## Logging into Ingeniux

Using a web browser, go to cms.uww.edu. Enter your Net-ID and password, then press the **Login** button to login. **NOTE:** You must be connected to the UWW network or VPN to access the site above.

Locating your Pages

From the left-hand side menu bar, locate the name of your folder in the directory. Click the +/- buttons, to the left of the folder, to drill deeper into that directory. **Note:** Folders and pages in **bold** are pages you have permissions to modify.

Edit a Page (Check Out)
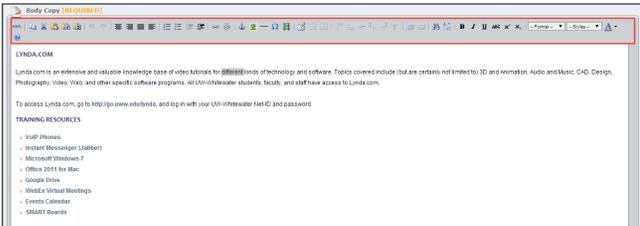
Right-click on the page you wish to edit, then select **Check Out**. Within the "Body Copy" box, use the edit toolbar buttons to make changes to your page. The following edit button options are available:

 • **Copy, Cut, Paste**

 • **Text alignment**

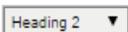 • **Insert/edit link** : Used to link to another web page or document.

 • **Insert object:** Insert pictures, videos, special characters, and horizontal lines.

 • **Table**: Insert a table with columns and rows.

 • **Font Type:** Buttons to change your font style, make bold, italic, font color, etc.

 • **Font Format:** Use the heading styles to choose the heading consistent with the look and feel of the site.

Save Changes (Before Check In)

To save your changes, but not publish them to the site, click the **Save** button, located in the top toolbar. Saving will allow you to view your page before it is published to the web.

View Changes (Before Check In)

To view the changes to your page before publishing, click the top level page for that topic. Next, from the right-hand side window, select the **Page View** tab.
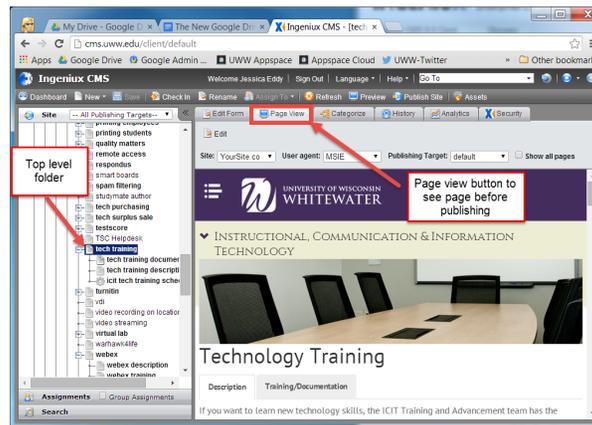
Save Changes (Check In)

Once you are done editing your page, right-click the page name, in the left-hand side folder menu, then select **Check In** to publish your changes. **NOTE:** If your page has not been published to the web yet, please follow the next section to do so, otherwise choose "UWW Domain", then click **OK**.

Mark for Publish

Marking a page for publish will publish it to the live UWW website. To publish a page, right click the name of the page, then select **Mark/Unmark for Publish**. Select "UWW Domain" to publish to the live website. **Note:** This only needs to be done once. After a page is published, you only need to "check out" and "check in".

Revert Changes

To revert back to the last saved page, and discard all changes you have made, simply right-click on the page name, then select **Undo Check Out**.

Insert a Web Link

To insert a web link into a page, do the following:

1. Check out the page you wish to edit.

2. Highlight the word(s) you wish to include in your web link.

3. Press the (Insert/Edit) link button in the edit toolbar.

4. Select your document or web link type.

• **Web Page**: Choose "Internal" to link to another UWW web page. Choose "External" to link to a site outside of UWW.

• **Document:** Link to a document that is or will be uploaded to the Ingeniux server Assets folder

• **Anchor:** Link to an anchor located on that page or another page.

• **Email:** Link to an email address.

5. Select your "Target" location to open your page. You can have the link open in the same window or open a new webpage.

6. Enter a title that will be displayed when people hover over your link.

7. Press the **Insert** button to continue.

Pictures

Pictures can be inserted into pages, but should be consistent with other pictures already on the page. When replacing a picture or banner, try to resize the new image as closely to the old image as possible to ensure that it fits properly.

To find the picture/banner's current size, locate the picture on the site, then right-click to choose properties. For banners, locate and select the banner component, then view the headers page properties in the main editing window.

UNIVERSITY OF WISCONSIN
WHITEWATER | **ICIT**

Upload a File

You can upload a file or picture to the Ingeniux server by doing the following:

1. Select **Assets** from the top toolbar.

2. Select "Document" or "Image", depending on your file type.

3. Locate your department's folder. **NOTE:** You will only be able to save to folders that you have permissions to access.

4. If necessary, create a new folder.

5. Click the **Upload** button.

6. Click the **Select File to Upload**. Next, locate and select your file.

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

8. Click the **Close** button when you are done.

Insert/Edit an Image

1. Check out your page by right-clicking on the page and selecting **Check Out**.

2. From the "Edit Body Copy" box, click the **Insert/Edit Image** button.

3. Click the **Browse** button, then locate your image. If your image has not already uploaded to the Ingeniux server, browse to the folder you would upload the file to, then click the **Upload** button. Click the **Select File to Upload** button, then locate your file.

4. Select the image to insert, then click the **OK** button.

5. Enter an image description and title in the available text boxes.

6. Click the "Appearance" tab to modify the picture alignment, size, etc. Click the "Advanced" tab for more advanced setting options.

7. Click the **Insert** button to insert your image.

Note: If you need to make changes to your picture after it has been inserted, simply right-click on the image, then select "Insert/Edit Image".

Insert/Edit a Table

1. Check out your page by right-clicking on the page, then selecting **Check Out**.

2. Click the **Insert/Edit Table** button.

3. Select the number of columns and rows you would like in your table. Use the other property boxes to customize the cell padding, alignment, and width/height including more advanced options.

4. Click the **Insert** button to insert your table.

5. To edit the table properties, select the table, then right-click and choose **"**Insert/Edit Table". To delete the table, choose "Delete Table". To insert cells, columns, or rows, select the appropriate option, then "Insert Before" or "Insert After" button.

Things to Remember

- Changes to the live UWW webpage are published every hour between 8 am and 5 pm.

- Only one person can edit (check out) a page at a time.

- Do not insert large picture files into your page. Large pictures will increase the page load time. Edit and resize your picture, using a picture editor on your computer, before uploading the picture to the Ingeniux server.

- Document naming conventions should be followed for all documents uploaded to the website.

  - Do NOT use spaces in document names. Replace spaces with underscores or dashes.

  - Do NOT use special characters in document names, other than spaces or underscores.

  - If you update a specific document on a regular basis, do not include dates in the document name. Instead, choose a generic name, then choose to "overwrite" the file when uploading it to the Assents folder.

Ingeniux Content Management

INGENIUX