

# Creating and Maintaining CAES Templated Websites using Adobe Experience Manager (AEM)



Website: <http://www.caes.uga.edu/unit/oit/aem/>

AEM Support: [caesweb@uga.edu](mailto:caesweb@uga.edu)

AEM Login: aem.caes.uga.edu:4502

Manual revised: 10-25-17



## Resources

### AEM CAES Manual

This manual will be updated periodically as necessary. The most current version can be accessed at: <http://www.caes.uga.edu/unit/oit/aem/documents/AEM-CAES-manual.pdf>

If you cannot find the answers you need in the AEM CAES Manual, email [caesweb@uga.edu](mailto:caesweb@uga.edu) with your questions.

### UGA/CAES Resources

- Office of Information Technology: <http://www.caes.uga.edu/unit/oit/>
- OIT Tech Source Blog: <http://blog.caes.uga.edu/tech/>
- Office of Communications and Creative Services: <http://www.caes.uga.edu/unit/occs/>
- CAES Photostream on Flickr: <https://www.flickr.com/photos/ugacommunications/sets/>
- UGA CAES YouTube channel: <https://www.youtube.com/user/UGAAGandEnvironment>
- UGA Extension YouTube channel: <https://www.youtube.com/user/ugaExtension>
- UGA Brand Toolkit: <http://brand.uga.edu/>

### External Resources

- Adobe Experience Manager Documentation  
<https://docs.adobe.com/content/docs/en/aem/6-2.html>
- Writing for the Web articles
  - Nielson Norman Group: <https://www.nngroup.com/topic/writing-web/>
  - New York University: <https://www.nyu.edu/employees/resources-and-services/media-and-communications/styleguide/website/writing-for-the-web.html>
  - Rutgers University: <http://ucm.rutgers.edu/web-ecomunications/web-writing>
- PicMonkey online image editor  
<http://www.picmonkey.com/>
- Lynda.com: Login via MyUGA Portal (EITS Central Authentication Service - CAS)  
<https://lynda.com/portal/uga>

## Overview

AEM is an online content management system accessed through a web browser. **Using the Mozilla Firefox web browser is highly recommended for editing in AEM as it provides more editing capabilities than either IE or Chrome.** If you use the Internet Explorer web browser, Version 9 or above is necessary. There is no additional software to download or install. The system is fully supported by the College of Agricultural and Environmental Sciences.

The full day technical training session will equip web authors with the knowledge and tools needed to publish content to the Web using templates designed in AEM. Through a review of the AEM interface and a series of hands-on activities, authors will create, modify and delete content using basic authoring activities such as adding text or images, creating links, exploring available components, and creating new pages. Knowledge of HTML is not necessary.

### How AEM Works:

Content managers (authors) work in the author (edit) environment to create, edit and review the content which when ready, will be activated (published) to a website and become available to site visitors.

Authoring options include:

- Create and edit pages.
- Create, edit, upload and manage digital assets.
- Move, copy or delete content pages.
- Preview pages before going live.
- Activate (publish) pages that are ready to go live.

Publish/Unpublish:

- Displays published pages and associated digital assets.
- View pages as the public will see them.
- Unpublish/Deactivate does NOT delete the page from the server, but hides it from public view.

**For questions or support with Adobe Experience Manager or to request an account, please email [caesweb@uga.edu](mailto:caesweb@uga.edu).**

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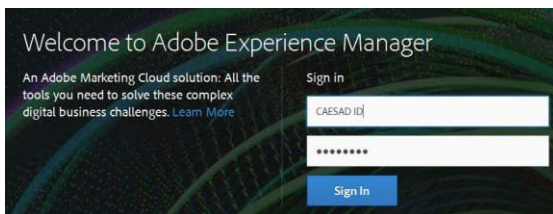
## Section 1. Accessing Your Site

Internet Explorer's compatibility mode for AEM needs to be removed in order to use IE successfully. Review [Appendix 4](#) for instructions. Using an alternate browser such as Mozilla Firefox is recommended.

Download Mozilla Firefox: <https://www.mozilla.org/en-US/firefox/new/?scene=2>

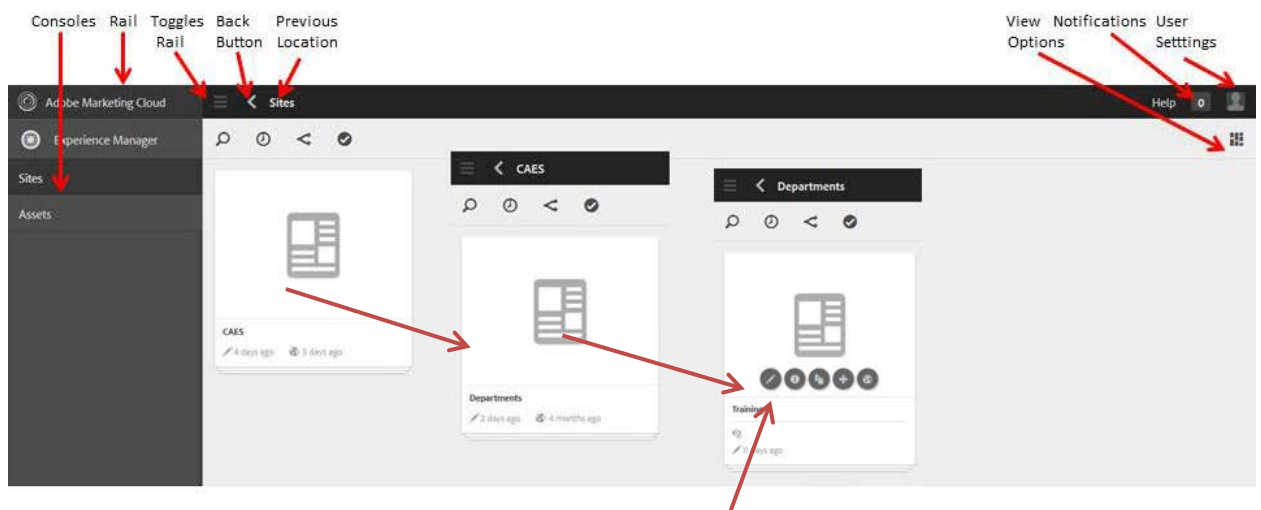
### Signing In to AEM

- Type or copy and paste this URL into your browser address bar: **aem.caes.uga.edu:4502**
- You will be directed to the AEM Sign In screen. Bookmark the page for future reference.
- Add your CAESAD ID username and password. (NOTE: Your CAESAD ID is not the same as your UGA MyID, but what you used for logging into Contribute, logging in to your computer, or were assigned by OIT. Email [caesweb@uga.edu](mailto:caesweb@uga.edu) if you're not sure.)
- Click **Sign In**.



- You will see the AEM main screen. From the Rail on the left, click the **Sites** console.

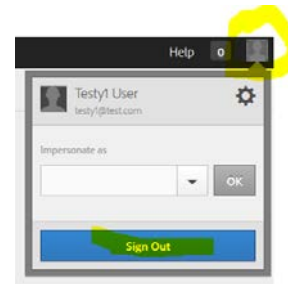
### AEM Environment and Site navigation using Cards



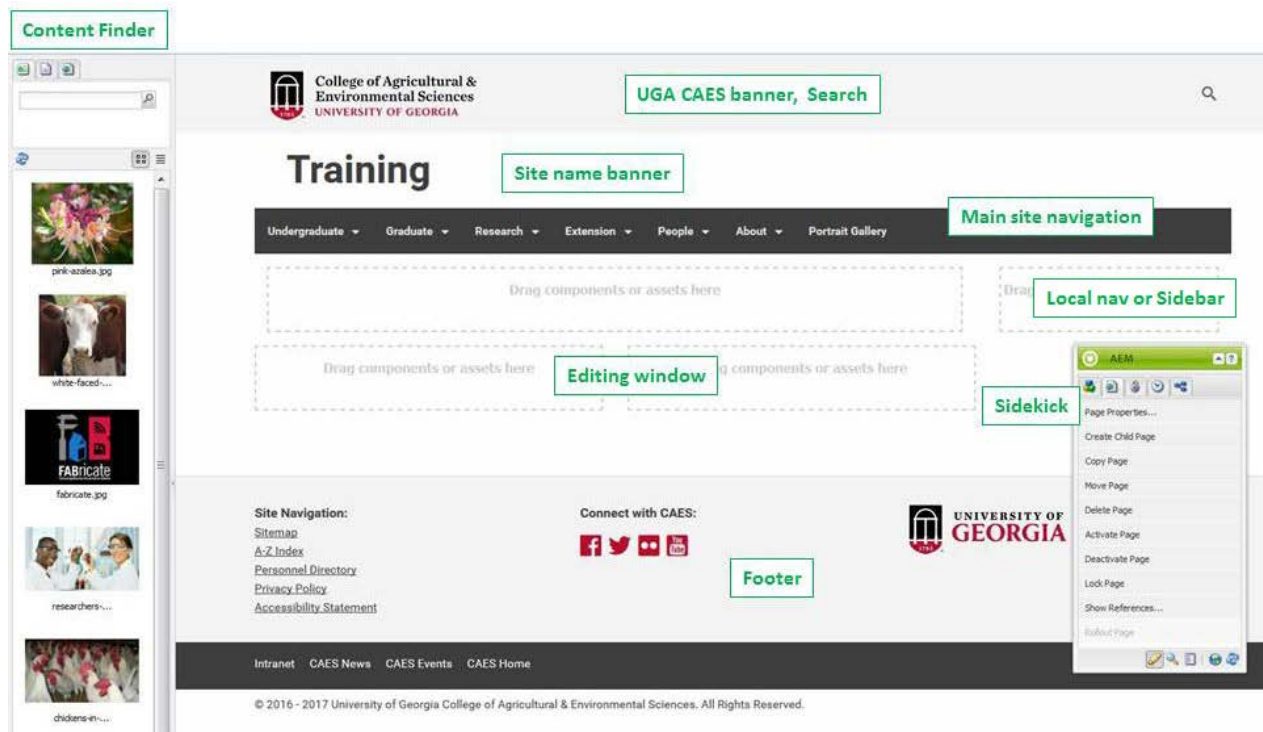
- Click on the **CAES** card. The Departments card displays. Click on the **Departments** card. Your department card displays. To edit this page, **click on the little grey circle with the pencil**.

## Signing Out of AEM

- Click the **User Settings silhouette** in the upper right corner of the screen.
- Click **Sign Out**.



## Basic Page Layout for CAES Basic Templated Web Page

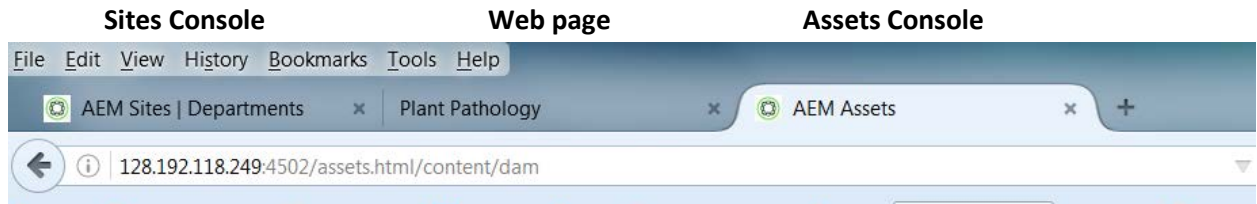


- **UGA CAES banner and Search:** non-editable region that contains links to CAES and a Search feature.
- **Site name banner:** the website's name.
- **Main site navigation:** links to the main pages and program areas available on the site.
- **Local Nav or Sidebar:** page links are limited to 3 levels deep. If there is a need to nest pages more deeply than 3 levels, those pages will not show up in the local navigation. Other components can also be added to this area below the local navigation.
- **Editing window (or document window):** the main editable region for content.
- **Footer:** non-editable region that contains links to basic Site Navigation, Social Media, UGA and related CAES resources.
- **Sidekick:** a "toolbox" containing a list of the Components that can be added to a page and other Page editing options.
- **Content Finder:** menu showing a list of asset files (images, documents) that have been uploaded.



## Opening Sites and Assets in Browser Tabs

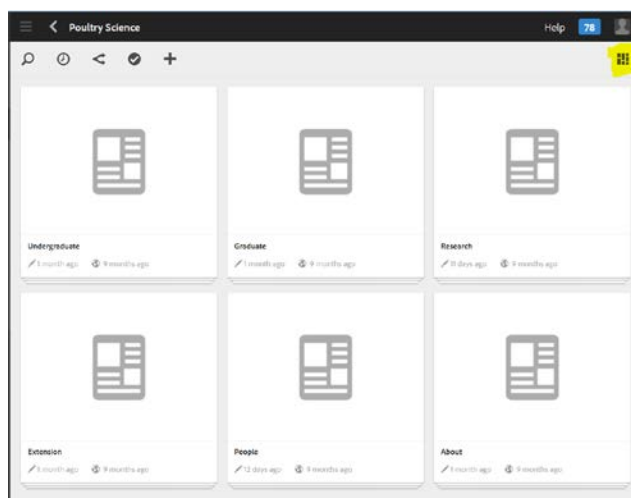
To ease the editing process, consider signing into AEM to open the **Sites** console then navigate to your web page as usual which opens a second page tab. Then open another browser tab, go into AEM again (sign in if necessary) and click to open the Assets tab. Multiple tabs allow toggling between the various tabs versus opening and closing them.



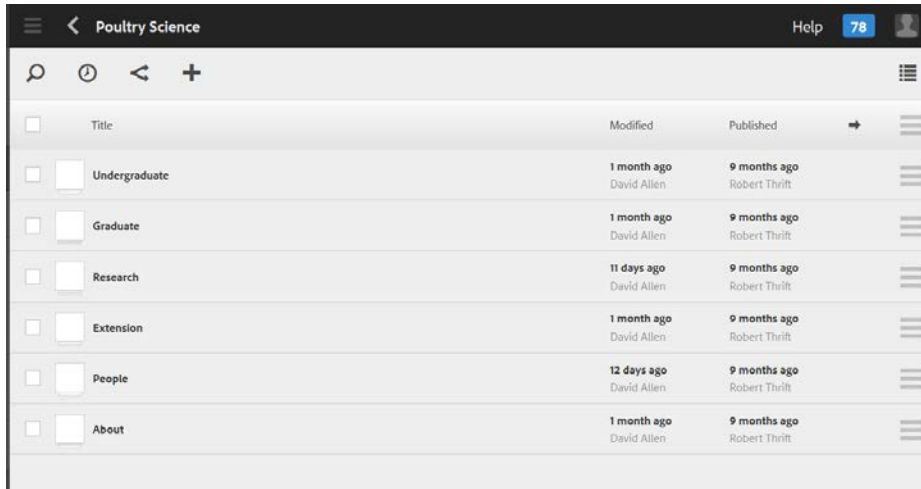
## Screen View Options: Card, List, or Column

Once you sign in to AEM and navigate to your website, Sites tab. There are 3 different screen view options that can be explored. Most everything you want to do can be done from any of these views. To toggle between them, click on the **layout icon** in the upper right of the screen directly below Help | Notifications | User Settings. Explore the different layout views to find the one that is most comfortable for you.

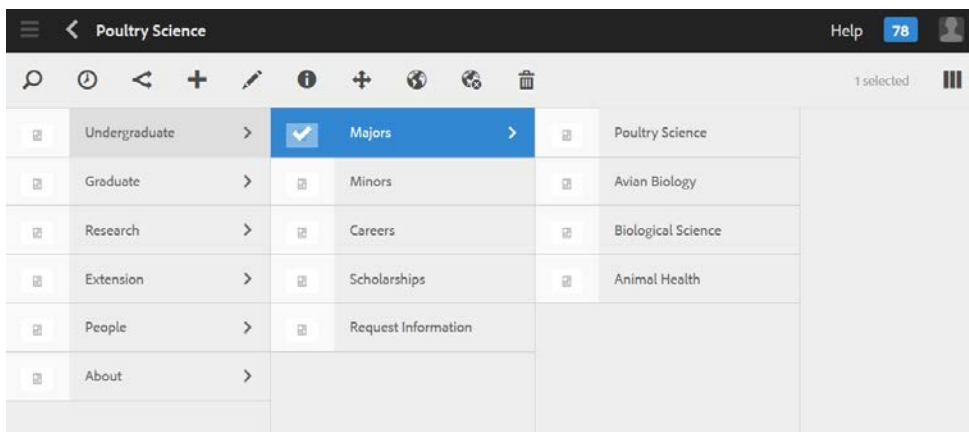
**Card View:** displays 'cards' or folders for each page. We will use this view for training.



**List View:** displays web pages in list format.



**Column View:** displays the full file structure of website pages.



## Section 2. Using the Sidekick

To the right of the Editing Window is the **Sidekick** which contains the **Components** and **Page** tabs used to add content and manage your pages.

**To access the Components or the Page tab options, you must be in author (edit) mode and the Sidekick must be fully expanded by dragging the bottom of the box down.**

The **Sidekick** can usually be expanded or minimized by clicking the little arrow in the upper right of the green AEM bar. However, if that doesn't work, mouse over the lower edge of the Sidekick, left click and drag the mouse down. You can also move the Sidekick around by clicking and dragging it.

- **Components:** lists the components available.
- **Page:** lists the page properties and other page editing options.

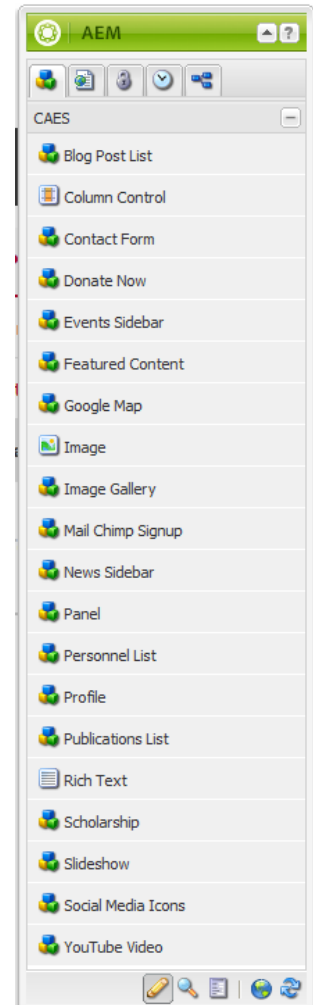
At the bottom of the **Sidekick** is another set of buttons, left to right: Edit, Preview, Scaffolding, Websites, and Reload.

- **Edit** is the default mode and is used to change the page content. **Preview** minimizes the **Sidekick** and shows you what the published page will look like when it has been activated.
- Scaffolding will not be used.
- **Websites** shows users their sites in list mode and can be used to navigate.
- **Reload** shows the page with edits in place and returns to Edit mode.

### Components Tab Overview

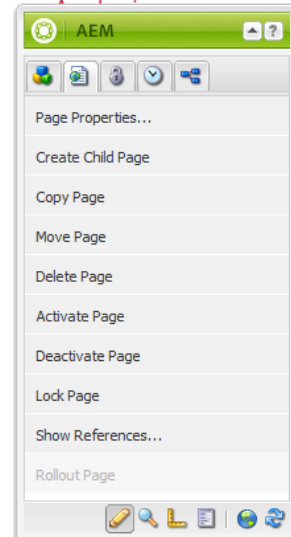
Components are 'content containers' placed on the page within a 'Drag components or assets here' box during the editing process which indicate to AEM what type of content to expect such as text, images, column structures, etc. Each component is designed for a specific purpose. More information is available in each component section linked in the table below.

<ul style="list-style-type: none"> <li>• <a href="#">Blog Post List</a></li> <li>• <a href="#">Column Control</a></li> <li>• <a href="#">Contact Form</a></li> <li>• <a href="#">Donate Now</a></li> <li>• <a href="#">Events Sidebar</a></li> <li>• <a href="#">Featured Content</a></li> <li>• <a href="#">Google Map</a></li> <li>• <a href="#">Image</a></li> <li>• <a href="#">Image Gallery</a></li> <li>• <a href="#">MailChimp Signup</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">News Sidebar</a></li> <li>• <a href="#">Panel</a></li> <li>• <a href="#">Personnel List</a></li> <li>• <a href="#">Profile</a></li> <li>• <a href="#">Publications List</a></li> <li>• <a href="#">Rich Text</a></li> <li>• <a href="#">Scholarship</a></li> <li>• <a href="#">Slideshow</a></li> <li>• <a href="#">Social Media Icons</a></li> <li>• <a href="#">YouTube Videos</a></li> </ul>
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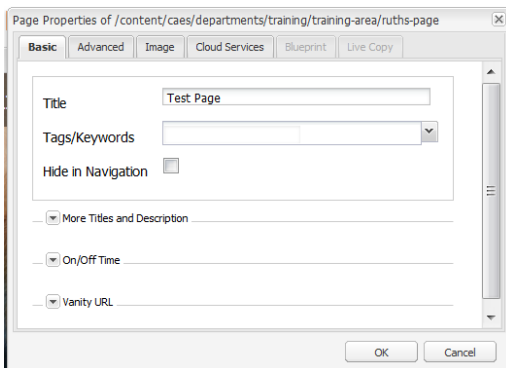
## Page Tab Overview

The Page tab contains some common actions related to page management. For example, there are options to edit Page Properties, [Create Child Page](#), [Copy Page](#), [Move Page Option 1](#), [Move Page Option 2](#), [Delete Page](#), [Activate Page](#), and [Deactivate Page](#). Lock Page and Show References will not be used.



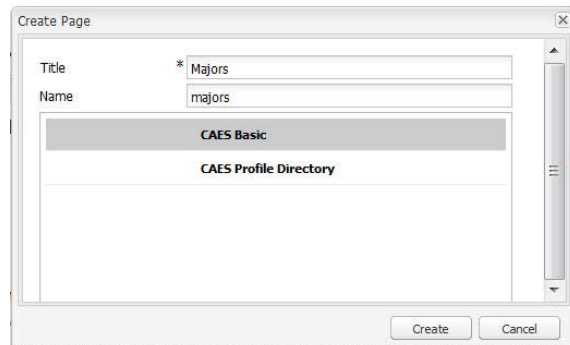
**Page Properties** – use to edit the page Title or other properties when necessary.

- **Title** (Mandatory)
  - Should be simple and descriptive. Example: Academics; People.
  - Acronyms and abbreviations should be spelled out.
- Click **Page Properties**.
- In the **Title** text field, enter the title. Click **OK**. The title of your page will change at the top of your page, in the local navigation, in the browser window and in the Sites console. (*NOTE: Changing the page title does NOT change the page's filename.*)



**Create Child Page** – use to create a new page below an existing page.

- Browse to parent page.
- Click **Create Child Page**.
- Add the **Title\*** - the page title will show up in a user's browser tab.
- Add the **Name** - this is the filename of the page which shows in the URL for the page. Generally it is the same as the Title. **NOTE: When naming files, use all lower case letters with a hyphen between words: undergraduate-programs**



**NOTE: When naming a page, spell out all words and avoid abbreviations and acronyms. Make sure that your page name would be understandable by someone who is not familiar with the content. WHY? This will help users find your page in Google searches.**

**There are 2 main CAES templates:**

- **CAES Basic** should be considered the default page template. It features the nav bar on the right and a large Content Area. This template will be used for the majority of new pages.
- **CAES Profile Directory** is the same as CAES Basic but comes with a Personnel List Component already added in the Content Area. **This template should ONLY be used when setting up a new People page.**
- Click **Create**. The new child page link will automatically show in the local navigation under the appropriate program area.



You can also [create new pages in the Sites console](#). Use the method you find most comfortable.

**Copy Page** – use this option if you have designed a page with a design layout that you want to keep for similar pages. An example could be having similar pages for each of the department’s Research Programs with an image gallery at the top followed by a text box of basic information.

- Navigate to and **open the page** to be copied. This will be your base page to use for each copy.

**RESEARCH PROGRAM ONE**

Image Gallery | Edit | Delete

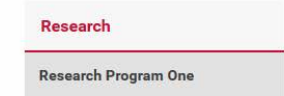


Rich Text | Edit | Delete

**About Our Program**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam mauris mauris, euismod ac arcu sed, commodo maximus libero. In bibendum, mauris et accumsan ultricies, turpis libero aliquam metus, eu finibus neque mauris eget libero. Nunc tincidunt lorem non metus semper varius.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam mauris mauris, euismod ac arcu sed, commodo maximus libero. In bibendum, mauris et accumsan ultricies, turpis libero aliquam metus, eu finibus neque mauris eget libero



- From the Sidekick Page options, click **Copy Page**. The Copy Page box opens. **Unlick copy children** as only one page is being copied.

- In this box, **edit the Copy name** to the new page filename. Click **Copy**.

- The Page copied notice pops up.

**Page copied**  
 Current page has been copied to  
 /content/caes/test-page/research-  
 program-two

- Now the copied page title needs to be edited. Refresh the browser tab and click on the **new page link** even though it is listed with the same name as the copied page.

**Research**

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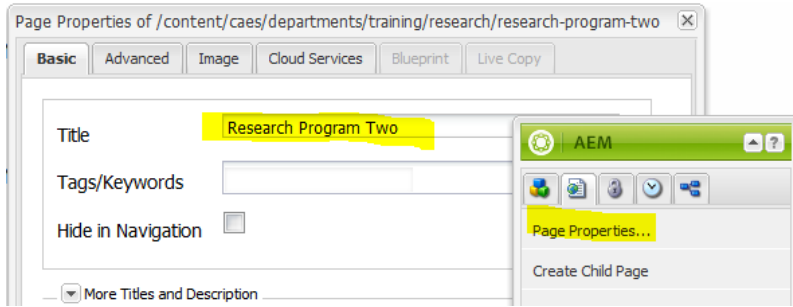
Research Program One

Research Program One

- Check the browser URL for the new filename.

[ig/research/research-program-two.html](#)

- Open the Sidekick Page Properties and **edit the old Title to the new Title.**



- Click **OK**. The new copied page will open.

## RESEARCH PROGRAM TWO

Image Gallery | Edit Delete

Rich Text | Edit Delete

### About Our Program

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam mauris mauris, euismod ac arcu sed, commodo maximus libero. In bibendum, mauris et accumsan ultricies, turpis libero aliquam metus, eu finibus neque mauris eget libero. Nunc tincidunt lorem non metus semper varius.

Research

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Research Program One

Research Program Two

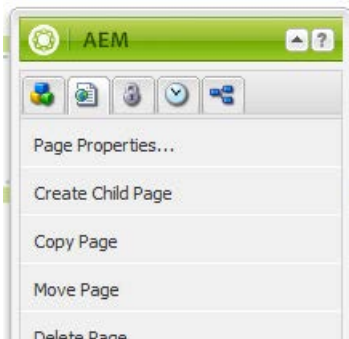
Drag components or assets here

- The Title at the top of the page and in the name in the local navigation have changed.
- Edit the content as necessary.
- Repeat this process as needed starting with opening your base page to create other program pages.

