
Content Management Systems

(using phpWebSite)

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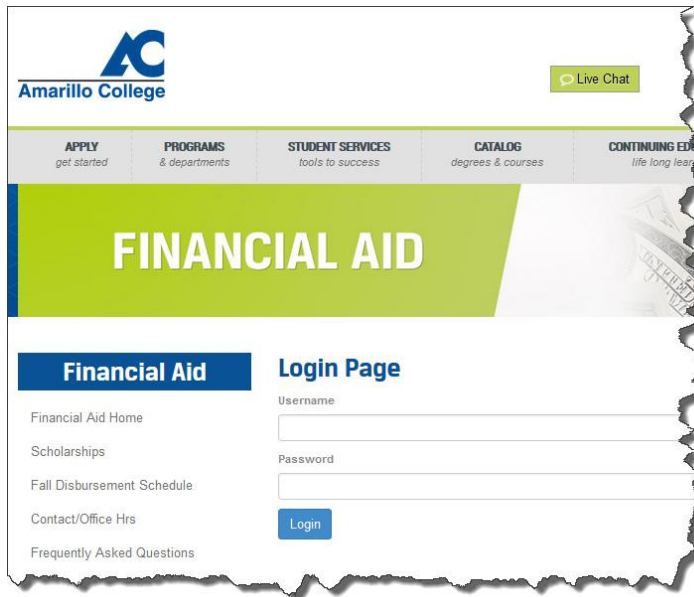
GENERAL INFORMATION

1. We are using a type of program commonly referred to as a Content Management System (CMS). Benefits of using this type of program are:
 - a. Users can create, update, and manage their web pages without having to know HTML programming
 - b. Templates can be used for global formatting changes without having to change individual pages
 - c. Keeping information current is simple using browser-based management. Instead of having a webmaster add and update information, members of each department will be trained how to perform these functions for themselves
 - d. All the pages for an individual department can be standardized
2. We will use a CMS program called *phpWebSite* to manage all of our webpages.
3. When our Web Services Department was asked to evaluate some course content management programs, some general “have-to-be-there” components were identified and then compared among several of the most popular programs. Each program had its benefits and drawbacks. After a year of comparisons, we decided on a program that is absolutely free! This is amazing since the software had nearly all the features AC wanted when evaluating similar packages. The next closest candidate would cost the college nearly \$50,000 per year! However, some features that need to be customized for Amarillo College have to be programmed internally.
4. Every AC employee who can access the AC Connect Portal will be able to log into the CMS software since their usernames and passwords are the same. However, the employee will have to be added to the correct branch/group combination.
5. Whenever you are working in the CMS system within your branch, you will be working with live data.
6. After approximately 20 minutes of inactivity, the CMS system will log off the content administrator user. You cannot see any difference in the screen after you have been logged off.
7. Instead of making and formatting 4,000 individual pages, one template can be used to format all pages in the CMS system at one time. This could not be done before CMS was used.

ACCESSING THE SITE


1. Use a web browser and navigate to:

www.actx.edu/yourbranch/admin

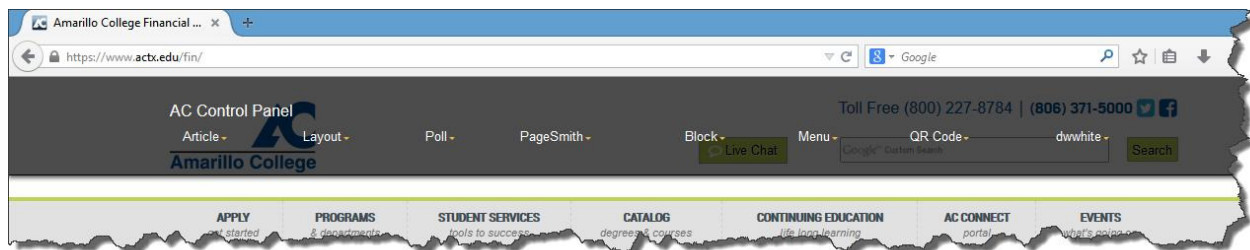


2. Log in to the CMS system.

Your Username and Password are the same ones used in AC Connect.

3. Left-click on the  button.

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



Complete Lesson 1.1



Article Manager

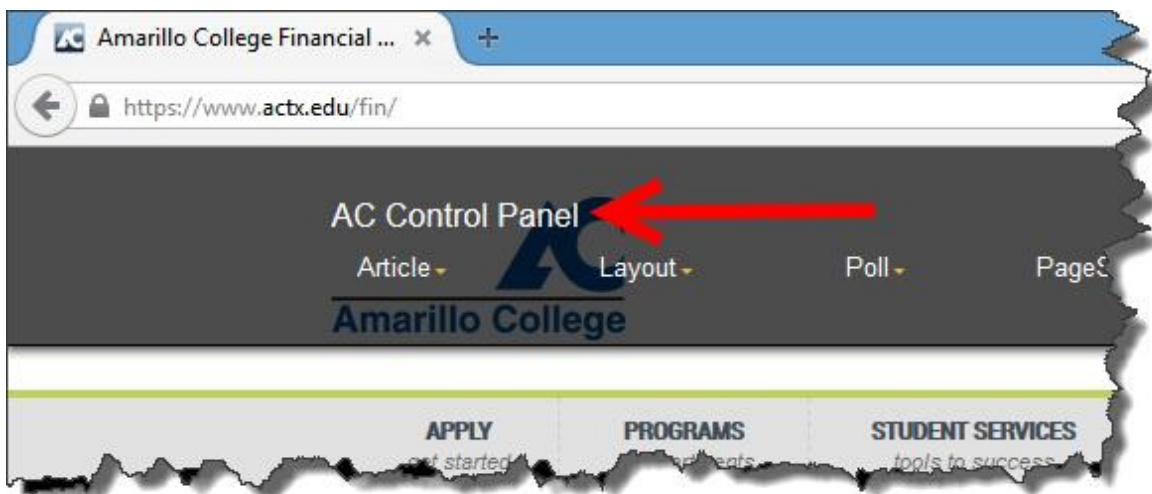
Article Manager is the original CMS module used to create web pages within CMS. This module will be phased out and we will start using the Page Smith CMS module to build all new pages. (See Instructions for Page Smith).

When creating NEW web pages within your branch, please use the Page Smith module.

It has been advised that if an Article Manager web page needs to be edited, copy and paste the content into a Page Smith web page and delete the Article Manager web page. Then make your edits within the new Page Smith web page. This will help with the conversion process.

Accessing Article Manager Web Pages

1. Left-click AC Control Panel / Content (tab) / Article Manager.
(Note: Your icons may be in a different order on your Control Panel, but they should have the same icons and names)





2. All of your articles, whether they have been posted or not, will be displayed in a scrollable list.

Title		Created on	Publish on	Action
Updated on		Expire on		
<input type="checkbox"/> Scholarships		Oct/07/11	Oct/07/11	Edit
<input type="checkbox"/> Financial Aid Forms		Oct/13/14	Apr/04/17	Edit
<input type="checkbox"/> Welcome to Financial Aid		Jun/29/05	Nov/14/05	Edit
<input type="checkbox"/> Contact Information		Sep/30/14	Jun/27/17	Edit
<input type="checkbox"/> Financial Aid Types		Jun/29/05	Jun/29/05	Edit
<input type="checkbox"/> Return to Title IV		Sep/25/14	Aug/19/17	Edit
<input type="checkbox"/> Fall Disbursement Schedule		Mar/21/12	Mar/21/12	Edit
<input type="checkbox"/> Cost of Attendance		Sep/25/14	Aug/29/17	Edit
<input type="checkbox"/> Financial Aid Rights and Responsibilities		Apr/27/05	Jun/26/05	Edit
<input type="checkbox"/> Satisfactory Academic Progress Policy		Aug/28/14	Apr/16/17	Edit
		Mar/10/11	Mar/10/11	Edit
		Aug/27/14	Jun/27/17	Edit
		Jul/30/08	Jul/30/08	Edit
		Aug/19/14	Jul/23/17	Edit
		May/05/09	May/05/09	Edit
		Jul/23/14	Jul/23/17	Edit
		Jun/29/05	Jun/29/05	Edit
		Jul/14/14	Sep/22/14	Edit
		Sep/16/11	Sep/16/11	Edit

Edit Existing Article Manager Web Pages

Once you have accessed all your articles within the Article Manager module, you can simply click on the “edit” link to edit pages.

