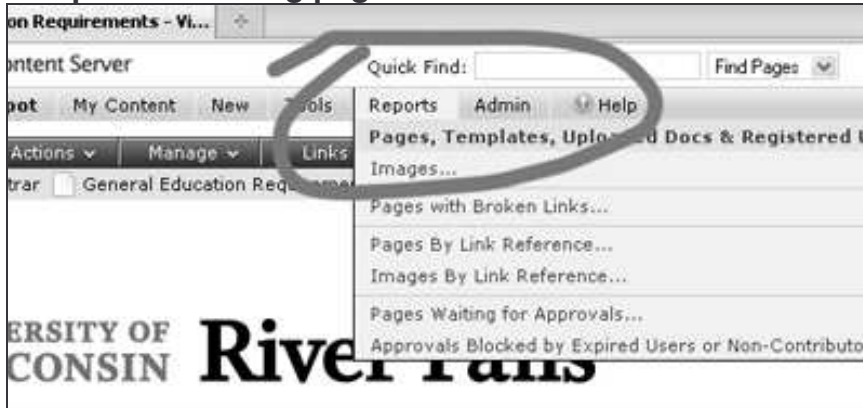


Content Management System

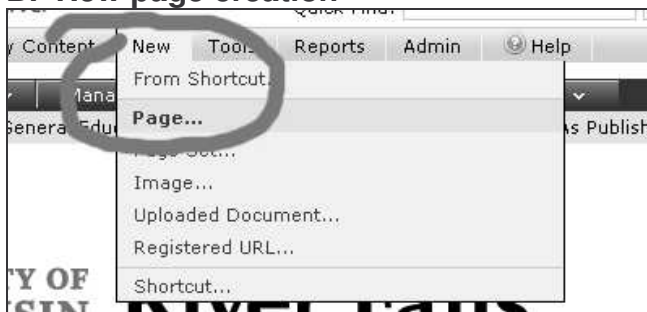
How to create and edit your web content using CommonSpot CMS

A. Open an existing page



1. Menu Bar>Reports>Pages and Templates
2. Sub site Pull down>select sub site, check "Include Child Sub sites"
3. Click "Filter" (available pages will be revealed)
4. Select the page you wish to edit
5. Submenu>view pull down>Select "work on this page (My Changes)" (content containers will be revealed)
6. Select the element within the container you wish to edit

B. New page creation



1. From the My Commonspot interface
2. Menu Bar>new
3. Select "page..."
4. Select the sub site folder in which the new page will reside
5. Template Gallery: Select the first base template "Base plus One Template"
6. Complete the appropriate fields to your desire; Name: (no spaces file name) Title: (Name of page in right corner)
7. Complete the "Custom Properties" for the page (review all tab options, add banners columns, add to navigation?)
8. Select the navigation tab and choose the desired options.
9. Save
10. Follow function III to create a text area

C. Text area (text block) creation within a container

1. Open the page you wish to edit (See function A.)
2. View>Work on this Page (All Changes)
3. Select the container you wish to have the text block appear by clicking the related square.
4. Add element



5. Element Gallery>Text Elements> Formatted Text Block
6. Click sprocket icon (or yellow box with arrow icon in the upper left corner of the text block element) to populate text block with words and images

D. Edit text in an existing text block

1. Open the page you wish to edit (see Function I)
2. Click the sprocket icon in the container that is home to the text block.
3. Select the text icon
4. Inside the editable text area, make the desired changes.

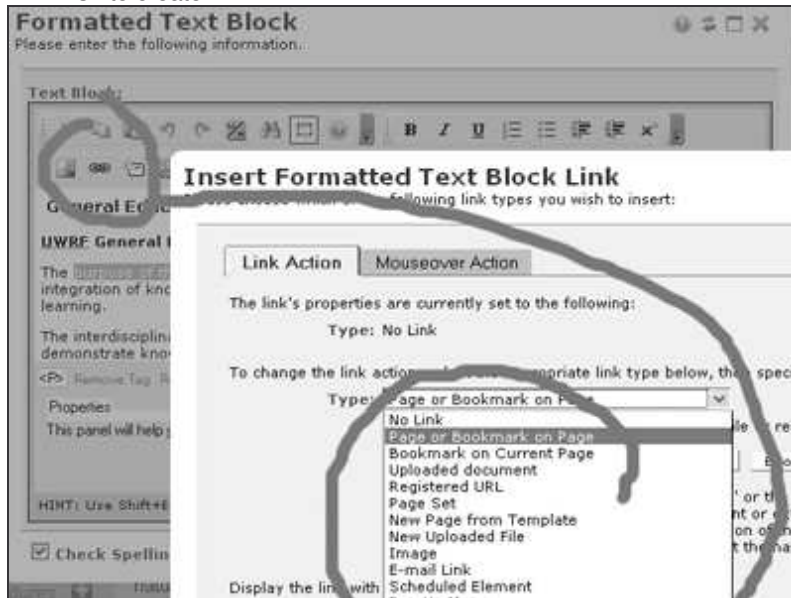
Notes:

