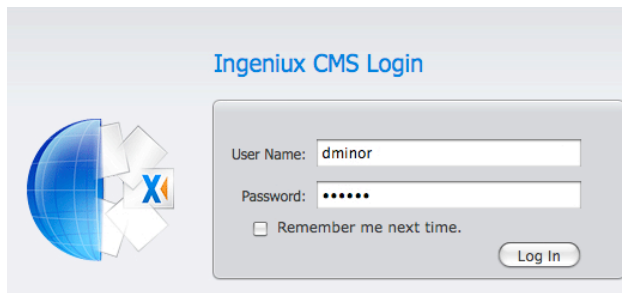# Logging in to Ingeniux CMS
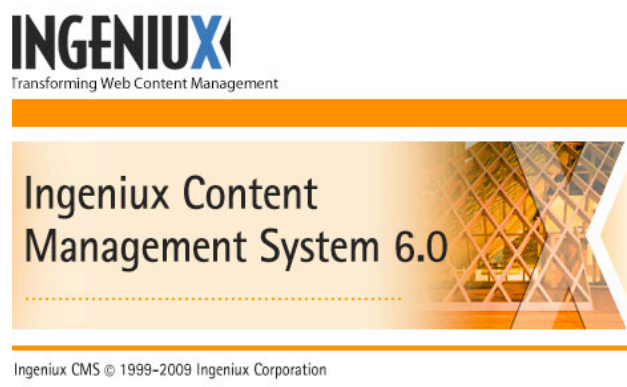
To access the Ingeniux CMS, go to the following address and log in with your Saint Anselm College network username and password.
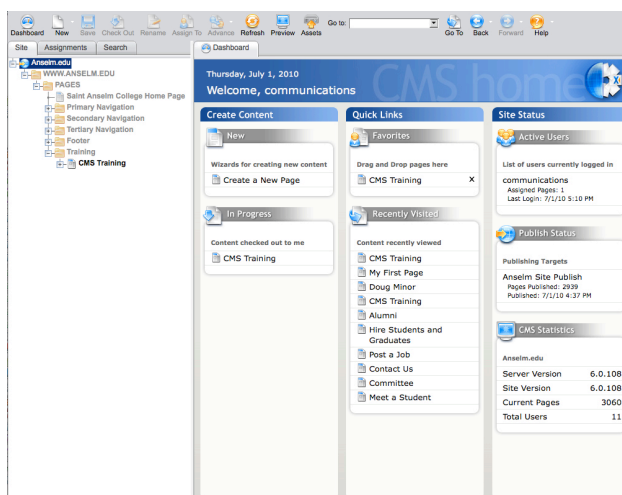
CMS Site: https://cms.anselm.edu/anselmdt

Enter **your** *Saint Anselm* **network username (without @anselm.edu) and password**

When Ingeniux launches, **you will see this screen first**.

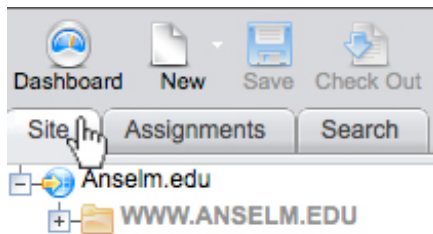At your first login, **your site tree will be collapsed**.

You can navigate to your area by opening the site tree, scrolling through pages using the Preview tab, or by using the "Go To" box. (See *Navigating Your Site* for more details.)

Navigating to Your Site in Ingeniux

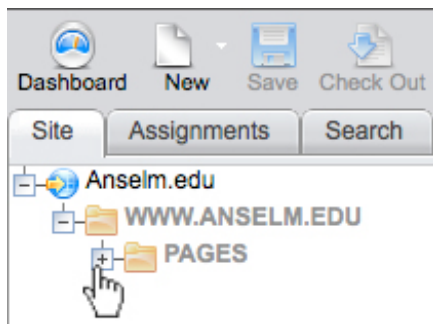**There are three ways to navigate to your site:**

1. **The Site Tree**
2. **The Preview tab**
3. **The "Go to" field**
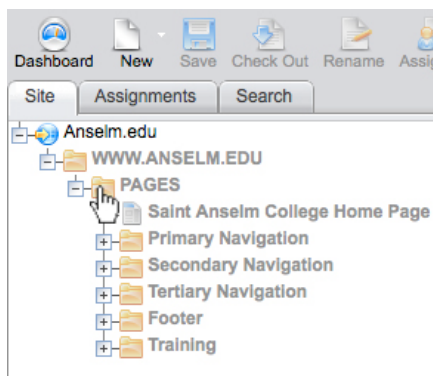
1. The Site Tree:

After your first login, Ingeniux CMS will usually open with the site tree expanded to the pages you have permissions to update. If your site tree is collapsed, it might look like this:

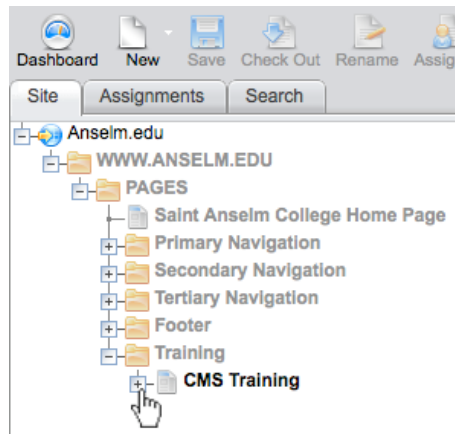**Navigate to your site by opening the following folders:**
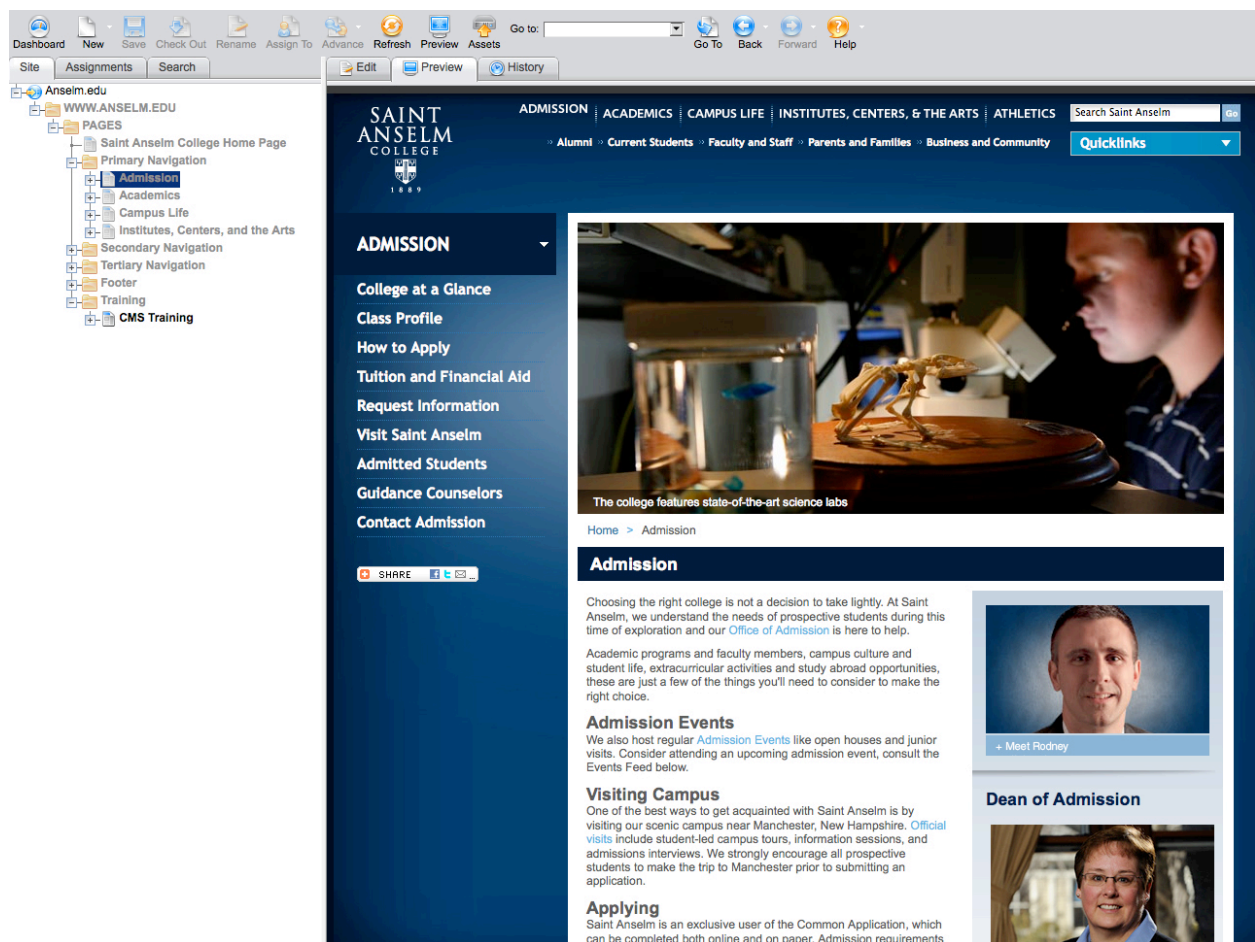

+ anselm.edu

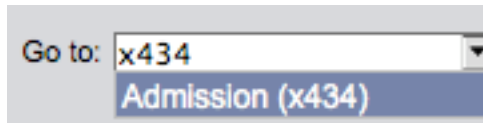**+ www.anselm.edu**

+ Pages

Areas you have permission to update will show up in **bold** in the site tree. All other areas will be grayed out which means you have "Read Only" permissions.

2. The Preview tab:

You can navigate to your site by clicking on the Preview tab and following the links as you would on the live site:
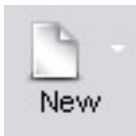
3. The "Go to" field
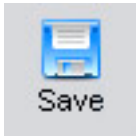
Go to: x434
Admission (x434)

A quick way to get to your site is to use the "Go to" field in the main toolbar. Just type in the name or xID of your page. If searching by number, do not include the .xml ending.
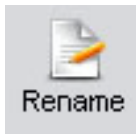
The Ingeniux User Interface

Top Menu Icons:

New – Create a new page or component

Save – Save your changes

Refresh – Refresh your session

Rename – Rename page that is actively selected
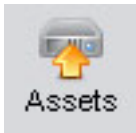
Assets – Upload an image, Word or Excel document, PDF, or media file
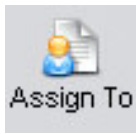
Assign To – Assign the page to yourself or another person in your work group for edits or comments

Advance – Advance your page in workflow. Available actions may include *Revise or Edit Content*, Send for Departmental Review, *Send for Web Team Review* (how you pages get published).

