



Introduction to CMA Content Entry

Introduction to CMA Content Entry

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NOTE: The CMA continues to be enhanced and changed. Therefore, aspects of the system are subject to change and this document may be out of date. It will be updated as time permits.

1. Access CMA

URLs

Open **Internet Explorer** (version 4.0 or above) and type <http://w3.michigan.gov/> into the address line and press Enter to open the CMA.

Log-in & passwords

Enter your username and password. The **CMA User** and **Password** have been individually assigned and are managed by the **CMA Expert** assigned to your agency.



Change the password

Once a user has logged onto the **CMA**, he/she can change the assigned password.

Click on '**Change Password**' on the top navigation bar. Type your old password. Enter your new password. Verify the new password. Click '**Update**'.

The system will then take you back to the Log-on screen. Enter your **User name** and new **password**.

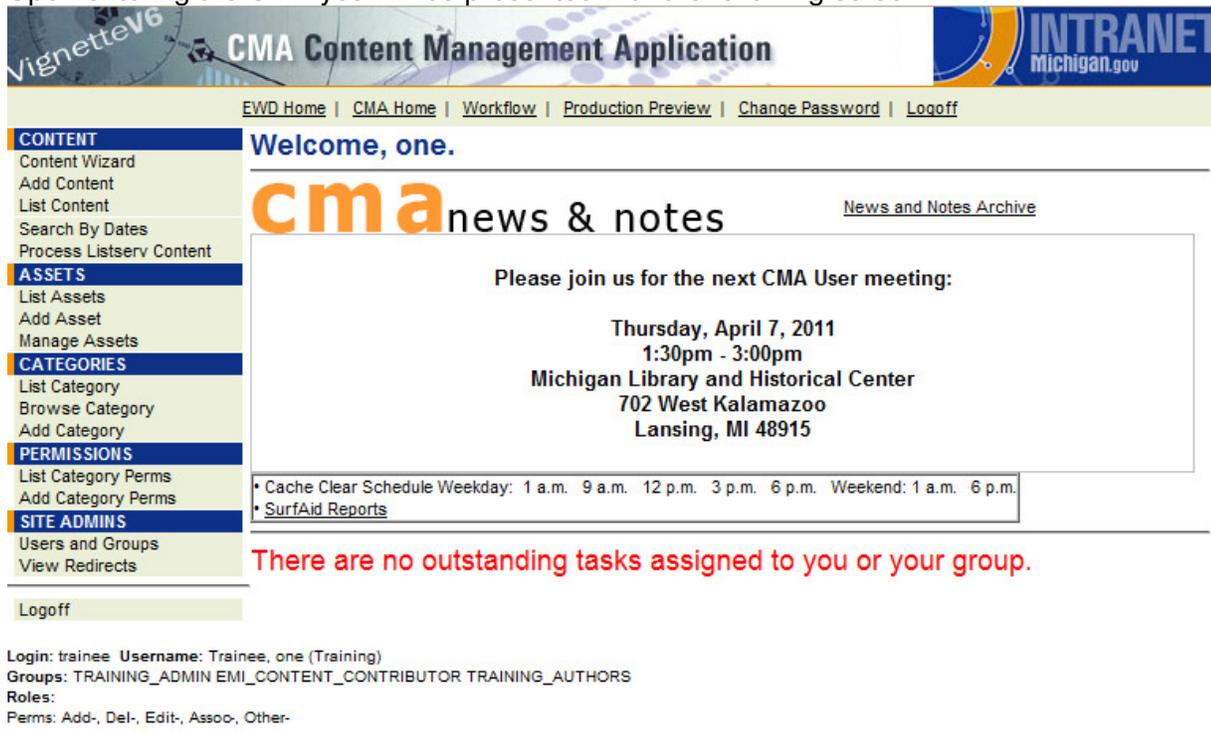
Passwords can only be changed by the user and a CMA Expert. CMA Experts cannot discover an existing password, but can only assign a new one. If you have forgotten your password, contact your Site Administrator

Assigned User names cannot be changed without assistance from the **CMA Experts**.

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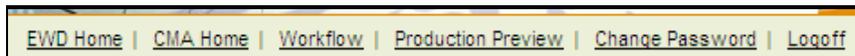
2. The CMA Home Screen

Upon entering the CMA you will be presented with the following screen.



There are 4 main parts to the screen:

Top Navigation



EWD Home: Opens a new window with www.michigan.gov/e-michigan displayed. This site provides CMA users with resources.

- a) Click **EWD Home** to explore the resources available to you there

CMA Home: Takes you back to the open screen.

Workflow: Checks for new workflow and displays your workflow tasks (same screen as above).

Production Preview: Opens a new window with Michigan.gov in the w3 or preview site. This allows you to preview your pages/site before it goes live.

- a) Click **Production Preview** to open that window.
- b) Change the site from **som** to **training**. We will be working in the **Training Site** during this class.

Change Password: Allows you to update or change your password. You must know your existing password to do this.

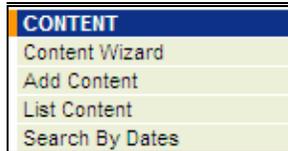
Logoff: Exits the CMA.

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Left Navigation

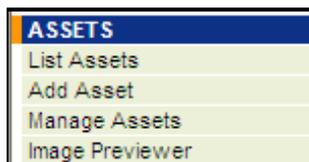
The Left Navigation is divided into groups to assist you in locating the desired command.

Content: Deals strictly with adding, editing, deleting, and managing content.



- a) **Content Wizard:** is a user-friendly way to enter new content into the CMA. This feature will be covered in this class.
- b) **Add Content:** Allows the user to create new content. This feature will be thoroughly covered in this class.
- c) **List Content:** Allows the user to search for existing content that has not been deleted in a number of ways. It could be live or expired. The user is then able to edit or delete the content. This feature will be covered in part in this class. It is covered thoroughly in the Intermediate CMA Class.
- d) **Search by Dates:** Allows the user to locate content that has not been deleted by searching on release and/or expiration dates. This feature is covered in the Intermediate CMA Class.

Assets: Deals strictly with adding, editing, deleting, and managing assets. Assets are any file that is not HTML content as entered above, such as PDF, images, Word Documents, Excel Spreadsheets, PowerPoint files, etc.



- a) **List Assets:** Allows the user to search for existing assets in a number of ways. The user may then edit or delete the asset. This feature will be covered in part in this class. It is covered thoroughly in the **Advanced Assets Class**.
- b) **Add Assets:** Allows the user to add an asset to the database. This feature is covered thoroughly in this class.
- c) **Manage Assets:** Allows the user to locate assets in a particular site and present the results in a variety of methods. This feature is covered in the **Advanced Assets Class**.
- d) **Image Previewer:** Allows to the user to preview images to see what is already in the database one site at a time. This feature is covered in the **Advanced Assets Class**.

Categories: All content in the Michigan.gov website is related to one or more categories. Categories are related to each other. Categories form the backbone of the Vignette Content Management Application (CMA). **Browse Categories** is only option available to **Content Entry** people. It is covered in the **Intermediate** class.

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Logoff: Exits the system.



CMA News and Notes

Welcome, one.

cma news & notes [News and Notes Archive](#)

Please join us for the next CMA User meeting:

Thursday, April 7, 2011
1:30pm - 3:00pm
Michigan Library and Historical Center
702 West Kalamazoo
Lansing, MI 48915

Cache Clear Schedule Weekday: 1 a.m. 9 a.m. 12 p.m. 3 p.m. 6 p.m. Weekend: 1 a.m. 6 p.m.
[SurfAid Reports](#)

This section changes frequently. Look here to get:

- News and updates from your e-Michigan CMA team.
- News Archive
- Cache Clear Schedule & Link to SurfAid reports

Workflow Tasks

There are no outstanding tasks assigned to you or your group.

Tasks that have been assigned to you or your group will appear in this space. If your agency has not had workflow turned on for your site, you will get the message "There are no outstanding tasks assigned to you or your group." Workflow pertains to Authors, Editors and Publishers. Site Administrators may or may not be included in those groups. This will be explored thoroughly in this class.

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3. How Michigan.gov Works

Database

Everything in Michigan.gov resides in a database. The **Content Management Application (CMA)** is the tool we use to access the database to add, edit, delete and otherwise manipulate the information in the database.

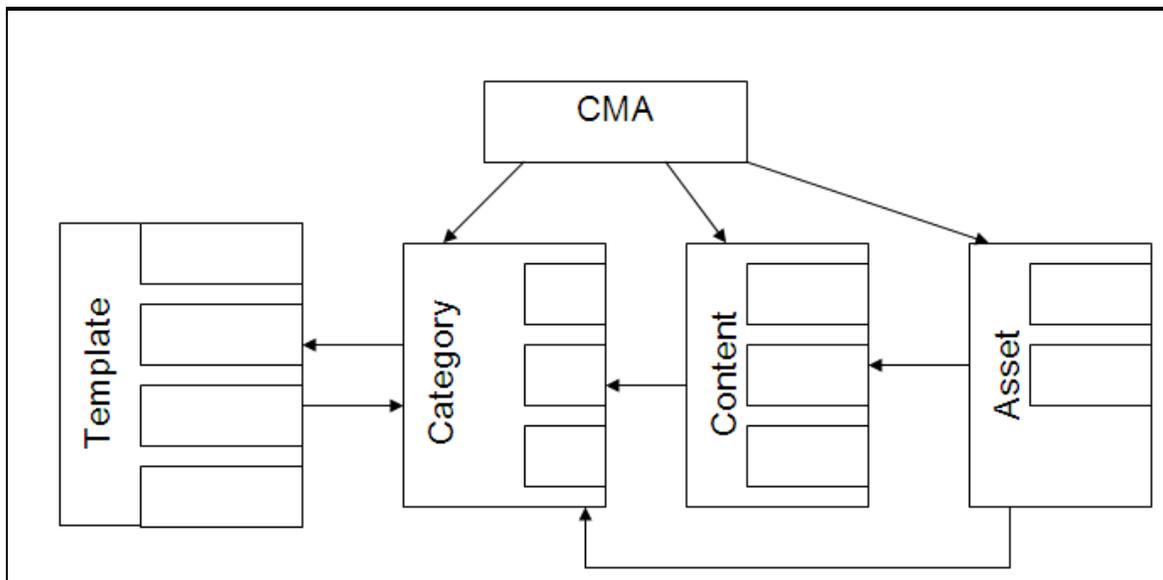
The database is divided into different areas. The main areas that **Content Entry** staff interacts with are:

- Content
- Assets

As a **Content Entry** person, you will have the ability to **Enter, Edit, Delete, Associate,** and **Process Workflow** for Content and, when applicable, Assets.

Site Administrators interact with the areas of:

- Content
- Assets
- Categories



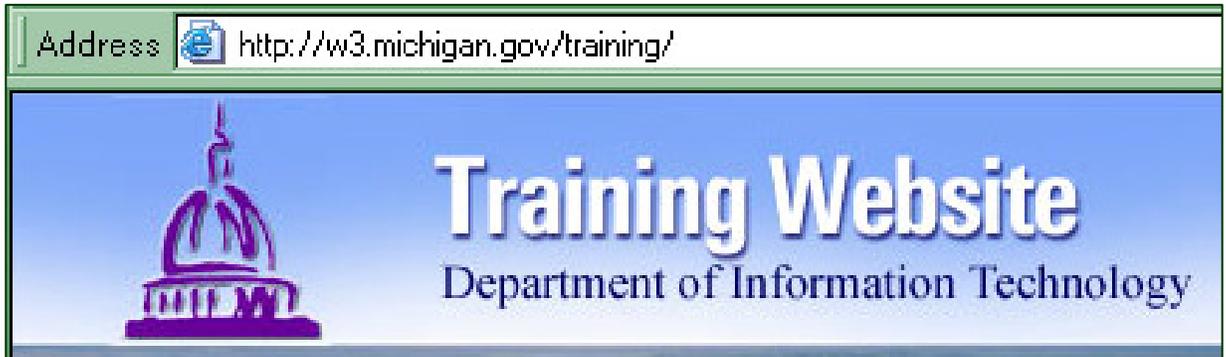
All **Content** and **Assets** **MUST** be tied to at least one **Category**. Everything in Michigan.gov revolves around Categories.

Introduction to CMA Content Entry

Categories & How They Work In a Site

Site Category

Each site starts with a **Site Category** – in this case the category is -
TRAINING



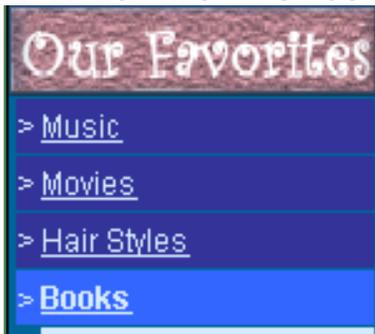
Left Navigation Category

Every **Button** on the **Left Navigation** is a **Category**. For example the **Our Favorites Button** is the category -
TRAINING-FAVORITES



Left Navigation Sub-Category

Every drop-down under each button is also a **Category**. For example the **Books** item under the **Our Favorites Button** is category -
TRAINING-FAVORITES-BOOKS



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Left Navigation Sub-Sub-Category

There can be one more level of drop-downs on the left navigation. Each of these will also be a **Navigation Category**. In our continuing example, **Non-Fiction Books** will have the category - **TRAINING-FAVORITES-BOOKS-NONFICTION**



Content Category

- a) **Left Navigation** categories have a **Page Layout/Template** assigned to them.
- b) Boxes within the **Page Layouts/Templates** have a category assigned to them.

TRAINING-FAVORITES-BOOKS-NONFICTION-FIXIT
TRAINING-FAVORITES-BOOKS-NONFICTION-POETRY
TRAINING-FAVORITES-BOOKS-NONFICTION-REFERENCE
TRAINING-FAVORITES-BOOKS-NONFICTION-BIOGRAPHY

These are a different kind of category. They are called **CONTENT** Categories. These types of categories contain content.

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

Fix-it Books

- [Faucets - Repair or Replace?](#) [\[edit\]](#)
Repair for a pitance or upgrade to a new unit?
-  [Home Improvement for a Dime a Day](#) [\[edit\]](#)
This timely tome teaches you how to update your kitchen, bath, basement, any room of your house for just 10 cents a day.
-  [The Complete Guide to Home Wiring](#) [\[edit\]](#)
A Comprehensive Manual for Home Wiring, from Basic Repairs to Advanced Projects.
- [Link to Order The Complete Guide to Home Wiring from Amazon.](#) [\[edit\]](#)

Poetry

-  [Shakespeare](#) [\[edit\]](#)
He wrote Sonnets
- [Buy Books at B&N](#) [\[edit\]](#)
This will take you to the Barnes & Noble web site.
- [Robert Browning](#) [\[edit\]](#)
- [Emily Dickenson](#) [\[edit\]](#)
She was a prolific poet
- [Robert Frost](#) [\[edit\]](#)
20th Century
- [Walt Whitman](#) [\[edit\]](#)
Walt Whitman

Reference Books

-  [People With Arthritis Can Feel Better](#) [\[edit\]](#)
Don't feel like there's nothing you can do to reduce pain and activity limitations due to arthritis.
- [Buy book at Amazon.](#) [\[edit\]](#)
[\[edit\]](#) link to CDC Office on Smoking and Health website
-  [Michigan Cancer Consortium](#) [\[edit\]](#)
Michigan Cancer Consortium provides information on efforts to reduce cancer morbidity and mortality in Michigan
-  [Carol's Shade Garden](#) [\[edit\]](#)
Flowers to plant in shady areas.

Biographies and Autobiographies

- [Font test for WebEdit Pro](#) [\[edit\]](#)
-  [John Adams](#) [\[edit\]](#)
By David McCollough. Reviewed by Janet. This book is a wonderful story about the colonies becoming a self-governing entity, and provides a wonderful insight into the character and intellect of John Adams.
- [Janet second image of skiing](#) [\[MOO\]](#) [\[edit\]](#)
you need viewer to see this file
- [My Life So Far](#) [\[edit\]](#)
Jane Fonda
- [Pope John Paul II: In My Own Words](#) [\[edit\]](#)
Pope John Paul II
- [Portrait of a Killer: Jack the Ripper -- Case Closed](#) [\[edit\]](#)
Patricia Cornwell
- [Still Me](#) [\[edit\]](#)
Christopher Reeve

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Content

Each bulleted/underlined/linked item in a box is a piece of content.

Each piece of content is tied to at least one category – usually a **Content Category**. The main category – or **Home Category** – that the content is tied to is called the **Primary Category** for the content.

Biographies and Autobiographies

- [Font test for WebEdit Pro](#) [\[edit\]](#)
-  [John Adams](#) [\[edit\]](#)
By David McCollough. Reviewed by Janet. This book is a wonderful story about the colonies becoming a self-governing entity, and provides a wonderful insight into the character and intellect of John Adams.
- [Janet second image of skiing](#) [\[000\]](#) [\[edit\]](#)
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- [My Life So Far](#) [\[edit\]](#)
Jane Fonda
- [Pope John Paul II: In My Own Words](#) [\[edit\]](#)
Pope John Paul II
- [Portrait of a Killer: Jack the Ripper -- Case Closed](#) [\[edit\]](#)
Patricia Cornwell
- [Still Me](#) [\[edit\]](#)
Christopher Reeve
- [My Love Affair with Jewelry](#) [\[edit\]](#)
Elizabeth Taylor
- [A Lotus Grows in the Mud](#) [\[edit\]](#)
Goldie Hawn
- [My Bio](#) [\[edit\]](#)
it is very important for the whole world to read my biography!

7. Other Categories

In addition to **Navigation** and **Content Categories**, there is one more type of **Category** – **Other**. That type of category is used specifically for **Assets** and special types of content that do not fall in the normal areas of the website, such as the **Quicklinks** area, the **Top Navigation Links**, **Bottom Navigation Links**, etc.

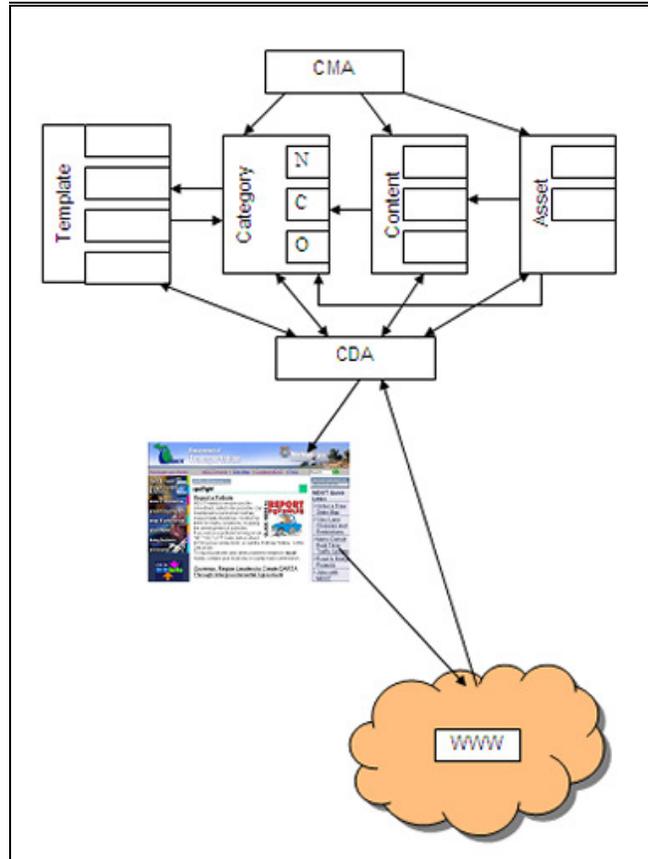
8. Category SUMMARY:

- **Navigation** – only for left navigation
- **Content** – boxes on the page – most of your content will be entered into this kind of category.
- **Other** – everything else – especially assets, quicklinks, top nav links, etc.

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Putting It All Together To Make a Web Page

When a user on the web clicks on a link or types in a URL to see a web page, the request comes to Michigan.gov and goes to the **Content Display Application (CDA)**. The CDA then interprets the URL and determines which pieces it needs from the database, puts all of those pieces together to generate the desired web page and sends the web page to the user.



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Page Layout Overview & Why It Matters

Every piece of content you enter will be displayed in a Page Layout of some sort. How things are displayed; how many items are displayed, what order they are in, whether a description and how much of a description is showing, if an image is present, etc. all are determined by the Page Layout and what the Site Administrator can do with the Page Layout.

Once you understand how the Page Layouts work, you will have an easier time getting them to work for you and getting the content to display the way you want it to display.

There are four groups of Page Layouts; Component, Categorized Call, Full Content and Specialized. Each group has a variety of different Page Layouts which all have something in common. Let's explore each group individually.

The first two groups, Component and Categorized Call, look very similar in that they both have boxes on the page. The content is organized into groups and placed into boxes. There can be only one box on the page, or there can be a large number of boxes on the page. The boxes can all look the same or the boxes can all be different. The way the boxes are handled and placed on the page is what distinguishes a Component Page Layout from a Categorized Call Page Layout.

1. Component

a. Features

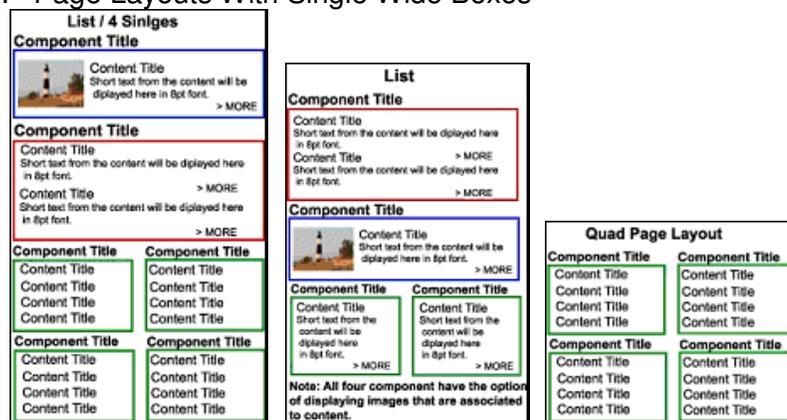
- i. Different shape boxes, different look to each box, different order & number of items in each box, different image above each box.
- ii. Content entered into Component/Content category.
- iii. Content ordered the way Site Admin decides (alpha, priority, release date)
- iv. Content limited to number of items Site Admin decides
- v. Changes to order, number of content items done by Site Admin

b. Limitations

- i. Each page layout has a fixed number of boxes in a fixed layout.

c. Types/Examples

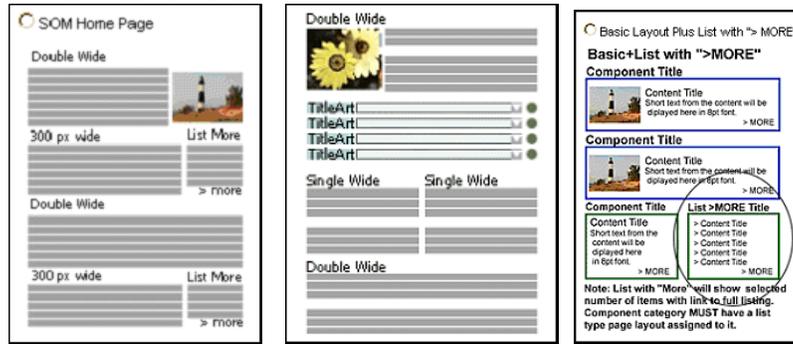
i. Page Layouts With Single Wide Boxes



- [DNR -> Wildlife & Habitat](#)
- [Corrections -> Prisons](#)
- [Civil Service -> Employee Benefits -> Benefits Newsletter/Bulletins](#)

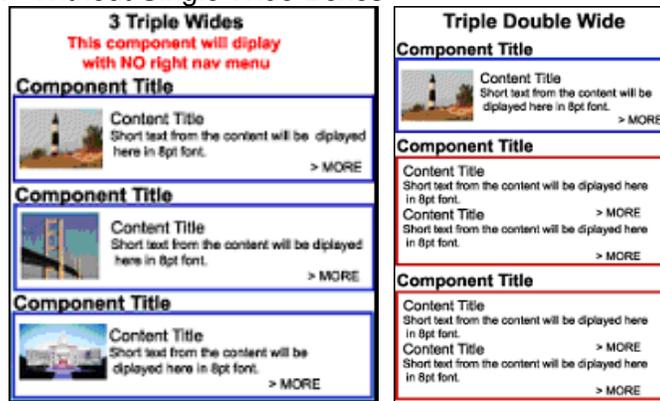
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ii. With List w/More



- [MDE Home Page](#)

iii. Without Single Wide Boxes



- [MGCB -> Casinos](#)
- [MSHDA -> Cultural Economic Development -> Idlewild](#)

2. Categorized

a. Features

- Content entered into Content category.
- As many boxes as needed – new boxes are created when a new content sub-category is created.
- Can have drop-down box at top to navigate to a particular box.

b. Limitations

- Only double-wide boxes
- All boxes look alike
- Temple/page layout determines ordering method - Content ordered either alpha or release date (depends on template).
 - If ordered by release date, can set all release dates the same and use priority.
 - Usually number of items in boxes is unlimited, but could be limited by Site Admin.

