

# DotCMS Training

Edinboro University

Technology and Communications

# Logging In

- Where: <http://www.edinboro.edu/C>
- Username: Your EUP Email Address
- Password: Same as you email password

1. <http://www.edinboro.edu/c>

2. Enter your EUP Email Address

3. Enter your EUP Password

4. Click the Sign In Button

The screenshot shows a Mozilla Firefox browser window displaying the login page for Edinboro University. The address bar shows the URL [http://cms.edinboro.edu/c/portal\\_public/layout?p\\_l\\_id=21.1](http://cms.edinboro.edu/c/portal_public/layout?p_l_id=21.1). The page features the Edinboro University of Pennsylvania logo and a 'Login' button. Below the logo is a 'MY ACCOUNT' section containing an 'Email Address' field with the value 'cfalzone@edinboro.edu', a 'Remember Me' checkbox, a 'Password' field with masked characters '\*\*\*\*\*', and a 'Sign In' button. Blue arrows from the numbered instructions point to the URL, the email field, the password field, and the 'Sign In' button. The browser's status bar at the bottom shows 'Done'.

# What You Should See

- Home Tab => Workflow Tasks
- Website Tab => Website Browser
- Content Tab => Content Repository



# Edinboro University of Pennsylvania

Home

Website

Content

## WORKFLOW TASKS

Actions

Title

Associated Type

No Tasks Found

Server: 1

About

Disclaimer

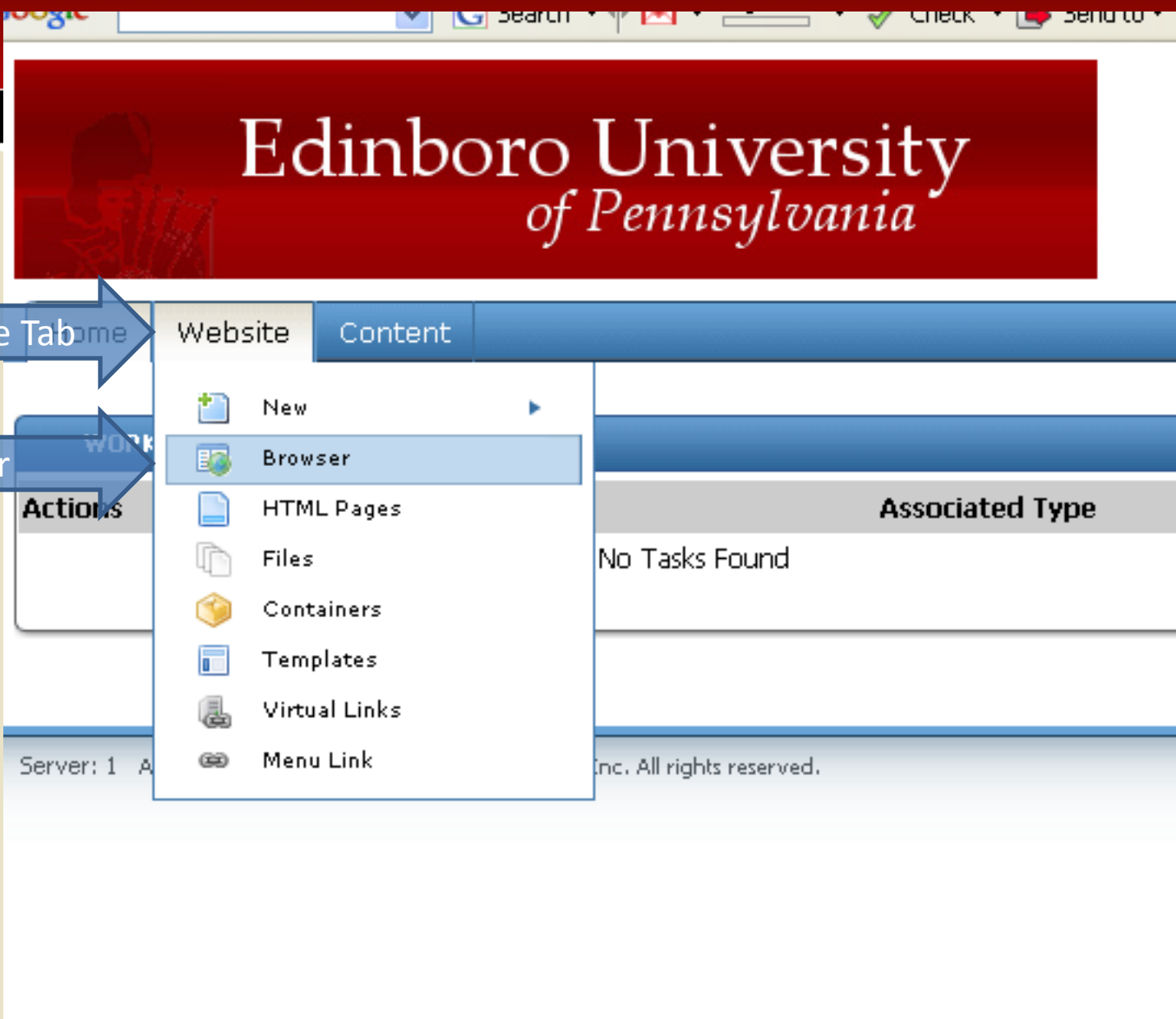
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# Getting to the Website Browser

- Click the Website Tab

OR

- Rollover the Website Tab and select Browser in the menu



Click The Website Tab

OR

Click Browser

# Viewing My Folders

- What should I see?
  - Tabs:
    - Browser / HTML Pages / Files / Menu Link
  - Sites and Folders:
    - [www.edinboro.edu](http://www.edinboro.edu)
      - departments
        - » your\_folder
      - photo\_gallery
      - video\_gallery
- Expanding and Collapsing Folders
- Selecting Folders

# Edinboro University of Pennsylvania

Home

Website

Content

## WEBSITE BROWSER

Tabs

Browser

HTML Pages

Files

Menu Links

### Sites and Folders



cms.edinboro.edu



departments



photo\_gallery



video\_gallery

Name

Menu

Status

Descri

# Edinboro University of Pennsylvania

Home

Website

Content

## WEBSITE BROWSER

Browser

HTML Pages


Files

Menu Links

### Sites and Folders

 cms.edinboro.edu

 departments

 training

 photo\_gallery

 video\_gallery

### Name

Menu Status Descri

Your  
Department's  
Folder

## WEBSITE BROWSER

Browser

HTML Pages

Files

Menu Links

### Sites and Folders

- cms.edinboro.edu
- departments
- training**
- photo\_gallery
- video\_gallery

Click your department's folder to select it.

The folder will turn red to indicate it is the selected folder.

