Logging into IronPoint CMS (Content Management System)

- URL to LMU.EDU = lmu.edu/cms, lmu.edu/admin, or cms.lmu.edu
- URL to MYLMU = intranet.lmu.edu/admin

Username = same as your LMU network, MYLMU and Outlook login
Password = same as your LMU network, MYLMU and Outlook password
Click Login.

Once you have logged on to the CMS, you will see the edit icons on pages you are authorized to edit. The button on the left in the following illustration is the Quick Edit button. The one on the right is the Full Edit button. If a page does not display these icons, it means you are not authorized to edit that page.

Admin toolbar

The Admin toolbar is located at the top of the page content area when you are logged into the IronPoint CMS. Your user rights determine which buttons are available. For example only authorized users will see the Admin Center button.

Below is an example of the Admin toolbar after pressing Admin Center. The toolbar now displays the Manage, System and Back to Site buttons. Use the Back to Site button to return to your site pages.
Buttons and icons

This table provides information about all of the buttons and icons used throughout the IronPoint CMS. Buttons are added to this table with each release of the online help system.

<table>
<thead>
<tr>
<th>Button</th>
<th>Full Edit</th>
<th>Quick Edit</th>
<th>Preview in Page Editor</th>
<th>Submit in Page Editor</th>
<th>Emergency Publish in Page Editor</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Full Edit" /></td>
<td>This button opens the Page Editor. It is displayed at the top of the content area of any page you have rights to edit.</td>
<td>This button opens the Content Editor only. It is displayed at the top of the content area of any page you have rights to edit.</td>
<td>This button allows the content provider to view what the page will look like once published.</td>
<td>This button appears on the Page Editor toolbar for content providers who do not have publishing rights. When these content providers have finished editing page content, they click Submit to submit the content changes for approval. The page is sent to the content approver as per the workflow assigned to the page.</td>
<td>This button appears on the Page Editor toolbar for content providers who have emergency publishing rights. Clicking this button immediately publishes the page content, bypassing the normal workflow process.</td>
</tr>
</tbody>
</table>

Parent and child pages

The concept of a parent/child relationship is central to understanding how the web site hierarchy is built using the IronPoint CMS.

A parent page is any page within your web site that has pages below it in the web site hierarchy (i.e. there are pages on the Child Pages tab). When adding web pages, you need to determine where in the hierarchy the new pages will be. You then edit the parent page and add them on the Child Pages tab.

For example, if you wish to add a page below the Company Profile page in the site shown below, you would edit the Company Profile page and add the page to the Company Profile’s Child Pages tab. The Company Profile page thus becomes the parent for the new page, and the new page is on the same level as the Executive and Company History pages.
Page layout and components

Most of the IronPoint CMS pages include the following basic elements:

Each page is built on a foundation called a site design package. The design includes consistent elements that are used across many pages in a site. Each IronPoint site can have an unlimited number of designs. The design of the site is controlled by the information contained in the Design Package.

Content editor overview

The content editor is located on the Content tab of the Page Editor. When you edit a page by clicking on the (quick edit) or (page editor) buttons, the content editor window is displayed.

The content editor is available on most page types and is used for creating your web content. You can easily format text and insert images, tables, hyperlinks, documents, and much more.

If you have edit rights to a page, you can open the Content Editor in the content area of those pages by clicking on the Quick
Edit button. The Content Editor opened in quick edit mode does not include any of the Page Editor functionality and thus is primarily used for making quick textual changes to your content.

You can also use the Content Editor as part of the Page Editor. To do this, you click on the Full Edit button on any page you have editor rights to. This opens the full-featured Page Editor which includes the Content Editor as well as all of the other page creation and maintenance functions.

Content editor toolbar

Below are pictures of the Content Editor toolbars and the Editor mode buttons. Click on a button for information on that button’s function!

Access to editor tools depends on your user rights. For example, your site administrator may give you rights to add text but not change the font. Or you may be permitted to add an image but not any text.

