
Content Management Systems

Exercise Manual

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Standard icons are used in the hands-on exercises to illustrate various phases of each exercise.



Checkpoint



Question



Information



Warning



Hint



Congratulations



Bonus Information

Lesson 1

Objectives

In this exercise, you will

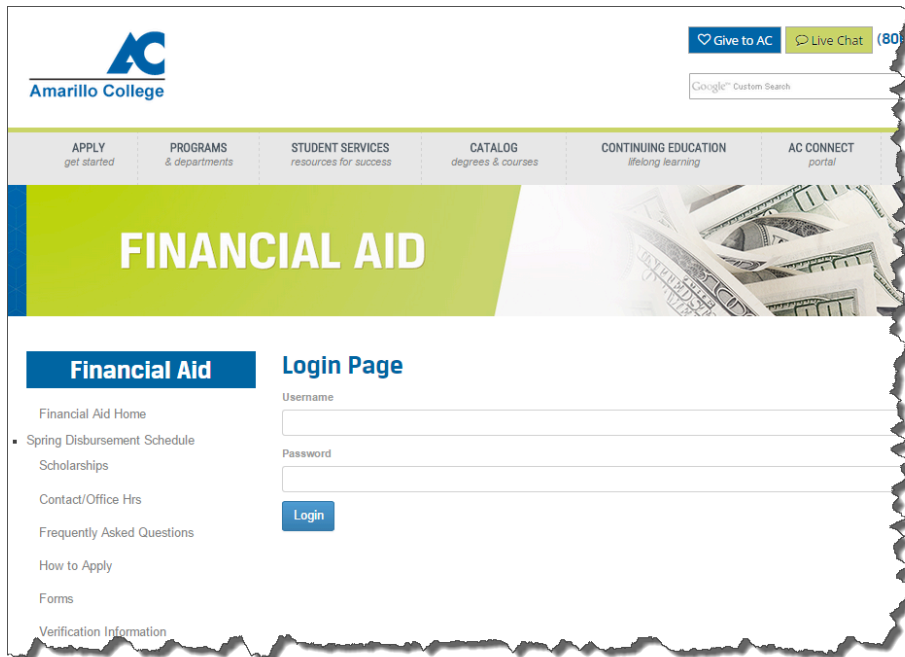
- **Log into your branch**
- **Create a webpage using the PageSmith CMS Module**


Lesson 1.1:

Log into your branch

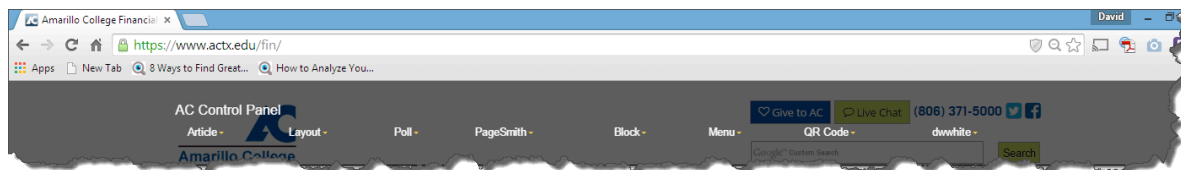
1. Use a web browser and navigate to:

www.actx.edu/yourbranch/admin



2. Log into the CMS system. Your Username and Password are the same ones used in AC Connect.
3. Left – click on the  button.

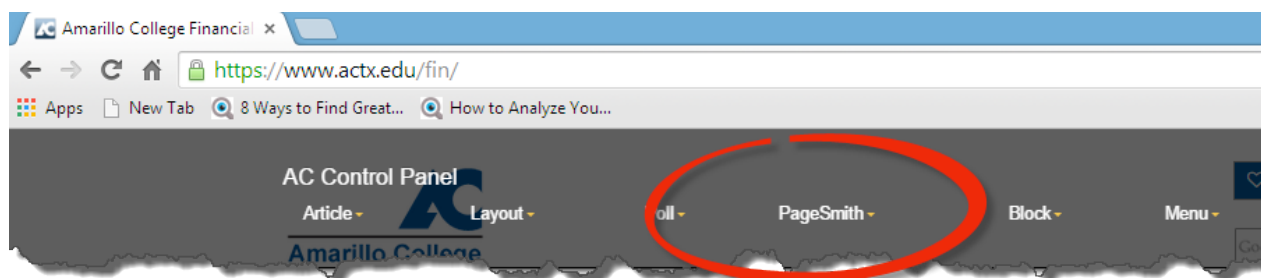
Once you have successfully logged into your CMS branch, you will see an administrative tool bar across the top of the page.



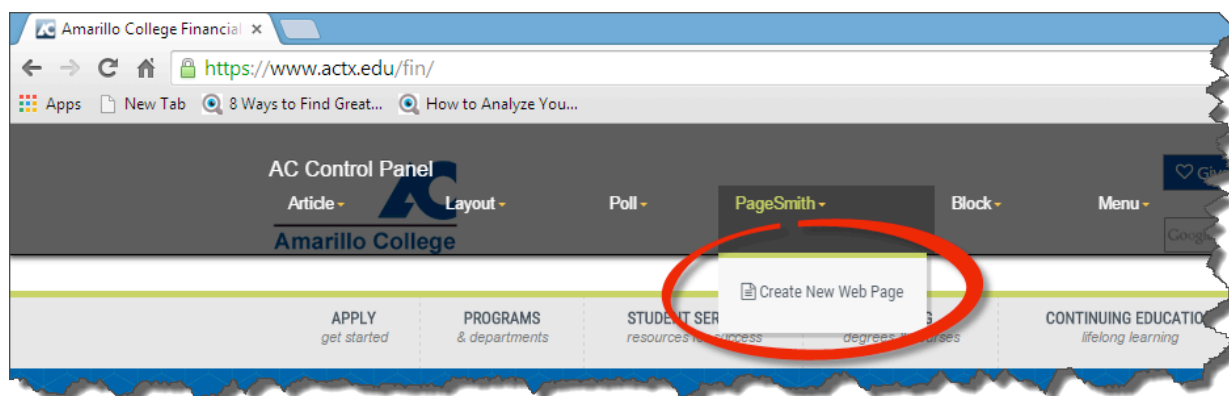
Lesson 1.2

Create a webpage using the PageSmith CMS Module

1. Create a new page by clicking on the “PageSmith” link located in the administrative tool bar.

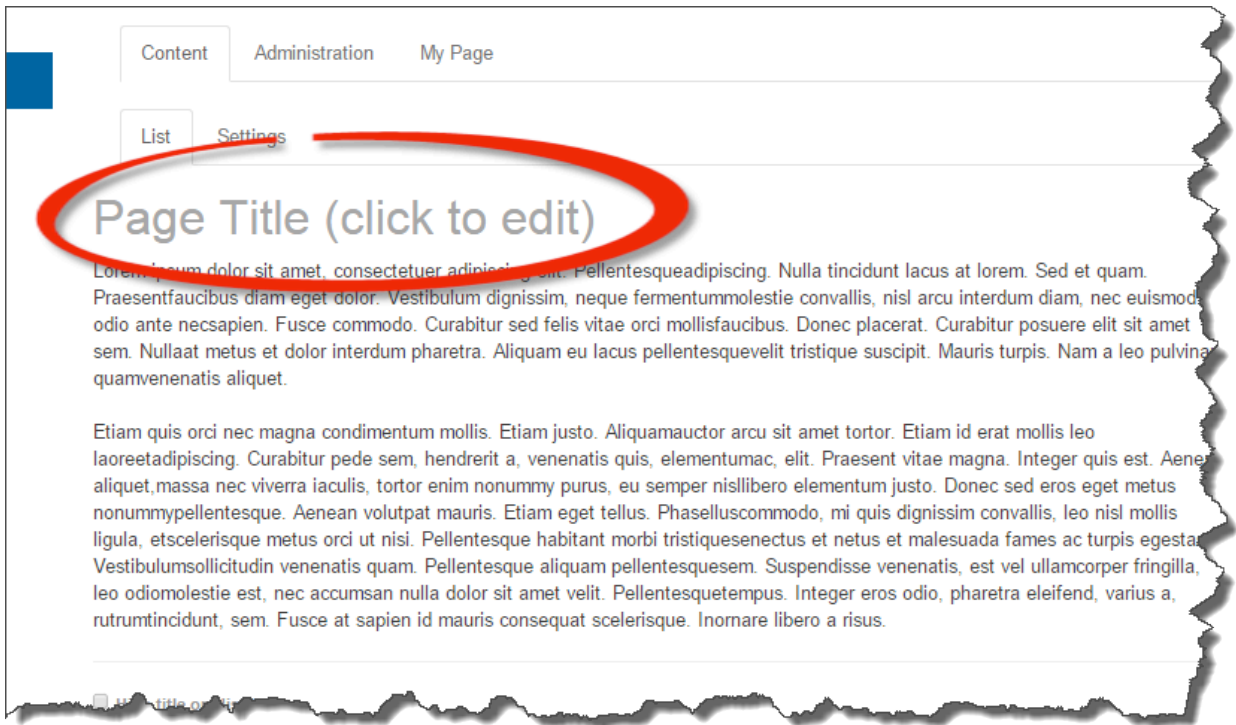



2. Then click on “Create New Page”.

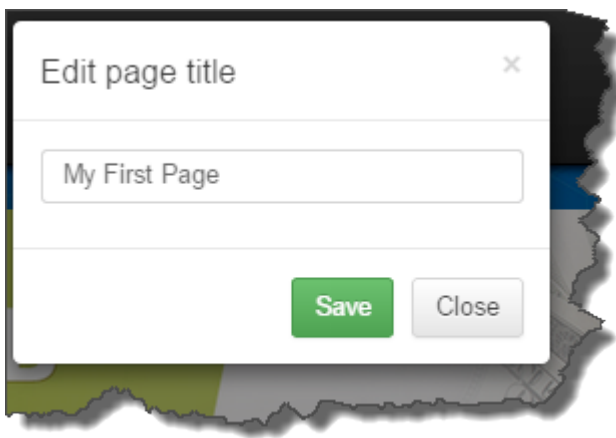


3. A content dialog box will open up.

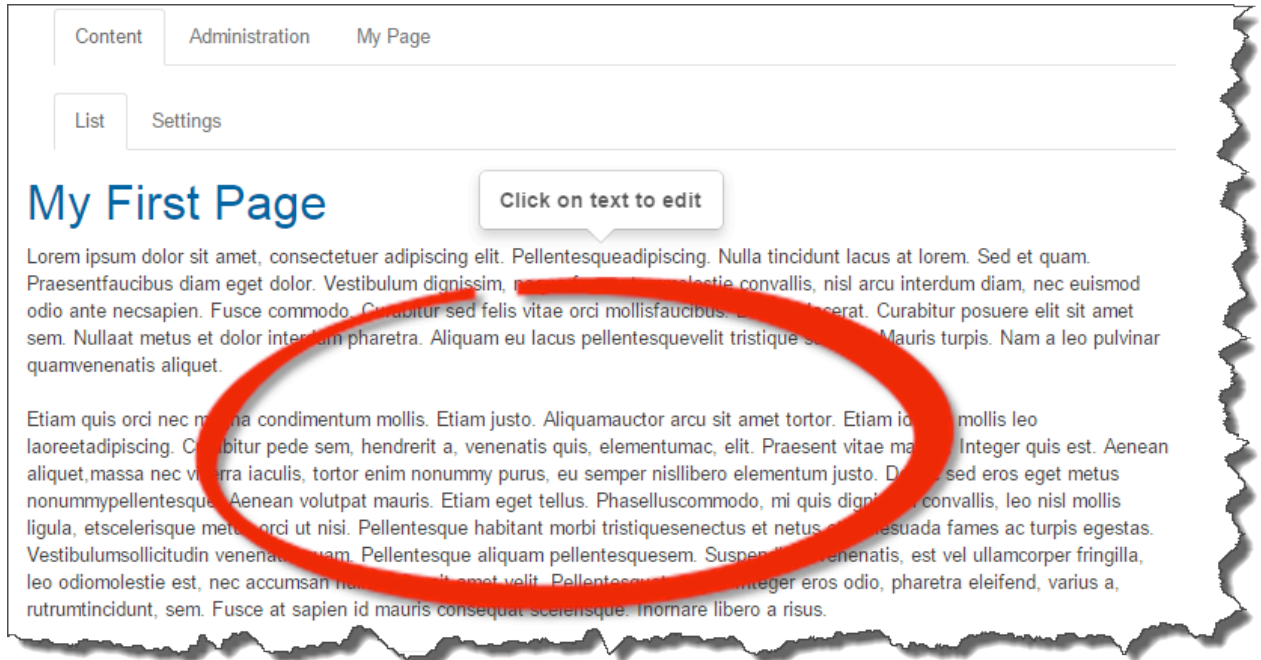
Click on “Page Title (click to edit)”



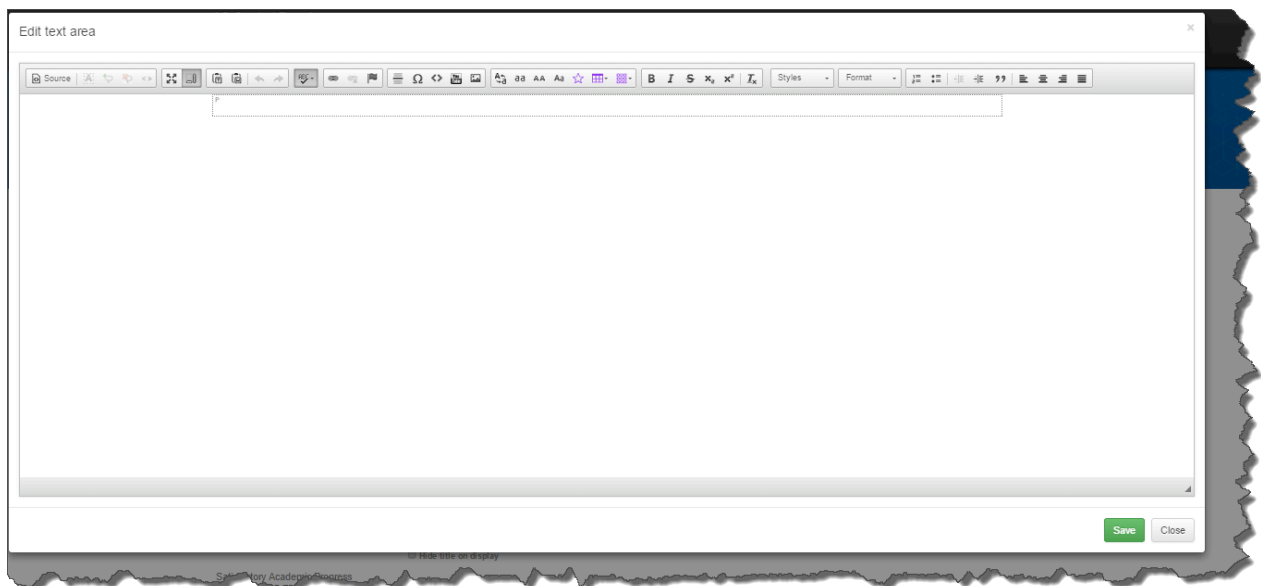
In the “Edit page title” dialog box, type in “**My First Page**”. Then click the  button. This will be the title of your page, and also the title that will be used within in the menu.



- Click anywhere in the text area (body) of the page to add text.

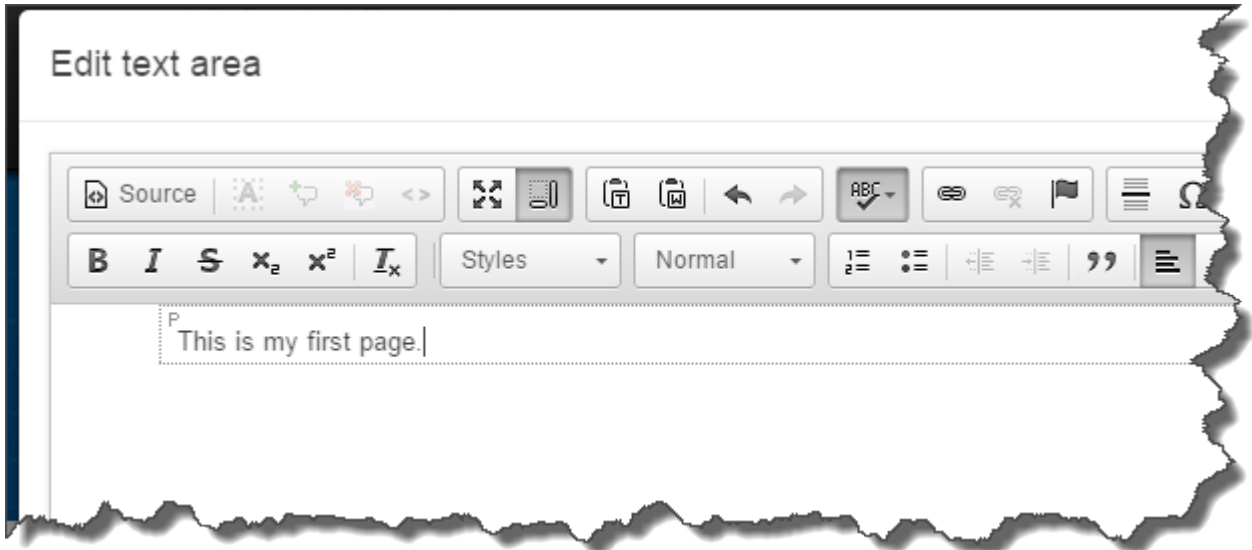


The “Edit text area” dialog box will appear.



In the “Edit text area” dialog box, type the following in the top block:

This is my first page.





By default, **Block View** is turned on within the editor.

