

# Sitefinity Manual

Webmasters

University of Vermont College of Medicine

Medical Communications

# Table of Contents

Basics .....	2
Navigating to the Website .....	3
“Actions” .....	4
“Titles & Properties” .....	5
Creating a New Page .....	6
Editing a Page .....	7
Adding Content .....	10
Links & Images .....	11
Adding News .....	14

## BASICS

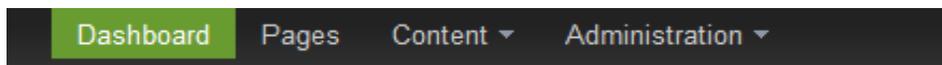
As a Webmaster, you have the ability to access the “back end” of your department’s UVM College of Medicine website to edit what your audience sees on the “front end” of the site.

To login to Sitefinity, go to Internet Explorer when possible and enter <http://contentmanager.med.uvm.edu/Sitefinity> and use your UVM College of Medicine credentials\*.

\*Use your COMIS user name and log in when possible. If you have an m#, please contact Medical Communications if you would prefer to use your m# as your log in credentials.

When using your m#, add FAHC\ prior to your m#.

You will be brought to the Dashboard, where recent items that you have edited will be displayed. At the top of the screen you will see a navigation bar, shown below. You will primarily be working in **Pages** and **Content**.



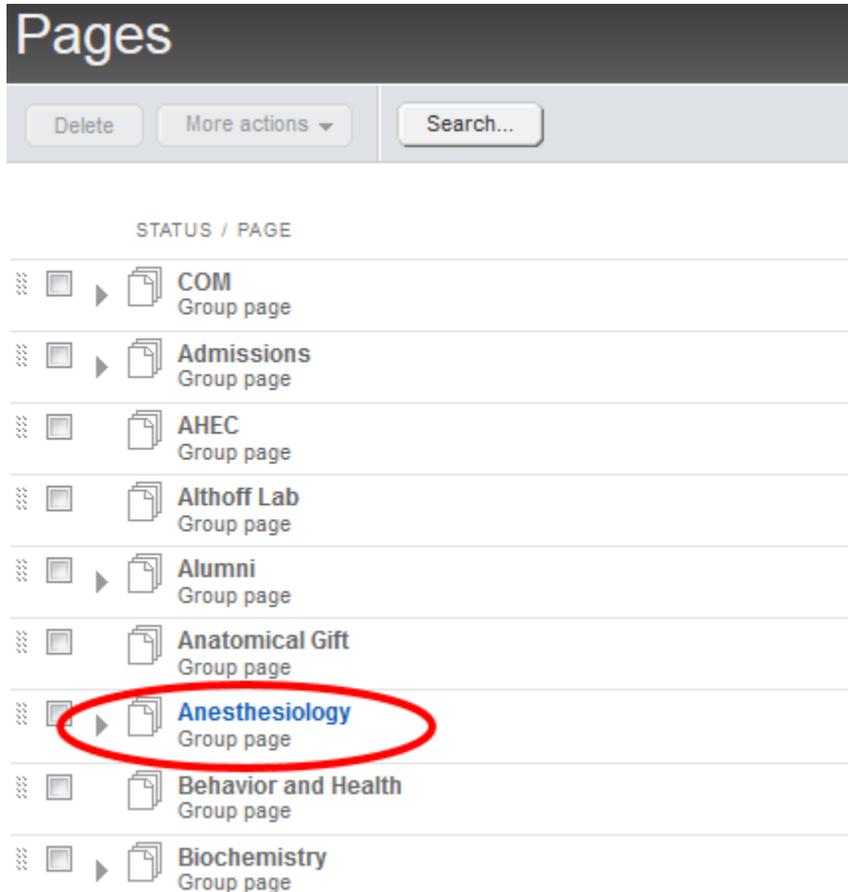
**Pages:** Holds every College of Medicine website and the pages that populate it. Your website has their own group of pages that only you and the administrators can access, and you cannot access any other website.

**Content:** Holds image and document libraries, news, blogs, events, etc. Your website has their own library for each of these categories that only you and the administrators can access.

## NAVIGATING TO THE WEBSITE

Click **Pages** to locate your website.

