CIBSE Website Kentico CMS - Quick Guide for CIBSE Networks

Go to www.cibse.org/cmsdesk. For a reminder of your login details email websupport@cibse.org

This Guide covers:

- Editing Pages
- Creating Pages

Editing Pages

- Select the page to edit from the content tree on the left. The Regions/Groups/YEN pages are in the Networks content folder (see screenshot below). Note: to edit your Network homepage promotional blocks see next section.
- Select the Form view (see screenshot below) and click Create new version.
- Edit the page then click Save.
- To publish the new version of the page click Submit for Approval and then Publish (this button will appear once you’ve clicked Submit for Approval).
Editing your Network Homepage Promotional Blocks

- Select your Network homepage from the content tree.
- Select the Page tab view.
- Click Create New version.
- Select the Configure widget icon (spanner symbol - see below).

- In the configure widget popup (see below) edit the relevant settings. Eg select the page for the promo block to link to, its colour, its size (no. of columns to span - 1 is a square and 2 is a rectangle). Note the title of the box and any teaser text is taken from the page the box links to. Eg the Join the Group promotional block in the example above. Type of link should stay as Button but you can edit the text in it via the Link text field.
For more help on this email websupport@cibse.org
Creating New Pages

- Select the parent page or folder for the new page. The Regions/Groups/YEN pages are in the Networks content folder. Eg to set up a new page for the ANZ region you would select the ANZ region folder (see screenshot below)

- Right click on the parent page and select “New”.
- Select “Page (menu item)” document type.
- Select Form View (see the screenshot in editing section above) and fill in the form clicking Save at regular intervals and when you’ve finished editing. Document Name and Content Section are the only sections you have to complete (ignore the rest at this stage).
- To publish the page click Submit for Approval and then Publish (this button will appear once you’ve clicked Submit for Approval).

Formatting Text

- Paragraph breaks are created by pressing shift/Return together. Press Return for line breaks.
- If you copy and paste text from another source (eg Word, another website etc) you will need to ensure any previous formatting is taken out so the fonts/text size/text colour etc displays correctly. To do this:
- Paste the text onto the page and select it.
- Click the Remove Format icon (see below).

- Use short paragraphs with liberal use of sub-headings and bullet points to break up content. Sub-headings should use the heading 2 format (see below). Standard paragraphs should use the Normal format.
**Editing/Creating Links**

- To create hyperlinks to documents/other pages/anchors/external websites/email addresses click the insert link icon in the page editor (see below).

- Select the relevant tab for the type of link you want to create (see below). *Do not use the Attachments tab.*

- For documents choose Media Libraries (*not the attachments tab*), navigate to the Networks Library and select your network sub-folder (see above). Add new file to upload the document (if it’s not already there) and then insert. Target should be set to New window.

**Inserting Images/Video**

- Images for the web have to be in jpeg, gif or png format.
- Ideally images should be optimised and edited before uploading to the website though Kentico does have a basic image editor which will allow you to edit the dimensions of an image once uploaded. Image dimensions should ideally be as follows:
- Square images should be 187px by 187px (so they can also be used for the square promo boxes)
  or 374px by 374px (so they can also be used for the large images on landing pages).
- Rectangular images should be 374px by 187px.

- To insert an image select the insert image icon in the page editor (see below)

- Select Media Libraries and follow the same process used for uploading documents (see previous section).
- If you want to embed a video on a page email a request to websupport@cibse.org and we can upload it to the CIBSE YouTube channel and embed it from there.