ARTS WEBSITE GUIDE
Help and tips on editing the arts website

Please refer to the Help Page for general website guidance.

GENERAL EDITING TIPS

1. How to log in: http://arts.ucdavis.edu/general-information/how-log-existing-user

2. The ‘Show Content Zones’ button on the bottom right corner of the page shows you the post types of a section and gives you an easy way to reorder and add posts.

‘Show Content Zones’ button turned off

‘Show Content Zones’ button turned on

Click on it again to turn it off.
3. When you are editing a post, make sure you always have the ‘Advanced Mode’ button at the bottom right corner of your screen turned on (this button only appears when you are in the editing mode). Turning it on will allow you to view and use options/features not available otherwise.

![Advanced mode button](image)

4. Make sure to reorder lists after something has been added or changed; most recently updated or created posts are usually automatically placed at the top (unless it is an events page, in which case the order is chronological).

   a) If it is a group of profiles or courses, automatically reorder alphabetically by clicking on the ‘Title’ header on the reordering page.

   ![Reordering posts](image)

   i) Alumni profiles are manually ordered chronologically, so make sure to relocate profiles in their respective places after creating or editing one.

   b) In general, note the list order beforehand and order new or edited elements accordingly.

5. For bulk changes, click on the ‘Command’ button on the bottom left corner and then click on ‘Manage content’. Next to the ‘Manage Content’ tab, click the ‘Advanced’ tab (shown below).

   a) You can filter your search by filling out the necessary fields. All of the results can
be selected at once by clicking on the circled check mark below or they can be selected individually.

b) Click on ‘Choose an operation’ and choose a menu entry from the drop-down menu to perform that operation on the selected posts. It’s best to get help from an experienced user the first few times you try this.

6. **Archive, don’t delete!** If you choose to permanently delete a post, you cannot recover it and you cannot undo the deletion, so make sure to double-check before permanently deleting any posts. Always **Archive**, don’t delete. If you archive a post by mistake we can open the Revisions tab and restore it from an earlier version. If you delete, there is no going back.

7. Archiving vs. Untagging: If there is a related person tagged to a post and the post is outdated, but the related person still wants it to show up on their profile, untag the post from all pages instead of archiving it. This way the post still appears under the related person’s profile, whereas archiving the post will delete it from the profile.

   a) The post will still show up in searches even if it is archived or untagged.

   b) Check the “archive on” date when you publish a post, especially if you cloned another post. You may want to change the date.
8. Change the post type: Sometimes you may need to change the post type. Often there will be one image before an event, then somebody will send more. If there are multiple images for a post, try changing the post type to ‘Photo gallery’. The images will display much better this way.

   This will create a photo gallery with all the images (left). Otherwise, the images will simply be displayed in order (right).

**CREATING A POST**

1. Most of the tabs are self-explanatory.
2. Important notes on creating a new post:

a) The ‘Calendar dates’ tab is where you include the date and time of an event, which consequently shows up on the website calendar (more on Calendar events under “EVENTS”).

b) You can create accordion (collapsible) headings on a post under ‘Display settings’.
You can choose H3 or H4 as the accordion heading as displayed above. The H3 and H4 refers to the heading for the body text as shown below.

![Example text](image)

**c)** You can “bundle in” existing posts under the ‘Bundled content’ tab. We use this setup for listing classes offered each quarter.

  **i)** Bundled-in contents are simply attached at the end of the post. They show up wherever the original post shows up, but can be clicked on and viewed as a separate post.

### PROFILE UPDATES

1. When editing a profile post, make sure to type the person’s last name in the ‘Last name’ sort field, right below the body content’s text field.

   *Note that ordering changes will take place immediately if you click on the ‘sort name’ header, even though most changes do not happen until you click the ‘save’ button.*

![Last name field](image)

**a)** When ‘Show Content Zones’ is on, a ‘Reorder’ button appears under the ‘Posts’ tab. If the last name is typed in each post, this allows easy, alphabetical ordering by sort name. This is useful for profiles, which are commonly sorted alphabetically.
3. Notice that there are several profile types you can choose from:
   
   a) Faculty Profile
   
   b) Student Profile
   
   c) Staff Profile
   
   d) Alumni Profile

Different types have different fields in the post, so make sure to choose the correct type when creating a new profile.