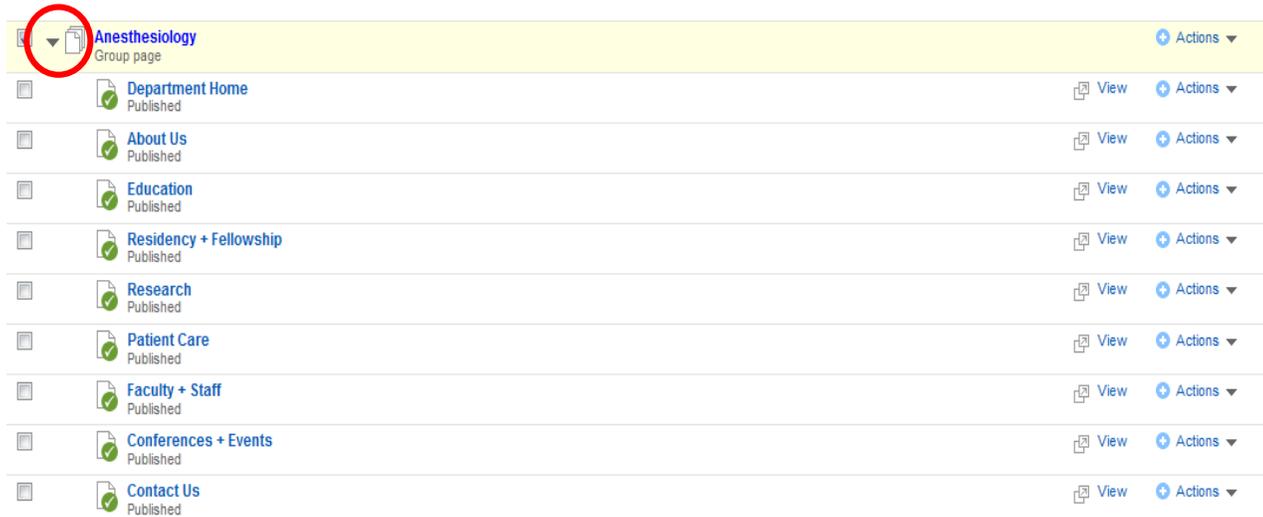
Listed are all of the websites that the College of Medicine manages. Notice that you are only able to click on your own website, highlighted in blue. This is the group page of your site (think of it as a folder) that holds all the pages that make up your website. Click on this group page, in this case Anesthesiology.



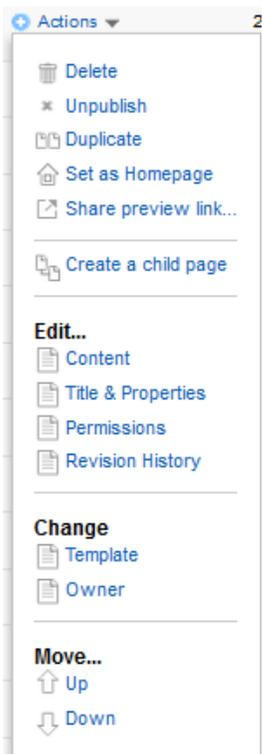
The screenshot shows a 'Pages' interface with a dark header and a light gray toolbar containing 'Delete', 'More actions', and 'Search...' buttons. Below the toolbar is a table with the following columns: 'STATUS' (represented by a square icon) and 'PAGE' (represented by a folder icon). The table lists several group pages, with 'Anesthesiology' highlighted in blue and circled in red.

STATUS	PAGE
	<b>COM</b> Group page
	<b>Admissions</b> Group page
	<b>AHEC</b> Group page
	<b>Althoff Lab</b> Group page
	<b>Alumni</b> Group page
	<b>Anatomical Gift</b> Group page
	<b>Anesthesiology</b> Group page
	<b>Behavior and Health</b> Group page
	<b>Biochemistry</b> Group page

On the **Pages** screen, select the arrow located to the left of your group page. This will drop down a list of all the pages that currently make up the website.



There are several options here. If you select the page directly, it will bring you into **Edit** mode, discussed below. If you select the **View** button to the right, you'll be viewing this page as your audience will see it from the front end. If you select the Actions button, this dropdown menu will appear:



**Delete:** You will not be able to delete any pages. To have one delete, [contact me](#).

**Publish/Unpublish:** If a page isn't published, click here to publish it. If it's already published but you want it taken down from the site, click here to unpublish.

**Duplicate:** Use this option to create a new page that has similar layout elements as this page.

**Set as Homepage:** Do not use.

**Share preview link:** Use if you want to send your webpage to someone to review, like [myself](#) or the Chair of your department.

**Create a child page:** A child page is one that is listed under a page, so use this option if you want to create a submenu.

**Content:** Edit the information listed on the page.

**Title & Properties:** Edit the Title, URL, etc, discussed above.

**Permissions:** Do not use.

**Revision History:** This shows you all of the changes that's happened to the page since it was first created

**Template:** Do not use.

**Owner:** Do not use.

**Move Up/Down:** This allows you to reorder the pages, or you can simply click and drag them into place.

### Click on your department name

You are currently on the “**Titles & Properties**” screen for this group page. Notice that this page is at the top level and is used only to group other pages, noted by the checkboxes. Also note the URL.

[← Back to Pages](#)

## Edit a page

This is a group page and does not have its own content. This type of page can be used only to group other pages.

**Name**  
  
Displayed in navigation. Example: *About Us*

---

**Put this page...**

At top level  
 Under parent page...

