# Author Orientation to Day CQ

You will be creating your pages and adding content in CQ5 Web Content Management (WCM), which both stores all of your content—including document files, images, and multimedia – and publishes it. Day CQ allows you to build pages of WebJunction.org based on sample pages that were created by our design team, and then publish them to the live website when you are ready for site visitors to see the content.

To access CQ5, go to https://cmsauthor-ext.oclc.org. You will see this very relaxing screen:

Enter the user name and password you were given.

At the Welcome window, click on Websites. This is where you will perform all your operations on a page.
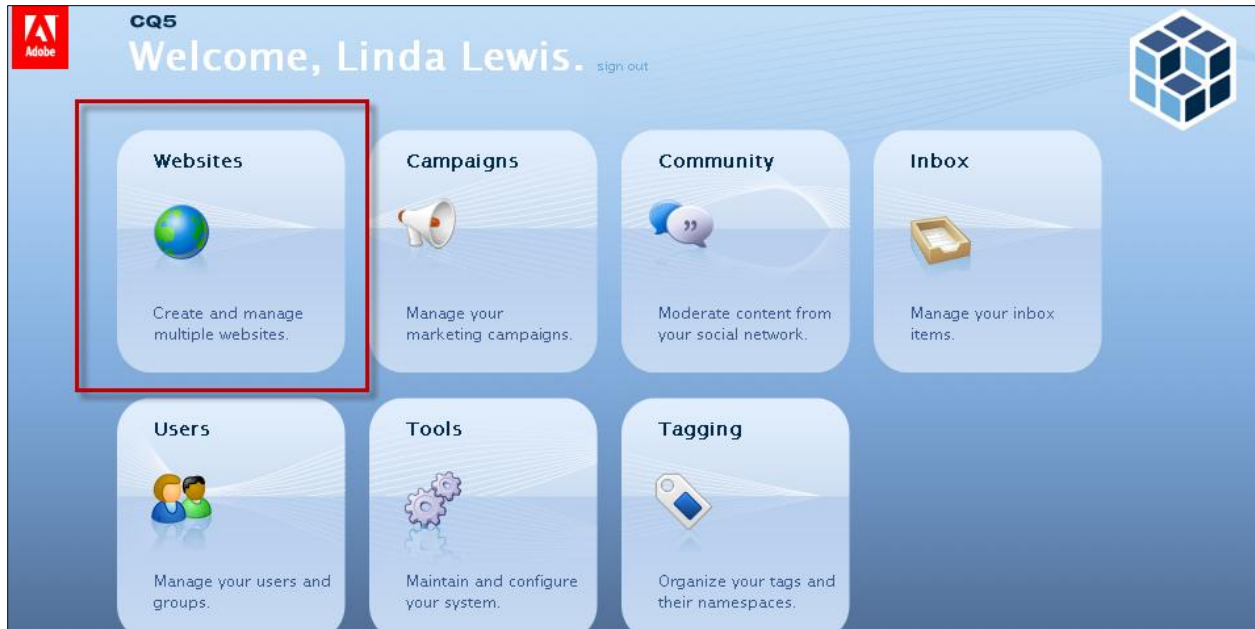
The main Websites screen is divided into two parts. The Left Pane is the tree list, where you can navigate to the desired page. Select a parent page in order to see in the Center Pane, all relevant information about the child pages.
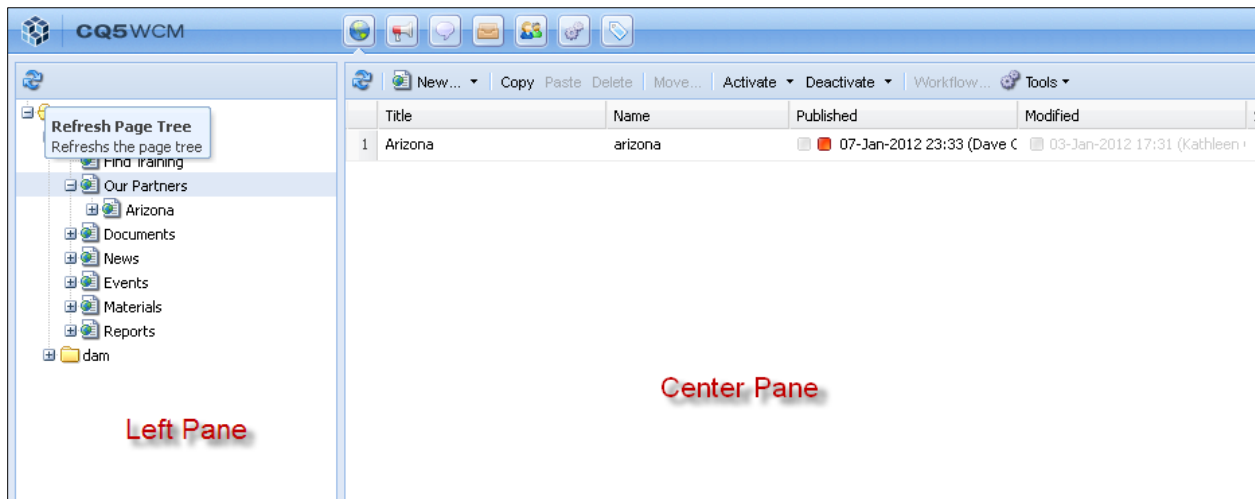

