

Content Management Features in Umbraco



Job Aid for Content Editors

City of Meridian

October, 2022

1. Logging into the backend

Website:

- 1- Go here <https://meridiancity.org/umbraco> and click **Sign in with Active Directory**.
- 2- Enter your credentials (your windows credentials).
- 3- As part of the Multifactor Authentication, you will be required to enter a verification code texted to your phone.
- 4- You will not have to do this every time if you are using the same device to log in.

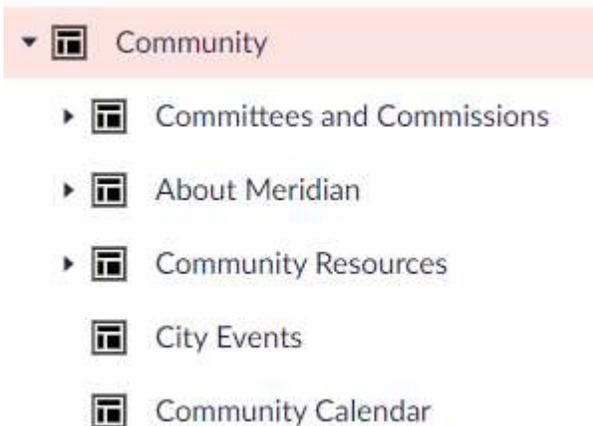
Intranet:

- 1- Go here <https://intranet/umbraco> and click **Sign in with Active Directory**.
- 2- Enter your credentials (your windows credentials).
- 3- As part of the Multifactor Authentication, you will be required to enter a verification code texted to your phone.
- 4- You will not have to do this every time if you are using the same device to log in.

2. The Content Section



Once you log in, you will land on the Content Section. You will see the pages that you have access to edit on the left panel. In this instance, the test user has access to the Community section only.



If you click on one of your pages, you will see the all the components used on that page under the Main Content block. In this case, we are looking at the Community page.

Main content



- Banner
- Text - Intro paragraph
- Pods - About Meridian/Parking & Transp/City Events/Community Resources
- Pods - Arts & Culture/Neighborhood watch/Commissions/Volunteer

Add content

You can edit the existing components or add new ones. To add a new component to your page, you will click on the **Add Content** button.



And choose from the list of components that you are able to use:



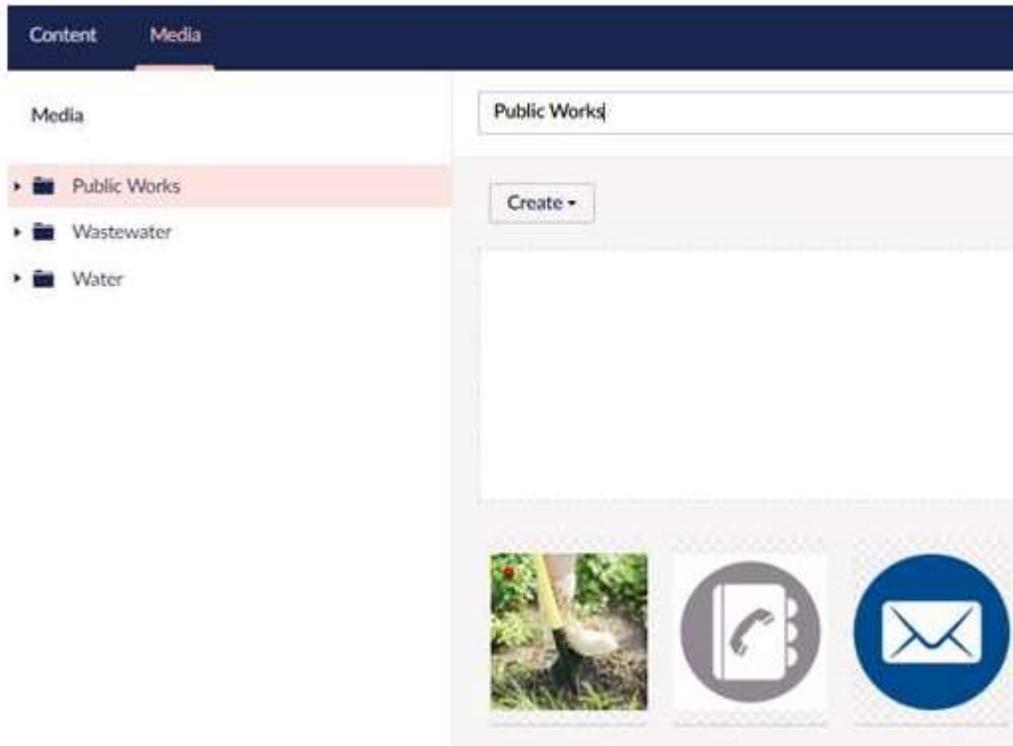
Only showing 3 components on this picture

