

# Site Builder Toolkit Basics (v2.9)

This document covers the basic elements of Site Builder Toolkit (SBT). Some areas covered are templates, layout, creating and editing pages, and navigation.

## SUNGARD HIGHER EDUCATION

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## A LITTLE BACKGROUND

Site Builder Toolkit 2.9 (SBT) is a completely browser-based web site content management solution created by SunGard Higher Education. The simple and intuitive SBT user interface facilitates web content management through:

- Standardized page templates, including automated page headers and footers.
- Automated navigational content.
- Simple procedures for adding and editing page content, and for managing page organization.

The content management approach to web site development allows you to develop, edit, maintain, and manage your content with minimal training and it requires no HTML experience.

SBT includes a third party content authoring tool which provides MS Word-like editing capability. Content is saved and stored locally in a Microsoft SQL 2000 Server database.

## GETTING STARTED

Before using SBT, your local webmaster must create a user profile for you, giving you a username and password and designating you as a content provider. The webmaster also grants you access to specific pages and permissions for what you may do to those pages (see Figure 1 Access Permissions).

Permission level	Allows you:
Read/Execute	To view the page, but no editing allowed
Update	Read/Execute level, and you may edit the page (created by someone else)
Add/Copy	Update level, and—you may copy the page and add subordinate pages (children) to the page
Delete	Add/Copy level, and you may delete the page (this level likely is restricted to one or a few individuals in the department)

Figure 1 Access Permissions

## LOGIN

You may do this only if your web site currently is managed by Site Builder Toolkit.



- 1) While viewing your web site's home page, modify the browser address box so it is of the form <http://www..siena.edu/login>.
- 2) Login form appears (See Figure 2 Login Form).
- 3) Type your username and password as indicated and press Enter (or click the Login button).
- 4) After successfully logging in, you will see at least two icons in the middle of the page footer or header: the  icon on the left and  icon on the right preceded by your name in brackets. See Figure 4 Site Builder Toolkit Icons on Page 4 for a complete list of icons. Unless you have permission to modify the home page (most users will not), these are the only new icons you'll see.



Figure 2 Login Form

## NAVIGATING YOUR WEB SITE

Figure 3 Sample Page Layout is an example of a web page.

Note: The specific content you see likely is different, based on the design and content of your web site. This sample is representative of the main layout you see.







The components of a typical page include:

- 1 Header block tailored to specific web site or department needs. Content is controlled by the webmaster.
- 2 Local navigation links. SBT creates these links dynamically based on page relationships you define.
- 3 Footer block managed by SBT. Content is controlled by the webmaster.
- 4 'Bread-crumbs' are provided at the top of every page on the web site. Bread crumbs illustrate the path you have taken to get to the information page you are currently in. The bread-crums allow you to return to previous pages by clicking on any part of the bread-crum trail. SBT creates these links dynamically based on-page relationships you define.
- 5 The body of the page is the primary responsibility of the content provider (you).
- 6 SBT icons (see Figure 4 Site Builder Toolkit Icons).

The screenshot shows a web page layout with the following components:

- 1**: Header block containing the logo 'SUNGARD HIGHER EDUCATION' and 'Site Builder Toolkit'.
- 2**: Local navigation links in the left sidebar, including 'Section 1', '1.1', and '1.2'.
- 3**: Footer block at the bottom containing the text 'All content © Site Builder Toolkit2006 · All rights reserved.'
- 4**: Bread-crumb trail at the top of the content area: 'Home » Section 1 » 1.1 » 1.2'.
- 5**: Main content area with a section header 'Section 1.2' and two paragraphs of placeholder text.
- 6**: SBT icons in the top right corner, including a key icon labeled '[Web Master]' and a list icon.


**Figure 3 Sample Page Layout**

Site Builder Toolkit Icons		
	SBT manager	Present when you are logged into Site Builder Toolkit.
	Logout of Site Builder Toolkit (Not your user name appears to the left of this icon).	
	Edit this page	Present if you have the appropriate permissions to perform the function represented by the icon.
	Copy this page	
	Delete this page	
	Add a page to this container page	Present only if the page is a container (parent) page—one that may have subordinate (child) pages connected to it.

**Figure 4 Site Builder Toolkit Icons**

## PUBLISH CONTROL

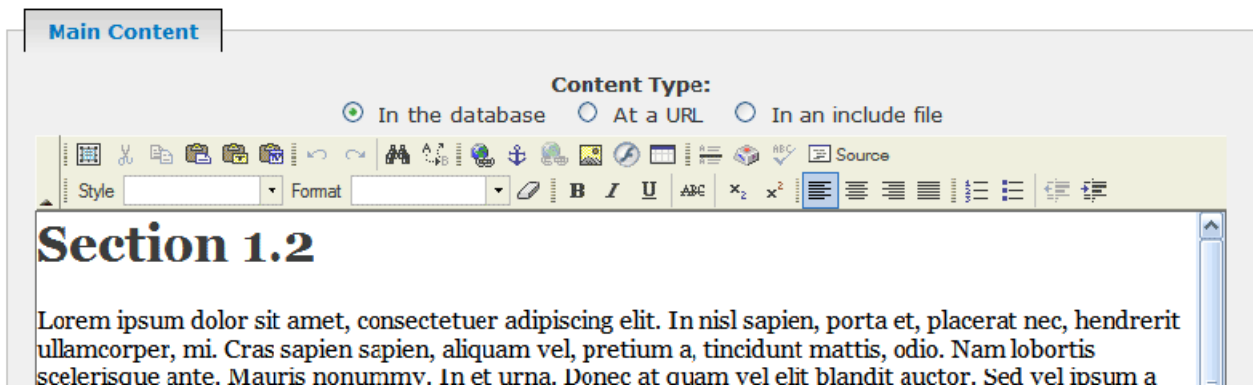
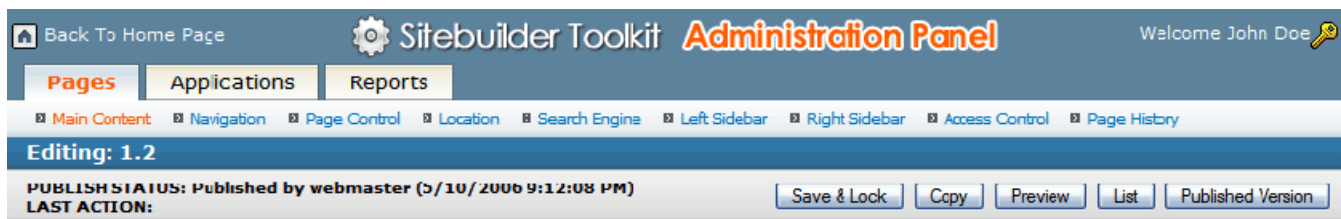
When a page is created or updated for the first time it is saved and “locked”. The content provider then takes complete ownership to the page and can continue to save changes to the page. To publish a page to the web site the page must be submitted for approval. Emails are sent to the submitter when the page is approved, reverted or rejected. In addition, all updates are tracked in the page history report. Below are areas where Publish Control is used but first begin by logging in and selecting a page.

- 1) Login to SBT.
- 2) Navigate the web site to the page you wish to edit.
- 3) Click the  Edit a page icon in the middle of the page footer or header. If the icon doesn't appear you may not have permission to edit the page. Check with your local webmaster to remedy this.
- 4) The SBT Manager Maintenance screen appears. Verify the Pages tab is shown by default.
- 5) Click any page name to edit the page.

### Publish Control Buttons

Buttons you'll see when editing a page for the first time (see Figure 5 Publish Control Buttons).

- Save & Lock – Saves and locks the page and content provider assumes page ownership.
- Copy – Clones the existing page (see the section entitled Copy a Page).
- Preview – Preview the page (Not published to web site or pending approval).
- List – Search and manage interface for pages (see Manage Your Pages).
- Published Version – Go to the published version of the page on the web site.



**Figure 5 Publish Control Buttons**

Additional buttons you'll see after a page has been Saved & Locked. Save & Lock now becomes Save but serves the same purpose (see Figure 6 Publish Control Buttons).

- Revert – Undo saved actions to the page and changes the page back to its last approved state.
- Submit for Approval – Submits page for approval.