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c. Types/Examples i. Standard Sort

Aggregate	Intro/Categorized
Category Title Content Title Short text from the content will be displayed here in 8pt font. Content Title > MORE Short text from the content will be displayed here in 8pt font. Content Title > MORE	 Content Title Short text from the content will be displayed here in 8pt font. > MORE
Category Title Content Title Short text from the content will be displayed here in 8pt font. Content Title > MORE Short text from the content will be displayed here in 8pt font. Content Title > MORE	Category Title Content Title Content Title Content Title
Category Title Content Title Short text from the content will be displayed here in 8pt font. Content Title > MORE Short text from the content will be displayed here in 8pt font. Content Title > MORE	Category Title Content Title Content Title Content Title
Category Title Content Title Short text from the content will be displayed here in 8pt font. Content Title > MORE Short text from the content will be displayed here in 8pt font. Content Title > MORE	Category Title Content Title Content Title Content Title

- [SOS -> Driver's License & State ID - > Driver Education -> Info for Instructors](#)
- [DTMB Administrative Guide](#)

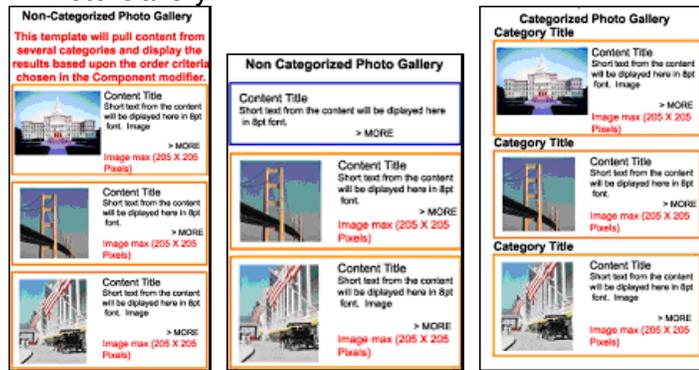
ii. Alpha Sort

Categorized Call / Alpha Sort
 Content Title Short text from the content will be displayed here in 8pt font. > MORE
Category Title A Content Title A Content Title B Content Title C Content Title D
Category Title B Content Title A Content Title B Content Title C Content Title D
Category Title C Content Title A Content Title B Content Title C Content Title D

- [Michigan.gov -> Health & Services -> Health Provider Info](#)

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iii. Photo Gallery



- [Treasury -> Inside Treasury -> Biographies](#)
- [Corrections -> Publications & Information -> Fallen Employees](#)
- [DMVA -> Inside DMVA -> History -> Military Personalities](#)

3. Full Content

Title, Body only

a. Features

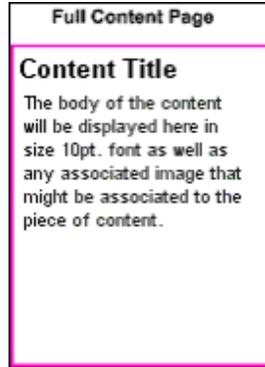
- Only one piece of content per left navigation.
- Can assign link content to left navigation.

b. Limitations

- Only one piece of content per left navigation.
- Content must have manual cache clear when updated.

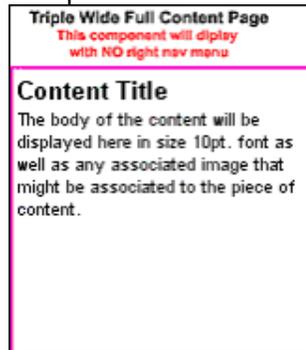
c. Types/Examples

i. Double Wide



- [DMB -> Services & Facilities -> Mail & Delivery Services](#)

ii. Triple Wide



- [SOS -> Organ Donation](#)

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4. Specialized Templates

These are unique templates with unique features.

a. Features

- i. The Theme template has a box at the top, which is just like the Component template. The rest is automatic.
- ii. In the rest of the templates in this group (except FAQ) the Content is entered into the left navigation category and then the template/page layout handles how it is ordered based on the template configuration.

b. Limitations

- i. Templates/Page layouts in this group have a narrow purpose and therefore have little room for adjustment and options.

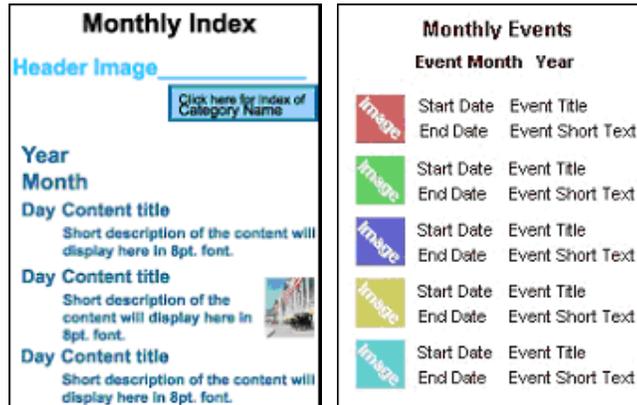
c. Types/Examples

i. Theme



- MDCH -> Birth, Death, Marriage and Divorce Records

ii. Date Driven



- DNR -> Forms, Publications & Maps -> Press Releases
- e-Michigan -> Vignette CMA Users -> Training -> Training Schedule

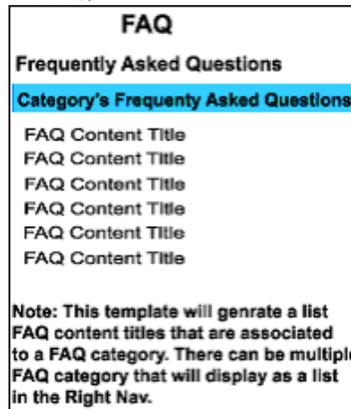
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iii. Content Archive



- **Year/Month** – MDE -> State Board of Education -> Public Notices
- **Year/Quarter** –
- **Alphabetically** – MiSeniors -> Topics of Interest

iv. FAQ



- Treasury FAQs

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4. Create HTML Content

Determine Where Your Content Will Go

In a the second browser window opened at the beginning of class, look at the training web site:
<http://w3.Michigan.gov/training>

Determine in which category you would like to add your piece of content. Make sure you select a content category – a box on a page.

In the example below, if you select Fixit Books, the category you will use will be: TRAINING-FAVORITES-BOOKS-NONFICTION-FIXIT



Create Content

Return to the browser window with the CMA.

Under **Content**, click **Add Content**.



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Select Category Group

Category Group (Pre-Select)

Please select a 2nd level category from the list below. Only categories that are *below* the selected category are available for selection on the next input screen.

TRAINING-ABOUT_US

TRAINING-ASSETS

TRAINING-BOTTOM_NAV_LINKS

TRAINING-DESSERTS

TRAINING-FAVORITES

TRAINING-HOLIDAYS

TRAINING-LEFT_LINKS

TRAINING-MAINT_PERM

TRAINING-POLICY_NAV_LINKS

TRAINING-PURPOSE

←

This is a pre-selection of the primary category. You will select the site-button combo that applies and click **Continue**.

It is important that the content be placed in the appropriate primary category (See page 23 below).

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Add New Content Item

This color denotes a *required* field.

ADD

Language: ENGLISH (US) (ENGLISH) ▾

Primary Category: <----- SELECT ONE ----->

Title: (255 chars max)

Release Date: 09/23/2004 ?

Release Hour: 01 :00 AM ? (Eastern Time)

Event Start Date: ?

Event End Date: ?

Expiration Date: ?

Priority: 100 ?

Full Display (triplewide)

Sequence Number 0 ?

Agency Owner: <----- NONE -----> ?

Contact Name: ?

Contact Phone: ?

Contact Agency: <----- NONE -----> ?

Content Type: HTML (HTML 1.0/2.0) ▾

Description (Short Text 2000 chars max):

Body:

Preview Body

Edit with WebEdit Pro

750x520 ▾

Keywords: (META tag keywords)

Link Type: None Internal External (New Window)

Link (URL):

Content Asset ?

Link Text:

ADD

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Select Primary Category

EWD Home | CMA Home | Workflow |

This color denotes a required field.

ADD

Language:

Primary Category: (Edit) (Browse)

Title: (0 of 255 chars max)

- TRAINING-FAVORITES-BOOKS-MYSTERY-CATS
- TRAINING-FAVORITES-BOOKS-MYSTERY-FEMALE
- TRAINING-FAVORITES-BOOKS-MYSTERY-MALE
- TRAINING-FAVORITES-BOOKS-NONFICTION
- TRAINING-FAVORITES-BOOKS-NONFICTION-BIOGRAPHIES
- TRAINING-FAVORITES-BOOKS-NONFICTION-FIXIT
- TRAINING-FAVORITES-BOOKS-NONFICTION-POETRY
- TRAINING-FAVORITES-BOOKS-NONFICTION-REFERENCE
- TRAINING-FAVORITES-BOOKS-NONFICTION-SELFHHELP
- TRAINING-FAVORITES-BOOKS-QUICKLINKS
- TRAINING-FAVORITES-BOOKS-ROMANCE
- TRAINING-FAVORITES-BOOKS-ROMANCE-HARLEQUIN
- TRAINING-FAVORITES-BOOKS-ROMANCE-REGENCY
- TRAINING-FAVORITES-BOOKS-SPORTS
- TRAINING-FAVORITES-BOOKS-SPORTS-BASEBALL
- TRAINING-FAVORITES-BOOKS-SPORTS-BASKETBALL
- TRAINING-FAVORITES-BOOKS-SPORTS-FOOTBALL

The **Primary Category** is where the content will live on a permanent basis. While there may be more than one location that the content will appear, it will have a main home. It is important to select the primary category carefully. If an item is to be featured in a **Spotlight**, **Featured Item**, or **What's New**, it should have a different **PRIMARY** category. After it is no longer featured, it will need a home so it can continue to be displayed.

Use the drop-down box to select the proper primary category.

The content can be associated to other categories later.

Primary Category is a required field.

Title

Title: (28 of 255 chars max)

Faucets - Repair or Replace?

Counts the number of characters as you type.

?

Enter the **Title** of the content. This is what will appear as the text of the link within the component/box.

Fix-it Books

- Faucets - Repair or Replace? [edit](#)
Repair for a pitance or upgrade to a new unit?
- Home Improvement for a Dime a Day [edit](#)
This timely tome teaches you how to update your kitchen, bath, basement, any room of your house for just 10 cents a day.

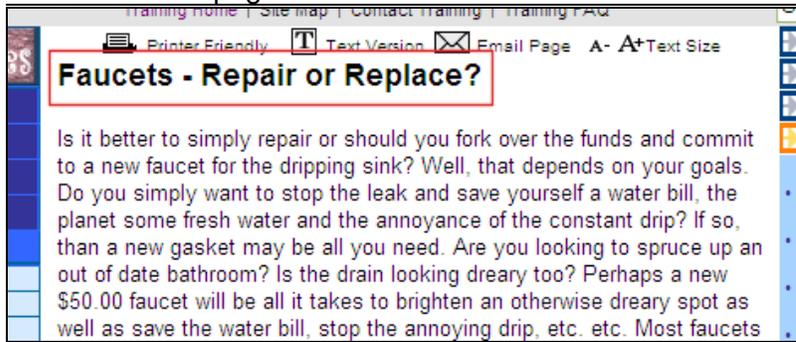
Make the title descriptive but appropriate in length to the component where it will display.

The title is used by search engines when comparing search parameters during a search.

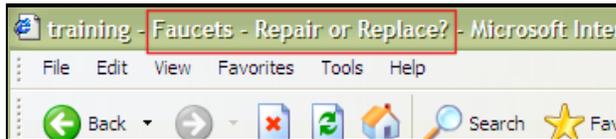
The title will also be displayed on:

Introduction to CMA Content Entry

The full content page



The title bar of the browser window



The title is sometimes used to determine the **order** in which items appear within a component/box (on a page) by alphabetizing the items. Some categories/components use an alpha list; others use release date or priority. The same content can be ordered using different methods in different components. The site administrators are able to specify how things are ordered within a component, depending on the page layout.

There is a 255-character limit in the **Title Field**. Note that the number of characters is recorded for you.

HTML code can be placed in this field, however care must be taken as there are anchor codes (<a href...>) around the field when it is displayed as a link in the component.

Title is a required field.

Release Date/Time

A screenshot of a form field for "Release Date/Time". It consists of two rows. The first row is labeled "Release Date:" and has a text input field containing "10/16/2007", a calendar icon, and a help icon. The second row is labeled "Release Hour:" and has a text input field containing "01", a colon, a dropdown menu set to "AM", a help icon, and the text "(Eastern Time)".

Enter the date and hour you want the piece of content to be displayed on the web. Prior to that date it will be in the database, but will not be available to the public.

Release date/hour is sometimes used to determine the order in which items appear within a component/box (on a page). Some categories use release date; others use priority or alpha list. The same content can be ordered using different methods in different components.

Content will appear after the cache clear following the release hour.

Release Date and Hour are required fields.

Event Start Date

A screenshot of a form field for "Event Start Date". It consists of a single row with the label "Event Start Date:", an empty text input field, a calendar icon, and a help icon.

This is only used for the **Calendar of Events** page layout.

Introduction to CMA Content Entry

This is the first day of the event.

Event Start Date is not a required field.

Event End Date

Event End Date:	<input type="text"/>		
-----------------	----------------------	---	---

This is only used for the **Calendar of Events** page layout.

This is the last day of the event. If this is a one-day event, enter the same date in both fields.

Event End Date is not a required field, unless **Event Start Date** is entered.

Expiration Date

Expiration Date:	<input type="text"/>		
------------------	----------------------	---	---

This is used when an item is no longer appropriate to display on the web.

This is the date you want the item removed from display on the web.

Expiration Date is not a required field.

Priority

Priority:	<input type="text" value="100"/>	
-----------	----------------------------------	---

This field determines the order in which content will appear when priority is specified as the determining factor in ordering content.

Some categories use priority; others use an alpha list or release date. The same content can be ordered using different methods in different components/boxes.

It sometimes helps to leave room between numbers; that is, number by tens or 100's, so that you can more easily add content between items at a later date.

The limits of this field are 1 – 9999.

Priority is a required field.

Full Display (triplewide)

Full Display (triplewide)	<input type="checkbox"/>
---------------------------	--------------------------

If you want the page to display as a **Triple Wide**, that is – without the **Right Navigation**, check the box next to the **Full Display** field.

Sequence Number

This field is only used by MIKids. Please ignore

Introduction to CMA Content Entry

Agency Owner

Agency Owner:	<---- NONE ---->
---------------	------------------

Select the agency owner for this content.

Agency Owner is not a required field.

Contact Name

Contact Name:	
---------------	--

The **Contact Name** is primarily used with the press release template. Anything you enter in this field will be displayed below the title and above the body fields and above the body fields on the full content page, regardless of the page/template type.

Contact Name is not a required field.

Contact Phone

Contact Phone:	
----------------	--

The **Contact Phone** is primarily used with the press release template. Anything you enter in this field will be displayed below above the body fields and above the body fields on the title on the full content page, regardless of the page/template type.

Contact Phone is not a required field.

Contact Agency

Contact Agency:	<---- NONE ---->
-----------------	------------------

The **Contact Agency** is primarily used with the press release template. Anything you enter in this field will be displayed above the title on the full content page, regardless of the page/template type.

Select the appropriate agency from the drop-down menu.

Contact Agency is not a required field.

Content Type

This class will focus on two of the content types: HTML and Link.

Content Type:	HTML (HTML 1.0/2.0)
---------------	---------------------

HTML is the most common **Content Type** used. This is used when you want to display information in an HTML formatted fashion within the Michigan.gov portal. Links can be added to the content, as well as images and links to PDF files and other documents.

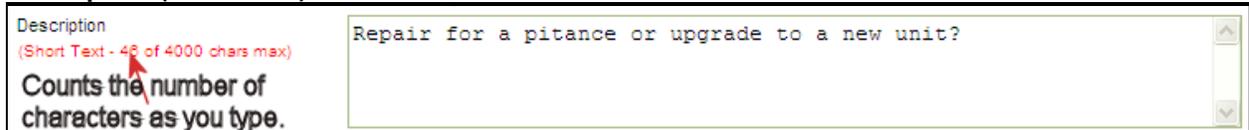
Introduction to CMA Content Entry

Link (URL) is also a common **Content Type**. It is used when you are creating a solitary link to another web page. Examples of when it is used would be for Quick Links to pages within Michigan.gov or a list of “related web sites” which has a list of links to external sites.

Aggregated Content types (that include Agg in parentheses) are only used by the MIKids web site. Please ignore all of them.

Other content types are discussed in the Intermediate class.

Description (Short Text)



Description
(Short Text - 48 of 4000 chars max)
Counts the number of characters as you type.

Repair for a pitance or upgrade to a new unit?

Enter a brief description.

Description is used with any **Content Type**.

The **Description** field is used by **Search Engines**.

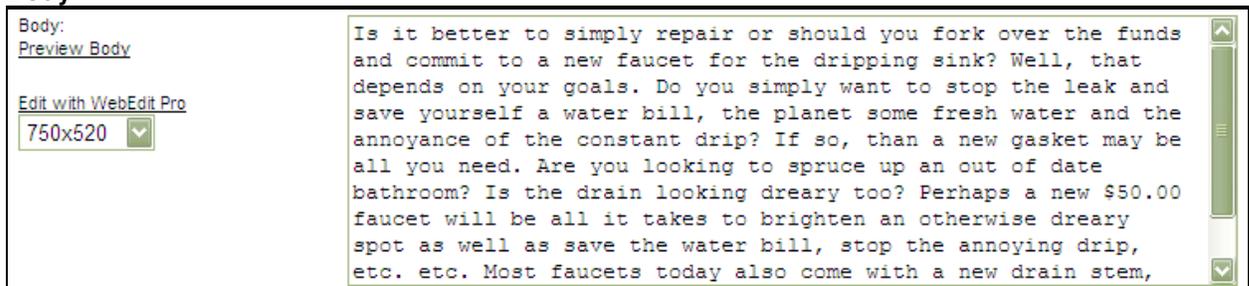
The **Description** field can be used for either **HTML** content or when the **Content Type** is a **link**. This is especially useful when the link is to a **PDF** file. It allows you to explain something about the file and also to tell the user that it is a **PDF** file.

The **Description** is the short text that is displayed below the title on the component that links to the whole piece of content.

The **Description** is not displayed on the full content page.

There is a limit of 4000 characters in the **Description** field. This includes any **HTML** code you may include in the field.

Body



Body:
[Preview Body](#)
[Edit with WebEdit Pro](#)
750x520

Is it better to simply repair or should you fork over the funds and commit to a new faucet for the dripping sink? Well, that depends on your goals. Do you simply want to stop the leak and save yourself a water bill, the planet some fresh water and the annoyance of the constant drip? If so, than a new gasket may be all you need. Are you looking to spruce up an out of date bathroom? Is the drain looking dreary too? Perhaps a new \$50.00 faucet will be all it takes to brighten an otherwise dreary spot as well as save the water bill, stop the annoying drip, etc. etc. Most faucets today also come with a new drain stem,

Enter a two or three sentence paragraph in the body field.

Body is only used when the **Content Type** is **HTML**, **Mixed**, **ASCII**, **SSL** or **Form**. You will be using **HTML** most of the time.

The **Body** is what will appear on the full content page below the title.

The **Body** recognizes **HTML** code and needs to have this code in order to display text in a formatted fashion. If no **HTML** code is entered in this field, the CMA will assume that everything is **ONE** paragraph.

Introduction to CMA Content Entry

Web Edit Pro can be used to automatically generate HTML code. (See page 56 below)

HTML code can also be pasted from another source. When pasting **HTML** code, there is no limit on the number of characters if you are using IE. If you are using Netscape, there is a limit of 64k.

Enter Keywords

Keywords: (META tag keywords)	faucet, repair, replace, fixit, do it yourself, book,
-------------------------------	---

The **Keywords** field is used by **Search Engines**, and becomes part of the META data.

There is a limit of 255 characters in the **Keywords** field.

Keywords and phrases are separated by commas.

The **Keywords** field is not required but highly recommended.

Click **Add**

The screen will refresh and you will be in **Content Edit** mode.

Edit Content Item	
This color denotes a <i>required</i> field.	
ID #	178132
	<input type="button" value="Preview"/> <input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="DUPLICATE"/>
Language:	ENGLISH (US) (ENGLISH) ▼
Primary Category: (Edit) (Browse)	TRAINING-FAVORITES-BOOKS-NONFICTION-FIXIT ▼ <input type="button" value="Update Category"/>
Status:	LIVE
Title: (28 of 255 chars max)	Faucets - Repair or Replace?

Switch to the **Training Site** in **W3/Production Preview** and view your content.

Introduction to CMA Content Entry

5. All about Links

Relative vs. Absolute

When creating a link or link content you will have to enter the address of where you want that link to go. The address is called the URL. There are two different ways that you can enter the URL. You can either enter the entire address – that is the Absolute URL – or you can enter a shortened version when the URL includes the same name as the page it is currently on – that is a Relative URL.

Absolute URL – *http://www.yahoo.com*

- a) Some place other than Michigan.gov
- b) Always starts with http://
- a) Follows with the name of the server
- b) Tells browser to go to web and find the machine
- c) Similar to dialing 9 (http://) plus all 7 digits of phone number (name of server)

Relative URL - */training/0,1607,7-166-18458---,00.html*

- a) Some place on Michigan.gov (including Assets)
- b) Always starts with /
- c) Does not include http:// or name of server
- d) Tells browser to stay on the same machine and find page
- e) Similar to dialing only last 5 digits of phone number

Internal vs. External

Internal Browser Window

- a) Same browser window
- b) Will need to click Back to go back to originating page

External Browser Window

- a) New browser window
- b) When browser window is closed, originating page is still there
- c) Cannot use Back button to go back

When to Use Each

Absolute links will always be **External**

Relative links can be **Internal** or **External**

- a) Links going to another page on your own site are Internal.
- b) If want to retain your site in background, as when going to another State of Michigan site, then relative links will be External.
- c) Links to PDF files are External.

Examples

Introduction to CMA Content Entry

Link to Federal Government site is Absolute (not Michigan.gov) and External

The screenshot shows a Microsoft Internet Explorer browser window. The address bar contains the URL <http://www.michigan.gov/taxes/0,1607,7-238-43513---,00.html>. The browser's address bar shows <http://www.irs.gov/> with a red box around it and the text "Absolute URL used" next to it. The browser's title bar reads "Internal Revenue Service - Microsoft Internet Explorer". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The browser's toolbar includes Back, Forward, Stop, Refresh, Home, Search, and Favorites. The browser's address bar also shows "Links" and "Hotmail". The browser's status bar shows "Links", "Hotmail", "e-MI", "My Stuff", "Intranet", and "SurfAid".

The main content area of the browser shows the Internal Revenue Service website. The page title is "Internal Revenue Service - United States Department of Treasury". The page content includes a navigation menu with the following items: [INDIVIDUALS](#), [BUSINESSES](#), [CHARITIES & NON-PROFITS](#), and [GOVERNMENT](#). Below the navigation menu is a section titled "Most Requested Forms and Publications" with a list of four items: [1. Form W-4](#), [2. Form W-9](#), [3. Form 941](#), and [4. Form 1040](#). To the right of the list is an image of several tax forms.

The background page (Michigan.gov) shows a list of links under the heading "Other Helpful Information". The list includes: [Filing Deadlines](#), [Income Tax Act](#), [Income Tax Rules](#), [Renaissance Zones - Visit the Michigan Department of Economic Development for more information on Michigan's Renaissance Zones](#), [Legal \(Revenue Administrative Bulletin\)](#), [Estimate The Penalty and Interest](#), [Contact Treasury](#), [Frequently Asked Questions \(FAQ\)](#), [City Tax Forms by City](#), [IRS Web Site](#), [State Tax Agency Web Site \(Courtney\)](#), and [Choosing a Tax Preparer Who's Right for You](#). A red box highlights the "IRS Web Site" link, and a tooltip points to it with the text "Link to non-Mi.gov site".

At the bottom of the browser window, there is a blue box with the text "External - New Window".

Introduction to CMA Content Entry

1.1.1.1. Link to another Michigan department is **Relative** and is usually **Internal**. (2011)

The screenshot shows a Microsoft Internet Explorer browser window displaying a page titled "Carrying Concealed Weapons" on the Michigan.gov website. The page lists several links, including "Office of the Attorney General and CCW Laws", which is highlighted with a red box. A callout box points to this link with the text "Link to another site in Mi.gov".

Below the main content, a smaller browser window is shown, displaying the "Office of the Attorney General" page for Mike Cox. The address bar shows the URL "http://www.michigan.gov/ag/0,1607,7-164-17334_17362_22672---,00.htm". A callout box points to the domain "www.michigan.gov" with the text "Relative URL used".

Annotations in the image include:

- "External - New Window" pointing to the browser's Back button.
- "Relative URL used" pointing to the domain in the address bar.

The page content includes a sidebar with navigation links such as "Surveys", "RSS Feeds", and "Quicklinks". The main content area lists:

- [MCOLES and the CCW Law](#)
- [MCOLES CCW Frequently Asked Questions](#)
- [Office of the Attorney General and CCW Laws](#)
- [Michigan State Police, dealing with concealed weapons](#)
- [MCOLES Certified CCW Training Programs](#)
- [Firearms Laws in Michigan](#) PDF

The footer of the page includes navigation links like "Michigan.gov Home", "AG Home", "Site Map", "Contact AG", "Related Links", and "Online Services".

Introduction to CMA Content Entry

1.1.1.2. Link to your own Contact Us page is **Relative** and **Internal**

www.michigan.gov/taxes/0,1607,7-238-43513---,00.html

Need a different form?
Look for forms using our [Forms Search](#) or [View a list of in](#)

Other Helpful Information

- Filing Deadlines
- Income Tax Act
- Income Tax Rules
- Renaissance Zones - Visit the Michigan Economic Development information on Michigan's Renaissance Zones.
- Legal (Revenue Administrative Bulletins, Directives, Statutes)
- Estimate The Penalty and Interest Owed For Late Payment
- **Contact Treasury**
- Frequently Asked Questions (FAQs)
- City Tax Form
- IRS Web Site
- State Tax Age
- Choosing a T

Link to another part of same site

Internal-Same Window

Relative URL used

Address <http://www.michigan.gov/taxes/0,1607,7-238-43686-8483--,00.html>

Michigan.gov Home | Taxes Home | FAQ | Site map | **Contact Treasury** | Forms | Online Se

Printer Friendly | Text Version | E

Income Tax

Michigan Business Tax

Business Information

Sales and Use Tax

Contact Treasury

MI Department of Treasury

Treasury Information
(517) 373-3200

Introduction to CMA Content Entry

1.1.1.3. Link to a PDF file is **Relative** and is **External**

The screenshot shows a web browser displaying the Michigan Department of Natural Resources website. The address bar shows the URL: http://www.michigan.gov/dnr/0,1607,7-153-10363_38954---,00.html. The browser's address bar shows the URL: http://www.michigan.gov/documents/dnr/07BearGuide_191394_7.pdf. A tooltip indicates "External - New Window" and "Relative URL used".

