Documentation for CMS Modules

This documentation aims to provide CMS module specifications and ways to use each module throughout the WPI website.

Some modules are for general use, while others are restricted to specific areas of the site. The details of any restrictions are documented here.
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Rotating Message Window

Description
This appears at the top of the center content area and includes impactful marketing messages along with a two-line headline and abstract. Each image links to an interior WPI web page.

Specs
- **Character Count (including spaces):** Headline 255 characters (recommend 50), abstract 255 characters (recommend 115).
- **Photo Dimensions (in pixels):** 507w x 338h
- **Maximum Number of Items:** Four, with automatic rotation.
- **Randomized on Page Load:** No
- **Includes Link? (if yes, external link?)** Internal or external.
- **Must be created by Web Ops. Please contact webmaster@wpi.edu for assistance.**
Media Picker

Description
This should only be used on landing/home pages. This module contains multimedia sliding windows and supports a YouTube video or photo accompanied by content consisting of a header, an optional sub header, and either paragraph text or an unordered list.

Specs

- **Character Count (including spaces):** Headline should not exceed two lines. Recommended character count for content is 450. Recommended character count for the headline is 55.
- **Photo Dimensions (in pixels):** Image must be 322w x 242h.
- **Must enter YouTube ID for video.**
Featured Gallery

Description

This center column gallery works best as a showcase or portfolio to exhibit collections of not only concrete sets such as buildings or student projects, but also may illustrate a concept by modeling many examples on a theme. The main window at top houses a large image with an accompanying headline and abstract that clicks off to more information. The clickable thumbnails below scroll side to side and preview the other accompanying images in the collection.

Specs

- **Character Count (including spaces):** Gallery header, headline, and caption content: All 255 characters; however, maximum recommended character count for the headline is 100. Maximum recommended character count for the caption is 255.
- **Photo Dimensions (in pixels):** 223w x 148h
- **Maximum Number of Items:** 15, with manual rotation
- **Randomized on Page Load:** Yes
- **Includes Link? (if yes, external link?)** Could be internal or external.
Photo Gallery

Description
This is an image-based module to be used where visual elements need no more text than a simple caption.

Specs

- **Character Count (including spaces):** Title: 255 characters, caption: 150 characters.
- **Photo Dimensions (in pixels):** No mandatory pixel widths; however, we recommend 344w x 260h maximum.
- **Maximum Number of Items:** Unlimited -- however, 20 to 25 recommended. Otherwise, use Flickr module. Manual rotation.
- **Randomized on Page Load:** No
- **Includes Link?** No links are available.
Body Text with Image/Video

Description

Multipurpose module used in the center column. Options include a landscape, portrait, wide image, rotating image, Flash video, or audience landing page image. Only one of these media types should be used at a time. These modules can be stacked in a row to use multiple, above-listed features, but such a use should be conducted sparingly, e.g., multiple videos stacked on event video archive pages. If anything other than a wide image is inserted, the image or video will be floated to the right of accompanying text. This is the most-used module on the website.

Specs

- Video requires a starter image with play button icon. Web Ops must set up video. Please request through webmaster@wpi.edu. Video dimensions (in pixels): 275w x 206h. Play is manual.
- For rotating image, unlimited number of photos can be used; however, we recommend 3-5. The rotating images can be a maximum of 507 pixels wide. All images within a rotation must be the same dimensions.
- Wide images must be 507 pixels wide.
- For floated landscape images, the CMS automatically resizes to 300 pixels wide.
• For floated portrait images, the CMS automatically resizes to 133 pixels wide.
• Audience landing page images do not resize. Dimensions are, in pixels, 184h x 195w. These images can only be used on audience landing pages.
**Video:**

![Fire Protection Research](image)

**Photo:**

![New Student Orientation](image)

**Highlight Box with Video/Photo**

**Description**

This highlights specific content along with a video or an optional photo.

