



Advanced CMA Assets – All You Need to Know

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I. Asset Use Guidelines

Assets are file types other than HTML. They are stored in a database separate from content. Content must be created to bring make files visible to the web. There are two basic types of assets that we will be working with during this class.

A. Images

Pictures that appear on your pages can be either **.gif** or **.jpg**. Other image file types can be included as links for downloading.

1. Page Background Images:

Background images are **prohibited** on any State Website. The color of the page must be white. On a rare occasion, an exception may be approved by the eMichigan Web Development Group. EWD will determine if the targeted site would benefit from an exception based on usability and other design standards.

- Background images used improperly can impede readability on a Web page.
- Large background images may increase download time.

2. Best Practices for Using Images

- Use several smaller images rather than one large image.
- Use optimized images.
- Use height and width attributes in the image tags
- Always use ALT attribute
- Upload the image at the desired size for use
- Do not size down a larger image using height and width attributes

3. Graphics Should NOT Appear as Banner Ads

- Do not make important images with links look like banner ads or fluffy decoration.
- Often, users ignore graphics that look like banner ads or simple decoration.
- Images that carry a link should be recognizable as such.

4. Avoid Large Graphics

- Do not use a large image above the fold if there is important text below it. Often, users will miss important information if they cannot see that it exists below a large graphic. If a large graphic keeps a user from scrolling, the information can be missed. Be sure that your page layout suggests to users that there is more information below the fold.
- Make sure that you do not increase the user's download time by using large images. All images should download in a reasonable time frame: 10 seconds maximum.
- Evidence exists that users rate page loading times over 10 seconds as "poor". Five seconds is "good".
- Users also rate slow loading pages as less interesting and not easy to scan. Users will tolerate only so much delay.
- See Appendix 1 for more information on Image Optimization.

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3. Use the Correct Graphic
 - Make sure the images selected convey the proper message to the users.
 - Sometimes designers will choose images that are more artistic and less supportive of the information. Select images the users would select. Also be aware that users are more able to find information on pages that are simpler and less graphic intensive.
4. Limit Image Usage
 - Only use images to ensure the success of the Web site.
 - Every graphic used should add value to and increase the clarity of the site. Make sure the graphics do not distract the user from the information. If images increase download time of a page, make sure the wait is worth it.

B. Document Assets:

Files such as:

- **PDF** files
- **Word** documents
- **Excel** spreadsheets
- **PowerPoint** slideshows
- **HTML** files

http://www.michigan.gov/mdot/0,1607,7-151-9621_11041_21800_21802_22726-63894--,00.html

MDOT > Projects & Programs > Highway Programs > Rest Areas > Pick one > View Accommodations Key

It is strongly recommended that all documents on the internet be converted to **PDF** for the following reasons:

- a) All internet users have access to **Acrobat Reader**. Not everyone has access to **Word**, **Excel** or **PowerPoint** even though free readers are available from Microsoft.
- b) Converting documents to **PDF** makes the file size smaller and thus will download more quickly.
- c) Converting to **PDF** will secure the document and prevent users from making unwanted changes to the documents.

C. Other types of Assets, such as:

- **MP3** or other audio file
- **WAV / MOV** or other video file
http://www.michigan.gov/sos/0,1607,7-127-1640_9150_9179---,00.html
SOS > About the Secretary of State > News Center > Video Clips
- **Flash** animation
http://www.michigan.gov/mdot/0,1607,7-151-9618_11032_11062_42025---,00.html
MDOT > Bridges, Borders & Ferries > International Bridge > Kids Coloring Contest
- **JavaScript**
http://www.michigan.gov/mdot/0,1607,7-151-9618_11032-137569--,00.html
MDOT > Bridges, Borders & Ferries > International Bridge > Contact Us > Comment Form

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NOTE (1): ALL filenames should be letters and numbers ONLY. Do not use special characters except an UNDERSCORE or a DASH. Remove spaces completely or replace them with underscores.

NOTE (2): Different agencies have different standards for the naming of Assets. Please check with your site administrator before you load any Assets to make sure you understand the naming conventions for your site. This must be done **PRIOR** to loading the Asset to the database.

II. Getting Ready to Work

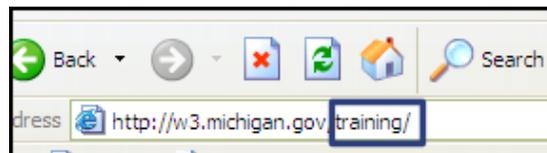
A. Open the CMA and login using your own login name and password.

B. Open Training Site & Samples

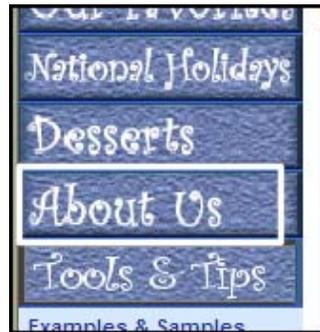
1. Click **Production Preview**.



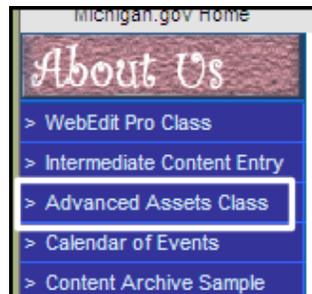
2. Change Address (URL) to /training.



3. Click on **About Us** button.

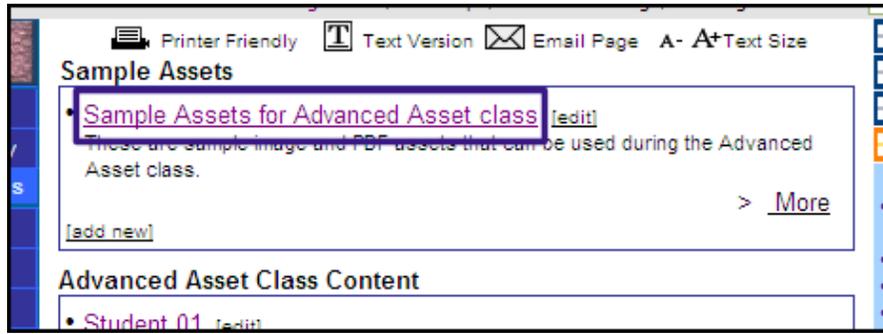


4. Click on the **Advanced Assets Class** link.



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5. Hold the Shift key and click the first file listed: “**Sample Assets for Advanced Class**”



a) Use these assets when you need one throughout this class.

Sample Assets for Advanced Asset class

Images:

PDF files:

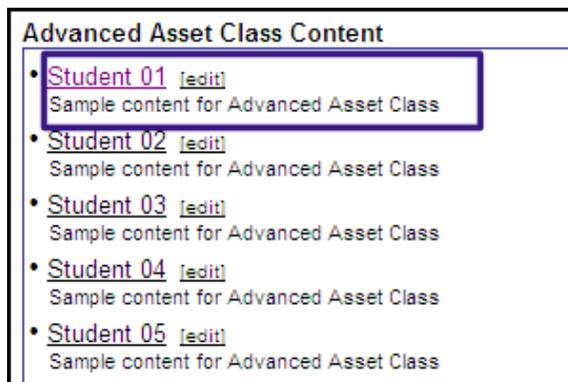
- [HAL Spring 2007 LM4X](#)
- [HAL FCNews Jan 2007](#)
- [Taxes form 3838](#)
- [HAL - MI Genealogist Winter 2006 I](#)
- [Taxes form 3435](#)
- [DHS EIR News Feb 2007](#)
- [DHS DEC Medical Protocol](#)
- [HAL MCACA FY 07 List by County](#)

b) Return to the **Advanced Assets Class** window – minimize this window.

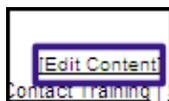


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6. Locate the piece of content that corresponds to your student ID and click on it.



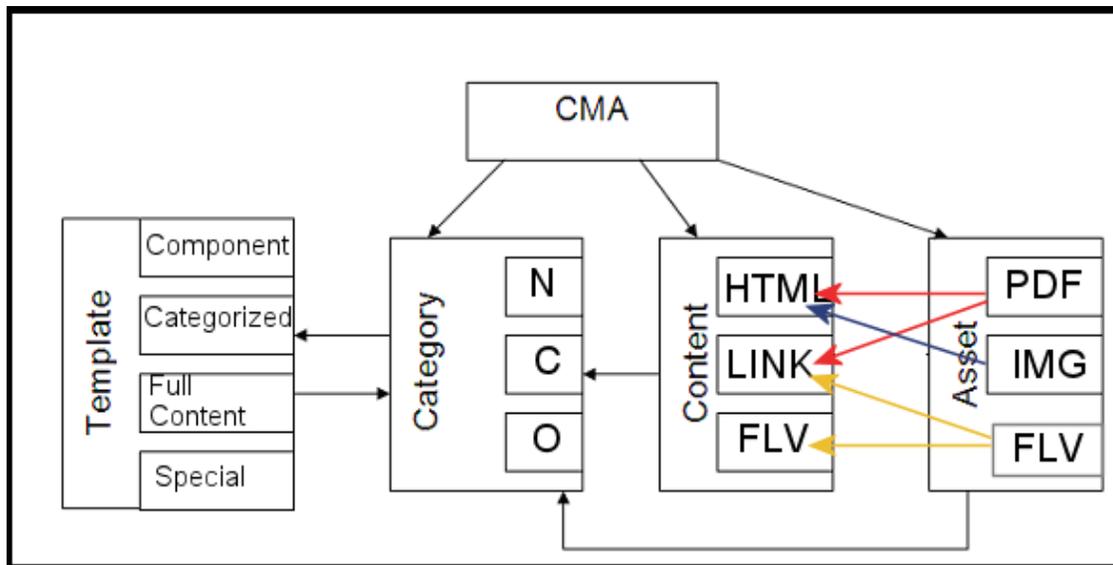
7. Click the **[Edit Content]** link at the bottom of the page.



A new window will be opened with the CMA at the Edit Content screen for this piece of content. We will use this piece of content to practice adding assets to it throughout the class.

III. Using Assets in Michigan.gov

A. Added To Database Then Connected To Content



B. How Assets Are Displayed In Michigan.gov

- Associated Asset Feature with HTML Content
- Link Content Type
- Flash Video Content Type
- Inserted manually in body (or other) field (using WebEdit Pro, HTML, or other HTML editing software)

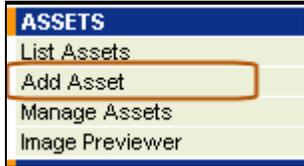
C. Add Assets to the Database

All asset types are added in the same way.

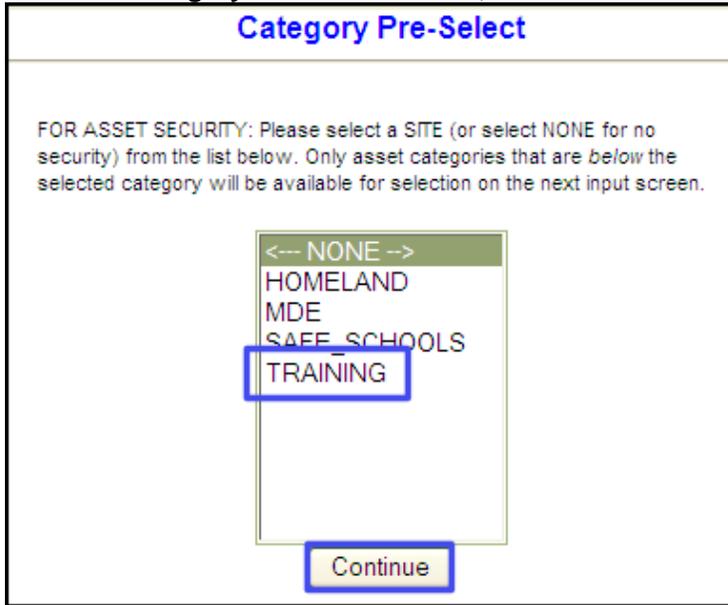
1. Documents (PDF, DOC, XLS, HTML, etc.)

In this class we will be using a PDF file. Other documents are treated the same way.

- a. In the first **CMA** window, under **Assets** click **Add Asset**.



- b. From the **Category Pre-Select** screen, select the **Site** and click **Continue**.



- c. NOTE: This screen will only appear when you have access to more than one site. If you only have access to one site, you will be taken immediately to the following screen.

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Following is the **Add New Asset** entry screen:

Add New Asset

Asset FileName:

Asset Permission: <----- SELECT ONE ----->

Asset Type: <- Select One ->

Thumbnail? (only if type is IMAGE)

Asset (Vignette) Project: Training Assets

Asset Description:
(0 of 128 chars max)

Alternate Tag:
(Image Only)

CMA Keywords:

Width (Image Only):

Height (Image Only):

Size (Bytes):

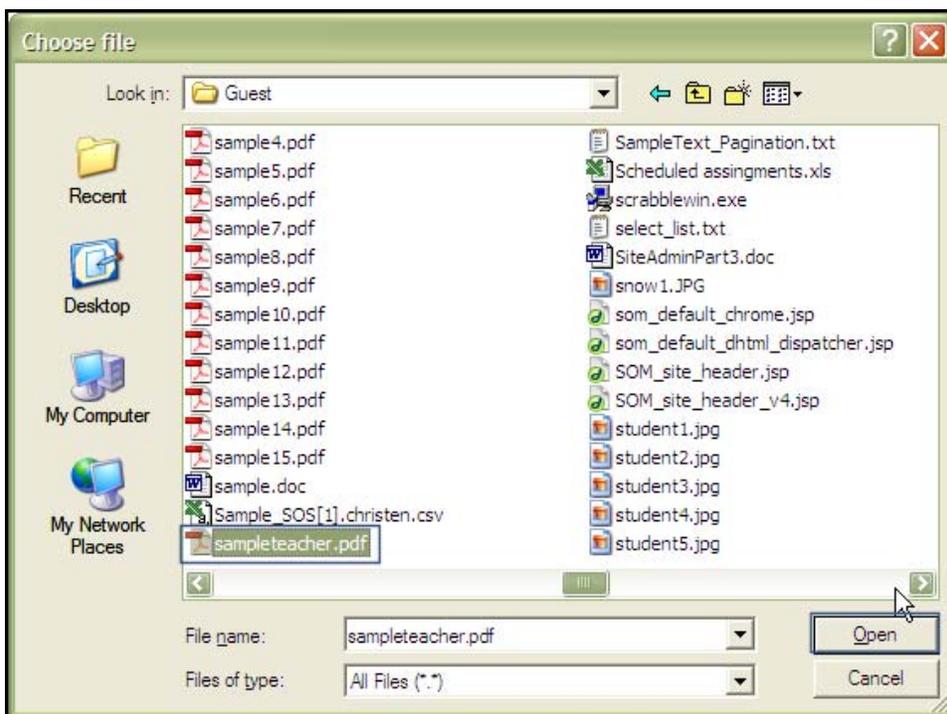
Asset Preview

NOTE: Assets that exceed 5MB will require significant CMA upload time and high download time for users of your internet content. Consider breaking up large files into smaller, sequential pieces rather than large, single files.

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- d. **Asset File Name:** Click the **Browse** button to select the **PDF** file from the **Guest** folder on the desktop. This is a required field.

Asset FileName: Browse...



Asset FileName: C:\Documents and Settings\christen\Browse...

- e. **Asset Permissions:** Select the **Asset Permissions** from the drop down menu. *Choose permissions to match the button you are working in.* This is a required field.

Asset Permission: <----- SELECT ONE -----> ?

<----- SELECT ONE ----->

TRAINING-ABOUT_US-ASSETS

TRAINING-ABOUT_US-CONTENT_ARCHIVE-ASSETS

TRAINING-ABOUT_US-PRESS_RELEASES-ASSETS

TRAINING-ASSETS

TRAINING-DESSERTS-ASSETS

TRAINING-EMMA-ASSETS

TRAINING-FAVORITES-ASSETS

TRAINING-HOLIDAYS-ASSETS

TRAINING-MAINT_PERM-ASSETS

TRAINING-MCOLES-ASSETS

- f. **Asset Type:** The **Asset Type** is automatically selected based on the file type entered in **Asset Filename** (above). In this example **PDF** (Adobe Acrobat .PDF File) is selected. This is a required field.

The **Thumbnail** checkbox is only applicable when the **Asset Type** is **Image**. This will be covered in **Images**.

Asset Type: Already filled in PDF (Adobe Acrobat .pdf File)

Thumbnail? (only if type is IMAGE) For images only

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- g. **Asset (Vignette) Project:** The **Asset Project** is assigned automatically based on what site you are working in.

Asset (Vignette) Project:	Training Assets
---------------------------	-----------------

- h. **Asset Description:** Enter the **Asset Description**. Special naming conventions are employed by each agency/site. Please check with your site administrator to determine the naming convention used by your site.

Whatever is entered here will display when the document asset is **associated** to a piece of content. This is a required field.

Asset Description:	
--------------------	--

In this class enter your **Name – Date – Type of Asset**.

Asset Description: (28 of 128 chars max)	Debbie - 12/05/07 - PDF file
---	------------------------------

- i. **Alternate Tag (Image Only):** For all document assets, skip the **ALT Tag**. This is a required field only when the **Asset Type** is **Image** (Non-specific Image type (GIF, JPG)).

Alternate Tag: (Image Only)	
--------------------------------	--

- j. **CMA Keywords:** Enter **CMA Keywords**. These are used in the **List Assets** screen to locate an asset. These keywords are not used in generating HTML. This is not a required field.

CMA Keywords:	
---------------	--

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- k. **Width (Image Only):**
Height (Image Only):
Size (Bytes):

If left blank, the CMA will fill in this information for you.

Width (Image Only):	Leave Blank	<input type="text"/>
Height (Image Only):		<input type="text"/>
Size (Bytes):		<input type="text"/>

Please note: Assets that exceed 5MB will require significant **CMA** upload time and high download time for users of your Internet content. Consider breaking up large files into smaller, sequential pieces rather than large, single files.

Width (Image Only):	Automatically Filled in When Add is Clicked.	<input type="text" value="0"/>
Height (Image Only):		<input type="text" value="0"/>
Size (Bytes):		<input type="text" value="114555"/>

- l. **Click Add**
- m. The screen will refresh and leave you in **Edit Asset** mode. The **Asset ID** number and **path** will display at the top of this screen, as well as an **Asset Preview** at the bottom of the screen.

ID #	217625	<input type="button" value="Upd"/>
Asset FileName:	<input type="text"/>	<input type="button" value="Browse..."/>
ID Number is included in the Asset (Web) Path		<small>Note: you are in edit mode and selecting a new file will overwrite system. Also note that the change can take several minutes to</small>
Asset (Web) Path:	/documents/training/sampleteacher_217625_7.pdf	
Asset Permission: (Browse)	TRAINING-FAVORITES-ASSETS	<input type="button" value="Upd"/>

Asset Preview <small>Click the link to view the PDF file. (use the Back button to return to CMA.)</small>	
Debbie - 12/05/07 - PDF file	
Asset Update Information:	
<hr/>	
Updated By:	dchristensen
Updated Date:	Dec 06 2007 04:54:03:00PM
Note other information saved with the asset.	
Created By:	dchristensen
Created Date:	Dec 05 2007 04:40:37:00PM
<hr/>	

- n. **Copy Asset (Web) Path and save temporarily to notepad.**

In order to see the asset in the web page, you will have to be able to reference the asset later. You will need to know either the **Asset ID#** or the **Asset (Web) Path**. Since the **ID#** is part of the path, we can simply save the path and we will have both.

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(1) Triple Click on the **Asset (Web) Path** to select it.



(2) Right Click and **Copy** (or copy another way)

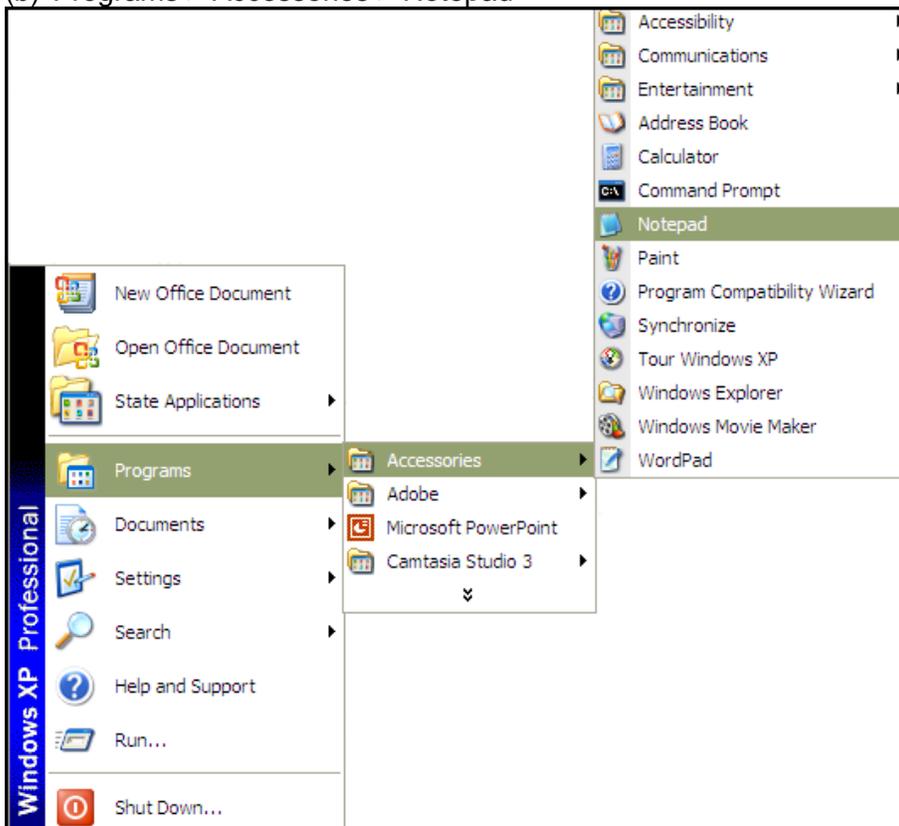


(3) Open **Notepad** (or text editor of your choice)

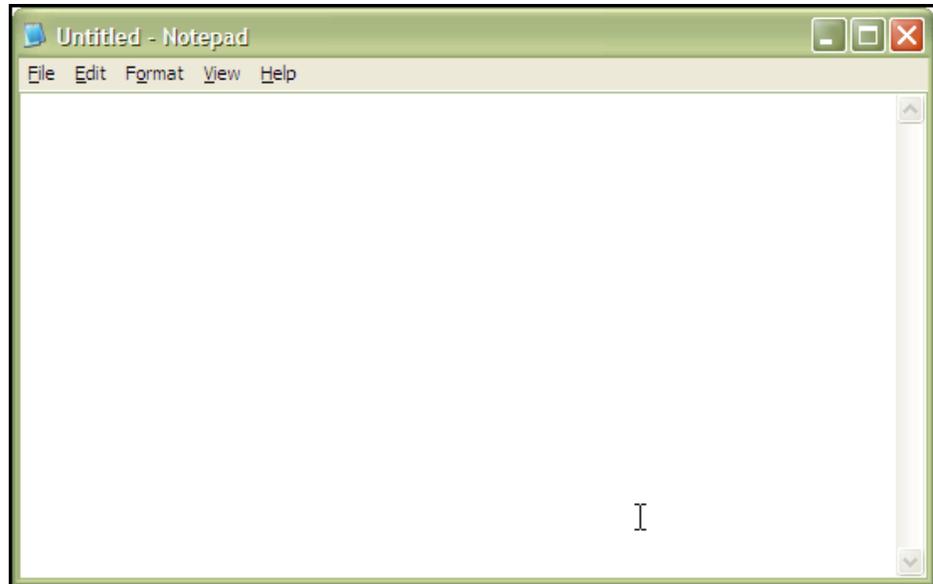
(a) Start



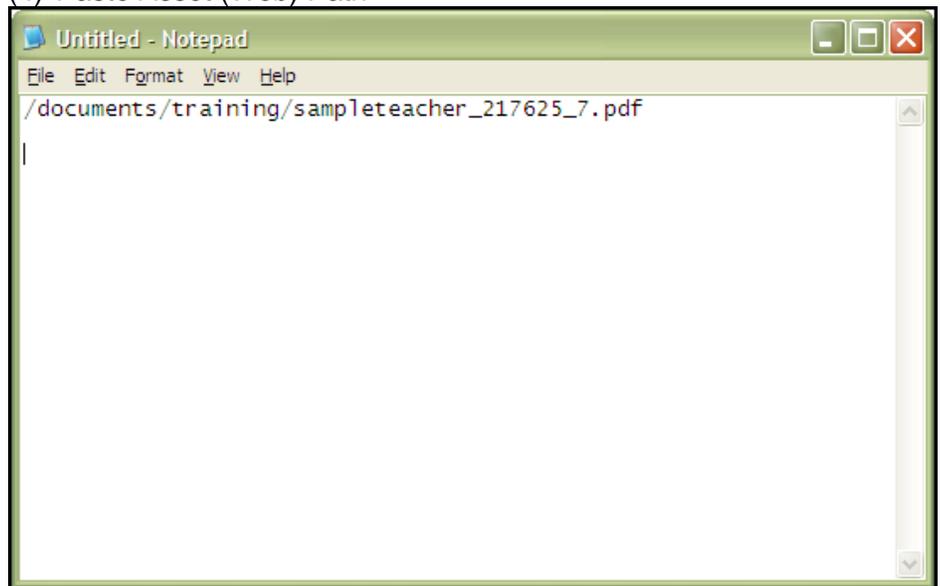
(b) Programs > Accessories > Notepad



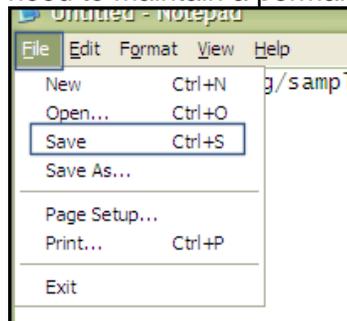
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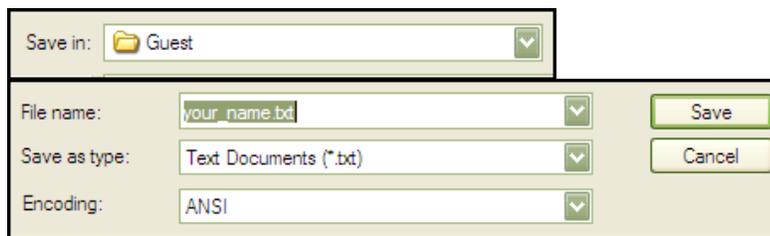
(4) Paste Asset (Web) Path



(5) Save Notepad and keep it open during class – there is no need to maintain a permanent list of all your assets.



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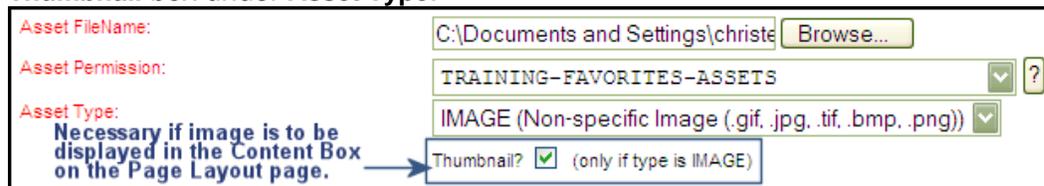


2. Images

Add an image asset in the same manner as above, beginning with **Add Asset** on the left navigation. In addition to the above:

a) Check the **Thumbnail Box**.

After you have completed the **Asset Filename** and **Permission**, check the **Thumbnail** box under **Asset Type**.

