

CMS Basic Instructions v.8

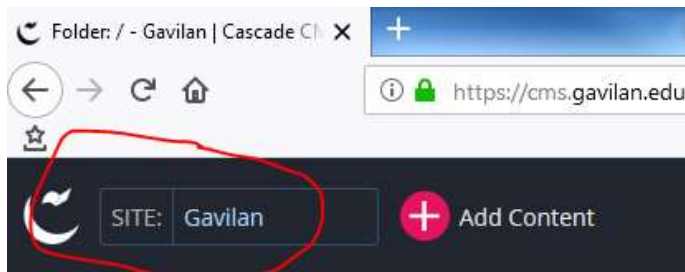
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Login

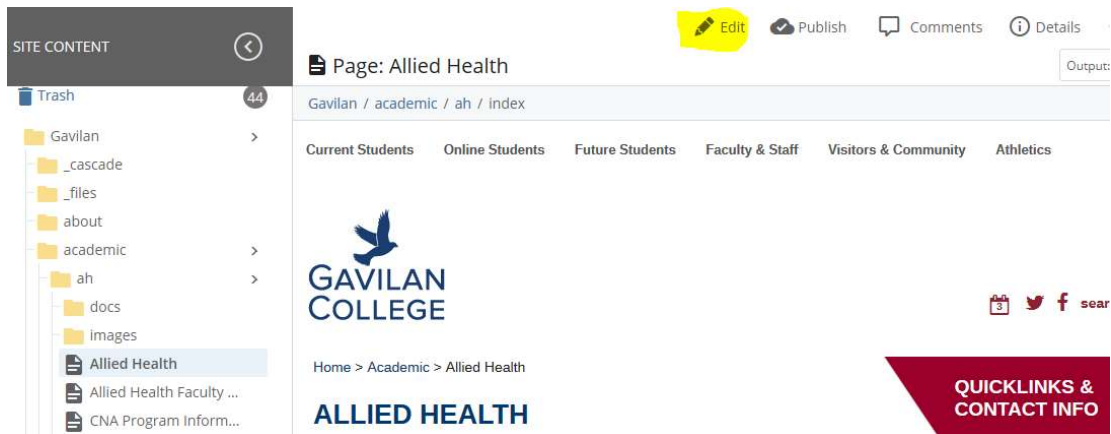
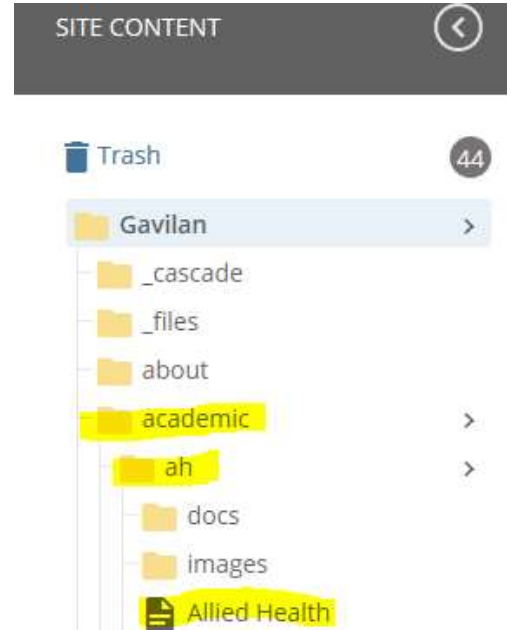
Login: <https://cms.gavilan.edu>. Your username is your G number and the password is often your myGav password.

At the top of the screen select your site, Gavilan.

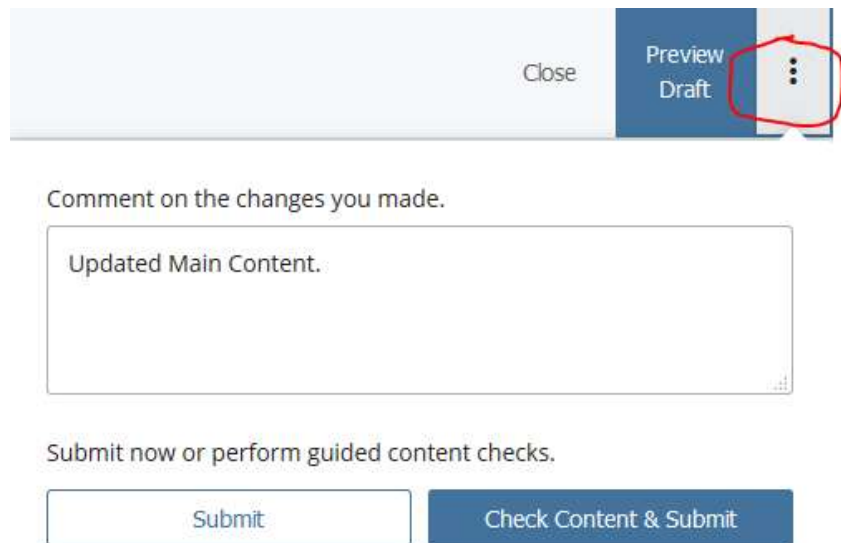


Edit a Page

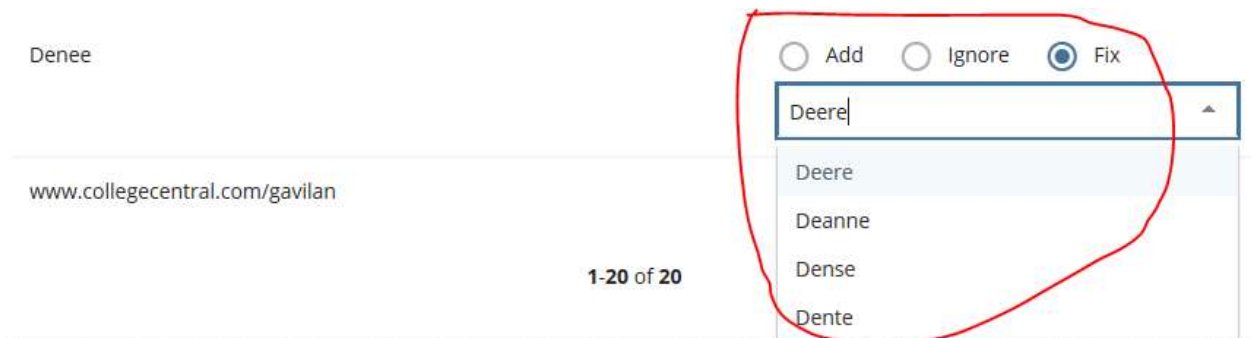
Navigate to the folder of your pages - for example Allied Health, which is in the folder academic/ah. Next click on the page you would like to Edit and it will open that page so you can view it. Click on the Edit button.



Now you can edit the page, it is similar to Microsoft Word. When you are done editing, you MUST click Submit by first clicking the three dots. Enter some information about the changes you made and click 'Check Content & Submit'. This will bring up the spell check screen. Fix or ignore any errors that are reported.



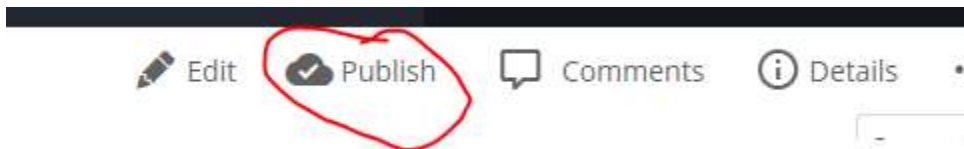
In this example, it doesn't like the spelling of 'Denee' so click Fix and it will bring up the suggestion window.



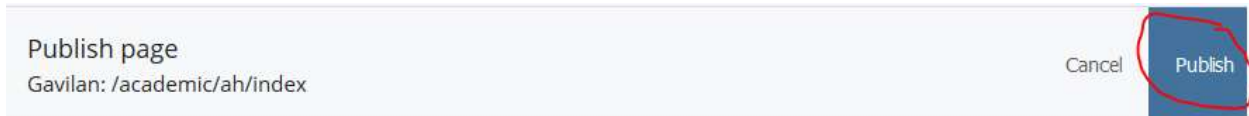
Click the check when you are done.



A little box pops up after this asking if you would like to publish or you can click the Publish button at the top, they both do the same thing. Publish means 'make your page live on the web site'. If you don't publish, you will not see your changes on the web.



Publish the page by clicking Publish once more and you are done.



 Allied Health will be published to www.gavilan.edu.

> [View Publish Settings](#)

Now go to a new browser tab and paste in the URL to verify your changes are live.

<http://www.gavilan.edu/academic/ah/index.php>

Insert new Images or Files into the CMS

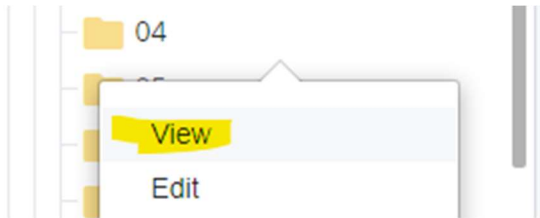
Note: to keep things organized, put images you want to upload in the 'images' folder and Word documents and PDFs in the 'docs' folder. If you put everything in your 'home' folder you will end up with hundreds of pictures and documents all in the same folder and it will be difficult to find your actual pages.

