



CQ5

WCM Author Training  
Communiqué 5

# \*Course Objectives/Agenda

- Gain a knowledge of CQ5 WCM use and benefits
- Understand CQ5 functionality
- Become familiar with basic navigation within CQ5
- Learn how to use the Digital Asset Manager (DAM)
- Learn how to use the Site Administration (Site Admin) with Sidekick
- Become aware of resources available and who to contact for future assistance

# \*Who is involved?

- Developers, web communications, and information technology collaborate to launch and sustain CQ5.
- Business Core Systems provides training and work instruction help.
- [CQsupport@uc.edu](mailto:CQsupport@uc.edu) provides day-to-day help.
- YOU! Content authors maintain site pages.

# \*What is CQ5?

## Communiqué 5 (CQ5)

- Produced by Adobe
- Enables authors to add and maintain web content
  1. Web Content Management (WCM) system
  2. Digital Asset Manager (DAM)

# \*Why CQ5 by Adobe®?

- CQ5 WCM and DAM provides the functionality which enables Authors to create, edit and maintain site content.
- Provides a system in which Authors can continue to advance the University's dynamic web presence.

# \*Overview

- All websites are organized in the Web Content Manager (WCM).
- All assets are uploaded into the Digital Asset Manager (DAM).
- Content is automatically saved as it is being entered into the page. *There is no save button.*
- Text can be copied and pasted from any source into a content area.

# \*Overview

- Versioning function is available to review or restore previous instances of a page.
- Images can be resized and cropped after being inserted into a page.
- Referencing is available for all pages.
- Content created or edited does not display on the web until activated.
  - *Activated content is published immediately.*

# \*Where is CQ5 located?

CQ5 WCM is located at [author.uc.edu](http://author.uc.edu)

- Firefox is the preferred browser, although CQ5 does support all operating systems and browsers.





# \*When is access granted?

The two requirements for access to CQ5 are:

1. Attend this class and log-on to [author.uc.edu](http://author.uc.edu)
2. Submission of form by new user and approval for access by the Site Owner via CQ Support.
  - ✓ *Request Access:* [www.uc.edu/cms](http://www.uc.edu/cms)
  - ✓ *Site owners at:* [www.uc.edu/ucomm/web/contacts.html](http://www.uc.edu/ucomm/web/contacts.html)
    - Please notify [CQsupport@uc.edu](mailto:CQsupport@uc.edu) if contacts need to be updated.

# \* Basic Navigation and Functionality



# \*Logging into CQ5

CQ5 WCM is located at [author.uc.edu](http://author.uc.edu)

- ✓ Firefox is the preferred browser
- ✓ Off campus access will require use of the University's Virtual Private Network (VPN).

# \*Basic Navigation



Click on the **Websites** link to navigate to the site administration area (WCM).

Click on the **Digital Assets** link to navigate to the digital asset manager (DAM).

# \* Basic Navigation: WCM Site Admin

The screenshot shows the CQ5 WCM Site Admin interface. On the left is a site hierarchy tree under 'Websites'. The 'Donate Blood' folder is selected and highlighted in green. A red arrow points from this folder to the 'Donate Blood' entry in the table on the right. The table lists 10 pages with columns for Title, Name, Published status, Published date, and Modified date.

	Title	Name	Published	Modified
1	Where to Donate	wheretodonate	<input checked="" type="checkbox"/> 29-Feb-2012 15:13 (ja)	29-Feb-2012 15:13 (jacob)
2	Am I Eligible To Donate?	eligibility	<input checked="" type="checkbox"/> 11-Jul-2012 10:55 (ja)	11-Jul-2012 10:54 (jacob)
3	General Information for Fi...	firsttime	<input checked="" type="checkbox"/> 21-Dec-2010 09:50 (b)	21-Dec-2010 09:48 (bowen)
4	Host a Blood Drive	hostblooddrive	<input checked="" type="checkbox"/> 15-Feb-2011 08:11 (b)	15-Feb-2011 08:11 (bowen)
5	High School Program	highschool	<input checked="" type="checkbox"/> 23-Jul-2012 15:27 (ja)	30-Mar-2012 08:47 (glah)
6	Other Ways to Help	otherhelp	<input checked="" type="checkbox"/> 12-Jan-2011 08:45 (bi)	12-Jan-2011 08:44 (bowen)
7	Facts About Blood	facts	<input checked="" type="checkbox"/> 21-Dec-2010 09:37 (b)	21-Dec-2010 09:37 (bowen)
8	Tattoos and Piercings	tattoo	<input checked="" type="checkbox"/> 24-Feb-2011 16:36 (ja)	24-Feb-2011 16:36 (jacob)
9	Donate Platelets	donate_platelets	<input checked="" type="checkbox"/> 12-Jul-2011 14:10 (ja)	12-Jul-2011 13:58 (jacob)
10	Donate Double Reds	donate_double_reds	<input checked="" type="checkbox"/> 21-Nov-2011 16:13 (ja)	21-Nov-2011 16:10 (jacob)

When a page is selected in the hierarchy all the pages it contains will also appear on the right hand side of the screen with more details. ***\*Double-click or right-click to open in new tab or window***

# \*WCM Site Admin Functionality

The screenshot displays the CQ5 WCM Site Admin interface. On the left, a tree view shows the site structure under 'Websites', with 'CQ\_Training' selected. The main area shows a table of pages:

	Title	Name	Published	Modified
1	Visit UC	visit_uc	08-Jun-2012 12:37 (A)	01-Aug-2012 15:41 (train)
2	Students	students	08-Jun-2012 12:37 (A)	03-Aug-2012 08:31 (new)

A right-click context menu is open over the 'Students' page, listing the following actions: Open, Copy, Paste, Delete, Move..., Activate, Deactivate, Workflow..., Roll-out..., and Properties... The 'Open' action is highlighted.

Right click on the highlighted page to view and perform available functions.

# \* Basic Navigation: Sidekick

The screenshot displays the CQ5 Sidekick interface, which is used for editing and managing content. The interface is divided into several sections:

- DAM Viewer (Left):** A vertical panel showing a list of digital assets. The assets include a map labeled "UC-East-Site...", a photograph labeled "venable\_evel...", a graphic labeled "1936-76Torch...", and another photograph. This panel is highlighted with a red border.
- Main Content Area:** Displays the Hoxworth Blood Center website. The header includes "UC Home", "Visit UC", and "Support". The main content area features a "Where to Donate" section with a list of locations: Anderson, Blue Ash, University of Cincinnati, Downtown, Hoxworth Ft. Mitchell, Hoxworth Mason, and Hoxworth Tri-County. The footer includes "Hoxworth Community Blood" and a link to "Click here to see a list of up".
- Sidekick Controls (Right):** A vertical panel containing various editing tools and controls. The top section is labeled "CQ5" and includes a "General" tab. Below this, there are sections for "Form", "Lenses", "Navigation", and "Other". The "General" section includes a "UC Google Map" and a "UC Image" section. The "Form" section includes a "UC Page Banner", "UC Text", "UC Text & Image", and "UC Title". The "Lenses" section includes a "UC Image" and a "UC Page Banner". The "Navigation" section includes a "UC Text" and a "UC Text & Image". The "Other" section includes a "UC Title". This panel is also highlighted with a red border.

The Sidekick controls editing and most page modifications.

The Digital Asset Manager (DAM) Viewer is to locate uploaded assets.



# \*WCM Site Admin Functionality

The screenshot displays a Windows Internet Explorer browser window with the address bar showing [https://author.uc.edu/cf#/content/hoxworth/donate\\_blood/wheretodonate.html](https://author.uc.edu/cf#/content/hoxworth/donate_blood/wheretodonate.html). The browser's back button is highlighted with a red square. Below the browser, a pink text box contains the instruction: "Click the **Back** button on the web browser or **website** icon (world) on **Sidekick** to return to the Site Admin or **CQ5 WCM**." To the right, the Sidekick interface is shown, featuring a green header with the CQ5 logo and a sidebar with various content types like UC Google Map, UC Image, UC Page Banner, UC Text, UC Text & Image, and UC Title. The website icon (a globe) in the bottom right of the Sidekick toolbar is also highlighted with a red square. The background of the browser shows a "Where to Donate, University of Cincinnati" page with a "Donate Blood" button.

Where to Donate, University of Cincinnati - Windows Internet Explorer

[https://author.uc.edu/cf#/content/hoxworth/donate\\_blood/wheretodonate.html](https://author.uc.edu/cf#/content/hoxworth/donate_blood/wheretodonate.html)

Click the **Back** button on the web browser or **website** icon (world) on **Sidekick** to return to the Site Admin or **CQ5 WCM**.

