Downer Website
CMS Instructions

This CMS instruction manual contains detailed instructions for the following items:

1 How to edit page content

2 How to create image widgets, add to page block, and add to page

3 How to create news articles & case studies
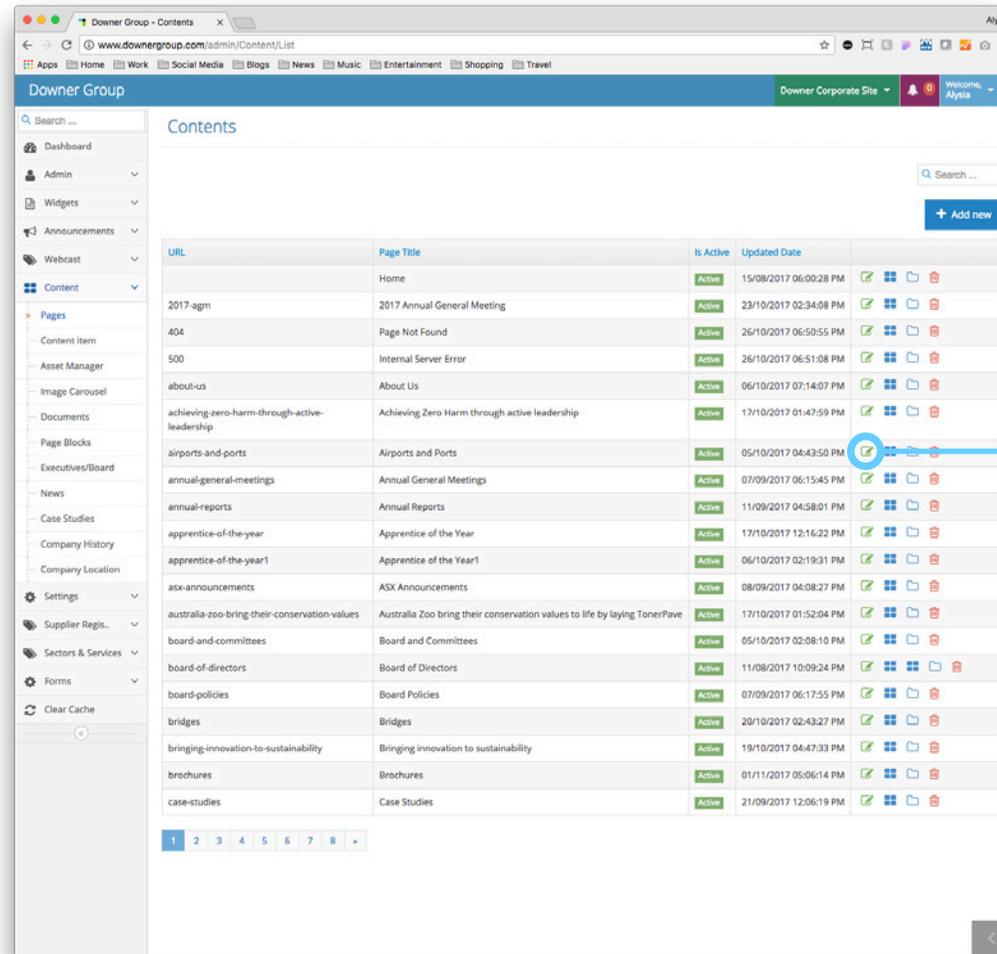
4 How to upload documents and assign to a page

1 How to edit page content

Pages list

1 In the side navigation, click Content > Pages.

2 This will bring up the list of all pages within the Downer website.

3 Search for a particular page using the search bar.

4 Click the 'Add new' button to create a new page.

5 To edit an existing page click on the green pen and paper icon.
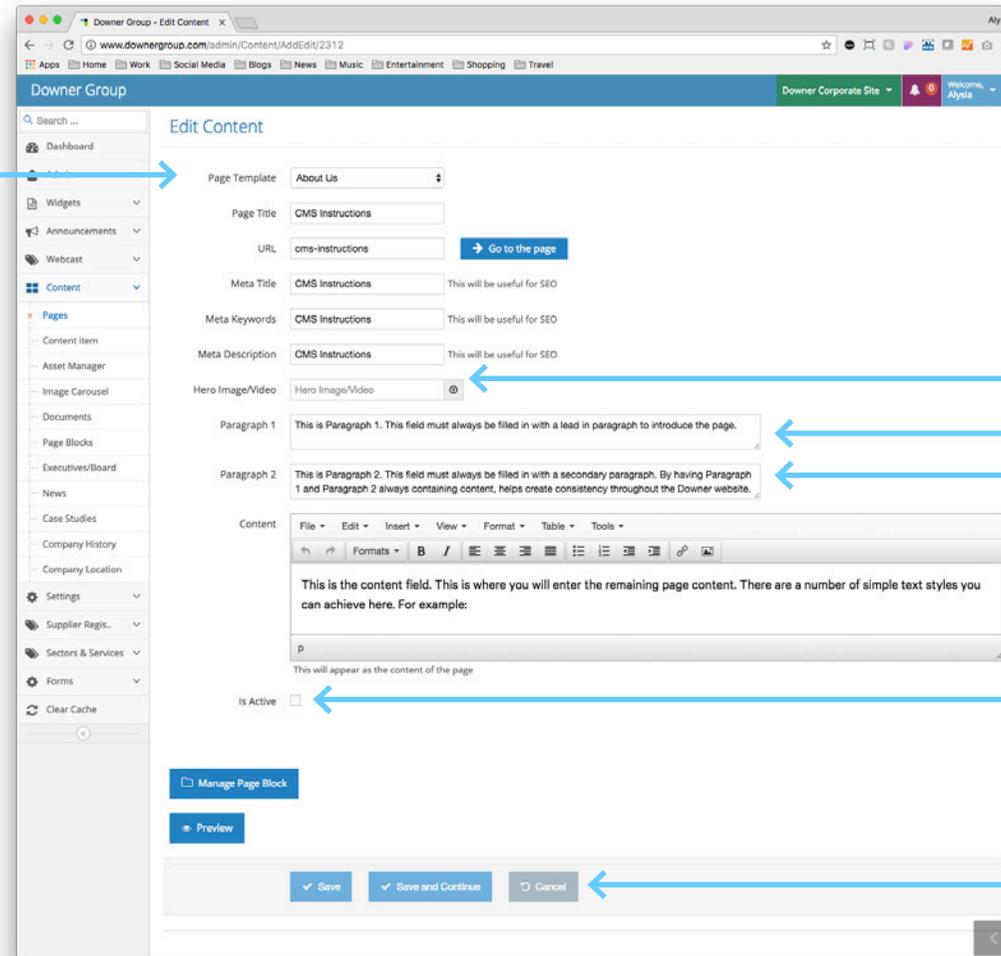
1 How to edit page content
Edit content