**Specs**

- **Character Count (including spaces):** Headline and content: 255 characters each. It is recommended the headline not exceed one line. No caption for video.
- **Video Dimensions (in pixels):** 250w by 189h. Manual play.
- **Photo Dimensions (in pixels):** CMS resizes to 160w.
- **Includes Link? (if yes, external link?)** Can be internal or external.
- Video requires a starter image with play button icon. **Web Ops must set up video. Please request through webmaster@wpi.edu.**
Timely Content Box

Description
This module is useful if a highlight box is already being used. It is usually used for content that will not be up permanently and can be set up to turn off/on during scheduled times/dates. Photo is optional.

Specs
- **Character Count (including spaces):** Headline and teaser: 255 characters each. It is recommended headline not exceed one line.
- **Photo Dimensions (in pixels):** Automatically resizes to 67w.
Two-Column Highlight Module

Description
This consists of two content blocks side by side, containing a headline, photo, and text. The amount of text needs to be approximately equal across both boxes.

Specs
- **Character Count (including spaces):** Headline: 255 characters, content: 280 characters. It is recommended headline not exceed one line.
- **Photo Dimensions (in pixels):** 210w x 163h
- **Includes Link? (if yes, external link?)** Can be internal or external.
Mini Two-Column Profile

Description
These can be profiles of students, alumni, or faculty. The first line generally is a link to more detailed content, such as the full profile.

Specs

- **Character Counts:** Headline: 255 characters, profile teaser text: 255 characters. However, the content as a whole should not exceed four lines.
- **Photo Dimensions (in pixels):** 72w x 72h
- **Includes Link?** (if yes, external link?) Yes, links to profile pages.
Faculty/People Listing

Description

These are used for profiles of faculty and staff. For faculty, the listing pulls text in from the faculty directory. Staff members must write their own profile blurbs and provide a photo. Contact info is required.

Specs

- **Character Count (including spaces):** Profile: unlimited; however, profile blurbs should be no longer than 500 characters. Username: 255 characters; phone extension: 4 characters; fax extension: 4 characters; title and subtitle: 255 characters each.
- **Photo Dimensions (in pixels):** 161w (minimum) x 161h (preferred). Photo width is automatically sized by CMS.
- **Required Fields:** Building is required.
- **Includes Link? (if yes, external link?)** If link is needed, it is manually entered in the profile text area. Faculty listings link to full faculty profile pages.
Multi-Tab News/Events Module

Description
Can have up to 4 tabs. Tab titles are fixed width. Can support news and events feeds. This is the preferred module for listing news and events.

 Specs

News comes from CMS news listing; Events come from Social Web or iModules feeds (preferred) or manual entry. Feeds can also come from WordPress. **All feeds must be set up by Web Ops. Email webmaster@wpi.edu.** Character limit on title: 8 characters. Tab Headline must not exceed 8 characters. Freeform tab may contain unlimited characters.
Center Twitter Module

Description

Pulls from specified Twitter feed and displays in middle of page with short URLs.

Specs

User needs to add Twitter username in the CMS.
Columns Module

Description
Two or three columns used for content and lists of links. This module should primarily be used for text, links, and lists.

Specs:
Unlimited text. Keep column text length consistent.
Filter Table

Description

One column is used for categories to quickly filter down to specific ones. There is an option to hide one column to give the user more words to search by keywords on while not cluttering the interface. This is not a CMS module; it must be created in the Text Editor. Also now has the ability to hide the filters, hide the additional columns, and prefilter the dropdown box to only display what’s in that filter by using code not associated with the table. Please contact Web Ops to set up this module.

Specs

To turn a regular table into a filter table, add the class "filteredtable" to the table tag. The table needs to be formatted as:

```
<table class="filteredtable">
<thead>
<tr>…</tr>
</thead>
<tbody>
<tr>…</tr>
```

Category Column
The filter column is required. To set this column, add the class "columnX" where X is the number of the column for the left. Multiple categories can be used on the same row by adding a column between them.

Hidden Column (optional)
A column can be added to give the table additional keywords to search on that are not visible to the user. Google and other search engines will still see these. To add this column, add the class name "keywordX" where X is the column to be hidden. This can be the same column as the Category Column.