3. The Media Section



- 1- You should have a folder named after your department for your photos. (You can add and delete images as well as add alternative text to them).
- 2- Also inside that folder you should have a Documents folder to store your documents (.pdfs, .docx, xlsx)

In this example, the test user has access to the Public Works, Wastewater and Water media sections.



4. Copying, pasting and dragging components

Copying and pasting components is a feature that will save you lots of time. Once on the Main content section, you can copy any component that you would like to reuse by clicking on the sheets icon on the right.



Then click on the Clipboard icon inside the Add Content button.



Now you have a duplicate that you can rename and edit.

You can also change the order of the components on the Main content section by holding and dragging a component to the desired position.

5. Save and Publish

After making any changes, don't forget to click the green Save and publish button on the bottom right hand side.



6. Naming the Components – in the Settings Tab



As a naming convention we use the name of the component first, followed by a dash and then the topic, except for the Banners.

This naming convention is only visible on the backend but will be useful for the other content editors on your team as they will be able to find the information that they need to edit pretty easily.

[Example 1: Naming the Pods](#)



Once you click on the Pods Component, make sure that the Pods items are named accordingly.

Content

Pod items



History



Top Rated Schools



Community Calendar



Parking & Transportation

Add content

Example 2: Naming the Grids



Grid - The heart of the Treasure Valley

7. The Banner Component

We are going to have 2 types of banners: photo banners and solid color banners (blue and yellow)

