

Unit 7

Events - How to Create & Edit

Overview

The Events Calendar is used to display events on an individual, upcoming or daily basis. Upcoming events display on the calendar landing page. When a day is clicked on the calendar, the list of all events for that date are displayed, if there is only one event for that day then the event details page is opened and displayed.

It is very important that you understand how the events have been structured in Ektron so you can manage it correctly. To better understand this, log into Ektron and navigate to your refuge Events folder and familiarize with the structure and what type of content items reside where. **Workarea > Content Tab > Your Refuge folder > Sections > Events folder.**

- Events are stored in TWO Folders under your Events section folder.
 - **Calendar Items** folder – This is the actual Refuge calendar that you see in right column of every events page.
 - **Event Details** folder – This folder contains the detailed Event content you created using the Event SmartForm. *This is the actual content your visitors will see.*
- The **Calendar Items** folder (Refuge Calendar) is the one that manages the year, month, date, time and reoccurrence of events. When creating an event here, you only need to fill out the Event Title and associate it with the Event Detail content using the EventContent metadata. Simply, the event created here is a container and pulls in the full details of the event from event content residing in the Event Details folder.
- **EventContent metadata** is used to connect the event created in the Event Details folder to the event that was created in the Calendar Items folder. You cannot create an event in the Calendar Items folder without choosing the associated event details content using this metadata. The system will not allow you to publish and inform you that you need to fill out the EventCalendar metadata.

When creating an event you must create it in the following order:

1. First, create the detailed Event in the **Event Details** folder using the **Event SmartForm**.
2. Create event in the **Calendar Items** Folder. Associate the Event SmartForm content you created in the Event Details folder with the Calendar Item event using the EventContent metadata in the Metadata Tab.

NOTE: Use the Creating an Event cheat sheet (below) as quick reference guide.

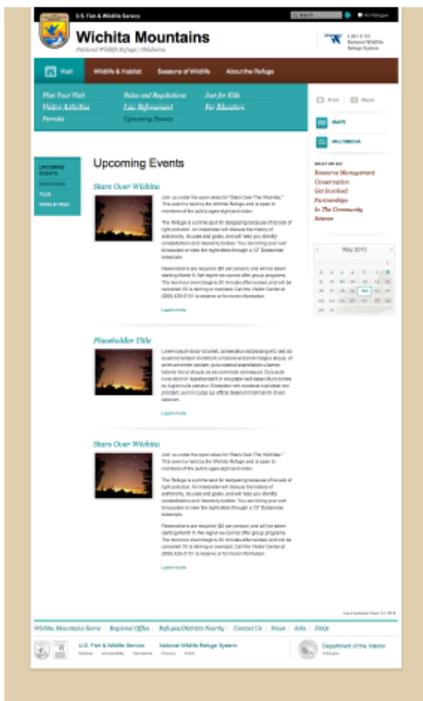
NOTE: The events created here are separate from the Featured Event on the Homepage. The Homepage Featured Events are created using the Homepage Featured Events SmartForm and resides in the Your **Refuge > Home > Featured Events** folder.

Content Definition: This template accommodates the unique content requirements for events, such as dates, locations, fees, and other incidental information.

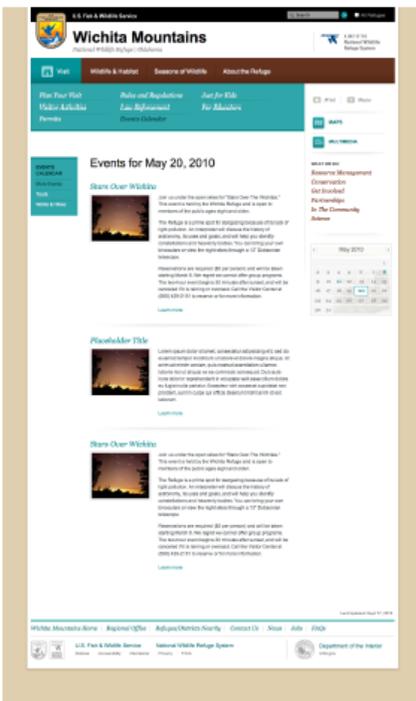
Section Use: Events

Views: There are three event views (show below) that are available by design. They are:

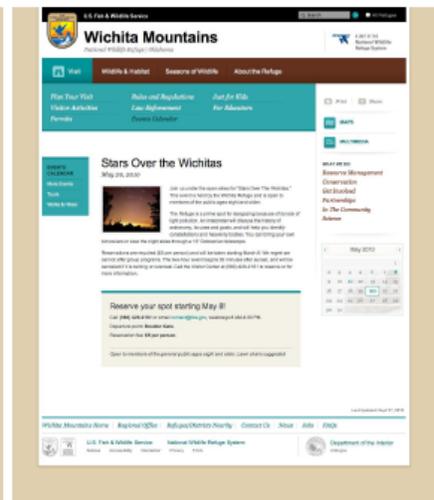
- **Upcoming Events** – Displays when you click **Visit > Event Calendar** menu.
 - By default 3 upcoming events are displayed, this can be adjusted by editing the NWRS_Events widget.
 - The events are pulled from the refuge **Calendar Items** folder.
- **Event Day** – Displays when you click on a date in the mini calendar located in right column of the homepage and Upcoming Events page.
 - Displays ALL the events for the selected day.
 - If more than one event resides in a day, it is displayed in list format like the Upcoming Pages folder.
 - If there is only one event for that day, the detailed event page will be shown.
- **Events Detail** – Displays the full event details. Shown when clicking on **Learn More** in Upcoming Events and Event Day page



Upcoming Events



Event Day



Event Details

Create an Event Cheat Sheet

Use this Event Cheat Sheet as a quick reference guide to assist you to build out events on daily basis.

Create the Detailed Event Content

(Detailed instruction: [Unit 7 Create Event Detail section](#))

1. Log into Ektron and open **Workarea > Content Tab**.
2. Navigate to **Your Refuge > Sections > Events > Event Details** folder.
3. From the toolbar, select **New > Event**.
4. The **Event SmartForm** will open.
5. Fill in the following fields:
 - a. **Title** – Required
 - b. **Dates** - Required
 - c. **Image** - Required
 - d. **Short Description** – Optional
 - e. **Body Text** – Required. You must add approximately 110 words into the body text otherwise the detail section will move up and wrap around the image giving less than optimal results.
 - f. **Details Title** – Optional
 - g. **Details Information** - Optional
 - h. **Details Incidental Italicized Text** – Optional
6. Click **Save** and the **Preview** option will display on the content toolbar. Preview option does not display on initial create until the first Save has occurred.
7. Click **Preview** and a new window will open displaying the page in Preview mode. Check to see that your page is displaying correctly. Go back to the Event SmartForm you are working on and make changes as necessary, clicking Preview to see the changes.
8. Click **Publish** when page is complete.

Create Calendar Item

(Detailed instructions: [Unit 7 Create Calendar Items Event](#) section)

1. Navigate to **Your Refuge > Sections > Events > Calendar Items** folder.
2. From the toolbar, select **New > Add Calendar Event**.
3. The **Edit Appointment** window will appear in Event view with Event Tab highlighted.
4. Fill the following **Event** fields:
 - a. **Title** – Match the title with the detailed event content you created above.
 - b. **All Day** – Disable this option if you want to specify a date and time range. Only Start time option is displayed if this option is enabled.
 - c. **Start Time & End Time** – click on the respective Start/End icon (📅) and Time icon (🕒) to set the date range and time range.
5. Click the **Recurrence Tab** if you want to set this event to be recurring.
6. **Enable** Recurrence and recurrence options will appear. Set the recurrence options that you want.
7. Click on the **Metadata Tab**.
8. Click **Edit** for **EventContent** metadata. The EventContent metadata is used to associate this Calendar Item with Detailed Event content you created above. This Calendar Item you are creating will display on the mini calendar located in the right column of the page, when visitors click on that date they will see the Event Detail content you created above. This is accomplished using the EventContent metadata.
9. Library window will appear in Quicklinks mode.
10. Navigate to **Your Refuge > Sections > Events > Event Details** folder.
11. Select and Highlight the detailed event content you created above. T
12. Click on **Insert** icon (📄) and the detailed event content will appear in your EventContent field.
13. If you selected an incorrect detailed event content, Click on the **Clear** icon (🗑️ Clear) and repeat steps 16-20.
14. Click **Save** when finished.

Common Questions and Answers

How do I edit the event content?

1. Navigate to **Your Refuge > Sections > Events > Event Details** folder,
2. Click on the Event Detail content you want to edit and select Edit.

Note: You edit the Event Details content and not the Calendar Item because it is the Event Detail that your visitors see. See [Unit 7 Overview section](#) for more details.

How do edit my Calendar Item?

1. Navigate to **Your Refuge > Sections > Events > Calendar Items** folder,
2. Navigate to the date that contains your event from the displayed calendar and double click on the event you want to edit. If there are multiple events on that date, click the **More** link and then select your event by double clicking on it.
3. If there are no previous recurrences, the Calendar Item will automatically open in edit mode.
4. If there are existing recurrences a pop up window will open asking you if you want to **Edit the Series** or **Edit the Occurrence** pick the relevant option and the Calendar Item will appear in edit mode.

How do I change the Event Date(s) shown on the Event Details page?

See “How do I edit the event content above” and then update the Date(s) field with correct dates.

My event is on the wrong date in the mini calendar, how do I change the date?

1. **Edit** your Calendar Item as shown in step 1-4 of **How do I edit my Calendar Item**.
2. Change **Start & End Time** (located bottom left corner) by clicking on the respective icon.
NOTE: You cannot specify Date or Time range if All Day is enabled.
3. Click **Save** when complete

How do I add, remove or edit my event recurrence?

1. Navigate to **Your Refuge > Sections > Events > Calendar Items** folder,
2. Navigate to the date that contains your event from the displayed calendar and double click on the event you want to edit. If there are multiple events on that date, click the **More** link and then select your event by double clicking on it.
3. If there are no previous recurrences, the Calendar Item will automatically open in edit mode.
4. If there are existing recurrences a pop up window will open asking you if you want to **Edit the Series** or **Edit the Occurrence** pick the relevant option and the Calendar Item will appear in edit mode.
5. Click the Recurrence Tab
 - a. To Add a recurrence, enable the Recurrence checkbox and then set the recurrence options.
 - b. To Remove a recurrence, disable the Recurrence checkbox.
 - c. To edit a recurrence, change the recurrence options available to you.
6. Click **Save**.

I associated the wrong Event Detail with my Calendar Item, how do I correct this?

1. **Edit** your Calendar Item as shown in step 1-4 of **How do I edit my Calendar Item**.
2. Click on the **Metadata Tab**.
3. Click on the **Clear** button for the EventContent metadata.
4. Click on **Edit** button for the EventContent metadata.
5. From the Library window, select the correct Event Detail content in the Event Details folder so it appears in the lower right frame of the Library window.
6. Click on the **Save** icon and the selected Event Detail content link will be inserted into the EventContent metadata field.
7. Click **Save**.

Create Event Detail

Exercise 7-1 Event Detail

In this exercise we will create an events detail page such as the one shown in Figure 7-1.

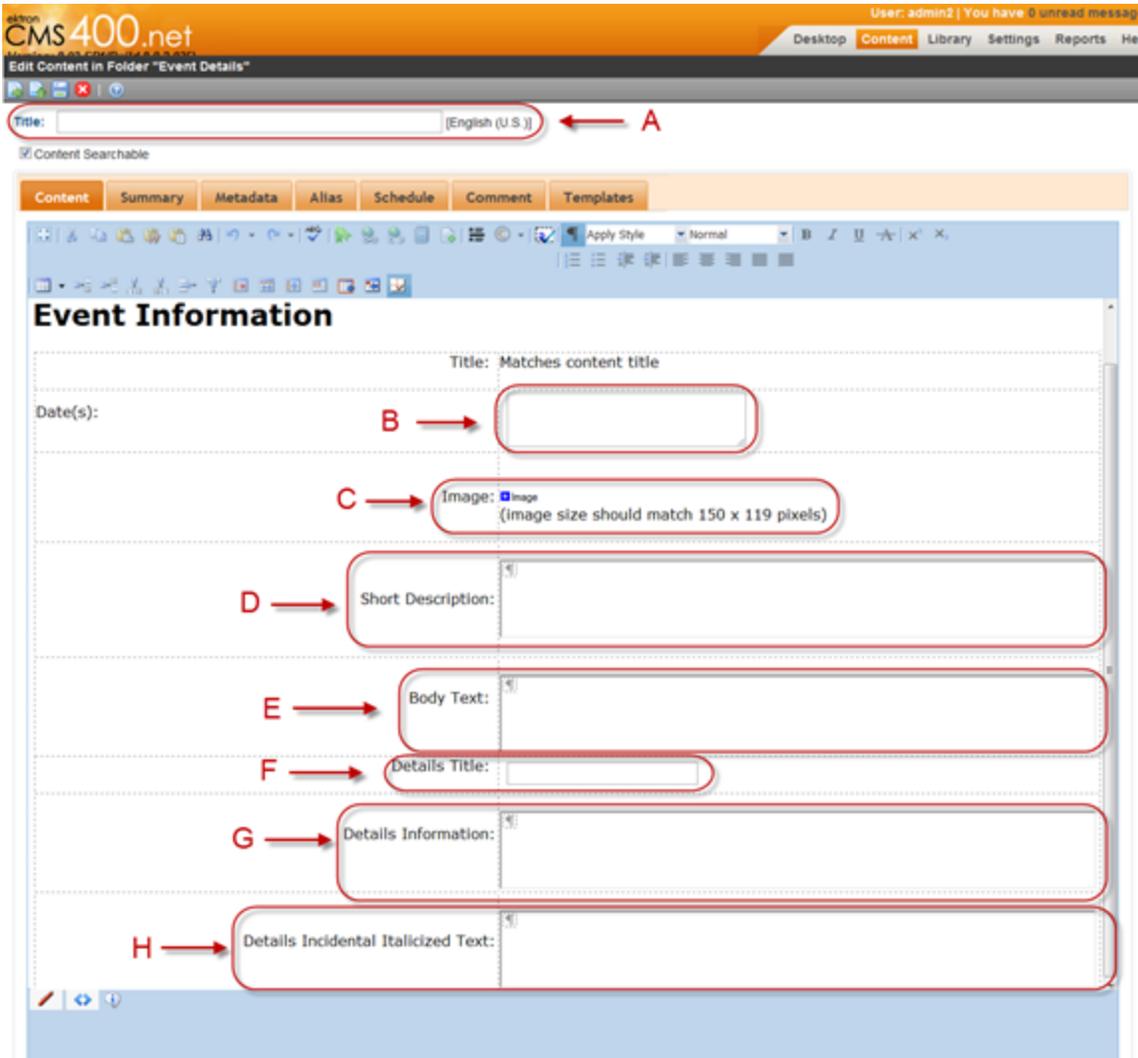
The screenshot shows the website for Fish Springs National Wildlife Refuge. The header includes the U.S. Fish & Wildlife Service logo and search bar. The main navigation bar has links for Visit, Wildlife & Habitat, Seasons of Wildlife, and About the Refuge. Below this is a secondary navigation bar with links for Plan Your Visit, Rules and Regulations, Just for Kids, Visitor Activities, Law Enforcement, For Educators, and Permits. The main content area features an event titled "Example Event" on 8/17/2011, with a placeholder image and a detailed description. A calendar on the right shows the date August 16, 2011, highlighted. The footer contains contact information and links to various resources.

Annotations:

- A** → Example Event
- B** → 8/17/2011
- C** → [Image Placeholder]
- D** → [Text Placeholder]
- E** → [Text Placeholder]
- F** → Example Detail Title
- G** → [Text Placeholder]
- H** → [Text Placeholder]

Figure 7-1

Event Detail SmartForm Image



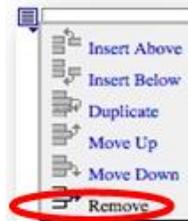
Go to **Your Refuge > Sections > Events > Events Details** folder. Then select **New > Event** SmartForm from the menu.

A. Fill out the title section, this will be the name of the page and the title for the top heading.

B. Fill out the Dates which this event will take place.

C. Image:

1. Click the Image button ()
2. Click the Select Picture button ()
3. Double click on the desired image.



To remove an image from your page use the **Menu** () button.

D. Fill out a Short Description, depending on length this text will wrap around the image.

E. Fill out the Body Text

F. Fill out the Detail Title

G. Fill out the Details Information

H. Fill out the Detail Incidental Italicized Text

I. Click the **Alias Tab** and create an Manual Alias

J. Publish

Create Calendar Items Event

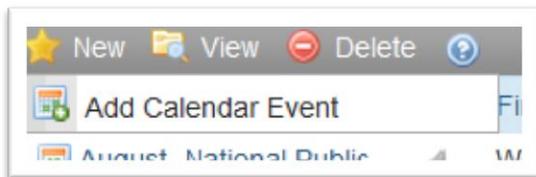
Content Definition: This template accommodates the unique content requirements for events, such as dates, locations, fees, and other incidental information.

Section Use: Events

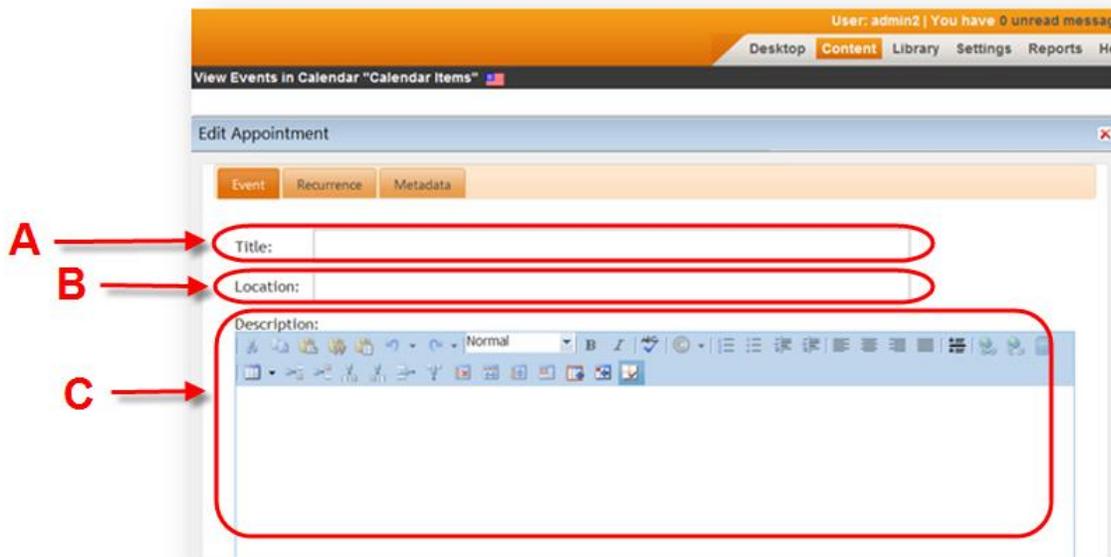
Exercise 7-2 Create a new Calendar Event

In this exercise we will create a new calendar event.

