

Using WebCMS 7: Basic

Web Services Unit

<http://www.sjsu.edu/webservices>

Objective

- An understanding of WebCMS 7
- Login using SJSUOne
- Make basic edits to your webpage
- Publish your website
- View your website online !

Agenda

- Section 1: WebCMS 7 Overview
- Section 2: Introducing the User Interface
- Section 3: Templates Overview
- Conclusion

WebCMS 7

- A Content Management System (CMS) is an application that helps content managers to create and maintain websites
- WebCMS 7 is SJSU's implementation of OpenCMS 7.0.3
- WebCMS 7 uses XStandard as the default WYSIWYG editor

WebCMS 7

- WebCMS 7 was launched on February 6, 2008
- Driving factors include accessibility, usability and flexibility
- Website using WebCMS 7 include
 - Accessibility (www.sjsu.edu/accessibility)
 - Human Resources (www.sjsu.edu/hr)

New & Enhanced Functionality

- Authentication using SJSUOne
- Accessible templates !
- Links Manager
 - Warning messages if, have broken links while publishing your website
- Smart & Efficient Publishing Manager
 - Publish your website in the background !
 - View publish history
- XStandard - WYSIWYG Editor
 - Helps create content that validates
 - Customer support from XStandard
 - Works on IE 7 !
- Password protect webpages

WebCMS 7

- WebCMS 7 has 3 types of access levels
 - View (view only)
 - Editor (view and edit only)
 - Manager (view, edit and publish)
- Lock & Unlock
 - Happens while you edit a webpage
 - Always unlock after you have edited your webpage
- Timeout set to 10 minutes
 - Always use a new window after timeout

WebCMS 7

- Helpful Resources
 - Online FAQ
 - Link on the login page
- Technical Support
 - www.sjsu.edu/webservices/support

WebCMS 7

- Advanced workshop will cover
 - Everything you need to know about templates
 - Advanced web editing skills using XStandard
 - ▶ Tables, Forms, Anchors, Insert Flash, Galleries
- Your website is live now, what happens next ?
 - Search Engine, Urchin, Links Manager, AccVerify
 - webcheck.sjsu.edu

Website Rollout Process : Development

- Your website will be visible at <http://dev.sjsu.edu/#sitename>
 - Real time updates
 - Testing only – do not promote
 - All content is public
- Check site for accessibility problems
 - www.sjsu.edu/accessibility/web/resources/evaluation

Website Rollout Process

- Step 1: When your site is ready to go live, inform the University Webmaster.
- Step 2: University webmaster works closely with the, Webservice Unit and other units on campus (if, required) in rolling out the new website.
<http://www.sjsu.edu/webservices/services/administrative/process/>

Website Rollout Process

- Step 3: After go-live, your website will be visible at
 - <http://stage.sjsu.edu/#sitename>
 - ▶ real time updates , testing only - do not promote
 - <http://www.sjsu.edu/#sitename>
 - ▶ 15 minutes delay, promote this URL
- Your website is live now, what happens next ?
 - Search Engine, Urchin, Links Manager, AccVerify
- webcheck.sjsu.edu

All content is public

SECTION 2

Understanding the UI
XStandard Overview & Installation
Accessibility
Best Practices

Essential Editing Tasks

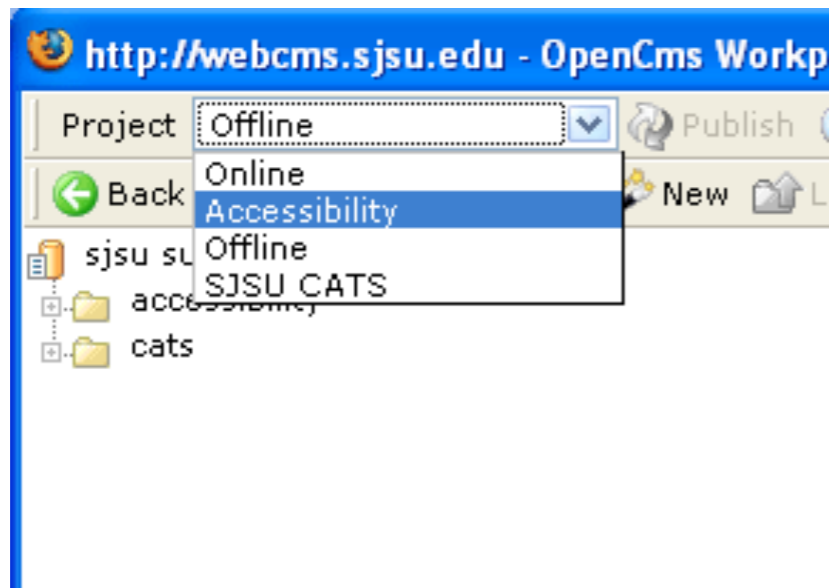
- Log in
- Set project (set startup preferences)
- Browse site
- Edit pages
 - Create/edit links
 - Create/edit headings
 - Create/edit lists
 - Save and exit
- Publish
- Log out

