

Eastern Wyoming College Content Management System Tutorials

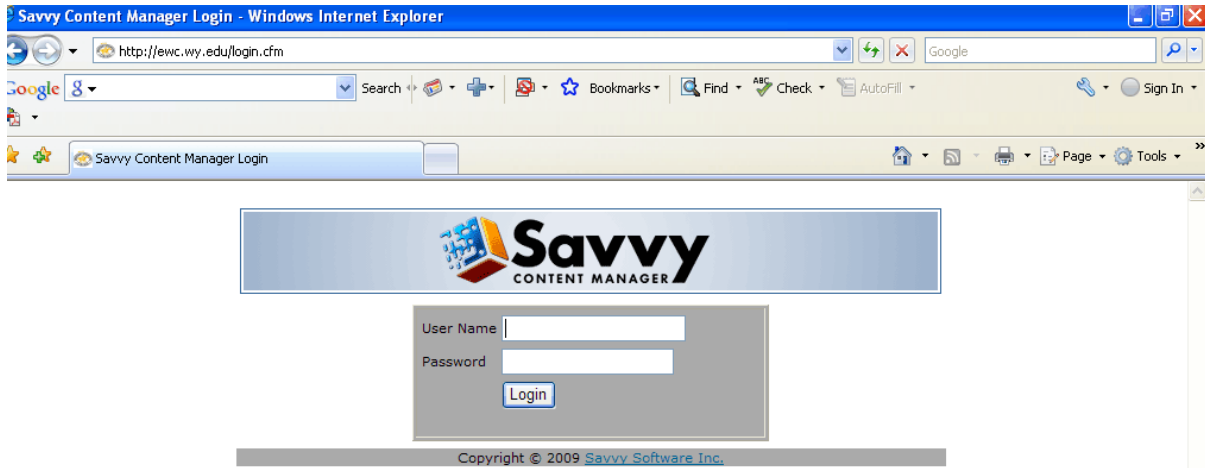
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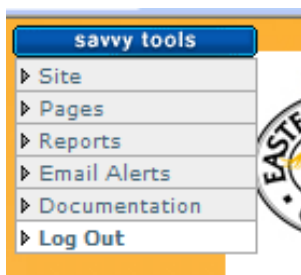
Getting Started

First you will need to obtain an username and password. After this account is set up, you can log onto the content management system (CMS) from this URL: <http://ewc.wy.edu/login.cfm>

A screen like this will be shown:



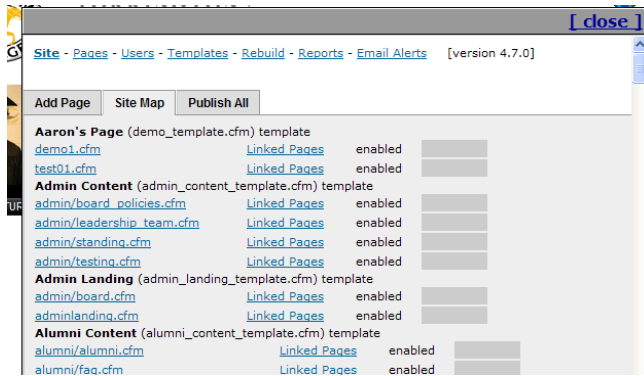
After logging in, you will see a landing page as show below:




You will notice that there is a “savvy tools” blue button located on the upper left hand area of the page. This is where you will find the web page to edit. It looks like this:

You will click on the “Site” button from this drop down menu.

You will then be taken to a screen where there is an “Add Page” tab, “Site Map” tab and a “Publish All” tab. You will click on the “Site Map” tab. It will look like this:

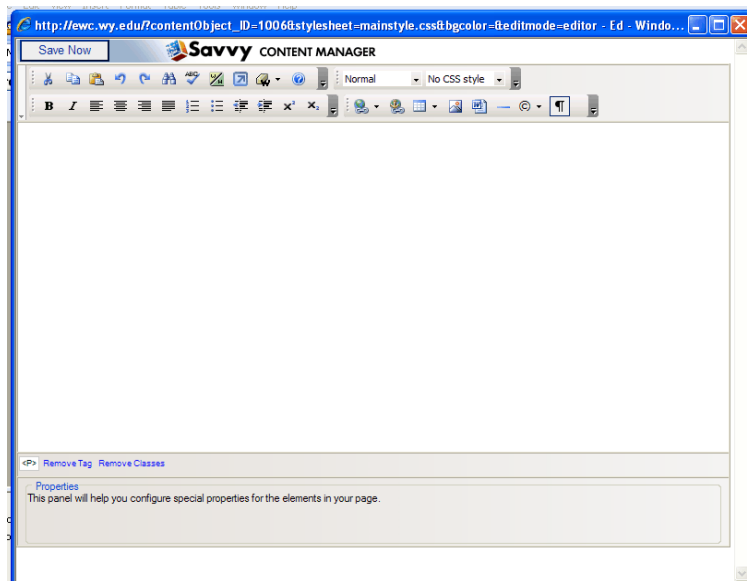


At this point, there is a list of Web pages and you will navigate to the page that you want to edit. Once you find the page, click on it and it will bring you to the page to edit.

In the upper left hand corner of the body of the Web page, there is a widget: 

Click on this and you will be given two options: edit or action

You will want to click on the edit button.



This will bring up your What You See Is What You Get (WYSIWYG) editor. This is the screen where you will make changes to the Web page.

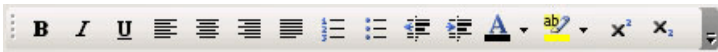
The WYSIWYG consists of four areas:

1. **Toolbar** - it's the area on the very top of the editor interface. It presents buttons and drop-down menus that are grouped in five categories:

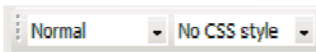
- *Standard toolbar*: Cut, Copy, Paste, Undo, Redo, Find/Replace, Show/Hide Table Borders, Spell check, Show Code/Design, Toggle Full Screen, Help, About.



- *Formatting toolbar*: Bold, Italic, Underline, Superscript, Subscript, Align Left, Center, Align Right, Justify, Numbered List, Bulleted List, Decrease Indent, Increase Indent, Clean HTML Content, Text Color, Highlight.



- *Styles toolbar*: Format, Style.



- *Insert toolbar*: Link/Hyperlink Picker, Anchor, Insert Table, Image, Link to document, Content Template, Horizontal Rule, Special Character.



2. **Editable region** - it's the central area of the interface, where the content of the page can be edited.

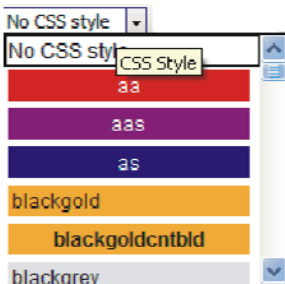
3. **Tag selector** - it's the area in the lower part of the editor interface that displays the hierarchy of tags around the current selection (or cursor position). By clicking any of the tags displayed, the tag and its contents are selected. You can also remove the current tag. For example, if a table cell is selected in the editable region, the Tag selector could look like:



Formatting Content

Apply CSS styles

The Style drop-down menu displays the available Cascading Style Sheets (CSS) from which you can choose to implement styling in HTML:



The CSS styles can be applied to any type of selection (text, image,

table). If you want to set or change the CSS style for a certain text, you can either select it or place the cursor inside it (if it's a whole paragraph that you want to format), and then choose a CSS style from the drop-down menu in the toolbar.

Format Text

Apply Formatting Styles

The Format drop-down menu contains some classic heading and formatting tags that can be applied to your text:

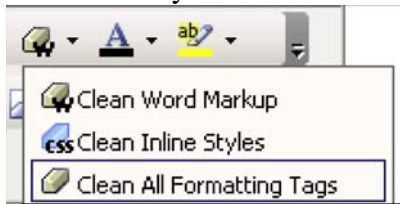
If you want to apply a specific heading tag, first select the text or place the cursor inside it. Then choose a heading tag from the Format drop-down menu in the toolbar. The heading will be set for the entire paragraph that contains the current selection.

Clean HTML and Word Tags

Cleaning the HTML code

Cleaning the code in your page from unwanted tags that clutter it is an important addition to the editor. Content copied from other text processing applications usually contains specific mark-up code that is not needed and might affect the way content is displayed in browser.

