Ingeniux 8 CMS
Web Management System
ICIT Technology Training and Advancement (training@uww.edu)
Updated on 10/17/2014
Table of Contents

About............................................................................................................................................. 4
Who Can Use It .............................................................................................................................. 4
Log into Ingeniux ............................................................................................................................ 4
Using Ingeniux CMS ...................................................................................................................... 5
Overview ........................................................................................................................................ 6
  Ingenix Dashboard ....................................................................................................................... 6
  Site Tree ....................................................................................................................................... 7
Page Elements/Components......................................................................................................... 8
  Element Help ............................................................................................................................... 8
  Components ............................................................................................................................... 8
    Additional Components .......................................................................................................... 11
  Page Edit Toolbar ....................................................................................................................... 12
  Page Element Descriptions ....................................................................................................... 14
  Page ID ....................................................................................................................................... 15
Webpage Types................................................................................................................................ 15
  Division Home ........................................................................................................................... 15
  Division Internal .......................................................................................................................... 15
Page Management.......................................................................................................................... 16
  Assets Library ............................................................................................................................. 16
  Edit an Existing Page .................................................................................................................. 18
Create a Page.................................................................................................................................. 20
  Copy Existing Page .................................................................................................................... 20
  Create New Page ....................................................................................................................... 22
Edit Page Elements....................................................................................................................... 24
  Page Name ............................................................................................................................... 24
  Page Title ................................................................................................................................. 25
  Page Banner ............................................................................................................................. 26
  Section Title .............................................................................................................................. 26
  Section Navigation .................................................................................................................... 27
  Left Sidebar ............................................................................................................................... 27
Troubleshooting .................................................................................. 62
View your Page .................................................................................. 61
Header Image Component .................................................................. 58
Image Gallery Component .................................................................. 58
Video Component ................................................................................ 56
RSS Feed Component .......................................................................... 54
Navigation Component ....................................................................... 53
Flexible Component ............................................................................. 51
Carousel and Carousel Slide Components ........................................... 47
Carousel Slide Components .................................................................. 47
Carousel Component ............................................................................. 49
Create an Anchor ................................................................................ 30
Link to a Page or Document ................................................................. 31
Object Alignment .................................................................................. 29
Insert an Image ...................................................................................... 35
Horizontal Line ...................................................................................... 38
Custom Characters ................................................................................ 38
Copy/Cut/Paste ...................................................................................... 28
Copy/Cut ............................................................................................... 28
Paste ....................................................................................................... 29
Copy/Cut/Paste ...................................................................................... 28
Lists ......................................................................................................... 30
Right Sidebar ......................................................................................... 28
Body Copy ............................................................................................... 28
HTML ....................................................................................................... 43
Create an Anchor .................................................................................. 30
Link to a Page or Document ................................................................. 31
Object Alignment .................................................................................. 29
Insert an Image ...................................................................................... 35
Horizontal Line ...................................................................................... 38
Custom Characters ................................................................................ 38
Copy/Cut/Paste ...................................................................................... 28
Copy/Cut ............................................................................................... 28
Paste ....................................................................................................... 29
Troubleshooting .................................................................................. 62
About
Ingeniux CMS 8 is an enterprise web content management program designed to manage the UW-Whitewater website pages and content.

Who Can Use It
Only UW-Whitewater staff or faculty, with permissions to access Ingeniux, are able to use Ingeniux to modify UW-Whitewater web content. To request user permission, please open a ticket with the TSC Helpdesk by emailing helpdesk@uww.edu.

Log into Ingeniux
To log into Ingeniux, open a web browser and go to http://cms.uww.edu. Enter your Net-ID and password, then click the Login button to continue.

NOTE: You must be connected to the UW-Whitewater network or VPN to access the Ingeniux administration site.
Using Ingeniux CMS
The following section will cover the basic features and functionality available to users in the Ingeniux CMS application.
Overview

Ingeniux Dashboard

The dashboard is the first view you will see when logging into the Ingeniux CMS webpage. The dashboard contains links and buttons to frequently used tasks. Click the ![Dashboard](image) button, located in the upper left corner of the window, to return to the Dashboard page.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Site tree</strong>: An organized listing of all pages currently associated to the website.</td>
<td>6. <strong>Active Users</strong>: Displays a list of all users that are currently logged into the Ingeniux system.</td>
</tr>
<tr>
<td>2. <strong>New</strong>: Lists wizards for creating new content.</td>
<td>7. <strong>Assignments Menu</strong>: Menu, located in the left menu bar, that displays pages currently assigned to the user.</td>
</tr>
<tr>
<td>3. <strong>In Progress</strong>: Displays pages currently assigned to the user.</td>
<td>8. <strong>Search Menu</strong>: Menu, located in the left menu bar, which allows you to type in keywords to search for specific pages.</td>
</tr>
<tr>
<td>4. <strong>Favorites</strong>: Allows user to create links to pages in the tree for easy access.</td>
<td>9. <strong>Top Toolbar</strong>: Toolbar, across the top of the page, that gives you quick access to common tasks, allows you to refresh the page, publish the site, and upload assets.</td>
</tr>
<tr>
<td>5. <strong>Recently Visited</strong>: Lists pages or components that have been accessed recently.</td>
<td></td>
</tr>
</tbody>
</table>
Site Tree
The site tree is made up of main pages (parent), subpages (children), folders and components.

1. **Site Tree:** Use the +/- buttons, to the left of each page/folder, to expand and view child pages.