Log in

- www.sjsu.edu/login
- WebCMS 7
- Tower ID
- SJSUOne password

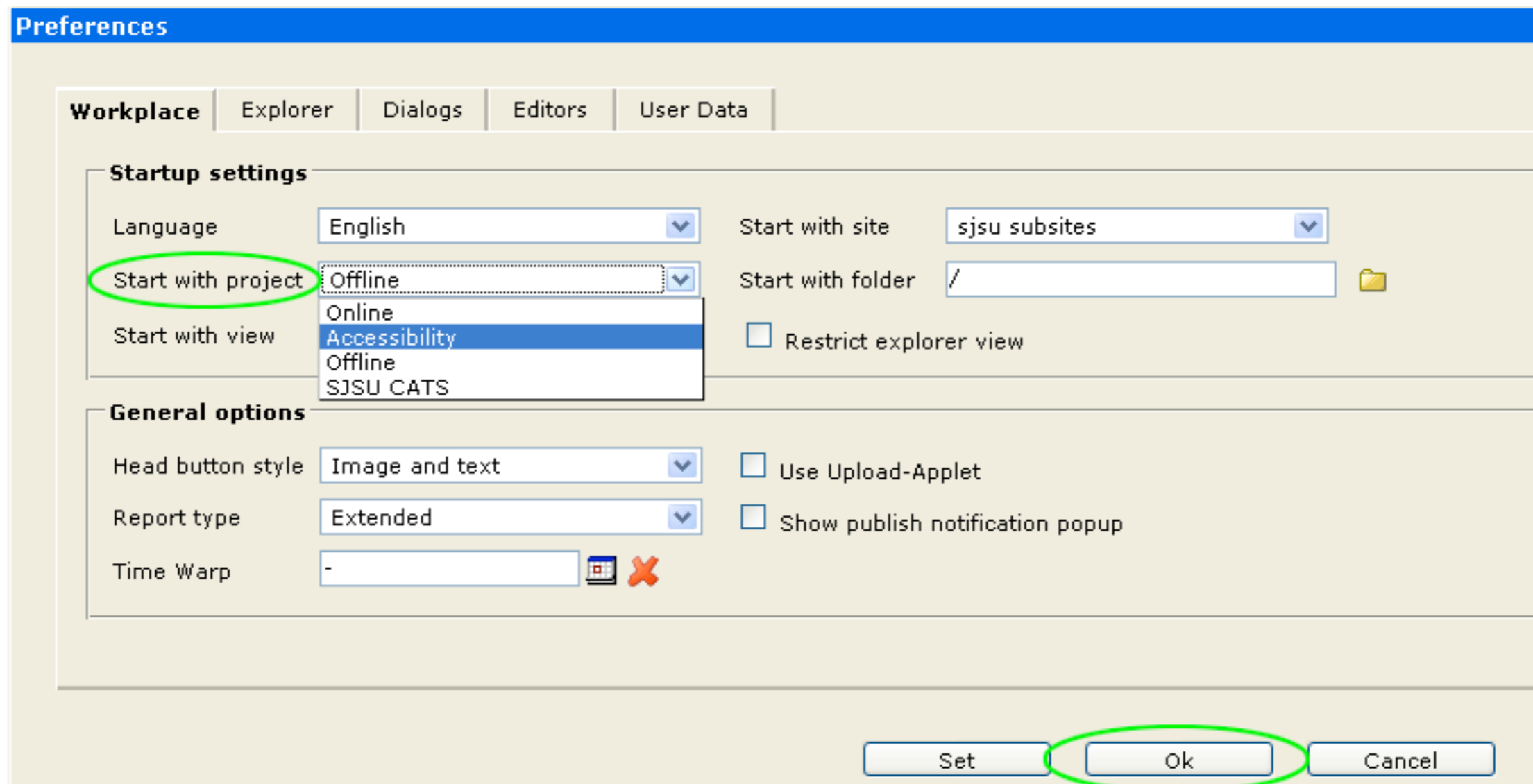
Set Project!!

- Do not edit pages in the Offline project
- Select your project from the drop-down



Start with project

- If you only work with one site/project, have WebCMS start with that project

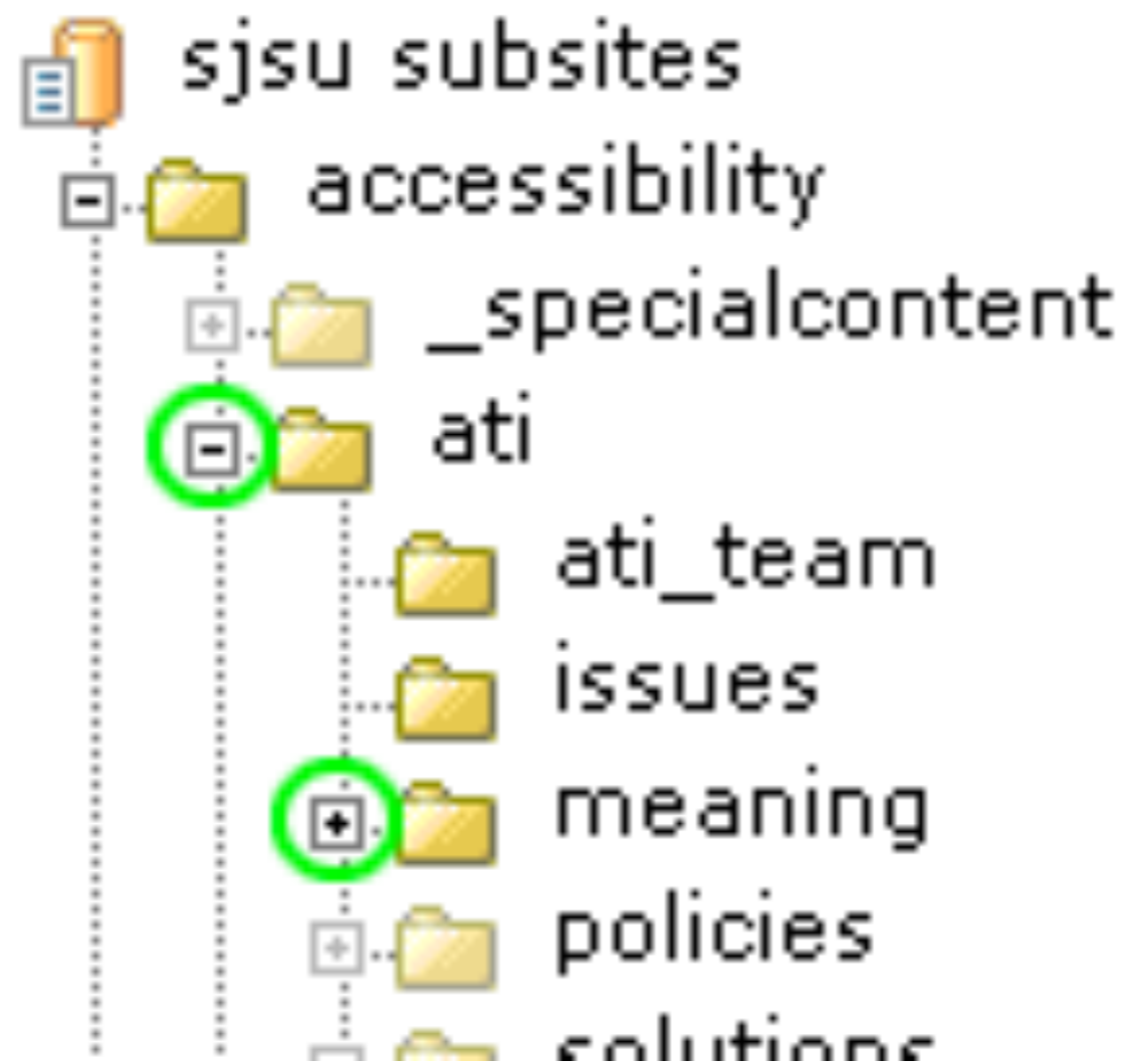


Explorer View

- Explorer View lets you see site structure
- Left pane for folder hierarchy
- Right pane for Web pages
