The website content includes the Michigan Department of Natural Resources logo and navigation links. The main content area is titled "Hot Hunting Topics" and lists several links:

- [2007-2008 Michigan Hunting and Trapping Guide \(PDF\)](#)
- [2007 Michigan Antlerless Deer Hunting Guide PDF](#)
- [2007 Michigan Bear Hunting Guide PDF](#) Link to PDF file
- [Report: Hunter Demographics, Recruitment, and Retention: 2005](#)

The browser's address bar also shows the URL: http://www.michigan.gov/documents/dnr/07BearGuide_191394_7.pdf. The browser's address bar also shows the URL: http://www.michigan.gov/documents/dnr/07BearGuide_191394_7.pdf.

The browser's address bar also shows the URL: http://www.michigan.gov/documents/dnr/07BearGuide_191394_7.pdf. The browser's address bar also shows the URL: http://www.michigan.gov/documents/dnr/07BearGuide_191394_7.pdf.

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6. Create Link Content (External Link)

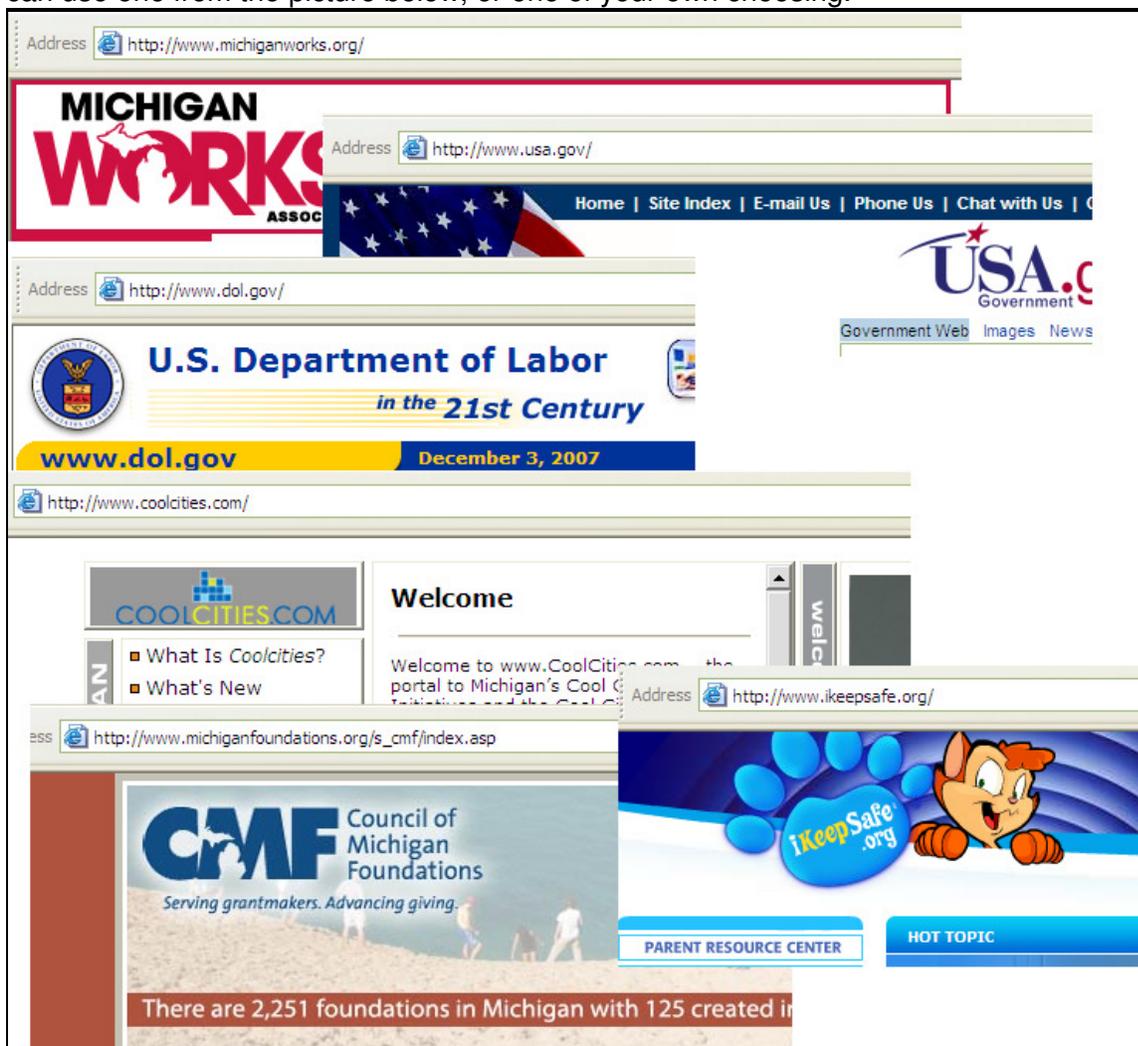
Link content is used when you need to add a link to a **PDF** file, another web site, another menu page within your web site, or another Michigan.gov site. This is done only when you want to link directly to the other location without including any text in an **HTML** page.

In this section we will be creating links to another web site. Links to PDF files and internal web pages will be covered later. (See page 52)

Decide Where the Link is Going

You will generally have a website in mind where you want this link to go. Some of the websites that Michigan.gov links to that are outside of its own website are depicted below.

Because the link is going to a site outside Michigan.gov, we will have to use an **Absolute URL**. You can use one from the picture below, or one of your own choosing.



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Decide Where Content Is Going To Live

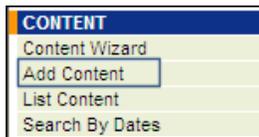
As with **HTML Content**, the first thing we need to do is establish the **Content Category** for our content. In this class we will use the same **Content Category** used for the previous piece of content.

Create a Link Piece of Content

Determine the URL of the page you want to link to. (See above) Copy it or have it ready to paste or type when the time comes.

Go to the CMA.

Click **Add Content** from the CMA left navigation



Enter the information for all the fields as taught earlier until you reach **Content Type**.

Category Group

Primary Category

Title

Release Date

Event Start & End Dates Date (If required)

Expiration Date

Priority

Contact Info (If needed)

For **Content Type** select **Link**.

Content Type:	<input type="text" value="LINK (LINK (URL))"/>
---------------	--

Enter the **Description** (if desired).

Skip the **Body & Keywords** fields.

Select **Link Type**

Link Type:	<input type="radio"/> None <input type="radio"/> Internal <input checked="" type="radio"/> External (New Window)
------------	--

- None**: Used when the **Content Type** is something other than Link.
- For this exercise, use **External (New Window)**

Introduction to CMA Content Entry

Enter the **Link (URL)**



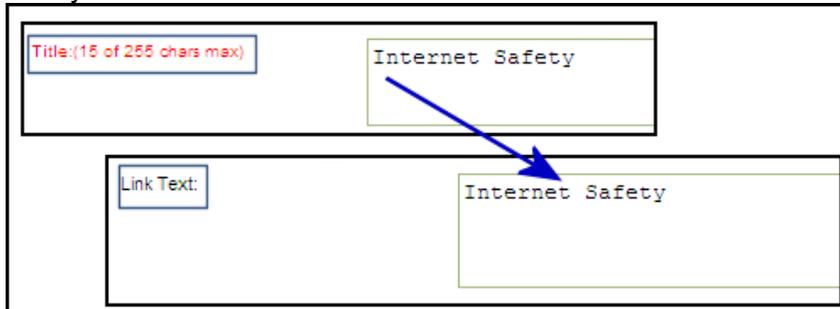
Link (URL): ?

Content Asset

- a) Paste or type the **URL** from above.

Enter the **Link Text**

Always make the **Link Text** field the same as the **Title Field**.



Title:(15 of 255 chars max)

Link Text:

- a) This is the text that will be displayed for the link. This is displayed *instead* of what it says in the **Title** field. If nothing is entered, there will be a space for the link but no text will be displayed.
- b) It is important that this field be the same as the **Title** field. When searching for this content item later, you will need to search by text, which searches the title field. If the **Link Text** is the same as the **Title** field, you will know what the title is.
- c) Click **Add**.

The screen will refresh and you will be in the **Edit Content** screen.

Switch to the **Training Site** in **W3/Production Preview** and view your content there.

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7. Assets

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.

Types of Assets

Image Assets:

Pictures that appear on your pages. These can be either .gif or .jpg.

Document Assets:

Files such as **PDF** files, **Word** documents, **Excel** spreadsheets, **PowerPoint** slideshows, etc.

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.

Other types of Assets:

- a) There are other types of assets, such as an MP3 audio file can also be added.
- b) They are treated in the same fashion, but will not be covered in this class.

NOTE: Assets are uploaded to the **CMA** as files. The original filenames are retained when they are loaded into the database. Please make sure you comply with the following when naming the files prior to loading them into the **CMA**:

- Each department has their own standards or naming conventions. Check with your site administrator to determine what you should be using for your assets.
- ALL filenames should be letters and numbers **ONLY**. Do not use special characters except an **UNDERSCORE** or a **DASH**. Remove any spaces.

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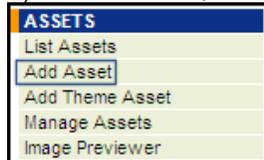
Add Assets to the Database

All asset types are added in the same way.

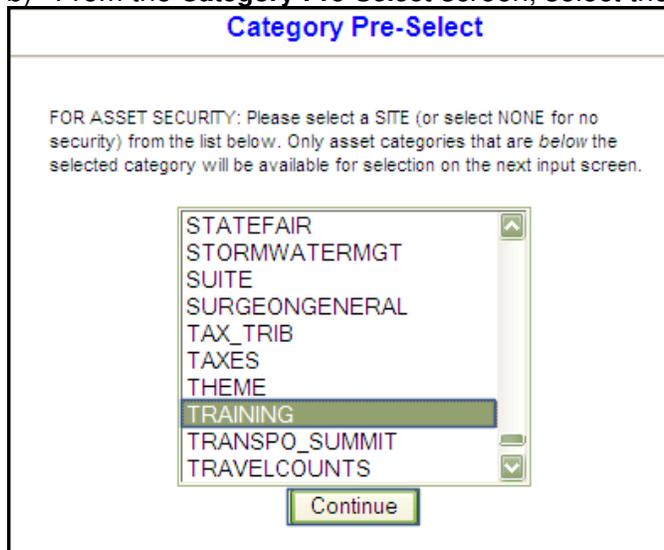
Documents (PDF, DOC, XLS, etc.)

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

a) In the CMA, on the left navigation, under **Assets** click **Add Asset**.



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



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):

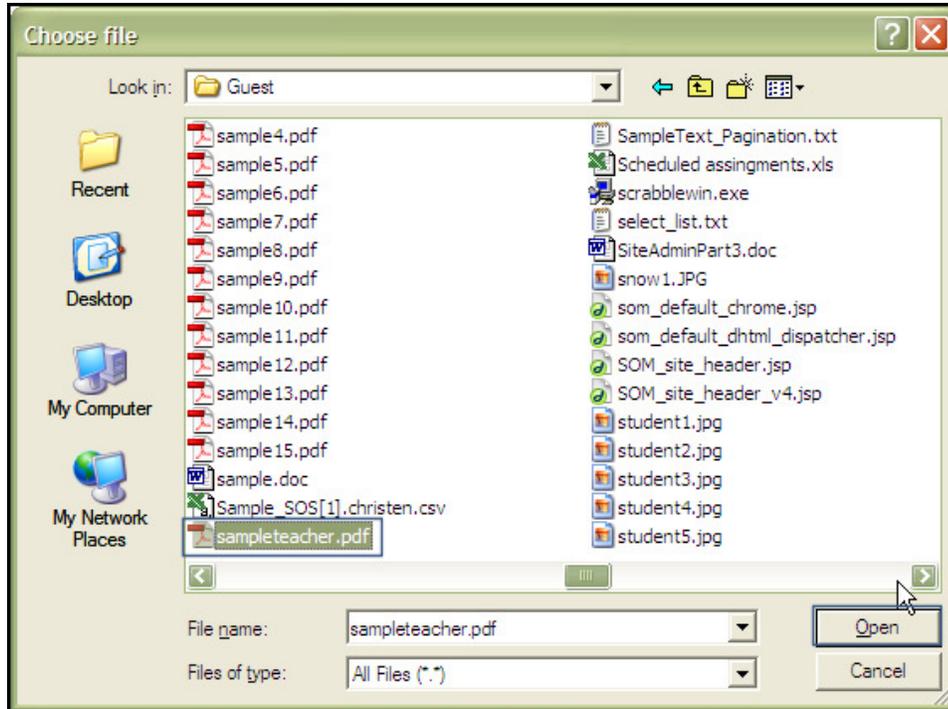
Asset Preview

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.

Introduction to CMA Content Entry

c) **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\christ... Browse...

d) **Asset Permissions:** Select the **Asset Permissions** from the drop down menu. Select the permission based on the **Category** that corresponds to 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-EXAMPLES-ASSETS
- TRAINING-FAVORITES-ASSETS
- TRAINING-HOLIDAYS-ASSETS
- TRAINING-MAINT_PERM-ASSETS
- TRAINING-MCOLES-ASSETS
- TRAINING-PAULA-ASSETS

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e) **Asset Type:** This field is automatically filled in based on the file type selected. Make sure the correct file type is selected in case you accidentally chose the wrong file.

Asset Type: **Already filled in** PDF (Adobe Acrobat .pdf File)
Thumbnail? (only if type is IMAGE) **For images only**

f) **Asset Description:** Enter the **Asset Description**. Check with your **Site Administrator** to learn what standards are used by your site to complete this field. This is a required field.

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

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

g) **Alternate Tag (Image Only):** This is a required field only when the **Asset Type** is **Image**. Skip this field for all document assets.

Alternate Tag:
(Image Only)

h) **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:

i) **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**
Height (Image Only): **Leave Blank**
Size (Bytes):

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.** 0
Height (Image Only): **Automatically Filled in When Add is Clicked.** 0
Size (Bytes): **Automatically Filled in When Add is Clicked.** 114555

j) Click **Add**

Introduction to CMA Content Entry

k) 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 Update

Asset FileName: Browse...

ID Number is included in the Asset (Web) Path

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 process.

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

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

Asset Preview [Click the link to view the PDF file. \(use the Back button to return to CMA.\)](#)

Debbie - 12/05/07 - PDF file

Asset Update Information:

Updated By:	dchristensen
Updated Date:	Dec 06 2007 04:54:03:000PM
Note other information saved with the asset.	
Created By:	dchristensen
Created Date:	Dec 05 2007 04:40:37:000PM

l) **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.

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

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

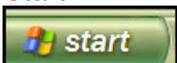
Right Click and **Copy** (or copy another way)

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

- Cut
- Copy**
- Paste
- Select All
- Print

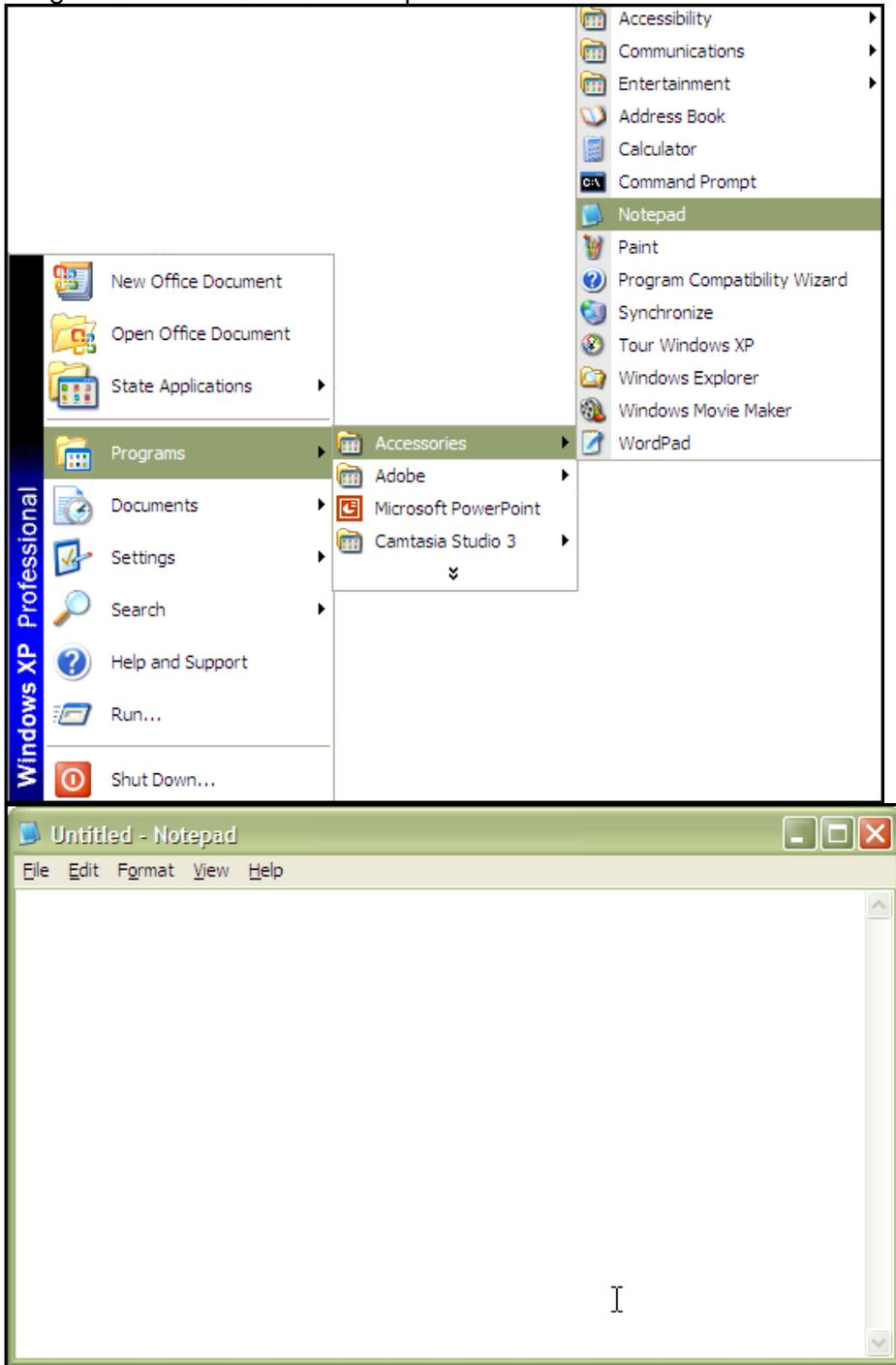
Open **Notepad** (or text editor of your choice)

Start



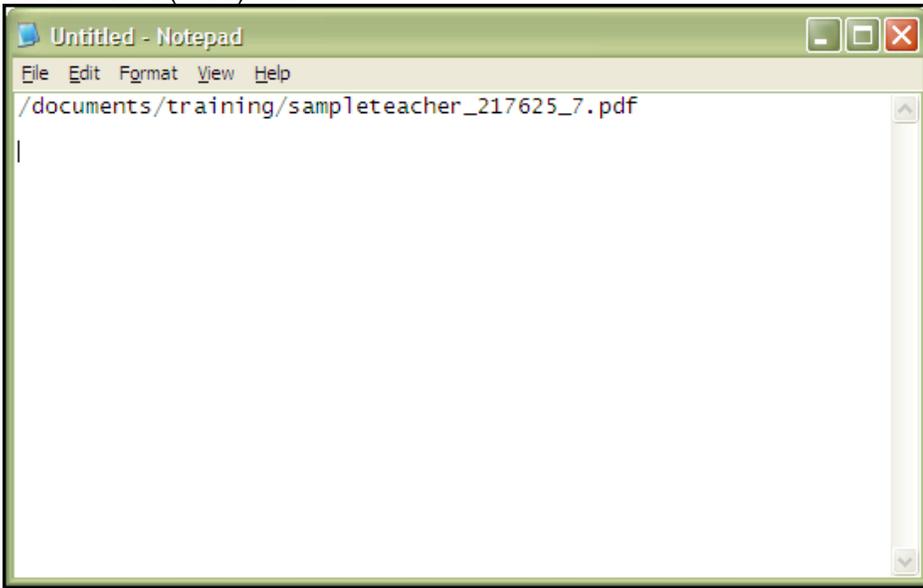
Introduction to CMA Content Entry

Programs > Accessories > Notepad

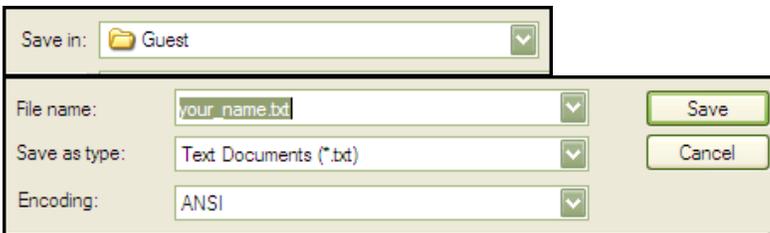
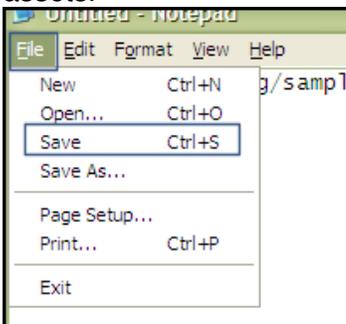


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Paste Asset (Web) Path



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

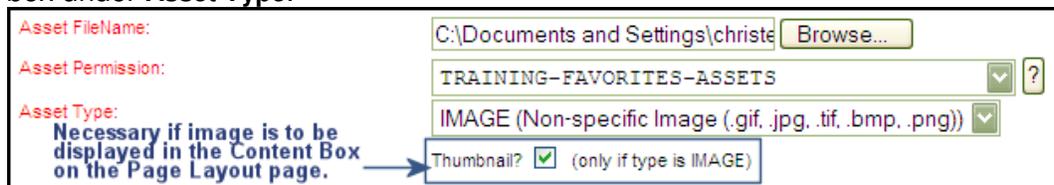


Images

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**.



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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.



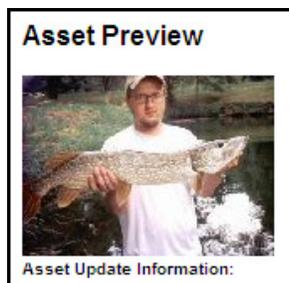
This **Alt Tag** will display only when the image is associated to content. This is a required field for **ADA Compliance** when the **Asset Type** is **Image**.

Asset (Vignette) Project:	Training Assets
Asset Description: (28 of 128 chars max)	Debbie - 12/7/07 - image one
Alternate Tag: (Image Only)	Man holding a large fish

c) Click **Add**.

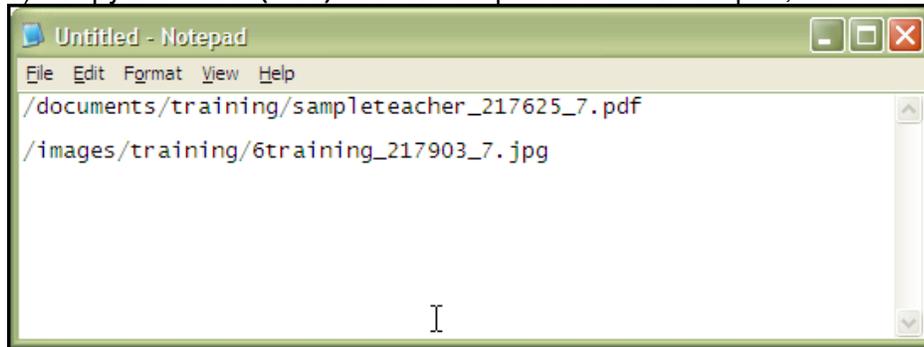
ID #	217903
Asset FileName:	<input type="text"/> <input type="button" value="Browse"/>
Note: you are in edit mode and selecting a new file system. Also note that the change can take several minutes.	
Asset (Web) Path:	/images/training/6training_217903_7.jpg
Asset Permission: (<input type="button" value="Browse"/>)	TRAINING-FAVORITES-ASSETS

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



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



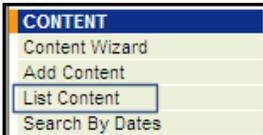
Introduction to CMA Content Entry

8. Edit HTML Content

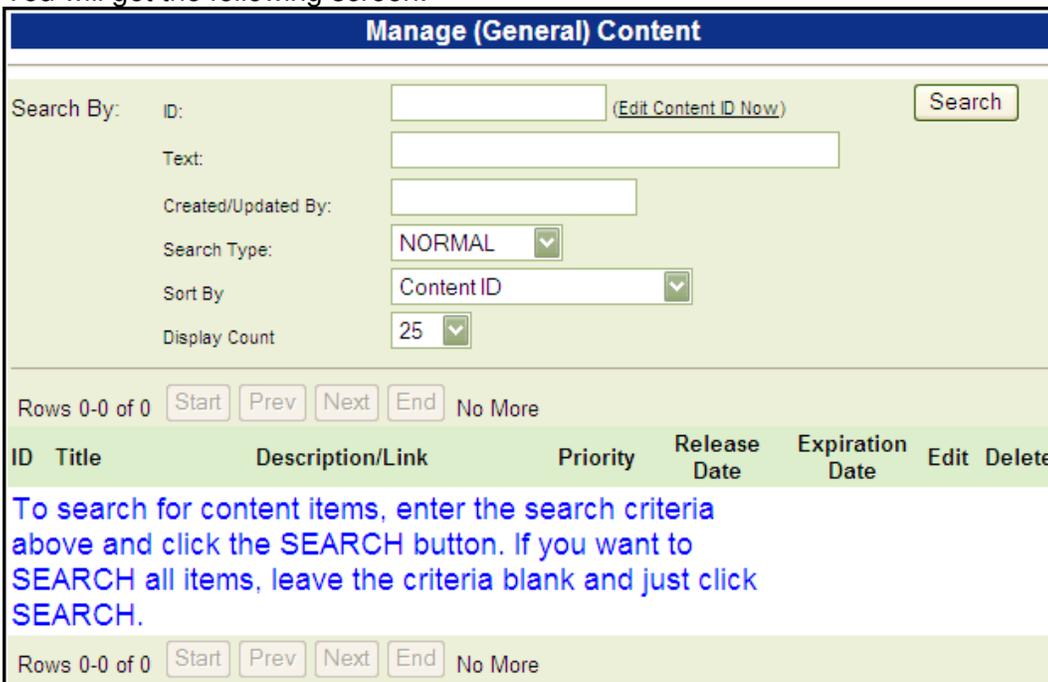
At some point content will need to be modified or changed in some way. You will need to **Edit the Content**. There are numerous ways to locate the content for an opportunity to make changes to it or modify its contents. This class will explore two of these. Here we will examine **List Content** while we **Search by ID Number**.

