



# UMBRACO EDITOR'S MANUAL

## CTUIR.ORG

VERSION 1.2

CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION

## Table of Contents

Basic Editing .....	1
Navigating and Basics.....	1
Logging In .....	1
Where do I find it? .....	1
Find your Department.....	1
Adding New Content.....	2
Add a Content Page, Content Folder, or Program Page .....	2
Setting a Header Image.....	3
Adding Content to Body of Page.....	4
Children and Sibling Navigation .....	5
Show Children Navigation.....	5
Show Sibling Navigation.....	5
Umbraco Navi Hide Option .....	6
Department and Program Page Template Details .....	6
Links to Pages and Media.....	7
Select link panel .....	7
Related Items Links .....	8
Adding a New Child Content Page .....	9
Complete Sample Program Page Visual.....	10
Media Attachments .....	11
Adding Media Attachments Directly from Page Editing .....	11
Select Media Panel.....	11
Uploading Documents and Images to the Media Section .....	12
Embedded PDF Documents .....	12
Embedding Videos .....	14
News Articles .....	17
Events.....	19
Career Opportunities .....	21
Contracting Opportunities .....	23
References .....	25

# Basic Editing

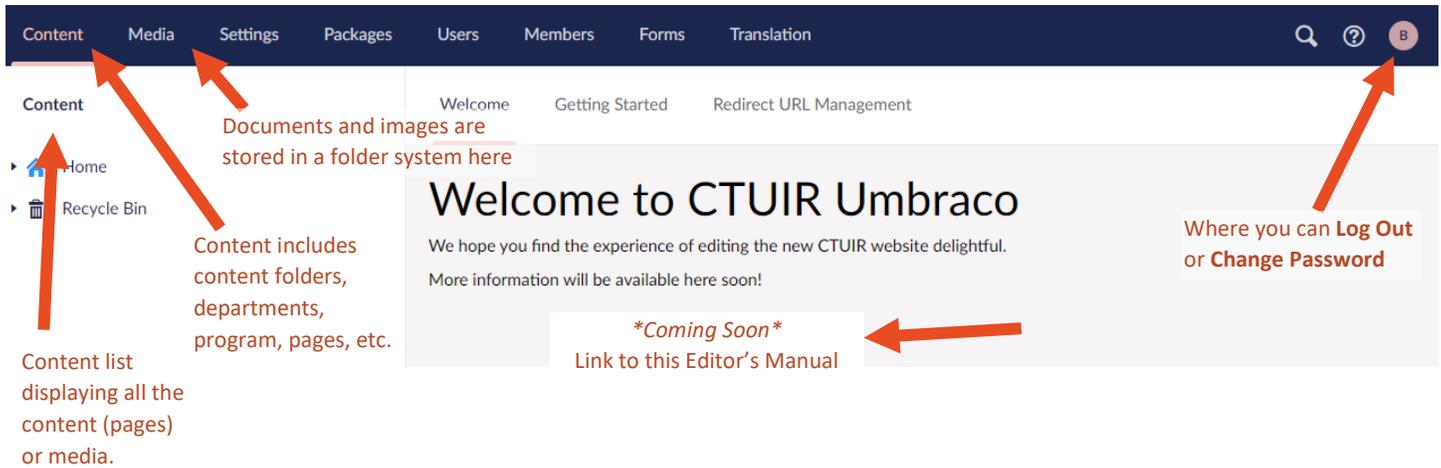
## Navigating and Basics

### Logging In

In **Edge** (not Internet Explorer) navigate to: <https://ctuir.org/umbraco>

Enter your CTUIR Active Directory username and password, these are the same ones you use to log into your computer with daily.

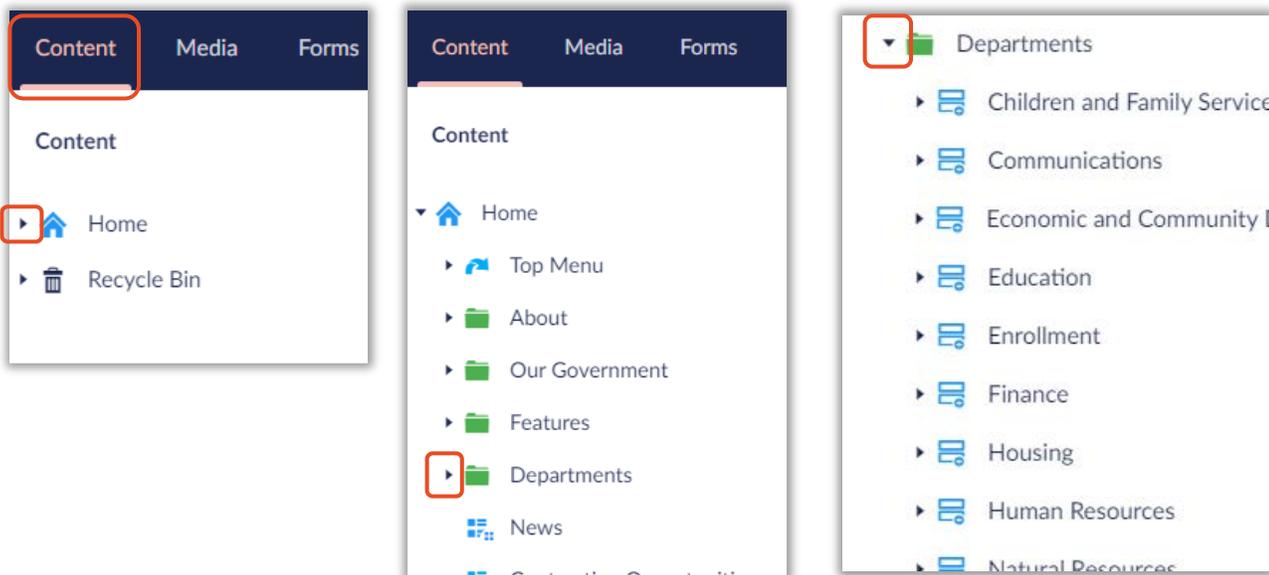
### Where do I find it?



- Content and welcome are currently selected in this example, you can tell from the light red highlight/underlining
- Not all users will see the same menu options in the blue bar, depending on your role and permissions

### Find your Department

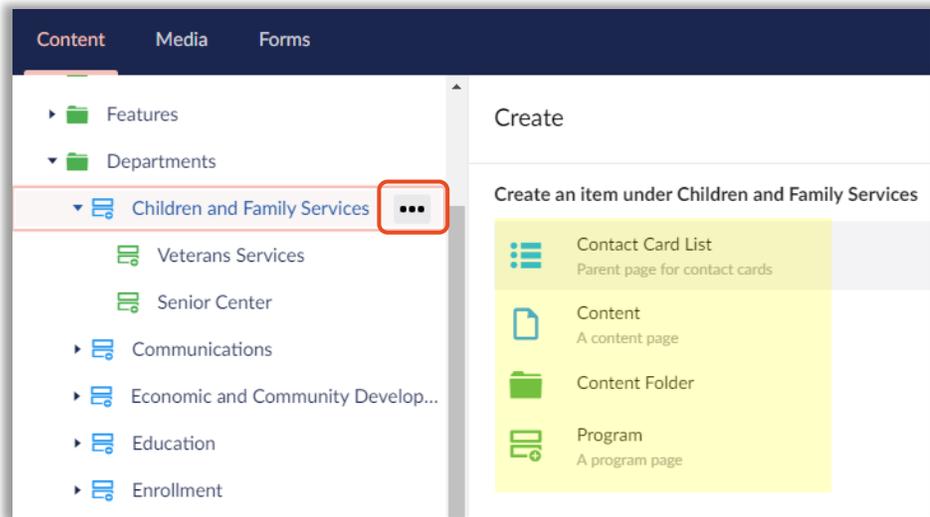
To begin editing the content on your department's webpage, click **Content** on the top bar, then click the carrot by Home in the Content list. Next, click the carrot by Departments.



## Adding New Content

### Add a Content Page, Content Folder, or Program Page

To add new page within your department, click the ellipsis, next to the department name. Next you'll see options to create different types of content. Most often you will choose **Content**, which is a basic content page. You can also choose **Content Folder** (if you wish to nest several Content pages under your new content item).



In our example here, let's choose **Program** and create a new Program called "Sample Program Name". After clicking "Program" it will display the editor for the new program.

You must name the page. The name will also display as the Title of the page in the heading. If you want a different title, then fill in the Title field. Fill in the Subtitle. Click **Save and Publish**. View your new page on the front-end and you will see the Name/Title and Subtitle in the Heading section of the page.

