

Dictionary of Collage Terms

This dictionary of Collage terms includes common terms used by Collage, metadata associated with assets, and folder types and page types used by Collage.

Common Collage Terms:

Assets

Assets are any type of files that may be published on a Web site. This includes Web pages, images, and other files such as .pdf documents.

Classic View – Contributor View

Collage has two user views – the Classic View and the Contributor View. Collage's Classic View is the more powerful of the two views and allows users to create folders and set up their site structure as well as create and edit Web pages. The Contributor View is more user friendly as it provides page assistants that guide users through the process step-by-step. Once the site structure has been completed, users may use the Contributor View for creating new Web pages or editing existing Web pages. After logging into Collage, users may toggle between the Classic and Contributor views by selecting the view in the top right corner.

Content Approver

Content Approvers generally are unit heads and are responsible for insuring that the unit's Web pages are current, correct, and meet the University's Web Policy, Content Style Guidelines and other applicable University policies and guidelines.

Content Contributor

Content Contributors are responsible for working with the Content Approver in developing and creating the unit's Web site using the University's Web content management system (Collage).

Metadata

Metadata is simply information about content. Collage uses metadata to help classify and identify content. *Please note -- users in the Classic view will see "Metadata" as the place where information about the Web page is completed, while users in the Contributor view will see "Properties" as the place where information about the Web page is completed.*

Page Assistants

Page assistants allow users to easily create Web pages in Collage's Contributor View. Page Assistants are created specifically for each University unit, and guide the user step-by-step through the process of creating and saving Web pages.

Properties

Properties of an asset are simply the metadata attached to the asset (information about the content). *Please note -- users in the Classic view will see "Metadata" as the place where information about the Web page is completed, while users in the Contributor view will see "Properties" as the place where information about the Web page is completed.*

Tasks

Collage uses Tasks to move work through Collage's workflow process. In most instances, the workflow process will include the Edit state, the Approve state, and the Finish state. In the Edit state, the Content Contributor works on Web pages. When the work is completed, the Task, with files attached to it, is marked finished and ready to move to the Approve state. Collage moves the Task and the work attached to the Task to the approve state, where the Content Approver will review the work. If the Approver determines the work is ready to be published, the Approver will mark the Task finished. This indicates the work is approved and Collage will then take the approved files and publish them on Southeastern's Web site (the Finish state). All tasks are based on the unit's task template, which identifies the users associated with the unit and the role they play in maintaining the unit's Web site. All work completed in Collage must be attached to a Task in order for it to ultimately be published on Southeastern's Web site.

Task Templates/Task Assistants

Task Templates are created for each unit and identify the persons included in that unit's workflow (Contributor, Reviewer and/or Approver). This allows Collage to identify the next person in the workflow and contact them via e-mail that work is waiting for them to complete in Collage. It is important to always choose your unit in the Task Type field when creating a Task.

Metadata/Property Fields Associated with Web Pages in Collage:

The following list is metadata fields associated with various folder types and Web page types found in Collage.

Acad_College

Acad_College field is found only on academic department and college pages. Select the appropriate academic college your unit belongs to.

Acad_Department

Acad_Department field is found only on academic department pages. Select your academic department (or the academic department that oversees your unit).

Color_scheme

The color_scheme field will only appear on your home page. Color_scheme controls the color used for items such as page titles and borders around your highlight and news & events boxes.

Description

The description field is associated with all file types and folder types created in Collage. The description field should contain a brief description of the contents contained in the folder or the contents contained on the page.

Expiration date

Expiration date is the date you wish Collage to remove the Web page from public view on Southeastern's Web site. If you do not wish to apply an expiration date to your page, just leave this field blank.

File_name

The file_name field should contain the name of the file, and is what will appear as a part of the page's URL. The file_name field may not contain caps, spaces, or special characters. File names should be short, abbreviated, but understandable. *Please note – every folder must have a file named "index", which acts as the homepage for the folder.*

Highlight_Box

The Highlight_Box field controls whether or not a highlight box will be included on the page. Options include image and text, text only, no border, and none. If you wish to include a

picture with your text, choose the image and text option. If you wish for your highlight box to contain text only, choose the text only option. If you wish to use the highlight box as an opportunity to include a graphic on the right side of your page, choose the no border option.

Is_SubNavigation

The Is_SubNavigation field indicates whether you wish for the page to be included in your navigation menu. You will be able to indicate the order in which you would like for the page to appear in your navigation in the Nav_Priority field. *Please note – only one page in a folder may have Is_SubNavigation set to yes. If you have an additional page that you wish to include in your navigation, you will need to place it in a separate folder.*

Keywords

Keywords are terms your user audience may use to search for your page. Keywords are separated by a comma and space, and you may include as many as you can think of.

Name

Please note – Collage uses the Name field interchangeably in the Classic View, so users must pay attention to where they are when they see the Name field.

In Metadata, the Name field is the name of the asset you have created (or are uploading into your Web site). The text you enter in the Name field will be the text that will show up on the Web page's browser window, and it may contain caps and spaces.

When creating a new folder or file, the Name field is the name of the folder or file being created. In these instances, the text entered into the Name field must be all in lowercase with no caps or special characters. You will also want your folder names and files names to be brief as this will be a part of the URL to the Web page.

Please note – at this point in time in Collage's Contributor View, when creating a Web page the Name field must match the File_Name field, and must not include caps, spaces, or special characters. Once your page has been created, you may then go into the Properties for the page and change the Name field to something more descriptive, and it may contain caps and spaces. (Special characters generally should always be avoided.)

Nav_Priority

The Nav_Priority field is used to indicate the order of page links in the navigation menu. If you choose Yes in the Is_SubNavigation field, you use the Nav_Priority field to indicate the order that you want the page to appear in your navigation menu. If you chose No in the Is_SubNavigation field, the Nav_Priority field will not have any influence on your navigation menu.

