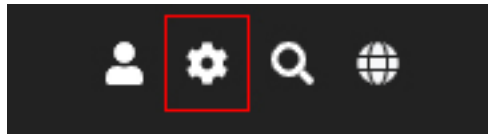


## Log In

Before you can edit your site, you must log in to gain access to the content controls that you will need. The login process is a simple one:

1. Navigate to your site by entering the following URL into the address bar of your web browser: <http://{sitename}.appstate.edu/secure>
  - a. Replace *{sitename}* with your site's specific name – i.e., <http://ess.appstate.edu>
2. You will be presented with the standard Shibboleth single sign-on login screen – simply log in using your standard Appalachian State University username and password combination.
3. That's it! You're now logged into your site and can begin adding/editing content. You should see an extra 'cog wheel' or 'gear' icon in the upper right of your screen. You will use this to access many of the tools that you will use in maintain your site's content. The icon is outlined below:



## Adding or Editing Content

Adding or editing content on your site is important – it keeps your site fresh and your data current. This section will walk you through the basics of adding new content to your site, as well as editing and maintaining existing content.

First, let's look at a couple of ways that you can present content to your site's visitors. How you present content and the tools that are used to make that content available on your site depends largely on the intended audience. There are two main ways to present content on your site, and two tools used to create and maintain that content:


1. **Pagesmith:** this tool is used to create and maintain the pages on your site. Pages are used to present content that is more permanent in nature, such as information about your department, contact information, etc.
2. **Stories:** this tool is used to handle less permanent and more time-sensitive information. Stories appear on your site's main page and are intended to be a kind of 'what's happening now' type of tool. Some examples of story-related content could include event announcements, ongoing processes, and other sorts of information that are more temporary in nature.


Now, let's look at how you actually *do* some of these, shall we?


## Adding a Page


As mentioned previously, pages are managed using the Pagesmith tool. You can access Pagesmith by clicking on the cog wheel icon in the upper right portion of your screen and selecting 'Control Panel'. You will be presented with the screen below:


[Content](#) [Administration](#) [My Page](#)


 **Block**  
Create blocks of content.

 **Carousel**  
Image carousel for Bootstrap themes

 **Contact**  
Contact information for users

 **Menu**  
Controls the layout and positioning of your menus.

 **PageSmith**  
Template based page building module.

 **Stories**  
Stories










Click on 'Pagesmith' and away we go!

[Content](#) [Administration](#) [My Page](#)

[List](#) [Settings](#) [Purge](#)

## Pages

[New Page](#)  [Go](#) [Clear](#)

| Action  | Id | Title                   | Updated                             |
|---|----|-------------------------|-------------------------------------|
|    | 5  | dsdf                    | 11 Sep 20, 10:29 by Matthew McNaney |
|    | 1  | Welcome to Canopy       | 31 Aug 20, 10:36 by Matthew McNaney |
|    | 2  | Training Web Page today | 21 Nov 19, 11:16 by Matthew McNaney |

1 - 3 of 3 **Page**

1

10 25 50

Pagesmith will show you a list of all pages currently on your site. You can navigate to any page by clicking on its Title, as well as delete entire pages along with their content from this screen. To add a new page, we will click on the green 'New Page' button just above the page list itself. You will then be taken to the following screen:

Content

Administration

My Page

List

Settings

Purge

## Page Title (click to edit)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque adipiscing. Nulla tincidunt lacus at lorem. Sed et quam. Praesent faucibus diam eget dolor. Vestibulum dignissim, neque fermentum molestie convallis, nisl arcu interdum diam, nec euismod odio ante nec sapien. Fusce commodo. Curabitur sed felis vitae orci mollis faucibus. Donec placerat. Curabitur posuere elit sit amet sem. Nulla at metus et dolor interdum pharetra. Aliquam eu lacus pellentesque velit tristique suscipit. Mauris turpis. Nam a leo pulvinar quam venenatis aliquet.