1. Navigate to **Sections > Events > Calendar Item**
2. Choose **New > Add Calendar Event** from the menu.



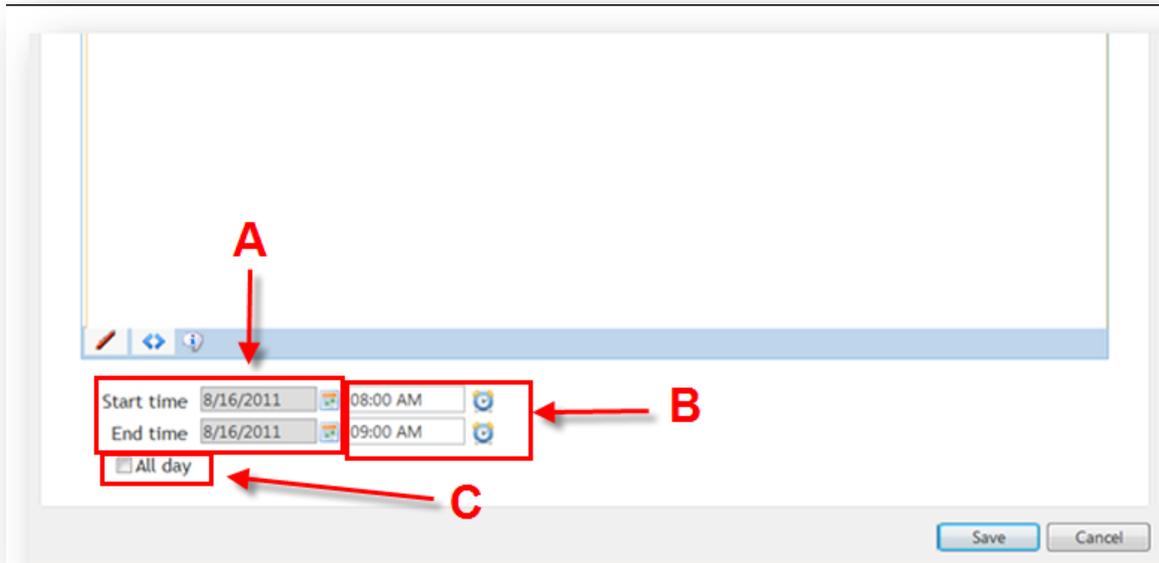
Creating a new Calendar Event to appear on the Calendar



- A. Title: Enter a Title for your Event
- B. Location: Enter the location of your Event
- C. Description: Enter the description for the Event

Exercise: 7-3 Calendar Event Time and Date

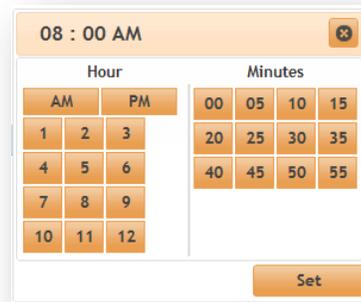
In this exercise we will set the date and time for your calendar event.



- A.** Date: Click the calendar button (📅) and select the appropriate date from the popup display for the start date. Repeat this step for the End Date.



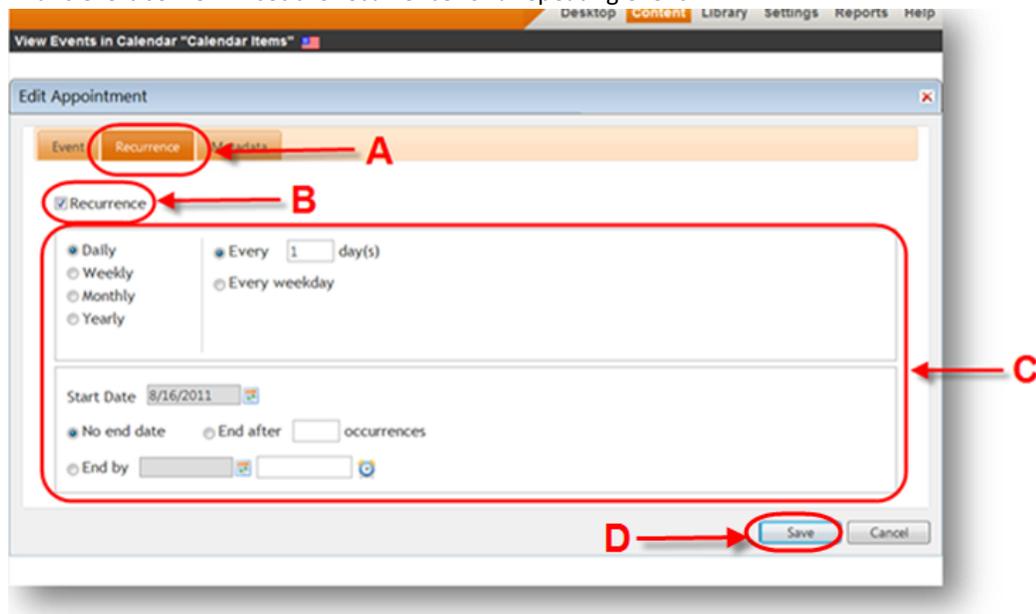
- B.** Time: Click the time button (🕒) and select the appropriate Start Time from the popup display. Repeat this step for the End Time.



- C.** Select All Day Event if event has no timeframe.

Exercise: 7-4 Setting a Recurrence for a Calendar Event

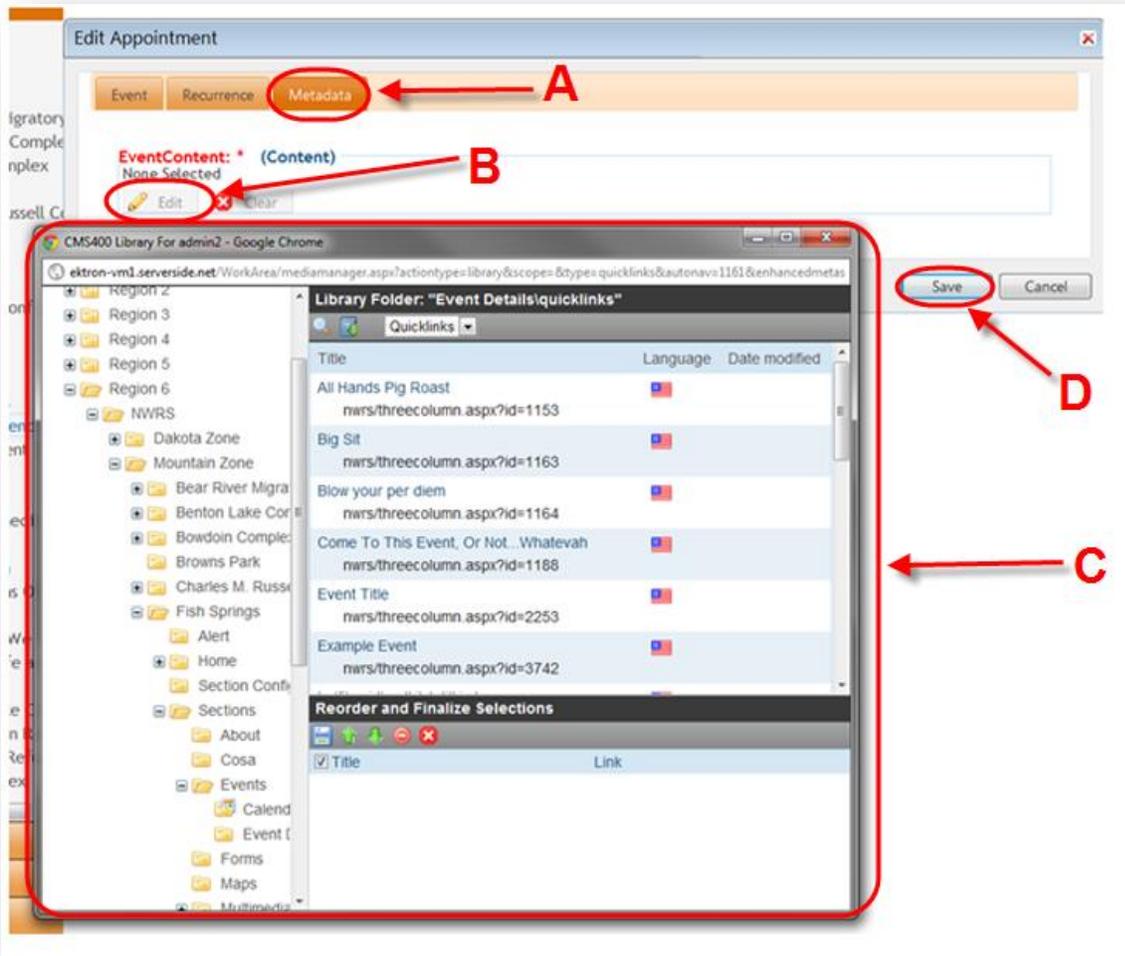
In this exercise we will set the recurrence for a repeating event.



- A. Select the **Recurrence** tab.
- B. Check the **Recurrence** Box
- C. Fill out the fields detailing the timing and frequency of recurrence for the Calendar Item.
- D. Click **Save**.

Exercise: 7-5 Associate an Event Detail with a Calendar Event

In this exercise we will associate an event detail with a calendar event. If this is the only event occurring on this date this will cause the event detail to open when you click on that date in the calendar. If there are several events occurring on the same date there will be a list with a view detail link. Clicking the view detail link will open the event detail.



- A. Click the **Metadata** tab.
- B. Click **Edit**
- C. In Popup window navigate to your Region folder then to **Your Refuge > Sections > Events > Event Details**
 1. Locate the Content to be added to the Calendar Item
 2. Double click the desired Content
 3. Click the save button() in the **Reorder and Finalize Selections** window
- D. Click **Save**.

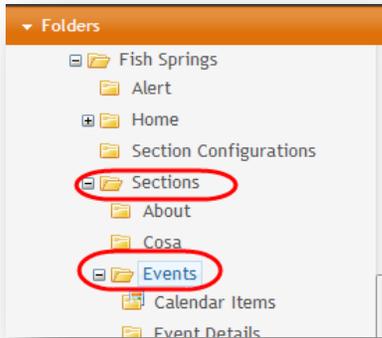
Upcoming Events Page

The Upcoming Events page has already been created for you. Create a new Upcoming Events page only if you deleted the original by accident. Skip to [Exercise 7-7 Step 4 \(Adding or Editing an NWRS Events Widget\)](#) to update the Upcoming Events properties. For example: point to the correct refuge event calendar, specify how many events to be displayed.

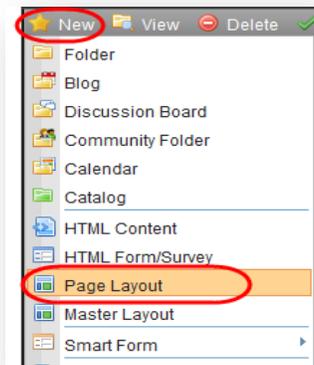
Exercise: 7-6 Creating Events PageBuilder Page

In this exercise we will create a PageBuilder page for you to add the Events Widget to.

1. To create an Upcoming Event page navigate to **Sections > Events**.

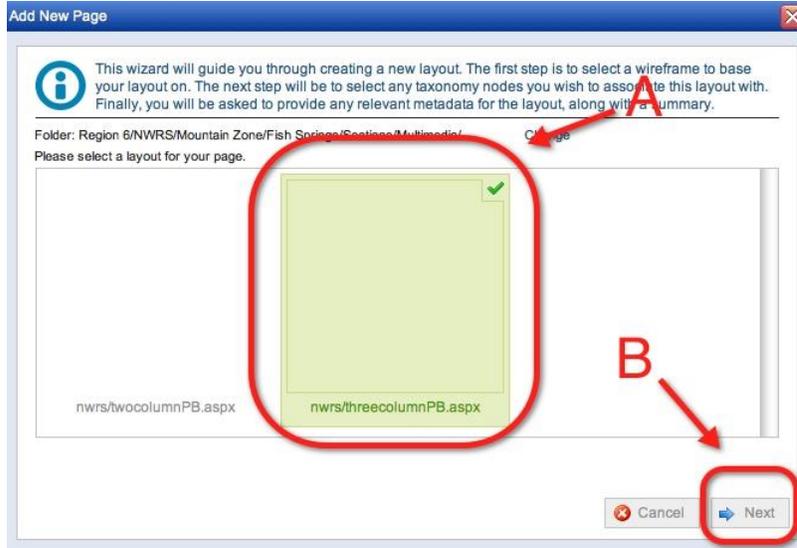


2. Choose **New > Page Layout**



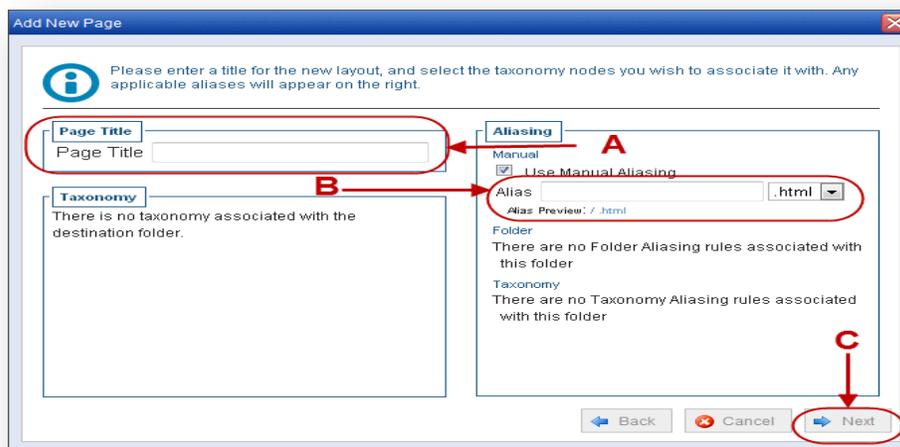
3. **Add New Page:**
 - A. Choose three column layout this will generate a three column PageBuilder page.
 - B. Click Next

PageBuilder Image:



4. Title, Aliasing, and Taxonomy

- A. Enter a page title into the Page Title Field. This is the name of your content block.
- B. The alias field is automatically populated when you enter in a page title. You are able to change the alias to a different name if you would like a different alias.
- C. Click **Next**



5. Metadata

- A. Enter Keywords in the Keywords field and click the **Add** button (). Keywords are used for search engine optimization.
- B. Enter a description in the description field. Used to create a description of your page to allow search engines to locate your content.

C. Click **Finish**

The screenshot shows the 'Add New Page' dialog box with the 'Summary' tab selected. The text 'Please provide any relevant Metadata or Summary information for this page.' is at the top. Below are two sections: 'keywords:' and 'description:'. The 'keywords:' section has a 'Text:' input field with a green plus icon to its right, circled in red with an arrow labeled 'A'. Below this is a large text area with 'Edit', 'Remove', and 'Default' buttons. An arrow labeled 'B' points to this text area. The 'description:' section is a large text area circled in red. At the bottom, there are 'Back', 'Cancel', and 'Finish' buttons. The 'Finish' button is circled in red with an arrow labeled 'C'.

6. Click **OK**.

The screenshot shows a smaller dialog box titled 'Add New Page'. It contains the text 'Page Creation Successful' and 'Would you like to be redirected to the page so you can begin editing it?'. At the bottom, there are 'Cancel' and 'Ok' buttons. A red arrow points to the 'Ok' button, which is also circled in red.

We will complete the page for upcoming events in exercise 7-7.

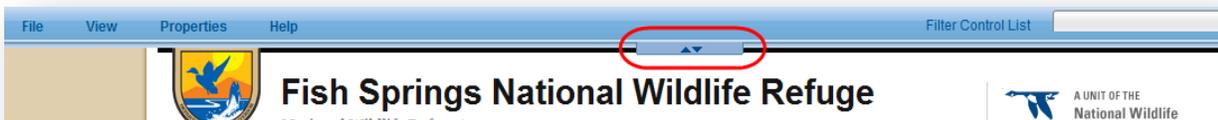
Exercise: 7-7 Adding/Editing an NWRS Events Widget.

The following instruction shows you how to add and edit the NWRS Events Widget. Skip to Step 4 if you want to edit the widget.

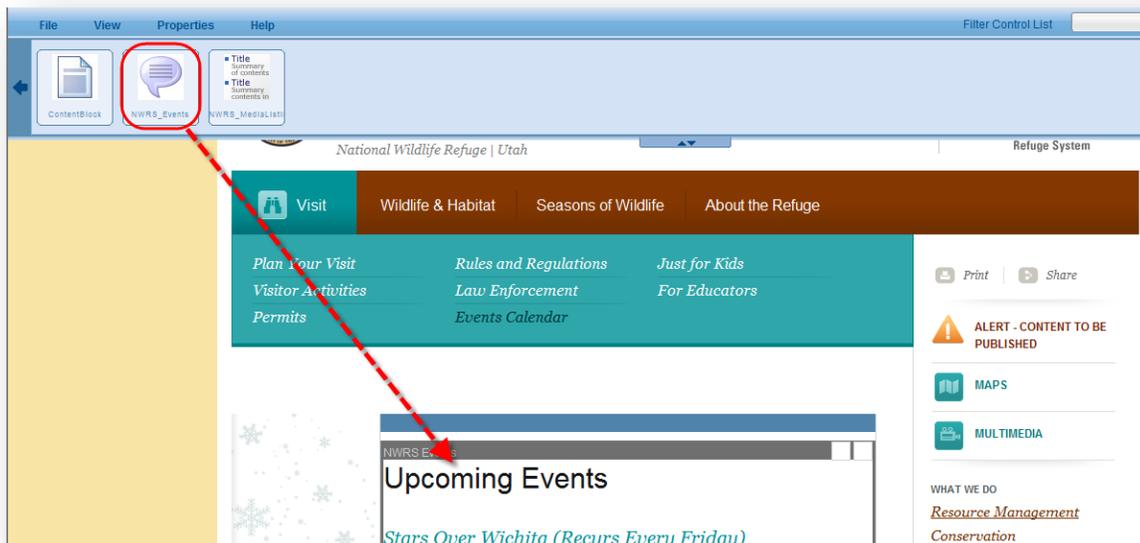
1. Click the arrow in the top left corner of the page to open the page builder fly out menu.



2. Click the arrows in the middle of the menu bar to open the widget tray.



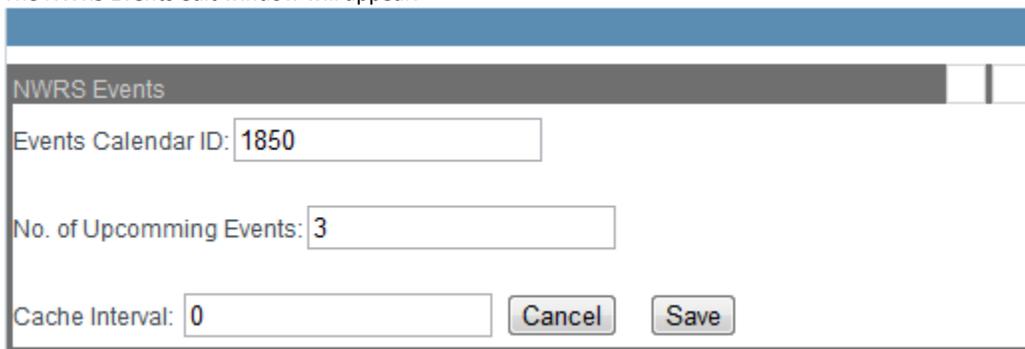
3. Click and hold the NWRS_Events widget, Drag it into the blue content block.