Help – Instructions, tips, hints, FAQs, and more.

Go to: [ ] **Go to** – Type in the name or ID of a page and jump to that page.

Tabs:

Site   **Site Tab** – Site tree view of the entire Saint Anselm site

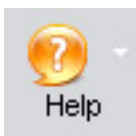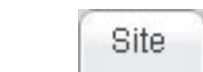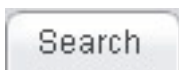**Assignments**   **Assignments Tab** – Lists all pages that are currently assigned to you

Search   **Search Tab** – Search the Saint Anselm site tree

Edit   **Edit Tab –** Allows you to edit the page

Preview   **Preview Tab** – Preview the page before you publish
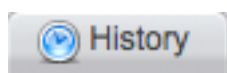
History   **History Tab** – Review differences between saved and previous versions, and revert if desired

Creating a New Page in Ingeniux CMS

There are two ways to create a new page:
1. The New button (Ingeniux toolbar)
2. The Context Menu (right click in navigation tree)

1. The New button:

New   Save

Folder
Page
Component
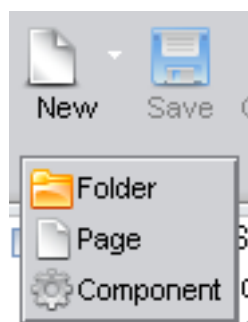
Click on the "New" button in your toolbar

2. The Context Menu:

New ▶   Folder
Rename   Page
Refresh   Component
Cut

You can right click or Command click to the see the context menu. **Hover over "New" to reach the Page option.**

3. Page Location and Details:
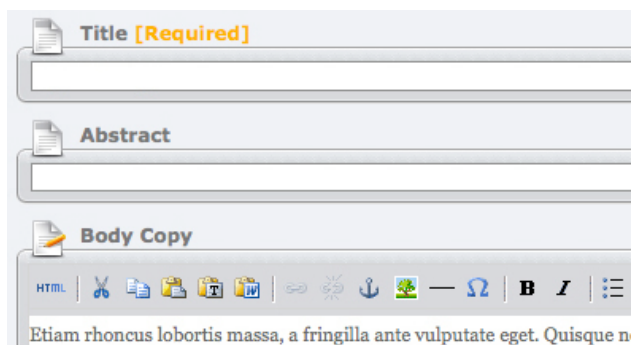
After selecting your creation method, you'll be prompted to name the page, select your page creation rule, select a location for the page, and complete the required page fields.
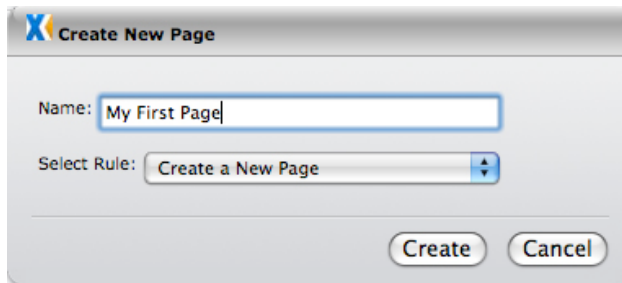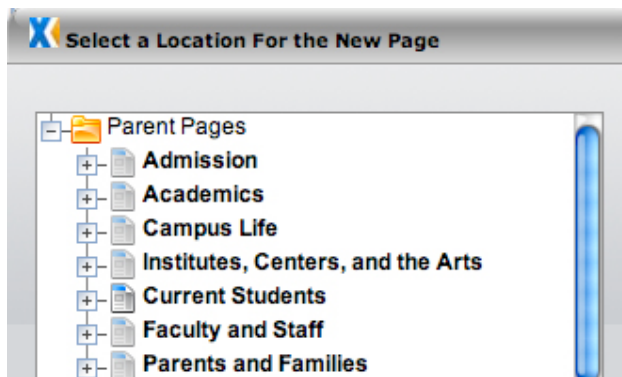

4. Name your page. The page name is what will appear in the navigation section.

5. Select where you want the page to appear. Click the "Select" button.

6. Enter page content under Page Heading, Body Copy, etc. The Title is required. If you try to advance the page without filling in a required field, you'll be prompted with an error message. The Abstract field is optional, but should be completed by including 1-2 short sentences that summaries the content that is on your new Web page.

Editing an Existing Page using Ingeniux
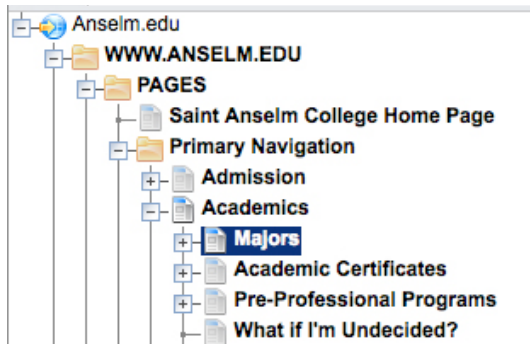
1. Navigate to the page
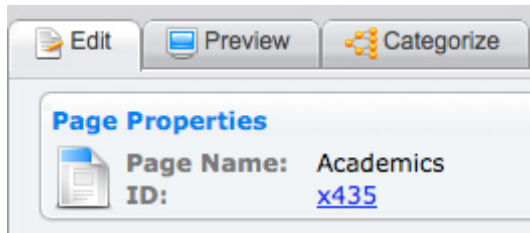
2. Select the "Edit" tab
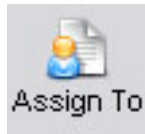
3. If page is assigned to another member of your work group, click on "Assign" to assign the page to yourself. When you are finished with a page it should be assigned to the St. Anselm account. This is a fake account we use to allow all users to access pages in the CMS.

