Ingeniux CMS 6.0 Training/User Guide for Seattle University School of Law End Users

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Web Manager: Margot Walker
walkerm4@seattleu.edu | 206.398.4049

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i. Training objectives

In this course you will:

- Access the SU Law Ingeniux CMS and navigate the environment.
- Create and edit Web pages in the CMS.
- Perform basic Web page authoring tasks within workflows and learn how to work with others in workflow.
- Learn Web formatting/style guidelines.

Section 1 – Getting started

1.1 What is a CMS?

CMS stands for *Content Management System* and refers to the software we use to manage, update, and publish our site content. Seattle University School of Law is currently using version 6.0 of the Ingeniux CMS (created and supported by Ingeniux, a Seattle-based company). The Ingeniux CMS is a Web-based system that you can access via an Internet browser (*see browser notes below – sec. 1.2.1*). The editing we do in the CMS is replicated to the live website, but in the CMS you will not be directly editing live content, so the CMS provides a measure of safety for users to perform ongoing Web updates.

All CMS pages are in XML format, which is why all site URLs end in .xml instead of .html. The XML format allows users to edit a page's content without any involvement with display information (i.e., color palette, fonts, header and footer information, how the navigation looks, etc.). Style information is stored separately in stylesheets. Thus, users can use little or no formatting and create pages that have the 'look and feel' created by the site's design team.

1.2 Accessing the CMS

1.2.1 Operating systems and browsers

The CMS interface used by the majority of users is referred to as the **Universal Client**. System administrators use the Universal Client along with a different interface called the Admin Client. Currently, the Universal Client is fully compatible and approved for use with following operating systems and browsers:

Windows XP
Internet Explorer
Firefox

Windows Vista
Internet Explorer
Firefox

Mac OS
Safari
Firefox

Additional browsers will be added to the supported list in future releases of the CMS product.

1.2.2 Opening the CMS

To access the CMS, open one of the supported internet browsers, type **lawcms** into the browser's address bar, and tap Enter. You will then encounter the Ingeniux CMS login screen.

If you have difficulty accessing the CMS login screen with just lawcms, try typing the full URL: **lawcms.seattleu.edu**.

1.2.3 Logging in to the CMS

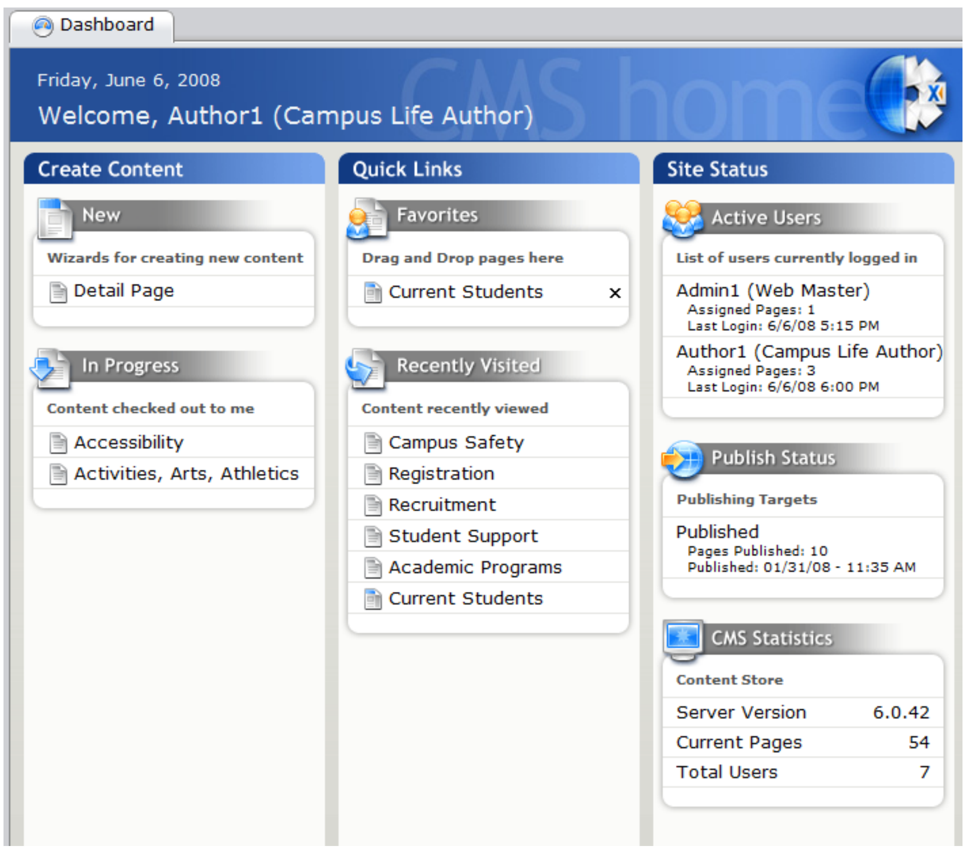
Once you've reached the Ingeniux CMS login screen, enter your username and password (same as your Seattle University network username and password). You should not need to enter the seattleu domain before your username.

If working from a secure, personal computer, you may elect to check the **Remember me next time** checkbox to expedite future logins.

After entering your login information, tap Enter or click the Log In button. The Ingeniux splash screen will appear while the CMS loads into your browser. You will not be prompted to download anything.

1.3 Dashboard tab

When you first access the CMS, the dashboard tab appears in the right-hand pane and provides a brief snapshot of content management and system information. The dashboard has three columns: Create Content, Quick Links, and Site Status.



Note: You may return to the dashboard at any time by clicking on the Dashboard button on the far left side of the CMS toolbar or by clicking on the Content Store at the very top of the site tree (*see sec. 2.1, p. 7*).

The **Create Content column** of the dashboard contains two sections relevant to CMS users: *New* and *In Progress*.

In the **New** section of the dashboard, you will see "Wizards for creating new content" and a list of page creation rules (*see sec. 3.1.5, p. 13*). These rules tell the CMS where in the site to create a new page and which page type to use. Page creation rules are created by the Web manager and correspond to the page type(s) designed for the section of the site you will be managing.

Special note: You may see two extra page creation rules in the new area of the dashboard, both beginning with the word *Xite*. Do not attempt to create content with these rules. Simply ignore them. If you accidentally use one of these rules, contact the Web manager.

The **In Progress** section of the dashboard displays pages currently assigned to the user for active editing.

The **Quick Links column** of the dashboard offers a few conveniences to users by allowing them to add Favorite pages (i.e., frequently edited pages) and to view recently visited pages.

The **Favorites** section lists pages that users would like to be able to access quickly (i.e., pages that are edited often). To add a page to the list, find the page in the site tree (*see sec. 2.1 under 'Site Tree,' p. 7 on locating the site tree*) and then drag it into the favorites area of the dashboard. To remove a page from the list, click the X beside its listing.

The **Recently Visited** section lists pages that the user has recently viewed.

The **Site Status column** of the dashboard contains information that may be interesting to CMS users but is really only important for Web managers. It lists users currently in the system in the Active Users section, the details of the last completed publish in the Publish Status section, and basic CMS stats (not important info for typical users).

The **Active Users** section lists anyone currently logged into the CMS. This can be helpful if you share a workflow with other persons and would like to know if they are currently logged into the system.

The **Publish Status** section displays the date and time the last publish completed (the last publish of any kind, not necessarily full publishes) and the number of pages published.

The **CMS Statistics** section displays the version of CMS software the site is using, the total number of pages in the site, and the number of users with access to the site. Note: In the case of the Seattle University School of Law CMS, the list of users includes persons in the group who have anytime accessed the LawXite to submit event and announcement requests for the calendar and docket (*see sec. 6 – FAQ – 'How do I add my event to the calendar and/or Sullivan Docket?' p. 40*). Thus, the Active Users and CMS Statistics sections list more total "users" than those who are trained CMS authors and editors responsible for managing an actual section of the website.

Section 2 - Getting acquainted with the user interface

2.1 Site tree (Site tab) – left column of the CMS

The site tree is located in the left column view of the CMS and can be found by clicking on the **Site tab**.

The entire website is set up in a hierarchical structure in the site tree and CMS users will find that they have access to one or more specific sections of the website within this structure (most sections will look *grayed out*, indicating read-only access, but your given section will be bold in the site tree).

Expand **Content Store** and **Site Folder** in the Site tab by clicking the plus (+) expand button to the left of each and the contents of the site tree will expand into view. If you further expand the **Home** page hierarchy by clicking on the + button, you'll see the major sub-content of the site – all sections that are linked to directly from the home page. This reinforces the idea that what you see in the site tab is the navigational structure of the university website, especially the deeper you go in the site tree. This structure also affects pages' URLs (*see sec. 3.7 under 'How our URLs work,' p. 31*).

When you click on a page in the site tree, it will display in the right-hand Edit pane (*see sec. 2.4, p. 8*).

2.2 Assignments tab – left column of the CMS

The **Assignments** tab lists all pages and components currently assigned to the user. This means only items that are currently checked out to the user (i.e., in the Editing workstate, *see sec. 3.1, p. 11 on workflow*) will be displayed, not all of the items that the user is responsible for maintaining. Clicking on an item in the Assignments list will display the selected item in the Edit Pane on the right. Note that this functionality is the same as the In Progress section on the Dashboard tab (*see sec. 1.3, p. 6*).

2.3 Search tab – left column of the CMS

The **Search** tab functionality is not configured for the law school site. Users can instead use the search function on the live website (www.law.seattleu.edu) to find content by search term.

The **Go to** field in the CMS toolbar also provides functionality similar to a page search by xID (*see sec. 2.8, p. 10 for definition*) or page name (*see sec. 2.7, p. 9 for more about the Go to field*).

2.4 Edit tab

The majority of the CMS is taken up with the edit pane—the right-hand portion of the CMS—which has three tabs: Edit, Preview, and History. All editing work will be done in the **Edit** tab, as one might expect. However, even if you're viewing the Edit tab, you must **advance the page to the Editing workstate** before you can make edits (*see sec. 3.1, p. 11 on workflow*).

Note that what you see in the Edit tab looks very little like what you see on the live website. The information is the same, but the look is different. What you see in the Edit tab is XML fields with text content without the display information, or template, applied. This is what you'll be responsible for editing. The preview tab (*see next section*) will display your data as it will appear on the live website.

