














## Ektron CMS400 Guide

- 1. Login:** To login, go the tiny blue "cms" at the bottom of any MSU Web page. Your login is your MSU ID (m0123456) and your password is **test99** by default; you may change your password in the Work Area. Once you login, click on the Work Area button, a new window will open; on the left pane, choose the Settings tab >> User Profile >> click the Edit icon  >> enter new password and confirm, click disk to save. Once you are logged in you may navigate on the Web, as you would normally.
- 2.** In your browser, you'll see a tiny grey dot  at the top of your content, when you mouse over it you'll get several options – including Edit. This is also how you go to the Work Area to change your password, create new content, modify your navigation, etc.
- 3. Work Area:** This is where most of your content management will be done. The Work Area is where you add new content, edit existing content, upload files and images, and manage your navigation. The Work Area has tabs in the left pane (much like Outlook). The **Content** tab is where you will find your Web pages, add new ones and manage your navigation. The **Library** tab is where you may upload files, documents and images, or manage existing ones. Under the **Settings** tab, you can change your password, name or email address.
- 4. Editing:** To make a quick change to a page, select Edit when you mouse over the grey dot; a new window will open and you can edit your content. You may also edit from the Work Area, go to the Content tab, browse to your folder on the left. Select the page you want to edit, it will preview in the right pane. Click on the Edit icon .
- 5. History:** Content History can be reviewed for comparison, or to roll back for up to 99 previous versions of a Web page. To view History, click on the  icon.
- 6. Editor:** The editor is a browser-based application – you won't have to download anything. In the editor you will see icons much like Microsoft Word for alignment, cut/copy/paste, and formatting.
  - a. Applying Styles:** We have predetermined styles for text markup, decoration, etc. so your colors will be consistent with MSU style. To apply a style, Use the "Apply CSS Class" drop-down. For a glossary of styles, visit [www.moreheadstate.edu/wrc](http://www.moreheadstate.edu/wrc). You may also use headings to break up your content and identify titles within the page. Select the drop-down that defaults to "Normal."
  - b. Publish/Check-in:** To publish your content (make it live), click  located in the upper left corner of the Editor window. To check-in your content (save for later revision, or for other editor to review), click . There's another icon for Save, , but it is only a quicksave and if the window closes (or computer crashes) you WILL lose your work, so we DO NOT recommend this option. To cancel without making changes, use ; no changes will be made, but the content will be checked in so that other authors may access it.
- 7. New Content:** To create new content (a new page in your site) - go to the Workarea >> Content >> /units/youroffice >> New >> HTML Content.

8. **Deleting Content:** To delete a content item – go to the Work Area, select the item and click on the trash can . You will be prompted, “Are you sure you want to delete this content block?” and if you confirm, it’s gone for good. Use this same icon in the Library to delete a file or image. You will see check box asking if you want it removed from the server, please say yes to help keep our database clean.
9. **Library:** To upload images or files, use the Library. From the editor, just place your cursor where you’d like the image to appear, or where a file needs to be linked, click on the ; a new window will open; click on  to add an item. The CMS will automatically place your file in either images or files. Browse for you file and give it a meaningful title and click  again.
10. **Link to Content:** To link to other pages in your site or within the MSU site, go to the Library . Select “Quicklinks” in the drop down and browse for the page you want to link to – if you need to link to a different MSU page, just browse on the left for that folder, use Quicklinks to find that piece of content.
11. **Navigation:** Your navigation is called either a Collection **or** a Menu. A Collection allows you to use CMS content items as navigation. A Menu allows you more flexibility; you may use content or library items, or external hyperlinks as navigation items. A menu also allows you to have submenus, or fly-outs, which helps you better organize your content.
  - a. **Collection:** To modify these items, go to the Work Area >> Content tab >> Go to your folder and select View >> Collection - click on your collection and you'll be able to add items (+) and remove them (-) and sort (A|Z).
  - b. **Menu:** managing from the Work Area, click "Content" on the bottom left - go to your folder and then select View >> Menu - click on **Your Nav Menu** and you'll be able to add (+) when you mouse over the main menu:
    - Content (Web pages that you have created)
    - Library assets (files, which include .pdfs, .docs, etc.),
    - External hyperlinks (links to sites outside the MSU domain)
    - Submenus – this will give you fly out menus and should be a hierarchy of information for example: Resources (submenu title) – under it would appear Resource1, Resource2, Resource3. You may sort (A|Z) your items, edit their titles, etc. Avoid using special characters, ex. “&”, in the titles of menu items. You may also change the title of any item in the menu by mousing over that word – you’ll see a small pop up with an “edit” link – then just change the title and save. You remove items by mousing over them and using the trash can to delete.
  - c. If you would like to convert from a Collection to a Menu for navigation, please email either address below.
12. **Forms:** A complete how-to on creating online forms is available at [www.moreheadstate.edu/wrc](http://www.moreheadstate.edu/wrc).
13. **Help:** April Hobbs Nutter, 14 Allie Young Hall, [a.nutter@moreheadstate.edu](mailto:a.nutter@moreheadstate.edu), 3-9351 or Brad McDavid, 110 Ginger Hall, [b.mcdavid@moreheadstate.edu](mailto:b.mcdavid@moreheadstate.edu), 3-5465