

User Guide with Step-by-Step Instructions

Revised 2/02

OARnet Content Management System 2.0

User Guide

INTRODUCTION

OARnet's **Content Management System** (CMS) is a revolutionary new web development tool that lets you edit any area of your web site in just a few quick and simple steps.

Utilizing the latest version of Microsoft's Internet Explorer browser on a Windows operating system, the OARnet CMS replaces cumbersome client-side applications with a simple, easy-to-use WYSIWYG (What You See Is What You Get) tool that is built right into the browser.

Complete with a built-in site map and security tool, the OARnet CMS puts site organization and user access at your fingertips. You'll save valuable time and money with a development tool that leaves other web applications in the past and ushers you into a new age of website maintenance and control.

OVERVIEW

There are three main toolsets that comprise the OARnet CMS: the Content Editor, Page Properties, and the Content Manager.

The **Content Editor** provides the useful WYSIWYG (What You See Is What You Get) interface for editing content. Here you'll find all of the familiar editing tools such as cut, copy, and paste, as well as text formatting tools such as bold, italics, and underline.

The Content Editor also gives you complete access to the content of the page(s), including graphics, hyperlinks, tables, and even convenient HTML tag insertion for more advanced editing. A comprehensive help screen provides a quick reference for unfamiliar features. The Design tab shows the canvas, or palette, wherein you can make your changes, the Source tab shows the HTML source code, and the Preview tab lets you see your changes as they will appear in the browser.

The **Page Properties** tool gives you specific control of the functionality of your pages. Here you have the ability to set the permissions, designate start and expiration

dates, and set the dimensions for your page(s). One particularly useful feature is "View History" which allows you to see who edited the page(s) and when they were edited.

Clicking the Command Menu icon, or "Webster", opens a Command Menu that includes options tailored to your personal permission settings—and is your portal to the **Content Manager**. The Content Manager tool is control panel for the CMS, giving you control of the overall structure of the site by editing the sitemap, managing users, and creating new content objects. Features such as the Sitemap Editor lets you add, delete, and edit pages on a whim while providing a clear and concise representation of the flow of the site as a whole. It is important to note that users may not see all of the available features on the Command Menu due to varying access levels.

The Content Manager also gives you control over Modules by displaying when they were updated and by whom. Clicking on a highlighted Module will provide a convenient shortcut to that page object.

BEFORE YOU BEGIN

- You must be logged in to access any of the features described in this document.
- The Content Editor and Page Properties will only be available in your "editable area." This area is defined by a dotted outline that surrounds a section of the page.
- The Content Management System has a robust, back-end administrative access tool. The availability of certain features depends on the level access you have.

OARnet Content Management System 2.0

Step-by-Step Instructions

How Do I Login?

1. Browse to your login URL. The login URL is typically located at `http://[www.yourwebsite.com]/login`
2. When the "Member Login" appears, type your username and password in the corresponding boxes, then click on the "Login" button.

⚠ NOTE: *If your login is unsuccessful, an error message will appear detailing the problem that was encountered. Repeat step two if your login fails.*

Member Login

Username:

Password:

How Do I Navigate Through The Site?

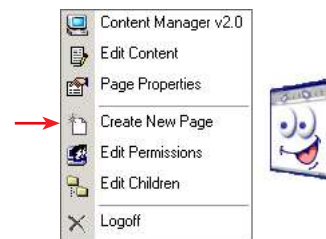
The Sitemap feature provides a quick way to jump to another page by presenting the overall hierarchy of the site in a clean, logical tree.

1. Click on the "Sitemap" link from the navigation bar. Each of the pages on the site will appear as a link.
2. Click on the page you want to visit.

Quick Tip: *You can use the Sitemap feature to navigate to others pages even when you are in editing mode (e.g. content surrounded by the dotted boxes signifies editable content).*

How Do I Create A New Page From The Command Menu?

