

# Muhle Lab

## Website Content Management Guide

A comprehensive guide for editing content on the Muhle Lab website using TinaCMS — designed for researchers with no coding experience.

**Live Website:** <https://muhlelab.org>

**Admin Panel:** <https://muhlelab.org/admin>

**Repository:** <https://github.com/davidfrivas/muhle-lab-web>

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# Contents

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<b>Quick Reference Card</b>	<b>2</b>
<b>1 Introduction</b>	<b>3</b>
1.1 What is TinaCMS? . . . . .	3
1.2 Getting Access . . . . .	3
1.3 Accessing the Editor . . . . .	3
<b>2 Navigating the Editor</b>	<b>5</b>
2.1 The Main Dashboard . . . . .	5
2.2 Content List View . . . . .	5
2.3 The Edit Form . . . . .	5
2.4 Saving Changes . . . . .	5
<b>3 Managing Team Members</b>	<b>6</b>
3.1 Adding a New Team Member . . . . .	6
3.2 Profile Photo Requirements . . . . .	6
3.3 Writing Biographies . . . . .	6
3.4 Display Order . . . . .	7
3.5 Moving Members to Alumni . . . . .	7
<b>4 Publishing News</b>	<b>8</b>
4.1 When to Post . . . . .	8
4.2 Creating a News Post . . . . .	8
4.3 Image Guidelines . . . . .	9
4.4 Image Carousels . . . . .	9
<b>5 Research &amp; Funding</b>	<b>10</b>
5.1 Research Projects . . . . .	10
5.2 Funding Sources . . . . .	10
<b>6 Site Settings</b>	<b>11</b>
6.1 Lab Information . . . . .	11
6.2 Contact Information . . . . .	11
6.3 Banner Images . . . . .	11
<b>7 Formatting Text</b>	<b>12</b>
7.1 Basic Formatting . . . . .	12
7.2 Creating Links . . . . .	12
7.3 Internal Links . . . . .	12
7.4 Gene Names . . . . .	12
<b>8 Troubleshooting</b>	<b>13</b>
8.1 Common Issues . . . . .	13
8.2 Checking Build Status . . . . .	13
8.3 Getting Help . . . . .	13
<b>A Keyboard Shortcuts</b>	<b>14</b>

<b>B Resources</b>	<b>14</b>
B.1 Quick Links . . . . .	14
B.2 Documentation . . . . .	14

## Quick Reference Card

### Key URLs

**Live Site:** [muhlelab.org](http://muhlelab.org)  
**Admin:** [muhlelab.org/admin](http://muhlelab.org/admin)  
**GitHub:** [github.com/davidfrivas/muhle-lab-web](https://github.com/davidfrivas/muhle-lab-web)

### Keyboard Shortcuts

**Ctrl/Cmd + S** Save  
**Ctrl/Cmd + B** Bold  
**Ctrl/Cmd + I** Italic  
**Ctrl/Cmd + K** Insert Link  
**Ctrl/Cmd + Z** Undo  
**Ctrl/Cmd + Shift + Z** Redo

### Common Tasks

Task	Location	Image Requirements
Add team member	Admin → Team Members	
Post news	Admin → News Posts	<b>Profile photos:</b> 400×400px (square)
Update research	Admin → Research Projects	<b>News featured:</b> 1200×700px (landscape)
Edit lab info	Admin → Site Settings	<b>Banners:</b> 2000×800px minimum
Add alumni	Admin → Alumni	<b>Format:</b> JPEG or PNG
Update funding	Admin → Funding Sources	<b>Max size:</b> 5MB

### Quick Reference

#### Display Order for Team Members:

**1** Principal Investigator    **6–10** Research Assistants    **21+** Undergraduates  
**2–5** Postdocs / Senior Staff    **11–20** Graduate Students

# 1 Introduction

Welcome to the Muhle Lab website content management system. This guide will walk you through how to add, edit, and manage content on the lab website without any coding knowledge.

## 1.1 What is TinaCMS?

TinaCMS is a visual content management system that allows you to edit website content directly through your web browser. Think of it as a word processor for your website.

### Tip

**No coding required!** If you can use Microsoft Word or Google Docs, you can use TinaCMS.

### Key Benefits:

- **Visual Editing** — See your changes as you make them
- **Automatic Saving** — Changes are saved to GitHub automatically
- **Fast Updates** — Website updates within 2–3 minutes of saving
- **Version History** — All changes are tracked and can be reverted
- **Secure** — Only authorized collaborators can make changes

## 1.2 Getting Access

To edit the website, you need:

1. A GitHub account (free at <https://github.com>)
2. To be added as a collaborator on the repository

### Important

Contact the lab webmaster to be added as a collaborator if you don't already have access.

