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HOW TO LOGIN

To login to the website go to uis.edu/login and use your normal login credentials. Once you log in you will be redirected to the website and should see a black bar across the top of your screen.

Once you log in, you will be taken to your workbench in Drupal. Here is where you can see updates for pages you edited (1), newly edited pages across UIS’s site (2), and a couple of ways to create content (3 & 4).
HOW TO EDIT A PAGE

To edit a page you first must be logged into the site at uis.edu/login. Once you are logged in you will see a black bar at the top of the page with your username. You can visit the URL of your department’s page that needs editing or go to Manage > Content and search for your page by title, and click edit to access the editor.

Under the header image of your department’s page will be a line menu of options (View, Edit, Revisions, etc) to interact with the page. Click Edit to open the page within the Gutenberg Editor.

Headings Start at 2

Headings Should be in Chronological Order

Heading 4

This is a paragraph.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Bulleted List

- One Bullet
- Two Bullet
- Three Bullet

Numbered List

1. New Numbers
2. Second Number
3. Third Number
GUTENBERG BLOCK TYPES

Within the Gutenberg Editor, you will use blocks to edit and format your page. Here are the most commonly used blocks. Examples of other blocks can be seen on the Gutenberg Block Examples page: uis.edu/gutenberg-block-examples

Headings Start at 2

Headings Should be in Chronological Order

HEADING 4

This is a paragraph.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Bulleted List

- One bullet
- Two Bullet
- Three Bullet

Numbered List

1. Now Numbers
2. Second Number
3. Third Number

Image

Now with Captions!

Separator
Columns

There are multiple layout options that can be used with columns.

A little of Column A, A little of Column B Or maybe a little of Both

Button Block

This is a Button

Tables

<table>
<thead>
<tr>
<th>Tables</th>
<th>can</th>
</tr>
</thead>
<tbody>
<tr>
<td>be</td>
<td>trouble</td>
</tr>
</tbody>
</table>

Tables can also have captions

Quote

When the going gets weird, the weird turn pro...

Hunter S. Thompson

Pull Quote

When the going gets weird, the weird turn pro...

HUNTER S. THOMPSON

PDF file

*DO NOT USE THE DOWNLOAD BUTTON OPTION. The button causes accessibility issues.

Some Donor Form
HOW TO ADD AN IMAGE

You can add an image a couple of ways: 1.) Drag and drop your image into the editor window. 2.) Type “/image” into the Gutenberg editor and press enter. 3.) Click on the blue box with the plus sign, and search for the Image block.

1.)

2.)
Either upload an image from your computer or browse images that have already been uploaded to the University’s media library. For more information on optimizing images and the best image sizes, please visit: www.uis.edu/web-services/website-resources

Go ahead and select your image and then click on the insert button.

To ensure accessibility of your images, you will need to make sure that your image does not contain any text (unless it is a logo) and has alt text attached to the image. This is a requirement because those who use screen readers need to be able to understand what is happening in your image. If you need to have a flyer or other word heavy imagery, please insert it as a PDF file instead.
**Add the required Alt Text to an image.** Select your image within the editor and look to the options on the right side of the screen. In the Image Settings, you’ll see a text box to insert your Alt Text. Alt Text is a description of what is going on in the photo. To make sure that those using screen readers have accessibility to the image, you only need to put a short description of what is going on in the image in the box. Avoid longer descriptions so that the screen reader can more efficiently read the page to the user.

You have a couple of places to play around with how you want your image to look on your web page. You have the Block settings and the menu that appears near your cursor when you select your image. For example, if you notice that your image looks blurry, you may want to go to the block settings and change the image size to “original” and then play with the percentage buttons in the image dimensions in the Block settings. You also have options to crop your image when you click on your image and select the crop button in the pop up menu.
HOW TO ADD A LINK

Links can be added to multiple different block types. To add a link to text or an image you first select it, then click the link icon in the Gutenberg editor shown below. You will be presented with a screen where you can input the URL to your link.

If you are updating a link, you’ll want to make sure that you press the arrow next to the link address. This will ensure that your link updates.
To make a linked button, insert a Button block. Next type within the button, press the link button, and insert the link like normal.

A few tips for links:

- Headings as links are not allowed
- Sentences as links are not allowed
- Link titles should match the page title that it is linking to.
- Check the page links when you edit content to make sure that there are still valid.
HOW TO UPLOAD A PDF

To upload a PDF, drag it from your desktop and drop it directly into the editor. This will automatically create a File block for you in the editor with your PDF.

You can also select the File block in the editor (shown below), browse for the file on your desktop or from the media library.

You will be presented with a screen where you search for your desired file and click “Open”.

