

# ACM Training

## Logging In

Go to <http://acm.tru.ca> and use your supplied credentials, typically first initial last name, like so:

**Login**

Welcome to the Thompson Rivers University Content Management System. Enter your username and password.

Username:

Password:

Upon successful login, you'll be taken to the Login page, where you'll see a list of all the TRU sites.

## Top Menu Bar

When you're logged in, you'll always see the below bar at the top of your page. It provides quick links to some useful ACM tools, such as My Page, My Site, Site Menu, and page-specific Help.



## My Page

My Page is where you go to change your password, change your visual editor style and upload a photo. For the visual editor, change "Plain Text Editor" to "Tiny MCE 4.0 Editor".

Password:	<input type="button" value="Change Password"/>
HTML Editor:	<input type="text" value="Plain Text Editor"/> ▼
Upload Photo:	<input type="button" value="Choose File"/> No file chosen

## Navigation

When using the ACM, you will notice that on the landing page, you will not see every site. To Navigate to your site, you will access it via your department or faculty section. For instance, to get to the Marketing & Communications Web Services section, I would follow this path:

### Internal Departments

- [Association of Professional Administrators](#)
- [Careers at TRU](#)
- [Facilities Services](#)
- [→ Finance](#)
- [Human Resources](#)
- [Intellectual Property Office](#)
- [Internal Audit](#)
- [Institutional Planning & Analysis](#)
- [Information Technology Services](#)
- [Marketing & Communications](#)
- [Media Services](#)
- [→ Occupational Health and Safety](#)
- [Print Services](#)
- [Supply Management](#)

### Marketing & Communications

- [How We Can Help You](#)
- [Requesting Our Services](#)
- [Media & Communication](#)
- [Web Services](#)
- [Brand News](#)
- [Resources](#)
- [Blog](#)
- [About Us](#)

## Quick Edit vs Full Edit

On every page that you have the rights to edit, you will see 2 main buttons above the content area.



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### How We Can Help You

Learn about what we do and how we can help you achieve your goals.

### Downloads

Get logos, templates and other resources built by us.

The Yellow button indicates 'Quick Edit' while the Red button indicates 'Full Edit'. Quick edit is predominantly for text or other minor in-page edits, while the Full Edit option allows you to create New Subpages and more.

## Page Summary Form & Best Practices

The first four fields on any page in the ACM are title Page Summary. Best practices for filling them out are as follows:

- **Title** - This is the only required field. This field will be shown as the in-page title if your template supports it. For example, this page's Title is 'Home - Development Area'.
- **Menu Title** - This will become the title of the menu item for this page. If you do not enter anything here, your page's menu title will be taken from the Title field.
- **URL Title** - This will become the page's name in the address bar. It is best to use hyphens if necessary, as opposed to using underscores. It will be generated automatically if you don't fill this out - it is best to manually enter a title that is short and descriptive. For example, 'Campus Switchboard and Telephone Directory' could become 'switchboard-directory'.
- **HTML Title** - This is the field that will be shown as the title in your browser's tab when you load the page. It is best to be descriptive here. We use the format Page Title, Department - Thompson Rivers University. For example: Campus Switchboard and Telephone Directory, IT Services - Thompson Rivers University.

## Edit Page Tabs

Content

Child Pages

Workflow

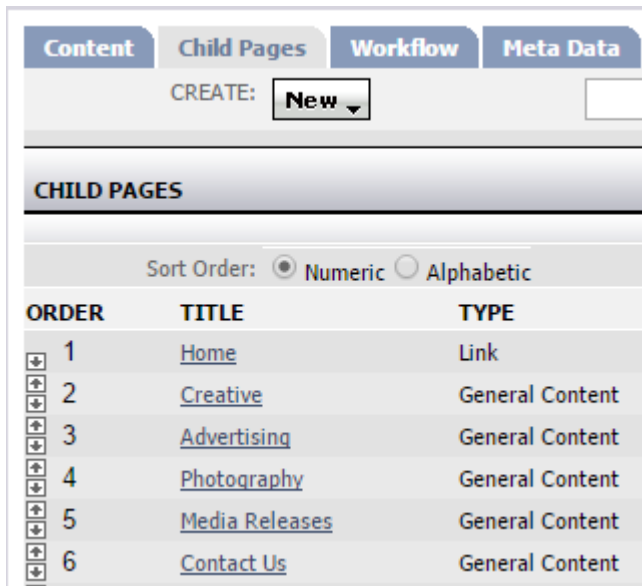
Meta Data

Pagelets

Design

Page History

- **Content:** On this tab, you will see the content of the page you are currently editing. It will look similar to the page on the external site.
- **Child Pages:** On this tab, you can view the Child Pages of the page you are on as well as create a new Child Page of this page.



