

WCMS – Web Content Management System

Information Technology Services

Louisiana State University

Contents

Getting Help	3
Introduction to Content Explorer	3
Logging in to the Content Explorer	5
Content Tab.....	5
Workflow	6
States	7
Content Items.....	8
Creating Content Items	8
Deleting Content Items.....	10
Shared Fields Between Content Items	10
Available Content Items on your Site	11
1. Academic Contact Page	11
2. Announcement	13
3. AtoZ Page.....	14
4. Auto Index	15
5. Employee Info Auto Index	16
6. Employee Information.....	17
7. Event	20
8. Events Auto Index	21
9. External Link.....	21
10. File	22
11. Folder Index	22
12. Form Mail	23
13. Generate List of Academic Contact Pages	25
14. Generate List of Contacts	25
15. Generic	26
16. Home	26
17. IFrame.....	27
18. Image	27
19. List of News, Events or Announcements	28
20. Nav Image.....	28
21. News Letter	29

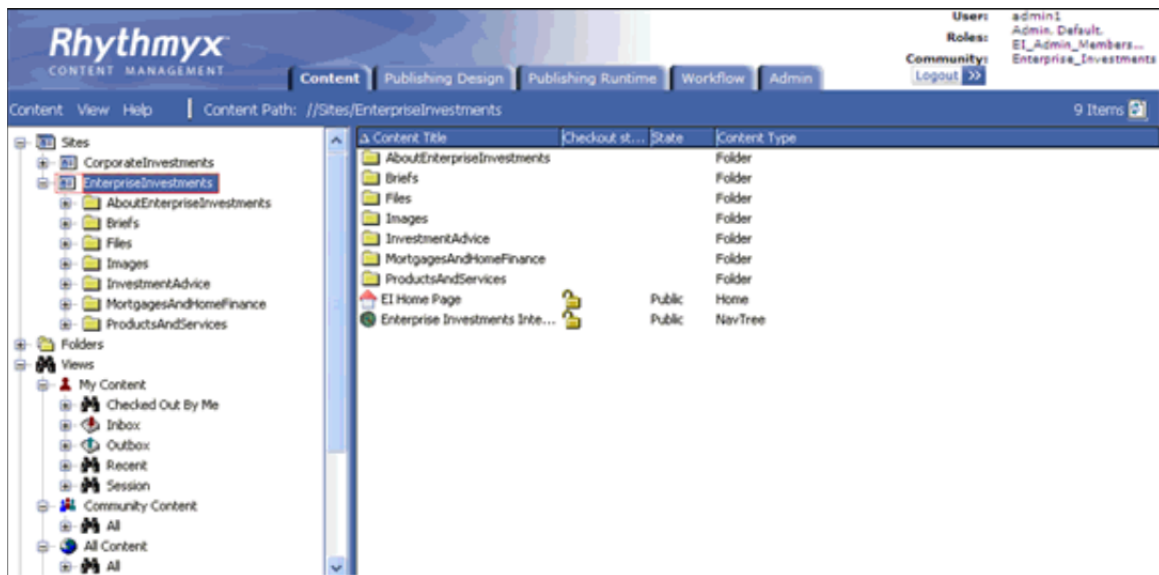
22.	RSS Feed (Announcements & Events).....	31
23.	Site Information.....	31
24.	Staff Contact Page.....	32
	Navigation Content Items.....	34
	Setting up Navigation within your Site.....	34
	Connecting Navigation within your Site.....	35
	Selecting a Landing Page for Navigation Items	36
	Templates	36
	How to Assign Different Global Templates.....	36
	Folders	37
	Creating Folders.....	37
	Removing Folders	38
	Content Contribution	38
	How to Add a Link to another Content Item	38
	How to Insert an Inline Image.....	40
	How to Add a Nav Image	41
	How to Add a Home Image	41
	How to Link Content to Random Images.....	42
	How to Change Workflow State	42

Getting Help

- Online help: [Visit GROK \(http://grok.lsu.edu/Categories.aspx?parentCategoryId=1119\)](http://grok.lsu.edu/Categories.aspx?parentCategoryId=1119)
- Contact ITS Help Desk at 578-3375

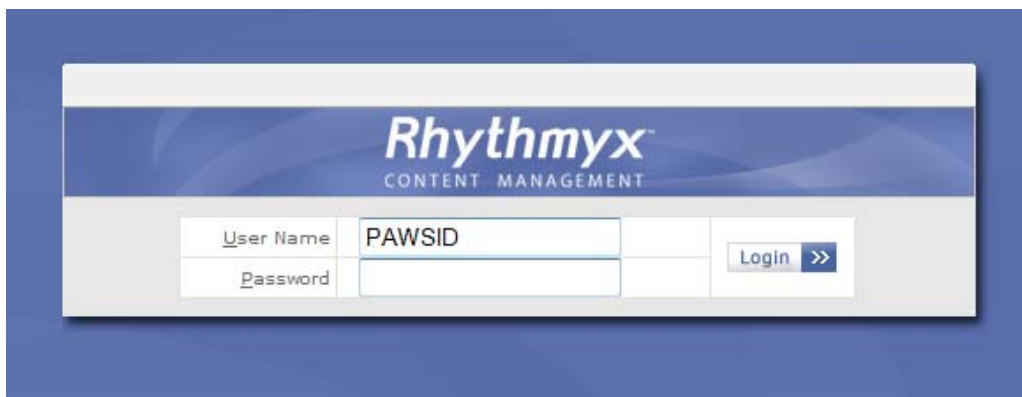
Introduction to Content Explorer

The Content Explorer is the default home page displayed when any user logs in to the WCMS. The Content Explorer gives business users access to Content Item administration functions such as create, approve and copy, and it gives Implementers and Administrators access to Publishing and Workflow setup screens.



Logging in to the Content Explorer

To log into Content Explorer, open one of the supported Web browsers and navigate to <http://wcms.lsu.edu>

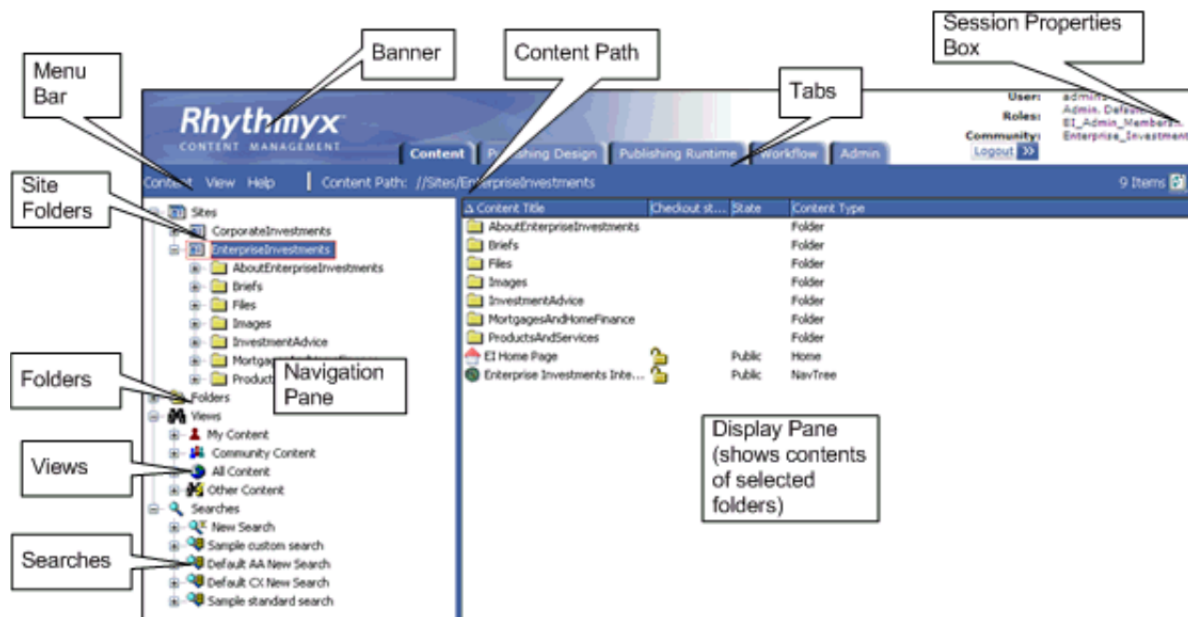


Enter your **PAWS ID** as the user name and your **PAWS Password** as the password, and click **[Login]**.

Content Tab

In the Content Tab, business users create and modify Content Items and transition them into Workflow States. This tab also allows users to actively assemble Content Items as pages or portions of pages and preview the results.

The Content Tab appears and functions similarly to the Windows Explorer interface: the left pane displays a Navigation Tree and the right pane is a Display pane that lists the contents of the node selected in the Navigation Tree.



Several of the components labeled on the Content tab graphic above are present in Content Explorer regardless of the tab selected. These components include the Session Properties box, which displays the login User Name, Roles, Community, and Locale (if the system includes more than one Locale), and tabs

for accessing other pages. Only the tabs for pages that the user may access are visible. If the user only has access to the Content tab, no tabs are visible.

The Navigation pane includes four main nodes that represent different ways of navigating Content Items:

- **Sites**

The Sites node is used to define Site structures and to assign Content Items to those Sites. When Rhythmyx publishes the content, it creates a directory structure on the target Web server identical to the structure you define under this node. Published pages are output to the directory parallel to the Content Explorer Site Folder to which they have been assigned.

- **Folders**

The Folders node consists of Folders used strictly to organize Content Items. The folder structures created under this node are not used in Publishing but for personalized organization.

- **Views**

The Views node consists of a set of pre-defined queries that return lists of content. Views fall into four categories.

- *My Content Views*

This category is the richest set of default Views. Views in this category list Content Items checked out to the logged user, Content Items assigned to the logged user, Content Items the user has worked on recently, and Content Items created by the user.

- *Community Content Views*

This category consists of Views that list Content Items only in the current Community of the user.

- *All Content Views*

This category consists of Views that can list all Content Items in the system, regardless of their Community or current Workflow State.

- *Other Content Views*

This generic category consists of Views that do not fit in any of the other categories.

- **Searches**

The Searches node consists of the New Search query and several pre-defined search queries. Searches are somewhat simpler than Views. Views can query based on system data not available to searches.

When a user selects a node in the Navigation Tree, the Display Pane displays its contents. In the Display Pane, users can select a Content Item and right-click to open a menu of options for acting on it. Content items in the Display Pane may be preceded by the default icon or by a custom icon, as in the graphic above.

