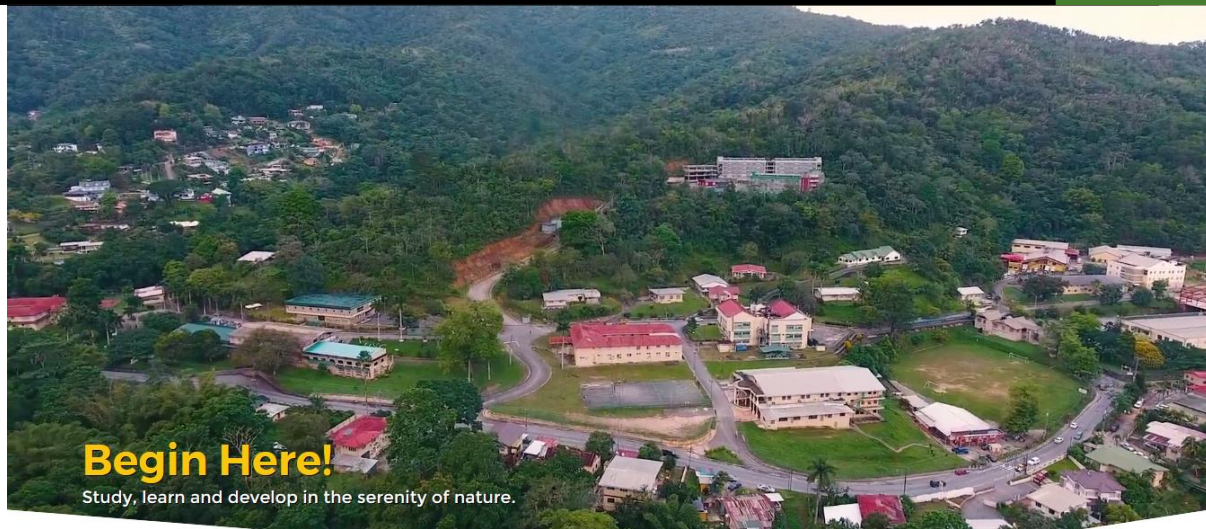


# WEBSITE GUIDE

For USC Subdomains sites



Prepared by Connell Hunte

This guide is created to assist departments  
managing content on subdomain sites

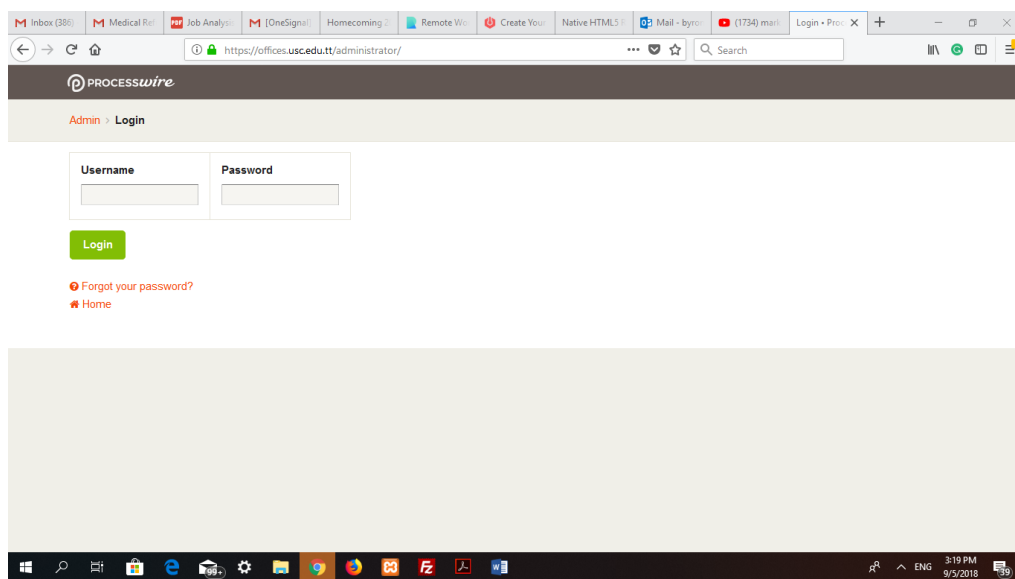
# Introduction

This guide has been created for those managing pages on a USC subdomain. General styling and writing guide may be found in the main Website management document or at <https://offices.usc.edu.tt/web-services/>.