Content

- Campaigns
- Digital Assets
- Carl H. Lindner College of
- College-Conservatory of M
- DAAP
- College of Education, Crim
- College of Engineering & A
- CEAS, Aero
- CEAS, SAS
- CEAS, SEE

Edit

Inherited Paragraphs

UC Home Visit UC

Hoxworth BLOOD UNIVERSITY C

Donate Blood

General

- UC Google Map
- UC Image
- UC Page Banner
- UC Text
- UC Text & Image
- UC Title

Form

Lenses

Navigation

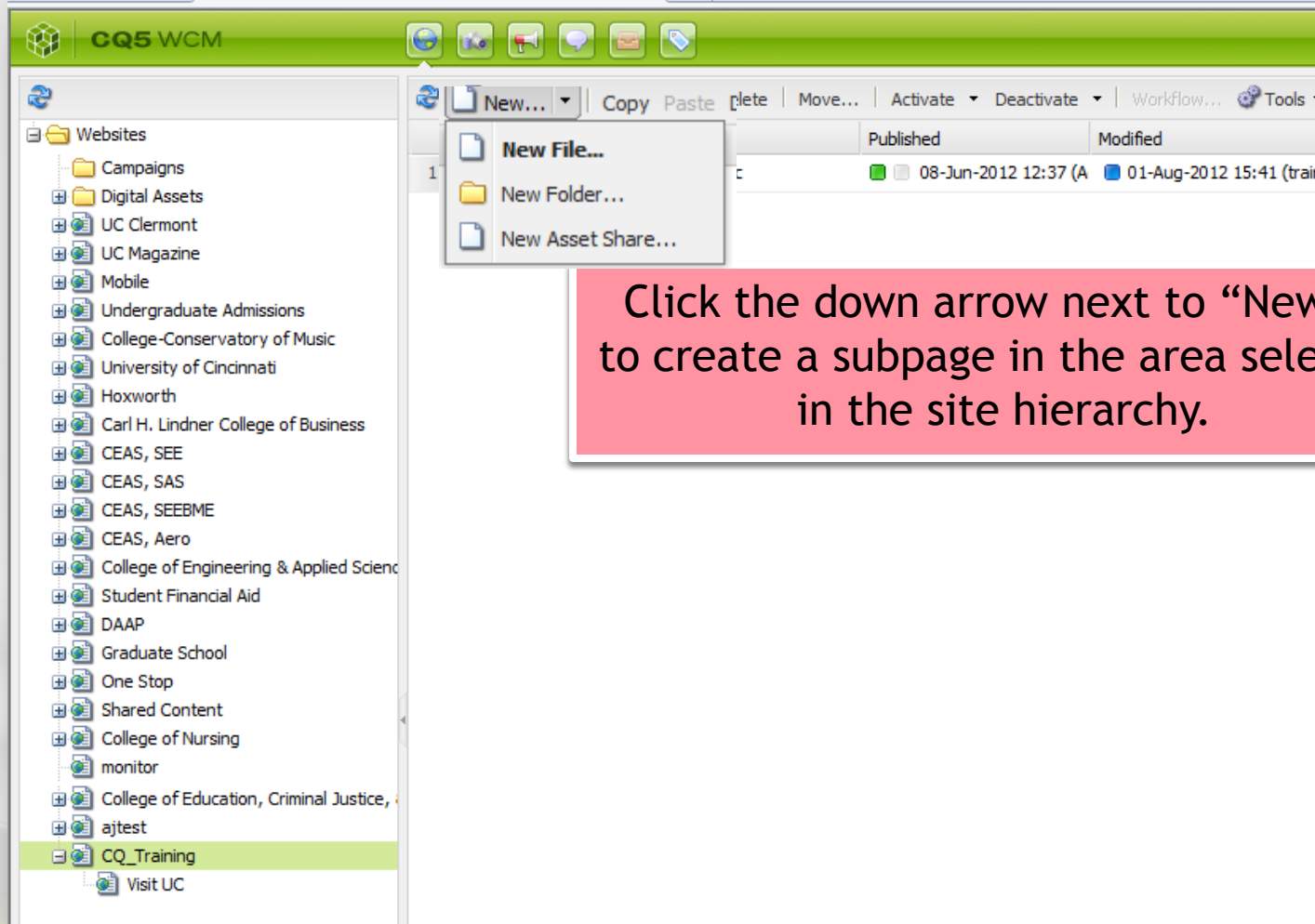
Other

CQ5

UNIVERSITY OF Cincinnati

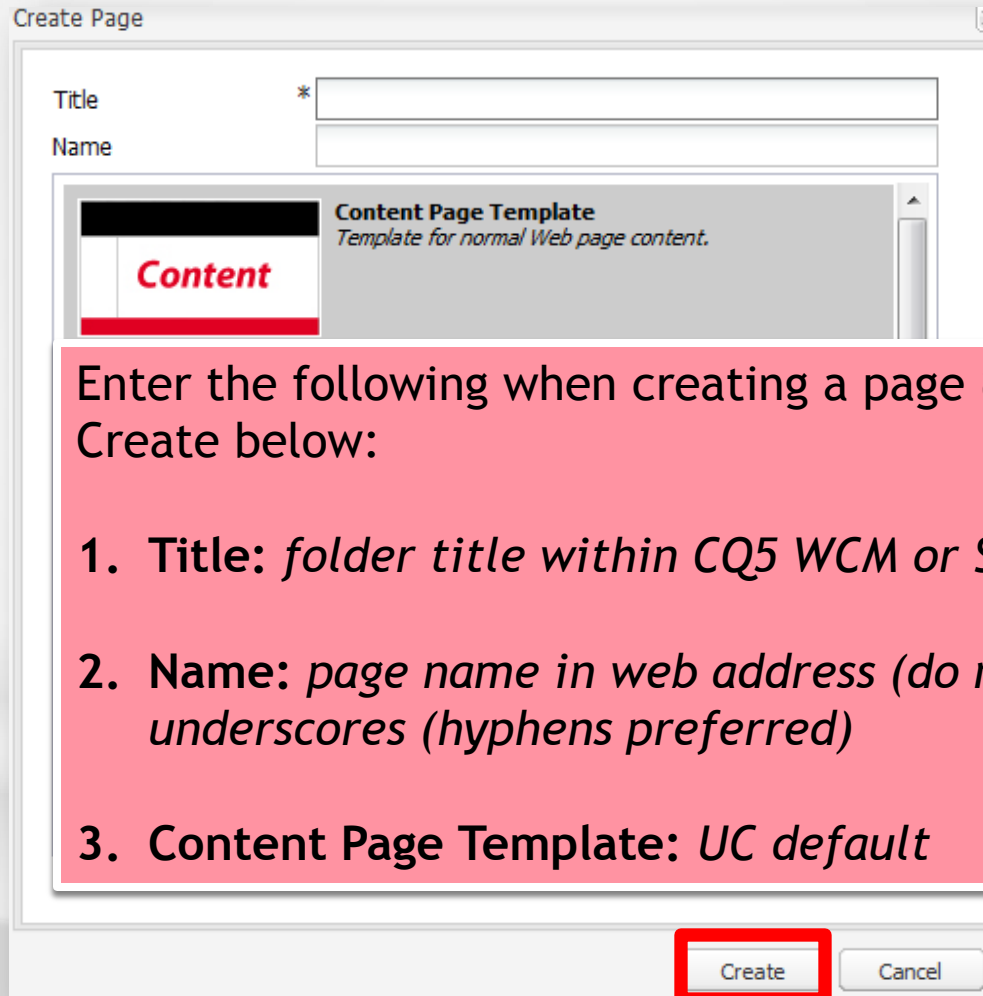


# \*WCM or Site Admin Functionality



Click the down arrow next to “New...” to create a subpage in the area selected in the site hierarchy.