2. **Main (Parent) Page:** The primary landing page for a topic.

3. **Subpages (Children):** Pages under the main primary page for a topic.

4. **Folder:** Folder containing pages or website components

5. **Component:** An additional module that can be added to a site, such as a fillable form, side menu bar, news feed, calendar, etc.
Page Elements/Components
Page elements are pieces of content that are available to you on your page. Page elements are different depending on the type of page you are editing. Examples of a page element would be the page title, description, the banner header, page tabs (if tabs are available in your page template), or right and left sidebars, etc. Click the Go To button, located on the right side of the page, to go to a specific component attached to your page.

NOTE: Page elements and components are advanced features that should only be modified by users familiar with the Ingeniux system.

Element Help
Hover over the button, to the right of each element, to display the help text for that element.

Components
Components are additional modules you can add into a webpage that allow you to insert dynamic content. Below are the list of components that can be used on a UW-Whitewater page.

Call to Action: An image component that allows you to link to an internal/external webpage, or document. Users click the image to go to a related page.

Example can be found at: http://www.uww.edu/icit
Carousel Component: A rotating sliding image component that allows you to link to a number of other image components. Typically used on a main parent page.

Example can be found at: http://www.uww.edu/icit

Carousel Slide Component: Each individual slide image that makes up a carousel component. Typically you would have 2 or more carousel slide components attached to 1 carousel component.

Flexible Component: A component that can be used to display text, hyperlinks, pictures, videos, bulleted lists, twitter feeds, etc. Flexible components can be inserted into the right/left sidebar or a body component.

Navigation Component: A component used to create a list of child pages located under a main parent page. Component can be placed in the right/left sidebar or as a body component.
**RSS Feed Component**: A component that can be linked to an RSS feed. This component can be inserted into the right/left sidebar or as a body component.

**Video Component**: Allows you to create a component that links to a video file that has been uploaded to the Ingeniux Assets folder, or a YouTube URL. Video files can be embedded directly into the page or open in a new window. Video components can be added to left/right sidebar elements or as a main body component.

**Image Gallery Component**: A component that allows you to display a thumbnail picture, then scroll through a number of other related images. Image gallery components can be inserted into right/left sidebars or as a body component.
**Image header Component:** The top banner image on a page that would be used as a “Header Media Item” element on a webpage.

**Additional Components**
Certain page element boxes will allow you to attach multiple components to one page. Some of these element boxes are Service Tabs, Right/Left Sidebar items, and Pre/Post Body Components.

To add additional components to an element box, click the + button to the right of the element box. Click the – button to remove a component box.
Page Edit Toolbar

The Edit Toolbar allows you to select from a number of button options to change text, font size and type, insert pictures, hyperlinks and tables while editing your page.

NOTE: Hover your mouse pointer over the button in the toolbar to display the button’s function.

- **Edit HTML Source**: Allows you to view and edit the webpage content in HTML.
- **Copy**: Copy button allowing you to copy and paste highlighted objects on your page.
- **Cut**: Cut button allowing you to cut highlighted objects on your page.
- **Paste**: Paste page objects that have been copied or cut.
- **Paste from Word**: Button allowing you to paste objects from a Microsoft Word document directly into your webpage.
- **Paste as Plain Text**: Button allowing you to paste plain text objects into your webpage.
- **Undo/Redo**: Buttons allowing you to undo changes, or redo changes on your page.
- **Alignment**: Aligns objects on the page to the center, right, full page, or left.
- **Lists**: Create numbered or bulleted lists on your page. Use the left/right list alignment buttons to move your list position to the desired location on the page.
- **Hyperlinks**: Create or remove a hyperlink to an internal or external page/document.
- **Anchor**: Anchor a page object to another part of the page.
- **Insert Picture**: Allows you to insert a picture into your page from a URL, or stored in the site “Assets” folder.
- **Insert Horizontal Ruler**: Allows you to insert a horizontal line.
- **Insert Custom Character**: Select from a list of special text characters.
- **Insert/Edit Embedded Media**: Insert video files that will be embedded into your page. You can select from a URL or a file uploaded to the Assets folder.
- **Table Tools**: Insert a table into your page. Use the buttons to the right to adjust table properties and insert/delete rows and columns.
- **Merge Table Cells**: Buttons allowing you to merge or split merge table cells.
- **Find and Replace**: Use the Find and Find and Replace buttons to locate and/or replace text on your page.
- **Font Type**: Change font type to bold, italic, underlined, superscript or subscript.
- **Font Format and Style**: Highlight the text you wish to modify, then use the dropdown boxes to change the text’s format and style.

⚠️ Please refer to the [UWW Content Guide](#) for an explanation of when to use different font headers, lists, etc. so that all webpages remain consistent.
- **Font Color**: Highlight the text you wish to modify, then use the dropdown arrow to select a different font color.
Page Element Descriptions

