

CMS Orientation: FAQ's and Key Concepts

Frequently Asked Questions

What is a CMS?

CMS stands for Content Management System. A CMS is an easy to use authoring environment for web content that requires no technical knowledge.

How do I access the CMS?

The CMS is web-based, and you login at cmsauthor.nyu.edu. You must be on the NYU network to login, so VPN is required if you're working remotely.

You can login into the CMS using your NetID and password.

A CMS orientation is required before access is granted to the CMS. Please contact sssw.it@nyu.edu to request a CMS overview.

How do I configure VPN?

Instructions for setting up VPN, are available on the ITS website.

<http://www.nyu.edu/its/nyunet/offcampus/vpn/>

What browser should I use to access the CMS?

Mozilla Firefox is the only supported browser. Please download the latest version (currently v. 20) from the Firefox website: <http://www.mozilla.org/en-US/firefox/new/>.

What permissions does my account provide?

Permissions vary based on your departmental role. There are three general groups within the CMS that define an account holder's permissions.

- **Administrators** have the highest level of access to view, and work with content across the site.
- **Authors** may view and edit, but not publish specific portions of content based on their departmental role. Authors cannot create new pages.
- **Approvers** may view, edit, and publish specific portions of content based on their departmental role. Approvers may also create new pages.

You may be able to see content that doesn't belong to your area, but you will not be able to modify it.

How do I learn more about using the CMS?

You may learn more by visiting the NYU Silver IT website, for a selection of tutorials on NYU Silver specific components.

<http://socialwork.nyu.edu/faculty-and-staff/information-technology/cms-training.html>

A more general selection of CMS tutorials and resources is available from NYU/ITS/Digital Communications.

<http://www.nyu.edu/cms>

But note that specific components on the NYU Silver site are different than components used on NYU's site. For component tutorials, always refer to NYU Silver's IT website.

Key Concepts:

1. **Templates**
 - a. Templates are the framework for a content page. The default template is 3-1-1 layout. A 3-2 template and 4-1 template are also available. When you create a new page, you will be asked to select a template.
2. **Components**
 - a. A template is comprised of components. Components are used to add content to a page.
3. **Navigation**
 - a. The navigation is defined by the order of content in the site admin. There is a parent-child relationship that exists between pages. Child content inherits the properties of its parent. It is important to note because not all content should be included in the site navigation. To remove a page from the navigation, you can select "Hide from Navigation" in the page properties. If you have questions about what pages should be hidden in the navigation, please contact Evan or Elizabeth.
4. **Publishing Content**
 - a. Always activate your pages after adding a new page, or editing an existing page. Activation publishes the page, so it is viewable to the public.
 - b. Always deactivate a page before deleting it. This step ensures that no orphan pages remain on the server because they were deleted in an active state.
5. **Content** is: text, images, videos, PDFs, Audio.
 - a. Think about content as a digital lifecycle. In other words, content is created, revised, published, archived, and deleted. Repeat.
 - b. The website is never final, and content will always be changing.
6. **The CMS Environment:**
 - a. **Site Admin:** This is where you access site content, including pages and digital assets.
 - b. **DAM:** This is the digital assets manager, and where images, videos, PDFs, audio files, and graphics are stored. When you add a new document to the DAM, you must publish it along with the page where you include the content. Without publishing the new document in the DAM that piece of content will not be shown on its page.
 - c. **Asset Tray:** This is visible when you are editing a page, and gives you access to DAM content.
 - d. **Sidekick:** This is your in-page toolbox, which contains components, access to page properties, and allows you to change your current view of content (i.e. Edit, Design, Preview modes).
7. **Naming a File**
 - a. Do not upload files with spaces, periods (.), hyphens (-), or other symbols. Use only letters, numbers, or underscores (_). Do not use any other punctuation marks in content or folder names and do not use spaces.
8. **Naming a Page**
 - a. When you create a new page, you are asked to assign a "Title" and a "Name". The Title is the page title, which will appear at the top of the new page. The "Name" is the URL. Once you create this page, the URL can NOT be changed. The format for URLs is

“page-url-name”. Use only hyphens to separate words.