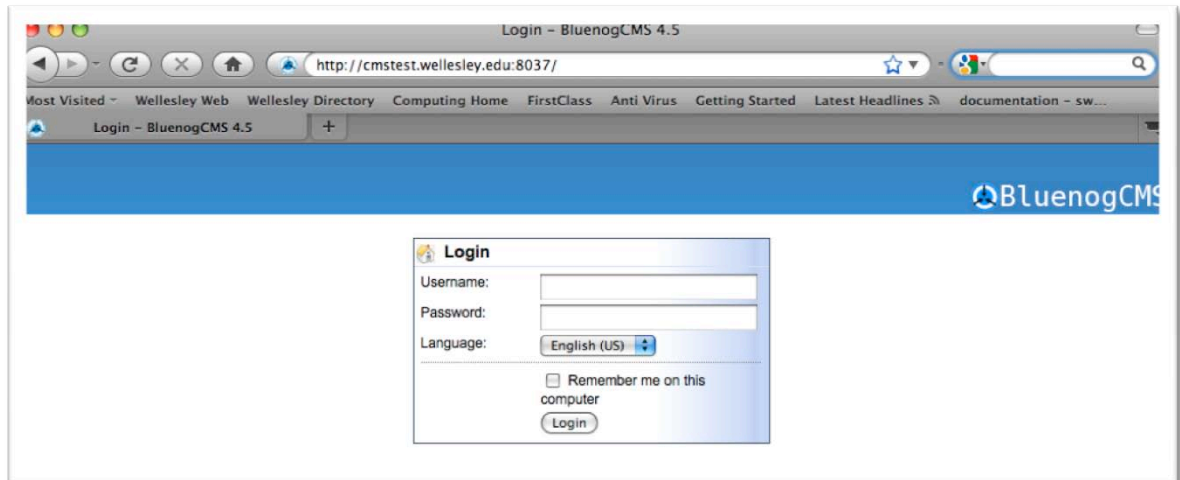
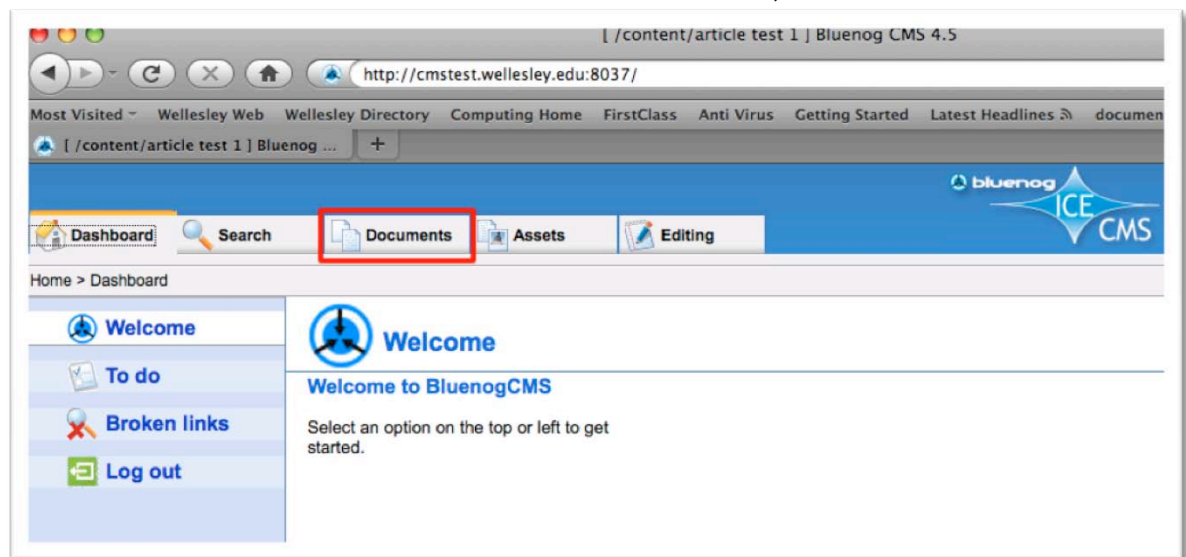