Mod. User Mod. Date

Show Archived

## WEBSITE BROWSER

Browser

HTML Pages

Files

Menu Links

### Sites and Folders

- cms.edinboro.edu
- departments
- training
- photo\_gallery
- video\_gallery**

### Name

### Menu

### Status

### Description

### Mod. User

### Mod. Date

 luncheon.flv			Luncheon	Rick Wagonseller	04/18/2008 10:31:35 AM
 luncheon.jpg			Luncheon	Melissa Burnett	04/18/2008 10:31:36 AM
 luncheon.wmv			Final Brown Luncheon	Christopher Falzone	04/18/2008 10:31:38 AM

Any items your folder contains will show up in the right column of the website browser. If your folder does not contain any items, the right column will not show anything

Show Archived

# Folder Options

- Access the context menu for the folder by right-clicking the folder
- Options:
  - **Edit Folder:** Edits the Properties of the folder
  - **(P) Delete:** Deletes and entire folder.  
**Caution, Items deleted in the CMS are gone forever.**
  - **(P) Publish(all):** Publishes an entire folder.
  - **Copy / Cut / Paste**
  - **New:** Creates New Items
  - **Close:** Closes the Menu

## WEBSITE BROWSER

Browser



HTML Pages

Files

Menu L

## Sites and Folders

## Name

 cms.edinboro.edu departments training photo video Edit Folder Delete Publish (all) Copy Cut New Close

## Edit Folder

Use this to edit the properties of the folder. For example the Folder's Menu Title or URL.

Home

Website

Content

## WEBSITE BROWSER

Browser

HTML Pages

Files

Menu L

### Sites and Folders

### Name

 cms.edinboro.edu


 departments

 training

 photos

 videos

 Edit Folder


 Delete

 Publish (all)

 Copy

 Cut

 New

 Close



## Delete

*Publisher's Only*

Use this to delete the entire folder and its contents.

**Caution: Once an item is deleted there is no way to restore it.**

Home

Website

Content

## WEBSITE BROWSER

Browser

HTML Pages

Files

Menu L

### Sites and Folders

### Name

 cms.edinboro.edu


 departments

 training

 phot

 video

 Edit Folder


 Delete

 Publish (all)

 Copy

 Cut

 New

 Close



**Publish (all)**  
*Publisher's Only*

Use this to publish every  
item in the folder.

Home

Website

Content

## WEBSITE BROWSER

Browser

HTML Pages

Files

Menu L

### Sites and Folders

### Name

 cms.edinboro.edu


 departments

 training


 photos

 videos

 Edit Folder


 Delete

 Publish (all)

 Copy

 Cut

 New

 Close

Server: 2 About | Disclaimer 2008 © Bodmarketing inc. All rights reserved.

## Cut / Copy / Paste

Use these to move or copy an entire folder to another location.

Home

Website

Content

## WEBSITE BROWSER

Browser

HTML Pages

Files

Menu L

### Sites and Folders

### Name

 cms.edinboro.edu


 departments

 training

 photos

 videos

 Edit Folder


 Delete

 Publish (all)

 Copy

 Cut

 New

 Close

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## New

Use these to upload new items such as folders or new HTML Pages.

Home

Website

Content

## WEBSITE BROWSER

Browser

HTML Pages

Files

Menu L

### Sites and Folders

### Name

 cms.edinboro.edu


 departments

 training


 photo

 video

 Edit Folder


 Delete

 Publish (all)

 Copy

 Cut

 New

 Close

Server: 2 About | Disclaimer 2008 © Bodmarketing inc. All rights reserved.

Close

Closes the menu.

# Creating a New Folder

- Right-Click the Parent Folder
- Select New > Folder
- Properties:
  - **Title:** The title of the folder. Displays in the menu.
  - **Name (URL):** Location of the folder on the web. This will be auto-suggested for you.
  - **Show On Menu:** Check this to show this folder on the menu.
  - **Allowed File Extensions:** Always leave blank.
- Save or Cancel

Browser    HTML Pages    Files    Menu Links

**Sites and Folders**    **Name**    **Menu**    **Sta**

cms.edinboro.edu

- departments
- training
- photo
- video

1. Right-click your Folder

- Edit Folder
- Delete
- Publish (all)
- Copy
- Cut
- New
  - Folder
  - HTML Page
  - Image or File
  - Multiple Files
  - Menu Link
  - Close

2. Click New in the Menu

3. Click Folder in the Submenu

ver: 2    About    Disclaimer    reserved.

## Properties

## Permissions

Title:

4. Give your folder a Title.

Name (URL):

5. Click in the Name (URL) field and a URL will be suggested for you.

Sort Order:

6. Sort Order and Show On Menu allow you to show this folder in your menu.

Show On Menu:

7. Always leave Allowed File Extensions Blank.

Allowed File Extensions:

(a comma separated list, e.g. \*.jpg, \*.gif, \*.bmp, ...)

save

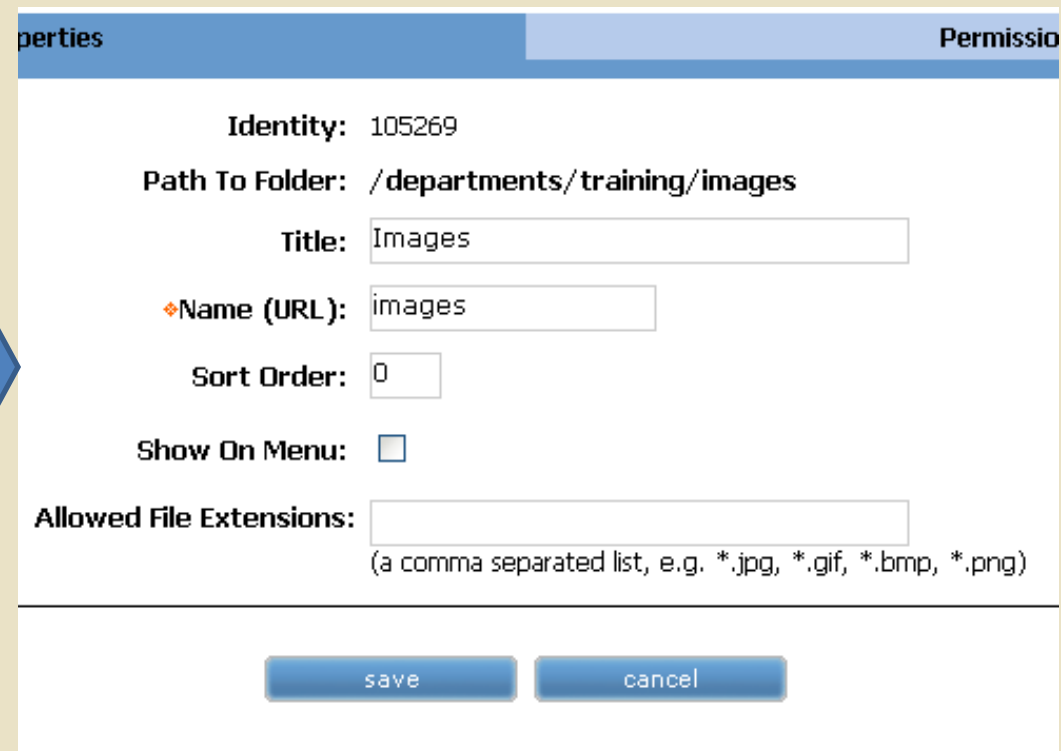
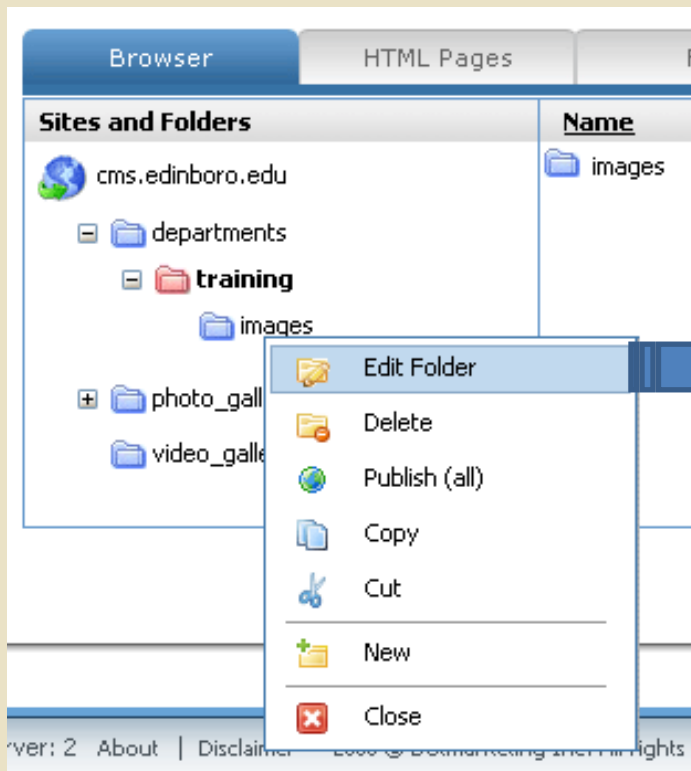
cancel

8. Click Save to create the new folder or Cancel to go back to the browser without creating the folder.

# Editing Existing Folders Properties

- Right-Click the Existing Folder
- Select Edit
- Properties:
  - **Identity:** ID Number of the folder. You can ignore this.
  - **Path to Folder:** Shows you the location of the folder on the website.
  - **Title:** The title of the folder. Displays in the menu.
  - **Name (URL):** Location of the folder on the web. This will be auto-suggested for you.
  - **Sort Order:** The order of the folder if shown on the menu.
  - **Show On Menu:** Check this to show this folder on the menu.
  - **Allowed File Extensions:** Always leave blank.
- Save or Cancel

1. Right-click the folder you wish to edit.
2. Select Edit Folder from the context menu.



# What Are Assets?

- Assets are Images or Files that you can use in your website. Examples:
  - An Image.
  - A Document.

### Name














Displays the Name of the item.

### Status

Shows us if the item is live or not

### Mod. User & Mod. Date

Shows the last user that edited the file and when it was edited.


<u>Name</u>	<u>Menu</u>	<u>Status</u>	<u>Description</u>	<u>Mod. User</u>	<u>Mod. Date</u>
 Folder					
 HTMLPage.dot			 HTMLPage.dot	Training Demo	05/15/2008 2:54:43 PM
 Image.jpg			 Clock-Tower	Training Demo	05/15/2008 2:52:11 PM
 PDFDocument.pdf			 New CMS Webpage Instructions	Training Demo	05/15/2008 2:52:9 PM
 WordDocument.docx			 How To Setup WebDay On Windows XP	Training Demo	05/15/2008 2:52:29 PM

### Menu

Shows the Sort Order if it is set.

### Description

A brief description of the item.

 Show Archived

# Uploading New Assets

- Right-click the Parent Folder
- Select New > Image or File
- Basic Properties:
  - **Upload New File:** Click Browse to locate the file on your hard-drive.
  - **Title:** This will show on the menu.
  - **Description:** Optional Metadata.
  - **Folder:** Shows what folder you are in.
- Advanced Properties:
  - **Publish Date:** Optional Metadata.
  - **Author:** Optional Metadata.
  - **Show on Menu:** Shows this asset on the menu.
  - **Sort Order:** Determines what order on the menu.
- Save / (P) Save and Publish / Cancel

# WEBSITE BROWSER

Name

Browser

HTML Pages

Files

Menu Links

## Sites and Folders

## Name

## Men

 cms.edinboro.edu

 images


 departments

 **training**


 photo\_g


 video\_g


 Edit Folder


 Delete

 Publish (all)

 Copy


 Cut

 New

 Close

 Folder

 HTML Page

 Image or File

 Multiple Files

 Menu Link

 Close

1. Right-click your images folder

2. Click New in the context menu

3. Click Image or File in the sub-menu

Server: 2 | About | Disclaimer | 2008 © D | ma

Basic Properties

Advanced Properties

5. Click Advanced Properties (optional)

Upload New File:

1. Click Browse

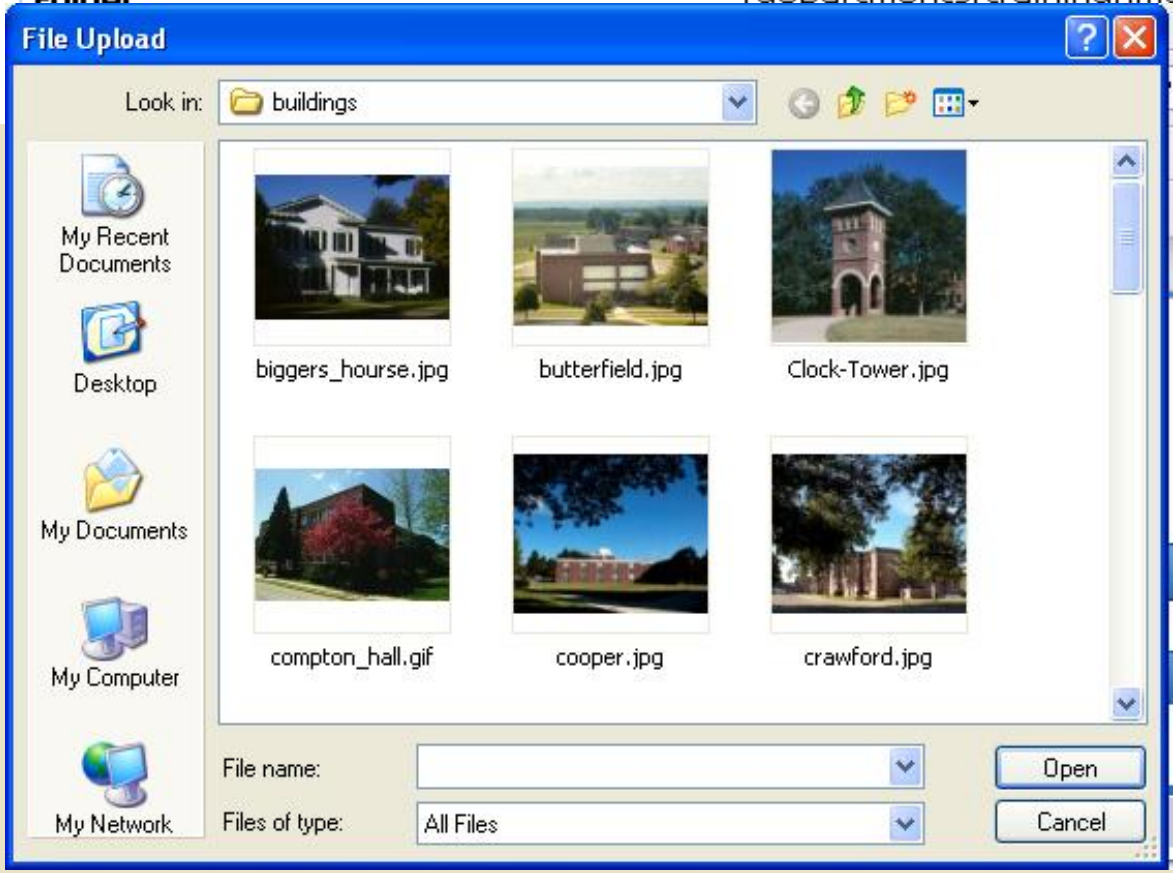
Title (shown on Menu):

