Welcome to your Content Management System (CMS)

Greetings! Welcome to your very own Content Management System. This area allows you to manage the content of a variety of areas of your website -- with little to zero knowledge of any programming languages! Exciting, isn't it?

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1.0 - General Information

1.1 - General CMS Navigation:

At the top-right portion of the CMS there are different links, which will link to the main administration areas, which control very powerful sections of the CMS.

1. <u>Users:</u> In this area, the Master Administrator (admin) has the ability to set up users and assign different permissions for anyone with access to the CMS backend of the Website. Based upon these admin settings, each user will have a different view in the backend interface.

2. <u>Pages:</u> If you choose 'Page Administration' you will see the sections of your website that are editable. The editable sections will be listed in the left-hand navigation at all times, for easy reference. This is the most common section of the CMS, as most work will be done here.

3. <u>Images:</u> There are some really kick-butt image editing functions found here. This also contains the image-repository, which houses all of the images that you have control over on your website.

4. <u>Documents:</u> The Documents Administration acts as a storage bin for all of the website's documents (.PDF, .ZIP), etc that are used by the editable portions of your website. It is a common mistake that if a document is not working after a change has been made in the CMS, it may not have been uploaded to this section.

   ** The max file size allowed for uploading Images/Documents is 2 gigabytes.

1.2 - Session Timeouts & Miscellaneous Recommendations

If at anytime you are kicked out of the CMS, your web browser's session may have timed out. Simply login again and you will be able to resume your work. The CMS works best with the following web browsers/computer platforms.

- Internet Explorer 8 (Windows)
- Mozilla Firefox 3.x (Windows & Mac)

2.0 – User Administration

(Please disable any popup blockers before continuing)

Summary: In this area, the Master Administrator (admin) has the ability to set up users and assign different permissions for anyone with access to the CMS backend of the Website. Based upon these admin settings, each user will have a different view in the backend interface.

* e.g. if the Administrator does not want User A to edit the homepage, then, when the Administrator is setting up User A, the Master Admin would un-checkbox the box in front of 'Home'.

1. Create New User
   a. Using the top navigation, click on Users.
   b. Click Add New CMS User to add a new User.
   c. Now you have the ability to insert a Username, Password, email and the User Level.
      Note: There should be only one Master Admin
   d. Select the Website Pages the User should be able to edit by clicking the check box in front of the selected page. The user will only be able to see the Pages he is selected for. The user will not be able to see the User Administration Area.
   e. Click **Save Changes**.

2. Edit User
   a. Using the top navigation, click on Users.
   b. Click ✏ to edit the selected User
   c. Modify all of the fields you wish to change.
   d. When finished, click on Save Changes

3. Delete User
   a. Using the top navigation, click on Users.
   b. In the listing, locate the item you wish to remove and click on 🗑 *
   c. Click "Ok" when the popup comes up to delete the record.
   *Notice: Once you click Delete, the record will be removed from the database.

3.0 - Page Administration

(Please disable any popup blockers before continuing)

Summary: This section includes all of the editable pages found in the website. Quick links to the individual pages in this section can always be found in the left-hand navigation. Below are in-depth instructions for maintaining the different pages.

2.0 – About Us -> Leadership Team

1. **Editing Header Image**
   a. In the left-side directory, click on <u>About Us -> Leadership Team.</u>
   b. Using the grid, locate the header image and click on the corresponding ✏ icon.
   c. Modify all of the fields you wish to change.
   d. When finished, click on <u>Save Changes</u>.

1. **Adding a new Leadership Team Member**
   a. In the left-side directory, click on <u>About Us -> Leadership Team.</u>
   b. Click on <u>Add New Team Member</u>.
   c. Select a Attorney or Staff Member already added to the CMS OR Enter a New Executive Team Member
   d. When finished, click on <u>Save Changes</u>.

2. **Editing a Leadership Team Member**
   a. In the left-side directory, click on <u>About Us -> Leadership Team</u>
   b. Using the grid, locate the team member and click on the corresponding ✏ icon.
   c. Modify all of the fields you wish to change.
   d. When finished, click on <u>Save Changes</u>.

3. **Removing a Leadership Team Member**
   a. In the left-side directory, click on <u>About Us -> Leadership Team</u>
   b. Using the grid, locate the team member and click on the 🗑 icon.*
      *Notice: Once you click Delete, the record will be removed from the database.

2.1 – About Us -> Community Involvement

1. **Adding a New Community Involvement Organization**
   a. In the left-side directory, click on <u>About Us -> Community Involvement.</u>
   b. Click on <u>Add New Organization</u>
   c. Enter Organization Title
   d. Using the Image Upload** tool, you can either select an image that you have already uploaded or you can select "Upload New Image" ** and add the image that way.
   e. Enter a web link
   f. When finished, click on <u>Save Changes</u>.

2. **Editing a Community Involvement Organization**
   a. In the left-side directory, click on <u>About Us -> Community Involvement.</u>
   b. Using the grid, locate the organization and click on the corresponding ✏ icon.
   c. Modify all of the fields you wish to change.
   d. When finished, click on <u>Save Changes</u>.

3. **Removing a Community Involvement Organization**
   a. In the left-side directory, click on <u>About Us -> Community Involvement.</u>
   b. Using the grid, locate the organization and click on the 🗑 icon.*
      *Notice: Once you click Delete, the record will be removed from the database.

3.0 – Attorney & Staff -> Attorney
Note: once the attorney is added to the CMS, the site administrator will be able to add practice areas, paralegals and videos via the grid.

1. **Adding a New Attorney**
   a. In the left-side directory, click on Attorney & Staff.
   b. Select the "Attorney" tab from the upper left.
   c. Click on Add New Attorney
   d. Using the Image Upload** tool, you can either select an image that you have already uploaded or you can select "Upload New Image" ** and add the image that way.
   e. Enter the Name
   f. Enter Title
   g. Enter Email Address
   h. Enter Phone Number
   i. Using the Text Editor** panel, add the other contact information. It is recommended that you use the Paste Plain Text feature to incorporate content that has been copied to the clipboard from another source.
   j. Using the Text Editor** panel, add the biography. It is recommended that you use the Paste Plain Text feature to incorporate content that has been copied to the clipboard from another source.
   k. Using the Text Editor** panel, add the community involvement. It is recommended that you use the Paste Plain Text feature to incorporate content that has been copied to the clipboard from another source.
   l. Using the Text Editor** panel, add the bar admissions. It is recommended that you use the Paste Plain Text feature to incorporate content that has been copied to the clipboard from another source.
   m. Using the Text Editor** panel, add the Representative Clients. It is recommended that you use the Paste Plain Text feature to incorporate content that has been copied to the clipboard from another source.
   n. Using the Text Editor** panel, add the Published Articles/Lectures/Presentations. It is recommended that you use the Paste Plain Text feature to incorporate content that has been copied to the clipboard from another source.
   o. Using the Text Editor** panel, add the Published Notable Representations. It is recommended that you use the Paste Plain Text feature to incorporate content that has been copied to the clipboard from another source.
   p. Using the Text Editor** panel, add the Education. It is recommended that you use the Paste Plain Text feature to incorporate content that has been copied to the clipboard from another source.
   q. Using the Text Editor** panel, add the Professional Activities. It is recommended that you use the Paste Plain Text feature to incorporate content that has been copied to the clipboard from another source.
   r. Using the Image Upload** tool, you can either select an image that you have already uploaded or you can select "Upload New Image" ** and add the image that way.
   s. Using the Document Upload** tool, you can either select a document that you have already uploaded or you can select "Upload New Document" ** and add the document that way.
   t. When finished, click on Save Changes.

2. **Editing an Attorney**
   a. In the left-side directory, click on Attorney & Staff.
   b. Using the grid, locate the attorney and click on the corresponding ✏ icon.
   c. Modify all of the fields you wish to change.
   d. When finished, click on Save Changes.

3. **Removing an Attorney**
    a. In the left-side directory, click on Attorney & Staff.
    b. Using the grid, locate the attorney and click on the [icon] icon.*
        *Notice: Once you click Delete, the record will be removed from the database.

