


CMS Editor How-To

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Saving work in the CMS

It's best practices to save your changes often to avoid contention with other content contributors in your site. Additionally, CMS sessions expire 20 minutes after editing begins. If you do not save your changes within this time frame you may receive a session expiration error requiring you to reenter your

edits. The only way to save your work is to click the "Submit"



button which is always located at the bottom of the CMS Editor.

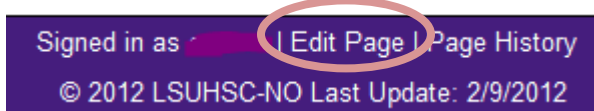
Edit an existing page

This section describes how to log into the editing interface and make simple text edits. More advanced editing procedures are described in the sections following this one.

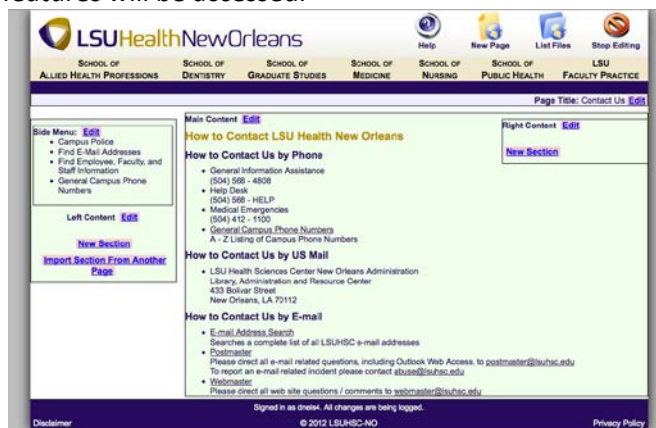
1. Navigate to the page you wish to edit
2. Click the "sign in" link in the center of the footer



3. While on campus you may be signed in automatically. Off campus and certain other configurations may prompt you to login. If prompted, sign in using your username, preceded with the domain as in **lsumc-master**<username>, and enter your password.
4. Once signed in you will now see an "Edit Page" link in the footer. Click this link to make your edits.

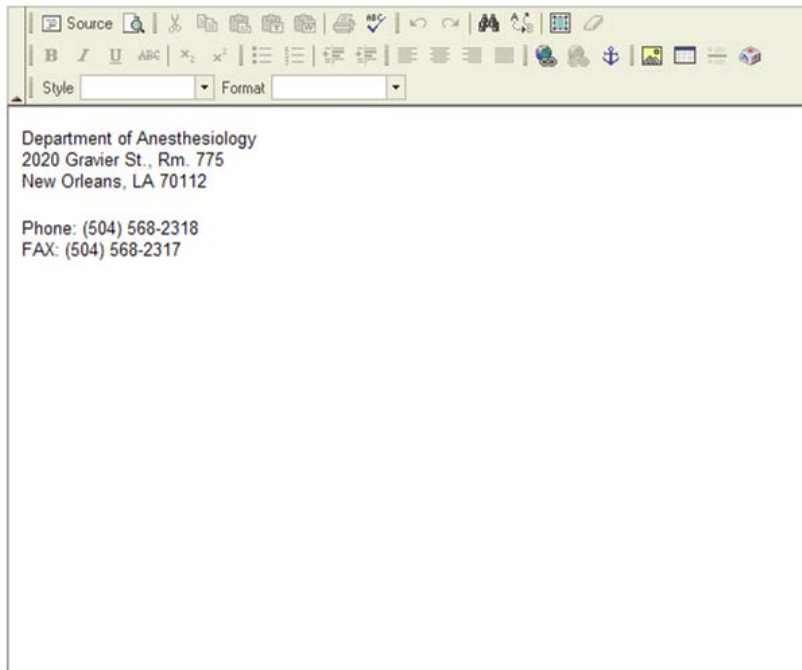


5. You will be brought to the editing interface. This is the main screen from which all editing features will be accessed.



The Editing Interface

Choose the section you wish to edit, and click the blue “Edit” button. You will be taken to the rich text editor.



Submit

The Rich Text Editor

6. Make the changes as you would in Word, and then click the “Submit” button.
7. You will be taken back to the main editing interface. To return to the actual page, click the “Stop Editing” button at the top of the page.