## 1.3 Accessing the Editor

**Step 1:** Open your web browser (Chrome, Firefox, Safari, or Edge)

**Step 2:** Go to <https://muhlelab.org/admin>

**Step 3:** Click “Log in with GitHub”

**Step 4:** If prompted, authorize TinaCMS to access your GitHub account

**Step 5:** You will be redirected to the visual editor dashboard

## 2 Navigating the Editor

### 2.1 The Main Dashboard

When you first log in, you'll see the main dashboard with a sidebar listing all content types:

Content Type	Description
Team Members	Current lab members with bios and photos
Alumni	Former lab members
News Posts	Lab news, announcements, and events
Research Projects	Research aims and ongoing projects
Funding Sources	Grants and funding information
Site Settings	Global website settings (logo, contact info)

### 2.2 Content List View

Click on any content type to see a list of existing items. From here you can:

- **Click on an item** to edit it
- **Click “Create New”** to add a new item
- **Use the search bar** to find specific items

### 2.3 The Edit Form

When editing an item, you'll see a form with various fields:

Field Type	How to Use
Text	Type a single line of text
Rich Text	Formatted text with bold, italic, links, lists
Image	Click to upload or select an image
Date	Click to open a calendar picker
Toggle	Click to switch on/off (e.g., Published)
Dropdown	Click to select from options
Number	Enter a numeric value

### 2.4 Saving Changes

#### Important

Always click **“Save”** when you're done editing. Unsaved changes will be lost if you navigate away!

After saving:

1. Your changes are committed to GitHub automatically
2. The website rebuilds (takes 2–3 minutes)
3. Changes appear on the live site

## 3 Managing Team Members

### 3.1 Adding a New Team Member

**Step 1:** Navigate to **Team Members** in the sidebar

**Step 2:** Click the “**Create New**” button

**Step 3:** Fill in the required fields:

- **Full Name** — e.g., “Jane Smith”
- **Credentials** — e.g., “Ph.D.” or leave blank
- **Role** — Select from the dropdown menu
- **Profile Photo** — Upload a square image
- **Display Order** — Number for position on page (lower = first)

**Step 4:** Write the biography using the rich text editor

**Step 5:** (Optional) Add social media links (email, Twitter, LinkedIn, etc.)

**Step 6:** Click “**Save**”

### 3.2 Profile Photo Requirements

Requirement	Value
Format	JPEG or PNG
Minimum Size	400 × 400 pixels
Aspect Ratio	Square (1:1)
Maximum File Size	5MB

#### Tip

For best results, crop photos to a square before uploading. Photos should be professional headshots with good lighting.

### 3.3 Writing Biographies

#### Best Practices:

- Keep biographies to 1–2 paragraphs
- Include educational background
- Describe current research focus



- Mention any personal interests (optional)
- Use italics for gene names (e.g., *CHD8*, *Chd8*)

**Tip**

**Formatting gene names:** Highlight the gene name text and click the *I* (italic) button, or press **Ctrl/Cmd + I**.

### 3.4 Display Order

The display order determines where members appear on the Team page:

Order	Typical Use
1	Principal Investigator
2–5	Senior staff and Postdocs
6–10	Research Assistants
11–20	Graduate Students
21+	Undergraduate Researchers

### 3.5 Moving Members to Alumni

When a team member leaves the lab:

1. Open their Team Members entry and note their information
2. Delete their Team Members entry
3. Go to **Alumni** and click “**Create New**”
4. Fill in their information, including:
  - Years active in the lab
  - Their current position (if known)
  - Whether to feature them prominently
5. Click “**Save**”

## 4 Publishing News

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### 4.1 When to Post

Good topics for lab news include:

- Conference presentations and posters
- Awards and honors
- New grants and funding
- New team members joining
- Graduations and celebrations
- Paper publications and preprints
- Research milestones
- Lab events and outings

### 4.2 Creating a News Post

**Step 1:** Navigate to **News Posts** in the sidebar

**Step 2:** Click “**Create New**”

**Step 3:** Fill in the basic information:

- **Title** — Clear, descriptive (e.g., “INSAR 2024 Conference”)
- **Publication Date** — When to show the post
- **Featured Image** — Main image for the post
- **Image Description** — Alt text for accessibility

**Step 4:** Write the post content using the rich text editor

**Step 5:** (Optional) Add carousel images for events with multiple photos

**Step 6:** Set publishing options:

- Check “**Published**” to make visible on the site
- Check “**Featured on Homepage**” to show in the latest news section

**Step 7:** Click “**Save**”

### 4.3 Image Guidelines

Image Type	Recommended Size	Orientation
Featured Image	1200 × 700 pixels	Landscape
Carousel Images	800 × 800 pixels	Square

**Tip**

Include people in your images when possible — they’re more engaging than text or logos alone!