# \* WCM or Site Admin Functionality



Create Page

Title \*

Name

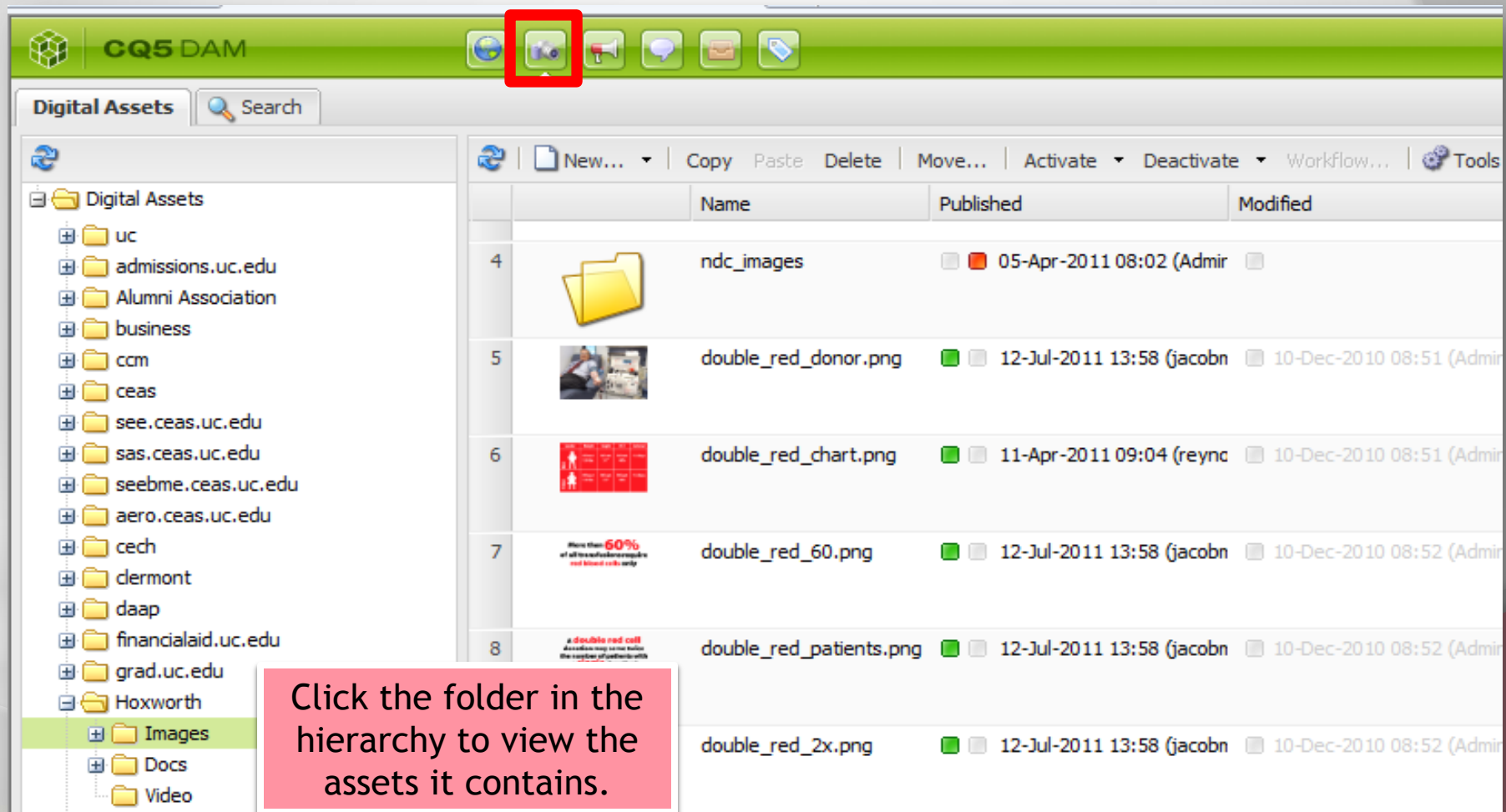
 **Content Page Template**  
Template for normal Web page content.

**Create** Cancel

Enter the following when creating a page & click on Create below:

1. **Title:** *folder title within CQ5 WCM or Site Admin*
2. **Name:** *page name in web address (do not use CAPS or underscores (hyphens preferred))*
3. **Content Page Template:** *UC default*

# \* Basic Navigation: DAM



The screenshot shows the CQ5 DAM interface. The top navigation bar is green and contains several icons. A red box highlights the 'Assets' icon (a folder with a magnifying glass). Below the navigation bar, the 'Digital Assets' section is visible. On the left, a tree view shows the hierarchy of digital assets, with 'Images' selected. On the right, a table lists the assets. A pink callout box points to the 'Images' folder in the tree view.

Click the folder in the hierarchy to view the assets it contains.

	Name	Published	Modified
4	ndc_images	<input type="checkbox"/> <input checked="" type="checkbox"/> 05-Apr-2011 08:02 (Admir	<input type="checkbox"/>
5	double_red_donor.png	<input checked="" type="checkbox"/> <input type="checkbox"/> 12-Jul-2011 13:58 (jacobn	<input type="checkbox"/> 10-Dec-2010 08:51 (Admir
6	double_red_chart.png	<input checked="" type="checkbox"/> <input type="checkbox"/> 11-Apr-2011 09:04 (reync	<input type="checkbox"/> 10-Dec-2010 08:51 (Admir
7	double_red_60.png	<input checked="" type="checkbox"/> <input type="checkbox"/> 12-Jul-2011 13:58 (jacobn	<input type="checkbox"/> 10-Dec-2010 08:52 (Admir
8	double_red_patients.png	<input checked="" type="checkbox"/> <input type="checkbox"/> 12-Jul-2011 13:58 (jacobn	<input type="checkbox"/> 10-Dec-2010 08:52 (Admir
	double_red_2x.png	<input checked="" type="checkbox"/> <input type="checkbox"/> 12-Jul-2011 13:58 (jacobn	<input type="checkbox"/> 10-Dec-2010 08:52 (Admir