Partner Landing Page

Each partner's landing page is located here on the tree: WebJunction / Our Partners / <Partner State Name>. For the examples in this document, we will use Arizona.
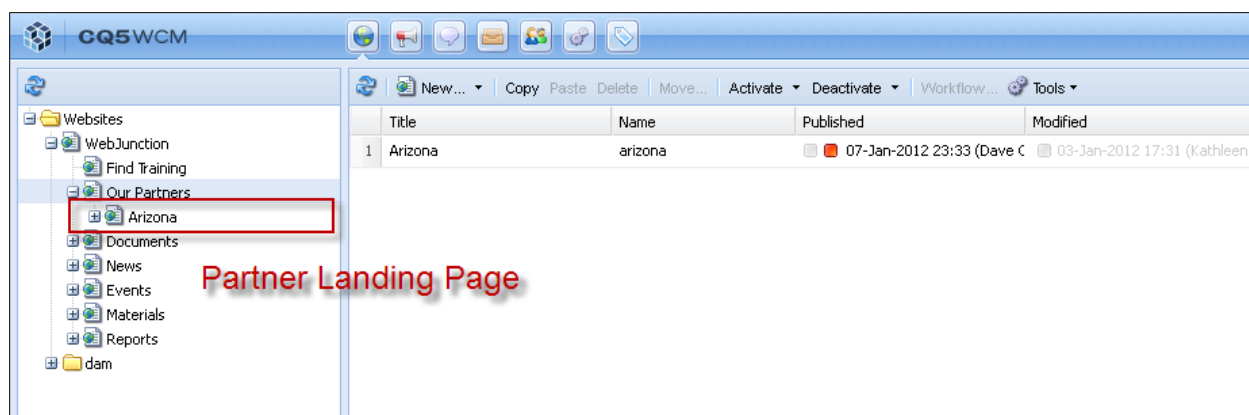
Your permissions have been set so that you see only the pages and details that are part of your state's section of the website.

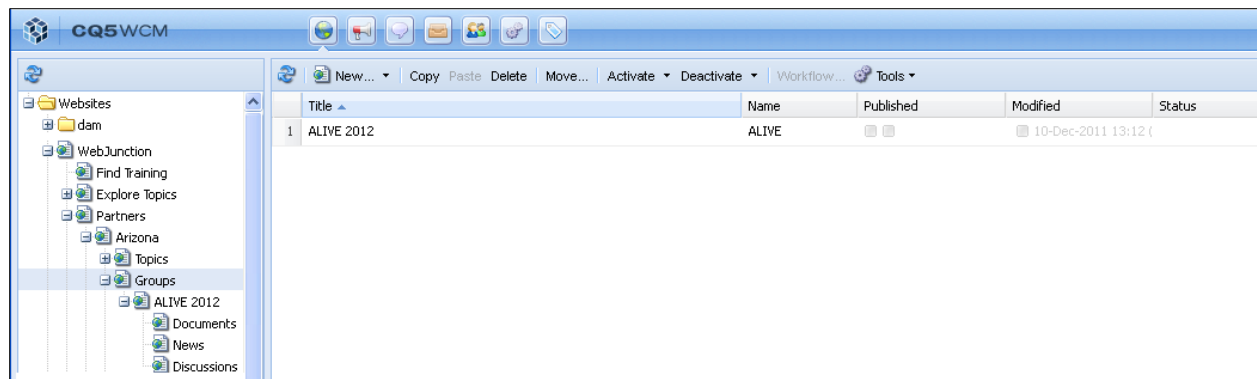**Partner Content Aggregation Pages**

Each partner's CONTENT AGGREGATION pages – Topic, Group, Program, Jobs Listing – are located underneath the partner Home page.
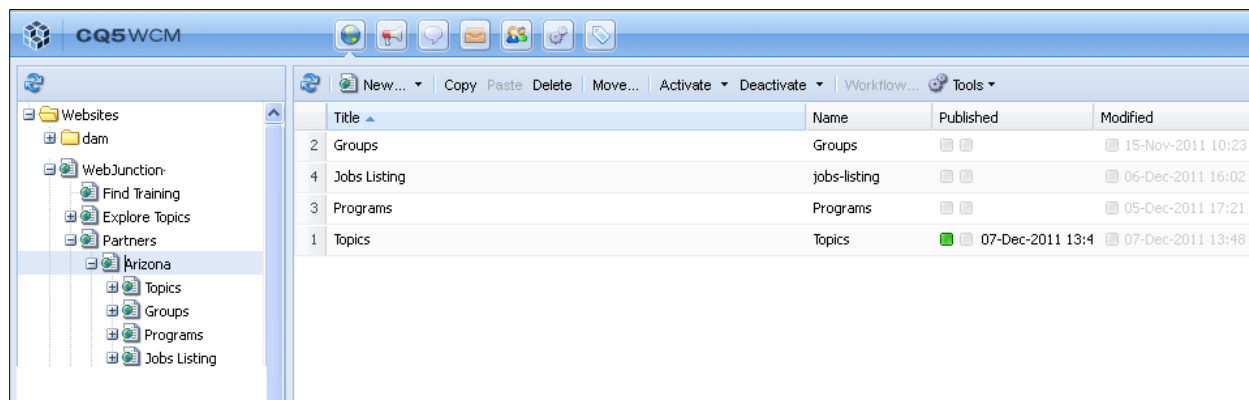
These pages will be created for you, upon request, by the WebJunction site administrator. Once they are created, you will edit the pages and then publish them to the live website.

For example, Arizona requests a Group page to support its Arizona Library Institute, Virtual Extension or ALIVE! The page will live under Groups in the Arizona section of the site. The Group page will include an Overview, Documents, News and Discussions.

The WebJunction site admin creates the four pages that Arizona has requested under Arizona / Groups. Now the pages are ready to be edited.

To edit a page, select it in the Center Pane, right click and select Open.

Partner Content Pages

While content aggregation pages – Topic, Group, Program, Jobs Listing – live in the tree under each partner's landing page, the CONTENT pages – News, Documents, Events, Jobs – live in a different part of the tree, organized by content type and then by each partner.
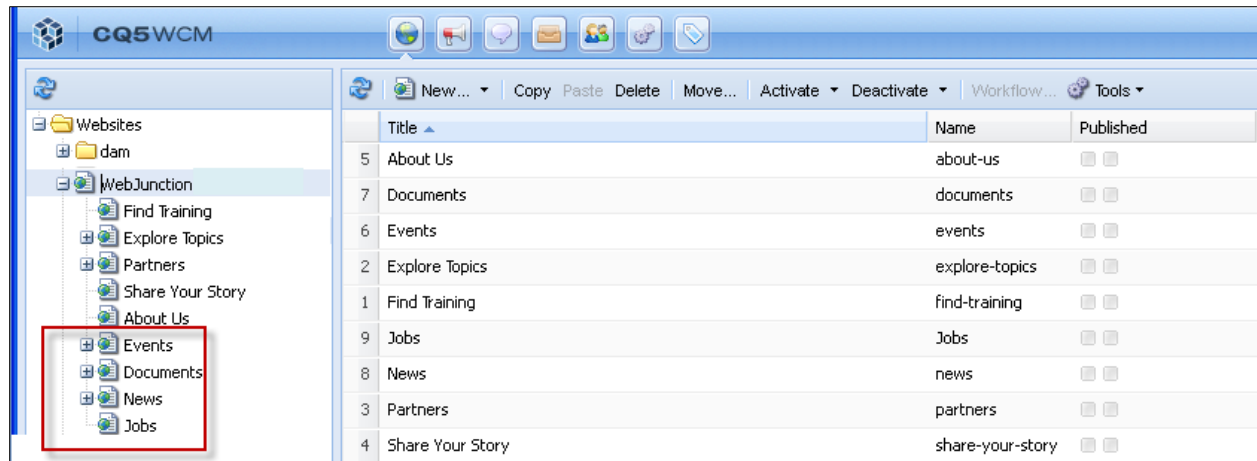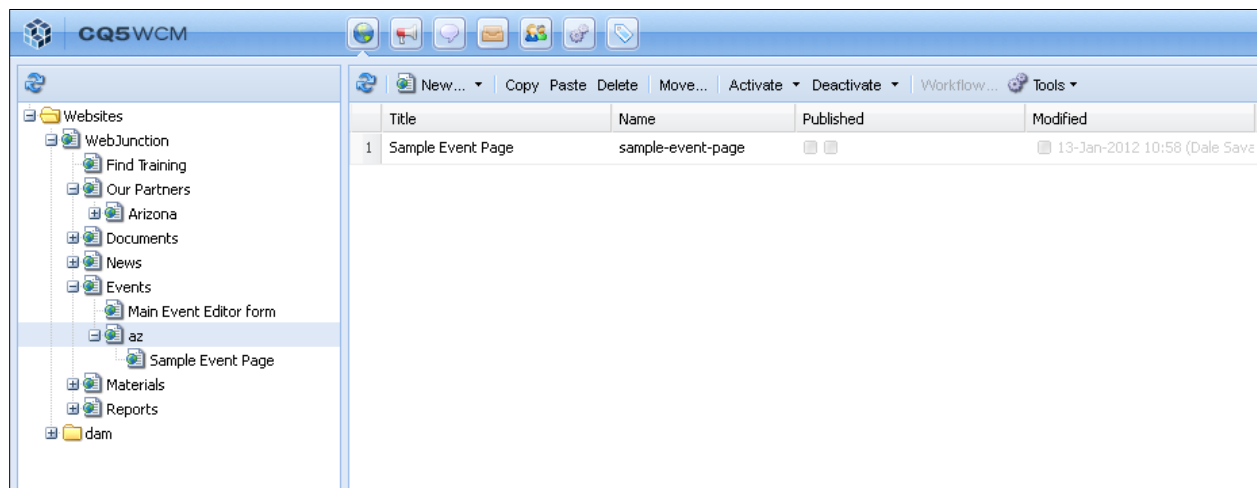

