



Login to CMS: <https://ensemble.vt.edu>

(Use your PID and PID password)

Training Modules & CMS Resources

<http://intra.ext.vt.edu/computing/cms.html>

Ensemble CMS Quick Ref Guide

ver. 1.3

[www.ahnrit.vt.edu](http://www.ahnrit.vt.edu)

Image Size Limits	
Staff Bio page	185 pixels wide (exact)
Group Staff picture	240 pixels wide (exact)
All other images	750w x 600h pixels (max.)

Remember: Never use a space or dot in any file name



Publishing Cycle Schedule Changes to web pages will be reflected on your public site on this schedule	Sunday (once)	8:15 pm
	Mon-Sat	2:50 am
To see your changes sooner, right click on the file, and choose Preview	Mon-Sat	5:50 am
	Mon-Sat	8:50 am
	Mon-Sat	11:50 am
	Mon-Sat	2:50 pm
	Mon-Sat	5:50 pm
	Mon-Sat	8:50 pm
	Mon-Sat	11:50 pm

### Searching hints

- When searching for content that you created, put your PID in the Created by field.
- Search by **Content ID** (uniquely identifies a piece of content)
  - Right click on the content object and choose View -> Properties
  - In the upper left corner, make note of the **Content ID**
  - When performing a search enter this **Content ID**

### Sidebar Information

The sidebar can exist only on the **Ext General Content** and the **Ext Nav Landing Page** content types.

Make sure to put a check in the box labeled: Has Right Sidebar: Yes

Examples: **Links** page, **Get Involved** page, individual programs pages (4H, ANR, FCS, CV), individual news items pages

**Sidebar General Slot:** the information is displayed with a beige background and below the Sidebar Link Items

Can **only** contain information from the following content types:

**Ext Brief**—displays the body field in sidebar

**Ext Feed Reader**—displays the RSS/Atom feed in sidebar

**Ext General Content**—displays the brief version field in sidebar

**Sidebar Link Items Slot:** the information is displayed at the top of the sidebar with a dark blue background

It **only displays the link** to content from the following content types:

**Ext Auto Index**

**Ext Contact Us**

**Ext General Content**

**Ext Nav Landing Page**

**Ext Office Home Page**

**Ext Bio**

**Ext URL**



Remember: When finished editing a page, right click on the file and **Workflow ► Return to public**

### All Content Types and descriptions (see page two for P, S, SB definitions)

Content Type	Templates	Information
<b>Ext Bio</b> (editable)	P—Faculty Staff Bio S—Bio Headshot Left w/ Caption S—Bio Headshot Right w/ Caption	S—Bio Short S—Title Link SB—Bio Headshot
<b>Ext Brief</b> (editable)	S—Brief S—Brief no Title	A short concise piece of content. Never published by themselves, but are included with other content.
<b>Ext Feed Reader</b> (editable)	S—Feed Reader	Used to display Atom, RSS web feeds. The feeds must be within the Virginia Tech domain. Examples: VT Calendar, VCE Public Calendar
<b>Ext File</b> (editable)	S—Title Link SB—File	For uploading non-image files. Allowed file types: <b>.doc .docx .pdf .ppt .pptx .rtf .txt .xls .xlsx</b>
<b>Ext General Content</b> (editable)	P—General Content S—Brief	S—Brief no Title S—Title Link
<b>Ext Image</b> (editable)	S—Image (Center) S—Image (Center) w/ Caption S—Image (Left) S—Image (Left) w/ Caption S—Image (No Text Wrap) S—Image (No Text Wrap) w/ Caption	S—Image (Right) S—Image (Right) w/ Caption SB—Image
<b>Ext URL</b> (editable)	S—URL Title Link	For creating web links in the sidebar.
<b>Ext Office Home Page</b> (UC & UAA only)	P—Office Home S—Homepage Staff Photo Left w/ Caption S—Homepage Staff Photo Right w/ Caption	S—Title Link SB—Homepage Staff Photo
<b>Ext Contact Us Page</b> (editable, cannot create)	P—Contact Info S—Title Link	You can change the staff photo, and the Featured Content slot adds items to the What's New section. <b>Featured Content slot</b> can only contain information from: <b>Ext General Content</b> (brief version) and <b>Ext Brief</b>
<b>Ext Nav Landing Page</b> (editable, cannot create)	P—General Content S—Brief	S—Brief no Title S—Title Link
<b>Ext Auto Index</b> (not editable)	P—Auto Index S—Title Link	Staff folder—Will automatically add <b>Ext Bio</b> links to the page News folder—Will automatically add <b>Ext Brief</b> or the brief version of the <b>Ext General Content</b> to the page