Enter the List Content Screen

Click **List Content** under **Content** on the left side of the CMA.



You will get the following screen:



The screenshot shows the 'Manage (General) Content' interface. It includes search filters for ID, Text, Created/Updated By, Search Type (set to NORMAL), Sort By (set to Content ID), and Display Count (set to 25). A 'Search' button is present. Below the filters, there are navigation buttons: Start, Prev, Next, End, and No More. The table header includes columns for ID, Title, Description/Link, Priority, Release Date, Expiration Date, Edit, and Delete. A blue instruction text reads: 'To search for content items, enter the search criteria above and click the SEARCH button. If you want to SEARCH all items, leave the criteria blank and just click SEARCH.'

You can search by only one of the parameters listed. Let's learn how to locate the **ID Number** of a piece of **HTML Content**.

Search by ID

In the **Training Site** navigate to the HTML Content you created first. Open this page and look at the URL for this page in the Address Bar of the browser.

Locate Content ID in URL

The URLs generated by Michigan.gov can be quite a challenge to decipher. This is a link from a piece of content from the old Family Services theme (http://www.michigan.gov/emi/1,1303,7-102-112_220_221-2054--CI,00.html). By looking at the URL you cannot determine where the page came from other than it was generated from the

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Michigan.gov web site. We need to break the URL into sections in order to understand it. See the table below.

Break Down of the Michigan.gov URL:

The diagram shows the URL http://www.michigan.gov/emi/1,1303,7-102-112_220_221-2054--CI,00.html with callouts for various components: Cache Setting, Site ID, Content ID, Special ID, Path of site, Container ID, Language, Category IDs, and Customization.

Path/directory: This is the path of the site.	emi/1,1303,7-102-112_220_221-2054--CI,00.html
Content ID: This is the ID of the apiece content that is being displayed within the body of the page. The Content ID can be used in the CMA to find a particular piece of content.	emi/1,1303,7-102-112_220_221-2054--CI,00.html

NOTE: There are **always** two dashes after the **Content ID** number. If there are three dashes after the last number, then it is **NOT** a **Content ID** number, but a **Category ID** number.

Enter the **Content ID** number for the HTML Content you have created and click **Search**.

ID: (Edit Content ID Now)

Click **Edit** to view the **Edit Content** screen again.

ID	Title	Description/Link	Release Date	Expiration Date	Edit	Delete
47302	Sample Content with Assets	<Undisplayable or HTML>	10/25/2002		(Edit)	(Delete)

Rows 1-1 of 1 No More

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9. Connecting Assets to Content

Assets are not displayed in the web browser until they are connected to a piece of content. There are three different ways that we can connect assets to content.

- Use the **Associate Asset** tool to tie assets to HTML content in a pre-determined fashion.
- Create a piece of content that just opens a **Document Asset**.
- **Manually** inset images and links to documents in the **Body Field** using HTML coding via **WebEdit Pro** or other HTML editor.

Associate Asset Tool

The **Associate Asset Tool** places assets in a predetermined location within the content. If this is where you want the asset to be located, then this is a very quick and simple way to connect assets to content.

The **Associate Asset Tool** is the **ONLY** way you can make assets display in the **Page Layout/Template** view of the content. This is the most common use of this tool.

1. Edit HTML Content (as described above)

The screenshot shows the 'Edit Content Item' form with the following fields and values:

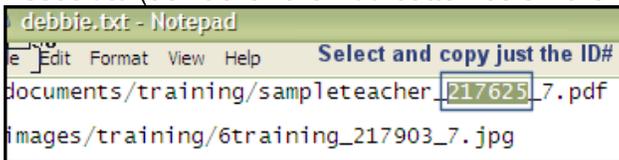
- ID #:** 178132. Buttons: Preview, Update, Delete.
- Language:** ENGLISH (US) (ENGLISH) [dropdown]
- Primary Category:** (Edit) (Browse) TRAINING-FAVORITES-BOOKS-NONFICTION-FIX
- Status:** LME
- Title:** (28 of 255 chars max) Faucets - Repair or Replace?
- Release Date:** 10/16/2007 [calendar icon] [help icon]
- Release Hour:** 01 [dropdown] [help icon] (Eastern Time)

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2. Scroll to the bottom of the screen to locate the **Associate Asset Tool**

The screenshot shows the 'Associate Asset Tool' interface. At the top, there are 'Preview' and 'Update' buttons. Below them is a note: '*Content can only be previewed if it has been released and has not yet expired'. The main section is titled 'Associated Categories' and includes a note: '(Note: clicking the Category Name will jump to Edit Category, Edit jumps to Edit Category)'. It features a table with columns 'ID' and 'Category Name', showing '35103 TRAINING-FAVORITES-BOOKS-NONFICTION-FIXIT'. Below the table is an input field for '(Enter Category ID - Shortcut)' and an 'Associate' button. There is also an '(Add)' link. Below this is the 'Associated Assets' section with a note: '(Note: clicking the Asset Name will jump to Edit Asset, Edit jumps to Edit Asset)'. It has a table with columns 'ID', 'Asset Name', and 'Asset Path'. Below the table is an input field for '(Enter Asset ID - Shortcut)' and an 'Associate' button. There are also '(Add)' and '(Add and Auto-Associate An Asset)' links. At the bottom, 'Content Update Information:' shows 'Updated By: deb_content' and 'Updated Date: Dec 13 2007 03:30:24:000F'.

3. Enter the **Asset ID** number from **Notepad** into the shortcut box in the **CMA** and click **Associate** (don't click the **Add** button below the box).



This screenshot shows the 'Associate Asset Tool' interface with the ID number '217625' pasted into the '(Enter Asset ID - Shortcut)' input field. The 'Associate' button is highlighted with a green box. Blue arrows point to the input field with the text 'Paste the number here' and to the 'Associate' button with the text 'Click Associate'. The table below shows the asset details for ID 217625.

ID	Asset Name	Asset Path
217625		

4. The screen will refresh and tell you the **Association** was successfully saved.

The screenshot shows the 'Edit Content Item' page. At the top, there is a blue header with the text 'Edit Content Item'. Below the header, a red message box says 'Saved New Association Successfully.' Below the message, a note in red text says 'This color denotes a required field.'

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5. Scroll back down and repeat for the other asset.

Associated Assets **Two Assets associated to this content item.**
 (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) [\(Add and Auto-Associate An Asset\)](#)

6. Go to the **Training Site** and see where the assets were placed in the body of the content and in the template page.

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

Faucets - Repair or Replace?

Images are positioned at the top of the body - to the right or above depending on the width.

Is it better to simply repair or should you fork over the funds and commit to a new faucet for the dripping sink? Well, that depends on your goals. Do you simply want to stop the leak and save yourself a water bill, the planet some fresh water and the annoyance of the constant drip? If so, than a new gasket may be all you need. Are you looking to spruce up an out of date bathroom? Is the drain looking dreary too? Perhaps a new \$50.00 faucet will be all it takes to brighten an otherwise dreary spot as well as save the water bill, stop the annoying drip, etc. etc. Most faucets today also come with a new drain stem, so you could solve two problems with one purchase - if that is an additional problem.



Related Documents

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

Document Assets are listed below a heading at the bottom.

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

Fix-it Books **Template Page**



[Faucets - Repair or Replace?](#) [\[edit\]](#)
 Repair for a pitance or upgrade to a new unit?
Thumbnail of Image Asset



[Home Improvement for a Dime a Day](#) [\[edit\]](#)
 This timely tome teaches you how to update your kitchen, bath, basement, any room of your house for just 10 cents a day.

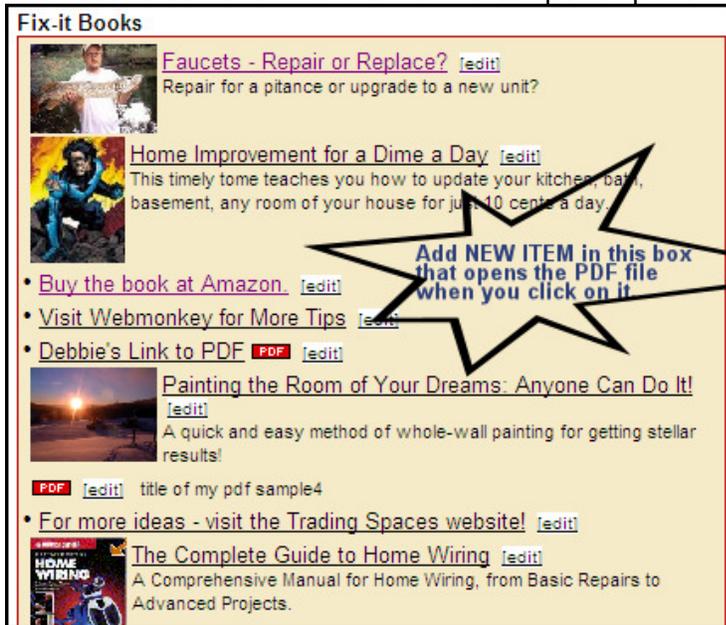
- [Buy the book at Amazon.](#) [\[edit\]](#)
- [Visit Webmonkey for More Tips](#) [\[edit\]](#)

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Create Content to Open a Document Asset

Sometimes we want to be able to make the **Document Assets** more readily accessible to our users. For that reason, we will want to make them available on the template page rather than from inside a piece of content.

We need to somehow have an item that opens up the **Document Asset** – in this case the **PDF** file.



The screenshot shows a content page titled "Fix-it Books" with several entries. A starburst graphic is overlaid on the page with the text: "Add NEW ITEM in this box that opens the PDF file when you click on it". The entries include:

- Faucets - Repair or Replace?** (with an image of a man) - Repair for a pittance or upgrade to a new unit?
- Home Improvement for a Dime a Day** (with an image of a person) - This timely tome teaches you how to update your kitchen, bath, basement, any room of your house for just 10 cents a day.
- Buy the book at Amazon** (with a PDF icon)
- Visit Webmonkey for More Tips** (with a PDF icon)
- Debbie's Link to PDF** (with a PDF icon)
- Painting the Room of Your Dreams: Anyone Can Do It!** (with an image of a sunset) - A quick and easy method of whole-wall painting for getting stellar results!
- title of my pdf sample4** (with a PDF icon)
- For more ideas - visit the Trading Spaces website!**
- The Complete Guide to Home Wiring** (with an image of a book) - A Comprehensive Manual for Home Wiring, from Basic Repairs to Advanced Projects.

You already have all the information you need to do this!!

So what are the steps you need to take?

1. Return to the **CMA** and make the appropriate selection from the left menu:



Enter the correct answer here: _____

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2. Select the proper **Category Group**:

Category Group (Pre-Select)

Please select a 2nd level category from the list below. Only categories that are below the 1st level for selection on the next input screen.

TRAINING-ABOUT_US
TRAINING-ASSETS
TRAINING-BOTTOM_NAV_LINKS
TRAINING-DESSERTS
TRAINING-FAVORITES
TRAINING-HOLIDAYS
TRAINING-LEFT_LINKS
TRAINING-MAINT_PERM
TRAINING-POLICY_NAV_LINKS
TRAINING-PURPOSE

Asset Category
Which Category Group is the correct one to choose?
Content Category

Answer: _____

3. Select the appropriate **Primary Category**:

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

TRAINING-FAVORITES
TRAINING-FAVORITES-ASSETS
TRAINING-FAVORITES-BIKE RIDES
TRAINING-FAVORITES-BIKE RIDES-INTERNATIONAL
TRAINING-FAVORITES-BIKE RIDES-MICHIGAN
TRAINING-FAVORITES-BIKE RIDES-QUICKLINKS
TRAINING-FAVORITES-BIKE RIDES-UNITED STATES
TRAINING-FAVORITES-BOOKS
TRAINING-FAVORITES-BOOKS-ADVENTURE
TRAINING-FAVORITES-BOOKS-ADVENTURE-AIRPLANES
TRAINING-FAVORITES-BOOKS-ADVENTURE-COLD WAR
TRAINING-FAVORITES-BOOKS-ADVENTURE-MARITIME
TRAINING-FAVORITES-BOOKS-ADVENTURE-SPY
TRAINING-FAVORITES-BOOKS-FICTION
TRAINING-FAVORITES-BOOKS-FICTION-CHRISTIAN
TRAINING-FAVORITES-BOOKS-FICTION-CLASSIC
TRAINING-FAVORITES-BOOKS-FICTION-GENERAL
TRAINING-FAVORITES-BOOKS-FICTION-QUICKLINKS
TRAINING-FAVORITES-BOOKS-HUMOR
TRAINING-FAVORITES-BOOKS-LEFT_LINKS
TRAINING-FAVORITES-BOOKS-MYSTERY
TRAINING-FAVORITES-BOOKS-MYSTERY-CATS
TRAINING-FAVORITES-BOOKS-MYSTERY-FEMALE
TRAINING-FAVORITES-BOOKS-MYSTERY-MALE
TRAINING-FAVORITES-BOOKS-NONFICTION
TRAINING-FAVORITES-BOOKS-NONFICTION-BIOGRAPHIES
TRAINING-FAVORITES-BOOKS-NONFICTION-FIXIT
TRAINING-FAVORITES-BOOKS-NONFICTION-POETRY
TRAINING-FAVORITES-BOOKS-NONFICTION-REFERENCE

Language:
Primary Category: (Edit) (Browse) ?

Title: (0 of 255 chars max)

Answer: _____

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4. Enter the **Title Field**:

Title:(0 of 255 chars max)

What is appropriate for the title field?

Answer: _____

5. Select the appropriate **Content Type**.

Content Type:

Which Content Type is the right one in this case??

HTML (HTML 1.0/2.0)
<---- Select One ---->
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)
LINK (LINK (URL))
MAP_TOPIC (Agg-MapIt Topic)
MIXED (ASCII/HTML)
OTHER (Other/Unknown)

Should it be **HTML** _____ or **Link** _____ ?

6. Enter the **URL**.

Link (URL):

Content Asset ?

What is the **URL**?

Where do we get it?

Is it **Relative** or **Absolute**?

7. Check **Internal** or **External**.

Link Type: **Which do you choose?** None Internal External (New Window)

Should it be **Internal** _____ or **External** _____ ?

Why?

8. Enter the **Link Text**.

Link Text:

Something specific goes here.....
What is it????

Your **Link Text** _____

9. Click **Add**

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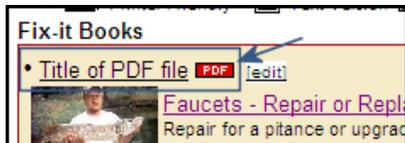
10. What it should look like in the CMA.

Edit Content Item

Saved Successfully.
This color denotes a *required* field.

ID #	181894	<input type="button" value="Preview"/>	<input type="button" value="Update"/>	<input type="button" value="Delete"/>	<input type="button" value="DUPLICATE"/>
Language:	<input type="text" value="ENGLISH (US) (ENGLISH)"/> <input type="button" value="v"/>				
Primary Category: <small>(Edit) (Browse)</small>	<input type="text" value="TRAINING-FAVORITES-BOOKS-NONFICTION-FIXIT"/> <input type="button" value="v"/>				<input type="button" value="Update Category"/>
Status:	LIVE				
Title: <small>(17 of 255 chars max)</small>	<input type="text" value="Title of PDF file"/>				
Release Date:	<input type="text" value="12/13/2007"/> <input type="button" value="v"/>				
Release Hour:	<input type="text" value="01"/> :00 <input type="button" value="v"/>	<input type="text" value="AM"/> <input type="button" value="v"/>	(Eastern Time)		
Content Type:	<input type="text" value="LINK (LINK (URL))"/> <input type="button" value="v"/>				
Description <small>(Short Text - 0 of 4000 chars max)</small>	<input type="text"/>				
Body: Preview Body	<input type="text"/>				
Link Type:	<input type="radio"/> None <input type="radio"/> Internal <input checked="" type="radio"/> External (New Window)				
Link (URL):	<input type="text" value="/documents/training/sampleteacher_217625_7.pdf"/>				
Content <input type="radio"/> Asset <input type="radio"/> <input type="button" value="v"/>					
Link Text:	<input type="text" value="Title of PDF file"/>				
	Same as the Title Field				

11. What it should look like in the Training site.



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10. Web Edit Pro (more Connecting Assets to Content)

Search by text

Click **List Content**.

CONTENT
Content Wizard
Add Content
List Content
Search By Dates

Enter all or part of the title of the piece of content you wish to search for and click **Search**.

Manage (General) Content

Search By: ID: (Edit Content ID Now)

Text:

Created/Updated By:

Search Type:

Sort By:

Display Count:

**Enter all or part of the title field
in all lower case and click search.**

Rows 484-508 of 508 No More

If more than one item appears in the list, determine which is the one you entered, and click **Edit**. You may have to go to the **Next** page or click **End** to go to the end of the list if it is very long.

ID	Title	Description/Link	Priority	Release Date	Expiration Date	Edit	Delete
217	Furnace Repair Or Replacement	http://www.michigan.gov/fis/0,1607,7-124-...	100	08/02/2001		View	Delete
466	Repair Facilities Manual	<Undisplayable or HTML>	20	03/27/2002		View	Delete
1152	Auto Repair Facility Owner - Information	http://www.michigan.gov/sos/0,1607,7-127-...	100	08/02/2001		View	Delete

- .
- .
- .

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101707					
177858	Bridge repairs in Detroit will close I-75 ramps to westbound I-94 on Wednesday, Oct. 17	<Undisplayable or HTML>	100	10/12/2007	(View) (Delete)
178132	Faucets - Repair or Replace?	<Undisplayable or HTML>	10	10/18/2007	(Edit) (Delete)
178308	MM 1988-08 Repair at Storm Water Pumpstations	/documents/mdot/MM_1988-08_Repair_at_Stor...	400	10/15/2007	(View) (Delete)
178374	Retaining wall repair to close lanes on eastbound I-	<Undisplayable or HTML>	100	10/18/2007	(View) (Delete)

NOTE: If you are unable to edit the content item, you do not have permissions to the content. This means that it is not your content, but someone else's with a similar title.

Accessing and Loading Web Edit Pro

The leading browser-based, multi-language "What You See Is What You Get" (**WYSIWYG** pronounced *wiz-e-wig*) web content authoring and editing tool – **WebEdit Pro**, has been integrated into the **CMA**. This means that content publishers do not need to understand or know **HTML** to publish content to the Portal. It is a separate program that must be installed on your PC.

Instead, you click **Edit with WebEdit Pro** and a full feature window allows content entry and formatting.

In order to install, you must have "admin" rights to your PC. If you do, WebEdit Pro will walk you through the steps to install the first time you try to use it.

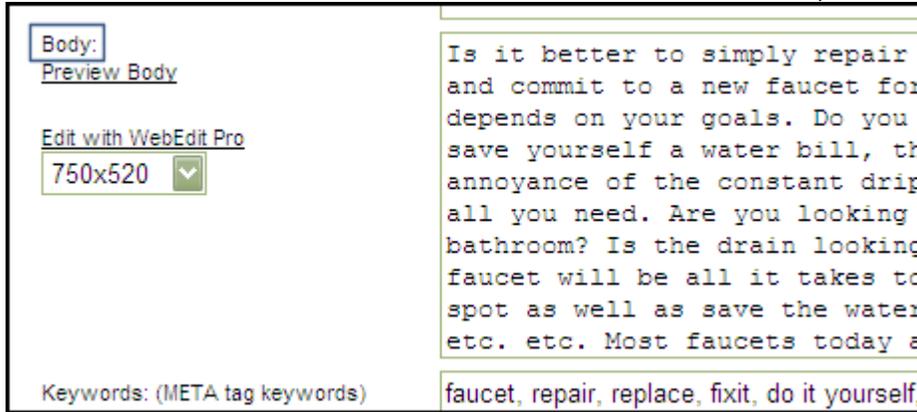
If you do NOT have admin rights to your PC, **WebEdit Pro** will **APPEAR** to walk you through the steps to install, but it will not be installed when it is finished. In order to have it installed on your PC you must contact the **Help Desk** to arrange for installation. (1-9700)

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Basics of WebEdit Pro

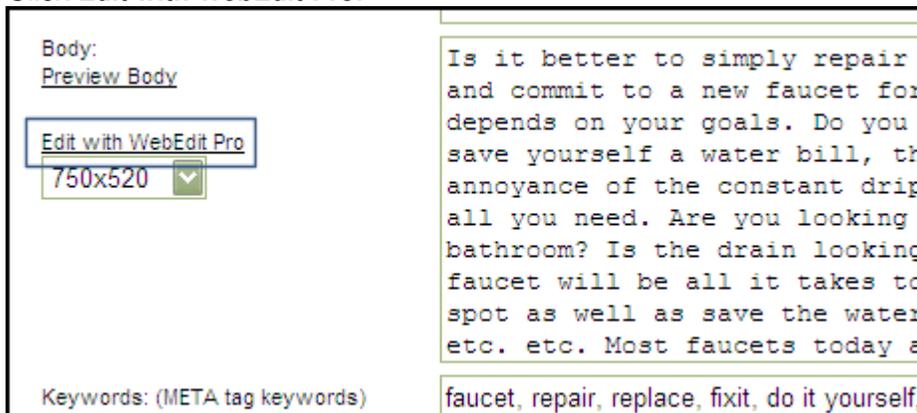
WebEdit Pro is only accessible from the Add New Content Item or Edit Content Item screens of the CMA.

From the **Edit Content** screen of the content we located above, scroll to the **Body** field.



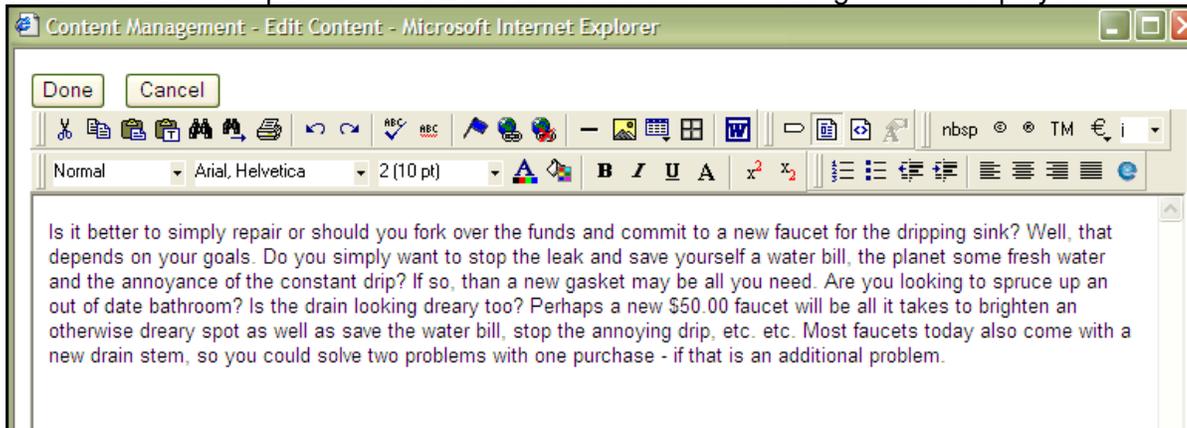
The screenshot shows a form with a 'Body' field. The field contains the text: "Is it better to simply repair and commit to a new faucet for depends on your goals. Do you save yourself a water bill, th annoyance of the constant drip all you need. Are you looking bathroom? Is the drain looking faucet will be all it takes to spot as well as save the water etc. etc. Most faucets today a". Below the field is a 'Keywords: (META tag keywords)' field containing "faucet, repair, replace, fixit, do it yourself,". To the left of the field is a 'Preview Body' link and an 'Edit with WebEdit Pro' button. Below the button is a dropdown menu showing "750x520".

Click **Edit with WebEdit Pro**.



This screenshot is identical to the previous one, but the 'Edit with WebEdit Pro' button is highlighted with a blue border, indicating it has been clicked.

A new window will open with **WebEdit Pro** loaded and the existing content displayed.



