

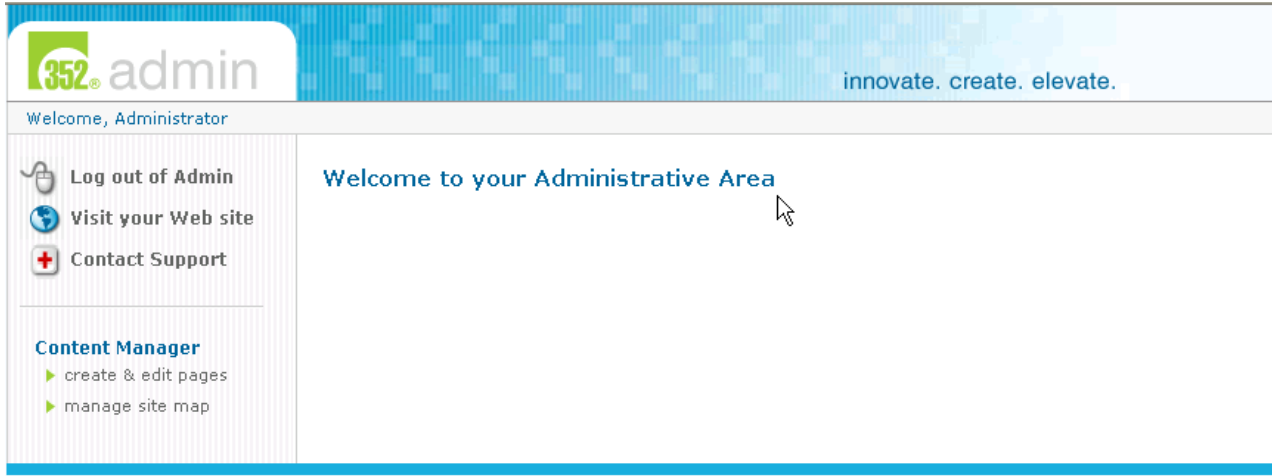
Content Management System User's Guide

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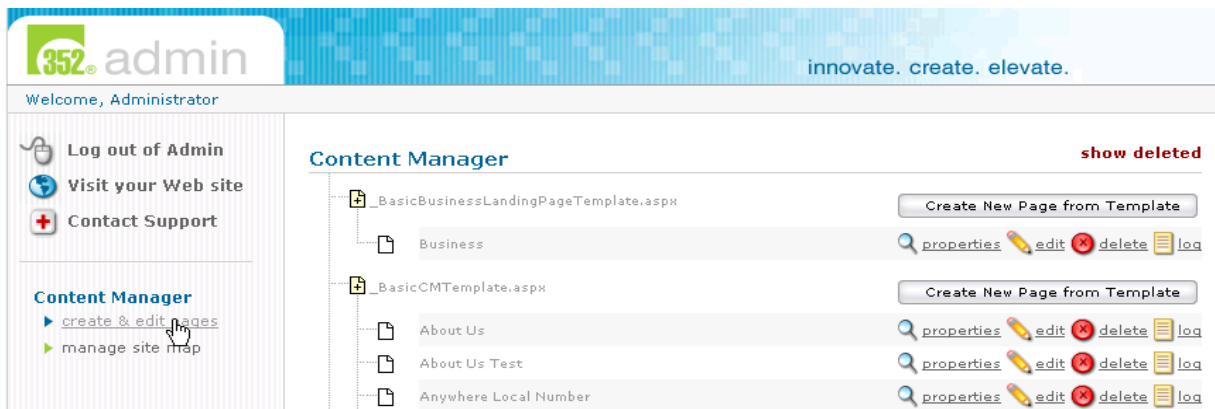
CMS Overview

- I. Within the administrative interface there are two links beneath the main Content Manager heading.
 - a. **Create & Edit Pages** – Create new pages and/or alter existing pages within the Web site.
 - b. **Manage Site Map** – Arrange pages already created within the site structure.



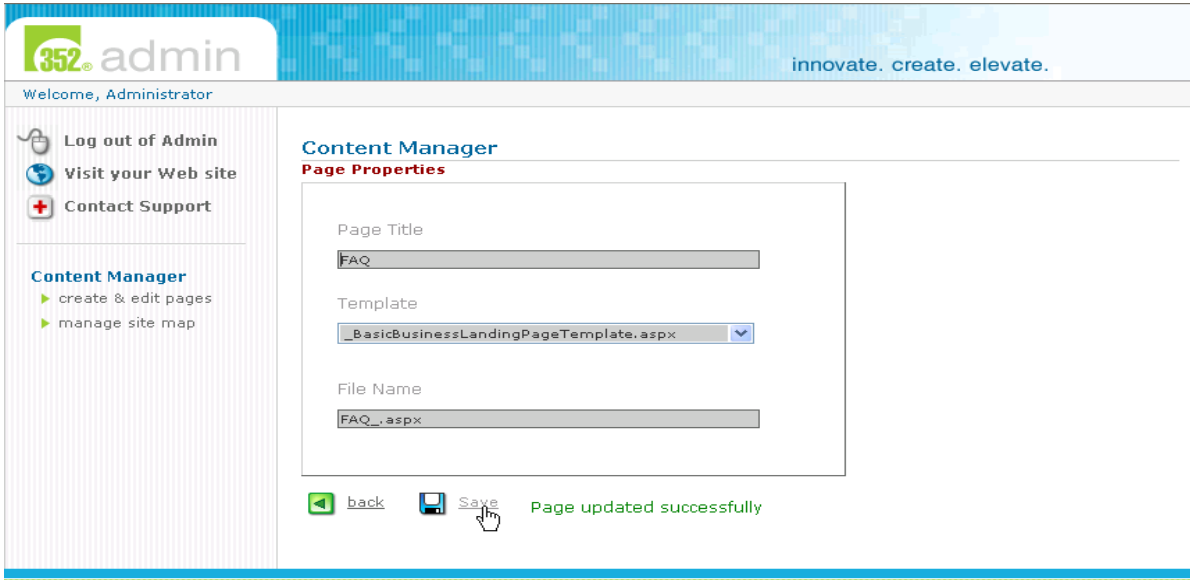
Creating Pages

- II. Before working within the “Manage the Site Map” section, a page must be created by clicking on “Create & Edit Pages.”
 - a. To create a new page, click on “Create New Page from Template.”
 - i. **Note:** there might be several different templates within your content manager, depending on the design of your site. Please be sure to create a new page from the correct template that matches the area in which you would like to put the page.



- b. The “Page Properties” area displays a Page Title text box and a Page Template drop down menu.

- i. The file name for the page is automatically generated from the page title.

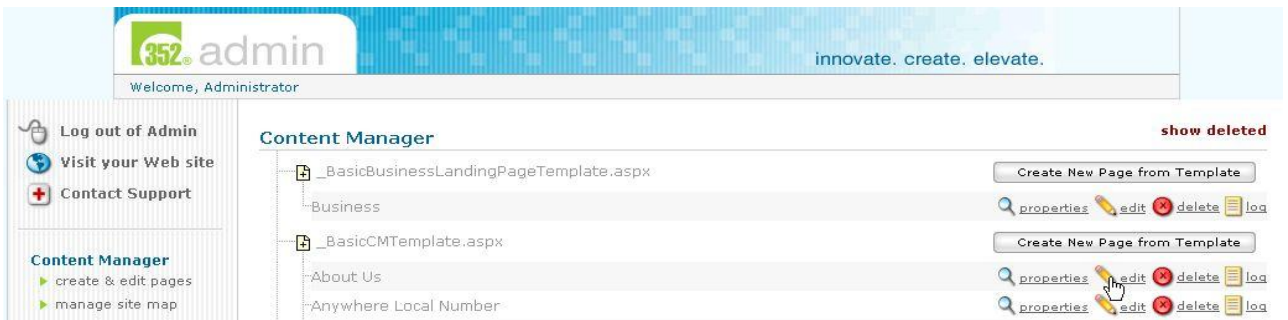


- c. In this screen only, a different file name than the one that is automatically created may be designated. A **page file name cannot be edited once the page has been created.**
 - i. **Notes:**
 1. A file name cannot begin with a number and there can be no spaces in the file name. Use an underscore _ to create a "space."
 2. Once the page has been created, the file name cannot be changed; only the title of the page can be changed.
 3. No two pages can have the same filename.
- d. After entering the page title and file name, click on the "Save" button to create the page within the system. Click the "Back" button to return to the "Create & Edit Pages" area.

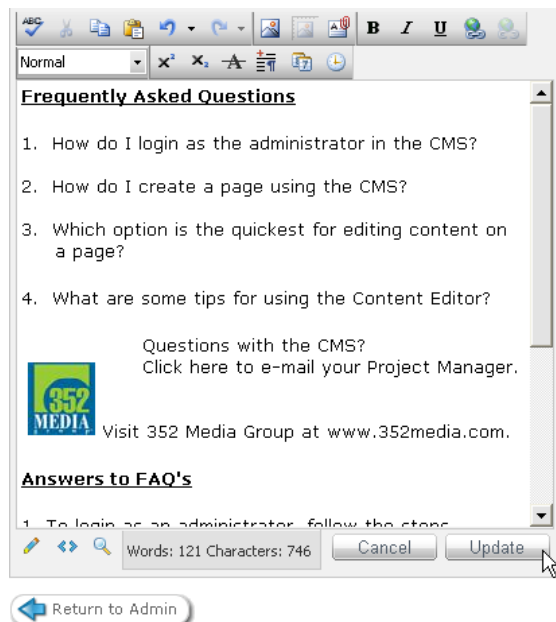
Editing Pages

Note: We **do not recommend** cutting and pasting text from Microsoft Word as is can cause difficulties with formatting. If you choose to cut and paste text, only do so with plain text using Notepad.

