

Roxen

Content Provider

Generation 3 Templates

Purpose

This workbook is designed to provide a training and reference tool for placing University of Alaska information on the World Wide Web (WWW) using the Roxen SiteBuilder Content Management System (CMS), Version 5, with Generation 3 Templates

Office of Information Technology, Support Center Training and Development Group will update this workbook as features are added and upgrades are installed. Much of the information for this workbook was drawn from Roxen On-line Documentation. A version of this workbook will be available electronically.

Training Objectives

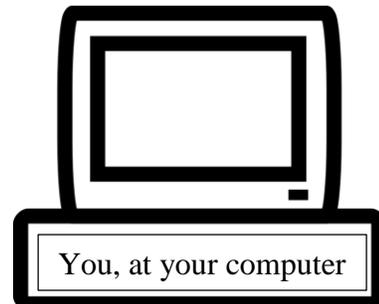
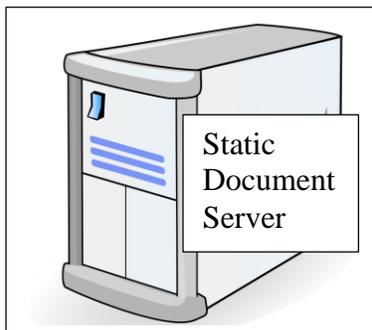
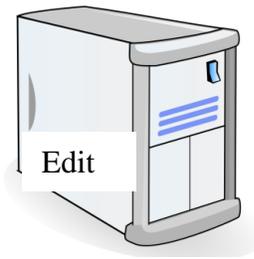
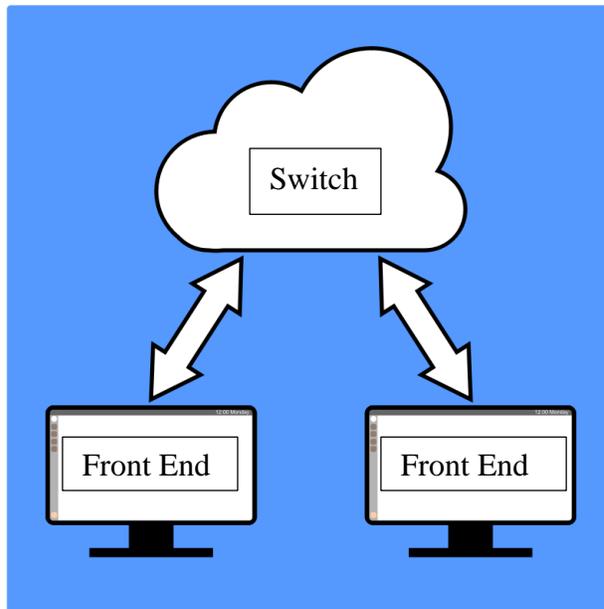
UA Office of Public Affairs (OPA) assists Statewide end users by providing technical and design assistance. UAF University Marketing and Communications assists UAF end users by providing technical and design assistance. The Office of Information Technology (OIT) maintains the CMS environment and assists all UA end users with sites maintained in Roxen CMS.

- Content Providers create and update individual pages, add content, files, and links. Approximately 80% of UA staff responsible for websites will be content providers.
- Site Developers will work closely with their respective public relations departments on creation of new sites. They may receive additional specialized training or assistance from OIT Web Infrastructure.

Contents

Roxen	1
Content Provider	1
Purpose.....	2
Training Objectives.....	2
Roxen System Layout.....	4
Log In.....	6
Edit Functions	7
Inserting Page Elements.....	10
Edit Existing Content.....	13
The clipboard	14
Publishing a page	15
Leaving edit mode; and publishing changed pages	15
Using the Static Document Server (SDS).....	16
Adding Images to your Page.....	20
Add a Column to the Content Area.....	24
Links and Link Lists	27
Using the Link Element	29
Metadata.....	32
Site Layout Options	34
Editing the Left Column	34
Edit Site Appearance.....	35
Menu editing overview	36
Relationship between pages and menu entries.....	37
Using the menu editor.....	37
UA Dropdown Component.....	40
The Content Editor (CE) Interface.....	41
Log Out of Roxen	42
Glossary	43
Where to get help.....	44

Roxen System Layout



Switch: Directs your site visitor to the front end server with the lowest number of connections. This gives all of your visitors the same experience (page load time, and refreshes).

Front End Server: Where your site is actually stored. You don't edit anything here. Front end servers are refreshed every two minutes or so, once you publish a change.

Edit Server: When you log in to your site you are on the edit server. Changes you make are not visible until you publish them. You can save a change and log out without publishing it, but even another Content Provider with permission to edit your site will NOT be able to see the change.

Static Document Server: anything that does not change often (meeting minutes, training documentation, large image files) should be uploaded here, and linked to from your site.

SQL Server: when you create forms you get a database on this server. You can view the data several ways (more on this server in the Forms & Menus class).

You, at your computer: as long as you have an account with edit permissions to a Roxen based site, you can log in and edit it from any UA network. If you are travelling or working from home you need a Virtual Private Network (VPN) account too (see your local help desk).

Content Provider
Log In

Log In

This chapter of the workbook covers how to log in to and exit from the Roxen Content Management Server.

Log into Roxen (Training Session)

Open your web browser

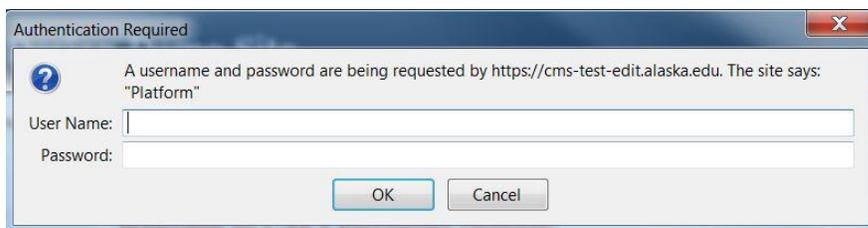
Type the URL: <https://cms-test-edit.alaska.edu/roxentraining/version3/>

Press [**Return**]

Some Browser Specific security dialog boxes may pop up, if they do accept them.

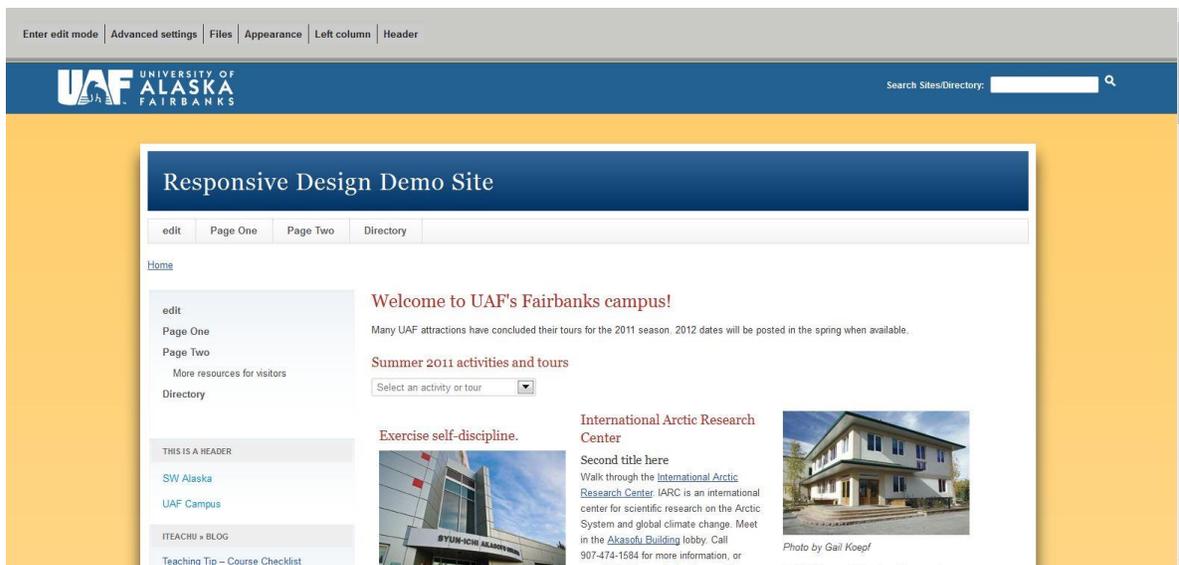
You may need to accept a locally created security certificate.

Once you have done so; the login dialog box appears:



For TRAINING enter the User Name and Password provided by the trainer.

When you are working in your own site (Test or Production) enter your UAUsername and ID (the same as for Google Apps for Education). Your site will open in Edit mode.



Click on *Enter edit mode* in the top left to get access to the in-site editor.



Edit Functions

The edit toolbar



The toolbar contains the following information.

Your user name.

The name the page you are editing.

The page status.

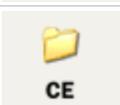
"Published": the page in the edit mode is the same as the one site visitors see.

"Modified": the page has been changed in the editor since it was last published.

"New": a page which has not yet been published.

"Conflict": two content providers have made changes to the same content element.

The main toolbar has the following buttons.

 New	Create a new page. This is described in detail in Creating a page . Most content providers will not need to create a new page.
 Edit	Edit the currently selected page.
 Delete	Delete the currently selected page.
 Publish	Publish the currently selected page, so it is viewable to site visitors. See below for more information.
 Revert	Revert the currently selected page to a previously published version.
 CE	Switch to the Content Editor environment.
 Exit	Return to the normal view of the site.