Documentation for Adding Content to the CMS

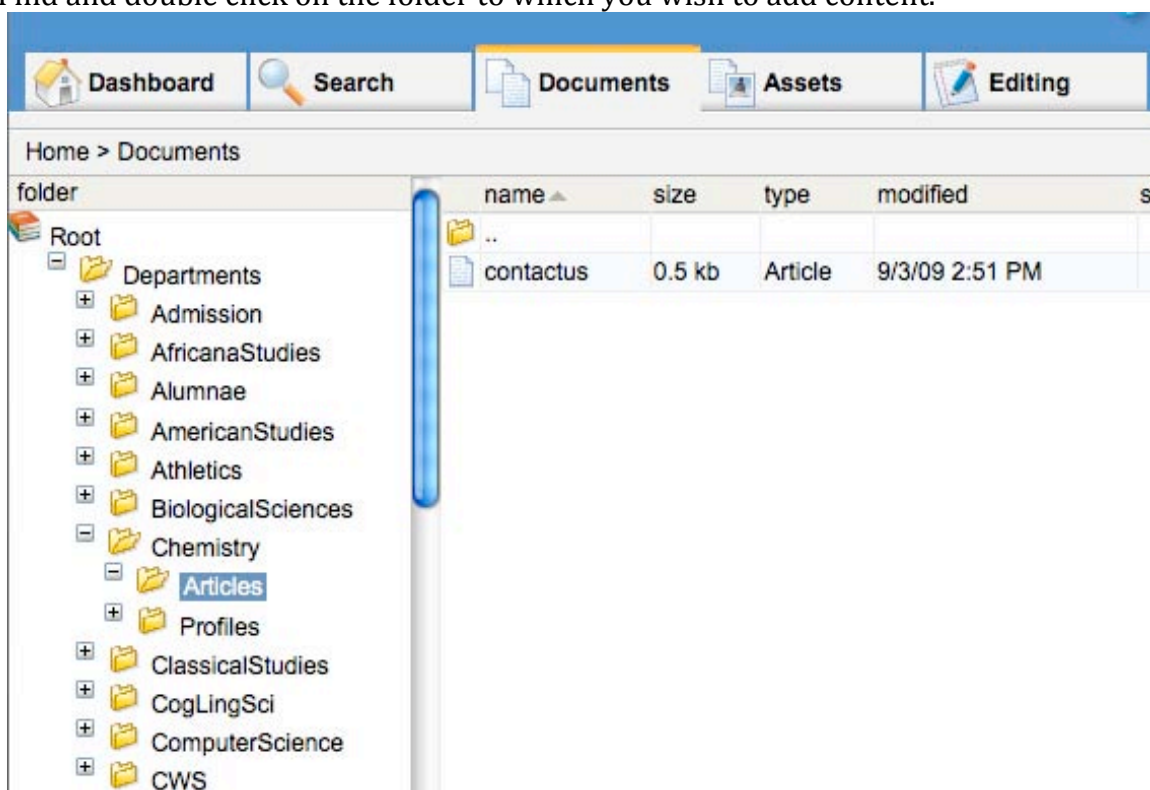
- 1) Open **Firefox** as your Web browser and go to <http://cms.wellesley.edu>. Log in using your FirstClass username and the password given to you.



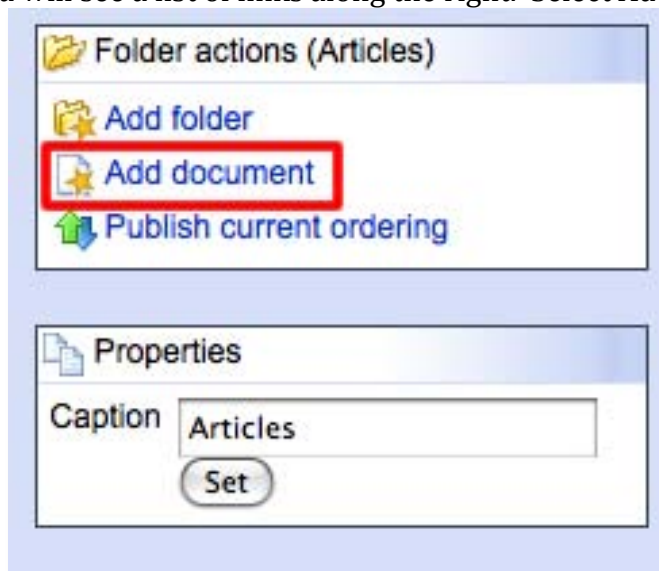
- 2) You will then see this screen. Click on the Documents tab, circled here in red.



