

Content Types

Unlike coding straight HTML, the Web CMS uses pre-defined and pre-formatted content types that you add your content to.

While this does mean there is less initial flexibility for designing the look and feel of a particular page or sub-site (see [Sub-Site Homepage Layout](#)), it allows the college to present a unified and consistent appearance to our visitors, regardless of where they are within the site.

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List of Editable Content Types

- [Accordion Pages](#)
- [Audio \(Embedded\)](#)
- [Catalog Degree Supplemental](#)
- [Department Carousel Slides](#)
- [Department Contact Block](#)
- [Department Information Blocks](#)
- [Department Navigation Additional Links](#)
- [Events](#)
- [Faculty](#)
- [Galleries \(Image Collections\)](#)
- [Gallery Images](#)
- [Location & Hours](#)
- [News Items](#)
- [Office Hours](#)
- [Office Hours Exceptions](#)
- [Pages](#)
Including: Advising, Departments, Financial Aid, Outreach, Overview, Programs, Research, Services, etc.
- [People](#)
- [Social Dashboard Links](#)
- [Staff](#)
- [Video \(Embedded\)](#)
- [Webforms](#)
Including: Contact Us

Pre-Created Pages (Sub-Site Navigation)

Several [Page](#) content types (plus **Contact Us**, which is a [Webform](#)) are created by default when a sub-site is created, depending on whether or not the site is for an academic group. These pages make up the list of links in a group's Sub-Site Navigation (in the left column of a group). The majority of these pages are not published when the site is created, however, and their links will not appear in the left-side navigation until the pages published.

To edit and publish these pages, you must go to the [Content List](#), filter on the "Page" **Type**, click on the desired page, and edit/publish as desired.

The following table shows which items are created by default for each group type, and which of those content areas are published.

Academic Sub-Site	(published by default)		Non-Academic Sub-Site	(published by default)
Home*			Home*	
Overview			Overview	
Departments			Departments	
Programs			---	
Degrees & Certificates*			---	
Course List			---	
Financial Aid			---	
Advising			---	
Research			---	

Outreach			---	
Services			Services	
People*			People*	
Location & Hours			Location & Hours	
Contact Us			Contact Us	

* Asterisks indicate aggregate views, or pages that are collections of other types (e.g., there is no editable 'Degrees & Certificates' content type. Instead, that page automatically pulls in all the published Degrees & Certificates items, listing it alphabetically).

Admin Tools menu

The **Admin Tools** menu appears in the right column and provides quick links for creating new content (to edit existing content, navigate to desired item as normal or go to the [Content List](#) to search for the content).

- [Group Home](#) [links to group's landing page]
- [Group Member List](#)
- [Group Content List](#)

- [CMS Documentation](#) [new window link to this manual]
- [Create Catalog Degree Supplemental](#)
- [Create Department Carousel Slides](#)
- [Create Department Information Blocks](#)
- [Create Embedded Audio](#)
- [Create Event](#)
- [Create Faculty](#)
- [Create Gallery](#)
- [Create Gallery Image](#)
- [Create News Item](#)
- [Create Office Hours Exception](#)
- [Create Page](#)
- [Create Social Dashboard Links](#)
- [Create Staff](#)
- [Create Webform](#)
- [Create Embedded Video \(YouTube\)](#)