

ACADEMIC TECHNOLOGY SUPPORT



Faculty Website:

OU Campus CMS



e LEARNING

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www.etsu.edu/ats

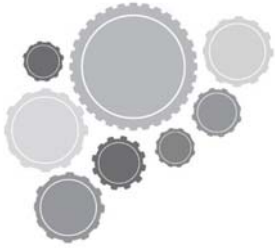
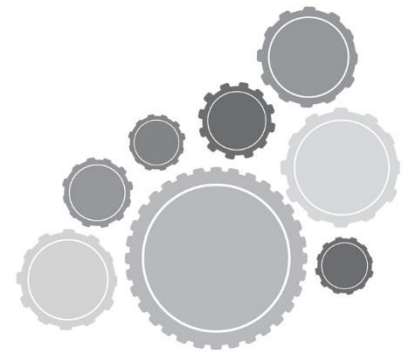


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Objective:

Participants will learn the basic concept of a content management system (CMS), how to log into the CMS system, and navigate in OU Campus, the university's CMS. You will learn how to use the What You See Is What You Get (WYSIWYG) editor, recognize the different frames and how to navigate to each frame, upload and zip your documents and images, create a new page and add it to your navigation, change colors of the template and how to publish your site.

What is CMS?

Quite simply a content management system is a web application designed to make it easy for non-technical users to add, edit and manage a website.

What are the Advantages of a CMS?

The advantages of using the OU CMS is that content can be changed frequently and easily. CMS offers users the flexibility of updating content without the hassle of specialized software. With CMS, content can be changed and updated from any computer on or off campus without the need for web editors like Expression Web or Dreamweaver. Furthermore, that content is still under the control of you the faculty member, and can include text, pictures, movies, etc.

What do I need to get started?

Before we delve into your faculty site let's visit ATS's CMS website. Our [website](#) has some basic information that will help you as you build your content. On the horizontal bar there is a link to a handout



or you can find the same handout in our left navigation in the training flyout. This handout will remind you of all that we will go over in training and much more! There is also a FAQ page for answers to popular questions.

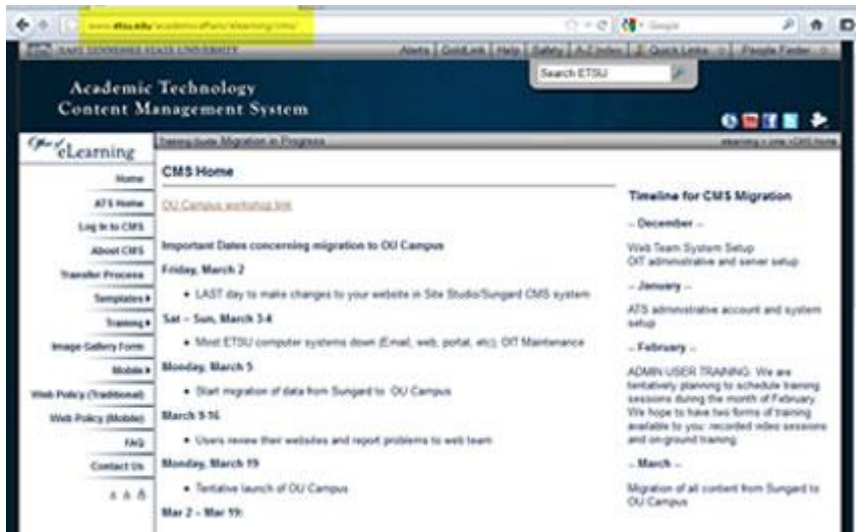
Prepare Pictures for the Web

Currently CMS will not accept images with .gif extension. It's best to use ".jpeg" or ".png" images that are **under 500kb**. The larger your image is the longer it takes to load the image and the webpage. Images should have a resolution of **72dpi**. For more information see the handout [Snagit for OU images](#).

Log In to your Faculty Site:

So let's get started! Just follow the steps.

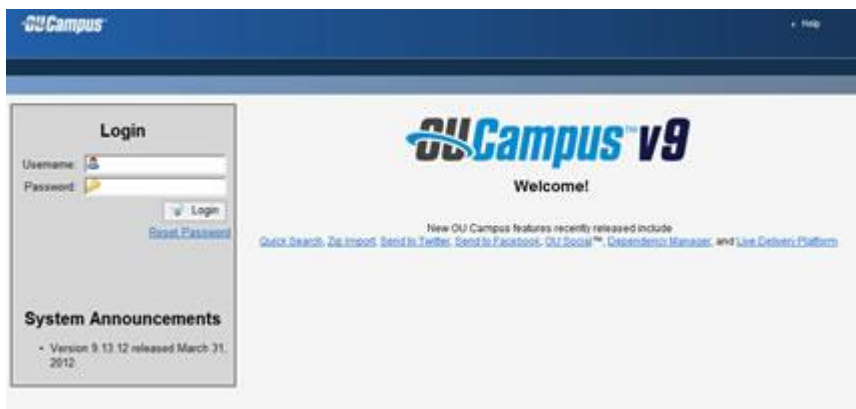
Step 1: Navigate to your website. (i.e. faculty.etsu.edu/yourusername)



Step 2: Next, scroll down to the bottom of your page and place your cursor in the bottom left corner just until you see a hand appear.