### Removing an image from the Body or Brief fields

1. Quick Edit the Content type with the image
2. Double-click image, click OK for the first window
3. Choose Delete Inline Template, click OK, then click Yes

### Find all the items that you have checked out

1. Scroll to the bottom of the Content Explorer
2. Expand **Views**
3. Click on: **Checked Out By Me**

### Workflow Options

Check-in	Allows other people to edit without publishing the content to the webpage
Send to Public	Used most often when you are finished editing content. It will publish the content to the public site during the next publishing cycle.
Send to Pending	Used with the start date/time. Will publish the content after the configured start date/time.
Purge Item	This will remove the content from the public website at the next publishing cycle. It will also mark the item for deletion. This is not done on a set schedule, so it could be a week or more before it is removed.
Expire	This does the same thing as Purge except that the item is not marked for deletion.
Quick Edit	This will allow you to edit the content. The content will not be published in this state.
Revive (to Draft)	This will unmark the item for deletion and put the item into the draft state. It can then be published.



**Insert Hyperlink**—used to link to an external webpage



**Insert CMS Inline Link**—used to link to a page within the CMS



**Insert CMS Inline Template**—used to insert a content type into the page, ex. Insert a Ext Brief into a Ext General Content page

P = Page	The entire page of content
S = Snippet	A piece of information contained on a page (ex. A link, or a brief)
SB = Snippet Binary	A non-text snippet. (ex. An image, a PDF, or a Word file)
Snippets and Snippet binaries can be used in multiple pages. For example: you can create an Ext Image content type (basically add a picture). That same Ext Image can then be used on multiple pages. You only have to upload the photo once.	

**New VCE Intranet site:**  
<http://intra.ext.vt.edu>  
 (was <http://www.ext.vt.edu/vce>)

**VCE numbered publications:**  
<http://pubs.ext.vt.edu/###-###>  
<http://pubs.ext.vt.edu/#####-#####>  
 (for all 6 or 8 digit VCE publications)

**Keywords help people find content—both within the CMS and on the public site.**  
**Multiple keywords need to be separated by commas.**

