



Lava New Media, LLC

Carnegie Office Park, Building One  
600 N. Bell Avenue, Suite 120  
Carnegie, PA 15106

412 279.3080 phone  
412 279.6505 fax

[www.lavanewmedia.com](http://www.lavanewmedia.com)

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# Lava New Media's CMS

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## Logging On to the Content Management System (CMS)

### To login to your site's CMS:

- Go to your Web site by entering your domain name then “/wsadmin/” (www.YOURSITE.com/wsadmin/ )
- Enter your username and password to login to your Web site's CMS.

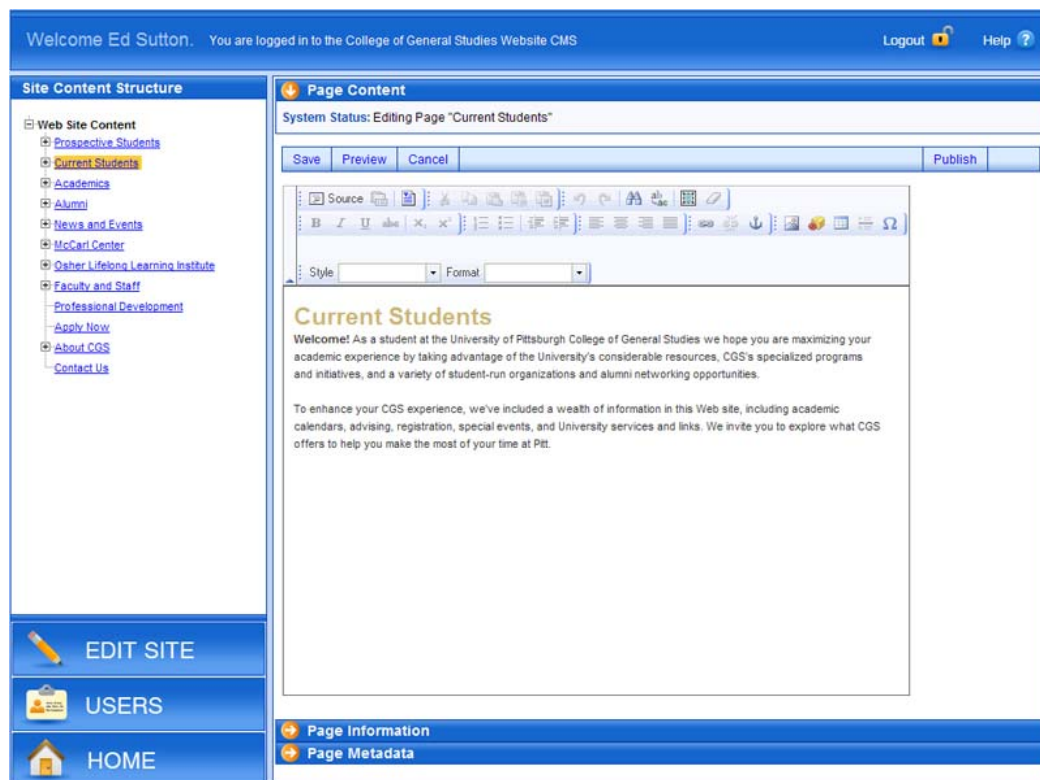
### To logout:

- Click on “Logout” in the upper right-hand corner of the screen.

## Introduction to the CMS

The CMS area is divided into 3 panels

- Top left: Document trees
- Bottom left: Admin menus
- Right: Editing area

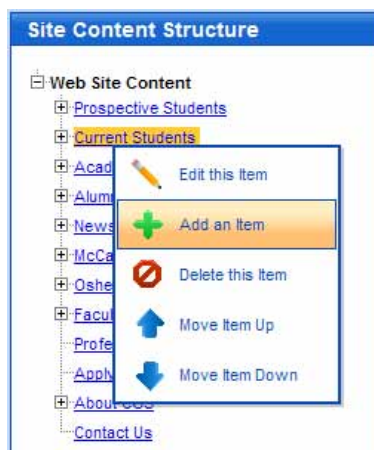


The screenshot displays the CMS interface for editing the 'Current Students' page. At the top, a blue header bar contains the text 'Welcome Ed Sutton. You are logged in to the College of General Studies Website CMS' on the left, and 'Logout' and 'Help' icons on the right. Below the header, the interface is divided into three main panels. The left panel, titled 'Site Content Structure', shows a tree view of the website's content, with 'Current Students' highlighted. The middle panel, titled 'Page Content', shows the editing area for the 'Current Students' page. It includes a toolbar with various editing tools, a text area containing the page content, and a 'Publish' button. The right panel, titled 'Page Information' and 'Page Metadata', is currently empty. At the bottom left, there are three buttons: 'EDIT SITE', 'USERS', and 'HOME'.

## What is the document tree?



This is a list of all the pages in the Web site, arranged in a hierarchical order. This is where you select the pages you want to edit, add, delete, move up or move down.

You can use the **document tree icon menu** to perform actions on the tree by right-clicking on any page in the document tree and selecting the appropriate action.



## Editing Web Pages

To update existing content on the site you need to:

- Locate the Web page in the document tree.
- Click on the document's name, or right-click and select "Edit this item"
- Open the page to edit.
- Edit the page with the Rich Text editor (see "How to use the Rich Text Editor").
- Save the page. 
- Publish a page. 

## How to use the Rich Text Editor

The Rich Text editor is similar to using Word. However there are a few crucial things to remember when working with a Rich Text editor online.

**Save your work often!** You WILL remember to do this after you have lost a substantial amount of formatted text, because the admin area has timed-out or your internet connection drops.

**Don't copy and paste from MS Word.** First copy any text to Notepad or another plain-text editor, and then copy the text into the Rich Text editor.

There are a number of buttons on the Rich Text editor's toolbar. Depending on your site configuration, you may see more or fewer buttons on your editor's toolbar.

In the live CMS, roll your mouse over the icons to see tooltips. We provide some tips below.



- **Source** - view and edit the HTML source code.
- **Preview** - of limited use in LNM's CMS
- **Templates** - your web developer will advise you if these are to be used. In most cases, it will be more effective to use separate page Templates and Template Variables.
- **Cut, Copy, Paste** - you can also use standard keyboard shortcuts.
- **Paste from MS Word** - If you **must** copy from MS Word, use this. Not recommended.



- **Find, Replace** - self-explanatory.
- **Remove Format** - can be a little inconsistent. For example, if you have applied a format over a heading style, then the Remove Format button does not work. You have to toggle the style to normal and then toggle back again. Sometimes you may have to turn on Source to remove excess format tags.

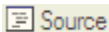














- **Bold, Italic, Underline** - all self-explanatory. Try to avoid underlining your content, as your visitors will presume that the underlined text is a link.
- **Lists: number and unordered** – self-explanatory. Similar to MS Word list functionality.
- **Indent and Outdent** - are useful for positioning text such as quotes, or positioning images off the margins. Make sure that you Preview the changes, as in some designs Indenting text may have unforeseen consequences on other aspect of the design.













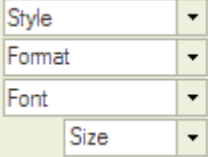


- **Text justification** - these should be used sparingly. In most cases Lava New Media will have made conscious choices about the text justification that are reflected in the CSS styles available in the **Format and Styles** dropdown.
- **Links** - used to insert internal and external links (see FAQs below).
- **Images** - used to upload and insert images (see FAQs below).
- **Tables** - used to insert and modify tables.
- **Horizontal Rule** - insert a horizontal rule.
- **Special characters** - insert special characters like © and ™.

## Rich Text Editor User's Guide

Icon	What it Does
 Source	View or edit document source code (for advanced users).
	Preview what the HTML page will look like for users.
	Select a layout template. See “Templates” for details.
	Cut the highlighted text to the clipboard.
	Copy the highlighted text to the clipboard.
	Paste the text you copied (with or without formatting)
	Copy content from Microsoft Word, and then paste it into the Rich Text editor using the pop-up accessed from this icon.
	Print the HTML page.
	Spell check the HTML page.
	Undo or redo the most recent action taken.
	Find a word or phrase within the text of the HTML page.
	Find and replace a word or phrase within the text.
	Select all of the text in the HTML page (usually used before copy or cut or to apply a


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	style or format to the whole page).
	Remove the formatting from highlighted text... <i>(You must select the text first)</i>
	<b>Bold</b> , <i>italic</i> , <u>underline</u> or <del>strikethrough</del> highlighted text.
	Superscript or subscript the highlighted text.
	Add numbering or bullets to highlighted text lines.
	Increase or decrease the highlighted text's indentation.
	Alignment of highlighted text (left, centered, right, justified).
	Add or remove hyperlink from highlighted text. Also used to manage file uploads and links to files on the web server.
	Upload or insert your own or other's images into the HTML page.
	Insert table. Number of columns or rows, and table width, height, borders, & alignment can also be set.
	Insert divider line (horizontal rule).
	Insert symbols & special characters (trademarks, currency, etc.).
	Insert page break. Only impacts printed version.
	Styles & formatting determine the appearance of HTML text. You may also use the drop down boxes to style specific elements (such as headings), or set overrides for font face, font size, etc. To remove the applied style, select the style name again.

## FAQs

### Can I copy directly from Word?

NO. This is the most common mistake with editing. Always copy text from Word into Notepad before copying into the Rich Text editor. **Very important!** After you have pasted from Notepad, you can remove any line

breaks by using Delete on the previous line. If you do paste from Word, use the  button.

## How do I use heading styles in the Rich Text editor?

You should use the Format dropdown to style your text.



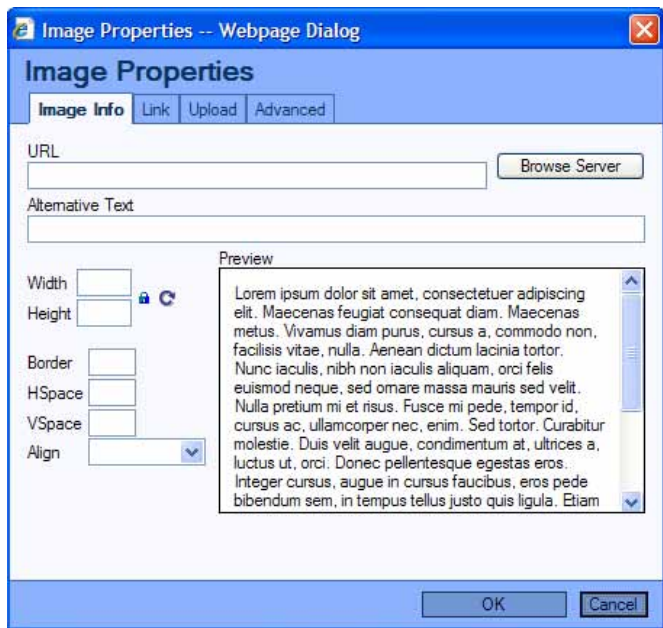
- Select the text you want to style.
- Select the style you want to apply from the style dropdown.
- To reset to standard text, select Normal. If a style is not changing, try toggling it to another style and back again.

## How do I format text in the Rich Text editor?

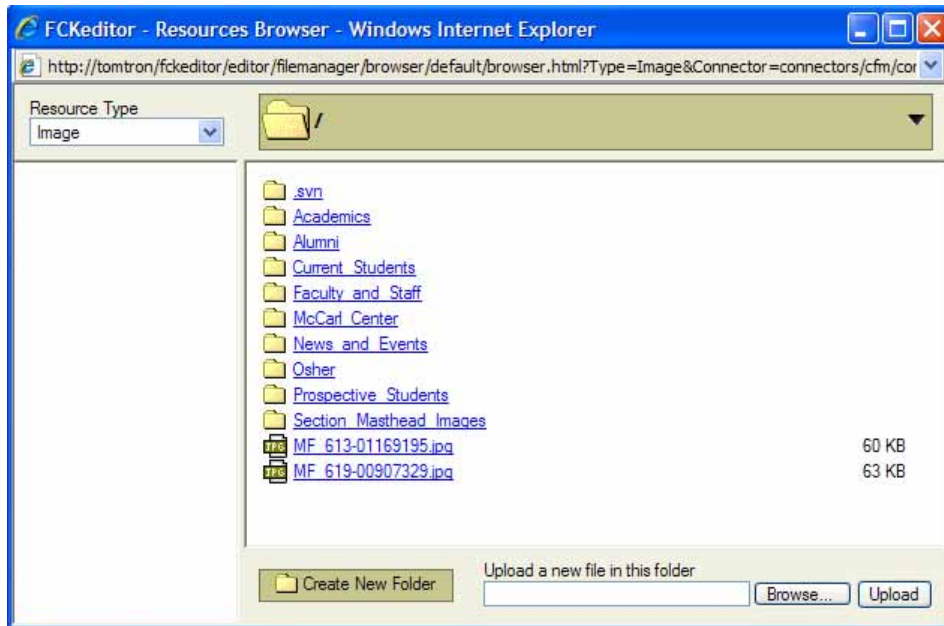
We recommend that you primarily use the heading styles set by Lava New Media (see previous FAQ).

## How do I insert images?

Click on 



- Click the Browse Server Button, and then select the image you want to insert, type the ALT tag and click OK.
- If you need to upload at the same time, then click Upload first and select the image to upload (ensure it is .gif, .jpg, or .png and optimized for the web) (see tips below).



- Click OK


## Can I insert any image [TIPS]?

You can only use PNG, GIF or JPG images in a web page.

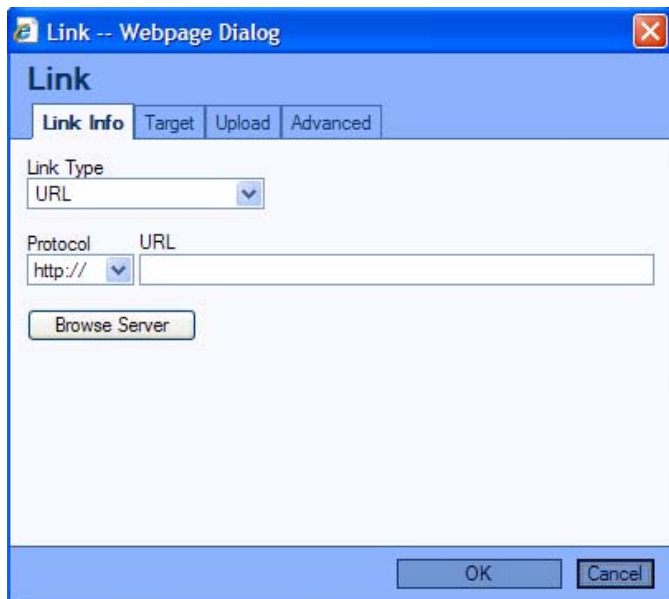
- You can use most photo-editing software to convert TIF or BMP images to JPG or GIF. You can even use the very basic **Paint** program in Windows to *save as* JPG or GIF format.
- Check that the JPG or GIF images are not too large. You can see the size in the image editor. You should look for the width dimensions in pixels (px).
- All PNG, GIF or JPG images must be saved as RGB color and at a 72 dpi resolution.
- If you have multiple images on a page i.e. product images, they should be the same width for design consistency. This should not be more than 300px wide, and in most cases would be between 100-200px.
- Most image optimizers do not work with PDF files. For best results, without a PDF-exporter application (i.e. Adobe Acrobat NOT Reader), you can take a JPG screen shot of the image in the PDF document.

## How do I insert a link?

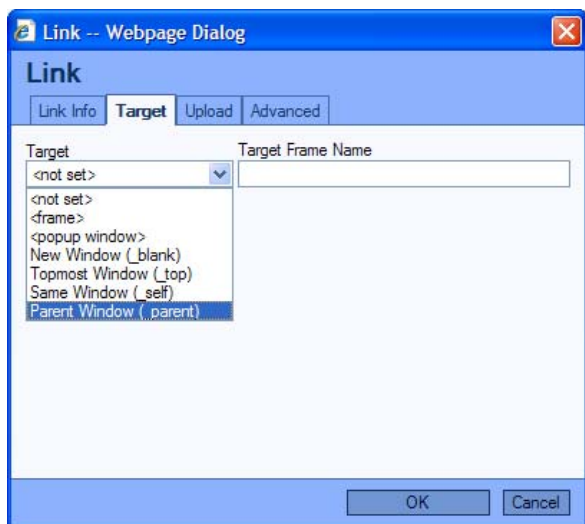
To insert a link in a document:

- Select the text or image that you want to link from.
- Click on 
- The following dialog appears

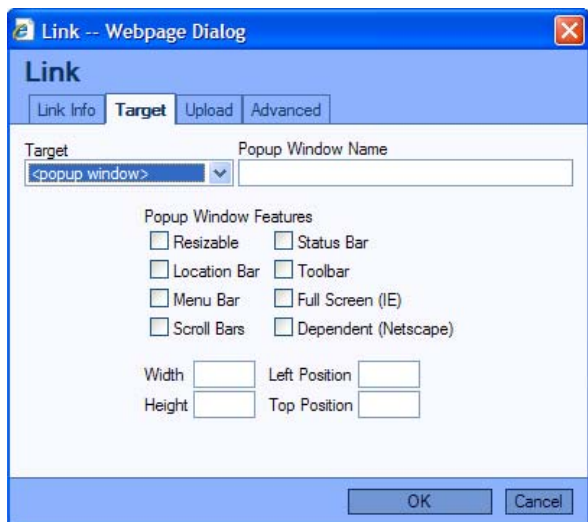
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- To link externally just type the URL for the site into the URL box.
- To link to an internal page, you first need to copy the URL of the page. Navigate the page from the front end of the website and copy the URL from your browser's location field to the dialog box. [If you use Firefox or any browser with tabbed browsing enabled, you can have the front-end of the site open in a separate tab].
- After you click OK, the link will appear in the Rich Text editor as blue underline text. However on the front-end of the Web site, the links will styled in CSS by Lava New Media.
- If you want the link to appear in a new window you can set the target as “\_blank”




- You can also create a JavaScript popup which offers you more custom control:



## How do I insert links to PDF documents?

Before you can insert a PDF document, it must first have been uploaded to the assets/docs folder, and you will need to know the path to where it was uploaded. Uploading documents is accomplished by clicking on the “Upload” tab and then browsing either your hard drive or the Web server for the correct document to upload.

- Select the text that you want to link from. We recommend that you always put the .pdf extension on the end so that user will know that the link leads to a PDF document, not another page. (i.e. Policies.pdf)
- Click on the  icon, then type a link to the PDF file' location on your web server, i.e. /assets/docs/pdf/policies.pdf.
- Save.