There are two ways to add images and documents – I like the first way best.

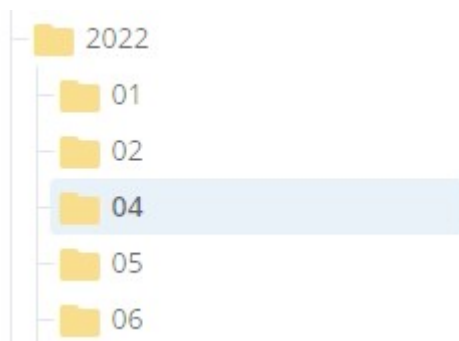
Option 1 - add Images and PDFs first, then place them on your page.

You first must add the image to the CMS in to a folder. Ordinarily image files go in 'images' and all others files go in 'docs'. In this example I am adding them to the folder called '04' for April.

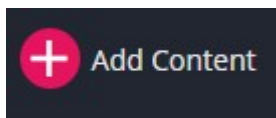
The trick is to make sure the folder you are adding something to is the color light blue. I right click on it and click 'view' and this turns the folder blue.



Now it is blue.



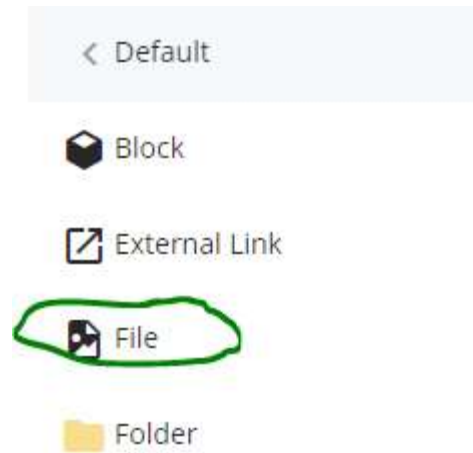
Click add content.



Click Default



Then click File – you can add any type of file here, WORK, PDF, jpg, or txt.



Then just drag your files here:

File Name *

Must meet the following requirements: Any letters, Word spaces are not allowed, and leading and trailing spaces are not allowed

This field is required.

Placement Folder *

Gavilan: /news/2022/04



If the title of the document has blank spaces in it, the CMS will complain. You can fix it by clicking on the 'use the suggested name'.

File Name *

Must meet the following requirements: Any letters, Word spaces are not allowed, and leading and trailing spaces are not allowed

Name does not meet the above requirements, or contains an illegal character. Suggestion: mytextfile.txt

Want to use the suggested name?

Placement Folder *

Gavilan: /news/2022/04

You can see the 'Placement' of your document 'news/2022/04'. The CMS is going to put your file in that director.

Then click Preview Draft and Submit if it looks correct.

Add Content ×

Filter... 🔍

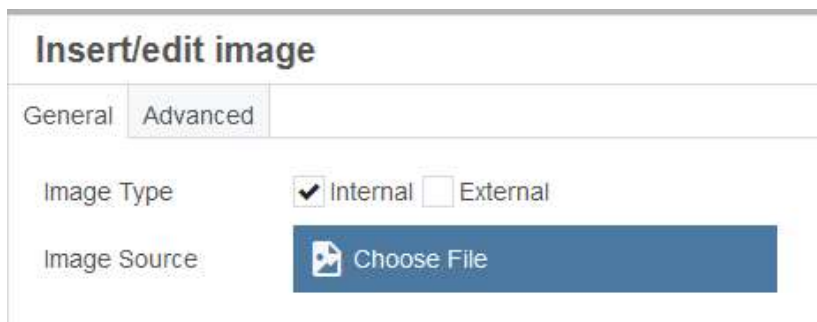
- 📁 Default >
- 📁 News >

Option 2 – add the image while editing your page.

While editing a page, put the cursor where you want to insert an image and click the insert image icon.



