

WebJunction Partner CQ Training Quick Guide

Signing In

1. For CQ Production, <https://cmsauthor-ext.oclc.org>
 - Wired usually better than wireless
 - Recommend Firefox
 - Bookmark this URL
2. Sign in with your username and password
3. From the Welcome screen, Websites is the area you want to work in. Single click to access.

Organization of the CMS

WebJunction – (home) – All pages fall under this top page:

- **Find Training** –will have *mega-dropdown menu* with links to the Events Calendar/Webinar Archives, Course Catalog, and resources for trainers and resources such as competencies. *This content cannot be edited by partners.*
- **Our Partners** – will have *mega-dropdown menu* that lists partner sections. *All partner sections live here. During training you will see the key structure of your new pages.*
- **Documents** – these are document pages, not attached files.
 - Document submission form
 - Sample document page
- **News** – these pages will be used like a blog for WJ.
 - Sample News Story
- **Events** – webinars, both upcoming and archived.
 - Main Event Editor Form
 - Sample event page
- **Materials** – intended for program pages. Subsections for WJ and each partner.
 - Sample Materials Page
- **Reports** – intended for program pages. Subsections for WJ and each partner.
 - Sample Reports Page
- **Jobs** – for jobs listing pages. Subsections for WJ and each partner.

DAM = Digital Assets Manager or “the dam” - each folder has subfolders with partner initials [ex: **ct**]

- Images
- Multimedia
- Documents (binary files - .pptx, .docx, pdf, etc)

How to use the Left Pane

1. *You cannot open a page for editing from the Left Pane.* This area is used to browse through the content hierarchy and to choose which section of pages to display in the Center Pane.
2. Click on the + or – to expand or collapse the lists
3. Click on node name to display the *subpages* of that page in the Center Pane.
4. Click on a folder in the Digital Assets Manager – “the dam” – to display the subfolders or objects in that folder in the Center Pane.
5. You can close the Left Pane by clicking on the arrow on the divider between the Left and Center panes. Click on it again to re-open.

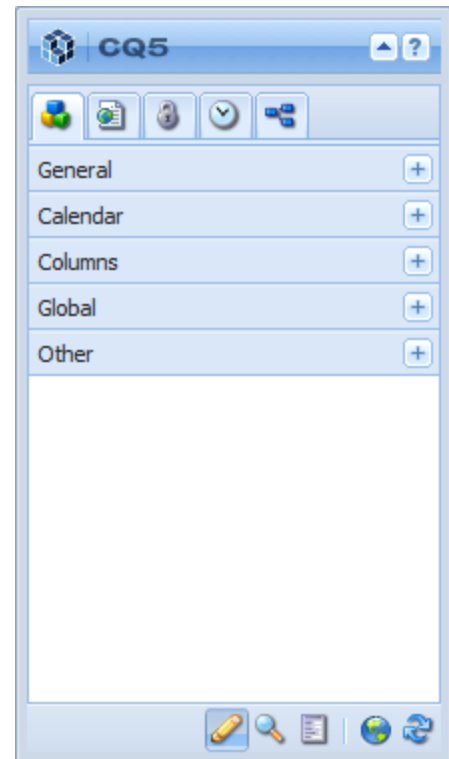
How to use the Center Pane

- **View pages** – default sort order is by creation date/time. You can sort ascending or descending by the other columns as you need.
- **Open pages** for editing
 - Highlight the page you want to open with a single click of your mouse. Right-click, and choose Open.
- **Upload files** to Digital Asset Manager – “the dam”
- **Activate page** – this publishes the page (or your modifications to a published page) to the live website.
 - Highlight the page(s) you want to activate and then click the Activate button at the top of the pane. The square in the Published column will first turn orange to indicate activation is in process. When complete the box will turn green (may have to refresh page to see the change).
- **Deactivate page** – this unpublishes the page from the website but does not delete the page. The square turns red to denote deactivated pages.
- **Delete page** – this purges the page from the CMS, so be careful! We’ll be using this while we are playing, but not likely after migration.
- **Move page** – to change the name (not title) or location of the page
- **Change Page Properties** – For tagging and a few other configurations
 - Highlight the page, right-click, and choose Page Properties.
- **Reorder pages.** Drag the page from one row to another.
- **Refresh Page** – click the circular arrows button – or press F5. This reloads the Center Pane to show you any updates (such as newly activated pages)

Edit Page mode

The Sidekick - A floating box with 5 tabs. We'll mainly use the first two. The icons at the bottom of the box are the most useful:

- the Pencil – **Edit mode**
- the Magnifying glass – **Preview mode**. When you click this, the Sidekick zips up and you see the page without the editing tools displaying. You click the down arrow on the Sidekick to re-expand it.
- the Globe – this will take you back to the **content tree view**
- the Arrows – this **reloads the page** you are viewing (or F5 will)



Notes: