



Local Unit and District Website Content Management

How to maintain a nice looking and informative website that your members will love!

The NEW content management system (Mura CMS)

- Compatible across all browsers
- Constantly updated features
- Multiple Pages – not just one long one
- File Uploads, links are simpler
- Email Broadcaster
- Event Calendars – with reminders!
- Photo Galleries – fancy!
- Mobile Phone Enabled – for the tech savvy!

Today's Scenario



Houston Peterson RTA

[TRTA](#)[TRTA Local Units](#)[TRTA Districts](#)[TRTF](#)[Home](#)[Calendar](#)[Convention News Release](#)[Convention Picture Gallery](#)[TRTA](#)[Events](#)[Misc](#)

Welcome!



We are so glad to have you here! Check out our website's [events page](#) for important links, and our [convention image gallery](#) as well! Be sure to [download the convention news release](#) as well!

The study of the defined benefit plan and TRS-Care moves

forward. As you know, the Teacher Retirement System of Texas (TRS) has been directed by the legislature to study the TRS benefits of current and future retirees. Some legislators and a number of politically motivated interest groups believe TRS retirees should not have a defined benefit plan. In addition, TRS projections show

Legislators by Zip Code

LOCAL UNIT OFFICERS

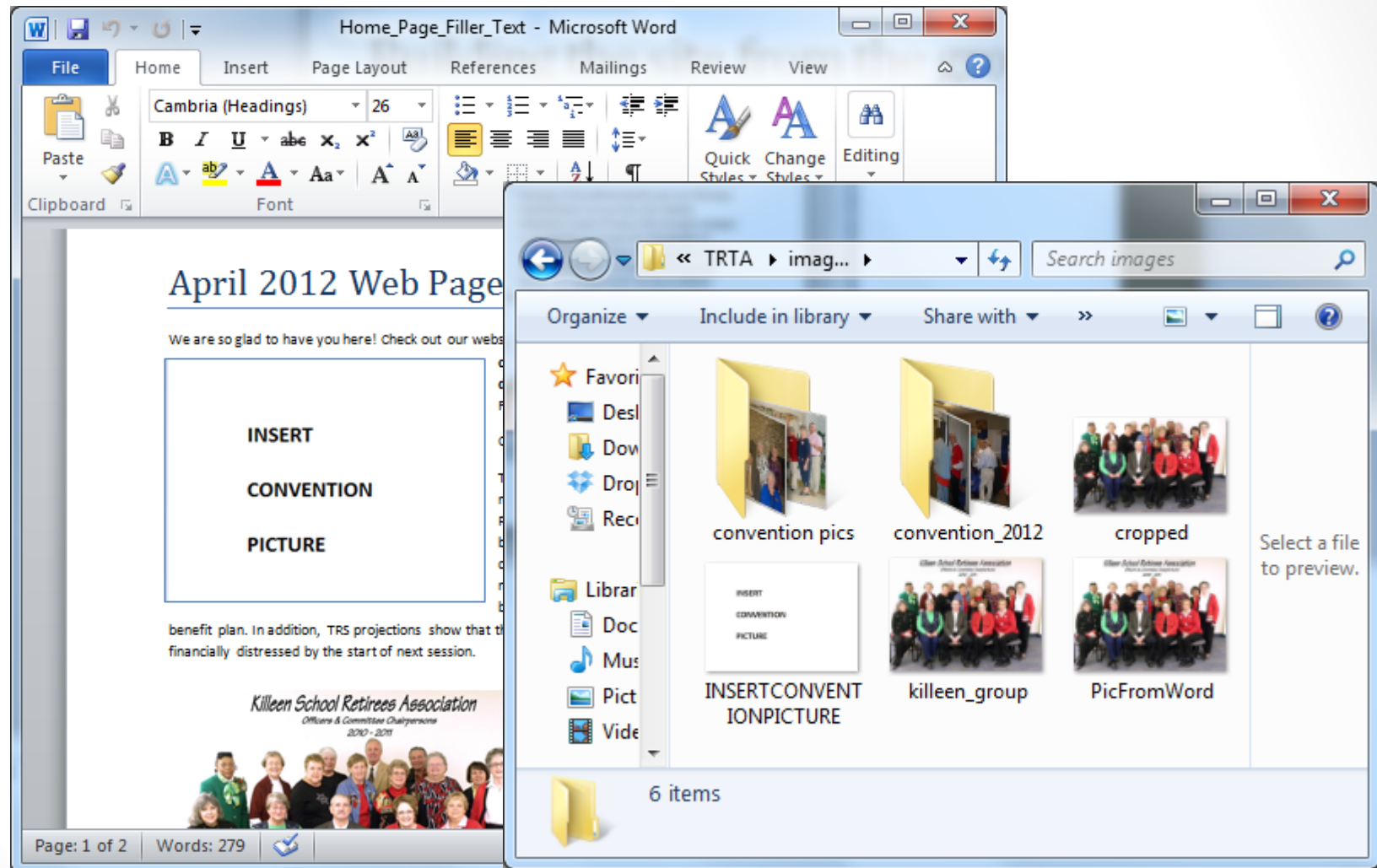
Dana R. Wasser
Local President
(409) 727-8310

