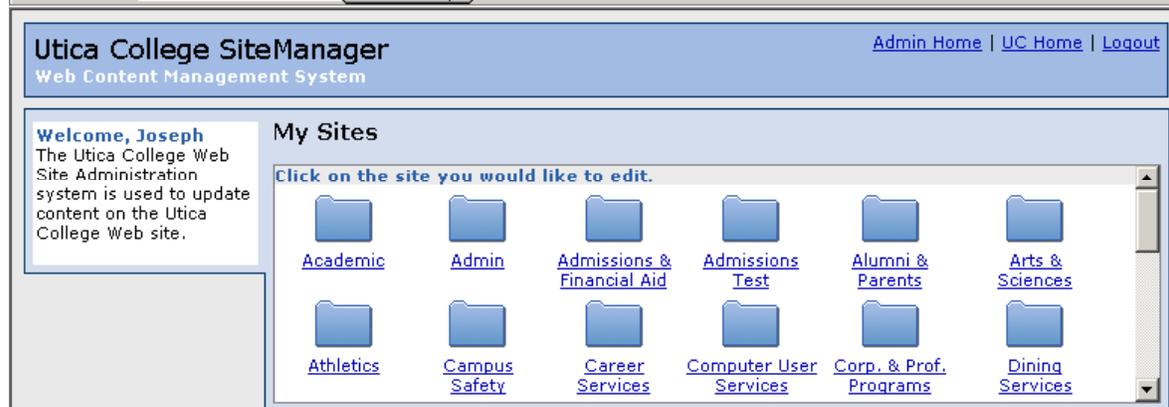


# SiteManager Training Guide

## 1.0 Log in

<http://www.utica.edu/ucadmin/sitemanager/>

Use your email username and password. When you login for the first time, you will see this screen:



## 2.0 What is a site?

A site is a folder containing a collection of Web files – pages and documents – that all relate to a particular subject.

The sites you are authorized to edit will appear in this window. Click once on the folder icon marked **SiteManager Training** (you may need to scroll down in the dialog window – the folders are listed in alphabetical order).

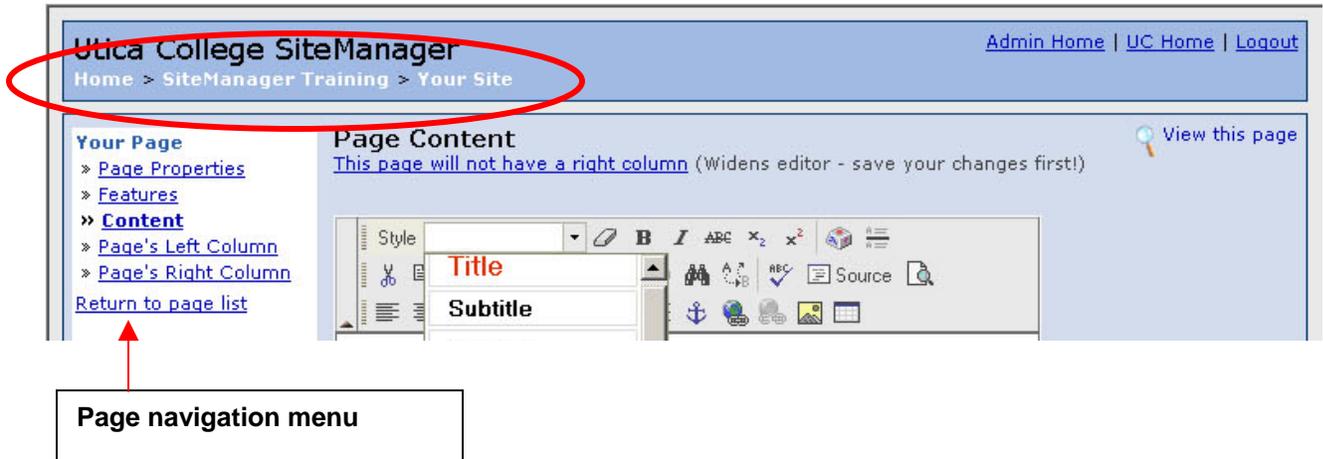
**Folder representing a section of this site.**

**Page at the top level of this site.**

A site may contain many folders. Each sub-folder represents a distinct group of pages that can have its own navigational structure and its own set of right-column features. (More on this later.)