Additional Filter Options
These are all the code options. None are mandatory.

```
<div id="filteroptions" class="hidefilters hidecolumnX prefilter"
title="category title"></div>
```

- Hidefilters: Will hide the dropdown and search box.

- hidecolumnX: Will hide the column of the number. X represents which column number. You can only hide 1 column. You can still use the existing hidden column on the table; this just adds another hidden column.

- Prefilter: Will preset the dropdown box to what’s set in the title.
Interactive Questionnaire

Description
User answers questions to step through a process, the answers to which can potentially help the user make a decision/weigh options.

Specs
CMS module requires a headline ("which learning option is right for you" in example), which needs to be one line. Intro text is unlimited. A table is required to be created in the CMS text editor. Table has to have THEAD (categories for solutions), TBODY (questions and answers), and TFOOT (solutions).
WHICH LEARNING OPTION IS RIGHT FOR YOU

Answer a few questions and we will help you find the right fit:
Be sure to check all that apply.

Complete

Thank you for filling out the form. Based on the information you provided the Evening option works best for you.

**Evening**

Based on your selections you are a good fit to take on-campus classes weekday evenings.

- Take as many or as few classes per semester as you like
- Choose your own electives
- Classroom-based learning
- The flexibility to also take blended courses (online and on-campus)

<table>
<thead>
<tr>
<th>COHORT ARIA</th>
<th>SELF-PACED LEARNING</th>
<th>EVENING</th>
</tr>
</thead>
<tbody>
<tr>
<td>WHICH CLASS STRUCTURE IS MOST APPEALING?</td>
<td>Studying primarily online but also collaborating with a permanent group of peers</td>
<td>Studying primarily online while working with new classmates in each course</td>
</tr>
<tr>
<td>WHAT IS YOUR PREFERRED METHOD OF COURSE SELECTION?</td>
<td>Deciding on electives by group consensus for the duration of the program</td>
<td>Choosing your own electives and course load</td>
</tr>
<tr>
<td>WHEN ARE YOU ABLE TO COME TO CAMPUS?</td>
<td>Fridays and Saturdays every seven weeks</td>
<td>Saturdays every five weeks</td>
</tr>
<tr>
<td>WHAT IS YOUR PREFERENCE FOR TIMING?</td>
<td>Completing your degree in exactly 11 months by following a schedule of two classes per semester</td>
<td>Progressing at your own pace</td>
</tr>
</tbody>
</table>

[Start Over]
Disclaimer

Description
Legal description at the bottom of a webpage.

Specs
Body has unlimited character count. The headline that says Disclaimer in the example is editable.
**Forms**

**Description**

Creates a Web form that uses Webform.pl.

**Specs**

Action is set as default to Web Form script; however, the user changes it to point to other scripts, such as credit card web form, etc. The action is used to determine which security CAPTCHA to display. Success and/or failure pages can be connected, as well as form fields to capture data. All of the form fields are separate CMS templates. Possible fields include: check boxes, dropdown lists, hidden, radio buttons, section headlines, text areas, and text boxes.

- **Check boxes**: Enter infinite number of check boxes and a question. Each check box requires the field name, which is the HTML name of the field, answer, and an optional value. Default is “not selected.”
- **Dropdown list**: Enter infinite number of dropdown items and a question. Each dropdown item requires the field name, which is the HTML name of the field, answer, and an optional value. Default is “not selected.”
- **Hidden**: These fields are used for actionable items. Enter the field name and the value.
- **Radio buttons**: Enter infinite number of radio buttons and a question. Each radio button requires the field name, which is the HTML name of the field, answer, and an optional value. Default is “not selected.”
- **Section headline**: Enter value for a headline that shows up in the middle of the form. Used to separate the form into sections.
- **Text area**: Multiple-row text box. Enter the question and the field name.
- **Text box**: Enter the question and the field name.
News Release Listing

Description

Lists news releases by date.

Specs

Automatically pulls news releases. Keywords can be assigned to pull this content into individual homepages. This must be set by Web Ops. Please email us at webmaster@wpi.edu. Month headlines are automatically added.
News Releases

Description
News release/article with detailed content.