### Unit Office Web Site URLs:

<a href="http://offices.ext.vt.edu/accomack/">http://offices.ext.vt.edu/accomack/</a>	<a href="http://offices.ext.vt.edu/lancaster/">http://offices.ext.vt.edu/lancaster/</a>
<a href="http://offices.ext.vt.edu/albemarle/">http://offices.ext.vt.edu/albemarle/</a>	<a href="http://offices.ext.vt.edu/lee/">http://offices.ext.vt.edu/lee/</a>
<a href="http://offices.ext.vt.edu/alexandria/">http://offices.ext.vt.edu/alexandria/</a>	<a href="http://offices.ext.vt.edu/loudon/">http://offices.ext.vt.edu/loudon/</a>
<a href="http://offices.ext.vt.edu/alleglhany/">http://offices.ext.vt.edu/alleglhany/</a>	<a href="http://offices.ext.vt.edu/louisa/">http://offices.ext.vt.edu/louisa/</a>
<a href="http://offices.ext.vt.edu/amelia/">http://offices.ext.vt.edu/amelia/</a>	<a href="http://offices.ext.vt.edu/lunenburg/">http://offices.ext.vt.edu/lunenburg/</a>
<a href="http://offices.ext.vt.edu/amherst/">http://offices.ext.vt.edu/amherst/</a>	<a href="http://offices.ext.vt.edu/lynchburg/">http://offices.ext.vt.edu/lynchburg/</a>
<a href="http://offices.ext.vt.edu/appomattox/">http://offices.ext.vt.edu/appomattox/</a>	<a href="http://offices.ext.vt.edu/madison/">http://offices.ext.vt.edu/madison/</a>
<a href="http://offices.ext.vt.edu/arlington/">http://offices.ext.vt.edu/arlington/</a>	<a href="http://offices.ext.vt.edu/mathews/">http://offices.ext.vt.edu/mathews/</a>
<a href="http://offices.ext.vt.edu/augusta/">http://offices.ext.vt.edu/augusta/</a>	<a href="http://offices.ext.vt.edu/mecklenburg/">http://offices.ext.vt.edu/mecklenburg/</a>
<a href="http://offices.ext.vt.edu/bath/">http://offices.ext.vt.edu/bath/</a>	<a href="http://offices.ext.vt.edu/middlesex/">http://offices.ext.vt.edu/middlesex/</a>
<a href="http://offices.ext.vt.edu/bedford/">http://offices.ext.vt.edu/bedford/</a>	<a href="http://offices.ext.vt.edu/montgomery/">http://offices.ext.vt.edu/montgomery/</a>
<a href="http://offices.ext.vt.edu/bland/">http://offices.ext.vt.edu/bland/</a>	<a href="http://offices.ext.vt.edu/nelson/">http://offices.ext.vt.edu/nelson/</a>
<a href="http://offices.ext.vt.edu/botetourt/">http://offices.ext.vt.edu/botetourt/</a>	<a href="http://offices.ext.vt.edu/new-kent/">http://offices.ext.vt.edu/new-kent/</a>
<a href="http://offices.ext.vt.edu/brunswick/">http://offices.ext.vt.edu/brunswick/</a>	<a href="http://offices.ext.vt.edu/newport-news/">http://offices.ext.vt.edu/newport-news/</a>
<a href="http://offices.ext.vt.edu/buchanan/">http://offices.ext.vt.edu/buchanan/</a>	<a href="http://offices.ext.vt.edu/norfolk/">http://offices.ext.vt.edu/norfolk/</a>
<a href="http://offices.ext.vt.edu/buckingham/">http://offices.ext.vt.edu/buckingham/</a>	<a href="http://offices.ext.vt.edu/northampton/">http://offices.ext.vt.edu/northampton/</a>
<a href="http://offices.ext.vt.edu/campbell/">http://offices.ext.vt.edu/campbell/</a>	<a href="http://offices.ext.vt.edu/northumberland/">http://offices.ext.vt.edu/northumberland/</a>
<a href="http://offices.ext.vt.edu/caroline/">http://offices.ext.vt.edu/caroline/</a>	<a href="http://offices.ext.vt.edu/nottoway/">http://offices.ext.vt.edu/nottoway/</a>
<a href="http://offices.ext.vt.edu/carroll/">http://offices.ext.vt.edu/carroll/</a>	<a href="http://offices.ext.vt.edu/orange/">http://offices.ext.vt.edu/orange/</a>
<a href="http://offices.ext.vt.edu/charles-city/">http://offices.ext.vt.edu/charles-city/</a>	<a href="http://offices.ext.vt.edu/page/">http://offices.ext.vt.edu/page/</a>
<a href="http://offices.ext.vt.edu/charlotte/">http://offices.ext.vt.edu/charlotte/</a>	<a href="http://offices.ext.vt.edu/patrick/">http://offices.ext.vt.edu/patrick/</a>
<a href="http://offices.ext.vt.edu/chesapeake/">http://offices.ext.vt.edu/chesapeake/</a>	<a href="http://offices.ext.vt.edu/petersburg/">http://offices.ext.vt.edu/petersburg/</a>
<a href="http://offices.ext.vt.edu/chesterfield/">http://offices.ext.vt.edu/chesterfield/</a>	<a href="http://offices.ext.vt.edu/pittsylvania/">http://offices.ext.vt.edu/pittsylvania/</a>
<a href="http://offices.ext.vt.edu/clarke/">http://offices.ext.vt.edu/clarke/</a>	<a href="http://offices.ext.vt.edu/portsmouth/">http://offices.ext.vt.edu/portsmouth/</a>
<a href="http://offices.ext.vt.edu/craig/">http://offices.ext.vt.edu/craig/</a>	<a href="http://offices.ext.vt.edu/powhatan/">http://offices.ext.vt.edu/powhatan/</a>
<a href="http://offices.ext.vt.edu/culpeper/">http://offices.ext.vt.edu/culpeper/</a>	<a href="http://offices.ext.vt.edu/prince-edward/">http://offices.ext.vt.edu/prince-edward/</a>
<a href="http://offices.ext.vt.edu/cumberland/">http://offices.ext.vt.edu/cumberland/</a>	<a href="http://offices.ext.vt.edu/prince-george/">http://offices.ext.vt.edu/prince-george/</a>
