Graduate Handbooks Reference

The Graduate Handbooks Reference provides a brief guide for updating the content in your graduate program’s handbook in the Graduate Catalog Content Management System (CMS).

The Content Management System must be used with Google Chrome, Mozilla Firefox or Internet Explorer 10 or higher.

When using Firefox, allow popups while you are in CMS or disable the popup blocker. If you use IE, Compatibility View is not supported.

If Compatibility View was previously turned on, turn it off by clicking the Compatibility View button 📌 in the toolbar. *(If you don't see the button, then Compatibility View is not turned on.)*

You can also clear the entire list of sites using Compatibility View by deleting your browsing history.

Handbook Display page: [www.handbooks.graduate.ucf.edu](http://www.handbooks.graduate.ucf.edu)

For your first time logging in, you must select **First Time Login** to change your password.

**First Time Login**
*User ID: NID*  
*Password: GYYYYMMDD*

For help logging in, questions about editing handbooks, or help adding someone to the list of program contacts, please contact grad_web@ucf.edu.

For questions about content, please contact Carreen Krapf: ckrapf@ucf.edu

**Handbook Instructions:** [www.handbooks.graduate.ucf.edu/hb/instructions.aspx](http://www.handbooks.graduate.ucf.edu/hb/instructions.aspx)
CMS Workarea

1. Return to the Smart Desktop
2. Content Tab: Only area you will be working in.
3. Graduate Programs folder: The ONLY location where you will be editing program content.
5. Status Code:
   - A – Approved/Published (no program changes at this time)
   - I – Checked in (program changes implemented)
   - O – Checked out (cannot be checked out by another)
   - S – Submitted (content waiting to be published)
6. Date Modified: Indicates the last date content was modified.
7. Last Editor: Indicates who the last editor of the content was.

How to Edit

1. After you have logged in, click on Workarea, click on the Content tab, and then click on the Graduate Programs drop-down menu icon.
2. Click on your college’s drop-down menu icon and then your program’s drop-down menu icon to locate the program handbook you wish to edit. Then select the Handbook folder. To edit your program’s handbook, click on the Handbook Smartform you want to edit (such as Handbook Program I or Handbook Program II) and then click on the Edit icon.
3. To make a comment about the Handbook Smartform being edited, click on the Comment tab.
4. After editing your program and making any necessary comments, click on the Check-in icon (does not submit for approval) or the Submit icon (submits for approval).
Editing Content

1. **Cancel**: Discards changes, exits the editor, but keeps the content checked out.
2. **Submit**: Saves changes, closes editor and submits to the next person on the approval chain.
3. **Undo Checkout**: Discards changes, exits the editor, and reverts back to the last time someone submitted or checked in the content.
4. **Checkin**: Saves changes, closes editor and checks in the content, but does not submit for approval. You can use the Checkin function to create a record in the history and also allow others to edit it.
5. **Save**: Saves changes; does not submit into the approval chain, check content in, or close the editor.
6. **Help**: Opens the online help window.
7. **Content Tab**: Default tab that you should always be in when editing content. Allows you to view/modify the main body of content.
8. **Comment Tab**: Tab that allows you to make/view a comment about the content.
9. **Cut**: Removes highlighted items and puts them in the paste buffer.
10. **Copy**: Copies highlighted items and puts them in the paste buffer.
11. **Paste**: Inserts items contained in the paste buffer.
12. **Undo**: Reverses the last change made to content.
13. **Redo**: Reapplies change made to content after an undo.
14. **Spell Check**: Checks content spelling using your Microsoft Word dictionary.
15. **Hyperlink Manager**: Add hyperlink to your content.
16. **Remove Link**: Remove a hyperlink in your content.
17. **Table Insert**
18. **Header Style Box**: Change the header style level.
19. **Bold**: Bolds text
20. **Italicize**: Italicizes text
21. **Underline**: Underlines text
22. **Ordered list**
23. **Bulleted list**
24. **Outdent**: Moves your indented content to the left.
25. **Indent**: Indents your content.
Adding/Breaking Links

1. Highlight the text that you want to be hyperlinked or that already appears to be hyperlinked from copying and pasting in content.

2. Select the Hyperlink Manager icon in the toolbar.

3. The following box will appear.
   Either add or make sure the correct hyperlink is in the URL field. If you copy and paste in the link, make sure that there are not two “http://s.”

   ![Hyperlink Manager](image)

   **URL:**
   ```plaintext
   http://www.cah.ucf.edu/
   ```

   Change or keep the text for the hyperlink in the Link Text field.

   **Link Text:**
   ```plaintext
   College of Arts and Humanities
   ```

   Select New Window (_blank) in the Target field to ensure that when viewers click your hyperlink the new page will appear in a new window. This is important because it keeps viewers from leaving our website. Select OK.

   **Target:**
   ```plaintext
   _blank
   ```

Select OK. Your hyperlink should now be correctly inserted.
Removing Hyperlinks

1. Highlight the hyperlink that you want to break.

2. Select the **Remove Link** icon.

3. Click anywhere in the text field. You will see that your hyperlink has been removed.

Making/Editing Content in a Three-Year Course Table

A table style was created for putting your Three-Year Course Schedule tables into CMS. You **must** follow these steps to insert a Three-Year Course Schedule table into CMS.

1. Place your cursor in the smartform box where you want to insert the table. Then click the **Star** icon.

   Select **OK** in the box that pops up.
2. A table template should now be inserted where your cursor was placed. Now enter content into the table by clicking and typing your text.

Making/Editing Content in Any Other Type of Table
To insert any other tables (for Three-Year Course Tables see above section) you must do the following steps.

1. Place your cursor in the smartform box where you want to insert the table. Then, click the arrow next to the Insert Table icon. Next, use your mouse to select how many rows and columns you want. Left click to insert the table.
2. Now enter content into the table. After you are done, right-click anywhere on the table and select Set Table Properties from the dropdown menu.

3. Click on the Table Properties tab. Then, click on the arrow under Table Style and scroll down the dropdown menu to choose **table.thinBorder**. Click OK.
A thin border will be applied to your table.

<table>
<thead>
<tr>
<th>TEST</th>
<th>TEST</th>
<th>TEST</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEST</td>
<td>TEST</td>
<td>TEST</td>
</tr>
<tr>
<td>TEST</td>
<td>TEST</td>
<td>TEST</td>
</tr>
</tbody>
</table>

4. You can adjust the table size by going back under the Table Properties tab in the Table Wizard and entering new width and height dimensions.

Adding/Editing Bullets to Your Content

Note: You must select what type of bullet list you will be using before you put in content.

1. Place the cursor where you want the bullets to start. If you want a numbered list, select the **Numbered List** icon. If you a bulleted list, select the **Bullet List** icon. Then, enter your content.
Smartform Content and Header Styles

Each smartform contains the following sections where content can be edited. Each smartform section has certain styles used for various levels of headers. If you need to add/delete/change any of the headings, please make sure they follow the styles as shown below. You can change the header styles by selecting the appropriate header from the Header box.

If you have questions about choosing the correct header styles please contact grad_web@ucf.edu.

The following figures illustrate the levels your header styles should be.
Each smartform contains the following sections where content can be edited.

**Smartform 1: Handbook Program I**

**Introduction (Header 2)**
- Header 3
  - Header 4
  - Header 5

**Degree Requirements**

**Timeline for Completion**

**Three-Year Course Schedule**

**Examination Requirements**

**Dissertation Requirements**

**Graduate Research**
Smartform 2: Handbook Program II

Financial Support (Header 2)

Header 3

Header 4

Header 5

Graduate Student Association

Professional Development

Job Search

Forms

Useful Links

Forms/Useful Links/Contact Person Fields

After entering content into Form, Useful Links, or Contact Person fields, you can rearrange their order, add a field, or delete fields.

To rearrange or remove a field or to add another field, click on the blue box to the left of the field.

A box will pop up with the options available.

Remove a field, rearrange or enter a new contact as needed.
Adding Large Sections of Content from Microsoft Word

There are two ways to add large sections of content from Microsoft Word:

1. If you have large sections of content to copy into a smartform from Microsoft Word, do not directly copy that content into the smartform. If you do so, it will add extra, unnecessary formatting into the smartform. Copy the content from Word and then paste it into a Notepad file. Then copy and paste that content from Notepad into Microsoft Word.

   You can find Notepad under Start > All Programs > Accessories > Notepad

2. Another way to add large sections of content from Microsoft Word is to right click your mouse over the area where you will be placing your content. A prompt box will appear. Select “Paste from Word.”

A new box will appear. Paste your content into the text box. Select OK.