Specs
Title: 255 characters. Sub head (optional): 255 characters. Image, in pixels: portrait, 133w or landscape, 300w. Body of article: Unlimited characters. Date (required); contacts (pulled in by keyword); thumbnail image, in pixels: 75w (automatically created by CMS); teaser text: 325 characters; additional content blocks, which allows the ability to connect any other center content modules; and keywords (optional).
Marquee Module

Description

A scrolling list of news with headline, abstract, link, and image. It scrolls automatically, or the user can manually scroll up and down. User sets keywords to pull in press releases from CMS; they can sort the order if they so choose.

Specs

- **Maximum Number of Items**: Minimum of 3, as this is the number that displays; maximum is infinite.
- **Randomized on Page Load**: No
- **Includes Link? (if yes, external link?)**: Links to releases.
YouTube Module

Description

User provides YouTube playlist URL, which is displayed in the module. When the user clicks on the videos to the right, they load in the center of the module.

Specs

- **Character Count (including spaces)**: Pulls in from YouTube.
- **Maximum Number of Items**: No minimum (three recommended); maximum 10.
- **Randomized on Page Load**: No
- **Includes Link? (if yes, external link?)**: Links to YouTube.
Quotes

Description
Display a quote with optional image. Quotes can be full width, floating right, and in the right column. Optional images can be left or right and only used on the full width version.

Specs

• **Character Count (including spaces):** 400 maximum; 255 recommended for the floating right and the right column. This is just for the quote, not the attribution.

• **Quote type:** Full width quote or side quote.

• Name and title(s) should be included under the quote.
Related Sites

Description
Always appears directly below the left-column navigation, before the contact module. If present, the CMS automatically adds the module to every page of the site. This module should only link to other second- or third-level sub site landing pages within the WPI site architecture that have relevance to the entirety of the subsite it appears in.

Specs

- **Character Count per Item (including spaces):** 25 to 30 characters recommended.
- **Number of Items:** 6 maximum.
- **Includes Link? (if yes, external link?)** Can be internal or external. It is recommended that only internal links be used.
Contact Module

Description
This module is required on every site. If needed, multiple Contact Modules may be used on the same page, but we recommend no more than two.

Specs

- **Character Count (including spaces):** Recommend 25 to 30 characters.
- Street and building fields are required.
Left Column Button

Description

If used, appears in the left column below the local navigation and Related Sites module.

Specs

Contains a link and the ability to have 2 text areas for a total of 20 characters between the two. Second text area is optional. The first field is smaller text in all caps, while the second field is larger, mixed-case, and italicized.
Social Media Icons

Description
Displays icons for Facebook, Twitter, WordPress, and LinkedIn under Related Sites, above Contact Us. Link to specific pages within those sites.

Specs
URLs for each social media site are required in order to pull in the icon. Each of the 4 social media sites are optional. Text can be added to a recommended 20 characters and spaces.
Today’s Hours

Description
The user inputs Google calendar URL and the module displays hours that are today and not passed yet.
Mini Search

Description
Small search box that goes under left menu. Headline, helper text, and search engine used are changeable.

Specs

- **Character Count (including spaces):** Headline: 20 characters; text: 60 characters.
RIGHT COLUMN MODULES

See Also Module

Description
If this module is present, it must appear at the top of the right column and may only contain links to existing pages within the WPI architecture rather than documents or external web pages.

Specs
Maximum of 6 items and 30 to 35 characters recommended.

Includes Link? (if yes, external link?) Internal and external links.
Right Column Text Box

Description

Callout box used only in the right column. This module can contain any information, including a header, paragraph text, ordered list, or unordered list. These should be used sparingly throughout the site.

Specs

Headline with paragraph text or bulleted list. Character count is unlimited, but should not exceed 6 bullets or 2-3 sentences of text.
Right Column Image w/Link Module

Description
Image that can be placed in the right column with a link. The picture is clickable, and the link is optional. Link can be internal or external.

Specs
CMS resizes photo to 161w pixels.