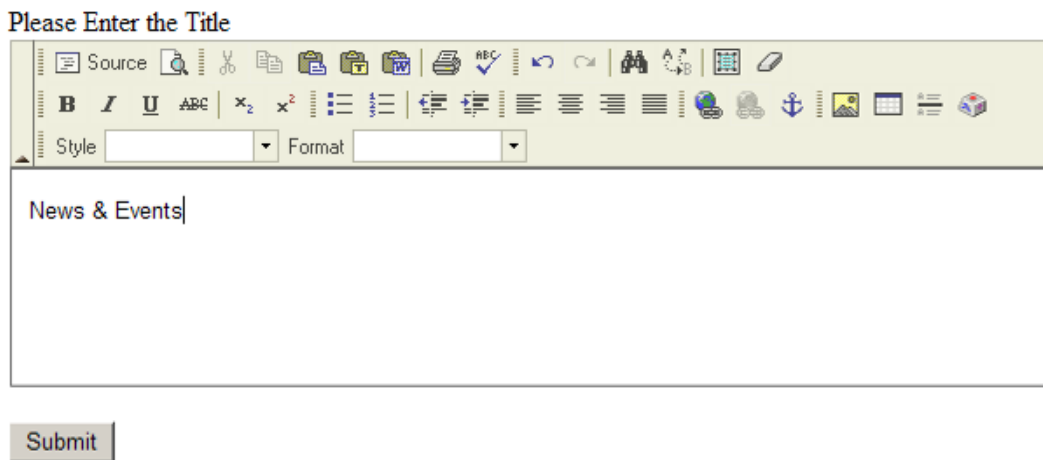
Create a new page

1. From the main editing screen, click the “New Page” icon on the top-right section of the page.
2. Follow the instructions on the page, making sure not to type an extension at the end of the file name. The page will automatically be given an .aspx extension.
3. After clicking “Create Page,” You will be taken to the editing screen for the new page, where changes can be made.

Create a side bar section

1. To create a box on either the left or right side of the page, click the “New Section” link within either the LeftContent or RightContent sections.
2. You will be taken to a screen with a text editing box. Within the box, enter the Heading Title for the new section, and click “Submit.” Do not add any formatting markup to the title, as it will be formatted automatically.

Please Enter the Title



The screenshot shows a text editor window titled "Please Enter the Title". The editor has a toolbar with various icons for source code, undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, image, table, and other functions. Below the toolbar are two dropdown menus labeled "Style" and "Format". The main text area contains the text "News & Events" with a cursor at the end. Below the text area is a "Submit" button.

Entering the title

3. Once the “Submit” button is clicked, you will be returned to the page and the new box will be visible. You can then edit the contents of the box by clicking the “Edit” button within the content section of the box.

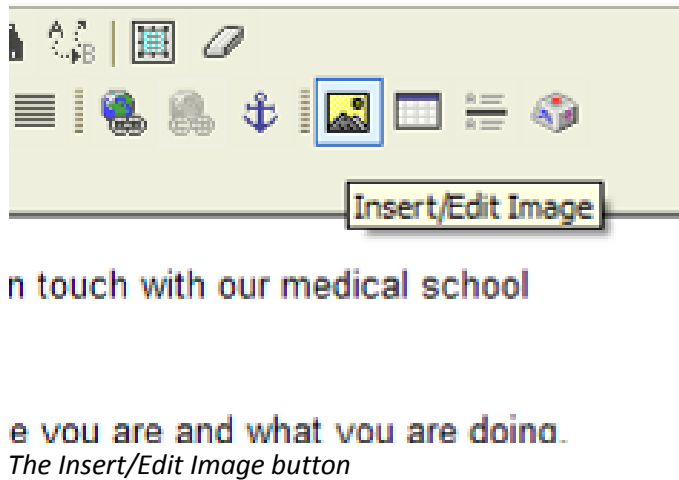
Upload an image and add to your page

Images may be uploaded to the webserver using the image uploader page. Many formats will work, but JPG is preferred. High resolution digital photos are acceptable, but they will be scaled down automatically to save space on the server. If images over 500 pixels are required, follow the directions in the "Upload a Document" section.

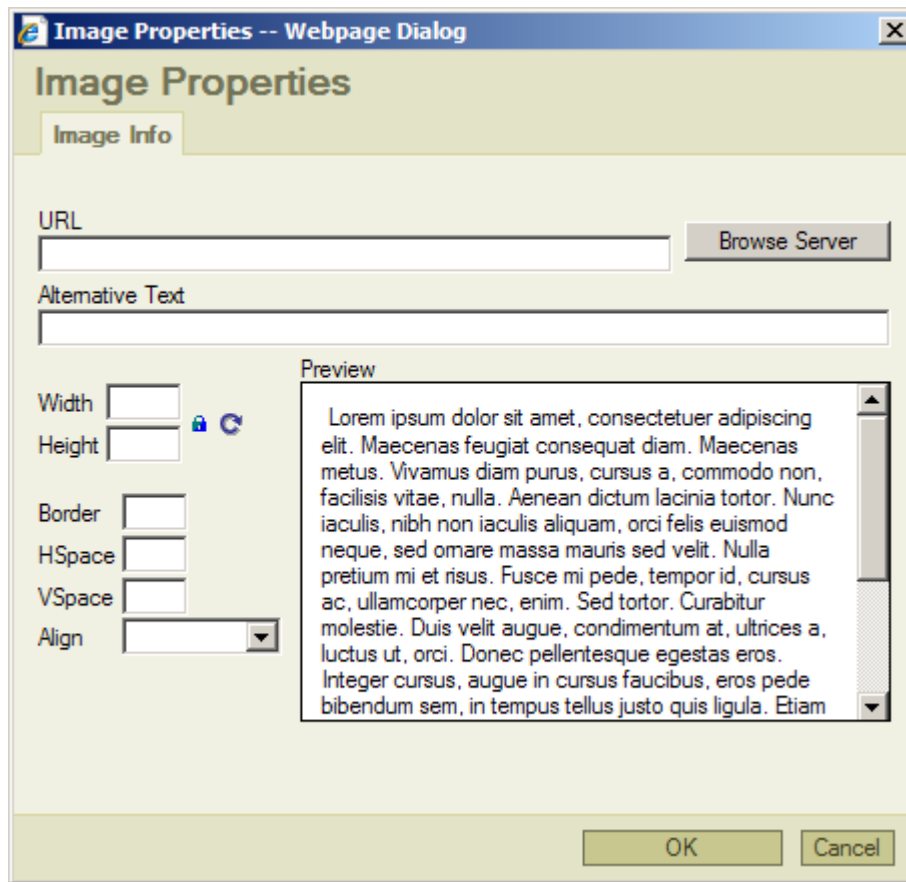
1. To upload an image, first go to edit the page that you would like to place the image on.
2. Edit the particular section you would like to place the image in
3. Click the "Upload Image" icon at the top of the page.
4. An area for uploading an image will appear on the page.
5. Click the "Browse..." button and select an image from your computer
6. Click the "Upload File" button
7. If the image is wider than 500 pixels, it will automatically be resized to a width of 500 pixels.
 - a. If you would like the image to be smaller, enter the new width in the box provided, and click the "Resize Image" button.
8. To add the image to your page, simply drag it into the text editor. To wrap text around the image, select the image and choose either "Image on Left" or "Image on Right" from the styles menu.

Add an existing image to a Page

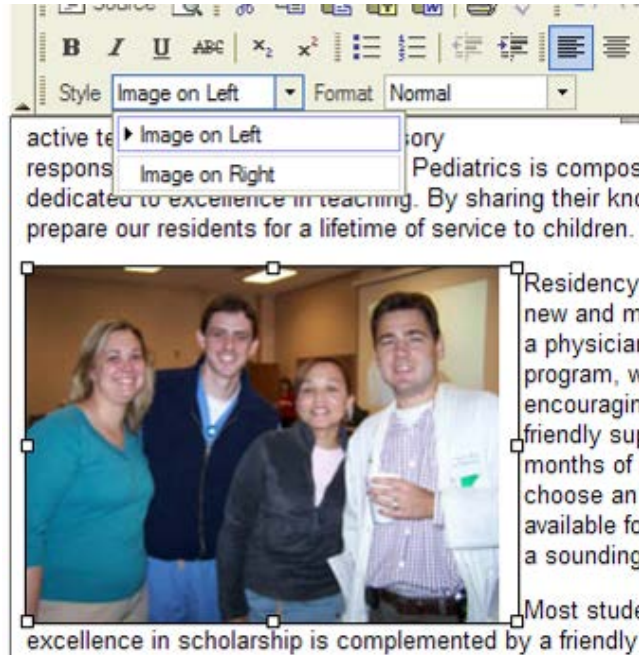
1. Navigate to edit the section where you would like to place the image
2. Click the “Insert/Edit Image” button within the editing interface