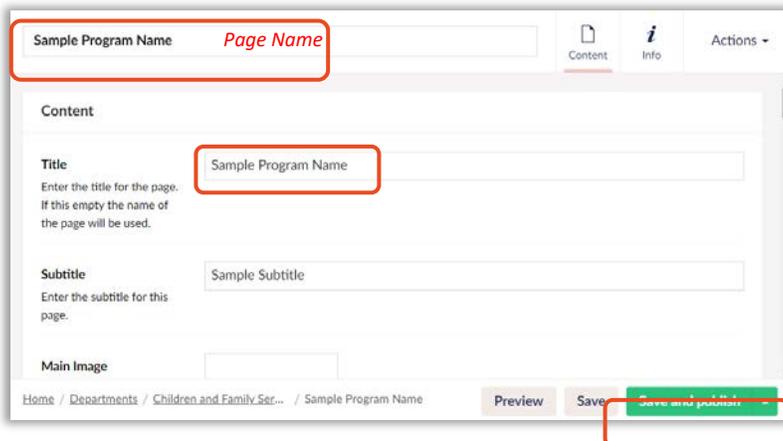
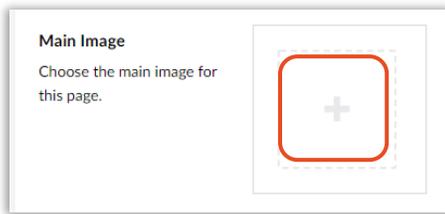


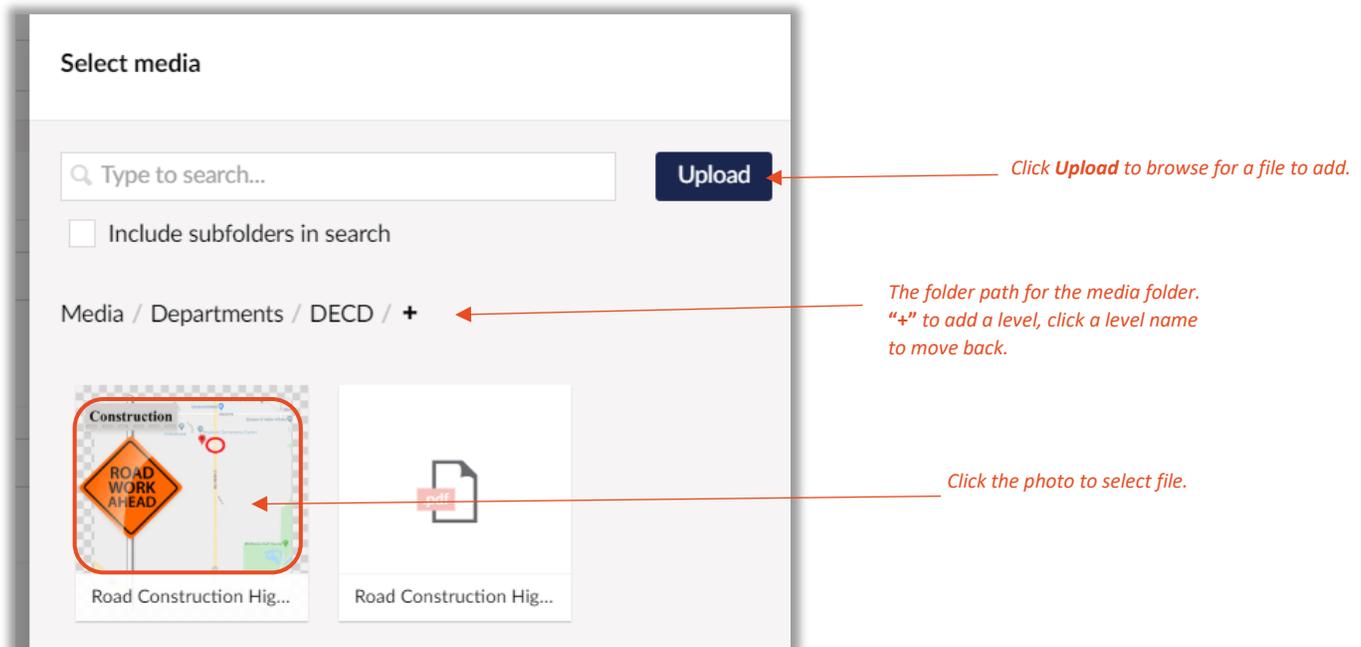
Figure 1 Heading section of page

## Setting a Header Image

You can choose an image that will display in the header of the page, if you would like to. To do this, begin by clicking the grey plus sign in the Main Image box.



Then the "Select Media" slide out panel on the right side of the page will open. You can either choose an image already in your media folder or upload a new one. Either click the image to select it or upload one by clicking the **Upload** button. Once you've uploaded an image it'll display with the other files in the media folder.



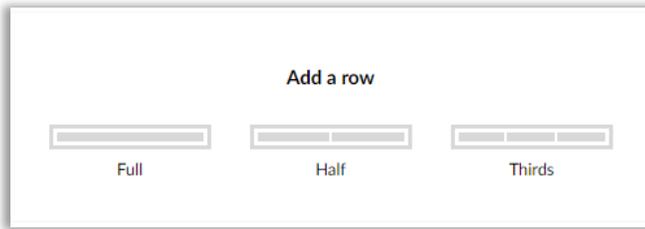
Once you select the image you want to use, click the green **Select** button at the bottom of the panel and it will add it as your Main Image. Click **Save and Publish** and then refresh the page on your front-end and you will see the header image displayed in the heading of your page.



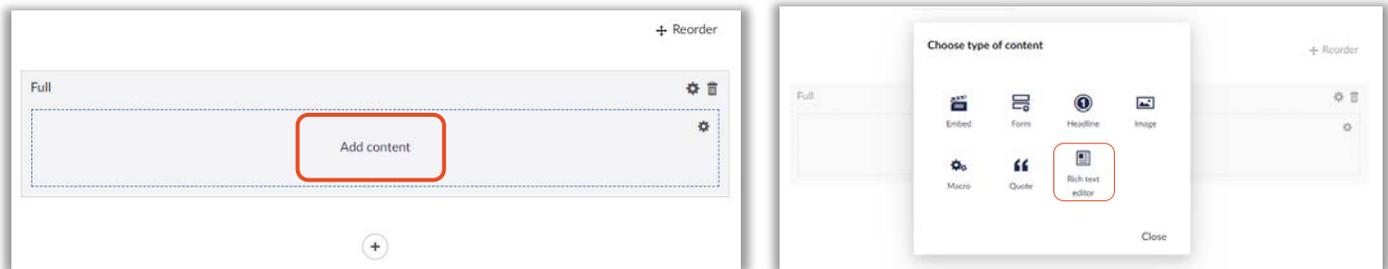
Figure 2 Heading section of page with header image.

## Adding Content to Body of Page

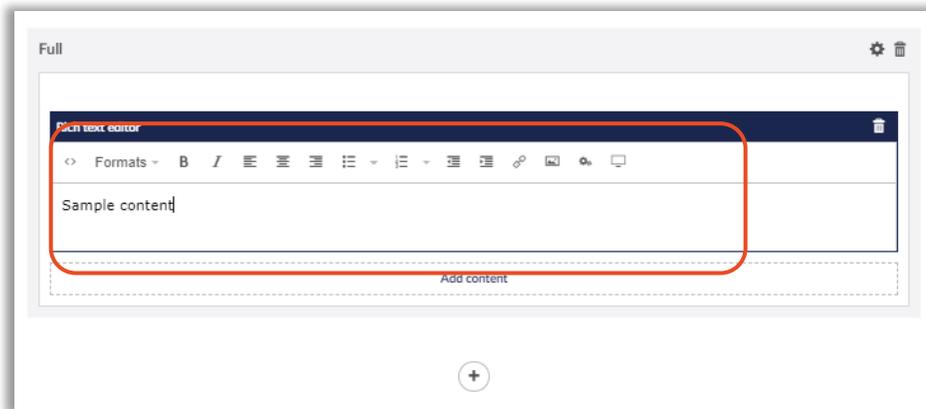
Next, you can add the content body of the page. You'll see "Add a row" and three layout options. The full, half, and third are column options for laying out your page content. Typically, just choose "Full".



After choosing a column structure, click "Add content" and choose the type of content you want to add. Typically, you'll choose the "Rich text editor" and then you can fill in the content body of your page.



Note that you can text. You can also use the Rich Text Editor menu bar to control the way the text looks (similar to some features in Microsoft Word) as well as add links and images.



If you want to add an image into the body of your page, just click the image icon on the toolbar and choose or upload the image into your media folder as explained before. When you are happy with your content body, choose "Save and Publish" and inspect the results by refreshing the page on the front-end.

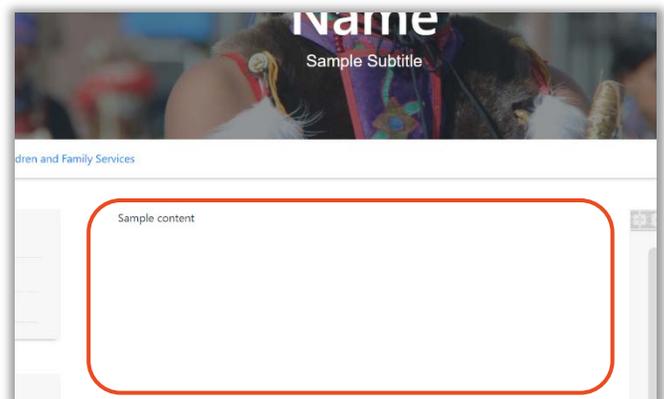
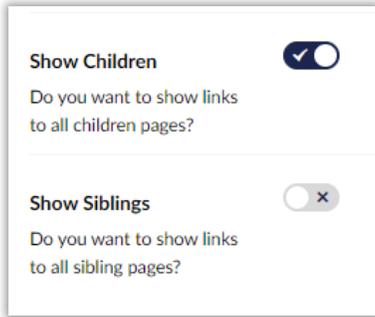


Figure 3 Example to show where body content will display on page

## Children and Sibling Navigation

### Show Children Navigation

You can choose the sidebars you want to display on your page. The “Show Children” option will display the “In this section” sidebar and show any children pages you create.



