Welcome!

CDL Website Update and CMS Training

Where we're at

Status of CDL Website **Re-Platforming** Project

👉

- Migration completed

- Preview migrated content with programs

- Programs note any **major** red flags with UserSnap (layout or major chunks of missing content)

- **CMS training for staff**

- Send out CMS credentials to staff

- Brief period of last minute detailed editing by staff prior to website launch

- Hard freeze of current website and Archive-It crawl

- WordPress version of website is launched!

CDL Website CMS Training

Or: How I Stopped Worrying and Learned to Love WordPress

1. Set expectations about new website workflows and processes

2. Go into WordPress to walk through editing a page and creating posts

3. Time for your questions about working in WordPress and the website in general

What you can (and can't) do in WordPress

Yep! 👌

Using the WordPress CMS for cdlib.org, you can:
- Edit pages
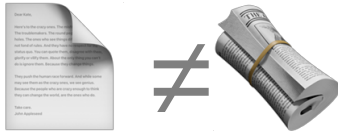- Create and edit CDLINFO posts
- Add files to the media library and insert or link them to pages and posts

Nope! 🙅🏽‍♀️

You will need assistance from website.requests@cdlib.org to:
- Create new pages
- Add new pages to website navigation
- Add or remove people from staff directory tables
- Delete pages

Pages vs Posts

These are the main content types in WordPress

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📄 **Pages** make up the website. Pages are for content that needs to be referenced and updated over a long time period. Pages are deleted when they are no longer needed.

💵 **Posts** are specifically for the CDLINFO blog. Posts are for news, announcements, and notifications about CDL activities and services. Posts are generally not edited after they are published (with the exception of correcting information and fixing links.) An archive of all past posts is kept on CDLINFO.

CDL California Digital Library

Search

About CDL | Services and Projects | Resources for... | Committees and Groups | News and Media

California Digital Library › Resources for… › Resources for Content Contributors

Resources for
Campus Libraries
Content Contributors
Faculty
Technologists
Vendors

Resources for Content Contributors

The CDL welcomes contributions from collecting institutions and repositories (such as libraries, museums, and historical societies) for preservation, digitization, access, and publishing. Some services are limited to UC-affiliated institutions.

For more information, send an inquiry via the email link in the sections below. Please include the following information:

- The name of your collecting institution or repository. [Please note: Select services are restricted to UC affiliated institutions. We are unable to accept contributions from individuals at this time.]
- The type of content you would like to contribute.
- The service you're interested in (preservation, digitization, access, or publishing).
- We'll assist you with further information and next steps.

CDL Services that accept content contributions

eScholarship
Content type: Original scholarly works including books, journals, articles, working papers, and previously published materials ("postprints").
Service: Open access publishing, dissemination, discovery, display, and preservation of UC-affiliated research and publications
Contact: help@escholarship.org

Mass Digitization
Content type: Large collections of volume-based works for scanning.
Contact: Paul Fogel

Merritt Repository Service
Content type: Digital objects of any type.
Service: Preservation of digital objects for UC institutions.
Contact: Perry Willett

Calisphere
Content type: Digitized items from primary resource collections maintained by UC and non-UC libraries, special collections, archives

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California Digital Library › Services and Projects › Discovery & Delivery › UC-eLinks

Discovery & Delivery
AGUA
Melvyl
Resource Sharing
UC-eLinks
Campus A-Z ejournal lists
Citation Linker
Contact Us
For UC-eLinks Liaisons
Policies, Procedures & Standards
Report a Problem
UC-eLinks Production Schedule at CDL
Usage Statistics
What UC-eLinks Does
What We Do
Zephir

UC-eLinks

University of California's direct connection to articles

![UC-eLinks]

UC-eLinks connects scholars directly with articles and ebooks by providing an easy way to move from an article or book citation to the actual publication.

Since UC-eLinks debuted in 2002, we've seen shifts in the way scholars do research. Discovery and delivery have merged — researchers expect access to publications at the same time as they find them. They prefer articles that are available immediately online.

UC-eLinks lets users:

- Seamlessly discover and access publications
- Check to see if an item is available in the UC libraries
- Request items not available on their home campuses

UC-eLinks runs on SFX software from Ex Libris. Learn more about what UC-eLinks does.

