



**UNIVERSITY OF  
GEORGIA**  
**Terry College of Business**

## **Web Editing Guide**

Office of Marketing and Communications

Last Updated: June 2, 2022

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# Getting Started

Terry College employees who have been designated to edit content for their team or department are granted access to the Terry website content management system. Contact Web Team lead [Lauren Blais](#) if you or a member of your team requires access.

## How to Get Help

The Web Team has resources for additional help beyond this guide and the CMS training that is provided to new content editors. If you need assistance, either [submit a support form to the Web Team](#) or attend an [Extra Help Session](#) with Web Team members.

## Form Submission

The Web Team accepts support requests if you need assistance with updating content or need a member of the Web Team to help you with advanced changes to a page beyond standard content edits. To submit a support request, visit the [Terry support page](#) and follow these steps:

1. On the Terry Support page, click **Request Support**. The **New Project Request** page is displayed.



The screenshot shows a web form titled "New Project Request" from the Office of Marketing and Communications at Terry College of Business, University of Georgia. The form includes a header with the college's logo and name, and the office's name. The main content area contains the following text:

**New Project Request**

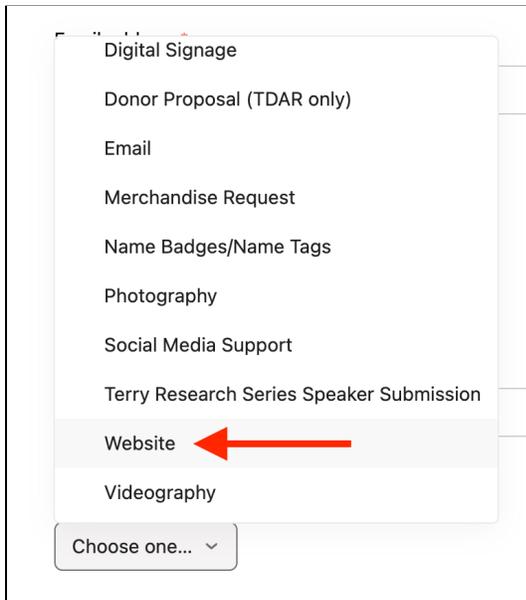
Please allow up to three business days for us to review the scope of your request and assess the appropriate resources required. OMC is typically able to start projects in 7 - 10 days. If this request is urgent, please complete this request and email [kara.landrum@uga.edu](mailto:kara.landrum@uga.edu) and [salina.beltran@uga.edu](mailto:salina.beltran@uga.edu) upon submission.

\*\*\*Please be aware that due to global supply chain issues print and merchandise requests may be impacted and will require a longer lead time where possible to ensure timely delivery of requested items.\*\*\*

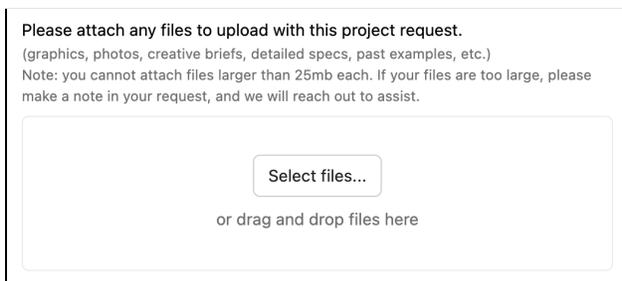
For help filling out a request, watch this tutorial: <https://bit.ly/ProjectRequestTutorial>

2. Enter your name and email address in **Name** and **Email Address** fields, respectively.
3. Select your department in the **Department** dropdown menu.
4. Enter a brief description of your request in the **Project Name** field.

5. In the **What type of project you are requesting?** dropdown menu, select **Website** as the project. This ensures that the request is assigned to a member of the Web Team.



6. In the **Is this request for a specific event?** dropdown menu, select **Yes** or **No**, depending on the nature of the project. If **Yes** is selected, fields are displayed for providing a name and start date for the event.
7. In the **Need your request completed by a certain date (optional)?** dropdown menu, select the date in which the request must be completed. This is optional and can be left blank if there is no specific due date for completion.
8. If there are any files that are necessary for completing the request such as images or copy, attach them in the final field. They can either be dragged and dropped or selected using a file browser by clicking **Select Files**.



9. Click **Submit**. Your request is submitted. It will be reviewed by a member of the Web Team, who will contact you if additional information is needed.

## Extra Help Sessions

The Web Team offers weekly extra help sessions via Zoom. These are open-door sessions that allow content editors to ask questions regarding their issues and receive immediate assistance from Web Team members, who are in attendance. Extra help sessions are held at **3 p.m. EST each Thursday** and can be attended by using [this Zoom link](#).

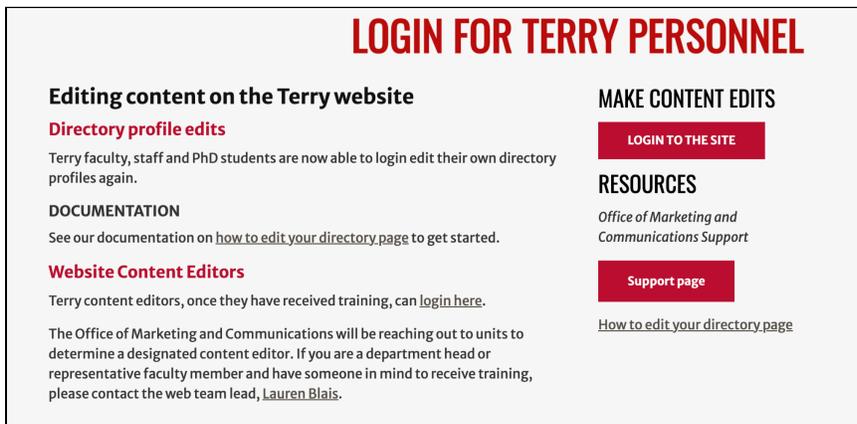
# Logging in to the CMS

Content editors must be logged into the CMS before editing a page. Logging is performed directly on the [Terry website](#). To log in, follow these steps:

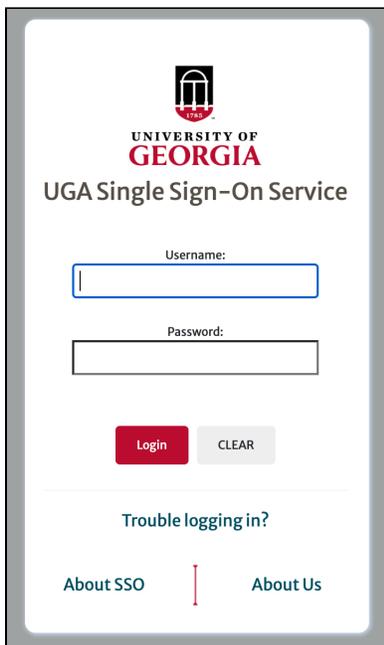
1. While on the Terry website, scroll to the bottom of any page to locate the **Login** link.



2. Click **Login**. The **Login for Terry Personnel** page is displayed.



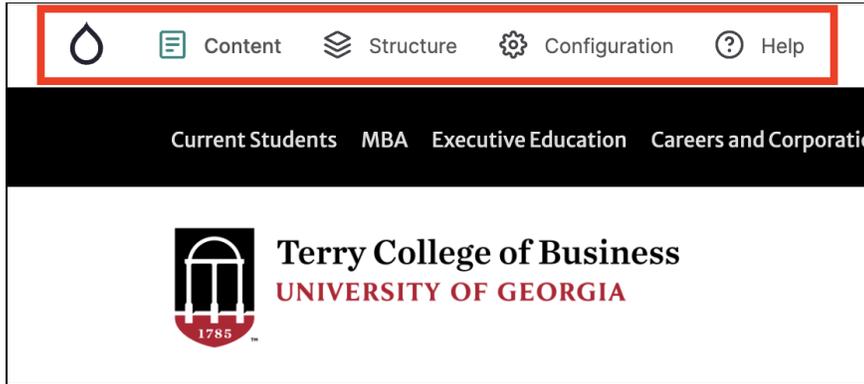
3. Click **Login to the Site**. The UGA single sign-on page is displayed. Like other websites within the university, access to the Terry site is managed using a single sign-on service.



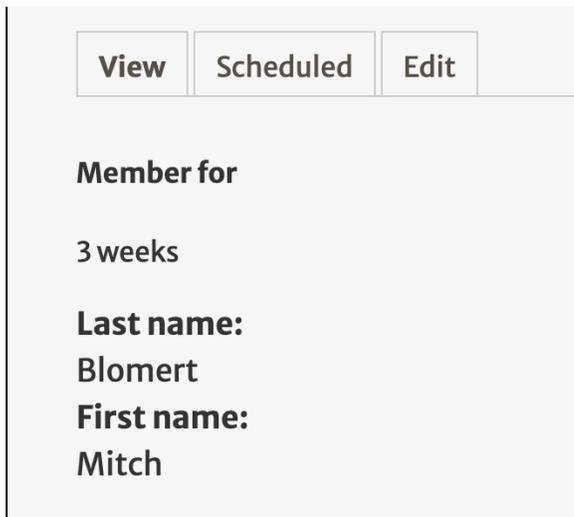
4. Enter your **MyID credentials** for the **Username** and **Password** fields.

5. Click **Login**. You are prompted to send a notification to your device for two-factor authentication. This follows the same process that is followed when logging in to any university website that uses the MyID single sign-on service.
6. After completing the two-factor authentication, the login process is completed and you can now edit content. You can confirm you are logged if the following items are displayed:

- The CMS toolbar is accessible at the top of the page



- Your name is displayed as the logged-in user



## Locate a Page for Editing

The Terry site contains hundreds of individual pages, and it may be difficult to locate the single page you want to edit. This section provides guidance for navigating the Terry CMS and efficiently locating your content.

After [logging in to the website](#), click **Content** in the CMS toolbar. This displays the **Content** page, where all saved site content is stored and accessed. This page contains several functions for the website, however this section covers only those needed to locate pre-existing content for editing.

The screenshot shows the Terry CMS interface. At the top, the **CMS Toolbar** is visible, with the **Content** tab highlighted. Below the toolbar, the **Content** page is displayed, featuring tabs for **Content**, **Flagged Content**, **Updated**, **Files**, and **Media**. The **Overview** tab is selected, and the **Scheduled content** sub-tab is also visible. The **Search Tools** section includes a search bar and several filters: **Title**, **Content type** (set to - Any -), **Published status** (set to - Any -), **Language** (set to - Any -), and **Authored by** (with a search icon and a note: "Enter a comma separated list of user names."). The **Items per page** dropdown is set to 50. Below the search tools, the **Offset** is set to 0, and a **Filter** button is present. The **Saved Content** section displays a table of content items:

<input type="checkbox"/>	Title	Unit	Authored on	Content type	Author	Status	Updated	Operations
<input type="checkbox"/>	Alumni	Alumni	Mon, 04/05/2021 - 3:38pm	Basic page	(terry-admin)	Published	05/20/2022 - 11:16am	<a href="#">Edit</a>
<input type="checkbox"/>	Alumni Board		Thu, 09/23/2021 - 3:55pm	Basic page	Cam Walker (cmw71934)	Published	05/20/2022 - 10:49am	<a href="#">Edit</a>
<input type="checkbox"/>	Second Century Club	Alumni	Thu, 08/26/2021 - 11:32am	Basic page	Cam Walker (cmw71934)	Published	05/20/2022 - 10:32am	<a href="#">Edit</a>

The image above highlights three items that are used for locating content:

- The **CMS Toolbar** is always displayed when you are logged in to the Terry website. You can use this to return to the **Content** page at any time by clicking **Content**.
- The **Search Tools** are used to search for a content item by its title. You can narrow down the search results by also selecting a content type, publish status, language, or author in their respective fields.
- **Saved content**, both published and unpublished, are listed on the **Content** page. These are the individual pages that can be selected for editing. By default, content is displayed in the list by the most recent update, however you can select a column heading to re-sort the items.

To quickly locate an item for editing, follow these steps:

1. Use the search tools to narrow the list of saved content. If you know a keyword in the content's title, enter it in the **Title** field to filter the list to only items with the keyword in the title.

The screenshot shows a search interface with three filter fields: 'Title' containing 'Finance', 'Content type' set to '- Any -', and 'Published status' set to '- Any -'. Below these is an 'Offset' field set to '0' and two buttons: 'Filter' and 'Reset'. The results table below has columns for 'Title' and 'Unit'. It lists three items: 'BBA - Finance', 'Fundamentals of Finance' (under 'Executive Education Programs'), and 'Concentration in Finance' (under 'Full-Time MBA').

<input type="checkbox"/>	Title	Unit
<input type="checkbox"/>	BBA - Finance	
<input type="checkbox"/>	Fundamentals of Finance	Executive Education Programs
<input type="checkbox"/>	Concentration in Finance	Full-Time MBA

Additional tips for using the search tools:

- If you know the content type of the item you are looking for, select it in the **Content type** dropdown list to add additional filtering to your search results.
- If filtering by author, enter the author's **MyID** in the **Authored by** field. The author's MyID is displayed and can be selected as it is typed.