**Show Children**

Do you want to show links to all children pages?

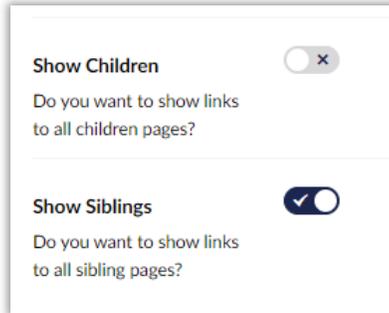
---

**Show Siblings**

Do you want to show links to all sibling pages?

### Show Sibling Navigation

When the “Show Siblings” is checked, the “Also in [parent title]” sidebar display, showing links to the peer pages of your new page.



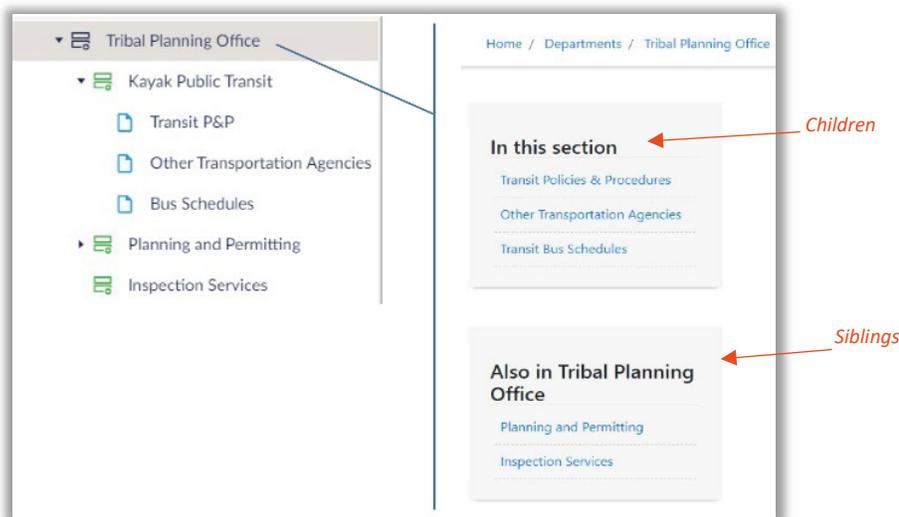
**Show Children**

Do you want to show links to all children pages?

---

**Show Siblings**

Do you want to show links to all sibling pages?



Home / Departments / Tribal Planning Office

**In this section** ← Children

- Transit Policies & Procedures
- Other Transportation Agencies
- Transit Bus Schedules

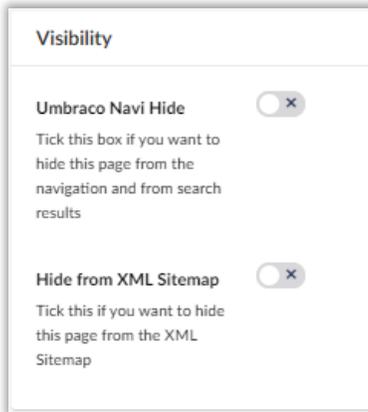
**Also in Tribal Planning Office** ← Siblings

- Planning and Permitting
- Inspection Services

Figure 4 In this example, both Show Children and Show Siblings are selected.

## Umbraco Navi Hide Option

Finally, I can hide this page from any menus by choosing the “Umbraco Navi Hide” under the “Visibility” section. I can also exclude this page from being crawled by google and other search engines by choosing “Hide from XML Sitemap”. Usually, you won’t need to do this, but it is an option:

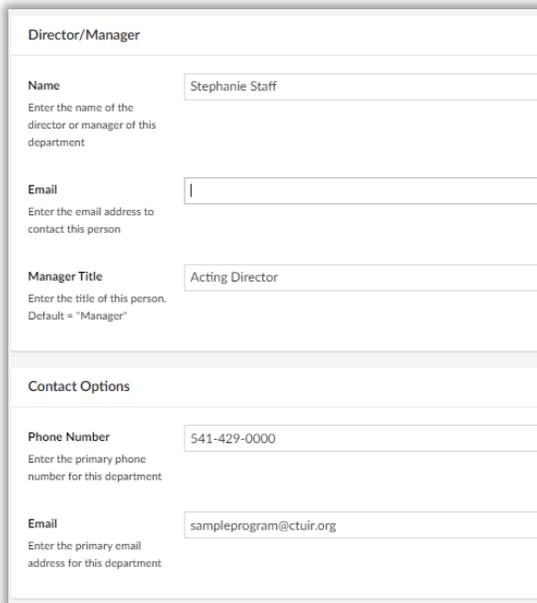


The screenshot shows the 'Visibility' settings panel in Umbraco. It contains two toggle switches, both of which are currently turned off (indicated by a grey circle with an 'x').

- Umbraco Navi Hide**: Tick this box if you want to hide this page from the navigation and from search results.
- Hide from XML Sitemap**: Tick this if you want to hide this page from the XML Sitemap.

## Department and Program Page Template Details

Department or Program types of pages, have a section for entering the Location Information, Director/Manager, and Contact Options information for the department or program. Filling those in will populate a sidebar that will appear on the right hand side of the page, shown in the example on the right.



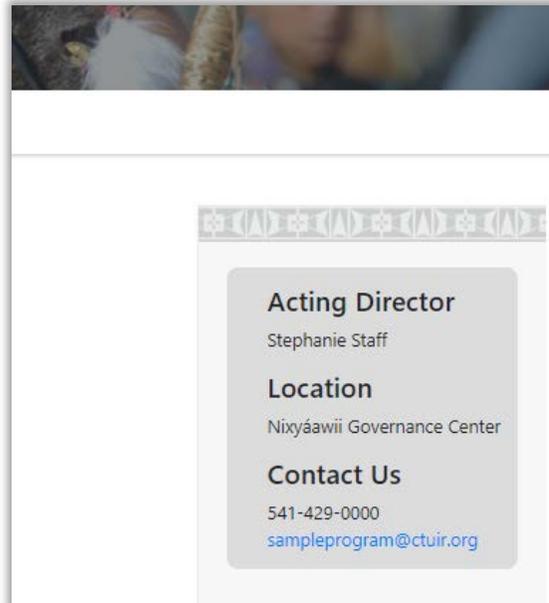
The screenshot shows a form for entering department or program details. It is divided into two main sections: 'Director/Manager' and 'Contact Options'.

**Director/Manager Section:**

- Name:** Stephanie Staff
- Email:** |
- Manager Title:** Acting Director

**Contact Options Section:**

- Phone Number:** 541-429-0000
- Email:** sampleprogram@ctuir.org



## Links to Pages and Media

### Select link panel

The “Select link” panel is best utilized by recognizing that there are basically three sections representing three options for creating a link. You can add any external link, you can link to an existing page on the CTUIR.org website (an internal page), or you can link directly to media (like a pdf or word doc).

Select link

Link                      Anchor / querystring

Url                      #value or ?key=value

Link title

Enter a name...

Target

Opens the linked document in a new window or tab

Link to page

Type to search...

▶ Home

Link to media

Select media

Close      Submit

---

### Best Practice

When linking to internal webpages, anything within CTUIR.org, the “Target” checkbox should *not* be checked. Check “Target” when linking to external pages.

---

### External Link Section

If you want to add a link to, <https://gis.ctuir.org>, for example, you would just type or paste that link into the “Link” field and then click the green **Submit** button and it will add your link.

### Link to Internal Page

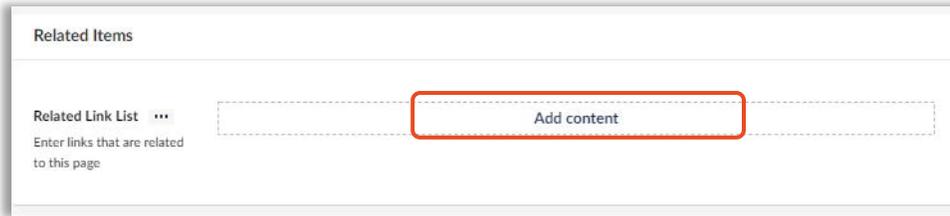
If you want to add a link to another page on the ctuir.org website, you can either find it by typing in the page name to search for in the “Type to search” section, or you can click the carrot next to the “Home” to expand the tree and find the page you want to link to. Click to select the page you want to link to, it will then have a checkmark next to the selected page. Click the green **Submit** button and it will add your link.

