

LOG INTO THE CMS

Using Firefox (free): <https://cascade02.tarleton.edu:8443>

Log in with: NTNET Username and Password
(same as logging onto your computer)

HELP / TUTORIALS / SAMPLES

Website: <http://www.tarleton.edu/cmstutorial/>

What you'll find:

Video Tutorials, FAQs, [Troubleshooting](#), Accessibility, Tips and Tricks.

ADD/USE LINKS

(Modules: [Internal Links](#), [External Links](#))

Two Kinds:

- **Internal Links** (documents, images)
(links that are created WITHIN the CMS)
 - Pages and Files
 - "External Links"
 - "global" folder (contains "External Links" to common pages in and out of Tarleton website)
- **External Links** (websites, external documents)
(links you have to type out or copy & paste)
 - Whole Web addresses (i.e., <http://www.google.com>)
 - Email addresses (i.e., <mailto:jtarleton@tarleton.edu>)

ADD (UPLOAD) FILES

(Modules: [Managing Files](#), [Linking to Documents](#))

Two Options (max file size = 10 MB or 10,000 KB):

1. **One File** – Go to New → Default → File → Browse → Submit
2. **Multiple Files – Select multiple files**
 - a. Send to → Compressed (Zipped) Folder
 - b. Go to Tools → Import → Zip Archive

UPDATE/REPLACE FILES

(Modules: [Managing Files](#), [Linking to Documents](#))

Just Replace the File (max file size = 10 MB or 10,000 KB):

Select the file → Edit → Browse → Submit

ADD PAGES TO LEFT NAVIGATION

(Module: [Pages](#))
















1. **ADD the Page to be in Left Navigation:**
New → "Category" → "Department" → "Page" → Change "Display Name" → Check Yes for "Include in Left Navigation" → Submit
2. **SELECT a CURRENT Page to be in Left Navigation:**
Edit → Change "Display Name" → Check Yes for "Include in Left Navigation" → Submit

EDIT CONTENT THROUGH WYSIWYG(A) – What You See Is What You Get (Almost)

(Module: [WYSIWYG User Interface](#))

Edit a Page: Select a Page → Edit

Atypical Icons on WYSIWYG (from normal Word processors):

	Insert Symbol or Custom Character New Symbol: <i>click before the text where the symbol should be</i>
	Paste as Plain Text <i>Use when copying from emails and documents.</i>
	Find / Replace
	Insert / Edit Link New Link: <i>highlight text or select image</i> Current Link: <i>select current link just by clicking inside it – <u>DO NOT HIGHLIGHT</u></i>
	Remove Link Current Link: <i>select current link just by clicking inside it – <u>DO NOT HIGHLIGHT</u></i>
	Insert / Edit Anchor <i>placeholder within a page to link to</i> New Anchor: <i>click before the text where the anchor should be</i> Current Anchor: <i>select the  just by clicking on it</i>
	Insert / Edit Image New Image: <i>click before the text where the image should be</i> Current Image: <i>select the image just by clicking on it</i>
	Insert / Edit Table New Table: <i>click before the text where the table should be</i> Current Table: <i>select current table just by clicking inside it</i>
	Insert Horizontal Rule <i>line stretching across a column in the page layout</i>
	Cleans up Messy Code <i>works only partially, so it is best to copy & paste using Notepad</i>
	Remove Formatting
	Toggle On/Off for lines <i>for tables and invisible objects</i>
	Toggle On/Off for Full Screen Mode
	Toggle Spell Checker / Select Language

ADD "EXTERNAL LINKS" TO LEFT NAVIGATION

(Modules: [Managing Folders](#), [External Links](#))

Select the Folder for the NEW Link (hierarchy same as Pages):

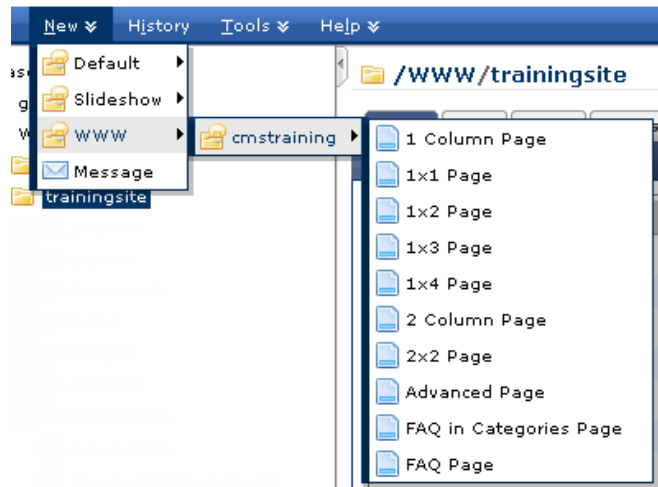
1. New → Default → External Link
2. In **Content**, type or paste the **Link** (web address)
3. In **Content**, type the **System Name**
(i.e., College for all Texans)

ADD PAGES

(Module: [Pages](#))

Select the folder the Page will be in:

New → “Category” → “Department” → “Page”



RE-ORDER LEFT NAVIGATION

(Module: [Managing Folders](#))

Select the Folder with the Pages/Links:

- | | Order |
|--|-------|
| 1. Click the Order table heading (note the list of numbers is now in order) | 6 |
| 2. Move the mouse cursor over any part of the row of the file/page except the name to see an up-and-down arrow cursor. | 1 |
| 3. Drag the file/page up or down the list, then let go. | |

PUBLISH FILES (SEE ON LIVE WEB SITE)

(Module: [Publishing Your Site](#))

Select File or Folder to Publish (preferable & faster = a folder):

Publish → Submit

VIEW PUBLISHING QUEUE

If you don't see your changes on the live website:

Troubleshooting #1: Tools → Publisher → Active Jobs

Troubleshooting #2: Refresh the page on your browser

UN-PUBLISH FILES

Select File or Folder to UN-Publish:

Publish → Check “Un-publish” → Submit

RENAME FILES (“SYSTEM NAME”)

(Review: [Display Name vs. System Name vs. Title](#))

(See: [“System Name” Naming Conventions](#))

Select File to change System Name:

Move/Rename → Change System Name → Submit

“SYSTEM NAME” NAMING CONVENTIONS

Pages, DO NOT include spaces or special characters
Folders, (i.e., !@#%&*()[+=,<>?/\|~{}
& Files

Files MUST include file extension (i.e., doc, pdf)

Pages DO NOT include file extension (this is done for you)

External Links Can use spaces, but keep “phrases” short

Select File to change System Name:

Move/Rename → Change System Name → Submit

DISPLAY NAME VS. SYSTEM NAME VS. TITLE

Display Name Name seen on the Left Navigation of a web page
Registrar Home

System Name Name seen in the web address
 http://www.tarleton.edu/registrar/index.html

Title Name seen in the Title Bar of the Internet Browser
Registrar – Tarleton State University

MOVE FILES AND/OR FOLDERS

Move a **SINGLE** file or folder:

1. Select the file or folder to be moved.
2. Click on **Move/Rename**.
3. Click on the current *Parent Folder* to bring up a browse dialog window.
4. Find the folder.
5. **Confirm** the selection.
6. Click **Submit**.

Move **MULTIPLE** files and/or folders:

1. Select the folder that contains all these files and/or folders you want to move.
2. Select the checkbox for each file and/or folder down the list.
3. Find the *Select One* dropdown menu at the bottom of the page and choose **Move**.
4. Click on the current *Parent Folder* to bring up a browse dialog window.
5. Find the folder.
6. **Confirm** the selection.
7. Click **Submit**.

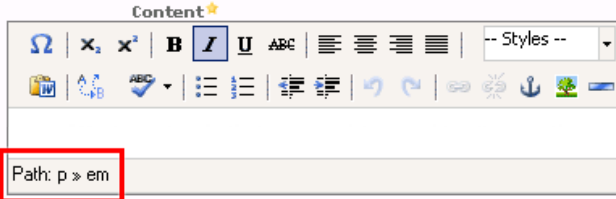
Troubleshooting: If you do not see the browse dialog window pop up, it could be that you've already opened one. Check your task bar (applications you have open on the bottom of your screen) to see if one of them is the dialog window.

CHANGING / REMOVING STYLES

(Module: [WYSIWYG User Interface](#))

ADD a style to entire section/paragraph:

1. Click inside the area where you want to add the style:



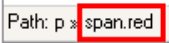
2. Note the HTML tags in the **Path** (bottom of WYSIWYG) and select the tag whose style you want to change.
3. Select a style from the **Styles** dropdown menu.

ADD a style to section of a paragraph/etc:

1. Highlight the area where you want to add the style:
2. Select a style from the **Styles** dropdown menu.

REMOVE a style from an area:

1. Click inside the area where you want to remove the style.
2. Typically, you should see the style attached to the HTML tag:



3. Go to the **Styles** dropdown menu and select "--Styles--" which should deselect the current style.

Troubleshooting #1: Use the following icon:



Troubleshooting #2: Contact Web Services: this may be an area you cannot change without higher access.