In many cases, since more than likely most of the site content is still kept in Microsoft Word format and has to be put online, you need to clean it for optimum display in browser. The editor detects when you trying to paste content from Microsoft Word and it prompts you for automatic cleaning. To make sure your HTML code is clean, use the Clean HTML content feature - access it from the Styles toolbar:



Links

Add links to images

All the link types that you can add to text selections, you can add to image selections as well:

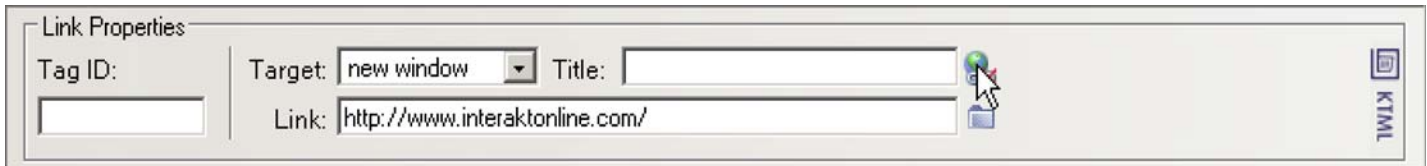
- Simple URL links.
- Anchor links.
- E-mail links.
- Link to file.

Remove links

In order to remove a link (applied to either text or image) from your page, follow the next steps:

1. Select the link or simply click inside it.

2. Click the Remove Link button in the Link Properties panel:



The link will be removed without affecting the text or image to which it was applied.

Create anchor links

An anchor is a term used to define a hyperlink destination inside a document.

By clicking the Anchor button from the toolbar, you can insert an anchor in your page right where the cursor is placed or right 'above' the selection (image/text), if there is any:



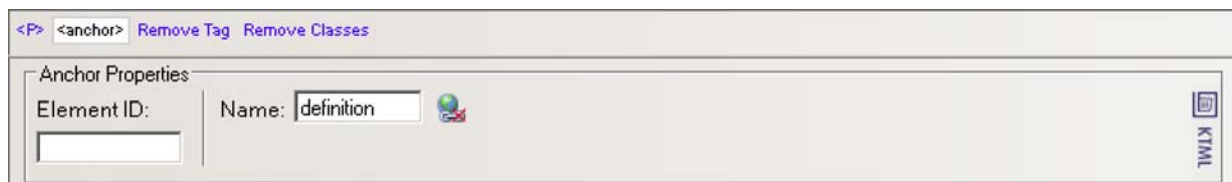
After clicking the Anchor button, you will be prompted to type a name for the anchor:



The name is needed when links to that anchor are created in other pages, or even in the same page. An anchor is used to specifically localize a certain section in page.

Anchors do not show when the page is previewed in browser. However, when editing content, a glyph is displayed to show exactly where anchors are placed. If you create an anchor:

1. Where the cursor is placed, the glyph will be displayed right there.



2. While having some text/image selected, the glyph will be displayed right after the selection.

Anchor Properties

The Anchor Properties panel is displayed when you select (click on) the glyph of an anchor inserted in your page. To configure this panel, follow the instructions below:

1. The Name text box displays the name you entered when you created the anchor.

2. By clicking the Remove Anchor button, the current anchor is removed.

Create URL links

In order to easily insert links (of various types) in your page, use the Link/Hyperlink Picker button from the toolbar:



The button has two areas on which you can click: the button icon (image) and the arrow on the right. You can link your page to other site pages, to external sites, to downloadable files or to an anchor (within the same page or in another site page).

1. If you click the button icon (its tooltip is Link), a window will pop-up requiring you to enter the URL for the link.

Once you fill it in, click OK and the link will be inserted in page. Note: If you want to create a link to an anchor in the same page, simply enter "#" followed by the anchor name in the URL text box. If the anchor is not in the same page, enter "#" and the anchor name after specifying the URL.

Create e-mail links

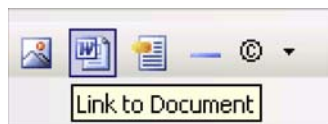
E-mail links are those hyperlinks that, instead of pointing to a web page, open the default e-mail client with the text field already completed (with an e-mail address).