- **Page Name**: The internal name of your page that is not published. This page name will show up in the site tree listing and also used in the page URL.
- **Page Title**: The name of your page that will be published on the page.
- **Page Description**: The description of your page.
- **Header Media Item**: The header image or banner on your page.
- **Section Title**: Title for the section navigation menu, if needed.
- **Section Navigation**: Lists the child pages that fall under the primary parent page.
- **Display Left Sidebar**: Enables or disables a left side menu on the page.
- **Left Sidebar**: Allows you to add components to the left side menu.
- **Display Right Sidebar**: Enables or disables a right side menu on the page.
- **Right Sidebar**: Allows you to add components to the right side menu.
- **Pre Body Components**: Allows you to add components to the top of your page, before the main page content is displayed.
- **Body Copy**: The main body of your page containing text, pictures, videos, etc.
- **Body Component**: Allows you to add a component to the main body of your page, such as an RSS feed.
- **Post Body Component**: Allows you to add a component to the end of your page, after the main body content is displayed.
- **Search Engine Optimization**: Allows you to enter Information about your page that will appear when searching for your page using a search engine such as Google.com. Default will list the page title and page description listed above.
- **Breadcrumb Navigation**: Defines the main parent page of a site. Links to the parent and children sites are located directly under the “Header Media Item” banner component.
- **Division Control**: Specifies the header and footer that will be used on that page.
- **Layout**: The layout template of your page. **NOTE**: Never adjust the layout of your page unless advised by the website administrator.

**Page ID**

The page id is a unique number assigned to each web page and component. This number may be needed when filling out page element boxes.

The page id can be found in the “Page Properties” element box, at the top of each page or component.

**Webpage Types**

When a new webpage is created, you are asked to select the type of page you would like to create. There are many page type options available to you in the Ingeniux system. The following page types are the recommended options you should select. The webpage type can be found by selecting a page from the site tree, then locating the “Scheme” in the “Page Properties” box, to the right of the “Page Name”.

**Division Home**

The “Division Home” page type is a primary “parent” page that would typically include elements such as a carousel and navigation component menu, as well as Call to Action and Division Control element boxes. This page is typically created for you by the UWW web site manager.

**Division Internal**

The “Division Internal” page type is a “child” page that would fall under a parent “Division Home” page. This page includes common element boxes for a header media item, section navigation menu, left/right sidebar items and body components. Most new or copied pages will be “Division Internal” page types.
Assets Library
Use the “Assets” library to upload pictures, videos, and documents that will be stored and available on the UWW website.

**NOTE:** Please make all image modification, including edits and resizing/crop, using software on your computer before uploading images to the “Assets” folder.

1. From the main Ingeniux application window, click the **Assets** button, located in the top toolbar.

2. Select the “Documents” folder to upload a document to the website. Select the “Images” folder to upload pictures or videos to the website.

3. Use the +/- buttons, to the left of each folder name, to drill down to the location you wish to save your file.

**NOTE:** You can only save files to folders to which you have been given specific “save” permissions. If you are unable to save a file to your department folder, please email helpdesk@uw.edu to ask for Ingeniux Asset folder permissions.

4. Once inside the folder you wish to upload to, click the **Upload** button.
5. Click the **Select File to Upload** button.
6. Browse to the location of your file, then click **Open**.

   If you are replacing a file with a newer file with the same name, check the “Overwrite Existing Files” checkbox.

7. Click the **Upload** button to upload the file to the website.

8. You can continue to upload files by repeating the steps above, or click **Close** to exit the Assets library.
Edit an Existing Page

NOTE: Pages and components, in the site tree, that contain **bold** text are pages that you have permissions to modify.

1. From the site tree, located in the left toolbar, locate and select the page you wish to edit.
2. Click the **Check Out** button located in the top toolbar.

3. Locate the “Body Copy” element box of your page, then use the element’s toolbar to insert text, adjust font size and type, insert pictures, hyperlinks, video, tables, etc.

4. Once you are done making your changes, click the **Save** button, then the **Check In** button, located in the top toolbar, to save your changes.
5. To publish your changes to the web, select “UWW Domain”, then click the OK button.

**NOTE:** Page changes will be published to the live UWW site every hour of the day, between 8 am and 5 pm.
Create a Page

Copy Existing Page
To preserve the integrity of the site, the website administrator defines rules that restrict what pages users can edit and where new pages can be created. Users will only be able to edit and create pages within areas they have been given permissions to access.

⚠️ NOTE: The easiest way to create a new page is to make a copy of an existing page so that page templates and formatting remain consistent.

1. Locate a page that is similar to the new page you wish to create.
2. Right-click the page in the site tree, then select Copy.
3. Select and right-click the parent page where you want to insert your copied page, then click Paste.

Your copied page will now show up in the site tree.

⚠️ Note: Only published pages appear bold in the site tree. Copied pages are not marked as published by default. After you have made your changes, you will need to mark the page as “Published” for it to be seen on the live website.

4. Select your copied page, then click Check Out to edit the page.
5. Change the “Page Name” to a new unique name.
6. Edit the rest of the necessary site elements to build your new page.
7. Once you are finished editing your page, click the Save button, then the Check In button, located in the top toolbar.

8. To publish your new page to the live UWW website, right-click the new page name, then select Mark/Unmark for Publish.
9. Select “default” to publish the new page to the live UWW website. Click the OK button to continue.

Create New Page
To preserve the integrity of the site, the website administrator defines rules that restrict what pages users can edit and where new pages can be created. Users will only be able to edit and create pages within areas they have been given permissions to access.

**NOTE:** The easiest way to create a new page is to make a copy of an existing page so that page templates and formatting remain consistent.

1. Using the site tree, located in the left menu, locate and select the primary parent page for the new page you wish to create.
2. Right-click the parent page name, in the site tree, then select New > Page.

3. Enter the name of your new page in the “Name” box.
4. Select your page type:
   a. **Division Home:** A main “parent” page for a topic. This will usually be created for you by the UWW site admin.
   b. **Division Internal:** A child page that would fall under a parent page. This is typically the page type you will choose.
Your new page will now show up in the site tree under your parent page.

