Sitefinity Manual

Webmasters

University of Vermont Larner College of Medicine

Medical Communications

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BASICS

As a Webmaster, you have the ability to access the "back end" of your department's UVM College of Medicine website to edit what your audience sees on the "front end" of the site.

Chrome is the recommended browser (as of 2022) to open Sitefinity. To login to Sitefinity, go to Internet Explorer when possible and enter https://www.med.uvm.edu/Sitefinity and use your UVM Larner College of Medicine credentials*.

*Use your COMIS user name and log in when possible. If you have an m#, please contact Medical Communications if you would prefer to use your m# as your log in credentials.

When using your m#, add FAHC\ prior to your m#.

You will be brought to the Dashboard, where recent items that you have edited will be displayed. At the top of the screen you will see a navigation bar, shown below. You will primarily be working in **Pages** and **Content**.

Dashboard Pages Content ▾ Administration ▾
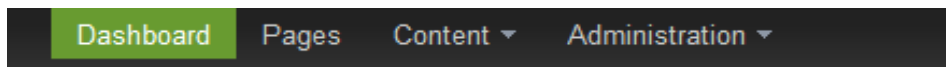
Pages: Holds every College of Medicine website and the pages that populate it. Your website has their own group of pages that only you and the administrators can access, and you cannot access any other website.

Content: Holds image and document libraries, news, blogs, events, etc. Your website has their own library for each of these categories that only you and the administrators can access.

NAVIGATING TO THE WEBSITE

Click **Pages** to locate your website.

Listed are all of the websites that the Larner College of Medicine manages. Notice that you are only able to click on your own website, highlighted in blue. This is the group page of your site (think of it as a folder) that holds all the pages that make up your website. Click on this group page, in this case Anesthesiology.

On the **Pages** screen, select the arrow located to the left of your group page. This will drop down a list of all the pages that currently make up the website.
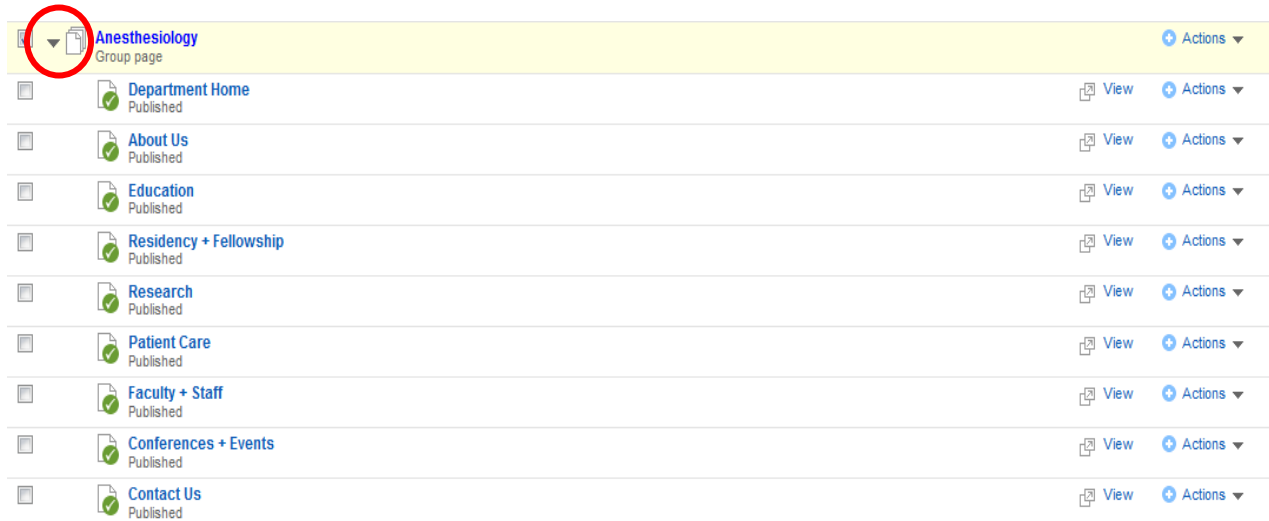
There are several options here. If you select the page directly, it will bring you into **Edit** mode, discussed below. If you select the **View** button to the right, you'll be viewing this page as your audience will see it from the front end. If you select the Actions button, this dropdown menu will appear:
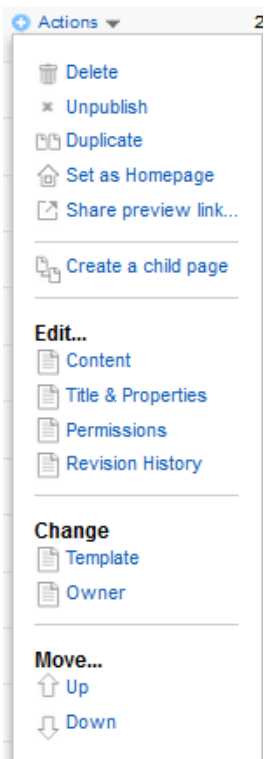
Delete: You will not be able to delete any pages. To have one delete, contact Medical Communications.