### Link to Media

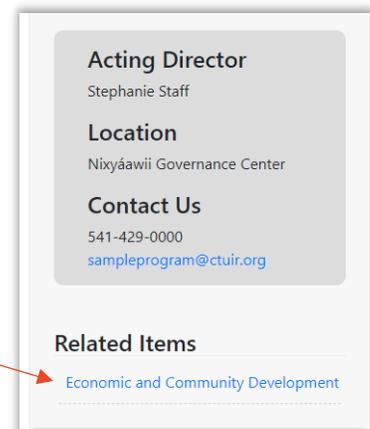
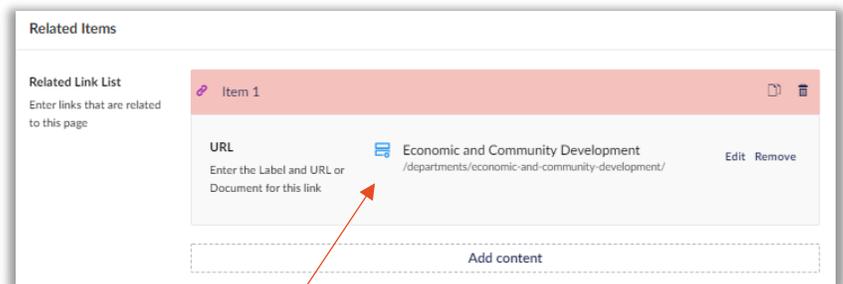
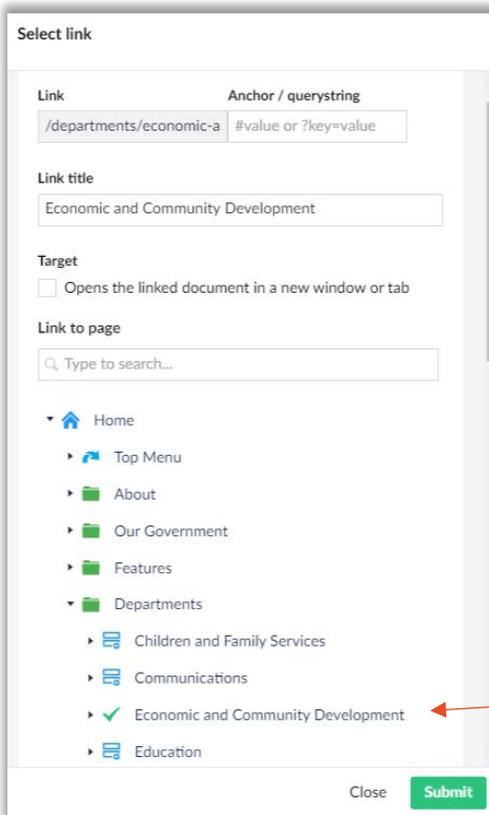
Finally, if you want to link to a file, click **Select media** and either select the file from your media folder or upload a new file. Click the file to select it. Then click the green **Submit** button to save the link.

## Related Items Links

You can add hyperlinks to the right hand sidebar of your page by adding links to the “Related Items” section. Choose the “**Add content**” button and the first, or next, Item will appear. Choose the “**Add**” button to access the “Select link” panel and insert the URL or select a page to link to.

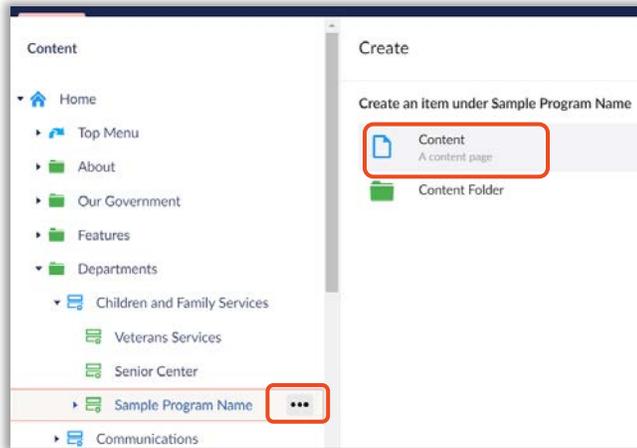


In this example, an internal link to the DECD page will be added to our Sample Program page. Locate the page in the tree hierarchy, click to select, and click **Submit**. The Select link panel will close and you’ll see it appear in the related items list of links. Don’t forget to **Save and publish**, then the link will show up on the page, as shown on the bottom right image.

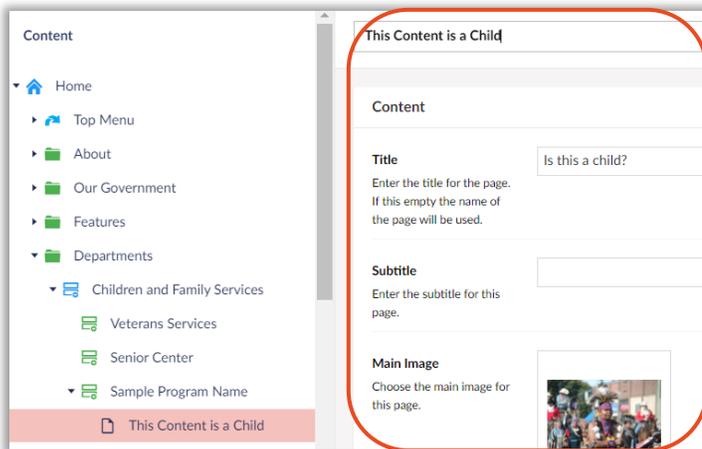


## Adding a New Child Content Page

To add a child page under a Program, first find the Program the page will be under in the left sidebar. In this example we are adding a child page to our Program, “Sample Program Name”. Click the ellipsis next to the Program, and select **Content**.



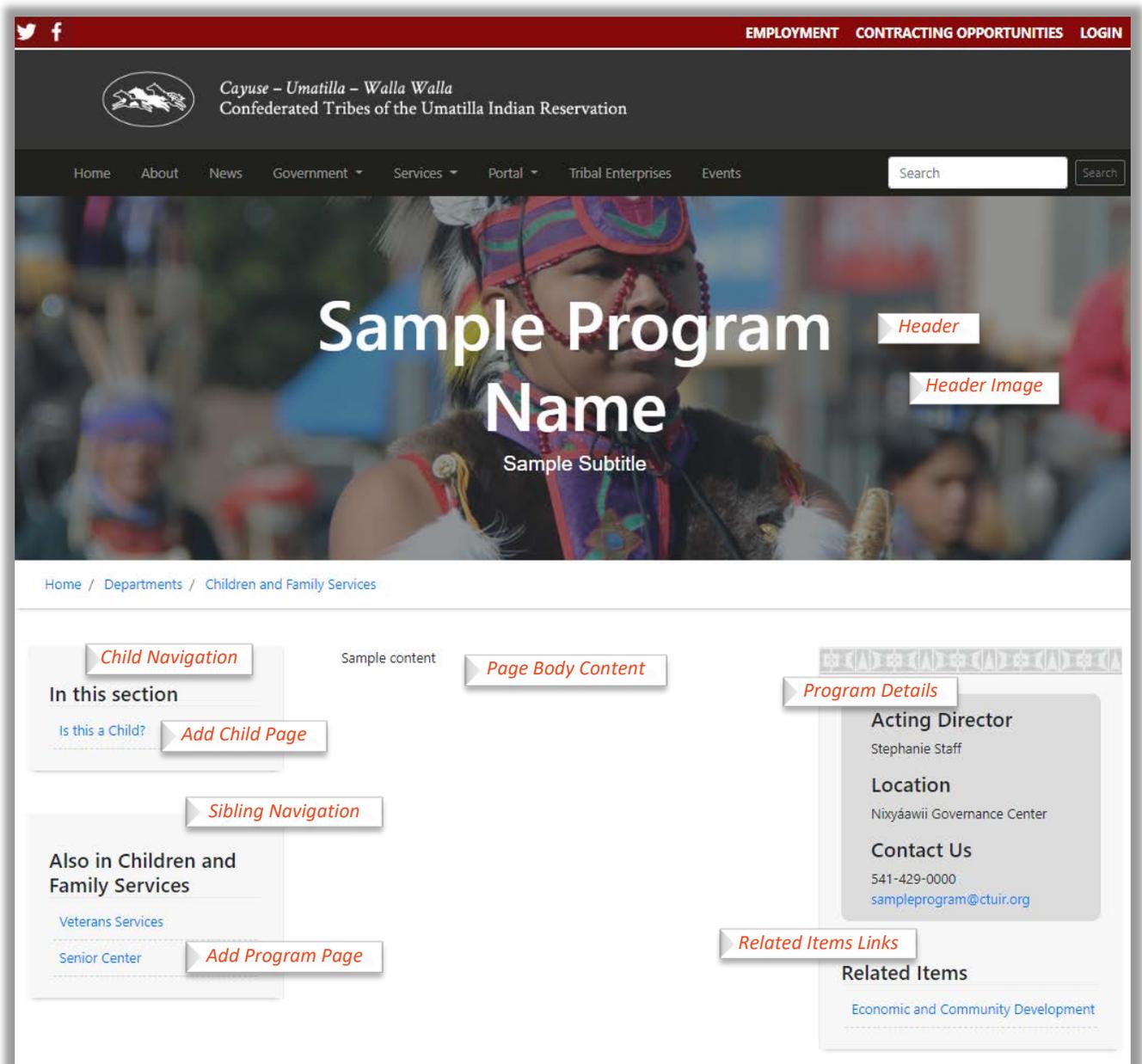
The content editor will open up on the right. Name the page “This Content is a Child”, and continue following procedures for Adding Content detailed earlier in this manual. After making your edits, **Save and Publish**.



This page will now appear as a link in the sidebar of the Sample Program page because on Sample Program’s page we checked the “Show Children” toggle.

