

# Website Browser

The Website Browser portion of the CMS is where all of your file management type tasks occur. Here you can create new html pages, upload new documents or images and create new folders.

## Getting Started

1. Log into the Content Management System (CMS) at:  
**<http://www2.cortland.edu/c>**
2. Sign in using your SUNY Cortland Username and Password.  
Please note: The very first time you login you will receive the following message:  
*"Please contact the administrator because you do not have any pages configured."*  
This message will appear until a CMS administrator has assigned permissions to your account.

3. Once you have logged in and have been assigned permissions you should see three tabs: Workflow, Website and Content across the top of the page.



4. Choose the Website tab. You should see a folder tree on the left hand side of the page. If you do not see your department or office folder in the folder tree expand the parent folder by clicking the + button beside it.



5. Select your site folder to reveal its contents. Your folder may contain web pages and files, such as images or documents.

Note: An HTML page in the CMS has a .dot extension such as "index.dot".

## For CMS Help Contact

### Loren Leonard

loren.leonard@cortland.edu  
ext. 4045

### Justin Stewart

justin.stewart@cortland.edu  
ext. 4986

## Website Browser Online Video Tutorial

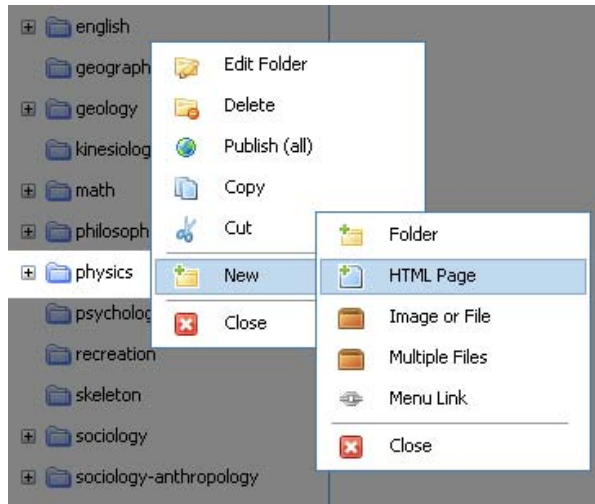
A demonstration of the features of the Website Browser portlet of dotCMS.  
<http://tinyurl.com/5qgezW>

## Creating an HTML Page Online Video Tutorial

Learn how to create an HTML page in dotCMS.  
<http://tinyurl.com/5wqb32>

## Creating a New Page

1. To create a new HTML page right click (control + click on a Mac) on the folder that you would like to create the new HTML page within and select New > HTML Page



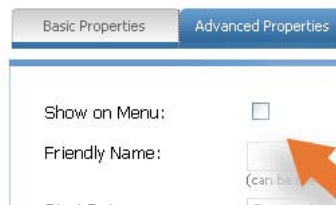
2. The Add/Edit HTML page window will open and ask you to enter some basic information about the page. In the Page/Menu Title field, give your page a title. Please note, this title will be the headline for your page as well as the text used in the navigation menu if you should choose to have the page “Show on Menu.”

3. The page URL field should fill in automatically with a Web-safe name.

Note: The only time you would ever need to enter a different name here is when the new page you are creating is a home page. In this case you would name it “index”

4. Select a template from the list. Knowing which template to select can be confusing. We recommend that you note the name of the template you were instructed to use during CMS training in the space below. If you are unsure of which template to use please contact us.

5. If you would like this page to be a link on your navigation menu, choose the Advanced Properties tab and select the checkbox labeled “Show on Menu.”



6. Click Save or Save and Publish to save your new page.

## Adding Files and Images

Repeat the process that you performed for Creating a new HTML Page by right clicking on your folder and choosing New > Image or File

You will then be asked to browse for the image or file that you wish to upload to the CMS from your computer and give a title and brief description for the file.

### Save vs. Save and Publish

Both of these options will save your work but Save and Publish will publish your saved work, making it “live” on the web for visitors to view.

### What’s This? Status Indicators

In the Website Browser beside each file is a status icon

Green indicates that it has been published. Yellow indicates that it has not.

This highlighted padlock icon indicates that the item is currently in use or has been left open by a user. Remember to always choose cancel if you do not wish to save your changes. Failing to do so will lock the item. If an item is locked you can still access it but be certain that no one else is working on it.

### Resizing Images for the Web

Most images are too big to use on the web forcing them to look poor and load slowly. Optimize your images first. Go to:

**<http://spirulina.cortland.edu/resize.html>**

(note: you must be on campus to use this tool)

# Website Editor

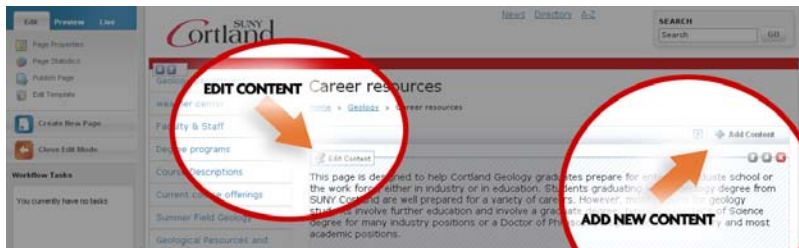
The Website Editor portion of the CMS is where you will add and edit content to your Web pages .

## Adding Content

Look for the Add Content button to begin adding content to your pages. By selecting the Add Content button you will have the option to Add New Content, Reuse Existing Content or Create a Widget.

## Editing Content

If your page already has content you can edit it by clicking on the Edit Content button in the upper left hand corner of that container.

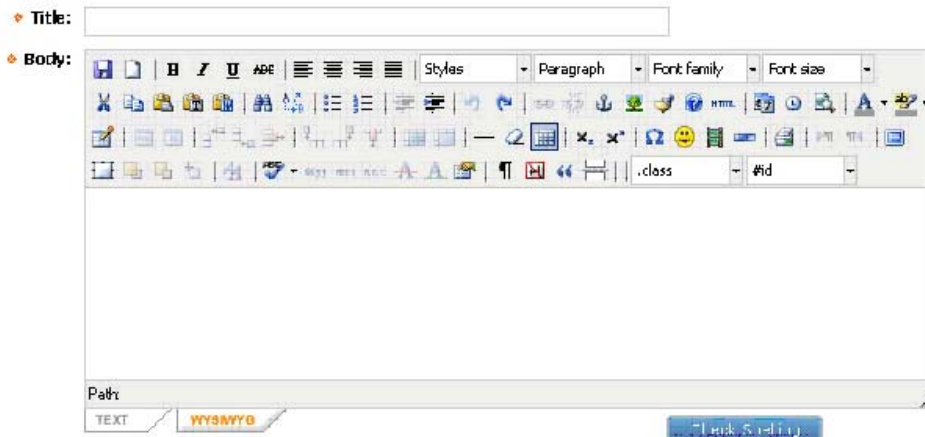


## WYSIWYG (HTML Editor)

The WYSIWYG (What You See Is What You Get) Editor features many common tools that you would encounter in a typical word processing application for editing the content on your Web pages.

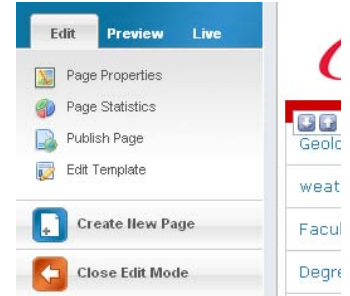
When entering content you can type it in from scratch or paste it in. If you are copying text from MS Word DO NOT directly paste the content into the text field. Click on the paste from word icon and paste in the text.

In general, **it is best practice to keep text formatting to a minimum** on the web. Therefore, it is highly recommended that you use the paste as plain text option and then reapply some simple formatting.



## Getting Back to the Website Browser

Use the Close Edit Mode button with the arrow to return to the Website browser.



## Ordering Your Navigation

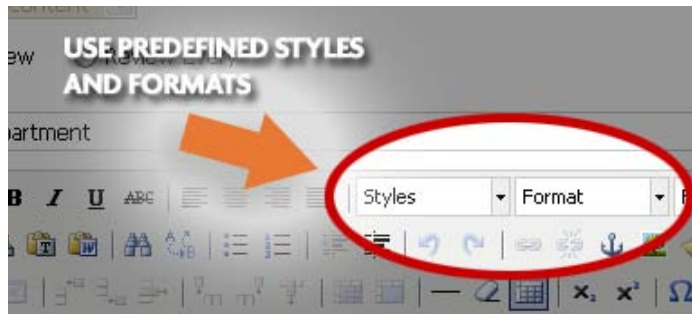
Click on the icon. This will bring you to a screen that will allow you to drag and drop a list of your navigation items in the order you wish.



## Introduction to the WYSIWYG Field

A demonstration of the tools and features available when adding content using the WYSIWYG field. <http://tinyurl.com/62hgrb>

The WYSIWYG editor also offers some predefined styles that are helpful when formatting text for the web. Using these styles will help your pages and all SUNY Cortland pages be more consistent. It is highly recommended that you use the Styles and Format drop down boxes to style your content. **The use of the Font Family and Font Size drop down boxes is strongly discouraged.**





## Edit, Preview, and Live modes on HTML Pages

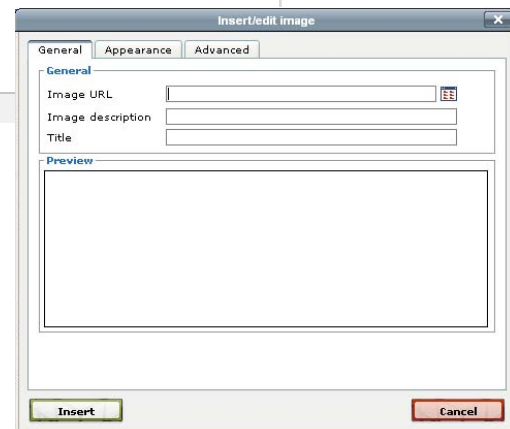
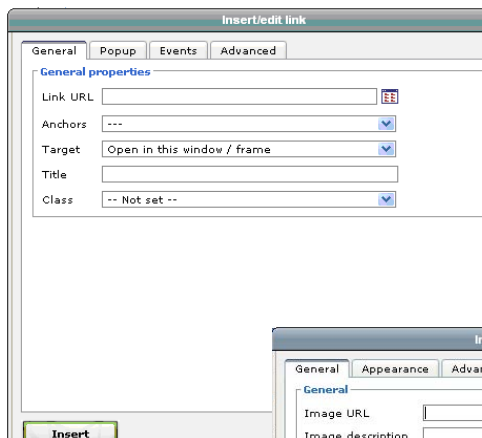
Learn the difference between the Edit, Preview, and Live modes on an HTML page. This tutorial shows you how to preview the look of your content before publishing to live to your site on your HTML pages.

<http://tinyurl.com/5lga3o>


## Creating Links


Highlight the text or select the image that you would like to serve as a link and click on the link button . An insert link window will appear.

Choose the browse button  at the end of the Link URL field and use the tree structure to browse to the page or asset that you wish to link to. If you know the URL, type or paste it into the Link URL field. You are not required to complete any of the other fields.



## Adding images

Insert your cursor where you wish to place your image and click on the insert image button . An insert image window will appear.

Choose the browse button  at the end of the Image URL field and use the tree structure to browse to the image that you wish to insert. Make sure to enter a brief Description of the photo in order to conform to accessibility standards.