

CMS Training

Rick Marson and Libu Varghese

What is the CMS?

Content Management System

- A way that you can update content on your pages that will maintain stylistic and navigational integrity of the site.
- A database containing all the information for most of the pages on the web site.
It excludes news and events and dynamically generated pages (i.e. sswweb).
- Information in the CMS is added or edited using the WYSIWYG editor.
WYSIWYG = What You See Is What You Get.
- A way to upload images and files to the internet for use on web pages or for download.
Images should have .jpg or .gif extensions. The CMS does not allow certain file types to be uploaded.
- You can make your pages look the way you want without worrying about messing up the live site.
- Once the information is in the database it can be published to the web site.

Getting on to the CMS

- www.llu.edu/cms
- Login with your email username and password.
If that doesn't work call the help desk (extension 48611), and they will set you up.

A screenshot of a web login page. The page has a light blue background with a repeating pattern of a circular grid. In the center, there is a login form. The form is titled "Login" in bold. Below the title, there are two input fields: "User Name:" and "Password:". Below the "Password:" field, there are two buttons: "submit" and "Reset". Below the buttons, there is a blue hyperlink that says "CMS Announcements".

Login
User Name:

Password:

[CMS Announcements](#)

CMS home

- The "Search box" allows you to narrow the number of active pages shown.
- Active pages are listed below the "Search box."
- If you have not yet changed your editor, click "Change editor."

U-Manage-It!

[List Active Pages](#)
[Upload files](#)
[Change editor](#)
[Logout](#)
[Back](#)

CMS Page Selection for rmarson

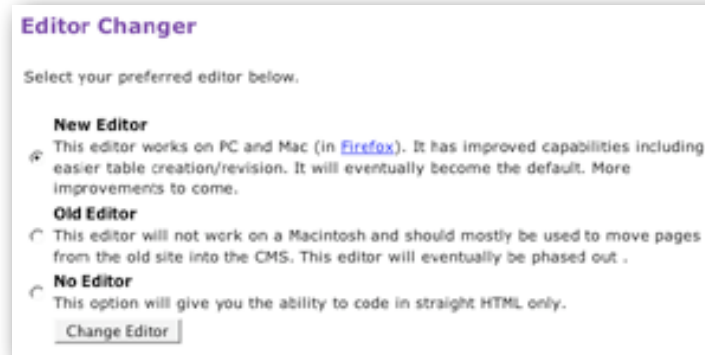
Search box
[Clear filter](#)

Company	*All
Info Area	*All
Status	*All
Directory	/eastcampus/possibilities/
Mass Update:	Update All Pages below

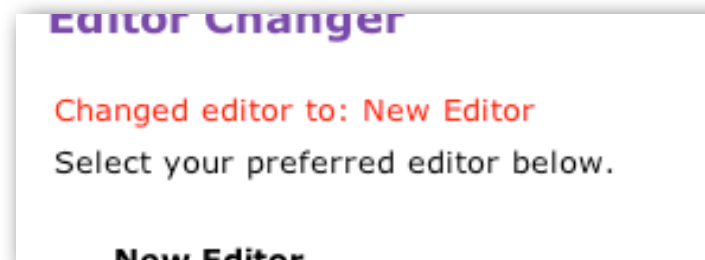
Company	Info Area	Location	Status	Action
LLUMCEC	PossAbilities	/eastcampus/possibilities/adaptive.html	Modified by Iquist on 02/06/06	[Edit] [Preview] [Diff]
LLUMCEC	PossAbilities	/eastcampus/possibilities/benefits.html	Modified by Iquist on 02/06/06	[Edit] [Preview] [Diff]
			Modified by Iquist on	[Edit] [Preview]

Changing your editor

- Select "New Editor" and click the "Change Editor" button.



- You should get this message in red.



- You can then click the "List Active Pages" link on the left to get back to the CMS home.

Active pages list

- “Company” and “Info Area” are not very useful to most people because they only work in one area of one company.
 - The “Info Area” is a grouping of pages about one particular place or thing.
 - The “Info Area” is the heading on the page just above the content area.
- The “Location” is where the file will appear online once it has been published.
 - The location can be copied and used to create hyperlinks.
- The “Status” shows what has most recently happened to the page.
- The “Action” links allow viewing and editing of the page in a few different ways.
 - “Edit” takes you to the edit preview.
 - “Prevw” opens a preview of the page in a new window. This is helpful for finding the right page more quickly because you can close the preview window and the active list is still open behind it.
 - “Diff” will show you the changes that have been made to a file since it was last published.