Once you have selected "Open", your PDF will be uploaded automatically into a reader (shown below). Make sure that you name your PDF (a).

Next, you will want to check the block menu to the right of the editor to make sure that the “Show download button” is disabled (b). You will want to disable it because it causes accessibility issues.

If you do not like having the PDF embedded on your page, you can deselect the “Show inline embed” button (c) to remove it to only have the linked name of the PDF showing.

If you do like the reader, but would like to adjust how tall it is you can also do this (d) in the block options menu.
HOW TO CREATE A NEW PAGE

Click Manage > Content > Add content > Page to create a new page.
There are multiple configuration options that need to be set when creating a page.

Directly under the main editor window there is a ‘More Settings’ accordion menu.

**Title Caption**
This option displays a sub-title directly under the page title in the header section of the page.

**Header CTA**
You can add a call-to-action (CTA) button in your header under the title caption and/or the title. A call-to-action element is a web page item that entices the viewer to take some sort of action – such as "Apply Now." To implement a CTA button, you need to supply a URL and the text for the button.

**Intro Text (only required for pages/sites using the main UIS theme)**
The intro text section is used if the page is going to include a sidebar menu for navigation. The menu extends into the page when expanded. The intro text area sets margins at the upper portion of the page that allows the menu to extend into the page. It has basic WYSWYG edit controls such as text size, bullets and a link option.

**Department**
This adds the proper permissions to the page so others with access in the department can edit the content. There is an option to ‘Add another item’ and this is to allow multiple departments to edit and access the same piece of content if multiple departments are responsible.
**Header Media**

You also have the capability to change the default header image to a different image(s) in the Header Media options. If using multiple images, they will randomly sort on page refresh to show the other images. Even though this is exciting functionality we do recommend using a consistent set of images throughout your department site to pull all your pages together. Sometimes, however, for a special page, it makes more sense to use a separate image.

The default image(s) included can be removed by clicking the X in the top right corner of the image thumbnail. Click 'Add media' to access the collection of images or to add a new image.

There are options to search for files in the media library by name or by the user that uploaded them. (Tip: Search the term “hero” to find pre-formatted header images)

If you choose to upload a new file, select ‘Choose File’ and select the image(s) you want to upload. You can select multiple images at once by holding Ctrl for PC or Cmd for Mac while clicking the images.

Hit 'Save and select’ to select the image and go back to the media library or hit 'Save and insert’ to insert the image(s) into the page and go back to the page editing screen.

For making your own header images, please use the following sizes when uploading them to the media library:

**Main pages:** 1920px x 1080px at 72 dpi  
**Sub Pages:** 1920px x 700px at 72 dpi
HOW TO SUBMIT CONTENT TO BE PUBLISHED

Once you are done making changes to your page, save the page by clicking the blue save button in the top-right corner of the screen.

Content is locked by default during editing. This is used to prevent two or more users from editing the content at the same time. The Unlock button is provided to allow you to unlock the content for another editor.

![Image of a webpage editor interface]

Once you save the page you will see the draft version of your page with a pink background. You can then submit the page for ‘Needs Review’ and add a log message from this view if you are ready to submit the page to be published. To do so, make sure the dropdown Change to says ‘Needs Review’ and add a log message if there was something additional you needed assistance with on the page. If the page needs to be added to the menu, describe where in the menu you would like for it to be added. For ex. “Please add under Web Services > About.”

Moderation State Options
The next option you see includes the moderation options for the page. On the site the options are:

- **Draft** – default option and should be used to preview changes to a page. (NOTE: you will not see your header media changes until the page is published)
- **Needs Review** – once you are happy with the changes and ready for them to be published, they first need to be reviewed. By selecting this option and saving the page, it will be added to the ‘Needs Review’ queue to be reviewed by the Office of Web Services.
- **Unit Review** – editors will use this option to submit for review if the unit has a publisher on staff.
- **Published** – this option is only visible for the publisher role or higher.
- **Scheduled** – new pages and drafts can be scheduled to be published at a future date.
- **Archive** – if you no longer want the page to be published on the site, select this option. It retains the page but removes it from the visibility of the site for all users expect users with editing access.

*Only visible to Publisher roles and higher
Once you are done adding the content and configuring your page, change the status to either “Needs Review” or “Unit Review,” then click Save in the top right corner of the page.

Submit for Needs Review to submit your content to OWS to be published or if your unit has a publisher submit your content for Unit Review. You can include a message in the log message field if you need additional help with something specific.

Please allow 24-48 hours (during business days) for your changes to be published.

Please note: you will not be able to see the header image when it is in Draft or Needs Review mode with a pink background as seen below. The header images will appear once the page is published.