Use UC-eLinks

Citation Linker for Researchers

Citation Linker for ILL Staff

CDL A-Z ejournal lists
ejournals licensed by CDL (updated weekly)

Campus A-Z ejournal lists
ejournals licensed by each campus (plus CDL titles)

bX Hot Articles
sample "tile" showing popular articles in broad subject areas

Top Ten Targets	Top Ten Sources
Top 10 places linked to, July – Sep. 2018	Top 10 places linked from, July – Sep. 2018
1. Elsevier Science Direct	1. Shared Cataloging Program 856 fields
2. Wiley Online Journals	2. PubMed
3. Campus OPACS (III)	3. Google Scholar
4. American Chemical Society Journals	4. Web of Science
5. Taylor and Francis Journals	5. Chemical Abstracts
6. Request (ILL/DDS)	6. Reaxys
7. EBSCO Academic Search Complete	7. Proquest PsycInfo
8. Melvyl	8. No source provided
9. Free Medical Journals	9. CDL monitor
10. Proquest PsycArticles	10. Wiley

Recent Posts
UC-eLinks moving to secure HTTP (https://) on 2/19
So, what is Unpaywall anyway?
NEW! UC-eLinks Journal Search page
More...

Committees and Groups
UC-eLinks Liaisons

Support
Getting Started with UC-eLinks
UC-eLinks FAQ
Report a Problem

Contact
Contact the UC-eLinks Team

Pages = Content for continual reference that is updated over time

🗞️ Posts = Content to capture a moment or event in time

Workflow for pages
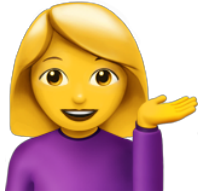
Step 1
Create a New Page

Step 2
Edit Page

Step 3
Review/Update Page

Step 4
Delete Page

1. Email website.requests@cdlib.org to consult with the User Experience team to draft the page(s), make sure the content complies with usability and accessibility standards.

2. We will then create the page in the CMS, assign it a URL, add metadata, add it to the local navigation, and publish it to the website.

3. After it is published, you will be able to make any future edits/updates.

Workflow for pages
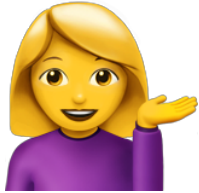
Step 1
Create a New Page

Step 2
Edit Page

Step 3
Review/Update Page

Step 4
Delete Page

1. Sign into WordPress and find the page you'd like to edit.

2. Make your edits within the page's text editor fields. No need to edit the metadata since that has been set up for you already.

3. Once your team is happy with the page, click "Update" to publish the new version of the page.

Workflow for pages
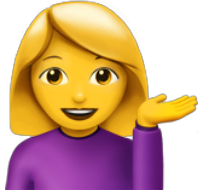
Step 1	Step 2	Step 3	Step 4
Create a New Page	**Edit Page**	**Review/Update Page**	**Delete Page**

- Check your pages at least every 12 months to make sure that all the information on them is up-to-date, relevant, and that there are no broken links.
- The UX team will periodically send out emails to remind you to review and update your pages.

Workflow for pages
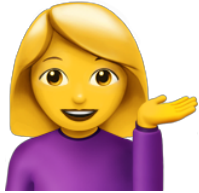
Step 1	Step 2	Step 3	**Step 4**
Create a New Page	Edit Page	Review/Update Page	**Delete Page**

- When you've **determined a page is no longer needed**, contact website.requests@cdlib.org and we will delete it for you.
- We do this to make sure that the page is removed from the website navigation and any internal links to it are removed.

Workflow for posts

Step 1
You Have an Idea
For a Post

Step 2
Create Post

Step 3
Publish Post

- Anyone with a WordPress login can create a post for CDLINFO.
- The CDLINFO blog is CDL's primary channel for distributing news about our organization, our services, and our activities within the UC and beyond.
- Topics appropriate for CDLINFO range from the pragmatic (status updates, job postings) to the celebratory (service milestones, events).

Workflow for posts

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Step 1
You Have an Idea
For a Post

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Step 2
Create Post

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Step 3
Publish Post

- Sign into WordPress, go to Posts in the left navigation, and click "Posts > Add New."
- Write your post, select appropriate blog categories, including "Newsletter" if you want it to go into the CDLINFO newsletter.

Workflow for posts

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✍🏼

📡

Step 1
You Have an Idea
For a Post

Step 2
Create Post

Step 3
Publish Post

Once you're happy with the Post, click "Publish" and it will go live on CDLINFO!

Getting support

CDL Website Knowledge Base

The UX team has created how-to documentation for creating and editing content. The knowledge base lives in WordPress and covers the same topics in today's presentation, with screenshots and examples. A recording of this presentation will also be available there.

Send an email to Website Requests

Email website.requests@cdlib.org to create a page or get assistance with any questions/issues related to WordPress.

CDL's best practices for web content

Digital Content Style Guide

This guide outlines how we as content contributors at CDL create digital content that is clear, consistent, and valuable to our users.

How to Post to CDLINFO and Social Media

Guidelines on what to post to which channel, appropriate topics, and tone and voice.