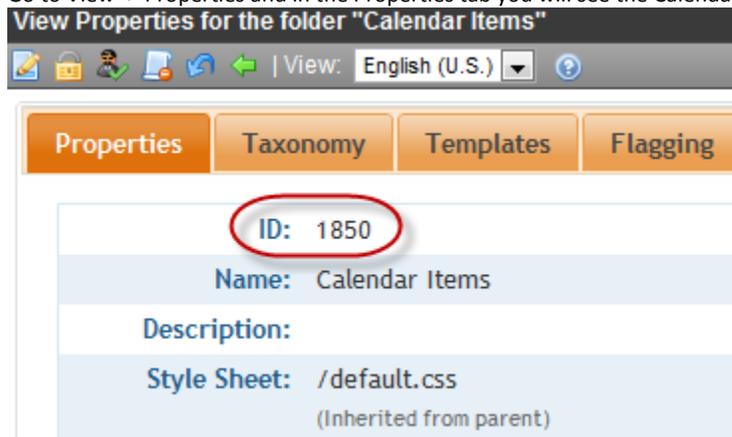
4. Place your mouse over the first white box (located in the upper right corner of the widget) until a pencil icon (Edit) appears and Click on it.



5. The NWRS Events edit window will appear.



6. Enter in the Calendar ID in the Events Calendar ID field. You can find the refuge Calendar ID by:
- Go to **Workarea > Content Tab > Your Refuge > Sections > Events > Calendar Items folder**. Select the Calendar Items folder.
 - Go to View -> Properties and in the Properties tab you will see the Calendar ID



- In the No. of Upcoming Events field, add the number of events that you wanted listed on that page by default.
- Click Save.
- Select **File > Publish** in the top left corner.

NOTE: If there were no events created as show in exercises 7-1 through 7-5 that are upcoming from the current date there will not be any "Upcoming Events" to list in this widget!

Homepage Featured Events

Homepage Featured Events have no association with your refuge Event Calendar, they are two separate items, and are created independent of each other. For instructions on how to create Homepage Featured Events go to [Exercise 10-1 Creating/Editing Featured Events](#).

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Unit 8

Multimedia - How to Create & Edit

Overview

The Multimedia section has been designed to highlight your refuge site using the rich media available to you, specifically images, audio, video and web cam. The Multimedia section is broken into three sections:

- **Multimedia Landing page** – this page provides you with creating a specific subject you would like to highlight for your refuge and also lists all the available media types that site visitors can review by providing them with links to the specific media type listing page (Multimedia Listing Page). You have the ability to only display those media types that you have and not add those you do not. For example, Photo and Video media types are the most popular for most refuge sites.
- **Multimedia Listing page** – this page lists all the available media for the specific media type. If you have media for all the media types you would end up with a Photo Listing page, Audio Listing page, Video Listing page and Web Cam Listing page.
- **Gallery Page** – this page is built for each specific subject and options to view/hear the available media for this subject is presented to the site visitor.
- **Browse Multimedia by Subject** – this is a Three Column List SmartForm content list that displays on the bottom of all Multimedia pages. You do not have to add it to pages; it is automatically added for you. You only need to update this list content for your site.

The Multimedia Landing page, Video Listing page, and two Galleries example pages have been provided for each refuge site. You will be required to build out Gallery pages and Multimedia Listing pages (for those media types you will be supporting) and customize the Multimedia Landing page for your refuge site. Follow this procedure when customizing your Multimedia section:

1. Gather all the media and contents that you want for your Multimedia section.
2. Create a Gallery page (in Gallery folder) for each subject (for example: Rocky Mountain Elk) that will reside in the Multimedia section. Specific instructions can be found at [Unit 8: Multimedia Gallery Page](#).
3. Update the Browse Multimedia Section content (in Multimedia folder) with Gallery pages you created. Specific instructions can be found at [Unit 14: Create/Edit a List using Three Column List SmartForm](#).
4. Create a Multimedia Listing page (in Multimedia folder) for each media type you will be supporting. Specific instructions can be found at [Unit 8: Multimedia Listing Page](#).
5. Modify the Multimedia Landing page located in the Multimedia folder. Specific instructions can be found at [Unit 8: Multimedia Landing Page](#).

An alternative method to managing your Multimedia files is through using services like Flickr and YouTube to host your images and videos and then use PageBuilder page with Flickr and YouTube Video widgets to displays these media.

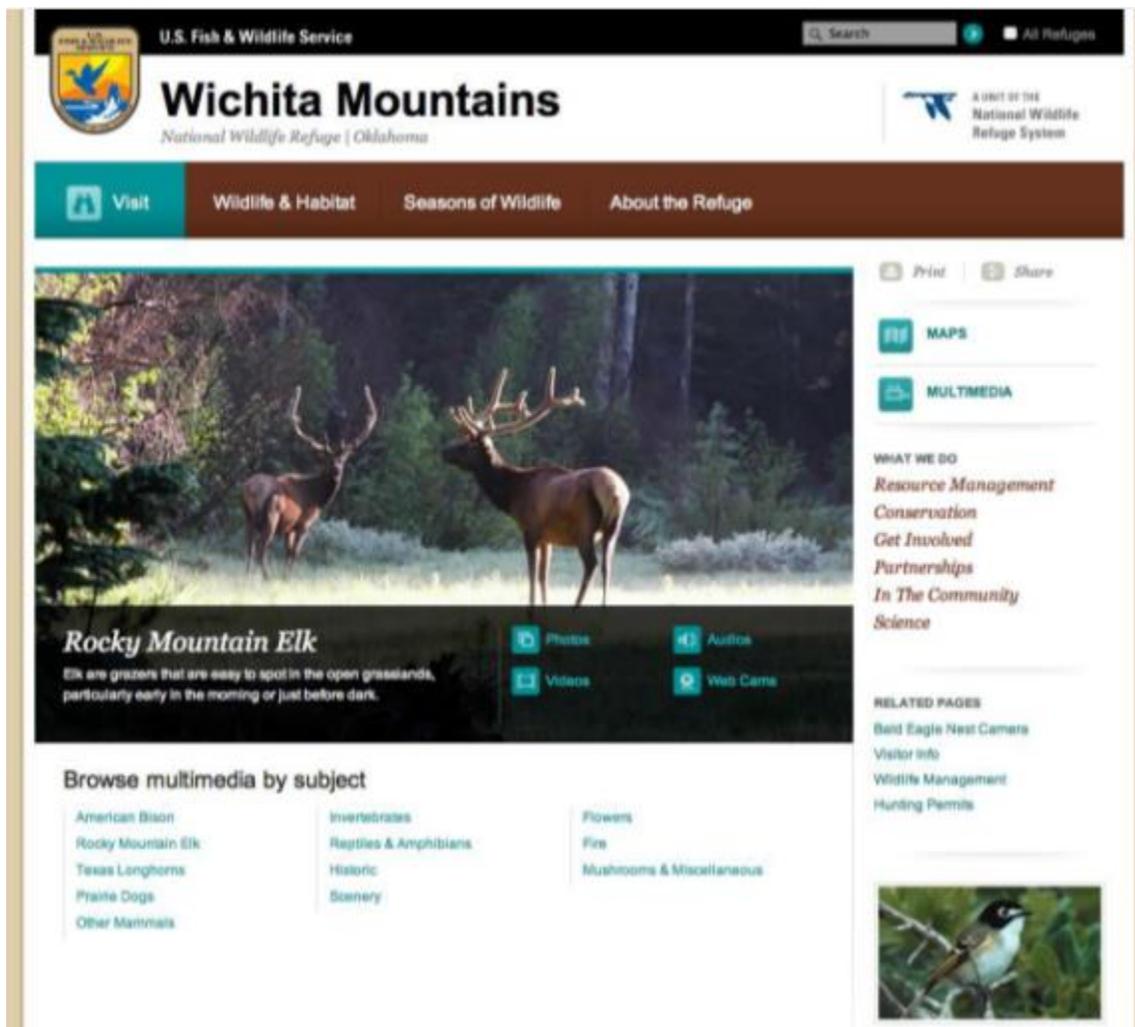
Content Definition: Multimedia (persistent link) – goes to the multimedia promo page of the refuge site you are on, even if it only has a couple of photos or one podcast. It can link to other FWS multimedia sites such as <http://www.fws.gov/digitalmedia>.

Section Use: Multimedia Page

Exercises

Multimedia Gallery Page

In this section you will learn to create a Multimedia Gallery. A Multimedia Gallery is used for displaying a collection of multimedia items, for example Photos, Videos, Web Cameras and Audios. Each refuge is required to create a gallery with a minimum of one Main Photo and at least one Multimedia type, Ex. Video, Photo, Web Camera, or Audio files. The Gallery is typically used with the Multimedia Landing Page and Multimedia Listing Page. Optional: You may also add a Three column list with Extra Photos and Multimedia types.



Content Definition: Multimedia (persistent link) goes to the multimedia page of the refuge site you are on. It can have links to regional and/or refuge specific social media sites, such as <http://www.fws.gov/digitalmedia>. It can have links to social media sites, such as Twitter, Facebook, YouTube, and Flickr (even though these are technically not multimedia.) Regional and/or refuge-specific podcasts and RSS feeds will also be located here.

Multimedia Gallery has a free form text editor. A pre-set list of type styles will be available to web authors which include:

1. page title
2. image
3. description
4. photo and thumbnails
5. audios
6. videos

7. web cameras

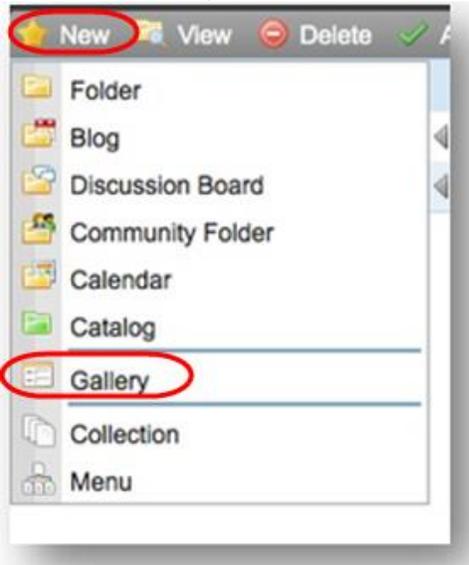
Section Use: Multimedia

Exercise: 8-1 Creating a Gallery SmartForm

In this exercise we will create a new Gallery SmartForm.

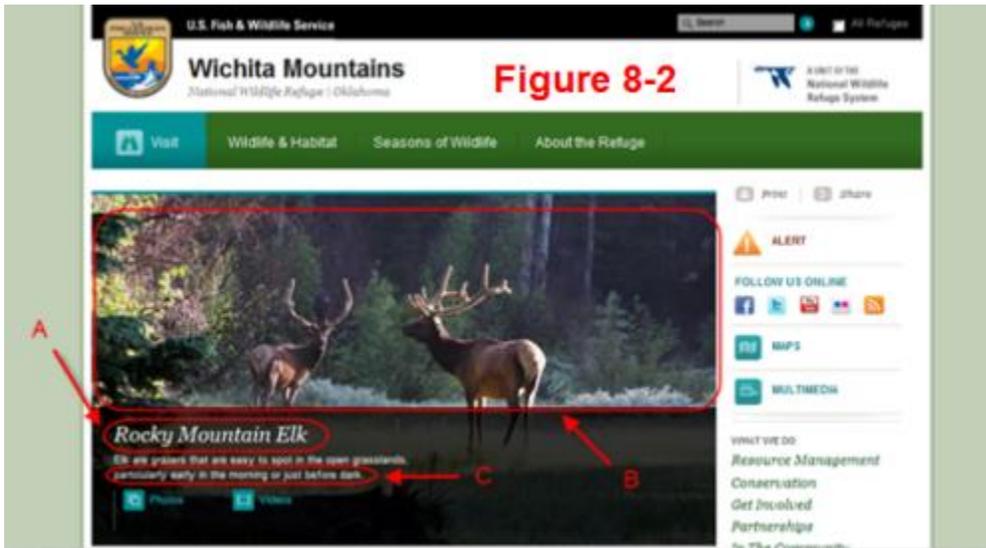
NOTE: To organize the various media types that will be uploaded to your refuge, create sub-folders under the Galleries folder for each media type. For example: Photo folder, Audio folder and Video Folder. Instructions can found in [Appendix B: Creating & Editing Folders](#). Ensure you disable Require Smart Forms and remove any Smart Forms assigned to these media folders, failure to do so will prevent you from uploading files to these folders.

1. Navigate to **Sections > Multimedia > Galleries** folder.
2. Choose **New > Gallery** SmartForm from the menu.



Exercise: 8-2 Adding content to the Gallery.

In this exercise we will add a Title, Image, and description to your new Gallery. See Figure 8-2 for an example.



Adding Content SmartForm Image

The screenshot shows the SmartForm interface for adding content to a gallery. The form includes fields for Title, Image, and Description. Red arrows labeled A, B, and C point to the Title, Image, and Description fields respectively.

Go to **Multimedia > Galleries > New Gallery**.

- A. Title:** Enter a title in the title field in the above SmartForm.
- B. Image:**

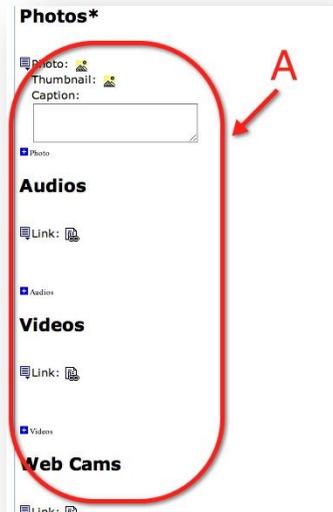
1. To insert a photo use the **Image Manager** () button to pick your image from the Library images.
2. The Library window will appear in the images mode in the same folder as where the gallery is being built. Navigate to and select the image you would like to add.. For example (**Library > NWRS > Your Refuge > Sections > X**)

- C. Description:** Enter in content that you wish to display.

NOTE: It is recommended that all images that will have an accompanying Title and Description should have width of 712 pixels. If the image is smaller than 712 pixels, the translucent area where the Title and Description texts displays on will extend past the image resulting in an unprofessional looking page.

Exercise: 8-3 Adding your Multimedia content.

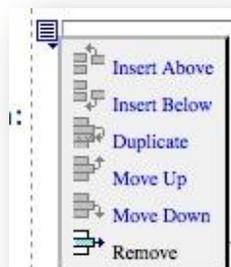
In this exercise we will learn how to add multimedia content. For example: Photos, Audio, Video, and Web Cams.



A. Multimedia: When creating this page at least one-multimedia type is required but multiple are optional.

Adding Photos

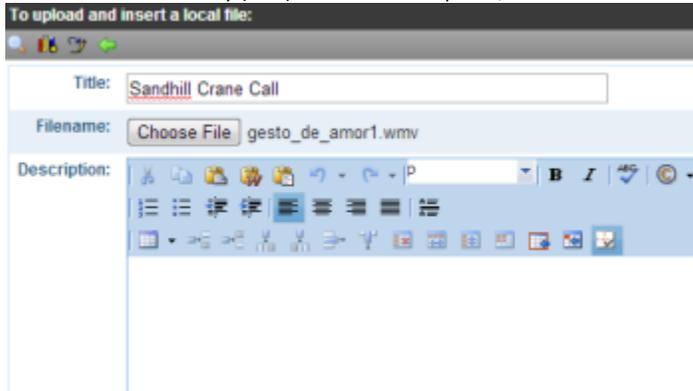
1. Click on Add Photo ( Photo) and Add Thumbnail ( Thumbnail) icons to display the respective Image Manger ().
2. Click the Photo **Image Manager** () button and the Library window will appear in images mode.
3. Navigate to the Library folder that contains the image to be selected. For example: **Library > NWRS > Your Refuge > Sections > Multimedia > Galleries.**
4. Select the image and insert it by either double clicking on the image or highlighting the image and clicking on the Insert () button.
5. Repeat steps 2-4 for the Thumbnail. Keep the Thumbnail size to 70x60 pixels, if the height or width is smaller or larger the photo selector slide show will not display properly.
6. To add a Photo caption, enter content into the provided text box.
7. To add additional photo Click the **Photo** ( Photo) button.
8. To remove a photo from the page use the **Menu** () button.



Adding Audios and Videos

Refer to [Unit 14: Uploading Files](#) section on instructions on uploading audio/video files to your refuge site. Uploading audio/video files to the Library is the preferred and recommended method.

1. Click on the Link Manager () in the Audios\Videos section and the Link Manager window will open.
2. Click the **URL** () button and Library window will appear.
3. In the Library window select either option from the first dropdown list based on where you uploaded the audio file
 - Select **File**, if you uploaded the audio file into the Library. **Recommended**
 - Select **Quicklinks**, if you uploaded the audio file using the Document Management System (DMS).
4. Navigate to the folder that contains your audio\video file. Skip to Step 7 if you have to upload your Audio\Video file.
5. Select the Audio\Video file and **Insert**. Skip to Step 11.
6. If your Audio\Video file is not in the Library and you want to upload it. Perform steps
7. Click on the Add Library () icon and the Upload/Insert file window will appear.



8. Click **Choose File** and select the file you wish to upload from file explorer window and click Open.
9. Add the **Title** for the file.
10. Click on the Add Library () icon and the file will be uploaded to the selected folder in the Library.
11. Ensure the **Link Text** and **Tooltip** fields are properly filled out in the Link Manager and Click **Ok**.

Hyperlink | E-mail

URL:
 

Existing Bookmark:
None  or #

Link Text:

Type:
 

Target:
 

Tooltip:
 

Style:
 

12. The Audio\Video file is inserted into the Galleries SmartForm.
13. To add additional Audio or Video files click on the respective Add icon and repeat the above steps,

Adding Web Cam

The Web Cam is a video feed option. Ensure you have the video feed URL before proceeding.

- 1.** Click on the Link Manager in the Web Cam section and the Link Manager window will open.
- 2.** Enter in the URL of the Web Cam feed in the URL field.
- 3.** To add additional Web Cam feeds, Click on the Web Cam add icon.
- 4.** Publish the Galleries SmartForm.