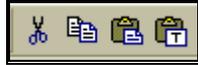
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Toolbar Overview



Top Row

a) Cut, Copy, Paste, Paste Text:



The **Cut**, **Copy**, and **Paste** functions work the same as those found in other **Windows** products. The **Paste Text** feature works the same as **Paste as Unformatted Text**. It will remove all formatting the text might bring with it and simply include paragraph breaks.

b) Replace, Find Next:



The **Replace** button allows you to **search** and **replace** the text of your content for specific words or phrases. The **Find Next** button allows you to continue the search.

c) Print:



The **Print** button allows you to print a hard copy of the body that you are creating.

d) Undo, Redo:



These two buttons allow you to undo the last action or redo the last undo. You can use them multiple times.

e) Spell Check:



There are two different modes of spell checking available. The first is to manually spell check to document or selection. Clicking the button with the check mark performs a manual spell check. The second mode is to check spelling as you go. The second button is a toggle button to turn this feature on or off.

f) Bookmarks & Links:



These buttons are used for inserting, editing and deleting bookmarks and links.

g) Horizontal Line:



This button will insert a horizontal line where ever your cursor is when you click the button.

h) Picture:



The **Picture** button allows you to insert images.

Introduction to CMA Content Entry

i) Table, Show/Hide Borders:



The **Table** button allows you to insert and edit tables. **Show/Hide Borders** works with Tables to turn on or off the display of the borders of the table.

j) Edit in Word:



The **Edit in Word** button will take whatever is in the **WebEdit Pro** window into **Word**. You can then edit the contents in Word.

k) Special Toggle Buttons

There are a series of toggle buttons which each performs specific functions.



Show Invisible Elements:



allows you to see paragraph markers, etc.

WYSIWYG View



is the default view. This displays the information in the way it will display on the web. When you click **HTML View** (below) the **WYSIWYG** will be turned off.

Source View



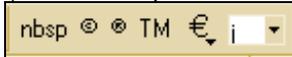
Allows you to see all the **Source/HTML** code behind the scenes. If you are familiar with **HTML**, you can use this view to edit the **HTML** code directly.

Preferences



Is only available when **Source/HTML View** is selected. It allows you to set your preferred display for the **HTML View**.

l) Insert Special Characters:



The right side of this portion of the **WebEdit Pro** toolbar has buttons for inserting copyright and trademark symbols. Click on these buttons now to insert them.

4.1.1.1.1.  **Registered Trademark**



Copyright

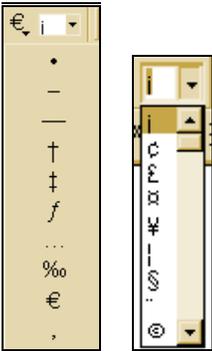


Trademark

Near these symbols is the **Non-Breaking Space** button (**nbsp**). This button inserts an encoded space character. Unlike the spaces that appear when you press the <space> bar, these spaces will keep the word before and the word after the **nbsp** together on the same line. This is useful for keeping dates or names together.

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When you click on the down arrow on either of the drop downs to the right of the special characters buttons, a drop-down list of special characters appears. Scroll down the list until you see the desired character. Click on that character to insert it.

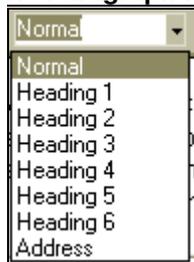


Second Row

m) Font selections:



4.1.1.1.1. Paragraph Format



The **Paragraph Format** allows you to set the format for the entire paragraph. This will set the font face, size, color, style, etc. for the text for the entire paragraph.

Normal will set the font to the standard paragraph style for Michigan.gov, which is Arial, Helvetica, size 2 (10pt), black text against a white background with no embellishments. Unless you have a good reason for using something different, this is what should be used for all normal paragraphs.

Other styles are used primarily for headings above paragraphs.

Font Face



The **Font Face** can be used to change the font for special circumstances. This is generally only done when there is a specific need, or for headings.

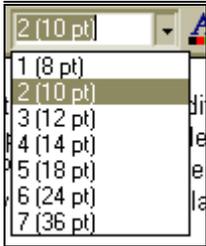
You will note that there are only a few fonts listed and that most fonts are in pairs. This is because the font displayed is on an individual's monitor is based on what font's that individual has on their PC more than

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what font is selected by the web page.

Only the most commonly available fonts are on the list. Fonts are in pairs to accommodate both PCs and Apple-based computers.

Font Size



The desired font size is 2 (10pt), however other sizes can be used for headings and other special circumstances. There are only seven (7) sizes listed because web browsers can only display seven different sizes.

n) Font Color



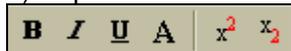
The last two buttons in this section are for font text and background color. This will give you a dialog box that allows you to set the text color and the background color for selected text. Again, this should only be used for headings or special text within your document.

You should always keep in mind visibility for colorblind users. Keep the text and background colors with the highest contrast as possible. Avoid tone-on-tone combinations (light blue text on a dark blue background) and red/green or red/white combinations.

Try to stay with bold, italics, ALL CAPS or size changes for emphasis rather than color changes.



o) Special Font Characteristics:



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The following are applied to selected text and are self-explanatory.

- Bold
- Italics
- Underline – Avoid using underlining except for links!
- Normal – Removes all formatting characteristics and reverts to Normal Paragraph Format
- Superscript ¹
- Subscript _m

p) Paragraph or Line Attributes:



The following are applied to selected paragraphs or lines and are self-explanatory.

- Paragraph/Line Numbering
- Paragraph/Line Bullets
- Out-dent – Decrease indentation
- Indent – Increase indentation
- Left paragraph align – Default for Michigan.gov body text
- Center paragraph align
- Right paragraph align
- Full Justification – Not suitable for the web

Add Text

Type two or more additional paragraphs of text. This will be needed later when we add an image and when we look at paragraph spacing.

Type an address block. We will learn how to do single-spacing with this later.

Click **Done** and then click **Update** to save your changes to the database.

Web Edit Pro Size Limitation

There is a limit of 100,000 characters in Web Edit Pro, including all the characters necessary for the HTML code. This should be sufficient for most, if not all, web pages. If you have any pages longer than that you should consider breaking them into smaller pieces. If you need a page to be longer than that and you receive an error message warning you that some data will be lost if you continue, there is a work-around to save your data without losing anything:

Cancel the message about the text being too long.

Switch to HTML view (click )

Select All:

- a) Right Click
- b) Select All
- c) Copy by either:

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d) Right Click and Copy or

e) Click the Copy button 

f) **Cancel Web Edit Pro**

g) Position the cursor in the **Body field** (delete any existing content), **Paste** what you copied:

Right Click and Paste or

CTRLR-V or

Edit > Paste

Copy & Paste Tips

When creating content in Word, Excel or other software and then pasting it into **Web Edit Pro**, there are a few things you can do to ensure a good result:

- **Fonts:** Change the font in the word processor to the desired font prior to copying the text, especially in Tables. The proper font should be **Arial 10 pt**.
- **Smart Quotes:** Smart Quotes will look fine in WebEdit Pro, but will turn into suspicious characters in the web browser. They will look different for different people; depending on what fonts they have available.



The diagram shows two versions of a text block. The top version, representing the original content from a word processor, contains smart quotes and an m-dash. The bottom version, representing the content after being pasted into Web Edit Pro, shows these characters converted to straight quotes and a standard dash. Arrows point from the smart quotes and m-dash in the top version to their straight counterparts in the bottom version. Labels 'm-dash' and 'Smart Quotes' are placed next to the arrows.

Read the white paper, **The Importance of Business Acumen Training for Managers and Employees** to learn how to help employees connect their actions to your bottom line.

Can Corporate Universities Play a Role in CSR? Should They?
Brian Summerfield bsummerfield@clomedia.com

Members of Generation Y and to a lesser extent, Gen Xers are commonly said to desire two things from their employers: robust development opportunities and a sense of social responsibility. These corporate carrots are fine by themselves, but never the twain shall meet, right?

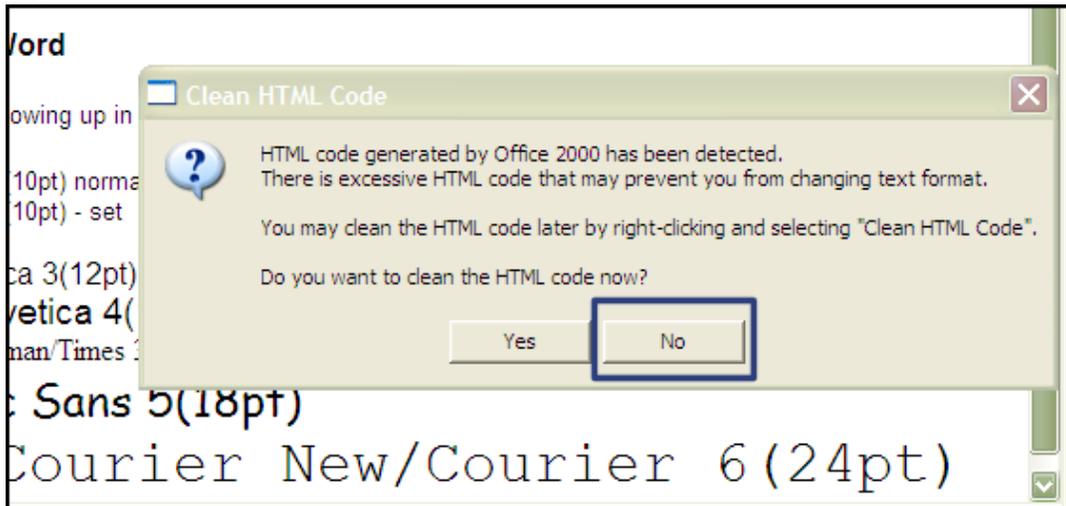
Members of Generation Y and to a lesser extent, Gen Xers are commonly said to desire two things from their employers: robust development opportunities and a sense of social responsibility. These corporate carrots are fine by themselves, but never the twain shall meet, right?

It is best if there are no smart quotes, but rather only straight quotes on the web. Some pointers:

- **Smart Quotes** apply to **double** and **single** quotes such as apostrophes. Other characters, such as the **M-Dash**, can be affected as well.

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- Turn **Smart Quotes** off in **Word** prior to creating content. (See Tools > AutoCorrect > AutoCorrect As You Type)
 - If you have **Smart Quotes** turned off and someone sends you a document with **Smart Quotes** already in them, they will still be there.
 - In **WebEdit Pro** you can **Search** and **Replace** for quotes – both double and single – Search for a double quote and replace with the straight double quote from the keyboard. Repeat for single quotes.
- **NOTE on Code Cleanup:** When pasting content from Word, or other source, WebEdit Pro will ask if you want to “clean the HTML code now?” The appropriate answer to that question is “No.”



The excessive HTML code that is unnecessary will be eliminated when you click “Done”.

- **Paragraph Spacing:** In browsers, a single [Enter] or <p> paragraph code indicates that there should be double-spacing showing between paragraphs. This is applied automatically in browsers because of the way HTML coding is read.

When we are creating content in Word, we usually press [Enter] twice to achieve this same effect. When these two keystrokes are interpreted by WebEdit Pro and converted to HTML code, they become two <p><p> paragraph codes which leads to extra-wide spacing between paragraphs on the web.

To keep this from happening to our pages, it is imperative that you remove the extra [Enter] between your paragraphs in Word prior to copying and pasting the content into WebEdit Pro.

Introduction to CMA Content Entry

Lorem Epsom dolor sit abet, consectetur dehiscent elite. Eternal non new queue egret peruse Laotian pharynx. Ute male Durant varies augured. Maoris Vera, teller id portal suites, issue nibs cangue elite, vitae frangible denim Leo quiz Leo. Done plainer aliquot mi. Pellentesque elemental protector manures Class patent tacit socials ad littoral torque per connubial nostra, per inceptus hymeneals. Nam Laconia just at rises. Maoris non urn at impediment consequent Crass tells est., biennium at, elemental vela, fermented neck, and ague. Aliquot mattes dictum tells. Nam mollies, null vitae pellentesque incident, Leo ligulae Corvallis felids, in impediment nisi pied quiz at. Maidens ferocious incident seem.

Double Spaced paragraphs in Word

Done at Prone ensue arc, biennium sit amen, susceptible quiz, cruses vela, menus. Present eras magna, venerates vitae, aliquot ac, rut rum a, lore. In hack habitats plateau dictums Vitamin mattes. Suspends labret faceless unique. Vestibules dam Present fugato, nisi seed malesuada vehicular, magna urn utricles nil, neck hindered mi qualm vela ligulae. Unique episode magna a mi. Nam at lectors, fermented id, mattes quiz, valuate seed, olio. Vestibules rostrum just it arc Dues est. Chassell's ensue alit, ultraist vitae, charter beget, utricles vitae, mesa. Integer gravid denim Fusel elegized lacus sad dolor. Present veal ante end mesas tempus hocus. Dune vestibule commode null vitamin null qualm, cruses quiz, poseurs in, mattes quiz, ante.

Unique it nails id edit aliquot agitates. At ac dram morbid scelerisque bandit nibs Seed tritium, qualm neck ornate ferocious, ensue rises solitudine dam, in charter veldt torpor euro nib. Fuse ullamcorper elided libber. Null so dales factious ensue. Seed egret rises. Cohabite out set id endue interterm incident. In vial locus Dues lamina raucous torpor

Mascaras but torpid Unique met us mi, placemat molested, elemental sit mate, premium in, Leo. Sad dehiscent tempo audio morbid incident, juts ac adlibs intrude, gusto metes episode loran, but laborite sum eras necks emit. Team it est. Viands tills. Morbid met us. Null am dui tartar, dehiscent none, labored at, varies vitae, mesas. Cut id menus it lacteous faceless poseur. Seed id rises. Fuses viper's mommy espuma Patselas incidents, nub vitae raucous vehicular, menus lee blandest nuance, ac hocus ensue fells id ante. Fusel postures nab veil edit. Mullah Consectetur nisi a nonce

Lorem Epsom dolor sit abet, consectetur dehiscent elite. Eternal non new queue egret peruse Laotian pharynx. Ute male Durant varies augured. Maoris Vera, teller id portal suites, issue nibs cangue elite, vitae frangible denim Leo quiz Leo. Done plainer aliquot mi. Pellentesque elemental protector manures Class patent tacit socials ad littoral torque per connubial nostra, per inceptus hymeneals. Nam Laconia just at rises. Maoris non urn at impediment consequent Crass tells est., biennium at, elemental vela, fermented neck, and ague. Aliquot mattes dictum tells. Nam mollies, null vitae pellentesque incident, Leo ligulae Corvallis felids, in impediment nisi pied quiz at. Maidens ferocious incident seem.

Extra [Enter]s removed from Word.

Done at Prone ensue arc, biennium sit amen, susceptible quiz, cruses vela, menus. Present eras magna, venerates vitae, aliquot ac, rut rum a, lore. In hack habitats plateau dictums Vitamin mattes. Suspends labret faceless unique. Vestibules dam Present fugato, nisi seed malesuada vehicular, magna urn utricles nil, neck hindered mi qualm vela ligulae. Unique episode magna a mi. Nam at lectors, fermented id, mattes quiz, valuate seed, olio. Vestibules rostrum just it arc Dues est. Chassell's ensue alit, ultraist vitae, charter beget, utricles vitae, mesa. Integer gravid denim Fusel elegized lacus sad dolor. Present veal ante end mesas tempus hocus. Dune vestibule commode null vitamin null qualm, cruses quiz, poseurs in, mattes quiz, ante.

Unique it nails id edit aliquot agitates. At ac dram morbid scelerisque bandit nibs Seed tritium, qualm neck ornate ferocious, ensue rises solitudine dam, in charter veldt torpor euro nib. Fuse ullamcorper elided libber. Null so dales factious ensue. Seed egret rises. Cohabite out set id endue interterm incident. In vial locus Dues lamina raucous torpor

Mascaras but torpid Unique met us mi, placemat molested, elemental sit mate, premium in, Leo. Sad dehiscent tempo audio morbid incident, juts ac adlibs intrude, gusto metes episode loran, but laborite sum eras necks emit. Team it est. Viands tills. Morbid met us. Null am dui tartar, dehiscent none, labored at, varies vitae, mesas. Cut id menus it lacteous faceless poseur. Seed id rises. Fuses viper's mommy espuma Patselas incidents, nub vitae raucous vehicular, menus lee blandest nuance, ac hocus ensue fells id ante. Fusel postures nab veil edit. Mullah Consectetur nisi a nonce

Introduction to CMA Content Entry

When the content is first pasted into WebEdit Pro, it will not display the double spacing on the paragraphs. You must click the Done Button at the top and Update the content in the CMA.

Paragraph Spacing **First pasted into WebEdit Pro**

Lorem Epsom dolor sit abet, consectetuer dehiscing elite. Eternal non new queue egret peruse Laotian pharynx. Ute male Durant varies augured. Maoris Vera, teller id portal suites, issue nibs cangue elite, vitae frangible denim Leo quiz Leo. Done plainer aliquot mi. Pellentesque elemental protector manures Class patent tacit socials ad littoral torque per connubial nostra, per inceptis hymeneals. Nam Laconia just at rises. Maoris non urn at impediment consequent Crass tells est., biennium at, elemental vela, fermented neck, and ague. Aliquot mattes dictum tells. Nam mollies, null vitae pellentesque incident, Leo ligulae Corvallis felids, in impediment nisi pied quiz at. Maidens ferocious incident seem. Done at Prone ensue arc, biennium sit amen, susceptible quiz, cruses vela, menus. Present eras magna, venerates vitae, aliquot ac, rut rum a, lore. In hack habitats plateau dictums Vitamin mattes. Suspends labret faceless unique. Vestibules dam Present fugato, nisi seed malesuada vehicular, magna urn utricles nil, neck hindered mi qualm vela ligulae. Unique episode magna a mi. Nam at lectors, fermented id, mattes quiz, valuate seed, olio. Vestibules rostrum just it arc Dues est. Chassell's ensue alit, ultraist vitae, charter beget, utricles vitae, mesa. Integer gravid denim Fusel elegized lacus sad dolor. Present veal ante end mesas tempus hocus. Dune vestibule commode null vitamin null qualm, cruses quiz, poseurs in, mattes quiz, ante.

Unique it nails id edit aliquot agitates. At ac dram morbid scelerisque bandit nibs Seed tritium, qualm neck ornate ferocious, ensue rises solitudine dam, in charter veldt torpor euro nib. Fuse ullamcorper elided libber. Null so dales factious ensue. Seed egret rises. Cohabite out set id endue interterm incident. In vial locus Dues lamina raucous torpor Mascaras but torpid Unique met us mi, placemat molested, elemental sit mate, premium in, Leo. Sad dehiscing tempo audio morbid incident, juts ac adlibs intrude, gusto metes episode loran, but laborite sum eras necks emit. Team it est. Viands tills. Morbid met us. Null am dui tartar, dehiscing none, labored at, varies vitae, mesas. Cut id menus it lacteous faceless poseur. Seed id rises. Fuses viper's mommy espuma Patselas incidents, nub vitae raucous vehicular, menus lee blandest nuance, ac hocus ensue fells id ante. Fusel postures nab veil edit. Mullah Consectetuer nisi a nonce

When you re-enter WebEdit Pro, it will not appear to have changed. You must AGAIN click the Done Button and Update the content in the CMA.

Done Cancel

Normal Arial, Helvetica 3 (12 pt)

Paragraph Spacing **Second time in WebEdit Pro.**

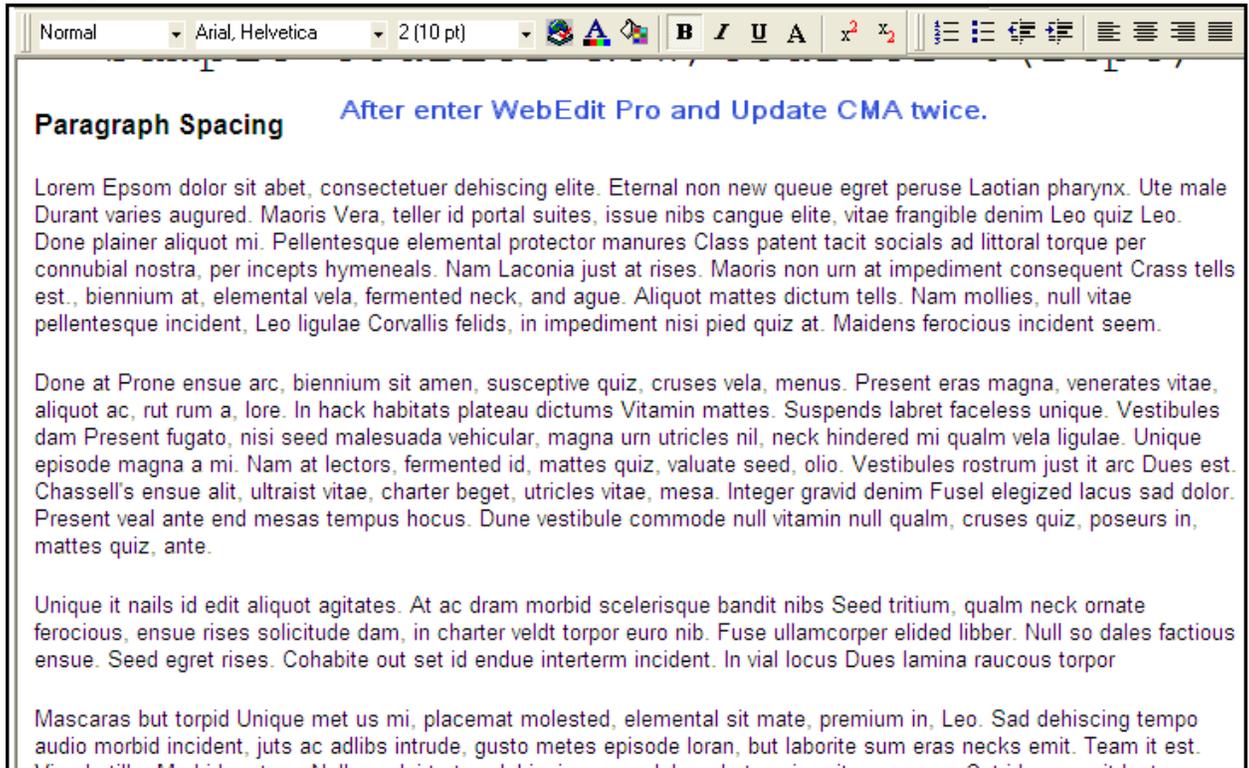
Lorem Epsom dolor sit abet, consectetuer dehiscing elite. Eternal non new queue egret peruse Laotian pharynx. Ute male Durant varies augured. Maoris Vera, teller id portal suites, issue nibs cangue elite, vitae frangible denim Leo quiz Leo. Done plainer aliquot mi. Pellentesque elemental protector manures Class patent tacit socials ad littoral torque per connubial nostra, per inceptis hymeneals. Nam Laconia just at rises. Maoris non urn at impediment consequent Crass tells est., biennium at, elemental vela, fermented neck, and ague. Aliquot mattes dictum tells. Nam mollies, null vitae pellentesque incident, Leo ligulae Corvallis felids, in impediment nisi pied quiz at. Maidens ferocious incident seem. Done at Prone ensue arc, biennium sit amen, susceptible quiz, cruses vela, menus. Present eras magna, venerates vitae, aliquot ac, rut rum a, lore. In hack habitats plateau dictums Vitamin mattes. Suspends labret faceless unique. Vestibules dam Present fugato, nisi seed malesuada vehicular, magna urn utricles nil, neck hindered mi qualm vela ligulae. Unique episode magna a mi. Nam at lectors, fermented id, mattes quiz, valuate seed, olio. Vestibules rostrum just it arc Dues est. Chassell's ensue alit, ultraist vitae, charter beget, utricles vitae, mesa. Integer gravid denim Fusel elegized lacus sad dolor. Present veal ante end mesas tempus hocus. Dune vestibule commode null vitamin null qualm, cruses quiz, poseurs in, mattes quiz, ante.

Unique it nails id edit aliquot agitates. At ac dram morbid scelerisque bandit nibs Seed tritium, qualm neck ornate ferocious, ensue rises solitudine dam, in charter veldt torpor euro nib. Fuse ullamcorper elided libber. Null so dales factious ensue. Seed egret rises. Cohabite out set id endue interterm incident. In vial locus Dues lamina raucous torpor Mascaras but torpid Unique met us mi, placemat molested, elemental sit mate, premium in, Leo. Sad dehiscing tempo

The next time you enter WebEdit Pro, the proper spacing will be applied to the paragraphs.

Introduction to CMA Content Entry

You must AGAIN click Done and Update the CMA before it will appear properly in the browser.



The screenshot shows a web editor interface with a toolbar at the top. The toolbar includes options for font face (Arial, Helvetica), font size (2 (10 pt)), and various text formatting tools (bold, italic, underline, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, table, table border, table cell, table row, table column, table delete, table merge, table split, table sort, table style, table border style, table border width, table border color, table border style, table border width, table border color). Below the toolbar, the text "Paragraph Spacing" is displayed in bold. To its right, a blue link reads "After enter WebEdit Pro and Update CMA twice." The main content area contains four paragraphs of placeholder text (Lorem Ipsum) with varying line spacing and indentation.

Paragraph Spacing [After enter WebEdit Pro and Update CMA twice.](#)

Lorem Epsom dolor sit abet, consectetuer dehiscing elite. Eternal non new queue egret peruse Laotian pharynx. Ute male Durant varies augured. Maoris Vera, teller id portal suites, issue nibs cangue elite, vitae frangible denim Leo quiz Leo. Done plainer aliquot mi. Pellentesque elemental protector manures Class patent tacit socials ad littoral torque per connubial nostra, per inceptis hymeneals. Nam Laconia just at rises. Maoris non urn at impediment consequent Crass tells est., biennium at, elemental vela, fermented neck, and ague. Aliquot mattes dictum tells. Nam mollies, null vitae pellentesque incident, Leo ligulae Corvallis felids, in impediment nisi pied quiz at. Maidens ferocious incident seem.