Solid color banners will be **SCALED** to 10:16

Banner style

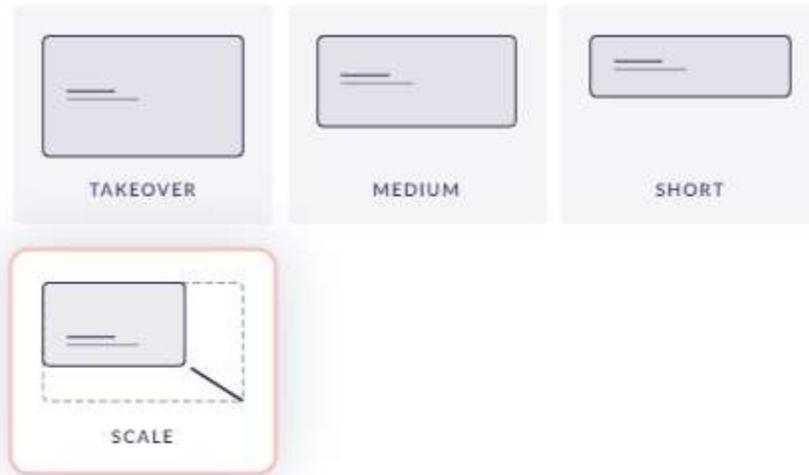
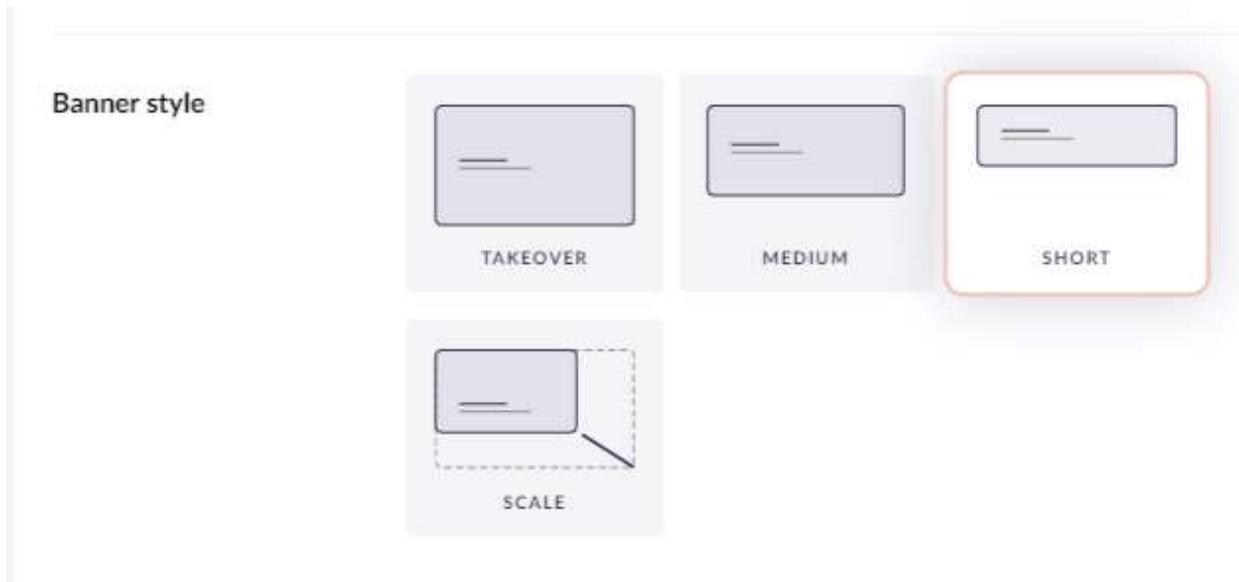


Image style

Image will be cropped to style selected.



Photo banners will be **SHORT**



For consistency:

Departments, Divisions, and Events = photo banner (dimensions: 3000 x 1000)

Programs and Services = blue banner

Everything else/any click after blue = yellow banner

Examples:

City Clerk (dept. = image) > Passports (service = blue)

Public Works (dept. = image) > Water (division = image) > Water Quality (everything else = yellow)

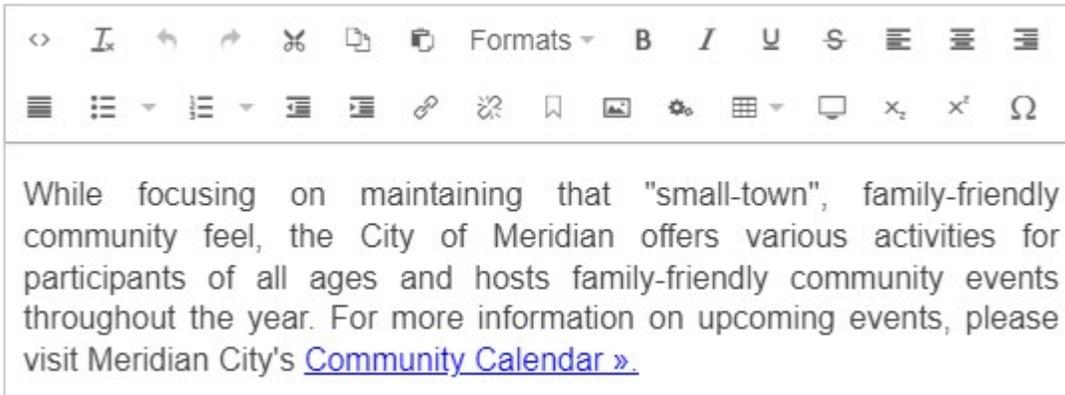
Public Work (dept. = image) > Trash & Recycling (program = blue) > Trash (everything else/click after blue) = yellow

8. The Text Component

We use the Text component in almost every page on the website for the introductory paragraphs.

Intro paragraphs are designed to provide residents a brief explanation of what the page is about. Please keep them short (3 or 4 lines of text, 5 lines maximum). If you have more than that then it is probably too long. This is a good example:

<https://cms.meridiancity.org/community/about-meridian/>



The screenshot shows a rich text editor interface. The top part is a toolbar with various icons for text formatting and editing, including undo, redo, bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, insert link, insert image, table, and special characters. Below the toolbar is a text area containing the following text: "While focusing on maintaining that "small-town", family-friendly community feel, the City of Meridian offers various activities for participants of all ages and hosts family-friendly community events throughout the year. For more information on upcoming events, please visit Meridian City's [Community Calendar](#) »."

1-  To justify your text

2-  To add and remove links to pages (internal and external) and also to files.

3-  Special characters

4-  To add an image

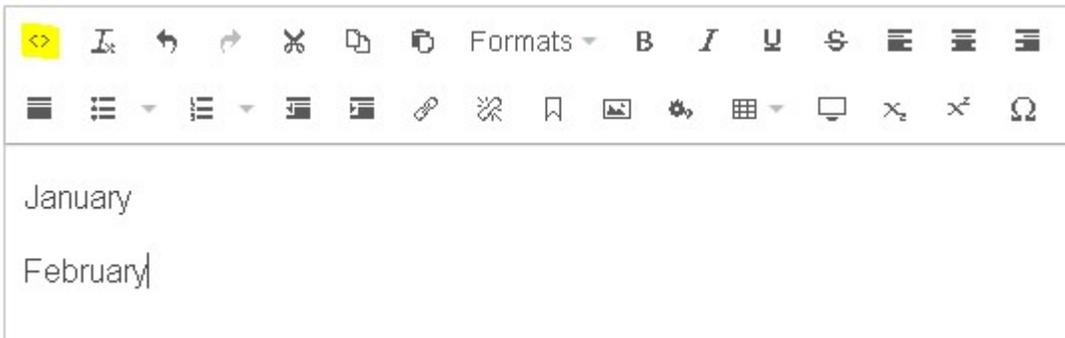
5-  To add a table.

9. Copying and Pasting Text into the backend

- When copying and pasting from other sources like Microsoft Word or other websites, be mindful that sometimes the content can be pre-formatted. Watch specially for headings.
- In order to clear pre-formatted content, copy and paste into **Notepad** first and then copy and paste the Notepad version into the backend. This will remove junk formatting and convert your words into clean, plain text.

10. Removing extra space between lines while formatting text.

When you hit Enter inside the formatting box, an extra space is created by default. To remove it, you need to click the View Source Code icon (Highlighted below)



This is what you see:

```
<p>January</p>
```

```
<p>February</p>
```

In html code the `<p>` tag indicates the start of a paragraph. What we need to do is to remove the closing `</p>` tag at the end of January to indicate that the paragraph is not over and replace it with a `
` tag (single line break). Also remove the starting `<p>` tag in front of February. The final block of code will be:

```
<p>January<br>
```

```
February</p>
```

Once this is in place, this is what you see:

Heading

About Meridian

S

M

L

Photo size: Must be less than 4MB which is less than 4500 x 2500 px (1500 x 500 is a good size).

2- Informative - They can have a photo icon (or not) and several links to other pages.

<https://cms.meridiancity.org/parks/sports/volleyball/>

With Icons:



2022 Fall League

- Fall Registration Deadline: \
- Fall Regular Season: Week
- 2022 Fall Volleyball Registr
- [League Schedules »](#)



2023 Winter League

- Winter Registration D
- Winter Regular Seaso
- 2023 Winter Volleyba
registering.)
- [League Schedules »](#)

Secondary Heading Size: Medium

Secondary heading

2022 Fall League

S

M

L

Without icons:

Game play days

Games are played on Monday - Friday starting at 6:00 p.m.

