John Jay College

CMS Manual (V.1)

(For Content Administrators)
To Login to the Drupal CMS, visit
https://www.jjay.cuny.edu/user/login
using your John Jay email username and password
(i.e. if my email address is johndoe@jjay.cuny.edu, then my username is johndoe and your password is what you use to access your emails or in most cases to log into your desktop at the College.)
The maximum size of an image’s width in pixels should not exceed 200 pixels.

These modules are added via the “Main Content Modules (T1)” Text Editor Box. Images should not exceed 200 pixels in width.

The maximum size of an image’s width in pixels should not exceed 700 pixels.
The maximum size of an image’s width in pixels should not exceed 200 pixels.

This content is added in the "Body" section.

The maximum size of an image’s width in pixels should not exceed 450 pixels.

This content is added in the “Right Column T2” section and the maximum width of an image should not exceed 200 pixels.
The maximum size of an image’s width should not exceed 200 pixels.

This text is added in the “Body” section.

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Once you log-in, what you will see...
CREATE PAGE

Title *

Summary (Hide summary)

Disregard. This is not being used at the moment.

Body

Paste from MSWord
Insert an Image
Spell Checker
Insert a YouTube

Here you select the Template you want to use for the webpage. (Note: If you switch to another template, you will not lose the info in the other fields.

The image you upload here, will be displayed on the T1 page and not on this page. Speak with Anh Phan (x4577) for better explanation.

The “Body” This is viewed on all templates

Content will appear in the left column of the site for T1, T2 & T3 templates.

Also, modules for the left can be added here as well.

Content will appear in the right column of the site for T2 templates only.

Also, modules for the right can be added here as well.
Provide your webpage with a title that will appear on the menu listing.

Here you decide how high or low in the listing of menu items the webpage will be displayed in. (ranges from -50 to 50. The lower the number, the higher in the rankings it appears)

Change the URL of the page (Provided it is not taken)
If you need assistance editing, updating, creating or just simply need HELP!!! ...

Please contact Ms. Anh Phan in the Marketing and Development Department at aphan@jjay.cuny.edu or 646.557.4577.