

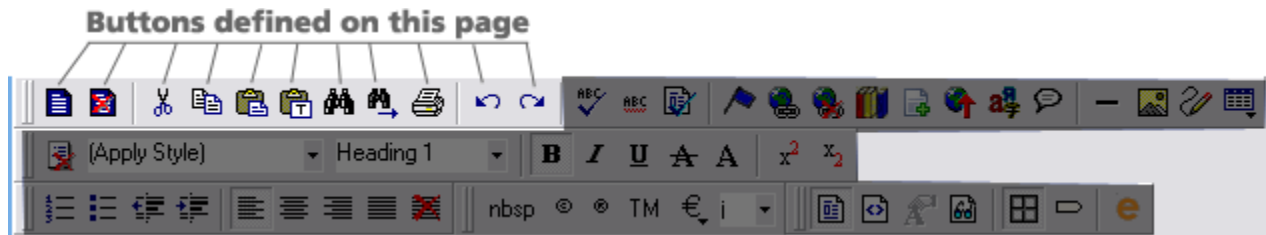
# CMS Supplemental Class Reference Materials












## Workarea Content-block Statuses

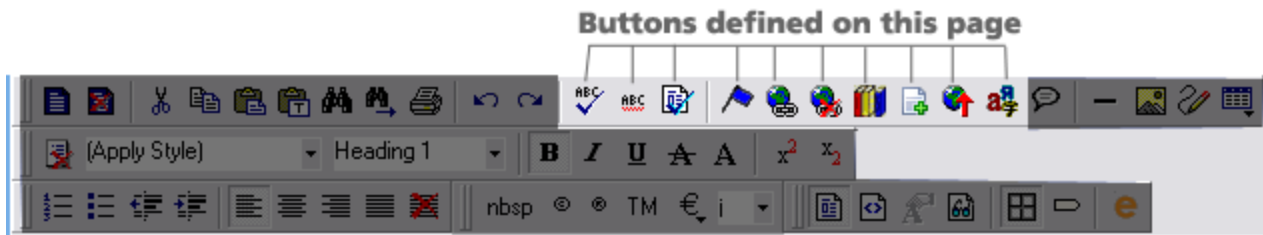
The table below describes all possible content statuses.

<b>Letter</b>	<b>Border Color</b>	<b>Meaning</b>	<b>Content state</b>
<b>A</b>	green	<b>Approved</b>	Through the workflow and published on the Web site.
<b>O</b>	red	<b>Checked Out</b>	Currently being edited. Has not been checked in.
<b>I</b>	green	<b>Checked In</b>	Checked in for other users to edit.
<b>S</b>	yellow	<b>Submitted for Approval</b>	Saved and submitted into the approval chain.
<b>M</b>	yellow	<b>Marked for Deletion</b>	Requested for deletion.
<b>P</b>	grey	<b>Pending Go Live Date</b>	Approved but the Go Live date hasn't occurred yet.
<b>T</b>		<b>Awaiting Completion of Associated Tasks</b>	Task(s) assigned to content are not complete
<b>D</b>		<b>Pending Deletion</b>	Content was created with a future start date then checked in and deleted.  This status only remains until the start date is reached. At that point, the content is deleted.

# CMS Edit-mode Toolbar Definitions



-  **Select All:** Selects the entire content block
-  **Select None:** Deselects the entire content block
-  **Cut:** Removes the selected content and places it on the “clipboard.” It can be pasted back into the content-block at the same or another location.
-  **Copy:** Places a copy of the selected content on the “clipboard.” It can be pasted in the content-block at any location or it can remain on the clipboard until replaced by another “cut” or “copy” takes its place there.
-  **Paste:** Places any “clipboard content” (from cut or copy) into the content-block at the cursor-location. NOTE: Any “style” associated with the content will be retained (for example: text-color), but text-size will be inherited from that of the cursor-location. (for example. H4 will become H6 if pasted into an H6 location.)
-  **Paste Text:** The same as “paste” but the “style” associated with the content is removed.
-  **Replace:** Opens a “Find and Replace” dialogue box that allows you to replace one or more instances of text with replacement text. You can either select the text you want to replace and then click “Replace” or you can click “Replace” and enter the text you want to replace into the “Find What” field of the dialogue box. Case-sensitivity is optional. You can replace one instance at a time or all at once.
-  **Find Next:** If at some point you have entered text into the “Find What” field of the dialogue box, it remains there until even after the box is closed. You can use “Find Next” to search for that text at any time.
-  **Print:** Opens the operating system’s printer dialogue box. NOTE: When you print the content of the editor, the text-wrap will adjust to the page-layout defined in your printer properties. It will not text-wrap in the same way in the Web browser.
-  **Undo:** Reverse the most recent command, as if it never occurred. You can reverse as many commands as you wish. (See the CMS Class Guide for the detailed explanation of this process.)
-  **Redo:** Reverses the most recent “undo” command.



**Check Spelling:** Will check the spelling beginning from the cursor-location to the end of the document. It will ask if you want to continue checking from the top of the document if necessary. It will also check spelling of a selected region of the document.



**Check Spelling As You Type:** This is currently disabled.



**Validate:** Checks the entire content-block for html code errors. It is unnecessary to use this if you use the WYSIWYG editor and do not type custom code in code-view.