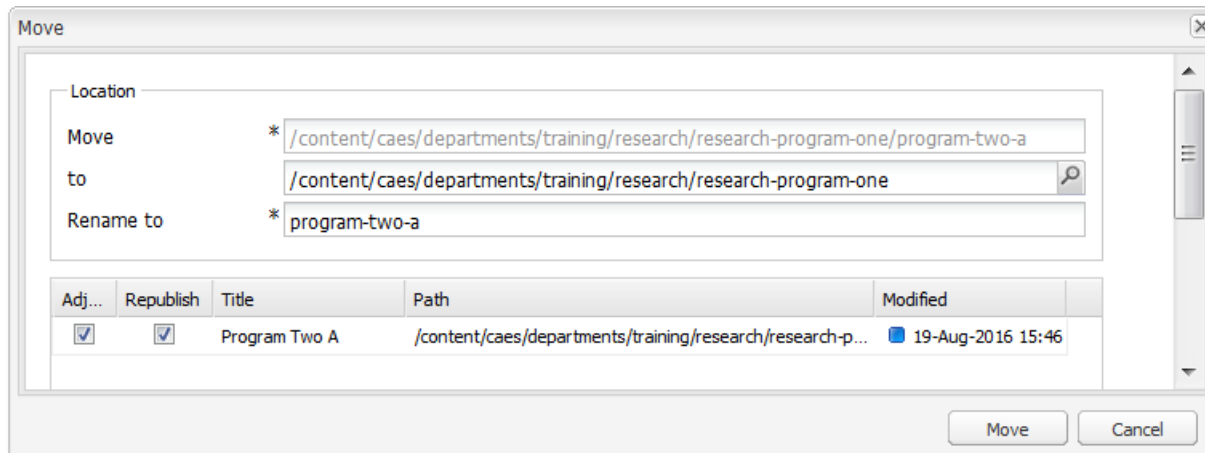
**Move Page Option 1** – use this technique if one or more pages need to be physically moved from one folder or area to another. (NOTE: If a page being moved has child pages, those child pages will move as well.)

Example: Program Two A was inadvertently created as a child page under Research Program One. It needs to be moved as a child page under Research Program Two.

- Open **Program Two A**, the page to be moved.
- Open the **Sidekick** and click **Move Page**.



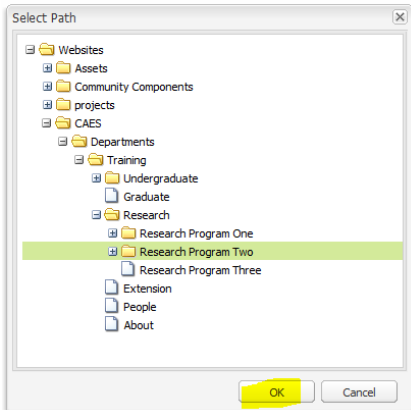
- The Move box opens.



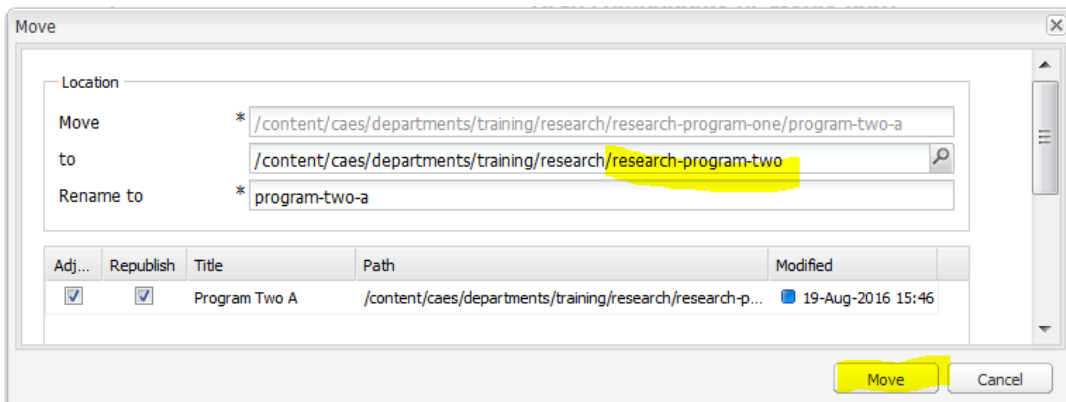
- **Move** is the current location of this page and cannot be edited.
- **'to'** is the location to which the page needs to be moved. **This field will be edited.**
- **Rename to** will not change since the page (and any child pages) is being moved, not renamed.
- Leave **Adjust** and **Republish** checked so any links to these pages will update.
- To update the 'to' box, click the **search icon**.
- The Select Path box opens. Navigate to and **select the correct folder**. In this case, **Research Program Two**.



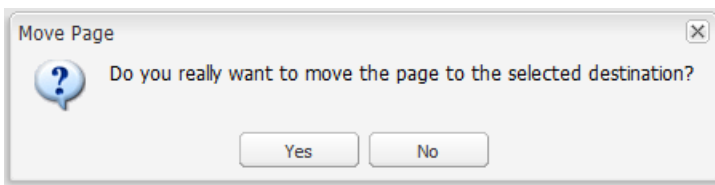
- Click **OK** for Select Path.



- The Move box opens. The 'to' location updates to the new folder. Click **Move**.



- The Move Page warning pops up. Click **Yes**.



- Click **Move**. The moved page is now a child page under Research Program Two and the location in the main local navigation has changed.



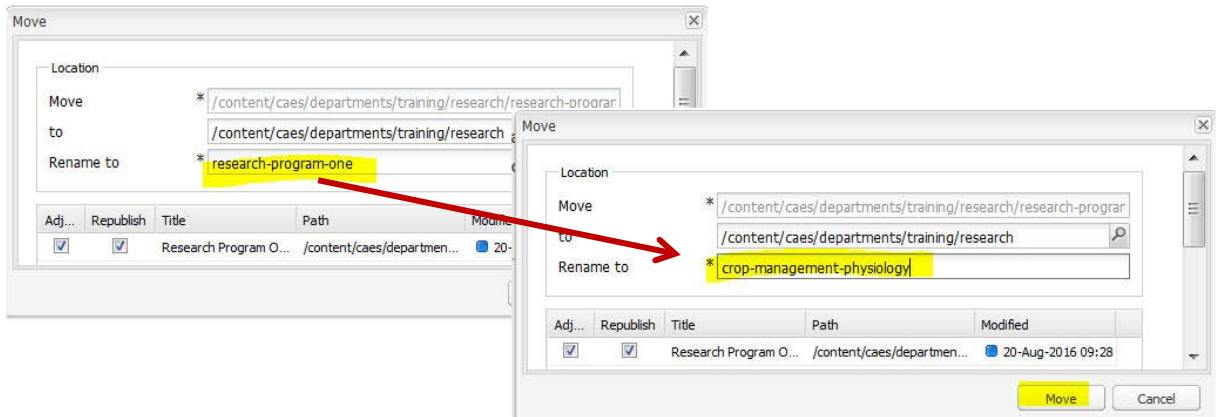
**Move Page Option 2** – a page **filename** should describe the main content or nature of the page. The page **title** should identify the page content as well. Use Move Page to rename a page filename and then use the Sidekick Page Properties option to update the page’s title to more closely match the filename. (*NOTE: The page title and filename do not have to exactly match, just be similar.*)

Example: Rename ‘RESEARCH PROGRAM ONE’ to ‘CROP MANAGEMENT AND PHYSIOLOGY’

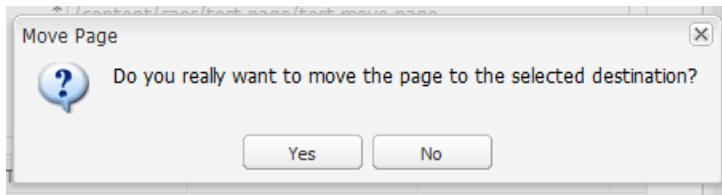
- Open **Research Program One**, the page to be renamed.
- From the Sidekick Page options, click **Move Page**.



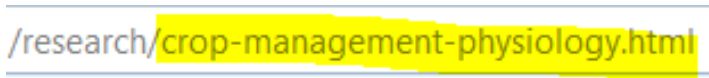
- The Move box opens.
  - **Move** is the current location of the file. This can’t be changed.
  - **‘to’** is the current folder location and doesn’t need to be edited. The page is not being physically moved, just renamed within the current folder.
  - **Rename to** – Edit this to the page’s new filename: **crop-management-physiology**. (*NOTE: This is the filename and should contain lower case letters with hyphens between main words.*)
  - Leave **Adjust** and **Republish** checked so that any links to the renamed page will be updated.



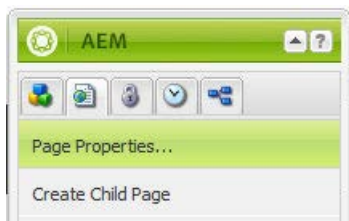
- Click **Move**. The Move page confirmation box displays. Click **Yes**.



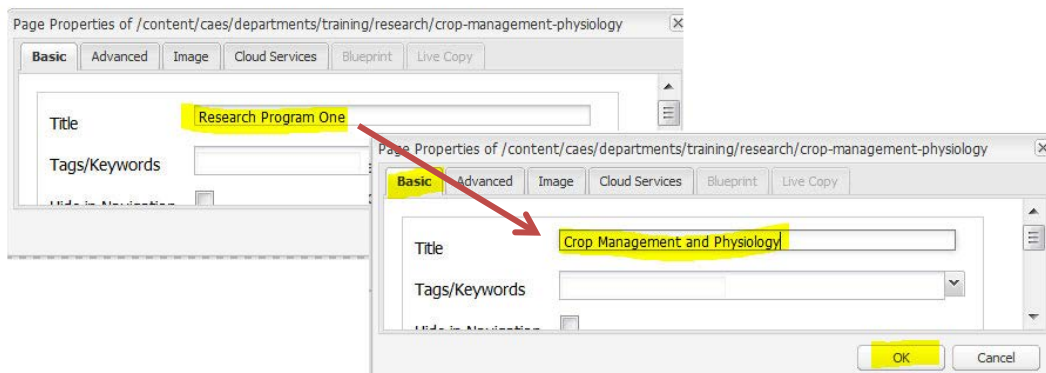
- Check the URL in the browser. The filename has been updated.



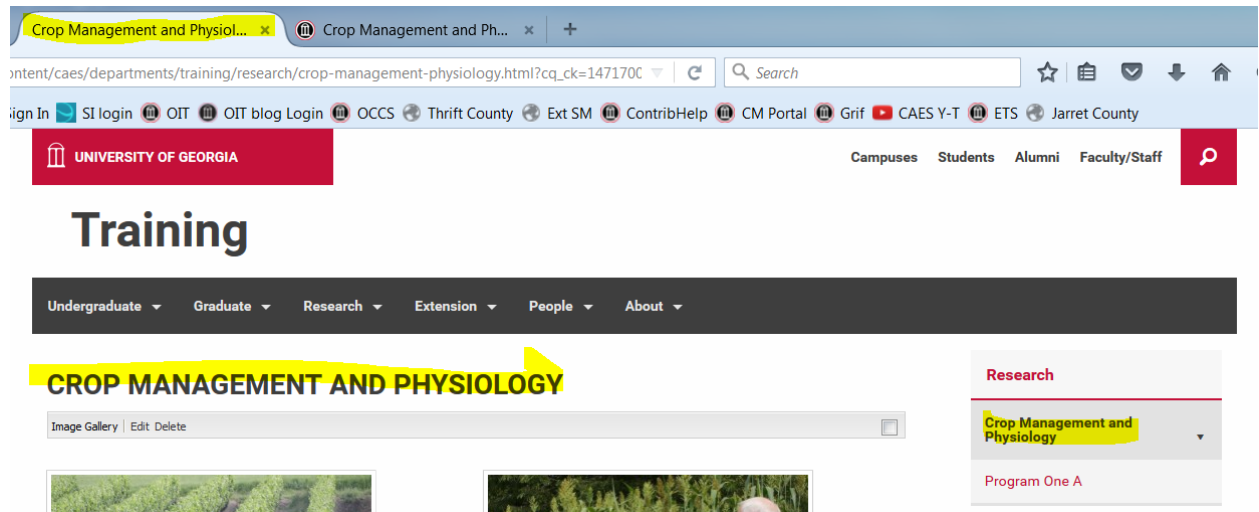
- But the page title is still RESEARCH PROGRAM ONE and should be edited as well.
- Click on the **Sidekick Page Properties**.



- The Page Properties box opens with the current Title: Research Program One.
- Under the Basic tab, edit the title to **Crop Management and Physiology**.
- Click **OK**.

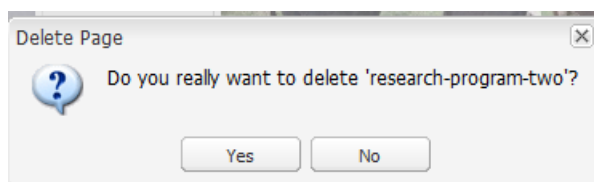


- The page title updates in the browser tab, as the page heading, and in the local navigation.  
(NOTE: In the browser tab and in the local navigation, the title displays with upper and lower case letters. The page heading has been styled to display in SOLID CAPS.)



**Delete Page** – use to remove pages from the server when they are no longer needed online. Deleting a page is permanent. **(Note: Any accidentally deleted page cannot be restored and would need to be recreated.)**

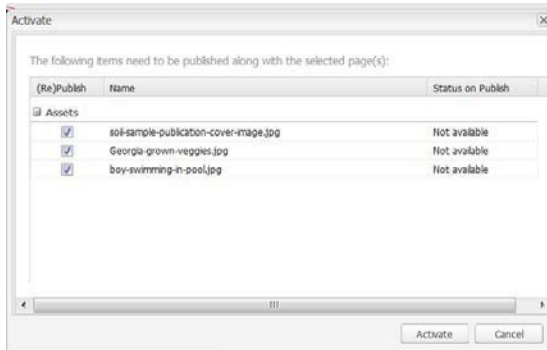
- Navigate to and open the existing page to delete.
- From the Sidekick's Page tab, click **Delete Page**. A warning will pop up.



- Click **Yes**.
- The page name will be removed from the local navigation and the page will be permanently deleted from the server.

**Activate Page (Publish)** – use when a new page is created or modifications to an existing page are made. This action makes a new page live or displays edits that have been made on an existing page.

- Make sure that the page you wish to activate is in the Editing Window.
- Click **Activate Page** from the Sidekick Page options.
- If you have added images to your page or linked to documents, AEM will display a box with the assets listed that will be published as well.
- Click **Activate**.



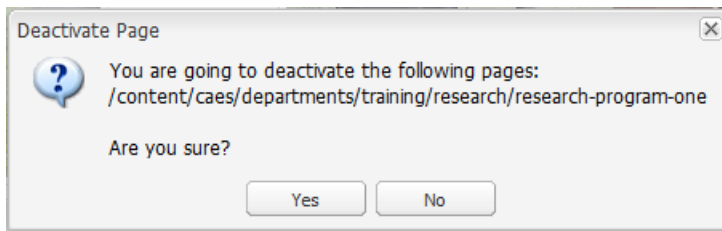
- When the page has successfully activated, a small notice will appear in the upper right corner of your page stating “Page successfully activated.”



**TIME SAVER:** When you need to activate multiple pages, there is a faster way than opening and activating each page one by one. [Appendix 6](#) provides detailed instructions.

**Deactivate Page (Unpublish)** – use to remove a page from the publish environment so that it is no longer available to your visitors but is NOT deleted from the server.

- Make sure that the page you wish to deactivate is in the Editing Window.
- In the Sidekick, click **Deactivate Page**. A warning will display.



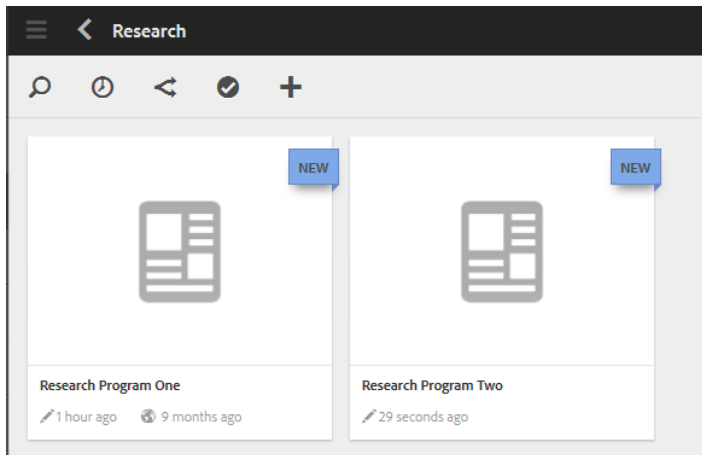
- When the page has successfully deactivated, a small notice will appear in the upper right corner of your page stating “Page successfully deactivated.”



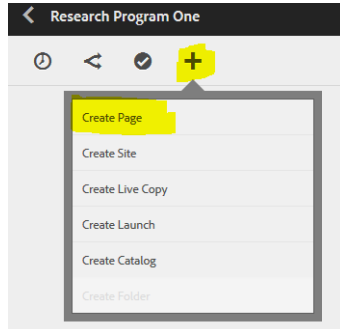
## Creating a New Page in the Sites Console

This is an alternate way of creating new pages. You may prefer to use the [Create Child Page](#) option in the **Sidekick** under the Page tab.

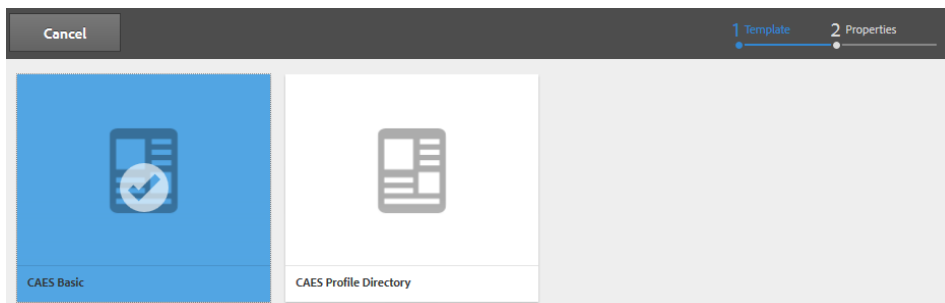
- From the Sites console, navigate to the same level the new page needs to be in. Example: to create a new Research Program Three page under Research, view the same level for Research Program One and Research Program Two.



- In the top menu, click **+**, **Create**, **Create Page**.

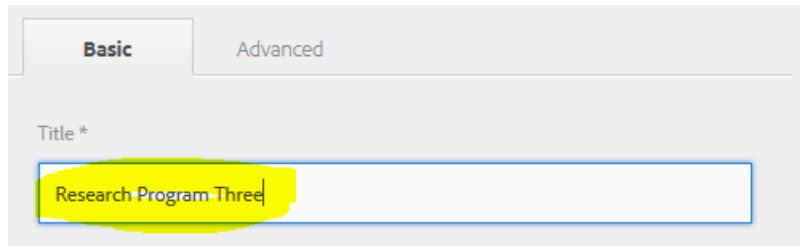


- Click on the template you need (normally CAES Basic).

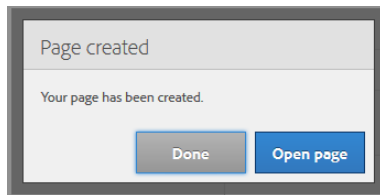


- Click **Next** in the upper right of the screen.

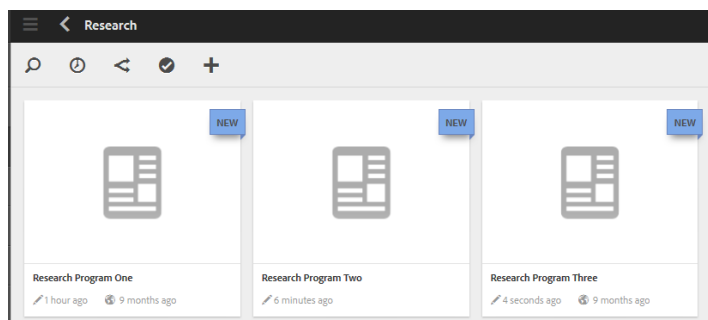
- Under the Basic tab, add the page title. **Title** is the page's title that displays on the page, in a browser tab and in the site navigation. **(NOTE: Spelling out words and acronyms can help with Google searches.)** Example: Research Program Three



- AEM will also use this information to give your page its filename (research-program-three.html).
- Click **Create** from the upper right.
- A Page created box appears.



- Choose **Done** or **Open Page** to edit the new page.
- **Done** displays the new page in card view that can be opened and edited as usual.



- **Open Page** immediately opens the page for editing.

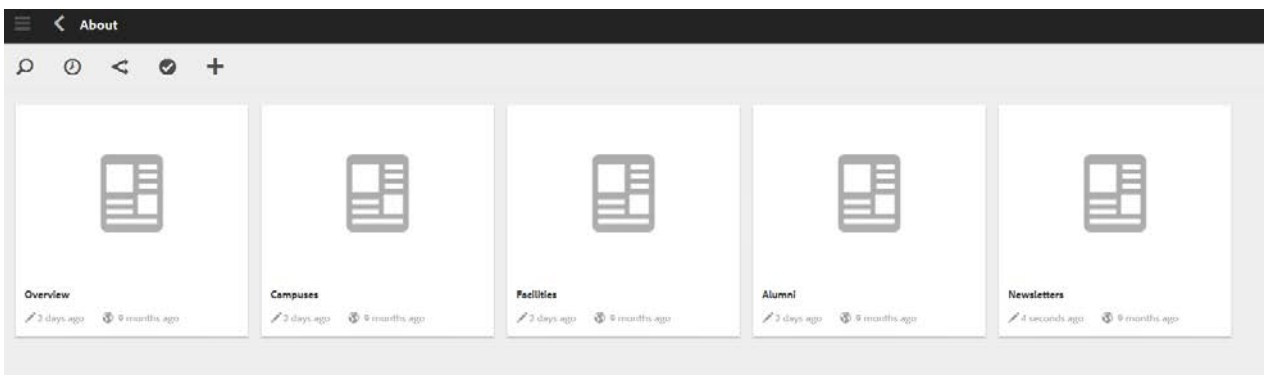
## Reordering the Local Navigation

Use this technique to reorder the local navigation list on the website.

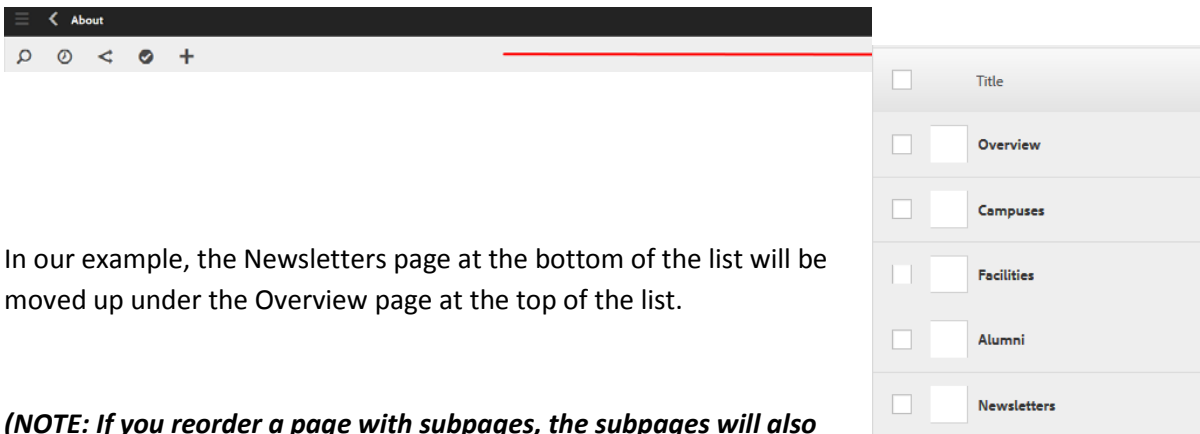
- Open Sites browser tab.



- Navigate to the section under which you need to reorder the page list. In our example, the About section pages will be reordered.



- Click the **Card Layout** icon on the right to switch to the **Layout List** view.



- In our example, the Newsletters page at the bottom of the list will be moved up under the Overview page at the top of the list.

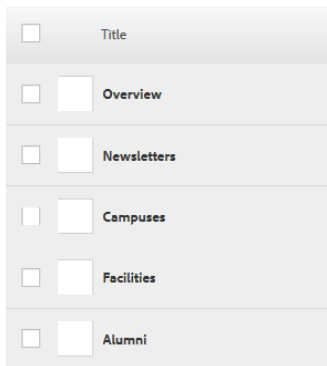
***(NOTE: If you reorder a page with subpages, the subpages will also be moved.)***



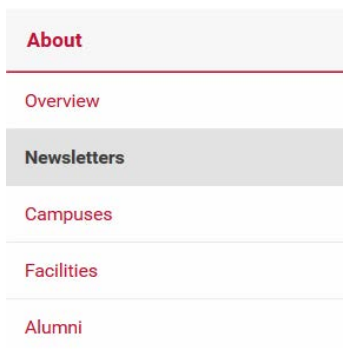
- Mouse over the icon at the far right of the list for the page you want to move, then left click your mouse, hold it and drag it into its new position on the list. You can drag pages either up or down. Release the mouse button when you have moved the page to its new position.



- The list will reorder.



- Repeat as necessary to get the local navigation list into the correct order.
- To return to the **Card Layout** view, click once on the **List Layout** icon and then click once on the **Column Layout** icon.
- Reload your AEM browser window to see the changes in the local navigation.



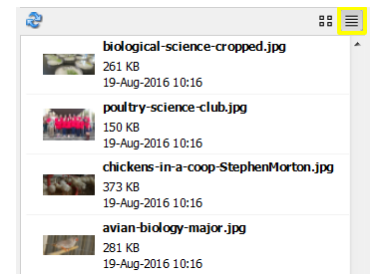
## Section 3. Using the Content Finder



The Content Finder is the panel located on the left side of the Editing Window which displays all digital assets available for your site that have been uploaded. The width of the panel can be adjusted by dragging the right edge. The panel can be hidden or unhidden by clicking on the tiny arrow at the edge of the scroll bar.

The list may be viewed in *Mosaic View* (left) with image and filename, or *List View* (right) that shows thumbnail image with filename, size and date.

To search the Content Finder, authors must type in the name of a keyword or the name of an image, document or page into the search box then click the **magnifying glass**. To clear the search to return to the full asset list, delete the typed-in term and click the magnifying glass again.



**NOTE: All filenames should be simple but descriptive in order to make searching and managing assets easier. Examples include: blueberry-bushes.jpg or horses-in-field-03-16.pdf Refer to [Section 4](#): Working with Assets for more information.**

**Tabs in the Content Finder include:**

- **Images:** Lists uploaded images in the Content Finder that can be added to a web page.
- **Documents:** Lists uploaded PDF files in the Content Finder to which links can be added within the Rich Text Component.
- **Pages:** Lists all created web pages within the website in the Content Finder to which links can be added within the Rich Text component.



## Section 4. Working with Assets

The **Content Finder** is where authors will find their uploaded digital assets to use for publishing on web pages. A digital asset can be an image or a PDF document.

**All digital assets must use the filename standard and be uploaded to the Content Finder before they can be used on a web page. They must also be activated in order for them to appear on the published page; otherwise they will only appear in the author's editing window.**

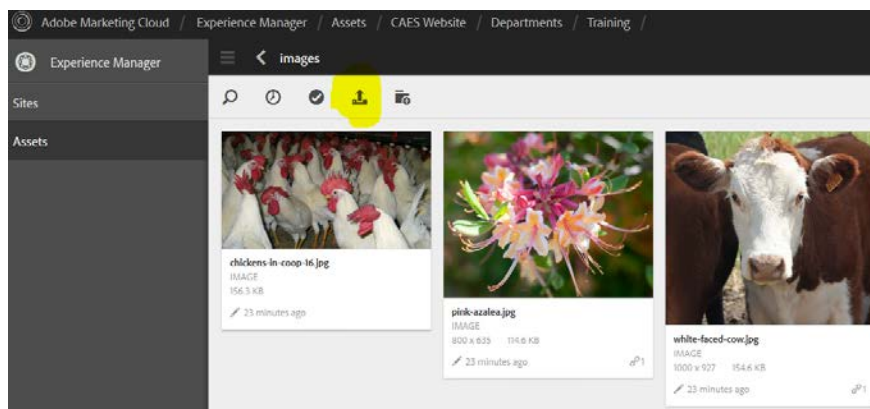
### PRIOR TO UPLOADING:

- Document files should be converted to .PDF file format.
- Images should be edited for web appropriate file size (between 800- 1200 pixels wide) and saved in the .JPG file format.
- All files should be named or renamed using a standard format like: `this-is-my-image.jpg` or `this-is-my-document.pdf`. Use lower case and a hyphen (-) between words. Files can also be renamed during the upload process.
- See [Section 7](#) for Best Practices and [Section 8](#) for the CAES Web Style Guide.