3. The following dialogue box will appear:



4. If the image is within your department's website, enter the URL in the URL box, or click "Browse Server" to locate the image.
5. If you are inserting an image from elsewhere, enter the image's URL into the URL box.
6. After the URL is entered correctly, the image should appear in the "Preview" window.
7. Click "OK"
8. The image will appear in the editing screen. By default, the image is aligned in block format, meaning that text will not wrap around the image.
 - a. To wrap text around the image, select the image by clicking on it with the mouse. Then click the "Style" dropdown menu. Select either "Image on Left" or "Image on Right"



Aligning an image with text wrapping

9. Click the "Submit" button to save changes

Upload a Document

Any type of file may be uploaded to the webserver using the file uploader page. This includes office documents, PDFs, video clips, etc. Do NOT upload PHI, copyrighted or confidential materials, or unnecessarily large documents. LSUHSC-NO monitors content and reserves the right to remove or alter inappropriate content.

1. To upload a document, first go to edit the page that you would like to place the document on.
2. Click "edit" in the particular section that you would like to link the document from
3. Click the "Upload Document" icon at the top of the screen
4. An interface will appear on the page for uploading a file.
5. Click the "Browse..." button and select a document from your computer
6. Click the "Upload File" button
7. The document will be placed on the server in the "docs" subfolder of your department's website. A link to the document will be provided on the screen. You can copy this link to paste onto your page.

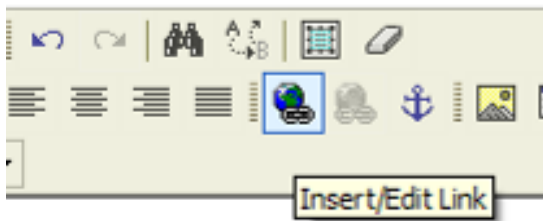
Add a Link

1. To add a link, first select the text you wish to link with the mouse. Skip this step if the text for the link is the address of the link.

For contact and departmental administrative information, [click here](#).

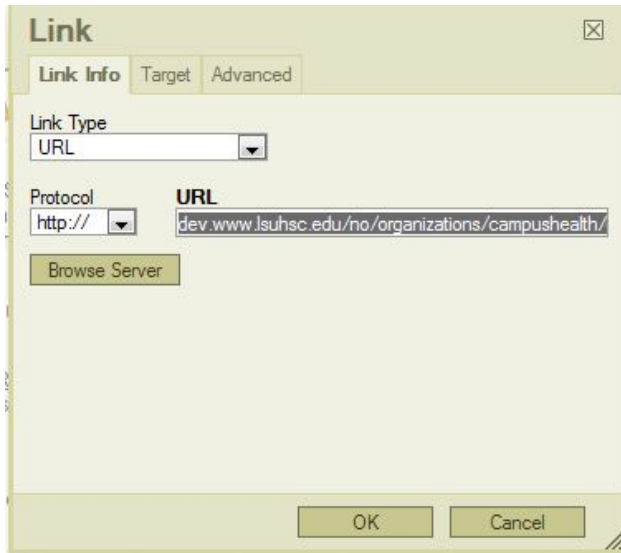
Selecting the text

2. Click the "Insert/Edit Link" button



The Insert/Edit Link button

3. The following dialogue will appear



4. If you are linking to a page within your department's site, you can click the "Browse Server" button to select it, or you can type in the name of the page (include the .aspx extension)
5. If you are linking to an external page, enter the full URL of the page in the URL box.
6. Click "Ok"

Notes:

- By default, all links that include the <http://> or <https://> protocol will open in a new window unless the link includes an "lsuhsc.edu" domain. You can further specify how you want your link to work by changing settings in the "Target" tab.
- Make sure to use forward slashes when creating links.