Coed Leagues: Games are played on Monday's, Wednesday's, and Friday's

Women's Leagues: Games are played on Tuesday's, Thursday's, and Friday's

Friday's will be used for both Coed and Women's leagues

Location of games

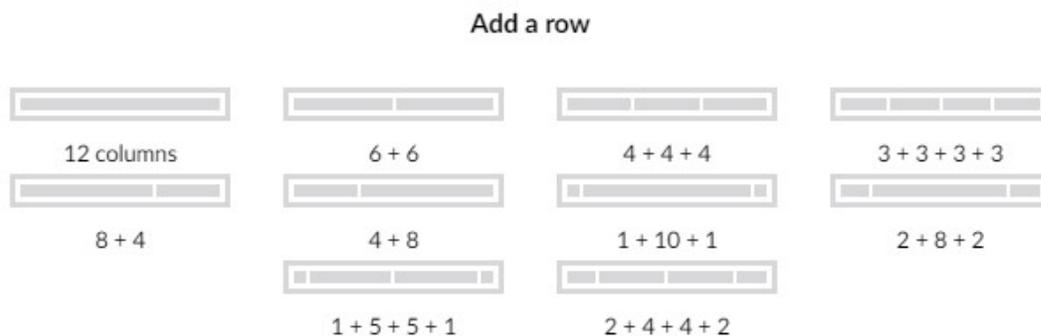
- Meridian Boys & Girls Club
- Cole Valley Christian School
- Heritage Middle School
- Meridian Homecourt
- Meridian Middle School
- Victory Middle School
- Willow Creek Elementary School

12. The Grid Component

Grids are very useful for displaying content in different ways.

1- You can choose from several layouts.

Content



2- You can choose the type of content to display:

Choose type of content



Code



Embed



Form



Headline



Image



Macro



Quote



Rich text editor

Close

In our example (the About Meridian page) we are using a **6 + 6** layout with “rich text editor” on the left and an “Image” on the right.

6 + 6

The heart of the Treasure Valley

Meridian is centrally located in the heart of Treasure Valley, and is a short 15-minute drive from the Boise Airport. Sitting at a population of about 119,000 people, Meridian offers a plethora of amenities to include beautiful city parks, locally owned and operated restaurants, shopping, and entertainment options. Whether you want to enjoy dinner and a movie at the Village at Meridian, escape the heat at the Roaring Springs Water Park, catch a



The format for the headings across the website is **Heading Small**.

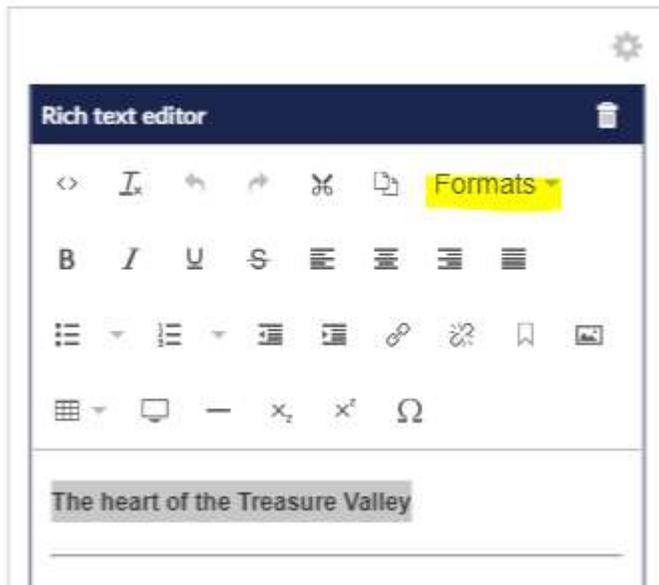
In our example The heart of the Treasure Valley heading has a "Heading Small" format.