2.5 Preview tab

The **Preview** tab in the edit pane displays the selected page with the stylesheet or template applied—as it would be on the live website. The nice thing about the preview tab is that you can test your new content or edited content before you submit the page for publish to the live website—where everyone could see if you have layout problems or broken links on your page. Thus, it gives you a great opportunity to correct mistakes or change your mind about formatting that isn't quite right. You can swap back and forth between the Edit and Preview tabs, making changes and then checking to see the results. Since we're working in a Web browser, what you see in the Preview tab really looks and works the same way the page would look and operate on the live website in almost all cases.

The only limitation to the edit-preview relationship is on password protected pages and components. The preview is disabled when pages are password protected. (*For more information about password protection, see sec. 6, p. 42 'FAQ – I have a page that needs password protection…'.*)

You may also preview your page in another window by clicking the Preview button in the toolbar (*see sec. 2.7, p. 9*).

2.6 History tab

The **History** tab is only intended for use in special cases, but can be very useful when needed. Every time someone edits a page and then advances it to publish, the CMS saves a historical version of that page. We currently save the 7 latest versions of the page.

When might this be helpful? What if you've made changes to a page, then realize that none of those changes can go live until the next month, or that you're simply not happy with your changes and need to start over? Instead of manually going through and trying to find every change you made to the page, you can click the History tab, select the past version prior to your changes, revert to that saved version, and resubmit it. It can serve as a large-scale undo button.

Always plan carefully for major edits before implementing them. If you absolutely must revert to a previous version of a page, make sure the page is in the editing workstate, locate that version on the History tab, and revert to the selected version. This action cannot be undone.

2.7 CMS Toolbar

Dashboard	Loads the Dashboard Tab (*see sec. 1.3, p. 5*).
New	Allows the user to create a new page or component, depending on the user's permissions and access to the selected location in the site tree.
Save	Commits changes to the current page made in the Edit Pane without checking the page in.
Check Out	Checks the selected page or component out of the system so it can be edited. *Users operating in workflows do not have access to this button.*
Check In	Checks the page or component into the system and saves the changes made. *Users operating in workflows do not have access to this button.*
Rename	Launches the Rename dialog to rename the selected item in the left navigation listing. Does not impact the Title field in page content. Renaming directly affects the page URL – Renaming new pages prior to publish is fine, but the Web manager should be contacted about any renaming of existing pages that have been published.
Assets	Launches the Manages Assets dialog for uploading, managing, and referencing documents and other static files.
Assign To	Launches the Page Assignment dialog providing the option to change the selected item's user assignment, provided the user has sufficient permissions. This is intended for handing a page to another user while keeping it in the same workflow workstate (*see sec. 3.1.3, p. 11*).
Advance	Launches the Workflow Advance dialog for moving a page or component to the next step of a workflow. This is the primary button for interacting with pages for all users operating in workflows.
Refresh	Reloads the information in the CMS—remember, you are working in a browser and data may have been updated by someone else while you were viewing the current page. It is good practice to refresh and save often, especially if you are working in a section with other users.
Help	Launches the client Help window. **Note:** Ingeniux has included documentation on how to use the Universal Client in this Help application. For specific SU Law implementation questions, however, please contact the Web manager.
Go to Page	Provides an input field for locating pages or components in the site by entering a page xID, a page name, or using the dropdown to select from a list of prior entered pages. Type x and the ID number for the page (*see sec. 2.8*), or the first few letters of the page name and a drop-down will appear from which you may select your page. The CMS will then direct you to the page in the site tree.
Go To	Loads the information for the page entered in the Go to Page drop down (if not already loaded).
Back	Provides the option to load a prior page based on past selected pages.
Forward	Provides the option to load a page loaded after the current page based on past selected pages.

2.8 Page properties

At the top of each page on the edit tab you can find the page properties bar. It displays a collection of information about a page. These properties include the person to whom the page is assigned, as well as the workstate and group that currently “owns” the page. The last workflow comment also appears, giving context around what the current assignee may be doing with the page.

To view page properties:

1. Access the desired page in the site tree and view the Edit tab on the right side of the CMS window.

2. Expand the Page Properties section at the top of the page.

Property	Description
Page Name	Displays the name of the page given in the site tree. This name is related to both site navigation and page URLs (*see sec. 3.7, p. 31 for important cautions*).
Schema	Indicates page type (template) used to create the page.
ID	(aka: xID) Distinguishes page from all others in site. This unique number is assigned sequentially upon page creation.
Assigned To	Identifies user to whom page is currently assigned.
Created	Displays date and time when page was created.
Created By	Indicates which user created the page.
Last Modified	Displays date and time when page was last checked in (i.e., advanced to the publish workstate, *see sec. 3.1, p. 11 on workflow*).
Last Modified By	Indicates which user last checked in the page (i.e., advanced to publish workstate, *see sec. 3.1, p. 11 on workflow*).
In Workflow	Indicates which workflow the page/component is in.
Current Workstate	Indicates the current workstate in the workflow (i.e., Editing, Publish, etc.)
Current Work Group	Indicates the user group involved in the workflow in its current workstate.
Last Transition Comment	When a page is advanced in the workflow, the user advancing it has the option of leaving a comment for the next person the page is assigned to (can be extremely helpful when multiple people are working in the same section).
Start Date	Specifies when the page will be available on the live site. *SU Law is not currently using this option.*
End Date	Specifies when the page will no longer display in the live site. *SU Law is not currently using this option.*
Publish As	Displays a friendlier name for the page URL. ***SU Law will not be using this option.***

Section 3 – Working with your content in the CMS

3.1 Introduction to workflow

Workflow—the programmed process of moving a page from creation to publication in the CMS—is created as a set of workstates, connected by bundled authoring actions called transitions.

3.1.1 Transitions and workstates

A **workstate** is the name given to describe a condition a page may be in or the type of work to be done on a page (for example, typical workflows have ‘Editing’ and ‘Publish’ workstates).

How to find out which workstate a page in your section is in:

1. Click on the page in the site tree and view it in the Edit pane.

2. Expand Page Properties at the top of the Edit pane view.

   One of the properties listed is “Workstate” and you’ll see the page’s current workstate listed. You can also see who the page is assigned to and other details (*see sec. 3.1.4, p. 12*).

Transitions are the bundles of actions involved in the movement of a page from one workstate to another and often describe in action verbiage the next workstate the page will enter if you execute the transition. For example, the transition between Editing and Publish is usually “Submit for Publish” and the transition from Publish to Editing is often called “Revise” or “Re-Edit.”

3.1.2 Advance button

The Advance button in the toolbar is the central tool for moving pages from one workstate to another. The button launches the Workflow Advance dialog, which lists next steps for a page based on its current workstate and next users who the page can be assigned to when advanced to the next workstate.

3.1.3 Working with others in a one-step workflow: using the Assign to button

If you are working in the one-step workflow with other users in your section, you must regularly check page properties (*see sec. 3.1.4, pg 12*) before interacting with pages in your section. Check the *Assigned to* portion of page properties to find out who the page is assigned to and then check the *Workstate* portion to find out which workstate the page is in. If the page is in the Editing workstate, do not proceed with any action on the page. The person the page is assigned to has likely made changes to the page, which are saved locally until that person advances the page, and their work can be lost by another user taking control of the page via the Assign to button.

You are only safe to interact with a page assigned to another user if that page is in the Publish workstate (meaning changes to the page have been checked in) or if the assigned user saves their work and assigns the page to you. When in doubt, contact the person the page is assigned to and ask them to assign it to you when they've completed their work.

If a page is in the publish workstate assigned to another user, you must first **assign the page to yourself** before you can execute workflow transitions on the page:

1. Click the Refresh button in the CMS toolbar, then check page properties again to make sure the page is in the publish workstate.

2. Click the Assign to button in the CMS toolbar and choose yourself from the list of users.

With the page now assigned to you, you may click the Advance button in the CMS toolbar to execute the workflow transition that will move the page to the Editing workstate (usually “revise” or “re-edit”).

Remember to advance the page to the publish workstate when you've completed your work and assign the page to its likely next editor.

3.1.4 Page properties and workflow

Page properties play a central role in providing workflow information.

Recall from section 2.8 – *Page Properties* – the following details available in each page's Page Properties bar (top of page when viewing page in edit tab):

Property	Description
Assigned To	Identifies user to whom page is currently assigned.
In Workflow	Indicates which workflow the page is in.
Current Workstate	Indicates the current workstate within the page's current workflow (e.g., Editing, Publish, etc.).
Current Work Group	Indicates the user group involved in the workflow in the page's current workstate.
Last Transition Comment	When a page is advanced in the workflow, the user advancing it has the option of leaving a comment for the next person the page is assigned to (can be helpful when multiple people are working in the same section).

If a user ever wonders where a page may be in a workflow, who it is assigned to, or whether the last user to advance the page might have left an important comment, the page properties bar at the top of each page is the place to look for this information.

It is important to frequently use the orange **Refresh** button in the toolbar (*see sec. 2.7, p. 9*) to make sure you are viewing the latest version of the page in question, and, thus, viewing its most current page properties.

3.1.5 Page creation rules (PCRs)

By default, new Web pages can be created anywhere in the site tree. However, pages should be created within the context of the predefined site information architecture. This helps ensure site visitors can locate pages where they expect to find them.

To help preserve the integrity of the site, administrators define *page creation rules*, or PCRs, that restrict where users can create new pages. Page creation rules for use by the person logged in are listed on the dashboard's *new* section. Because these rules are group membership based, different groups of users will see different lists of rules.

3.2 Edit existing pages

The majority of users will spend most of their time in the CMS editing *existing*, published pages in order to update the content and keep it fresh. Accessing an existing page to make edits requires interaction with your workflow.

How to access an existing page for editing:

1. Click on the page in the site tree. Expand Page Properties in the Edit pane and check to see which workstate the page is in and to whom it is assigned.

   Important: If the page is assigned to someone else, proceed to step 2 only if the page is in the Publish workstate. Do not proceed if the page is in the Editing workstate. If the page is assigned to you, you may skip step 2.

2. If the page is assigned to someone other than you, you must first assign the page to yourself to be able to advance it to the Editing workstate in the workflow. Click the Assign To button in the CMS toolbar and choose yourself.