Step 3: Click on the hidden box and this will take you to the login page.



**If you cannot find the hidden box, press "Ctrl" and "A" at the same time. This will highlight your entire page including the hidden log in box.



What You See Is What You Get:

You are now in the OU Campus CMS system you will see the page that you were on when you logged in but on the page you will see one or more green edit buttons. These buttons indicate the editable regions. Simply click on the button to start editing your page. You are now able to see WYSIWYG Editor.

Note: Keep in mind that part of the configuration of the template design may include an image in the background that helps present a more accurate rendering of how the content will appear on the page, but it may not be reflective of what the current page actually looks like. It is meant simply for visualization purposes. Once the content has been saved, an actual view of the configured page can be seen using the "Preview" mode.

The WYSIWYG Editor contains all the tools necessary to edit the page. For more details on what the various toolbar icons mean, visit the [OmniUpdate Support](#) site. We will be going over the basic tools that you will need to add content to your site.

Let's get started with links:

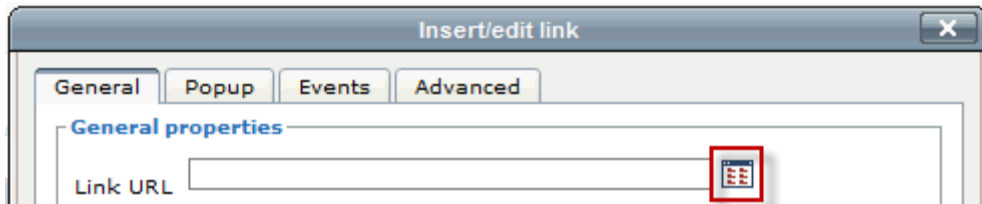


Links are created by highlighting text to be made into a link and clicking on the "Insert Link" icon. Links can point to external websites, not maintained in OU Campus, other pages within OU Campus, and document.

To browse for pages within OU Campus:

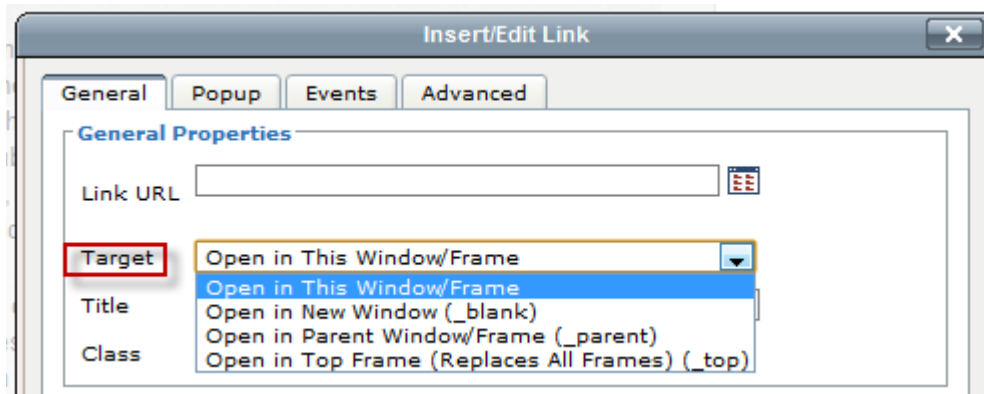
1. Click on the "Insert Link" icon: 

2. Click on the browse button.




3. Find the file to which the link should be created.
4. Click “Select File.”
5. Click “Insert.”

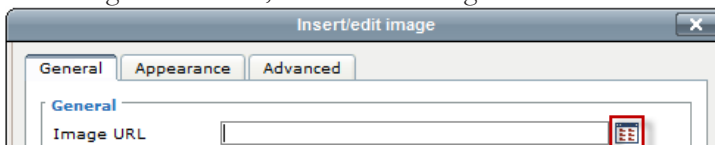
As a general rule of thumb, when inserting a link to a page outside your faculty website, or to a PDF, doc, or other similar file, the page should open in a new window. This selection is made in the field labeled “Target.”



Inserting Images

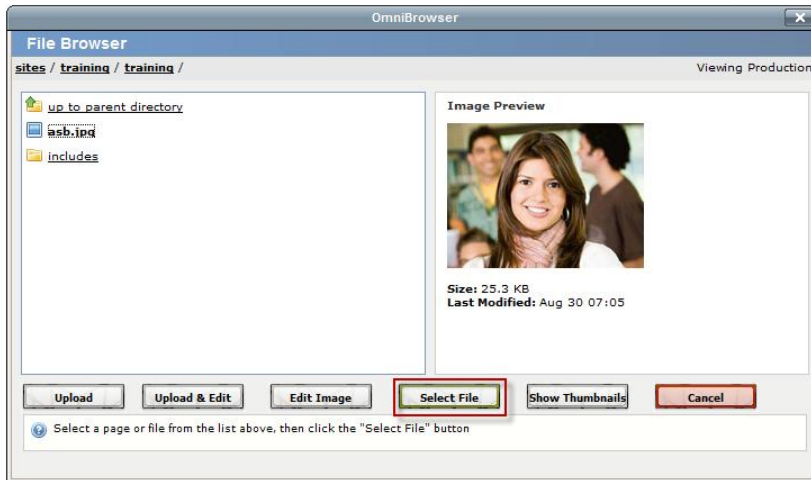
To insert an image:

1. Click on the “Insert Image” icon: 
2. On the resulting pop-up, enter the URL to the external media or click on the browse button next to the “Image URL” field, and find the image to be included.