The screenshot shows a search field labeled 'Authored by' with the text 'cjwalker' entered. A dropdown menu below the field shows 'cjwalker' as a selectable option.

2. Once you have located the desired content, you can access the editor and make changes to it using two methods:

- Clicking the item's title. This directs you to the page itself, where an **Edit** option is displayed. Clicking **Edit** directs you to the editor.



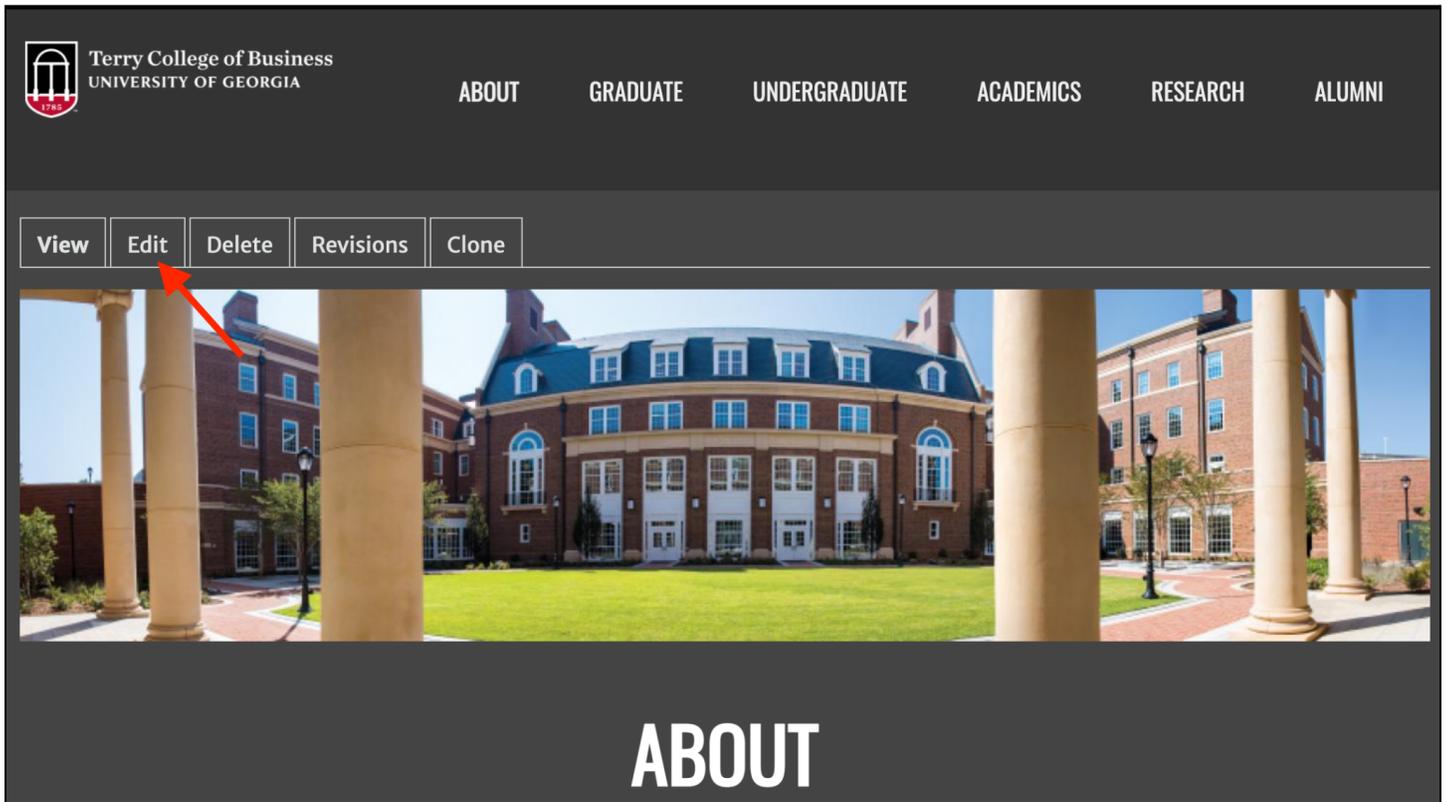
- Clicking **Edit** in the **Operations** column for the content you want to edit. This directs you to the editor.

The screenshot shows a table with columns: Title, Unit, Authored on, Content type, Author, Status, Updated, and Operations. The first row contains 'BBA - Finance', 'Fri, 04/22/2022 - 3:12pm', 'Basic page', 'Cam Walker (cmw71934)', 'Published', and '05/19/2022 - 2:13pm'. The 'Edit' button in the 'Operations' column is highlighted with a red box.

<input type="checkbox"/>	Title	Unit	Authored on	Content type	Author	Status	Updated	Operations
<input type="checkbox"/>	BBA - Finance		Fri, 04/22/2022 - 3:12pm	Basic page	Cam Walker (cmw71934)	Published	05/19/2022 - 2:13pm	<a href="#">Edit</a>

## Accessing the Editor from the Page

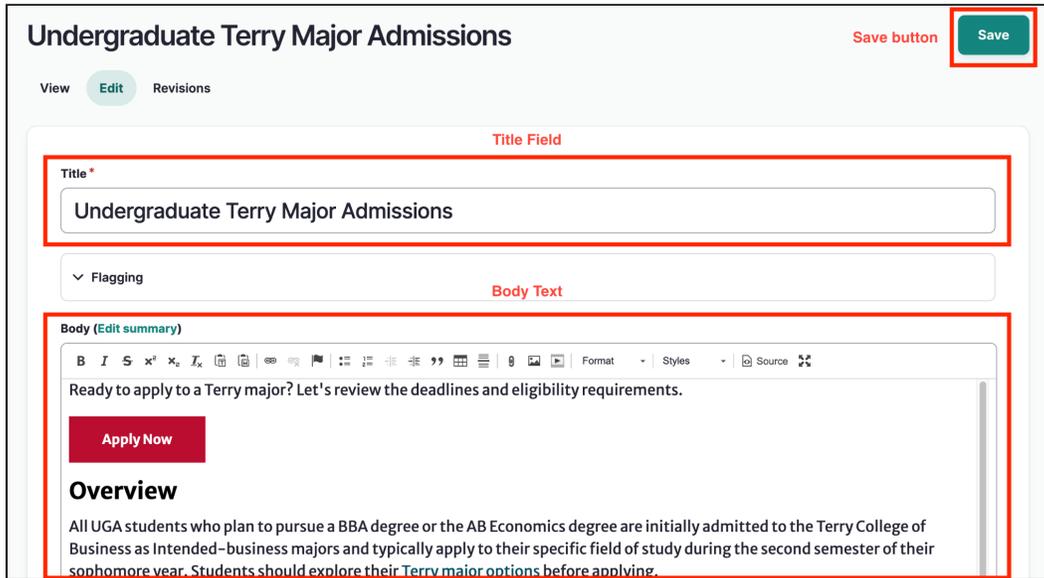
If you are logged in and already on the page that will be edited, you can access the editor by clicking the **Edit** tab at the top of the page.



The screenshot shows the top navigation bar of the Terry College of Business website. The navigation bar is dark gray and contains the following elements from left to right: the Terry College of Business logo (a red shield with a white arch and the year 1785), the text "Terry College of Business" and "UNIVERSITY OF GEORGIA", and six menu items: "ABOUT", "GRADUATE", "UNDERGRADUATE", "ACADEMICS", "RESEARCH", and "ALUMNI". Below the navigation bar is a horizontal toolbar with five buttons: "View", "Edit", "Delete", "Revisions", and "Clone". A red arrow points to the "Edit" button. Below the toolbar is a large image of a brick building with a blue roof and white columns, viewed through a series of columns. At the bottom of the image, the word "ABOUT" is written in large, white, bold, sans-serif capital letters.

# Basic Editing

The Terry CMS utilizes a standard text editor for adding and editing content on a page. The editor allows you to transform simple text into headings, links, buttons, lists (numbered and bulleted), and tables. You can also embed media into your content such as images and videos.



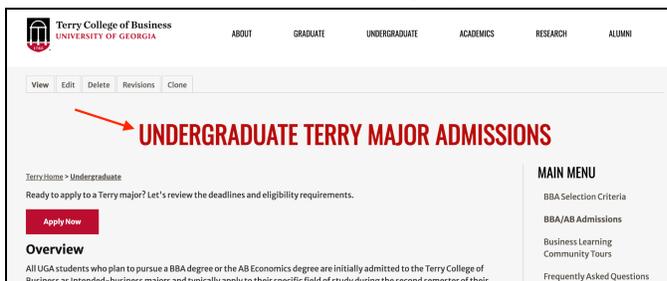
The image above highlights three items that are regularly used when adding or editing content:

- **Save:** Click this button to save your edits on the page.

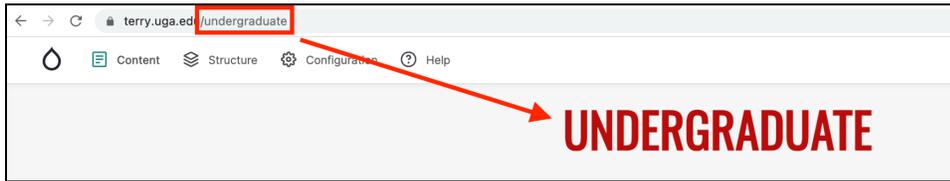
**Note:** Some content editors also have the permission to publish pages. If you have publishing permission, the **Publish** button is displayed to allow the publishing or unpublishing of pages.



- **Title field:** Enter the title of this page. This is the text that is displayed at the top of the page.



The **Title** field also determines the page's URL. The CMS automatically adds the title text as a suffix on the URL, with spaces hyphenated between words.



- **Body text:** The body text will likely make up the majority of the content on your page. It contains the tools needed to format your text. The editing functionality detailed in this section is contained in the body text editor.

The editor page also contains two additional editor tools: **Sidebar fields + Banner image** and **Advanced Layout**. Refer to [Sidebars and Banners](#) and [Advanced Layouts](#) for more information on these tools.

# Headings

Headings are beneficial to the presentation of content as they break up large amounts of text and also provide organization to your copy.

The Terry CMS heading structure is hierarchical; they are designed to be used in a specific order, starting with Heading 1 (this is always the **Title** field) and cascading down to Heading 6. The lower-numbered heading is always used first. For example, a portion of related copy can be assigned a Heading 2, then broken up with Heading 3s to give the content a structured format.

**What You Need to Apply**

- A clear understanding of our [class profile](#).
- Two (2) years work experience (post bachelor's degree) by the time classes begin
- Your resume detailing career growth
- Two (2) professional recommendations (delivered online)
- Transcripts from institution(s) where you earned your degree(s)
- TOEFL or IELTS scores (if you do not hold a U.S. degree) unless waived
- \$100 nonrefundable application fee (paid online at time of application submission)

**Test Not Required**

We do not require standardized test scores as part of your application. We believe that your previous academic achievements and professional accomplishments are the strongest indicators of your ability to be successful in the Professional MBA program. At the discretion of the admissions committee, you may be advised to take the GMAT or GRE to strengthen your application or to better assess your academic readiness for the program.

If you plan to take or have already taken the GMAT or GRE, you may voluntarily provide your test information in your application. Submit GMAT scores to school code Z95-H2-44. Submit GRE scores to school code 5813.

The image below shows the current formatting for each Terry CMS heading, including the Normal format that is used for standard, non-heading text.

**Note:** The heading colors vary depending on the user's light or dark mode setting. This example is using light mode.

Normal (used with non-heading text)

**Heading 2**

**Heading 3**

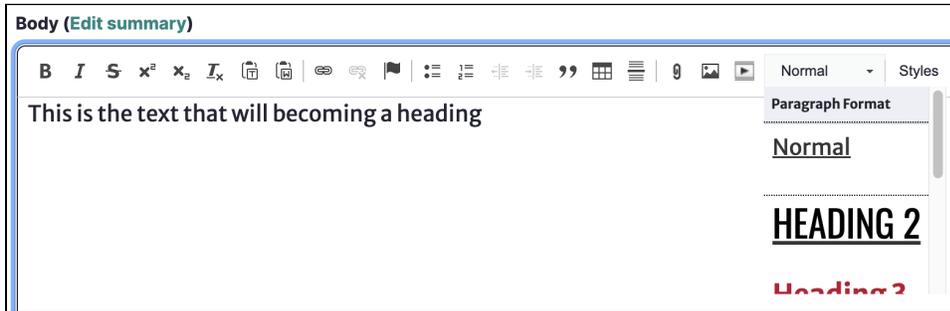
**HEADING 4**

**Heading 5**

**HEADING 6**

To format text as a heading, follow these steps:

1. In the body text editor, enter the text you want to format as a heading.
2. While on the same line as the heading text, click the **Paragraph Format** menu on the editor toolbar. By default, the format is Normal. The menu is displayed with the heading options.