3. Give your Asset a Title

Description:

4. Give your Asset a Description (optional)

Folder: /departments/training/images/



2. Browse for the file on your hard drive. You can use UNC addresses like \\storage1\...

Basic Properties

**Advanced Properties**

Permissions

Publish Date

May 15 2008

6. Author and Publish Date are Optional.

Author:

Show on Menu:

7. Sort Order and Show On Menu allow you to show this folder in your menu.

Sort Order:

0

cancel

save

save and publish

- 8. Click Save to upload the asset
- 9. (P) Click Save and Publish to upload and publish the asset with one click
- 10. Click Cancel to do nothing and return to the website browser.

# Asset Options

- **Open (Preview):** Opens the asset in a new window.
- **Edit:** Allows you to edit the properties of the asset.
- **(P) Publish / Unpublish / Republish**
- **(P) Archive / Delete**
- **Cut / Copy Paste**
- **Close:** Closes the Menu.

Browser HTML Pages Files Menu Links

**Sites and Folders**

- www.edinboro.edu
  - departments
    - training
    - images**
    - tutorials
  - photo\_gallery
  - video\_gallery

Name	Mer
Hamilton.gif	
cfalzo	

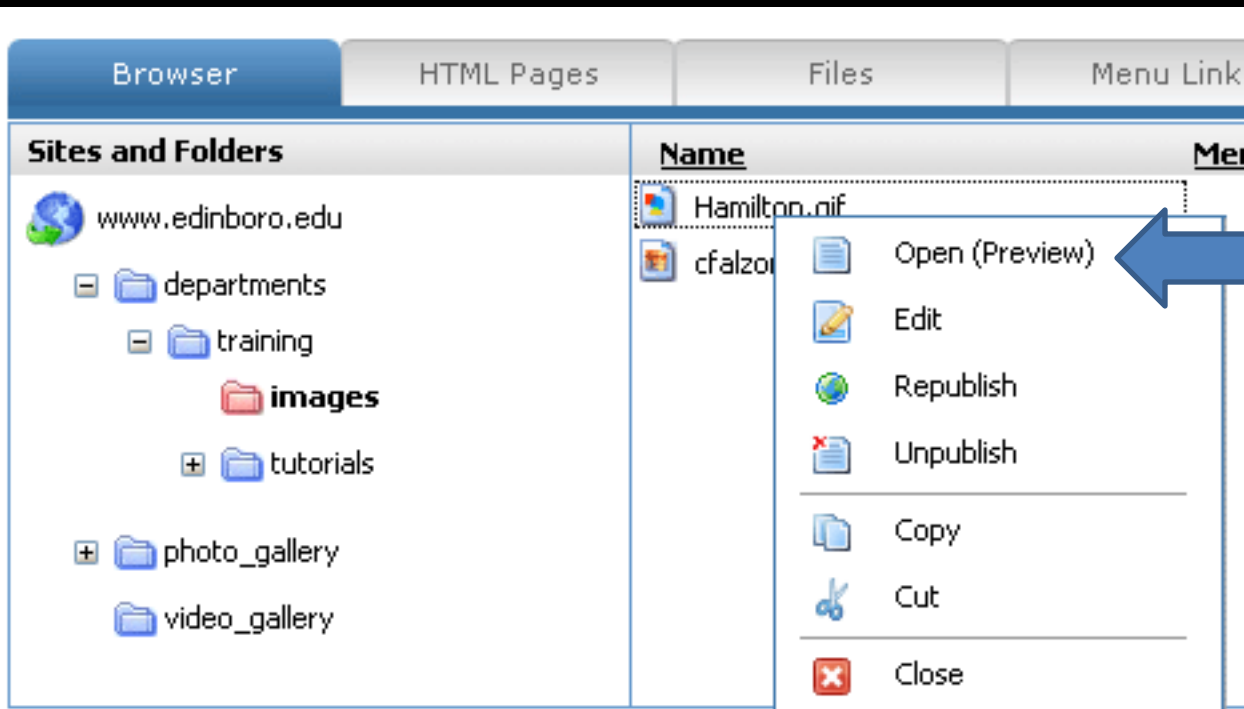
- Open (Preview)
- Edit
- Republish
- Unpublish

---

- Copy
- Cut

---

- Close



## Open (Preview)

Use this to preview the asset in a new window

Browser    HTML Pages    Files    Menu Links

**Sites and Folders**

- www.edinboro.edu
  - departments
    - training
      - images**
      - tutorials
    - photo\_gallery
    - video\_gallery

Name	Mer
Hamilton.gif	
cfalzo	

- Open (Preview)
- Edit**
- Republish
- Unpublish

---

- Copy
- Cut

---

- Close



## Edit

Use this to edit the properties of the asset.

Browser    HTML Pages    Files    Menu Links

**Sites and Folders**

- www.edinboro.edu
  - departments
    - training
    - images**
    - tutorials
  - photo\_gallery
  - video\_gallery

Name	Mer
Hamilton.gif	
cfalzo	


- Open (Preview)
- Edit
- Republish
- Unpublish

---

- Copy
- Cut

---

- Close



## Publish/Republish/Unpublish

Publish Options

Browser    HTML Pages    Files    Menu Links

**Sites and Folders**

- www.edinboro.edu
  - departments
    - training
    - images**
    - tutorials
  - photo\_gallery
  - video\_gallery

Name	Mer
Hamilton.gif	
cfalzo	


- Open (Preview)
- Edit
- Republish
- Unpublish

---

- Copy
- Cut

---

- Close



Cut/Copy/Paste


Browser    HTML Pages    Files    Menu Links

**Sites and Folders**

- www.edinboro.edu
  - departments
    - training
    - images**
    - tutorials
  - photo\_gallery
  - video\_gallery

Name	Menu
Hamilton.nif	
cfalzo	<ul style="list-style-type: none"><li>Open (Preview)</li><li>Edit</li><li>Republish</li><li>Unpublish</li></ul>