Publish/Unpublish: If a page isn't published, click here to publish it. If it's already published but you want it taken down from the site, click here to unpublish.

Duplicate: Use this option to create a new page that has similar layout elements as this page.

Set as Homepage: Do not use. If accidentally clicked, contact COMTS or Medical Communications immediately. This is the homepage for the entire LCOM.

Share preview link: Use if you want to send your webpage to someone to review, like the Chair of your department.

Create a child page: A child page is one that is listed under a page, so use this option if you want to create a submenu.

Content: Edit the information listed on the page.

Title & Properties: Edit the Title, URL, etc, discussed above.

Permissions: Do not use.

Revision History: This shows you all of the changes that's happened to the page since it was first created

Template: Do not use.

Owner: Do not use.

Move Up/Down: This allows you to reorder the pages, or you can simply click and drag them into place.

Title and Properties for specific page:

This is where you can edit a page name, change the URL (only if absolutely necessary), add or remove from your navigation bar, or add keywords and descriptions of pages.


Save Changes!

CREATING A NEW PAGE

To create a new page, duplicate an existing page that has a layout similar to one you want for this new page. Duplicating a page allows you to maintain all of the properties that have already been established for each of your pages. Under **Actions** select **Duplicate.**

You'll be brought to the **Titles & Properties** for the new, duplicated page, and there's only a couple things you'll want to change on here.
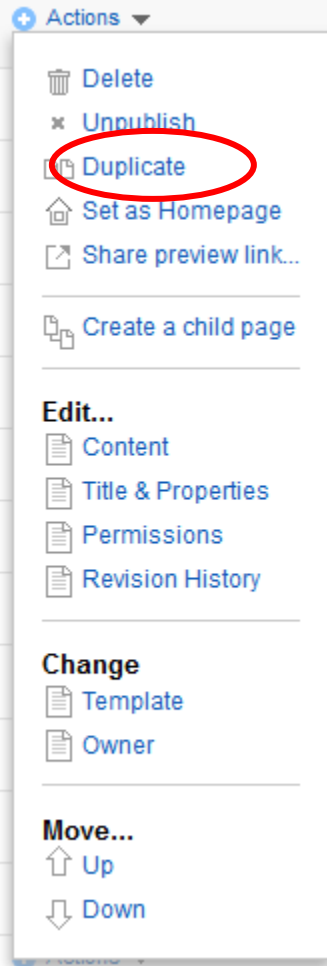
➢ I've duplicated the About Us page, so change the name to the new page name.

➢ The URL will change to whatever you name the page, but this can often be too long for a URL. Click the **change** button to edit the URL to something more concise. ***NOTE: We use underscores _ instead of hyphens –**

➢ If you want this new page to be displayed in the navigation, check the **Show in navigation** box. Otherwise uncheck this.

➢ For the **Title for search engines**, replace the information duplicated to the title of the page. For instance, if I were creating a Research page, I would change this to read "UVM College of Medicine Department of Anesthesiology Research"

➢ The template remains as is, so **DO NOT** change this.

