

Editing CSU webpages Using the Content Management System

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Using MySource Matrix at CSU

MySource Matrix is a 'Content Management System' which will allow easy editing of CSU web pages for Web page 'Curators'.

Content Management System is a tool that allows users to manage content by simplifying or automating web publishing processes, including collecting, managing and publishing.

To edit the content of a web page the curators simply go to the Web Page and switch to 'Edit' mode. From there the content can be changed, or new content added, then the page is checked for content by an Administrator before being made live.

You need to have 'Java' installed and apart from that, no additional software is needed. You just log in to the web page using your web browser.

Requirements to run MySource Matrix

Platform	Browser requirements
PC	IE6 and above+, Firefox 1.5 +, Mozilla (Requires also: Java 1.6) Java can be installed/updated from the 'Install Software' icon on the standard CSU desktop
Mac OSX	Firefox 1.5+, Camino, Mozilla (On OSX <10.4, you will require either Firefox 1.5+ or to install the Java Embedded Plugin http://javaplugin.sourceforge.net On OSX 10.4+ and Firefox 1.5+ everything should be fine)

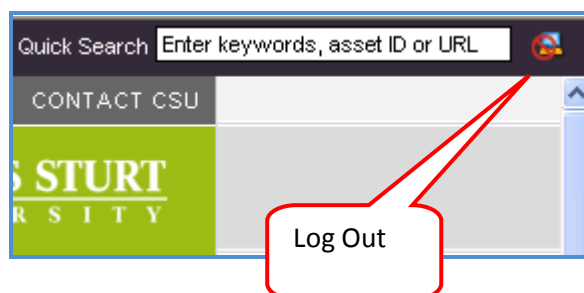
Logging In

Your login is specific to the particular pages you are authorised to edit.

Logging Out

When you have finished editing your pages, for security reasons, you should always log out.

When you are ready to logout, click on the logout button in the top right corner of the screen.



User Types

- **Normal User** – has no access to authoring any content

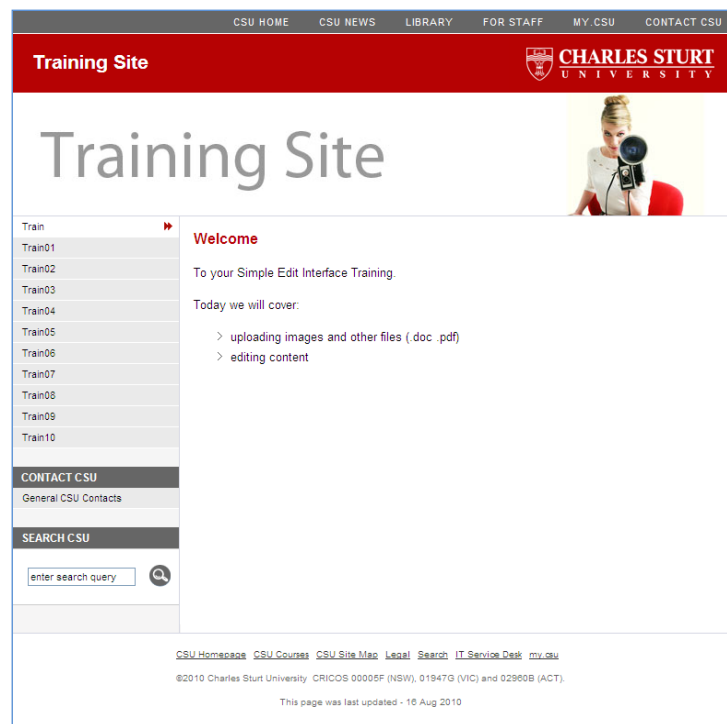
- **Simple Editor** – may author content if their profile allows them to edit that content. All Page Curators are ‘Simple Editors’
- **Administrator** – may access the administration interfaces, including all content and most system tools. Can approve changes and make them live.
- **Root User** – may access the administration interfaces, including all content, and all system tools. There is only one ‘Root User’ per system

Logging In to edit a page

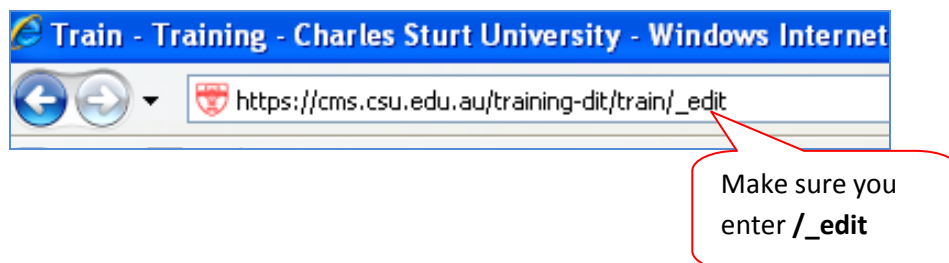
Go to the page you wish to edit. In this case it is:

<https://cms.csu.edu.au/training-dit/train>

You will see the page as it is.



At the end of the address type ‘/_edit’. This will activate the simple ‘edit’ tool. See below:



Screen components

Your page will now open and will look something like this:

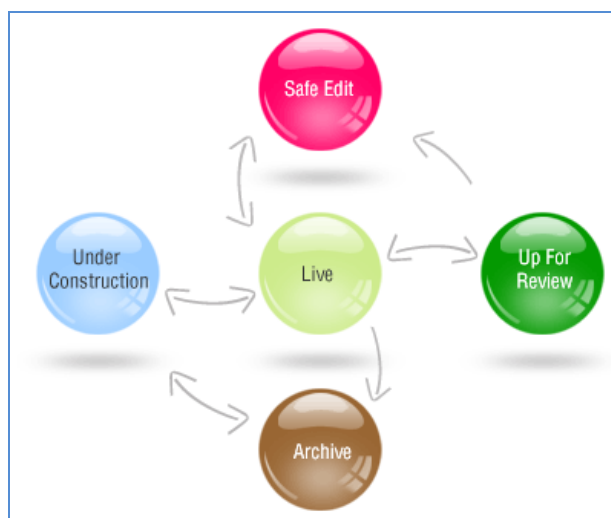
On this page you will see:

- A list of pages available for you to edit (Navigational Menu)
- Screen tabs
 - **Details** – allows you to view the current status of your page and change the status
 - **Content** – allows you to migrate new content into your web page and edit existing content using the WYSIWYG (What You See Is What You Get) editor
 - **Metadata** – allows you to edit the keywords, edit a description
 - **Currently Linked Files** – shows a list of files you have available. When you use the ‘Upload New File’ tab, the files will appear for your use. You can view, edit and upload existing files from this tab. If you don’t want to upload a new file, you just want to update an existing copy, edit the current file here. That way, hyperlinks to the file do not need to change (regardless of possible name changes). CARE MUST BE TAKEN, ALL UPLOADED FILES ARE LIVE!
 - **Upload New File** – shows a list of file types to choose from – select what you’d like to upload, fill out the details then click ‘Upload’

When you initially open the page it will open with the ‘Content’ screen showing (as above)

Lifecycle

Content managed by MySource Matrix must move through a workflow before it can be published as *Live* - that is, the content must transition between the various asset statuses. The default MySource Matrix workflow and the various asset statuses are shown in the following diagram and explained in more detail below:



The different stages of the 'Lifecycle' are:

- **Under Construction:** When a web page is first created, it has the status 'Under Construction'. A page with this status cannot be seen by anyone except authorised content editors. Under Construction pages can be edited by authorised editors in MySource Matrix.
- **Live:** A page with this status is considered published in a MySource Matrix system. Any changes made to live pages are seen immediately in your site. Live pages with customised workflow schema applied may not be edited in MySource Matrix unless their status is changed to 'Under Construction' or 'Safe Edit'.
- **Safe Edit:** This allows you to make changes to Live content within MySource Matrix, without the changes being seen until they have been approved. It allows you to make changes to an existing site over a period of time, and only make the changes visible when you are ready. The current Live version of a Page is seen in the site, and appropriately authorised users may see the Safe Edit version.
- **Up For Review:** This status indicates the Live version of a page is due for review. The web team receives a message notifying them that the page has been altered and needs to be reviewed. If workflow has been associated with the page, each of the users in the first step of the workflow also receives a message. MySource Matrix allows you to change the status of pages at a nominated future date and time, and this feature is often used to change the status of pages to 'Up For Review'. A user can then change the status of the page back to 'Live' if it passes the review, or to the 'Safe Edit' status if changes are required.

It is possible to schedule a status change to take place for a page at a particular date and time. Hence a page may be scheduled to go from the 'Under Construction' status to 'Live'. If no workflow processes have been defined, the page will be made 'Live' at the scheduled time.

Simple Text Editing

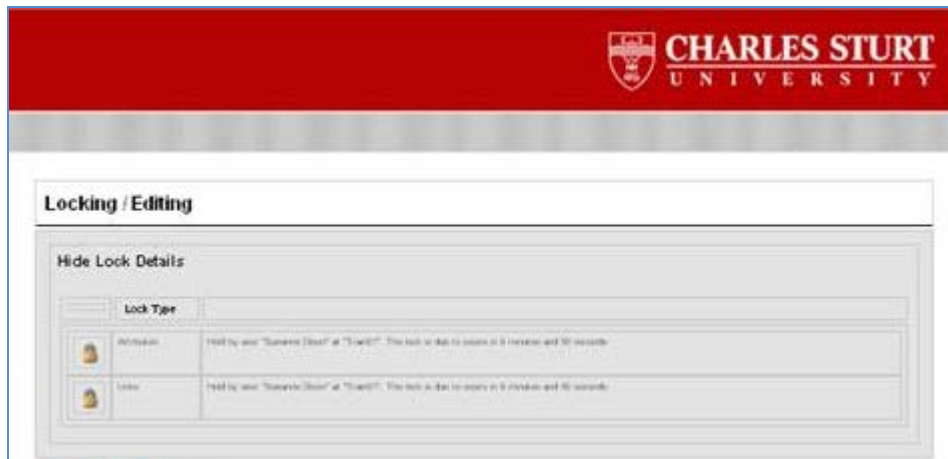
When you wish to edit a page it should automatically open in safe 'Edit Mode'. But go to the details tab to check that this is the case. If it has not opened in 'Safe edit mode' then you may need to activate this yourself by following these instructions.

Select the 'Details' tab, and change the status to 'Safe Edit' and then select 'Save Changes'.

This will put your page into 'Safe Edit' mode and you are now ready to make your changes.

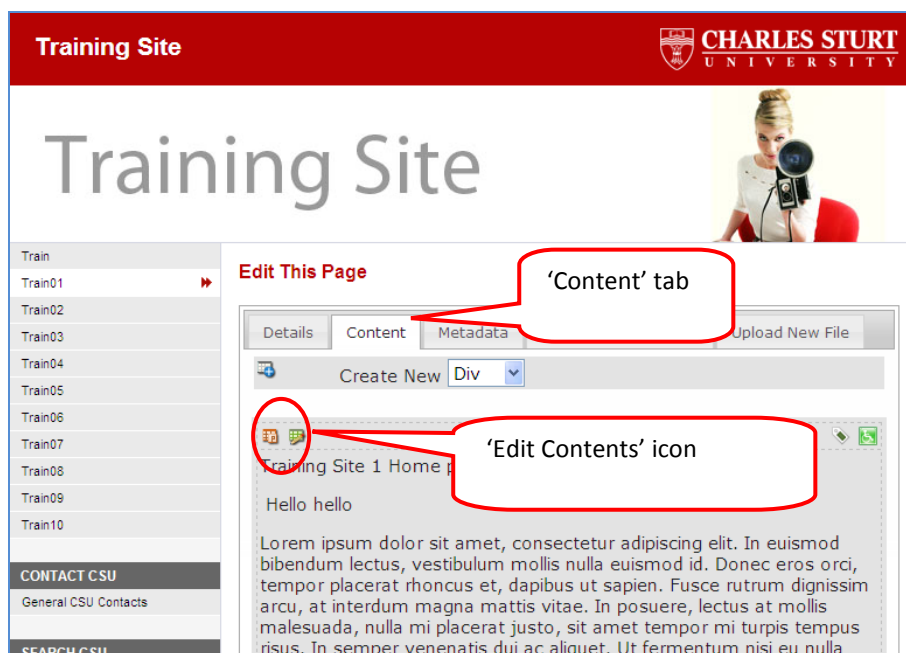
Note: If you leave your page whilst you are editing it, after 10 minutes of inactivity it will revert back to 'Live' and any unsaved changes will be lost.

If you attempt to log in to your page to make changes and you see the following screen this means that another user is currently altering that page and has it locked.

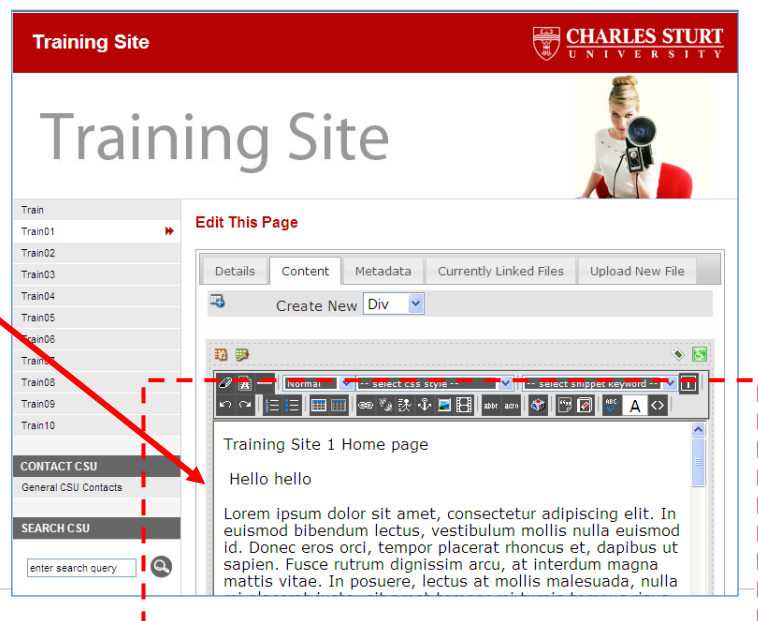


Making Changes

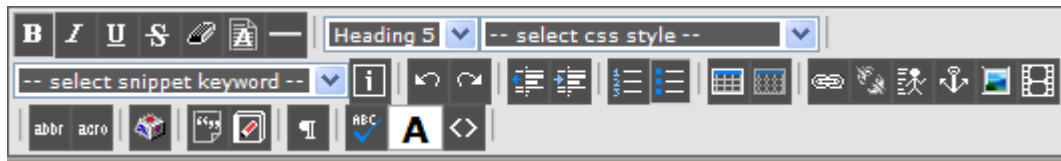
You now need to go to the 'Content' window, which you can choose by selecting the 'Content' tab.



















The page you have chosen to edit will open. And if you select the 'Edit Contents' icon you will see the editing interface. See below:



You will have the following tools available on this page:



Tool	Description
	Replace Text - Allows you to remove font, style, class, table and span tags, non-HTML, double spaces, empty paragraphs, all tag attributes, and to change Word bullets (Web team have recommended that you don't use this tool)
	Select all
	Horizontal Rule
	Undo last action / redo last action
	Insert link - Allows you to insert a link to an external site or any asset Remove Link – removes a link Create a quick link
	Insert Anchor - Allows you to insert or remove an anchor- A Page anchor – is a link to somewhere on the same page, for instance 'Top of Page'
	Insert Image – Allows you to embed an image file
	Embed Movie – Allows you to embed a movie file
	Insert Table - Allows you to insert a new table Table Properties - Allows you to edit table properties or remove the cell borders
	<p>Insert Abbreviation - Allows you to insert an abbreviation. Please note that Internet Explorer does not support the automatic insertion of an abbreviation tag, and you may enter this tag manually in the HTML source view</p> <p>Insert Acronym - Allows you to insert an acronym. Enter an acronym and definition, and the acronym is displayed on your</p>

	page, with the definition displayed when the user rolls their mouse over the acronym
	Insert Citation / Insert Definition
	Insert Special Character
	Check Spelling – check the spelling of the text on the page Current Style – Shows the current style
	Ordered List / Bulleted List
	Toggle HTML Source
	Bold, italic, underline, and strikethrough Warning!! Do not use the underline or strikethrough functions as they will upset the code on the pages!

Editing Text

Text is edited very much the same way as word processing in that:

- To delete text – select it and then use the DELETE key on the keyboard to delete it
- To add text – place the cursor in the desired position and type in the new text – old text is pushed aside to make room for the new text
- To replace text – select the old text then type new text over the top
- To start a new paragraph – use the ENTER key on the keyboard – a blank space between paragraphs will be included
- To start a new line without a space – use SHIFT + ENTER
- Do not use special characters on your page, eg: % & # * etc, as the CMS will automatically change these to a question mark. If you need a special character on your page you should log a call to the Service Desk and the Web Team will add it for you

Importing Text

There is no need to retype text into a web page if it already exists although copying and pasting from MS Word can create some problems by including unnecessary code. It is suggested that you:

1. Open the MS Word document, click on FILE, SAVE AS and select RICH TEXT FORMAT (*.RTF) from the SAVE AS TYPE drop down list (located at the bottom of the SAVE AS dialog box);
2. Open the .RTF file, select the text and use normal copy and paste commands.

NOTE: If you have a large MS Word document you should think about creating several smaller HTML pages or providing a link for people to a PDF version of the Word document rather than have a long web page. Experience has shown that most people will not read large amounts of text on a web page

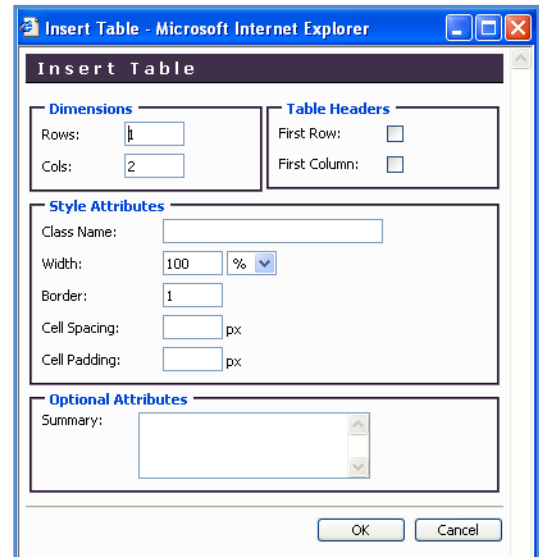
You can also import files using the UPLOAD NEW FILE, IMPORT command. If the file is too large you will receive a warning and sometimes a suggestion that the copy and paste method would be easier.

Inserting Tables

Place your cursor where you wish to insert a table. Click on the 'Insert table' icon on the tool bar.

The following window will open:

You will have the option to set how many rows and columns you would like as well as being able to set whether or not you want Column and Table headers.



Dimensions

- **Rows** - enter the number of rows you would like in your new table.
- **Cols** - enter the number of columns you would like in your new table.

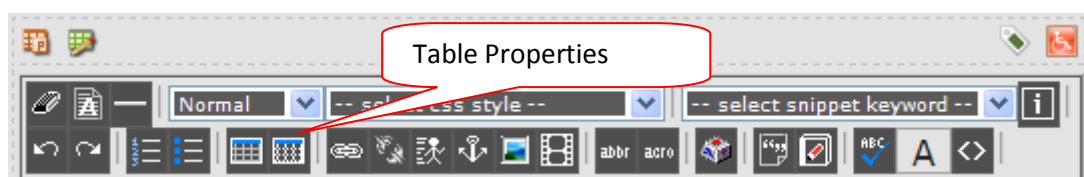
Table Headers

- **First Row** - Check this option to make all cells on the first row a table header.
- **First Col** - Check this option to make all cells on the first column a table header.

Click on OK and the 'Insert table' window will close and your new table will be showing on your screen.

Click in a cell in the table to enter data into it.

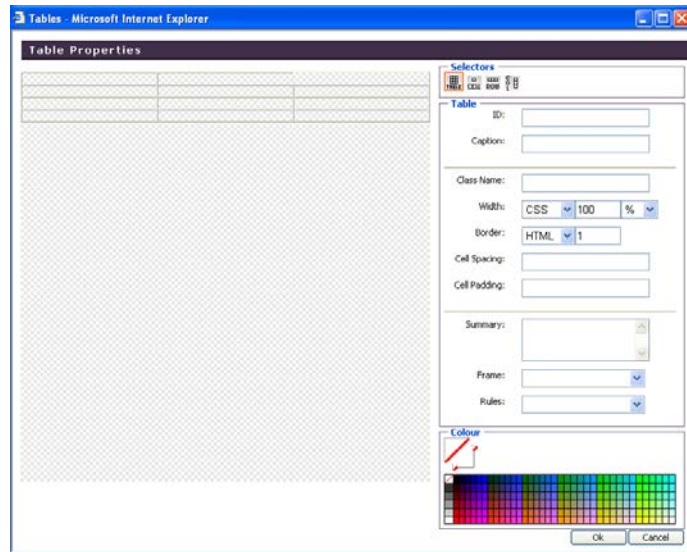
To format the table click within the table and click on the 'Table Properties' icon.



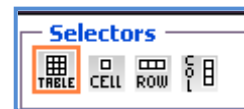
The following window will open:


This 'Table Properties' window allows you to make changes to the way your table and the data within it looks.

You can add a 'Caption' in the 'Caption' area of this window. A caption will appear on the page above the table and centred



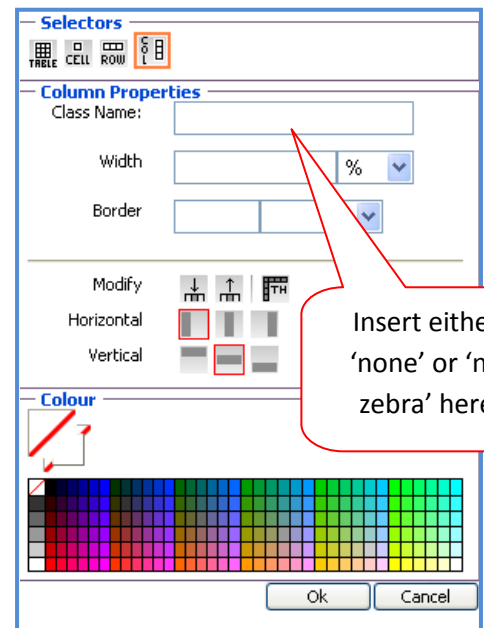
You can change the way your text lines up within cells and columns. To make changes click on one of the 'Selectors' at the top right of the window.



Select the appropriate icon according to the changes you wish to make. For instance, to centre text in a column you would first select the 'Column' icon . You then select the column from the resulting window to the left and choose which formatting you wish to apply from the available options on the 'Columns' menu.

When working within a table in a CSU web page there are set styles to which you must adhere to keep the set look and feel of the page.

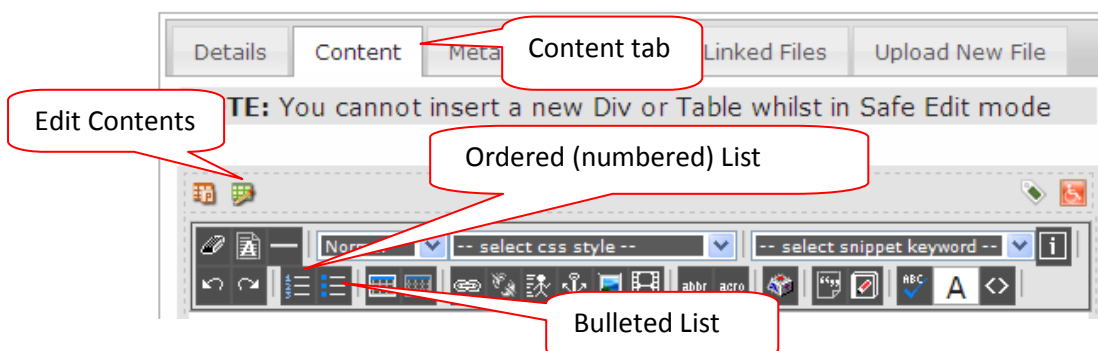
You will have the option to edit the 'Class name' and the options you will have will be 'none' or '.nozebra'. "Nozebra" refers to the stripy, shaded background of a table cell



You should never use a table for layout purposes.