3) Find and double click on the folder to which you wish to add content.



4) You will see a list of links along the right. Select Add document.



- 5) A menu will open. Name and select your document type using the drop down menu (generally Article or Announcement) and click OK. **When naming, please do not use spaces. You can string the words together or use a dash.**



Folder actions (Articles)

Add folder

Add document

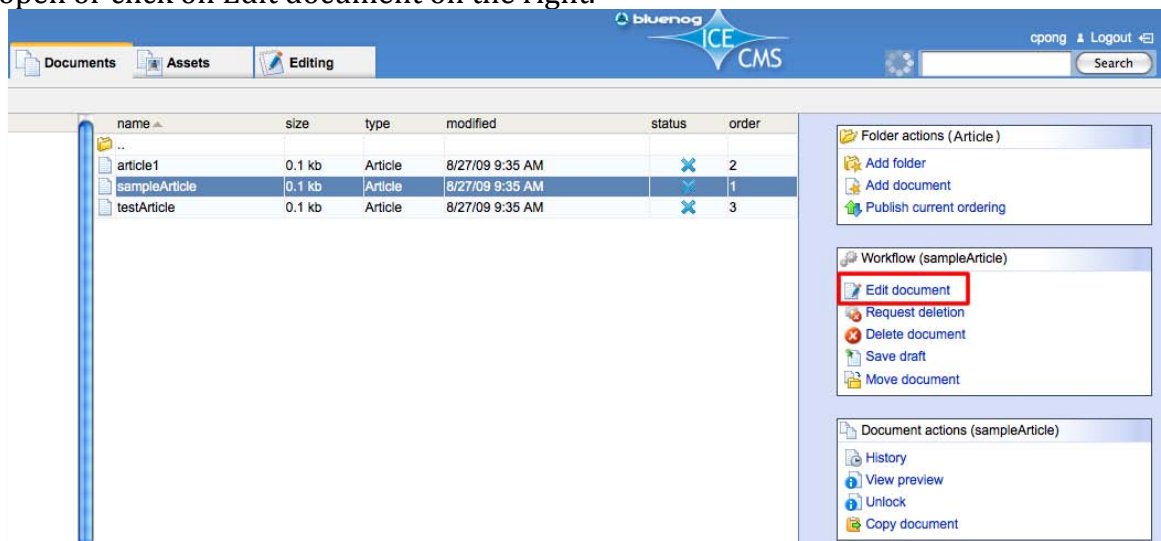
Document name: sampleArticle

Type: Please select

OK

Publish current ordering

- 6) Find your new document (it should be highlighted) and either double click to open or click on Edit document on the right.



bluenog ICE CMS

cpang Logout

Documents Assets Editing

name	size	type	modified	status	order
..					
article1	0.1 kb	Article	8/27/09 9:35 AM	✖	2
sampleArticle	0.1 kb	Article	8/27/09 9:35 AM	✔	1
testArticle	0.1 kb	Article	8/27/09 9:35 AM	✖	3

Folder actions (Article)

Add folder

Add document

Publish current ordering

Workflow (sampleArticle)

Edit document

Request deletion

Delete document

Save draft

Move document

Document actions (sampleArticle)

History

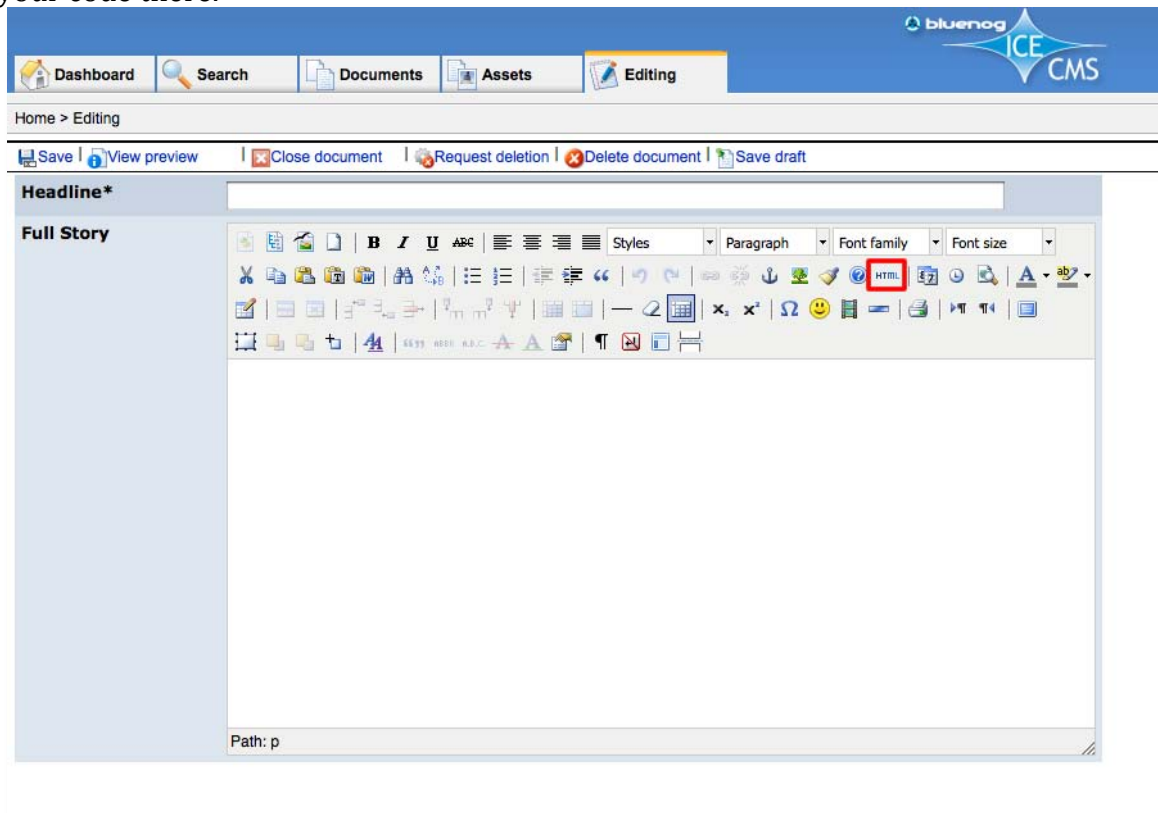
View preview

Unlock

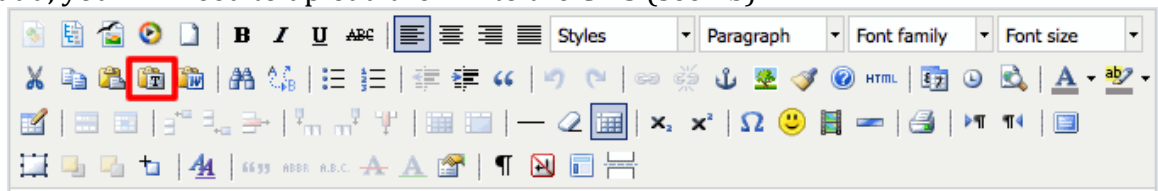
Copy document

- 7) **Now that your document is open, please do not click on the Back button in your Internet browser or you will lose any unsaved work.**

The following is an example of an Article document type. The Headline is optional and may not be needed if your Article will be the only one added to a Web page. You can type or copy/paste **style-free*** text into the Full Story space. Alternatively, if you have style-free HTML ready to go, you can click on the HTML button (circled in red) to switch into HTML mode and copy-paste your code there.



