

Creating Online Content

Uploading a basic page:

Go to <http://www.music.psu.edu/cms2/?q=user>
(cms = Content Management System)

For best results, use the Firefox browser rather than Safari or Internet Explorer.

Log in. (Request an account from this page, or contact Mark Ballora to have one set up for you.)

From the list on the right, click Create Content.

From the submenu, click Page.

A form appears that allows you to enter the page's content.

Enter a title in the Title field.

Choose a category from one of the three pulldown menus.

Enter text into the Body field.

To control alignment and typeface, click Enable Rich-Text.

For best results, click Input Format and select Full HTML.

To add a link to your text, highlight the text you want linked. The Link icon on the far right of the rich text elements becomes activated. Click the Link icon and a dialog box appears that prompts you for a URL (Web address). Enter the Web address and click OK. (NOTE: The address has to be complete, including "http://". The easiest way to do this is to open a new browser window, go to the page you want to link to, copy its URL, and paste it into the dialog box.)

When you have finished entering your text, click SUBMIT.

Congratulations. Your content is now uploaded.

Where is it? Read on.

Getting Your Page's URL

Go to the list of categories on the right. Click the category under which you created your page. Click on any subcategories, if applicable.

You will reach a list of pages people have created within that category.

Among them, you will find your title.

Click on your title.

The page appears, with tabs indicating View or Edit.

Check the URL in the browser window. This is the address of your page.

(Yes, there's a bit of computer gobbledygook in the address. This is typical of this type of uploading filing system – anyone who is familiar with Youtube will recognize the style.)

To clean the name up a bit, click on URL path settings. Enter a more informative name. For example, the name "studioinfo" would create a URL something like:

<http://www.music.psu.edu/cms2/?q=studioinfo>

To change where you can find the page when you log in, click Menu settings, where you can give a title by which the page can appear on your menu of options when you log in.

Once you have your URL, here are some things you might do:

- If you want this page to be linked from another SoM Web site page, send Mark the URL and tell him where you'd like it linked from. (e.g., "Mark, would you please add to my bio page the text 'Click here to see my page' and have it linked to this URL?").
- If you want people to reach the page from ANGEL, go to Lessons -> Add Content -> Link and paste your page's URL into the appropriate field.
- If you don't need your page linked from any other Web page, simply distribute this address to those who need it. (Again, think of Youtube, and emails you might have received that say something like "Click this for a really funny video" followed by the URL. You could email the link to your students and ask them to use the URL from the email message.)

Editing a page:

Log in.

Select your category.

Find your page.

Click the Edit tab.

[NOTE: there is also a DELETE button, in case you want to delete a page you've created.]

To add an image:

Edit your image beforehand so that it's no larger than 550 x 550 pixels. (Use any image editing program for this step.)

Follow the instructions above to get to the edit screen.

At the bottom of the Body field, notice the icon containing the image and plus sign:



Click this icon.

An Image Assist window appears.

Click the Upload button.

A dialog window appears.

Give the image a title,

Click the Browse button. Navigate to your image file and click Open.

Click Submit in the dialog box to return to the Image Assist window.

In the Insert Mode pulldown menu, choose "HTML Code."

Here you may also set the alignment of the image, link it to another URL, and select whether the size should be thumbnail or full. (In the majority of cases, you'll want to select FULL.)

Click INSERT when you've made your settings.