---

**URL**  
/ anesthesiology

Enable multiple URLs for this page...

---

Show in navigation  
 Use this page only to group other pages  
This page doesn't have its own content and redirects to the first subpage  
 This page redirects to another page  
This page doesn't have its own content and redirects to another page in the website or to an external page

---

▶ **Advanced options** (*Caching, Head tags*)

[Back to Pages](#)

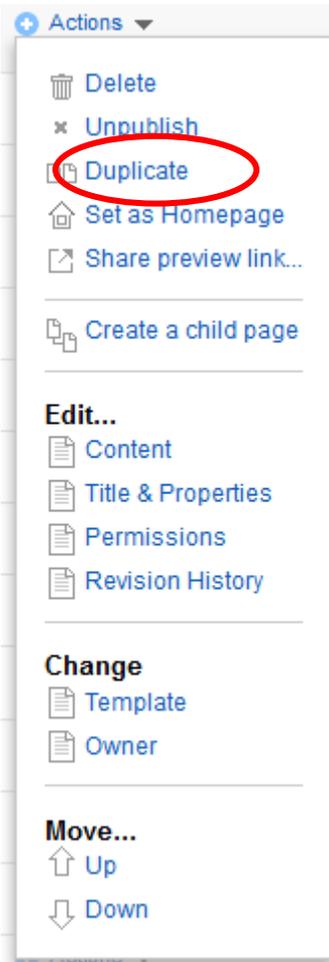
**Save Changes!**

## CREATING A NEW PAGE

To create a new page, duplicate an existing page that has a layout similar to one you want for this new page.

Duplicating a page allows you to maintain all of the properties that have already been established for each of your pages. Under **Actions** select **Duplicate**.

You'll be brought to the **Titles & Properties** for the new, duplicated page, and there's only a couple things you'll want to change on here.



➤ I've duplicated the About Us page, so change the name to the new page name.

➤ The URL will change to whatever you name the page, but this can often be too long for a URL. Click the **change** button to edit the URL to something more concise. **\*NOTE: We use underscores \_ instead of hyphens –**

### Duplicate a page

**Name**  
About Us  
Displayed in navigation. Example: About Us

Duplicate child pages as well

**Put this page...**  
 At top level  
 Under parent page...  
Anesthesiology Change

**URL**  
/anesthesiology/about-us Change

Enable multiple URLs for this page...

Show in navigation

Use this page only to group other pages  
This page doesn't have its own content and redirects to the first subpage

This page redirects to another page  
This page doesn't have its own content and redirects to another page in the website or to an external page

- If you want this new page to be displayed in the navigation, check the **Show in navigation** box. Otherwise uncheck this.
- For the **Title for search engines**, replace the information duplicated to the title of the page. For instance, if I were creating a Research page, I would change this to read “UVM College of Medicine Department of Anesthesiology Research”
- The template is perfect as is, so **DO NOT** change this.
- **Create and go add content**

The screenshot shows a form for creating a new page. It is divided into several sections:

- Title for search engines:** A text input field containing "UVM College of Medicine Department of Anesthesiology About Us". A red arrow points to the end of the text. Below the field, it says "Displayed in browser title bar and in search results. Make it more descriptive. Less than 70 characters are recommended".
- Template:** A section with the heading "Template (You can change it later)". It has two radio buttons: "Use template" (which is selected) and "Don't use template (start from scratch)". Under "Use template", there is a preview of a template with a red box labeled "Custom" and the text "Anesthesiology Internal". Below the preview is a button "Select another Template".
- Description, Keywords:** A section with the heading "Description, Keywords (for search engines only)".
- Advanced options:** A section with the heading "Advanced options (Caching, Head tags)".
- Buttons:** At the bottom, there are three buttons: "Create and go to add content" (with a green checkmark icon and a red arrow pointing to it), "Create and return to Pages", and "Back to Pages".

## EDITING A PAGE

To edit a page, simply click on the page name to select it and edit.

This is the **Edit** screen:

Research Draft saved at 11:28 AM

[Publish](#) | [Save as Draft](#) | [Preview](#) | [More actions](#) | or [Back to Pages](#)

[Title & Properties](#) | [Revision History](#) | [Content](#) | [Layout](#)

[Go](#)

## Department of Anesthesiology

COLLEGE OF MEDICINE

[Department Home](#) | [About Us](#) | [Education](#) | [Residency + Fellowship](#) | [Research](#) | [Patient Care](#) | [Faculty + Staff](#) | [Conferences + Events](#) | [CONTACT US](#)

**About Us**



**Message from the Chair**

Our mission is to provide state-of-the-art anesthesia services to our patient population, provided in an atmosphere of commitment to patient care, education and research.