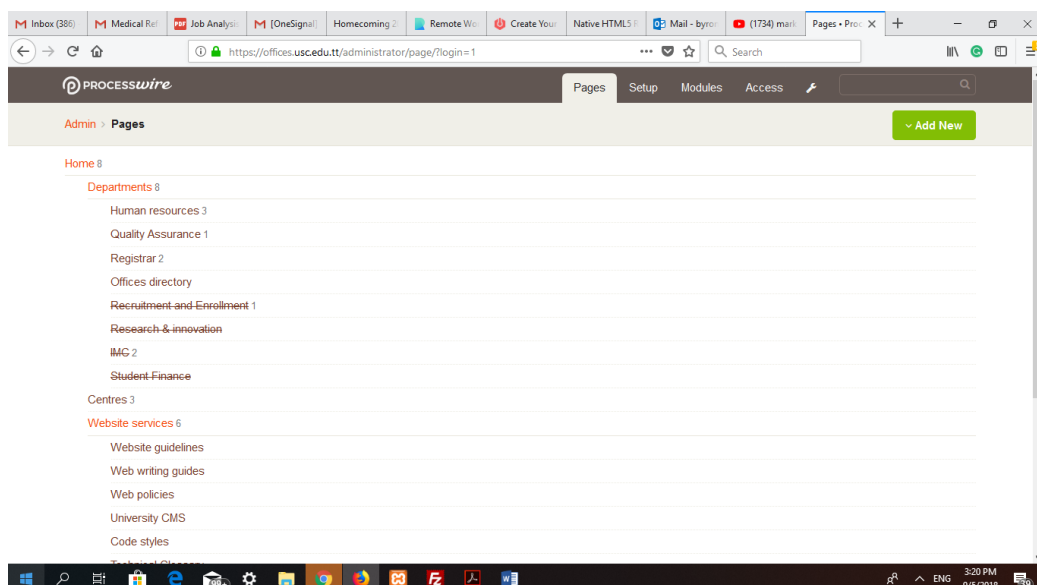
USC subdomain sites uses the ProcessWire Content Management System which has been configured for simplicity.

## Login in

To access, login to the subdomain at **subdomain.usc.edu.tt/administrator** e.g. <https://offices.usc.edu.tt/administrator>

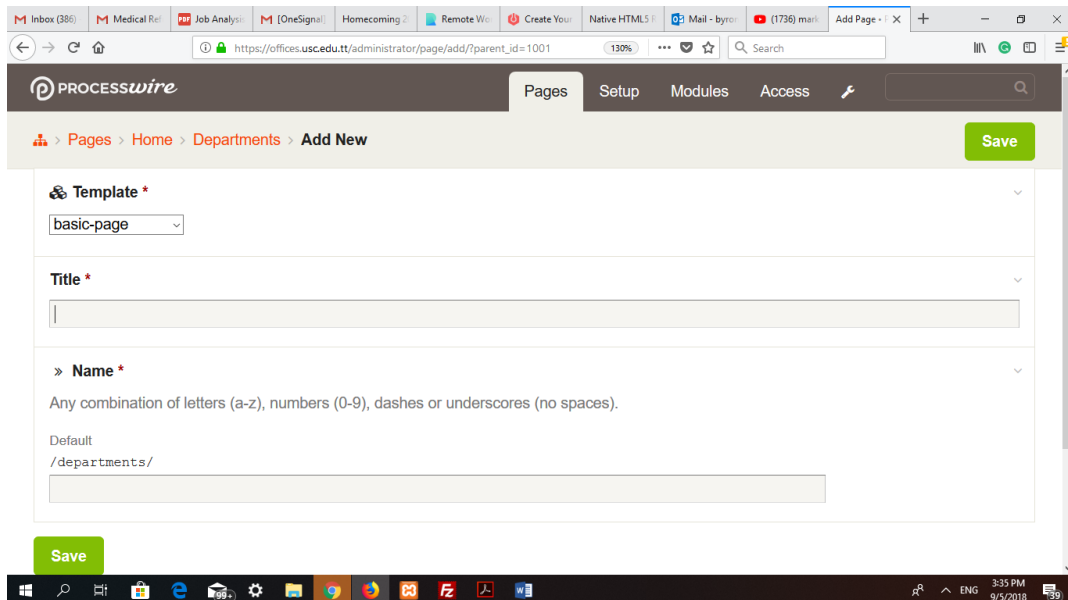


Once logged, simply navigate to the page/section of interest. Based on your credentials this will be your only option.



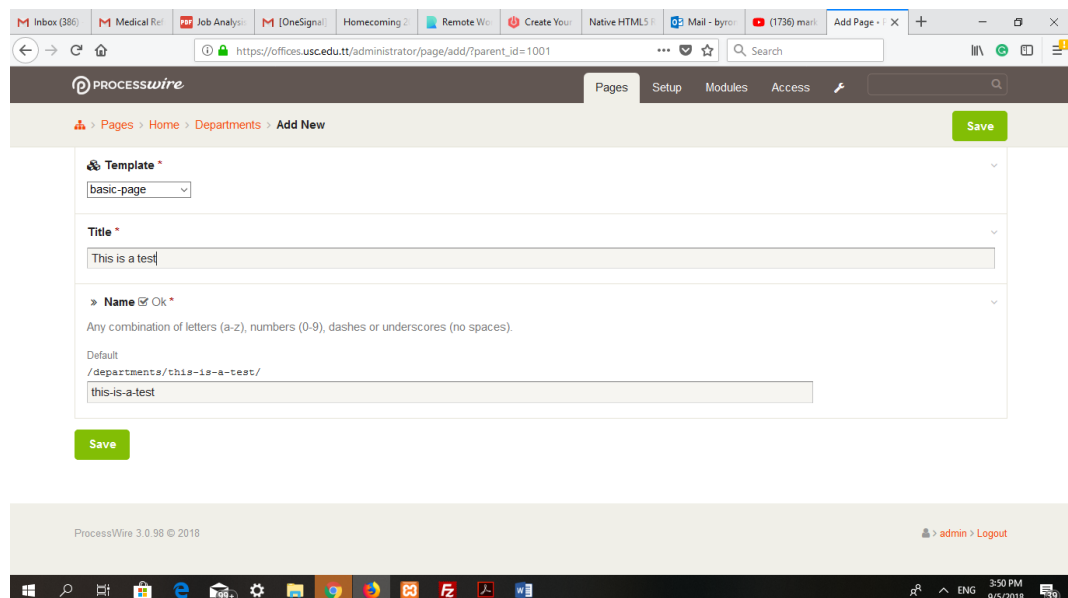
# Adding a new page

Adding a new page is easy but you MUST Choose the right template! Learn more about templates in our Content Guide. Typically, it will be a hero-page or a basic-page. When in doubt, use the basic page as this fits most cases.



The screenshot shows the 'Add New' page form in ProcessWire. The breadcrumb trail is 'Pages > Home > Departments > Add New'. The form has three main sections: 'Template \*' with a dropdown menu set to 'basic-page'; 'Title \*' with an empty text input field; and 'Name \*' with a text input field containing '/departments/'. Below the 'Name' field is a 'Save' button. The browser's address bar shows 'https://offices.uscedu.tt/administrator/page/add/?parent\_id=1001'.

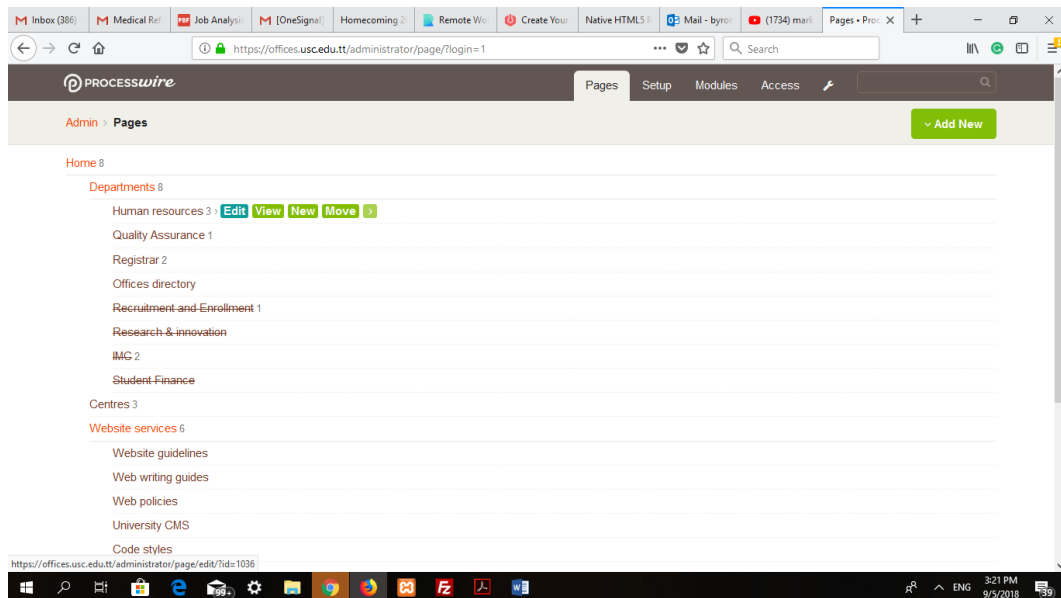
Enter a title and simply press save. If the page has a long title you can override the URL value which is typically auto created to whatever you want. Once created the page's editable regions will be accessible to the user.