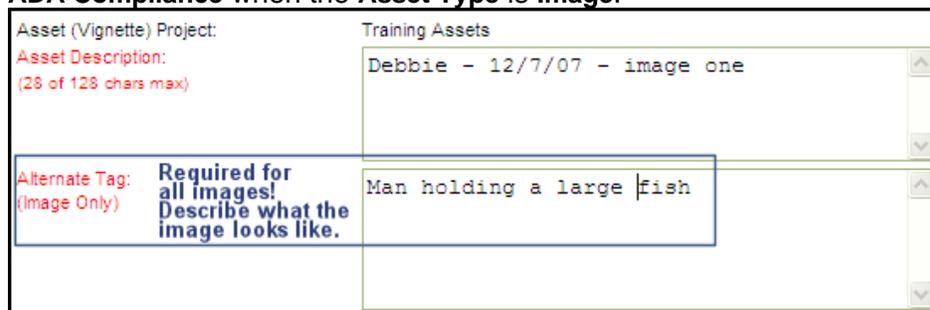


The **Thumbnail** box is necessary only when you want the image to be displayed in the **Content Box** on the **Page Layout/Template** page.

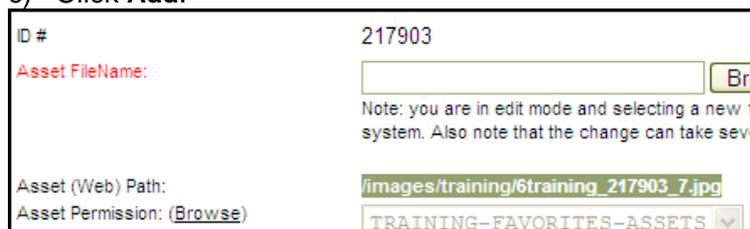
b) **Alternate Tag (Image Only)**: The **Alt Tag** will display when the mouse moves on top of the image.



This **Alt Tag** will display when the image is associated to content and is also used when selecting the image in WebEdit Pro. This is a required field for **ADA Compliance** when the **Asset Type** is **Image**.



c) Click **Add**.

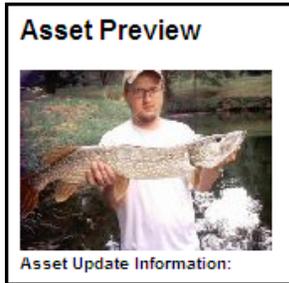


Please note: Assets that exceed 5MB will require significant CMA upload time and high

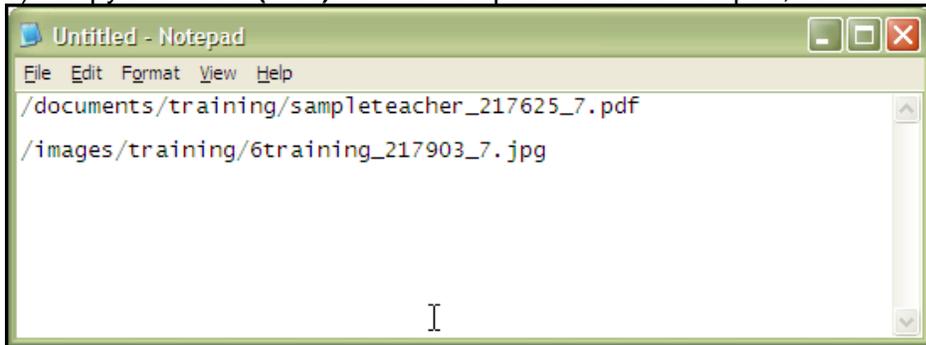
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download time for users of your Internet content. Consider breaking up large files into smaller, sequential pieces rather than large, single files.

Width (Image Only):	<input type="text" value="150"/>
Height (Image Only):	<input type="text" value="107"/>
Size (Bytes):	<input type="text" value="7557"/>



d) Copy the **Asset (Web) Path** to notepad and save notepad, as above.



IV. Associated Assets Feature

Assets of any type can be **associated** to a piece of HTML content. There are **3 methods** to do it.

A. Associate Asset in Database with Known Asset ID Number (Method 1)

1. Go to the window with the **Edit Content** screen already open to the piece of content from the **Training** site.
2. Scroll to the bottom of the screen.

Associated Assets

(Note: clicking the *Asset Name* will jump to Edit Asset, *Edit* jumps to Edit Association)

ID	Asset Name	Asset Path	Edit	Delete
<input type="text"/>	(Enter Asset ID - Shortcut)			

(Add) [\(Add and Auto-Associate An Asset\)](#)

3. When you know the **Asset ID**:
 - a. Under **Associated Assets**, enter the **Asset ID** number in the box and click **Associate**. If you copied the **Asset / web paths** into **Notepad** earlier, you can copy them from there. Do this for the two assets added above.

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Associated Assets
(Note: clicking the *Asset Name* will jump to Edit Asset, *Edit* jumps to Edit Association)

ID	Asset Name	Asset Path	Edit	Delete
217625	(Enter Asset ID - Shortcut)			

(Add) (Add and Auto-Associate An Asset)

Associated Assets
(Note: clicking the *Asset Name* will jump to Edit Asset, *Edit* jumps to Edit Association)

ID	Asset Name	Asset Path	Edit	Delete
217625	Debbie - 12/05/07 - PDF file	/documents/training/sampleteacher_217625_7.pdf	(Edit)	(Delete)
217903	Debbie - 12/7/07 - image one	/images/training/6training_217903_7.jpg	(Edit)	(Delete)

(Enter Asset ID - Shortcut)
(Add) (Add and Auto-Associate An Asset)

B. Associate Asset in Database with Unknown ID Number (Method 2)

1. Click the **Add** link under the entry box.

(Enter Asset ID - Shortcut)
[\(Add\)](#) (Add and Auto-Associate An Asset)

2. The following screen will appear.

Add New Association ASSET

Asset Project Folder: <---- SELECT ONE ---->

Associated Asset: <---- SELECT PROJECT ---->

Association Flag: None- Title- Component Only- Content Only-

Priority:

3. Select the **Asset Project Folder** (usually the site).

Asset Project Folder: Training Assets

Associated Asset: <---- SELECT ONE ---->

39055-AGENCY_HEADER_LOGO: Training Website
39245-Star Wars Luke and Vader dueling: Star Wars Luke and Vader dueling
39267-Star Wars: Star Wars
39416-DMB Training Flyer:
39417-DMB Training Flyer:

4. Select the desired asset from the list. In this case, choose another **PDF** file.

5. Click **Add**.

Associated Assets
 (Note: clicking the *Asset Name* will jump to Edit Asset, *Edit* jumps to Edit Association)

ID	Asset Name	Asset Path	Edit	Delete
197593	Debbie - 5-24-07 PDF	/documents/training/sampleteacher_197593_7.pdf	(Edit)	(Delete)
217625	Debbie - 12/05/07 - PDF file	/documents/training/sampleteacher_217625_7.pdf	(Edit)	(Delete)
217903	Debbie - 12/7/07 - image one	/images/training/6training_217903_7.jpg	(Edit)	(Delete)

(Enter Asset ID - Shortcut)

[\(Add\)](#) [\(Add and Auto-Associate An Asset\)](#)

C. Associate Asset NOT in Database (Method 3)

To associate an asset that is not yet in the Database, you can use the **Add and Auto-Associate an Asset** feature.

1. Make sure you know where the **asset** is located, either on your hard drive or on a network drive, and that you have access to it.
2. Edit the piece of **Content** for which you wish to add the association. In this case, the same one.

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- At the bottom of the screen, under **Associated Assets**, click **Add and Auto-Associate an Asset**.

A screenshot of a software interface showing a text input field with the placeholder text "(Enter Asset ID - Shortcut)", a green "Associate" button, and a blue-bordered button labeled "Add and Auto-Associate An Asset". A blue box highlights the "Add and Auto-Associate An Asset" button.

- The **Add Asset** screen(s) will be presented.

A screenshot of a "Category Pre-Select" screen. It features a title bar, a paragraph of instructions: "FOR ASSET SECURITY: Please select a SITE (or select NONE for no security) from the list below. Only asset categories that are below the selected category will be available for selection on the next input screen.", a scrollable list box containing categories like SURGEONGENERAL, TAX_TRIB, TAXES, THEME, TRAINING (highlighted), TRANSP0_SUMMIT, TRAVELCOUNTS, TREASURY, UIA, and UPSF, and a green "Continue" button at the bottom.

- Select an **image** from the guest folder using the method above. Make sure you select the **Thumbnail** checkbox.

A screenshot of an "Add New Asset" screen. It includes an "Add" button, and fields for "Asset FileName:" (C:\Documents and Settings\christe), "Asset Permission:" (TRAINING-ABOUT_US-ASSETS), "Asset Type:" (IMAGE (Non-specific Image (.gif, .jpg, .tif, .bmp, .png))), and a checked "Thumbnail?" checkbox. The "Asset (Vignette) Project:" is "Training Assets" and the "Asset Description:" is "Debbie - 4-9-08 - image 2".

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- When finished, you will be returned to the **Edit Content** screen and the asset will already be associated.

Associated Assets				
(Note: clicking the <i>Asset Name</i> will jump to <i>Edit Asset</i> , <i>Edit</i> jumps to <i>Edit Association</i>)				
ID	Asset Name	Asset Path	Edit	Delete
197593	Debbie - 5-24-07 PDF	/documents/training/sampleteacher_197593_7.pdf	(Edit)	(Delete)
217625	Debbie - 12/05/07 - PDF file	/documents/training/sampleteacher_217625_7.pdf	(Edit)	(Delete)
217903	Debbie - 12/7/07 - image one	/images/training/6training_217903_7.jpg	(Edit)	(Delete)
231062	Debbie - 4-9-08 - image 2	/images/training/student12_231062_7.jpg	(Edit)	(Delete)

- You may repeat for other assets to be associated to the same piece of content, as needed (for example a list of PDF files).
- Look at the content in the **Training Site** to see how the assets are being displayed.

V. Refining the Display of Associated Assets

A. Ordering Documents

1. In the content, note the order of the **Related Documents**.

Related Documents

- > [Debbie - 12/05/07 - PDF file - 114555 bytes](#)
PDF
- > [Debbie - 5-24-07 PDF - 114555 bytes](#) PDF

2. Return to the **CMA** and the **Associated Assets** area.

Associated Assets
(Note: clicking the *Asset Name* will jump to *Edit Asset*, *Edit* jumps to *Edit Association*)

ID	Asset Name	Asset Path	Edit	Delete
197593	Debbie - 5-24-07 PDF	/documents/training/sampleteacher_197593_7.pdf	(Edit)	(Delete)
217625	Debbie - 12/05/07 - PDF file	/documents/training/sampleteacher_217625_7.pdf	(Edit)	(Delete)
217903	Debbie - 12/7/07 - image one	/images/training/6training_217903_7.jpg	(Edit)	(Delete)
231062	Debbie - 4-9-08 - image 2	/images/training/student12_231062_7.jpg	(Edit)	(Delete)

(Enter Asset ID - Shortcut)

(Add) (Add and Auto-Associate An Asset)

3. Across from the PDF file that appears first on the list, click the **(Edit)** link.

Associated Assets
(Note: clicking the *Asset Name* will jump to *Edit Asset*, *Edit* jumps to *Edit Association*)

ID	Asset Name	Asset Path	Edit	Delete
197593	Debbie - 5-24-07 PDF	/documents/training/sampleteacher_197593_7.pdf	(Edit)	(Delete)
217625	Debbie - 12/05/07 - PDF file	/documents/training/sampleteacher_217625_7.pdf	(Edit)	(Delete)
217903	Debbie - 12/7/07 - image one	/images/training/6training_217903_7.jpg	(Edit)	(Delete)
231062	Debbie - 4-9-08 - image 2	/images/training/student12_231062_7.jpg	(Edit)	(Delete)

(Enter Asset ID - Shortcut)

(Add) (Add and Auto-Associate An Asset)

4. Change the **Priority** to **200** and click **Update**.

Asset Project Folder:

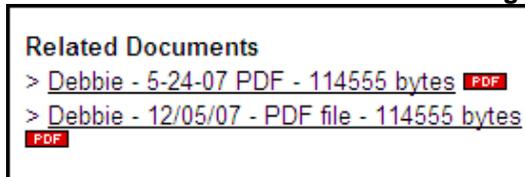
Associated Asset:

- 217625-Debbie - 12/05/07 - PDF file:
- 217903-Debbie - 12/7/07 - image one: F
- 217972-Sonya - 12/10/07 - PDF:
- 217973-Tujauna White 12/10/07 This is
- 217974-Michael Grabemeyer - 12/10/07
- 217975-jking 12/10/07 pdf.

Association Flag: None- Title- Component Only-

Priority:

- Return to the content in the **Training** site and refresh the screen.



Note the items are reversed in order. You control the order of the **Related Documents** with the **Priority** field in the **Associated Assets**.

B. How Are Images Currently Displayed?

- View your initial piece of content on the **Production Preview** of the **Training** site.

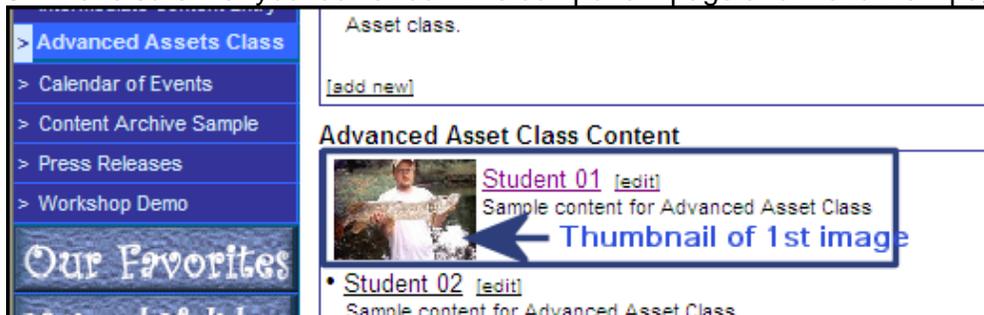


- Note where the images are located:
One image will be displayed – either to the right of the first paragraph of text or above the first paragraph of text, depending on the width of the image.

The second image will be listed as a link under a heading called **Related Images**.

The same first image will display on the Template/Page Layout page.

- Make sure that you look at both the component page and the full text page



C. Change the Image Display

1. Return to the **CMA** and the **Edit Content Item** screen you just worked with.
2. Scroll to the bottom of the screen where the assets are associated.

Associated Assets
 (Note: clicking the *Asset Name* will jump to Edit Asset, *Edit* jumps to Edit Association)

ID	Asset Name	Asset Path	Edit	Delete
197593	Debbie - 5-24-07 PDF	/documents/training/sampleteacher_197593_7.pdf	(Edit)	(Delete)
217625	Debbie - 12/05/07 - PDF file	/documents/training/sampleteacher_217625_7.pdf	(Edit)	(Delete)
217903	Debbie - 12/7/07 - image one	/images/training/6training_217903_7.jpg	(Edit)	(Delete)
231062	Debbie - 4-9-08 - image 2	/images/training/student12_231062_7.jpg	(Edit)	(Delete)

(Enter Asset ID - Shortcut)

(Add) (Add and Auto-Associate An Asset)

3. Across from one of the image assets, click the **Edit** link.

217625	Debbie - 12/05/07 - PDF file	/documents/training/sampleteacher_217625_7.pdf	(Edit)	(D)
217903	Debbie - 12/7/07 - image one	/images/training/6training_217903_7.jpg	(Edit)	(D)
231062	Debbie - 4-9-08 - image 2	/images/training/student12_231062_7.jpg	(Edit)	(D)

4. Across from **Association Flag** select the **Component Only** radio button and click **Update**.

Asset Project Folder: Training Assets

Associated Asset:

217903-Debbie - 12/7/07 - image one: Picture of
 217972-Sonya - 12/10/07 - PDF:
 217973-Tujauna White 12/10/07 This is a PDF file.:
 217974-Michael Grabemeyer - 12/10/07 - PDF:
 217975-jking 12/10/07 pdf.
 217976-Heather - 12/10/07 - PDF:

Association Flag: None- Title- **Component Only-** Content Only-

Priority:

Advanced CMA Assets – All You Need to Know

5. Repeat for the other image, except select **Content Only**.

217903	Debbie - 12/7/07 - image one	/images/training/6training_217903_7.jpg	(Edit)	(De)
231062	Debbie - 4-9-08 - image 2	/images/training/student12_231062_7.jpg	(Edit)	(De)

Asset Project Folder: Training Assets

Associated Asset:
231062-Debbie - 4-9-08 - image 2: turkey in the wild
231164-March 10, 2008 Meeting Minutes - DRAFT:
231172-Dana Block - 4/10/08 - PDF file:
231174-John - 4/10/08 - PDF:
231175-Kimberly - 04/10/08 pdf file:
231176-Patricia Weaver, April 10, 2008 PDF file:

Association Flag: None- Title- Component Only- **Content Only-**

Priority: 100

Update

6. Look at the results in both locations for the content.

Asset class.

[add new]

Advanced Asset Class Content

 [Student 01](#) [edit]
Sample content for Advanced Asset Class
Component Only

• [Student 02](#) [edit]

Student 01

Sample content for Advanced Asset Class.
This will be edited by Student 01

Related Documents

- > [Debbie - 5-24-07 PDF - 114555 bytes](#) PDF
- > [Debbie - 12/05/07 - PDF file - 114555 bytes](#) PDF



Content Only - No more Related Images

Note that you can specify different images in the different locations. If you do not specify something in the **Association Flag**, or if you select **None**, the image will be displayed in both places. If there is more than one image associated an neither has an **Association Flag**, the one with the highest priority will be displayed in both places and the other will be listed as an **Related Image** at the bottom of the page.

NOTE – the **Alternate Tag** entered in **Asset Entry Screen** will be used as the **Alt Tag** when **Image** is **Associated** to the content.

VI. Create Link to Document Asset

Sometimes you want the users to have direct access to the asset document, directly from the boxes on the menu page – the page layout. This can be accomplished with a number of different page layouts and **Link Content** type.

A. Examples

- Link Content to Document Assets in **Categorized Call – DMB Administrative Guide** - http://www.michigan.gov/dmb/0,1607,7-150-9131_9347---,00.html

The screenshot displays a categorized call menu page with a blue vertical bar on the left and a light green vertical bar on the right. The page is organized into several sections, each containing a list of document assets with PDF icons. The sections are:

- 0510.37 Agency Contract Compliance Inspectors and Administrators - Pre-Award and Post-Award** PDF
- 0510.38 Emergency Purchase - Post-Award** PDF
- 600 Contract Administration**
 - POLICY 0610 Contracting** PDF
 - 0610.01 Contracting and Conducting a Post Award Conference (Kick-off Meeting)** PDF
 - 0610.02 Advice of Change Processing - Post-Award** PDF
 - 0610.03 Vendor Performance - Post-Award** PDF
 - 0610.04 Purchase Termination/Cancellation - Post-Award** PDF
 - POLICY 0620 Administrative Board** PDF
 - 0620.01 Obtaining State Administrative Board approval** PDF
 - 0620.02 Submissions to the Finance and Claims Committee** PDF
 - POLICY 0630 Consulting** PDF
 - 0630.01 Acquiring consulting services** PDF
 - 0630.02 Internal consulting services** PDF
- 700 Program / Activity Analysis**
 - POLICY 0710 Function / Program / Activity Analysis** PDF
- 800 Risk Management and Insurance**
 - POLICY 0810 Risk Management** PDF
 - 0810.03 Obtaining Insurance or Risk Management-Related Services and Associated Fees** PDF
 - POLICY 0820 Insurance** PDF
 - 0820.01 Insurance Coverage of State Owned Property** PDF
 - 0820.02 Worker's disability compensation claims procedures** PDF
- 900 Preservation**
 - POLICY 0910 Records Management** PDF

- Link Content to Document Assets in **Content Archive – MDE** - http://www.michigan.gov/mde/0,1607,7-140-5373_38763---,00.html

The screenshot shows the Michigan Department of Education website. The header includes the Department of Education logo and the Michigan state seal. Below the header, there are navigation links for 'MDE Home', 'Site Map', 'Contact MDE', 'Keywords', and 'Online Services'. A search bar is located on the right. The main content area is titled 'Public Notices' and includes a list of archives for the years 2008 through 2002. The 2008 section is expanded to show notices for June, May, April, and March. Each month lists specific dates and links to the corresponding public notices.

Department of Education
Michigan.gov
An Official State of Michigan

MDE Home | Site Map | Contact MDE | Keywords | Online Services

Printer Friendly | Text Version | Email Page | A- A+ Text Size

Public Notices

More archives for:
Public Notices: [2008](#) | [2007](#) | [2006](#) | [2005](#) | [2004](#) | [2003](#) | [2002](#)

2008: [June](#) - [May](#) - [April](#) - [March](#) - [February](#) - [January](#)

June

- 13 - [Public Notice of June 23, 2008 PSA Committee Meeting](#)
- 13 - [Public Notice of June 23, 2008 MSBD Trust Fund Meeting](#)
- 13 - [Public Notice of June 23, 2008 Legislative Committee Meeting](#)
- 13 - [Public Notice of June 23, 2008 Dorothy Beardmore Award Selection Committee Meeting](#)
- 11 - [Public Notice of canceled July 8, 2008 State Board of Education Meeting](#)
- 02 - [Public Notice of June 10, 2008 State Board of Education](#)
- 02 - [Public Notice of June 16, 2008 State Board of Education Retreat](#)

May

- 01 - [Public Notice of May 13, 2008 State Board of Education Meeting](#)

April

- 14 - [Public Notice of April 21, 2008 State Board of Education Agenda Planning Committee Meeting](#)
- 01 - [Public Notice of April 8, 2008 State Board of Education Meeting](#)

March

- 01 - [Public Notice of March 11, 2008 State Board of Education Meeting](#)

Advanced CMA Assets – All You Need to Know

- Link Content to Document Assets to **video/audio clips** – SOS - http://www.michigan.gov/sos/0,1607,7-127-1640_9150_9179---,00.html



Department of State Michigan
Terri Lynn Land, Secretary of State
An Official State of Michigan

SOS Home | Site Map | FAQ | Online Services | Forms | Contact SOS

Printer Friendly | Text Version | Email Page | A- A+ Text Size

Video Clips

- [Video Clip: Voter Education PSA \(MOV FILE\)](#)
- [Video Clip Transcript: Voter Education PSA \(HTML FILE\)](#)
- [Video Clip: Vertical Driver's License PSA \(RAM FILE\)](#)
- [Video Clip Transcript: Vertical Driver's License PSA \(HTML FILE\)](#)
- [Audio Clip: American Red Cross PSA \(MP3 FILE\)](#)
- [Audio Clip Transcript: American Red Cross PSA \(HTML FILE\)](#)

- Mixture of link and html content - http://www.michigan.gov/mdot/0,1607,7-151-9621_41446---,00.html

Department of Transportation Michigan.gov
An Official State of Michigan Web Site

MDOT Home | Site Map | Contact MDOT | FAQ | State Web Sites Search

Printer Friendly Text Version Email Page A- A+Text Size

Context Sensitive Solutions

What are "context sensitive solutions?"



Merrick Street Bridge,
Adrian



Context sensitive solutions (CSS) collaborative interdisciplinary to developing transportation projects. Under CSS, MDOT dialogue with local governments, road commission industry groups, land use advocates, and state early in a project's planning phase. A cooperative and an awareness of community interests help the ultimate goal—projects that fit their surroundings while effectively serving transportation needs.

> [More](#)

CSS training

- [CSS awareness training material, with speaker notes](#)
Slides and notes from MDOT's "CSS Awareness" class, in PDF format for downloading. This class was designed to introduce MDOT employees to CSS. Instructors have presented this class to employees and stakeholder groups around the state. (The class slides are also available in [smaller PDF files](#) that don't include the speaker's notes.)
- [CSS Awareness Training for MPOs](#) **PDF**
Slides from MDOT's CSS training for metropolitan planning organizations (MPOs). MDOT created this content version of its CSS awareness training to address the perspective of MPOs working with MDOT.

Further reading

- [Context Sensitive Solutions: Paving the way for better transportation](#) **PDF**
- [Three Fundamentals for Success](#) **PDF**
- [National CSS literature review](#)

B. Create ****

1. Asset needs to be in the database so it can be part of web and pointed to as part of the website.
 - a) Add asset to database – this has already been done earlier. We will use the same PDF file we added previously.
2. Need link/URL to the asset so we can tell the browser where to go. Where are we going to get it?

Advanced CMA Assets – All You Need to Know

a) Listed in **Edit Asset** screen. ****this is still in a screen??****

Edit Asset

ID # 217625 Update

Asset FileName: Browse...

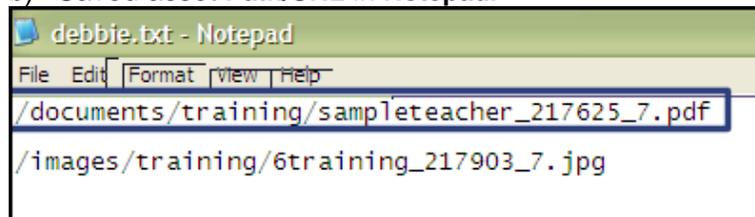
Note: you are in edit mode and selecting a new file will overwrite the system. Also note that the change can take several minutes to apply.

Asset (Web) Path: /documents/training/sampleteacher_217625_7.pdf

Asset Permission: (Browse) TRAINING-FAVORITES-ASSETS ? Update

Asset Type: PDF (Adobe Acrobat .pdf File)

b) Saved asset **Path/URL** in **Notepad**.



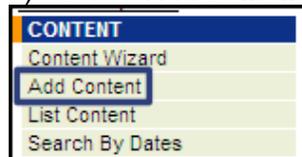
c) Note it is a **Relative Path**.

Since the asset resides on a Michigan.gov server (machine), and the link is coming from a page that is also on the same server, we do not need to include the name of the server in the link. We can start the path/address/URL with a slash and the destination within the server.

d) **Select and Copy** the path from either location.

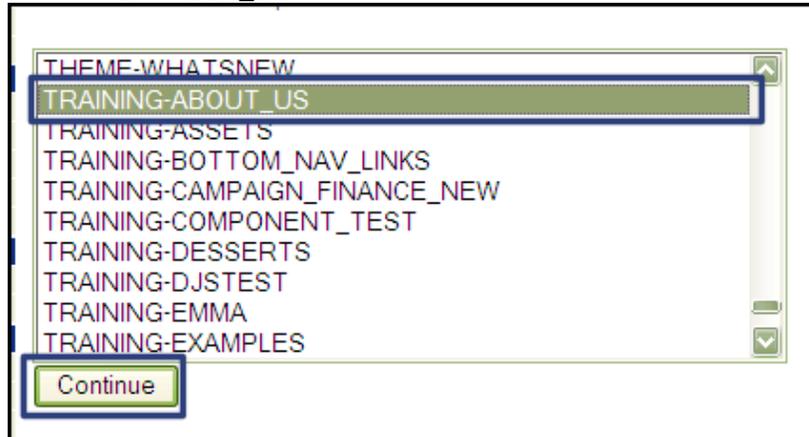
3. **Create** content to appear in content/navigation category. ****several CMA screens open – which one to use.****

a) Select **Add Content** (from left navigation)



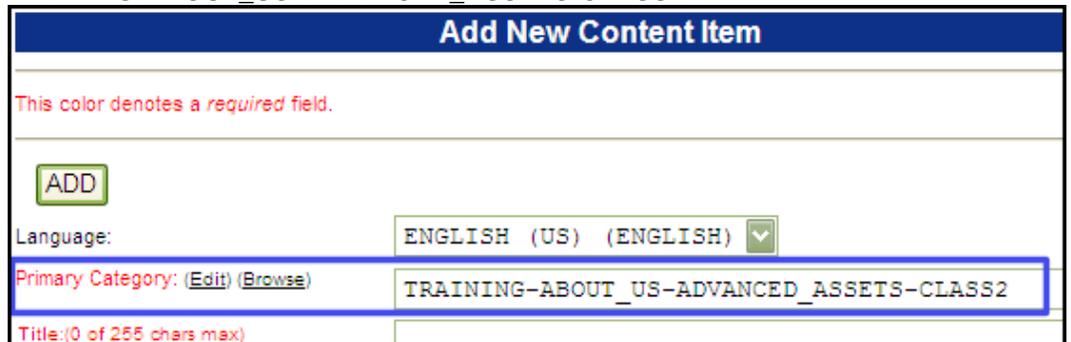
Advanced CMA Assets – All You Need to Know

b) Select **Site-Button** category combination of primary category:
TRAINING-ABOUT_US.