The heart of the Treasure Valley

Meridian is centrally located in the heart of Treasure Valley, and is a short 15-minute drive from the Boise Airport. Sitting at a population of about 119,000 people, Meridian offers a plethora of amenities to include beautiful city parks, locally owned and operated restaurants, shopping, and entertainment options. Whether you want to enjoy dinner and a movie at the Village at Meridian, escape the heat at the Roaring Springs Water Park, catch a race at the Meridian Speedway, or have a picnic at one of the many city parks, the opportunities to create lasting memories are endless.



6 + 6



Heading 2 (h2)

Heading 3 (h3)

Heading 4 (h4)

Heading 5 (h5)

Heading 6 (h6)

Heading (small)

Heading (medium)

Heading (large)

Secondary heading (small)

Secondary heading (medium)

13. Adding photos to the Website

It is very important to add the **Alt Text** to all the images on the website for ADA Compliance. Alt Text can be added via the Media Section or via a Component.

It is recommended that you add your images via the Media section first. The Alt Text will transfer over the Content Media when you use your images on any component but the Grid Component. For the latter, you will have to reinsert the Alt Text when the option is given after you select the image.

Via the Media Section

- 1- Go to your Media Tab



- 2- Locate your media folder (named after your department)
- 3- Click on your media folder and choose the photo to upload
- 4- Once uploaded, click on the photo's name and open it.
- 5- Scroll down to Alternative Text and type in the desired text.

Alternative text

Surround your alt text with square brackets to indicate that this text relates to a 'Dictionary Item' label held within the 'Translation' section of Umbraco.

- 6- Click Save

Via a Component

Let's add the image to the Grid Component on the About Meridian page.

- 1- Click the Add content button
- 2- Select Image as the type of content
- 3- Click to insert image
- 4- Click on the Community Media folder (It will be your Department's media folder)
- 5- If the photo is not already in your Media section then you will need to upload it by clicking on the Upload button.
- 6- Select the photo and add the Alternative Text

7- Click Submit.

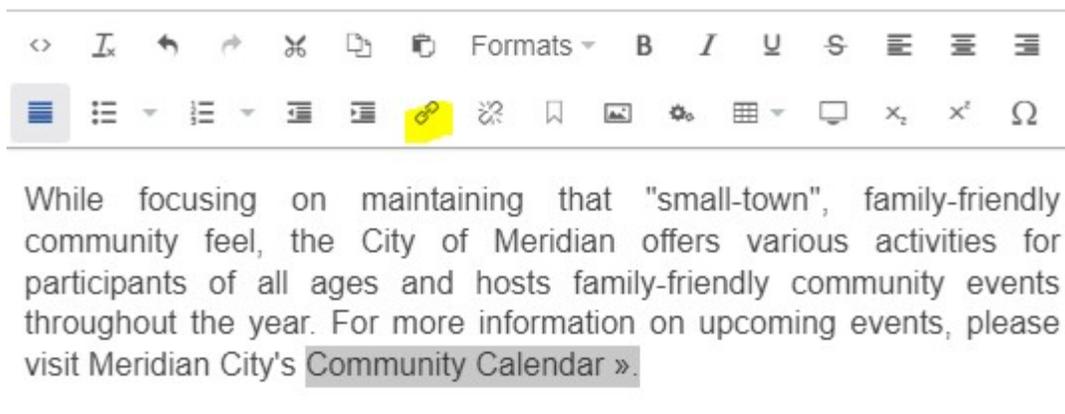
*Alt text (alternative text) describes the appearance or function of an image on a page. Alt attributes enable screen readers to read the information about on-page images for the benefit of a person with complete lack of sight, visually impaired, or who is otherwise unable to view the images on the page.

14. Adding links to pages (internal and external pages)

You can add a link to any component on the website.

In our example, we will be adding the Community Calendar link on the Intro paragraph of the Community page.

- 1- Click on the Text - Intro paragraph component
- 2- Highlight Community Calendar
- 3- Click the link icon above



4- Browse to the desired page, in this case the Community Calendar page.



5- Provide a Link Title, so when the user hovers over the link it provides context, proving ADA compliancy.