⚠️ **Note:** Only published pages appear **bold** in the site tree. New pages are not marked as “published” by default. After you have made your changes, you will need to mark the page as “Published” for it to be seen on the live website.

5. Enter a “Page Name” in the available name box.
6. Enter a “Page Description” into the available box.
7. Edit the rest of the necessary site elements to build your new page.
8. Once you are finished editing your page, click the **Save** button, then the **Check In** button, located in the top toolbar.

9. To publish your new page to the live UWW website, right-click the page name, then select **Mark/Unmark for Publish**.
10. Select “default” to publish the new page to the live UWW website. Click the **OK** button to continue.
Edit Page Elements

Page Name
The page name is the internal name of the page that will be referenced in the site tree located in the left toolbar and in the page’s URL. The page name is NOT the title of the webpage that displays on the website.

1. From the site tree, located in the left toolbar, locate the page you wish to edit.
2. Click the Check Out button located in the top toolbar.

3. In the “Page Name” text box provided, edit the page name.

4. Once you are done making your changes, click the Save button, then the Check In button, located in the top toolbar, to save your changes.
Page Title

The page title is the title located at the top of the live website page.

1. From the site tree, located in the left toolbar, locate the page you wish to edit.

2. Click the Check Out button located in the top toolbar.

3. In the “Title” text box provided, edit the title of your page.

4. Once you are done making your changes, click the Save button, then the Check In button located in the top toolbar to save your changes.
Page Banner

1. Click the **Check Out** button, located in the top toolbar, to edit your page.
2. Locate the “Header Media Item” element box on the page. The header media page element will link to the banner picture component attached to your page.

   If the page already points to a component, click the **Go To** button to go to the banner properties page.

3. Once inside the banner properties page, click the **Check Out** button, located in the top toolbar, to make changes to the banner.

   **NOTE:** If you are changing the banner picture, make sure that it meets the current banner height and width requirements.

4. When you are done making your changes, click the **Check In** button to publish your changes.

Section Title

The section title is a header for the section navigation menu, if used.

**NOTE:** To display the section title and section navigation menu, you must have the left sidebar element enabled.

1. Click the **Check Out** button, located in the top toolbar, to edit your page.
2. Locate the “Section Title” element box on the page.
3. Type the name for your section title.
4. Click the **Save** button, in the top toolbar, to save your changes.
5. When you are done making your changes, click the **Check In** button to publish your changes.
Section Navigation
Section navigation lists other pages that are considered “child” pages that fall under, or are associated, with a main parent page.

NOTE: To display the section navigation bar, you must enable the “Display Left Sidebar” item below.

1. Click the Check Out button, located in the top toolbar, to edit your page.
2. Locate the “Section Navigation” element box on the page.
3. Select your navigation type. Typically you would leave this at “Children” to display all pages under a main parent page.
4. If needed, enter the page id of the main parent page. The ID can be located at the top of the main page in the format x42106, for example.
5. Click the Save button, in the top toolbar, to save your changes.
6. When you are done making your changes, click the Check In button to publish your changes.

Left Sidebar
1. Use the “Left Sidebar” element box to select components to include in your sidebar.
   - Pick: Allows you to choose from a component that has already been created.
   - Go To: Go to a component that is already listed in the left sidebar items list.
   - Clear: Clear out the current component listed.

NOTE: You may need to click the dropdown arrow, to the far right of the element box, to display the LeftSideBarItem list.
Right Sidebar

1. Use the “Right Sidebar” element to select components to include in your right sidebar.
   - **Pick**: Allows you to choose from a component that has already created.
   - **Go To**: Go to a component that is already listed in the left sidebar items list.
   - **Clear**: Clear out the current component in the left sidebar list.

**NOTE**: You may need to click the dropdown arrow to the far right of the element box to display the RightSideBarItem list.

Body Copy

The Body Copy element holds the main content of your webpage. Use the edit toolbar to modify text, insert pictures, links, video, and tables.

Copy/Cut/Paste

Use the Copy, Cut, and Paste buttons to insert or delete text from your page.

**Copy/Cut**

1. Using the site tree, locate the page you wish to edit. Click the **Check Out** button to edit the page.
2. Locate the “Body Copy” element box on the page.
3. Select the object/text you wish to copy or cut, then press the Copy (Copy) or Cut (Cut) button to copy/cut your selected object.
NOTE: It is best to use the Paste as Text button while copying and pasting text into your webpage. Text formatting will not usually carry over from your original document. Use the text formatting buttons available in the toolbar to format your text in accordance to the UWW Content Guide available online.

1. Using the site tree, locate the page you wish to edit. Click the Check Out button to edit the page.
2. Locate the “Body Copy” element box on the page.
3. Insert your mouse pointer in the location to copy the text, then click the (Paste as Plain Text) button.

Object Alignment
Use the alignment buttons, located in the edit toolbar, to align objects on your page.

1. Using the site tree, locate the page you wish to edit. Click the Check Out button to edit the page.
2. Locate the “Body Copy” element box on the page.
3. Highlight the object you wish to align, then click the appropriate alignment button to align your object.

NOTE: Hover over a button to reveal its function.

Once you are done making your changes, click the Save button, then the Check In button, located in the top toolbar, to save your changes.
Lists

Use the List buttons, in the edit toolbar, to create bulleted or numbered lists.