Includes Link? (if yes, external link?) Yes, can be internal or external.
Rotating Profile Module

Description

Profile types include faculty, student, alumni, program, research, and partner. Any combination of these six types can be rotated through.

Specs

- **Character Count (including spaces):** Main header is not editable. Name: 255 characters, title: 255 characters, department: 255 characters, profile content: 190 characters.
- **Photo Dimensions (in pixels):** 161w x 160h
- **Fields required:** Profile type
- **Includes Link?** Yes, usually to profile
Bulletin Board Module

Description
Can appear in left- or right-hand column. Pulls items from Social Web. “View More Events” link can optionally be set up to go to a full calendar.

Specs

- **Maximum Number of Items:** Five set as default, but ability to change, such as in photo.
- **This module must be set up through Web Ops. Please request through webmaster@wpi.edu.**
- **Includes Link?** Links can be internal or external and are pulled in through Social Web or manually added.
Social Media Button

Description
Links to Facebook or Twitter page specified by page author.

Specs
Only destination of link is editable.

Sidebar Button

Description
Can appear in left- or right-hand column. Links to a page specified by page author.

Specs
- **Character Count (including spaces):** Headline maximum: 25 to 30 characters.
- **Includes Link? (if yes, external link?)** Yes, can be internal or external.
Blog Module

Description

Pulls in the 10 most current posts from a specific WordPress blog via RSS feed. **Must be set up by Web Ops. Please email webmaster@wpi.edu for assistance.**

Specs

162w x 350h pixels.
WPI Topic Module

Description
All text is editable and may link to a specific page.

Specs

- **Character Count (including spaces):** Main header, headline, and content: 255 characters each. Recommended counts: Main header: 20, headline: 30, content: 200.
- **Photo Dimensions (in pixels):** 130w, variable height. Photo is optional.
- **Includes Link? (if yes, external link?)** Yes, can be internal or external.
**Flickr Module**

**Description**
This module pulls in feed of photos from a specific account or photos tagged as part of a Flickr group or pool. Clicking on the photos goes off the WPI site to the Flickr page.

**Specs**
- **Photo Dimensions:** Automatic
- **Number of Thumbnails:** 10
Twitter Sidebar Module

Description

This module pulls in the last three tweets from a specified Twitter profile. Link at the bottom goes to the specified profile page. User puts the Twitter username in the CMS.
Universal Button (AKA Sidebar Button)

Description
Can appear in left- or right-hand column. Links to a page specified by page author. This version allows different colors, e.g., gold and red.

Specs

- **Character Count (including spaces):** Same as sidebar button.
Expanding Calendar

**Description**
Button that expands into a calendar. Receives information from SocialWeb.

**Specs**
- **Character Count (including spaces):** Same as sidebar button.
Faculty Alphabetical List

Description
Automatically generated alphabetical bulleted list of faculty from the faculty directory, with jump marks by letter.

Specs
Unlimited. Pulls in content by keyword association.
Faculty Bulleted List

Description

This module connects faculty pages by keyword assignment. Only used in physical faculty directory.

Specs

Unlimited number of faculty.
Apply Now Button

Description

Clicking on the plus sign opens up to a larger menu of information on ways to apply. Some of the text is clickable. **Content in the menu is editable via Web Ops. Email us at webmaster@wpi.edu.**

Details of Restriction: Please contact Web Ops at webmaster@wpi.edu to discuss placement.

Specs

- **Main Header:** Uneditable.
- **Character Count (including spaces):** Headline: 40, content column: 120.
- **Includes Link? (if yes, external link?)** Yes, internal -- hardcoded in template.
Ways to Give Standalone Button

Description
Clicking on the plus sign opens up to a larger menu of information on ways to give. Some of the text is clickable. Content is not editable.

Details of Restriction: Please contact Web Ops at webmaster@wpi.edu to discuss placement.

Includes Link? (if yes, external link?) Links are hard-coded into template.
Home Page Campus Photo Gallery

Description

Featured professional photography of the campus and students that can stand alone without a caption.

Details of Restriction

For home page only. Approval of all gallery photography goes through DOMAC administration.

