



**Web Garage CMS
User Guide for Beginners**

December 2011

Table of Contents

Browser Compatibility	3
Logging In	4
Finding Your Content	5
Editing Web Pages	7
Working with Hyperlinks.....	11
Working with PDF Documents	13

This manual will be improved upon as necessary. Your feedback is welcome. Please send your comments or questions to web@stetson.edu

Browser Compatibility

WebGarage requires the use of select browsers to function properly.

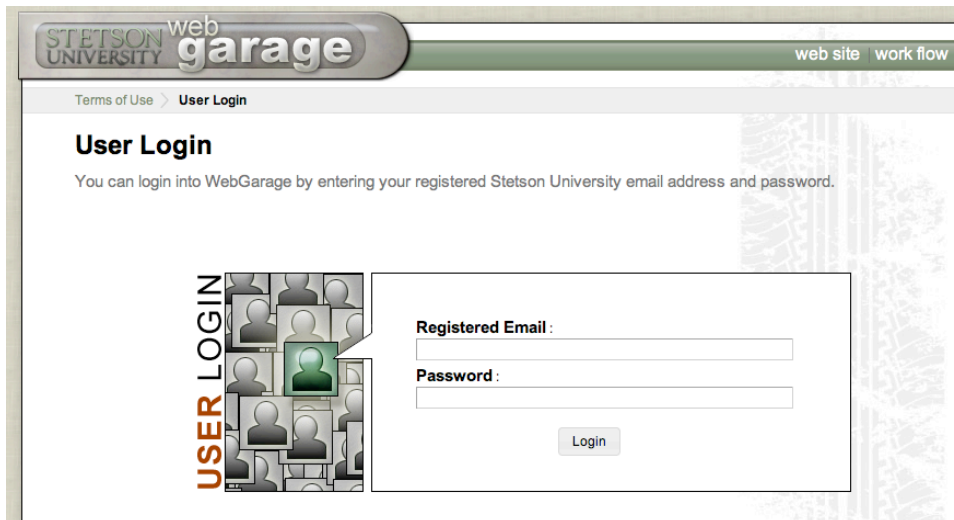
- For Windows XP operating system, use the **latest version of Firefox**
- For Windows 7 or Vista operating system, use **Internet Explorer 9.0** or the **latest version of Firefox**
- For Mac operating system, use the **latest version of Safari** or **Firefox**

For assistance with installing the correct browser, please contact Information Technology at the Help Desk, helpdesk@stetson.edu or Ext. 7217.

Logging In

To log in to WebGarage:

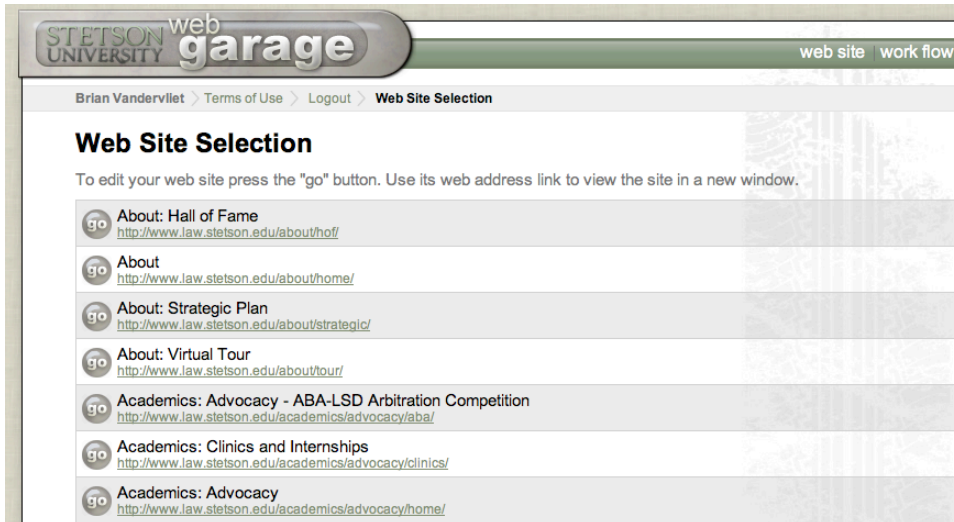
1. Go to the Stetson A-to-Z Index page (<http://www.stetson.edu/other/search/>). Click on W, then on the words WebGarage. You will be taken to the WebGarage Introduction page: <http://www.stetson.edu/other/webgarage>. Once there, click on the yellow “WebGarage” button.
2. Please review the **Terms of Use** and click “I agree to terms” (if you agree).
3. On the **User Login** page, enter your Stetson email address and password.
Note: You must use your complete email address, not just your username.
4. Click “**Login**” button at bottom. **Note:** If you attempt to log in three times and are unsuccessful, you will be locked out. If you need assistance, please email web@stetson.edu.