Format	Description
Paragraph	Normal block of text
Address	Currently has no style DO NOT USE
Preformatted	Currently has no style DO NOT USE
Heading 1	DO NOT USE (for layout only)
Heading 2	DO NOT USE
Heading 3	DO NOT USE
Heading 4	First heading you can use
Heading 5	Second heading you can use
Heading 6	Third heading you can use

COPY FILES AND / OR FOLDERS

Copy SINGLE file or folder:

1. Select file or folder, and click on **Copy**.
2. Select new *Parent Folder* → Confirm → Submit

Copy MULTIPLE files and/or folders:

1. Use same instructions as Move MULTIPLE files (seen on previous page), but select **Copy** instead of Move.

DON'T PUBLISH A FOLDER - EVER

Select the Folder that you don't want to ever publish (for internal use, perhaps):

1. Click on **Edit**.
2. Un-check the box called "Include when publishing"

STYLES

-- Styles --

COLORS AND PARAGRAPHS LIST

(See: [Using the WYSIWYG](#))

red	Tarleton State University
positive	Tarleton State University
cranberry	Tarleton State University
apricot	Tarleton State University
melon	Tarleton State University
bluebonnet	Tarleton State University
required	TARLETON STATE UNIVERSITY
warning	Tarleton State University
caution	Tarleton State University
quote	Tarleton State University
instructions	Tarleton State University
information	Tarleton State University

OTHER STYLES AND STYLED BULLETED LISTS

htmldoc - Webpage
pdfdoc - Adobe Acrobat PDF file
exceldoc - Microsoft Excel file
worddoc - Microsoft Word file
tamuspage - Texas A&M University System page
swfdoc - Adobe Flash document (page that is strictly a slideshow or video)
pptdoc - Microsoft PowerPoint Presentation file

noborder	Takes the grey border off the table.
alluppercase	Takes normal text and UPPERCASES it.
lower	Takes normal text and lower cases it.
list2column	Makes a list appear across two columns.
list3column	Makes a list appear across three columns.
list2column-no-bullets	Makes a list appear across two columns without the bullets showing.
list3column-no-bullets	Makes a list appear across three columns without the bullets showing.

DON'T INCLUDE A FOLDER IN THE LEFT NAVIGATION (It's popping up when you don't want it to.)

Select the Folder that you don't want in your Left Navigation:

1. Click on **Edit**.
2. Un-check the box called "Include when indexing"

REVIEW OF HTML TAGS

Not all tags are immediately available for your use in the CMS.

Ask Web Services for assistance with:

- Forms / Form objects / who a form is being submitted to
- Complex lists (bulleted and ordinal)
- Fieldset tag / Legend tag
- DIV tags / DL, DD, DT tags
- Scripts (Javascript insertions)
- Flash objects / Objects / YouTube

HTML Tag (s)	Found on the CMS	What it stands for
LINKS / ANCHORS		
a		Link
a		Anchor (on a page)
OBJECTS		
img		Image
hr		Horizontal Rule
TABLES		
table		Table
tr		Table Row
th		Table Cell Header
td		Table Column (a cell)
caption		Table Caption
FORMATS		
p	-- Format --	Paragraph
h1	-- Format --	Heading 1
h2	-- Format --	Heading 2
h3	-- Format --	Heading 3
h4	-- Format --	Heading 4
h5	-- Format --	Heading 5
h6	-- Format --	Heading 6
LISTS		
ul		Unordered (bullet) List
ol		Ordered (number) List
li		List Item
TEXT TYPES		
b, strong	B	Bold (strong)
i, em	<i>I</i>	Italics (emphasis)
u	<u>U</u>	Underline
strike	ABC	Strikeout
sup	x ²	Superscript
sub	x ₂	Subscript

CHANGE USER PREFERENCES

1. Click on your username (top right-hand corner).
2. You can make these your defaults:

After Publishing Assets: When you want to see the *Publishing queue* after pressing **Submit to Publish**.

LOCK / "CHECK OUT" PAGES

Select the Page you are working on that **no one else needs access to:**

1. Select **Lock**.



2. Click "Check-out this asset"

UNLOCK / COMMIT CHANGES TO PAGES

Use Commit: to accept changes as ready for publishing

Use Break: to cancel everything you did while it was locked

CORRECT "BIG" MISTAKES (A.K.A. USE VERSIONS)

(Module: [Versions](#))

Maximum Versions Saved for each Page: 20

Select the Page to be corrected: Advanced → Versions

View different Versions: 1. Select a Page without
2. View **Newer & Older**

See changes between previous Version and Current: Compare with Current

Use selected Version: Activate