



Updating Your Website Using Content Management Server (CMS)

CMS for Office Training

September 2007

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Signing in

When you are ready to edit your website, go to any computer within the Department of Education LAN system, LOG ON AS YOURSELF, go onto the web, and type in:

<http://authoring.nycboe.net>

Then navigate to your website and you can proceed with editing.

During training ONLY, go to:
<http://335qaweb04/cmstraining>
and use the ID provided in class.

Problems logging in or other technical issues? Contact the Helpdesk at 718-935-5100.

Questions about your template colors and logo? Contact OWSinfo@schools.nyc.gov

Want to add or delete sections & channels? Contact OWSinfo@schools.nyc.gov

A Tour around CMS

Depending on your permissions, you will be able to edit your department's site or just certain channels within it. Channels are major partitions of the website. You cannot change the channels yourself, but you can request more or fewer channels by contacting the Office of Web Services (OWSinfo@schools.nyc.gov). You can also edit your website with "postings" which are links to web pages that you create as well as to documents and other web sites.

SAMPLE WEBSITE:

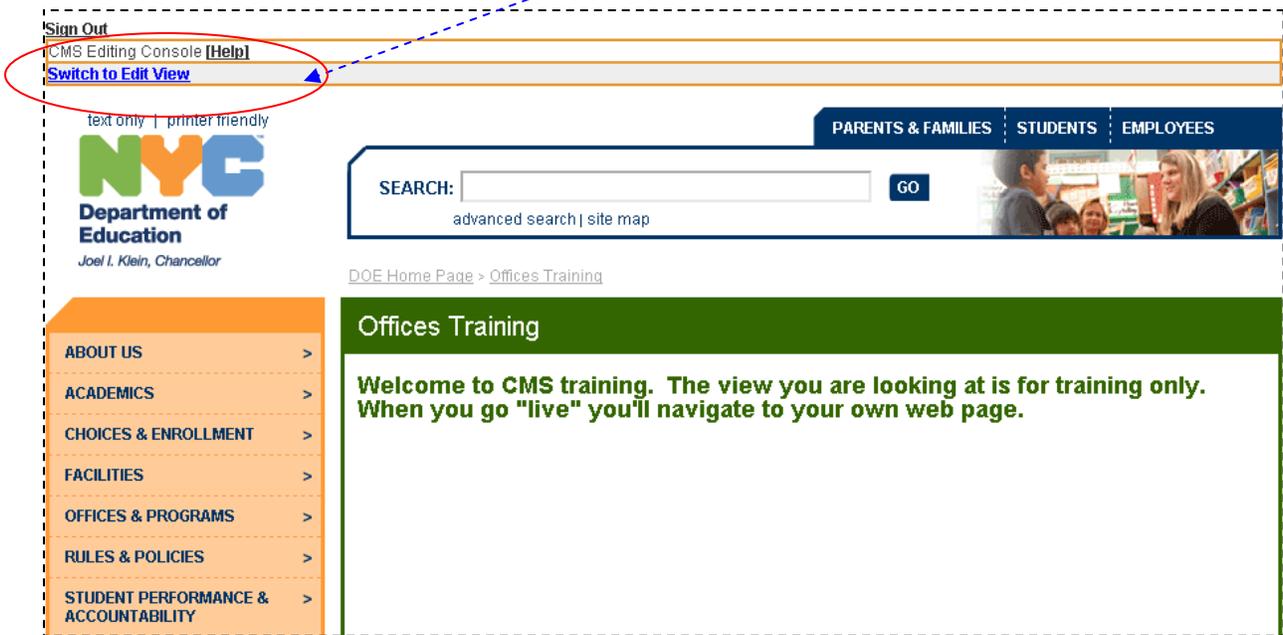
The screenshot shows the NYC Department of Education website. At the top left is the NYC logo and the text "text only | printer friendly". Below the logo is the text "Department of Education" and "Joel I. Klein, Chancellor". On the right, there are navigation tabs for "PARENTS & FAMILIES", "STUDENTS", and "EMPLOYEES". A search bar is located below these tabs with a "GO" button and links for "advanced search" and "site map". The main content area is titled "Standards/Curriculum" and contains a paragraph of text followed by two blue links: "Core curriculum and performance standards" and "State standards, core curriculum, sample test questions, and other relevant resources". On the right side, there is a "CONTACTS" section listing several staff members with their titles and email addresses. On the left side, there is a vertical navigation menu with categories: "ABOUT US", "ACADEMICS", "CHOICES & ENROLLMENT", and "FACILITIES". The "ACADEMICS" category is expanded to show sub-categories like "Arts", "English Language Arts", "Fitness and Health", "Mathematics", "Science", "Social Studies", "World Languages", "Early Childhood", "English Language Learners", "Gifted and Talented", and "Special Education". A blue dotted line with an arrow points from the "Standards/Curriculum" heading to the "ACADEMICS" category in the navigation menu. A white box with the text "Channels and Sub Channels" is positioned below the navigation menu. Another white box with the text "Postings" is positioned below the main content area, with a blue dotted line pointing from it to the text in the "Standards/Curriculum" section.

Editing the Summary Page

Once you have signed in, navigate to the web page you are authorized to edit.

1. You will be in “live mode”, which shows you what you have published so far to the site and what the general public can see.
2. Click on the **Switch to Edit View** link to view the edit menu options.

Click on the **Switch to Edit View** link to view the edit menu options.



Editing the Summary Page (cont'd)

Edit options:

The screenshot shows the CMS Editing Console interface. At the top, there is a 'Sign Out' link (marked with a yellow diamond 'A'). Below it, the 'CMS Editing Console [Help]' header is visible. The main interface is divided into several sections:

- Left Column:** Contains links for 'Switch to Live View' (marked with 'A'), 'Edit Web Page', 'Web Page Properties', and 'Create Connected Web Page'. Below this is a 'CREATE NEW WEB PAGE' button (marked with 'E') with sub-options: 'Create a Web Page', 'Create a Link to a Web Page', and 'Add a File Attachment'.
- Middle Column:** Contains 'Preview' (marked with 'B'), 'Copy', and 'Move'.
- Right Column:** Contains 'Submit' (marked with 'C'), 'Approve', and 'Approval Assistant' (all enclosed in a red dashed box with an arrow pointing to a note), and 'Sort Items in Channel' (marked with 'D'). Below these are status indicators: 'Page Status: Saved', 'Version: Page has Live Version', and 'Lock Status: WinNT://QA/cmsuser1'.

Note: Submit and Approve do not appear unless you are in the process of adding content to your site.

Switch to Live View will allow you to view your updates as once they have been **approved**.
Edit Web Page allows you to edit existing content. *This is only available on those pages you are authorized to edit.*
Web Page Properties allows you to rename your page, set start and stop publishing dates, and other options.
Create Connected Web Page allows you to create a duplicate, linked page in a different channel.

Create a Web Page is a shortcut to creating a posting
Create a Link to a Web Page allows you to create a link on your channel to any other web page.
Add a File Attachment allows you to create a link on your channel to a document.

Preview allows you to preview your updates before publishing (“approving”).
Copy lets you copy your page so you have exactly the same content duplicated under a different channel on your site.

Submit is used by the person editing the site and signals the owner of the site that the page is ready to be approved (“published”).
Approve is the final step used by the owner of the site to publish the page.
Approval Assistant allows you to manage unpublished pages.

Sort Items in Channel allows you to change the order in which your postings appear, top to bottom.

Editing the Summary Page (cont'd)

1. Click on **Edit Web Page**

Sign Out

CMS Editing Console [\[Help\]](#)

Switch to Live View	Preview	Submit Approve Approval Assistant	Sort Items in Channel
Edit Web Page	Copy Move	Page Status: Saved Version: <i>Page has Live Version</i> Lock Status: <i>WinNT:/QA/cmsuser1</i>	
Web Page Properties			
Create Connected Web Page			

CREATE NEW WEB PAGE

- [Create a Web Page](#)
- [Create a Link to a Web Page](#)
- [Add a File Attachment](#)

text only | printer friendly
CREATE HELP

NYC
Department of Education
Joel I. Klein, Chancellor

PARENTS & FAMILIES | STUDENTS | EMPLOYEES

SEARCH: [GO](#)
[advanced search](#) | [site map](#)

[DOE Home Page](#) > [Offices Training](#) > [Sub Channel One](#)

Sub Channel One

- [ABOUT US](#) >
- [ACADEMICS](#) >
- [CHOICES & ENROLLMENT](#) >

Editing the Summary Page (cont'd)

This illustrates a portion of the Summary page. Turn to the next page in this manual to see the entire web page.

Editing the Summary Page (cont'd)

The screenshot shows a web page titled 'Sub Channel One' with a navigation menu on the left and a main content area. The main content area is divided into 'TopText' and 'Bottom Text' sections, both with rich text editors. Three yellow diamond callouts labeled A, B, and C point to specific areas: A is in the TopText editor, B is in the BottomText editor, and C is in the text area between the two editors. A red dashed line connects callout C to a text box on the right.

This illustrates the entire Summary page. There are two editing areas: **A** and **B**. Postings will appear between them at **C**.

3. This top area is good for summary information, important announcements and so on.

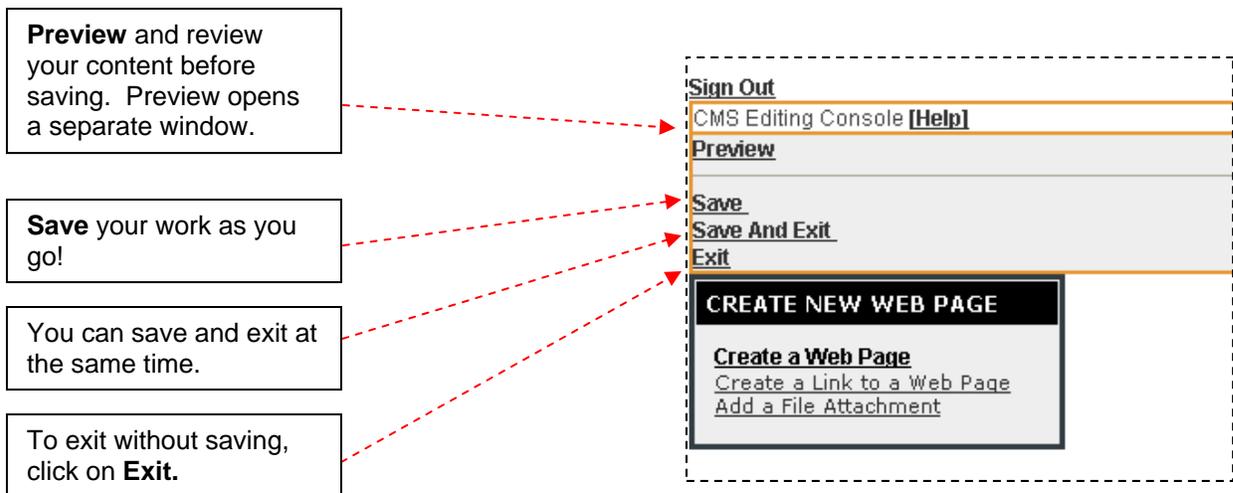
Any postings (links to other web pages) that you add will appear in between the two editing areas.

4. Anything added in this area appears below the postings. It's good for adding notes, contact phone numbers and so on.

Editing the Summary Page (cont'd)

Saving your updates

Once you are satisfied with the updates, there are three choices of saving/exiting:



Submitting

Once you have saved your work, you can allow people in your office (if they have permission to edit your site) to review what you have done. This is a good way to refine your work without publishing it to the view of the general public.

Select **Submit**

When you Submit your work, **Switch to Live View** will NOT reveal the page, because it is not "live", or published. This is good if you're still working on the content and it's not ready for public viewing! However, you CAN preview your work as if it were published, by selecting **Preview**.

CMS EDITING CONSOLE [HELP]

Switch to Live View Edit Web Page Web Page Properties Create Connected Web Page	Preview Copy Move	Submit Approve Approval Assistant Resource Manager Page Status: Saved Version: Page has Live Version Lock Status: WinNT://QA/nnissen	Sort Items in Channel
---	-------------------------	---	-----------------------

CREATE NEW WEB PAGE

- Create a Web Page
- Create a Link to a Web Page
- Add a File Attachment

SEARCH: GO
advanced search | site map

DOE Home Page > Offices Training > Sub Channel One

Sub Channel One

Here's everything you ever wanted to know about this site!

[FAQs \[Select\]](#)
click on the link above to get answers to Frequently Asked Questions.

NYC Department of Education
Joel I. Klein, Chancellor

- ABOUT US >
- ACADEMICS >
- CHOICES & ENROLLMENT >
- FACILITIES >

Approving

If you have approval status, you can decide to “approve”, or publish, your work so that anyone going to your site can read the content you have updated. Do this only when you are absolutely sure you have the content exactly the way you want it. The information will be **immediately** available on the live site at www.nycenet.edu.

1. Select **Approve**. Note that “**Submit**” is no longer available, because you’ve already done it.

Please note: If you have more than one page to approve, click on **Approval Assistant** (see next page)

2. When you have **approved**, select **Switch to Live View** to view your work as it can be seen by the general public.

Note the Page Status and Version.

CMS Editing Console [Help]			
Switch to Live View	Preview	Approve	Sort Items in Channel
Edit Web Page	Copy	Approval Assistant	
Web Page Properties	Move	Page Status: Waiting For Editor Approval	
Create Connected Web Page		Version: <i>Page has Live Version</i>	
		Lock Status: <i>WinNT#QA/cmsuser1</i>	



Remember to **proofread** your content before you click on **Approve**.

The Approval Assistant

If you have approval status, you can approve all of the edits that have been submitted without going to each of the postings and approving each individually. The Approval Assistant window lists all of the screens that you or co-workers have submitted. (If a page has not been submitted, it will not show up in the Approval Assistant!)

1. Check off the pages you wish to approve

2. Click on the **Approve** button

Microsoft Content Management Server - Network Technologies

Approval Assistant

View Pages Waiting For Approval

Pages Waiting for Approval By: WinNT://QA/nnissen

Items 1 - 1 of 1 Items per page: 5

Select	Display Name	Go To	Location	Status	Owner	Last Modified
<input type="checkbox"/>	default		/DOE Home Page/Offices Training/Sub Channel One/	Waiting For Editor Approval	WinNT://QA/nnissen	11/6/2006 3:33:52 PM

[Select All](#) [Clear All](#)

Approve **Decline**

Please Note: You can see the page by clicking on the "Go To" icon.

Creating a New Web Page (Posting)

To create a new web page, or posting, make sure you are on the section of the DOE website that you are allowed to edit; scroll down to view the editing menu, and select **Create New Web Page**.

1. Click on the channel in which you want your posting to appear

2. Click on "Create a Web Page" to create the new posting

The screenshot shows the CMS interface with the following elements:

- Top navigation: [Sign Out](#), [CMS Editing Console](#) [Help], [Switch to Live View](#)
- Table with columns: **Preview**, **Approval Assistant**, **Sort Items in Channel**
- Row 1: [Edit Web Page](#), [Copy](#), [Move](#), Page Status: **Published**, Lock Status: *Not Locked*
- Row 2: [Web Page Properties](#), [Create Connected Web Page](#)
- Section: **CREATE NEW WEB PAGE**
 - [Create a Web Page](#) (highlighted with a red arrow)
 - [Create a Link to a Web Page](#)
 - [Add a File Attachment](#)
- Callout box: "Please note: you can also click here to choose an external link or a file attachment." (points to the bottom two options)
- Footer: text only | printer friendly, CREATE HELP, NYC Department of Education, Joel I. Klein, Chancellor
- Navigation: PARENTS & FAMILIES | STUDENTS | EMPLOYEES
- Search: SEARCH: GO, advanced search | site map
- Breadcrumbs: DOE Home Page > Offices Training > [Sub Channel One](#)
- Channel Content:
 - Sub Channel One
 - Here's everything you ever wanted to know about this site!
 - [FAQs \[Select\]](#) (highlighted with a blue dashed arrow)
 - click on the link above to get answers to Frequently Asked Questions.
 - Updated 10/12/2007
- Hand icon pointing to the FAQ link.

Please note: Once you have created the posting, it will appear at the top of the list of postings. You can change the order in which they appear by choosing "Sort Items in Channel" from the top menu.

Connected page is a way to create a link in a different channel, so exactly the same posting shows up under the two different channels.



Creating a New Web Page (Posting) (cont'd)

3. Enter the information in your posting. Here are the sections of a posting:

The screenshot shows the CMS interface for creating a new web page. On the left is a navigation sidebar with categories like 'ABOUT US', 'ACADEMICS', and 'STUDENT SUPPORT & ACTIVITIES'. The main content area is titled 'Sub Channel One' and contains a form with four sections: 'Page Title', 'Summary', 'Summary Image', and 'Body'. Each section has a rich text editor with various formatting tools. On the right, four callout boxes provide instructions for each section, with red dashed arrows pointing to the respective input fields.

Page Title
Enter a **Page Title** for your new page. This headline will serve as the link on the summary page.

Summary
Enter a brief summary or description (optional). This will help your users navigate and identify content on your site.

Summary Image
A picture can be inserted here. This will appear along with the Page Title on the summary page. It can be no more than 100K in file size and no more than 200 pixels wide.

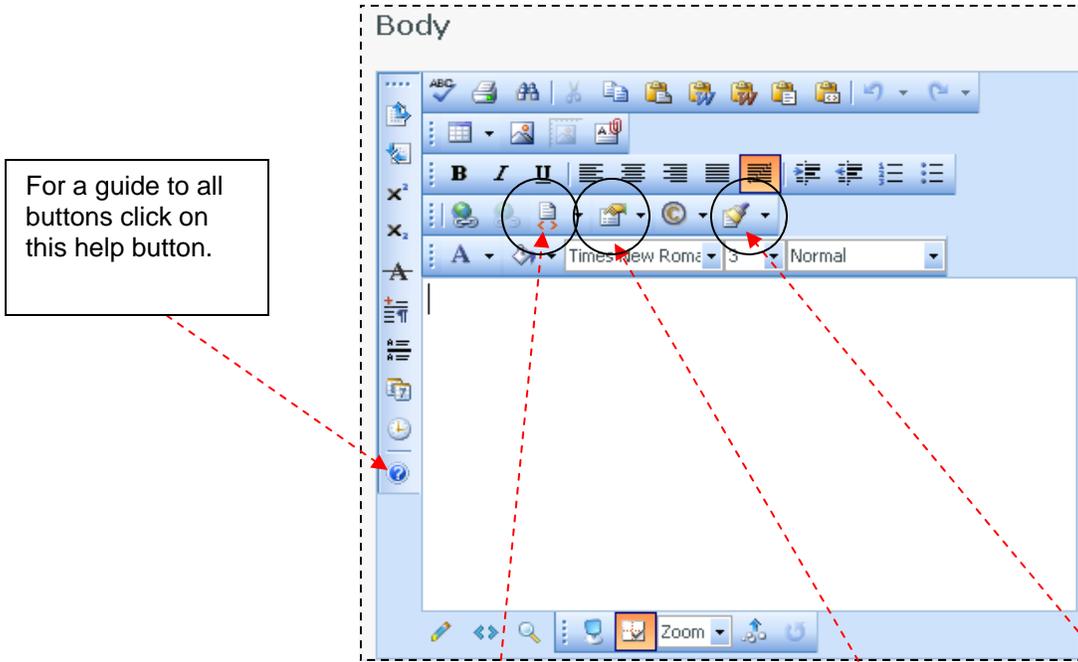
Body
Type the content of your article in this section. You can also paste content from a word document. Your content can contain links to existing pages, as well as to external sites. You can also insert documents and pictures. **FOR MORE DETAILS ON THE AVAILABLE FUNCTIONS PLEASE REFER TO THE NEXT PAGE IN THIS MANUAL.**

contact | vendors | feedback | about this site | DOE login
© 2007 The New York City Department of Education
NYC.gov residents | business visitors | government always open

Creating a New Web Page (Posting) (cont'd)

Formatting your posting

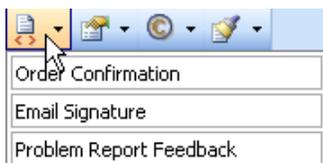
CMS offers some of the same editing and formatting tools that are available in MS Word. These tools are available on the tool bar at the top of the page, below the browser's menu bar. Use these tools when formatting the main body of your posting.



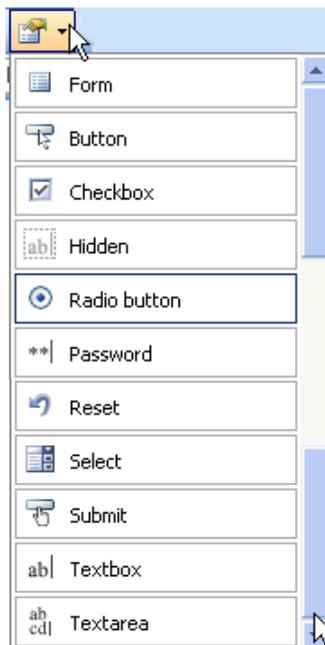
For a guide to all buttons click on this help button.

ADVANCED FUNCTIONS:

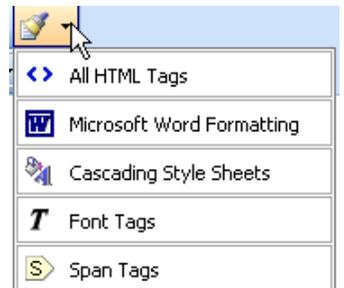
Insert Code Snippet



Insert Form Element

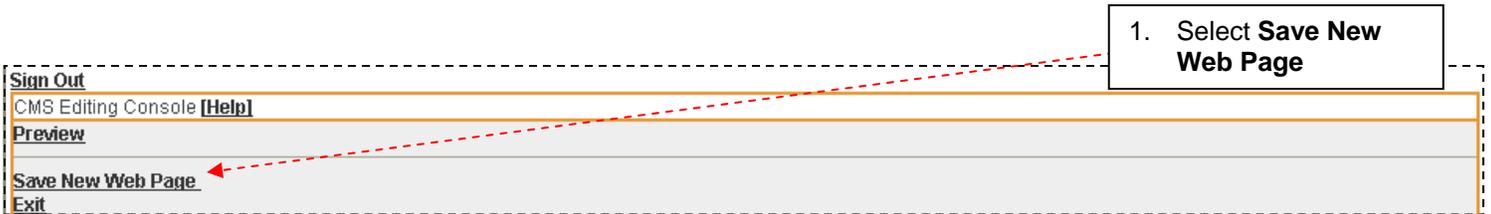


Format Stripper

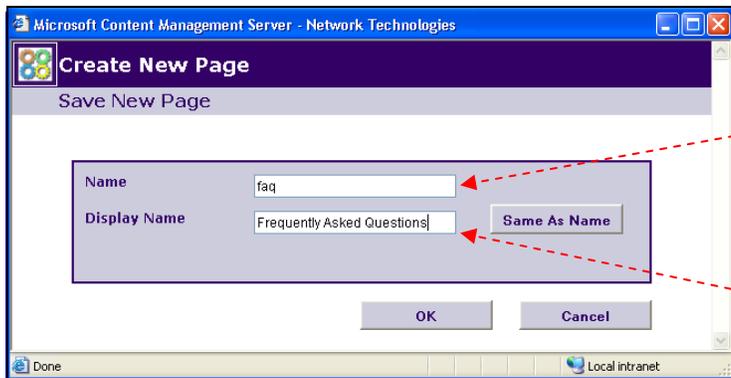


Saving the New Posting

Once you are satisfied with your new posting, select the **Save New Web Page** option from the edit menu. (NEW POSTINGS ONLY).



After selecting **Save New Web Page** you will be asked to enter a name for your new posting.



- 2. Enter a brief, descriptive name for the new posting. This will appear at the end of the URL. NO SPACES. **THIS NAME CAN BE NO MORE THAN 20 CHARACTERS LONG.**
- 3. Enter a **Display Name**. This can be the same as the page name. This will appear in the title bar of your explorer all the way at the top of your screen. THE DISPLAY NAME CAN HAVE SPACES.

What's the difference between "Name" and "Display Name"?

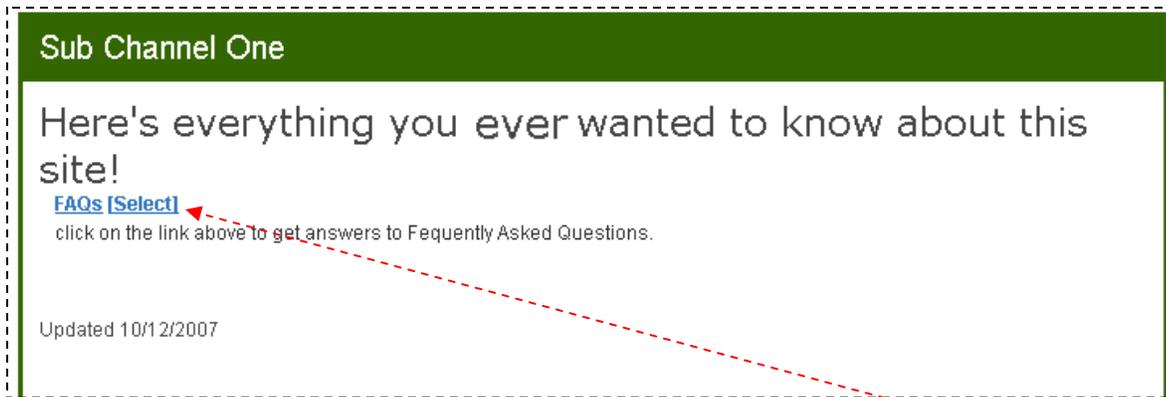
Name: The name you enter here will appear on the address bar when users navigate to this page. For example, a page with the name NewPage will appear as: <http://schools.nyc.gov/your division/your office/NewPage> on the address bar.

Display Name: This name will appear at the very top of the Internet window, next to "New York City Dept. of Ed."

Don't forget to submit or approve your work!

Editing a Posting

1. Start at the channel where your posting resides.



2. Click on Select to edit each of these postings.

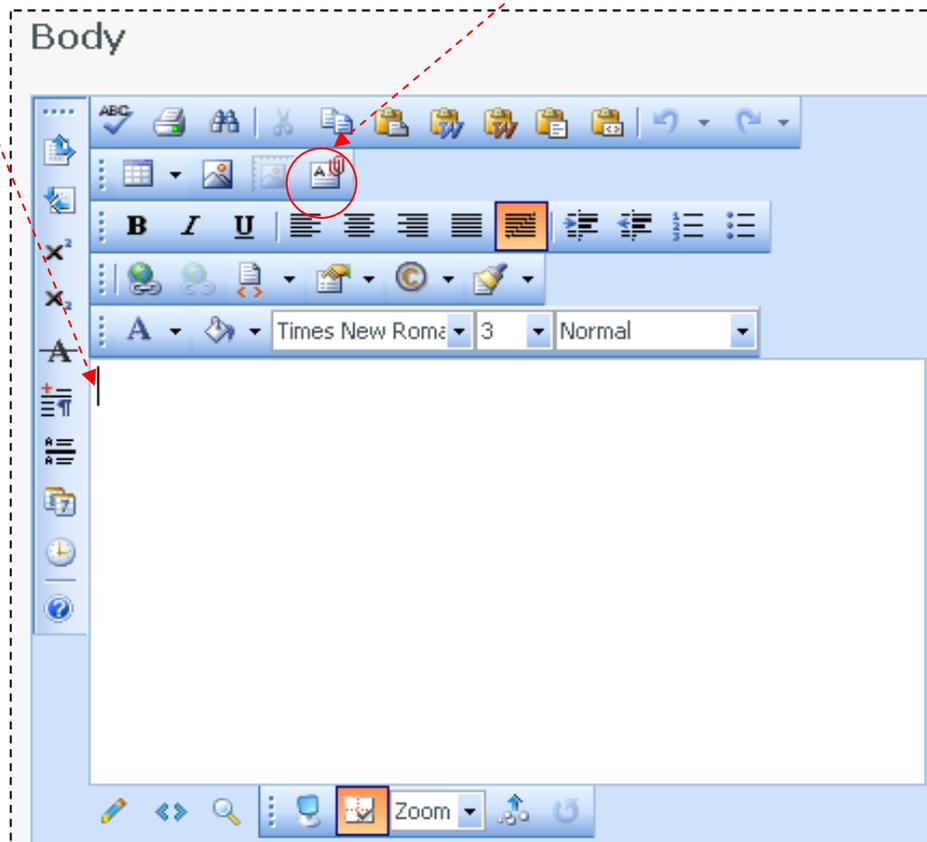
You may now refer back to 14 for information on how to edit your posting. You do not need to name this page as it has already been created.

Inserting a Document Link into Your Web Page

You can insert a document link into the main body of your posting by clicking on the “Document Manager” tool from the formatting toolbar.

1. Be sure your cursor is in the main body where you want the file link to appear

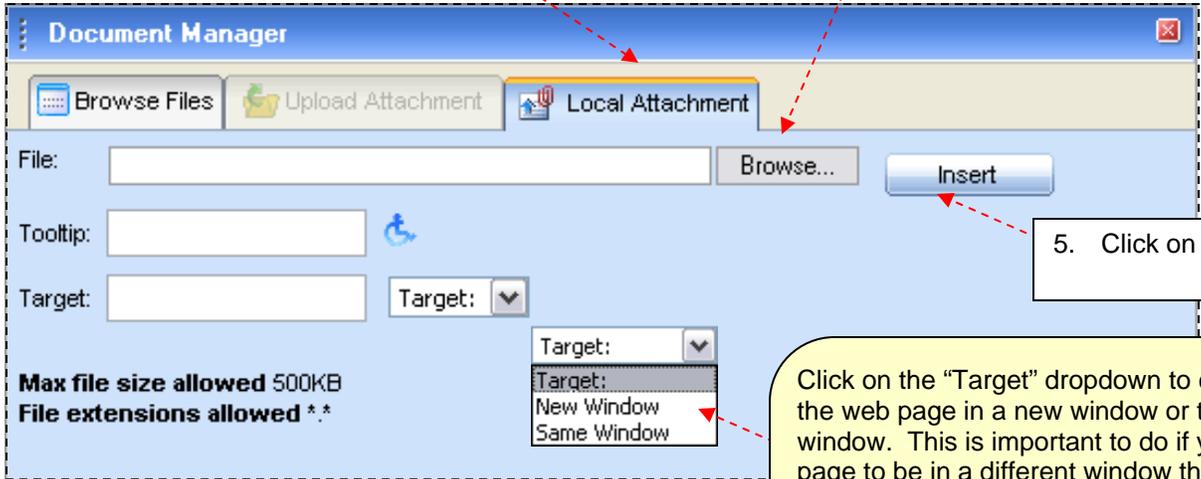
2. Click on the **document manager icon** in the toolbar.



Inserting a Document Link into Your Web Page (cont'd)

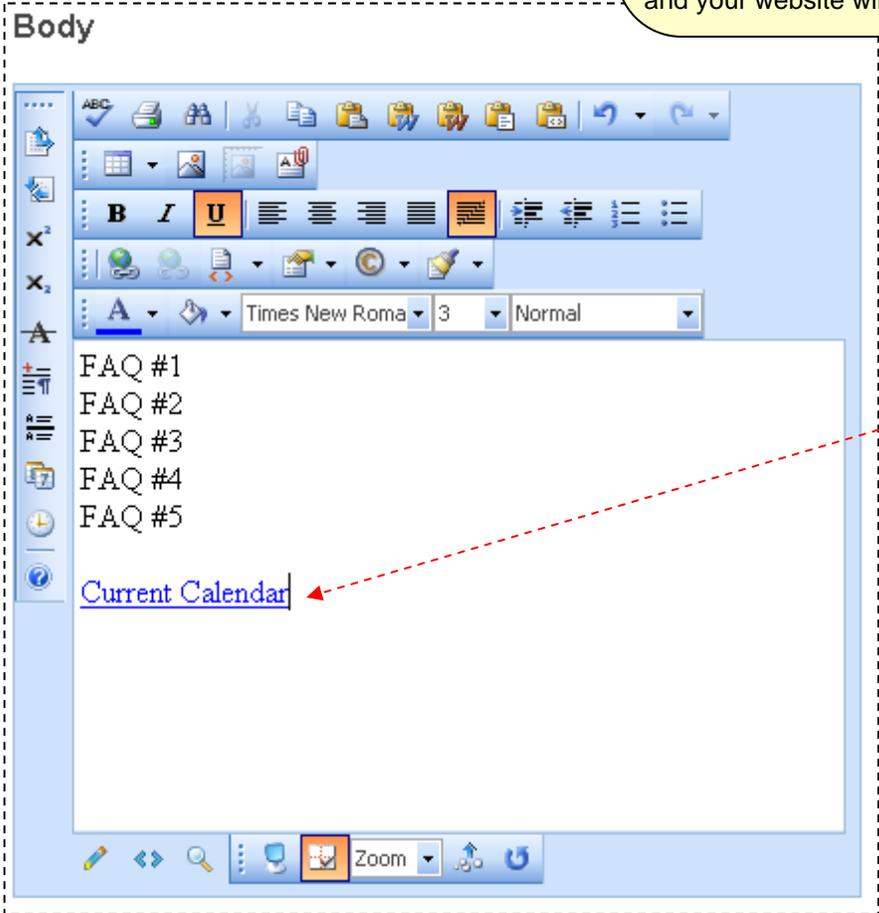
3. Choose the **Local Attachment** tab

4. Fill out the fields appropriately. You can browse for your file.



5. Click on **Insert** when done

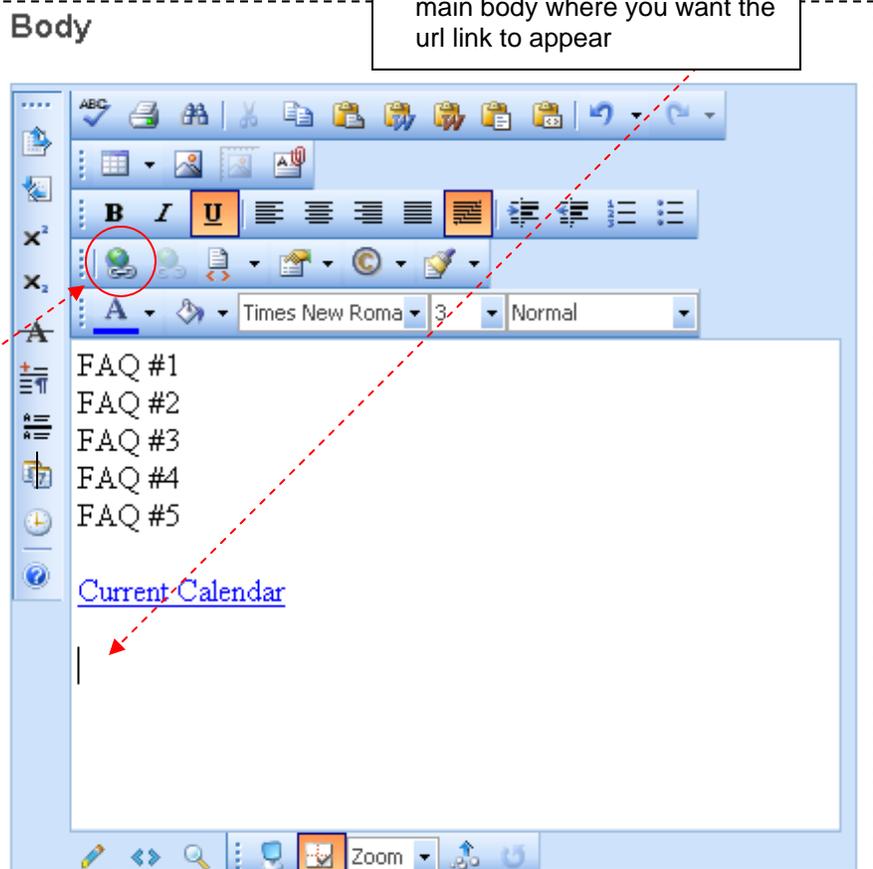
Click on the "Target" dropdown to choose open the web page in a new window or the same window. This is important to do if you want the page to be in a different window than your website. This way, when the user is finished perusing the web page, they close that window and your website will still be open.



This screen shows the inserted link.

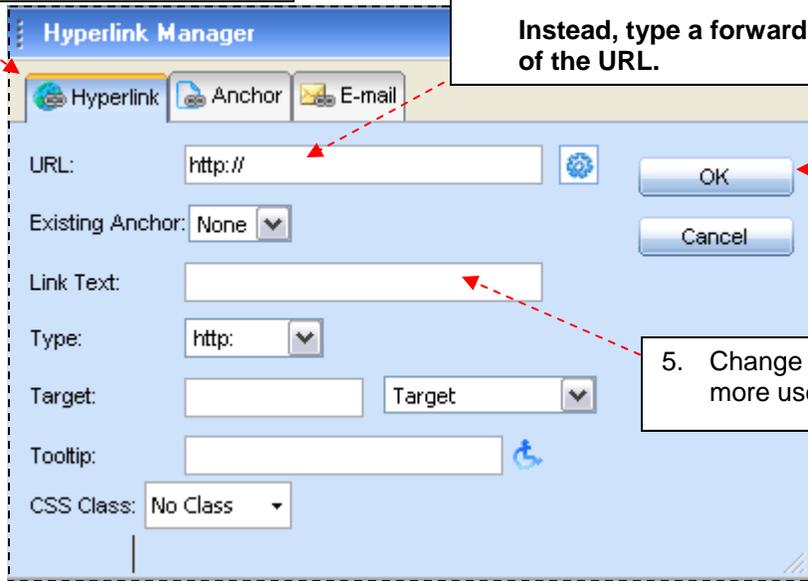
Inserting an External Web Link into Your Web Page

1. Be sure your cursor is in the main body where you want the url link to appear



2. Click on the **hyperlink icon** in the toolbar.

3. Choose the **Hyperlink** tab



4. Put in the correct URL for the web page you want to navigate to. **IMPORTANT: IF THE LINK IS TO AN INTERNAL, DOE WEB-SITE/PAGE, LEAVE OFF THE http://schools.nyc.gov. Instead, type a forward slash: / followed by the rest of the URL.**

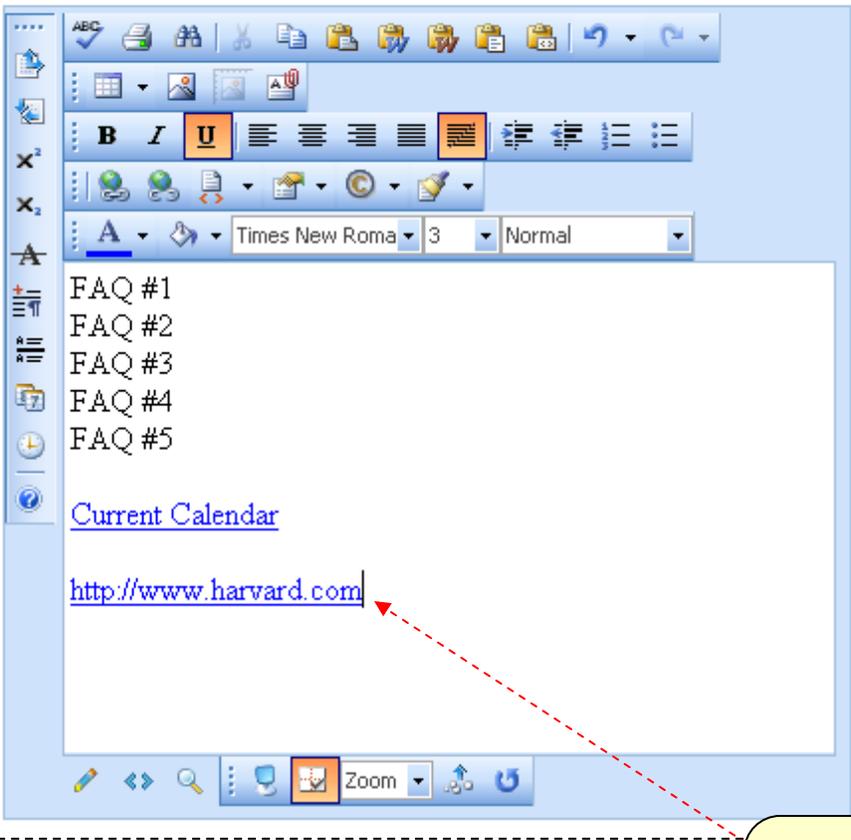
5. Change the link text to something more user friendly if desired.

6. Click on **OK**.



Inserting an External Web Link into Your Web Page (cont'd)

Body



The screenshot shows a CMS editor interface. At the top, there is a toolbar with various icons for editing text and images. Below the toolbar, the text area contains a list of five FAQ items: "FAQ #1", "FAQ #2", "FAQ #3", "FAQ #4", and "FAQ #5". Below the list, there is a blue hyperlink labeled "Current Calendar". At the bottom of the text area, there is a blue hyperlink labeled "http://www.harvard.com". A red dashed arrow points from a yellow callout box to the "http://www.harvard.com" link.

FAQ #1
FAQ #2
FAQ #3
FAQ #4
FAQ #5

[Current Calendar](#)

<http://www.harvard.com>

Zoom

This screen shows the inserted hyperlink.

Creating a Posting that Goes Directly to a Document

You can create a posting link that jumps directly to a file instead of to your typed-in content. For example, if you have a document that is important to bring to the reader's attention, the posting link can be clicked on and the file will open up. This way the user does not have to navigate to the interior of the posting and be further guided to the link.

1. Click on the channel in which you want your posting to appear

2. Click on **Add A File Attachment** to create the new posting

The screenshot shows the CMS editing console for a user named 'cmsuser1'. At the top, there are navigation links: 'Sign Out', 'CMS Editing Console [Help]', and 'Switch to Live View'. Below these are several tabs: 'Preview', 'Approval Assistant', and 'Sort Items in Channel'. The 'Approval Assistant' tab is active, showing 'Page Status: Published' and 'Lock Status: Not Locked'. A 'CREATE NEW WEB PAGE' button is visible, with a dropdown menu containing 'Create a Web Page', 'Create a Link to a Web Page', and 'Add a File Attachment'. A red dashed arrow points from the first instruction box to the 'Add a File Attachment' option. Another red dashed arrow points from the second instruction box to the 'Add A File Attachment' button. The page also features a search bar, a navigation menu for 'PARENTS & FAMILIES', 'STUDENTS', and 'EMPLOYEES', and a sidebar with a list of categories like 'ABOUT US', 'ACADEMICS', etc. The main content area displays 'Sub Channel One' with a heading 'Here's everything you ever wanted to know about this site!' and a link to 'FAQs [Select]'.