Company	Info Area	Location	Status	Action
LLUMCEC	PossAbillities	/eastcampus/possabilities/adaptive.html	Modified by Iquast on 02/06/06	[Edit] [Prevw] [Diff]

Active pages list

- When someone else is editing a page its status will be set to "Checked-out."
- This feature is to keep people from overwriting each other by working on the same page at the same time.
- Anyone who clicks the "Check in" link will reset the status and the "Edit" link will display again.
- Sometimes a page will remain checked out after a person is done with it. This most often happens when you make new pages. The page you use to create the new page will remain checked out.
- You should check with the other person before checking in a page that is checked out to them.

LLUMCEC

PossAbilities

/eastcampus/possabilities/staff.html

Checked-out by

rmarson on 02/15/06

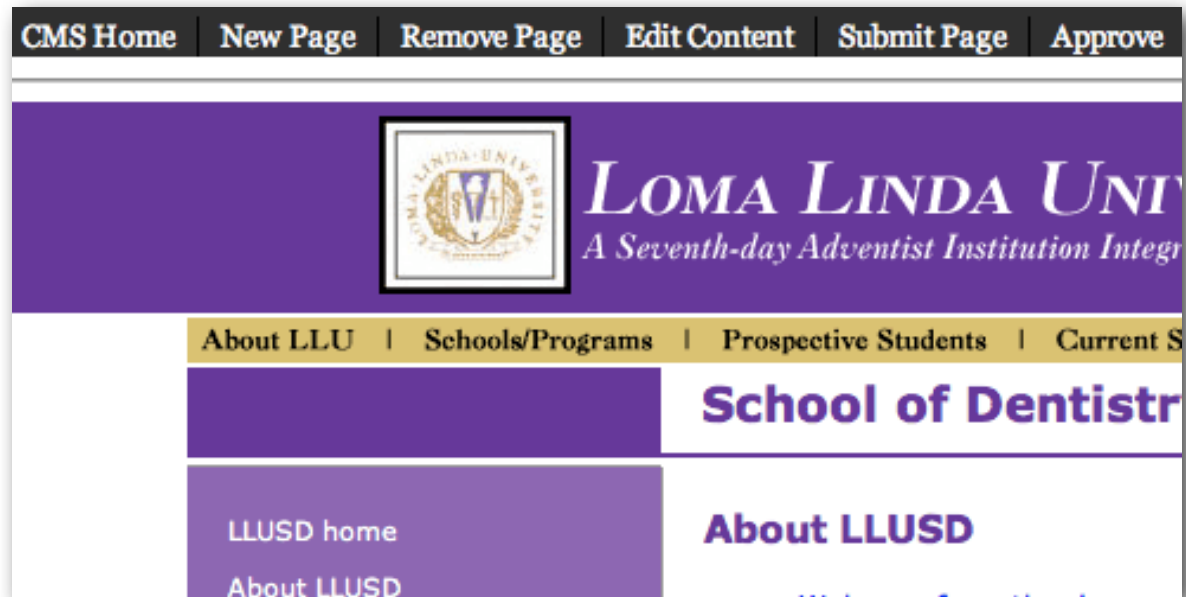
11:21 AM

[\[Checkin\]](#)

[\[Prevw\]](#) [\[Diff\]](#)

Edit preview page

- You cannot edit anything on the edit preview page.
- “New Page” will create a page in the same folder/directory as the page you are looking at when you click it. Be sure to place files in the appropriate directory.
- “Remove Page” will remove the page from your active pages list and it will not be published again, but it will not delete the page from the site.
 - To remove a page from the live site you will need to contact a web editor.
 - To retrieve a page removed from your active list you will need to contact a web editor.
- Don’t use the “Back” button while you are in the CMS. To get back to the active pages list, click “CMS Home.”



Edit Content

Please see [Guidelines for Web Developers](#).