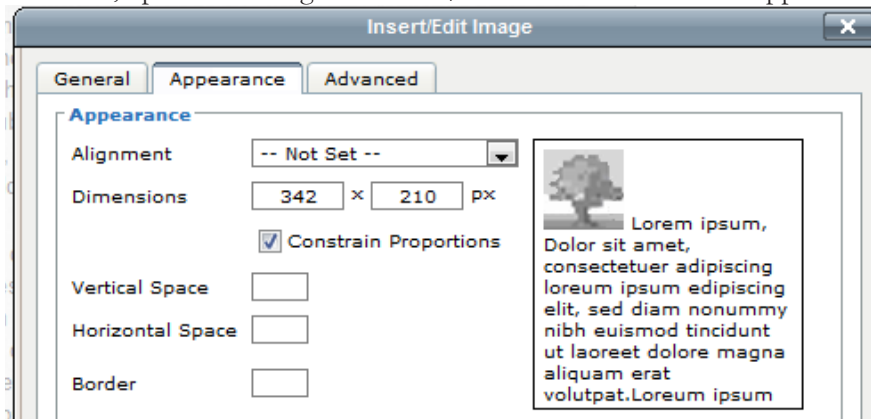


3. If browsing for an image in the file chooser, simply navigate to and click on the desired image.

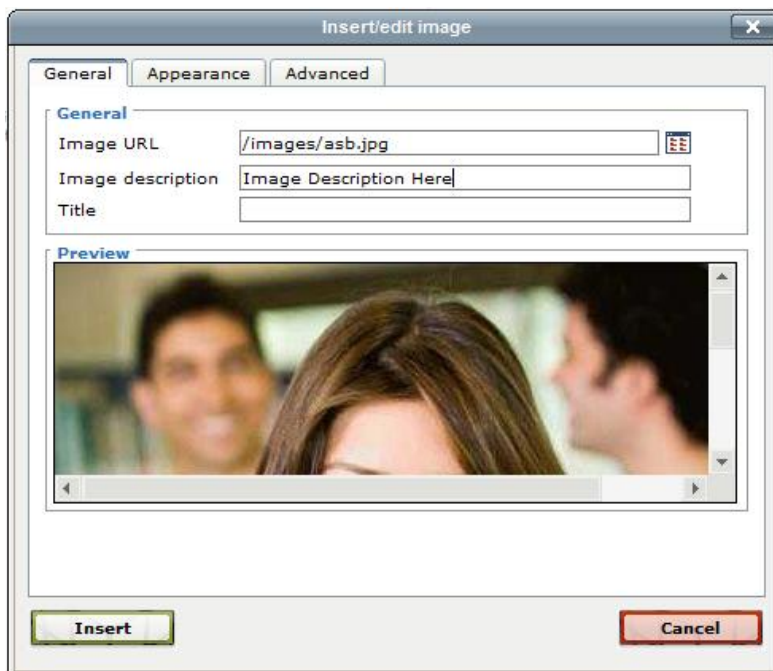
4. Click “Select File.”



5. After selecting the image, add an “Image Description.”
6. If desired, update the “Alignment” and/or “Dimensions” on the Appearance tab.



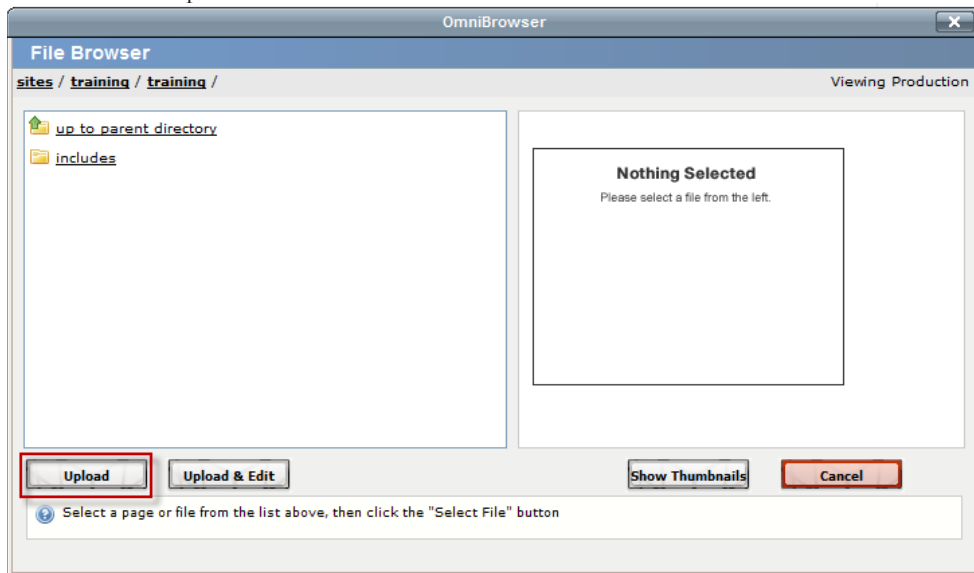
7. Click “Insert.”



