I. Introduction

What is the Kentico Content Management System (CMS)?

Kentico Content Management System is a web-based system that will be used by the various departments, centers, etc. of the Graduate Center to edit, add, and manage content on their respective web pages. This system enables the centralization of content within and between the various Graduate Center entities.
II. Login to Kentico CMS Desk

Note: Only Users who have explicitly received permission can access Kentico

- Type https://www.gc.cuny.edu/cmsdesk (no www is needed) in either Internet Explorer or Firefox browser.
- Log in using your gc\username and password (what you use to login to computers) (Fig. 1)

Once you successfully login, the Kentico CMS Welcome page appears in your browser (Fig. 3).

To Access the Desktop (with pages) simply click on the flower icon in the upper left corner. This will also access the Pages (Fig. 3).

After click on Pages you will see the Desktop (Fig. 4)

If you are unable to login, please contact the IT Services at (212) 817-7300 or via e-mail at itservices@gc.cuny.edu.

To log out, please close the browser to end your session.
III. Overview of the CMS Desk interface

The CMS Desk (Fig. 6) is a web interface used to manage Website content. The document Content Tree (site map) lists the Website name and all web pages on the site. To the right of the content tree is the viewing/editing area to view, edit and add content to existing pages using the View Mode and Editing toolbars.

IV. Overview of Editable vs. Non-Editable Pages

There are different types of web pages on the GC Website. Content on editable pages can be edited directly on those pages, while the content of some pages are pulled from centralized sources. For example, content managers might be able to edit a page about admissions; however they cannot edit pages like News or Calendar. That's because these pages are populated by a central data source such as those that are found the in the 'page elements' area (some of which are covered in the news/events workshop). In addition as a security precaution, some web pages have been secured to prevent unauthorized people or groups from editing them at all.

V. Create a New Page

1. Add a new Web Page to the site you are editing:
   a) Using the Content Tree on the left side of the CMS Desk (see Fig. 6), browse to the location where you would like to create the new page (e.g. About the GC), using the right arrows to reveal other pages if necessary.
   b) Right-click on the parent page (e.g. Information Technology) below which the new page will be located, and then click the New… menu option (Fig. 7).
c) Select the **Page (menu item)** in the right pane (Fig. 8) to open the **page templates** area.

![Page (menu item) in right pane](image)

Fig. 3. Page (menu item) in right pane

d) Enter a name for your new page in the **Page Name:** textbox, then select the template titled **Three Columns**, and click the **Save** button (Fig. 9). (You can browse the pages in the right pane to find this template, or you can type “Three columns” in the **Template name:** field and click the **Search** button.)

![Creating a new page](image)

Fig. 4. Creating a new page

e) Your new page appears (Fig. 10). The page name is listed below the parent page in the content tree menu.

![New page and page name](image)

Fig. 5. New page and page name

VI. **Edit Mode: Add New Content using Widgets**

Web pages in the CMS are based on page templates (such as the **Three Columns** template) to unify the look and feel of the GC Website, allowing users to focus on content. The majority of the page templates are separated into left, middle, and right content areas. Within these areas are **WebPart Zone** (WPZ) containers, identifiable by the white plus signs in the upper left hand corners (Fig. 11). By using drag and drop, you can move various items into different zones.

![WebPart Zones](image)

Fig. 6. WebPart Zones

Web page content can be edited or modified within a WebPart zone by using **widgets**. Widgets enable you to add links, images, and other content using the widget options in the various WebPart Zones (or areas) on a web page. Different widgets provide different options for editing content.
There are widgets designed for the left, center, and right column sections of the web page such as the Static HTML Widget mentioned in the Edit Existing Page Content section. The left column (navigation bar) is dynamically generated when web pages are added, moved or deleted from the GC Website. The following are some of the available widgets for the center and right columns:

### Widget Types

<table>
<thead>
<tr>
<th>Center Column</th>
<th>Right Column</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Module – Static HTML</td>
<td>Right Module – Highlighted Link</td>
</tr>
<tr>
<td>General Module – Contact Information</td>
<td>Right Module – News</td>
</tr>
<tr>
<td>Image Module (size: 470 x 260 pixels)</td>
<td>Right Module – Event</td>
</tr>
<tr>
<td>Carousel Module – Images, with Caption</td>
<td>Right Module – Message</td>
</tr>
<tr>
<td>Accordion (advanced)</td>
<td>Right Module – File Download List</td>
</tr>
</tbody>
</table>

1. **Add a General Module - Contact Widget**

   a) To add a widget, click on the black and grey **Select** icon in the content area of choice, click on **Add New Widget** (Fig. 12).

   ![Fig. 7. Add Widget icon](image1)
   ![Fig. 8. WebPart Zone (container) with a hyperlink widget](image2)

   The **Select widget** window opens (Fig. 14).

   In this window, you can search for a widget by entering part of its name in the **Widget name**: search field or you can select it from one of the folders in the left column.

   b) Click the **CUNY Graduate Center** folder (Fig. 14) which contains several types of widgets.

   c) Select the **General** subfolder.

   d) From here you can select the **General Module Contact** widget to enter contact information from a list of GC faculty or staff; or the **Static HTML** widget to enter text, images, and links (see Fig. 14).

   ![Fig. 9. Select Widget](image3)

   **Image**, **Right Column**, and **Accordion** widgets (see Accordion Widget documentation) can also be entered using the GC folder. Double-click on widget of choice and enter information in the form dialog box which opens. Click OK to insert the widget into the web page.