Back To Home Page Sitebuilder Toolkit Administration Panel Welcome John Doe

Pages Applications Reports

Main Content Navigation Page Control Location Search Engine Page History

Editing: 1.2

PUBLISH STATUS: Locked by jranaudo (5/24/2006 3:09:45 PM)  
LAST ACTION:

Save Copy Revert Submit for Approval Preview List Published Version

Main Content

Content Type:  
 In the database  At a URL  In an include file

Style Format B I U ABC x<sub>2</sub> x<sup>2</sup> Source

## Section 1.2

Lorem ipsum dolor sit amet, consectetur adipiscing elit. In nisl sapien, porta et, placerat nec, hendrerit ullamcorper, mi. Cras sapien sapien, aliquam vel, pretium a, tincidunt mattis, odio. Nam lobortis

Figure 6 Publish Control Buttons

When a page has been submitted for approval only the Preview, List and Published Version buttons are available. At this point the content provider can not make any additional edits. All input fields are locked until a webmaster approves, reverts or rejects a page (see Figure 7 Publish Control Buttons).

Back To Home Page Sitebuilder Toolkit Administration Panel Welcome John Doe

Pages Applications Reports

Main Content Navigation Page Control Location Search Engine Page History

Editing: 1.2

PUBLISH STATUS: Pending Approval by jranaudo (5/25/2006 9:42:26 AM)  
LAST ACTION: Submitted

Preview List Published Version

Main Content

Content Type:  
 In the database  At a URL  In an include file

Style Format B I U ABC x<sub>2</sub> x<sup>2</sup> Source

## Section 1.2

Lorem ipsum dolor sit amet, consectetur adipiscing elit. In nisl sapien, porta et, placerat nec, hendrerit ullamcorper, mi. Cras sapien sapien, aliquam vel, pretium a, tincidunt mattis, odio. Nam lobortis scelerisque ante. Mauris nonummy. In et urna. Donec at quam vel elit blandit auctor. Sed vel ipsum a

Figure 7 Publish Control Buttons

### Page History

Page history displays activity report details on a specific page when it was last published. The history details include date and time, username, publish action, and comments. Comments are added when content providers add a comment to a page when it is submitted for approval or reverted. This enables a strict control over the quality, accuracy, and consistency of information on the website (see Figure 8 Page History).


- 1) Login to SBT.
- 2) Navigate the web site to the page you wish to edit.
- 3) Click the  Edit a page icon in the middle of the page footer or header. If the icon doesn't appear you may not have permission to edit the page. Check with your local webmaster to remedy this.
- 4) The SBT Manager Maintenance screen appears. Verify the Pages tab is shown by default.
- 5) Click any page name to edit the page.
- 6) Click the **Page History** submenu (show in orange in Figure 8 Page History).



Figure 8 Page History

### Publish Control Icons

Below is a list of icons that can be found while using the list, tree and publish control status views.









Publish Control Icons	
	View page history
	Deleted page
	Hidden page
	Inactive page
	Locked page
	Preview this page
	Published/Open for editing
	Submitted/Pending approval

Figure 9 Publish Control Icons

## MANAGE YOUR PAGES

### Understand SBT Page Naming Convention

When you create a page, you give it a name that reflects page content and usage. That name appears in the navigation panel and the page's Title Bar. SBT assigns each page a unique identification of the form #.asp, where # is a unique number. While two or more pages may have the same name, no two pages have the same page number.

### FIND PAGES WITH LIST PAGE

One way to find a page is to use the web site navigation scheme such as the left side navigation. A content provider could login to SBT and peruse the web site by clicking several links to get to a page. But what happens if you have no idea where the page exists or even the name? Use SBT to find pages by using the Paged List or Publish Control Status controls from the Pages tab (see Figure 10 Site Builder Toolkit Pages Tab).

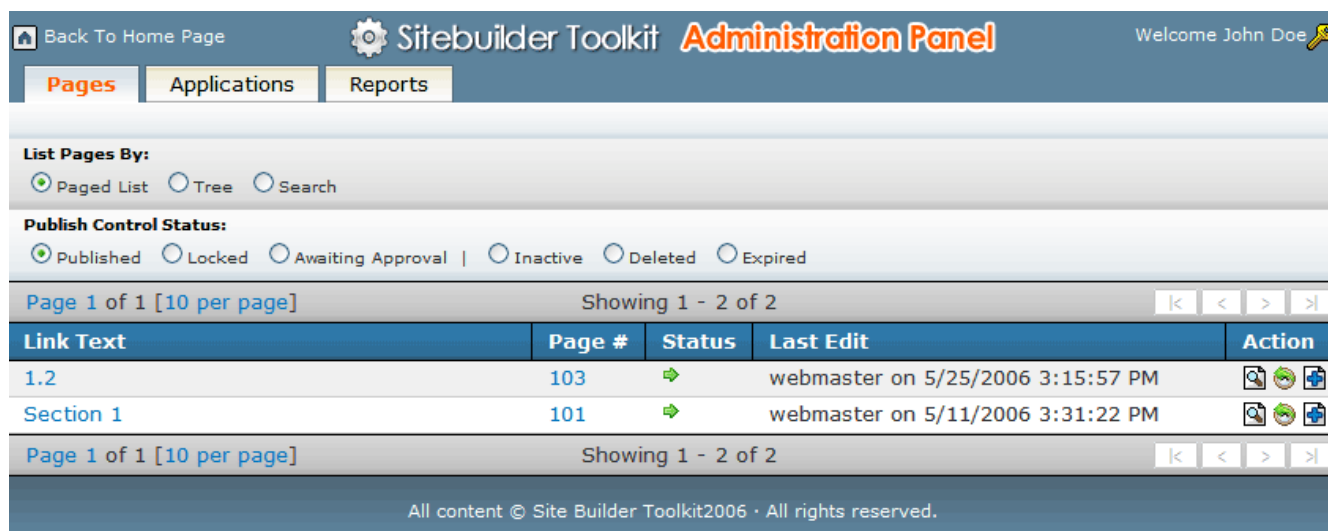



Figure 10 Site Builder Toolkit Pages Tab

### Paged List





The Paged List displays pages in alphabetical order. By default pages are listed ten items per page. Page elements shown in the listing are Link Text, Page #, Status, Last Edit and Action icons views.

- 1) Login to SBT.
- 2) Click the  SBT Manager icon.

Note: Navigate using the VCR buttons at the top right and lower right areas of the listing view. Modify the amount of items listed or change page per count by clicking the page indicators in the top left or bottom left areas of the listing view.





### Tree

A new treeview design and functionality has been added to make the current site navigation faster and easier to use. In the treeview layout information is displayed in a hierarchical order, with the home page at the top and child pages underneath. Users will find using the tree of folders much more streamlined because it's easy to learn. Also, it displays hidden, inactive and deleted pages which are useful for locating pages you can't find using other methods.

- 1) Click the **Tree** radio button.
- 2) Pages with  icon are container (parent) pages. Click the  icon to navigate down the tree and click the  icon to up the tree. Next to the Link Text are page status Indicators (see Figure 11 Treeview Icons).
- 3) Click the  Edit icon to the far right to edit the page. If the icon doesn't appear you may not have permission to edit the page. Check with your local webmaster to remedy this.

Note:

The new treeview design is only available with Publish.

Treeview Icons		
	Container page	Click this icon to show other container (parent) and leaf (child) pages.
	Container selected	Current area selected.
	Up the tree	Click this icon to go up the tree.
	Leaf page	Last position in the tree (Page isn't a container).

**Figure 11 Treeview Icons**

### Search by Link Text

Search for pages with navigation link text. Navigation link text is the name displayed in the automated navigation links (like in the site map). The results you get from this search are limited to pages for which you have at least Update permission.

- 1) Click the **Search** radio button.
- 2) By default 'In the Link Text' option is selected.
- 3) Type a few characters regarding your search criteria.
- 4) Press **Enter** on the keyboard.
- 5) The search results are listed below ten items per page. Note that SBT finds any page name that includes the search string anywhere in the name.
- 6) Click the page link text to edit the page.

### Search by Titlebar Text

Search for page Titlebar Text. Titlebar text is the text located in the web page's title bar of the browser. The results you get from this search are limited to pages for which you have at least Update permission.

- 1) Click the **Search** radio button.
- 2) Click the **In the Titlebar Text** radio button.
- 3) Type a few characters regarding your search criteria.
- 4) Press **Enter** on the keyboard.
- 5) The search results are listed below ten items per page. Note that SBT finds any page name that includes the search string anywhere in the name.
- 6) Click the page link text to edit the page.