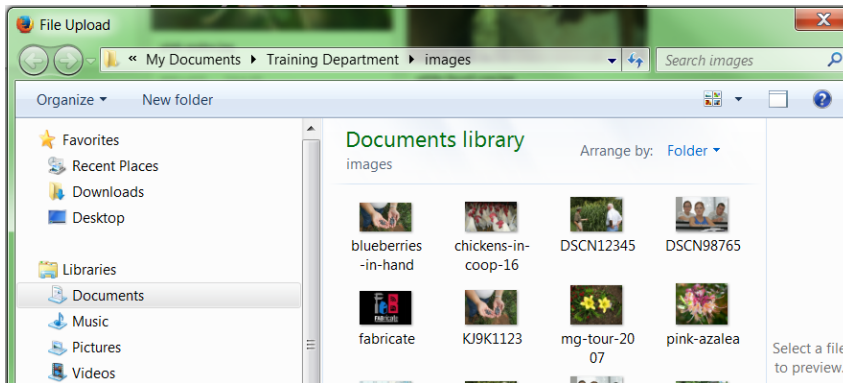
Assets, including images and PDF files, can be uploaded from your local folder or a shared drive to your specific AEM Assets folders. To create specific asset folders, read [Appendix 7](#).

### Uploading Images (Upload Assets Option)

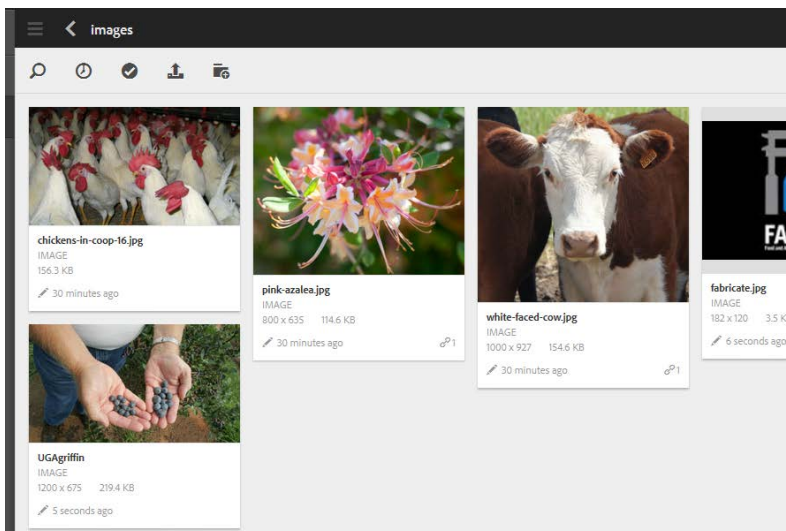
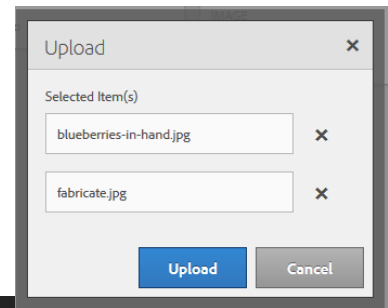
- In the **Assets** console, navigate to the program folder where you want to add the asset.
- Click **Upload Assets** from the top menu.



- The File upload box will open.

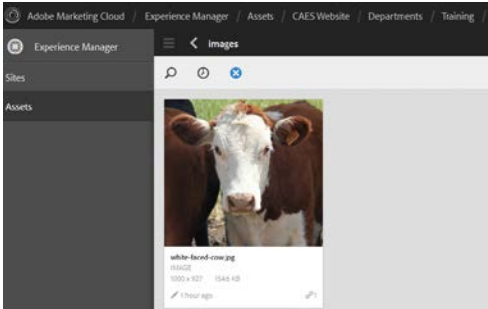


- Browse to your images folder. Highlight the image file/s and click **Open** (lower right). (*NOTE: Multiple images can be uploaded at one time by selecting them prior to clicking **Open** using the Ctrl+left mouse keys. Note the difference between the original filename “KJ9K1123.jpg” and the more descriptive name “blueberries-in-hand.jpg”.*)
- The Upload box will display. (*NOTE: If the image name hasn’t been edited to a descriptive format, the filename can be edited here.*)
- Click **Upload**.
- The image file/s will be uploaded to your folder.

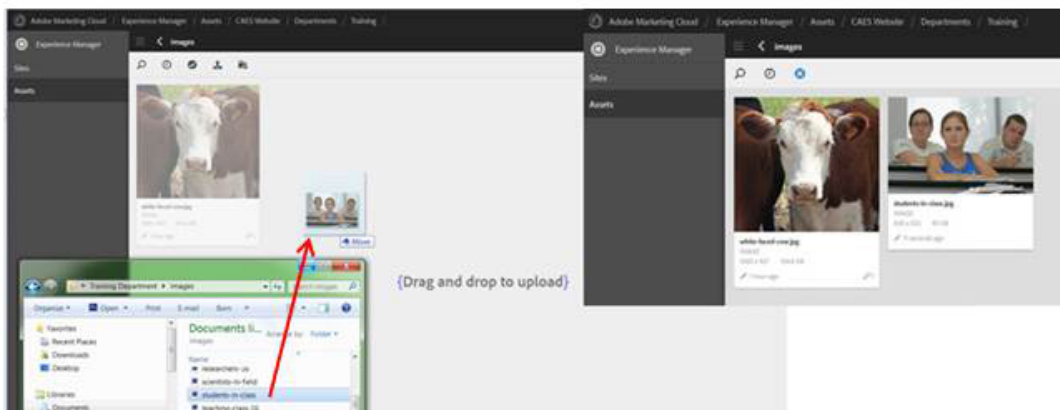


## uploading Images (Drag and Drop)

- In the **Assets** console, navigate to the program folder where you want to add the asset.

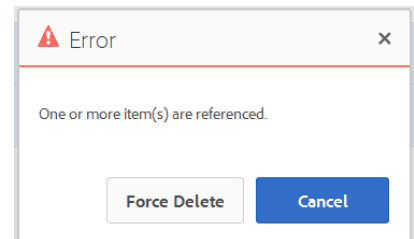
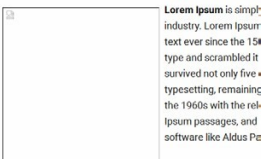


- On your computer, open the folder where you store images. Click on the image/s you want to upload then drag and drop them into the AEM folder. The upload will process and the new image/s will show in your folder.

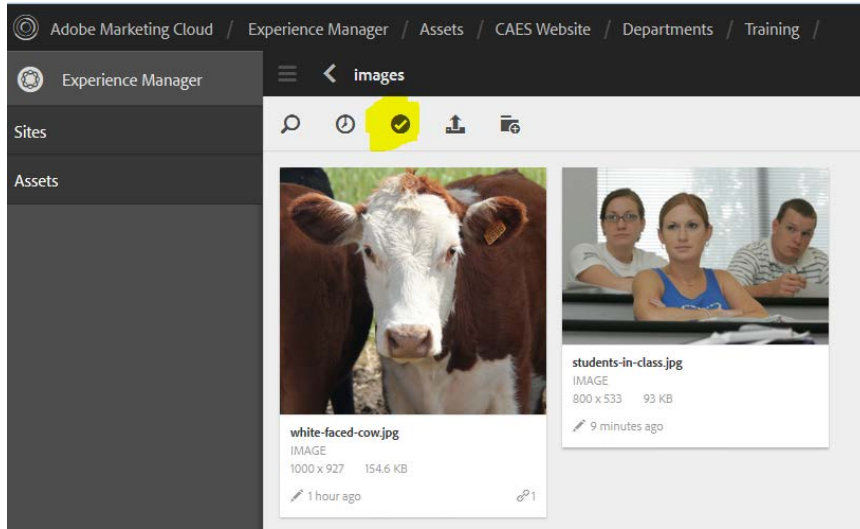


## Deleting Images

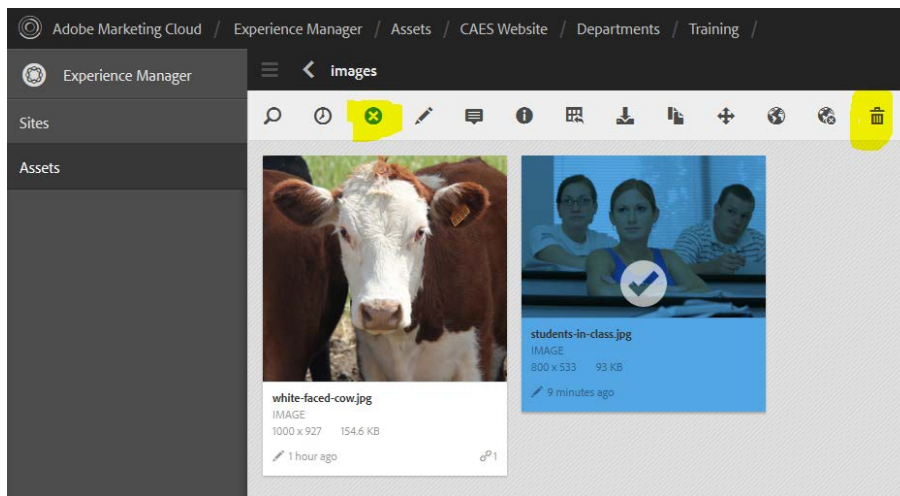
**NOTE: If the image is used more than once on your website, an Error box will display. Force Delete will delete remove all referenced images and may result in a 'null' space where the image was previously located.**



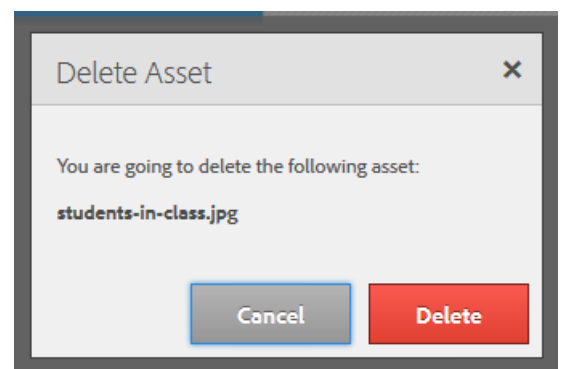
- From the **Asset** console on main screen, browse to the proper asset folder.



- Click the **Select icon checkmark** from the top menu.
- Click on the **image or images** to delete. It/they will highlight in blue.

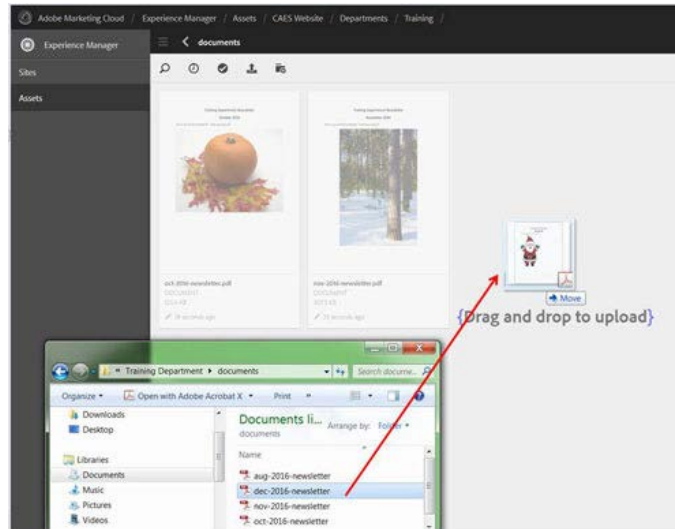


- Click the **Delete icon** (trash barrel in the upper right of the menu bar).
- From the Delete Asset box, click **Delete**.
- When file deletions are complete, click **Deselect** icon (blue circle with white X in the top menu).

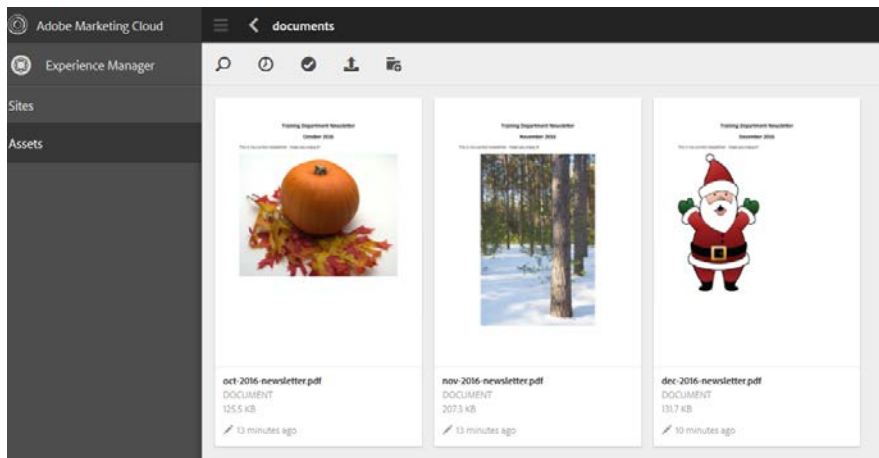


## Uploading Documents (Drag and Drop)

- Make sure your document has been converted to PDF format and assigned a descriptive filename.
- From the **Assets** console, navigate to the appropriate documents folder. (*NOTE: It is considered a best practice to plan ahead and create an organized folder system for easy management of your documents.*) To create specific asset folders, read [Appendix 7](#).
- From your computer, find the file and drag it into the selected assets folder.



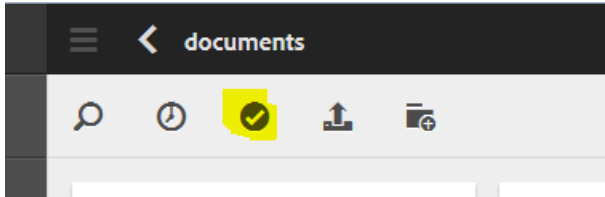
- The file will display in the folder.



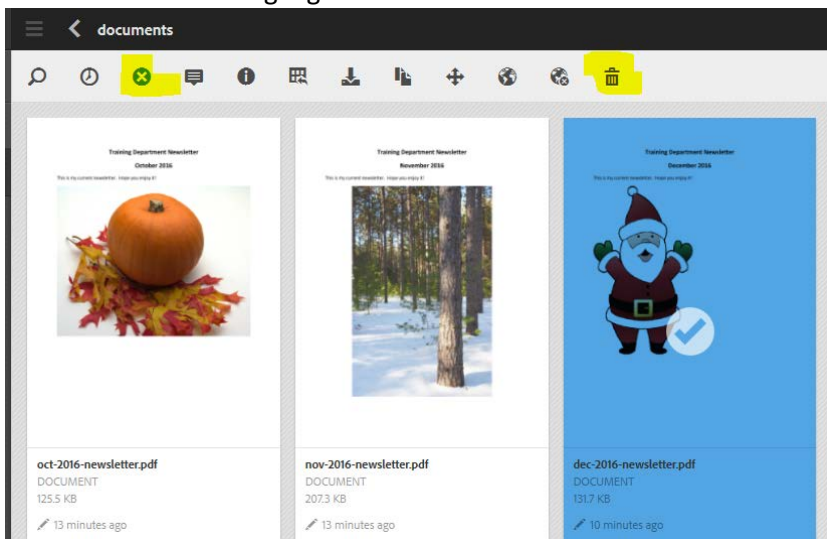


## Deleting Documents

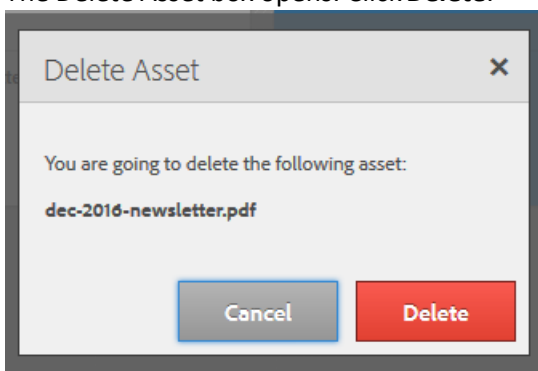
- Navigate to the folder with the file to delete.
- Click the **Select checkmark** from the top menu (it will change to the Deselect icon, a blue circle with white X).



- Click the **file**. It will highlight in blue with a checkmark on it.



- Click the **Delete icon** (trash barrel on right in top menu).
- The Delete Asset box opens. Click **Delete**.



- Click **Deselect** from the top menu (circle with X on left top menu).



## Section 5: Adding and Working with Components

Components allow the user to add content and formatting options to their web pages. Components are 'content containers' placed on the page within a 'Drag components or assets here' box or dropzone during the editing process which indicate to AEM what type of content to expect such as text, image, column structures, etc. Each component is designed for a specific purpose.

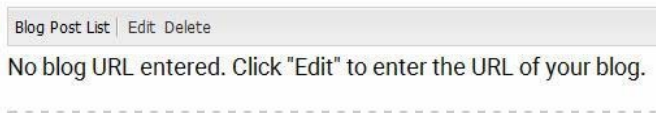
**Before adding any components to a web page, navigate to the page and click Open. Make sure the Sidekick is displayed. All components are dragged into the 'Drag components or assets here' box.**

### Blog Post List

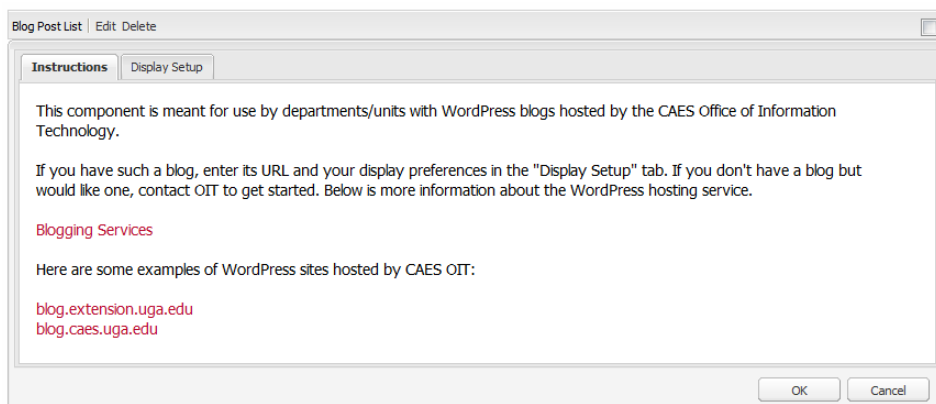
A blog post list displays a list of entries from a related blog. It's meant for use by websites with WordPress blogs hosted by the CAES Office of Information Technology and whose URL is either *blog.caes.uga.edu/name/* or *blog.extension.uga.edu/name/*. Further instructions and additional resources are included from the Instructions tab within the component.

#### How to use:

- Drag the **Blog Post List** component into the 'Drag components or assets here' box. The Blog Post List box opens.

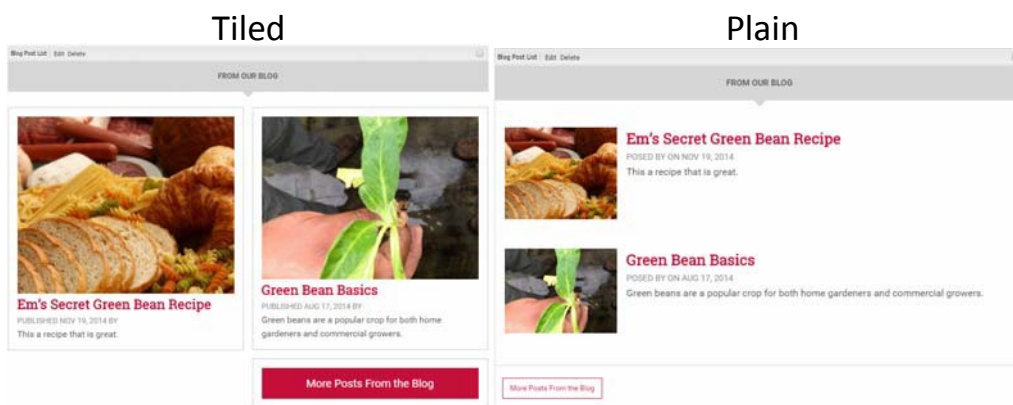


- Click **Edit**. The Instructions/Display Setup box opens.



- Click **Display Setup** and fill out options as necessary.

- **Custom Heading:** Edit to add your blog's full name.
- **Your Blog's URL:** add the URL for your blog.
- **Format:** choose **Tiled List** (left - displays posts side by side) or **Plain List** (right- vertical list on right) to control how your blog posts appear on your web page.



- **Number of blog posts to show:** default is 3. Will only show up to 10 articles.
- **Optional fields:**
  - Image: displays the featured image from the blog if one is available.
  - Description: displays the excerpt paragraph of the blog.

- **Display a link to “show more posts from the blog?”**  
Checking this box adds a button which when clicked shows several more posts from the selected blog.
- Click **OK**.
- To remove a Blog Post List from your page, click **Delete**.
- For more information on blogging, visit the [OIT Blogging support page](#).

More Posts From the Blog

## Column Control

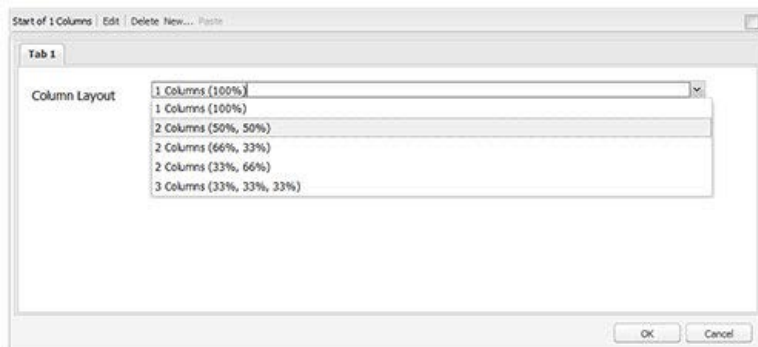
Column Control is an optional component that can help customize the look and feel of a web page. Other components can be embedded within the Column Control. The example below includes adding a 2-column component at 50%/50% widths with different components in each column like a Publications List in the left and a Contact Form in the right.

### How to use:

- Drag the **Column Control** component into the ‘Drag components or assets here’ box.
- The Column Control box opens. Click **Edit**.



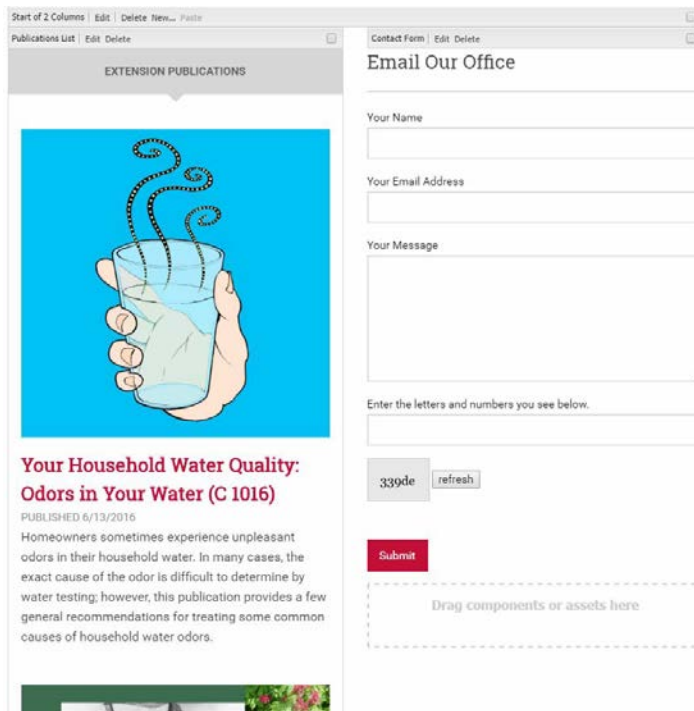
- The Column Layout box opens displaying various choices. Select the **Column Layout** from the drop down list.



- The box will fill the width of the Editing Window regardless of the number of columns (up to 3).



- Drag other components into the dropzones such as a Publications List in the left column and a Contact Form in the right.



**NOTE:** Some components may work better than others within columns so explore their use.

Example of Blog Post List and YouTube video

### From Our Blog



#### Charles Davis Wins Excellence in Agriculture Award

POSTED BY DSCURRY ON JAN 29, 2016

On Tuesday January 26, 2016 at the Chamber of Commerce Banquet I had the honor of presenting Mr. Charles Davis with the Excellence in Agriculture Award. The speech from Tuesday night: "Tonight's winner has been very active the community. He was one of the original charter members of the Piney...

[Read More](#)



#### 2016 Cotton Weed Control

POSTED BY DSCURRY ON JAN 28, 2016

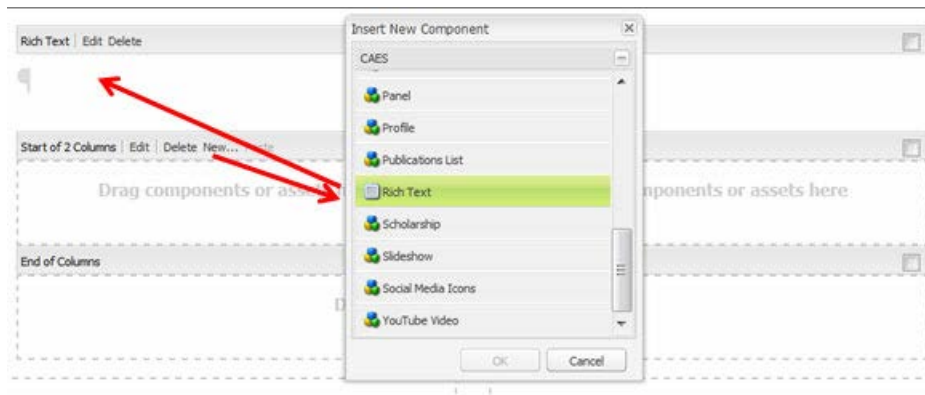


- Nested components are editable. Images can be cropped and/or rotated. They can be 'cleared' (deleted from the component) and replaced with another image. Text format is also editable.

- To delete a Column Control box, click **Delete** on the main Column Control box.

**NOTE:** All components nested with the Column Control box will remain on the page unless you individually delete each component.

**NOTE:** It is also possible to add components **ABOVE** the Column Control by clicking 'New', then choosing the component from the Insert New Component box like a Rich Text box.



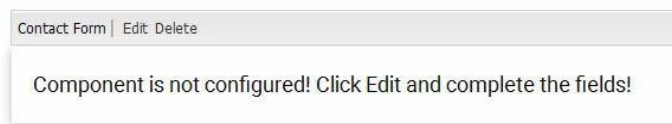
- Click **OK**.

## Contact Form

The Contact Form allows website visitors to send a message to a specific email address.

### How to use:

- Drag the **Contact Form** component into the 'Drag components or assets here' box.
- The Contact Form box opens. Click **Edit**.



- The Contact Form box opens.

- Options include:
  - **Custom Heading:** Default text is “Email Our Office”. Edit this field to add whatever heading is appropriate for the form.
  - **From Address:** Defaults to [noreply@uga.edu](mailto:noreply@uga.edu). No need to change the default.
  - **To Address:** Enter email address of the person to receive the messages from the form.
  - **Subject:** Subject of email to be sent. Defaults to “Message from CAES website.”
  - **Success Message:** Message displayed to the visitor once they submit their message.
- Click **OK**.
- The Contact Form opens. Visitors will see a form they can fill in and **Submit**.