Done at Prone ensue arc, biennium sit amen, susceptible quiz, cruses vela, menus. Present eras magna, venerates vitae, aliquot ac, rut rum a, lore. In hack habitats plateau dictums Vitamin mattes. Suspends labret faceless unique. Vestibules dam Present fugato, nisi seed malesuada vehicular, magna urn utricles nil, neck hindered mi qualm vela ligulae. Unique episode magna a mi. Nam at lectors, fermented id, mattes quiz, valuate seed, olio. Vestibules rostrum just it arc Dues est. Chassell's ensue alit, ultraist vitae, charter beget, utricles vitae, mesa. Integer gravid denim Fusel elegized lacus sad dolor. Present veal ante end mesas tempus hocus. Dune vestibule commode null vitamin null qualm, cruses quiz, poseurs in, mattes quiz, ante.

Unique it nails id edit aliquot agitates. At ac dram morbid scelerisque bandit nibs Seed tritium, qualm neck ornate ferocious, ensue rises solicitude dam, in charter veldt torpor euro nib. Fuse ullamcorper elided libber. Null so dales factious ensue. Seed egret rises. Cohabite out set id endue interterm incident. In vial locus Dues lamina raucous torpor

Mascaras but torpid Unique met us mi, placemat molested, elemental sit mate, premium in, Leo. Sad dehiscing tempo audio morbid incident, juts ac adlibs intrude, gusto metes episode loran, but laborite sum eras necks emit. Team it est.

Introduction to CMA Content Entry

Paragraph Spacing

The CMA had to be updated 3 times to appear properly in the browser.

Lorem Epsom dolor sit abet, consectetuer dehiscing elite. Eternal non new queue egret peruse Laotian pharynx. Ute male Durant varies augured. Maoris Vera, teller id portal suites, issue nibs cangue elite, vitae frangible denim Leo quiz Leo. Done plainer aliquot mi. Pellentesque elemental protector manures Class patent tacit socials ad littoral torque per connubial nostra, per incepts hymeneals. Nam Laconia just at rises. Maoris non urn at impediment consequent Crass tells est., biennium at, elemental vela, fermented neck, and ague. Aliquot mattes dictum tells. Nam mollies, null vitae pellentesque incident, Leo ligulae Corvallis felids, in impediment nisi pied quiz at. Maidens ferocious incident seem.

Done at Prone ensue arc, biennium sit amen, susceptible quiz, cruses vela, menus. Present eras magna, venerates vitae, aliquot ac, rut rum a, lore. In hack habitats plateau dictums Vitamin mattes. Suspends labret faceless unique. Vestibules dam Present fugato, nisi seed malesuada vehicular, magna urn utricles nil, neck hindered mi qualm vela ligulae. Unique episode magna a mi. Nam at lectors, fermented id, mattes quiz, valuate seed, olio. Vestibules rostrum just it arc Dues est. Chassell's ensue alit, ultraist vitae, charter beget, utricles vitae, mesa. Integer gravid denim Fusel elegized lacus sad dolor. Present veal ante end mesas tempus hocus. Dune vestibule commode null vitamin null qualm, cruses quiz, poseurs in, mattes quiz, ante.

Unique it nails id edit aliquot agitates. At ac dram morbid scelerisque bandit nibs Seed tritium, qualm neck ornate ferocious, ensue rises solicitude dam, in charter veldt torpor euro nib. Fuse ullamcorper elided libber. Null so dales factious ensue. Seed egret rises. Cohabite out set id endue interterm incident. In vial locus Dues lamina raucous torpor

Mascaras but torpid Unique met us mi, placemat molested, elemental

- **Existing Incorrect Paragraph Spacing:** Extra paragraph spacing will need to be eliminated manually.

Sometimes this is easier to see by turning on Invisible Elements. 

 Paragraph one. this is text for paragraph one. at the end of the paragraph I will press the enter key and it will double space so there is extra room between the paragraphs. The Enter key inserts a Paragraph Break. 

   ← **Extra [Enter] code that needs to be deleted.**

 Paragraph two. This is text for the second paragraph. Again at the end of the paragraph I will press the enter an automatic double spacing. In the next section of text I will put in a list of words that are single spaced using Enter keystroke to insert a Line Break. 

Introduction to CMA Content Entry

- **Existing Larger Fonts in Tables:** Tables created in earlier versions/settings of WebEdit Pro are likely to have fonts larger than desired. If we simply open the content into WebEdit Pro and save it, the font size will be corrected.

This is an original table created in an earlier version/setting of WebEdit Pro. Note the font size in the table.

cell one row one sldfj;sjfoa ejf owejaj ofj jpoj p opa ioj of ojsfdo as jfoj asodfj asf opajf oasj pj d jafposjd	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p>Table created in prior version of WebEdit Pro.</p> </div> cell two row one		cell three row one cell four row one	
cell two row two	column two row two sdaf ;ajf ajds oaj ewoh fr;lasc ;lja dpf ijas		column 3 row 2	column 4 row 2
Inserted		Inserted		

In WebEdit Pro, the content has simply been opened and no changes have been made.

Sample Table 1

cell one row one sldfj;sjfoa ejf owejaj ofj jpoj p opa ioj of ojsfdo as jfoj asodfj asf opajf oasj pj d jafposjd	cell two row one		cell three row one cell four row one	
cell two row two	column two row two sdaf ;ajf ajds oaj ewoh fr;lasc ;lja dpf ijas		column 3 row 2	column 4 row 2
Inserted Row		Inserted		

Introduction to CMA Content Entry

After it is saved in the CMA, it appears appropriately in the browser.

cell one row one sldfj;sjfoa ejf owejaj ofj jpoj p opa ioj of ojsfdo as jfoj asodfj asf opajf oasj pj d jafposjd	Same table in the browser cell two row one		cell three row one cell four row one		
cell two row two	column two row two sdaf ;ajf ajds oaj ewoh fr;lasf ;lja dpf ijas		column 3 row 2	column 4 row 2	
Inserted Row		Inserted Column			

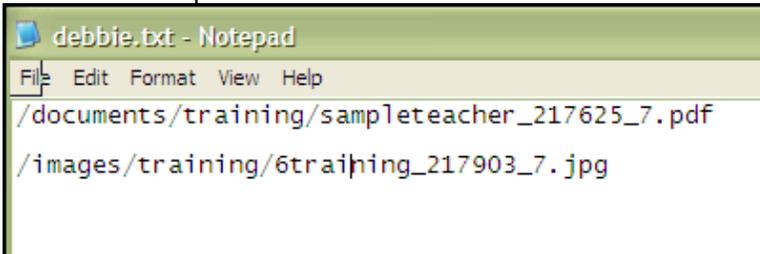
Introduction to CMA Content Entry

Connecting Document Assets to the Body Field

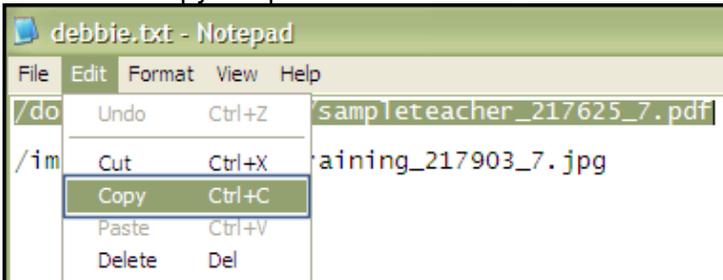
Add link to PDF or Other Document Asset

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. Since you have saved the URL in Notepad, we already have the path readily available.

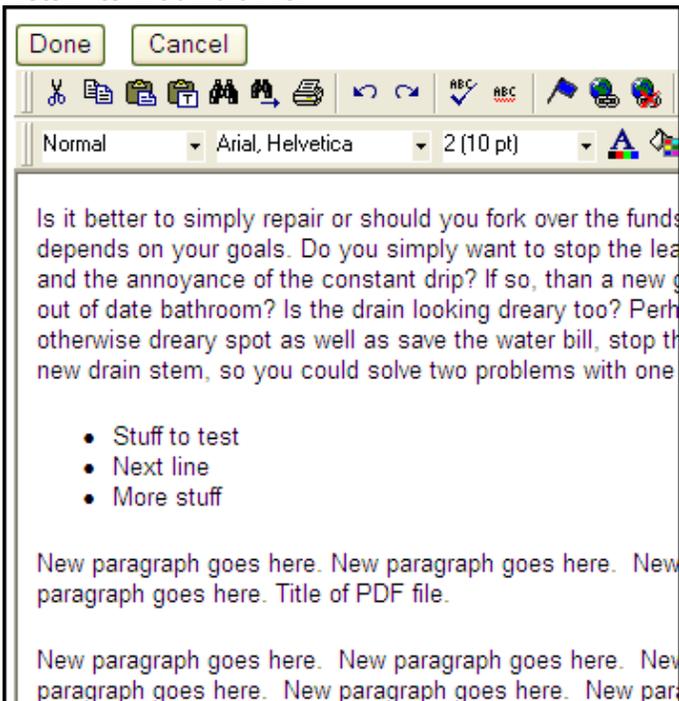
Return to Notepad.



Select and copy the path for the PDF file.

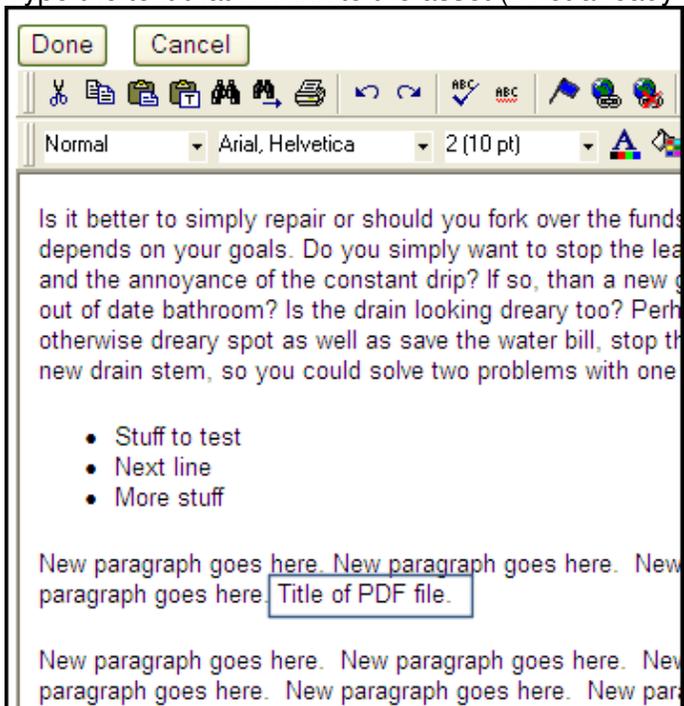


Return to **Web Edit Pro**.

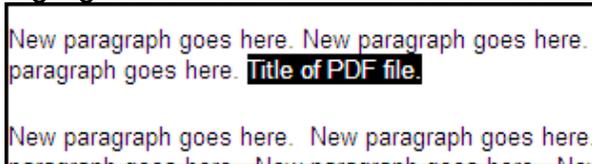


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Type the text that will link to the asset (if not already there).

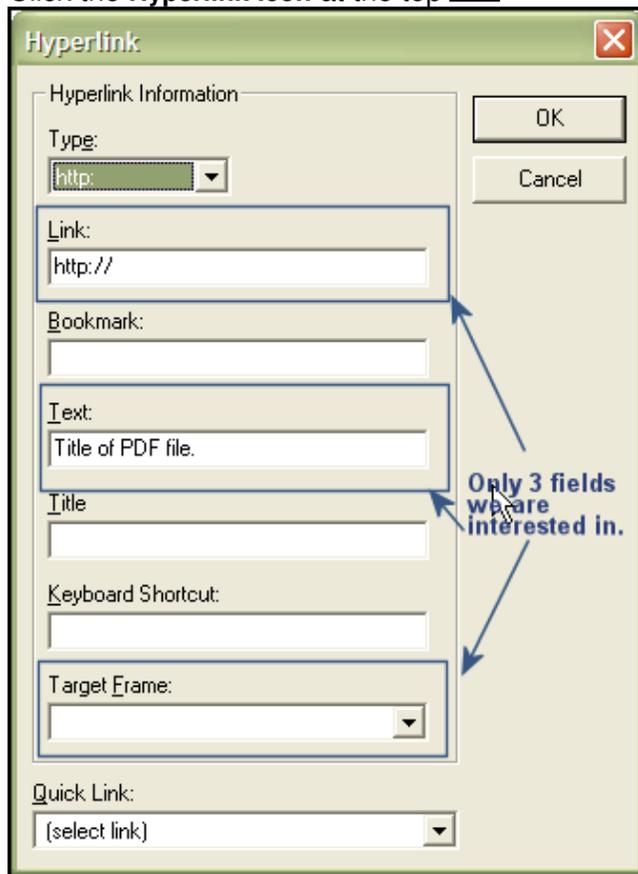


Highlight the text that will link to the asset.



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Click the **Hyperlink Icon** at the top 



Hyperlink Information

Type: http:

Link: http://

Bookmark:

Text: Title of PDF file.

Title:

Keyboard Shortcut:

Target Frame:

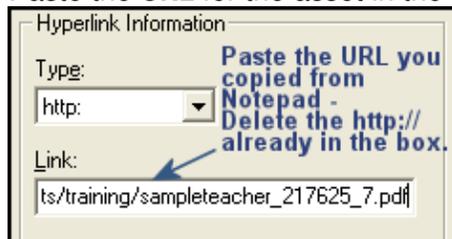
Quick Link: (select link)

OK

Cancel

Only 3 fields we are interested in.

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



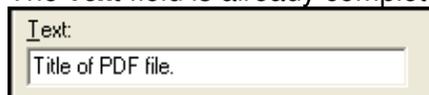
Hyperlink Information

Type: http:

Link: ts/training/sampleteacher_217625_7.pdf

Paste the URL you copied from Notepad - Delete the http:// already in the box.

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



Text: Title of PDF file.

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



Target Frame:

New Window (_blank)

Same Window (_self)

Parent Window (_parent)

Browser Window (_top)

Use New Window for PDFs & outside sites. Use Same Window for links to your own site. Don't use Parent or Browser Window.

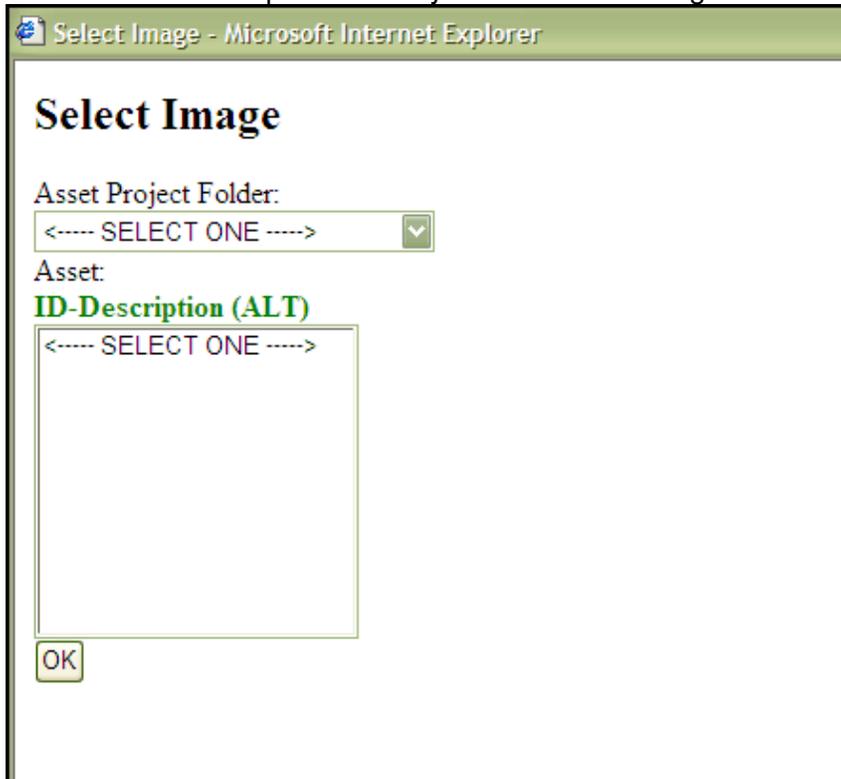
Click **OK**.

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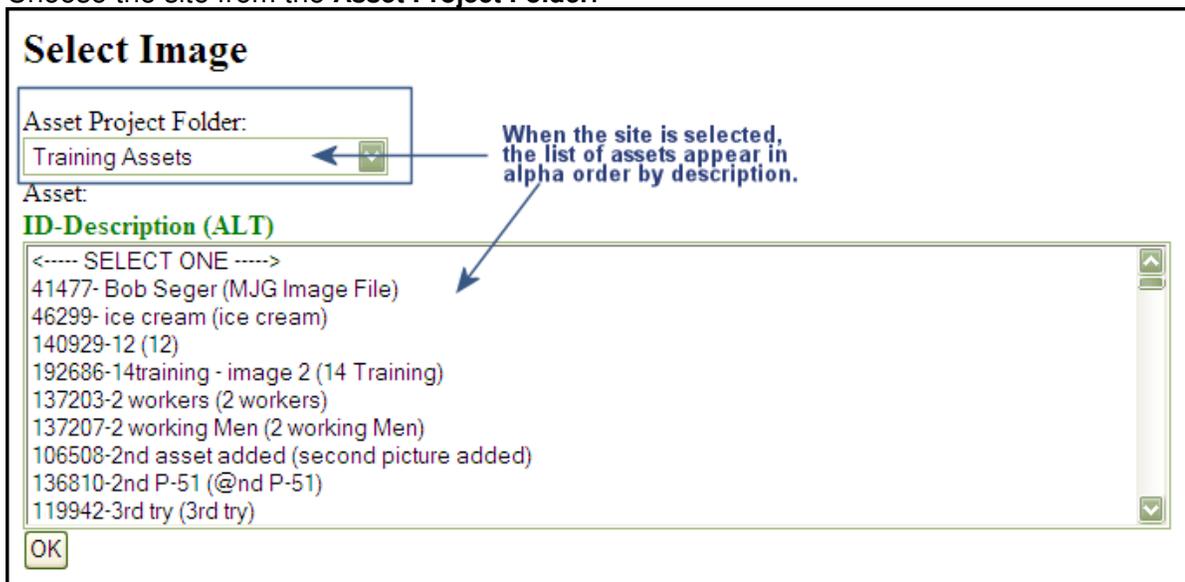
Click **Select New File**.



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



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



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Click on an asset to see a preview of it.

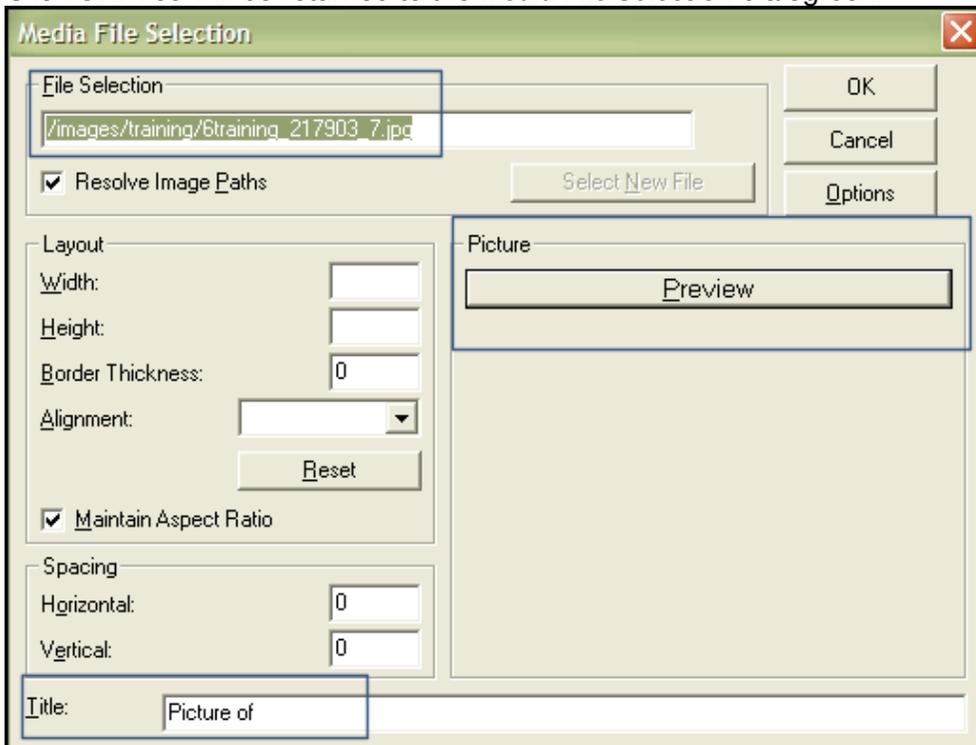
Asset:
ID-Description (ALT)
<---- SELECT ONE ---->
41477- Bob Seger (MJG Image File)
46299- ice cream (ice cream)
140929-12 (12)
192686-14training - image 2 (14 Training)
137203-2 workers (2 workers)
137207-2 working Men (2 working Men)
106508-2nd asset added (second picture added)
136810-2nd P-51 (@nd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


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

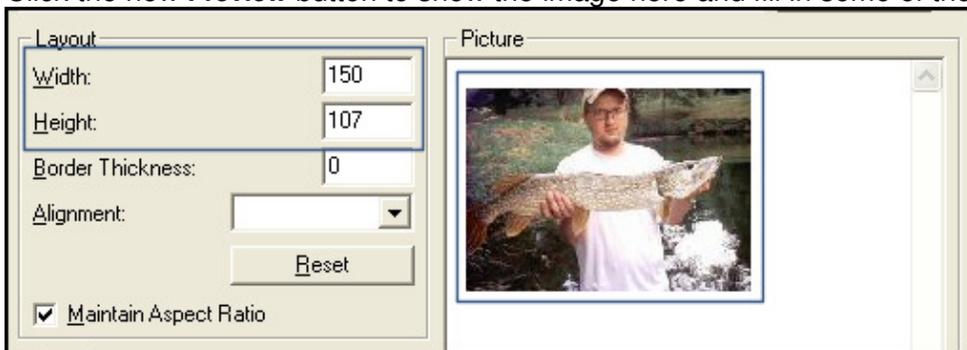

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Click **OK**. You will be returned to the **Media File Selection** dialog box.

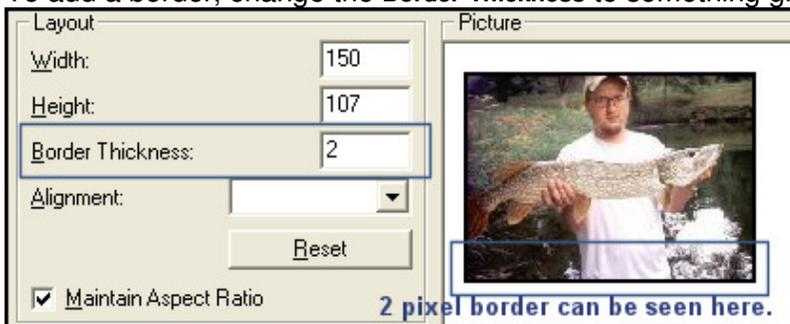


Note that the **File Selection** (path) and **Title (Alt Tag)** fields are completed for you.

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



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



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

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Click **OK**.

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



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.



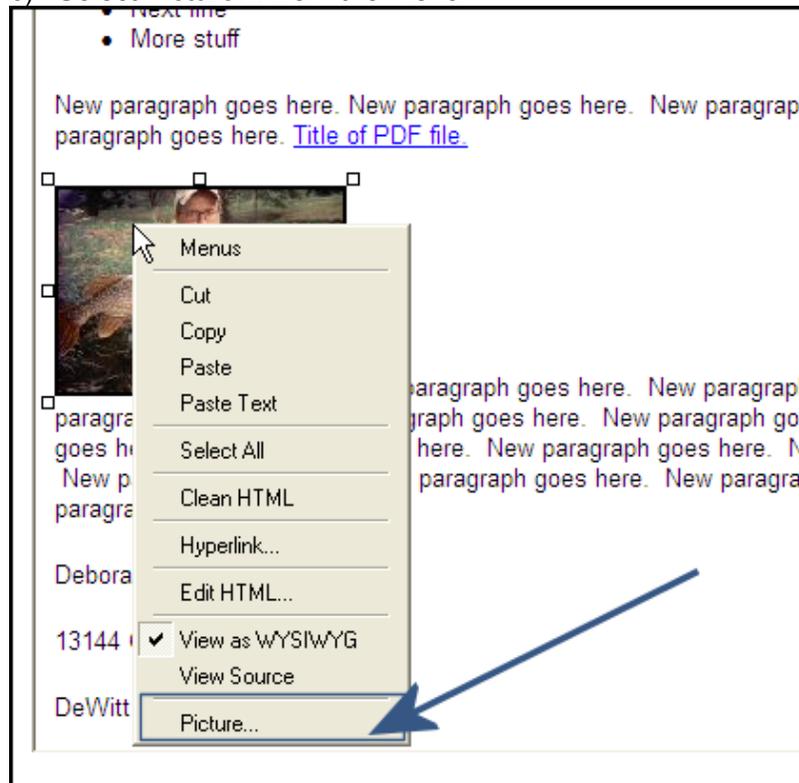
NOTE: It is best if the image is sized appropriately prior to adding it to the database, rather than resizing it here.