Close

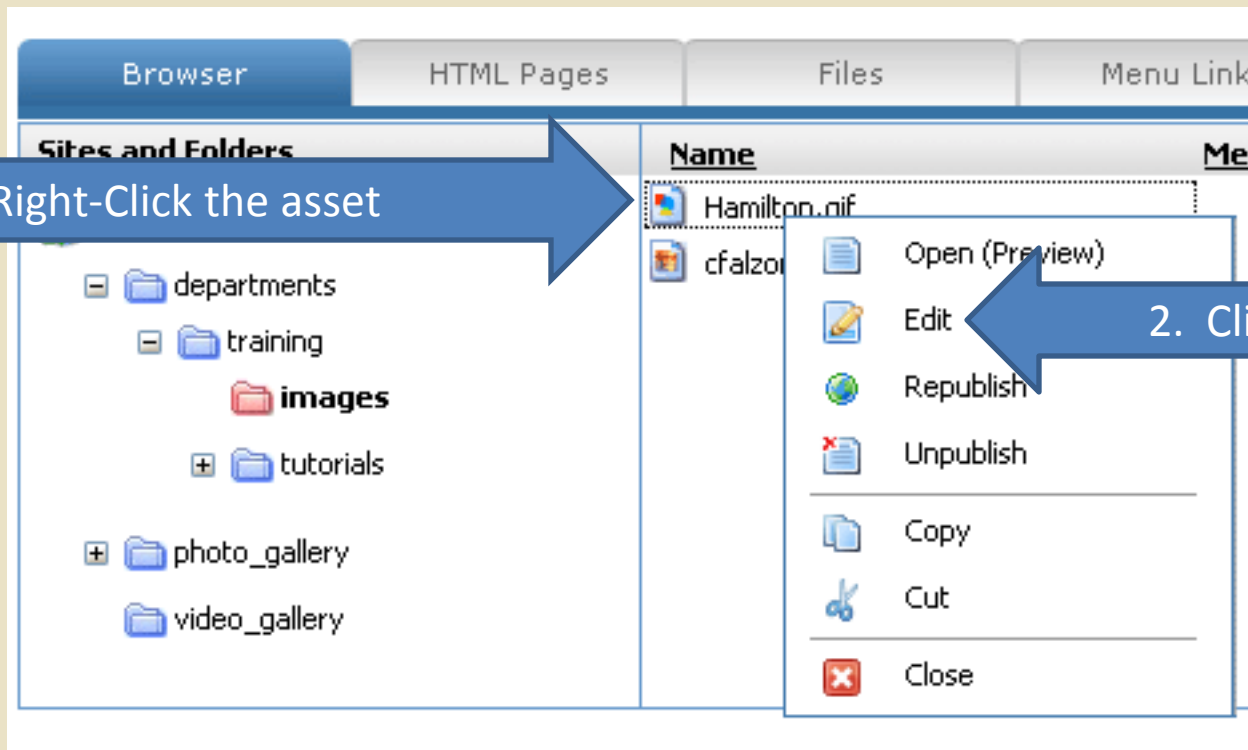


## Close

Closes the menu

# Editing Existing Assets Properties

- Right-click the asset you wish to edit.
- Select Edit.
- Basic Properties:
  - **Identity:** ID Number of the asset. You can ignore this.
  - **Upload New File:** Allows you to upload a new version of the asset. Click Browse to locate the file on your hard-drive.
  - **Title:** This will show on the menu.
  - **Description:** Optional Metadata.
  - **Folder:** Shows what folder you are in.
  - **Resource Link:** Provides you with a link to the asset.
  - **Thumbnail:** Provides you with a thumbnail of the asset if it is an image.
- Advanced Properties:
  - **Publish Date:** Optional Metadata.
  - **Author:** Optional Metadata.
  - **Show on Menu:** Shows this asset on the menu.
  - **Sort Order:** Determines what order on the menu.
- Save / (P) Save and Publish / Cancel



Basic Properties

Advanced Properties

Permissions

Identity:

106559

ID of the Asset

Upload New File:

Upload a new asset to replace this one.

(must be type: image/gif)

Title (shown on Menu):

Description:

Folder:

/departments/training/images/

Resource Link:

</departments/training/images/Hamilton.gif>

Thumbnail:

view: 100x100 | 200x200 | 400x400











cancel

save

save and publish

# Publishing Assets (P)

- Files have two copies:
  - **Working Copy:** The copy you make changes to. Only visible inside the CMS.
  - **Live Copy:** The copy that is live on the website.
- Files have 3 states:
  - **Live (green):** The asset is published or live on the web.
  - **Working (yellow):** There is a working copy or the asset has not yet been published.
  - **Archived (red):** The asset is archived.
- **Publish:** Copies your working copy to your Live Copy. Puts the asset in a Live state.
- **Unpublish:** Copies your Live Copy to your Working Copy. Puts the asset in a working state.
- **Republish:** Same as publish.

<u>Name</u>	<u>Menu</u>	<u>Status</u>	<u>Description</u>
 CampusLife.jpg			 CampusLife
 bg_top_4.gif			
 tacphoto.jpg			 Tacphoto

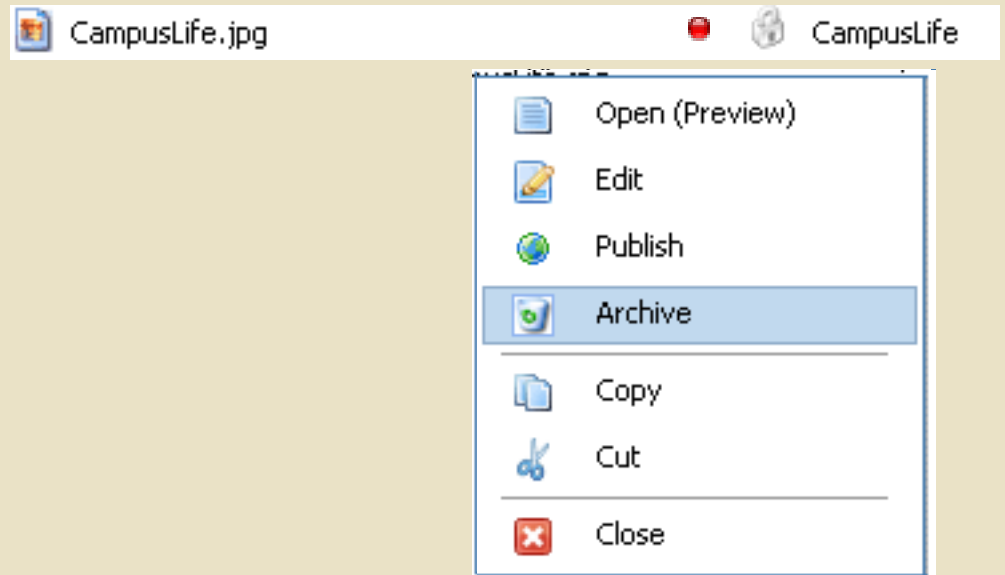
Live/Published


Working/Unpublished

Archived

Now the asset is Archived.

To view archived assets  
remember to click Show  
Archived at the bottom of the  
Website Browser.