1. Click on the Command Menu icon.
2. Click on "Create New Page" from the command menu.



3. Name the page and customize it to your specifications (see PAGE PROPERTIES).
4. Click on the "OK" button.

Quick Tip: *You can use the "<>" keys to create descriptor for your page. For example:*

Sample Page <number 1>
Sample Page <number 2>
Sample Page <number 3>

...etc. Descriptors are useful tools in the CMS, especially when creating a large volume of pages within a short amount of time.

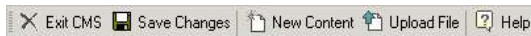
The descriptor, or text the within the "<>", will be hidden from the viewer of the page.

How Do I Create A New Page From The Content Manager?

1. Click on the Command Menu icon.
2. Click on "Content Manager" icon.
3. Select "Content" from the tabular buttons on the left.



4. Click on the "New Content" icon from the toolbar.



5. Name the page and customize it to your specifications (see PAGE PROPERTIES).



6. Click on the "OK" button. The new page will now appear in the list of content objects.

Quick Tip: You can use the "<>" keys to create descriptor for your page. (i.e. Example Page <number 1>, Example Page <number 2>, Example Page <number 3>, etc.) Descriptors are useful tools in the CMS, especially when creating a large volume of pages within a short amount of time. The descriptor, or text the within the "<>", will be hidden from the viewer of the page.

Quick Tip: Use this method to create a page so that you can edit the content before placing the content page live on your website.

Quick Tip: Use this method to create a content object that you plan on re-using on different pages (for example: a navigation aid you want to appear on multiple pages.).

How Do I Add Text To My Page?

1. Place your mouse pointer over of the piece of content you wish to edit. The Object Toolbar will appear.
2. Click on the Edit Content icon to open the Content Editor.



2. Place the cursor at the location in the Content Editor palette where you wish to type.
3. Type the text.
4. Click on the "Save" button to save your changes.

NOTE: The font style of your text may already be formatted due to the pre-determined customization for the identity of the overall site.

Quick Tip: You can use the editing tools (cut, copy, and paste) to bring text from other documents directly into the Content Editor palette.

How Do I Alter The Appearance Of The Text Once It Has Been Added?

1. Highlight the text you have added by holding the left mouse button down and sweeping the cursor across your text.
2. Select any of the text-formatting tools on the toolbar at the top of the Content Editor to change the appearance of your text.

They are (from left to right):

Bold
Italics
Underline
Left Justify
Center
Right Justify
Ordered List
Unordered List
Decrease Indent
Increase Indent

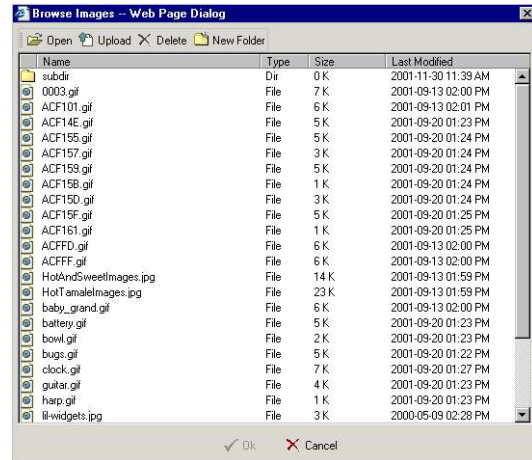


3. Click on the "Save" button to save your changes.

Quick Tip: You can also use the font drop-down boxes to changes the size and/or pre-defined formatting of your text.

How Do I Add An Image To The Page?

1. Click on the Edit Content icon to open the Content Editor.
2. Select the "Edit/Insert Image" icon from the toolbar at the top of the Content Editor.
3. Click on the "Browse Images" folder beside the Source field.




4. Browse to the folder that contains the image that you want to insert.
5. Double-click on the name of the desired image from list of available images.
6. Click on the "OK" button to place the image on the page.
7. Click on the "Save" button to save your changes.

Quick Tip: The preview window gives you a thumbnail of the image. You can use the image properties fields to change the dimensions, alignment, and alternate text of the image.

How Do I Create A Subfolder in The Images Directory?

