

# VERMONT LAW SCHOOL

## Content Management System Users Guide

October 2008

Vermont Law School uses the Ingeniux content management system (cms) to maintain the school's websites. Access to the cms is obtained through the IT department. Once you have been given permissions to use the cms, you can log onto the system using any web browser. The following information has been written with the school's main website in mind, but most information will apply to student group sites, event sites, etc.

## **Terminology**

**Components:** Content that appears in the sidebar area of each page is made up of components. Components can be quotes, images, videos, etc., and can be accessed using the "Pick" tool.

**Users:** Users fall into one of three categories in the cms: authors, editors, or publishers. Authors can create pages and edit pages, upload and link to documents, add images to their pages, and add sidebar content to their pages. Editors have all of the same rights as authors, but can forward pages to publishers or send pages back to authors for further maintenance. Publishers have all of the same rights as editors, but also have the ability to publish pages to the live site.

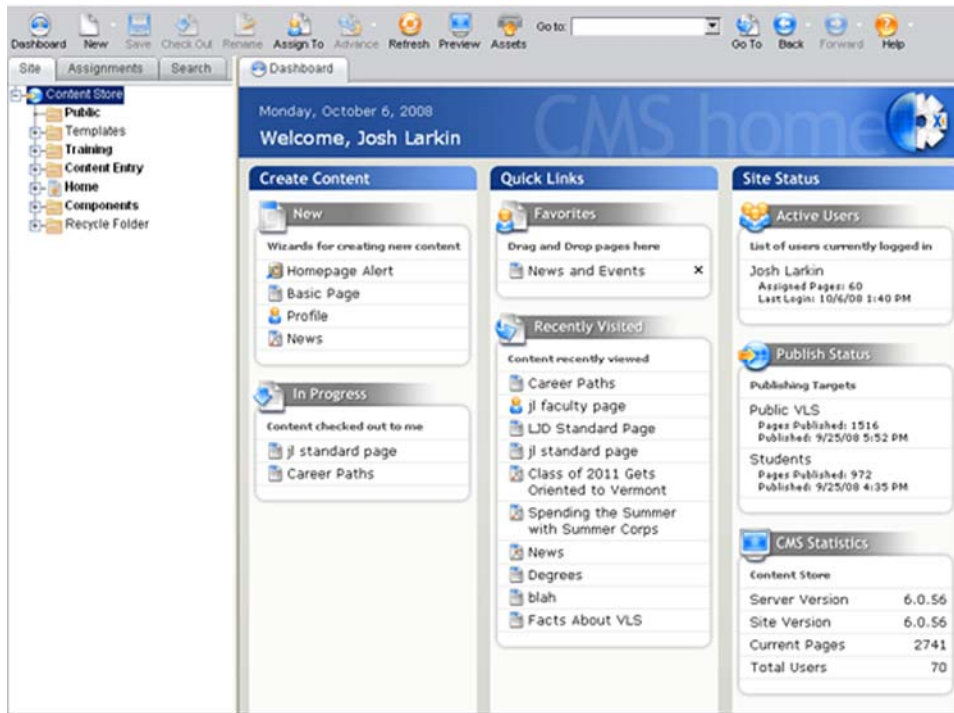
**Workflow:** All pages exist in a workflow that manages whether they are in the authoring, editing, or publishing state. Editors and publishers have the ability to pull pages forward into their own states if needed. In the workflow system, you do not need to check pages in or out. Rather, pages are advanced in the workflow using the "Advance Page" button.

## ***GETTING STARTED***

To logon to the Ingeniux CMS, open your web browser (Firefox recommended) and go to <http://10.42.1.15/vls> and login using your Novell username and password. Your browser may try and block pop-ups from the site. If prompted, choose the option to **allow** pop-ups from this site. The pop-up that appears is the cms editor that you'll be working in.

### **Dashboard Screen**

The dashboard should serve as your first stop when logging in to the cms. Although the system will automatically open to the last page you were on, you should make it a habit of checking the dashboard each time you log in.



The dashboard can be accessed by clicking the dashboard button, located on the left-hand side of the menu bar. The dashboard can also be accessed by clicking “Content Store” at the top of the tree in the left-hand pane of the cms.

The main section of the dashboard allows you to create new pages, see a list of pages currently assigned to you and needing your attention, keep a list of favorite pages that you work with frequently, and see a list of pages you’ve recently visited.