*If you need to remove styles (which means removing all `` tags in your code), you can paste your text into Notepad (PC), Text Wrangler (Mac), or use the “paste as plain text” button in the CMS toolbar (circled in red). **Keep in mind that any of the above methods strips all html tags (links, bold, italics, images, colors, etc).** If you have special formatting that you want to keep you'll need to remember what that formatting was or go into the html and remove all the `` tags manually. If you have images you wish to add, you will need to upload them into the CMS (see 7b).



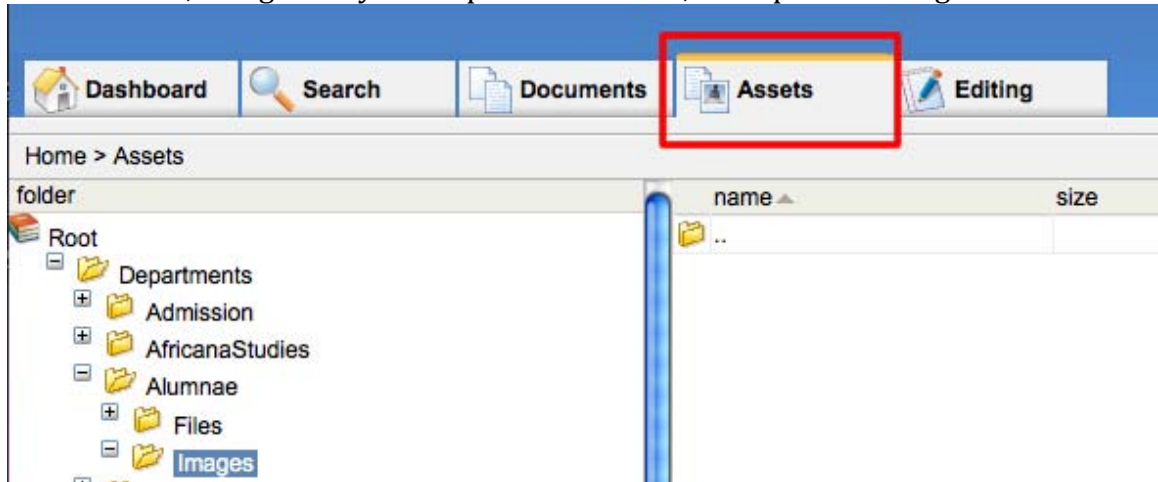
7b) If you do not want to add any images to your document, please skip to step 8.

Before adding an image, we ask that you crop and resize it using Photoshop. You can find directions for doing so here:

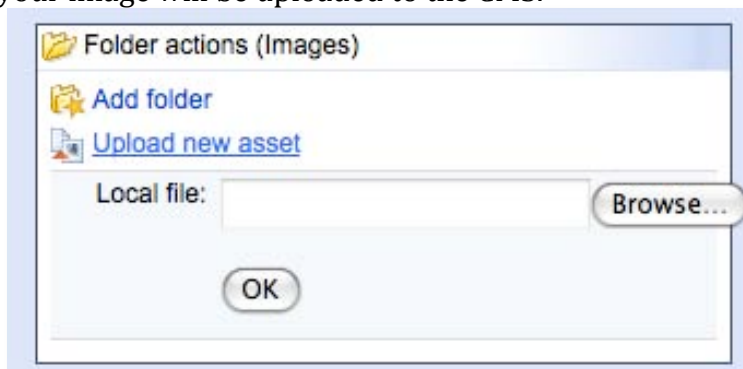
<http://www.wellesley.edu/Computing/Photoshop/adjustments.html>.

Common image sizes are 500x250 px and 215x154 px. Please refer to the New Image Sizes message in the Bluenog users conference for more details.

To add an image to your article, you first need to upload it to the CMS. Click on the Assets tab, navigate to your Department folder, and open the Images folder.