Specs

Nine maximum, 8 minimum photos to be used. No captioning is available. The CMS doesn’t resize; thumbnails and large photos need to be provided. Large photos are 609w x 281h pixels; thumbnails are 100w x 45h pixels. Large photos cannot exceed file size of 70k. Specific Photoshop post-processing of all photos is required.
Home Page WPI Difference Module

Description

Four-video gallery, with content that links off to subsections of the WPI Difference page. Videos open in new video screen on top of module with more content.

Details of Restriction

For home page only.

Specs

Videos need to be set up by Web Ops. Email us at webmaster@wpi.edu. Images must be transparent-background PNGs. Images are 230w x 185h pixels. Links and video paths are hard-coded into template.
Home Page Commencement/Faculty/Research Module

Description
Left floated video with headline, content, and optional list of links on right.

Details of Restriction
For home page only.

Specs

**Video must be set up by Web Ops. Email us at webmaster@wpi.edu.** Headline: 255 characters (however, recommend 20-25 characters). Unlimited number of links possible; however, recommend limit to 8. Character count for left floating text: unlimited (however, recommend limit to 300 characters).
Home Page Alumni/Friends Window

Description
Four featured alum stories and a right-floated list of links. This module is used to feature alumni content.

Details of Restriction
For home page only.

Specs
Headline: 255 characters (however, recommend 20-25 characters). Unlimited number of links; however, recommend limit to 8. Character count for left floating text: unlimited (however, recommend limit to 300 characters).
Home Page Academics Window

Description

Center video with floated left content and tabbed right-column list. Used to feature different academic links and stories.

Details of Restriction

For home page only.

Specs

Headline: 255 characters (however, recommend 20-25 characters). Unlimited number of links; however, recommend limit to 18. Character count for left floating text: unlimited (however, recommend limit to 300 characters).
Home Page Community Window Module

Description

Six small photos featured in a grid, with introductory text floated to the right. Text changes to related content when each photo is rolled over with the mouse cursor. This module is used to feature content about the WPI community, such as music, theatre, community service, etc.

Details of Restriction

For home page only.

Specs

Headlines 1-6: 255 characters; however, we suggest 20-25 characters. Teaser text 1-6: 255 characters. Photo specs are 114 x 114 pixels.
**Media Center Module**

**Description**

Cluster of news boxes.

**Details of Restriction**

News and Media pages–similar site.

**Specs**

Featured news articles that are pulled in through keyword association. Types are university news, which is 2 internal releases, and other news, which is intended to be outside news releases. News gets pulled in automatically from keyword feeds. **RSS feeds and Learn More links need to be updated by Web Ops. Email us at webmaster@wpi.edu.**
Admissions Rotating Windows

Description

Messaging window that features large and thumbnail images.

Details of Restriction

Undergraduate Admissions home page

Specs

Content is part of the image; there is no text other than alt text. Unlimited number of images. Every click is tracked by Google Analytics. Large image: 576w x 321h pixels. Thumbnail: 124w x 86h pixels. **These images are not resized by the CMS; they must be provided in these sizes.** Large image links off and can be internal or external.
Admissions Seasonal Message Module

Description

A short message that displays below the rotating message window. Able to be turned on and off at certain times of the year.

Details of Restriction

Undergraduate Admissions home page—must be directly below Rotating Windows.

Specs

- **Headline:** Character limit is 255 characters (however, we recommend 20-25 characters).
- **Includes Link? (if yes, external link?)** Yes, can be internal or external.
Three-Column Highlight

Description
Three columns of content and links with action items. Action item text and links are editable.

Details of Restriction
This module is only used on Undergraduate Admissions home page.

Specs
*Leftmost column:* Headline; text, which is unlimited in character count within the CMS; and unlimited number of links with icons. Button text can be no more than a line or 25 characters. Button link can be internal or external. *Center column:* Open text area with internal or external links. Button text can be no more than a line or 25 characters. Button link can be internal or external. *Rightmost column:* Top area contains several paragraph tags, and JavaScript randomly displays one paragraph. Title can be no longer than 25 characters. Links underneath are automatically pulled in from an RSS feed. The Information for... box on the right opens up to 3 columns. Each column headline should be no more than 25 characters. Below the headline is unlimited open text area that can contain internal and external links.
Horizontal Scrolling Images

Description
Highlight area to feature photos and text. Thumbnail photos with captions that click off to specific sites.

