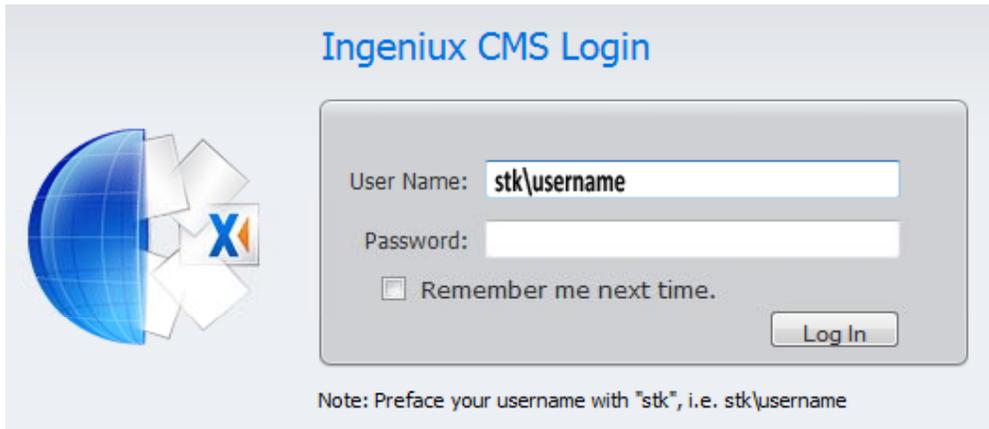


CMS the Basics

Logging into the CMS

<http://cms.pacific.edu/>



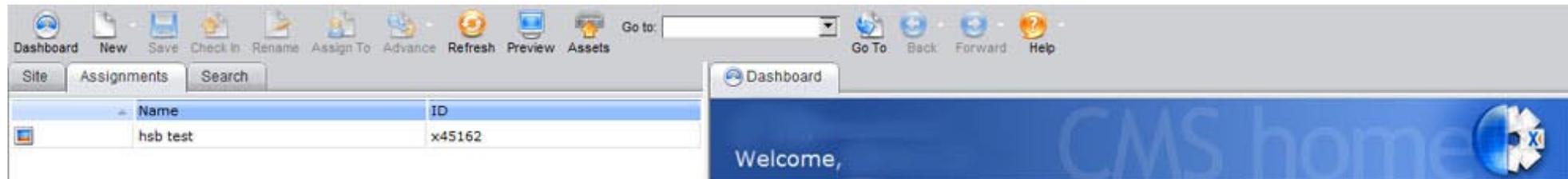
The image shows the login interface for Ingeniux CMS. On the left is a logo featuring a blue globe and a white cube with an 'X' on it. The main area is a light gray box titled 'Ingeniux CMS Login'. It contains a 'User Name' field with the text 'stk\username', a 'Password' field, a checkbox for 'Remember me next time.', and a 'Log In' button. Below the form is a note: 'Note: Preface your username with "stk", i.e. stk\username'.

1. You will use your same network Pacific login to begin. The format should look as follows:

Username: STK\username

Password: *****

CMS Interface



Loads the Dashboard tab.



Allows users to create a new page, folder, or new component.

-  **Save**
-  **Check Out**
-  **Check In**
-  **Rename**
-  **Manage Assets**
-  **Assign To**
-  **Advance**
-  **Refresh**
-  **Help**
-  **Go to**
-  **Back**
-  **Forward**

Save

Moves a page or component into a state where the page can be edited.

Saves a version of the selected page and prepare the page for review and its eventual publish

Allows for a page to be renamed.

This icon allows for uploading, managing and referencing images, documents, media files and other static files.

Page assignment icon provides the option to change the user assignment

Launches the workflow advance icon will move a page or component to the next step of the workflow (> department head > Adriana)

Left Pane

Site Tab: This tab will show the entire site hierarchy for the University of the Pacific Stockton site. You will see the entire structure. However, the “bold” areas are the sections of the site which you have been given access to modify.



Assignments Tab: This tab will show the pages that you are responsible for maintaining. Others within your workflow may assign pages to you. When the page is assigned to you, you can edit and make change as well as assign or advance the page to others.