The screenshot shows the 'User Login' page of the Stetson University WebGarage. At the top, there is a header with the Stetson University logo and the text 'web garage'. Below the header, there are links for 'Terms of Use' and 'User Login'. The main heading is 'User Login', followed by the instruction: 'You can login into WebGarage by entering your registered Stetson University email address and password.' The login form consists of two input fields: 'Registered Email:' and 'Password:'. Below these fields is a 'Login' button. To the left of the form is a graphic with the text 'USER LOGIN' and several user icons, one of which is highlighted in green.


Finding Your Content

After you have logged in, you should see the **Web Site Selection** page:



You will only see the websites for which you have been given access. If you do not see listed a site that you need to edit, please email web@stetson.edu for assistance.

To find your content:

1. Click the “Go” button  next to the website you would like to edit.
2. You will then see the **Control Panel** page:



3. The Control Panel offers 3 areas in which you can work. Select the content area you'd like to access from the following choices:

- **Web Pages and Forms**

This area contains the HTML pages for your site. This is where most users will usually need to go to edit their content. Click “**edit**” to view a list of your web pages. *See “**Editing Web Pages**” on page 7 for further instructions.*

Note: To create a new page, click “create” instead of “edit”. Novice users should email web@stetson.edu for help creating new pages. Instructions for updating your navigation, adding images, or changing layouts can be provided to advanced users.

- **Multimedia Files**

Think of this area as a storage site for your website. It's where you upload and store supporting files and images that you will place on your HTML pages. Most stored items will be PDF documents and JPEG images. Click “**edit**” to upload, replace, or delete these types of files. *See “**Working with PDF Documents**” on page 13 for further instructions. You also may download a Tip Sheet on uploading and linking files that can be found on the WebGarage [Training page](#):*

<http://stetson.edu/other/webgarage/training.php>

- **Web Site**

This area contains the contact information listed on the bottom left side of every page within the particular site. **Note:** Novice users should email web@stetson.edu for help revising this section.

Editing Web Pages

As described in the above instructions, click “edit” under “Web Pages and Forms” to enter a site’s **Web Page Library**, which will list the HTML pages you may edit.

Web Page Library

Choose the link of the web page you would like to edit or use the checkboxes and modify the dropdown menu to delete multiple pages.

17 Web Pages

Selected Item Actions...	Status	Title	File Name	Modified	
<input type="checkbox"/>	published	2011-2012 Advocacy Board Tryou...	...12-advocacy-board-tryout-information.php	Aug. 16, 2011	view
<input type="checkbox"/>	published	ABA-LSD Negotiation Competitio...	aba-lsd-negotiation-competition.php	Aug. 2, 2011	view
<input type="checkbox"/>	published	Advocacy at a Glance	advocacy-at-a-glance.php	Jul. 5, 2011	view
<input type="checkbox"/>	published	Advocacy Board Competition Sch...	advocacy-board-competition-schedule.php	Jun. 6, 2011	view
<input type="checkbox"/>	published	Advocacy Certificate of Concen...	...dvocacy-certificate-of-concentration.php	Oct. 11 at 2:28 PM	view
<input type="checkbox"/>	published	Advocacy Skills Trainers	advocacy-skills-trainers.php	Jun. 6, 2011	view
<input type="checkbox"/>	published	Alternative Dispute Resolution	alternative-dispute-resolution.php	Jun. 16, 2011	view
<input type="checkbox"/>	published	Brochure - Advocacy	brochure.php	Oct. 3 at 2:31 PM	view
<input type="checkbox"/>	published	Competitions	competitions.php	Jun. 21, 2011	view
<input type="checkbox"/>	published	Courses	courses.php	Jun. 24, 2011	view
<input type="checkbox"/>	published	Advocacy Director's Message	directorsmessage.php	Jun. 6, 2011	view
<input type="checkbox"/>	published	Center for Excellence in Advoc...	index.php	Sep. 1 at 4:00 PM	view

To edit a web page:

1. Under “File Name,” click the URL for the page you wish to edit.
2. You should now see **Web Page: Review** as pictured below.