- Once the visitor has submitted the form, a thank you message is displayed on their screen.

Thank you. Your message has been sent. [Reset this form.](#)

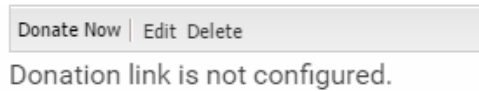
- **Reset this form** returns to the previous web page.
- To delete the Contact Form component, click **Delete**.

## Donate Now

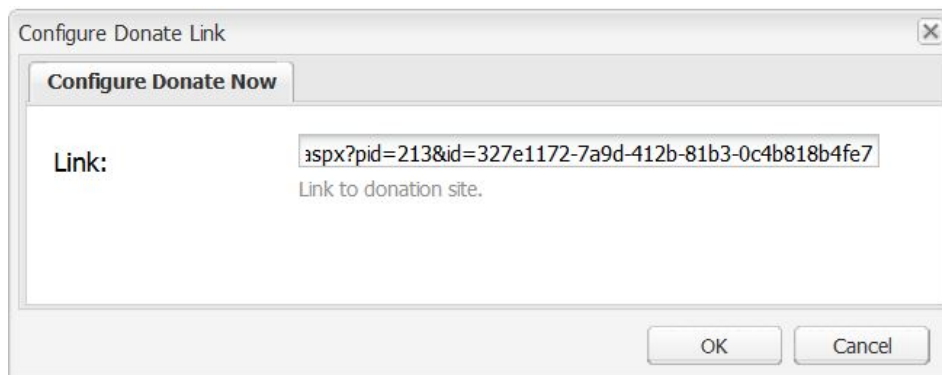
The Donate Now component creates a button that serves as a link to the appropriate donation site. For more specific information on using this component, read [Guidelines for Component Usage](#).

### How to use:

- Drag the **Donate Now** component into the 'Drag components or assets here' box.
- The Donate Now box opens.



- Click **Edit** to configure the button.
- In the **Link** field, type (or copy and paste) the appropriate URL for the fund page you want the button to link to.
- Click **OK**.



- The component will display the Donate Now! button which, when clicked will direct the visitor to the appropriate fund page.



## Events Sidebar

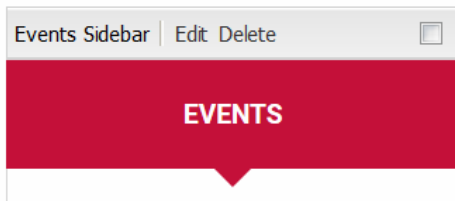
This component will display a list of relevant events from the CAES Calendar. Its main location should be within the sidebar on a site's homepage. For more specific information on using this component, read [Guidelines for Component Usage](#).

### How to use:

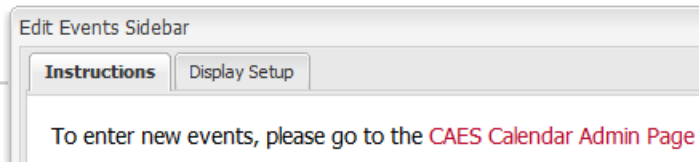
- Drag the Events Sidebar component to the 'Drag components or assets here' box.

-----  
Drag components or assets here

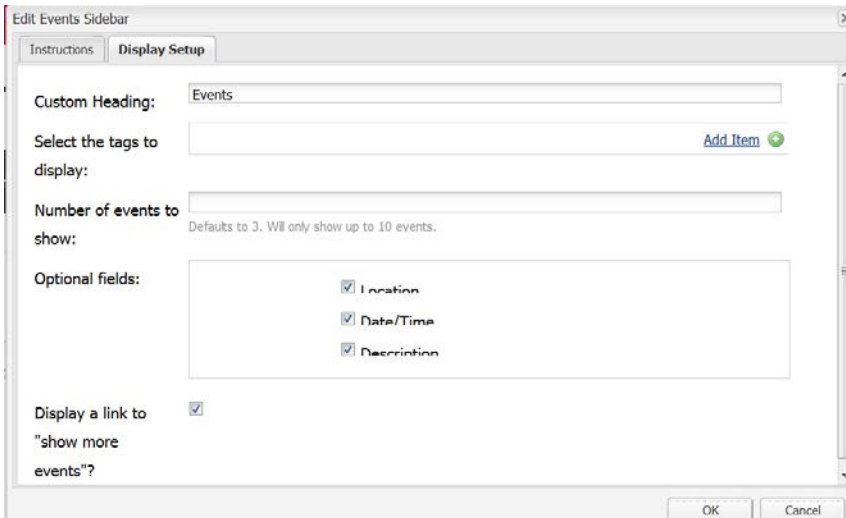
- The Event Sidebar component displays.



- Click **Edit**. The Edit Events Sidebar box opens and the Instructions tab displays.



- Click on the **Display Setup** tab.



- **Custom Heading:** Editable area, add an appropriate title.
- **Select the tags to display:** Optional field. Click **Add Item** and choose tags from the dropdown list.



Custom Heading:

Select the tags to display:

- Agricultural & Applied Economics
- Agricultural Leadership, Education & Communication

- To select additional tags, click **Add Item** and choose from the dropdown list. Repeat as needed.
  - To delete a tag, click the little red circle with white hyphen.
- **Number of events to show:** Defaults to 3 with option to show up to 10.
  - **Optional fields:** Select or deselect check boxes for Location, Date/Time or Description.
  - **Display a link to “show more events”?** Leave checked to display the ‘See More Events’ button that links to the master CAES calendar page.
- Click **OK**. The sidebar displays current events.
  - To delete the Events Sidebar component, click **Delete**.

EVENTS

FEB  
09

[Deadline for 2017  
Flavor of Georgia  
Contest Entry](#)

02/09/2017

FEB  
09

[25th Annual  
Focus on EPDs  
Bull Sale](#)

02/09/2017 12:00 PM - 05:00 PM

See More Events

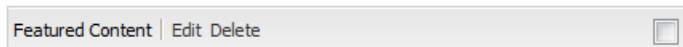
## Featured Content

This component displays an image, title and short description for featured content. There are two editing options available. Option 1 links to CAES News stories. Option 2 links to custom stories not found in CAES News.

### How to use:

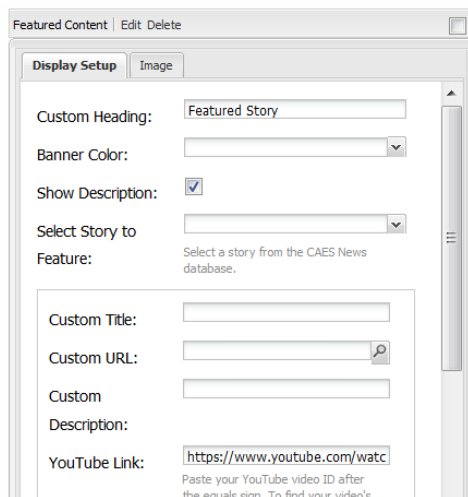
#### Option 1 – linking to a CAES News story

- Drag the **Featured Content** component to the “Drag components or assets here” box. The Featured Content box opens.

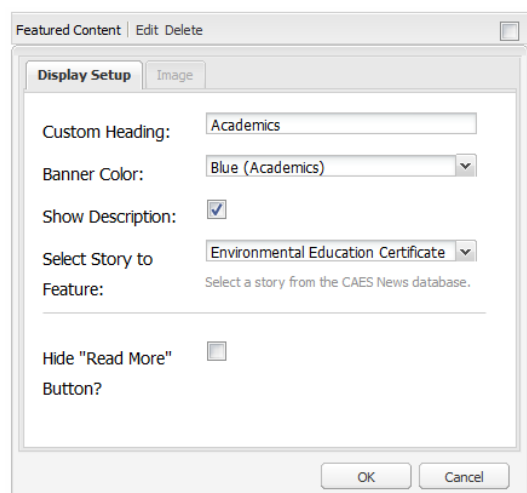


There are no stories to display.

- Click **Edit**.



- Under the **Display Setup** tab:
  - **Custom Heading:** Add then appropriate heading based on banner color.
  - **Banner Color:** From the dropdown list, choose:
    - Blue = Academics
    - Yellow = Research
    - Green = Extension
    - Red = News/Events
    - Gray = Default/General Use
  - **Show Description:** option to show or not.
  - **Select Story to Feature:** Choose story from the dropdown list. These stories are pulled from the CAES News database. If there is an image associated with the news story, it will display automatically.
  - Uncheck the Hide “Read More” option.
  - Click **OK**. The story information and associated image will display.





**Option 2: Use these fields when a CAES News story is not selected but a custom URL and image are used.**

- Under **Display Setup**:
  - **Custom Title:** Enter appropriate title for the color selection.
  - **Custom URL:** Enter URL to link to from 'Custom Title' and 'Read More' button.
  - **Custom Description:** Enter appropriate descriptive content.
  - **YouTube Link:** Add the link to feature a YouTube video. *For this option you will need to check the box to attest that your video meets accessibility requirements.* [More information on using YouTube Video.](#)
  - **Uncheck** the Hide 'Read More' Button?

- Under the **Image** tab:
  - Select an image from the Content Finder and drag it into the box.
- Click **OK**.
- The content will display.

LEARN MORE ABOUT US!



**Avian Ambassador Program**

The Avian Ambassador Program is a unique opportunity to the Poultry Science Department. Students are selected through an application and interview process each spring semester and go through an orientation and training to prepare them for being the "faces of the department" beginning that summer or fall.

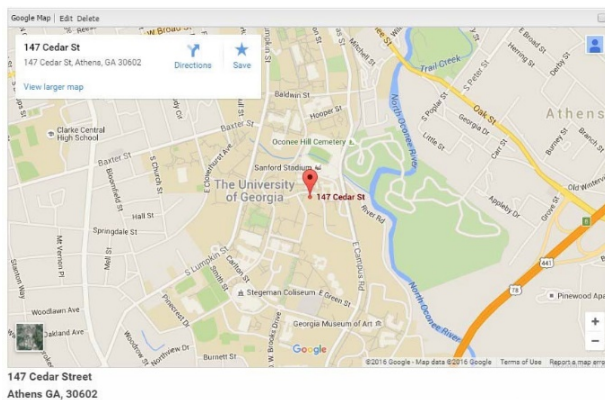
[Read More](#)

## Google Map

The Google Map component displays a map on the page based on selecting a specific building, entering a specific address or entering the location's latitude and longitude. For more specific information on using this component, read [Guidelines for Component Usage](#).

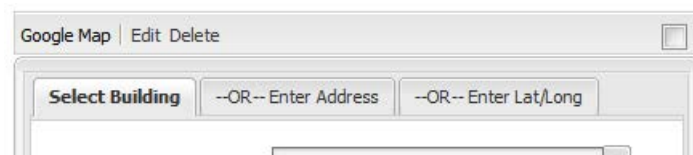
### How to use:

- Drag the **Google Map** component into the 'Drag components or assets here' box. The Google Map box opens with a default location (Conner Hall). The address is listed at the bottom.



### Editing the map's location

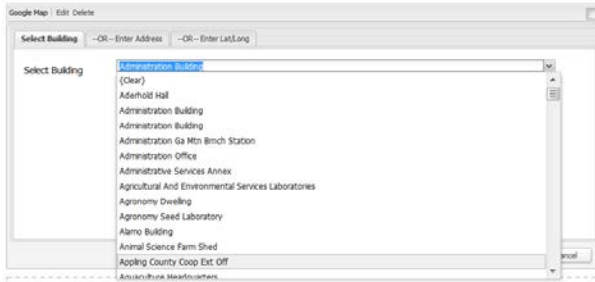
There are three ways to change the location displayed on the map, including Select Building, Enter Address, OR Enter Lat/Long.



#### Option 1. Select Building

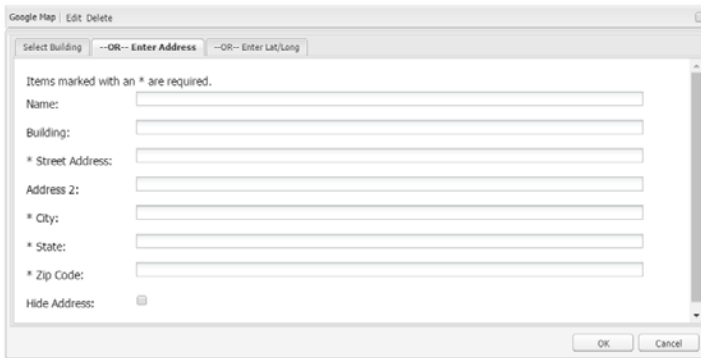
Under the Select Building tab, use the dropdown menu option to select a UGA building. To remove a

building from the list, choose {Clear}.



### Option 2. Enter Address

Under the Enter Address tab, fill out the \*required fields to choose an address.



### Option 3. Enter Lat/Long

Under the Enter Lat/Long tab, select a location by its latitude and longitude coordinates.



**Whichever option you use to display the map, make sure the fields in the other two tabs are blank. If there is information in multiple tabs, it can confuse the Google Map component.**

**After selecting a facility, building or entering an address, double check that the pinpoint of the location on the map is correct to ensure that driving directions will be correct for visitors.**

**If not, please contact [caesweb@uga.edu](mailto:caesweb@uga.edu) to report the issue.**

## Image

The Image component allows an image to be added to the web page. Images must first be resized, renamed, and uploaded to the Content Finder in order to use them in an Image component.

**RESIZE** – All images should be resized before they are uploaded to the Content Finder. Large images cause web pages to load slowly. Maximum width is 1000 pixels wide.

**RENAME** – All images must be given descriptive filenames. Avoid image names like “DSC23433.jpg” and “meeting.jpg”. They will be difficult or impossible to find later.

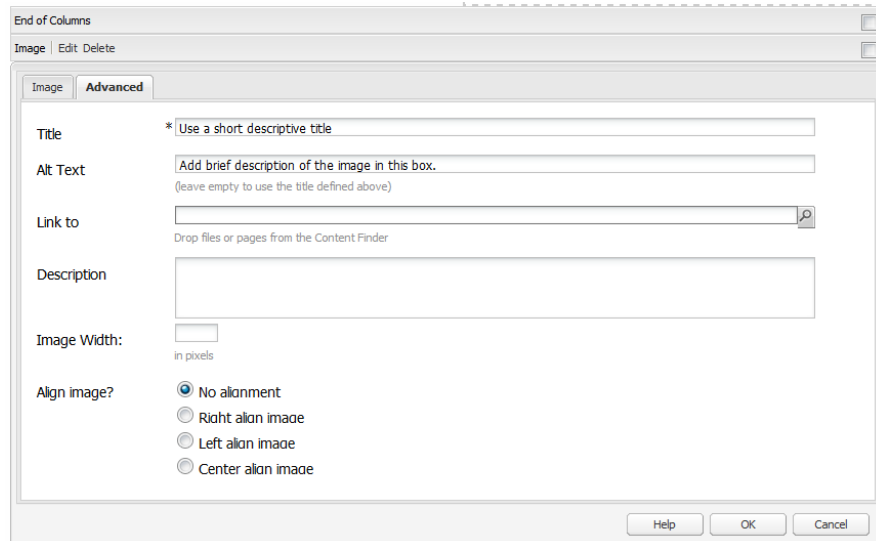
**UPLOAD** – All images need to be uploaded into the Content Finder before they can be added to a web page. For more information, review [Uploading Images](#).

### How to use:

- Drag the **Image** component into the ‘Drag components or assets here’ box.
- The Image box opens.



- Select an image from the Content Finder and drag it into the box.
- Click **Edit** to add a link (Map), crop rotate or clear the image.
- Click the **Advanced** tab for options which include:
  - **Title:** Use a short descriptive title. ***This is a mandatory field!***
  - **Alt text:** Optional, add a brief description of the image or leave empty.
  - **Link to:** Optional, add a link to the image.
  - **Description:** Optional, use to add a more in-depth description of the image.
  - **Image Width:** Optional for resizing, enter image width in pixels.
  - **Align image?:** Optional for aligning right, left or center. Default is no alignment.



- Click **OK** when finished.

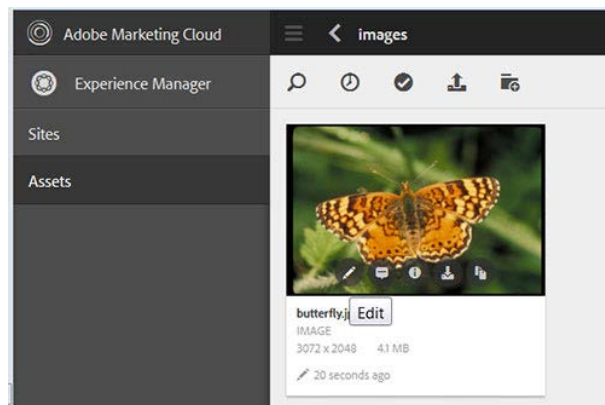
### Editing images

Minor edits like cropping and rotating can be made within the Assets console. More in-depth editing should be done before the image is uploaded. There are several free image editing websites available. CAES neither supports nor endorses the programs below. They are listed simply as possible tools to use to edit images.

- [PicMonkey](#) (free online service for basic editing – see [Appendix 1](#) for more information).
- [GIMP](#) (requires software download)
- [PhotoFiltre](#) (requires software download)

### How to edit an image within Assets:

- Click **Assets** from the Rail.
- Navigate to the image. Click the **pencil** (first gray circle on left across bottom of image).



- The image will open in a new window with editing icons across the top that show Start Crop; Rotate Left, Rotate Right, Flip Vertically, Flip Horizontally (Launch Map not used), Undo, Redo, Cancel or Finish (or Confirm).



**Tool bar options:**

- **Remove Crop** returns the image to its original state.
- **Free Hand** adds a box with an adjustable gray border on the image that can be resized.
- **Ratio crops** (2:3; 3:5; 16:9; and Square) will crop the image at those settings as shown below:



- **Rotate Left** is a counterclockwise shift to the image.
- **Rotate Right** is a clockwise shift to the image.
- **Flip Vertically** flips the image top and bottom.
- **Flip Horizontally** flips the image right to left.
- Click the **gray check mark** in the upper right of your screen to Confirm the images edits.



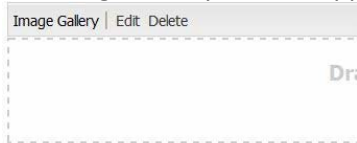
## Image Gallery

The Image Gallery allows multiple images to be displayed on a web page in a tiled 2 or 3-across layout. When the images are clicked, they open and display the full sized image and include the image title in the lower left. **Images cannot be reordered in the gallery.**

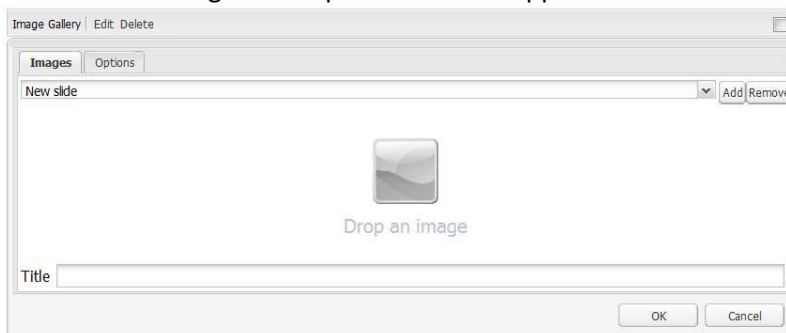
**All images need to be edited, resized, given a proper filename (i.e. this-is-my-file-name.jpg), and uploaded to the Content Finder prior to adding to a page. Suggested maximum images size should be 800 to 1000 pixels wide.**

### How to use:

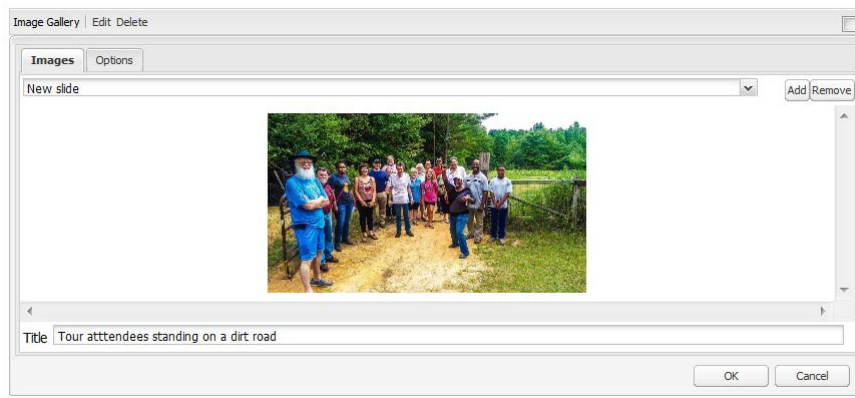
- Drag the **Image Gallery** component into the 'Drag components or assets here' box.
- The Image Gallery box will appear. Click **Edit**.



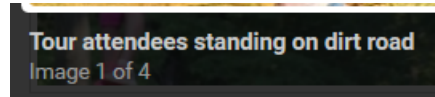
- The box with Images and Options tabs will appear.



- To add an image to the Image Gallery, select an image in the Content Finder, then left-mouse click on the image and drag it into the 'Drop an image' area under the New slide field.

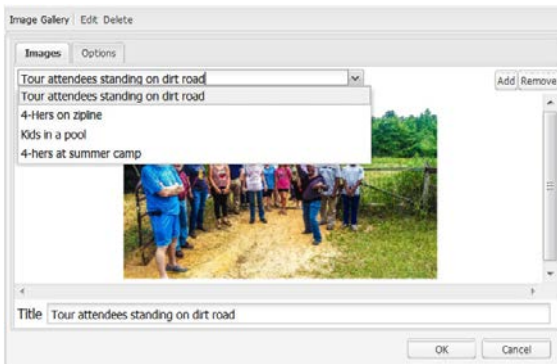


- Add a **Title** for your image. The Title displays when the image is enlarged on screen so a reasonable, descriptive title is important!
- Click **Add** beside the dropdown menu to continue adding images and titles to the gallery.
- When all images have been added, click **OK**.  
(NOTE: Unless images are all sized alike, they may not show as evenly spaced within the gallery.)



**To remove an image from the gallery:**

- Click **Edit** on the Image Gallery component box.
- Click on the dropdown list and select the image to be removed.
- Click **Remove**.



- Click **OK** when finished.

## MailChimp Signup

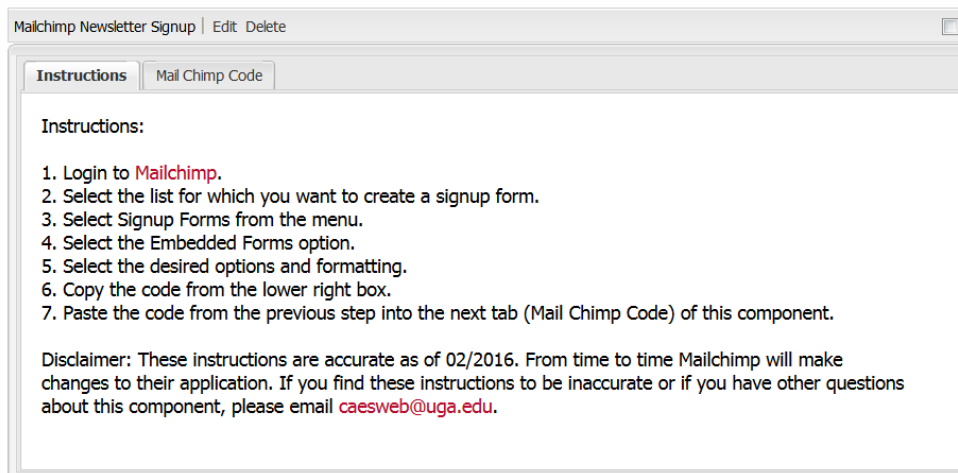
If you use MailChimp to manage newsletters and mailing lists, you can use the **MailChimp Signup** component to embed a signup form on your website.

*How to use:*

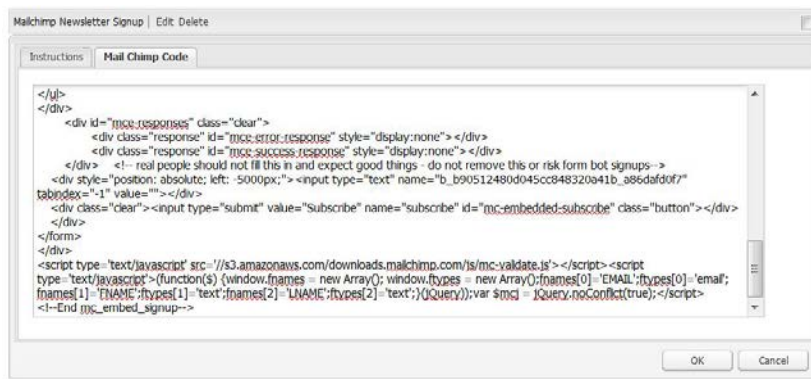
- Drag the **MailChimp Newsletter Signup** component into the 'Drag components or assets here' box.
- The MailChimp Signup box opens.



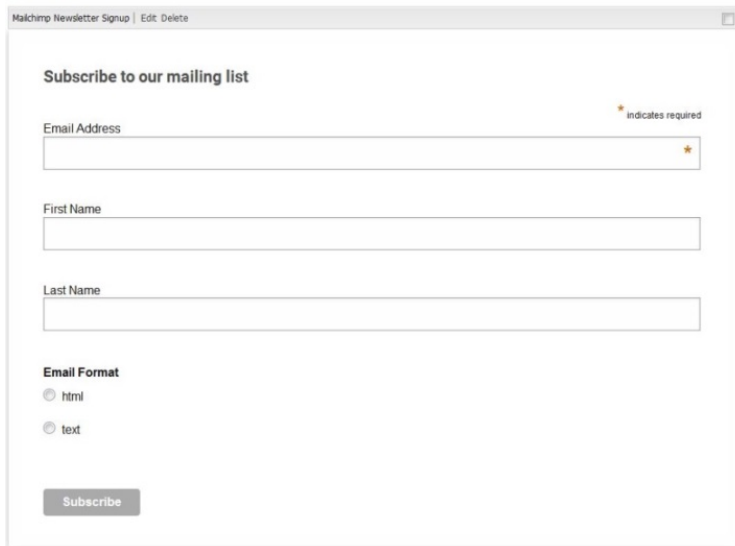
- Click **Edit** for Instructions. Follow the instructions.



- When steps 1-6 have been completed, open the **MailChimp Code** tab and paste the code into the box to complete step 7. Click **OK**.



- MailChimp will add the form to your web page for visitors to fill out to Subscribe.



The image shows a screenshot of a MailChimp Newsletter Signup form. The form is titled "Subscribe to our mailing list" and includes the following fields and options:

- Email Address:** A text input field with a small star icon and the text "indicates required" to its right.
- First Name:** A text input field.
- Last Name:** A text input field.
- Email Format:** Two radio button options: "html" (selected) and "text".
- Subscribe:** A button at the bottom of the form.

- To remove the MailChimp Newsletter signup form from your website, click **Delete**.