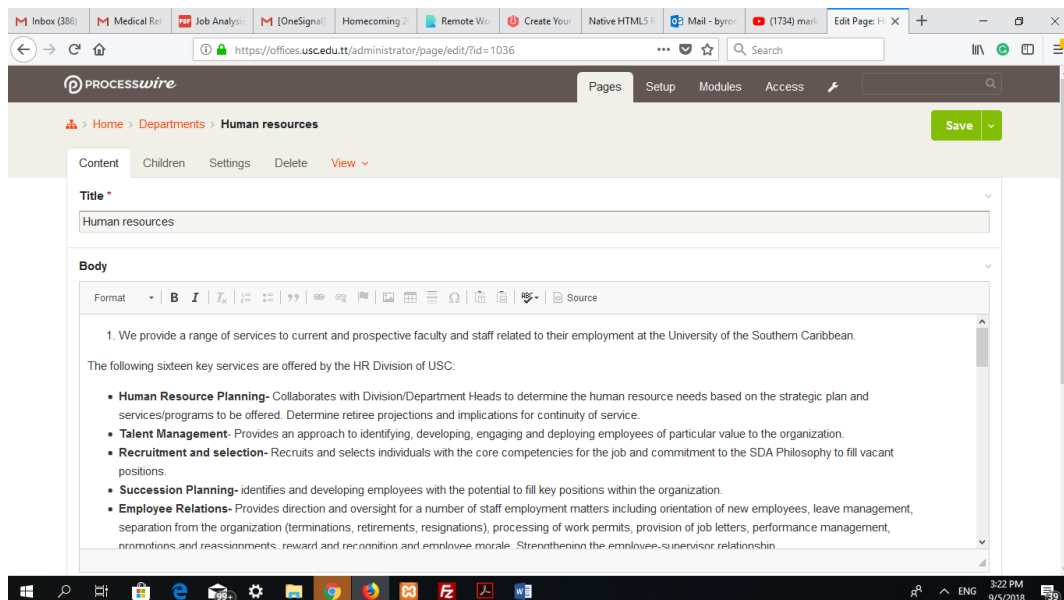
This screenshot shows the same 'Add New' page form, but now with 'This is a test' entered in the 'Title' field and 'this-is-a-test' entered in the 'Name' field. The 'Name' field is also labeled 'Ok \*'. The 'Save' button is still present. The browser's address bar now shows 'https://offices.uscedu.tt/administrator/page/add/?parent\_id=1001'. The footer of the page shows 'ProcessWire 3.0.98 © 2018' and a user 'admin' with a 'Logout' link.

# Editing an existing page

Editing an existing page is simply selecting the edit function for the page



Based on the template, various options will be open to users.

