SiteManager 3.0

Table of Contents

Table of Contents ............................................................. 1
Log In .................................................................................. 2
What is a site? ..................................................................... 2
Navigating Around SiteManager ......................................... 3
Site/Section Settings ............................................................ 4
Page Settings ...................................................................... 5
Add a Page .......................................................................... 6
Delete a Page ...................................................................... 6
Edit Pages .......................................................................... 7
The Content Areas .............................................................. 7
Types of Content Modules .................................................. 7
Add Content ....................................................................... 8
Edit Content ...................................................................... 8
The Web Media Library ...................................................... 9
  Add Assets to the Web Media Library ......................... 9
Add Audio (functionality forthcoming) ............................. 10
Add Comments .................................................................. 11
Add Google Forms ............................................................ 12
Add a Google Map ............................................................ 12
Add Hamilton News ........................................................... 12
Add Images ........................................................................ 13
  Edit Your Image (documentation forthcoming) ................ 14
Add Include Custom File (documentation forthcoming) .... 14
Add Navigation (documentation forthcoming) ................... 14
Add Site Contact Information (functionality forthcoming) ... 14
Add a Slideshow ............................................................... 15
Add Text ........................................................................... 16
  The Editing Tools ............................................................ 16
  The Edit Toolbar ........................................................... 16
  Paste Text from Word .................................................... 17
  Styles ............................................................................ 17
  Insert/Edit URL Link ..................................................... 18
    Remove a Link .......................................................... 19
  Insert/Edit E-mail Link .................................................. 19
  Insert/Edit Anchor ........................................................ 20
  Insert/Edit Image .......................................................... 21
  Insert/Edit Table ........................................................... 21
Adding Video (documentation forthcoming) .................... 22
Log Out ............................................................................ 22
Log In

<table>
<thead>
<tr>
<th>URL</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://wwwtest.hamilton.edu/sitemanager">http://wwwtest.hamilton.edu/sitemanager</a></td>
<td>Beta site</td>
</tr>
<tr>
<td><a href="http://www.hamilton.edu/sitemanager">http://www.hamilton.edu/sitemanager</a></td>
<td>College departments, official college pages</td>
</tr>
<tr>
<td><a href="http://academics.hamilton.edu/sitemanager">http://academics.hamilton.edu/sitemanager</a></td>
<td>Academic department pages and supporting content/sites</td>
</tr>
<tr>
<td><a href="http://students.hamilton.edu/sitemanager">http://students.hamilton.edu/sitemanager</a></td>
<td>Student organizations</td>
</tr>
<tr>
<td><a href="http://people.hamilton.edu/sitemanager">http://people.hamilton.edu/sitemanager</a></td>
<td>All personal sites</td>
</tr>
<tr>
<td><a href="http://courses.hamilton.edu/sitemanager">http://courses.hamilton.edu/sitemanager</a></td>
<td>Sites and content related to course work, academic projects</td>
</tr>
<tr>
<td><a href="http://conferences.hamilton.edu/sitemanager">http://conferences.hamilton.edu/sitemanager</a></td>
<td>Conference sites</td>
</tr>
</tbody>
</table>

You will login with you’re my Hamilton username and password. When you login for the first time, you will see the following screen:

What is a site?
A site contains a collection of web files on a related subject. The sites that you have the rights to edit will appear under My Sites. Click once on the name link to see the contents of the site.
Navigating Around SiteManager

There is a hierarchy that defines the navigation in SiteManager. Depending on where you are in the hierarchy, you have different options available to you.

SiteManager provides “bread crumb trail” navigation, so you can always quickly get to a site, section, or page.

My Sites
Home > Training ➤ up one level

Note: The first page you make in your site is the “home” page, noted by the icon of the house.

<table>
<thead>
<tr>
<th>Site and section options</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>“Home” page options</td>
<td><img src="image1.png" alt="Settings" /> <img src="image2.png" alt="Move" /> <img src="image3.png" alt="Delete" /></td>
<td></td>
</tr>
<tr>
<td>Page options</td>
<td><img src="image4.png" alt="View" /> <img src="image5.png" alt="Edit" /> <img src="image6.png" alt="Settings" /> <img src="image7.png" alt="Move" /> <img src="image8.png" alt="Archive" /> <img src="image9.png" alt="Delete" /></td>
<td></td>
</tr>
</tbody>
</table>
### Site/Section Settings

<table>
<thead>
<tr>
<th>Functionality</th>
<th>Screen Shots</th>
</tr>
</thead>
</table>
| **Basic** tab includes the name of the site or section as it appears in SiteManager, and the template applied.  
Note: Template options subject to change. | ![Screen Shot of Basic Tab] |
| **Security** tab controls Viewing permissions.  
1. The View Permissions option allows you to control who is allowed to view the pages and files within a site over the Web. By editing these fields, you restrict access to the site to only those groups and users that you specify. | ![Screen Shot of Security Tab] |
| **History** tab shows the user that made the previous changes to the site/section. | ![Screen Shot of History Tab] |
Page Settings

**Functionality**

The **Basic** tab contains: the Title and Page Type (either Web Page or Downloadable file).