The Department of Anesthesiology has a long tradition of providing excellent clinical care to our patients. In addition to our clinical work, we provide extensive service to the university and hospital community. Our 40 attending anesthesiologists have a wide array of training backgrounds and clinical interests; most have been fellowship trained and represent the full spectrum of available fellowships in clinical anesthesiology today. Our attending staff works as part of a team that includes 16 certified nurse anesthetists and 6 anesthesiology assistants and delivers more than 25,000 anesthetics per year.

Education – including our resident training and medical student education programs – is a top priority in our department. Our faculty members deliver skills training, lectures and direct hands-on learning in the operating room for UVM medical students. In addition, we also support students from other medical schools throughout the country who rotate with the department.

We are proud of our department's rich history and humble beginnings, which Associate Professor Joseph Kreutz, M.D., a pediatric anesthesiologist, has traced back to the turn of the 20th century. Dr. Kreutz has produced a video on this history and also publishes an anesthesiology newsletter quarterly, which highlights current activities within our department.

**Annual Report**

- [2013 Year in Review](#)

**Department Newsletter**

- [Spring 2007](#)
- [Summer 2007](#)
- [Fall 2007](#)
- [Fall 2008](#)
- [Winter 2008](#)
- [Spring 2009](#)
- [Fall 2009](#)
- [Spring 2010](#)
- [Fall 2010](#)
- [Spring 2011](#)
- [Winter/Spring 2012](#)
- [Summer/Fall 2012](#)

**Quick Links**

- [Make a Gift](#)
- [Department Annual Report](#)
- [Administrative Directory](#)
- [Directions & Maps](#)

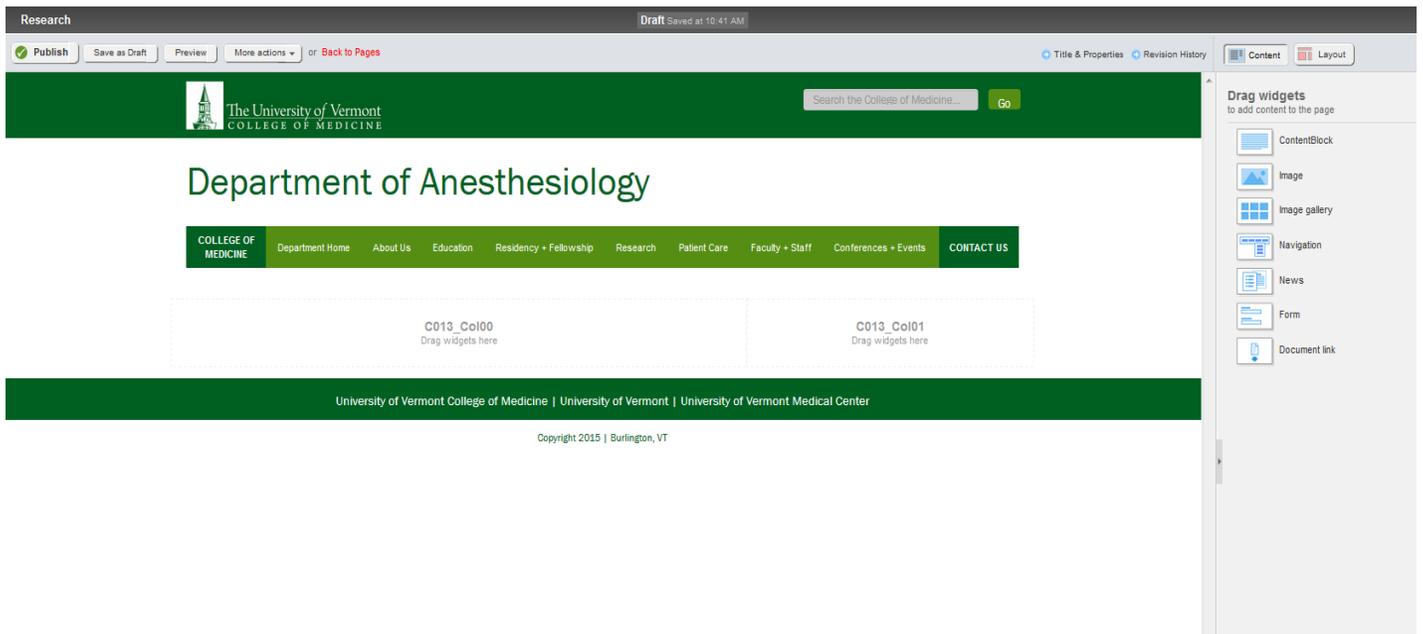
**Drag widgets**  
to add content to the page

- ContentBlock
- Image
- Image gallery
- Navigation
- News
- Form
- Document link

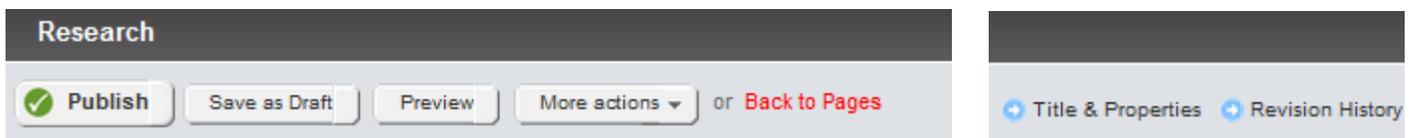
If you've duplicated the page and want new information listed here, you'll need to delete the content currently living on this page. Click the **More** buttons to the right of each **ContentBlock** (described below). Select the **Delete** button.