(**Tip:** Page Properties shows you to whom the page is currently assigned.)
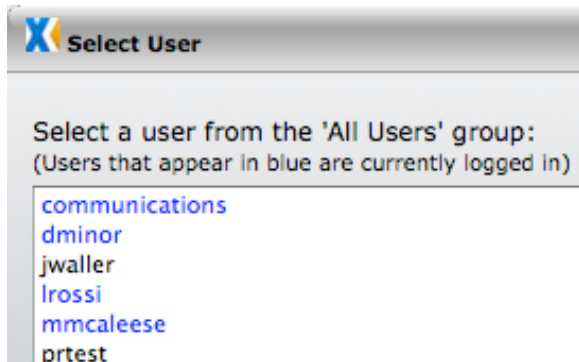
4. Select your name from the available options.

(**Tip:** Names in blue indicate people who are currently logged in.)

5. Click on "Advance" and choose Edit Page.
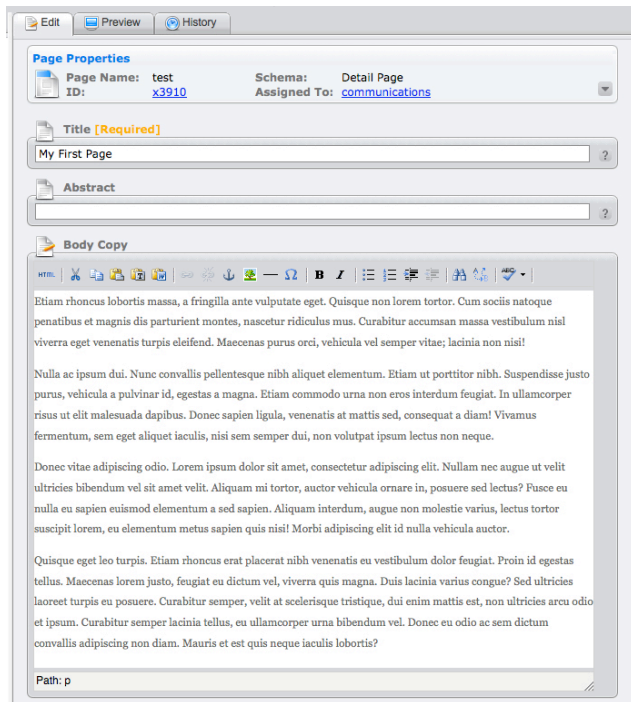
6. Edit text as needed in Body Copy. You can use the WYSIWYG editor for most formatting needs. You can also edit text in the HTML screen or by copying the HTML into Dreamweaver, modifying it, and then pasting it back into the HTML screen. The HTML icon is in the WYSIWIG toolbar.
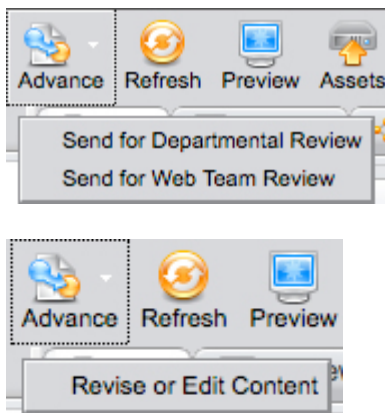
7. When ready, advance the page to the next step in the workflow (You might see: "Send for Departmental Review," "Revise or Edit Content," or "Send for Web Team Review"). You also have the option to "assign" the page to another member of your workgroup for comments, or edits *before* advancing the page. When assigning or advancing a page, there is an optional place to include comments. (For more details, see the "Publishing Your Page" section)

Publishing Your Page

When you've finished working on the page, click the **Advance** button and then select **Send for Web Team Review**. You will then be prompt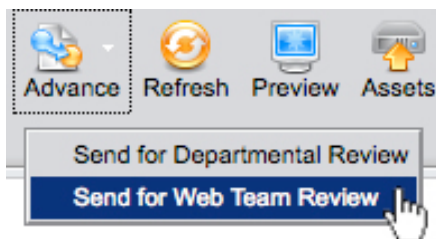ed to choose a member of the Web Team group. You may choose lrossi or dminor. Leave a comment on the page indicating changes

Note: The CMS completes a full publish every 90 minutes. Given the new site architecture and the need to maintain its integrity and to limit overworking the CMS server resulting from multiple publish requests, most pages now go to the Web staff for review before being published to the Web site. Please allow several hours of time for your pages and content changes to be added to the site. Plan accordingly. If you are not seeing your changes after several hours, contact a member of the Web staff at lrossi@anselm.edu or dminor@anselm.edu.

Formatting Your Text

You can apply formatting to your text in the Body Copy area after typing or pasting from another program.

Search - Search and replace any word or phrase.

Cut - Cut text from the body copy area.

Copy - Copy text from the body area to paste in another area of the page (e.g. description, keywords, or page headline)

Paste - Paste from your clipboard

Paste as Text - Paste as text allows you to paste text stripped of formatting.