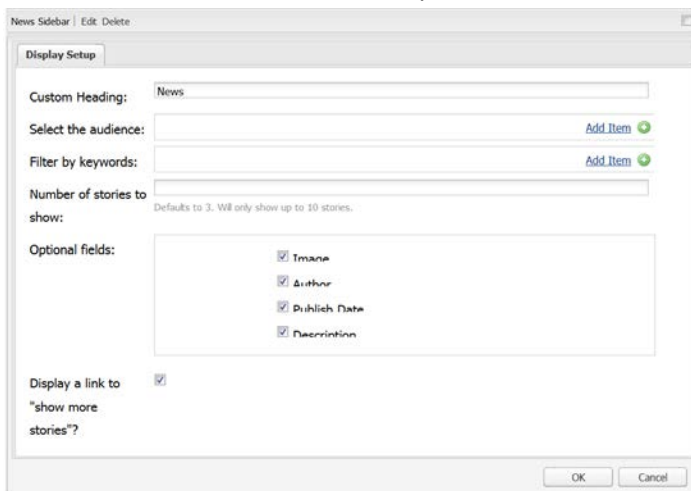
**For more information on using MailChimp, visit the following resources:**

- MailChimp support resources: <http://kb.mailchimp.com/>
- OIT Email Newsletters DIY Guide: <http://caes2.caes.uga.edu/unit/oit/email-newsletters/service.html>

## News Sidebar

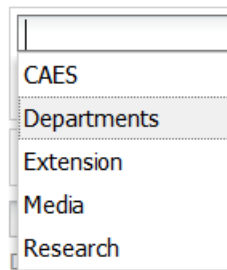
This component consists of a list of relevant news items with a link to the stories, image if available, short description, author and publication date. This component feeds directly from the CAES News Database. For more specific information on using this component, read [Guidelines for Component Usage](#).

- Drag the News Sidebar component into the 'Drag components or assets here' box.
- Click **Edit**. The News Sidebar box opens.



The screenshot shows a dialog box titled "News Sidebar | Edit | Delete" with a "Display Setup" tab. The "Custom Heading" field contains "News". The "Select the audience:" field has an "Add Item" button with a green plus icon. The "Filter by keywords:" field also has an "Add Item" button with a green plus icon. The "Number of stories to show:" field is set to 3, with a note "Defaults to 3. Will only show up to 10 stories." The "Optional fields:" section has four checked checkboxes: "Image", "Author", "Publish Date", and "Description". The "Display a link to 'show more stories'?" checkbox is also checked. "OK" and "Cancel" buttons are at the bottom.

- Set up the component using fields under the **Display Setup** tab.
  - **Custom Heading:** Editing is optional. Add an appropriate heading.
  - **Select the audience:** Click **Add Item** and select the audience from the dropdown list.
    - To add more selections, click **Add Item** and repeat.
    - To delete an audience, click the **little red circle with the dash**.



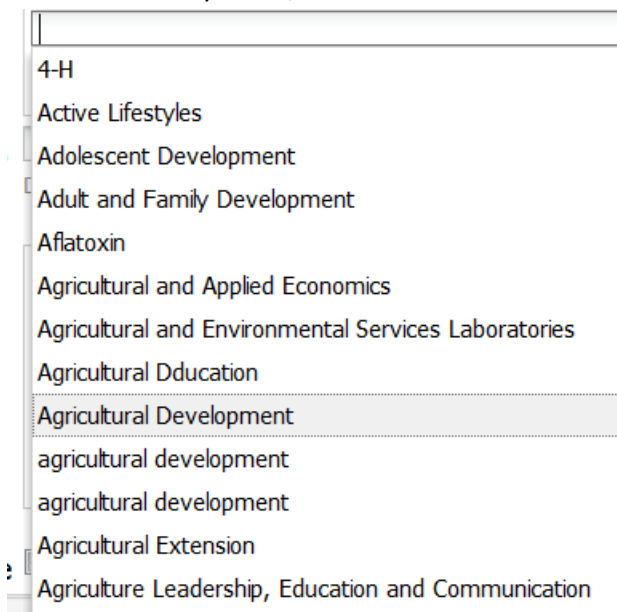
**NEWS**

**Early Risers**  
You say "narcissus," I say "daffodil." We all say "spring!"  
PUBLISHED 02/09/2017

**La Nina Weather Pattern**  
Nematodes, white mold disease concerning for growers as production season nears.  
PUBLISHED 02/08/2017

**See More News**

- **Filter by keywords:** Click **Add item** and make selection from the keyword dropdown list.
  - To add more selections, click **Add Item** and repeat.
  - To delete keywords, click the **little red circle with the dash**.



- **Number of stories to show:** Defaults to 3. Choose up to 10.
- **Optional fields:** Choose from Image, Author, Publish Date or Description.

- Image
- Author
- Publish Date
- Description

- **Display a link to “show more stories”?** Keep checked to link to the main CAES News page.



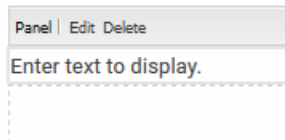
- To delete the News Sidebar component, click **Delete**.

## Panel

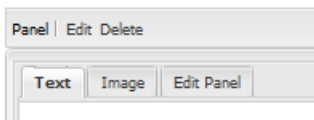
The Panel component has various options that can be used to create a box that will highlight the content. Panel is best used either within the right sidebar or within a Column Control.

### Adding the Panel within the sidebar.

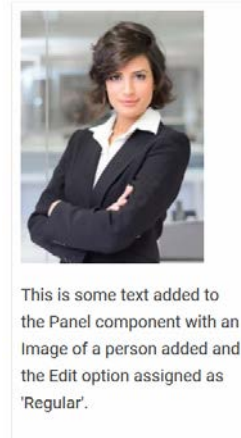
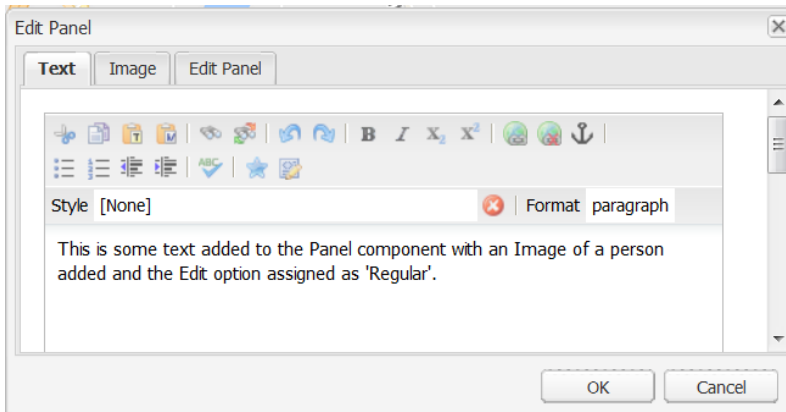
- Drag the Panel component into the 'Drag components or assets here' box.



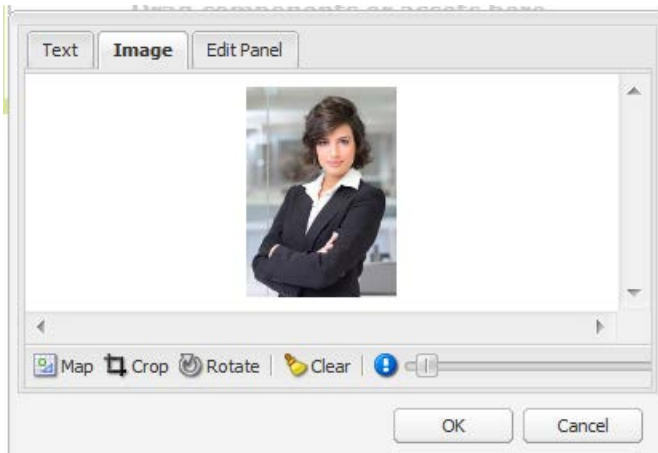
- Click **Edit**. The Edit box opens.



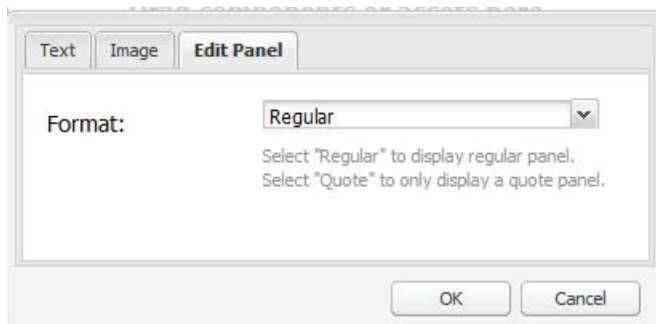
- Under the **Text** tab, add the content. Don't click OK yet.



- Under the **Image** tab, drag an image into the component. Don't click OK yet.

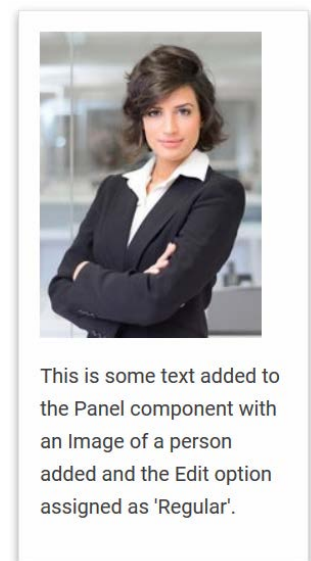
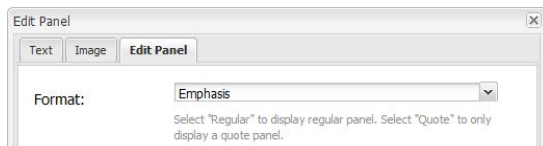


- Under the **Edit Panel** tab, in the Format field choose **Regular**.



- Click **OK**.

**Using Edit Panel Format: Emphasis produces a panel with a thicker gray box around it.**

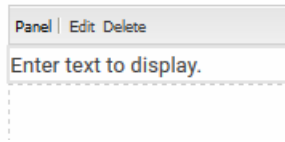




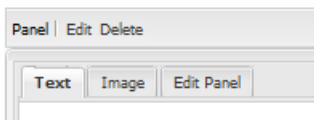
## Adding the Panel highlighted within a red box.

(NOTE: This would normally be used without an Image.)

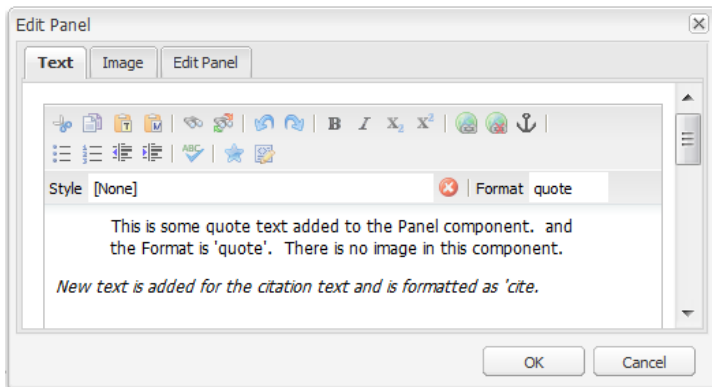
- Drag the Panel component into the 'Drag components or assets here' box.



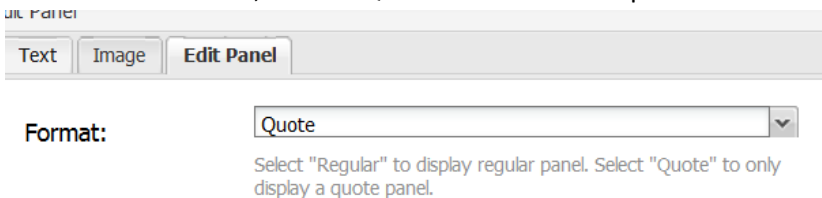
- Click **Edit**. The Edit box opens.



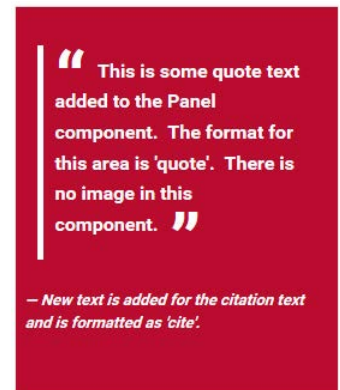
- Under the Text tab, add the content for the quote. Hit the enter key to get a new line and then type the citation. Don't click OK yet!
- Highlight the quote text and under Format choose 'quote' as the option. The text will indent.
- Highlight the citation text and under Format choose 'cite'. The text become italicized.
- Don't click OK yet!



- Under **Edit Panel** tab, choose **Quote** as the Format option.



- Click **OK**. The Panel displays with a red background.
- To delete the Panel component, click **Delete**.



## Personnel List

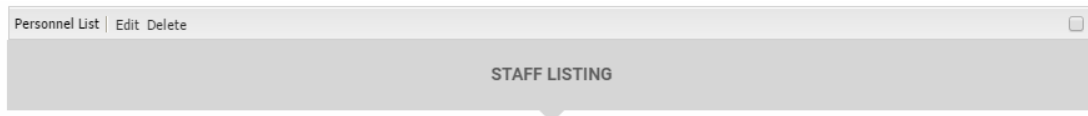
The Personnel List displays a list of personnel. The component must be filtered and can be displayed with or without images. The information is automatically retrieved from the main CAES Personnel Directory database.

**Information in the Personnel List comes from the CAES Personnel Directory database. Incorrect listings can be corrected either by the individual or by the person in your department/unit responsible for updating the personnel database.**

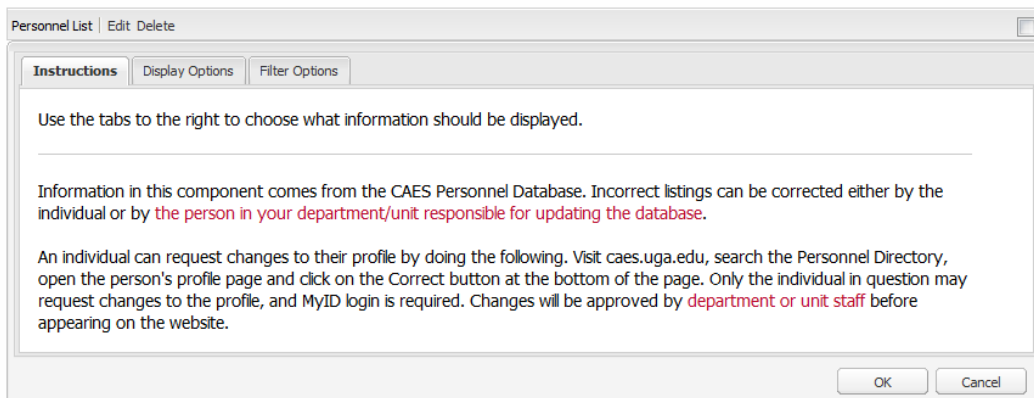
**Profile images MUST be uploaded to the personnel database in order to appear. Instruct personnel to visit [caes.uga.edu](http://caes.uga.edu), search for their name in the Personnel Directory, and then open their profile page. Click on the Correct button at the bottom of the page. MyID login is required. Scroll down to the Directory Information heading to upload the photo. Changes will be approved by departmental/unit staff before appearing on the website.**

### How to use:

- Drag the **Personnel List** into the 'Drag components or assets here' box.
- The Personnel List box opens.



- Click **Edit**. The Instructions/Display Options/Filter Options box opens.
- The **Instructions** tab explains and provides links to information about the CAES Personnel Database and Department and unit contacts.



- Options under the **Display Options** tab:

Personnel List | Edit | Delete

Instructions | **Display Options** | Filter Options

Custom Heading:

Select List Format:

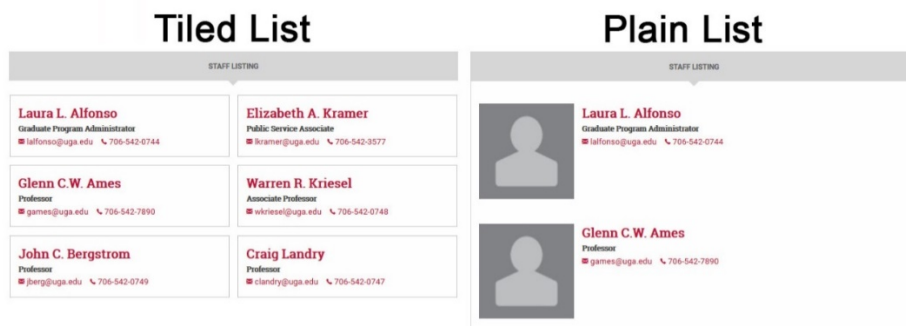
Order By:

Select fields to display:

- Title
- Image
- Phone
- Email

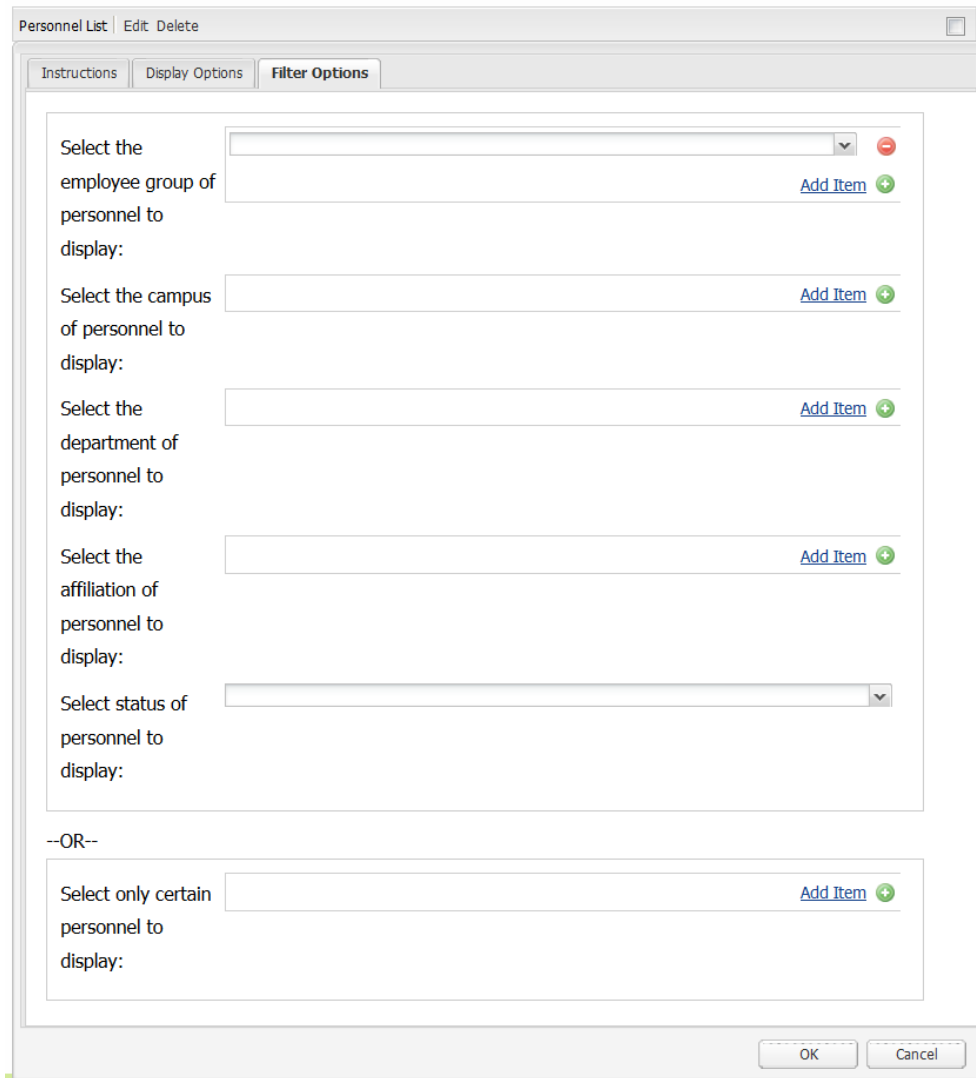
OK Cancel

- Custom Heading:** Add an appropriate heading.
- Select List Format:** Tiled List (left, images deselected. May display as 2 or 3 columns) or Plain List (right, with images selected to show, if available. If no images, the avatar displays).

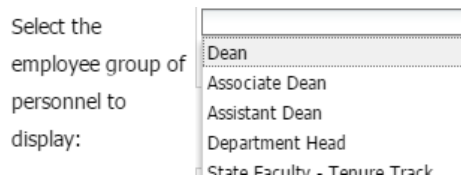


- Order By:** Name (A-Z), Employee Group, Campus or Department.
- Select fields to display:** Check boxes are optional for Title, Image, Phone, and Email.

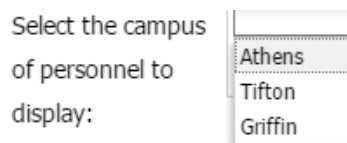
- The **Filter Options** tab provides optional choices to list personnel on pages by employee group, campus, department, or certain personnel.



- **Select the employee group of personnel to display**



- **Select the campus of personnel to display**



- **Select the department of personnel to display**

Select the department of personnel to display:

-OR--

- Academic Affairs - Tifton
- ADS Eatonton Beef Research Unit
- Agricultural & Applied Economics
- Agricultural & Environmental Services Lab (AESL)
- Agricultural Leadership, Education & Communication
- Agricultural Water Use
- Animal & Dairy Science

- **Select the affiliation of personnel to display**

Select the affiliation of personnel to display:

-OR--

Select only certain

- CAES Employee, CAES-Funded
- CAES Employee, County-Funded
- CAES Employee, Grant/Other-Funded
- Non-CAES Employee, Other
- Non-CAES Employee, UGA-Funded
- Volunteer

- **Select status of personnel to display**

Select status of personnel to display:

- Active
- Retired
- Active and Retired

- **Select only certain personnel to display**

Select only certain personnel to display:

- Aaron, Jeffrey D.
- Aaron, Leigh Anne
- Abad, Donna Y.
- Abernathy, Brian
- Abney, Mark
- Abney, Michael

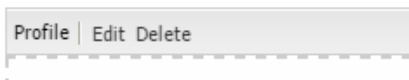
- **Display Options** and **Filter Options** can both be edited to customize the final Personnel List display.
- Click **OK** when done.
- The Personnel List component can be deleted by clicking **Delete**.

## Profile

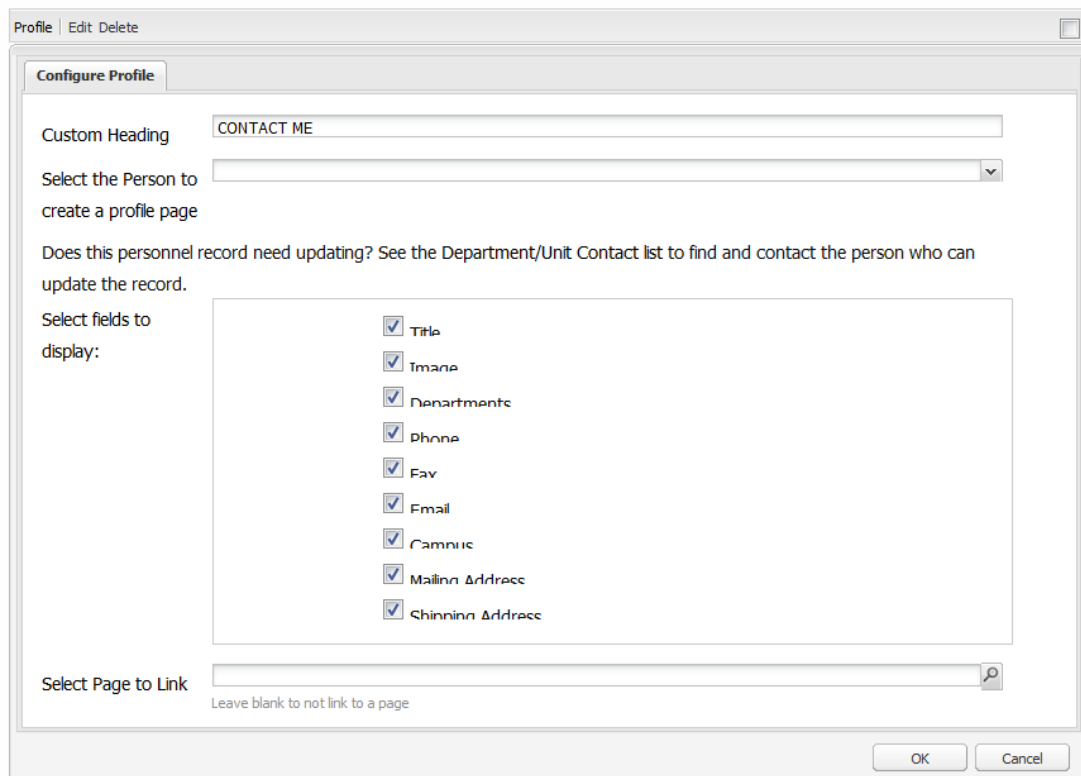
The Profile component pulls information from the CAES Personnel Database to display a detailed profile of a specific individual. It can be added in the main content area or in the right sidebar. For more specific information on using this component, read [Guidelines for Component Usage](#).

### How to use:

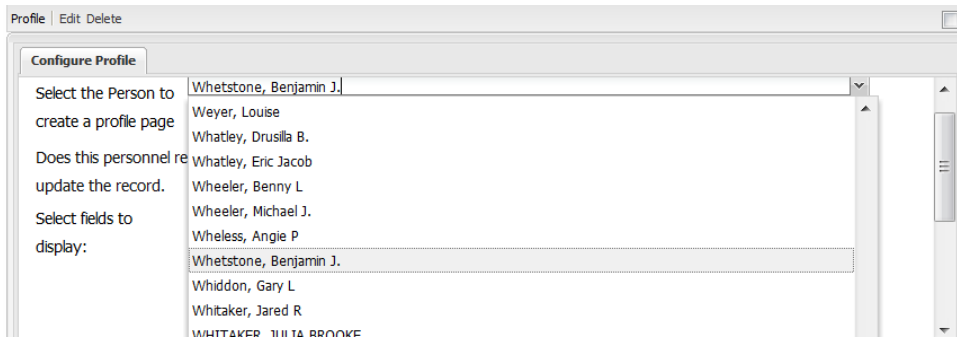
- Drag the **Profile** component into the 'Drag components or assets here' box.
- The Profile box opens. Click **Edit**.



- The Configure Profile box opens.

A dialog box titled 'Configure Profile' with a close button in the top right corner. The dialog contains several fields and a list of checkboxes. The 'Custom Heading' field is set to 'CONTACT ME'. Below it is a dropdown menu for 'Select the Person to create a profile page'. A text prompt asks if the personnel record needs updating. Under 'Select fields to display:', there is a list of checkboxes, all of which are checked: Title, Image, Department, Phone, Fax, Email, Campus, Mailing Address, and Shipping Address. At the bottom, there is a 'Select Page to Link' field with a search icon and a note 'Leave blank to not link to a page'. 'OK' and 'Cancel' buttons are at the bottom right.

- **Custom Heading:** CONTACT ME is the recommended default.
- **Select the Person to create a profile page:** Choose an employee from the dropdown list to create a profile for that individual.



- **Select fields to display:** Choose which fields you want to display in the profile.

Does this personnel record need updating? See the Department/Unit Contact list to update the record.

Select fields to display:

<input checked="" type="checkbox"/>	Title
<input checked="" type="checkbox"/>	Imaging
<input checked="" type="checkbox"/>	Departments
<input checked="" type="checkbox"/>	Phone
<input type="checkbox"/>	Fax
<input checked="" type="checkbox"/>	Email
<input type="checkbox"/>	Building
<input checked="" type="checkbox"/>	Campus
<input type="checkbox"/>	Mailing Address
<input type="checkbox"/>	Shipping Address

- **Select Page to Link:** optional
- Click **OK**.
- The profile will display.