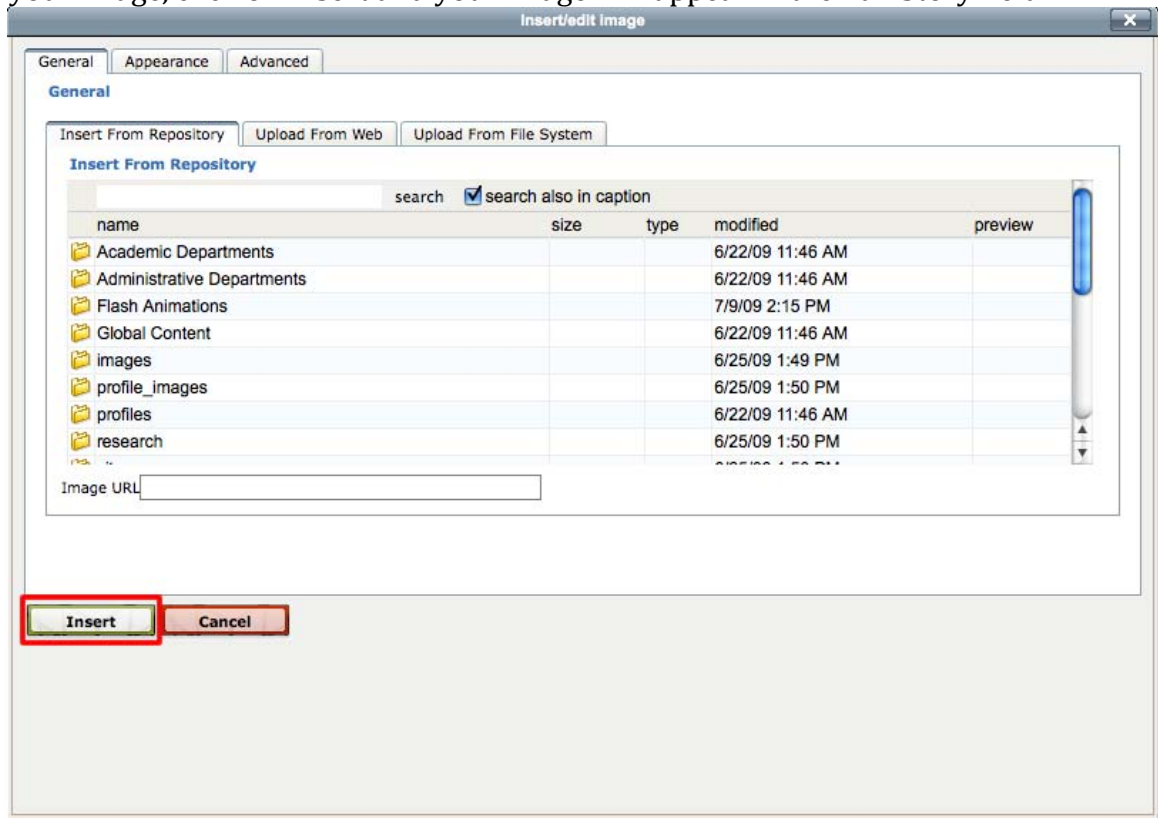
7c) On the right, you'll see an option to Upload new asset. Click on that link and then use the Browse button to find the image on your computer. Click OK and your image will be uploaded to the CMS.



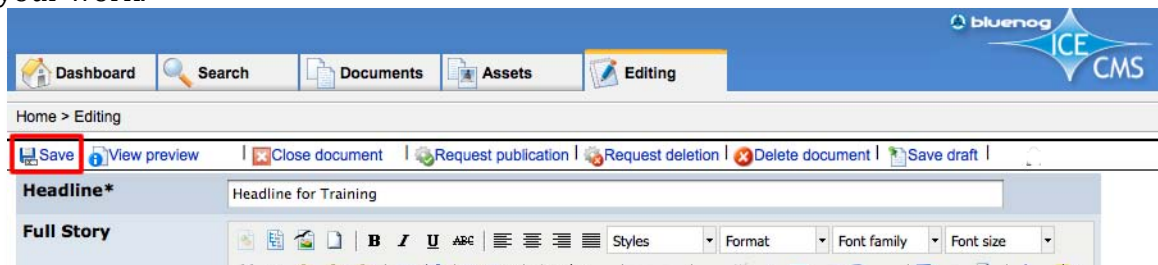
7d) Now to insert the image into your page. Click on the third button from the left on the top row of the toolbar, circled here in red.