To view this page on the front end, go to:
CMS Instructions

1 Page Template – determines the banner colour and text styling colours. There is one for each section of the website, so use the following general content pages, for:

About us pages = About us

What we do pages = General Content

Investors pages = Investor Content

News and Media pages = News details

Sustainability pages = Sustainability

Case Study pages = Case Study Details

People and careers pages = People Careers - Content

Contact us pages = Contact us - Content

2 Hero Image/Video – This is where you add in the page banner image. The dimensions must be **1700x340px**, which can be edited using the Asset Manager.

3 Paragraph 1 and 2 – must always be filled in with a lead and secondary paragraph to introduce the page.
Content – this is where you enter the remaining page content.

4 To complete the page, check the 'Is Active' checkbox and click Save.
Save = Saves the page and exits back to the page list.
Save and continue = Save the page and remains on the edit page.
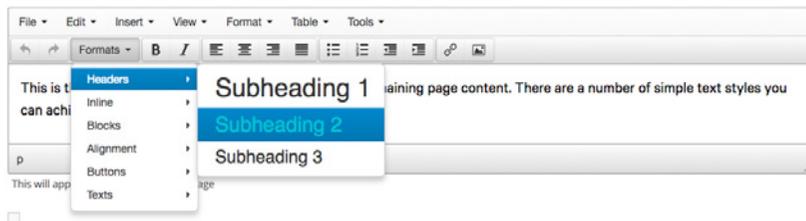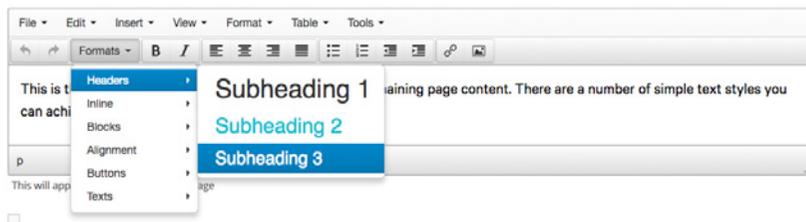
1 How to edit page content
Text styling

1 To create **Subheading 1** – go to Formats > Headers > Subheading 1.
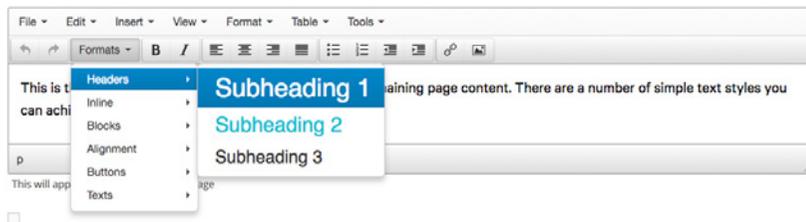
2 To create **Subheading 2** – go to Formats > Headers > Subheading 2.

3 To create **Subheading 3** – go to Formats > Headers > Subheading 3.

**4** To bold or italicise text or create a bullet or numbered list, click on the buttons shown below:

5 To create a hyperlink, click on the button shown below, which then brings up the following pop up:

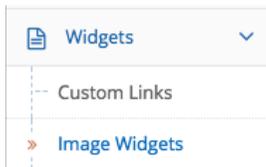Click on the 'Target' dropdown to select 'New Window' if you want the link to open in a new window.

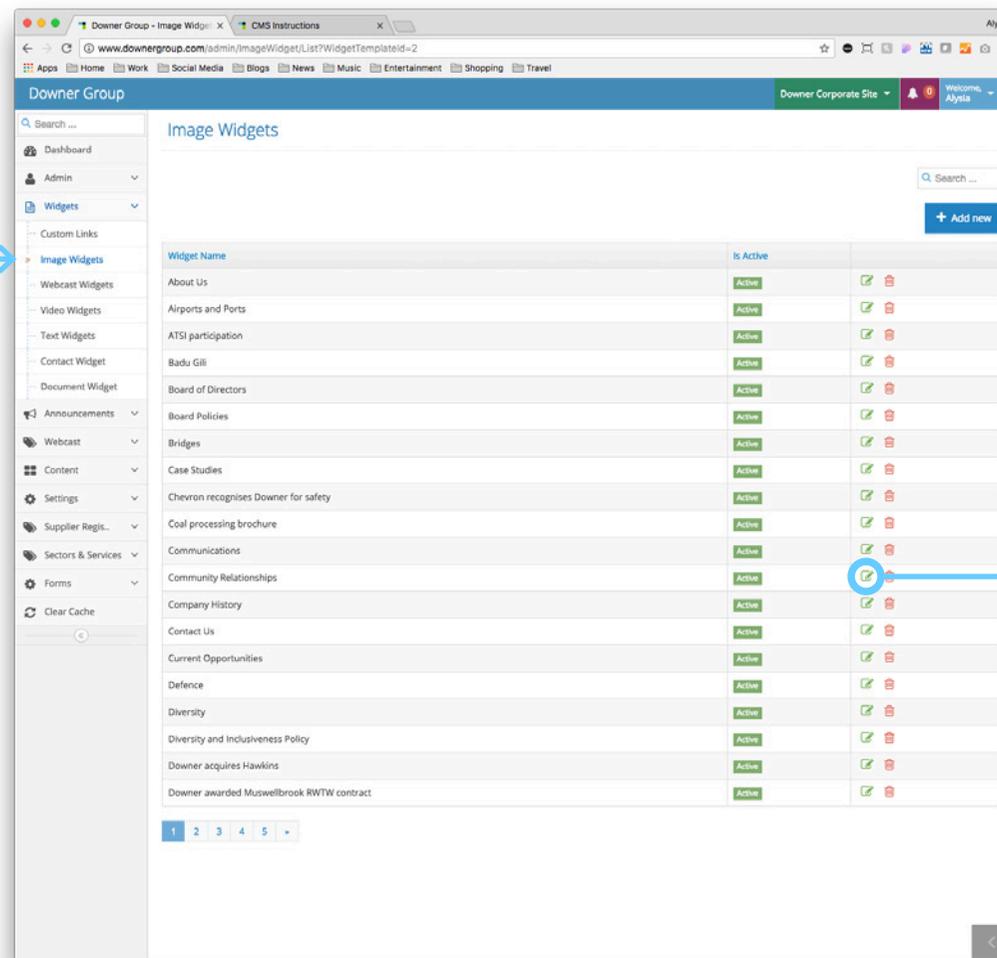**6** To add an image, click on the button shown below, which then brings up the following pop up:
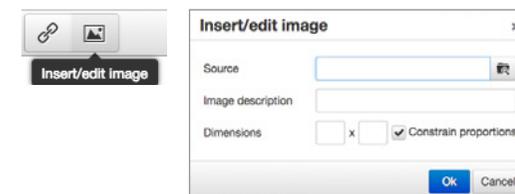
2 How to create image widgets
Image widget list

