

A Guide to Editing Web Pages Using the *NuReIm Content Management System*

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BEGINNING TO EDIT

How to Login to the System

1. Open *Internet Explorer*.
2. Navigate to the Cal U Web site <http://www.cup.edu>
3. Choose **Faculty and Staff**.
4. Choose **NuRealm Login** from *Page Links* column on the right. This takes you to the *login screen*.
5. Recommendation: Choose **Favorites>Add Favorite** from the *Internet Explorer Menu bar*. This adds the **NuRealm Login** to your list of favorites for easy access.
6. Enter your username/password into the appropriate textboxes.
7. Click **Login**. This automatically takes you to the *NuRealm* control panel.
8. Click **Manage Content**. This transfers you back to California University of Pennsylvania's Web site.
9. Navigate to the *page you wish to edit*. You cannot edit any other sections of the web other than those that you have been assigned. The edit commands will not appear on any page that you do not have permission to edit.

EDITING YOUR SITE

Returning to the Control Panel


1. To return to the *Control panel*, click .

What to Do if Your Page Has No Edit Icons

If you navigate to a page that you are responsible for editing, but have no commands available to you, chances are someone else is in the process of editing or reviewing the page. The page is said to be 'locked.' You will not be able to edit the page until the person using it completes his or her work. You will need to contact the person who is currently making changes and ask him/her to complete their work. If you are not sure who may be working on the page or for assistance with this problem, contact the Office of the Webmaster at 4304.




Don't forget, you'll lock pages too as you edit. Once you begin making changes to any page, the system automatically locks it so no one else can edit it at the same time. No one will be able to edit the page until you have completed your work. See the section on Saving Your Work for instructions on how to solve this problem.

Viewing a List of Pages That You Are Currently Editing (Have Locked)

2. Click the **Return to Control Panel** Icon .
3. Click **Manage Your Locked Pages**. You will see a list of the pages to which changes have been made, but whose changes have not made available for the public to see. Use the [Making Changes Live](#) procedure to do this.



Changing the Page Title & Description

The **Edit Page Information** function allows you to change the page title and add a short description of the page.

1. Click the  button on the page where the change is to occur.
2. Make the desired changes.
3. Click the  to save the changes to the page information. You will be returned to the page upon which you were working.
4. Click the  to deploy changes. View the [Making Changes Live](#) section for instructions on doing this.

Note: Changing the title of a page will also change the link leading to the page.

EDITING THE PAGE CONTENT

All pages have one or more editable content areas. Each content area is marked by a  icon at the end of area. To edit the text of a particular area, click the  icon.

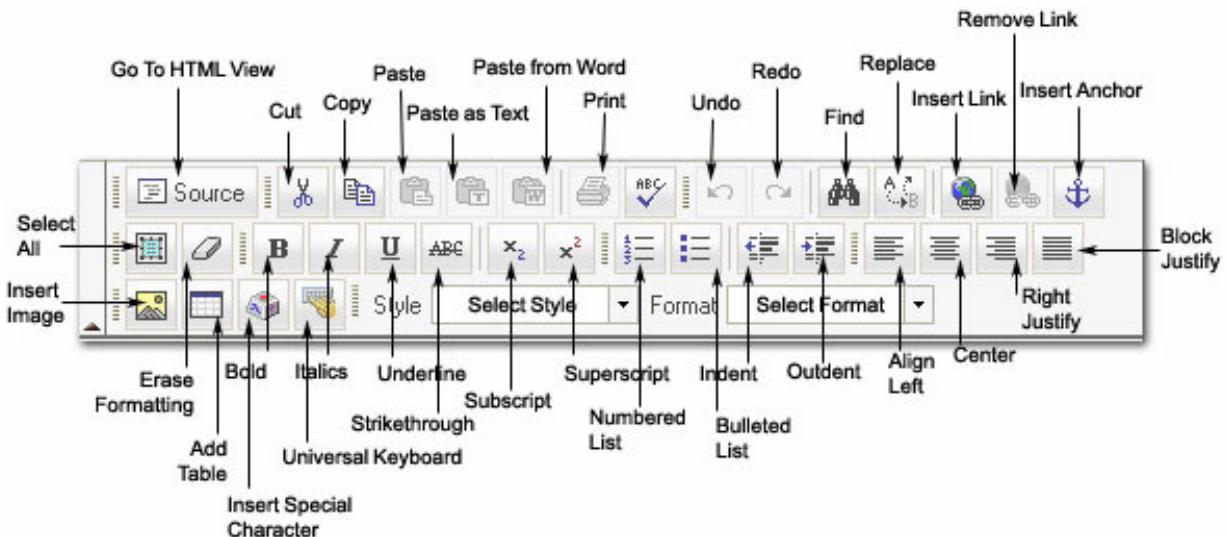
An Explanation of the Two Types of Content Editors

The *NuReIm CMS* has two types of content editors that are used. The text editor only allows you to insert and edit words. The WYSIWYG (What You See Is What You Get) editor allows you to edit and format text, add and edit tables, and insert pictures. You can copy and paste from *Microsoft Word*, *Excel* and other programs into both content editors, however, the text editor removes all formatting from the document.


Please Note: New content blocks have default text in them. If you create a new content area (perhaps by creating new page) and do not remove the default text, it is displayed to all viewers.

WYSIWYG Content Editor Toolbar Reference


You will know you are using WYSIWYG content editor by the toolbar it displays. The following is a guide to the functions that are available to you when you are in WYSIWYG edit mode.




Editing the Text

1. Click the  that is at the end of the text you want to edit. You will be taken to the content editor.
2. Edit the text.




3. To **save** changes: Click the  located below the editing window to save changes. The system returns you to the current page. Any changes you made are reproduced upon it.
4. To **cancel** changes before they are reflected on the page click **Return to Page** located *below the editing window and to the right-hand side*. Your changes are cancelled. You are returned to the current page without any changes taking place.

5. Click the  to deploy your changes. View [Making Changes Live](#) for more information.

Copying and Pasting From Microsoft Word or Other Programs

Text can be copied and pasted directly from *Microsoft Word* or another program into either the WYSIWYG or text editor. When editing in WYSIWYG mode, all formatting will be kept when copying and pasting.

1. **Open** the source document (the document from which you are pasting).
2. **Select** the text to be copied.
3. Choose **Edit>Copy** from the **File Menu**.
4. Return to the window containing the *NuRelm* content editor.
5. **Click inside of the content editor area.** Make sure the cursor is blinking inside this area.
6. **Click the Paste Word Document Button**  on the editor toolbar.

How to Handle Text that Does Not Paste Correctly

Formatting Errors

If your *Word* document contains formatting (colors, headings, etc) and it does not copy and paste correctly into the text editor:

1. In the *content editor window*, **delete** the material that pasted incorrectly


Punctuation Marks that Turn to Question Marks

The content editor is sometimes troubled by punctuation marks (especially quotation marks) when you copy and paste text from *Microsoft Word*. The punctuation marks become ?'s. You can correct the ?'s either directly in the *NuRelm* Content editor or, if you experience major problems try the following procedure.

1. Save the *Microsoft Word* document as a text-only or rich text format (RTF) document:
 - a. **Open** the document in *Microsoft Word*.
 - b. Choose **File>Save As** from the *Menu bar*. The *Save As dialogue box* appears.
 - c. From the *Save As Type dropdown Menu* located at the bottom of the dialogue box, choose **Rich Text Format (RTF)**.
 - d. Click **Ok**. This saves the document.
 - e. Choose **File>Close** to close the currently open version of the document
2. Copy and Paste from the RTF file:
 - a. Choose **File>Open** from the *Menu bar*.
 - b. Locate and Open the RTF version.
 - c. Copy and paste from the text only version.


Creating and Editing Hyperlinks Using the Content Editor

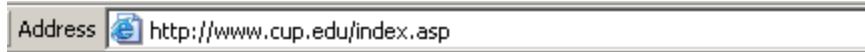
Adding a Hyperlink to the Body Text (WYSIWYG only)


1. While in the editor, **highlight** the text that is to be made a hyperlink.
2. Click the **hyperlink icon**  on the editor toolbar.
3. Select **http:** from the **Type of Link** dropdown menu.
4. Enter the address of the Web site into the textbox. You must enter the full address.



Creating a Link by Copying and Pasting the Web Address (Linking to Another page Created with NuRelm)

Some web addresses may be long and complicated. *NuRelm* pages all have unique links with a page ID as part of the link. It may be easier to copy and paste the address rather than typing it.

