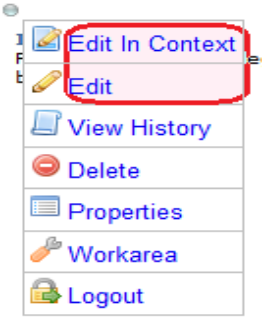
Basic Webpage Editing and Creation Instructions 09/17/2012



Connecting to Ektron Content Management System

- Go to http://www.ship.edu/cmslogin/
- Log in using your user name and id

Select Edit Mode

- Hover over the blue button above the content. Pages that you have permission to edit will display Edit in Context, Edit, View History, Delete, Add Task, Add Properties, Workarea and Log out
- NOTE: If you don't see the blue button after logging in, your browser has cached the page and you will need to force your browser to fully reload the page.
  To reload the web page use one of the following:
    - Press and hold Shift and left-click the Reload button.
    - Press "Ctrl + F5" or press "Ctrl + Shift + R" (Windows,Linux)
    - Press "Cmd + Shift + R" (MAC)
- If reload doesn't clear the cache, use your browser's tools to clear the cache. Instructions for common browsers are included at http://www.ship.edu/Web/Instructions/

Edit in Context

- "Edit in Context" is simplest with least edit options – Save, Spell check, Hyperlink, Remove Link, and Add from Library, Bold, and Italics.
  Click on Edit in Context, Edit, Save. Your changes are saved and published.

The "Edit" Toolbar

- "Edit" opens the page in a new window, it offers the following edit options
    - Save Options include: Save and Publish, Save and check in for approval, Save but not checked in, Preview edits, and Cancel (Cancel will undo checkout, discard your edits, and close the editor).
    - Spell check
    - Add/remove a hypertext link
    - Insert library item
    - Apply bold or italic formatting **B**, *I*
    - Cut selected text
    - Copy selected text
    - Paste text
    - Paste text from Word **(DO NOT paste from WORD or other document without using paste from Word or Paste plain text)**
    - Paste plain text
    - Set Image Properties (appears when you select and right click on an image)

Images

- Click in the document where you wish to insert an image. Then click on (The library folder stores images that can be inserted into editor content.)
    - Click in the library select images. You will see images that are in your folder. You may select images or thumbnails from the images available. Double click to insert
    - You may also click on the library image, select images and browse other folders for Ship images. There is a Ship/images folder which includes groups of images.

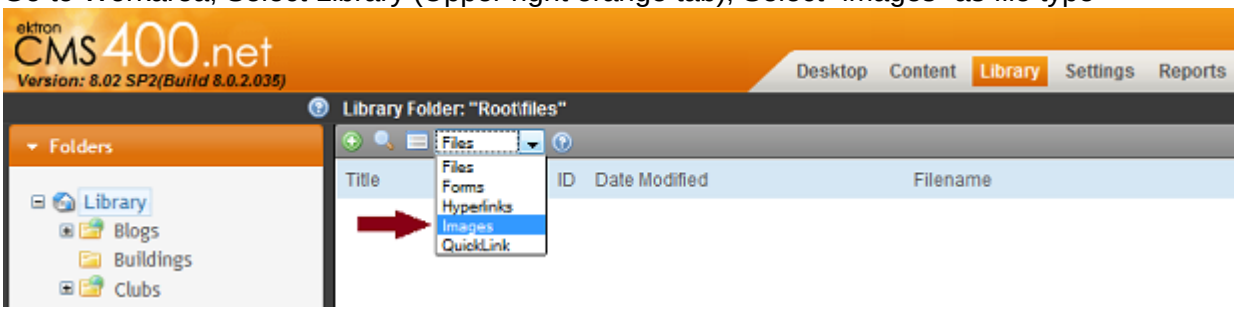
- To insert new images into the library – in document select library, then select Add Library item . An Add File screen appears. Upload the image from your source. Make sure you have resized and edited the image before you add it to the library (See Photo Editing below).

o After you have added the image, you can set it's properties by right clicking on the image. Properties include alignment, borders, spacing, alternative text, and size.