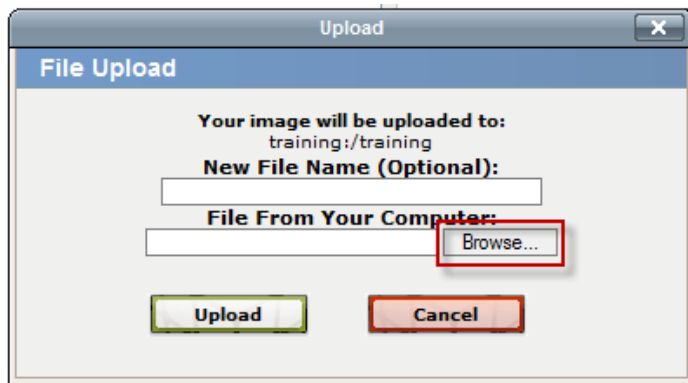
If the necessary image has not already been uploaded, it can be uploaded through the file chooser that pops up when the browse button is clicked.

To upload new images:

1. Click on the “Upload” button.



2. Browse for the desired file.



3. After finding the desired file, click “Upload.”
4. Select the newly uploaded file to insert it on the page.

Editing Images

It is possible to edit an image before selecting to have it inserted on the page.

To edit an image while uploading it, use the “Upload & Edit” button. Otherwise, simply use the “Edit Image” button.



1. Select the image to be edited.
2. Click the “Edit Image” button.
3. Make the necessary changes to the size, cropping, and orientation.
4. Click on the “Upload As...” button. Clicking the “Save As...” button will save the image to your computer.



5. Name the edited image.
6. Click “OK.”



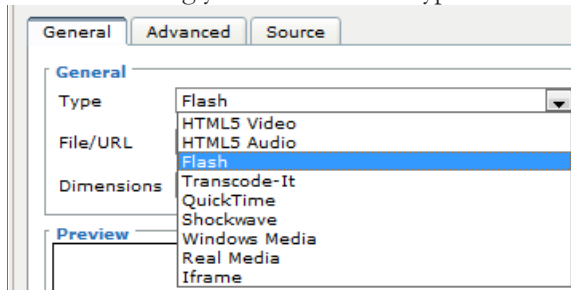
7. The image can now be selected and inserted as a modified image.

Inserting Media

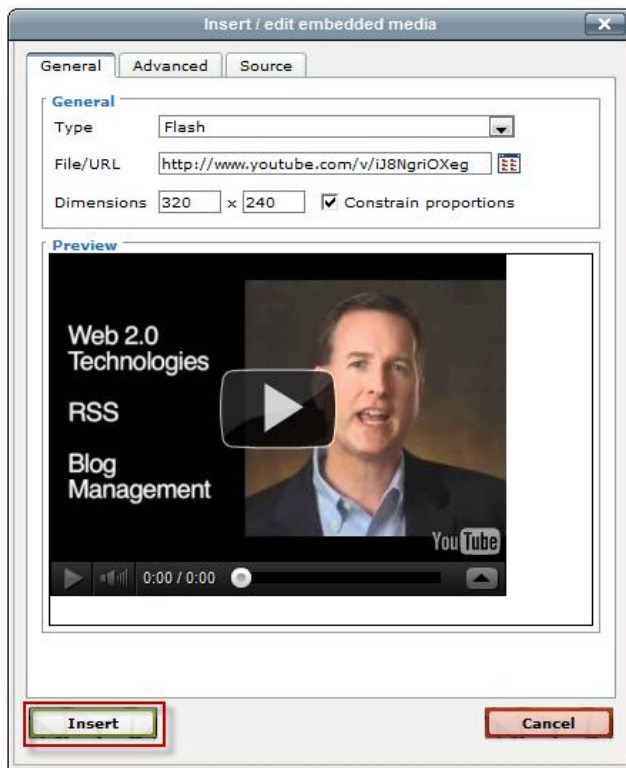
To insert a video or audio file:

Click on the “Insert Media” icon: 

1. On the resulting pop-up, select the format in which the media should be inserted. The default is “Flash.” If using youtube video the type should be an iframe.



2. Enter the URL to the external media.



The video will not render within the WYSIWYG Editor. Instead it will appear as a yellow box the size of the intended video. Once the page is saved, the video will render in the preview.