For each CONTENT page type, each partner will have a set of pages. You will be able to see and to work with only those CONTENT pages in your section of the tree.
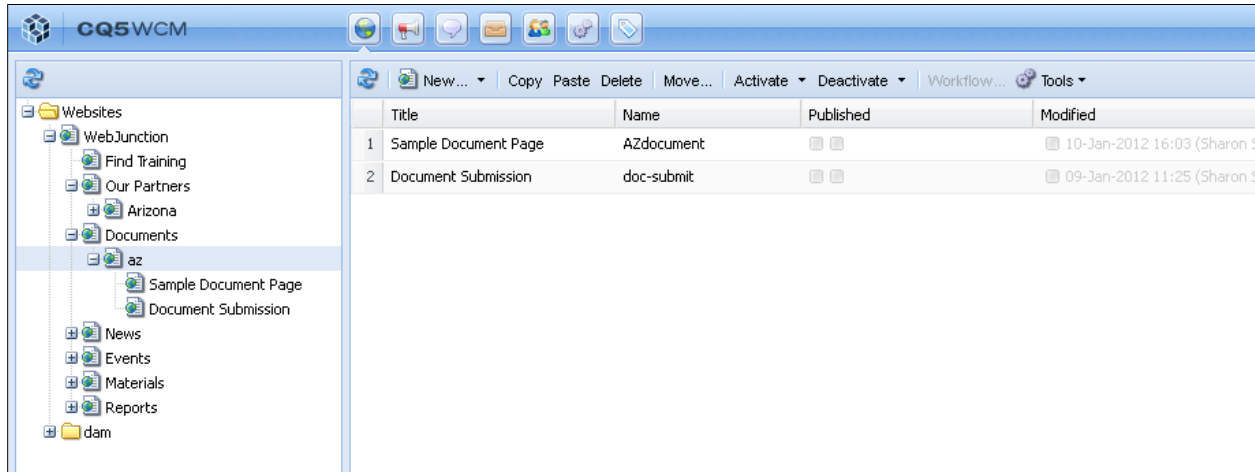
For each of these different CONTENT page types, you will find a sample page. These have been built so that you can easily copy them to retain the design intended for the content.

The path to each sample page is:

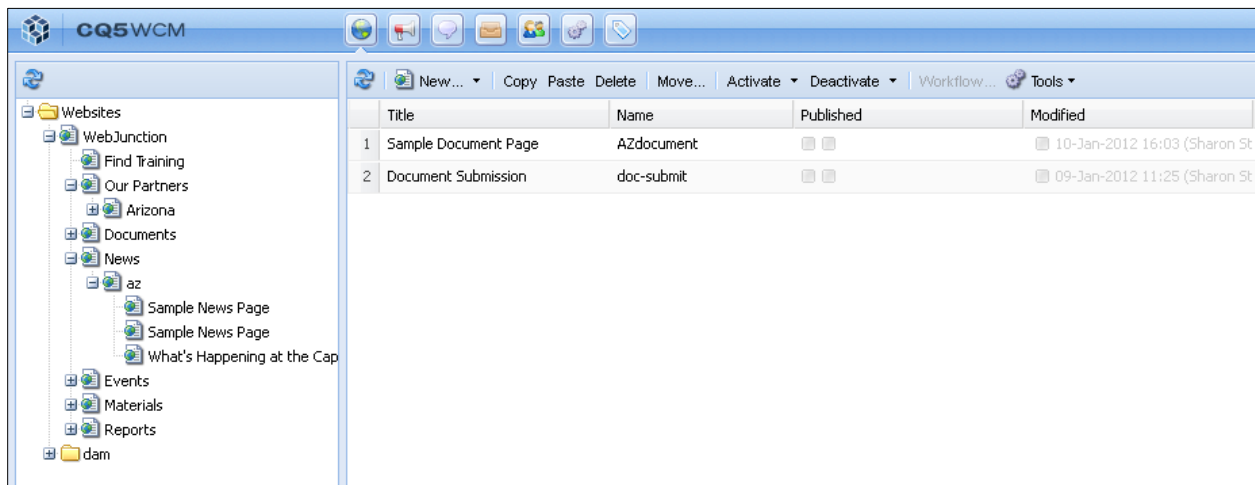WebJunction / Events / <Partner Code> / Sample Event Page

WebJunction / Documents / <Partner Code> / Sample Document Page
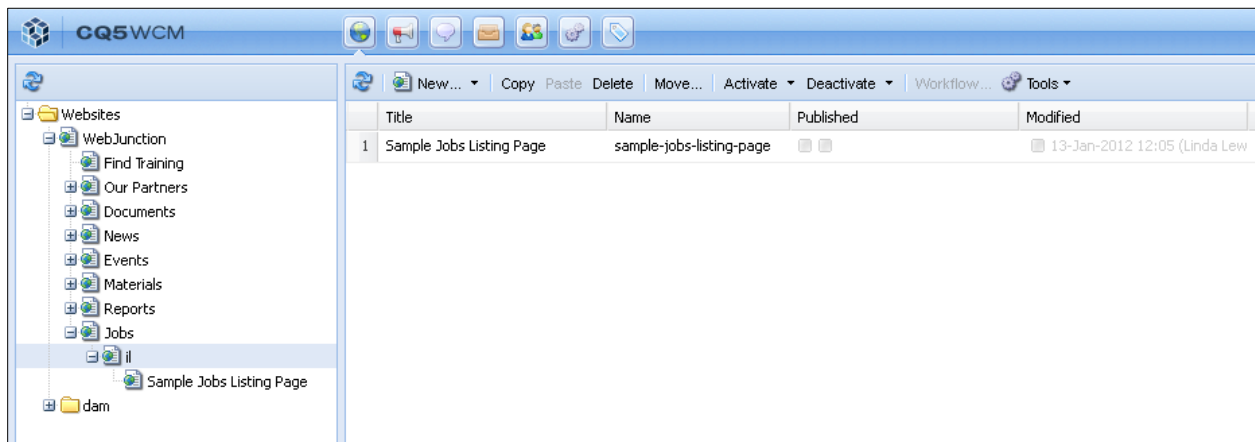
WebJunction / News / <Partner Code> / Sample News Page

WebJunction / Jobs / <Partner Code> / Sample Jobs Listing Page

To create a new CONTENT page, simply copy and paste the sample page. Then open the copy and edit it, adding your own content. Please do not delete or edit the original sample page.

The Digital Asset Manager (DAM)

The DAM is the place for you to store images that you are using on your pages and files that you have attached to your documents. The DAM has a folder structure and is organized similarly to the CONTENT pages in the tree. There are folders for IMAGES, DOCUMENTS and MULTIMEDIA files.
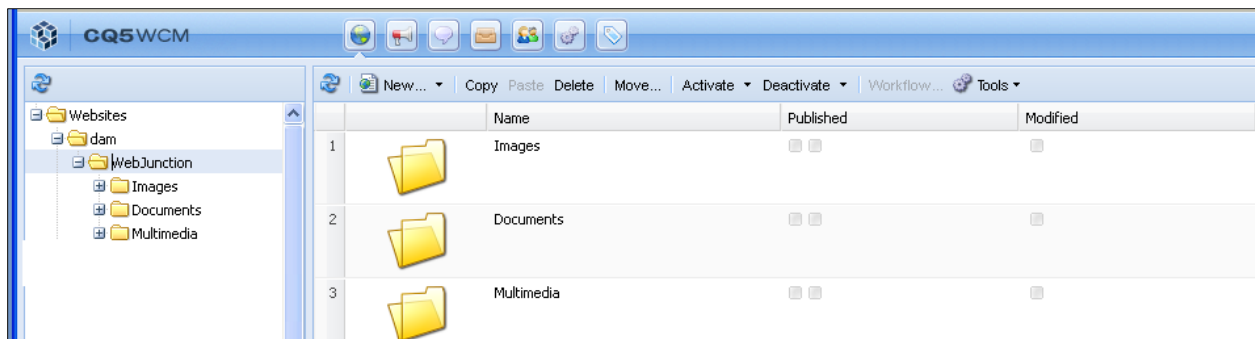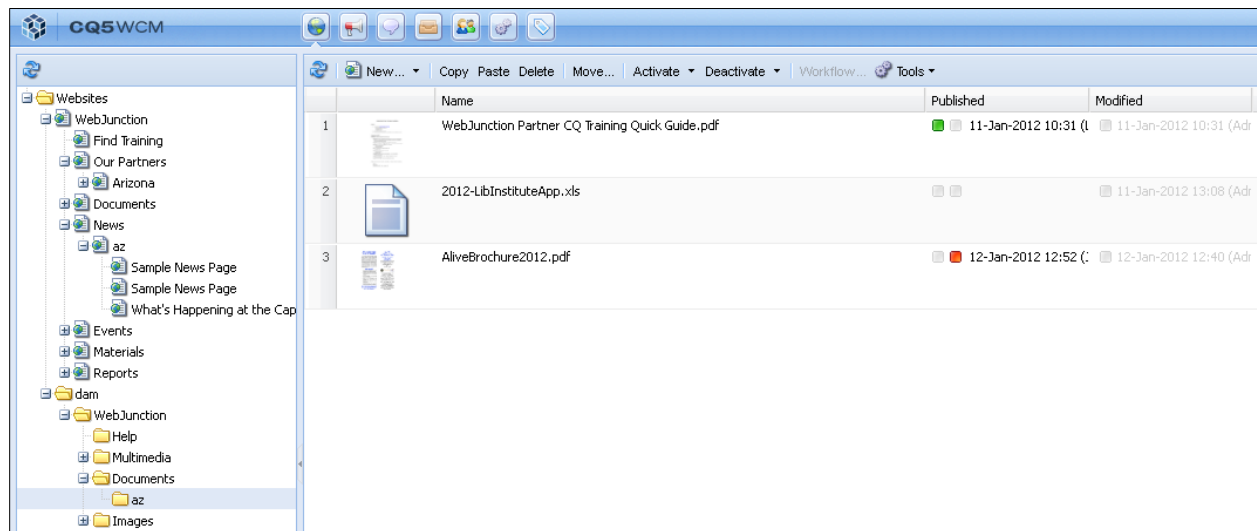