1. Click on the Edit Content icon to open the Content Editor.
2. Select the "Edit/Insert Image" icon from the toolbar at the top of the Content Editor.
3. Click on the "Browse Images" folder beside the Source field.
4. Click on the "New Folder" button from the toolbar.
5. Type the name of the new folder.
6. Click on the "Create Folder" button

 **NOTE:** *The new folder will appear at the bottom of the list. Scroll down to see the new folder.*


How Do I Upload My Own Image?

1. Click on the Edit Content icon to open the Content Editor.
2. Select the "Edit/Insert Image" icon from the toolbar at the top of the Content Editor.
3. Click on the "Browse Images" folder beside the Source field and browse to the sub-folder that contains the image you wish to add.
4. Click on the "Upload" button.
5. Click on the "Browse" button and browse your PC to the location of the image that you wish to add.
6. Click on the "Open" button.
6. Click on the "Upload" button. Your image has been uploaded to the server and is now available to be added to the Content Editor palette.

How Do I Alter The Image After I Have Added It?

1. Click on the image to highlight it. It will be highlighted when it has been surrounded by eight dots.
2. Right-click on the image and select "Image Properties."
3. Select any of the options to alter the image to your specifications, then click on the "OK" button.
4. Click on the "Save" button to save your changes.

 **NOTE:** *The clarity and quality of the image will be reduced if the image is expanded or reduced too much.*

 **NOTE:** *Use the "Alt Text" (alternate text) field to briefly describe the image. Alternate text is used to alert software for the visually impaired to the existence and location of an image. Your alternate text informs this software what the image is conveying.*

Quick Tip: *You can change the dimensions of the image by "grabbing" any of the dots that surround the highlighted image. Simply place the cursor over a dot. Once the cursor changes to a double arrow, press and hold the left mouse button and drag your cursor in any direction to change the dimensions of the image.*

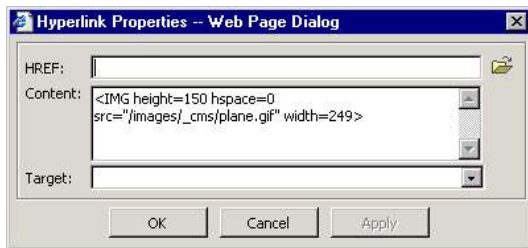
How Do I Add Pieces Of Content From Another Page To My Page?

1. Click on the "Edit Content" icon to open the Content Editor.
2. Select the "Insert Content Object" button from the toolbar at the top of the Content Editor.
3. Click on the title of the page object that you wish to link your page to, then on "+ Insert Object."
4. Repeat steps 2 and 3 for each page object you to that you to wish link.
5. Click on the "Save" button to save your changes.
6. Your page will now display the piece of content that you selected.

Quick Tip: Use this tool to display recurring pieces of content throughout your site. This will save time in creating pages wherein you wish to display content that has already been created.

How Do I Link My New Page To Other Pages?

1. Navigate to the page where you wish to place the link.
2. Click on the "Edit Content" icon to open the Content Editor.
3. Click on the "Edit/Insert Hyperlink" icon.
4. Click on the "Browse CMS Link" folder beside the HREF field.



5. Select the name of the content object from the list on content objects on the "Content Objects" tab.
6. Click on the "+ Insert Link" button.
7. Click on the "OK" button.
8. Click on the "Save" button to save your changes.

How Do I Add A Hyperlink To My Page?

1. Click on the Edit Content icon to open the Content Editor.
2. Place your cursor at the location of the Content Editor palette (or select existing text or images) where you wish the link to appear.
3. Click on the Edit/Insert Hyperlink button from the toolbar at the top of the Content Editor.
4. Type in the URL for the web site in the HREF field.
5. Click on the "OK" button.
6. Click on the "Save" button to save your changes.

Quick Tip: Create links to e-mail addresses by typing "mailto:" followed by the E-mail address instead of "http://" followed by a web address.

Quick Tip: Use the Content box to change the existing text of your link or to add new text.

Quick Tip: You can remove the border from a hyperlinked image by double-clicking on the image and setting the border to zero.

Quick Tip: Select "_blank" from the Target drop-down menu to make your link open in a new window.

How Do I Upload A File?