Paste from Word - Use when pasting text from Word so that the CMS will remove the extraneous Microsoft code.

Bold - Make highlighted text bold

Italic - Make highlighted text italicized

Created a **numbered or bulleted** list

Indent or Outdent text

Insert Link - Highlight text and select the link icon to make links to pages, files, email addresses, etc. (PC users can right click and choose "Insert Link".) See more at "Making Links."

Unlink - Highlight text and select the unlink icon to remove links (PC users can right click and choose "Remove Link".)

Insert Anchor - Place cursor where you want to place the anchor. Click on the Anchor icon. Type in a short name for the anchor. (You can now right click on the anchor to choose other options.) Select the text to link to the anchor. Right click to "Insert Link". Click on the drop down arrow beside "anchor" and select the anchor name.

Insert common **characters and symbols**
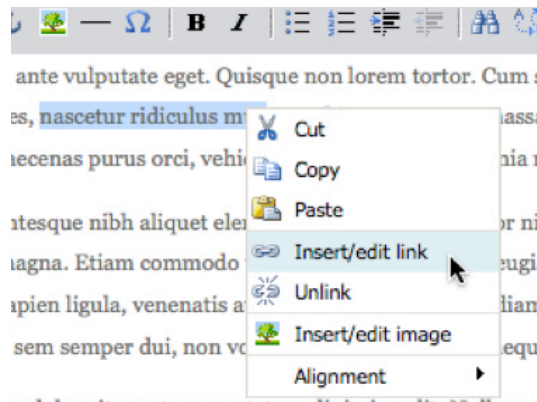
Spelling - Check spelling on the page

Insert Rule - Place a horizontal rule on your page.

HTML - View and edit the HTML for the page.

Making Links

Inserting a link into the text in the Body Copy area is simple:

Locate by Page Name

Locate by xID (e.g., x435)
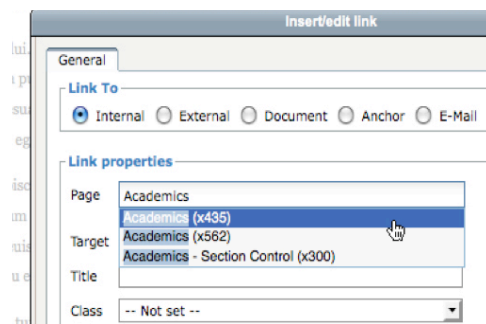

Scroll over page name to discover xID

Select the text that will become the link. Click the "Insert Link" icon 🔗. (PC users can also right click and choose "Insert Link".)

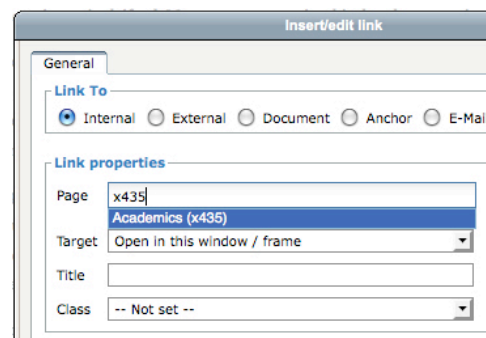The "Link Properties" section will vary based on the type of link you choose.

Internal Link:

You can populate the Internal Links (links to other pages in the CMS) using two methods.

1. **Enter the name of a page**, e.g,, academics. You will see one or more options to choose from

2. **Enter the xID** if you are linking to a page in the Ingeniux CMS. Once you type in the xID, Ingeniux will supply the page name.
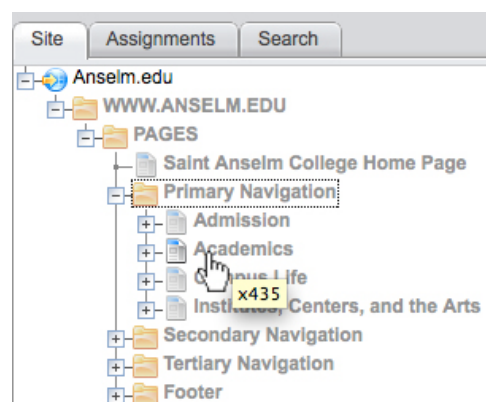
Tip: To find the xID, you can scroll over the page in the site tree with your mouse.

IMPORTANT: All pages and sites located outside of the CMS are considered external links.

External Link:

Type or **copy/paste the full URL** (e.g. http://www.google.com).

IMPORTANT: All pages and sites located outside of the CMS are considered external links.

Document Link:

Use the browse button to **search your document folder in Ingeniux**.

For more information about uploading and linking to documents see "Adding and Linking to Documents".

Anchor Link:

First, **set the destination anchors**. To do so, place your cursor next to the destination and click on the anchor icon. You will be prompted to enter an anchor name.

Second, highlight the text users will click on to reach the anchor point. Then click the "Insert Link" icon. Your available anchors will show up in the "Anchors" box.

E-mail Link:

Enter the recipient's e-mail address.

