

Ingeniux CMS Training – Table of Contents

Section	Page
Logging in	<u>1</u>
Site folder navigation	<u>2</u>
Checking out	<u>4</u>
Checking in	<u>6</u>
Publishing	<u>7</u>
Editing & formatting content	<u>10</u>
Creating hyperlinks	<u>15</u>
Editing accordions	<u>22</u>
Logging out	<u>31</u>

Note: Click the page numbers to go directly to the page.

Logging In

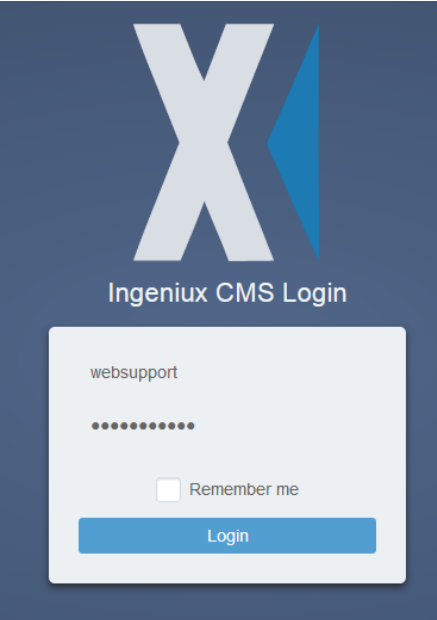
1. **(LOGIN)** Go to www.sru.edu/LGX and the below page will appear on your screen. Your 'User Name' and 'Password' will be the same as your SRUNET login. Click 'Login'.

Example:

User: first.last (do not include "@sru.edu")

Password: Your e-mail password

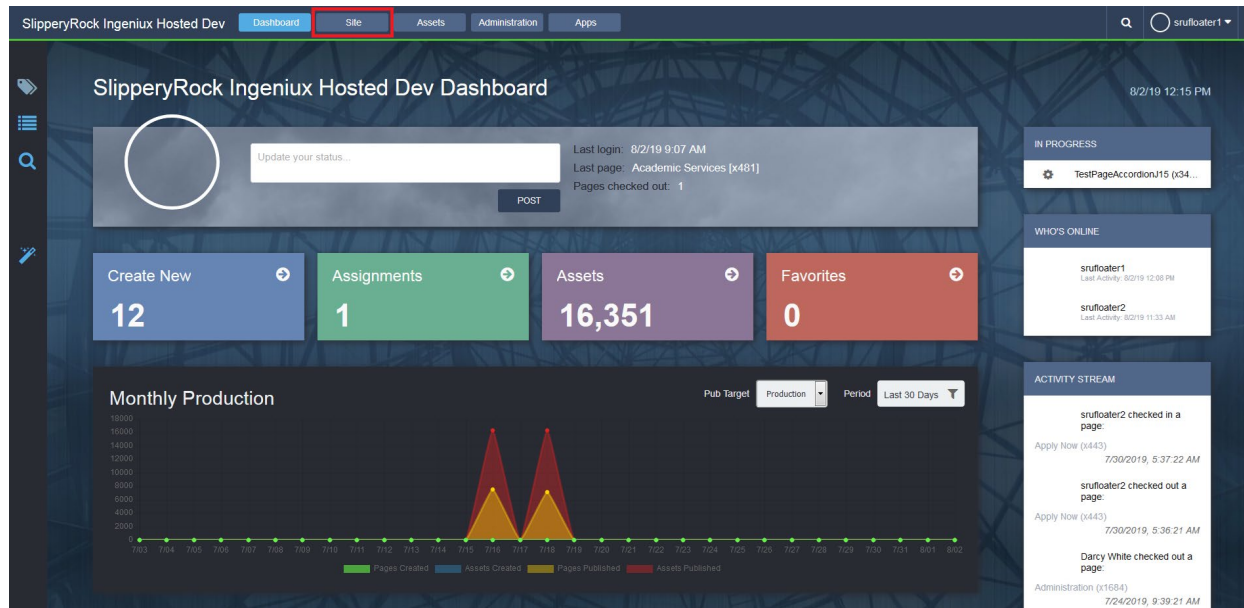
Note: You must use the newest iteration of Firefox, Chrome, or Safari (Mac only).




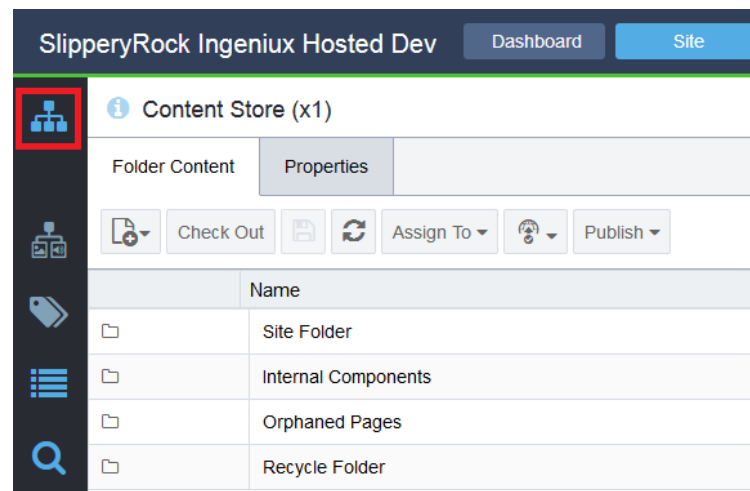
The image shows a login interface for 'Ingeniux CMS'. At the top, there is a large white 'X' logo with a blue triangle to its right. Below the logo, the text 'Ingeniux CMS Login' is displayed. The login form is a light gray box with a white background, containing a text input field with the username 'websupport', a password field with dots, a 'Remember me' checkbox, and a blue 'Login' button.

Site Folder Navigation

1. **(DASHBOARD)** Once you login, you will see this dashboard below. Your navigation process will be done under the 'Site' tab on the top of the screen.



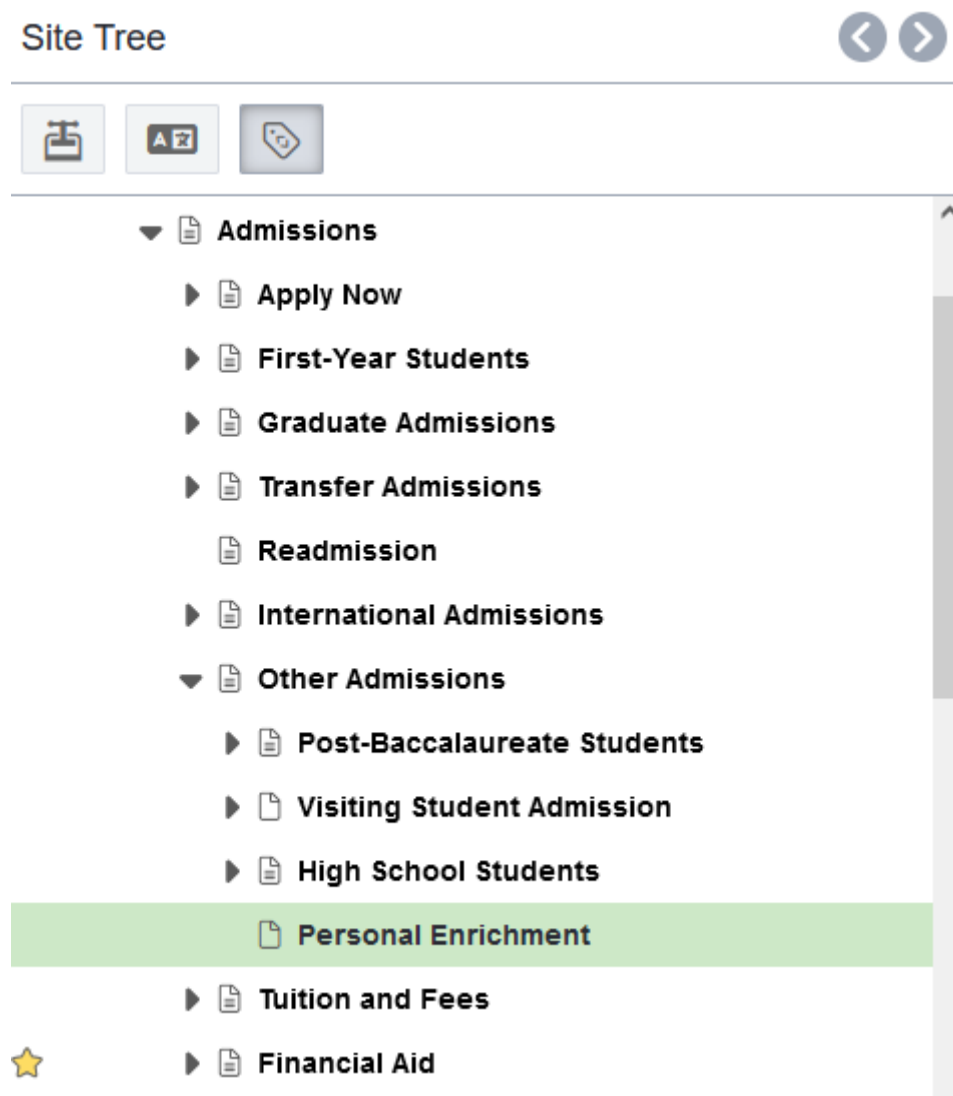
Click on the  icon in top left corner to open the site tree.



