

Expression Engine Help Guide

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This guide details various methods, tips, and hints for using Gordon State College’s Expression Engine. Since we provide access to a system that not many people know, we feel obligated to provide you with resources to facilitate your use of our system. This guide is written to be simplistic enough for every user to understand, but technical terminology is used in hopes that readers will come to understand this terminology. This guide is intended only for Gordon State College Expression Engine users. We cannot verify that this guide will work for Expression Engine systems since most organizations apply user permissions differently and install a number of custom add-ons.

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Getting Started

To login to Expression Engine, got to www.gordonstate.edu/admin.php. Here you can enter your username and password to login to Expression Engine. It is important to remember that your Expression Engine login is not the same as your Network/Email Login. The username is set to the same username as your network credentials, but the passwords are not connected. That means if you update your email password, your Expression Engine password will not update, and vice versa.

Opening Webpages to Edit

STEP 1: To open a webpage to edit, click on the 'Entry' button under the 'Modify' menu. This will take you to your list of entries that you have access to edit.



STEP 2: Search the title of the page you are looking to edit. Then click the name of the page.

TIPS AND TRICKS

- The names of web pages appear as the blue header on our webpages.

Embedding a link or document

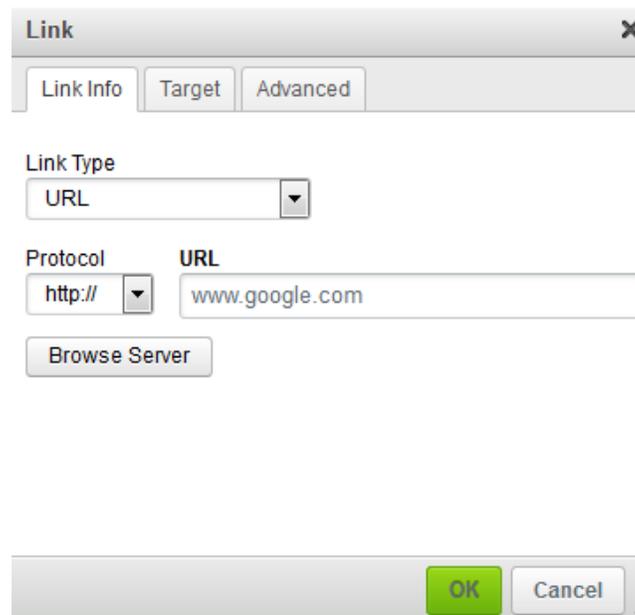
STEP 1: Highlight the text you want to link.

STEP 2: Click the link button (looks like a chain link). The chain link button with the 'X' on it is for removing hyperlinks.



STEP 3: To enter the destination:

IF IT IS TO A WEBPAGE: Simply paste the destination URL into the **URL** field.

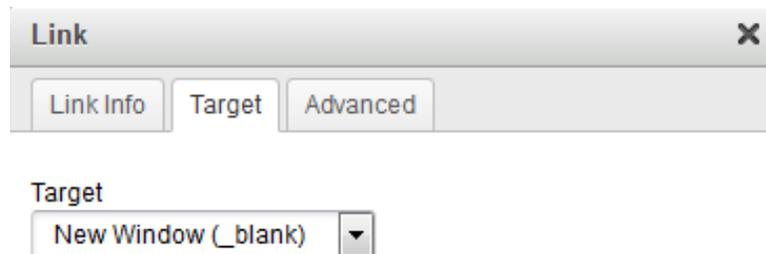


IF IT IS A DOCUMENT: Then you must browse the server to find the document. Click the 'Browse Server' button and select the directory your file is in from the drop down list. Then select your file click 'OK'.

IF IT IS AN EMAIL: First, change the 'Link Type' to 'Email' with the drop down. Then another dialog box will pop up. Enter in the fields that you would like to be pre-populated. Most people only enter the 'Email Address' field. Now when a user clicks the link, they will be prompted to send an email.