Adding an Image to a Page

There are two steps to adding an image to a page – Uploading the image and Inserting

A note about Image Size

- When resizing an image for your page, a good size is 270w x 180h (horizontal) or 180w x 270h (vertical).
- If you want your image to fill the entire width of the page, make it 645 pixels wide.
- Make sure you use the "Save for Web" feature available in Photoshop. You can use the "2-Up" or "4-Up" tab to check the image quality and upload speed. You will typically want JPG as your format and Medium as your quality.
- If you don't have Photoshop, try resizing and optimizing your photos using Picnik.com.
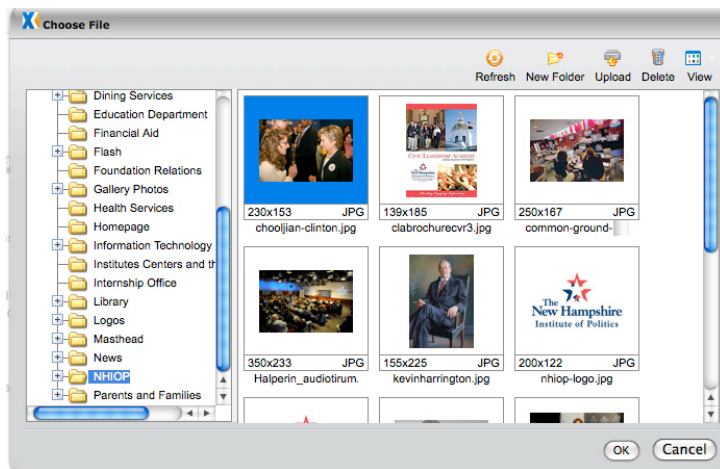
UPLOADING

Note: Images must first be resized in image editing software such as Photoshop. You need to save your images using Photoshop's "Save for Web" feature. If you don't have Photoshop, try resizing and enhancing photos using Picnik.com.
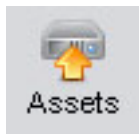
To **upload an image**, choose the Assets icon from the main menu.

The "**Manage Assets**" dialog box appears.

Browse for the image you want to upload from your desktop or your network drive folder.

Click "Upload".

A success message will not appear, but your uploaded image will be listed at the top of the folder.
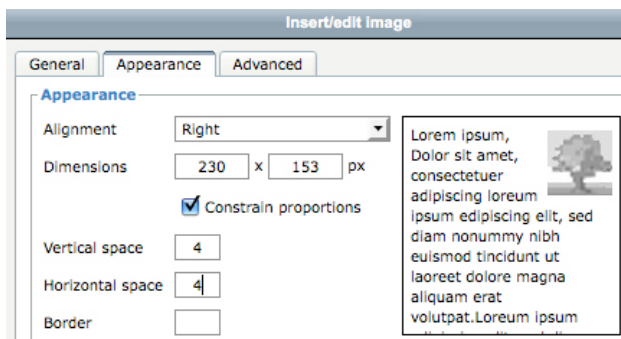
Note: If an image already exists in your folder with the same name, you will be prompted and given a choice of whether or not to replace the file.

INSERTING IMAGE ON PAGE
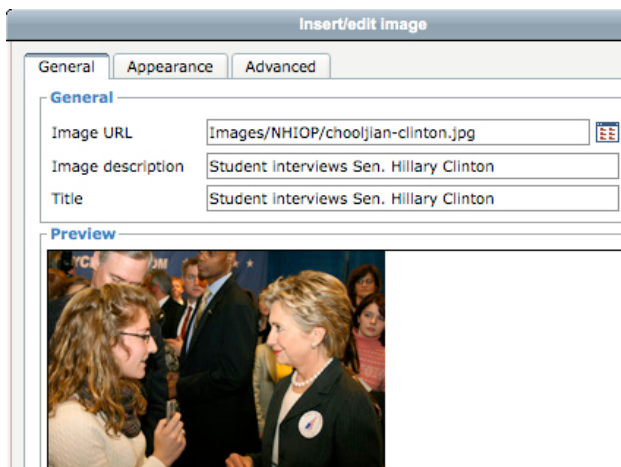
Insert your cursor in the Body Copy area where you want the image to appear. **Click on the "Insert Image" icon.** (PC users can also right click and choose "Insert/Edit Image").

The Image Properties box will appear.

The Image Properties window will return. Set image properties (such as the image description, horizontal space, or alignment) and choose insert.

To convert your image to a link, click on the image to select it and then click the Insert Link icon.

Working with Documents and PDF Files

There are two steps to linking to a document – Uploading the document and Inserting a Link

UPLOADING

Out of courtesy for Web visitors, always clearly identify Web page attachments and their file size as shown below.

- Brochure (PDF/400KB)
- Application (MSWord/150KB)
- Budget Form (MSExcel/120KB)