---

Our General Education coursework enables undergraduate students to build a solid foundation of problem-solving, critical thinking, and writing skills. Students who complete this coursework at UIS experience the benefits of world-class teaching, personal attention by outstanding faculty who are committed to teaching, and ample opportunities for engaged learning.

**World-Class Teaching**

UIS is committed to providing quality knowledge to students through excellent teaching practices taught by an increasingly diverse faculty. Our faculty provides a wide array of information from diverse and inclusive perspectives and backgrounds, further expanding the worldview of students.

**Personal Attention**

UIS is committed to assuring that classes are delivered to meet the needs of students, improving practices to meet the needs of a diverse student body, and working to further enrich the student experience both in and out of the classroom.

**Experience Engaged**

UIS is committed to expanding experiential learning opportunities beyond the classroom, increasing the capability and practice of experiential activities in courses, and ensuring that experiential learning opportunities are connected to the world beyond the campus environment.

**Liberal Arts Skilled**

UIS is committed to expanding and enhancing our liberal arts strengths to properly prepare students for the future, as well as integrating...
HOW TO CREATE AN EVENT

In order to add an event to your unit’s website and the main campus calendar, go to Manage > Content > Add Content > Event.

This will bring you to the Gutenberg editor to start making your page. You have the same types of blocks to work with in an event page that you do when you work on a regular page. You will even now have the option to create a reoccurring event by entering multiple times (see example below).
When creating an event, make sure that the time, date, location, cost, and other important information is within the content you want published.

The options listed inside the More Settings allows you to configure the settings for your event.

- **Title Caption** – add text under the main page heading in the banner
- **When** – add your event date(s); includes settings to add recurring dates and date ranges.
- **Event Type** (if we need to add an event type submit a request to do so at https://go.uis.edu/webhelp)
- **Department** – select your department so the event shows up in your event list
- **Event Media** – thumbnail image to use for the event and will be shown in featured event lists
- **Location** – location of your event

### More Settings

#### Event Type

- None
  - summer camp
- Academic
- Alumni

#### Department

- Advising
- African-American Studies
- Alliance for Experiential Problem-Based Learning
- Alumni Relations
- Archives/IRAD

#### Location

UIS Studio Theatre

#### When

- **01/28/2023 06:30 PM** to **08:30 PM**
- **All day**
- **Duration** 2 hours
- **Repeats every** # of **days** Ends **Never**

---

### Event Media

No media items are selected.

**Add media**

One media item remaining.
Add an event image in the ‘Event Media’ field. **Event images can contain text but the text must also be typed out in the body of the event** to make it accessible for our users on screen readers.

Once you are done adding the content and configuring your event, click Save in the top right corner of the page.

Submit for ‘Needs Review’ to submit your content to OWS to be published. If your unit has a publisher submit your content for ‘Unit Review’. Include a message if you need additional help with something specific.

Please allow 24-48 hours (during business days) for your changes to be published.
HOW TO ADD A FEATURED PROFILE

Select Manage > Content > Add Content > Article.
Add text, videos, and other elements within the editor. This is a great opportunity to highlight the achievements of Alumni, Current Students, Faculty, and Staff to add to a feed within your department’s pages. If there is not already have a page on your site to list your featured profiles, please submit a Website Project Request located on Web Services main page.

In the right sidebar, if not selected, click the Article tab > “Profile Options” and enter more information on the person being profiled.

(a) This is where you select what type of person is being profiled. Options include:
   - Student
   - Alumni
   - Faculty
   - Emeritus
   - Donor
   - Staff

(b) This is where you enter the person’s name.

(c) Upload a headshot image of the person. It should be a minimum of 200 x 300 px at 72 dpi.

(d) Add the class year of the person, if applicable.

(e) Enter information on the person’s career field or title.

(f) Add involvement including organizations, committees, etc.

(g) Enter the program of involvement.

When you are ready to publish, submit your article for ‘Needs review’ and don’t forget to select your department!
JULIE STALEY
Owner and CEO of Spencer Films LLC
DPA

Hometown: Springfield, IL

Undergraduate Degree: Southern Illinois University at Carbondale (1988) Bachelor’s Degree in Radio-Television

Graduate Degree: Southern Illinois University at Edwardsville (1997) Masters Degree in Mass Communication

Bio: Julie Staley is the owner and CEO of Spencer Films LLC and works as director, producer, and writer for their projects. She serves StOtc’s as President of Spencer Theatre Company, President of the Staley Museum, and Director for the Staley Family Foundation. Her career as a television news anchor and reporter brought her to stations in several markets, including KSDK-TV in St. Louis, KDNL-TV in St. Louis, KCCP-TV in Kansas City, All News Channel in Minneapolis, CNN in Atlanta, WAND-TV in Decatur, WICS in Springfield, and WRSP-TV in Springfield. Julie is a contributor/host for In Focus, which airs on WSIU-TV in Carbondale and WSEC-TV in Springfield. Julie also spent some of her undergraduate work studying foreign broadcasting systems in London, England.