Web Page: Review

Choose "Navigation Menu", "Layout Design", or "Page Content" to edit the web page. To save your work choose a work flow button below. If you are creating a new page, add a file name below. Warning: Changing the file name of an existing page could break links across the web site.

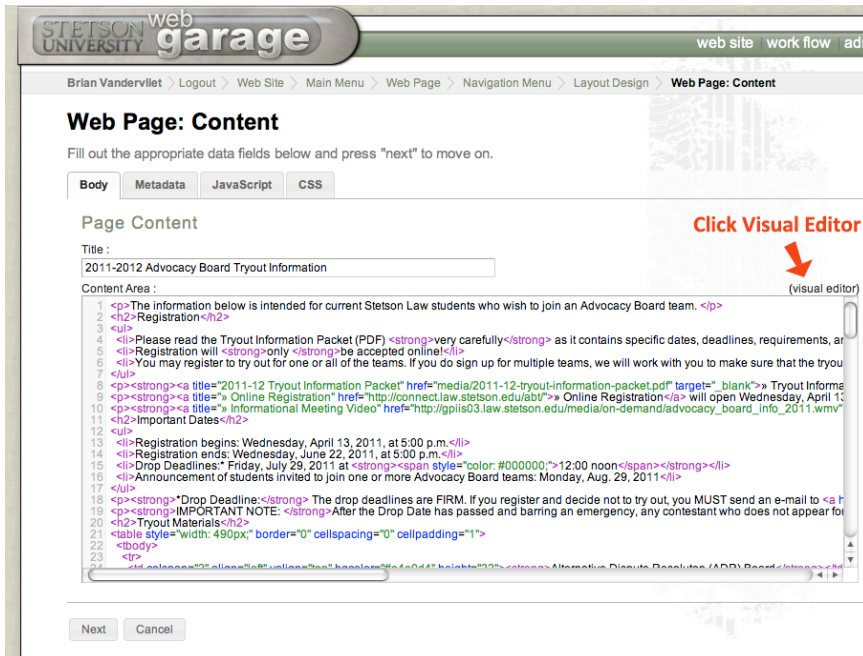
Web Page

[Navigation Menu](#) > [Layout Design](#) > [Page Content](#)

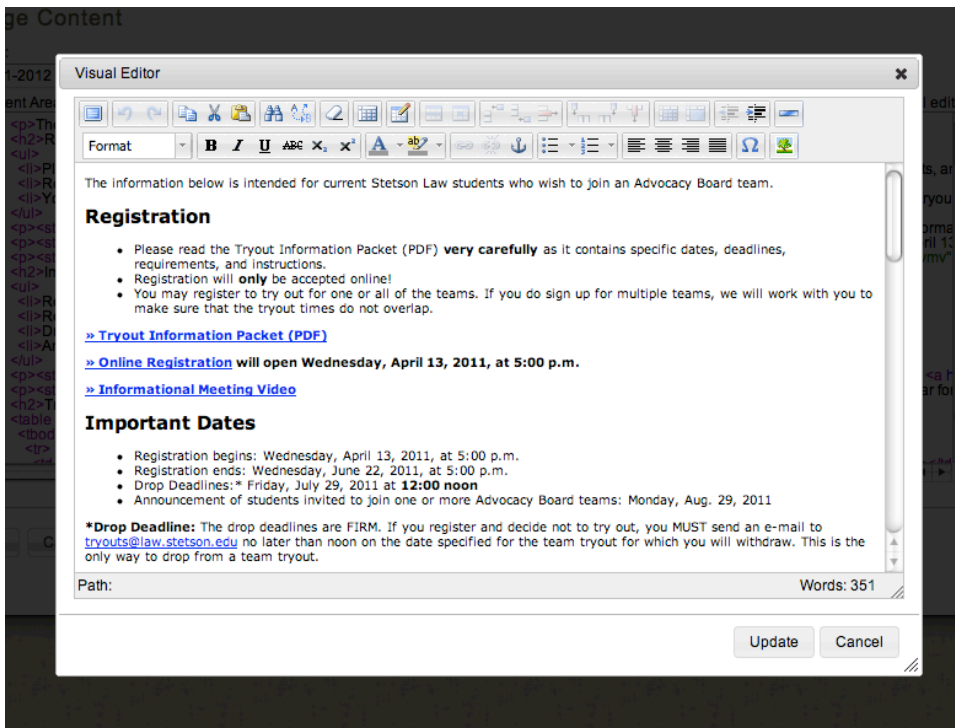
File Name * :

User Notes :

3. Click the link for “Page Content,” which will take you to **Web Page: Content** as shown:



4. By default, the content editor displays the HTML for a page. Don't be intimidated. To view text as it appears on the website, click the “visual editor” link on right-side to open the more friendly looking **Visual Editor** pictured below.