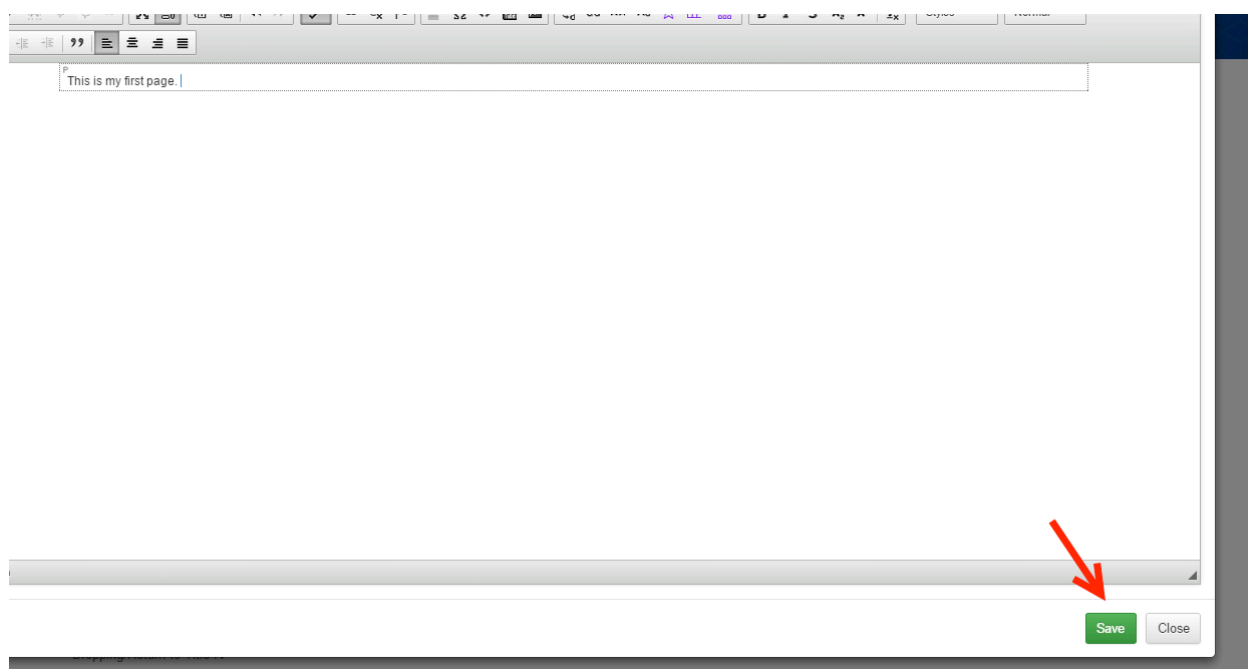
What is Block View?

Block View adds the command to visualize all block level elements by surrounding them with a border and displaying their element name in the top-left corner. In the above example, the block you type in is a paragraph block as indicated with the ‘p’ in the top-left corner.

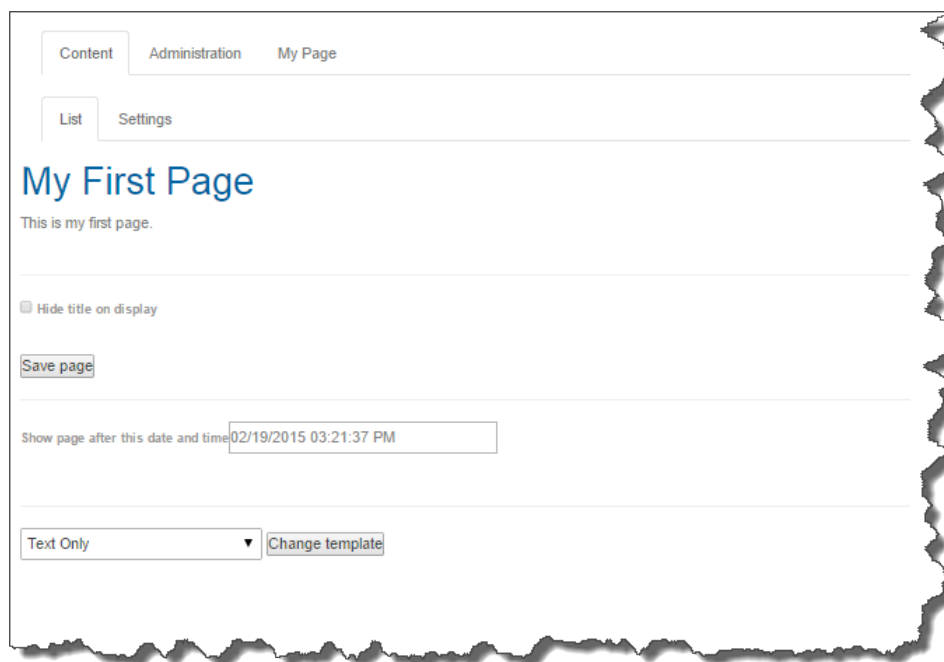
This feature visually helps you when there are large blocks of content within a page. However, some content administrators feel that showing blocks is too cumbersome.

You can easily turn off this feature by clicking on the toggle “Show Blocks”  icon in the editor tool ribbon.

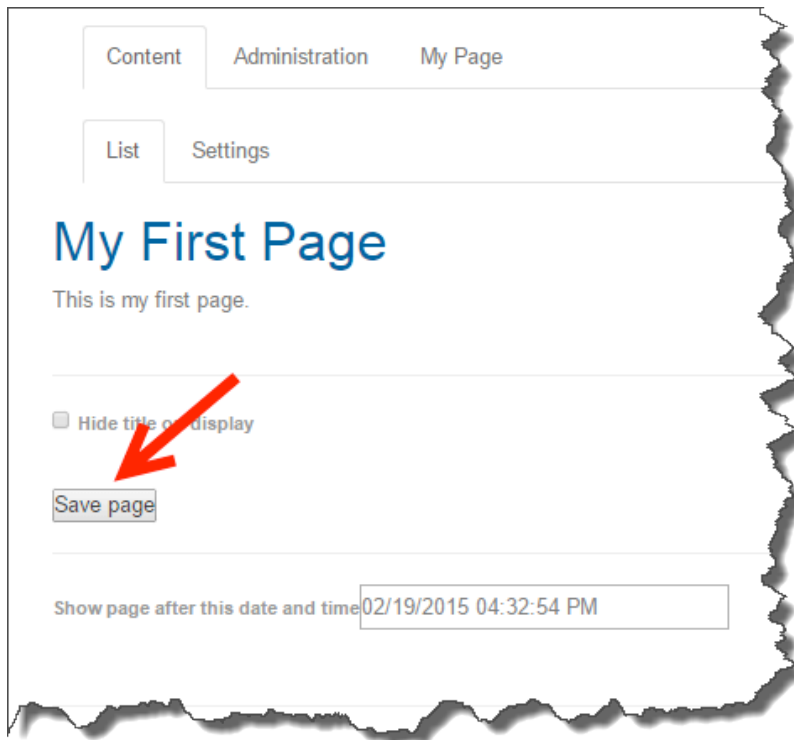
5. Click the  button to save the “Edit text area” block.



You will now see a preview of your new page.



6. Click on the **Save page** button to publish your page.



Remember, you will always have two save buttons to click when publishing a page.

You must click on the **Save** button to save and close your editing dialog box, and click on the **Save page** button to save and publish your page.

Some content administrators are forgetting to click on the **Save page** button to save and publish their pages. When you forgot to click on the **Save page** button, all your content is reverted back to it's last time it was saved and published.

You'll forget this procedure, but you'll only forget once.

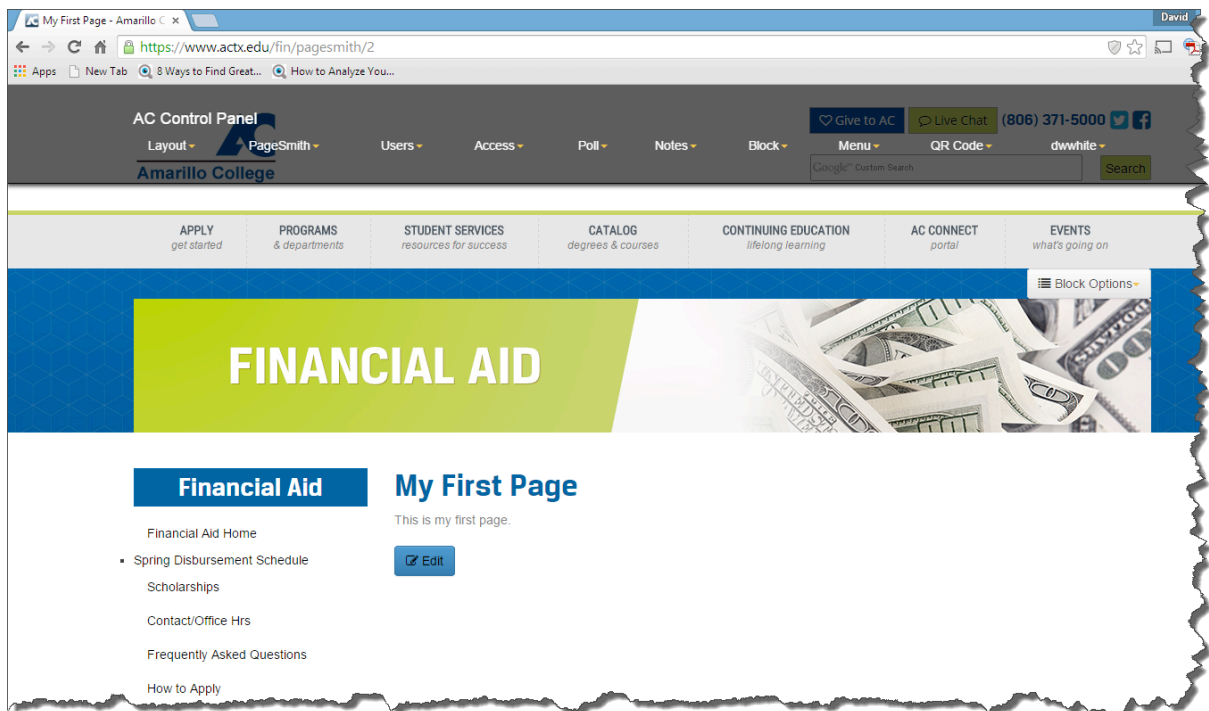


You can set the page to publish in the future by adding a future date within the “Show page after this date and time” text box.

Save page

Show page after this date and time 02/19/2015 04:32:54 PM

7. You will now see the live view of your published page.





Congratulations!

You have created your first webpage within your website branch!



You may or may not see a menu item in your left menu set of your website pointing to your new page. This all depends on how your branch was set up. Don't worry about it now. We'll tackle menu items in another lesson.



How many save buttons to you have to click on before your page is published?

What is “Block View”? Can it be turned off?

What do you click on within the “Edit text area” dialog box to create/edit content of the page?

Lesson 2

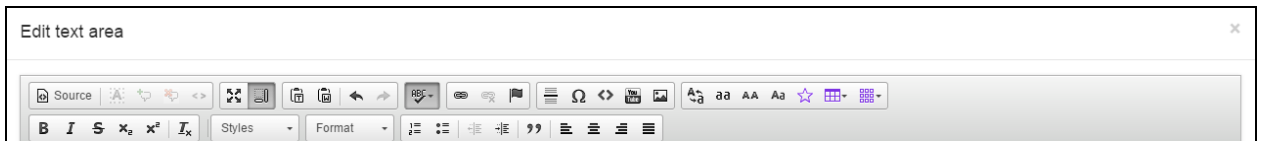
Objectives

In this exercise, you will

- **Create hyperlinks.**

Using the Editor Tool Ribbon

The Editor Tool Ribbon is a powerful ribbon that allows you to quickly and easily edit and format text fields much like using a word processor. Using the Editor Tool Ribbon, you can use a wide variety of features for viewing the text field, editing the text with in it, spell checking and many other features. The Editor Tool Ribbon allows you to edit almost every feature of text in the text field.



In the next couple of lessons, we're going to learn how to use the most common features of the Editor Tool Ribbon:

- Create Hyperlinks
- Insert Images



Remember that website visitors love to see pretty images and love to be able to click on links. These items are basic elements and are expected by the website visitor.

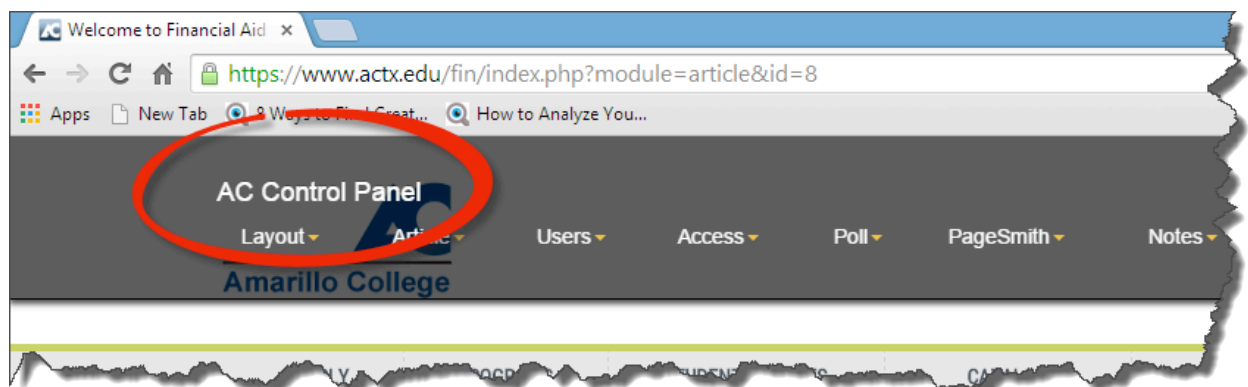
Lesson 2.1 Hyperlinks

1. We first need to locate your new page in order to edit it. You may or may not have a menu link to the new page. Some branches are set up to automatically create a menu link for each page.

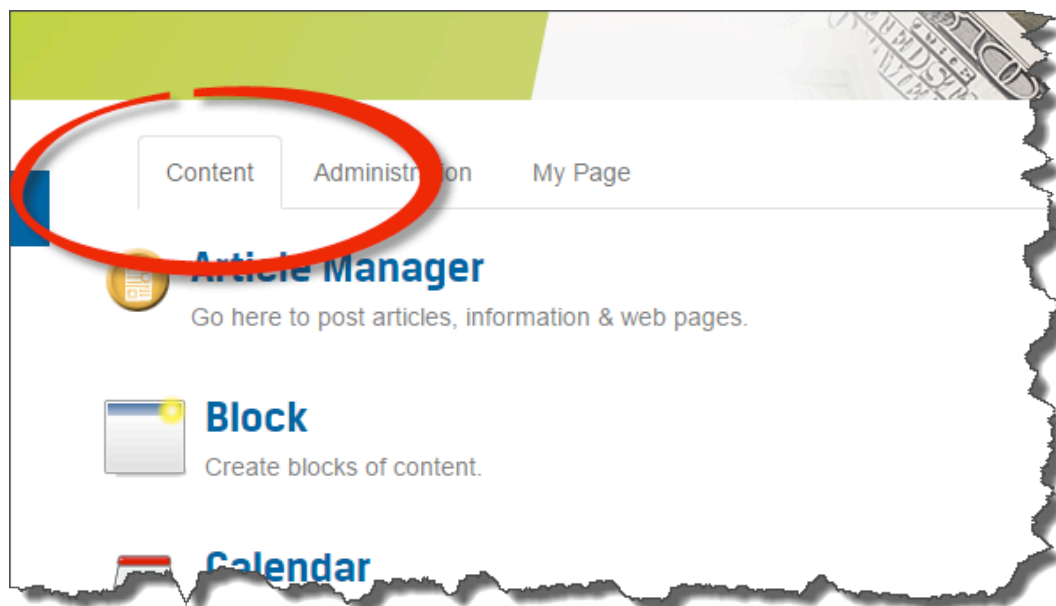
We are going to assume that there is not a menu item pointing to the new page.

If you are not already logged into your branch, please do so. Instructions are found within Lesson 1.