### 3.0 Navigating around the SiteManager system

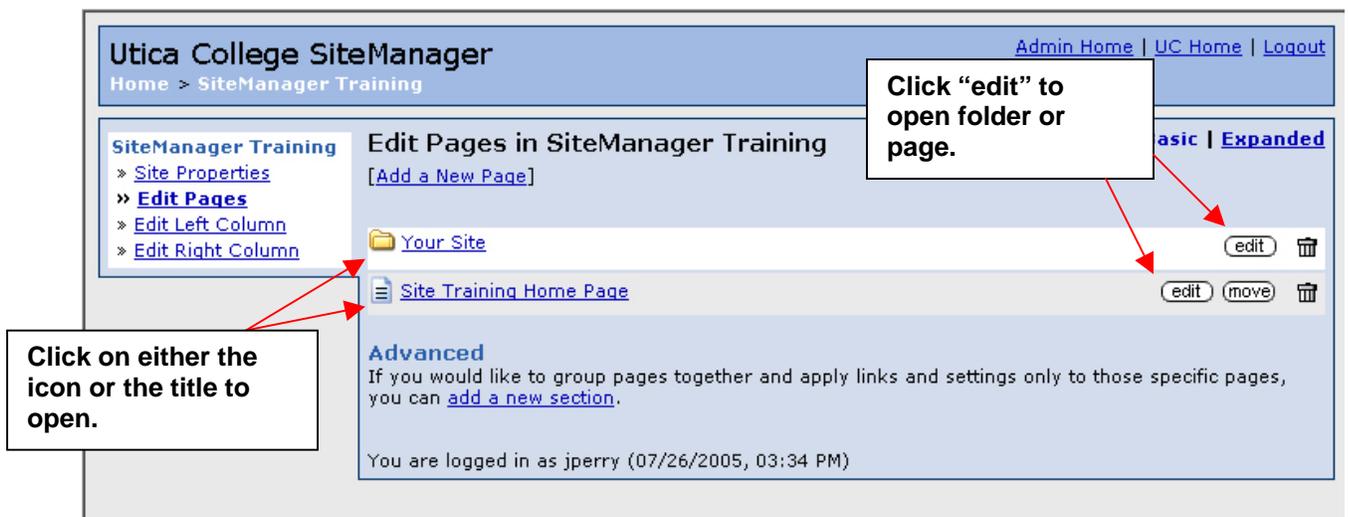
Like most any Web site, SiteManager has a hierarchical structure that contains a number of different levels. To keep navigation from getting too confusing, the system provides “bread crumb trail” navigation – this is the set of links at the top of each page that allows you to get to a different site, section, or page quickly and easily.



### 4.0 Opening folders and pages

Folders and pages work like hyperlinks on a Web site.

- To open a folder, click once on either the folder icon or its title
- To open a page, click once on either the page icon or its title
- You can also click on the “edit” button on the right side of the page



## 5.0 Creating new pages and site sections

### 5.1 To create a new page within an existing site section:

- Navigate to the specific section (or “folder”) within which you would like the new page to be located.
- Just above the list of folders and pages, you will see a link that reads: “Add a New Page”. Single-click this link.
- A dialog box will appear. Enter the title of the new page and give it a file name.  
**(Note: The file name must be all lower case letters, contain no special characters, and end with the extension .cfm )**
- Be certain the “Page Type” drop-down shows the default setting for “Web Page”.
- Click the “submit” button. You will see your new page in the page listing view. **(Note: In the SiteManager Training section, this will be an “Option A” page by default.)**

The screenshot shows the 'Utica College SiteManager' interface. The breadcrumb trail is 'Home > Admissions Test > TestSection'. On the left, a navigation menu for 'TestSection' includes links for 'Section Properties', 'Edit Pages', 'Edit Left Column', and 'Edit Right Column'. The main content area is titled 'Add a Page' and contains the following fields and options:

- Page Type:** A dropdown menu set to 'Web Page'.
- Page Title:** A text input field containing 'Your Page Title'.
- Page Path:** A text input field containing '/admissionstest/'.
- File name:** A text input field containing 'pagefilename.cfm'. Below it, an example '(Ex. index.cfm)' is shown. To the right, three instructions are listed: '\*\* File name must be all lowercase', '\*\* Must use .cfm extension (not .htm)', and '\*\* No spaces or special characters'.

Below these fields is an 'Admin Only' section with two checkboxes:

- Page is editable with Site Manager
- Require Login to View File

A 'Submit' button is located at the bottom of the form. At the very bottom of the page, it says 'You are logged in as jperry (07/26/2005, 04:26 PM)'. A callout box on the left side of the screenshot points to the 'Add a New Page Dialog Box'.

### 5.2 To create a new section (or “folder”) within a particular area of the Web site:

- Navigate to the area of the site within which you want the new section to be located.
- Just below the page listings is a paragraph titled “Advanced”. Click the hyperlink text at the end of this paragraph that reads “add a new section” (see Figure One on next page).
- Fill in the name of your new Web section where indicated,
- Fill in the name of a site folder to contain your section (**all lower case**) & click “create”.
- Finally, click the submit button at the bottom of the window (see Figure Two)
- SiteManager will automatically return to the page listing view – your new section folder will appear in the page listing.