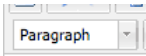
5. Use the **Visual Editor** to make your revisions. Most of the toolbar options function similarly to those in Microsoft Word and should look familiar. A few exceptions:



Insert/Edit Link: Use this tool to create a hyperlink to other web pages on the site or to external pages. *See “Working with Hyperlinks” on page 11 for further instructions.*



Unlink: Use this tool to remove an existing hyperlink. *See “Working with Hyperlinks” on page 11 for further instructions.*



Font Size: Use this drop-down menu to create subheads with larger text. Subheads and paragraph text sizes are standardized across the site for consistency and compliance. *See the WebGarage [Demonstration Page](#) for examples of how to use the various font sizes. (<http://www.stetson.edu/other/web/demo.php>)*

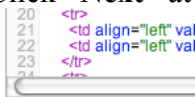


Underline: Don't use! Underlined text can be confused with a hyperlink. Please use **bold** or *italics* to emphasize text instead. Also avoid using all caps as that is considered to be “shouting” and is considered unprofessional.

If you have questions about how to use the **Visual Editor**, please email web@stetson.edu

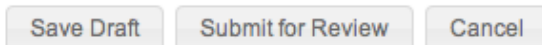
6. Once you've finished making revisions, click **“Update”** at the bottom of the Visual Editor. You may also click **“Cancel”** if you don't want to keep your edits. **IMPORTANT:** Clicking “Update” does not update your page. It only updates the page content HTML view, which you must then proceed to submit for approval by doing the next step ...

7. Click **“Next”** at the bottom of the screen. Or click **“Cancel”** to close without saving.



8. One more step!

If you are an “author” who does not approve content, you will see the following:



- Click **“Submit for Review”** to send your content edits for approval.
- Click **“Save Draft”** to save your work, but not send for approval.
- Click **“Cancel”** to close without saving your work.

If you are an “editor” who does approve content, you will see the following:

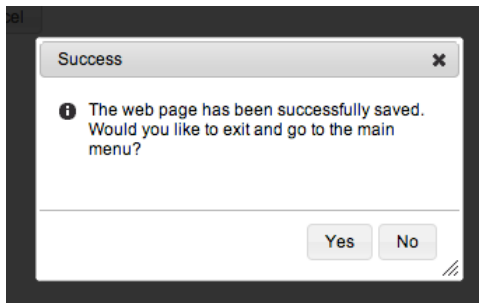


- Click “**Submit for Publication**” to send content edits for final approval.
- Click “**Needs Revisions**” to reject what was sent by an “author”. The page will not advance through approval process and the author will be able to access the page to further revise.
- Click “**Save Draft**” to save your work, but not send it for approval.
- Click “**Cancel**” to close without saving your work.

If you are an advanced user granted “publisher” status, you will have the ability to

- Click “**Save Draft**” to save your changes in draft form. The web page as visible online will still display the old content.
- Click “**Needs Review**” to return the work to the Editor or Author who submitted it.
- Click “**Publish**” to save and publish your changes. **Note:** This option will overwrite whatever was previously on your web page, and will replace it with your new content. It’s recommended that you use “Save Draft” first, and review your changes before publishing them.
- Click “**Cancel**” to close without saving your work.

After you’ve clicked one of the above options, you should see the following message.




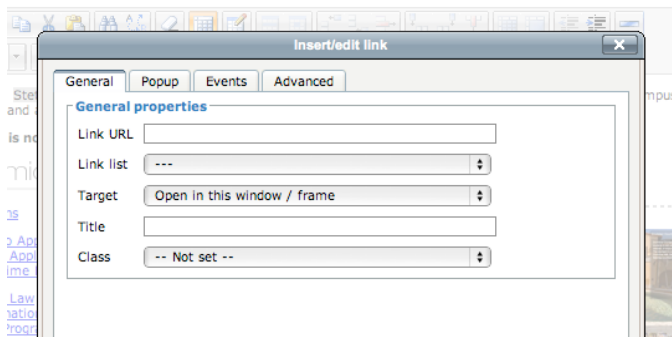
Click “**Yes**” to finish and return to the Control Panel.

