

Updating Content Tutorial

Depending on your user access, you might not have access to everything you see in this tutorial. Rest assured you will have access to everywhere you are directed to go to.

1. Navigation Bar

The main navigation bar in collage will have **Home**, **Site**, **Content**, etc. Click on the tab labeled **Content** to start moving through collage.

2. Navigation Submenus



Once you are in the **Content** menu (Content in the Navigation menu will be highlighted), you want to click on the down arrow next to *Deploy Folders* to activate the drop-down menu.

From this drop-down menu, select the option **Contribution**. This will take you to the Contribution section of collage.

3. Finding the department folder



In the left column, you will want to click the plus sign next to the folder **cls** to display all the subdirectories. From here, you will want to click the **students** folder and select the **advising** folder to bring up the directory where the page you want to edit/add/delete/etc. is located (i.e. select the *policies* folder if you want to edit a specific page in this folder).

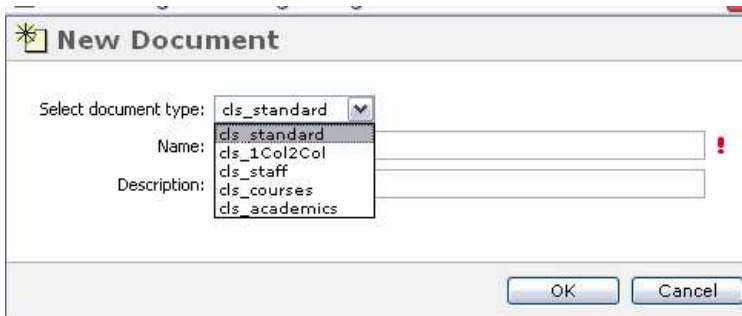
When you select the folder, on the right side of the page a list of all the subfolder and files will appear. From here you can either add a page, delete and page or edit a page. The next three sections will take you through all of your available options.

Adding a new page to the folder

Once in the specific folder, you can add your page to the site. First thing is to click on **New Document** in the Content menu.



A new window will pop up asking you a few questions before continuing. What you select is *very important*.



You have two different layouts to choose from: **pre-college_common**, and **pre-college_events**.

- **pre-college_common**: One section for a title and one main section for content. You have access to almost all of the editing tools at the top in the main section. There is a navigation menu on the left that is uneditable.
- **pre-college_events**: One section for the title, one section for the date, and a main section for the description of the event.

After the layout, you need to give the page a name. It doesn't have to be anything too complex, but the name should signify what the page is (i.e. nraykovich would be a content page for me [Nick Raykovich]). I would recommend **against** using spaces. You should also add a **description** that will act as a title for the page. Once you've created a page we can go ahead and start editing it.

Editing the page

The screenshot shows a web editor interface for the Pre-College Programs page at the University of Wisconsin - Whitewater. The interface includes a top toolbar with various editing tools like Save, Exit, Metadata, Spell, Bold, Italic, Underline, Color, Size, Font, Style, Alignment, Indent, Outdent, Image, Link, Table, List, Anchor, Content, Form, and Accessibility. Below the toolbar is a header section with the university logo, 'Pre-College Programs at the UNIVERSITY OF WISCONSIN - WHITEWATER', and a search bar. A navigation bar lists 'Resources for: Faculty/Staff | Students | Parents | Guests'. The main editing area contains a 'Page Title' field with the text 'test', a 'Content' field, and a sidebar menu with options like 'Programs', 'Forms & Documents', 'Meet the Staff', 'Contact Us', 'Photo Gallery', and 'Video Message'. At the bottom, there is contact information for UW-Whitewater Pre-College Programs and a 'Clear Formatting' link.

This window is where you put in the relevant information your page needs. I'll be working with the **pre-college_common** page since it has all of the options available to us.

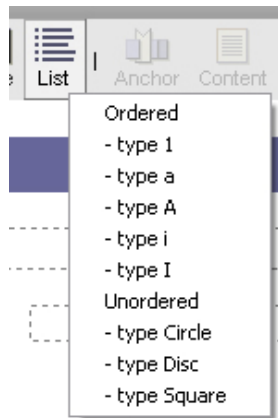
There is only one area to put your content in and we can use the available options at the top of the window to arrange the content accordingly. In the other available contribution pages, you can enter the content as we do here, though some of the options we discuss will not be available to you.

Text

You can give your text all sorts of attributes as you would in any text processor (i.e. Word). If you want, you can also change the size, color, how the text is aligned and font of the text if you don't like the default (I highly recommend you do **not** change the default settings). To add these attributes, you need to first type in what you want, select the text and apply your attributes. This way you won't affect unwanted text on your page.

Lists

Going along with Text, you can also display lists on your page. When you want to include a list on your page, select the **List** option and choose from the options available.



The two main options are **Ordered** and **Unordered** lists. The choice is up to you since each list has different characteristics.

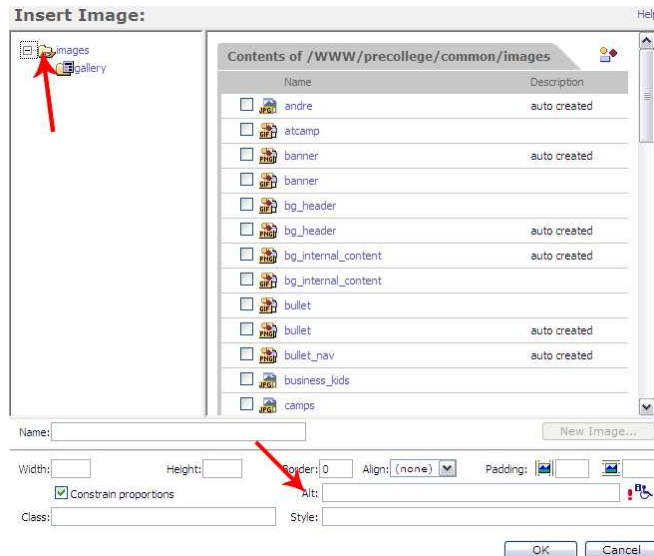
Ordered lists provide a numbered or alphabetical order to your items. As you add more items to your list the numbers or letters will increase as well. Ordered lists should be used when the items need to have a rank associated with them.

Unordered lists are useful when listing arbitrary items where one item is as important as the next.

The only downside to the list function is you **can not** have nested lists (i.e. a list inside a list). Please take this into consideration when using lists. If you know HTML you can access the **Source code** and make your own lists that way as well.

When you're reading to end the list, just hit the Enter/Return key twice. The first time you hit the key it will bring you to the next item. When you hit the key again, it will end the list and you can go use whatever options you need.

Image(s)



If you want to add an image to your page, just click the **Image** button at the top.

This opens up of the **page** folder. Select the department folder where we uploaded our images.

You need to find the name of the image you want to display on the page and check the box next to the name (as of now, there are no images uploaded into the directory). Next, you need to fill in the **Alt field** with a description as to what's going on in the image. This is for accessibility reasons and needs to be filled in before you continue. If you want to change where the image is

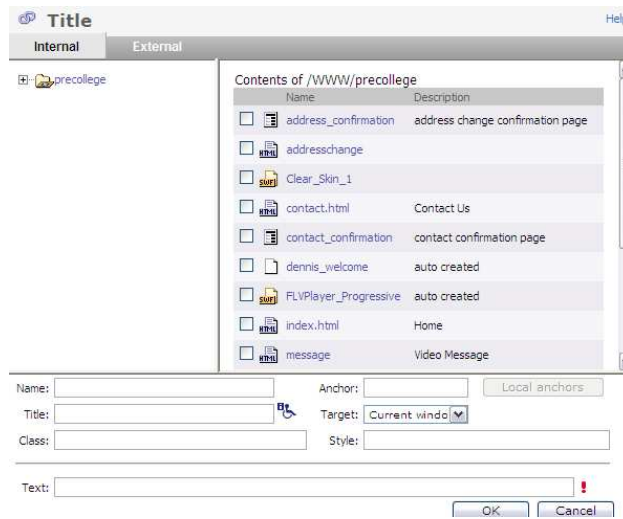
displayed on the page, click the drop down menu on the **Align** field. Select the option you want and it will be applied once you hit the **OK** button.

If you feel that you need to edit your image, just click the image (eight boxes appear) and click the **Image** button again. You can make your changes then hit **OK** to save and continue.

Links

When you put a link in your page, I recommend you type the link text in first, highlight the text you want to be the link then click the **Link** button.

In this window, you can navigate and link to any page located inside Collage. Use the left column to navigate to a specific folder you want. Click on the folder to bring up the list pages in the right column. Just like adding images, you need to check the box next to the page you want to link.



The **Title** field is not required before hitting **OK**, but I would recommend putting in a title or name for the link so people know where they are heading before they click on the link. Everything else should be set and just hit **OK**.

You can also add your own link to a site outside of the University by clicking on the **External** tab near the top. Click **New Link** and put in the name and address (Name is what you want to call the link and URL: is the address).

Saving and Checking in your Document



When you are all done editing the information in your document, you will want to click the **Save** button then click the **Exit** button to leave this window. This will ensure that your document is saved upon exiting.

Once you click **Exit** on the contribution window, you will be back to the main window mode of Collage. In the folder, you should see your page appear on the list. Your document should have your login name after it (in the **Checked Out** column). The first step is to click your name, then **OK** in the window that pops up to check in the document.

Type	Modified	Version
16kb coe_common	1/29/07	12
17kb coe_common	1/29/07	7
15kb coe_common_2_col	1/31/07	1

Next, you want to click on the **icon** in the **Version** column (if you just made your page you should see a 1). Clicking the icon will tell the software to accept the latest version with all the changes. All versions of a page are saved in Collage so if you ever need go back to a previous version, contact the webmaster and the web team will do their best to help you.

When the icon is gone, your newest version of the document was accepted and will be displayed when Collage updates the site.

Delete a File

Check the box next to the file you want to delete. Near the top of your browser, you should see a red “X” with **Delete** underneath it. Make sure you really want to delete the page and click the OK buttons until the file is gone.