### Search by Page #


The results you get from this search are limited to pages for which you have at least Update permission.

- 1) Click the **Search** radio button.
- 2) Click the **Page #** radio button.
- 3) Type the page number
- 4) Press **Enter** on the key board.
- 5) The search results are listed below ten items per page.
- 6) Click the page link text to edit the page.

## PUBLISH CONTROL STATUS


The publish control status list enables content providers to preview pages published, locked, awaiting approval, inactive, deleted, and expired pages. Content providers can easily navigate and find specific pages based on their publish status (see the section entitled Publish Control).

The Publish Control Status lists pages in alphabetical order. By default pages are listed ten items per page. Page elements shown in the listing are Link Text, Page #, Status, Last Edit and Action icons.

- 1) Login to SBT.
- 2) Navigate the web site to the page you wish to edit.
- 3) Click the  Edit a page icon in the middle of the page footer or header. If the icon doesn't appear you may not have permission to edit the page. Check with your local webmaster to remedy this.
- 4) The SBT Manager Maintenance screen appears. Verify the Pages tab is shown by default.



- 5) Select any of the Publish Control Status radio buttons.
- 6) Click the page link text to edit the page.

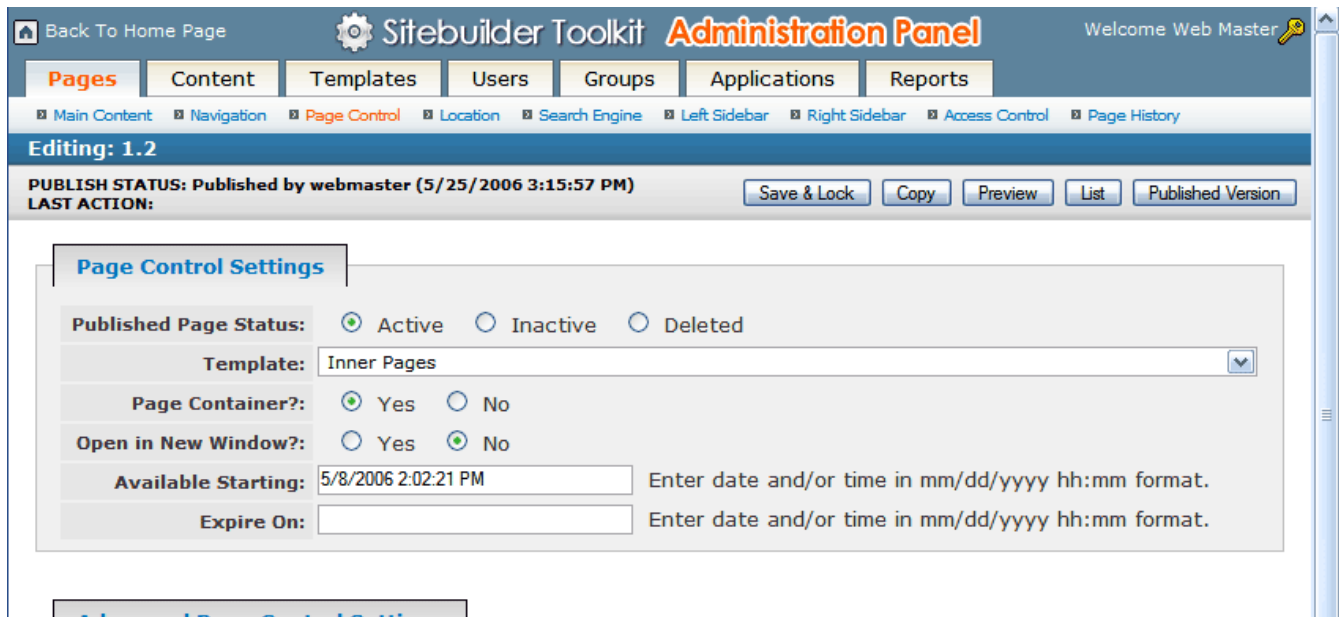
## WHAT IS A CONTAINER PAGE?

Before pages can be added or moved as subordinates of a container (parent) page it must be a container page. If the page you're viewing is a container page, you'll see the  Add a page icon in the middle of the page footer or header. If this icon isn't present take the following steps to make it a container page.

Note:

For system efficiency, recommended practice is to limit the number of container pages to those that actually will have child pages. Because of this, it's likely you'll find a page you want to be a parent page not currently defined as a container page.

- 1) Login to SBT.
- 2) Navigate the web site to the page you wish to modify.
- 3) Click the  Edit icon at the bottom of the page. If the icon doesn't appear you may not have permission to edit the page. Check with your local webmaster to remedy this.
- 4) Click **Page Control** in the submenu (shown in orange in Figure 12 Page Container).
- 5) Locate Page Container? in the Page Control Settings fieldset (see Figure 12 Page Container).
- 6) Select **Yes** next to make the page a container.
- 7) Click the **Save & Lock** button in the top right area of the page. Save & Lock will save your changes but not publish them to the web site.
- 8) After a user selects Save & Lock page ownership is applied to the content provider and additional buttons are available such as Save, Revert and Submit for Approval (see Publish Control ).
- 9) Click **Submit for Approval** to have the webmaster approve the page.
- 10) A menu will prompt to submit the page for approval. Click **OK** to continue.
- 11) An alert prompt will appear "Changes in the editor since you last save will be lost". Click **OK** to continue.
- 12) Next, a comment field will appear. Add descriptive information regarding the publish status of the page. This information will be stored in the Page History.
- 13) Finally, webmaster approval is required before the page can be published to the web site.
- 14) To continue we'll assume that the page has been approved.
- 15) Click the **Published Version** button to view the published version of the web page.
- 16) The  Add a page icon should now appear in the middle group at the bottom of the page, you're ready to add a new child page to this parent page. If the icon doesn't appear, you may not have permission to add pages. Check with your local webmaster to remedy this.



The screenshot displays the Sitebuilder Toolkit Administration Panel. The top navigation bar includes "Back To Home Page", "Sitebuilder Toolkit Administration Panel", and "Welcome Web Master". Below this are tabs for "Pages", "Content", "Templates", "Users", "Groups", "Applications", and "Reports". A secondary navigation bar lists various page components: "Main Content", "Navigation", "Page Control", "Location", "Search Engine", "Left Sidebar", "Right Sidebar", "Access Control", and "Page History". The main content area is titled "Editing: 1.2" and shows the "PUBLISH STATUS: Published by webmaster (5/25/2006 3:15:57 PM)" and "LAST ACTION:" with buttons for "Save & Lock", "Copy", "Preview", "List", and "Published Version". The "Page Control Settings" section is highlighted, showing the following configuration:


- Published Page Status:**  Active  Inactive  Deleted
- Template:** Inner Pages
- Page Container?:**  Yes  No
- Open in New Window?:**  Yes  No
- Available Starting:** 5/8/2006 2:02:21 PM (with instruction: Enter date and/or time in mm/dd/yyyy hh:mm format.)
- Expire On:** (with instruction: Enter date and/or time in mm/dd/yyyy hh:mm format.)

Below the settings is a section for "Advanced Page Control Settings".


Figure 12 Page Container

## ADD A PAGE


Adding a page in SBT is fast and extremely easy. Essentially all a content provider has to do is login, select the parent page, provide a page name and click the Add New button.

- 1) Login to SBT.
- 2) Navigate the web site to the page you wish to add to.
- 3) Click the  Add a page icon in the middle of the page footer or header. If the icon doesn't appear, you may not have permission or the page isn't a container page (see the section entitled What is a Container Page?). Check with your local webmaster to remedy this.
- 4) In the Add a Page fieldset type the name by which you want the page to be known.
- 5) Select a template for the template drop down list. If you're not sure what templates to use contact the webmaster. If a template isn't available from the drop down list contact your webmaster and request permission access.
- 6) Select **Yes** for page container only if this page will be a parent to other child pages. It's more efficient to leave No if you're not sure.
- 7) Click **Add New** to continue to the page properties.
- 8) Add content in the word-like editor.
- 9) Click **Save** to save changes.
- 10) Click **Submit for Approval** to have the webmaster approve the page.
- 11) A menu will prompt to submit the page for approval. Click **OK** to continue.
- 12) An alert prompt will appear "Changes in the editor since you last save will be lost". Click **OK** to continue.
- 13) Next, a comment field will appear. Add descriptive information regarding the publish status of the page. This information will be stored in the Page History.
- 14) Finally, webmaster approval is required before the page can be published to the web site.
- 15) To preview the page pending approval click the **Preview** button.