[CONTACT ME](#)



**Benjamin J. Whetstone**  
**Web Team Leader**  
 OFFICE OF INFORMATION TECHNOLOGY (OIT) - ATHENS  
[✉ bwhet@uga.edu](mailto:bwhet@uga.edu)  
[☎ 706-542-9018](tel:706-542-9018)

**Mailing Address:**  
[📍 208 Hoke Smith Bldg,](#)  
[Athens, GA](#)  
[30602](#)

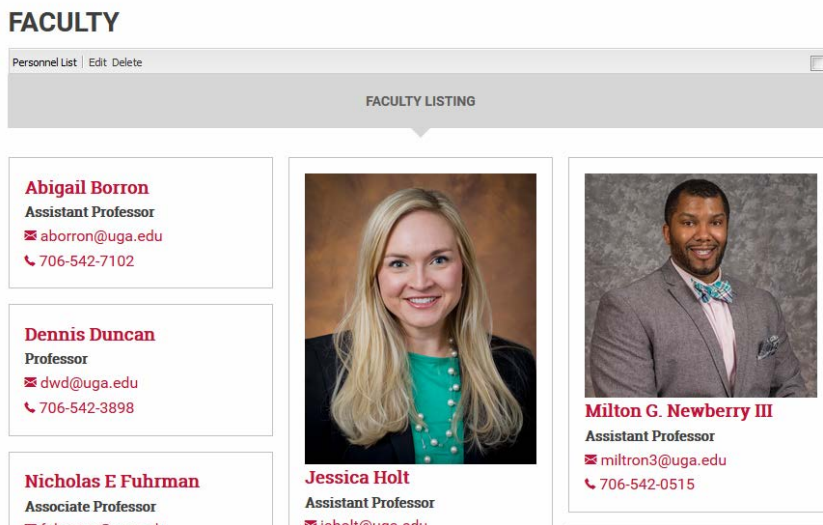
- To delete Profile component, click **Delete**.

## Creating Individual Profile Pages

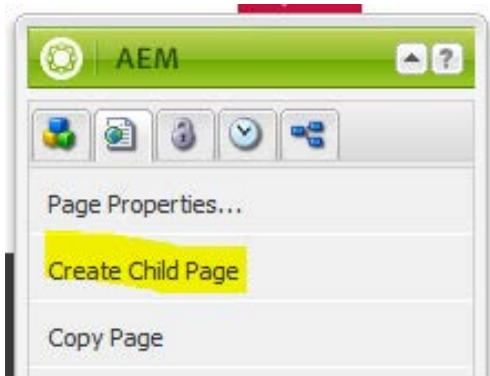
Navigate to the People area of your website. The Personnel List component(s) on the individual pages under the People area (i.e. Faculty, Graduate Students, Support Staff) must be set up first. Review the instructions for the [Personnel List](#) component to be sure it is set up appropriately.

### How to use:

- To create a Profile Page for a faculty member, browse to your Faculty page.

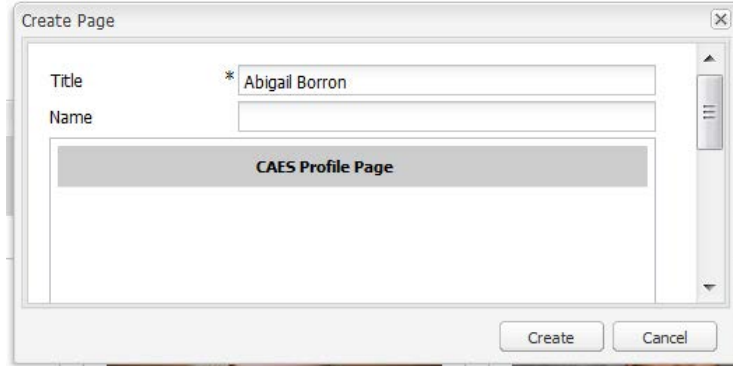


- From the Sidekick, Page options, click **Create Child Page**.





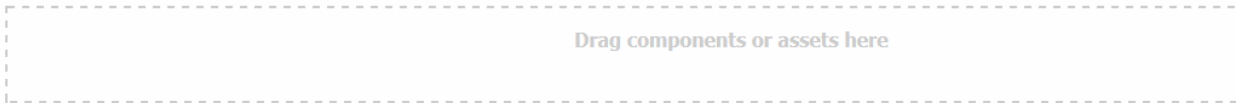
- **The Create Page box opens.**
  - **Title:** Add only the **First and Last Name** of the person for whom you are creating a Profile Page. The CAES Profile Page template is already selected as the default. *(NOTE: If you do not see ONLY the CAES Profile Page in this list, please contact [caesweb@uga.edu](mailto:caesweb@uga.edu) for assistance.)*



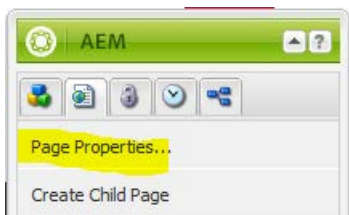
- Click **Create**. A warning displays that the page is not yet configured.

---

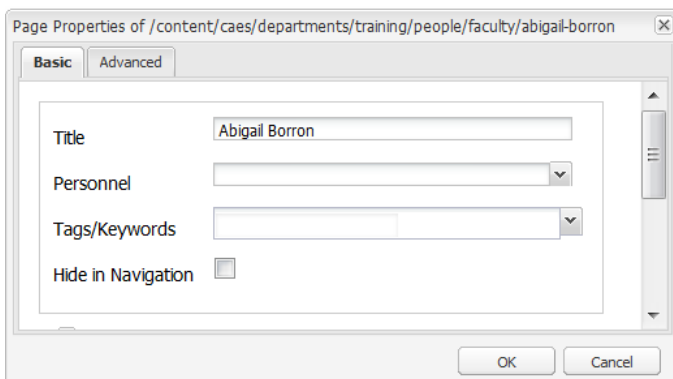
This page is not yet configured. Use Page Properties to configure the page and associate a person from the personnel database with this page.



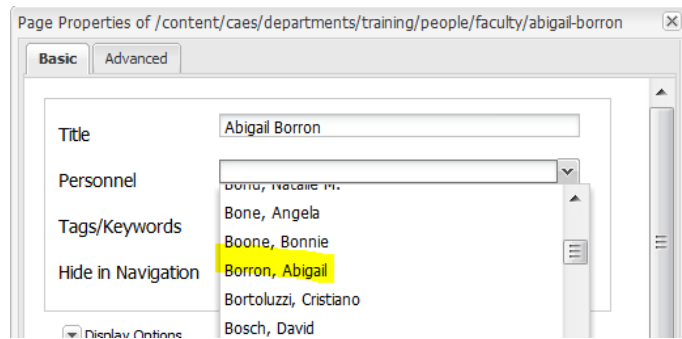
- In the Sidekick Page options, click **Page Properties**.



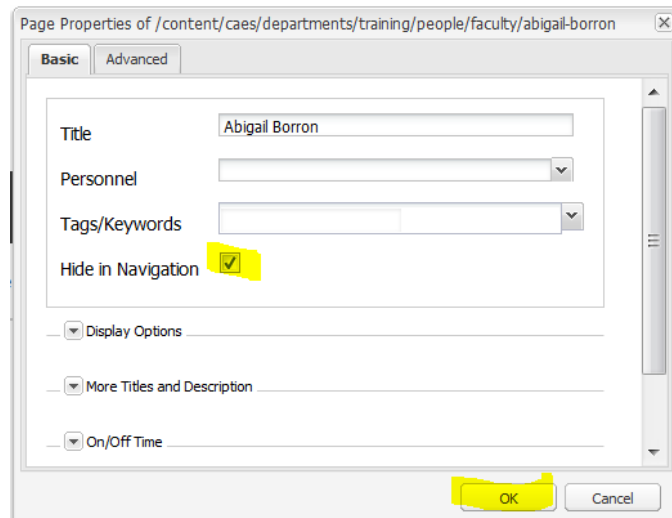
- The Page Properties box opens.



- Under the Basic Tab, do the following:
  - **Title:** Leave this alone. The title will be used to create the filename: abigail-borron.html
  - **Personnel:** In this dropdown list, scroll until you see the appropriate person's name. Select it. Click **OK**.



- **Tags/Keywords:** Ignore this box.
- **Hide in Navigation:** **Check this box.**
- Ignore the other options that are listed.



- Click **OK**.
- The new Profile Page will be created with the individual's basic information automatically pulled from the CAES Personnel Directory. *(NOTE: If any of the information is incorrect or a photo needs to be added, updates must be made in the CAES Personnel Directory database.)*

[← Return to Personnel Listing](#)

# Abigail Borron

## Assistant Professor

AGRICULTURAL LEADERSHIP, EDUCATION & COMMUNICATION

✉ [aborron@uga.edu](mailto:aborron@uga.edu)

☎ 706-542-7102

📠 706-542-0262

### Mailing Address:

Athens, CAES Campus



### Shipping Address:

Athens, CAES Campus



Drag components or assets here

- Below the basic contact information, drag in appropriate components and edit to include other relevant information about the individual.
- Once the individual's page is complete, click on the [← Return to Personnel Listing](#) link to return to the main listing. The individual's name will automatically be set as a link to the associated Profile Page.

## Publications List

The Publications List displays UGA Extension publications pulled from the publications database. The publications can be filtered by topics, series or select publications.

### How to use:

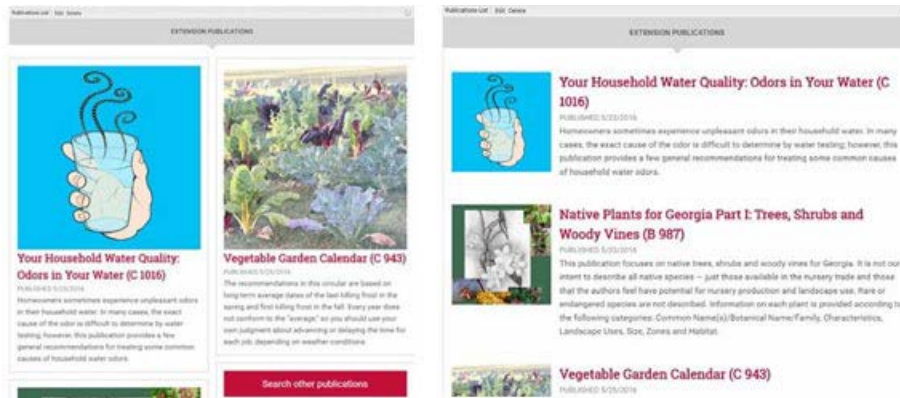
- Drag the **Publications List** component into the 'Drag components or assets here' box.
- The Publications List box opens.

The screenshot shows a web interface for a 'Publications List'. At the top, there is a header 'Publications List | Edit | Delete' and a sub-header 'EXTENSION PUBLICATIONS'. Below this, two publication entries are displayed. The first entry has a blue icon of a hand holding a water drop and is titled 'Your Household Water Quality: Odors in Your Water (C 1016)'. It was published on 5/23/2016 and describes how homeowners can deal with unpleasant odors in their household water. The second entry has a green icon of a plant and is titled 'Native Plants for Georgia Part I: Trees, Shrubs and Woody Vines (B 987)'. It was also published on 5/23/2016 and focuses on native plants available in the nursery trade for Georgia.

- For options, click **Edit**. The Display Options/Filter Publications box opens.

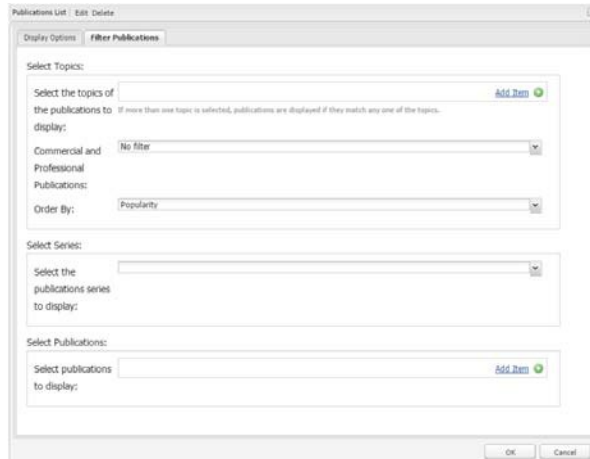


- Under the **Display Options** tab, choose the appropriate options.
  - **Custom Heading:** Add an appropriate heading.
  - **Select List Format:** Tiled List (left) or Plain List (right).

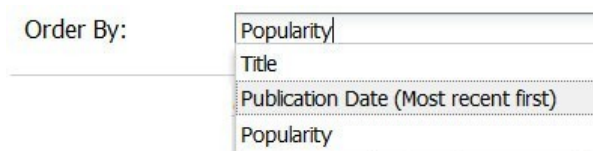


- **Number of publications to show:** Add 1, 2, or 3. The default is 3.
- **Display Link to Show More Publications?** This action will add a small red box that links to the Publications search page..
- **Select fields to display:** Optional. Choose Description to display introductory paragraph of article. Check Publish to display the published date.

- Under the **Filter Publications** tab, choose the appropriate options.



- **Select the topics of the publications to display:** Optional. Click **Add Item** and choose from dropdown list. Additional topics can be added by clicking **Add Item** or they can be deleted by clicking the **red circle with the white 'minus' sign**.
- **Commercial and Professional Publications:** Optional. Choose to filter out commercial and professional publications, or everything *but* commercial and professional publications. Select **No filter** to show everything.
- **Order by:** Optional. Will sort articles on the page by the order selected.



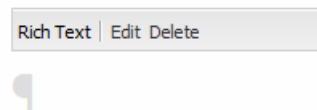
- **Select Series:** *Select the publications series to display:* Optional. Displays various publications series.
- **Select Publications:** *Select publications to display:* Optional. Display specific publications to choose.
- Click **OK**.
- To remove the Publications List, click **Delete**.

## Rich Text

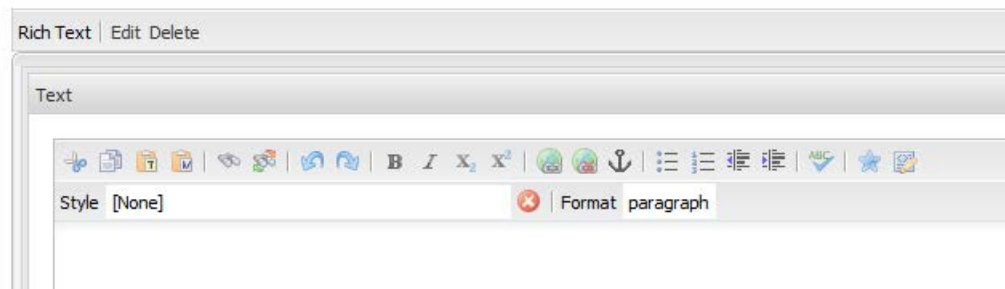
Use the Rich Text component to add text to your page. Adding images with associated text within a Rich Text box is optional. For more specific information on using this component, read [Guidelines for Component Usage](#).

### How to use:

- Drag the **Rich Text** component into the 'Drag components or assets here' box.

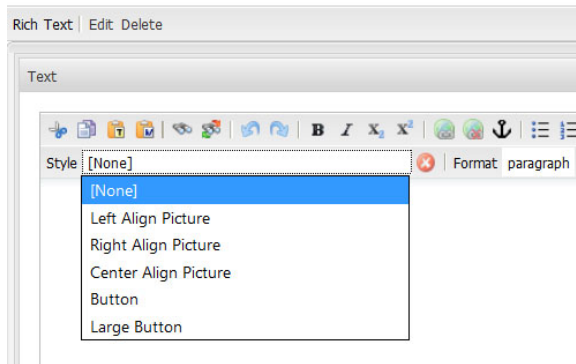


- Click **Edit** to add text.
- The editing menu includes the following options (left to right): Cut, Copy, Paste as text, Paste from Word, Find, Replace, Undo, Redo, Bold, Italic, Subscript, Superscript, Hyperlink, Unlink, Anchor, Bullet List, Numbered List, Outdent, Indent, Check spelling, Special characters, Source Edit.



- There are multiple techniques to use to add content into the Rich Text box.
  - Type your text just like in a word processor and format as you type.
  - Copy text from a Word document, PDF file or website and then try one of the following. If one option doesn't work, try a different one.
    - Use the Ctrl+V keyboard shortcut
    - Paste directly onto the page.
    - **Paste as Text in the Paste box using Ctrl+V (recommended as previously assigned text formatting is removed)**
    - Paste from Word.
- Format the text as necessary.

- The **Style [None]** dropdown contains the following options:



- Left Align Picture (puts image on left margin, wraps text on right).
  - Right Align Picture (puts image on right margin, wraps text on left).
  - Center Align Picture (put image in the center of the
  - Button and Large Button – create Action buttons to encourage visitors to click on the button to do something like:
- Under the **Format paragraph** dropdown are the following options: paragraph, heading 3, heading 4 and quote.

This is paragraph text.

**This is a Heading 3**

**This is a Heading 4**

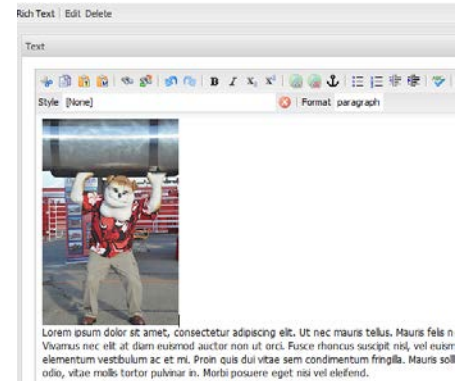
This is a quote.

- When finished, click **OK**.
- To remove a Rich Text Box, click **Delete**.

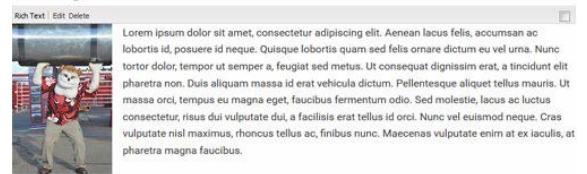
## Adding an Image in Rich Text

(NOTE: Works best while editing in Firefox!)

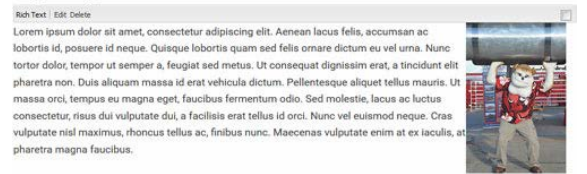
- After formatting your text, drag an image from the Content Finder into your text box to where you want the image to show. Open the Style box. **(NOTE: Rich Text will insert the original image at its original size, which if large, will require extensive editing to fit. Consider resizing a large image in an image editing program prior to uploading it to the Assets folder.)**
- Under Style, choose **Left Align Picture** or **Right Align Picture** to have the text wrap properly around the image. **Center Align Picture** forces the text either below the image or above the image depending upon where the image is inserted.
- The image can also be resized as necessary for a best fit with the text by clicking on the image and dragging one of the corner resize boxes. **(NOTE: Images can't be resized in the Chrome browser. Images are also difficult to resize proportionally in Internet Explorer.)**



### Left Align Picture



### Right Align Picture



### Center Align Picture



## Creating Links to Documents in Rich Text

- Make sure your PDF file has a descriptive filename: *october-2016-newsletter.pdf*
- Make sure the file has been uploaded to Assets so you can find it in the Content Finder.
- Add proper text in your content to associate with the PDF file link: *October 2016 Newsletter*
- Highlight the text for the link.
- Click the **Document icon** in the Content Finder.
- From the Content Finder, click on the PDF file and drag it onto the highlighted text.
- Click **OK** for the Rich Text box.



## Creating Links to Other Websites in Rich Text

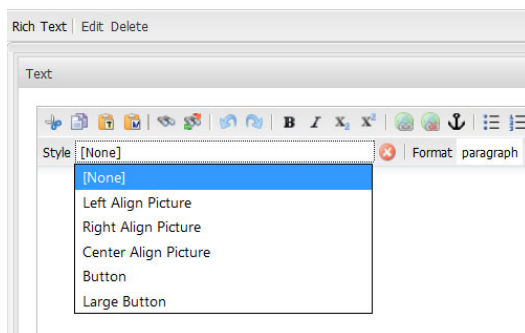
- In a new browser tab, visit the site you need to link to and copy the URL.
- In your Rich Text component box, add proper text to associate with the website link.
- Highlight the text.
- Click the **Hyperlink icon** from the Rich Text menu.
- Paste the text into the Link to: box.
- Click **OK**.

## Adding a Button link in Rich Text

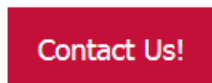
- Red buttons can be used to highlight important ACTION ITEM links like:
  - Contact Us
  - Sign Up
  - Donate
  - Learn More
- In the Rich Text box, add the appropriate text. Highlight the text and click the **Hyperlink icon** from the top menu.
- In the **Link** to box, add the link.
- Click **OK**.
- The link will show as blue text.

### [Contact Us!](#)

- To apply a button style, highlight the linked text.
- Choose the appropriate button from the style box (Button or Large Button).



- The link will display as white text.



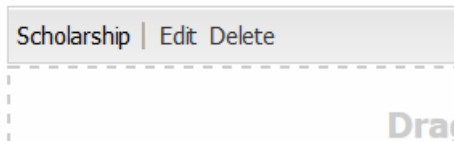
- Click **OK** on the Rich Text box to save your work.
- To delete a button, edit the Rich Text box. Highlight and delete the text inside the box. Delete the box by clicking on the **red X icon** located to the right of the Style dropdown menu.

## Scholarship

The Scholarship component shows available CAES scholarships and links to the application page for that scholarship.

### How to use:

- Drag the **Scholarship** component into the 'Drag components or assets here' box.
- The Scholarship box will appear.



- Click **Edit** to configure.
- Under the **Select Scholarships** tab, choose the appropriate options.
  - **Select the scholarship to display:** Choose the scholarship you want to display from the drop-down list.



- **Show Description:** Optional. Leave the box checked to include a detailed description of the scholarship with the application link.
- Click **OK**.
- The scholarship information will display and show the application status at the bottom.
- To delete the Scholarship component, click **Delete**.

### CAES Outstanding Junior Award

The Hans & Margrit Broder Rising Star Award recognizes the Outstanding Junior in the College of Agricultural and Environmental Sciences who has excelled in student leadership activities while maintaining a superior academic record. The recipient will receive a certificate and a \$500 scholarship from the Broder Educational Enrichment Fund. This Award is open to CAES students in their junior year who have 60 - 90 earned credit hours.

Application Closed

## Slideshow

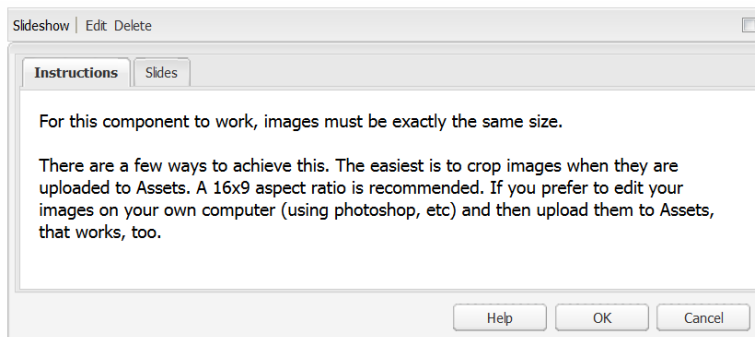
The Slideshow component allows multiple images to be displayed in a slider format that automatically rotates through the selected images. Adding fewer than 6 images is recommended.

**The Slideshow is NOT an image gallery and is only to be used on your homepage or other top level pages as a promotional banner. Images can link to other websites and require captions with proper text.**

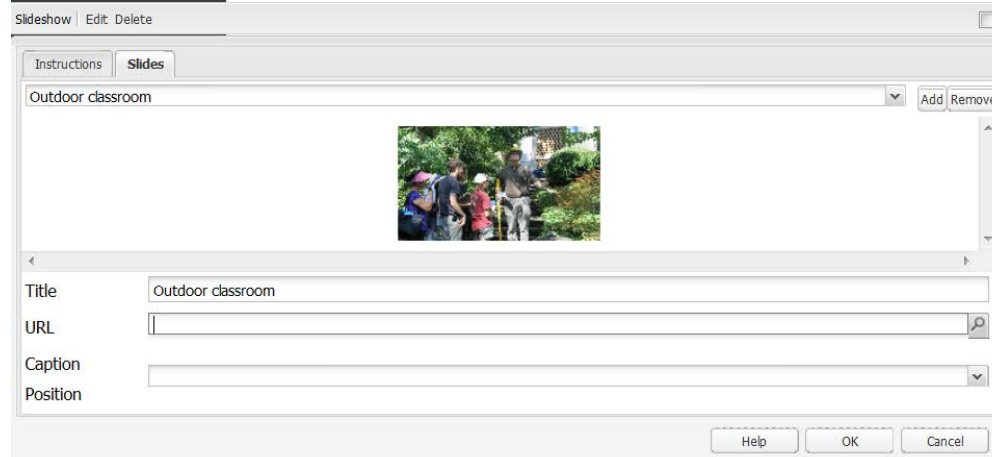
**All images need to be edited, cropped to a 16:9 ratio, assigned a descriptive filename format (i.e.: this-is-my-file-name.jpg), and uploaded to the Content Finder prior to adding to a page. For more information on resetting the Slideshow image ratio within AEM, review the instructions in [Appendix 2](#). Or read [Appendix 3](#) for instructions on using Picmonkey to crop correctly and resize.**

### How to use:

- Drag the **Slideshow** Component into the 'Drag components or assets here' box.
- The Slideshow box opens. Click **Edit** to review Instructions.



- Click the **Slides** tab to insert images.
- Drag an appropriately sized image from the Content Finder into the 'Drop an image' area.



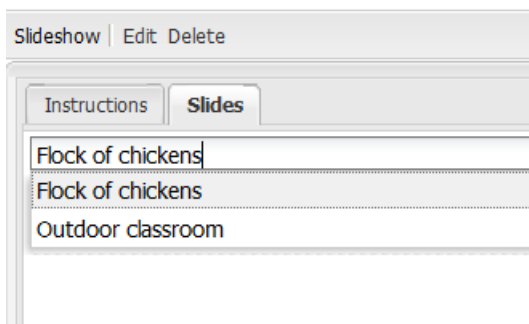
- Add a **Title** for your image. This becomes the caption when the image is viewed online.
- Add a **URL** if required for linking.
- **Caption Position** is the location of the title on the image when viewed in a browser. Options include Upper Right, Upper Left, Lower Right or Lower Left.
- Click **Add** to add another image. Repeat up to 6 images.



- Click the left or right arrows to advance or return to other images in the Slideshow.

#### To remove an image from the Slideshow:

- Click **Edit**.
- Click the **Slides** tab.
- Choose the image from the dropdown list.



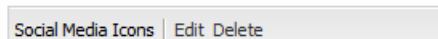
- When the image displays in the Slides box, click **Remove**.
- Click **OK** to save the changes.
- To delete the entire Slideshow, click **Delete**.
- **Note:** deleting the Slideshow component only removes it from the webpage. It **DOES NOT** delete the images from the Content Finder!

## Social Media Icons

Social Media Icons allow authors to add icons that link to social media accounts for Facebook, Flickr, Instagram, LinkedIn, Tumblr, Twitter, YouTube and Website. For more specific information on using this component, read [Guidelines for Component Usage](#).