Etiam quis orci nec magna condimentum mollis. Etiam justo. Aliquam auctor arcu sit amet tortor. Etiam id erat mollis leo laoreet adipiscing. Curabitur pede sem, hendrerit a, venenatis quis, elementum ac, elit. Praesent vitae magna. Integer quis est. Aenean aliquet, massa nec viverra iaculis, tortor enim nonummy purus, eu semper nisl libero elementum justo. Donec sed eros eget metus nonummy pellentesque. Aenean volutpat mauris. Etiam eget tellus. Phasellus commodo, mi quis dignissim convallis, leo nisl mollis ligula, et scelerisque metus orci ut nisi. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Vestibulum sollicitudin venenatis quam. Pellentesque aliquam pellentesque sem. Suspendisse venenatis, est vel ullamcorper fringilla, leo odio molestie est, nec accumsan nulla dolor sit amet velit. Pellentesque tempus. Integer eros odio, pharetra eleifend, varius a, rutrum tincidunt, sem. Fusce at sapien id mauris consequat scelerisque. In ornare libero a risus.

☐ Hide title on display

Save page

Show page after this date and time09/14/2020 11:15:01 AM

To add your new page, there are a few things to do on this screen:

1. Give it a title. Titles should be short and descriptive of the content of the page itself. To add a title, simply click the 'Page Title' area and enter the title of your choice. Titles can be prevented from displaying when the page is viewed by ticking the checkbox at the bottom of the screen.
2. Give it some content. Clicking anywhere in the body of the page on the screen above will open the content editor. It's always a good idea to add at least a little bit of content – even just a couple of words – before saving your page. You don't have to build your entire page right away when creating a new page. We'll get to that later...
3. Save it! When you're satisfied with your page's title and initial content, click on the green 'Save Page' button at the bottom of the screen. If you navigate away from this screen without clicking the 'Save Page' button, then your page and any content that you may have added will be lost.
4. That's it – once you have saved your new page, it should appear in the list of pages on your site in Pagesmith.

Now that you know how to add a new page, let's talk briefly about how to edit pages that already exist on your site. There are a couple of different ways that you can accomplish this, and we will go over those next.

### **Editing Existing Pages**

Editing content on existing pages is a simple process. All you have to do is navigate to the page that you want to edit and click on the blue 'Edit' button at the bottom of the page content. You must be logged in to see this button. Once you click on the 'Edit' button, you will see your page and it's content in a screen similar to the one below:

Content

Administration

My Page

List

Settings

Purge


## Welcome to Canopy

Thank you for installing phpWebSite. Its developers hope you enjoy it.

The page you are reading was created under PageSmith, which can be found in the Control Panel under the Content Tab.

google.com

At the web page type in the following: 1l00lkjsdjasdlj123123



PageSmith has many default templates to get you started. If you are comfortable with HTML, you may wish to just use the "Text Only" template under the "No image" category.

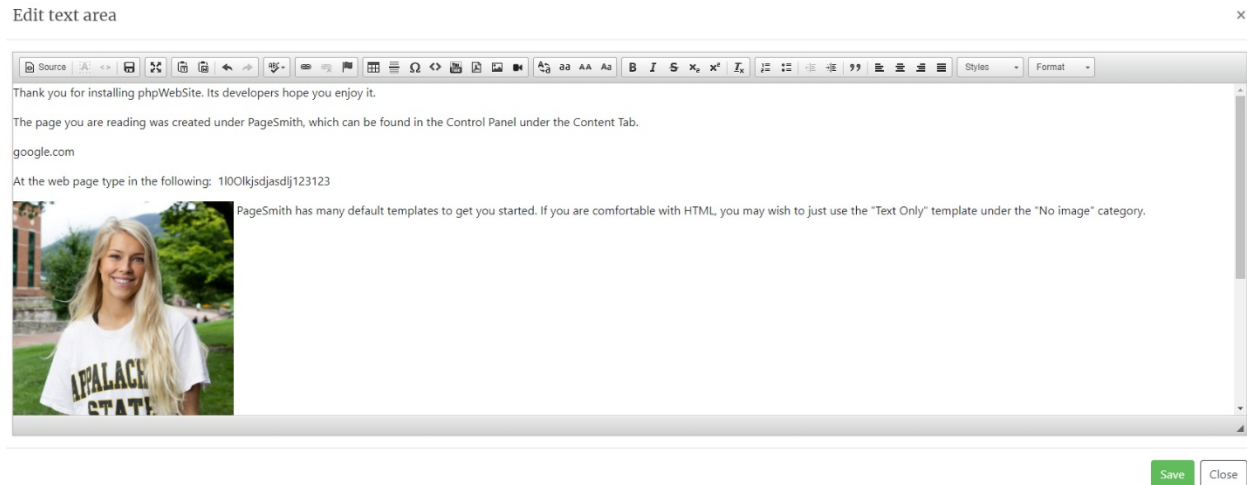
From this screen, you will be able to do a couple of things. You can:

1. Edit the page title. You can changed the page title by clicking on the existing title. This will bring up a dialog that will prompt you to make changes.
2. Edit the page content. If you hover over any part of the page content that you see you will notice that your cursor has changed to a small hand – just like it does when hovering over a hyperlink on a website. Clicking anywhere in the page content area at this point will open the site editor, which you will use to make the actual edits or additions to your page's content.

### **Content Editor**

The content editor is where you will spend most of your time while maintaining your site's pages and information. Continuing with the example in the previous section, once

the editor opens you will see you're page's content in the editor window, along with several tools along the top of the screen:



There are a couple of things to note about the content editor:

1. The default editor is a 'WYSIWYG' (What You See Is What You Get) style environment. Think Microsoft Word – you simply type things in, add and format pictures using the toolbar at the top, and that's how it will appear on your site.
2. If you're comfortable with HTML coding, you can access and edit the HTML source code using the 'Source' button in the toolbar, located in the upper left of the editor window.

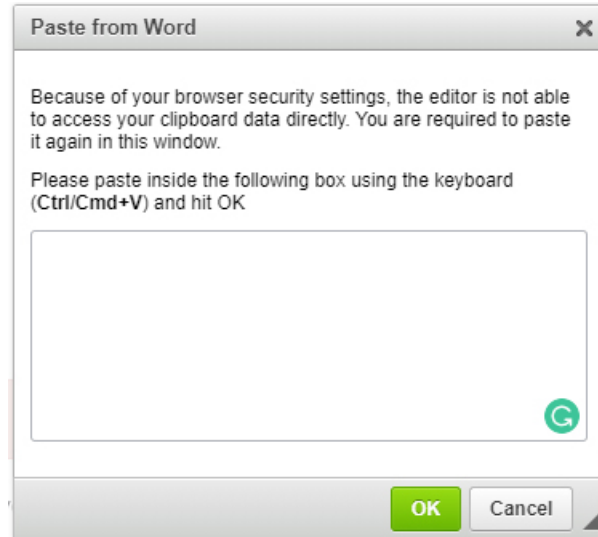
While many of the buttons in the content editor's toolbar may be familiar to you already, there are a few that are specific to the editor and website maintenance in general. We will go over these next.

First, near the left side of the toolbar, you will see the following buttons:



Here is what they do, in order of appearance from left to right:

1. Maximize: expands the editor to full-screen view
2. Paste as plain text: see 'Paste from Word' below
3. Paste from Word: copying text from other locations, such as a Microsoft Word document, will often insert a multitude of extra characters that can cause formatting issues on your site. To avoid this, copy your desired text, press this button paste your text into the dialog box that appears (see below), then click 'OK'. This will remove the extra characters, if present and paste just the desired text into your site.



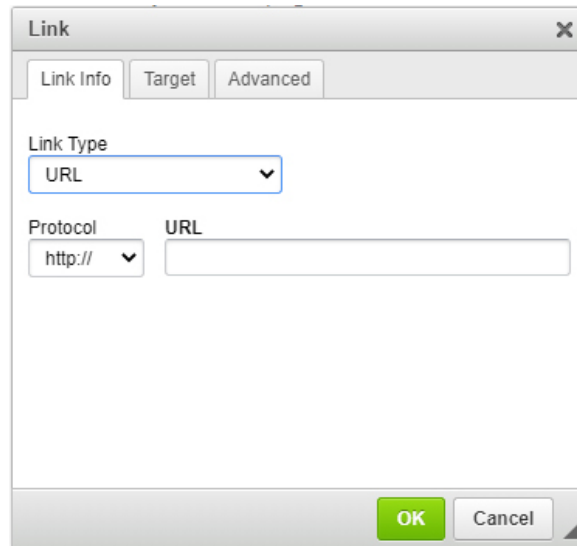
4. Undo: undo the most recent action
5. Redo: redo the last action
6. Spell Checker: checks for spelling errors and allows for corrections. Unlike many word processors, Spell Checker will NOT underline possible spelling errors in the editor window.