3. Select the heading you want to use. Once selected, all of the text on the current line is updated with the new heading format.



# Links

Links are commonly used on Terry websites and can be used to direct users to another page on the Terry website, an external website or a location on the same page. Any portion of text can be made into a link.

## About Dean Benjamin C. Ayers

[Ben Ayers](#) is Dean of the University of Georgia Terry College of Business and holds the Earl Davis Chair in Taxation. He came to UGA in 1996 and served as Director of the highly regarded [J.M. Tull School of Accounting](#) for nine years prior to his appointment as the college's 12th Dean in 2014.

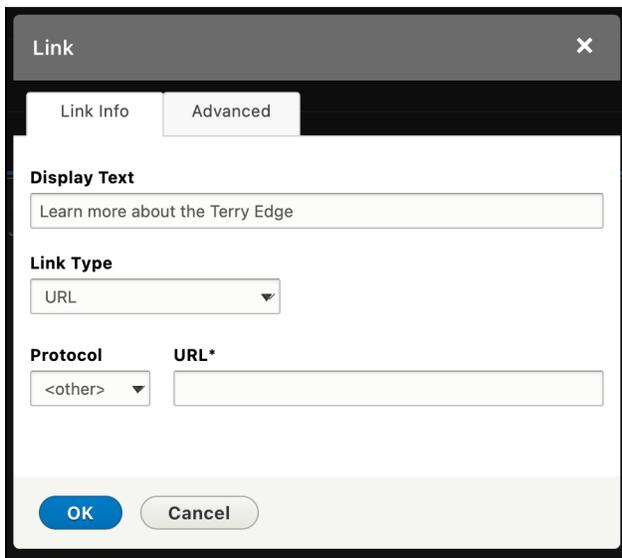
Under his leadership, the Terry College completed a successful *Commit to Georgia* campaign – raising \$195 million to support faculty, programs, and facilities – and dedicated the new home of the Terry College of Business on the UGA campus, known as the [Business Learning Community](#).

*Terry website links are underlined. Clicking the underlined text directs the user to another page on the Terry website, an external website or a location on the same page.*

## Internal Links

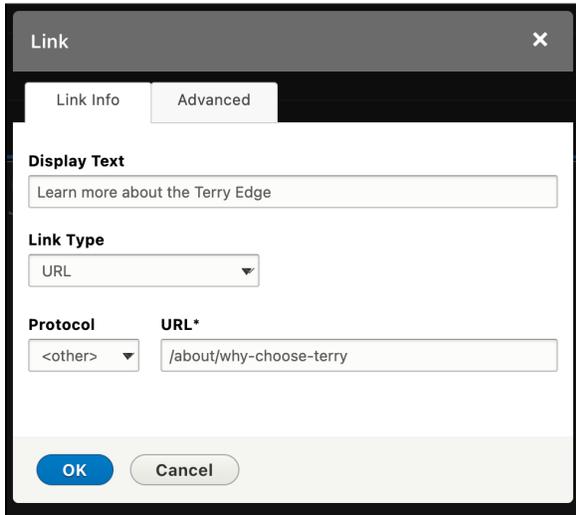
Internal links direct users to another page on the Terry website. To create an internal hyperlink, follow these steps:

1. While in the body text editor, highlight the text that you want to format as a link.
2. Click  in the editor toolbar to display the **Link** window.



3. The **Display Text** field contains the highlighted text. This field is blank if no text is highlighted, in which you can enter the text you want to display as a link.

4. Select **URL** as the **Link Type**.
5. Because you are linking to another page on the Terry site, you do not need to enter the entire URL of the destination page in the **URL** field, but rather just its path within the site itself. Therefore, the `https://www.terry.uga.edu` portion of the URL is not necessary – only the portion that follows after it. For example, if you want to create a link that directs to **`www.terry.uga.edu/about/why-choose-terry`**, you only need to enter **`/about/why-choose-terry`**, as shown in the example below.



The screenshot shows a 'Link' dialog box with two tabs: 'Link Info' and 'Advanced'. The 'Link Info' tab is active. It contains the following fields:

- Display Text:** A text input field containing 'Learn more about the Terry Edge'.
- Link Type:** A dropdown menu set to 'URL'.
- Protocol:** A dropdown menu set to '<other>'.
- URL\*:** A text input field containing '/about/why-choose-terry'.

At the bottom, there are 'OK' and 'Cancel' buttons.

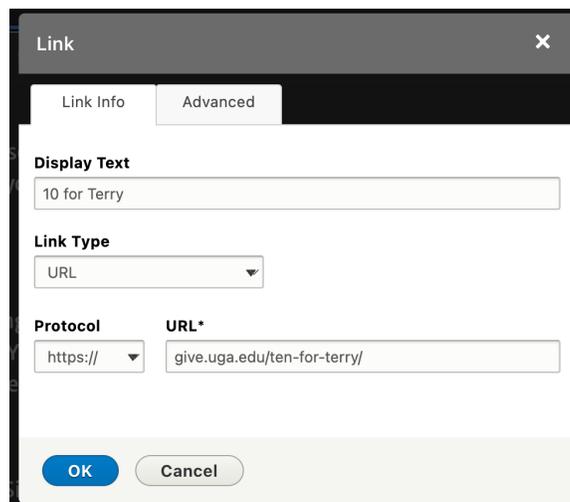
**Tip:** If you are uncertain about the path to enter in the **URL** field, open the page in your browser, highlight the path and copy it. It can then be pasted into the **URL** field.



6. Click **OK**. The text is now formatted as a link in the editor.

## External Links

External links to websites beyond Terry are configured using the same method as an internal link, but require the entire website's URL to be included in the **URL** field of the **Link** window and the **Protocol** field to be set to **https://**, as shown in the example below.



The screenshot shows a 'Link' dialog box with two tabs: 'Link Info' and 'Advanced'. The 'Link Info' tab is active. It contains the following fields:

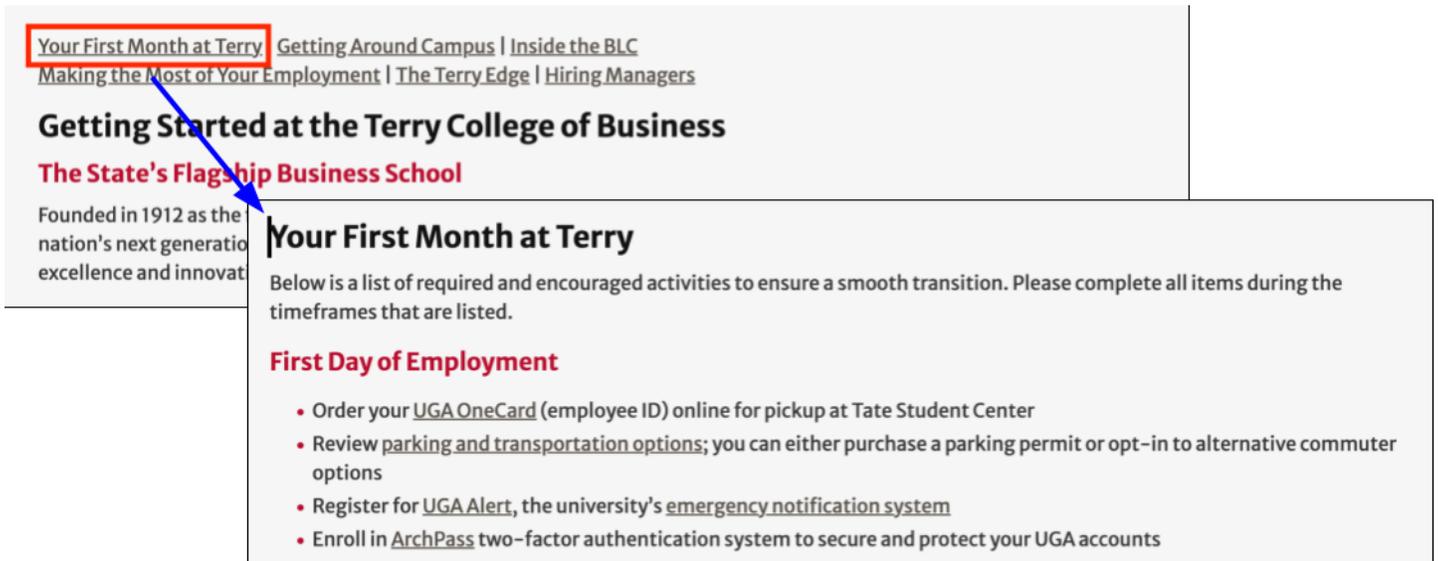
- Display Text:** A text input field containing '10 for Terry'.
- Link Type:** A dropdown menu set to 'URL'.
- Protocol:** A dropdown menu set to 'https://'.
- URL\*:** A text input field containing 'give.uga.edu/ten-for-terry/'.

At the bottom, there are 'OK' and 'Cancel' buttons.

## Anchor Links

Anchor links direct users to another section of the same page. This is useful for pages with lots of content that are organized by multiple headings. You can format a portion of text to link to direct a heading further down the page; when the user clicks the link, the page will automatically jump to the heading's location.

In the example below, clicking the “Your First Month at Terry” anchor link directs the user straight to its corresponding section. The user is able to bypass the content before it and quickly access the section they want to read.



[Your First Month at Terry](#) [Getting Around Campus](#) | [Inside the BLC](#)  
[Making the Most of Your Employment](#) | [The Terry Edge](#) | [Hiring Managers](#)

## Getting Started at the Terry College of Business

### The State's Flagship Business School

Founded in 1912 as the nation's next generation excellence and innovat

### Your First Month at Terry

Below is a list of required and encouraged activities to ensure a smooth transition. Please complete all items during the timeframes that are listed.

#### First Day of Employment

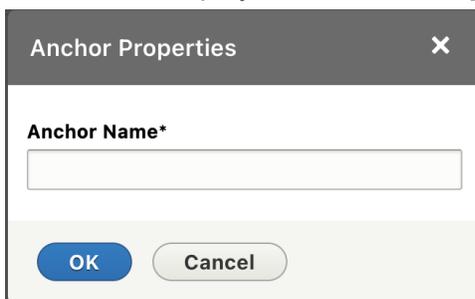
- Order your [UGA OneCard](#) (employee ID) online for pickup at Tate Student Center
- Review [parking and transportation options](#); you can either purchase a parking permit or opt-in to alternative commuter options
- Register for [UGA Alert](#), the university's [emergency notification system](#)
- Enroll in [ArchPass](#) two-factor authentication system to secure and protect your UGA accounts

An anchor link is accompanied by anchor text, which is the text that determines where the link directs the user. In the example above, the “Your First Month at Terry” heading was set as the anchor text, with the anchor link configured to jump to the heading.

To create an anchor link, follow these steps:

1. You must first determine the text you want to designate as anchor text. This is typically a section header. Highlight the text you want to designate as anchor text.

2. Click  to display the **Anchor Properties** window.

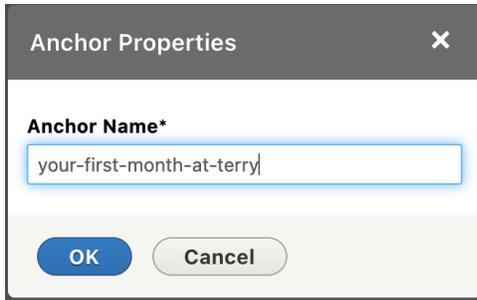


Anchor Properties

Anchor Name\*

OK Cancel

3. Enter a name for the anchor text in the **Anchor Name** field. It is recommended that the name matches the text with words separated by dashes, as shown in the image below.



Anchor Properties

Anchor Name\*

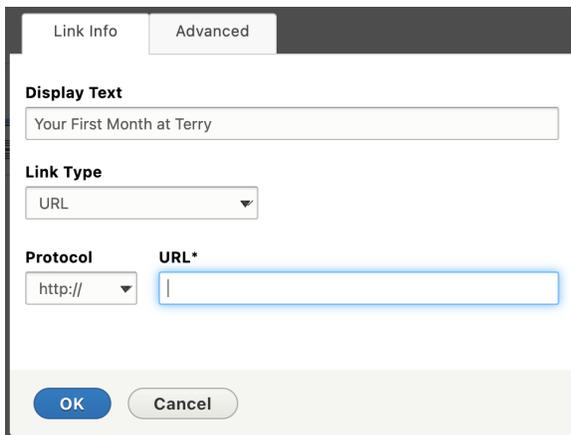
your-first-month-at-terry

OK Cancel

4. Click **OK**. The anchor text is created. This is indicated by a  icon next to the text.



5. Now that the anchor text has been created, you can create an anchor link that directs to the text. To do this, highlight the text you want to format as an anchor link.
6. Click  in the editor toolbar to display the **Link** window. The text you highlighted is shown in the **Display Text** field.



