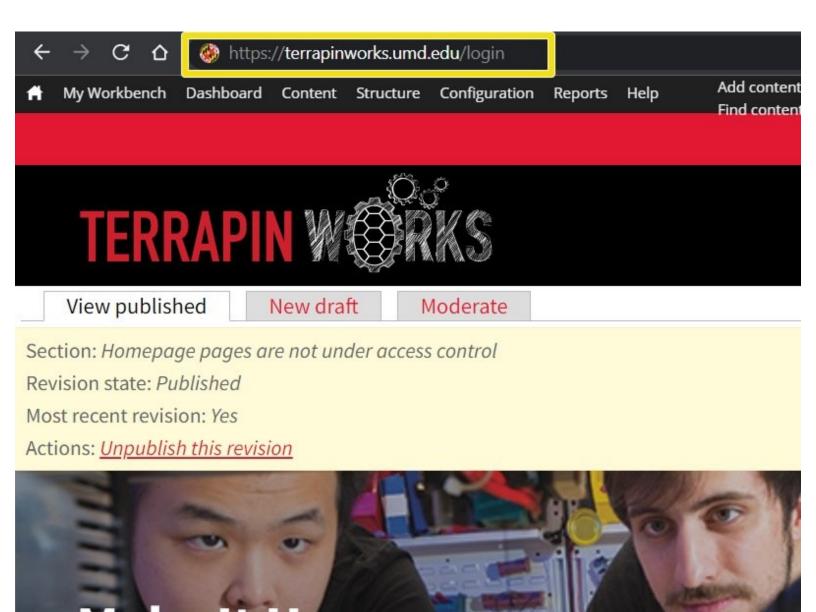


How to edit the TW website

This guide will teach you how to make/edit content on the TW website.

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Introduction

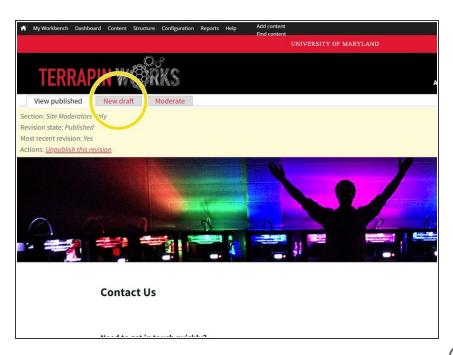
This guide will teach you the basics of how to make and edit content on the TW website. As there are a plethora of different page types, sections, and components on the website, this guide will not go into detail about them. It would be best to read on-site descriptions for each item to determine what suits your purposes best.

Step 1 — Accessing the admin interface

÷	- > C C	🛞 https:	//terrapin	works.umd	.edu/login			
*	My Workbench	Dashboard	Content	Structure	Configuration	Reports	Help	Add content Find content
	TER	RAPI	N		° KS			
	View publi	shed	New dra	ft N	Moderate			
Re Mo	ection: <i>Homep</i> evision state: <i>P</i> ost recent revi tions: <u>Unpubl</u>	Published sion: Yes		der access	s control			
		31	16				P	0

- Append "/login" to the end of the website url
- Sign in with CAS
- Login Link

Step 2 — Editing an existing page



- For editing an existing page:
- Navigate to the page you want to edit.
- Click "Edit" or "New Draft" at the top left of the page. This will open an editor for the page.
 - Pages may have pre-defined formats, or be open-ended.
 Depending on the page type, you will see varying fields available for edit.
- When finished making changes, be sure to click "Save" all the way at the bottom of the editor.

Step 3 — Creating a new Page

		A My Workbench Dashboard Content St	ructure Configuration Reports Help - Add content
Add content Basic page UNIVERSITY OF MARYLAND	Find content Home		Find content UNIVERSITY OF MARYLAND
Comments = Equipment Files = Facility	Add content o		
		Create Basic page	•
View published New draft Mode Profile	Basic page Use basic pages for your static content, such as an 'About us' page.	New content: Your draft will be placed in m	
Section: Homepage pages are not under access con Project	Equipment Add a new printer.	Title *	score attor.
Revision state: Published Project Most recent revision: Yes Resource	Facility This is the content type for adding different labs and centers		
Actions: <u>Unpublish this revision</u> Service		Section *	
Student Story Webform	Front Page Prototype This is a prototype of the front page following Tail's design decisions	Site Moderators Only v	
	Homepage Use home pages for your homepage. There should only be one.	 Hide Sub Navigation By selecting this field, you will hide the st 	ub-navigation for this page.
Make It Happen	Profile This content type is used to create profiles for team members.	Hero	- Hero
	Project	Introduction Section	Hero Title
GET STARTED	Resource for resources.	Body	
	Service This is a content type for adding services that Terrapin Works offers e.g. 3D printing, design etc.		
	Student Story This content type is for adding Student Stories.		
			Hero Image Browse
https://mm.gimedica.um/s.dol/hodu/.dol/	Weekform Create a new form or questionnaire accessible to users. Submission results and statistics are recorded and accessible to privileged users.		The recommended image dimensions of the internal hero are 1440 x 535 pixels

- For creating a new page:
- Select "content"->"add content" from the tool bar at the top of the page.
- On the "add content" page, select the page type that best suits your goals"
- Give the page a title.
- Select "Hide Sub Navigation"

Step 4 — Editing a page

it Basic page Contact Us ⊚	Hide Sub Navigation By selecting this field, you will	e	Sections	
published New draft Moderate	Hero	- Body -	Section Width	
ection: Site Moderators Only	Introduction Section		Section Background Color	
atus: New draft of live content. tle *	Body	Sections	White ~	
iontact Us		Section type: Kitchen Sink Section		Hide row weights
ection *		Edit Remove	Components	Order
ite Moderators Only ~			Component type: HTML Content	
Hide Sub Navigation Be selectine this field, was will hide the sub-pavigation for this page.		Section type: Kitchen Sink Section Edit Remove	Edit Remove	0 ~
Hero -		Core Remove	Component type: Button	
Hero Title		Section type: Kitchen Sink Section	Edit Remove	1 *
ody		Edit Remove		
		Section type	Component type Facuty/Staff Profile ~	
Hero Image Browse		Kitchen Sink Section v	Add another Component	
The recommended image dimensions of the internal hero are 1440 x 835 pixels			Collapse Remove	

- When editing a page of an open-ended format, you will see several sections on the left sidebar (e.g. Hero, Introduction, Body). Most of the editing will take place in the Body.
- You may see several sections inside the body (or have the option of adding one of many sections).
 "Kitchen sink" is the generic catch-all section and is likely what you will be using/editing.
- Click "edit" on the section type. It will contain various components.
 - (or scroll down to the bottom of the section and select a section type, and click "add another section")
- Click "edit" on a component.
 - (or scroll down to the bottom of the section and select a component type, and click "add another component")
- Make your desired changes.

Step 5 — Saving + adding page to a menu

	Add another Section					
Menu settings Contact US	– Menu settings					
UKL path settings Automatic alias URL redirects 6 enabled redirects	Provide a menu link Menu link title Contact ts					
Comment settings Closed	Description					
XML sitemap Inclusion: Default (included) Priority: Default (0.5)	Shown when hovering over the menu link.					
Meta tags Using defaults	Parent item - About					
Authoring information By phot537 on 2021-04-15 22:57:42-0400 Publishing options Draft (Current)	Weight -50 - Merou links with smaller weights are displayed before links with larger weights.					
Save Preview Delete						

- When you are done editing, scroll to the bottom and click "save".
 - If you need to change or set where this page will appear in the website menus open the "Menu settings" section at the bottom of the page.
 - "Menu Link Title", is how the page will appear in the menu.
 - "Parent Item" is under what category the page will appear.

Step 6 — Publishing a page (if necessary)

My Workbench Dashboard Content Structure Configuration Reports Help Add content		t Structure Configuration Reports Help - Add content				Structure Configuration Reports Help - Add content			
UNIVERSITY OF MARYLAND	Find content UNIVERSITY OF MARYLAND				UNIVERSITY OF MARYLAND				
TERRAPIN WERKS	ct Us ∘				:t Us	0			
View published View draft Edit draft Moderate	dit draft Me	oderate			lit draft	Moderate			
evision state: Droft lost recent revision: Yes		Date	Revision actions	Moderation actions		Date	Revision actions	Moderation actions	
os recent revision. res In moderation state: Needs Review	chilo. Skhilo	01/25/2022 - 20:20	View	This is the published revision. Unpublish ● From Published → Published → 01/25/2022 - 20:20 by ithokhio	filo. skhlo	01/25/2022 - 20:20	Vew	This is the published revision. Unpublish • From Published> Published on 01/25/2022 - 20:20 by likhokhlo	
ph	dhio. Skhio	01/25/2022 - 20:20	View Edit draft Delete	This is the current re- Set moderation state • From Published ->tton 01/05 - 022 - 2020 by khokhlo	thio. skhio	01/25/2022 - 20:20	View Edit draft Delece	This is the current revision. The current state is Dro Set moderation state: Published From Published> Draft on 01/2512> 2011 y shickhio	
	dhlo. Skhlo	10/11/2021 - 17:18	View Revert Delete	From Published> Published on 10/11/2021 - 17:18 by likhokhio	hio. skhio	10/11/2021 - 17:18	View Revert Delete	From Published → Published on 10/11/2021 - 17:18 by likhokhlo	
	chio. Skhio	10/11/2021 - 17:18	View Revert Delete	From Draft → Published on 10/11/2021 - 17:18 by ikhokhlo From Published → Draft on 10/11/2021 - 17:18 by ikhokhlo	žilo. skhlo	10/11/2021 - 17:18	View Revert Delete	From Draft> Published on 10/11/2021 - 17:18 by ikhokhlo From Published> Draft on 10/11/2021 - 17:18 by ikhokhlo	
	dhlo. skhlo	10/11/2021 - 17:16	View Revert Delete	From Published> Published on 10/11/2021 - 17:16 by ikhokhlo	žhlo. skihlo	10/11/2021 - 17:16	View Revert Delete	From Published> Published on 10/11/2021 - 17:16 by lkhokhlo	
Contact Us				From Draft -> Published on 10/11/2021 - 17:17 by ikhokhlo				From Draft> Published on 10/11/2021 - 17:17 by ikhokhlo	

- If, after clicking save, you see both a "View Published" and a "View Draft" section, you will need to publish the draft for it to go live on the site.
- Click "Moderate"
- Change "Needs Review" to "Published"
- Olick "Apply"
- The updated page will now be live.
- Pages that say "edit" will not require this set of steps to go live, they will publish as soon as you click "save". I.e. this applies only to pages where you had to click on "New Draft" to access the editor.