Left Pane

- Click the plus to open a folder
- Click the minus to close a folder



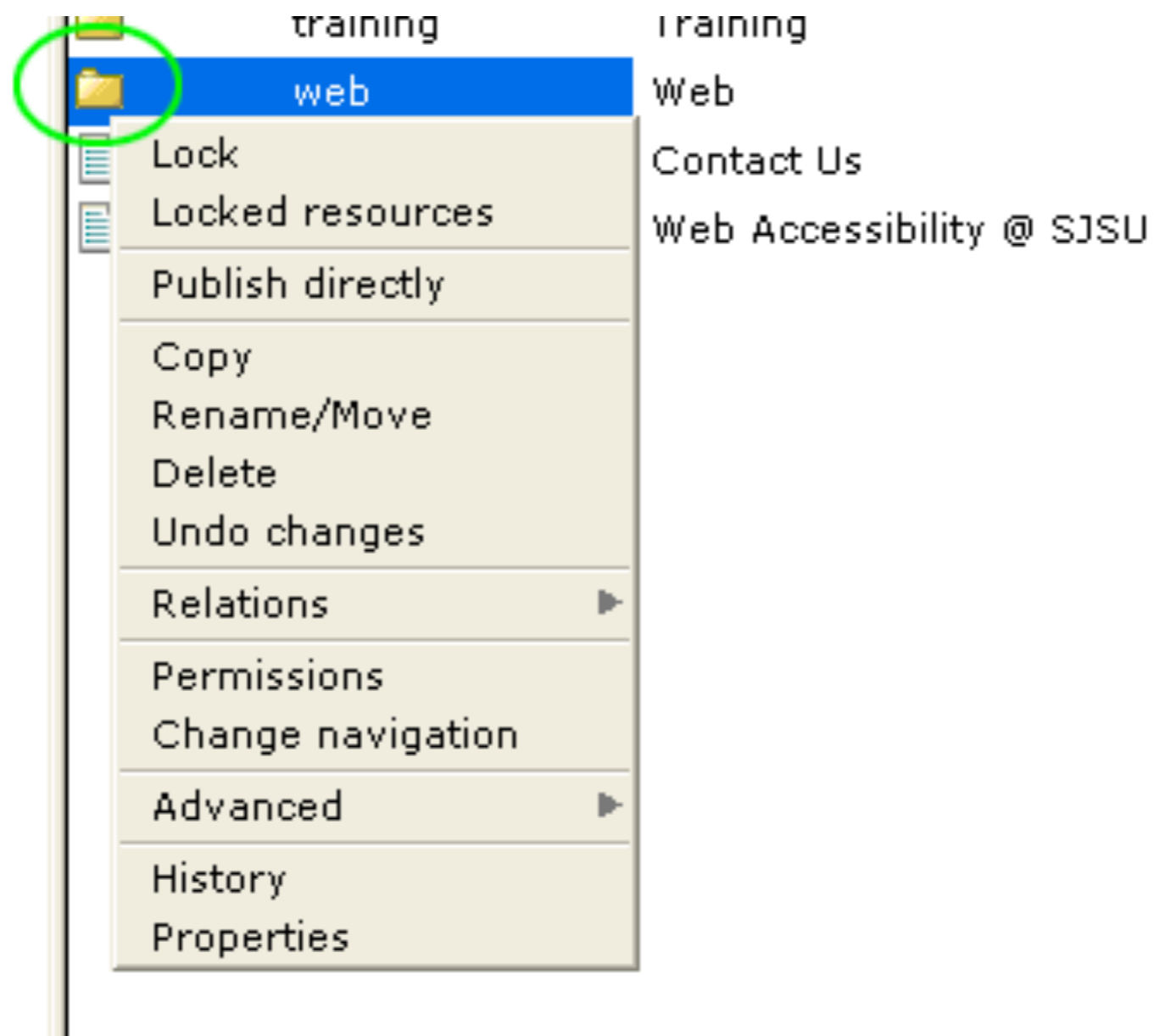
Right Pane

- Click a folder's name to open it

		Name	Title
		_specialcontent	Contains Address and default Picture Col
		ati	ATI Task Force
		docs	Accessibility Downloads
		faq	Frequently Asked Questions
		forms	Accessibility Forms
		im	Instructional Materials
		links	Accessibility Links
		news	News
		pics	Accessibility Images
		procurement	Procurement
		resources	Resources
		training	Training
		web	Web
		contact.htm	Contact Us
		index.htm	Web Accessibility @ SJSU

Right Pane

- Click a folder's icon to access its menu



Right Pane

- Click a file name to open it in the editor view



web_time

Timelines

webmasters

For Campus Webmasters

[index.htm](#)

SJSU Web Accessibility

Basic Editing

- Open in editor
- Changing text
- Formatting text
- Creating/changing links
- Creating headings
- Creating lists
- Saving changes

Open in editor

- After clicking the name of the file, click the “target” icon at the top of the section you want to edit.



San José State University : Accessibility : SJSU Web Accessibility - Mozilla Firefox

File Edit View History del.icio.us Bookmarks Tools Accessibility Help

http://webcms.sjsu.edu/opencms703/opencms/accessibility/web/inde

SJSU HOME MySJSU NEWS EVENTS DIRECTORY SEARCH

San José State University
ACCESSIBILITY @ SJSU

Home ATI Task Force Instructional Materials Procurement **Web** News Resources FAQ Training

SJSU Home : Accessibility : **Web**

print email

Committee
Plan
Timelines
Legal Notice
The Critical List
WEB Mailing List
New and Redesigned Sites
Web Resources

SJSU Web Accessibility

The power of the Web is in its universality. Access by everyone regardless of disability is an essential aspect. - Tim Berners-Lee, Inventor of the World Wide Web

Universal accessibility to the Web means that all people, regardless of their physical or developmental abilities or impairments, have access to web-based information and services.

The San José State University website, along with all related subsites and affiliated websites, must be made accessible to the disabled per Section 508 standards.

Quick Links

[Committee](#)
SJSU ATI Web Accessibility Committee members

[Plan](#)
SJSU ATI Web Accessibility Plan

[Timelines](#)
SJSU ATI Web Accessibility Timelines

[Legal Notice](#)
Legal Notice Regarding the SJSU University Website

[The Critical List](#)
List of sites that are critical to a student's success

[WEB Mailing List](#)
How to join and use the WEB mailing list

[New and Redesigned Sites](#)
Request form for sites going live

[Web Resources](#)
Resources to help you make your site accessible

[HiSoftware AccVerify](#)
Software for automated site testing

ATI Success Statements
San José State University: Human Resources website (largest on sjsu.edu) is accessible! - relaunched February 18, 2008

ATI Task Force
One Washington Square
San José, CA 95192-0026

[Contact us](#) | [Campus map](#)