1 In the side navigation, click Widgets > Image Widgets.

2 This will bring up the list of all image widgets within the Downer website.

3 Search for a particular image widget using the search bar.

4 Click the 'Add new' button to create a new Image widget.

**5** To edit an existing page click on the green pen and paper icon.

2 How to create image widgets
Edit image widget

To add an image widget to a page, it needs to be added to a page block first, which you can find out about on pages 7-11.

1 Image Widget Name – This is text to be displayed on the image widget. Check the 'Yes' checkbox to display this text on the image widget.

2 Image – This is where you select the image for the image widget. Images must be to the dimensions of **360x360px,** which can be edited in the Asset Manager.
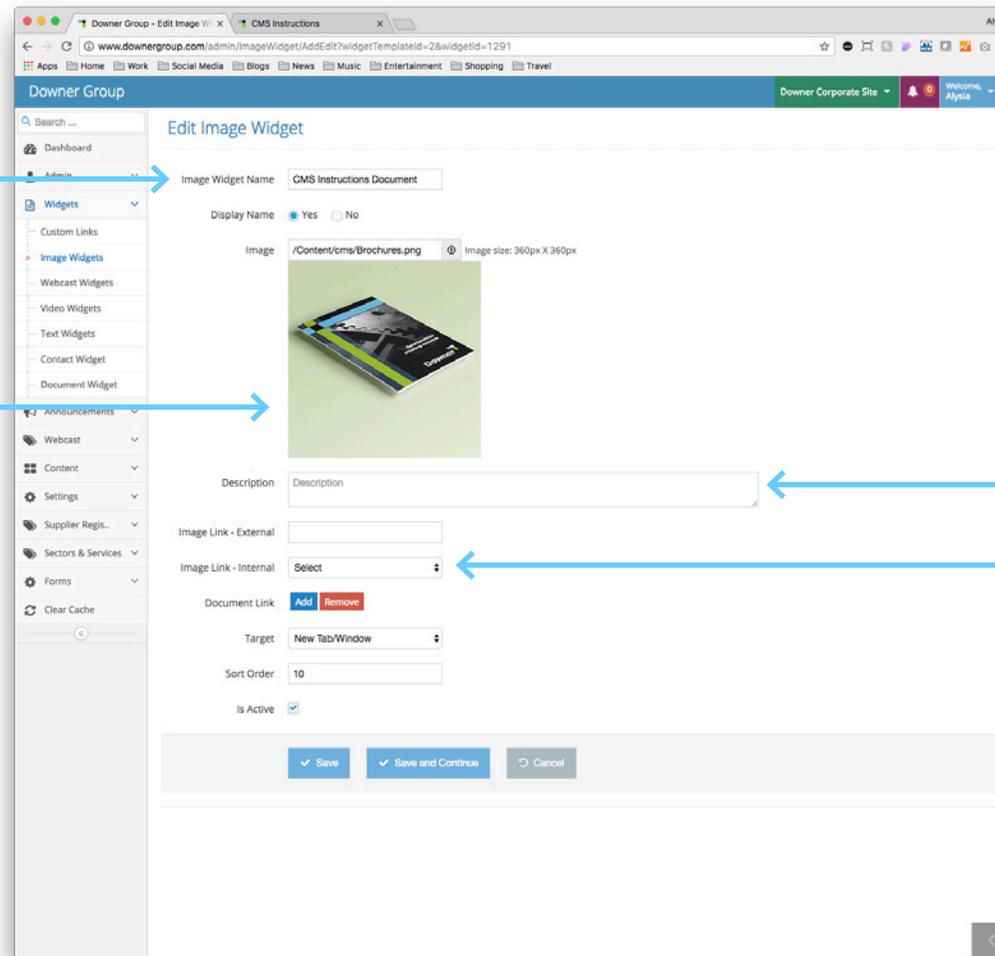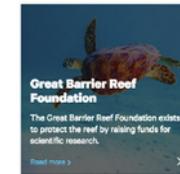

3 Description – This can be additional text that appears on mouseover.
For an example of this, see above or go to the **Communities page.**
*Note: All widgets except the ones on the communities page do not require a description.