Note! In certain situations the "Publish" button will read "Update". This is caused by someone else modifying the same page. More details on this can be found in [Conflict resolution](#) in the ONLINE documentation.

The other tabs are described in the sections [Tools](#) and [Editing page metadata & properties](#) in the ONLINE documentation.

Create a New Page

For this class we will create three new pages in the /roxentraining/newsite/version3 directory.

Click the [New]  icon

The Create Page dialog box appears



For training name your first page with your first or last name.

When you are working in your own site; the name you type will be the URL for the page. Roxen does not allow spaces; any space will be replaced by a – character. The name you enter here will be stored in the page's metadata where it can be changed at any time.

The name will also normally be shown in the page header and navigation menus. Remember that the longer you make the page name, the less enjoyable it is for someone to try to type it to visit your page.

Roxen will apply the following changes to the name you type:

- **Conversion to lowercase.**

All characters will be changed to lowercase equivalents.

- **Replacing of spaces.**

Spaces and other invalid characters will be converted to dash ("-") characters. Sequences of multiple underscores are also removed.

Exercise

Click the New icon

Enter the name of the page you are creating

Click the Create Page button ONCE

Wait for the screen to refresh

Click the New button again

Name the page "Page 2"

Click the Create Page Button ONCE

Wait for the screen to refresh

Click the menu link or breadcrumb trail link for the first page you created

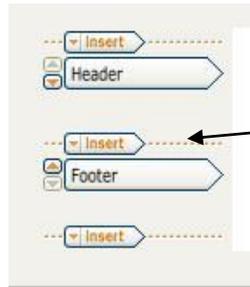
Create an additional page, Page 3

Return to the first page you created

Inserting Page Elements



Click the Edit icon



Insert Icon

Note: any element inserted above the header, or below the footer will not be visible to anyone browsing your site.

Click the Insert Icon between the Header and Footer icons

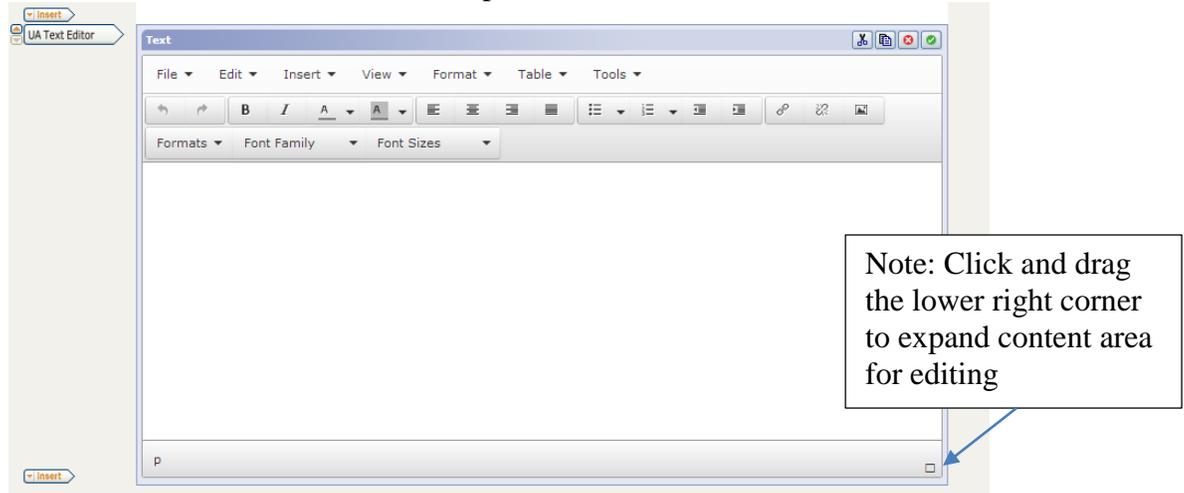
The list that appears contains element titles that you can use, some that are not in use, and some special purpose elements. Because the elements are being modified, added and deleted based on user feedback they are not detailed in this manual. They all follow the same conventions:

- An Element name such as “Column Divider” is an element being used “out of the box” as supplied by Roxen. You can refer to the online documentation under the Tools button for more information on it.
- An Element name “Form: Text” is used only when creating standard, non-secure Roxen based forms. Do not use them in an informational page.
- An Element name beginning “UA” such as “UA New Line” are locally created and maintained. Documentation on some of them can be found at <https://knowledge.alaska.edu/portal/public/>
- Clipboard – is empty until you cut or copy an existing content element, it allows you to move or create a copy of, or cut and paste elements on any Roxen page you have permission to edit. The clipboard keeps a cut element until it is pasted, and a copied element until you clear the clipboard, or until you log out.

OIT Web infrastructure frequently adds or modifies Roxen components based on your requests and feedback. You can find current examples at: <https://cms-test.alaska.edu/roxentraining/showcase/>

Select the element to add to your page.

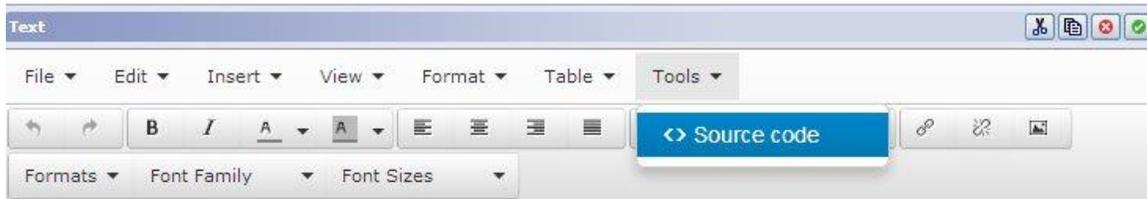
In this case choose the UA Text Editor component.

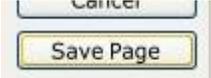


Entering text.

You can use the WYSIWYG controls to format your text, or cut and paste text from a word processor such as MS Word or Open Office. You will lose formatting options that Roxen does not recognize.

You cannot put HTML or XML tags directly into the text editor; it will not display properly. HTML must be inputted using the Source code tool.



Click the Save Page button  in the top right corner of the screen to save and see your work.



Exercise

Click the Edit Button

Click the Insert icon between the Header and Footer element icons

Select UA Text Editor

Use the Formats drop down to create a Heading

Use Heading 3 for Titles

Use Heading 4 for Subtitles

Create a Table

Click the Save Page button ONCE and wait for the screen to refresh

It should look similar to this:

This is a title, formatted with Heading 1

This is a subtitle, formatted with Heading 2

This is body text.
formatted with the default font face and size.

this is a table	this is cell 2	this is cell 3
4	5	6
7	8	9

Exercise

Following the steps above add one additional UA Text Editor component

Under it add one or two UA New Line elements

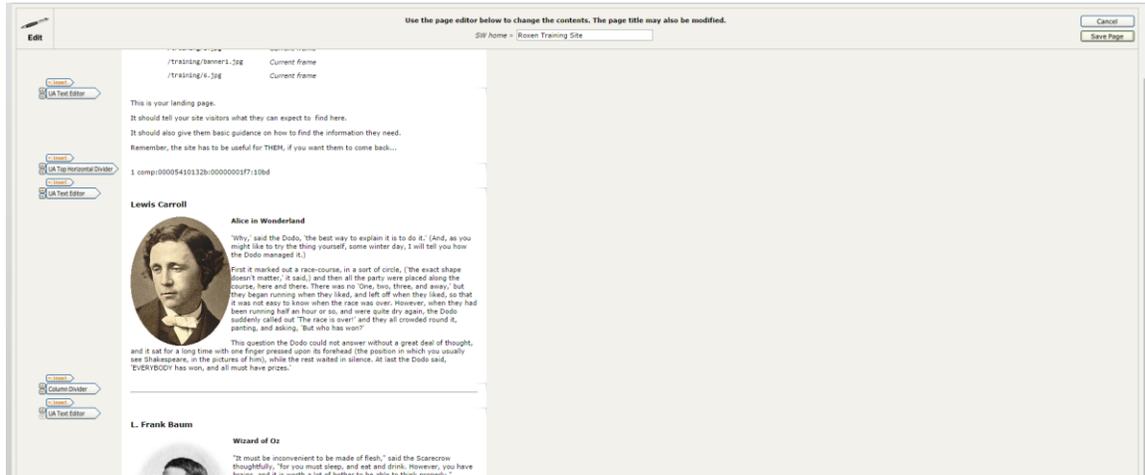
Add a third UA Text Editor component.

Save your page and view the results

Edit Existing Content



Click the **[Edit]** icon to open the editor view



Click the component icon for the content item you need to modify.

There are function buttons in the upper right corner of the component editor:



Cuts the component from the page and places it on the clipboard.



Copies the component from the page and places it on the clipboard.



Deletes the component from the page. This action asks for confirmation before the change is made.



Accepts the changes made to the component and hides the input fields belonging to the component.

Note that this step is not necessary for saving your changes.

You can also click directly on any other component name or the "Save page" or "Cancel" buttons at the top of the window.