Rebecca E. Dungan
Local Immediate Past President
(409) 722-8486

Linda Briggs
Local First Vice-President
(409) 982-9146

Lynne James
Local Second Vice-President

Raw Materials

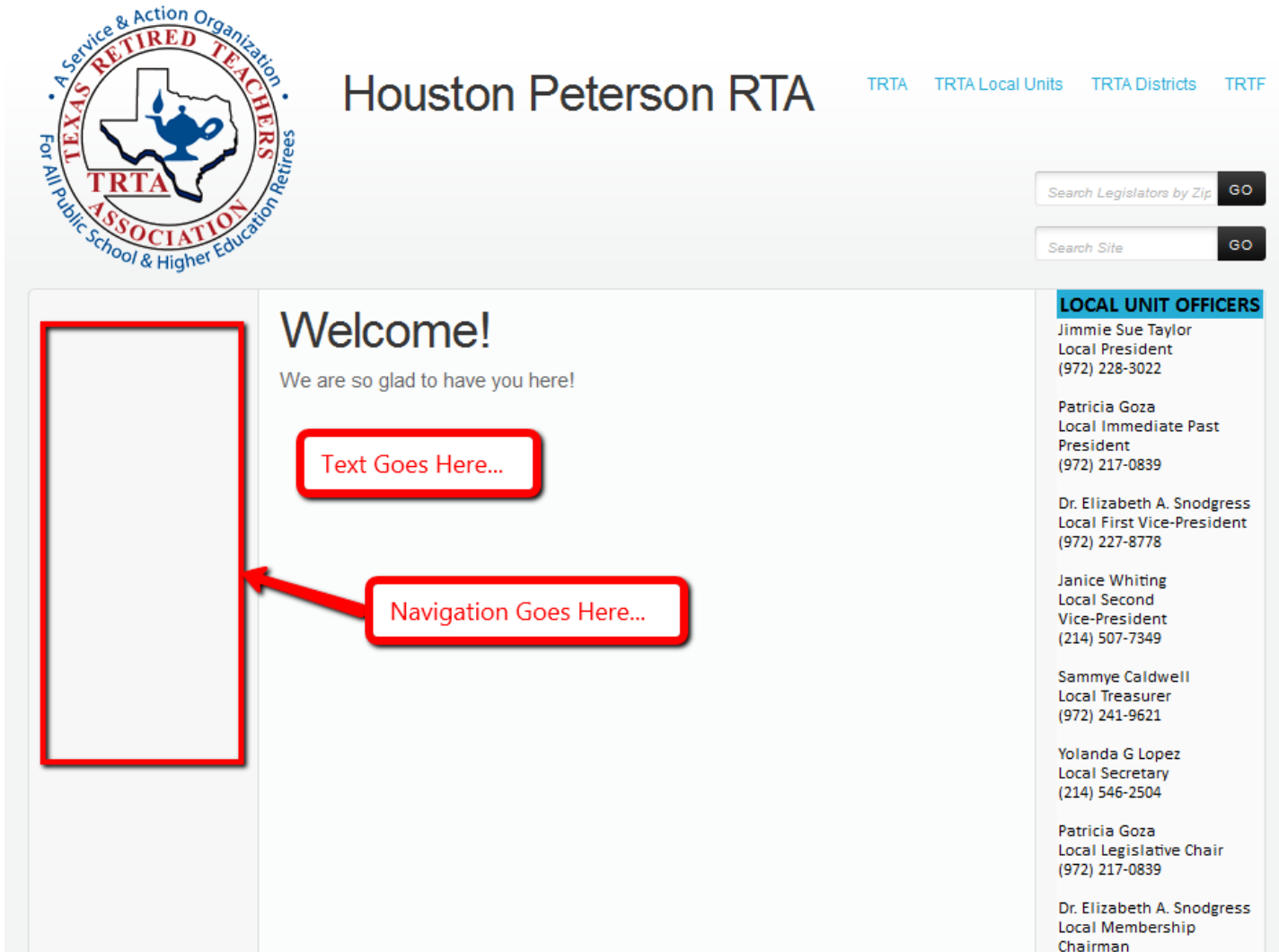


Today's ToDo List

We will learn how to:

1. Add text and a picture to the Home Page
2. Add multiple pages to site
3. Add a table to one of the pages
4. Link to files (newsletters, etc.)
5. Insert Images (including taking them out of Word)
6. Modify text with formatting

Building the site from the ground up



The screenshot shows the Houston Peterson RTA website. The header includes the TRTA logo (Texas Retired Teachers Association) and navigation links: TRTA, TRTA Local Units, TRTA Districts, and TRTF. There are two search bars: 'Search Legislators by Zip' and 'Search Site', both with 'GO' buttons. The main content area has a 'Welcome!' message and a placeholder for text. A large red rectangle on the left side of the main content area is annotated with a red arrow pointing to it from a box labeled 'Navigation Goes Here...'. Another red box labeled 'Text Goes Here...' is positioned above the navigation area. The right sidebar lists 'LOCAL UNIT OFFICERS' with their names and contact information.

TRTA [TRTA Local Units](#) [TRTA Districts](#) [TRTF](#)

Search Legislators by Zip **GO**

Search Site **GO**

Welcome!

We are so glad to have you here!

Text Goes Here...

Navigation Goes Here...

LOCAL UNIT OFFICERS

Jimmie Sue Taylor
Local President
(972) 228-3022

Patricia Goza
Local Immediate Past President
(972) 217-0839

Dr. Elizabeth A. Snodgrass
Local First Vice-President
(972) 227-8778

Janice Whiting
Local Second Vice-President
(214) 507-7349

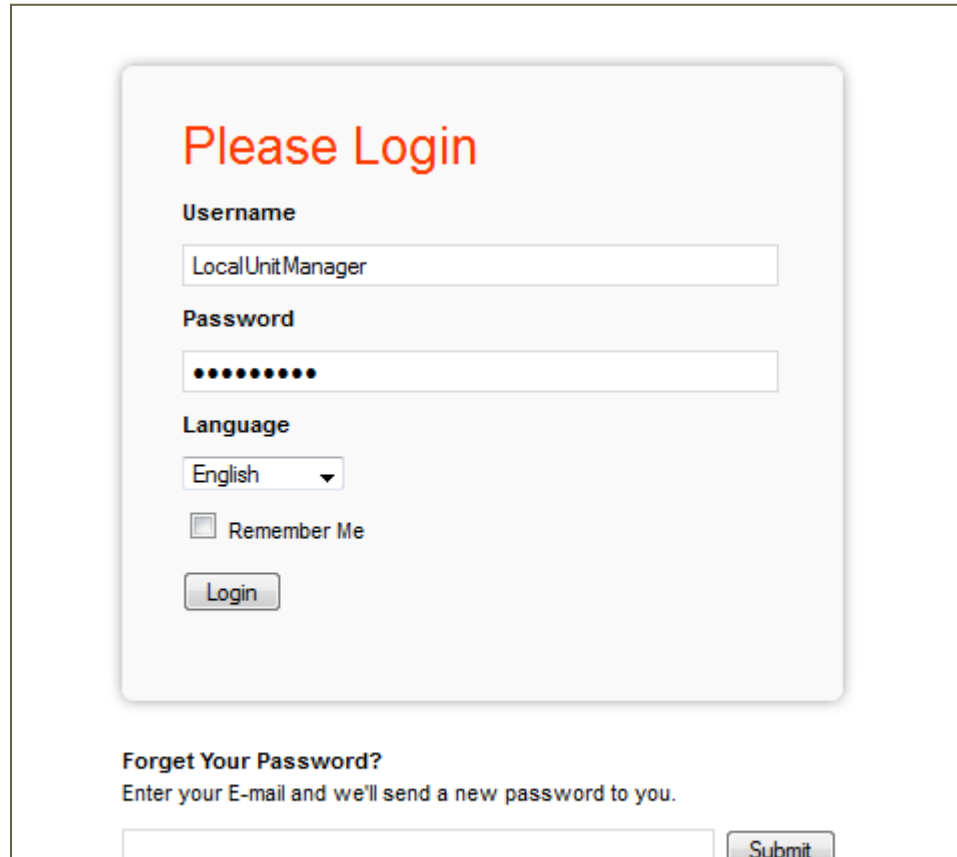
Sammye Caldwell
Local Treasurer
(972) 241-9621

Yolanda G Lopez
Local Secretary
(214) 546-2504

Patricia Goza
Local Legislative Chair
(972) 217-0839

Dr. Elizabeth A. Snodgrass
Local Membership Chairman

Logging in



The screenshot shows a web browser window displaying the login page for LocalUnits.org. The page has a light gray background. In the center, there is a white rounded rectangle containing the login form. At the top of this rectangle, the text "Please Login" is written in red. Below it, the label "Username" is followed by a text input field containing "LocalUnitManager". The label "Password" is followed by a text input field filled with ten black dots. Below the password field, the label "Language" is followed by a dropdown menu showing "English". Underneath the language dropdown is a checkbox labeled "Remember Me", which is currently unchecked. At the bottom of the login form is a "Login" button. Below the white rectangle, the text "Forget Your Password?" is displayed, followed by the instruction "Enter your E-mail and we'll send a new password to you." and a text input field. To the right of this field is a "Submit" button.

Please Login

Username
LocalUnitManager

Password
••••••••••

Language
English ▼

☐ Remember Me

Login

Forget Your Password?
Enter your E-mail and we'll send a new password to you.

Submit

<http://localunits.org/admin>


The Site Manager

Current Site → **Houston Peterson RTA**

Site Manager





Architectural View

Flat View

 Home

Modify View

Rows Displayed

	Title	Objects	Display	Template
	  Home	Cascade	Yes	

Click right on the link to edit that page.

Hover over the plus sign to add more pages, files, links, and so on

Only Two Things Needed for Every Page – a Title and Come Content

Type: Page ▾

Basic Meta Data Content Objects Related Content Extended Attributes Advanced

Title ♥
Welcome!

Additional Titles ♥ [Expand]

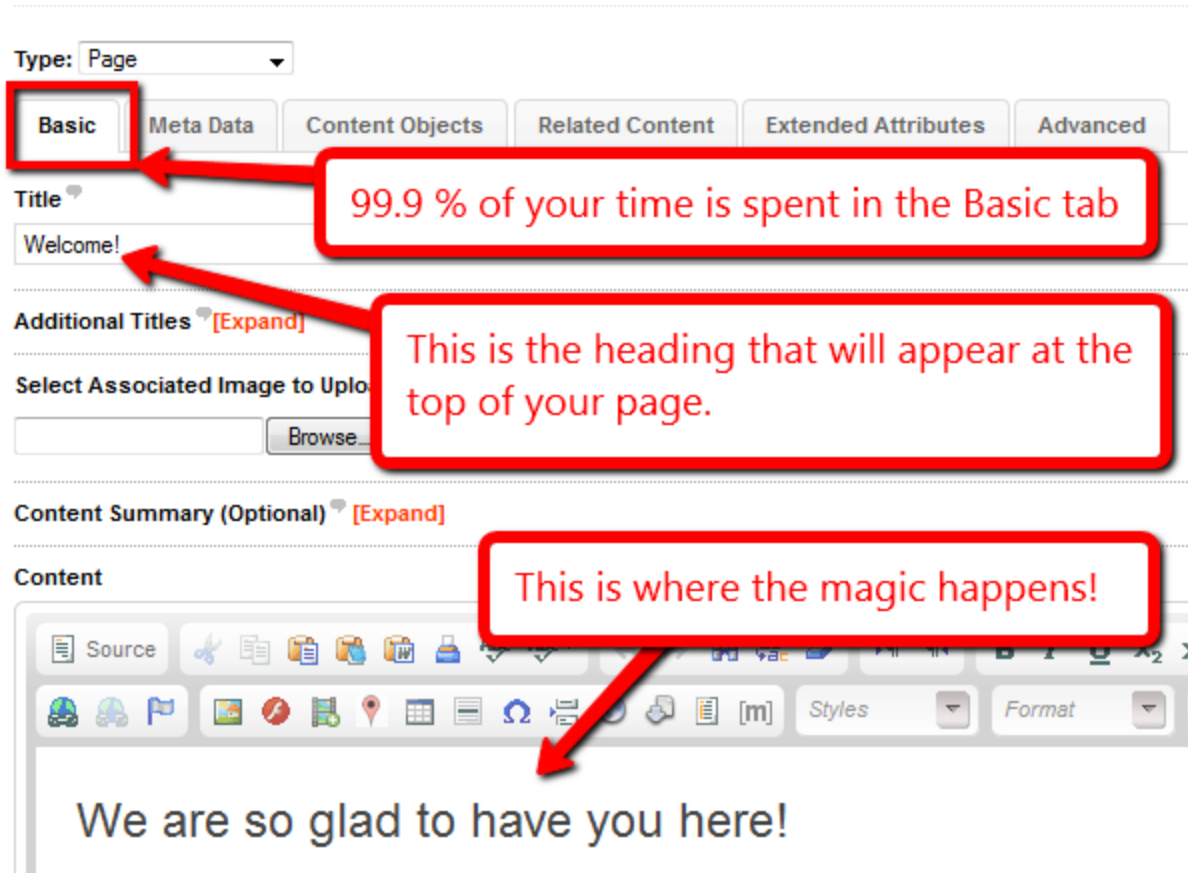
Select Associated Image to Upload
 Browse...

Content Summary (Optional) ♥ [Expand]

Content

Source

We are so glad to have you here!

A screenshot of a web page editor interface. At the top, there's a dropdown menu set to 'Page'. Below it are several tabs: 'Basic', 'Meta Data', 'Content Objects', 'Related Content', 'Extended Attributes', and 'Advanced'. The 'Basic' tab is highlighted with a red box and a red arrow pointing to it from a text box that says '99.9 % of your time is spent in the Basic tab'. Under the 'Basic' tab, there's a 'Title' field with the text 'Welcome!' and a red arrow pointing to it from a text box that says 'This is the heading that will appear at the top of your page.' Below the title field is an 'Additional Titles' section with an '[Expand]' link. Further down is a 'Select Associated Image to Upload' section with a text input and a 'Browse...' button. Below that is a 'Content Summary (Optional)' section with an '[Expand]' link. At the bottom is a 'Content' section. Above the content area is a toolbar with various icons for editing, including source code, undo, redo, bold, italic, link, unlink, list, and table. A red arrow points from a text box that says 'This is where the magic happens!' to the toolbar. The content area itself contains the text 'We are so glad to have you here!'.

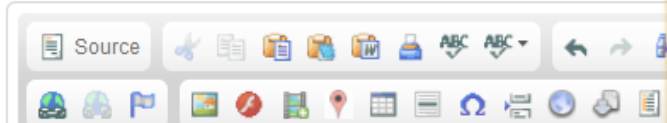
Inserting an Image, Part 1

Select Associated Image to Upload

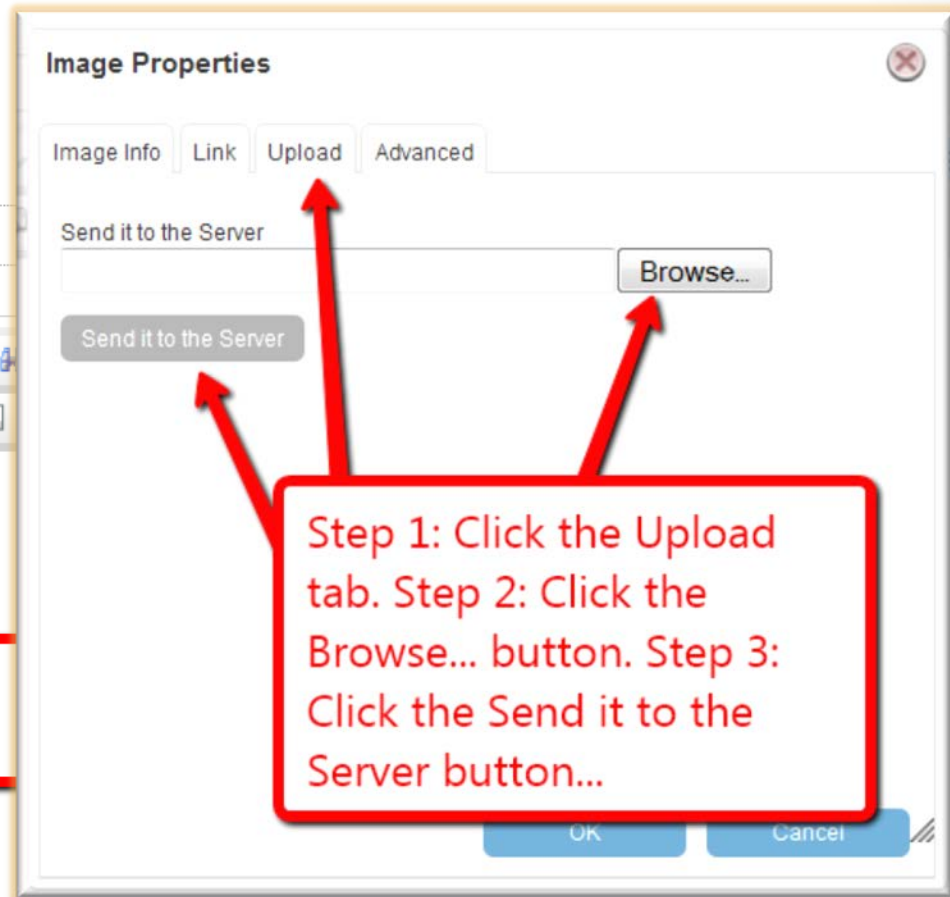
[Select Existing Image]

Content Summary (Optional) [\[Expand\]](#)