Overwriting images

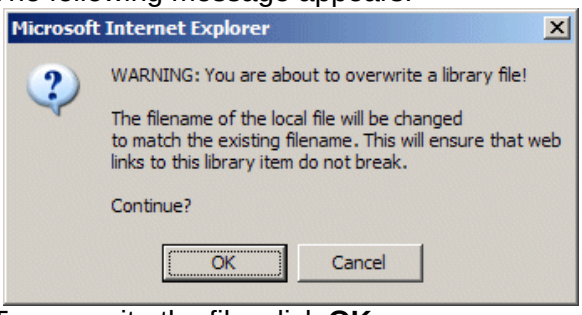
To overwrite a library file, follow these steps.

Go to Workarea, Select Library (Upper right orange tab), Select "images" as file type



1. Navigate to the View File screen for the file you want to overwrite.
2. Click the Overwrite button ( ).
3. The Overwrite File screen appears.
4. Click the **Browse** button.
5. A window lets you navigate to the new file.
6. Click the file, and then click the **Open** button.
7. You return to the Overwrite File screen with the path to the new file in the **Filename** field.

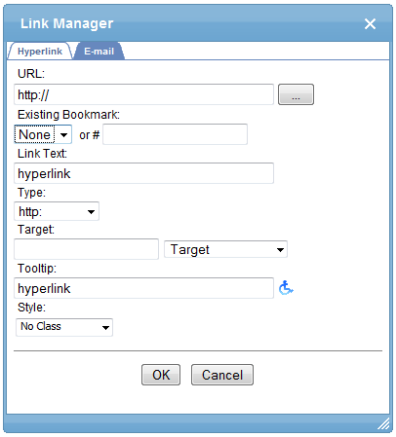
8. If desired, enter a **Description** for the new file.
9. To overwrite the current version of the file with this version, click the Update button ( ).
10. The following message appears.



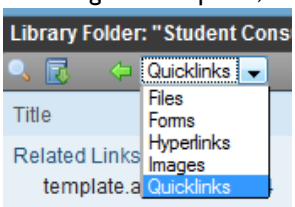
11. To overwrite the file, click **OK**.

Hyperlinks

- Highlight the text you wish to make a link
- Select Add a hypertext link
- You may add an external URL, connect to an email, existing bookmark or anchor , or scroll for a Ship page (including your own pages) by clicking the ellipses button beside the URL box



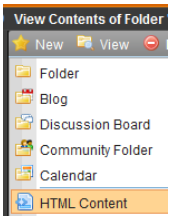
- If scrolling for a Ship link, make sure you have Quicklinks selected for type (in upper right box).



- Scroll Ship folders (left column), select the file you wish to link to, Click Insert to add the link.
    - NOTE: When selecting links to Ship pages select the relative link – starts with ○ /WorkArea… **not** ○ http://

Adding New HTML Content

1. You must go to the Work Area to add new content
2. Select Content (upper right screen in Work Area)
3. Browse to folder where you will create the content (upper left screen – select Ship and drill down to your folder)
4. Click New > HTML Content (Upper right screen)
5. The Edit Content window opens
6. Name your content (no slashes)
7. Create content in the editor
8. Save and/or publish content
9. Link content from somewhere in your pages

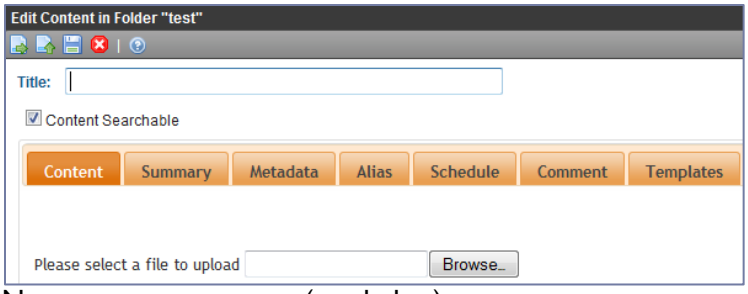


Adding New Documents – PDF or Word

Warning: Do not use Word documents unless absolutely necessary. User must have Word to open file and can edit the file. Most files can and should be created as HTML content. PDF is OK for larger or structured documents, but use judiciously.