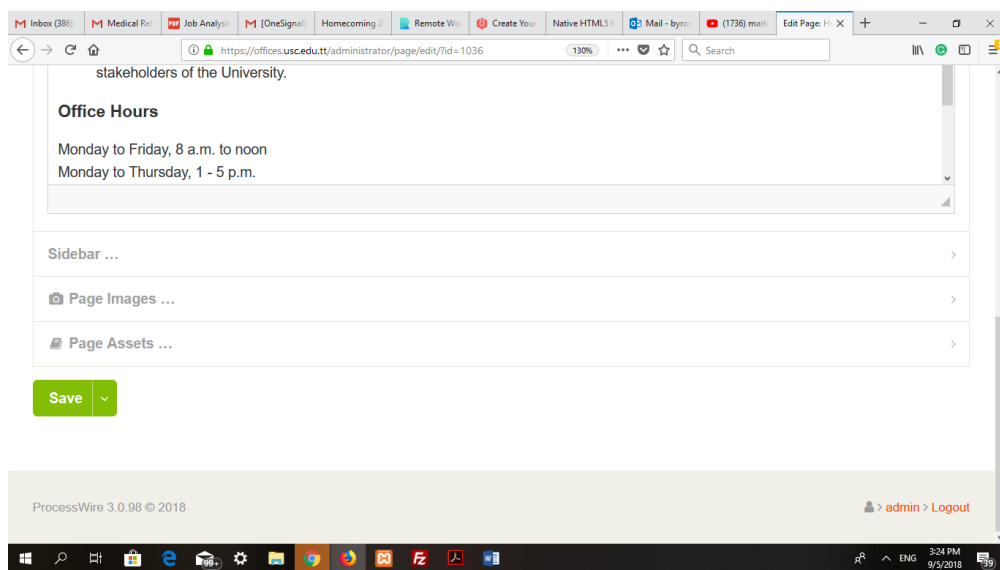


# Adding Assets

Assets are added based on what is needed.

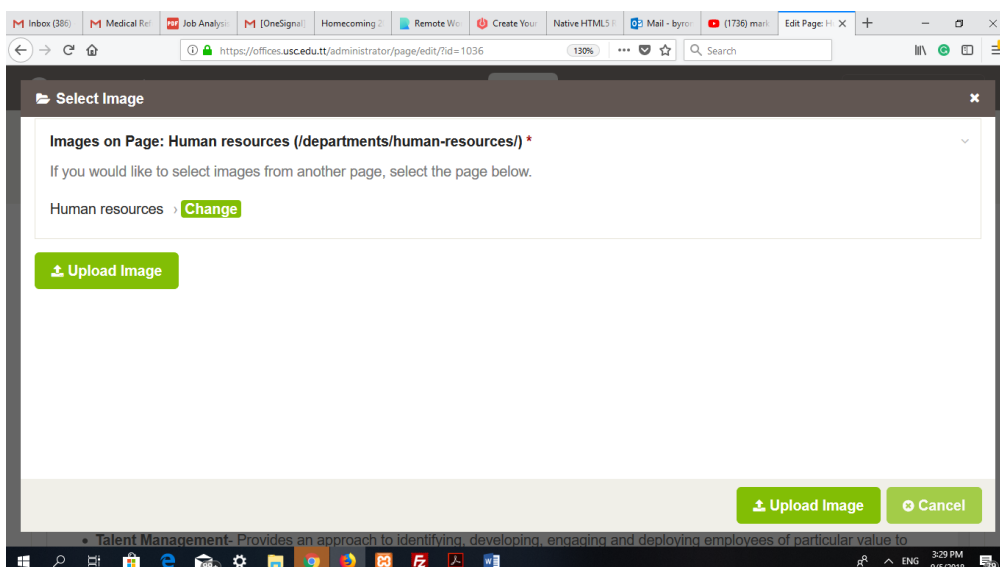
To **add an image**, simply open the Page Images tab and add upload. Files may be of the following type: gif, jpg, jpeg, png

To **add a file**, simply open the Page Assets tab and add upload. Files may be of the following type: pdf, doc, docx, xls, xlsx, gif, jpg, jpeg, png