3. Click the Advance button in the CMS toolbar.

4. Select the workflow transition that will move the page to the Editing workstate (in most cases this transition is called "Re-Edit" or "Revise). In the dialog box that appears, select the workflow transition again and then choose your own name from the Assign to list. Click Advance.

   The page should then appear assigned and checked out to you and ready for editing. When you have completed your work on the page, save you work, then click the Advance button to initiate the next workflow transition (in most cases "Submit for Publish"). Assign the page to its next likely editor.

3.3 Create a new page using your page creation rule(s)

There are three ways to create new pages in the CMS: (1) using the *New* section of the Dashboard tab; (2) using the New button in the toolbar; and (3) right clicking in the site tree to access the context menu.

In some cases, you may also want to create a copy of a previously created page (i.e., if your new page's content needs to be formatted in the same way as another page and you'd like to work with a copy rather than duplicating the formatting from scratch).

3.3.1 Create pages from the dashboard tab

The dashboard displays wizards, which are page creation rules (*see sec. 3.1.5, p. 13*). Each wizard provides a field to enter the name of the new page. Two buttons provide the ability to move forward in creating the page or to abort the page creation process.

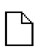
How to create pages via the dashboard:

1. Select the Dashboard button in the toolbar to navigate to the dashboard, if not already there.

2. Select the desired wizard (page creation rule) from the *New* section of the Dashboard.

   A text field appears for entering the name of the new page.

3. Enter the name of the new page.

4. Click  or tap Enter to create the page.

   The new page appears in the site map and its elements display in the edit form on the right.

   Note: If you would like to abort the page creation process, before you get to step 4 click the Cancel New Page button that looks like a wastebasket.

3.3.2 Create a new page using the context menu

Many functions in the CMS can also be accomplished by using the **context menu**. A context menu simply shows the user the available functions for the area where the user right-clicked. The context menu you see in the left side navigation pane may be different from the context menu you see in the right side edit pane.

You can access the context menu by clicking the right mouse button wherever you want to see the context menu.

When a user right clicks in their section of the site tree, the context menu contains a *New* option. Select the new option and then select

Page (a few users may need to select *Component*). The Create New Page dialog box will appear.

Create New Page dialog box
The page creation rules may take a few moments to load in this dialog box. Once the Select Rule information appears, you can simply enter the desired new page name, select the appropriate page creation rule for the section in which you want the new page to be placed, and then click the Create button. Depending on how the Web manager set up the page creation rule, you may be presented with a window asking you to select the location for the new page. Select the page that is the intended "parent" of the page you are creating.

3.3.3 Create a new page using the New button in the toolbar

The new button in the toolbar (at the top of the CMS interface) is also an easy way to create new pages. When you click the **New** button, a dropdown list appears, giving you the option to create a new folder, page, or component. Users will almost always need to select **Page**. Folder creation is not recommended.

Once the user has selected Page, the Create New Page dialog box will appear, and the steps to create are the same as described in the previous section (*3.3.2 – under "Create New Page dialog box"*).

3.3.4 Create a new page using copy

Some users will find they often need to create pages that list similar details in the body copy field. CLE information pages are an excellent example because they usually list time, location, seminar agenda, registration details, travel information, etc. and this information should be consistently formatted across the various events. In this case, it is often easiest to create new pages by copying existing ones (and simply update the new copied page with unique details formatted in the same way as the previous page).

Important: Do not forget to change both the page name and page title on the copied page (*see sec. 3.7 under 'How our URLs work,' p. 31*).

To copy an existing page, first select the item you want to copy so that you can see the data for that item in the right side Edit tab. In the Page Properties section at the top of the Edit tab you should see the page or link component icon. Click on this icon, drag it over to the left navigation pane, and drop it in the location where you want the new copy of the page. Note that when dragging and dropping a page to create a copy, dropping it *between* two items in the list (when you see a black line) will place the page in that position between the two items. When you drop the moved item *on top of* another page, it will become a child, or subpage, of that item. The copied item will be automatically checked out to you and not yet marked for publish.

Although the copy is an exact duplicate of the original page, it has a new, unique xID number separate from the original item.

Important note: When you copy a page that has children (subpages), the children will also be copied, often creating a lot of wasted pages (that you'll have to ask the Web manager to delete). Thus, it is recommended that only single pages without children be copied. If you have a page with children that you would like to copy, ask the Web manager for assistance first.

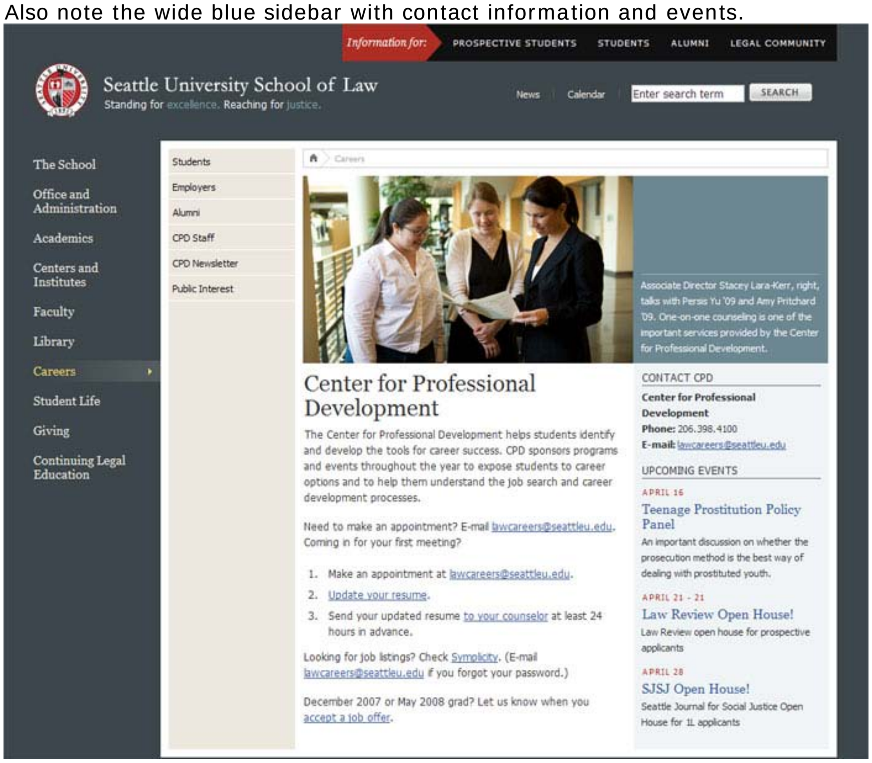
3.4 Page types and their elements/fields

The two most prevalent page types in the Seattle University School of Law website are the **Section Front** and **Detail** page types. These pages have different fields and different layouts that correspond to their designated purposes within the site architecture. Detail pages are the most common pages in the site and almost all users will be able to create detail pages. While users do not have rules for creating section front pages, almost all users will work with at least one existing section front page, and, thus, need to understand the elements in both page types and how to edit both.

3.4.1 Section front page type

Pages that have been created with the Section Front page type are characterized by a large header photo and wide blue sidebar that can list information such as contact information (required to be listed first), news headlines, events, important notes, and other pieces of significant related information.

Section Front page type example: CPD (www.law.seattleu.edu/careers.xml)
Note the large header photo with description beside it.
Also note the wide blue sidebar with contact information and events.

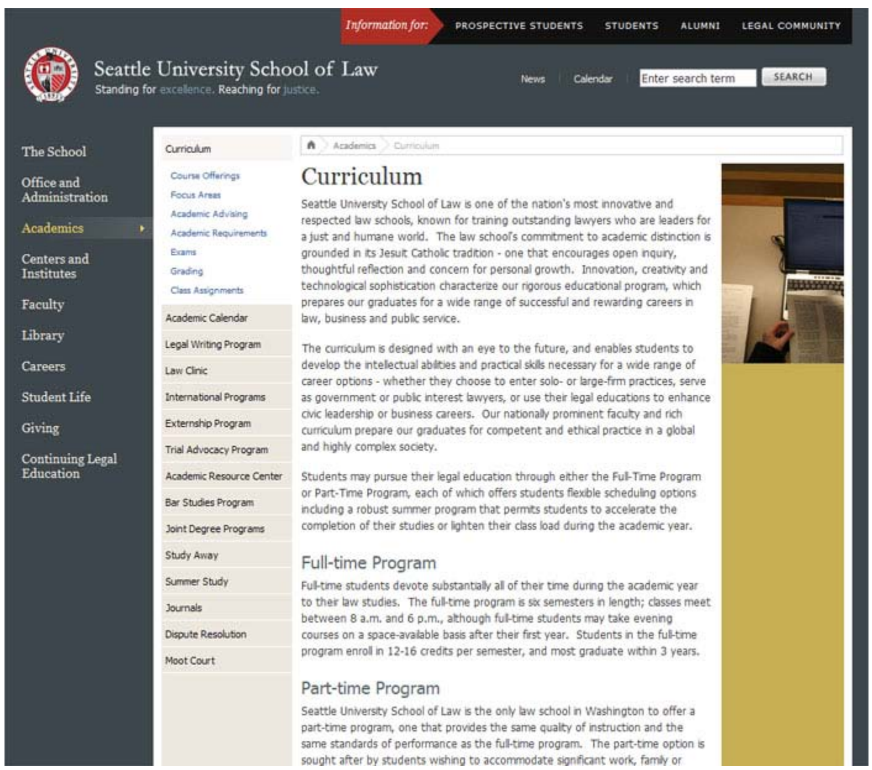


Section front pages introduce large sections of the website (often associated with departments) and highlight/introduce content contained in lower level detail pages.

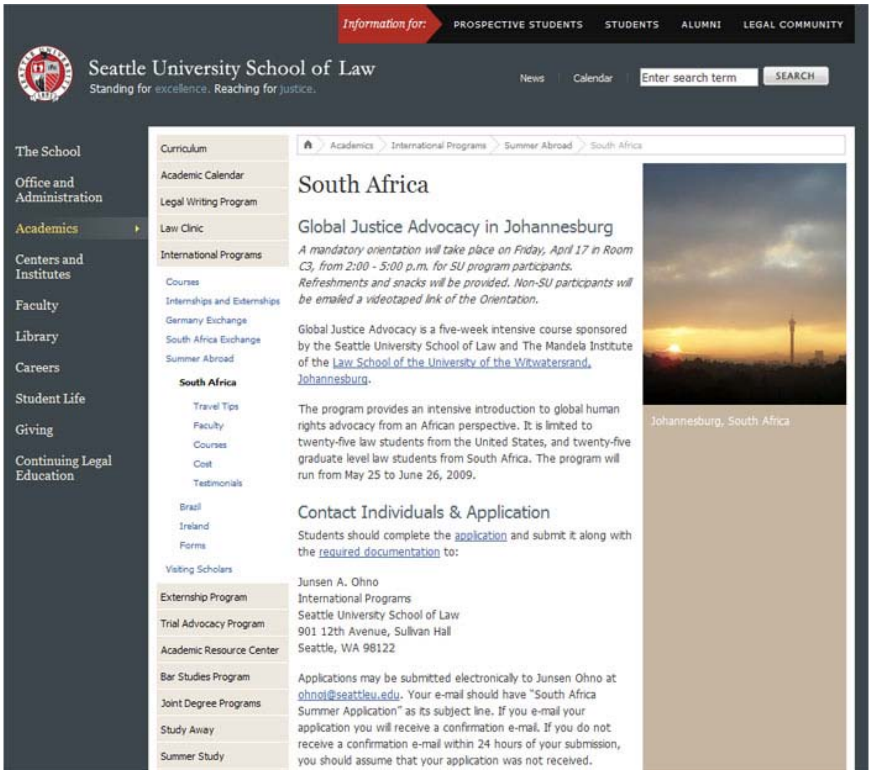
CMS users do not have the ability to create section front pages because most major sections of the site have been established and use of this page type is constrained by site hierarchy. Any creation of new major sections of the site, necessitating creation of a section front page, must be coordinated with the Web manager.

3.4.2 Detail page type

Detail pages are, in almost all cases, the subpages (or “children”) of section front pages. Characterized by smaller sidebar photos instead of header photos (in either a narrow gold or wide tan sidebar), detail pages are used to build out the sub-content of a section of the website. The section front page, which serves as a parent to detail pages, introduces the section and highlights the content contained in lower level detail pages. In rare cases, as needed, some detail pages have no sidebar (i.e., if the page contains a wide table of data). If you have questions about your pages’ sidebars, please contact the Web manager.



Detail page type example no. 1: Curriculum, a subpage of Academics (www.law.seattleu.edu/academics/curriculum.xml)
Note in the navigation that this page is a subpage and also note the page’s narrow sidebar that contains an image.



Detail page type example no. 2: South Africa study abroad page, a subpage of International Programs (www.law.seattleu.edu/x1386.xml)
Note in the navigation that this page is a subpage and also note the page's wide sidebar with wide photo.

3.4.3 Section front page type elements:

Element	Description
Title	All pages in the site have an unformatted text field called Title. The title is the text that appears in large font at the top of the page. On section front pages, page titles are not available to edit. Renaming of section front pages must be authorized by the Web manager.
Abstract	The abstract field is used in some cases as a descriptor of page content. If you enter text into an abstract, anticipate that it could appear somewhere on the site and make sure the text is a clear and concise description of the page's content, written in complete sentences. Do not delete an existing page abstract without contacting the Web manager.
Body Copy	The body copy is the primary location for text that is to appear in the middle portion of the section front page. The body copy is a formatted text field, meaning you have editing tools available to change text formatting (i.e., to add headers or links).
Body Components	Some pages have special components listed in the body components section of the section front page. These components are created as a special request for dynamic or repeated content. Users do not have access to edit the list of body components in their pages (most pages do not have body components). Contact the Web manager with any questions.
Additional Body Copy	The additional body copy field, another formatted text field identical to the body copy, exists so that any pages that have body components can have text both above and below the component. Users are welcome to use the additional body copy if they have a need to, but in most cases the additional body copy section will remain empty.

Sidebar Components

The sidebar components list element controls which components are listed in the blue sidebar on section front pages (e.g., contact information, news, events, etc.). Users must leave the contact component already in place at the top of the list for consistency across the site. If changes need to be made to a section's contact information, contact the Web manager with the updated information. If your section front page's sidebar components list already has news and/or events components, it is recommended that you leave these components in place as they auto-populate your sidebar with links to relevant news and events. (*See sec. 6 – FAQ – p. 38 for more information*.)

Sidebar Copy

The sidebar copy field, a formatted text field, exists so that additional information (e.g., an "Important Notes" section) can be added to your section front page's sidebar. Users are encouraged to add items to their sidebars in moderation and are required to follow **strict formatting guidelines** (listed below) so that sidebar information is formatted consistently across the website.

If your section front does not have an auto-populating event component already in place in the sidebar, you can link to your own events after they've been posted to the master calendar. (*See sec. 6 – FAQ – p. 40, 'How do I add my event to the calendar and/or Sullivan Docket?'*) Make sure to remove event links from your sidebar after the events pass.

Events list formatting:
H3 (header 3) = Header (e.g., "Upcoming Events")
Text will appear upper-case and underlined in the sidebar.

H5 (header 5) = Event date
Text will appear small, uppercase, and red.

H4 = Event title (Link this text to the event page on the master calendar.)

You may also wish to add a brief event abstract (use paragraph formatting).

News formatting (or any other additional sidebar section):
H3 = Header (e.g., "ATJI News" or "Important Notes")
Text will appear upper-case and underlined in the sidebar.

Sub-items should be formatted as a bulleted list and each item individually set to H4 (header 4) text format. Link news items to the story under the News section.

3.4.4 Detail page elements:

Element	Description
Title	All pages in the site have an unformatted text field called Title. The title is the text that appears in large font at the top of the page. ***Title*** should usually match page ***name***, but it is not required to. When you first create a page, you are required to give it a *name* – this name appears in the site tree of the CMS and, on the live site, in the left navigation and bread-crumb navigation of your section. The name also becomes part of the page's URL (*see sec. 3.7 under 'How our URLs work,' p. 31*). Thus, the name should be as short and clear as possible, no more than 2-3 words. However, page *titles*, as entered in the *title field* on the page itself, are not required to be identical and they can be longer so long as they are synonymous.
Abstract	The abstract field is used in some cases as a descriptor of page content. When you enter text into an abstract, anticipate that it could appear somewhere on the site and make sure the text is a clear and concise description of the page's content, written in complete sentences. The abstract is also used as a descriptor of the page when it comes up in search engine results. Do not delete an existing page abstract without contacting the Web manager.
Body Copy	The body copy is the primary location for text that is to appear in the middle portion of detail pages. The body copy is a formatted text field, meaning you have editing tools available to change text formatting (i.e., to add headers or links).
Body Components	Some pages have special components listed in the body components section of the section front page. These components are created as a special request for dynamic or repeated content. Users do not have access to edit the list of body components in their pages (most pages do not have body components). Contact the Web manager with any questions.
Additional Body Copy	The additional body copy field, another formatted text field identical to the body copy, exists so that any pages that have body components can have text both above and below the component's content. Users are welcome to use the additional body copy if they have a need to, but in most cases the additional body copy section will remain empty.

3.4.5 Unformatted v. formatted text fields

When a page is advanced to the Editing workstate (and thus, checked out), you'll notice that there are several types of fields in the Edit tab. The two you will work with most often are basic unformatted text fields, such as the Title and Abstract fields at the top of all pages, and formatted text fields, like the Body Copy and Additional Body Copy, which have editing toolbars.

Note that **unformatted text fields**, like the Title field, have no toolbars or context menu to facilitate editing how the text within them will be displayed. The display information is controlled by the stylesheet or template. All you can do is type text into the field. Note that it is possible to enter certain HTML codes into some unformatted fields if you need to do something like italicize a portion of the title, but this capability is inconsistent across page types. Contact the Web manager to request any addition of HTML to any unformatted text fields.

The Body Copy and Additional Body Copy fields are examples of **formatted text fields**. These copy blocks hold the data that appears in the central content portion of the live Web page. The display of these fields, too, is controlled by our Web stylesheets. However, users do have a limited number of options to affect how the content within the field is displayed, including basic formatting options like bold, italics, and list formatting, as well as functions like adding a link (*see sec. 3.5.1, p. 22*). While the editor accepts most HTML code, only limited formatting via the editor toolbar is appropriate. Extensive HTML formatting will override the stylesheets and create inconsistency on the website.

3.4.5.1 Removing excess formatting

One important responsibility of all CMS users is to know how to avoid adding excess non-compliant formatting and also how to remove it if it is ever accidentally added.

To preserve the integrity of the display of a page across all computer configurations, strict HTML conventions should be observed when formatting a document. When using your formatted text field editor tools (*see sec.3.5.1, p. 22*) to format text typed directly into the editor, these conventions are met and there is no cause for concern.

However, problems can occur with text copied in from other sources.

Avoiding excess formatting:

When copying and pasting from other sources (Outlook e-mail or a Word document, for example), **non-compliant formatting** can slip into the body of a page. Most of the formatting used to change text display in Microsoft Word, for example, is non-compliant on the Web. The CMS paste functionality used in our formatted text areas can weed out most of this excess formatting. However, wise users will always paste text into a plain text editor (i.e., **Notepad**) prior to pasting into the CMS to be sure of removal of non-compliant formatting.

> Remember:
>
> ## Don't!
>
> Do not paste text into the CMS directly from e-mail, Word, or any other program. You might paste it in with non-compliant formatting that can cause publishing and display problems for your page or even the entire website.
>
> ## Do!
>
> Paste text into Notepad first, copy the text from there, then paste into the CMS and use the CMS editor tools to add any formatting needed. These plain text processors strip non-compliant formatting.

Usually non-compliant formatting is noticeable and users can identify its appearance as slightly "off," but this is not always the case. A good mode of operation is to never paste anything (including text, tables, links, images and so on) into the CMS that has been directly copied from e-mail, Word or any other word processor. Make a habit of pasting into Notepad first, then copying and pasting into your page in the CMS.

Removing formatting from the body of a page:
If needed, users can remove all formatting from a page using the following steps:

1. In the Edit view, with the page advanced to the Editing workstate, copy all text from the formatted text field in question. Paste this text into Notepad (you may wish to save this document to prevent any accidental loss of copy). You may need to fix line breaks after pasting.

2. Return to the CMS Edit pane and in your formatted field toolbar click the HTML button (*see sec. 3.5.1, p. 22*) to open the HTML editor. This button will allow you to see all the field's text and any formatting applied to it.

3. Select everything in the HTML view by highlighting with your mouse or right clicking and selecting "select all." Then delete everything contained in the HTML editor. Click Update.

4. Return to Notepad and copy the text that you pasted into it in step 1. (The act of pasting the text into Notepad removed formatting so now you're working with clean plain text.)

5. Return to the CMS Edit pane and paste your Notepad text into the formatted text field using the "Use Destination Formatting" option (aka: Paste from Word) as an additional measure of safety. You can then use the editor's toolbar to add compliant formatting as needed (i.e., headers, links, etc.).

3.5 Editing page content

The CMS has been configured to offer users the editing tools compliant with our website's stylesheets.

3.5.1 Basic editing tools in formatted text fields (e.g., body copy)

	**HTML**	The HTML button in the editor toolbar allows you to see everything entered in that particular field, including any HTML code. If ever deleting the contents of an entire formatted text field, it is wise to do so in the HTML view to be sure that you've deleted all your text and the formatting associated with it.
	**Undo**	The Undo button allows users to reverse the last edit performed in the field. Note: the undo button does not function after clicking the preview tab (as the preview performs a save). To preview without losing undo functionality, use the Preview button in the CMS toolbar instead of the Preview tab (*see sec. 2.5, p. 8*). Keyboard shortcut: **CTRL + Z**
	**Redo**	The Redo button allows users to reinstate an edit that was reversed in an undo action. Keyboard shortcut: **CTRL + Y**
	**Cut**	The Cut button will cut a highlighted piece of text from the field being edited. This text can then be pasted elsewhere if needed. Keyboard shortcut: **CTRL + X**

Copy	The Copy button will copy a highlighted piece of text from the field being edited. This text can then be pasted elsewhere if needed. Keyboard shortcut: **CTRL + C**
Paste	The Paste button launches the Ingeniux Smart Paste dialog (*see sec. 3.5.1.1 on pasting*). Paste your text into the smart paste box and select “Use Destination Formatting.” Keyboard shortcut: **CTRL + V**
Paste from Word	Clicking the Paste from Word button brings up a plain Smart Paste window with no additional options at all (*see sec. 3.5.1.1, p. 24 on pasting*).
Paste Plain Text	Clicking the Paste as Text button also brings up the Smart Paste window, but does not give you the paste options at the bottom of the window (*see sec. 3.5.1.1, p. 24 on pasting*).
Bulleted List	The Bulleted list button allows you to begin building a list in the field, or, if you’ve highlighted text, will convert that text to unordered list format.
Numbered List	The Numbered list button allows you to begin building a numbered list in the field, or, if you’ve highlighted text, will convert that text to ordered list format.
Find	The find button helps you to search the field for a particular word or phrase. This is particularly helpful if you are working with a large page of text and need to find a particular section quickly. Keyboard shortcut: **CTRL + F**
Replace	The replace button allows you to search the field for a particular word or phrase and replace it with another (or nothing, if needed). This is helpful if terminology or capitalization of a particular term has been changed. However, please use with caution and check your page for any errors after using the replace function. Keyboard shortcut: **CTRL + H**
Check Spelling	Click this button to check spelling within your formatted text field. It is recommended that users check spelling prior to submitting any pages for publish.
Bold	The Bold button will apply bold formatting to text highlighted before the button is clicked, or it can be clicked without any text being highlighted and then any text typed afterward will be bold. Keyboard shortcut: **CTRL + B**
Italic	The Italic button will italicize text highlighted before the button is clicked, or it can be clicked without any text being highlighted and then any text typed afterward will be italicized. Keyboard shortcut: **CTRL + I**
-- Format -- **Format**	The format button lists the paragraph and heading formatting permitted on the website. Most text will be in paragraph format. However, paragraphs may have header phrases above them that users may format in H2, H3, or H4, depending on page hierarchy and appearance desired. The H5, a special option, is available for formatting dates and times and it should not be used for other purposes unless authorized by the Web manager.
Link	The link button allows users to hyperlink highlighted text or to edit existing links (click somewhere in the link and then click the Link button to edit link properties).
Unlink	The unlink button is a quick way to remove a hyperlink without losing the link text. If a word or phrase is hyperlinked and the link needs to be removed while preserving the text, simply click somewhere in the hyperlink and click the Unlink button.
Anchor	The anchor button allows users to create a page anchor that can then be linked to from a hyperlink elsewhere on the same page or from a different page. Click (do not highlight) on the left side of the text that should be anchored. Then click the Anchor button and type in the desired link name (no spaces). Note: this link is public so keep the text clear and appropriate. (*See sec. 3.5.1.2, p. 24 for more details on using Anchors and in-page links.*)

3.5.1.1 Pasting into formatted text fields

There are two paste options in formatted text fields: Paste and Paste as Text. Clicking the **Paste** button in your editing toolbar (or using the shortcut CTRL+V) will directly paste your copied content into the field. The **Paste as Text** option can also be useful, as it pastes your copied content as plain text. Note: The paste option will preserve hyperlinks and some limited amount of formatting copied from one area of the CMS to another. The Paste as Text option will strip out hyperlinks and formatting in pasting the content as plain text.

3.5.1.2 Adding a hyperlink

Hyperlinks are an important part of Web authoring. In the CMS there are several different kinds of links that can be created, and there are some key details to know about each.

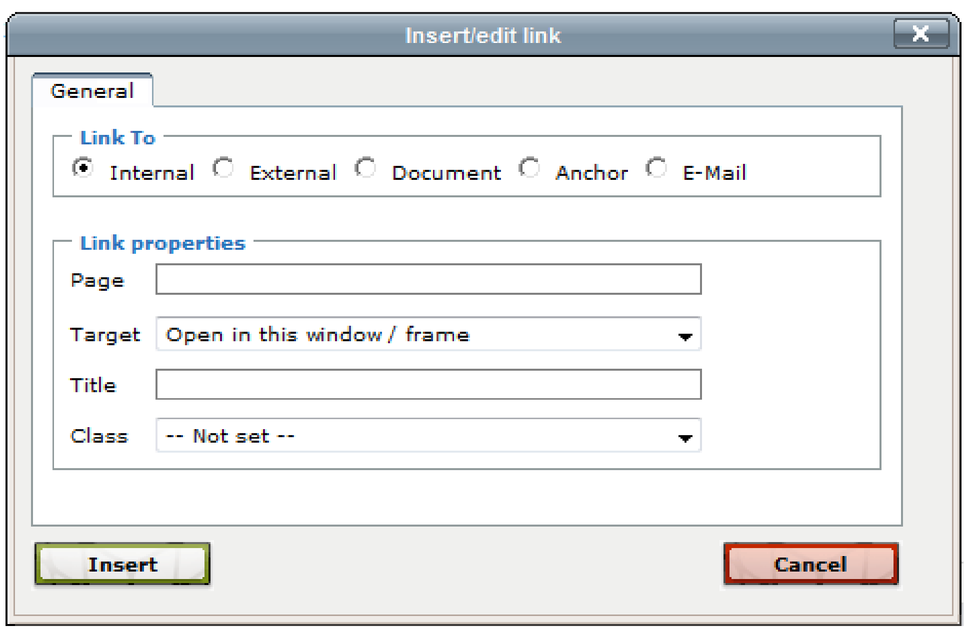
Internal links

Links to other pages in the website (*as seen in the site tree, see sec. 2.1, p. 7*) are considered to be ***internal* links**. Internal links rely on the xID for the page to which the link points. By relying on this unique identifier, the link will retain its integrity even if the page is moved somewhere else in the site later. After creating your internal link, test it to make sure it works and goes where you intended it to go.

To create a link to an internal page:

1. Select the text to be hyperlinked in the formatted text field.
2. Choose the Link button in your editor toolbar: 

   The Insert/Edit Link dialog appears.



3. Type the first few letters of the desired page name in the Page field and select the desired page from the list.

   -or-

   Enter the xID for the page to which the link will point. Be sure to include .xml at the end (i.e., x1234.xml). You may also find the page in the site tree and drag it into the Page field and the xID with .xml extension will be automatically filled in.

4. The target field offers options for where the link will open. For internal links, the page should open in the same window, thus, you won't need to change the default setting in the Target field.

5. Choose insert and your internal link will be created.

External links
Links to pages outside the website (i.e., not in our CMS) are considered to be ***external* links**. After creating an external link, it is important to test the link to ensure accuracy. You will also need to regularly check external links after they are published to make sure they continue to work.

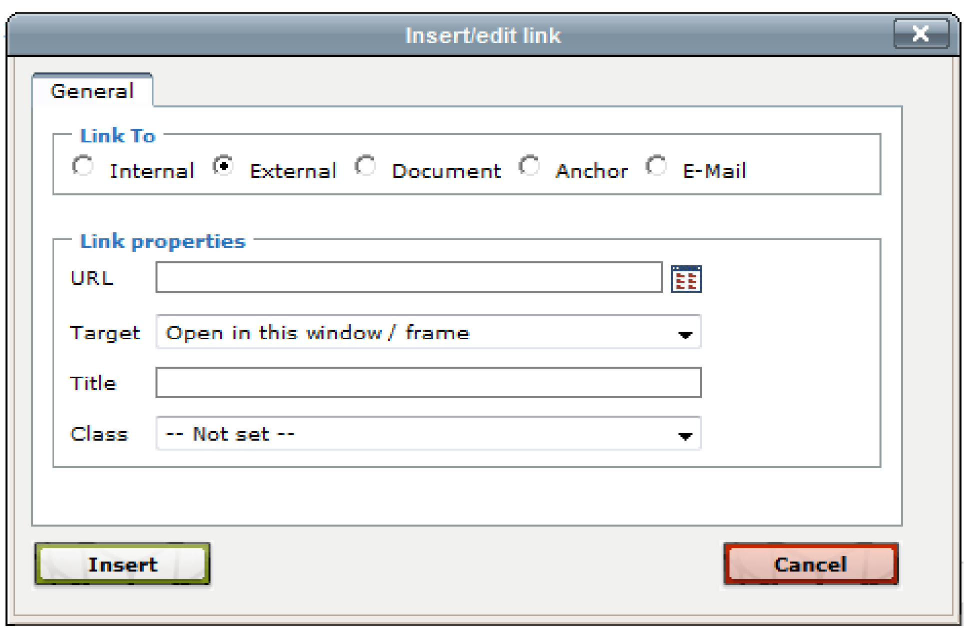
To create a link to an external page:

1. Select the text to be hyperlinked in the formatted text field.

2. Choose the Link button in your editor toolbar: 

   The Insert/Edit Link dialog appears.