## EDIT A PAGE


Editing page content typically involves navigating to the page and clicking the Edit this page  icon in the middle of the page footer or header, which opens the Edit screen with the Pages tab and Main Content option selected. The default view has a graphical word-like editor to add content to your page. This editor is customizable and specific documentation is available on how to use each editor. Please refer to the appropriate documentation for the editor on your site which should have been provided with this document. The editors in production currently (at the time of this document creation) are FCKEditor and SoEditor.

Editing the content of pages with SBT is similar in many ways to editing with MS Word and many other document editors. SBT also does well accepting material copied from other sources and pasted in its editing window. You may not achieve exactly the results you want by pasting from another source if the formatting is complex. Keep this in mind if you chose to create your content in another application (Word, WordPerfect, FrontPage, etc.) then copy it into the SBT editing window: don't use overly complex formatting. Plain text, such as you'd copy from Notepad, is a safe source.

- 1) Login to SBT.
- 2) Navigate the web site to the page you wish to add to.
- 3) Click the  Edit a page icon in the middle of the page footer or header. If the icon doesn't appear you may not have permission to edit the page. Check with your local webmaster to remedy this.
- 4) Edit the existing content within the word-like editor.
- 5) Click the **Save & Lock** button in the top right area of the page. Save & Lock will save your changes but not publish them to the web site.
- 6) After a user selects Save & Lock page ownership is applied to the content provider and additional buttons are available such as Save, Revert and Submit for Approval (see the section entitled Publish Control).
- 7) Click **Submit for Approval** to have the webmaster approve the page.
- 8) A menu will prompt to submit the page for approval. Click **OK** to continue.
- 9) An alert prompt will appear "Changes in the editor since you last save will be lost". Click **OK** to continue.
- 10) Next, a comment field will appear. Add descriptive information regarding the publish status of the page. This information will be stored in the Page History.
- 11) Finally, webmaster approval is required before the page can be published to the web site.
- 12) To preview the page pending approval click the **Preview** button.


## COPY A PAGE

It may be expedient to create a new page based on an existing page, instead of creating it from scratch. This applies if you've invested significant effort in the layout of a page and you want to create a new page with all or most of the same formatting—where content is the main difference.

- 1) Login to SBT.
- 2) Navigate the web site to the page you wish clone.
- 3) Click the  Copy this page icon in the middle of the page footer or header.
- 4) An alert prompt will appear "Opening edit for this page. Please select copy option before editing!" Click **OK** to continue.
- 5) Click the **Copy** button in the top right area of the page
- 6) An alert prompt will appear "Make a copy of this page now?" Click **OK** to continue.
- 7) At this point, you have created an exact copy of the original page.
- 8) In the Navigation Settings fieldset update the following fields by which you want the page to be known.
  - a. The Titlebar Text is the text located in the web page's title bar of the browser.
  - b. The Navigation Link Text is the name you want to display in the automated navigation links (like in the site map).
  - c. The Navigation Link Popup Message is description text shown when a user hovers a mouse pointer over the link.
  - d. The List Position effects the page position shown in the dynamic navigation menus (i.e. the Left side bar navigation or Site Map). The default value is 99 which will list the page in alphabetical order. Other options available are setting the list position to 1 which will move the page to the top of the listing or setting it to -1 which will hide it from the navigation altogether.
- 9) Click **Save**.
- 10) Click **Submit for Approval** to have the webmaster approve the page.
- 11) A menu will prompt to submit the page for approval. Click **OK** to continue.
- 12) An alert prompt will appear "Changes in the editor since you last save will be lost". Click **OK** to continue.
- 13) Next, a comment field will appear. Add descriptive information regarding the publish status of the page. This information will be stored in the Page History.
- 14) Finally, webmaster approval is required before the page can be published to the web site.
- 15) To preview the page pending approval click the **Preview** button.

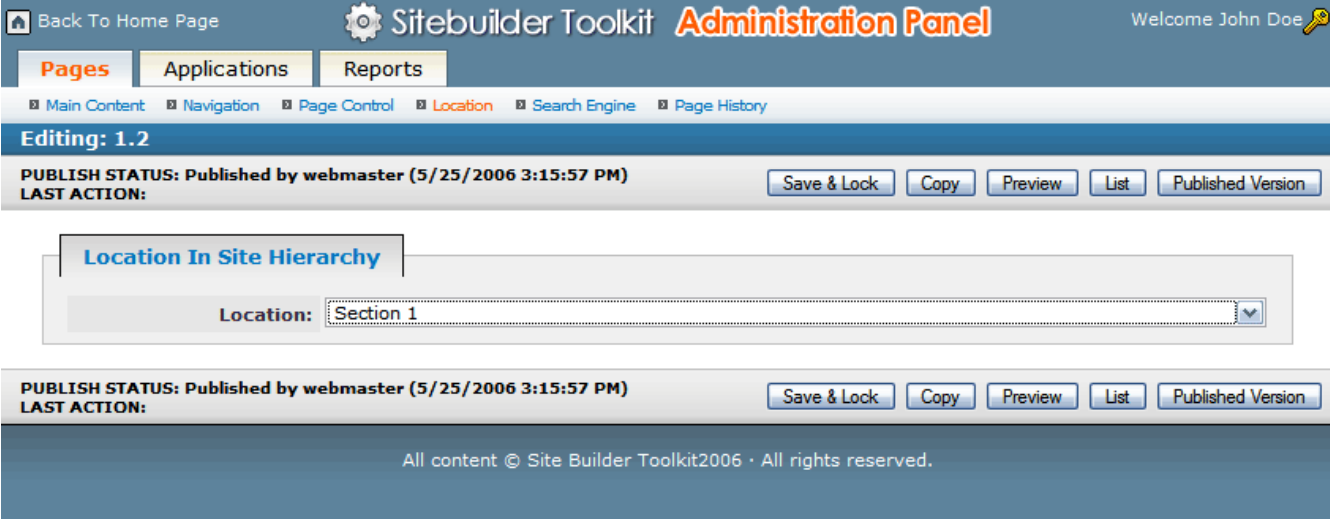
## MOVE A PAGE

You may find after you add a page you really would prefer it to be associated with a different container (parent) page. SBT provides a simple way to relocate the page with minimum effort.

- 1) Login to SBT.
- 2) Navigate the web site to the page you wish to edit.
- 3) Click the  Edit icon at the bottom of the page. If the icon doesn't appear you may not have permission to edit the page. Check with your local webmaster to remedy this.
- 4) Click the **Location** submenu (shown in orange in Figure 13 Move A Page).
- 5) SBT displays where the page currently is located (as a child of Professional Development & Training in this example). To relocate the page, click the **down arrow**.
- 6) Click the new parent location (any page in black is a candidate). If the parent page isn't available from the Location drop-down list the page isn't a container page (see the section entitled What is a Container Page?).
- 7) Click the **Save & Lock** button in the top right area of the page. Save & Lock will save your changes but not publish them to the web site.
- 8) After a user selects Save & Lock page ownership is applied to the content provider and additional buttons are available such as Save, Revert and Submit for Approval (see the section entitled Publish Control).
- 9) Click **Submit for Approval** to have the webmaster approve the page.
- 10) A menu will prompt to submit the page for approval. Click **OK** to continue.
- 11) An alert prompt will appear "Changes in the editor since you last save will be lost". Click **OK** to continue.
- 12) Next, a comment field will appear. Add descriptive information regarding the publish status of the page. This information will be stored in the Page History.
- 13) Finally, webmaster approval is required before the page can be published to the web site.

Note:


Child pages are not located in the drop down list and items in red are not candidates because you don't have appropriate permission for them. Check with your local webmaster to remedy this.




The screenshot displays the Sitebuilder Toolkit Administration Panel. At the top, there is a navigation bar with a 'Back To Home Page' link, the 'Sitebuilder Toolkit Administration Panel' title, and a user greeting 'Welcome John Doe'. Below this, there are tabs for 'Pages', 'Applications', and 'Reports'. A secondary navigation bar includes links for 'Main Content', 'Navigation', 'Page Control', 'Location' (highlighted in orange), 'Search Engine', and 'Page History'. The main content area shows 'Editing: 1.2' and a 'PUBLISH STATUS: Published by webmaster (5/25/2006 3:15:57 PM)'. Below the status, there are buttons for 'Save & Lock', 'Copy', 'Preview', 'List', and 'Published Version'. A 'Location In Site Hierarchy' section features a dropdown menu currently set to 'Section 1'. At the bottom, there is a footer with the text 'All content © Site Builder Toolkit2006 · All rights reserved.'