Click 'Choose File'



Click upload



Click 'Choose' and select your picture or file. It automatically adds the name. Next select the 'images' folder for pictures. You can see the path where your image will be saved after you click 'Images'

Gavilan

Gavilan / student / test

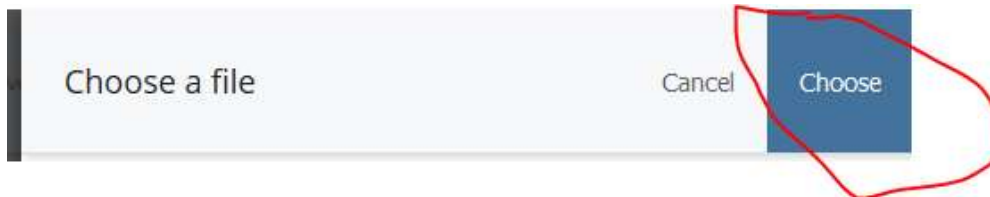
- test
- Banner9
- docs
- emily
- form
- images

Path
student/test/images

Created
Mar 23, 2017 9:44 AM

Last Modified
Feb 27, 2018 10:54 AM

Next click the Choose button



The insert window appears after clicking the choose button. Select OK. Your picture should now show up in your page.

Main Content

Edit Format Insert Table View Tools

Undo Redo Bold Italic Formats Bulleted List Numbered List Link Unlink Image Alt Text Previous Next Refresh

A photograph showing a large, leafless tree in the foreground and a street lamp in the background under a clear blue sky.

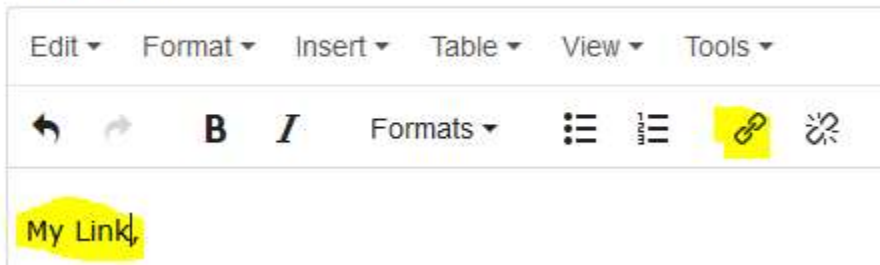
Once you can see your image save it by selecting the three little dots.



Create a link to another page

When editing a page, select the words that will be the linked text and click the chain icon.

Main Content



If the page you are connecting to is on the Gavilan.edu site, select 'Internal'; if it is external like yahoo.com or google.com select 'external'.

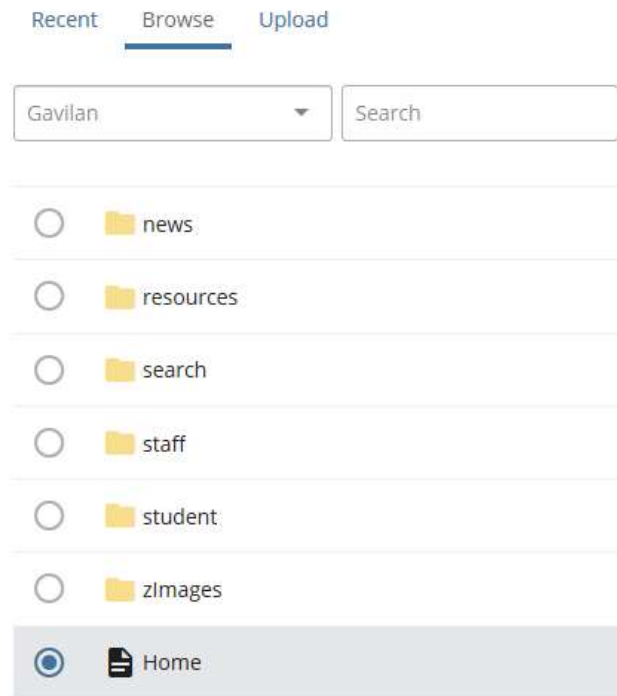
Insert link

Link Type Internal External

Link Source

Link it to the Gavilan home page by clicking 'Choose File, Page, or Link'. Select Browse and navigate to the Home file.

Click 'Choose' then 'OK'.



Title/Display Name
Home

Path
index



Insert link ✕

Link Type Internal External

Link Source ✕
Gavilan: /index

Anchor

Text to display

Title

Target

Class

Remove a link

Select the text that is linked and click the broken chain icon

Main Content

Edit ▾ Format ▾ Insert ▾ Table ▾ View ▾ Tools ▾

↶ ↷
B
I
Formats ▾
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☰
✕
🖼️

My Link index

Don't forget to 'Publish' your changes so they become live on the website.

Quick-Links

The quick links are the navigation on the right side.