Avoid uploading newer formats that older Microsoft Office programs may not be able to open, e.g., instead of .docx use .doc extension, use .xls and rather than xlsx. These can be changed under the preferences or option menus in each software suite. For accessibility, avoid uploading PDF files if they can just as easily be broken up into HTML Web pages.
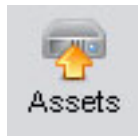
To **upload a document**, choose the Assets icon from the main menu.
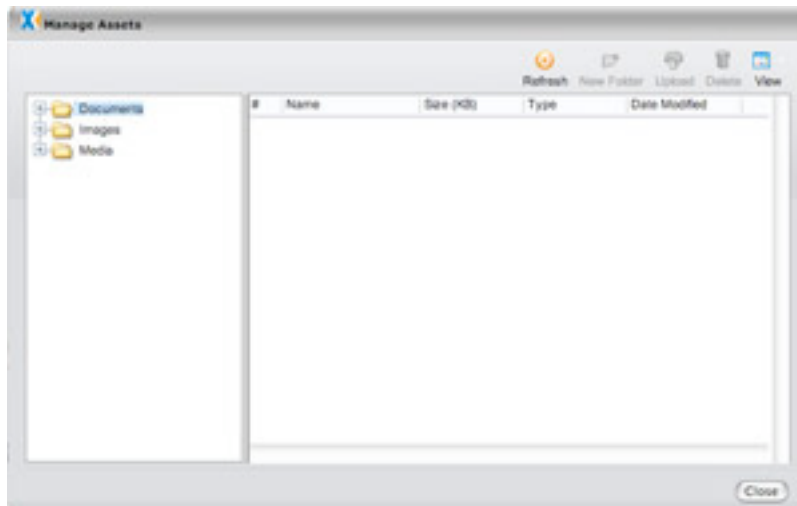
The "**Manage Assets**" dialog box appears.
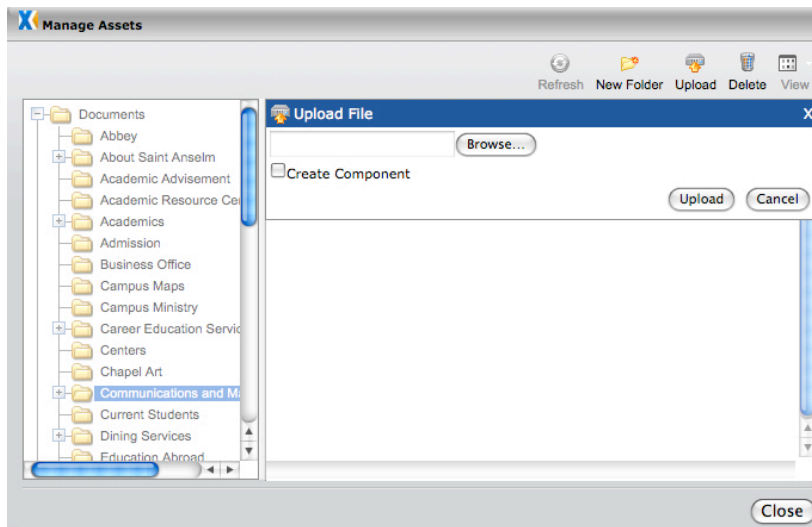
Browse for the item you want to upload from your desktop or local drive.

Click "Upload".

A success message will not appear, but your uploaded file will be listed at the top of the folder.

Note: If a document already exists in your folder with the same name, you will be prompted and given a choice of whether or not to replace the file.

INSERTING A LINK
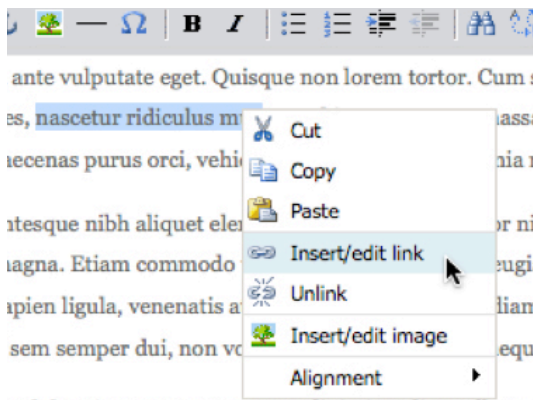
Select the text that will become the link. Click the "Insert Link" icon . (PC users can also right click and choose "Insert /edit link".)

The "Link Properties" section will vary based on the type of link you choose.

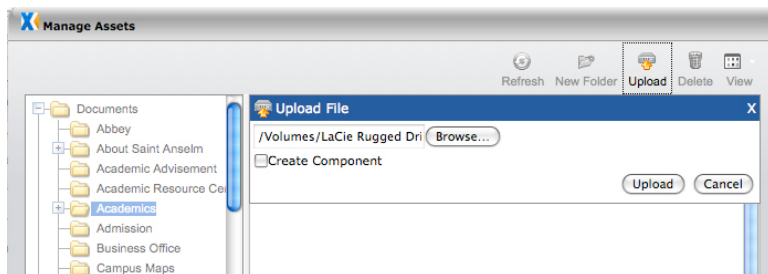When the "Link properties" box opens, **select "Document" from the "Link To" choices**.