If you do not have user rights for a button, it will be disabled. If you want to use a disabled feature, speak to your site administrator.

Editor - align paragraph

There are four different ways you can align and justify entire paragraphs.

Align Left

1. Select the text you want to align at the left.
2. On the toolbar, click the Align Left button.

Align Center

1. Select the text you want to center.
2. On the toolbar, click the Align Center button.
**Align Right**

1. Select the text you want to align at the right.
2. On the toolbar click the **Align Right** button.

**Justify**

1. Select the text you want to fully justify.
2. On the toolbar click the **Justify** button.

**Editor - background color**

Use this procedure to create a background color for your sentence or paragraph.

1. Select the text or graphic you want to highlight.
2. Click the **Background Color** button and select a new color.
3. To remove highlighting, select the text and set the background color to be the same as the background color of the rest of the page.

**Editor - bold**

Use this button to bold text either as you type or after you have typed it.

1. Select the text to bold.
2. On the toolbar, click the **Bold** button.
3. To remove bolding, select the text and click the **Bold** button again.

**Editor - bullet list**

Use this feature to add a bulleted list to your page content. Note that you must type your lines of text first and then add bullets after.

1. Type each line of text that you want to add bullets to.
2. Click and drag your mouse over all of the lines of text.
3. Click the **Bullet List** button to add bullets to your list. Each line you typed will get a bullet applied to the front of it.

**Editor - copy and paste**

Use this procedure to copy a section of text or graphics from one location to another location. Copying text is a two-step copy and paste procedure.
1. Select the item you want to move or copy.
2. On the toolbar, click the **Copy** button.
3. Position the cursor on the page/location to copy to.
4. Click the **Paste** button.

**NOTE:** If you copy formatted text from a Microsoft Word document or other applications, when you paste the text into the editor you will be asked if you want to remove the Microsoft Word formatting. We recommend that you copy text to Windows Note Pad or Mac's Text Edit; then paste to CMS. This will avoid having incompatible tags in your page's code.

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**Editor - cut and paste**  

Use this procedure to delete (cut) text or images or to move them. To delete you simply cut. To move them you must cut and then paste the item in the new location.

1. Select the item you want to cut and click the **Cut** button.
2. To move the content to another location, place the cursor in the new location and click the **Paste** button.

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**Editor - font name and size**

Use this procedure to select a different font style and size for a selected paragraph.

1. Select the text you want to change.
2. On the toolbar, click on the **Font Name** drop-down and select a new font.
3. Click on the **Size** drop-down to select the font size.

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**Editor - foreground color** (font color)

Use this procedure to change the color of the text.

1. Select the text you want to change.
2. Click the **Foreground Color** button and select a color.

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**Editor - indent**

Use this procedure to move the paragraph to the right, away from the left-hand margin of the page.

1. Select the paragraph you want to indent.
2. On the toolbar, click the **Indent** button.
3. The content editor increases the paragraph indent by one tab stop per click of the Indent button.

Editor - italic

Use this button to italicize text.
1. Select the text you want to italicize.
2. On the toolbar, click the Italic button.
3. To remove italics, select the italicized text and click the Italic button again.

Editor - new paragraph

Use this button to create a new paragraph rather than hitting the Enter key.
1. Place the cursor where you want to insert a new paragraph.
2. Click the New paragraph button.

NOTE: This is not the same as hitting the Enter key in the content editor. When you hit Enter, the system inserts a different HTML tag in the page code. You should always use the Paragraph button for inserting new paragraphs.

Editor - numbered list

Use this procedure to create a numbered list. You can create the numbered list as you type, or after you have already typed in the lines of text.
1. Place the cursor where you want the list to start and click the Numbered List button.
2. Type the text you want and hit Enter to add the next list item. The editor automatically inserts the next number.
3. To finish the list, press Enter twice. Press Backspace to delete any extra bullets or numbers in the list.

