

# **CMS Training**

Web Address for Training

<http://mirror.frostburg.edu/training>

**Common Tasks in the CMS Guide**

## **Getting Help**

### **Quick Test Script**

Documentation that takes you quickly through a set of common tasks.

Quick start, page 4-9

## **Common Task in the CMS Guide**

### **Editor Quick Reference**

Provides a You can have a quick overview about all functions available in the default CKeditor toolbar.

### **Editor Documentation is online at <http://docs.cksource.com/>**

The documentation is for Version 2.0 of the Editor. We are using version 3.0 of the Editor. Most of the documentation is correct for version 3.0. If you have questions, contact Stephanie or Jonathan for assistance.

## Logging In and Getting Started

Open your browser.

Go to your web site and browse the page you want to work on.

Your CMS pages are at <http://mirror.frostburg.edu> \_\_\_\_\_

(This is testing URL. You should be editing files on the mirror.frostburg.edu web site.  
Contact the webmaster for assistance. )

Press ESC L.

**Please Log In**

**Username\***

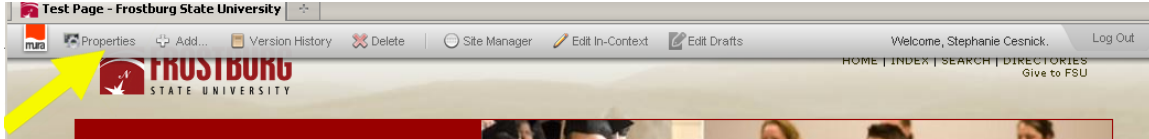
  
**Password\***

**Remember Me**

\*Required Fields

Enter your FSU username and password and then press Login.

The CMS toolbar will display above your page in the window header area.



## CMS Toolbar

### Properties

Define page properties - Title, web page manager, etc.

### Add

Add content using a simple drop-down while browsing a site.

### Version History

The version history of a page can be useful to determine how many times the particular page was edited. You can go back to an older version and edit it and save, preview or publish it.

### Delete

### Site Manager

The Site Manager is the primary tool for organizing and maintaining your website content. It provides several features for viewing your site structure, allowing you to easily locate content in large websites

### Edit In-Context

CKeditor is a lightweight text editor to be used in web pages. It provides most of the commonly used functions from desktop editors like Word to the web. By using CKeditor you can write text, format it, create tables and much more. The editor doesn't need any kind of installation on your computer. The only thing you need to work with CKeditor is a [compatible Internet browser](#), like Internet Explorer, Firefox, Safari or Opera.

### Edit Drafts

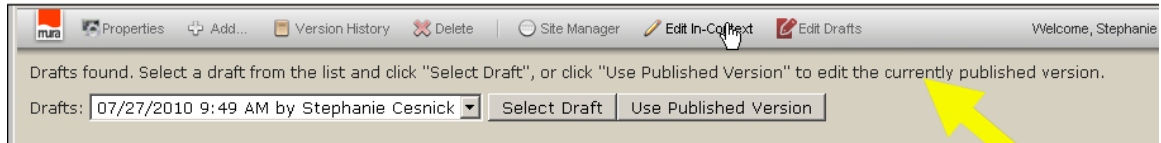
Drafts are a collection of pages that have been edited but not published within the system. Drafts can be used for saving content changes that are in progress or are being done in collaboration between two or more content authors.

### Logout

## Start the In-Context Editor

If you want to edit this page, click on the Edit In-Context option on the CMS toolbar. If not, browse to the page you want to edit and click on the Edit In-Context option.

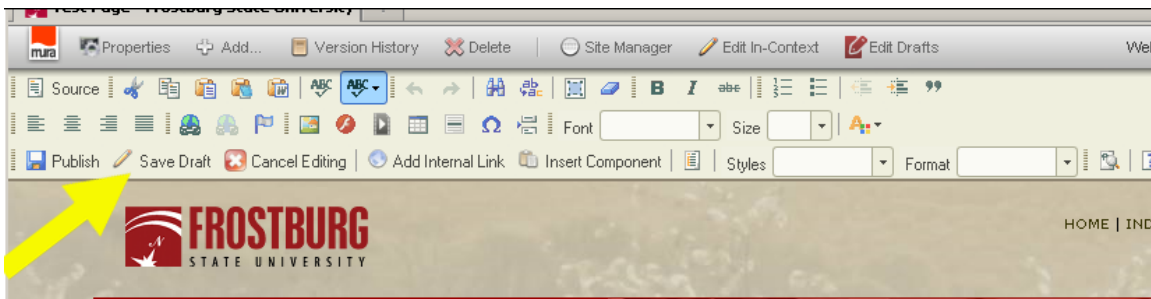
You will see a message if a draft version of the page exists.



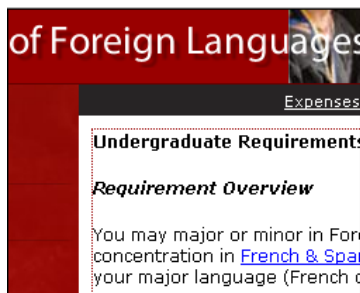
You can select to edit the draft or open the published version.

## Start Editing

The In-Context Editor toolbar will display at the top of the page under the CMS toolbar.

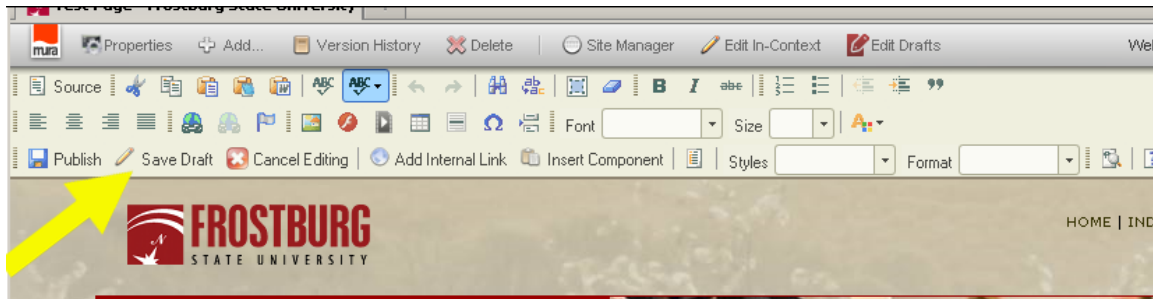


The Editor window opens on your page. A light dotted line appears outlining the editable content area on the page. Place your cursor in the editable area to begin editing.



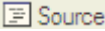












A Edit In-Context Quick Reference chart follows describing each option in the In-Context Editor toolbar.





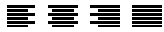












# Edit In-Context Quick Reference



In this section you can have a quick overview about all functions available in the default CKeditor toolbar.

## Common Toolbar Functions

Toolbar Element	Function
 Source	View or edit the document source code (for advanced users).
	Saves the page you were editing.
	Select a layout template.
	Cut the highlighted text to the clipboard.
	Copy the highlighted text to the clipboard.
	Paste the data copied to the clipboard (with or without formatting).
	Paste content copied from Microsoft Word or similar applications.
	Spell check the text in the document.
	Undo or redo the most recent action taken..
	Find a word or phrase within the document..
	Find and replace a word or phrase within the document
	Select the entire text in the document.
	Remove the formatting from the highlighted text.

	Applies <b>bold</b> , <i>italic</i> , or <del>strikethrough</del> formatting to the highlighted text.
	Creates numbered or bulleted lists..
	Increase or decrease the text indentation.
	Format a block of text to identify quotations (text provenient from other sources).
	Sets the text alignment (left, centered, right or justified).
	Converts or removes the text in hyperlinks. It may also by used to manage file uploads and links to files on the web server.
	Inserts or modifies a link anchor.
	Inserts images into the document..
	Inserts a Adobe Flash element into the page.
	Creates a table with the defined number of columns and rows..
	Inserts a divider line (horizontal rule).
	Inserts symbols & special characters (accented characters, trademark, currency symbol, etc.).
	Inserts a printing page break. Only impacts printed version.
<div style="border: 1px solid black; padding: 2px;"> <div style="border-bottom: 1px solid black; padding: 2px;">Style</div> <div style="border-bottom: 1px solid black; padding: 2px;">Format</div> <div style="border-bottom: 1px solid black; padding: 2px;">Font</div> <div style="padding: 2px;">Size</div> </div>	<p>Styles &amp; formatting determine the appearance and semantic value of your document.</p> <p>You may use the drop down boxes to apply styles, set the font, its size, etc. To remove the applied style select the style name again.</p>
	Changes the color of the text..
	Maximizes the editor size inside the browser.
	Shows where the block elements boundaries in the text.
	Shows information about the CKeditor.

You must

- **login to the CMS,**
- **select the Edit In-Context option, and**
- **click in an editable region on the page ‘**

before doing the following common tasks.

## Working with Text

Next section:

Working with Text & Email Links

### Add Text or Edit Text

When you click the Edit In-Context option from the CMS toolbar, the Editor tool bar will display below the CMS toolbar.



Put the cursor in an editable area on the page where you want to add text. A light dotted line appears outlining the editable content on the page. Place your cursor in the editable area to begin typing.

## Working with Text & Email Links

In this section:

- Internal Links
- Add a Text Link
- Edit a Text Link
- Add an Email Address Link
- Edit an Email Address link


Next section:

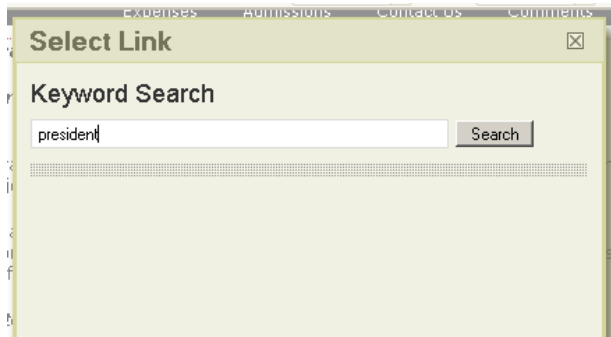
Working with Images

**Internal Links** (linking between pages in your web site)

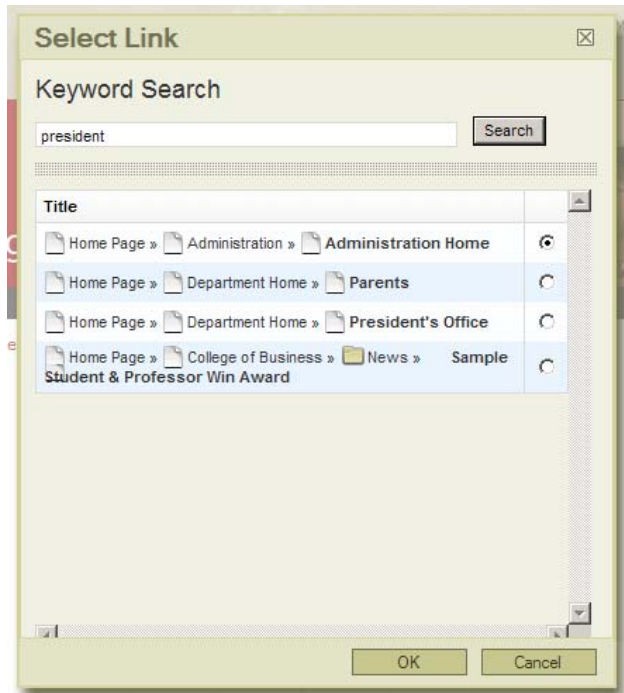
You can use the Internal Link option to select a link to another page in the site (not an external link to a different page/site). Because the selection of the internal link happens within the CMS, this link reference is always maintained accurately even if a target page is moved or renamed.

To create an internal link:

Click the Add Internal Link option  .



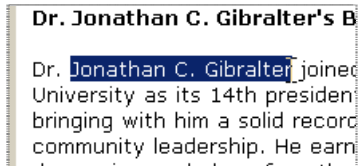
In the Select Link window, you can find the page or file you want to link to by searching using a keyword that appears in the title of target page. Then click OK.




In the search results page, select correct page by clicking the radio button control in right column. Click OK to confirm your selection.

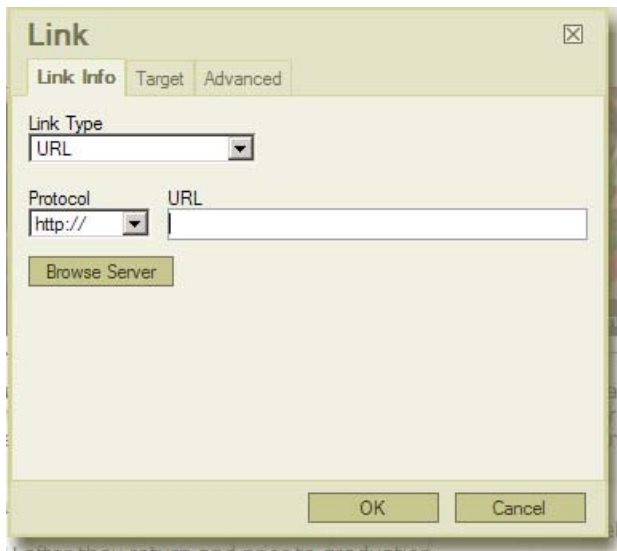
### Add a Text Link

Highlight the text that is to be the link.



Then click the Link option  .

You will see the Link window.