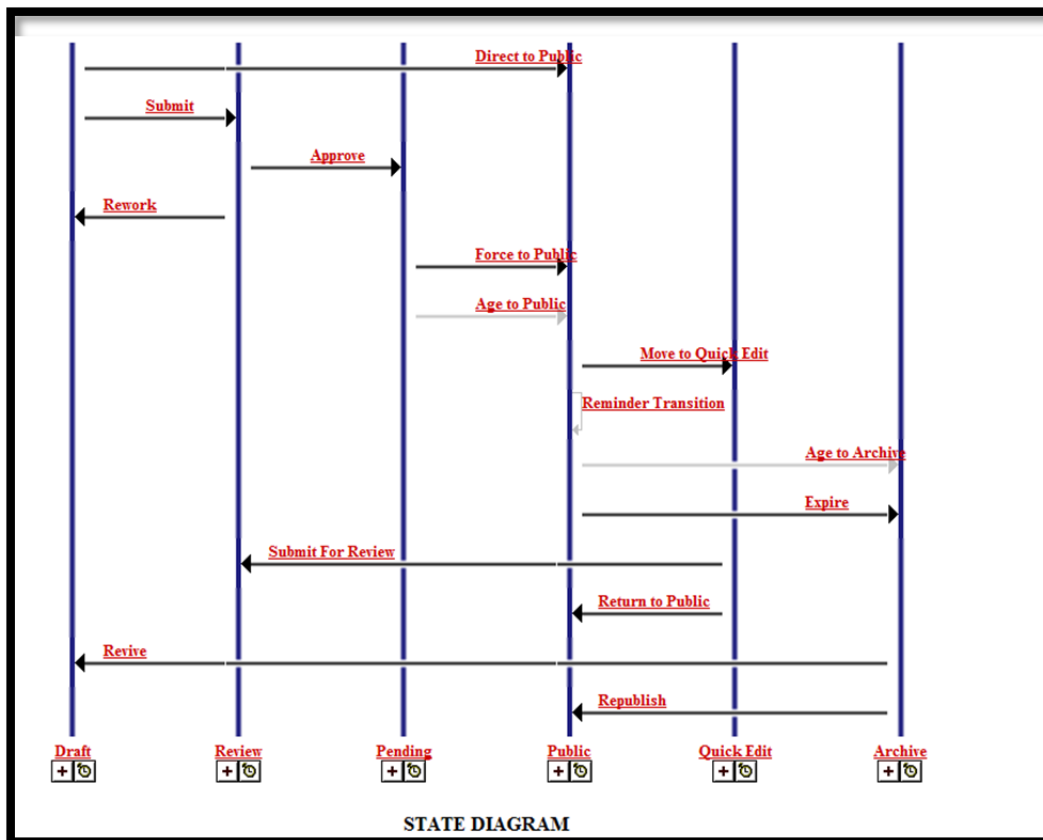
The Content tab also includes a Menu Bar with drop menus that include the various actions available to users in the Content tab.

To the right of the Menu bar, the Content Path displays the full path of the component selected in the Navigation pane.

Workflow

A WCMS Workflow is a set of States that a Content Item progresses through during its lifetime.

States



- Draft: Item has not been published.
- Review: Item has been edited by an author and is awaiting review
- Pending: Item has been approved by an editor and is waiting to be moved to the public state
- Public: Item is on the live site or will be after the next publishing run
- Quick Edit: Item is being edited after being in the public state
- Archive: Item is no longer live on the website

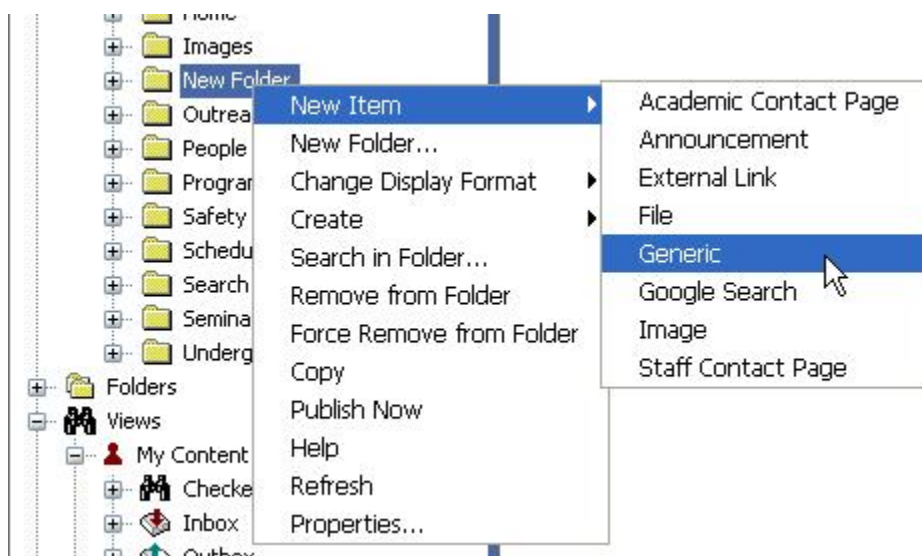
Content Items

Content Items are the basic units of content in Rhythmyx. A Content Item is usually a portion of a page, such as a block of text, an image, or a banner, header or footer. In some cases, such as home pages, a Content Item may be a complete page, but more commonly, a Content Item is a portion of a page.

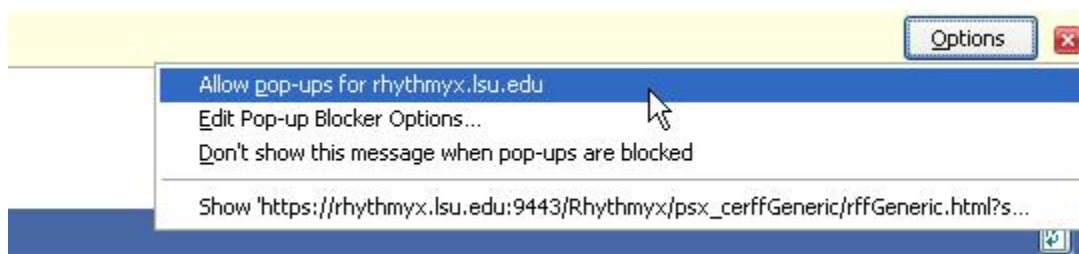
By defining content in such a granular manner, Rhythmyx provides users greater control over the content. You can use the same Content Item in multiple ways on different pages. Further, if editing is necessary, you only need to change the Content Item that needs to be modified, and do not disturb other parts of the page.

Creating Content Items

In the Content Explorer, right click on the folder the new page will be placed in, and select the content type suitable for the new page (use Generic if special formatting is not necessary). The system title should use the naming convention for your department site.



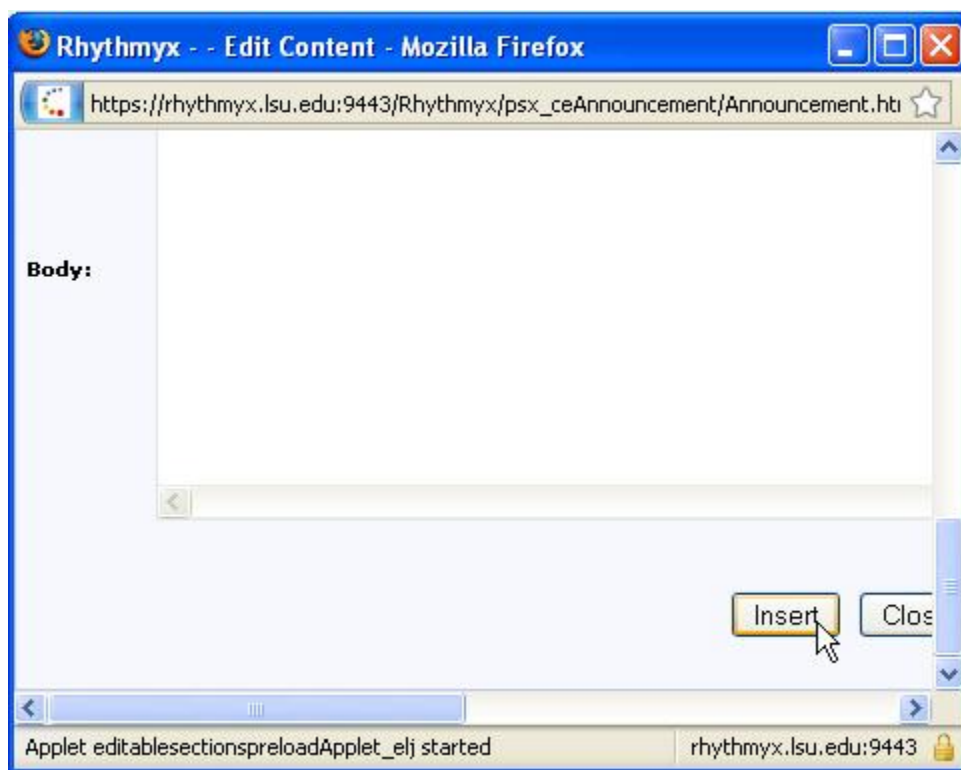
You may have to allow your Internet browser to let pop-ups appear.



You may also have to approve the security check by selecting **Run**.



Fill out the **Edit Content** screen, and select **Insert** to add your new page to your site.



Deleting Content Items

Make sure your page is not in the Public state by clicking Quick Edit. Close the item.

In the Content Explorer, find the page you want to delete under the **Site** folder and right-click it.

Select **Purge**.



Shared Fields Between Content Items

These are the fields that most of the content items share.

- **System Title:**
This field is used to identify the content within the content explorer. This title will not be displayed to the end user. Even though each unit can come up with its own common naming standards, we recommend using the following format:

SITE NAME – DEPARTMENT FORMATTED TITLE
Where the SITENAME is the name of the site followed with a title that describes the content.
- **Title:**
This will be used as the HTML title of the page published, and it will be used as a title within other pages to reference back to this page.
- **Start Date:**
This date will be used as a date to start publishing the content.
- **Expiration Date:**
This date will be used as a date to remove the content from the site. Once the expiration date is passed, the content item is moved to an expired state, which will be removed from the published site. The author of the page will get a reminder before this aging process happens.