If you are editing the page, click the edit button on the upper right corner of the content block and begin editing your content.

For duplicated/new pages, your screen will now look like this:



Before we start adding content, let's start by looking at the navigation at the top of the **Edit** screen, and the menu options to the right:



**Publish:** When you've added all of the content you need for this page, select this button and it will become live on your website.

**Save as Draft:** If you don't want the page published because you still need to add content to it.

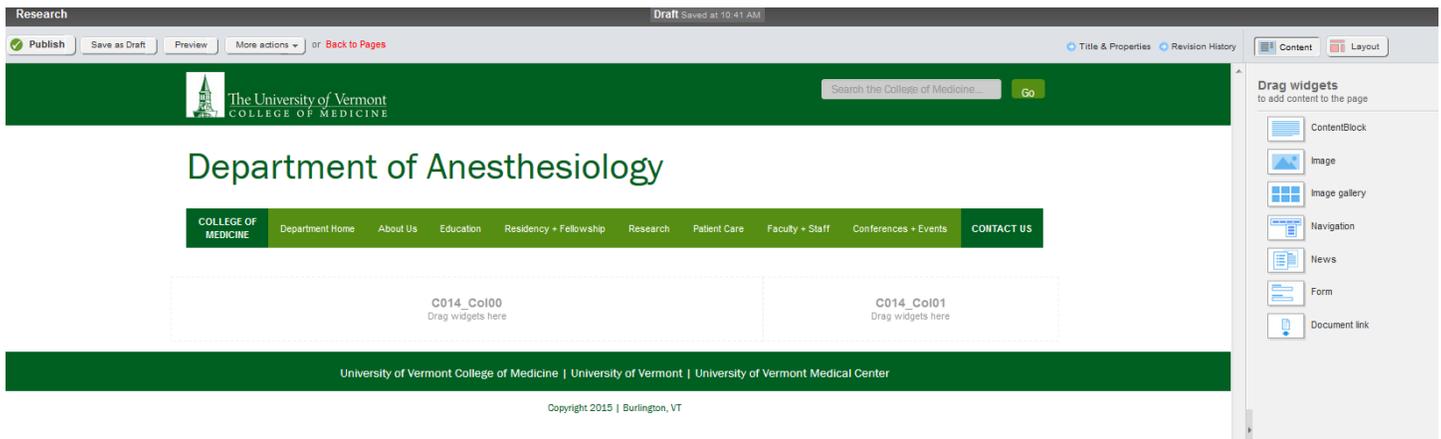
**Preview:** View the page as your audience will from the front end.

**More Actions:** There's an option to publish/unpublish this page on a certain date, delete it altogether, or preview it on a smartphone. For the most part you won't be using any of these options, but it's good to know that they are there.

**\*NOTE:** *You cannot delete any pages, even if it hasn't been published yet. If you would like to delete a page, [contact me](#) and I will delete it for you after making sure it isn't being linked to from any other page on your site or another site.*

**Titles & Properties:** This is where you edit the name of the page, the URL, etc., shown on the previous page.

**Revision History:** This shows you all of the revision that have been made since the page was first created.



To add content:

**ContentBlock:** This widget is the main content of the page. In this widget you will be able to type all of the information about this page, add any photos, lists, tables, etc.

**Image:** This widget will primarily be used for the homepage banner, because we can also place an image into the **ContentBlock**, which allows for easier formatting (discussed below).