◆ Title		◆ Created on	◆ Publish on	Action
▼ Updated on		◆ Expire on		
<input type="checkbox"/> Scholarships		Oct/07/11	Oct/07/11	Edit
<input type="checkbox"/> Financial Aid Forms		Oct/13/14	Apr/04/17	Edit
<input type="checkbox"/> Welcome to Financial Aid		Jun/29/05	Nov/14/05	Edit
<input type="checkbox"/> Contact Information		Sep/30/14	Jun/27/17	Edit
<input type="checkbox"/> Financial Aid Types		Jun/29/05	Jun/29/05	Edit
<input type="checkbox"/> Return to Title IV		Sep/25/14	Aug/19/17	Edit
<input type="checkbox"/> Fall Disbursement Schedule		Mar/21/12	Mar/21/12	Edit
<input type="checkbox"/> Cost of Attendance		Sep/25/14	Aug/29/17	Edit
<input type="checkbox"/> Financial Aid Rights and Responsibilities		Apr/27/05	Jun/26/05	Edit
<input type="checkbox"/> Satisfactory Academic Progress Policy		Aug/28/14	Apr/16/17	Edit
		Mar/10/11	Mar/10/11	Edit
		Aug/27/14	Jun/27/17	Edit
		Jul/30/08	Jul/30/08	Edit
		Aug/19/14	Jul/23/17	Edit
		May/05/09	May/05/09	Edit
		Jul/23/14	Jul/23/17	Edit
		Jun/29/05	Jun/29/05	Edit
		Jul/14/14	Sep/22/14	Edit
		Sep/16/11	Sep/16/11	Edit

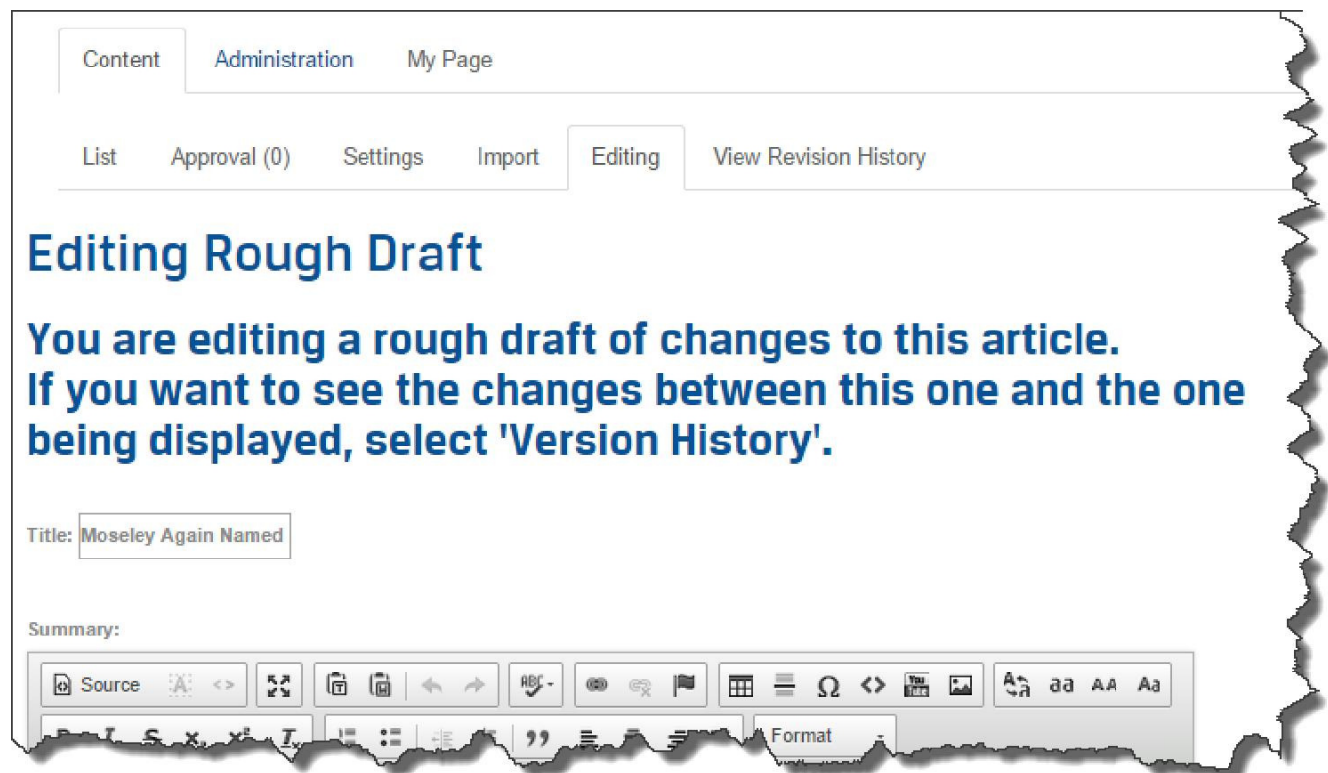
You can also navigate to the web page within the branch that you want to edit, and click on the “edit” link at the bottom of the web page.

Scholarship Searches:

- www.studentaid.ed.gov – Free information from the U.S. Dept. of Education.
- www.aie.org - Adventures in Education
- www.fastweb.com – FastWeb scholarship search site
- www.studentscholarships.org - Free scholarship search
- www.scholarshipexperts.com – Free scholarship search
- www.scholarshipguidance.com – Free scholarship search
- www.collegescholarships.org – Guide to scholarships/grants
- www.wiredscholar.com – General resource for information/searches
- www.supercollege.com – Free scholarship search
- www.schoolsoup.com – Free scholarship search

[\[Edit\]](#) [\[Delete\]](#)

When you are in the edit mode of an article within the Article Manager module, you will see the editing template. Simply make your changes and then click on the “Save and Publish” button at the bottom of the page. (See **Using the Editor Tool Ribbon** within this manual)



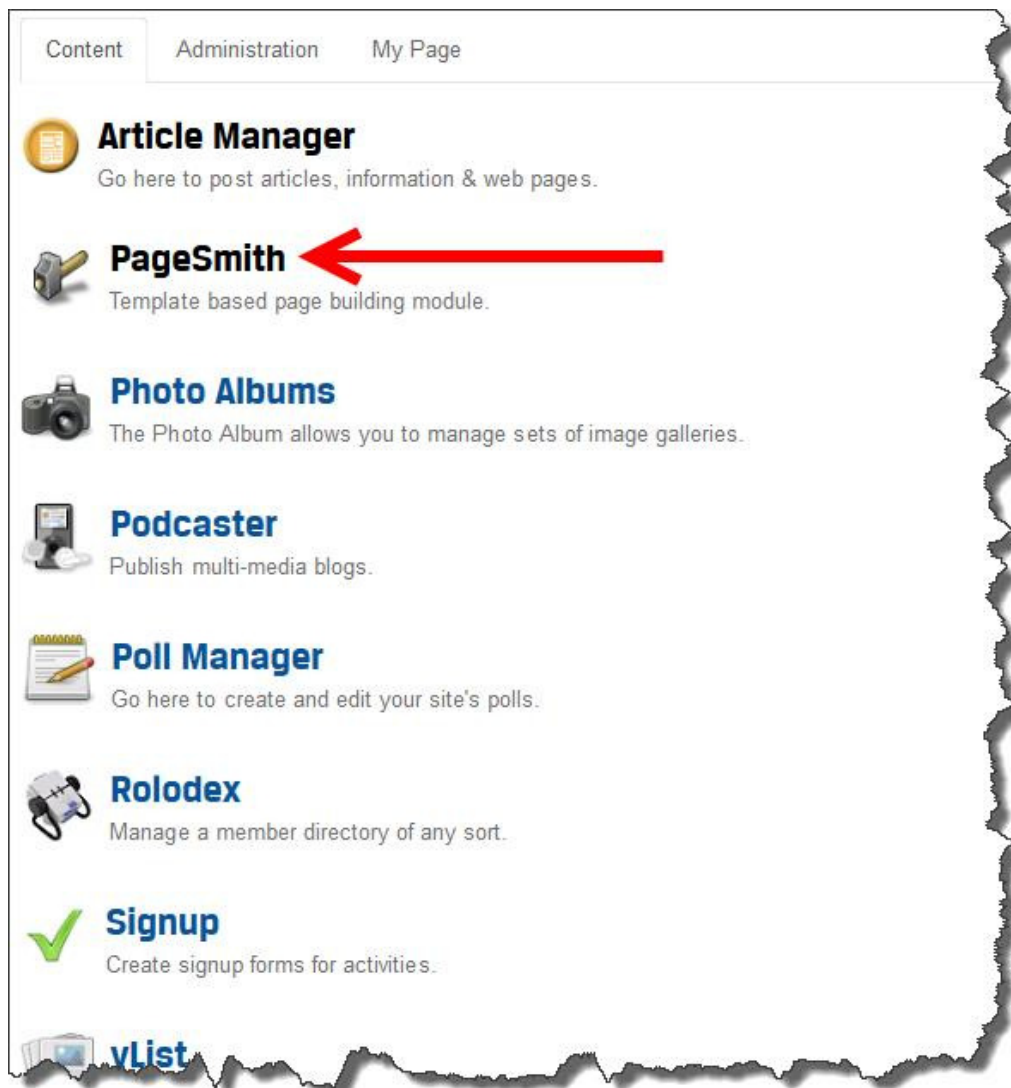


Page Smith

The first step towards using Page Smith is to select the Page Smith icon from the Content tab in your Control Panel.

Left-click AC Control Panel / Content (tab) / PageSmith

(Note: Your icons may be in a different order on your Control Panel, but they should have the same icons and names)



Now that you are in the Page Smith Module, the start a new page click on the “New Page” button.

The screenshot shows the 'Pages' module interface. At the top left, there is a green button labeled 'New Page' with a document icon. A large red arrow points directly to this button. To the right of the button is a search bar with the placeholder text 'Search'. Below these elements is a table with four columns: 'Action', 'Id', 'Title', and 'Updated'. The table contains four rows of data, each representing a page. Each row has icons for editing, deleting, and flagging in the 'Action' column.