➢ **Create and go add content**

EDITING A PAGE

To edit a page, simply click on the page name to select it and edit.

This is the **Edit** screen:

If you've duplicated the page and want new information listed here, you'll need to delete the content currently living on this page. Click the **More** buttons to the right of each **Content Block** (described below). Select the **Delete** button.

If you are editing the page, click the edit button on the upper right corner of the content block and begin editing your content.

For duplicated/new pages, your screen will now look like this:
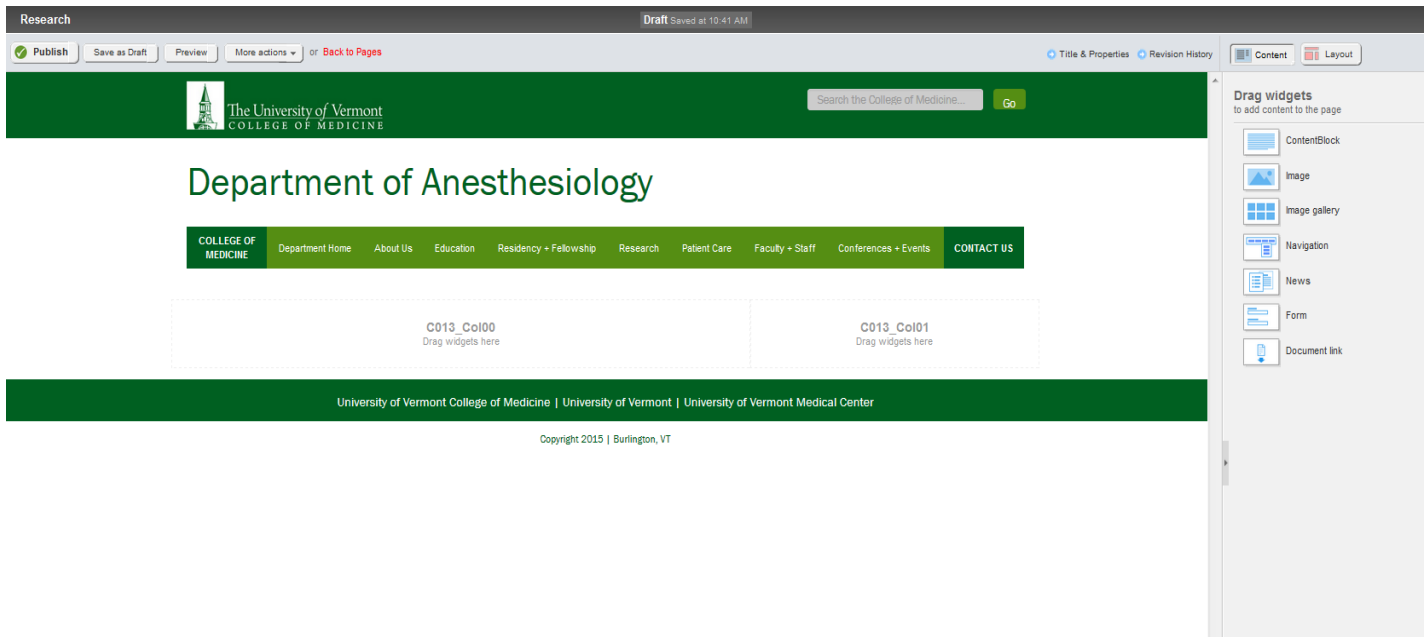
Before we start adding content, let's start by looking at the navigation at the top of the **Edit** screen, and the menu options to the right:
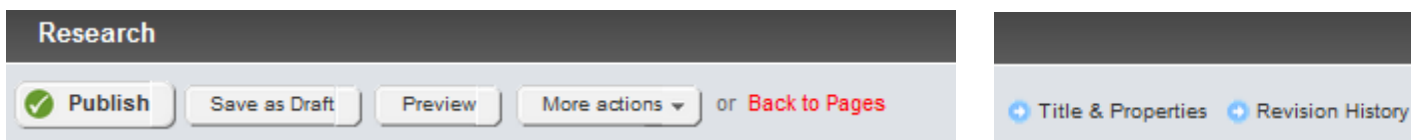
Publish: When you've added all of the content you need for this page, select this button and it will become live on your website.