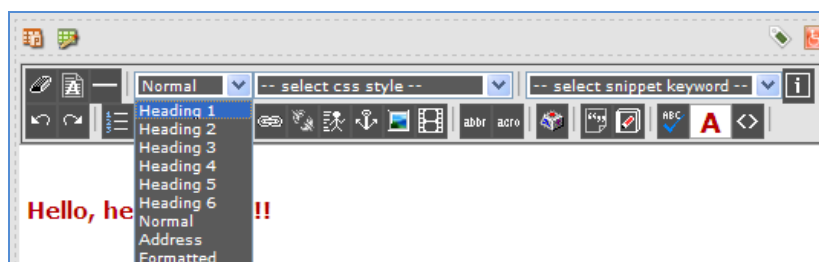
Inserting Ordered or Bulleted lists

You may wish to insert either an Ordered or Bulleted list. To do this start by clicking on the 'Content' tab and then the 'Edit' icon. Next, make your list then highlight the list and select either the Ordered List or the Bulleted List icon on the toolbar. See below:



Using CSU styles in a web page

You will see on your tool bar that you have a drop down menu for 'text types', the default is 'Normal'. By selecting text and expanding this menu you will see a list of different headings and CSU styles that you can use on the page. See below:



These styles have been set by CSU to give all CSU pages a similar look and feel. If you cannot find a style here to suit your needs contact the CSU Web Team and they will design one for you which meets the criteria set down for a CSU Style.

After you have applied a style to a heading etc make sure you select the 'Edit' icon to preview your changes and check that the style you selected has been applied.

Editors should be discouraged from using 'Heading 1' as there should only be one instance on a page of a 'Heading 1' and this will be in the page template which is created by the Web Team.

Copyright

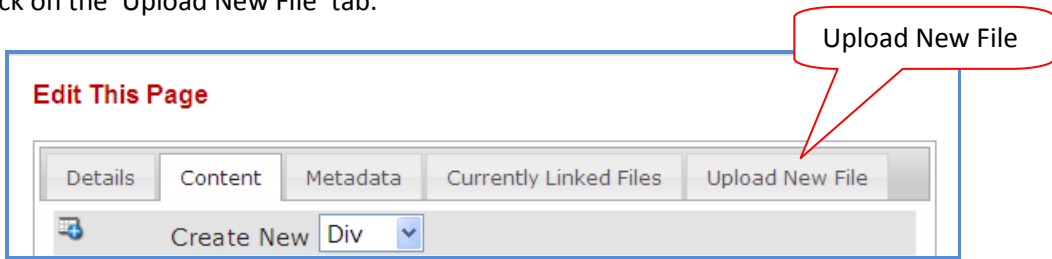
Please ensure you have considered and comply with all copyright standards when editing your web page. Information on 'Copyright' can be found here:

<http://www.csu.edu.au/copyright>

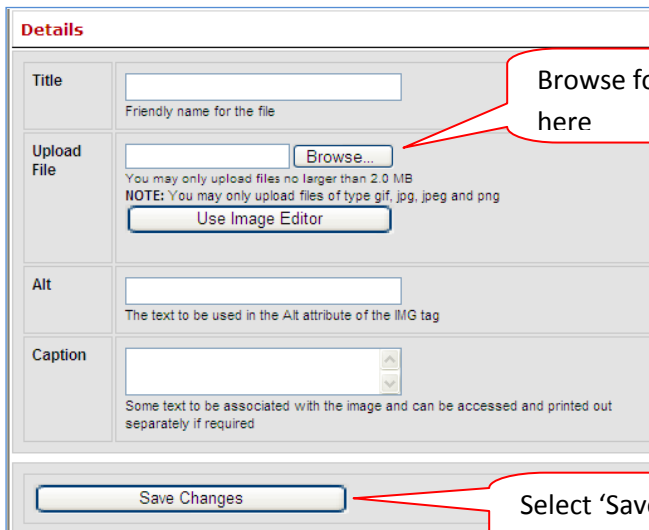
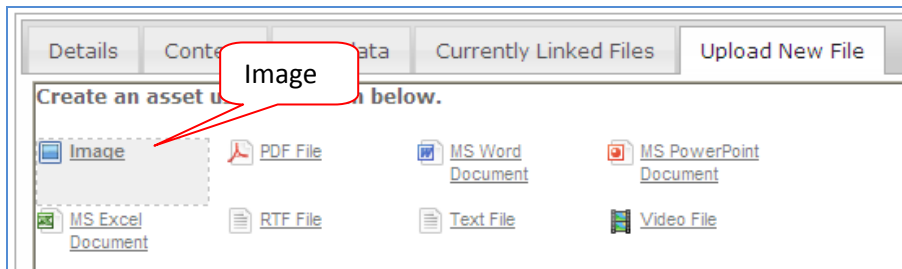
Uploading Files

Before you can insert an image or a document you need to upload the file to the page. To do this you must be in 'Safe Editing' mode.

Step 1: Click on the 'Upload New File' tab.




Step 2: Choose 'Image'/'PDF File'/etc – in this case we are choosing an image file

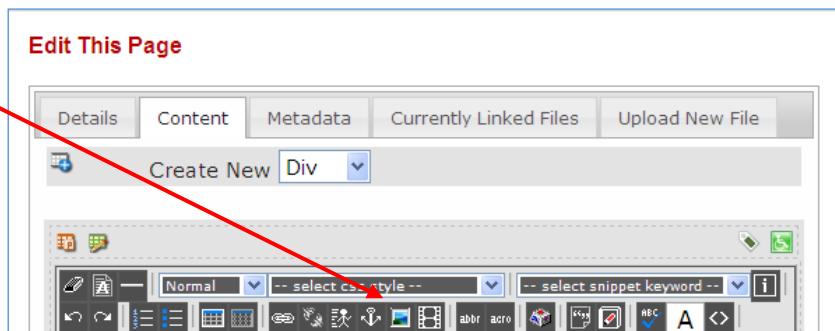


Step 3: Enter the required data in the 'Details' screen. You need to give your image a Title, then 'Browse' to where your file is kept. At this point you must enter alternate text and a caption or you can wait until you insert your image into your page to do this.

Inserting Images


Put the cursor where you want to insert the image.