Relevant Work Experience

- Managing Multiple Non-Profits in Varied Sectors and Varying Sizes
- Starting and Setting up Non-Profits
- Non-Profit Fundraising
- Reaching the Public Through Social Media Marketing for Charities
- Public Television, Network, and Local Affiliate Broadcasting

Board Experience

- The Staley Museum (President)
- Hoogland Center for the Arts (Past President)
- Spencer Films (President)
- Springfield Ballet Company
- Land of Lincoln Goodwill (Past Secretary)
- Lutheran School Association: Fundraising Board
- St. Patrick School Advisory Board
- Sangamon County Community Foundation Advisory Board

Everything entered in the Profile Options Menu will appear at the top of the page next to the headshot of the person if it was uploaded. Everything that appears below the headshot was entered in the Gutenberg Editor.

There is no specific way to create featured profiles. They can be a resume-like profile, an interview, just a video of the person, etc.
HOW TO CREATE A NEWS ARTICLE

Select Manage > Content > Add Content > Article.

You are not authorized to access this page.
In the right sidebar, if not selected, click the Article tab > “News Options” and enter information. Also, make sure you look over your options in the More Settings tab at the bottom of the editor.

(a) Publish date defaults to today’s date but can be modified to a previous date if applicable.

(b) Upload a Thumbnail Image image. Images should be at least 450px x 570px at 72 dpi. This will be used in news listings on our site. Do not forget to enter alt text.

(c) Article’s author.

(d) News categories are used to tag articles for like content. This allows us to create news feeds specific to categories and show users related content.

(e) Header images can be uploaded but are not required for articles. The default images can be removed by clicking the X next to the image.

When you are ready to publish, submit your article for ‘Needs review’ and don’t forget to select your department!
HOW TO CREATE A POLICY

Select Manage > Content > Add Content > Policy
The ‘Create Policy’ page includes different fields to guide you what information to add to your policy.

Select the **Policy type** (Academic, Information Technology Services, Operational, Personnel, Research & Sponsored Projects, Student Affairs)

In the **Application field** select who the policy applies to.

There are fields to add the following:

- **Policy Statement**
- **Background**
- **Policy**
- **Sources** - include the URL and link text for policy sources
- **Copy of the Signed Policy**
- Add content to the appropriate fields, if applicable.
In the right you will see **Unit Info** and **Approved Policy Settings**.

Under **Unit Info**, enter your name and general unit email, the responsible unit, and division and unit head. This information helps us to notify the correct individuals when policies need reviewed and updated.

Under **approved policy settings** there are various fields to add the effective date, approval date, last reviewed, and the amended date.

If you are a Publisher check the ‘Unit-Level Policy’ box to display on the UIS policies page.*
There are options to Save as:

- **Draft** - if you are not ready to publish, use this option to save and come back later
- **Submit for Approval** - use to submit a policy for approval. Required for all roles for University-level policies.
- **Published** - Publishers have access to publish unit-level policies but should consult with unit head prior to doing so. **Publishers are still required to ‘Submit for Approval’ for all University-level policies** and will not be published to the website until OWS has received approval from cabinet.

*Only available to the Publisher role and higher.

Policy Workflow

**University-Level Policy Approval Process**

For university-level policies, download the Sample Policy Format Template and review the Policy on Policies for information on how to submit or update a policy. If you notice an issue with a policy listed below, please submit the information using the Policy Update Request form. Once a University-Level policy is approved by cabinet, the department should add the new policy to the website using the steps above. The policies will remain a draft until it has been fully approved and, if approved, will be signed off by the chancellor. The Associate Chancellor of Public Affairs will send a report of the approved policies to the Director of Web Services, who will then publish approved policies to the uis.edu website. Communications will be sent out to the university community of new or updated policies.

**Unit-Level Policy Approval Process**

Editors and publishers have the access to create or edit unit-level policies within their area. Unit publishers have access to publish unit-level policies. Upon submission, a notification email will be sent to the submitter, the unit email, and Web Services to review and make any necessary updates.

**Edit an Existing Policy**

To find a policy on the site, click Manage in the top toolbar > Content, select ‘policy’ as content type, search by policy name and/or department. Click edit on the right or click to view the policy and click edit.

OR

Go to Policy page, find your policy, click the title, then click edit.

All university-level policies will go through the same approval process as new policies. Unit-level policies can be updated and published by a unit publisher or Web Services.