Figure 13 Move A Page

## DELETE A PAGE

You may delete a page anywhere you see the Delete  icon. This includes while viewing the page on the web site (after logging into Site Builder Toolkit) and from any of the find page functions available in SBT.

- 1) Login to SBT.
- 2) Navigate the web site to the page you wish to delete.
- 3) Click the Delete  icon.
- 4) In the Page Control Setting fieldset click the **Deleted** radio button.
- 5) Click the **Save & Lock** button in the top right area of the page. Save & Lock will save your changes but not publish them to the web site.
- 6) After a user selects Save & Lock page ownership is applied to the content provider and additional buttons are available such as Save, Revert and Submit for Approval (see the section entitled Publish Control).
- 7) Click **Submit for Approval** to have the webmaster approve the page.
- 8) A menu will prompt to submit the page for approval. Click **OK** to continue.
- 9) An alert prompt will appear "Changes in the editor since you last save will be lost". Click **OK** to continue.
- 10) Next, a comment field will appear. Add descriptive information regarding the publish status of the page. This information will be stored in the Page History.
- 11) Finally, webmaster approval is required before the page can be deleted or shredded which is permanently removed from the web site.

# Appendix:

## 1. FILE MANAGER:

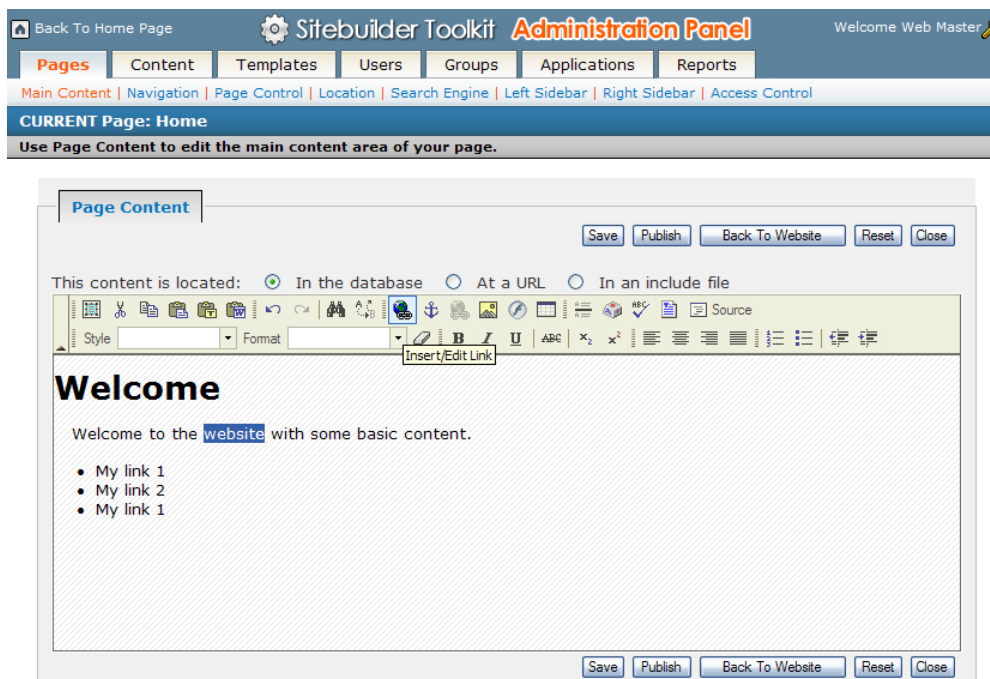
### Overview:

Site Builder Toolkit now supports a more flexible file manager application so end users can maintain their own files and folders. It also gives webmasters the ability to restrict rights to specific folders to have additional control over where users can store their files. This document explains the new features and how to use them from an end user point of view.

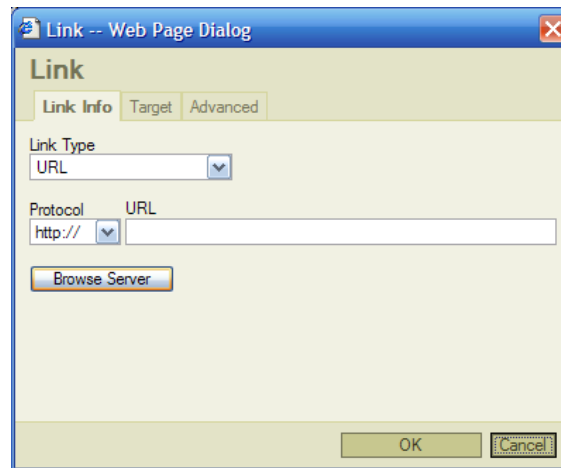
With the new file manager, you no longer have to rely on external uploading tools (FTP, open file shares, and server access) to put documents and files onto the web server. Some institutions might be using an "Upload" Information Channel to upload documents. This channel has been retired in favor of this new file manager.

After logging into Site Builder Toolkit, browse to the page you wish to add/edit. Once you've entered the edit screen (When you have the GUI editor open), you can insert images using the new file browser or create links which also have the option to upload PDF's, html files, word documents, and more through the file browser.

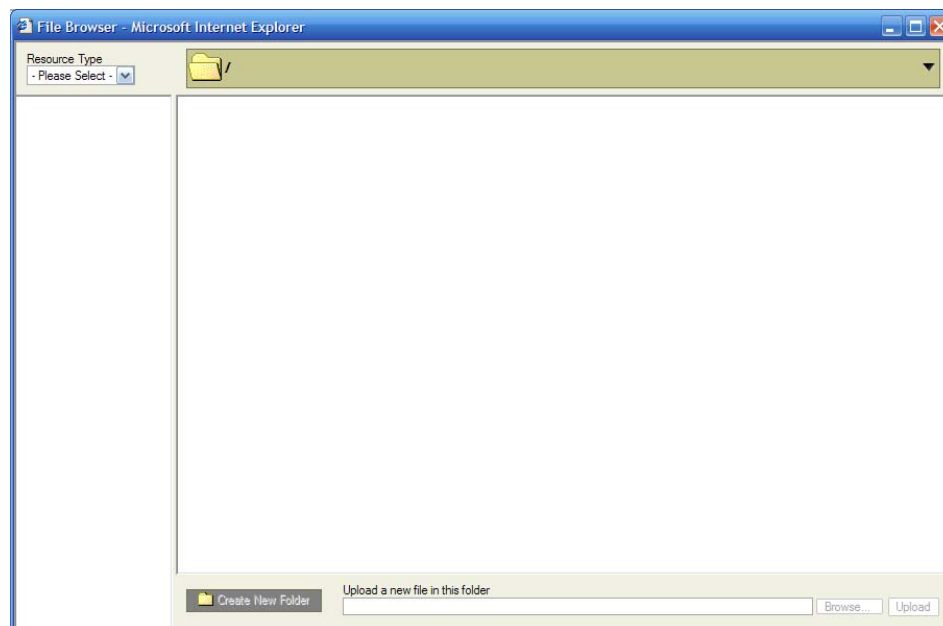
In the edit screen, highlight the text you would like to use for a link then click the "Insert Edit Link" button in the toolbar of the editor:



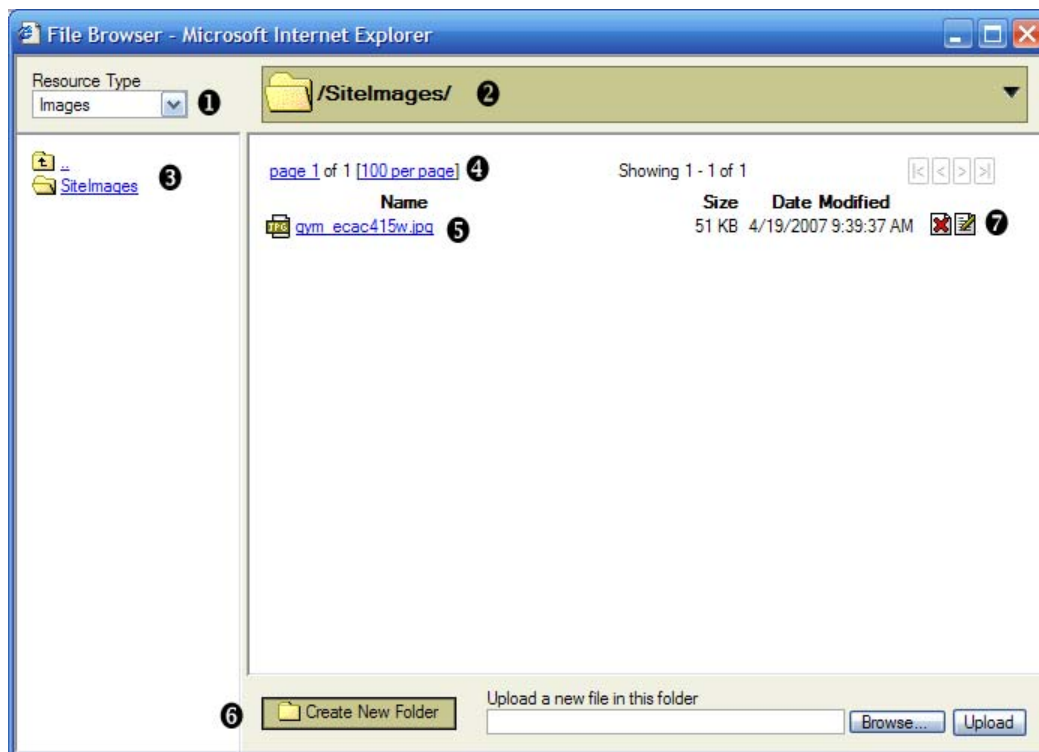
Click the “Browse Server” button to bring up the new file manager



This is the default view for the file manager:



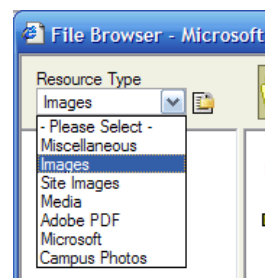
There are 7 distinct areas in the file manager identified by the following diagram.



### 1. Resource Type:

This dropdown lists the different areas accessible through the file manager. This list is shown on the right may not match the list in your browser because it is customized by website administrators to reflect the different resources and resource names that vary across each institution. If you select a resource type like “Images” it will then take you to the respective folder on the server that stores all the images.

Note: A user may or may not have access to maintain files under all of these resources. Some resources restrict what types of files you may or may not upload! For example, if you select Images, you can upload .jpg, .bmp, and .png files. If you select “Media”, you can only upload .swf, .mpg, mp3, ... etc.



### 2. Current Path:

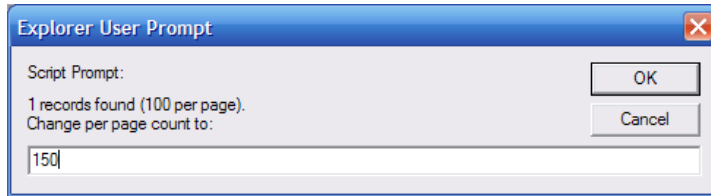
This is the current path you have taken to view files in a folder. In the image above, you are viewing the contents of the Site Images folder.

### 3. Folder index:

As you traverse the file system, it will maintain the folder structure on the left side so you can easily go back up to another folder above the current path (path is shown in area 2)

#### 4. Results options and page controls:

This area you can control how many results to show and what page you are currently viewing. For example, clicking the “100 per page” link will prompt you to adjust the number of results to view. i.e. show 150 files instead of 100.

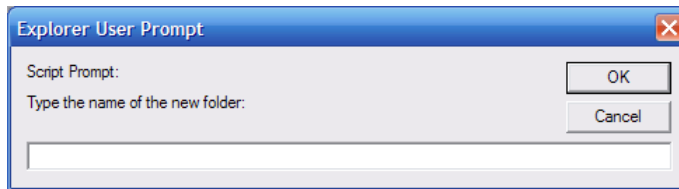


#### 5. File listing:

All files in the current folder are listed here. Clicking the file will insert the path to the file into your link dialog box.

#### 6. Create new folder and Upload:



Clicking the Create new folder button prompts for a name to add a folder under the current.

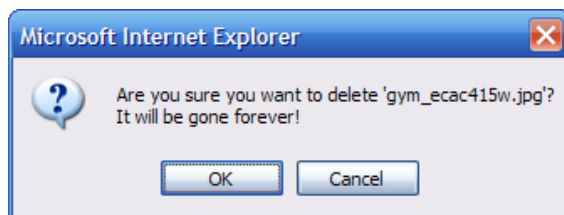


The Browse and Upload buttons are used to browse your local computer to select a file to upload. Once your file is selected, click the Upload button to upload. Once uploaded, the file will automatically appear in the file listing area (item 5).

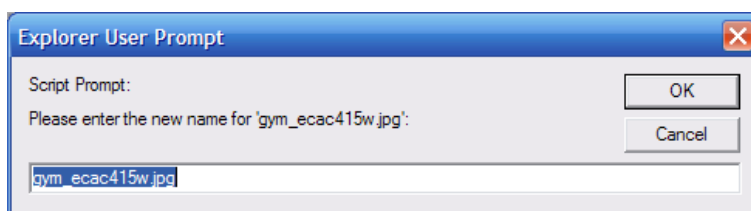


## 7. File/folder functions:

There are 2 main folder functions for standard content editors. Delete (  ) and Rename (  ). If a user has access to delete a resource (a file or folder), the delete icon will be presented. When clicked, it will prompt to delete that resource.



If a user has access to rename a resource (a file or folder), the Rename icon will be presented. When clicked, it will prompt to rename that resource.



## 2. FCKEditor:

### What is FCKEditor?

FCKEditor is a DHTML based GUI editor which can be integrated into many different web-based applications to generate XHTML compliant code. This editor is open source and is supported by many different web browsers. You can get detailed information about this editor in general from their website: <http://www.fckeditor.net/>

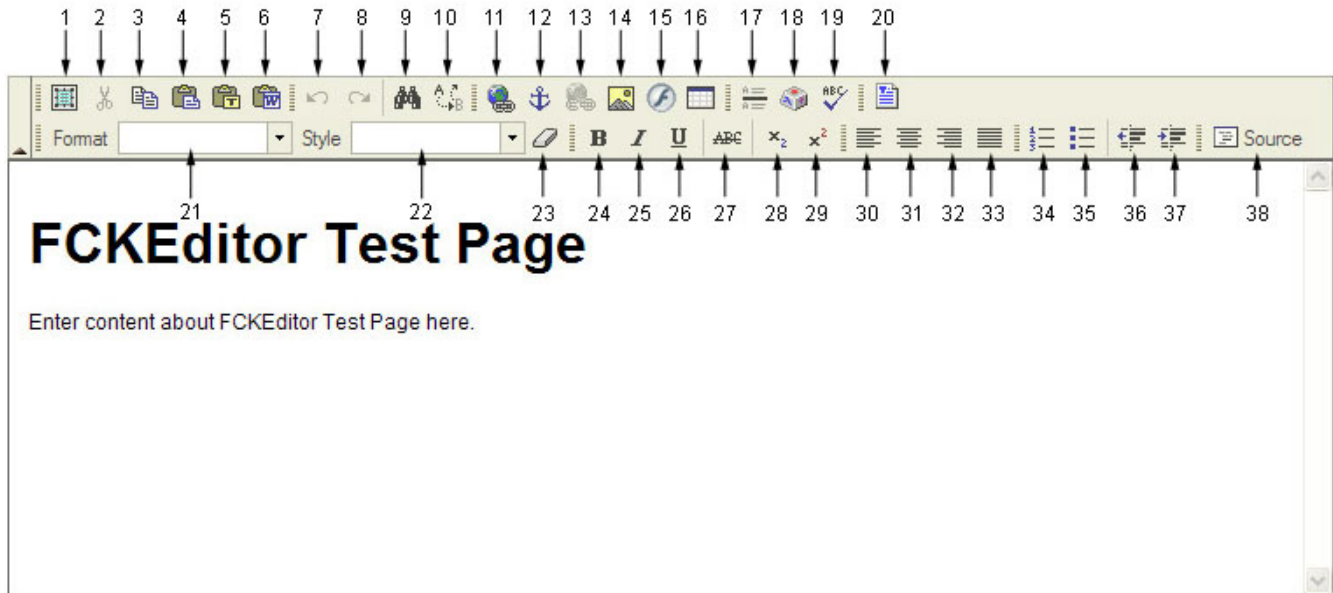
In this case, we've integrated FCKEditor into our Site Builder Toolkit content management system to help facilitate the maintenance of your web pages. It has many features which share similarities to your every-day word processors (like Microsoft Word or Word Perfect) with a few extra abilities to upload your images and documents to the server so they can be used within your web pages.