3. Choose External.



4. Choose Browse (the button to the right of the URL field).

5. Type the URL for the desired page in the Address line.

   Choose Go (or press Enter) to locate the page.

   Verify that the expected page appears.

   Choose Save Address.

6. The target field offers options for where the link will open. External links must be set to open in a **new window** so you will need to change the default setting in this field.

7. Choose insert and your external link will be created.

Document links
Links to files stored on the Web server are called ***document* links**. Files referenced by document links must be uploaded to the appropriate folder in the documents directory on our server (*see instructions below or sec. 4.2.4, p. 36*). If you do not have access to upload a document to the server, contact the Web manager for assistance in uploading so that you can add your link.

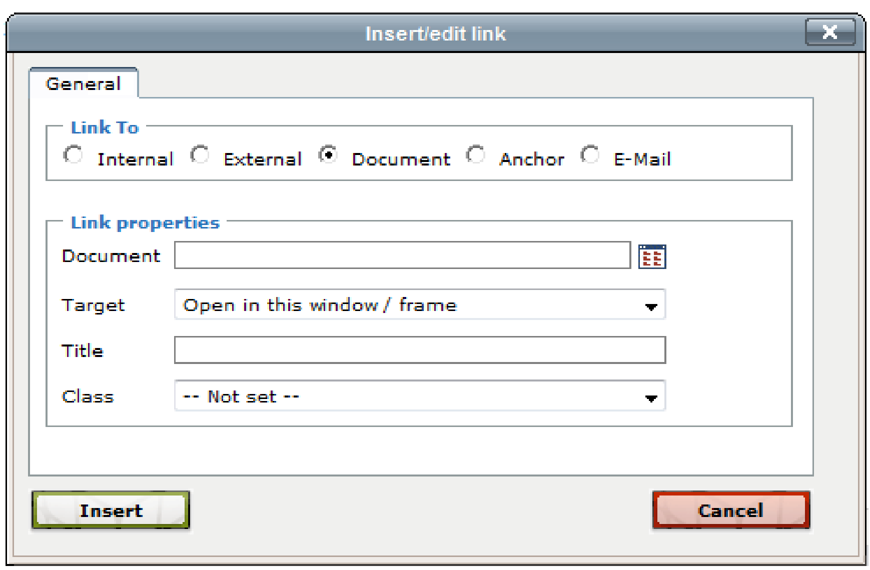
To create a link to a document or file:

1. Select the text to be hyperlinked in the formatted text field.

2. Choose the Link button in your editor toolbar: 

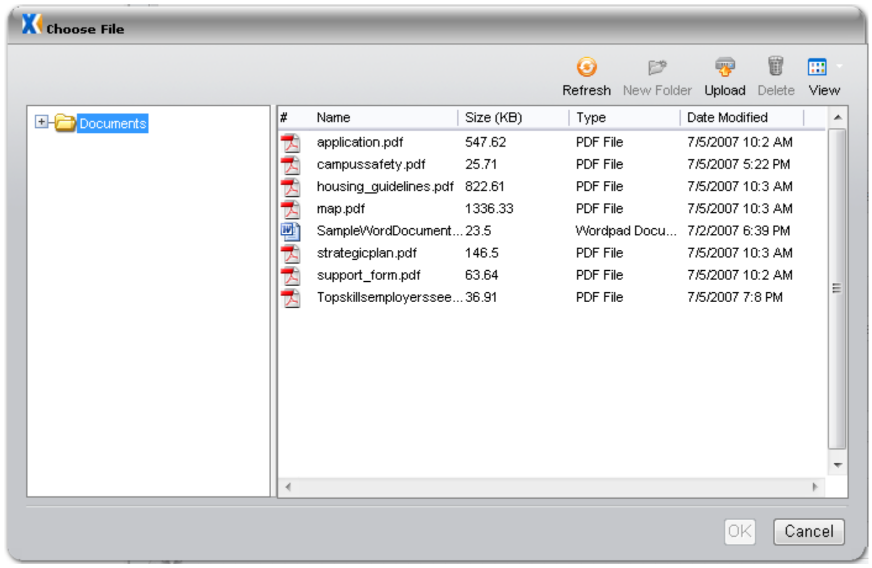
   The Insert/Edit Link dialog appears.

3. Choose Document in the *Link To* section.



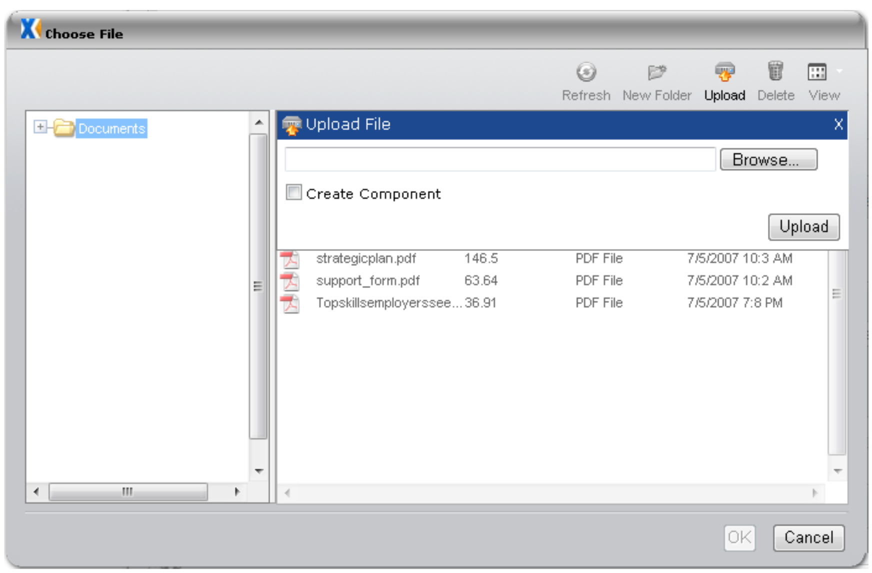
4. Choose Browse (the button to the right of the Document field).

The Asset Manager dialog box appears, pointing to the Documents folder.



5. Use the folder structure on the left to navigate to the desired documents folder.

6. If the desired file has not been uploaded, choose Upload from the tools in the upper right corner of the dialog box.



a. Choose Browse to locate the file to be uploaded.
b. Choose Upload.

7. Select the desired file on the right and choose OK.

8. The target field offers options for where the link will open. External links must be set to open in a **new window** so you will need to change the default setting in this field.

9. Choose Insert and your document link will be created.

E-mail links
Links to e-mail addresses can be created very easily in the CMS. Type the e-mail address into the formatted text field, and tapping the space bar will automatically create the link.

If you want to change the text of the link (i.e., if you would like the link text to be the word “E-mail” instead of the actual e-mail address), simply click somewhere in the middle of the link, type your new link text, then delete the rest of the old link text using backspace and the delete key as needed.

Or you may type in your desired link text, highlight the text, click the Link button in the editor toolbar, click E-mail and then enter the address and click Insert.

Anchor links
Anchor links, also known as in-page links, are used on pages that have a lot of text to aid viewers in jumping down to parts of the text of particular interest without having to manually scroll down. Anchors must first be created in the sections you would like viewers to be able to jump to.

Creating a page anchor that can be linked to in-page or from another page
The Anchor button in the editor toolbar allows users to create a page “anchor” that can then be linked to from a link elsewhere on the same page or from a different page.

1. Click (do not highlight) on the left side of the text that should be anchored.

2. Then click the Anchor button and type in the desired link name (no spaces). Avoid naming two anchors on one page with the same anchor name.

   Note: this link text is visible to site viewers, so keep the text simple, clear and appropriate.

To create an in-page link to an anchor:

1. Highlight the text to be linked and click the link button in the editor toolbar: 

2. Choose anchor and then select your anchor from the Anchors list or type #anchorname (with your anchor's name) in the URL field.

To create a link to an anchor from a different page:

1. Highlight text to be linked and click the link button in the editor toolbar.

Enter the xID of the page to be linked to (don't forget the .xml extension) then add # and the anchor name. *Example: x1234.xml#scholarship*

Removing a hyperlink
Links that are no longer valid can be removed without deleting the underlying text.

1. Click somewhere on the link in the editor.
2. Click the Unlink button: 

   -or-

1. Right-click the hyperlinked text in the editor.
2. Choose Unlink from the context menu that appears.

3.6 Finishing your work in the CMS

3.6.1 Check spelling, save, and preview
When you've completed editing the content of a page, make sure to always use the Check Spelling button in the editor toolbar (*see sec. 3.5.1, p. 22*) to check your text for spelling errors.

After checking spelling, click the Save button in the CMS toolbar (*see sec. 2.7, p. 9*) to save your page. It is also wise to either click over to the preview tab or click the preview button and check your text with the stylesheets applied (*see sec. 2.5, p. 8*). Mistakes are often found in preview.

If you want to wait to submit a page for publish. You can leave the page in the Editing workstate as long as you've saved your work and previewed it. You may close the CMS and return to the page at a later time. Do not advance incomplete pages to the Publish workstate.

3.6.2 Advance in workflow

If all work on a page is complete, the next step after checking spelling, saving, and previewing is to advance the page in workflow to the Publish workstate. This workflow transition is called "Submit for Publish" (*see sec.3.1, p. 11 on workflow*). When you advance the page to the Publish workstate, assign it to the person who is most likely to edit it next time to save that person the step of assigning the page to themself.

Important note:
Never advance any page to the Publish workstate that is not complete and ready to appear on the live site.