If you do not Inherit the template from the site/section, the Templates drop down menu will be available to you.

**Security Settings** section controls **Viewing** permissions.

1. The **View Permissions** option allows you to control who is allowed to view the page over the Web. By editing these fields, you restrict access to those pages to only those groups and users that you specify.

**History** tab shows the user that made the previous changes to the page.

**Metadata Settings** tab shows the HTML Title. For the time being, this tab does not need to be used.
Add a Page

1. Within the site/section where you want to add the new page, click on Add a page.

   ![Add a Page](image)

   1. The **Page Title** is what appears in your list of pages and in the blue band at the top of the web page. If you include spaces within your title, the address will include hyphens where you had spaces.
   2. The **Page Type** can be either Web Page or downloadable file, e.g. PDF, Word or Excel document.
   3. If uploading a file, click on **Browse** and locate and select the file to upload. If the file is not a PDF and you want to convert it, check the box to **Convert to PDF**.
   4. The page will inherit the template design of the site/section. Click on **Submit**.

Delete a Page

1. Click on the Delete icon next to the name of the page.
2. Click on **OK** in the window that appears to delete the page.
**Edit Pages**

1. There are two ways to get into edit mode:
   a. Within SiteManager, click on the **Edit** button next to the page you want to edit.
   b. In your browser window navigate to the page you want to edit and hit the `<ESC>` key. If you navigate to the page and you are not logged into My Hamilton, you will be prompted to login.

2. Your page will appear the editing tools layered on top of it.

![Edit Mode](image)

[NOTE: If you do not have the rights to edit a page, you will see the message: *You do not have permission to access this page.*]

**The Content Areas**

Depending on the template you are using, you will see between one and five **Add Content** buttons:

<table>
<thead>
<tr>
<th>Content Area</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>SiteHeader</td>
<td>Available on academics, people, students, and courses</td>
</tr>
<tr>
<td>Sitewide Navigation</td>
<td>Available on academics, people, students, and courses</td>
</tr>
<tr>
<td>Left or Left Column</td>
<td>Available on all domains, use depends on template</td>
</tr>
<tr>
<td>Right or Right Column</td>
<td>Available on all domains, use depends on template</td>
</tr>
<tr>
<td>Center or Main Content</td>
<td>Available on all domains, use depends on template</td>
</tr>
</tbody>
</table>

**Types of Content Modules**

<table>
<thead>
<tr>
<th>Content Module</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio</td>
<td>Available on all site domains</td>
</tr>
<tr>
<td>Comments</td>
<td>Available on courses, people, and students</td>
</tr>
<tr>
<td>Google Forms</td>
<td>Available on all site domains</td>
</tr>
<tr>
<td>Google Map</td>
<td>Available on all site domains</td>
</tr>
<tr>
<td>Hamilton News</td>
<td>Available on all site domains</td>
</tr>
<tr>
<td>Images</td>
<td>Available on all site domains</td>
</tr>
<tr>
<td>Include Custom File</td>
<td>Available on courses, people and students</td>
</tr>
<tr>
<td>Navigation</td>
<td>Available on all site domains</td>
</tr>
<tr>
<td>Site Contact</td>
<td>Available on all site domains</td>
</tr>
<tr>
<td>Slideshow</td>
<td>Available on all site domains</td>
</tr>
<tr>
<td>Text</td>
<td>Available on all site domains</td>
</tr>
<tr>
<td>Video</td>
<td>Available on all site domains</td>
</tr>
</tbody>
</table>
Add Content

1. Click on the Add Content button in the desired area. Please note: it is not possible to drag and drop content between content areas.
2. From the drop down menu, choose the type of module you want to add.
3. Click on Add.

Edit Content

1. When you mouse over a module, it will be highlighted in yellow. You have three choices:
   a. **Move** the module: Click on the two vertical lines and drag the module above or below another module. Please note, you can only move modules within the same content areas.
   b. **Edit** the content: Click on the Edit button. The editing options are dependent upon the type of content module.
   c. **Options** Change Options:
      i. **Settings**: Change the Layout and Style of the module box
      ii. **1/3 Width, 1/2 Width, 2/3 Width, Full Width**: By default a module spans the Full Width of the designated column.
      iii. **Inherit**: Typically used in conjunction with Lock. Ensures the selected module will appear on all pages in the site or section.
      iv. **Lock**: Typically used in conjunction with Inherit. Ensures the selected module will appear on all pages in the site or section.
**The Web Media Library**
New in SiteManager 3.0, the Web Media Library holds image, audio, and video assets.