FCKEditor is very flexible. It has the ability to allow users who are not familiar with web coding to create robust web pages within the editor or copy and paste text from other word processors like Microsoft Word. It also lets advanced users write their own html or xhtml code in FCKEditor; or copy/paste code from an external editor like Macromedia's Dreamweaver or Microsoft Frontpage.

This document will cover both basic and advanced techniques to ensure your web pages will be coded in a manner which will follow the guidelines and procedures set forth by the governing departments.

## Icon/Button Definitions

The Screenshots you see in this document may or may not look identical to your instance since some installations are customized to have additional features or remove some features to control what the content editors can and cannot do in their pages. For Example, you may only have a “Format” dropdown menu to adjust your headings and font sizes instead of both “Format” and “Styles”. If you do not see something in your view then you will not have that feature. The following view has all of the default toolbars enabled to ensure we cover all functionality. Please use the screenshot below to identify what each button is and a brief overview of what each button does.

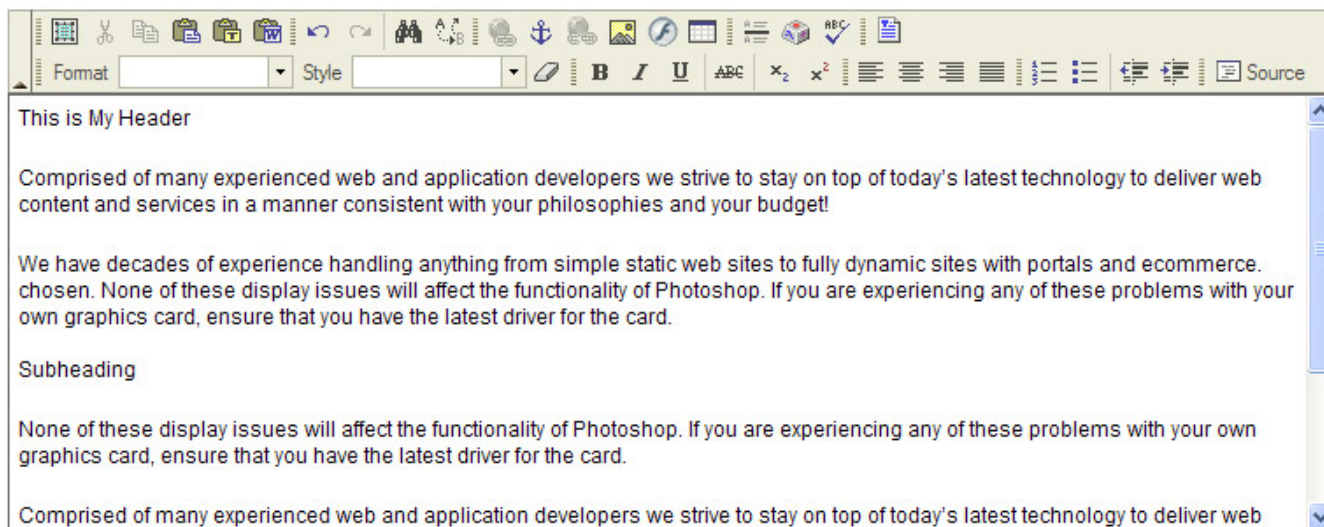


1. Select All – highlight all text in the document (same as ctrl + a)
2. Cut – highlight some text and this will cut that text from the document (same as ctrl+x)
3. Copy – highlight some text and this will copy that text to the clipboard (same as ctrl + c)
4. Paste – paste text from clipboard (same as ctrl + v)
5. Paste as Plain Text – use this option to paste anything with basic formatting. i.e. strip custom colors and fonts
6. Paste from Word – click here and use ctrl +v to paste in your content from Microsoft Word (see example on page x)
7. Undo – step backwards to your last edit
8. Redo – step forward
9. Search – use this to find specific text within the document
10. Replace – use this to replace specific text with different text
11. Insert/Edit Link – Create or Edit a hyperlink
12. Anchor – Add anchors to the document, i.e. wherever you set an anchor you can then create a link anywhere in the page to send the user to that anchor. This is used to create a pseudo “Table of Contents” in a page to help end users find the sections they want to read.
13. Remove Link – if text has a link that you no longer want, click this to remove the hyperlink so it’s no longer clickable.
14. Insert/Edit Image – Use this to insert or edit an image into the document. Can also upload images to the server here. (see example on page x)
15. Insert/Edit Flash – Use this to upload documents to the server and/or insert Flash documents (not covered in this document)

16. Insert/Edit Table – Add a table to the document. This is the same as a spreadsheet like Microsoft Excel – creates a box with rows and columns to help organize/layout text in rows and columns. (see example on page x)
17. Insert Horizontal Line – This will insert a line in the page (<hr> tag in the html) to separate 2 areas on the page.
18. Insert Special Character – Add custom symbols to the document. Copyright symbol, dollar signs, etc.
19. Check Spelling – Only works in Internet Explorer, must install the software when prompted on first click. (see example on page x)
20. Templates – This is used to start your page with a pre-built layout. (See example on page x)
21. Format – This menu allows basic formatting of text using generic tags. Highlight some text on the page and select the formatting from this menu. (See example on page x)
22. Style – Allows custom styles to be added to the page. This menu (if visible) will have custom styles similar to the Format menu but these are specific to your institution. If there aren't any styles present the dropdown menu will be blank and there are no styles available. Same concepts apply as #21 the format menu.
23. Remove Format – This will clear any formatting on whatever text you have highlighted.
24. Bold – Highlight text and click this to bold the text (same as ctrl + b)
25. Italics – Highlight text and click this to italicize the text (same as ctrl + i)
26. Underline – Highlight text and click this to underline the text (same as ctrl + u)
27. Strike Through – Highlight text and click this to strike through text
28. Subscript – Highlight text and click this to make the text subscript (ex: Site Builder Toolkit<sup>2</sup>)
29. Superscript – Highlight text and click this to make the text superscript (ex: Site Builder Toolkit<sub>2</sub>)
30. Left Justify – Left justify the text on the page
31. Center Justify – Center the text on the page
32. Right Justify – Right justify the text on the page
33. Block Justify – Blocks the text so it stretches to meet the left and right margins
34. Insert/Remove Numbered List – Used to create a numbered list
35. Insert/Remove Bulleted List – Used to create bulleted lists
36. Decrease Indent – Used with text, numbered, and bulleted lists to decrease the indentation
37. Increase Indent – Used with text, numbered, and bulleted lists to increase the indentation
38. Source – Click here to toggle the view between the source code and WYSIWYG (see example on page x)