1. Using the site tree, locate the page you wish to edit. Click the **Check Out** button to edit the page.
2. Locate the “Body Copy” element box on the page.
3. Insert your mouse pointer in the location you wish to insert your list, then click the appropriate list button. Use the list alignment buttons to shift the list right or left.

**NOTE:** Hover over a button to reveal its function.

Once you are done making your changes, click the **Save** button, then the **Check In** button, located in the top toolbar, to save your changes.

Create an Anchor

Creating an anchor allows you to quickly make a link to jump to a section or heading on that page.

1. Highlight the section or header text you wish to anchor.
2. Click the (Anchor) button to create an anchor.
3. Type the name of your anchor, then press the **Insert** button.

You will now see an anchor icon next to your section header.

Please see the section titled “Link to a Page or Document” to create a link to point to your page anchor.
Link to a Page or Document
Use the “Insert/Edit link” button to link to an internal/external webpage or document.

**NOTE:** Some web pages, in Ingeniux, may have the same page name as other pages or components. Please verify you are selecting the correct page by comparing the page’s ID, which can be found at the top of the page under the “Page Name”.

4. Using the site tree, locate the page you wish to edit. Click the **Check Out** button to edit the page.
5. Locate the “Body Copy” element box on the page.
6. Select the text you wish to link to, then press the **Insert/edit link** button.
7. Select the location to link to:
   - **Internal:** Internal page on the UWW site.
     **NOTE:** If there are multiple pages with the same name, you may have to verify you have the correct page by using the unique identifier.
   - **External:** Page outside of the UWW site.
   - **Document:** A pdf, word, etc. document in the “Assets” folder.
   - **Anchor:** An anchor allows you to create a link that will redirect you to a different place on the page.
   - **E-mail:** Create a link that will open an email.
A. **Internal**: Internal links reference pages that are on the UWW website.

Simply start typing the name of the page you wish to link in the “Page” box, to display a list of pages already on the UWW website. Select your page from the list, then jump to step 5 to continue.

**NOTE**: If there are multiple pages with the same name, please verify you have the correct page by using the unique identifier.

B. **External**: External links are pages that are outside of the UWW website. Select the “External” radial button, then paste the full web address into the available “URL” box.

Go to step 5 to continue.
C. **Document**: Links to a document file, such as a PDF, .doc, etc. in the “Assets” folder.

Select the “Document” radial button, then click the (Browse) button, to locate your file. Browse to the folder location that contains your document or file. Select the file in the list, then click the OK button to link your file.

D. **Anchor**: Allows you to create a link that redirects you to another place on the webpage.

**NOTE**: You must have already created an anchor to follow the steps below. Please see the section title “Create an Anchor” for detailed instructions.

Select the “Anchor” radial box, then use the “Anchors” dropdown box, to select your pre-created anchor. Click the Update button to create the link.

E. **E-mail**: Allows you to create a link that will open an email to the specified email address.

Select the “E-mail” radial button, then enter the full email address into the available “E-Mail” box.

To continue, go to step 5.
8. Once you have entered your link, select your “Target” window.
   - **Open in this window**: Leaves the current page and goes to the linked page.
   - **Open in new window**: Keeps current page open and opens a new page for that link.

9. Enter a “Title” for your document. This should be a short title that describes your document or file. Click the **Insert** button to insert your link.

   Once you are done making your changes, click the **Save** button, then the **Check In** button, located in the top toolbar, to save your changes.
Insert an Image

To insert a picture into the main body of your page, please follow the instructions below:

**NOTE:** Please make all image modifications, to edit and crop/resize the image, using a program on your computer before uploading the image to the “Assets” directory.

1. Click the **Check Out** button to open your page up for editing.
2. Scroll down to locate the “Body Copy” section of your page.

3. In the “Edit Toolbar”, click the **(Insert/Edit Image)** button.

4. Click the **(Browse)** button to select a picture or upload a picture to the “Assets” folder.
5. Locate the folder containing your image, or the folder you wish to upload your image to, using the left file tree.

6. If the picture is already in the “Assets” folder, select the picture, then click OK to insert that picture.

   A. To upload a picture to the “Assets” folder, click the Upload button, then Select File to Upload.
   B. Browse and select the file you wish to upload, then click Open.
   C. Click the Upload button to upload the file.
   D. Select your new file, then press OK.

7. Fill in the appropriate information to describe and title your image.
   - Click the “Appearance” tab to adjust picture dimensions, alignment, border, etc.
   - Click the “Advanced” tab for more advanced image options.

8. Click the Insert button to insert your image.
Select your image, then right-click to adjust image properties. Select the **Insert/Edit image** option to open the image’s properties box.

Once you are done making your changes, click the **Save** button, then the **Check In** button, located in the top toolbar, to save your changes.
**Horizontal Line**

Use the **Insert Horizontal Ruler** button to insert a horizontal line into your page.

1. Using the site tree, locate the page you wish to edit. Click the **Check Out** button to edit the page.
2. Locate the “Body Copy” element box on the page.
3. Insert your mouse cursor in the location on the page where you wish to insert your horizontal line.
4. Click the ![Insert Horizontal Ruler](image) button to insert a horizontal line.

Once you are done making your changes, click the **Save** button, then the **Check In** button, located in the top toolbar, to save your changes.

**Custom Characters**

1. Using the site tree, locate the page you wish to edit. Click the **Check Out** button to edit the page.
2. Locate the “Body Copy” element box on the page.
3. Place your cursor in the location you wish to add the special character, then press the ![Insert Custom Character](image) box in the edit toolbar.
4. Select your special character to insert it into your page.

Once you are done making your changes, click the **Save** button, then the **Check In** button, located in the top toolbar, to save your changes.
Embedded Media
Click the **Insert/Edit Embedded Media** button to insert video media into your page.

1. Using the site tree, locate the page you wish to edit. Click the **Check Out** button to edit the page.
2. Locate the “Body Copy” element box on the page.
3. Place your cursor in the location you wish to add the embedded media.
4. Click the ![Insert/Edit Embedded Media](image) button in the edit toolbar.
5. Select your video type, then enter the location of your video file. Click the ![Browse](image) button to select a video file that has been uploaded to the “Assets” library.
6. Click the **Insert** button to insert your video file.

Once you are done making your changes, click the **Save** button, then the **Check In** button, located in the top toolbar, to save your changes.
Insert a Table

Use the “Insert/edit table” button to build a table on your page.

1. Insert your cursor in the location you wish to insert your table.
2. Click the (Table) button to insert a table.

3. Enter your preferred table properties. Use the “Advanced” tab for advanced table options.
4. Click the Insert button to insert your table.

5. Move your mouse pointer and hover over the table. Click and drag the mouse to the right or left to expand the table cells.
6. Use the additional table buttons to insert or delete a row or column, and merge cells.

NOTE: Hover your mouse pointer over the buttons to reveal their function.

Once you are done making your changes, click the Save button, then the Check In button, located in the top toolbar, to save your changes.
Find/Replace

Use the **Find** or **Find/Replace** button to find and replace text on your page.

1. Using the site tree, locate the page you wish to edit. Click the **Check Out** button to edit the page.
2. Locate the “Body Copy” element box on the page.

3. Click the **(Find, Find/Replace)** button to search and/or replace text in your page.
4. Click the “Find” tab to find text, click the “Replace” tab to find and replace text.
5. Click the **Find Next** or **Replace** buttons to find/replace text on your page.

Once you are done making your changes, click the **Save** button, then the **Check In** button, located in the top toolbar, to save your changes.
Font Formatting
Use the Font Formatting buttons, located in the edit toolbar, to change your font type and format.

⚠️ **NOTE:** The “Styles” menu should not be used at this time. Use only the “Format” dropdown box to format your text.

⚠️ **NOTE:** Please refer to the UWW Content Guide for an explanation of when to use different font headers, lists, etc. so that all webpages remain consistent.

1. Using the site tree, locate the page you wish to edit. Click the **Check Out** button to edit the page.
2. Locate the “Body Copy” element box on the page.
3. Highlight the text you wish to format, then use the formatting buttons to modify your text.

   **NOTE:** Hover over the button to reveal its function.

4. Verify your highlighted text is the correct heading format by looking at the “Path” text in the bottom left corner of the Body Copy element box.

   Once you are done making your changes, click the **Save** button, then the **Check In** button, located in the top toolbar, to save your changes.
HTML
The HTML box allows advanced users to make changes using HTML on the page.

1. Using the site tree, locate the page you wish to edit. Click the Check Out button to edit the page.
2. Locate the “Body Copy” element box on the page.
3. Click the (Edit HTML Source) button to open the HTML editing box.
4. Make your changes to the HTML source as needed. Click the Update button to save your changes. Click the Cancel button to exit out of the HTML Source Editor box.

Once you are done making your changes, click the Save button, then the Check In button, located in the top toolbar, to save your changes.
Creating Components

Components are additional modules you can add into a webpage that allow you to insert dynamic content. Components can typically be inserted into the right/left sidebar items, Header Media items, Pre and Post Body components, and the Body Copy Component boxes available for each webpage. Below are the steps to create a variety of different components.

NOTE: You can insert multiple components into the left/right sidebar item and Pre/Post Body Component element boxes on a webpage. Click the + button to the right of the first component to add another component box below. Click the – button to remove a component.

Call to Action

A Call to Action component can be used to insert an image into a right/left sidebar or body component element box on a webpage that will direct a user to another webpage or document once selected.

1. Using the site tree, locate the page you wish to add the component.
2. Right click on the page, then select New > Component.
3. Enter a name for your new component, then use the dropdown box to select the “Call To Action Component”.
4. Click the Create button to create your new component.
5. From the site tree, locate and select your new component.
6. Click the Browse button, on the right side of the page, to select your “Call To Action” Image.
7. Locate your image in the “Assets” Directory, or locate the folder you wish to upload to, then click the **Upload** button to upload an image to the “Assets” directory.
8. Select your preferred image, then click the **OK** button to continue.

9. Enter a description in the “Alternate Text” box.
10. Enter an image title in the “Caption” box available.
11. Select an internal/external link, or a document, to link your image to.
12. Click the **Save** button, using the top toolbar, to save your component.

13. Using the site tree, locate and select the webpage you wish to insert your component.
14. Locate your preferred component element box for the selected webpage.
15. Drag and drop your component from the left site tree to the available component box, or click the **Pick** button to insert your component.
   If using the **Pick** button to locate your image, enter the image name, in the “Name” box, to search for your component. Then, select the component and press the **OK** button to insert the component into the webpage.
16. Click the **Save** button, using the top toolbar, to save your webpage changes.
17. View the section below titled “View your Page” to preview the component on your webpage.
Carousel and Carousel Slide Components

A Carousel component can be used to insert a rotating sliding image component into your webpage displaying multiple images. Users can click on the current image in the rotation to redirect them to that images webpage. Carousel components are made of two different component parts, a carousel component and a carousel slide component. Follow the directions below to create a complete carousel component that can be inserted into your webpage.