Save as Draft: If you don't want the page published because you still need to add content to it.

Preview: View the page as your audience will from the front end.

More Actions: There's an option to publish/unpublish this page on a certain date, delete it altogether, or preview it on a smartphone. For the most part you won't be using any of these options, but it's good to know that they are there.

NOTE: You cannot delete any pages, even if it hasn't been published yet. If you would like to delete a page, contact Medical Communications to delete it for you after making sure it isn't being linked to from any other page on your site or another site.

Titles & Properties: This is where you edit the name of the page, the URL, etc., shown on the previous page.

Revision History: This shows you all of the revision that have been made since the page was first created.
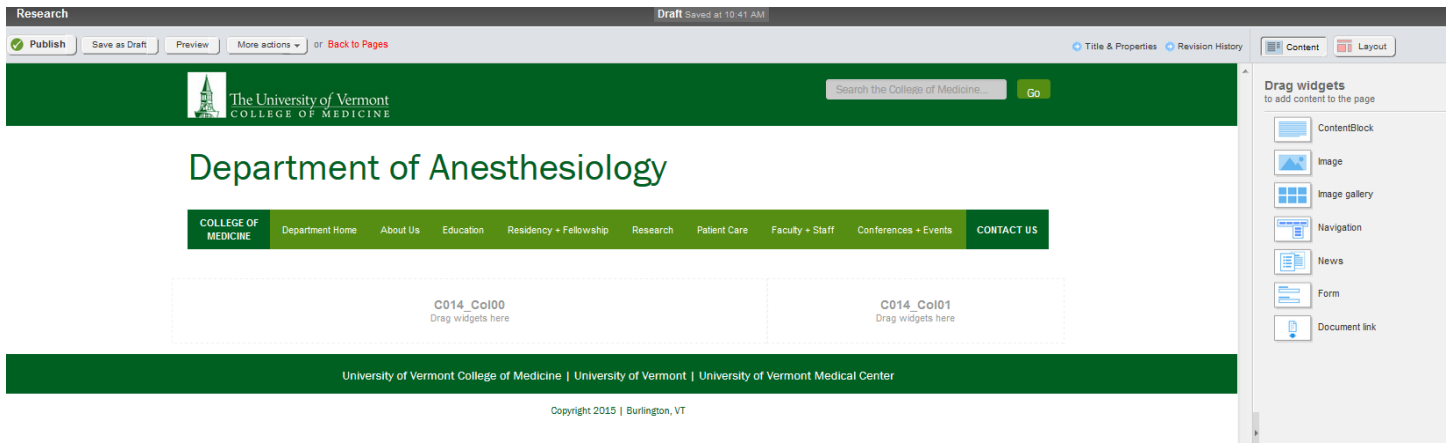
To add content:

ContentBlock: This widget is the main content of the page. In this widget you will be able to type all of the information about this page, add any photos, lists, tables, etc.

Image: This widget will primarily be used for the homepage banner, because we can also place an image into the **ContentBlock**, which allows for easier formatting (discussed below).

Image Gallery: Not available for use.

Navigation: This widget is already listed on your site and you will not have to use it. The navigation lists all of the pages that make up your website. If you would like to add a page/remove a page from the navigation, go to the page's **Titles & Properties** and check/uncheck the "Show in Navigation" box, discussed above.

News: When you have news stories you would like displayed, use this widget, discussed in detail below.

Form: If you have a form you would like displayed on your page, contact medical communications to create the form and then use this widget.

Again, your site will mainly be created by using the **ContentBlock** widget.