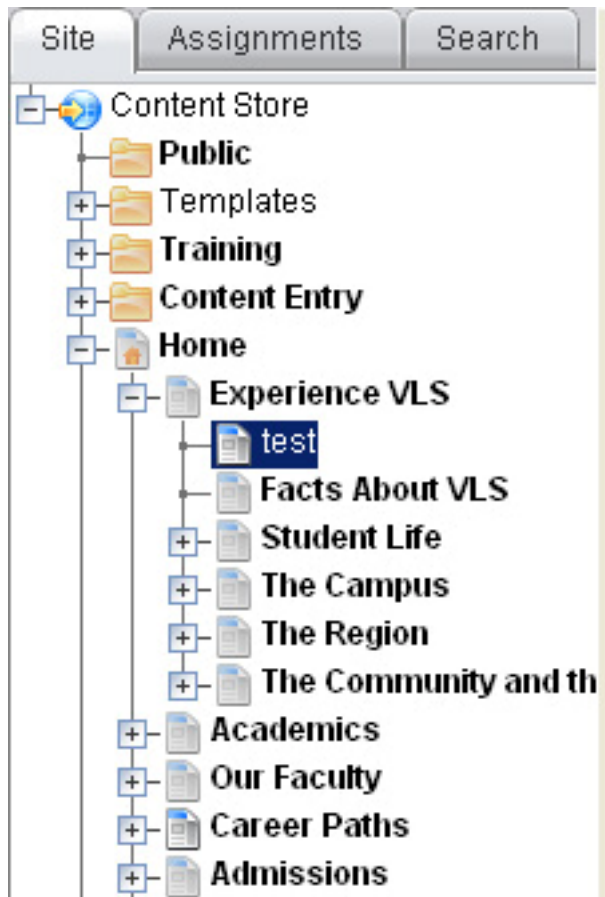
The “In Progress” box on the dashboard screen should be checked each time you log into the cms. Pages listed in this box are currently assigned to you and require your attention. When an author advances a page in the workflow to his or her editor, the page will appear in this area on the editor’s dashboard screen. Likewise, if the editor sends the page back to the author for further revisions, the page will appear in this area on the author’s dashboard screen.

You can use the “Favorites” box on the dashboard to easily access pages you work on frequently. To add a page to the favorites box, click and drag the page from the left-hand directory tree pane into the favorites box

## ***WORKING WITH CONTENT***

## Accessing Your Pages

Pages that you have access to are available in the site-tree located in the left-hand panel of your screen under the “Site” tab.



Pages that you are able to edit will appear in bold in the site tree. All vermontlaw.edu pages are located under “Home.” To open a page for editing or viewing, click the page in the site tree.

Next to the Site tab, there are also tabs for “Assignments” and “Search.” You can access pages using these tabs as well. The Assignments tab lists all pages currently assigned to you. The search tab allows you to search for pages on the site by typing in a search term.

## The Editing Area

Areas of the cms editing pane relate directly to specific areas on the webpage. Figures 3, 4, 5, and 6 display the editing pane and a VLS webpage with the editing areas identified.

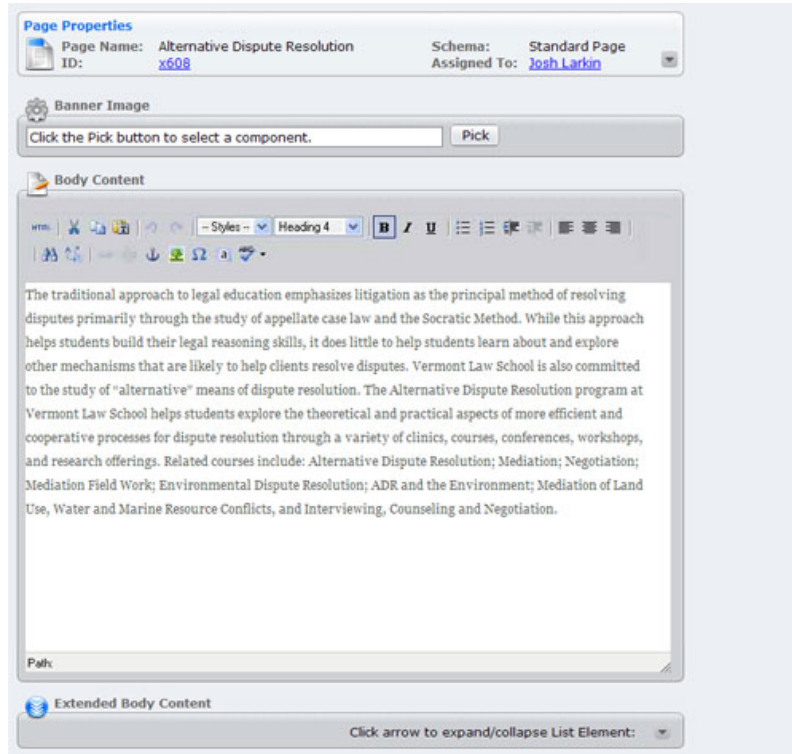


Figure 3

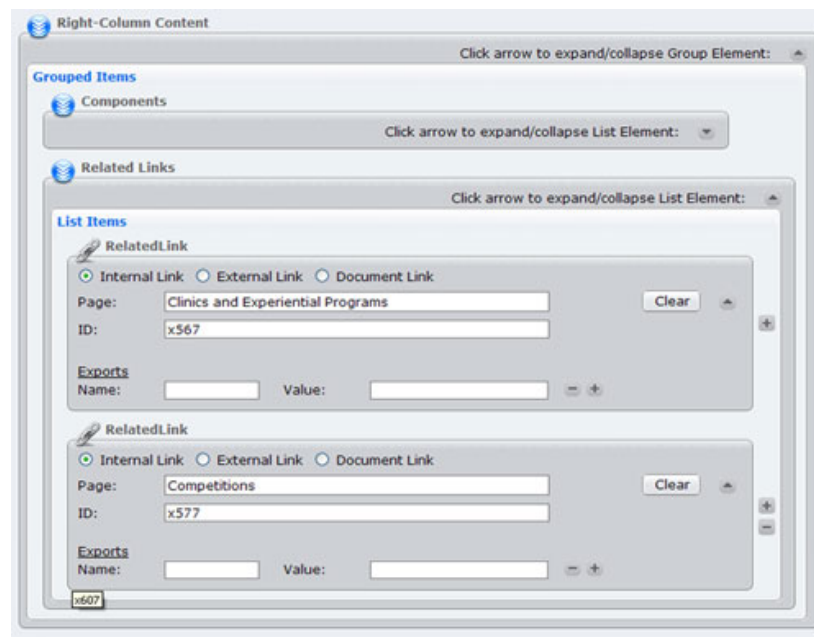


Figure 4

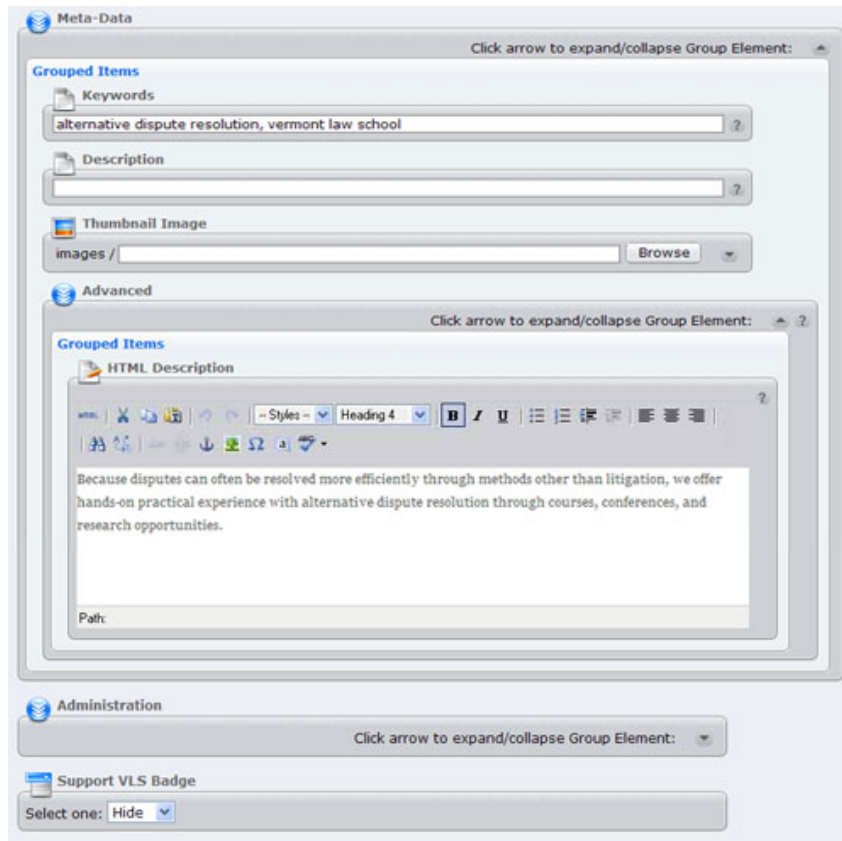


Figure 5



Figure 6

Some areas on the editing pane are used to provide page metadata and information that will not be visible on the actual webpage. Many of the areas on the editing page collapse by default. To open an area to view or edit its content, click on the expander arrow located on the right side of each box (fig. 7).

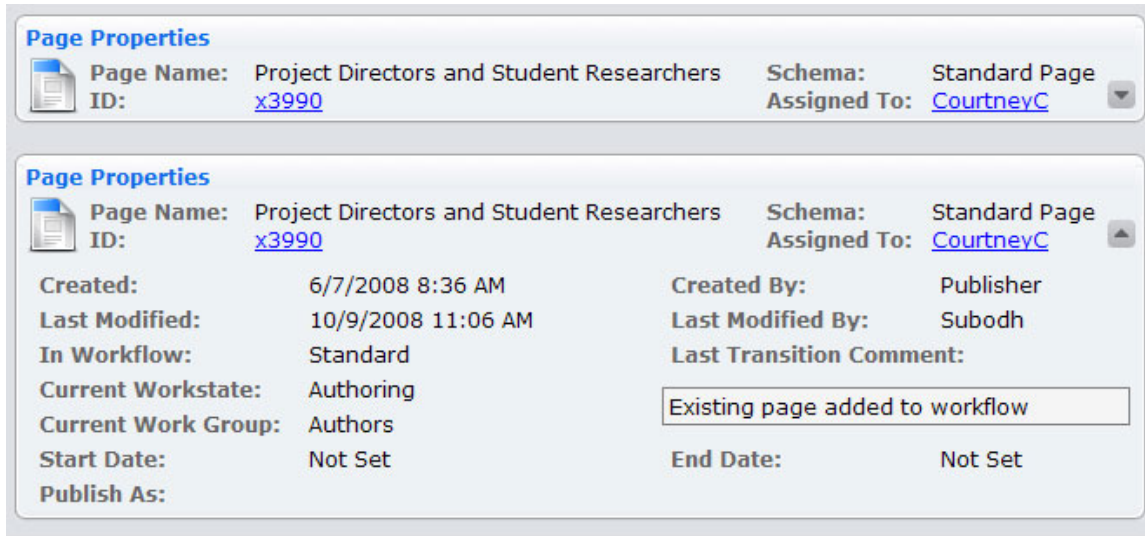


Figure 7


### Editing Pane areas:

- **Page Properties** – Displays information about the currently opened page. Information does not display on the live webpage. Comments left by authors, editors and publishers appear here.
- **Body Content** - The main content of the screen. Used to display the primary content of the page.
- **Extended Body Content** – Appears below the body content and is separated from the body content with a horizontal rule. Extended body content areas also appear with a slight gradient fade in the background colors. Use the extended body content area when you need to break up your content with headers, lists, etc.
- **Right-Column Content** – Appears on the far right of the page. This area can be used to add content that accents or highlights your program.
  - **Components** - Content Spotlight components are images and captions that can be added to the top position in the sidebar. Quote components can also be added here, and are displayed in a larger fonts with larger quotation marks. Any Content Spotlight or Quote Component can be added to your pages' right column. However, if the Content Spotlight or Quote Component is owned by a department other than yours, you will not be able to directly edit these components. Additionally, if the owner edits these

components, your pages will be updated with the changes automatically.

- **Related Links** - See Also links are added to the bottom of the sidebar using the Related Links area in the editing pane. See Also links can only link to VLS pages and should not link to pages appearing in the left hand or top navigation areas.
  
- **Meta-Data** – Meta-data is used by the cms and search engines to organize the webpages and make it easy for users to find content on the World Wide Web.
  - **Keywords:** Add keywords that describe the content of your page. Keywords must be separated by commas and should go from specific to generic. For example, bar passage program, bar exam, academic success program, vermont law school.
  - **Description:** The description appears in search engine results when this page is found by a search engine such as Google. Descriptions should be concise and not more than two sentences.
  - **Thumbnail:** The thumbnail area allows a thumbnail image for the page to be displayed on the parent page. Please talk to a publisher if you would like thumbnails added to your pages.
  - **Advanced → HTML Description:** The HTML description appears on the page’s parent page as intro text underneath the link to the page. HTML descriptions should be kept short, a sentence or two will suffice. Often, using the first sentence of the main body content works well as an HTML description.
  
- **Support VLS Badge** – Activating the Support VLS Badge option adds the support logo, which links to the OIA Give Now page, to the bottom left corner of your page.

## Editing Pages

Open the page you’d like to edit by clicking it in the site tree located in the left side of the screen. Depending on where the page is in the workflow, it may not be in an editable state. If the background colors of the editing areas are white and display editing tools (fig. 8), you can begin making changes. If the backgrounds are grey and no tools are available, you will need to click the Advance button , located in the menu bar along the top of the screen, and choose Revise. If the Advance or Revise options are not available, the page is

not currently in state in which you can edit it. Contact your editor or a publisher to have the page made available to you.

Changes to the body and extended body content areas are made by typing your changes into the white box where the page text appears. Tool buttons along the top of the text editor box function similarly to those found in word processor programs such as Word or WordPerfect.



Figure 8

## **Adding Web, Document and Email Links to Content**

Links can be added to your pages to point users to additional web pages on and off the VLS website. Links can also be used to allow users access to documents and to send emails to a specified recipient. For web links and document links, avoid using generic terms such as “click here” as the link. Rather, use semantic terms that describe where the link goes or the document the link opens.

For example, rather than:

[Visit](#) Vermont Law School on the web!

Use:

Visit [Vermont Law School](#) on the web!

Rather than:

Download the campus map [here](#).

Use:


Download the [campus map \(.pdf\)](#).

The reason for using semantic terms for links is that it makes it easier for visually impaired and other disabled users browsing the web with a screen reader to know what the link does.

## **Linking to Web Pages**

Links to separate web pages can be added to any body or extended body content on your pages. Links are either internal, meaning they take a user to another vermontlaw.edu page; or external, meaning they take a user to non-vermontlaw.edu pages. **All external links must open in a new window to keep users on the VLS site!**

To add a link:

1. Highlight the word in your content that you wish to serve as the link.
2. Click on the link button  in the text editor toolbar to open the Insert/Edit Link dialogue box.

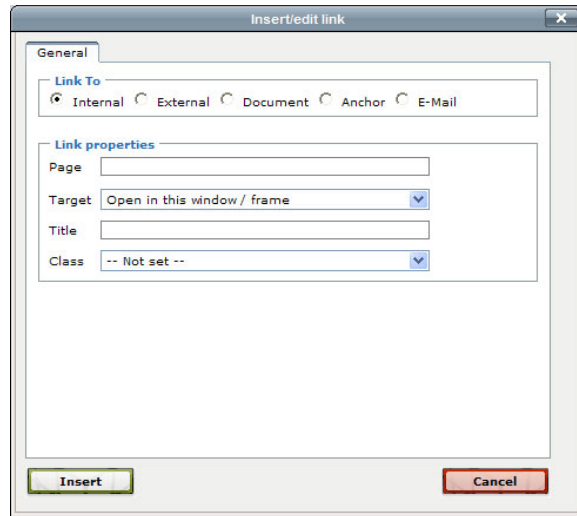


Figure 9

3. For Internal links, choose the Internal radio button in the Link To section of the dialogue box. Drag the page you wish to link to from the site-tree in the left hand column of your screen into the Page box in the Link Properties section of the dialogue box. Leave the Target option set to “Open in this window/frame.” In the Title field, type a brief description of the link, i.e. “Link to Academic Success.” Leave the Class field set to “Not Set.” Click Insert to add the link.

*Alternatively, you can add internal links simply by highlighting the word that will serve as the link and dragging a page from the site tree on top of the word.*

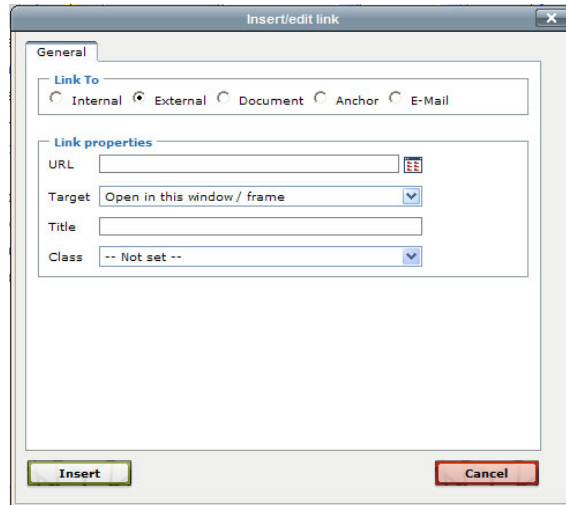



Figure 10

4. For External links, choose the External radio button in the Link To section of the dialogue box. In the Link Properties section, type or paste the complete web address into the URL field, including the http:// portion of the URL. In the Target drop down, choose “Open in new window (\_blank).” In the Title field, type a brief description of the link, i.e. “Link to VLS Wikipedia entry.” Leave the Class field set to “Not Set.” Click Insert to add the link.

### **Uploading and Linking to Documents**

Documents such as PDFs and DOCs can be linked to from within the body and extended body areas of your pages. When adding a link to a document, please add the file format extension in parentheses after the title of the document. For example, a link to a pdf JD application should appear as JD Application (.pdf), while a link to a Word JD application should appear as JD Application (.doc). In order to make your document available to users, you will need to upload the document to the VLS server and create a link on your page that points to the document. **All document links must open in a new window to keep users on the VLS site!**

To upload and link to documents:

1. Highlight the name of the document and document extension that will serve as the link to your document.
2. Click on the link button  in the text editor toolbar to open the Insert/Edit Link dialogue box.

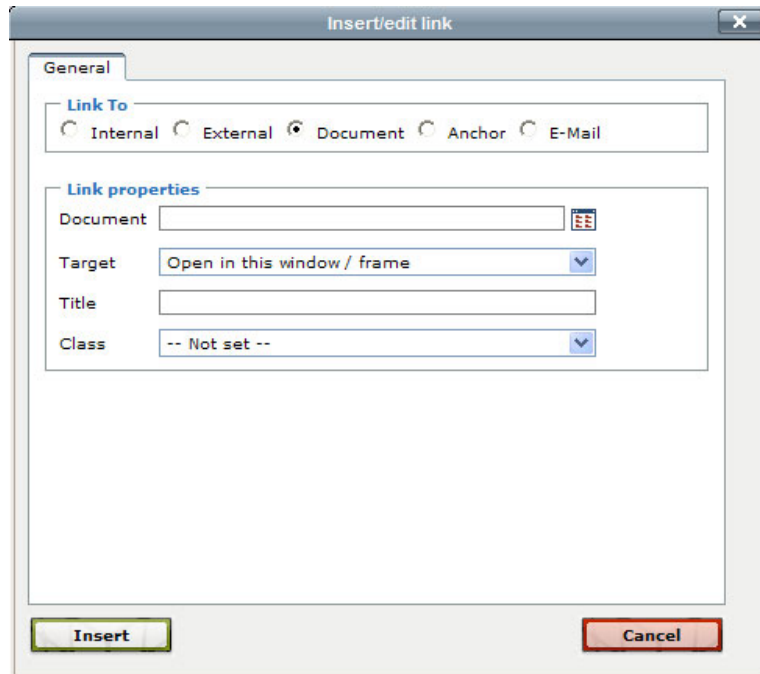



Figure 11

3. Choose the Document radio button in the Link To section of the Insert/Edit Link dialogue box.
4. Next to the Document field in the Link Properties section, click on the browse icon  to open the Choose File dialogue box (fig. 12).