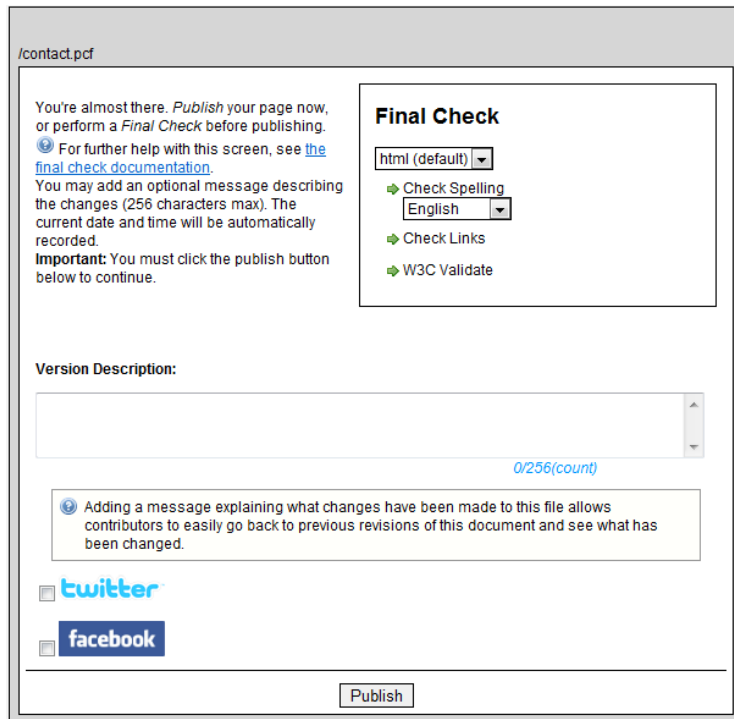
Publish your Page



To publish the page, simply click on this button. After completing the elements described below, click the “Publish” button.

Clicking the “Publish Now” button will bring up a publish screen. Within this screen the following tools may be found:

- Final Check – This allows a final spell check, link check, and page validation to be completed before publishing the page. Simply click on the green arrow to run the final check. After the check is done preview the error by clicking on the [new win](#) link.
- Version Description – This will allow a version description to be included in order to indicate what was updated and why the page is being published.
- Publish button



Edit the Template Properties

To make changes to your template click on the props button



The changes that you can make from this screen is the Page Title, which show on the browser tab, Breadcrumb Text, Page Heading, Page Type, select from one column, or two column, and add Meta Tags.

Page Title

Title: *Usually found in the title bar for the window; also commonly used as default bookmark text.*

Configuration Parameters

Page Type:

Breadorumb Text: *Max 10 Characters*

Page Heading:

Media Box: Off On

Gallery Type:

Server Model: #

Code File: #
[Select a file...](#)

Inherits: #

Meta Tags

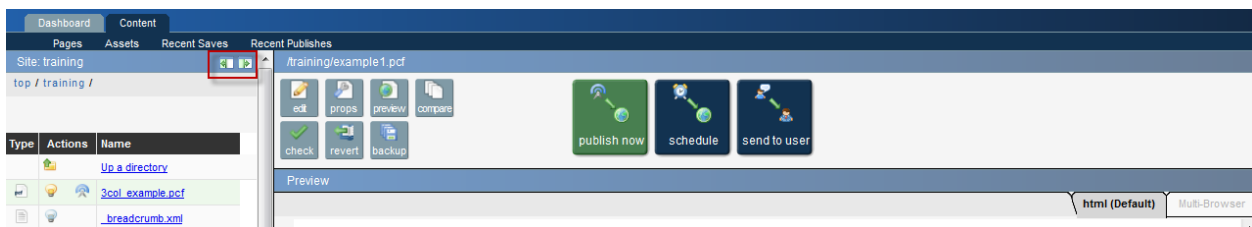
Description:

Keywords:

Author:

Navigating Between Frames

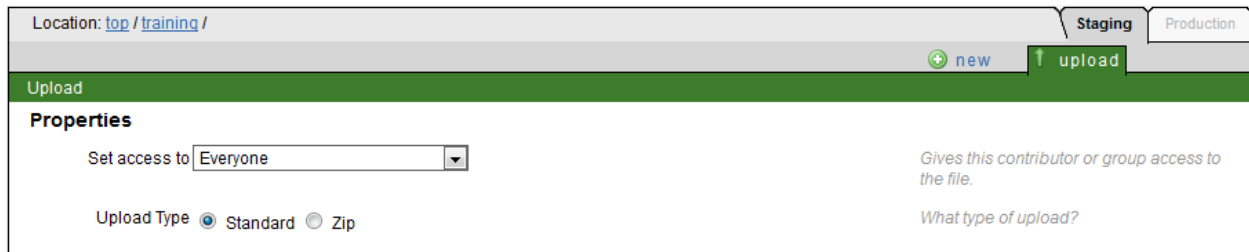
When logged into OU Campus, navigating between pages and the folder structure can be easily accomplished by clicking on the green arrows found at the top of the Pages view.



Click on the arrow to the left or right to navigate to a full view of the page or folder structure. The arrows will move as you click on them, but they will always appear at the top of the page.

Upload and Zip Imports

When “Upload” is clicked, two options may be presented: Standard or Zip.