Link Info Advanced

Display Text

Your First Month at Terry

Link Type

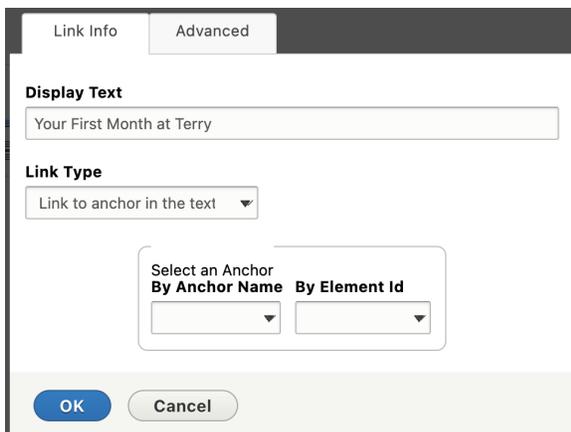
URL

Protocol URL\*

http://

OK Cancel

7. Select **Link to anchor in the text** as the **Link Type**. This displays the **Select an Anchor** fields.



Link Info Advanced

Display Text

Your First Month at Terry

Link Type

Link to anchor in the text

Select an Anchor

By Anchor Name By Element Id

OK Cancel

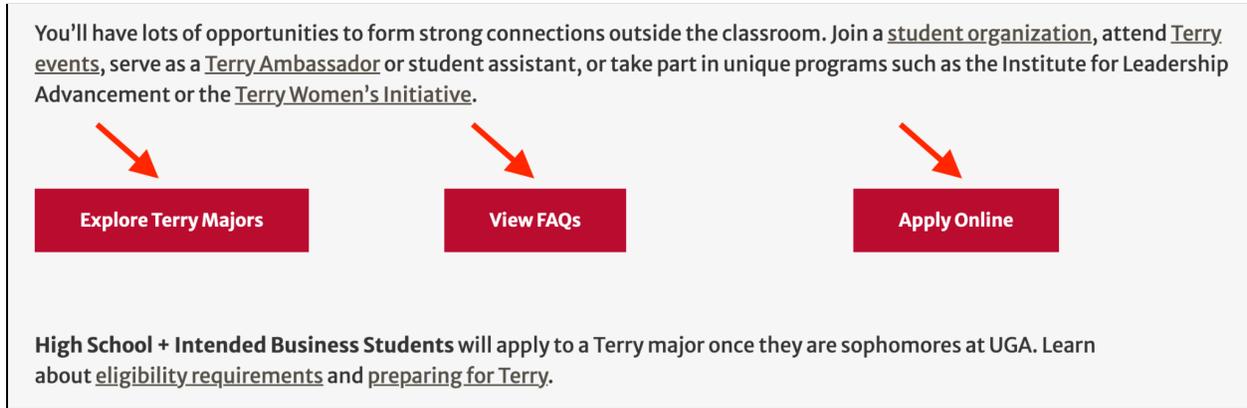
8. Select the anchor text you created for this link in the **By Anchor Name** field.

The image shows a 'Link Info' dialog box with an 'Advanced' tab selected. Under 'Display Text', the text 'Your First Month at Terry' is entered. Under 'Link Type', the dropdown is set to 'Link to anchor in the text'. A 'Select an Anchor' sub-dialog is open, displaying a list of anchors. The anchor 'your-first-month-at-terry' is selected and highlighted in blue. At the bottom of the main dialog, the 'OK' button is highlighted in blue, and the 'Cancel' button is greyed out.

9. Click **OK**. The highlighted text is formatted as an anchor link. To test the link, save the page and click it. If properly configured, the link will direct you to the location of its assigned anchor text.

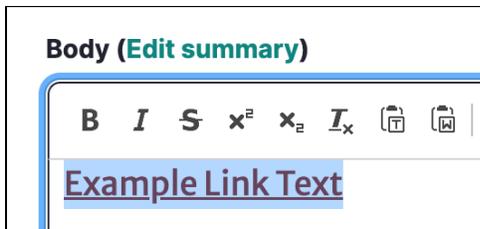
# Buttons

Links can also be made into buttons. A button has the same functionality as a link; in fact, the button text is configured as a link first, then formatted into a button. Buttons are useful when you want to emphasize a link more prominently than just link text.

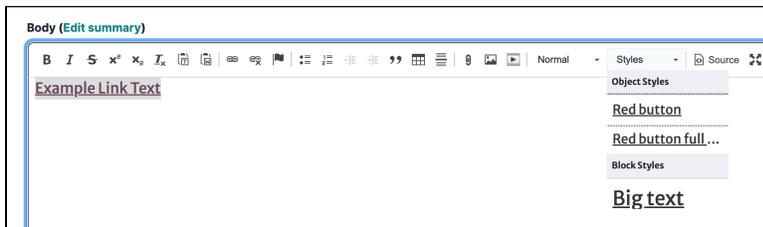


To create a button, follow these steps:

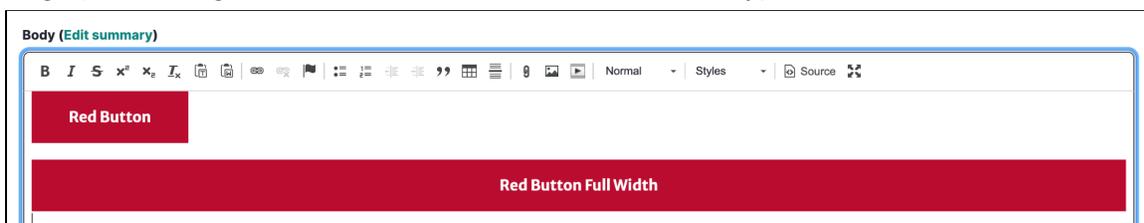
1. Highlight the text you want to display in the button.
2. Create a link with the text. [Internal](#), [external](#), and [anchor links](#) can be used in the button.



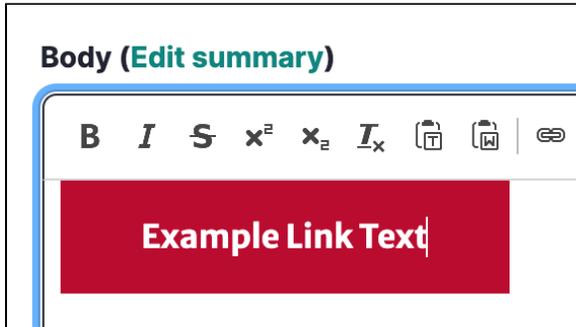
3. Click the **Styles** dropdown menu in the editor toolbar while the text is still highlighted.



4. Select a button type. The Terry website uses two: **Red button** (the button length is determined by the text length), and **Red button full width** (the button spans the width of the body, regardless of the text length). The image below demonstrates how both button types are formatted.



5. The link is formatted as a button after selecting a button type. Upon saving, users are directed to the page defined by the link when they click the button.



# Lists

List formatting is used to more efficiently display a list of items in your content. The Terry CMS editor provides the following list formats:

- **Numbered list:** Content is organized in an ordered, numerical order

### What's considered in your acceptance?

1. Grades in ACCT 2101 and ACCT 2102
2. Grades in ECON 2105 and/or ECON 2106
3. Grades in Mathematics courses  
Grades in MATH 1113, 2200, 2250 and 2260 are considered.

- **Bulleted list:** Content is organized by a unordered, bulleted list

### Percentage of Students by Major

- Business/Economics: 79%
- Engineering/Computer Science: 8%
- Math & Natural Science: 5%
- Humanities & Social Science: 8%

## Numbered Lists

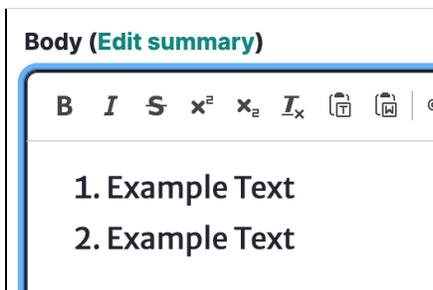
Numbered lists are used to list content in numerical order. Each line of text that is formatted with a numbered list is prefixed with a number.

To create a numbered list, follow these steps:

1. Click  in the editor to display **1**. This is where the first line of numbered text is entered.



2. Press **Enter** to start a second line of text. This line automatically displays **2**. Each time you press enter, the following line is automatically numbered.



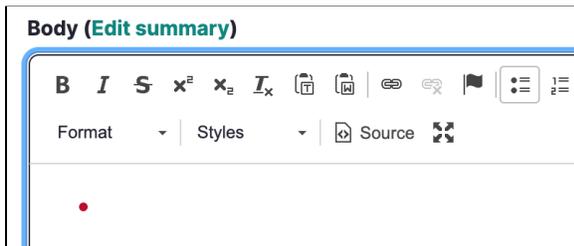
3. To end automatic numbering, press enter twice.

## Bulleted Lists

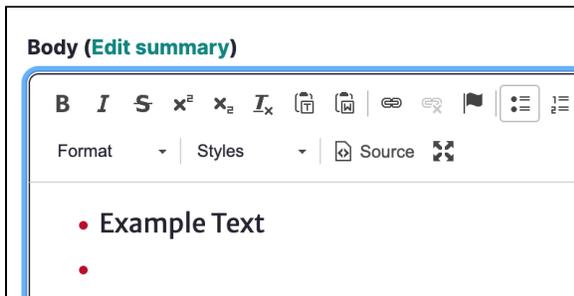
Bulleted lists are used to list content in bullets. This is useful for breaking down large amounts of content into more readable information.

To create a bulleted list, follow these steps:

1. Click  in the editor to create a bullet for the first text line.



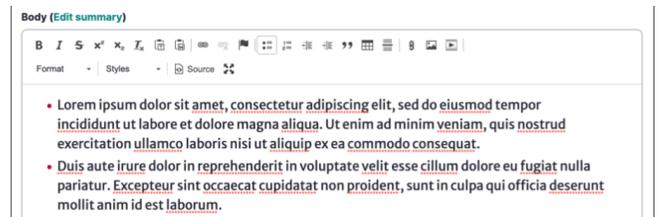
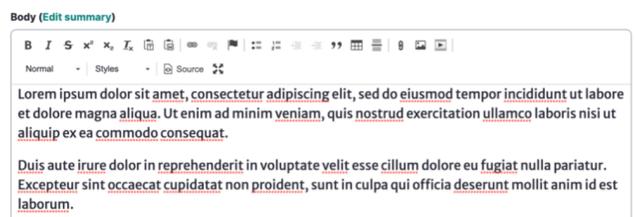
2. After entering text in the first line, press **Enter** to create another bulleted line.



3. To end automatic bulleted lists, press enter twice.

## Converting Text to Lists

Existing text can be converted to lists by highlighting the text and selecting the list type in the editor toolbar. Each paragraph of highlighted text (meaning each line separated by pressing **Enter**) is reformatted as a separate list item.



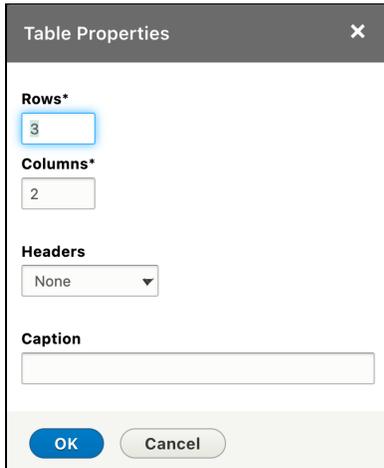
# Tables

Tables are useful for displaying data in an organized manner on your page. The Terry CMS allows for basic tables with header rows and columns.

Major	Percentage of Students
Business/Econ	27%
Engineering/CS	35%
Humanities	8%
Sciences	26%
Social Science	3%
Other	1%

To create a table, follow these steps:

1. Click  to display the **Table Properties** window.



2. Use the **Rows** and **Columns** fields to set the number of rows and columns that the table will contain.

3. If you want to apply headings to your table, use the **Headers** dropdown menu to assign heading rows or columns. The following options are available:

- **First Row:** The top row of the table is a header

Header Row	Header Row
Text	Text
Text	Text

- **First Column:** The leftmost column of the table is a header

Header Column	Text	Text
Header Column	Text	Text
Header Column	Text	Text

- **Both:** The top row and leftmost columns are both applied as headings.