# \*Basic Navigation: DAM

The screenshot displays the CQ5 DAM (Digital Asset Management) interface. On the left, a tree view shows the folder hierarchy under 'Digital Assets', including folders like 'uc', 'admissions.uc.edu', 'Alumni Association', 'business', 'ccm', 'ceas', 'see.ceas.uc.edu', 'sas.ceas.uc.edu', 'seebme.ceas.uc.edu', 'aero.ceas.uc.edu', 'cech', 'clermont', 'daap', 'financialaid.uc.edu', 'grad.uc.edu', 'Hoxworth', 'Images', 'Docs', and 'Video'. The 'Images' folder is currently selected. On the right, a list of digital assets is shown, including 'double\_red\_donor.png', 'double\_red\_chart.png', 'double\_red\_60.png', 'double\_red\_patients.png', and 'double\_red\_2x.png'. A red callout box with a white border points to the 'New...' button in the top toolbar, containing the text: 'Click the down arrow to the right of New... to create a new folder or upload assets into the folder selected in the hierarchy.' The callout box also lists the options available in the dropdown menu: 'New File...', 'New Folder...', and 'New Asset Share...'.

Click the down arrow to the right of New... to create a new folder or upload assets into the folder selected in the hierarchy.

- New File...
- New Folder...
- New Asset Share...

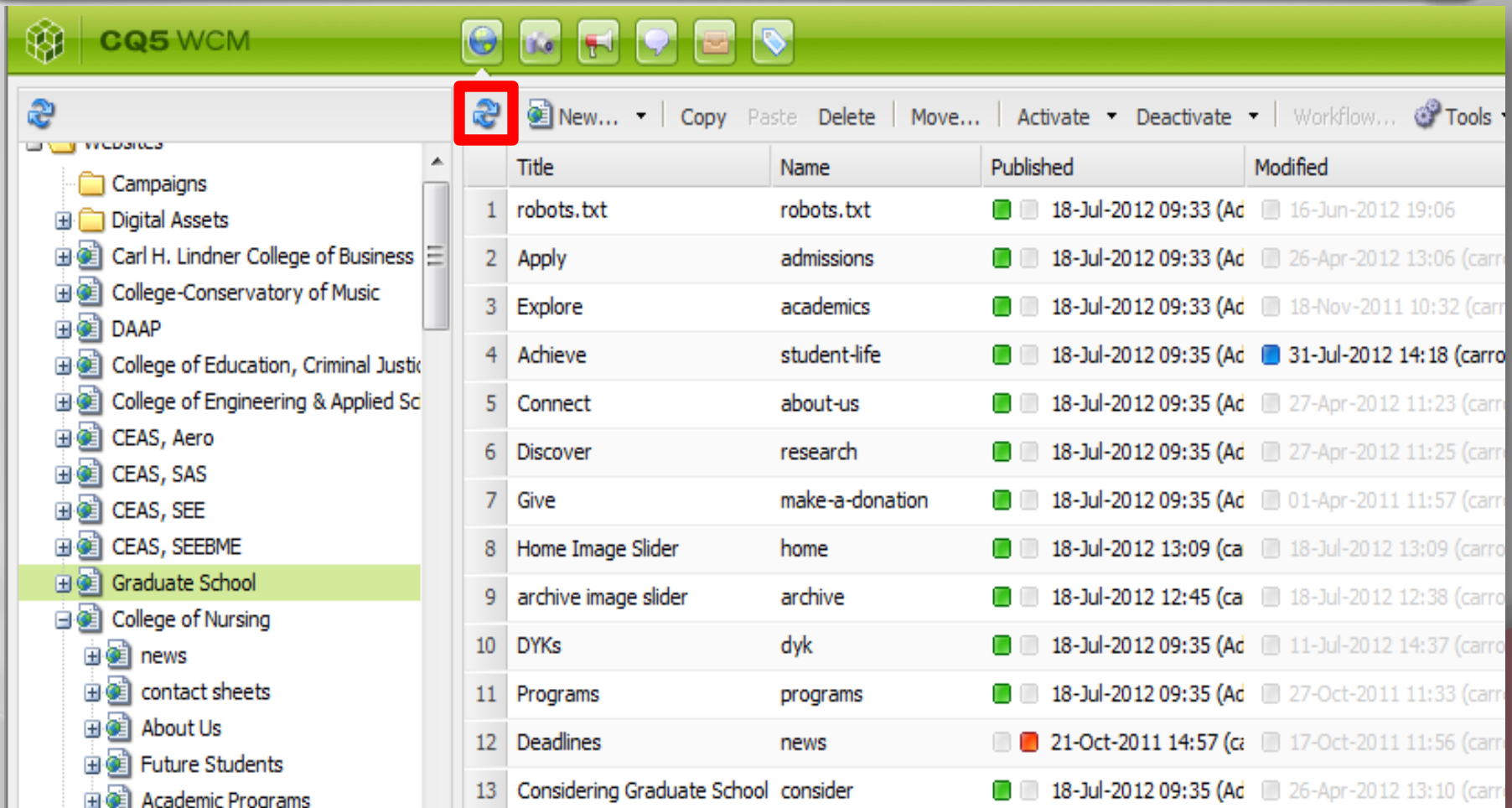
# \* Basic Navigation: DAM

The screenshot shows the CQ5 DAM interface. On the left is a sidebar with a tree view of digital assets, including folders like 'uc', 'admissions.uc.edu', 'Alumni Association', 'business', 'ccm', 'ceas', 'see.ceas.uc.edu', 'sas.ceas.uc.edu', 'seebme.ceas.uc.edu', 'aero.ceas.uc.edu', 'cech', 'dermont', 'daap', 'financialaid.uc.edu', 'grad.uc.edu', 'Hoxworth', 'Images', 'Docs', 'Video', 'Magazine.uc.edu', 'Mobile', and 'Nursing'. The 'Images' folder is selected. The main area displays a table of digital assets with columns for 'Name', 'Published', and 'Modified'. The table lists several assets, including 'ndc\_images', 'double\_red\_chart.png', 'double\_red\_60.png', 'double\_red\_patients.png', 'double\_red\_2x.png', and 'sacherplatelet.png'. A red box highlights the context menu options for the 'double\_red\_2x.png' asset, which include: Open, Copy, Paste, Delete, Move..., Activate, Deactivate, Workflow..., and Properties...

Right-click on an asset to perform available functions.

	Name	Published	Modified
4	ndc_images	05-Apr-2011 08:02 (Admin)	
5			
6	double_red_chart.png	11-Apr-2011 09:04 (reyn)	10-Dec-2010 08:51 (Admin)
7	double_red_60.png	12-Jul-2011	10-Dec-2010 08:52 (Admin)
8	double_red_patients.png	12-Jul-2011	10-Dec-2010 08:52 (Admin)
9	double_red_2x.png	12-Jul-2011	10-Dec-2010 08:52 (Admin)
10	sacherplatelet.png	12-Jul-2011	10-Dec-2010 09:15 (Admin)

# \* Basic Navigation: WCM Site Admin



The screenshot shows the CQ5 WCM Site Admin interface. The top bar is green with the CQ5 WCM logo and several icons. Below the bar is a toolbar with a red box highlighting the 'New...' button. The left sidebar shows a tree view of the site structure, with 'Graduate School' selected. The main area displays a table of site content.

