo,
   - Click the **button**

10. On the **Insert/Edit Image**,
    - Click the **Advanced** tab

11. In the Advanced page,
    - Click the down arrow for Alignment
    - Select **Left**
    - Click the **Update** button

12. The image is on left with the text flowing around it. To control space the text around the image or photo,
    - Click your image or photo
    - Click the down arrow for Styles
    - Select **Image_SpacingRight**

13. To save your work, click the **Submit** button.
10.0 Getting Help

If you are unsure or need assistance, please consider the contacts listed below:

- For more information on the WCMS tool, please reference the following training videos by Articulate Solutions Inc. at: http://www.articulate-solutions.net/wcmstraining

  6. Adding/Editing Images
  7. Advanced Styling
  8. Feature Panel
  10. Large Video Template
  13. Directory Template

- For more information regarding policies and procedures for web pages

  Colleen Dillaway
  Director of Public Affairs and Communications
  661-654-2456

- For questions on how to perform specific activities on the WCMS

  Tammara Sherman
  Campus Technology Trainer
  661-654-6919
  training@csub.edu
  http://www.csub.edu/cms/sa-training.shtml

  Don David
  e-Learning Services
  661-654-3447

- For help with computer-related Issues

  Help Desk
  661-654-2307