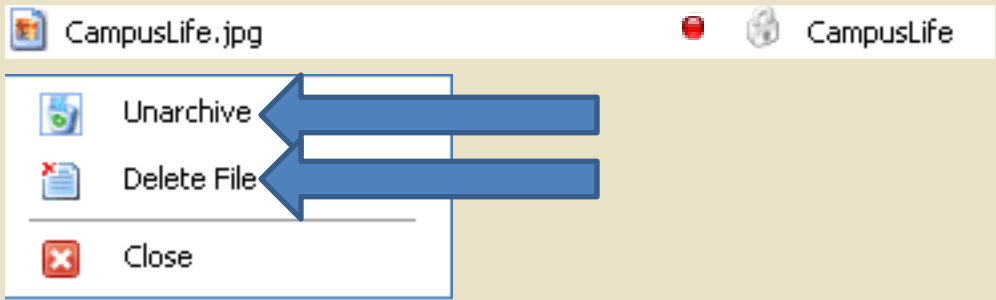
 Show Archived

# Archiving vs Deleting (P)

- **Archive:** Removes both your live and working copies of the asset and puts the file in your archive.
- **Show Archived:** Shows the archived folders.
- **Unarchive:** Puts the asset back in the working copy and puts it in a working state.
- **Delete:** Deletes the Archived Asset. Caution this cannot be undone.



Click Show Archived to see your archived assets.



Right-click an asset to show the options

Delete File will remove the file from the CMS. This action cannot be undone.

# Content Repository

- In a CMS the Content is separate from the Page. It exists in the content repository.
- The Content Tab gives you access the content repository to search for existing web page content.
- This data can be organized and related in many ways.

# Content Types

- Everything you create is Webpage Content.
- Other types can exist such as:
  - News Item
  - Department

# Searching For Content

- Click on the Content Tab or Rollover the Content Tab and select Search Contents.
- Select the Content Type: Webpage Content
- You can search on the various fields displayed.
- Click the Search Button to start the search.

# Ordering the Results

- By default they are order by Last Edit Date.
- Click on a column's title to sort by that column

# Creating a Webpage

- Right-click the parent folder.
- Select New > HTML Page.
- Basic Properties:
  - **Page/Menu Title:** Shows on the Menu (not the actual page title).
  - **Folder:** Shows you the folder that HTML page will exist in.
  - **Page URL:** The actual name of the file on the web. This will be automatically suggested for you.
  - **Template:** The template of the HTML page.
- Advanced Properties:
  - **Show on Menu:** Check this to show this page in your menu.
  - **Menu Sort Order:** The order of this page on the menu.
  - **Friendly Name:** The actual title of the page.
  - **Start Date:** Not used.
  - **End Date:** Not used.
  - **Redirect:** Use this to redirect a page to another page.
  - **HTTPS Required:** Check this to force the page to be behind an SSL.
  - **Metadata:** Not Used.
- Save / (P) Save and Publish / Cancel

## WEBSITE BROWSER

Browser

HTML Pages

Files

### Sites and Folders

www.edinboro.edu

departments

training

images

my\_folder

tutorial

photo\_gallery

video\_gallery

### Name

CampusLife.jpg

1. Right-click the parent folder

2. Select New

3. Select HTML Page

Edit Folder

Delete

Publish (all)

Copy

Cut

New

Folder

HTML Page

Image or File

Multiple Files

Menu Link

Close

Server: 3 About | Disclaimer 2008 © Dotmar

Basic Properties

Advanced Properties

Permissions

Page/Menu Title:

New Page

4. Give your page a title

Folder:

/departme

5. If folder is not filled in or incorrect, click cancel

Page URL:

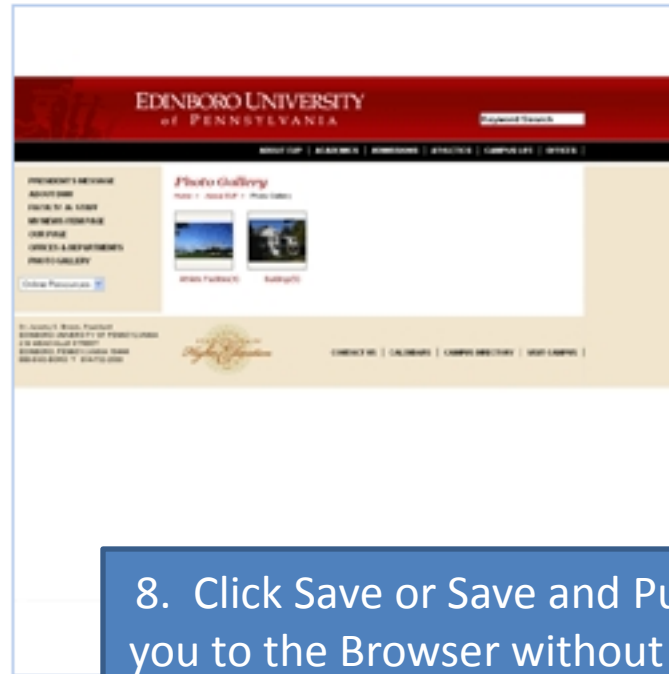
new\_page

6. Page URL will be auto generated for you.

Template:

2 Column

7. Select a Template from the list.



8. Click Save or Save and Publish, Cancel returns you to the Browser without saving the new page.

cancel

save

save and publish

Basic Properties

Advanced Properties

Permissions

Show on Menu:

Check Show on Menu to automatically show this page on your menu

Friendly Name:

New Page

Friendly Name is the actual title at the top of your page.

(can be used for SEO friendly page title)

Start Date:

October 27 2008

End Date:

October 27 2008

Start Date and End Date are metadata and can be ignored.

Redirect:

Redirect can be used to send this page to another.

HTTPS Required:

Check here if you want the page to be behind an SSL.

Metadata:

Metadata can be ignored.

cancel

save

save and publish

# Templates

- **1 Column:** Header / Footer / Body
- **2 Column:** Header / Footer / Navigation / Body
- **3 Column:** Header / Footer / Navigation / Body / Right Column
- There is no difference in the two different 3 Column templates.

## *New Page*

---

[Home](#) > [Training](#) > [New Page](#)

CONTAINER  

[Body]

Dr. Jeremy D. Brown, President  
EDINBORO UNIVERSITY OF PENNSYLVANIA  
219 MEADVILLE STREET  
EDINBORO, PENNSYLVANIA 16444  
888-860-BORO • 814-732-2000



[CONTACT US](#) | [CALENDARS](#) | [CAMPUS DIRECTORY](#) | [VISIT CAMPUS](#)

[Homepage](#)CONTAINER  

[ Body ]

## *New Page*

[Home](#) > [Training](#) > [New Page](#)CONTAINER  

[ Body ]

Dr. Jeremy D. Brown, President  
EDINBORO UNIVERSITY OF PENNSYLVANIA  
219 MEADVILLE STREET  
EDINBORO, PENNSYLVANIA 16444  
888-860-BORO • 814-732-2000

[CONTACT US](#) | [CALENDARS](#) | [CAMPUS DIRECTORY](#) | [VISIT CAMPUS](#)



## Homepage

CONTAINER [ ]

[ Body ]

## New Page

[Home](#) > [Training](#) > [New Page](#)

CONTAINER [ ]

[ Body ]

CONTAINER [ ]

[ Body ]

Dr. Jeremy D. Brown, President  
EDINBORO UNIVERSITY OF PENNSYLVANIA  
219 MEADVILLE STREET  
EDINBORO, PENNSYLVANIA 16444  
888-860-BORD • 814-732-2000



# The Editor Modes

- **Edit Mode:** Allows you to edit the page. Sometimes this will skew the look of your page.
- **Preview Mode:** Shows you your working copy.
- **Live Mode:** Shows you your live copy.
- You will not see these until the page has been published once.