COURSE DESCRIPTIONS

1. Make sure that all course description titles are in the standard format:
   
   a) DEPTNAME 3-DIGIT-COURSE-NUMBER: COURSE-TITLE
(UNITS - Recommended)

   i) Example ART 002: Beginning Drawing (4)

   b) If a letter is included in the course number, add it without a space.

      ii) Example: CTS 124E: COSTUME DESIGN FOR FILM

2. Quarter-specific course descriptions:

   a) Make sure that this description is a separate post from its general course description; DO NOT replace its general course description with the quarter-specific one.

      i) There will most likely be a separate post for each quarter under all departments, this is the most appropriate place to tag the quarter-specific course description.

   b) Tag the professor if you know who is teaching the course that quarter (enter the name in ‘Related people & profiles’ field).

EVENTS

1. Calendar events

   a) In the edit mode, refer to the ‘Calendar dates’ to specify the dates and times of the event.
b) **Note:** For multiple performances it is often necessary to add each date and the times for that date separately, rather than as a range. For most exhibitions a range of dates works fine.
2. When tagging event posts, if you would like the event to appear under ‘Upcoming events’ on a department’s homepage, the post has to be tagged to that department’s homepage.

   a) You need to click on the homepage title and there should be a checkmark next to the department name, not a dot.

   ![Home page screenshot](image)

   *This is where the event will show up on a department’s homepage*

3. When creating an EVENT post for an exhibition:

   a) Realize exhibitions commonly open following a reception.

      i) Create one post that includes both reception and exhibition information

      ii) Create another post focusing on the date/time/details of the reception

4. When creating an EVENT post:

   a) Visiting lectures, faculty talks, career events, exhibitions, and performances that take place at UC Davis are usually added to the calendar for the related department,
and may also be added to the Arts Administrative Group Calendar.

b) Most events held outside of UC Davis do not need to be displayed on the calendar, but are treated as news items within a department.

5. If there are images that correspond to a new event/course, CAROUSEL posts may be created to promote the event:

a) Carousels may only be tagged to their corresponding department’s homepage, not the Arts Administrative Group homepage. Only a site editor or publicity staff should post images to the Arts Administrative Group home page (arts.ucdavis.edu).

TAGGING

1. When a post concerns an event or work by a specific person, tagging the person’s name to the post will allow any related posts to appear on that person’s profile. See faculty profiles for examples.

a) Under ‘Related People’, type the full name of the featured person (See image below b).

b) A list of names will appear as you type out the name. People who already have an arts Profile will be options in the drop list. Select the profile of interest to associate and tag the post to it.
PODS

1. Redirect link—always have a redirect link to another post for a pod if your pod does not contain all the needed information and you simply want to direct the viewer to an already existing post. Think of pods as a way to highlight existing information and lead users to it.
2. There can only be a maximum of three pods on a page.

   a) When you tag a new pod to a page, check to see how many pods already exist on that page.

       i) If there are already three or more pods, decide whether it is worth bumping one of the pods down; you might want to either move them around to accommodate or simply tag it to a different page if that is a better option.

   b) If you want a pod to show up on a department homepage, make sure that the post is tagged to the homepage (refer to #4 of the “GENERAL” section).

   b) Check before archiving: When removing pods, it’s a good idea to edit the pod and just untag it from the page where it isn’t needed. Some pods are tagged to multiple pages so if you just archive it, you will also affect a number of other pages (see, for example, http://arts.ucdavis.edu/pod/office-locations).

WEBFORMS

1. Forms are used to collect data from website users. For example, they could be used for a ‘contact us’ form with any questions or concerns, or as a request form to be added to a mailing list. We also use them for alumni updates. They can be referenced online or downloaded.

2. You can add a form to any existing post by editing the post and clicking the ‘Webform’ tab. If a post has not been created yet, you can create one with a title and an optional body text and follow the same prior instructions.

3. Where do forms go when submitted? If no other email address is specified, forms go to
artswebhelp@ucdavis.edu. Most of our forms are set up to go to several addresses, for backup.

**EMAIL BLASTS**

1. Any post on the website can be sent out (or “blasted”) to an email address, a listserv, or a group of subscribers to one of our lists. This is an easy way to send out information in a nice-looking format.

2. Anyone can create an *Email Blast* post (there are several types to choose from) but only the Site Administrators can send them out. Please check with artswebhelp@ucdavis.edu for help sending out an email blast. Include information such as when you want to send the message, and who it should go to (a group or list, usually).