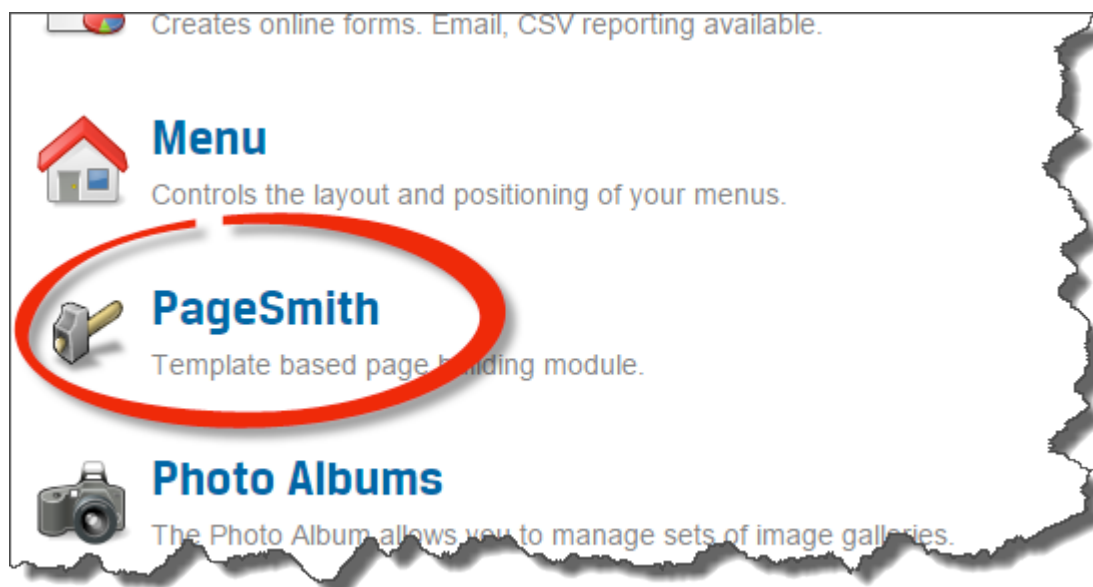
In the administrative tool bar, click on “AC Control Panel”



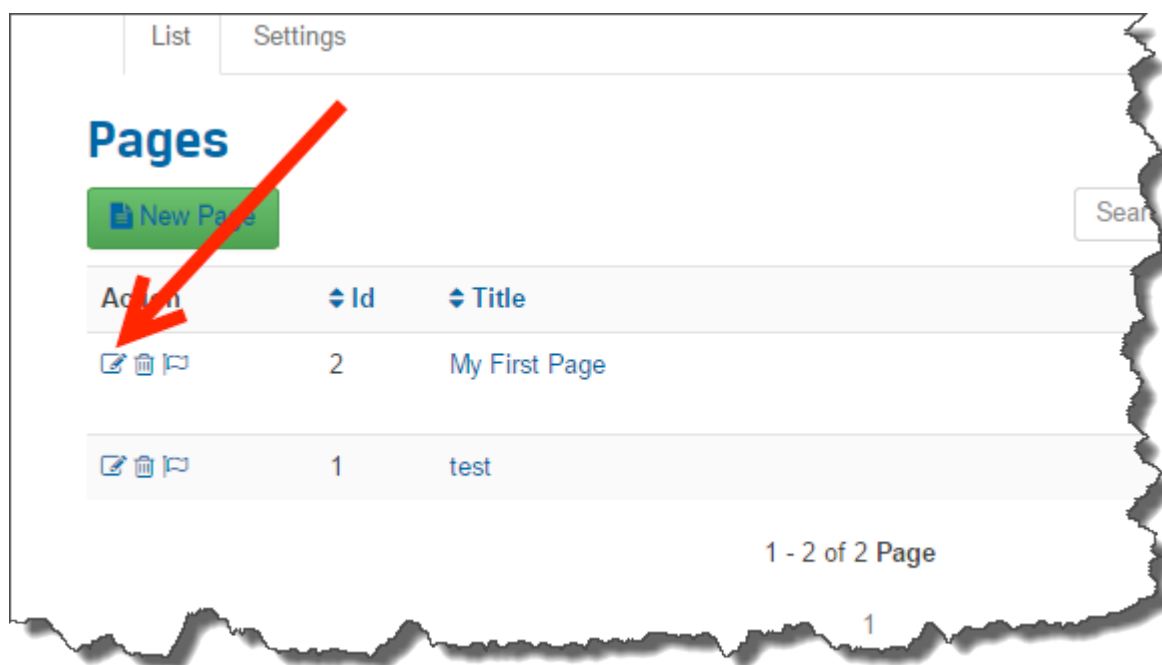
2. Make sure the “Content” tab is selected.



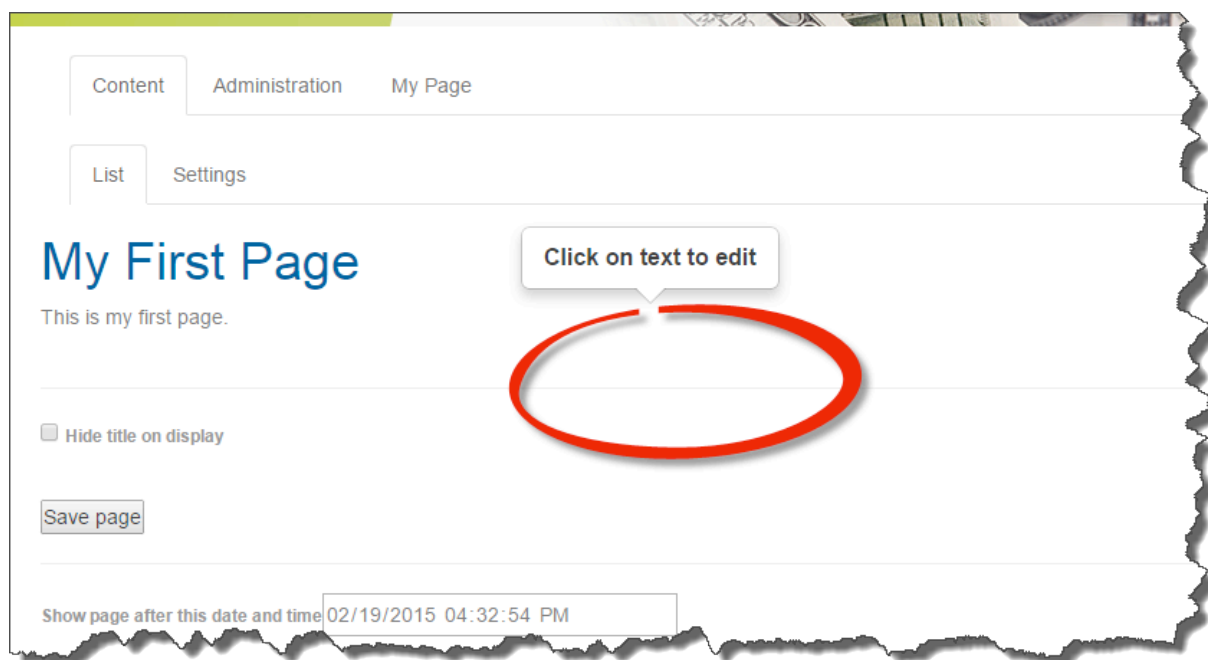
3. Click on the “PageSmith” module.



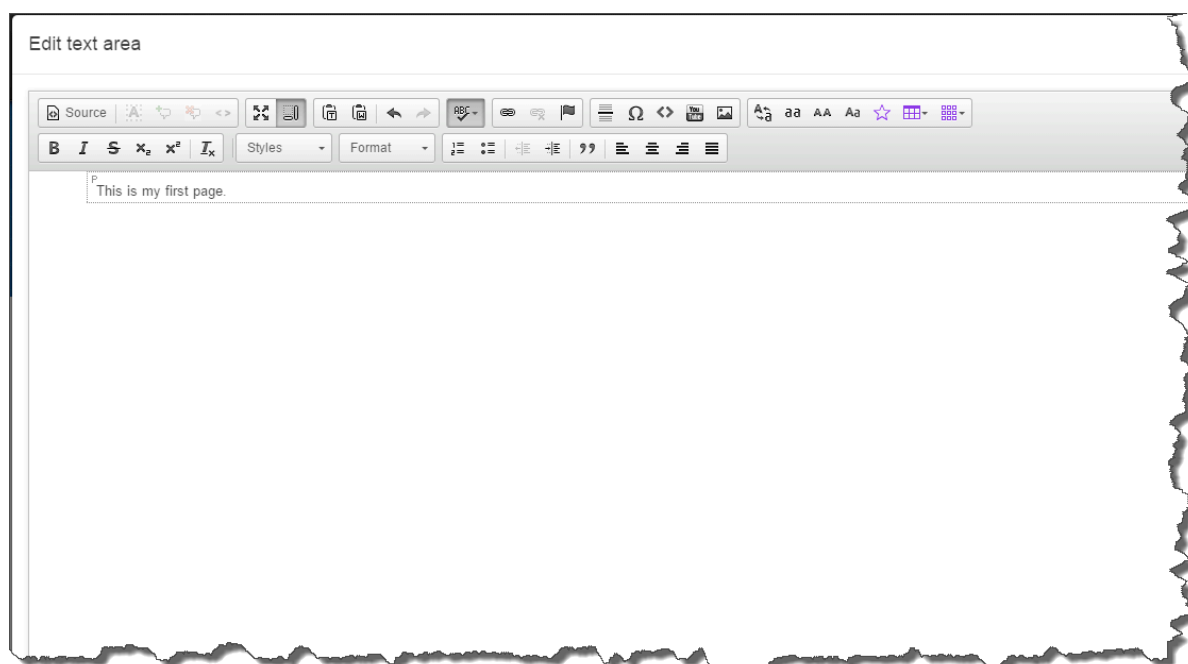
4. Click on the edit action button to edit your new page.



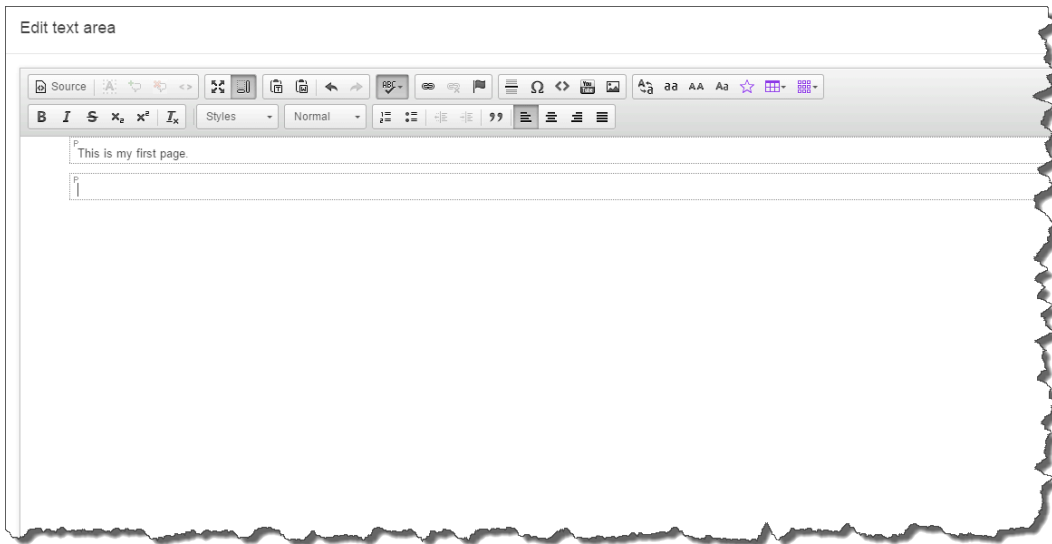
5. Click anywhere in the text area (body) of the page to edit.



6. The “Edit text area” dialog box opens and we are now ready to add our links to the content area.

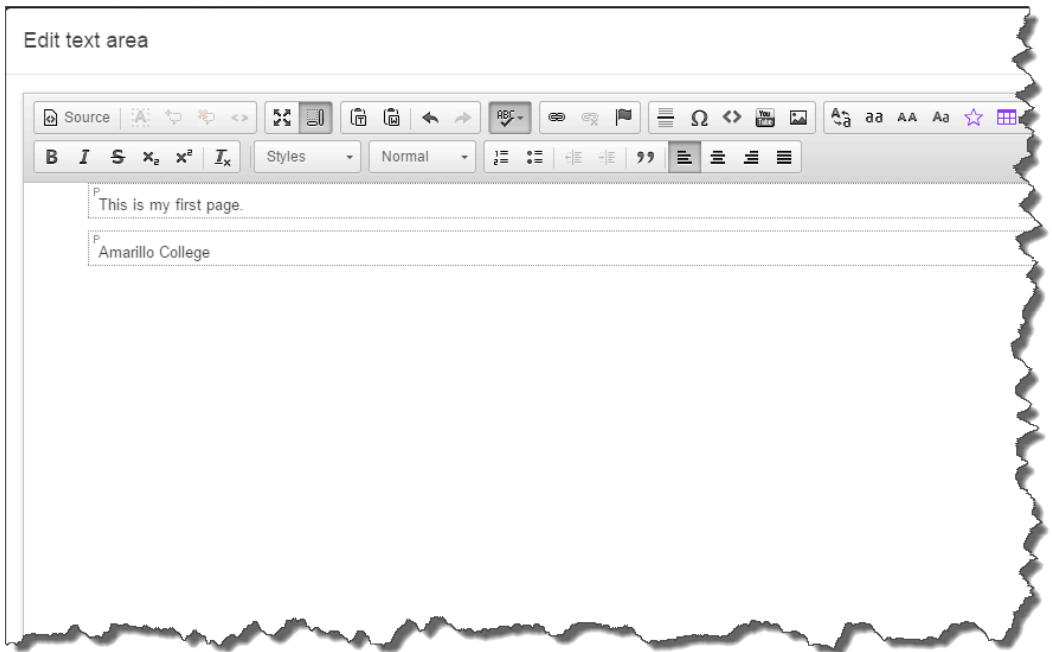


7. We'll need to create a new paragraph block. Place your cursor at the end of your sentence and then press enter on your keyboard. This will create a new paragraph block.



8. Let's create a link to the homepage of actx.edu.

In the new paragraph block, type in **Amarillo College**.





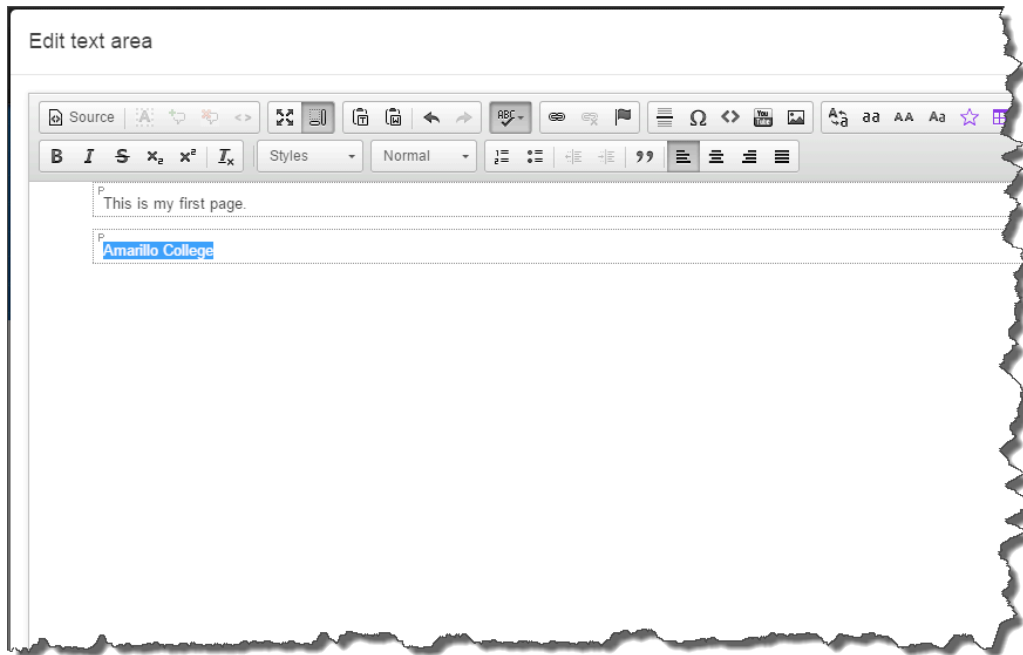
Avoid the term “click here” when creating a link.


To avoid user confusion, use link labels that clearly differentiate one link from another. Users should be able to look at each link and learn something about the link destination. Using terms like “click here” can be counterproductive.

Link text is frequently read out of context by users of assistive technology. So, a link that reads “click here” in the body of the page, appears as only “click here” in a link list. Multiple “click here” phrases on a page will make the process even more confusing.

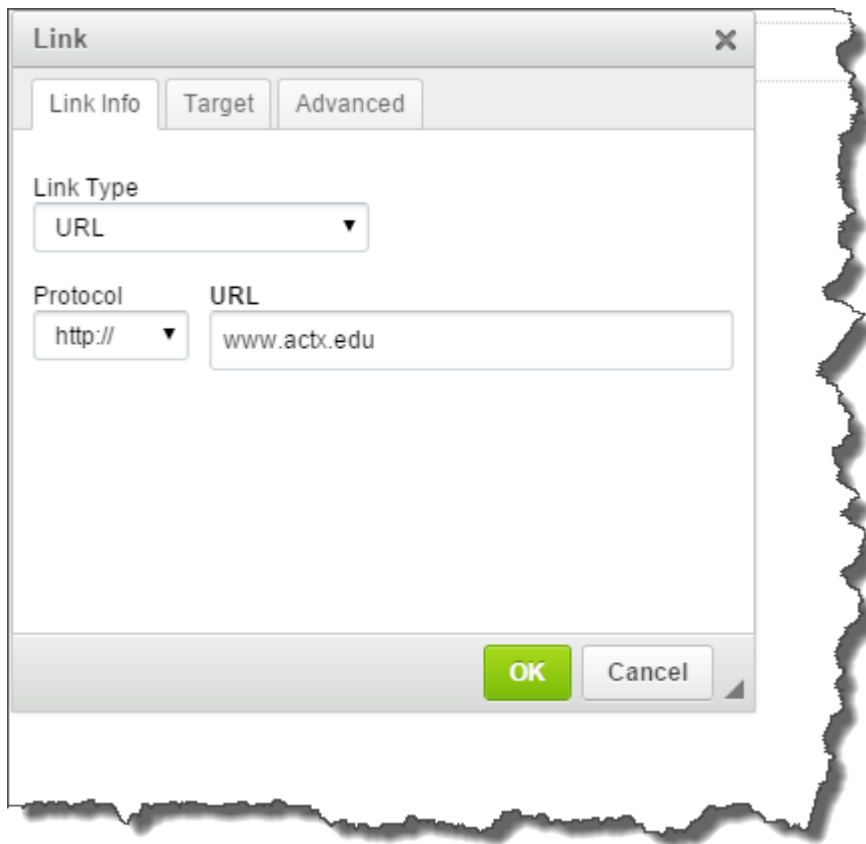
Choose link text that makes sense out of content and describes where the link leads. Instead of “click here for more information,” try using “Get more information about us.”

9. Using your mouse, highlight the words **Amarillo College**. You will always highlight the word(s) you want to hyperlink.