- **Fax:** Contact's fax number
- **Email:** Contact's email
- **Bachelor Degree:** Contact's Bachelor Degree
- **Master Degree:** Contact's Master Degree
- **PhD:** Contact's PhD
- **DVM:** Does contact have Doctorate of Veterinary Medicine
- **Post Doc:** Contact's Post Doc
- **Rank/Title:** Contact's Rank or Title
- **Secondary Rank:** Contact's secondary rank
- **Specialty:** Contact's specialty
- **Secondary Specialty:** Contact's secondary specialty
- **Standing:** Contact's standing
- **Concentration:** Contact's concentration
- **Advisor:** Contact's Advisor (if applicable)
- **Biography:** Contact's biography
- **Area of Interest:** Contact's area of interest
- **Awards:** List the contact's awards
- **Publications:** List the contact's publications
- **Other:** Any other information about the contact
- **Twitter ID:** Contact's Twitter ID. This links directly to the contact's twitter feed.
- **Notes:** Room for any extra information about contacting the faculty member.

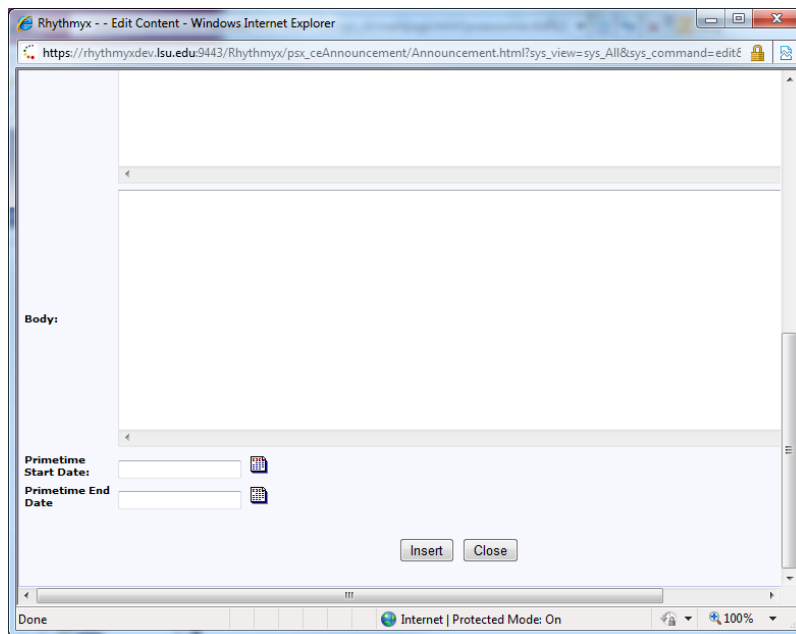
2. Announcement

This content type allows you to add an announcement to your website in a specialized format.

The screenshot shows a web browser window titled "Rhythmyx - Edit Content - Windows Internet Explorer". The address bar shows a URL starting with "https://rhythmyxdev.lsu.edu:9443/Rhythmyx/psx_ceAnnouncement/Announcement.html?". The form contains the following fields and options:

- * System Title:** Text input field.
- * Title:** Text input field.
- Keywords:** Text input field with a dropdown arrow.
- External URL:** Text input field with a dropdown arrow.
- Announcement Type:**
 - ☐ Alerts & Outages
 - ☐ Announcement
 - ☐ Maintenance
 - Check All Uncheck All
- * Start Date:** 2012-03-05 11:06 AM (with a calendar icon)
- Expiration Date:** (empty field with a calendar icon)
- Archive Date:** 2013-03-05 11:06:5 (with a calendar icon)
- Callout:** A large text area for the announcement content.

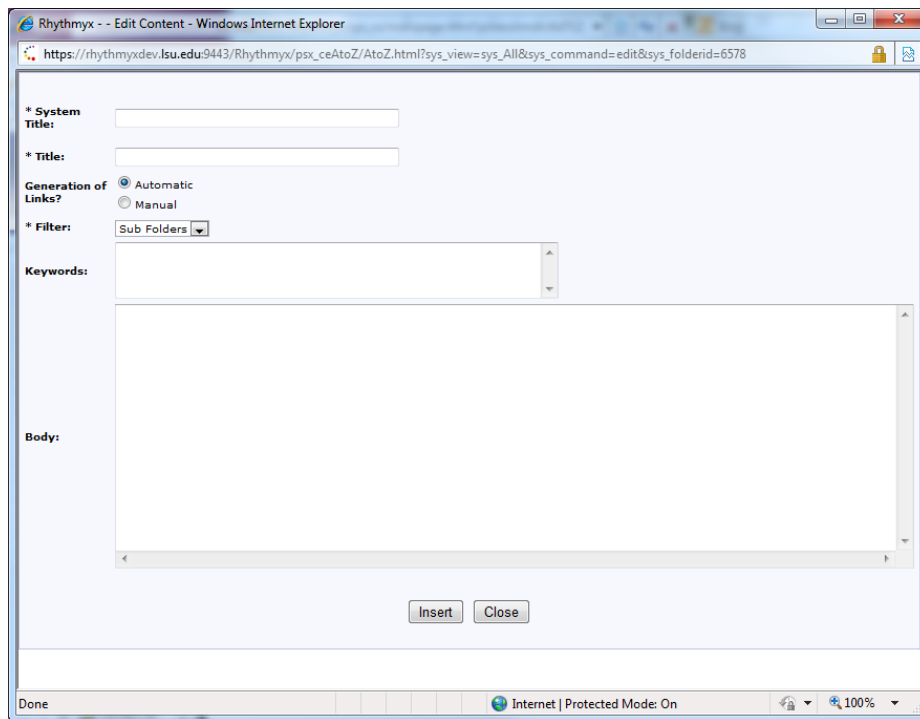
The browser status bar at the bottom shows "Done", "Internet | Protected Mode: On", and a zoom level of "100%".



- **External URL:** This field points to a URL outside of your site relating to the Announcement.
- **Announcement Type:** This lets you describe what type of announcement this is.
- **Start Date:** This date will be used as a date to start publishing the content.
- **Expiration Date:** This date will be used as a date to remove the content from the site. Once the expiration date is passed, the content item is moved to an expired state, which will be removed from the published site. The author of the page will get a reminder before this aging process happens.
- **Archive Date:** This is the date that will be used to mark the content as archived. The difference between Expiration date and Archived date is that an expired item will be removed from the published site but an archived item will not.
- **Callout:** This section is a short blurb describing your announcement that can be shown in another area of your site.
- **Body:** This area contains the main content for your announcement.
- **Primetime Start Date:** This is the date that the announcement will be displayed on the “Announcements” section of your site (if you have this section on your home page). Some sites choose to display the most recent items rather than use this field.
- **Primetime End Date:** This is the date that the event will no longer be displayed on the “Announcements” section of your site (if you have this section on your home page). Some sites choose to display the most recent items rather than use this field.

3. AtoZ Page

The AtoZ page is used to generate an alphabetical list of the content on your website.



- **Generation of Links?:** Automatic or Manual
- **Filter:** This is where you can choose to filter sub folders or the whole site.
- **Body:** This is the main content area for content items

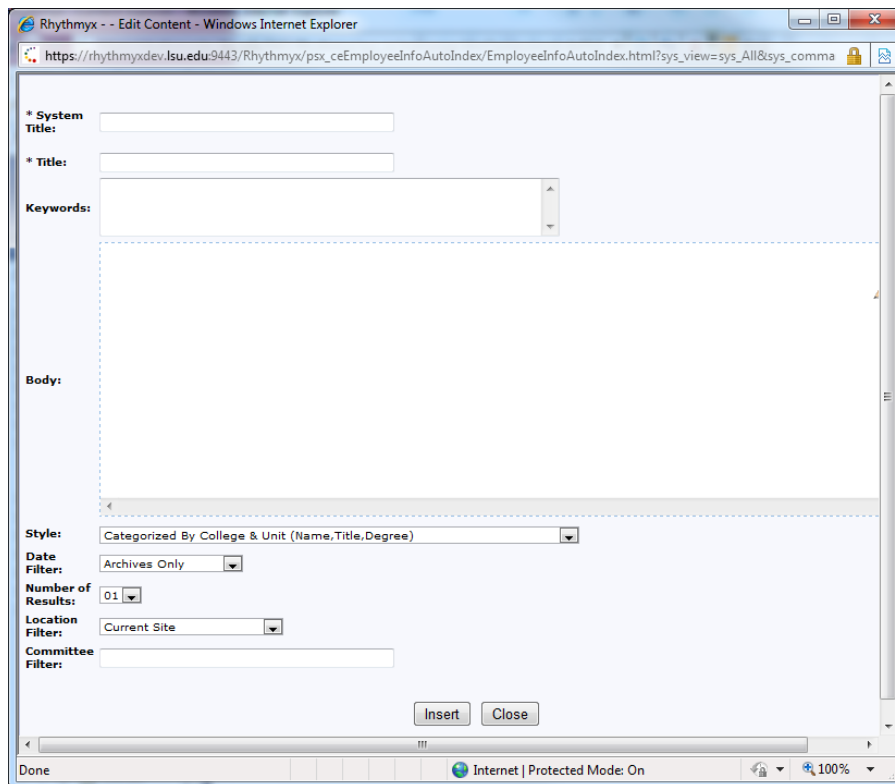
4. Auto Index

This content item is used to automatically generate a list of specified content within the whole site or sub folders where it is located. The specified content is formatted based on different templates specified in the query field.

- **Body:** This field is generally used to display a blurb or description within the body of the page either before or after the auto generated list.
- **Query:** This field determines which content is displayed as a list. It will also determine in what format. In this case all the News items will be displayed, ordered by the date, and only the date and the title are shown.
- **Location Filter:** Determine to find the entire specified content items within the whole site or only specified content items within the subfolders where this content item is created.
- **Number of Results:** Display either the specified number of the specified content items found or display all of them
- **Enable Pagination:** If you select “yes” the results will be divided into multiple pages and a navigation link will allow users to navigate through the pages.
- **Results per Page:** If the “Enable Pagination” is set to yes, this will determine how many items are shown in one page.
- **Generate A to Z:** If this field is set to “yes” then, an A to Z list is generated from the titles of each specified content items. Please note that pagination will not be available if this option is enabled.

5. Employee Info Auto Index

This content type automatically generates a list of employee information within the whole site or subfolders where it is located.



- **Body:** This field is generally used to display a blurb or description within the body of the page either before or after the auto generated list.
- **Style:** This is where you choose what to organize the index by.
- **Date Filter:** This allows you to choose to display archives, current items, or both.
- **Number of Results:** This is where you choose how many results to show on a page.
- **Location Filter:** Determine to find the entire specified content items within the whole site or only specified content items within the subfolders where this content item is created.

6. Employee Information

This is the content type for specifying employee information.