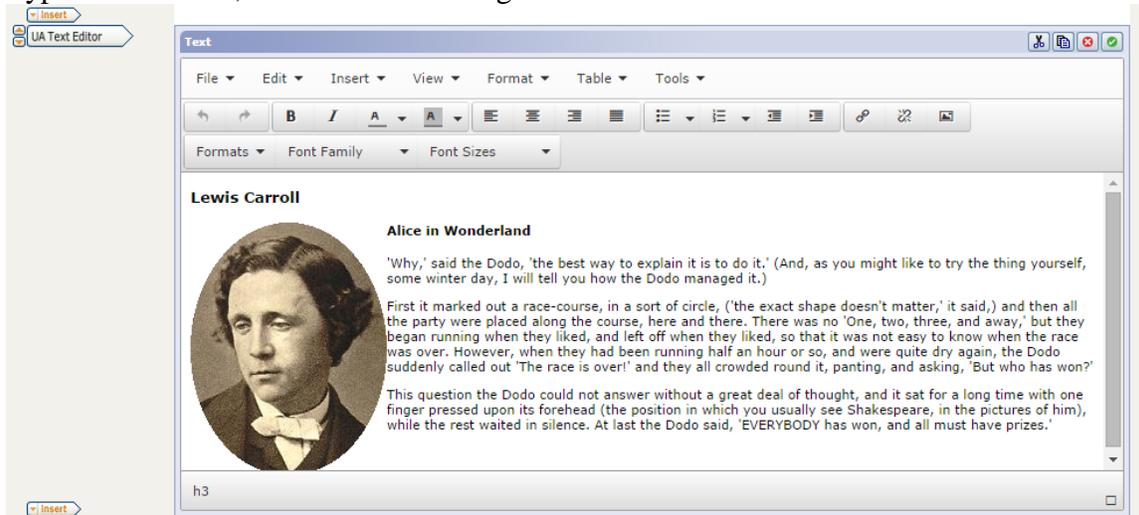
The clipboard

When cutting or copying components, they are placed on a clipboard maintained on the Roxen CMS server. This clipboard is not shared with other users.

Note! The clipboard will clear a cut element as soon as you paste it. A copied element will clear as soon as you log out.

You can keep several components on the clipboard at the same time. You can also paste items on the same page or other pages within the same web site. To paste, click the "Insert" icon and move the mouse cursor to the last entry in the menu to see all items available for pasting. If some items are grayed out, they cannot be inserted on the current page; this may be caused by a limit on the number of allowed components of a certain type or similar types of restrictions.

Type the new text, or select a new image.



The screenshot shows the UA Text Editor interface. On the left, there is a sidebar with an "Insert" button and a "UA Text Editor" label. The main editor window has a menu bar (File, Edit, Insert, View, Format, Table, Tools) and a toolbar with various icons for text formatting (bold, italic, underline, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, image). Below the toolbar are dropdown menus for "Formats", "Font Family", and "Font Sizes". The main content area displays a text block with the following content:

Lewis Carroll



Alice in Wonderland

'Why,' said the Dodo, 'the best way to explain it is to do it.' (And, as you might like to try the thing yourself, some winter day, I will tell you how the Dodo managed it.)

First it marked out a race-course, in a sort of circle, ('the exact shape doesn't matter,' it said,) and then all the party were placed along the course, here and there. There was no 'One, two, three, and away,' but they began running when they liked, and left off when they liked, so that it was not easy to know when the race was over. However, when they had been running half an hour or so, and were quite dry again, the Dodo suddenly called out 'The race is over!' and they all crowded round it, panting, and asking, 'But who has won?'

This question the Dodo could not answer without a great deal of thought, and it sat for a long time with one finger pressed upon its forehead (the position in which you usually see Shakespeare, in the pictures of him), while the rest waited in silence. At last the Dodo said, 'EVERYBODY has won, and all must have prizes.'

h3

Click the save page button to see the result.

Publishing a page

The "Publish" button makes your changes visible to other content editors and other site visitors (depending on how access permissions have been set up). To publish a page, navigate to that page and click the "Publish" button in the main toolbar tab.

Before the action is performed you should provide a log message. All revisions of a page are stored for later retrieval, and giving a descriptive log message can help you and others to quickly see what change you made and why.

To write a log message, click the "+" icon and enter your text before clicking the "Publish Page" button:



Exercise

- Click the Publish Button
- Click the + icon to the right of your page name
- Enter a log message
- Click the Publish Page button ONCE
- Wait for the page to refresh

Note! If the system detects that two or more people have unpublished changes, it will give you a warning, and refuse to publish the page. This avoids losing either of your work. If this happens, contact your site administrator who will be use advanced conflict management features to resolve the conflict.

Leaving edit mode; and publishing changed pages

To go back to the normal view of your site, click the "Exit" button in the edit toolbar. This DOES NOT log you out of the site. It shows you how your page should look to someone who is not logged in as a Content Provider. You will have the option of automatically publishing all pages you have changed, including those edited during a previous session, but not yet published. To publish the pages: check the check box that's presented and click the "Exit" button. You can exit without publishing your changes.

Using the Static Document Server (SDS)

The Static Document Server is where you should store content that does not change frequently. Forms, syllabi, meeting minutes, and images should be stored on the SDS.



Select Files then Manage static files from the edit functions bar.
Your site static file repository should appear, showing all files currently uploaded.

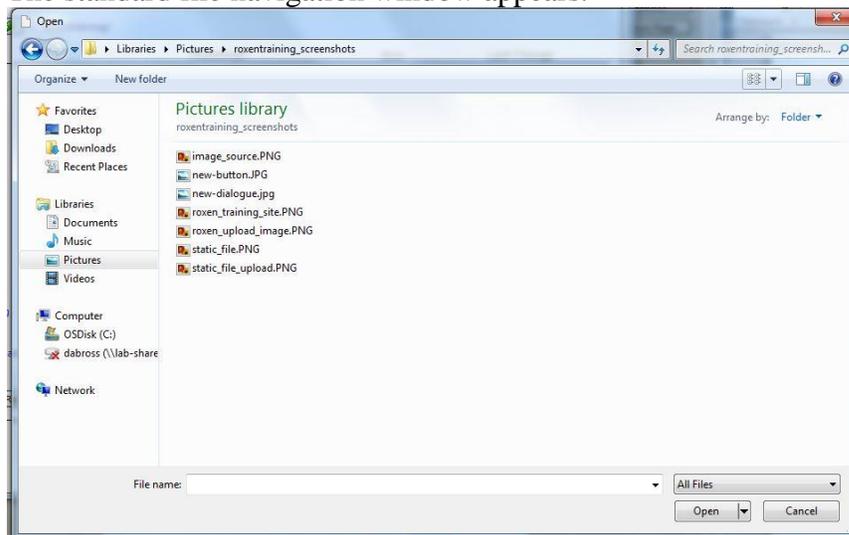


Note: You can create additional sub directories if needed



Note: Text on the Choose File button may read Browse in some browsers

To upload a new file click the Choose File button
The standard file navigation window appears.



Navigate to the file you want to make available, select it and click open.

When the screen refreshes you will see the files upload dialog window.



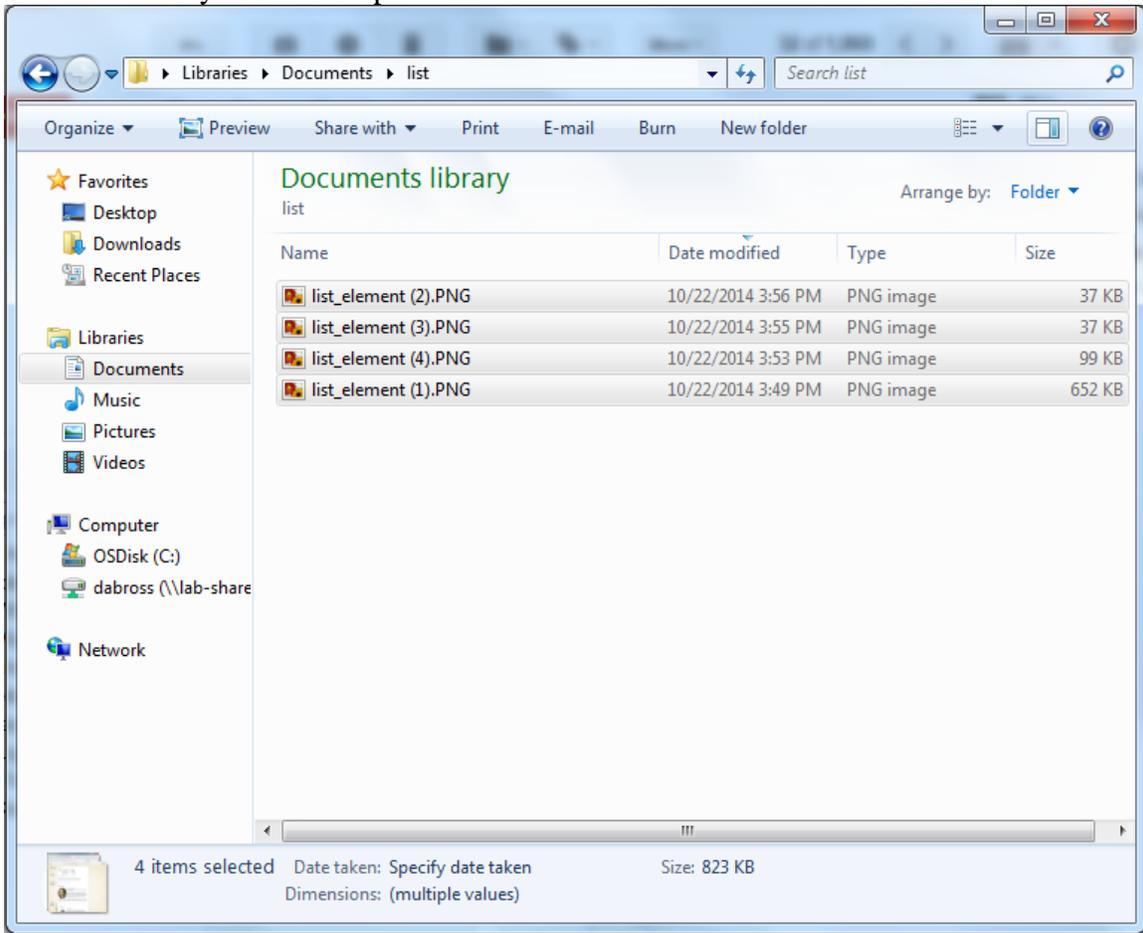
Click the upload button



When you click the name of your file you will see the full path.
To link to this file, copy the full path, starting with /files through the file extension.
You may also delete the file with the delete button.

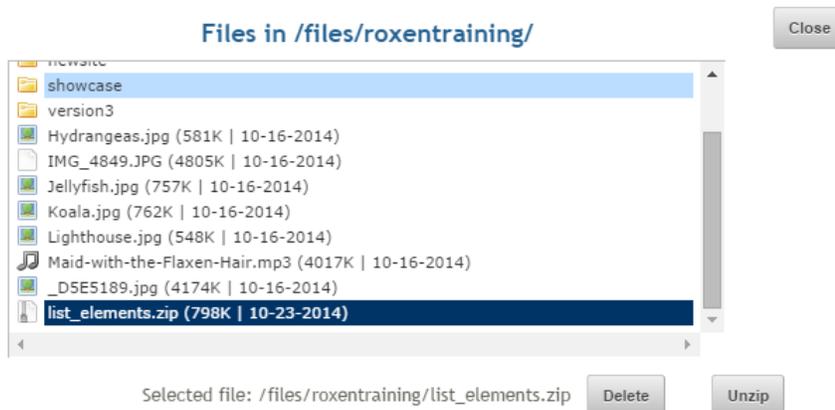
If you will be working with large numbers of images or documents you can upload them to the Static Document Server in bulk (using Zip files).

Select the files you want to upload



Send them to a compressed file (your steps may vary based on your compression software)

Upload the compressed folder as you would a single file.



Next, select the file in Roxen and select unzip.

Once you have unzipped the files you will be able to link them normally.

The following files were unzipped and added:
/files/roxentraining/list_element (2).PNG
/files/roxentraining/list_element (3).PNG
/files/roxentraining/list_element (4).PNG
/files/roxentraining/list_element (1).PNG

OK

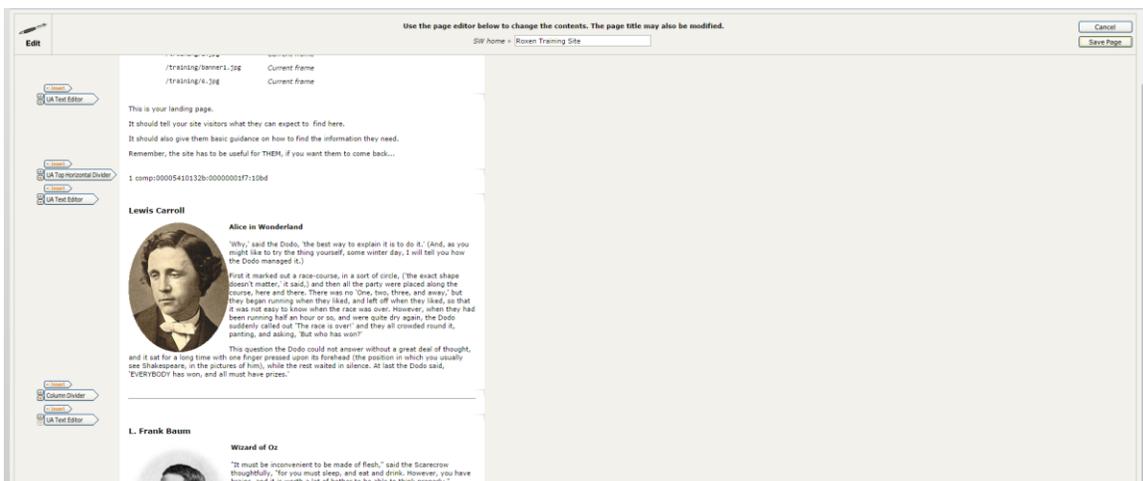
Adding Images to your Page

The recommended size for standard images is 350 – 450 pixels wide, 200 pixels high. For slideshow or header images, a recommended size is 960 pixels wide, 200 pixels high. It is a good idea to keep files sizes under 100KB per image too keep pages loading quickly.

You should upload all of your images to the Static Document Server.



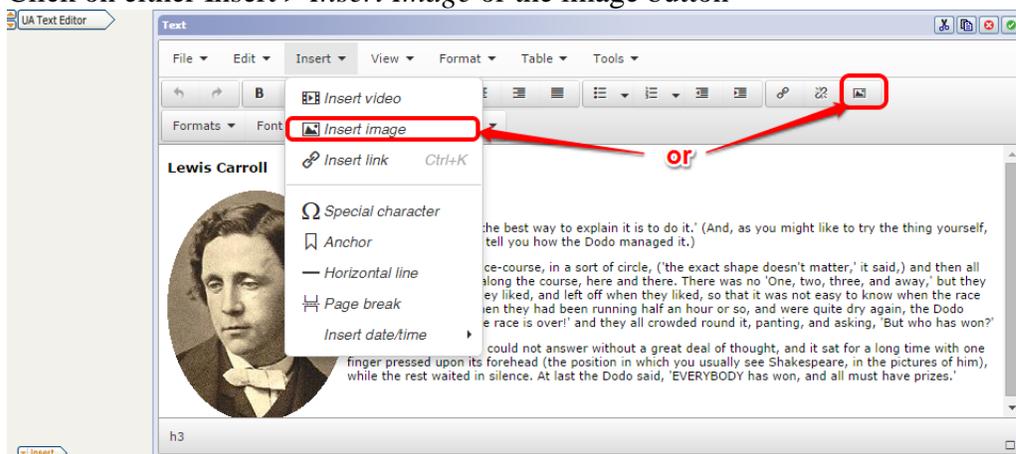
Click the [Edit] icon



Click the [Insert] icon

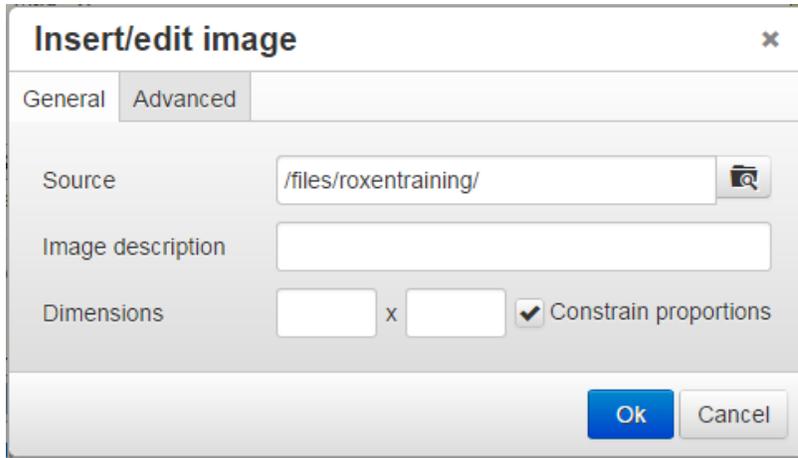
Select a UA Text Editor Component

Click on either Insert > *Insert Image* or the image button

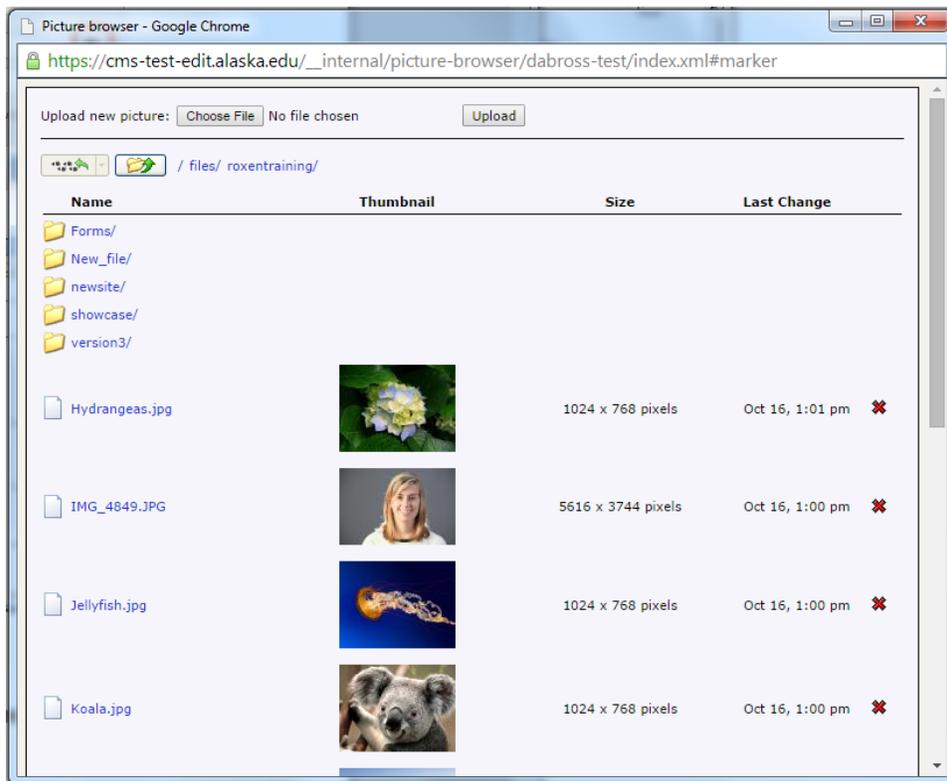


In the Insert/edit image dialog box, type into *Source*: /files/roxentraining/

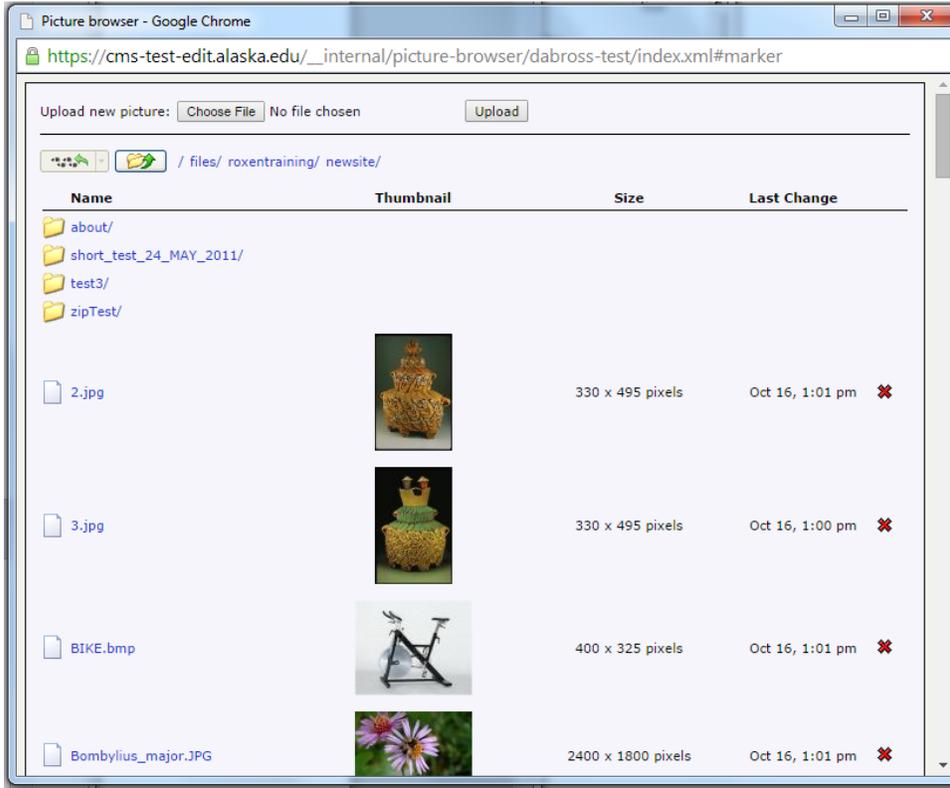
Next click the browse icon next to the *Source* box.



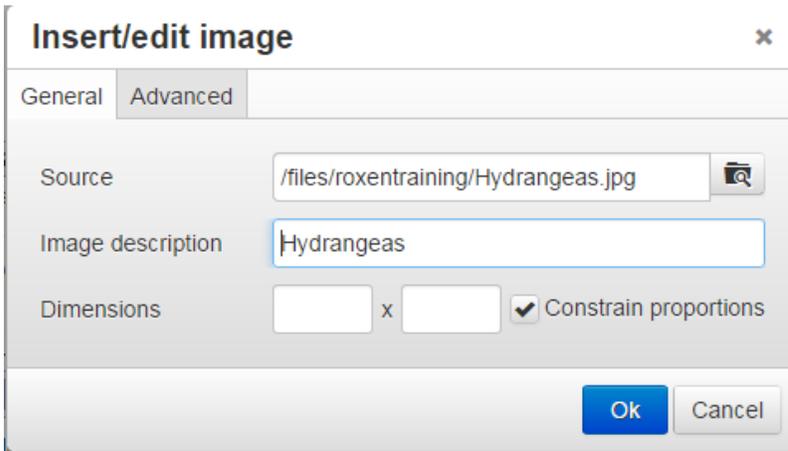
This will open the navigation window displaying files in the Static Document Server. From here, navigate to the folder with your site name.



Next, select the image you would like to insert.



Add an image description to make the image.



Click Ok and then Save Page to view the image inserted on your page.

Exercise

Attach an image from the images stored in /files/roxentraining/ to a text and picture component

Upload an image from lab computer (to the SDS) and attach to a UA Text Editor component

Save and publish your page to make the images visible to someone browsing your site.

Add a Column to the Content Area

You can divide your content area by using the Column Divider component.
You can add up to two Column Dividers (Roxen will ignore additional dividers).

Insert a Column Divider between two content elements. Your page should look like:

The screenshot shows a content editor interface. On the left, there is a vertical toolbar with buttons for 'Insert', 'Column Divider', and 'Text Editor'. The main content area is divided into two columns by a vertical line. The top column contains a portrait of Lewis Carroll, the title 'Alice in Wonderland', and several paragraphs of text. The bottom column contains a portrait of L. Frank Baum, the title 'Wizard of Oz', and several paragraphs of text. A 'Column Divider' button is highlighted in the toolbar, indicating the process of adding a divider.

Content elements above the divider will be on the left side of your content area. Elements below the divider will be on the right.

Click the Save Page button and to see how your page looks.

The screenshot shows the final page layout after saving. The content is now organized into two columns. The left column features a portrait of Lewis Carroll, the title 'Alice in Wonderland', and text. The right column features a portrait of L. Frank Baum, the title 'Wizard of Oz', and text. A 'Back to Top' button is visible in the bottom right corner of the content area.

Exercise: Add a Column Divider Component to your page.

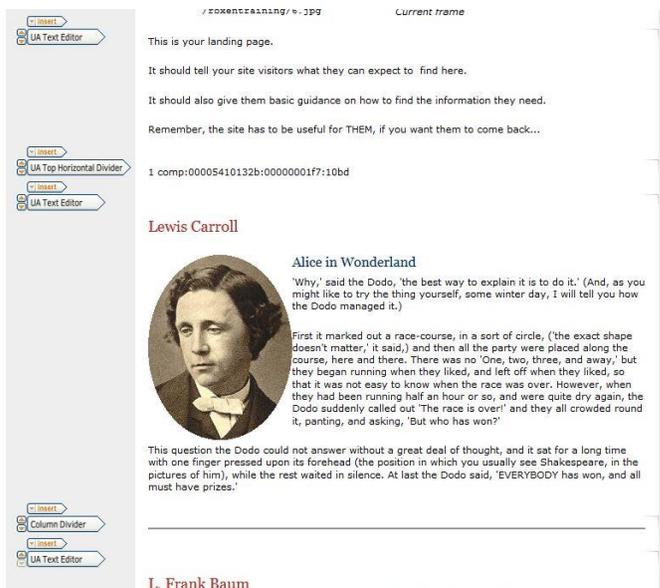
- Click the Edit icon
- Click the Insert icon between any two content elements on your page
- Select Column Divider
- Save your page

You can vary the column elements on your page with the UA Top Horizontal Divider and UA Bottom Horizontal Divider elements.

Using the Top Horizontal Divider sets your content column to the full width of your page.

Adding a Column Divider splits the remainder of the page in two. You can not use more than one Column Divider with a Top Horizontal Divider component.

The editor view looks like:



Your page should look like:



The UA Bottom Horizontal Divider returns your content area to full width. You can use the Column Divider with a Top Horizontal Divider, Bottom Horizontal Divider, both Top and Bottom Horizontal Divider, or alone. You are limited to one Top and one Bottom Horizontal Divider per page.

This page has all three components.

The screenshot shows a web page layout with three annotated components:

- UA Top Horizontal Divider:** A horizontal line at the top of the content area, indicated by a blue arrow pointing to a box labeled "UA Top Horizontal Divider".
- Column Divider:** A vertical line separating the two columns of text, indicated by a blue arrow pointing to a box labeled "Column Divider".
- UA bottom Horizontal Divider:** A horizontal line at the bottom of the content area, indicated by a blue arrow pointing to a box labeled "UA bottom Horizontal Divider".

The page content includes:

- Contact information: Call (907) 450 8300 (Support Center)
- Visit on Web: <http://www.alaska.edu/oit/roentraining>
- new content
- This is your landing page.
- It should tell your site visitors what they can expect to find here.
- It should also give them basic guidance on how to find the information they need.
- Remember, the site has to be useful for THEM, if you want them to come back...
- Lewis Carroll**
 - Alice in Wonderland**
 - "Why," said the Dodo, "the best way to explain it is to do it." (And, as you might like to try the thing yourself, some winter day, I will tell you how the Dodo managed it.)
 - First it marked out a race-course, in a sort of circle, (the exact shape doesn't matter," it said,) and then all the party were placed along the course, here and there. There was no 'One, two, three, and away,' but they began running when they liked, and left off when they liked, so that it was not easy to know when the race was over. However, when they had been running half an hour or so, and were quite dry again, the Dodo suddenly called out 'The race is over!' and they all crowded round it, panting, and asking, 'But who has won?'
 - This question the Dodo could not answer without a great deal of thought, and it sat for a long time with one finger pressed upon its forehead (the position in which you usually see Shakespeare, in the pictures of him), while the rest waited in silence. At last the Dodo said, 'EVERYBODY has won, and all must have prizes.'
- L. Frank Baum**
 - Wizard of Oz**
 - "It must be inconvenient to be made of flesh," said the Scarecrow thoughtfully, "for you must sleep, and eat and drink. However, you have brains, and it is worth a lot of bother to be able to think properly."
 - They left the cottage and walked through the trees until they found a little spring of clear water. **She** ~~very drank and bathed and ate her breakfast~~ not much bread left in the basket, and the girl was Scarecrow did not have to eat anything, for there was scarcely enough for herself and Toto for the day.
 - When she had finished her meal, and was about to go back to the road of yellow brick, she was startled to hear a deep groan near by.
- Create a New Page
- For this class we will create three new pages in the training/newsite/practice directory.
- Click the [New]  icon
- The Create Page dialog box appears
- Page 1 of 2
- Enter a title, and optionally a directory name, for the new page:
- Cancel

Links and Link Lists

There are several ways to add links to your page. Roxen supports absolute and relative link references.

Absolute Reference:

- Begins http:// or https://
- You must use it for any target outside the Roxen repository your site resides on
- Roxen will NOT check to see if it is valid
- Do **NOT** use for any target on your Roxen server (i.e. within your site).

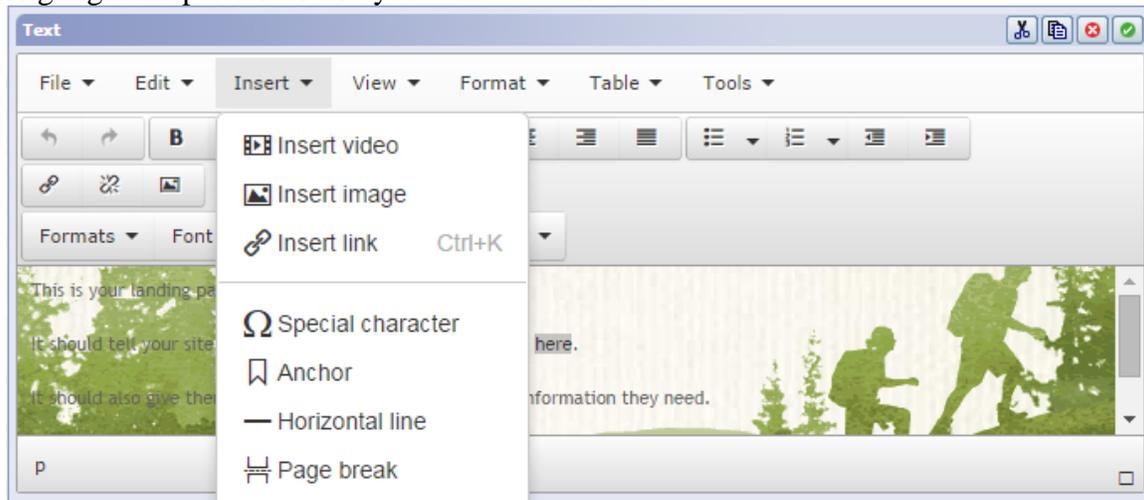
Relative Reference

- Begins with a /
- You should use it for any target within the Roxen repository your site resides on
- Roxen will check to see if it is valid
- If the link is valid it is visible to the world
- If the link is not valid only content editors who are logged in to the site will see it.

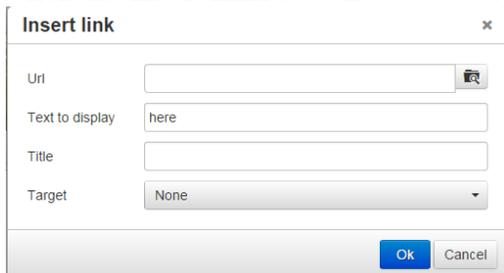
You can make a portion of text in your UA Text Editor element a link

Open your UA Text Editor element

Highlight the portion of text you want to be the link



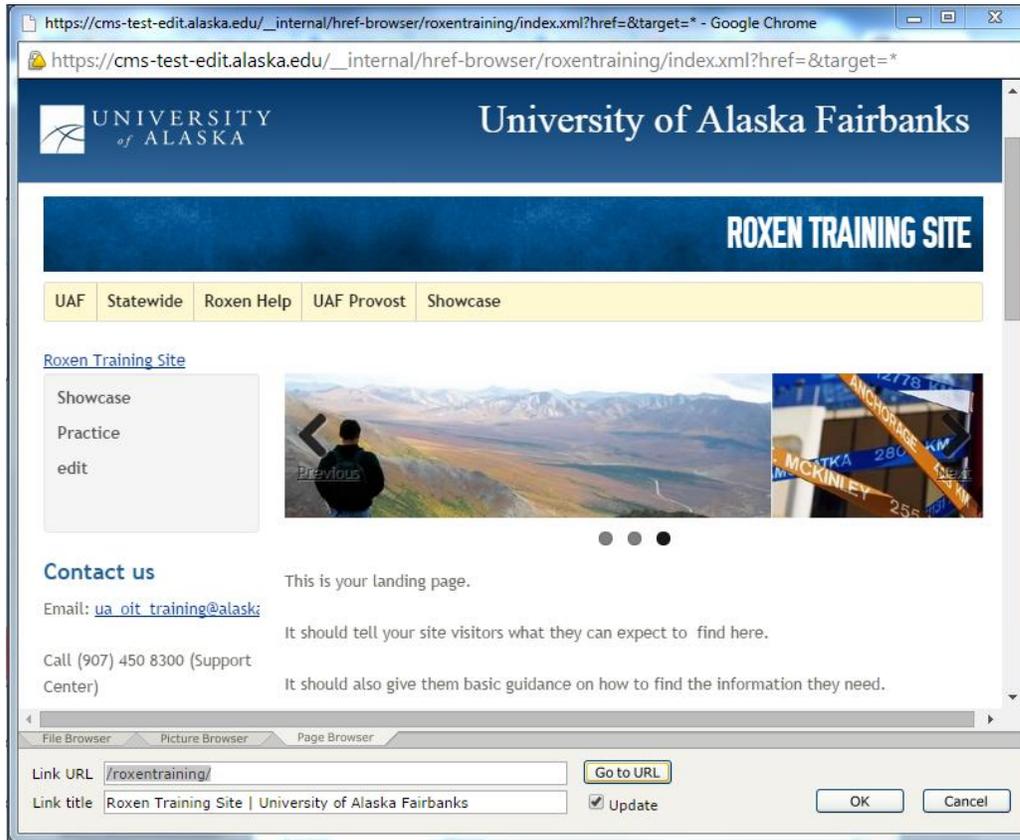
Click the Insert Link button.



Type the target URL you want to use

Select the target for the URL: None means a normal link, while New Window opens a new browser window when the link is clicked.

You can use the magnifying glass button next to the Url field to browse for the page you want.



Use the Go to URL button to make sure your link target is valid.

Click Ok and then Save Page and look to see if your link is working

This is your landing page.

It should tell your site visitors what they can expect to find [here](#).

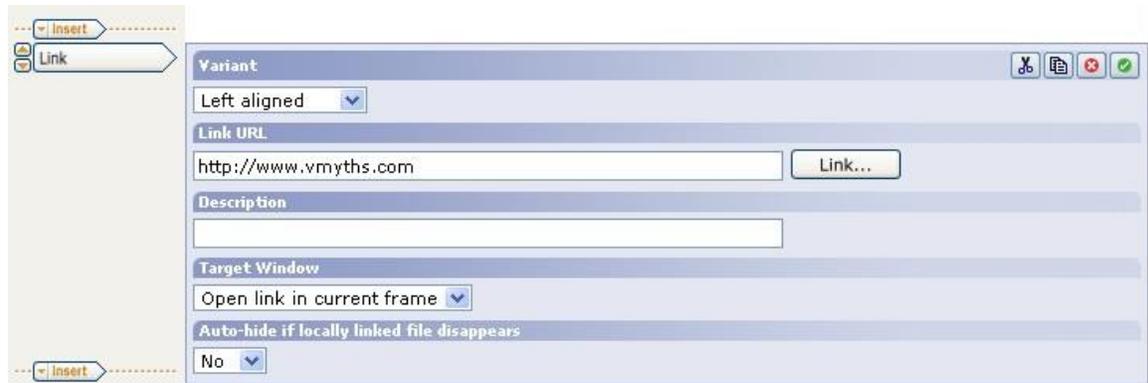
It should also give them basic guidance on how to find the information they need.

Remember, the site has to be useful for THEM, if you want them to come back...

Using the Link Element

Click the Edit Icon

Click the Insert Icon where you want the link to appear



Type the URL of the your target site {absolute reference in this example }

Click the LINK button to make sure your target site is valid



Note that when you call the target site the Link Title field will auto fill with the page title contained in the target site Metadata.

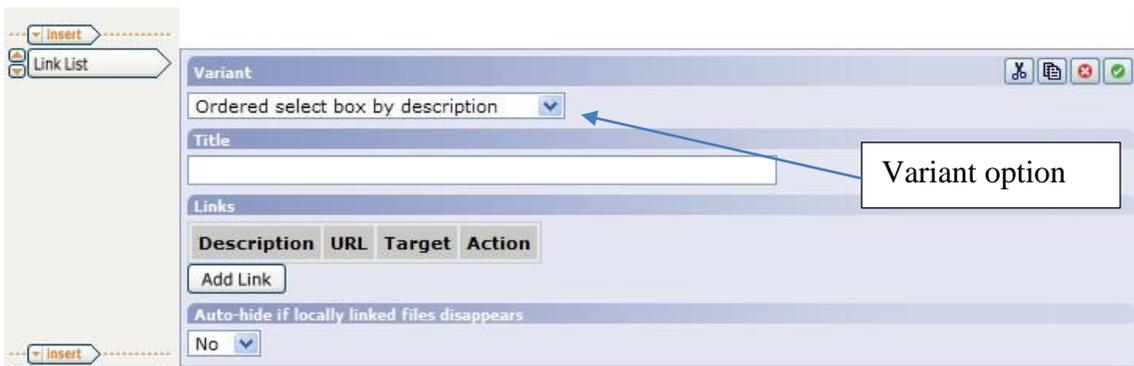
Click the OK button to return to your edit screen.



Set the Target Window and Auto-hide options
Click the Save Page button to see and test your results.

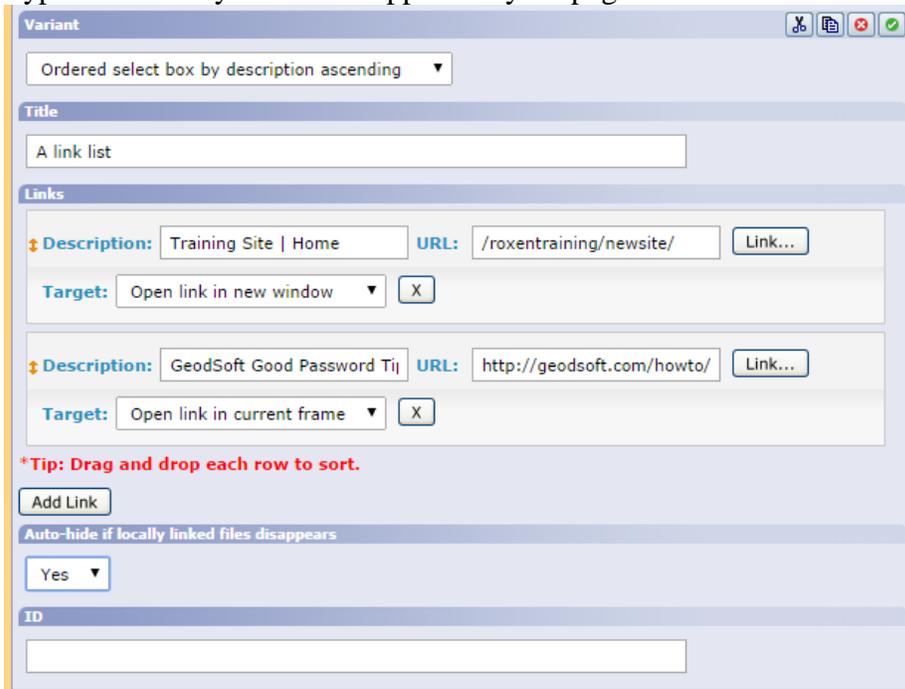


Insert a link list following the steps above.
A link list content element looks like this



Select the way you want your link list to display by changing the Variant option.

Type in the title you want to appear on your page

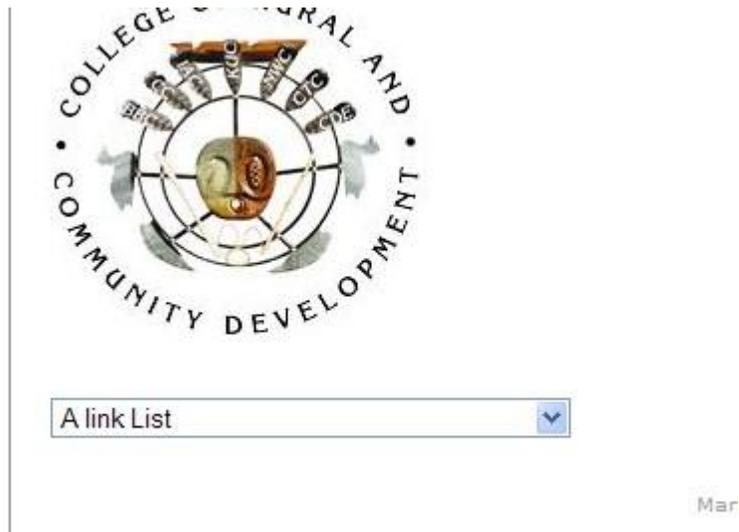


The screenshot shows a menu editor interface with the following sections:

- Variant:** A dropdown menu set to "Ordered select box by description ascending".
- Title:** A text input field containing "A link list".
- Links:** A list of links with the following details:
 - Link 1: Description: "Training Site | Home", URL: "/roxentraining/newsite/", Target: "Open link in new window".
 - Link 2: Description: "GeodSoft Good Password Tip", URL: "http://geodsoft.com/howto/", Target: "Open link in current frame".
- Tip:** A red text tip: "*Tip: Drag and drop each row to sort." Below it is an "Add Link" button.
- Auto-hide if locally linked files disappears:** A dropdown menu set to "Yes".
- ID:** An empty text input field.

Click the Add Link button to open up a row for your target URL
Set the target behavior and auto hide options as needed for your site.

Click the Save Page button to see the result.



Metadata

Metadata tells the server how to handle a particular file. It provides details on the file name and type. Metadata also contains key words that allow web search engines to find your page and the description the browser will display.

At the bottom of the main tool bar is a set of tabs for accessing different commands and information for the current page.

Main	The basic editing commands.
Metadata	Settings for page metadata such as keywords and author.
Properties	A set of buttons for controlling properties such as multilingual content, visibility, page versions and more.
Tools	Lets you change interface language and read product documentation among other things.
About	Description of the Roxen CMS product name and version.

Title

A title is a more accurate description of the page. It may be used as the page header from your template files. It will show up in the content editor interface. If you set the title in file metadata instead of in a HTML tag it is easier to identify the page when you navigate the SiteBuilder interface.

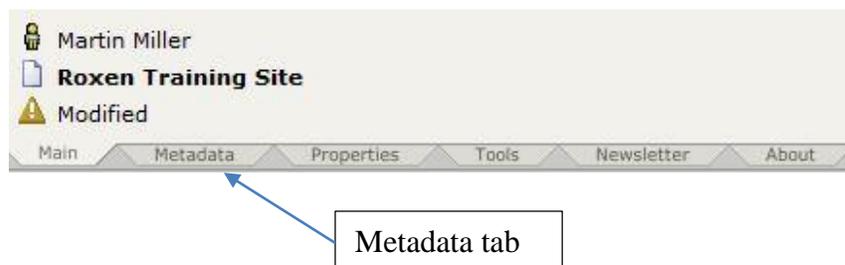
Keywords

Search engines use keywords. Picking good keywords can make your page come up in more search engines, and earlier on the list.

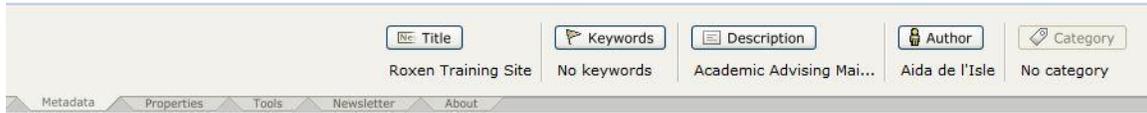
Description

Search engines use the description to tell viewers what the page they have found contains. If there is no description a search engine will display part of the text from the top of the page.

To edit metadata for your site;
Click the Metadata tab



Metadata editing options appear:



Click the Title button to change your page title:



Click the OK button to save your change.

Changing the title will NOT change your site URL. It WILL change the display on your page, and on the navigation menu.

You will need to click the Main tab to return to the Editor view and publish your change.



Site Layout Options

You have several options for site layout. They include Left and Right fixed width columns that can Echo (be the same) on every child page in your site. They can also be customized for one or more child pages. More information on them is given in the Showcase, and in the New Templates class.

Editing the Left Column

Click the Edit Left Column link in the second editing bar.
Choose Edit left column to make a change in the left column for your entire site.
Choose Create left column to make a column that echoes the parent page, but allows you to add or remove additional content items to your current page, and all of its child pages.

Edit the page the same way you do the main content area.

Martin Miller
Page used for left column
Published

New Edit Delete Publish Revert

Main Home Feedback Properties Tools Newsletter About

- GRAND White Mountain Tour
 - signupform
- Oldmixon
- Page One
- Page Two
- Sam Braband
- Shannon
- Sample Survey Form
- three
- Training test
- Valerie
- More resources for visitors
- Directory
- Account Request Forms

This is a header

- SW Alaska
- UAF Campus
- OIT Training
- vwrths
- SW Budget
- UAF
 - UAF

TeachU » blog

- Teaching Tip - Augmented Reality
- Teaching Tip: Customizing Your YouTube Channel
- Teaching Tip: Information Fluency
- Teaching Tip: Mobile Devices
- 1 Year Anniversary - Teaching Tips

Martin Miller
Page used for left column
Mockup

New Edit Delete Publish Revert

Main Home Feedback Properties Tools Newsletter About

mock up calendar
today March 2013

Sun	Mon	Tue	Wed
1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16
17	18	19	20
21	22	23	24
25	26	27	28
29	30	31	

Events shown in time zone: Alaska Time

Go back to site

You **MUST** publish the left column separately from the main content area.
Once you publish the column, use the Return to Site link in the lower left of the edit window to return to your main content page.