<a href="http://offices.ext.vt.edu/danville/">http://offices.ext.vt.edu/danville/</a>	<a href="http://offices.ext.vt.edu/prince-william/">http://offices.ext.vt.edu/prince-william/</a>
<a href="http://offices.ext.vt.edu/dickenson/">http://offices.ext.vt.edu/dickenson/</a>	<a href="http://offices.ext.vt.edu/pulaski/">http://offices.ext.vt.edu/pulaski/</a>
<a href="http://offices.ext.vt.edu/dinwiddie/">http://offices.ext.vt.edu/dinwiddie/</a>	<a href="http://offices.ext.vt.edu/rappahannock/">http://offices.ext.vt.edu/rappahannock/</a>
<a href="http://offices.ext.vt.edu/essex/">http://offices.ext.vt.edu/essex/</a>	<a href="http://offices.ext.vt.edu/richmond/">http://offices.ext.vt.edu/richmond/</a>
<a href="http://offices.ext.vt.edu/fairfax/">http://offices.ext.vt.edu/fairfax/</a>	<a href="http://offices.ext.vt.edu/richmond-city/">http://offices.ext.vt.edu/richmond-city/</a>
<a href="http://offices.ext.vt.edu/fauquier/">http://offices.ext.vt.edu/fauquier/</a>	<a href="http://offices.ext.vt.edu/roanoke/">http://offices.ext.vt.edu/roanoke/</a>
<a href="http://offices.ext.vt.edu/floyd/">http://offices.ext.vt.edu/floyd/</a>	<a href="http://offices.ext.vt.edu/rockbridge/">http://offices.ext.vt.edu/rockbridge/</a>
<a href="http://offices.ext.vt.edu/fluvanna/">http://offices.ext.vt.edu/fluvanna/</a>	<a href="http://offices.ext.vt.edu/rockingham/">http://offices.ext.vt.edu/rockingham/</a>
<a href="http://offices.ext.vt.edu/franklin/">http://offices.ext.vt.edu/franklin/</a>	<a href="http://offices.ext.vt.edu/russell/">http://offices.ext.vt.edu/russell/</a>
<a href="http://offices.ext.vt.edu/frederick/">http://offices.ext.vt.edu/frederick/</a>	<a href="http://offices.ext.vt.edu/scott/">http://offices.ext.vt.edu/scott/</a>
<a href="http://offices.ext.vt.edu/giles/">http://offices.ext.vt.edu/giles/</a>	<a href="http://offices.ext.vt.edu/shenandoah/">http://offices.ext.vt.edu/shenandoah/</a>
<a href="http://offices.ext.vt.edu/gloucester/">http://offices.ext.vt.edu/gloucester/</a>	<a href="http://offices.ext.vt.edu/smyth/">http://offices.ext.vt.edu/smyth/</a>
<a href="http://offices.ext.vt.edu/goochland/">http://offices.ext.vt.edu/goochland/</a>	<a href="http://offices.ext.vt.edu/southampton/">http://offices.ext.vt.edu/southampton/</a>
<a href="http://offices.ext.vt.edu/grayson/">http://offices.ext.vt.edu/grayson/</a>	<a href="http://offices.ext.vt.edu/spotsylvania/">http://offices.ext.vt.edu/spotsylvania/</a>
<a href="http://offices.ext.vt.edu/greene/">http://offices.ext.vt.edu/greene/</a>	<a href="http://offices.ext.vt.edu/stafford/">http://offices.ext.vt.edu/stafford/</a>
<a href="http://offices.ext.vt.edu/greenville/">http://offices.ext.vt.edu/greenville/</a>	<a href="http://offices.ext.vt.edu/suffolk/">http://offices.ext.vt.edu/suffolk/</a>
<a href="http://offices.ext.vt.edu/halifax/">http://offices.ext.vt.edu/halifax/</a>	<a href="http://offices.ext.vt.edu/surry/">http://offices.ext.vt.edu/surry/</a>
<a href="http://offices.ext.vt.edu/hampton/">http://offices.ext.vt.edu/hampton/</a>	<a href="http://offices.ext.vt.edu/sussex/">http://offices.ext.vt.edu/sussex/</a>
<a href="http://offices.ext.vt.edu/hanover/">http://offices.ext.vt.edu/hanover/</a>	<a href="http://offices.ext.vt.edu/tazewell/">http://offices.ext.vt.edu/tazewell/</a>
<a href="http://offices.ext.vt.edu/henrico/">http://offices.ext.vt.edu/henrico/</a>	<a href="http://offices.ext.vt.edu/virginia-beach/">http://offices.ext.vt.edu/virginia-beach/</a>
<a href="http://offices.ext.vt.edu/henry/">http://offices.ext.vt.edu/henry/</a>	<a href="http://offices.ext.vt.edu/warren/">http://offices.ext.vt.edu/warren/</a>
<a href="http://offices.ext.vt.edu/highland/">http://offices.ext.vt.edu/highland/</a>	<a href="http://offices.ext.vt.edu/washington/">http://offices.ext.vt.edu/washington/</a>
<a href="http://offices.ext.vt.edu/isle-of-wight/">http://offices.ext.vt.edu/isle-of-wight/</a>	<a href="http://offices.ext.vt.edu/westmoreland/">http://offices.ext.vt.edu/westmoreland/</a>
<a href="http://offices.ext.vt.edu/james-city/">http://offices.ext.vt.edu/james-city/</a>	<a href="http://offices.ext.vt.edu/wise/">http://offices.ext.vt.edu/wise/</a>
<a href="http://offices.ext.vt.edu/king-and-queen/">http://offices.ext.vt.edu/king-and-queen/</a>	<a href="http://offices.ext.vt.edu/wythe/">http://offices.ext.vt.edu/wythe/</a>
<a href="http://offices.ext.vt.edu/king-george/">http://offices.ext.vt.edu/king-george/</a>	<a href="http://offices.ext.vt.edu/york/">http://offices.ext.vt.edu/york/</a>
<a href="http://offices.ext.vt.edu/king-william/">http://offices.ext.vt.edu/king-william/</a>	