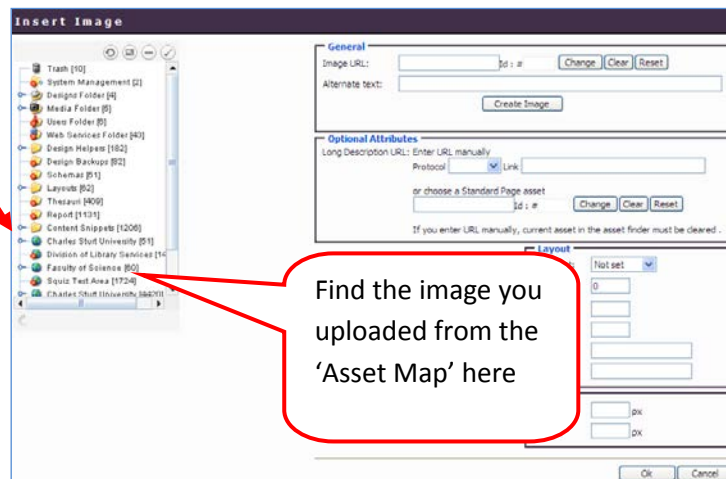
Click on the 'Insert Image' icon. It looks like this: 



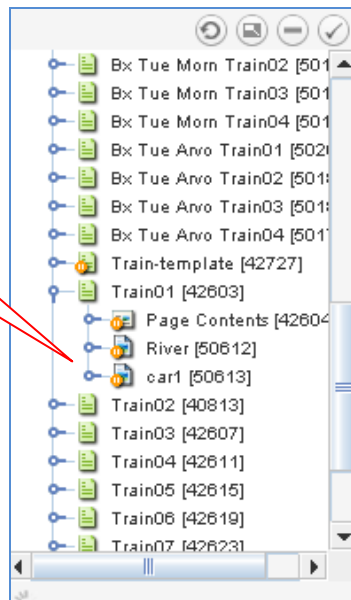
You will then see this screen:

You then need to expand your 'Asset Map' until you find the listing for the page you are working on and the file for the image you wish to insert. You can expand the 'Asset Map' by clicking on the

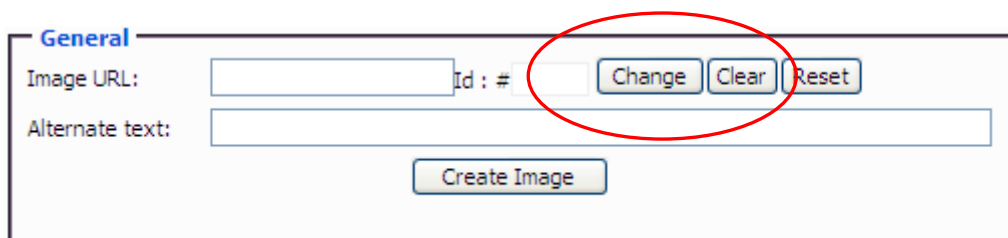
'Expand' icon. 

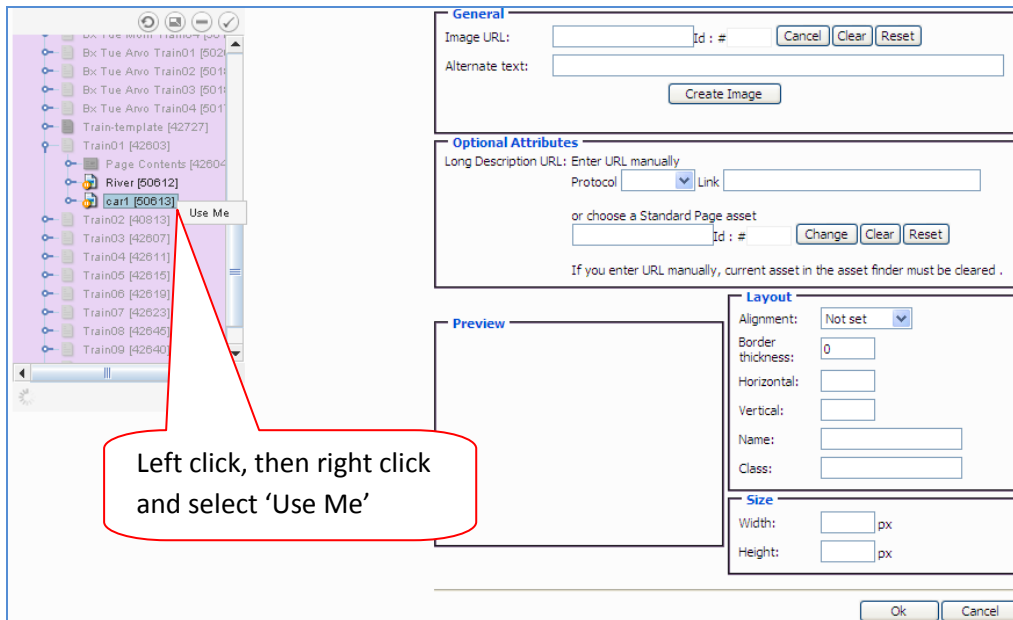


'Asset Map' showing expanded file tree



Click on 'Change' and the Asset Map will turn mauve.

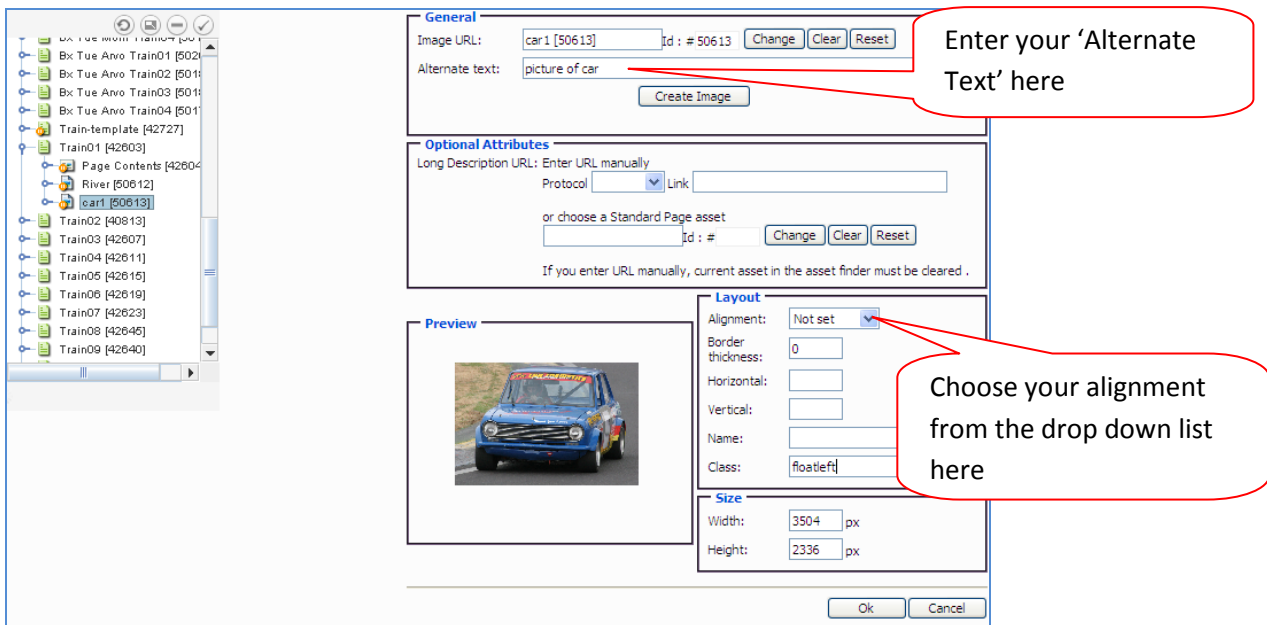




Left click, then right click and select 'Use Me'

Click once on the image file in the 'Asset Map' then, when it is selected, right click and select 'Use me'.

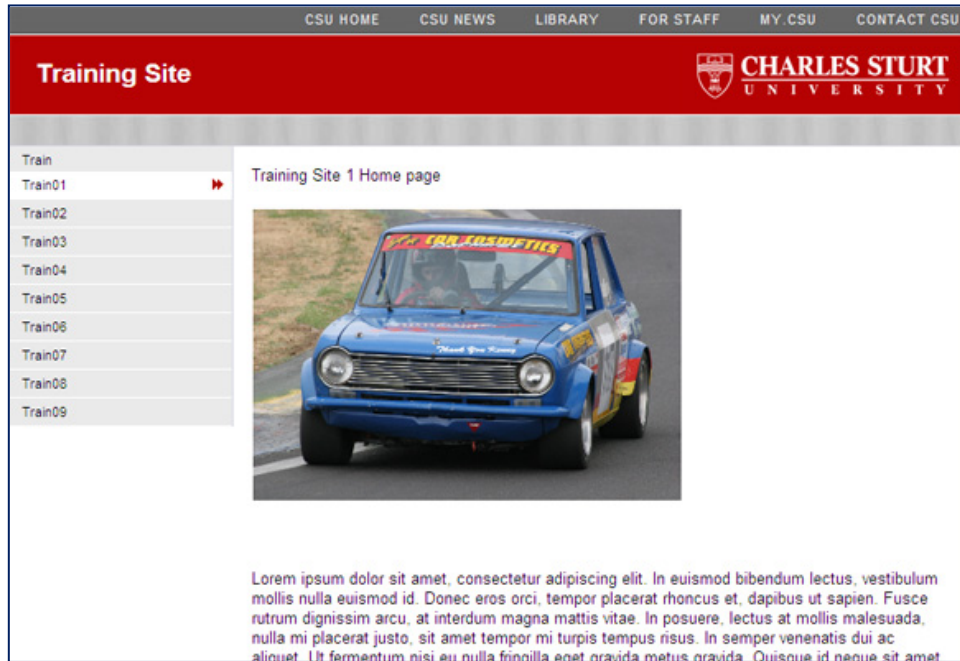
Once you have clicked on 'Use Me' some additional information will appear in the 'Insert Image' window (see below).