The next button group deals with hyperlinks and anchors. It looks like this:



From left to right, they are:

1. Link: opens the Link dialog box (see below). You have a few choices to make here:
  - a. Link Type: URL, Email, or Link to Anchor In Text. URL is the most common and will link to another website or page within your own site. Email is used to create a hyperlink that uses an email address to prompt the user to send an email message. You can also include a subject line and even a message body if you like, but that is entirely optional. Link to Anchor In Text is used to link to an anchor (more on this in a bit) farther down the same page. Think of a table of contents that you can click on to take you to a specific point farther down the page that you are already on.
  - b. Target: if you want a link to an external page or site to open in a new window/tab, you can specify that on the target tab.



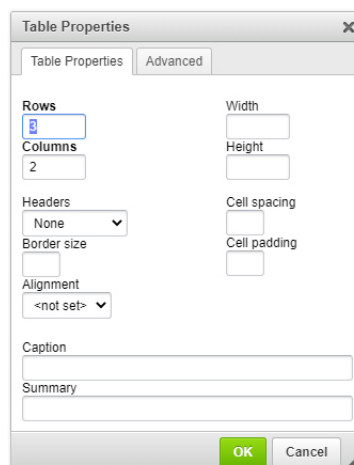
2. Unlink: removes an existing hyperlink
3. Anchor: creates a named Anchor that you can hyperlink to using the Link dialog. Simply give the anchor a name (be descriptive!) and you can then link to it by choosing the Anchor link type and choosing the appropriate anchor. Be aware that the anchor is created at whatever spot your cursor is currently at in the editor.

The next button group looks like this:

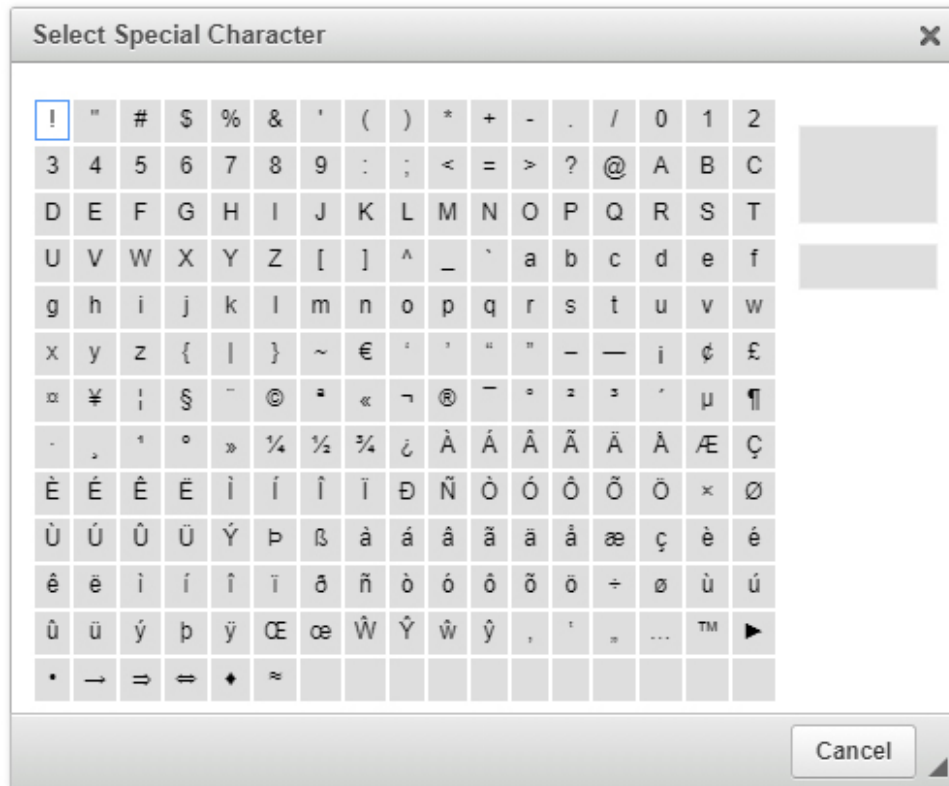


From left to right, here is what they do:

1. Table: this tool is used to create a table to format content in a row/column fashion. Keep in mind that tables should only be used when content requires it – they should never be used to lay out your site or position content. The table dialog looks like this:

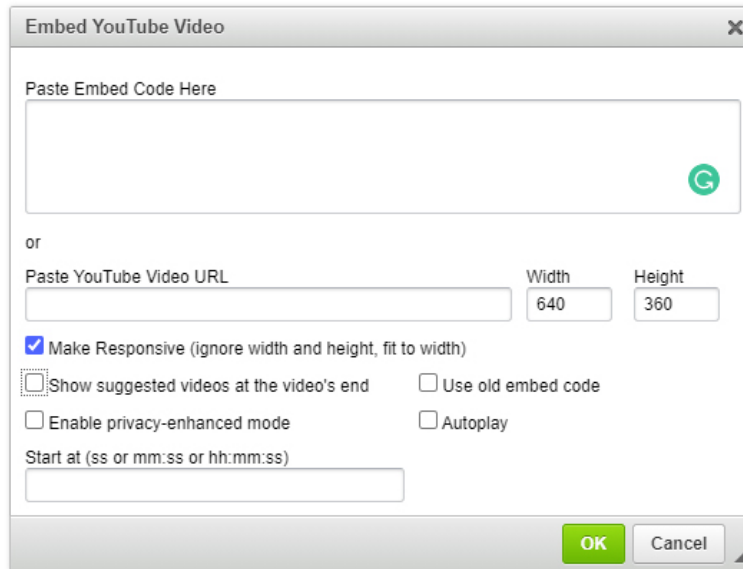


2. **Insert Horizontal Line:** does exactly what it says – inserts a horizontal line at the current cursor position
3. **Insert Special Character:** used to insert special characters such as accents. The characters available are:



4. **Wrap Code:** used to format text to indicate that it is code. It is unlikely that you will need to use this particular button on your site.
5. **Embed YouTube Video:** used to include YouTube videos on your site. Clicking this will open the dialog box below. There are a few choices to make here:
  - a. You will not need to use the 'Paste Embed Code Here' portion of the dialog box. Always use the 'Paste YouTube Video URL' option instead. Simply paste the URL of your video from the address bar and the content editor will embed the video code itself.
  - b. Always check the 'Make Responsive' checkbox
  - c. Clear the 'Show suggested videos at the video's end' box unless you want users to be presented with video suggestions whenever they view your embedded video.
  - d. The remaining options are not necessary.





Embed YouTube Video

Paste Embed Code Here

or

Paste YouTube Video URL

Width: 640 Height: 360

☒ Make Responsive (ignore width and height, fit to width)

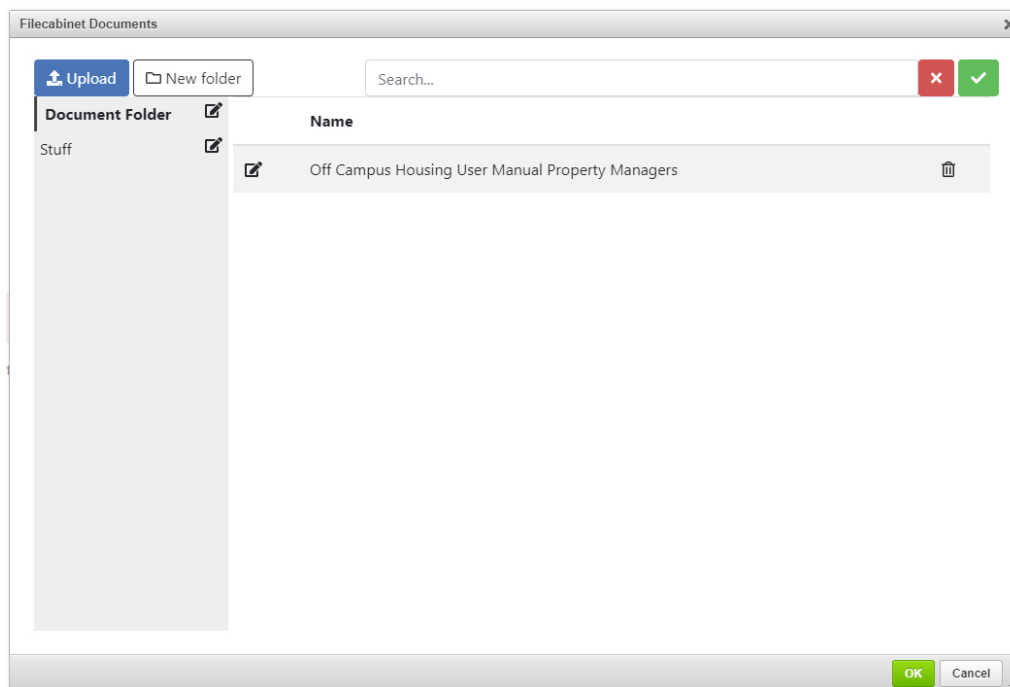
☐ Show suggested videos at the video's end ☐ Use old embed code

