

# Content Management System (CMS): General Reference

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The CMS provides a secure interface allowing you to own the content of your site. The following is documentation for general reference utilizing the CMS for your website.

## 1. Access the CMS Workarea.

- a. In a new browser window, open the UMES IT homepage at <http://www.umes.edu/it>.
- b. Locate the CMS login section in the right column of the screen and click **Login** using your UMES network username and password. Upon logging in, the CMS login section reappears with different options – one of which is **Workarea**.
- c. Click the “**Workarea**” button to access the workarea. Upon doing so, a new browser window will open which becomes the **CMS Workarea**.
- d. Alternatively access the **CMS Workarea** by opening a site’s homepage address whose content you have been granted permissions to change, locate the CMS selector positioned in the upper left-hand corner relative to the designated section of your content within the template (🔍), hover the mouse over it, and select **Workarea**.

## 2. About the CMS Workarea.

### a. Functionality and Layout

#### i. Global Functional Tabs (Upper Left-Hand Tab Bar):

This area is reserved for offering the ability to switch between the global functions of the **CMS Workarea**.



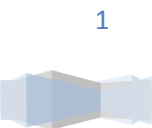
1. Note that your level of access to these functions will be determined by access privileges granted to you by the Web Administrator.



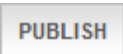


### b. Access to Your Site’s Content:

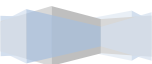
Click the **Content** tab to access the content of your site, and locate the folder designated to your department’s website by the Web Administrator.

- i. Locate your site’s folder by accessing the content of the CMS and navigating through it.

1. After logging into the **CMS** and opening the **Workarea**, click on the **Content** tab in the **Global Functions Area**. See the Tab-Bar above.




2. Traverse through the appropriate top-level folders to locate your site's folder. Note that you may only expand the folders of which your account has been granted permissions by the Web Administrator.
  3. After locating your site's folder, select it by clicking the folder's name. The right-hand section of the page will update with a list of the content items contained in your site's folder.
- ii. Manage the content of your site.
1. **Add a New Content Item.**
    - a. After selecting your site's folder, click on the **"New"** icon in the toolbar and select **HTML Content**. A blank edit session will open.
    - b. Enter a title for this new content item in the **Title** text box.
    - c. Add the necessary content to the blank space provided below. Note that the content added here constitutes what will be seen on your website. There are two ways to enter content: **Design** and **Source Code**.
      - i. **Design** (click  ):  
Enter content as it will appear when viewed on the web. This is similar to using a desktop publishing application (i.e. Microsoft Word).
      - ii. **Source Code** (click  ):  
Enter content in HTML format. This allows you to directly manipulate the code that produces what appears when the page is viewed on the web; and provides more freedom to customize your page.
    - d. **Publish, Check In/Save, or Cancel** the addition of this content item to complete.
      - i. **Publish** (click  ):  
Post this new content item as *Live*. All the content you've entered since this edit session began will be viewable on the web.
      - ii. **Check In/Save** (click  or  ):  
Saves the progress of your work on the content item so that it can be completed later. None of the content you've entered since this edit session began will be viewable on the web.




iii. **Undo Checkout (Cancel)** (click  )

Cancels the edit session and returns you to your site folder/content list.

**2. Edit an Existing Content Item.**

- a. After selecting your site's folder, click the existing content item you wish to edit. A preview of this content item will appear in the right-hand section of the screen.
- b. Click on the "Edit" icon (  ) in the toolbar at the top of the preview. An edit session will appear containing the content of the last checked in/saved edition of this content item.
- c. Update the title as necessary in the **Title** text box.
- d. Update the content as necessary appearing below.
- e. **Publish, Check In/Save, or Undo Checkout/Cancel** this edition. Note that the same methodology concerning publishing, checking in/saving, and cancelling the addition of a content item applies here.

**3. Preview and Existing Content Item.**

- a. After selecting your site's folder, click the existing content item you wish to preview. Note that upon clicking, a general preview of the content item will appear in the right-hand section of the screen.
- b. Click on the "Preview" icon (  ) in the toolbar at the top of the general preview. A new window will appear displaying this content in its proper context per the department's website.

**4. Delete an Existing Content Item.**

- a. **NOTE:** Only individuals who have been granted delete permissions to your content may perform content deletions.
- b. Click on the "Delete" icon in the toolbar and select **Content**. A new window appears listing the selected folder's existing content. Note that candidates for deletion are only those which are not currently **checked out**. Items checked out indicate that they are *currently* being accessed and worked on by another individual or that they were closed improperly.
- c. Click the checkboxes beside all the content items you wish to delete to select them for deletion.



- d. Click the “Delete Content” icon (  ) to delete; and confirm deletion by clicking **OK**.