Creating a Posting that Goes Directly to a Document (cont'd)

3. Enter the information in your attachment posting. Here are the sections of this particular kind of posting:

Sub Channel One

FileAttachment

Page Title

4. Enter a **Page Title** for your new page. This headline will serve as the link to the document.

5. The attachment is set here. Click on the paperclip icon to enter the attachment menu.

File To Attach

6. OPTIONAL: Enter a brief summary or description. This will help your users understand what the attachment is about.

7. OPTIONAL: A picture can be inserted here. This will appear along with the Page Title on the summary page.

contact | vendors | feedback | about this site | DOE login

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NYC gov always open residents | business visitors | government

page 23

Creating a Posting that Goes Directly to a Document (cont'd)

6. Click on **Insert Local Attachment** to start your browse.

Insert Attachment

Select Source

[Insert Shared Attachment](#) (Inserted from the MCMS Resource Gallery)

[Insert Local Attachment](#) (Inserted from local or networked computer)

7. Click on **Browse** to find the file.

Insert Attachment

Select Source > Insert Attachment

Attachment Source: Local Attachment

Local Attachment:

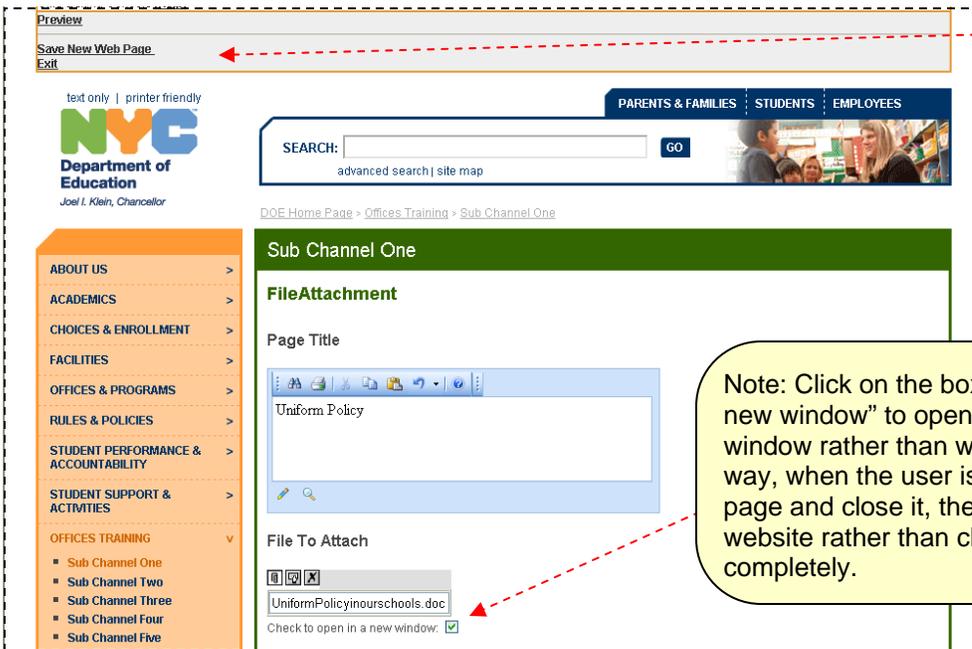
File Type: If the file does not have a file extension, select the file type if it is in the list below. Otherwise, continue to the next step.

Select File Type

Display Text:

8. Click on **Insert**.

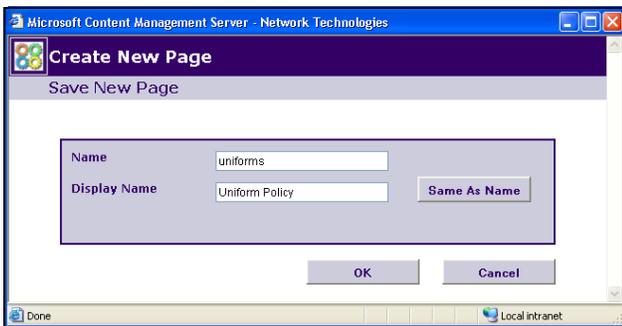
Creating a Posting that Goes Directly to a Document (cont'd)



9. Select **Save New Web Page**

Note: Click on the box next to "Check to open a new window" to open the attachment as a new window rather than within the same window. This way, when the user is finished perusing the web page and close it, they will be returned to your website rather than closing the browser completely.

After selecting **Save New Web Page** you will be asked to enter a name for your new posting.



10. Enter a brief, descriptive name for the new posting. This will appear at the end of the URL. **NO SPACES. THIS NAME CAN BE NO MORE THAN 20 CHARACTERS LONG.**

11. Enter a **Display Name**. This can be the same as the page name. This will appear in the title bar of your explorer all the way at the top of your screen. **THE DISPLAY NAME CAN HAVE SPACES.**

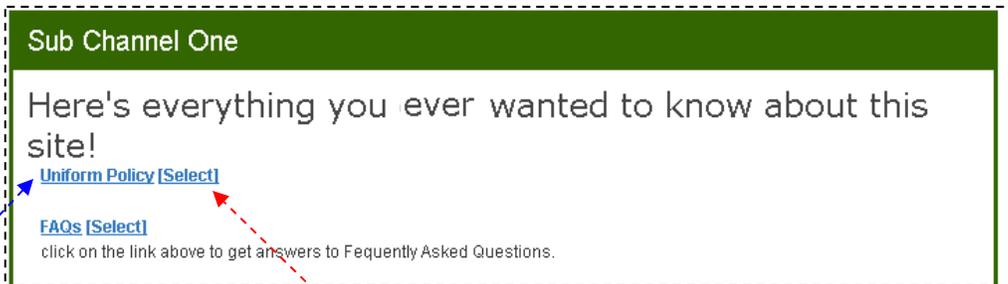
What's the difference between "Name" and "Display Name"?

Name: The name you enter here will appear on the address bar when users navigate to this page. For example, a page with the name NewPage will appear as: <http://schools.nyc.gov/your division/your office/NewPage> on the address bar.

Display Name: This name will appear at the very top of the Internet window, next to "New York City Dept. of Ed."

Creating a Posting that Goes Directly to a Document (completed)

12. Finally, click on the channel your posting is in to see the results.



Click on the new posting link to open up the file you attached.

PLEASE NOTE: IF YOU CHANGE THE ORIGINAL FILE, YOU MUST ATTACH IT AGAIN.

Anytime you attach a file to your website, CMS creates a *copy* of the file. Your original file is no longer accessed.

This means that when you change anything in the original file on your computer, the file on the website is not linked. You must attach it again.

ALSO NOTE: YOU MUST CLICK ON "SELECT" TO DO YOUR EDITING.

When you want to edit this kind of posting, for example to change the wording of the link or to replace the file attachment with a different one, be in edit mode so that you see the word "Select".

1. Click on "Select"
2. Click on "Edit Web Page" in the big menu

If you don't click on Select, but click on the link itself (as you can with a normal posting) you will continually open the attachment and never get to the edit screen!



Creating a Posting that Goes Directly to a Web Page

You can create a posting link that jumps directly to another web page outside of your website.

1. Click on the channel in which you want your posting to appear

2. Click on **Create a Link to a Web Page** to create the new posting

The screenshot shows the CMS Editing Console interface. At the top, there are tabs for 'Preview', 'Approval Assistant', and 'Sort Items in Channel'. Below these are buttons for 'Edit Web Page', 'Web Page Properties', 'Copy', and 'Move'. A 'CREATE NEW WEB PAGE' dropdown menu is open, showing options: 'Create a Web Page', 'Create a Link to a Web Page' (highlighted with a red arrow from instruction 2), and 'Add a File Attachment'. A red arrow from instruction 1 points to the 'Sub Channel One' link in the left-hand navigation menu. The main content area shows a search bar and a 'GO' button. Below the search bar, there is a breadcrumb trail: 'DOE Home Page > Offices Training > Sub Channel One'. The main content area has a green header 'Sub Channel One' and a large text block: 'Here's everything you ever wanted to know about this site!' followed by links for 'Uniform Policy [Select]' and 'FAQs [Select]'. A footer note says 'click on the link above to get answers to Frequently Asked Questions.'

Creating a Posting that Goes Directly to a Web Page (cont'd)

3. Enter the information in your posting.

Sub Channel One

ExternalLinkPosting

Page Title

No Child Left Behind

Link Format

For an outside link, use: http:// (e.g., http://www.amnh.org)
 For an inside link, (relative path), copy the link, remove the "http://schools.nyc.gov" and begin with /OurSchools (for school sites) or /OfficeName (for offices)

/Administration/NCLB/default.htm

Check to open in a new window:

Summary

Click on the link above to go to the DOE "No Child Left Behind" site.

Enter a **Page Title** for your new page. This headline will serve as the link on the summary page.

Type or copy in the URL for the web page. EXCLUDE the http:// notation IF IT'S INTERNAL to the DOE. PLEASE SEE BELOW FOR AN IMPORTANT NOTE.

Click on this box to open the web page in a new window. This is important to do if you want the page to be in a different window than your website. This way, when the user is finished perusing the web page, they close that window and your website will still be open.

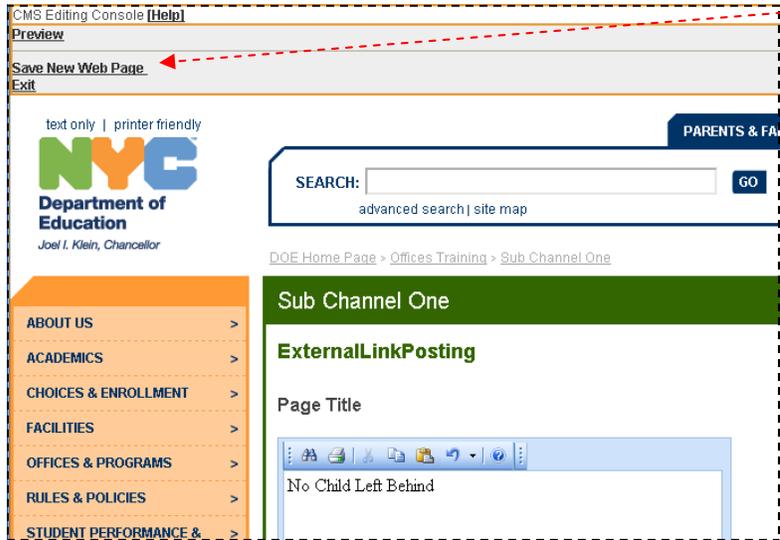
Enter a brief summary or description (optional). This will help your users navigate and identify content on your site.

IMPORTANT: IF THE LINK IS TO AN INTERNAL, DOE WEBSITE OR PAGE, LEAVE OFF THE http://schools.nyc.gov.

Instead, type a forward slash: / followed by the rest of the name.

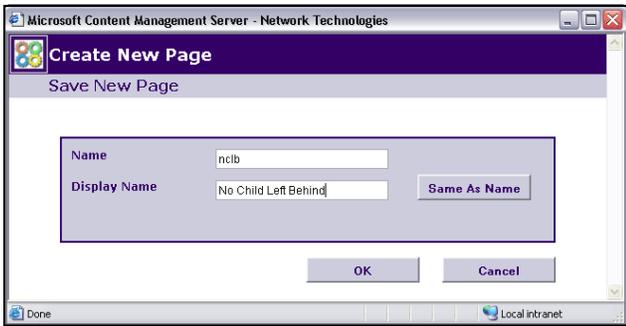


Creating a Posting that Goes Directly to a Web Page (cont'd)



6. Select **Save New Web Page**

After selecting **Save New Web Page** you will be asked to enter a name for your new posting.



7. Enter a brief, descriptive name for the new posting. This will appear at the end of the URL. **NO SPACES. THIS NAME CAN BE NO MORE THAN 20 CHARACTERS LONG.**

8. Enter a **Display Name**. This can be the same as the page name. This will appear in the title bar of your explorer all the way at the top of your screen. **THE DISPLAY NAME CAN HAVE SPACES.**

What's the difference between "Name" and "Display Name"?

Name: The name you enter here will appear on the address bar when users navigate to this page. For example, a page with the name NewPage will appear as: <http://schools.nyc.gov/your division/your office/NewPage> on the address bar.

Display Name: This name will appear at the very top of the Internet window, next to "New York City Dept. of Ed."

Creating a Posting that Goes Directly to a Web Page (completed)

9. FINALLY, CLICK ON THE CHANNEL YOUR POSTING IS IN TO SEE THE RESULTS.

Click on the new posting link to open up the web page you attached.

PLEASE NOTE: YOU MUST CLICK ON “SELECT” TO DO YOUR EDITING.

When you want to edit this kind of posting, for example to change the URL of the target website, be in edit mode so that you see the word “Select”.

1. Click on “Select”
2. Click on “Edit Web Page” in the floating console menu at the top

If you don’t click on “Select”, but click on the link itself (as you can with a normal posting) you will continually open the target web page and never get to the edit screen in CMS!

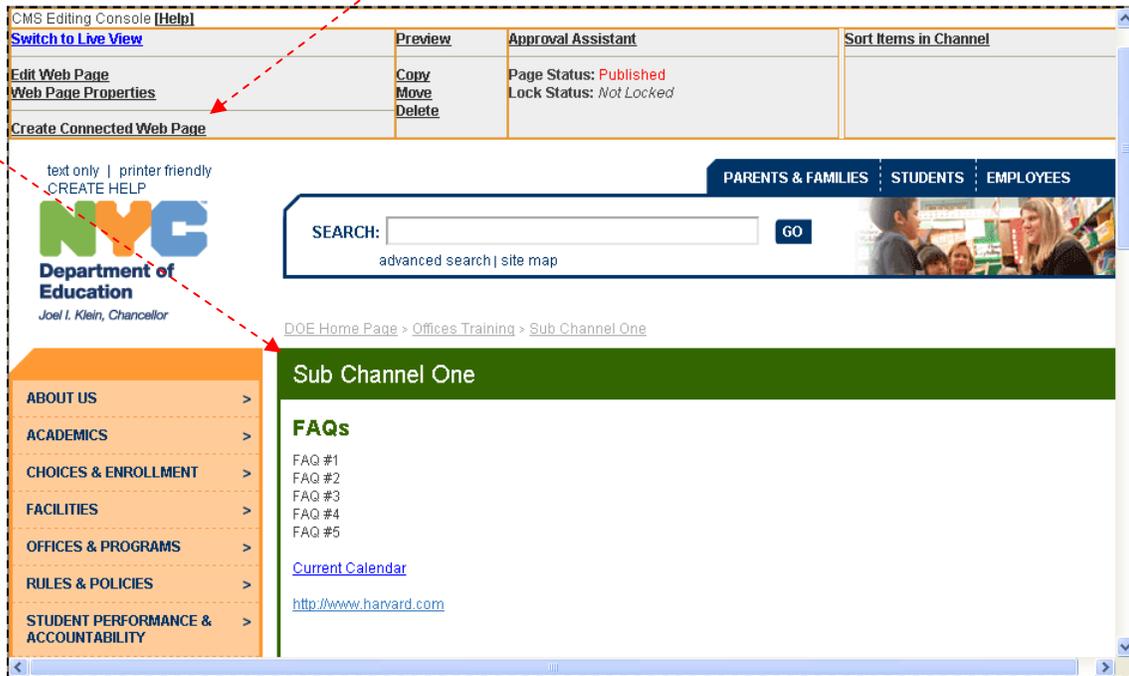


Creating a Connected Page

If you want the contents of a posting (the source) in one channel to appear under another channel (the target), you can connect that page. The target page will update automatically as the source page is changed. For example, if there is a page under “Students” with information about student clubs, the parent channel and teacher channel would be good places to replicate that information.

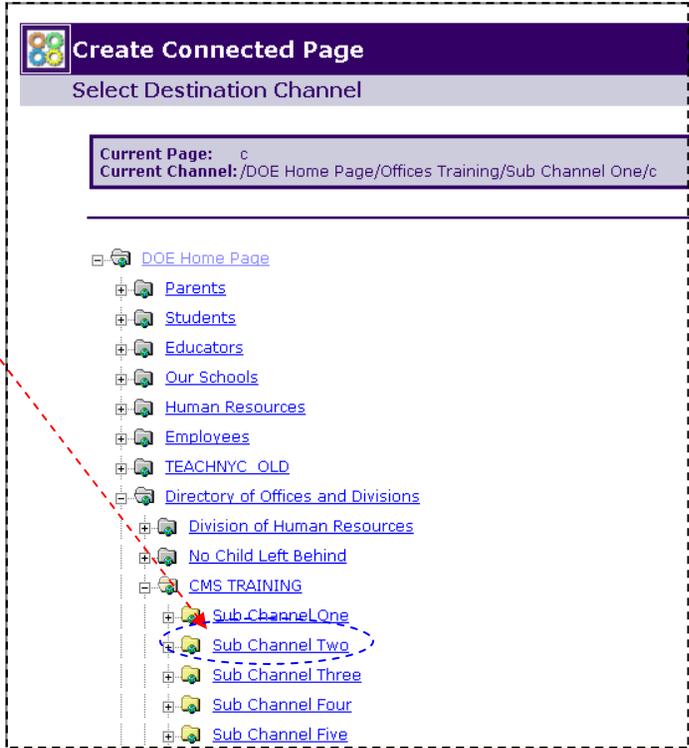
1. Navigate to the posting that you want copied into another location. In this example below, this posting will be copied from Sub Channel One to Sub Channel Two.

2. Click on **Create Connected Web Page**

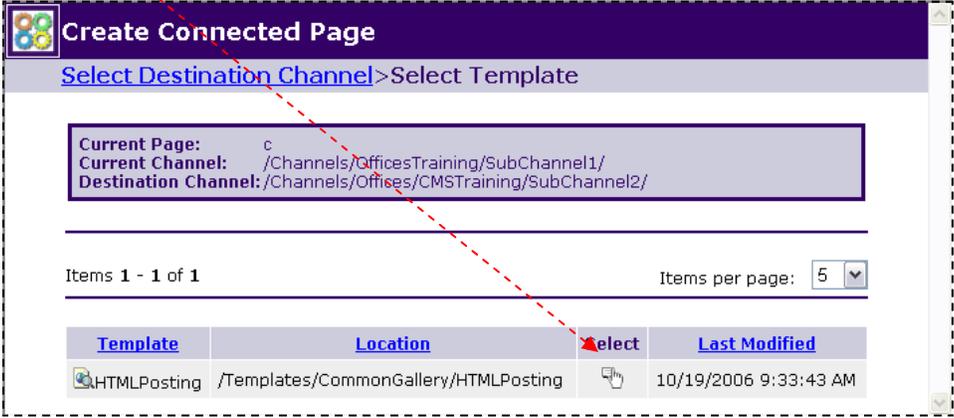


Creating a Connected Page (cont'd)

3. Navigate to your office by clicking on the plus signs to open the directory tree. Then click directly on the channel that will receive the connected page.