Bulleted listed and table data can be added in a similar manner as a common word processing program.
(Considerations for copying from other text documents forthcoming)

E. Link creation

Preparation: Function D (Edit a text block)

1. In the text area highlight the word(s) or images that you wish to be linked
2. Click the "Link" icon (looks like a chain link)
3. Under the "link action" tab use the "Type" pull down menu to activate to select the type of link you wish to create.



Note: Selecting "page" or "bookmark" allows you to select a relative link. "Unregistered URL..." reveals a field to type a full URL which must include the prefix "http://"
(Preferred method: visit the url you wish to link and copy and paste that information in to the field)

Linking to an existing uploaded document: Step 3. Type (pull down menu)> uploaded page
Select "choose" option and find the relative path to the document. Select use highlighted page. Save.

Remove a link: Step 3. Type (pull down menu)> no link

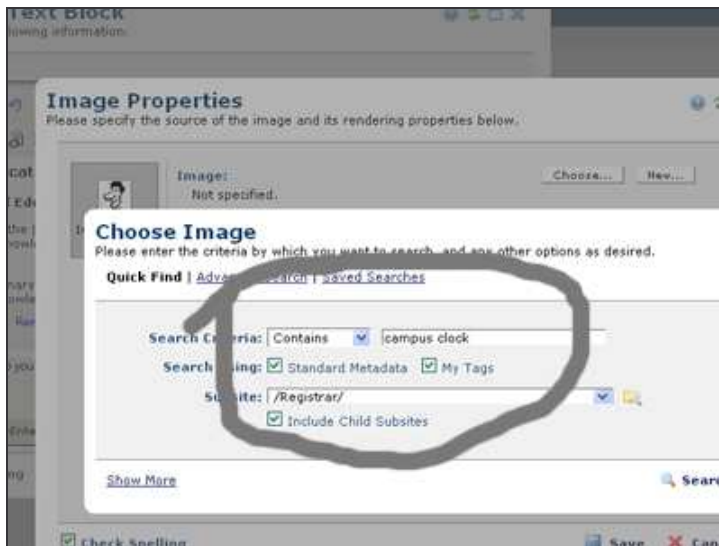
F. Images, insert into a page

First, perform Function D (Edit a text block)

1. Place the cursor in the area you wish the photo to appear
2. Click the "image" Icon

Option 1. Existing Photo

1. Option 1. insert a photo that currently resides on the server:
2. Click the "choose..." button
3. Locate the photo via the "choose image menu" Options: Enter Search criteria or select advanced search to browse the inventory of photo residing on the server.



4. Select "view results" in the inventory, click the image you wish to insert (the area around the image will highlight blue)
5. Select the checkbox on the right hand side directly under the selected image
6. Click "use highlighted image"

Option 2 upload a new image before inserting image

1. Select "New"
2. Determine in which sub site this image will be stored and select the subsite in the "Target Subsite" drop down
3. click "browse" to reveal the path to the image that will be uploaded
4. To reference this file in future searches, choose descriptive keywords that will apply to this image
5. Click "Next"
6. (a thumbnail sized example of image will be revealed)
7. Apply links or size modification as allowed
8. Click save

Required: Using text Describe the in the alternate image text (flyover text field)

Required: upload an image that has been roughly sized to fit the intended space on the page.