In the editor, you can create an e-mail link by using the Link button from the toolbar. In the window that pops-up when you press this button, instead of entering the URL to a web page, enter "mailto:" immediately followed by the address to which you want e-mails to be sent:



Links to document files

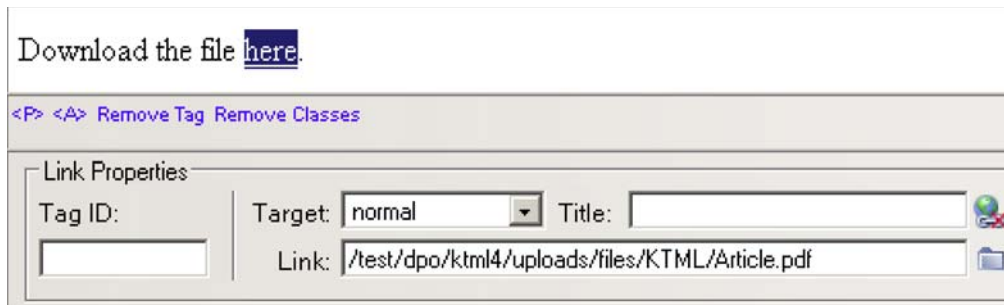
If you want to create links to document files on the remote server, there are two ways in which you can achieve this with the editor:



1. Use the Link to Document button from the toolbar. In the Remote File Explorer that opens, browse to the needed document and insert it in page.

- If you made a selection (text, image) in page before clicking the Link to Document button and choosing a file, that selection will become a link to the chosen file:

Text selection:



Tables

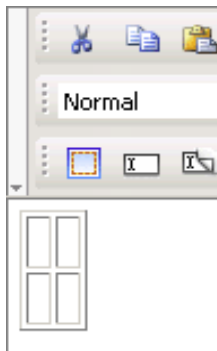
Work with Tables

You can insert a table in your page by clicking the Table/Insert 2x2 Table button from the toolbar:

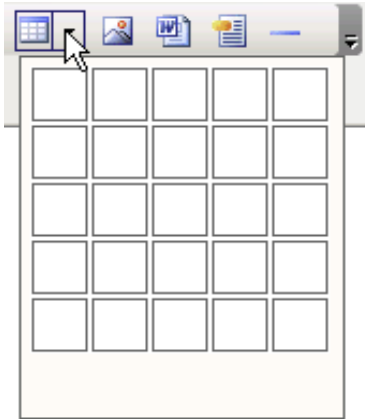


As you can notice, the button has two areas:

1. If you click the button icon (on the left), a 2x2 table will be inserted in page. This is the default the editor table, having 2 rows and 2 columns (hence the button tooltip):



2. If you click the arrow displayed on the right, the visual row/column selector will pop-up:



It is an expandable window where you can move the mouse cursor up and down, to the right and to the left, and establish this way the table's dimensions (the respective area will become blue):

Once you decided on the table's size, through a simple click the table will be inserted in your page:



Edit tables

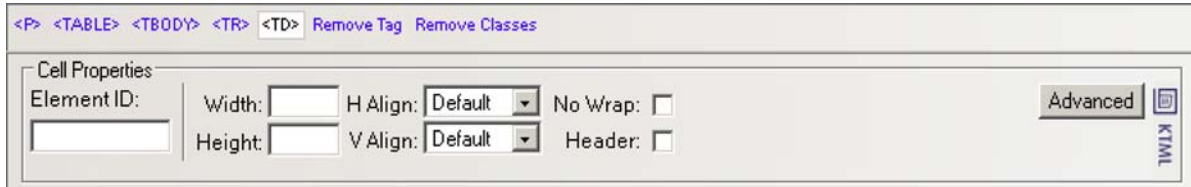
This section describes the Properties panels corresponding to table elements. the editor provides them to allow you to customize the tables inserted in page:

Set cell properties

The Cell Properties panel is displayed when the cursor is placed inside a table cell or when the <TD> tag is selected in the Tag Selector.

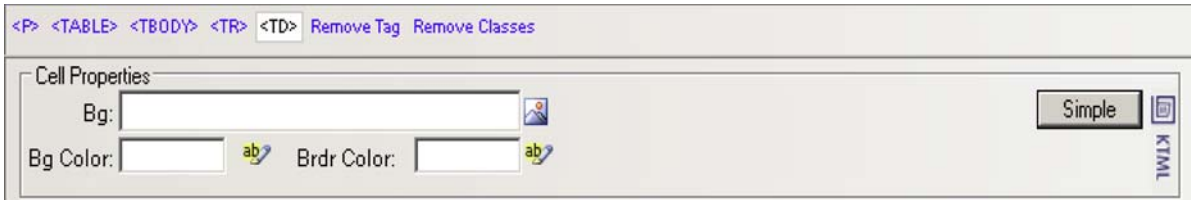
The Cell Properties panel has two views:

1. Simple view - it is the default one:



2. Advanced view - it displays when you click the Advanced button in Simple view (the button then changes its label to Simple):

To configure this panel, follow the instructions below:



1. In the Width text box (displayed in Simple view) specify the width of the table cell where the cursor is placed (it will become the width of that respective table column). The width can be given in either number of pixels or percentage of the whole table's width. If you enter the width in pixels and the value is greater than 1000, a pop-up window will display an error message: "The value must be lower than 1000." It's recommended that you enter the value as percents.