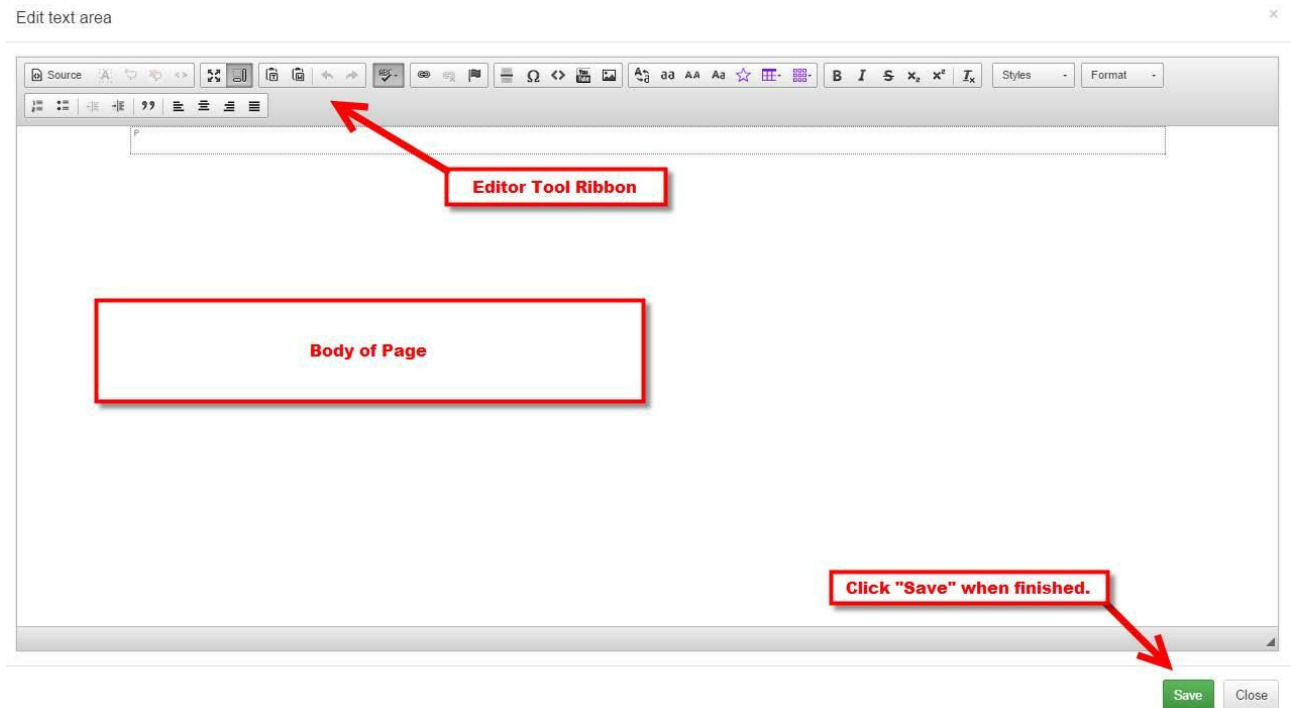
Action	Id	Title	Updated
	19	Education Credits, 1098 T	26 Mar 15, 15:17
	18	How to Apply for Financial Aid	18 Mar 15, 11:23
	17	Hazlewood Act	18 Mar 15, 11:22
	16	Gainful Employment	18 Mar 15, 11:20

Click on “Page Title (click to edit)” to insert the title of the page.

When you are ready to enter content, simply click within the text area of the page.

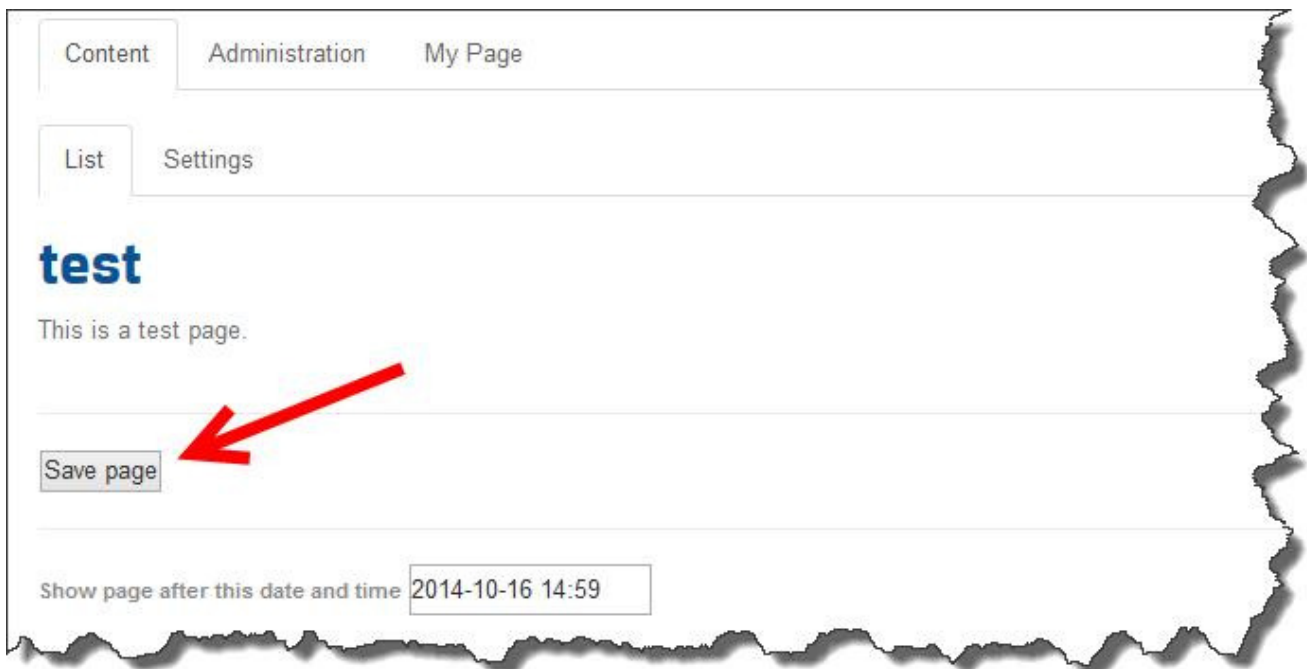
The screenshot shows the page editor interface. At the top, there are tabs for 'Content', 'Administration', and 'My Page'. Below these are tabs for 'List' and 'Settings'. The main area displays the page title 'Page Title (click to edit)' in a large, bold font. A red box highlights this title, and a red arrow points to it with the text 'Click "Page Title" to add a title to the page.' Below the title is a large text area containing placeholder text. A red box highlights a portion of this text area with the text 'Click within the page to add content'. At the bottom left, there is a 'Save page' button.

Add content dialog box:

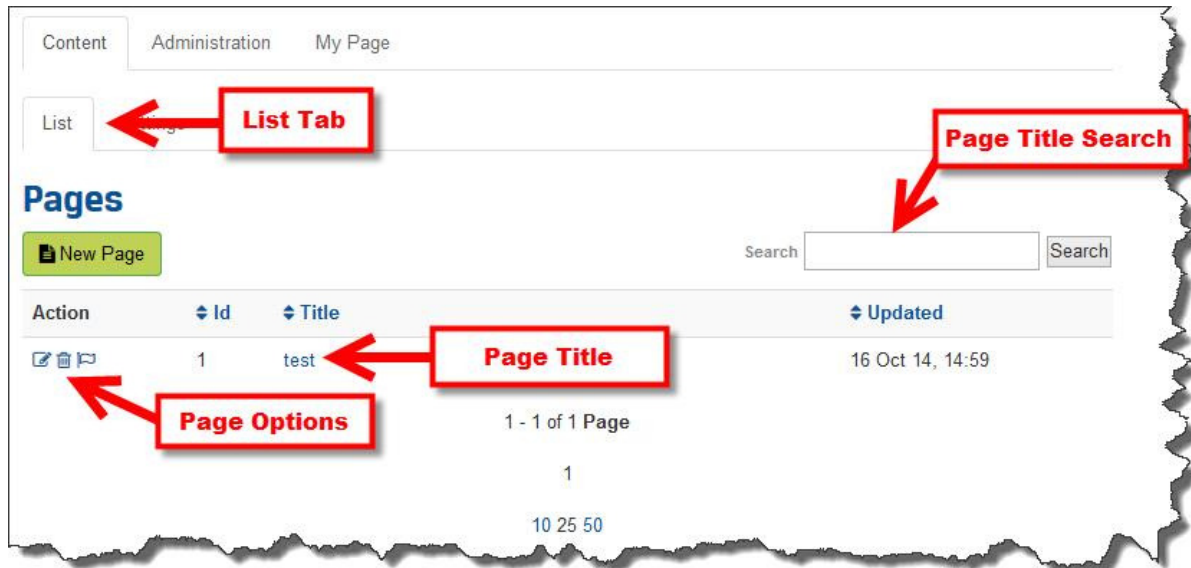


When you are finished and saved the dialog box, you will then need to save the page.

Note: you will have two save buttons to click. One save button within the dialog box, and one save button within the page.



Now that you have successfully made a new web page and added content to it, Page Smith has several more options available to you. To access the next group of options, go to Page Smith again and this time select the “List” tab. When you select this tab, it will bring up a list of each web page you have created, and offer you several options for each page. You can go to a page, edit a page, delete an unwanted page by clicking Delete, and post the page to your Home page.