	Title	Name	Published	Modified
1	robots.txt	robots.txt	<input checked="" type="checkbox"/> 18-Jul-2012 09:33 (Ad	<input type="checkbox"/> 16-Jun-2012 19:06
2	Apply	admissions	<input checked="" type="checkbox"/> 18-Jul-2012 09:33 (Ad	<input type="checkbox"/> 26-Apr-2012 13:06 (carro
3	Explore	academics	<input checked="" type="checkbox"/> 18-Jul-2012 09:33 (Ad	<input type="checkbox"/> 18-Nov-2011 10:32 (carro
4	Achieve	student-life	<input checked="" type="checkbox"/> 18-Jul-2012 09:35 (Ad	<input checked="" type="checkbox"/> 31-Jul-2012 14:18 (carro
5	Connect	about-us	<input checked="" type="checkbox"/> 18-Jul-2012 09:35 (Ad	<input type="checkbox"/> 27-Apr-2012 11:23 (carro
6	Discover	research	<input checked="" type="checkbox"/> 18-Jul-2012 09:35 (Ad	<input type="checkbox"/> 27-Apr-2012 11:25 (carro
7	Give	make-a-donation	<input checked="" type="checkbox"/> 18-Jul-2012 09:35 (Ad	<input type="checkbox"/> 01-Apr-2011 11:57 (carro
8	Home Image Slider	home	<input checked="" type="checkbox"/> 18-Jul-2012 13:09 (ca	<input type="checkbox"/> 18-Jul-2012 13:09 (carro
9	archive image slider	archive	<input checked="" type="checkbox"/> 18-Jul-2012 12:45 (ca	<input type="checkbox"/> 18-Jul-2012 12:38 (carro
10	DYKs	dyk	<input checked="" type="checkbox"/> 18-Jul-2012 09:35 (Ad	<input type="checkbox"/> 11-Jul-2012 14:37 (carro
11	Programs	programs	<input checked="" type="checkbox"/> 18-Jul-2012 09:35 (Ad	<input type="checkbox"/> 27-Oct-2011 11:33 (carro
12	Deadlines	news	<input type="checkbox"/> 21-Oct-2011 14:57 (ca	<input type="checkbox"/> 17-Oct-2011 11:56 (carro
13	Considering Graduate School	consider	<input checked="" type="checkbox"/> 18-Jul-2012 09:35 (Ad	<input type="checkbox"/> 26-Apr-2012 13:10 (carro