When and How to Review Your Content

This guide is intended to help you as a cdlib.org content contributor review and maintain the content you have published.
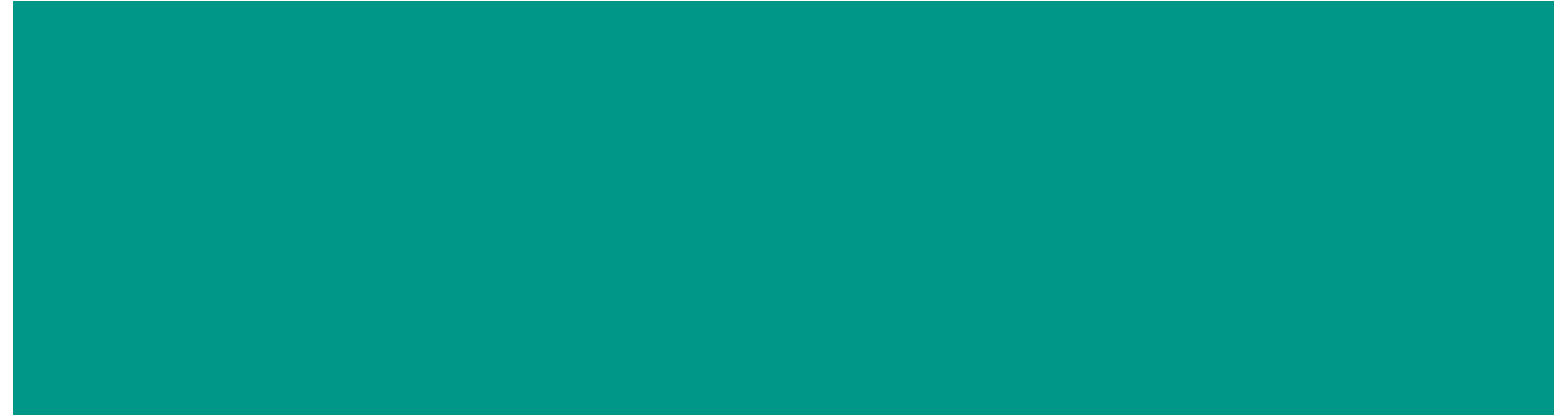
Creating Accessible Content

This guide is a brief overview about how to create accessible content for cdlib.org, and encourages website contributors to think about accessibility early and often.
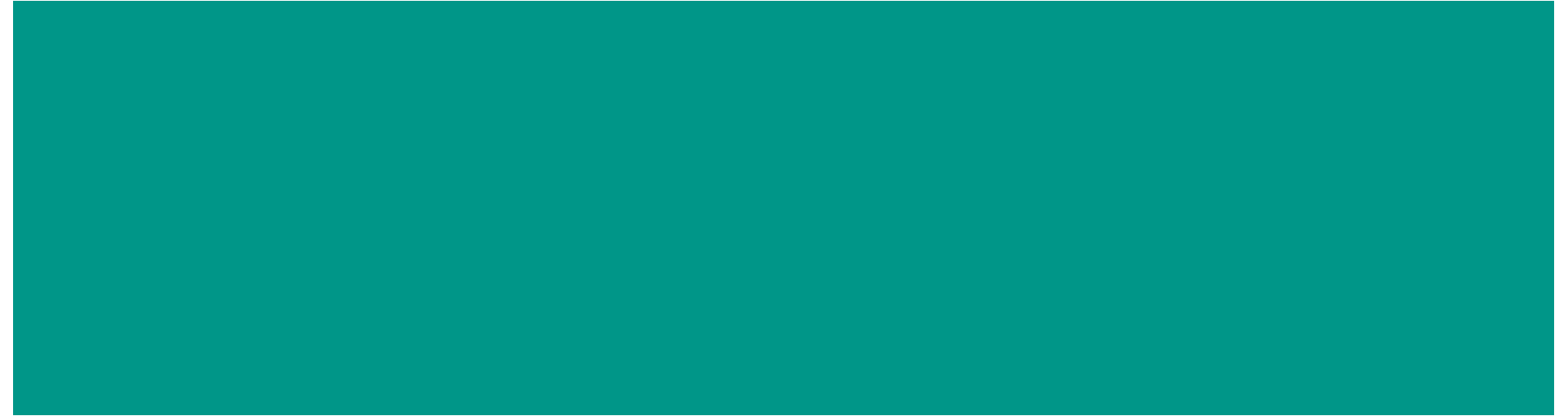
Being Mindful of Copyright

Guidelines on fair use and resources for finding images CDL permission to use.

Questions?

Working within WordPress

WordPress Q&A

Thanks!