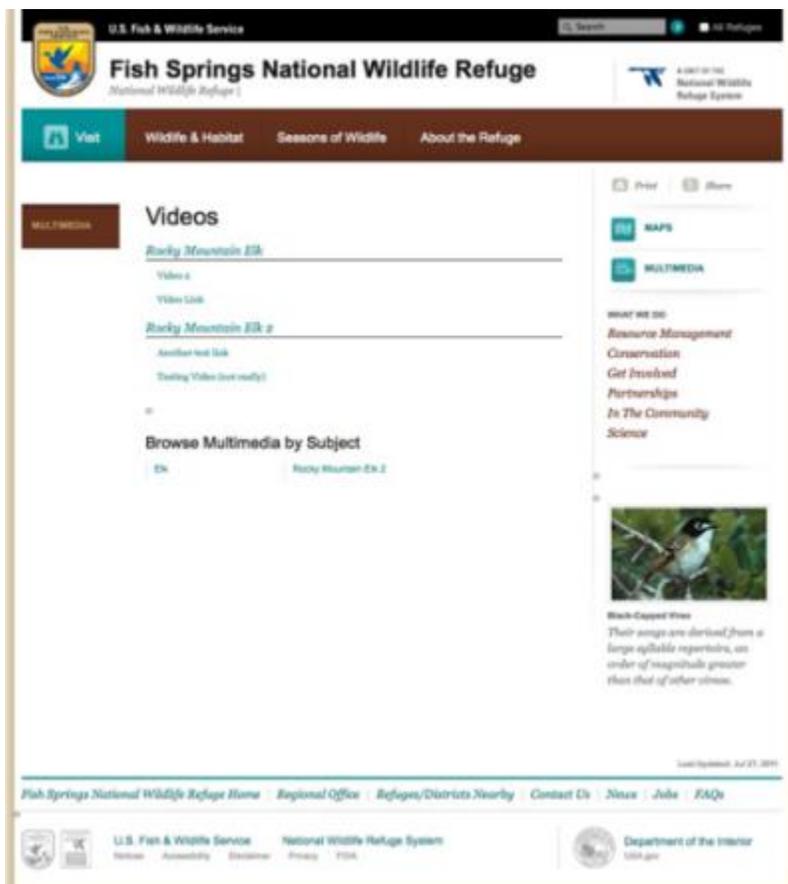
Multimedia Listing Page

The Multimedia Listing Page is provided for each Refuge site and the only requirement for the CMS Editors is for them to build out the Galleries and each listing page will be updated automatically from Galleries. There are four Multimedia Listing Page types:

- Photo
- Audio
- Video
- Web Cam

Sample Galleries have been created which will generate some Multimedia Listing Page types but not all. You will need to add Galleries that are relevant to your Refuge and add the Media types that you have. Instruction for creating Galleries can be found in Unit 8, in the [NWRS Multimedia Gallery](#) section.

This section covers how to create a Multimedia Listing Page in case you delete the one that is provided. A Multimedia Listing Page is used to list a select group of multimedia from your Galleries folder, for example Photos, Audios, Videos and Web Cams. The listing is automatically created by the NWRS_Media Listing Widget from the Galleries that you create. There is also an optional Browse Multimedia by Subject that is Three-column list which automatically displays if the Multimedia by Subject has been created and resides in the Multimedia folder.



Content Definition: The web author will need to produce the Multimedia Gallery in the Galleries folder.

Multimedia Listing Page has a pre-set list of widgets that will be available to web authors which includes: NWRS_Media Listing Widget.

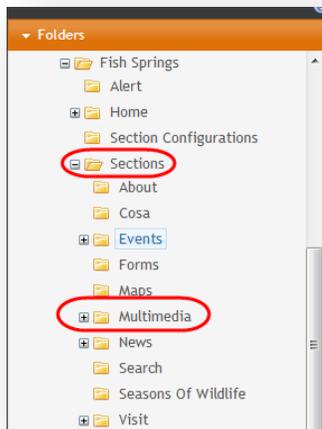
Special Notes: N/A

Section Use: Multimedia.

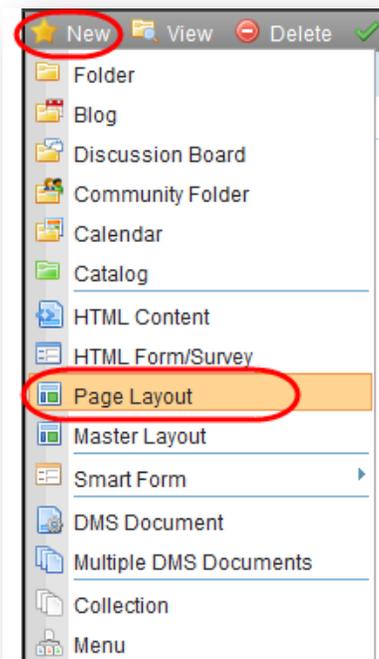
Exercise: 8-4 Create/Edit the Multimedia Listing Page

In this exercise we will create a Multimedia Listing Page using the Three Column PageBuilder wireframe template and the NWRS_Media Listing widget.

1. To edit the Multimedia Listing page. Navigate to Your **Refuge > Section > Multimedia** folder and edit the page. Refer to [Unit 14: Working with Content - Managing Content & Page - Edit PageBuilder Page](#) for detailed instructions. Skip to [Exercise: 8-5 Add/Edit the NWRS_Media Listing Widget](#) section below.
2. To create a new Multimedia Listing page navigate to **Sections > Multimedia**.



3. Choose **New > Page Layout**



5. Add New Page:

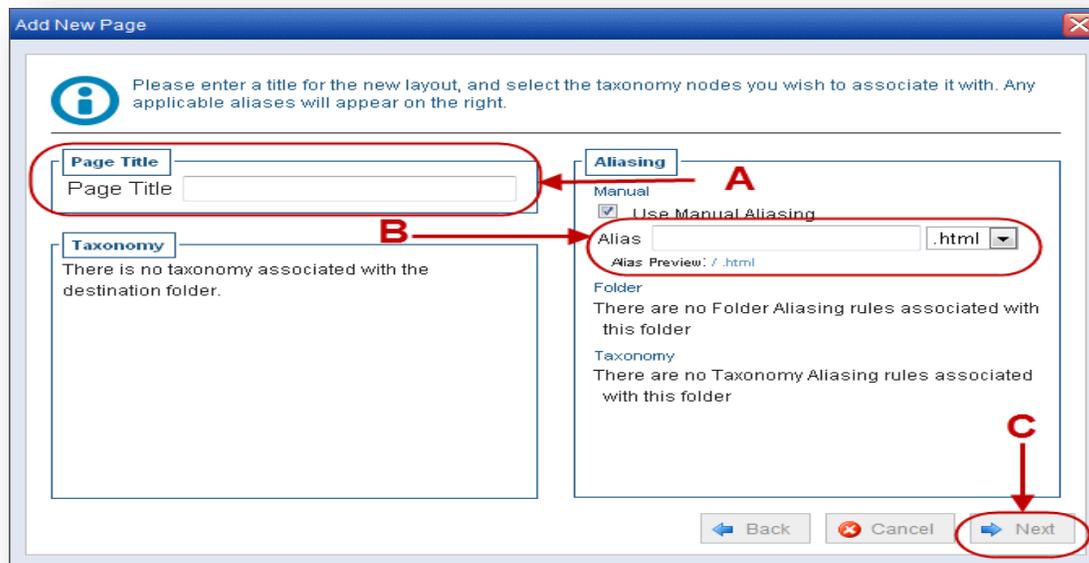
- A.** Choose three column layout this will generate a three column PageBuilder page.
- B.** Click Next



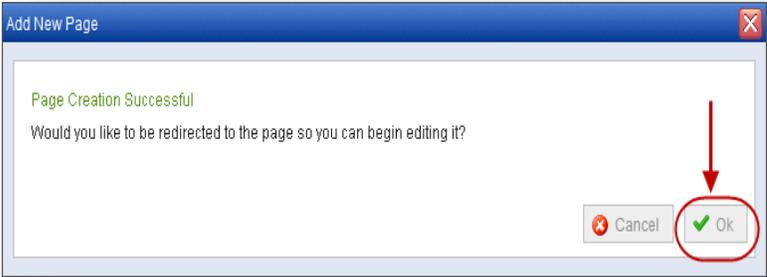
6.

7. Title, Aliasing, and Taxonomy

- A.** Enter a page title into the Page Title Field. This is the name of your content block.
- B.** The alias field is automatically populated when you enter in a page title. You are able to change the alias to a different name if you would like a different alias.
- C.** Click **Next**



- 9. **Metadata** – Refer to [Unit 14: Managing Content/Page Properties - Adding Metadata](#) to add the Metadata. Click **Finish** when Metadata is completed.
- 10. Click **OK**, you will then be brought to a rendered three-column PageBuilder template.



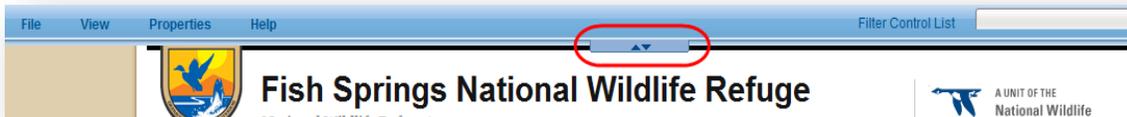
Exercise: 8-5 Add/Edit the NWRS_Media Listing Widget

In this exercise we will be adding the NWRS_Multimedia Listing widget to the PageBuilder page in order to display a multimedia list on our page. Skip to Step 4 to edit the NWRS_Media Listing widget.

1. Click the arrow in the top left corner of the page to open the PageBuilder fly out menu. This will allow you to access your widget tray.



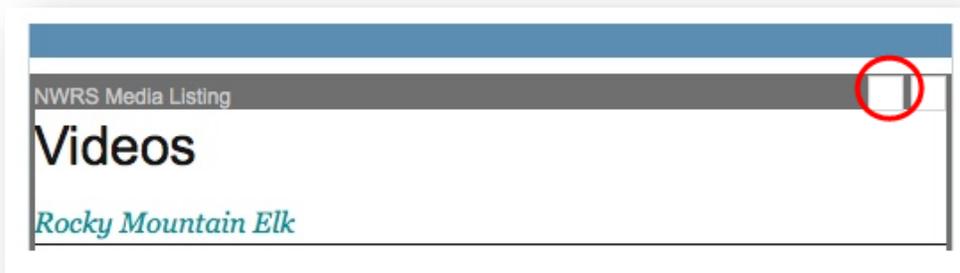
2. Click the arrows in the middle of the menu bar to drop down your widget tray



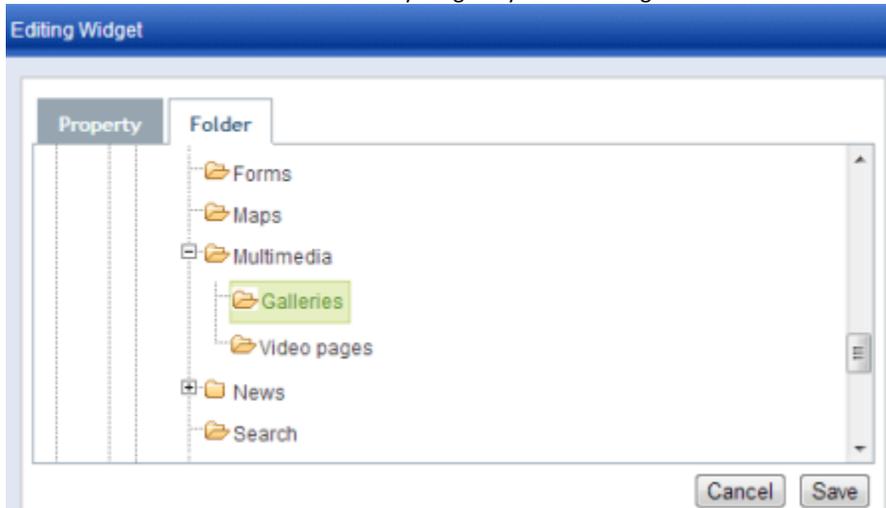
3. Locate the NWRS Media Listing Widget in the widget tray. Drag and drop the widget into the center of the blue box.



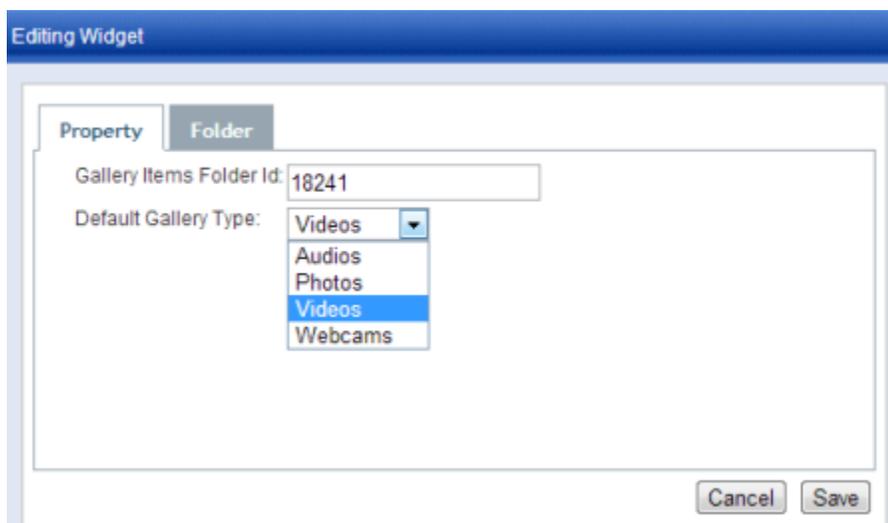
4. Hover over the first white square and a pencil icon will appear, click on it and the Editing Widget window will appear.



5. Click on the folder tab and locate your gallery folder through the menu structure.



6. Navigate to **Sections > Multimedia > Galleries** folder.
7. Click on your **properties tab**, and select what type of media you are listing. For example: Videos, Audios, Photos, or Web Cameras



8. Click **Save**.

Here is a view of your completed Multimedia List on the page.

U.S. Fish & Wildlife Service

Search All Refuges

Fish Springs National Wildlife Refuge

National Wildlife Refuge | Utah

Visit Wildlife & Habitat Seasons of Wildlife About the Refuge

Videos

[Rocky Mountain Elk](#)

Video 2
Video Link

[Rocky Mountain Elk 2](#)

Another test link
Testing Video (not really)

Print Share

ALERT - CONTENT TO BE PUBLISHED

MAPS

MULTIMEDIA

WHAT WE DO
Resource Management
Conservation

Multimedia Landing Page

The Multimedia landing page has already been created for your refuge and does not need to be created. Modify the existing landing page with your refuge content. This Multimedia section is provided for you in case you accidentally delete the existing one.

In this section you will learn how to create a Multimedia Landing Page. A Multimedia Landing Page is an internal landing page that allows you to display multiple items in a list to highlight multimedia content. When creating a Multimedia Landing Page you will need to display at least one multimedia section. You are also able to add an optional side menu to your page. The Introduction Link, Social Media and Three Column list are optional items for your Multimedia Landing Page and must be created prior to completing this page.

The screenshot displays the UAT National Wildlife Refuge website. The header includes the U.S. Fish & Wildlife Service logo, the UAT logo, and the text "National Wildlife Refuge | Alabama". A navigation bar contains links for "Visit", "Wildlife & Habitat", "Seasons of Wildlife", and "About the Refuge". The main content area features a "Multimedia Galleries" section with a large image of a Rocky Mountain Elk. Below the image is a descriptive paragraph and a "View the elk gallery" link. To the right of the main content is a sidebar with "FOLLOW US ONLINE" (Facebook, Twitter, YouTube, Instagram), "MAPS", and "MULTIMEDIA" links. Below the sidebar is a "WHAT WE DO" section with links for "Resource Management", "Conservation", "Get Involved", "Partnerships", "In The Community", and "Science". The main content area also includes "Photos", "Videos", and "Audios" sections, each with a small image, a brief description, and a "Learn More" link. At the bottom, there is a "My Three Column List" section with two items: "Rocky Mountain Elk Text 1" and "Rocky Mountain Elk 2 Text2".

Content Definition: Multimedia (persistent link) goes to the multimedia page of the refuge site you are on, even if it only has a couple of photos or one podcast.

Multimedia Landing pages have a free form text editor. A pre-set list of type styles will be available to web authors which includes:

1. page title
2. image
3. description
4. introductory link
5. multimedia list

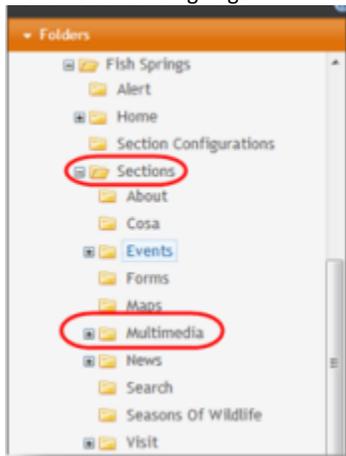
Web authors will have control over number, size, justification (left or right), and the placement of photographs on the page.

Special Notes: N/A

Section Use: Multimedia

Exercise 8-6: Editing/Creating a Multimedia Landing Page

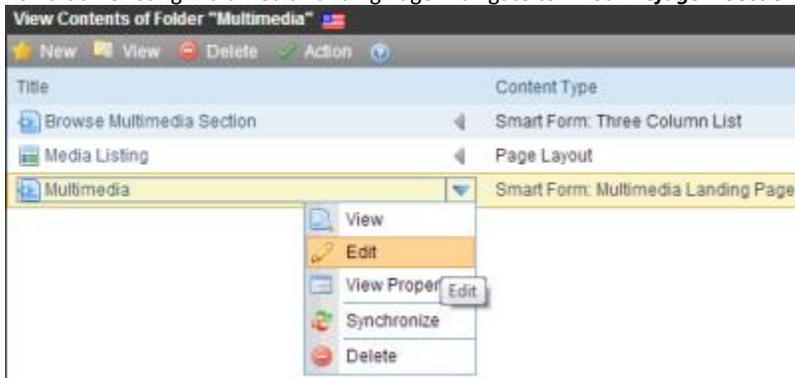
1. To Create a Multimedia Landing page: Navigate to **Sections > Multimedia**. Skip to Step 3 for instructions on editing existing Multimedia Landing Page.



2. Select **New > Multimedia Landing Page**.



3. To **Edit** an existing Multimedia Landing Page: Navigate to **> Your Refuge > Sections > Multimedia** folder.



4. **Edit** the Multimedia Landing Page SmartForm content. Typically this content is titled **Multimedia**.

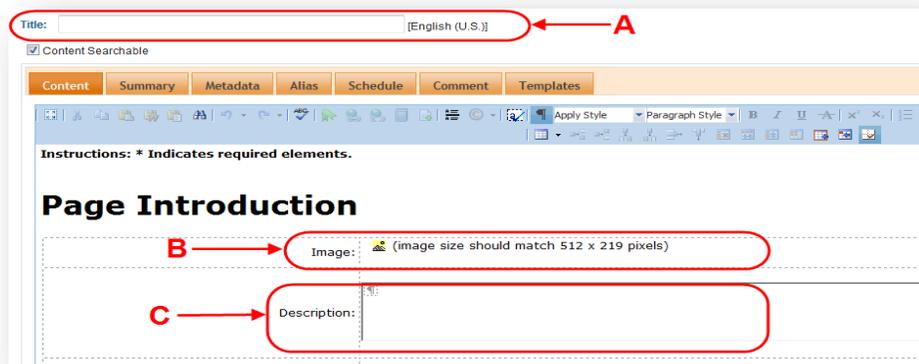
Exercise 8-7: Adding content into the SmartForm.