Link title

Community Calendar

6- Check the "Opens the linked document in a new window or tab" if applicable (not in our case).

Target

Opens the linked document in a new window or tab

7- Submit

8- Save & Publish.

Note: If you are creating a link to an external webpage then you will have to enter the URL here:

Select link

Link	Anchor / querystring
URL	#value or ?key=value
Link title Enter a name...	
Target <input checked="" type="checkbox"/> Opens the linked document in a new window or tab	

And check the "Opens the linked document in a new window or tab".

15. Adding links to documents

Follow the same steps as if you were adding a link to a page

- 1- Click the component that will contain your link.
- 2- Highlight the word(s) to link to your document.
- 3- Click the link icon above
- 4- Click the Select Media button at the bottom

Link to media

Select media

- 5- Locate the Documents folder under your Media section
- 6- Use the Upload button to browse for the file
- 7- Select the file
- 9- Provide a link title so when the user hovers over the link it provides context, proving ADA compliancy.
- 10- Check the "Opens the linked document in a new window or tab".

Target

Opens the linked document in a new window or tab

- 11- Submit, Save and Publish

16. The Image Gallery Component

To add an image gallery to your page, follow these steps:

- 1- Add Content -> Gallery
- 2- Image/Video -> Add Content



- 3- Multiple images
- 4- Upload images to your media folder and Submit
- 5- Click the Settings Tab



- 6- Select the items per row - > **3 per row**
- 7- Enable Carousel -> **yes**
- 8- Select the rotation speed

Auto rotate speed



- 9- Submit
- 10- Save and Publish.

17. The Accordion Component

Used in the FAQ pages

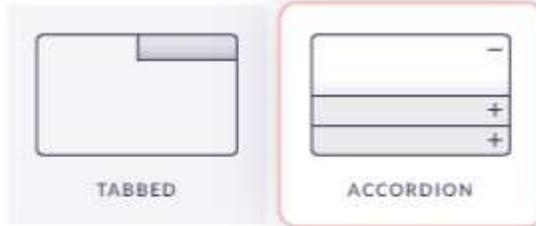
To add an accordion, follow these steps:

- 1- Add Content -> Accordion/Tab
- 2- Add Accordion/Tab Item

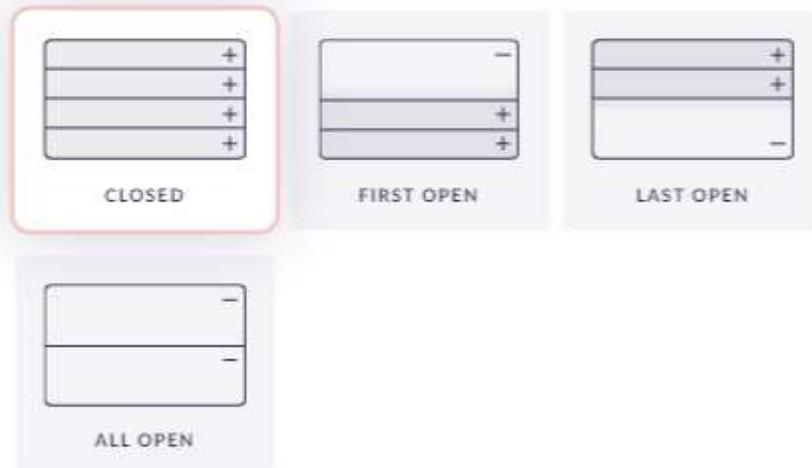


- 3- Add the Question in the Heading text field (Required)
- 4- Add the Answer in the Text box (required)
- 5- Click the Settings Tab for the Accordion Component
- 6- Choose the Layout -> Accordion
- 7- Choose the Open Options -> Closed
- 8- Choose the Accordion/Tab Style -> Basic

Layout



Open options



Accordion/Tab style



9- Submit

10- Save and Publish

18. Alternative URLs

To provide an alternative URL to an internal page, follow these steps:

- 1- Go the SEO & Share of the page
- 2- Scroll down to the Alternative URL setting
- 3- Enter the alternative url.
- 4- Save and Publish

The example below shows how to provide an alternative URL to the “About Meridian” page and it is now accessible via 2 URLs.