Editor - outdent

Outdent shifts the entire paragraph to the left of its current position. It does the opposite of Indent.
1. Select the paragraph you want to outdent.
2. On the toolbar click the Outdent button.
3. The content editor increases the outdent by one tab stop per click.
Editor - paragraph style

Use this tool to select a pre-defined set of paragraph characteristics. These are contained in what is called a paragraph "style". Styles define font types and sizes, spacing and other text characteristics.

1. Select the paragraph you want to apply a different style to.
2. On the toolbar select the new paragraph formatting from the Paragraph Style drop-down.

Editor - subscript

Use this procedure to make a character or word lower than the rest of the line of text. For example: in the symbol H₂O, the 2 is subscripted.

1. Select the text you want to format as subscript.
2. On the toolbar click the Subscript button.

Editor - superscript

Use this procedure to make a character or word higher than the rest of the line of text. For example: in the symbol N², the 2 is superscripted.

1. Select the text you want to format as superscript.
2. On the toolbar click the Superscript button.

Editor - underline

Use this tool to underline text as you type or after you have already typed it.

1. Select the text you want to underline.
2. On the toolbar click the Underline button.

Editor - insert table

Use these procedures to insert a table in your content editor window.

Inserting a table using the quick insert method

Use this procedure if you want to create the table now but format it later.

1. Click where you want to create a table.
2. On the editor toolbar, click the **Insert Table** button.

3. Drag the mouse to select the number of rows and columns you want.

4. Right-click in the table to edit and format the table cells, columns and rows.

**Inserting a table using the table wizard**

Use this method if you want to format the table as you create it.

1. Click where you want to create a table.
2. On the editor toolbar, click the **Insert Table** button.
3. Click **Table Wizard**.
4. Complete the settings on the following tabs:
   - **Table Design**
   - **Table Properties**
   - **Cell Properties**
   - **Accessibility**

**Editor - editing tables**

Use these procedures to edit a table that you have already inserted into the content editor window. All table edit features are available by right-clicking on the table.

**Inserting Rows into Tables**

1. Click where you want to insert a row.
2. Right click and select **Insert Row Above** or **Insert Row Below**.

**Inserting Columns into Tables**

1. Click where you want to insert a column.
2. Right click and select **Insert Column Above** or **Insert Column Below**

**Editing Table Properties**

1. Right click on the table and select **Set Table Properties**
2. Edit the **Layout** settings.
3. Edit the table **Dimensions**.
4. Make changes to the **Background** color for the table.
5. Edit the table **Border** settings.
6. Edit the **CSS** (cascading style sheet) settings if you wish.
7. Click **Update**.

**Editing Cell Properties**

1. Right-click on the cell and select **Set Cell Properties**.
2. Select the **Content Alignment** for the cell.
3. Set the **Background** color.
4. In the Dimensions box, edit the cell **Height** and **Width**.
5. Check the **No Wrapping** checkbox if you do not want cell content to wrap.
6. If you want to add a **Background Image**, click the button beside the field and select an image file.
7. Select a **CSS Class** and **Style** for the cell.
8. Click **Update**.

**Showing or Hiding Borders**

1. Right click on the table.
2. Click on **Show/Hide Borders**.

**Editor - removing tables**

Use this procedure to delete a table from your content editor window.

1. Move the mouse over the corner of the table you want to remove, until the mouse pointer turns into the table selector.
2. With the table selector displayed, click on the corner of the table. The table will now be selected and will appear as follows.
3. Click to remove the table.
4. Click **Save**.

**Editor - toggle borders**

When you insert a table, borders are displayed to guide you when entering data. Use this procedure to turn the guide borders off so that you can see what your table will look like when published.

1. Place the mouse pointer anywhere inside a table.
2. Click the **Toggle Borders** button to turn table borders on or off.

**Editor - format stripper**

Use the Format Stripper tool to strip your content of unwanted HTML tags. You may wish to do this when you copy text from one location to another to ensure that no unwanted formatting comes with the text. You can also use this to strip out any inline formatting, to ensure that the stylesheet styles are being used.

1. On the toolbar, click the **Format Stripper** button.
2. From the drop-down menu, you can select to strip all HTML tags or just one particular type of tag.

Editor - full screen mode

Use this button to toggle back and forth between full screen mode and regular screen mode. Full screen mode expands the editor window to full screen size, allowing you to view more editor window content while editing.

Editor - horizontal ruler

Use this procedure to insert a horizontal line on your page.

1. Select the area where you wish to insert the horizontal line.
2. On the toolbar, click the **Horizontal Ruler** button.

Editor - insert symbol

Use this tool to insert a special symbol into your page content such as the copyright or registered trademark symbols.

1. Click where you want to insert the special symbol.
2. On the toolbar, click the **Insert Symbol** button.
3. Select the symbol you wish to insert.

Editor - print

On the toolbar, click the **Print** button to print the contents of the editor window.

Editor - redo

On the toolbar, click the **Redo** button and select the actions to redo.

Editor - spellchecker

Use the spell check button to check the spelling of the current page's content.

1. On the toolbar click the **Spellchecker** button.
2. When a spelling error is found, you have the following options:
CMS – Text Editing Basics

- Ignore – Ignores this specific word in this instance
- Ignore All – Ignores this word throughout the document
- Add Custom – Adds this word to a custom dictionary for the site
- Change – Changes this specific word in this instance
- Change All – Changes this word throughout the document

Editor - undo

On the editor toolbar, click the **Undo** button and select the change(s) to undo.

Page editor overview

The Page Editor is the full-featured editor used for creating page content as well as for managing the review and publication of pages.

Below is a picture of a Home page opened in the Page Editor.

Page editor tabs

When you open the Page Editor, a number of tabs are displayed, depending on the type of page you are editing, and the configuration of the site you are working on.
CMS – Text Editing Basics

- **content tab**
  This tab is displayed for all page types with the exception of the Category page type. This is where all of the page content is entered. It contains the General Properties section for recording teaser information, and displays the content editor windows for adding content.

- **child pages tab**
  This is the tab where you can add all of the child pages that will be located below this page in the web site hierarchy. The tab displays a list of the child pages currently attached to the parent page you are editing. You can add, edit, reorder and preview child pages on this tab. You can also control whether the link to the child page is displayed on the parent page or not.

- **workflow tab**
  The Workflow tab displays the name of the workflow that the page is assigned to. Workflows control which steps the page must go through in order to be published. The Workflow tab also contains information pertaining to the page’s current status, its modification and publication dates as well as the next scheduled content review dates.

  Notes for each step in the workflow are also available until the page gets published at which point the notes are cleared.

- **metadata tab**
  Your site administrator can configure a series of questions for you to answer on the Metadata tab. The process of answering the questions applies metadata tags to your page. These tags help your site search engines identify the subject matter of your page content.

### Activating pages

Use this procedure to activate a page that has never been published or to reactivate a page that was previously inactivated.

1. Log on to the IronPoint CMS.
2. Edit the parent page of the page you wish to activate.
3. Go to the **Child Pages** tab and locate the page to activate in the list of child pages.
   
   **NOTE:** DO NOT click on the link to the child page. You can only activate the page from the Child Pages tab of the parent page.
4. Check the **Active** checkbox to activate the page.
5. Click **Save** and submit the parent page for publication.

### Adding metadata to pages
Use this procedure to assign metadata information to web pages. When you assign metadata, the system adds HTML tags to your page that identify the subject matter of the page. This allows your pages to be found when people perform searches on the internet.

1. Log into the IronPoint CMS.
2. Edit the page that you want to assign metadata to.
3. Go to the Meta Data tab.
4. Answer the questions on the tab. If you do not know how to complete the questions or information seems to be missing, speak to your site administrator.
5. Click Save and submit for publication.

Inactivating and deleting pages

There are two ways you can remove a web page from your site. One way is to inactivate the web page; the other is to archive it.