3.1 – Attorney & Staff -> Staff

1. **Adding a New Staff Member**
    a. In the left-side directory, click on Attorney & Staff.
    b. Select the "Staff" tab from the upper left.
    c. Click on Add New Staff Member
    d. Using the Image Upload** tool, you can either select an image that you have already uploaded or you can select "Upload New Image" ** and add the image that way.
    e. Enter the Name
    f. Enter Title
    g. Enter Email Address
    h. Enter Phone Number
    i. Using the Text Editor** panel, add the other contact information. It is recommended that you use the Paste Plain Text [icon] feature to incorporate content that has been copied to the clipboard from another source.
    j. Using the Text Editor** panel, add the biography. It is recommended that you use the Paste Plain Text [icon] feature to incorporate content that has been copied to the clipboard from another source.
    k. Using the Text Editor** panel, add the community involvement. It is recommended that you use the Paste Plain Text [icon] feature to incorporate content that has been copied to the clipboard from another source.
    l. Using the Document Upload** tool, you can either select a document that you have already uploaded or you can select "Upload New Document" ** and add the document that way.
    m. When finished, click on Save Changes.

2. **Editing a Staff Member**
    a. In the left-side directory, click on Attorney & Staff.
    b. Using the grid, locate the staff member and click on the corresponding [icon] icon.
    c. Modify all of the fields you wish to change.
    d. When finished, click on Save Changes.

3. **Removing a Staff Member**
    a. In the left-side directory, click on Attorney & Staff.
    b. Using the grid, locate the staff member and click on the [icon] icon.*
        *Notice: Once you click Delete, the record will be removed from the database.

4.0 – Services
Note: once the service is added to the CMS, the site administrator will be able to add Frequently Asked Questions and Videos via the grid.

1. **Adding a new Service**
    a. In the left-side directory, click on Services.
    b. Click on Add New Service
    c. Enter the Title
    d. Enter the Subtitle
    e. Using the Text Editor** panel, add the full description. It is recommended that you use the Paste Plain Text [icon] feature to incorporate content that has been copied to the clipboard from another source.

f. Using the Image Upload** tool, you can either select an image that you have already uploaded or you can select "Upload New Image" ** and add the image that way.

g. Using the Image Upload** tool, you can either select an image that you have already uploaded or you can select "Upload New Image" ** and add the image that way.

h. When finished, click on <u>Save Changes</u>.
   **See section 5.0 of this manual for more instructions on the Embedded File Uploader.
   ***See section 4.0 of this manual for more instructions on this tool.

2. Editing a Service
   a. In the left-side directory, click on <u>Services.</u>
   b. In the grid, locate the service and click on the corresponding ✏ icon.
   c. Modify all of the fields you wish to change.
   d. When finished, click on <u>Save Changes</u>.

3. Removing a Service
   a. In the left-side directory, click on <u>Services.</u>
   b. In the grid, locate the service and click on the corresponding 🗑 icon*
      *Notice: Once you click Delete, the record will be removed from the database.

5.0 – Legal Resources -> Law Clips
Note: once the Law Clip is added to the CMS, the site administrator will be able to add practice areas.

1. Adding a New Law Clip
   a. In the left-side directory, click on <u>Legal Resources -> Law Clips</u>
   b. Click on <u>Add New Law Clip.</u>
   c. Enter the Title
   d. Using the Text Editor** panel, add the Brief Description. It is recommended that you use the <u>Paste Plain Text</u> 📋 feature to incorporate content that has been copied to the clipboard from another source.
   e. Using the Text Editor** panel, add the Description. It is recommended that you use the <u>Paste Plain Text</u> 📋 feature to incorporate content that has been copied to the clipboard from another source.
   f. Using the PDF Upload** tool, you can either select a PDF that you have already uploaded or you can select "Upload New PDF" ** and add the PDF that way.
   g. When finished, click on <u>Save Changes</u>.

2. Editing a Law Clip
   a. In the left-side directory, click on <u>Legal Resources -> Law Clips.</u>
   b. In the grid, locate the law clip and click on the corresponding ✏ icon.
   c. Modify all of the fields you wish to change.
   d. When finished, click on <u>Save Changes</u>.

3. Removing a Law Clip
   a. In the left-side directory, click on <u>Legal Resources -> Law Clips.</u>
   b. In the grid, locate the law clip and click on the corresponding 🗑 icon*
      *Notice: Once you click Delete, the record will be removed from the database.

5.1 – Legal Resources -> Law Clips -> Sign Ups

1. Exporting the Law Clip Sign Ups
   a. In the left-side directory, click on <u>Legal Resources -> Law Clips -> Signups.</u>
   b. Click on the radio button of the amount that you would like to export.
   c. Click on the <u>Export To Excel</u> button found at the top right of the listing page.
   d. Choose where to save the file or the program to open the file with.
   e. Click ok

5.2 – Legal Resources -> State Bar Pamphlet

1. **Adding a New State Bar Pamphlet**
   a. In the left-side directory, click on Legal Resources -> State Bar Pamphlets.
   b. Click on Add New Pamphlet
   c. Enter Title
   d. Using the Text Editor** panel, add the Brief Description. It is recommended that you use the Paste Plain Text feature to incorporate content that has been copied to the clipboard from another source.
   e. Using the Text Editor** panel, add the Description. It is recommended that you use the Paste Plain Text feature to incorporate content that has been copied to the clipboard from another source.
   f. Using the PDF Upload** tool, you can either select a PDF that you have already uploaded or you can select "Upload New PDF" ** and add the PDF that way.
   g. Select the Services Associated with the State Bar Pamphlet.
   h. When finished, click on Save Changes.

2. **Editing a State Bar Pamphlet**
   a. In the left-side directory, click on Legal Resources -> State Bar Pamphlets.
   b. In the grid, locate the pamphlet and click on the corresponding 🖉 icon.
   c. Modify all of the fields you wish to change.
   d. When finished, click on Save Changes.

3. **Removing a State Bar Pamphlet**
   a. In the left-side directory, click on Legal Resources -> State Bar Pamphlets.
   b. In the grid, locate the pamphlet and click on the corresponding 🗑 icon*
      *Notice: Once you click Delete, the record will be removed from the database.

6.0 – News & Events

1. **Adding a new News & Events Release**
   a. In the left-side directory, click on News & Events.
   b. Click on Add New Release
   c. Enter the Date Published
   d. Enter the Title
   e. Using the Text Editor** panel, add the Brief Description. It is recommended that you use the Paste Plain Text feature to incorporate content that has been copied to the clipboard from another source.
   f. Using the Text Editor** panel, add the Description. It is recommended that you use the Paste Plain Text feature to incorporate content that has been copied to the clipboard from another source.
   g. Enter a Web Link
   h. Using the PDF Upload** tool, you can either select an PDF that you have already uploaded or you can select "Upload New Document" ** and add the document that way.
   i. Using the Image Upload** tool, you can either select an image that you have already uploaded or you can select "Upload New Image" ** and add the image that way.
   j. When finished, click on Save Changes.

2. **Editing a News & Events Release**
   a. In the left-side directory, click on News & Events.
   b. Locate the release that you would like to modify and click on the corresponding 🖉 icon.

      c. Modify all of the fields you wish to change.

      d. When finished, click on <u>Save Changes</u>.

  3. Removing a New & Events Release

      a. In the left-side directory, click on <u>News & Events.</u>

      b. Locate the release that you would like to delete and click on the corresponding icon*

         *Notice: Once you click Delete, the record will be removed from the database.

7.0 - Contact Submissions

  1. Exporting the Contact List

      a. In the left-side directory, click on <u>Contact Submissions.</u>

      b. Click on the radio button of the amount that you would like to export.

      c. Click on the <u>Export To Excel</u> button found at the top right of the listing page.

      d. Choose where to save the file or the program to open the file with.
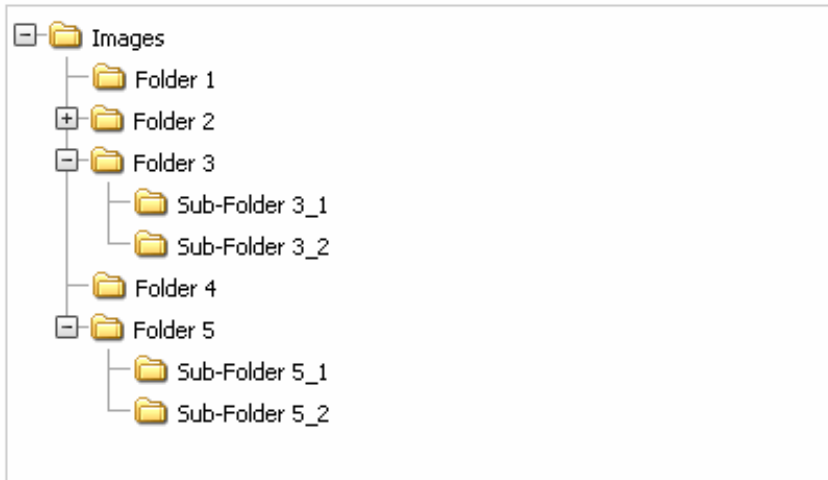
      e. Click ok

4.0 – Image Administration

(Please disable any popup blockers before continuing)

Summary: In order to incorporate images in certain areas of the website, they must first be uploaded to a CMS Image Directory in the 'Image Administration' section. This is where they will be stored for easy use at any time.