4. Click on the template you want the connected page to have

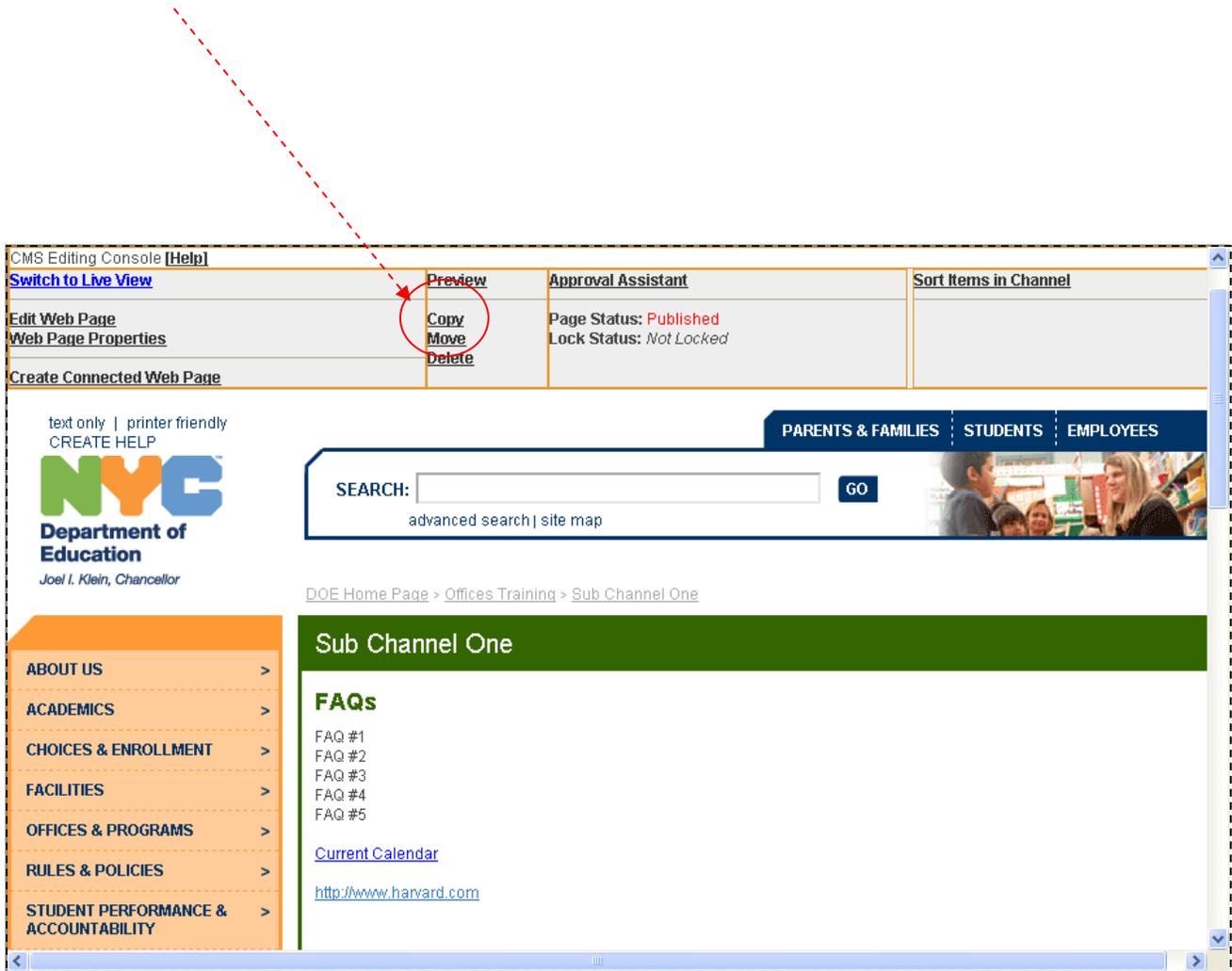


You will now be returned to edit mode for the new page. Save it as a new page. This step is explained on page 16 in this manual. Your new page will appear both in the target channel and the source channel. Any change you make in either page will update the other one.

Copying/ Moving your Posting

You might find that the entire contents of one page needs to be repeated in another section of your site, perhaps with a few changes. The page does not have to be recreated from scratch; it can be copied from the existing page. When you copy a posting, there is no link between the two.

1. Navigate to the page to be copied or moved.
2. Click on **Copy** or **Move**.



Copying/ Moving your Posting (cont'd)

3. Navigate to your office by clicking on the plus signs to open the directory tree. Then click directly on the channel that will receive the copied or moved page.

4. Click on **OK** and approve when ready.

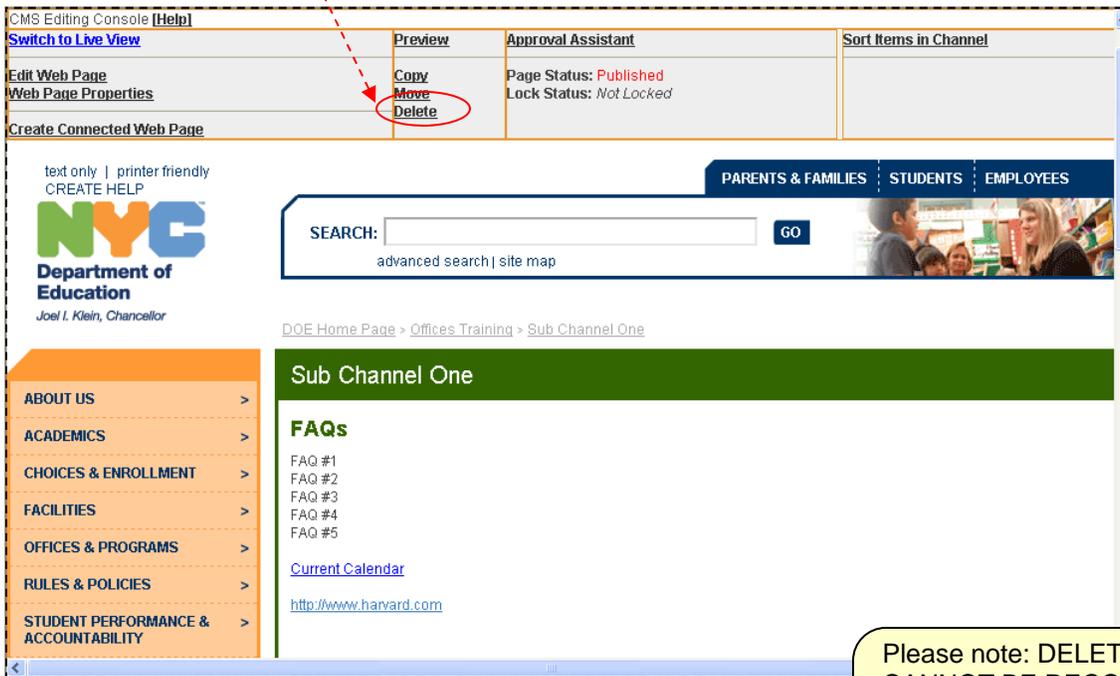
The screenshot shows a 'Copy Page' dialog box with a purple header. Below the header is a grey bar labeled 'Select Destination Channel'. A text box labeled 'Page:' contains the text 'Policies and Procedures'. Below this is a directory tree with expandable folders (plus signs) and links. The tree includes: DOE Home Page, Parents, Students, Educators, Our Schools, Human Resources, Employees, TEACHNYC_OLD, Directory of Offices and Divisions, Division of Human Resources, No Child Left Behind, CMS TRAINING, Sub Channel One, Sub Channel Two, Sub Channel Three, and Sub Channel Four. At the bottom, a 'Destination Channel' field contains 'Sub+Channel+Four'. There are 'OK' and 'Cancel' buttons at the bottom right.



Deleting your Posting

You can delete your posting. Some things to remember: you must have navigated to it; and there is NO approval required for a posting deletion. Anyone who has submit rights can delete a posting!

1. Navigate to the page to be deleted.
2. Click on **Delete**.



Please note: DELETED PAGES CANNOT BE RECOVERED! If there's any chance that you might need the content in the future, copy it into a word document and save it, or do a "stop publishing" on the posting (see the next page in this manual).

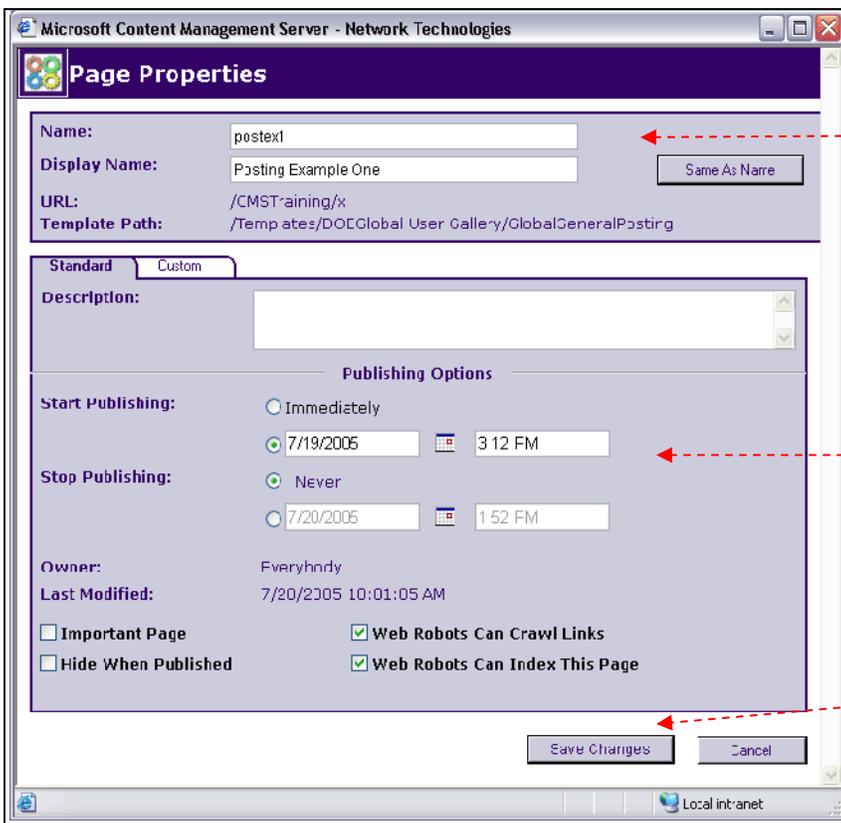
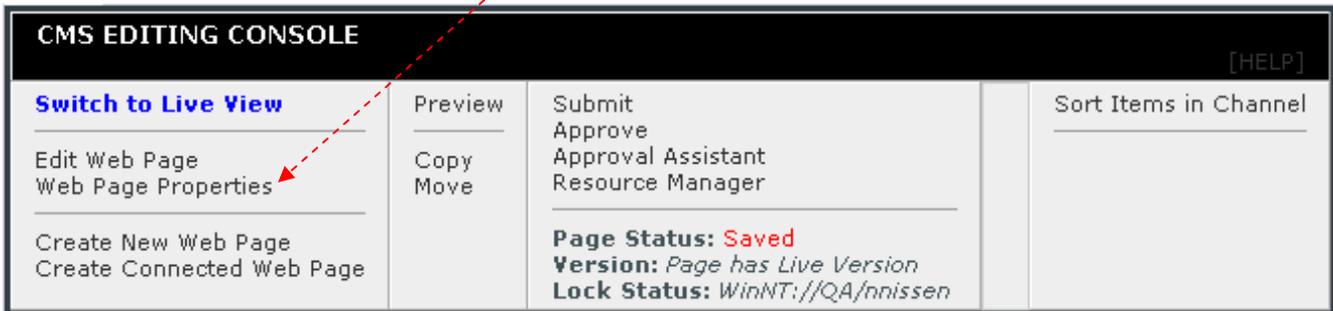
Delete does not require approval. Once you've deleted, it's gone. If you have someone submitting work for you, you might want to consider not allowing them to delete postings as this is irreversible.

Setting Page Properties

The **Page Properties** menu will allow you to:

- Rename your page
- Schedule page publication
- Create a Hidden Page

1. Select **Web Page Properties** from the edit menu to display the **Page Properties** dialogue box.



You can edit both the **Name** and the **Display Name** of your posting.

Select a date and time to **Start Publishing** or **Stop Publishing** your approved pages. The default setting for publishing is the time and date the page was created; the default for stop publishing is **Never**.