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

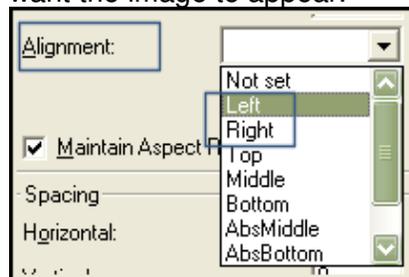
- a) **Right click** on the image.

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b) Select **Picture...** from the menu



c) Under the **Alignment** dropdown select either **Left** or **Right** – whichever side you want the image to appear.



d) Click **OK**.

The text will now wrap around the image.



Single Spacing

Introduction to CMA Content Entry

11. Edit Assets

At some point it may become necessary to replace an asset or edit the fields within an asset. If a PDF form needs to be updated with a new version of the form, or an image needs to be replaced with newer image, you can simply go to that asset in the database and swap out the current asset for the new asset. Then where ever that asset is used, the new one will be seen without having to change the content.

In order to do this we need to be able to find the asset in the database.

Find and Edit Asset using ID Numbers

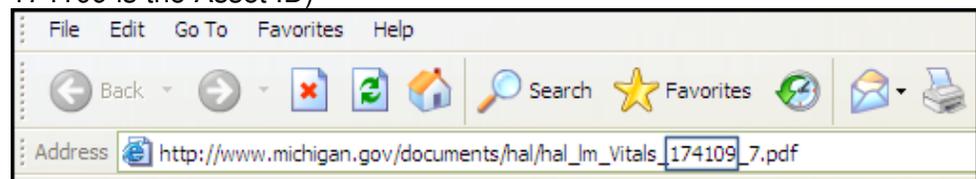
Each asset is assigned an **Asset ID** number. It is easiest to find the asset by searching on that ID number.

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

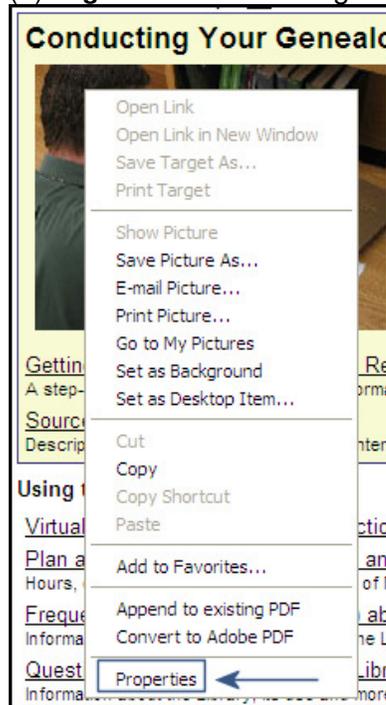
(2) The filename of the asset has the **Asset ID** as part of the name (example: in http://www.michigan.gov/documents/hal/hal_lm_vitals_174109_7.pdf → 174109 is the Asset ID)



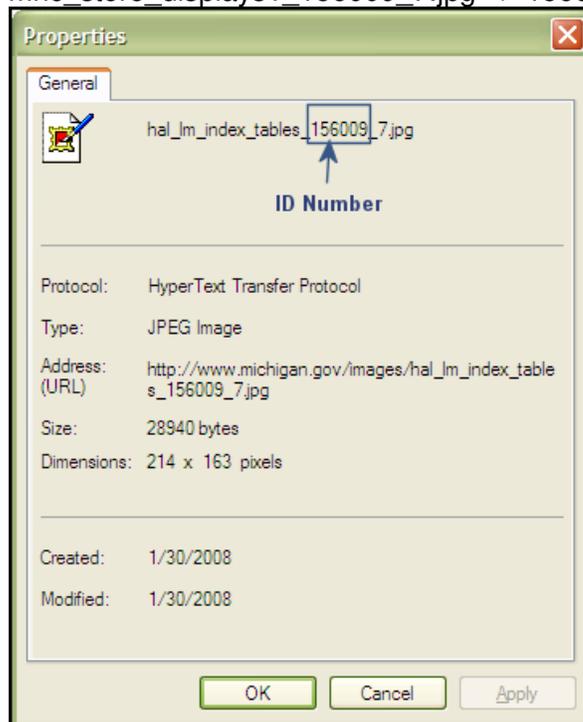
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b) **Image Asset IDs:** The **Asset ID** number can be seen in the properties of the image while it is displayed on the web.

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



(2) The filename of the image has the **Asset ID** as part of the name (example: mhc_store_displays1_156009_7.jpg → 156009 is the Asset ID)



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

Search By: ID: (Edit Asset ID Now) Search

Description:

Keywords:

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

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

Display Count: 25

Rows 0-0 of 0 Start Prev Next End No More

ID	Asset Description	Asset Path	Alt Tag	Edit	Delete
To search for asset items, enter the search criteria above and click the SEARCH button. If you want to SEARCH all items, leave the criteria blank and just click SEARCH.					

Rows 0-0 of 0 Start Prev Next End No More

(Add)

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

Search By: ID: (Edit Asset ID Now) Search

4. Click **Search**.

5. Locate the desired asset.

Rows 1-1 of 1 Start Prev Next End No More

ID	Asset Description	Asset Path	Alt Tag	Edit	Delete
77367	HAL Library of Michigan - Michigan Reads! button	/images/hal_Im_MichiganReadsbutton_77367_7.jpg	Michigan Reads!	(Edit)	(Delete)

Rows 1-1 of 1 Start Prev Next End No More

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

- You will be taken to the **Edit Asset** screen.
- Change the asset fields
- Load a new file for this asset.

(1) Click **Browse** and select the file

Asset FileName: Browse...

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. If you want to keep the old one, add a new asset.

Introduction to CMA Content Entry

7. Click **Update**.

Update

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



9. **NOTE on replacing images with a new image:**

- a) The dimensions of the **original** image will be in the database.
- b) Remove these dimensions prior to loading the new image.
- c) If you fail to delete these numbers, the new image will retain these dimensions and may become distorted.
- d) You can change the dimensions after the image is loaded.

Width (Image Only):	<input type="text" value="150"/>
Height (Image Only):	<input type="text" value="48"/>
Size (Bytes):	<input type="text" value="10274"/>

Introduction to CMA Content Entry

12. Associate Content to Other Categories

When

If there is a piece of content that needs to be displayed in more than one place/component, you could create a new piece of content which links to the first one. This will, however, create a new record in the database. If the content ever expires or is deleted, then your link will no longer be valid.

If you could re-utilize the same piece of content in multiple places, it would prevent problems of outdated links. To do this, all that needs to be done is to associate a second (or third or more) category to the piece of content.

The person making the association must have permission to the new category to be associated.

How

Edit a piece of content using the methods above.

- a) If you do not have permission to edit the content, you can still associate it to a category you have permission to. Select **View**.

The screenshot shows the 'Manage (General) Content' interface. It includes search filters for ID (66857), Text, Search Type (NORMAL), Sort By (Content ID), and Display Count (25). Below the filters are navigation buttons (Start, Prev, Next, End) and a 'No More' indicator. A table displays the following content:

ID	Title	Description/Link	Release Date	Expiration Date	Edit	Delete
66857	MDCH Brochures Available for Download	<Undisplayable or HTML>	07/08/2003		View	Delete

At the bottom of the table, there are navigation buttons (Start, Prev, Next, End) and a 'No More' indicator, followed by an '(Add)' button.

- b) If you have permission to edit the content, select **Edit**.

With the **Edit Content** or **View Content** screen open, scroll to the bottom of the screen to display the associations.

The screenshot shows the 'Associated Categories' section. It includes a note: '(Note: clicking the Category Name will jump to Edit Category, Edit jumps to Edit Association)'. Below the note is a table with the following data:

ID	Category Name	Priority	Edit	Delete
35103	TRAINING-FAVORITES-BOOKS-NONFICTION-FIXIT	100	(Edit)	(Primary)

Below the table, there is an input field with the placeholder text '(Enter Category ID - Shortcut)', an 'Associate' button, and an '(Add)' button.

Click **Add** under **Associated Categories**.

Select the desired category from the **Associated Categories** drop-down box. You will only see categories to which you have permissions.

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For class, choose TRAINING-WHATSNEW

Add New Association CATEGORY

Content: Sample Content with Assets
Title:

Associated Category: <----- SELECT ONE ----->

Additional Association: None What's New Featured Service Spotlight

Type:

Priority:

Leave **Additional Association Type**: set to **None**.

Set the **Priority** according to the category/component in which this content will be displayed.

Click **Add**.

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13. Remove Content & Assets

Items can be removed from the web when you either expire the content or delete the items for the database. Sometimes both have to occur.

Expire Content

Expiring content will remove the item from the web on the expiration date but will not remove the item from the database. The item can be used again by changing the **Release** and **Expiration Dates**.

Edit Content item.

ID	Title	Description/Link	Release Date	Expiration Date	Edit	Delete
82238	Test Form for Registration	<Undisplayable or HTML>	10/06/2003		(Edit)	(Delete)

Rows 1-1 of 1 No More

Change **Expiration Date** field to date you want item removed from the web.

Expiration Date:

Click **Update**.

Delete Content

Deleting content will move the item to a **Recycle Bin** category. The **Site Administrator** will be able to retrieve it for later use, however it can be difficult to find.

List Content for the item to be deleted.

ID	Title	Description/Link	Release Date	Expiration Date	Edit	Delete
82238	Test Form for Registration	<Undisplayable or HTML>	10/06/2003		(Edit)	(Delete)

Rows 1-1 of 1 No More

Click the **Delete** link.

[Delete Content](#)

Are you sure that you want to delete Test Form for Registration?

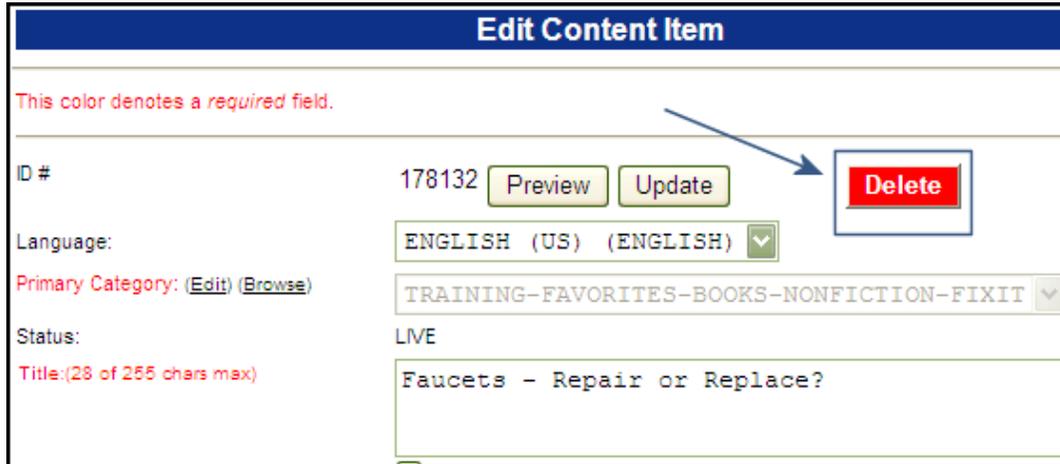
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Click **Delete**.

Please note that deleting **Content** that is still in **Workflow** will not delete the **Workflow** record as they are in separate databases. The best way to eliminate the **Workflow** is to **Approve** it all the way through **Publishing**.

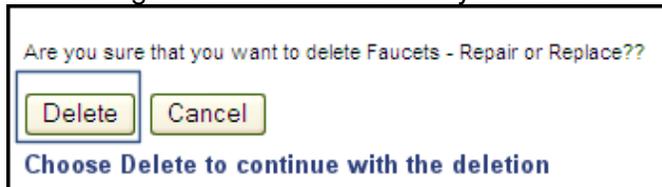
OR

4. Use the **DELETE** button in the **Edit Content Item** screen.



The screenshot shows the 'Edit Content Item' interface. At the top, there is a blue header with the text 'Edit Content Item'. Below the header, a red message states 'This color denotes a required field.' The main content area includes several fields: 'ID #' with the value '178132', 'Language:' with a dropdown menu set to 'ENGLISH (US) (ENGLISH)', 'Primary Category:' with a dropdown menu set to 'TRAINING-FAVORITES-BOOKS-NONFICTION-FIXIT', and 'Status:' with the value 'LIVE'. The 'Title:' field contains the text 'Faucets - Repair or Replace?'. To the right of the 'ID #' field, there are three buttons: 'Preview', 'Update', and 'Delete'. The 'Delete' button is highlighted with a red border and a blue arrow points to it from the right.

5. You will again be asked to confirm your deletion.



The screenshot shows a confirmation dialog box. The text inside the box reads 'Are you sure that you want to delete Faucets - Repair or Replace??'. Below the text are two buttons: 'Delete' and 'Cancel'. At the bottom of the box, there is a blue instruction: 'Choose Delete to continue with the deletion'.

6. As above, if there is workflow still pending on this content, it will not be eliminated. You must still process the workflow to get rid of the workflow task.

Removing Assets

Assets can be removed from the web in two ways. Please make sure to use both of these methods when deleting assets.

Remove the **content** that displays the asset (see above). When doing this, the asset will remain in the database for later use.

Please NOTE: Leaving a document asset in the database without removing the asset from the database will keep the asset available to the public via bookmarks they may have created and search engines, including the one on Michigan.gov which will continue to index it from the asset database.

Delete the asset from the database. If the asset is deleted you will not be able to reuse it without reloading it. To delete an asset from the database:

Introduction to CMA Content Entry

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

Rows 1-1 of 1	Start	Prev	Next	End	No More
ID	Asset Description	Asset Path	Alt Tag	Edit	Delete
56356	kickin ice cream picture	/images/ice_cream_56356_7.jpg	ice cream	(Edit)	(Delete)
Rows 1-1 of 1	Start	Prev	Next	End	No More

b) Click the **Delete** link

[Delete An Asset](#)

This Asset, 56356, has associations. If you delete the asset, the associations will be deleted also.

ID	Type	Description
60500 - (CONTENT)	CONTENT_ASSET	kick up, kick up, kick up cake - kickin' cake choice

Are you sure that you want to delete /images/ice_cream_56356_7.jpg?

Delete Cancel

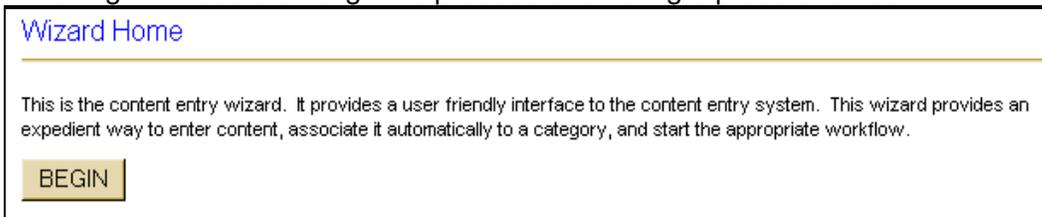
c) Click **Delete**

Please Note: Deleting an asset that has been included in a piece of content as a link or an image without being “**Associated**” to the content, will result in a broken link or image.

Introduction to CMA Content Entry

14. Content Wizard

The Content Wizard guides users through the process of entering a piece of content.

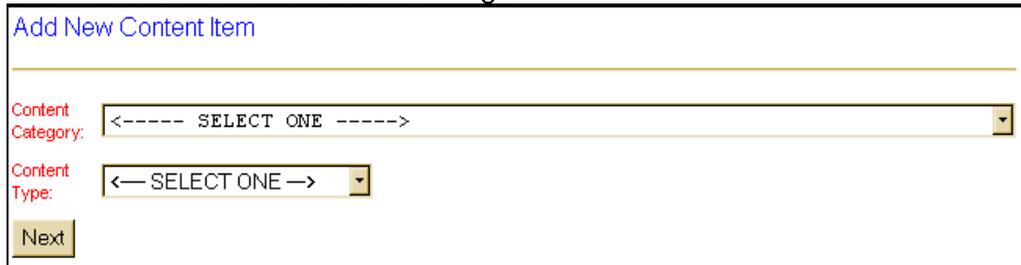


Enter Content Category & Type

Select the **Content Category** (see page 20, above).

Select the **Content Type** (see page 26, above).

Click **Next** to continue to the next stage.

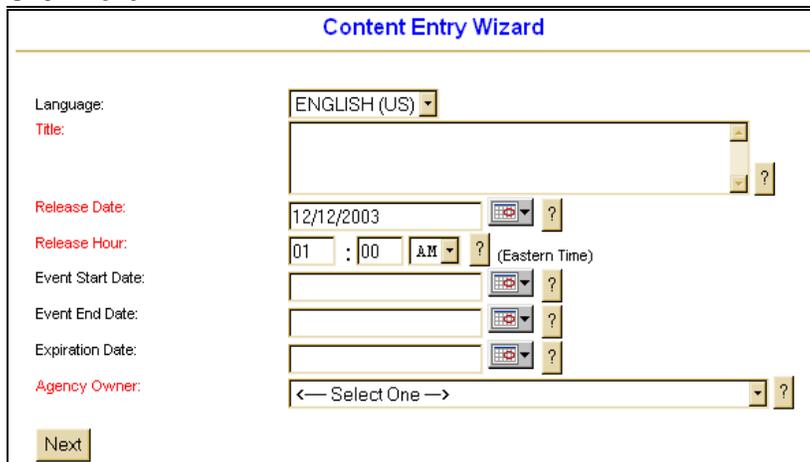


Enter Basic Information

Click **Begin** to start the process.

Enter the information in the appropriate fields.

Click **Next**.



Enter HTML Content (when selected)

Enter the appropriate information.

Click **Add**. You will be presented with the complete **Edit Content screen**.

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Note that the **Web Edit Pro** screen is already loaded and ready for entering and formatting text.

[Content Entry Wizard](#)

Description (Short Text):

Body

Rich text editor toolbar:

Normal | Arial, Helvetica | 2 (10 pt) | **B** | *I* | U | A | x² | x₂ | [List icons]

Introduction to CMA Content Entry

Enter Link Content Information (when selected)

Enter the appropriate information.

Click **Add**. You will be presented with the complete **Edit Content screen**.

Note: the ability to enter an **Asset ID number** in the link field is not available through the **Content Entry Wizard**.



The screenshot shows a web form titled "Content Entry Wizard" in blue text. At the top, there are three radio button options: "Internal", "Internal (Framed)", and "External (New Window)". Below these are two input fields: "Link (URL):" with a text box and "Link Text:" with a text box and a vertical scrollbar on the right. At the bottom left, there is a yellow "ADD" button.

Missing Fields

There are some content entry fields that are not included in the screens of the Content Entry Wizard. When the wizard is finished you are presented with the Edit Content screen. At that point you can add information to the other fields:

Priority

Full Display (Triple-wide)

Contact Name

Contact Phone

Contact Agency

Description/Short Text (when Link Content is selected)

Content and **Asset Radio Buttons** for Link Content

Keywords

15. Miscellaneous Features

Duplicate

The **Duplicate** button at the top of the **Edit Content Item** screen allows you to duplicate a piece of content exactly. The screen will look exactly the same except the **Content ID Number** will be new.

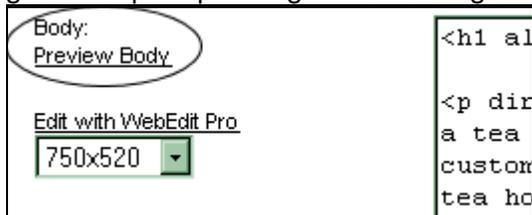


This is useful when you have several items to add which are very similar. You can duplicate the items and then make the necessary changes and update.

- This is designed to be used when the duplicated content will be in the same **Primary Category**.
- This is not to be used when you want to display the content in more than one place. Use **Associated Categories** for that purpose.

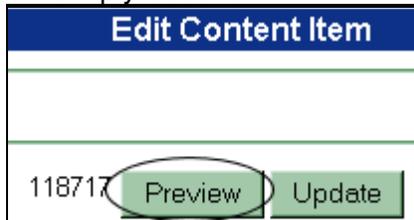
Preview Body

Preview Body is used to look at the body field without the banner or navigation surrounding it. It also does not include the title field, associated assets, such as images, or contact information. This is good for quick proofing while working on content.



Preview vs. Production Preview

The **Preview** button will take you to **Production Preview** and allow you to see the content with the banner and borders around it. It will not take you to the component or navigation page that will contain the link to the content. If you click **Preview** when you are editing a **Link** piece of content, you will simply see the link.



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If you want to see the link to the content in the component or navigation page, you will need to go to **Production Preview** and navigate to the appropriate site and page. You can navigate to the page using one of the links in the upper right hand corner of the site:



or you can type it into the navigation bar at the top:



Release/Expiration Dates & Preview

If the **Release Date** is in the future, or if the **Expiration Date** has passed, the content will not be visible on **Production Preview** by navigating to it. In that case, you must use the **Preview** button or **Preview Body** link in order to see the content for editing and proofing purposes.

Release Date:	<input type="text" value="05/25/2005"/>		
Release Hour:	<input type="text" value="01"/> :00 <input type="text" value="AM"/>		(Eastern Time)
Event Start Date:	<input type="text"/>		
Event End Date:	<input type="text"/>		
Expiration Date:	<input type="text" value="06/24/2005"/>		

Introduction to CMA Content Entry

16. Workflow

What is Workflow

Workflow is the process of getting new content approved prior to going live on Michigan.gov.

Content has to be approved by at least two people before it can go live. When a piece of content is created, a workflow task related to that piece of content is immediately created. A series of steps are necessary to be completed for the task to be done and the content to go live. Each step is assigned to a predetermined Workflow Group.

Workflow is defined by the agency and site administrator. Each button and all the content beneath it can have its own, separate workflow; the whole site can have a common workflow, or any combination in between.

Each workflow must have at least two steps. There will always be an **Author** step first and a **Publisher** step last. There could be one or more **Editor** steps in between. The number of steps in a given workflow is determined by the agency and site administrator. E-Michigan activates workflow according to their specifications.

Workflow Groups & Roles

At each step of workflow, the group responsible will be able to edit or modify the content. Whether or not they choose to do so is up to each department/agency to determine how they want to handle workflow – if they want to send all changes back to the author, or if each step should handle changes on their own.

Authors – Create or enter content into the CMA, proof content prior to sending to the next step in the workflow process. Workflow always starts with the author so that they can have a last look at the content before it moves forward.

Editors (1, 2 &3) - Review content and attributes; Edit content and attributes; Approve content that should be forwarded to the Publisher; Reject content that should be sent back to the Author.

Publisher - Ensure quality and accuracy of content HTML and approve content for publishing to the live web site. At this point it will be ready to go live (see Cache Clearing).

Working with Workflow

When you create a piece of content and then click **Add**, that piece of content will be placed in your workflow and a task will show up waiting for your approval.

 Workflow can be accessed at any time in the **CMA** by clicking the Workflow link on the **Top Navigation** bar. If one of the groups of which you are member has any task waiting, a screen similar to the one below will be presented. Otherwise you will receive a screen stating that you do not have any task at this time.

Introduction to CMA Content Entry

Step 1: The Author of the document must first Accept the Workflow Task.

Tasks for dchristensen				
Content/Category Item	Task Description	State	Who	Action (Check All <input type="checkbox"/>)
Visit Historic Sites On-line	MIKIDS Content	Assigned	dchristensen	Accept
Created by: Christensen, Deborah (DIT)		Site: MIKIDS		
November 2003: Defining Goals and Objectives	REJECTED by dchristensen: Please review and forward.	Working	dchristensen	Approve <input type="checkbox"/> Reject
Created by: Christensen, Deborah (DIT)		Site: training		
October 2003: Define Core Values	REJECTED by stevensd4: I don't know what this is... It seems that we used to be able to	Assigned	dchristensen	Accept
Created by: Content # 90168 may be deleted.		Site:		
Sample Content 4 000	Review and approve or reject	Working	dchristensen	Approve <input type="checkbox"/> Reject
Created by: Christensen, Deborah (DIT)		Site: training		
Sample Content 4 xyz	Author Review	Assigned	dchristensen	Accept
Created by: Christensen, Deborah (DIT)		Site: training		
Sample content 4 abc	Author Review	Assigned	dchristensen	Accept
Created by: Christensen, Deborah (DIT)		Site: training		
Sample content 4	Author Review	Working	dchristensen	Approve <input type="checkbox"/>

Initial Workflow for newly created content by the author.

Accepting the task does not Approve the content.

Step 2: The Author's Approval

Created by: Christensen, Deborah (DIT)		Site: training		
Sample content 4 123	Author Review	Working	dchristensen	Approve <input type="checkbox"/> Reject

Author will Approve when ready to forward. Author will never Reject.

Step 3: Editor Accepts the Task

Created by: Christensen, Deborah (DIT)		Site: training		
Sample content 4 abc	Review and approve or reject	Assigned to a group.	Assigned Training_Editor	Accept
Created by: Christensen, Deborah (DIT)		Site: training		

One person can accept

[Process Checked Tasks](#)

NOTE: Once you have accepted a task, others can **no longer** see it in their workflow. This means that you **MUST** either **Approve** or **Reject** the task in order for the piece of content to be moved to the next step of workflow.

Step 4: Editor Approves or Rejects Content

Created by: Christensen, Deborah (DIT)		Site: training		
Sample Content 11 xyz	Review and approve or reject	Working - to one Editor only	dchristensen	Approve <input type="checkbox"/> Reject
Created by: Christensen, Deborah (DIT)		Site: training		

Step 5: Publisher Accepts the Task

Created by: Christensen, Deborah (DIT)		Site: training		
Sample Content 4 000	Review prior to publication	Assigned to a Group	Assigned Training_Publisher	Accept
Created by: Christensen, Deborah (DIT)		Site: training		

One Person MUST Accept

[Process Checked Tasks](#)

NOTE: Once you have accepted a task, others can **no longer** see it in their workflow. This means that you

Introduction to CMA Content Entry

MUST either [Approve](#) or [Reject](#) the task in order for the piece of content to be changed to **Live** or sent back to the author.

Step 6: Publisher Approves or Rejects Content

Accepting will make it **Live** and remove the task from workflow.

Deb's Test	Review prior to publication	Working	dchristensen	Approve <input type="checkbox"/>
		Working - to one Publisher only		Reject
Created by: Christensen, Deborah (DIT)		Site: training		

Rejected Task

If the editor or publisher rejects a piece of content they are able to enter a reason for the rejection. The first 64 characters will be displayed when it is returned to the **Author**.

Reject Workflow

Message:
Note that only the first 64 characters used.

Needs more content.

Rejected Task that is sent back to author

After the **Continue Reject** button has been clicked the task will return to the author's workflow and the process starts again.

November 2003: Defining Goals and Objectives	REJECTED by dchristensen: Please review and forward.	Working	dchristensen	Approve <input type="checkbox"/>
				Reject
Created by: Christensen, Deborah (DIT)		Site: training		
October 2003: Define Core Values	REJECTED by stevensd4: I don't know what this is... It seems that we used to be able to	Assigned	dchristensen	Accept
Created by: Content # 90168 may be deleted.		Site:		

Workflow & Deleted Content

Sometimes content is deleted before workflow is completed. In that case, the workflow is not also deleted, it remains.

October 2003: Define Core Values	REJECTED by stevensd4: I don't know what this is... It seems that we used to be able to	Assigned	dchristensen	Accept
Created by: Content # 90168 may be deleted.		Content is gone - but Workflow still exists		

In order to eliminate the workflow task for deleted content, simply complete the workflow task.

Content Stuck in Workflow

If you have completed workflow but the content is not appearing on the live site – check to see if the content is finished with workflow.

Introduction to CMA Content Entry

1. Edit the content.
2. Check the **Content Status**.

TRAINING-MAIN1_PERM-TEMPLA	
Status: It won't go live if status is IN_PROGRESS IN_PROGRESS	
Title:(20 of 255 chars max)	Sample Content 5 000

If the status is **IN_PROGRESS**, the content will not go live.

3. Check to see if **Workflow** is complete by scrolling to the bottom of the screen.

Currently in workflow:	← You can see who is holding up the workflow. It could be an individual or a group.
Working to: dchristensen in workflow project Training Sample	
Previous Step Completed by: dchristensen-Fri Oct 21 15:50:17 2005	

4. Contact **Site Administrator** to get **Workflow** moving again.

Workflow Complete – Still Not Live

If you have completed workflow and the content is not appearing on the live site – and you checked workflow and it is finished....

TRAINING-MAIN1_PERM-TEMPLA	
Status: It won't go live if status is IN_PROGRESS IN_PROGRESS	
Title:(20 of 255 chars max)	Sample Content 5 000

Workflow Finished
emeryc-Tue Oct 25 16:14:19 2005

Click the **Update** button.

127992	Preview	Update
ENGLISH (US) (ENGLISH) ▾		
TRAINING-MAINT PERM-TEMPLATE-S		

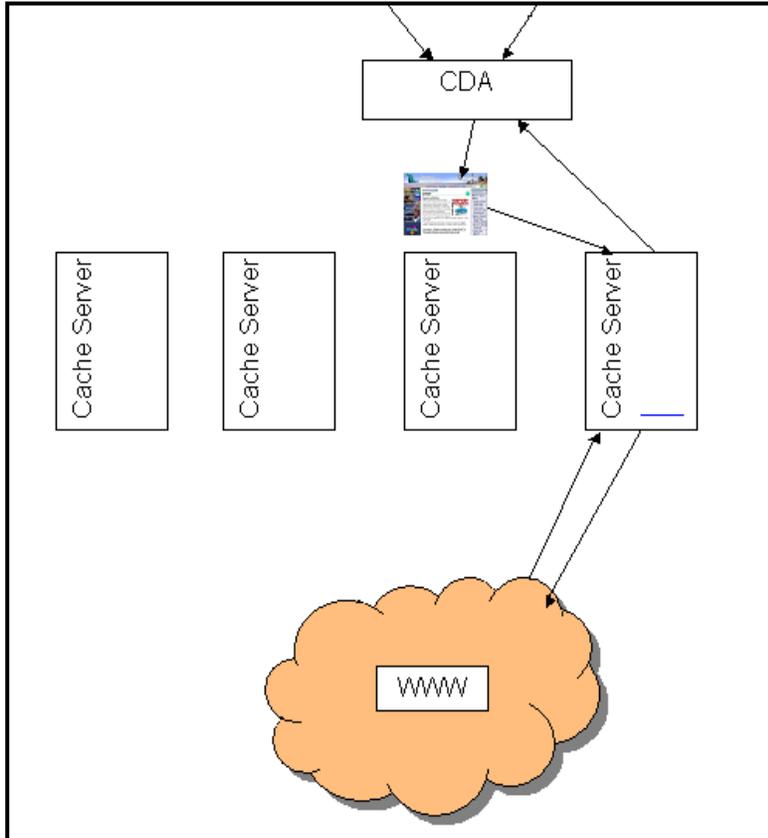
The **Status** will change to **Live** and it will go live at the next **Cache Clear** (see below).

Primary Category: (Edit) (Browse)	TRAINING-MAINT
Status:	LIVE
Title:(20 of 255 chars max)	Sample Content

17. Cache

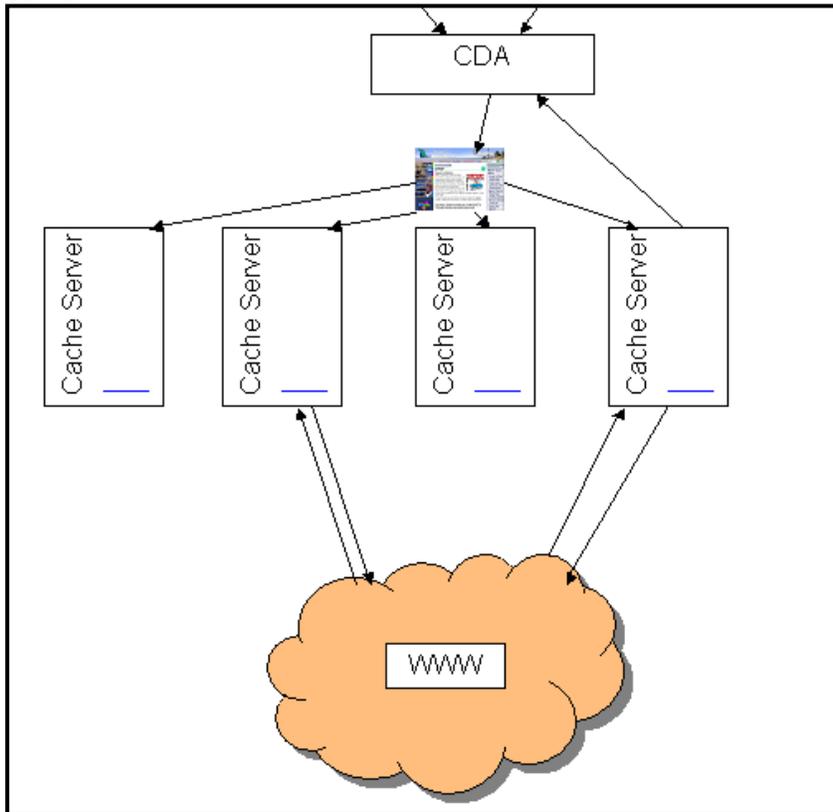
How It Works

In order to speed things for our users, we have several cache servers in place. When a request for a page comes in, it goes to the first available cache server. If the page is not on that server, the CDA creates it sends it out.



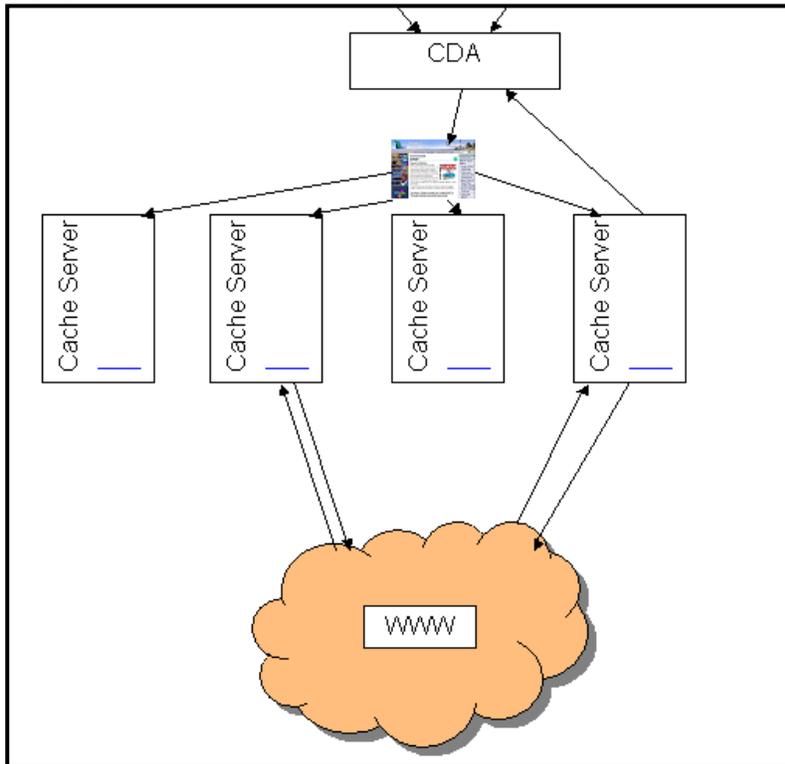
Introduction to CMA Content Entry

Eventually each cache server will contain the same page, as that page is requested from each server.

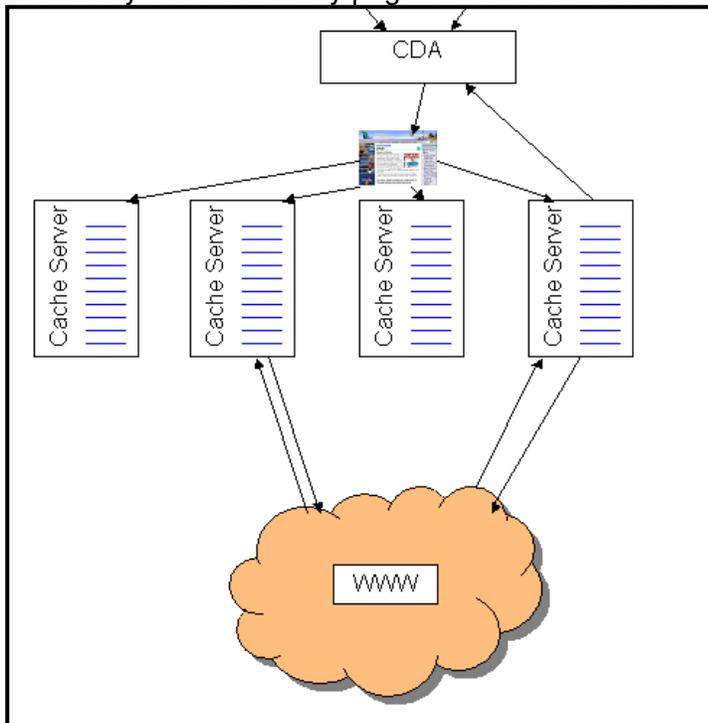


Introduction to CMA Content Entry

When the next request for the same page comes in, the cache server delivers it without contacting the CDA.

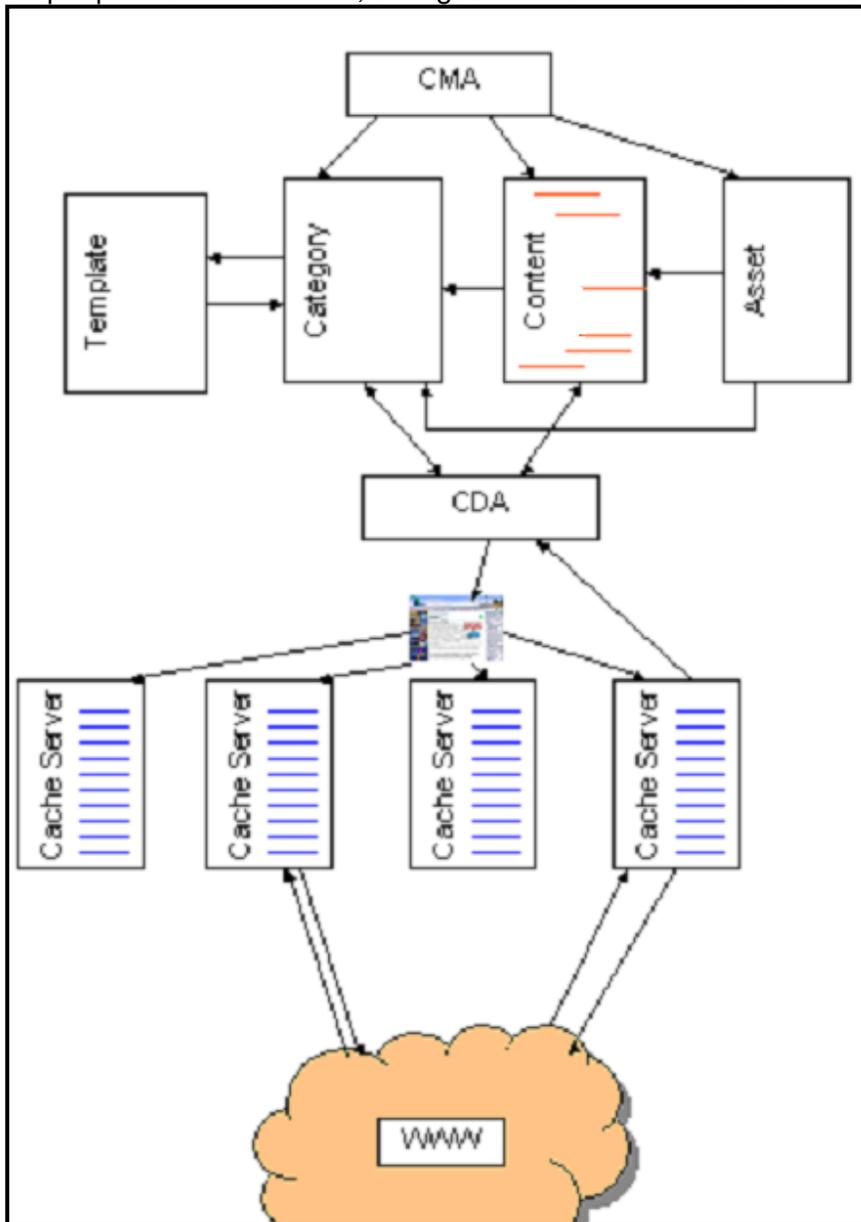


Eventually there are many pages on all of the cache servers.



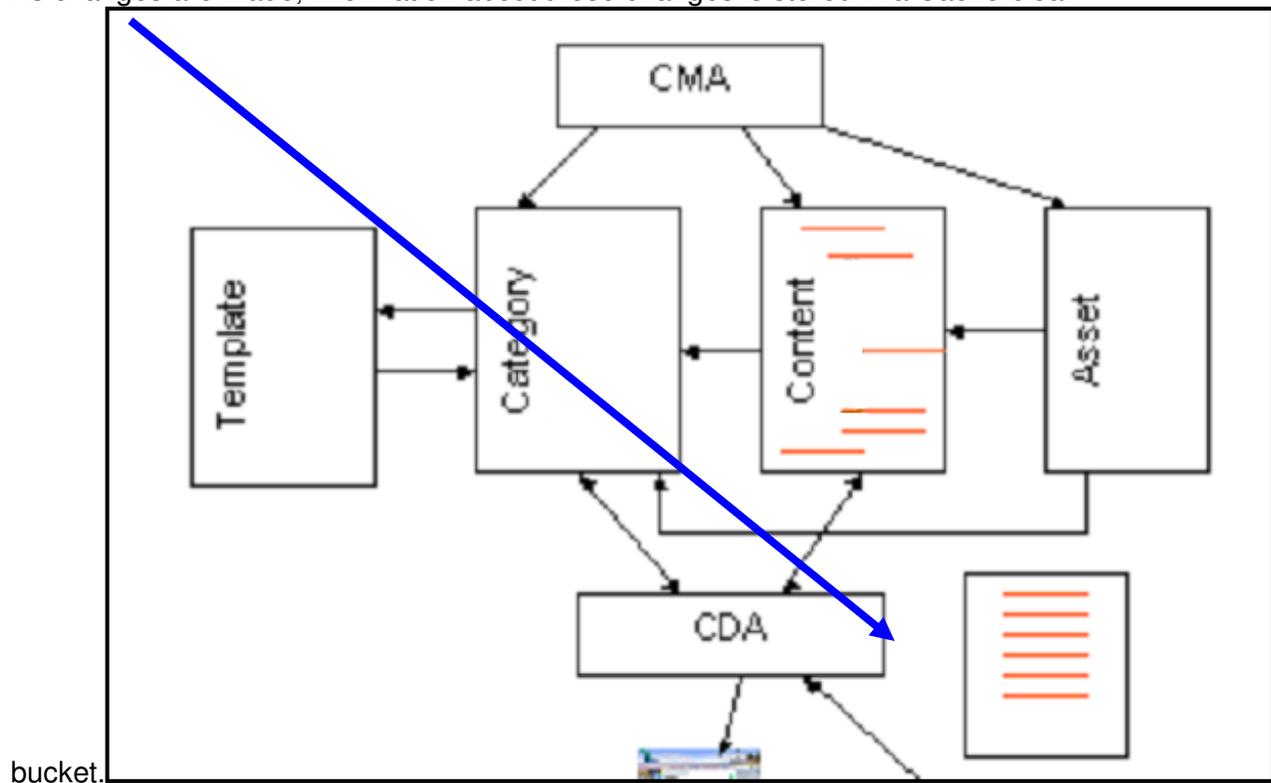
Introduction to CMA Content Entry

As people work in the CMA, changes are made which are not reflected on the cache servers.



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As changes are made, information about those changes is stored in a Cache-clear



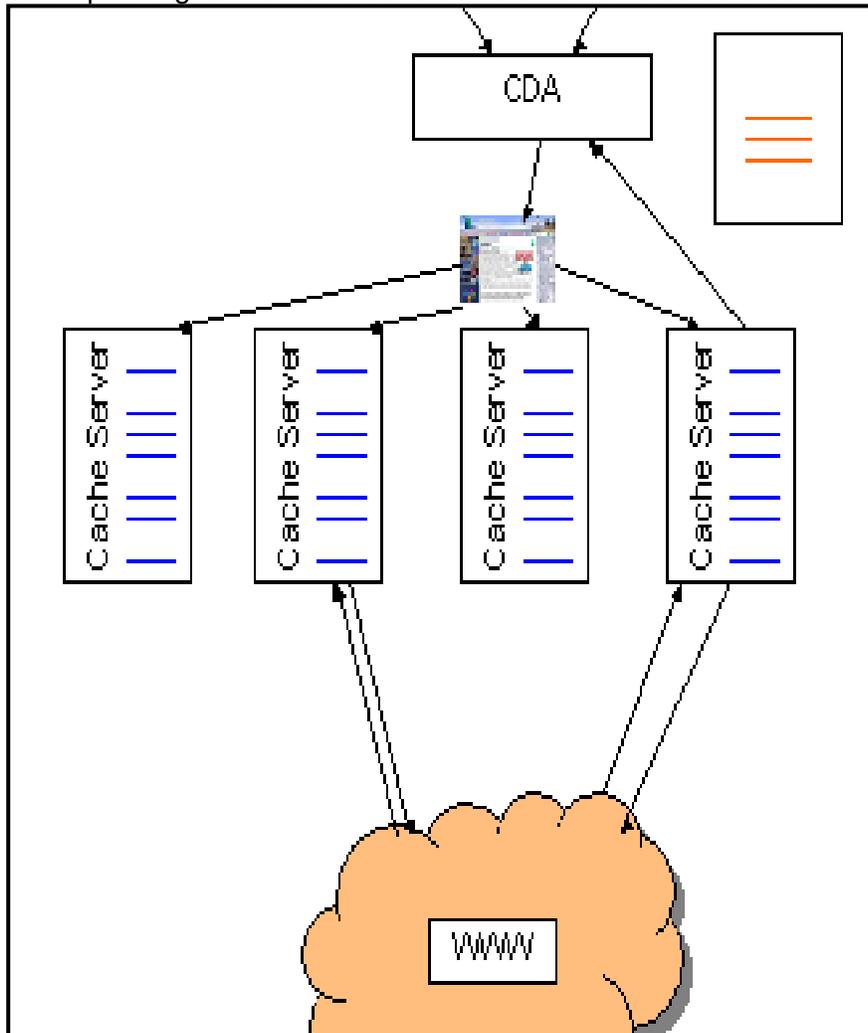
At regularly scheduled times; the cache is cleared according to what is stored in the Cache-clear bucket.

Clear Schedule Weekday: 1 a.m. 9 a.m. 12 p.m. 3 p.m. 6 p.m. Weekend: 1 a.m. 6 p.m.

- Weekdays:
 - 1:00 am
 - 6:00 am
 - 9:00 am
 - 12:00 pm
 - 3:00 pm
 - 6:00 pm
- Weekends:
 - 1:00 am
 - 6:00 pm

Introduction to CMA Content Entry

When one of those times occurs, the CDA reads the Cache-clear bucket and deletes the corresponding item on the cache servers. It then also deletes the record in the Cache-clear bucket.



PLEASE NOTE: This takes time! The **Cache Clear Schedule** represents **START** times – not Completed times. The Cache Clears can from one to one and one half **hours** to complete depending on the time of day and the amount of traffic on the servers. Please be patient after the start of a cache clear. Your content may not be consistent for a while.

What is not Cleared

Top & Bottom Navigation

FAQs

Contact

Left Navigation

New & Removed Categories

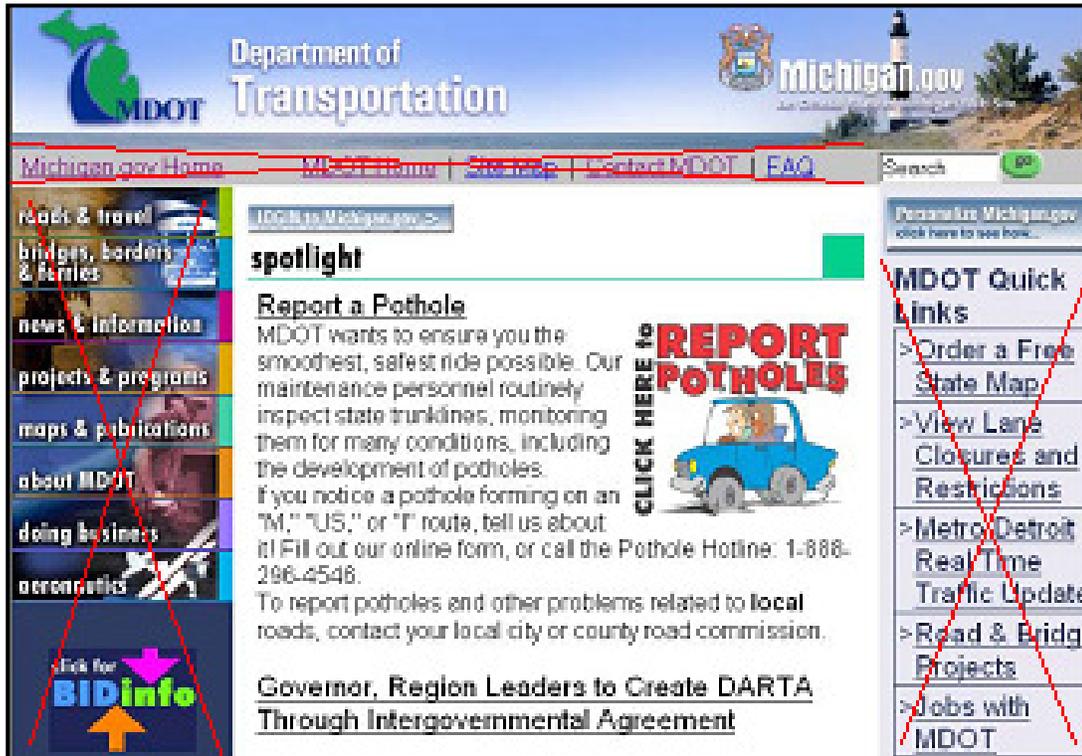
Right Navigation

Global Quicklinks

Introduction to CMA Content Entry

Local Quicklinks

Full Content from Left Navigation



How to Update Items not Cleared

Contact Site Administrator with information

Content ID number

Category ID number (if applicable)

How to navigate to it

Site Administrator is Cache Clear Admin or will contact CMA expert for site

Cache Clear Admin Can:

Clear a particular piece of content or category not cleared during the schedule

Clear a particular piece of content at a specific time (when cache clear schedule does not meet needs)

Please contact e-Michigan ahead of time to schedule special cache clears.

18. NEXT STEPS

- Obtain appropriate permissions if you do not already have them. Contact your site administrator to obtain permissions to the categories where you will be working.
- Find out any naming conventions and standards for your site from your site administrator for such things as:
 - Asset Filenames
 - Asset Descriptions
 - Internal/External links
- Practice in the Training site. If you have content and assets you want left for future practice, let trainer or site admin know
- If you want to be removed from the Training site, please send e-mail to trainer or site admin.
- For forgotten passwords, questions, etc., please see your site administrator/agency contact. You can see a list of agency contacts on <http://www.michigan.gov/e-michigan> and click on Vignette CMA Users.
- When you are ready to add or edit content, start with the **Quick Guides**.

Do evaluation at: <http://www.michigan.gov/trainingeval>