NOTE: *This feature may be open only to administrators.*

1. Click on Webster.
2. Click on Content Manager.
3. Click on the Files button from the left Tabular Buttons menu.
4. Click on the "Upload File" button on the toolbar menu at the top of the dialog box.
5. Click the "Browse" button next to the "File" field and browse to the file you wish to upload.
6. Type a name for the file in the "Name" field.
7. Type a description for the file in the Description field. The description will represent your file in the file list.
8. Click on the "OK" button.
9. Click on the "Save" button.

How Do I Add A Link To A File On My Web Page?

1. Navigate to the page where you want to put the link to the file.
2. Click on the Edit Content icon to open the Content Editor.
3. Place your cursor where you want the link to appear in the Content Editor palette.
4. Click on the Edit/Insert Hyperlink icon from the toolbar at the top.
5. Click on the "Browse" folder icon next to the "HREF" field.
6. Click on the "Files" tab.
7. Select the filename to which you wish to create a link.
8. Click on the "+ Insert Link" button.
9. Click on the "OK" button.
10. Click on the "OK" button once more.
11. Click on the "Save" button.

How Do I Use Tables In The Content Editor?

Tables are very useful in creating attractive and customized web pages. You can use tables to make your page closely resemble pre-determined graphical layouts.

1. Click on the Edit Content icon to open the Content Editor.
2. Place your cursor at the location of the Content Editor palette where you wish the table to appear.
3. Click on the "Insert Table" button from the toolbar at the top of the Content Editor. A standard 3x3 table will appear on the palette.

NOTE: *You can also click on the down arrow next to the "Insert Table" to specify the size of the table you want to create.*

4. Customize your table by right-clicking on the table and selecting "Table properties". The following options are available:

Width: Determines width area (in pixels or a percent) that the table will occupy.

Height: Determines height area (in pixels or a percent) that the table will occupy.

Cell Padding: Specifies the amount of space between the content of a cell and the edges of the cell.

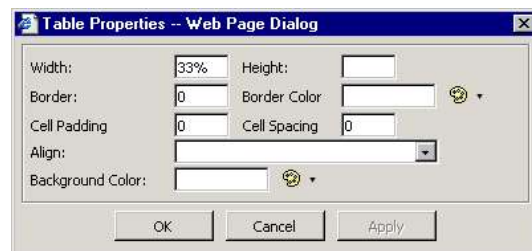
Border: Sets the thickness of the borders throughout the entire table.

Cell Spacing: Controls the distance from one cell to another.

Align: Determines the placement of the entire table on the page (i.e. Left, Right, or Center).

Background Color: Sets the color that appears behind the content in the table.

Border Color: Specifies a color for the borders that surround the cells in the table.



Additionally, the buttons to the right of the "Insert Table" icon are available for further customization of your table (from left to right):

Insert Cell: Places a new cell into your table.

Delete Cell: Removes the designated cell from your table.

Insert Row: Creates a new horizontal row in your table.

Delete Row: Deletes a horizontal row from your table.

Insert Column: Place a new vertical column in your table.

Delete Column: Removes a vertical column from your table.

Split Cells: Divides a single cell into two cells.

Merge Cells: Joins two or more cells into a single cell.

When you have customized the table to your satisfaction, click on the "OK" button.

5. Click inside any cell to add content to it.
6. Click on the "Save" button to save your changes.

⚠ NOTE: The light-colored borders around your table are for design purposes only and will not appear as regular borders to the viewer of your page.

⚠ NOTE: "Design borders" will show in the Content Editor even if your border size is set to zero. These borders are useful for design purposes, and will not appear on the actual page you are editing.

You can determine whether or not design borders will appear by clicking on the "Toggle Invisible Borders" button from the toolbar at the top of the Content Editor.

Quick Tip: Set the Border to a value higher than zero to control the thickness of borders in your table. (i.e. 1 for a thin border, 2 for a thicker border, etc.)