Home > Information Technology (IT) Department > cms

CONTENT MANAGEMENT SYSTEM CMS

[Basic Instructions](#)

[Columns Code](#)

[Accordion Code](#)

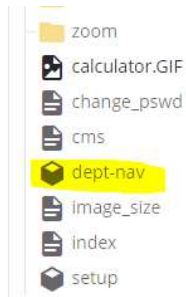
[Why are image sizes important? \(How to make images smaller\)](#)

QUICKLINKS

QUICKLINKS

- IT Department
- CMS - Web Authoring
- Change your PIN
- Zoom Info

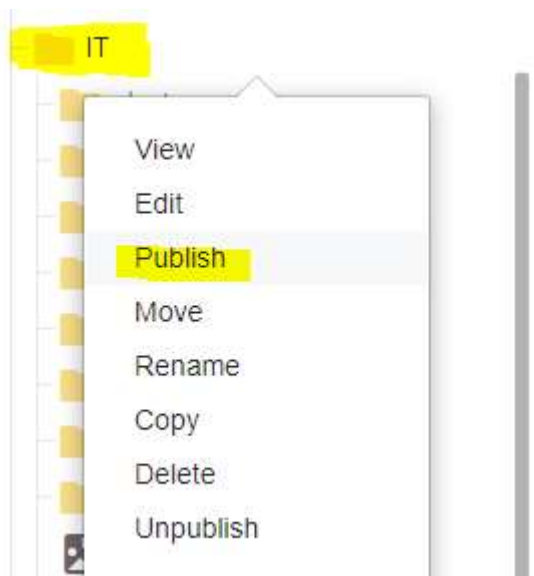
To edit these, click dept-nav in your folder.



The navigation is a list that you can edit.



The one tricky thing here is there is no 'publish' button on the dept-nav. Every item in the folder uses the dept-nav so you must publish every page. How? Right click on the parent folder and say publish.



Edit the hours/contact and main image

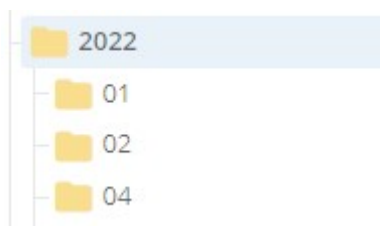
This information can be found in the setup icon.



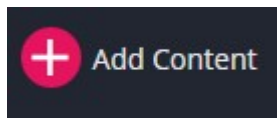
Click edit on the icon and you can choose the main image that shows up on all your pages. The image size of the image should be 1000px by 250px or else it will get stretched and look weird. You can also check Yes/No on whether to display the contact and hours. The 'setup' is the other item that does not have a publish button – again you need to right click on the parent folder and say publish.

Add a new Folder

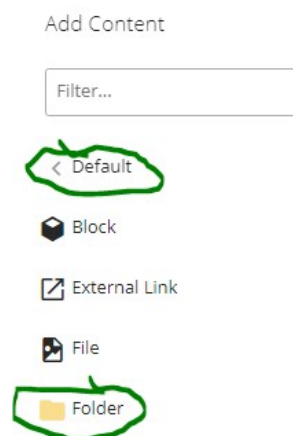
Right click on the parent folder to select it and make it blue.



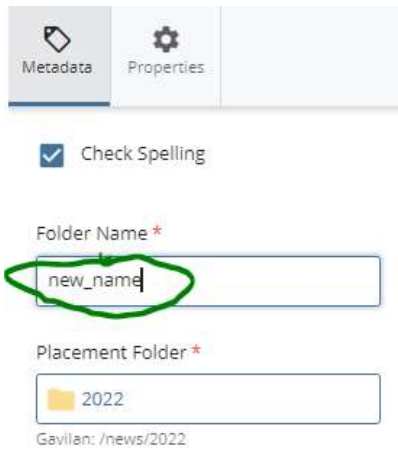
Click Add new Content.



Click Default and then choose Folder



Add a Folder Name, use all lower-case and no spaces.



The screenshot shows a CMS interface with two tabs: 'Metadata' and 'Properties'. The 'Check Spelling' checkbox is checked. The 'Folder Name' field is labeled with a red asterisk and contains the text 'new_name', which is circled in green. Below it, the 'Placement Folder' field is labeled with a red asterisk and contains a folder icon and the text '2022'. At the bottom, the path 'Gavilan: /news/2022' is displayed.

Finally click Submit.

Publishing

Publishing your page is the act of moving it to the web. If you don't publish, the changes are stuck behind the red line in the database and are not live or accessible to the world.