4 Define where the image link should link to:
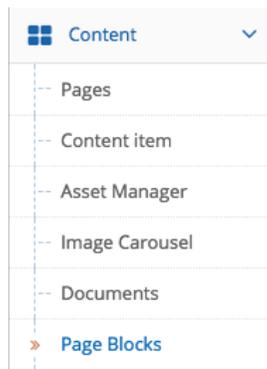• External link
• Internal link
• Document

**2** # How to create and edit page blocks

Page block list

Page blocks are additional sections you can add to the bottom of a page below the content area e.g. Widgets, Latest News, Job Opportunities. To view this page on the front end, go to: **CMS Instructions**

1 In the side navigation, click Content > Page Blocks.

2 This will bring up the list of all page blocks within the Downer website.
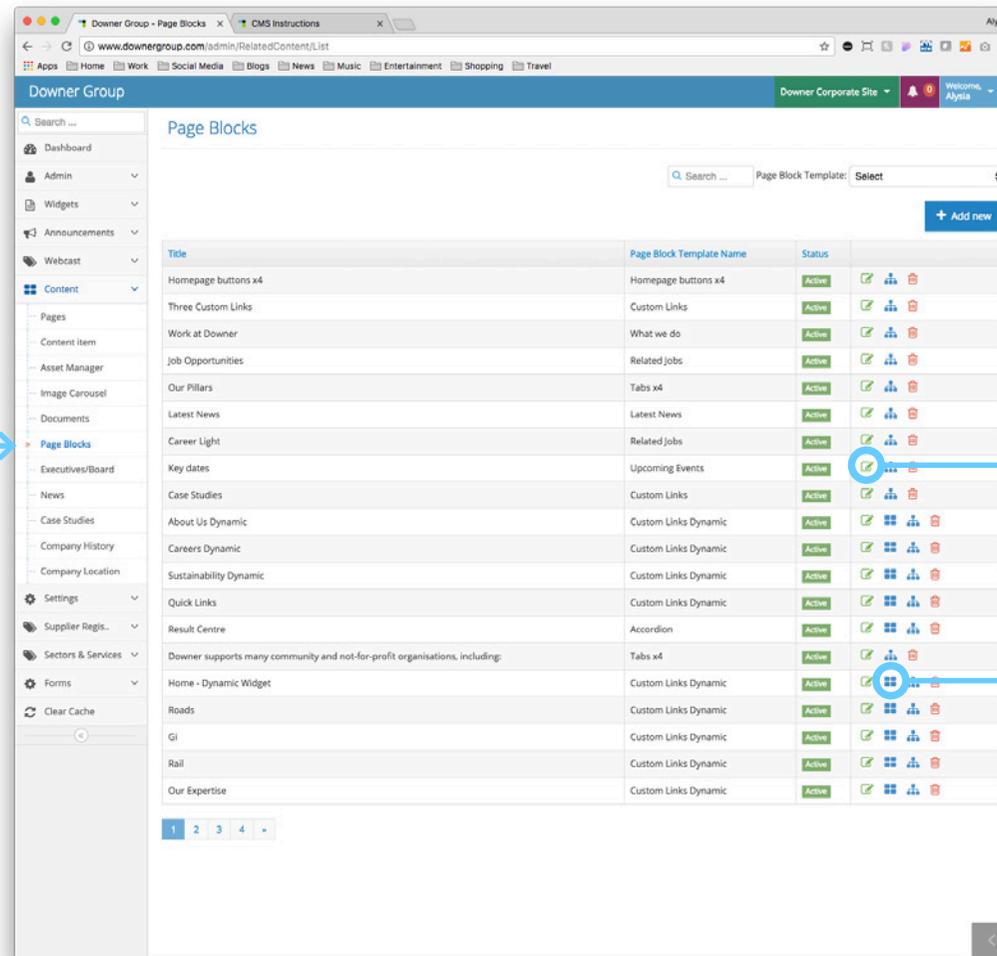
3 Search for a particular page block using the search bar.
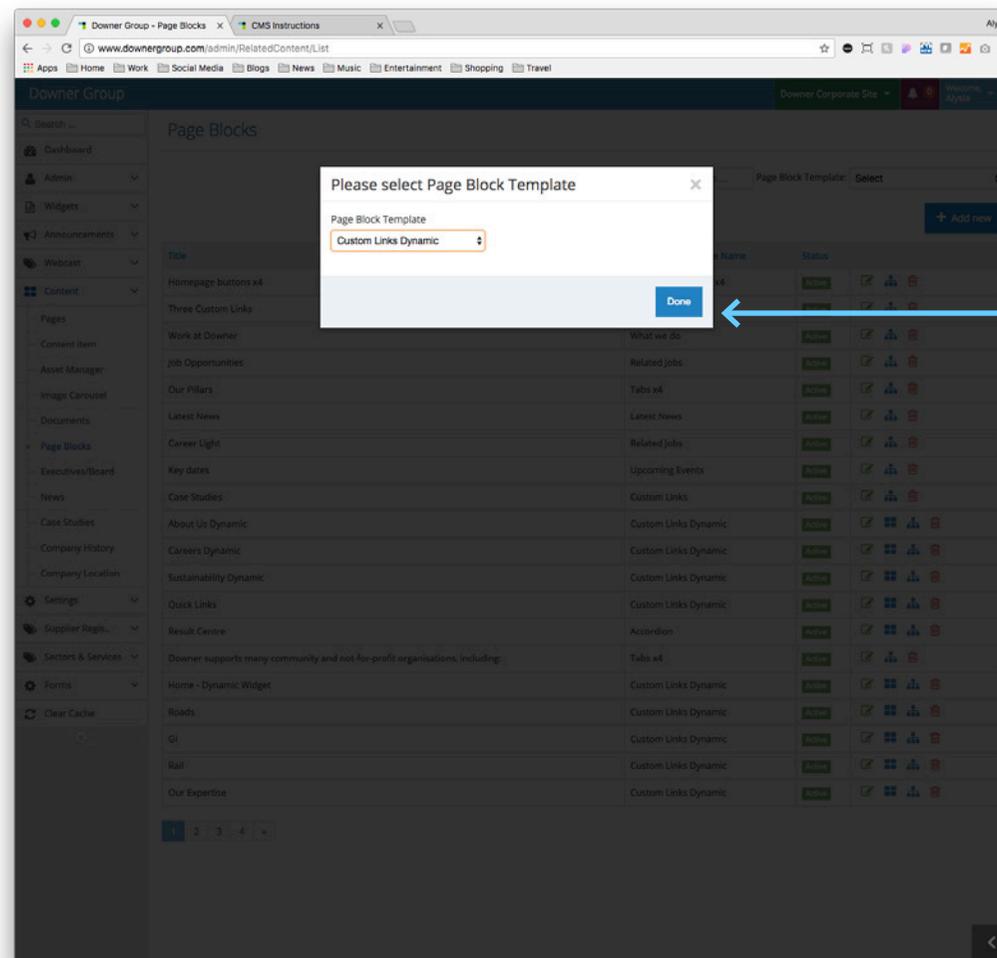
4 Click the 'Add new' button to create a new Image widget.