**NOTE:** Carousel components can only be attached to the “Header Media Item” element box on a “Division Home” webpage.

Carousel Slide Components

A carousel slide component allows you to create an image component that can be linked to internal/external webpages or documents. Each image in a carousel component is created using the carousel slide component with attached images. Typically, there are 2 or more carousel slide components assigned to one carousel component.

1. Using the site tree, locate the page you wish to add the component.
2. Right click on the page, then select New > Component.
3. Enter a name for your new component, then use the dropdown box to select the “Carousel Slide Component”.
4. Click the Create button to create your new component.
5. From the site tree, locate and select your new component.
6. Click the **Browse** button, on the right side of the page, to select your “Carousel Slide” image.

7. Locate your image in the “Assets” Directory, or locate the folder you wish to upload to, then click the **Upload** button to upload an image to the “Assets” directory.
8. Select your preferred image, then click the **OK** button to continue.

9. Enter a description in the “Alternate Text” box.
10. Enter an image title in the “Caption” box available.
11. Select an internal/external link, or a document to link your image to.
12. Click the **Save** button, using the top toolbar, to save your component.

**NOTE:** To add additional images to your carousel component, please repeat steps 1 – 12 above, for each image. To attach your carousel slide components to a carousel component, please follow the steps below.
Carousel Component

1. Using the site tree, locate the page you wish to add the component.
2. Right-click the page, then select New > Component.
3. Enter a name for your new component, then use the dropdown box to select the “Carousel Component”.
4. Click the Create button to create your new component.
5. From the carousel component page, click the drop-down arrow, to the right of the “Slides” element box, to reveal the “List Items” box.
6. Drag and drop your first carousel slide component into the first “Slide” box, or click the Pick button to search for your slide component by name.

If you click the Pick button, type your component name in the “Name” box to search. Select your slide component, then click the OK button to attach the slide component into the carousel component.
7. To attach additional slide carousel images, click the + symbol, to the far right of the “Slide” box.

8. Repeat steps 6 to attach additional slide carousel images to your main carousel component.

9. Once complete, click the Save button, located in the top toolbar, to save your changes.

10. Using the site tree, locate and select the primary “Division Home” webpage you wish to insert your carousel component.

11. Locate your preferred component element box for the selected webpage.

12. Drag and drop your carousel component from the left site tree to the “Header Media Item” component box, or click the Pick button to insert your component.

   If using the Pick button to locate your image, enter the image name in the “Name” box to search for your component. Then, select the component and press the OK button to insert the component into the webpage.

13. Click the Save button, using the top toolbar, to save your webpage changes.

14. View the section below titled “View your Page” to preview the component on your webpage.
Flexible Component

A component that can be used to display text, hyperlinks, pictures, videos, bulleted lists, twitter feeds, etc. Flexible components can be inserted into the right/left sidebar or body component element boxes.

1. Using the site tree, locate the “Service Detail” page you wish to add the component.
2. Right-click the page, then select New > Component.

3. Enter a name for your new component, then use the dropdown box to select “Flexible Component”.
4. Click the Create button to create your new component.

5. Enter the title of your component in the “Title” box.
6. Use the “Edit Toolbar” to enter page text, images, hyperlinks, etc into the “Body Copy” portion of the page.

15. Once complete, click the Save button, located in the top toolbar, to save your changes.
16. Using the site tree, locate and select the primary webpage you wish to insert your flexible component.
17. Locate the component element box for the selected webpage.
18. Drag and drop your flexible component from the left site tree to the available component box, or click the Pick button to insert your component.

If using the Pick button to locate your image, enter the image name in the “Name” box to search for your component. Then, select the component and press the OK button to insert the component into the webpage.

19. Click the Save button, using the top toolbar, to save your webpage changes.
**Navigation Component**
A component used to create a list of child pages located under a main parent page. Component can be placed in the right/left sidebar or as a body component.

7. Using the site tree, locate the webpage page you wish to add the component.
8. Right-click on the page, then select **New > Component**.

![Image of context and new component selection]

9. Enter a name for your new component, then use the dropdown box to select “Navigation Component”.
10. Click the **Create** button to create your new component.

![Image of new component creation]

11. Enter the title of your Navigation menu in the “Title” box.
12. Locate the main parent page, from the site tree, that you would like to display a navigation menu for.
13. Drag and drop the main page into the “Start Page” box.

![Image of page dragging]

14. Once complete, click the **Save** button, located in the top toolbar, to save your changes.
21. Using the site tree, locate and select the primary webpage you wish to insert your navigation component.
22. Locate the component element box for the selected webpage.
23. Drag and drop your navigation component from the left site tree to the available component box, or click the Pick button to insert your component.

If using the Pick button to locate your image, enter the image name in the “Name” box to search for your component. Then, select the component and press the OK button to insert the component into the webpage.

24. Click the Save button, using the top toolbar, to save your webpage changes.

**RSS Feed Component**
A component that can link to an RSS feed. This component can be inserted into the right/left sidebar or as a body component.

14. Using the site tree, locate the webpage page you wish to add the component.
15. Right-click the page, then select New > Component.

16. Enter a name for your new component, then use the dropdown box to select the “RSS Feed Component”.

17. Click the **Create** button to create your new component.

18. Enter the title of your RSS feed in the “Feed Title” box.
19. Copy and paste the RSS feed URL into the “Feed URL box.