A screenshot of a web application interface showing a dropdown menu. The menu is open, displaying a list of category options. The option 'TRAINING-ABOUT_US' is highlighted in a dark green box. Below the list is a 'Continue' button, also highlighted with a blue border. The other options in the list include 'THEME-WHATSNEW', 'TRAINING-ASSETS', 'TRAINING-BOTTOM_NAV_LINKS', 'TRAINING-CAMPAIGN_FINANCE_NEW', 'TRAINING-COMPONENT_TEST', 'TRAINING-DESSERTS', 'TRAINING-DJSTEST', 'TRAINING-EMMA', and 'TRAINING-EXAMPLES'.

c) Select **Primary Category** – Make sure you select the whole category:
TRAINING-ABOUT_US-ADVANCED_ASSETS-CLASS2



A screenshot of the 'Add New Content Item' form. The form has a blue header with the text 'Add New Content Item'. Below the header, there is a red note: 'This color denotes a required field.' There is an 'ADD' button. The 'Language:' field is set to 'ENGLISH (US) (ENGLISH)'. The 'Primary Category:' field is set to 'TRAINING-ABOUT_US-ADVANCED_ASSETS-CLASS2'. The 'Title:' field is empty, with a red note indicating '(0 of 255 chars max)'. There are also links for '(Edit)' and '(Browse)' next to the Primary Category field.

d) Enter the **Title** of content item
(1) This will not display
(2) This is used when searching for a piece of content on the **List Content** screen
(3) For the title enter **YourName – PDF Link**



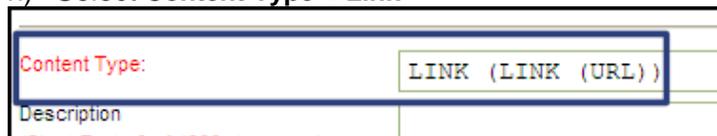
A screenshot of the 'Title:' field in the form. The field is highlighted with a blue border and contains the text 'Debbie - PDF Link'. A red note above the field indicates '(17 of 255 chars max)'.

e) Leave the **Release Date** as today's date

f) Enter **Expiration Date** (optional)

g) Enter **Priority** (optional)

h) Select **Content Type = Link**



A screenshot of the 'Content Type:' field in the form. The field is highlighted with a blue border and contains the text 'LINK (LINK (URL))'. Below the field is a 'Description' field, which is currently empty. A red note below the Description field indicates '(0 of 1000 chars max)'.

Advanced CMA Assets – All You Need to Know

i) Select **Link Type = External**

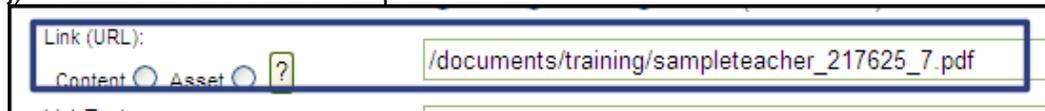


Link Type: None Internal External (New Window)

Link (URL):

With links to assets, you want them open in a new browser window because most people will close the browser window when they are finished. If it were not opened in a different window, your site would also be closed.

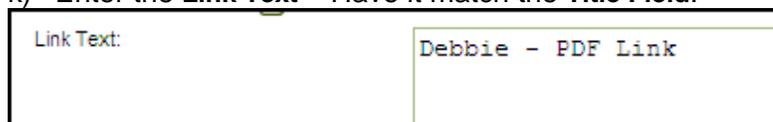
j) Paste the relative **URL** copied earlier.



Link (URL):

Content Asset ?

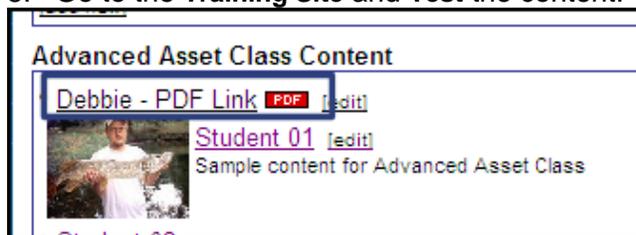
k) Enter the **Link Text** – Have it match the **Title Field**.



Link Text:

4. **Add** the content.

5. Go to the **Training Site** and **Test** the content.



C. Shortcuts

There are a couple of shortcuts that can be used when creating **Link Content to Assets**.

1. Use **Asset ID** only

Instead of entering the whole path/URL in the Link(URL) field, you can simply enter the Asset ID number.

When you do this, you have to let the CMA know what kind of number this is.

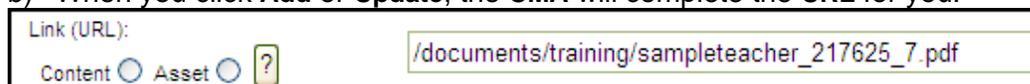
a) Check **Asset Radio Button**



Link (URL):

Content Asset ?

b) When you click **Add** or **Update**, the **CMA** will complete the **URL** for you.



Link (URL):

Content Asset ?

c) What is **Content Radio Button** for?

You can do the same thing with a Content ID Number instead of an Asset

Advanced CMA Assets – All You Need to Know

ID Number – you must let the CMA know what kind of number it is – in this instance a Content ID Number.

d) **Do on your own:** Use the method above to create a link piece of content to another piece of content:
(Flag Honors Subscription page – content ID 117722)

2. Create Content **BEFORE** the Asset is in the Database.
 - a) **Add Link Content** in the normal fashion, except don't add the **URL**.
 - b) Use **Add and Auto-Associate an Asset** to add asset to database.
 - c) Then get **Asset ID** number from asset listing at bottom of **Edit Content** screen.

Associated Assets				
(Note: clicking the <i>Asset Name</i> will jump to Edit Asset, <i>Edit</i> jumps to Edit Association)				
ID	Asset Name	Asset Path	Edit	Delete
179242	Debbie 11/29/06 pdf	/documents/training/sampleteacher_179242_7.pdf	(Edit)	(Delete)
<input type="text"/>	(Enter Asset ID - Shortcut)	<input type="button" value="Associate"/>		
(Add) (Add and Auto-Associate An Asset)				

d) Put the **Asset ID** in **Link URL** field, check **Asset** radio button

Link Type:	<input type="radio"/> None	<input type="radio"/> Internal	<input checked="" type="radio"/> Extern
Link (URL):	<input type="text" value="179242"/>		
Content	<input type="radio"/> Asset <input checked="" type="radio"/> ?		
Link Text:	<input type="text" value="Title of PDF File"/>		

e) Click **Update**.

f) **Delete** associated Asset.

Associated Assets				
(Note: clicking the <i>Asset Name</i> will jump to Edit Asset, <i>Edit</i> jumps to Edit Association)				
ID	Asset Name	Asset Path	Edit	Delete
179242	Debbie 11/29/06 pdf	/documents/training/sampleteacher_179242_7.pdf	(Edit)	(Delete)
<input type="text"/>	(Enter Asset ID - Shortcut)	<input type="button" value="Associate"/>		
(Add) (Add and Auto-Associate An Asset)				

3. **Do on your own**

Create another link to an asset using one of the shortcuts. Use a PDF file from the **List of Sample Assets** page opened earlier.

 Printer Friendly

Sample Assets for Advanced Asset class

PDF files:

- [HAL Spring 2007 LM4X](#)
- [HAL FCNews Jan 2007](#)
- [Taxes form 3838](#)
- [HAL - MI Genealogist Winter 2006 Newsletter](#)
- [Taxes form 3435](#)
- [DHS EIR News Feb 2007](#)
- [DHS DEC Medical Protocol](#)
- [HAL MCACA FY 07 List by County](#)
- [DHS Publication 0460](#)
- [CCC Annual Report](#)

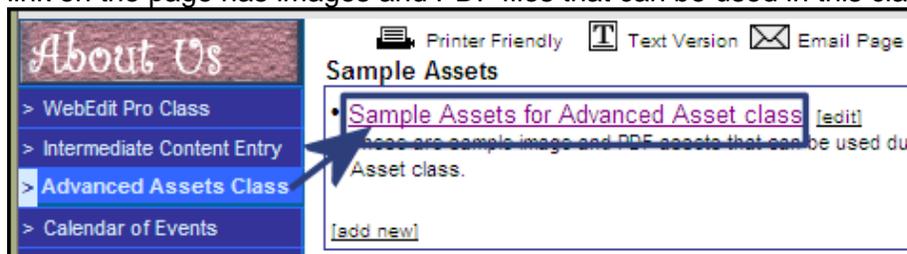
VII. Insert Assets Manually Using WebEdit Pro

A. Connecting Document Assets within the Body Field

Add link to PDF or Other Document Asset

Before we get started inserting assets into the body, it will help if we have some additional text in the body. Type two or three additional paragraphs of text and include a reference that will become the link to a PDF file.

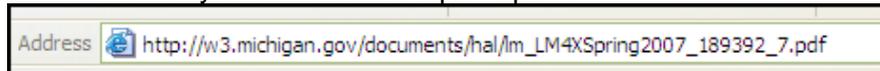
1. When adding PDF/document assets that are to be inserted in a piece of content, rather than associated, it is important to know the path. There are sample assets in the training site on the Advanced Assets Class page. The first link on the page has images and PDF files that can be used in this class.



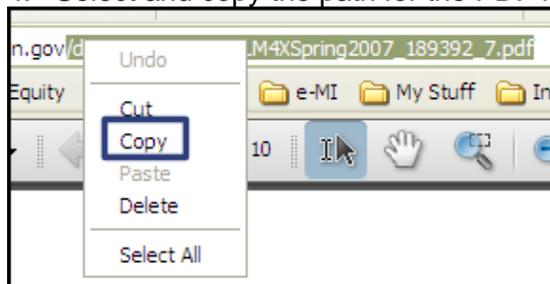
2. Go to the Sample Assets for Advanced Asset class page and locate the list of PDF files.



3. Click on any one of these to open up the PDF file to ascertain the path.

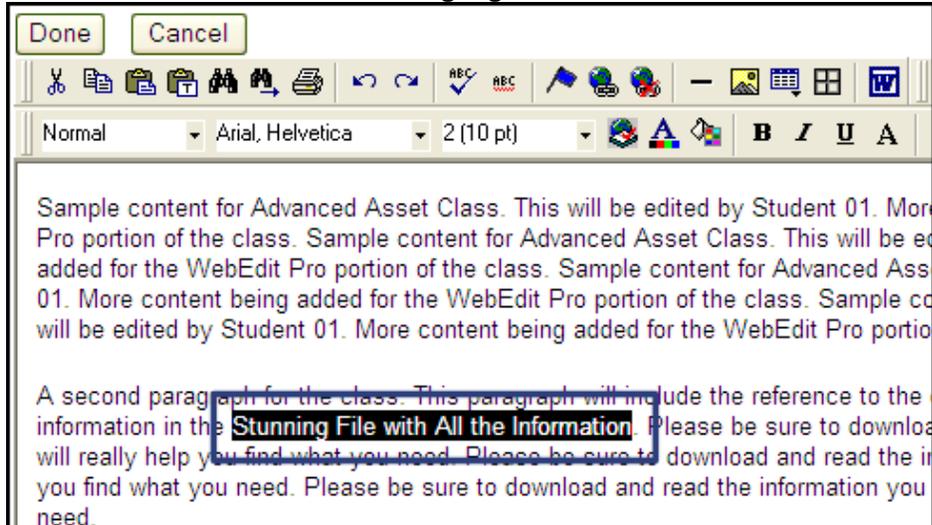


4. Select and copy the path for the PDF file.



Advanced CMA Assets – All You Need to Know

5. Return to **Web Edit Pro** and **Highlight** the text that will link to the asset.



Advanced CMA Assets – All You Need to Know

6. Click the **Hyperlink Icon** at the top 

7. Paste the **URL** for the asset in the **Link** field. Make sure you delete the **HTTP://** that is already in the field.

8. The **Text** field is already completed with what was highlighted when you clicked the button.

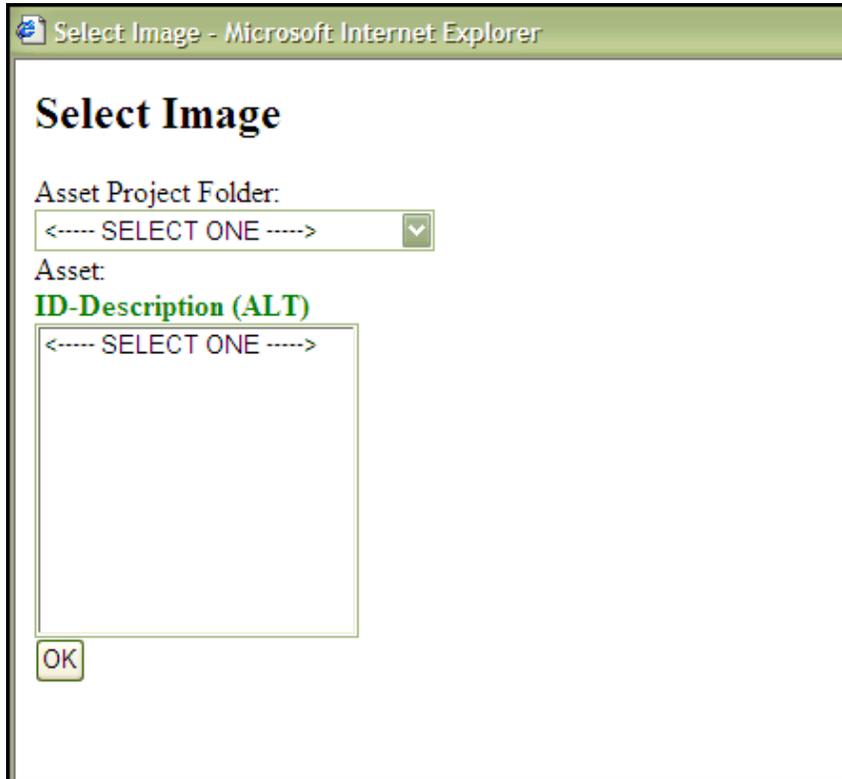
9. Select the **Target Frame** as outlined previously.

10. Click **OK**.

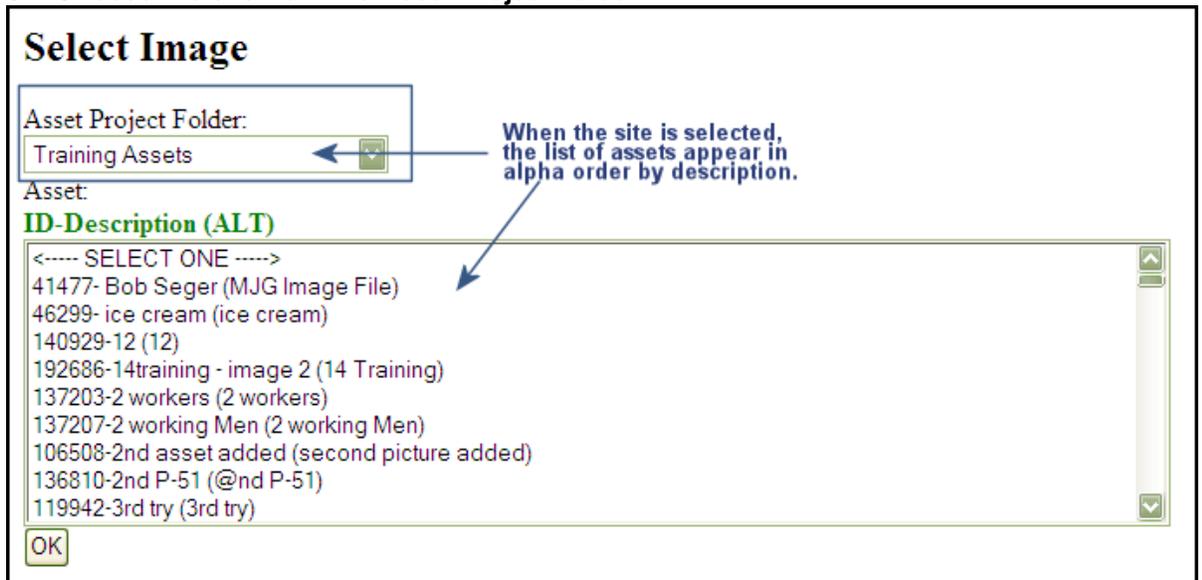
3. Click **Select New File**.



4. A new window will open to allow you to select an image from the **Asset Database**.



5. Choose the site from the **Asset Project Folder**.



Advanced CMA Assets – All You Need to Know

6. Click on an asset to see a preview of it.

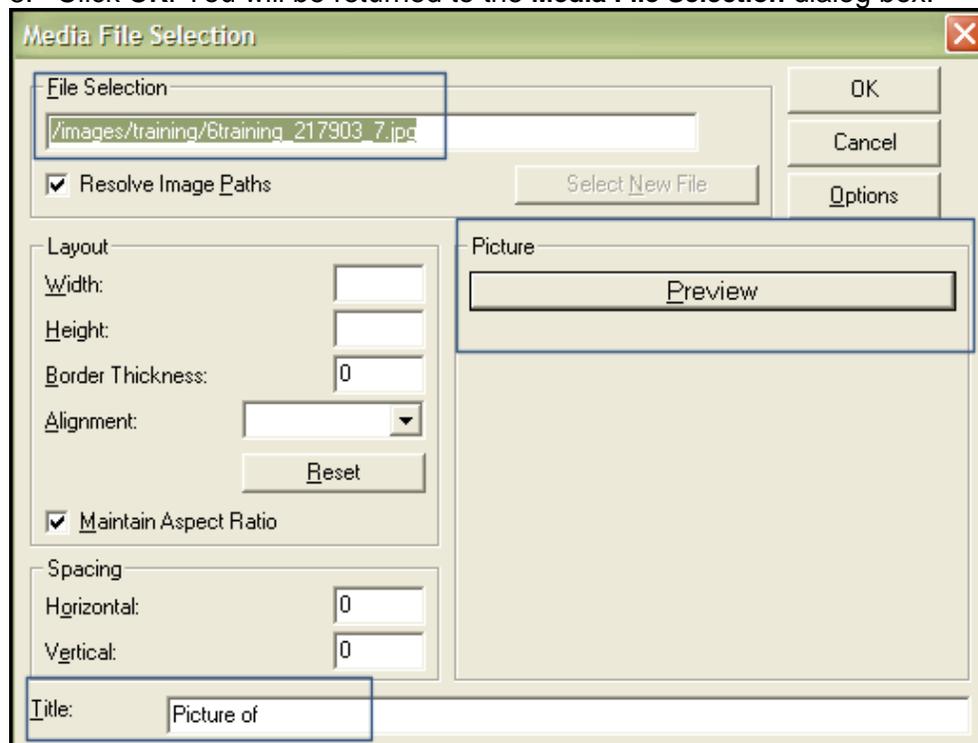
Asset:
ID-Description (ALT)
<---- SELECT ONE ---->
41477- Bob Seger (MJG Image File)
46299- ice cream (ice cream)
140929-12 (12)
192686-14training - image 2 (14 Training)
137203-2 workers (2 workers)
137207-2 working Men (2 working Men)
106508-2nd asset added (second picture added)
136810-2nd P-51 (@nd P-51)
119942-3rd try (3rd try)
OK


7. Scroll until you find the desired asset.

Asset:
ID-Description (ALT)
178749-Debbie - 11/21/06 - First Image (My first image sample for training)
180142-Debbie - 12-7-06 - 1st image (Debbie's first image for training)
217998-Debbie - 12/10/07 - image 2 (light house)
217982-Debbie - 12/10/07 - image one (Copper Harbor Lighthouse)
217347-Debbie - 12/4/07 - first image (Debbie's image for training)
217377-Debbie - 12/4/07 - image 2 (who knows what this is???)
180156-Debbie - 12/7/06 Image 2 (Outline of the state of Michigan)
217903-Debbie - 12/7/07 - image one (Picture of)
171808-Debbie - 1st image - 9-11-06 (image for training)
188102-Debbie - 2/26/07 - Image two (Sample image for training)
OK

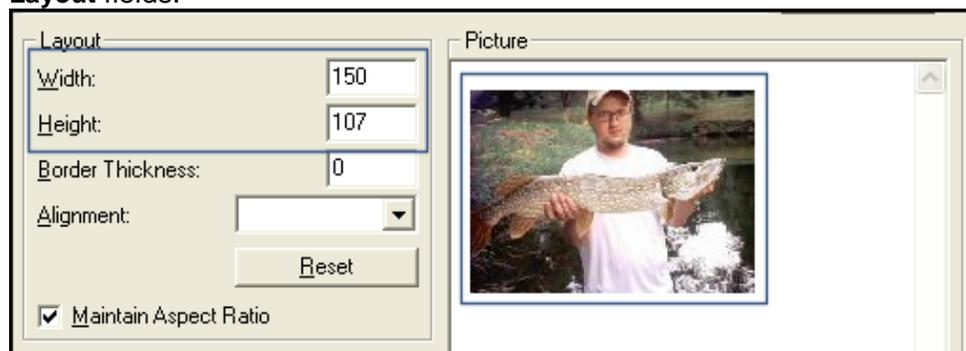

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8. Click **OK**. You will be returned to the **Media File Selection** dialog box.

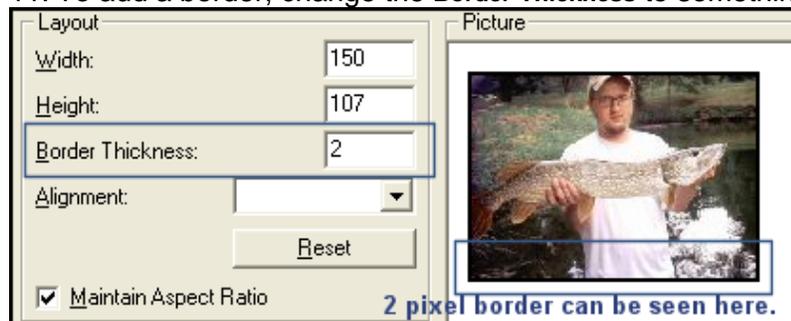


9. Note that the **File Selection** (path) and **Title (Alt Tag)** fields are completed for you.

10. Click the new **Preview** button to show the image here and fill in some of the **Layout** fields.



11. To add a border, change the **Border Thickness** to something greater than 0.



12. If desired, you can pad the image with white space outside the border by adding **Horizontal** and/or **Vertical** spacing.

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13. Click **OK**.

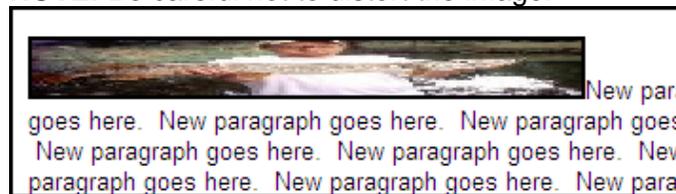
14. The image will be displayed in **Web Edit Pro**.



15. If you click on the image here, you can pick it up and move it or change the size of the image.



NOTE: Be careful not to distort the image.



NOTE: It is best if the image is sized appropriately prior to adding it to the database, rather than resizing it here.

16. To get the text to wrap around the image we need to adjust the **Image Alignment**. To do that we must **Edit** the image:

- a) **Right click** on the image.

C. Thumbnail Image Link to Larger Image

Before you start this type of activity, you must have two images – the thumbnail and the larger representation of the same image. Both images must be loaded as assets in the database. You must know or have ready the path/URL for both images.

The **Sample Assets** page opened earlier also has a series of image/thumbnail pairs. The **path/URL** is listed next to each picture.

Thumbnails & Larger Images:

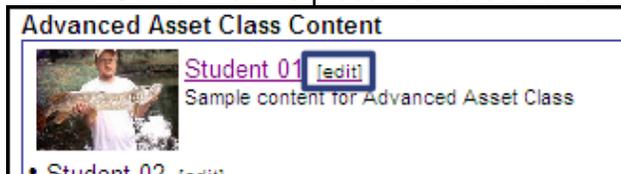
Large Image	Thumbnail Image
 <p data-bbox="448 848 883 873">/images/training/american_plate_large_236673_7.jpg</p>	 <p data-bbox="1062 798 1510 823">/images/training/american_plate_thumb_236602_7.jpg</p>
	

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1. Go to the **Sample Assets** page and select the pair of images you are going to use for this exercise. Select and copy the **path/URL** for the **Thumbnail** version of the image you are going to use.



2. **Edit Content** for the piece we have been editing.



3. **Enter WebEdit Pro**

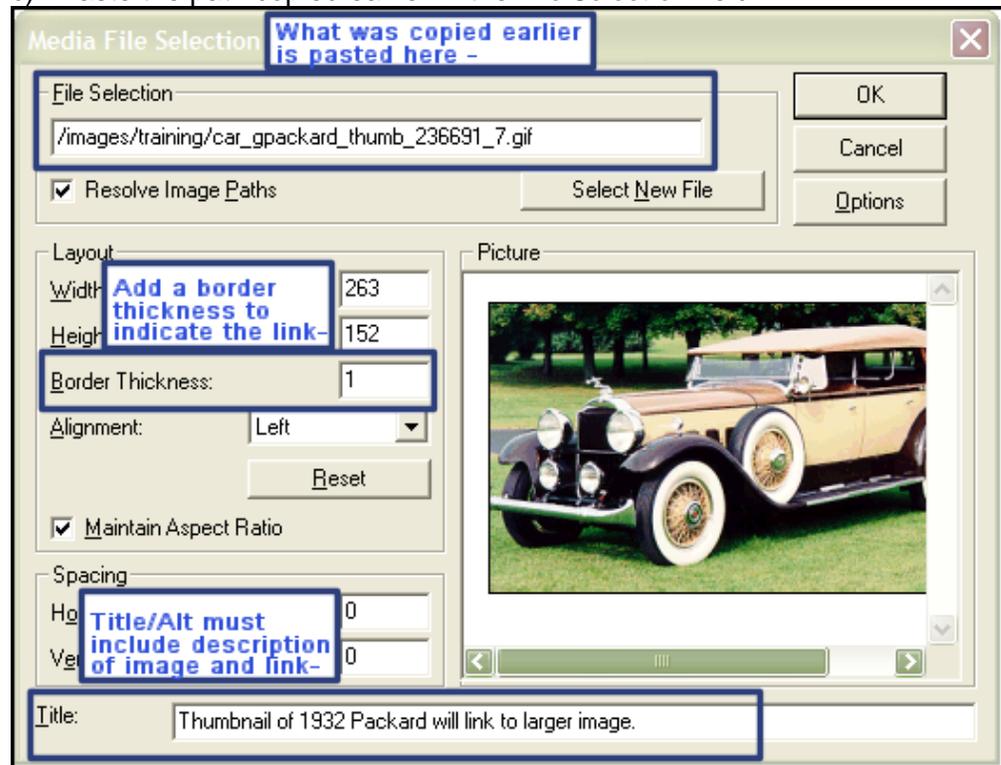


4. **Insert Thumbnail Image**



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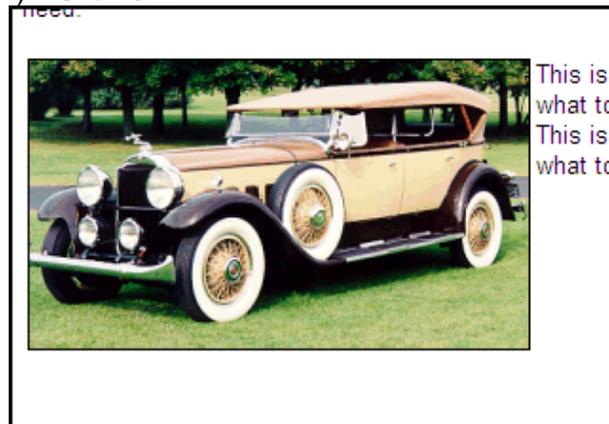
c) Paste the path copied earlier in the **File Selection** field.



d) Add a **Border Thickness** to indicate that the image is a link.