Accepted File Types: .jpg, .jpeg, .gif*, .bmp, .tif, .png
*Notice: Please be aware that gif Images are not resizable!

4.1 - Using the Directory Tree

1.   **Adding a New Folder**
    a. Select the folder you wish to create your new folder inside.
    b. Right-click on the folder from step a.
    c. Select New Folder
    d. The new folder will be added to where you wanted it.

2.   **Deleting a Folder**
    Right-click on the folder that you want to remove.
    Select   Delete
    When the popup comes up, click on "YES" to remove the folder.

3.   **Adding a File (or multiple Files) to a Folder**
    a. Right-click on the folder that you want to add a file to.
    b. Select Add Files
        ▪ Click on the Add button to add a more files to the upload.
        ▪ Click on the Select button to select a file from your computer.
        ▪ Click on the Remove button to remove a file from the upload.
    c. Click on Upload Images to upload the files you have selected.

5.0 – Document Administration

(Please disable any popup blockers before continuing)

Summary: In order to incorporate documents in certain areas of the website, they must first be uploaded to a CMS Document Directory in the 'Document Administration' section. This is where they will be stored for easy use at any time.

Accepted File Types: .zip, .pdf, .doc, xls

5.1 - Using the Directory Tree

1. **Adding a New Folder**
    a. Select the folder you wish to create your new folder inside.
    b. Right-click on the folder from step a.
    c. Select ⊕ New Folder
    d. The new folder will be added to where you wanted it.

2. **Deleting a Folder**
    a. Right-click on the folder that you want to remove.
    b. Select ✕ Delete
    c. When the popup comes up, click on "YES" to remove the folder.

3. **Moving a File or Folder**
    To move a file or folder, simply click on the item and drag it to the folder you want to move it to.

4. **Adding a File (or multiple Files) to a Folder**
    a. Right-click on the folder that you want to add a file to.
    b. Select ⊕ Add Files
        ▪ Click on the [Add] button to add a more files to the upload.
        ▪ Click on the [Select] button to select a file from your computer.
        ▪ Click on the [Remove] button to remove a file from the upload.
    c. Click on Upload Images to upload the files you have selected.

6.0 – Using the Embedded File Uploaders

Summary: You don't necessarily have to always visit the File Administration areas in order to upload files to your CMS. In various popups throughout the CMS, where you make your actual website changes, you will often find an **embedded file uploader** like the one see below.

6.1 - Using the Embedded File Uploader
You have two options when using the embedded file uploader, you can either choose to Select (Item*) or Upload New (Item*).

1. **Select (Item*)**
   a. Select the folder that your (item*) can be found inside of.
   b. Select the (item*) from the second dropdown.
   c. The area will automatically refresh, and either a preview of that (item*) will appear, or a link to preview it. It depends on what the (item*) is.

2. **Upload New (Item*)**
   a. Select the folder that you wish to place your (item*) inside of. If you do not see the folder you want, or it hasn't been created yet, you can click on Add Directory to place a directory inside of the folder you chose from the first dropdown.
   b. Click on Select to select an (item*) to upload.
   c. Click on Upload to upload that (item*)

(Item) could represent any item that has its own Administration section: ex) Images, Documents

7.0 – Text Editor

(Please disable any popup blockers before continuing)

Summary: Most pages of your Web site contain information that is editable through the CMS interface. To modify the editable content, select [Pages] from the top navigation, and then select a page you want to edit from the left-hand directory listing (labeled 'Select a Page'). All editable items for that selected page will be displayed within the right-hand panel. Clicking on the ✏ icon associated with an item will allow you to edit its contents. When the editable item includes text, this Text Editor panel will be used.

This section of the manual provides an overall description of the Text Editor panel, which is used for adding text-based content to the website. It allows you to cut and paste, copy or type, create website links, and create lists.