## 5.0 Creating new site sections (continued)

Figure One:

The screenshot shows the 'Utica College SiteManager' interface. The main content area is titled 'Edit Pages in SiteManager Training' and includes a 'View: Basic | Expanded' option. A sidebar on the left contains a navigation menu with 'Edit Pages' selected. The main area lists 'Your Site' and 'Site Training Home Page' with 'edit' and 'move' buttons. A callout box with the text '1) To create a new section, click here.' has a red arrow pointing to the 'Add a New Page' link.

Figure Two:

The screenshot shows the 'Add a Section' page in the SiteManager. It features a 'Name' field and a 'Home Directory' field containing '/test'. Below these is a 'Create New Folder in /test' section with a 'Folder Name' input field and a 'Create' button. At the bottom, there is an 'Admin Only' section with a 'Template (design)' dropdown set to 'Main Template', an 'Option' dropdown set to 'A', and a checked checkbox for 'Pages in this section are editable with SiteManager'. A 'Submit' button is located at the bottom of this section. Five callout boxes provide instructions: '2) Enter new section name here....' points to the 'Name' field; '3) Enter a folder name here (ALL LOWER CASE-NO SPACES)' points to the 'Folder Name' field; '4) Click "create"' points to the 'Create' button; '5) ...last of all, click "submit."' points to the 'Submit' button.

## 5.0 Creating New Pages and Site Sections (cont.)

### 5.3 Uploading downloadable documents / files to the Web site

You can post various types of files and documents (MS Word files, PDFs, sound and video files, etc.) to the UC Web site. Here is how it works:

- Follow the procedure in 5.1 (above) for creating a new page, except that under the “Page Type” drop-down, choose “Downloadable File”
- Give the document a title. (**Note:** this is just for your own reference, so that you can find the document within SiteManager. No site visitors will see this.)
- Using the “Browse” button, find the document you wish to upload within your computer’s directory system, then click submit. SiteManager will upload the file to the current folder.
- **To link the document to a page on the site,** see Section 7.0 – “Adding Hyperlinks”

**Add a Page**

Page Type: Downloadable File (PDF, Word, etc.)

Page Title: [Input Field]

Page Path: /admissionstest/

Upload File: [Input Field] Browse...  
Need to convert your file to PDF?  
[Download PDF Buddy](#)

Require Login to View File

Submit

*To replace a file that’s already posted on the Web site:*

- In SiteManager, navigate to the directory / folder where the document is posted
- Click the title of the document or the “Edit” button at the extreme right of the title
- Click the “Replace file” checkbox (see right). This will activate the “Browse” button (see illustration above).
- Find the updated file on your desktop and click “Submit” (**Note:** If the updated file has a different file name from the original, you will have to update the links pointing to this file. If the file name is the same as the old file, no link updates are needed.)

**Edit Page**

Page Type: Downloadable File (PDF, Word, etc.)

Page Title: Test Document

Page Path: /admissionstest/

Current File: /admissionstest/CIMIP\_Press\_Release\_Final\_Final\_UTICA.doc

Replace file

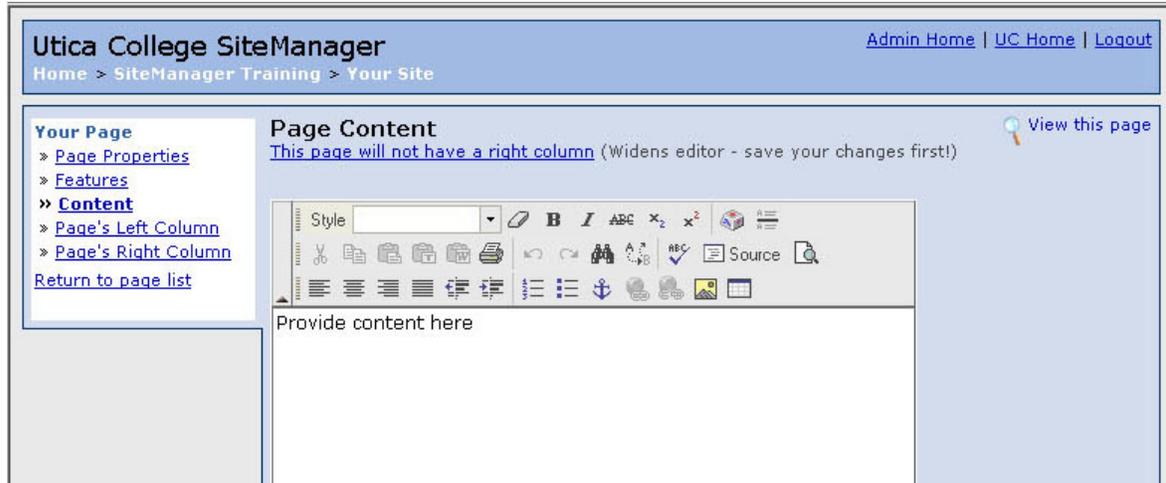
Require Login to View File

Submit

You are logged in as iperry (09/08/2006, 04:04 PM)