5 To edit an existing page block click on the green pen and paper icon.

6 To manage the widgets in a page block, click on the grid icon.

2   ## How to create and edit page blocks

Create page block

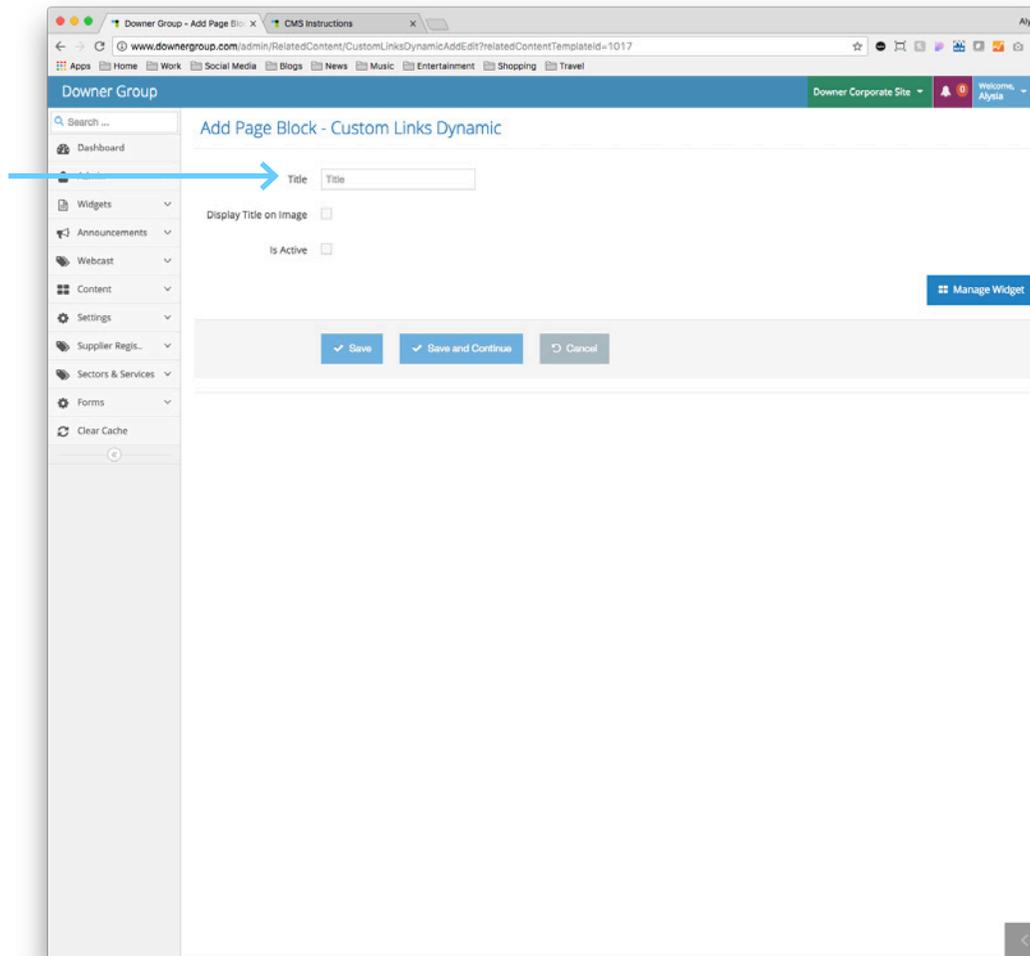**1** Click 'Add new' to create a new page block.

2 Select Custom Links Dynamic > Done.

2 # How to create and edit page blocks
Create page block

1 Title – This is the title of the page block e.g. name of the page it is to be featured on. If you check 'Display Title on Image' this will show the page block title.