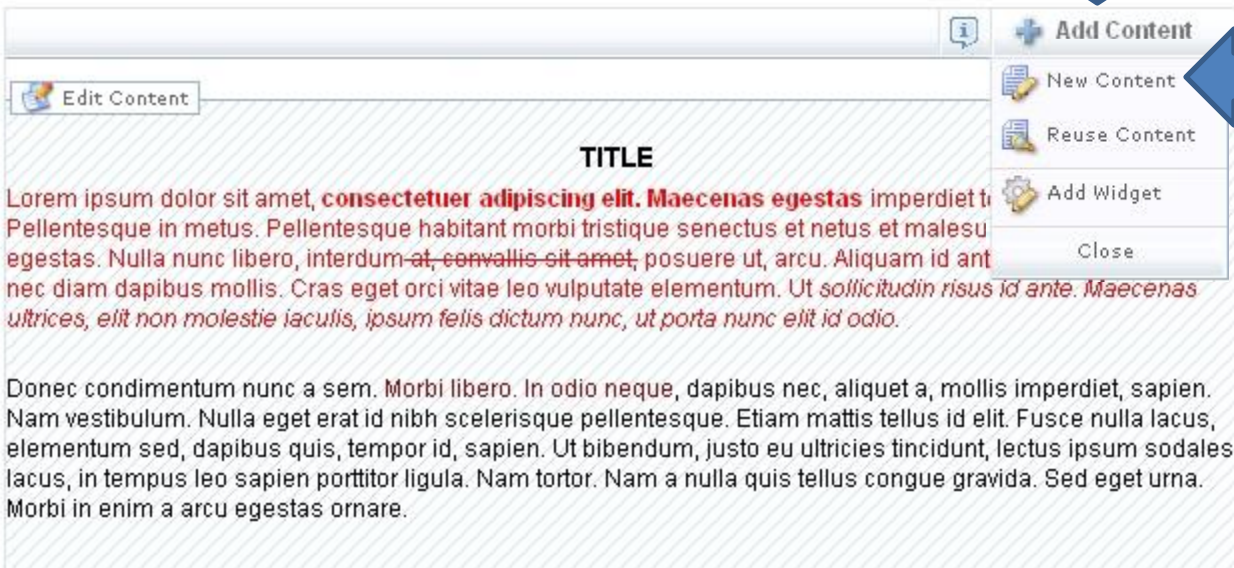
# Adding New Content

- Containers: Place holders for your information
- Click on the Add Content Button on the Right of the Container Bar
- Select New Content in the menu.

## The Container's Bar

1. Click Add Content

2. Click New Content



The screenshot shows a container's bar with an 'Add Content' menu open. The menu options are: Add Content, New Content, Reuse Content, Add Widget, and Close. The container contains a contentlet with a title and two paragraphs of text.

**EDIT CONTENT**

**TITLE**

Lorem ipsum dolor sit amet, **consectetuer adipiscing elit. Maecenas egestas** imperdiet t Pellentesque in metus. Pellentesque habitant morbi tristique senectus et netus et malesu egestas. Nulla nunc libero, interdum ~~at, convallis sit amet,~~ posuere ut, arcu. Aliquam id ant nec diam dapibus mollis. Cras eget orci vitae leo vulputate elementum. Ut *sollicitudin risus id ante. Maecenas ultrices, elit non molestie iaculis, ipsum felis dictum nunc, ut porta nunc elit id odio.*

Donec condimentum nunc a sem. Morbi libero. In odio neque, dapibus nec, aliquet a, mollis imperdiet, sapien. Nam vestibulum. Nulla eget erat id nibh scelerisque pellentesque. Etiam mattis tellus id elit. Fusce nulla lacus, elementum sed, dapibus quis, tempor id, sapien. Ut bibendum, justo eu ultricies tincidunt, lectus ipsum sodales lacus, in tempus leo sapien porttitor ligula. Nam tortor. Nam a nulla quis tellus congue gravida. Sed eget urna. Morbi in enim a arcu egestas ornare.

This is a container with a contentlet in it

# Web Page Content Properties

- Content Type: Will always be Website Content
- Review Content?: Used to send you a reminder to review the content after a period of time.
- Title: This is used to search for content. You want to use something meaningful to the content.
- Body: This is where you create your content.
- Save and Assign / Save / Save and Publish / Cancel

Content Permissions

**Content Type:** Web Page Content

**Review?:**  No Review  Review Every

**Title:**

**Body:**

Paragraph

Path: p

TEXT

Dictiona

**Required Fields**

Save / Assign Save Save / Publish Cancel

Will Always be Web Page Content

Allows you to get notified when content needs reviewed

Title or name of your Content

This is the WYSIWYG Editor where you create the content

Click Save or Save / Publish to finish editing and save your changes. Click Cancel to stop close the editor without saving any changes.

# Editing Existing Content

- Each contentlet (piece of content) will have its own edit icon to the left of the contentlet.
- Click on the edit icon for the contentlet you would like to edit.



# Reusing Content

- Click on the Add Content Button for the container you would like to place the content in.
- Select Reuse Content from the context menu.
- Search for the content you would like to reuse and click the Select button next to content you would like to reuse.

1. Click Add Content



The screenshot shows a content editor interface. At the top left, there is an 'Edit Content' button. The main area is titled 'TITLE' and contains two paragraphs of placeholder text. On the right side, there is a vertical menu with the following options: 'Add Content' (with a plus icon), 'New Content' (with a document icon), 'Reuse Content' (with a document icon and a plus sign), 'Add Widget' (with a gear icon), and 'Close' (with a close icon). A blue arrow points from the 'Reuse Content' option to the right, towards the text '2. Click Reuse Content'.

EDIT Content

**TITLE**

Lorem ipsum dolor sit amet, ~~consectetuer adipiscing elit. Maecenas egestas~~ imperdiet t Pellentesque in metus. Pellentesque habitant morbi tristique senectus et netus et malesu egestas. Nulla nunc libero, interdum ~~at, convallis sit amet~~, posuere ut, arcu. Aliquam id ant nec diam dapibus mollis. Cras eget orci vitae leo vulputate elementum. Ut *sollicitudin risus id ante. Maecenas ultrices, elit non molestie iaculis, ipsum felis dictum nunc, ut porta nunc elit id odio.*

Donec condimentum nunc a sem. Morbi libero. In odio neque, dapibus nec, aliquet a, mollis imperdiet, sapien. Nam vestibulum. Nulla eget erat id nibh scelerisque pellentesque. Etiam mattis tellus id elit. Fusce nulla lacus, elementum sed, dapibus quis, tempor id, sapien. Ut bibendum, justo eu ultricies tincidunt, lectus ipsum sodales lacus, in tempus leo sapien porttitor ligula. Nam tortor. Nam a nulla quis tellus congue gravida. Sed eget urna. Morbi in enim a arcu egestas ornare.