In this exercise we will add a Title, Image, Description, Gallery Link, and Social Media Links to our page.
(See Figure 8-5)

The screenshot shows the website for the Wichita Mountains National Wildlife Refuge. The main navigation bar includes 'Visit', 'Wildlife & Habitat', 'Seasons of Wildlife', and 'About the Refuge'. A 'MULTIMEDIA' sidebar on the left contains 'Link A' and 'Link B'. The main content area features a 'Multimedia Galleries' section with a red box around the title (labeled 'A'), a large image of an elk (labeled 'B'), a descriptive paragraph (labeled 'C'), and a 'View the elk gallery' link (labeled 'D'). Below this are sections for 'Photos', 'Videos', 'Audios', and 'Web Cams', each with a small image and a 'Learn More' link. A 'Browse Multimedia by Subject' section at the bottom lists 'Elk' and 'Rocky Mountain Elk 2'. The right sidebar contains an 'ALERT' box, 'FOLLOW US ONLINE' social media icons, 'MAPS', 'MULTIMEDIA', and 'WHAT WE DO' categories like 'Resource Management', 'Conservation', 'Get Involved', 'Partnerships', 'In The Community', and 'Science'. The footer includes navigation links like 'Wichita Mountains Home', 'Regional Office', 'Refuges/Districts Nearby', 'Contact Us', 'News', 'Jobs', and 'FAQs', along with a 'Last Updated: Aug 23, 2011' timestamp.

Figure 8-5

Adding/Editing Page Introduction - Image 1

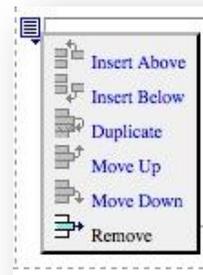


A. Title: Enter or modify the title in the Title Field.

B. Image:

1. Click **Select Picture** () button.
2. The corresponding folder in the Library where you have uploaded your image will come up. **Sections > X**
3. To remove the image use the **Editor** () button and you will be prompted by a menu that will allow you to remove the image.

C. Description: Enter or modify the description in the description field.



Adding Content SmartForm - Image 2



D. Introduction link:

1. Click the **PageIntroLink** ( PageIntroLink) button. Skip this step if link exists.
2. Click the **Link** () button.
3. Manually enter a URL or click the **URL** () button and navigate to your content. **Sections > Multimedia > Galleries**. Make sure Quicklinks is highlighted.
4. Select the content that you wish to display.

Exercise 8-8: Adding or Modifying the Multimedia List.

In this exercise we will add or modify content to the Multimedia List which will be displayed on the page as seen in Figure 8-6.

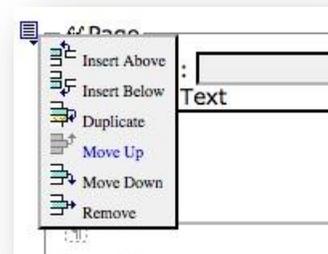
The screenshot shows the website for Fish Springs National Wildlife Refuge. The main navigation bar includes 'Visit', 'Wildlife & Habitat', 'Seasons of Wildlife', and 'About the Refuge'. The 'MULTIMEDIA' section is active, displaying 'Multimedia Galleries'. A large image of a Rocky Mountain Elk is featured with a description and a 'View the elk gallery' link. Below this, there are sections for 'Photos', 'Videos', 'Audios', and 'Web Cams'. The 'Photos' section includes a thumbnail of a fish and a 'Learn More' link. The 'Videos' section features a photo of a person with a turtle and a 'Learn More' link. The 'Audios' section shows a forest scene and a 'Learn More' link. The 'Web Cams' section displays a bald eagle and a 'Learn More' link. At the bottom, a 'Browse Multimedia by Subject' section lists three items: 'Elk Additional Text Here (1.5MB)', 'Rocky Mountain Elk 2 Additional Text Here (1.5MB)', and 'Fire Management Additional Text Here (1.5MB)'. Red annotations with letters F, G, H, I, and J point to various elements: F points to the 'Photos' label, G points to the fish thumbnail, H points to the text description of the bison, I points to the 'Learn More' link, and J points to the 'Browse Multimedia by Subject' section.

Figure 8-6

Adding Photo, Audio, Video, or Web Cam to the Multimedia List

- F.** Go to the **Multimedia Listing** section of the Multimedia Landing Page SmartForm.
- G. Title:** Enter a title in the Title Field.
- H. Image:** Insert or edit the image that will be displayed in the list. Image size should be 150x118 pixels.
1. Click on the **Image Selector** ().
 2. **Image properties** window will open.
 3. To select a new image, Click **the Image Src** button.
 4. Library window will open in images mode.
 5. Navigate to the image to be selected.
 6. Highlight and Click **Insert**.
 7. The Image Src field will display the path to the image.
 8. Update **the Image Alt Text**. The Image Alt Text will appear as tooltip for the image.
 9. Click OK and the image properties window will close and the image will appear in the image column.
- I. Description:** Enter a description in this field.
- J. Link:** This field is used to classify your content. Choose one of the options below.
- Audio
 - Photos
 - Videos
 - Web Cams

To manipulate your Multimedia List use the **Menu** () button.



- K.** Add additional Multimedia List items by repeating Steps F – J.
- L.** Click the **Publish** button for the Multimedia Landing Page SmartForm.

Exercise 8-9: Browse Multimedia by Subject

The Browse by Subject section displays on each published Gallery, Multimedia Landing Page or Multimedia Listing Page and automatically pulls the list from the Three Column List SmartForm content that resides in the Refuge Multimedia folder. Changes made in the Three Column List SmartForm content will automatically update the Browse by Subject sections on every page.

The screenshot shows the Quivira National Wildlife Refuge website. At the top, there is a navigation bar with the U.S. Fish & Wildlife Service logo and the Quivira logo. Below this is a green navigation menu with options like 'Visit', 'Wildlife & Habitat', 'Seasons of Wildlife', and 'About the Refuge'. The main content area features a 'Multimedia Galleries' section with a large image of an American Avocet. Below the image is a descriptive paragraph and a link to 'View the Shorebird gallery'. To the right of the main content is a sidebar with social media links (Facebook, Twitter, YouTube, etc.), a 'FOLLOW US ONLINE' section, and a 'WHAT WE DO' section with links for 'Resource Management', 'Conservation', 'Get Involved', 'Partnerships', 'In The Community', and 'Science'. Below the main content, there are sections for 'Photos' and 'Audios'. The 'Photos' section features a small image of a Whooping Crane and a link to 'Learn More'. The 'Audios' section features a small image of a Bullfrog and a link to 'Learn More'. At the bottom, there is a 'Browse Multimedia by Subject' section with three columns of links: 'Tornado Damage 14 April 2012', 'Whooping Crane Get to know the tallest North American bird (12 WB)', 'Unusual Bird Sightings', 'What is in Bloom', 'Shorebirds', 'Mammals', and 'Herons and Egrets'. The footer contains navigation links for 'Quivira Home', 'Regional Office', 'Refuges/Districts Nearby', 'Contact Us', 'News', 'Jobs', and 'FAQs'. The date 'Last Updated: Apr 11, 2012' is also visible.

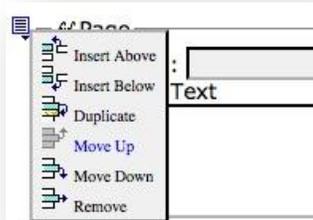
1. Navigate to **Your Refuge > Sections > Multimedia** folder.
2. Select New > **Three Column List SmartForm**.
3. Add individual items.

Three Column List SmartForm

The screenshot shows the 'Instructions...' section with a 'List Title:' text box (A). Below is the 'Column Items' section. A red circle with a list icon (B) is in the top left. A 'Link:' button with a link icon (C) is next to the 'Link:' label. A text box for 'Additional Text:' (D) contains '(Optional) Example 1.2 MB PDF'. A 'File Size:' text box (E) is next to it. A dropdown menu for 'Column:' (F) is set to 'Column One'. A red circle with a plus icon (G) is at the bottom left of the 'Column Items' section.

A. List Title: Enter in a title for your list.

B. Editor () Button: Located in the upper left hand corner will allow you to move around or remove content blocks.



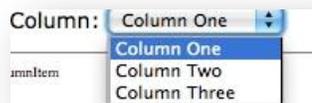
C. Links: add a link to the items page.

1. To add a link click on the **Link** () button this will open up your link manager.
2. Next click on the **URL** () Button.
3. That will lead into the library, make sure you are in quicklinks.
4. Navigate to **Library > NWRS > Your Refuge > Sections > X**
5. Make sure your Quicklinks are activated.
6. Double click on your link and then hit OK on the **Link Manager** Screen.

D. Additional Text: Room for some additional information.

E. File Size: Optional and will allow you to enter in the size of your file that you might display.

F. Column: This allows you to choose the column the item will display in.



Alternative Multimedia Page Options

Use this section if you want to build out your Multimedia section using media services like Flickr and YouTube.

NOTE: It is recommended that you create a sub-folders under **Your Refuge > Sections > Multimedia** folder to hold your Flickr and YouTube pages. For example:

- Multimedia
 - Hosted Media Gallery

Instructions on creating folders can be found at [Appendix B - Creating & Editing Folders](#). Ensure you configure the Smart Form folder property as such:

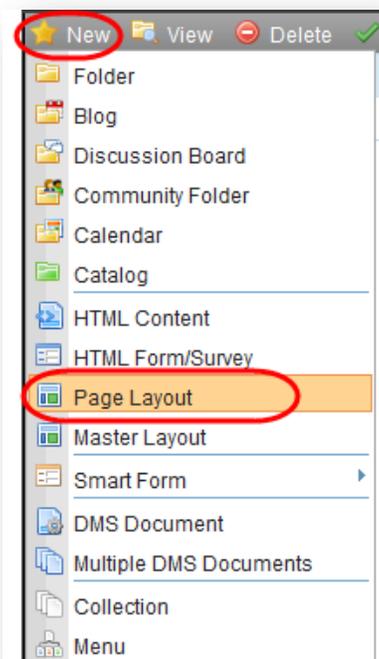
- Disable Inherit Parent Configuration
- Disable Require Smart Forms
- Add Promo Page Smart Form
- Remove Multimedia Landing Page Smart Form
- Make Blank HTML the default.

Create Photo Gallery Page using Flickr

Following instructions show you how to create a Photo Gallery page using PageBuilder and Flickr widget. The photos are hosted on Flickr.com so you will need a Flickr account to manage your photos there. The Flickr widget simply acts as a display mechanism for the photos residing on Flickr.

Exercise: 8-10 Create/Edit the Photo Gallery Page

1. To edit the Flickr Photo Gallery Page. Navigate to Your **Refuge > Section > Multimedia > Folder X** (folder x denotes folder you created to host this page). Refer to [Unit 14: Working with Content - Managing Content & Page - Edit PageBuilder Page](#) for detailed instructions on how to edit the page. Skip to [Exercise: 8-11 Add/Edit the Flickr Widget](#) section below.
2. To create a new page navigate to **Sections > Multimedia > Folder X** (folder x denotes folder you created to host this page).
3. Choose **New > Page Layout**



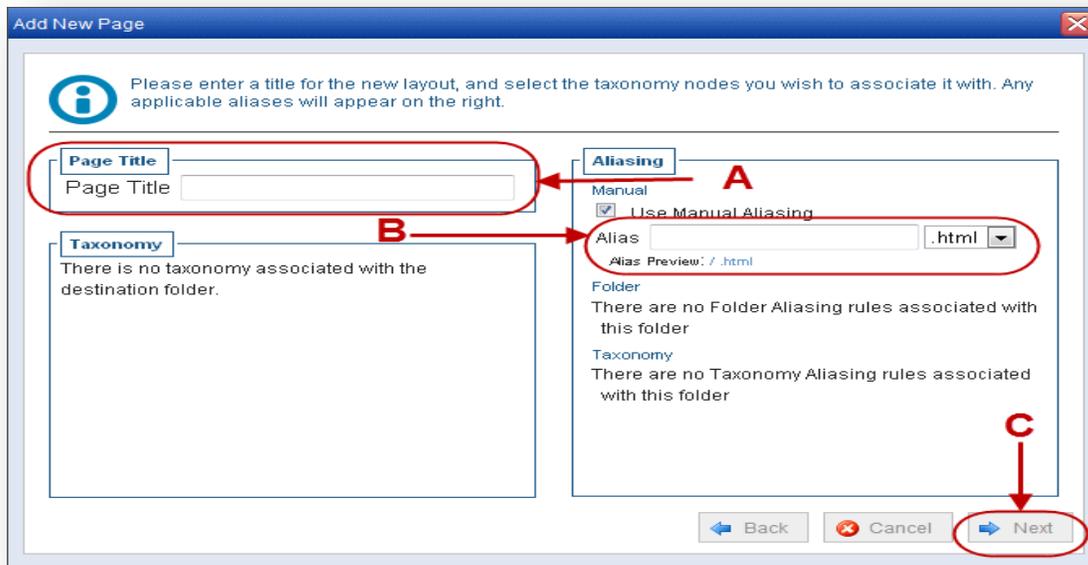
4. Add New Page:

- A.** Choose two or three column layout this will generate a two or three column PageBuilder page.
- B.** Click Next



5. Title, Aliasing, and Taxonomy

- A.** Enter a page title into the Page Title Field. This is the name of your content block.
- B.** The alias field is automatically populated when you enter in a page title. Modify this alias so it follows the URL Aliasing Standards defined in [Unit 3: URL Aliasing Standards](#).
- C.** Click **Next**



6. Fill out the Metadata fields using [Unit 14: Adding Metadata](#) section as reference.

7. Click **OK**, you will then be brought to a rendered two or three-column PageBuilder template.

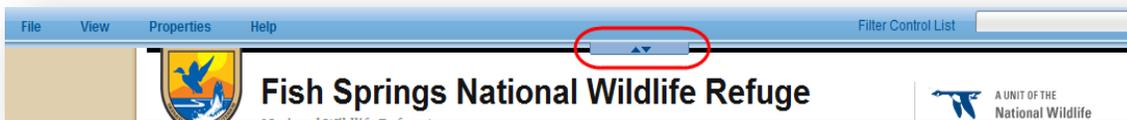


Exercise: 8-11 Add/Edit the Flickr Widget

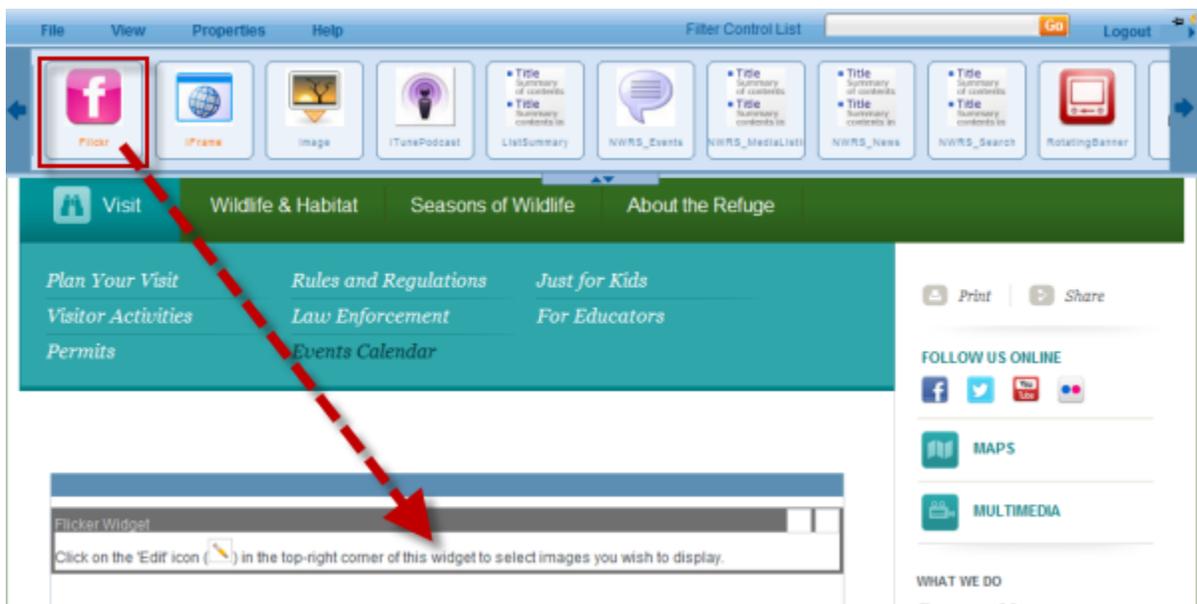
7. Click the arrow in the top left corner of the page to open the PageBuilder fly out menu. This will allow you to access your widget tray.



8. Click the arrows in the middle of the menu bar to drop down your widget tray



9. Locate the Flickr Widget in the widget tray. Drag and drop the widget into the center of the blue box.

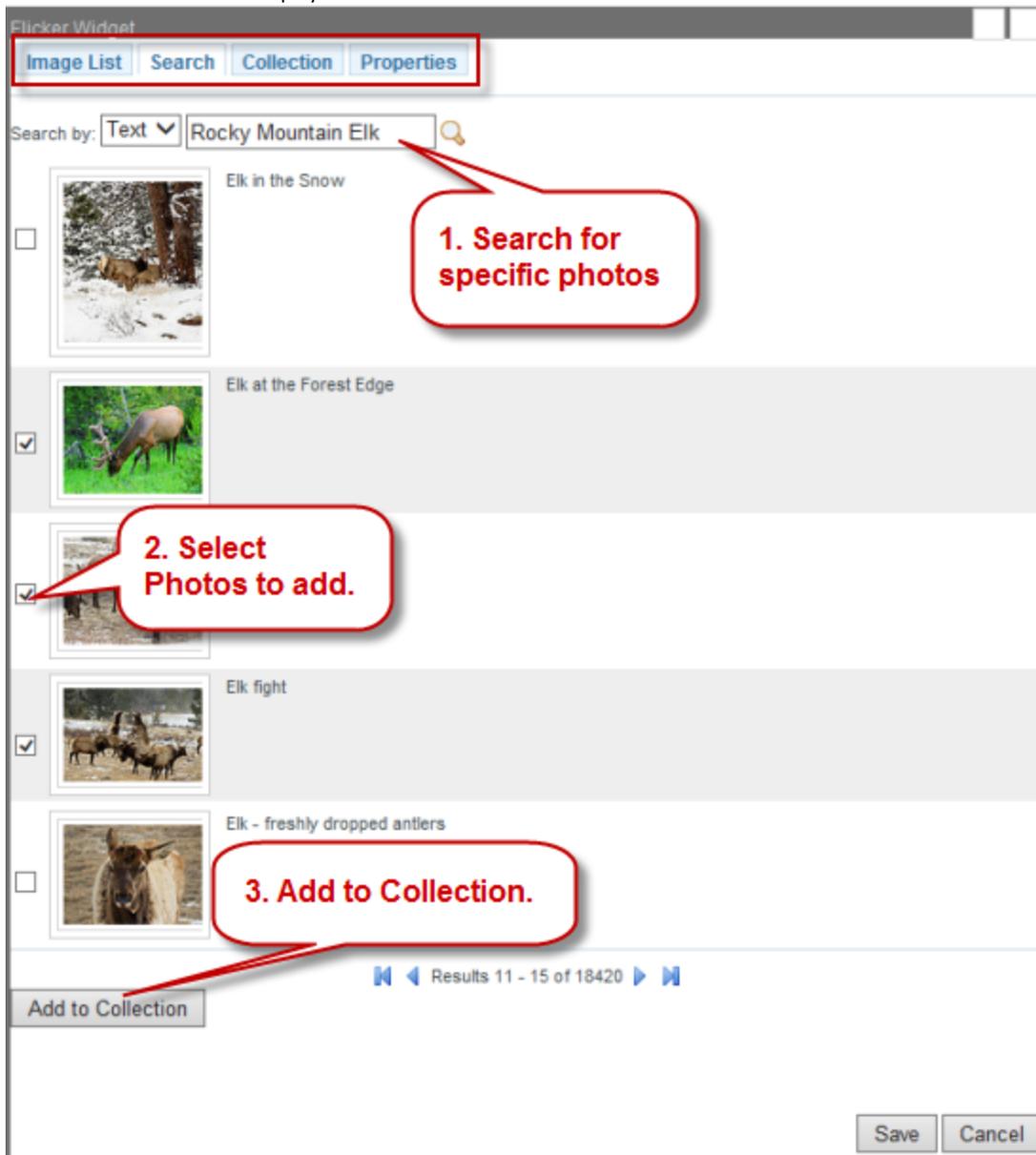


10. Hover over the first white square and a pencil icon will appear, click on it and the Editing Widget window will appear.