2. In the Height text box (displayed in Simple view) specify the height of the table cell where the cursor is placed (it will become the height of that respective table row). The height can be given in either number of pixels or percentage of the whole table's height. If you enter the height in pixels and the value is greater than 1000, a pop-up window will display an error message: "The value must be lower than 1000." It's recommended that you enter the value as percents. Usually though, the height is not set because it increases anyway as you type text in the table cell.

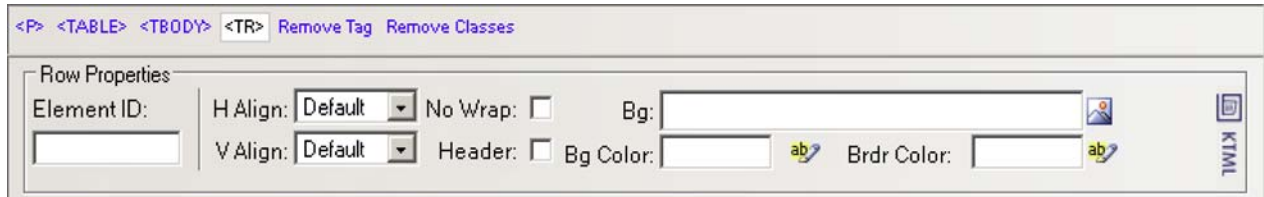
3. The H Align drop-down menu (displayed in Simple view) contains the options for the horizontal alignment of the cell's content:

- Default
- Left
- Right
- Center

4. The V Align drop-down menu (displayed in Simple view) contains the options for the vertical alignment of the cell's content:

Set row properties

The Row Properties panel is displayed when you select at least two cells on the same table row, when you click the associated glyph (the selector symbol), or when the <TR> tag is selected in the Tag Selector:



To configure this panel, follow the instructions below:

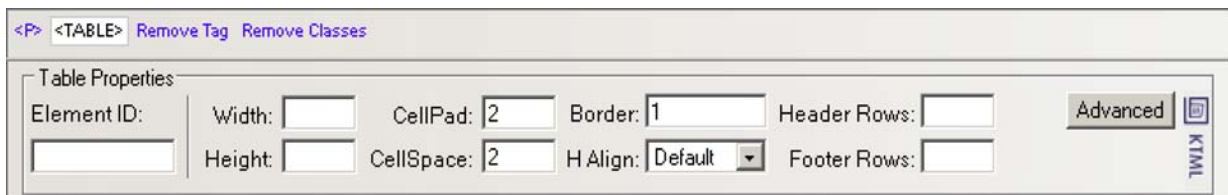
1. The H Align drop-down menu contains the options for the horizontal alignment of the row's content:
 - Default
 - Left
 - Right
 - Center
2. The V Align drop-down menu contains the options for the vertical alignment of the row's content.

Set table properties

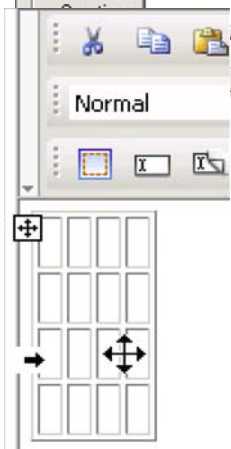
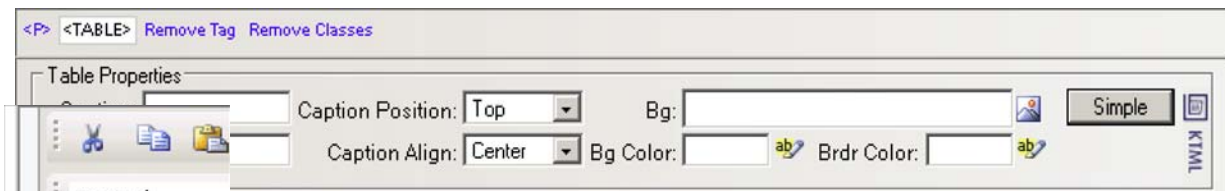
The Table Properties panel is displayed when you select a table (inserted in your page) by clicking its associated glyph or when the <TABLE> tag is selected in the Tag Selector.