Content

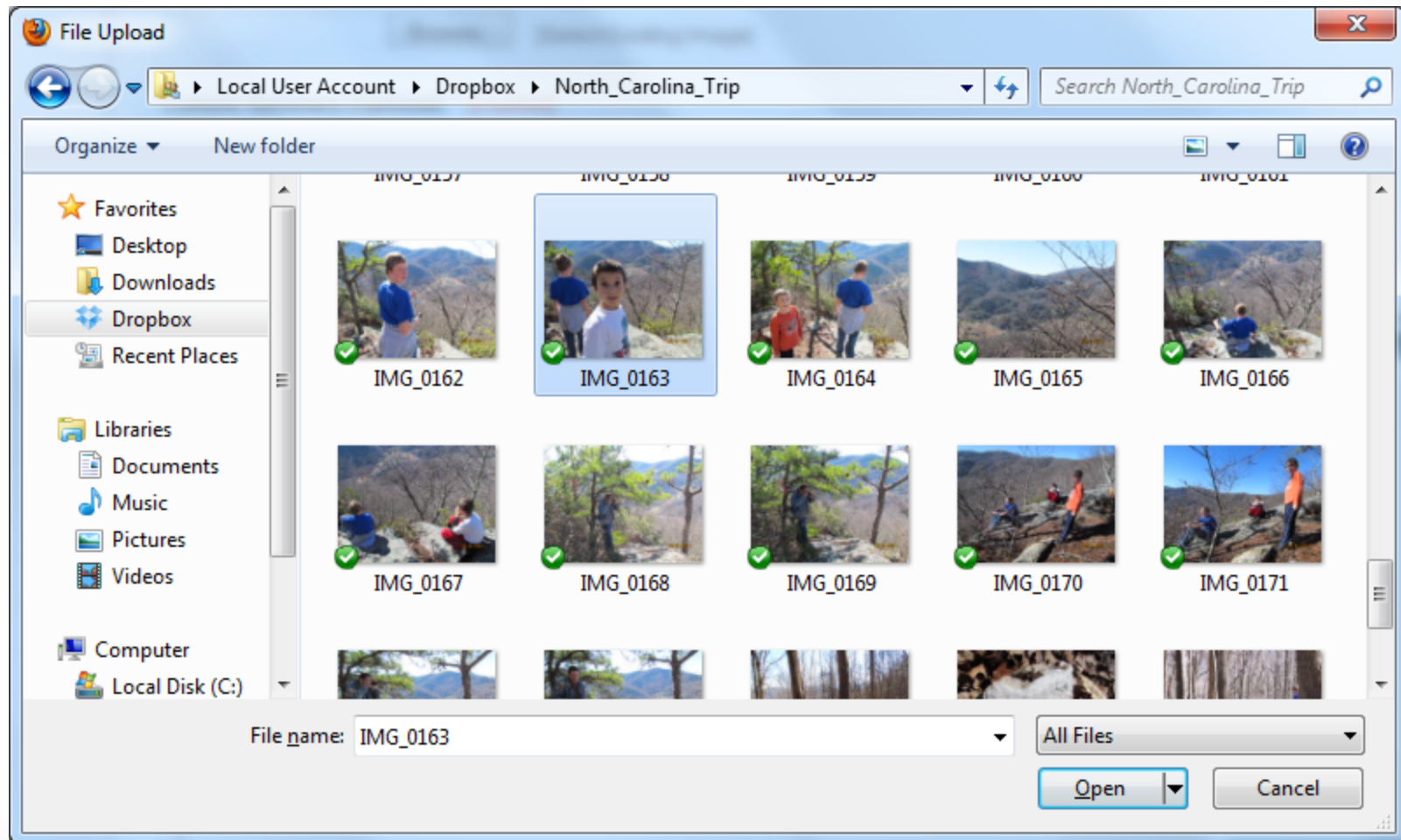


Click here to insert an image



Step 1: Click the Upload tab. Step 2: Click the Browse... button. Step 3: Click the Send it to the Server button...

Inserting an Image, Part 2



Inserting an Image, Part 3

Image Properties

Image InfoLinkUploadAdvanced

URL

/testlocalunit/assets/Image/killeen_group.jpg

Browse Server

Alternative Text

Width

400

Height

300

Border

5

HSpace

5


VSpace

5

Alignment

Left

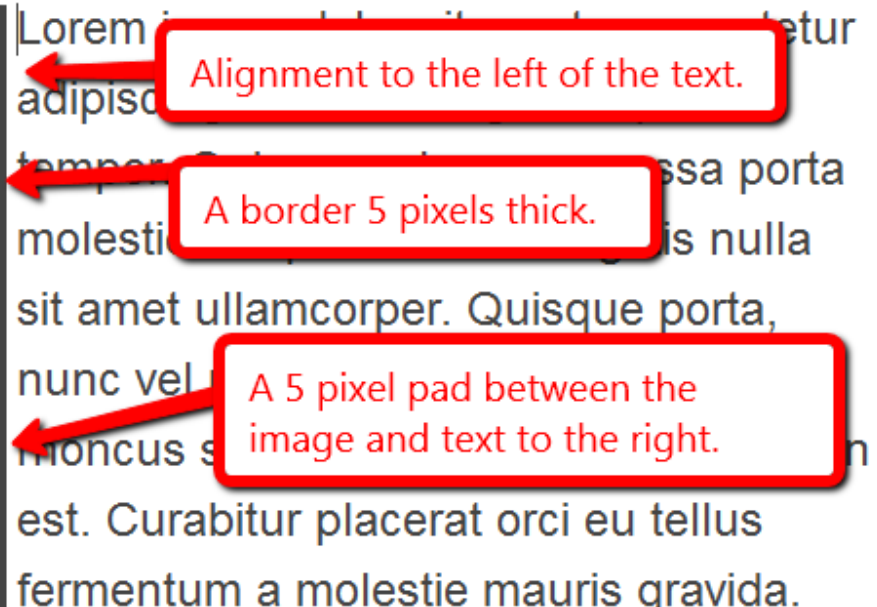
Preview



OK

Cancel

Content

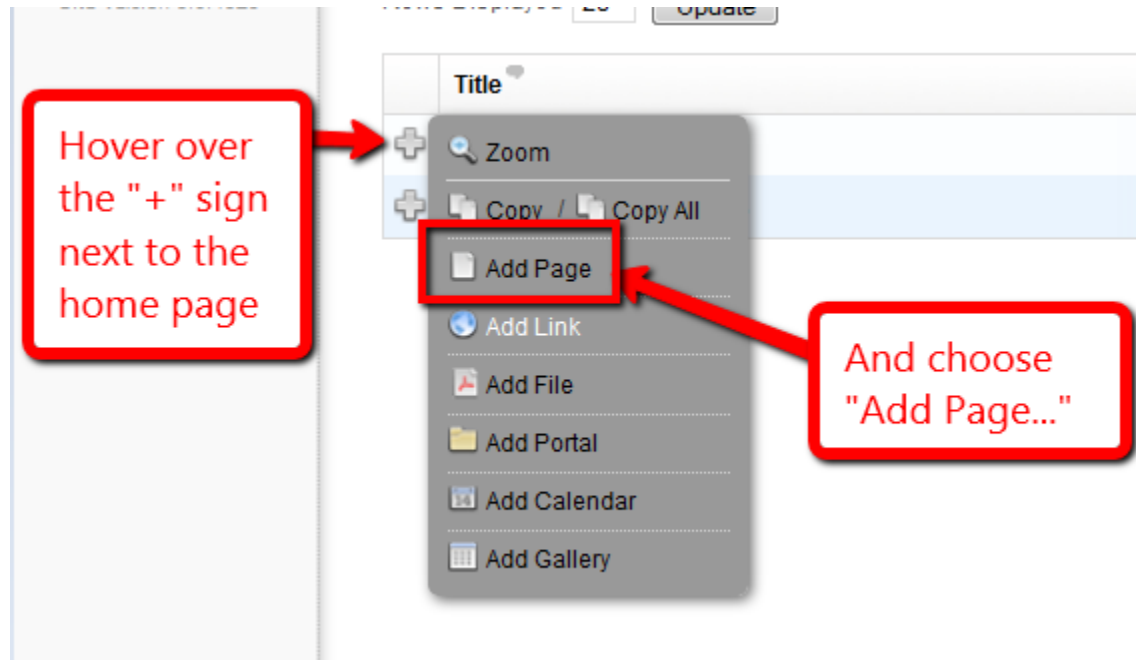


A 5 pixel pad between the image and text on the bottom.