Rhythmyx -- Edit Content - Windows Internet Explorer

https://rhythmyxdev.lsu.edu:9443/Rhythmyx/psr_ceEmployeeInfo/EmployeeInfo.html?sys_views=sys_All&sys_commands=edit&sys_

* System Title:

* Title:

Keywords:

Prefix:

* First Name:

Middle Initial:

* Last Name:

College:

Department/Units:

Suffix:

Office Location:

Office Phone: (225)

Cell Phone:

Fax:

Email:

Post Doc:

Rank/Title:

Specialty:

Advisors (if apply):

Curriculum/Major:

Degree Awarded:

Done

Internet | Protected Mode: On

100%

Rhythmyx -- Edit Content - Windows Internet Explorer

https://rhythmyxdev.lsu.edu:9443/Rhythmyx/psr_ceEmployeeInfo/EmployeeInfo.html?sys_views=sys_All&sys_commands=edit&sys_

Biography:

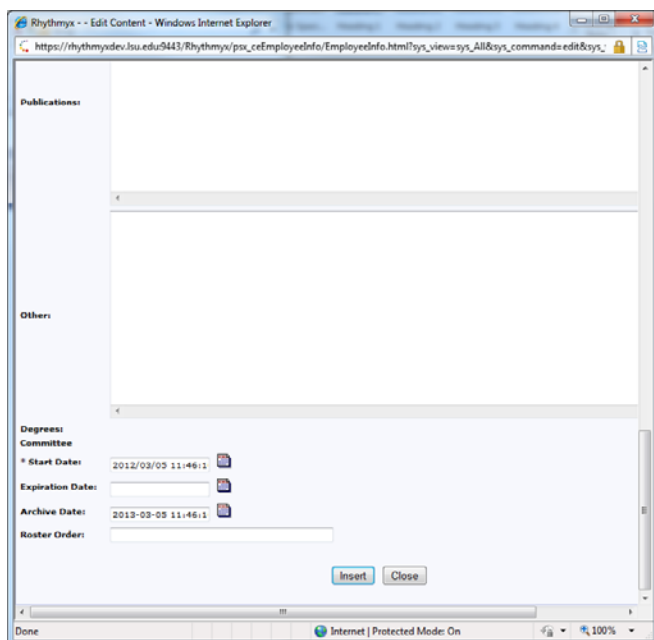
Area Of Interest:

Awards:

Done

Internet | Protected Mode: On

100%



- **Prefix:** Employee's prefix
- **First Name:** Employee's first name
- **Middle Initial:** Employee's middle initial
- **Last Name:** Employee's last name
- **College:** Employee's College
- **Department/Unit:** Employee's Department or Unit
- **Suffix:** Employee's suffix
- **Office Location:** Employee's office location
- **Office Phone:** Employee's office phone number
- **Cell Phone:** Employee's cell phone number
- **Fax:** Employee's fax number
- **Email:** Employee's email
- **Post Doc:** Employee's Post Doc
- **Rank/Title:** Employee's Rank or Title
- **Specialty:** Employee's specialty
- **Advisor:** Employee's Advisor (if applicable)
- **Curriculum/Major:** Employee's curriculum or major
- **Degree Awarded:** Degree awarded to employee
- **Biography:** Employee's biography
- **Area of Interest:** Employee's area of interest
- **Awards:** This is where you list the employee's awards
- **Publications:** This is where you list the employee's publications
- **Other:** Any other information about the employee
- **Start Date:** This date will be used as a date to start publishing the employee's information.
- **Expiration Date:** This date will be used as a date to remove the employee's information from the site. Once the expiration date is passed, the item is moved to an expired state, which will be removed from the published site. The author of the page will get a reminder before this aging process happens.

- **Archive Date:** This is the date that will be used to mark the employee's information as archived. The difference between Expiration date and Archived date is that an expired item will be removed from the published site, but an archived item will not.

7. Event

This Content Type allows you to add an event to your website in a specialized format.

The screenshot shows the 'Edit Content' form for an Event in the Rhythmyx system. The form is titled 'https://rhythmyxdev.lsu.edu:9443 - Rhythmyx - Edit Content - Mozilla Firefox'. It contains the following fields:

- * System Title: [Text Field]
- * Title: [Text Field]
- External URL: [Text Field]
- * Start Date: [Date Picker (2010-01-27 11:32)]
- Expiration Date: [Date Picker (2012-01-27 11:32)]
- Reminder Date: [Date Picker]
- Archive Date: [Date Picker (2011-01-27 11:32)]
- Primetime Start Date: [Date Picker]
- Primetime End Date: [Date Picker]
- Keywords: [Text Field]
- Description: [Text Field]
- Callout: [Text Field]

The screenshot shows the 'Edit Content' form for an Event in the Rhythmyx system, specifically the 'Body' section. The form is titled 'https://rhythmyxdev.lsu.edu:9443 - Rhythmyx - Edit Content - Mozilla Firefox'. It contains the following fields:

- * Event Start Date: [Date Picker (2010-01-27)]
- Event End Date: [Date Picker (2010-01-27)]
- Event Time Flag: [Radio Buttons (All Day, Specify Below, Yes)]
- Start Time: [Time Picker (Choose Time)]
- End Time: [Time Picker (Choose Time)]
- Event Location: [Text Field]
- Event Types: [Dropdown Menu (Conference)]
- On Going?: [Checkbox (Yes)]
- Special Event?: [Checkbox (Yes)]

At the bottom of the form, there are 'Insert' and 'Close' buttons.

- **External URL:** This field points to a URL outside of your site relating to the Event.
- **Primetime Start Date:** This is the date that this event will be displayed on the “Events” section of your site (if you have this section on your home page). Some sites choose to display the most recent items rather than use this field.
- **Primetime End Date:** This is the date that this event will no longer be displayed on the “Events” section of your site (if you have this section on your home page). Some sites choose to display the most recent items rather than use this field.
- **Callout:** This section is a short blurb describing your event that can be shown in another area of your site
- **Body:** This is the main content area for content items.

- **Event Start Date:** This is when the actual event starts.
- **Event End Date:** This is when the actual event ends.
- **Event Time Flags:** This allows you to specify whether this event is all day or not.
- **Start Time:** This is the start time for your event.
- **End Time:** This is the time the event ends.
- **Event Location:** This is the location of the event.
- **Event Type:** This lets you describe what kind of event this is.
- **On Going?:** Is this event ongoing or not.
- **Special Event?:** Is it a special event?

8. Events Auto Index

This content type automatically generates a list of events within the whole site or the sub folders where it is located. The events are formatted based on different templates specified in the query field.

- **Body:** The content area that appears before or after the list of events.
- **Style:** Determines how the events are displayed.
- **Date Filter:** Allows you to choose between current events, archived events or both.
- **Number of Results:** How many events do you want to display in the listing?
- **Location Filter:** Allows you to determine whether you want to show all events from the whole site or just the events listed in the current folder.

9. External Link

This content type allows you to add URLs for outside sites to your site in one location for use in multiple locations on your site.

https://rhythmyxdev.lsu.edu:9443 - Rhythmyx - Edit Content - Mozilla Firefox

* System Title:

* Title:

* URL:

* Start Date: 2010-01-27

Archive Date:

Link Type: Doesn't Apply

Insert Close

Done rhythmyxdev.lsu.edu:9443

- **URL:** the URL of the outside site
- **Link Type:** allows you to determine if it's a specialized link or not. Is usually used for social networking sites (i.e., Facebook).

10. File

This content type allows you to upload files to your website (i.e., PDFs, word documents, etc.)

https://rhythmyxdev.lsu.edu:9443 - Rhythmyx - Edit Content - Mozilla Firefox

* System Title:

* Title:

* Start Date: 2010-01-27

Expiration Date:

Reminder Date:

File: Browse...

Binary Filename:

File Type:

Save Path:

File ID:

File Category: None

Archive Date:

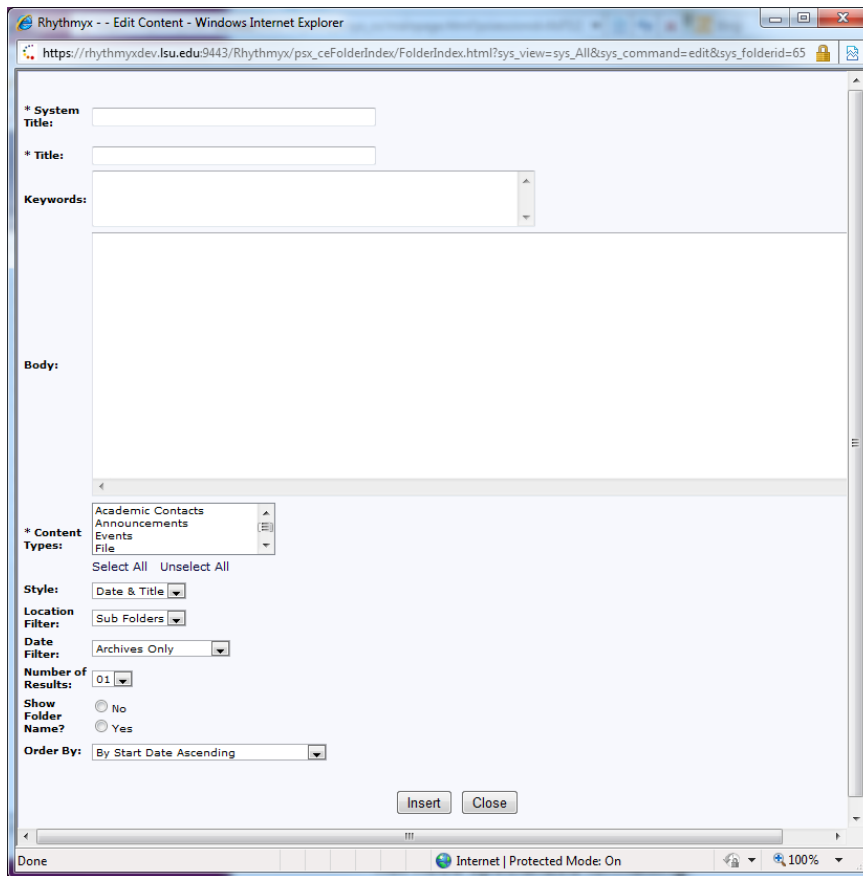
Insert Close

Done rhythmyxdev.lsu.edu:9443

- **File:** Browse your computer for the file to be uploaded
- **File Category:** Flag to categorize your file.