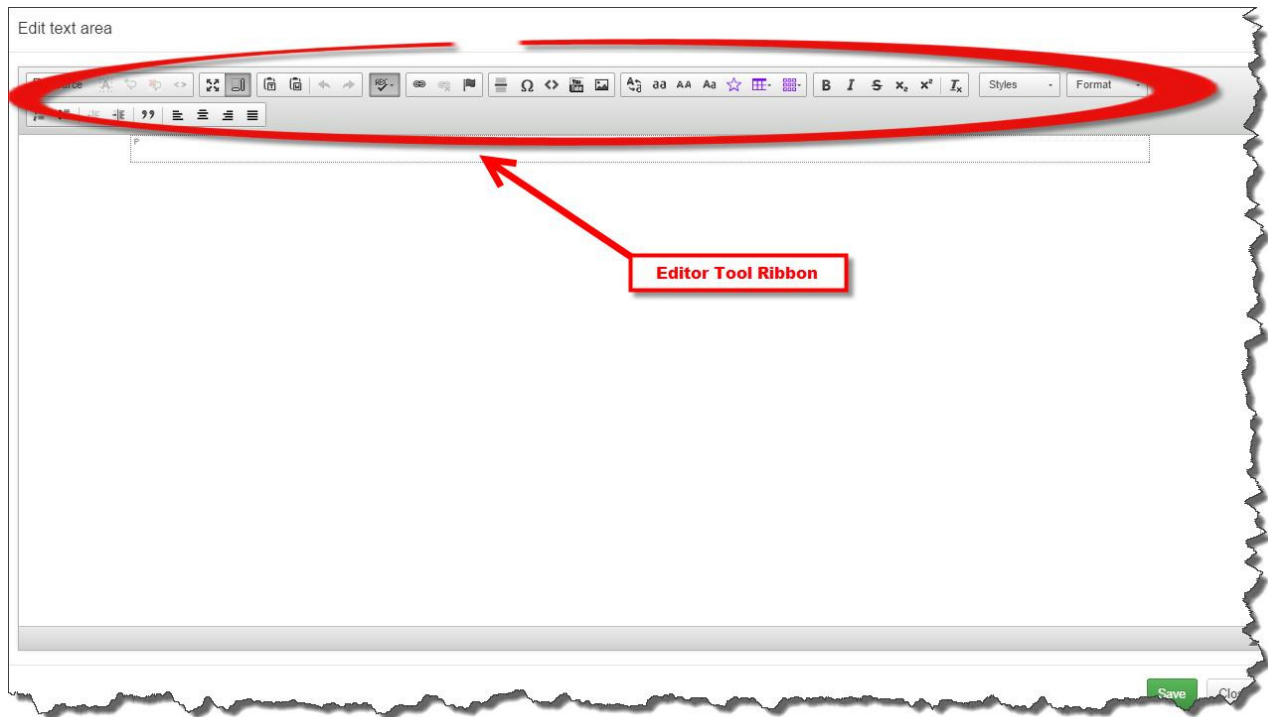


- To go directly to the page, click on the page's name
- To edit a page select on the Edit link next to the page's name. This will bring up the same edit screen as when you created the page.
- To delete an unwanted page, select Delete. This will bring up a confirmation asking if you are sure you want to delete. Click Yes.
- To post a page to your Home page, click on 'Add to front'. The page selected will now show up as your Home page and be the first thing visitors see when they come to your website. If you change your mind about which page you want as your home page later, you can go back and select 'Remove from front' and/or select another page to go on the Home page.

You now should have a good idea how to use all the features included in the Page Smith, good luck creating your pages and expanding your website!

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.



How do you use the Editor Tool Ribbon?

It is very simple to use the Editor Tool Ribbon, you simply have to click on the icon for what you want to do.

- *Source* – View HTML source code.
- *Show Blocks* - This plugin adds the command to visualize all block level elements by surrounding them with a border and displaying their element name on the top-left.
- *Maximize* - Clicking on this icon will make the text field the size of the entire browser window. When you are finished or want to change back to the smaller size, click on the icon again.

- *Paste as plain text* - This will paste whatever you copied/cut as plain text.
- *Paste from Word* - This will allow you to copy text from Word and the copied text will retain its formatting.
- *Undo* - This button will allow you to undo your recent actions, one at a time in case you accidentally make a mistake.
- *Redo* - Allows you to immediately redo anything you removed/changed with Undo.
- *Spell Check As You Type (SCAYT)* – This button will allow inline spell checking.
- *Link* - This button will allow you to add a link to your text field. If you would like the URL to be linked by clicking on a word or phrase, highlight the word/phrase and then click on this Link button.
- *Unlink* - Select a URL (by putting the cursor over it or highlighting it) and then click Unlink to make it normal text.
- *Anchor* - The anchor feature will 'anchor' an item in place in the text field right where it is.
- *Insert Horizontal Line* - This will insert a horizontal line through your text field.
- *Insert Special Character* - This will allow you to easily add special characters that are not normally on keyboards.
- *Wrap Code* – This button is for advance users with HTML experience.
- *YouTube* – Allows you to embed a YouTube video.
- *Insert Images/Documents/Multimedia files*- This feature will allow you to upload images, documents or multimedia files and/or insert them onto the page.
- *Transform Text Switcher* – with each click of this button the text will change to a different state; Lowercase (abc), Uppercase (ABC), Capitalize Text (Abc)
- *Transform Text to Lowercase* – converts highlighted text to lowercase (abc)
- *Transform Text to Uppercase* – converts highlighted text to uppercase (ABC)
- *Capitalize Text* – capitalizes first letter of highlighted text (Abc)
- *Insert Bootstrap Icon* - Insert icons from a Bootstrap's set (Glyphicons) with setting their style (color, size, etc.). Easy and visual way to insert icons into your webpage.
- *Insert Bootstrap Table* - The table button will allow you to add a table to your text field. You will be able to choose how many rows/columns it will create.
- *Insert Bootstrap Template* - This plugin allows you to easily paste Bootstrap's template. You will insert Bootstrap columns and rows.


- *Bold* - This will allow you to make the text **Bold**, click it a second time to turn off Bold.
- *Italics* - This will allow you to type in *Italics*, click it a second time to turn off Italics
- *Strike Through* - This will Strike Through, any text you type. Click the button a second time to turn off Strike Through.
- *Subscript* - This allows you to add subscript to your text.
- *Superscript* - This allows you to add superscript to your text.
- *Remove Format* – Removes formatting of highlighted text.
- *Font Styles* – Allows you to add styling to highlighted font.
- *Paragraph Format* – Allows you to change highlighted font size.
- *Insert/Remove Numbered List* - This button will add or remove a numbered list to your text field depending on where your cursor is. (If you are at a numbered list and click this, it will remove it, if you are at an area with no numbered list it will add one.)
- *Insert/Remove Bullet List* - Just like the Numbered List button, except it will add/remove a bullet list instead of numbered.
- *Decrease Indent* - This will allow you to decrease the indent of the text. (Note: You need to have previously indented the text with the Increase Indent button to be able to decrease indent.)
- *Increase Indent* - This will indent the text your cursor is on and any text after it until you select decrease indent.
- *Block Quote* – This will add block quotes around selected text.
- *Left Justify* - This will make the selected text or entire text field Left Justified.
- *Center Justify* - This will make the selected text or entire text field Center Justified.
- *Right Justify* - This will make the selected text or entire text field Right Justified.
- *Block Justify* - This will make the selected text or entire text field Block Justified

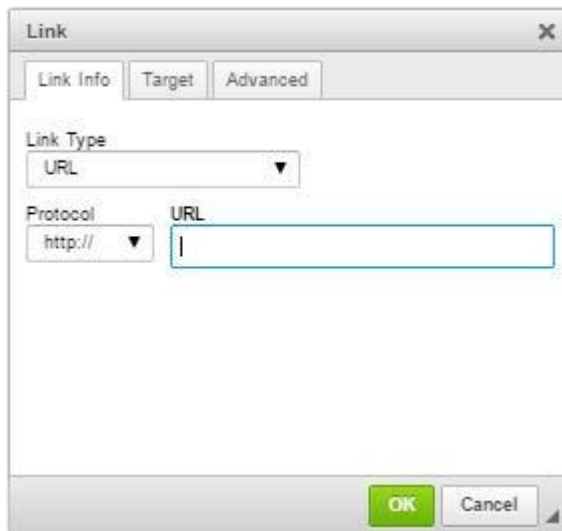
Complete Lesson 1.2

Links and Images

The tools within the Editor Tool Ribbon are very similar to Microsoft Office products such as Word, Excel, Outlook, etc. These should be familiar to you. However, there are two tools that you will use often, those that allow you to insert images and links.

Links

To insert a link to an URL website address or an email address, highlight the text you want to be become a link within your web page and press the  button on the toolbar. A popup window dialog box called "Link" will appear.



The Link Type specifies the type of link you want to put in the document. You can choose from URL (website address) or E-mail. Depending on which option you will choose different options and bookmarks will appear in the window.

URL

Link Info

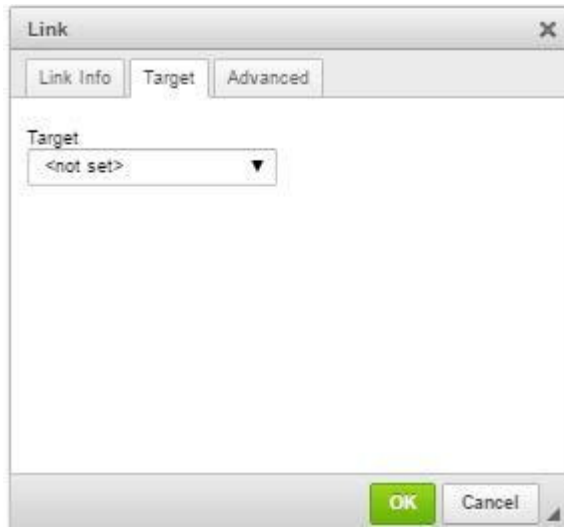
If you chose Link Type: URL the same option as in the above picture will appear. Protocol: specifies the type of protocol you want to use for your link.

URL: specifies the address you want your link to refer to.

Press "OK" and the link will appear in your document.

Target

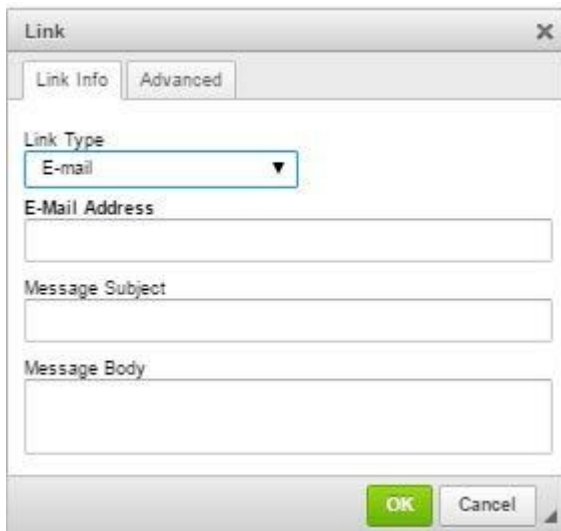
The second bookmark of the window refers to "Target"



Target: sets the target of your link. Specifies in what kind of a window a link will appear. The best option is "New Window". This option will open up the link in a new browser window or new browser tab when the user clicks on it. This is a good option for linking to a website outside of the actx.edu website, use this option. Otherwise, there is no need to open up into a new window or tab.