The image will be inserted for you to view in the 'Preview' area. You can enter the 'Alternate Text' here if you did not enter it when you uploaded the file. You now need to set the 'Alignment' of the image you are inserting. Choose your alignment by going to the drop down list next to 'Alignment'. You can also choose to either 'floatleft' or 'floatright' in the 'Class' field. This means that your image will be amongst the text which will be to either the left or right of it depending on which one you have chosen. If you are satisfied with the image and alignment select 'OK' and the image will be inserted in your web page.

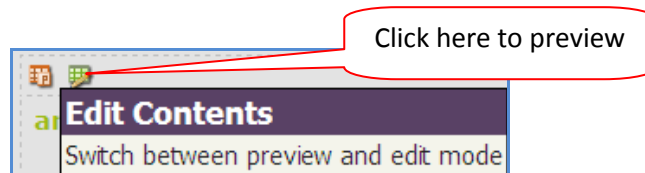
Your image will now show on the web page. You then need to select 'Save Changes' from the bottom of the screen, followed by 'Release Locks' for the changes to be submitted for approval.

The finished page:



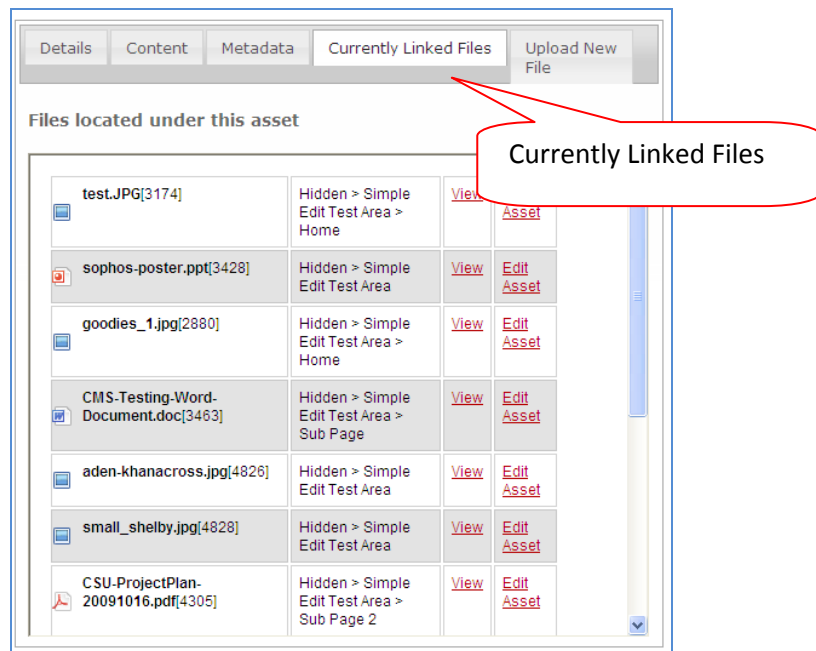
Preview content

By clicking on the 'Edit Contents' icon you can switch between 'Edit' and 'Preview' to see what your page will look like when it is uploaded. It looks like this:



Currently Linked Files

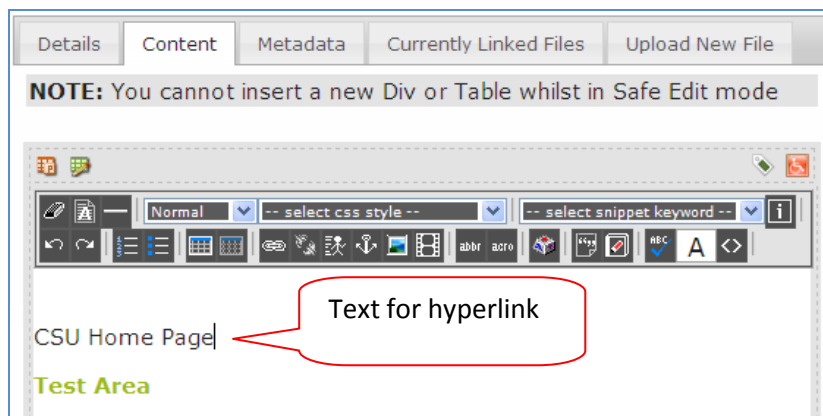
You can see what files you have currently linked for use on your web page. If you click on the 'Currently Linked Files' tab you will see a list displayed. This is the 'Currently Linked Files' screen.



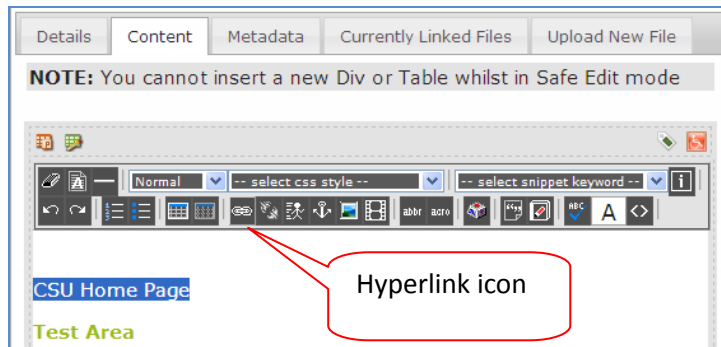
Inserting Links

Inserting a Hyperlink to another Web Site

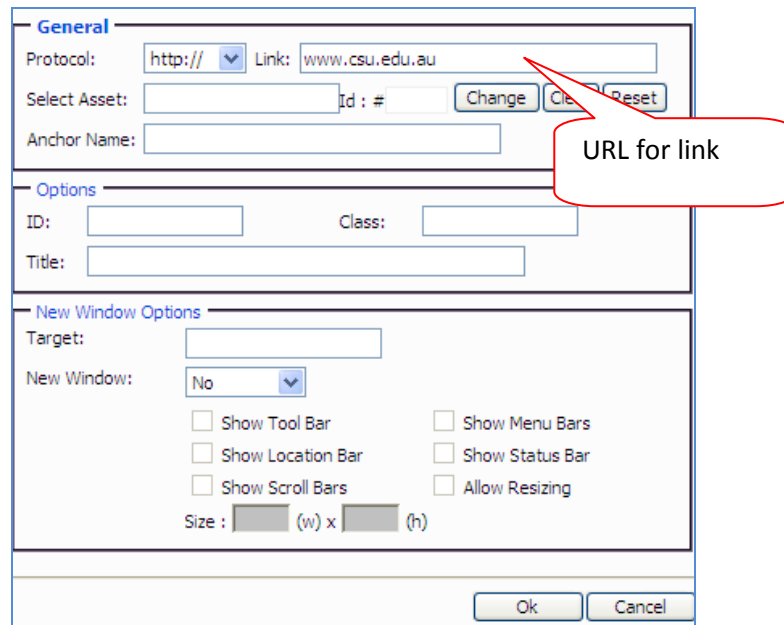
When you wish to insert a hyperlink to a web site you first need to select where on the page you would like it to be. Navigate to that position and type the text you would like to use as the link. See below:



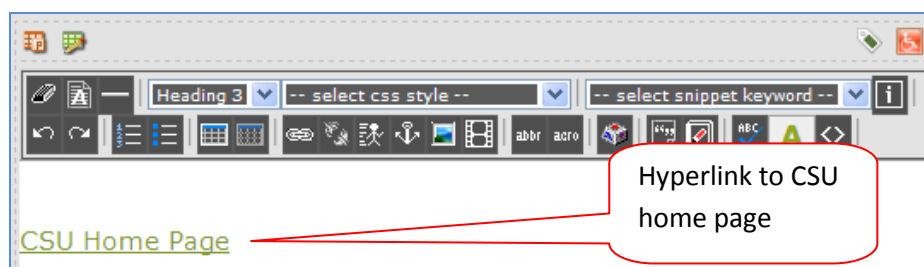
The next step is to highlight or select the text and click on the 'hyperlink' icon on the toolbar. See below:



Once you click on the icon the following window will open. You need to enter the URL (web address) into the 'Link' box. In the example below the CSU home page has been chosen as the link:



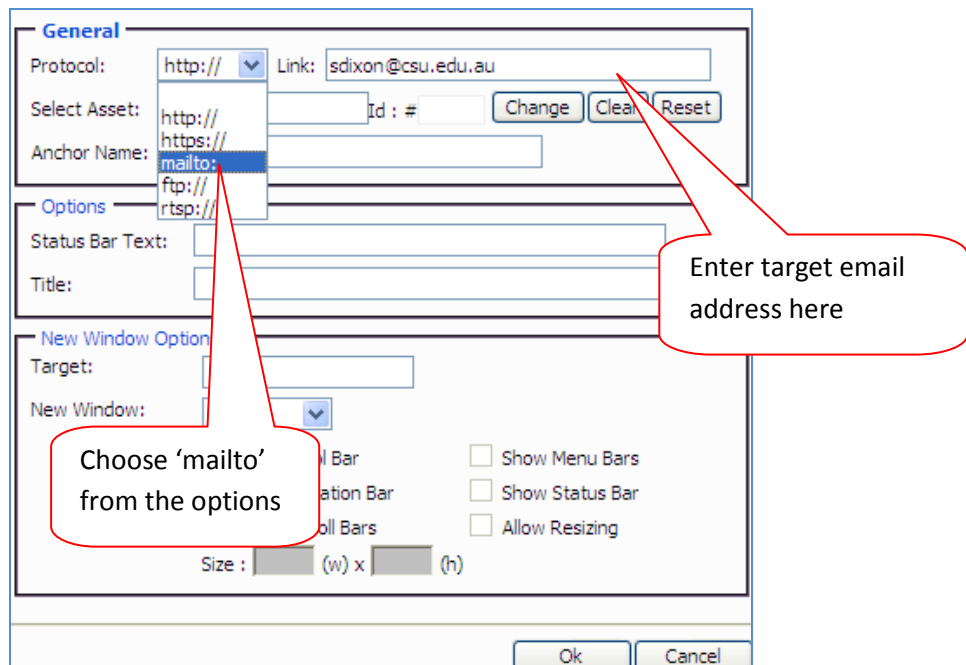
Click on OK and the text on the page will be showing as an Underlined hyperlink. See below:



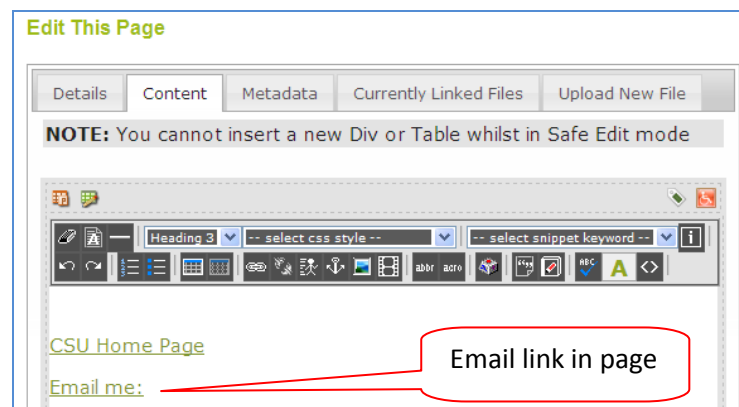
Linking to an Email Address

To insert a link to an email address, follow the instructions above and type in the text you wish to have as your email link. Highlight this text and click on the 'Insert hyperlink' icon and you will see the same 'Insert Link' page you used to insert your hyperlink above.

To insert an email link you need to select the drop down list next to 'Protocol' and choose the 'Mailto' option from the list. The next step is to enter the email address in the 'Link' box. See below:



The text will now be showing on the page as a link. See below:

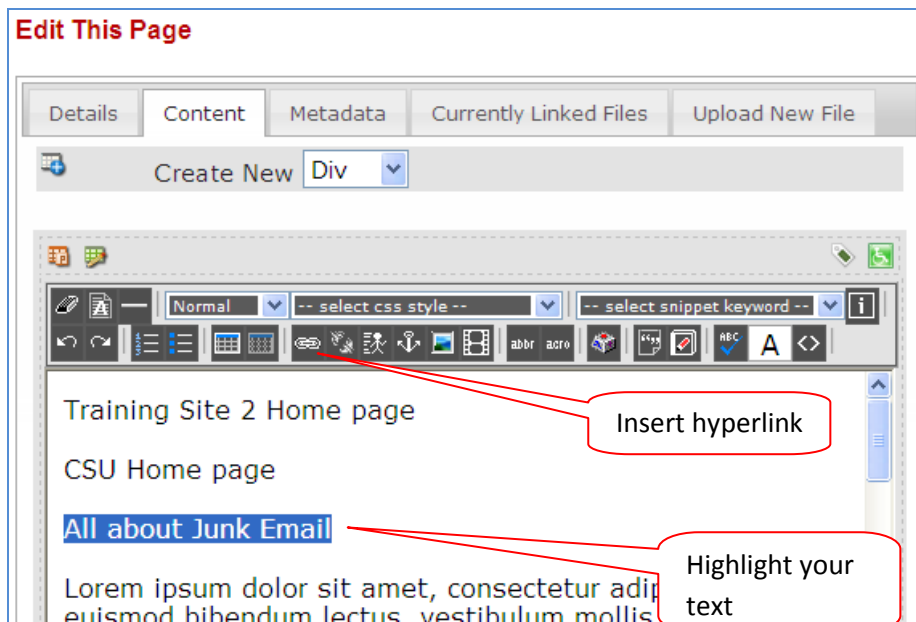


Linking to a File

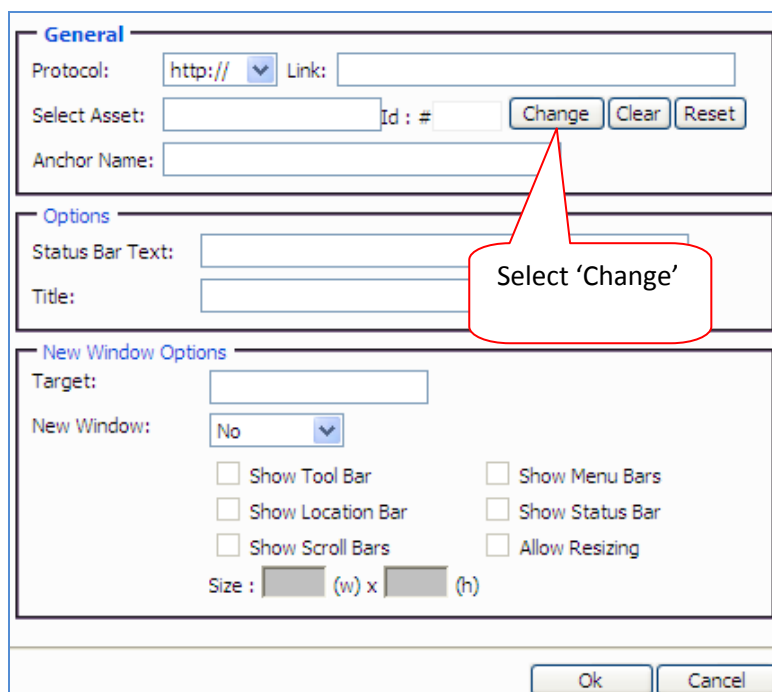
Linking to a file means that, rather than showing the file on the present page, when you click on the link the file will open, you can use this option when you don't want to have a long document appear within your web page. To insert a link to a file you need to first 'Upload' it as shown earlier. Next you need to insert the link to the file so it can be viewed.