TIPS AND TRICKS

- To allow a user to open the link in a new tab, you can change the target of the link to be '_blank'. This creates more convenience for users by allowing them to keep their last page open and they don't need to click the back button when they are done with the link.

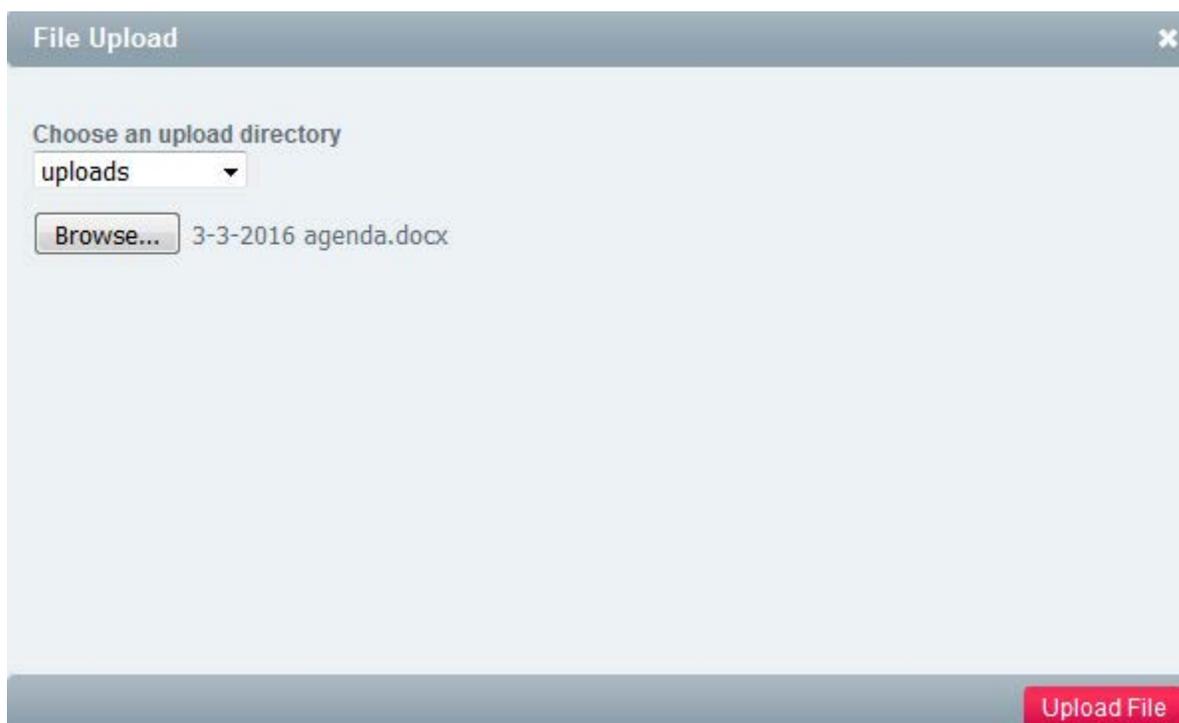


- When adding an email link, the user must have a desktop email client to use. That means that an email link will not work with Gmail or Yahoo (web email clients), but it will work with Microsoft Outlook or Thunderbird.
- To edit a link, you can right click and click the 'Edit Link' option in the context menu.

Uploading a Document

STEP 1: Click the image button or the link button and then click the 'Browse Server' button. This will open the server dialog.

STEP 2: Click the 'Upload' button. On this page, select the directory you wish to upload to, and the file you wish to upload. Then click the 'Upload File' button.

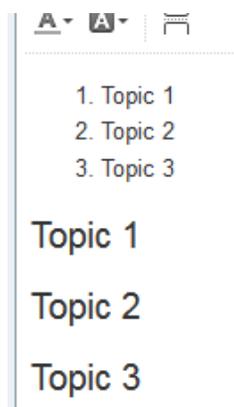


TIPS AND TRICKS

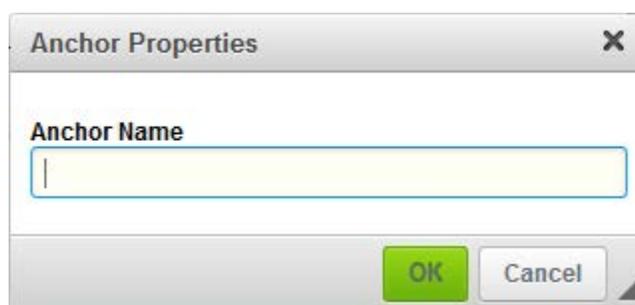
- If you are uploading a file that will be regularly updated or are replacing a file with multiple links on the website, give that file a general name. That way when you go to replace it, you can upload it with the same name to overwrite the old file with the new one. For instance if IT wanted to update the *Computer Policy and Network Usage Guidelines*, we could upload a file named the same as the old one and everywhere the old copy is on the website, will be replaced with the new one.
- If you have access to the 'secured' directory to upload documents to, know that this directory is password protected and only people with a Gordon State Network Login will be able to access that file.

Creating a Table of Contents

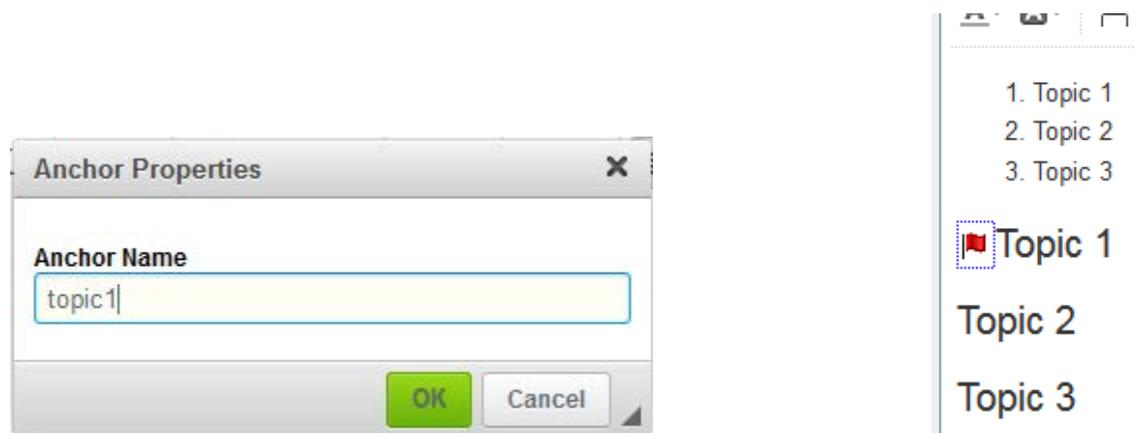
STEP 1: Type out the Table of Contents and the section headers for your page.



STEP 2: To mark where your Table of Content should lead users to, you must denote your section headers with an 'anchor'. This is done with the flag button to the right of the link button. Place your cursor in the position right before your topic header and then click the anchor button. This will create the anchor dialog.

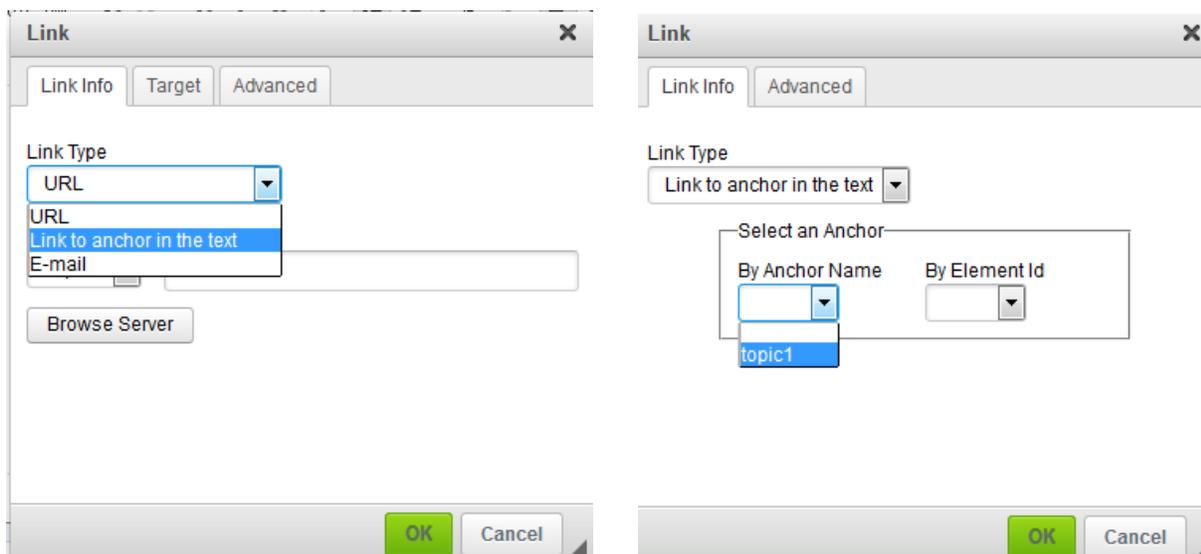


STEP 3: Enter the name of the anchor and hit 'OK'. You will then see your anchor displayed where your cursor was.



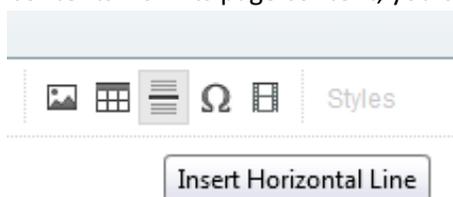
STEP 4: Now you must link your Table of Contents and anchor together. Highlight your Table of Contents entry, and click the link button. Under the link type, choose 'Link to anchor in the text'. Then

select your anchor's name. This links your Table of Contents to your anchor. Continue this process through the rest of your Table of Contents.



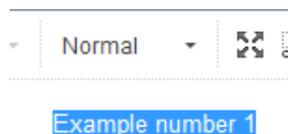
TIPS AND TRICKS:

- In larger pages it is often times appreciated to add a “Back to top” button to allow users to return to the top of the page after reading through a section of content. This can be done by making the “Table of Contents” header into an anchor and adding a link to that anchor at the end of each section.
- To help separate the table of contents from its page content, you can add a “Horizontal Line”.



Changing Text Formats

STEP 1: Highlight the text you would like to change.



STEP 2: Click the drop down on the toolbar for changing the format of the text.



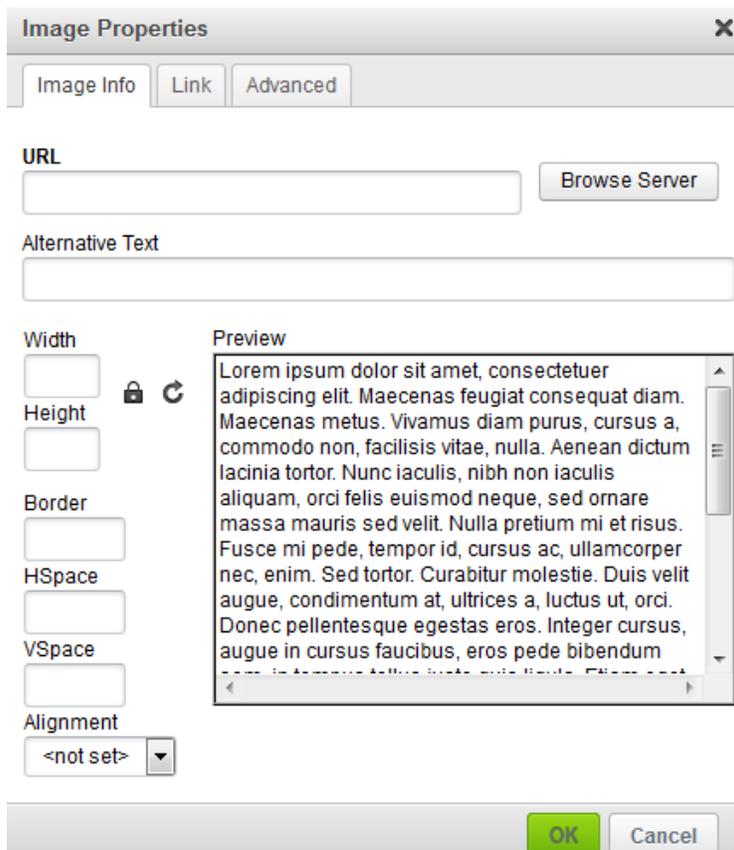
TIPS AND TRICKS:

- When using different headers, it is important to know that Google takes into account how well your page is laid out when calculating page rank. What this means is that Google checks to see if your page is outlined like a paper is. Your title is Heading 1, your subsections are titled with Heading 2s, their subsections with heading 3s. Most people do not use Heading 4s, 5s, or 6s because they are generally smaller than Normal text.
- Most people use headers to bring attention to particular content because the Headings are much larger than Normal text. This is generally a bad practice. To grab a user's attention to a particular part of text, bolding or italicizing can often be used. On the Gordon website, we try to stay away from using underline because our underlined text and our hyperlinks look the exact same. If this is not enough, try placing the important text at the top of your paragraph or making it a paragraph of its own.

Adding Pictures

STEP 1: Click the 'Image' button to open the 'Image' dialog.

STEP 2: Click the 'Browse Server' button to select an image from the server.



STEP 3: Fill out the 'Alternative Text' field. This field should be a description of the image for screen readers to use.

STEP 4: Set the 'Width' and 'Height' properties of the image.

STEP 5: Click 'OK'.

TIPS AND TRICKS:

- By adding a link to the image under the 'Link' tab, a user will be taken to that link when they click the image.
- Leaving the 'Width' and 'Height' properties of the image blank will allow the image to be resized by the browser to accommodate it to the "best fit". The best fit calculated by the browser is not always the ideal fit, but it often times allows for a better user experience on a mobile device.

How to Add a Table

STEP 1: To add a table in Expression Engine, place your cursor where the table should go and click the 'Table' button on the toolbar. This will open the 'Table' dialog.

STEP 2: Enter the number of rows and the number of columns the table will need and select which headers the table needs. The 'Width' and 'Height' fields are generally fine to leave as they are, so are the 'Cell spacing', 'Cell padding', 'Border size', and 'Alignment'. The 'Caption' field is used as a table title. The 'Summary' field is used for screen readers and accessibility purposes.

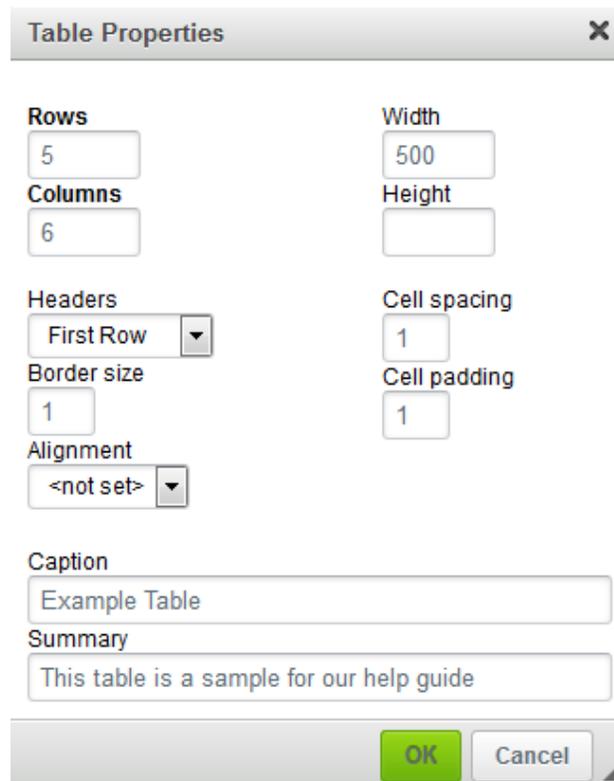


Table Properties [X]

Rows
5

Columns
6

Width
500

Height
[]

Headers
First Row [v]

Cell spacing
1

Border size
1

Cell padding
1

Alignment
<not set> [v]

Caption
Example Table

Summary
This table is a sample for our help guide

OK Cancel

STEP 3: Fill out the table.

TIPS & TRICKS:

- You can add and remove columns and rows by right clicking on the table and using the context menu options. You can also edit the table's properties such as the border size and the cell padding.

Appendix A – Expression Engine Users, Departments, and Channels

In Expression Engine, a *channel* references where a webpage “lives” on the website. Channels in Expression Engine are displayed in URL of a webpage as the first section of the URL after the domain name. Given the URL www.gordonstate.edu/bsn/home, we can determine the channel name and the page name. The channel name here is **bsn** and the page name is **home**. This means you will be going to the home page of the BSN program. Each department has a number of channels it is responsible for managing. If you need assistance in updating one of the below listed channels, contact the Expression Engine user responsible for that channel based on the list below. If a channel is not listed below, submit a HelpStar Ticket.

<i>Channels</i>	<i>Users</i>	<i>User Email</i>
<i>about</i>	Laura Shadrick	lauras@gordonstate.edu
	Lori Childers	loric@gordonstate.edu
<i>academic-affairs</i>	Laura Shadrick	lauras@gordonstate.edu
	Lori Childers	loric@gordonstate.edu
<i>access-institute</i>	Stephen Raynie	sraynie@gordonstate.edu
<i>advancement</i>	Candice Babcock	candib@gordonstate.edu
<i>art-science</i>	Jeffery Knighton	jknighton@gordonstate.edu
	Nancy Goodloe	nancy_g@gordonstate.edu
<i>Academic Catalog</i>	Nancy Goodloe	nancy_g@gordonstate.edu
<i>Music Department</i>	Valerie Calhoun	valerie_c@gordonstate.edu
<i>Mathematics and Computer Science</i>	Sherlana Walker	sherlanaf@gordonstate.edu
	Nancy Goodloe	nancy_g@gordonstate.edu
<i>Biology and Natural Sciences</i>	Kelly Wilson	kellyw@gordonstate.edu
	Mustapha Durojaiye	mdurojaiye@gordonstate.edu
<i>History and Political Science</i>	Pamela Rowe	pamelar@gordonstate.edu
<i>Business and Public Service</i>	Ashley Travis	ashleyt@gordonstate.edu
<i>Humanities & Fine Arts</i>	Anthony Pearson	apearson@gordonstate.edu
	Creche Navarro	crechen@gordonstate.edu
<i>athletics</i>	Ally Hattermann	ahattermann@gordonstate.edu
	Bruce Capers	bcapers@gordonstate.edu
	Gary Sharpe	garys@gordonstate.edu
	Scott Henderson	scotth@gordonstate.edu
	Travis McClanahan	tmclanahan@gordonstate.edu
<i>bookstore</i>	Connie Wade	connie_w@gordonstate.edu
<i>budgetsandaux</i>	Justin White	justinw@gordonstate.edu
<i>business-office</i>	Kenneth Hutto	kennyh@gordonstate.edu
<i>careerservices</i>	Jeffrey Isbell	jeffreyi@gordonstate.edu
	Rachel Skinner	rachels@gordonstate.edu
	Tonya Moore	tmoore@gordonstate.edu
<i>clubs-and-organizations</i>	Calvin Adams	cadams@gordonstate.edu

<i>committees</i>	Gavin Brown	gavinb@gordonstate.edu
	Laura Shadrick	lauras@gordonstate.edu
	Lori Childers	loric@gordonstate.edu
<i>commed</i> <i>computer-services</i>	Deborah Christian	debbiec1@gordonstate.edu
	Autumn Schaffer	autumns@gordonstate.edu
	Walter Bibbs	walterb@gordonstate.edu
<i>counseling</i>	Alicia Dorton	aliciad@gordonstate.edu
	Deborah Gallmon	deborahg@gordonstate.edu
<i>education</i>	Elizabeth Davis	elizabethd@gordonstate.edu
	Karen Stigura	karens@gordonstate.edu
	Michael Mahan	mmahan@gordonstate.edu
<i>facilities</i>	Kenneth Tribbey	kent@gordonstate.edu
	Kristen Albritton	kristena@gordonstate.edu
<i>financeandfdmin</i> <i>FinancialAid</i>	Jody DeFore	jody@gordonstate.edu
	Kendra Weldon	kendraw@gordonstate.edu
<i>graduate-school-fair</i> <i>graduation</i>	Kalisha Smith	ksmith@gordonstate.edu
	Laura Shadrick	lauras@gordonstate.edu
<i>henryco</i>	Lori Childers	loric@gordonstate.edu
	Crystal McAbee	cristym@gordonstate.edu
	Mary Browning	mbrowning@gordonstate.edu
<i>housing</i>	Ashley Hursey	ashleyh@gordonstate.edu
	Gratasha Banks	gratashab@gordonstate.edu
	Tonya Coleman	tonya_c@gordonstate.edu
<i>humanresources</i>	Amy Anderson	amya@gordonstate.edu
	Jessica Yarbrough	jessicay@gordonstate.edu
	Laura Bowen	laurab@gordonstate.edu
	Sherri Gooch	sherrig@gordonstate.edu
	Britt Lifsey	brittl@gordonstate.edu
<i>ir</i>	Sherlana Walker	sherlanaf@gordonstate.edu
	Sonya Gaither	sgaither@gordonstate.edu
<i>library</i> <i>nursing, nhs, bsn, hsia</i>	Darlene O'Baner	darleneo@gordonstate.edu
	Jennifer Alford	jennifera1@gordonstate.edu
<i>publicsafety</i>	Melissa Parker	missyp@gordonstate.edu
	Charles Head	charles_h@gordonstate.edu
	Tabitha Crowley	tabithac@gordonstate.edu
<i>recreation</i>	Calvin Adams	cadams@gordonstate.edu
	Gavin Brown	gavinb@gordonstate.edu
<i>registrar</i> <i>resources</i>	Janet Barras	janetb@gordonstate.edu
	Laura Shadrick	lauras@gordonstate.edu
	Lori Childers	loric@gordonstate.edu
<i>student-affairs</i> <i>successcenter</i>	Sharon Lloyd	sharonl@gordonstate.edu
	Emily Mumford	emilym@gordonstate.edu

Appendix B – Resources for Extra Help

Section 508 Compliance – Section 508 compliance is a federal government standard that defines the minimal requirements websites must follow to allow people with disabilities to successfully navigate and use the site. These standards account for deafness, blindness, and the inability to operate a keyboard or mouse. The following link contains a list of standards for 508 compliance.

<http://webaim.org/standards/508/checklist#one>

Basic Web Development – Since Gordon State College uses an interface based system to maintain its website, rather than maintaining the source code itself, users are not required to know actual web development. The following resource is an online collection of lessons for learning basic web development, HTML (**H**yper **T**ext **M**ark-up **L**anguage, the language for creating a webpage) and CSS (**C**ascading **S**tyle **S**heets, the language for styling webpages).

<https://www.w3schools.com/>