dotCMS   **docu**mentation   WILLIAM PATERSON UNIVERSITY

Accessing & Navigating the CMS

Before you can edit a webpage (or content area on a webpage) you need to be able to know how to enter the site, understand what you see there, and be able to move comfortably through files and folders. In this document we will discuss:

I.   Access dotCMS
II. Identify and navigate files and folders

I. Access dotCMS

a. Open your web browser, enter this address and Enter (return): **http://www.wpunj.edu/c**

b. This address will work whether you are on campus or off. On campus you can use this address: **http://cms/c**
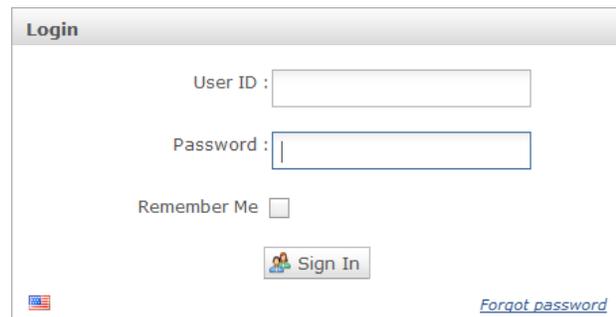
c. Enter your WPUNJ username and password in the login interface.

d. Select the Remember Me box the first time you access the site

e. Click the Sign In button

f. Select the **Website tab** to see the menu in the Browser area. Click on **Website Browser** to continue. **(***Publishers can access the **Workflow** tab to edit and approve edited pages.)
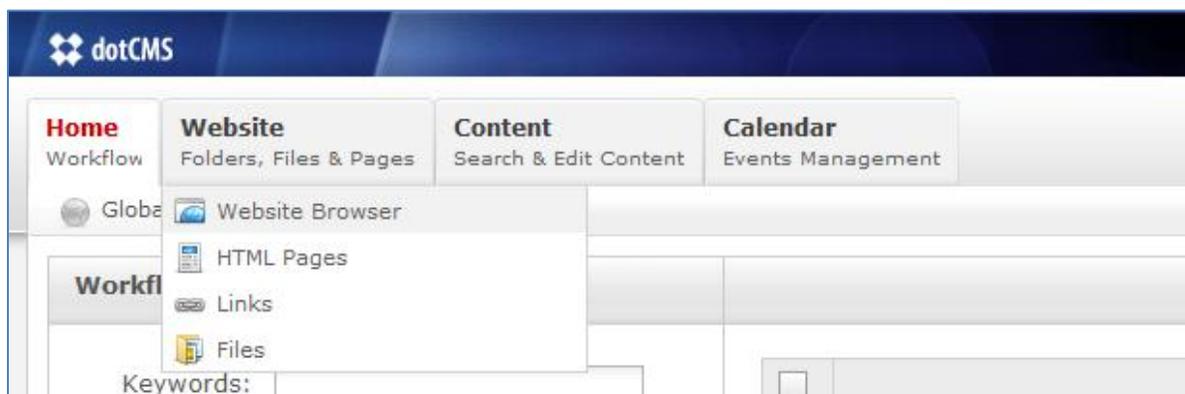
II. Identify and navigate files and folders

a. The **browser menu** will feature one or more **folders**. The screen capture on the left depicts five folders.

b. Click the **plus sign** to reveal **subfolders**, as in the screen capture to the right.

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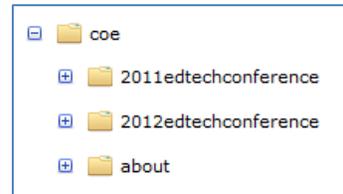
- **Folders** subsume files
- **Files** are appended with a .dot, the equivalent of .htm
- Both files and folders can be featured on the webpage **menu**
- **Green balls** indicate the file is published; yellow ball files are not
- Files can be **locked** by the editor
- **File names**, **editor names**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

d. Double-click to open files and folders. See the **Editing** document for details on how to manage files, and see the **Save/Assign Save/Publish** document to manage workflow.

e. The system may pause to process commands while you are working with files and folders. At these times the **Loading** interface will appear for a few seconds.
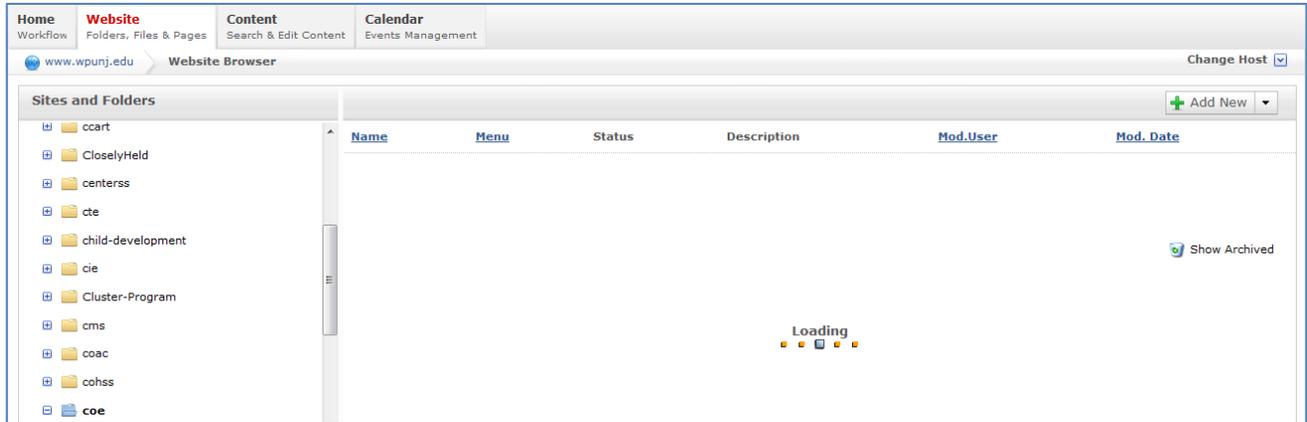
f. It is important to leave editing areas gently – use the Close Edit mode in the upper left rather than using the browser buttons

When navigating dotCMS please avoid using the browser buttons to move backward and forward!
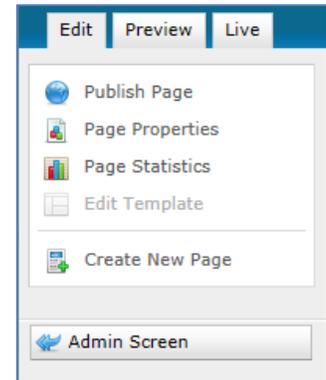
g. When you are ready to leave dotCMS please select the **Sign Out** button in the upper right, just below your name:

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