10. Click on the  button within the editor tool ribbon.

11. The Link dialog box will open. Type in www.actx.edu within the URL text box.

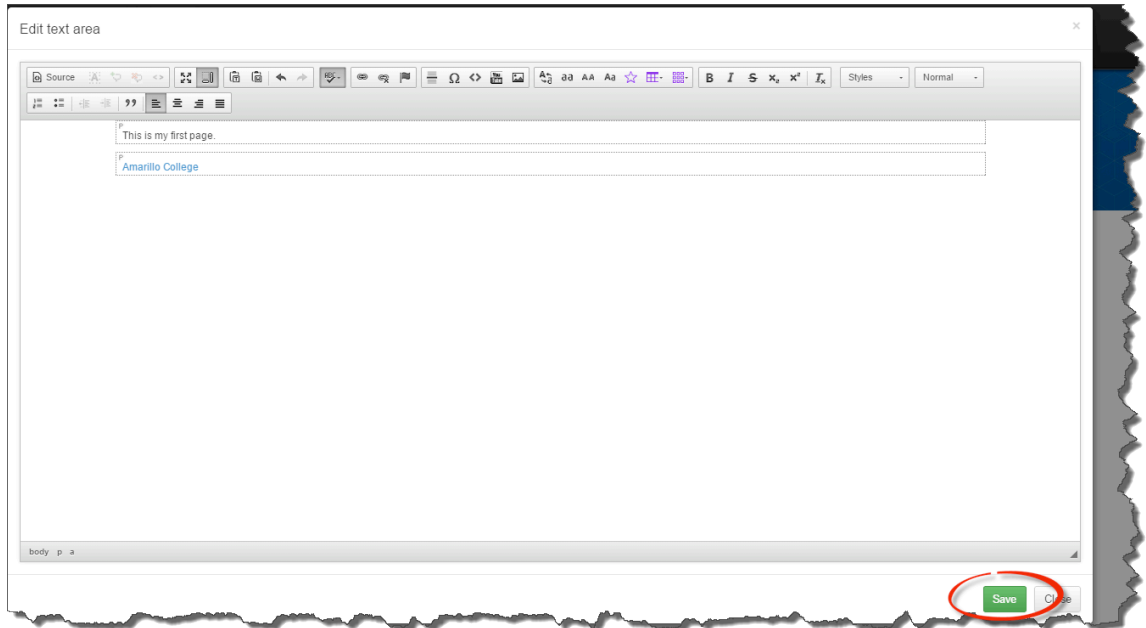


12. Click the  button.

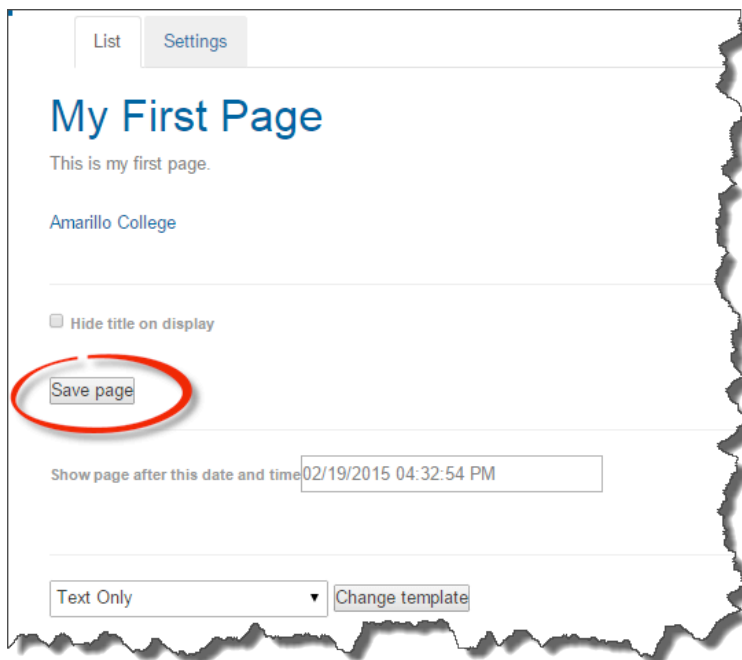
13. You will now see that your text is blue and underlined. You won't be able to click on it at this point to see if it's working, because we are still in the editing dialog box of the page.

14. Let's test the new link!

Click on the  button to save your page.


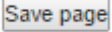


Then click the  button to publish the page.





Remember, you will always have two save buttons to click when publishing a page.

If you don't click the  button to close your edit dialog box and then click on the  button to publish your page, you will lose all changes to the page.

You'll forget this procedure, but you'll only forget once.

15. Now that you have saved and published the page, click on the **Amarillo College** link and make sure that it opens up the homepage of actx.edu.



Congratulations!

You have created your first link within a page!



It's a website best practice tip to avoid using the term _____ when creating hyperlinks.

How many save buttons to you have to click on before your page is published?

Lesson 2.2 Images

Objectives

In this exercise, you will

- **Upload an image into your branch.**
- **Insert an image into a PageSmith page.**

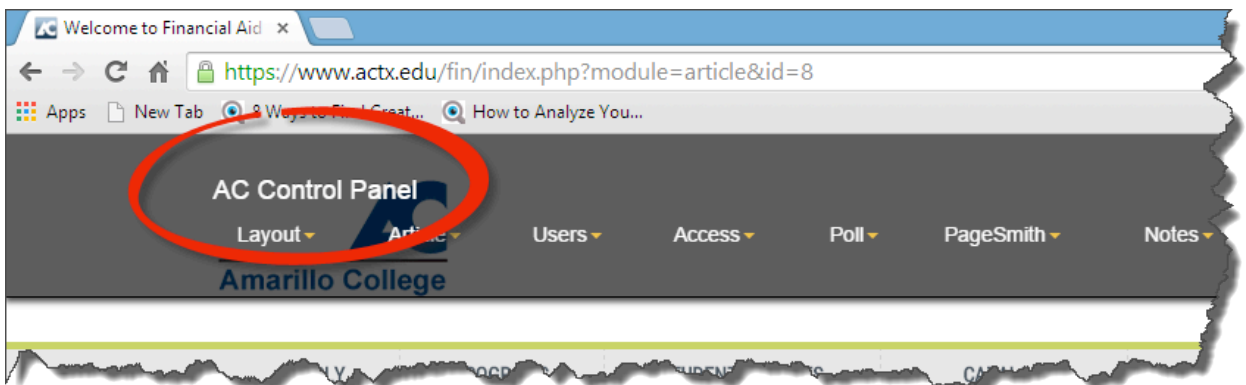
Lesson 2.2 Images

1. We first need to locate your new page in order to edit it. You may or may not have a menu link to the new page. Some branches are set up to automatically create a menu link for each page.

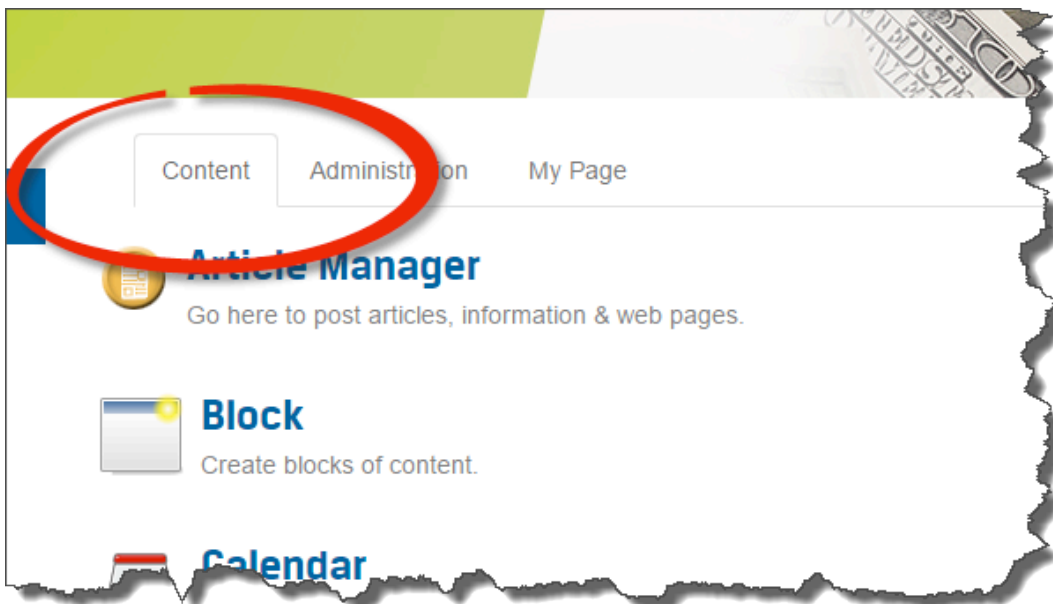
We are going to assume that there is not a menu item pointing to the new page.

If you are not already logged into your branch, please do so. Instructions are found within Lesson 1.

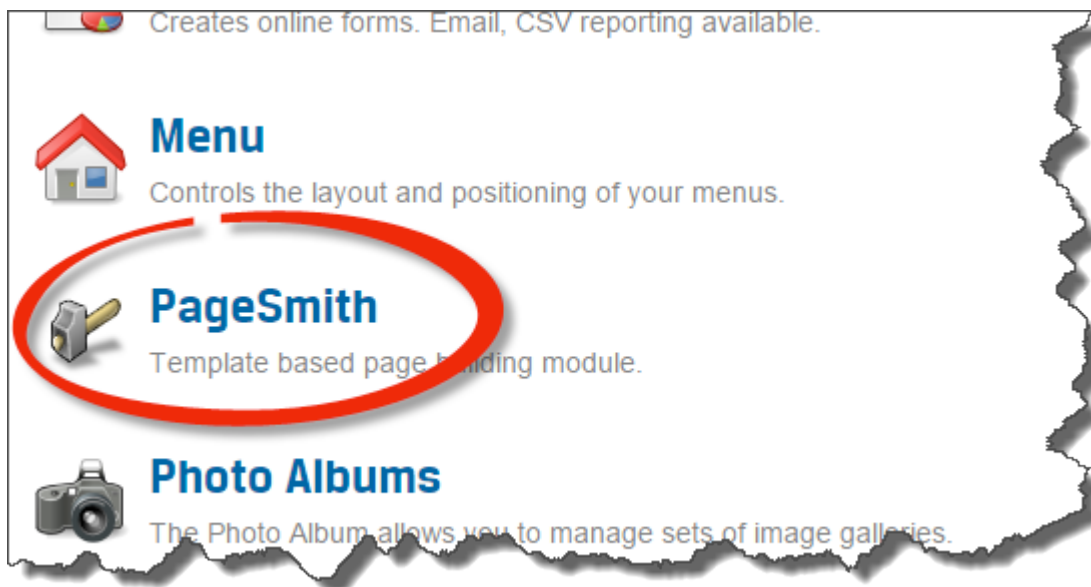
In the administrative tool bar, click on “AC Control Panel”



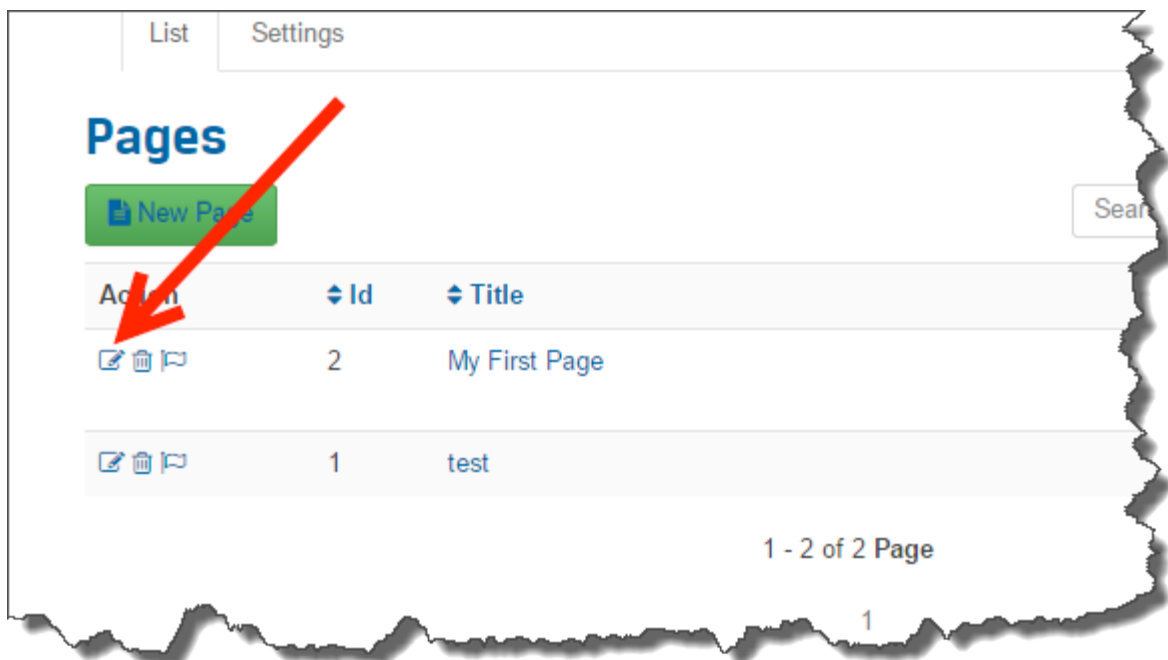
2. Make sure the “Content” tab is selected.



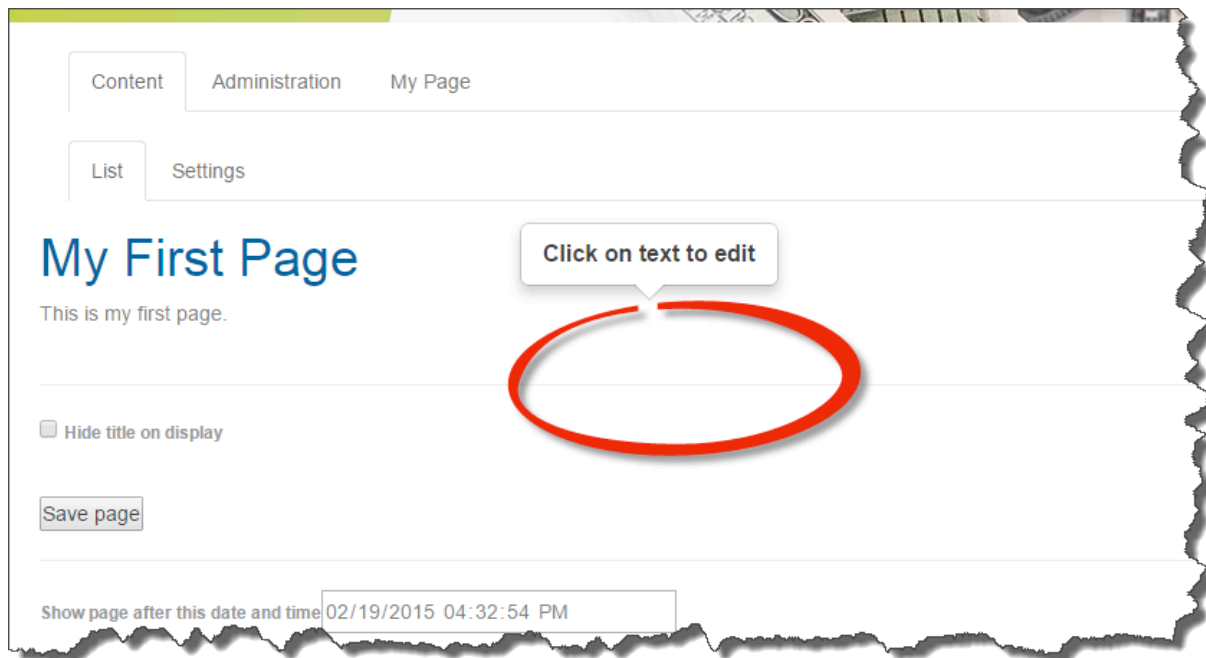
3. Click on the “PageSmith” module.



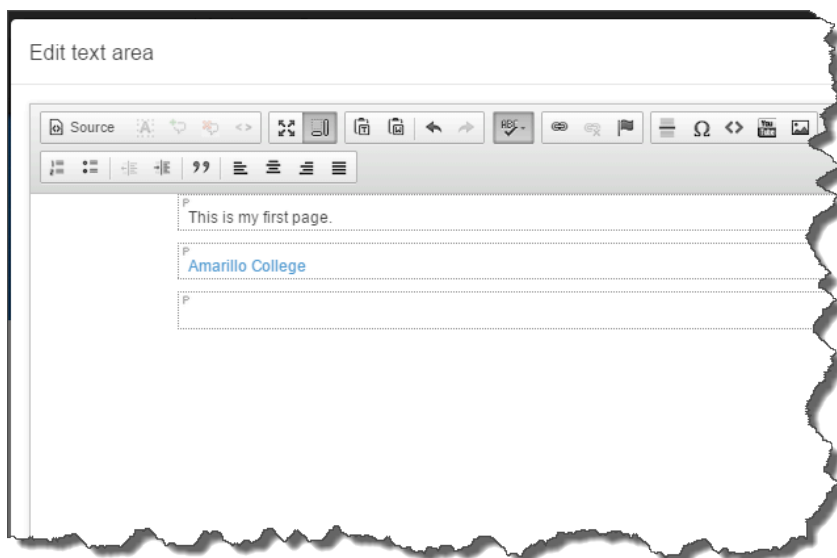
4. Click on the edit action button to edit your new page.



Click anywhere in the text area (body) of the page to edit.



5. We'll need to create a new paragraph block. Place your cursor at the end of your **Amarillo College** link and then press enter on your keyboard. This will create a new paragraph block.





Images added to any webpage should not be larger than 400 wide and 400 high pixels.