	Header Row	Header Row
Header Column	Text	Text
Header Column	Text	Text

4. If you want to add a caption to display above the table, enter its text in the **Caption** field.

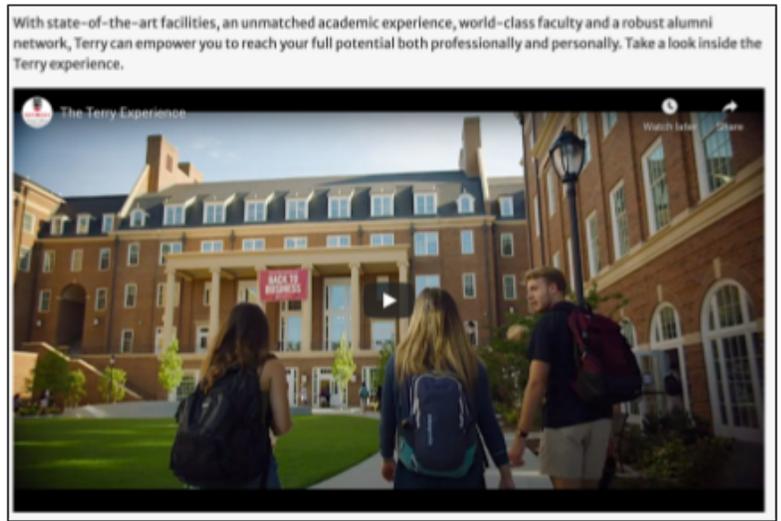
5. Click **OK**. The table is displayed in the editor and can be populated with your data.

**Note:** Terry’s site headings can be used in table cells to add additional styling to the table. In the example below, Heading 3 is used as the table’s header row.

Header Row	Header Row
Text	Text
Text	Text

# Embedded Media

Your page's content isn't just restricted to text. The Terry CMS allows you to embed images and videos into your desired place on the page, directly from the editor.

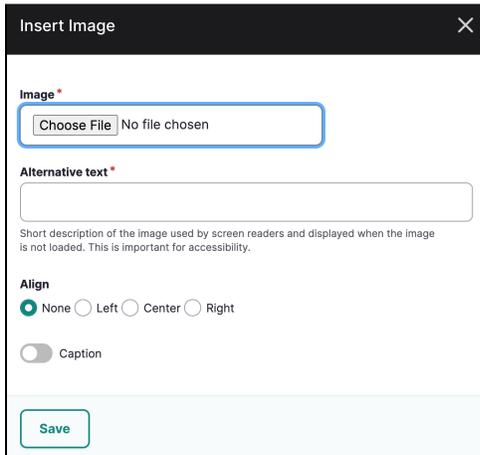


An image (left) and YouTube video (right) embedded on a page.

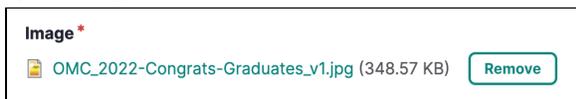
# Images

To embed an image on your page, follow these steps:

1. Click  to display the **Insert Image** window.



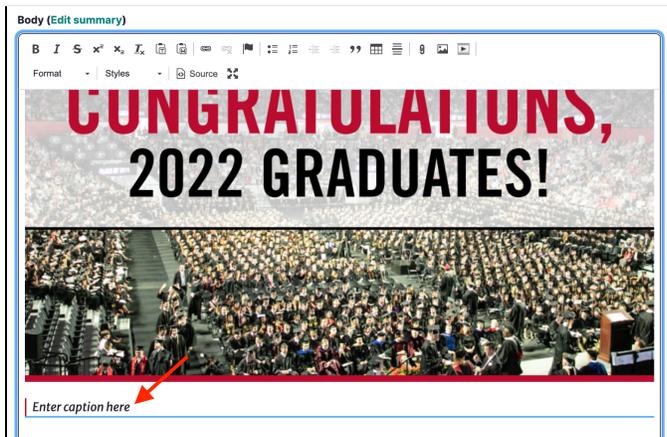
2. Click **Choose File** to open your computer's file explorer.
3. Select the image you want to embed on the page. The filename is displayed in the **Image** field after uploading.



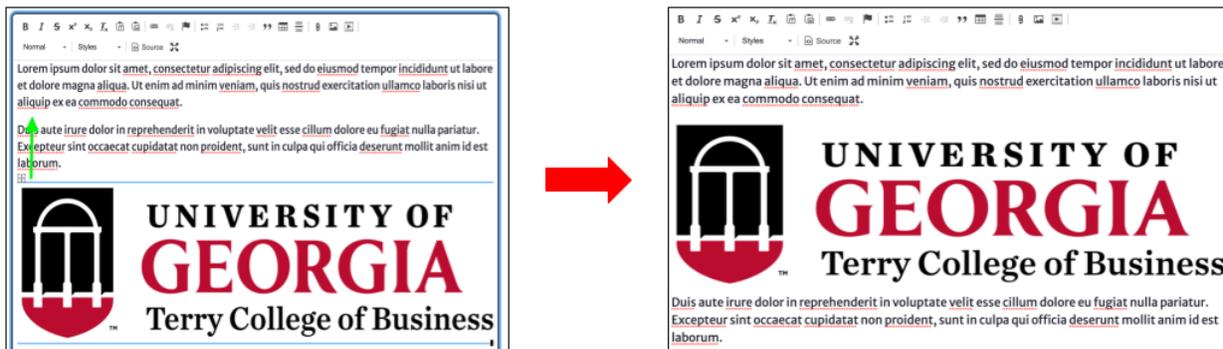
- In the **Alternative text** field, enter a short description of what is depicted in the image. This assists with accessibility when a screen reader is used on the page.
- If desired, select an alignment for the image. This determines which side of the page body the image is displayed.

**Note:** Right or None is the preferred alignment when wrapping text around an image.

- If desired, click the **Caption** button to include a caption with the image. When this option is enabled, the image will contain a caption text box underneath it.



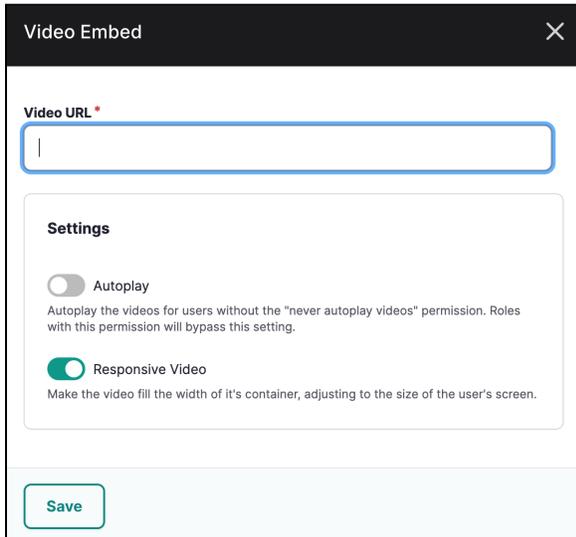
- Click **Save**. The image is uploaded to the editor.
- To move the image to another location on the page, hover over the image, click  in the top-left corner of the image and drag it to the desired position.



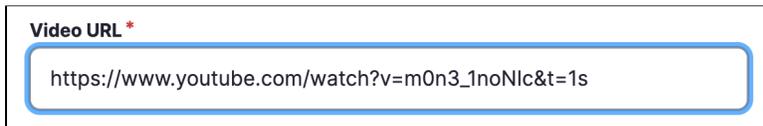
# Video

To embed an image on your page, follow these steps:

1. Click to display the **Video Embed** window.



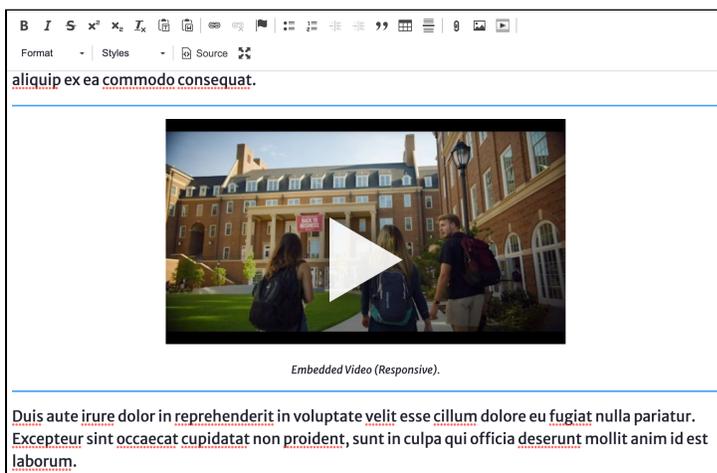
2. In the **Video URL** field, enter the full URL of the video you want to embed on the page. It can be sourced from YouTube or Vimeo.



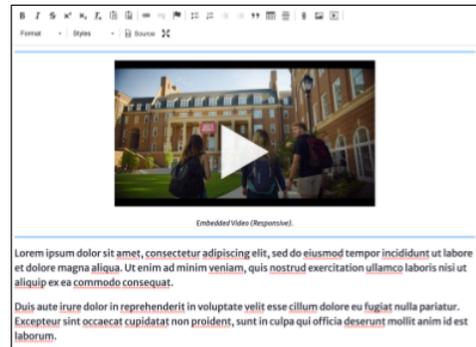
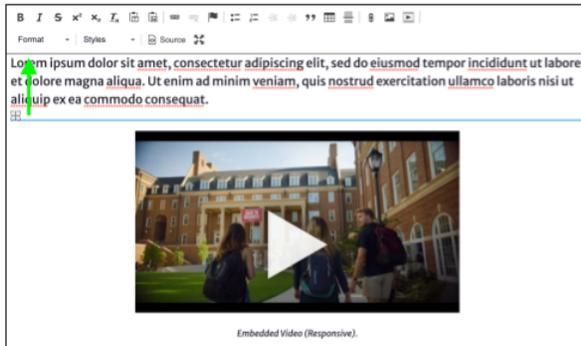
3. Configure the desired settings for the video:

- Enable **Autoplay** for the video to automatically begin playing when the page is loaded. Note that this setting can be bypassed by users who do not have autoplay enabled.
- Enable **Responsive Video** for the to automatically resize based on the user's screen dimensions. This is recommended as it resizes the video for mobile users.

4. Click **Save**. The video is embedded in the editor.



5. To move the video to another location on the page, hover over the image, click  in the top-left corner of the video and drag it to the desired position.

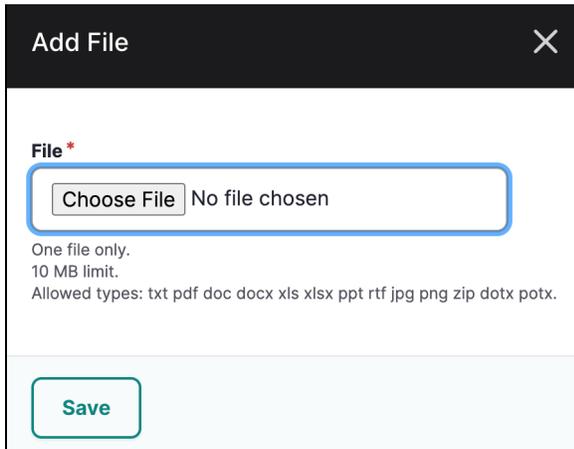


# Uploading Files

Pages can be uploaded with file attachments that users can download. This is useful for including relevant forms on a page, such as a PDF.

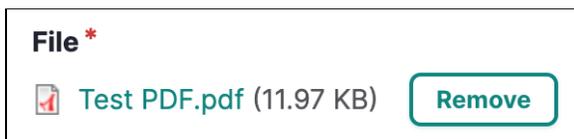
To upload a file attachment, follow these steps:

1. Click  in the editor to display the **Add File** window.

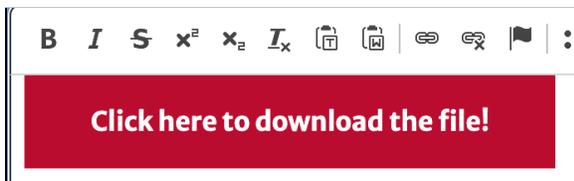


2. Click **Choose File** to open your computer's file explorer.
3. Select the file you want to upload. Ensure that it meets the following criteria:
  - Only one file can be uploaded at a time
  - The file must be under 10 MB
  - Supported file types are .txt, .pdf, .doc, .docx, .xls, .xlsx, .ppt, .rtf, .jpg, .png, .zip, .dotx, .potx

The filename is displayed in the **File** field after it is uploaded.



4. Click **Save**. The file is formatted as a link in the editor and can be customized as such. For example, you can display it as a button and change the display text, as shown in the image below.



# Sidebars and Banners

In addition to standard body text, the Terry CMS allows you to create sidebars and a banner image on your page to provide additional customizability when publishing your content. In the image below, a banner image containing an overhead view of the Business Learning Center has been applied to a page. It also contains a sidebar to the right of the body text with additional information that supports the page's content.

**Banner image**

## BUSINESS LEARNING COMMUNITY TOURS

Terry Home > Undergraduate

Schedule your visit at anytime, or experience a virtual tour from wherever you are via the video below.

Take a Virtual Tour of the University of Georgia Terry Col...

### Prospective Undergraduates

Get a feel for our programs and our campus in Athens, Georgia. Terry Ambassadors take you on a tour of Terry facilities while sharing their experiences.

#### Prospective MBAs

Join us for an Athens campus visit day—visit a class, attend an information session, and meet the people of our Full-Time MBA program.

