




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>

Image Size Limits	
Staff Bio page	185 pixels wide (exact)
Group Staff picture	240 pixels wide (exact)
All other images	750w x 600h (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 To see your changes sooner, right click on the file, and choose Preview	Sunday (once)	8:15 pm
	Mon-Sat	2:50 am
	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 three for P, S, SB definitions)

Content Type	Templates	Information
Ext Bio <i>(editable)</i>	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	Stores information about a person.
Ext Brief <i>(editable)</i>	S—Brief S—Brief no Title	A short concise piece of content. Never published by themselves, but are included with other content.
Ext Feed Reader <i>(editable)</i>	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
Ext File <i>(editable)</i>	S—Title Link SB—File	For uploading non-image files. Allowed file types: .doc .docx .pdf .ppt .pptx .rtf .txt .xls .xlsx
Ext General Content <i>(editable)</i>	P—General Content S—Brief S—Brief no Title S—Title Link	A generic page. It should be the first option to consider when entering content. This has a Sidebar General slot and a Sidebar Link Items slot.
Ext Image <i>(editable)</i>	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	For uploading image files. Allowed file types: .jpg .jpeg .gif .png <i>(max picture size 750x600 pixels)</i>
Ext URL <i>(editable)</i>	S—URL Title Link	For creating web links in the sidebar.
Ext Office Home Page <i>(UC & UAA only)</i>	P—Office Home S—Homepage Staff Photo Left w/ Caption S—Homepage Staff Photo Right w/ Caption S—Title Link SB—Homepage Staff Photo	You can change the staff photo, and the Featured Content slot adds items to the What's New section. Featured Content slot can only contain information from: Ext General Content (brief version) and Ext Brief
Ext Contact Us Page <i>(editable, cannot create)</i>	P—Contact Info S—Title Link	A special content type that lists the office's contact information.
Ext Nav Landing Page <i>(editable, cannot create)</i>	P—General Content S—Brief S—Brief no Title S—Title Link	This has a Sidebar General slot and a Sidebar Link Items slot.
Ext Auto Index <i>(not editable)</i>	P—Auto Index S—Title Link	Staff folder—Will automatically add Ext Bio links to the page News folder—Will automatically add Ext Brief or the brief version of the Ext General Content to the page

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.




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**

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

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

-  **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.	

Unit Office Web Site URLs:

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

AREC URLs:

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

4-H Center URLs:

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

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)