Email

If you chose Link Type: E-mail, new options will appear in the Link Info bookmark:




The screenshot shows a 'Link' dialog box with a close button (X) in the top right corner. It has two tabs: 'Link Info' (selected) and 'Advanced'. Under the 'Link Info' tab, there is a 'Link Type' dropdown menu currently set to 'E-mail'. Below this, there are three text input fields labeled 'E-Mail Address', 'Message Subject', and 'Message Body'. At the bottom of the dialog, there are two buttons: 'OK' (highlighted in green) and 'Cancel'.

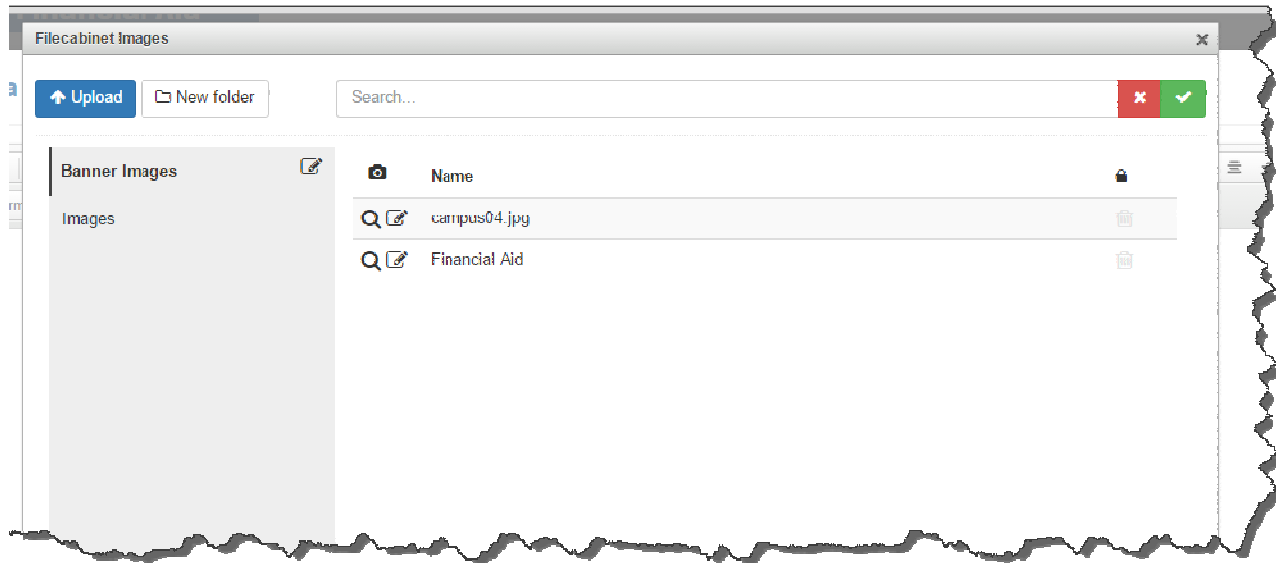
E-mail Address: specifies the e-mail address to which you want the link to refer to.

Message Subject: specifies the subject of the message which will be sent to the e-mail address. **Message Body:** specifies the text of the message which will be sent to the e-mail address. Press "OK" to insert the link in your document.

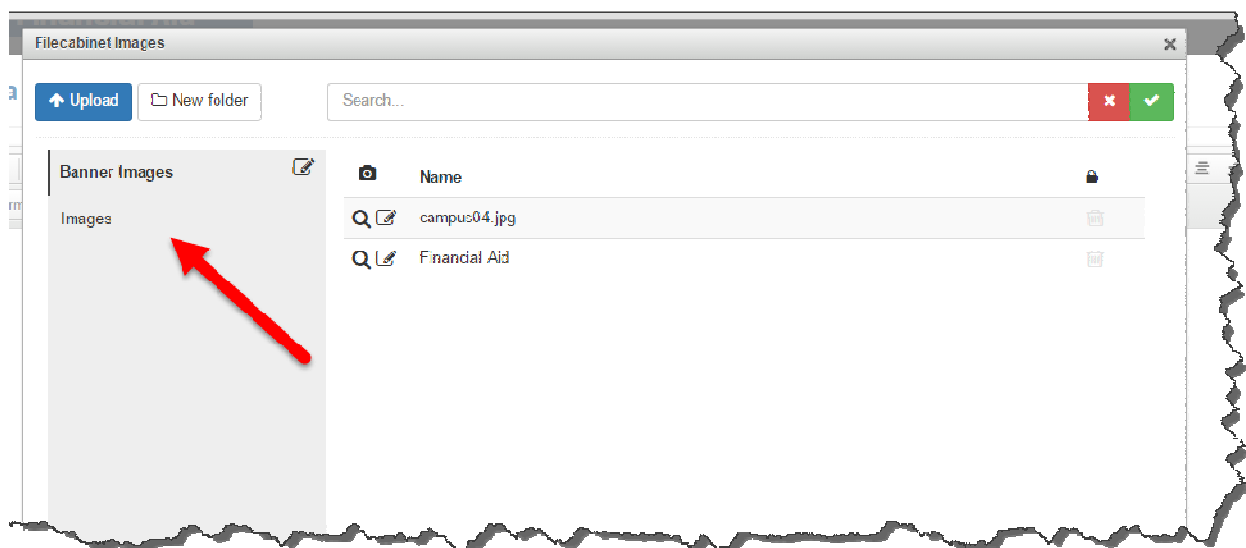
Complete Lesson 2.

Inserting Images

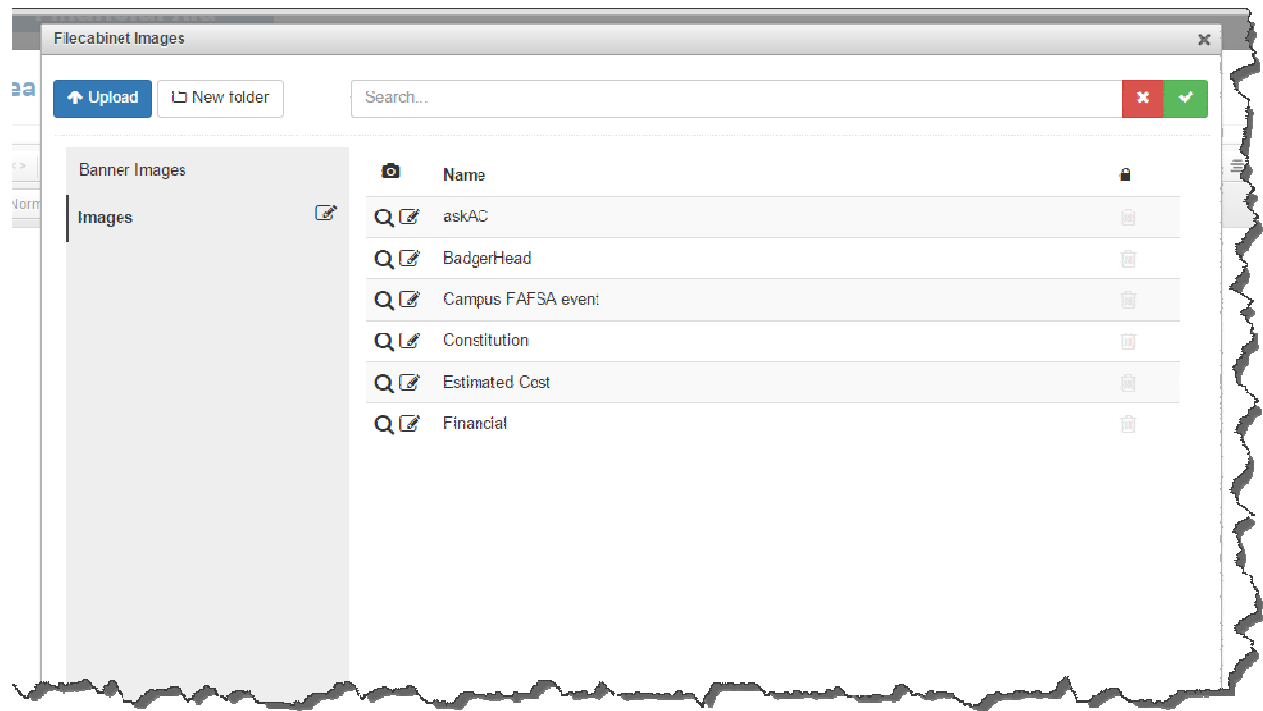
Inserting images using the Editor Tool Ribbon is very simple. Just press the Insert Image  button on the Editor Tool Ribbon toolbar. A popup window called "Filecabinet Images" will appear.



You'll see your image folders on the left side. You have the option to add folders by clicking on the "Add folder" button.



Open up a folder where you would like to upload an image to or select a previously uploaded image.