To use these widgets, click and drag them into the page. If you have two columns on your page, drag two **ContentBlocks** into both columns, shown here:
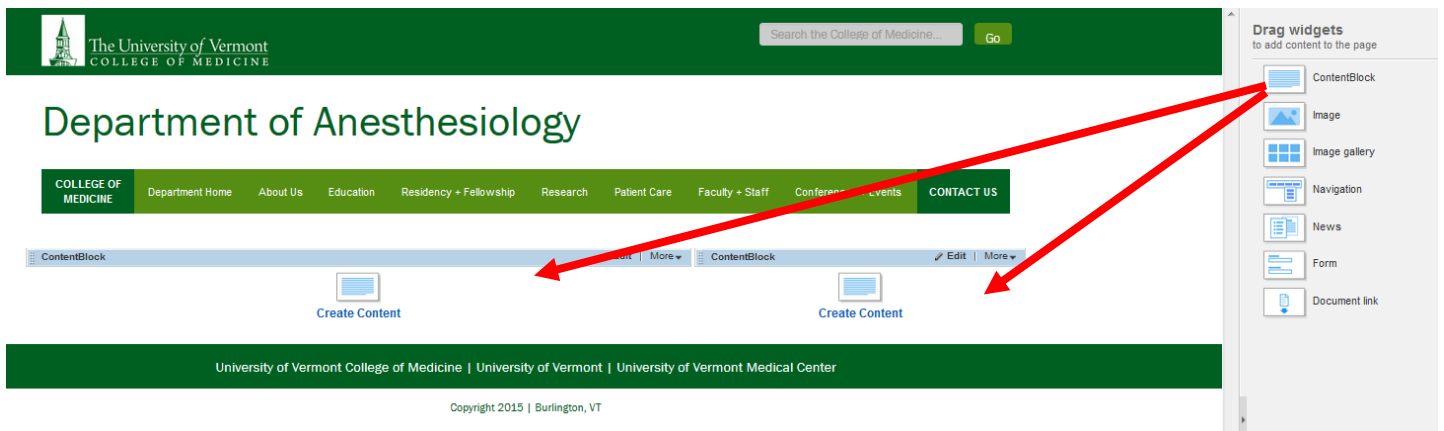
ADDING CONTENT

Click "Create Content"

This is where you will add and edit content. You can add photos, create links, and use lists and tables here.

1) **Block Style:** There are a few options for the background style of the **ContentBlocks**. Primarily we will be using **White**, the first option listed, which will give the information you type a white background. There is also a **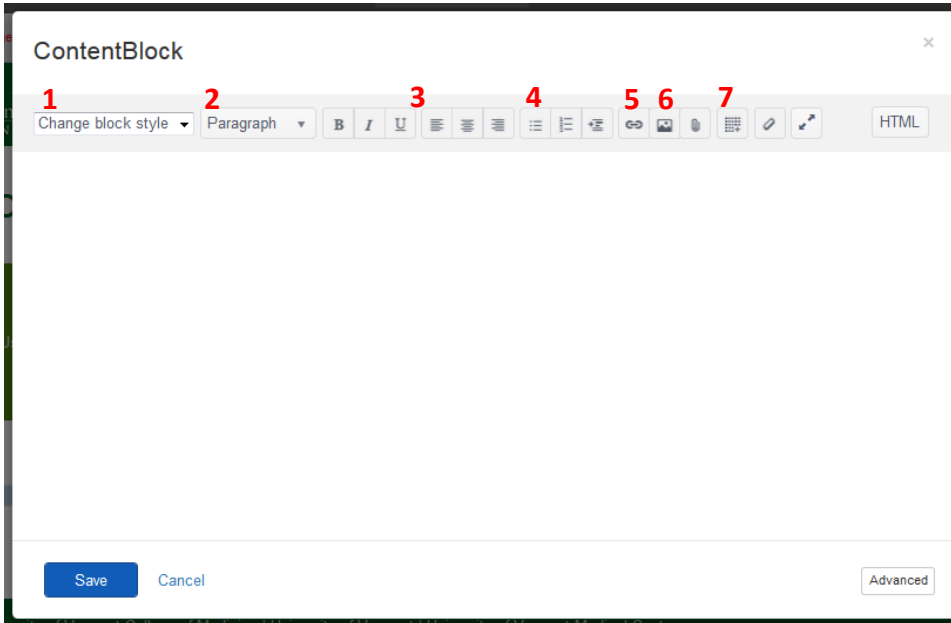Grey** option, which will be used for sidebar, a **Quote** option which will be used when placing a quote onto your page, and an **Italics** option, used for information you want to stand out but isn't as prominent as a quote. We will display all of these options below.