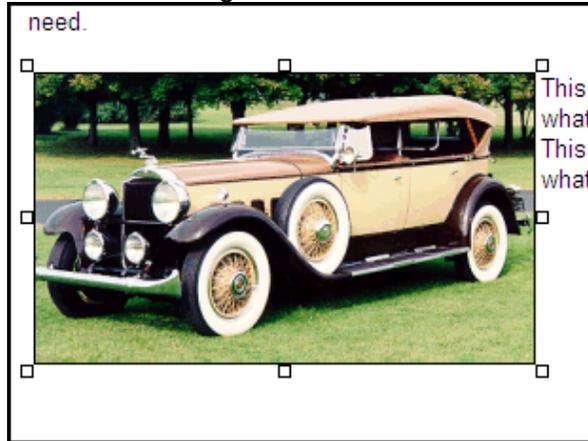
e) Make sure **Alt Tag/Title** describes both the image and the link.

f) Click **OK**.



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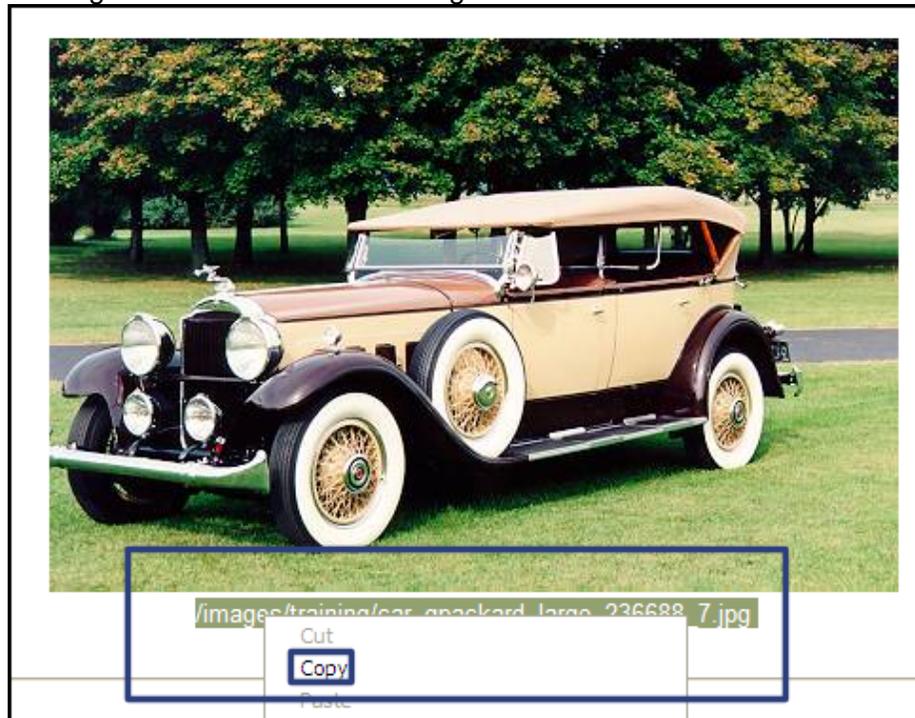
5. Turn the image into a link. Click on the image to select it.



g) Click on the Link Icon



h) Return to List of Assets page and Select and Copy the path/URL for the larger version of the same image.



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i) Paste the **path/URL** just copied into the **Link** field.

Hyperlink

Hyperlink Information

Type:
http:

Link:
ining/car_gpackard_large_236688_7.jpg

Bookmark:

Text:

Title

Keyboard Shortcut:

Target Frame:
New Window [_blank]

Quick Link:
(select link)

OK

Cancel

Paste the copied path here.

Text field is grayed out - this is an image.

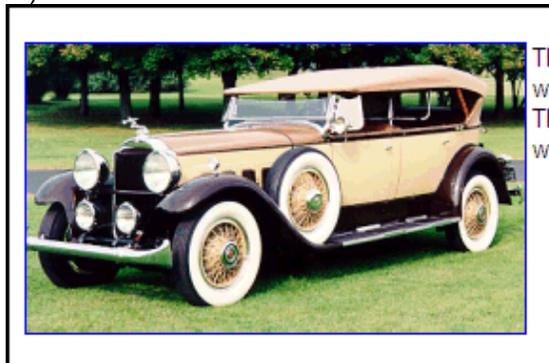
Have the image open in a new window.

j) The **Text** field is grayed out because the link is being placed on an image.

k) Set the **Target Frame** to “**New Window**” so that the picture will open in a new browser window.

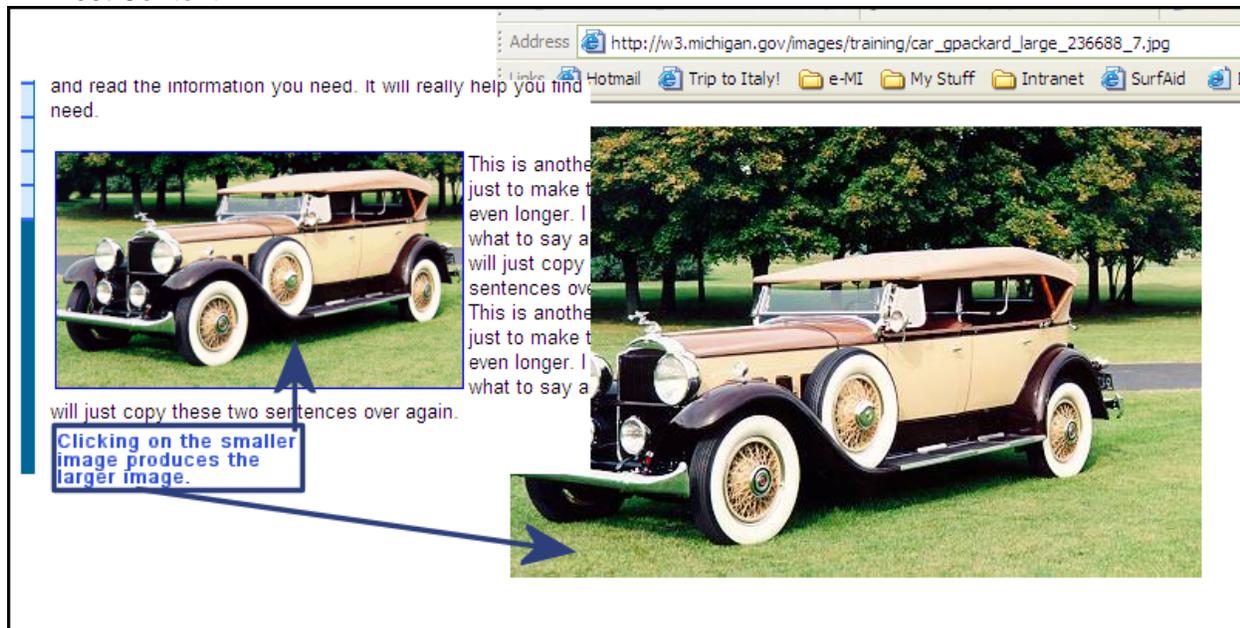
l) Other fields are left blank as they do not apply.

m) Click **OK**.



6. Click **Done** and **Update** content

7. Test Content.



VIII. Content Title Images

Content Title Images are used when you want to replace the Title field in the body with an image instead of text. The Title (text) field will still be used in the Page Layout (template) view, but in the full content (body) view of the content, the Content Title Image will be used instead.

To insert a Title Image, you must first load the image as an asset into the database. You must preserve the Asset ID number only.

A. Get Asset ID Number

For our exercise, there are some sample Title Images you can use already in the database. A list of the ID numbers follows:

70086
29701
29942
45414
100906
16452

B. Edit Content to Include Title Asset

1. Edit the piece of content we have been using.
2. Copy and paste one of the numbers from the list above into the Title Asset field, just below the Title field.

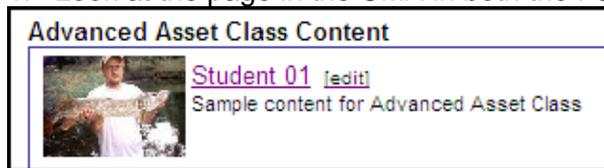
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Status:	LIVE
Title:(10 of 255 chars max)	Student 01
	?
Title Asset:	70086
Release Date:	08/02/2005

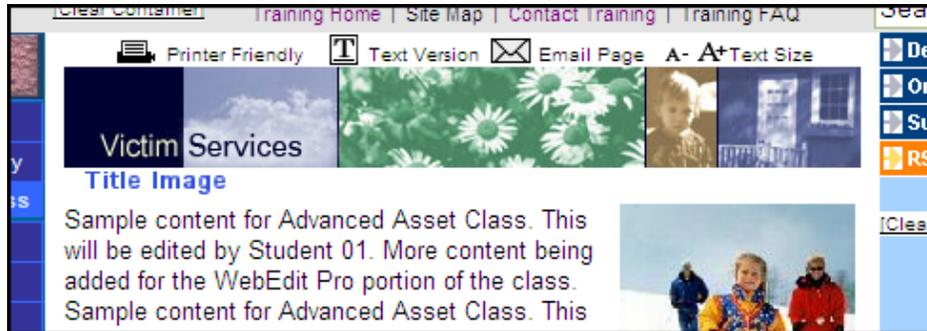
3. Click Update

C. Test in the CMA

1. Look at the page in the CMA in both the Page Layout view



and the Full Content view.



IX. Left & Right Link Images

There is a limit of **6 Left Links** that can be added to a site. **Site Administrators** control the number of **Right Links**. The default number of **Right Links** is **6** unless changed by the Site Administrator. Creating **Left Links** and **Right Links** is essentially the same.

A. Add Link

B. Add Image for the Link

1. Scroll down to the bottom of the page to **Associated Assets**
2. **Associate** the **Asset** for the link to the piece of content

Associated Assets				
(Note: clicking the <i>Asset Name</i> will jump to Edit Asset, <i>Edit</i> jumps to Edit Association)				
ID	Asset Name	Asset Path	Edit	Delete
57644	Training - Left link example	/images/emi-button_57644_7.jpg	(Edit)	(Delete)
<input type="text"/>	(Enter Asset ID - Shortcut)	<input type="button" value="Associate"/>		
(Add) (Add and Auto-Associate An Asset)				

- a) Enter the **Asset ID** number in the **Shortcut Field**

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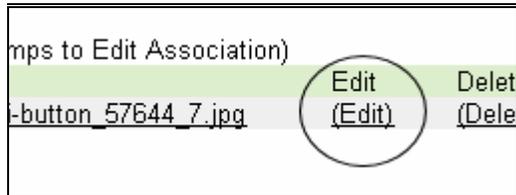
b) Click the **Associate** button

(1) Assets that can be used for **Left** or **Right** Links:

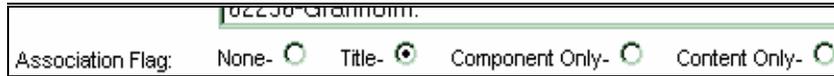
Assets can be any height, but must be no more than 150 pixels in width.

7049	174159
35255	131578
38704	156310
50415	172975
53792	106222
59048	139448
150992	21828
131789	115130

3. Edit the Asset



4. Select the **Title** radio button

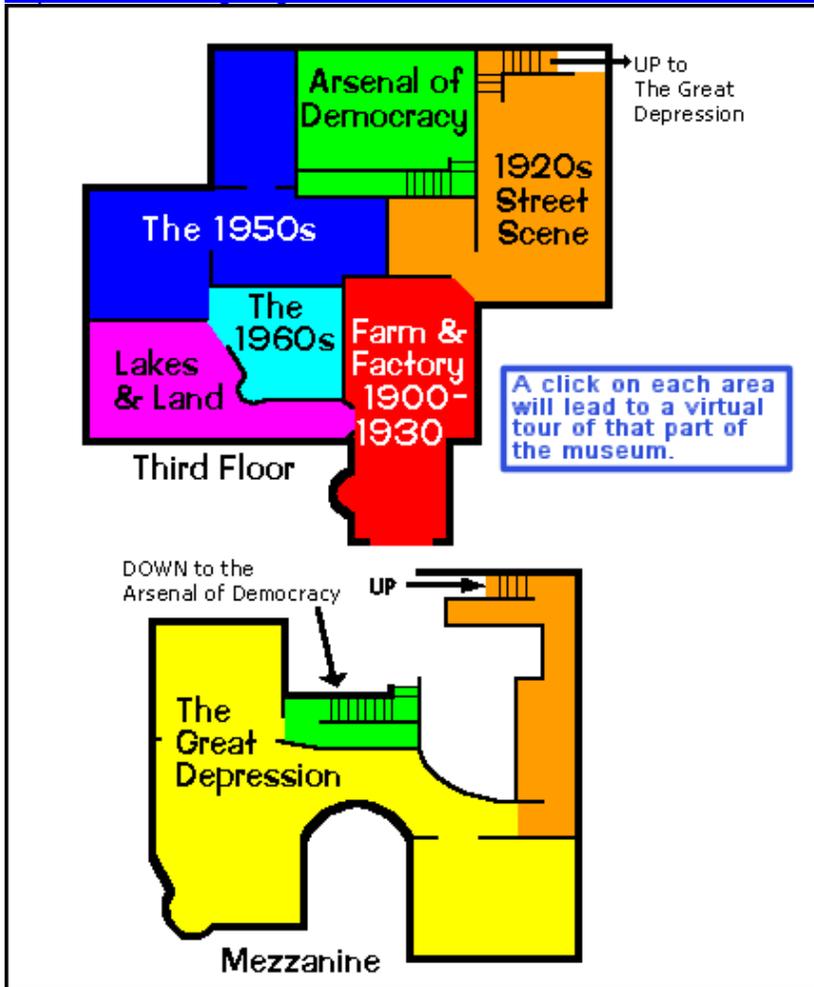


5. Select Update

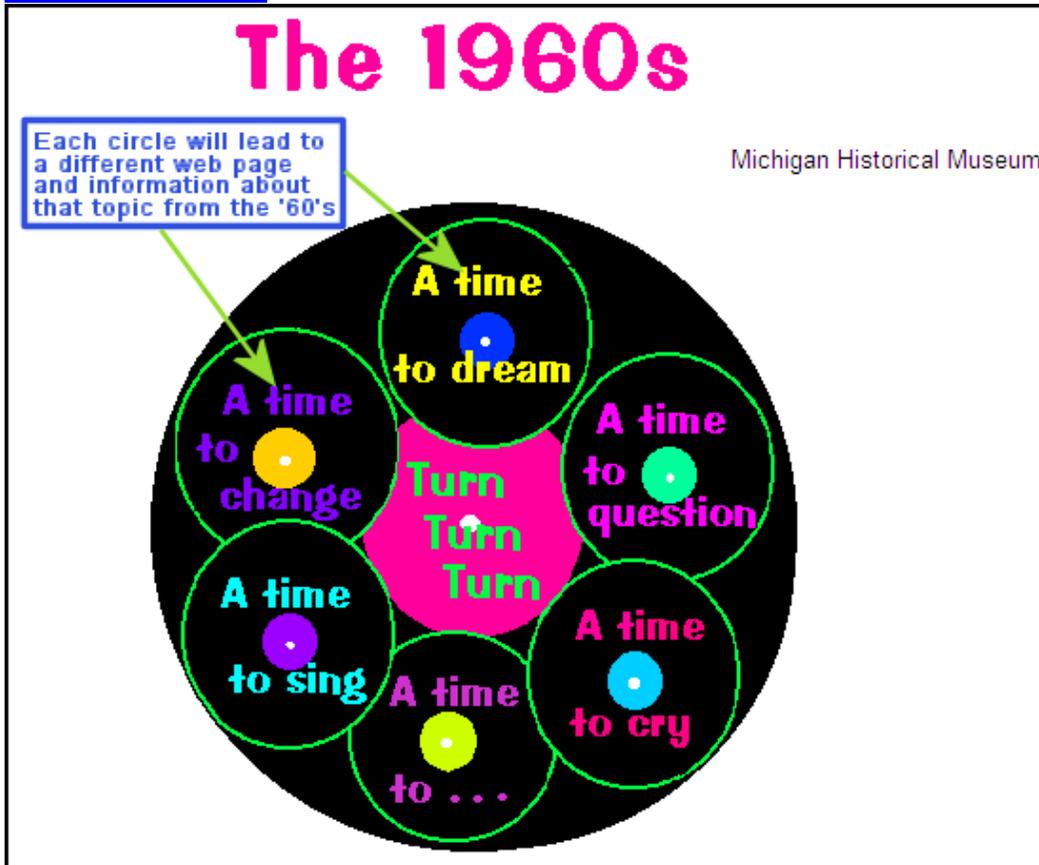
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A non-map example

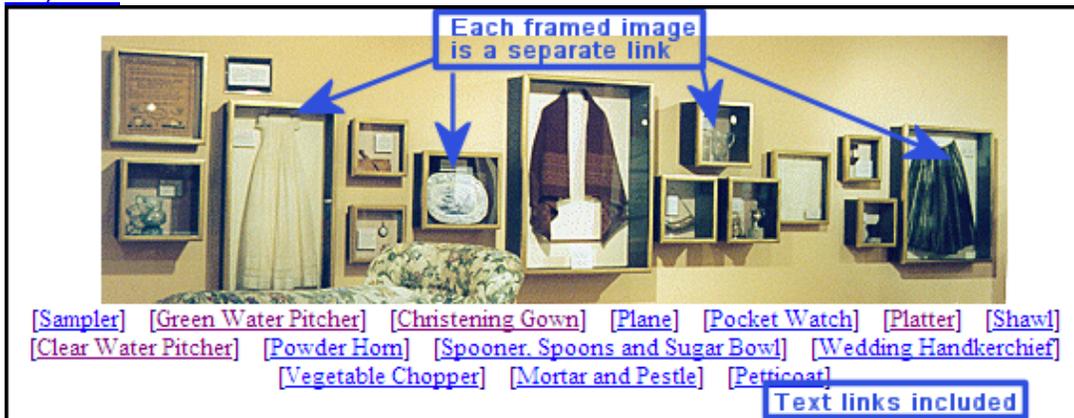
http://www.michigan.gov/hal/0,1607,7-160-17447_18595_18596-54215--,00.html



<http://www.sos.state.mi.us/history/museum/explore/museums/hismus/1900-75/sixties/index.html>



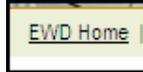
<http://www.sos.state.mi.us/history/museum/explore/museums/hismus/special/memory/family.html>



C. How To Use the County Locator Sample

There is a sample county image map ready for you to use on /e-michigan. Let's learn how to use it. You will need your destination pages already created and ready to be linked to. Four such pages have been created for you to use at the top of the Advanced Assets page.

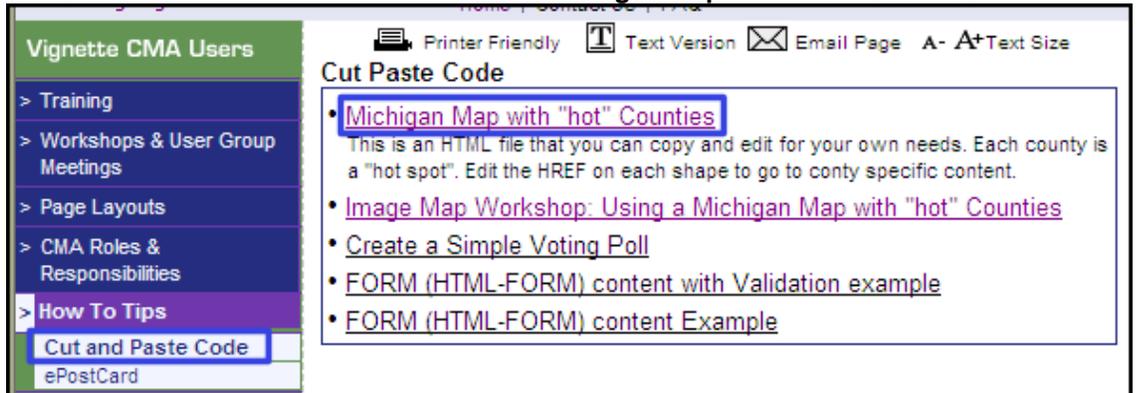
1. In the CMA, in the Top Navigation bar, click on EWD Home to open the e-Michigan web site.



2. In e-michigan, click on the **Vignette CMA Users** and then **How To Tips**.



3. Click on **Cut and Paste Code** and then **Michigan Map with "Hot" Counties**.



4. Right click on **DOWNLOAD CODE** and click on **Save Target As...**

Michigan Map with "hot" Counties

- To download this code, right click this link **DOWNLOAD CODE** and select 'Save Target As'. Save the HTML file with a new name.
- Open the downloaded file in a text editor and edit the HREF
- When you are done editing your county links, create a new copy and paste your edited code into the BODY.
- Select the Full Display (Triplewide) radio button. The image the extra space.
- Add any additional information you like to the body of the co

Context menu options: Open, Open in New Window, **Save Target As...**, Print Target, Cut, Copy, Copy Shortcut, Paste, Add to Favorites..., Convert link target to Adobe PDF, Convert link target to existing PDF, Properties

5. Save the file in the **Guest Folder**.

Save As

Save in: **Guest**

- hal_accverify
- postcard
- tablesort
- WEP_GW7_files
- font_test_sample.htm
- font_test_sample_dev.htm
- font_test_sample_w3.htm
- imagemapcounties.htm
- imagemapcounties_122465_7.htm
- News.htm
- TeacherViewer.htm
- test_Map.htm
- WEP_GW7.htm

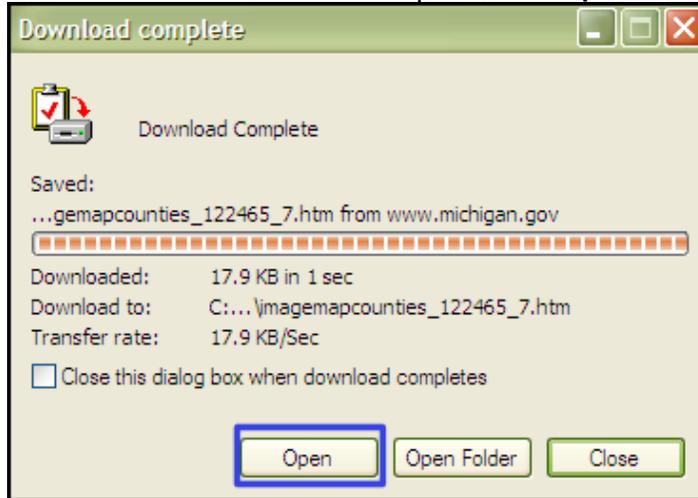
File name: **imagemapcounties_122465_7.htm**

Save as type: **HTML Document**

Save Cancel

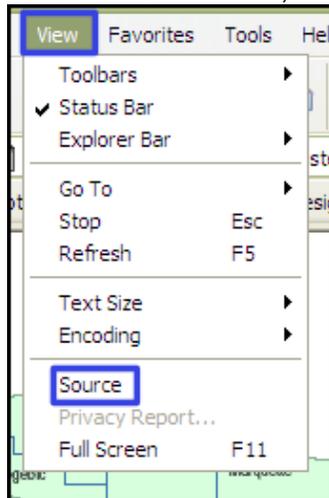
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6. When the Download is Complete, click **Open**.



7. This will open a browser window with the image of the map displaying.

8. In the View menu, choose Source.



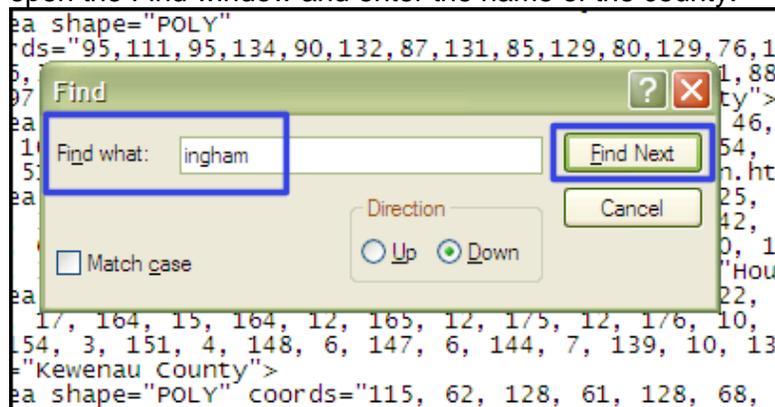
9. This will open up the source code in Notepad.

```

imagemapcounties_122465_7.htm - Notepad
File Edit Format View Help
<map name="m_image_map">&nbsp;   
<area shape="POLY"
coords="96,102,96,132,102,136,105,137,107,139,110,140,114,141,117,143,119,142,120,140,126,141,128,143,
4,135,146,142,146,146,148,151,149,151,150,154,150,153,103" href="Iron.htm" alt="Iron County">
<area shape="POLY" coords="153, 120, 153, 155, 151, 156, 150, 156, 149, 160, 153, 162, 154, 163, 159,
161, 165, 168, 166, 172, 170, 179, 180, 170, 179, 151, 185, 151, 185, 145, 191, 145, 191, 120"
href="Dickinson.htm" alt="Dickinson County">
<area shape="POLY"
coords="95,111,95,134,90,132,87,131,85,129,80,129,76,127,72,125,68,124,62,122,59,121,55,119,49,119,44,
,116,34,114,30,112,21,111,19,102,16,97,10,92,3,90,1,88,2,86,11,82,21,81,28,76,37,70,38,85,45,86,46,94,
73,97,73,110" href="Gogebic.htm" alt="Gogebic County">
<area shape="POLY" coords="37, 69, 37, 84, 45, 84, 46, 93, 73, 94, 73, 110, 94, 110, 95, 70, 102, 70,
62, 101, 63, 100, 47, 94, 48, 93, 49, 86, 49, 82, 54, 81, 55, 77, 58, 74, 59, 72, 60, 68, 63, 58, 62,
63, 51, 62, 46, 63, 45, 64, 41, 64" href="ontonagon.htm" alt="Ontonagon County">
<area shape="POLY" coords="128, 20, 145, 21, 146, 25, 150, 26, 149, 27, 148, 28, 146, 28, 146, 30, 149
144, 35, 143, 35, 142, 35, 141, 37, 138, 40, 137, 42, 135, 45, 133, 48, 132, 49, 132, 55, 129, 57, 128
128, 62, 116, 62, 116, 102, 95, 102, 95, 71, 96, 70, 102, 70, 101, 62, 100, 63, 100, 43, 101, 41, 101,
111, 32, 117, 26, 121, 25, 124, 23, 125, 21" href="Houghton.htm" alt="Houghton County">
<area shape="POLY" coords="128, 20, 145, 21, 145, 22, 146, 25, 150, 26, 151, 26, 156, 21, 157, 20, 159
162, 17, 164, 15, 164, 12, 165, 12, 175, 12, 176, 10, 177, 10, 178, 5, 175, 4, 172, 3, 167, 2, 160, 1,
3, 154, 3, 151, 4, 148, 6, 147, 6, 144, 7, 139, 10, 135, 11, 131, 16, 131, 17" href="Kewenaw.htm"
alt="Kewenaw County">
<area shape="POLY" coords="115, 62, 128, 61, 128, 68, 127, 68, 127, 71, 130, 71, 132, 69, 133, 66, 134
137, 59, 139, 59, 142, 57, 143, 57, 148, 52, 151, 52, 151, 53, 148, 55, 147, 56, 142, 60, 143, 63, 146
149, 58, 151, 57, 158, 57, 159, 69, 161, 70, 161, 78, 153, 79, 152, 102, 116, 103" href="Baraga.htm"
alt="Baraga County">
<area shape="POLY" coords="215, 96, 216, 126, 210, 127, 209, 145, 191, 146, 191, 120, 152, 121, 152, 7
160, 79, 161, 69, 159, 69, 158, 57, 167, 58, 168, 58, 174, 58, 178, 62, 182, 63, 183, 65, 185, 69, 186
192, 78, 191, 81, 194, 83, 195, 86, 199, 88, 200, 92, 201, 95, 205, 97" href="Marquette.htm" alt="Marquette
County">
<area shape="POLY" coords="172, 170, 179, 170, 179, 152, 185, 151, 185, 145, 200, 145, 201, 151, 203,
204, 154, 204, 186, 208, 187, 207, 188, 206, 190, 205, 191, 204, 193, 203, 195, 203, 197, 202, 198, 20
201, 200, 204, 198, 207, 197, 210, 193, 213, 192, 213, 191, 216, 189, 218, 189, 220, 187, 222, 186, 22
186, 226, 186, 227, 185, 229, 184, 229, 183, 228, 181, 228, 180, 225, 178, 222, 177, 221, 176, 220, 17
220, 175, 218, 176, 217, 176, 215, 178, 213, 178, 211, 182, 206, 181, 203, 180, 202, 178, 202, 176, 20
176, 203, 174, 203, 174, 204, 170, 205, 168, 203, 167, 201, 169, 200, 169, 197, 170, 195, 171, 193, 17
188, 170, 187, 171, 185, 173, 184, 173, 181, 172, 177" href="Menominee.htm" alt="Menominee County">
<area shape="POLY" coords="208, 187, 204, 187, 204, 153, 202, 152, 201, 151, 201, 145, 209, 145, 209,
210, 127, 258, 126, 259, 128, 260, 150, 263, 151, 262, 164, 261, 165, 259, 165, 259, 167, 257, 166, 25
168, 254, 169, 254, 170, 253, 173, 251, 175, 251, 174, 250, 177, 247, 178, 247, 176, 245, 175, 245, 17

```

10. Search for the county you want to provide a link to. Press <CTRL> <F> to open the Find window and enter the name of the county.