Paste Text   redo & undo   Create Links   Remove Links
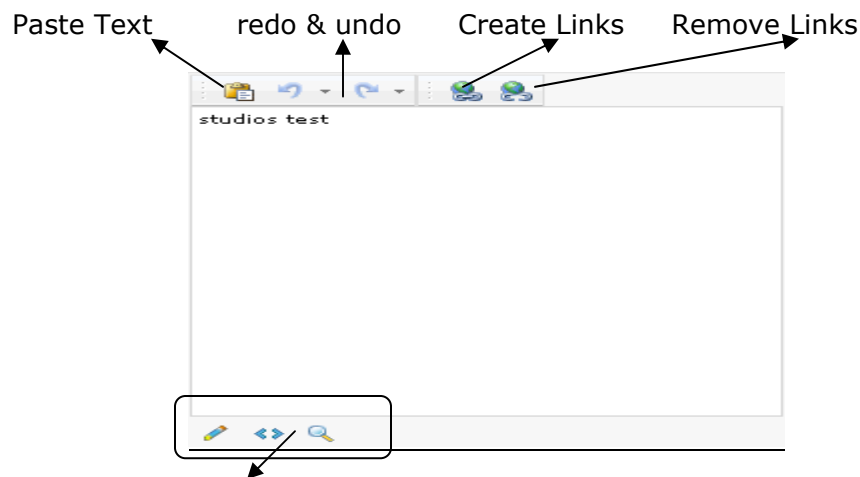
These are Icons to see the HTML Code – it is advised to only use the HTML code options if you understand the HTML language.

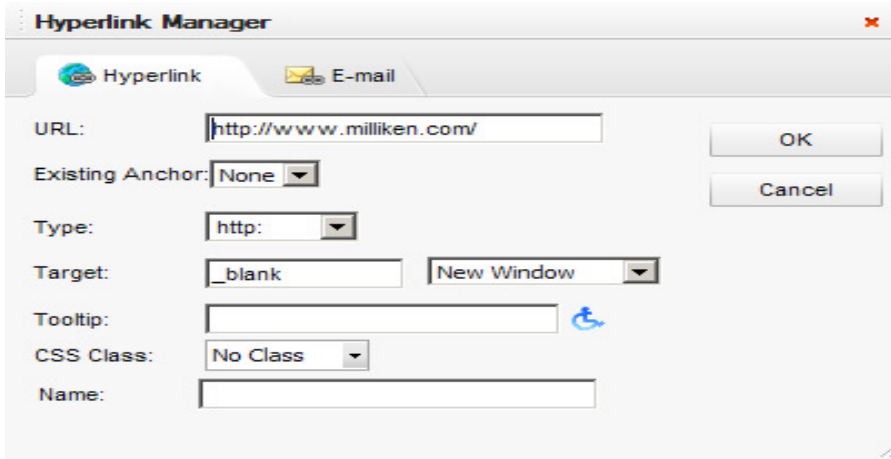## 7.1 – Pasting Text: Tips and Tricks using the Paste Option
To paste text from a word-processing program, such as Word, we recommend clicking the 📋 icon on the toolbar of the Text Editor panel. A Message may pop up, please choose "allow access" and the Text will be copied into your Editor.

7.2 – Redo and Undo
Click ↩ ↪ to undo or redo an action you have just executed (such as pasting Text).

7.3 – Creating a Hyperlink

In the Text Editing panel, highlight the text that you would like to make into a hyperlink and click 🌐
A new Window will open where you can select the "Hyperlink" tab:

7.3.1 – Hyperlink Manager – Website Link

- URL: Please enter a valid Internet Address for e.g. www.millken.com
- Existing Anchor: leave default
- Link Text: Is the Text you highlighted in first Step
- Type: Use the Drop-Down Window and choose http:
- Target: Use the Drop-Down Menu -> Choose New Window. In the text field above the target dropdown menu you will see "_blank"
- Please Click "OK" to save the entered values.

*The fields not mentioned above can be ignored: Tool Tips, CCS Class, Name

7.3.2 Hyperlink Manager – Email Link

- Name: Enter a Name or leave blank
- Address: enter the email address
- Link Text: Is the Text you highlighted in first Step
- Subject: Enter a Subject for the Email (for e.g. Order Information)
- Please Click "OK" to save the entered values.

*The fields not mentioned above can be ignored: CCS Class

7.3.3 Removing Links

To remove links, in the Text Editing pane, please highlight the text that you would like to remove

the link from – this will not delete the Text, just the Link – and click 🌐. The text will now change from a blue hyperlink color back to its original black font.