**Note:**

- Please **save often** as you edit and add content to a web page.
• Browsing in CMS desk by clicking on a link will take you out of edit mode. Click the **Save** button (Fig. 15) before clicking on a link or use another browser tab to review your page.

• If you replace or update files (such as PDFs or images), use the same file names to avoid breaking links to other pages or Websites.

2. **Right Module widget**

   a) Click on the **Select** button in the right column WebZone (Fig. 16) of page. The **Select widget** window opens (Fig. 17).

   b) Click the small **right arrow** next to the Graduate Center Folder.

   c) Select **Right Column** folder, then click **Right Module-News** or **Right Module-Events** to the right of the folder, then click **OK**.

   The Widget properties dialog box opens (Fig. 5).

   d) Click **OK** to accept three, the default number, as the number of news/event items that will display in the right column of the selected web page or increase or decrease the number before clicking **OK**.
When you return to the web page, link(s) to news/event item(s) should appear in the right column of the page (Fig. 19).

VII. Edit Mode: Edit Existing Page Content

1. Edit content using existing Widgets

a) Select a web page to edit from the Document Content Tree. There are three tabs to choose from in Edit Mode: Page, Form, and Properties (and a fourth – Analytics, which requires special “read” rights to access and will not be discussed in this documentation). Click on the Page Tab (Fig. 20), if necessary.

b) To edit (configure) a widget's content, such as a General Module - Static HTML widget (used for entering text, links, and images), move your mouse over the content, then click on the Gear button that appears in the upper right corner of the content area (Fig. 21).

A dialog box is displayed which enables you to edit content directly (Fig. 22).
You can enter and format text, as well as insert images and hyperlinks using the WYSIWYG (what you see is what you get) content editor toolbar (Fig. 23) located above the content section.

Fig. 17. WYSIWYG content editor toolbar

c) Click OK when done.

2. **Noteworthy icons on the WYSIWYG editor toolbar:**

a) Insert an image.
   i. In content area, click desired location for image.
   ii. Click on the **Media** icon on the toolbar (Fig. 24).

   Fig. 18. Media icon

iii. Select the **Media libraries** tab at the top of the **Insert image or media** dialog box (Fig. 25).

   Fig. 19. Insert Image using Media Library

iv. Select the image of your choice, and then click the **Save and Close** button.

**Note:** Please refer to the **Media Library** section in this document for more information.

b) Insert a hyperlink.
You can insert text or image links to images, web pages, external Websites, and other destinations.
   i. To insert a hyperlink, select text, click image, or click page area for the link.
   ii. Click the **Insert/Edit** link icon on the toolbar.

   Fig. 20. Insert Hyperlink

iii. Click the appropriate tab: Content, Media libraries, etc. then select file, image, or type in URL (web address). The URLs should contain **www**, for a GC web address (e.g. **www.gc.cuny.edu**).

   **Note:** For links outside of the GC Website (external links), use **http://** before the address (for example: **http://yahoo.com**).

iv. Click the **Save and Close** button when done.

c) Click OK to close the Content Editor.
VIII. Media Library

The Media Library (Fig. 29) is a repository for images and PDFs. Images and PDFs should be saved in the media library to enable sharing of content. Accepted file types are: gif, jpg, png, and pdf. (All documents must be saved in PDF format in order to be added to the library as it is a more web friendly file format.).

1. Navigate to the Media Library:
   a) Click on the Tools tab to have all tools expand, and then click the Media Libraries icon (Fig. 27).

   ![Fig. 21. Tools tab](image)

   b) Under the Actions column, click the Edit pencil icon that is next to the CUNY Graduate Center media library (Fig. 28).

   ![Fig. 22. Edit Media Library](image)

   c) The Media library properties dialog box is displayed (Fig. 29). Click the Files tab to manage the media files.

   ![Fig. 23. Media Library](image)
2. Managing files stored in the Media Library
   a) Upload a New File.
      i. Using the folders located to the left of the screen (Fig. 29), navigate to folder where the image or PDF file will be stored (IT for example).
      ii. Click on the **Upload** button (Fig. 30) and navigate to the location where the file is stored on the computer or other storage device.
      iii. Select the image or PDF file, and then click the **Open** button.

   b) Perform actions on media files by clicking the icons under the **Actions** column (Fig. 31).
      - **Select** - selects the file and opens its editing interface in the bottom section
      - **View** - downloads the file and opens it in your default application for the file type
      - **Edit** - this icon appears only with images and when clicked, the image is opened in the built-in image editor
      - **Delete** - deletes the file

   c) Perform actions on media files by clicking the **Update** under the **Update** column (Fig. 32).
      - **Update** - replaces the file with another file; the original file gets deleted and replaced by the new one.

   **Note:** When replacing a file:
   - Please do not change the original file name. This is advised in order to prevent the occurrence of broken links on pages that reference the original name (for example, a web page with an image named *logo.jpg*, will not display an image if *logo.jpg* is updated with an image named *logo1.jpg*).
   - Any files deleted from the Media Library that are linked to a web page will also be removed from that page.

IX. How to Get Help
If you do not find answers to your questions in the Kentico documentation, please contact the IT Services or view Kentico resources page.

Phone: (212) 817-7300
Email: ITservices@gc.cuny.edu

Walk-up desk no longer available