

# LiveWhale Cheat Sheet

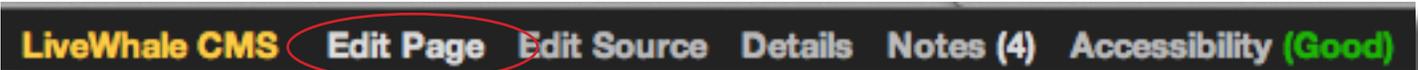
*A little help to make editing the College's website even more friendly.*

## How do I edit my webpages?

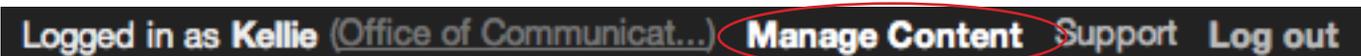
The College uses a content management system (CMS) called [LiveWhale](#). The [Editor Login](#) is located in the black bar the bottom of any College webpage. Sign in using your College email address, minus the @mx.lakeforest.edu, and password.



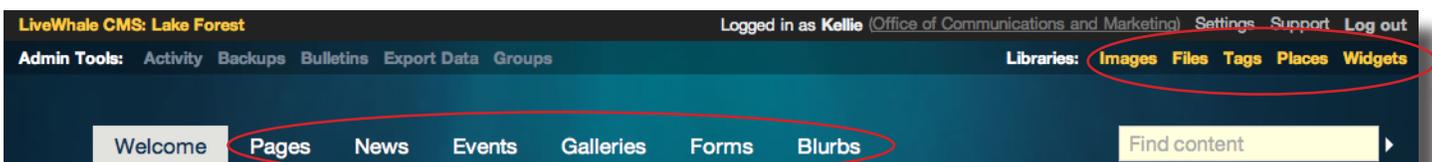
Once you are logged in, you can edit your webpages directly by clicking [Edit Page](#) on the left side of the black bar at the top of the screen. If you can't edit certain parts of the webpage because you see a blue widget box, you've got to edit that content on the backend of the website.



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](http://support.livewhale.com). Or you can call me at ext.5019 or email me at [nemcek@lakeforest.edu](mailto: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 > Blurbs > 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.

Manage Blurb Types [Add a new blurb type](#)

With checked items... [Go](#) [Select all](#)

- [Academic Calendar](#) 3 blurbs
- [Admitted-20Academics](#) 1 blurb
- [apib credits](#) 2 blurbs
- [Contact20Information](#) 0 blurbs
- [dept pages](#) 39 blurbs
- [faculty](#) 270 blurbs
- [student research main](#) 3 blurbs

In the "Academics" group

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.

Manage Blurbs: [dept pages](#) [Add a new blurb](#)

With checked items... [Go](#) [Select all](#) Show by tag: [All Tags](#)

- [Area Studies - Middle Eastern](#) area studies  
Anne Cooper '11 focused her Area Studies major on Middle Eastern Studies and did her senior thesis on freedom of the press in Middle Eastern countries.  
June 18 [Preview](#)
- [Area Studies - Arab Gulf states](#) area studies  
Sejoud Karmash '12 used the Area Studies major to focus on Middle Eastern Studies, doing a comparative study of the Arab Gulf States and then writing a senior thesis on the rise of the idea of Neo-Ottomanism in Turkey.  
June 18 [Preview](#)
- [Area Studies - Russian Studies](#) area studies  
August Trexler '12 used the Area Studies major to concentrate on Russian Studies and researched how Soviet propaganda presented World War II to the Russian people.  
June 18 [Preview](#)
- [Department of Art and Art History](#) art  
Studying art or art history at Lake Forest College will prepare you for a wide-range of tomorrow's careers. Artists are creative by design, and whether you study art making, or the vital role of art in history, you are training yourself in unique ways of thinking, resourceful research methods, and critical writing skills.  
February 24 [Preview](#)

Departments' introductory paragraphs are blurbs in the "Academics" group. Some of these might live in the department group.

## 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 > Blurbs > Click "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.

## 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.

Welcome Pages News Events Galleries Forms Blurbs Find content

News Archive Import From Feed Find News

Edit a story or cancel and go back

### Cecilia Corrigan awarded Emerging Writer

Star content to be called out or featured on the public site  
Share content to allow borrowing and reuse by other content managers

Summary

Lake Forest College is pleased to recognize poet Cecilia K. Corrigan as the fifth winner of the Madeleine P. Plonsker Emerging Writer's Residency Prize, awarded annually. She will be in residence on the campus of Lake Forest College from February 1 to March 31, 2013, where she will work to complete her winning manuscript, *Titanic*.

Story body or link to another page

Corrigan will receive \$10,000 and, upon editorial approval, the finished book will be published by the &NOW Books imprint of Lake Forest College Press, with distribution by Northwestern University Press. She will also take part in the Lake Forest Literary Festival and offer a series of public presentations while in residence at the College.

The [Madeleine P. Plonsker Emerging Writer's Residency Prize](#) is awarded to an author under forty years old with no major book publication. This year the winner was selected by guest judge Lisa Robertson, the widely acclaimed author of numerous books of poetry and

Last modified on July 2 by Lindsey.  
Restore an earlier version

This story is **Live** Delete story  
and **Not archived**

Tags  
english × plonsker prize ×  
Show all tags Separate tags with commas

Story date  
07/02/2012

Change or remove images  
Use this image for this story's thumbnail

**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.

Suggest this item to the following group(s):

Home Page

Show all groups

## 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

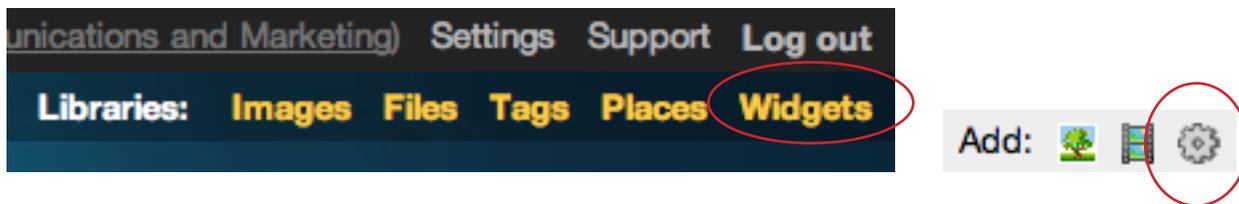
For additional terms, visit <http://support.livewhale.com>.

## 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.