[View FT MBA Events](#)

#### Visit UGA

Terry is just one small piece of the gorgeous UGA North Campus. Get a [complete tour](#) of the University of Georgia.

#### Other Campuses

Learn more about our other campuses and facilities:

- Atlanta (Buckhead)
- Griffin
- Winnett

#### MAIN MENU

- BBA Selection Criteria
- BBA/AB Admissions
- Business Learning Community Tours
- Frequently Asked Questions
- General Business Major
- Minor in Business
- Non-Business Students
- Preparing for Terry
- Undergraduate Curriculum
- Undergraduate Majors
- Undergraduate Tuition + Financial Aid

Sidebar and banner administration is located on the editor page, under the body text. Click **Sidebar Fields + Banner Image** to display the sidebar and banner settings.

^ Sidebar fields + Banner image

Optional large sidebar (with optional text, buttons, etc). You can also allow personnel to appear here automatically. The Banner--an image that appears over the top of content-- is another option

#### Sidebar

Text format: Default (Full HTML)

Any text you put here will appear in the sidebar.

#### Personnel (sidebar)

Use this if you would like someone's photo and basic contact information to appear in the sidebar.

Add another item

#### Banner (media)

No media items are selected.

Add media

Advanced layout

# Sidebars

Content added to the page as a sidebar is displayed to the immediate right of the body text and to the left of the page menu. Sidebar content uses the same formatting tools and the body text - you can use headings, links, buttons, and other formatting options to customize it as needed.

## BUSINESS LEARNING COMMUNITY TOURS

[Terry Home](#) > [Undergraduate](#)

**Schedule your visit** at anytime, or experience a virtual tour from wherever you are via the video below.



Take a Virtual Tour of the University of Georgia Terry Col... Watch later Share

**Prospective Undergraduates**

Get a feel for our programs and our campus in Athens, Georgia. [Terry](#)

### Prospective MBAs

Join us for an Athens campus visit day—visit a class, attend an information session, and meet the people of our Full-Time MBA program.

[View FT MBA Events](#)

### Visit UGA

Terry is just one small piece of the gorgeous UGA North Campus. Get a [complete tour](#) of the University of Georgia.

### Other Campuses

Learn more about our other campuses and facilities:

- [Atlanta \(Buckhead\)](#)
- [Griffin](#)
- [Gwinnett](#)

To apply sidebar content to a page, enter the content in the **Sidebar** text editor under the **Sidebar Fields + Banner Image** section of the editor page.

^ **Sidebar fields + Banner image**

Optional large sidebar for additional text, buttons, etc. You can also allow personnel to appear here automatically. The Banner-- an image that appears over the top of content-- is another option

**Sidebar**

**Additional Information for Sidebar**

Text goes here.

[You can also add links!](#)

body p Block Quote

**Text format** Default (Full HTML)

[About text formats](#)

Any text you put here will appear in the sidebar.

## Sidebar Personnel

Sidebar administration also includes a **Personnel (sidebar)** field that can be used to display a specific Terry user that is associated with a page, such as a faculty or staff member that oversees the department or program that is featured on the page. When a user is populated in this field, their headshot, name, title, email address, and phone number is displayed in the sidebar.

# RECRUITING REAL ESTATE STUDENTS

[Terry Home](#) > [Welcome to the Real Estate Program](#)

## Job and Internship Postings

If your firm has a potential employment or internship opportunity you would like to bring to our students' attention, please [contact us](#) with the necessary materials. In your announcement, please include a brief job description outlining the duties and requirements of the position, a contact person at your firm, a brief description of the activities of your firm or department within your firm, and a web address whenever possible. We will circulate this information to our students and they will contact you directly.

We are proud of our students and hope we can help you meet your employment needs.

## Internship Program

Looking for a real estate intern? We can collect student résumés or arrange on-campus interviews with our students. Review the [Internship Program Guide for Employers](#).

## Summer Internship Program

We are looking for firms that are willing to provide our students with an educational experience that combines academic work with practical, applied experience in the real estate industry. The Internship Program offers flexibility to the firm to utilize student workers, while providing the student with hands-on experience that can only be gained through practice. If you are interested in providing an internship for one of our students, please review the Internship Program Guide for Employers and send us your position posting (see above).

[Sign into Handshake](#)

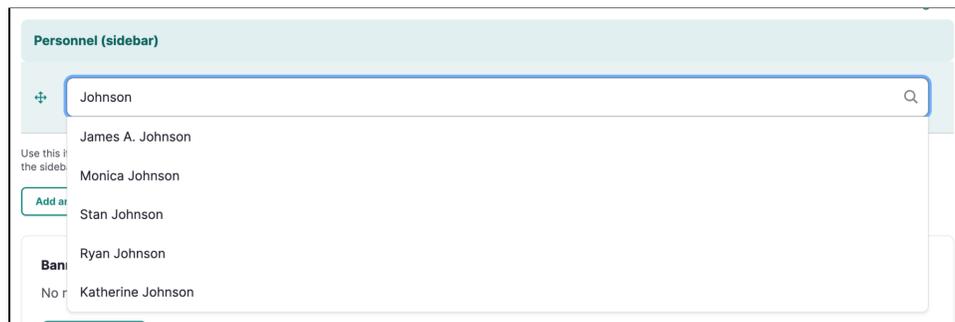
Take advantage of Handshake, the free UGA job board used by Terry students. Post employment opportunities and manage your recruiting efforts online

### CONTACT



**Henry J. Munneke**  
Associate Dean for Undergraduate Programs  
Roy Adams Dorsey Distinguished Chair in Real Estate  
[hmunneke@uga.edu](mailto:hmunneke@uga.edu)  
706-542-8414

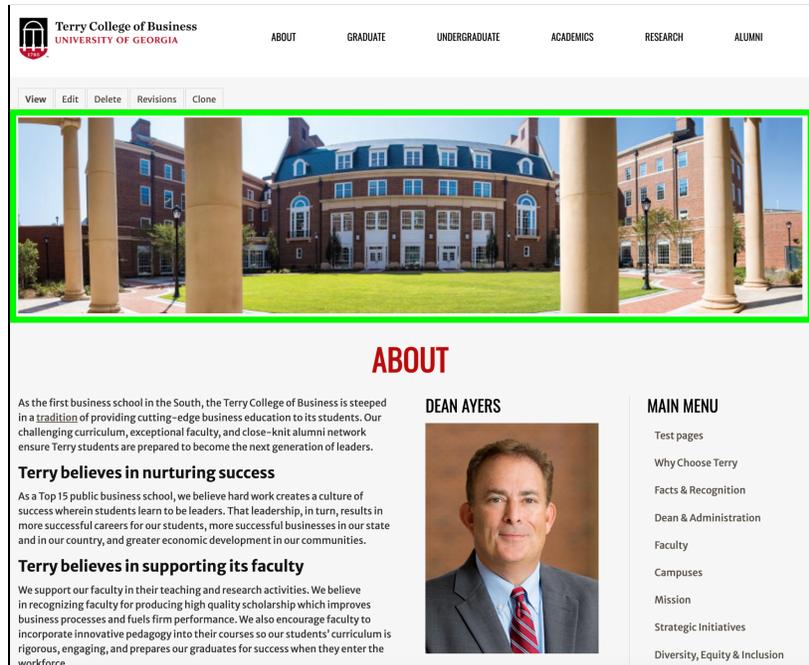
To add a Terry user's information to the sidebar, enter their name in the **Personnel (sidebar)** field. Their name is displayed as it is typed in the field. If multiple Terry users have the same last name, as shown in the image below, you can select the desired user.



The screenshot shows a text input field labeled "Personnel (sidebar)" containing the text "Johnson". Below the input field is a dropdown menu with the following options: "James A. Johnson", "Monica Johnson", "Stan Johnson", "Ryan Johnson", and "Katherine Johnson". To the left of the dropdown, there is a small icon of a person and the text "Use this if the sideb". Below the dropdown, there is a button labeled "Add a" and a "Ban" button. At the bottom of the dropdown, there is a "No r" option.

# Banners

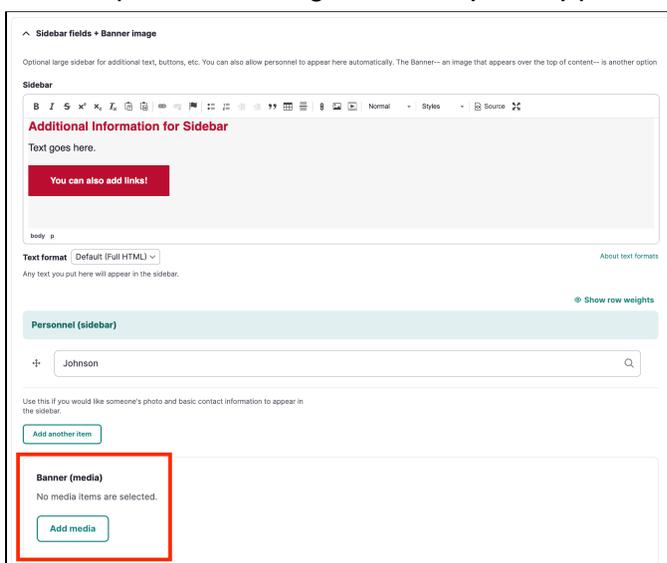
A page's banner can be customized with an image that sits above the page title and extends the width of the page content. A page does not have to possess a banner image, but can be added as an extra visual element for the page.



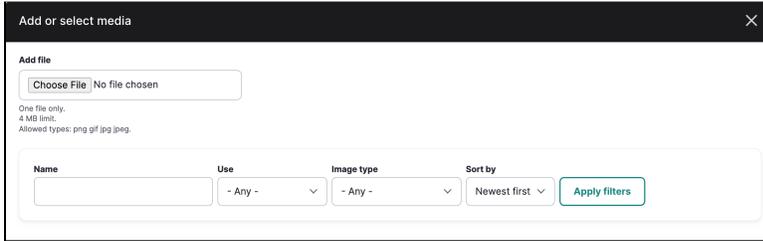
Banner images on Terry pages are displayed with a resolution of **960x240**. Your image does not need to be this exact size, however it is recommended to use this size or a size that matches its aspect ratio of 4:1. The file size must be under 4 MB. You have the option to crop the image before assigning it to the page.

To upload a banner image, follow these steps:

1. While on the editor page, open the **Sidebar fields + Banner image** section to display the sidebar and banner options, including a **Banner (media)** photo uploader.

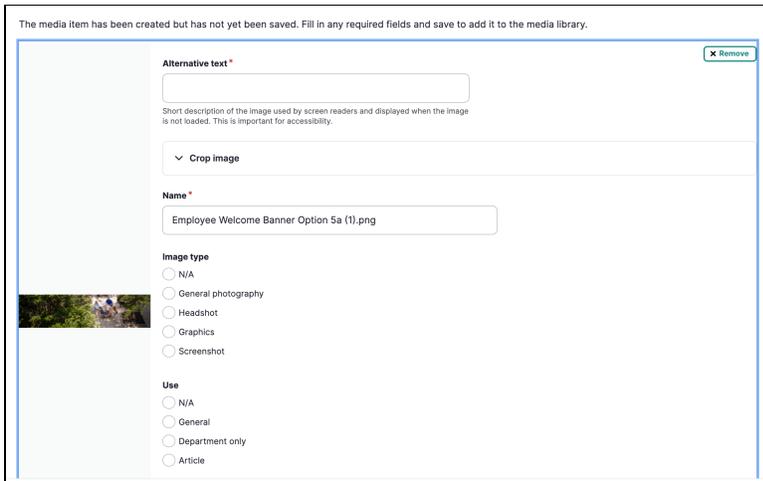


2. Click **Add media**. The Add or select media window is displayed.



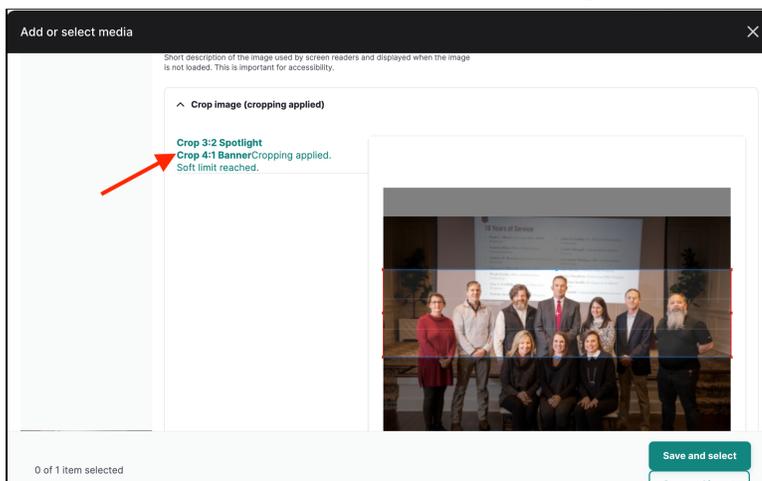
3. Click **Choose File**. Your computer's file browser is displayed.