11. Click Find Next.

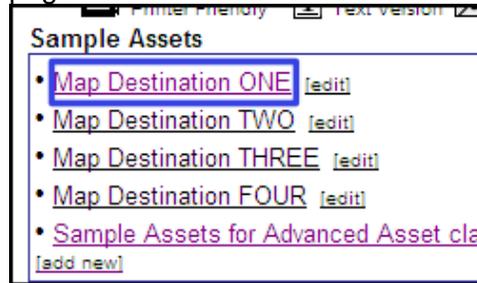
```

href="Barry.htm" a
491" href="Eaton
href="Ingham.htm"

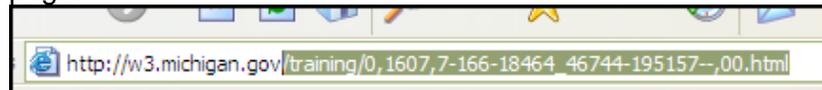
```

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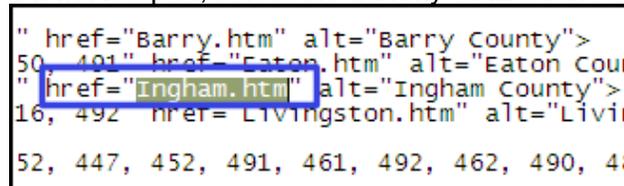
12. In the training site, click on one of the map destination links at the top of the page.



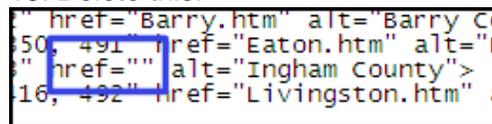
13. In the Address Field of the browser, select and copy the relative URL for the page.



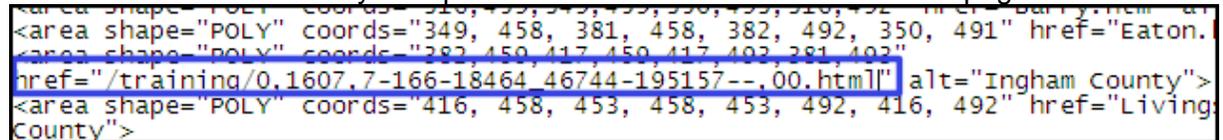
14. In Notepad, select the dummy URL for the county.



15. Delete this.



16. Paste the relative URL you copied from the browser of the destination page.



17. Repeat for other counties, as desired.

18. Save the file in the Guest folder. Don't close it.

19. Go to the CMA and add a new piece of content.

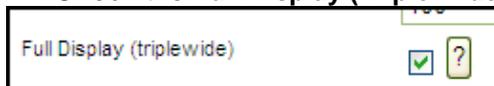
20. Put it in the same category – TRAINING-ABOUT_US-ADVANCED_ASSETS-CLASS2

21. The title will be – Yourname – Image Map.

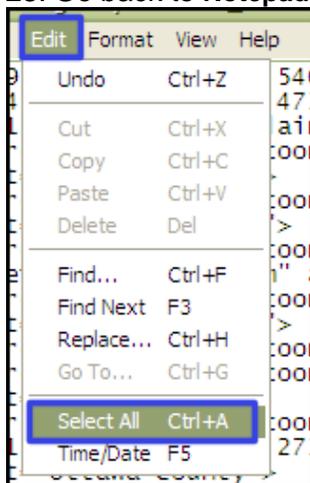


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22. Check the **Full Display (Triple-wide)** box.



23. Go back to **Notepad** and select **Edit > Select All**.



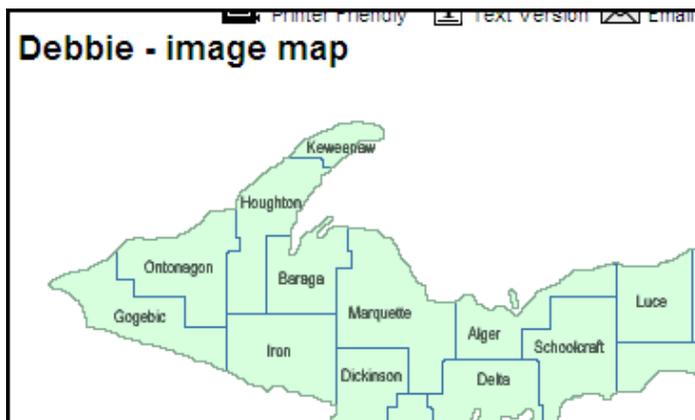
24. Copy everything.

25. Return to the **CMA** to the **Body** field and paste what you have copied.

26. Click **Add** to add the content.

27. At this point you should edit the content in WebEdit Pro to include text links below the image map; and then **Update** the content.

28. Test in the training site.



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NOTE: Creating the background code to specify the areas of the image map must be done in separate software. It can be done in any of the following packages. If you do not have any of them available to you, you will have to request someone else to do it for you. Contact your site administrator for more information.

- FrontPage
- DreamWeaver
- FireWorks
- PaintShop Pro

XI. Other Image Assets

A. Banner

eMichigan places the site banner in place. The banner is actually two images. The banner is usually developed by eMichigan in coordination with the agency, but can be developed by the agency and approved by eMichigan. The right corner of the banner is a separate image and is always developed by eMichigan.

There are specific dimensions and fonts, etc. which must be used in the banner. Please have your site administrator contact the CMA expert regarding changes.

B. Component Images

Components can have zero, one or two images tied to them. When no images are tied to them, the box will simply have text on top of the box – or nothing.

Images can be tied to the top of the box, the side of the box or both.

The site administrator is the only one who can position these images.

1. Content Category with **NO IMAGE** – text only.

http://www.michigan.gov/dmb/0,1607,7-150-9131_9347---,00.html



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2. Content Category with **ONE IMAGE**.

<http://www.michigan.gov/som/0,1607,7-192-29941---,00.html>

The screenshot shows a webpage with the heading "Safety Features". On the left is an image of two Michigan license plates, one labeled "SAMPLE". To the right of the image is a link titled "License plate reaches sales milestone" with a sub-headline "Spectacular Peninsulas license plate tops 1 million sales". Below this link is a list of other links: "State Highway Bridge Ratings" and "Michigan Prepares". Annotations include: "Image tied to content" pointing to the license plate image, "One image on top" pointing to the top of the content area, and "Image on top" pointing to the top of the page.

<http://www.michigan.gov/som/0,1607,7-192-29939---,00.html>

The screenshot shows a webpage with a list of news items. On the left is an image of school supplies including a globe, a pencil, and a chalkboard with the equation $2+2=2$. The list of items includes: "Hudsonville Middle School English Teacher Named Michigan Teacher of the Year", "Michigan Department of Education Announces Recipients of 2008 'Breaking Traditions' Awards", and "Janice Ambs Receives 2008 Gikas Award - Presented to top support staff person in Michigan Department of Education". Annotations include: "One image on the left none on top" pointing to the school supplies image, and "Image on top" pointing to the top of the page.

3. Content Category with **TWO IMAGES**.

<http://www.michigan.gov/som>

The screenshot shows a webpage titled "Michigan Spotlight". On the left is a large image of the Michigan State Capitol dome. To the right is a link titled "How to Save \$ at the Pump" with a sub-headline "Public and private agencies throughout Michigan are working together to help you conserve fuel and ...". Below this link is a list of other links: "Parents and Caregivers Can Combat Kids' Summer Learning Loss with Fun, Creative Library Programs" and "Governor, Speaker Say State's Economic Stimulus Package is Urgent Reply to Jobless Rate". There is also an "RSS" button in the bottom right corner. Annotations include: "Image on Top of Box" pointing to the top of the content area, "Image tied to content" pointing to the "GAS" icon and the link, "Image to the Left of Box" pointing to the Capitol dome image, and "Image on top" pointing to the top of the page.

C. Buttons

Buttons can be either text or images. When buttons are images, they must be approved by eMichigan. Most buttons are created and placed by eMichigan in coordination with the agency, but can be developed by the agency and approved by eMichigan.

Text buttons can be changed more readily and are easier for visually impaired to participate with. They are created within style sheets and are generally managed by eMichigan in coordination with the agency.

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- Image Buttons
 - Unique look
 - Uniform size
 - Unique fonts and images
 - Editing text requires two new images
 - New buttons requires two new images



- Text Buttons
 - Buttons adjust in height according to the amount of text.
 - New buttons are created simply by creating new categories
 - Buttons are edited by editing categories
 - Very generic looking



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D. Document Icons

When an asset is associated to a piece of content using the Associated Asset Feature, an icon is automatically added to the link to the asset depicting the type of document it is.

When you create a Link Content type of piece of content, an icon is automatically added to the link to the asset depicting the type of document it is.

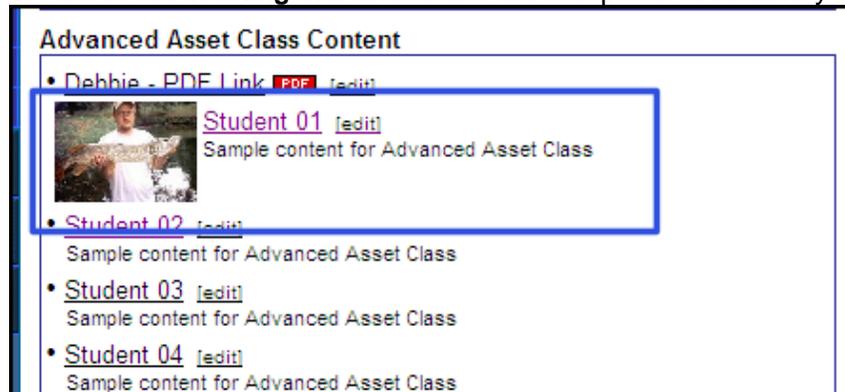
When you insert a link to a document asset manually using WebEdit Pro, the icon is not automatically inserted. You can insert the icon yourself, if desired.

There are icons already loaded in the database which you can use.

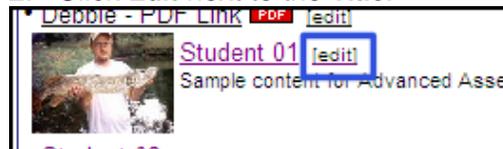
- <http://www.michigan.gov/images/PDF.gif> 
- <http://www.michigan.gov/images/DOC.gif> 
- <http://www.michigan.gov/images/Excel.gif> 
- <http://www.michigan.gov/images/PPT.gif> 

We will practice inserting one by editing our HTML content and inserting the PDF icon after our link to the PDF file.

1. Go to the **Training Site** and locate the first piece of content you edited.



2. Click **Edit** next to the **Title**.

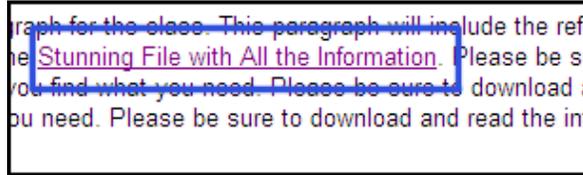


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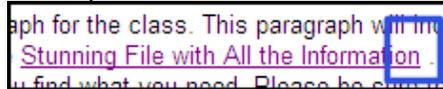
3. In the **Body** field, click on **Edit with WebEdit Pro**.



4. Locate the link to the **PDF** file entered earlier during this class.

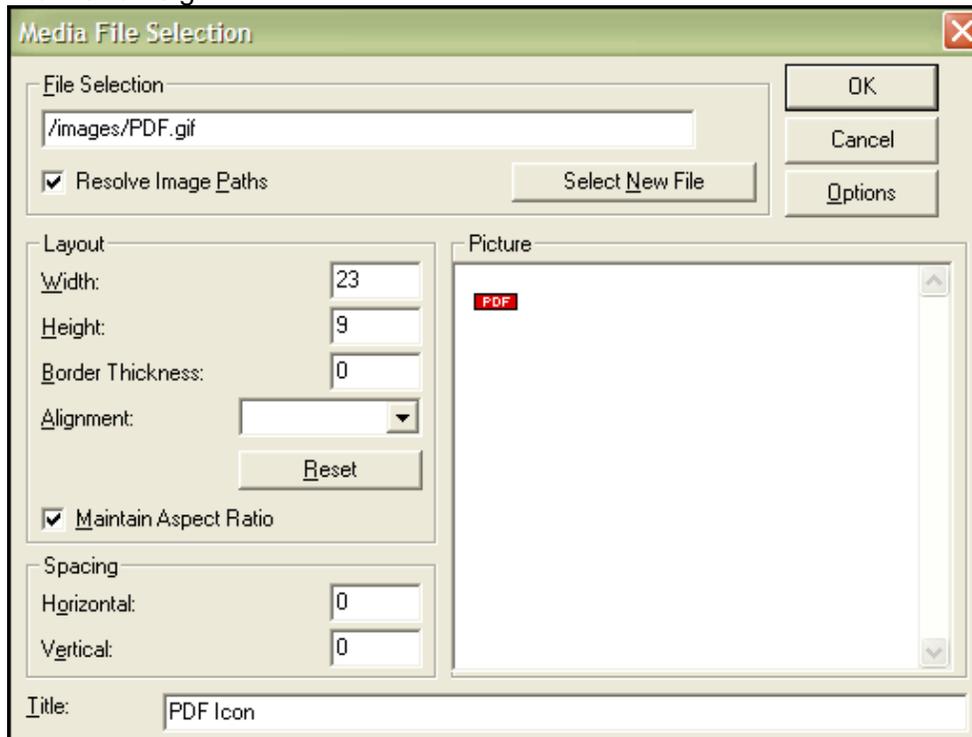


5. Place the cursor at the end of the link and press the space bar once to allow for a space between the link text and the icon.



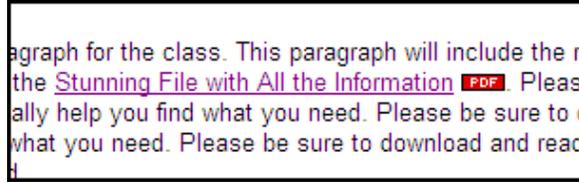
6. Click the **Image Icon** on the top tool bar. 

7. Type the **Path** listed above, enter a **Title** and click **Preview** to complete the width and height.



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8. Click **OK** to insert the image into the body.



9. Click **Done & Update**.

10. Test in the **Training Site**.

E. Spacer Image

A spacer image is an image that is clear and only one pixel in size. It is used to position items on a page. You use a spacer image any time you want to make sure something is in a particular position – a certain number of pixels apart – or things are a consistent distance from the margin.

Since we cannot set tabs and such things in HTML, we can use invisible images to act as barriers for other items to have to go around.

We use a clear image so that it doesn't show up to the user. We use a one pixel image so that it doesn't take any time to send across the internet to the user. Then, when the image is received at the user's browser, we resize the image (larger) to be the size we want to impose as our barrier. Since it is invisible there is no danger of distortion.

There is already a one pixel clear image in the database that you can use for positioning:

- **`/images/0_99_7.gif`**

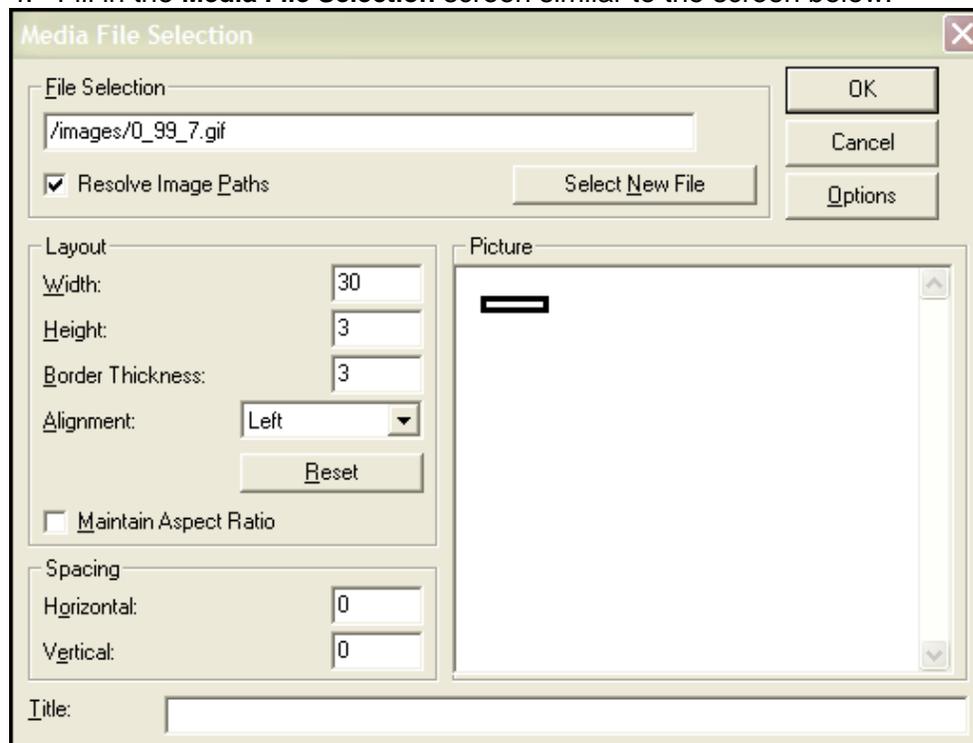
Since this is an image, it requires an ALT tag or Description. Since this is an invisible image, there is nothing to describe and our visually impaired users will become tired of hearing "spacer image" repeatedly. Therefore, there is a standard for how to deal with this. Spacer images must have an ALT tag, but the tag will remain empty.

Using them in **WebEdit Pro**:

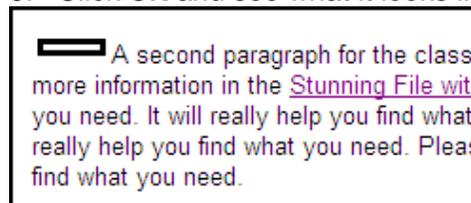
1. Enter **WebEdit Pro** for the content we have been editing, as above.
2. Position your cursor at the beginning of a paragraph.
3. Click the **Picture Icon**.

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4. Fill in the **Media File Selection** screen similar to the screen below.

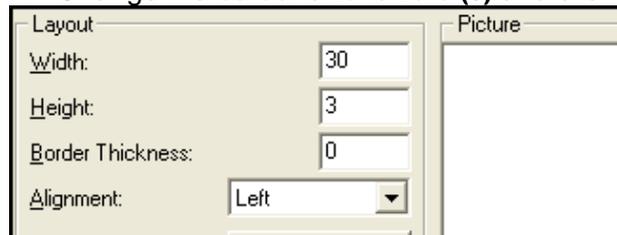


5. Click **OK** and see what it looks like.

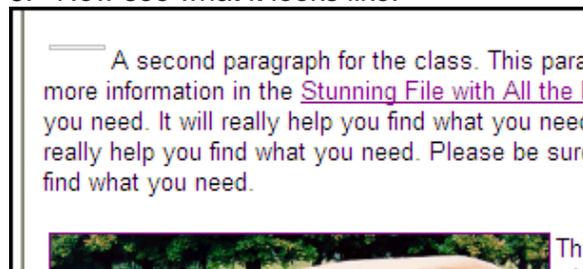


6. Right click on the image and select **Picture**.

7. Change the **border size to zero (0)** and click **OK**.



8. Now see what it looks like.



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9. Click **Done & Update**.

10. Test in the **Training Site**.

A second paragraph for the class. This p
reference to the document asset. There is a lot
the [Stunning File with All the Information](#) PDF. If
download and read the information you need. It
what you need. Please be sure to download an
need. It will really help you find what you need.
download and read the information you need. It

XII. Edit Assets

At some point it may become necessary to replace an asset or edit the fields within an asset. If a form is updated, you could add the new PDF file to the database and then update all the connections to the form with the new path/URL. This would be rather time-consuming and you may or may not be certain of updating all the links.

Another alternative is to REPLACE the old Asset with the new PDF file. The path/URL will stay the same but the new Asset will take its place. Then where-ever content calls for that same Asset, the new form (Asset) will be displayed.

Similarly, you may have a need to swap out an image with a new image, if you have an updated version.

A. What can be Edited?

Any field can be edited. The most common item to be edited will be the actual Asset itself. Once you upload a new asset it will replace the old asset. The previous version of the asset will no longer be available.

B. Find and Edit Asset using ID Numbers

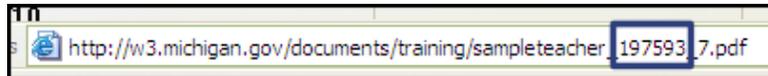
Each asset is assigned an **Asset ID** number. It is easiest to find the asset by searching on that ID number.

1. Find Asset ID Number

a) **PDF/Document:** The **Asset ID** number can be seen in the filename of the **PDF** or document while it is displayed on the web.

(1) Navigate to the PDF file/document and look at the URL

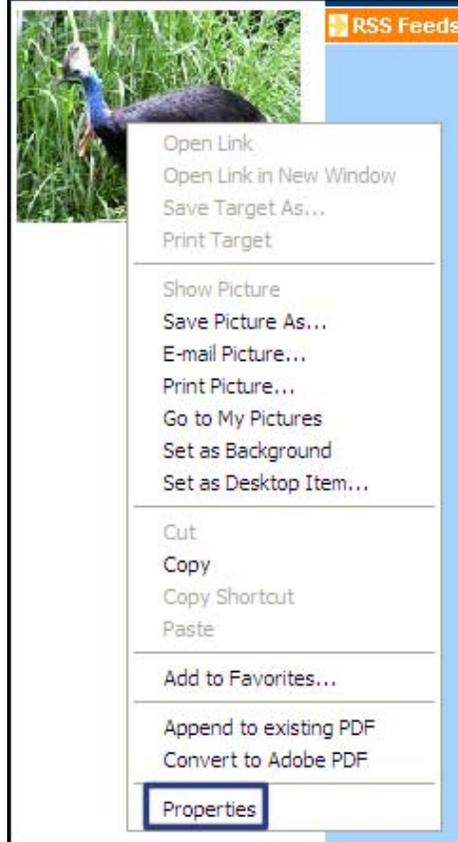
(2) The filename of the asset has the **Asset ID** as part of the name:



b) **Image Asset IDs:** The **Asset ID** number can be seen in the properties of the image while it is displayed on the web.

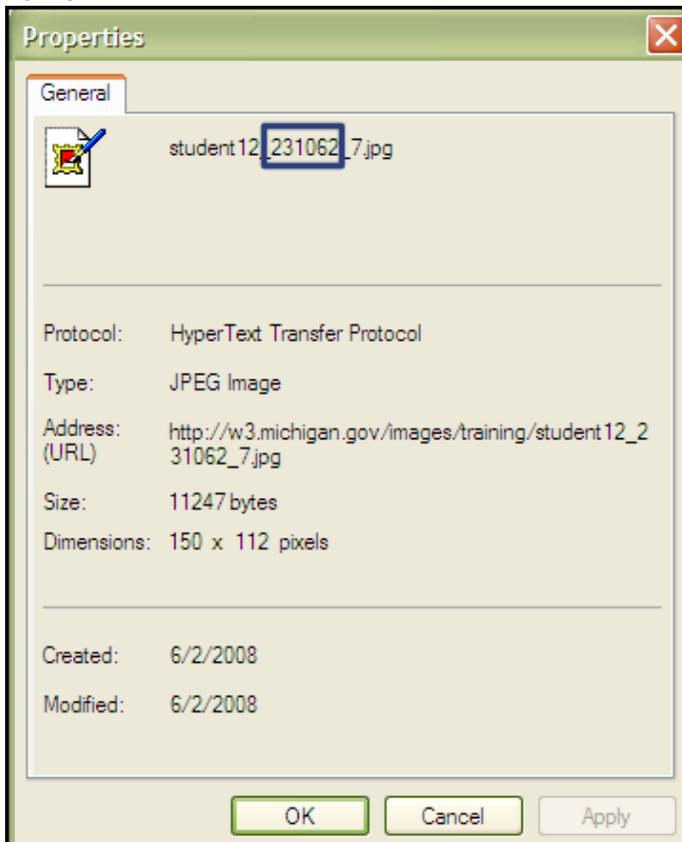
Advanced CMA Assets – All You Need to Know

(1) **Right click on the image and select Properties**

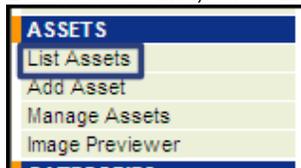


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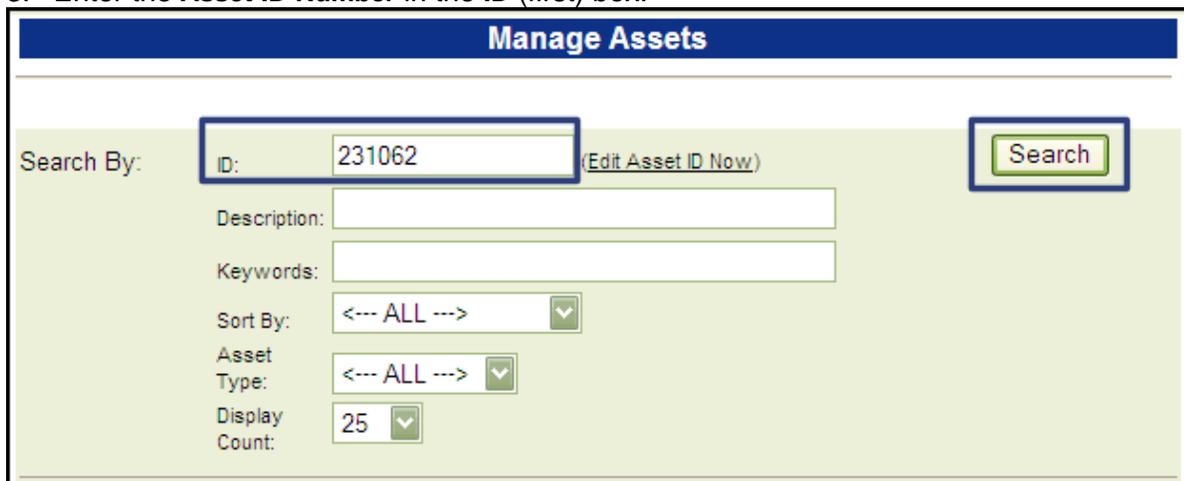
(2) The filename of the image has the **Asset ID** as part of the name:



2. In the **CMA**, click **List Assets**.



3. Enter the **Asset ID Number** in the **ID** (first) box.



The screenshot shows the 'Manage Assets' search interface. The 'Search By:' section has an 'ID:' field containing '231062', which is highlighted with a blue box. To the right of this field is a link '(Edit Asset ID Now)'. A 'Search' button is highlighted with a blue box. Below the search fields, there are input boxes for 'Description:' and 'Keywords:'. The 'Sort By:' dropdown is set to '<--- ALL --->'. The 'Asset Type:' dropdown is also set to '<--- ALL --->'. The 'Display Count:' dropdown is set to '25'.

4. Click **Search**.

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5. Locate the desired asset.

ID	Asset Description	Asset Path	Alt Tag	Edit	Delete
231062	Debbie - 4-9-08 - image 2	/images/training/student12_231062_7.jpg	turkey in the wild	(Edit)	(Delete)

6. Click **Edit** to make changes:

a) You will be taken to the **Edit Asset** screen.

Edit Asset

ID # 231062

Asset FileName:

Note: you are in edit mode and selecting a new file will overwrite the existing system. Also note that the change can take several minutes to appear in the system.

Asset (Web) Path: /images/training/student12_231062_7.jpg

Asset Permission: TRAINING-ABOUT_US-ASSETS ?

Asset Type: IMAGE (Non-specific Image (.gif, .jpg, .tif, .bmp, .png))

Thumbnail? (only if type is IMAGE)

b) Change any of the desired asset fields.

c) Load a new file for this asset.

(1) Click **Browse** and select the new file from local drive.

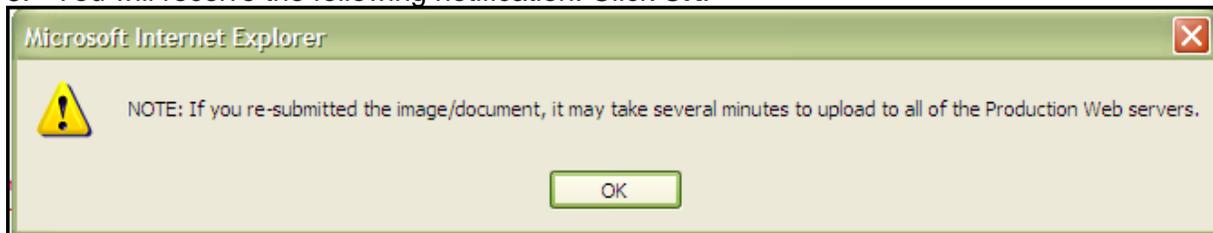
Asset FileName:

Note: you are in edit mode and selecting a new file will overwrite the existing one in the system. Also note that the change can take several minutes to appear in the CDA/CMA.

(2) When loading a new file, the old one will be deleted and replaced with the new one. If you want to keep the old one, add a new asset.

7. Click **Update**.

8. You will receive the following notification. Click **OK**.



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9. NOTE on replacing images with a new image:

a) The dimensions of the **original** image will be in the database.

Width (Image Only):	<input type="text" value="150"/>
Height (Image Only):	<input type="text" value="112"/>
Size (Bytes):	<input type="text" value="11248"/>

Old Dimensions

b) If you fail to delete these numbers, the new image will retain these dimensions and may become distorted.



c) Remove these dimensions **prior** to updating the new image.

Width (Image Only):	<input type="text"/>
Height (Image Only):	<input type="text"/>
Size (Bytes):	<input type="text"/>

Blank Fields

d) Then select the file and Update the Asset

ID #	231062	<input type="button" value="Update"/>
Asset FileName:	<input type="text" value="C:\Documents and Settings\christe"/> <input type="button" value="Browse..."/>	

Then select file & Update

Note: you are in edit mode and selecting a new file will overwrite the exist

e) When the fields are blank, the new dimensions will be loaded and the image will not be distorted.

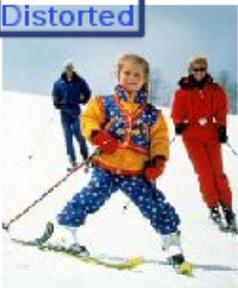
Advanced CMA Assets – All You Need to Know

Width (Image Only):	<input type="text" value="124"/>
Height (Image Only):	<input type="text" value="150"/>
Size (Bytes):	<input type="text" value="7700"/>

New Dimensions Loaded

Asset Preview

Not Distorted



C. Find and Edit Asset using Description or Keywords

1. Enter some of the words in the **description** or **keywords**. As **keywords** is not a required field, there may be nothing in **keywords**. Only choose one field or the other to search on.

Manage Assets

Search By: ID: [\(Edit Asset ID Now\)](#) Search

Description: Debbie -

Keywords:

Sort By: <--- ALL --->

Asset Type: <--- ALL --->

Display Count:

Rows 66-90 of 90 No More

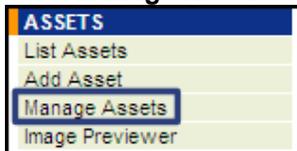
ID	Asset Description	Asset Path	Alt Tag	Edit	Delete
213335	Debbie - 10/24/07 - Image one	/images/training/teacher_213335_7.gif	Girl on the grass reading a book	(Edit)	(Delete)
213827	Debbie - 10/29/07 - 1st image	/images/training/sample1_213827_7.gif	Debbie's image	(Edit)	(Delete)
213843	Debbie - 10/29/07 - 2nd image	/images/training/teacher_213843_7.gif	something interesting	(Edit)	(Delete)
214153	Debbie - 10/31/07 - PDF	/documents/training/sampleteacher_214153_7.pdf		(Edit)	(Delete)
217347	Debbie - 12/4/07 - first image	/images/training/sample3_217347_7.jpg	Debbie's image for training	(Edit)	(Delete)
217377	Debbie - 12/4/07 - image 2	/images/training/sample1_217377_7.gif	who knows what this is???	(Edit)	(Delete)
217625	Debbie - 12/05/07 - PDF file	/documents/training/sampleteacher_217625_7.pdf		(Edit)	(Delete)
217903	Debbie - 12/7/07 - image one	/images/training/6training_217903_7.jpg	Picture of	(Edit)	(Delete)
217982	Debbie - 12/10/07 - image one	/images/training/ch_light_217982_7.jpg	Copper Harbor Lighthouse	(Edit)	(Delete)

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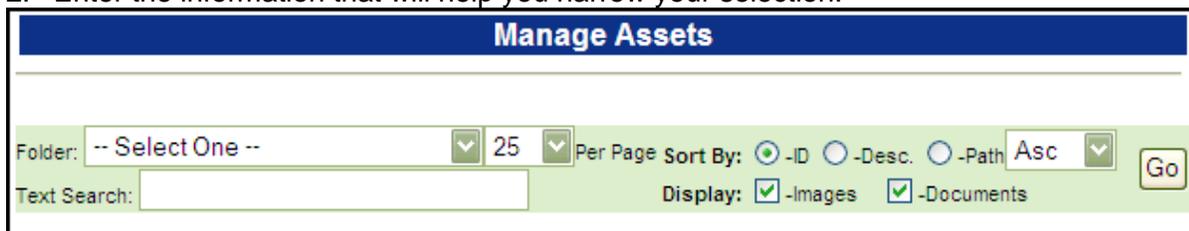
2. Click **Search**
3. **Edit** as above.

D. Find and Edit Asset using Manage Assets

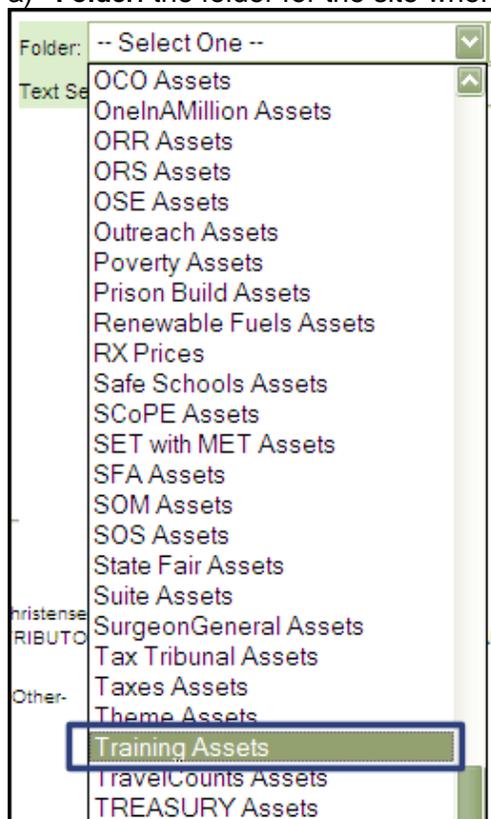
1. Click **Manage Assets** under the **Asset** section of the left navigation.



2. Enter the information that will help you narrow your selection.

A screenshot of the 'Manage Assets' page. The page has a blue header with the title 'Manage Assets'. Below the header, there is a search and display control bar. The bar contains a 'Folder:' dropdown menu with '-- Select One --' selected, a 'Per Page' dropdown menu with '25' selected, a 'Sort By:' section with radio buttons for '-ID', '-Desc.', and '-Path', and a 'Display:' section with checkboxes for '-Images' and '-Documents'. A 'Go' button is located on the right side of the bar. There is also a 'Text Search:' input field on the left side of the bar.

- a) **Folder:** the folder for the site where the asset is located.

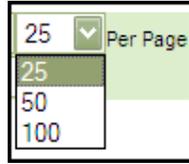


- b) **Text Search:** enter any known text in the Description field, Alt Tag or CMA Keywords.

A screenshot of the 'Text Search:' input field. The field contains the text 'debbie -'.

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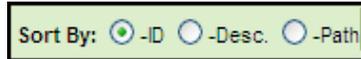
c) **Per Page:** select how many items you wish to be displayed at one time.



A dropdown menu labeled "Per Page" with a green border. The current selection is "25". The menu is open, showing three options: "25", "50", and "100".

d) **Sort By:** select the sort method for the asset list according to your needs. You can sort by:

- Asset ID Number
- Description
- Path



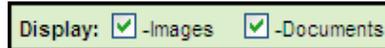
A control labeled "Sort By:" with three radio buttons. The first radio button is selected and is next to "-ID". The other two are unselected and are next to "-Desc." and "-Path".

e) **Sort Order:** Select Ascending or Descending. Descending will bring the most recent assets to the top of the list.



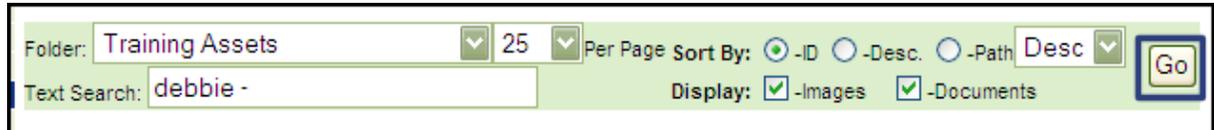
A dropdown menu with a green border. The current selection is "Asc". The menu is open, showing two options: "Asc" and "Desc".

f) **Display:** select which type of asset you wish to display; Images, Documents, or both.



A control labeled "Display:" with two checked checkboxes. The first checkbox is next to "-Images" and the second is next to "-Documents".

3. Click Go



A search interface with a green border. It includes a "Folder:" dropdown set to "Training Assets", a "Per Page" dropdown set to "25", a "Sort By:" control with "-ID" selected, a "Sort Order" dropdown set to "Desc", and a "Text Search:" input field containing "debbie -". The "Display:" control has both "-Images" and "-Documents" checked. A "Go" button is highlighted with a blue border.

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4. When both are selected, Images and Documents will be separated into two different lists. Images will be listed first – displaying the first segment of the list depending on the number you have selected in the Per Page drop down box.

Next 25

Folder: Training Assets 25 Per Page Sort By: -ID -Desc -Path Desc Go

Text Search: debbie - Display: -Images -Documents

Training Assets: images		
ID	Description	Path
234887	Debbie - 5-19-08 - image	/images/training/lhse 1915 fence frwater 234887 7.jpg (Delete)
233278	Debbie - 5/5/08 - image	/images/training/flower shoe 233278 7.jpg (Delete)
231636	Debbie - 4/16/08 - image	/images/training/flower shoe 231636 7.jpg (Delete)
231182	Debbie - 4/10/08 - image	/images/training/delucas 231182 7.jpg (Delete)
231062	Debbie - 4-9-08 - image 2	/images/training/student12 231062 7.jpg (Delete)
229106	Debbie - 3/25/08 - Image	/images/training/Party Box 229106 7.jpg (Delete)
227161	Debbie - 3/5/08 - Image	/images/training/Lhse 227161 7.jpg (Delete)
224575	Debbie - 2/11/08 - Image	/images/training/sample2 224575 7.jpg (Delete)
222414	Debbie - 1-23-08 - Image	/images/training/lights 222414 7.gif (Delete)
221093	Debbie - 1/09/08 - Image one	/images/training/sample2 221093 7.jpg (Delete)
221088	Debbie - 1/09/08 - Image one	/images/training/sample2 221088 7.jpg (Delete)
217998	Debbie - 12/10/07 - image 2	/images/training/Lhse 217998 7.jpg (Delete)
217982	Debbie - 12/10/07 - image one	/images/training/ch light 217982 7.jpg (Delete)
217903	Debbie - 12/7/07 - image one	/images/training/straining 217903 7.jpg (Delete)
217377	Debbie - 12/4/07 - image 2	/images/training/sample1 217377 7.gif (Delete)
217347	Debbie - 12/4/07 - first image	/images/training/sample3 217347 7.jpg (Delete)
213843	Debbie - 10/29/07 - 2nd image	/images/training/teacher 213843 7.gif (Delete)
213827	Debbie - 10/29/07 - 1st image	/images/training/sample1 213827 7.gif (Delete)
213335	Debbie - 10/24/07 - Image one	/images/training/teacher 213335 7.gif (Delete)
205654	Debbie - 8-14-07 - Image Two	/images/training/pente 205654 7.jpg (Delete)
205640	Debbie - 8/14/07 - image one	/images/training/chocolatebar 205640 7.jpg (Delete)
203590	Debbie - 7-23-07 Image 2	/images/training/sample3 203590 7.jpg (Delete)
203567	Debbie - 7/23/07 - image One	/images/training/chocolatebar 203567 7.jpg (Delete)
200802	Debbie - 6/27/07 - 2nd image	/images/training/evre affair 200802 7.jpg (Delete)
200781	Debbie - 6/27/07 - 1st image	/images/training/sample2 200781 7.jpg (Delete)

Training Assets: documents

g) Click on the Path to view the image.

The screenshot shows a browser window with a list of image paths. A blue arrow points from the path `/images/training/straining 217903 7.jpg` in the list to a small window displaying the image of a woman holding a large, flat, decorative object.

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h) Click on the **Description** to edit the image.

221088	Debbie - 1/09/08 - Image one	/images/training/sample2_221088_7.jpg	(Delete)
217998	Debbie - 12/10/07 - image 2	/images/training/Lthse_217998_7.jpg	(Delete)
217982	Debbie - 12/10/07 - image one	/images/training/ch_light_217982_7.jpg	(Delete)
217903	Debbie - 12/7/07 - image one	/images/training/6training_217903_7.jpg	(Delete)
217377	Debbie - 12/4/07 - image 2	/images/training/sample1_217377_7.gif	(Delete)
217347	Debbie - 12/4/07 - first image	/images/training/sample3_217347_7.jpg	(Delete)
212842	Debbie - 10/20/07 - 2nd image	/images/training/teacher_212842_7.gif	(Delete)

Edit Asset

ID #

Asset FileName:

Note: you are in edit mode and selecting a new file will overwrite the existing or system. Also note that the change can take several minutes to appear in the CD

Asset (Web) Path:

Asset Permission: [\(Browse\)](#)

Asset Type:

Thumbnail? (only if type is IMAGE)

Asset (Vignette) Project:

Asset Description:

i) Click **(Delete)** to delete the asset. You will not be able to delete assets to which you do not have permissions.

221088	Debbie - 1/09/08 - Image one	/images/training/sample2_221088_7.jpg	(Delete)
217998	Debbie - 12/10/07 - image 2	/images/training/Lthse_217998_7.jpg	(Delete)
217982	Debbie - 12/10/07 - image one	/images/training/ch_light_217982_7.jpg	(Delete)
217903	Debbie - 12/7/07 - image one	/images/training/6training_217903_7.jpg	(Delete)
217377	Debbie - 12/4/07 - image 2	/images/training/sample1_217377_7.gif	(Delete)
217347	Debbie - 12/4/07 - first image	/images/training/sample3_217347_7.jpg	(Delete)
212842	Debbie - 10/20/07 - 2nd image	/images/training/teacher_212842_7.gif	(Delete)

Delete An Asset

This Asset, 217903, has associations. If you delete the asset, the associations will be deleted also.

ID	Type	Description
178132 - (CONTENT)	CONTENT_ASSET	Faucets - Repair or Replace? - Repair for a pitance or upgrade to a new unit?
111240 - (CONTENT)	CONTENT_ASSET	Student 01 - Sample content for Advanced Asset Class

Are you sure that you want to delete /images/training/6training_217903_7.jpg?

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5. Documents will be listed below the images:

200802	Debbie - 6/27/07 - 2nd image	/images/training/evre_affair_200802_7.jpg	(Delete)
200781	Debbie - 6/27/07 - 1st image	/images/training/sample2_200781_7.jpg	(Delete)
Training Assets: documents			
ID	Description	Path	
235116	debbie - 5-21-08	/documents/training/sampleteacher_235116_7.pdf	(Delete)
234881	Debbie - 5-19-08 - PDF file	/documents/training/sampleteacher_234881_7.pdf	(Delete)
232104	Debbie - 4/22/08 - PDF file	/documents/training/sampleteacher_232104_7.pdf	(Delete)
218757	Debbie - 12/17/07 - PDF	/documents/training/sampleteacher_218757_7.pdf	(Delete)
217625	Debbie - 12/05/07 - PDF file	/documents/training/sampleteacher_217625_7.pdf	(Delete)
214153	debbie - 10/31/07 - PDF	/documents/training/sampleteacher_214153_7.pdf	(Delete)
205632	Debbie - 8-14-07 - PDF	/documents/training/sampleteacher_205632_7.pdf	(Delete)
204130	Debbie - 7/30/07 - PDF	/documents/training/sampleteacher_204130_7.pdf	(Delete)
199176	Debbie - 6/13/07 - PDF	/documents/training/sampleteacher_199176_7.pdf	(Delete)
197593	Debbie - 5-24-07 PDF	/documents/training/sampleteacher_197593_7.pdf	(Delete)
193861	Debbie - Sample PDF - 4-23-07	/documents/training/sample1_193861_7.pdf	(Delete)
190708	Debbie - 3/21/07 - PDF	/documents/training/sampleteacher_190708_7.pdf	(Delete)
188234	Debbie - 2/27/07 - PDF	/documents/training/sampleteacher_188234_7.pdf	(Delete)
184386	Debbie - 1/25/07 - PDF	/documents/training/sampleteacher_184386_7.pdf	(Delete)
175670	Debbie - PDF - 10-18-06	/documents/training/sampleteacher_175670_7.pdf	(Delete)
173795	debbie - PDF - 9-27-06	/documents/training/sos-236_173795_7.pdf	(Delete)
173657	Debbie - PDF - 9-27-06 Intermediat Class	/documents/training/lightflyer_173657_7.pdf	(Delete)
137148	Debbie - Intermediate Content Entry PDF file	/documents/sampleteacher_137148_7.pdf	(Delete)
134581	Debbie - PDF file for Intermediate class	/documents/intranet_logics_chart_134581_7.pdf	(Delete)
131014	Debbie - PDF file for intermediate class on 7-18-05	/documents/intranet_logics_chart_131014_7.pdf	(Delete)
125189	Debbie - PDF asset - 5-18-05	/documents/train_125189_7.pdf	(Delete)
119919	Debbie - First PDF asset	/documents/train_119919_7.pdf	(Delete)
114909	Debbie - PDF Number 1 for Jan 28, 2005	/documents/intranet_logics_chart_114909_7.pdf	(Delete)

j) Click on the **Path** to **open** the document.

The screenshot shows a web browser window with a navigation bar at the top containing 'eLearning', 'Customize Links', 'MainWeb', and 'Windows'. Below the navigation bar is a search box with the text 'Find'. The main content area displays the text 'aining purposes.' and an image of musical notes. On the right side of the browser, there is a list of training assets. The list is titled 'Training Assets: documents' and has a sub-header 'Path'. The list contains several entries, each with a path and a '(Delete)' link. A blue arrow points from the 'Path' column of the list to the main content area of the browser.

/images/training/gente_203854_7.jpg	
/images/training/chocolatebar_205640_7.jpg	
/images/training/sample3_203590_7.jpg	
/images/training/chocolatebar_203567_7.jpg	
/images/training/evre_affair_200802_7.jpg	
/images/training/sample2_200781_7.jpg	
Training Assets: documents	
Path	
/documents/training/sampleteacher_235116_7.pdf	(Delete)
/documents/training/sampleteacher_234881_7.pdf	(Delete)
/documents/training/sampleteacher_232104_7.pdf	(Delete)
/documents/training/sampleteacher_218757_7.pdf	(Delete)
/documents/training/sampleteacher_217625_7.pdf	(Delete)
/documents/training/sampleteacher_214153_7.pdf	(Delete)
/documents/training/sampleteacher_205632_7.pdf	(Delete)
/documents/training/sampleteacher_204130_7.pdf	(Delete)
/documents/training/sampleteacher_199176_7.pdf	(Delete)
/documents/training/sampleteacher_197593_7.pdf	(Delete)
/documents/training/sample1_193861_7.pdf	(Delete)
/documents/training/sampleteacher_190708_7.pdf	(Delete)
/documents/training/sampleteacher_188234_7.pdf	(Delete)
/documents/training/sampleteacher_184386_7.pdf	(Delete)
/documents/training/sampleteacher_175670_7.pdf	(Delete)
/documents/training/sos-236_173795_7.pdf	(Delete)
/documents/training/lightflyer_173657_7.pdf	(Delete)
/documents/sampleteacher_137148_7.pdf	(Delete)
/documents/intranet_logics_chart_134581_7.pdf	(Delete)

k) Click on the **Description** to **Edit** the asset.

Advanced CMA Assets – All You Need to Know

Training Assets: documents			
ID	Description	Path	
235116	debbie - 5-21-08	/documents/training/sampleteacher_235116_7.pdf	(Delete)
234881	Debbie - 5-19-08 - PDF file	/documents/training/sampleteacher_234881_7.pdf	(Delete)
232104	Debbie - 4/22/08 - PDF file	/documents/training/sampleteacher_232104_7.pdf	(Delete)
218757	Debbie - 12/17/07 - PDF	/documents/training/sampleteacher_218757_7.pdf	(Delete)
217625	Debbie - 12/05/07 - PDF file	/documents/training/sampleteacher_217625_7.pdf	(Delete)
214153	debbie - 10/31/07 - PDF	/documents/training/sampleteacher_214153_7.pdf	(Delete)

l) Click **(Delete)** to delete the asset. You will not be able to delete assets to which you do not have permissions.

Training Assets: documents			
ID	Description	Path	
235116	debbie - 5-21-08	/documents/training/sampleteacher_235116_7.pdf	(Delete)
234881	Debbie - 5-19-08 - PDF file	/documents/training/sampleteacher_234881_7.pdf	(Delete)
232104	Debbie - 4/22/08 - PDF file	/documents/training/sampleteacher_232104_7.pdf	(Delete)
218757	Debbie - 12/17/07 - PDF	/documents/training/sampleteacher_218757_7.pdf	(Delete)
217625	Debbie - 12/05/07 - PDF file	/documents/training/sampleteacher_217625_7.pdf	(Delete)
214153	debbie - 10/31/07 - PDF	/documents/training/sampleteacher_214153_7.pdf	(Delete)

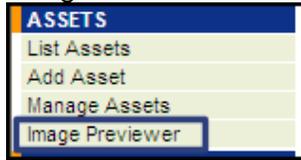
m) Use the Next and Previous buttons to see more of the list.

Prev 25
Next 25

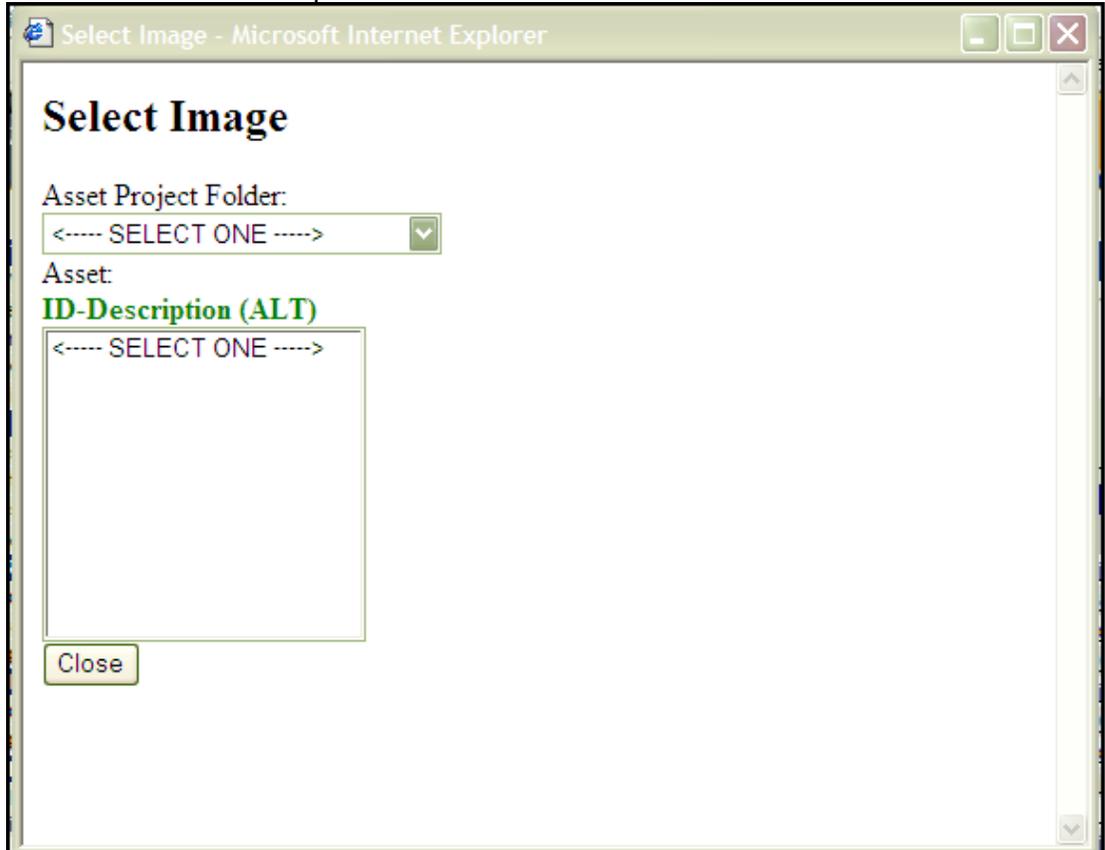
Folder: Training Assets

E. Find and Edit Image Asset using Image Previewer

1. Select **Image Previewer** from the list of choices under **Assets** on the left navigation.



2. A new window will open.



Advanced CMA Assets – All You Need to Know

3. When you select an **Asset Project Folder (Site)**, the **Asset: ID-Description (ALT)** field will become populated.

Select Image

Asset Project Folder:
Training Assets

Asset:
ID-Description (ALT)

<---- SELECT ONE ---->
41477- Bob Seger (MJG Image File)
46299- ice cream (ice cream)
140929-12 (12)
192686-14training - image 2 (14 Training)
137203-2 workers (2 workers)
137207-2 working Men (2 working Men)
106508-2nd asset added (second picture added)
136810-2nd P-51 (@nd P-51)
119942-3rd try (3rd try)

Close

Advanced CMA Assets – All You Need to Know

4. When you highlight one of assets, the image will appear below.

Asset ID-Description (ALT)
119942-3rd try (3rd try)
80002-a icon (a icon)
89222-A JPG file for Ruth (A JPG file for Ruth)
64204-A mysterious picture (A mysterious picture)
114952-a picture (a picture - tag)
158750-A picture of a flying beagle. (Whee!!!)
95033-A very active goat (Active Goat)
114997-AAA - remember this guy? -mark burrows (big cheese)
85439-AAA Car (AAA Car)
100492-Abbey's picture asset (Blueberry Surprise)

Close

A photograph of a beagle dog jumping through a doorway. The dog is in mid-air, with its front paws extended and its hind legs tucked. Its ears are large and upright. A person's head is visible in the background, looking up at the dog. The doorway is framed by wood.