The Table Properties panel has two views:

1. Simple view - it is the default one:



2. Advanced view - it displays when you click the Advanced button in Simple view (the button then changes its label to Simple):



To configure this panel, follow the instructions below:

1. In the Element ID text box (displayed in Simple view) enter the value for the id attribute. It will uniquely identify the element (table) in page.
2. In the Width text box (displayed in Simple view) specify a new width for the table. The width can be given in either number of pixels or percentage of the page width. If you enter the width in pixels and the value is greater than 1000, a pop-up window will display the error message: "The value must be lower than 1000."

The default width of the table is rather tight (each column expands wide enough for the space character to fit inside).

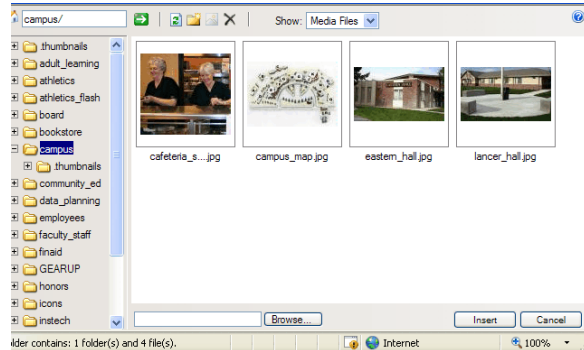
3. In the Height text box (displayed in Simple view) specify the new height of the table. The height can be given in either number of pixels or percentage.

You can manually modify the table's dimensions by pulling its handlers.

Inserting Images

You can insert image in the page only after previously uploading them on the remote server. Click the Image button to get this window to display.

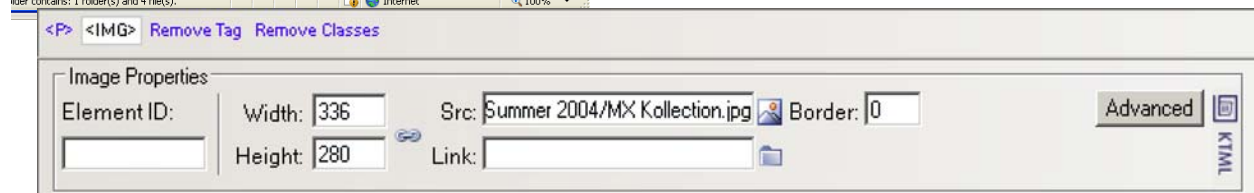
You will notice that the Show drop-down menu in the Remote File Explorer window is already set to the Media Files option (meaning images and movies):



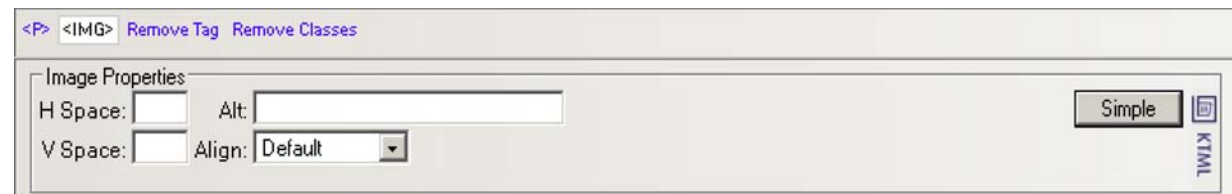
Set image properties

The Image Properties panel is displayed when you select (click on) an image inserted in your page. It corresponds to the tag in the Tag Selector. The Image Properties panel has two views:

1. Simple view - it is the default one:



2. Advanced view - it displays when you click the Advanced button in Simple view (the button then changes its label to Simple):



To configure this panel, follow the instructions below:

1. In the Width text box (displayed in Simple view) specify a new width for the selected image (in pixels).

- If you do not specify any dimension in the Height text box as well (and leave the Constrain control to its default, namely the chain symbol), its value will be automatically calculated

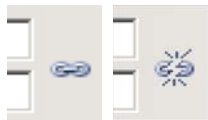
(according to the width you entered) and the image size will be modified proportionally.

- If you also enter a value in the Height text box (after switching the Constrain control to the broken chain symbol), no automatic recalculation will be done this time (the image ratio and quality could get damaged if you enter both values).