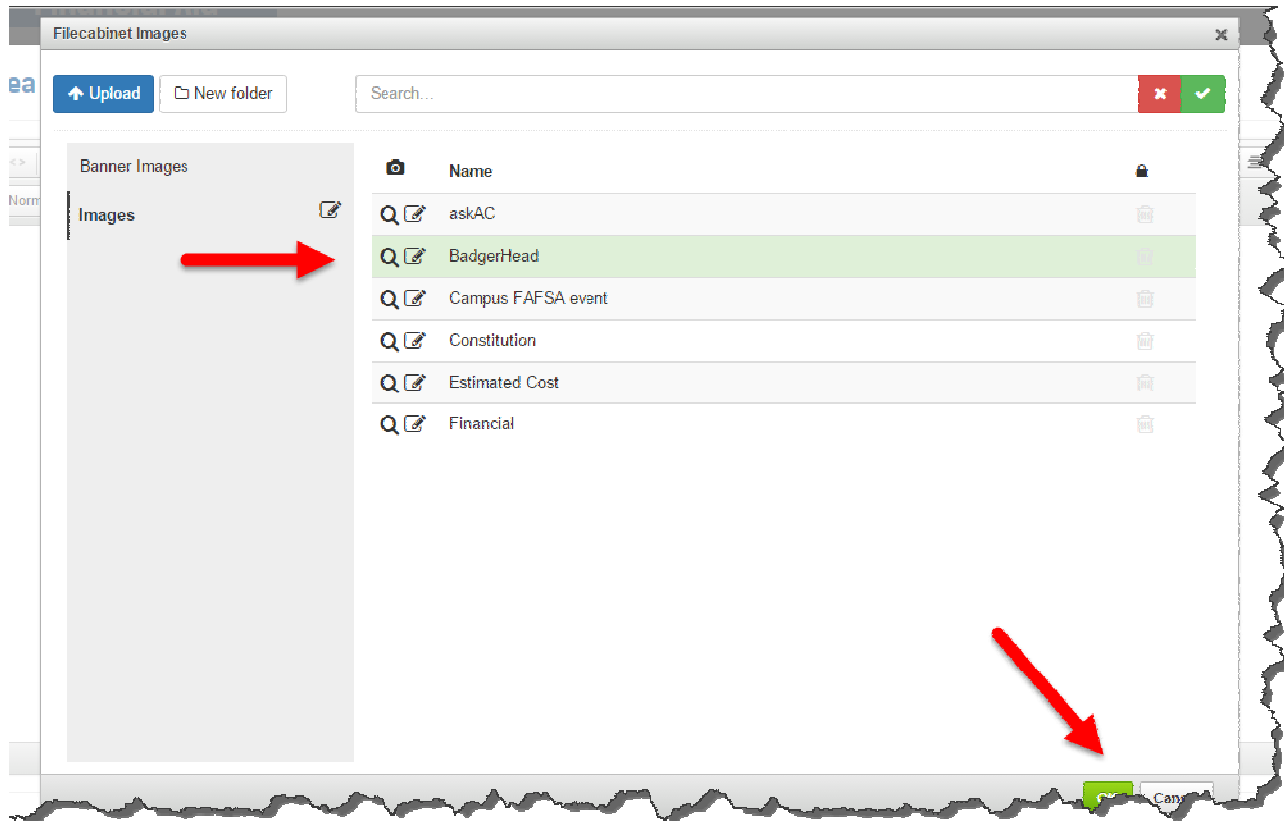


Select a Previously Uploaded Image:

Select an image by left-clicking on either the name of the image.

The selected image will be highlighted.

Left-click the OK button to insert image into your page.



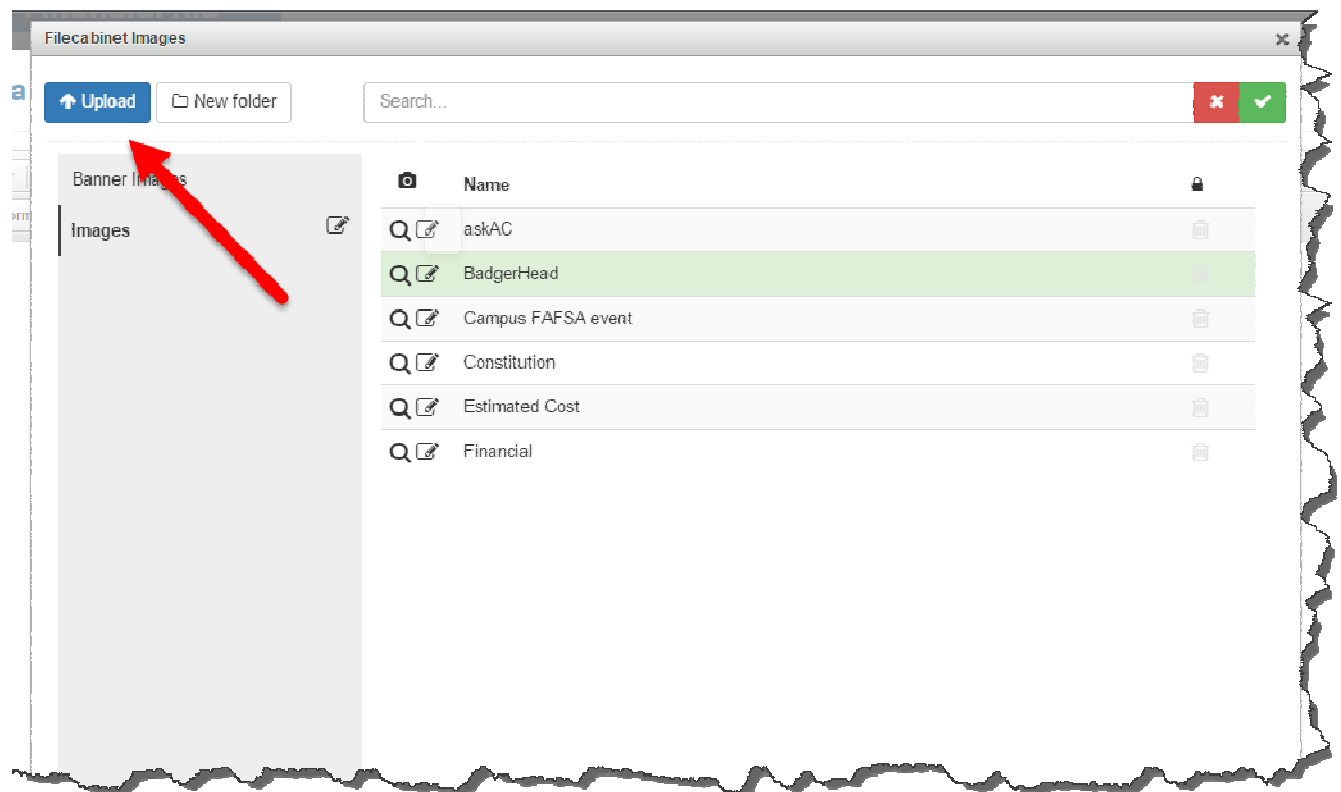
Upload an Image

Left-click on the folder you wish to upload the image to.

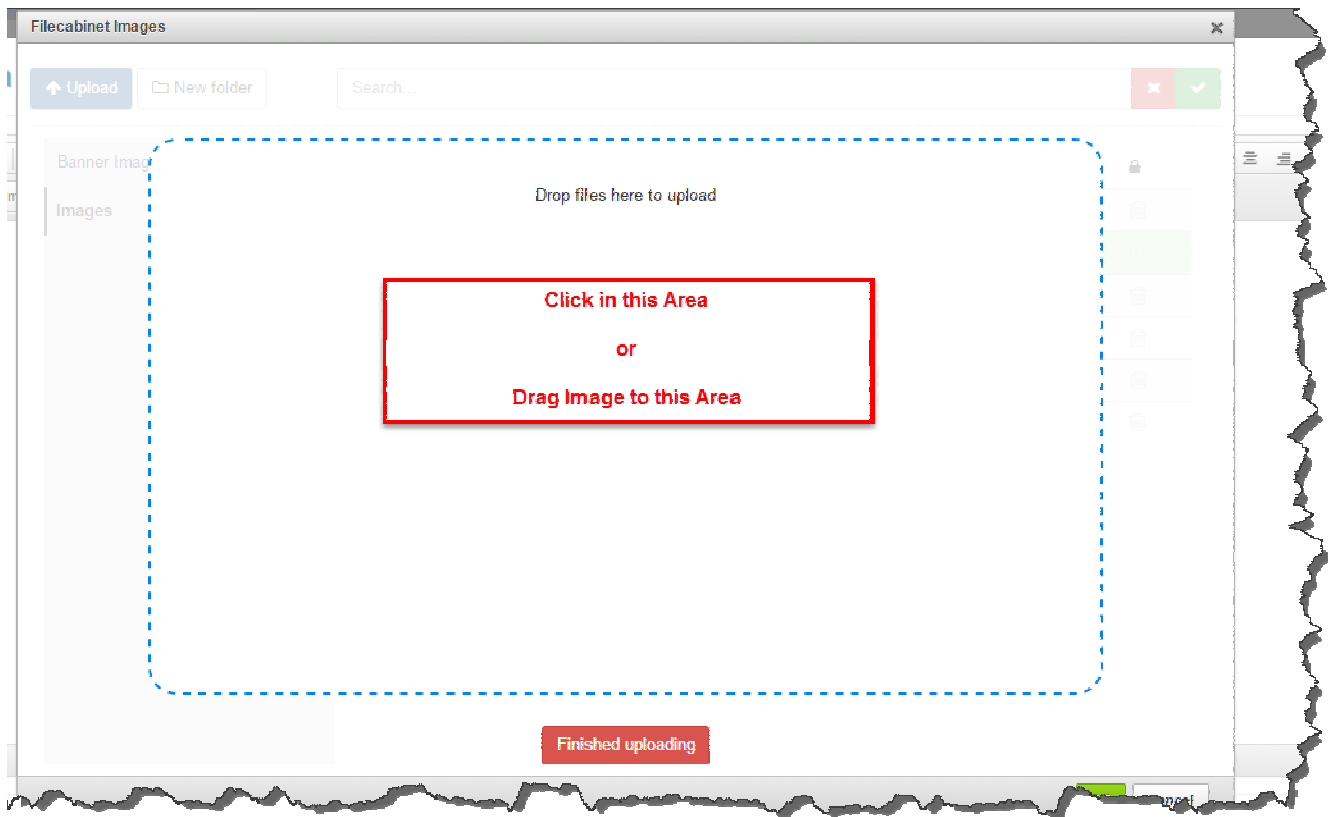
Left click on the Upload Button



You can create a folder by clicking on the “New folder” button if needed.