NOTE: When you inactivate a web page you can reactivate it later.
When you archive a web page you permanently delete it from your site.

These procedures apply to pagelets as well as web pages.

Inactivating web pages

Inactivated web pages can be reactivated later if you decide you want to use them again.

1. Edit the parent page of the page to inactivate.
2. Go to the Child Pages tab and locate the page to inactivate.
3. Uncheck the Active checkbox.
4. Click Save.

Deleting (archiving) web pages

1. Edit the parent page of the page you wish to delete.
2. Goto the Child Pages tab and locate the page in the list.
3. Check the Archive checkbox.

WARNING: Archiving a web page permanently removes it from your web site. If you simply want it to not be displayed, inactivate the page instead of Archiving it.

4. Click Save.

Previewing pages
Use the preview functions to view pages before publishing them. This allows you to see how they will look once published and make any necessary adjustments before publishing the page.

**Previewing pages while in edit mode**

While editing the page, click Preview (on the page action bar at the bottom of the page).

**Previewing a web page on the Child Pages tab**

1. While editing the parent page, go to the Child Pages tab.
2. Locate the page to preview in the list of child pages and click the Preview link on the right hand side.

**Publishing pages**

In order for pages to be published, they must be created, reviewed, approved and then published, according to the workflows setup by your site administrator. Depending on your user rights you may have the ability to create content but not to approve it. Or, you may be able to create, approve and publish in some areas of your web site, but only be able to create in others.

**Getting pages approved**

1. Log on to the IronPoint CMS and navigate to the page you wish to send for approval.
2. Edit the page and make sure it is in final draft form.
3. If you make changes, click Save.
4. Once it is ready for approval, click Submit.
5. Enter the Workflow Action Note. These notes provide information to those involved in publishing the page. The notes are kept on the Workflow tab until the page is published at which point they are cleared.

Once you have submitted the page, it is sent to the appropriate person according to the web page workflows setup by your site administrator.

**Emergency publishing pages**

Only System Administrators can use this feature. Use this procedure to publish a page that still has workflow steps remaining. All remaining workflow steps are skipped.

1. Log into the IronPoint CMS.
2. Navigate to the page that requires approval.
3. Edit the page in Full Edit mode.
4. Click Emergency Publish.
Reordering child page links

Use this procedure to change the order of the child page links as they appear in the content area of the parent page. You can order the pages numerically, in the order they were created in, manually, or alphabetically. This is accomplished by reordering the child pages on the Child Pages tab of the parent page.

1. Log onto the IronPoint CMS.
2. Edit the parent page that contains the child links you wish to reorder.
3. Go to the **Child Pages** tab.
4. At the top of the list of child pages, there is a **Sort Order** option. Select **Alphabetic** to organize the pages alphabetically. Each time you add a child page, it will be inserted alphabetically in the new order.

   **Note:** When you order pages alphabetically you can no longer manually sort a single child page link. It is an all or none application. Also, alphabetized links are displayed with 25 links per page. So rather than scrolling down a long list of child links, only 25 per page will be displayed and users will have to page through them to locate the desired link.

   Select **Numeric** if you wish to order the child page links in the order they were created in, or if you wish to adjust the list of child links manually by moving pages up or down in the list. To move pages up or down, click on the **Up** and **Down Arrows** (↑↓). You can also move pages by clicking on the number beside the page and typing in a new number.

5. Click **Save** and submit parent page for publication.

Restoring older versions of pages

The page history tab is used to track and restore all version of a particular page. When a page is changed, the older version continues to be accessible through the history tab of the page.

1. Log on to the IronPoint CMS and edit the page you wish to change.
2. Be sure you have checked the **Show History** checkbox.
3. Go to the **Page History** tab.
4. Click on the **Version** number of the page that you wish to restore. The system displays the current page content.
5. Click **Restore**.
6. Click **OK** to confirm the restoration. The page, as well as any of the metadata information, is restored.

7. Make desired edits to the restored page.

8. Click **Save** and submit for publication.