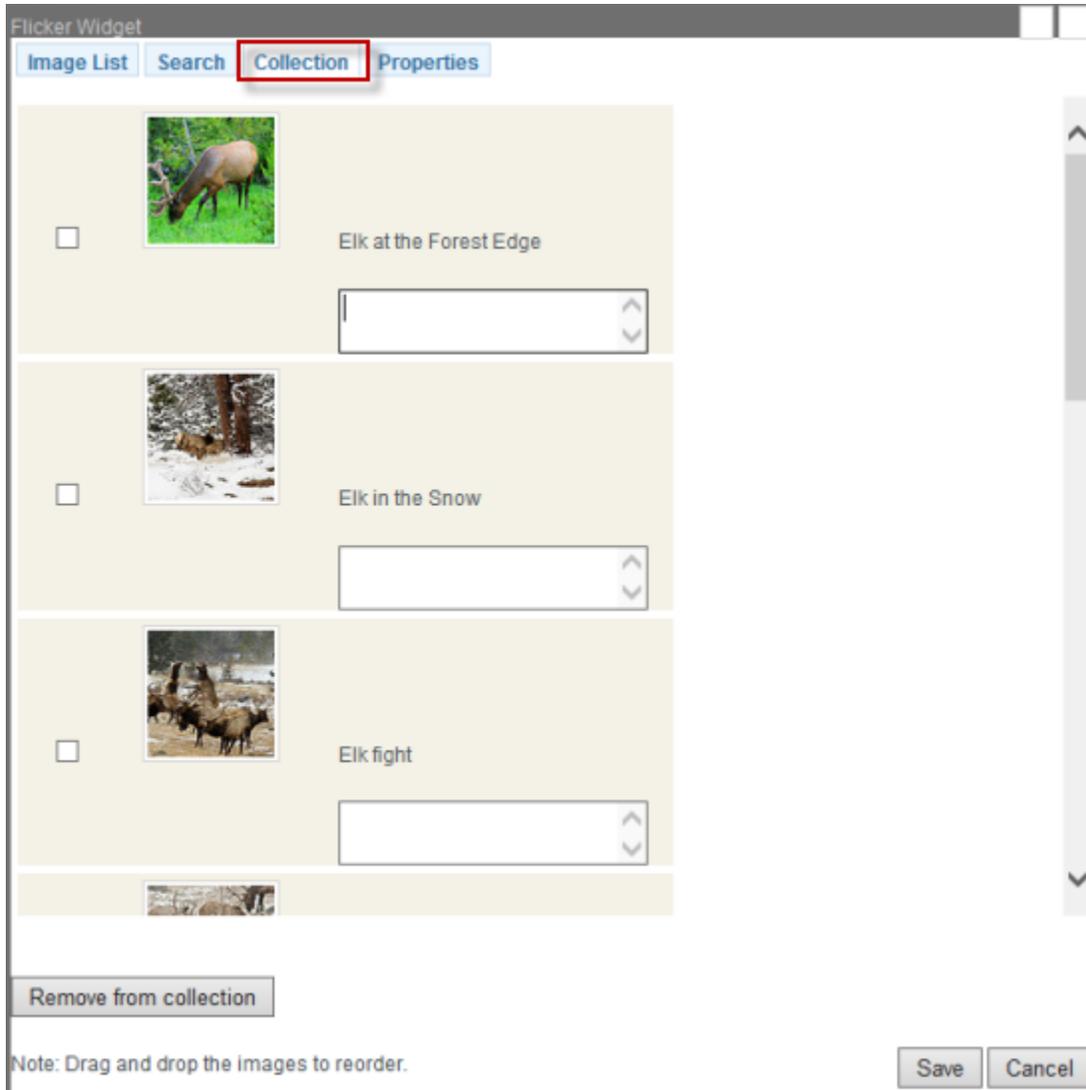
11. Click on the Search Tab.

12. Search Flickr for Photos to display.



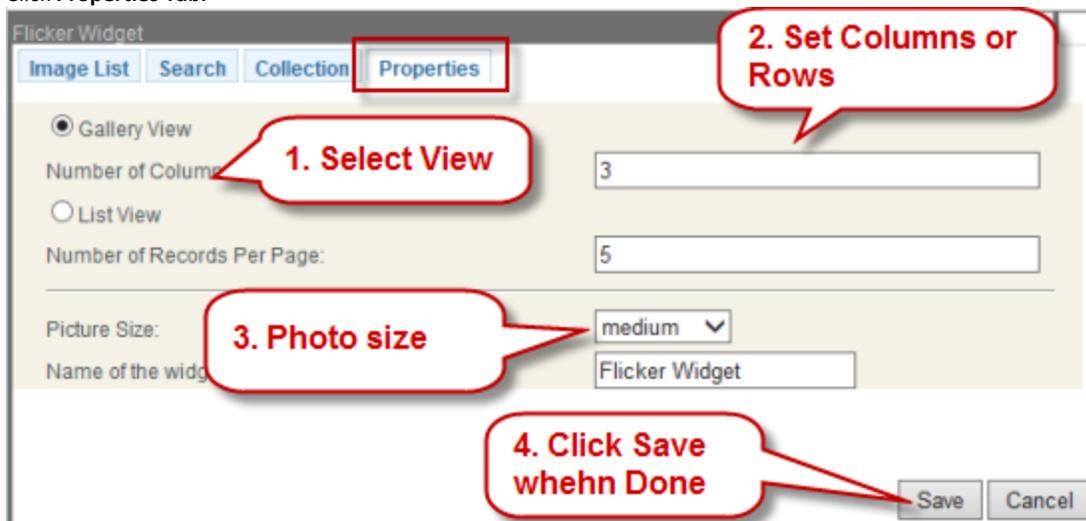
13. Select the Photos to add and then click on **Add to Collection**.

14. Click Collection Tab.

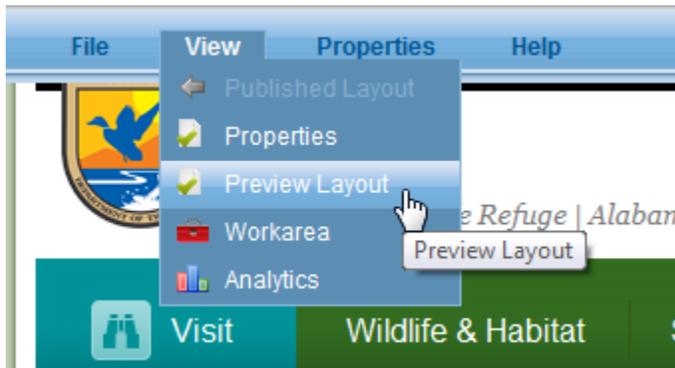


15. From Collection Tab you can add descriptions images, reorder images and remove images.

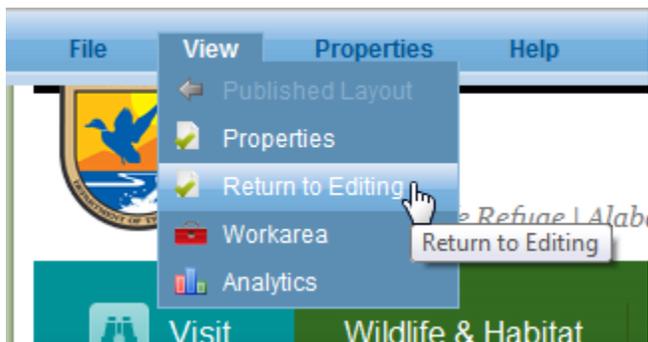
16. Click Properties Tab.



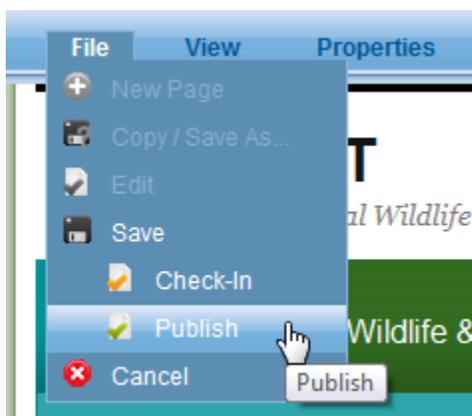
17. Pick the View mode, Column/Row, and Photo size.
18. Click **Save**.
19. To Preview the page before you publish it, go to the PageBuilder fly out menu bar and select **View > Preview Layout**.



20. To return to Edit Page Layout Mode, select **View > Return to Editing** from the PageBuilder Menu bar.



21. To Publish the page, select **File > Publish** from the PageBuilder Menu Bar.



22. The Flickr Gallery Page will look like this. When visitors click on a photo it will take them to Flickr's photo page.

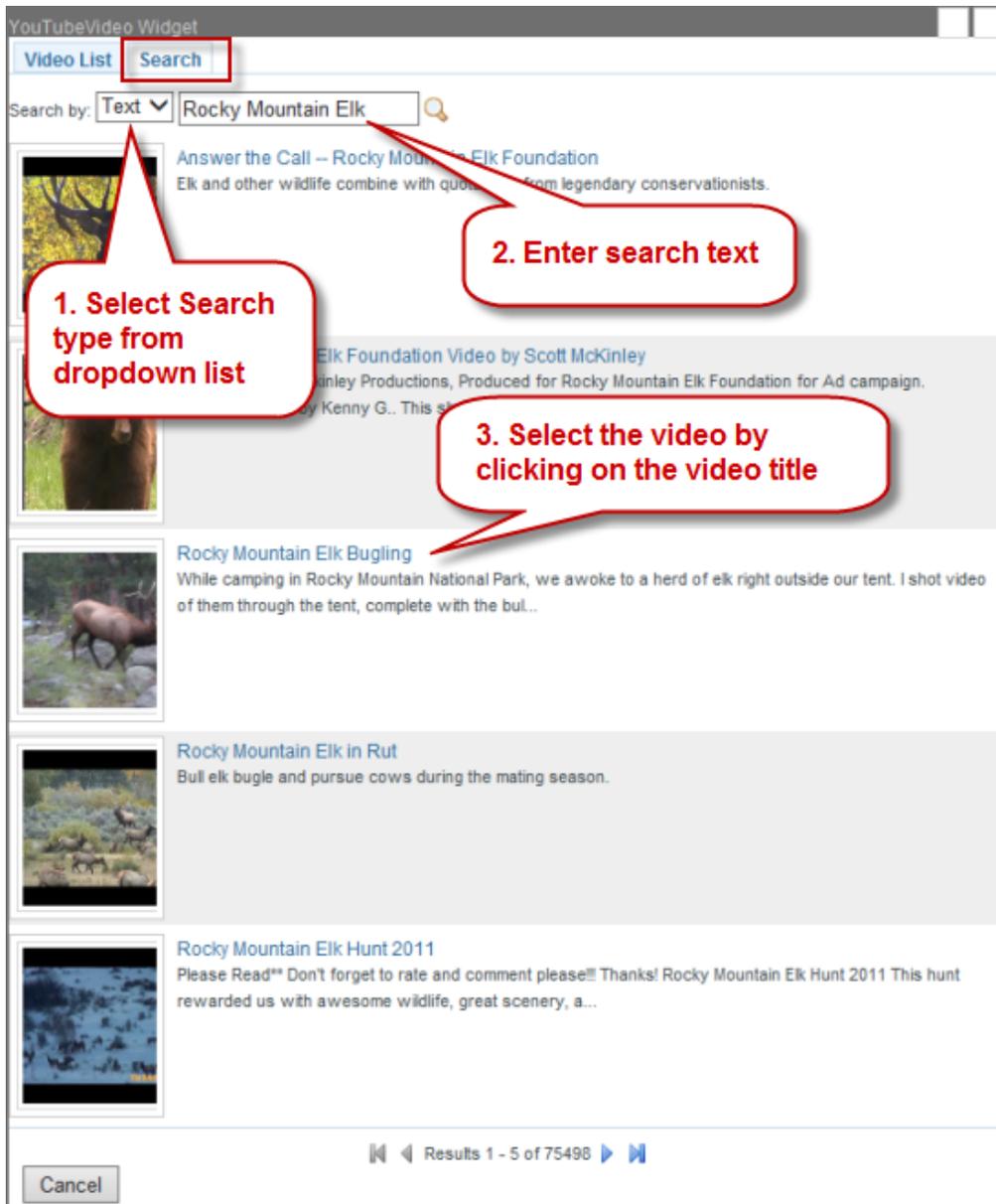
The screenshot shows the website for the UAT National Wildlife Refuge, Alabama. The header includes the U.S. Fish & Wildlife Service logo, the UAT logo, and a search bar. The main navigation bar has links for Visit, Wildlife & Habitat, Seasons of Wildlife, and About the Refuge. Below this, there are links for Plan Your Visit, Rules and Regulations, Just for Kids, Visitor Activities, Law Enforcement, For Educators, and Permits. The main content area features a gallery of seven photos showing elk and deer in various settings, including a close-up of a buck's head, a deer in a snowy forest, a herd of elk in a field, and a deer in a field with yellow trees. The right sidebar contains social media links, a calendar for April 2013, and a list of activities like Resource Management, Conservation, Get Involved, Partnerships, In The Community, and Science. The footer includes navigation links, logos for the U.S. Fish & Wildlife Service and National Wildlife Refuge System, and the Department of the Interior USA.gov logo.

Create Video Page using YouTube

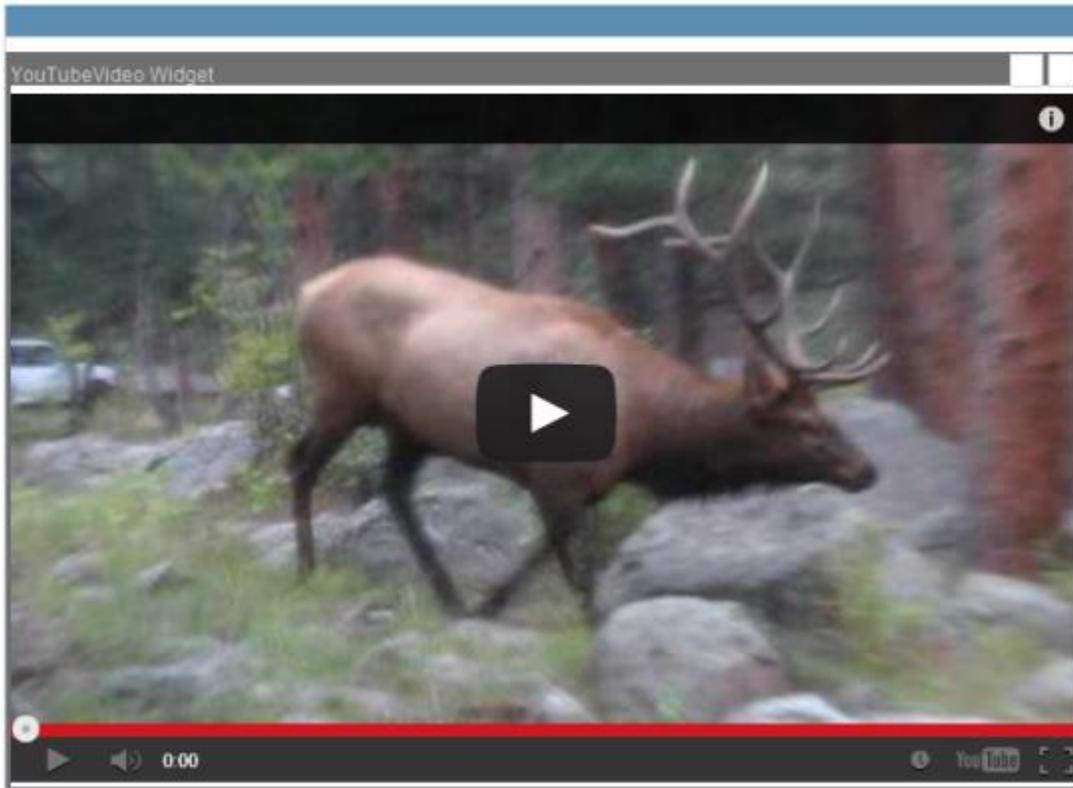
Following instructions show you how to create a Video page using PageBuilder and YouTube Video widget. The videos are hosted on YouTube.com so you will need a YouTube account to manage your photos there. The YouTube Video widget simply acts as a display mechanism for the videos residing on YouTube.

Exercise: 8-12 Create/Edit YouTube Video Page

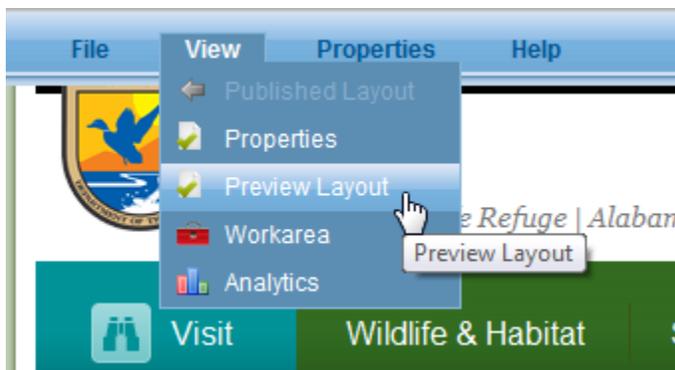
1. Follow same steps as [Exercise: 8-10](#) above to create or edit a PageBuilder page customizing the title and alias to reflect the Video page.
2. Perform [Steps 7-10 of Exercise 8-11](#) except drag and drop the YouTube Video Widget into the dropzone.
3. Click on the **Search Tab**.