1. You must go to the Work Area to add new content
2. Browse to folder where you will add the content
3. Click New > DMS Document

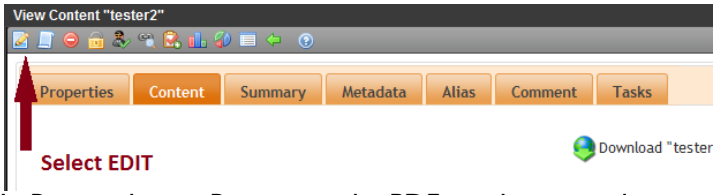
4. The Upload Document window opens



5. Name your new content (no slashes)
6. Browse to the document you wish to add
7. Publish the document
8. Link content from somewhere in your pages

Updating Existing PDFs

1. Create the PDF and save to your documents or other location NOTE: The file must have the same name as the existing PDF.
2. Go to the WorkArea, select Content, select Ship, then your folder
3. Select the PDF you wish to update
4. Select edit



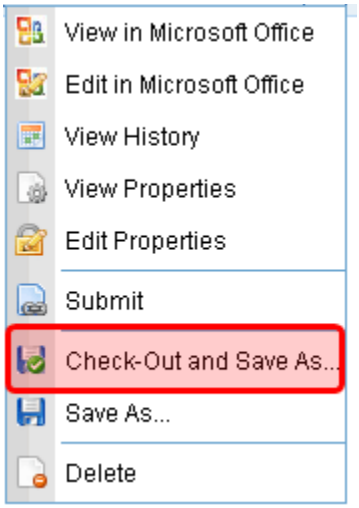
5. In Browse box -- Browse to the PDF you have saved
6. Publish change

Editing an Existing Word Documents

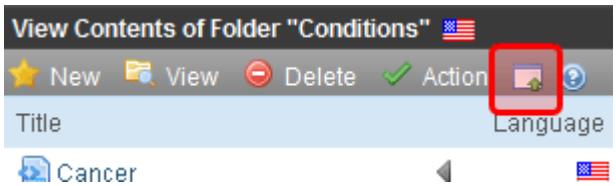
You do not edit a managed file within Ektron CMS400.NET. Instead, you check it out, save it on your computer, edit it using the host application, then check it back in to Ektron CMS400.NET.

Follow these steps to edit a managed file.

1. From the Workarea, select the **Content** folder.
2. Select the managed file's folder.
3. Select the managed file you want to edit.
4. Hover the cursor over the triangle ( ) on the right end of the file and click.
5. Click **Check out and Save As** from the dropdown menu.



6. Select a folder on your computer in which to save the file.
7. Open the host application.
8. Edit and save the file.
9. Return to Ektron CMS400.NET and open the file's folder.
10. Click **Add Assets** (circled below).

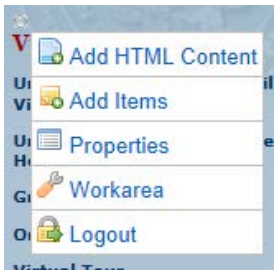


11. Use the Add Asset **File Upload** tab to import the file.

Updating Menus

- Select edit menu from page view (located as a new tab at the bottom of the menu)
- Click on Left Nav I
- You can add, reorder, edit or delete menu items
- Clicking "Add" will present options of "content item" (html or pdf pages), "library asset", "external hyperlink" or "Sub menu"
    - Add "content item" will allow you to select content items to add –- click on items and click to add these to your navigation
    - "Sub Menu" Will allow you create a title for a drop down menu –- save and return to this item on your menu and add content to the sub menu

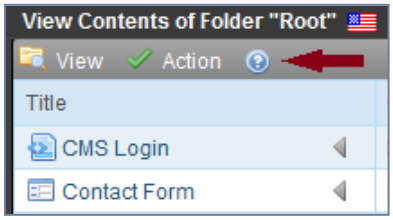
Updating Right Column Items



- Hover over the blue button in page view to view edit options
- Select **Properties**
- Click on the content
- Page opens, select edit (first icon on tool bar), make changes, and publish (on tool bar)

Accessing Online Help

To access online help for any screen, click the help icon (illustrated below).



When you do, an online help screen appears with a topic based on where you were when you clicked for help.

The following table describes the buttons available after clicking "Open topic with navigation" on top of the help screen.

Button	Description
	Display A-Z Topic List inside the navigation panel.
	Hide/Show navigation panel on the left side.
	Print topic
	Add topic to favorites
	Remove search highlighting
	Back

Editing Options Specific to Shippensburg's Website

Adding Navigation menus and Right Column

Left navigation bars

- Go to folder , click on View, select Menu
- If nothing is there click on + and add "Left Nav 1" and save. If DW Navigation is sectioned you can add a Left Nav 2, Left Nav 3, etc. Section titles can be added in advanced settings Description
- You can add navigation items such as content items in the folder and external links to the Left Nav 1
- If the nav item is a PDF add image pdficon_small.gif to the image link after title
- You can also use images instead of titles for College portrait, apply, visit
- Save changes

Right Col items

- First create each section item as a content item. Check content items as not searchable
- Go to folder , click on View, select Collection
- If nothing is there click on + and add "Right Col 1" and save. To create Right Col sections you can add a Right Col 2, 3, etc. Section titles should be placed in the Content Item as a Header III
- Save Changes

Insert Rotating Images

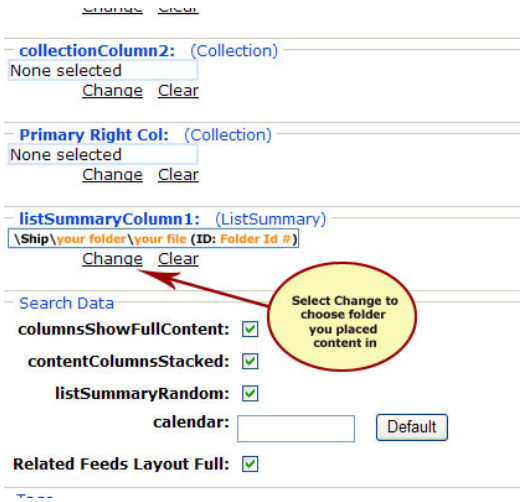
- In a content item insert an image (usually from the folder you wish to use for the rotating images)
- Right click on image to set image properties -- select alignment, Alt text, spacing (I usually set to 8 and 8)
- then change image to /RandomImage.ashx?id=FOLDER#
    - Replace FOLDER# with the folder id of the images
        - 545 is Athletic Images
        - 416 is Campus 150 images
        - 415 is Campus 330 images
        - 564 is Campus main 150
        - 563 is Campus2 330
        - 424 is Construction
        - 423 is education in Action 200
        - 422 is education in Action 330
        - 544 is Fall Campus
        - 546 is Spring 150
        - 547 is Spring 330
        - 421 is Students 150
        - 420 Students 330
        - 565 Students2 150
        - 566 Students2 330
        - 573 is Summer
        - 542 is winter Campus

Roll over images

- Any image that has an alternative name of IMAGE_over as the file name will present the alternative upon hover (EXAMPLE: navApply1_over.jpg will replace navApply1.jpg as you hover).
- File extensions must match, but you can use jpg, gif or png files

Calendars

- Create Calendar
    - Contact Web Technical Services to create a calendar and calendar display page for your area
- View Calendar screen



1. Access the **Modules** folder from the lower left corner of the Workarea.
2. Click the **Calendars** folder.
3. The Calendar Modules screen appears. It lists all calendars

- Adding a Calendar Event

  You can only add a calendar events if you have add or edit permission for the calendar's folder.

  1. Access the calendar to which you want to add an event.
  2. Navigate to the month and day for which you want to add a calendar event.
  3. Click the Add Event ( ) button.
  4. The Add Calendar Event screen appears.
     Enter information in the fields.
  5. Click **Save (** **)**

- Edit a calendar event
  1. Access the calendar to which you want to add an event.
  2. Navigate to the month and day for which you want to add a calendar event.
  3. Click the Edit Event ( ) button.
  4. The Edit Calendar Event screen appears. Enter information in the fields.
  5. Click **Save (** **)**

- See Ektron help for information on reoccurring events and other calendar options.

Rotating Content

- To be used for quotes, highlighting random information
- Create a sub-folder in section folder for random content only
- Create content items with images and/or text in this folder
- In Metadata --Create a content item in folder with metadata that points to the sub-folder for the list summary (called "listSummaryRandom") and displayed "full content" for those.

Jump Menus

To enable the creation of pure-CSS drop-down-lists to replace the DreamWeaver "Jump Menus". Create a list. In Html surround list with the div class "ddl"

Example Usage:

```
<div class="ddl">
  <div>Links</div>
  <ul>
    <li><a href="http://www.ship.edu">Ship</a></li>
```

```
    <li><a href="http://info.ship.edu">Info</a></li>
    <li><a href="http://events.ship.edu">Events</a></li>
    <li><a href="http://www.passhe.edu">Pennsylvania State System of Higher Education</a></li>
    <li><a href="http://www.h-d.com">Harley-Davidson</a></li>
    <li><a href="http://www.fairtax.org">FairTax</a></li>
    <li><a href="http://www.shipraiders.com">Red Raiders</a></li>
    <li><a href="http://www.luhrscenter.com">PAC</a></li>
    <li><a href="http://www.state.pa.us">Commonwealth of Pennsylvania</a></li>
  </ul>
</div>
```

Shaded boxes

In the HTML, add div tag around the element you wish to have shaded.
Example: `<div id="box_red">` The CDC Hours:`<br />`Monday - Friday, 8:00am to 4:30pm`<br />`Extended Hours (Walk-in), visit our online calendar for dates and times`</div>`

Divs include:
box_red (pale blue with red border), box_blue, box_dark, and box_gradient

Pulling content items on to a page

1. On the page you wish to include content items (example: Ship homepage features). Select edit. Select Metadata. Scroll to contentColumn1 for a single column. Select change and add content to include. Use green arrows to reorder content items in the column, then save. You may also include contentColumn2 in the same way. If you want them to display in columns, then you need to uncheck contentColumnsStacked. Otherwise, they will just display on top of each other regardless of whether you have them assigned to two columns or not.

2. Save page.

3. External feeds can be included in a similar manner using related feeds in metadata.

Multimedia

Add Multimedia files to the system using the "Add to Library" instructions. File types supported include .wav, .mpeg., .swf, .avi, and .wma. You can then link to the media or use the following code to drop Flash into a page. It also works for other multimedia.

```
<object data="http://www.ship.edu/uploadedFiles/Ship/Your file here.swf" style="width:575px; height:250px;"
type="application/x-shockwave-flash">
<param name="movie" value="http://www.ship.edu/uploadedFiles/Ship/Your file here.swf" />
<param name="wmode" value="transparent" />
</object>
```

You can also create and embed multimedia using Flickr, Photobucket, YouTube and other media hosting sites. Create your account, manage your media files and follow their share instructions. NOTE: Drop their embed code into the html mode of your edit options, not the design mode.

Options for Photo Galleries

You can create tables and drop thumbnails of your library photos in the cells.

Flickr Galleries

Create photo galleries in http://www.flickr.com/ -- It appears that you can embed a flickr slideshow in your webpage. See Flickr share information.

Set up a flickr account. Place your photos there and edit them there. In flickr -- click the share menu in the upper right of any slideshow. From there, grab the embed code or click "customize this HTML" if you want to specify the size of your slideshow. Grab the code and drop it into the HTML of your web page (At the bottom of the page you have 2 view options -- HTML and Design view). Please note, only items that are viewable by anyone and marked as safe will appear in the embedded slideshow.

Photo Editing

You should **never** import large images (500+ pixels wide and/or a higher resolution than 72 dpi) into the CMS. You should use Photoshop, Photoshop Elements or other software to alter the images before importing. You can do some editing online at https://www.photoshop.com/ or download freeware GIMP at http://www.gimp.org/ .

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