☐ Enable privacy-enhanced mode ☐ Autoplay

Start at (ss or mm:ss or hh:mm:ss)

OK Cancel

6. **Insert Document:** used to insert a button link to a downloadable document on your site. You can choose an existing file or upload a new one from the Filecabinet Documents screen shown below:



Filecabinet Documents

Upload New folder Search...

Document Folder

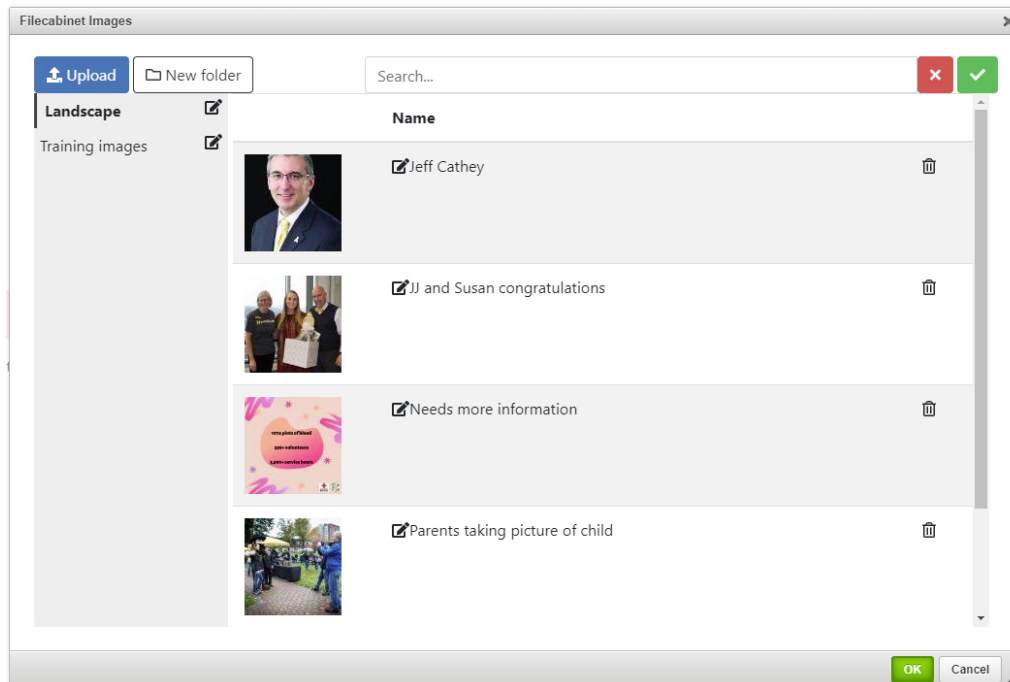
Stuff

Name

Off Campus Housing User Manual Property Managers

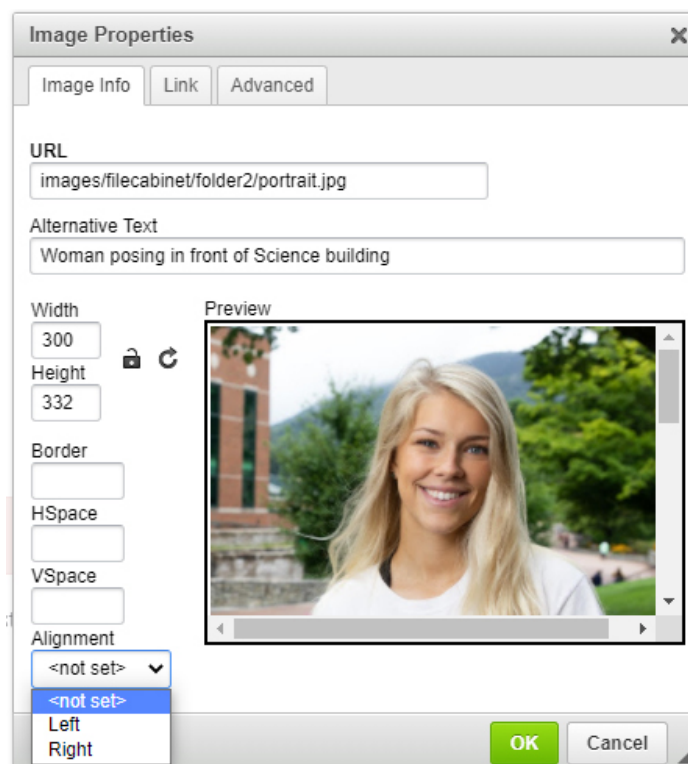
OK Cancel

7. **Insert Image:** used to insert images into your site. You can choose an existing image or upload a new one from the Filecabinet Images screen shown below:



8. **Insert Multimedia:** used to insert multimedia files such as MP3s. You will likely never use this tool. If you think that you have a case where you may need to use this, please enter a Student Affairs support ticket at <http://jira.appstate.edu>.

Before we move on, let's have a quick word about images. Right-clicking on an inserted image will bring up the following dialog box:



The important things to note here are the Alternative Text field and the Alignment dropdown. Be sure that the Alternative Text field has a brief description of what is going on in the image itself – this is for screen readers for those with visual impairments. Without this alternative text, visually impaired visitors to your site will not be able to know the content of your image. Also, text that is part of the image itself – a date or time, for instance – is equally invisible to screen readers, so be aware.

The Alignment dropdown is used to “float” your image either to the left or right of the text on screen. Results may vary depending upon your site’s specific content and structure, so we recommend trying it out for yourself. If you need assistance, please enter a Student Affairs support request at <http://jira.appstate.edu>.

The remaining button groups are fairly self-explanatory, so we will only mention a couple of specific buttons from them instead. They will look like this:

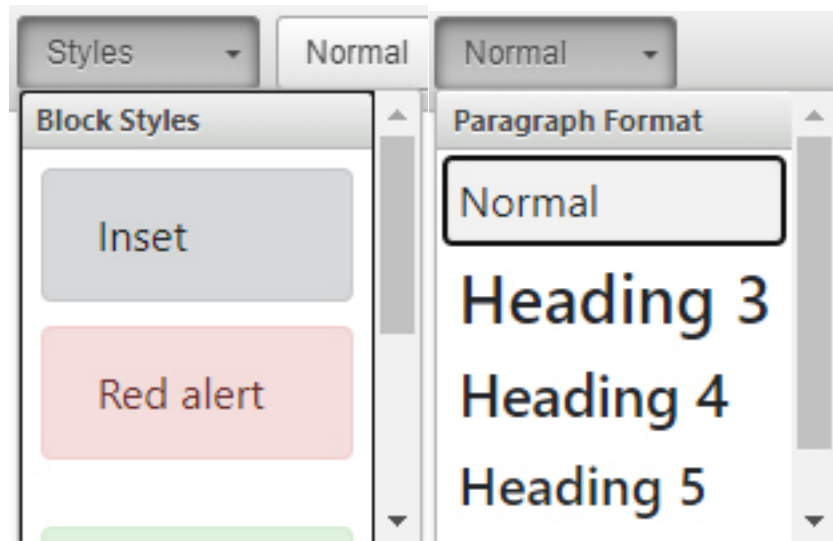


From left to right, they are:

1. Subscript: used to create subscript text
2. Superscript: used to create superscript text
3. Block Quote: used to format text as a block quote

It is unlikely that you will encounter a need for any of these, but be aware that they are available to you should you need them.

Last, there are two dropdowns on the far right of the toolbar that are useful. They will look like this:



1. **Styles:** these are used to set an area of text apart from the rest of your page content. They use a predetermined format – visible in the examples in the dropdown itself – to make the selected text more noticeable.
2. **Paragraph Format:** these are mainly used for the ‘Heading’ options. Headings are used to section your page content, and screen readers depend upon them as well. You should NOT use the heading styles found here as a convenient formatting tool for other text – there are other ways to accomplish that if needed. Headings should only be used to designate a new section of content.

### **Adding/Managing Stories**

As mentioned earlier, Stories may be used to present content that is more temporary in nature and will appear in summary form on the main page of your site. You can access the Stories tool using either of the following two methods:

1. Select the appropriate link in the Stories section of the cog wheel menu in the upper right of the screen
2. Navigate to the Control Panel via the cog wheel menu, then select the Stories tool from the menu that appears on the following screen.