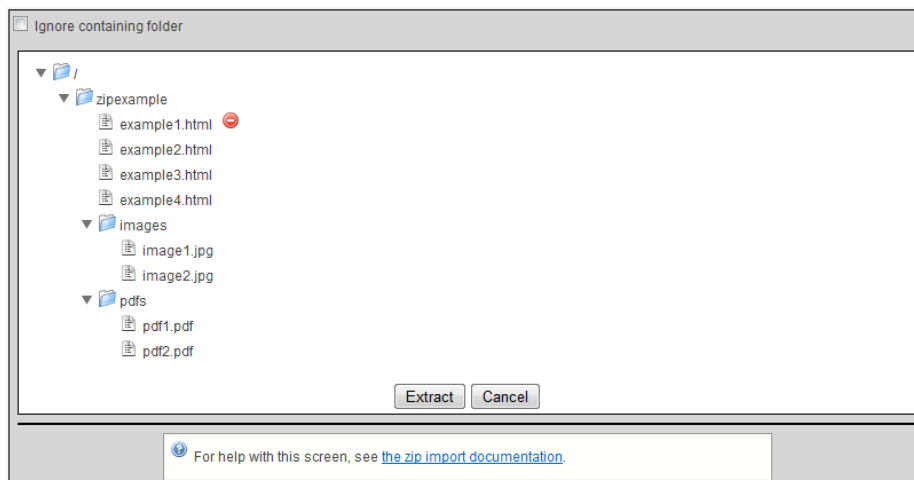


The screenshot shows a web interface for uploading files. At the top, there is a breadcrumb trail: "Location: [top](#) / [training](#) /". To the right, there are tabs for "Staging" and "Production". Below the breadcrumb, there are two buttons: a green "+ new" button and a green "↑ upload" button. The "upload" button is highlighted. Below the buttons, there is a section titled "Upload" with a green header. Underneath, there is a "Properties" section. It contains a "Set access to" dropdown menu set to "Everyone" with a help link: "Gives this contributor or group access to the file." Below that, there is an "Upload Type" section with two radio buttons: "Standard" (selected) and "Zip". A help link "What type of upload?" is also present.

A Standard upload allows the user to select files to be uploaded one-by-one. A Zip Import allows multiple files to be uploaded simultaneously within a folder structure.

1. Click “Upload.”
2. Determine the group that has access to the uploaded file(s).
3. Select “Standard” or “Zip.”
4. Select overwrite to overwrite the name of any existing file that may exist with the new file.
5. “Browse” for the file(s) to be uploaded.
6. Click “Upload.”

If using the Zip Import feature, after clicking “Upload,” the system will present the folder structure to allow the user to select which elements are to be uploaded. Simply click the red, circular minus sign next to a particular file if it should not be uploaded. The minus sign will appear when hovering over the file with the mouse. The names of the files can be changed by clicking on them as well.

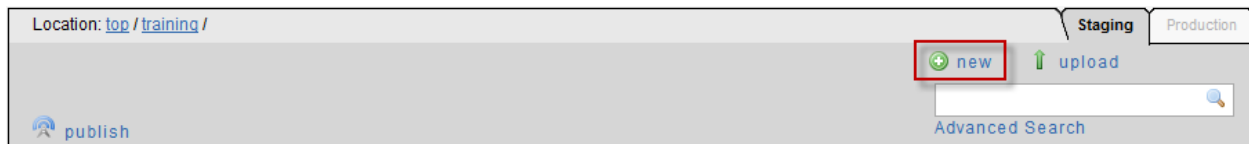


When done, click “Extract.”

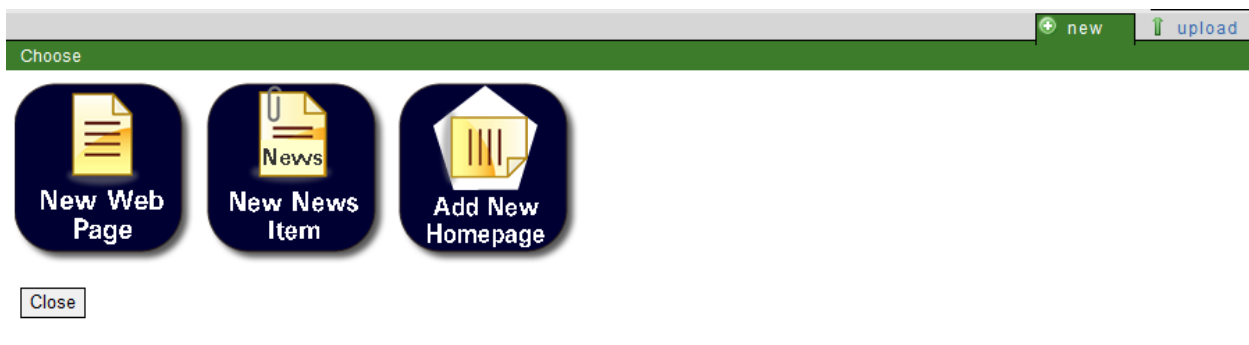
The upload feature should not be used to upload web pages. This is meant to be used to upload binary files, such as images, PDFs, and doc files. Just a hint to remember – to keep your site organized make sure that you open your document folder before you click on the upload button – you want your pdf's and doc to be stored within your document folder. If you are uploading pictures make sure you open your image folder. This way you will always have a nice tidy site!