+

Add Content

New Content

Reuse Content

Add Widget

Close

2. Click Reuse Content

Website - Google Chrome

http://www.edinboro.edu/c/portal/layout?p\_j\_id=24.1&p\_p\_id=EXT\_BROWSER&p\_p\_action=1&p\_p\_state=maximized&EXT\_BROWSER\_struts\_action=/ext/contentlet/view\_contentlets\_popup&popup=con

### SEARCH CONTENT

**Search : Web Page Content**

Title:

Body:

**Results**

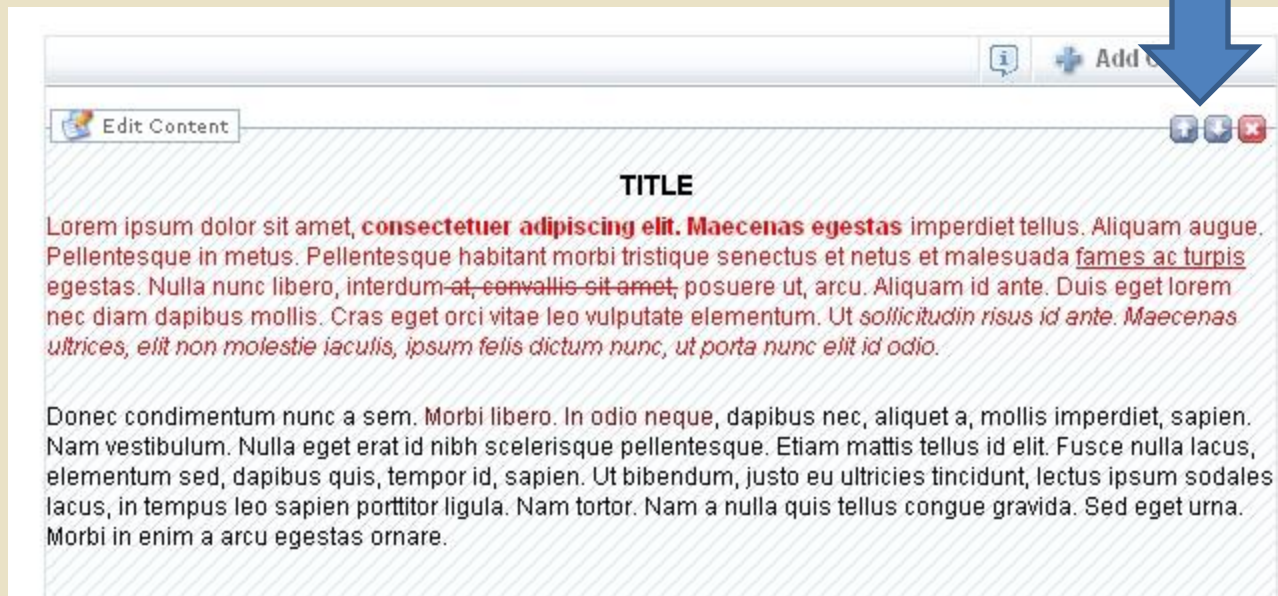
**Matching Results (10)**

	Title
<input type="button" value="select"/>	Summer Training Opportunities
<input type="button" value="select"/>	Field Training Exercises (FTX)
<input type="button" value="select"/>	Field Training Exercise
<input type="button" value="select"/>	Leader's Training Course
<input type="button" value="select"/>	Safe Zone Training Sessions
<input type="button" value="select"/>	PHYSICAL FITNESS TRAINING POLICY LETTER
<input type="button" value="select"/>	Spring Break - Office 2007 Training
<input type="button" value="select"/>	Horizon Wimba Training
<input type="button" value="select"/>	CFF - Training Stuff
<input type="button" value="select"/>	training sunset

**3. Press Select** →

# Moving Content

- Click the Up or Down arrow on the top-right of the contentlet you would like to move.



# WYSIWYG - Basic Formatting

- To format text first select the text you want to format:
  - [B] Makes the text **Bold**
  - [I] Makes the text *Italics*
  - [U] Makes the text Underlined
  - [~~ABC~~] Makes the text ~~Strikethrough~~
  - Use the alignment buttons to set the alignment of the paragraph. (Left, Centered, Right, and Justified)
  - Use the Format dropdown to set the formatting of the paragraph to a pre-made heading style.
  - Use the Color dropdown to set the color of the text.
  - You cannot change the font or the font size.

# WYSIWYG – Adding Images

- Use the Insert/Edit Image Tool to add an image to your document.
- General Tab Properties:
  - Image URL: Click the Browse button to find your image. Use the + and – button to expand/collapse a directory and Click the directory to open it into the Image Gallery.
  - Image Description: Gives the image a description for screen readers.
  - Title: Not used.
- Appearance Tab:
  - Alignment: Sets the alignment of the image relative to the text. Use the example image to see the differences.
  - Dimensions: Sets the width and height of the image.
  - Vertical Space: Sets the space above and below the image.
  - Horizontal Space: Sets the space to the left and right of the image.
  - Border: The size of the border in pixels.
  - Class: Not Used.
  - Style: CSS style information for the image.
- Advanced Tab:
  - Allows you to set some advanced features like rollover images and image maps.
- Click Insert when done.

# WYSIWYG - Links

- To add a link select the text you would like to make a link and use the Insert / Edit Link tool.
- Link URL: Use the browse button to locate the file you want to link to, or enter the full URL.
- Anchors: Use this to link to a specific named anchor on the page.
- Target: Use this to set where the links opens, in the current window or a new window.
- Class: Not used.
- Click Insert when done.

# WYSIWYG Modes

- WYSIWYG – What you see is what you get.
- TEXT – Allows you to directly enter/edit the HTML code for the contentlet.

# Macros Introduction

- Macros take a whole bunch of code to accomplish a specific task and turn it into one line of code.
- To use Macros you must be in the TEXT mode.
- There is a Help with Macros at the bottom of the page.

# Photo Gallery Macro

- #photoGallery('/path/to/photos')
- Simple way to place a photo gallery on your site.

# Publishing Pages (P)

- From the Editor you can click the Publish Page tool to publish the page.
- From the Website Browser you can publish pages just like assets.

# Creating Menus

- DotCMS will automatically create your menu for you if you want it to. Every asset and HTML page has a property called Show on Menu. If this is checked and the page or asset is published it will show on your menu.

# Menu Links

- To add something to your menu that is not in your folder you can create a menu link.
- From the website browser right-click on the parent folder.
- Select New > Menu Link
- Properties:
  - Title: The title to show on the menu.
  - Folder: The location of the menu link.
  - Type: Always use External Link. Enter the URL for the link here. Be careful not to copy and paste the http:// portion of the URL as this is already set for you.
  - Target: Allows you to open the link in a new window
  - Sort Order: The order of the link on your menu.
  - Show on Menu: This has to be checked to actually show the link on your menu.
- Save / (P) Save and Publish / Cancel

# Ordering your menu

- Click the Click to Reorder Icon above your menu to reorder your menu.
- You may have to hit the refresh button for it to work.
- Click and Drag your menu items around to reorder them.
- Click Save Changes when you are finished.