25. Once complete, click the **Save** button, located in the top toolbar, to save your changes.
26. Using the site tree, locate and select the primary webpage you wish to insert your RSS Feed component.
27. Locate the component element box for the selected webpage.
28. Drag and drop your RSS Feed component from the left site tree to the available component box, or click the **Pick** button to insert your component.

If using the **Pick** button to locate your image, enter the image name in the “Name” box to search for your component. Then, select the component and press the **OK** button to insert the component into the webpage.

29. Click the **Save** button, using the top toolbar, to save your webpage changes.
**Video Component**

Allows you to create a component that links to a video file that has been uploaded to the Ingeniux ftp streaming media server, or a YouTube URL. Video file can be embedded directly into the page, or open in a new window. Video components can be added to left/right sidebar elements or as a main body component.

**Note:** For FTP access to the video streaming server, please email helpdesk@uww.edu.

1. Using the site tree, locate the webpage page you wish to add the component.
2. Right-click the page, then select **New > Component**.
3. Enter a name for your new component, then use the dropdown box to select the “Video Component”.
4. Click the **Create** button to create your new component.
5. Enter the title of your video in the “Video Title” box.
6. Click the **Browse** button to select a splash image for your video.
7. If your video file has been uploaded to the Ingeniux FTP streaming media server, enter the name of the video file, only, in the “SMIL Video Name” box.
NOTE: For FTP access to the video streaming server, please email helpdesk@uww.edu.

If linking to a video on YouTube, copy only the last part of the YouTube Video URL, and paste it at the end of the URL that is in the “Embed URL” box.

**YouTube Example:**
//www.youtubenocookie.com/embed/YiNHBeu_WJI

8. By default, the video file will open in a small window box. If you would like the video to play directly in the webpage, check the “Play in Modal” box.

30. Once complete, click the **Save** button, located in the top toolbar, to save your changes.

31. Using the site tree, locate and select the primary webpage you wish to insert your Video component.

32. Locate the component element box for the selected webpage.

33. Drag and drop your Video component from the left site tree to the available component box, or click the **Pick** button to insert your component.

If using the **Pick** button to locate your image, enter the image name in the “Name” box to search for your component. Then, select the component and press the **OK** button to insert the component into the webpage.

34. Click the **Save** button, using the top toolbar, to save your page changes.
Image Gallery Component
A component that allows you to display a thumbnail picture, then scroll through a number of other related images. Image gallery components can be inserted into right/left sidebars or as a body component.

1. Using the site tree, locate the webpage page you wish to add the component.
2. Right-click on the page, then select New > Component.
3. Enter a name for your new component, then use the dropdown box to select the “Video Component”.
4. Click the Create button to create your new component.
5. Enter the title of your image gallery in the “Gallery Title” box.
6. If you would like to display thumbnails of all of your pictures before they are selected, check the “Show Thumbnails” box.
7. Click the Browse button to select a splash image for your image gallery. This will be the first picture a user will see in the gallery.
8. In the “Gallery Images” elements box, click the Browse button for the first “List Items” box.
9. Locate and select the image file in the “Assets” library. Click the OK button to insert your picture.

10. To add an additional image, click the + button, to the right of the first “List Items” box.

Follow steps 8 and 9 to insert a new image.

Repeat steps above until all images have been inserted into the image gallery component.

35. Once complete, click the Save button, located in the top toolbar, to save your changes.
36. Using the site tree, locate and select the primary webpage you wish to insert your image gallery component.
37. Locate the component element box for the selected webpage.
38. Drag and drop your image gallery component from the left site tree to the available component box, or click the Pick button to insert your component.

If using the Pick button to locate your image, enter the image name in the “Name” box to search for your component. Then, select the component and press the OK button to insert the component into the webpage.

39. Click the Save button, using the top toolbar, to save your page changes.
Header Image Component

The top banner image on a page that would be inserted into the “Header Media Item” element box on a webpage.

1. Using the site tree, locate the webpage page you wish to add the component.
2. Right-click on the page, then select New > Component.
3. Enter a name for your component, then use the dropdown box to select “Image Header Component”.
4. Click the Create button to continue.
5. Click the Browse button, located on the right side of the page, to select your header image from the “Assets” library.

NOTE: Image headers/ page banners should be edited to fit a width and height of image banners found on similar UWW pages. Please use a photo editing program, on your computer, to resize/crop your photo before uploading it to the “Assets” library.
6. Enter a short image description in the “Alt Text” box.
7. Click the Save button, using the top toolbar, to save your component.
40. Using the site tree, locate and select the primary webpage you wish to insert your image header component.

41. Locate the “Header Media Item” component element box for the selected webpage.

42. Drag and drop your “Header Media Item” component from the left site tree to the available component box, or click the Pick button to insert your component.

If using the Pick button to locate your image, enter the image name in the “Name” box to search for your component. Then, select the component and press the OK button to insert the component into the webpage.

43. Click the Save button, using the top toolbar, to save your webpage changes.

View your Page
Use the “Page View” tab to preview your page before it is published.

⚠️ NOTE: Sometimes you need to select the “Parent” page to preview “Children” pages.

1. In the site tree, select the page you wish to preview.
2. Click the “Page View” tab to preview your page.
Troubleshooting

Please email helpdesk@uw.edu to request additional help using Ingeniux.

Additional training and documentation can be found at:

http://www.uww.edu/icit/services/website-management

For FTP access to the video streaming server, please email helpdesk@uw.edu.