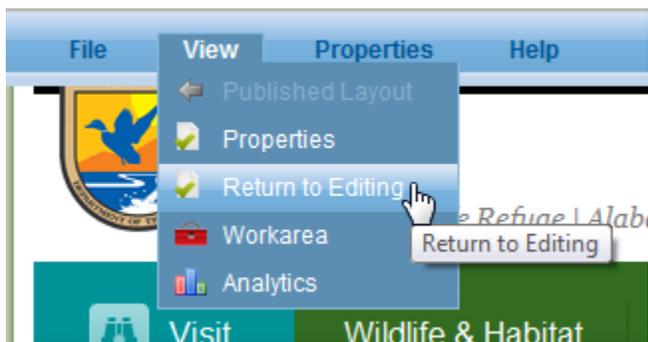
4. Select **Text** or **Tag** from Search by dropdown list.
5. Enter in what you want to search for in the **Search by** field and run the search.
6. Click on the **Video Title** of the video you want displayed.
7. The YouTube Video you selected will be displayed.



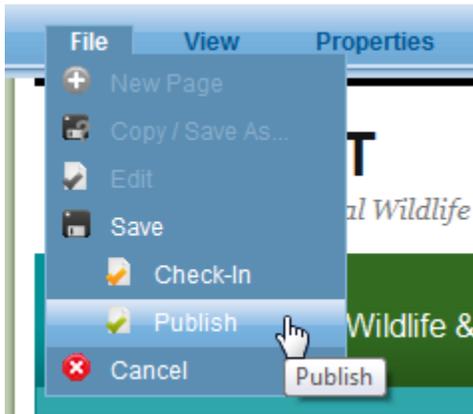
- To Preview the page before you publish it, go to the PageBuilder fly out menu bar and select **View > Preview Layout**.



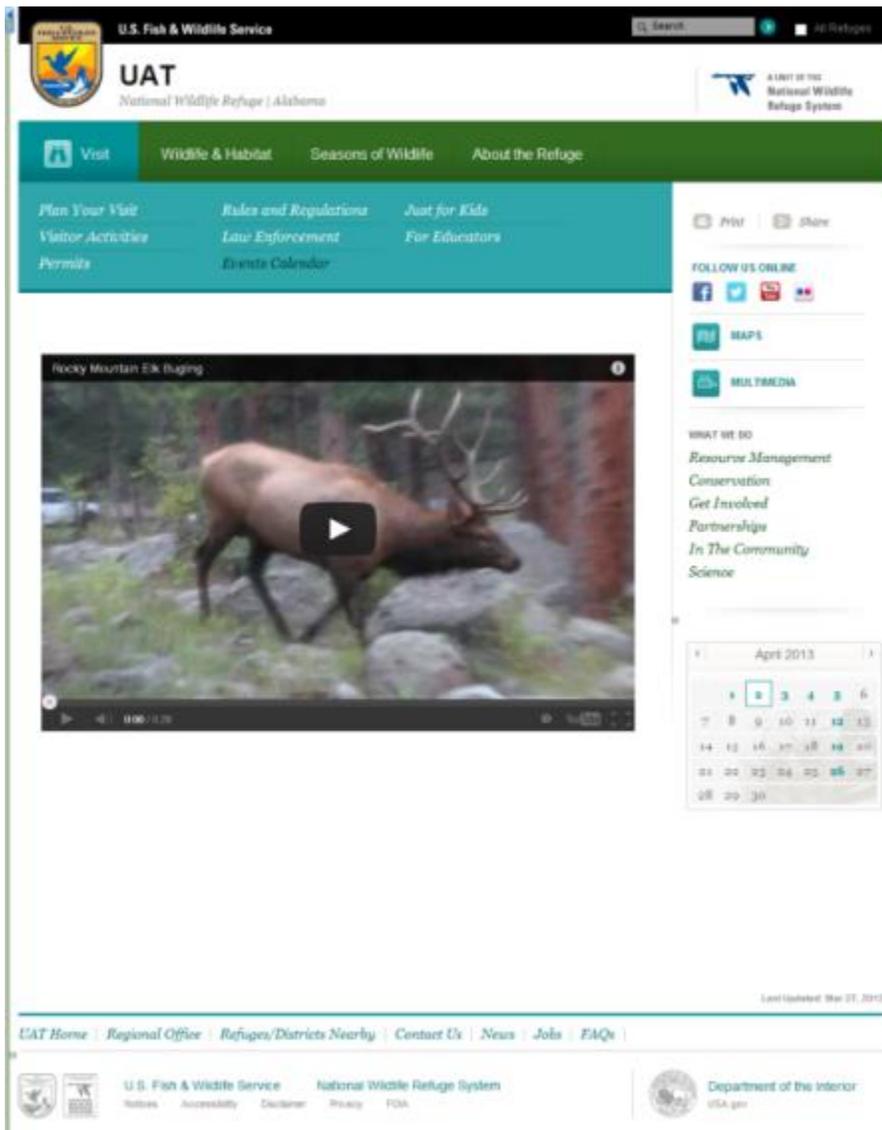
- To return to Edit Page Layout Mode, select **View > Return to Editing** from the PageBuilder Menu bar.



- To Publish the page, select **File > Publish** from the PageBuilder Menu Bar.



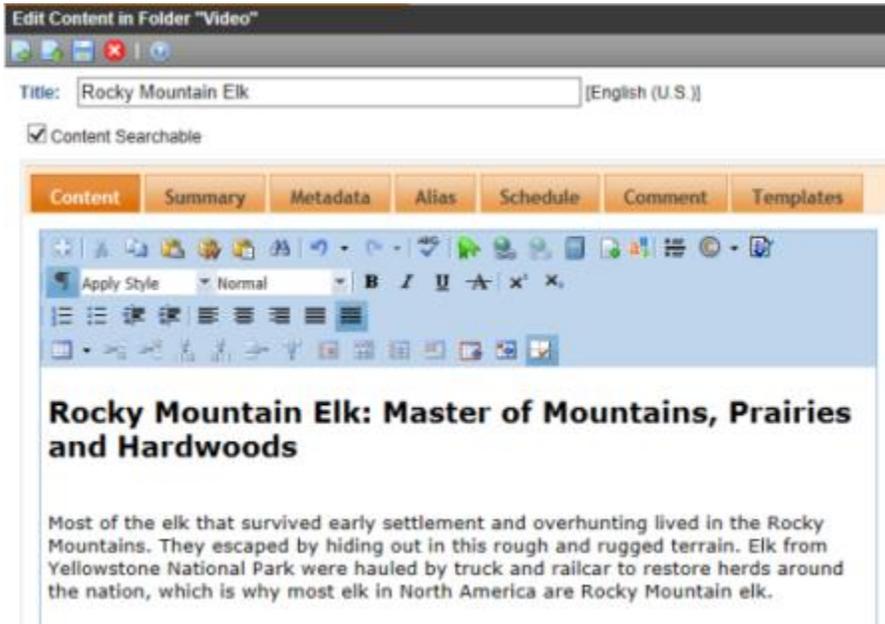
11. The YouTube Video page will look like this.



Enhancing your Flickr or YouTube Page

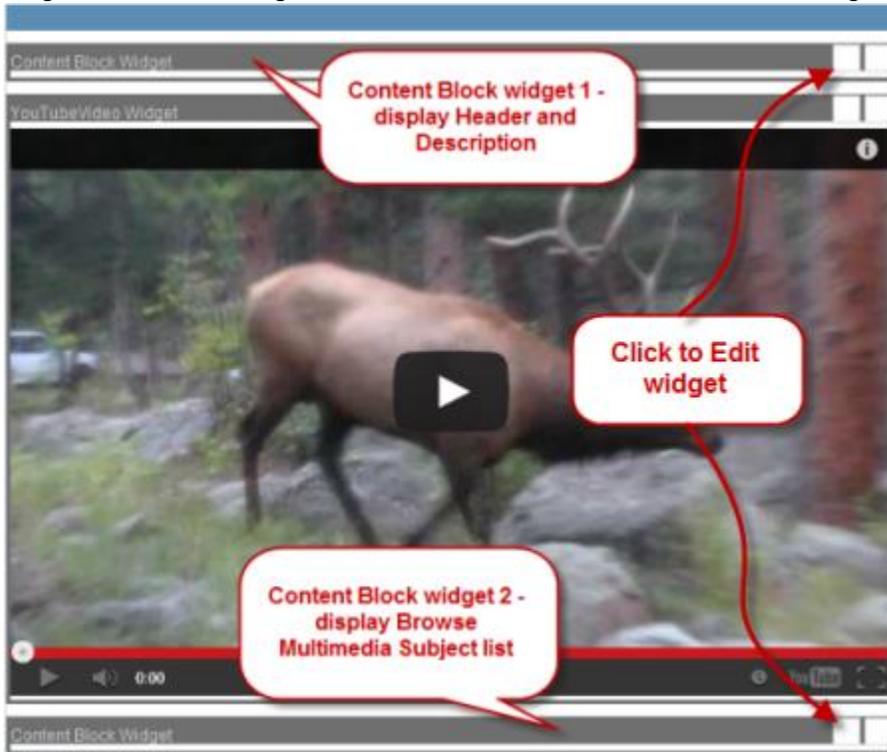
You can enhance your Multimedia pages using Flickr or YouTube Video by adding widgets that will display content, list boxes, and any other widgets that they wish to use. Below we will enhance the YouTube Video page by adding content about the Rocky Mountain Elk and adding the Browse by Subject Three Column List SmartForm content.

1. Navigate to **Your Refuge > Sections > Multimedia > Folder X** where Folder X denotes folder that will contain your Flickr/YouTube pages and content.
2. Add new HTML content following directions in [Unit 14: Adding HTML Content](#). Below is sample HTML content for this instruction.

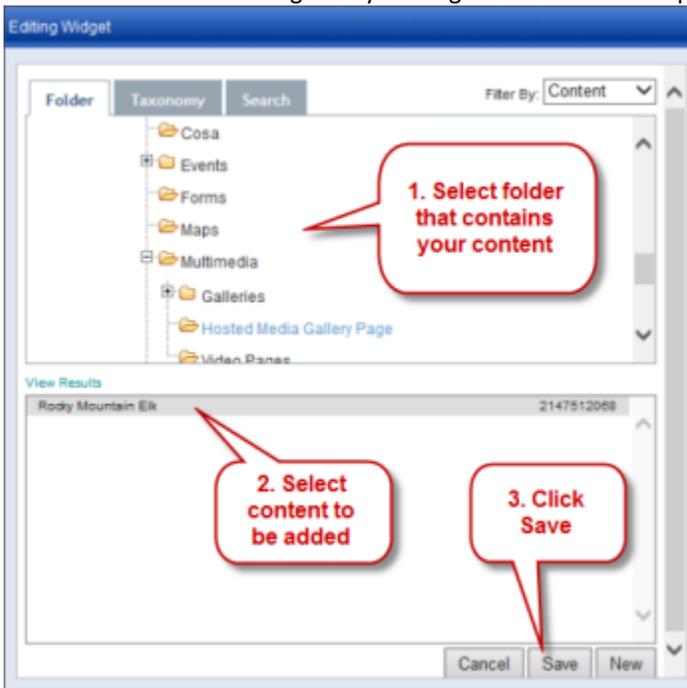


3. Create a new Browse by Subject list using [Unit 14: Create/Edit a List using Three Column List SmartForm](#) instructions or use the existing Browse by Subject content located in **Your Refuge > Sections > Multimedia** folder.
4. Edit the page you want to enhance. Refer to [Unit 14: Working with Content - Managing Content & Page - Edit PageBuilder Page](#) for detailed instructions on how to edit the page.

5. Drag a Content Block widget above and below the Flickr or YouTube Video widget.



6. Edit the Content Block widget 1 by clicking on the first white square.



- a. Ensure the **Folder Tab** is selected.
 - b. **Select** the Folder that contains the content you want displayed.
 - c. **View Result** will display all the contents in the selected folder.
 - d. Select the content to add.
 - e. Click **Save**.
7. **Edit** Content Block widget 2 and repeat Step 6a – 6e above except select the Browse by Section Three Column List SmartForm content located in **Your Refuge > Section > Multimedia** folder.

8. Publish the page and your page now looks like this:

The screenshot displays the UAT National Wildlife Refuge website. At the top, there is a navigation bar with the U.S. Fish & Wildlife Service logo, the text "UAT National Wildlife Refuge | Alabama", a search bar, and a link to "All Refuges". Below this is a green navigation menu with options: "Visit", "Wildlife & Habitat", "Seasons of Wildlife", and "About the Refuge". A teal sidebar contains links for "Plan Your Visit", "Visitor Activities", "Permits", "Rules and Regulations", "Law Enforcement", "Events Calendar", "Just for Kids", and "For Educators". On the right, there are social media links, "FOLLOW US ONLINE", "MAPS", "MULTIMEDIA", and "WHAT WE DO" (Resource Management, Conservation, Get Involved, Partnerships, In The Community, Science). The main content area features a video player for "Rocky Mountain Elk" with a red play button. Below the video is a "Browse Multimedia by Subject" section with tabs for "Rocky Mountain Elk", "Rocky Mountain Elk 2", and "Rocky Mountain Elk Part 2". A calendar for April 2013 is visible on the right. The footer includes "UAT Home", "Regional Office", "Refuges/Districts Nearby", "Contact Us", "News", "Jobs", "FAQs", and logos for the U.S. Fish & Wildlife Service, National Wildlife Refuge System, and Department of the Interior.

Alternate Multimedia Landing Page

The Multimedia Landing page (created using Multimedia Landing Page SmartForm) that is provided for you restricts you from adding Galleries created using PageBuilder page and Flickr/YouTube widgets, this is by design. An alternative method is to use the Promo SmartForm ([Unit 5 Promo Page - How to Create & Edit](#)) to create the Multimedia Landing page. Use the following steps for guidance:

1. Create Multimedia Landing page using the Promo SmartForm. Refer to [Unit 5 Promo Page - How to Create & Edit](#).
2. Publish the new landing page.
3. Edit the Homepage SmartForm content. Refer to [Unit 10: Editing the Homepage](#).
4. Update the Multimedia link so it links to the new landing page you created in Steps 1-2. Refer to [Exercise 10-7: Color Shift, Alert, Maps & Multimedia](#).
5. Publish the Homepage.

Unit 9

Maps Page - How to Create & Edit

Overview

Content Definition: The map page (persistent link) contains a consistent mapping tool that will be incorporated into the top portion of the illustration. Lower portion of the page lists other field station maps.

Special Notes: Landmapper lite will be used and it is a flash application.

Section Use: Maps

U.S. Fish & Wildlife Service

Wichita Mountains

National Wildlife Refuge | Oklahoma

Visit | Wildlife & Habitat | Seasons of Wildlife | About the Refuge

Print | Share

MAPS | MULTIMEDIA

WHAT WE DO
Resource Management
Conservation
Get Involved
Partnerships
In The Community
Science

RELATED PAGES
Bald Eagle Nest Camera
Visitor Info
Wildlife Management
Hunting Permits

Black-Capped Vireo
Their songs are derived from a large syllable repertoire, an order of magnitude greater than that of other vireos.

Last Updated: Sept 14, 2010

Wichita Mountains Home | Regional Office | Refuges/Districts Nearby | Contact Us | News | Jobs | FAQs

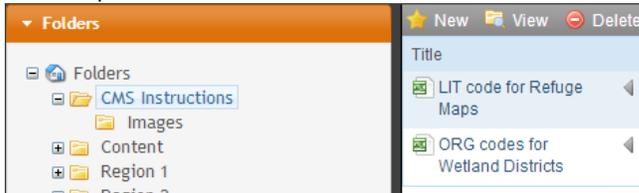
U.S. Fish & Wildlife Service | National Wildlife Refuge System | Department of the Interior
News | Accessibility | Disclaimer | Privacy | FOIA | USA.gov

Exercises

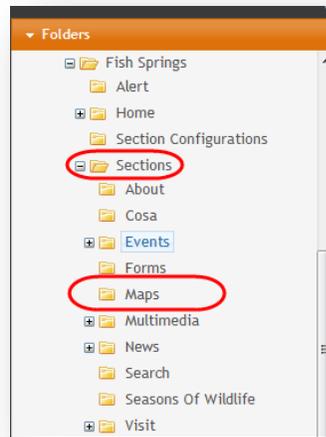
Exercise: 9-1 Setting Your Refuge/WMD Map

In this exercise we will set the LIT/WMD code in the SWFOobject widget so the correct map will appear on your maps page.

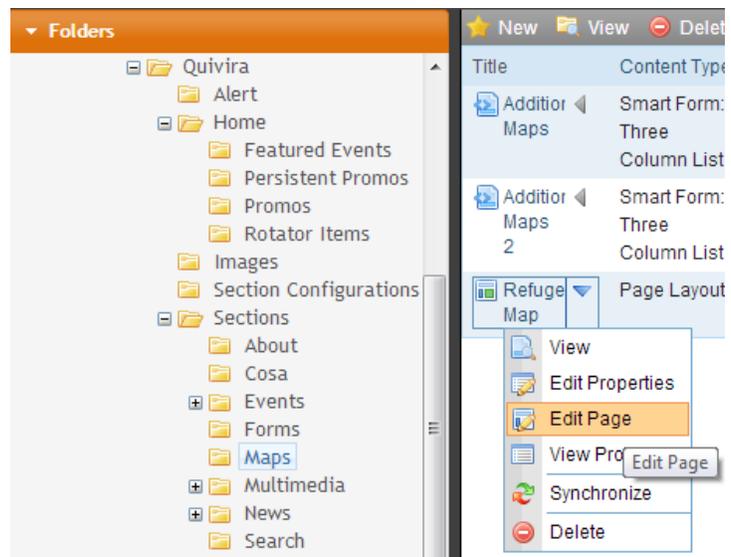
1. Download and open the Spreadsheets with LIT codes (for Refuges) and ORG codes (for Wetland Management Districts) found in the CMS Instructions folder in the Content Workarea. The spreadsheet will contain the code required to display your Refuge or WMD map.