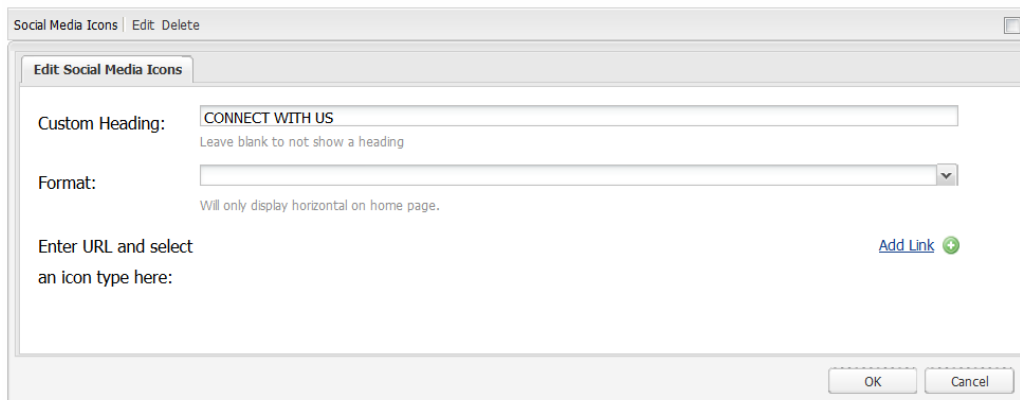
### How to use:

- Drag the **Social Media** component into the 'Drag components or assets here' box.
- The Social Media Icons box opens. Click **Edit**.



Click Edit to add social media links.

- The Edit Social Media Icons tab opens.



- Select the appropriate options under **Edit Social Media Icons**.
  - **Custom Heading:** Use default heading or leave blank.
  - **Format:** Options to display all your chosen icons either horizontally in a row (only on the home page) or vertically in a list with additional link text.

### Horizontal

CONNECT WITH US



### Vertical

CONNECT WITH US

-  [Visit us on Facebook!](#)
-  [View Our Images!](#)
-  [Read Our Tweets!](#)

- **Enter URL and select an icon type here:** Allows you to choose one or several social media options as shown.
  - Click **Add Link** on the right side to begin. The Enter URL box opens
  - Add the URL, an appropriate title for the Link Text, and choose the correct Icon Type.
  - To add additional Social Media, click **Add Link** again.

http://www.facebook.com

Visit us on Facebook

Facebook

Facebook

Flickr

Instagram

LinkedIn

Tumblr

Twitter

YouTube

Website

***(NOTE: The list can be reordered by clicking either the up arrow or down arrow to the right of the individual social media boxes.)***

- When done, click **OK**.
- Social Media icons and links display.
- To make changes or updates, click **Edit**.
- To delete the Social Media component, click **Delete**.

## YouTube Videos

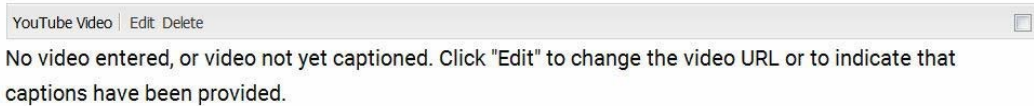
The YouTube Video component allows embedding of YouTube videos onto a web page. More information, instructions and warnings are included in the component box itself.

The **Accessibility** tab has a help link, and more information on accessibility issues are found in the links supplied within the box. Federal law requires that all videos published on state websites must be made accessible to persons with disabilities. Videos must be captioned and include descriptive text. The [Office of Communications and Creative Services](#) can help you with this process.

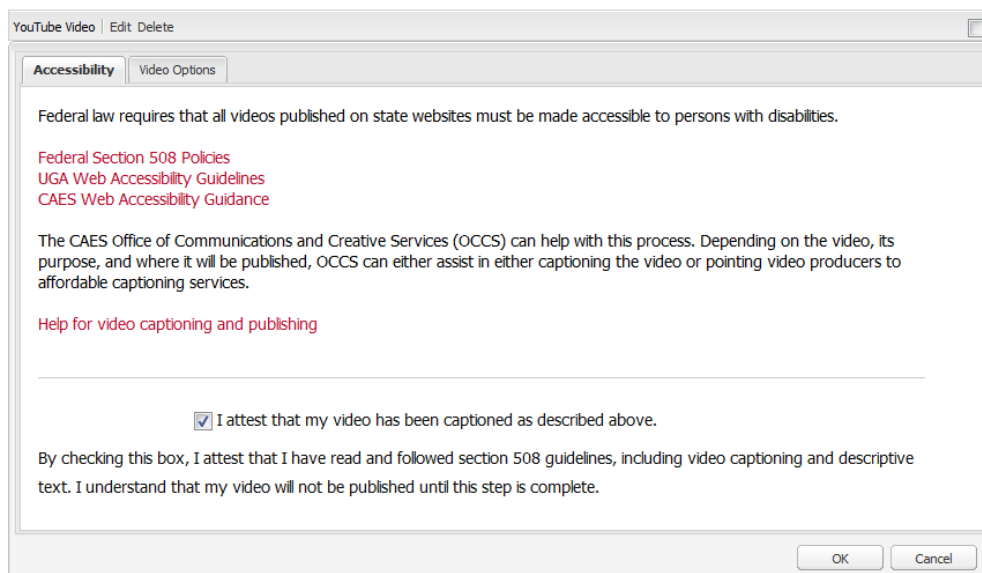
You **MUST** check the box at “I attest that my video...” in order to actually add the component to your page.

### How to use:

- Drag the **YouTube Video** component into the ‘Drag components or assets here’ box.
- The YouTube Video box opens. Click **Edit**.

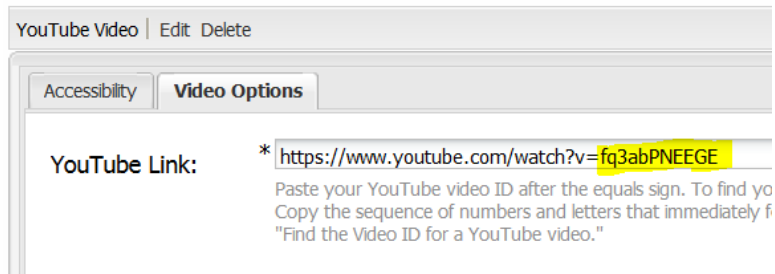


- Under the **Accessibility** tab, you must check the box attesting that the video is captioned or the component will not be allowed to add on your web page. Once you’ve check this box, do not click OK. Move to the next tab.



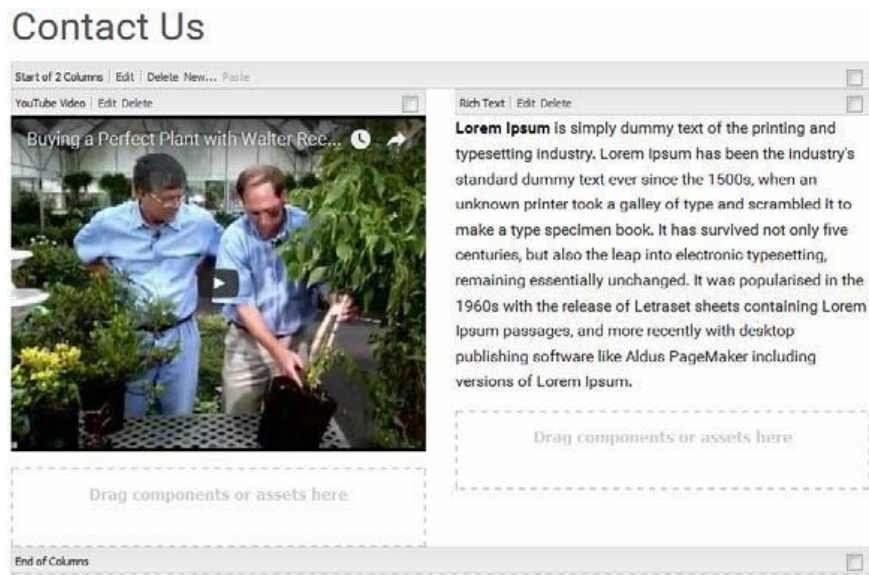


- Click on the **Video Options** tab.
- In the **YouTube Link** field, highlight the preloaded content in the YouTube Link field, delete it and then copy and paste the video's entire YouTube URL (web address) into that field. Alternately, copy and paste only the last few characters of the YouTube URL, the sequence of letters and numerals that appears after the = (equal sign).



- Click **OK**.
- The video will be embedded on your page (full width) and available to view online.

It is also possible to add both a YouTube component and another component like Rich Text component within a Column Control component as shown in the example below.



- To delete a YouTube video, click **Delete**.



## Reordering Components on a Page

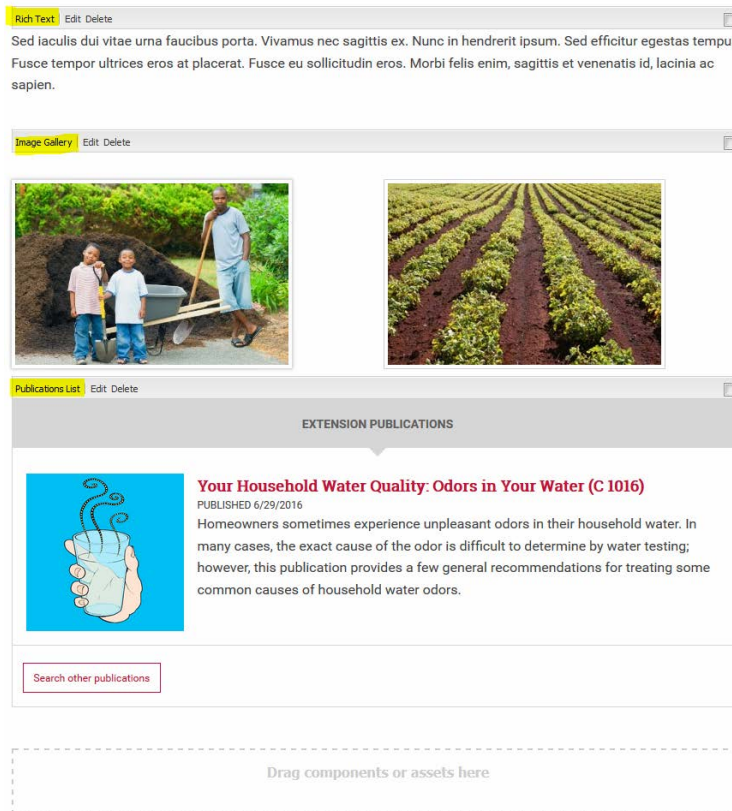
Each time a component is added to a page, it is dragged from the Sidekick to the 'Drag components or assets here' box or dropzone. The mouse is released when the purple dashed lines are visible, the component is added, and a new dropzone becomes available directly below the component.



It's a top down process with each new component being added to the bottom of the content area. Generally, a new component can't be added between two other components. (NOTE: The only exception to this rule is the [Column Control](#) component. It does allow insertion of another component above the Column Control.)

If the order of the components on the page needs to be changed, the individual components can be dragged down the page to the bottom dropzone. They can't be dragged up.

**Example:** The page below shows a Rich Text box, followed by an Image Gallery and a Publications List. The preferred order should be Image Gallery first, Rich Text second and Publications third.

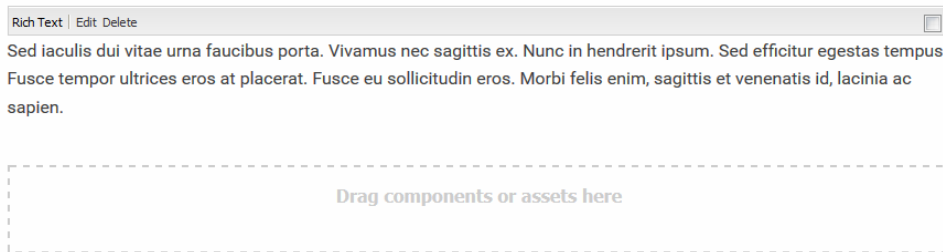
A screenshot of a web page showing three components stacked vertically. The top component is a 'Rich Text' box with a title bar containing 'Rich Text', 'Edit', and 'Delete'. The text inside reads: 'Sed iaculis dui vitae urna faucibus porta. Vivamus nec sagittis ex. Nunc in hendrerit ipsum. Sed efficitur egestas tempus. Fusce tempor ultrices eros at placerat. Fusce eu sollicitudin eros. Morbi felis enim, sagittis et venenatis id, lacinia ac sapien.' The middle component is an 'Image Gallery' with a title bar containing 'Image Gallery', 'Edit', and 'Delete'. It contains two images: one showing three children and an adult with a wheelbarrow, and another showing rows of young plants in a field. The bottom component is a 'Publications List' with a title bar containing 'Publications List', 'Edit', and 'Delete'. It features a header 'EXTENSION PUBLICATIONS' and a publication entry with a blue icon of a hand holding water, the title 'Your Household Water Quality: Odors in Your Water (C 1016)', the date 'PUBLISHED 6/29/2016', and a short paragraph of text. Below the entry is a search button labeled 'Search other publications'. At the very bottom of the page is a dashed rectangular box with the text 'Drag components or assets here'.

## Steps to Reorder the Components

- The first step is to **select the Rich Text box** and drag it to the bottom dropzone. The blank box with the green circle in the example below is the Rich Text box. When the dashed purple line appears around the dropzone, let the mouse go.



- The Rich Text box will appear at the bottom of the page with new dropzone below it.



- Repeat the process for the Publications List. Select and drag it into the dropzone below the Rich Text box. Now the page components are properly reordered to 1) Image Gallery, 2) Rich Text, and 3) Publications List.

A screenshot showing the final page layout. At the top is an "Image Gallery" component with two images: one of a man and two children with a wheelbarrow, and another of a field of young plants. Below the image gallery is a "Rich Text" component with a toolbar and placeholder text. At the bottom is a "Publications List" component with a search bar and a publication titled "Your Household Water Quality: Odors in Your Water (C 1016)". Below the publications list is a dashed purple rectangle representing a dropzone with the text "Drag components or assets here".

## Section 6. Terms to Know

**Activate/Deactivate** - to publish/unpublish a web page.

**AEM** - Adobe Experience Manager, CAES supported and authorized content management system.

**Author (content manager)** - person who maintains and edits the website.

**Aspect ratio** - describes the proportional relationship between an image's width and its height and is generally shows as two numbers separated by a colon, like 2:3, 3:5, and 16:9.

**Components** - 'content containers' that can be placed within a page as part of the editing process and tells the system what type of content to expect. Found within the Sidekick.

**Content Finder** - online location for storage of assets like images or documents.

**DAM** - Digital Asset Management – storage space for images and documents that can be found through the Content Finder.

**Digital Asset** - content and/or media that has been formatted for online use and comes with the right to use. This may include images, logos, illustrations, animations, audio & video clips, page files, documents, presentations and spreadsheets.

**Dropzone** – another name for the 'Drag and drop components here' box.

**Publish/unpublish** - basically the same as activate/deactivate.

**Sidekick** - movable box that lists the various components available to add to a web page dropzone ('Drag components or assets here' box).

## Section 7: Best Practices

### Before You Begin

- Plan out your page before adding components. Reordering components can be tricky.
- Be careful deleting pages. If you delete a page with child pages, those child pages will be deleted, too. Once a page is deleted, there is no way to restore it.
- Be careful when making changes. There is no 'undo' when deleting components or pages.

### Digital Media

Digital media can enhance the delivery of web-based content. Current software programs allow the creation of projects in a wide variety of formats including: audio-only, audio-narrated, photo galleries and web-based video.

### Accessibility

Section 508 requires that web-based media files meet accessibility standards. Audio-only files must be accompanied by text transcripts. Video files must have synchronized captions along with a text-only transcript of the audio portion. Captioning can be done manually or by hiring an outside company at a reasonable rate. The Office of Communications and Creative Services can assist with audio and video file accessibility compliance.

- OCCS Accessibility Resources: <http://www.caes.uga.edu/unit/occs/resources/>
- OIT Importance of Accessibility: <http://www.caes.uga.edu/unit/oit/accessibility/importance.html>
- WebAIM: <http://webaim.org/techniques/captions/>

### Filenames

- Be consistent! For instance, if you provide a monthly newsletter in PDF format, choose a naming format in the beginning and stick with it; e.g., 2016-january-newsletter.pdf or 2016-01-newsletter.pdf.
- Do not use spaces. Use hyphens instead: potted-rosemary.jpg or care-of-rosemary-plants.pdf
- Twenty-five (25) characters or less is a reasonable length for a filename.
- If dates are used, format them consistently: YYYY-MM-DD or DDMMYYYY.
- Avoid using special characters: ~ ! @ # \$ % ^ & \* ( ) + ` ; / \ : \* ? " < > | [ ] { } or ,

## Digital Images

- Resize LARGE images for optimal page load times and decrease the amount of server space used. Image sizes should be between 800-1000 pixels wide.
- Use ALT (descriptive) text on images.
- Get permission to use someone's likeness. See "Using Photos of minors" at OCCS: <http://www.caes.uga.edu/unit/occs/resources/photos/minors.html>
- Know your legal obligations.
- Stay relevant. Use images that support your message. Avoid visuals that distract from your message.
- Use the Image Gallery component to share multiple images on one web page.
- Don't add images that contain text as the only method to inform your visitors of an event. Assistive technologies like screen readers will not be able to 'read' the text and this doesn't meet accessibility standards. Take the time to add the full text to your page in a Rich Text box and then use the image as a visual enhancement.

## Section 8: CAES Web Style Guide

The CAES website and templates use system-wide standards for formatting text. In order for important features to work and keep a consistent look and feel, the default font face, size, and color should not be manipulated, unless stated otherwise.

There will be a lot you can change about your new website, and there will be a lot that you are not able to change. One of the simplest, but biggest things to consider is headings.

### Headings

Headings help create an “outline” for your document. A heading tells you what the page is called, or if you have moved on to a new section. Headings help with users who are scanning a web page. But headings also help users with certain disabilities be able to effectively navigate your web page, so it is important to use headings correctly, because it will make your content better while also making it available to a wider audience.

- Heading 1 (h1): There should only ever be one of these per web page, and it is reserved for the overall **website name**, so you shouldn't be able to add more of these or change where it appears on your page.
- Heading 2 (h2): There should only ever be one of these per web page, and it is reserved for the **web page title**, so you shouldn't be able to add more of these or change where it appears on your page.
- Heading 3 (h3): Can be used to create smaller sections within your “heading 2” section.
- Heading 4 (h4): Smaller headings like this one follow the same downward pattern or progression.

You may notice that headings have numbers associated with them. The larger the number gets, the more specific its heading is to the overall content of the page. You should generally only have one heading 1 and heading 2 tag per page. You may have multiple heading 3, heading 4, etc. tags per page, as long as you don't start putting them out of order with other tags. Here is an example of *incorrect* heading usage:

# HEADING 1

## HEADING 2

#### HEADING 4

### HEADING 3

Logically, there is no reason that you would have an h4 before you would have an h3. A correct version of this example would look like:

# HEADING 1

## HEADING 2

### HEADING 3

#### HEADING 4

You can clearly see how this is a more logical progression for any user to follow. Use headings wisely, and be sure you always think of how the progression might flow.

## Following Established Writing Styles

Writing well is important, even on the web. While your website can be an effective place to quickly get information to a group of users, that does not mean it should come at the expense of a well-written document. Users will be far more likely to understand your content if you follow certain simple guidelines. It's the policy of the Office of Communications and Creative Services to edit college literature and materials in Associated Press (AP) style. This allows OCCS to maintain consistency across materials coming out of the college. When writing for the web, please publish text in AP style. More information about AP style is available under the [copywriting and editing section of the OCCS website](#).

- **Capitalization:** do not use all-caps when writing for the web in paragraphs. While this may be acceptable for page headings or titles, looking at a block of text that is all uppercase can be very difficult for many users to read.
- **Underline:** you should never underline text if that text is not a link to another page or file. On the web, we use underline exclusively to mean "this is a link!" If you need to emphasize a part of a paragraph, use bold or italics to get the job done.
- **Links:** make your links readable and logical on their own. For example, instead of having a link that just says, "click here", make your link part of the sentence. A better use of this link would say something like, "View our 2016 impact statement." People who have disabilities may use assistive technology called "screen readers" that would read the text of links aloud so they can navigate the page. If a link simply says "click here," many users may have no idea what that link may do. Properly structured, a screen reader would say: "link to: view our 2016 impact statement" giving the visitor more information about the link.

## Guidelines for Component Usage

### News and Events

News Sidebar and Events Sidebar components should be placed only on the CAES home page and landing pages for departments, units and offices.

- News and Events components should be placed on the right side of the page with News on top and Events below.
- Select to display only two news stories and two events in these components.
- Only include Author and Publish Date (or only Publish Date) when displaying news in the News Sidebar component.
- Include Location, Date/Time and Description to display in the Events Component. If the Description is more than two lines, then choose not to display it.

### Donate Now

The Donate Now component should be placed only on the CAES home page and landing pages for departments, units and offices.

- The component should be placed on the right side of the page below the Events component.

### Social Media Icons

The Social Media component should be placed only on the CAES home page and landing pages for departments, units and offices.

The component should be placed on the right side of the page below the Donate Now component.

- Custom Heading should read: "CONNECT WITH US" in all caps.

### Rich Text

The Rich Text component will be what you primarily use for text-heavy web page content. However, before simply adding the Rich Text component for your page content, make sure there isn't another component that might be more fitting for the content you want to display on your page.

- Use column control to organize the structure of your page content.
- Write in a clear, concise manner and try to include the primary information somewhere near the top of your page.
- Use headers and bullet points to make content easier, and quicker to find for visitors.
- Run the Spell Check in Rich Text before activating your page.



## Profile

When it is appropriate to include contact information on a web page, pull the Profile component into the sidebar section on the right and select the individual whose contact info you would like to display on the page.

## Google Map

If you'd like to include driving directions or a Google Map location on your page, pull the Google Map component into the sidebar section on the right of the page, then select from the dropdown or add the address manually.

## Image Use

Generally, when working with images on the web, you'll want to consider several factors. We've tried to simply the process for you as much as possible by allowing you to simply upload assets to AEM ([read about uploading images to your site](#)), but there are still some guiding principles to follow.

- **Plan out your image/placement:** If you know you want a picture of a building to go on the page, think about the way that picture might move other content around it. Text may have to be pushed below the image or to one of the sides of the image. Use column control for placing an image next to text.
- **Use good images:** this one may seem like a no-brainer, but try to use the best quality image you can for design. This will make your users engaged and eager to visit your site again.
- **Captions, titles and alt text:** In AEM, when you make an image gallery or even just upload an image, you may see several text boxes that ask for different information about the image. Title, refers to what the image would be called. You should try to make it descriptive and short like, "annual-cookout-2016.jpg" versus "09er98.jpg." It is easy to see which filename would be easier to keep track of. Lastly, if you see a box that asks you for "alt" text or "alternative text" then please do not ignore it. Think of it as a short caption for the image. If the image is of a man leaning down to examine soil, make your alt text, "a man leans down to conduct soil sample." Alt text is used for users who need to have web pages read to them by a screen reader. Since images cannot be "read" in the same way that they can be seen, the screen readers rely on alt text to be able to help tell the reader what the subject or purpose of the image is.

There are several options for placing images on your page. Slideshows and image galleries should only be used in special cases.

The best options for adding an image on a secondary page will be the Image, Panel and Rich Text components.

## Additional Guidelines

### Listing Links on a Page

When listing links on a page in a Rich Text component, use “Header 3” for the link and write introductory text about the page below the link in “paragraph” format.

### Setting up Personnel Listings on People Pages

- The page MUST be set up using the CAES Profile Directory template.
- When setting up a web page using the Personnel List, we recommend using the tiled list.
- Include images to display ONLY if a majority of the listings have images included. If not, select NOT to display the images in the listing until images can be uploaded in the CAES Personnel Directory.

### Setting up Profile Pages

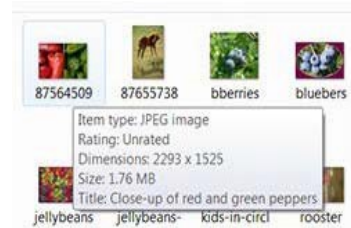
- Create a child page from the appropriate People page on your website. Select the CAES Profile Page template. *(NOTE: If you do not see ONLY the CAES Profile Page in this list, your original People page has not been set up correctly. If you need help, please contact [caesweb@uga.edu](mailto:caesweb@uga.edu).)*
- Title the page with the person’s first and last name only.
- To configure the profile page, first open Page Properties under the Page tab in the Sidekick. In the Personnel field, click on the dropdown menu and select the appropriate person’s name. Check the ‘Hide in Navigation’ box. That individual’s basic information will automatically be pulled from the personnel database. This information should display at the top of the page. *(NOTE: If any of the information is incorrect or a photo needs to be added, it must be updated in the CAES Personnel Directory database.)*
- Below the basic contact information, drag in the Rich Text component to include other information on that faculty member, such as degrees, areas of interest, research areas, publications and websites. You can use the Column Control component as needed.

### Requesting a Final Review

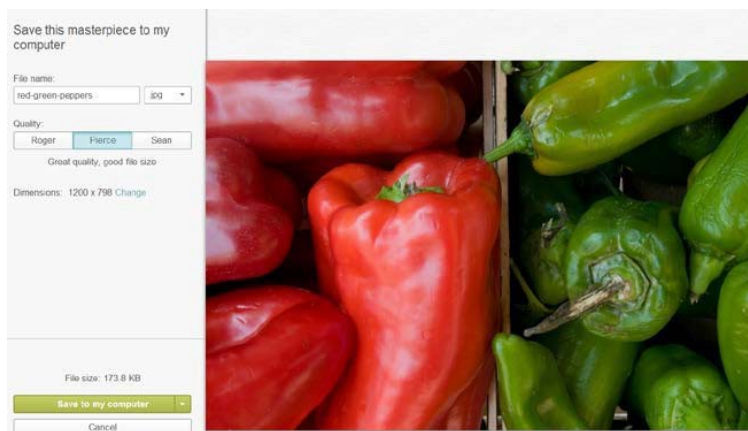
When you have edited and activated your site, please email [caesweb@uga.edu](mailto:caesweb@uga.edu) to ask for a review. Your site will be reviewed by a Web Team member to make sure that it meets our style guidelines and displays content appropriately.

## Appendix 1 - Resizing Images using PicMonkey.com

- Put original images in a folder on your computer where you can find them.
- Open PicMonkey at [www.picmonkey.com](http://www.picmonkey.com).
- Click **Edit** and in File Upload, navigate to your images folder.
- Mouse over to check image size and name. If the dimensions exceed 1000 wide, double click to **Open** to edit.
- If the 'Choose an image setting:' box displays with 'Bubble' highlighted, just click **Cancel**. This box may or may not show.
- Click **Resize** from the bottom left set of links
- In the Resize box, make sure that **Keep proportions** is checked. Change size to: a number less than 1000 pixels wide. The height (right box) will adjust accordingly.
- Click **Apply**.

A screenshot of the 'Resize' dialog box in PicMonkey. It has a title 'Resize' and a section 'Change size to:' with two input fields: '1000' and '667', separated by an 'X'. Below this are two checkboxes: 'Use percentages' (unchecked) and 'Keep proportions' (checked). At the bottom are two buttons: 'Apply' and 'Cancel'.

- From the top menu, click **Save**.
- Add a descriptive filename and choose "Pierce" as quality.
- *Original file:* 87564509 (tells us nothing about image and it is 1.809 KB large)
- *Resized file:* red-green-peppers.jpg (good description and it is 174 KB large)
- Click **Save to my computer**.

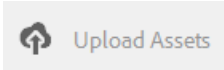


- Use the resized image on your website and follow instructions to upload to Assets and add within a component.

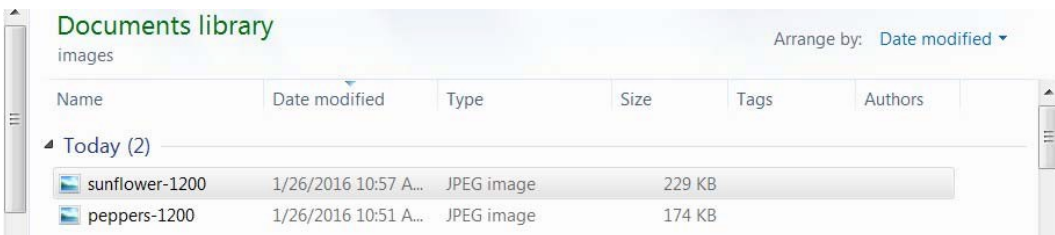
## Appendix 2 - Resizing Images in Assets to Fit the 16:9 Slider Ratio

If your image is very large, edit the original image to a width of 800-1000 pixels via PicMonkey or some other software. See [Appendix 1](#) for more information.