2 Click on 'Manage Widget' to select the widgets to display in the page block.

2 # How to create and edit page blocks
Add widgets to page block

1 Select Widget Template Name to 'Image Widget'.
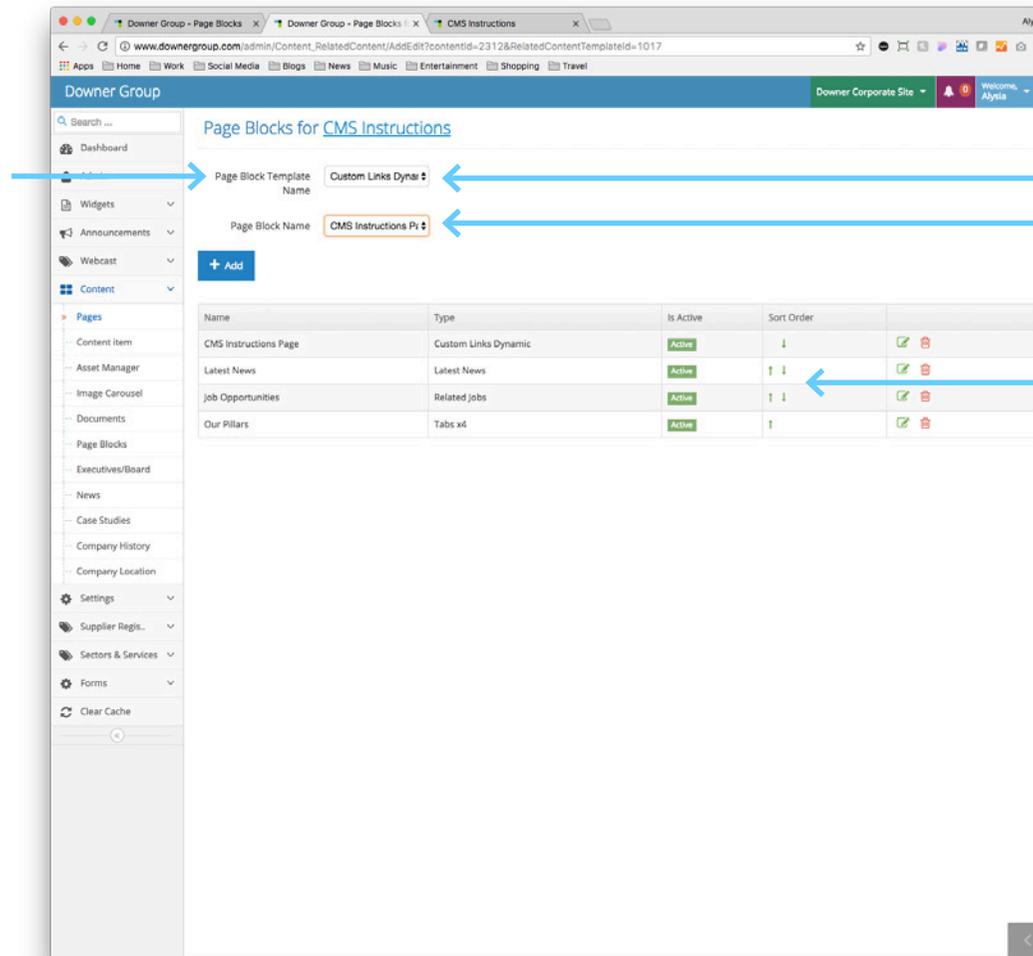
2 Select the Widget Name, then click 'Add'.
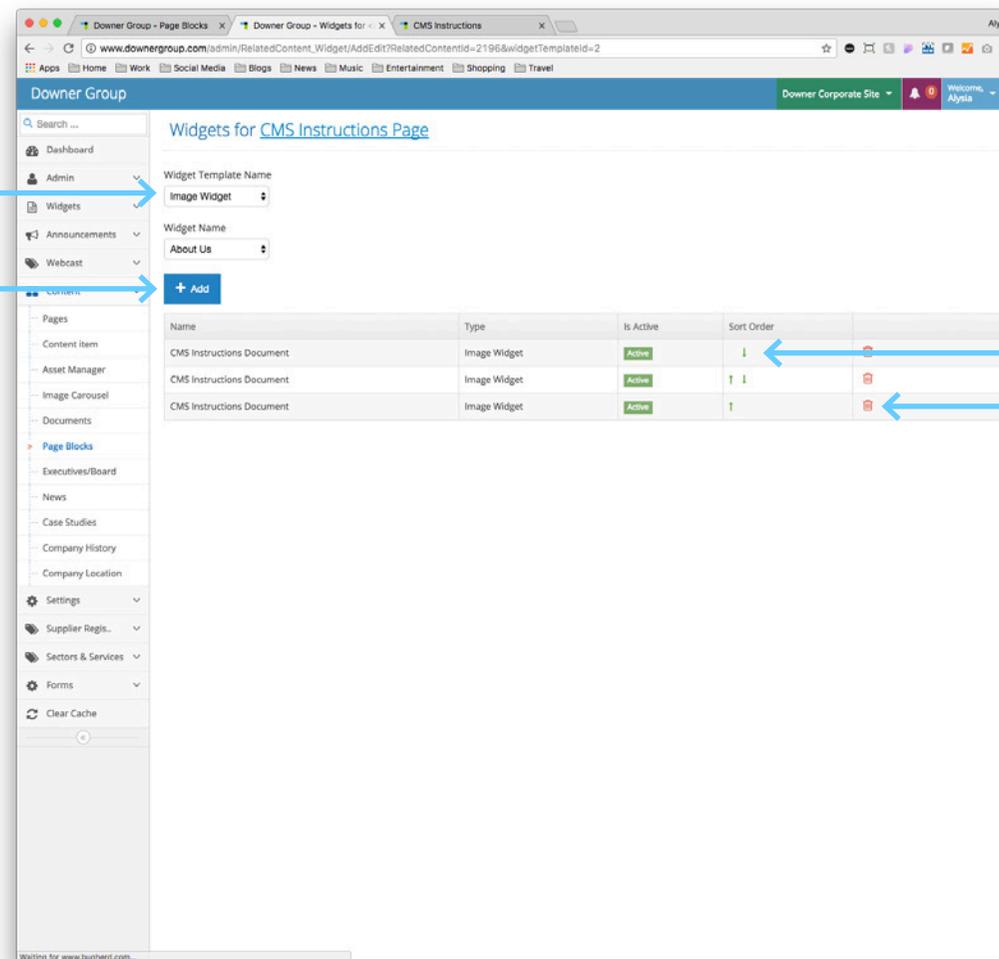
3 Use the sort order arrows to rearrange the order or widgets.

4 To delete/replace a widget, click on the red bin icon, then go back to step 1 on this page to add another.

2 **How to create and edit page blocks**

Add page block to page

1 Within a page, click on 'Manage Page Block', which will bring you to this screen.

2 Select the Page Block type to: Custom Links Dynamic.

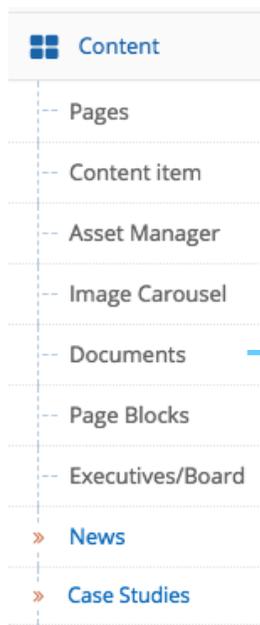**3** Select the Page Block Name and then click 'Add'.

4 Use the sort order arrows to rearrange the order of widgets.

3 # How to create news articles & case studies

News article/Case Study list

Although news articles and case studies are managed in different sections, the process to edit them are the same.