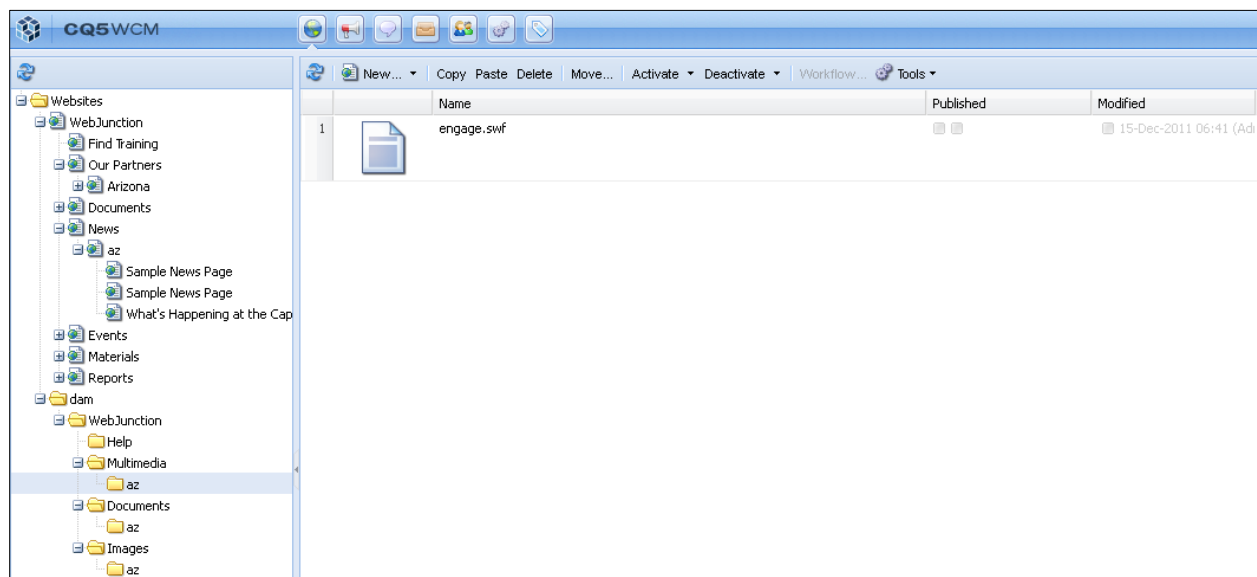Each partner has a folder under each asset type.

The path to each is:

dam / WebJunction / Images / <Partner Code>
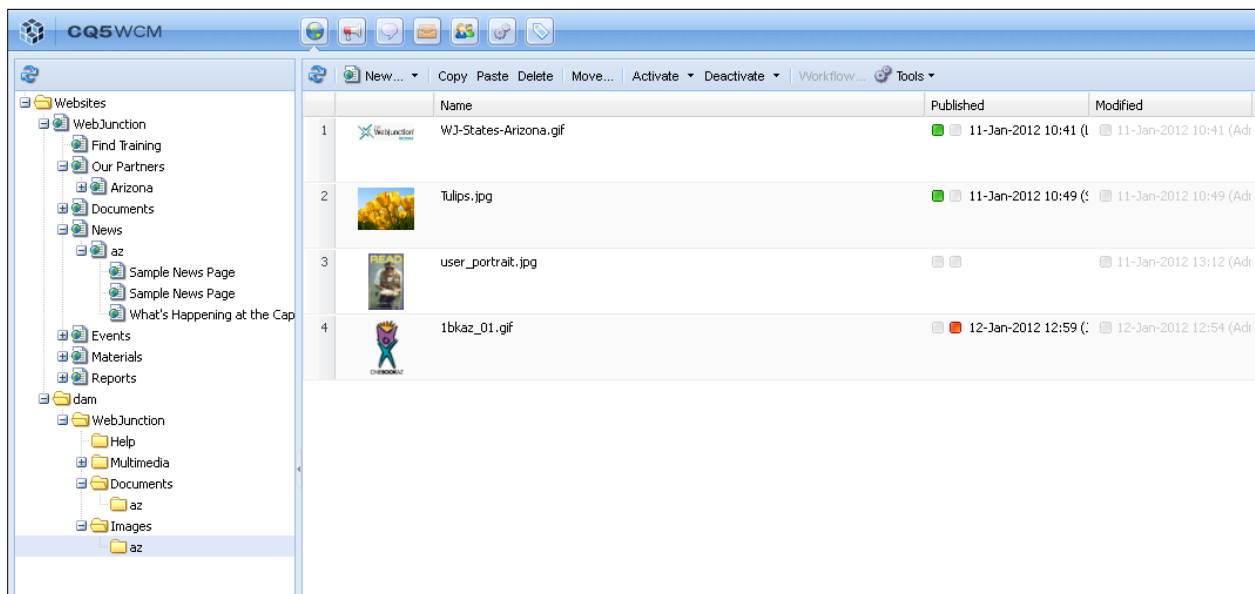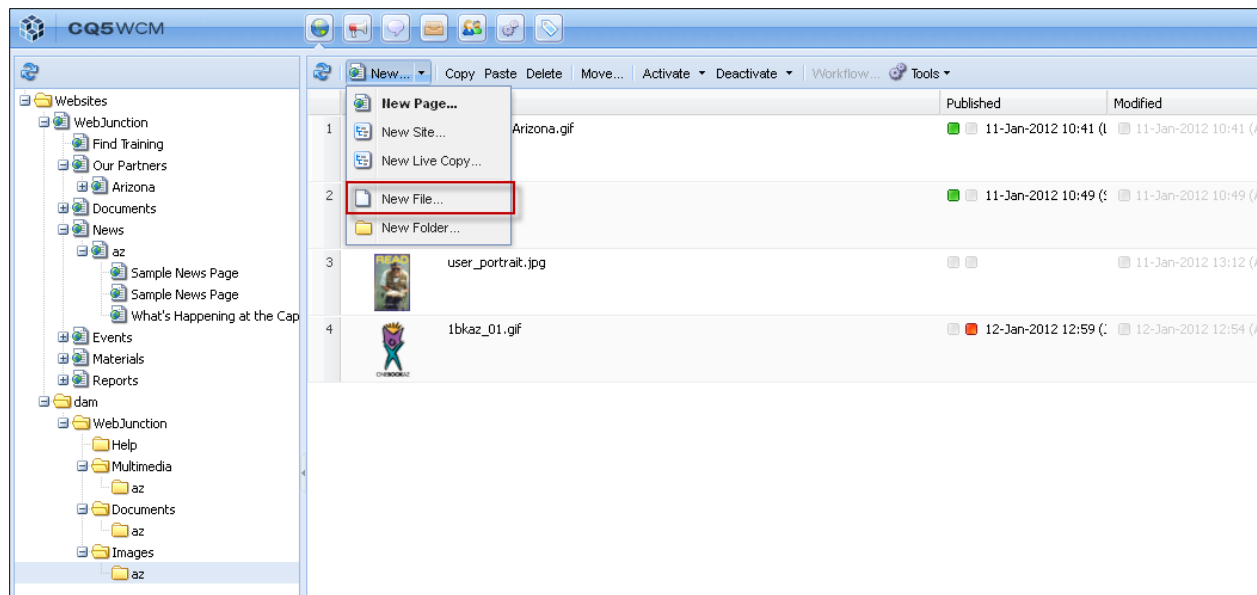
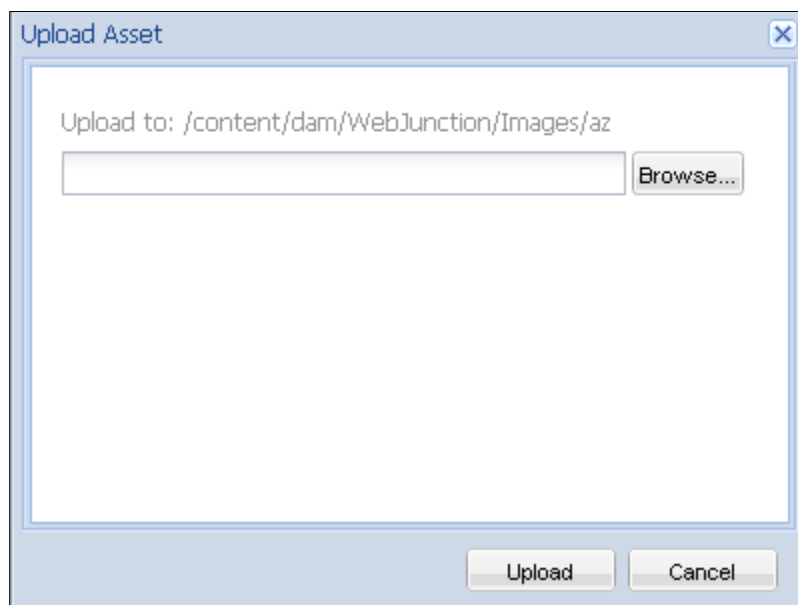dam / WebJunction / Documents / <Partner Code>

dam / WebJunction / Multimedia / <Partner Code>

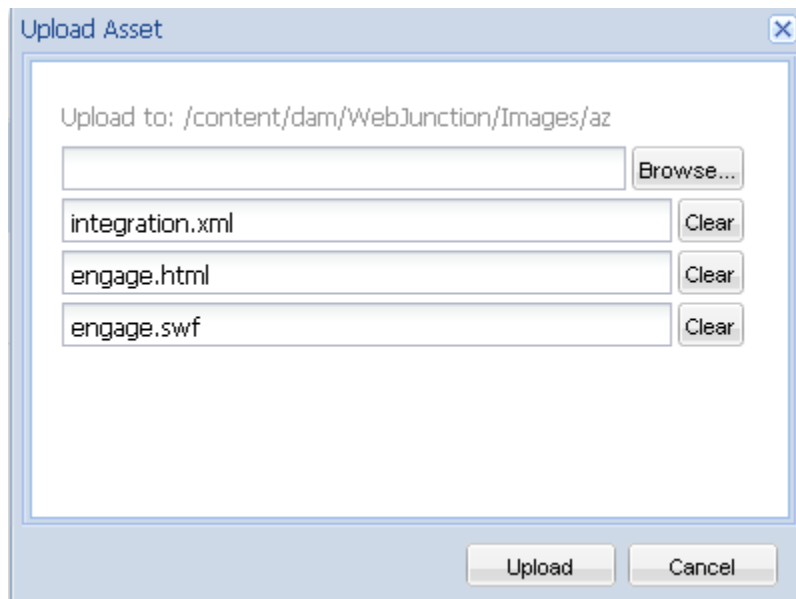
Uploading Files to the DAM

You can upload files from your desktop to the DAM. To do this, first click on New in the toolbar of the Center Pane and select New File.