**Add Assets to the Web Media Library**

1. You can get to the Web Media Library via:
   a. From within SiteManager, click on the Web Media Library tab.
   b. When in the editing mode, follow the steps above to Add Content, choosing the Audio, Images, or Video option.
   c. When in the text editing mode, click on the Image icon on the toolbar.

2. Click on the Add New Media tab.
3. **NOTE:** Manipulation of assets should be done BEFORE adding them to SiteManager. For example, you can resize images in SiteManager, but you cannot edit them, e.g. crop or fix red eye.

4. The *Name* field is required. Use names that accurately describe the image. Appropriately named images will allow for easier retrieval by you and by other web editors at a future time.

5. Click on the **Select Media** button to locate the audio file, image, or video on your hard drive, network space, CD, etc.

6. If you’d like, you can add a **Caption** or **Attribution**.

7. If you want to share this asset with others, leave the box next to **Private** unchecked, otherwise click once in the box to check it. You will be the only person able to see and edit this image.

8. Click on **Save Media**.

### Add Audio (functionality forthcoming)

**Accepted File Types:** MP3

1. Follow the steps at the top of page eight to **Add Content**, selecting the *Audio* module.
   a. **Find Media** tab: search for media you or others have already added.
   b. **Add New Media** tab: add new audio files for immediate or later use.
   c. **My Media** tab: see all audio media you have uploaded.
Add Comments

1. Follow the steps at the top of page eight to Add Content, selecting the Comments module.
2. Settings Tab – Set Type of Comments:
   a. Moderated – add the list of moderators
   b. Not Moderated
3. Comments Tab – See the comments posted, approve to show on page.
Add Google Forms
1. Follow the steps at the top of page eight to **Add Content**, selecting the *Google Forms* module.

Add a Google Map
1. Follow the steps at the top of page eight to **Add Content**, selecting the *Google Map* module.
2. Fill in the information and click on **Save**.

Add Hamilton News
1. Follow the steps at the top of page eight to **Add Content**, selecting the *Hamilton News* module.
2. Fill in the information and click on **Save**.
Add Images
Accepted File Types: JPG, GIF, and PNG

1. Images can be added in one of two ways:
   a. In their own Content module: Follow the steps at the top of page eight to Add Content, selecting the Images module.

2. Within a Text module, e.g. if you want your text to flow around an image: Click on the Image button on the toolbar within the text editor. Click on Browse Server.

3. Does the image you need already exist? If you are not sure, search for it.

4. Type in a search term under Search and click on Search Images.

5. To use an image that already exists, click on the Insert.
   a. On the Basic tab, select the size of the image, choose to include the caption and/or attribution associated with the image.
   b. On the Advanced tab, if applicable, define a link to associate with the image, and/or a custom width and height.
   c. Click on Insert Media.
6. If you are inserting the image within a Text module, the *Image Properties* window will appear at which point you can add Alternative Text (important for people using screen readers), change the size of the image (measured in pixels), add a border to it (the images on our site have a border of zero), add horizontal or vertical space (so the image is not so close to the text), and finally, choose how you want it aligned.

7. Click **OK**.

![Image Properties window](image)

### Edit Your Image (documentation forthcoming)

### Add Include Custom File (documentation forthcoming)

### Add Navigation (documentation forthcoming)

1. Follow the steps at the top of page eight to **Add Content**, selecting the *Navigation* module.

![Edit Content](image)

2. 

### Add Site Contact Information (functionality forthcoming)

1. Follow the steps at the top of page eight to **Add Content**, selecting the *Site Contact* module.
Add a Slideshow

2. Follow the steps at the top of page eight to **Add Content**, selecting the **Slideshow** module.
3. Click on **Add Image**.

4. Search for or upload your images.

5. Click on **Insert**.
6. Add your next image.
7. Rearrange your images using drag and drop.
8. Click on the **Advanced** tab to set how your slideshow will play.
9. Click on **Save Settings**.
Add Text
1. Follow the steps at the top of page eight to Add Content, selecting the Text module.
2. Enter your text in the Edit Content window.
3. Click Save.

The Editing Tools
SiteManager provides a full set of tools to simplify the process of editing your pages. Please be aware that although it looks like a toolbar you would find in Microsoft Word, editing a web page differs from editing a Word document. For example, if you hit <Enter> when editing a web page, you will automatically get double spacing, also known as a paragraph break. To get single spacing you have to hit <Shift>+<Enter>, also known as a line break.

The Edit Toolbar

![Edit Toolbar Image]
Paste Text from Word

Chances are that you already have the text for your page typed, most likely in Microsoft Word. When pasting into the **Edit Content** Window, all of the formatting will be stripped

![Edit Content Window]

**Styles**

The styles available for you to use when formatting your pages are dependent on the Template. These are predefined styles and cannot be changed, i.e. use a different color, font or size.


**Apply a Style**

1. Select the text to which you want to apply a style.
2. From the **Styles** menu, choose the desired style.

**Remove a Style (subject to change)**

1. Select the text for which you want to remove the style.
2. Click on the Remove Format button on the toolbar.
Insert/Edit URL Link

1. Highlight the text or image you want to become a link.
2. Click on the Insert/Edit Link button on the toolbar.

   ![Insert/Edit Link](image)

3. Under Link Type, select URL.
4. Either type or paste a link in the URL box or click on Browse Server.
5. Navigate to the page.
   a. Use the preview button to see a preview of the page.
   b. Use the link button to
6. To have the link open in a new browser window, click on the **Target** tab and from the drop down menu below **Target**, select **New Window (_blank)**.

7. Click on **OK**.

**Remove a Link**
1. Highlight the text currently formatted as a link.
2. Click on the **Remove Link** button.

**Insert/Edit E-mail Link**
1. Highlight the text you want to become a link.
2. Click on the **Insert/Edit Link** button on the toolbar.

3. Under **Link Type**, select **E-mail**.
4. Type in the **E-mail address** and if desired, you can also type in the **Message Subject** and **Message Body** so that when a visitor clicks on an e-mail link, a portion of the e-mail message is created for them.
5. Click on **OK**.
Insert/Edit Anchor
Anchors are used on a page to quickly take a visitor to a specific section of the page.

1. Place the cursor at the beginning of the line where you want the anchor to be.
2. Click on the **Insert/Edit Anchor** button.
3. Enter the name of the anchor in the **Anchor Properties** window that appears.

![Anchor Properties](image)

4. To use the anchor as a link, click on the **Insert/Edit Link** button.
5. Under **Link Type**, select **Link to anchor in the text**.
6. Select an anchor name from the drop down list.
7. Click on **OK**.

![Link](image)
**Insert/Edit Image**  
Follow the instruction under **Adding Images** on page 13.

**Insert/Edit Table**

**Known Issue:** tables, bulleted lists and numbered lists appear center aligned in the editor, but are aligned correctly (left-aligned) on the actual page.

Use tables when you need to present information that lends itself to a tabular setup.

1. Place the cursor at the point you need the table to appear.
2. Click on the **Insert/Edit Table** button on the toolbar.

![Table Properties](image)

**Width:** Measured either in pixels (200 pixels is the default) or as a percent of the module area you are in. The width of Hamilton pages is 960 pixels.

**Height:** Measured in pixels.

**Cell Spacing:** sets the amount of space between adjacent layout cells (in pixels). This value should be less than 5.

**Cell padding:** sets the amount of space between the content of a layout cell and the cell boundary (in pixels). This value should be less than 5.

**Headers:** bolds the first row, first column, or both.

**Border size:** specifies the width, in pixels, of the table’s borders. A border size of zero will produce a borderless table, but you will see gridlines when editing your table.

**Alignment:** sets the alignment of the whole table. Since the default size of the table is 100%, the Center and Right choices will appear to have no effect.

3. Click on **OK**.
4. Once your table is in place, you can right click in a cell or on the table to see the menu of options you can use to edit your table.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Adding Video (documentation forthcoming)**

**Accepted File Types:** Flash (FLV) and Quicktime (MOV) (DV)

1. Follow the steps at the top of page eight to **Add Content**, selecting the **Video** module.

**Log Out**

When you have finished making changes to your pages, click on **Log Out** in the top right corner.
Web publishing: Best practices

We’ve put together a few questions (and comments) to guide you through an examination of the content and structure of your Web site. As you begin to use SiteManager to edit and to update your Web pages, please take a few minutes to review these questions, and to think about how you can apply your answers to your Web site.

What is the most important information about you?

Publish only the content that you can manage comfortably. That content should give the maximum amount of information to the maximum amount of people. Organize your information in a way that will make the most sense to your audience, even if that conflicts with the way that your office is organized.

Think about what information from the rest of our Web site might be useful to your audience, and link to it. Trying to replicate it on your site just makes more work for you.

When was the last time your Web site was updated?

Current and accurate content is essential. If something on your Web site is obviously outdated, your audience will not trust your information. It’s useful to have a schedule of what you need to update, and when. Review any links that you have to make sure they are still valid and useful.

What pages on your site require your audience to scroll down through several screens in order to read everything?

On the Web, short and simple is best. Keep your information in easy-to-read chunks that your audience can quickly scan. If your text sounds awkward and wordy, it probably is.

When editing a page, make use of “bulleted” information, and use clear and useful subheadings to introduce ideas.

Who is your audience?

A Web page can’t be all things for all people. Consider who your audience is, and decide what you want them to take away from the page.