


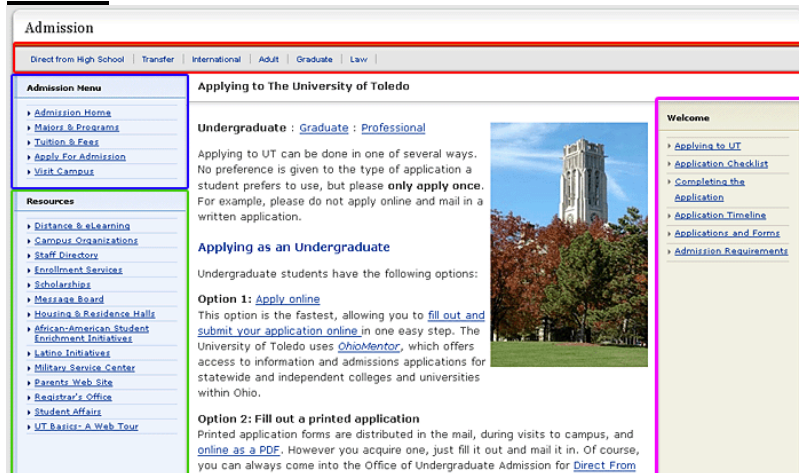
Content Management System Quick Reference

index.xml – this is the home file for any directory. i.e. If you type in utoledo.edu/alumni the index.xml file is what is displayed. This is true for any folder within the CMS.

When editing a page **Shift+Enter** will do a single line return, while Enter will return 2 lines.

-  **Approve all** images documents and files after creation or modification if you want them to deploy that night.

Menus

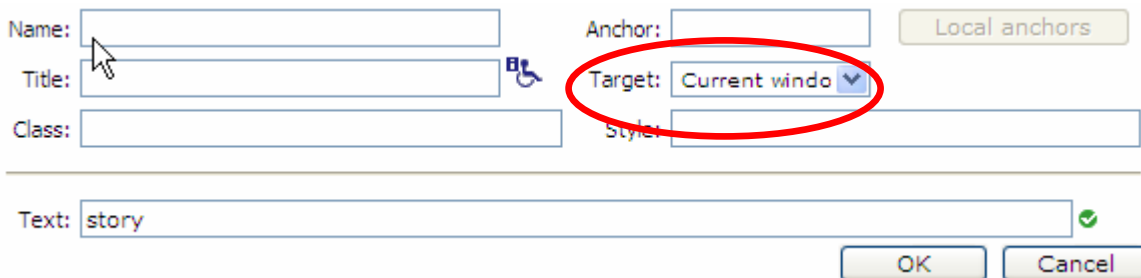


The screenshot shows the 'Admission' page of the University of Toledo website. It features a navigation bar at the top with links like 'Direct from High School', 'Transfer', 'International', 'Adult', 'Graduate', and 'Law'. Below this, there are four distinct menu areas highlighted with colored boxes: a red box around the top navigation bar, a blue box around the 'Admission Menu' sidebar, a green box around the 'Resources' sidebar, and a purple box around the 'Welcome' sidebar. The main content area is titled 'Applying to The University of Toledo' and includes sections for 'Undergraduate' and 'Applying as an Undergraduate' with various application options and links.

topMenu **mainMenu** **additionalMenu** **3rdMenu**

Links

- When linking to any PDF or other “document file” make sure the link Target opens in a New Window. Do the same for any external link outside of the utoledo.edu domain.



The screenshot shows the 'External Link Editor' form. It includes fields for 'Name', 'Title', 'Class', and 'Text'. The 'Text' field contains the word 'story'. The 'Target' dropdown menu is highlighted with a red circle and is set to 'Current window'. Other options visible include 'Local anchors' and 'New window'. The form also has 'OK' and 'Cancel' buttons at the bottom.

The external link editor takes a **LONG TIME** to load on a lot of computers. We can create an external link (a link pointing outside of the utoledo.edu domain) without using this external link tab. Simply highlight the text you want to create as an external link and then press CTRL + K. This will then bring up a window where you can type in the external link.

Tables

- When creating a table **IF YOU SET A WIDTH ALWAYS** set the width to 99% or less.
- If a table is not displaying at the top of your page make sure the width is 99% or less, and if you are still having trouble go to the Source view and remove the <P></P> tags from around your <table></table> tags.

Color Codes

001B4C	A darker blue best used for a header row in a table
FFFFFF	Pure white
EDF3FC	A very light blue best used in a table for alternating rows/columns.

Images- ALWAYS size images to the proper dimensions BEFORE uploading them into the CMS. There is a tutorial for this available at <http://utoledo.edu/centers/cci/web/cms/images.html>

Updating PDFs/DOCs – If you have a new version of a document that is currently being linked to through the CMS, rather than uploading the new document, and re-linking to that one. Checkmark the old document and then click upload. This allows you to upload your new document on top of the old one and once approved all of your links will point to the new document. **You must have the file name be exactly the same on both versions though.**



Versions and Rollbacks – If you totally screw up a page (it happens to all of us occasionally) **DON'T WORRY!** The CMS saves every version of the page, so you can always rollback to a previous version. To do this...go to Versions. You can then view information on all the previous versions. If you select a version you can even preview it and then roll back to that version if you choose.

There is a CMS tutorial and message board available online at <http://utoledo.edu/centers/cci/web/cms>