## Complete Sample Program Page Visual

You can use the buttons, [Sample button](#), on the image below to link to the sections in the document explaining each coordinating part.



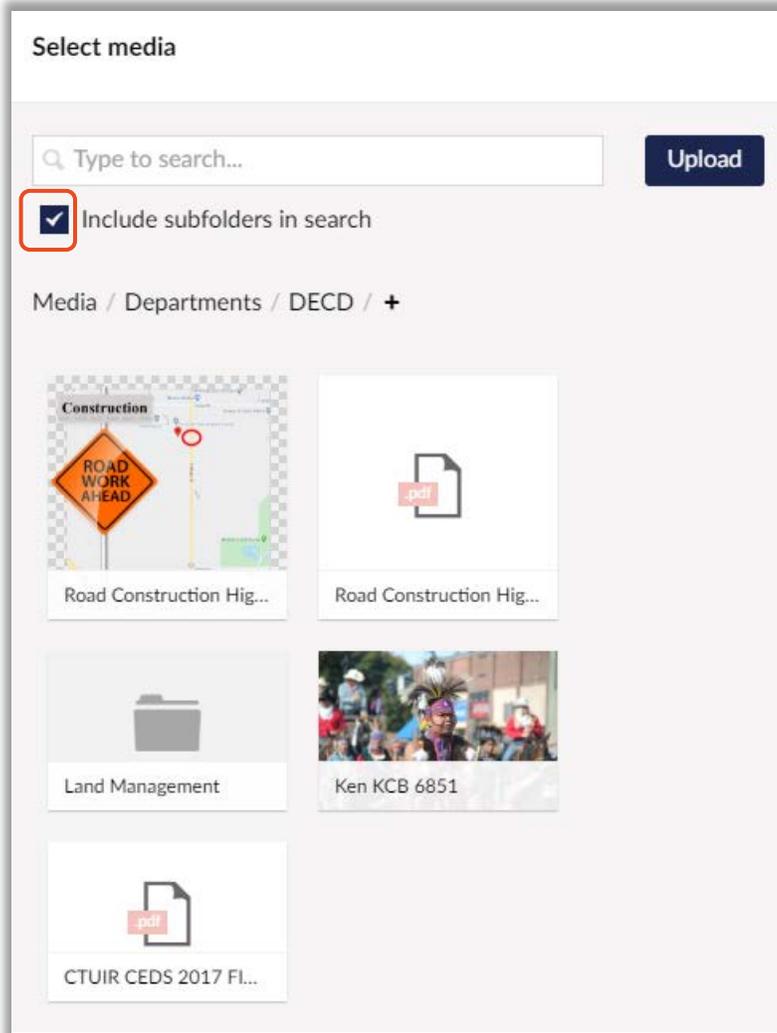
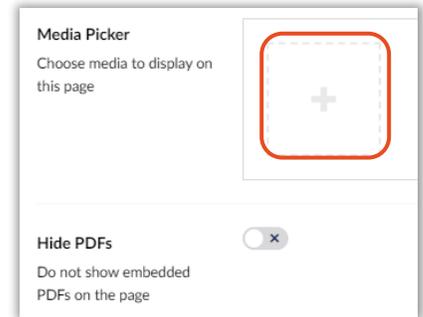
## Media Attachments

### Adding Media Attachments Directly from Page Editing

On Content Pages and Content Folders, another section appears at the bottom of the “Content” section called “Media Picker”. Using this feature you can attach any number of documents to the page and they will appear in a list at the bottom of the page.

To add attachments, scroll down to the “Media Picker” item and click the plus sign, as shown on the right, to open the “Select media” pane.

#### Select Media Panel



You can either upload a new file to attach, or choose one from your media folders that has already been uploaded previously.

Note, also, that you can use the + sign at the end of the folder location (Media / Departments / DECD / +) to add a new folder to organize your media if you like.

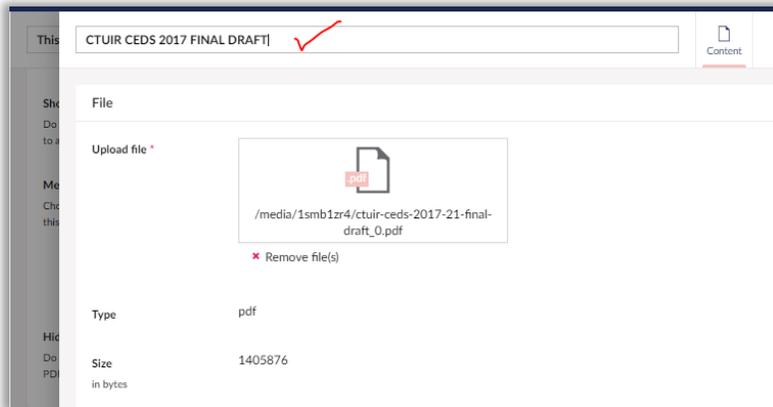
For this example, let's just link to the CTUIR CEDS 2017 file already present. Click the file and then click the green "Select" button at the bottom of the page.

Note that it adds the selected file to the Media Picker. If you like, you can choose the add media plus sign again and add another file. You can have as many files as you like.

PRO TIP – RENAME FILE: The name of the file is how it will be displayed on your page. If you want to change the name, hover over the file in the Media Picker and choose the pencil icon.



A slide out will appear and you can rename the file to be more human friendly.

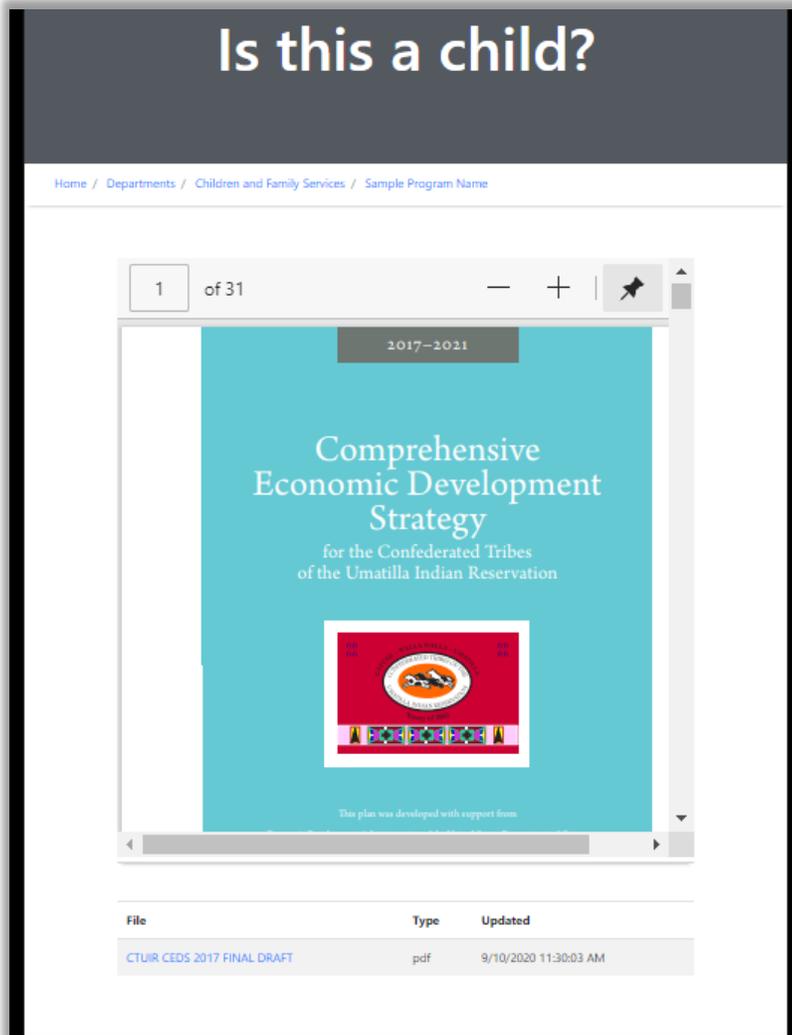


## Uploading Documents and Images to the Media Section

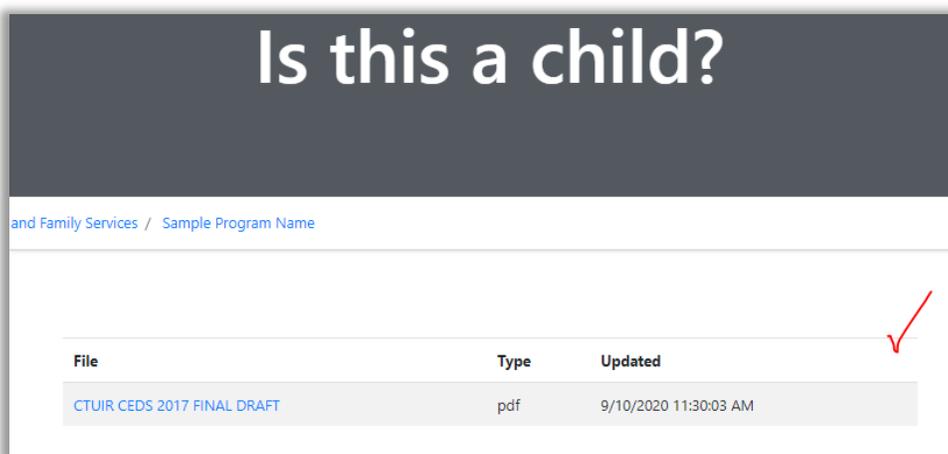
### Text

### Embedded PDF Documents

By default, PDF documents are displayed embedded in the page. Usually, this is a really nice feature so that your users don't have to download the PDF before viewing it, they can simply view it directly on your page. For example, if we save and publish, this is how our page looks so far:

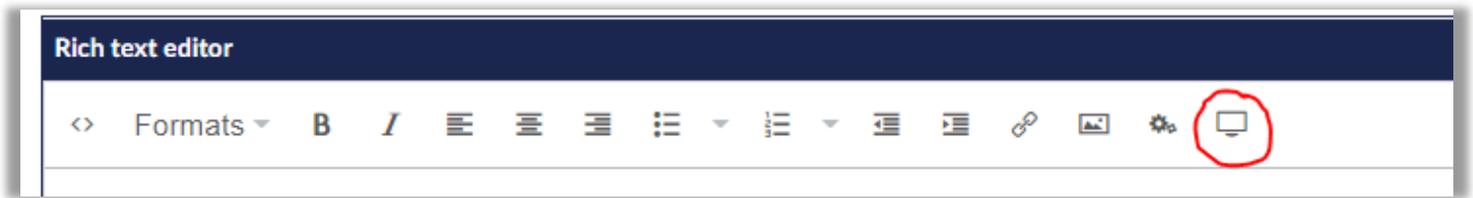


Note that the PDF is embedded and displays directly in the page. You can turn off that feature by ticking the “Hide PDFs” toggle. Doing so, the page will only show the list of attachments and not embed the pdf.

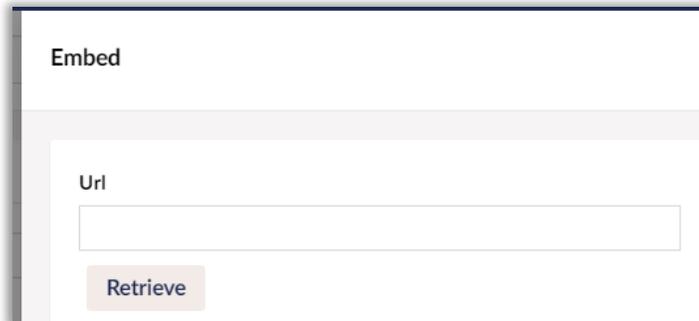


## Embedding Videos

You can embed videos into the content body section of your page in two different ways. First, in your Rich Text Editor, you can move your cursor to the place you want the video to appear and then click the Embed icon:



This will open a slideout where you can paste in the URL of your video:



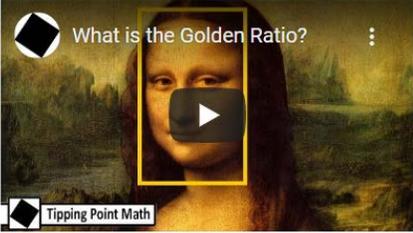
Note that the expectation is that your video exists on YouTube or Vimeo and you are just embedding it onto your page.

Once you paste in the URL then click "Retrieve" and you can see a preview of the video and set the Width and Height you want for it to display. Just leave the "Constrain" toggle on.

Embed

Uri

Retrieve



Width

Height

Constrain

Click Submit and your video will be embedded in your content.

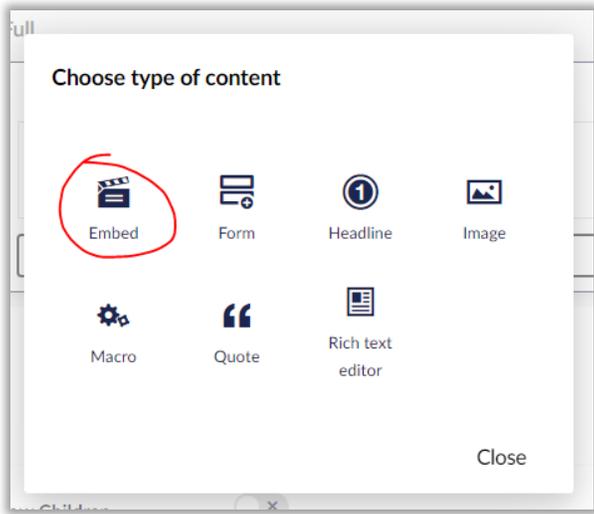
A second option is to add a new content item that is an Embed type. In this case, click the “Add content” button on the main body content editor:

Full

Sample Content

Add content

Then choose the “Embed” type:

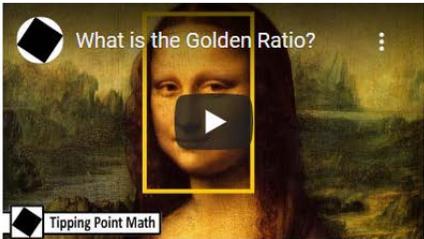


Then you'll get the same Embed URL slideout. Paste in your video URL and choose Retrieve. Set the options as before and choose submit.

**Save and Publish** to see your video on your page.

Home / Departments / Children and Family Services / Sample Program Name

Sample Content

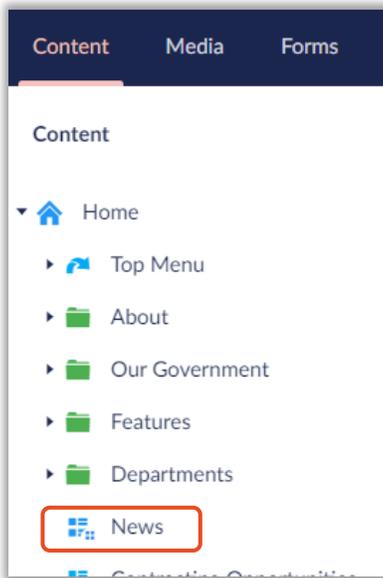


File	Type	Updated
<a href="#">CTUIR CEDS 2017 FINAL DRAFT</a>	pdf	9/10/2020 11:30:03 AM

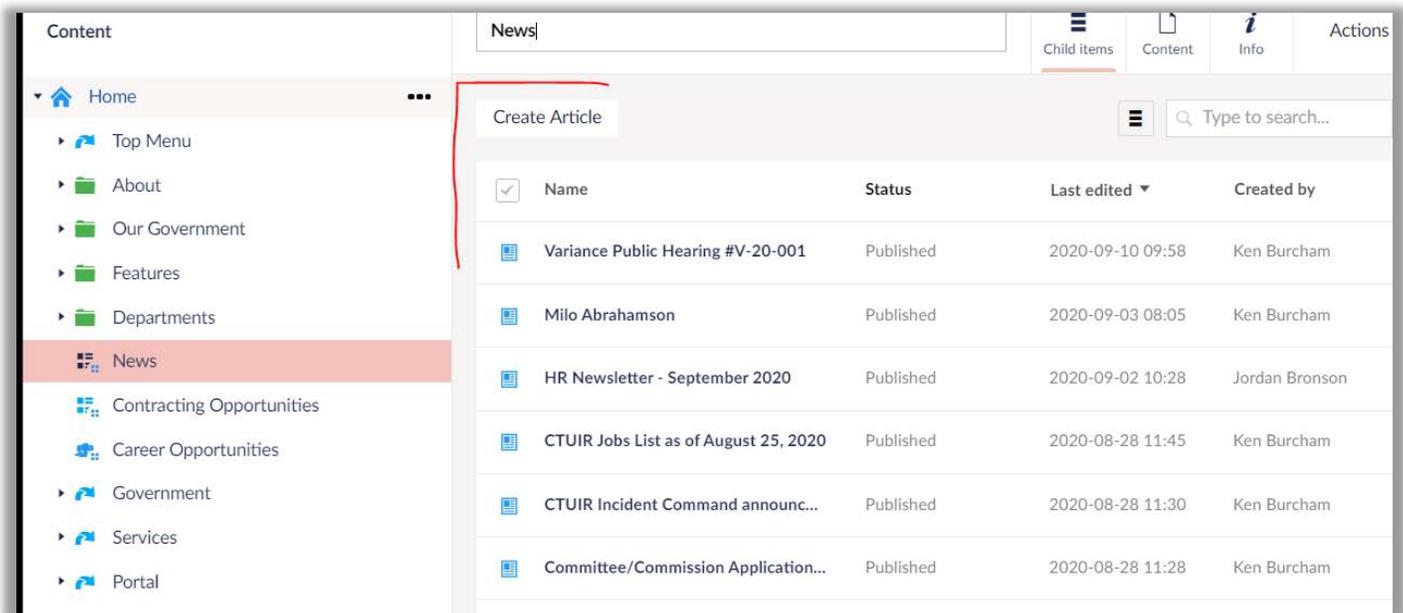
## News Articles

On the website, there is one news system for all departments. The most recent three news items are displayed on the home page and then all other news items are available on the main News page. Visitors can view news items that are posted to a particular department by clicking the department link on the news item. Also, every department has a sidebar with a link to a page that shows just that department's news items.

To create a new News article, click the "News" item on the content tree:



This displays a list of all news items in the system.



You can edit a news item by clicking on it in the list.

If you are in the group with editing news permission, you will see the Create Article button at the top of the page. To create a news item, click the “Create Article” button.

You must enter a Name (which will be used as the Title, unless you also enter a Title), an Article Date, and a Department. All other fields are optional, but the news item is most useful to visitors if more information is provided.

News items work very much like Content Pages above.

You can choose a “Main Image” to display as part of the news item’s header.

Choose “Full” on the “Add a row” section and then choose “Rich text editor” to fill in the body content of the news item.

Use the “Media Picker” to attach files you want to display with the news item. Note that you can choose “Hide PDFs” if you wish to turn off the automatic embedding of PDF attachments on the page.

You can enter “Tags” if you want to provide search keywords for this news item.

You can enter an “SEO” Meta Name, Description and Keywords that will be used by google (and other search engines) when displaying your news article.

Finally, you can tick the “Umbraco Navi Hide” if you want to hide this news item from showing up on the News page or tick “Hide from XML Sitemap” if you want to hide this News item from google (and other search engines).

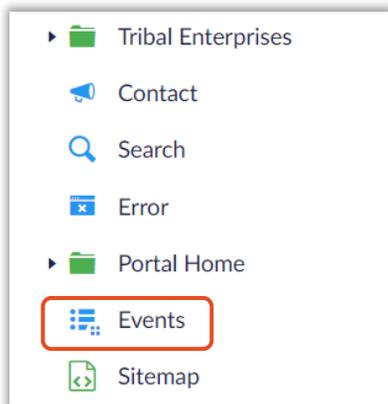
When you have filled in the news article content, click “Save and publish” for it to appear on the website.

NOTE – SCHEDULING A NEWS POST: You can also click the triangle next to “Save and Publish” and schedule the news article for automatic publishing at a future date.

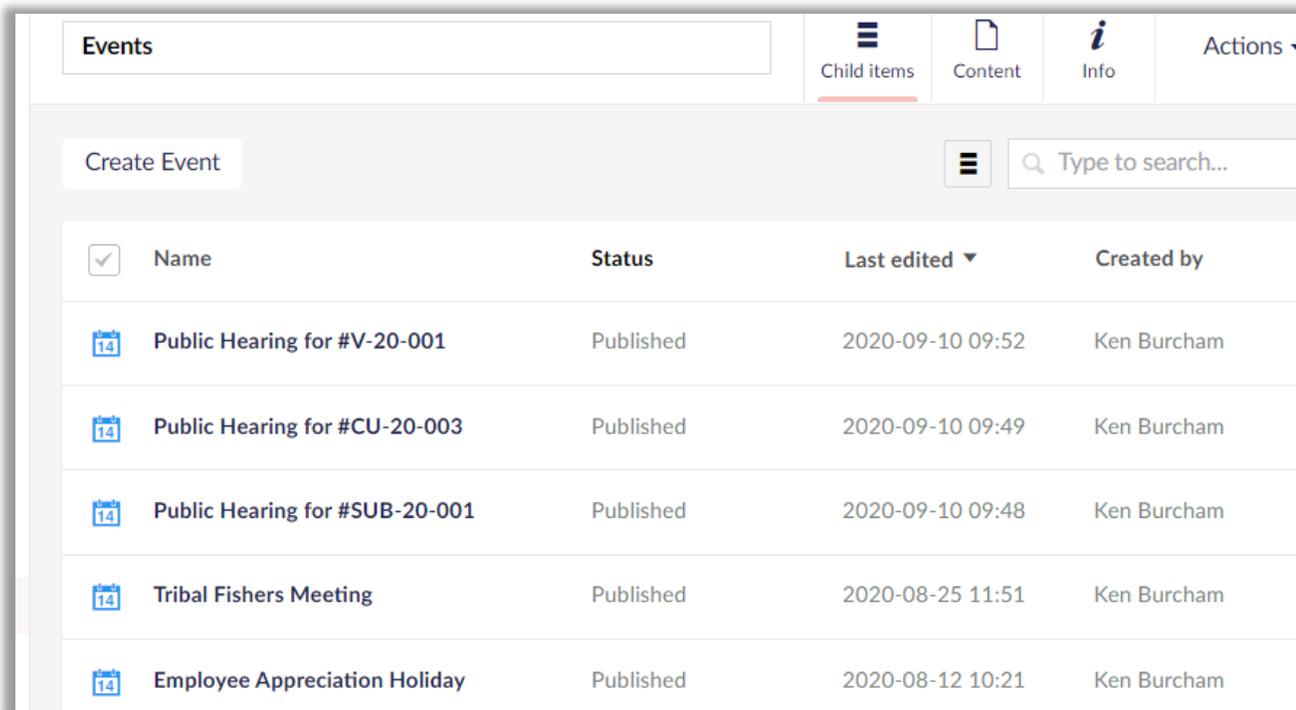
## Events

On the website, there is one event calendar for all departments. Visitors can view events as a list or in a calendar view. Visitors can also view events that are posted to a particular department or category by clicking the department or category link on the event item. Also, every department has a sidebar with a link to a page that shows just that department's events.

To create a new Event, click the "Events" item on the content tree:



This displays a list of all events in the system.



You can edit an event by clicking on it in the list.

If you are in the group with editing events permission, you will see the Create Event button at the top of the page. To create an event item, click the "Create Event" button.

You must enter a Name (which will be used as the Title, unless you also enter a Title), an Event Summary, Start Date/Time, Host Name, and Event Location. All other fields are optional, but the event item is most useful to visitors if more information is provided.

Event items work very much like Content Pages above.

You can add an Event Description by clicking “Add content” and choosing “Rich text editor” (as with content pages above). All of the usual content body options are available.

The Event Summary will be displayed with the Event Title on the list of events.

If you want, you can enter an End Date/Time, but it is not required.

Enter the Host Name of the entity or person hosting the event. You can optionally enter the host email and phone number.

You can choose an “Event Image” to display as part of the event item’s header.

Choose an Event Type and Event Department from the dropdowns. These will be displayed with the event and used to show “all events from Communications” for example.

Use the “Media Picker” to attach files you want to display with the event item. Note that you can choose “Hide PDFs” if you wish to turn off the automatic embedding of PDF attachments on the page.

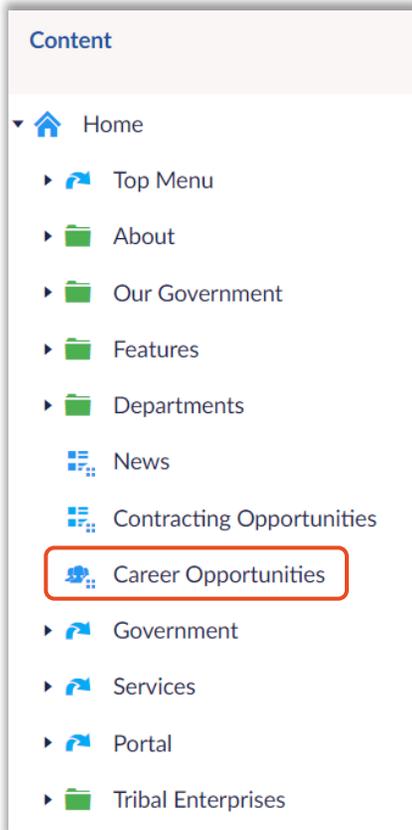
For the Event Location, enter the Location Name. You can optionally enter the Location Address and Location Details.

When you have filled in the event content, click “Save and publish” for it to appear on the website.

NOTE – SCHEDULING AN EVENT POST: You can also click the triangle next to “Save and Publish” and schedule the event for automatic publishing at a future date.

## Career Opportunities

To add Career Opportunities to the website, click the “Career Opportunities” content item on the main content hierarchy:



It will display the existing jobs in the system:

A screenshot of the 'Create Career Opportunity' page. At the top left is a button labeled 'Create Career Opportunity'. To its right is a search bar with the placeholder text 'Type to search...'. Below these is a table with the following columns: Name, Status, Last edited, and Created by. The table contains seven rows of job listings.

<input checked="" type="checkbox"/>	Name	Status	Last edited ▼	Created by
	Police Officer (3 positions) REVISED	Published	2020-08-28 13:34	Ken Burcham
	Tribal Attorney	Published	2020-08-28 13:33	Ken Burcham
	Economic Development Manager R...	Published	2020-08-28 13:32	Ken Burcham
	Technician I - Hatchery (Facility Wat...	Published	2020-08-28 13:31	Ken Burcham
	Forest Technician I (Fuels)	Published	2020-08-28 13:25	Ken Burcham
	Enviornmental Health & Safety Offic...	Published	2020-08-28 13:24	Ken Burcham

If you are in the group with permission to create new Career Opportunity items, the button “Create Career Opportunity” will appear at the top of the list. Click it to create a new item.

You must enter a Name (which will be used as the Title unless you fill in the Title field) and Article Date (the date of the posting). All other fields are optional, but obviously more information should be provided.

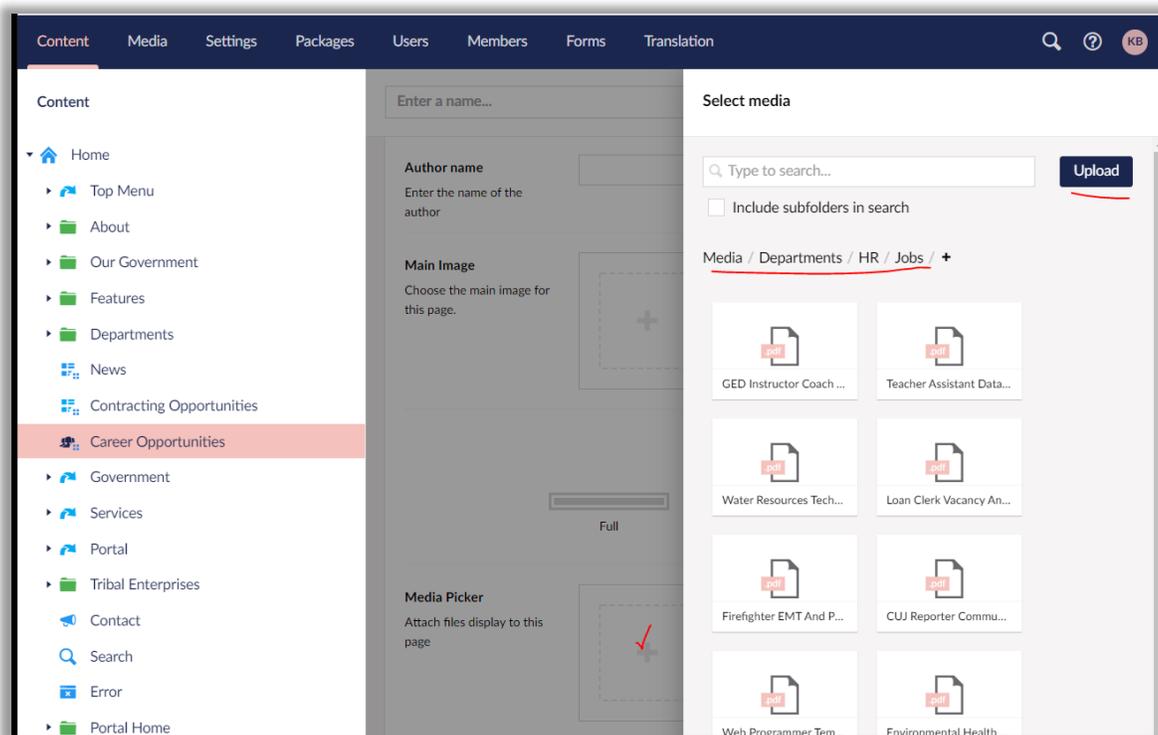
You can provide a Subtitle.

The “Author name” can be generic, such as “Human Resources” or the person posting the job opening.

The “Main image” can be provided and will display in the header.

You will likely want to choose “Full” from the “Add a row” section and choose “Rich text editor”. Then you can fill in the body content of this job posting.

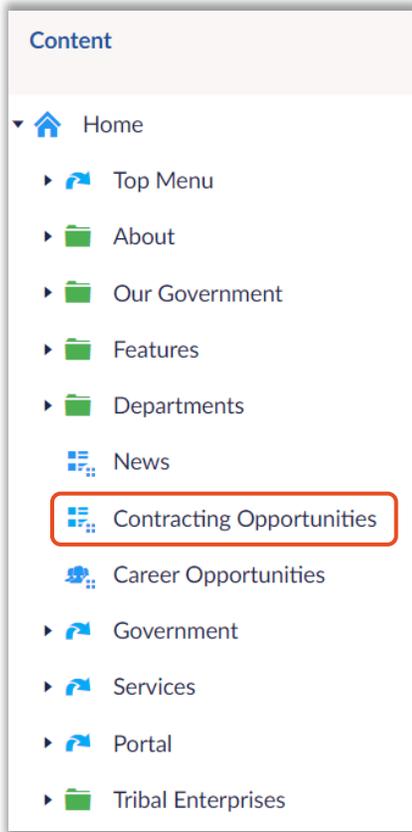
You can use the “Media Picker” to attach the job description for this position. The Media Picker works as explained above in the Content Page section. Choose the “+” sign and the slide out will appear to select media to attach. You should upload new job descriptions into the HR / Jobs media folder. Then select the file you uploaded and choose the “Select” button to attach it to the item.



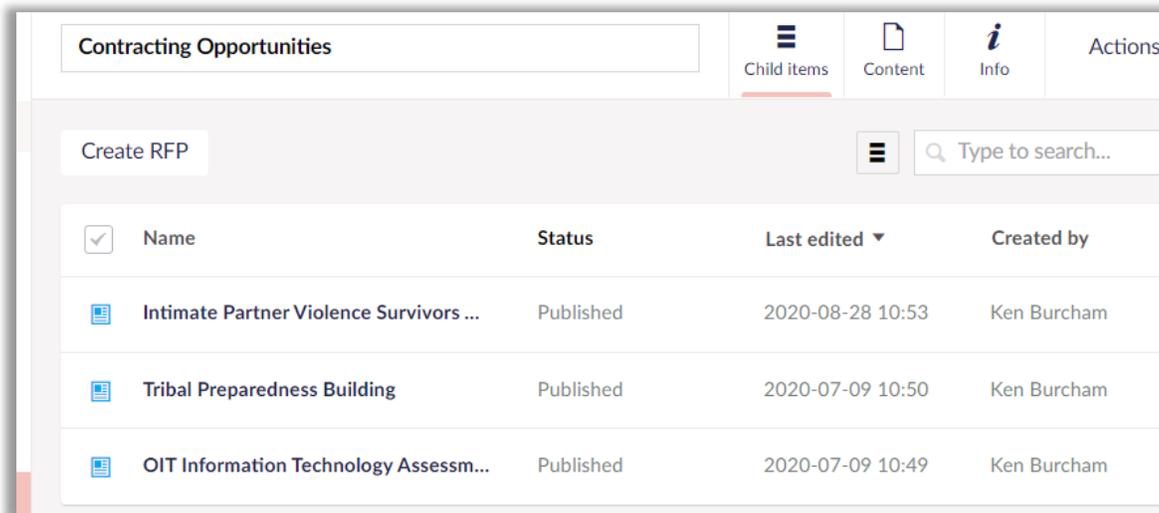
If you don't want the PDF to display automatically on the page, you can tick the “Hide PDFs” toggle.

## Contracting Opportunities

To add or edit Contracting Opportunities (RFPs, etc.), choose “Contracting Opportunities” from the main content tree:



The list of Contracting Opportunities will be displayed:



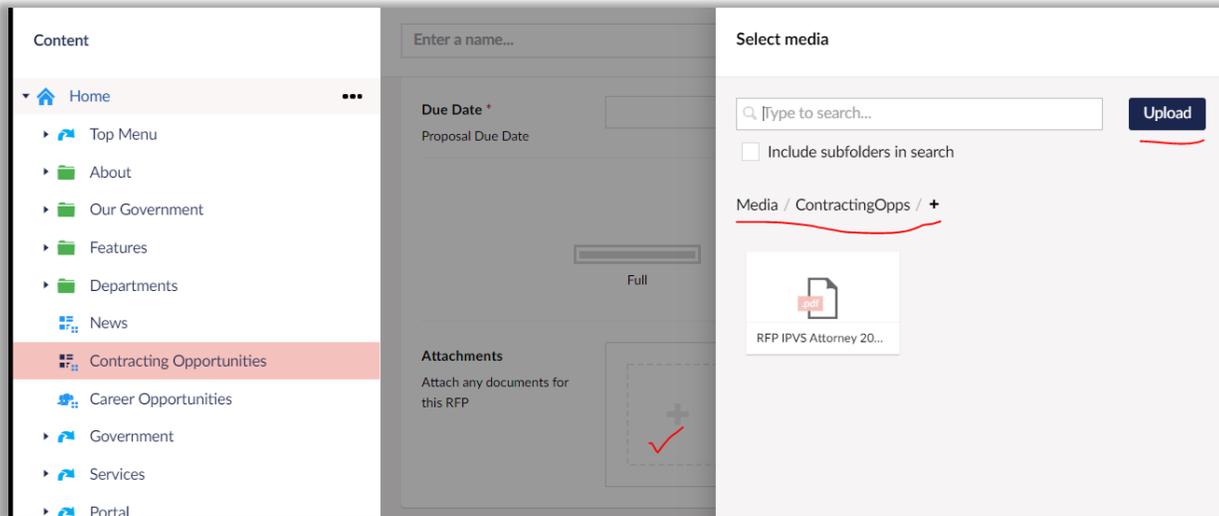
To edit an existing item, click the title in the list.

If you are in the group with permission to edit Contracting Opportunities, the “Create RFP” button will appear. Note that this button is for all Contracting Opportunities, not just RFPs.

You must enter a Name (this will be used as the Title of the page unless a Title is supplied). You must also provide an Open Date and Due Date.

Choose the “Full” layout of the “Add a row” section and then choose “Rich text editor” to provide the body content of the page. See above in the Content Page notes for more explanation.

Attachments can be added by clicking the “+” sign in the “Attachments” section. Files should be uploaded to the Media / ContractingOpps folder for easy organization.



Finally, you can tick the “Umbraco Navi Hide” if you want to hide this item from showing up on the News page or tick “Hide from XML Sitemap” if you want to hide this item from google (and other search engines).

Click “**Save and Publish**” to make your new page available in the Contracting Opportunities section.

NOTE – FUTURE SCHEDULING: If you like, you can click the triangle next to the “**Save and Publish**” button and choose to schedule the posting of the page for a future date.

## References