How do I edit my webpages?

The College uses a content management system (CMS) called LiveWhale. The Editor Login is located in the black bar the bottom of any College webpage. Sign in using your College email address, minus the @mx.lakeforest.edu, and password.

Once you are logged in, you can edit your webpages directly by clicking Edit Page on the left side of the black bar at the top of the screen. If you can’t edit certain parts of the webpage because you see a blue widget box, you’ve got to edit that content on the backend of the website.

Click Manage Content on the right side of the black bar at the top of the screen.

Here, you can create and edit news, events, photo galleries, forms, and blurbs. You can also add PDFs as electronic files and create widgets that will pull the news, events, photo galleries, forms and blurbs you created on the front end of the website.

You can always refer to the LiveWhale Support website, found at the top of each LiveWhale page in the black bar or support.livewhale.com. Or you can call me at ext.5019 or email me at nemcek@lakeforest.edu.
What should I edit on my webpage?

**Faculty Information**

Got a new faculty member in your department? Each faculty member has their name, title, and areas of study as a blurb, tagged for each department they’re a part of. To edit the faculty listed on your department webpage you must be in the Academics group; go into Manage Content > Blurs > Click “faculty” in Manage Blurb Types > Add a new blurb. Keep to the style of our faculty blurbs. Tag the faculty blurb your department name and give them their appropriate number of balloons (see hidden blurb for guidance). Through the use of a blurb widget, the faculty member will now be listed on your department faculty webpage.

Each faculty member can have their own webpage where their CV is listed. Please contact me to have their webpage created. Most faculty will edit their own webpages. The webpage is then linked from their faculty blurb.

**Introductory Paragraphs**

Notice that you can’t edit the first paragraph on your department webpage? The introductory paragraphs found on most department webpages are blurbs. These blurbs are sometimes found in the Academic group or in your department group; go to Manage Content > Blurs > dept pages” in Manage Blurb Types > Add a new blurb. Enter the department name and a single word description of the blurb in the title. After you’ve added the brief 2-3 sentence blurb about a cool research project a faculty member is working on with his/her students, tag the blurb your department name. Through the use of a blurb widget, the new introduction paragraph will be on your department webpage.

Departments’ introduction paragraphs are blurbs in the “Academics” group. Some of these might live in the department group.
Adding a news story

Did your department receive a new research grant or did a student’s thesis get published? Share the news on your department’s website! To add a news story you must be in your department’s group; go to Manage Content > News > Add a new story. A news story needs a catchy headline, 1-2 sentence summary, and 2-3 paragraph story body. Please include links and images where appropriate. Be sure to save the news story as Live, not Hidden.

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Department News
Did your department receive a new research grant or did a student’s thesis get published? Share the news on your department’s website! To add a news story you must be in your department’s group; go to Manage Content > News > Add a new story. A news story needs a catchy headline, 1-2 sentence summary, and 2-3 paragraph story body. Please include links and images where appropriate. Be sure to save the news story as Live, not Hidden.

Tag the news story your department name and if it is front page news, suggest it to the Home Page group. Through the use of a news widget, your story will now be on your department webpage.

Department Events
Does your department have an event coming up? Post it to the campus calendar! To add an event, you must be in your department’s group; go to Manage Content > Events > Add a new event. An event needs a brief title, date and time, location, 1-2 sentence summary, and 1-2 sentence description. Please include links and images where appropriate. Select the Open to the Public category when applicable and your event will be included in our monthly events email that goes out to the local community. Be sure to save the event as Live, not Hidden.

When you add an event to LiveWhale, it automatically shows up on the College’s campus calendar. If you want the event to show up on your department page, tag the event your department name. Through the use of an events widget, your event will now be on your department webpage. If you want the event to show up on the home page “What’s Happening” calendar, suggest it to the Home Page group. If you want the event to show up on the Current Students webpage, tag it student life.

Photo Galleries
Did you get photos from the art gallery opening? Post them to your department website! To add a photo gallery, you must be in your department’s group; go to Manage Content > Galleries > Add a new gallery. The gallery needs a title, 2-3 sentence description, up to 15-20 photos, and captions for each photo.

Tag the gallery your department name and if the photos are student life-oriented, you can tag them student life and they’ll appear on the Student Life webpage. Through the use of a gallery widget, your photos will now be on your department webpage.
What does “Suggest this item to the following group(s)” mean?

This part of LiveWhale was intended to allow users to share content between groups. When you share content between groups, it often creates a duplicate of the information, so it will show up multiple times on the website by mistake. This often happened when events were shared so they would show up twice on the campus calendar. This bug has since been fixed in LiveWhale. Now there is really no reason to share your LiveWhale content with another group.

What do the balloons do?

The balloons on news, galleries, and blurbs determine the order that the content will appear in the widget pulling it to the front side of the webpage. If you add a balloon to a news story, a widget will put that news story before the others on the webpage.

When I’m tagging news, events, galleries, and blurbs, what’s my department name tag?

Most departments have widgets on their pages to pull news, events, galleries, and blurbs when content is tagged the department name. When there is no content to pull, the widget won’t display anything. The viewer won’t know that no content is there.

If you’re trying to figure out your department name so you can tag your content, you can contact me for the correct tag. I’ll also make sure that your page has the appropriate widgets built in so when you do upload content, it will display on your webpage.

Here are some good tag examples:
For the Department of Art, the tag is art
For the Department of Biology, the tag is biology
For the Department of Communication, the tag is communication
For the Department of Economics and Business, the tag is economics and business
Glossary of common LiveWhale terms

For additional terms, visit http://support.livewhale.com.

Widgets
Widgets are the means by which items such as news, galleries, and blurbs are published on the public web site. Specifically, they are objects that can be inserted into a web page which tell the page which news stories, events, etc. to display there.

Each widget is composed of a simple set of rules that determine what to show. For example, “show all news items tagged with ‘Academics’”, or “show all PDF files”, or even “show recently added items to these 3 RSS feeds”.

You can easily create widgets using the widget editor. A simple-to-use interface will help you through the process of creating a widget, and optionally giving it a name so you can re-use it easily another time you need it.

Blurbs
LiveWhale users can produce various kinds of dynamic content, including news, events, galleries, and other types of content. This “other types of content” falls into the “blurbs” category.

Here are some of the ways we use blurbs at Lake Forest College
• For descriptions of each faculty member in the “Academics” group
• For descriptions of each of the student groups
• For the “Did you know?” information boxes
• For the CareerFinder widget in the center of the home page

Tags
Tags are used to push dynamic content, such as events, news, and galleries, to widgets that live on various pages throughout the site. For example, if you want a news story to appear in the news widget on the English Department page, you would tag the news item it “english.” Refer to the Index of Tags to see how they are used throughout the site.

*Please avoid creating a new tag unless one does not already exist for your purposes. Duplicates can confuse widgets, and therefore, your items will not post correctly. If a tag does not already exist, a dashed line will appear around the word, like “department” in the example below.