### AREC URLs:

Alson H. Smith Jr.	<a href="http://www.vaes.vt.edu/winchester">http://www.vaes.vt.edu/winchester</a>
Eastern Shore	<a href="http://www.vaes.vt.edu/painter">http://www.vaes.vt.edu/painter</a>
Eastern Virginia	<a href="http://www.vaes.vt.edu/warsaw">http://www.vaes.vt.edu/warsaw</a>
Hampton Roads	<a href="http://www.vaes.vt.edu/hampton">http://www.vaes.vt.edu/hampton</a>
Middleburg	<a href="http://www.vaes.vt.edu/middleburg">http://www.vaes.vt.edu/middleburg</a>
Northern Piedmont	<a href="http://www.vaes.vt.edu/orange">http://www.vaes.vt.edu/orange</a>
Reynolds Homestead	<a href="http://www.vaes.vt.edu/critz">http://www.vaes.vt.edu/critz</a>
Shenandoah Valley	<a href="http://www.vaes.vt.edu/steeles">http://www.vaes.vt.edu/steeles</a>
Southern Piedmont	<a href="http://www.vaes.vt.edu/blackstone">http://www.vaes.vt.edu/blackstone</a>
Southwest Virginia Aquaculture	<a href="http://www.vaes.vt.edu/saltville">http://www.vaes.vt.edu/saltville</a>
Southwest Virginia	<a href="http://www.vaes.vt.edu/glade">http://www.vaes.vt.edu/glade</a>
Tidewater	<a href="http://www.vaes.vt.edu/tidewater">http://www.vaes.vt.edu/tidewater</a>
Virginia Seafood	<a href="http://www.vaes.vt.edu/seafood">http://www.vaes.vt.edu/seafood</a>

### 4-H Center URLs:

Airfield	<a href="http://www.airfield4h.ext.vt.edu">http://www.airfield4h.ext.vt.edu</a>
Southwest Virginia	<a href="http://www.southwest4h.ext.vt.edu">http://www.southwest4h.ext.vt.edu</a>
Northern Virginia	<a href="http://www.nova4h.ext.vt.edu">http://www.nova4h.ext.vt.edu</a>
Holiday Lake	<a href="http://www.holidaylake4h.ext.vt.edu">http://www.holidaylake4h.ext.vt.edu</a>
Jamestown	<a href="http://www.jamestown4h.ext.vt.edu">http://www.jamestown4h.ext.vt.edu</a>
W.E. Skelton, Smith Mt. Lake	<a href="http://www.skelton4h.ext.vt.edu">http://www.skelton4h.ext.vt.edu</a>