2. In the Height text box (displayed in Simple view) specify a new height for the selected image (in pixels).

- If you do not specify any dimension in the Width text box as well (and leave the Constrain control to its default, namely the chain symbol), its value will be automatically calculated (according to the height you entered) and the image size will be modified proportionally.

3. Connecting somehow the Width and Height text boxes, you'll notice the Constrain control that has only two appearances (symbols), namely chain and broken chain:



4. The Src text box (displayed in Simple view) displays the path on the remote server to the source image file. By clicking the Browse for Image button on the right, the Remote File Explorer window will display, giving you the possibility to replace the selected image with a new one of your choice.

5. In the Link text box (displayed in Simple view) enter a correct URL to a web page or to a document on your remote server (you can use the Browse for File button on the right for this), and when clicking on the image, you will be redirected to that page/document.

6. In the Border text box (displayed in Simple view) enter the thickness (in pixels) of the border that you want displayed around the image. The default value is 0 (no border is displayed).

7. By clicking the Advanced button (displayed in Simple view), the Image Properties panel will switch to Advanced view. You will be offered the possibility of setting advanced options for the currently selected image.

8. In the H Space text box (displayed in Advanced view) specify the horizontal distance (in pixels) between the image and the other page elements (images, table borders, text) to its left and right. These other page elements can be present in page or can be added at a later time: they will not get closer to the image than the horizontal space set. The default value is 0 (zero).

9. In the V Space text box (displayed in Advanced view) specify the vertical distance (in pixels) between the image and the other page elements (images, table borders, text) above and below it. These other page elements can be present in page or can be added at a later time: they will not get closer to the image than the vertical space set. The default value is 0 (zero).

10. In the Alt text box (displayed in Advanced view) enter the alternative text (tooltip) to be displayed by browsers that do not support images. In most common browsers, this text also appears when the pointer is over the image.

11. The Align drop-down menu (displayed in Advanced view) contains the options for the image position in relation with the other page elements.

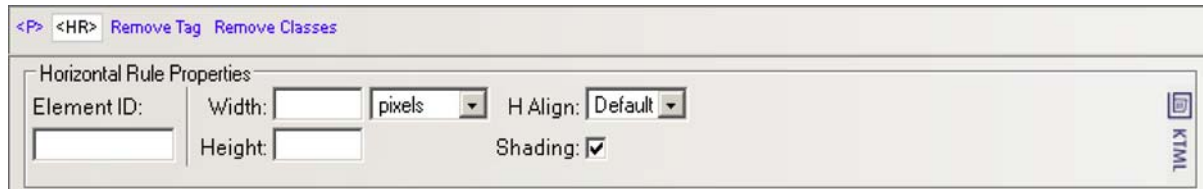
Horizontal Rule

By pressing the Horizontal Rule button, you can insert a horizontal line in page at the point where the cursor is:

A horizontal rule will help you visually separate elements.

Horizontal Rule Properties

The Horizontal Rule Properties panel is displayed when you select a horizontal rule (by clicking it) inserted in page. It corresponds to the <HR> tag in the Tag Selector:

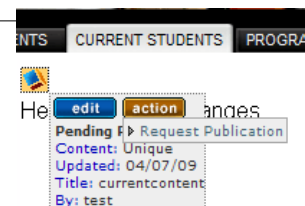


To configure this panel, follow the instructions below:

1. The width of a horizontal rule is relative to the page width. In the Width text box enter a number that can represent either pixels or percents (of the page width).
2. In the Height text box enter the number of pixels for the horizontal rule's height. The greater the number is, the deeper the delimitation space (between the two paragraphs the horizontal line separates) will be.
3. The H Align drop-down menu contains the options for the position of the horizontal rule relatively to the page's width: Note: If the rule is as wide as the page, aligning it to the left, right, center, would not make a difference in its position. But when the rule's width is smaller than the page width, then its alignment options will be visible.
 - Default
 - Left
 - Center
 - Right
5. If you check the Shading option, the inside area of the horizontal rule (its thickness is given but the height) will be transparent. If left unchecked, the rectangle corresponding to the horizontal rule will be filled with a shade of gray.

When you are finished with your changes, make sure to hit the Save Now button to retain your edits. This button is on the upper left-hand corner of your WYSIWYG editor.

Once you are satisfied with you edits, click on the widget again and click on the “Action” button and then on the “Request Publication” button. Once you request publication of the Web page, the administrator will receive an email with the request and they will push the page live.



After you are done working in the CMS, logout by going back to the savvy tools button.