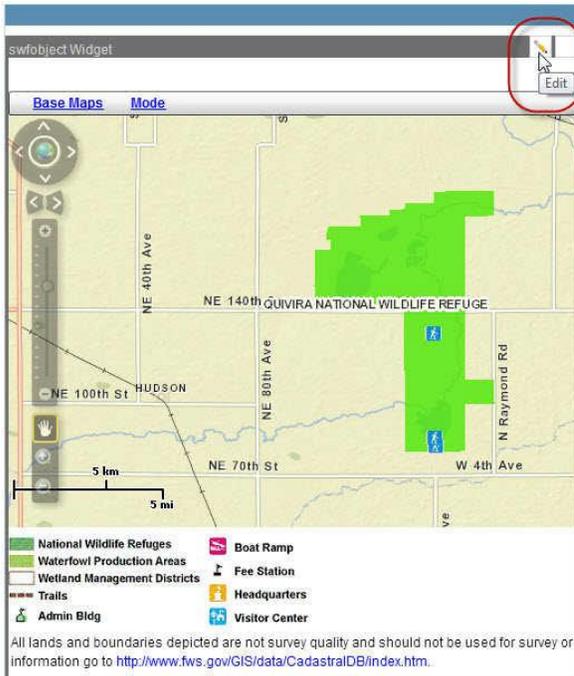
2. To edit your Map page navigate to **Sections > Maps**.



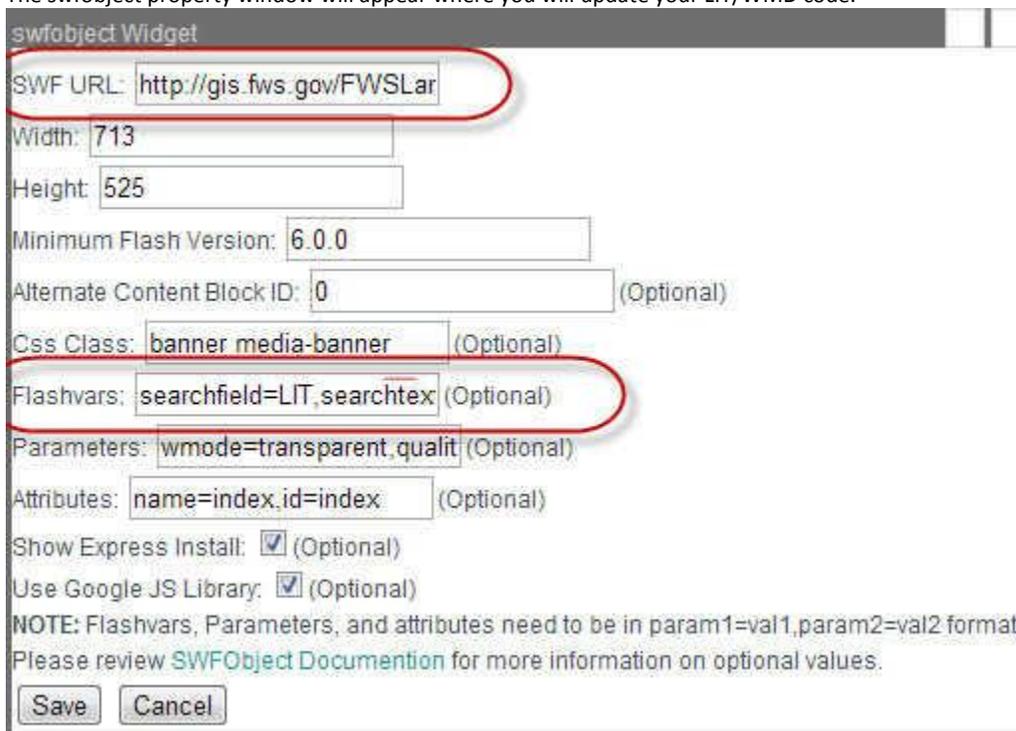
3. Choose **Edit Page** for your Refuge Map page.



4. Navigate to the swfobject Widget and hover the cursor over the first white square until a pencil icon appears and click on it.

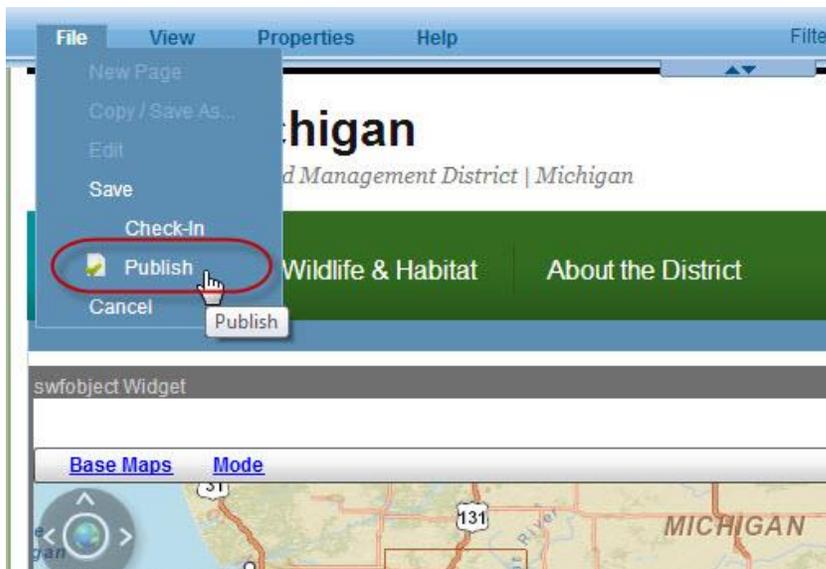


5. The swfobject property window will appear where you will update your LIT/WMD code.



- A. SWF URL will be provided for you.
- B. Flashvars field: Enter in your LIT code (for Refuges) or ORG code (for Wetland Management Destricts) that you obtained here.
 - i. For Refuge: insert the LIT code after the “searchtext= Add your LIT code here”. For example: searchfield=LIT,searchtext=QVR,isequal=true
 - ii. For WMD:
 - 1. Add “layernum=1”
 - 2. Change ‘searchfield=LIT’ to ‘searchfield=ORGCODE’
 - 3. Add your ORG code after the “searchtext=Add your ORG code here”
 - 4. For example: layernum=1,searchfield=ORGCODE,searchtext=31731,isequal=true

- C. Click **Save** in the swfobject widget to save the new code.
- 6. On the Map PageBuilder page toolbar, click **File>Publish** to save and publish the page.
NOTE: if you do not publish the map page your new LIT/WMD code you saved in the swfobject widget properties will not be saved and your map will not appear.



NOTE: For questions about using LIT code or ORG code that does not display properly, contact Sean_Killen@fws.gov or Chris_Lett@fws.gov.

Optional Exercises: For Advanced Users

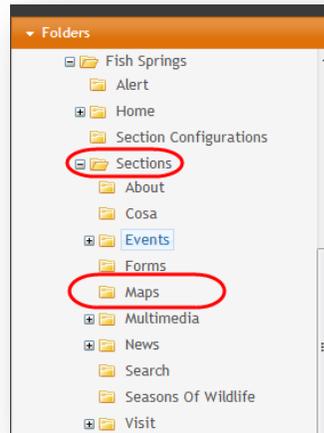
The following exercises are for advanced users for instances where a new Map page must be created from scratch. Situations where a new Map page would be required are if the existing Map page was accidentally deleted or corrupted. An alternative to creating a new Map page is to copy and paste a Map page from another Refuge. Instructions for Copy and Paste of content can be found in the Unit 14.

Exercise: 9-2 Create/Edit Map Page

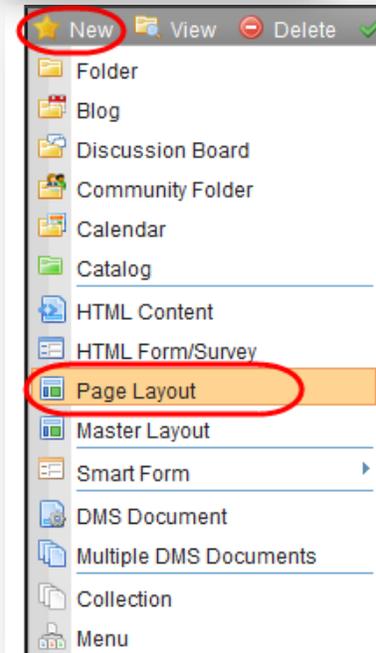
In this exercise we will create/edit a Maps Page using PageBuilder.

1. To edit the Map page. Navigate to Your **Refuge > Section > Map** folder and edit the page. Refer to [Unit 14: Working with Content - Managing Content & Page - Edit PageBuilder Page](#) for detailed instructions. Skip to [Exercise: 9-3 Add/Edit SWFObject Widget](#) section below.

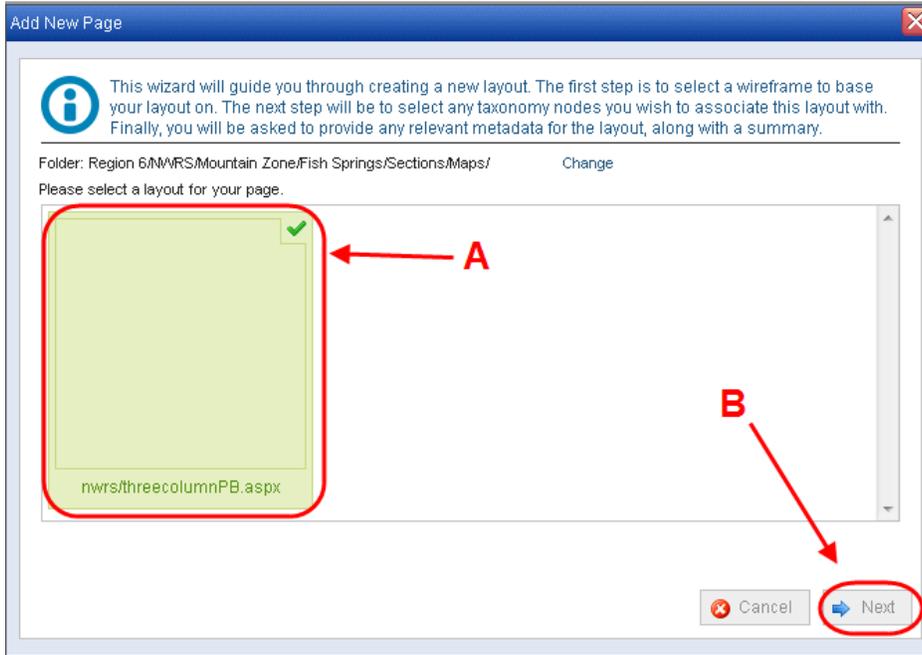
2. To create a new Map page navigate to **Sections > Maps**.



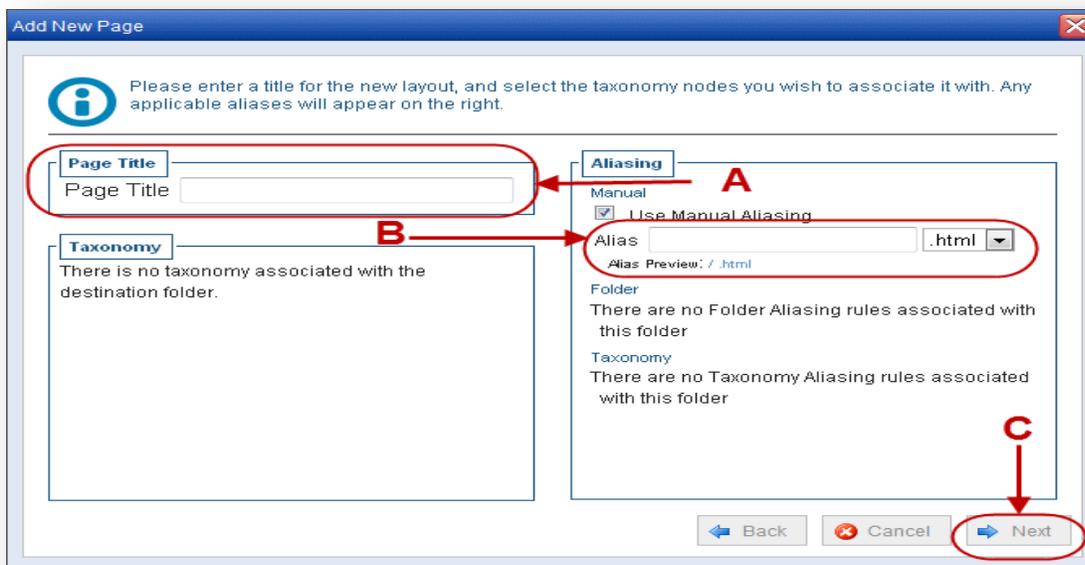
3. Choose **New > Page Layout**



- 4. Add New Page:**
- A.** Choose three column layout
 - B.** Click Next



- 5. Title, Aliasing, and Taxonomy:**
- A.** Enter a page title into the Page Title Field. This is the name of your content block.
 - B.** The alias field is automatically populated when you enter in a page title. Modify this alias so it follows the URL Aliasing Standards defined in [Unite 3: URL Aliasing Standards](#).
 - C.** Click **Next**



6. **Metadata** – Refer to [Unit 14: Managing Content/Page Properties - Adding Metadata](#) to add the Metadata. Click **Finish** when Metadata is completed



7. Click **OK**



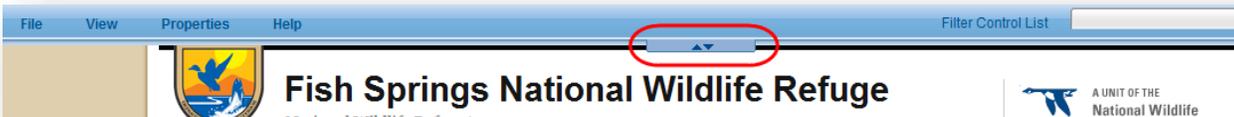
Exercise: 9-3 Add/Edit SWFObject Widget

In this exercise we will add the SWFObject widget to your new page. To edit the widget, skip to Step 4.

1. Click the arrow in the top left corner of the page to open the PageBuilder fly out menu.



2. Click the arrows in the middle of the menu bar.



3. Find the swfobject widget in the widget tray. Drag and drop the swfobject widget into the center of the box.



4. Hover over the first white square and a pencil icon will appear click on it.



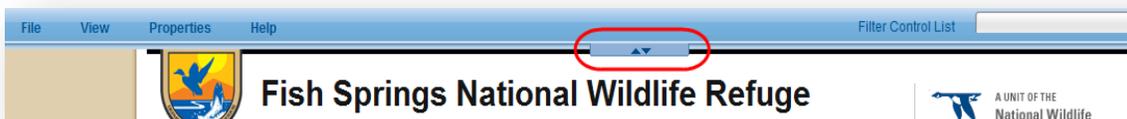
5. The swfobject widget properties windows will appear, refer to exercise 9-1 on instructions on updating LIT/WMD codes.

Exercise: 9-4 Additional Maps

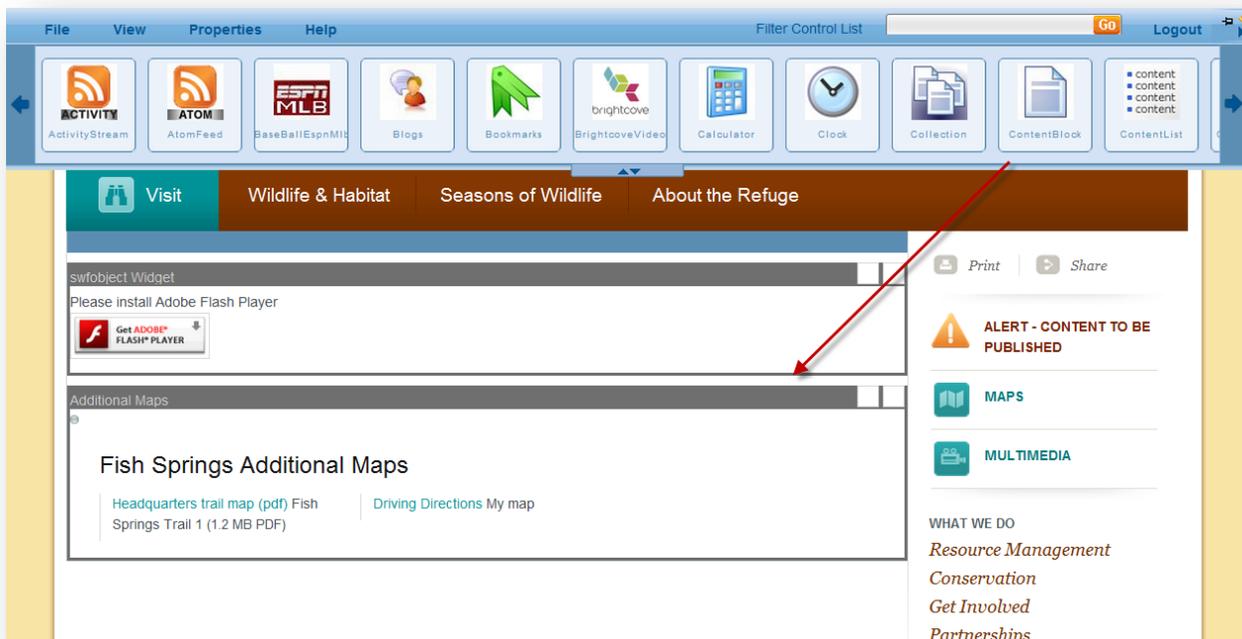
1. Click the arrow in the top left corner of the page to open the PageBuilder fly out menu. This will allow you to access your widget tray.



2. Click the arrows in the middle of the menu bar to drop down your widget tray



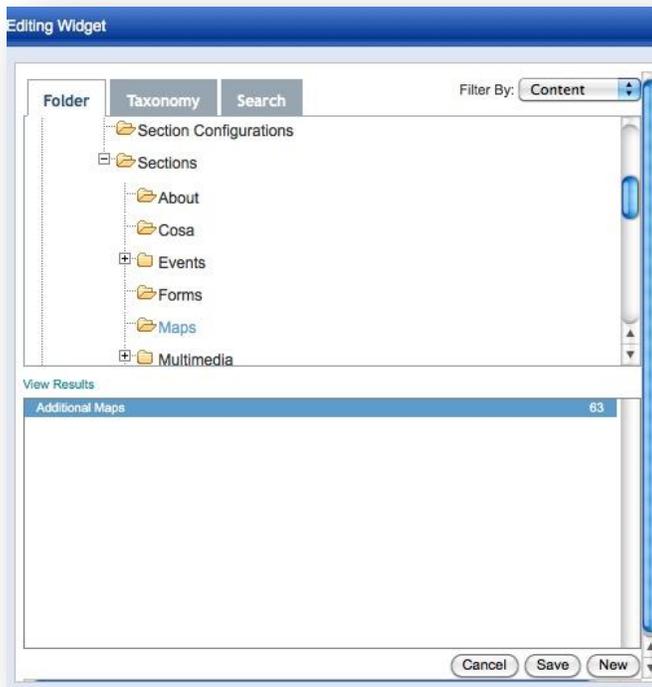
3. Drag and drop your Content Block widget down to create your additional links.



4. Hover over the first white square and a pencil icon will appear click on it.



5. Make sure your content tab is highlighted
6. Navigate down to **NWRS > Your Refuge > Sections > Maps**.
7. Click the Additional Maps Content that was created using Three Column List SmartForm. For instructions on how to create a list content using Three Column List SmartForm go to: [Unit 14: Create/Edit a List using Three Column List SmartForm](#).
8. Click **Save**.



9. Go to **File > Publish**.