You will see the Upload Asset dialog:

Click the Browse button and a window to your desktop will open. Select the files that you want to upload. (You can select multiple files at the same time.)

Click the Upload button and the files will be placed in the repository for use on your pages.

Activating a File

Before a file in the DAM can be published to the live website, you must activate it. To activate a file, select it and then using either the toolbar in the Center Pane or right clicking to see the operations available on that file, select Activate.
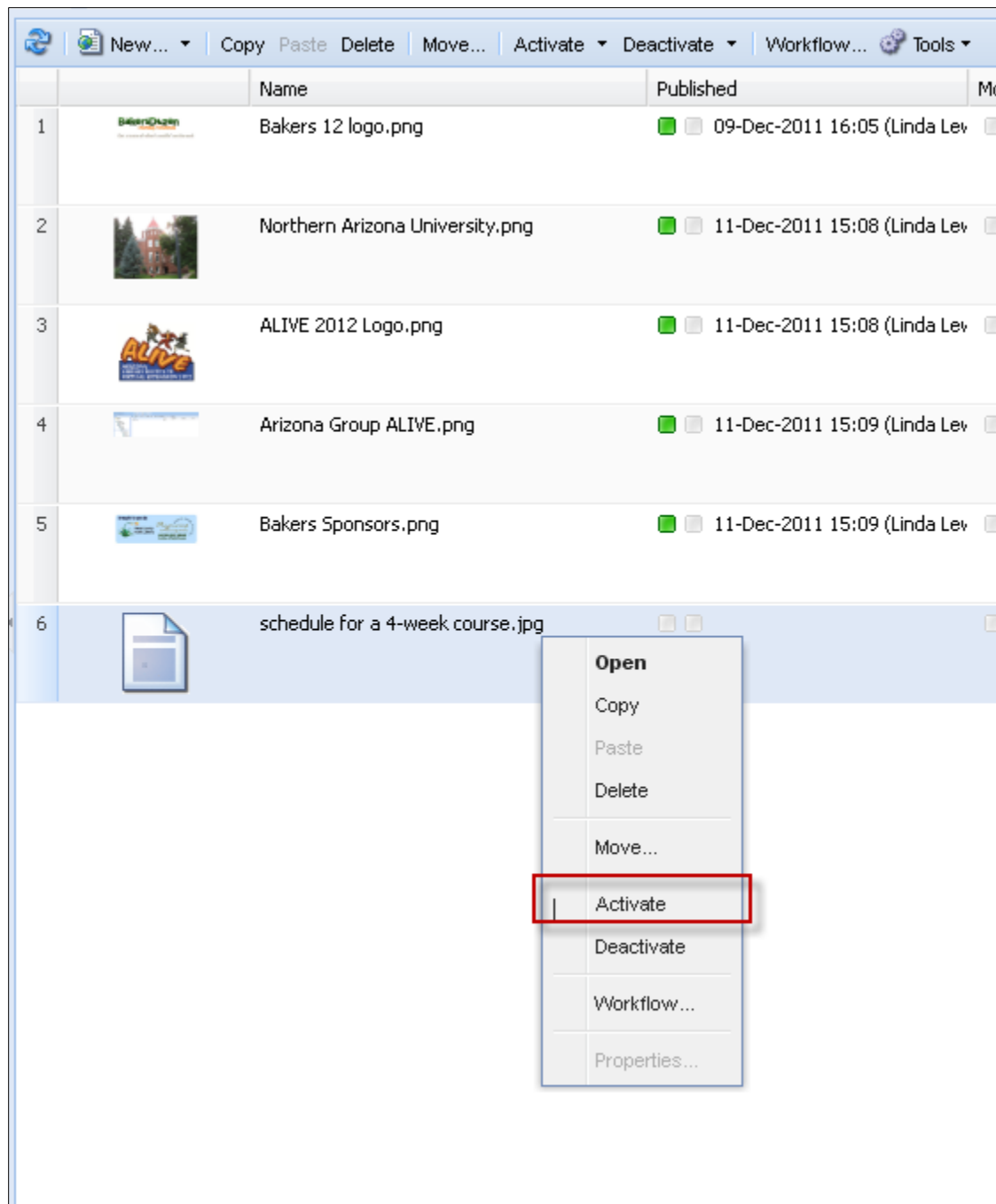
Renaming a File

You can rename a file once it's in the DAM. To do this, select the file to be renamed with a single click in the Center Pane. Then select Move from either the toolbar in the Center Pane or by right-clicking the file and selecting Move from the menu.

You will see the Move dialog.

Enter the new name in the Rename to field. Be sure the Republish box is checked. Then click the Move button to complete the operation.

Once the item has been "moved," you'll see the new name in the asset list. You'll also see that the item has the Modified designation, with a blue box showing in the Modified field. You must reactivate the file in order to have the changed name display on the live website.