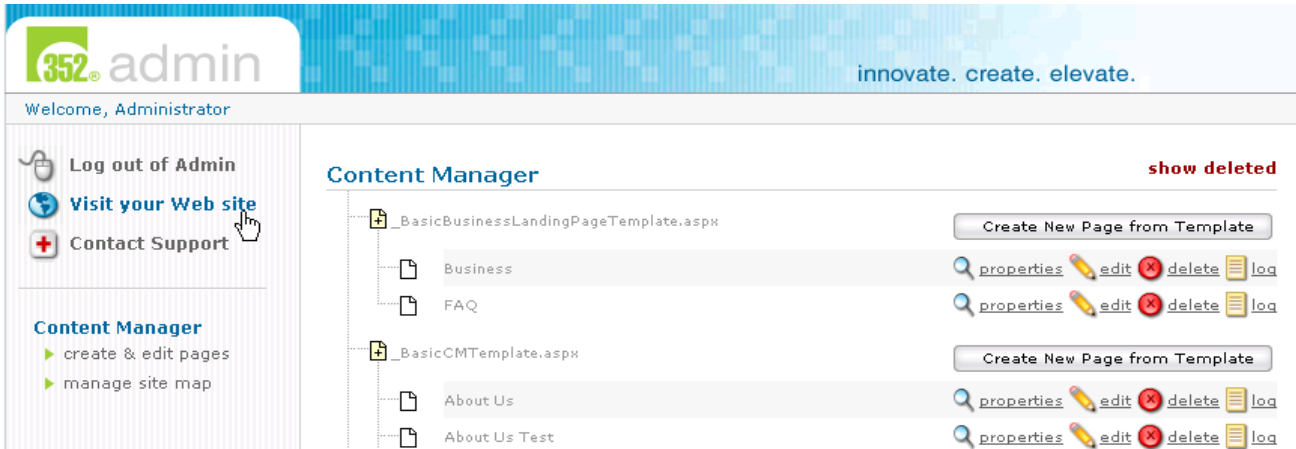
- III. Existing pages can be edited through **two different methods**:
 - a. The **first method** is by clicking on the “Edit” button for that page under the “Create & Edit Pages” area. This allows quick navigation to a specific page for editing purposes and is generally more efficient for small changes.
 - b. A **second option** to edit pages is by clicking on “Visit your Website” and navigating to the page and editing from there. This option facilitates faster editing for large content management tasks.
- IV. To edit using the **first option**, click on “Edit” link. This will load the page that is to be modified.



- a. A small pencil icon will appear on the page next to any editable regions of the page.
- b. Clicking on the pencil will bring up the content editor and a content box.
 - i. The content editor has the following tools on the toolbar: (from left to right): *spell check; cut, copy and paste; undo and redo; image manager; set absolute position; file manager; bold, italics and underline; hyperlinks manager; remove hyperlink; drop-down menu for text format; superscript and subscript; strikethrough; new paragraph; time and date insertion.* (See pages 6-7 for diagrams)



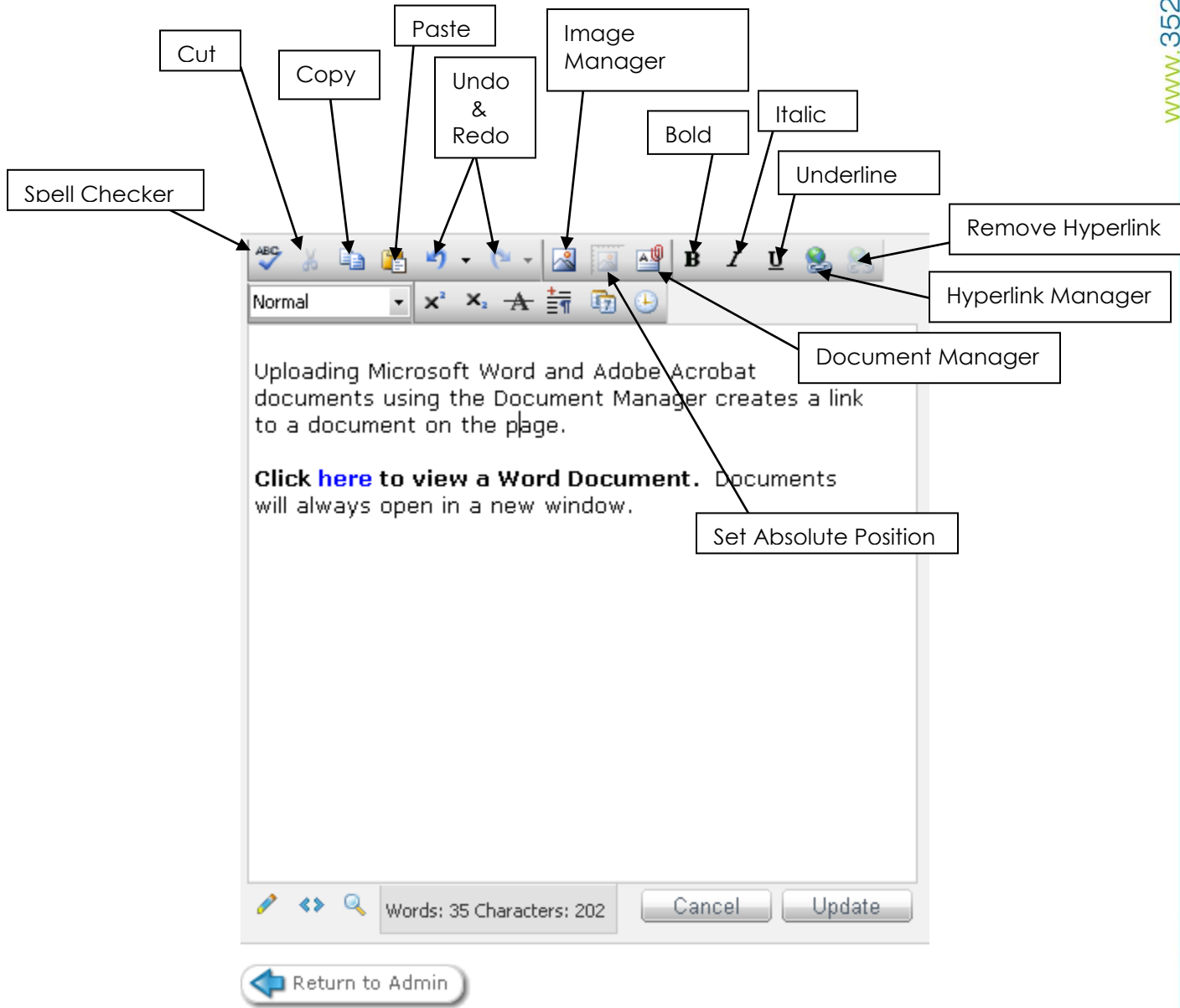
1. Upon completion of all editing, click the “Update” button at the bottom to save the changes.
 - ii. To return to the Administrative Interface of the site, click on “Return to Admin” button below the content editor.
- c. To edit using the **second option**, click on “Visit your Web site” in the upper left-hand corner of the CMS.



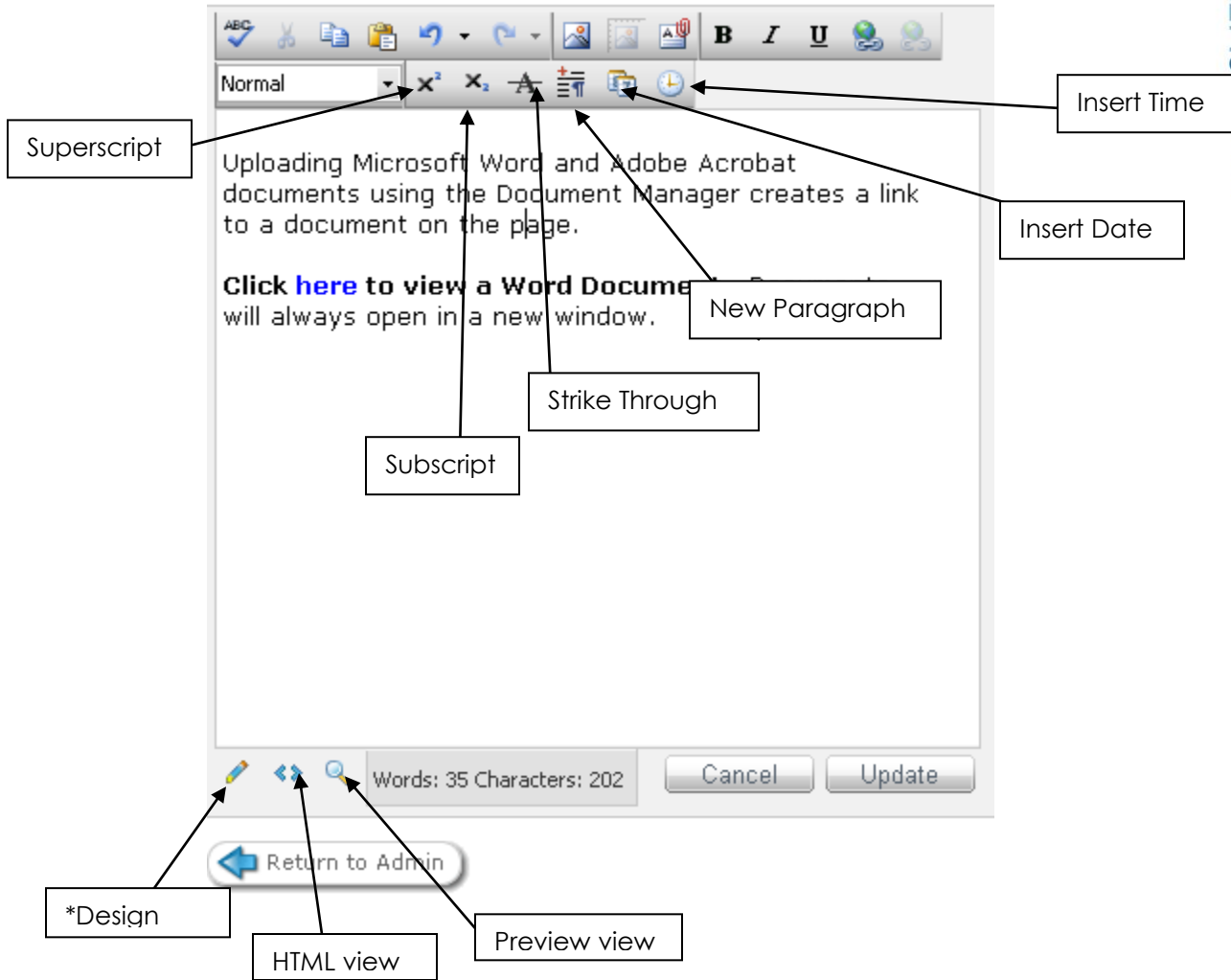
- i. This will load the home page of the Web site.
- ii. Navigate to the page that is to be edited.
 1. Please not that you will not be able to utilize this method unless you have already placed the page into your site map.
- iii. A small pencil icon will appear on the page next to any editable regions of text.
- iv. Clicking on the pencil will bring up the content editor and a content box.

Tips for Using the Content Editor

Quick Reference



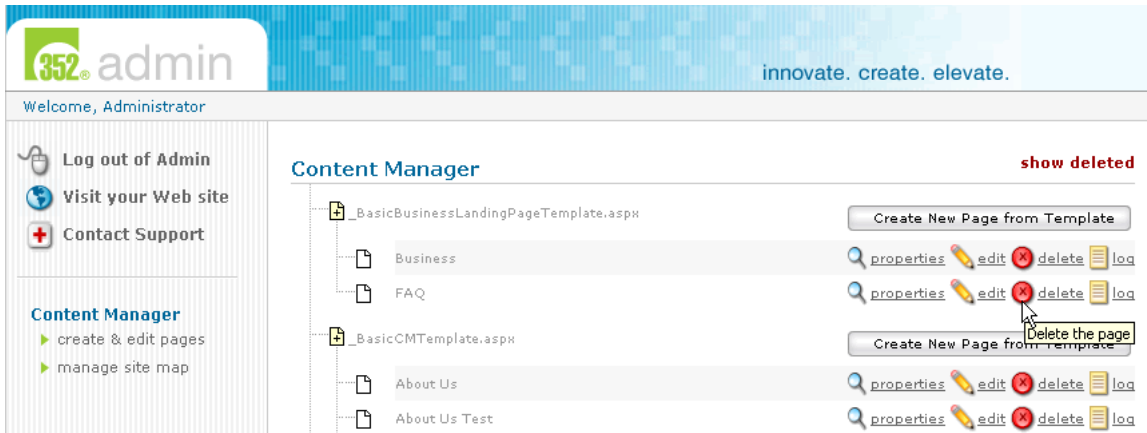
***Note:** The default view of the content editor is the design view.



Deleting and Restoring Pages

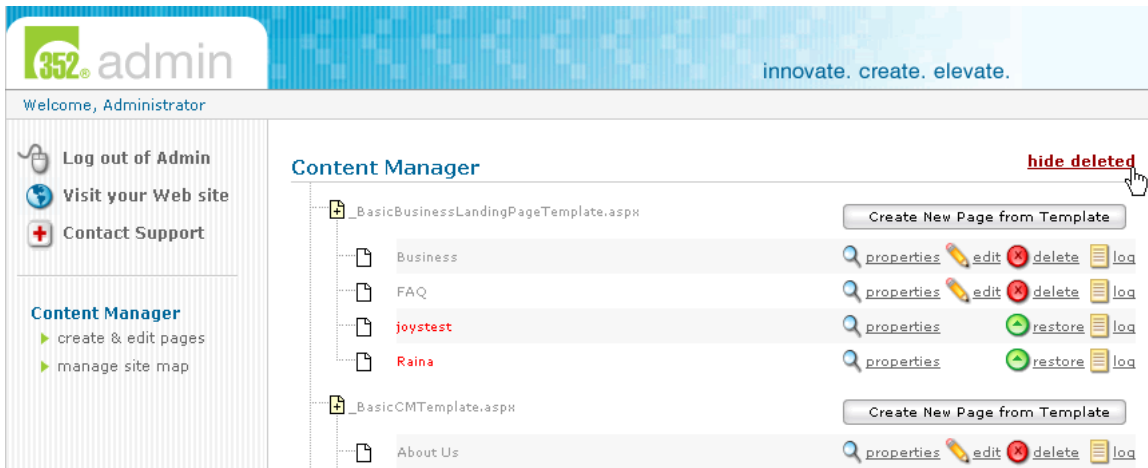
Deleting Pages

- I. To delete a page, click on "Delete" for that page.
 - a. The administrator will be prompted to confirm the deletion request.



Restoring Pages

- b. View all deleted pages by clicking on "Show Deleted" at the top-right of the page.

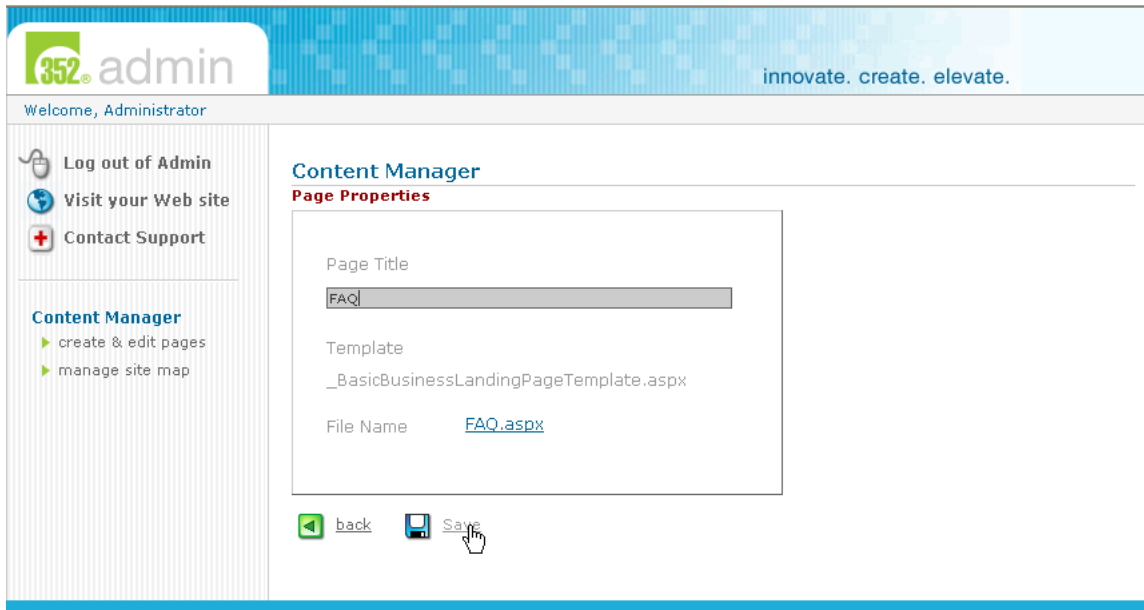


- II. To restore a page, click on "Restore" for that page.
- III. To hide deleted pages, click on "Hide Deleted" at the top-right of the page.

Renaming a Page Title

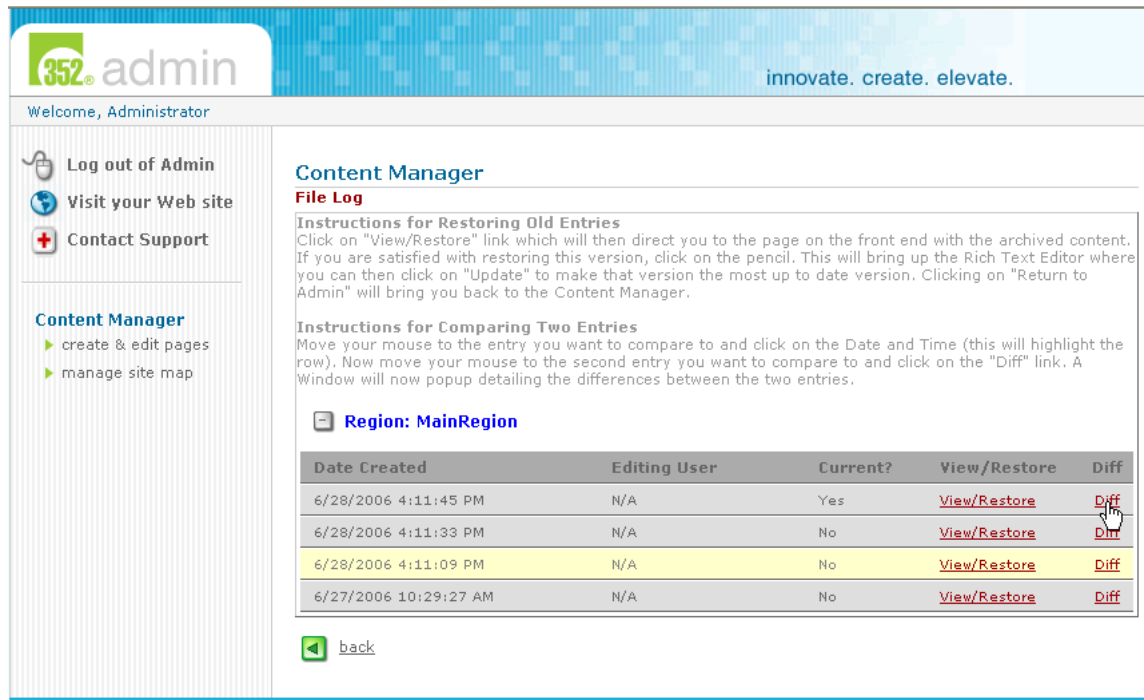
- a. Clicking "Properties" will open a new window.