1. Click the  located after the text area where the link will go.
2. Choose **File > New > Window** from the *Internet Explorer menu bar*. A new *Internet Explorer* window opens.
3. In the *new window*, **navigate** to the page to which you wish to link.
4. **Single-click** in the *Address bar* so that the address is completely highlighted. The address bar is the long textbox where the web address of the page is displayed. It looks like:



5. Choose **Edit>Copy** from the *File menu*.
6. **Return** to the *NuRelm Content editor window*.
7. **Highlight** the *text you wish to be the link*.
8. Click the **Insert Hyperlink** icon  on the editor toolbar.
9. **Right-click** inside the URL textbox.
10. Choose **Paste**.
11. Click **Ok**.




12. Click  to return to the page after the changes are completed.
13. Click  and following the procedure [Making Changes Live](#) to deploy your changes.

Linking From One Location on a Page to Another Location on the Same Page

There is a way to link between sections of text on the same page. To do this you need to use the combination of a hyperlink and an anchor. The link looks exactly like a normal hyperlink, but connects to the anchor. If a user clicks the hyperlink, he or she is taken to the spot on the page where you created the anchor.

Anchor: a marker designating the place to where you want the user to jump after clicking the link

Part 1: Create the Anchor

1. Click the  located at the *end of text area where you want the user to jump when he or she clicks the hyperlink*. This takes you into edit mode.
2. Move to the *exact location on the page to which the user jumps*.
3. **Highlight** a portion of the text. (The first word of the text is recommended.)
4. Click the **Insert/Edit Anchor**  button on the toolbar.
5. **Type** an anchor name. Anchor names should:
 - a. Be all lowercase
 - b. Not contain spaces
 - c. Be short
6. Click **OK**. A  appears, representing the location of the anchor.

Part 2: Create a Link to the Anchor

1. Move to the text that you wish to be the link to the anchor.

2. Highlight the text.
3. Click the **Insert Hyperlink Button** . The *Insert Hyperlink dialogue box* appears.
4. From the *Link Type drop-down list* choose **Anchor in This Page**. Another drop-down box containing a list of all the anchors on the page appears.
5. Choose the correct anchor.
6. Click **OK**.


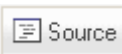


Adding a Link as Part of the Secondary Pages List

(see [Adding a Link To the Subsections List](#) below)

Editing in HTML Source View (Advanced Users Only)

You can also edit the content blocks using HTML coding.

In the WYSIWYG Editor:

1. Click the  located after the text area you wish change.
2. Click the **Source Code View** button  on the editor toolbar. This takes you to *HTML mode*.
3. Enter your code into the editor normally, as if you were using Notepad or another text editor.
4. When you are done making changes, click  to return to the page.
5. Click  to make your changes live.

In the Text Editor:


Add the HTML code directly into the text. It will be displayed appropriately on the page when the changes are saved.

Creating and Editing Tables

Tables are used to layout columns and rows of text images on Web pages. There are several ways to create and edit tables using the *NuReIm Content Management System*.

Creating a Table Using the Content Editor

Tables can now be created right inside the content editor.

1. Click the **Insert Table Button**  located on the editor toolbar. The *Table Properties Dialogue box* appears.
2. Set the characteristics (i.e., number of rows, columns, alignment, size, etc.) for the table using the dialogue box.
3. Click **OK**. The table now appears.
4. Enter your content into the cells.

Adding/Deleting/Merging/Adjusting the Rows, Columns, and Cells of a Table Created Using the Content Editor

1. **Place** your mouse cursor *inside the cell/row/column you wish to change*.
2. **Right-click** with your mouse (click the right mouse button). A floating menu appears.
3. **Choose** the type of change needed.

Working With Tables Created as Repeat Blocks


Contact the Office of the Webmaster at Russell_c@cup.edu or x4304 to have this function added to a page. The webteam creates the shell of a table for you to which you can add as many rows as you like. See the section on [Adding Groups of Pictures and Text](#) below for more information.




Editing Tables by Altering HTML Code (Advanced Users)

Advanced users may use the HTML view of the WYSIWYG or text editors to edit the code of the table directly (see [Editing in HTML Source View](#) mode above).



WORKING WITH IMAGES

Adding an Image Outside the Body Text Content Area

Except inside the content block, you can only add or edit an image that has the  symbol next to edit. If you do not have an add image button on your template and need to have one included, contact the Office of the Webmaster at 4304 or russell_c@cup.edu.