New Pages

To create a new page, click on the “New” button from within the folder structure.



Select the type of page to be created.



Each selection will present its own properties, which must be completed in order for the page or directory to be configured. Complete the requested information.

Important Note: **Remember to keep the extension of .pcf when naming files.** If this extension is changed, the page will not render appropriately, including that the header, footer, and styles will not be available.

+ new
↑ upload

New Interior Page

[Back to templates](#)

Page Title *Give your page a title.*

Breadcrumb Text *Enter the breadcrumb text for this page.*

Page Heading *Enter the text to be used of for the page heading*

Keywords *Words that categorize your new page for search engines.*

Description *A brief description of the page content.*

Content *Enter some initial content for this page*

Path:

Author *Name of page creator.*

Image Area On? Off On #

Page Type #

Media Title *Enter the title for the media, this will be used as the alt attribute for the image.*

Image *Choose the image for this news item.*
[Select a file](#)

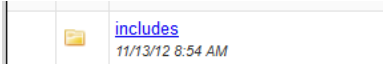
Filename *Provide a filename for this new page. Use only letters, numbers and underscores.*

Overwrite *Overwrite if file already exists?*

Access *Which contributors can edit this new page?*

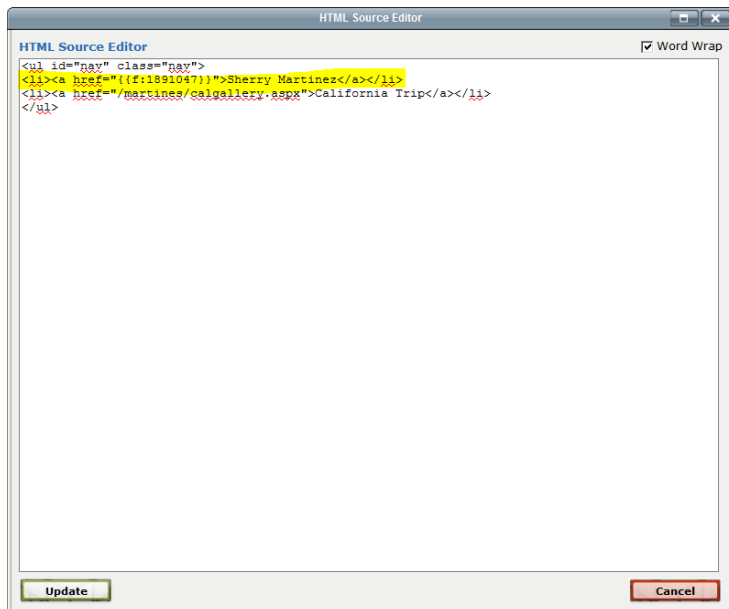
After clicking “Create,” the new page or directory will be available to be edited. You have your new page and now you would like it to be part of your navigation.

Adding New Page to Navigation

Your navigation 'lives' in the includes folder.  Click on the name includes and that will open the folder that contains three htm files. Click again on the left_navigaiton.htm file. This will open up the WYSIWYG editor.

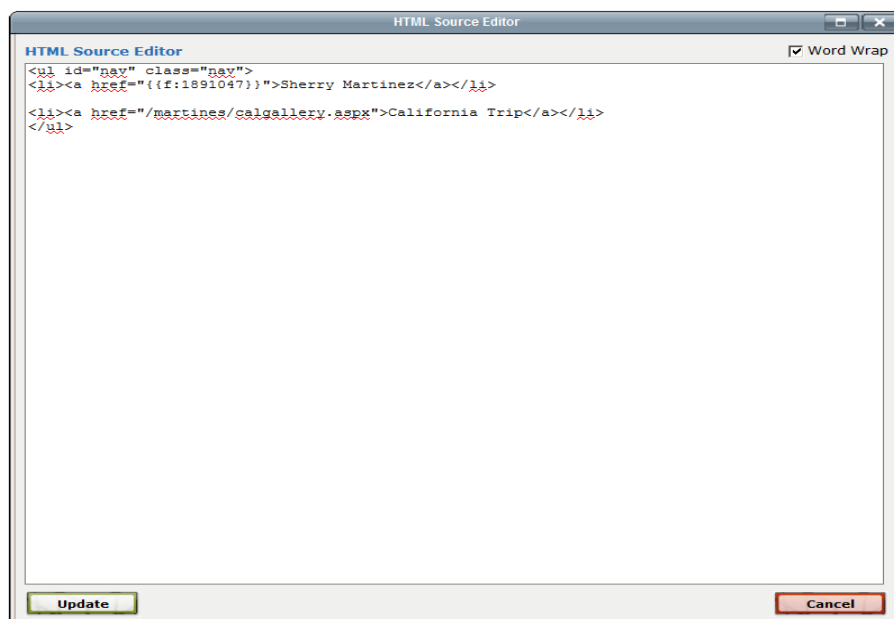
Step 1 Click on the HTML icon in the toolbar – second row fourth from the end 