News_Box

The News_Box field controls whether or not a News & Events Box will appear on your home page. Choices include bottom box, right box and none. If you choose to include a highlight box on the page as well, you will need to choose a bottom box for your News & Events box.

Optional_Nav

Setting the Optional_Nav field to yes allows you to include in your site's navigation menu links to areas outside of your home folder on Southeastern's Web site and/or sites external to Southeastern's Web site. You will include links to these external places on the .html page located in your optional_nav folder located on your Web site.

Page_Title

Page_Title field will be the text that is included on your header image for the page, and will also be the text used in the navigation menu that will link to the page. You may use caps and lowercase in this field. You want the text in this field to be concise but understandable.

Site_root_path

The site_root_path is the path to your home page folder on Southeastern's Web site. For example, the site_root_path to the Department of English would be: WebSite/acad_research/depts/English, and the site_root_path for the Office of Records and

Registration would be: WebSite/admin/rec_reg. If your site_root_path is not entered correctly, your navigation menu will “break” and not appear correctly on your Web page.

Start date

Start date allows you to control the date that the page will be available for public view on Southeastern’s Web site once the Approver has approved the page. For example, you may create a Web page that is approved today, but because the start date indicates a date the following week, the page will not be viewed on your Web site until that date.

Template

Template field is found only in the metadata for the home page of your site, and indicates your choice of design templates for your Web site. Because your header image is created specifically for your design template choice, you should not change this field without first consulting the Web Site Coordinator.

Folder Types Found in Collage’s Classic View:

At this time, folders must be created in Collage’s Classic view. However, once the folder has been created, users may create pages using their page assistants in Collage’s Contributor view.

Acad_college_fldr

The acad_college_fldr type is associated only with college units, and is the general folder type to be used when building college unit Web sites. The acad_college_fldr may hold .xml page types and additional folders.

Acad_dept_fldr

The acad_dept_fldr type is associated with academic units, and is the general folder type to be used with building academic unit Web sites. The acad_dept_fldr may hold .xml page types and additional folders.

Admin_dept_fldr

The admin_dept_fldr type is associated with all administrative units and university supported organizations, centers and institutes. The admin_dept_fldr may hold .xml page types and additional folders.

Articles_fldr

The articles_fldr is auto-populated inside of a news_dept_fldr when the news_dept_fldr is created. The articles folder is used to hold news_depts page types. The pages stored in the articles folder will automatically appear on the unit’s news & events box as well as the units news listing page.

Assets_fldr

The assets_fldr type is used to hold files created outside of Collage, such as .pdf documents. This is the only folder type that has permissions allowing other page types to be stored in the folder. You may change the name of the assets folder to something more descriptive if you like after the folder has been created (for example, change the name of the folder to “curr”, and use the folder to store curriculum sheets).

Images_fldr

The images_fldr is used to store images for your Web site, and should always be named “images”. The images folder may hold the following file types: .jpg, .gif, .png and .bmp. *Please note—the images folder created in your home folder is where your header image for your home page is stored. Once your header image has been created, it will be placed in your images folder for you.*

News_depts_fldr

The news_depts_fldr should be included on the unit’s Web site if the unit chooses to include a news and events box on its home page. The news_depts_fldr, when created, will

automatically create a news listing page and an articles_fldr. The news listing page will be auto-populated with news listings and links to the articles when an article is added to the articles_fldr. The news & events box on the unit's home page will also auto-populate with the latest 4 articles added to the articles_fldr.

Optional_nav_fldr

The optional_nav_fldr is used when a unit desires to include additional navigation to pages outside of the unit's Web site in its navigation menu. When the optional_nav_fldr is created, it is auto-populated with an .html page that is used to list the links to be included on the unit's navigation menu.

Page Types Found in Collage:

The following page types are found in Collage's Classic view except for Page Assistants. Page Assistants are used in Collage's Contributor view and are created specifically for the unit's use.

Acad_college

The acad_college page type is the general .xml page used specifically by college units. This page type has metadata associated with it that is specific to college units.

Acad_college_home

The acad_college_home page type is used only as the homepage for college units. This page type is auto-populated in the unit's home folder when the site is initially set up.

Acad_dept

The acad_dept page type is the general .xml page used specifically by academic units. This page type has metadata associated with it that is specific to academic units.

Acad_dept_home

The acad_dept_home page type is used only as the homepage for academic units. This page type is auto-populated in the unit's home folder when the site is initially set up.

Admin_dept

The admin_dept page type is the general .xml page used specifically by administrative units and university supported organizations, centers and institutes. This page type has metadata associated with it that is specific to these types of units.

Admin_dept_home

The admin_dept_home page type is used only as the home page for administrative units and university supported organizations, centers and institutes. This page type is auto-populated in the unit's home folder when the site is initially set up.

Degree_program

The degree_program page type is used specifically for the degree program pages included in the future students section of Southeastern's Web site. The degree_program page type includes fields specific to information required for the degree program pages and also contains the necessary metadata for these pages.

News_depts

The news_depts page type is used specifically in the articles_fldr and contains the necessary content fields and metadata needed for creating and auto-populating news & events boxes and the news listing page for the unit.

News_depts_listing

The news_depts_listing page type is auto-populated in the news_depts_fldr and auto-populates with listings linking to the articles created in the articles_fldr.

Page Assistants

In the Contributor View, each unit has page assistants designed especially for their use. The unit's page assistant is used for creating general content Web pages. The News_depts page assistant is used when creating a news article to be stored in the news/articles folder. The Existing Page assistant is to be used when the unit desires to upload pages created outside of Collage (such as .pdf files) that are to be included on the unit's Web site.