2) Font Style: There are a few options to change the way the font is formatted. Primarily all font will be **Paragraph**, but there's also an **Intro Paragraph** option if you'd like the first paragraph on your page to have a slightly larger font size. There are also header options, to allow you to break up different information on your page as needed.
Header 2: Used for the title of the page.
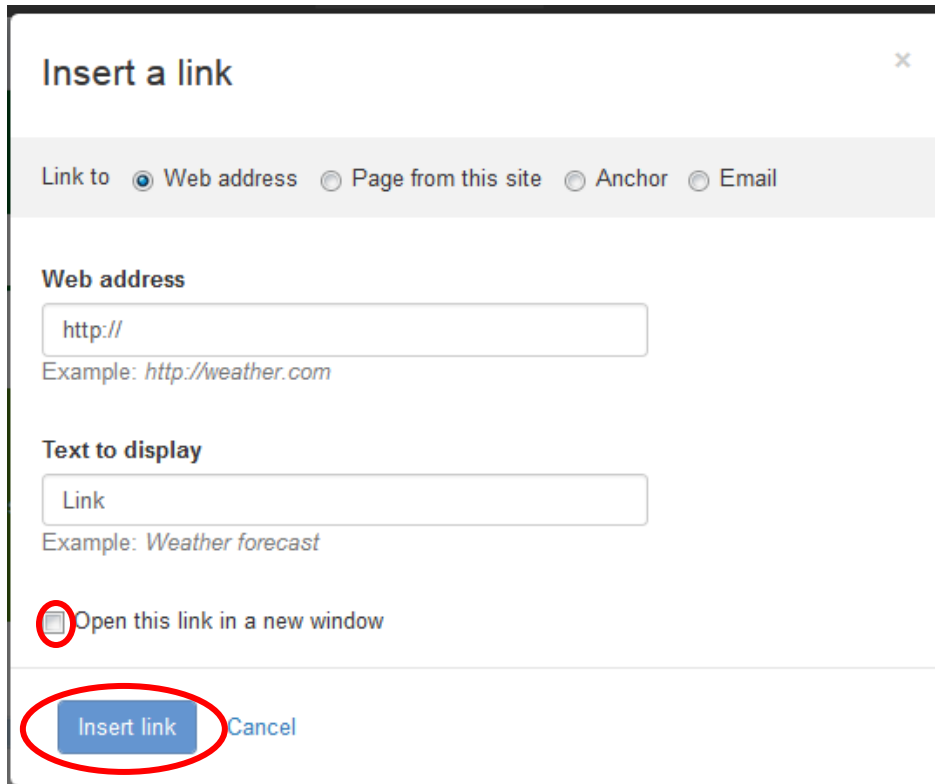**Header 4:** Used to break up the information on a page.
Header 5 & 6: Smaller than Header 4.

3) Page Style: These are formatting options similar to ones you would use in any Word Processing program. You can bold, italicize, or underline text, as well as align it to the left, right, or center.

4) List Style: Similar to a Word Processing program, you can create a bulleted list or a numbered list here.

5) Hyperlinks: If you want to link to a separate webpage or email, highlight the text you want to link and then select this option:

i. Web Address: If you want to link to a page that isn't a part of the UVM College of Medicine, type the web address here and check the box "Open this link in a new window"

ii. Page from this site: If you want to link to a page that is a part of your website, or another page that is a part of the College of Medicine's website, use this option. A long list of pages will display, and either scroll through the list or type the name of the page in to search for it. If you're linking to a webpage that's the College of Medicine's but isn't on your departmental website, check the "Open this link in a new window" box.