- **Workflow and Meta Data can be ignored.**
- **Pagelets is where you modify the pagelets on a page – this is covered in Advanced training.**
- **Design:** This tab is not visible to most users.
- **Page History:** This is where you will revert your page to a previously published version.

## Child Pages

Child pages allow you to nest multiple pages in a multi-tiered menu, like the following. Use the **Page Summary Form Best Practices** as outlined above to create a Child Page.

### Web Services

- [Homepage Features](#)
- [Conference Websites](#)

## The Visual Editor

The Visual Editor has a similar look to an old version of Microsoft Word or WordPress. It allows you to edit your page content visually, seeing the changes you make on the fly.

**TRU Web Services**

Our department supports the strategic development of the TRU website. We work to ensure it is effective, engaging, current, and clearly aligned with the institutional priorities.

Priority is given to work most directly linked to the institutional priority of Student Recruitment and Retention.

**Services:**

**Your Online Strategy**

Our office can help you develop strategies to increase the effectiveness of your website, stay on top of current trends and assist you in measuring the state of your existing website.

**New Websites and Wordpress Blogs**

If you need a new website or a Wordpress blog we can provide assistance and advice.

**Workshops and Training Sessions**

We offer web training to support our web editors, ensure consistency in web maintenance, and set standards and quality expectations for the TRU website.

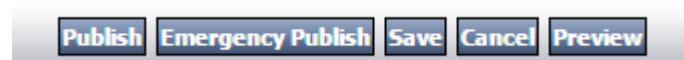
We are currently offering the following sessions. Email [mtarzwell@tru.ca](mailto:mtarzwell@tru.ca) to register.

Course	Date	Time	Location	Status
ACM Basics	December 5, 2014	10:30am	OL249	Completed
ACM Basics	January 20, 2015	1:00pm	OL249	Completed

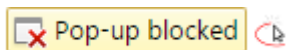
**Publish** **Emergency Publish** **Save** **Cancel** **Preview**

## Publish, Emergency Publish, Save, Preview

When you are ready to save your changes, you have some options.

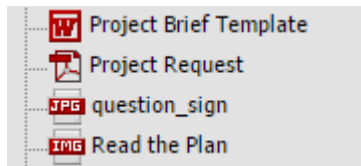


- **Publish:** This instructs the server to publish the page. It cannot be undone – you cannot ‘unpublish’ a page, though you can keep it from showing in the menu until you’re ready for it to be live. Publishing a page will make it live to the public at midnight on the day it is published (ie: tomorrow).
- **Emergency Publish:** This instructs the server to publish the page immediately. In about 3 seconds, the page will be live to the public **unless** the page is a top-level page such as the Faculty of Arts homepage. In these cases, emergency publishing a page will take approximately 15 minutes for the changes to be live.
- **Save:** Saving a page will simply save your changes but not publish them.
- **Preview:** This will open a new browser tab, showing you what the page will look like in your site’s template. You may need to modify your browser settings so that it does not block the popup:



## Digital Assets

Digital Assets are files that you upload to the server. They can be a variety of file types **DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, GIF, JPG, PNG**. They are shown in a list and often have icons indicating the file type:



The button to insert or upload a digital asset looks like this:

When uploading a new file, click on the **Add** tab in the popup window:

Name: <small>REQUIRED</small>	<input type="text" value="TRU Lab Desktop Wallpaper"/>
URL Title: <small>REQUIRED</small>	<input type="text" value="TRU Lab Desktop Wallpaper"/>
Description: <small>REQUIRED</small>	<input type="text"/>
Alt Tag: <small>REQUIRED</small>	<input type="text" value="TRU Lab Desktop Wallpaper"/>
Assign to Folder: <small>REQUIRED</small>	Marketing (146) <input type="button" value="Add Subfolder"/> <input type="button" value="Add"/>
Upload: <small>REQUIRED</small>	<input type="button" value="Choose File"/> tru_lab_wp1_192030531.png
Asset Type: <small>REQUIRED</small>	<input type="text" value="File"/>

- **Name:** This is the Name of the file and will appear in the ACM Digital Assets list
- **URL Title:** This is the name of the linked file when inserted into a page (for **DOC, XLS, PDF**)
- **Alt Tag:** This is the Alt Tag for images, used to make images accessible for non-sighted users.
- **Assign to Folder:** This is where the file will be uploaded to.
- **Asset Type:** This is always File.

## Links

When creating a link, select your text to be linked, then click on the chain icon.



website. We work to ensure it is effective, engaging, current, and

priority of [Student Recruitment and Retention](#).

This will open a popup window, allowing you to paste or type in the link to an External site, or choose the internal page you want to link to.