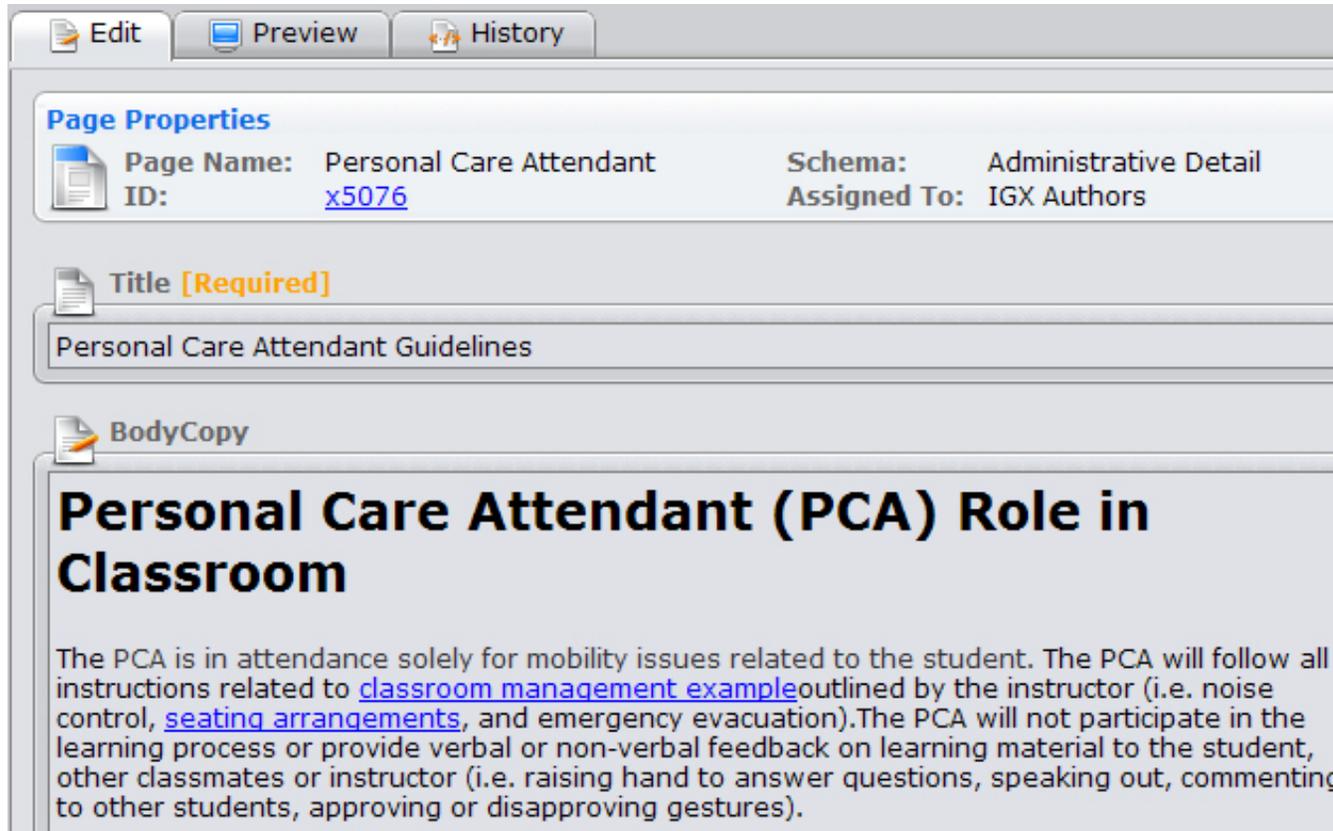
Pages Assigned To Me	ID
Personal Care Attendant	x5076
Contact Us	x502

Search Tab: This tab will allow you to search for pages sorted by rank, date and/or page type.

The screenshot shows the 'Search' tab with the following options:

- Enter keyword(s) to search for:
- [Search Options <<](#)
- Look in:**
 - mcgeorge
 - universityofthepacific
 - dental
- Sort by:** Rank (most relevant first)
- Page type:** All
 - All
 - Authors
 - Images
 - Media (audio and video files)
 - External Video

Right Pane



The screenshot shows the 'Right Pane' of a web editor. At the top, there are three tabs: 'Edit', 'Preview', and 'History'. Below the tabs is the 'Page Properties' section, which includes fields for 'Page Name' (Personal Care Attendant), 'Page ID' (x5076), 'Schema' (Administrative Detail), and 'Assigned To' (IGX Authors). Below this is the 'Title [Required]' section, with the text 'Personal Care Attendant Guidelines'. The 'BodyCopy' section contains the main content of the page, starting with a large heading 'Personal Care Attendant (PCA) Role in Classroom' and a paragraph of text describing the role of a PCA.

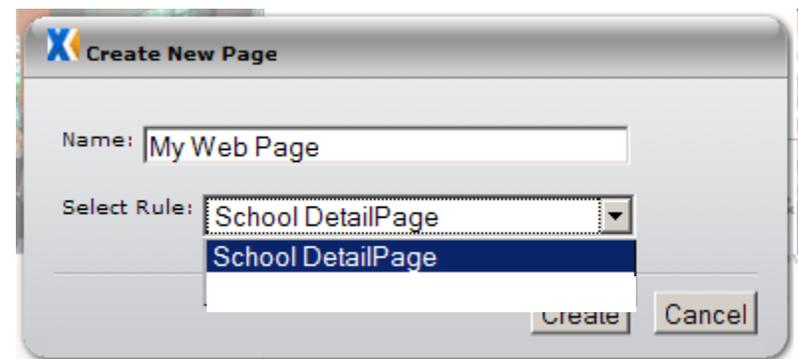
Edit Tab: This is the tab in which you will make changes to pages. Once you “check out” a page, this page becomes editable.

Preview Tab: This is what your page will look like when it has been published to the University website for the public to view.

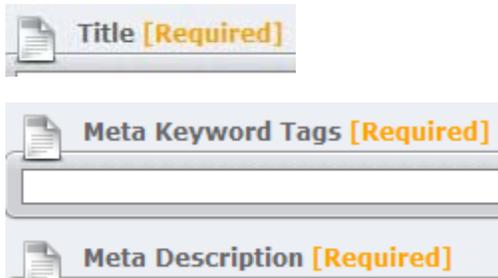
History tab: This tab shows the page’s history. Past checked-in versions of the page can be viewed and, if necessary, the page can be reverted to a past version.

How to create a new page

1. Select > **New Page** or right click
2. Name your **New Page** > **Select Rule** > **School Wide**
3. **Select a location for your page** > **Ok**
 - o **Required Fields** (fill out these fields first)
 - o **Title** your page



The screenshot shows the 'Create New Page' dialog box. It has a title bar with a blue 'X' icon and the text 'Create New Page'. Below the title bar, there is a 'Name:' label followed by a text input field containing 'My Web Page'. Below that is a 'Select Rule:' label followed by a dropdown menu showing 'School DetailPage' and a list of options including 'School DetailPage'. At the bottom right, there are two buttons: 'Create' and 'Cancel'.



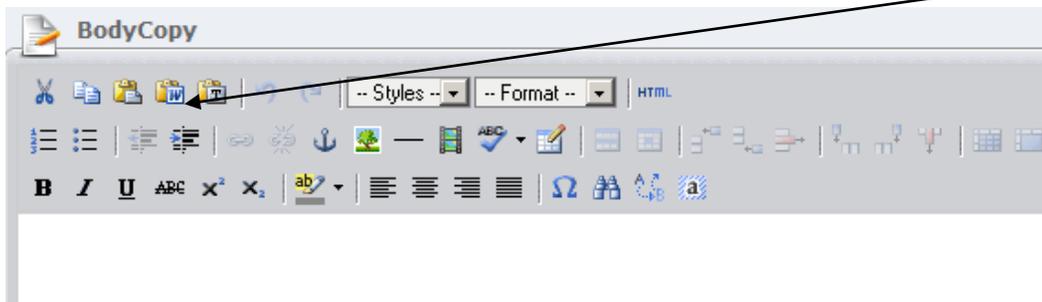
Choose to expand the SEO field and then you will see the meta data fields.

Meta Keyword Tags: Insert a comma-separated list of “keywords” or short phrases that describe your content, which people may use when searching for it. Don’t use more than 5 terms

Meta Description: is information that is used by search engines (description sentence)

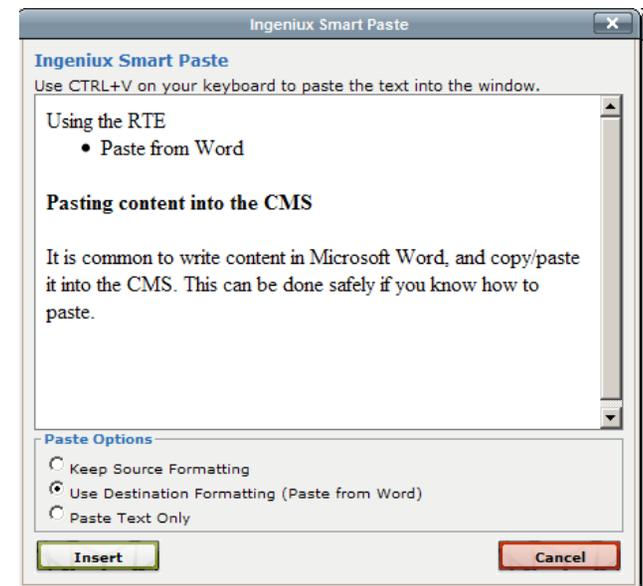
Adding Text – (Rich Text Editor)

1. Type directly into the body (RTE). You can add text from the Microsoft *Word* document by selecting the **Smart Paste** icon. Place your cursor into the **BodyCopy** and **Paste (ctrl + V)** or right-click inside the **BodyCopy** and
2. Choose **Paste** (determine your pasting options)



3. Click the **Save** button

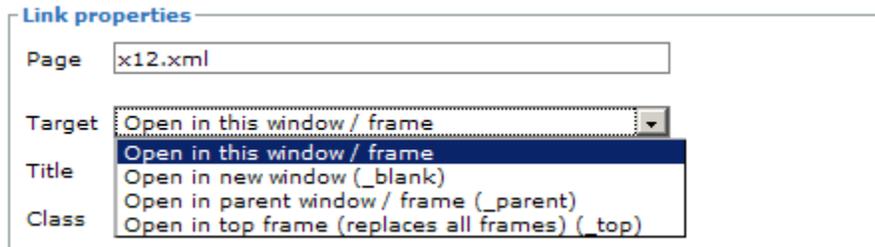
Formatting (works the same way as Microsoft Word)



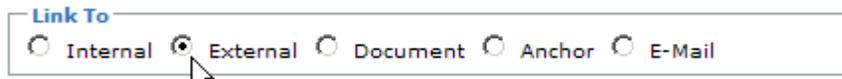
Creating Links

1. Select the text you want to hyperlink
2. Click the link button or right click and choose **insert/edit link**
3. Insert the link information

Link Properties (you can set your link to open in the same window or in a new window)



4. Select the **Class setting** for your link (icon that will go before the links)
5. **Link to:** will allow you to specify where the link will go. If the file is an **internal page** you can just type the name of the page or the XML #

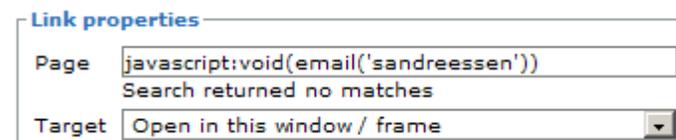


- If your link goes to a **document**, you must first upload the file in your **Assets** dialogue box 
- If your link goes to an **email** that is not a “@pacific.edu” address, use the following template in the page field:

```
javascript:void(email('emailname','domain.com'))
```

Set the *Target* to open in the same window

Set the *Class* to “icon_email”



6. **Insert**

Working with Images

Page Type	Description	Maximum image width
Detail	Has a right hand menu	380 pixels
Wide	Does not have a right hand menu	500 pixels

To insert an image

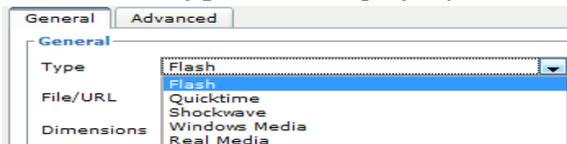
1. Place your cursor inside the RTE where you want your image to appear
2. Choose the **Image** button  or right click, insert/edit image
3. Choose **Browse**  (the **asset manager** will appear)
4. Choose expand + to navigate to your department within the Images folder
5. If you have not uploaded your image, choose **upload**, > **OK** > **name image**
6. **Browse**  and select the image from your computer
7. If your image is too large (according to the table, choose **Scale Image**) select the **appearance** tab > change the dimensions > constrain proportions > **save**

Add Video

1. Place your cursor inside the RTE where you want your video to appear
2. Choose the **Video** button 
3. Choose **Browse**  (the **asset manager** will appear)
4. Choose the **Media** folder and expand + to navigate to your departments media contents
5. If you have not uploaded your **Video**, choose **Browse**  (**select your Dimensions**)
6. **Insert**

Add a video from Youtube

1. Place your cursor inside the RTE where you want your video to appear
2. Choose the **Video** button 
3. In the dialog box **paste** the URL from the handout
4. Select what **Type** of video player/media file type

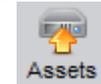


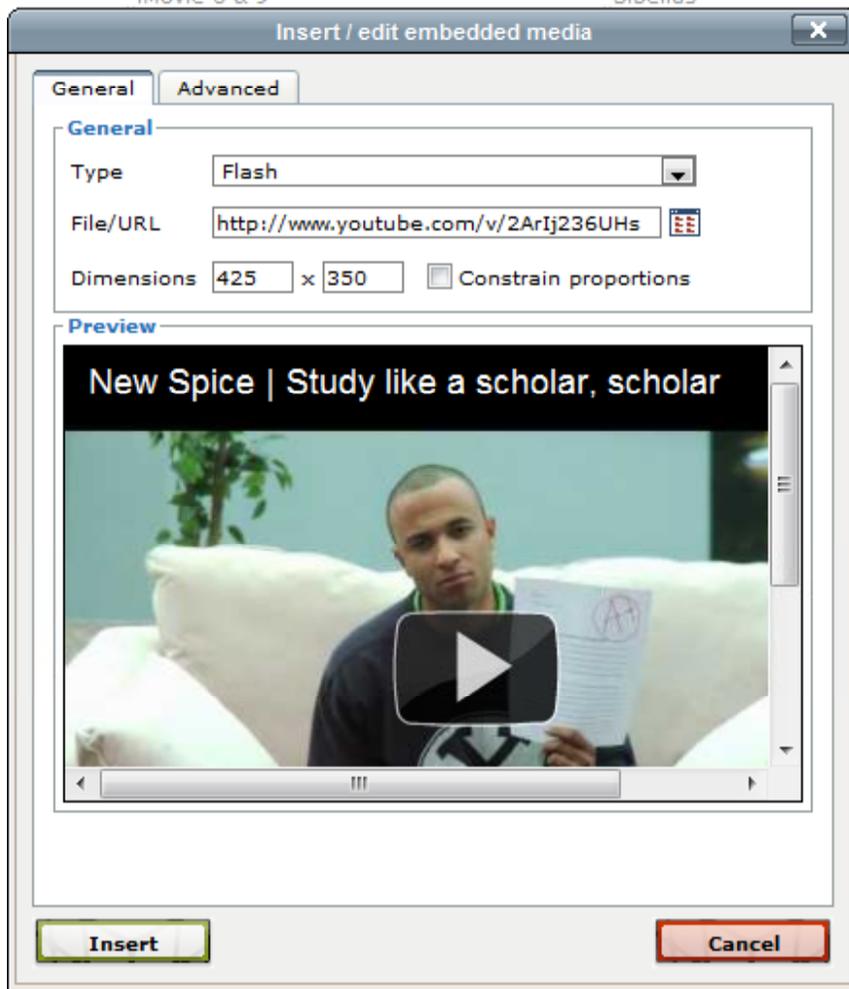
5. Preview your video and determine your **Dimensions**

The **Asset Manager** allows you to organize your files in the CMS, just like you would on your hard drive. With the **Asset Manager** you can:

- Upload, rename, and delete files
- Create, rename, and delete folders
- Change views – thumbnail or list

Images > Library >





6. Insert

Check in/Advance

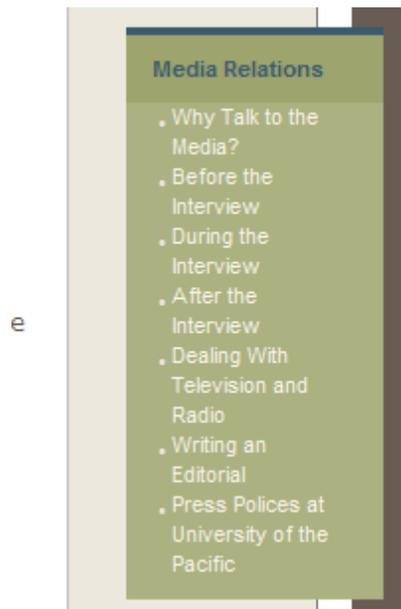
1. Check the page in to the reviewer 
2. Advance it in workflow (reviewer sends to publisher) 

How Menus Work

The CMS creates menus automatically based on the site tree. Take, for example, the following hierarchy:



The “What to do When the Media Calls” page has seven pages underneath it (called “child” pages). The CMS will automatically display the child pages in the right-hand menu of that page:



If you want to re-order your menu links, just move the pages into the desired order; the CMS will rebuild the menu automatically.