Website training
Websites - managed by CECS marketing

- https://cecs.anu.edu.au/
- https://eng.anu.edu.au/
CECS website top level pages

- Home
- About
- Study
- Research
- Engage
- Newsroom
- Events
- Alumni
- Contact

- People
- Current Students
- Staff
User Roles

- Administrator
- Editor
- Publisher
Access rights

• Administrator
  ➢ Site admins to install new modules and make larger configuration changes.
  ➢ Events are editable by the content owner and admin only.

• Editor
  ➢ Content Editors have permission to edit all site content which belongs to their team except events.

• Publisher
  ➢ Content publisher have permission to edit and publish all site content which belongs to their team.
How to login

- To login click on staff
- use your Horus username and password.
Your role as a content editor / publisher

My Dashboard
- My Content
  - My Authored content
  - Workbench content
  - Events
- Create Content
- File List
- My Section
- My Drafts
- Needs Review
Content types

- Staff Announcement
- Event
- Internal
- Internal Document
- Internal Meetings
- Person
How to create an staff announcement

- Go to https://cecs.anu.edu.au/staff and login
- Click on the My Dashboard menu in the top left hand corner
- Click on the create content tab at the top of the page
- Under the create content header you will see the different content types you have access to add, edit and publish
- Select the 'Staff announcement' content type to create a new entry.
How to edit / add text - hyperlink

- Copy and paste
- Use Eraser to take out the formatting
- Use headings. ex- H2, H3, H4
- Use paragraph,
- Use short sentences and paragraphs
- Avoid needless repetition.
- Use bullets and numbered lists
- Use images, diagrams, or multimedia to visually represent ideas in the content
ANU Writing style guide

• ANU WebStyle, Grammar and Syntax
• ANU capitalisation
• Numbers
• Dates
  – Thursday 17 March 1917 (no commas)
  – 12 May, unless directly quoting someone saying “May 12”
  – Do not say 12th of May.
• Time
  – 10.30am not 10:30am.
  – 2–4pm not 2 – 4 pm etc. Use an en dash to show duration, not “to” (that is, 2–4pm not 2 to 4pm).
• Postgraduate - One word. No hyphen, no space. No capital.
• Professor - Spell out in full, never ‘Prof’

https://services.anu.edu.au/marketing-outreach/storytelling-writing/writing-style-guide
How to upload an image
How to upload a file

**ATTACHMENT**

**Add a new file**

**Upload | File browser**

Choose File | No file chosen

Upload

Files must be less than **10 MB**.
Allowed file types: **txt doc docx xlsx xls pdf jpeg jpg png gif**.
Reviewing changes and Publishing

Authoring information
By us419104 on 2018-11-27 14:57:36 +1100

Publishing options
Draft (Current)

Moderation state
Draft (Current)
Set the moderation state for this content.

Authoring information
By us419104 on 2018-11-27 14:57:36 +1100

Publishing options
Published

Moderation state
Published
Set the moderation state for this content.
How to create Events

- Click on the create content tab at the top of the page
- Under the create content header you will see the different content types you have access to add, edit and publish
- Select the ‘event' content type to create a new entry.

Source Domain: Please DO NOT CHANGE the source domain. It should be set to “Use active domain” at all times.

**Primary Image**
This image will appear pre-formatted on the event page. Recommend image size: 440px x 250px
Primary image is needed to show the event on News & Events page.

**File Information**
- Alternate text
  - 2018 ANU graduate with friends
  - This text will be used by screen readers, search engines, or when the image cannot be loaded
• Website “FAQs and How to” section
  ➢ https://cecs.anu.edu.au/staff/website-help
  ➢ https://cecs.anu.edu.au/staff/website-help
  ➢ https://cecs.anu.edu.au/staff/website-help#edit-your-people-page
  ➢ https://cecs.anu.edu.au/staff/website-help#add-an-event
  ➢ https://cecs.anu.edu.au/staff/website-help#add-a-staff-announcement-for-newsletter

• Q&A