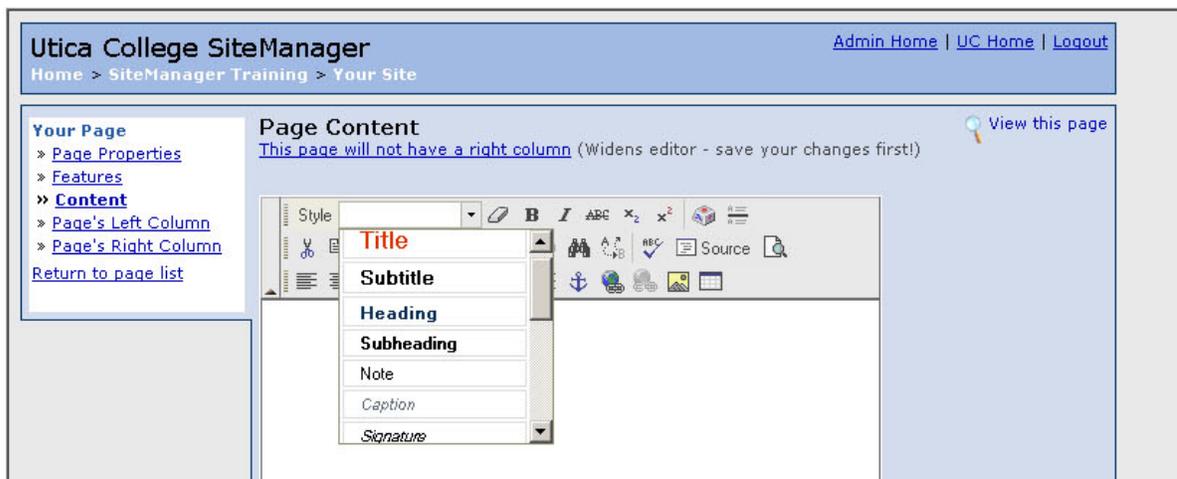
## 6.0 Editing and formatting page copy

Open the page you wish to edit (see Section 4.0 above). If the page is blank, it will look like this:



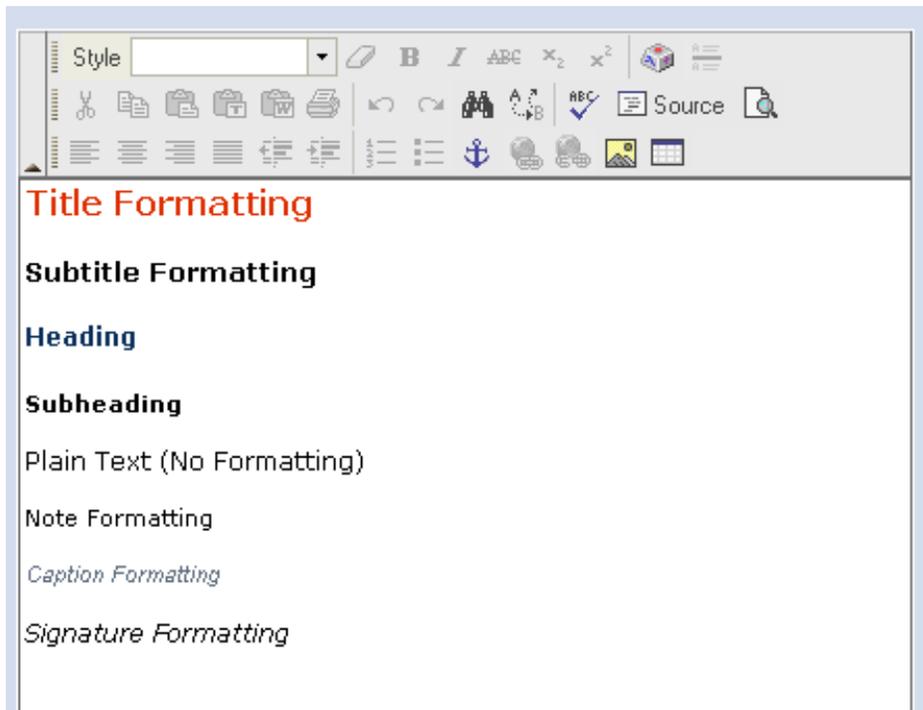
Along the top of the content edit window, there is a tool bar that offers a set of editing and formatting options not unlike MS Word or other similar programs. Principal among these is the "Style" dropdown menu at the top left-hand side of the toolbar.