1. Click .
2. Enter a description of the image. This description will display if the image fails to appear or when a viewer mouse's over the image in the Internet Explorer window.
3. Click the **Browse** button *underneath the Select the Image heading*. Using this button, you can select an image from anywhere on your computer or network drive.
4. Click  to upload and save. This also returns you to the page being edited. The image now appears on the page displayed.
5. Click the flashing disk icon  to make the changes live.

Deleting an Image

1. Click the  next to the image.
2. Click Yes.
3. Click the flashing disk icon  to make the changes live.

Note: If the Add Image link is available, and you choose not to add an image, it will not affect the look of the web page. The content management system will alter the page accordingly.

THE SUBSECTIONS AREA (UPLOADING FILES, ADDING NEW PAGES, ADDING LINKS AS SUBSECTIONS)


NuReIm allows you to add new pages as needed. It also allows you to add files and links. All three of these items are added using the  icon and all appear together as a list of links. Together, this group is known as the *subsections list*. A pages subsections area is the list of all files, pages, and links that are connected to that it.



Adding a New Page

Parent Page – the page to which you add the link(s) the new page(s)

Child Page – the new page(s)

New pages automatically inherit all the properties of the page to which it is attached. The page that contains the links is called the *parent* page. The additional pages attached to it are known as *child* pages.




1. **Navigate** to the page where you wish to add the link to the new page.
2. Click the  symbol in the subsections area.
3. Select **Add New Page** from the list of options.
4. Enter a **Page name** for the new page. This becomes the title of the new page, as well as the text for the link to the page.

5. Click  to save the new page. This return you to the parent page.
6. Click the *link to the new page*. This leads you to the new page.
7. Edit the page as you would it's parent page.
8. Click  to make your changes live.

A Note About Adding New Pages: The new page will not be added to the site for users to see until the changes to both the parent page and the child page are deployed.



Modifying a New Page's Title or Description



The following instructions detail how to modify a page title.

1. **Navigate** to the *page with the title you wish to change*.
2. Click the  button.
3. Make the desired changes.
4. Click  to save changes. This returns you to the page whose title is being edited.
5. Click  to make your changes live.

Deleting a Page

When a page is no longer needed, it can be removed.


1. Navigate to the page that contains the page to be deleted. If there is a red  next to the link, proceed. If there is a gray  see [Deleting a Page with Links in Its Subsection](#)

2. Click the  next to the link to the page.
3. Click **Yes**.
4. Click  to make your changes live.

Note: The page is not be deleted until you make your changes live.




Deleting a Page with Links in Its Subsection

You cannot delete a page that has subsections. This includes links to new pages, files, or other web pages. To delete a page that has any links in its subsections area, you must first delete all the subsections – any child pages, files, or links attached to it -- and then delete the desired page.




1. **Navigate** to the page to be deleted.
2. **Delete** each link in the page's subsection.
3. Click  to make your changes live. You must do this before you can delete the page to which they were attached.
4. Follow the procedure outlined in [Deleting a Page](#)

Uploading Files

You can upload any type of file to the system including PDF's, AVI's and MP3's. The link to the uploaded file is placed in the subsections area.


1. Press the  button in the subsections area.
2. Select **Add File** from the list of choices.
3. Enter a descriptive file name. This becomes the link to the file.
4. Click the **Browse button** under the *Select the File* heading. From here, you can choose any file on your computer or network drive to upload.
5. Select whether or not you would like the file to open in another window.
6. Click  to upload and save. This returns you to the page to which you attached the file.
7. Click  to make your changes live.

Modifying the Link or Description of an Uploaded File

1. To modify the link or file description of a file previously uploaded, click the  button *next to the link to the file*.
2. Click  to upload and save. This returns you to the page to which the file is attached.
3. Click  to make your changes live.




Deleting an Uploaded File

1. To delete a file, click the .
2. Click **Yes, Delete the File**. This returns you to the page being edited.



3. Click  to make the changes live.

Adding a Link To the Subsections List



This following describes an alternate way of adding a link using the *NuRelm Content Management System*. The first method is described above in the [Editing the Text](#) section of this document. This method adds a link onto the subsections are of the page.

1. Click the  in the Subsections area.
2. Select **Add Link**.
3. Enter the **text for the link** in the *first textbox*. For example, if you are linking to CNN, type CNN.
4. Enter a **description of the site** to which you are linking in the *second textbox* if desired.
5. Enter the **address of the web site** into the *third textbox*. You must enter the full address starting with `http://`.
6. **Select** whether or not you want the link to open in a new window.
7. Click  to upload and save. This returns you to the page to which you just attached the link.
8. Click the  to make your changes live.



Modifying the Link Text of a Link in the Subsections Area

1. To modify the link text of the link, click the  button next to it.
2. Click **Make Changes**. This returns you to the page to which the link is attached.
3. Click the  to make your changes live.

Deleting a Link on the Subsections List



1. To delete a link, click the  next to it.
2. Click **Yes, Delete the File**. This returns you to the page being edited.
3. Click the flashing disk icon  make your changes live.

Reordering the Subsection List of Items

To modify the order of the items on the subsections list use the   buttons.

ADDING GROUPS OF PICTURES AND TEXT

Repeat blocks allow you to add groups of items, such as pictures or text. Each picture/text group will appear precisely the same. This feature allows you to add as many picture and/or text groups onto a page as you want.




If a page contains a Repeat Block, you will see a green . If the list is empty, you will see a  and “No Results Were Found” when you start to edit the page. It will look something like this:



If group already exist, each group of items item will have the following next to it:





Adding a Group

1. Click .
2. Enter the desired content.
3. To edit text press the  button that corresponds to the list item.
4. To edit a picture click .

Deleting a Group


1. Click .
2. Click **Yes**.


Altering the Order of the Groups

1. Use  to alter the order of the groups.
2. When finished editing the repeat block, click  to make your changes live.


SAVING YOUR WORK

The Flashing Disk and What It Means

Yes, it is aggravating when you are trying to work, but there is a purpose for its presence. A flashing disk image  means that pages have changes,, but the changes are not live for others to see. While editing, clicking the large


 disk icon saves the changes made. This allows you to shut down your computer and complete the changes at another time. As the editor, you see them. However, clicking this does not make the changes live for others to see. The flashing disk reminds you of that. The flashing disk only disappears once all pages with changes are published for everyone to see. Additionally, you can completely cancel your changes before made live, in the event you do not wish to keep them.

Making Changes Live For All to See

1. Click the flashing disk image  on *the page you are editing*. (or click the **Manage Your Locked Pages** link in the *Control Panel*). A list of all pages to which you have made changes, but have not made them live, appears.
2. Click the **checkbox** next to each page whose changes you wish to make live.
 - a. To view the content of the page before the changes were made(the page as it is seen by viewers now), click the **Old button** underneath the page title.
 - b. To view how the page looks with the changes made, click the **New** link.
3. Select **Save Pages**.
4. To continue working without making the changes live, click **Do Nothing**. Your changes are now live for the public to see.

Canceling Changes Before They Are Made Live

Warning: This completely erases all the changes made to a page. You will have to redo them again if they are necessary.

1. Click the flashing disk image  on the page that is being edited. or click the **Manage Your Locked Pages** link in the *Control Panel*). A list of all pages to which you have made changes, but have not made them live, appears.
2. Click the **checkbox** next to each page whose changes are to be made live.
3. To view the content of the page before the changes were made(the page as it is seen by viewers now), click the **Old button** underneath the page title.
4. To view how the page looks with the changes made, click the **New** link.
5. Select **Cancel Changes**.
6. To continue working without making the changes live, click **Do Nothing**. Your changes are now cancelled.

What happens if I have to submit for review?

Some administrators require changes to be submitted to for review, rather than being made live directly by the editor. Once you have submitted pages for review, they become locked (to both you and others). You are not able to make additional changes until the site administrator unlocks the page. The site administrator either makes your changes live, cancels your chances, or returns the page to you for additional edits.

To Submit for Review: Follow the procedure outlined in [Making Changes Live](#). The process is the same, except changes are not immediately made live.

Canceling Changes: Choosing to cancel changes will still completely erase all changes made. The page is not submitted for review.

LOGGING OUT OF THE SYSTEM

After changes have been completed, you need to log out of *NuRelm*.

Click .

Click **Logout**.

If left inactive for one hour, NuRelm automatically logs you out.

GETTING ADDITIONAL HELP

Contacting the Office of the Webmaster

For assistance in using *NuRelm*, contact the Office of the Webmaster at 4304.

Viewing the User Manuals Online

1. Click the .
2. Click **Help**.
3. Click **View User Manuals**.