Details of Restriction
Undergraduate Admissions home page only.

Specs
Unlimited photos, with a minimum of 5. Captions are limited to 15 characters with spaces. Photos need to be resized to 92h x 120w pixels. Google Analytics tracks picture clicks as an event.
## Admissions Calendar

### Description

Expandable list of events with the ability to highlight author-specified events above it. Events on top are manually entered; the rest come from Social Web.

### Details of Restriction

Only used on Undergrad Admissions home page, left column.

### Specs

If no manual entries are made, then the first two items in the Social Web feed are displayed. For manual entries, if the Social Web entry has the same title, the Social Web entry disappears. For manual entries: Headline: 255 characters (however, suggest 20-25 characters). Date and link are required.
**Admissions Buttons**

**Description**
Specialized buttons for calls to action. Links are required and can be internal or external.

**Details of Restriction**
Restricted to Undergraduate Admissions.

**Specs**
Anchor class options: Red, green, and blue. Class for span: Border. Button text: 255 characters; however, recommend no more than one line or 20 characters.
CPE Calendar

Description
Calendar that allows user to drill down to specific kinds of events and dates.

Details of Restriction
Restricted to use on CPE.

Specs
Pulls data from a database populated by Banner. JavaScript is manually coded into text editor to populate this content.
CPE Workshop

Description
Displays a list of workshops and links to credit card form. User types in CRN, date, location of the workshop, and ID in WPI Reg.

Specs
CRN (required): 5-digit number; course name: 255-character limit; course ID (required): 3 characters; course date (required); location (optional choice from dropdown menu). New locations need to be set up through keywords and categories.

Details of Restriction
Only to be used on the CPE page.
Include File

Description
Includes a file from the local Web server.

Details of Restriction
CMS administrators/Web Ops must set up. Email us at webmaster@wpi.edu.

Specs
Enter the file path on the server, which can be based on where the Web page using the module will publish to or the root of the server. Files are generated by CGI script or tracking code, etc.
Rotating Billboard

Description
Large, full-width module with captioned YouTube videos and photos. Videos can have a header and a subhead, but the photos can just have a header. Headers and subheads are linkable to internal pages.

Specs

Number of Windows: **TBD**

Details of Restriction: Must be specific page template, e.g., School of Business homepage.

Photos

- **Character Count for Photos (including spaces):** to come; max of 255 characters for photo captions.
- Images must be 920 by 355p.

Videos

- **Character Count for Videos (including spaces):** to come
- Videos must be widescreen and can be placed on right or left.
- Background image resized by 402p high by the CMS.
- Headline is not restricted.
- Headline highlight (word to pop out in different color) is optional and should be limited to 2 words.
- Tagline character count: to come
Library Search

Description
A multi-tab search module. Background image can be changed.

Details of Restriction: Restricted to use on Library website.

Specs
- **Character Count (including spaces):** To come (if any)
- **Background Images:** Up to 5 can be included, and one is randomly displayed on load. Dimensions: 739 x 241p.
APPENDIX 1: Testing to See If Text Will Fit

- Create a new bookmark on your bookmark toolbar.
- Give it a name, like "Design Mode."
- Instead of a URL, put the following code for the location:
  javascript:document.designMode='on';%20void%200

Now, go to a page on our site. Click on your new bookmarklet. (Some of the colors may change; don't worry about this because we're interested in the layout.) Select the text you want to change, and start typing. To set the page back to normal, just refresh it.

__________________________________________________________________

APPENDIX 2: Where to Go for More Information

For more documentation, please visit our Sharepoint site at https://home.sharepoint.wpi.edu/offices/WebOperations/CMS/CMS%20Training/Forms/AllItems.aspx. You can also visit our CMS portal tutorial site at http://www.wpi.edu/CMS/Tutorials/newtutorials.html