2. **(SITE FOLDER NAVIGATION)** By clicking the triangles next to each item, the content within each subject or folder will expand.

As an example, we will be selecting a page in the site tree. Single left-click on the page that you want to edit.

NOTE: If you'll be accessing a page frequently, you can add it directly to your dashboard by entering the page number or name into the "Favorites" section of the dashboard.



Checking Out, Checking In, and Publishing

Check Out

1. The user can navigate the site tree to find the page that needs to be checked out. Clicking on the page will select it and load its information/content.

The screenshot displays the SlippyRock Ingeniux Hosted Production interface. At the top, there is a navigation bar with tabs for Dashboard, Site, Assets, Administration, and Apps. The Site tab is active.

On the left side, there is a Site Tree navigation pane. The tree structure is as follows:

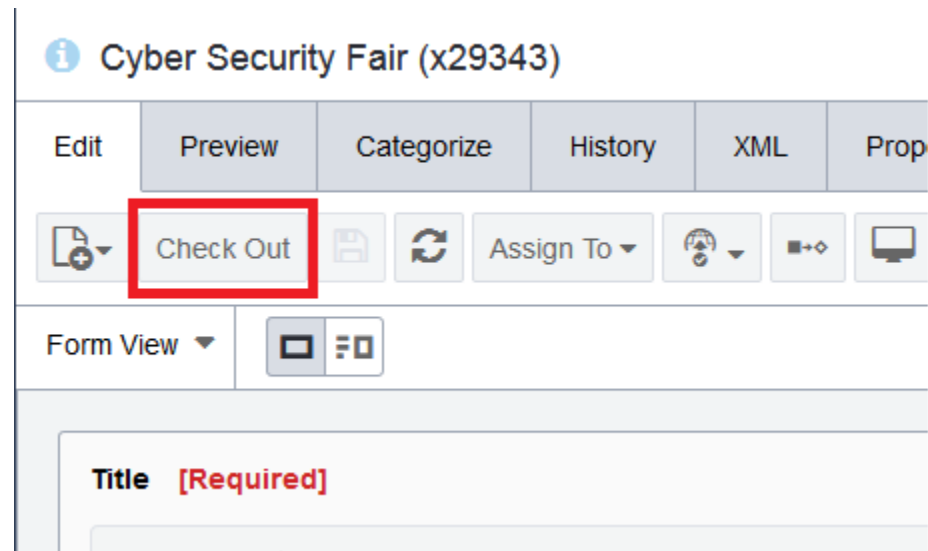
- First-Year Students
- Graduate Admissions
- Transfer Admissions
- Readmission
- International Admissions
- Other Admissions
 - Post-Baccalaureate Students
 - Visiting Student Admission
 - High School Students
 - Personal Enrichment** (highlighted)
- Tuition and Fees
- Financial Aid
- Request Information
- Visit the Rock
- Net Price Calculator Fol.
- Academics
- Life at SRU
- About

The main content area shows the 'Personal Enrichment (x1321)' page in Edit Mode. The page is displayed in 'Form' view. The breadcrumb trail is: Content Store > Site Folder > Home > Admissions > Other Admissions > Personal Enrichment.

The page editor includes a toolbar with the following options: Edit, Preview, Categorize, History, XML, Properties, Analytics, Check Out, Assign To, and Publish. Below the toolbar, there are three main content areas:

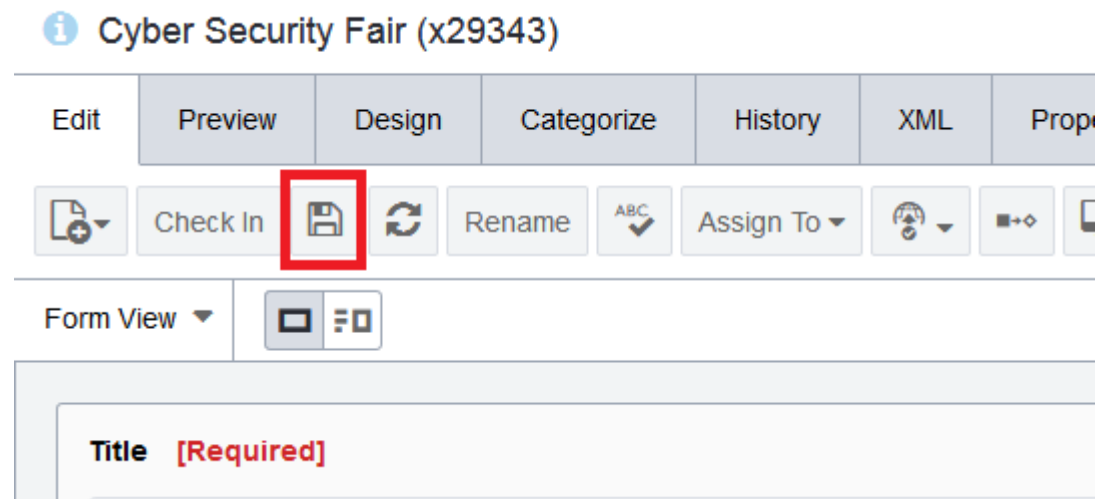
- Title:** A text input field containing 'Personal Enrichment' with a character count of 19.
- Abstract:** A text input field that is currently empty with a character count of 0.
- Content:** A rich text editor with a menu (Edit, Insert, View, Format, Table, Tools) and a toolbar containing icons for undo, redo, paragraph selection, bold, italic, strikethrough, bulleted list, numbered list, link, and image insertion. The content area contains the text: 'Personal Enrichment students are those who wish to take courses without earning credit toward a degree.'

2. If the page is not checked out, the user can check out the selected page by clicking the button labeled “Check Out” in the toolbar.



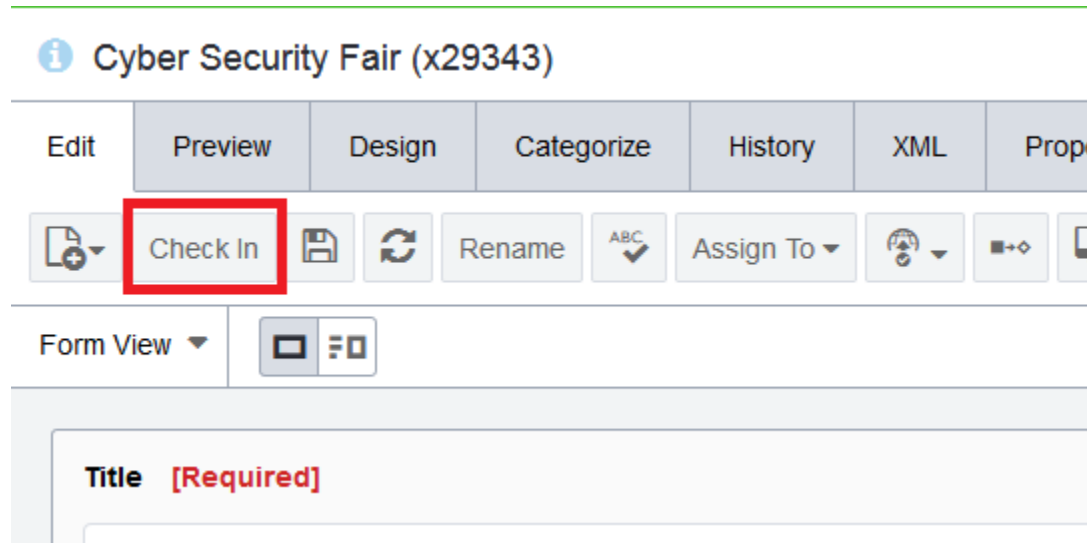
Make Changes

The user can then make any necessary changes to the page. Once any changes have been made, the user must save the page by clicking



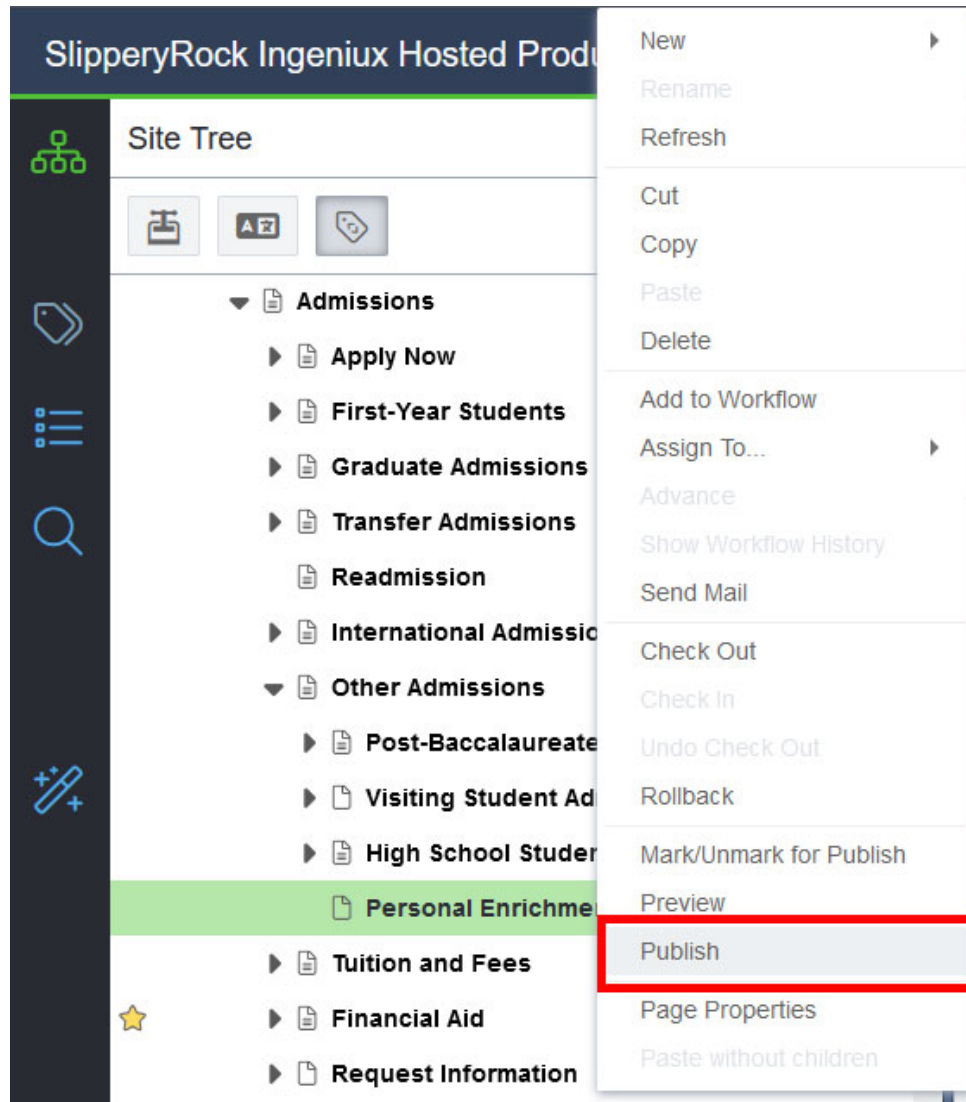
Check In

1. Once any changes have been saved, the user must check in the page by clicking on the button labeled “Check In” on the toolbar.
Note: The Check In button is located in the same position as the Check Out button was.



Publish

1. To publish the page and have it displayed on SRU's website, the user can right-click on the page in the site tree.
2. In the right-click menu displayed, click on the option labeled "Publish."



3. The user will see a pop up related to publishing a page. The user should select “Production” from this list.
4. The user should then click on “Incremental” to move to the next step of publishing.

Publish: ✕

Select one or more targets to publish:

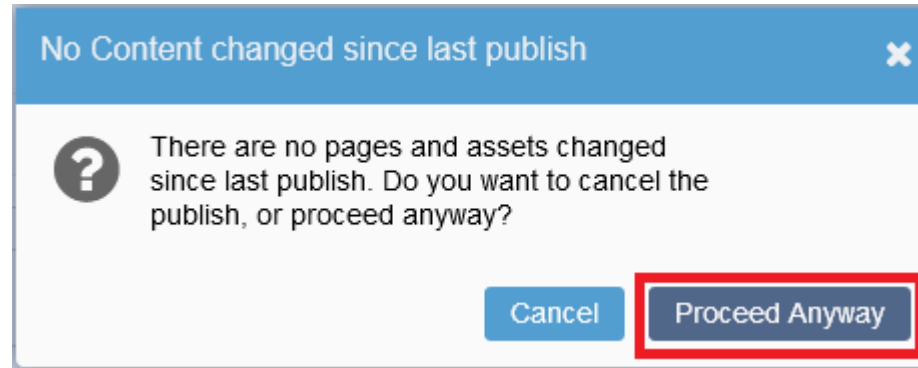
Filter ▼

Publishing Target	Last Publish Date
Production	7/18/19 4:10 PM

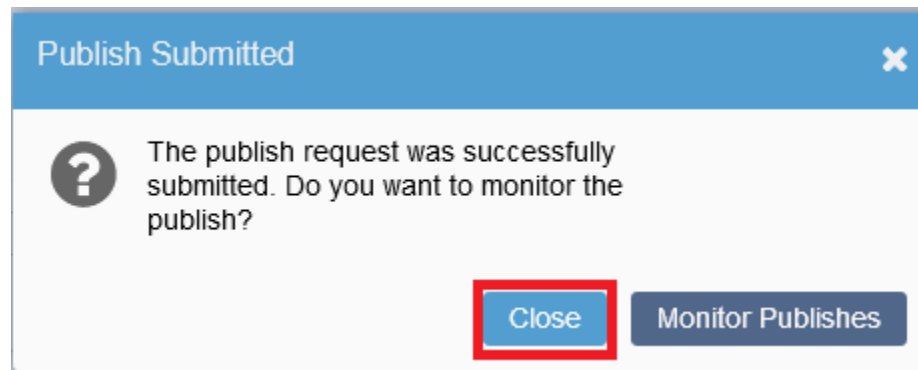
Perform Replication

Cancel Full **Incremental**

- The dialog may inform the user that there are no changes to the page. This usually happens when the page is already published. The user can click on the “Proceed Anyway” button to continue, or the user can click on the “Cancel” button to review the page.



- Click on “Close” to complete the publishing process.



Editing and Formatting Content

The Editor

The editor allows users to adjust content on their pages. Using the editor, users are able to:

- copy and paste content from another source into the editor
- bold and italicize words/phrases
- make a paragraph/sentence into a header, or a header into paragraph text
- insert links to pages within www.sru.edu, pages outside of www.sru.edu, documents, and emails
- insert lists of items using either ordered numbers or bullet points

The easiest view to use for the editor is the 'Form' view. In the 'Edit Mode' ribbon select the 'Form' option.

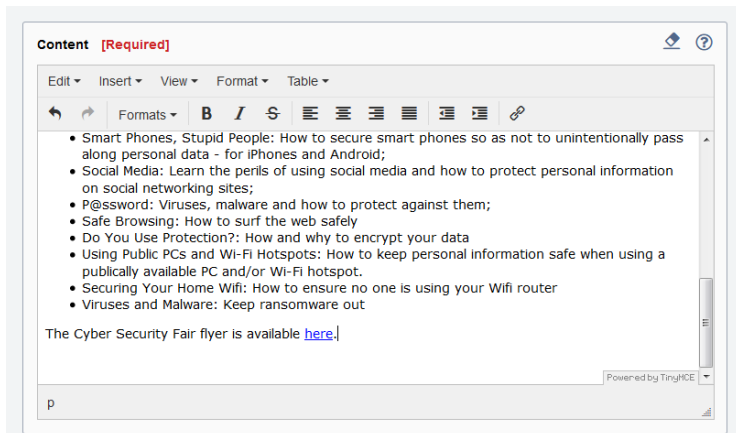


Copying and Pasting

When inserting content into the editor, the user can use Ctrl+V to paste text prepared elsewhere into the editor. As with all Web editors, it is generally best to work within the editor most of the time, and only copy/paste into the editor when your material has already been prepared elsewhere.

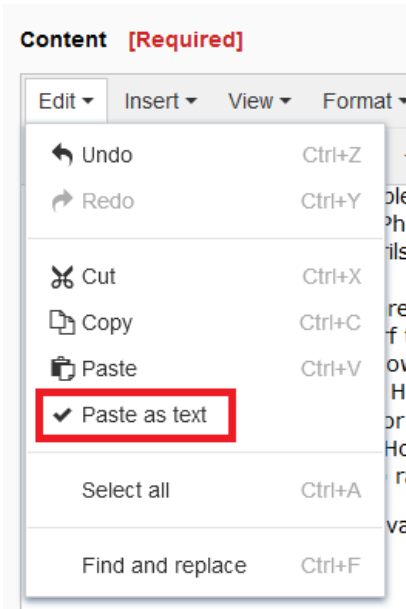
Smart Paste

Smart Paste will attempt to keep any formatting the user has made in other programs. (Example: a link in Microsoft Word inserted using Smart Paste will automatically fill out as many details as the source text can provide.) Smart Paste is the default setting.



Plain Text Paste

Plain text pasting will accept any text from any source and insert it into the editor. The only sort of formatting retained is line breaking and spacing. To switch to plain text paste, the user must click on “Paste as text” under the Edit tab. The user must toggle it off again to switch back to Smart Paste.



Bold/Italics

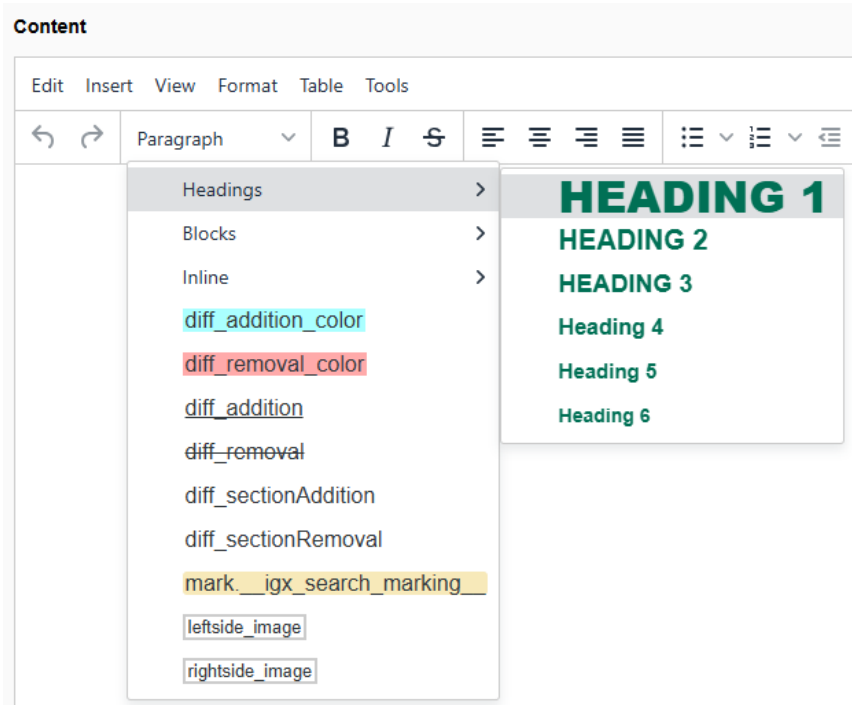
When inserting content into the editor, the user might want to add emphasis to a word or phrase. The user can select a word or phrase within the editor; once highlighted, the user can click on the “**B**” button to make it **bold** or the “*I*” button to make it *italicized*.

Note: Do not overuse bold, italicized, or fully capitalized text, as long stylized passages are harder to read.



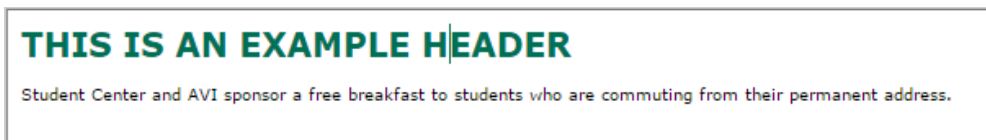
Headers and Paragraphs

Sometimes, you will need to add a header to a section of your content within the editor. This dropdown box is typically labeled 'Paragraph' with a 'Headings' option that will open a secondary dropdown with various heading options.



Large Header

Users can make a large header (h2) by clicking anywhere within the body of a paragraph and expanding the dropdown box to select 'h2.'



Medium Header

Users can make a medium header (h3) by clicking anywhere within the body of a paragraph and expanding the dropdown to select 'h3.'

THIS IS AN EXAMPLE HEADER

Student Center and AVI sponsor a free breakfast to students who are commuting from their permanent address.

Small Header

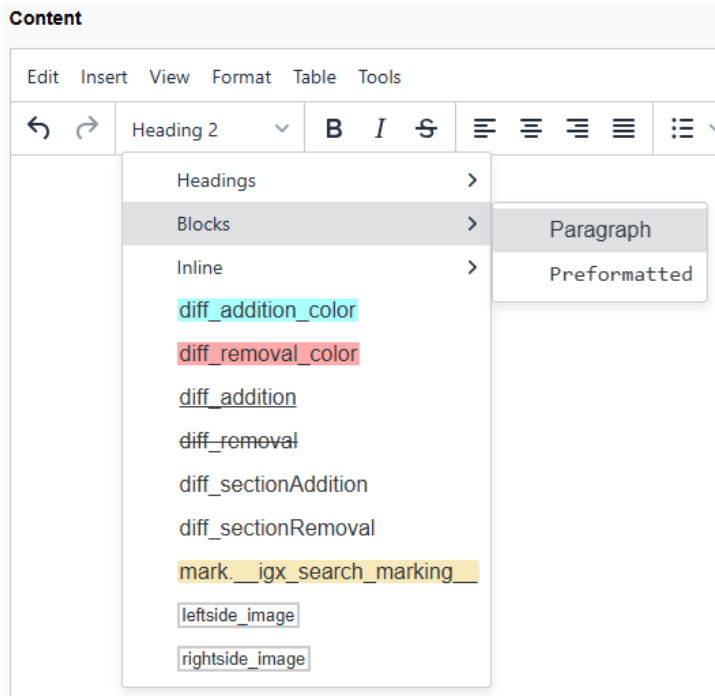
Users can make a small header (h4) by clicking anywhere within the body of a paragraph and expanding the dropdown box to 'h4.'

THIS IS AN EXAMPLE HEADER

Student Center and AVI sponsor a free breakfast to students who are commuting from their permanent address.

Paragraphs

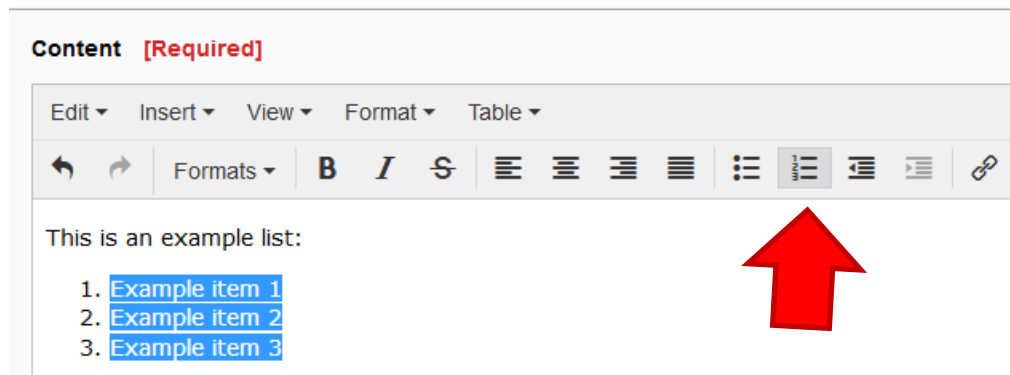
Users can make a header back into a paragraph by clicking anywhere within the header and expanding the dropdown box to select 'Paragraph.'



Creating Lists

Ordered Lists

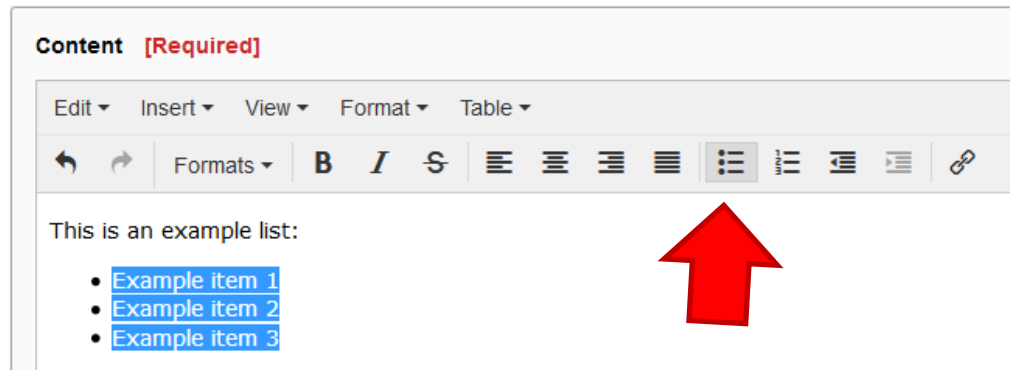
If the user has items that need to be numbered on the page, they should enter each item and hit 'ENTER' before adding the next. This way, each item has its own line. When all of the items are entered, highlight them all and click on the numbered list button.



The screenshot shows a rich text editor interface. At the top, there is a menu bar with 'Edit', 'Insert', 'View', 'Format', and 'Table'. Below the menu bar is a toolbar with various icons for text formatting (bold, italic, strikethrough), alignment (left, center, right, justified), and list creation (bulleted, numbered). The 'Numbered List' icon is highlighted with a red arrow. The main content area contains the text 'This is an example list:' followed by a numbered list with three items: '1. Example item 1', '2. Example item 2', and '3. Example item 3'. Each item in the list is highlighted with a blue selection box.

Unordered Lists

If the user has items that need to be in a list on the page but don't need to be numbered, they should enter each item and hit 'ENTER' before adding the next. This way, each item has its own line. When all of the items are entered, highlight them all and click on the bulleted list button.



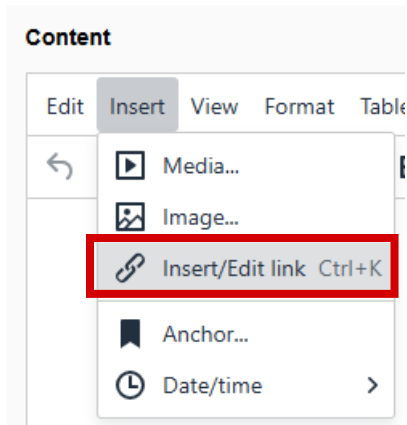
The screenshot shows a rich text editor interface, similar to the one above. The 'Bulleted List' icon in the toolbar is highlighted with a red arrow. The main content area contains the text 'This is an example list:' followed by a bulleted list with three items: '• Example item 1', '• Example item 2', and '• Example item 3'. Each item in the list is highlighted with a blue selection box.

Removing Lists

To get rid of a list on a page, select all the items in the list and click on the highlighted list button (this will be the ordered or unordered list button, depending on the type of list items selected).

Hyperlinks

1. If the user wants to create a link, they can select the word/words that they'd like to be a link and click the “**Insert/edit link**” button that looks like chain links under the ‘Insert’ dropdown box.

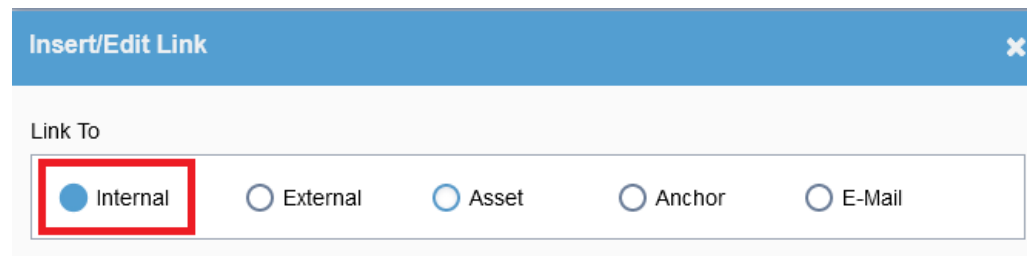


- a. Another way to create a link is to select the word/words the user would like to be a link and right click it. This will display a menu where the user can click “Insert/edit link.”
2. The user will be prompted for the type of link (internal, external, document, anchor, or email), destination, behavior, a short/minimal title, and the class (internal, external, or anchor).

Internal Link

If the user wants to create a link to a page that begins with **www.sru.edu**, they can select the word, phrase, or sentence that should be a link and click the “Insert/edit link” button as seen above in step 1.

1. Link To (Type): Select **Internal**



2. Page: There are two options when selecting an internal link page destination.
 - a. Type the name of the page being linked to and select it from the list of pages with that title, or
 - b. Type 'x' followed by the ID (#) of the page being linked to

Insert/Edit Link ✕

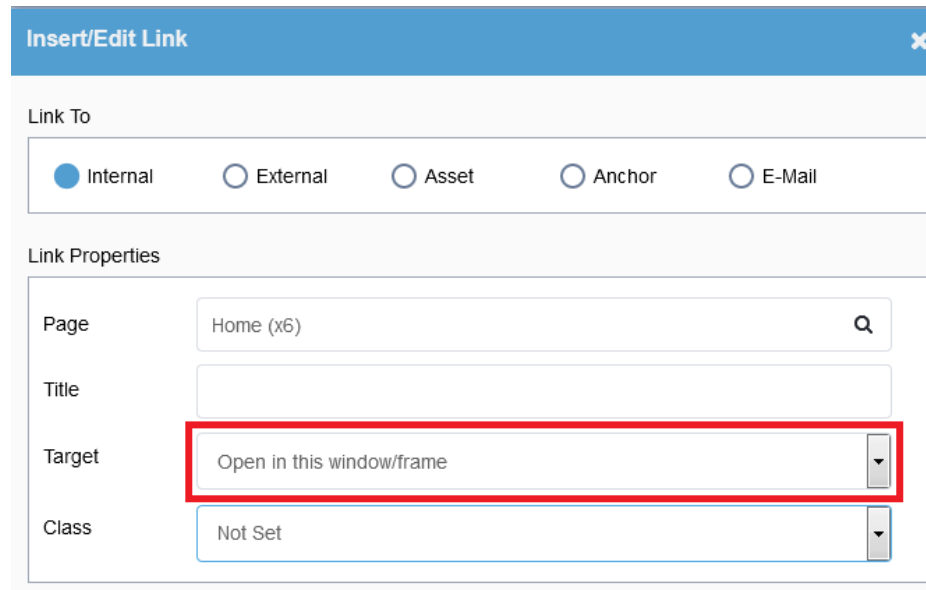
Link To

Internal External Asset Anchor E-Mail

Link Properties

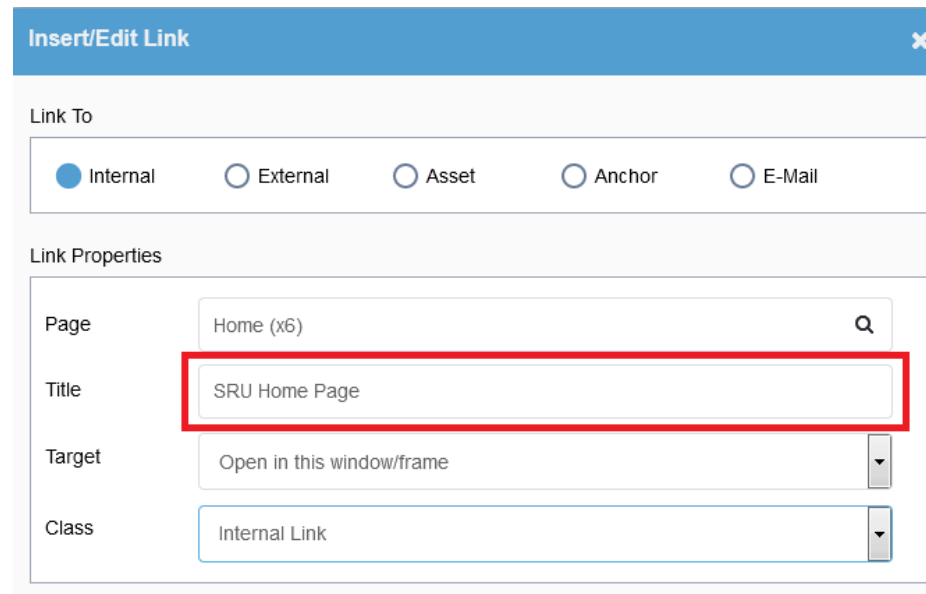
Page	<input type="text" value="Home (x6)"/> 🔍
Title	<input type="text"/>
Target	<input type="text" value="Open in this window/frame"/> ▼
Class	<input type="text" value="Not Set"/> ▼

3. Target: Select **Open in this window/frame**



The screenshot shows the 'Insert/Edit Link' dialog box. Under the 'Link To' section, the 'Internal' radio button is selected. In the 'Link Properties' section, the 'Page' dropdown is set to 'Home (x6)'. The 'Target' dropdown menu is highlighted with a red border and shows the option 'Open in this window/frame' selected. The 'Class' dropdown is set to 'Not Set'.

4. Title: A short/minimal description/title for the page that is being linked to



The screenshot shows the 'Insert/Edit Link' dialog box. Under the 'Link To' section, the 'Internal' radio button is selected. In the 'Link Properties' section, the 'Page' dropdown is set to 'Home (x6)'. The 'Title' text field is highlighted with a red border and contains the text 'SRU Home Page'. The 'Target' dropdown is set to 'Open in this window/frame' and the 'Class' dropdown is set to 'Internal Link'.

5. Class: Select **Internal**

Insert/Edit Link [Close]

Link To

Internal External Asset Anchor E-Mail

Link Properties

Page: Home (x6) [Search]

Title: SRU Home Page

Target: Open in this window/frame [Dropdown]

Class: Internal Link [Dropdown]

Cancel Insert

6. When the user is finished editing the link information, they can click **Insert** to create the hyperlink.

External Link

If the user wants to create a link to a page that **does not** begin with www.sru.edu, they can select the word, phrase, or sentence that should be a link and click the “Insert/edit link” button.

1. Link To: Select **External**
2. URL: Copy and paste the destination URL (example: <https://www.google.com/>)
3. Target: Select **Open in new window (_blank)**
4. Title: A short/minimal description/title for the page that is being linked to
5. Class: Select **External**

Insert/Edit Link ✕

Link To

Internal External Asset Anchor E-Mail

Link Properties

External

Title

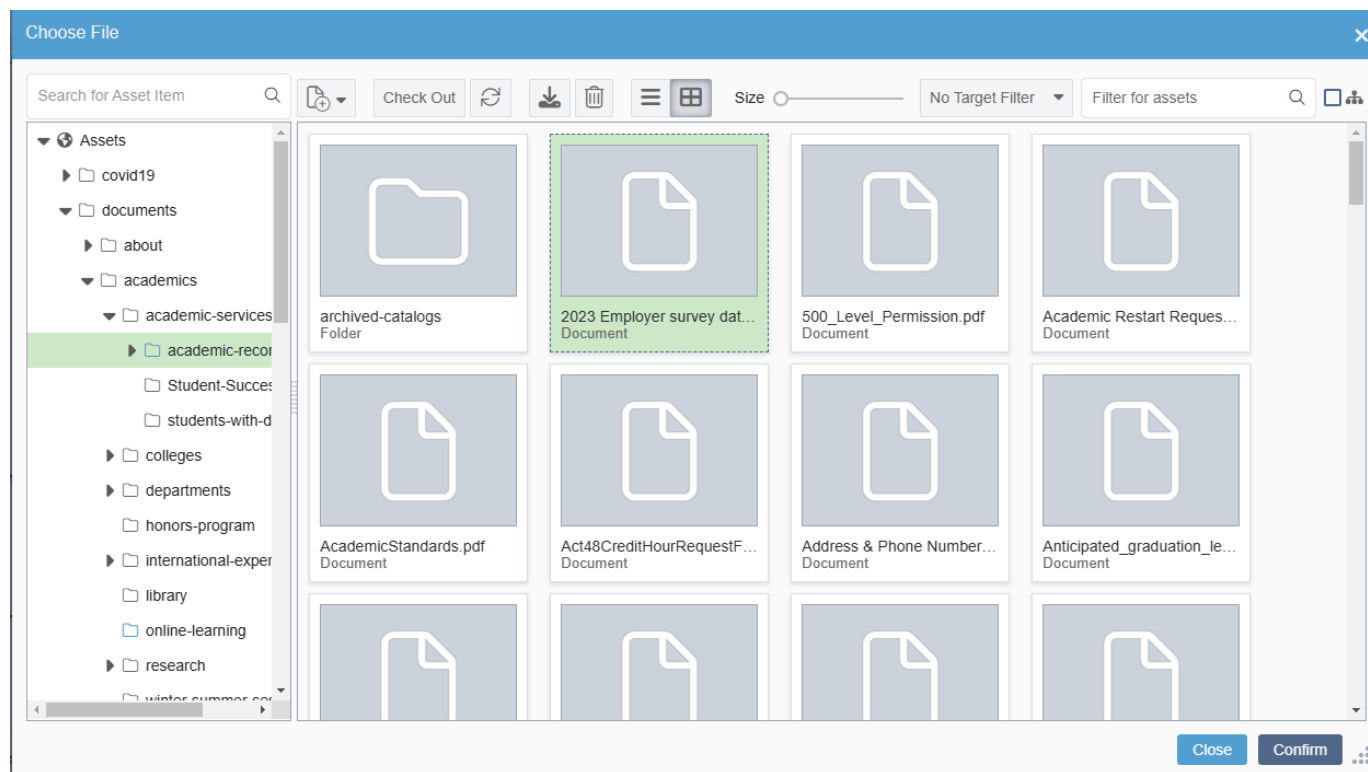
Target

Class

Document Link

If the user wants to create a link to a PDF file, a Word document, etc., they can select the word, phrase, or sentence that should be a link and click the “Insert/edit link” button.

1. Link To: Select **Document**
2. Document: The user can click on the square button to the right of this text box to open the Asset Browser. The user can find their document in the Asset Browser by clicking the triangle beside a folder to expand/collapse until they find the folder that contains the document. Clicking on a Folder Name will show its contents in the right panel. Find the document in this list, select it, and click ‘Select.’



3. Target: If the document is a PDF, the user should select **Open in new window (_blank)**. Otherwise, the user should select **Open in this window/frame**.
4. Title: A short/minimal description/title for the page that is being linked to
5. Class: Select **External**

Email Link

If the user wants to create a link to someone's email, they can select the text that should be a link and click the "Insert/edit link" button.

1. Link To: Select **Email**
2. E-Mail: Enter the email address of the desired recipient
3. Target: Select **Open in new window (_blank)**
4. Title: Type 'Email' followed by the recipient's name
5. Class: Select **External**

Insert/Edit Link ✕

Link To

Internal External Asset Anchor E-Mail

Link Properties

E-Mail	<input type="text" value="websupport@sru.edu"/>
Title	<input type="text" value="Email websupport"/>
Target	<input type="text" value="Open in new window/frame"/>
Class	<input type="text" value="External Link"/>

Editing Accordions

1. Some pages contain “accordion” components. For example, the Council of Trustees page’s accordion can be seen below.

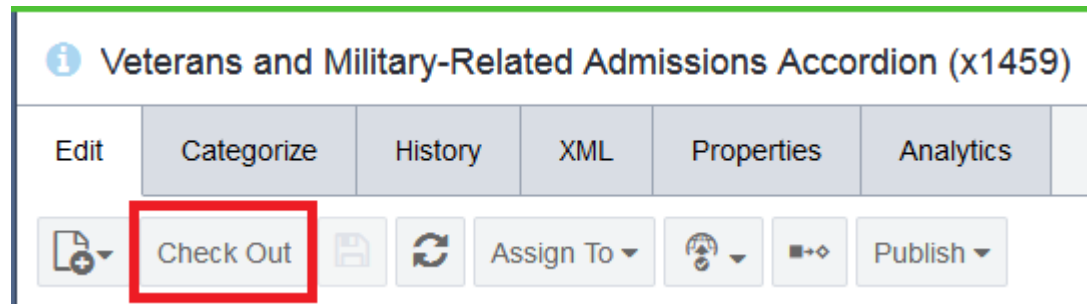
For additional information on the members of the Council of Trustees, please see each member's profile in the accordion below.

JEFFREY SMITH - CHAIR	+
ALFONSO ANGELUCCI, VICE CHAIR	+
DYLAN COLCOMBE, SECRETARY	+
THOMAS BRETH	+
MATTHEW LAUTMAN	+
WILLIAM MCCARRIER	+
ROBERT S. TAYLOR	+
SUZANNE VESSELLA	+
MARY JO WHITE	+
JOSHUA YOUNG	+
DR. DANIEL GREENSTEIN, CHANCELLOR	+

2. To edit the accordion, open the site tree and click on the item with accordion in its title.



3. Before the user can edit the accordion's content, the user must click the 'Check Out' button shown in the picture below.



4. Open the tab the user wants to edit by clicking on the small arrow to the right of the corresponding tab.

The screenshot displays a software interface with a top navigation bar containing tabs: Edit, Categorize, History, XML, Properties, and Analytics. Below this is a toolbar with icons for Check In, Save, Refresh, Rename, Assign To, and Publish. The main area is titled 'Form View' and shows a list of 'Accordions [Required]'. The list has a 'List Type: Component' and a 'Quantity: 4'. An 'Add New' button is in the top right. The list contains four items, each with a 'Component' field and 'Unembed' and 'Share' buttons. A red arrow points to a small downward arrow icon on the right side of the third item, which is 'Post-Bacc Admissions - Accordion tal'.

Item	Component	Unembed	Share	Dropdown
1	Transfer Admissions - Accordion tab	Unembed	Share	Down Arrow
2	Graduate Admissions - Accordion tab	Unembed	Share	Down Arrow
3	Post-Bacc Admissions - Accordion tal	Unembed	Share	Down Arrow (highlighted)
4	Non-Degree Admissions - Accordion	Unembed	Share	Down Arrow

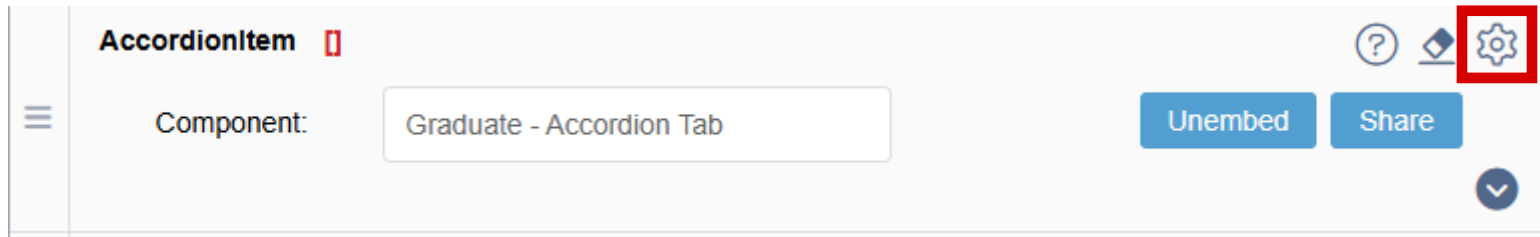
5. Once the user clicks on the drop-down arrow, the page should look like the one below. The user can edit the accordion title and content.

The screenshot displays the configuration interface for an accordion item. At the top, the title "AccordionItem" is shown. Below it, the "Component" field is set to "Graduate Admissions - Accordion tab". To the right are "Unembed" and "Share" buttons. The "Title" field, marked as "[Required]", contains the text "Graduate Admissions". The "Content" field, also marked as "[Required]", contains a rich text editor with the following text: "Veterans and individuals currently serving in the military who have already completed a bachelors (4-year) degree from an accredited university and wish to pursue graduate work at SRU, should apply through Graduate Admissions." Below the text is a blue hyperlink: "Click here for more information." The rich text editor includes a menu bar with "Edit", "Insert", "View", "Format", and "Table" options, and a toolbar with various formatting icons. A "Powered by TinyMCE" watermark is visible in the bottom right corner of the content area.

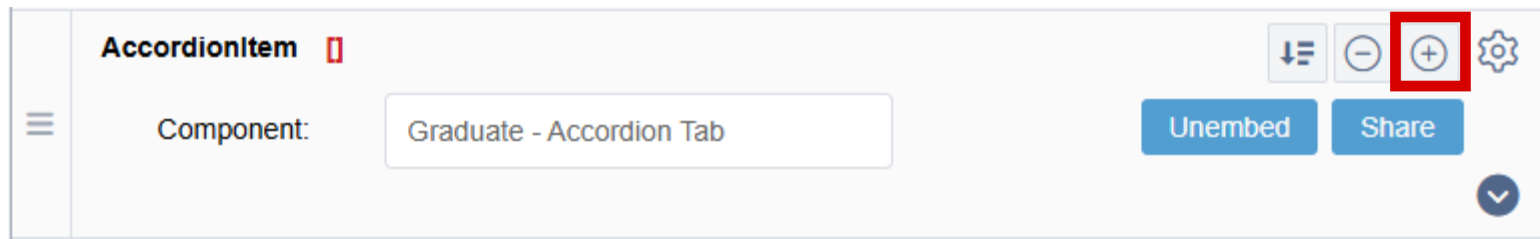
6. Once the user is finished editing the accordion tab's information, the user can collapse the item with the small up arrow to the right of the corresponding accordion item.

The screenshot displays the 'AccordionItem' editor interface. At the top, the component is identified as 'Graduate Admissions - Accordion tab'. There are 'Unembed' and 'Share' buttons, along with help, lock, and settings icons. The 'Title [Required]' field contains the text 'Graduate Admissions'. The 'Content [Required]' field features a rich text editor with a menu (Edit, Insert, View, Format, Table) and a toolbar (undo, redo, formats, bold, italic, strikethrough, bulleted list, numbered list, decrease indent, increase indent, link). The content text reads: 'Veterans and individuals currently serving in the military who have already completed a bachelors (4-year) degree from an accredited university and wish to pursue graduate work at SRU, should apply through Graduate Admissions.' followed by a link: 'Click here for more information.' A small up arrow icon is highlighted with a red square and a red arrow, indicating its function to collapse the item. A 'Powered by TinyMCE' watermark is visible in the bottom right of the content area.

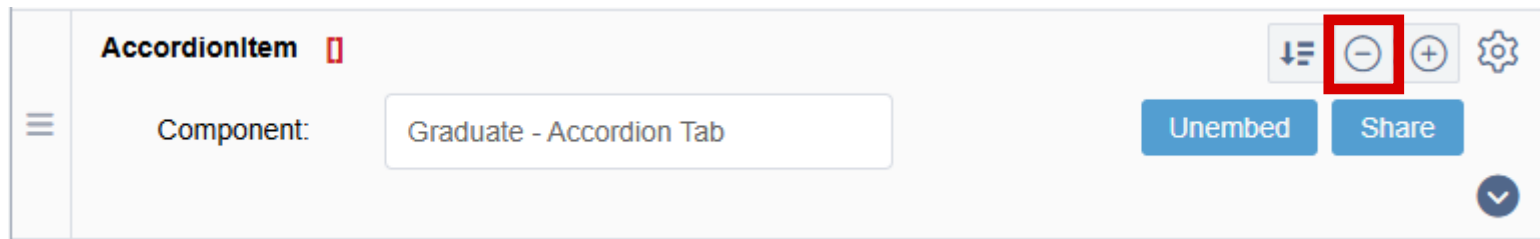
7. To edit the number of accordion tabs, the user can click on the 'Settings' gear icon.



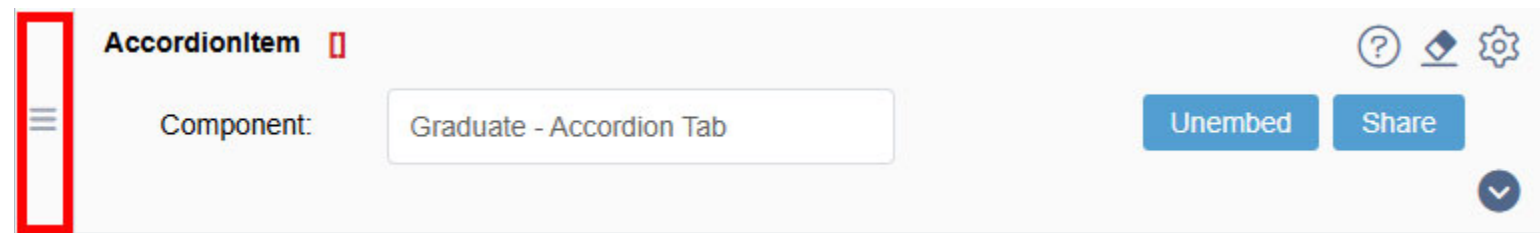
8. Then, to add an accordion tab, the user can click on the 'Plus' icon. This duplicates the selected accordion which can now be edited with the intended copy.



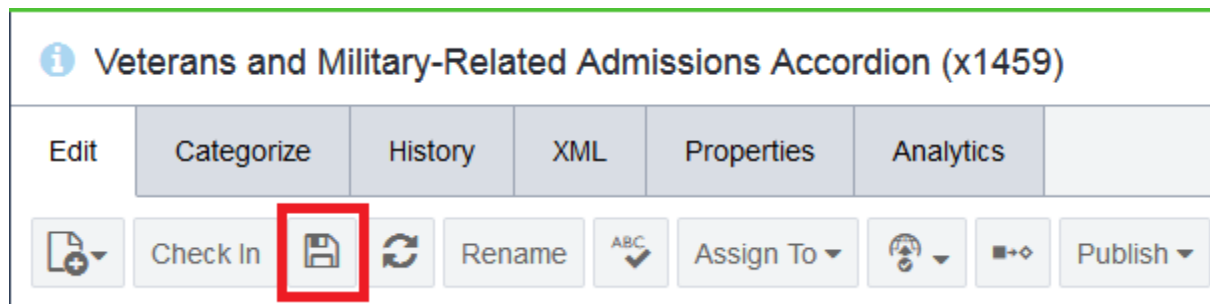
9. To delete an accordion tab the user can click on the 'Minus' icon.



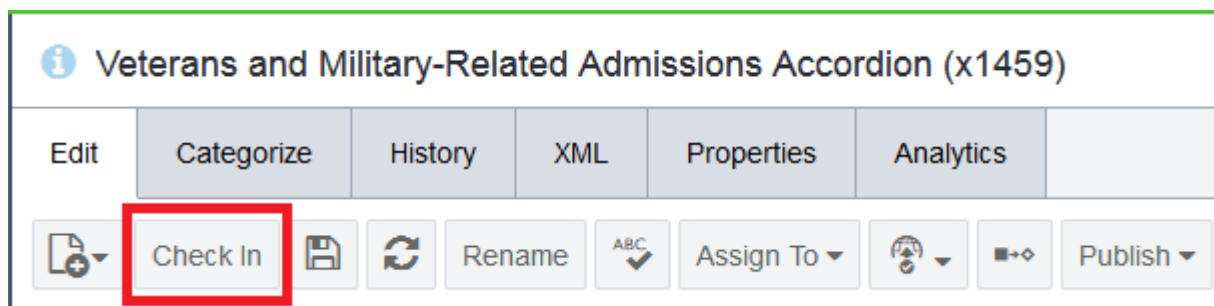
10. The user can also change the order of the accordion tabs by clicking and dragging the left-hand portion of the accordion tab.



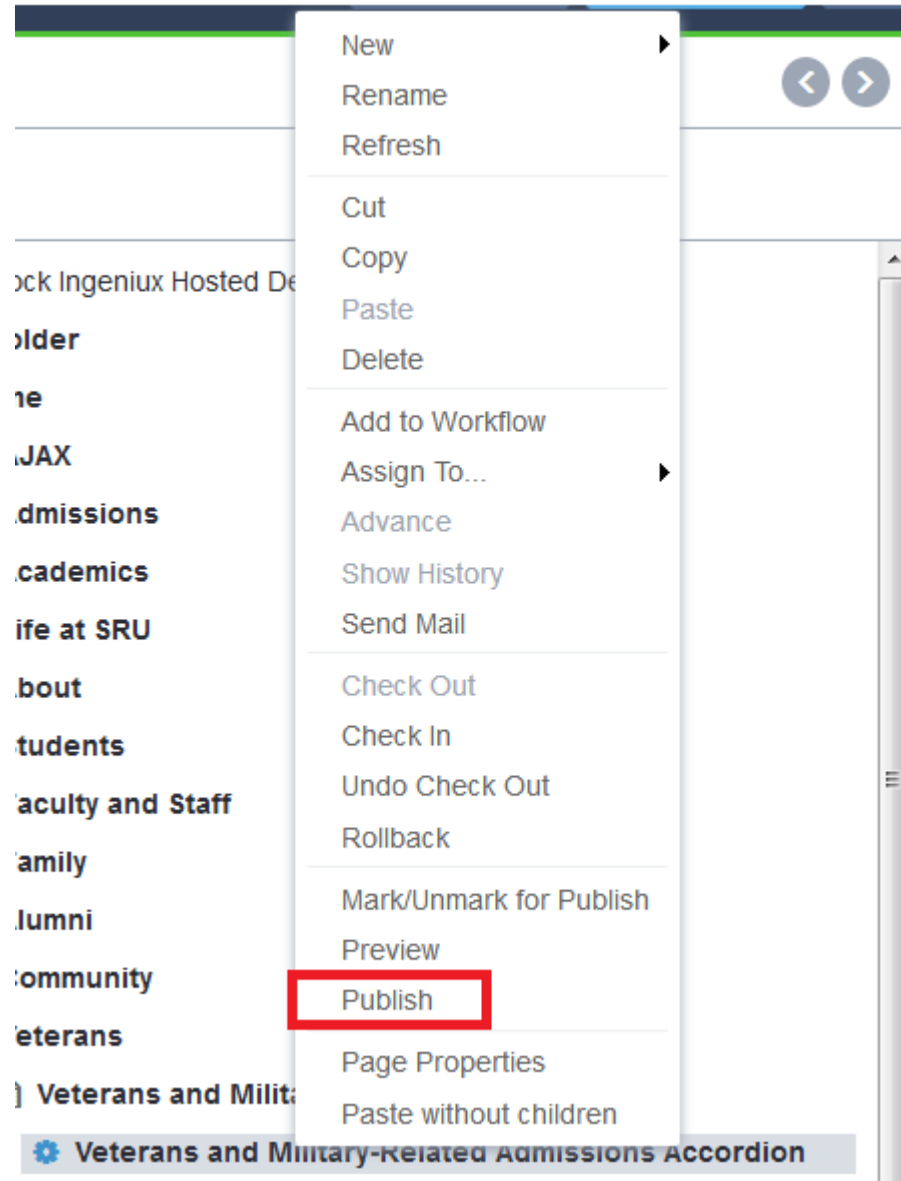
11. Once all of the editing is complete and the box being edited is collapsed, the user must 'Save' the accordion item.



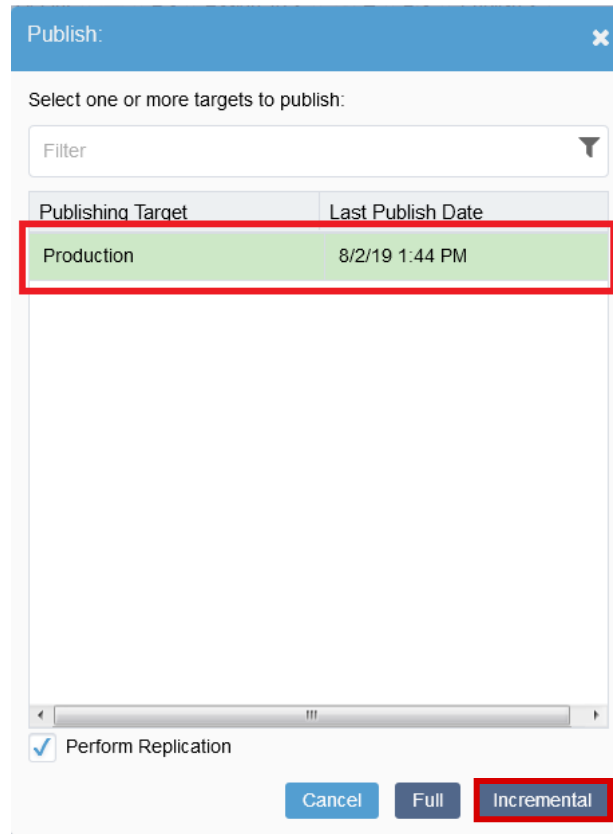
12. Once all of the editing is saved, the user must check the accordion back in by selecting the 'Check In' button shown below.



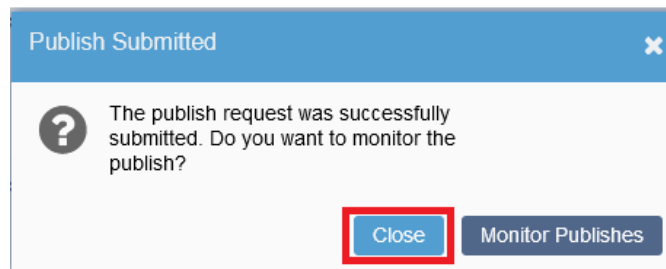
13. In order to implement these edits, the user must publish the accordion. To do so, right-click on the accordion that was edited and select 'Publish'.



14. Select 'Production' as the 'Publishing Target', then click 'Incremental'.



15. When the 'Publish Submitted' box shows up on screen, the user can hit 'Close'. This will complete the accordion editing and publishing.



Logging Out

1. Once all of your work is completed within Ingeniux, you should sign out of your session by clicking the 'Sign Out' button.