3.7 Moving/copying/renaming pages in the site tree

Most users are assigned permissions by the Web Manager that allow them to move or copy pages in the CMS. Moving pages in the site tree will result in a reordering of the corresponding pages on the live website after the next full publish of the website.

Users are given permission to move pages in the site tree primarily for the purpose of placing *newly created* pages in their desired location. Users should contact the Web manager before moving or renaming any *existing, previously published* pages in their sections.

When creating a new page, the CMS prompts the user to select a parent page (or automatically uses your main page as the default parent) and will then create the new page directly under this parent. This location is not always the desired location for a new page. Often, the page needs to be moved somewhere lower in the list of pages at that same level. For instance, if you create a page in your section called 'About the Department,' the CMS will create this page directly below the parent page you select for it. Should you decide that it should instead be located near the bottom of the list of pages at that level, you can simply click and drag it to the desired location.

Moving and copying of *existing, published pages* should be done in *moderation* with an understanding of the consequences of the action. Otherwise, contact the Web manager for assistance.

Important caution about moving, copying, or renaming pages:
It is extremely important for users to be aware of the consequences of moving, copying or renaming existing pages in the site tree. Newly created pages that have not yet been published can be moved and renamed at will because no site visitors have yet had a chance to bookmark the page's URL as it is not yet published. However, existing, previously published pages have established URLs that site visitors *have* potentially bookmarked and users must be careful not to change these URLs.

How our URLs work
Our website has **structured URLs**, meaning that the URLs are controlled by the structure of our site (i.e., the hierarchy in the site tree) and the naming of the pages in the tree. *www.law.seattleu.edu/* is the base of the URL and the URL is controlled by site structure and

page naming from there (e.g., www.law.seattleu.edu/giving.xml). Thus, renaming an existing page, moving an existing page to another level in your section (i.e., moving the page to a different level in the hierarchy), or copying a page without changing the name of the new page (i.e., publishing two pages at the same level with the same name) can cause serious problems for site URLs and navigation. If you have any doubts or questions about these consequences – discuss these issues with the Web manager before copying, moving or renaming pages in your section. Or simply request that the Web manager make these types of changes for you.

To move a page, click on the page in the left navigation pane and drag it to the new location where you want the page to appear. When you release the mouse button to drop the page, the CMS may prompt you to make sure you want to proceed with the move. Note that when dragging and dropping a page to move its location in the left navigation, dropping it between two items in the list (when you see a black line) will place the page in that position between the two items. When you drop the moved item on **top** of another page, it will become a child, or subpage, of that item.

Note that a similar process will allow you to **copy** an existing item in the CMS. This can be helpful when you want to create multiple pages with a similar format—you can create it once and then copy it to create additional items with the same format. (*See sec. 3.3.4, p. 15 on creating pages by copying existing ones*.)

Section 4 - Formatting in the CMS

4.1 Style guidelines

The following style guidelines have been excerpted directly from the Seattle University *Editorial Style Guide* distributed by Marketing and University Communications. Commit these guidelines to memory as you are required to adhere to them.

Ampersand (&)
Avoid using the ampersand (&) in narrative copy. Instead, use and. It is okay to use the ampersand if it is part of an official name.

> SU Law note: The use of ampersand in place of 'and' in page titles is encouraged on the website (to shorten title and give a cleaner appearance).

E-mail
Electronic mail; use hyphen and spell out as e-mail or E-mail (if at the start of a sentence). Do not spell out electronic mail. *Examples: (correct): e-mail; (incorrect): email or electronic mail.*

Internet
When citing websites, it is not necessary to add the http:// to the front of the Web address (www.law.seattleu.edu will suffice). While not incorrect—and some Web pages require http:// or are without the www at the beginning—it can be left off in most cases.

Job titles
Capitalize job titles before a name as a proper title. Do not capitalize if after a name. Typically use full job title on first reference only. *Examples: Chief Executive Officer of Global Markets John Doe is retiring at the end of the year; Jane Doe, marketing manager at USA University, is a new transplant from the East Coast.*

Logo
See the Seattle University Visual Identity and Graphic Standards website: www.seattleu.edu/ucomm/logos/logo_login.asp for the official SU logo, branding information and links.

Numbers
Spell out numbers from zero to nine, and use figures for 10 and above. When a number begins a sentence, spell it out; however, try to avoid starting a sentence with a number. Spell out very large figures, rounding up, such as "a million" and use numerals when specific (i.e., $1 million).

Exceptions: For percentages, use numerals (10 percent, 25 percent, etc., for amounts less than 1 percent, spell out); ages: use figures/numerals.

Do not use unnecessary zeros in money figures and times. *Examples: (correct): The concert begins at 8 p.m. Tickets are $5; (incorrect): The concert begins at 8:00 p.m. Tickets are $5.00.*

Online
Online is one word.

R.S.V.P.
Include periods and write in all caps the abbreviation for "please respond." Do not preface R.S.V.P. with the word please and do not add spaces between periods.

School of Law / law school
Capitalize School of Law in official use and on first reference. Lowercase in general use, as in law school.

Seasons
Lowercase spring, summer, fall and winter. Not necessary to use a comma between the season and year. *Examples: spring 2005; winter quarter 2006.*

Seattle University
Spell out complete name, Seattle University, in formal narrative text. In less formal uses, spell out complete name on first reference and use SU (sans periods) in subsequent references. Do not use Seattle U, do not put periods between S and U, and do not capitalize University when used alone except in legal documents.

Spaces (after punctuation)
Use one space—not two—following punctuation marks, including sentence-closing punctuation. Be consistent. Do not go from one to two spaces in a document.

> SU Law note: If you select the 'Paste Text Only' option when pasting content into your page, this issue is not relevant. All extra spaces will be automatically removed from your text.

If necessary, it is easy to reduce two spaces to one throughout a document. Paste the text into Notepad, use find/replace, enter two spaces in the find box and one space in the replace box and perform the replace. Then your text is Web-ready.

Technology terminology
Associated Press Stylebook standards apply to uses of technological terms and should be written as follows: cyberspace; database; dot-com; e-mail; home page; hypertext; Internet; intranet; login; logoff; logon; online; website; webmaster; Web; and World Wide Web (www).

Time
Do not include zeros when writing out time. Lowercase a.m. and p.m. *Examples: (correct): The meeting is at 8 a.m. in Jim's office. The conference is from 8 a.m. to noon. (incorrect): Everyone will gather at the conference room at 3:00 p.m. for cake. The meeting was at 4 o'clock.*

United States/U.S.
Spell out United States if used as a noun. Use the abbreviation U.S. as an adjective. Do not use U.S. without the periods.

Web/World Wide Web (www)/website
When referring to the Internet in general, use either Internet or Web. Capitalize Web to avoid confusion with other uses of web. Website is one word; do not capitalize unless at the start of a sentence.

4.2 Best practices in formatting (dos and don'ts)

4.2.1 Bold, italic, capitalization, headers, underlining, alignment
Use header formatting, bold, italics, and any other formatting in moderation.

When using bold and italics, only apply the formatting to the most important words or phrases. Do not bold or italicize entire sentences or paragraphs. Most of the text on your pages should be left unformatted. Header formatting should be used on words or phrases that are descriptive headings for underlying information. Headers should not be applied to whole sentences or paragraphs.

Do not use ALL CAPS (except for acronyms) because they are difficult to read and, thus, inappropriate for use on the website.

Do not underline any text on your pages. Underlining on the Web implies that the text is a link. Our stylesheets underline most links by default. Thus, there is no need for any underlining on the website.

Do not align text (i.e., center or justify). The unformatted default of left alignment is always most appropriate. Discuss any special alignment requests with the Web manager.

4.2.2 Link text
For clarity and usability, link text should be as descriptive as possible of where the link directs and why the linked page is relevant for the user to visit (i.e., how the linked page or document is related to your page).

Examples: (correct): '2009-10 application for financial aid (pdf)' or More information about this event is available on the CLE 'Current Programs' page; (incorrect): 'click here' or 'http://www.ed.gov/finaid/landing.jhtml?src=ln'

In most cases, it is easy to find better link text than the actual URL but, in rare cases, if the URL is short, clear, and meaningful, it is okay to use the URL as the link text.

4.2.3 Photos in the sidebar
Newly created pages receive, by default, the narrow gold sidebar and a default photo. The default photo is changed at least once per week.

Because users do not have access to detail page sidebars, they do not have access to change detail pages' sidebar width and color or photos.

Other sidebar photos, a wider tan sidebar or no sidebar at all are available upon special request. Contact the Web manager if you need any sidebar photos changed or would like to request the wider sidebar or no sidebar on a given page. Any new photos (i.e., photos of a recent event) must be approved by Communications.

If you create several pages at once and all these new pages have the same default photo, it is recommended that you contact the Web manager to have these photos changed so that all your new pages have different photos in their sidebars.

4.2.4 Document uploading and management

Users may upload documents to their section's folder in the CMS documents directory by using the Assets button in the CMS toolbar (*see sec. 2.7, p. 9*).

When you want to create a link to a Word document, PDF, or other type of file from your Web page, you must first upload the files from your local (or network) computer to the CMS.

When you click the Assets button in the CMS toolbar, the Manage Assets window opens. When it finishes loading, move to the folder where you want to upload your files by clicking on the pluses in front of folder names to expand them until you find the correct target folder. Documents, such as PDFs and Word documents, should be uploaded to the appropriate subfolder in the **Documents** directory. It is important that you move to the appropriate folder **before** opening the Upload window.

Click the **Upload** button, then click the **Browse** button to search for the file on your computer. When you click **Upload**, the file will be transferred from your computer to the folder you were in before you opened the Upload window. If you want to back out of the Upload window **without** uploading any files, you have to use the **X** in the upper right corner of the window. There is no Cancel button.

When you're finished uploading files to the CMS, just click the Close button in the Manage Assets window.

For the health of the server, it is best to *avoid uploading excess files* to the documents directory. If the file you are uploading is to replace an existing file, name the file exactly the same as the previous version so that the old file is overwritten when you upload the new. Replacing the previous version with the new version also saves you work- as you will not have to update any of the links to the file. They will automatically point to the new version of the file that has overwritten the old.

It is also good to check periodically for files that you know are no longer in use (i.e., not linked to from anywhere on the site). Contact the Web manager and request that these old files be deleted.

Section 5 – Site Publishing

5.1 Full publish schedule

Workflows do not contain a publish action. The end of the workflow places pages in the correct workstate to be included in the next full site publish.

Full publishes are currently set to begin at the following times (this schedule may change):

7:00 a.m.	**3:30 p.m.**
9:30 a.m.	**6:00 p.m.**
Noon	**11:50 p.m.**

You can expect that a full publish usually takes 30-40 minutes but can take up to an hour in rare cases. If you have advanced pages to the publish workstate prior to a publish, it is important that you remember to visit the changed or new pages on the live site 40 minutes to one hour after the anticipated publish to do a final check of your work. If you have further corrections, you can make them and then put the page in the publish-ready workstate again and wait for the next publish (then check your work again).

Remember:

Don't!

Do not advance pages to the publish workstate without planning to return and check your work after the next publish that will occur. Take note of the next publish time and schedule to check your work about an hour later.

Do!

Check your work regularly on the live site. Fix errors on your pages in the CMS as soon as possible so that your pages are corrected for the next full publish.

Emergency publishing:

You may contact the Web manager if an emergency publish is needed between the full publishes listed above (i.e., if you have a major, unacceptable error on a page and the next publish is 2 or more hours away), but it is expected that all authors will operate within this publishing schedule by default. Do not forget that you, and only you, are responsible for checking your work on the live site after it has published and revising any mistakes or improper formatting. If the above schedule changes, the Web manager will distribute a new list of publish times.

If you ever experience an error when submitting a page for publish, contact the Web manager and provide specific details of the error (e.g., copy the error text and paste it into your e-mail to the web manager, include the page's xID, describe what work you did on the page prior to submitting it for publish, etc.).

Section 6 – Frequently asked questions

How do I find a page in the CMS?
The best way to locate a CMS page is to use the Go to Page field in the CMS toolbar. *See the table in sec. 2.7 – CMS Toolbar – p. 9 for more information*.

You may also wish to add your most frequently visited and/or edited pages to your Favorites section of the Dashboard to create a quick route to these pages (*see sec. 1.3 – Dashboard Tab – paragraph on 'Favorites' section, p. 6*).

How do I find a page's xID?
Each page's xID is listed beside 'ID' in page properties, which can be found by viewing the page in the edit pane of the CMS (*see sec. 2.8 – Page Properties – p. 10*).

Why are my URLs so long?
Site URLs are controlled by the website hierarchy, as seen in the site tree. Lower level pages with longer names will have long URLs. *See sec. 3.7, p. 31 under 'How our URLs work' for more information.*

Can I distribute the xID URL instead of the structured URL?
Yes, you may distribute the xID URL instead of the structured URL. The xID URL will not change based on page renaming or moving, so it is actually a more stable URL for any given page. You can find the xID of a page in the page properties (*see sec. 2.8, p. 10*). Make sure you do not forget the .xml extension – Always check links to make sure they work and go where you expect them to before distributing them.

Can I rename my pages?
It is not recommended that users rename existing, published pages. *See sec. 3.7, p. 31, to read cautions about the consequences of page renaming and contact the Web manager to discuss any desired changes.*

New pages can be renamed as needed until they have been published. It is also okay to change page titles (in the title field within pages), so long as the page *name* and page *title* remain synonymous with one another.

Can I put text in my pages' sidebars?
Users have access to add information to their section front pages' sidebars (*see sec. 3.4.3, 'Section front Page Elements,' p. 19 for more information*). Detail page sidebars only contain text in special cases and/or upon special request (*see sec. 3.4.2, p. 17 and contact the Web manager for help with such pages*).

What are folders and when should I use them?
In general, folders are not used much in our site and their creation by users is discouraged. Discuss any needs or ideas related to folders with the Web manager.

How do I change the header or sidebar images on my pages?
Contact the Web manager to request any changes to section front header photos or sidebar photos (*see sec. 4.2.3, p. 35, for more information*).

Some sections have more than one header photo, how do I get that?
All section front pages can have multiple photos that change upon refresh. If you would like to request the addition of more photos to your section front page, contact the Web manager.

How do I add an event to my section front sidebar?
Before you may advertise an event on your section front sidebar, you must submit it to the master calendar via the LawXite event and announcement submission system and wait for it to appear on the calendar (visit **www.law.seattleu.edu/x4089.xml** for information about how to log in to the LawXite and what to do from there). Submit your event to the calendar as far in advance as possible (expect a minimum of 24-48 hours for it to appear on the calendar).

If you have submitted your event via the LawXite and would like to know its status, you are welcome to ask the Web manager.

Once you see your event on the master calendar, you can link to it from you sidebar so long as you follow the strict sidebar formatting guidelines (*see sec. 3.4.3, p. 19, 'Sidebar Copy,' for these guidelines*).

Which sections of the site have automatic populating events components for their sidebars?
The following section front pages have automatically populating events components:

- Alumni
- CLE
- ATJI
- Careers
- Student Life
- Admission
- Academics

The reason these sections can have auto-events components is that these sections each have a corresponding category with which events can be tagged. It is recommended that all of these sections continue to use their auto-populating components unless removal is approved by the Web manager.

Which sections of the site have automatically populating news components for their sidebars?
The following section front pages have automatically populating news components:

- Academics
- Admission
- Alumni
- Faculty
- Giving

The reason these sections can have auto-news components is that these sections each have a corresponding category with which news stories can be tagged. It is recommended that all of these sections continue to use their auto-populating components unless removal is approved by the Web manager.

How do I add my event to the calendar and/or Sullivan Docket?
Visit **www.law.seattleu.edu/x4089.xml** for instructions for how to log in to the LawXite event and announcement submission system and what to do from there. Submit your event to the calendar as far in advance as possible (expect a minimum of 24-48 hours for it to appear on the calendar).

If you have submitted your event via the LawXite and would like to know its status, you are welcome to ask the Web manager.

Once you see your event on the master calendar, you can link to it from you section front page's sidebar so long as you follow the strict sidebar formatting guidelines (*see sec. 3.4.3 p. 19, 'Sidebar Copy,' for these guidelines*). Sections with auto-populating event components will not need to manually add the event. It will appear in the events list automatically and disappear when the event's date passes.

How do I create a single line break instead of a double line hard return?
In formatted text fields in the CMS, tapping the Enter key is interpreted as a hard return, or the creation of a new paragraph.

When working with a page of typical paragraphs, the default space between each paragraph is not a problem. There are some situations, however, where the space is less desirable. In these situations, create a line break rather than a hard return.

To Create a Line Break: press Shift + Enter.
The cursor moves to the next line without inserting additional spacing. In the HTML, a line break code
 is added.

A line break does not actually create two separate paragraphs. Any paragraph formatting applied in the paragraph before the line break will carry through to subsequent lines. Paragraph formats include heading styles, bulleted lists, etc.

Note: Header formatting (header 2, header 3, etc.) carries across line breaks. So two lines with a break in between will both become headers if header formatting is applied to one or the other.

How do I create a link on my page?
See sec. 3.5.1.2 – 'Adding a hyperlink,' p. 24, for full instructions.

How do I edit the text of a link without breaking the link?
Links must be edited carefully to maintain the HTML tags that make them links. The easiest way to edit link text without causing problems is to click in the middle of the link, type the new link text, then carefully delete the other text from the old link text around it.

How do I delete a page from my section?
Users do not have deleting capability. Contact the Web manager to request any page deletions needed.

How do I remove a page from the live website without deleting it in the CMS (i.e., to save for later use)?
If you would like a page removed from the live website, but you would like that page to be kept in your section for later use, ask the Web manager to take your page down from the live site without deleting it.

How do I add an image to my page?
Users do not have the ability to add images to their pages at this time. Contact the Web manager with any special requests.

How do I add a table to my page?
Users are now able to add tables to their pages and edit them with a variety of tools. See the extra training handout "Using Tables in the CMS" for more information and direct any questions to the Web manager.

Can I remove formatting from the body of a page?
See sec. 3.4.5.1, p. 21 for instructions.

Is it okay to indent the first line of a paragraph?
No, the first lines of paragraphs on the Web are not, and should not be, indented. Contact the Web manager if you have a special request.

What is the sidebar copy (on section front page) and how do I use it?
See sec. 3.4.3, p. 19, 'Sidebar Copy,' for more information.

What are sidebar components (on section front page) and how do I use them?
Sidebar components are reusable, sometimes dynamic pieces of content that may be hooked up to the sidebars of pages across the website. They are primarily intended for section front page use. For example, section front pages have Contact Information components. They may also have auto-populating events or news components. Other components are often created to meet special needs. Discuss any component needs you may have with the Web manager.

What are body components and why are they part of my pages?
See sections 3.4.3 and 3.4.4, p. 19-20 and read the Body Components description for either section front or detail pages.

Why is there an additional body copy field?
The additional body copy field is a duplicate of the body copy field and it exists so that any pages that have body components can have text both above and below the component(s). Most pages do not have body components hooked up, so the additional body copy field is usually empty.

I have a page that needs password protection, what do I do?
The Web manager can apply password protection to pages within your section if warranted. When requesting password protection, provide the xID of your page(s) and a list of who should be able to access the page(s) (e.g., law students, law staff, law faculty, etc.).

I made a big mess of a page and I want to start over, what do I do?
If you have made numerous changes to a page and would prefer to revert to an old version rather than restoring the page yourself change-by-change, contact the Web manager with your page's xID and indicate which version of the page you would like to revert to (you can view the previous versions of pages by clicking over to the History tab in the Edit pane of the CMS).

I have a news item about my department, with whom do I discuss this?
Discuss news requests with Communications Director Katherine Hedland Hansen (hedlandk@seattleu.edu).

Direct any additional questions to the Web manager via e-mail: walkerm4@seattleu.edu.

Quick Reference:

- ✓ CMS login: **lawcms.seattleu.edu**

- ✓ Full site publishes start at the following times each day (and typically take 30-60 minutes to complete):

7:00 a.m.	**3:30 p.m.**
9:30 a.m.	**6:00 p.m.**
Noon	**11:50 p.m.**

- ✓ The LawXite event/announcement submission system (for submitting events to the master calendar and Docket, and announcements to the Docket) login is available here: **www.law.seattleu.edu/x4089.xml**

- ✓ Your user details: