dotCMS **docu**mentation   WILLIAM PATERSON UNIVERSITY

Editing Files and Folders

The advantage to working with a content management system (CMS) is that we are editing text; no markup code is necessary. In this document we'll discuss:

I. Accessing the Content Management System (CMS)

a. When you are ready to edit content start by accessing the CMS with this address:
http://www.wpunj.edu/c

On campus you can use:
http://cms/c

II. Map of folders and fliers

Select the browser tab and open a folder. When you double-click a folder the contents of that folder will appear in the window on the right, as illustrated below. The Map of Files and Folders identifies each of important elements in this interface (from left to right):

- **Folders** subsume files
- **Files** are appended with a .dot, the equivalent of .htm
- Both files and folders can be featured on the webpage **menu**
- **Green balls** indicate the file is published; yellow ball files are not
- Files can be **locked** by the editor
- **File names**, **editor names** and **editing dates** are listed on the right

III. Creating folders

  a. Navigate to the folder you are editing and double-click. The folder will turn red and you'll see the folders and files in the right-hand window.

  b. Right-click the folder to spawn a menu that features a number of options, including NEW, the tool we're going to use now.
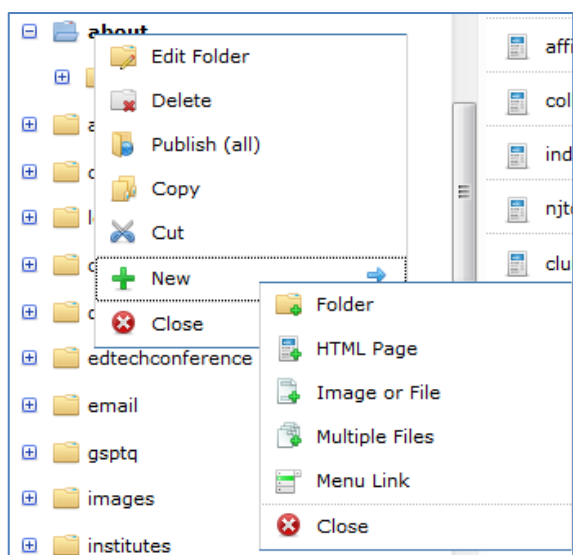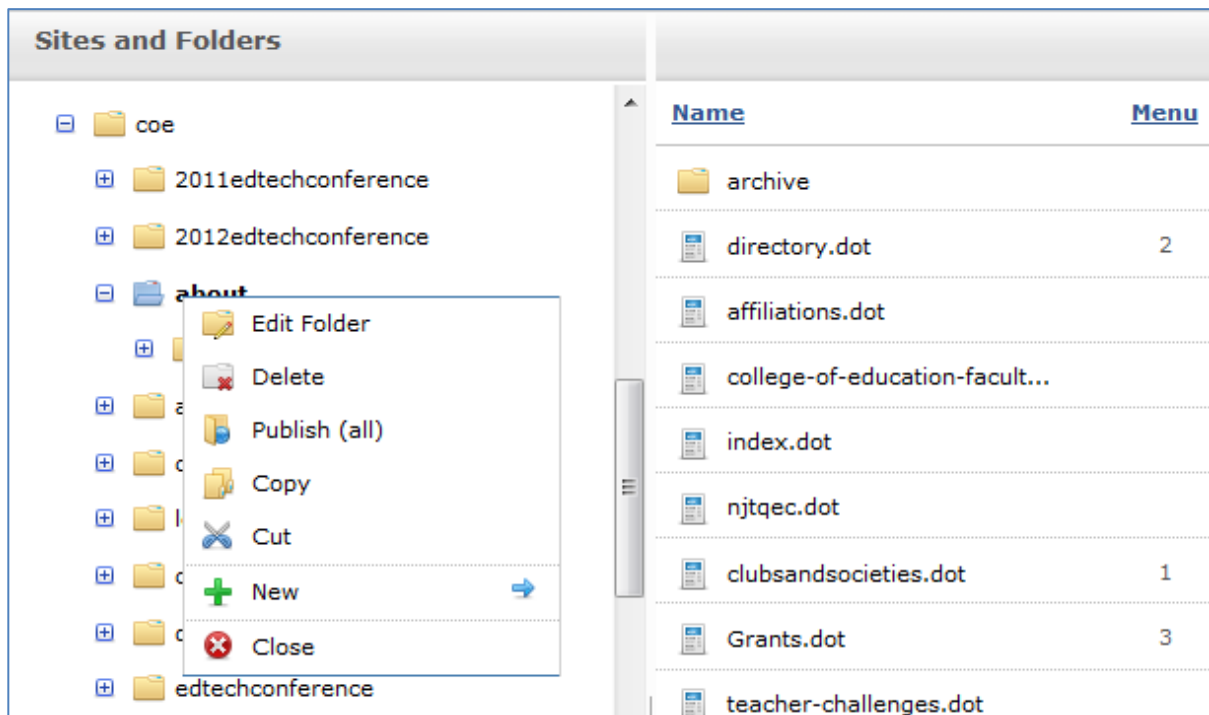
Right-click on the NEW icon to spawn an interface featuring:

  i.   Create folder
  ii. Create HTML page
  iii. Create image or file
  iv. Create multiple files
  v.   Create menu link

  We're going to select:

          New > Folder

c. **Fill in the title –** Make the title simple, because the system will take whatever you've entered and use is the folder name, or URL is that is relevant.

d. If you want the folder to appear as a item on a menu select **Show on Menu** and the place in the menu, 7th, in this case. If you don't know if you want the item on the menu, you likely don't.
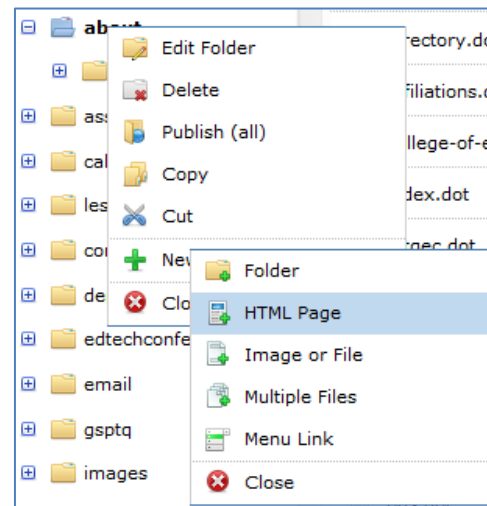

e. When you've finished editing the folder select Save

IV. Create an HTML page

a. Right-click the folder, then the NEW icon, and select HTML page:

b. In the Basic Properties tab enter the **page title**. Again, this is going to be the URL of the page, and potentially the name that appears at the top of the page, so you'll want to keep it short and accurate.

c. The **page URL** will be created by the system by re-creating the title and connecting the words with hyphens.

Basic Properties	Advanced Properties

Page/Menu Title: Social Studies Education

Folder: /coe/about/

Page URL: social-studies-education

(Page Name)

Template: [▼]

[💾 save] [🌐 save and publish] [↩ Cancel]

d. Below the page URL text box you'll see a drop-down menu of templates from which you can choose. There are times when you'll want multiple-column pages, and you can experiment to see how each kind of page looks. But the basic page, the one you'll use more often than all the rest combined, is 08_wpunj-one-column-text (see illustration below)

Template: [▼]

www.wpunj.edu 01_wpunj-no-vertical-menu
www.wpunj.edu 02_wpunj-one-column-not-for-text
www.wpunj.edu 03_wpunj-two-columns
www.wpunj.edu 04_wpunj-two-columns-50-50
www.wpunj.edu 05_wpunj-one-column-ua-whats-next
www.wpunj.edu 06_wpunj-one-column-gradient
www.wpunj.edu 07_wpunj-two-column-gradient
www.wpunj.edu 08_A_template_left_nav_main_content_auto
www.wpunj.edu 08_wpunj-one-column-text
www.wpunj.edu 10_wpunj-one-column-ua-audience-based
www.wpunj.edu 11_wpunj_one_column_short_width
www.wpunj.edu 12_one_column_nav_gradient
www.wpunj.edu 14_wpu_main_content_two_sub_columns
www.wpunj.edu 20_three-column-wide-banner
www.wpunj.edu 21_wpunj-long_banner_nav_main_content

* If you want to add a faculty profile page, you will need to type "faculty" in the Template dropdown list area. Then it will display the faculty template for you.

Template: [faculty   ▼]

www.wpunj.edu Faculty Template

V. Adding new content

a. Click on the **Content Area** icon and select **New Content** from the resulting interface.
b. The content interface should look very familiar, see the screen capture below, from top to bottom, left to right:
   i. Title
   ii. Text enhancements
   iii. Alignment
   iv. Text format, font family and size
   v. Cut, copy, and paste text and images
   vi. Bulleted and numbered lists
   vii. Add links, internal anchors, and images, Help, HTML editing
   viii. Editing tables, super-and-subscript, print, paragraph, etc.
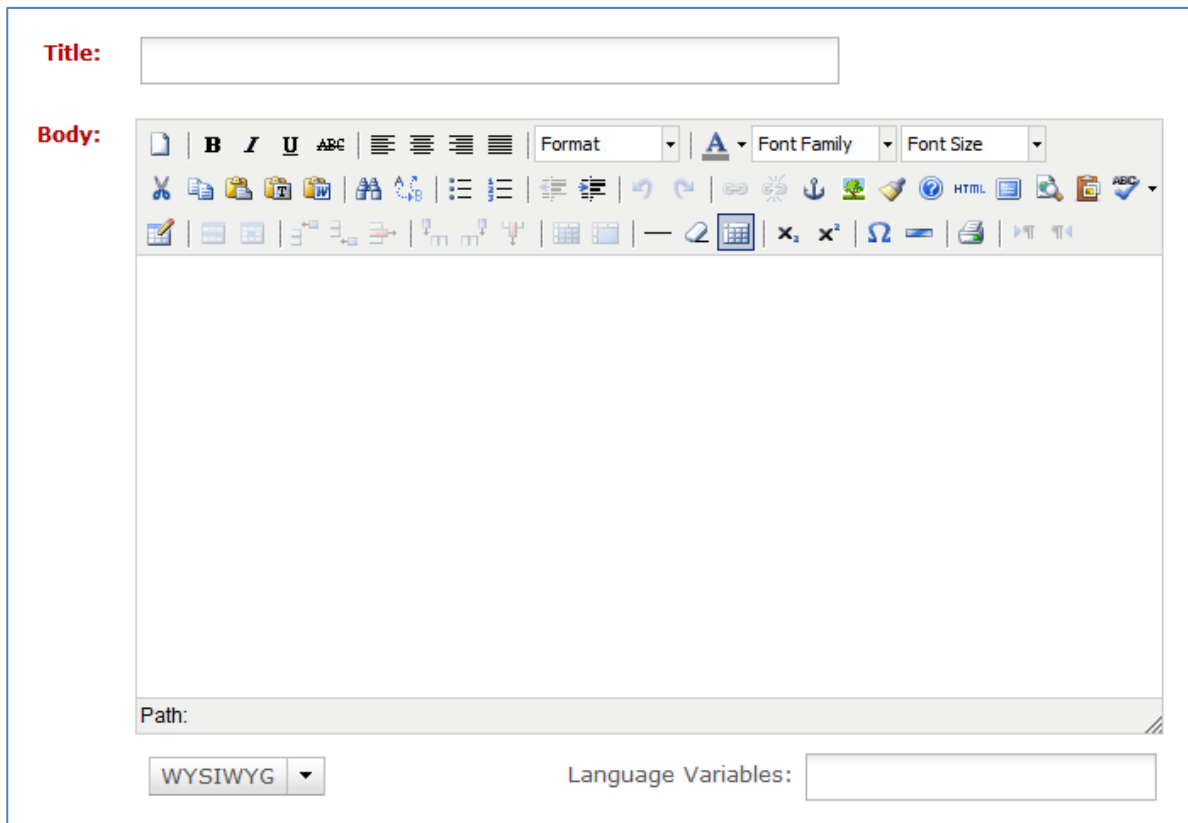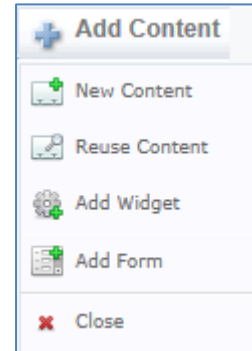
c. Notice the Text and WYSIWYG (what you see is what you get) tabs at the bottom left. The vast majority of your editing will be in WYSIWYG, so make sure that tab is highlighted.
d. Point your cursor to the scoring in the lower right corner, left-click and hold the button to increase the size of your editing window.
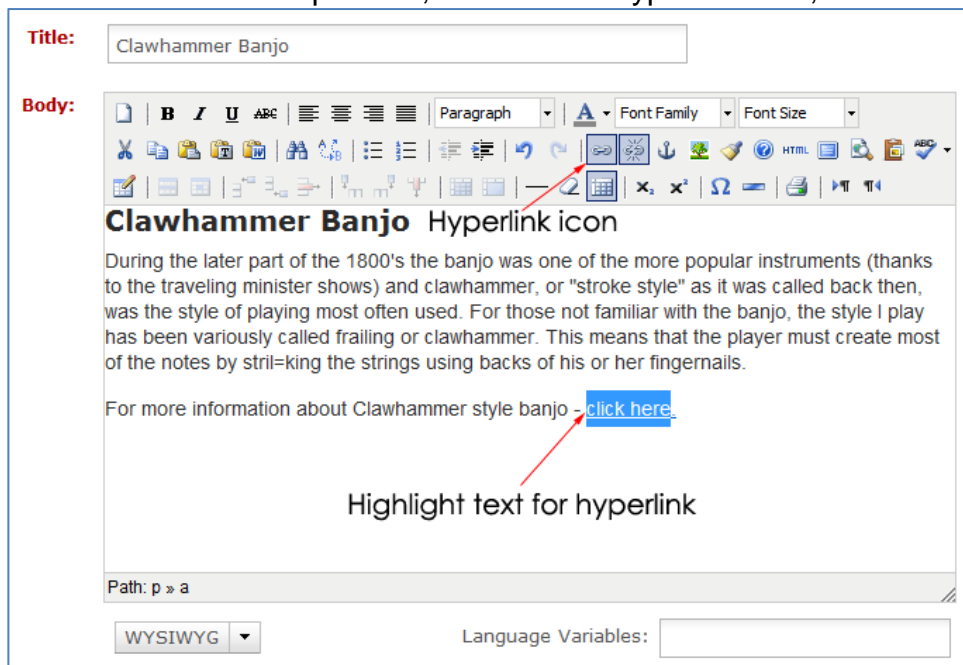
VI. Editing text

a. I pasted in some text about banjos. The header, Clawhammer Banjo, was the same size as the rest of the text so I made it more prominent by selecting the
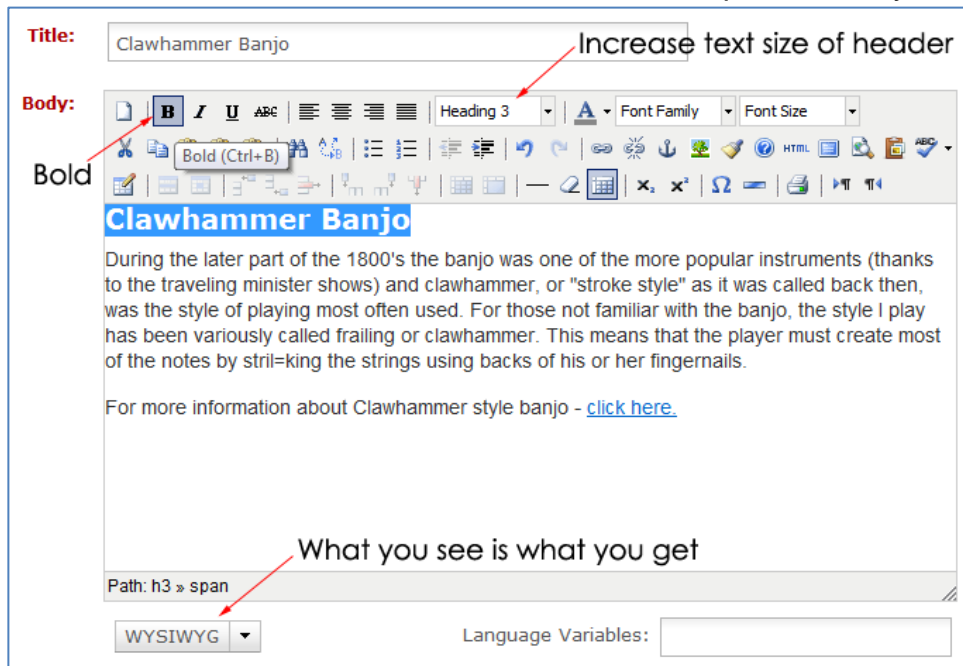

icon, **B,** and changing the format to **Heading 3**.

VII.   Adding a hyperlink

a. Select the text in question, click on the Hyperlink icon, and browse for the file

b. The link interface will ask you for the URL (a), the target (b) and the title (c).

- Selecting the icon to the right of the **Link URL** text area will allow you to browse for a local file, or you can paste a link
- **Target** allows you to determine where the new page opens. Leave it alone and the new page will update the old. If you want the link to spawn a new window (useful on External Links pages) select **Open in this Window**.
- The **Title** is an important tool for users who cannot see images and who must identify the image through the text title.

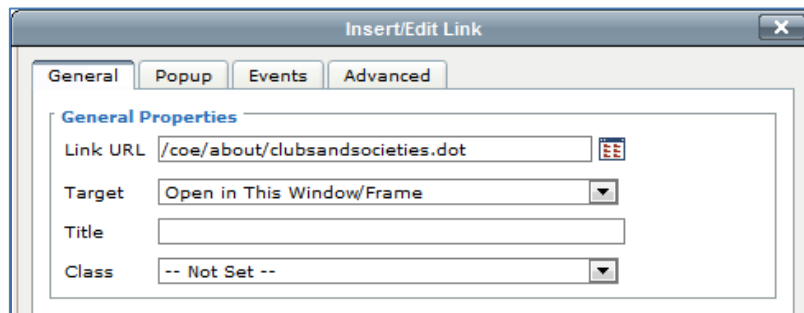**c.** When you are done with the interface click the Update button.
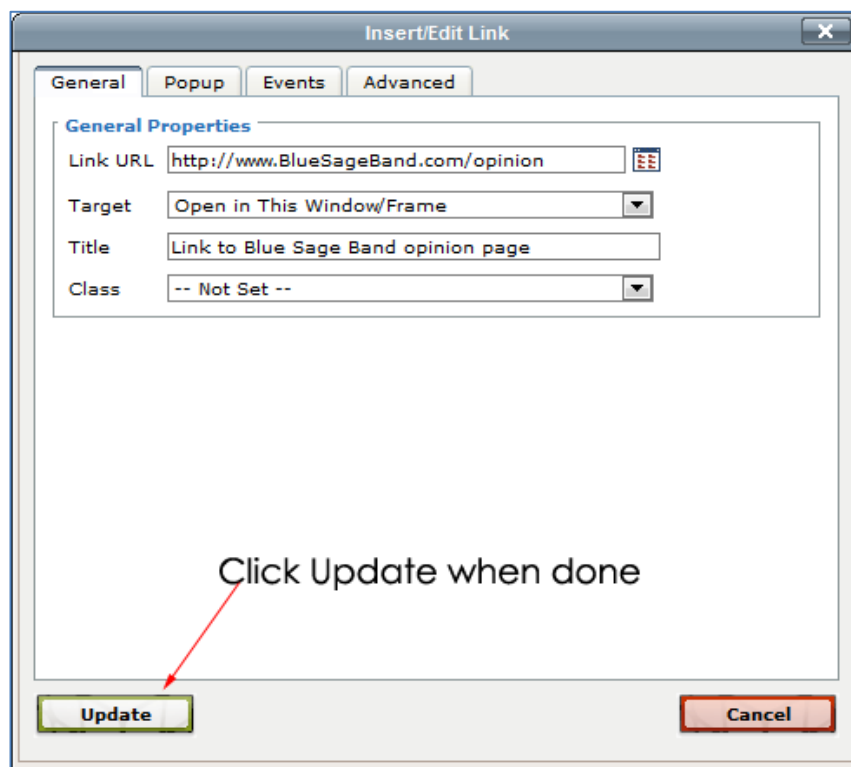
d. You can also browse for local files. Start with step VII-a. above but select the browse icon:
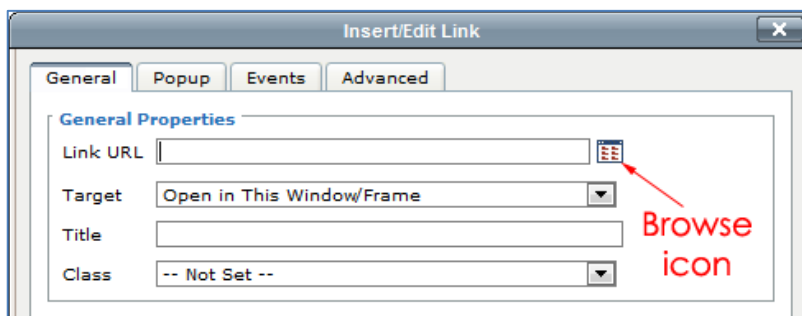
e. From the menu on the left select the file you'd like to insert (highlighted in blue on the right):
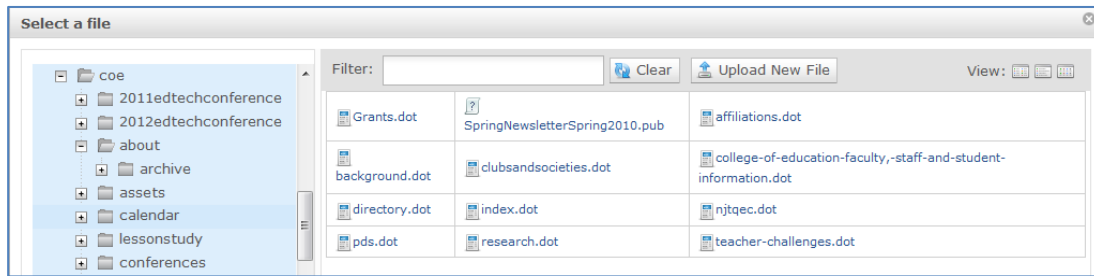
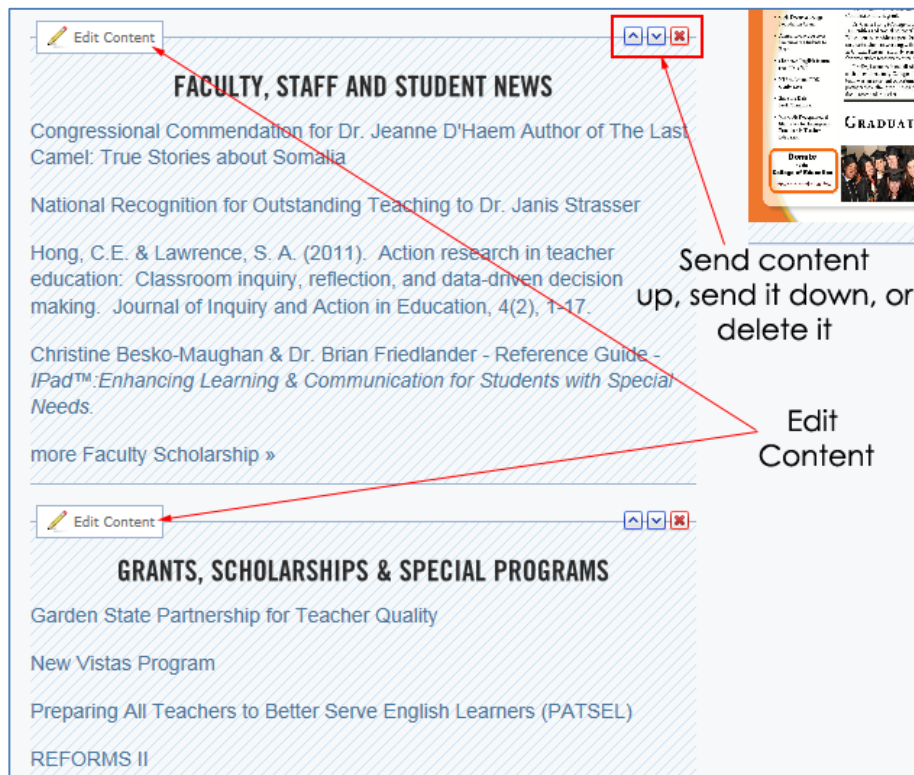**f.** The Insert Link interface will look just like the one in the original example:

VIII. **Remember that there may be more than one content area on each page!**

a. Use the icons on the right to move a content area up or down, or to delete it altogether.

IX. Loading images or files

a. Right-click the folder in which you will be working, right-click the NEW icon, and select image or file
b. If you are loading images try to use jpegs, as they have the best file compression and allow pages to load more quickly in the users web browser.
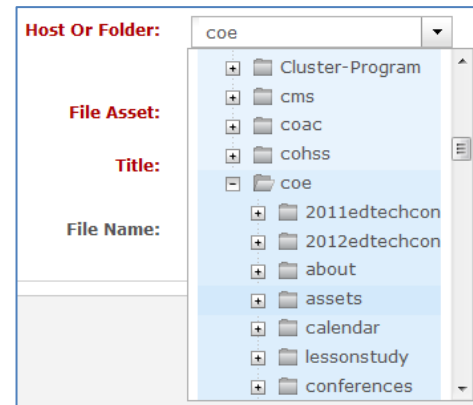c. Adobe PDF and MS PowerPoint files can be loaded in the same manner.
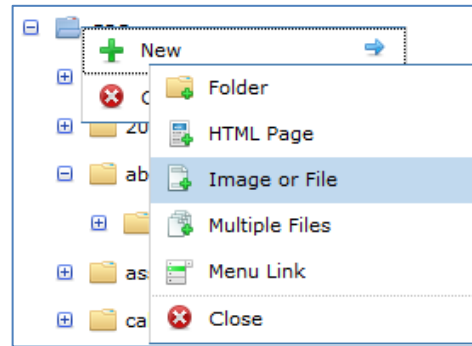
Browse for the file to upload, and give it a title and description.

d. On the editing interface select the **browse for graphics icon**:

e. On the menu select the images folder

f. Then select the **banjos.jpg** file and insert:
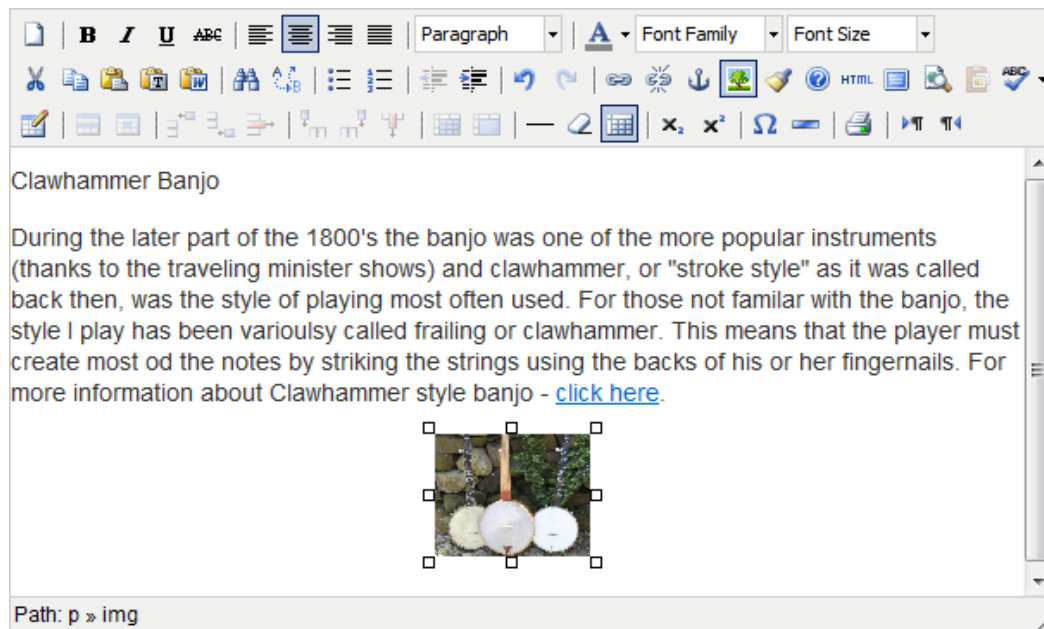
X. Adding a banner image

a. From the drop-down menu select **Reuse Content**

b. In the Reuse Content interface enter all or part of the name of the image you are looking for. With College-level images it a good idea to start with the College acronym, in this case COE. Then click the Search

c. From the items that appear from the search for COE we'll select **COE Banner**

SELECT	COE Newsletter
SELECT	Graduate Admissions COE School Library Media side content
SELECT	COE Accreditations
SELECT	COE banner
SELECT	Graduate Admissions COE Counseling side content
SELECT	COE_SMSE
SELECT	COE banner spacer

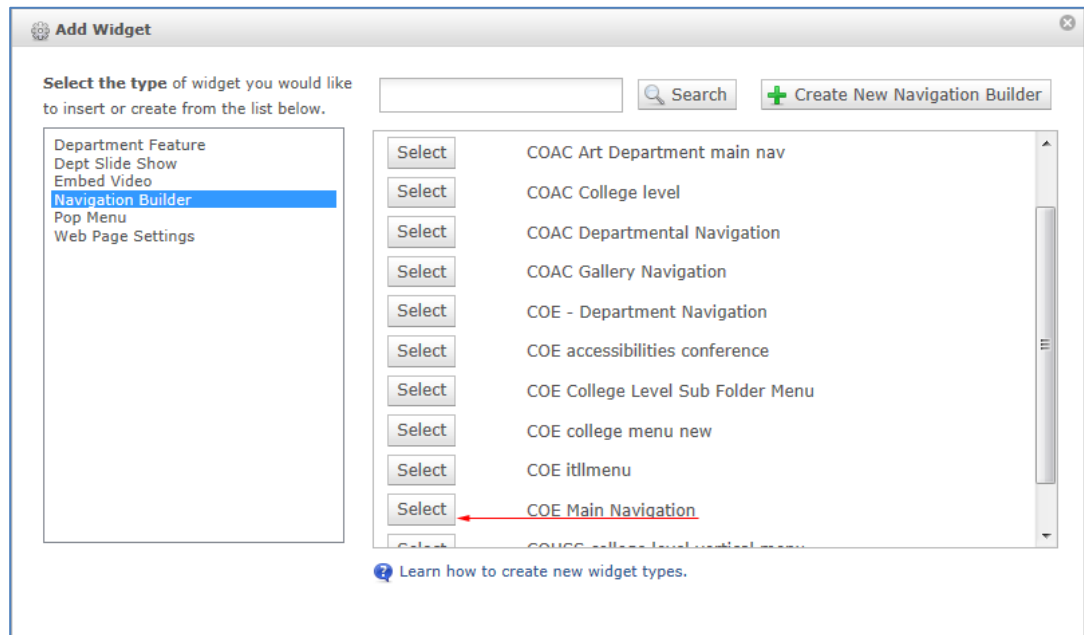**d.** The result is that the first content area will feature the College of Education banner:
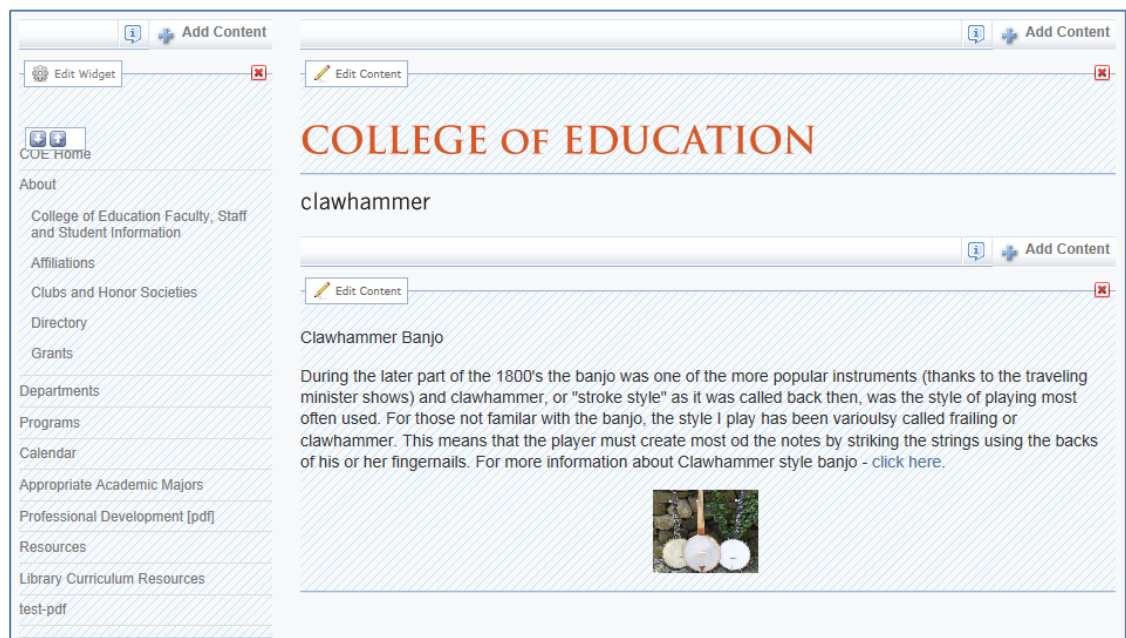

XI. Adding a navigation bar
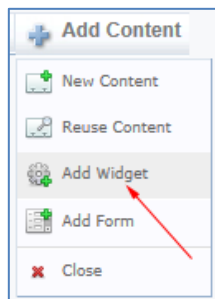
a. Select the Add Content icon in the narrow margin to the left. From the resulting interface select **Add Widget**

b. From the Widget interface select **Navigation Builder**, and from the resulting search choose the **COE Main Navigation** button.

c. So far we've added the **COE Banner** and the **Navigation Menu** – see the screen capture below:
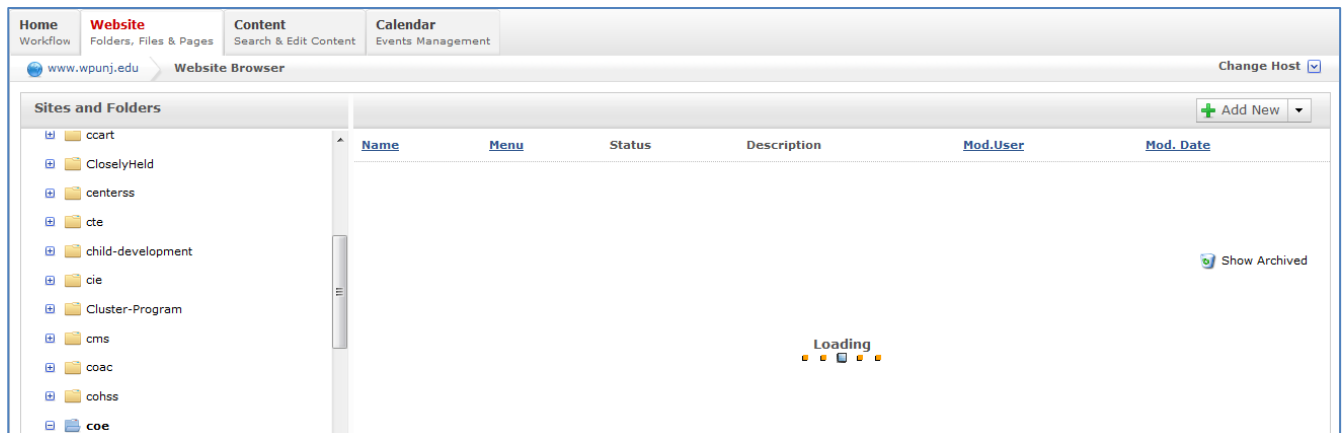
XII.   Finished product

d. Select the Preview tab in the upper left to see the content area with navigation menu and university wrapper

NOTE: As you move through the CMS the system needs to pause now and again to process your requests. When that happens you'll see this:
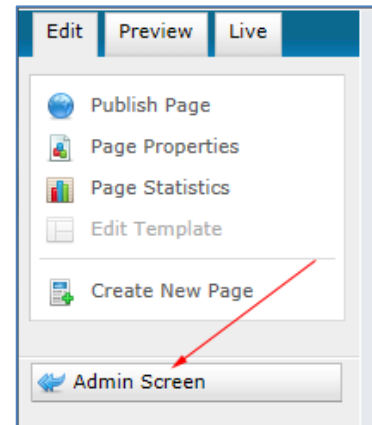

Don't worry! It's just the software doing its thing!
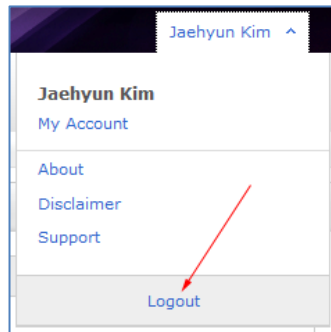
XIII. Exit Gently

a. Close Edit Mode
   When you are done with a page you need to exit back to the files and folders.

   Please do not use the back bar on your web browser! Rather, look to the upper left corner of the page and select the **Close Edit Mode** button.

b. Sign Off

When you are ready to leave the CMS altogether look to the upper right corner of the folders and files area to select the **Sign Out** button underneath your name.

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