LLUMC East Campus Adult Day Services(15247)

Title LLUMC East Campus Adult Day Services

Filename adultday .html

Metatags

Content Description LLUMC East Campus Adult Day Care, Adult Day Care, and Adult Day Health Care

Content Save Cancel [Guidelines for Web Developers](#)

Source | | | | | | | | | | | | | | |

Style Format

Adult day services, adult day care, and adult day health care

Who we are

Sometimes it is difficult to decide what level of care your frail or disabled loved one needs. It is helpful to talk to a caring and experienced adult day services professional who is experienced in all aspects of adult care.

Our goal at the Loma Linda University Medical Center adult day services program is to preserve the dignity and enhance the quality of life for those we serve through a caring, stimulating, therapeutic, and enjoyable environment. We offer comprehensive health care, rehabilitative therapies, and social services for frail or disabled people age 18 and over. Community volunteers play a vital role in our team approach.

"We give you peace of mind by taking care of your loved one with kindness, warmth, and encouragement."

Hours

Our center is open **Monday** through **Friday** from **8:00 a.m.** to **4:30 p.m.** A participant may attend one to five days a week, depending on need.



Who we serve

The Center serves cities in the east valley including Fontana, Redlands, Rialto, Grand Terrace, Colton, Bloomington, Yucaipa, Loma Linda, Highland, and the City of San Bernardino. This region contains most of the industry, government agencies, educational and recreational facilities, much of the trade, and most of the services available to seniors.

Our staff

Our services are provided by a team of professionals experienced in caring for frail elderly.

Save Cancel

[Upload files](#)

Edit page

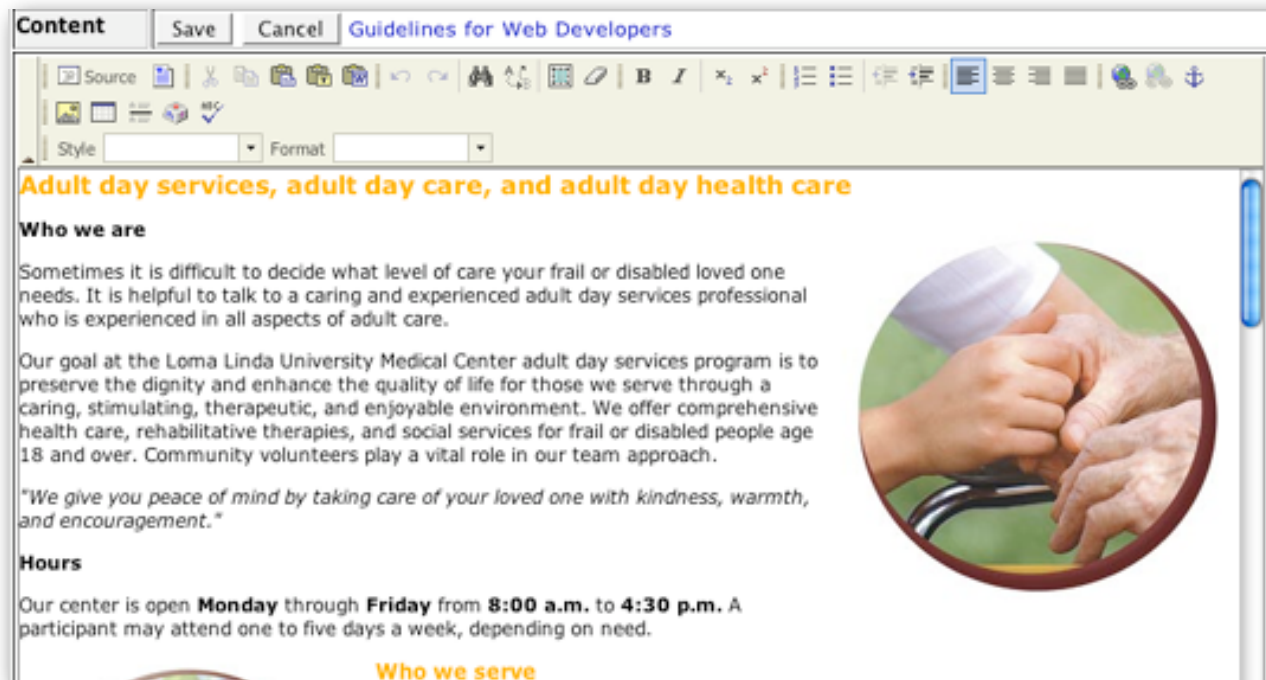
- You should read the “Guidelines for Web Developers” (link at the top of the edit page) if you haven’t already.
- The title will show up in the title bar of the browser window.
The content of the “Title” field will also show up on search engines as the link to your page.
- The filename should be short and as easy to remember as possible.
It should be all lowercase letters. No symbols or spaces. Spaces can be represented by a hyphen.
- The “Content Description” field is used by search engines.
It should be full sentences, not a list of keywords.
The content description will show up in some search engines as the description just below the title/link.
- Information about these fields should pop up if you hold your mouse over the field names. The “Guidelines for Web Developers” page also contains some information about completing these fields.

Please see [Guidelines for Web Developers](#).

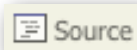
LLUMC East Campus Adult Day Services(15247)	
Title	LLUMC East Campus Adult Day Services
Filename	adultday .html
Metatags	
Content Description	LLUMC East Campus Adult Day Care, Adult Day Care, and Adult Day Health Care

The WYSIWYG

- What You See Is Very Nearly What You Get.
Headings in the WYSIWYG editor are orange to indicate that they will be displayed in the company's color.



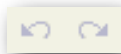
The toolbar



Shows the HTML code that makes your page. You can use this if you know HTML.



This opens a small window that allows you to paste text from Word. It should clean out proprietary code.



Redo and Undo.



Find and Replace.



Remove formatting. This is something you might want to do whenever you paste text from another source.



Add an image to your page. The image will appear where you have placed the cursor.



Add a table.



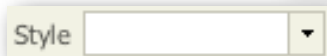
Add a horizontal rule.



Insert special characters like "ü" and "ö."



Spell check. Make sure to spell check any new content you add.



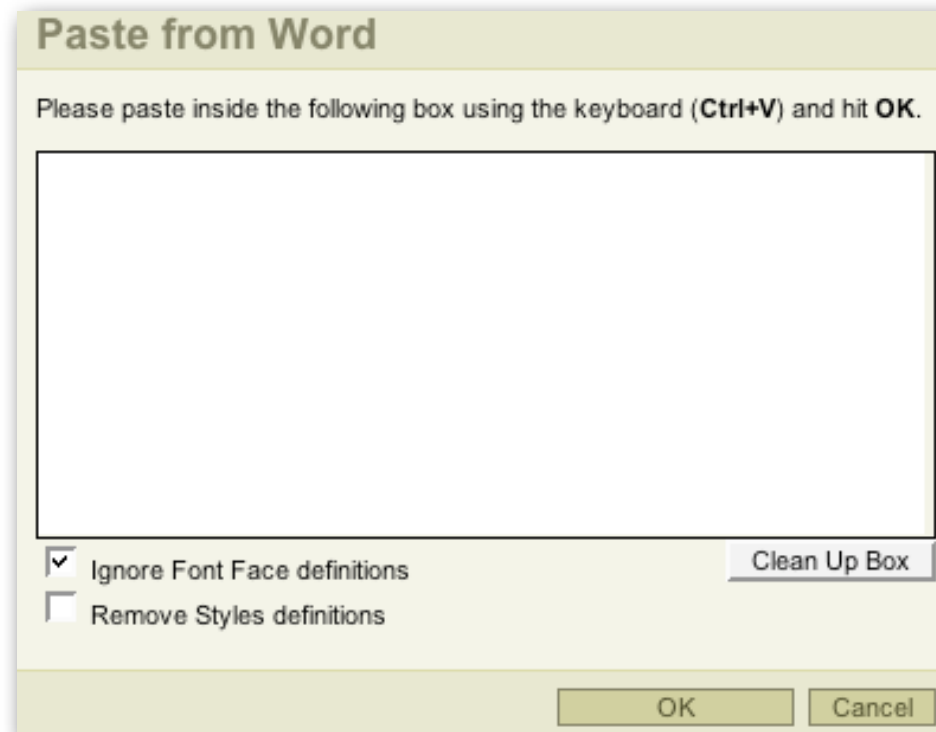
Add a style to selected text.



Add heading style.

Paste from Word

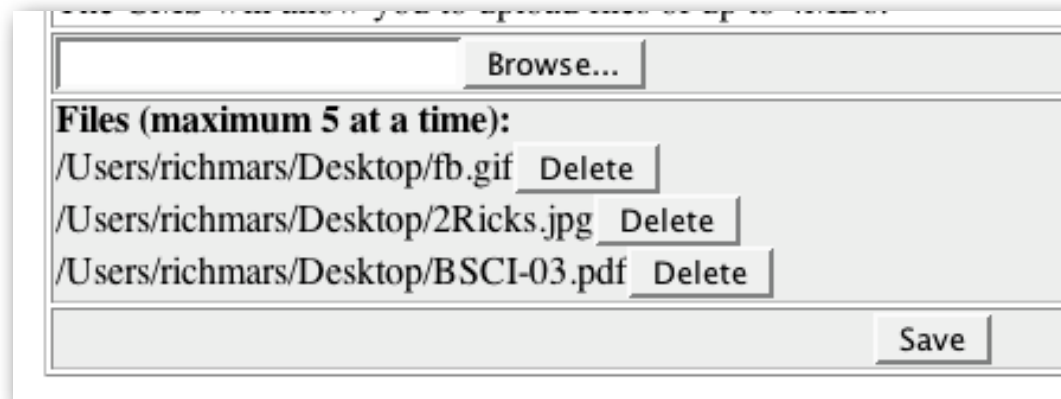
- How to use the "Paste from Word" tool:
Paste your Word text in the text box.
Make sure that both check boxes are checked.
Click "OK." (Do not click "Clean Up Box," that will clear the text box.)




The image shows a dialog box titled "Paste from Word". The dialog box has a title bar with the text "Paste from Word". Below the title bar, there is a text area with the instruction: "Please paste inside the following box using the keyboard (Ctrl+V) and hit OK." Below this text area is a large, empty rectangular text box. At the bottom of the dialog box, there are two checked checkboxes: "Ignore Font Face definitions" and "Remove Styles definitions". To the right of these checkboxes is a button labeled "Clean Up Box". At the very bottom of the dialog box, there are two buttons: "OK" and "Cancel".

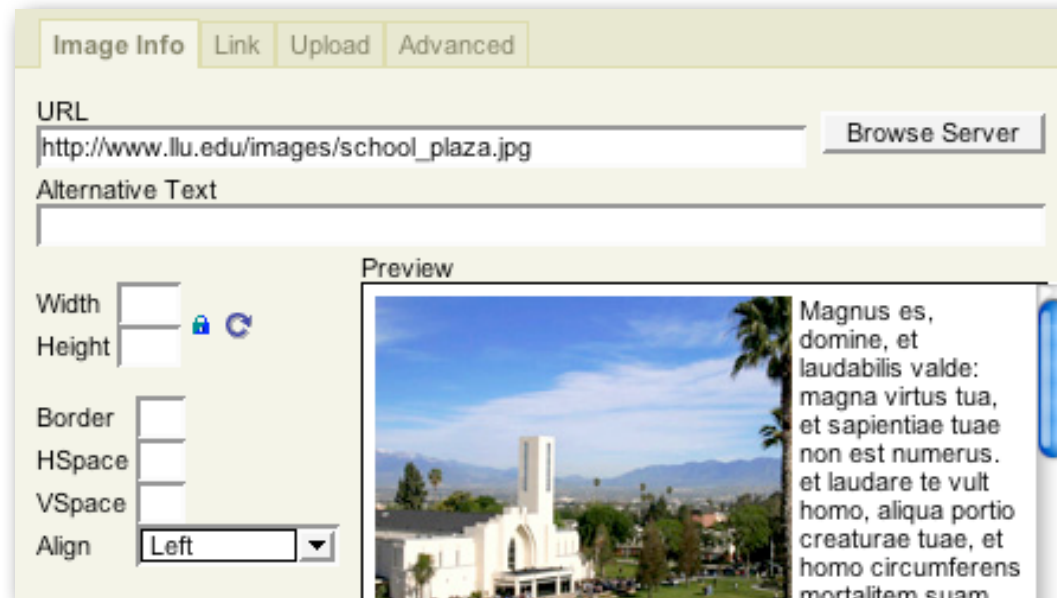
Upload files

- Links to upload files are located on the CMS homepage and below the WYSIWYG editor on the edit page.
- If you use the link on the CMS home you can upload to any folder you have access to. If you use the link from the WYSIWYG page, you will only be allowed to upload to location of the page you are editing.
- You can upload up to 5 files at one time.
- The files can be up to 4MBs each.
- Click the "Browse..." button to find the files on your computer.
- Once a file has been selected it can be deleted from the list before upload.
- Clicking "Save" will upload the files to the server.
- The files will be listed on the upload confirmation page as links. Do not close this page! The information will be useful when you link/place the file.



Adding images to your pages

- Place the cursor in the area you would like the image.
- Click the image button. 
- Copy the URL of the image from the upload page and paste it into the URL field.
- Add alternative text. This text will show if the image does not load and is useful to search engines.
- Do not resize the image here. The image should be sized correctly before it is uploaded.
- H and V Space will add padding to the image, pushing the text away from it.
- Align will set how the other elements on the page wrap around the image.



The screenshot shows a dialog box with four tabs: "Image Info", "Link", "Upload", and "Advanced". The "Image Info" tab is active. It contains a "URL" field with the text "http://www.llu.edu/images/school_plaza.jpg" and a "Browse Server" button. Below the URL field is an "Alternative Text" field. To the left of the "Preview" section are input fields for "Width", "Height", "Border", "HSpace", and "VSpace", along with an "Align" dropdown menu set to "Left". The "Preview" section shows a photograph of a school building with a tall tower and a palm tree, with the Latin text "Magnus es, domine, et laudabilis valde: magna virtus tua, et sapientiae tuae non est numerus. et laudare te vult homo, aliqua portio creaturae tuae, et homo circumferens mortalitem suam" overlaid on the right side of the image.

More things about images

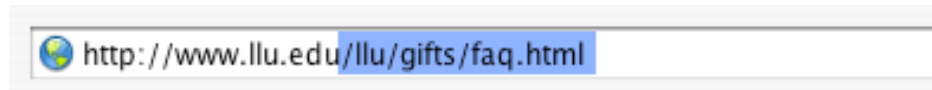
- To delete an image, select the image and then choose "cut," or just right click and choose "cut" from the menu. Do not press delete, that will take you back to the previous page.
- To view a list of all the images uploaded to your folder, click "View images in this folder" above the WYSIWYG editor (on the edit page). To view the documents, click "View documents in this folder." If you do not have any images or documents uploaded in the file/directory in which you're working, these links will not appear.
- You can edit an image's properties that you have on your page by clicking it and then clicking the image button in the tool bar, or by right clicking and selecting "image properties" from the menu.
- Web images should always be 72dpi and in general no larger than 240px in either dimension. They can be larger if needed, but should not exceed 540px wide.
- If you link an image it is a good idea to set the border field in the image properties window to zero. Otherwise a blue border may appear.

Adding links to your pages

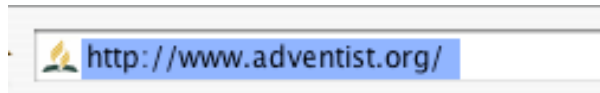
- Find the location of the file you want to link to. If it is one of your own files highlight and copy the location from the “CMS Home” view.

Company	Info Area	Location	Status	Action
LLUMCEC	PossAbilities	/eastcampus/possabilities/adaptive.html	Modified by Iquast on 02/06/06	[Edit] [Prevw] [Diff]

- If it is another page on the llu.edu web site, navigate to it in your web browser and copy everything after “llu.edu”

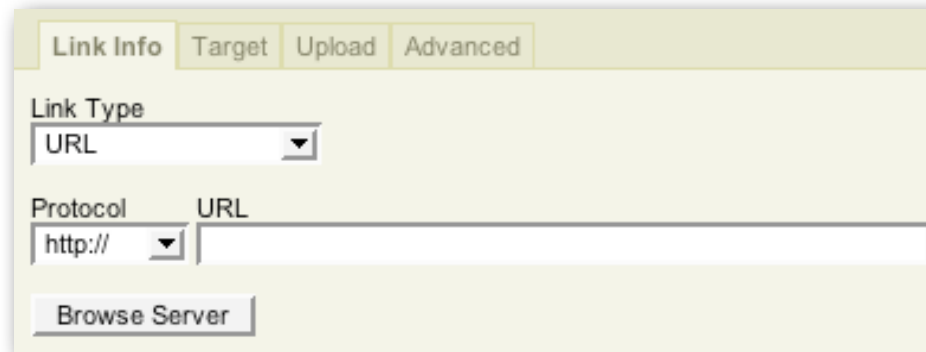


- If the page is not an llu.edu page, navigate to it in your web browser and copy the entire URL



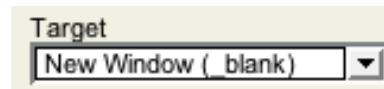
Adding links to your pages

- Once you are back in the editing page of the file where you want to add the link, select the image or text that you want to link from.
- Click the hyperlink button. 
- Paste the URL or location into the URL field.



The screenshot shows a dialog box with four tabs: "Link Info", "Target", "Upload", and "Advanced". The "Link Info" tab is selected. It contains a "Link Type" dropdown menu set to "URL". Below it, there are two fields: "Protocol" with a dropdown menu set to "http://" and "URL" with an empty text input field. At the bottom of the dialog is a "Browse Server" button.

- If the link is not to an llu.edu web page, click the "Target" tab and set the "Target" drop-down menu to "New Window (_blank)."



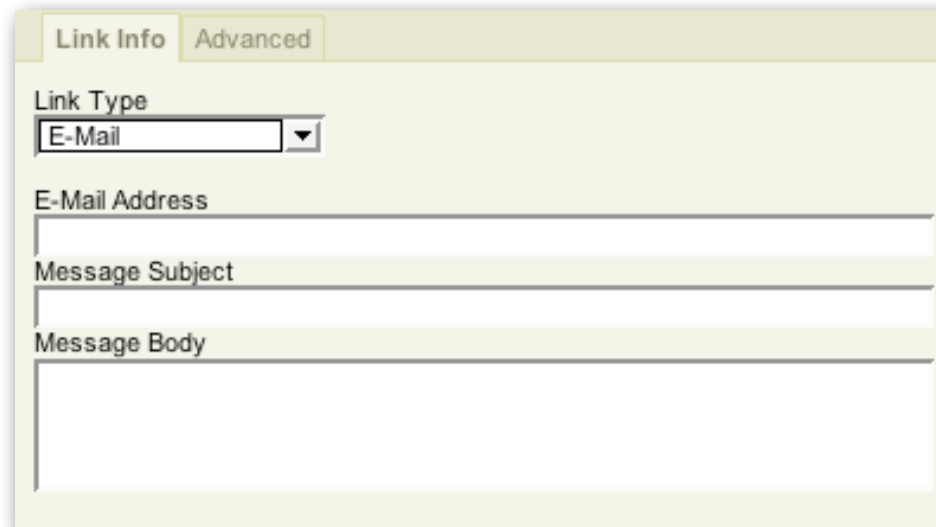
The screenshot shows a dialog box with a single tab labeled "Target". It contains a dropdown menu set to "New Window (_blank)".

- To remove a link, select the linked image or text and click the remove hyperlink button.




Adding links to your pages

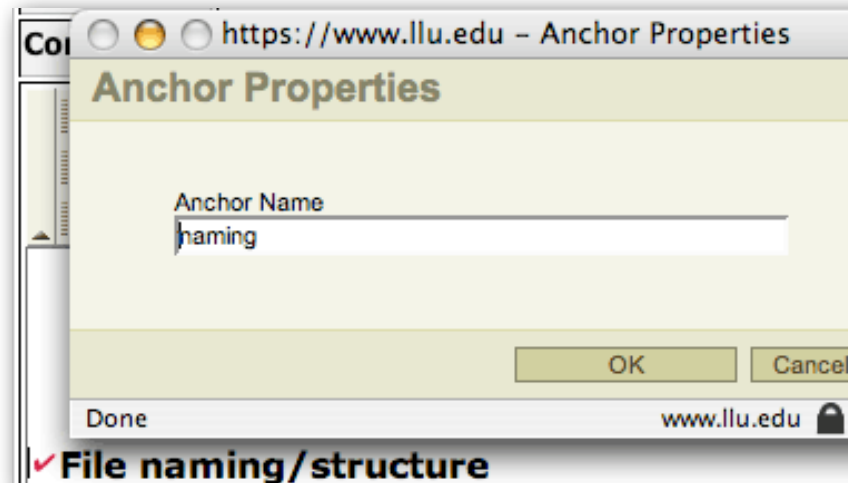
- Linking to a document for download is the same process. Once you have uploaded the file, copy the URL, and paste it into the URL field.
- If you are linking to a Word document or a PDF, indicate the document type by adding (PDF) or (Word .doc) after the link. If you know the size of the document you should add that in the parenthesis too.
- To create a link to an email address, highlight the text from which you want to link. Then, once you have pressed the hyperlink button, select "E-Mail" from the "Link Type" drop-down menu. You can specify the email address, as well as the subject for the email and text that will appear in the message itself.



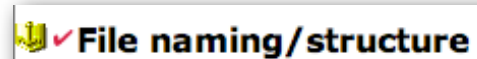
The image shows a dialog box titled "Link Info" with two tabs: "Link Info" and "Advanced". The "Advanced" tab is selected. Inside the dialog, there is a "Link Type" dropdown menu currently set to "E-Mail". Below this are three text input fields: "E-Mail Address", "Message Subject", and "Message Body".

Adding anchors to your pages


- Anchors allow you to move from one place on a page to another place on the same page or to a specific place on another page.
- Place the cursor next to the text you want to move to.
- Click the Anchor button. 
- Type the name you want to give the anchor.



- An anchor icon will appear next to the text.



Linking to anchors

- Select the text or image you want to make into a hyperlink.
- Click the hyperlink button. A small square icon with a globe and a chain link, representing a hyperlink function.
- In the URL box enter the location of the page where you created the anchor followed by “#” and the anchor name.
(e.g., /info/guide/example.html#anchorname)

Creating new pages

- To create a new page go to the "CMS Home" and click "Edit" next to a page in the same folder that you would like your new page to go.
- When that page opens click "New Page."

CMS Home **New Page** **Remove Page** **Edit Content** **Submit Page** **Approve**

- Complete the "Title," "Filename," and "Content Description" fields.
- Add information in the WYSIWYG editor. Either type it in or paste it (remember to use the "Paste from Word" tool if needed).

Saving your work

- Save often! The CMS will timeout if it is left on a single page too long. It does not recognize work you do in the WYSIWYG as activity. If it times out you will lose all unsaved work. Timeout is 45 minutes.
- Clicking save in the edit page will not affect the live site, nor will it tell anyone that the page is ready for publication. You can save as many times as you want. You can leave your work and come back later.
- If you aren't ready for your page to be published, use the "CMS Home" button to exit the edit preview page.
- When you are ready to have your page published click "Submit Page."

CMS Home **New Page** **Remove Page** **Edit Content** **Submit Page** **Approve**

- Your page status will be set to "submitted" and an email will be sent to the web editors. We will check it and upload it as soon as possible.
- When you are done with your edits for the time being, go to the "CMS Home" and click the "Logout" link on the left side of the page.

A couple more things to remember...

- Don't use the browser's back button. Navigate using the buttons in the CMS.

CMS Home | **New Page** | **Remove Page** | **Edit Content** | **Submit Page** | **Approve**

- If you are having problems bringing up some of the tools, you may need to turn off your pop-up blocker. You will need to do this if you like to right-click and select tools from the menu that appears.
- If you need forms created you will need to contact the web department.

Questions?

- We will create a FAQs page based on questions contributors have frequently asked.
- You may email questions you think of later to webmaster@llu.edu.

Resources

- Contact a web team member if you have questions.
Contact info: <http://www.llu.edu/info/guide/contact.html>
- Visit the Web Development web pages.
Guidelines and how-tos: <http://www.llu.edu/info/guide/>
Search engine optimization: <http://www.llu.edu/info/guide/documents/searchengineinfo.pdf>