The Style dropdown offers text formatting options specific to the Option A (institutional) template. These include page title, subtitle, section heading, subheading, footnote, caption, and signature.



## 6.0 Editing and formatting page copy (cont.)

The formatting appears in the text editor window as follows:



### 6.1 IF YOU ARE ENTERING TEXT DIRECTLY INTO THE PAGE EDITOR...

The best way to format your page text is by:

1. Keying in all of the text **without formatting**
2. Highlighting the text you wish to format (as Title, Subtitle, etc.)
3. Choosing the desired formatting from the drop-down menu
4. **When you've finished your revisions, click the submit button (bottom of editor page)**



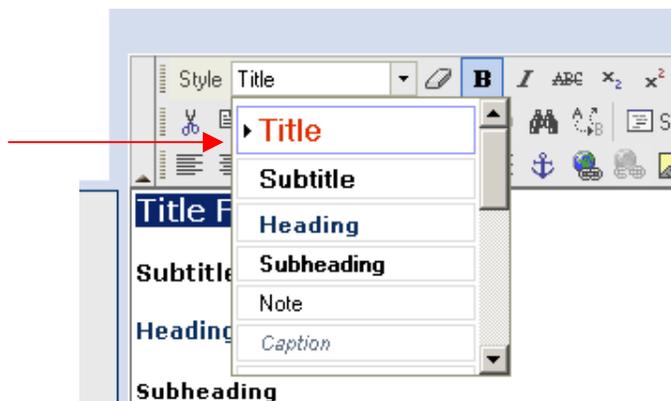
You can apply the same method when using the other formatting tools, such as the buttons for bold text, italics, strike-through text, subscript, and superscript.

## 6.1 ENTERING TEXT DIRECTLY INTO THE PAGE EDITOR – CONTINUED

Some points to remember when using the SiteManager editor as a “word processor”:

- **When you hit “enter” for a carriage return, you will get a double-space return.** The editor is set up to create a new paragraph tag when you key enter – that enables the formatting to work more smoothly in html. **If you want a single-space return (or line break), hold down the “shift” key and hit “enter”.**
- **When creating bulleted or numbered lists, start a new paragraph.** Formatting of numbered and unnumbered lists in the SiteManager editor applies to the paragraph you are currently working on. **To start a new paragraph of text, hit the “enter” key** (see above).
- **Before changing text from one format to another, change it back to plain text first.** If, for instance, you have formatted a line of text as a “Title” and wish to change that line to a “Subtitle” style, you must first remove the original “Title” formatting before adding the new style.

The drop-down “Style” menu options work like switches. Highlight a line of formatted text, then look at the drop-down menu. You will notice an arrow symbol indicating the style selected for that line.



Choose that option again while the text is highlighted and it will “switch the style off”, turning the line back to plain (unformatted) text. You can then “reformat” the text in another style, using the method discussed on the previous page.

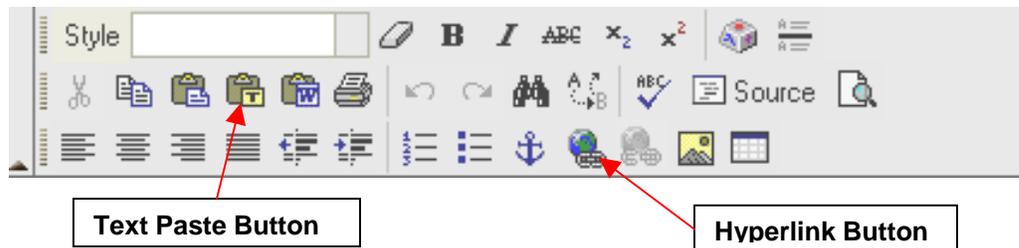
## 6.2 IF YOU ARE IMPORTING TEXT FROM ANOTHER PROGRAM...

You can retain some of the formatting from your source document. However, the way the editor is currently configured, you are better off importing the source content as “Plain Text” and adding formatting once it is within your page edit window. Here is how this works:

**Step 1:** Open your source document (preferably MS Word or other word processor) and copy the content you wish to post on your Web page.