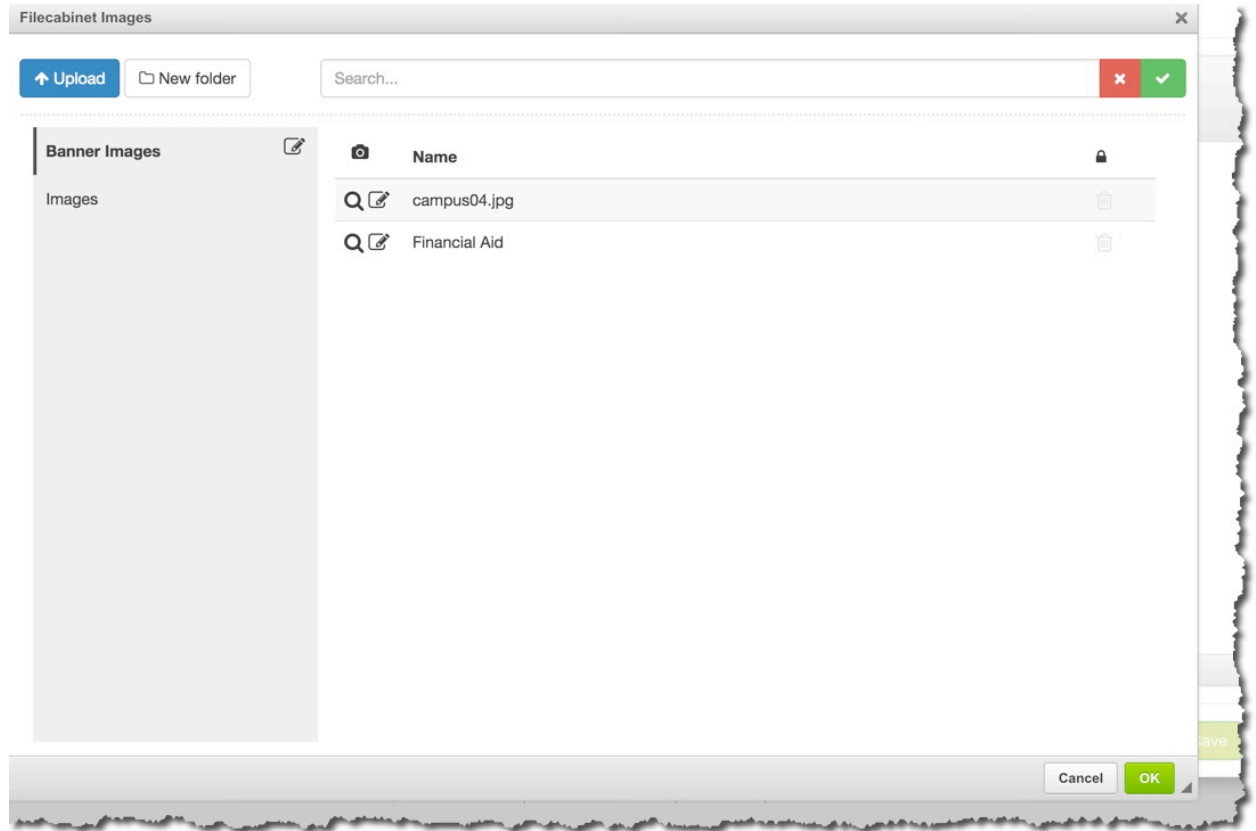
If an image is added to a webpage and is larger than 400 x 400 pixels, the image file size will be too large for some computers to download over the internet. There is an option to adjust the size of the image within the image gallery, but it is suggested not to use this feature. This feature will simply resize the picture after it downloaded on the webpage defeating the purpose of trying to optimize image file size. For best results, simply resize the picture to the exact size needed for the webpage before uploading the image to the image gallery.

6. We are now ready to upload an image we will use within our page.

Click on the File Cabinet  button in the editor toolbar.

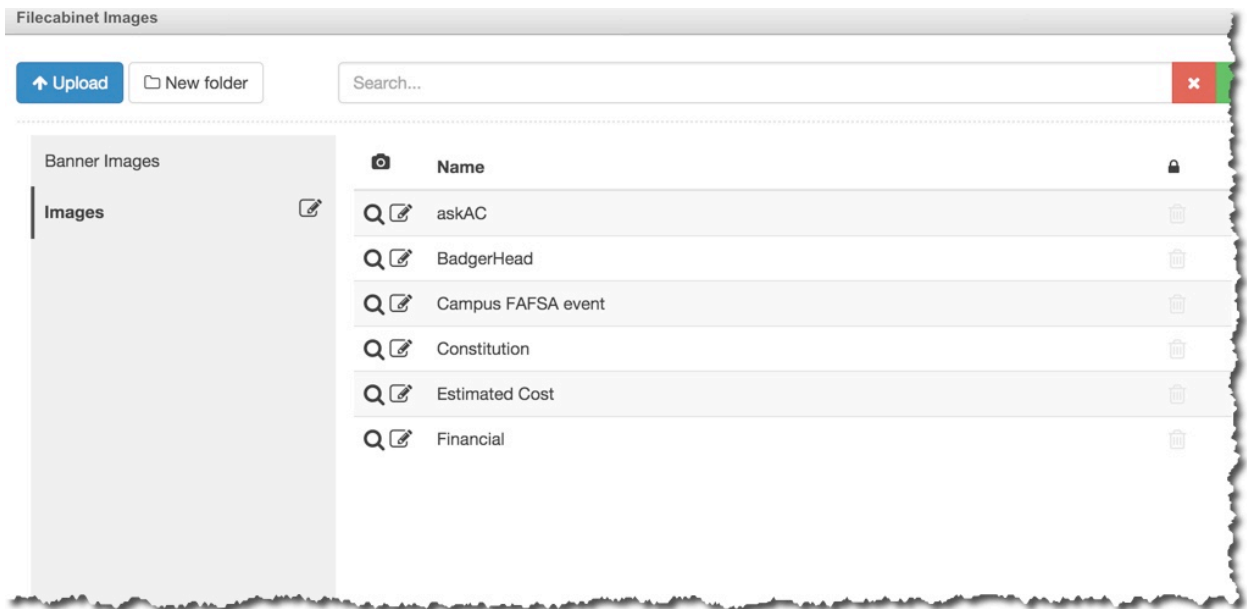


The Filecabinet Images dialog box will open up.



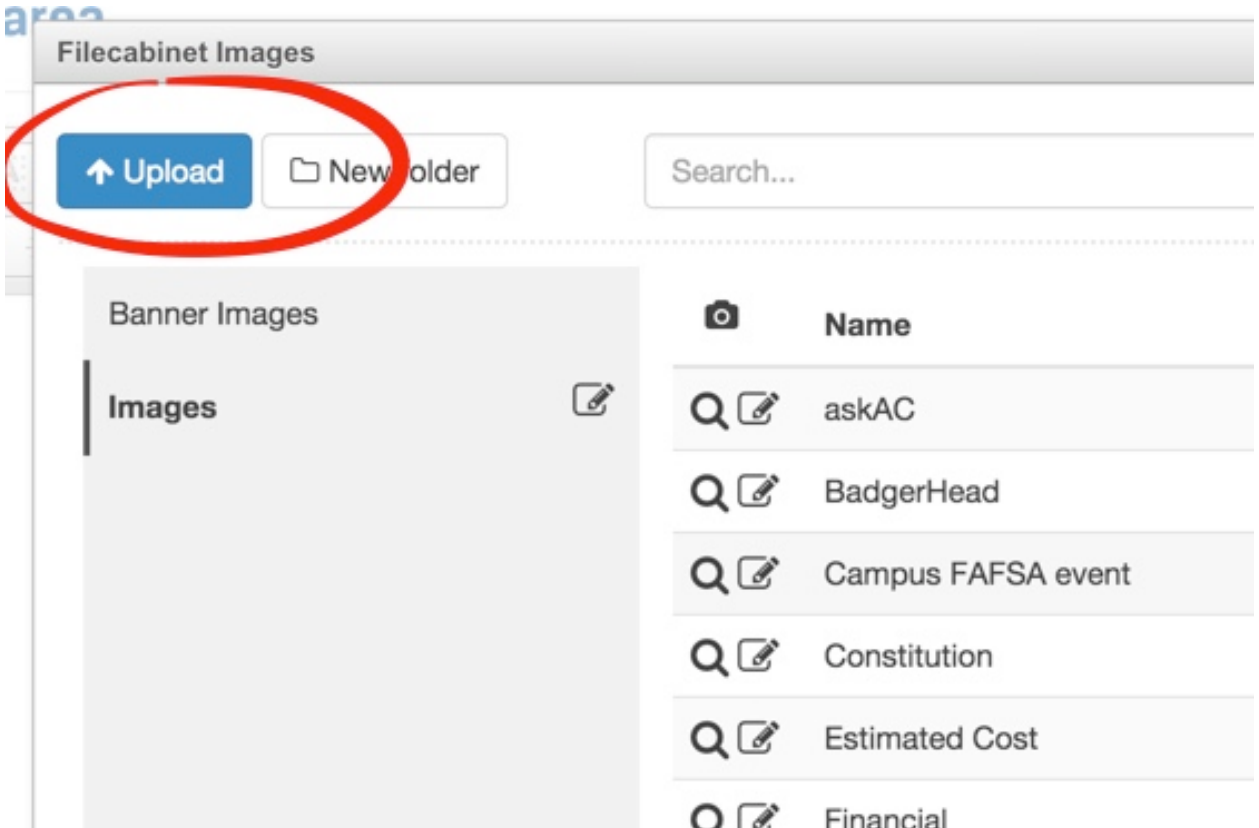
7. Click on an image folder on the left of the screen. This will open up the image folder.

Once you have the Image folder open, you should see all the images contained in the folder.



8. Upload Image.

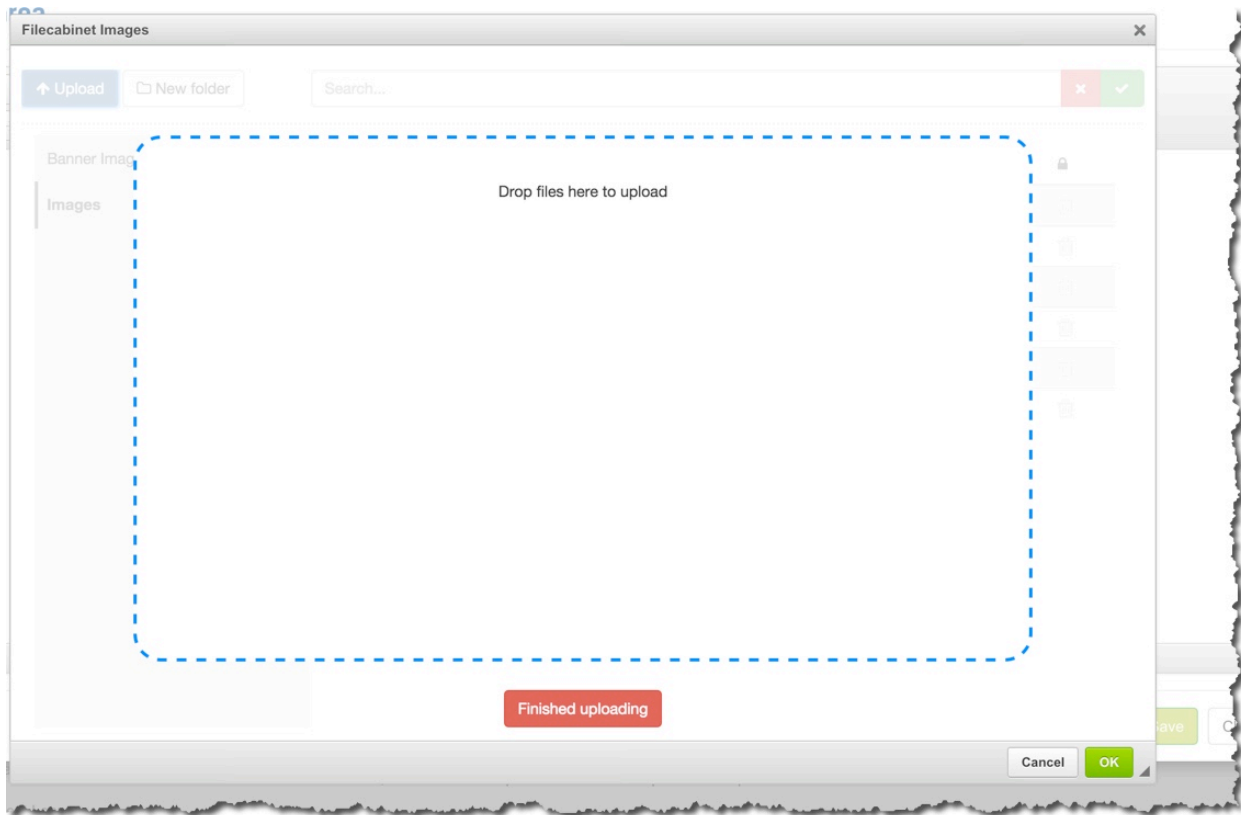
Once you have opened the folder you want to upload your image to, click on the “Upload” button in the left column.



9. An dialog box will appear.

You can either drag an image into this area or click anywhere within this area to open up an image upload dialog box.

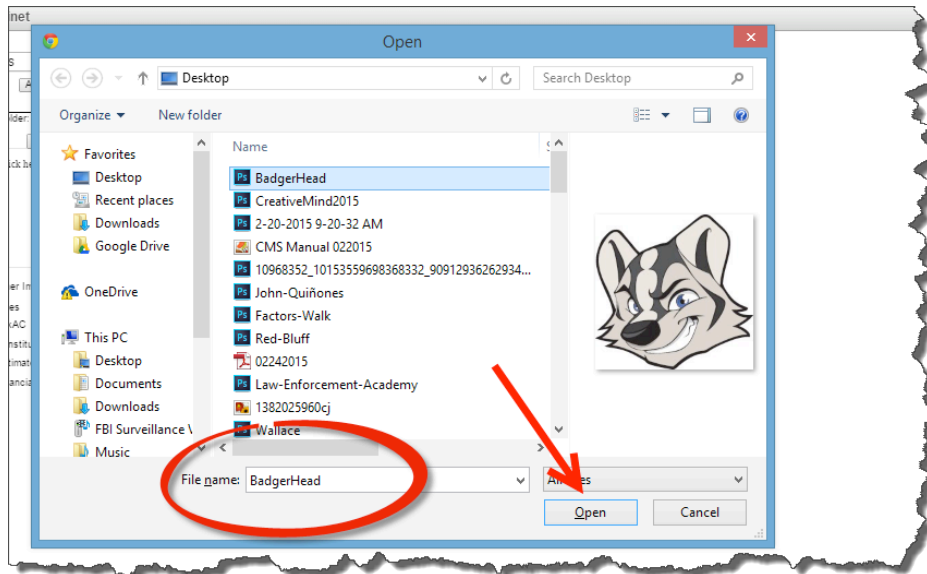
You should have already received a sample image to use for this lesson and have placed in within a folder on your computer or network drive.



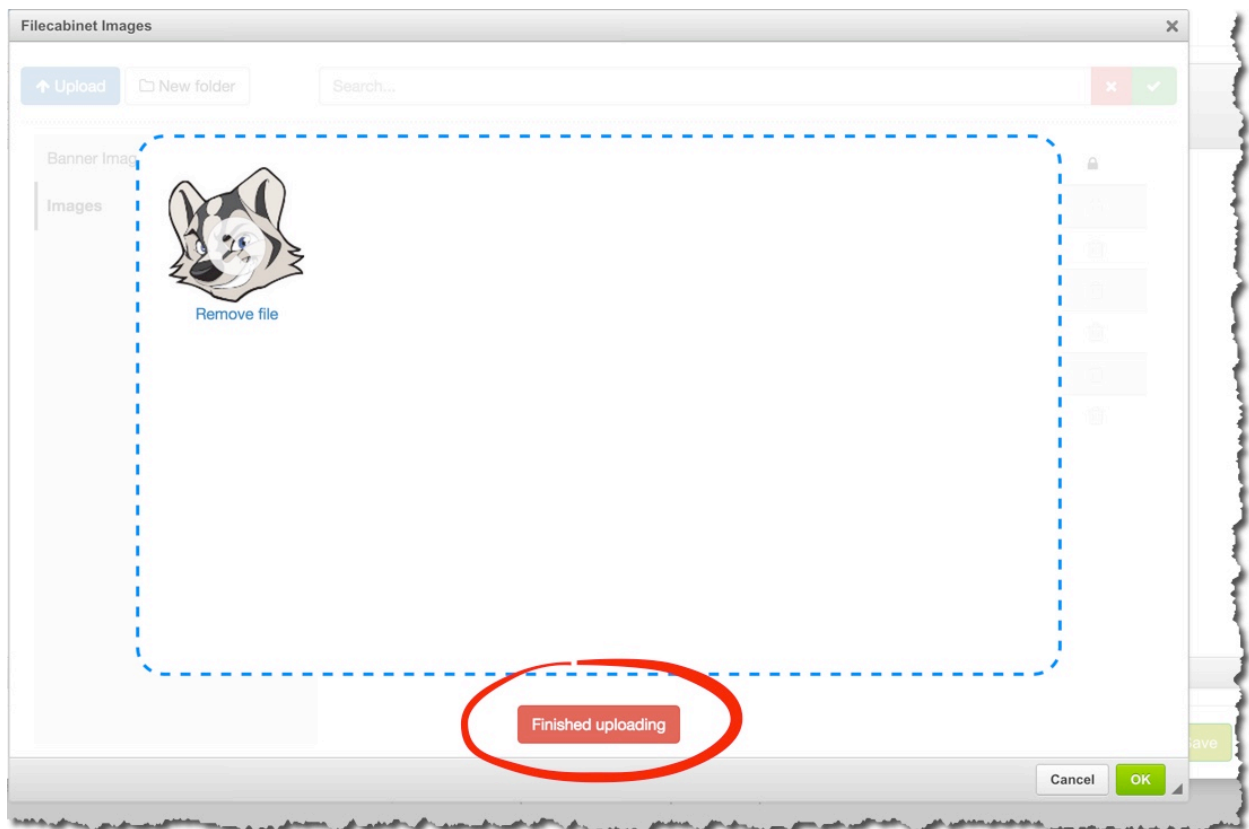
For this lesson, let's click within this area to manually upload an image.