4. Select the file you want to use as a banner. A series of new options are displayed after it is selected.



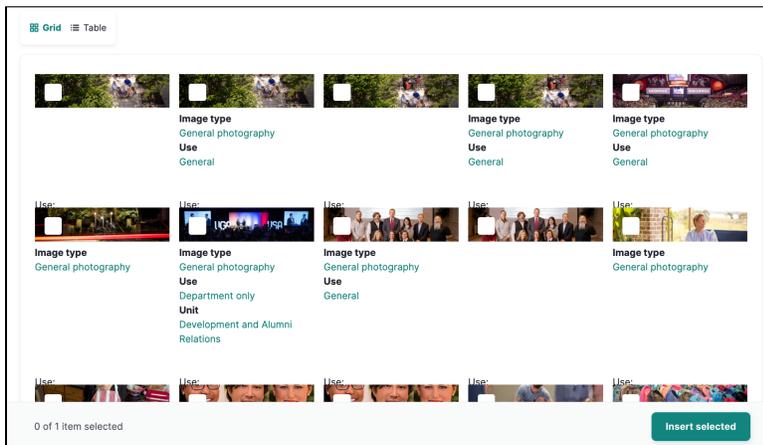
5. Complete the photo configuration.

- In the **Alternative text** field, enter a short description of what is depicted in the image. This assists with accessibility when a screen reader is used on the page.
- Open the **Crop Image** to use the cropping tool. If your photo resolution does not have a 4:1 aspect ratio, this tool allows you to crop it to meet the 4:1 requirement. To do this, click **Crop 4:1 banner**. The blue box over the image indicates the portion of the image that will be displayed in the banner. You can move this box around to position it in the desired location.

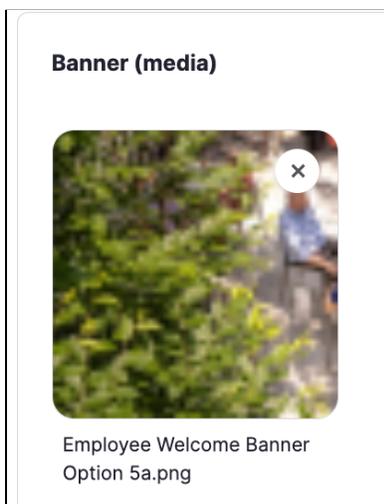


- Enter the desired filename for the image in the **Name** field. By default, the image maintains the filename it possessed before uploading.
- (Optional) Under **Image type**, select the image type. For banners, this setting is typically set to **General Photography**.
- (Optional) Under **Use**, select how the image will be used on the site. For basic Terry pages, select **General**.
- (Optional) Under **Unit**, select the department in which the current page is affiliated.

6. Click **Save and Select**. The Add or select media page is displayed, now with the banner image you uploaded.



7. Click **Insert selected**. The editor page is displayed, now with the selected banner image. When the page is saved, the banner will appear at the top of the page.



# Advanced Layouts

While the Terry CMS body text editor is capable of several text formatting options, it is unable to handle more advanced configurations on the page such as columns, large numbers for rankings/statistics, or text over images. These configurations are available as **advanced layouts**, which are applied to a page using a separate tool on the editor page.

In the image shown below, a list of the Terry Dean Advisory Council emeritus members was created to display as two columns using an advanced layout. Because columns are not an option in the body text, an advanced layout option was used instead.

### Emeritus Members

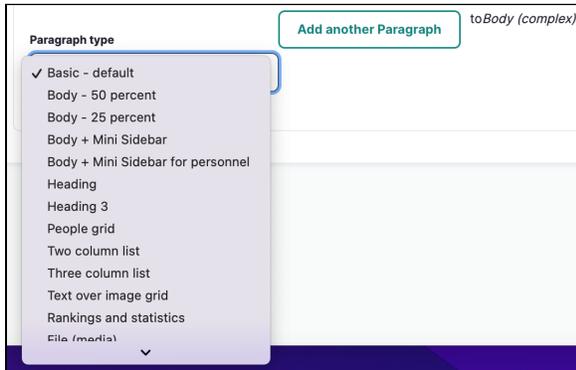
C. Scott Akers Jr.	Rusty Lindner
James H. Blanchard	Ted McMullan
George M. Boltwood	Walter J. Muller III
Frank W. Brumley	Michael K. Ostergard
Timothy A. Chapman	Patrick S. Pittard
Jay M. Davis	Julio A. Ramirez
Damon M. Evans	Jeff Rothenberger
JC Faulkner	Charles S. Sanford Jr.
Elisha Finney	Paul R. Sinsheimer
Ted R. French, Jr.	John Sheppard
S. Taylor Glover	Bonney S. Shuman
Lizanne C. Gottung	Kessel D. Stelling Jr.
David G. Hanna	Barry Storey
John H. Heyman	Lowell W. White Jr.
Boland Jones	William D. Young Jr.
Mark Kauffman	Wesley C. Walraven
Harold A. Kelly Jr.	

Advanced layouts are located on the editor page, under the **Sidebar Fields + Banner Image** section. Click **Advanced layout** to display advanced layout settings. By default, you are automatically provided a **Basic - default** layout, however you can remove it by clicking **Remove**, then **Confirm Removal**.

The screenshot shows the 'Advanced layout' configuration panel. At the top, there is a header 'Advanced layout' with a collapse icon. Below it is a descriptive text: 'For more complicated layout configurations, such as columns, grids of people, etc. Use sparingly, as it creates complexity for content editors.' To the right of this text is a link 'Show row weights'. The main area is titled 'Body (complex)' and contains a 'Basic - default' layout with a 'Remove' button. Below this is a 'Body' text editor with a rich text toolbar and a large text area. At the bottom, there is a 'Text format' dropdown set to 'Default (Full HTML)' and a link 'About text formats'. The bottom section is titled 'Paragraph type' and includes an 'Add another Paragraph' button and a dropdown menu currently set to 'Basic - default'.

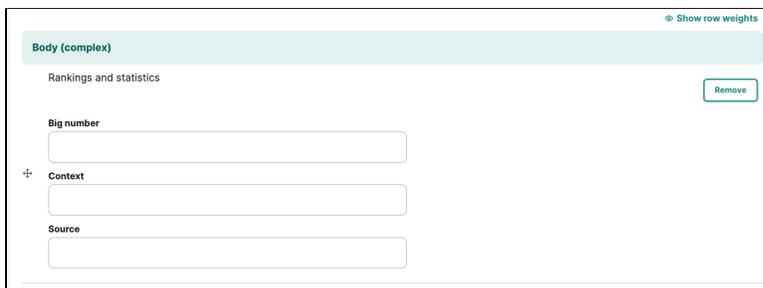
The Terry CMS includes 14 advanced layouts that can be used to customize your page. To select an advanced layout, follow these steps:

1. On the editor page, click **Advanced layout** to display advanced layout settings.
2. Click **Paragraph type** to display a dropdown list of the advanced layouts.

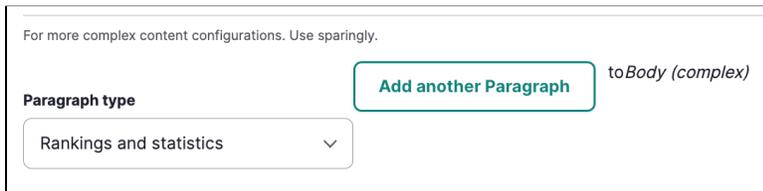


3. Select the desired advanced layout. Refer to [Advanced Layout Options](#) for a list that details each layout.
4. Click **Add another Paragraph**. The advanced layout is added to the editor. You can now enter your content using the layout's provided fields, which will vary depending on the layout you selected.

In the example below, the **Rankings and statistics** layout is selected. This provides fields for entering the ranking number, context, and a source for the ranking.



5. You can add multiple advanced layouts to a page by selecting another layout from the **Paragraph type** dropdown list, then clicking **Add another paragraph**. This process can be repeated as many times as necessary.



6. Each advanced layout is displayed on the page in the order it is listed in the **Advanced layout** section. By default, this is the order that the layouts are added to the page. To move a layout, click  and drag it to the desired position.



7. To remove a layout, click **Remove**, then **Confirm Removal**.

## Advanced Layout Options

The following layout options are provided in the Terry CMS:

### Basic - Default

A standard text field that functions the same as the page's standard body text editor.

#### **Basic - Default layout**

This is a basic - default layout. It functions the same as the body text. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

### Body - 50 Percent

A text field that functions similarly to the page's standard body text editor, but is only 50 percent as wide. When two **Body - 50 Percent** layouts are assigned to a page consecutively, they are displayed next to each other on the page, as shown below.

#### **This is a Body - 50 percent layout.**

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

#### **This is a Body - 50 percent layout.**

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

## Body - 25 Percent

A text field that functions similarly to the page's standard body text editor, but is only 25 percent as wide. As many as four **Body - 25 Percent** layouts can be displayed adjacently to each other, as shown below.

<p><b>This is a Body - 25 percent layout.</b></p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.</p>	<p><b>This is a Body - 25 percent layout.</b></p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.</p>	<p><b>This is a Body - 25 percent layout.</b></p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.</p>	<p><b>This is a Body - 25 percent layout.</b></p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.</p>
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## Body + Mini Sidebar

Layout that provides a body text area and a sidebar. Text is formatted independently in each text area - they can have separate headings (as shown below) and their own links, buttons, tables, or media.

<p><b>This is the Body Section of the Body + Mini Sidebar Layout</b></p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.</p>	<p><b>This is the Sidebar section of the Body + Mini Sidebar Layout</b></p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.</p>
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## Body + Mini Sidebar for Personnel

A similar layout to **Body + Mini Sidebar**, but the sidebar is used to display the name, title, headshot, and contact information of a user in the Terry CMS, such as a faculty or staff member. When this layout is selected in the editor, a field is provided for selecting the user; their headshot and details are autopopulated from their account information in the system.

<p><b>Body + Mini Sidebar for Personnel</b></p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.</p>	 <p><b>Mitch Blomert</b> Digital Content Manager <a href="mailto:mblomert@uga.edu">mblomert@uga.edu</a></p>
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## Heading

A standalone Heading 2.

**This is the heading advanced layout**

## Heading 3

A standalone Heading 3.

**This is a Heading 3 advanced layout**

## People Grid

Layout that displays a person's headshot with text of your choice underneath. This is ideal for listing the members of a committee, organization or board within Terry. Up to four people grids can be displayed per row (as shown in the image below), with any additional grids bumped to the following row.

<b>Members</b>			
			
<b>Matthew Beacham</b> BBA 2009/MAcc 2011 Immediate Past Chair	<b>Kristen Henderson</b> BBA 2011 Chair Goldman Sachs	<b>William Crabtree</b> BBA 2011 Vice Chair Clari	<b>Reid Blalock</b> BBA 2011/MAcc 2012 Secretary/Treasurer Frazier & Deeter, LLC

If no photo is uploaded for a people grid, a Terry placeholder image is displayed instead.


<b>Person's name</b>
Person's title

## Two Column List

Layout that evenly divides content into two columns. This is ideal for a long list of names (as shown in the image below) as it minimizes the amount of scrolling required by the user to see all the names.

Emeritus Members	
C. Scott Akers Jr.	Rusty Lindner
James H. Blanchard	Ted McMullan
George M. Boltwood	Walter J. Muller III
Frank W. Brumley	Michael K. Ostergard
Timothy A. Chapman	Patrick S. Pittard
Jay M. Davis	Julio A. Ramirez
Damon M. Evans	Jeff Rothenberger
JC Faulkner	Charles S. Sanford Jr.
Elisha Finney	Paul R. Sinsheimer
Ted R. French, Jr.	John Sheppard
S. Taylor Glover	Bonney S. Shuman
Lizanne C. Gottung	Kessel D. Stelling Jr.
David G. Hanna	Barry Storey
John H. Heyman	Lowell W. White Jr.
Boland Jones	William D. Young Jr.
Mark Kauffman	Wesley C. Walraven
Harold A. Kelly Jr.	

## Three Column List

Layout that evenly divides content into three columns.

Three-Column List Advanced Layout		
>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Aliquet enim tortor at auctor urna nunc id cursus. Pellentesque dignissim enim sit amet venenatis urna cursus eget nunc. Dignissim diam quis enim lobortis scelerisque fermentum. Vitae tortor condimentum lacinia quis vel eros donec ac. Tortor pretium viverra suspendisse potenti nullam ac tortor vitae purus. Donec massa sapien faucibus et molestie. Scelerisque varius	iaculis eu non diam phasellus vestibulum. Sodales ut eu sem integer vitae. Imperdiet proin fermentum leo vel orci. Et ultrices neque ornare aenean euismod elementum nisi. Hac habitasse platea dictumst vestibulum rhoncus est pellentesque. Duis ut diam quam nulla porttitor massa id. Elit ullamcorper dignissim cras tincidunt lobortis feugiat. Dignissim cras tincidunt lobortis feugiat vivamus. Eget magna fermentum iaculis eu non diam phasellus. Scelerisque varius morbi enim nunc. Laoreet sit amet cursus sit amet dictum sit.	Pharetra pharetra massa massa ultricies mi quis. Turpis massa tincidunt dui ut ornare lectus. Id eu nisl nunc mi ipsum faucibus vitae aliquet nec. Integer vitae justo eget magna fermentum iaculis eu. Felis eget nunc lobortis mattis. Egestas quis ipsum suspendisse ultrices gravida dictum fusce ut. Lectus sit amet est placerat in. Vitae tempus quam pellentesque nec nam aliquam sem et. Id donec ultrices tincidunt arcu non sodales. Maecenas ultricies mi eget mauris pharetra et ultrices. Nulla at volutpat diam ut venenatis tellus in metus vulputate.

## Text Over Image Grid

Layout that displays an image overlaid with text. The text can be formatted as a link so that the user is directed to another page (either on the Terry site or an external page) when they click the image. You can also apply additional text to display underneath the image.



Here is additional text

## Rankings and Statistics

Layout that displays a large number accompanied by context and source text. This is useful for prominently presenting exceptional statistics for a department or program. Up to three rankings can be displayed on the same row; additional rankings are bumped to the next row. In the example below, the large number is a department ranking, followed by context and the ranking source underneath it.



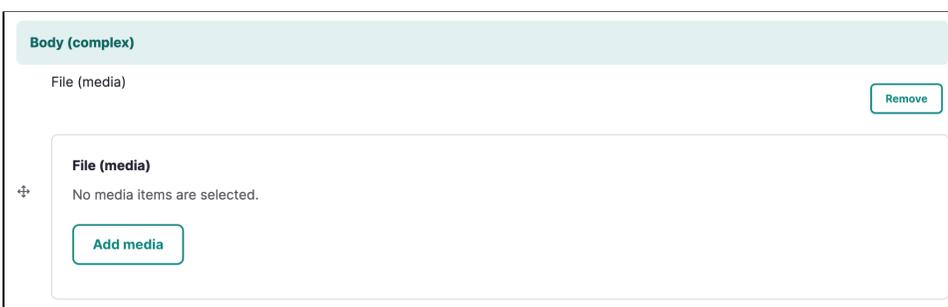
## File Media

Layout for providing a file that can be downloaded by website users. The file is displayed on the page as a link. The following file types can be uploaded;

- .txt
- .rtf
- .doc
- .docx
- .ppt
- .pptx
- .xls
- .xlsx
- .pdf
- .odf
- .odg
- .odp
- .ods
- .odt
- .fodt
- .fods



When using this layout in the editor, an **Add media** button is provided for choosing a file that is already in the Terry CMS or uploading a new one.



## Clearfix

**Clearfix** is not a layout, but is instead used to separate layouts that populate on the same row, such as **Body - 50 percent**, **Body - 25 percent**, or **Rankings and Statistics**. Placing a **Clearfix** between two consecutive instances of these layouts will separate them by row.

For example, if you have four Rankings and Statistics layouts and you want to display two rows with two rankings on each row, you can place a **Clearfix** between second and third rankings to bump the last two rankings to the second row, as shown in the image below. Without a Clearfix, three rankings (the maximum allowed on a single row) would display on the first row and only one on the second row.

**Full-Time MBA**

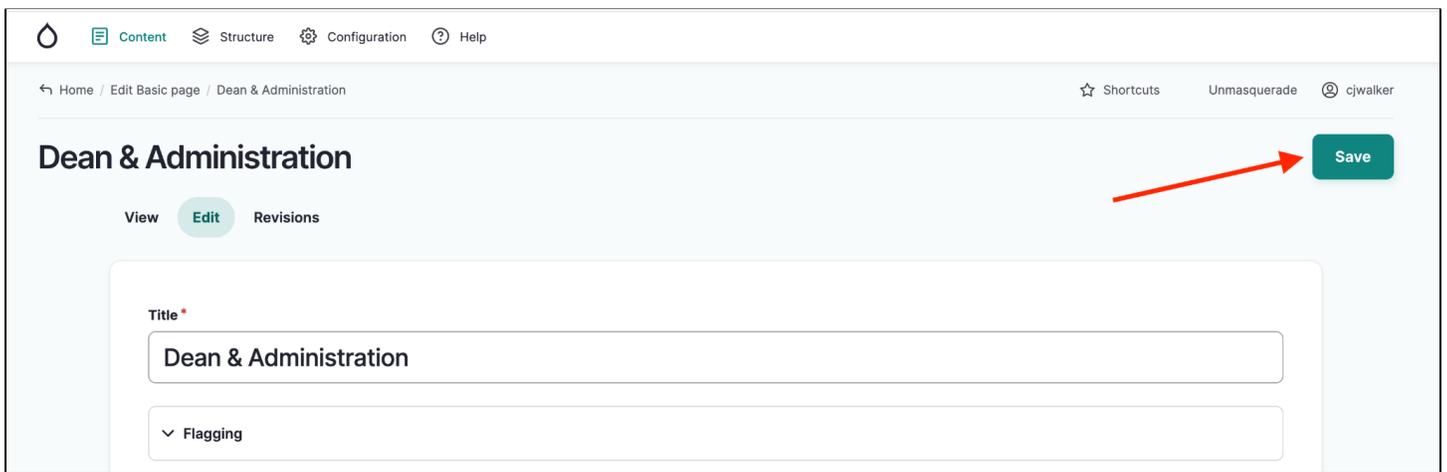
<b>9th</b> U.S. Public Institutions <i>Financial Times</i>	<b>25th</b> U.S. Overall
<b>16th</b> U.S. Public Institutions <i>U.S. News &amp; World Report</i>	<b>38th</b> U.S. Overall

# Page Administration

Pages in the Terry CMS have several administrative options when it comes to managing your content. Fundamentally, you can save your content as often as needed. You can also review your page's revision history, save a specific page version, or revert a page to a previous version.

## Saving a Page

Clicking the **Save** button on the editor page saves the page with the current content. If the page is published, the content will be pushed to the live site, so ensure that your content is ready for a public-facing audience before saving.



# Page Revisions

A **revision log message** text box is provided in the top-right corner of the editor page for detailing the changes made to a page when it is saved. It is recommended to always provide a revision log message so you can keep track of a page's revision history over time.

To enter a revision log message, click the **Create new revision** button, enter a brief description of your revisions in the **Revision log message** text box, then save the page.

Published

Last saved: 05/23/2022 - 2:46pm

Author: jlc52107

Create new revision

**Revision log message**

Added a new paragraph of content under the About Benjamin C. Ayers section.

Briefly describe the changes you have made.

You can review a page's previous revision log message history by clicking the **Revisions** tab on the editor page. This displays a page that logs each revision of the page and any revision log messages that were provided (including revisions that don't have log messages).

## Dean & Administration

View Edit **Revisions**

Revisions allow you to track differences between multiple versions of your content, and revert to older versions.

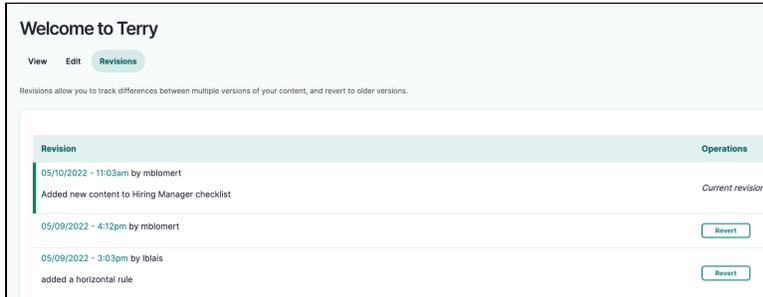
Revision	Operations
05/23/2022 - 2:46pm by lblais Fixed links going to dev server	Current revision
02/14/2022 - 1:45pm by cmw71934	Revert

# Reverting a Page to a Previous Version

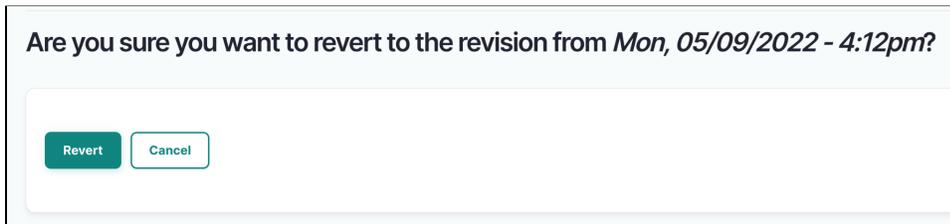
There may be an occasion when you want to undo changes to a page and return it to a previous state. The Terry CMS provides the option to revert a page back to a previous version. When this is performed, the page is restored to the exact state of the selected version, including its layout, text, and images. Because this is an option, it is a best practice to save your page (with a revision log message) before a major revision in case you need to start over.

To revert a page to a previous version, follow these steps:

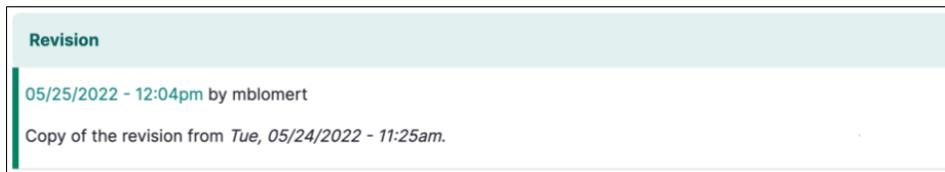
1. Click the **Revisions** tab to display the page's revision history.



2. In the **Operations** column, click **Revert** for the version of the page you want to restore. A message is displayed, asking for confirmation of the reversion.



3. Click **Revert**. The page is reverted to the selected version. The current version is displayed as a copy of the version it was reverted from.

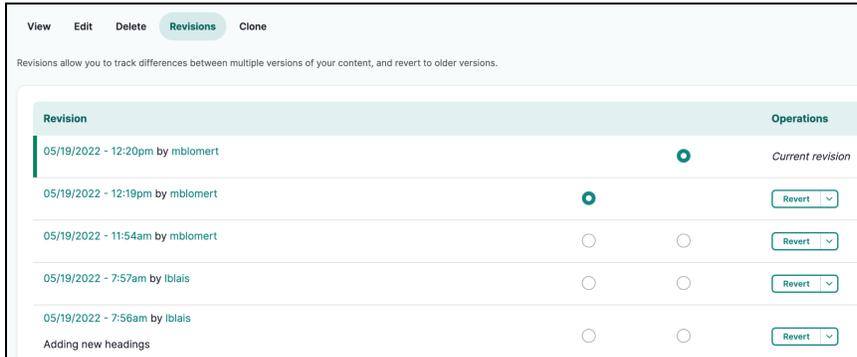


# Comparing Revisions

Page revisions that have been logged can be compared to each other. This allows you to see the differences between two versions and what was added, removed, or revised in each version of the page.

To compare two revisions of a page, follow these steps:

1. Click the **Revisions** tab to display the page's revision history.



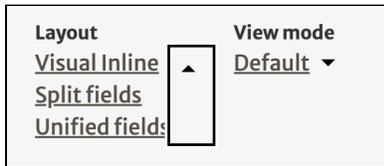
2. Click the circles for the revisions you want to compare.



3. Click **Compare selected revisions** below the revision list. The page is displayed with the differences in the revisions displayed in red (content that was removed) and green text (content that was added in the more recent revision). By default, the layout used to display these differences are **Visual Inline**, which maintains the appearance of the page (as shown in the image below).

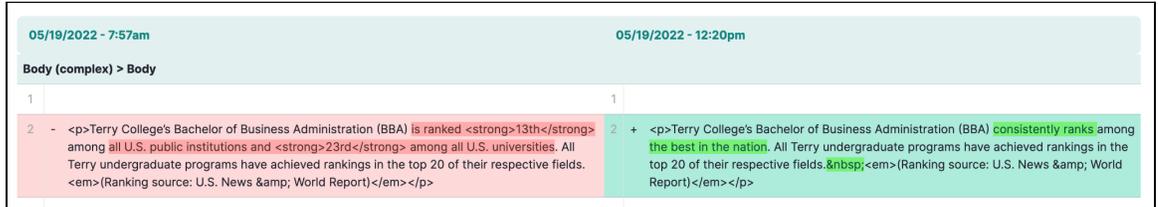


To change the comparison view, click the **Layout** dropdown list in the top-left corner of the page to display the comparison view options.



In addition to the **Visual Inline** option, you can also compare revisions using **Split Fields** and **Unified Fields**.

- **Split Fields** display each area of content side-to-side to compare the two revisions



- **Unified Fields** display each area of content top-to-bottom to compare the two revisions