**Step 2:** In the page editor toolbar, just below the formatting drop-down menu, you will see familiar icon/buttons for cut, copy, and paste. There are two additional “paste” buttons specifically for formatted text – the first (marked with a “T” – see illustration below) is for pasting the copied material as plain text. Click this button – your copied text will be pasted as plain text in the editor window.

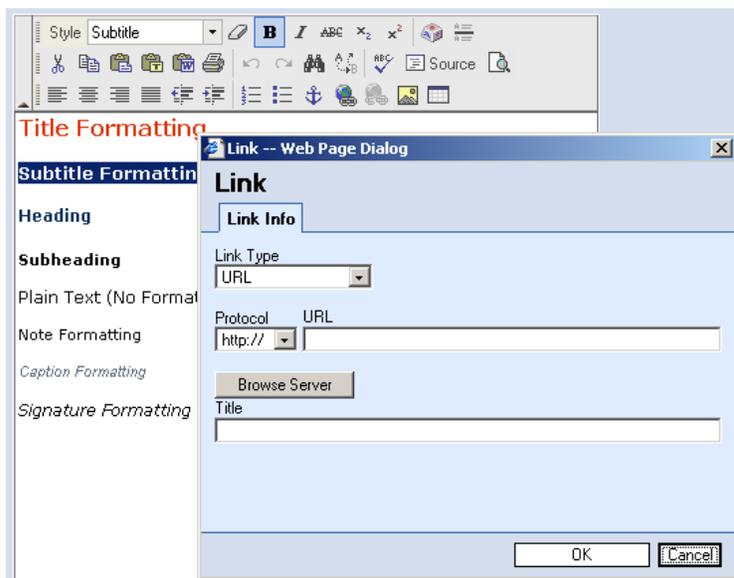
**Step 3:** Proceed with formatting. (See 6.1 above.)



## 7.0 Adding hyperlinks

Creating a text hyperlink to another Web page is similar to the process of formatting described in section 6.0. Here's how it works:

1. Enter the text you wish to use for the hyperlink. If the text already exists on your page, highlight it.
2. Click the hyperlink button on the editor toolbar (see illustration above). A dialog box will appear.



3. In the field marked “URL” type the URL of the page you wish to link to. If you do not know the URL, click the “Browse Server” button. (For more on this, see below.)
4. Enter a brief description of what you are linking to in the field marked “Title.”
5. When finished, click “OK”
6. **Click the submit button on the bottom of the editor page.**

## 7.1 Link browser function

When you are creating a link and do not know the URL of the page you are linking to, click the “Browse Server” button (see illustration on previous page) and a window will open that will enable you to browse through the pages of the Utica College Web site and find the page you wish to link to.

To link to another Web site, type the URL in here, then click “insert this link”.

To preview the page, click here.

**Add/Edit a Link**

Link to: /academic/institutes/index.cfm    ←Insert This Link    ←Preview This Page

**Sites/Sections**

- Academic
  - Additional Academic Opportunities
  - Advising
  - Albania
  - Catalog
  - Faculty
  - Institutes and Centers**
    - Institutes and Centers**
    - Ethnic Heritage Studies Center
    - Institute of Gerontology
    - International Human Rights Education Consortium
    - Media (PDFs)
    - The Institute for Excellence in Education
    - Womyn's Resource Center
  - Registrar
  - Study Abroad
  - Survey
  - Utica Online
- Admin
- Admissions & Financial Aid
- Admissions Test
- Alumni & Parents
- Arts & Sciences
- Athletics
- Campus Safety
- Career Services
- Computer User Services
- Corp. & Prof. Programs
- Dining Services
- Errors
- Faculty and Staff Pages

**Page Preview**

Link to this Page

**UTICA COLLEGE**

Home About UC Admissions Academics Library Student Life

**Institutes and Centers**

Utica College offers several institutes and throughout the College and the public to These institutes and centers offer progra cultural, professional, and intellectual top and bring a wide range of experts to the

**Center for Historical Research** [more info.](#)

**Centro Studi Casauriensi** [more info...](#)

**Computer Forensics Research Developn**

**Ethnic Heritage Studies Center** [more info](#)

**Human Rights Advocacy Program** [more i](#)

**International Human Rights Education C**

**Mohawk Valley Center for Economic Edu**

The UC Web site sections are listed in alpha order in this column. Click on a folder (site section) to browse its contents.

The page you select in the left column will appear in this window.