11. Folder Index

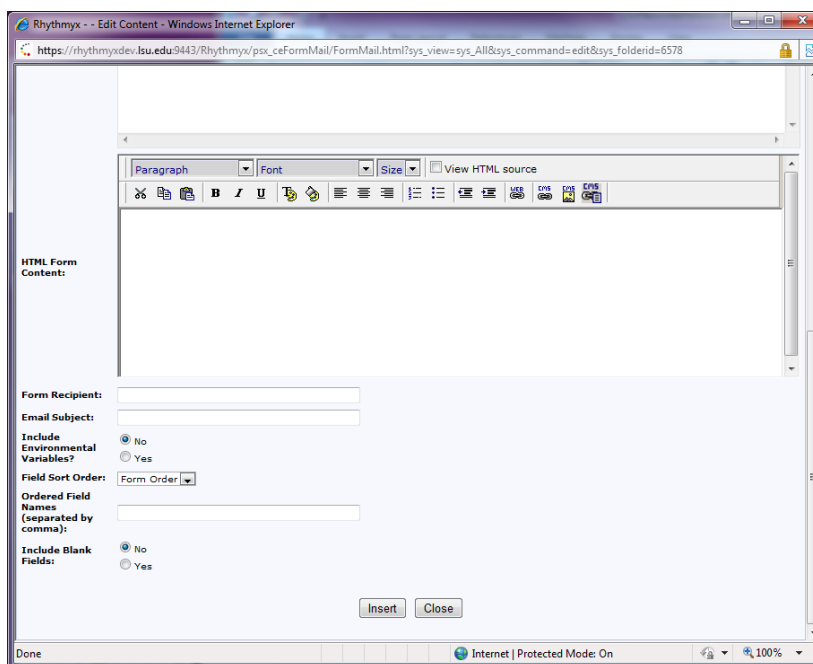
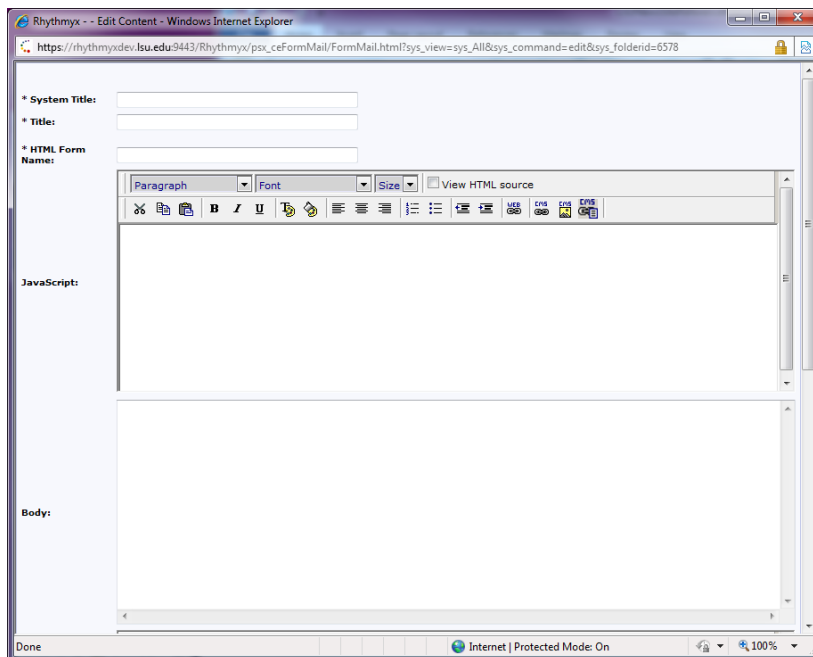
This content type lists the content items based on the folders they are in.



- **Body:** Content area before or after the list of content items.
- **Content Types:** Type of content to be listed
- **Style:** Determines how the folders are displayed
- **Location Filter:** Allows you to determine whether you want to show all folders from the whole site or just folders listed in the current folder.
- **Date Filter:** Allows you to choose between current folders, archived folders or both.
- **Number of Results:** How many events do you want to display in the listing?
- **Show Folder Name?:** Displays the names of the folders as category sections or not
- **Order By:** Sort order for the content items

12. Form Mail

This item is used for an HTML form on your website with responses to be sent in an email.



- **HTML Form Name:** The name of your form
- **JavaScript:** This is where the JavaScript for the form goes.
- **Body:** Content area before or after the form.
- **HTML Form Content:** This is where your form content goes.
- **Form Recipient:** Email address that the forms should be sent to
- **Email Subject:** Subject of the emails containing the forms
- **Include Environmental Variables?:** Choose if you want to include environmental variables or not
- **Field Sort Order:** Choose to sort in alphabetic order or manually.
- **Ordered Field Names:** Order of field names if you chose to sort them manually
- **Include Blank Fields:** Should fields that were left blank be emailed with the form?

13. Generate List of Academic Contact Pages

This item is used to generate a list of Academic contact pages.

The screenshot shows the 'Rhythmyx - Edit Content' window in Internet Explorer. The address bar displays the URL: https://rhythmyxdev.lsu.edu/9443/Rhythmyx/psx_ceAcademicContactPageList/AcademicContactPageList.html?sys_view=sys_All&sys_comman. The form includes fields for '* System Title:' and '* Title:', a large 'Body:' text area, a 'Style:' dropdown menu set to 'Tabular Listing By Concentration', and a 'Filter:' dropdown menu set to 'Sub Folders'. At the bottom are 'Insert' and 'Close' buttons. The status bar at the bottom indicates 'Internet | Protected Mode: On' and a zoom level of 100%.

- **Body:** Content item before or after list of Academic Contacts.
- **Style:** Choose to list by concentration or by standing.
- **Filter:** This is where you can choose to filter sub folders or the whole site.

14. Generate List of Contacts

This item is used to generate a list of all contacts.

The screenshot shows the 'Rhythmyx - Edit Content' window in Internet Explorer. The address bar displays the URL: https://rhythmyxdev.lsu.edu/9443/Rhythmyx/psx_ceContactList/ContactList.html?sys_view=sys_All&sys_command=edit&sys_folderid=6578. The form includes fields for '* System Title:' and '* Title:', a large 'Body:' text area, a 'Style:' dropdown menu set to 'Contact Summary Information', and a 'Filter:' dropdown menu set to 'Sub Folders'. At the bottom are 'Insert' and 'Close' buttons. The status bar at the bottom indicates 'Internet | Protected Mode: On' and a zoom level of 100%.

- **Body:** Content item before or after list of Contacts.
- **Style:** Choose to list by contact summary information or tabular listing.
- **Filter:** This is where you can choose to filter sub folders or the whole site.

15. Generic

This content type will be one of the most frequently used on any site. It is for content that does not need specialized formatting.

The screenshot shows a web browser window titled "https://rhythmysdev.lsu.edu:9443 - Rhythmys - Edit Content - Mozilla Firefox". The form contains the following fields and sections:

- * System Title: [Text input]
- * Title: [Text input]
- * Start Date: 2010-01-27 [Calendar icon]
- Expiration Date: [Calendar icon]
- Reminder Date: [Calendar icon]
- Keywords: [Text input]
- Description: [Text input]
- Callouts: [Large text area]
- Body: [Large text area]
- * Images: Normal [Dropdown menu]
- Archive Date: [Calendar icon]

At the bottom of the form, there are "Insert" and "Close" buttons. The status bar at the bottom of the browser window shows "Applet: editablessectionspreloadApplet_v1 started" and "rhythmysdev.lsu.edu:9443".

- **Callout:** This section is a short blurb describing your event that can be shown in another area of your site.
- **Body:** This is the main content area for content items.

16. Home

This is the content type used to generate the home page of the site.

The screenshot shows a web browser window titled "https://rhythmysdev.lsu.edu:9443 - Rhythmys - Edit Content - Mozilla Firefox". The form contains the following fields and sections:

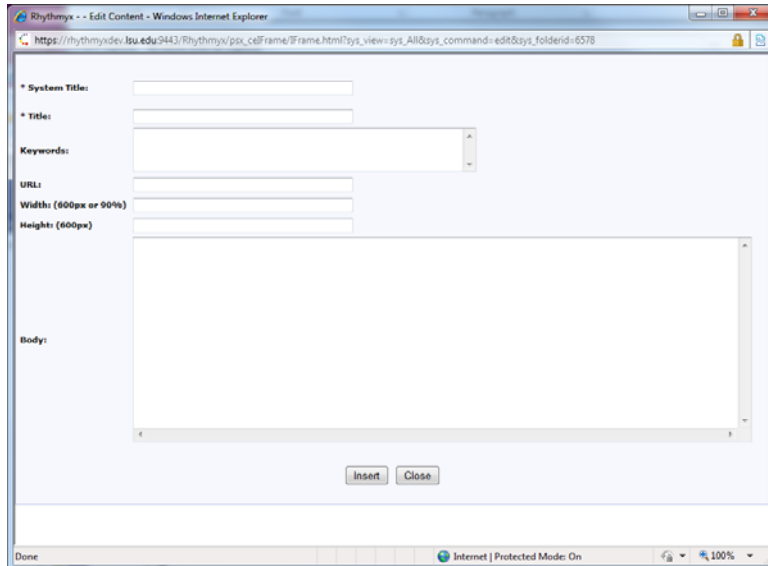
- * System Title: [Text input]
- * Title: [Text input]
- * Start Date: 2010-01-27 [Calendar icon]
- Expiration Date: [Calendar icon]
- Reminder Date: [Calendar icon]
- Keywords: [Text input]
- Description: [Text input]
- Body: [Large text area]
- Archive Date: [Calendar icon]

At the bottom of the form, there are "Insert" and "Close" buttons. The status bar at the bottom of the browser window shows "Applet: editablessectionspreloadApplet_v1 started" and "rhythmysdev.lsu.edu:9443".

- **Body:** This is the main content area for the home page.

17. IFrame

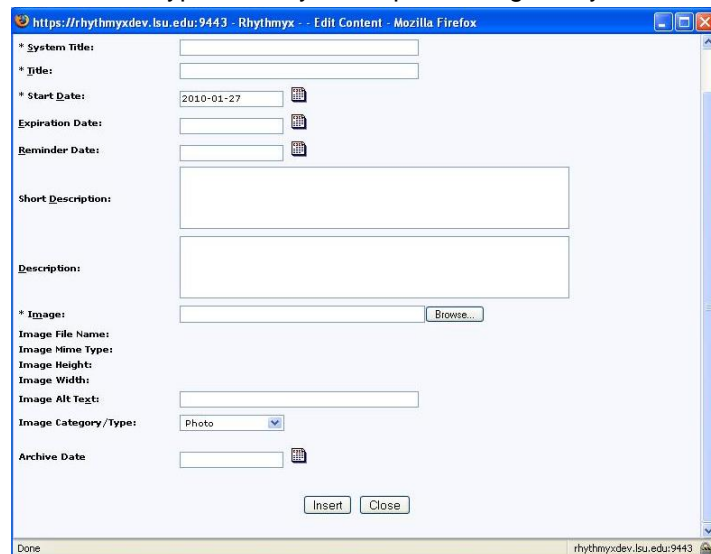
This content type is used to embed another document inside a frame within your web page.



- **Width:** This is how wide the frame should be.
- **Height:** What the height of the frame should be.
- **Body:** The content that will go inside the frame.

18. Image

This content type allows you to upload images to your site



- **Short Description:** A shorter version of the description – can be used as a caption if the description is too long

- **Image:** Search for the image using the browse button.
- **Image Alt Text:** If the image isn't displayed, this is the alternate text for the image.
- **Image Category/Type:** Categorizes the image

19. List of News, Events or Announcements

This content type automatically generates a list of news, events or announcements within the whole site or sub folders where it is located. The news, events or announcements are formatted based on different templates specified in the query field.

- **Body:** The content area that appears before or after the list of announcements, news or events
- **Content Types:** Select whether the content types being listed are announcements, news or events
- **Style:** Choose the style to use for the list of announcements, news or events.
- **Location Filter:** Allows you to determine whether you want to show announcements, news or events from the whole site or just listed in the current folder.
- **Date Filter:** Allows you to choose between current announcements, news or events, archived announcements, news or events or both.
- **Number of Results:** How many announcements, news or events do you want to display in the listing?
- **Display Primetime Section:** If set to yes, there will be a section that displays announcements, news or events that are set to show during that specific date and time.
- **Primetime Display Style:** How the Primetime Section is being displayed.

20. Nav Image

This image will display at the top of the page with the navigation.

* System Title:

* Title:

* Start Date: 2012/03/05 13:42:1

* Active Image:

Active Image File Name:

Active Image Type:

Active Image Height:

Active Image Width:

Inactive Image:

Inactive Image File Name:

Inactive Image Type:

Inactive Image Height:

Inactive Image Width:

* Rollover Image:

Rollover Image Filename:

Rollover Image Type:

Rollover Image Height:

Rollover Image Width:

Image Selector:

Archive Date: 2013-03-05 13:42:1

Done Internet | Protected Mode: On 100%

- **Active Image:** This is where you upload the active image.
- **Rollover Image:** This is where you upload the rollover image.
- **Archive Date:** This is the date that will be used to mark the image as archived.

21. News Letter

This content type is to create a newsletter for your site.

Rhythmyx - Edit Content - Windows Internet Explorer

https://rhythmyxdev.lsu.edu:9443/Rhythmyx/psx_ceNewsLetter/NewsLetter.html?sys_view=sys_All&sys_command

* System Title:

* Title:

Header Title:

* Start Date: 2012-03-05 01:52 PM

Expiration Date:

Reminder Date:

Archive Date: 2013-03-05 13:52:1

Keywords:

Description:

Pre Content:

Done Internet | Protected Mode: On 100%

Rhythmyx - Edit Content - Windows Internet Explorer

https://rhythmyxdev.lsu.edu:9443/Rhythmyx/psx_ceNewsLetter/NewsLetter.html?sys_view=sys_All&sys_command

Events:

Post Content:

Insert Close

Done Internet | Protected Mode: On 100%

- **Start Date:** This date will be used as a date to start publishing the content
- **Expiration Date:** This date will be used as a date to remove the content from the site. Once the expiration date is passed, the content item is moved to an expired state, which will be removed from the published site. The author of the page will get a reminder before this aging process happens.

- **Reminder Date:** This date will be used by the workflow agent to send a reminder about an item to the author of the content. Reminders can be set right before the expiration date to remind content contributors before the content is removed from the site
- **Archive Date:** This is the date that will be used to mark the content as archived. The difference between the Expiration date and the Archived date is that an expired item will be removed from the published site but an archived item will not.
- **Pre Content:** This is the content that will display before your news letter
- **Events:** This is where the newsletter goes
- **Post Content:** This is the content that will display after your newsletter.

22. RSS Feed (Announcements & Events)

This content type is used to put an RSS Feed on your page.

The screenshot shows a web browser window titled "Rhythmyx - Edit Content - Windows Internet Explorer". The address bar shows a URL: "https://rhythmyxdev.lsu.edu:9443/Rhythmyx/psx_ceRSS/RSS.html?sys_view=sys_All&sys_command=edit&sys_folderid=6578". The main content area contains the following form fields:

- * System Title: [Text Input]
- * Title: [Text Input]
- * Link: [Text Input, value: http://]
- Description: [Text Area]
- Managing Editor: [Text Input]
- Webmaster: [Text Input]
- Archive Date: [Text Input, value: 2013-03-05 13:55:2]
- RSS Type: [Dropdown Menu, value: Announcement]

At the bottom of the form are two buttons: "Insert" and "Close". The browser status bar at the bottom shows "Done", "Internet | Protected Mode: On", and a zoom level of "100%".

- **Link:** Link to the RSS feed
- **Managing Editor:** Name of the managing editor
- **Webmaster:** Webmaster's name
- **Archive Date:** This is the date that will be used to mark the content as archived. The difference between the Expiration date and the Archived date is that an expired item will be removed from the published site but an archived item will not.
- **RSS Type:** Choose if it is an announcement or an event.

23. Site Information

This is the content type that generates the footer information

- **Footer Address:** Address of the site owner.
- **Site Name:** Name of the site.
- **Department URL:** URL of the department's site.
- **College Name:** Name of the college or department owning the site
- **College URL:** URL of the college's site
- **Email:** Email address for site's webmaster
- **Phone:** Phone number for department/college/site owner/webmaster
- **Fax:** Fax number for department/college/site owner/webmaster
- **Google Analytics Code:** The University Relations code is automatically created. If you have your own Google Analytics code, this is where you would input it.

24. Staff Contact Page

This content page is used to generate a list of all staff contacts.

Rhythmyx -- Edit Content - Windows Internet Explorer

https://rhythmyxdev.lsu.edu:9443/Rhythmyx/psx_cestaffContactPage/staffContactPage.html?sys_view=sys_All&sys_command=edit&sys_f

* System

Title:

* Title:

Keywords:

Prefix:

* First Name:

Middle Initial:

* Last Name:

Suffix:

Job Title:

Department:

Office Location:

Office Phone:

Cell Phone:

Fax:

Email:

Hometown:

Classification:

Major:

Minor:

Done

Internet | Protected Mode: On

Rhythmyx -- Edit Content - Windows Internet Explorer

https://rhythmyxdev.lsu.edu:9443/Rhythmyx/psx_cestaffContactPage/staffContactPage.html?sys_view=sys_All&sys_command=edit&sys_f

Body:

Image: Browse...

Image Alt Text:

Image File Name:

Image Mime Type:

Order:

Large Thumbnail: Browse...

Large Mime Type:

Insert Close

Done

Internet | Protected Mode: On

- **Prefix:** Staff Contact's prefix
- **First Name:** Staff Contact's first name
- **Middle Initial:** Staff Contact's middle initial
- **Last Name:** Staff Contact's last name
- **Suffix:** Staff Contact's suffix
- **Job Title:** Staff Contact's job title
- **Department:** Staff contact's department
- **Office Location:** Staff contact's office location
- **Office phone:** Staff contact's office phone
- **Cell phone:** Staff contact's cell phone
- **Fax:** Staff contact's fax number
- **Email:** Staff contact's email

- **Hometown:** Staff contact's hometown
- **Classification:** Staff contact's classification
- **Major:** Staff contact's major
- **Minor:** Staff contact's minor
- **Body:** This is where the main content goes
- **Image:** This is where you can upload an image of the staff contact
- **Image Alt Text:** This is the text you want to appear when the picture does not show up
- **Large Thumbnail:** This is where you upload a large thumbnail picture

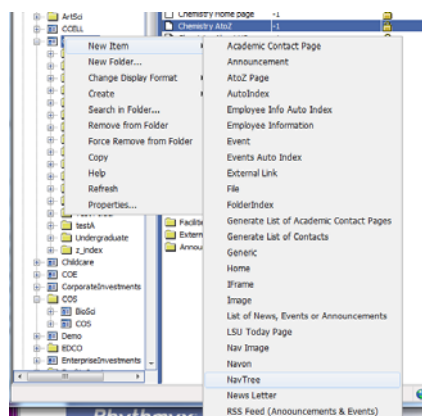
Navigation Content Items

Navons and Navtrees are special Content Items that WCMS uses to generate the site navigation. They act like any other Content Items in the system. They include Slots and have related Content Items assigned to them. They go through the same workflow that other content items go through, but WCMS uses them to create a background XML document to apply the navigation to published pages. They are also used to create the breadcrumbs for the site.

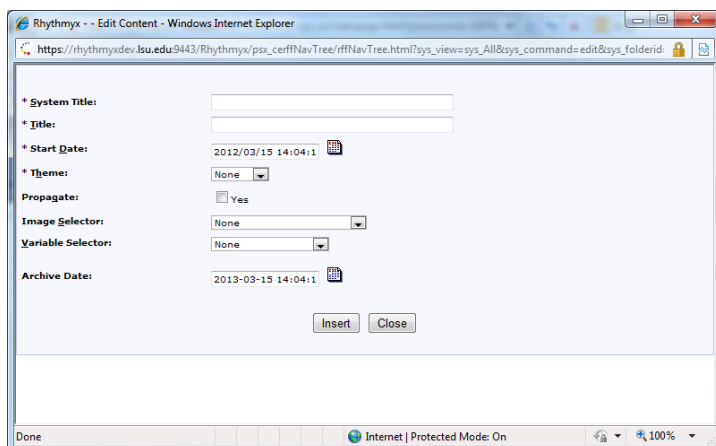
Basically, to automatically generate the navigation for each site, we add either a Navon or a Navtree in each folder, and we associate them together. The navigation is generated based on the Parent, Sibling, Ancestor or Child relationships between the Navons and Navtrees.

Setting up Navigation within your Site

To set up site navigation, first create the folders for your site. Next add a Navtree in the root folder of your site by right clicking the main folder and choosing New Item, then Navtree.



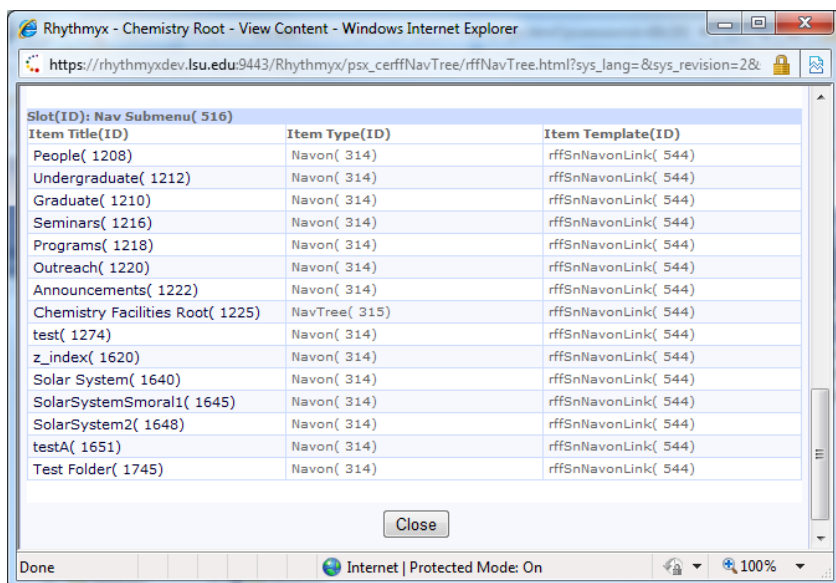
The Theme part of the Navtree Content Item determines where the navigation will be displayed on your website. Navtrees with a theme of top will display the Navtree and its children at the top of the website. Navtrees with a theme of left will display the Navtree and its children at the left of the website. Navtrees are used any time you need to indicate if the navigation is top navigation or left navigation. This means the Navtree will normally be used in the site's root folder and the first level of subfolders.



Navons are used when you do not need to indicate top or left navigation. To add a Navon, right click on the subfolder it belongs in. Choose New Item, and then choose Navon. Navons will normally be used in any folders below the first level. Each folder in your site should have either a Navtree or a Navon.

Connecting Navigation within your Site

After creating all of the site folders and navigation items, you will need to connect the navigation items. To connect navigation, right click the Navtree in the root folder of your site and click Active Assembly Table Editor. Click the link in the Nav Submenu slot section.



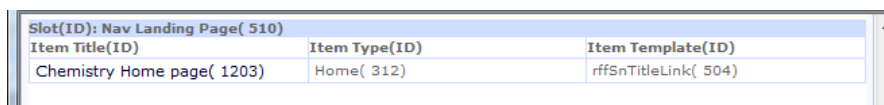
Click through your site using the content browser until you reach the first level Navtrees. You will have to select each first level Navtree individually. Now the first level Navtrees will be displayed at the top or left of your website, depending on which theme you chose.

To connect first level Navtrees to any Navons within their folders, right click the Navtree in the first level folder. Click the link in the Nav Sub Menus slot selection, and click through your site and the subfolders until you reach the next level Navon. Select each Navon individually. Now the second level Navons will display as the hove menu under the first level Navtrees. You can go through the same process with any subfolders deeper than the second level.

Selecting a Landing Page for Navigation Items

Once you have finished connecting the navigation within your site, you can set landing pages for the navigation items. A landing page means that when a user clicks on the item, they will be directed to a new page – usually a generic page within the site. Landing pages can be used with either Navons or Navtrees, but they should only be used when the folder does not contain any more subfolders.

To set the landing page for an item, right click the Navon or Navtree and click Active Assembly Table Editor. Click the link in the Nav Landing Page slot section.



Slot(ID): Nav Landing Page(510)		
Item Title(ID)	Item Type(ID)	Item Template(ID)
Chemistry Home page(1203)	Home(312)	rffSnTitleLink(504)

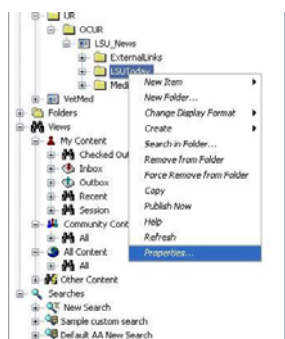
Click through the folders in your site to select the page you want the navigation item to link to.

Templates

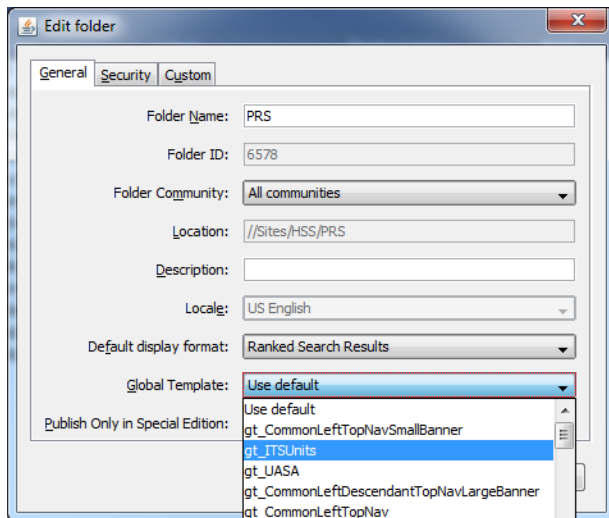
In WCMS, a Template defines how to produce the formatted output (usually a Web page or a portion of a Web page) of a Content Item. The Template defines transformation and formatting rules that are applied to a Content Item's fields and includes placeholders called *Slots* for inserting other formatted Content Items. A Template can be associated with a specific Content Type or shared among Content Types. Each Content Type may have any number of associated Templates. Global templates are templates that define common features for pages on a website or in a document.

How to Assign Different Global Templates

To assign a different global template to a certain section of a site, right click on the folder and select Properties.



Select the Global Template you wish to use and click OK to save.



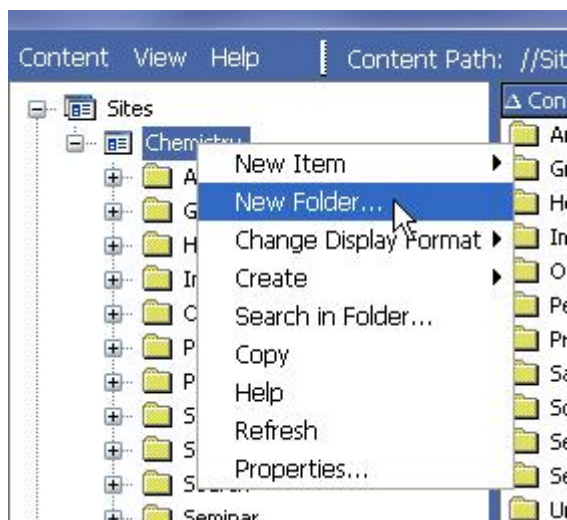
Subfolders will inherit a Global Template from the parent folder.

Folders

WCMS Folders in the Content Explorer navigation pane are visually similar to Folders in Microsoft Windows Explorer. While Windows Explorer folders organize files, Content Explorer Folders organize Content Items. However, underneath, WCMS Folders are very different. In WCMS, Folders are virtual locations for maintaining Content Items. A Content Item is not actually stored in a folder. All Content Items are stored in the CMS Repository (an RDBMS). A Content Item "in" a folder is actually linked to the Folder. Folders provide a method for users to arrange Content Items regardless of how they are stored. The same Content Item may appear in multiple Folders at the same time, since what the Folder holds is actually a link to the physical Content Item. Once an Item is altered, it is altered in the CMS as a whole, and it will appear changed in all the Folders in which it appears. Folders in the Sites node are used to control the structure of the Folders on a published Site. Administrators can use Site Folder Publishing to publish the contents of Site Folders to the same folder tree on the Site.

Creating Folders

In the Content Explorer, right click on your main site folder and select **New Folder**.

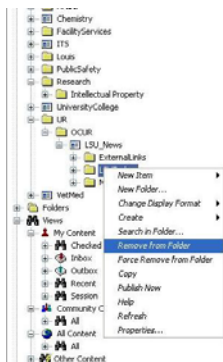


Name your new folder, being careful to use valid characters (no punctuation). Set the folder community to your community and click **OK** to save.

A screenshot of the 'Create folder' dialog box. The 'General' tab is selected. The 'Folder Name' field contains 'New Folder'. The 'Folder ID' field is empty. The 'Folder Community' dropdown is set to 'All communities'. The 'Location' field contains '///Sites/Chemistry'. The 'Description' field is empty. The 'Locale' dropdown is set to 'US English'. The 'Default display format' dropdown is set to 'Default'. The 'Global Template' dropdown is set to 'Use default'. The 'Publish Only in Special Edition' checkbox is unchecked. At the bottom are 'OK', 'Cancel', and 'Help' buttons. A mouse cursor is pointing at the 'OK' button.

Removing Folders

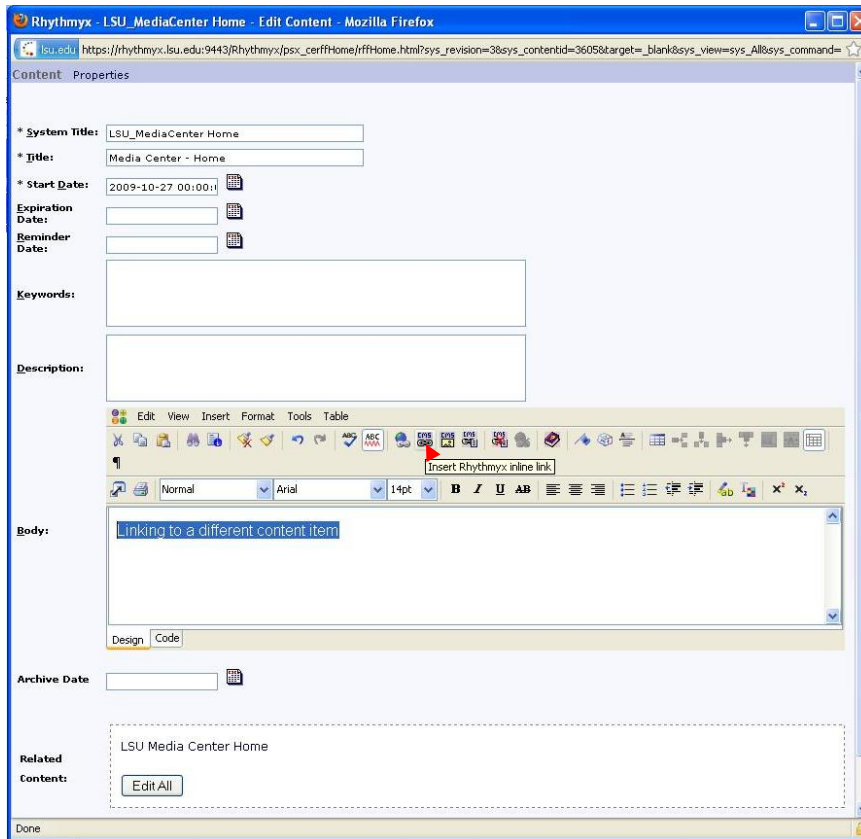
Right click on the folder and select Remove from Folder