Change the Font Size

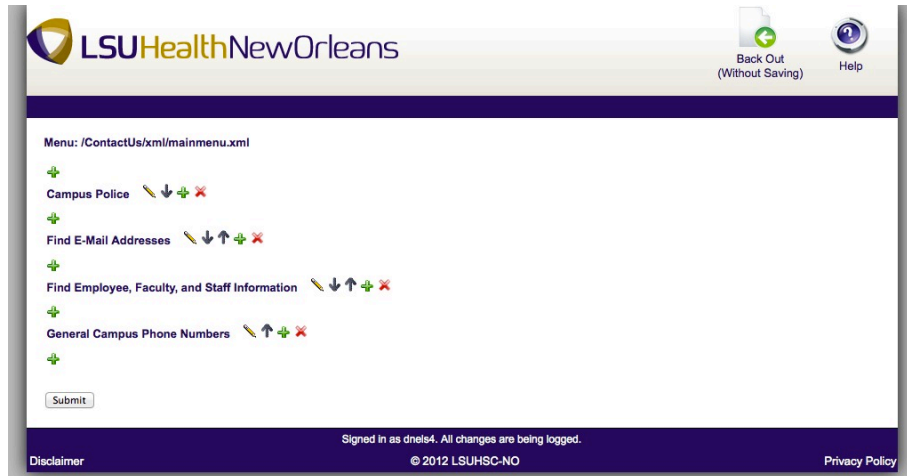
In the CMS, font, color, and size are preset for you to ensure consistency across pages and sites. The CMS does not offer the ability to modify these properties. However, you may choose from among several text styles and also use other text properties to accentuate text.

1. Use the "Format" dropdown box within the editor to select a font style. You will see several choices of different heading styles. Choose the appropriate style.
2. The style will be applied to the entire paragraph. There is not a way to apply font changes to individual sentences or words. Please use bold, italic, or underline to differentiate individual sentences or words.

Editing the Side Menu


- The CMS enables web developers to easily create and maintain dynamic menus

1. Select “Edit” next to “Side Menu” on the main editing interface which will bring you to the menu editor




Menu Editor

Menu Editor Icon Key


 **PLUS** – Adds a menu item

- If the plus icon is next to a menu item the plus icon creates a sub or sub sub menu item



 **EDIT:** Allows you to edit the display name and URL of a menu item

(Clicking  Brings up the menu item editor)

Display: **URL:** **External**  

 - saves menu item edits

 - discard menu item edits

  **ARROWS** – changes the order of the menu items

 **DELETE** – removes a menu item

2. To add a menu item click the plus icon to bring up the edit panel

“Display” = What the menu item will be displayed as

“URL” = the path to the page you are linking

- use “Browse Server” to link to pages within the site
- full URL’s will open in an external browser window
- use relative paths to stay in the same window

Click the save icon to save the menu item

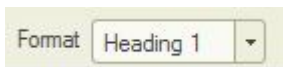
3. You can add more menu items or create a submenu item by clicking the plus icon next to the menu item you just created
4. You can add one more level to your menu by clicking the plus icon next to the submenu item you created and create a sub sub menu
 - a. A sub sub menu will be set to automatically expand when you click the top menu item
 - b. You can set the sub sub menu item to become expandable by clicking on the edit icon next to the submenu item and checking the box next to “expandable”
5. **Click submit at the bottom of the menu editor to save your changes**

Converting content from other pages into the CMS

1. Navigate to the page you wish to pull content from
2. Select and copy all of the main content.
3. Log into the CMS and select to Edit the Main Content
4. Click the “Paste from Word” button



5. Paste the content you copied into the interface and press OK
6. Apply formatting by using the drop down menu.



Best Formatting Practices

When editing pages in the CMS it's important to follow best formatting guidelines in order create a uniform experience across all of our pages.

- Remember to give each page an appropriate title based on the content for that page.

Page Title: Title [Edit](#)

- When formatting the main content of a page we recommend you use an H1 tag on your first line for your title
- We then recommend you use the header 2 through header 4 tags for subsequent levels of headings and then format the rest of your text as "normal"
- Font color, size, and style are preset for you. The CMS does not offer the ability to modify these properties; however, it does allow you to accentuate text through bolding, text decoration, and heading styles.
- For your convenience, links will automatically be formatted to match our site's link style; purple and underlined while changing to gold upon mouseover.
- Nested tables could cause issues when rendered in different browsers.