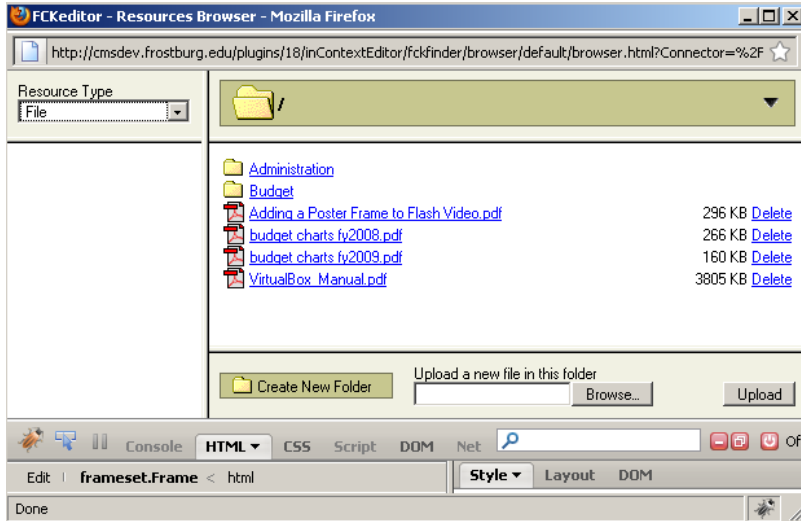


Link Type must be URL.

Protocol is nearly always http://.

You can manually enter the web address of a page that you want to link to in the URL field (www.frostburg.edu, for instance).

Or you can use the Browse Server button to upload and select a file from a list. Then click OK.




Alternately, if you want to link to a non-HTML file (such as a PDF or MS Word DOC file), you can select the Browse Server button. You will see the Resources Browser window which lets you upload and select non HTML files using the Browse and Upload buttons. Select a file from the list and you will go back to the Link window. Click OK.

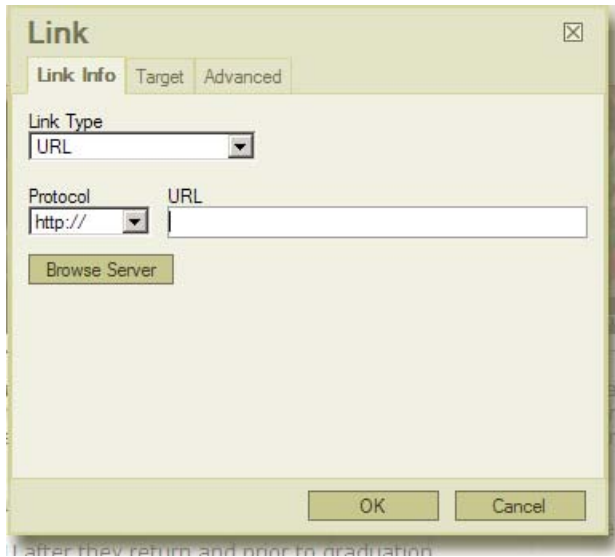
### Edit a Text Link

Right click on a text link and select Edit Link.

*or*

Click on a text link on the page and click the Link option  .

You will see the Link window prefilled with the existing hyperlink information.



Link Type must be URL.  
Protocol is nearly always http://.

You can manually enter the web address of a page that you want to link to in the URL field (www.frostburg.edu, for instance). Then click OK.

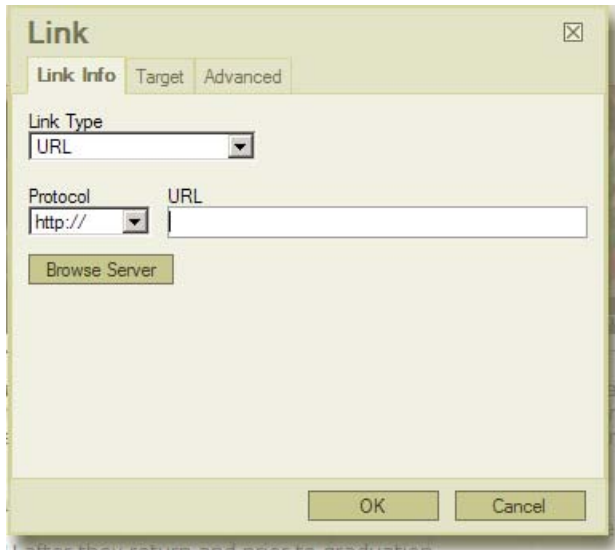
When adding a link to any [www.frostburg.edu](http://www.frostburg.edu) address be sure to use relative links starting with the “/”. “/index.cfm” vs “<http://www.frostburg.edu/index.cfm>”

Alternately, if you want to link to a non-HTML file (such as a PDF or MS Word DOC file), you can select the Browse Server button. You will see the Resources Browser window which lets you upload and select non HTML files using the Browse and Upload buttons. Select a file from the list and you will go back to the Link window. Click OK.

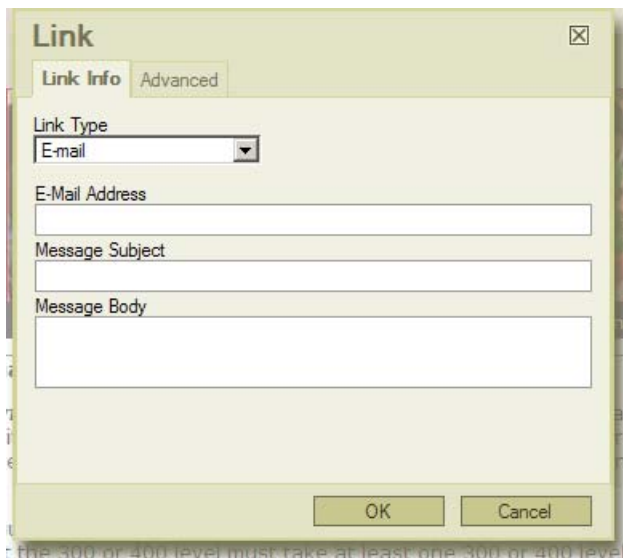
### **Add an Email Address Link**

Highlight the text that is to be the link to the email address.

Then click the Link option  . You will see the Link window.



For Link Type select E-mail. You will then see other e-mail options in the Link window.



Enter the E-Mail Address. Message Subject and Message Body are optional. Click OK.

### **Edit an Email Address link**

To edit a link to an existing email address,

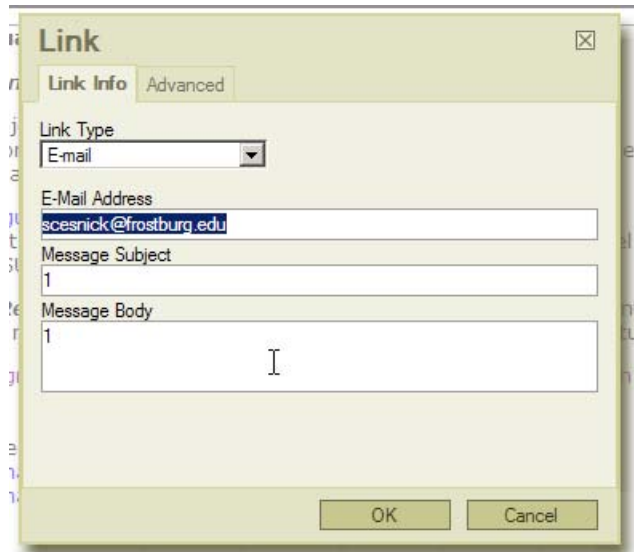
Highlight the link text or place the cursor in the link text. Then click right click and select Edit Link,

*or*

click to select the existing link text and then click the Link option



You will see the Link window prefilled with the existing email link information.



Edit the options as necessary and click OK.

## Working with Images

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### In this section:

- Add an image
- Upload an image
- Edit an image

### Next section:

Working with Images & Links

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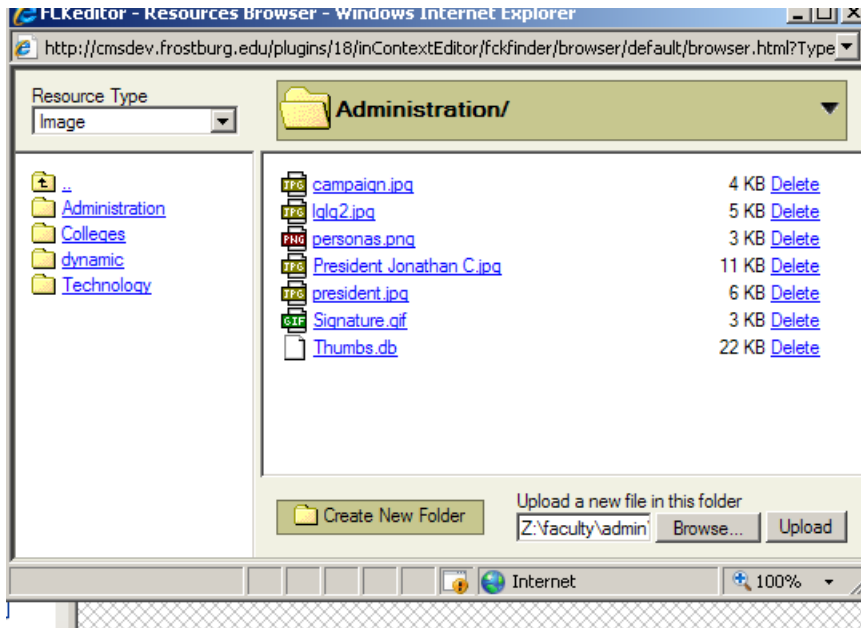
### Add an image

Put the cursor in the editable region of the page where you want to insert an image.

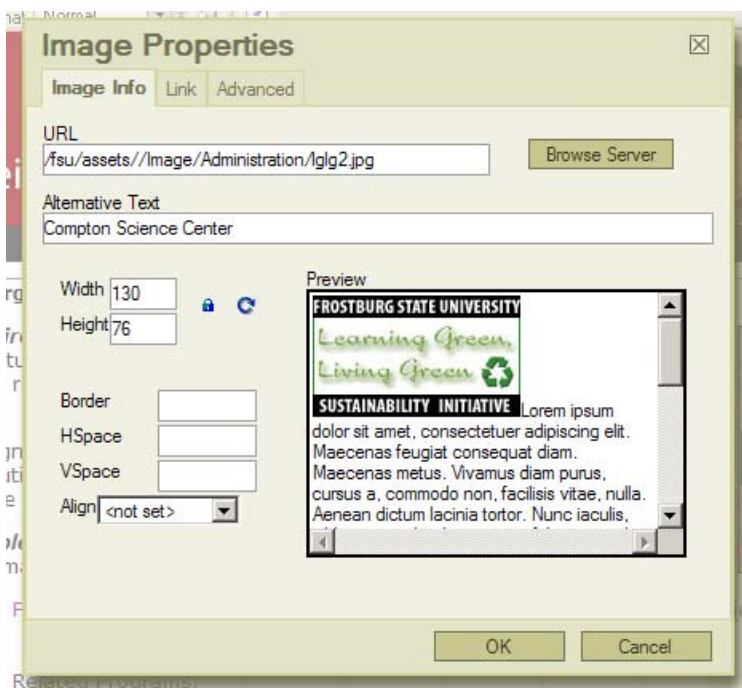


Click the image option . Then click Browse Server to see a list of images on the server.

Make sure Resource Type is Image.




Click to select an image and go back to the Image Properties window.  
 If the image you want to use is not on the images list, follow the instructions in the next topic, Upload an image.

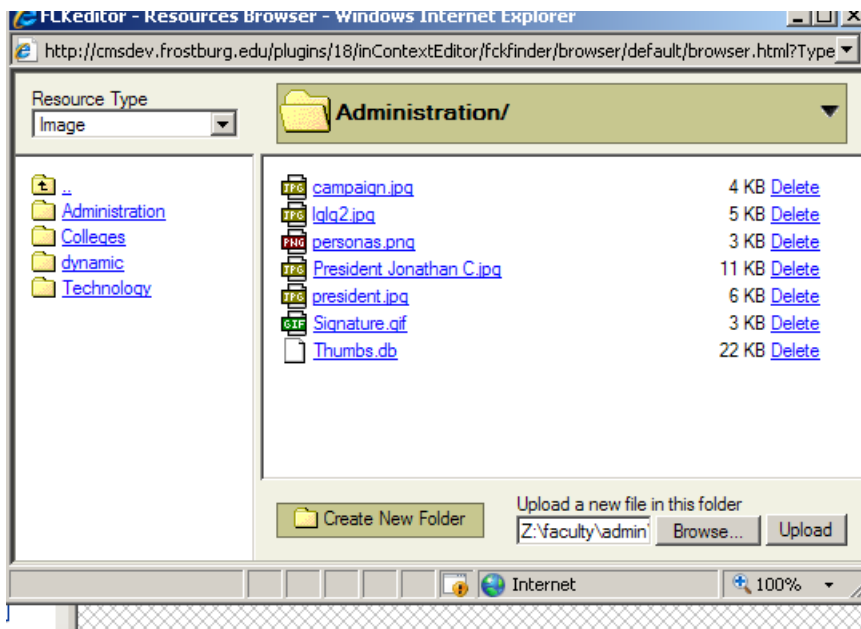


Once you are back to the Image Properties Window, enter Alternative Text for the image. This is text that will display when images are disabled by user's choice or screen reader application.

The Width and Height will automatically be filled. The other items are optional.

## Upload an image

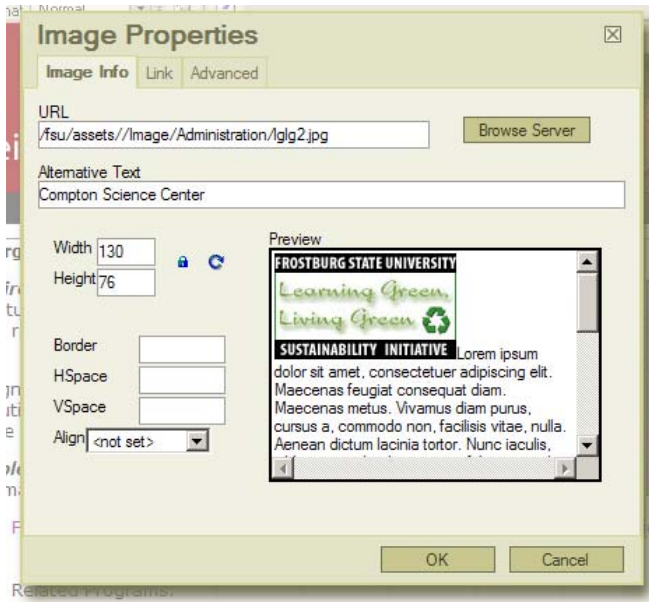
You will need to upload any image you want to use in your site. To upload an image to the server, first you must click the Image option . Next select the Browse Server button and you will see the Resources Browser window.



Make sure Resource Type is Image.

To upload a new image, select Browse... and select the image. Then when you return to the Resources Browser window click Upload.

The new image will display in the list of images. Click to select the image and return to the Image Properties window.




Once you are back to the Image Properties Window, enter Alternative Text for the image. This is text that will display when images are disabled by user's choice or screen reader application.

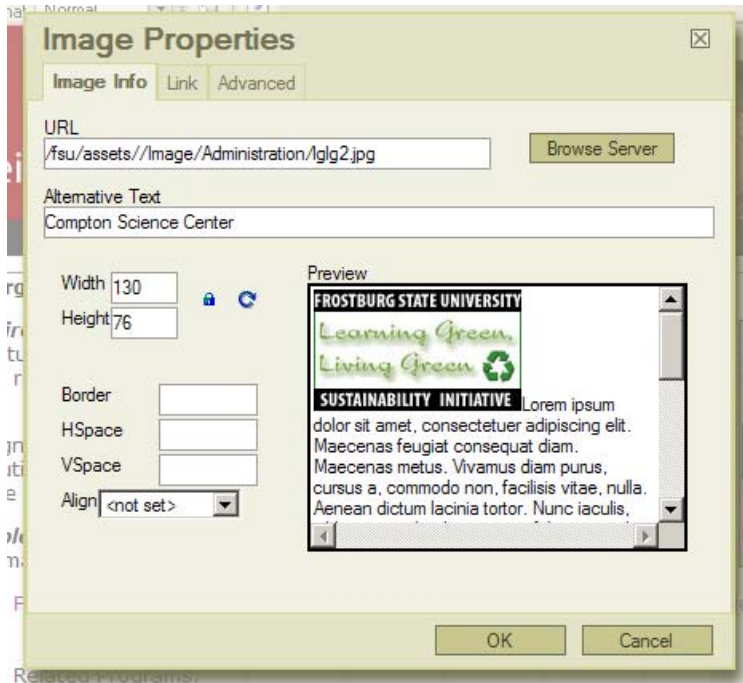
The Width and Height will automatically be filled. The other items are optional.

### **Edit an image**

Right click on the image to select it and open the Image Properties window,

*or*

Click to select the image on the page and then click the image option  to display the Image Properties window.



Use the Browse Server button to select a different image. Or, enter new alternative text for the image or edit other image options.

Alternative Text is required. The Width and Height fields are automatically filled with the image's dimensions. Other items are optional.

## Working with Images & Links

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### In this section:

- Add a Hyperlink to an Image
- Edit a Hyperlink for Image
- Add an email link to an Image

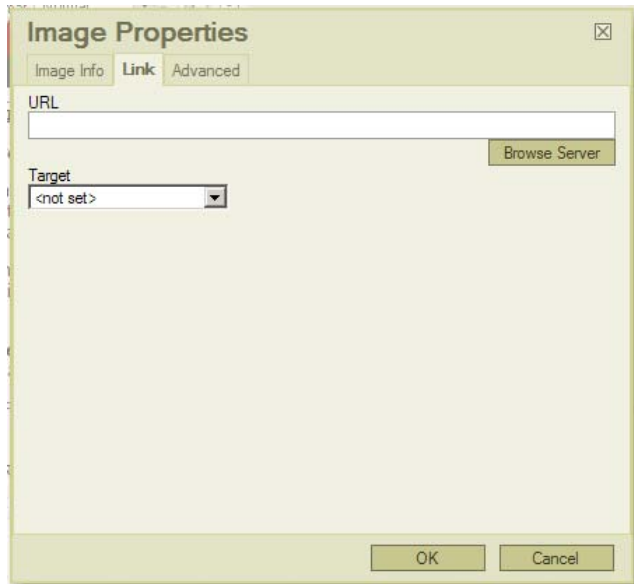
### Next section:

- Working with Non-HTML Files (like pdf, xls, doc, etc.)
- 

### Add a Hyperlink to an Image (making an image clickable)

To add a link to an existing image on the page,

- Right click on the image to select it and then click Image Properties to open the Image Properties window. (displayed above). Then select the Link tab.




Enter the full web address for the link in the URL field.

URL-Browse Server - See more about the Resources Browser window topic near the end of this document for details.

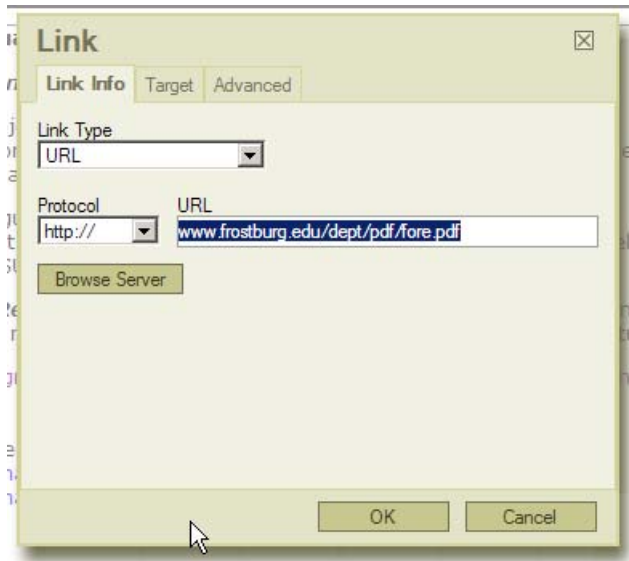
The default Target setting is appropriate for most links.

When the link is going to an external web site you may optionally select “New Window (\_blank)”. Click OK.

*or*

- Click to select the image in the page and then click the Link option .

You will see the Link window prefilled with the existing hyperlink information.



Link Type must be URL.  
Protocol is nearly always http://.

You can manually enter the web address of a page that you want to link to in the URL field. Then click OK.

Alternately, if you want to link to a non-HTML file (such as a PDF or MS Word DOC file), you can select the Browse Server button. You will see the Resources Browser window which lets you upload and select non HTML files using the Browse and Upload buttons. Select a file from the list and you will go back to the Link window. Click OK.

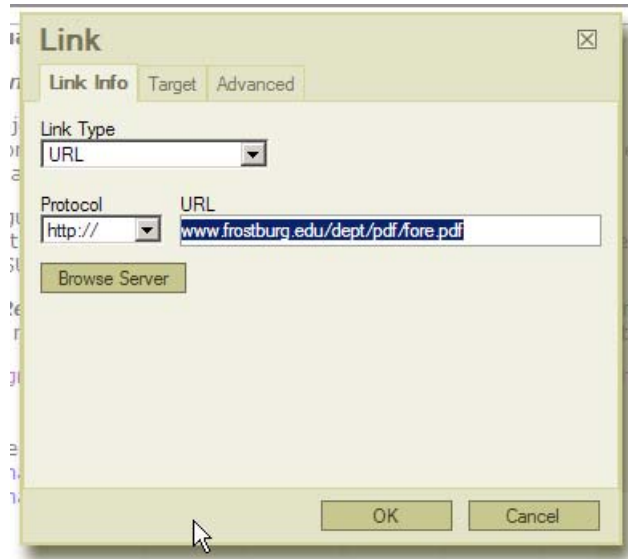
About the Target Tab: The default Target setting is appropriate for most links. When the link is going to an external web site you may optionally select “New Window (\_blank)”.

### **Edit a Hyperlink for an Image** (editing an image that is clickable)

To change the link for a clickable image on a page,

- Right click on the image to select it and then click Image Properties to open the Image Properties window.

Then select the Link tab.




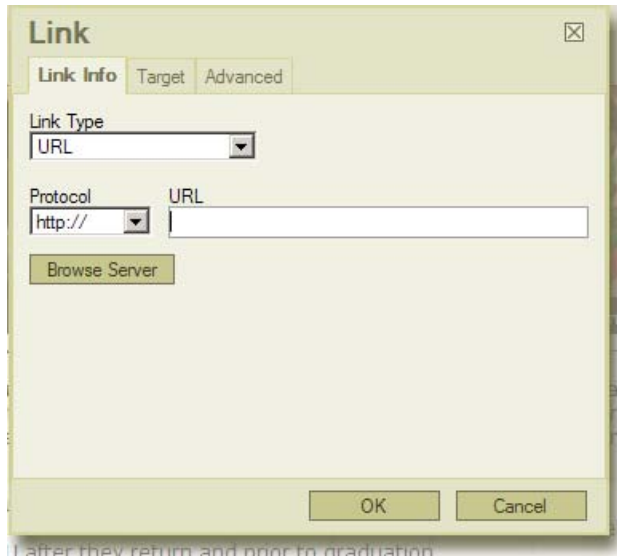
Edit the web address in the URL field.  
You can manually change the web address of a page that you want to link to in the URL field. Then click OK.

Alternately, if you want to link to a non-HTML file (such as a PDF or MS Word DOC file), you can select the Browse Server button. You will see the Resources Browser window which lets you upload and select non HTML files using the Browse and Upload buttons. Select a file from the list and you will go back to the Link window. Click OK.

The default Target setting is appropriate for most links.  
When the link is going to an external web site you may optionally select “New Window (\_blank)”. Click OK.

*or*

- Click to select the image on the page and then click the Link option . You will see the Link window.



Link Type must be URL.  
Protocol is nearly always <http://>.

You can manually change the web address of a page that you want to link to in the URL field. Then click OK.

Alternately, if you want to link to a non-HTML file (such as a PDF or MS Word DOC file), you can select the Browse Server button. You will see the Resources Browser window which lets you upload and select non HTML files using the Browse and Upload buttons. Select a file from the list and you will go back to the Link window. Click OK.

### **Add an email link to an image**

Follow the instructions above but select E-mail for Link type and enter the email address.

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## **Working with Non-HTML Files**

*(i.e., Acrobat files (pdf), Excel files (xls), Word files (doc), etc.)*

In this section:

- Upload and link to non-HTML files
- Update the version of a linked-to non-HTML file on the CMS server

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### **Upload and link to non-HTML files**

Definition: non-HTML file or document refers to file types like

Adobe Acrobat files - PDF,  
Microsoft Word documents - DOC,  
Microsoft Excel files - XLS, etc.

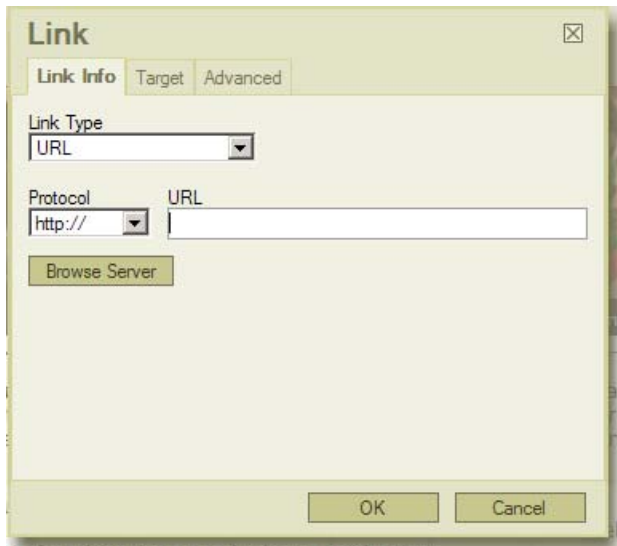
This discussion explains how to upload non-HTML files/documents and how to link to these files.

Highlight the text that is to be the link to the document file and click the image option



Or

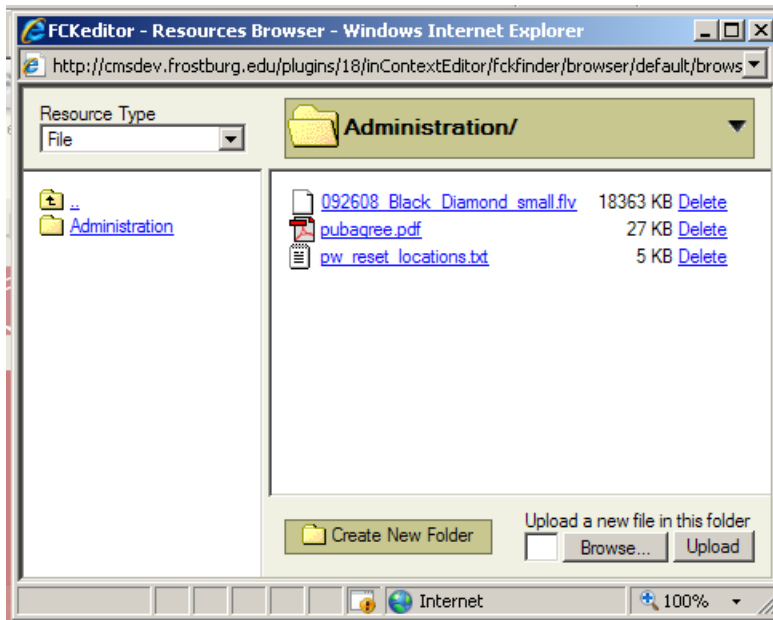
Right click on the existing link (that will be changed) and select Edit Link.



In the link window, the Link Type must be URL.  
Protocol is nearly always http://.

You can manually enter the filename of a file that you want to link to in the URL field.  
Then click OK.

Alternately, you can select the Browse Server button to display the Resources Browser window.



Make sure Resource Type is File.

You will see a list of existing files in the CMS.

To upload a new file, select Browse...and select the file. Then when you return to the Resources Browser window click Upload.

The file name will display in the list of files.

Click to select the file and to return to the Link window.

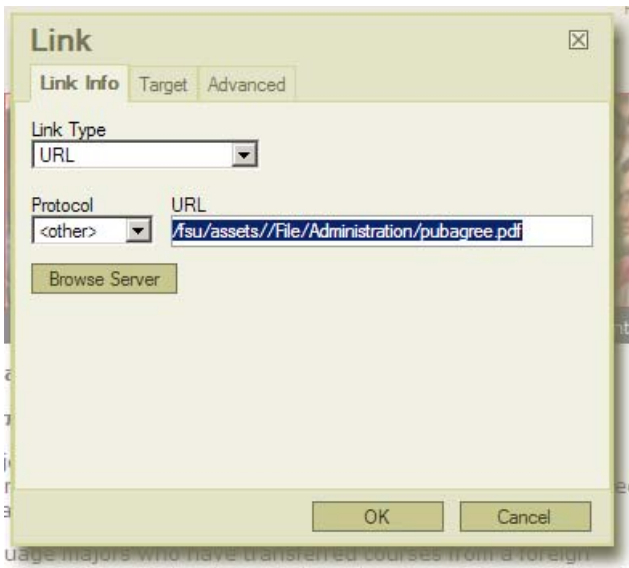
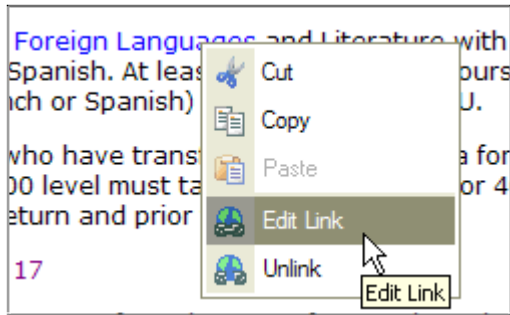
### **Update a non-HTML document on the CMS server**

Definition: non-HTML file or document refers to file types like

Adobe Acrobat files - PDF,  
Microsoft Word documents - DOC,  
Microsoft Excel files - XLS, etc.

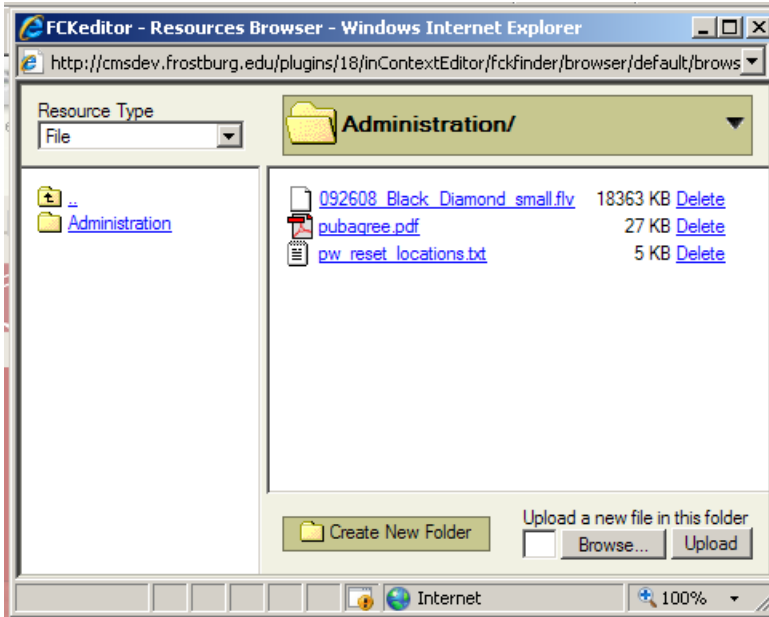
This discussion explains how to update a non-HTML file or document that is on the CMS server.

Right click on the existing file link (that will be changed) and select Edit Link.



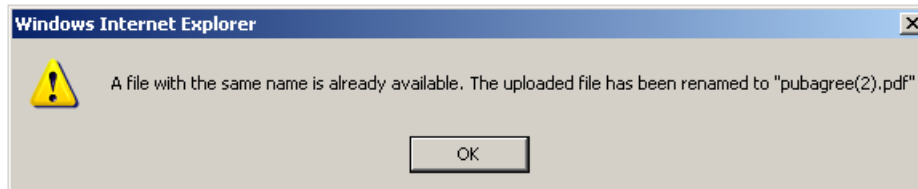
You will see the Link window. (The Link window may or may not be prefilled with the existing link information - Either way is fine.)

Click Browse Server and the Resources Browser window will display.



To update the version of a current file, select **Browse...** and select the updated version of the file. When you return to the Resource Browser window, click **Upload**.

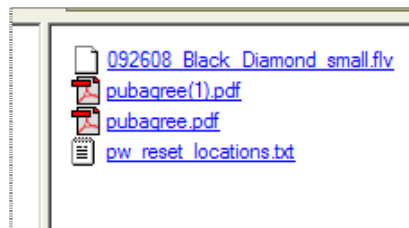
You will be prompted to overwrite the existing file.



Select **OK**.

The list of files is updated to show the name of the updated file as well as the name of a backup copy of the original file.