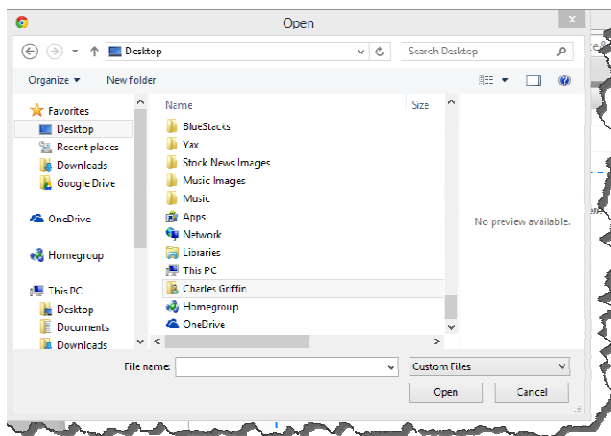
Left click within the dialog box to manually add an image, or simply drag your image from the file source to this area.



If you have clicked in the dialog box, a dialog box will open allowing you to choose an image.

Locate your image you want to upload, it might be on your computer or network drive, then click on the “Open” button.

Note: Images should be web ready and no larger than 400px wide.



Once your image has loaded, left click on “Finished uploading”

Finished uploading

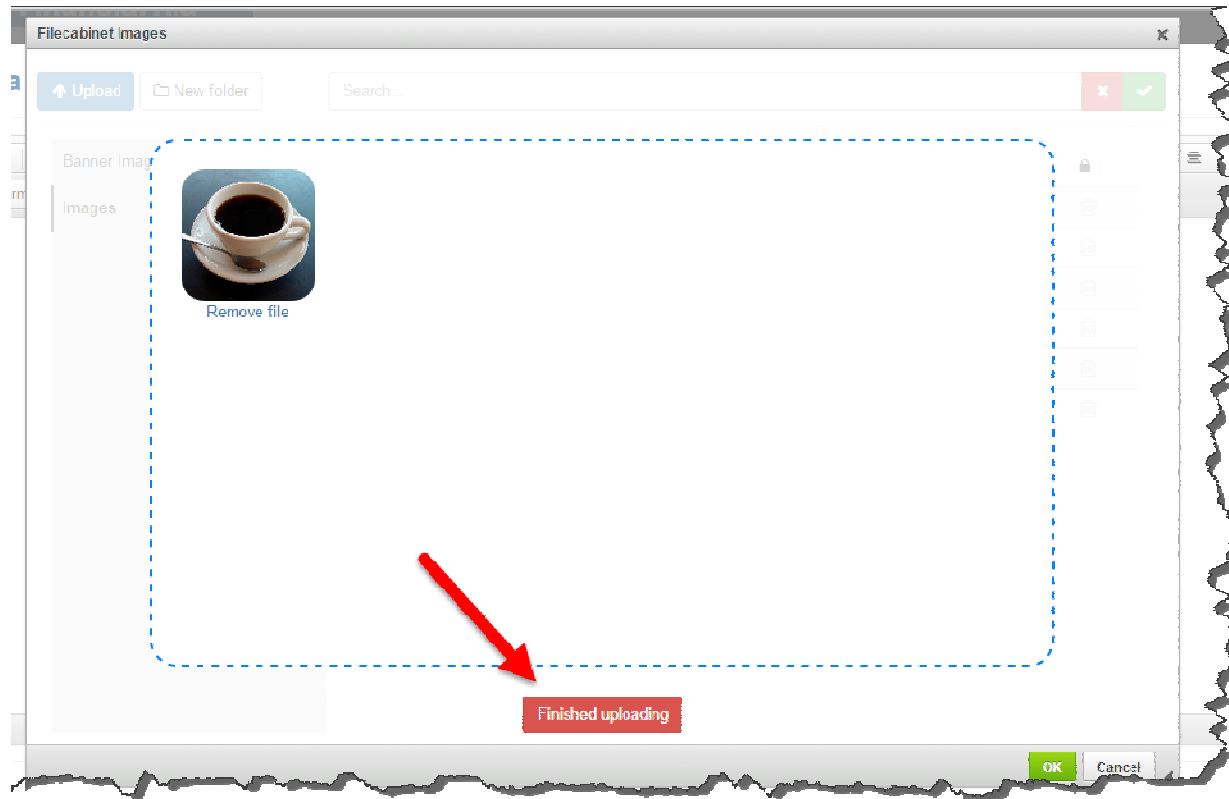
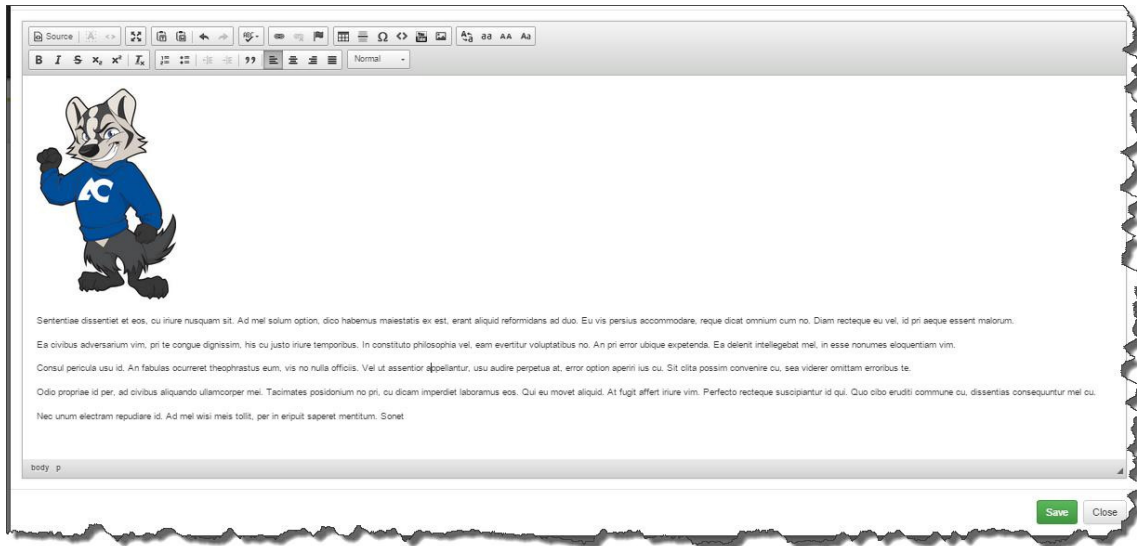


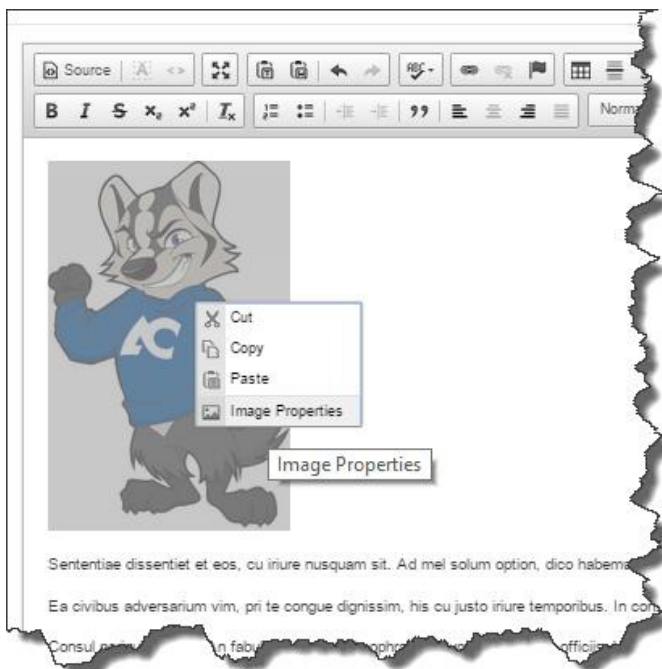
Image Properties

Now that the image is inserted within your web page, you might find it necessary to align, resize or add padding around an image.

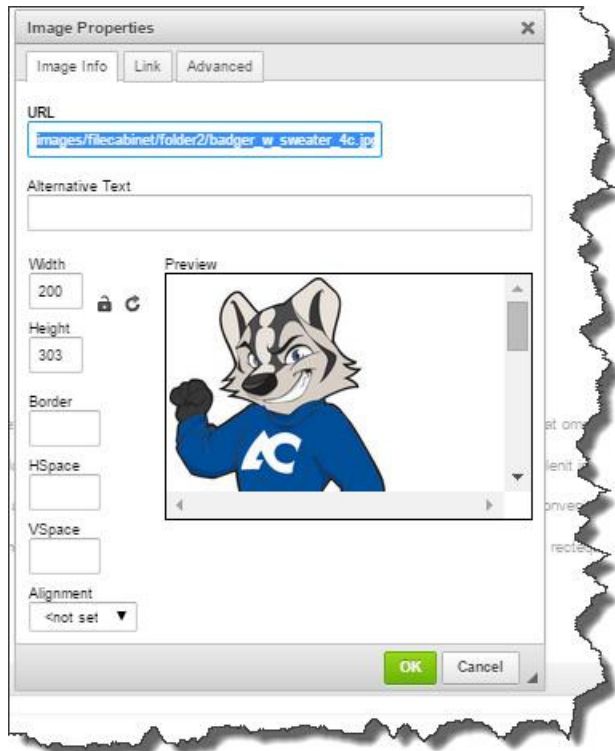
Here is an example of an image that has been inserted into a web page.



