



Features Overview

“What You See Is What You Get” (WYSIWYG) editing

- Easy to learn for content maintainers—train new users in an hour
- No HTML knowledge required
- Link browser lets you link to many resources without knowing their URLs

Content sharing

- Share content across multiple sites to reduce duplication of content & effort
- Sites can share/borrow images, documents, blog posts, events, etc.
- Updates to an item are automatically applied everywhere it appears
- Content creators control whether an item is private (their site only) or shared by all

Image management

- Create a sitewide library of images with robust metadata for easy search/retrieval
- Upload images from anywhere
- Automatically resize images as they are uploaded
- Retain original high-res images
- Flag images as private (for one site only) or shared (available to all sites)
- Add images to pages with a single click
- Easily create photo galleries and slideshows
- Batch image import simplifies publishing multiple images

Document management

- Upload and share documents of any type
- Easily place documents on pages
- Apply group-based access control to documents

Event calendars

- Create departmental events calendars that feed a campus-wide calendar
- Flow calendar data onto any page
- Offer online registration for calendar events
- Offer calendar views filtered by audience and/or event type
- Include rich event details: images, links, documents, news items, and more

Create (and control) custom design themes

- Choose from a library of predefined themes or create your own
- Site maintainers can change themes with a single click (if you permit it)
- You control which themes are available for selection, and which sites may change themes

Podcasting and multimedia management

- Upload and manage multimedia files (audio, video, Flash, etc.)
- Built-in podcasting feature allows site visitors to subscribe in iTunes
- Create simple audio/video download pages or complete multimedia archives

Designed to meet U.S. Section 508 accessibility standards

- Designed to promote the creation of accessible content via semantic HTML
- Text-only version available automatically for all pages
- Captions required for all images—no missing alt tags
- Automatically creates assistive-device-friendly navigation menus
- Content is accessible to keyboard users, and hidden links are provided to skip repetitive navigational elements

Full Unicode (foreign language character) support

- Built-in Unicode support accommodates content in many languages

Unlimited blogs and newsletters

- Give site maintainers the ability to create publications as needed
- Flexible blog/newsletter module offers a variety of features: commenting, categories, moderation, issues, archiving, RSS feeds and more

No more broken links or bad bookmarks

- Reason handles redirects automatically when a page is moved, reducing “page not found” errors and keeping links and bookmarks alive

User-friendly forms

- WYSIWYG form editor allows content maintainers to easily build forms
- Forms can email results or save to a database (or both)
- Forms submitted to databases can be exported as tab-delimited data
- Forms have reliable server-side error checking

Republish content

- Write your story or page content in one place, and publish in many places
- Embed content from any RSS/Atom feed on any page

Additional features tailored to higher education

- Faculty/staff pages
- Job postings: Student, Faculty, Staff
- Library/Subject reference guides*
- Policy and minutes management
- Foreign language support
- Alumni profile pages*
- Athletics site framework*
- Campus directory support
- Additional education-specific features will be added as created by Carleton and other development partners

* Available upon request - not part of basic install.

Pluggable Authentication and Authorization

- Set up any number of auth/directory plugins
- Merge plugin results to simultaneously integrate with multiple userbases

Free Open Source Software

- You find there's something you'd like to add or fix? The code is 100% open, so you can make changes as needed.
- Contribute it back to the project to support open source content management for higher education!

Questions about Reason? Interested in downloading it or taking it for a test drive?

Visit <http://reason.carleton.edu> or email reason-support@lists.carleton.edu