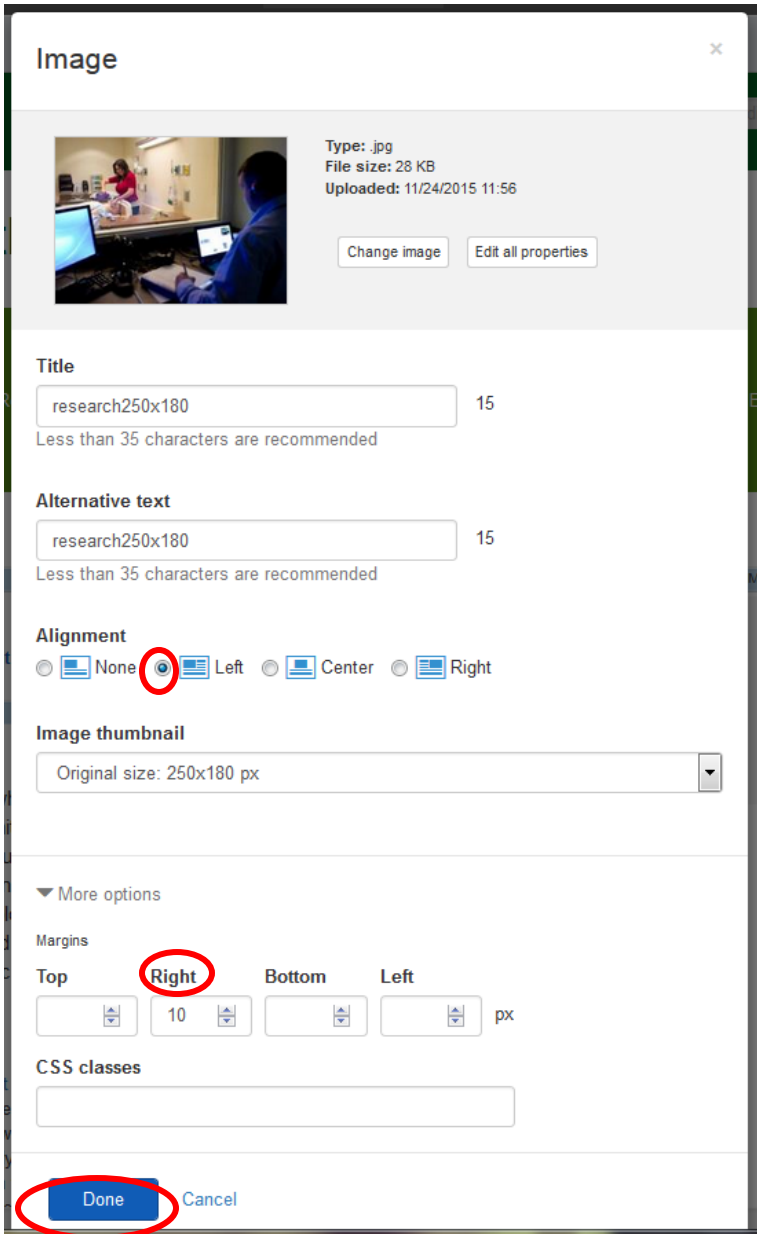**iii. Email:** If you want to link to someone's email address, select this option.

