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Introduction

Channels are content delivery tools that provide quick access to information, applications, or other Web resources. As a content administrator, your primary duty is to ensure that your channel contains current information and is updated on a weekly basis.

Specifications

Text: Text should be limited to 40 - 60 words and should use the default font, size, and color.

Images: All graphics and photos should use the .JPG format and should not exceed the size of 72 x 72 pixels (approx 1” x 1”).

Accessing the Content Manager

1. Click on the Content button at the top of the Porches homepage.

2. Click on the Manage Targeted Content Channels link. Porches will display the channel(s) you can edit and administer.

3. Click on the appropriate channel name link.
Creating / Maintaining Channel Content

Channels are composed of sections and sub sections. By default, all sections are public - visible to all Porches users. However, a section could also be targeted to specific audiences. For example, you could create a section that is visible to specific login ids or academic majors.

Part 1: Creating a Section

Sections consist of one or more sub-sections and contain the audience settings (users who can see a section’s information).

1. Click on the Add New Section button.

Porches will add a New Section to the bottom of the section list.

2. Click on the New Section link.
3. Keep the **Section Status** to **Inactive** until you are ready for your audience to see the section and sub-section information.

![Targeted Content Manager](image)

4. Click on the **Section Title** field and type a title.

5. Click on the **Save Changes** button.

**Note:** When the Section Status is Inactive, the following message will appear:

![Windows Internet Explorer](image)

Click on the **OK** button.
Part 2: Determining the Section Audience

Once the section has been created, determine who will see the section data and choose the appropriate section audience.

1. Click on the new section name you created in the previous steps.

2. Click on the Section Audience link public. The public link is the default setting which allows all Porches users to view the section's information.
3. To modify the target audience settings, click on the add button.

4. Click on a Grouped Expression.

5. Click on the add button next to the new expression.
6. Click on an Evaluation Expression and make the necessary changes and selections. Be sure to save your settings and click on the Done button.

7. Click on the Done button.

8. Once you have created a Section and determined the Section Audience, you are ready to create Sub-Sections.
Part 3: Sub-Sections

Sub-sections contain the text and pictures for your channel. Each section can have multiple sub-sections that are composed of various attributes such as content (text), images and start and end dates (expiration times).

1. Go to the Sub Sections(s) portion of the Targeted Content Manager window and choose Link w/Teaser and Photo for each sub-section that you create.

2. Click on the go button. A New Sub-Section link will appear.
3. Click on the **New Sub-Section** link.

4. The Sub-Section attributes will appear.
5. Type or select the appropriate information for each attribute:

### Sub-Section Attributes

- **Sub-Section Title**: Type in a name for the sub-section.
- **(Optional) Start Date and End Date** if you want the sub-section to expire.

### Content

- **Heading**: Type a heading for the content description.
- **URL**: A heading is automatically linked to a specified URL. If you are unsure what URL to use, try your department’s Web site, the University of Dayton main Web site, or appropriate campus Web site.
• **Content**: Choose **Content uses HTML**.

• **Description**: Type up to 60 words. You can use bold, italics and underline but do not change the font, color or size of the text.

**Description Links**

You can use the hyperlink option to link words with URLs.

1. Highlight the text to be linked to a URL and click on the Insert/Edit Link button.

2. Choose **URL** for the Link Type.

3. Type or copy and paste the appropriate URL into the URL field.

4. Click on the **Target** tab and choose **New Window (_blank)**.

5. Click on the **OK** button.
Email Links

You can also use the hyperlink option to create an email address link.

1. Highlight the text to be linked to an email address and click on the Insert/Edit Link button.

2. Choose E-Mail for the Link Type.

3. Type the appropriate email address in the E-Mail Address field.

4. (Optional) Type a Message Subject and Message Body if necessary.

5. Click on the OK button.
Part 4: Images and Completing the Sub-Section

Go to the Image section of the Sub-Section Attributes window. All graphics and photos should use the .JPG format and should not exceed the size of 72 x 72 pixels (approx 1” x 1”).

1. Click on the Active check box.

2. Click on the Browse button and choose a graphic or photo.

3. (Optional) Type a caption in the Caption field.

4. Click on the Continue button. Porches will return you to the Section Attributes.

5. When you are ready for the audience to see your channel’s information, change the Section Status to Active.

6. Click on the Save Changes button.

** Repeat Parts 1-4 for creating additional sections and sub-sections.
Editing Sections and Sub-Sections

Once your sections and sub-sections have been created, make sure you keep the information up-to-date and periodically update images and other attributes.

1. Click on the **Content** button at the top of the Porches homepage.

   ![Content button](image)

2. Click on the **Manage Targeted Content Channels** link. Porches will display the channel(s) you can edit and administer.

   ![Portal Administration](image)

3. Click on the appropriate channel name link.

   ![Targeted Content Manager](image)
4. Click on the appropriate section name.

5. Click on the appropriate sub-section name.

6. Make the necessary edits and click on the **Continue** button.

7. Be sure to click on the **Save Changes** button when you are finished making the edits and changes!