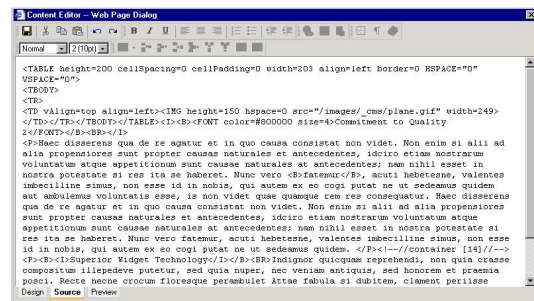
Quick Tip: You can add any type of content in the cells of your table—hyperlinks, images, etc.

Quick Tip: Right-click inside the cell of a table and select "Cell Properties" to customize a single cell of your table.

How Do I Edit The HTML Source Code For My Page?

1. Click on the Edit Content icon to open the Content Editor.
2. Click on the "Source" tab at the bottom of the Content Editor. The HTML source code for your page will be displayed.
3. Edit the HTML as desired, then click on the "Save" button.
4. Click on the "Save" button to save your changes.

⚠ NOTE: If you wish to copy and paste existing HTML code, be sure to include only the code within the <BODY> tags. Extraneous HTML tags such as <HTML>, <HEAD>, <TITLE>, etc. may affect the content of your page.



How Do I Use The Page Properties Icon?

The Page Properties tool gives you complete control over the functionality of your page. To use the Page Properties, follow the steps below:

1. Click on the "Edit Properties" icon to open the Page Properties tool.



2. Set the functionality of your page using the following options in the Page Properties tool:

Name: Gives a name to your page object. If more than one page shares the same name, use the "<" and ">" to assign a hidden name for your page, i.e. My Page <number one>, My Page <number two>, My Page <number three>, etc. The name within the "<>" is hidden and won't appear to the end user.

Relocation URL: Makes your page automatically redirect visitors to another location instead of a page that holds content.

Start Date: Designates a date when your page will appear on the site.

Expiration Date: Determines the date when your page will no longer appear on the site.

NOTE: *your page will not be deleted when it expires.*

Open in current window: Makes your page appear in the current browser window.

Display in new window: Opens a new browser window in which to display your page.

Width/Height: Allows you to specify the dimension of your new browser window in pixels.

Scrollbars: Determines whether or not scrollbars will appear in the new window.

Allow Resize: Controls the ability to stretch and shrink the new browser window.

NOTE: *These options are only available if you have selected Display in new window.*

This Page Object Should Be Enabled/Disabled: Determines the availability of your page for viewing purposes. If Disabled is selected, your page will not be deleted.

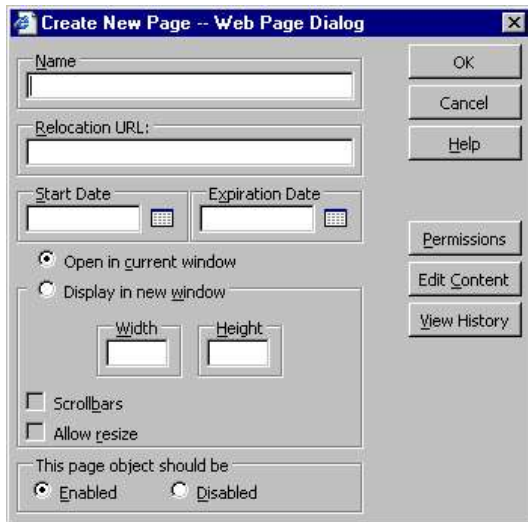
When you have customized the page properties to your satisfaction, click on the "OK" button.

Quick Tip: *The "View History" button allows you to see previous revisions of your page. Also, you can "Pin" and "Unpin" these previous revisions, essentially making older versions viewable over more recent versions of the page.*

OARnet Content Management System 2.0

Toolset Descriptions

PAGE PROPERTIES



Name: Assign a name to the page object. The page object will appear under this name in the Sitemap, as well as anywhere on the site.

Start Date/Expiration Date: These dates may be applied to a page object as it appears anywhere on the site. Click on the calendar icon to the right of the entry field for an interactive calendar.

Open In Current Window: Displays content in the same window.

Display In New Window: Opens a new window in which the content will be displayed.

Width: Controls the width of the new display window. Available only when Display In New Window is selected.

Height: Controls the height of the new display window. Available only when Display In New Window is selected.

Scrollbars: Creates horizontal and/or vertical scrollbars in the new display window for a larger viewable area. Available only when Display In New Window is selected.

Allow Resize: Controls the size of the new display window. Available only when Display In New Window is selected.

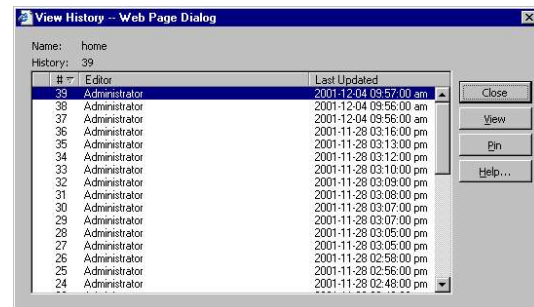
Enable/Disable Page Object: Controls the availability of the page object to the user.

Permissions: Controls user and group access to page objects.

Edit Content: Allows access to a page object for the purpose of adding, deleting, or modifying content.

View History: Lists both past and current revision of a page object.

Delete: Deletes a page object. Pages that are part of the architecture of this software tool may not be deleted.



ID	Editor	Last Updated
39	Administrator	2001-12-04 09:57:00 am
38	Administrator	2001-12-04 09:56:00 am
37	Administrator	2001-12-04 09:56:00 am
36	Administrator	2001-11-28 03:16:00 pm
35	Administrator	2001-11-28 03:13:00 pm
34	Administrator	2001-11-28 03:12:00 pm
33	Administrator	2001-11-28 03:10:00 pm
32	Administrator	2001-11-28 03:09:00 pm
31	Administrator	2001-11-28 03:06:00 pm
30	Administrator	2001-11-28 03:07:00 pm
29	Administrator	2001-11-28 03:07:00 pm
28	Administrator	2001-11-28 03:05:00 pm
27	Administrator	2001-11-28 03:05:00 pm
26	Administrator	2001-11-28 02:58:00 pm
25	Administrator	2001-11-28 02:56:00 pm
24	Administrator	2001-11-28 02:48:00 pm

CONTENT MANAGER

Tabular Buttons



Sitemap Editor: Displays a map of the site. Pages may be added, deleted, or edited from the Sitemap by clicking on the buttons listed as follows:

Add Child Node: Adds a new content object or module.

Delete Node: Deletes the content object or module.

Clicking on the text of a folder icon will open or close that branch of the Sitemap tree. Only the first two levels of a tree are opened by default.

Content: Displays content objects, their owners, and the date they were last updated. Clicking on a highlighted line will open the properties for the page object.

Files: Displays a list of available files for use in the Content Management System

Modules: Displays modules, their owners, and the date they were last updated. Clicking on a highlighted line will open the properties for the page object.

Edit Content: Displays the properties of the page object. (Please see the PAGE PROPERTIES section.)

User Manager: Controls user and group accounts and permissions.

Taskbar Buttons



Exit CMS: Closes the Content Manager window without saving changes made to content.

Save Changes: Saves any changes made to page objects or content. Changes to pages or their content will not be properly saved until the Save button has been clicked.

New Content: Creates a new content object.

Upload File: Transfers a file from your local computer to the Content Management System

Help: Provides online help in a pop-up window.

NOTE: *The availability of these options may change depending on which Tabular button is selected.*

Command Menu

"Webster": The Command Menu Agent. Click on Webster to open the Command Menu.



Content Manager v2.0: Opens the Content Manager tool.

Edit Content: Opens the Content Editor tool for the page you are currently on.

Page Properties: Opens the Page Properties tool for the page you are currently on.

Create New Page: Creates a new page object that will be placed at the same level in the sitemap tree as the page you are editing when you create the new page.

Edit Permissions: Provides tools to set permissions for the page.

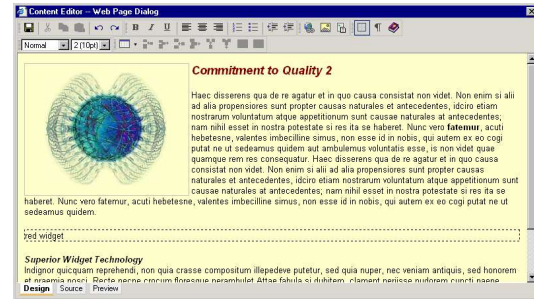
Edit Children: Displays a tool for managing children pages that exist under the page you are editing.

Logoff: Ends your Content Management System editing session.

NOTE: Only the options available to you will appear in the Command Menu.

CONTENT EDITOR

Click the Edit Content icon to open a window, which contains tools for editing text and images. You'll find many of the actions similar to those in Microsoft Word application. You may enter text by typing, as well as copy and paste. When copying and pasting with text from Word, the formatting will remain.



Content Editor Buttons

Save: Saves your current file into the database. When you are done editing your page, click this button just like a regular word processor.

Cut: Removes the selected object and put it on the clipboard.

Copy: Copies the selected object to the clipboard.

Paste: Inserts an object from the clipboard at the current position.

Bold: Makes the selected text bold.

Italic: Makes the selected text italic.

Underline: Makes the selected text underlined.

Left Justify: Aligns text and objects with the left part of the screen.

Center Justify: Aligns text and objects with the center part of the screen.

Right Justify: Aligns text and objects with the right part of the screen.

Numbered List: Creates a numerically chronological list.

Bulleted List: Makes a bulleted list.

Decrease Indent: Reverse indent; shifts objects to the left.

Increase Indent: Indents the current text; shifts objects to the right.

Edit/Insert Hyperlink: Creates or edits a hypertext link with the selected text or object.

Edit/Insert Image: Inserts an image into the document.

Insert Content Object: Includes content from other pages on the site.

Toggle Invisible Borders: Turns on/off the light gray guidelines that appear in the palette.

Toggle Detail Mode: Turns on/off hidden placement marks in the palette, such as paragraph marks, carriage returns, etc.

Font Drop-down Lists: Changes the size and/or pre-defined formatting of the selected text.

Insert Table: Inserts a table into your document.

Insert Row: Inserts a row into the table.

Delete Row: Deletes a row.

Insert Column: Inserts a column into the table.

Delete Column: Deletes a column.

Insert Cell: Inserts a table cell (one box) into the table.

Delete Cell: Deletes a table cell (one box) from the table.

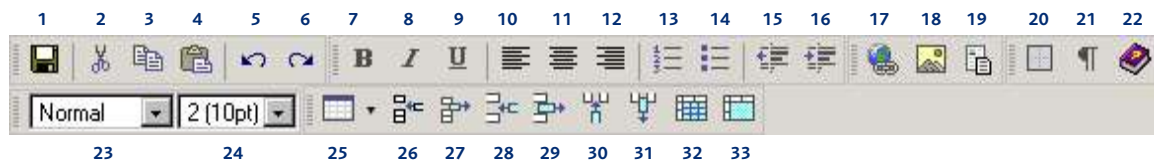
Merge Cells: Combines two cells into one.

Split Cell: Makes two cells from one.

OARnet Content Management System 2.0

Toolbar Button Identification

CONTENT EDITOR TASKBAR



1	Save	13	Numbered List	25	Insert Table
2	Cut	14	Bulleted List	26	Insert Cell
3	Copy	15	Decrease Indent	27	Delete Cell
4	Paste	16	Increase Indent	28	Insert Row
5	Undo	17	Edit / Insert Hyperlink	29	Delete Row
6	Redo	18	Insert / Edit Image	30	Insert Column
7	Bold	19	Insert Content Object	31	Delete Column
8	Italic	20	Toggle Invisible Borders	32	Split Cell
9	Underline	21	Toggle Hidden Tags	33	Merge Cells
10	Left Justified	22	Inline Help		
11	Centered				
12	Right Justified	23	Font Typeface		
		24	Font Size		



© 2002 OARnet

1480 West Lane Avenue, Columbus OH 43221-3950

<http://www.oar.net>