Click “**No**” to continue working on your page.

Working with Hyperlinks

To *add* a hyperlink:

1. Open the Visual Editor for the page you wish to edit. *See “Editing Web Pages” on page 7 for more information on using the Visual Editor.*
2. Click and drag cursor to select the word(s) that will be linked to a web page.
3. Click the “Insert/Edit Link” button  on the toolbar. A pop-up box as pictured below should appear on your screen.




Please continue by using these fields:

- a. **Link URL:** Within “**Link URL**” field, paste the complete web page address for desired link. **Note:** For accuracy, it’s best to copy the address from the live page.
 - b. **Link List (optional):** For links to pages within the *same* site, you may be able to use the “**Link List**” dropdown menu. Click “Link List” dropdown to review available pages. If the desired page is listed, select the page from the “List List” dropdown.
 - c. **Target:** For links to pages on external sites (*non-“www.stetson.edu”* pages) or to PDF files, use the “**Target**” dropdown menu to select “Open in new window (_blank)”. This will cause a new window to open when the link is clicked and the Stetson website will remain open. For links to pages on our site (“www. stetson.edu” pages), leave the Target dropdown menu on “Open in this window / frame”.
 - d. **Title:** In “**Title**” field, enter the name of page that is linked. This content will be used to provide audible information to those who are visually impaired.
4. After completing the above, click “**Insert**” button to create the hyperlink. You will be returned to the **Visual Editor**, where you can then submit for publication.

To *remove* a hyperlink:

1. Select the hyperlinked text within the **Visual Editor**.

2. Click the “**Unlink**” button  on the toolbar.

Working with PDF Documents

To update an *existing* PDF document:

1. Click the “**Go**” button next to the website for which you wish to update a PDF. This will take you to the **Control Panel**.
2. From the Control Panel, click “**Edit**” button under Multimedia Files. You will now see a list of PDF files and images associated with your website.
3. Copy the file name for the PDF you wish to update. Paste this info into a Notepad or Word document for later reference. Include “.pdf” at the end of the file name. Examples: **adr-interviewing.pdf** or **viewbook.pdf**
Note: In order to prevent broken links to your online PDF, it’s very important to maintain the existing file name when updating. Do not use spaces or underscores in file names. Use dashes instead of spaces or underscores.
4. Rename the *new* file on your local drive so that it *exactly* matches the *old* file name you copied above.
5. Click “**Upload Files**” button to upload the *new* document that will be replacing the *old* one. Click “Add Files” to select your new file and upload. Wait for the “Status” to read 100% and then close the box. **Note:** If “Add Files” does not work properly, try using the drag and drop functionality.
6. If you followed the steps above using an *identical* file name, then your PDF should be updated. Please visit the live web page where the document was linked. Refresh your browser. Check to make sure the updated version of your PDF is now linked. If the new version still doesn’t appear, clear your browser’s history (cache), and then refresh the page.

To add a *new* PDF document:

1. Check that the new PDF does not already exist within WebGarage as an older version. If it does, please follow steps above for updating an existing PDF document. If not, then ...
2. Click the “**Go**” button next to the website for which you wish to update a PDF. This should take you to the **Control Panel**.
3. From the Control Panel, click “**Edit**” button under Multimedia Files. You should now see a list of PDF files and images associated with your website.
4. Click “**Upload Files**”. Click “Add Files” to select your new file and upload. Wait for the “Status” to read 100% and then close the box.

5. Click the “**Edit**” link next to the file. You should see the “**File Rename**” box. Rename the file so that it’s lowercase, generic, does not include spaces (use hyphens instead), and includes the file extension. Example: **strategic-plan.pdf**

6. Once renamed, click on the file name to open the PDF in your browser. Copy the complete URL address and paste elsewhere as reference for creating a hyperlink.

*Go to the [WebGarage training page](http://www.stetson.edu/other/webgarage/training.php) -- <http://www.stetson.edu/other/webgarage/training.php> -
- and scroll to the bottom for a downloadable PDF that offers detailed steps on uploading and linking PDF documents.*

For assistance with these or other WebGarage matters, please email web@stetson.edu