Edit Site Appearance

You can select from several global themes.
Click the Appearance link in the lower editing bar.
Select Change theme
Select one of the listed themes.

You can change the layout of your site, this is a global setting.
Select the appearance link in the lower editing bar
Select Change layout

Menu editing overview

The site navigation interface is built automatically for you when you add or remove pages, but you also have the option of customizing menu entries. You can change the sorting order, add links to external pages, or hide one or more entries from site visitors who are not logged in.

Each page contributes to a separate part of the total menu structure. Thus, the menu editor will present those menu entries which appear as immediate children to the page in question. These sub-menus are stored in individual XML files throughout the site and are normally only accessed through the graphical editing interface.

Each menu is built around one or more of the following parts:

Menu Entry

An entry which refers to a sub-page to the current page.

Menu Link

Custom URL which can point to internal or external pages.

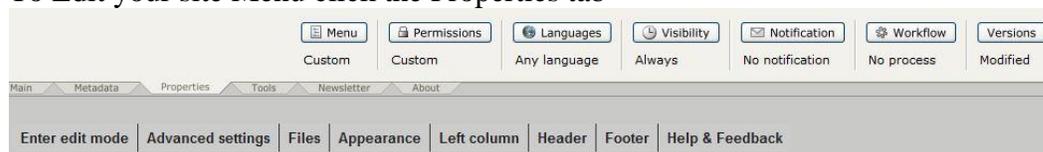
Menu Divider

A horizontal divider line for cosmetic purposes.

Menu Remaining

A placeholder for all menu entries which have not been individually configured.

To Edit your site Menu click the Properties tab



The text under the Menu button will say Default if you have not changed the menu. It will say Custom once a change is made and saved.

Click the Menu button



Relationship between pages and menu entries

By default, when you create the child pages they are sorted alphabetically. The names are taken directly from the page titles for each sub-page. If you open this menu in the menu editor you will see that all existing entries are combined into one "Menu Remaining" part, i.e. the placeholder for menu entries which so far haven't been individually configured. This part is dynamic in that new sub-pages will be added and removed as needed when you create or remove them.

You may want a different order, to have some pages not appear in the menu, or to add different menu choices. This involves splitting the "Menu Remaining" part into separate entries which can be placed individually. You can move menu parts up or down and set visibility for each part. Note that hiding parts only takes effect on published pages and not inside the editing environment (otherwise you wouldn't be able to navigate to the pages referred from the links while in editing mode). You will still see menu choices in EDIT mode that do not exist for your site visitors.

Using the menu editor

Make sure you are on your main page.

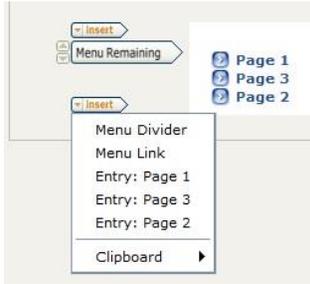
Next, open the editing toolbar and click the "Properties" tab.

The menu should show as Default. Click on the "Menu" button and you will see the editor pictured below:

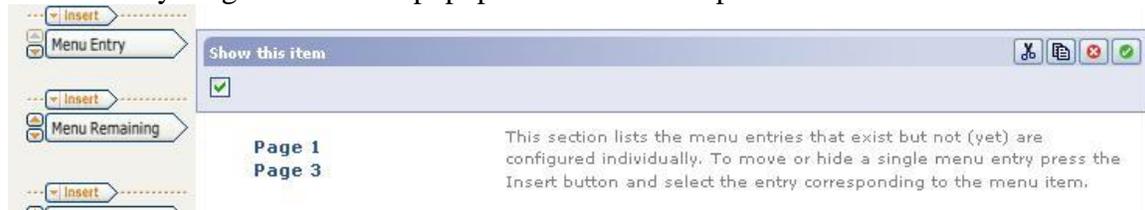
Using the "Insert" popup menu you can now add a divider, a link or any of the pages listed in the "Menu Remaining" part. If you choose one of the latter, that particular item will be removed from the "Menu Remaining" part. Likewise, deleting an individual "Menu Entry" part will send that page title back into the part for remaining items.

Content Provider
Menu Editing

Click the Insert icon



Select "Entry: Page 2" from the popup to add it at the top of the menu:



Click the green check mark icon to finish the selection.

Your menu will look like:



Click the arrow buttons in the left column to rearrange entry order. When you are happy with the order, click the save menu button.

Your menu edit will be automatically published.

Menu Entry

You may set visibility, and the entry can be deleted.

Menu Link

You may set the link title, link URL, and frame target and entry visibility. The link can be deleted.

Menu Remaining

The visibility can be set.

Menu Divider

You may specify an optional label at any point in your menu.

UA Dropdown Component

The UA Dropdown component allows you to insert a dropdown menu (guide found <https://cms-test.alaska.edu/roxentraining/showcase/components/>).

Features:

- Sortable links: Allows you to sort the links by dragging and dropping.
- Target window: lets you specify how to open the linked document.
 - New window: Opens the linked document in a new window or tab.
 - Current frame: Opens the linked document in the same frame as it was clicked.
- Auto-hide link when locally linked document disappears.

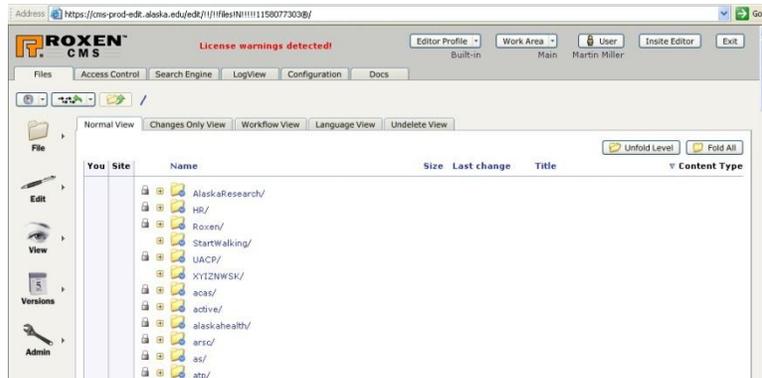
The Content Editor (CE) Interface

The CE interface consists of a series of setting buttons, function buttons, and tabs.



To enter the interface, click the [CE] icon in the toolbar.
You will be in the metadata view for the page you are on.

Click the UP One Level button  to be taken to the repository view



Repository view

Many functions in the repository view are duplicates of those on the front page, in edit mode.

The **User** button allows you to change the user ID that is logged in for troubleshooting. It also allows you to log out properly.

The **Exit** button closes the repository, and displays the site you are editing in your web browser. The Exit button **WILL NOT** log you out of Roxen.

Log Out of Roxen

Make sure you have saved and or committed any changes you made during your editing session.

Click the **[User]** button



The following dialog box appears

A standard Windows-style dialog box with a title bar that says "Authentication Required" and a close button (X) in the top right corner. The main text inside reads: "The server https://cms-prod-edit.alaska.edu:443 requires a username and password. The server says: Platform." Below this text are two input fields: "User Name:" followed by a text box, and "Password:" followed by a text box. At the bottom of the dialog are two buttons: "Log In" and "Cancel".

Click the **[Cancel]** button

The following screen appears



You are properly logged out.

The only other way to log out is to close EVERY tab and window in the browser you have been using to edit your site.

Glossary

Page

A page contains a number of content components (see below) and has a place in the site hierarchy.

Editing a page

When editing a page you insert new content components or remove or change existing components. In the context of this manual, editing always refers to changing the information on a page, and never its design or visual features.

Publishing a page

When you publish a page you make it available for viewing by visitors to the site. Until you decide to publish them, changes you make are only visible to you.

Reverting a page

When you revert a page, you undo all the changes you have made to the page since it was last published.

Page components

A Page component can contain text, with or without an image, a table, a link to a file, or a link to another page. One page can contain any number of these components, in any order. There are also header and footer components, of which there can only be one each on any page. News pages can only contain news components, a header, and footer.

Access control

The access control system handles access rights for different users. It ensures that you can only access those parts of the site for which you are authorized. You identify yourself to the access control with your UA Username and Authserv password. These are your personal key to the site, should never be shared, and immediately changed if you suspect that someone else may have learned them.

Where to get help

If Roxen is broken: Call OIT Service Desk – 450 8300.

To have a site created: Call OIT Help Desk – 450 8300. A call ticket will be sent to the Web Infrastructure Group. A member of the Web Infrastructure Group will contact you and set up a consultation.

Normal fee for service charges apply for custom template development.

Additional training: Email ua-oit-training@alaska.edu. If the training is within our ability to deliver we will assist you. If you need advanced Roxen training we will contact Core Apps to arrange that training.

Training Documentation:

<http://www.alaska.edu/oit/training/Documentation.xml>

<http://www.alaska.edu/oit/webdev/>

Access to the Various Roxen Systems:

http://www.alaska.edu/oit/sc/about/forms_newdocs/formAccountRequestChangeForm.pdf

Make sure to note the site/s you need to edit, and if you need access to the Test server.

You need test server access if you are developing a new site.