Photo Sizes in Page Layout Guidelines:

- Three column page: Max size middle column 400 px wide (depth may vary), Max size right column 190 px wide.
- Two column page: Max size right-side column 640 px wide (depth may vary)

G. Navigation bar editing

1. Properties>Custom Properties>
2. Click Page Navigation Tab



3. Add to Navigation
4. Save

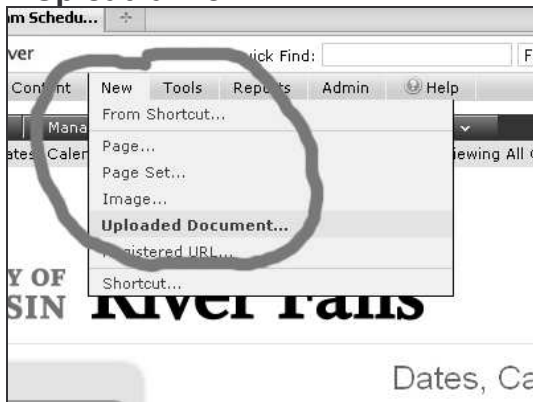
Note when your page is accepted by the approver the page will appear in the navigation.

H. Delete a page

1. Menu Bar>Reports>Pages and Templates
2. Sub site Pull down>select sub site, check "Include Child Sub sites"
3. Click "Filter" (available pages will be revealed)
4. Select the "garbage can" icon to the left of the listing
5. Follow the instruction prompts to delete the page

Note: Use the "Actions" Menu page to delete the page that is currently displayed.

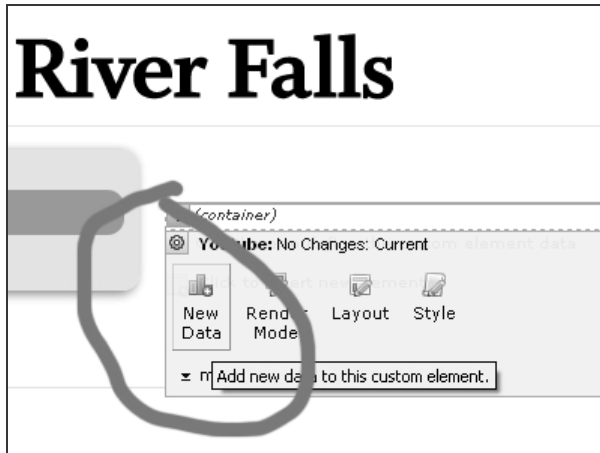
I. Upload a file



1. Menu Bar>New>Uploaded Document
2. Select the subsite to which you wish to upload the document
3. Click next
4. Name the file and complete the title field
5. Next (file will be uploaded)
6. Open the page you wish to link the document and proceed with Function E.

J. You Tube video, insert into page

1. Click insert element in the container that you wish the You Tube Video to appear
2. Select Miscellaneous Elements>You tube
3. An error message will appear. That's OK.
4. Click the "gear" icon above the error message to include the You Tube feed.
5. Click new Data>



6. Insert the You tube feed designation into the field. This is the number that follows the "v=" in the URL. **Example:** <http://www.youtube.com/watch?v=swUPShGxUzo>
7. Click>Submit

K. RSS feed, insert into a page

This function is very similar to Function J

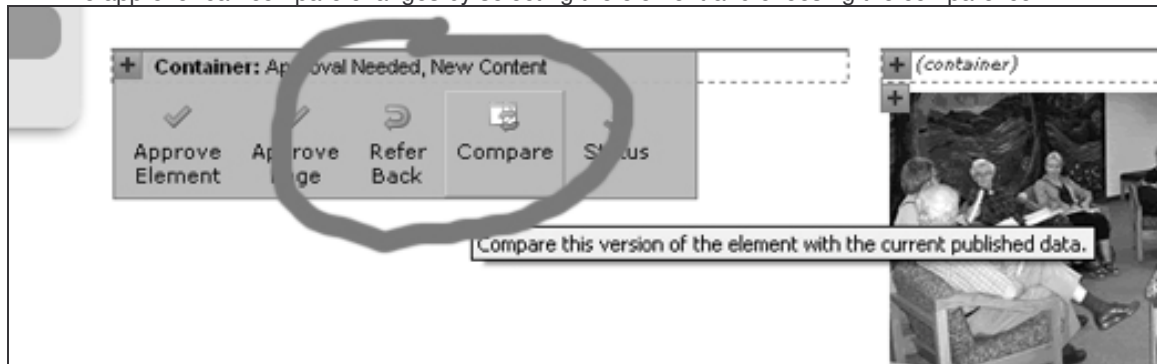
1. Click add element in the container that you wish the RSS to appear
2. Select Miscellaneous Elements>RSS Reader
3. An error message will appear. That's OK
4. Click the "gear" icon above the error message to include the RSS feed data
5. Click new Data>
6. Populate the fields in the prompt, include full RSS feed using "http" in the address. AVOID ERROR: Make certain there are no spaces at the end of the address.
7. An image may be included next to the feed (See Function F)