Once you locate your image, click "Open" within the dialog box.

(see image next page)

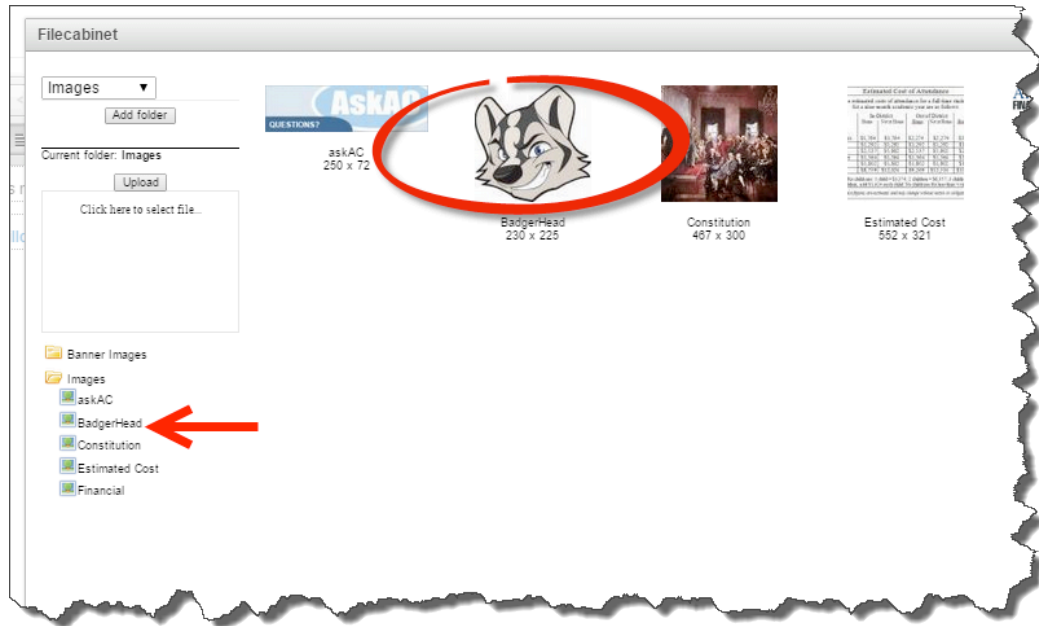



10. Once you have selected your image, you should now see an icon of the image in the Filecabinet Images upload dialog box.

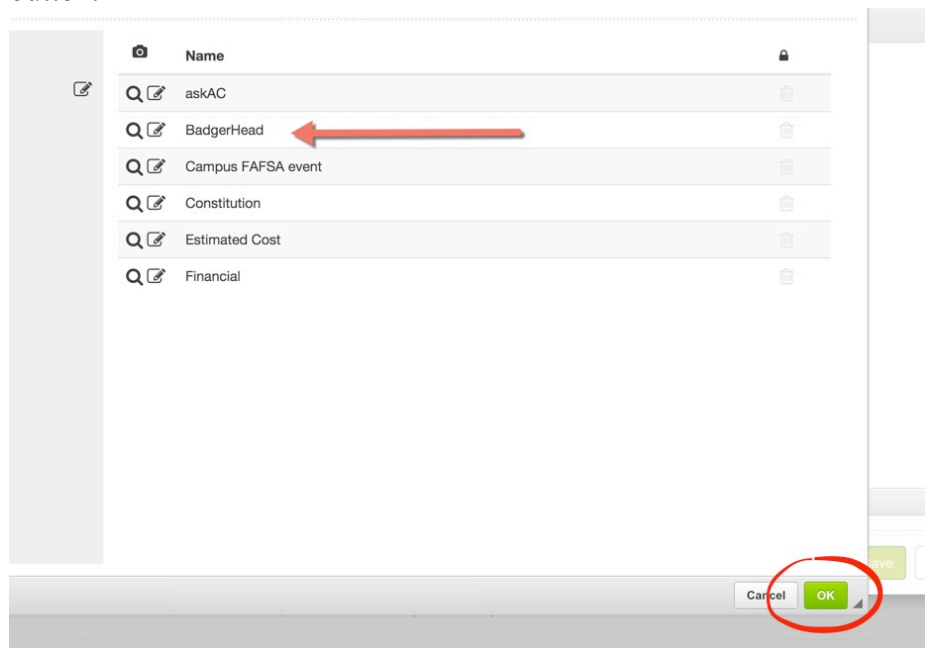


11. Click on “Finished uploading”.

12. You should now see your image within the Filecabinet Images dialog box.

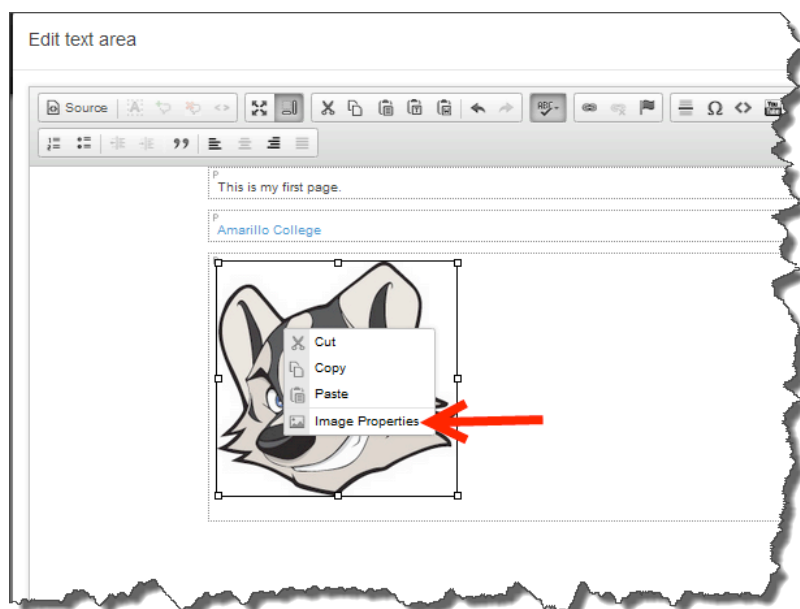


13. Click on the image to select the image for use on your page. Then click on the  button.

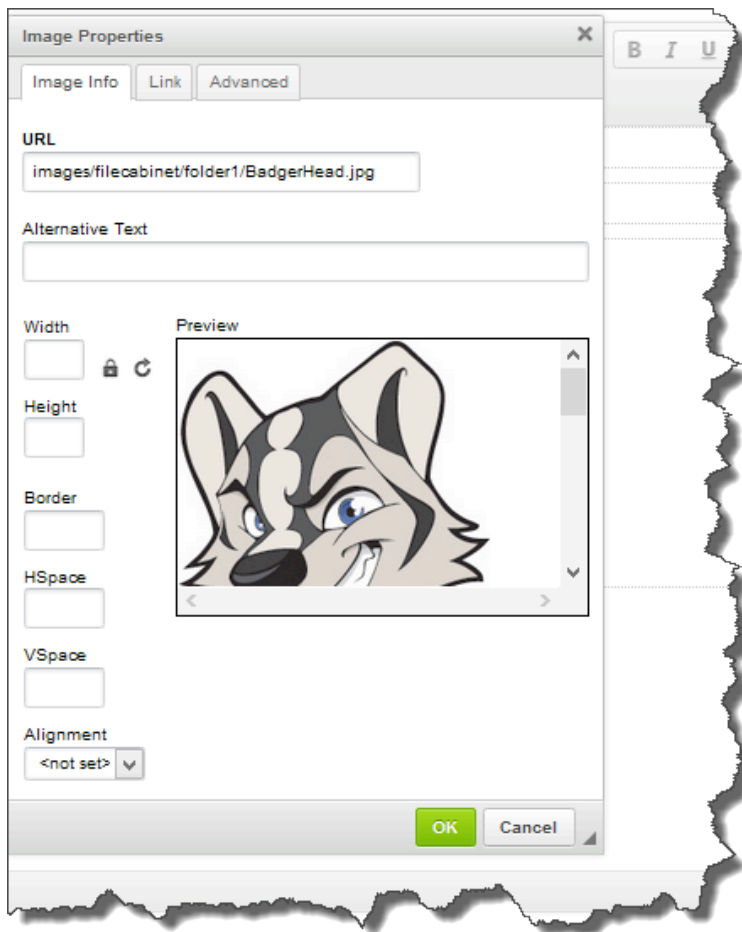


14. You should now see the image within your page. However, it's not exactly where we want it to appear on the page. We'll need to access the image properties.

Left-Click on image and then click on the **Image Properties** option.



The **Image Properties** dialog box appears with options to edit the image properties.



Alternative Text : Insert text that describes image.

Width: The width of the image.

Height: The height of the image.

Border: Add a border around your image. Ex. 1 = one pixel border, 2 = two pixel border, 0 = no border.

HSpace: Specifies the whitespace on left and right side of the image.
Ex. 5 = five pixel white space on left and right side of the image.

VSpace: Specifies the whitespace on top and bottom of an image.
Ex. 5 = five pixel white space on top and bottom of image.

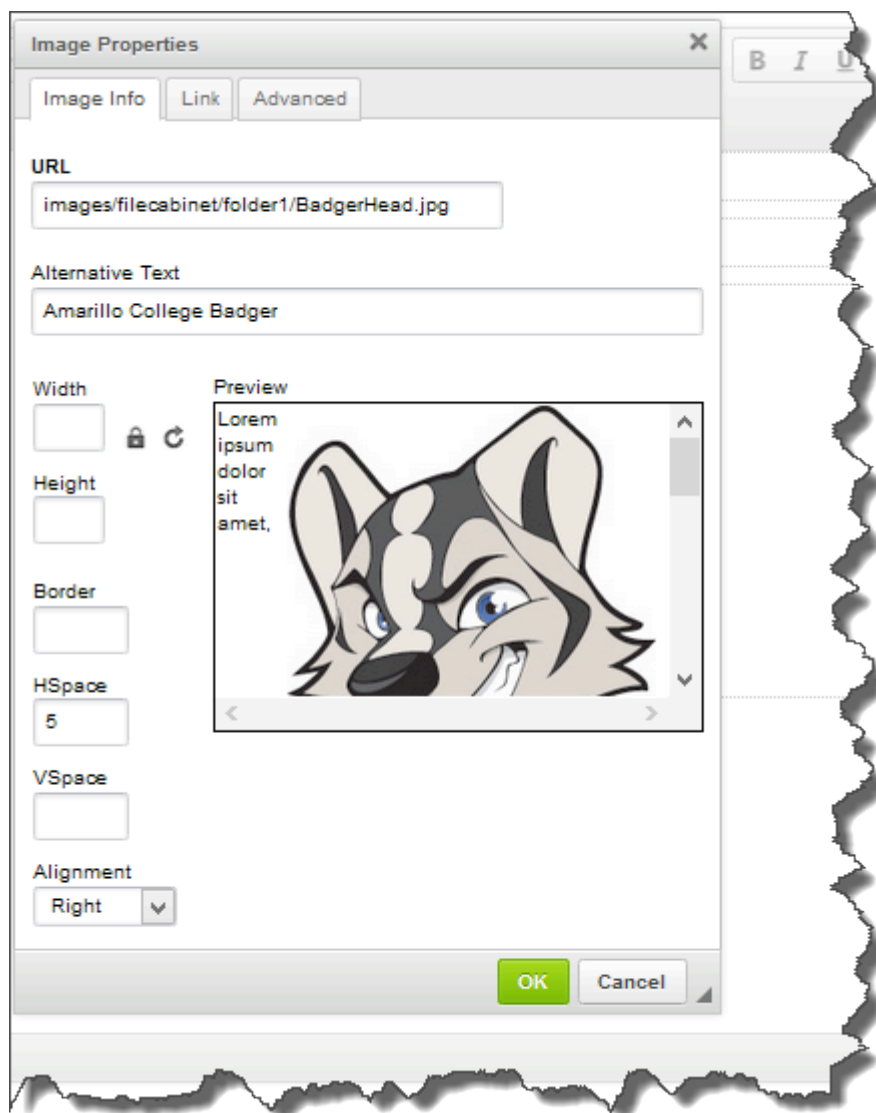
Alignment: Aligns the image.

15. For this lesson, let's set the image properties to the following:

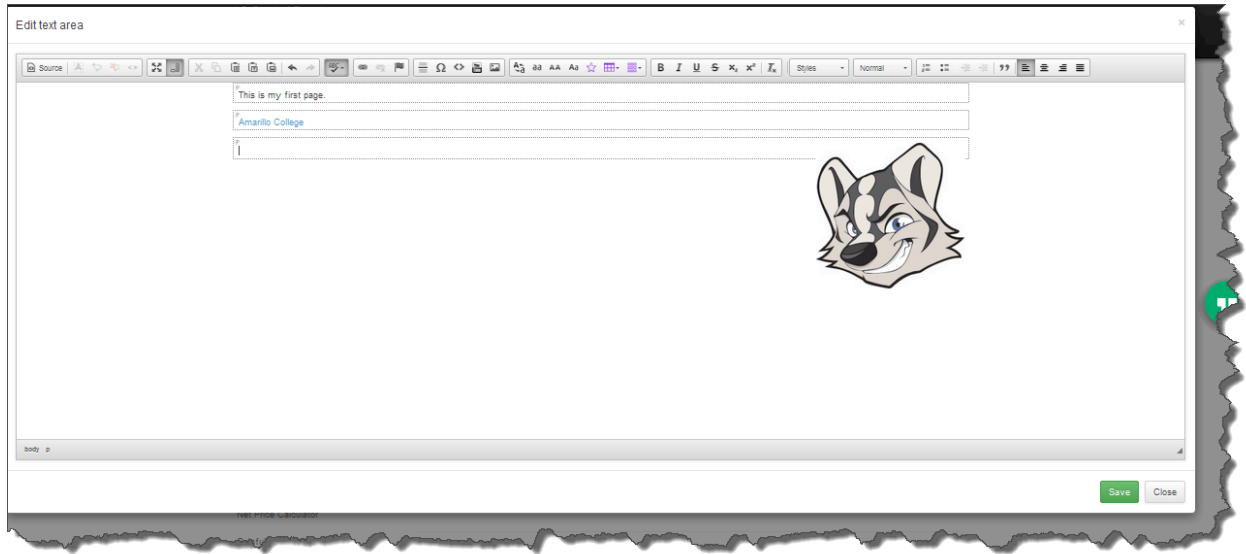
Alternative Text: Amarillo College Badger



HSpace: 5

Alignment: Right

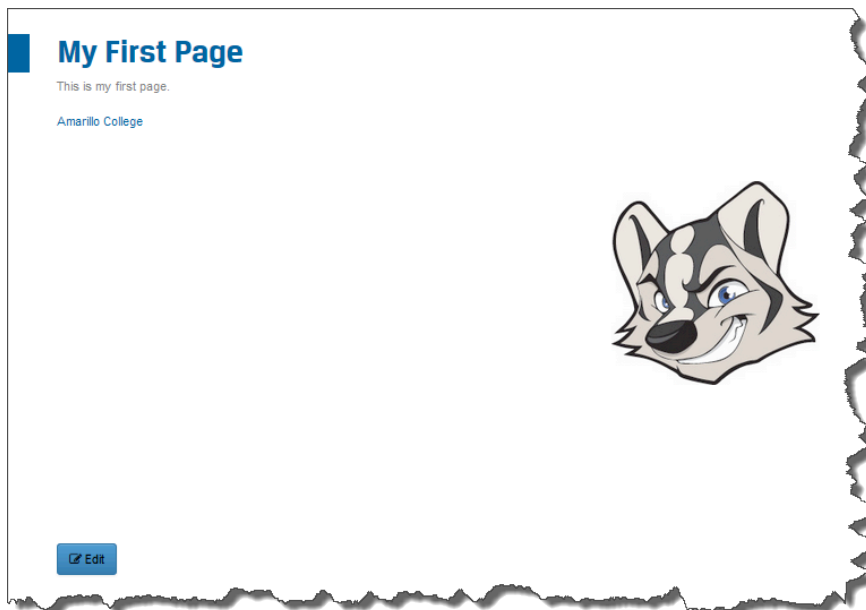


16. Your edit text area dialog box should look like the following:



17. Click the  button to save the dialog box, then click on the  button to publish the page.

You page should now look similar to the following:





Congratulations!

You have uploaded an image into your branch and added the image within a page!



What is the largest width in pixels of an image that is suggested to use for webpages within PageSmith?

Lesson 3

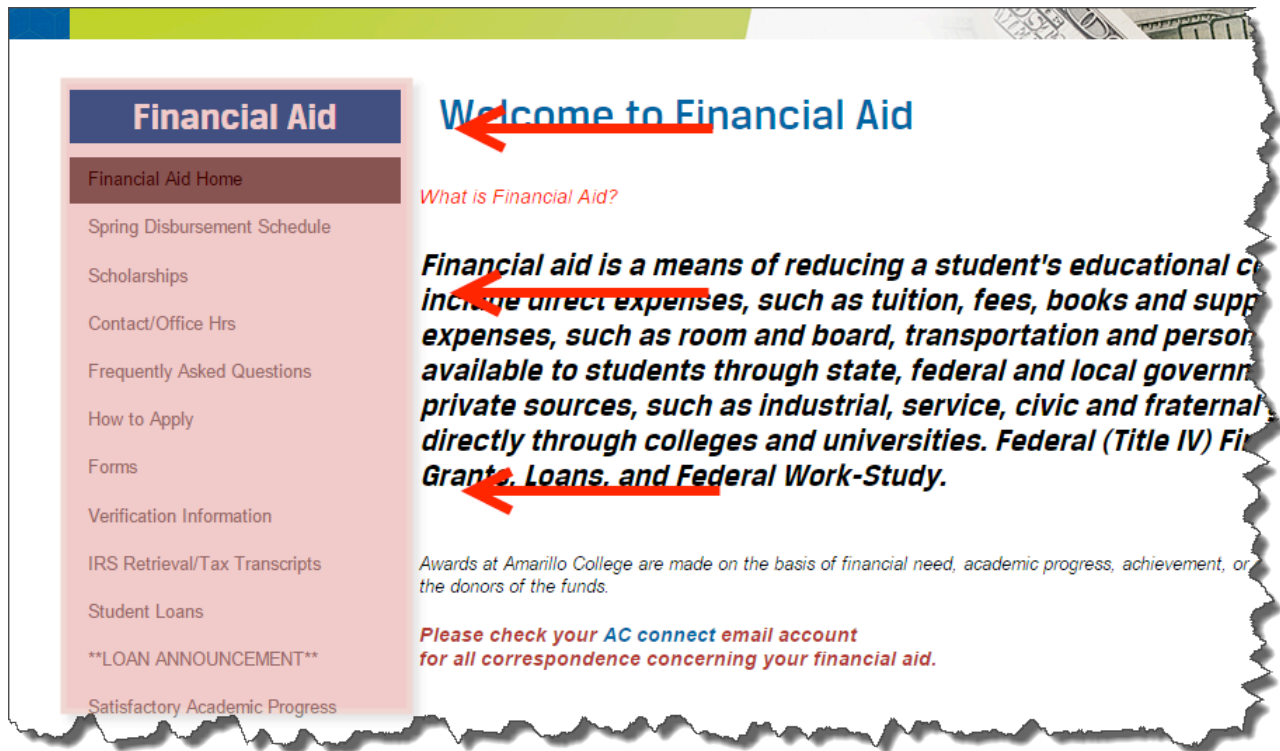
Objectives

In this exercise, you will

- **Create a menu item for a PageSmith page.**
- **Reorder menu items within the website branch menu set.**
- **Create an external menu item.**

Lesson 3.1 Create Internal Menu Item

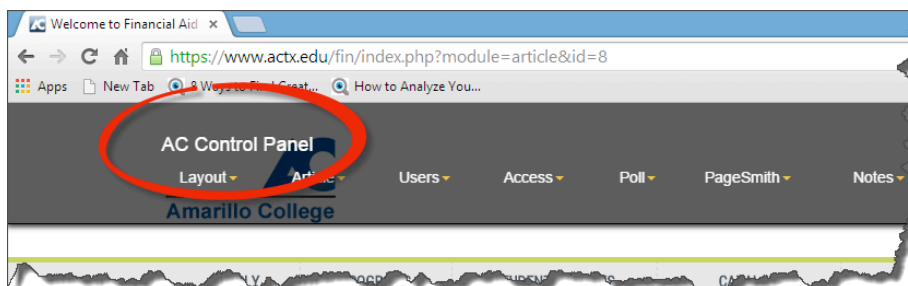
Now that we have a lovely webpage that's ready for our website visitors to view, we need to add it to the branch website menu set located in the left column.



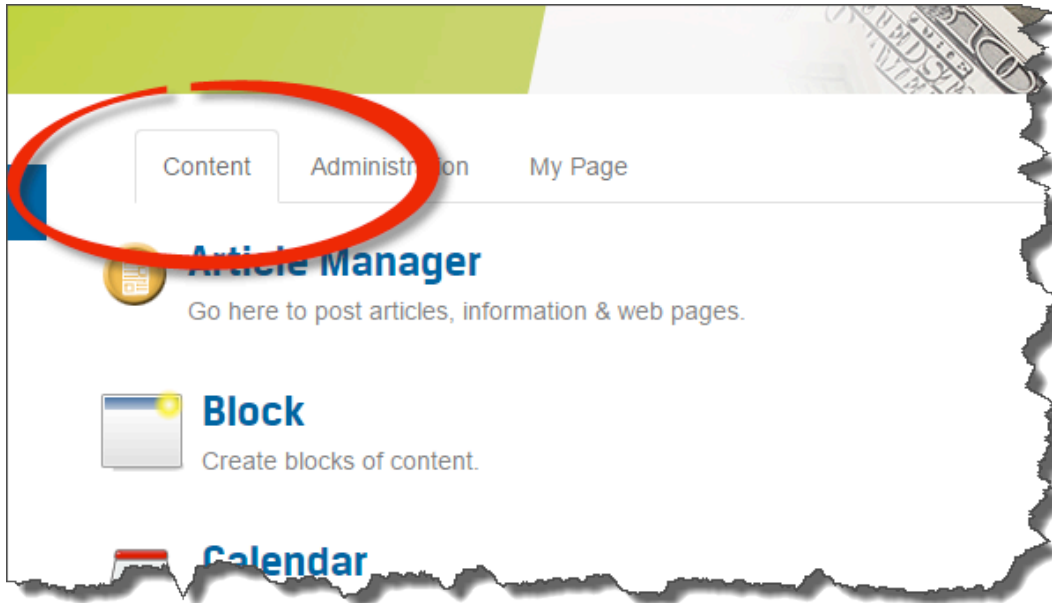
1. Navigate to your new page.

If you are not already logged into your branch, please do so. Instructions are found within Lesson 1.

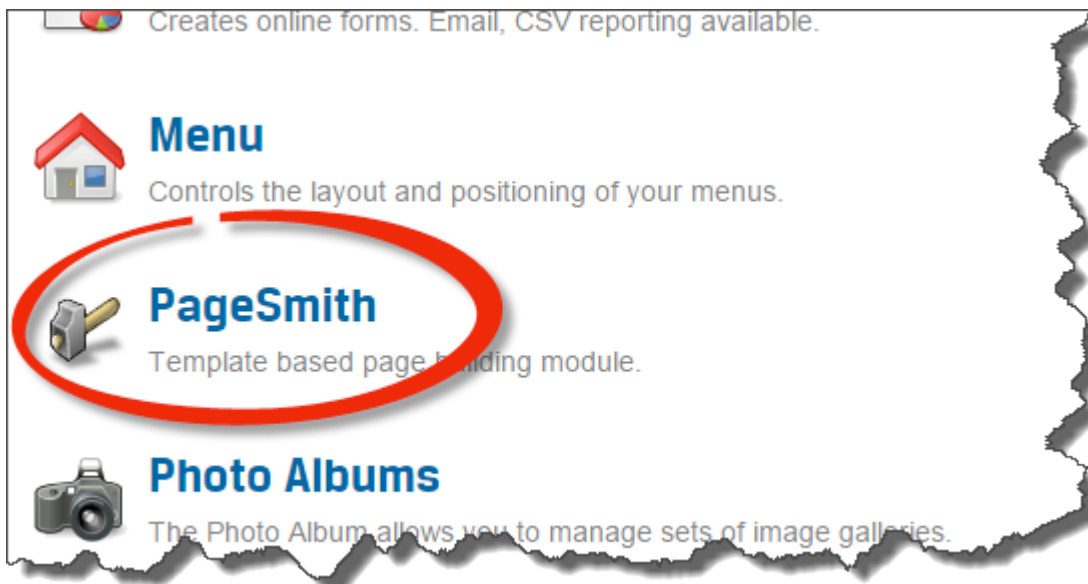
In the administrative tool bar, click on “AC Control Panel”



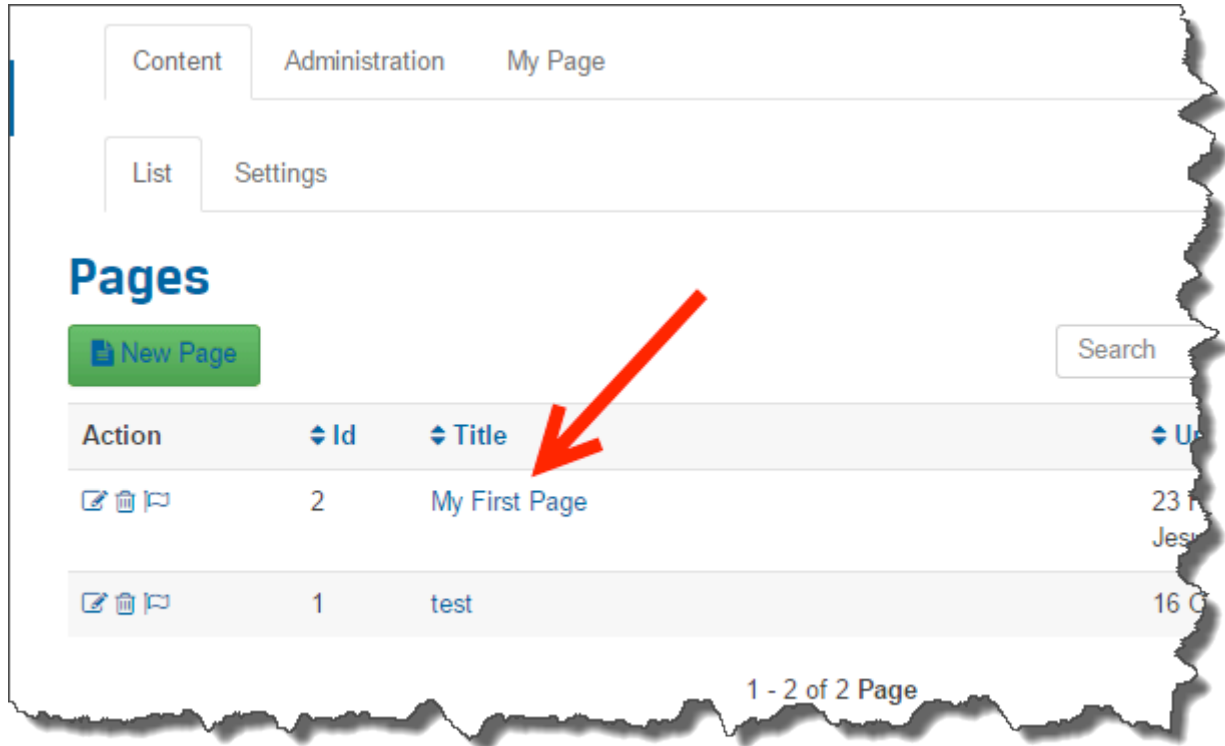
2. Make sure the “Content” tab is selected.



3. Click on the “PageSmith” module.



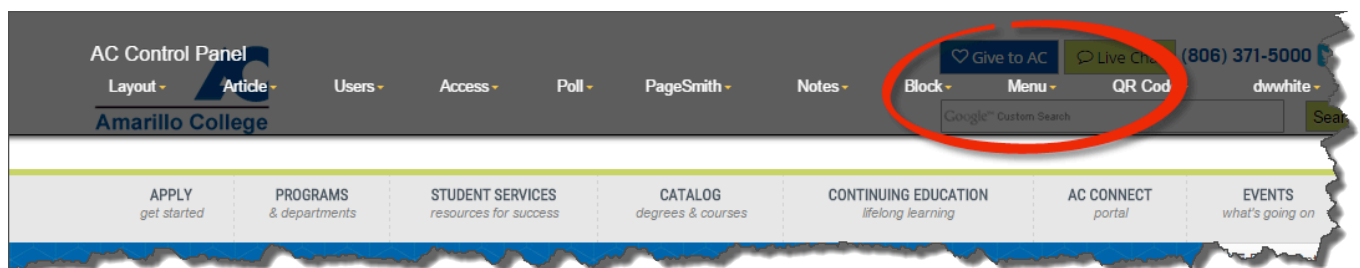
4. Click on the title of your page.



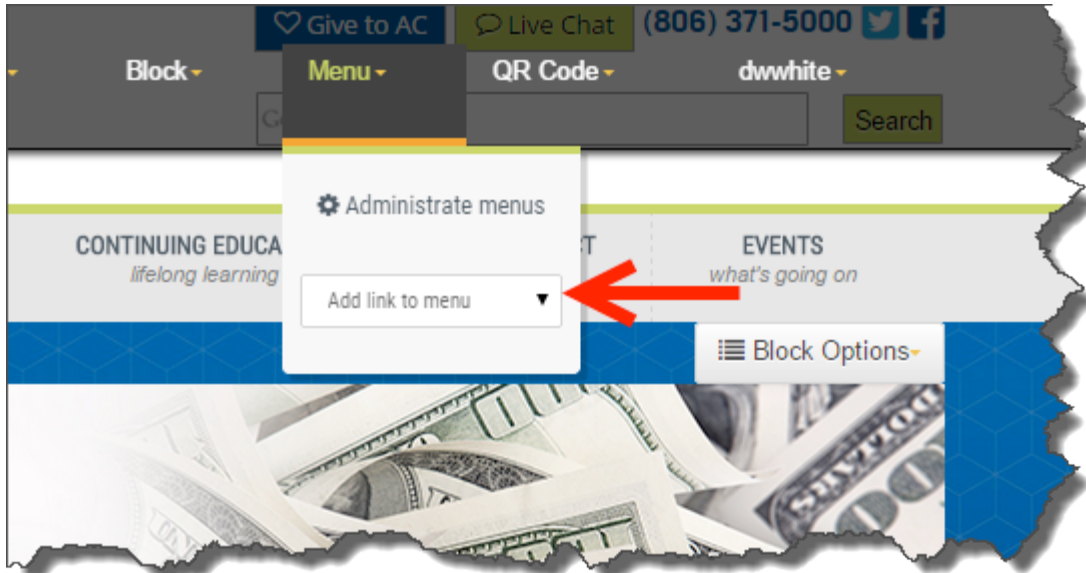
5. You should now see your new page.

Once you have your page pulled up in the browser, it's a very simple process to add a menu item to your branch website menu set.

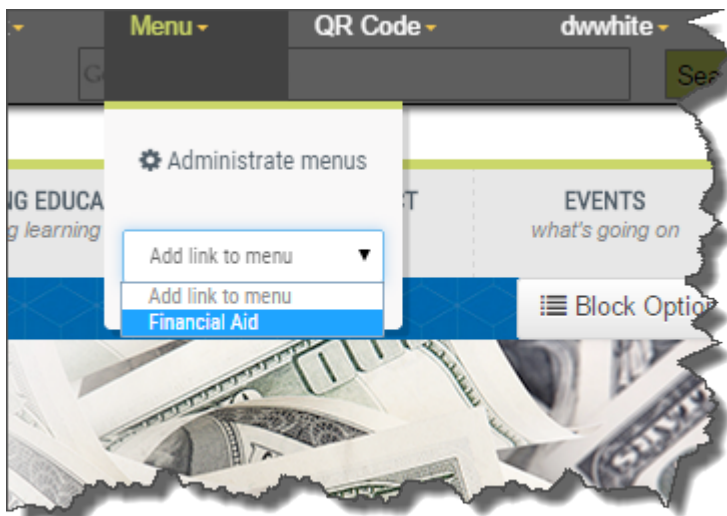
Click on **Menu** in your administrative toolbar.



6. Click on **Add link to menu**.

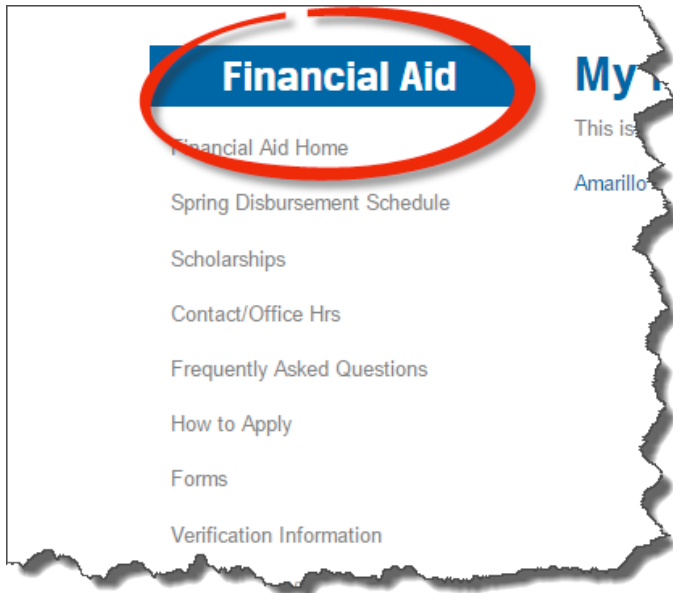


7. Choose the menu set you want to add the page to. In this example, we would choose the Financial Aid menu set simply because that is the only menu set.

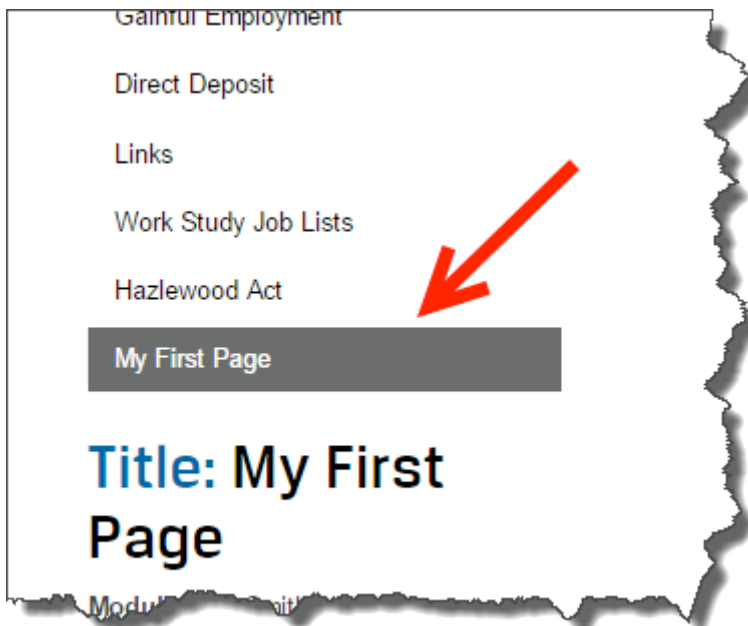




You may have more than one menu set. The menu sets in this list are defined by the title of the menu set.



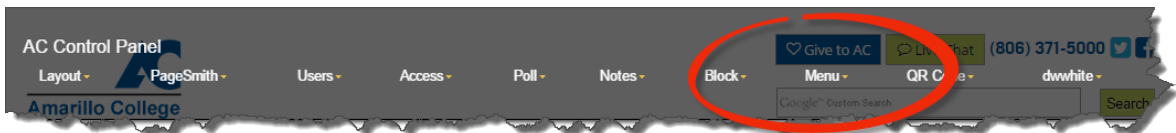
8. You should now see a menu link pointing to your page at the bottom of the website branch menu set.



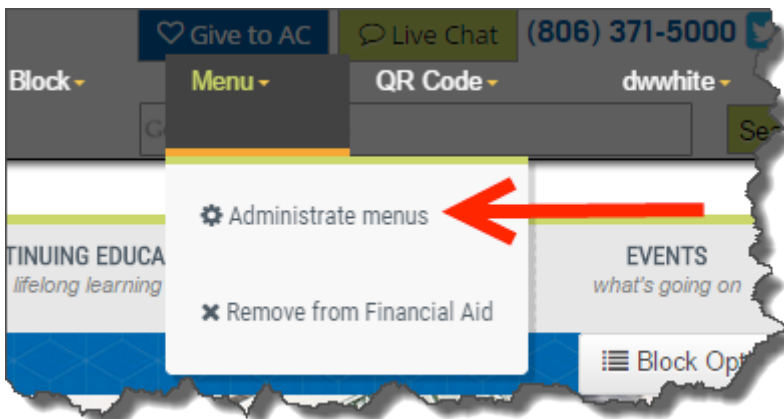
Lesson 3.2 Reorder Menu Items

Now that we have the menu item created within our website branch menu set, let's reorder the list so that our new menu item is near the top of the website branch menu set.

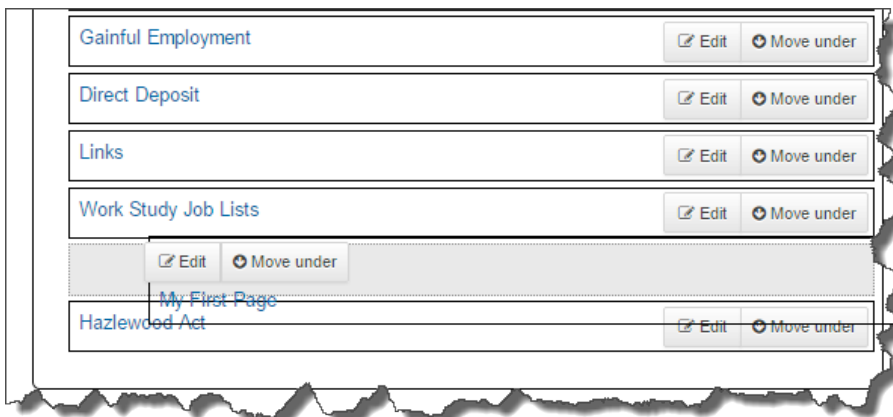
1. In the administrative toolbar, click on **Menu**.



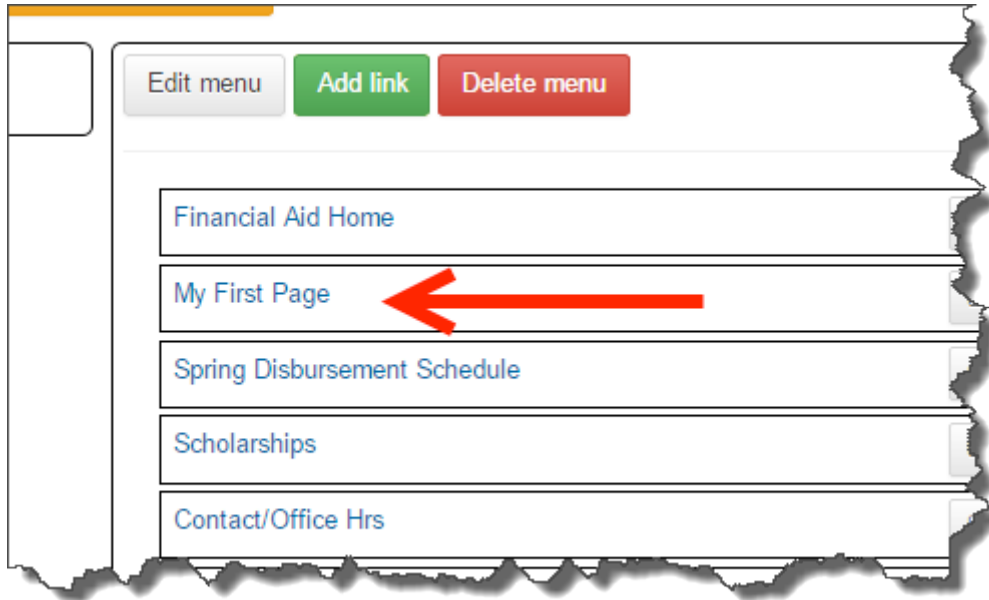
2. Click on **Administrate menus**.



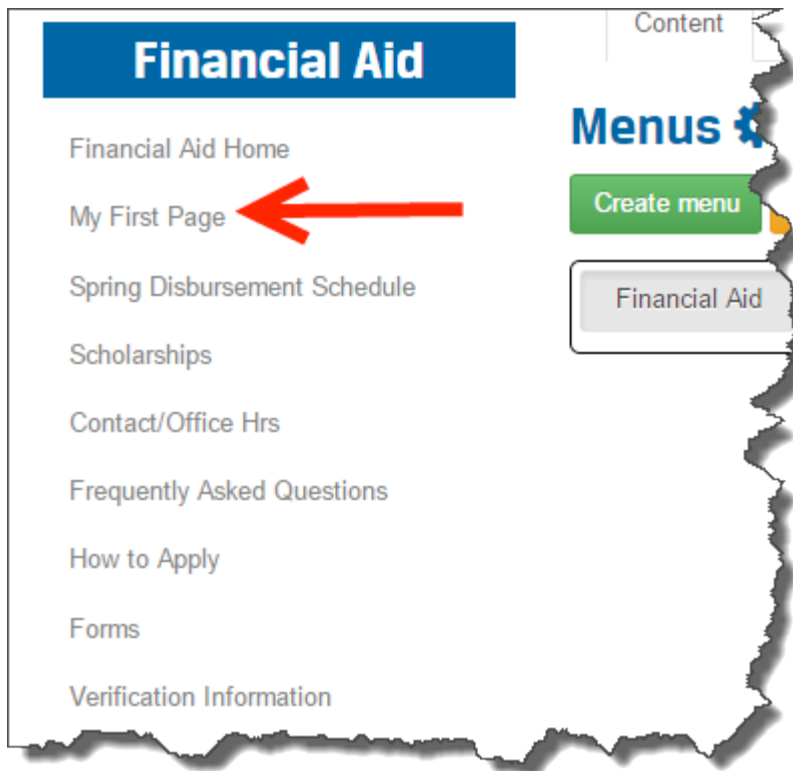
3. Left-click on the menu item, hold the left-click and drag menu item to the top of the menu set. When you are ready to place the menu item near the top of the menu set, simply release the left-click.



4. You should now see your menu item near the top of the menu set.



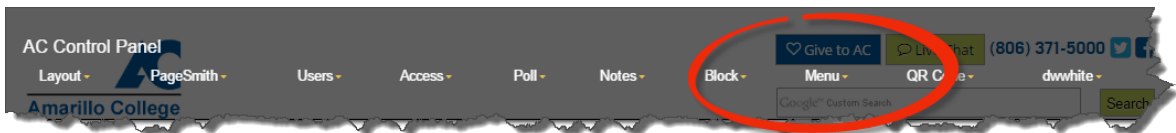
5. Refresh your browser screen (F5 key on your keyboard) to view changes to your menu set.



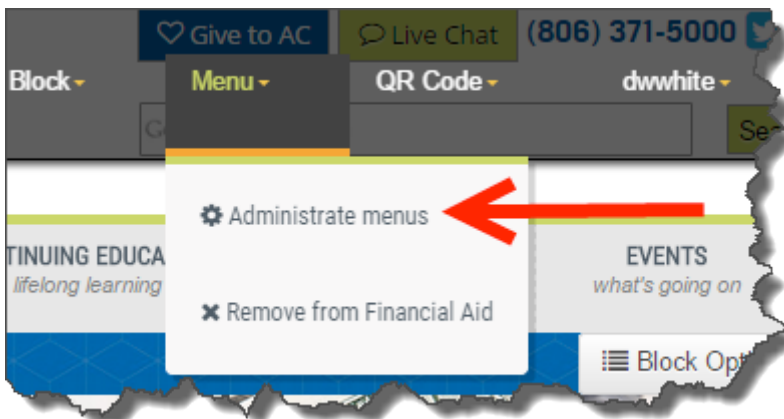
Lesson 3.3 Create External Menu Item

In this lesson, let's create a link to the **Advising** website branch within your website branch menu set.

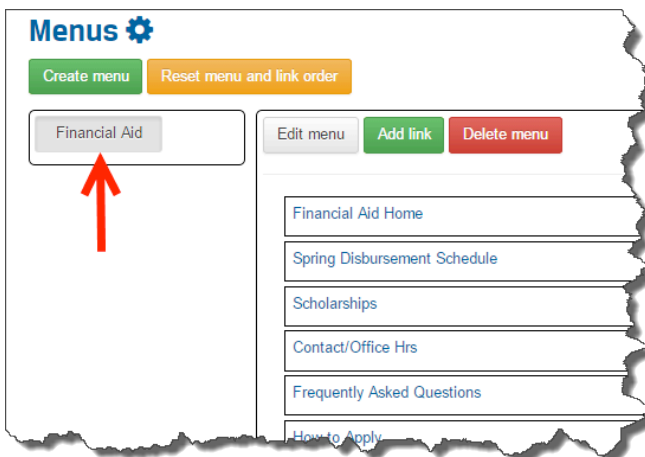
1. In the administrative toolbar, click on **Menu**.



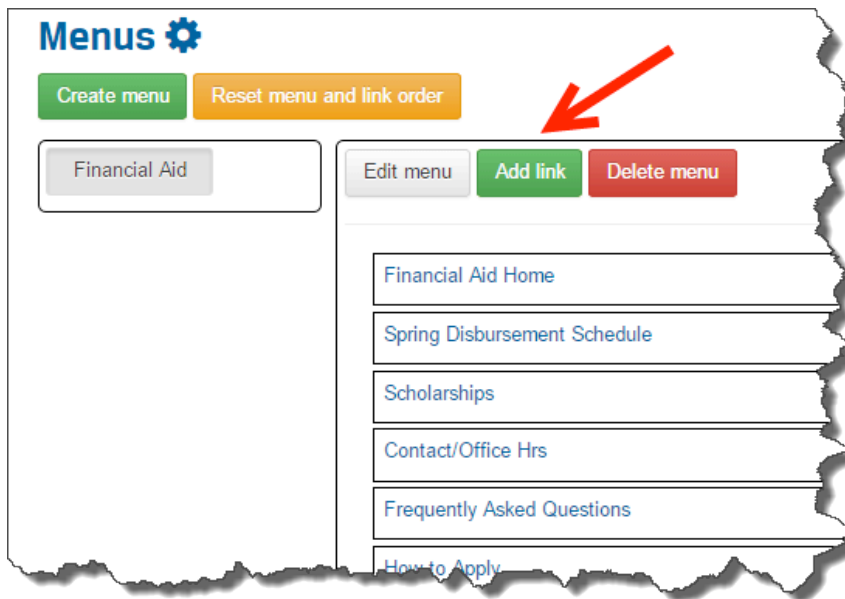
2. Click on **Administrate menus**.



3. Make sure that you select the correct menu set you want to add to. (Some branches have more than one menu set)



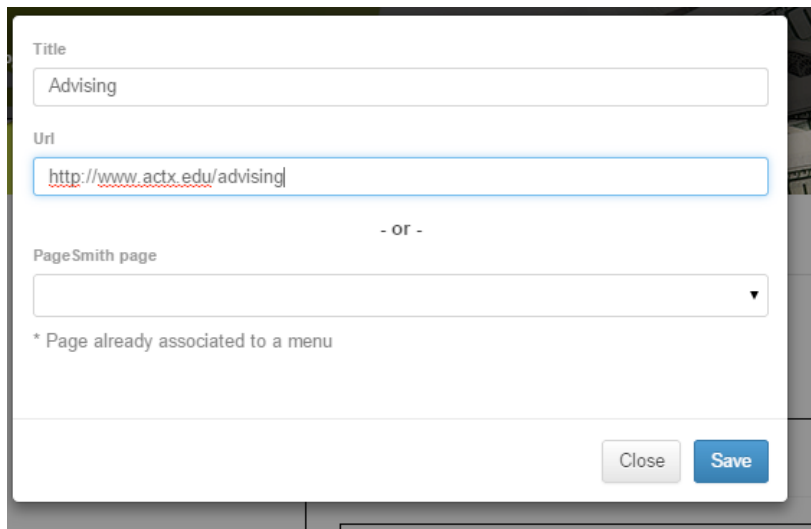
4. Click on the  button.



5. A dialog box will open asking for information for your new menu link.

Title: **Advising**

Url: **<http://www.actx.edu/advising>**

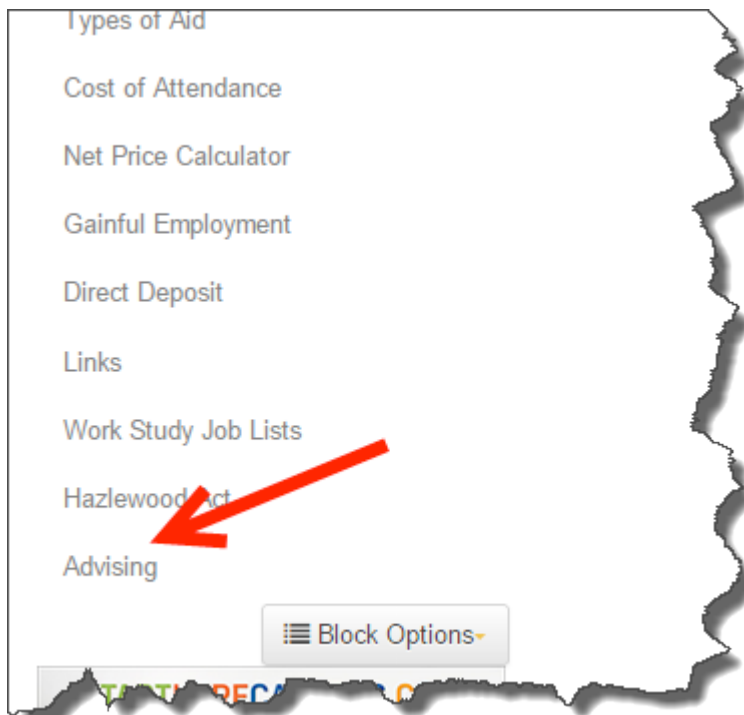


Click on the  button.

6. You should now see your new menu item at the bottom of your administrative menu set.



7. Refresh your browser screen (F5 key on your keyboard) to view changes to your menu set.



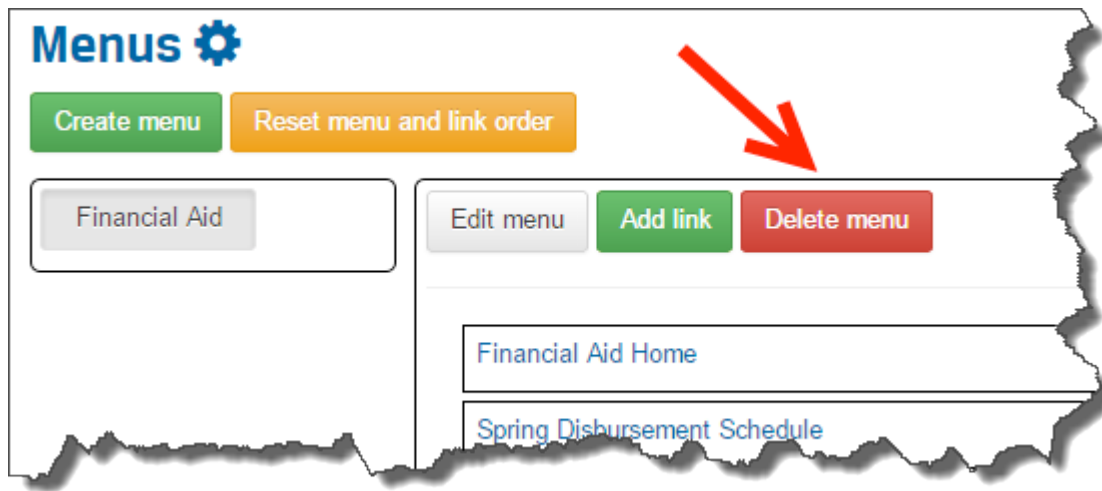


Play around with the other administrative menu options to become familiar with all the options.



Delete menu

Be very careful with the **Delete menu** button. This button will delete the selected menu set. The entire set! This cannot be undone. The menu set will have to be recreated.



Published pages within PageSmith are always searchable with any online search engine, including the search engine used with the actx.edu website (search box).

You cannot simply delete a menu link to the page to hide a page from the website visitor.

All PageSmith pages that are not being used should be deleted.



Congratulations!

You have created a menu item for your new PageSmith page, reordered your website branch menu set and created an external menu item.



What page should be in view within the browser when you are ready to create a menu item to a page.