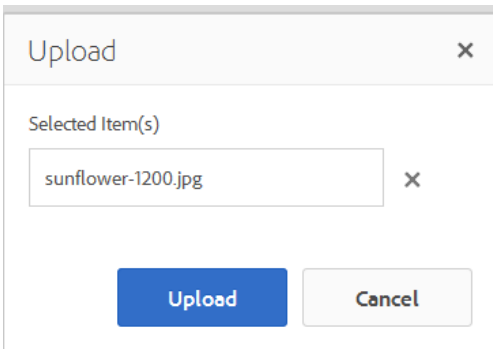
- From Assets console, navigate to the Assets images folder.
- Click **Upload Assets**.



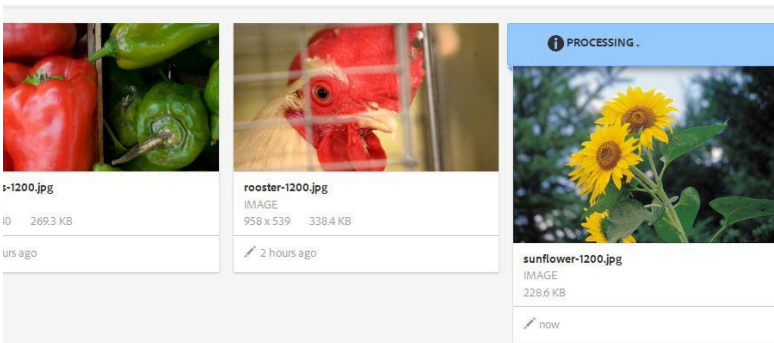
- Navigate to your images folder and select image/s to upload.



- Click **Open**, then click **Upload**. (NOTE: If you have not already done so, rename the file during this step using a descriptive filename BEFORE clicking on the Upload button.)



- The image/s will display in the folder.



- To edit to 16:9 ratio, choose the image and click the **Edit** pencil.
- File will open.
- Click the **Crop** icon (top left) and choose 16:9.
- Adjust crop area as needed.



- Confirm by clicking the **checkmark** (upper right).
- The resized image will show.



- Finish by clicking the **checkmark** (upper right) again.
- The file will process and then be displayed in the Asset folder with a smaller image size.
- Repeat for up to 6 images for the slider.

## Appendix 3: Resizing Images to the 16:9 Ratio for the Slideshow Component using PicMonkey.com

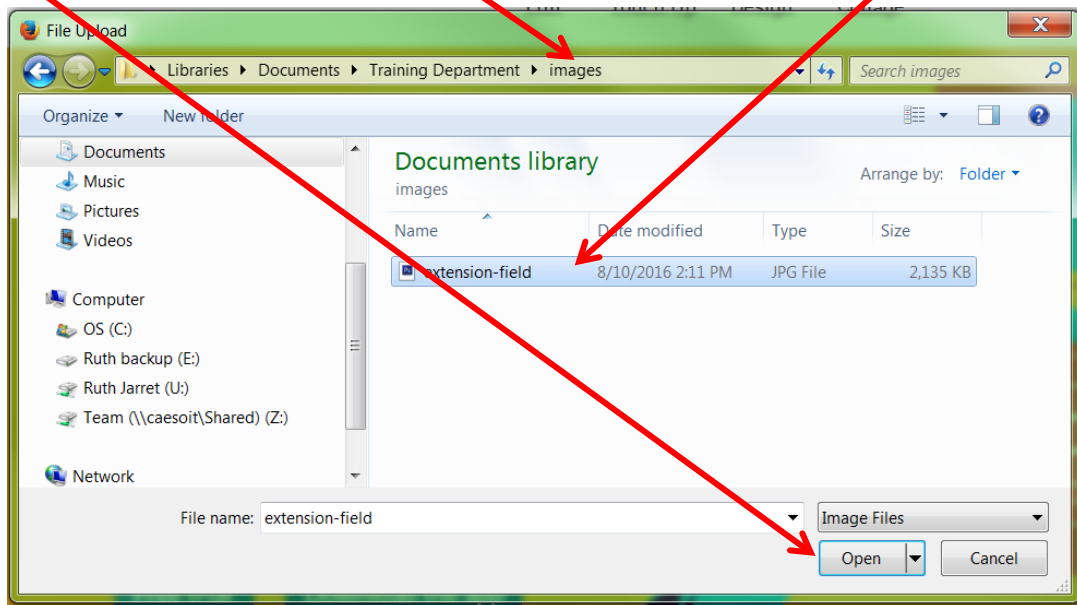
Resizing images for the Slideshow is a two-step process. The first step crops the image to the 16:9 ratio so it will properly fit the Slideshow component area. The second step reduces the file size of the image so it will display faster in a browser.

### Step One - Cropping

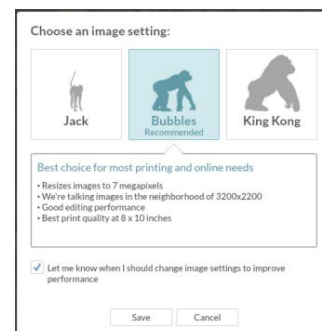
Log in to PicMonkey at [picmonkey.com](http://picmonkey.com). Click **Edit** from the menu.



The File Upload box will open. **Navigate to the image** that needs editing. **Highlight the image** and then click **Open**.

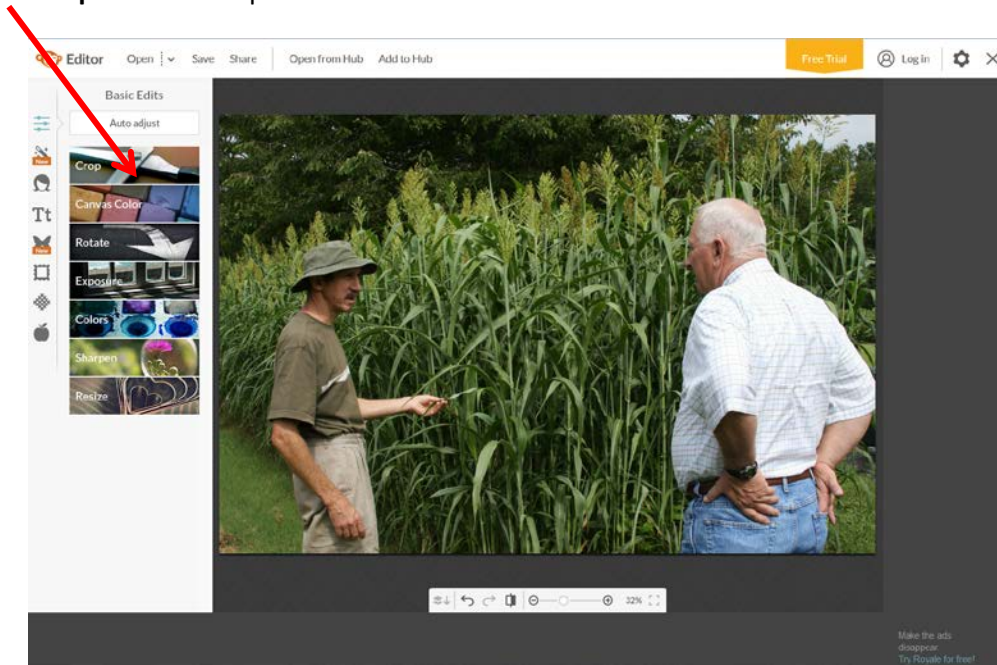


If the 'Choose an image setting' box opens, the recommended setting of 'Bubbles' is fine so click **Save**.

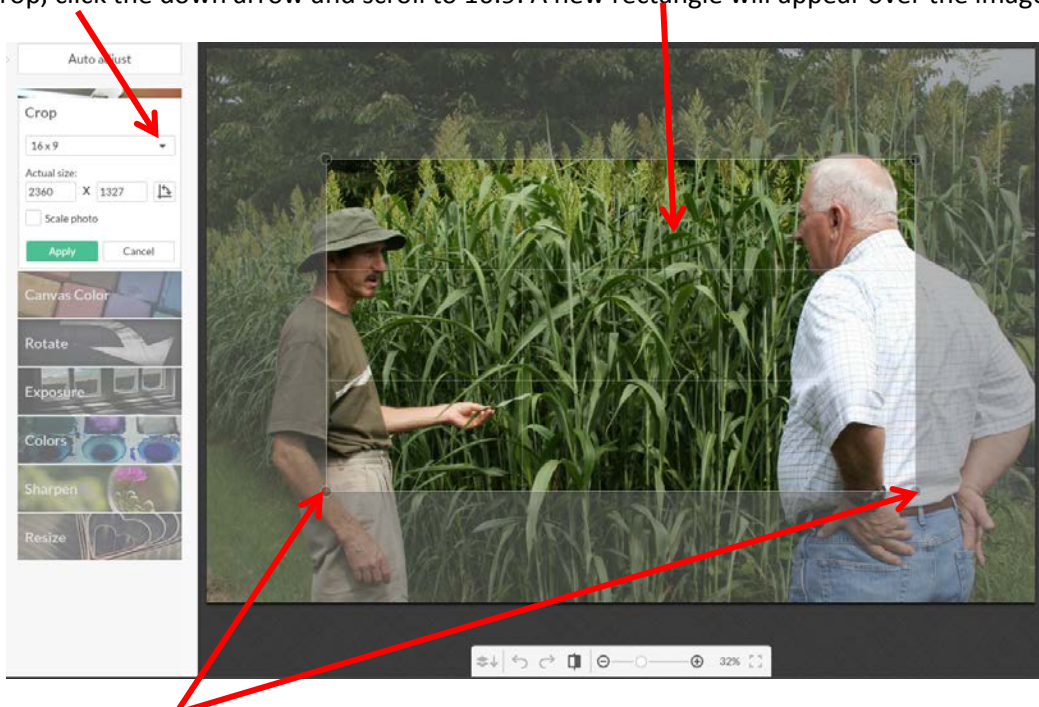




The image will open in the PicMonkey Editor. To change the aspect ratio to 16:9, under Basic Edits, first click the **Crop** tab at the top of the list.



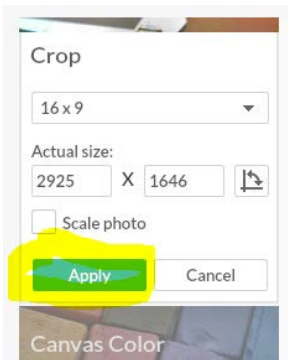
The Basic Edits Crop submenu opens and displays the actual size of the image in pixels. In the box just below Crop, click the down arrow and scroll to 16:9. A new rectangle will appear over the image.



Use any of the little corner circles to resize the box. The 16:9 aspect ratio will remain constant. To move the box itself, left mouse click inside the box and drag it around. Content behind the shaded area will

delete when the crop is applied.

When the image is ready, click **Apply** from the Crop box.

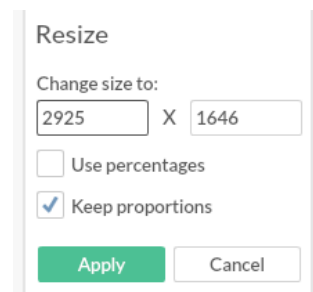


The newly cropped image will display.



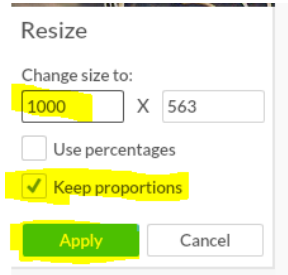
## Step Two – Resizing

Click the **Resize** tab under Basic Edits. The Resize box will open. The image size in pixels is still larger than it needs to be for a website.







In the 'Change size to: 'box, add a number that is **1000 pixels wide or less**. Make sure that 'Keep proportions' is checked. Then click **Apply**. The file will resize and be ready to save.



Click **Save** from the Editor menu at the top of the screen. The 'Save this masterpiece' screen opens. In the 'File name' box, rename your file to protect your original image. Make sure to use all lower case letters and hypens between main works: extension-field-1000. Leave the .jpg extension. Quality of Pierce is fine. Cick **Save to my computer**.

The Save As box opens. In the Save in: area, choose the correct folder on your computer. Click **Save**.

Viewing the files in the Documents library, the original file size is 2.1 mb while the edited image is 245 kb. Quite a difference, but the online image quality will be fine and the image will display faster when the page is viewed in a browser.

Documents library			
images			
Name	Date modified	Type	Size
 extension-field	8/10/2016 2:11 PM	JPG File	2,135 KB
 extension-field-1000	8/12/2016 2:40 PM	JPG File	245 KB

### Save this masterpiece

File name: extension-field-1000 .jpg

Quality: Roger Pierce Sean  
Great resolution, good file size

Dimensions: 1000 x 563 px

File size: 244.9 KB

Save to my computer

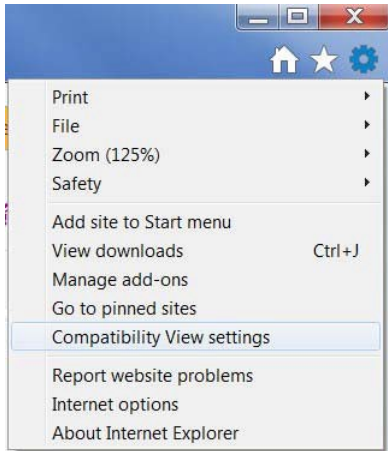
Cancel

Repeat these steps as needed for all Slideshow images. Upload the images to your Assets folder and then add them to the Slideshow component.

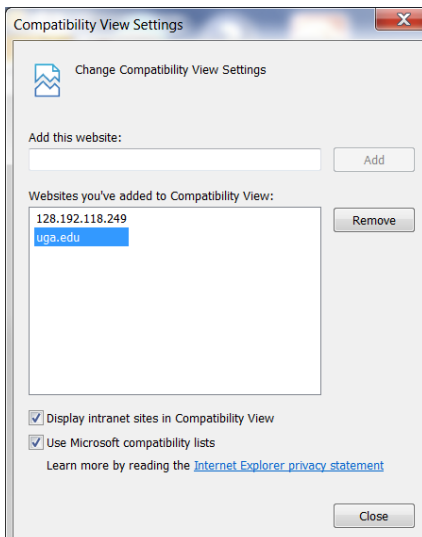
## Appendix 4 - Removing Internet Explorer (IE) Compatibility View Mode for AEM

Compatibility View Mode is often used to work in some UGA administrative programs like Kronos. This mode needs to be removed for AEM to work within IE.

- Open Internet Explorer.
- Click **Tools** (the gear in the upper right corner) then click **Compatibility View settings**.



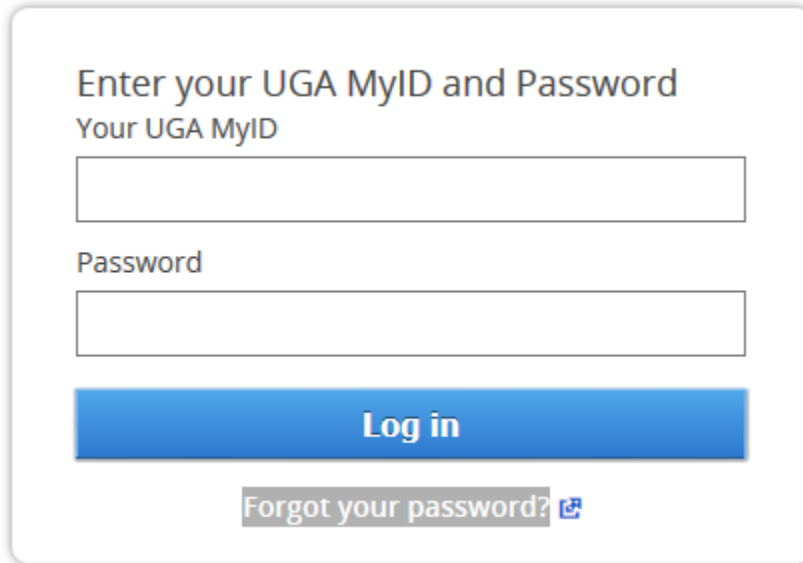
- If uga.edu is displayed under 'Websites you've added to Compatibility View:' (possibly among other websites listed), **highlight it** and click **Remove**. Click **Close**.



- Sign in to AEM.

## Appendix 5 - Using the CAES Calendar Application

1. Go to <http://apps.caes.uga.edu/CAESCALENDAR/?function=AddEvent>
2. Login with your UGA MYID Username and Password. Before you can login, you must request permissions to use this application. Email [caesweb@uga.edu](mailto:caesweb@uga.edu) to make the request.



Enter your UGA MyID and Password

Your UGA MyID

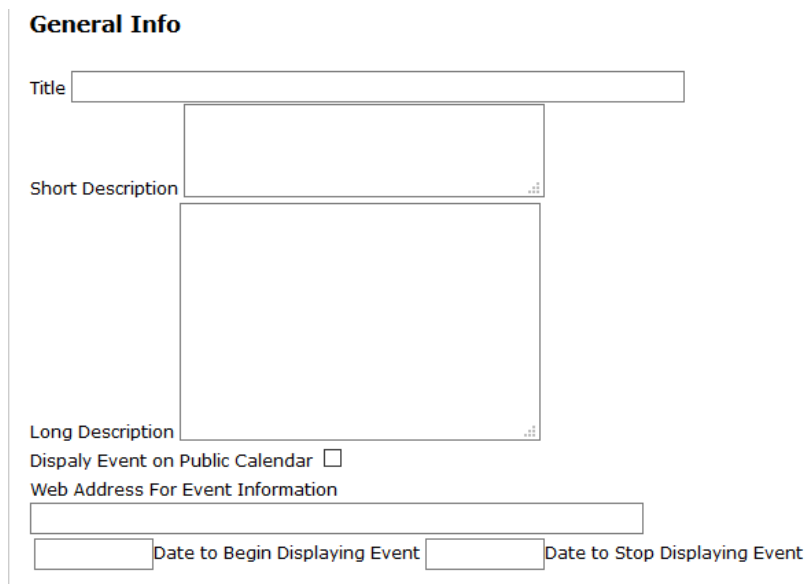
Password

**Log in**

[Forgot your password?](#)

3. Enter the information for the event.

### General Information



**General Info**

Title

Short Description

Long Description

Display Event on Public Calendar

Web Address For Event Information

Date to Begin Displaying Event  Date to Stop Displaying Event

- Title – Title of the event.
- Short Description – Short description of the event. This will appear in the events sidebar component.
- Long Description – Long description of the event. This description will appear on the event detail page.
- Display on Public Calendar – Check this box for the event to appear on the public CAES website. Not checking this box will cause the event to only show up on the intranet site. *(NOTE: The intranet calendar will not be available until the intranet site is moved into AEM).*
- Web Address for Event Information: This is the URL of a website connected to an event.
- Date to Begin Displaying Event: Date you wish event to begin displaying on the calendar. Leaving this blank will cause the event to immediately appear on the calendar.
- Date to Stop Displaying Event: Date you wish event to stop displaying on the calendar. Leaving this blank will cause the event to stop appearing once the end date of the event has passed.

### Contact Information

This will be the contact person for the event. This information will be automatically pulled from the personnel database based on the currently logged in user.

**Contact Information**

Contact Name

Contact Phone

Contact Email

Show Contact Information

- Contact Name – Name of contact person.
- Contact Phone – Phone number of contact person.
- Contact Email – Email address of contact person.
- Show Contact Information – check this to show the contact person’s information on the event page on the website.

### Event Dates

**Event Dates**

Date/Time Event Starts  (Start time) v Date/Time Event Ends  (End time) v

+ Add Date/Time

- Date/Time Event Starts – Date and time event starts
- Date/Time Event Ends – Date and time event ends
- Add Date/Time – Click this to add additional dates for multi-date events. Only the first date/time will appear in the events sidebar component. Additional dates/times will appear on the events detail page. To remove additional dates. Click the Delete Entry link.

**Event Dates**

Date/Time Event Starts  (Start time) ▾ Date/Time Event Ends  (End time) ▾

Date/Time Event Starts  (Start time) ▾ Date/Time Event Ends  (End time) ▾ - Delete Entry

+ Add Date/Time

## Event Location

### For Online Events:

- Event is an Online Event – Check this box if the event is an online event only. The Web Address of Online Event and Instructions for Attending Online event boxes will appear.

**Event Location**

Event is an Online Event

Web Address of Online Event

Instructions for Attending Online Event

+ Add Location

- Web Address of Online Event – Web Address of online event.
- Instructions for Attending Online Event – Instructions to public on how to attend event.

### For Events in UGA Buildings:

- UGA Building – Select Building in which event occurs. The room number box will appear.

**Event Location**

Event is an Online Event

UGA Building  ▾

Room Number

- Room Number – Room number of selected building where event will be held.

**For Events Not in a UGA Building:**

- Location Name – Name of location
- Street Address – Street Address of location of event.
- Street Address 2 – Second line of address of location.
- City – City of event location.
- State – State of event location.
- Zip Code – Zip code of event location.
- Add Location - Click this to add additional locations for event. Only the first location will appear in the events sidebar component. Additional locations will appear on the events detail page. To remove additional locations. Click the Delete Entry link.

**Event Location**

Event is an Online Event

UGA Building

Location Name

Street Address

Street Address 2

City

State

Zip Code

Event is an Online Event  - Delete Entry

UGA Building

Location Name

Street Address

Street Address 2

City

State

Zip Code

---

+ Add Location

**Select Calendars to Show Events**

Select the calendars where the events will show. Note that only the calendar associated with your department will display the event until the event goes through an approval process. Once approved, the event will appear on the additional calendars.

**Select Calendars to Show Event**

Agricultural & Applied Economics

Agricultural Leadership, Education & Communication

Animal & Dairy Science

Crop & Soil Sciences

Entomology

Food Science & Technology

Horticulture

Office of Global Programs

Office of Information Technology (OIT) - Athens

Peanut & Mycotoxin Innovation Lab (PMIL)

Plant Pathology

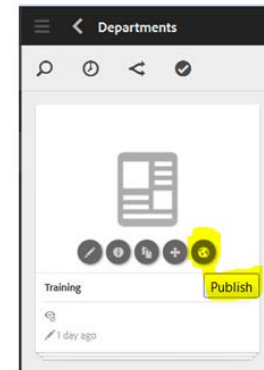
Poultry Science

## Appendix 6 - Activating (Publishing) Multiple Pages

When you need to activate multiple pages, there is a faster way than opening and activating each page one by one. Here's how to activate or publish multiple pages by using the **Enter Selection** option with cards in the **Sites** console.

### Step 1

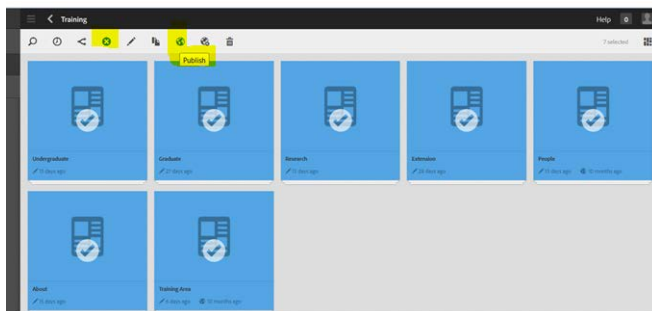
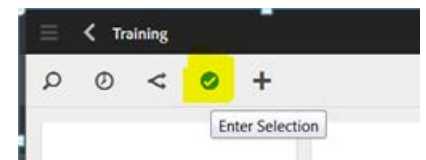
Navigate to your homepage card. Do not edit yet. Instead, mouse over the card until you see the gray circles. To publish this page, mouse over the globe icon (**Publish**) on the far right. Click the globe icon and your homepage will activate. A small notice will appear at the top of the page in a blue box stating, **"The page has been published."**



### Step 2

Next, click on your homepage card to display your main child page cards. Click the **Enter Selection** icon in the top menu.

Click on each of your main page cards to select them. They will turn blue and have a checkmark on them. Click the globe icon (**Publish**) in the top menu bar to publish your pages.



After the pages publish, click **Exit Selection** (little X in blue circle in top menu bar).


### Step 3

Continue the process of publishing pages by clicking on each main card that has child pages. Repeat the Step 2 process of clicking the **Edit Selection** check mark and clicking on each lower level card. Click the globe icon (**Publish**) in the top menu bar and your pages will publish. After the pages publish, click **Exit Selection**.

#### Step 4

Continue clicking on all lower level cards and publishing them until you see the **“There is no content to display”** warning.

There is no content to display.

Click  to add content.

Once complete, all web pages in your site should now be successfully activated (published) to the temporary URL provided in the attached email.

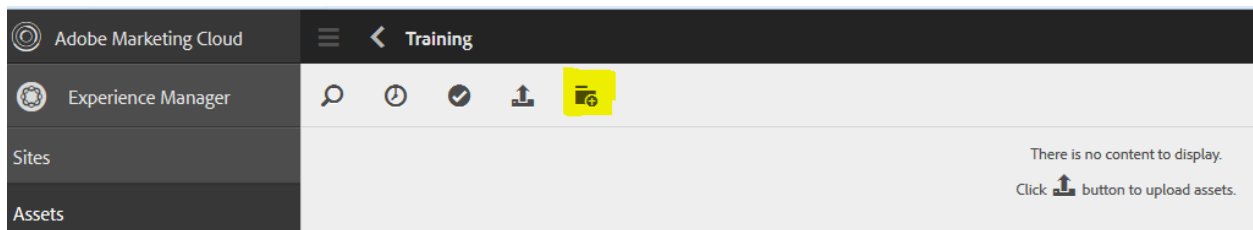


## Appendix 7. Creating Asset Folders

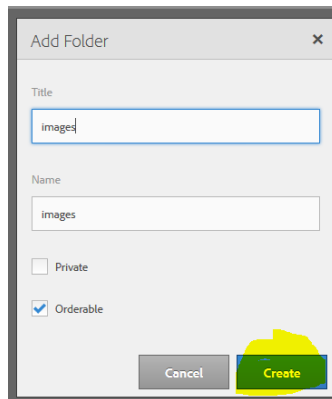
Asset folders specifically created for images or documents, for example, can greatly help organize your files by providing folders for storing similar file types in one location. This also makes it easier to find those files to delete them later on.

To create a new Asset folder

- **Open** the Assets console.
- Navigate to your site like: CAES Website | Departments | Your Department.
- Click the **Create Folder** icon.



- The Add Folder box displays. Give your folder a reasonable name like images, documents, newsletters, etc. Click **Create**.



Add Folder

Title  
images

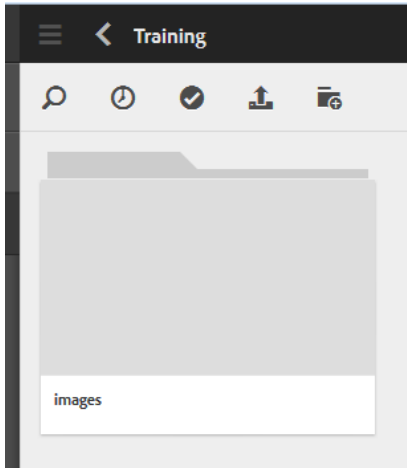
Name  
images

Private

Orderable

Cancel Create

- The new asset folder will display.



- Repeat these steps as needed for additional asset folders.

To upload assets to a specific folder, read [Section 4. Working with Assets](#).