

PUBLISHING ON THE SDSM&T WEBSITE – EKTRON CMS400

EDITING A PAGE

Remember to check www.sdsmt.edu/EditWebsite for documentation, training, and How To videos.

Logging In

Note: If you are off-campus, you will first need to vpn in, before following the instructions below. Ektron works happily with Firefox and Chrome, usually works "okay" with Internet Explorer.

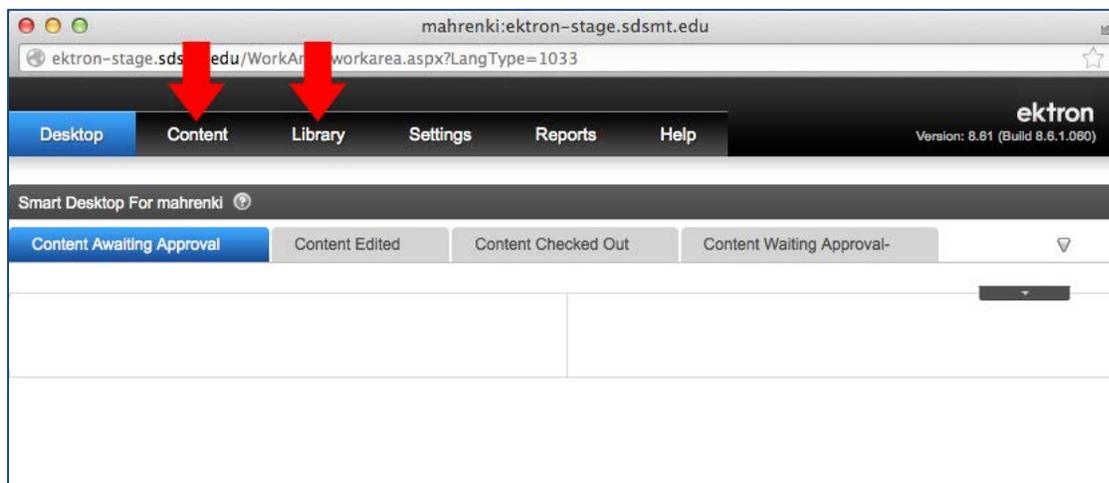
Go to <http://cmslogin.sdsmt.edu>. **Log-in using your SDSM&T network passwords.** These credentials are processed through Active Directory, used by the entire SDBOR system, so it takes a minute before can you log-in to Ektron. **Once you have logged in, click on Workarea**



The desktop of the workarea will look different for different users. Your desktop might be empty. There are two sections of the workarea that SDSM&T publishers will use:

- 1) CONTENT: webpage content items (web pages and other components)
- 2) LIBRARY: website assets like images and links

Content and Library are accessed through the website tabs.



Click on the Content Tab.

Navigate through the Content Folder Structure

In Ektron terminology, webpages are “Content Items.” Content items live in folders within the Content folder structure. The folder structure mirrors the structure of the SDSM&T website. You may see what look like empty folders – these folders contain library items (images and stored links), but their content doesn’t show up unless you are working in the Library tab.

Locate the folder you have publishing rights for. For example, someone in an academic department would click on the “Content” folder, that folder would expand, then they’d click on the Academics folder, then the Departments folder, then the folder for their department.

The screenshot shows the Ektron CMS interface. The left sidebar displays a folder tree under 'Content'. A red arrow points to the 'Civil and Environmental Engineering' folder. The main content area shows a table titled 'View Contents of Folder "Civil and Environmental Engineering"'. The table has columns for Title, Content Type, Language, ID, Status, Date Modified, Last Editor, Start Date, and End Date.

Title	Content Type	Language	ID	Status	Date Modified	Last Editor	Start Date	End Date
Activities and Organizations	HTML Content	EN	561	A	5/9/2013 03:14:43 PM	Ahrenkiel, Mansha		
Career Overview	HTML Content	EN	247	A	5/9/2013 03:15:03 PM	Ahrenkiel, Mansha		
CEE Mission and Outcomes	HTML Content	EN	4862	A	5/9/2013 03:15:24 PM	Ahrenkiel, Mansha		
Civil and Environmental Engineering	HTML Content	EN	128	A	5/9/2013 03:25:33 PM	Ahrenkiel, Mansha		
Contact Us	HTML Content	EN	363	A	5/9/2013 03:16:16 PM	Ahrenkiel, Mansha		
Courses	HTML Content	EN	271	A	5/9/2013 03:16:35 PM	Ahrenkiel, Mansha		
Graduate Education	HTML Content	EN	567	A	5/9/2013 03:16:58 PM	Ahrenkiel, Mansha		
Research	HTML Content	EN	283	A	5/9/2013 03:28:57 PM	Ahrenkiel, Mansha		
Roadmap To Success	HTML Content	EN	295	A	5/9/2013 03:17:33 PM	Ahrenkiel, Mansha		
SDLTAP	HTML Content	EN	5076	A	5/9/2013 03:26:27 PM	Ahrenkiel, Mansha		
Undergraduate Education	HTML Content	EN	570	A	5/9/2013 03:18:19 PM	Ahrenkiel, Mansha		

Within the folder structure, it is usually the case that the *introductory page* to specific subject matter lives in the folder *above* whichever folder contains the main body of that information. For example -- the "home page" of the Registrar’s Office (a content item named “Registrar and Course Enrollment”) lives in the Academics folder. All other Registrar information lives in the Registrar folder and its subfolders. You will have access to that introductory page as well.

Academic Departments are the exception. In an academic department, the home page or introductory page is in the department folder and its name is the name of the department.

Once you have clicked on a folder, its list of contents appears (see image above). That list provides information about the content items, including last editor and last edited date. One important piece of information it shows is the Status of each content item. Below is a list of what the status indicators mean:

Status Indicators

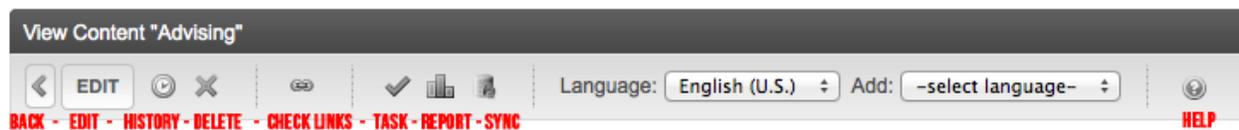
- **A – Approved:** content is published on the website.
- **O – Checked Out:** content is checked out while being edited and can only be accessed by the individual who has it checked out, or a website administrator.
- **I – Checked In:** Content has been edited but not published, anyone with publishing rights to it can access.
- **P – Pending Go Live Date:** Content is pending – it has been scheduled to appear on a future date and that date has not been reached yet.
- **S – Submitted for Approval:** Content has been submitted for approval and will go live when approved.

View, then Edit, an Existing Content Item

Click on the name of the content item. You'll first see that content in "view" mode. This allows you a preview of content before you click "Edit" in the Toolbar above.

The View and Edit toolbars you see vary depending on the rights/permissions of the individual user. The following icons provide the capabilities described below. You may see some or all of these icons.

When in **View** mode, you'll see this toolbar, with the following icons, respectively.



Back -- go back to the previous screen

Edit -- Open a content item, library item or smart form for editing

History -- See the history of your content items; from here you can restore a previous version. *This is useful if you have made a serious mistake and saved – notify UR and we can restore an earlier version for you.*

Delete -- Delete a content item or folder (if you have rights to delete)

Check Links -- A useful tool that allows you to see all links to this page on the website. Check this before deleting content so you know what links to that content need to be updated. If those links are on pages you don't have rights for, send an email to SDSM&T webmaster advising that content is going to be removed.

Add Task -- communicate with someone about actions needing to be taken.

View Content Reports -- not used at present.

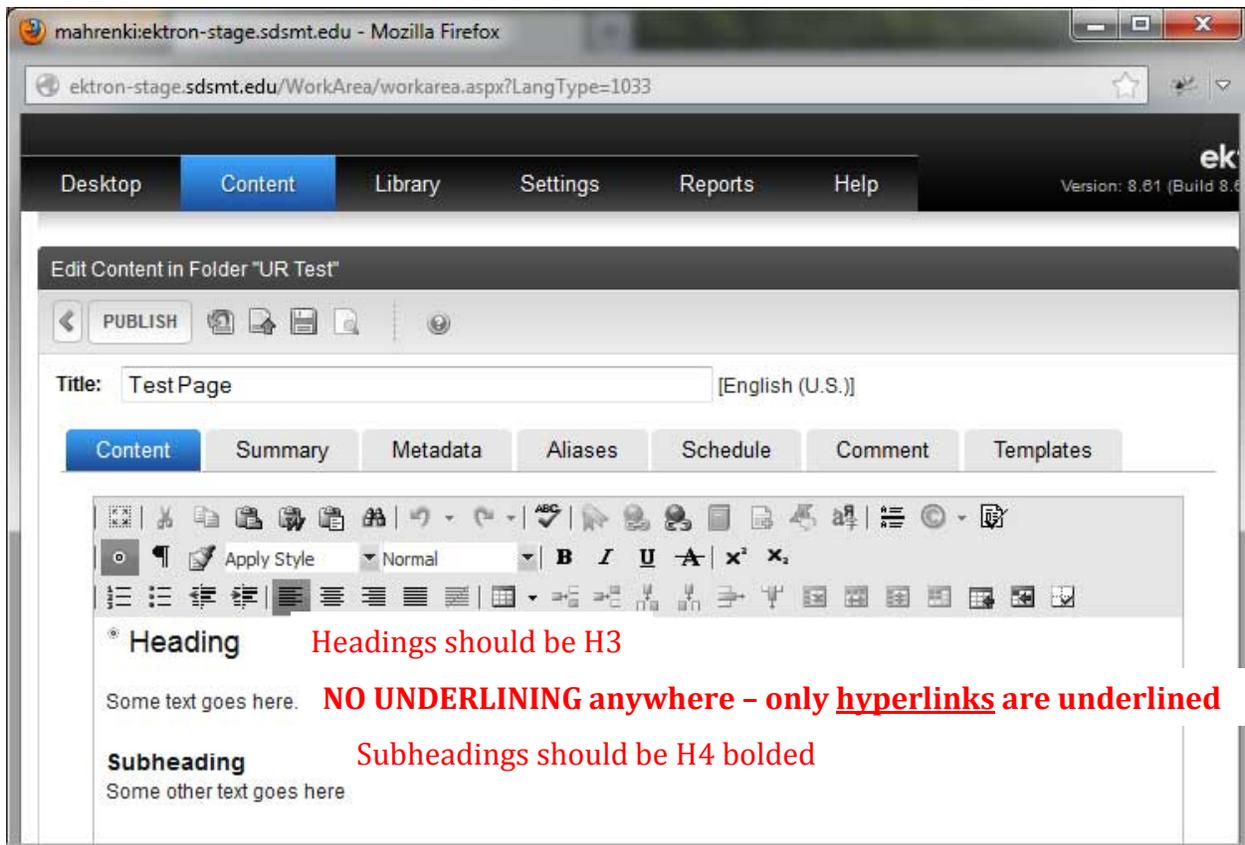
Sync – publish content from the staging server to the production server. Department publisher will not have sync capability. The system syncs automatically every hour on the hour.

Help - Access Ektron user documentation.

Click on the Edit button to edit a Content Item

Editing

The content item will open up in the editing screen



Add, delete or edit text as needed. The Editor Toolbar has a variety of tools you should be aware of:

Paste from Word

Never paste text directly from Word or Outlook (email) into the editor

Nothing causes more CMS problems than this. There are two options: cut and paste into to an outside text editor application first (like Notepad) and then copy and paste from there to the CMS. Or use the **Paste From Word** tool.

When you paste content directly from Word or Outlook, you inadvertently bring over many lines of html/css code with it, and these conflict with code used for the website. **NEVER DO THIS!** Use the **Paste From Word** tool and it strips much of that formatting out.

If you are copying directly from a webpage, you will have similar problems. The formatting will come with the text you are copying and conflict with Ektron styling. Use the **Paste Plain Text** tool for this, or copy the information to Notepad, then into Ektron.

Important Editing Tools

	Paste from Word
	Copy text from Word or Outlook and use the Paste from Word tool to add it to an Ektron Content Item
	Paste Plain Text
	When you copy and paste text from other sources, use Paste Plain Text – it will strip out other kinds of formatting from the text you are copying in.
	Spellcheck
	Click on the Spellcheck icon to spellcheck your text
	Link Tool
	Select the text you want to hyperlink and click the Link tool for the Link dialog box
	Unlink Tool
	Click on a hyperlink, then click the Unlink tool to unlink it
	Library Asset Tool
	Click on the Library Asset tool to add assets (images, files, saved hyperlinks) to your Content Item
	Hide or Show Elements (temporary markers)
	Enabling temporary markers lets you position your cursor in a place on the page that is otherwise inaccessible. For example, if two tables are adjacent to each other, you cannot insert text between the tables without temporary markers. You can click on any marker and begin inserting new content. When you save the content, temporary markers are removed. You can toggle the temporary markers on and off by clicking the Hide/Show Elements button
	Table Tool (and other table tools to right)
	Ektron offers many tools to help you build and change tables – icons allow you to add/position rows and columns, and merge or delete cells, etc.
Other Tools	Many of the Ektron editing tools will be familiar to you from other applications you use – you can easily bold, italicize, indent, add bulleted or numbered lists or use sub- or super-script text.

Tools are grayed out when not available for use. You may have to select a link, table or other content piece before you can use its associated tools.

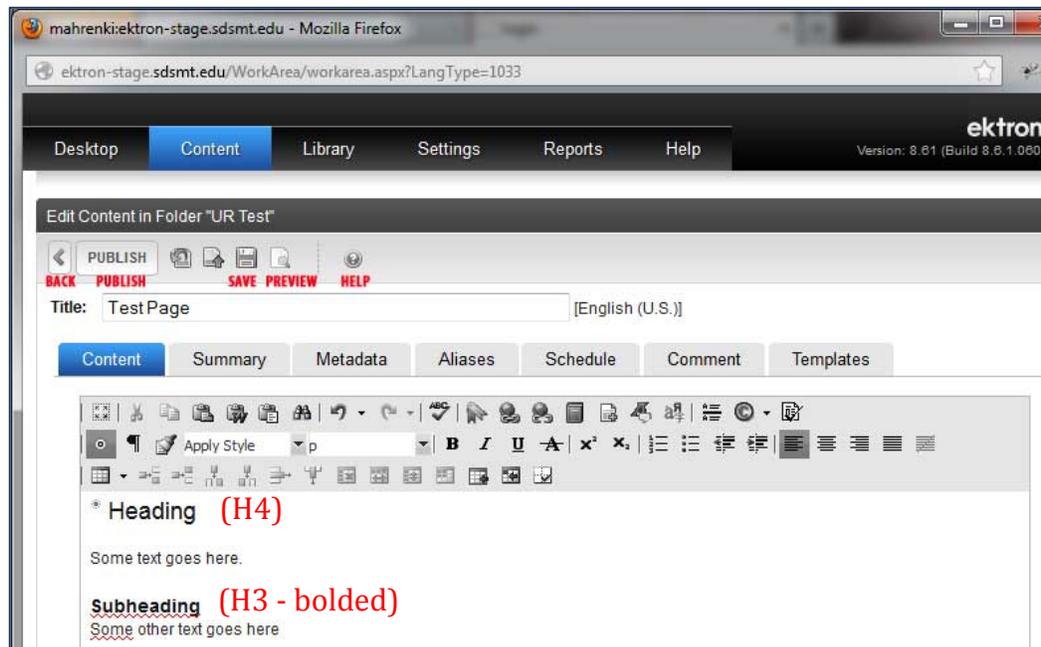
Save or Publish? And all about “syncing”

SDSM&T website content exists in two environments.

1. the **staging** environment – where UR web designers and department publishers work to add or change the website, and
2. the **production** (or public) environment that visitors to our website see.

Syncing: Once every day (currently at 5pm), the staging server syncs to the production server – so anything that has been created or edited, and then *published*, shows up on the live SDSM&T website.

As you work in your content areas, you do need to be aware of this. **If you don't want your work to show up on the live site, then save rather than publish your work.** Save your work by using the save button, saved work can be previewed by clicking the preview button. When you are satisfied with your edits, click the Publish button. At the next sync, your published work will appear on the website.



Note that when work is in saved mode, it has either a checked-in or checked-out status. If you want others to have access to it for editing, you will need to make sure it is checked-in.

If you save your work, then leave the document without publishing you'll see a dialog box that asks you if you want to leave the page or remain on the page. If you have saved, you can leave the page and your work will be saved. If you have published, you will not see that dialog box.

When you have finished editing your page, and have published it. You can log out of the Ektron system.

When should I edit, when should I ask UR to edit for me?

We have provided access to publishing on the website so departments can keep their information up to date and correct by editing content. The CMS gives you the tools for that.

If you need to:

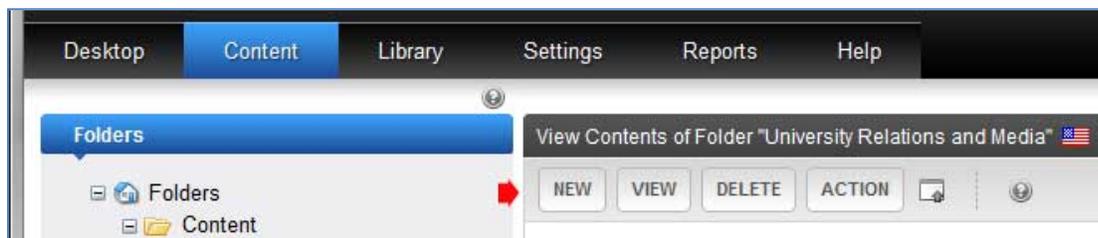
- Have folders created for you
- Create a new website section with multiple pages
- Change or add navigation
- Build a page that requires a lot of images or formatting

- Help with images
- Remove (delete) existing content items

Please submit a job request through University Relations. You will find that here: <https://interact.sdsmt.edu/ur/job-request.htm>

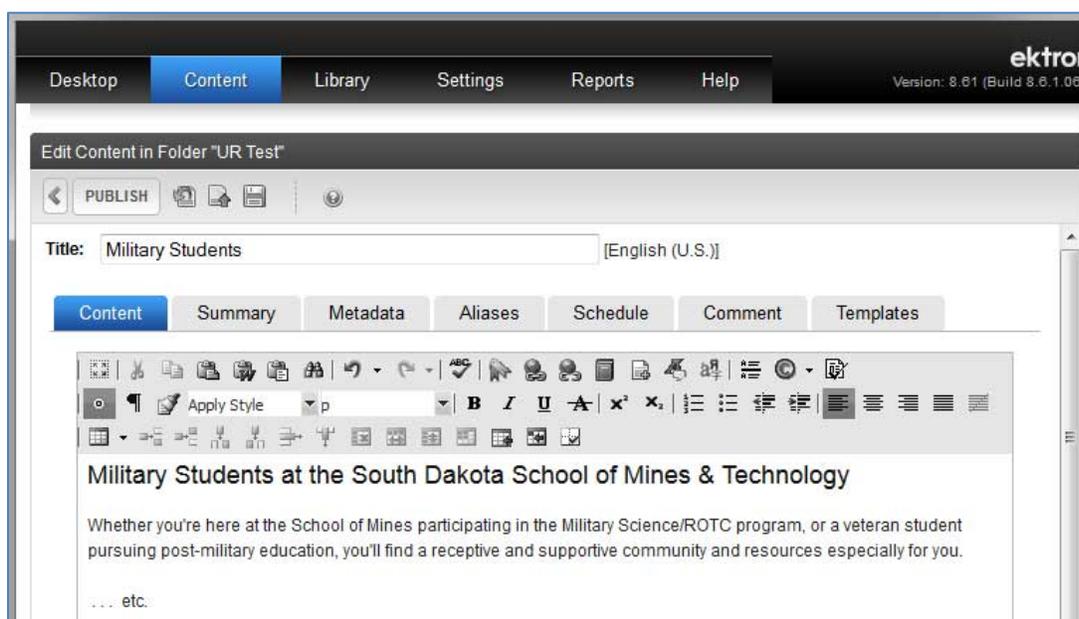
ADDING A PAGE

If you need to add rather than edit a page, then navigate to the folder where you want to add. You must have rights to add content within that folder. If you have those rights, you'll see that you have a "New" button at the folder level.



Click on the New button and from the dropdown list that appears, click HTML Content.

Provide your new HTML content item with a "title." The word "title" is a little misleading here, because you are not providing a title for the content of your page, you are naming the content item. This name shows up in the Ektron folder, in the breadcrumbs on the live site, and in the left navigation on the live site, once added to the navigation menus. You want to pick as short a name as possible (e.g. "Military Students"). You will still have to provide a title within the actual content you put into your webpage. That title can be longer, e.g. "Military Students at the South Dakota School of Mines & Technology."



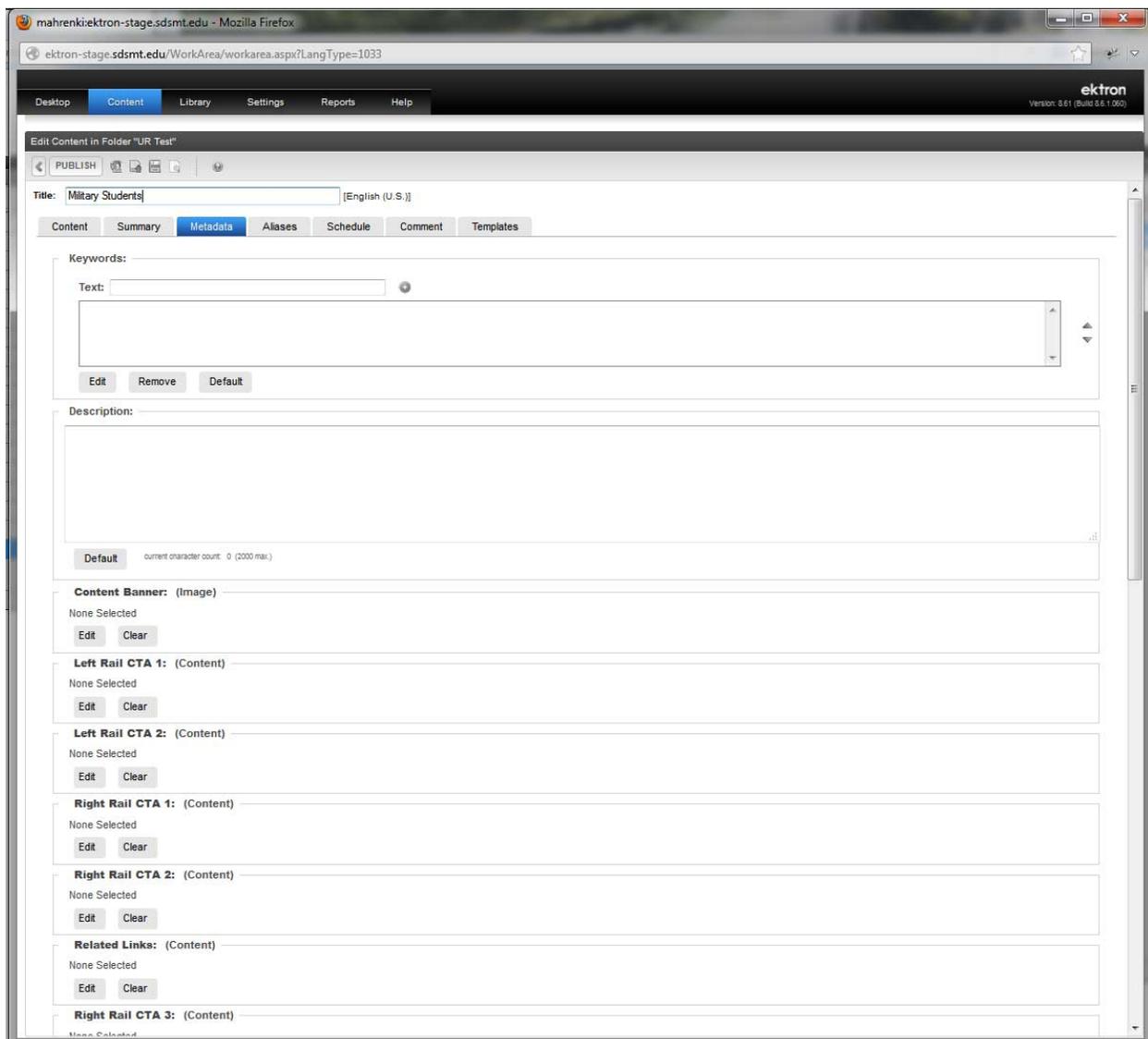
Add content to your page following the "Editing a Page" instructions described earlier.

Scheduling: If you want to create a page now for future display, then you can Schedule it to appear at a future time and date. This will keep it from appearing on the website until you are ready for it to go live. More on scheduling below.

The other Editor Tabs

In showing examples of using the Editor to add content to your page, in this document, we have always shown the Content tab displayed. There are other tabs as well: Summary, Metadata, Aliases, Schedule, Comment, Templates – you may see some or all of these. The two you may need to use are **Metadata** and **Schedule**.

Metadata



The screenshot displays the Ektron content editor interface in a Mozilla Firefox browser window. The browser address bar shows the URL: `ektron-stage.sdsmt.edu/WorkArea/workarea.aspx?LangType=1033`. The page title is "Edit Content in Folder 'UR Test'". The interface includes a navigation menu with tabs: Desktop, Content, Library, Settings, Reports, and Help. The "Content" tab is currently selected. The main editing area shows the "Metadata" tab active, with the following fields and options:

- Title:** Military Students [English (U.S.)]
- Keywords:** A text input field with a "Text:" label and a "PUBLISH" button. Below the input field are "Edit", "Remove", and "Default" buttons.
- Description:** A large text area with a "Default" button and a character count: "current character count: 0 (2000 max.)".
- Content Banner: (Image)** "None Selected" with "Edit" and "Clear" buttons.
- Left Rail CTA 1: (Content)** "None Selected" with "Edit" and "Clear" buttons.
- Left Rail CTA 2: (Content)** "None Selected" with "Edit" and "Clear" buttons.
- Right Rail CTA 1: (Content)** "None Selected" with "Edit" and "Clear" buttons.
- Right Rail CTA 2: (Content)** "None Selected" with "Edit" and "Clear" buttons.
- Related Links: (Content)** "None Selected" with "Edit" and "Clear" buttons.
- Right Rail CTA 3: (Content)** "None Selected" with "Edit" and "Clear" buttons.

The Metadata tab allows you to add components to your HTML content item – including keywords, description, content banner, CTAs (Call-To-Action boxes), site links & related links.

Keywords help with search results – both internal and external searches. If you wish, you can add a few keywords to your page. Think of these as the word or short phrase a user might type in the Search utility to find the kind of content you are offering. Type each word or phrase into the “Text” box, then hit return and you can type in the next.

Description: you do not need to fill this out.

Content Banner: This is the main image at the top of the page and often is consistent throughout a department or section. To add this, click on Edit. A pop-up box will appear and on the left side you’ll see the display of folders that you’ve seen while working with Ektron content. This display is a little different, however, because it shows **Library** assets rather than **Content** assets. Although it looks similar, you’re now in a different part of the Ektron system. If you navigate to the top level folder where your content resides, you should see banner images applicable to your content. (A new banner will have to be uploaded to the library before it can be added to your page. Choose the banner image you want (the row above it will turn bright yellow). Double click insert, and the name of the banner will appear in the “Reorder and Finalize Selections” box, at the bottom of the screen. Click Save to add the banner to your Metadata screen. When you save or publish your page, you will have now added the content banner to your HTML content item.

Left Rail and Right Rail CTA options are added in a similar fashion. You click on Edit, navigate to the sub-folder (named #CTA) and choose an already-created CTA to add it to your page. Double click to add it, then click Save to bring it into your Metadata display. When you save or publish your content item, the CTA will be added. See directions below on creating a CTA.

(See document: Creating a CTA)

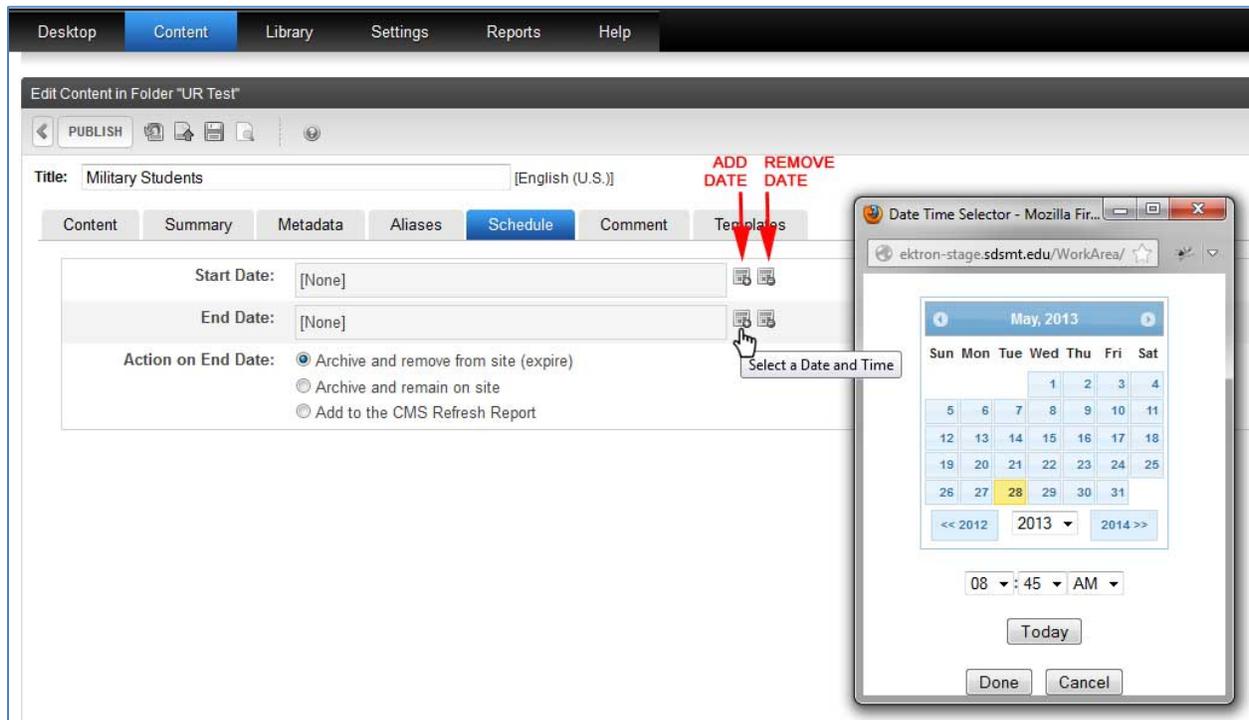
Scheduling Your Content Item

You can schedule content to appear or to expire, or both. If you schedule your content item to appear sometime in the future, then you can Publish it without it going live on the website. This is a good way to make sure you have time to finish the editing you need to do. (See Schedule screen image, next page).

To schedule your information to appear at a later date, click the first calendar icon  (with the plus sign) following “**Start Date.**” A pop-up calendar will appear, and you can select the date and time you want. To remove that date later, you click the calendar icon with the minus sign.

You can also schedule content to expire – which is handy in some cases. You schedule content to expire by choosing an End Date for it. After that, you can select “Archive and remove from site” which means your file is deleted once its purpose is served, or “Archive and remain on site” which is useful if you’d like to reuse that content in the future.

Schedule Screen



If you make changes to Metadata or Scheduling be sure to Publish or Save your page so changes are retained.

ADDING AN IMAGE

Adding An Image

Steps to adding an image:

1. Properly prepare size and compress image for display
2. Upload image to the appropriate folder in the Ektron library
3. Add and position image in the Content Item (webpage or CTA)

Prepare images:

Images need to be added as .gif, .jpg or .png files and should be created at the same size they will display at. When an image is used for a printed piece, it's usually used at very high resolution which means the file size will be very large. When that same image is properly resized and saved for web use as a .gif or .jpg or .png file, it will be much smaller – meaning a faster download for users seeing it on your webpage. Generally, the .gif format is used for line art (think clip art) and .jpg for photographic images. The .png format is often useful for images with transparent backgrounds. **No other image formats should be used.** The file

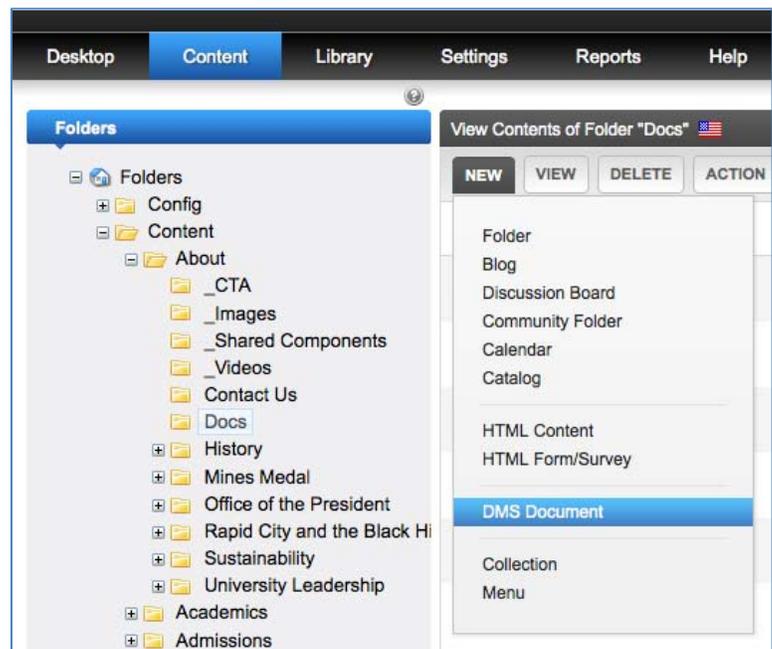
size of your image will vary but, generally speaking, images should be **less than 100kb** in size even if quite large, like a banner image.

Please plan your image displays so that when multiple images are displayed, they are consistent in size and position, and make sure images are good quality. Poor image displays make a website look unprofessional. If you need help with images, please contact University Relations and we will be happy to assist.

Adding a Document to the DMS (Document Mgmt System) and linking to it

Add a Document:

In the **Content** tab, (not Library), find the Docs folder most closely associated with the content you are working on. Click on that folder, then in the right pane of the screen, mouseover the NEW button to get the dropdown list. From that list, click on DMS Document. A new screen will open and you need to do two things there: 1) Click on the browse button to find the document on your computer that you want to upload to Ektron. 2) Name the content item. Once you have done both steps, click on Publish. Your document is now uploaded to the Docs folder.



To link to a document in the DMS system:

Within a webpage, create a hyperlink. Where previously (for docs that were in the Library) you navigated to your document using the "Files" option in Link Manager, now you will use "Quicklinks" instead.

Find the document in your Docs folder and be sure -- in Link Manager -- to target it to a new window.