Right-click image and select “Image Properties”.



This will open up a popup window called “Image Properties”.



URL: defines the URL address of the image.

Alternative Text: puts the descriptions of the image if you want it to be different than the image name. This must not be left blank.

Width: specifies image width.

Height: specifies image height.

Border: specifies the size of the border you want to place around the image. **HSpace:** defines the size of the horizontal gap.

VSpace: defines the size of the vertical gap.

Alignment: specifies the alignment of the image. You can choose from: Left, Abs Bottom, Abs Middle, Baseline, Bottom, Middle, Right, Text Top or Top.

Complete Lesson 2.2



Menus

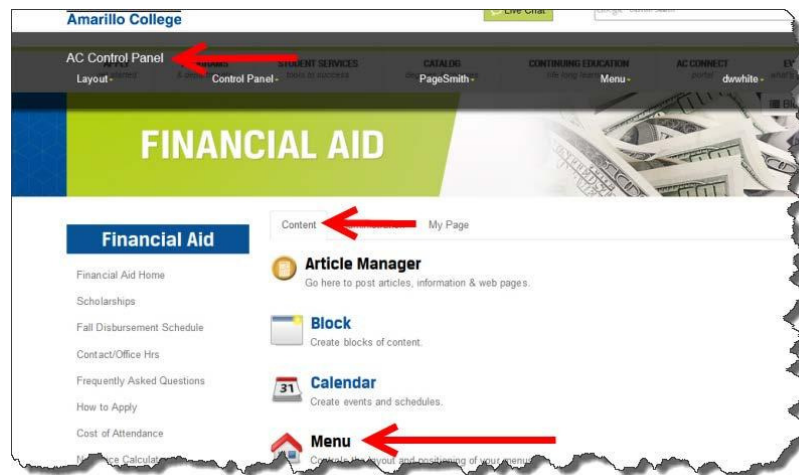
A web page can be seen by visitors to your branch only if it has been attached to a menu or linked from an already-visible article. The Menu Module allows you to quickly and easily modify and add menus to the entire branch.

Accessing the Menu Module

There are two ways to access the Menu Module.

Option 1: Left-click AC Control Panel / Content (tab) / Menu Module

(Note: Your icons may be in a different order on your Control Panel, but they should have the same icons and names)

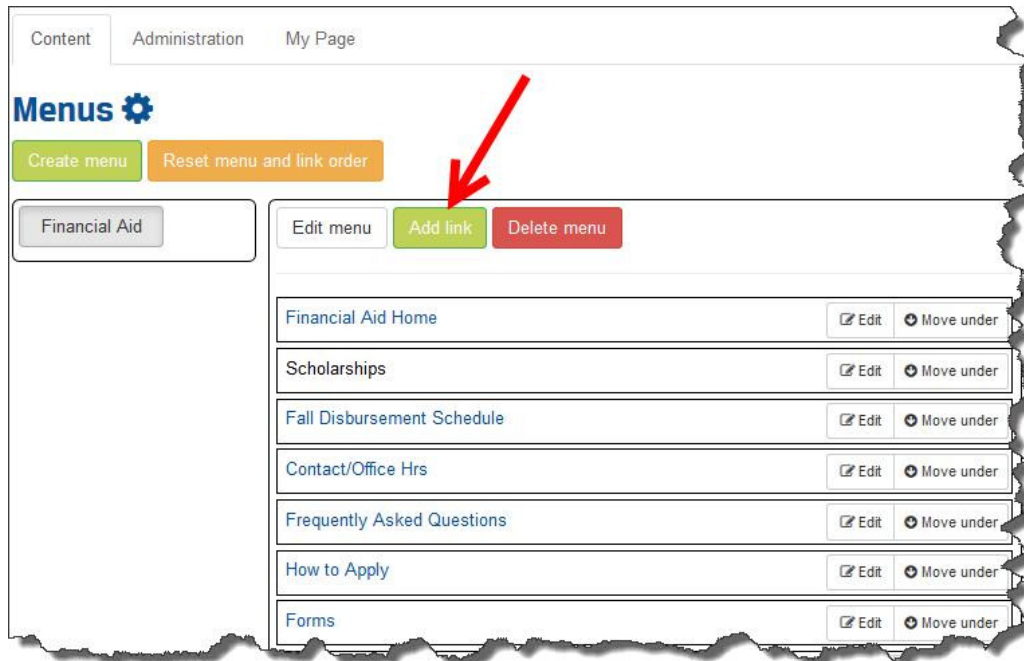


Option 2: Left-click Menu / Administrate Menus



Adding a Menu Link

Once you have opened the Menu Module, click on the “Add link” button.



This will open up a dialog box to add a link to your branch menu set.

A screenshot of a dialog box for adding a new menu link. It contains three input fields: 'Title' (empty), 'Url' (containing 'http://address.com'), and 'PageSmith page' (a dropdown menu). Below the dropdown is a note: '* Page already associated to a menu'. At the bottom right are 'Close' and 'Save' buttons.

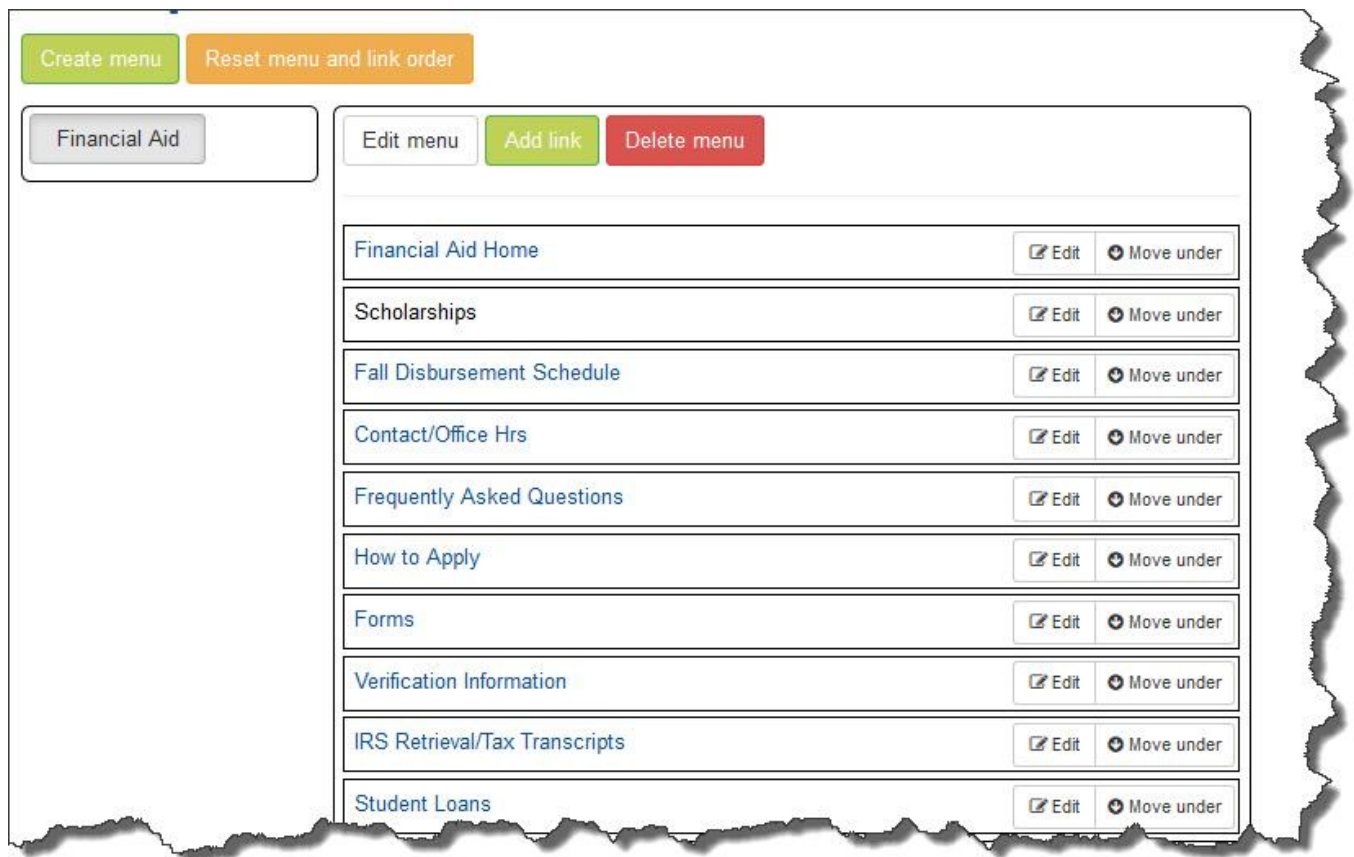
Enter the title of the menu link and then the URL website address or choose a Page Smith page.

Click Save.

You will now see you new menu link at the bottom of the branch menu set.

You have several options within the menu set. You can left-click and drag each menu item to rearrange the order within the menu set, or edit a menu item.

The Menu Module works in real time, so you won't find a save button for the menu set. You'll need to refresh your browser if you would like to view changes within the left menu set.



Complete Lesson 3.1, 3.2, 3.3

Technical questions about the software or problems with the software should be reported to Tommy de Jesus at ext. 5985.

Questions about working with the CMS software should be directed to David White at ext. 5411.