Look for the document in the Library directory

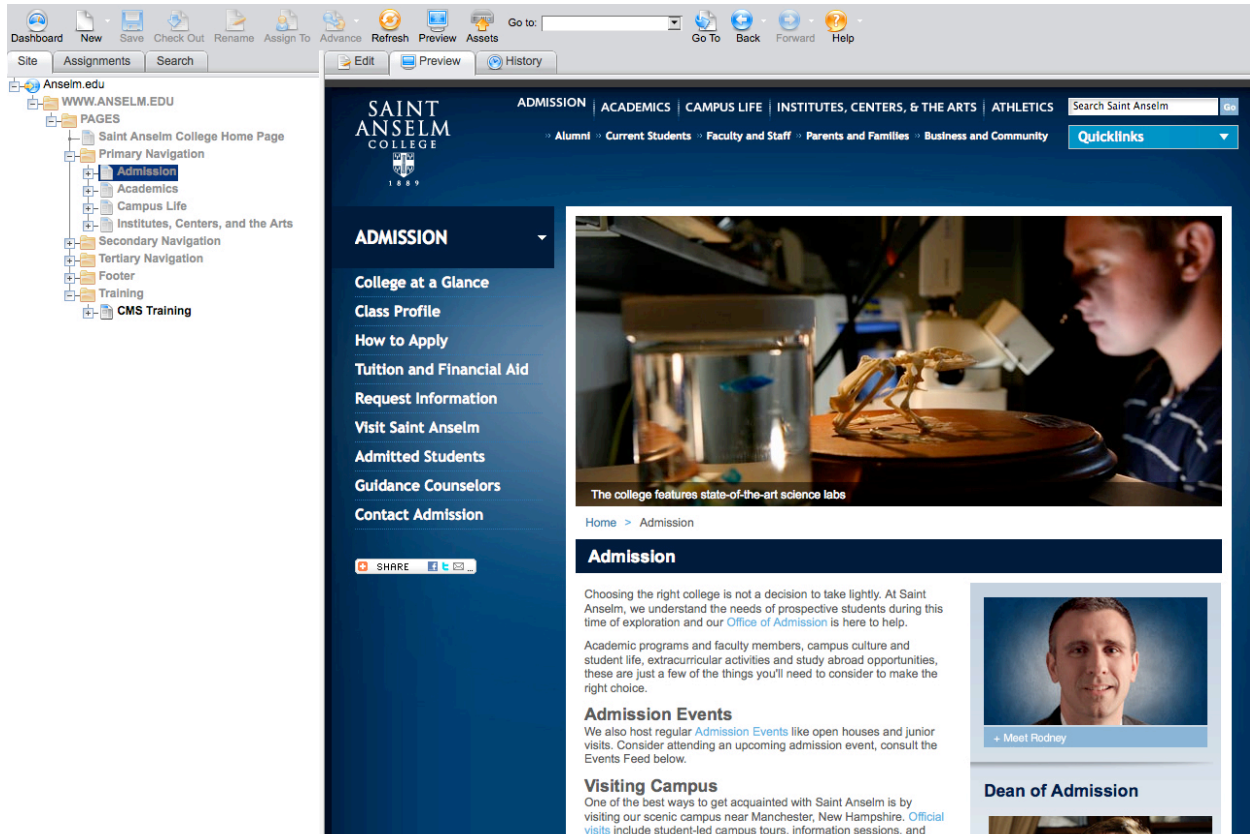Then click on the button at the far right of the Document field to browse for your document.
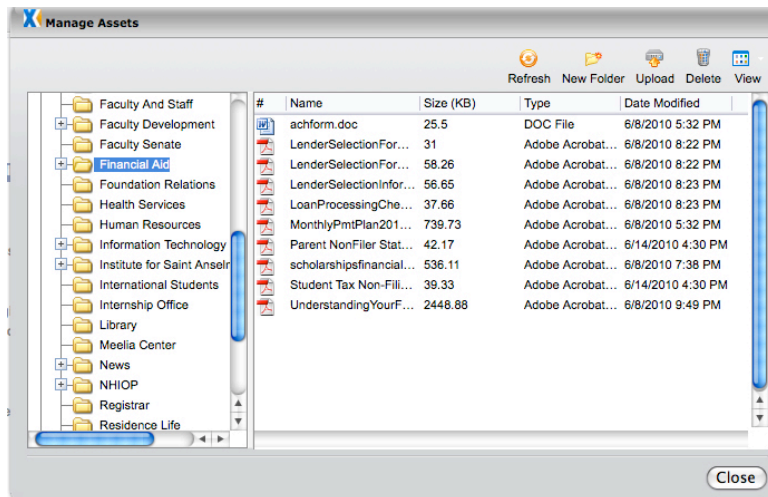
Your document must already be uploaded into Ingeniux.

Select the document you want and hit "Ok".

**Note:** You can test your link by clicking on the PREVIEW tab.

Previewing Your Page

Click on the **Preview tab** to see how the page will look on the live Web site. Always be sure to test all of your links before sending for Web team or departmental review.

When you preview the page, the CMS automatically saves it. You will still be able to select "rollback" (by right clicking on the page in the site tree) to revert to the previously saved version.

Publishing Your Page
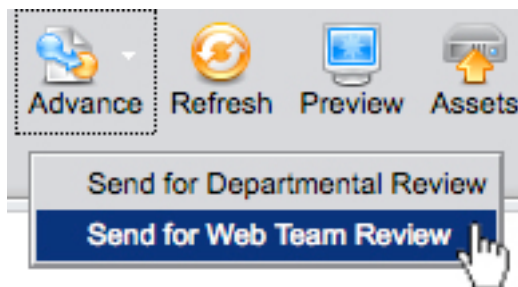
When you've finished working on the page, click the **Advance** button and then select
Send for Web Team Review.

Important: Only send the page for Web Team Review when you are completely finished with the page and wish for it to be published to the live Web site. The Web Team may decline pages that don't follow style guidelines or if there are other issues on the page that require your attention.

Note: The CMS does an automatic, full publish every 90 minutes. When you click *Send for Web Team Review*, your page goes into a workflow queue and will be reviewed by the Web staff in the order it was received. Allow a couple hours for your page to be reviewed and published to the Web site. Plan accordingly. The Web staff is unable to process urgent requests to publish Web pages as this impacts the performance of the Web server. If you are not seeing your changes after several hours, contact a member of the Web staff at lrossi@anselm.edu or dminor@anselm.edu.