- 1- <https://meridiancity.org/community/about-meridian/>
- 2- <https://meridiancity.org/welcome>

About Meridian

Content Extra Content Summary Navigation **SEO & Share**

Sitemap XML change frequency ALWAYS HOURLY DAILY

Override Canonical URL
Override the default canonical URL that is added to this page. Enter the full URL including scheme i.e https://www.website.com

Alternative URL
Use this field to provide multiple URLs for your page.

welcome

Note: To provide an alternative URL for a document or an external page, you will need to put in a ticket.

19. Adding entries/posts to the City News section

- 1- Locate the City News node on the left panel
- 2- Go to the Posts Subfolder
- 3- Select any of the current posts



The screenshot shows a CMS interface with a search bar labeled 'Posts' and navigation icons for 'Blog Posts', 'Content', and 'Info'. Below the search bar is a toolbar with 'Clear selection' and '1 of 6 selected'. The main toolbar contains 'Publish...', 'Unpublish...', 'Copy...', 'Move...', and 'D'. A table below lists posts with columns: Name, Status, Post date, Last edited, and Created by. One post is selected, indicated by a checkmark in the first column.

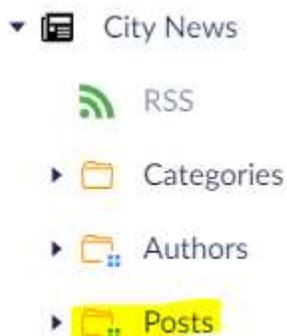
<input checked="" type="checkbox"/>	Name	Status	Post date ▼	Last edited	Created by
<input checked="" type="checkbox"/>	City looks to recognize Star Residents	Published	2022-08-19 00:00	2022-08-22 14:35	Dayami

- 4- Click the Copy button



This screenshot is identical to the previous one, but the 'Copy...' button in the main toolbar is highlighted in yellow.

- 5- Choose where to copy the selected item. In this case it will be the subfolder Posts



The screenshot shows the left sidebar of the CMS. The 'City News' folder is expanded, showing subfolders: RSS, Categories, Authors, and Posts. The 'Posts' folder is highlighted in yellow.

- 6- Refresh your browser and you will see your copy on the list. It will be grayed out.
- 7- Click on it and rename it. Select the post's date and author.

Settings Content Extra Content Summary Navigation

Post date *

2022-08-19



Categories

If selecting a child category make sure you also select the parent categories.

[Empty dashed box for categories]

Author



Stephany Galbreath

</city-news/authors/stephany-galbreath/>

[Empty dashed box for author]

8- Go to the content Tab in order to paste the information for the new post.



Settings

Content

Extra Content

Summary

Navigation

SEO & Share

Layout



FULL



LEFT



RIGHT



CENTE

Hide page title



YES

Main content

 Banners

 Grid Layout

[Add content](#)

- 9- Edit the title of the banner and rename it. In this case it will be renamed to Meridian hosts Public Safety Day.
- 10- Edit the Grid component with the content of the media release.
- 11- Go to the Summary Tab (What you add on here it is what will show in the carousel). Add an image. If no image is uploaded, the media release will show in a blank tile with no image within the carousel.
- 12- The images for the City News are located under the media folder named City News.
- 13- Click Save and Publish.
- 14- Delete any media release post that you consider should be deleted and not displayed in the carousel.

20. When to open a ticket?

- 1- To create a new page
- 2- To rollback to a previous version. Only applicable to the website.
- 3- To add a new content editor to the backend.
- 4- To create an alternative URL(quick link) for a document or an external page.
- 5- For support on more complex item/issues.
- 6- For changes or additions to the Home Page.
- 7- To update or create forms in Laserfiche.