

Using WebCMS 7: Advanced

Web Services Unit

www.sjsu.edu/webservices

WebCMS 7: Basic Recap

WebCMS 7: Basic Recap

- SJSUOne account
 - Always use **your** SJSUOne account
 - **Do not share** your password
 - Visit www.sjsu.edu/sjsuone for more information
- 3 Types of access
 - Develop an “internal communication plan” with your team

WebCMS 7: Basic Recap

- While you are **working** on your website
 - Visible at `dev.sjsu.edu/#sitename`
 - Real time updates – do not promote
- **After** your website is live
 - **Not visible** on `dev.sjsu.edu/#sitename` any more
 - **Visible** on `stage.sjsu.edu/#sitename`
 - ▶ Real time updates - do not promote
 - **Visible** on `www.sjsu.edu/#sitename`
- Up to **15 minutes delay** – promote this URL
- Changes are done by the Web Services Unit

WebCMS 7: Basic Recap

- Website Audit for usability & accessibility performed **before** a website goes live
 - Web Services Unit does not proof read your content
 - You are responsible for your content
- Website Audit for usability & accessibility performed **once a year** after a website is live
 - webcheck.sjsu.edu

WebCMS 7: Basic Recap

- You are responsible for your website(s)
 - Should be accessible
 - Accessibility Evaluation guide:
www.sjsu.edu/accessibility/web/resources/evaluation
 - You are responsible for content quality
 - ▶ Refer to Guidelines for Web pages
www.sjsu.edu/webservices/docs/Guidelines-WebPages.pdf
 - Always keep user accounts for your website current
 - ▶ Notify us of any change

WebCMS 7: Basic Recap

- While working on your website
 - Invest the time in developing an **information architecture**
 - **Identify templates** that works well with your content
 - Always **save** your changes
 - Unlock your webpage(s) - if, you **don't publish** your website
 - Logout when complete

WebCMS 7: Basic Recap

- Interested in learning more about Web Accessibility ?
 - www.sjsu.edu/accessibility/training/
- Are my (non-HTML) documents accessible ?
 - Center for Faculty Development offers numerous workshops
www.sjsu.edu/cfd/events
- iTunes U @ SJSU
 - www.sjsu.edu/cfd/resources/technology/
- Need technical assistance with WebCMS 7 ?
 - www.sjsu.edu/webservices/support/
- We need your feedback
 - WebCMS 7 login page -> click on “Feedback” inside “Quick Links” section

Using WebCMS 7: Advanced

Web Services Unit

www.sjsu.edu/webservices

Objective

- A finer understanding of templates inside WebCMS 7
- Able to perform advanced web editing using XStandard
- Check your website for accessibility and make required changes
- Learn more about search, accessibility tools and what visitors are looking for ?

Agenda

- Section 1: Building Your Website
- Section 2: Understanding Template Propagation
- Section 3: Next Steps After Going Live
- Section 4: Conclusion & Feedback

Section 1

XStandard Toolbar In-depth
How-To's

Advanced Editing

- Accessibility
- Creating new pages
- Galleries
- Tables
- Anchors
- Source code view
- Forms

Accessibility

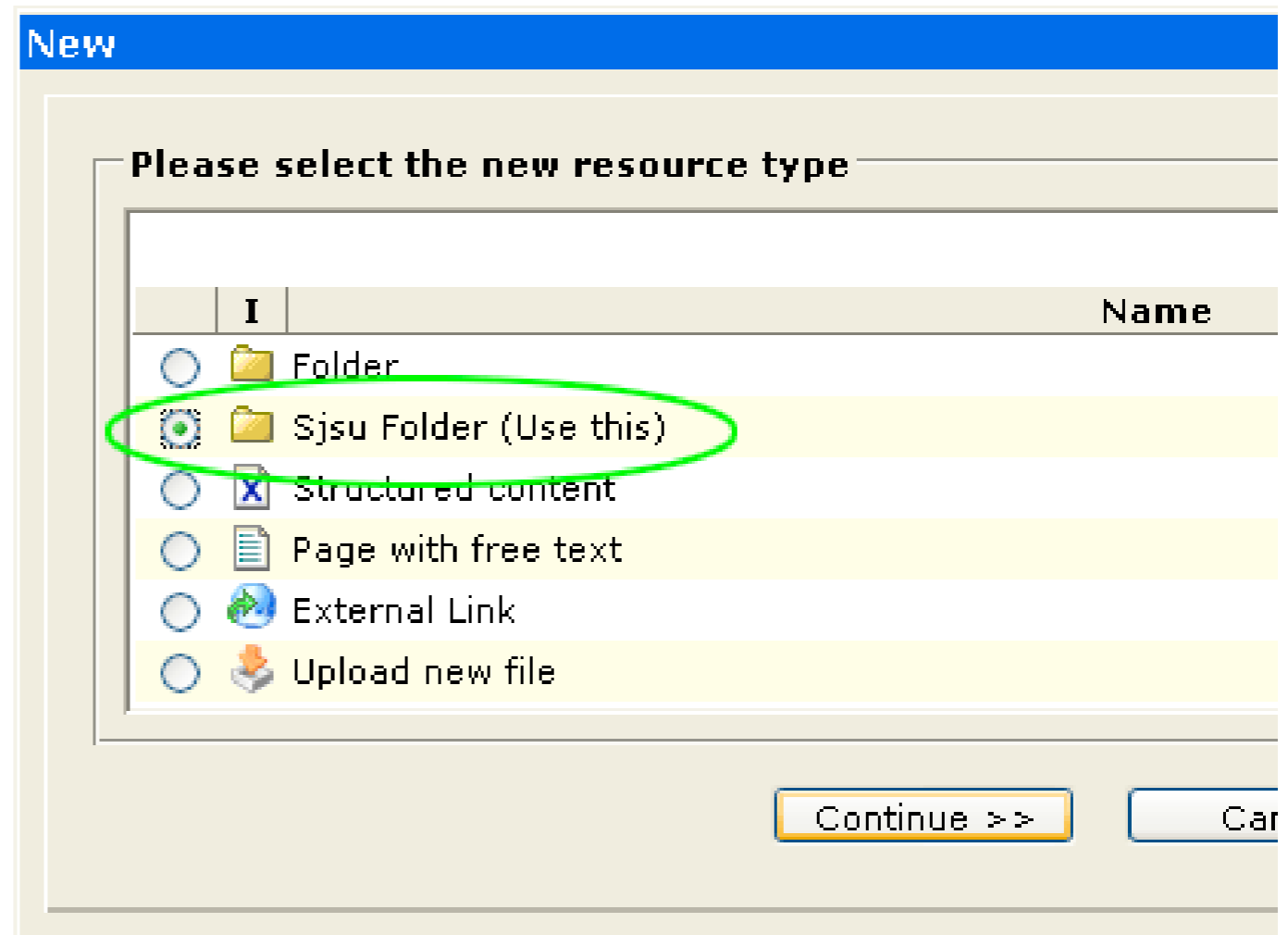
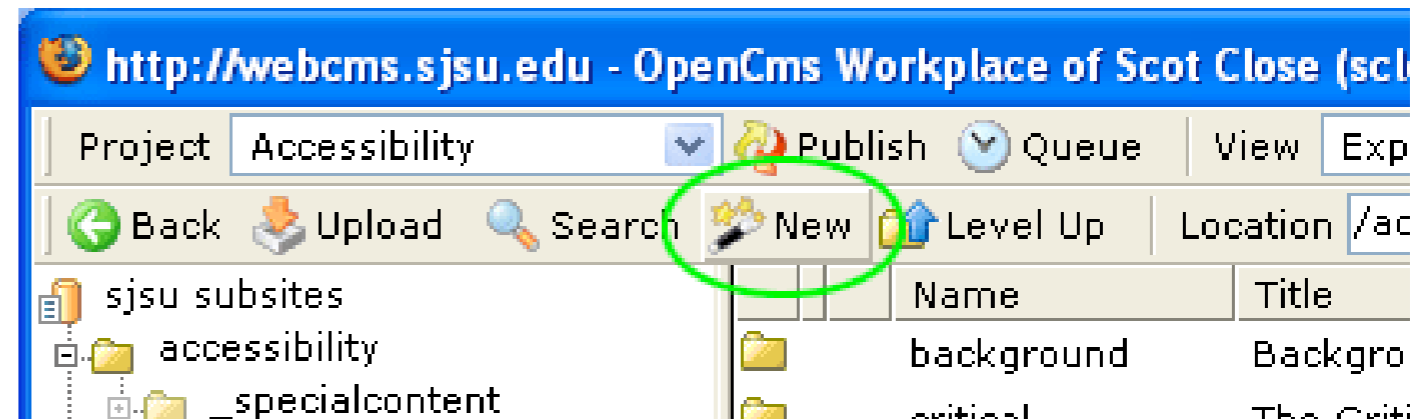
- Page templates are designed to be accessible
- Content must also be accessible
- Linked documents (PDF, Word)

Accessible Content

- Heading structure
- Lists
- Meaningful link text
- Image “alt” text
- Table headings & summaries
- Colors

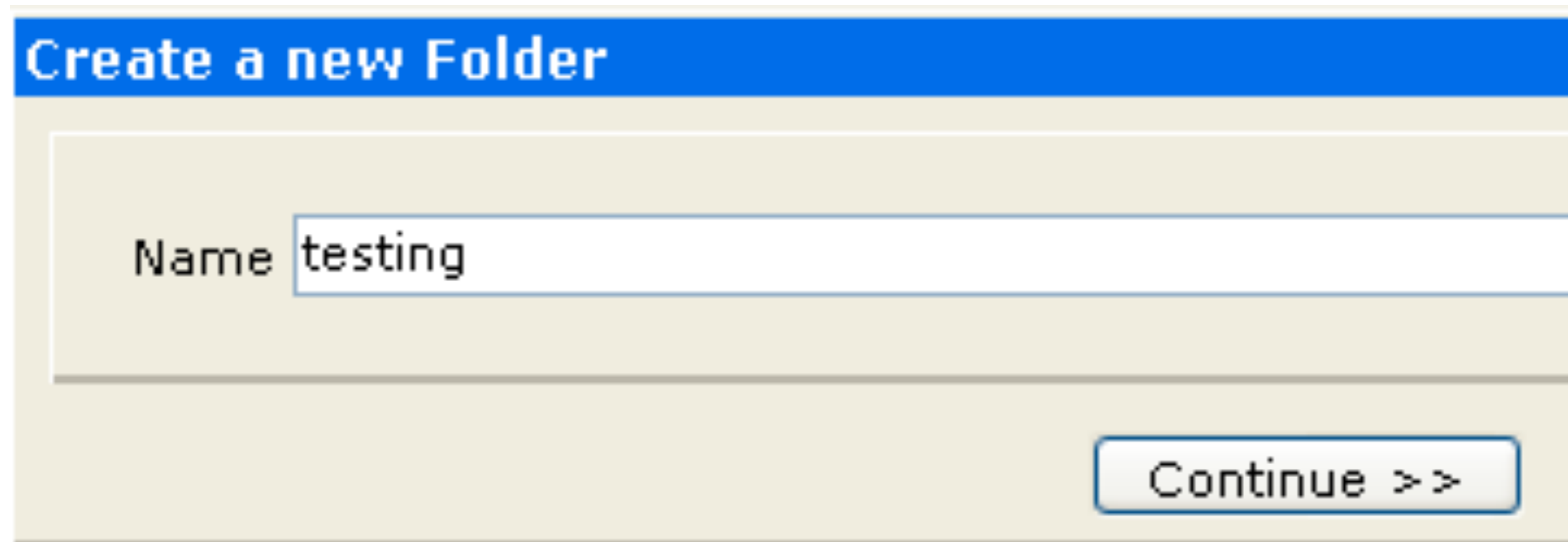
Creating a New Page

- Click the New icon
- Select SJSU Folder
- Click Continue



Creating a New Page

- Give the new page a name
Note: this will be the directory name, and should be all lower-case with no spaces
- Click Continue



Create a new Folder

Name

Continue >>

Creating a New Page

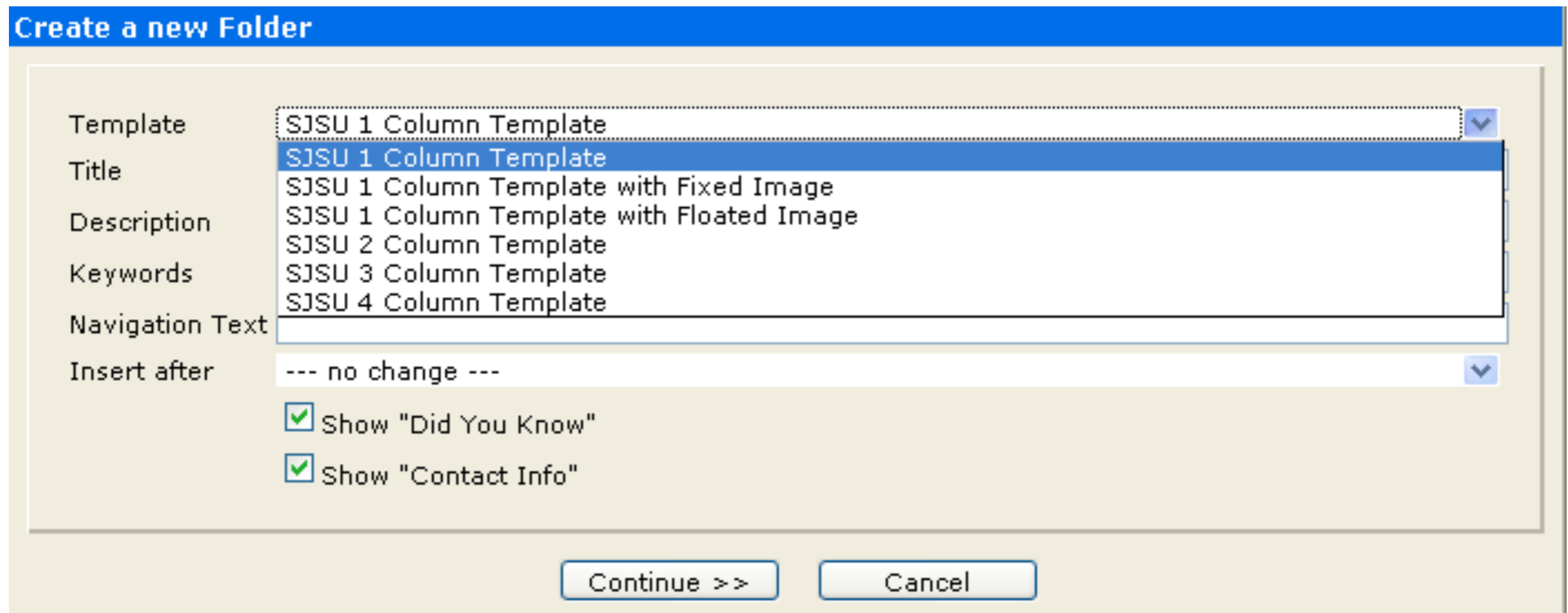
- Enter properties for new page

Create a new Folder

Template	SJSU 1 Column Template	▼
Title	<input type="text"/>	
Description	<input type="text"/>	
Keywords	<input type="text"/>	
Navigation Text	<input type="text"/>	
Insert after	--- no change ---	▼
	<input checked="" type="checkbox"/> Show "Did You Know"	
	<input checked="" type="checkbox"/> Show "Contact Info"	

Creating a New Page

- Select a template from the list



The screenshot shows a dialog box titled "Create a new Folder" with a blue header. The dialog contains several fields and options:

- Template:** A dropdown menu with "SJSU 1 Column Template" selected.
- Title:** A text field containing "SJSU 1 Column Template".
- Description:** A text field containing "SJSU 1 Column Template with Fixed Image".
- Keywords:** A text field containing "SJSU 1 Column Template with Floated Image".
- Navigation Text:** A text field containing "SJSU 2 Column Template".
- Insert after:** A dropdown menu with "SJSU 3 Column Template" selected.
- Options:** Two checkboxes are checked: "Show 'Did You Know'" and "Show 'Contact Info'".

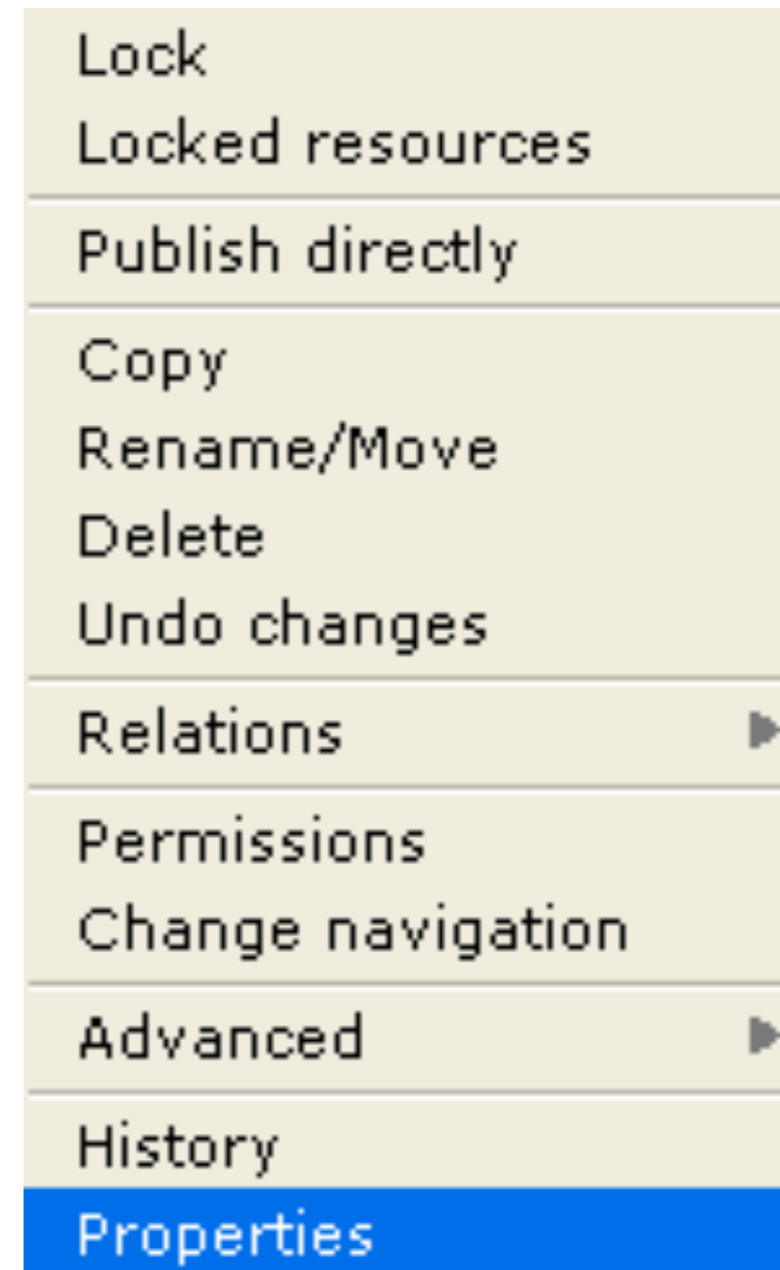
At the bottom of the dialog are two buttons: "Continue >>" and "Cancel".

Creating a New Page

- Enter a meaningful title
- Enter a description
- Enter navigation text
- Select Did You Know and/or Contact Info

Changing Navigation

- Click on folder
- Select Properties



Changing Navigation

- Add/Remove
- Change text
- Change position

Properties: resources

Property	Value
Title	Resources
Add to navigation	<input checked="" type="checkbox"/>
Navigation Text	Web Resources
Insert after	--- no change --- --- at the first position --- Committee [web_team/] Plan [web_plan/] Timelines [web_time/] Legal Notice [legal/] The Critical List [critical/] WEB Mailing List [mailinglist/] New and Redesigned Sites [new/] --- current position --- [resources/] --- at the last position --- --- no change ---

Using Galleries

- Galleries hold images, documents, and links that are used on multiple pages
- Items in galleries can be easily updated

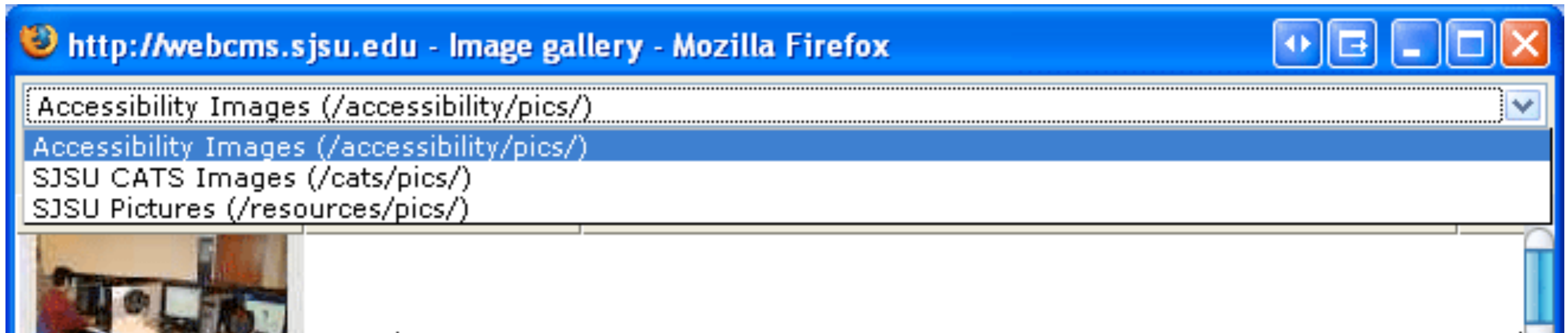


Adding from a Gallery

- Select the text you want to link to a document or external web page (or put cursor where you want an image)
- Click on appropriate Gallery icon
- Select site from drop-down menu
- Select the image/document/link from the list (or use search)
- Click the green check mark

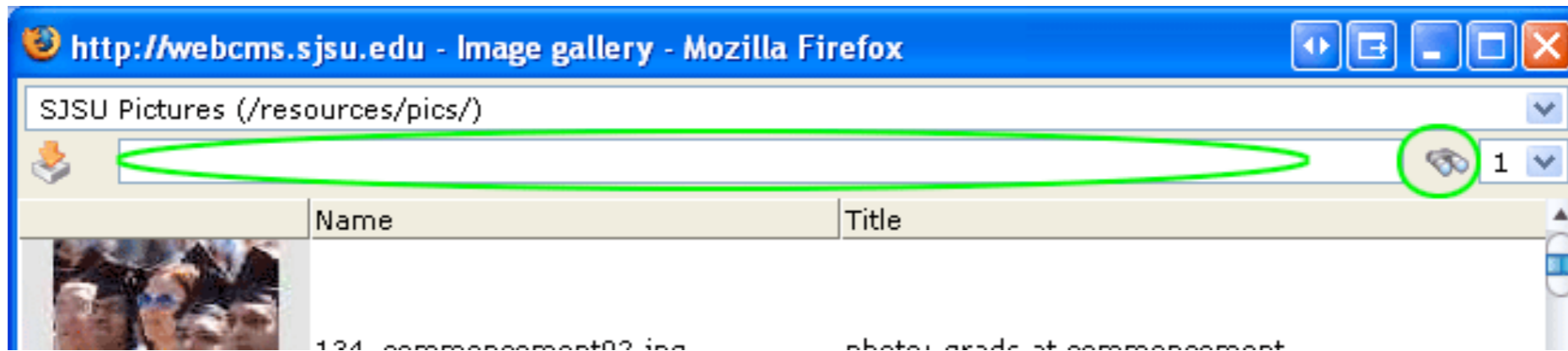
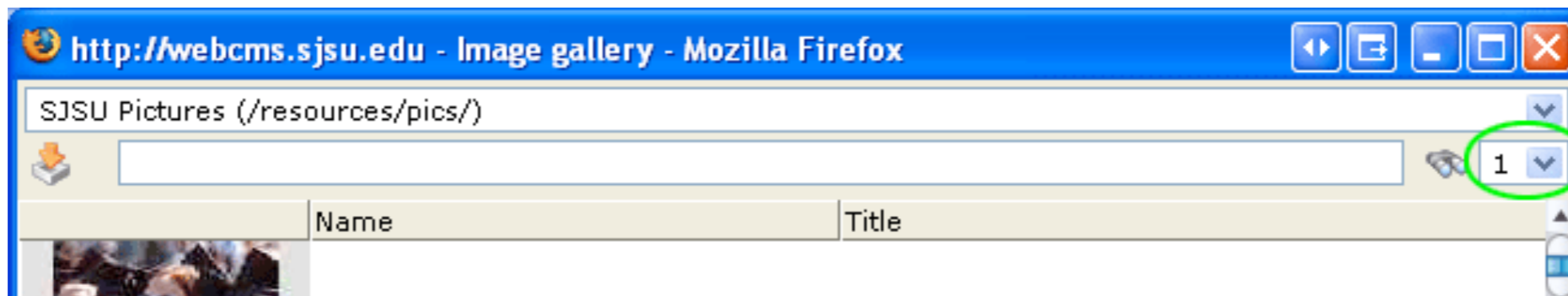
Choosing a Gallery

