Web Content Editor Training Guide

Level 1 Web Permissions
Level 1 of the web is defined as, but not limited to, web site, pages and content that have been deemed as a high-traffic landing page by University Marketing & Communications.

If you are working in Level 1 of the web you will use “Submit” this triggers an email to the approvers, who will then review your changes and either approve or contact you for recommended changes. Once your changes have been approved on Level 1; they will be synced to the production server, nightly at 1 am.

Level 2 Web Permissions
Level 2 of the web is defined as, but not limited to, all other web site, pages and content not defined in Level 1.

If you are working in Level 2 portion of the web you can click “Publish” and then you can view your changes on the staging server. Your changes will be synced to the production server, nightly at 1 am.

*Please note that we can also setup an internal (department) workflow for your web content.

Logging into Ektron

1. Open a web browser.
   a. In the address bar type: http://moe.mnstate.edu/cmslogin.aspx
   b. It will bring you on to the CMS400.net login page.
   c. Click ‘Login’
   d. Enter your StarID username and password when prompted.
   e. Once you are properly authenticated you will see the following options of ‘Logout’, ‘Workarea’, ‘Preview’ and ‘Help’.
Finding Content to Edit

Option 1
1. Once you are logged into Ektron, make sure that you are in EDIT mode
2. Open a second browser tab.
   a. In the url type in the address on the staging server (moe) site you want to work on and press Enter. For example: http://moe.mnstate.edu/it
   b. You should notice silver circles on your screen by your content.
   c. Hover over the silver circle above the content you want to edit and a menu should pop open. Click on ‘Edit’.

d. A new editing window will then open in the Ektron workarea.

Option 2

1. On the login page of Ektron (http://moe.mnstate.edu/cmslogin.aspx) select the option ‘Workarea’.

2. A second browser window will open.
   a. Click on the option ‘Content’ across the top.
3. Expand the ‘Level 2’ folder by clicking on the + beside the ‘Level 2’ folder name.
   a. Expand the ‘Content’ folder under the ‘Level 2’ folder by clicking on the + beside the ‘Content’ folder name.
   b. Select the folder name you have access to edit.

4. Highlight the content area that you want to edit on the right-side of the window.
   a. It will change to a new view of the content.
   b. Click “Edit”
Editing Content

1. You can either type your content directly into the content edit area or you may use copy and paste.
   a. If you are using the copy and paste functionality you should use the ‘Paste Plain Text’ or ‘Paste from Word’ option inside the content edit area on the toolbar right next to the regular ‘Paste’ icon.

2. Font styles are predefined. Here are the varying font styles that are defined and you can apply to your content.  
   Note: Heading 3 automatically puts the red underline in place and you cannot remove it.

   Heading 1
   Heading 2
   Heading 3
   Heading 4
   Heading 5
   hyperlink
   regular text
3. To apply the different Heading options; select the text you want changed and under the menu option that says ‘Normal’ choose the heading you want to apply.

4. While you are working and making changes it is recommended to click the ‘Save’ icon so you do not lose your work.
Saving, Checkin, Submit, and Publish Content

Checkin
If you have to stop making changes and you do NOT want your changes to go live yet, you would use the “Checkin” icon. This allows your work to be saved and you can also exit out of the program and go back when you are ready to continue making changes.

Submit or Publish
When you have finished making changes to your content you will either click “Submit” or “Publish” depending on what permissions you have with the content you are editing.
Uploading/Adding NEW Images or Documents to Content

Please do not use spaces or special characters in your file names. It can cause issues with different browsers. If you want a separator in your file names use a dash ‘-‘.

1. While in the Edit mode of your content piece.
2. Open the content piece that you want to add an image or document.
3. Click on the ‘Library’ icon, which looks like a book.

4. A new window will then open called ‘Library Folder:’

a. Depending on what type of file you want to add you must change the drop-down at the top of the library window. For example, if you are adding an image you want the drop-down box to say “Images” and if you are adding a document you want it to say “Files”.

5. Click the ‘Add Library’ Option.
6. In the “Title” field add a title for your image or document. You CAN use spaces in the title, but do not use special characters.

   a. Then click the “Browse” button and select the picture/document you want to upload.
   b. Click ‘Open’ and it will take you back to the Upload window and then click “Add Library”
   c. In the Library window select/highlight the name of the image/document you want to insert and then click the “Insert” icon.
   d. Your image/document will then be inserted into your content area.
Replacing/Overwriting Images/Documents

1. Navigate to the Ektron Workarea from the login screen.
2. Click on the ‘Library’ tab from your workspace and navigate to your folder.
   a. Once at your folder, make sure you change your drop-down view to ‘Files’ if you are overwriting a document (PDF, DOCX). If you are overwriting an image the drop-down should say ‘Images’.
3. Find the document or image that you want to overwrite and click on it.
   a. It will take you to a properties view of the document/image you want to overwrite.
4. Click on the icon at the top that looks like a piece of paper with a lightening bolt through it. (As you hover over it you will see it says ‘Overwrite’)

   a. Once you click on the ‘Overwrite’ icon it will open you to a new screen.
   b. Click on the ‘Browse’ button and find your new document/image saved on your share drive or hard drive. Highlight it and click ‘Open’.
   c. You will then be taken back to the editing screen and you should see your file name/location next to the ‘Browse’ button.
   d. Make sure the ‘Summary’ data is still correct
   e. Then you should click ‘Update’.