2. Select **Save Changes** to update the page properties. Remember to click on approve to publish your new page.

Setting Page Properties

Creating a “Hidden Page”

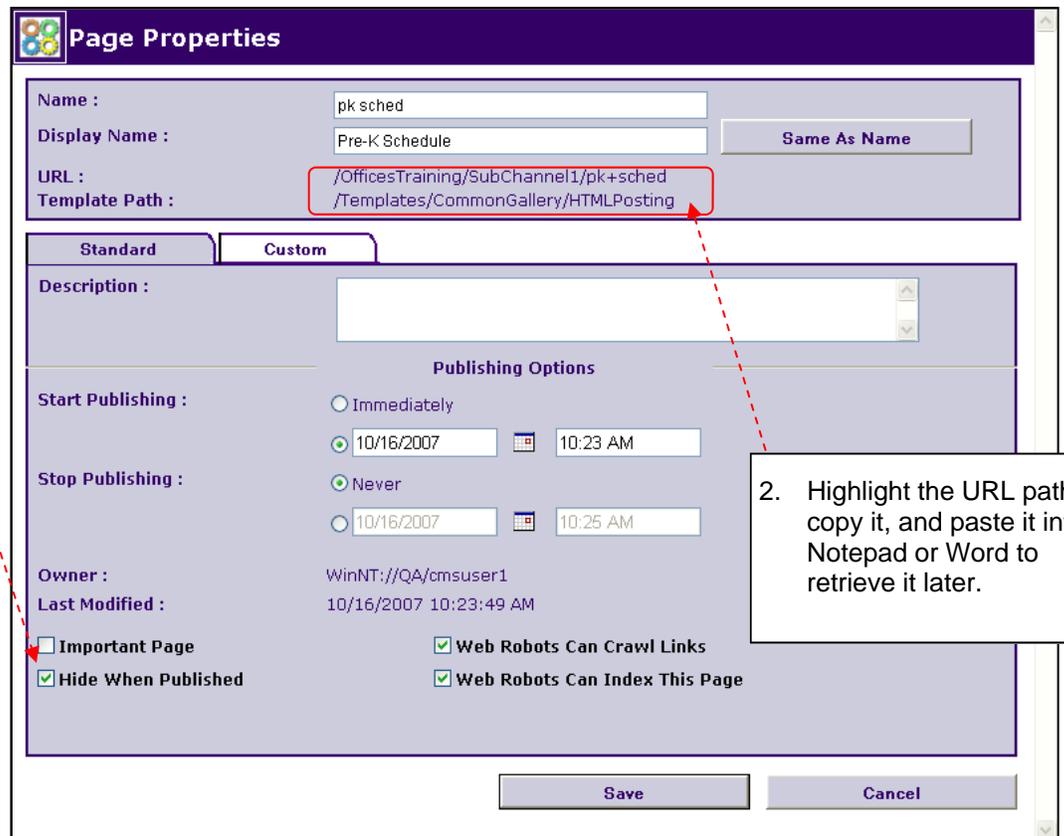
Hide When Published is the first step in inserting the posting anywhere but its default position on the main page of your channel. It is hidden from its default position when published—yet can be linked from any other section within the content. For example, you can relocate the apparent position of a posting from the main page to within another posting. The purpose of this is to allow a posting to appear within another posting, which is not a CMS function.

Here’s the sequence:

- A. Create a posting and “hide” it.
- B. Make a note of its URL address by copying and pasting it into notepad from page properties.
FOR DOE WEBSITES **DO NOT INCLUDE <http://schools.nyc.gov>** (OR <http://nycboe.net>).
- C. Navigate to the spot you wish this posting to appear.
- D. Create a URL link, using the address that you copied.
- E. **VERY IMPORTANT:** Add the extension **.htm** to the end of the URL OR THE LINK WILL NOT WORK.

In this example, we will hide an “Our Pre-K Schedule” posting that would normally appear in its default location on the Main Page, and instead appear within another Pre-K posting called “Important Information About Pre-K.”

1. Create the posting that will be hidden, then navigate to Page Properties and click “Hide When Published.”



2. Highlight the URL path, copy it, and paste it into Notepad or Word to retrieve it later.

Setting Page Properties

Creating a "Hidden Page" (cont'd)

Notice that even after the posting is approved for publication, it will NOT appear in LIVE view in its default position, because it is "hidden". It can, however, be seen in Edit mode.

The image shows two side-by-side screenshots of the CMS interface. The left screenshot is labeled 'EDIT MODE' and shows a 'Sub Channel One' page with a navigation menu on the left. A red dashed arrow points from the 'EDIT MODE' label to the 'Our Pre-K Schedule this year [Select]' link in the main content area. The right screenshot is labeled 'LIVE MODE' and shows the same page as it appears to visitors. A red dashed arrow points from the 'LIVE MODE' label to the 'Important information about Pre-K' link in the main content area. The top of the interface shows a 'CMS Editing Console' with options like 'Switch to Live View', 'Preview', 'Approval Assistant', and 'Sort Items in Channel'. The 'Page Status' is 'Published' and 'Lock Status' is 'Not Locked'.

3. Navigate to the location the hidden posting is to appear. In this case, it will be within the body of another posting.

4. Type in the text that will become the link to the posting and highlight it.

The image shows a 'Main Body' editor window. The text 'Click here for the Pre-K Schedule' is highlighted in black. A red dashed arrow points from the text in the step 4 box to this highlighted text. The editor has a toolbar with icons for text formatting and a scroll bar on the right.

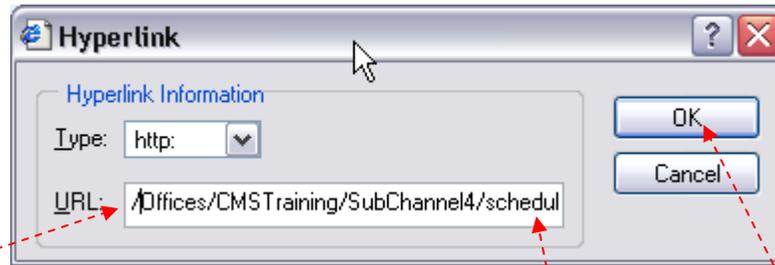
Setting Page Properties

Creating a "Hidden Page" (completed)

5. Click Control-K to bring up a shortcut URL Hyperlink menu.

6. From your Notepad or Word document (or from the clipboard) paste in the URL of the posting.

7. **VERY IMPORTANT:** Add the extension **.htm** to the end of the URL OR THE LINK WILL NOT WORK.

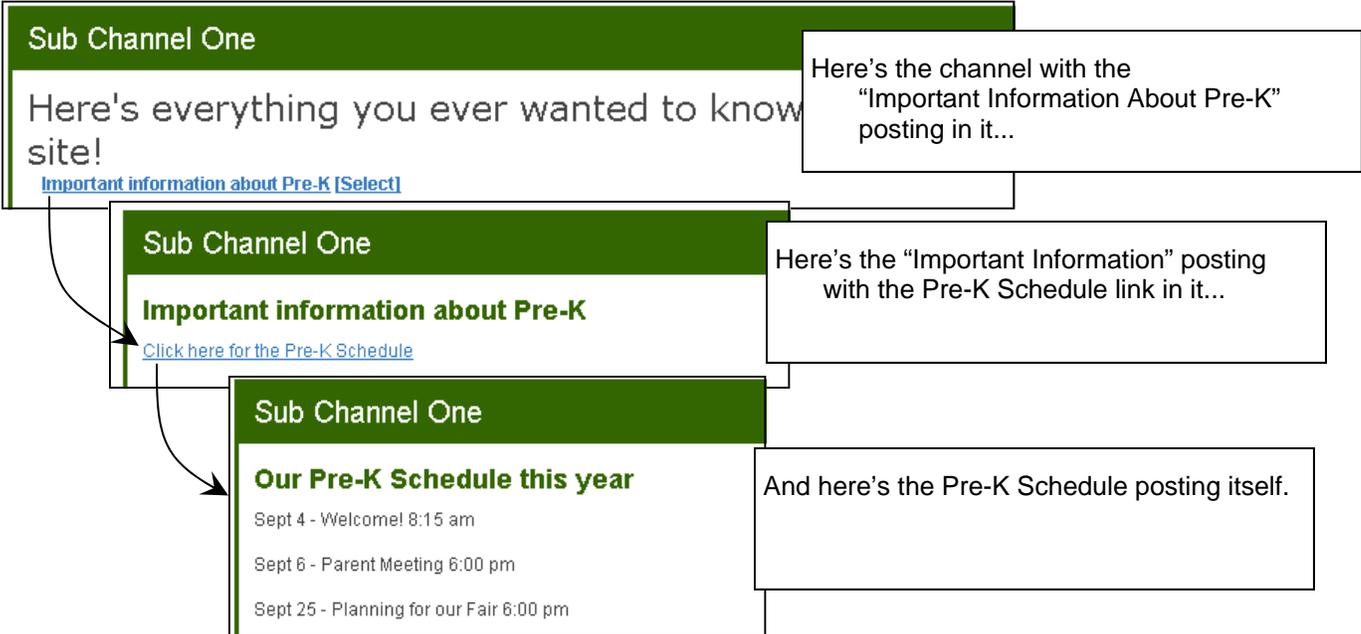


/Offices/CMSTraining/SubChannel4/schedule.htm

8. Click on "OK"

9. Save and Exit your posting, and Approve the posting.

Now when you navigate to the "Important Information About Pre-K" posting, the Pre-K schedule posting is within it.



Rearranging the Order of the Postings

By default, postings are prioritized by date. In other words, the most recent posting you created appears as the first item on the page. You can change the order of your postings by clicking on "Sort Items in Channel" in the upper right hand corner of the floating menu bar.

Welcome cmsuser1

Sign Out

CMS Editing Console [Help]

Switch to Live View

Preview	Approval Assistant	Sort Items in Channel
Copy Move	Page Status: Published Lock Status: <i>Not Locked</i>	

Edit Web Page

Web Page Properties

Create Connected Web Page

CREATE NEW WEB PAGE

Create a Web Page
Create a Link to a Web Page
Add a File Attachment

Sub Channel One

Here's everything you ever wanted to know about this site!

[Important information about Pre-K \[Select\]](#)

[Our Pre-K Schedule this year \[Select\]](#)

[FAQs \[Select\]](#)
click on the link above to get answers to Frequently Asked Questions.

[No Child Left Behind \[Select\]](#)
Click on the link above to go to the DOE "No Child Left Behind" site.

[Uniform Policy \[Select\]](#)

1. Click on **Sort Items in Channel**

Sort Order Tool

Set Item Ordering

Selected Channel: /Channels/OfficesTraining/SubChannel1/

<input type="radio"/> default	Posting
<input type="radio"/> Pre K (prek)	Posting
<input type="radio"/> Pre-K Schedule (pk sched)	Posting
<input type="radio"/> Frequently Asked Questions (faq)	Posting
<input type="radio"/> No Child Left Behind (ncdb)	Posting
<input type="radio"/> Uniform Policy (uniforms)	Posting

Up

Down

OK Cancel

2. Click on the radio button for the posting you wish to move

3. Click **Up** or **Down** to move the posting

Please note: DO NOT move any of the pages ABOVE the "default" item (the first in the list)

4. Click on **OK** and approve when ready.



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