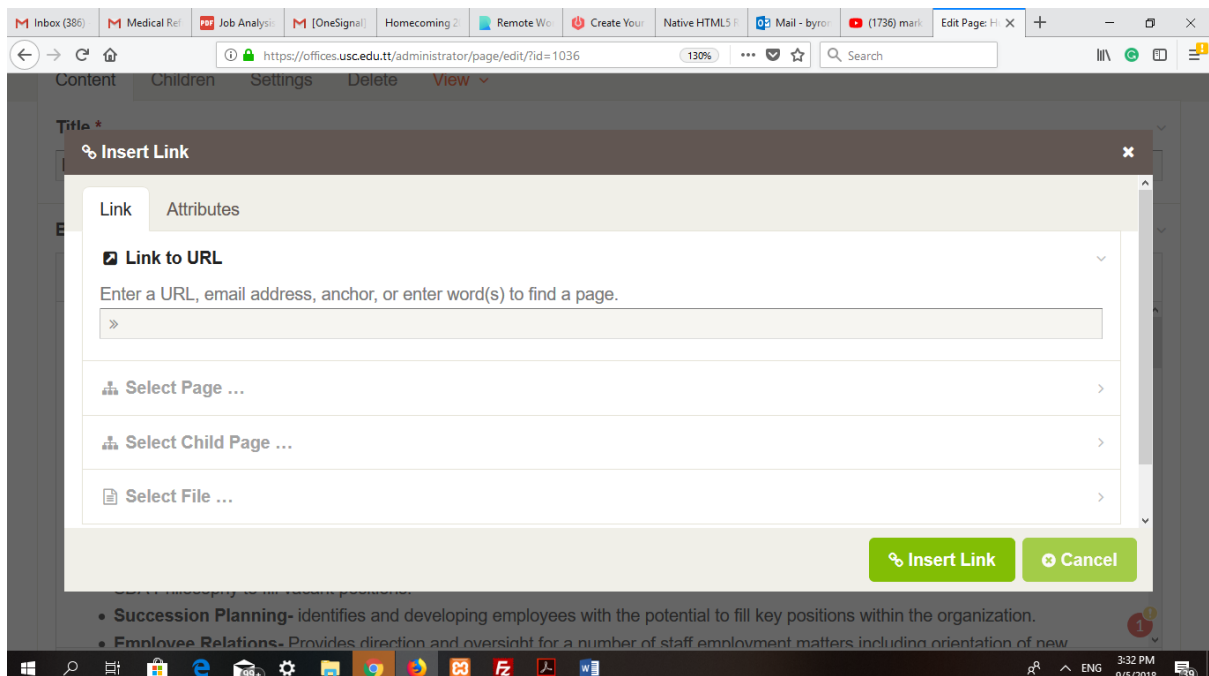
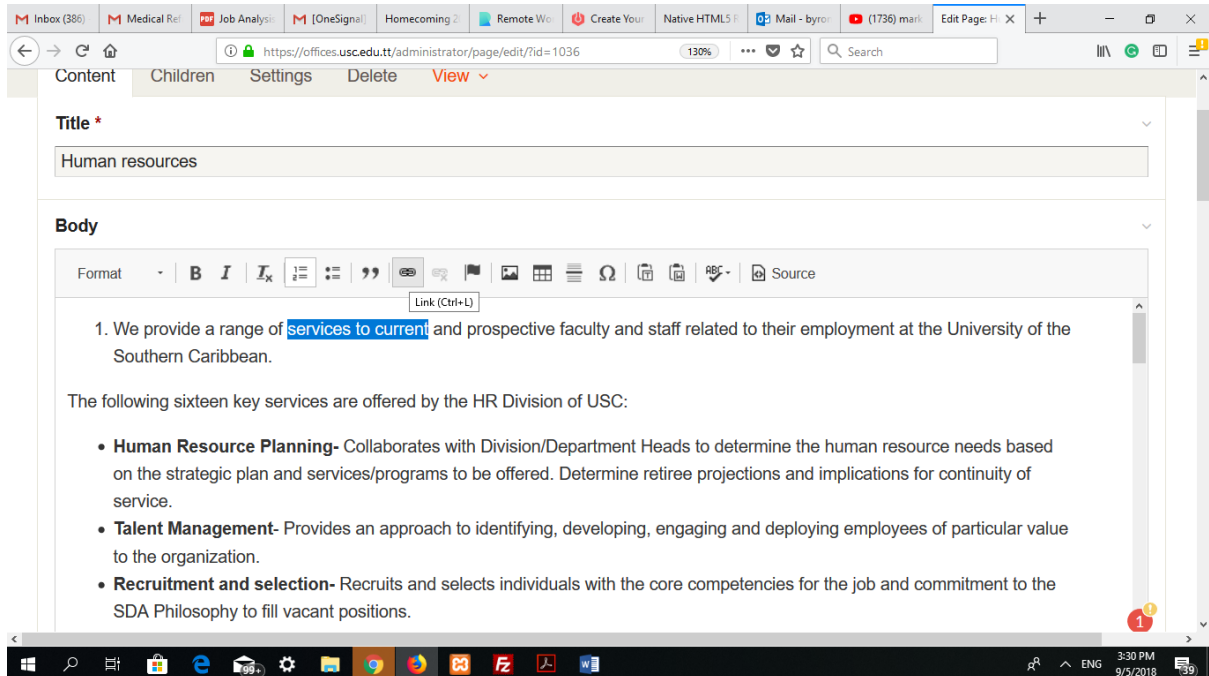
## Adding an image to a page

Once an image is uploaded, it can be placed on the page by simply clicking the image icon in the editor and selecting it. You can also upload an image at this point.



# Making a hyperlink to a file.

Once a file is uploaded, you can insert links. Simply select the text for the hyperlink and press the insert link icon, it can be placed on the page by simply clicking the image icon in the editor and selecting it. You can also upload an image at this point.



Links may be created to a PAGE, a URL or a FILE. URLS however must be explicit. Example of an explicit link is <http://usc.edu.tt/users.docx>.

# Styling

All styling should conform to our web content guide.