*Below is a list of files with the updated version of pubagree.pdf and the backup copy name pubagree(1).pdf.*



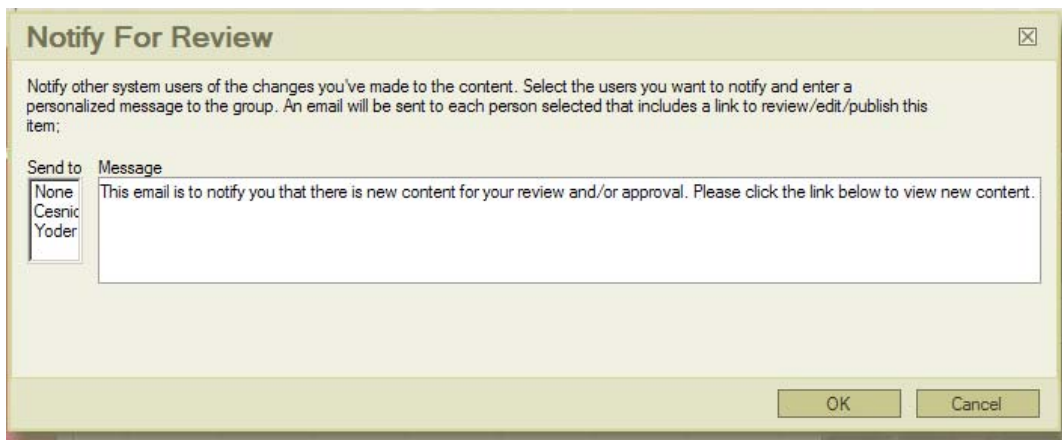
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## Saving Your Changes

The CMS allows you to save web page changes that you have made.

After making changes to the page you are working on, select the Save option  on the In-Context Editor toolbar.

You will then see the Notify for Review window.



In the Send to field, you will see the name of the person in your area that must review and approve edits along with the names of FSU web team.

- **Send to have site reviewed and approved within your unit.**  
You will see the name of the person in your area that must approve all changes.
- **Send to Webmaster to have reviewed and published.**  
You will also see Cesnick and Yoder. Select Cesnick or Yoder only **after** the changes have been approved by the required people in your area.
- **Save draft to work on later.**  
Select None if the edits have not been completed or approved. You can login later to work further on your changes. See Working with Page Drafts for more information on saving changes and editing an existing draft.

In the Message field, enter a personalized message to go to each selected recipient. An email will be sent with your message and a link to review/edit/publish this item.

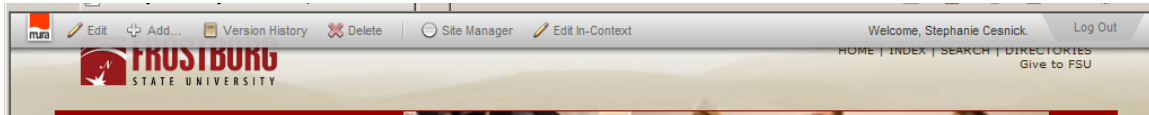
Click OK.

## Working with Drafts

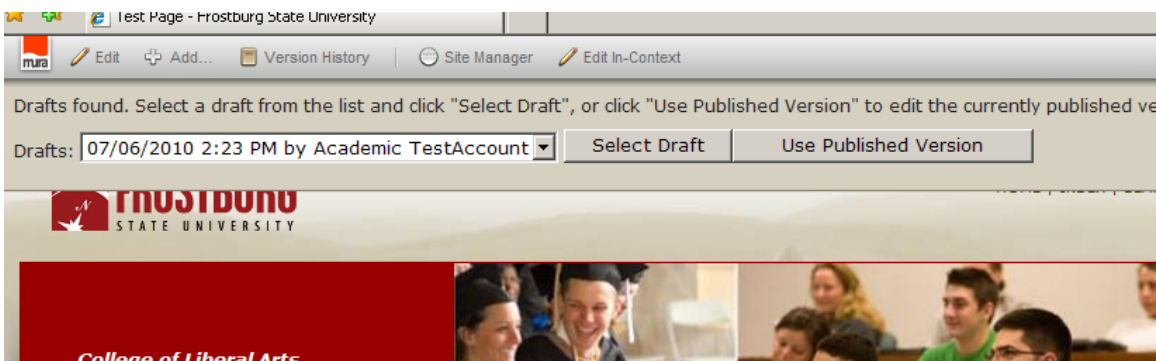
---

*This information applies only when a draft version of the page exists.*

When you login to the CMS, the CMS toolbar displays at the top of the web page.



When you click the Edit In-Context option, you will see the following message when a saved draft version of a page exists.



In the Drafts field, you will see the date and time of the draft as well as the name of the user who created the saved draft.

Select the draft version you want to edit and click Select Draft.

Alternately, you can click Use Published Version to load the published version of the page in the Editor. If there is no draft of the page, the published version of the page automatically loads in the Editor.

## Add a Page

Select Add Page from the Add dropdown menu.

The Edit Content window will appear.

Enter a title

Nav title

SEO Title

Type should be Page.

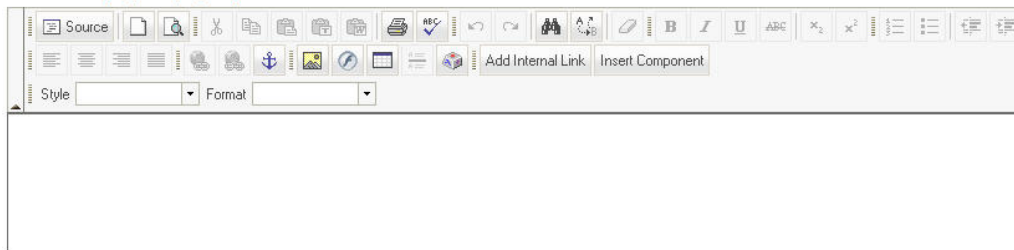
Enter a complete title for the page in the **Title** field. The title will display as the headline on a page that features the content item.

Enter a label used to link the content item throughout the site in the **Navigation Title** field. It is used to refer to the item in site navigation. Shorter titles are recommended for this field. This step is optional.

Next come the **Content Summary** and **Content** boxes where the content is created.

Enter a summary of the content item in the **Content Summary** box. The summary will display under the title when used in a portal. This step is optional. This box by default is not enabled. To view it, click the **Expand** link. The box is displayed.

Content Summary (Optional) [Close]



You can collapse the box by clicking the **Close** link.

Enter a summary for the content inside the box. You can edit the content by using the tools of the word processor inside the box.

*End of Guide*

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n approved you may select

**Edit a link**

**Right click on the link and then select Edit Link**

Edit text

Edit image details

Edit email link

Uploading an image

Upload and link to pdf, doc, xls file

Work with table

Previewing your changes

Saving your changes

Keeping a working draft (to be worked on further by you; not ready for approval)

Notify for approval

Moving changes live

Adding a page

From browser

From Site Manager

Add file

Add link

Opening a Opening a draft for a page

Put information from printed document on the web

Add a new faculty member

Add a new staff member

Building a new page

textbook page

See the Editor documentation for complete details.

### **Accidentally closing the CMS toolbar.**

Guidelines for images  
-must have alt tag.

HOW to test edits while working?

Tools



Image



Link