To do this follow the instructions in the previous section, enter the text you wish to use to launch the file and then follow these steps:

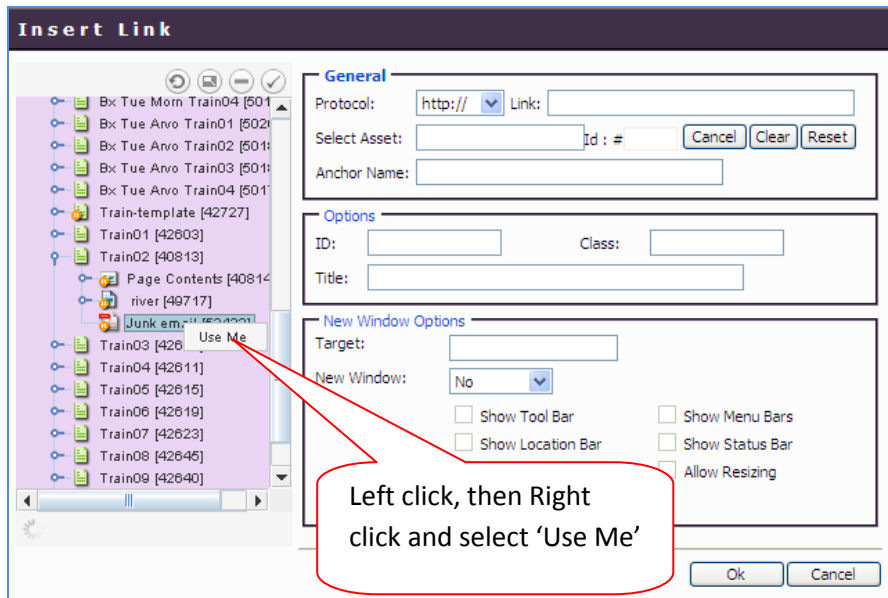
Highlight the text you have typed as your link and click on the 'Insert link' icon on the tool bar.



This time when you click on the 'Insert Link' icon you need to choose 'Change' from the options.

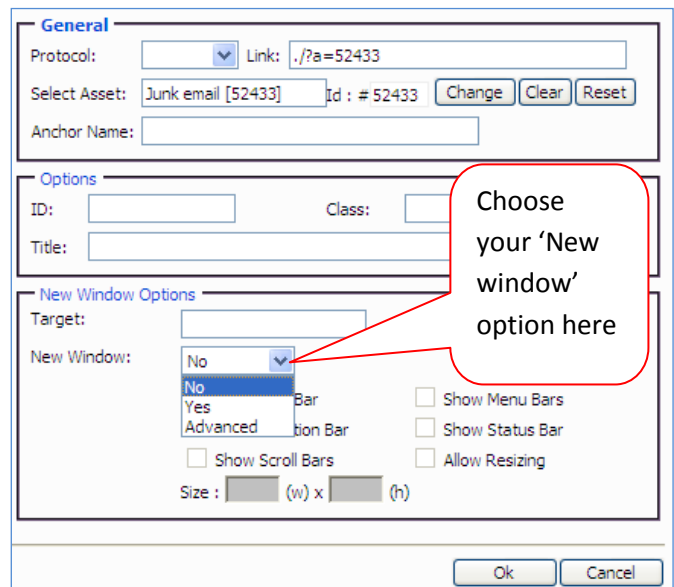


By selecting 'Change' you will activate the 'Asset Map'. Within this 'Asset Map' you will see the listing for the document which you uploaded earlier, now you need to select it as the object which is opened by clicking on the link which we are in the process of inserting.

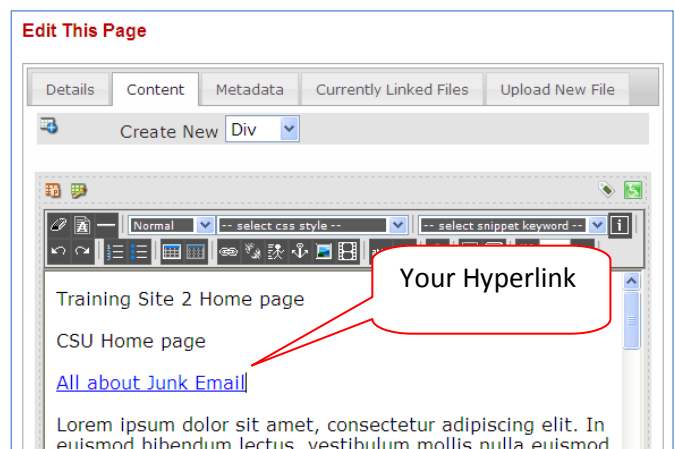


Left click on the file to select it and then right click on it and you will see a box displayed with 'Use Me' in it. Click on this box and you will see the details of the file transfer to the 'General' window.

You will then have the option to display the file in the current window or a new window. Choose the option you require and then click on OK.




The link in your page will now be showing as a hyperlink and you can save your page ready for approval.



Deleting Links

To delete a link you simply need to go to 'Edit' mode, select the 'Content' screen. Highlight the link you wish to delete and press 'Delete'. This will remove the link and the text from the page. If you

wish to retain the text and only remove the link then you should highlight the text and click on the 'Remove Link' icon on the tool bar. It looks like this: 

Completing the Editing Process

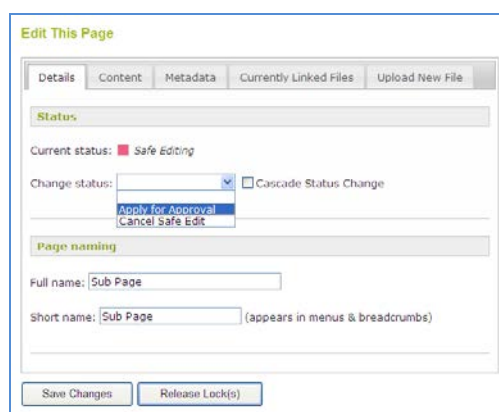
Once you have made all the changes to the page you need to release it so it can be approved by the page administrator.

After you have made your changes click on 'Save Changes' on the 'Content' screen. Next select 'Release Locks'. This releases the page so that another page editor can access it if they wish to make any changes. See below:



Next select the 'Details' tab from the top of the window and 'Change status' from the drop down list. Select 'Apply for Approval' then, after your screen has done its 'Processing' you will again see the same window and you should click on 'Release Lock(s)'.

The page administrator can then approve or reject your changes and the page with the changes can go live.



Simple Workflow in CMS for those staff members with Admin rights

As a page curator your task is to make simple changes to your school/department/division's web pages.

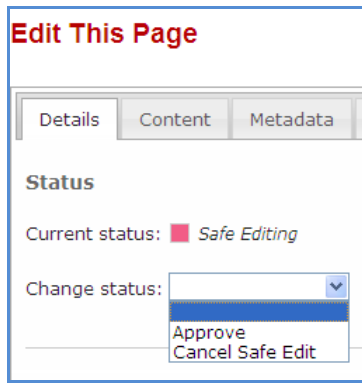
Once you have made these changes, depending on the arrangements in place for your area, you may or may not have privileges to make your changes 'go live'.

Your privileges will dictate the options you will see when you have finished making your changes and have saved them.

If there is 'workflow' activated on your page then a member of staff in your area will have the final say and the privileges to make your changes go live.

If there is no workflow activated on your page then you are probably the staff member responsible for making the changes live.

When you have completed your editing and saved the page you will be able to choose 'Approve' and then 'Save'



The screen will then reappear with the Current status: 'Safe edit approved to go live', and you should then choose 'Make live' if all is OK and again select 'Save'