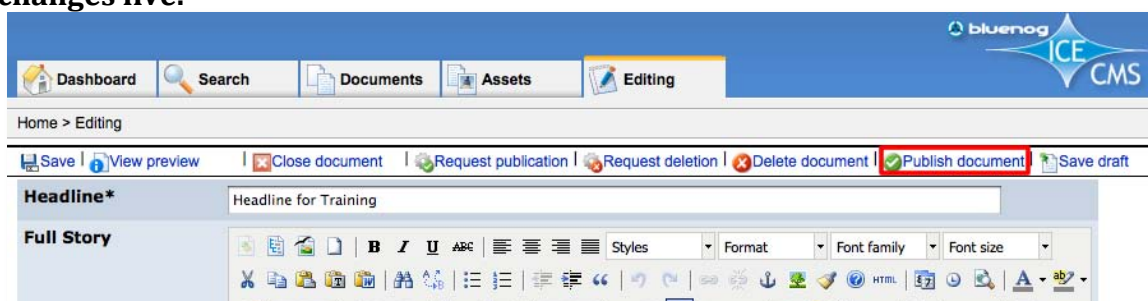
7e) Make sure you are on the Insert from Repository tab. Find your uploaded image either by browsing to it or using the search bar. Once you have found your image, click on Insert and your image will appear in the Full Story field.



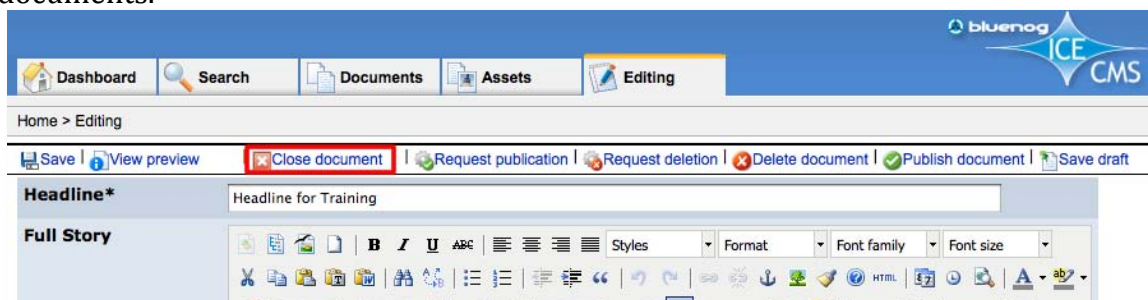
8) Once you have finished adding content to your document, click on Save to save your work.



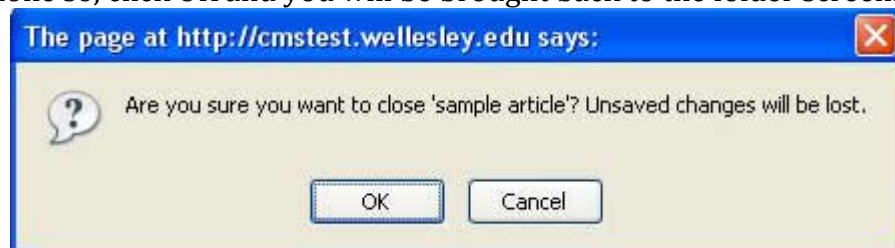
- 9) The option to Publish your content will appear. Click on Publish document. Select Now if you want to publish your content immediately. **Once you have published a document, you will need to republish it in order to make any changes live.**



- 10) Click on Close document to return to the folder screen and create additional documents.



- 11) A warning message will pop up reminding you to save. If you have already done so, click OK and you will be brought back to the folder screen.



Problems? Questions?

Please email the **Bluenog users** conference on FirstClass if you have any problems or questions. You can also find documentation online at <http://www.wellesley.edu/PublicAffairs/CMS/>.

- 3/29/10