Internal Link External Link Anchor Link Insert Anchor

Choose a page to link to:

Internal:

Expand All Find:  Find Next

- RECRUITMENT DEV
  - Course Schedules
  - myTRU
  - How to Register
  - Important Dates & Deadlines
  - Preparing for Classes
  - Exam Schedule
  - Grades & Transcripts
  - Graduation & Convocation
  - Forms & Publications
  - Money Matters
  - Calendars
  - Academic Advising
  - Graduate Studies
  - Law Students
  - Contact Registration

Address:  Anchors...

Title:

Open In:  Same Window (Replace the active screen with the linked screen)  New Window (Open the linked screen in a new window)

Insert Cancel

Internal Link External Link Anchor Link Insert Anchor

Choose an external page to link to:

Address:

Icon:  Insert External Link Icon

Title:

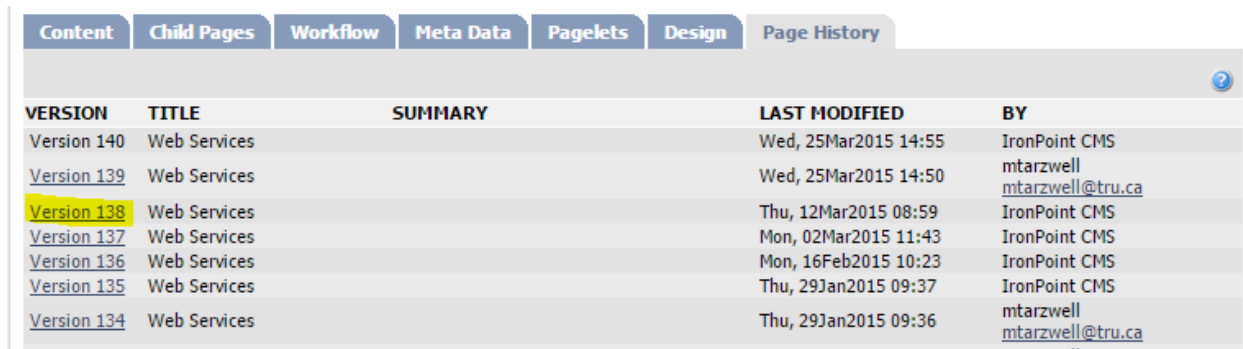
Open In:  Same Window (Replace the active screen with the linked screen)  New Window (Open the linked screen in a new window)

Insert Cancel

Please make sure that **Open In: Same Window** is always checked, unless the site is a page that **MUST** be opened as an external link. Do **NOT** use the Insert External Link Icon.

## Revisions & Page History

In order to revert your page to an older version, click on the **Page History** tab and click on the version you'd like to revert to:

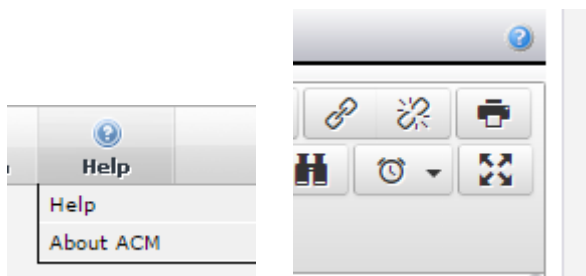


VERSION	TITLE	SUMMARY	LAST MODIFIED	BY
<a href="#">Version 140</a>	Web Services		Wed, 25Mar2015 14:55	IronPoint CMS
<a href="#">Version 139</a>	Web Services		Wed, 25Mar2015 14:50	mtarzwel mtarzwel@tru.ca
<b><a href="#">Version 138</a></b>	Web Services		Thu, 12Mar2015 08:59	IronPoint CMS
<a href="#">Version 137</a>	Web Services		Mon, 02Mar2015 11:43	IronPoint CMS
<a href="#">Version 136</a>	Web Services		Mon, 16Feb2015 10:23	IronPoint CMS
<a href="#">Version 135</a>	Web Services		Thu, 29Jan2015 09:37	IronPoint CMS
<a href="#">Version 134</a>	Web Services		Thu, 29Jan2015 09:36	mtarzwel mtarzwel@tru.ca

You will then be presented with a view of the Page Version you've clicked on, giving you the option to Restore that version or Cancel.

## Help

In-page help is always available, giving you quick answers to common questions. On any page, click on the top bar's **Help** button, or the ? symbol on any page element:



[Show](#)

[Home](#) > pt\_generalcontent\_pagecontent

## Page content

The page content section contains an editor window consisting of a toolbar and a large space for typing in content and adding pictures, links and more. Different users may be using different text editors. Help for individual text editors and their toolbars is available on the actual toolbar for the editor. It is not covered in the ACM Help.



[Default editor toolbar](#)

[Using the TinyMCE editor](#)