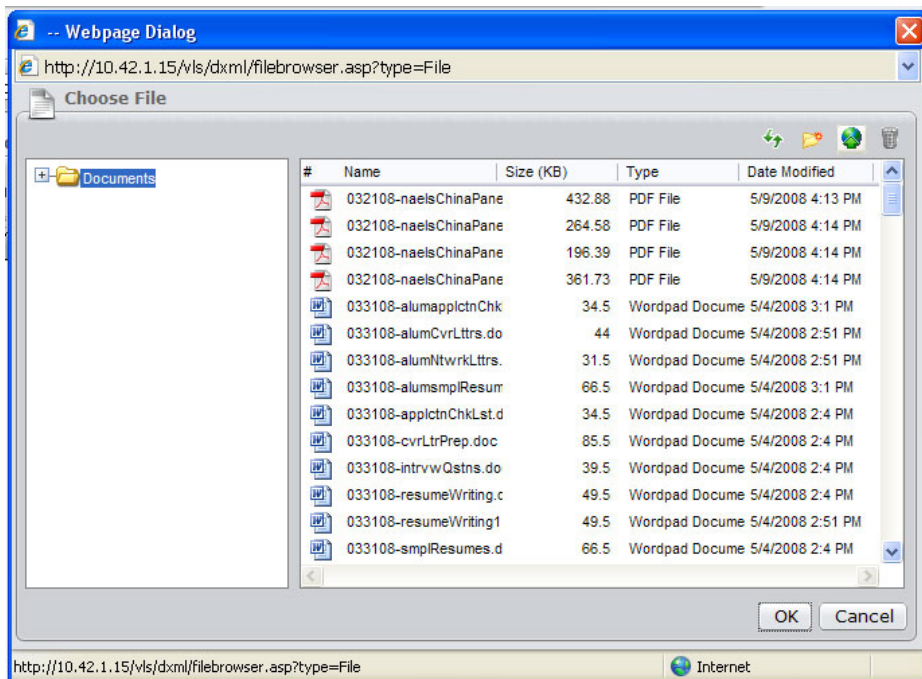



Figure 12

5. In the top, right corner of the dialogue, click on the upload icon  to open the Upload dialogue, click on Browse to locate your document on your computer, and click Upload to add the file to the


server. Your document will now appear in the list of documents in the Choose File dialogue box. Click your document to highlight it and click OK to return to the Insert/Edit Link dialogue box.

6. In the Target drop down in the Link Properties section, choose Open in new window (\_blank). In the Title field, type a brief description of the document, i.e. JD Application (.pdf). Leave the Class field set to “Not Set.” Click Insert to add the document link to your page.

### **Adding Email Links**

Email links can be added to the body and extended body content areas of your pages. If you would like the actual email address of the person to serve as the link, you can simply type it directly into the text editor. Typing [jlarkin@vermontlaw.edu](mailto:jlarkin@vermontlaw.edu) will automatically convert the address into a clickable email link.

To add an email link to a name or word(s):

1. Highlight the person’s name or words—such as “contact us”—that you’d like to serve as the link.
2. Click on the link button  in the text editor toolbar to open the Insert/Edit Link dialogue box.

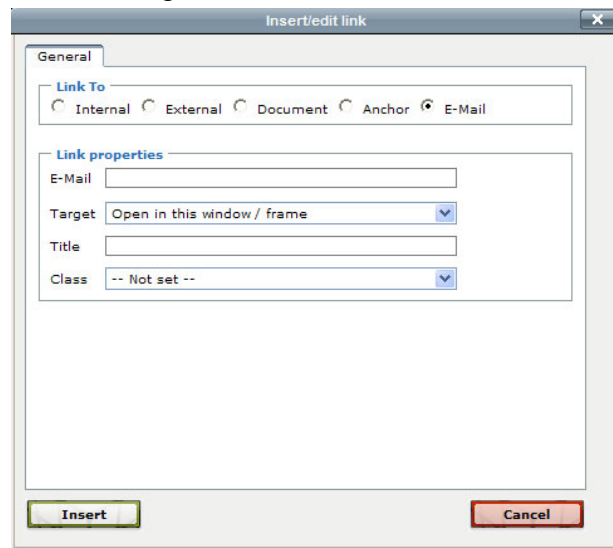



Figure 13

3. In the Link To section of the Insert/Edit Links dialogue box, choose the E-mail radio button.
4. Enter the email address in the E-Mail field of the Link Properties section. Leave the Target, Title, and Class fields as they are. Click Insert to add the link to your page.

## Adding Images to Pages

Images can be added to the body and extended body content areas of your pages. Although in theory you can add as many images as you like, please limit images to one or two small images per page. The maximum width of pictures that should be used on your pages is 300 pixels. If you do not have access to image editing tools please contact the Communications Office for assistance with image resizing. Images uploaded directly from cameras can be quite large in terms of file size, resulting in long load times for some users. The Communications Office can optimize your images for faster loading and make them available to you.

To add an image to your page:

1. Place your cursor in the text editing box approximately where you'd like the picture to appear. For best results, click at the beginning or end of a paragraph.
2. Click on the Insert/Edit Image button  in the text editor toolbar to open the Insert/Edit Image dialogue box.