Using Microsoft Word and Microsoft Paint



Adding a Second Page, Part 1



Adding a Second Page, Part 2

Title

My First New Page:

Content

After Choosing Add Page from the Site Manager, you need to do to add a new page:

- Step 1: Add Title
- Step 2: Add Content
- Step 3: Click Publish!

Save Draft

Preview

Publish

Table Properties

Table Properties

Advanced

Rows

2

Columns

5

Headers

First Row

Border size

1

Alignment

Center

Caption

Summary

Width

500

Height

Cell spacing

1

Cell padding

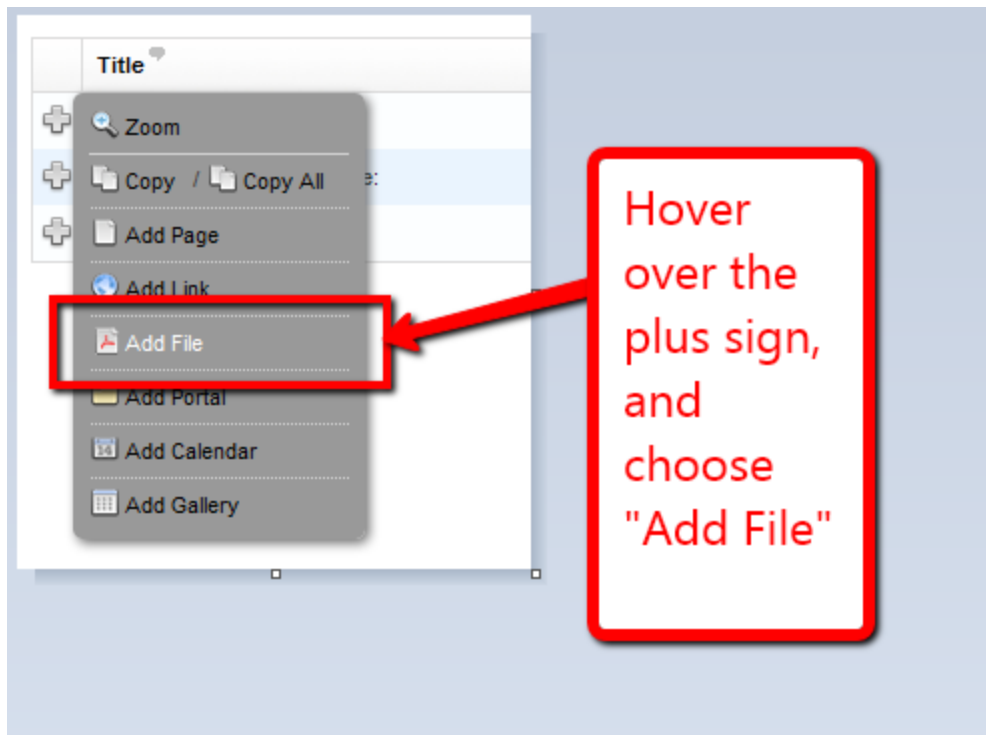
1

OK

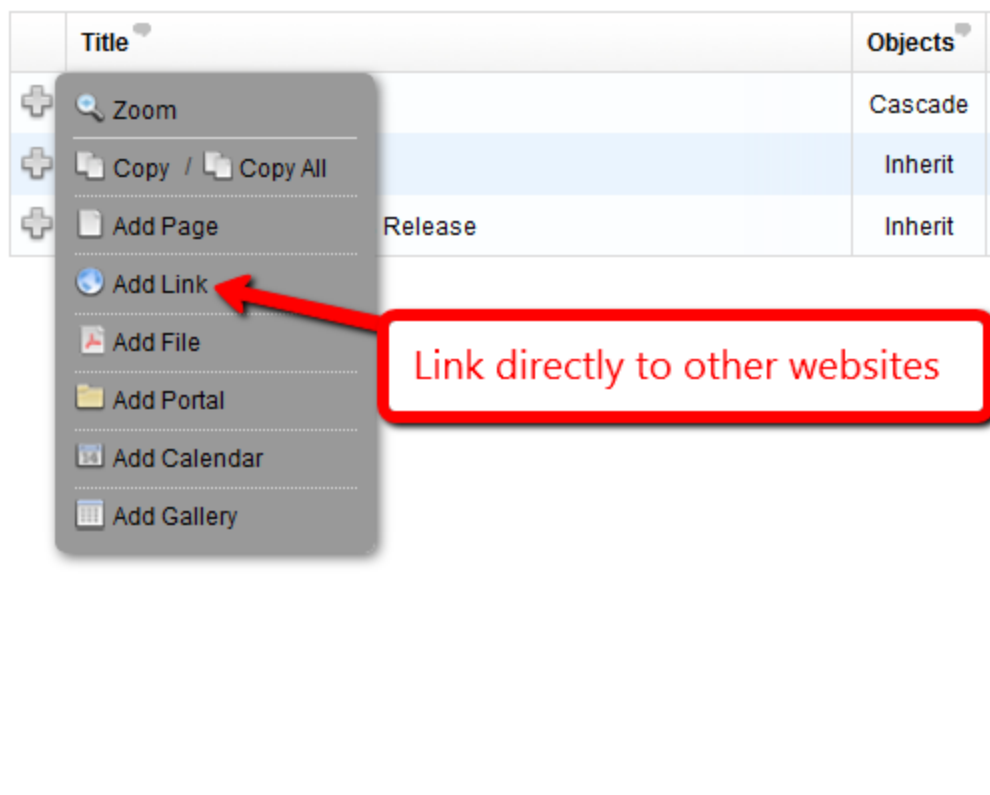
Cancel

Uploading and Linking to a file

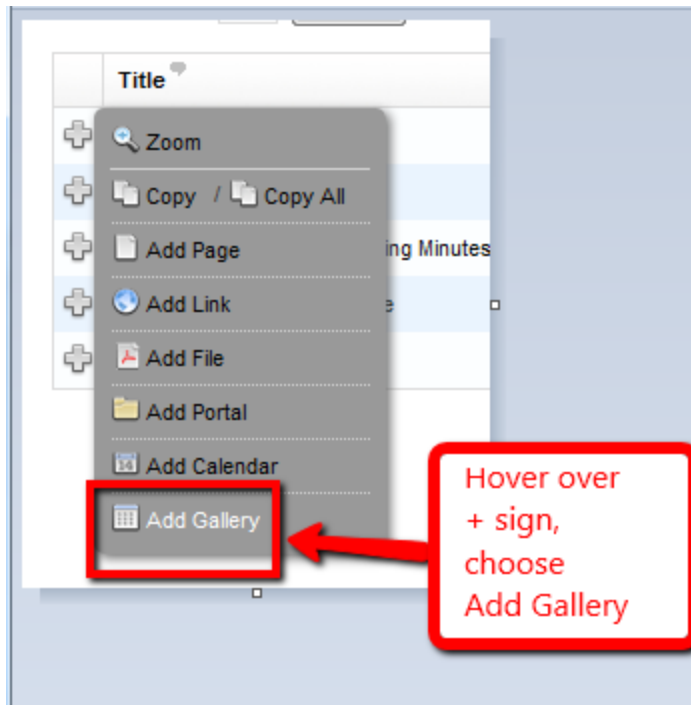
- PDF documents, Word files, and so on.



Linking to Another Site



Adding Image Gallery



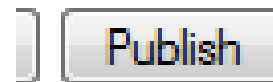
Title

Convention Picture Gallery

Content



Check out these pictures from the convention.



Publish

Adding Images to Gallery

The screenshot illustrates the process of adding images to a gallery. On the left, a sidebar menu shows the 'Quick Upload' option highlighted with a red box and a red arrow pointing to it. The main area displays the 'Quick Upload' interface for the 'Convention Picture Gallery'. It includes a list of files to be uploaded: '1. 10-9-23 Fall Conven_ Attendees 2.jpg', '2. 2011 Voting Delegates.jpg', and '3. [Progress Bar]'. A red arrow points from the 'Upload Image' button to the first file in the list. To the right, a 'File Upload' dialog box shows the local disk path 'Local Disk (C:) > temp > TRTA > images > conve'. It displays two image thumbnails: '10-9-23 Fall Conven_ Attendees 2' and '2011 Voting Delegates'. A red arrow points from the 'Upload Image' button to the first thumbnail in the dialog box.

Quick Upload

Home » Convention Picture Gallery

Please select one image at a time to upload. Upload

Upload Image

1. 10-9-23 Fall Conven_ Attendees 2.jpg
2. 2011 Voting Delegates.jpg
3. [Progress Bar]

File Upload

Local Disk (C:) > temp > TRTA > images > conve

Organize New folder


Desktop Downloads Dropbox Recent Places Libraries Documents Music Pictures Videos Computer Local Disk (C:) Documents (\\Al

10-9-23 Fall Conven_ Attendees 2

2011 Voting Delegates

The Multiple File Upload Feature allows you to upload many files to a gallery at a time. Simply rename the pictures once uploaded, limiting the name to a few characters.

Image Gallery Result



[Home](#)

[Convention Picture Gallery](#)

[Link List](#)

[March, 2012 Meeting Minutes](#)


[My First New Page](#)

[Upcoming Events](#)


[Home](#) » [Convention Picture Gallery](#)

Convention Picture Gallery


Check out these pictures from the convention.




Friends at meeting



DSC01669.JPG



2011 Voting Delegates.jpg



10-9-23 Fall Conven Attendees 2.jpg

Creating Hyperlinks In Your Page

The screenshot shows a web editor interface. A red box highlights the 'add internal link' button in the toolbar, with an arrow pointing to it. A second red box highlights the 'news' keyword in the search field, with an arrow pointing to it. A third red box highlights the 'Convention News Release' link in the search results list, with an arrow pointing to it. The background text of the page being edited includes 'download the convention news release as' and 'Home » Convention News Release'.

After you highlight the text you want to be the link, find the "add internal link" button

Select Link

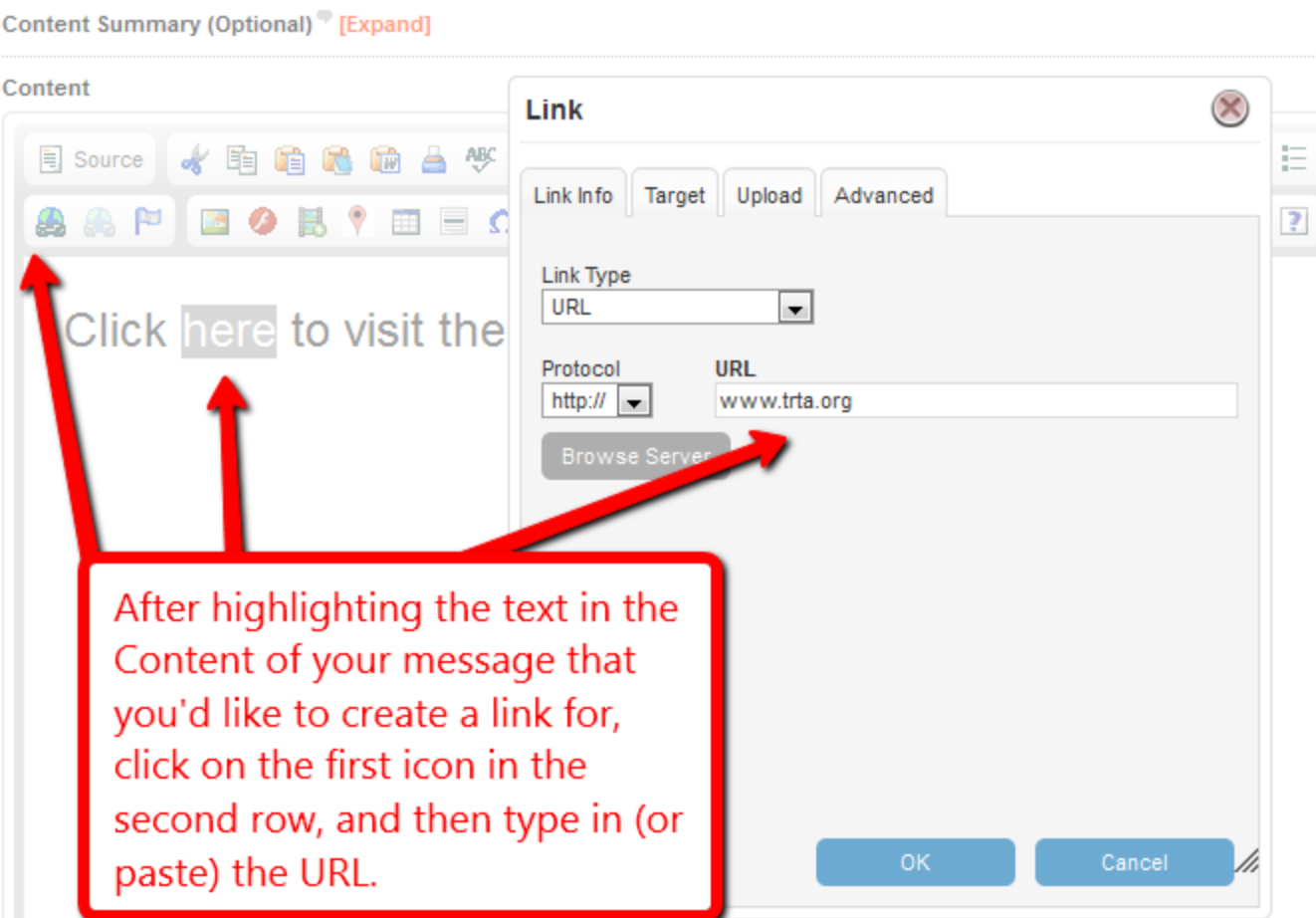
Keyword Search

news Search

	Title
<input checked="" type="radio"/>	Home » Convention News Release
<input type="radio"/>	Home

Next, type in a keyword "in this case, "news") and select the page that you want to link to from the list!

Creating Hyperlinks In Your Page - 2



The screenshot shows a content editor interface. At the top, there is a 'Content Summary (Optional)' section with an '[Expand]' link. Below it is the 'Content' section. In the 'Content' section, there is a text field containing the text 'Click here to visit the'. The word 'here' is highlighted. A red callout box with a red border and red text points to the word 'here' and the first icon in the second row of the toolbar. The toolbar has two rows of icons. The first row contains icons for Source, Cut, Copy, Paste, Bold, Italic, Underline, and Text Color. The second row contains icons for Link, Unlink, List, Indent, Outdent, and a question mark. The 'Link' icon is the first icon in the second row. A 'Link' dialog box is open, showing the 'Link Info' tab. The 'Link Type' is set to 'URL'. The 'Protocol' is set to 'http://'. The 'URL' field contains 'www.trta.org'. There is a 'Browse Server' button. At the bottom of the dialog box are 'OK' and 'Cancel' buttons.

Content Summary (Optional) [Expand]

Content

Source

Click here to visit the

Link

Link Info Target Upload Advanced

Link Type
URL

Protocol
http://

URL
www.trta.org

Browse Server

OK Cancel

After highlighting the text in the Content of your message that you'd like to create a link for, click on the first icon in the second row, and then type in (or paste) the URL.

Help Resources/Get Started!

- Andy Peterson -
- <http://localunits.org/help>
- Contact webmaster@trta.org
- Custom videos and assistance
- 217-622-1856 / 800 880-1650

More Great Information!



TRTA Local Unit Directory

[TRTA](#)[TRTA Local Units](#)[TRTA Districts](#)[TRTF](#)

LocalUnits.org

TRTA Local Unit Web Site Directory

[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#) | [Return to Full Listing](#)

Abilene Retired Teachers Association	Allen Retired Educators Association	Alvin Area Retired School Personnel
Amarillo Retired Teachers Association	Anderson County Retired Teachers Association	Andrews Retired School Employees Association
Angelina Retired Teachers School Personnel Association	Aransas County Retired Teachers Association	Arlington Retired School Employees Association
Atascosa-McMullen Retired School Personnel	Austin County Retired Teachers Association	Austin Retired Teachers Association
Azle Tri-County Retired School Employees Association	Bandera County Retired Teachers Association	Bastrop County Retired Teachers Association
Baylor County Association of Retired School Personnel	Baytown Area Retired School Employees Association	Beaumont Association of Retired Teachers
Bee County of Retired School Personnel	Big Bend Retired Teachers Association	Big Spring Area Retired Teachers Association
Birdville Association of Retired School Personnel	Blanco County Association of Retired Educators	Bosque County Retired Teachers Association

Changing Page Layout

Type: Page

Basic Meta Data Content Objects Related Content Extended Attributes **Advanced**

Content ID
B1ED3A8A-15EA-4C5C-AC136D188C523EED

Permanent Link
<http://www.localunits.org/testlocalunit/?LinkServID=B1ED3A8A-15EA-4C5C-AC136D188C523EED>

Current Filename
calendar-two

Layout Template

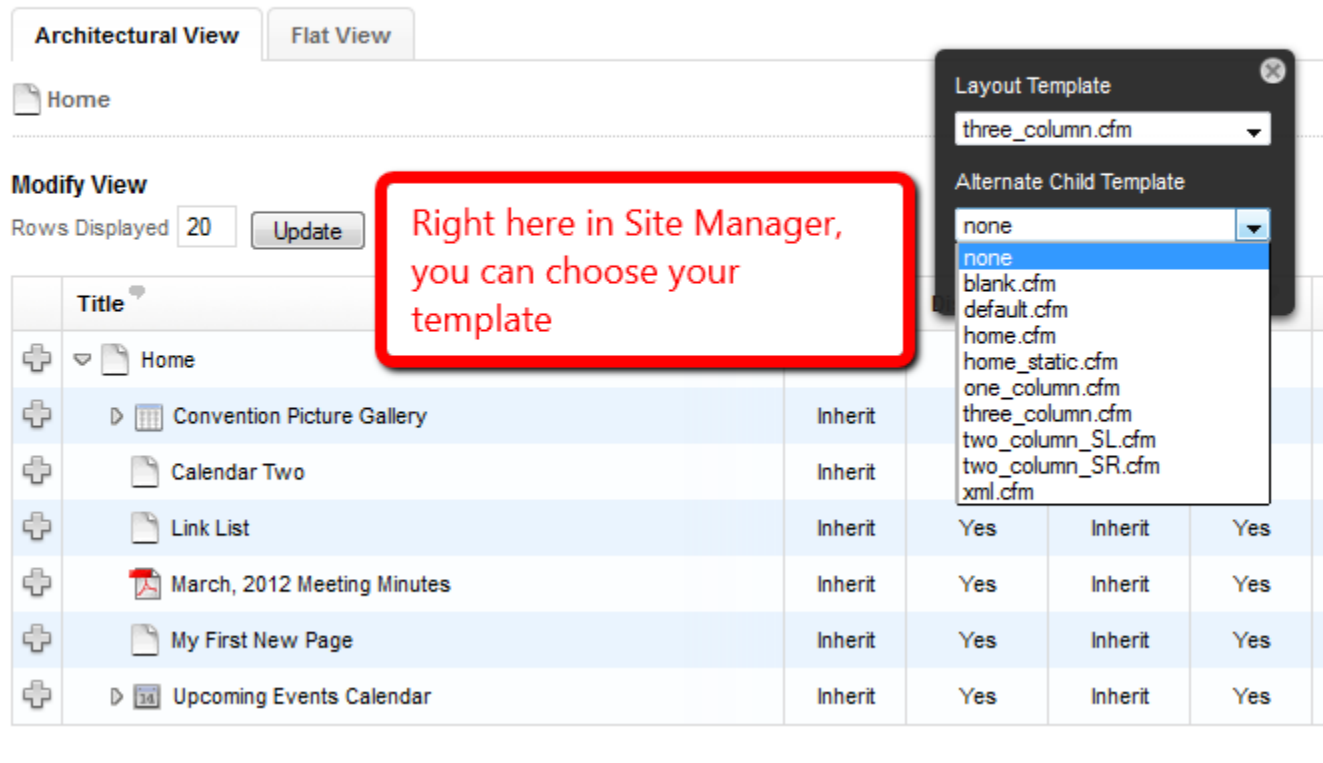
Inherit From Parent
Inherit From Parent
blank.cfm
default.cfm
home.cfm
home_static.cfm
one_column.cfm
three_column.cfm
two_column_SL.cfm
two_column_SR.cfm
xml.cfm

Template
ure via SSL?
earch

In the Advanced tab of any page, you will find a "Layout Template" dropdown box. While the names are a bit cryptic at this time, you can choose from one column, two column, and three column formats.

Overall Page Layout - 2

Site Manager



The screenshot shows the Site Manager interface with the 'Architectural View' selected. A red box highlights the 'Layout Template' dropdown menu, which is open and showing a list of templates. The text 'Right here in Site Manager, you can choose your template' is written in red inside the box.

Architectural View **Flat View**

Home

Modify View

Rows Displayed

Right here in Site Manager, you can choose your template

Title						
+	Home					
+	Convention Picture Gallery	Inherit				
+	Calendar Two	Inherit				
+	Link List	Inherit	Yes	Inherit	Yes	
+	March, 2012 Meeting Minutes	Inherit	Yes	Inherit	Yes	
+	My First New Page	Inherit	Yes	Inherit	Yes	
+	Upcoming Events Calendar	Inherit	Yes	Inherit	Yes	

Layout Template

three_column.cfm




Alternate Child Template

none

- none
- blank.cfm
- default.cfm
- home.cfm
- home_static.cfm
- one_column.cfm
- three_column.cfm
- two_column_SL.cfm
- two_column_SR.cfm
- xml.cfm

Adding Objects to Your Layout

Basic Meta Data **Content Objects** Related Content Extended Attributes Advanced

Inheritance Rules  Inherit Cascade  Start New Cascade  Do Not Inherit Cascade

Content Objects

Available Content Objects

System

- Accept Comments
- Content Rater
- Dragable Feeds
- Event Reminder Form
- Forward Email
- Go To First Child
- Multi-Level Navigation
- PayPal Shopping Cart

>>> Left Column Content Objects Up Down

<<<

>>> Main Content Content Objects Up Down

<<<

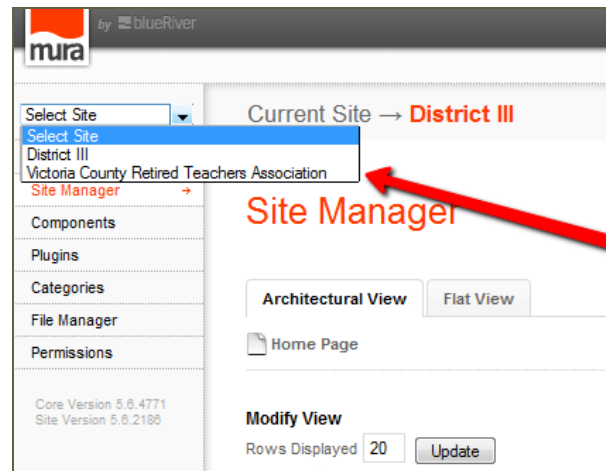
>>> Right Column Content Objects Up Down

<<< Component - Local Unit Officers Down

In the content objects tab, there are many things you can add to any part of any page on your site. Simply select from the Available Content Objects and arrow over to the section you want it in.

Miscellaneous Features

- Google Map
- Adding some text to every page – a Component
- Integrating Facebook or Twitter into your site
- Style Blocks
- Templates
- Hard Return
- Embedding Multimedia.
- Multiple Sites, One Content Manager



Events Calendar

Modify view

Rows Displayed 20

Update

Menu options:

- Zoom
- Copy / Copy All
- Add Page
- Add Link
- Add File
- Add Portal
- Add Calendar**
- Add Gallery

[Home](#) » Upcoming Events Calendar

Upcoming Events Calendar

View our upcoming events here!

February 2012						
«						»
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11

Browse...

[Select Existing Image]

Content Summary (Optional) [\[Expand\]](#)

Content

Rich text editor toolbar with icons for Source, Undo, Redo, Bold, Italic, Text Color, Background Color, Bulleted List, Numbered List, Link, Unlink, Image, Table, Styles, and other editing tools.

Place your upcoming events here!

Adding Event to the Calendar

Calendar

- Zoom
- Copy / Copy All
- Add Page**
- Add Link
- Add File
- Add Portal
- Add Calendar
- Add Gallery

Title

April Meeting

Content

Source

Details of meeting here

Display

Per Stop / Start Dates

Start Date / Time

04/18/2012 4 00 PM

Stop Date / Time

6 00 PM

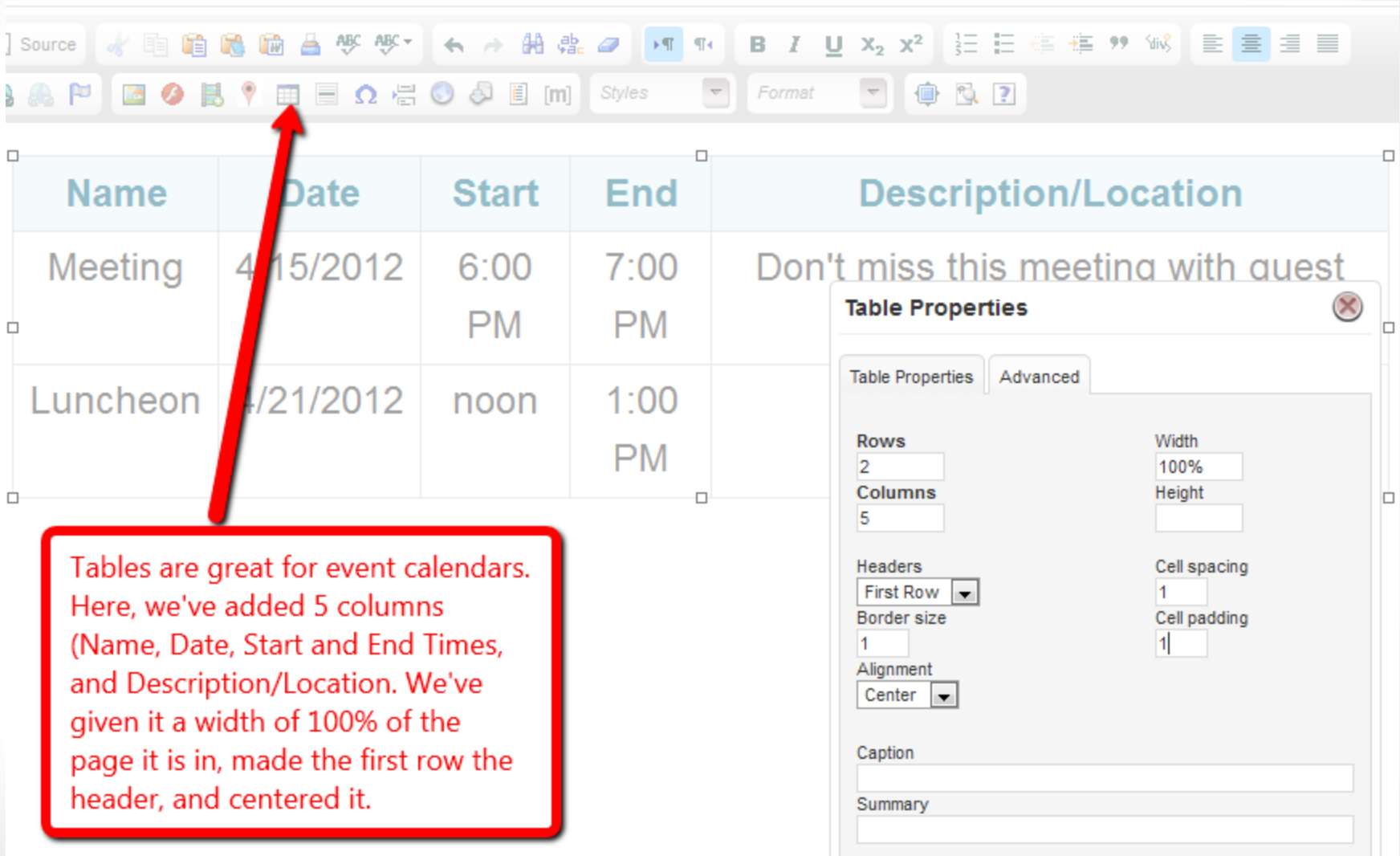
Feb 2012

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

Calendar" [Select]

AM

Events Calendar Alternative



The screenshot shows a web editor interface with a table containing event information. A red arrow points from a text box to the table's header row. The 'Table Properties' dialog box is open, showing settings for the table.

Name	Date	Start	End	Description/Location
Meeting	4/15/2012	6:00 PM	7:00 PM	Don't miss this meeting with a guest
Luncheon	4/21/2012	noon	1:00 PM	

Table Properties

- Table Properties | Advanced
- Rows: 2
- Columns: 5
- Width: 100%
- Height: [empty]
- Cell spacing: 1
- Cell padding: 1
- Headers: First Row [dropdown]
- Border size: 1
- Alignment: Center [dropdown]
- Caption: [empty]
- Summary: [empty]

Tables are great for event calendars. Here, we've added 5 columns (Name, Date, Start and End Times, and Description/Location). We've given it a width of 100% of the page it is in, made the first row the header, and centered it.

Copying Pictures from Microsoft Word to Your Site

1. Open your Microsoft Word document.
2. Click on the picture you want on your website so that there is a border around it. This means that you have selected it.
3. Copy the image. There is a button on your toolbar for copy. Or you can hold down the CTRL key while clicking the C key on your keyboard. Alternatively, you can right click on the picture and choose "Save Picture As." If you do this, skip down to step 7.
4. Open Paint in your Accessories (Using Windows). Start > All Programs > Accessories > Paint.
5. Paste the picture by clicking on the Paste button, or by holding down the CTRL key and clicking the V key on your keyboard.
6. Remove any extra space around the picture by dragging the dotted line around if you can, and then save the picture to your Pictures folder on your computer.
7. In the Mura Administrator (after logging in), go to the page you want to insert the picture into. Click on the area you want to insert the picture.
8. Click on the button that looks like a picture. It is probably on the 2nd row, fourth button that says Image when you hover over it.
9. After you click the Image button, click the Upload tab, click the Browse button, find your picture in the Pictures folder on your site, select it, click Open, and then click Send it to the Server.
10. You may wish to resize the image. I like to have a width of about 350. The height will automatically resize for you in proportion to the width you select. I also like to give it a border of 2, an hspace and a vspace of 5, and I like to align the picture to the left so that the text wraps around to the right.
11. Then I hit the OK button. There you go!!!