**Image Gallery:** This listed more images at one time, but is a bit complicated, so please [contact me](#) to use.

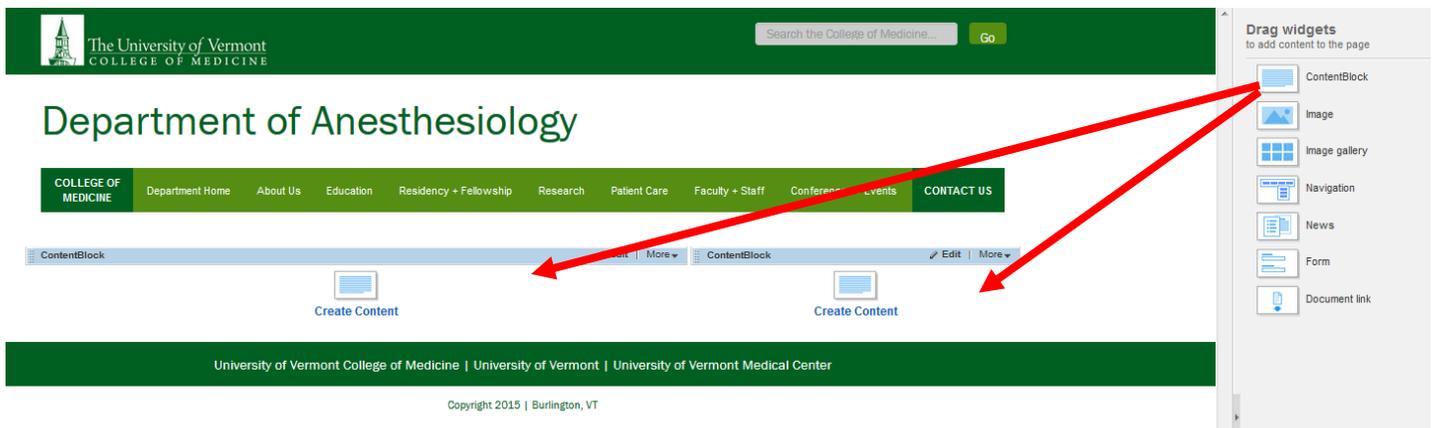
**Navigation:** This widget is already listed on your site and you will not have to use it. The navigation lists all of the pages that make up your website. If you would like to add a page/remove a page from the navigation, go to the page's **Titles & Properties** and check/uncheck the "Show in Navigation" box, discussed above.

**News:** When you have news stories you would like displayed, use this widget, discussed in detail below.

**Form:** If you have a form you would like displayed on your page, [contact me](#) to create the form and then use this widget.

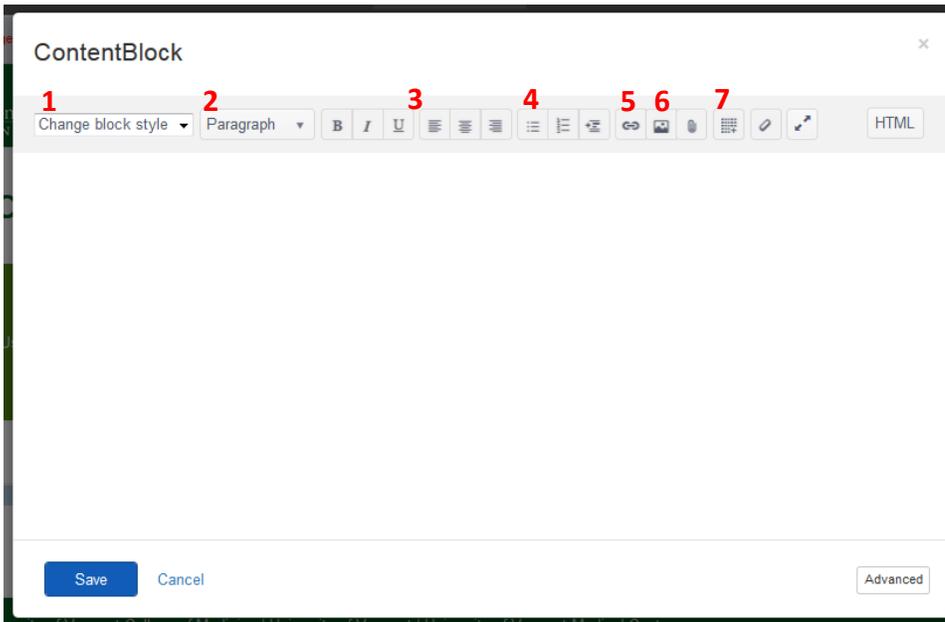
Again, your site will mainly be created by using the **ContentBlock** widget.

To use these widgets, click and drag them into the page. If you have two columns on your page, drag two **ContentBlocks** into both columns, shown here:



## ADDING CONTENT

Click “Create Content”



This is where you will add and edit content. You can add photos, create links, and use lists and tables here.

**1) Block Style:** There are a few options for the background style of the **ContentBlocks**. Primarily we will be using **White**, the first option listed, which will give the information you type a white background. There is also a **Grey** option, which will be used for sidebar, a **Quote** option which will be used when placing a quote onto

your page, and an **Italics** option, used for information you want to stand out but isn't as prominent as a quote. We will display all of these options below.

**2) Font Style:** There are a few options to change the way the font is formatted. Primarily all font will be **Paragraph**, but there's also an **Intro Paragraph** option if you'd like the first paragraph on your page to have a slightly larger font size. There are also header options, to allow you to break up different information on your page as needed.

**Header 2:** Used for the title of the page.

**Header 4:** Used to break up the information on a page.

**Header 5 & 6:** Smaller than Header 4.

**3) Page Style:** These are formatting options similar to ones you would use in any Word Processing program. You can bold, italicize, or underline text, as well as align it to the left, right, or center.