Step 2 This opens the HTML Source Editor copy the highlighted line that you see below:



```
HTML Source Editor
Word Wrap
<ul id="nav" class="nav">
<li><a href="{(f:1891047)}">Sherry Martinez</a></li>
<li><a href="/martines/calgallery.aspx">California Trip</a></li>
</ul>
Update Cancel
```

Step 3 Add a space where you would like the new page navigation button to be located



```
HTML Source Editor
Word Wrap
<ul id="nav" class="nav">
<li><a href="{(f:1891047)}">Sherry Martinez</a></li>
<li><a href="/martines/calgallery.aspx">California Trip</a></li>
</ul>
Update Cancel
```

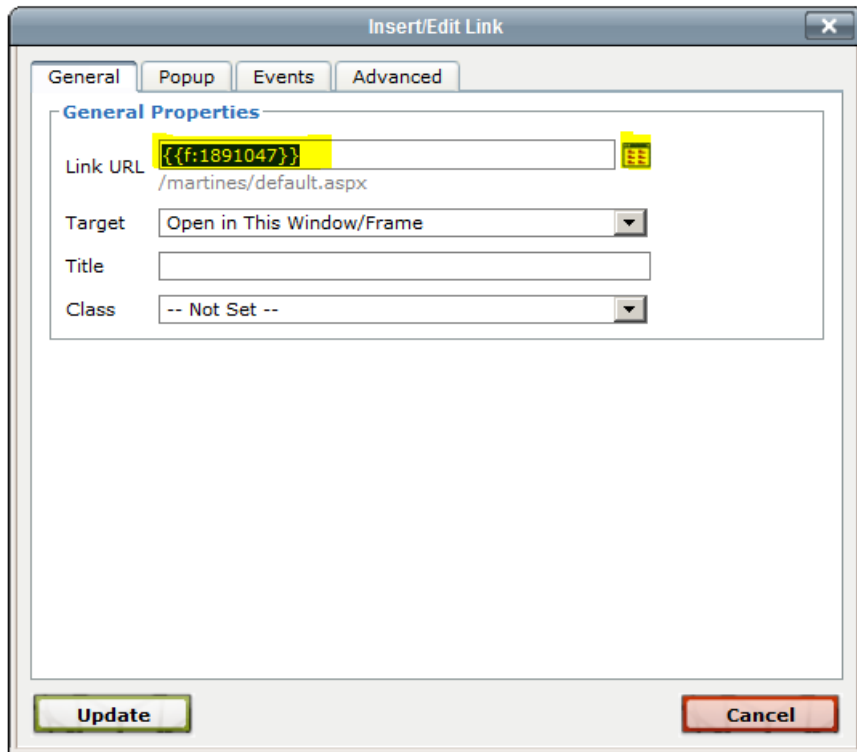

Step 4 Paste the copied line of code into that space

Step 5 Highlight just the name in between the tags >Name< and change it to the name that you would like to appear on your navigation.



Step 6 Click the update button on the left bottom corner in the HTML Source Editor

Step 7 In the editor highlight your new name and click on your hyperlink icon in the toolbar – we are going to link the name to the page that you had built just like you had done earlier. The Insert/Edit Link box will be displayed – remove the item from the url field and click on the browse button.





Step 8 The file browser will open in the left area select the page that you have built, you may have to click on your username to go up a directory, select the page and then click on the Select File button. And then again click on the update button.

Step 9 Save the page and publish – using the same process that you had done earlier.

Step 10 You did it!

Changing colors in the CSS

You will be able to make color changes to the text on your pages and the background color simply by clicking

the CSS folder  **CSS** 11/13/12 8:45 AM and the opening the local.css file. You will see the local.css in preview you will need to click on the edit button .

Below you will see the areas that you can edit to make the color changes:

```
/****** TOP BANNER WITH DEPARTMENT/UNIT BRANDING *****/

/** text color and background color of page outside content area **/

body {
color:#002146;
background-color:grey;
}
/***** change the background color of the content area *****/
#centerCol{
background-color:white;
}
}
```

*The highlighted areas are where you will either change the hex code or the color name.

Here are a few websites for you to find either the color you want or the hex code to view [color hex codes](#), or [color-picker](#) or [color names and hex codes](#). When adding hex codes make sure that you include the # symbol before the numbers or letters.

Changing your template colors:

Go to www.etsu.edu/ouct/mysite you will be able to select the colors that you would like for your left navigation, footer, and top bars. Fill in the steps and cms@etsu.edu will be emailed with your selection, we will make the change within 48 hours.

Build your own banner!

For your faculty banner we have two options:

Design your own custom banner with these pixel dimensions, width: 976 and height: 86

or

Select from these pre-built banners:





When adding your custom banner to your site:

- open the images folder
- upload your banner and change the name to top_banner.jpg

You are off to a great start!

Enjoy working on your faculty site – remember this is your site use it to promote you and your academic accomplishments.