1 In the side navigation, click Content > News/Case Study.

2 This will bring up the list of all news articles within the Downer website.
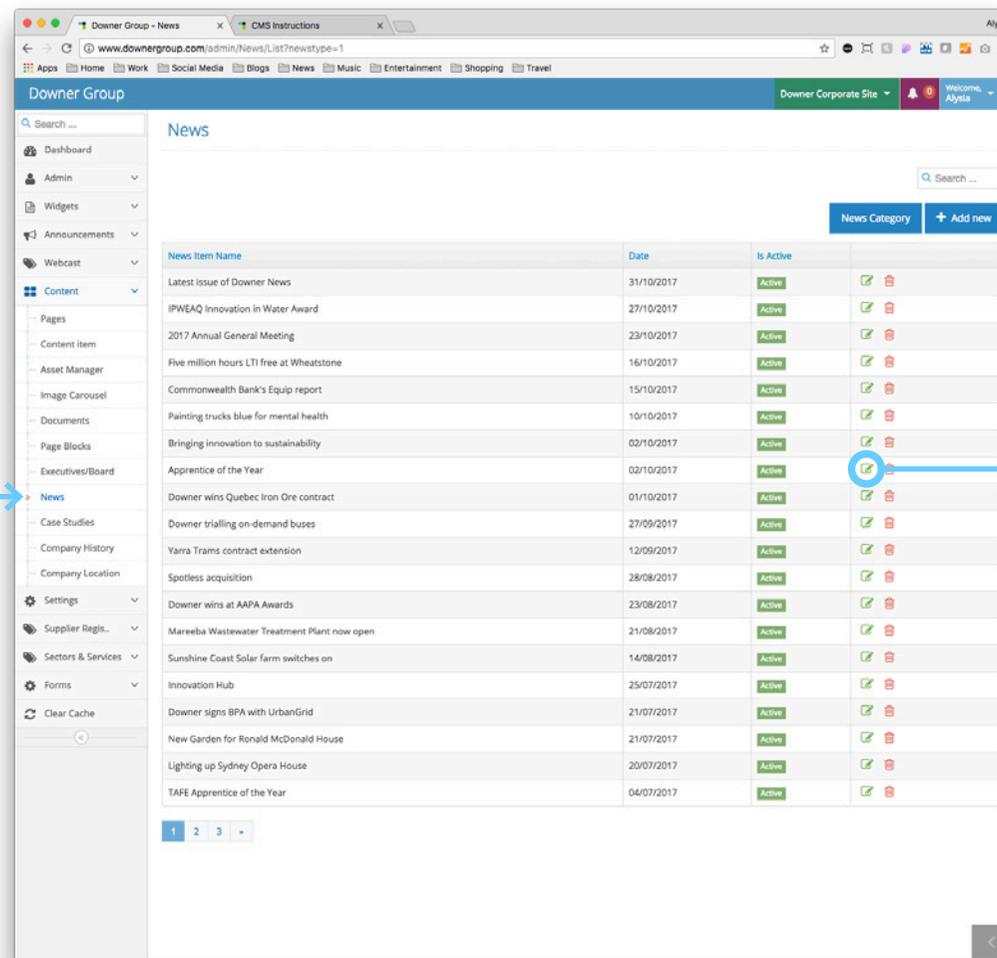
3 Search for a particular page block using the search bar.

4 Click the 'Add new' button to create a new image widget.

5 To edit an existing news article click on the green pen and paper icon.

3 How to create news articles & case studies
Edit news article/case study

1 Page Template – should be set to 'News Details' as default. Enter the news article title in the 'Page Title' field.
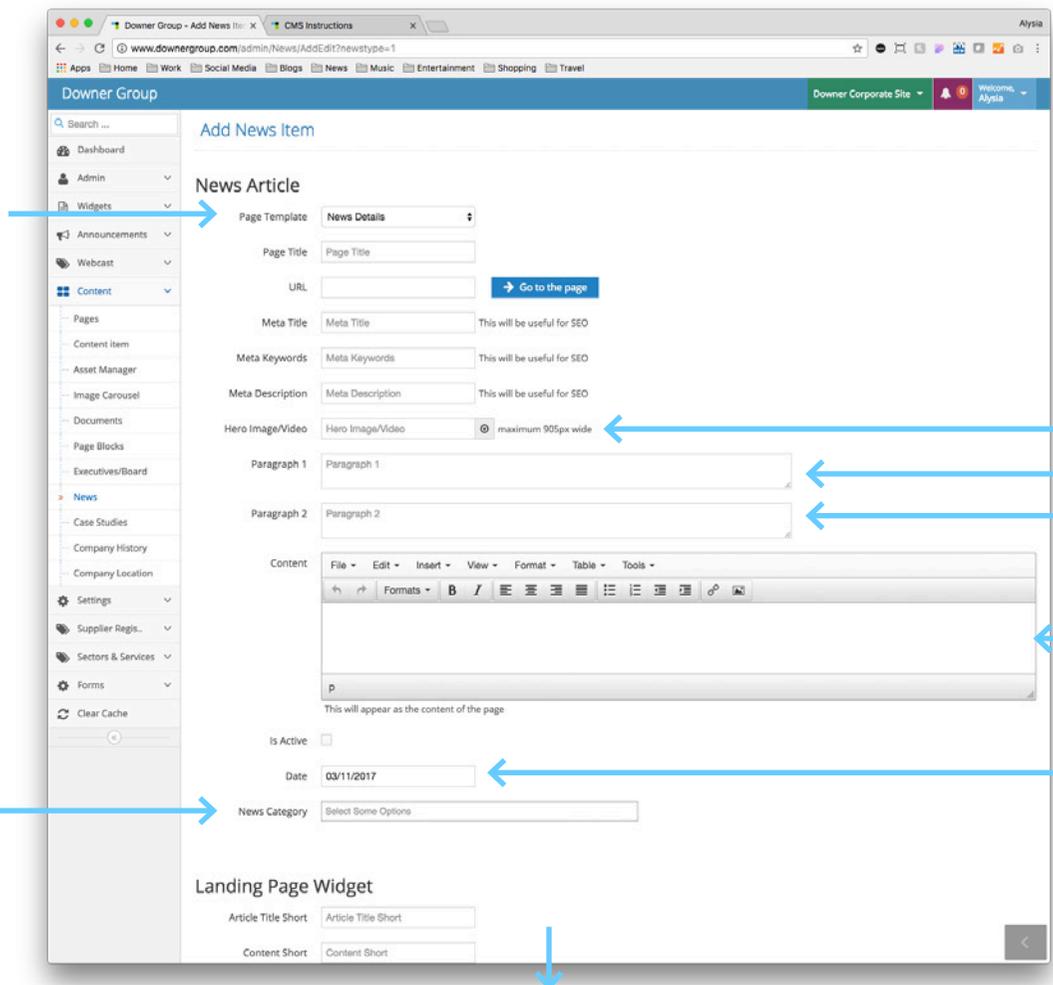
5 Category – You can assign a news article or case study to one or more categories, see below:

News categories:
- Downer Group
- New Zealand
- Engineering, Construction and Maintenance
- Infrastructure Services
- Rail
- Mining
- Awards
- Spotless