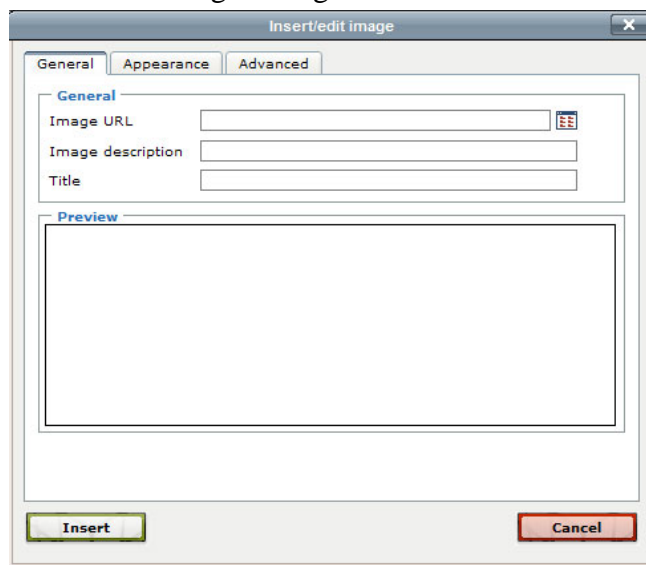


Figure 14

3. On the General tab, click on the Browse button on the far right of the Image URL field to open the CMS Image Browser.
4. In the CMS Image Browser window use the Select Folder dropdown to browse and navigate through images. When you've found the image you'd like to use, click it and choose OK.
5. In the Image Description field of the Insert/Edit Image dialogue box, type a brief description of the image, e.g. Photo of Debevoise Hall. In the Title field, add a title to the image.
6. Click on the Appearance tab along the top of the dialogue box.

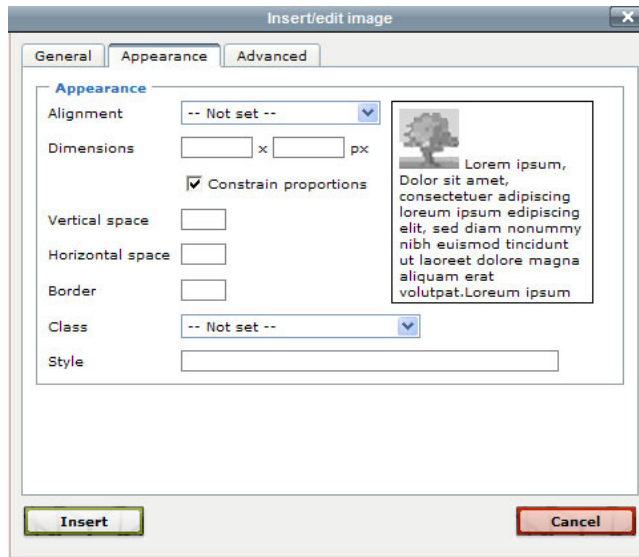


Figure 15

7. In the Alignment drop down, choose left or right. Please do not choose the other options.
8. Leave the Dimensions fields blank. If you need to resize your image and do not have image editing software, contact the Communications Office for assistance.
9. Type 10 into the Vertical Space and Horizontal Space fields. Leave the remaining fields as is.
10. Click Insert to add the image to your page. If needed, you can click and drag the image to a better location. Click the image, then the Image Edit icon, to change alignment from right to left or vice versa.

## **Right Column Content**

### **Components**

Sidebar content can be added to your pages from the main editing screen in the Right Column Content section. Components that can be added are Content Spotlights (images), quotes, and other content. If you have special requests for your sidebar area, contact the Communications Office to discuss your needs.

To add components to the right column:

1. In the Components section of the Right Column Content editing area, click on the Pick button to the right of the entry field to bring up the Component Picker dialogue box. If the Pick button is not visible, click the + button to open a new component box.

