



## Quick Reference Guide - Entering Content into Vignette CMS

### ***Vignette Training Website***

Vignette training guides are available at the Vignette Training & Guides website.

1. On the **HCC** homepage, click on **Faculty & Staff**.
2. On the **Faculty & Staff** page, under **Instructional Support**, click on **Instructional Media Center**.
3. On the **Instructional Media Center** page, scroll down until you see the **Technology Training** channel. The link to the **Vignette Training & Guides** site is listed under **Technology Training**.

### ***My Page***

**My Page** is your personal homepage in Vignette. Use the **My Page** modules to add shortcuts to folders and content.

### ***Checklist***

- ✓ **Create or edit content.**
- ✓ **Make sure all your content is associated with the appropriate channel, including images and static files.**
- ✓ **Approve Your Content**

Make sure that all your content is approved. **Anytime you make a change to any piece of content it must be re-approved.**

  - a. In your folder, look at the **Approval** status of each piece of content in the **Approval** column. If the status is **Unapproved**, click the **checkbox** to the far left of the piece of content and then click the **Approve** button.
    - If the Approve button is grayed out, you do not have permission to approve content. Contact the person in your department who has approval privileges.
- ✓ **Preview your Work**

Go to [cm.hccs.edu](http://cm.hccs.edu) and navigate to the channel to which you associated your content.

**Note: If you make changes during the preview stage, don't forget to go back and re-approve your content.**

## ***Creating Content***

Selecting the appropriate content type:

**Hccarticle-** used most frequently to enter text and general information, just like a web page. Don't forget to:

- add a title and blurb.
- add text in the **body**. If you copy and paste your text into your article, make sure you use the **Edit Live Edit** menu. Don't forget to choose **Paste Special, Paste as Plain Text** to copy the text without its formatting.

**SPECIAL NOTE:** Static files (Word, Excel, pdf) that you use in your article MUST be associated with the same channel as the article in which they are used. Static files not associated with a channel will not work and will display as an error message when clicked on in your published article.

**hcclink-** use to **add a link** to an internal or external website, example <http://www.apple.com> directly under a channel heading.

**hccdocument** – use to add a **static file** (like a .pdf or .doc file) directly under a channel heading.

## ***Working with Images***

1. Upload your image as a **static** file.
2. Add an **alternative text tag** to your image so you will meet ADA requirements.
3. **Associate** your image with the appropriate **channel**.

## ***Approving Content - For Approvers ONLY***

Make sure that all your content is approved. **Anytime you make a change to any piece of content it must be re-approved.**

1. Approve content item.
2. Approve image file and/or any static file(s) you have used.
3. See results at <http://www.hccs.edu> the next day.

## ***Removing Published Content from the HCC website (hccs.edu)***

Once any content item has been published (appears on hccs.edu) it must be unpublished before it can be disassociated from the HCC website. To request that a piece of content be unpublished:

- if you are at a **District** location, call the **Information Center at 713.718.8800**.
- if you are at a **college** or **Distance Education** call your **Vignette** contact.

After the content is unpublished, disassociate it from your channel.