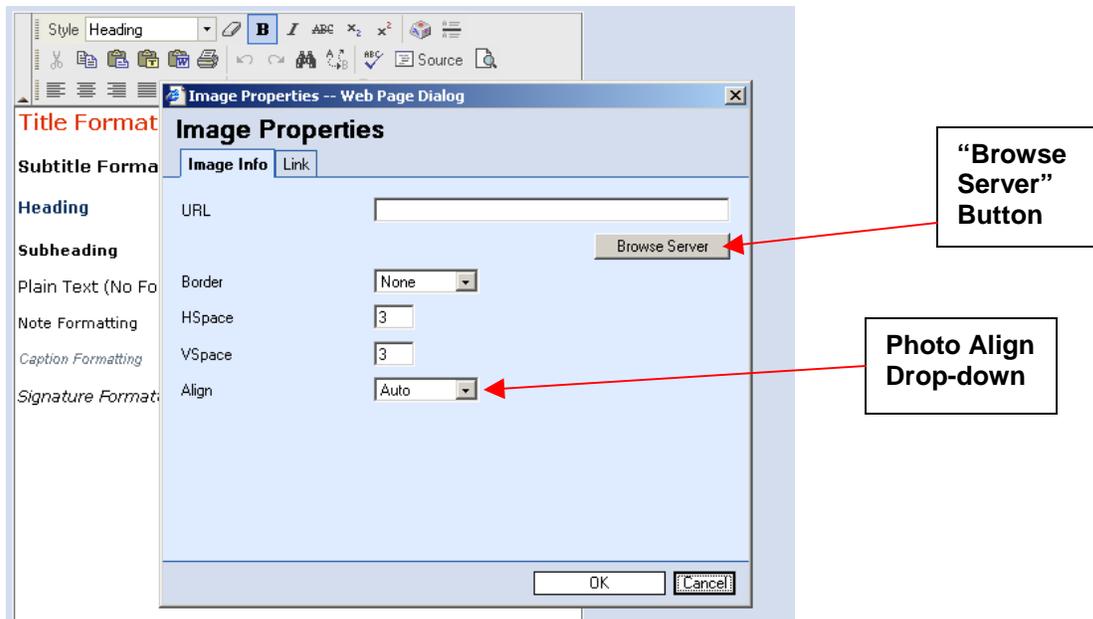
When you find the page you wish to link to, click the button at the top of this column that reads “Link to this Page”. The URL will appear in the URL field of the link dialog box. (See figure on previous page)

## 8.0 Adding images

To add an image to your Web page, use the following method:

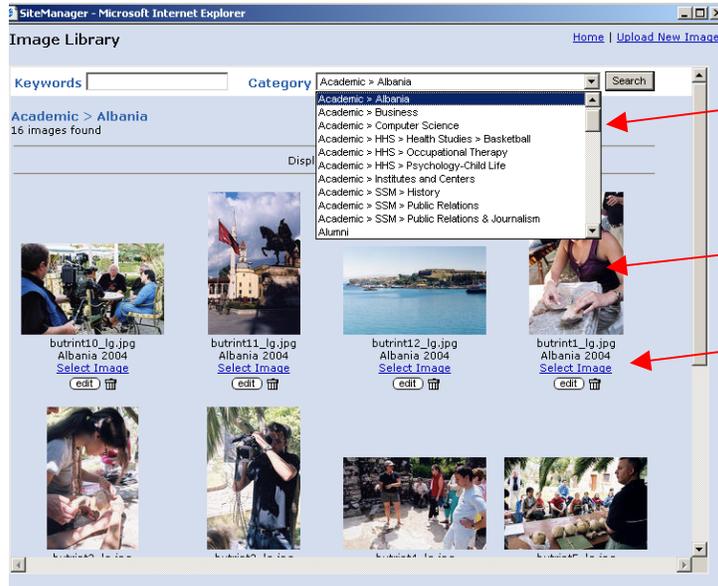
1. Place your cursor where you wish to place the photo (i.e. somewhere in the text)
2. Click the “Insert Image” button. The “Image Properties” dialog box will appear. (See figure 8.1, below.)
3. Click the button marked “Browse Server”. This will bring up a search window for the SiteManager Image Library. Search for available images by category or by keyword. (See figure 8.2, next page.)
4. When you find the image you desire, click the link that reads “Select Image” just below. (Note: This will insert a thumbnail size image on your page. For additional options, click on the image itself and follow the on-screen instructions.) You will then return to the “Image Properties dialog box.
5. If you wish the photo to appear to the left, right, bottom, or top of page (relative to the page content), select the appropriate option using the “Align” drop-down menu.
6. Click “OK” when finished. The image will appear on the page.
7. **Click the submit button on the bottom of the editor page.**

(Figure 8.1)



## 8.0 Adding images (cont.)

(Figure 8.2)



Category search drop-down

Click image or "Select Image" link to choose image.

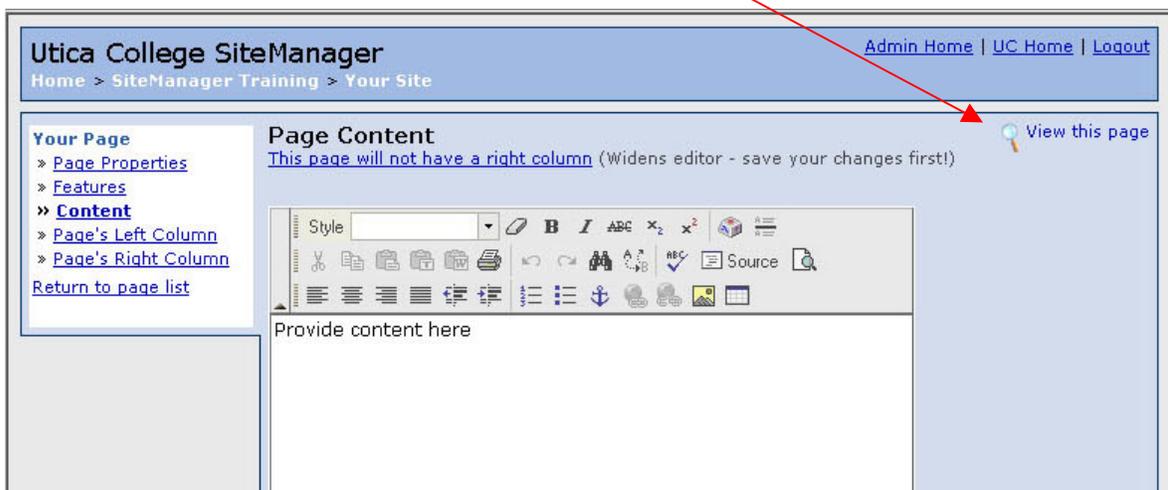
## 9.0 View your changes

SiteManager allows you to use your standard Web browser (Internet Explorer, etc.) to preview your edited pages, as well as view the page as it currently appears on the Web.

**TO PREVIEW YOUR CHANGES:** Click the “Preview Changes” button at the bottom of the editor page. This will open a new browser window displaying the edited page. (There is also a button in the toolbar that performs the same function.)



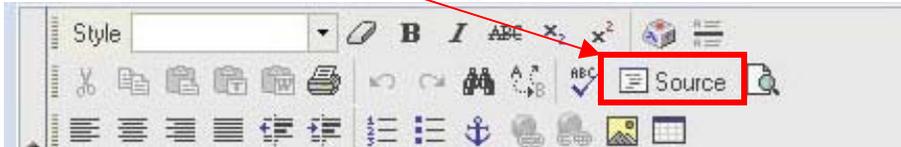
**TO VIEW THE PAGE AS IT CURRENTLY APPEARS ON THE WEB:** Click the “View This Page” link at the top right-hand corner of the editor page. This will open a new browser window displaying the last saved version of the page.



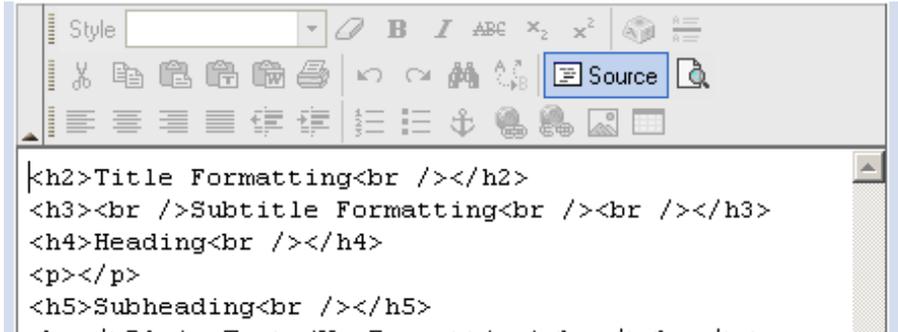
## 10.0 Copy content from one SiteManager page to another

The simplest and most effective way to copy content from one SiteManager page to another is by copying and pasting the html source code. This will enable you to copy text, formatting, links, and images with great accuracy.

**To access the source code of a SiteManager page**, click the “Source” button in the toolbar of the editor.



This will display the html code that comprises your Web page.



Using your mouse and keyboard, select all of the code within the browser window (keystroke: Ctrl + A) and copy it (keystroke: Ctrl + C).

Next, open the editor window for the destination page, and click the “Source” button in the editor toolbar. Then, using your keyboard and/or mouse, paste the code you copied from the first page into the destination page. When you have done so, click the “Source” button again. The content should appear exactly as it appears on the original page.

**Note: Be sure to click “submit” to save your changes.**