5. Note the **Asset ID Number** to use the asset via on of the other methods. Click **Close** to close the window. You can only **Preview** the images from here. You cannot edit or delete the images from this tool.

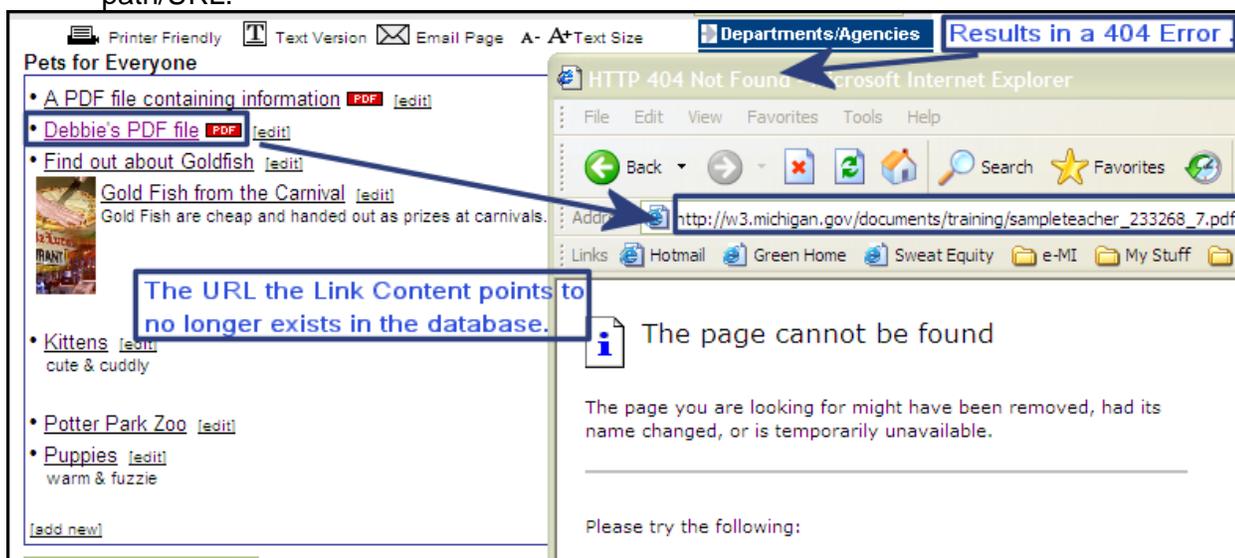
XIII. Removing Assets

Unlike Content, Assets cannot be Expired. If they are in the database, they are Live. Assets involve two parts. They are in the database and they are connected to content, at least once, in order to be visible to the public on the website. We must consider both parts.

A. From Database

Since we cannot expire the asset, our only option with respect to the database is to remove it by deleting it. If we simply delete the asset from the database what will happen?

- The asset will no longer be available in the database.
- The path/URL to the asset will no longer be valid.
- Content that points to that asset path/URL will now point to an invalid path/URL.



B. From Content

Another way to remove assets from the public view is to simply remove the content that displays the assets. Since Assets are not available directly from the database and must be tied to content before they can be seen, it would seem this would be a logical way to remove them from public view.

There are some drawbacks with this, however.

- The Asset path/URL is still a valid path/URL and can be accessed if that URL is known. Simply because Michigan.gov does not publish the URL in any of its content does not mean that the URL cannot be accessed by other means.
- Once the Asset path/URL has been published in content for a while, the public has access to that and can bookmark or put it in their Favorites.
- Search engines will have had time to index the path/URL of that asset and will still present it in their search results.
- The Michigan.gov search engine indexes not just content items, but PDF and other document assets that are in the Asset Database as well. If it remains in the Asset Database, the Michigan.gov search engine will find it.

C. From Search Engine

In order for this Asset to be completely removed from the public's viewpoint, it must be removed for each piece of content it is tied to as well as removing this asset from the database. Assets can be tied to content in three ways:

1. Associated Asset Feature:

Student 01

Sample content for Advanced Asset Class.
This will be edited by Student 01

Related Documents

- > [Debbie - 5-24-07 PDF - 114555 bytes](#) PDF
- > [Debbie - 12/05/07 - PDF file - 114555 bytes](#) PDF

Associated Documents

Associated Image

Browser View

Associated Assets
(Note: clicking the *Asset Name* will jump to Edit Asset, *Edit* jumps to Edit Association)

ID	Asset Name	Asset Path	Edit	Delete
197593	Debbie - 5-24-07 PDF	/documents/training/sampleteacher_197593_7.pdf	(Edit)	(Delete)
217625	Debbie - 12/05/07 - PDF file	/documents/training/sampleteacher_217625_7.pdf	(Edit)	(Delete)
217903	Debbie - 12/7/07 - image one	/images/training/6training_217903_7.jpg	(Edit)	(Delete)
231062	Debbie - 4-9-08 - image 2	/images/training/student12_231062_7.jpg	(Edit)	(Delete)

(Enter Asset ID - Shortcut)

[\(Add\)](#) [\(Add and Auto-Associate An Asset\)](#)

CMA View

Delete the Asset the CMA will automatically delete the Association to the Content as well.

2. Link Content:

Web View

- [Find out about Goldfish](#) [\[edit\]](#)
- [Potter Park Zoo](#) [\[edit\]](#)
- [Debbie's PDF file](#) PDF [\[edit\]](#)
- [A PDF file containing information](#) PDF [\[edit\]](#)
- [Puppies](#) [\[edit\]](#)
warm & fuzzie
- [Kittens](#) [\[edit\]](#)
cute & cuddly

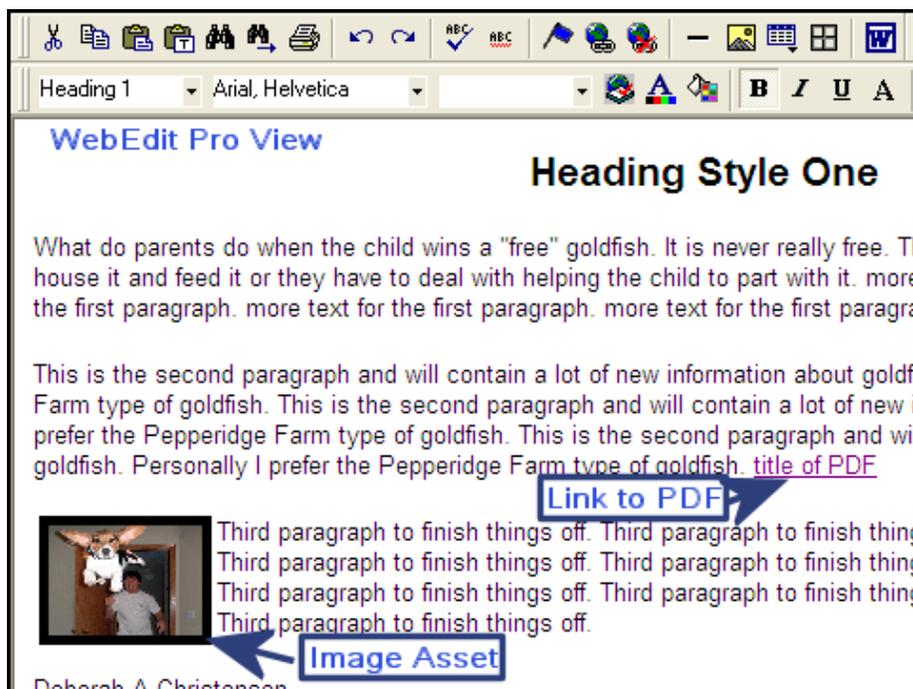
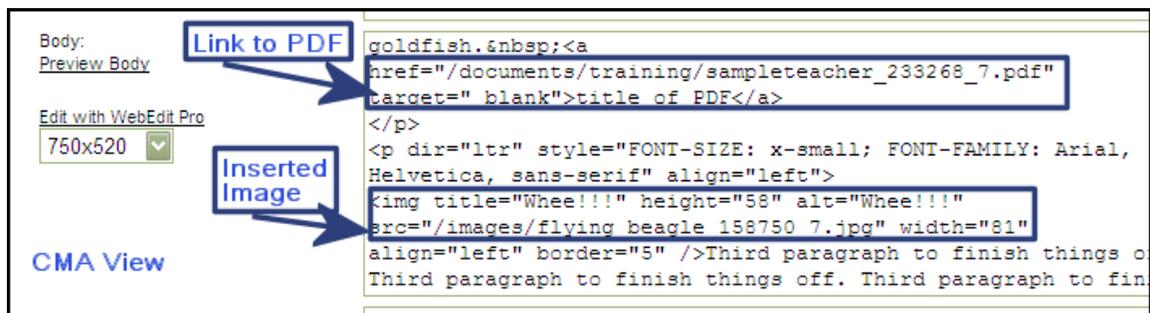
Farm Animals

- [Chickens](#) [\[edit\]](#)
a multipurpose animal
- [Cattle & Cows](#) [\[edit\]](#)
meat & milk

Wild Animals

- [Tigers](#) [\[edit\]](#)
Beautiful, dangerous and endangered

Michigan Department of Corrections
F.Y.I.
Volume 19, Issue 39
MICHIGAN REFOR



The Assets must be removed from the Body field using WebEdit Pro or some other means, **and** the Assets must also be deleted from the Database. Alternately, the Content can be deleted or expired.

D. Process for Removing Assets

1. Remove the Content that displays the asset. When doing this, the asset will remain in the database and can be found by the Search Engine or can be used by other content items at a later time, if needed. This is useful for images.
2. Delete the asset from the database. If the asset is deleted, it will no longer be available to search engines or to the public. You will also not be able to reuse it without reloading it. To delete an asset from the database:

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n) List **Asset** for the item to be deleted

Search By: ID: (Edit Asset ID Now)

Description:

Keywords:

Sort By: <--- ALL --->

Asset Type: <--- ALL --->

Display Count:

Rows 1-1 of 1 No More

ID	Asset Description	Asset Path	Alt Tag	Edit	Delete
217625	Debbie - 12/05/07 - PDF file	/documents/training/sampleteacher_217625_7.pdf		(Edit)	(Delete)

Rows 1-1 of 1 No More

o) Click the **Delete** link.

Delete An Asset

This Asset, 217625, has associations. If you delete the asset, the associations will be deleted also.

Content Associations using Associated Assets

ID	Type	Description
157079 - (CONTENT)	CONTENT_ASSET	1 - Sample HTML Content - This is the description
178132 - (CONTENT)	CONTENT_ASSET	Faucets - Repair or Replace? - Repair for a pitance or upgrade to a new unit?
111240 - (CONTENT)	CONTENT_ASSET	Student 01 - Sample content for Advanced Asset Class

Are you sure that you want to delete /documents/training/sampleteacher_217625_7.pdf?

If the Asset is associated to content using the Associated Assets tool, you will be notified and warned that the Associations will also be deleted.

p) Click **Delete**.

XIV. Special Assets

A. Animated Images

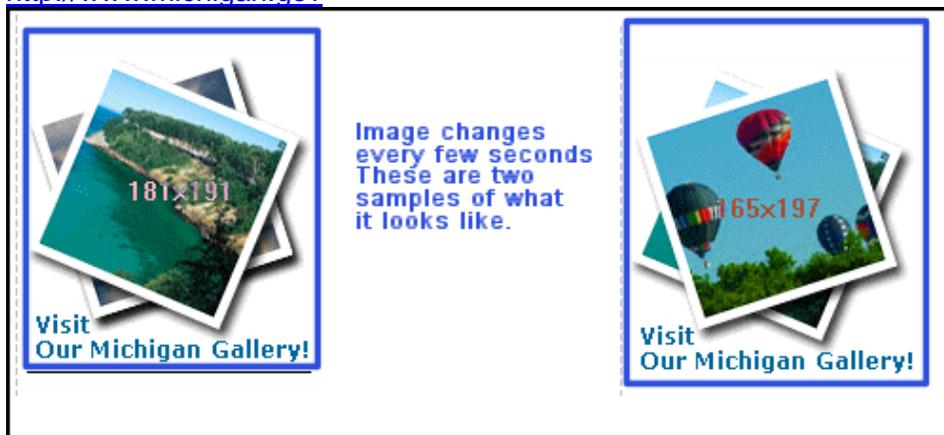
Animated images are created as a series of images that play in sequence, one after the other. The creator of the image sets how many images are in the sequence, how fast they change from one to the other, and how many times they move through the sequence or if they repeat infinitely.

1. Animated .gifs

These are easily created and are usually a simple series of images. It is best if they either rotate very slowly or stop after two or three rotations through the sequence.

a) Good Examples

<http://www.michigan.gov>



<http://www.michigan.gov/dnr/0,1607,7-153-10365---,00.html>





b) What not to do with animated gifs
<http://www.michigan.gov/careers>



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2. Flash Animation

Flash animation involves more complex images and transitions, and requires a plug-in for the browser be downloaded on the user's browser – Flash Player.

a) Examples

<http://www.michigan.gov/nwlb>



<http://www.michigan.gov/dmb>

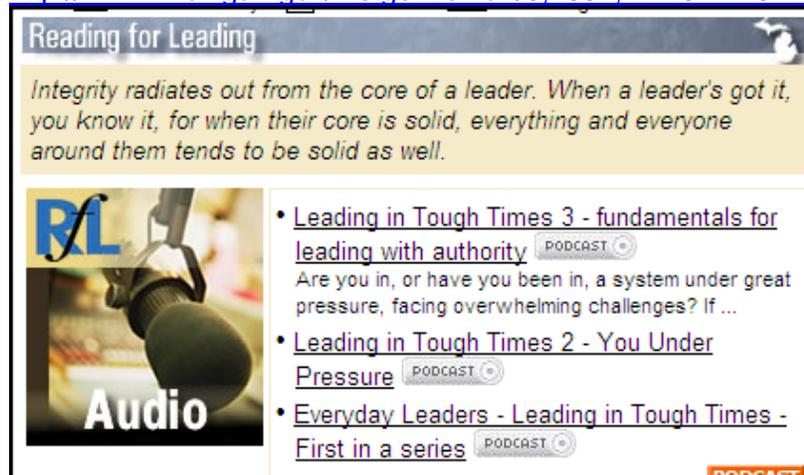


B. Podcasts

Podcasting is a free service that allows Internet users to pull audio files (typically MP3s) from a podcasting Web site to listen to the files on their computer or personal digital audio player. The name comes from a combination of the words iPod (a personal digital audio player made by Apple) and broadcasting. Even though the name is derived from the iPod, you don't need an iPod to listen to a podcast. You can use virtually any MP3 player or your computer default media player.

1. Examples

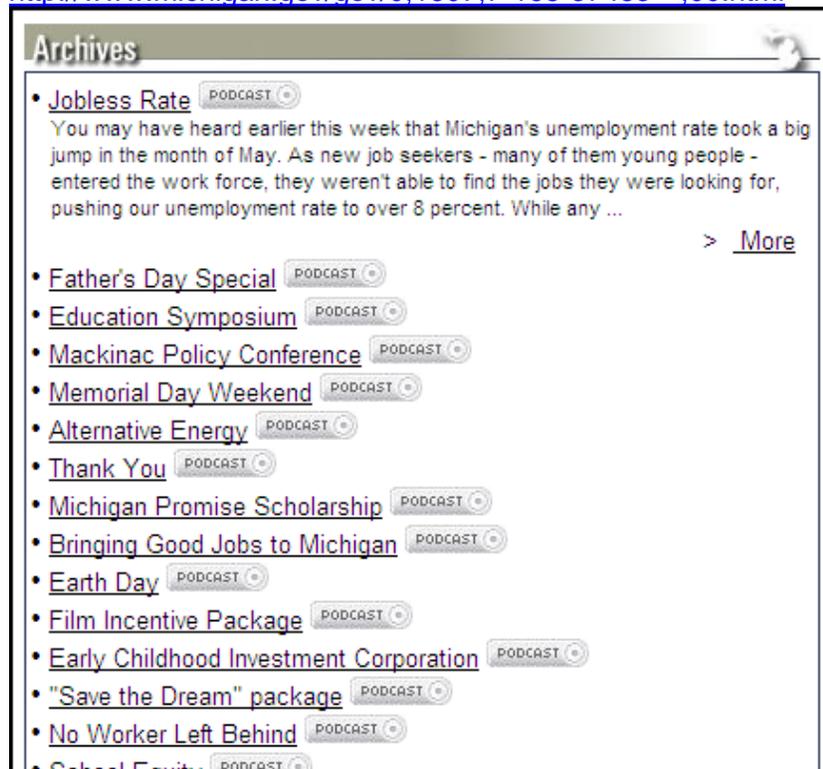
<http://www.michigan.gov/firstgentleman/0,1607,7-178-24402---,00.html>



The screenshot shows a webpage titled "Reading for Leading". It features a quote: "Integrity radiates out from the core of a leader. When a leader's got it, you know it, for when their core is solid, everything and everyone around them tends to be solid as well." Below the quote is a microphone icon with the word "Audio" underneath it. To the right of the microphone icon is a list of three podcast entries, each with a "PODCAST" button next to it:

- [Leading in Tough Times 3 - fundamentals for leading with authority](#) PODCAST
- [Leading in Tough Times 2 - You Under Pressure](#) PODCAST
- [Everyday Leaders - Leading in Tough Times - First in a series](#) PODCAST

<http://www.michigan.gov/gov/0,1607,7-168-37483---,00.html>



The screenshot shows a webpage titled "Archives". It features a list of podcast entries, each with a "PODCAST" button next to it:

- [Jobless Rate](#) PODCAST
You may have heard earlier this week that Michigan's unemployment rate took a big jump in the month of May. As new job seekers - many of them young people - entered the work force, they weren't able to find the jobs they were looking for, pushing our unemployment rate to over 8 percent. While any ... [More](#)
- [Father's Day Special](#) PODCAST
- [Education Symposium](#) PODCAST
- [Mackinac Policy Conference](#) PODCAST
- [Memorial Day Weekend](#) PODCAST
- [Alternative Energy](#) PODCAST
- [Thank You](#) PODCAST
- [Michigan Promise Scholarship](#) PODCAST
- [Bringing Good Jobs to Michigan](#) PODCAST
- [Earth Day](#) PODCAST
- [Film Incentive Package](#) PODCAST
- [Early Childhood Investment Corporation](#) PODCAST
- ["Save the Dream" package](#) PODCAST
- [No Worker Left Behind](#) PODCAST
- [School Equity](#) PODCAST

http://www.michigan.gov/mdch/0,1607,7-132-3149_49147---,00.html

Podcast Archive

- [May is Clean Air Month :45](#) PODCAST
By Dr. Greg Holzman, MDCH Chief Medical Executive
[Transcript](#)
- [May is Mental Health Month :47](#) PODCAST
[Transcript](#)
- [March is ColoRectal Cancer Awareness Month :41](#) PODCAST
[Transcript](#)
[Related Web Content](#)
- [Black AIDS Awareness Month :59](#) PODCAST
[Transcript](#)
- [February is Heart Health Awareness Month :40](#) PODCAST
[Transcript](#)

PODCAST

2. Create a **Podcast Content Item**

a) The **MP3** audio file needs to be uploaded as an asset to the **CMA**. Some files have already been added to the **Training** site as assets as follows:

239581	Summer Family Learning
241953	Sun Safety
241954	Clean Air
241955	Waiting Angels

b) Create **Link Content** to the mp3 asset file. In the **Training Site**, on the **Advanced Assets** page, scroll to the bottom and click on the **Add Content** link in the **Podcast Samples** box at the bottom of the page.

Podcast Samples

- [Sample 2 Podcast for class](#) PODCAST [\[edit\]](#)
- [Sample Podcast for class](#) PODCAST [\[edit\]](#)

[\[add new\]](#)

PODCAST

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- c) A piece of content will be started with the proper primary category already selected – **TRAINING-ABOUT_US-ADVANCED_ASSETS-PODCASTS**

ADD

Language: ENGLISH (US) (ENGLISH) ▼

Primary Category: (Edit) (Browse) TRAINING-ABOUT_US-ADVANCED_ASSETS-PODCAST ▼

Title: (0 of 255 chars max)

Title Asset: ?

- d) Enter the **Title** (Yourname – Podcast Title), and **Priority**.

- e) Set the **Content Type** to Link.

Content Type: LINK (LINK (URL)) ▼

Description (Short Text - 0 of 4000 chars max)

Body: Preview Body

Edit with WebEdit Pro 750x520 ▼

LINK (LINK (URL))

BEHIND_THE_SCENES (Agg-Behind The Scenes)

BLOG (Blog Type Content)

CAUSE_AND_EFFECT (Agg-Cause And Effect)

EPOSTCARD (e-PostCard)

FLV (Flash Video Content)

FORM (HTML-FORM)

HTML (HTML 1.0/2.0)

MAP_TOPIC (Agg-MapIt Topic)

MIXED (ASCII/HTML)

- f) The **Link Type** must be **Internal**.

Link Type: None Internal External (New Window)

- g) Enter the **Asset ID** number (from above) in the **Link/URL** field and check the **Asset** radio button.

Link (URL): 241953

Content Asset ?

- h) Copy the contents of the **Title** field to the **Link Title** field.

Link Text: Debbie - Sun Safety Podcast

- i) Click **Add**.

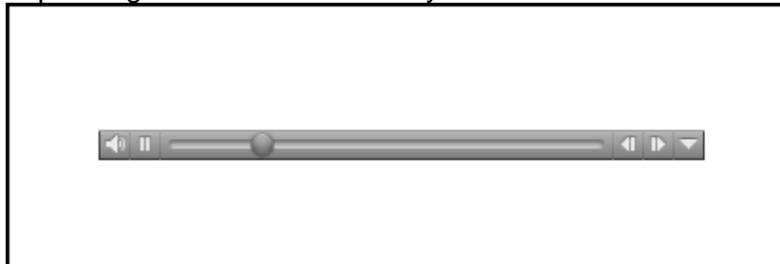
- j) Vignette will automatically add the podcast icon to the link and generate the **XML** for the feed when the asset is displayed in a box set up for podcasts.

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k) View your new content in the **Training Site**.



l) When you click on the link, it will either open **Windows Media Player** or open a browser window and load a **QuickTime** media bar as below, depending on what is loaded on your machine as the default audio player.



m) When you click on the **Podcast Icon**, you will be given the path/URL to the **XML** code necessary to access the media directly. Clicking on the orange **PODCAST** button in the lower right corner of the box will give the user the path/URL to the **RSS** feed for all the Podcasts in the box..

3. ADA Compliance and Podcasts

a) To make sure hearing impaired users can obtain the information contained in podcasts, a transcript of the transmission must always be included. This can be accomplished in a number of ways:

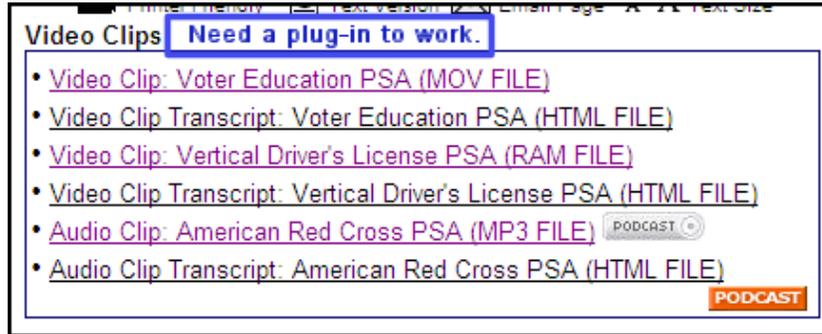
- (1) An additional or separate link to another piece of content which contains the transcript
- (2) Entered into the description field, if it will fit
- (3) I have also seen it added as a PDF file that is linked in the description field.

C. Video & Audio Files

1. Media File Types

a) Browser can play the file directly
No Examples – files are usually .wav

b) Browser needs plug-in – User downloads the plug-in or has it on machine



c) Media clip needs special server – Housed at website's location



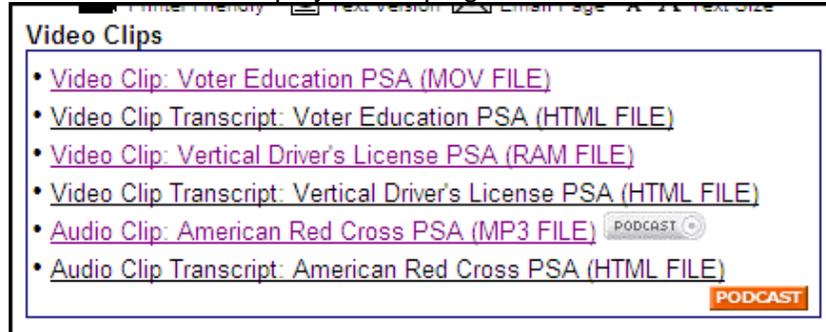
d) Browser needs plug-in – Website embeds it into media clip



2. To Stream or Not to Stream?

a) Download Media

The whole media file has to be downloaded first and then is played. These can either be played in a plug-in or a server housed at the website.



b) Streaming Media

The media is played while the file is still being downloaded so the user starts to see/hear the media much more quickly. These can either be played in a plug-in or a server housed at the website.

(1) Windows Streaming Media:

<http://www.michigan.gov/gov/0,1607,7-168-23442---,00.html>



This points to non-michigan.gov server -

http://www.mgtv.org/asxfiles/MGTV_Forum_Gov_042808.asx

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(2) YouTube embedded into a page

<http://www.michigan.gov/gov/0,1607,7-168-23442-191164--.00.html>



Body field code for this:

```
<center>  
<object width="425" height="350"><param name="movie"  
value="http://www.youtube.com/v/ihTy7r4cFc0"></param><embed  
src="http://www.youtube.com/v/ihTy7r4cFc0" type="application/x-  
shockwave-flash" width="425" height="350"></embed></object>  
</center>
```

YouTube gives you this code (except the center codes)

(3) FLV Content type

<http://www.michigan.gov/dit>

Advanced CMA Assets – All You Need to Know

In component

[Now showing below: Internet Security, an Interview with Dan Lohrmann](#)



Web sites mentioned in the video:

- onquardonline.gov
- staysafeonline.info
- michigan.gov/cybersecurity
- netlingo.com

Flash Streaming Video

Body field

Now showing below: Internet Security, an Interview with Dan Lohrmann



Web sites mentioned in the video:

- onquardonline.gov
- staysafeonline.info
- michigan.gov/cybersecurity
- netlingo.com

Related Documents

> [Transcript of "Internet Security, an Interview with Dan Lohrmann" video.](#)
- 11252 bytes **DOC**

3. Using the **FLV Content Type**

a) You need to have a video clip on **FLV** format.

b) Upload the **FLV** as an **Asset**.

For this exercise, use one of the following assets:

241706	4 MB	Career Portal Demo Part 6
241707	4 MB	Using 'Internet History' Demo
241708	3 MB	No Worker Left Behind PSA

Advanced CMA Assets – All You Need to Know

c) **Add Content**

d) Use **Category TRAINING-ABOUT_US-ADVANCED_ASSETS-CLASS2**

Add New Content Item

This color denotes a *required* field.

ADD

Language: ENGLISH (US) (ENGLISH) ▼

Primary Category: (Edit) (Browse) TRAINING-ABOUT_US-ADVANCED_ASSETS-CLASS2

Title:(0 of 255 chars max)

e) Enter the **Title** – the name of the Video.
Include your name in the title field along with the video title.

Title:(40 of 255 chars max) Debbie - No Worker Left Behind PSA Video

f) Select **FLV** as the **Content Type**.

Content Type: FLV (Flash Video Content) ▼

Description
(Short Text - 0 of 4000 chars max)

Body:
Preview Body

Edit with WebEdit Pro
750x520 ▼

- <---- Select One ---->
- BEHIND_THE_SCENES (Agg-Behind The Scenes)
- BLOG (Blog Type Content)
- CAUSE_AND_EFFECT (Agg-Cause And Effect)
- POSTCARD (a PostCard)
- FLV (Flash Video Content)**
- FORM (HTML-FORM)
- HTML (HTML 1.0/2.0)
- LINK (LINK (URL))
- MAP TOPIC (Agg-MapIt Topic)

g) Enter a short **description**. This will display beside the video in the box.

Description
(Short Text - 78 of 4000 chars max)

This is a public service announcement about the No Worker Left Behind program.

h) Enter the transcript or text equivalent into the **Body** field. This is for ADA Compliance and is required unless the clip is captioned already.

Body:
Preview Body

Edit with WebEdit Pro
750x520 ▼

This is where a transcript of the video will go for people who can't hear the video - they can read what is said. It will also be good for those people who don't have speakers or who are using the computer in a public location such as a library or school where they cannot have sound.]

Advanced CMA Assets – All You Need to Know

- i) Enter the **Asset ID** number in the **Link/URL** field and select the **Asset Radio button**

Link Type:	<input checked="" type="radio"/> None	<input type="radio"/> Internal	<input type="radio"/> Extern
Link (URL):	<input type="text" value="241708"/>		
Content	<input type="radio"/> Asset	<input checked="" type="radio"/> ?	
Link Text:	<input type="text" value="Blank"/>		

NOTE: the other link fields are left alone.

- j) Click **Add**.

- k) Test the content in the browser. (Our PCs do not have speakers so we will not be able to hear the clip.)

• [Debbie - No Worker Left Behind PSA Video](#) [\[edit\]](#)



This is a public service announcement about the No Worker Left Behind program.

XV. Recap

A. Links to PDF files (and other documents)

- Relative link
- External link – New browser window

B. Images

- Path is relative
- Must have Alt Tag for ADA compliance
 - Alt Tag entered in several places – depending on how image is inserted on page

C. Images that are also links

- Alt Tag must describe image and link

D. Image Maps

- Applies to any image - not just maps
- Must have destination links/pages already created
- Best if include ALT tags for each area of image map
- Make sure there is a text navigation method in addition to the image map

E. Removing Assets

- Deleting the Asset from the database will result in broken images and links
- Removing content with reference to PDF file, but leaving PDF in the database will result in people still finding the PDF file in the search engine.
- Need to remove from both content and asset database.

F. Multi-Media Files

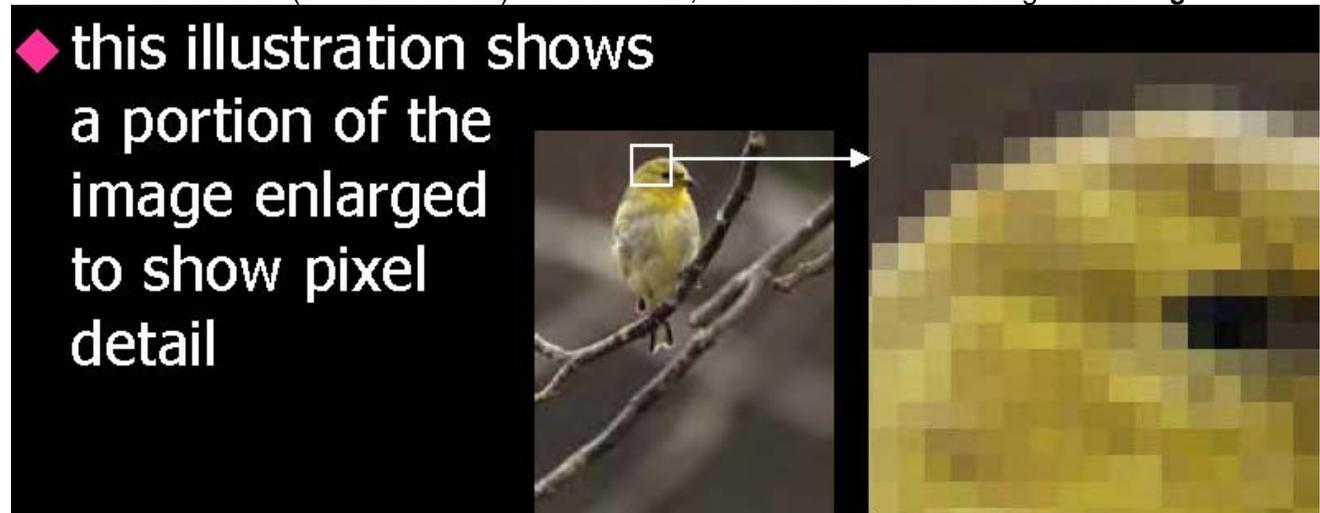
- Make sure you use the proper format
- Make sure your users know what they need to see/hear the clip
- Make sure there are alternative ways to get the information

EVALUATION FORM: <http://www.michigan.gov/trainingeval>

Appendix 1: Image Optimization

Thinking in Pixels

- Think of a pixel as the smallest possible area of color in an on-screen image, and the basic unit of measure.
- A pixel also has **color depth**
- The number of **bits** used to represent the **color** of a single pixel in a **bitmapped** image
 - 1-bit color ($2^1 = 2$ colors) 2-bit color ($2^2 = 4$ colors)
 - 4-bit color ($2^4 = 16$ colors)
 - 8-bit color ($2^8 = 256$ colors) Standard **GIF**, more colors visible through “**dithering**”



Thinking in Pixels: File Size

- Increases with the number of pixels in the image, and the color depth of the pixels.
- The more rows and columns, the greater the image resolution and the greater the file size
 - 300dpi image at 256 colors
- Each pixel increases in size as the color depth is increased
 - An 8-bit pixel (1 byte) can store 256 colors and a
 - 24-bit pixel (3 bytes) can store 16 million colors.
 - $H \times W \times DPI \times \text{Color Depth} = \text{approximate uncompressed file size}$

Web Image Files

- Two most common image formats used on the Web
 - **GIF**
 - **JPEG**

GIF Image Files

GIF(Graphic Interchange Format)

- Limited to an 8-bit palette (256 colors)
- GIF is best suited for storing simple graphic images with relatively few colors
- Superior to JPEG in dealing with this simple graphics such as logos, headers, etc...
- Not well fitted for photographic works and very rarely used for such
- GIF also supports animation
- The file format is now slowly being superseded by the PNG format for non-animated images

JPG Image Files

JPEG(Joint Photographic Experts Group)

- Image files are a lossy format.
- filename extension's JPG, some may use JPEG
- digital cameras save images in JPEG format, at different compression levels
- supports full color and produces small file sizes
- JPEG files do suffer generational degradation when repeatedly edited and saved
- Photographic images are best stored in a lossless non-JPEG format if they will be re-edited in future
- JPEG is also used as image compression algorithm in PDF files

More Web Image Formats

Other formats for special uses:

- **PNG:** portable network graphic
 - does almost everything that the GIF format
 - supports true color (16 million colors)
 - excels when the image has large areas of uniform color
 - Many older browsers do not yet support the format
- **SVG:** scalable vector graphic
 - open standard developed by the World Wide Web Consortium
 - versatile, scriptable and all-purpose vector format for the web and otherwise

Images for the Web

- **Use** the Right File Format
 - GIF ?
 - JPG ?
- Image Optimization Techniques
- Resize the image to fit your space
 - Insure fast downloading of page
 - Save server space with smaller images
- Design for the Page and Content
- Compress for Quality and Small File Size

Use the Right File Type

- GIF images:
 - Art is more GRAPHIC than Photographic
 - You want a transparent background
 - The image can be a few selected colors
 - You want to animate the image
- JPEG images:
 - The image is more PHOTOgraphic than graphic
 - The image has subtle color gradations
 - You don't need transparency or animation

GIF or JPG?



Images for the Web

Usability and efficiency will help your customers!

When creating images for your site:

- Crop
- Resize
- Enhance
- Optimize

Crop Your Images

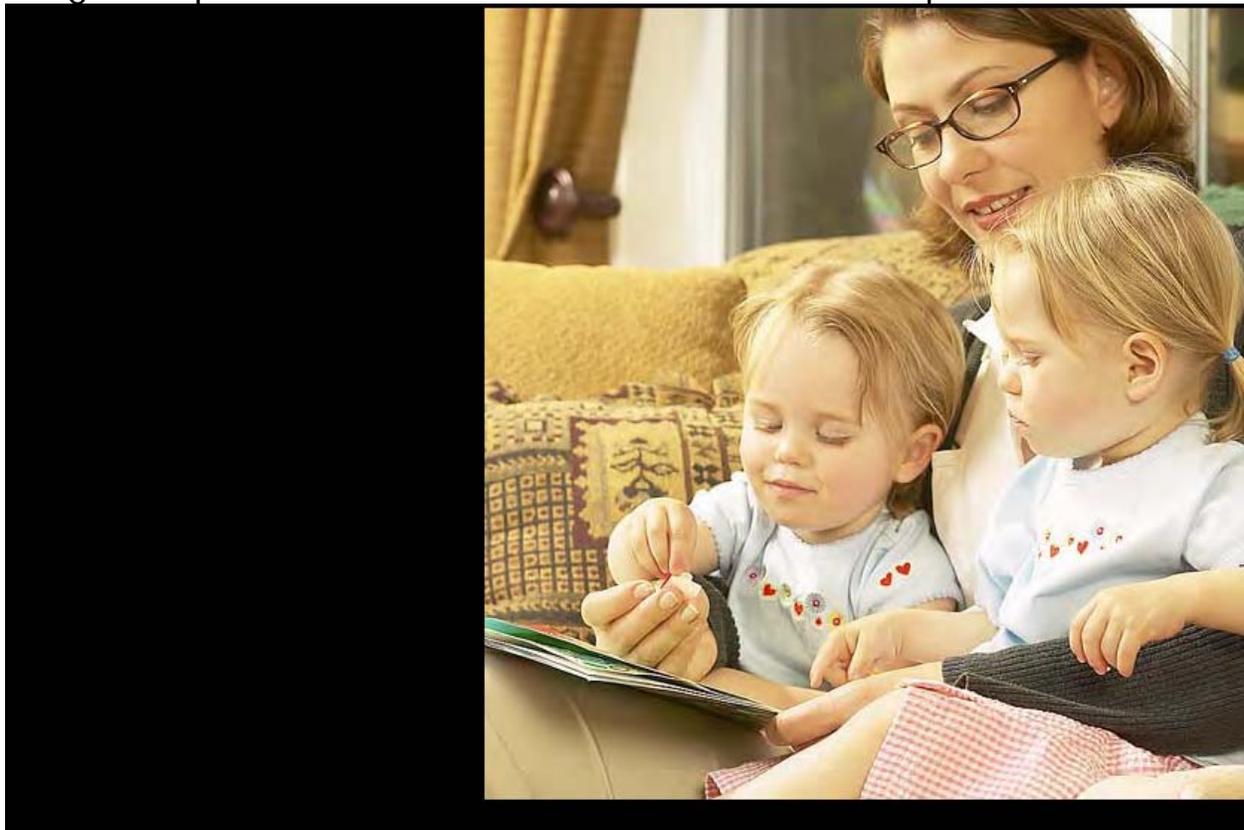
- Selecting the portion of the photograph or graphic you want to use, and cutting away the unnecessary leftovers.
- Cropping reduces file size
- Most photographs contain more than you need to effectively communicate your desired message
- Focus in on the portion you really want to show and get rid of the rest
- For a detailed description of the crop feature in your photo editing software, go to the help feature, locate the index option, and type in Crop.

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The subject is about reading to your kids... How can you focus on that topic by cropping?



... tighten up and close in on the mom and children! Crop it!



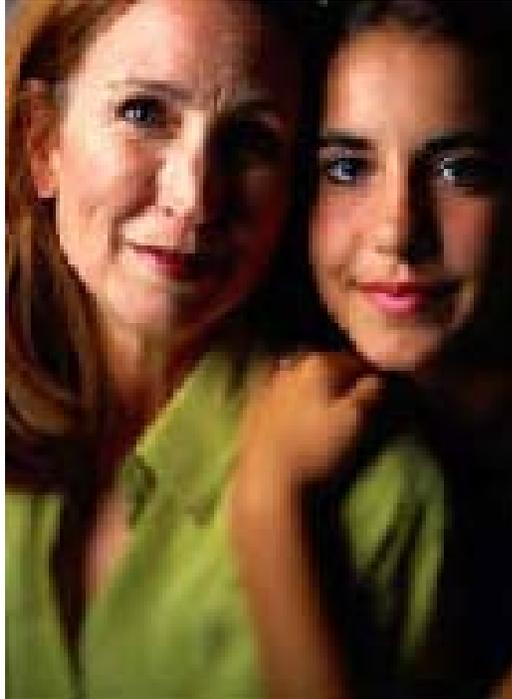
You really only need one kid for your school locker article...what can you do?



Zoom in on one kid sitting by the lockers. Crop it! You are saving file size and better illustrating the story.



Resize and Crop for the Space Allowed

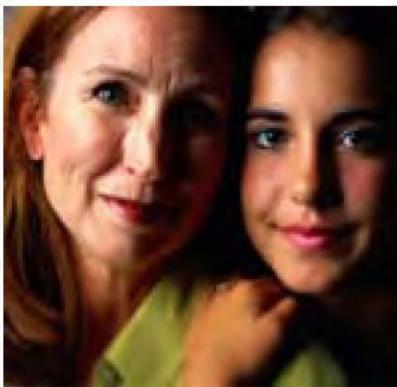


Education & Children's Services

Welcome to the Education & Children's Services Portal

Here you will find information on a wide variety of topics involving education and children's issues in Michigan. Information on this portal is compiled from a number of State of Michigan agencies. Individuals looking for specific agencies for information or questions should visit the respective agency Website.

[Directory of agencies participating in Education & Children's Services Portal](#)



- [State Board of Education Approves Increased State High School Graduation Requirements](#)
- [Improving Outcomes for High School Students](#)
- [State Board Reviews Flanagan's Recommendations For State High School Graduation Requirements](#)

Newsire

[State Board of Education Approves Increased State High School Graduation Requirements](#)

[Kelly DiPucchio's "Bed Hogs" Earns Top Honor as 2006 Michigan Reads! Preschool Book](#)

Online Services

[Michigan Education Savings Program \(MESP\)](#)

[School Bond Loan Program Election](#)

Resize

- Resizing your images to the size you need for the page layout reduces file size
- Do not load larger images and size them in the HTML.
- That does NOT reduce the file sizes or shorten load time OR improve quality
- If you need a 200 pixel x 300 pixel image, size it in an editing application before saving and uploading

Best Practices

- DO use JPG for photos and GIF for art
- NEVER enlarge an optimized image
- NEVER depend on HTML to reduce the height and width of an image
- DO resize your images to fit your space
- DO optimize for file size and quality
- DO crop for design and illustration

Appendix 2: Quick Guide: Podcasting on Michigan.gov

Podcasting is a free service that allows Internet users to pull audio files (typically MP3s) from a podcasting Web site to listen to the files on their computer or personal digital audio player. The name comes from a combination of the words iPod (a personal digital audio player made by Apple) and broadcasting. Even though the name is derived from the iPod, you don't need an iPod to listen to a podcast. You can use virtually any MP3 player or your computer default media player.



If you already have an audio file to post:

1. If the audio file is not in mp3 format, you will need to convert it to that format.
(Other file formats can also be downloaded to iPod-like devices: m4a, mp3, mov, mp4, m4v or even PDF formats.)
2. Upload it as an asset in the CMA.
3. Create a link to the asset.

If you don't have the file.

To record a podcast:

1. Plug a USB headset with a microphone into your computer.
2. Install an MP3 recorder for Windows, Mac or Linux.
3. Create an audio file by making a recording (you can talk, sing or record music) and saving it as an MP3 file.

To add the Podcast to Michigan.gov

1. Upload the MP3 audio file as an asset to the Vignette Content Management Application (CMA).
2. Create a link to the mp3 asset file. Vignette will automatically add the podcast icon to the link and generate the XML for the feed when the asset is displayed in the page.
3. The link will play the mp3 file in the default media player or can be downloaded to an iPod-like device for listening whenever the user decides..

Podcasting on Michigan.gov

1. Behind the scenes, special code is associated with the assets used for podcasts.
2. XML is generated for the asset type when linked to as an asset
3. If several links are included in one component category, the podcast checkbox can be selected for the component.
4. The component then has a podcast icon associated to it. This icon will display with the component and will link to the actual XML coded page used by the podcast/feed readers.
5. The XML (RSS) feed for that component can be added to the podcast feed reader used by the customer.

Other Requirements

- Accessibility requirements dictate that users with hearing disabilities are provided with access to a text version or transcript of the podcast.
- Asset files uploaded must be within size limitations for Michigan.gov assets. Files exceeding the limits will need to be stored on external servers which can be accessed from the Internet. Content will be added to the CMA which will link to the asset.

Expanded Tagging for iTunes

- iTunes specific tags may be included in the XML: iTunes related RSS/XML tags define or replace default feed tags.
<title>[comes from content]</title>

Advanced CMA Assets – All You Need to Know

```
<itunes:image> [DEFAULT_PODCAST_IMAGE ] </itunes:image>
<itunes:subtitle> </itunes:subtitle>
<itunes:author> </itunes:author>
<itunes:summary> </itunes:summary>
<description> </description>
```

- Create a text file using the above tags. Add your text between the tags.
- Upload the asset with the description : DEFAULT_ITUNES_TAGS
- Upload an image if desired. The asset description MUST be: DEFAULT_PODCAST_IMAGE
- Edit the associated component category for the podcasts -Scroll down to the "Associated Assets" section and associate these two newly created assets to the category.

To listen to a podcast:

1. Go to a podcasting site and download the free software.
2. Click on the hyperlink for each podcast you want. You can listen right away on your computer (both Windows and Mac support podcasting) or download the podcast to your MP3 player.
3. You can also subscribe to one or more RSS feeds. Your podcasting software will check the RSS feeds regularly and automatically pull content that matches your playlist. When you dock your MP3 player to your computer, it automatically updates with the latest content.

Tools

Audio Recorder & Editor: [Audacity](http://audacity.sourceforge.net/) <http://audacity.sourceforge.net/>

Media Player: [iTunes](http://www.apple.com/itunes/) <http://www.apple.com/itunes/> or [Windows Media Player](http://windowsmedia.com/download)

<http://windowsmedia.com/download>

MP3 Encoder: [LAME](http://audacity.sourceforge.net) <http://audacity.sourceforge.net> or [iTunes](http://www.apple.com/itunes/) <http://www.apple.com/itunes/>

Basic Equipment

- A PC Running Windows XP or a Mac Running OS 9 or X
- 512 MB of RAM
- 2-3 GB of Free Hard Drive Space
- Soundcard
- Microphone Input and Headphone Output on Your Computer
- Headphones or Headset
- Optional: MP3 Player
- Optional: Pop Filter

Links:

How to Podcast : <http://www.how-to-podcast-tutorial.com/00-podcast-tutorial-four-ps.htm>

"The definitive step-by-step guide on how to podcast without breaking the bank."

How to Podcast : <http://www.podcasting-tools.com/how-to-podcast.htm>

Steps to podcasting, resources for step by step podcasting.

MI.GOV Samples:

Governor's Podcast Page: <http://www.michigan.gov/gov/0,1607,7-168-37483---,00.html>

MDE Podcast Page : http://www.michigan.gov/mde/0,1607,7-140-37818_45256---,00.html

MI.GOV Podcast Index: <http://www.michigan.gov/som/0,1670,7-192----POD,00.html>

Appendix 3: Quick Guide: Using Video Assets on Michigan.gov Portal

Background

Currently, there is a small amount of video on the Michigan.gov portal. In anticipation of demand for more, we are developing a strategy to deliver these media assets to the user in an efficient manner. In preparation for this, we have spent some time looking at file formats (Windows Media-WMV, AVI, QuickTime-Movies MOV, Flash Video-FLV) and how they are delivered on the Web.

Evaluation of these file formats has led eMichigan to target Flash Video as the primary supported file type asset in the Vignette Content Management System. Other file types are subject to approval on a case-by-case basis but users are encouraged to convert other video file formats into Flash Video-FLV.

Primary reasons eMichigan supports FLV as supported video format:

- The FLV file format can compete at similar delivery speed and bandwidth without a devoted streaming infrastructure.
- Conversion to FLV format will compress between 3-10 times based on the source video file.
- The Flash Player is readily available and easily installed.
- eMichigan has defined a process that can be supported in the current infrastructure.

Michigan.gov will host a limited amount of agency video files in the content management system asset repository. The agency owners will be required:

- to convert all video to FLV (Flash Video Format),
- to use the progressive FLV player located on Michigan.gov,
- create content that includes a transcript or text equivalent for the video clips and
- follow other recommendations set by the eMichigan Web Development Team.
- These recommendations will include captioning or transcripts for accessibility, file size limitation, file length and file formats, look and feel, controls and functionality and usability.

The Flash Progressive Video Player, which is free to use, will be the embedded player targeted to deliver the videos. This file is installed on the eMichigan Vignette servers as part of the Content Management System. The CMA content type FLV used to display the content will automatically embed the player and use the targeted video asset. Users will upload and link or associate the FLV file asset to the content. The resulting page displayed contains the progressive player and the associated video will play in the player. The player provides a progressive download for the media clip which simulates streaming and is fairly fast delivery.

The FLV player does not "stream" media in the true sense of the word. As stated above, additional hardware and media services are required to accomplish true "streaming". The progressive player along with associated FLV assets should handle the current demand for video on the Internet within the Michigan.gov suite of sites.

eMichigan will also standardize a "look and feel", player size, video file format and other standards by using a content type to display the video files and using one player to play the files.

A content template to display FLV has been implemented. Using this content type will make video display easy, consistent, economical and within eMichigan standards. Using this content type will also allow automatic generation of a statewide library of videos similar to the statewide BLOGs and statewide RSS feeds.

Advanced CMA Assets – All You Need to Know

The following table illustrates the requirements and standards for incorporating video assets into Michigan.gov Web sites.

Requirement		Resources /Limitations
File Format for Video Asset	Flash Video (FLV)	See: A. Conversion from other video formats to FLV
File Size for Video Asset	Not to exceed 5 MB	Exceptions must be reviewed.
Content Type	Use FLV Content Type	See: B. How to use FLV Content Type
Transcript/Text version	A text equivalent is required and will be entered into the body of the FLV content type	You must provide a script or other detailed text description of the video for accessibility.
Supported Embedded Player	Progressive FLV player is within the Vignette system. The FLV content type will arrange for this player to be used to deliver the Flash video.	See: C. FLV Progressive Player
Player Size	The standard size from the Flash Video Player is set in the content display for the FLV content type and is width="240" height="180"	Exceptions must be reviewed by eMichigan. See D. Exception Process
Other Video Formats mp3, avi, wmv, mov, ...	Will not be supported by eMichigan or the Vignette CMA. These formats will be allowed if they are used with the resources and limitations defined.	See E. Using Other Video Formats
Other Players	Windows Media Player Real Player Quicktime	Externally stored files will be called from the media player embedded in the content. If media file is added as a link, the user may click on the link and the file will open the default media player available on the user's PC or device.
Transcript/Text version	A text equivalent is required and a link to this alternative content is required on the same page as the video link or embedded file.	You must provide a script or other detailed text description of the video for accessibility. Alternatively, your video clip may be "close captioned". Using this feature will fulfill the accessibility requirement.

A. Conversion of Video Files to FLV

There are many resources available to convert other video file formats to FLV.

- Require your video provider to supply you with an FLV version of your video
- Adobe Flash 8 has a built in encoder for converting .wmv, .mp3, .avi, and most other digital video formats to FLV.
- There are shareware and free software conversion tools available.

Conversion Standards

- Physical size: width="240" height="180"
- Frame Rate: Same as original
- Quality: Medium
- Format: FLV (Flash Video)

More Resources:

If you do not have Adobe Flash 8 available to use, there are low cost conversion programs readily available and easy to use.

- Flash Video MX Converter (<http://www.flash-video-mx.com/index-rn.htm>)
- Sothink Video Encoder for Adobe Flash (<http://www.sothinkmedia.com/>)
- ImTOO FLV Converter (<http://www.imtoo.com/flv-converter.html>)

B. Using the FLV Content Type in the CMA

FLV Content Type

Purpose: To display standardized video files on the Michigan.gov sites using the progressive Flash Video Player.

Features:

- The Flash progressive Player is loaded on the Vignette servers and is called by this content template. This means there is no need for agencies to add additional copies of the Flash Player to the system.
- Video clip can display in component as well as on full content page.
- Using FLV format is optimal and easy to display for users on various bandwidths without a dedicated media server.
- FLV Content Type allows for text version of clip to be easily displayed as content along with the clip.
- Player sizes and video sizes are standardized to display with the best settings.
- All movie types will be standardized to the FLV format. WMV, AVI, MOV files should all be converted to FLV format.
- FLV conversion software is not expensive or hard to use.
- Using the FLV content type will allow us to create libraries of clips for agencies and the whole state.
- All new browsers versions are Flash enabled.

How to use the Content Type FLV

1. Convert the video clip to the FLV format using conversion software. (Refer to Conversion).
2. Upload the FLV as an asset.
3. Add content
 - a. Add Title of Clip to the Title Field (This will display as the title in the Component and in the Content)
 - b. Select FLV as the content type
 - c. Enter a Short Description for the clip (This will display next to the player in a component)
 - d. Enter the transcript or text equivalent into the Body field. This is for ADA Compliance and is required unless the clip is captioned already.
 - e. Enter the Path to the Asset in the Link URL Field.
 - f. Save the content
4. Use a basic DW (DoubleWide) component for the layout component.
 - a. The component will automatically display the player.
 - b. You have the option to display the short description or not.
 - c. If you display the short description, then you will get a >More type of link below the description. This link will display the full content- player with clip and transcript.
 - d. If you do not display a description, the Content Title will be the only link.
 - e. Multiple FLV content will display the player with the first frame of the associated clip for each piece of content.

C. FLV Progressive Player

In this method, the video content (FLV file) is kept external to the other Flash content and the video-playback controls (the video player) in the SWF file.

When the video is played, the video file is downloaded to the client's computer (hard drive) before playback. The file is served from a Web server through an HTTP request just like a regular Web page or any other downloadable document.

Unlike traditional download-and-play methods of video delivery, however, the file starts playing before it has completely downloaded when you use progressive download.

Keeping the video external and separate to the SWF file offers a number of benefits over embedded video, including the following:

- **Easy to update:** It's relatively easy to add or change content independently of the video player and without the need to republish the SWF file.
- **Small SWF file size:** Your SWF file can remain very small for fast page loads and the video can be delivered when the user requests it.
- **Better performance:** Because the FLV and SWF files are separate, the performance and results of your video playback will typically be better. Issues such as the lack of sync between the fps rate of the video and the fps rate of the SWF file will no longer be a problem

Benefits in Our Environment

- FLV files are played in progressive mode (does not require Flash Com Server).
- The player file is located in the Vignette file system and is called by the FLV content page.
- The associated asset (FLV file) is assigned as the clip to play in the player.
- The player is also associated to a "skin" file which determines the player look and feel and functionality. This file is designed and maintained by eMichigan to insure a standard look and functionality for video playback.

D. Exception Process:

If an agency has a need to bypass any of the above requirements and limitations, please contact eMichigan Web Development for an exception and special services. Please include the business case for the exception, a description of the media file, the reason it does not work within the established process and the names and contact information for the owners of the media files. This information should be submitted by the Agency Site Administrator.

E. Using Other Video File Formats

- Other media files already exist as Vignette assets and will continue to be served.
- Some other media files types will be allowed to be uploaded as Vignette assets if they do not exceed the file size limits and use accepted media players.
- Other media types should not require user to download players.
- The Site Admin is required to embed the appropriate player in the content or allow the file to open in an external default player.
- For non-FLV files exceeding mi.gov file size limits, agencies may be responsible for setting up storage outside of Vignette. The storage area must be accessible through the Internet and the clip will be accessed by http call.
- The FLV Content Type will only work with FLV assets. Other players are required for other formats.