Case study categories:
- Community
- Health and Safety
- Environment
- People
- Diversity

2 Hero Image/Video – This is where you add the image to be featured on the news article page. The width of this image must be no larger than **905px.**

3 Paragraph 1, 2 and Content fields – Follow the instructions on pages 3-4 on how to popualte these fields.

4 Date – This should be the release date of the news article. You can back date this if required.

Page 14 gives instructions for the following fields

3 # How to create news articles & case studies

Edit news article/case study – Landing page widget

1 Landing Page Widget – These fields populate the news article tile that appears on the **News and media** page.

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Landing Page Widget

Article Title Short [Article Title Short]

Content Short [Content Short]

Content Large [Content Large]

List Image Url Path [List Image Url Path] ⊕ maximum 360px wide, any height

Background Colour [Select Color ▼]

Latest News/Related Articles Widget

Article Title Short [ ]

Thumbnail Image URL path [Thumbnail Image URL path] ⊕ must be 240 x 172px exactly

Video Url Path [Video Url Path] ⊕

✔ Save   ✔ Save and Continue   ⟲ Cancel

2 Article Title Short – This should be a shortened version of the news article title.

3 Content Large – If relevant, this can be highlight figures e.g. '2 awards' shown below.

4 List Image URL Path – This should be the same image is uploaded in the content section, however **resized to a maximum of 360px wide, with any height.**

Alternatively, if there is no news article image, you can select a background colour from the dropdown list.

2 awards
Downer wins two NECA awards

Page 15 gives instructions for the following fields

3 How to create news articles & case studies

Edit news article/case study – Latest news/case study widget

1 Latest News/Related Articles Widget – These fields populate the news article widget that appears in any 'Latest News' or 'Related News' sections.
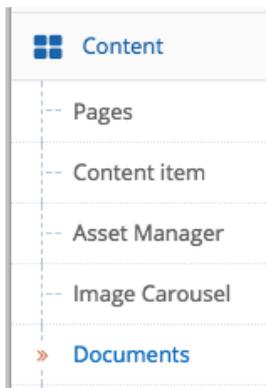
2 Article Title Short – This should be a shortened version of the news article title.

3 Thumbnail Image URL Path – This should be the same image is uploaded in the content section, however **resized to 240px X 172px exactly.**
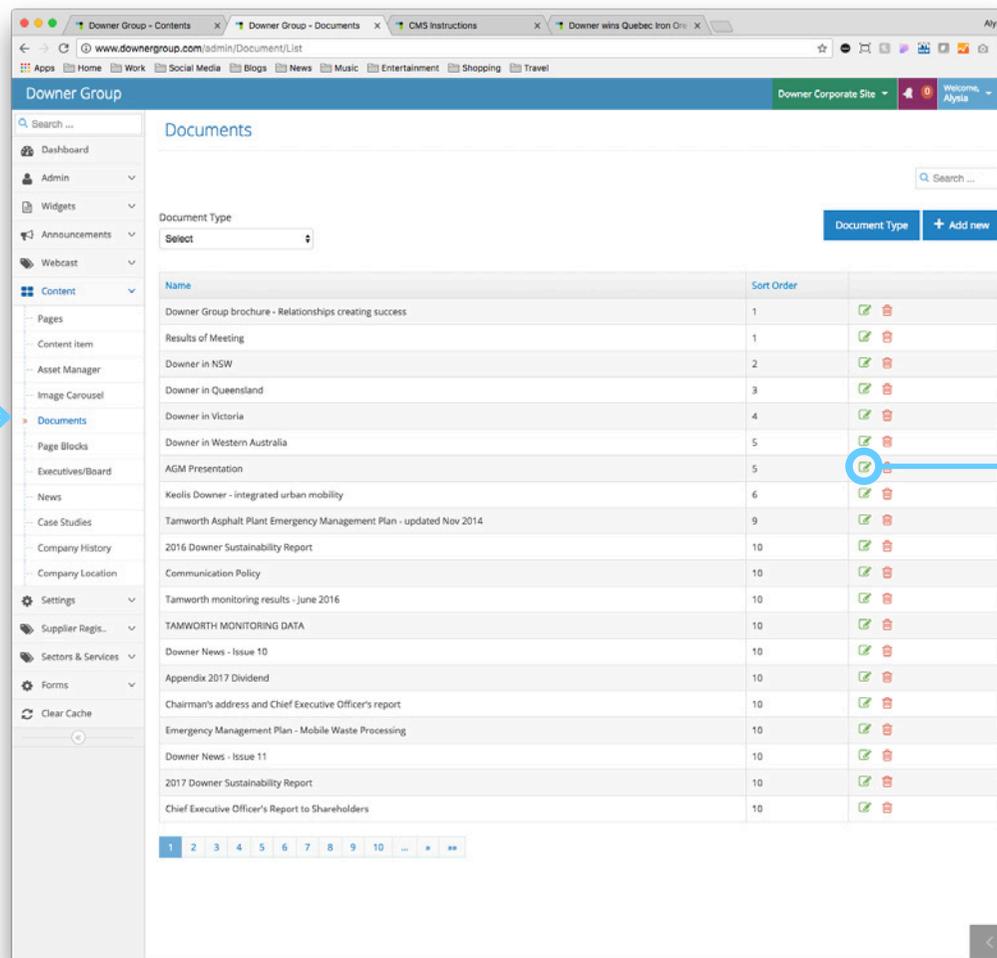
4 # How to upload documents
Documents list

1 In the side navigation, click Content > Documents.

2 This will bring up the list of all documents within the Downer website.

3 Search for a particular document using the search bar.

4 Click the 'Add new' button to create a new document.

5 To edit an existing document click on the green pen and paper icon.

4 # How to upload documents
Add document

1 Title – Should be the name of the document.

2 File URL Path – Click on the up arrow icon button to upload a document into the Asset manager.

3 Date Published – Enter the date the document was published/ released/uploaded.

4 Sort Order – This defines the order a document appears and should be entered in increments of 10. You may need to check the sort order of other documents in the relevant section to see which spot you want the document to be placed.

5 Document Type – Click on the relevant items in the left column, then click on the right arrow to make this document appear on that page.

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