- Choose the desired gallery from the drop-down list



Find Item in Gallery

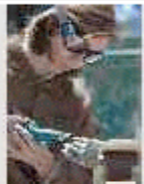

- Scroll through items or enter part of name or title and search



Add to Page

- Change title if necessary
- Click check mark

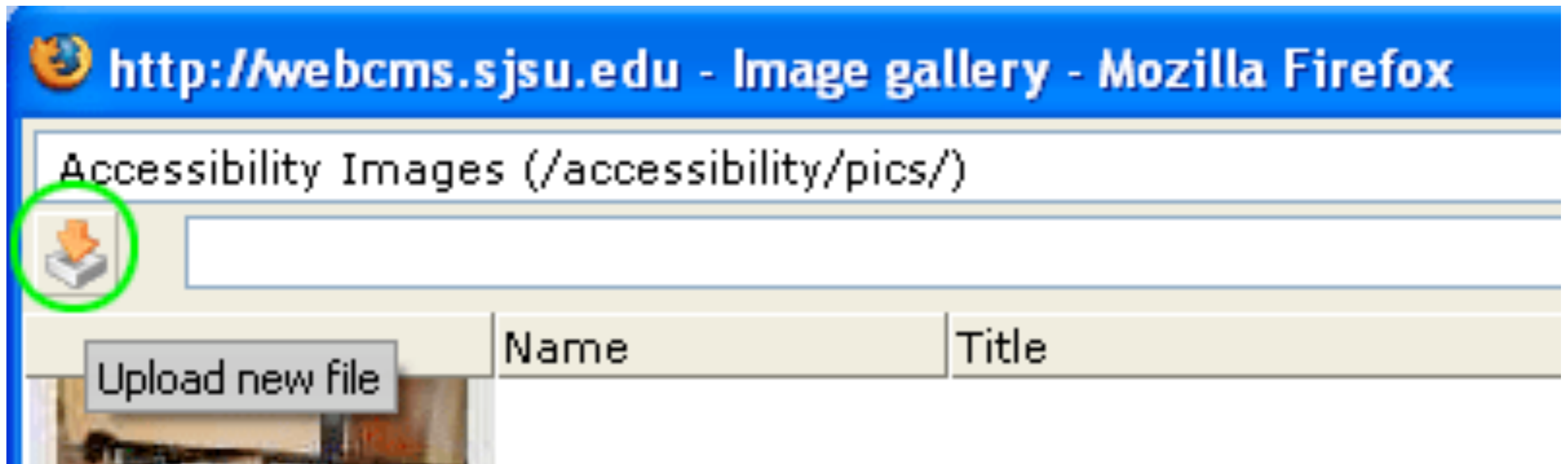
The screenshot shows a Mozilla Firefox browser window with the address bar displaying "http://webcms.sjsu.edu - Image gallery - Mozilla Firefox". The page content is titled "SJSU Pictures (/resources/pics/)" and shows a gallery of images. Two items are visible:

Image	Filename	Title
	artfoundry.jpg	SJSU Art Foundry
	artfoundry2.jpg	SJSU Art Foundry

The "artfoundry2.jpg" item is selected, and its title "SJSU Art Foundry" is circled in green. A green checkmark icon is visible in the gallery interface. Below the gallery, a larger view of the selected image "artfoundry2.jpg" is shown, depicting a person in protective gear pouring molten metal from a ladle into a mold.

Upload to Gallery

- Select gallery from list
You can only upload to your site
- Click on orange arrow

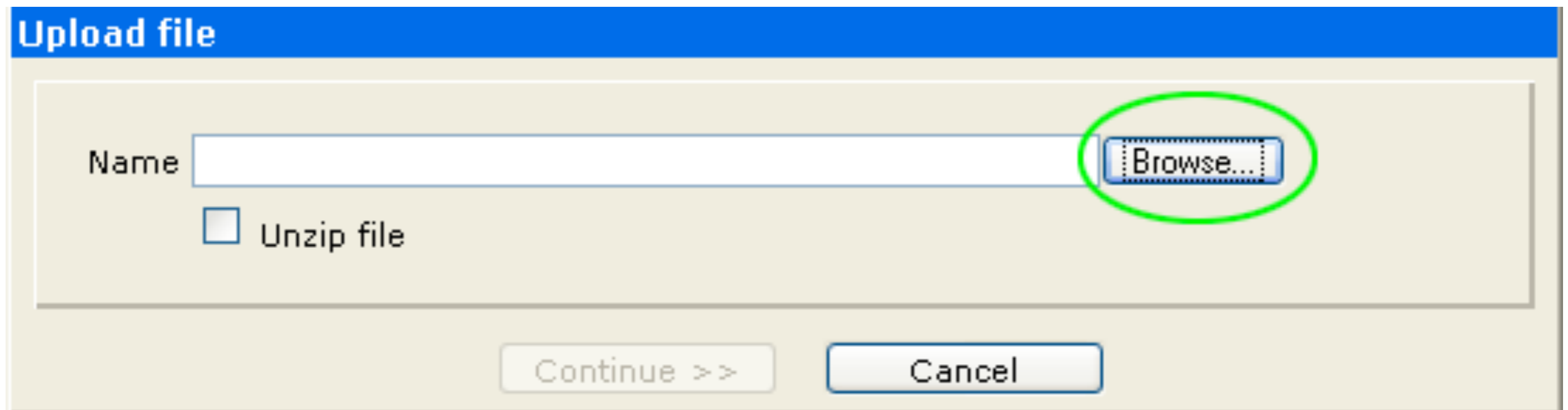


Upload to Gallery

- For photos with people
 - please complete the *CSU Photo Release Form* for each individual in the photograph
www.sjsu.edu/resources/docs/CSU_PhotoReleaseForm.doc
 - exceptions: crowd shots or shots where a person's face is not recognizable or included (person's back to camera or a subject's hands on a computer)

Browse for local file

- Click the Browse button
- Find image or document on your computer
- Click Continue



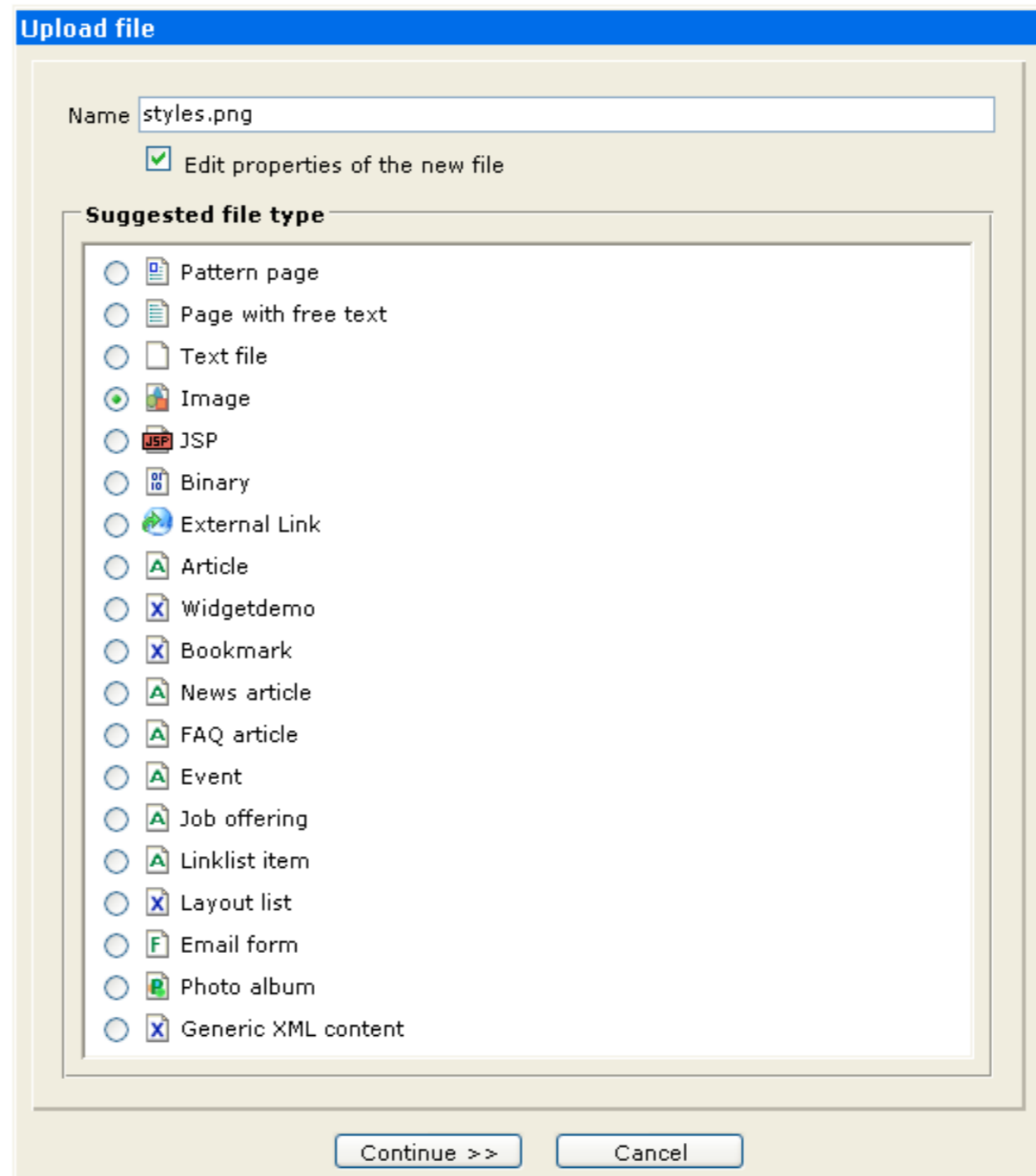
Upload file

Name

Unzip file

Upload continued

- Check file type
- Scroll down
- Click Continue



Upload Continued

- Give your item a meaningful title
- Avoid special characters, including '&', '<', and '>' since they will cause pages not to validate
- Click Finish

Property	Value
Title	screenshot of styles drop-down menu <input checked="" type="checkbox"/>
Description	<input type="checkbox"/>

Finish Cancel Advanced

Anchors

- An anchor is a location within a web page that can be linked to directly
- Target: `<h4 id="abc">ABC</h4>`
- Link: ``

Tables

- Use tables to arrange information in rows and columns
- Place cursor where table should go
- Click Insert Data Table Icon



Tables

- Enter Rows
- Enter Columns
- Enter Summary
- Click OK

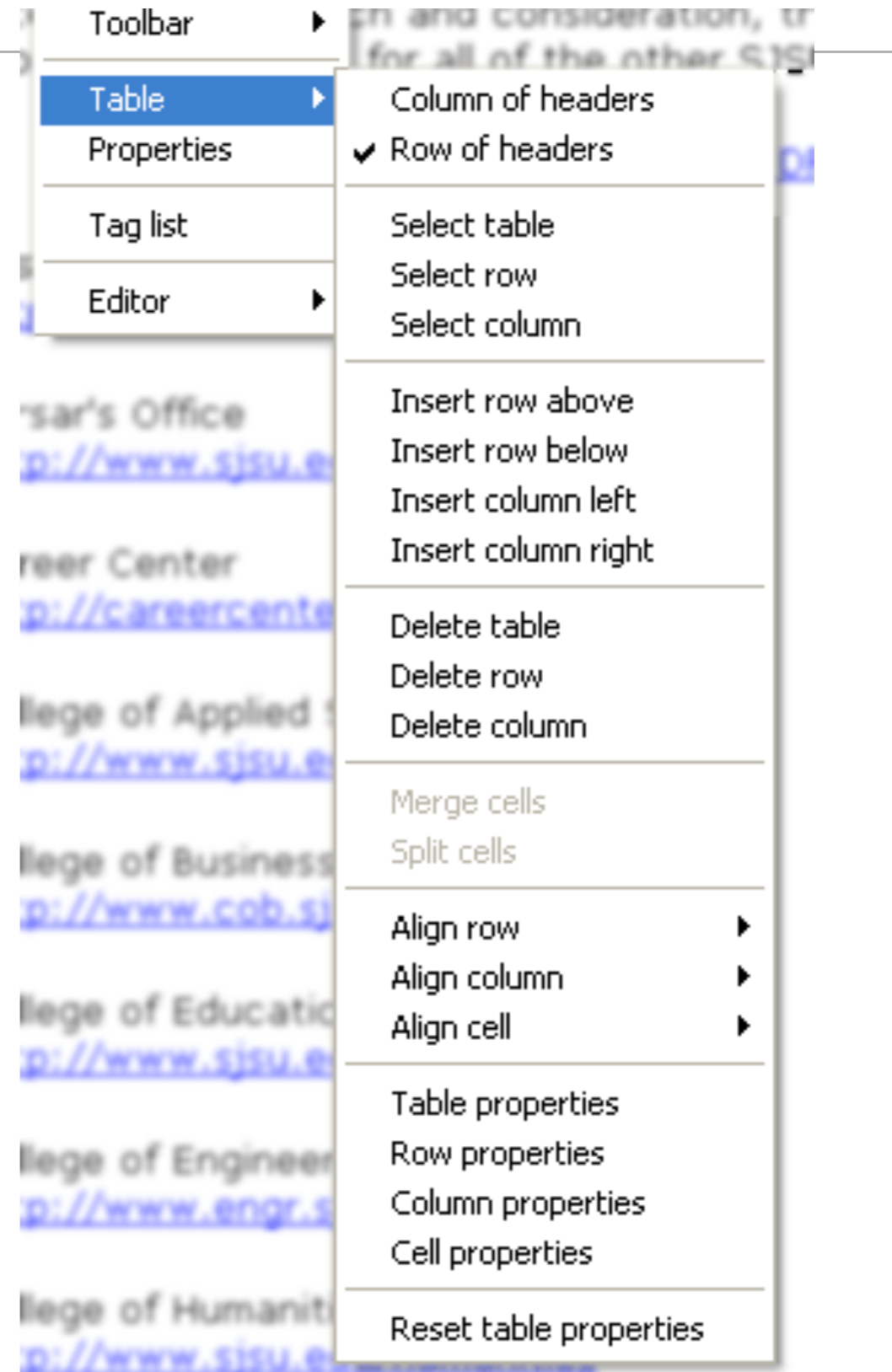
The image shows a 'Table properties' dialog box with the following settings:

Property	Value
Rows (Required)	10
Columns (Required)	3
Summary (Required)	
Caption	Yes
Width	
Cell padding	1
Cell spacing	2
Border	1

Buttons: OK, Cancel

Editing Tables

- Right-click on the cell (or row or column) you want to edit
- Select Table
- Click on desired function



Source Code Editing

- Click on Edit source code icon



The screenshot shows a source code editor window. At the top, there is a header bar with 'Element' set to 'English' and 'Content 1'. Below the header is a toolbar with icons for undo, redo, and a double-headed arrow (source code icon). The main area displays HTML code with line numbers 1 through 10. The code includes an h2 tag, a paragraph with a link to the accessibility page, another paragraph, and a list of three links: 'The Issues', 'The Policies', and 'The Solutions'.

```
1 <h2>Accessible Technology Initiative<br /> <br /></h2>
2 <p>The California State University (CSU) system has lau:
  href="http://www.calstate.edu/accessibility/" target="_
  Initiative</a> (ATI) to ensure that each CSU campus fol.
  mandating access to technology as well as to ensure a c
  learning.</p>
3 <p>Accessibility for the disabled is a priority at San .
  committed to providing an accessible and inclusive envi
  students to be successful in attaining an education. Ad
  strive to provide faculty and staff an accessible enviro
  successful in their chosen careers.</p>
4 <p>For more information, see:</p>
5 <ul>
6     <li><a href="/opencms703/opencms/accessibility/ati.
  target="_self">The Issues</a></li>
7     <li><a href="/opencms703/opencms/accessibility/ati.
  target="_self">The Policies</a></li>
8     <li><a href="/opencms703/opencms/accessibility/ati.
  target="_self">The Solutions</a></li>
9 </ul>
10 <p> </p>
```

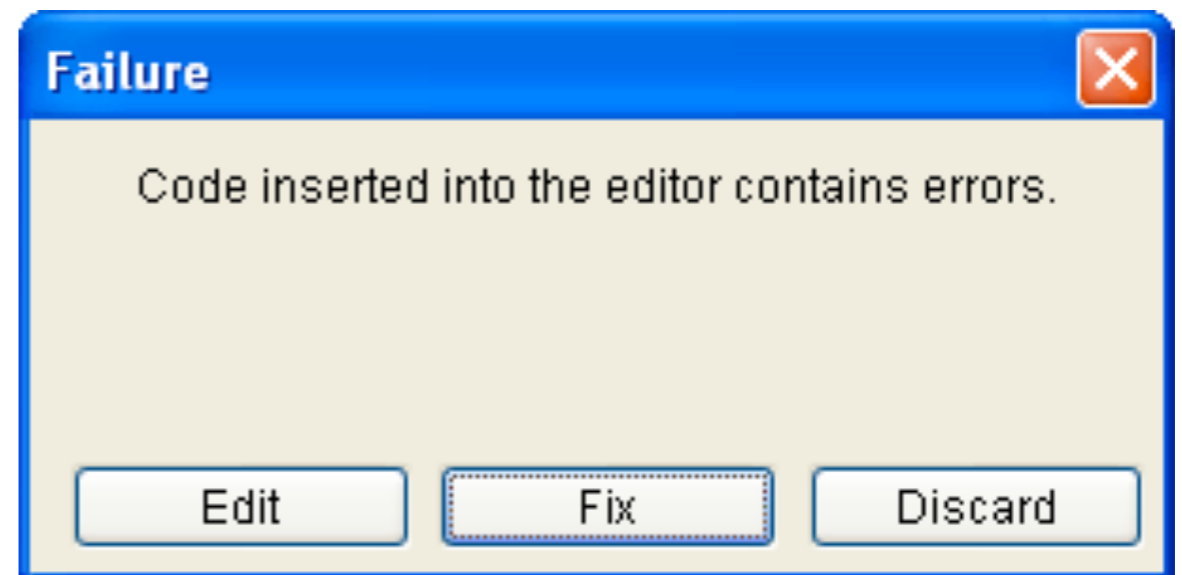
Editing Sourcecode

- Not used
- Show whitespace
- Word wrap
- Dim tags
- Validate
- Find and Replace (right-click)



Fixing Invalid Code

- Some imported pages will contain invalid code
- When opened, Failure dialog appears
- Edit opens in Sourcecode view
- Fix tries to fix errors
- Discard closes page



Forms

- XStandard can edit existing form fields
- Need to create form in sourcecode first
- See <http://www.sjsu.edu/webservices/faq/formhandler/>

```

Last Name:
First Name:
E-mail Address:
Comments:

```

Flash

- Requires additional software to create
- Upload to Image Gallery (binary file type)
- Manually add tags to sourcecode

```
1
2 <script src="Scripts/AC_RunActiveContent.js" type="text/javascript"><![CDATA[]]></script>
3 <script type="text/javascript"><![CDATA[
4 AC_FL_RunContent (
  'codebase', 'http://download.macromedia.com/pub/shockwave/cabs/flash/swflash.cab#version=9,0,28
  ,0', 'width', '770', 'height', '275', 'src', 'pics/splash', 'quality', 'high', 'pluginspage', 'http://www
  w.adobe.com/shockwave/download/download.cgi?
  P1_Prod_Version=ShockwaveFlash', 'movie', 'pics/splash'); //end AC code
5 ]]></script>
6 <noscript><object classid="clsid:D27CDB6E-AE6D-11cf-96B8-444553540000"
  codebase="http://download.macromedia.com/pub/shockwave/cabs/flash/swflash.cab#version=9,0,28,0
  " height="275" width="770"><param name="movie" value="pics/splash.swf" /><param
  name="quality" value="high" /><embed height="275"
  pluginspage="http://www.adobe.com/shockwave/download/download.cgi?
  P1_Prod_Version=ShockwaveFlash" quality="high"
  src="/opencms703/opencms/webservices/pics/splash.swf" type="application/x-shockwave-flash"
  width="770" /></object></noscript>
7
8
```

Section 2

Templates In-depth
Content Areas

Template Features

- Primary Navigation
- Breadcrumbs
- Full-width Field (homepage)
- Page Title
- Quicklinks
- Contact Information
- ✦ Secondary Navigation
- ✦ Did You Know (random)

Template Types

- Homepage
- Intermediary Page
- Endpage

Template Types

- Homepage
- Intermediary Page
- Endpage

Homepage Template

- Meant for the homepage only (1)
- Often the gateway into your site
 - Full-width Field
 - Quicklinks (or other)
 - Contact Information
- 4 variations
 - 1 column
 - 1 column (fixed image column)
 - 2 column (uneven columns)
 - 3 column
- Quick Peek
-

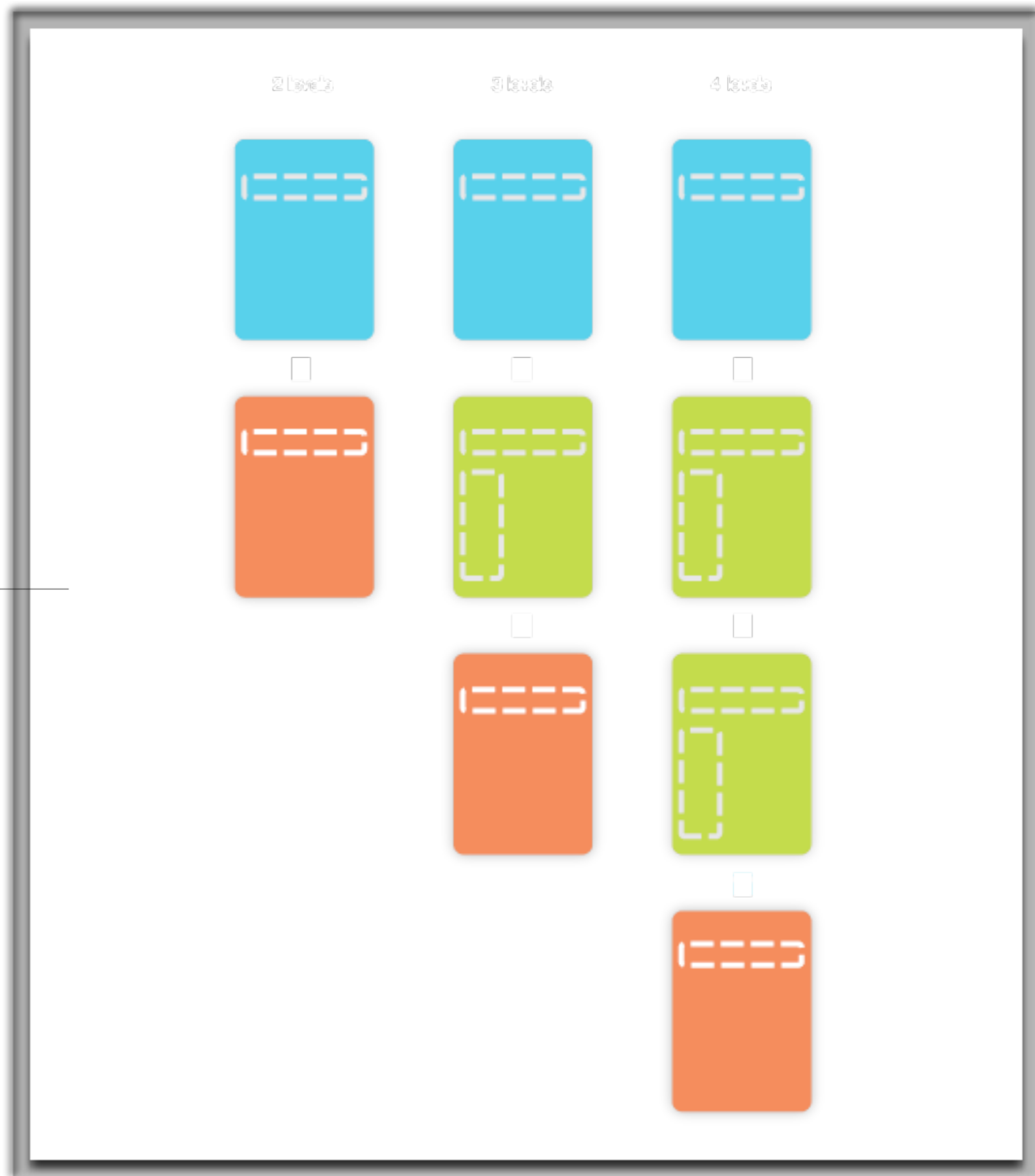
Intermediary Template

- Generated on the fly - never directly created
- Contains secondary navigation
 - allows access to deeper levels of site hierarchy
- Did You Know - optional
- Contact Information - optional
- 4 variations
 - 1 column
 - 1 column (image float)
 - 1 column (fixed image column)
 - 2 column (uneven columns)
- Quick Peek
-

Endpage Template

- Template you will be primarily developing content for
- Does not contain secondary navigation
- Did You Know - optional
- Contact Information is - optional
- 6 variations
 - 1 column
 - 1 column (image float)
 - 1 column (fixed image column)
 - 2 column (uneven columns)
 - 3 column
 - 4 column
- Quick Peek
-

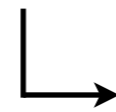
Template Types thru Levels



level 1

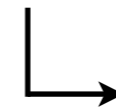
[root]

level 2



about us

level 3



mission

Hands-on Demo

Changing template variation

- You can do so as freely as you want
- When migrating from a template with a greater number of columns, to a lesser number of columns, you may lose visible content
 - lose the right-most column
 - data is stored
- Demo
 - same template type transformation (endpage -> intermediary page)
 - stationary data

Global Containers

- Content containers which hold global data
- Create/update content once, have it reflect site-wide
- Sounds like... Contact Information
- You specify where you want a global container to appear
- Take a look at my.sjsu.edu

Global Containers

- Activating & using global containers
 - must be activated per page (“properties” dialog)
 - specify which column will be a global container
 - must be done for every page using a global container

Demo

Info Architecture Strategies

- Keep in mind
 - you will always be creating **endpages** (1-4 col)
 - when creating a level deeper, endpage will magically transform into a **intermediary page** (1-2 col)
 - you may want to utilize global containers

Info Architecture Strategies

- Invest the time in developing a logical information architecture
- Be mindful of where content will be placed in your templates
 - Information Scent
- Use images/flash/media appropriately

...and a couple more

- Copy
- Rename/Move
- Delete

Section 3

Now What Happens?

SJSU Search

Urchin

Links Manager

AccVerify

Your website is now live. What happens next ?

- SJSU Search
 - Are my pages getting indexed ?
- Analyzing my website logs (Urchin 5)
 - Who is visiting my website ?
 - What information are visitors looking for ?
- Are there any broken links inside my website ?
 - Links Manager
- Is my website now accessible ?
 - AccVerify
 - webcheck.sjsu.edu

Help & Resources

- Helpful Resources
 - Online FAQ: www.sjsu.edu/webservices/faq
 - Links on the login page
 - Accessibility @ SJSU: www.sjsu.edu/accessibility
- Technical Issues
 - www.sjsu.edu/webservices/support/

Section 4

Conclusion & Feedback