### 4.4 Image Carousels

For events with multiple photos (conferences, parties, etc.):

1. Scroll to the “**Image Carousel**” section
2. Click “**Add Image**” for each photo
3. Upload the image
4. Add a description for each image
5. Repeat for all photos (5–10 maximum recommended)

## 5 Research & Funding

### 5.1 Research Projects

Each research project on the Research page includes:

Field	Description
Heading	The research question or aim title
Description	Rich text explaining the research
Figure	Supporting image with caption
Layout	Image position (left or right of text)
Order	Position on the page

**Tip**

Alternate the layout (image left, then image right) for a more visually interesting page.

### 5.2 Funding Sources

Each funding entry includes:

Field	Description
Project Title	Official grant title
Program Title	Funding program name
Funding Source	Organization name (NIH, NIMH, etc.)
Logo	Organization logo image
Principal Investigator	PI name
Description	Grant description and goals
Status	Active or Past

**Tip**

Past funding automatically appears in a separate “Past Funding” section at the bottom of the Funding page.

## 6 Site Settings

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Access global settings via **Admin** → **Site Settings**.

### 6.1 Lab Information

- **Lab Name** — Displayed in header and footer
- **Tagline** — Appears on homepage banner
- **Mission Statement** — Homepage section content

### 6.2 Contact Information

- **Email** — Contact email for the lab
- **Address** — Physical location
- **Form Endpoint** — FormSubmit.co endpoint URL

### 6.3 Banner Images

Each page can have its own banner image:

- Home page banner
- Team page banner
- Research page banner
- News page banner
- Contact page banner

**Recommended banner size:** 2000 × 800 pixels minimum

## 7 Formatting Text

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### 7.1 Basic Formatting

The rich text editor supports:

Format	How to Apply	Shortcut
Bold	Click <b>B</b> button	Ctrl/Cmd + B
Italic	Click <i>I</i> button	Ctrl/Cmd + I
Heading	Select from dropdown	—
Bullet List	Click bullet icon	—
Numbered List	Click number icon	—
Link	Click link icon	Ctrl/Cmd + K

### 7.2 Creating Links

1. Highlight the text you want to link
2. Click the link icon in the toolbar (or press Ctrl/Cmd + K)
3. Enter the full URL (including **https://**)
4. Click “**Add**” or press Enter

### 7.3 Internal Links

For links to other pages on the Muhle Lab website, use relative paths:

<code>/contact</code>	Links to the Contact page
<code>/news</code>	Links to the News page
<code>/team</code>	Links to the Team page
<code>/research</code>	Links to the Research page

### 7.4 Gene Names

Scientific convention requires gene names to be italicized:

- Human genes: *CHD8*, *ARID1B*
- Mouse genes: *Chd8*, *Arid1b*

To italicize: highlight the gene name and press **Ctrl/Cmd + I**.

## 8 Troubleshooting

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### 8.1 Common Issues

Problem	Solution
Can't log in	Verify you're a repository collaborator. Contact the webmaster to be added.
Changes not showing	Wait 2–3 minutes for the site to rebuild. Try refreshing with Ctrl/Cmd + Shift + R.
Build failed	Check GitHub Actions tab for error details. Usually caused by missing required fields.
Image won't upload	Compress the image, check the format (JPEG/PNG only), and try renaming the file.
Formatting looks wrong	Clear the formatting and reapply it. Avoid copying from Word.
Site is down	Contact the webmaster immediately.

### 8.2 Checking Build Status

To see if your changes are live:

1. Go to the GitHub repository
2. Click the “**Actions**” tab
3. Look for the most recent workflow run
4. Green checkmark = success (changes are live)
5. Yellow circle = in progress (wait a moment)
6. Red X = failed (click for details)

### 8.3 Getting Help

- **Lab Webmaster** — For most issues and access requests
- **GitHub Issues** — Open an issue on the repository for bugs
- **TinaCMS Docs** — <https://tina.io/docs/>
- **Documentation** — Check the docs/ folder in the repository

## A Keyboard Shortcuts

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Shortcut	Action
Ctrl/Cmd + S	Save changes
Ctrl/Cmd + B	Bold text
Ctrl/Cmd + I	Italic text
Ctrl/Cmd + K	Insert link
Ctrl/Cmd + Z	Undo
Ctrl/Cmd + Shift + Z	Redo
Ctrl/Cmd + Shift + R	Hard refresh browser

## B Resources

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### B.1 Quick Links

- **Live Website:** <https://muhlelab.org>
- **Admin Panel:** <https://muhlelab.org/admin>
- **GitHub Repository:** <https://github.com/davidfrivas/muhle-lab-web>
- **TinaCMS Dashboard:** <https://app.tina.io>

### B.2 Documentation

All documentation is available in the `docs/` folder:

- `GETTING_STARTED.md` — First-time setup
- `ADDING_TEAM_MEMBERS.md` — Team member guide
- `PUBLISHING_NEWS.md` — News posting guide
- `EDITING_CONTENT.md` — General editing tips
- `TROUBLESHOOTING.md` — Common issues
- `CUSTOMIZATION_GUIDE.md` — For other labs using this template

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This guide was created for non-technical researchers to easily manage lab website content.