**Bookmark:** Creates a bookmark link for the selected text. (See CMS Class Guide for details.)



**Hyperlink:** Creates a hyperlink for the selected text. (See CMS Class Guide for details.)



**Remove Link:** Removes hyperlink or bookmark from selected text.



**Files, Images, Hyperlinks:** Opens your folder's asset library and allows you to either link a file-asset to selected text or insert an image at the current cursor location.



**Add Wiki Link:** Creates a link for the selected text, and at the same time, creates a blank content-block for you to use as the Wiki - which will open when the link is clicked. NOTE: This Wiki is only another content block in your folder. You must create the content for it. The link does not open any Web-based service like Wikipedia.org.

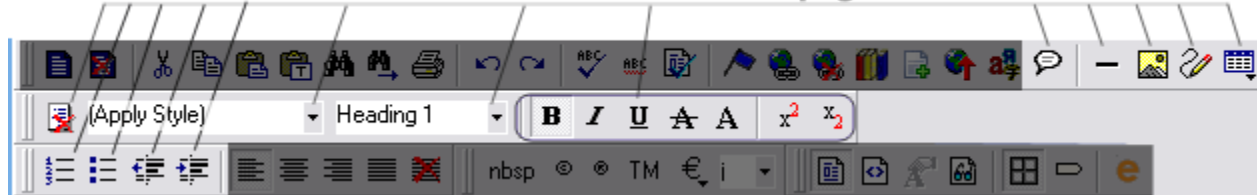



**Upload Files:** This button is currently disabled. If clicked, a dialogue box will open, but without functionality.





**Translate Content:** This button will translate your content-block into another language. It will display your entire content block in a popup dialogue box. At the top of the box you can select the language into which you would like the page to be translated. When you make your selection, the content block will be converted to that language. NOTE: You should first duplicate the content block and perform this action on the duplicate. Remember, the duplicate content block will receive a unique CMS ID number, so links to the new page cannot be the same as links to the original page.


## Buttons defined on this page




 **Comment:** Allows you to add an editorial comment at the current cursor location. It will only be visible in the editor - not on the published page. A dialog box will open in the editor where you can type and save the comment. When finished, you will see a comment icon at the location of the comment. Clicking it will open the comment for you to read or edit.


 **Horizontal Line:** Places a horizontal line across the page at the current cursor location.

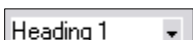
 **Picture:** Inserts an image at the current cursor location. A dialogue box will open. When you click the “insert” button, your folder’s image library will open up and you can select the image.


 **Image Editor:** The college does not have a license for this feature. It is disabled.


 **Table:** Inserts a table at the current location. (See the CMS Class Guide for details.)


 **Remove Style:** Removes the style for the selected item.



 **Apply Style:** Applies a style (color to selected text, alignment and text-wrap to selected images, grid-lines and background row-colors to tables.) The choices in the drop-down menu will vary depending on the item selected. (See the CMS Class Guide for details.)

 **Font Size:** Applies a size to the selected text. (See CMS Class Guide for details.)

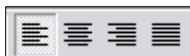
 **Bold, Italic, Underline, Strikethrough, Superscript, Subscript:** Each button applies its type of formatting to the currently selected text.

 **Numbered List:** Begins a numbered list at the current cursor location. If the cursor is located within an existing sentence or paragraph, it will make that text-block the first item in the list.

 **Bulleted List:** Same as numbered list – only with bullets.

  **Decrease Indentation, Increase Indentation:** These buttons decrease or increase the indentation applied to numbered and bulleted lists. They will not have effect on paragraphs. (See the CMS Class Guide for using tables for creating page layout.) NOTE: If you do not see the indentation in the editor, check-in or publish the page and you will then see the effect.

## Buttons defined on this page



**Align Left, Align Center, Align Right, and Justify:** These buttons will perform their functions on the currently selected text-block. All of the text on a single-line or in a paragraph will be affected.



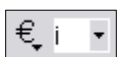
**Remove Alignment:** Removes alignment settings from selected content.



**Non-breaking Space:** Clicking this button is identical to striking the space-bar on the keyboard. It will not add a “line-break” after the space.



**Copyright, Registered Trademark, and Trademark buttons:** Insert the chosen symbol at the current cursor location.



**Special Characters:** Opens a drop-down menu from which you can select a special character. It will be inserted at the current cursor location. Additional special characters are available in the **More** drop-down list.



**View as WYSIWYG:** (What You See Is What You Get) is the default display-view of the editor. It allows you to enter your content in a manner similar to that of a word processor – without having to know HTML. With only a few exceptions, it will display the HTML as it will actually look in the browser.



**View source:** The editor will display the HTML code rather than (WYSIWYG.) ***We do not recommend using this button to directly edit the HTML.*** The CMS server contains scripts that will attempt to change code that contradicts server-side rules, resulting in strange looking pages and making it quite confusing for the would-be coder to debug the problem.



**View Preferences:** This function has been disabled.



**Preview:** Minimal functionality - The content-block will reload with the edit toolbar grayed-out and disabled. NOTE: Since the window can be resized, text will not wrap as it does in on your template page.



**Show Borders:** This button turns the display of borders on and off around table-cells. It does this in the editor and only for editing purposes. It does not affect the published content. When the table is initially inserted, the button is automatically depressed so that you can see all the table-cells; however, the default table style does not include grid-lines.



**Show Invisible Elements:** In the WYSIWYG view, this turns on and off the display of small graphic icons, depicting where some of the most standard HTML formatting tags are located on your page.