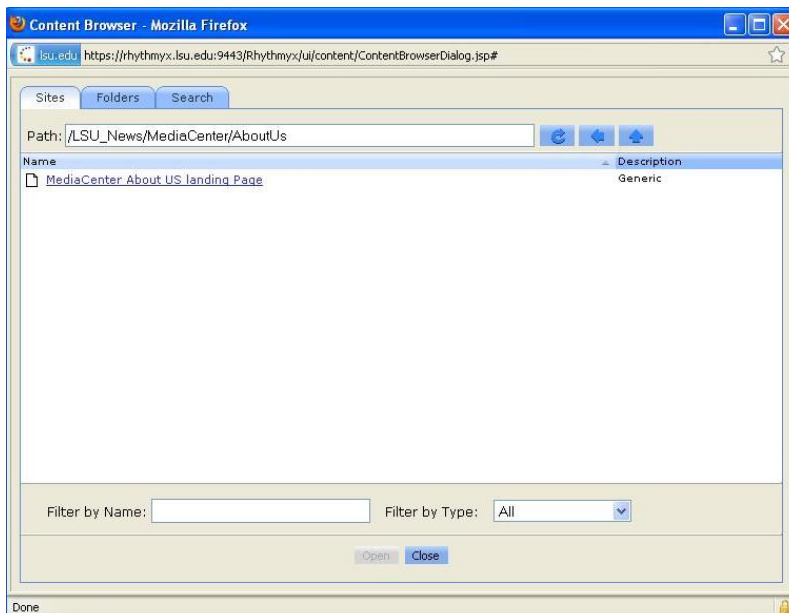
Content Contribution

How to Add a Link to another Content Item

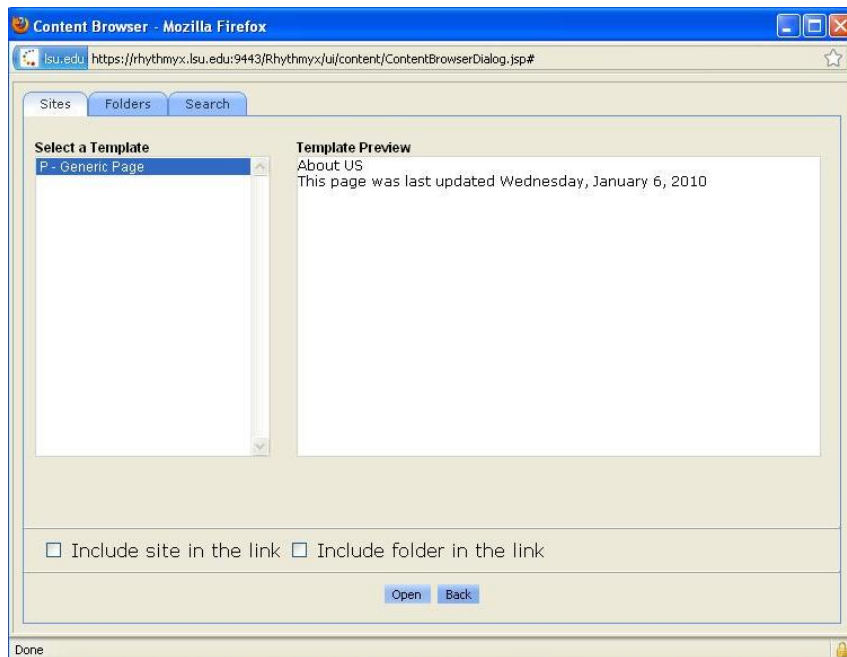
To link to another content item within a different item, highlight the text you wish to link and click Insert Rhythmyx Inline Link.



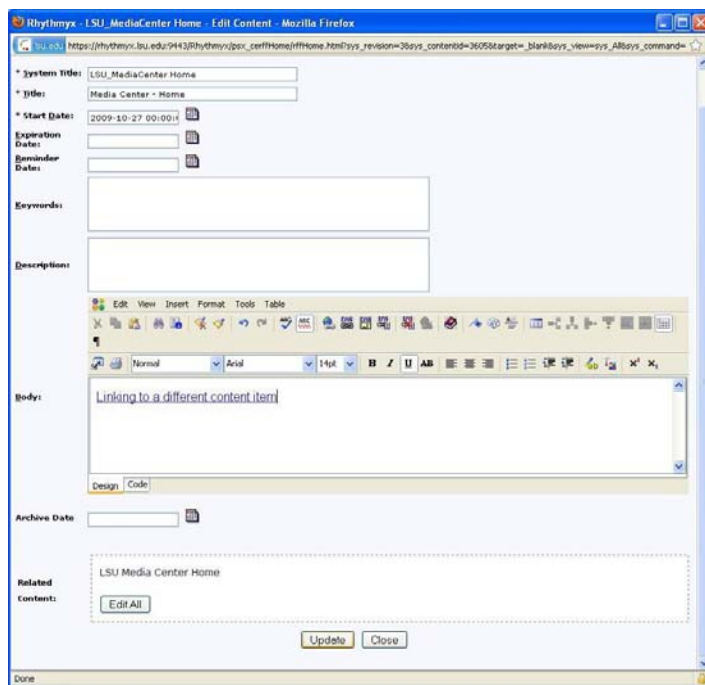
In the Content Browser, navigate to the item you wish to link to and click the name.



In the next box, verify through the template preview that you're using the template you wish for the item you're linking to, and click open.



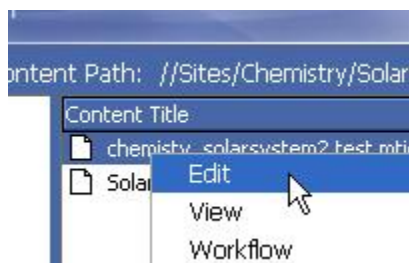
Your item will now show as linked. Click update to save this change.



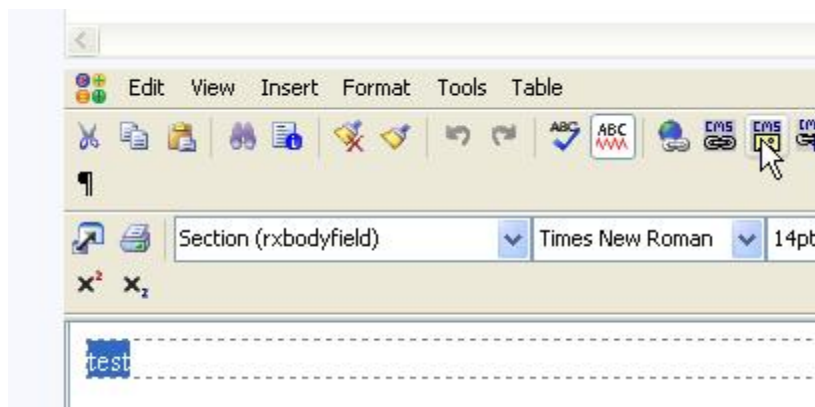
How to Insert an Inline Image

An Inline Image is what you use to display an Image within another content type in your site.

To insert an Inline Image, right-click the page where you wish to place the image, and select **Edit**.



Click the LSU WCMS Inline Image button, search for the uploaded image, and click the **Add** button to add the image.



Click **Update** to save your changes.

How to Add a Nav Image

The Nav Image is used in association with the Navtree and displays with the navigation of site subfolders. It must link to the Nav Image content type.

To set the Nav Image, right click the Navtree in the root folder and click Active Assembly Table Editor. Click the link in the Nav Image slot section. Click through your site to select the Nav Image you want displayed.

Slot(ID): Nav Image(513)		
Item Title(ID)	Item Type(ID)	Item Template(ID)
Chemistry Home Page Top Banner (1223)	Nav Image(313)	rffSnNavImageLink(550)

How to Add a Home Image

The Home Image is used in association with the Home content type and displays on the Home page. It can link to the Image content type.

To set the Home image, right click on the site's Home page and click Active Assembly Table Editor. Click the link in the Home Image slot section, and click through your site to select the Image you want displayed.

Slot(ID): Home Image(547)		
Item Title(ID)	Item Type(ID)	Item Template(ID)
Chemistry Home Top banner(1204)	Image(307)	sn_Image(643)

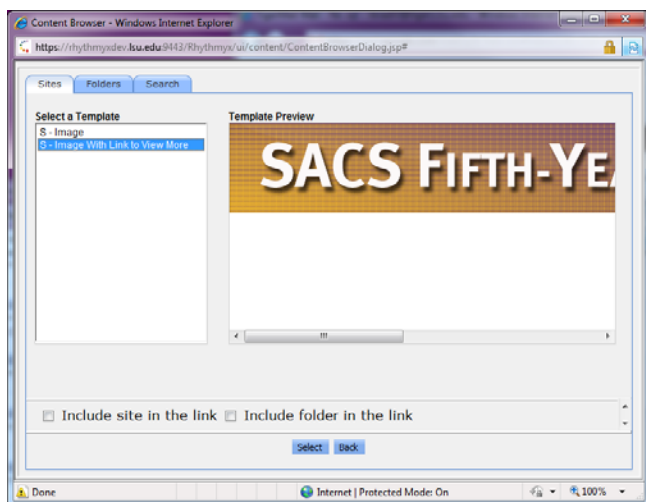
How to Link Content to Random Images

Random images rotate through on a home page, and when clicked, they link to another content type. To add random images, first create a generic page. This is the page an image will link to when clicked. Next, add image content types for the images you want to rotate. With the image in the Quick Edit state, right click on the item and select Active Assembly Table Editor. Click the link in the View More Link slot section. Navigate through your site and select the Generic Page you want to display when the image is clicked.

Next, make sure the home page is in the Quick Edit state. Right click the home page and select Active Assembly Table Editor. Click the link in the Random Images slot section.

Slot(ID): Random Images(778)		
Item Title(ID)	Item Type(ID)	Item Template(ID)
No entries found.		

Navigate through your site and individually select the images you want to rotate. After you've selected the image, choose the Image with Link to View More option.



How to Change Workflow State

To move your content between the workflow states, right click on the item and select the workflow state you would like to put it in.