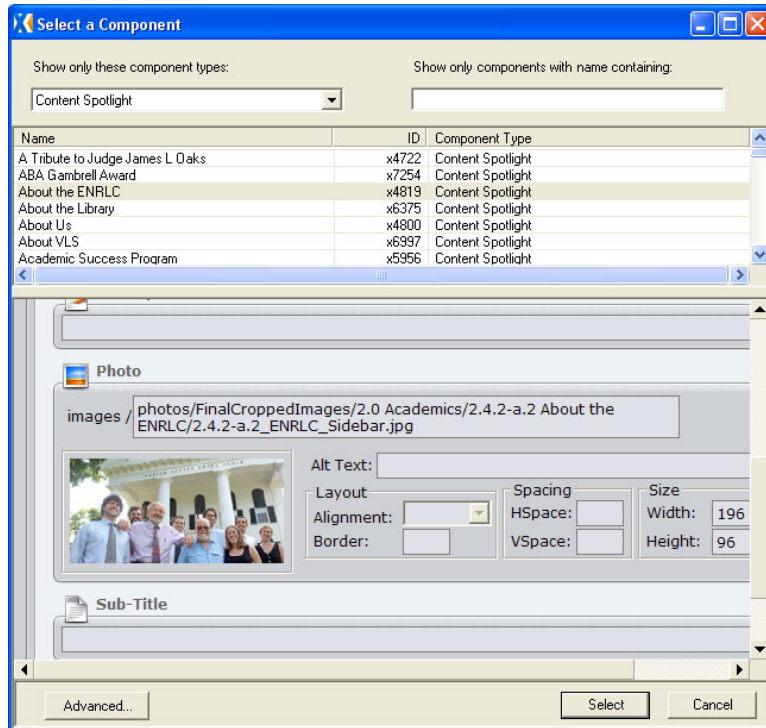


Figure 15

2. Under the Show only these component types dialogue, use the drop down to display Content Spotlights, Quote Components, or different types of components. Highlight a component in the list to see a preview of the component. In Figure 15, Content Spotlight was chosen for the component type and About the ENRLC was highlighted to allow for a preview.
3. Once you've located the component you'd like to appear on your page, choose Select.
4. The component is now added to your page. To remove a component, click Clear. To add additional components, click the small plus sign next to the component and repeat the Component Picker process.

### **Related Links**


Related links should direct users to other areas of the VLS site that may be of interest to them. Do not add external links to the Related Links area of your pages. When adding Related Links, be aware of the other links that already exist on the page. Avoid adding links to pages that already appear in the Global Navigation or Utility Navigation (Academics, Admissions, Career Paths, Alumni, News and Events, etc.). These links appear on all VLS pages so there's no need to duplicate them. Also, look at the left-hand navigation for the page you're editing in a browser to ensure you are not duplicating these links as well.

To add related links:

1. Click on the Internal Link radio button in the Related Links editing area.
2. Drag the page you want to link to from the site tree in the left-hand column of your screen onto the Page field.

## **New Page Creation**


The main section of the dashboard allows you to create new pages, see a list of pages currently assigned to you and needing your attention, keep a list of favorite pages that you work with frequently, and see a list of pages you've recently visited. In the "New" box, you will see options to create different types of pages or components depending on your user role and permissions. All users will have the Basic Page option. To create a new basic page, click the button and enter a name for the page in the dialogue box that appears. Click on the create page icon next to the dialogue box. Your new page will appear in the first area of the tree that you have permissions to work in. If you need the page to appear in a different section of the site, in the left-hand panel, click and drag the new page to the desired location in the tree.

You can also create new pages by clicking the Create New Page button  on the tool bar along the top of the screen.

## ***PUBLISHING AND MANAGING YOUR CONTENT***

### **Advancing Pages in the Workflow**

Once pages have been edited they must be advanced in the workflow to the next state. For authors, pages will be advanced to their editor. For editors, pages will be advanced to the publisher, or, if needed, sent back to the author for further revision.

1. To advance your page, click on the Advance Page button  on the top toolbar to bring up the Advance Page dialogue box.

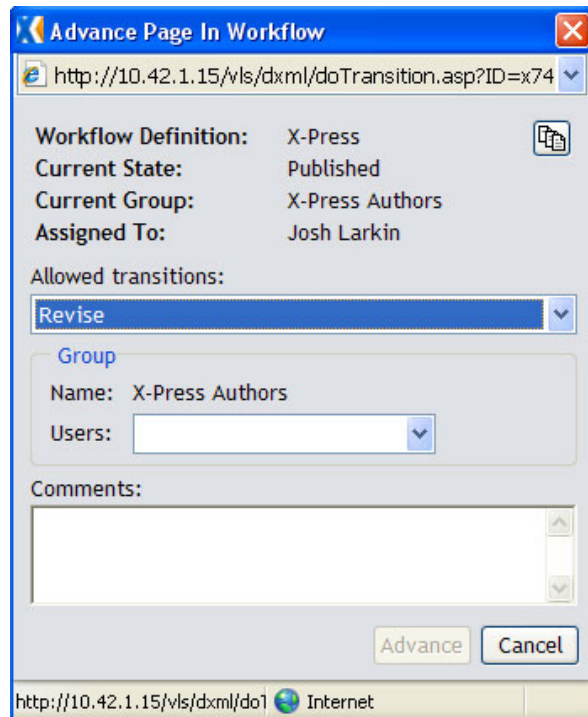


Figure 16

2. In the Allowed transitions drop down, choose Send to Editor if you're an author. If you're an editor, choose either Send to Publisher or Return to Author.
3. In the Users drop down located in the Group section, choose the name of your editor, author, or publisher.
4. In the Comments box, make a quick note of what you did. If you simply fixed a typo, note that so the editor or publisher does not need to read the entire page.
5. Click the Advance button to move the page forward.

After you have advanced a page in the workflow, you will not have access to the page until it is returned to you. If you need the page back, contact the person you forwarded the page to and ask them to send it back to you.

## **Organizing Pages in the Tree**

Your pages can be reorganized within the site tree to better suit your needs. Although publishers will still need to approve these changes, if you feel the structure of your area could be improved you can move pages without negatively affecting navigation items.

To move pages in the site tree, drag and drop the page in the left column to the new location you'd like the page to appear in. Navigation items will adjust automatically to reflect your changes.