**4) List Style:** Similar to a Word Processing program, you can create a bulleted list or a numbered list [here](#).

5) **Hyperlinks:** If you want to link to a separate webpage or email, highlight the text you want to link and then select this option:

**Insert a link**

Link to  Web address  Page from this site  Anchor  Email

**Web address**

Example: *http://weather.com*

**Text to display**

Example: *Weather forecast*

Open this link in a new window

i. **Web Address:** If you want to link to a page that isn't a part of the UVM College of Medicine, type the web address here and check the box "Open this link in a new window"

ii. **Page from this site:** If you want to link to a page that is a part of your website, or another page that is a part of the College of Medicine's website, use this option. A long list of pages will display, and either scroll through the list or type the name of the

page in to search for it. If you're linking to a webpage that's the College of Medicine's but isn't on your departmental website, check the "Open this link in a new window" box.

iii. **Email:** If you want to link to someone's email address, select this option.

6) **Images:** If you'd like to add a photo to go along with the text on your page, select this button.

Select image

All libraries / Anesthesiology Images

Search by title...

Upload image

Already uploaded images

Recent Images

My Images

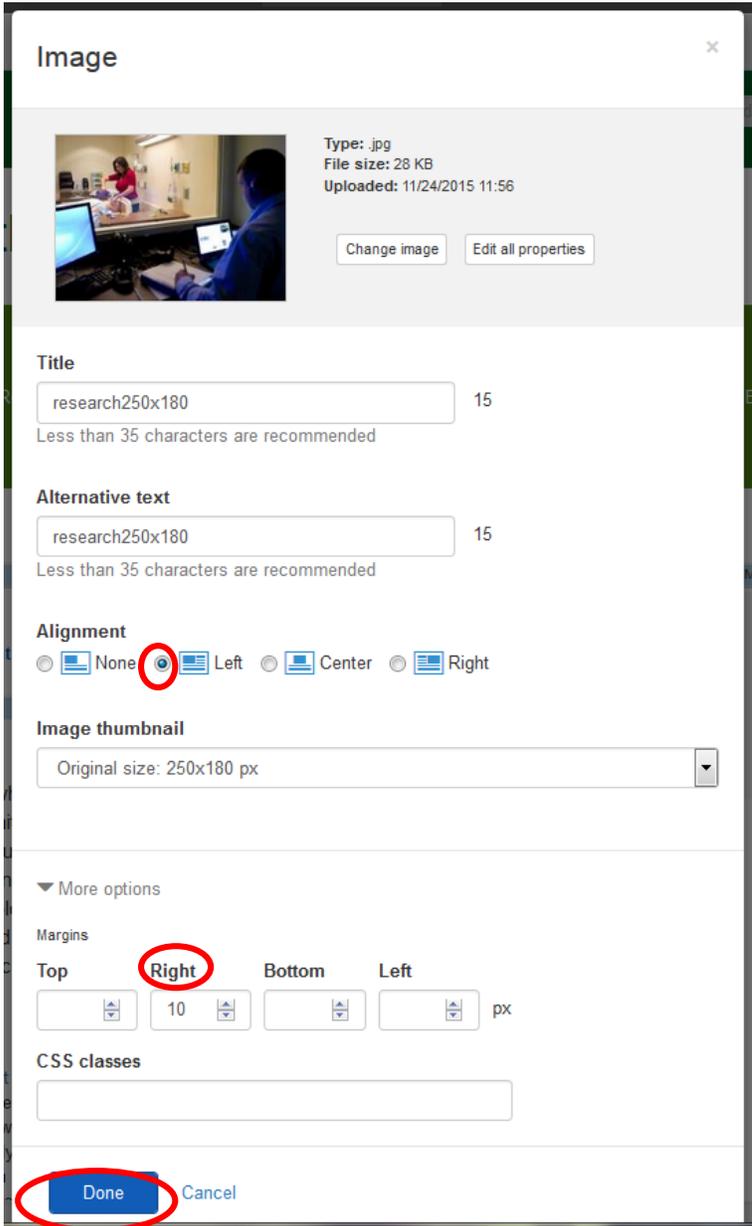
All Libraries

**Libraries**

Anesthesiology Images

All of the images for your site are listed in your department's library.

Select the image that you want on your page and click "Done" at the bottom of the page.



➤ On this screen you'll mainly want to edit how the images align so it lines up with the text. Typically we'll use align **Left**, but if you'd like your photo in the **Center** of your page or to the **Right**, select these options. If you'd like the photo to float above the text, select **None**.

- If you align a photo, we'll need to place a margin so the text isn't touching the photo. If you aligned left, use a **10 right margin**, if you aligned right, use a **10 left** margin, and so on.

➤ There are a few other options on this screen. If you decide that you don't want this photo, select "Change image"

➤ If you want to edit the title of this photo or the alternative text, feel free to do so.