Done

(scot.close) - Editing /accessibility/web/index.htm - Mozilla Firefox

File Edit View History del.icio.us Bookmarks Tools Accessibility Help

http://webcms.sjsu.edu/opencms703/opencms/system/workplace/edi

Element English Column 1

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Changing Text

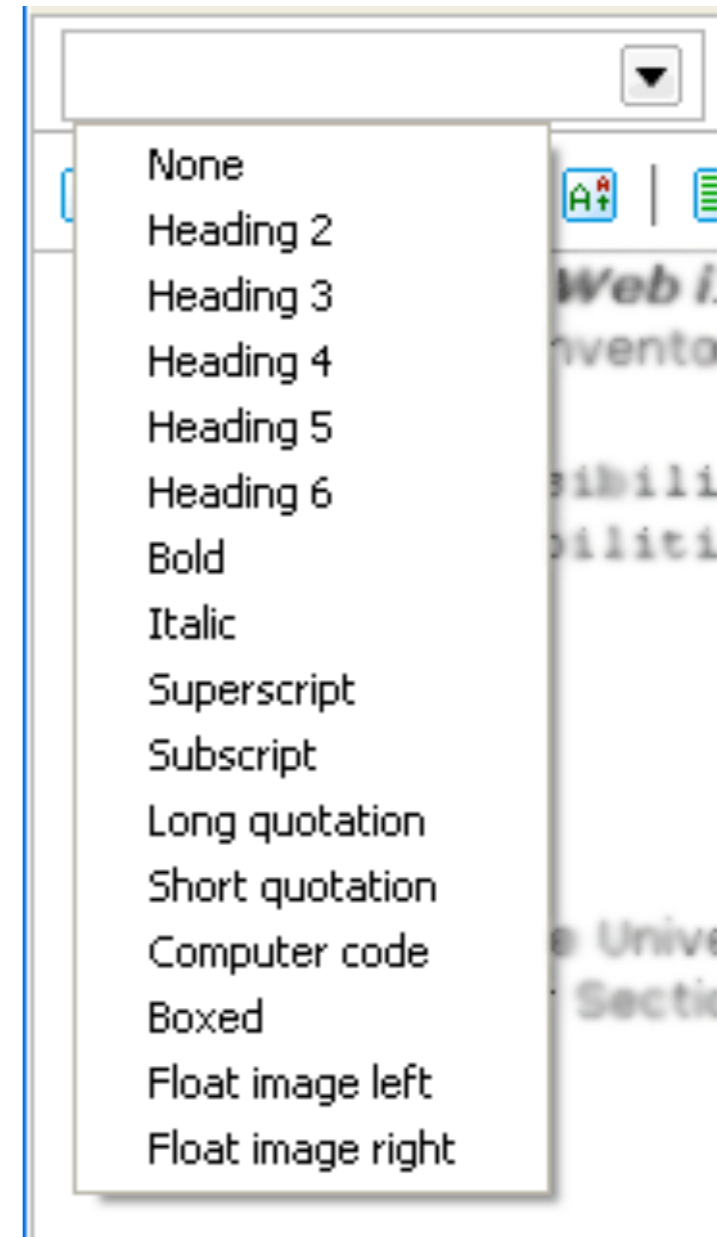
- To change text, use the editor like you would use a word processor
- Enter key starts a new paragraph
- For a new line without a new paragraph, use Shift+Enter

Formatting Text

- To emphasize a word or phrase in a paragraph, select the word or phrase and click the Bold or Italic button in the toolbar
- To format a paragraph, select the paragraph and choose a style from the drop-down menu

Available Styles


- Heading 2 through 6
- Bold, Italic
- Superscript, Subscript
- Long quotation (indented)
- Short quotation (“...”)
- `Computer code`
- Boxed (inside gold box)
- Other?

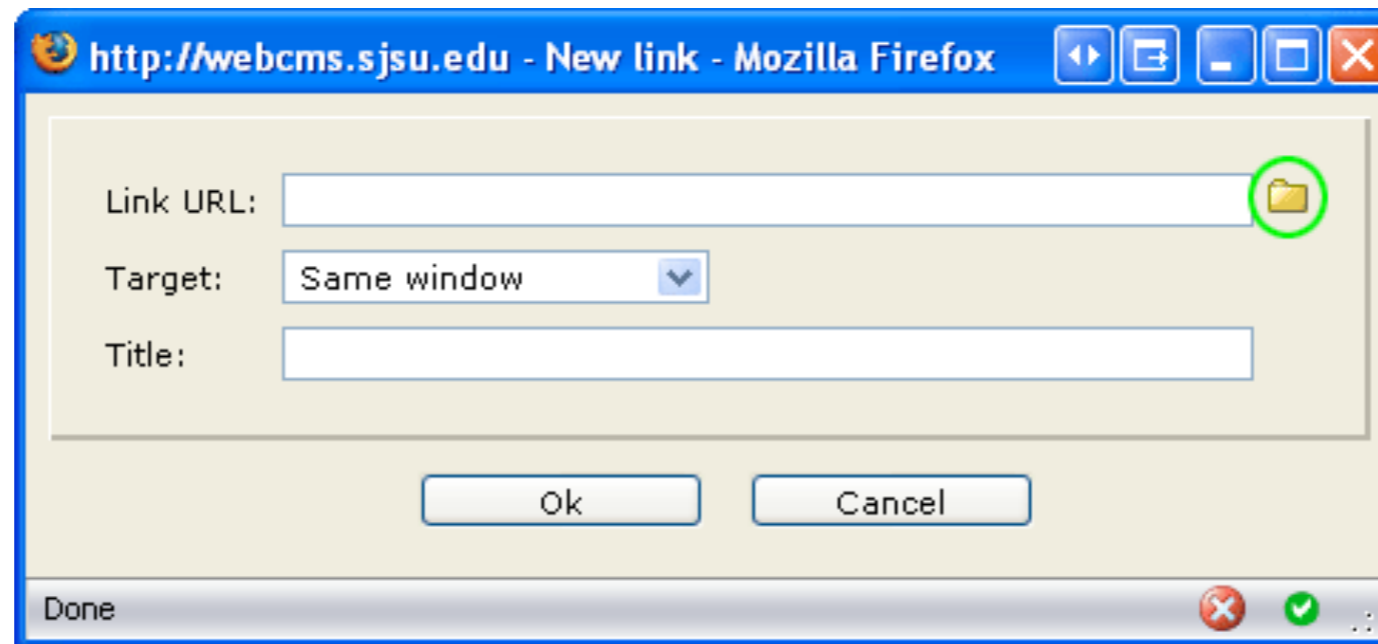


Hyperlinks

- New internal link
- New external link (outside sjsu.edu)
- Edit link
- Remove link

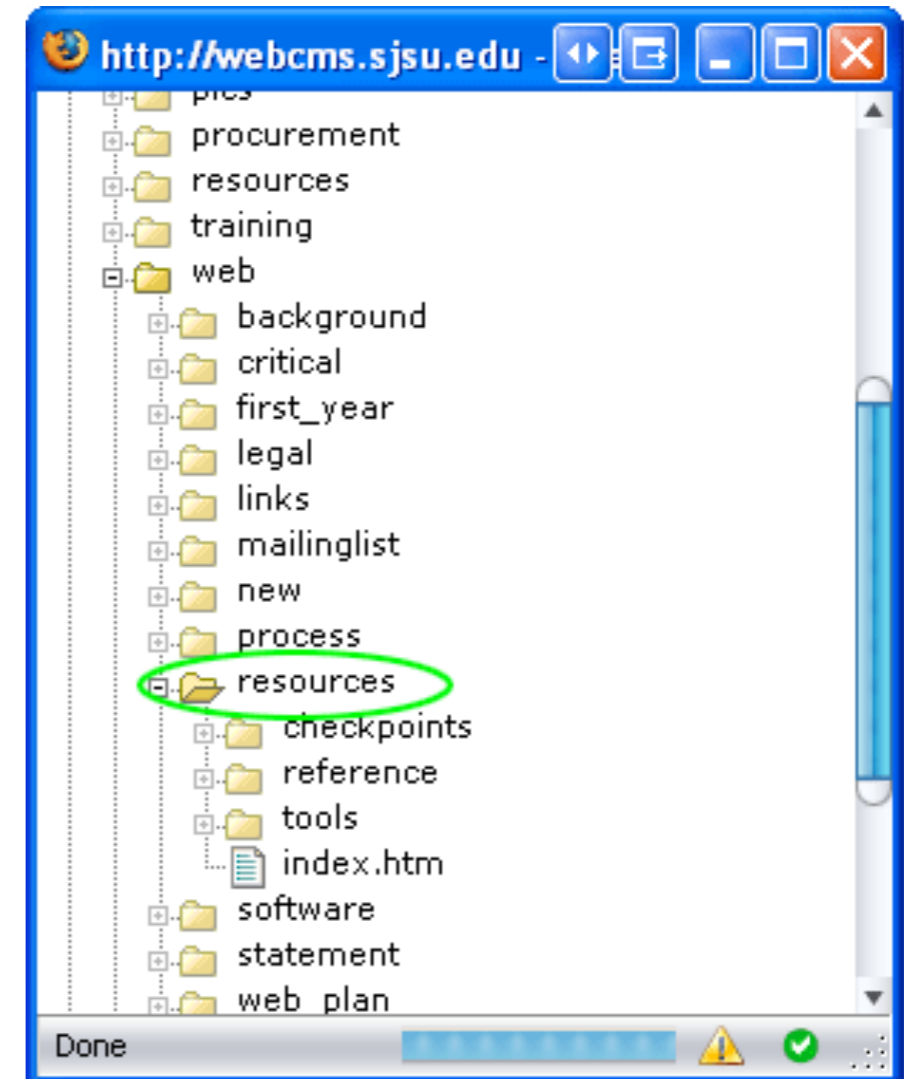
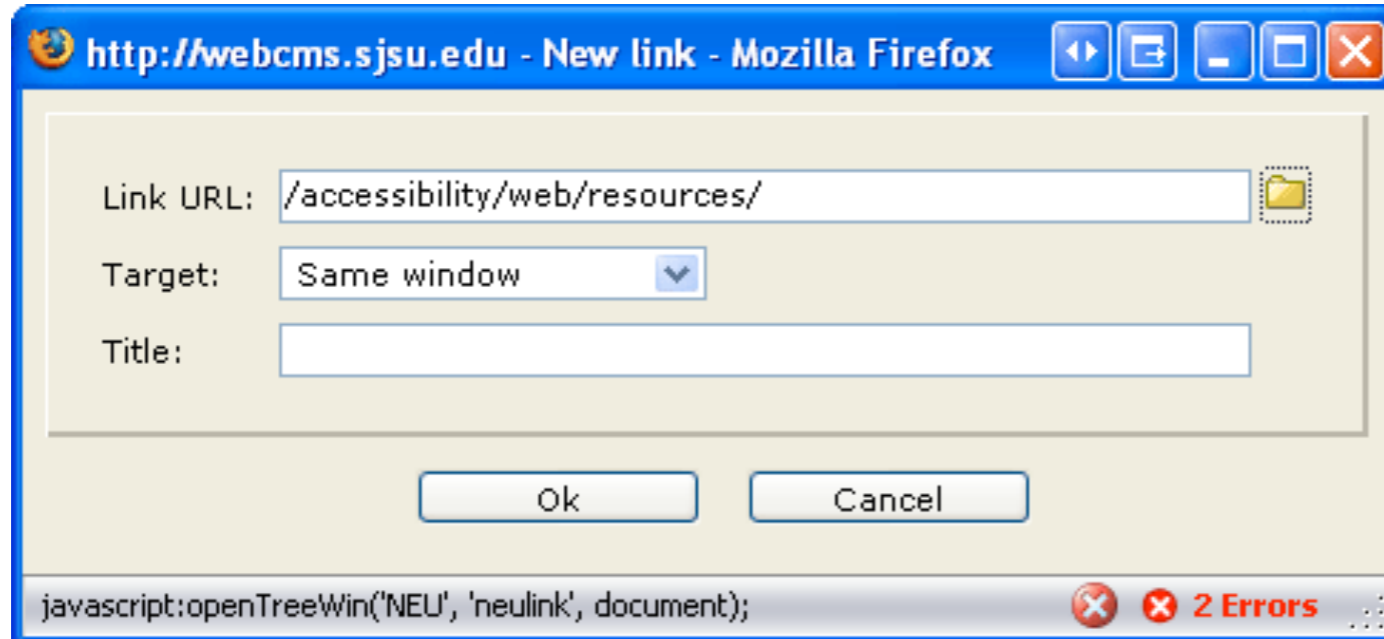
Create an Internal Link

- Select text to be made a link
- Click link icon in toolbar 
- Click folder icon




Add New Link

- Browse to folder that contains target page
- Close browse window
- URL appears in field
- Click OK

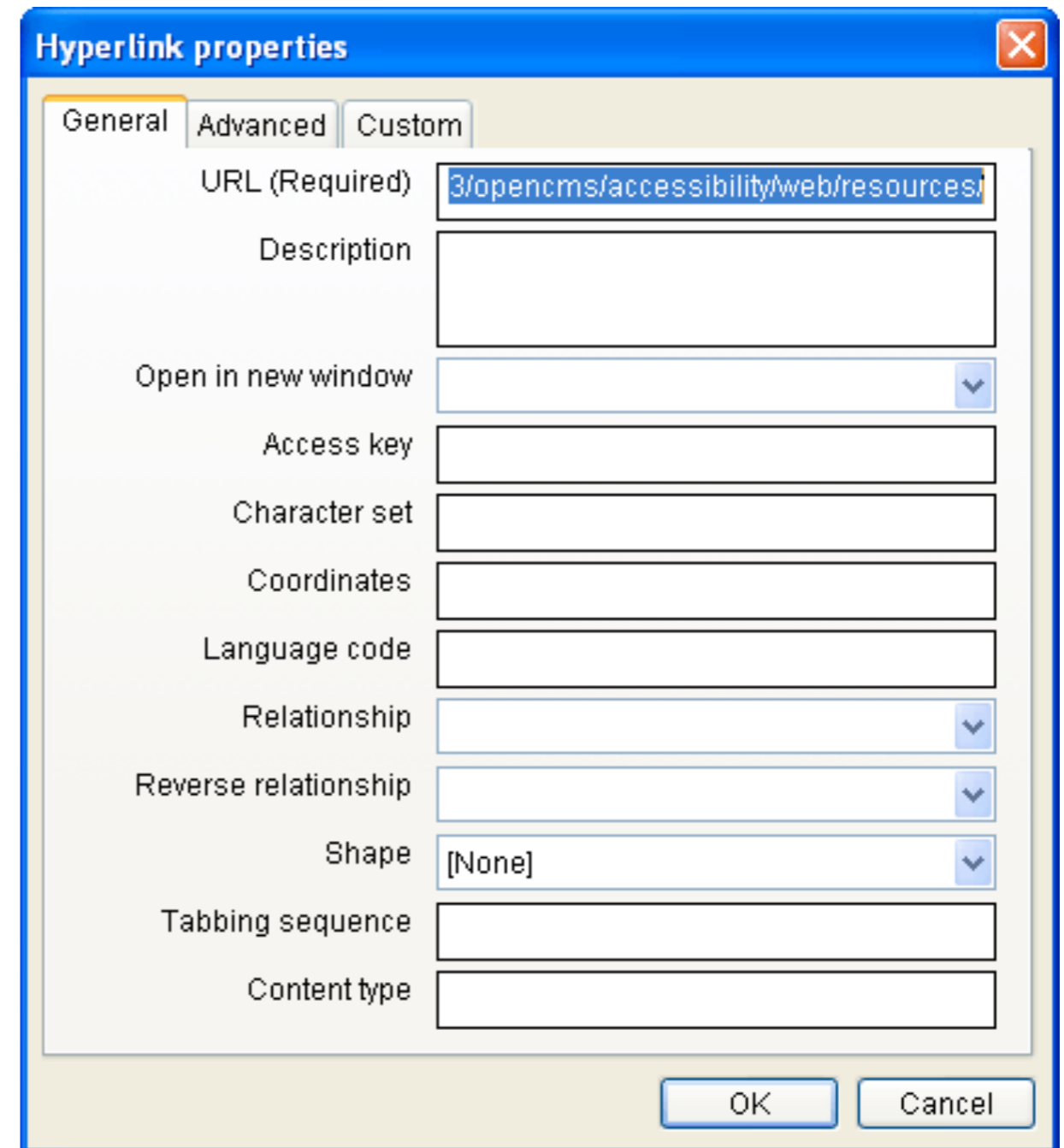


Create an External Link

- Select text to be made a link
- Click link icon in toolbar 
- Enter the URL
- Click OK

Edit a Link

- Double-click the link text
- Enter the new URL
- Click OK

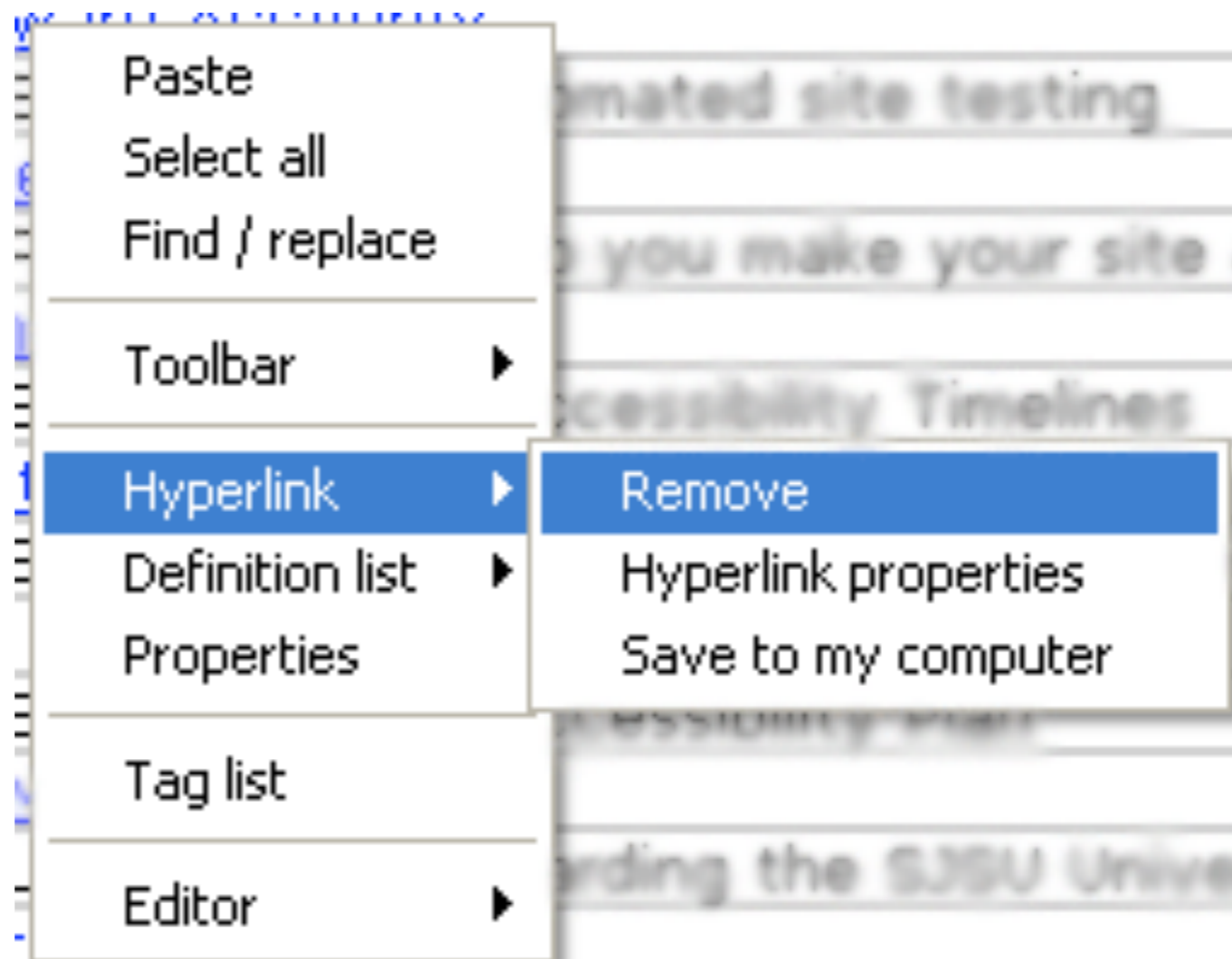


The image shows a screenshot of the 'Hyperlink properties' dialog box, which is used for editing links in a document. The dialog has a blue title bar with the text 'Hyperlink properties' and a close button (X) in the top right corner. Below the title bar are three tabs: 'General', 'Advanced', and 'Custom'. The 'General' tab is selected and highlighted. The dialog contains several fields and dropdown menus for configuring the link's behavior and appearance. The 'URL (Required)' field is filled with the text '3/opencms/accessibility/web/resources/'. Other fields include 'Description', 'Open in new window' (a dropdown menu), 'Access key', 'Character set', 'Coordinates', 'Language code', 'Relationship' (a dropdown menu), 'Reverse relationship' (a dropdown menu), 'Shape' (a dropdown menu with '[None]' selected), 'Tabbing sequence', and 'Content type'. At the bottom right of the dialog are two buttons: 'OK' and 'Cancel'.

Property	Value
URL (Required)	3/opencms/accessibility/web/resources/
Description	
Open in new window	
Access key	
Character set	
Coordinates	
Language code	
Relationship	
Reverse relationship	
Shape	[None]
Tabbing sequence	
Content type	

Remove a Link

- Right-click on the link text
- Select Hyperlink > Remove



Headings

- Use appropriate headings
- Heading applies to a block of text
- Click inside text
- Select heading from styles menu
- Be sure headings are correctly ordered

Lists

- Use lists for groups of related items
- Ordered (numbered) list
- Unordered (bulleted) list
- Creating lists
- Editing lists

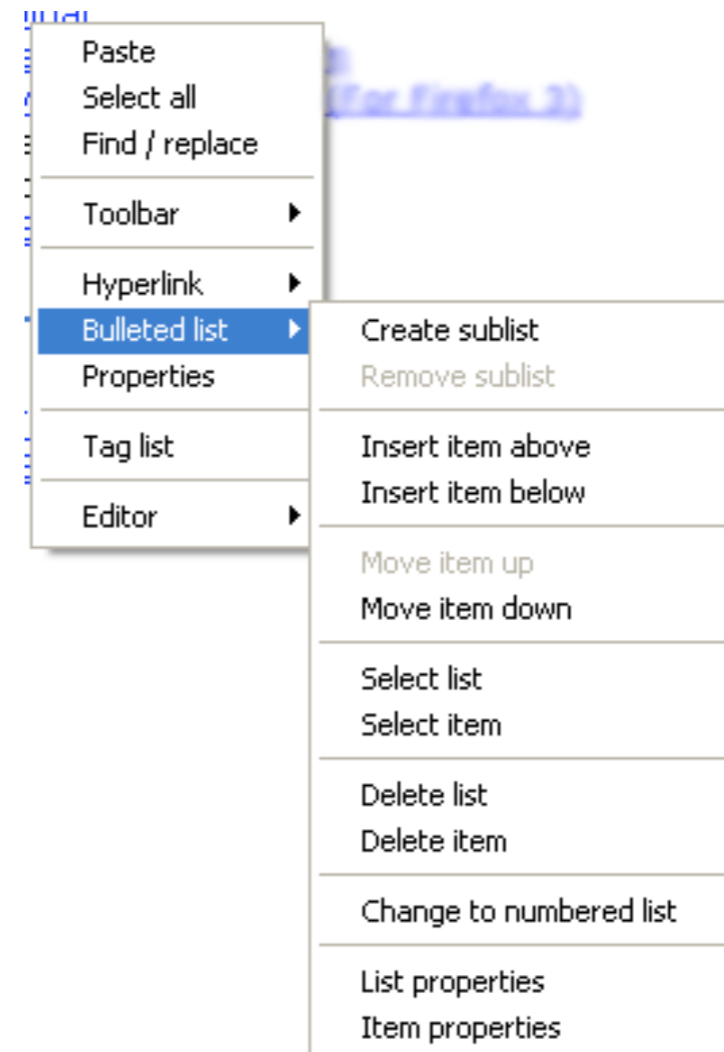
Creating Lists

- One item per line (Enter after each one)
- Select all items
- Click desired list icon






Editing Lists

- Right-click on list item
- Select Bulleted (Numbered) list from menu
- Choose desired action



Save and Exit

- To save your changes and stay in the editor, click the Save icon 
- To save your changes and return to the WYSIWYG view of the page, click the Save and Exit icon 
- To exit without saving any changes, click the Exit icon 

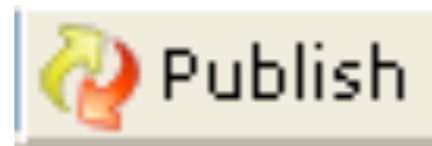


Publish

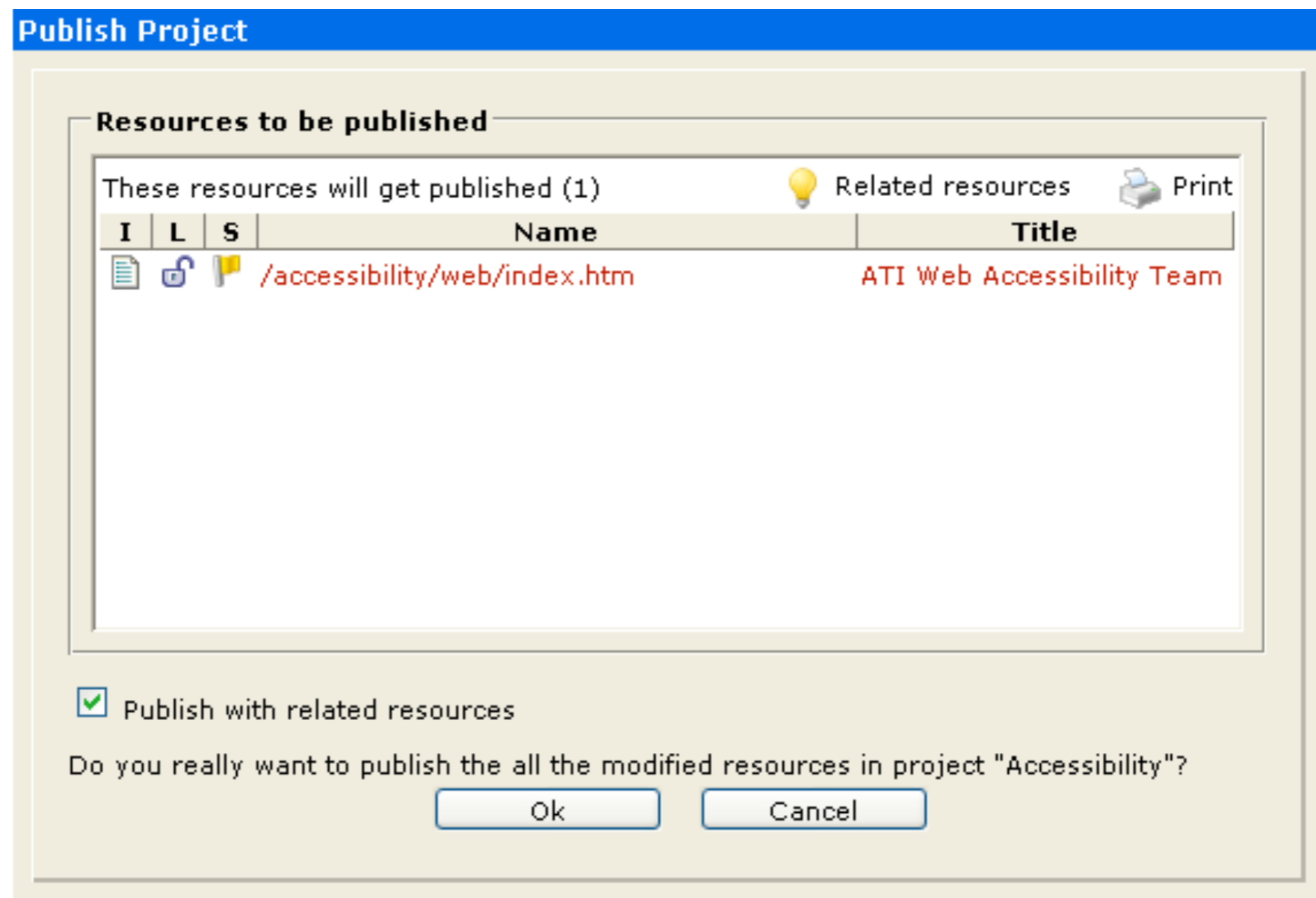
- Publishing site makes changes public
- Immediately visible at dev.sjsu.edu/sitename
- After a site is launched, visible at stage.sjsu.edu/sitename
- Visible at www.sjsu.edu within 15 minutes
- Some users do not have publish permission

Publish Site

- Click Publish icon



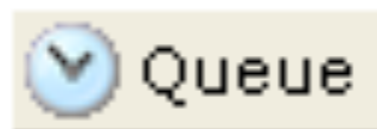
- Click OK



Queue

- Site is published in the “background”

- Click Queue icon to view



Publish queue

Publish queue (1)

Resources Print

S	#	Project	In queue since	User	Files
	1	Accessibility	Apr 4, 2008 at 3:47:32 PM	scot.close	2

User's last published

User's last published (10)

Print

V	S	Project	Start	Stop	User	Files
		Accessibility	Apr 4, 2008 at 3:46:25 PM	Apr 4, 2008 at 3:46:27 PM	scot.close	1
		Accessibility	Apr 4, 2008 at 3:46:02 PM	Apr 4, 2008 at 3:46:10 PM	scot.close	1
		OpenCMS Test	Mar 24, 2008 at 11:48:27 AM	Mar 24, 2008 at 11:48:28 AM	scot.close	1
		Accessibility	Mar 24, 2008 at 11:47:02 AM	Mar 24, 2008 at 11:47:14 AM	scot.close	1
		Accessibility	Mar 24, 2008 at 11:44:07 AM	Mar 24, 2008 at 11:45:22 AM	scot.close	295
		Accessibility	Mar 24, 2008 at 11:43:16 AM	Mar 24, 2008 at 11:43:16 AM	scot.close	1
		Accessibility	Mar 24, 2008 at 11:25:55 AM	Mar 24, 2008 at 11:25:56 AM	scot.close	1
		Accessibility	Mar 24, 2008 at 11:16:09 AM	Mar 24, 2008 at 11:17:22 AM	scot.close	295
		Offline	Mar 24, 2008 at 11:14:07 AM	Mar 24, 2008 at 11:14:30 AM	scot.close	40
		University Help Desk	Mar 4, 2008 at 4:25:35 PM	Mar 4, 2008 at 4:25:56 PM	scot.close	105

View Publish Report

- Click “magnifying glass” icon



Publish report for project Accessibility by user scot.close started at 4/4/08 3:47 PM

Publishing resources ...

Publishing folders ...

(1 / 1) Publishing folder /accessibility/web/test/test/ ... o.k.

... finished publishing folders

Publishing files ...

(1 / 1) Publishing file /accessibility/web/test/test/index.htm ... o.k.

... finished publishing files

Statistics: published files: 1, published folders: 1, deleted folders: 0, duration: 00:00:00

... the resources have been published

Exporting Non-Template Resources ...

... exporting Non-Template Resources is finished.

Exporting Template Resources ...

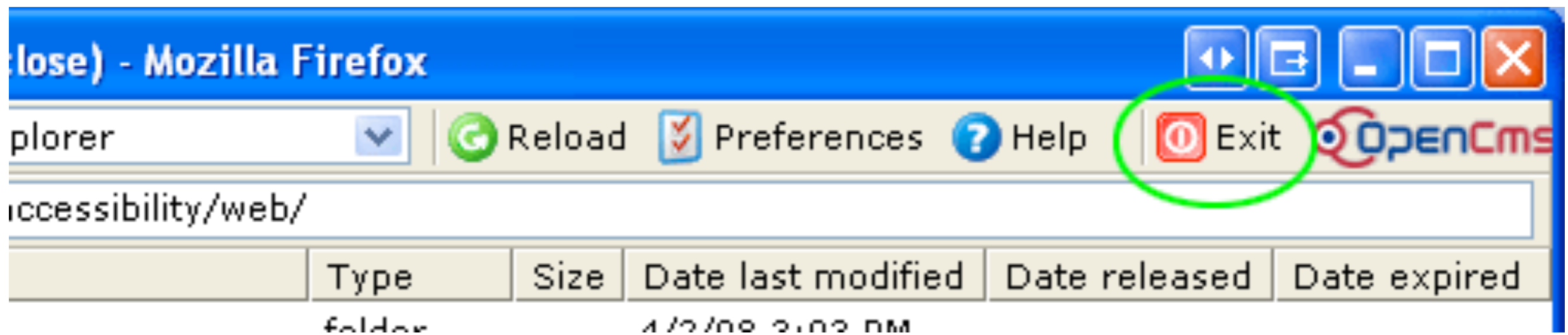
(1 / 2) Exporting /accessibility/web/test/index.htm ... o.k.

(2 / 2) Exporting /accessibility/web/test/test/index.htm ... o.k.

... exporting Template Resources is finished.

Log Out

- When finished, click the Exit icon



SECTION 3

Templates Overview

Items to cover include

- Homepages Only!
- University Web Templates 3.x
- Homepage template features
- Guidelines for web content
 - Information architecture

University Web Templates

- Launched in November, 2007
- Aesthetic infrastructure/look-and-feel for the sjsu.edu domain
 - CSS / Styles framework (fully)
 - Layout & Content flexibility
- Provide a more intuitive navigation and layout
- Support Section 508 accessibility guidelines
- Maintain uniformity and consistency across all university websites
- Allow options for content and media flexibility

Three Page Types

- Homepage
- Intermediary Page
- Endpage

Three Page Types

- Homepage
- Intermediary Page
- Endpage

Homepage Features

- SJSU Banner
- Primary Navigation
- Breadcrumbs
- Print / Email icons
- Full-width Field
- Page Title
- Columns for content
- Quicklinks (or other)
- Contact Information

quick peek

Homepage Template Variations

- Homepage
 - 1col
 - 1col w/fixed image col
 - 2col uneven cols
 - 3col

quick peek

Demo

- Edit site
 - change the template
- Publish site
 - visible at dev.sjsu.edu/sitename
 - your page should validate successfully!

Guidelines for Web Content

- See Guidelines for Web Pages Inside sjsu.edu
 - <http://www.sjsu.edu/webservices/services/guidelines/>
- Always keep accessibility guidelines in mind when creating/developing content
- Be mindful of column dimensions

please give us your feedback

- ✦ feedback form linked from login page

WebCMS 7 Basic

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