Since we’re just going over the basics, we’ll just touch on how to create a Story and add content to it. To add a Story, you can either:

1. Use the ‘Add Story’ link from the Stories section of the cog wheel menu.
2. From anywhere within the Stories tool, use the ‘Manage’ menu in the upper left of the screen. From here, select ‘Create a New Story’

Either of these will take you to this screen:

Unpublished

Tags

List view Show full content Centered thumbnail Author Dana Braswell

Click here to start your story...

To begin your Story, click where the ‘Click here...’ text is in the screenshot above. Once you do a cursor will appear along with a ‘+’ icon on the left. You can either begin entering text, or you may click on the ‘+’ icon to open the following options:



Clicking on these will let you either choose an image to upload or prompt you to enter a URL for a YouTube or other video file.

Highlighting any text with your cursor will open the following pop-up menu containing basic formatting tools and options similar to the standard content editor discussed earlier:



Simply add and format your text, then, once you're satisfied with your Story, click on the 'Unpublished' button at the top of the screen. The following dialog will open:

**Publish story:** ✕

Show story after: Sep 16, 2020 2:09 PM

Publish now!

Note: stories without title or content will not be published.

Close

Fill in the appropriate date and time that you wish the Story to be visible after, then click the 'Publish Now' button and you're done.

A few things to remember when using Stories:

1. The first text should be a short, descriptive title (format this as Heading 3)
2. A short summary should follow the title. Depending upon your settings, this is what will display on the main site page before the 'Read more...' link so make it catchy and make it quick.
3. The main body of your Story comes next.

## Menus

Adding pages full of content and museum-worthy imagery will not be of much use if no one can access them, right? Menus are the main navigational tool that visitors use to get places on your site, as well as serving as a method of organizing your site's content. Think of your site's menus as a kind of table of contents for visitors not familiar with your site and its layout. You can manage your site's menus using the Menu tool, which you can access using either of the following methods:

1. Select the appropriate link in the Menu section of the cog wheel menu in the upper right of the screen
2. Navigate to the Control Panel via the cog wheel menu, then select the Menu tool from the menu that appears on the following screen.

Once you're within the Menu tool you will see the screen below which will list all of your menus and allow you to make changes:

| Administration  |  |      |   |                   |   |                         |   |
|---|--|------|---|-------------------|---|-------------------------|---|
| My Page   |  |      |   |                   |   |                         |   |
| <b>Menus</b>  |  |      |   |                   |   |                         |   |
| <span>Create menu</span> <span>Reset menu and link order</span> |  |      |   |                   |   |                         |   |
| <div>Staff</div> <div>Facility</div>                            | <div><span>Edit menu</span> <span>Add link</span> <span>Delete menu</span></div> <table border="1"><tbody><tr><td>dsdf</td><td><span>Edit</span> <span>Move under</span></td></tr><tr><td>Welcome to Canopy</td><td><span>Edit</span> <span>Move under</span></td></tr><tr><td>Training Web Page today</td><td><span>Edit</span> <span>Move under</span></td></tr></tbody></table> | dsdf | <span>Edit</span> <span>Move under</span> | Welcome to Canopy | <span>Edit</span> <span>Move under</span> | Training Web Page today | <span>Edit</span> <span>Move under</span> |
| dsdf  | <span>Edit</span> <span>Move under</span>  |      |   |                   |   |                         |   |
| Welcome to Canopy   | <span>Edit</span> <span>Move under</span>  |      |   |                   |   |                         |   |
| Training Web Page today   | <span>Edit</span> <span>Move under</span>  |      |   |                   |   |                         |   |

The examples that you see in the left column are the main menu options that will appear horizontally across the top of your site. The information in the right column is the links associated with the main menu selected on the left and will appear as a drop-down list when the associated main menu is clicked on your site.

Menu links can be rearranged via drag and drop in the right column, or you can use the 'Move Under' buttons to nest a link underneath another, as the example above shows. You can also change the name of a link or the page that it points to using the 'Edit' buttons. Similarly, you can edit the Menu information using the 'Edit Menu' button, or add new links using the 'Add Link' button. The 'Delete Menu' button will remove the entire selected menu and its associated links.

Last of all, you can add a new main menu by using the 'Create Menu' button – you can then associate links with that menu and maintain them as with any other menu.