# \* Basic Navigation: DAM

The screenshot displays the CQ5 DAM (Digital Asset Management) interface. The top navigation bar is green and contains the CQ5 DAM logo, a search bar, and a user profile dropdown menu labeled "training 1" which is highlighted with a red box. Below the navigation bar, the interface is divided into three main sections: a left sidebar for "Digital Assets", a central table of assets, and a right sidebar for user actions.

**Digital Assets Sidebar:** A tree view showing a hierarchy of folders. The "Images" folder is currently selected and highlighted in green. Other visible folders include "uc", "admissions.uc.edu", "Alumni Association", "business", "ccm", "ceas", "see.ceas.uc.edu", "sas.ceas.uc.edu", "seebme.ceas.uc.edu", "aero.ceas.uc.edu", "cech", "dermont", "daap", "financialaid.uc.edu", "grad.uc.edu", "Hoxworth", "Docs", "Video", "Magazine.uc.edu", "Mobile", and "Nursing".

**Asset Table:** A table listing digital assets with columns for "Name" and "Published". The table contains 7 rows of assets:

	Name	Published
1	hoxworth_banner.png	21-Apr-2011
2	news_images	05-Apr-2011
3	spacer.png	20-Jun-2011
4	ndc_images	05-Apr-2011
5	double_red_donor.png	12-Jul-2011 13:58 (jacobn) 10-Dec-2010 08:51 (Adm)
6	double_red_chart.png	11-Apr-2011 09:04 (reync) 10-Dec-2010 08:51 (Adm)
7	double_red_60.png	12-Jul-2011 13:58 (jacobn) 10-Dec-2010 08:52 (Adm)

**User Menu (Right Sidebar):** A dropdown menu for the user "training 1" containing the following options: "Sign out", "Set Password", "Notification Inbox", "Preferences", and "Impersonate as:". The "Impersonate as:" option has a dropdown arrow next to it.



# \*Site Admin Functionality

The screenshot displays the WCM CQ5 Web Content Management interface. The top navigation bar includes links for UC Home, Visit UC, Support UC (highlighted with a red arrow), Directories, and UC Tools. The main content area is titled 'Students' and features a green outline around a specific component, indicating a reserved area. A red box highlights the component icon in the left sidebar. A pink callout box explains that the cursor should be placed over this area to identify the reserved space.

Place your cursor over the area that the component was inserted to identity the area reserved. This area will be designated with a green outline.



# \*Site Admin Functionality

The screenshot displays the WCM CQ5 Web Content Management interface. On the left, a sidebar shows a list of components with thumbnails: 'uc\_volleybal...', 'nippert\_stad...', 'bearcat.jpg', and 'mcmicken\_hal...'. The main workspace shows a page titled 'Students' with a green header bar. A context menu is open over a placeholder area, listing options: Edit, Annotate, Cut, Copy, Paste, Delete, and New... The 'Edit' option is highlighted with a red box. A pink callout box at the bottom right contains the text: 'Edit a component, which displays a placeholder on the page, by right-clicking in the area designated for the component and click **Edit**.'

- *Create a web page*
- *Change page properties*
- *Manage DAM for your page*
- *Insert, edit and delete components*
- *Create and restore a version*
- *Activate and deactivate a page*
- *Restore a previous version*

## \* Exercises



# CQ5



# \*HELP

Future questions and inquiries can be directed to the following:

- CQ5 help web site located at [www.uc.edu/cms](http://www.uc.edu/cms)
  - ✓ *Request Access here*
  - ✓ *Site owners can be located at:*  
<http://www.uc.edu/ucomm/web/contacts.html>
- UCIT by phone at (513) 556-4357 or [HelpDesk@uc.edu](mailto:HelpDesk@uc.edu)
  - ✓ Off campus access will require use of the University's VPN
- CQ5 Support via email at [CQSupport@uc.edu](mailto:CQSupport@uc.edu)

# \* Logging into CQ5 Author



# \* LOGGING INTO CQ5