➤ If you want to change the size of the photo, there are some options in the dropdown menu under "Image thumbnail", but we suggest changing the image size with a photo editing program, like [www.picmonkey.com](http://www.picmonkey.com) and then uploading this newly sized photo into the photo library.

➤ Select **Done** to save changes.

Using some of the **ContentBlock** elements we've just discussed, this is what you're **Edit** screen will look like:

The University of Vermont  
COLLEGE OF MEDICINE

Search the College of Medicine... Go

## Department of Anesthesiology

COLLEGE OF MEDICINE Department Home About Us Education Residency + Fellowship Research Patient Care Faculty + Staff Conferences + Events CONTACT US

ContentBlock Edit More



### Research

Do children who receive spinal anesthesia exhibit different cognitive function than those who don't? How can simulation techniques best help medical students learn intubation skills? Faculty members in Anesthesiology are investigating these questions and others as part of the Department's active research program.

Ongoing studies include:

- In collaboration with the UVM Jeffords Center, Robert Williams, M.D., and Ian Black, M.D., are investigating whether children who had spinal anesthesia for surgery as infants have similar subsequent school performance as children who did not have surgery during infancy.
- William Paganelli, M.D., Ph.D., is working on a study of the incidence of multiple anesthesia exposures in children. This project is one of two with the Multicenter Perioperative Outcomes Group, and will leverage the data contributed by more than 20 academic medical centers to examine children who undergo repeated surgeries.
- Vincent Miller, M.D., is conducting two research studies using medical simulation and the Clinical Simulation Laboratory. In one, he is examining approaches to teaching and acquisition of intubation skills in third-year medical students. In the other, he is comparing placing an endotracheal tube to using a laryngeal mask airway during a simulated cardiac arrest.

ContentBlock Edit More

### Quick Links

- Faculty Labs A to Z
- College of Medicine Research
- Resources for Researchers
- Core Facilities

Drag widgets to add content to the page

- ContentBlock
- Image
- Image gallery
- Navigation
- News
- Form
- Document link

University of Vermont College of Medicine | University of Vermont | University of Vermont Medical Center

Copyright 2015 | Burlington, VT

- 1) Block Style: White
- 2) Font Style: Header 2 (Research), Intro Paragraph, Paragraph
- 4) List Style: Bulleted
- 5) Links

- 1) Block Style: Grey
- 2) Font Style: Header 4 (Quick Links)
- 4) List Style: Bulleted

7) **Tables:** Select the size of your table and then fill in the information, similar to a table you've created on a Word Processing program.

## ADDING NEWS

The College of Medicine has many news stories that each department can link to if they so desire. There are different categories that our news stories are broken up into, and if you'd like to create a category specifically for your department, [contact me](#). You won't have the ability to create your own news stories, so if you pass along the news article to [me](#) I can add it into the College of Medicine's news library and you can select it to add to your site from there. If you'd like the news story to be placed in a specific category, let me know.

On the **Edit** screen, click and drag the **News** widget into an empty column on your page. Select the **Edit** button.

News

Content List settings Single item settings

Which news to display?

Default News ▾

All published news

Selected news...

Filtered news by...

Categories...

Department of Medicine

Change

Tags...

Date...

Save Cancel Advanced

➤ There are several different options for the news you can display. If you check the first option, “All published news”, every story the College of Medicine has ever published will be listed.

➤ “Selected News” allows you to select the specific stories

➤ “Filtered news by” is our recommended option. This allows all of the news that’s been put into a specific category, tagged with a specific word, or published on a specific date to be displayed. Currently, we are pulling news from the “Department of Medicine” category.

Now select **List settings**:

- **Use paging:** This allows all of the news to be displayed until a limit is reached, and then page numbers will allow one to scroll to the remaining news stories that couldn't fit on the first page. Currently, this limit is 20 news stories, but we suggest that you change that to 3.
- **Use limit:** This is the option we would prefer you to select. Change the limit from 20 stories to 3, and if you want to display more than 3 stories on a separate page, then [contact me](#) to do this.
- **Sort news:** Sort the news any way you prefer, we suggest "Last published"

The screenshot shows a 'News' settings dialog box with three tabs: 'Content', 'List settings', and 'Single item settings'. The 'List settings' tab is selected and circled in red. Under 'List settings', there are three radio button options: 'Use paging' (selected, circled in red), 'Use limit', and 'No limit and paging'. The 'Use paging' option has a sub-setting 'Divide the list on pages up to 20 items per page'. The 'Use limit' option has a sub-setting 'Show only limited number of items 20 items in total'. Below these are two dropdown menus: 'Sort news' (set to 'Last published') and 'List template' (set to 'NewsList'). At the bottom of the settings area, there is a link for 'More options' circled in red. At the very bottom of the dialog box are three buttons: 'Save', 'Cancel', and 'Advanced'.