6) Images: If you'd like to add a photo to go along with the text on your page, select this button.
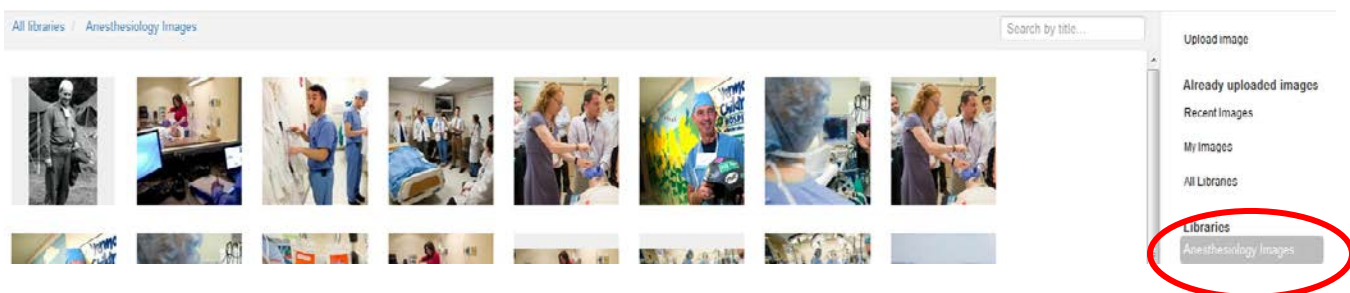
All of the images for your site are listed in your department's library.
Select the image that you want on your page and click "Done" at the bottom of the page.

➢ On this screen you'll mainly want to edit how the images align so it lines up with the text. Typically we'll use align **Left**, but if you'd like your photo in the **Center** of your page or to the **Right**, select these options. If you'd like the photo to float above the text, select **None.**

▪ If you align a photo, we'll need to place a margin so the text isn't touching the photo. If you aligned left, use a **10 right margin**, if you aligned right, use a **10 left** margin, and so on.

➢ There are a few other options on this screen. If you decide that you don't want this photo, select "Change image"

➢ If you want to edit the title of this photo or the alternative text, feel free to do so.

➢ If you want to change the size of the photo, there are some options in the dropdown menu under "Image thumbnail", but we suggest changing the image size with a photo editing program, like www.picmonkey.com and then uploading this newly sized photo into the photo library.

➢ Select **Done** to save changes**.**

Using some of the **ContentBlock** elements we've just discussed, this is what you're **Edit** screen will look like:

1) Block Style: Grey

2) Font Style: Header 4 (Quick Links)

4) List Style: Bulleted

1) Block Style: White

2) Font Style: Header 2 (Research), **Intro Paragraph, Paragraph**

4) List Style: Bulleted

5) Links

7) **Tables:** Select the size of your table and then fill in the information, similar to a table you've created on a Word Processing program.

ADDING NEWS

The College of Medicine has many news stories that each department can link to if they so desire. There are different categories that our news stories are broken up into, and if you'd like to create a category specifically for your department, contact me. You won't have the ability to create your own news stories, so if you pass along the news article to me I can add it into the College of Medicine's news library and you can select it to add to your site from there. If you'd like the news story to be placed in a specific category, let me know.

On the **Edit** screen, click and drag the **News** widget into an empty column on your page. Select the **Edit** button.

➢ There are several different options for the news you can display. If you check the first option, "All published news", every story the College of Medicine has ever published will be listed.

➢ "Selected News" allows you to select the specific stories

➢ "Filtered news by" is our recommended option. This allows all of the news that's been put into a specific category, tagged with a specific word, or published on a specific date to be displayed. Currently, we are pulling news from the "Department of Medicine" category.

Now select **List settings**:

- ➢ **Use paging:** This allows all of the news to be displayed until a limit is reached, and then page numbers will allow one to scroll to the remaining news stories that couldn't fit on the first page. Currently, this limit is 20 news stories, but we suggest that you change that to 3.
- ➢ **Use limit:** This is the option we would prefer you to select. Change the limit from 20 stories to 3, and if you want to display more than 3 stories on a separate page, then contact me to do this.
- ➢ **Sort news:** Sort the news any way you prefer, we suggest "Last published"

News

Content   List settings   Single item settings

○ **Use paging**
   Divide the list on pages up to [20] items per page
○ **Use limit**
   Show only limited number of items [20] items in total
○ **No limit and paging**
   Show all published items at once

Sort news

[Last published ▾]

List template

[NewsList ▾]

▸ More options

[Save]   Cancel   [Advanced]