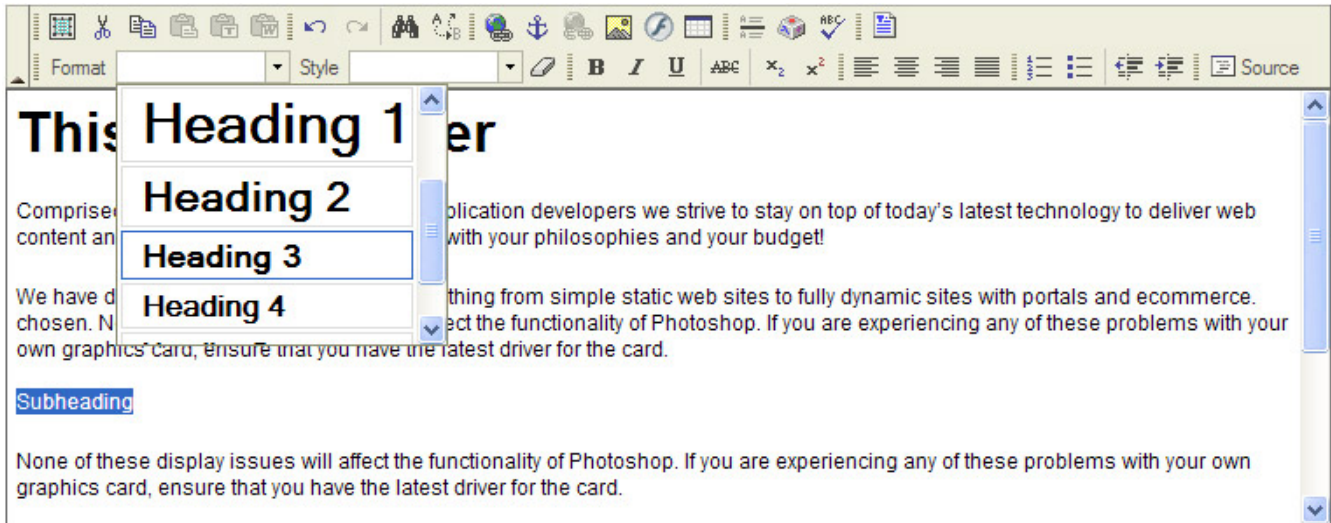
## Basic Content Creation & Editing

Both the creation and editing of pages within Site Builder Toolkit will use the same toolbars and functionalities of FCKEditor so this section will cover the basic features. In General, whenever you want to do any formatting in your documents, you will always want to try and type your content in there first as straight text with simple paragraphs. It is much easier to adjust the headings, subheadings, insert pictures, and create links from basic text than it is to do it on the fly. Type your text in the editor until your view has similar formatting as the screenshot below:




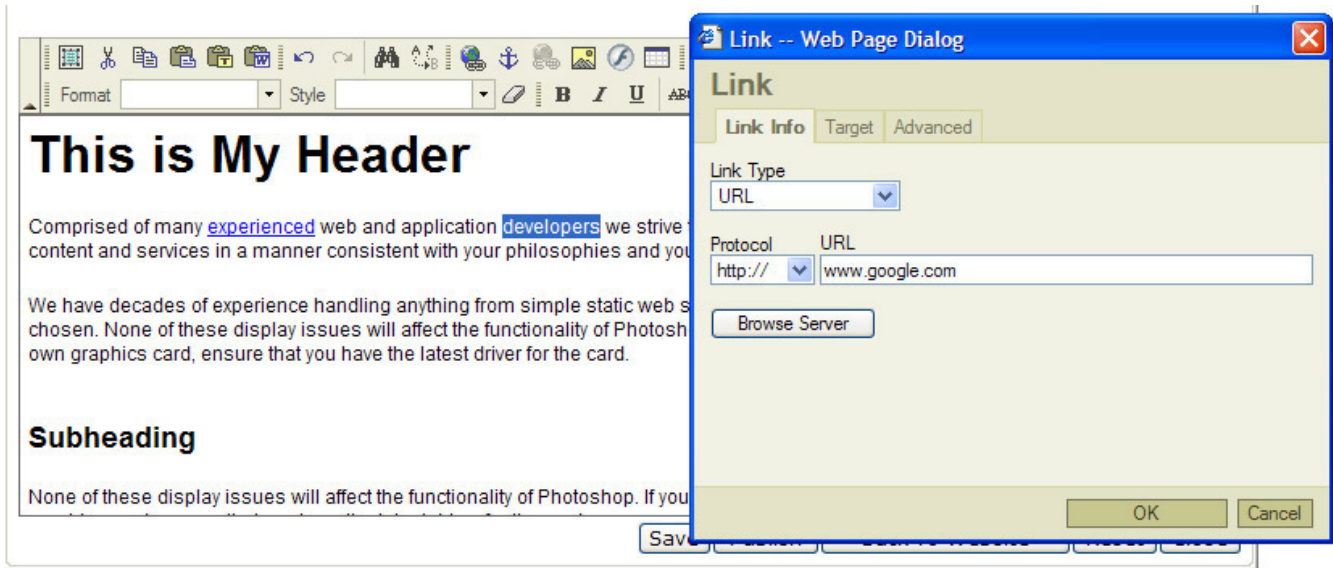
## Basic Formatting

To apply formatting to the document (i.e. make headers larger and subheaders bold) highlight a piece of text and choose a format from the “Format” dropdown menu. You can keep doing this throughout the document to make the main headings stand out from the basic paragraph text. Try out other format like Bold, Italics, Center Justify, Bulleted Lists, Indents, etc to get more familiar with basic formatting.

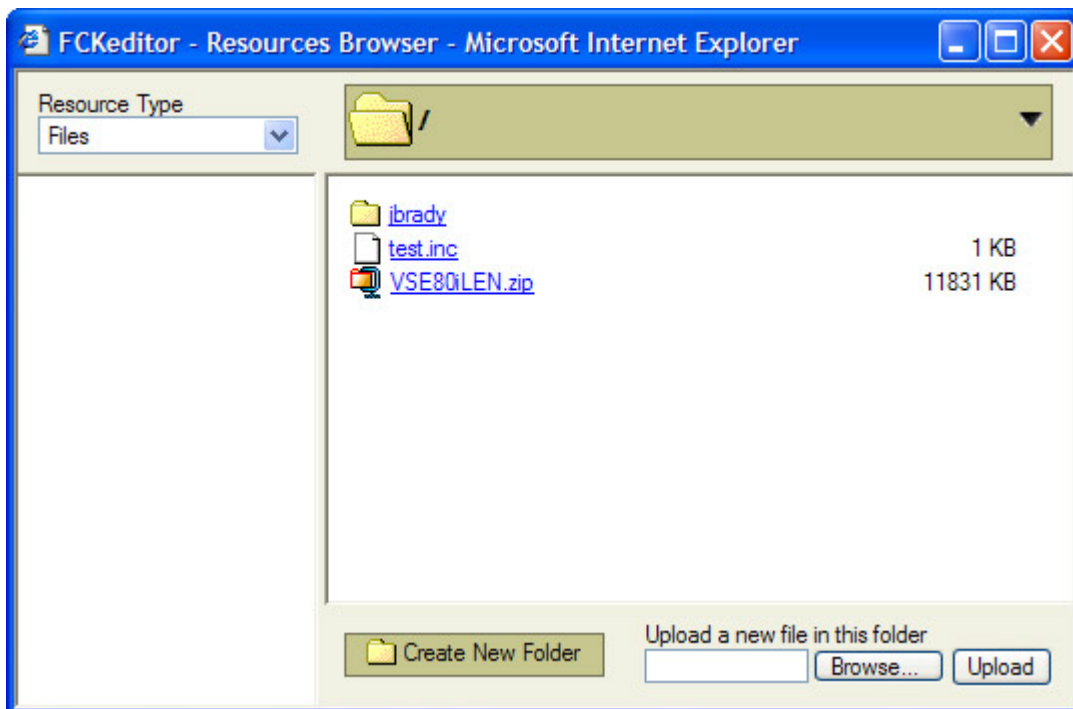


## Create Links


To create a link, simply highlight the text you want to make clickable, then click the “Insert Edit Hyperlink” button . This pops up a new window that walks you through all the steps to create a link. The Advanced tab is optional but if you answer those questions, the link you create will be search engine friendly and makes it easier for search engines like Google to index your links appropriately. The Link Type will allow you to specify why type of link you wish to create. If you select “URL” (which is the default) you can then choose the https:// protocol and put the URL you want to link to in the URL box. Make sure you select the “Target” tab at the top if you are linking to an external page and set the target to “New Window”. That will ensure the link will pop open a new browser window and still have your site in the original browser window.



If you click “Browse Server” that will let you browse the documents that you have uploaded on the server and link to a document. You can also upload documents from your computer using this feature. Simply navigate through the folders and click on the document you wish to link to and it will insert the URL for the link into the document.



## Insert Tables

Tables can be used to organize text, data, or any other types of information in your document. Let's make a series of bulleted lists that are nested side by side. Put your cursor at the end of the last line of text (or wherever you would like to insert a table) then click on the "Insert/Edit Table" button. 

You can step through the popup menu options to setup the table. Each of the measurements for spacing is in pixels, which are the standard units of width for the web.

Cellpadding changes the distance between the text and the edge of each cell, Cellspacing adjusts the distance between the cells. I recommend setting the table width to 100 Percent instead of a pixel width. This will support any and all resolutions that your users will be running. I.e. it will automatically adjust the width of the table relative to the amount of viewable area that the current users has on their screen. I recommend leaving the Border size to 1 so you can see the visible outline of the table to make it easier to add text. You can always adjust the border to 0 later once you have your table finished.