L. Approving pages

1. Each subsite has a two access groups assigned -one *author* group and one *approver* group. A content contributor will be assign to one or both of these groups.
2. It is up to the content contributor to know which group he or she is in (contact webmaster@uwrf.edu with questions)
3. When an author completes a page change the approver is notified that a change is pending and needs to be reviewed.
4. The change will not appear to external audiences until the approver accepts the change.
5. The approver may: reject the change and inform the author to correct the change. In which case the process starts again. Or, the approver may make the correction and submit the page to go live page him or herself.

Approval notice status icons

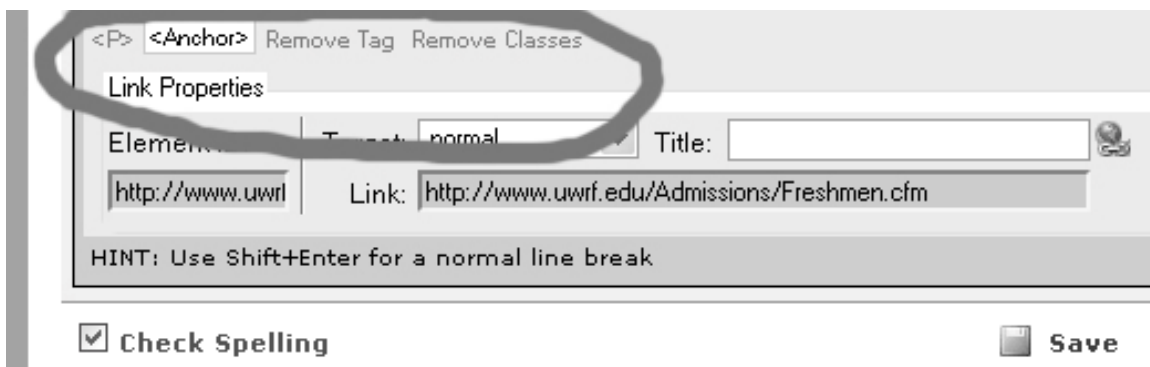
- Options: An entire page can be approved in one action by the approver or individual elements may be approved.
- The status of an approval appears in the upper left corner of the element.
- **What status does the author see:** Yellow indicates the element has been, or can be, selected for a change. The green icon means the page has been change by the author and approver has been notified there is change pending.
- The Yellow icon with an arrow means the change has been rejected by the approver and another round of approvals needs to be completed.
- **What status does the approver see:** An orange icon indicates that a page or element needs to be approved or rejected.
- The approver can compare changes by selecting the element and choosing the compare icon.



- **Applying comments:** The approver selects the icon and clicks the "refer back" icon to add a comment about the change that the author will receive.
- Authors who are also approvers may bypass the approval process when they submit pages they author however, this may run counter to agreement the author has with his or her colleagues.
- To check the status of pages pending approval visit the "My Commonsspot" page. Pages in the process of modifications will have the appropriate icon listed next to it.

Tips

- **Preferred Browser:** use Firefox with Javascript enabled
- **"Activate" your new page immediately** upon creation (Orange button in the upper right corner.)
- **The descending order of elements** (i.e. text blocks) within a container can be reordered. Choose a move option under "more".
- **Pasting a bulleted list** from another document into a formatted text block will require reformatting
- **Page layout properties** can be changed by choosing Properties>custom properties (add or remove banner container, etc.)
- **Link checking:** use it as a guide. Some off-site destinations erroneously render as broken when they are not.
- **Page Naming:** Use no spaces, but do use capitals at the beginning of each word. for example: "CareerServicesProjects"
- **Table Data:** Inserting a table using the text block element use the advance features to create table headers (Headers will appear with white text and red background)
- **Text Block HTML Tags:** Remove HTML tags to start fresh with reformatting a section of a text block Element



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