- b. Here the page title can be changed by deleting the existing page name and entering a new one.
- c. **Note:** The file name (FAQ.aspx) can not be changed



File Log

- a. This is where all the history of a specific page can be viewed.
- b. Each time a page is updated it is saved to the page log.



- i. Clicking on a log entry will highlight the line.
- b. Once an initial log entry has been selected by clicking it, differences can be viewed between it and another log entry by clicking on the "diff" link associated with the second entry.

Content Manager

Difference View

color key: ■ → ■ replaced → deleted
■ → ■ new line → no change

SOURCE	DESTINATION
Page: FAQ	Page: FAQ
Filename: FAQ1.aspx	Filename: FAQ1.aspx
Region Name: MainRegion	Region Name: MainRegion
Date: 6/28/2006 4:11:09 PM	Date: 6/28/2006 4:11:45 PM
00000: FAQ	00000:
00001:	00001:
00002:	00002: <u>
00003:	00003: FAQ for you!</u>
00004:	00004:
00005:	00005:

Close Window

- c. A new window will open displaying the differences between the two pages.
 - i. To update a new page from the log, click on "View/Restore" and click on the small pencil icon to edit the page.

352 admin innovate. create. elevate.

Welcome, Administrator

- Log out of Admin
- Visit your Web site
- Contact Support

Content Manager

- ▶ create & edit pages
- ▶ manage site map

Content Manager

File Log

Instructions for Restoring Old Entries
 Click on "View/Restore" link which will then direct you to the page on the front end with the archived content. If you are satisfied with restoring this version, click on the pencil. This will bring up the Rich Text Editor where you can then click on "Update" to make that version the most up to date version. Clicking on "Return to Admin" will bring you back to the Content Manager.

Instructions for Comparing Two Entries
 Move your mouse to the entry you want to compare to and click on the Date and Time (this will highlight the row). Now move your mouse to the second entry you want to compare to and click on the "Diff" link. A Window will now popup detailing the differences between the two entries.

Region: MainRegion

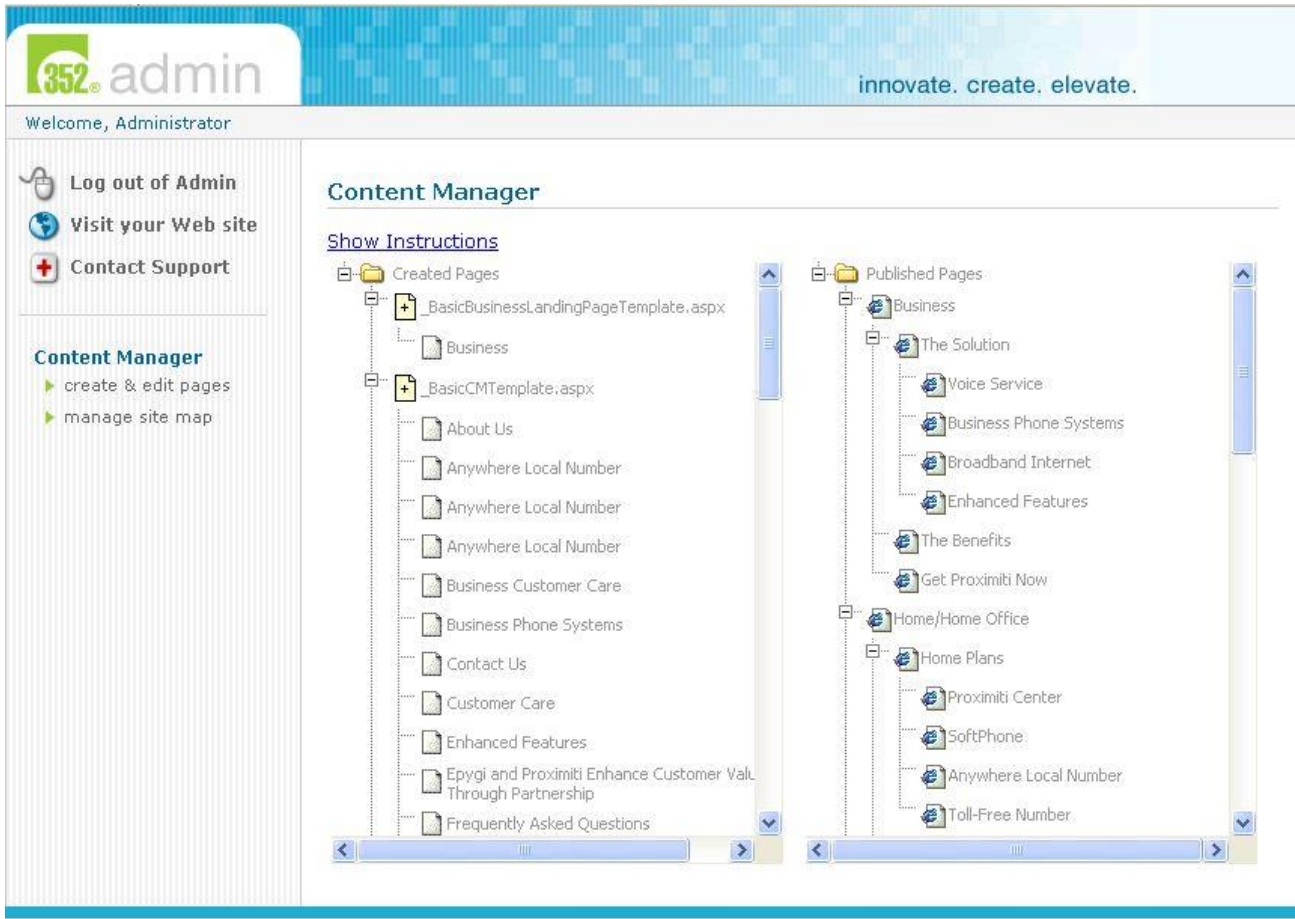
Date Created	Editing User	Current?	View/Restore	Diff
6/28/2006 4:11:45 PM	N/A	Yes	View/Restore	Diff
6/28/2006 4:11:33 PM	N/A	No	View/Restore	Diff
6/28/2006 4:11:09 PM	N/A	No	View/Restore	Diff
6/27/2006 10:29:27 AM	N/A	No	View/Restore	Diff

back

1. This will load the contents of the version in question into the editor. Content has not yet been restored.
- ii. Click the "Update" button and the page from that log-date will update the current page on the Web site.

Managing the Site Map

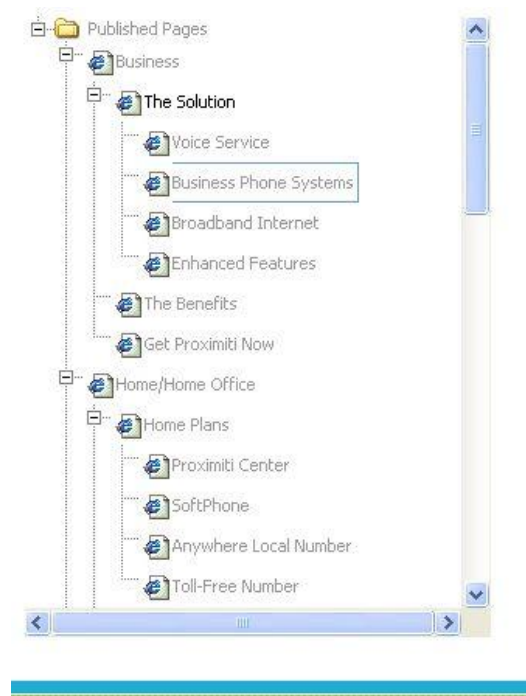
- I. Once pages have been created, publish them to the site by clicking "Manage Site Map."
 - a. This will load a new screen where all pages that have been created are on the left side of the page in alphabetical order and the site map is on the right side.



- b. Main pages should be dragged into Published Pages folder of the Site Map.
 - i. Dragging a page is accomplished by selecting the desired page to insert, clicking and holding while dragging the filename into the site map on the right side of the page.
 - ii. This functions much like drag-and-drop functionality with other programs of the Windows or Macintosh operating systems.
- c. Sub-pages can be dragged into the main pages and so on.

II. **Notes:**

- a. When using Internet Explorer, be sure to drag the “ghost” image, not the mouse, to the correct spot.
 - i. When using Mozilla Firefox, there is no “ghost” image.
- b. Both the page on the left and the destination on the right must be visible on the screen. This may require some scrolling, minimizing or expanding of main links and sub pages to accommodate, depending on the complexity/depth of the Web site.
- c. **One recommended implementation is to create a set of pages for a given category or group and pull them into the Site Map before creating another set.** This minimizes scrolling for complex sites, and allows for ease of organization and implementation.
 - i. To allow a single page to be included in multiple places on the site, simply drag-and-drop the page into multiple areas on the sitemap.



- d. To move a page to the top of the list, in the right column, select the page so there is a blue box around it.
 - i. Using the keyboard, hold down CTRL key and use the “up” and “down” arrow keys to move the position of the page.
 - 1. The system is updating with each move so please wait a moment (a second should be sufficient) after each move.
- e. To delete a page from the site map, in the right column, select the page so there is a blue box around it.
 - i. Using the keyboard, hit delete. The page should be removed from the site map.
- f. To change the navigation title in the site navigation, double-click on the page in the site map and change the text.