

EWD NEWS

State of Michigan Webmasters Quarterly Meeting

June 12, 2003

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Volume 1, Issue 1

Agenda for Today

June 12, 2003

- 1** Purpose of the Meeting and Introductions
Lucy Pline
- 2** Overview of NEW CMA Enhancements & Features
Rick Peterson
- 3** Updates on the MI.GOV Portal:
Anne Nolan
- 4** SurfAid Updates
John Thompson, EWD
- 5** EWD-EAMS Services Available
Lucy Pline, Steve Ezzo
- 6** Site Review Process
Beth Cook, EWD
- 7** Special Recognition Questions and Answers
Next Meeting: Sep 4, 2003

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<http://w3.michigan.gov/e-michigan>

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Welcome to the New Quarterly Webmaster Meeting!

We have a whole new set of issues to attack, changes to talk about and tips to share. Between meetings, we hope to use the Web site (<http://w3.michigan.gov/e-michigan>) as well as this newsletter to keep you informed of changes, new services, training and other Web interesting things. Submit ideas!

Taming the Wild CAT!

Rick Peterson, Vignette TCL Programmer

CMA Improvements:

- Improved Browse Category (CAT Walker)
- Simpler and Faster: Add Associated Asset
- NEW! Asset Manager

Improved "Cat Walker"

Also known as "Cat Walker" here at EWD, the BROWSE CATEGORY function has been improved. Now you can do many more things when you are in a chosen category.

Less clicks and you can do more!

When you "Browse to a Category" you will also see all of the related content for that category. Additional functionality has been added to click to the Content Edit screen right from here. Edit related content by clicking on EDIT. No more clicks into the category are required. You will also see the Associated Page and be able to edit the layout by clicking from that Browse Category page. Additionally, you can see the category to component associations for your page layout to help you identify where your content will be going.

Simpler and Faster: Associating Assets

Now you can add and associate assets faster and simpler. In the past, you had to wait forever for the asset list to appear when you wanted to associate an asset. No more! You have CHOICES! If you look at the ADD | ADD ASSOCIATE Assets section of a content entry page, you will now notice a change. If you have the asset ID for the association, just enter it in the box and click ASSOCIATE.

If you would like to browse the assets that are in your Project Folder, click the ADD button.

Now you can select YOUR Project Folder and ONLY see YOUR assets. Click on the asset you want to associate and then the ADD button.

New! Asset Manager

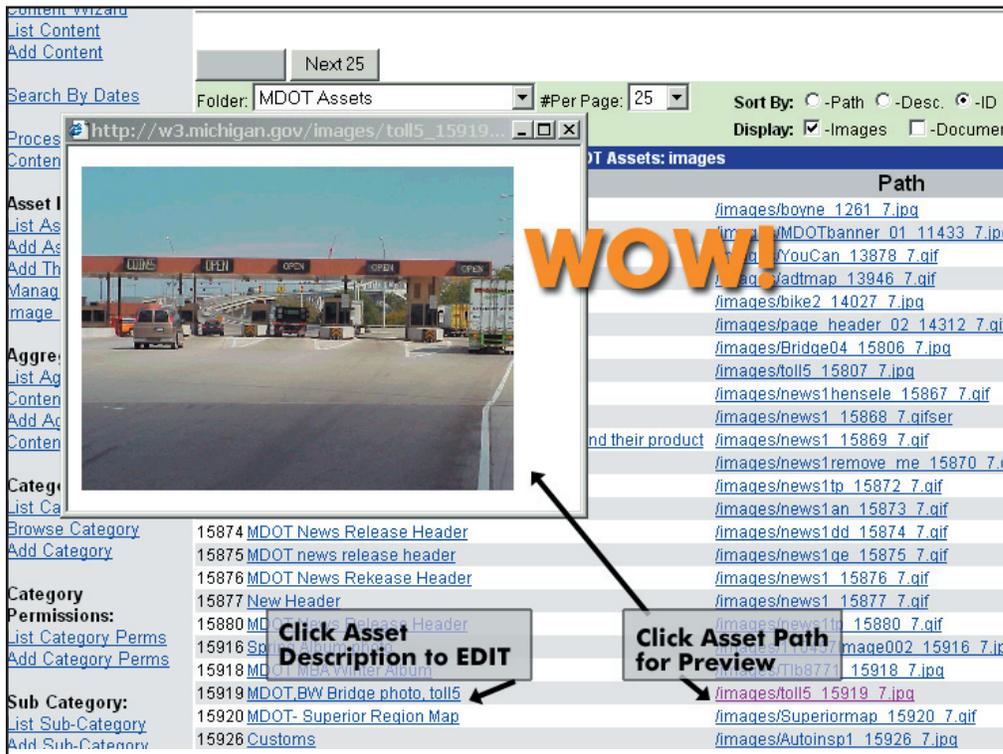
Find it hard to locate an asset? Do you end up reloading and reloading the same asset because you can't find it? There is a way to locate assets easily and quickly. The new **Asset Manager** is designed to locate assets based on the Project Folder you place the asset into when you add it to the system.

Click on **Manage Assets** in the left NAV for the CMA. Select your project folder. You can display images, documents or both at once. You can also select how many assets you want to see at once.



Enter a search text phrase or just click GO to get all assets.

Click on the DESCRIPTION EDIT the asset. Click on the PATH to view a preview of the Image or to open the document.



Asset ID	Path
15874	/images/bovne_1261_7.jpg
15875	/images/MDOTBanner_01_11433_7.jpg
15876	/images/YouCan_13878_7.gif
15877	/images/Vadtmap_13946_7.gif
15878	/images/bike2_14027_7.jpg
15879	/images/page_header_02_14312_7.gif
15880	/images/Bridge04_15806_7.jpg
15881	/images/toll5_15807_7.jpg
15882	/images/news1hensele_15867_7.gif
15883	/images/news1_15868_7.gifser
15884	/images/news1_15869_7.gif
15885	/images/news1remove_me_15870_7.gif
15886	/images/news1tp_15872_7.gif
15887	/images/news1an_15873_7.gif
15888	/images/news1dd_15874_7.gif
15889	/images/news1qe_15875_7.gif
15890	/images/news1_15876_7.gif
15891	/images/news1_15877_7.gif
15892	/images/news1tp_15880_7.gif
15893	/images/page002_15916_7.jpg
15918	/images/Tib8771_15918_7.jpg
15919	/images/toll5_15919_7.jpg
15920	/images/Superiormap_15920_7.gif
15926	/images/Autoinsp1_15926_7.jpg

If you have lost assets, you can find them here! You also can take some time to easily clean out redundant assets, files no longer used and obsolete content.

These are just a few of the newest enhancements to our Vignette system designed to make your life easier.

Nothing like a developer having to use the tool! I had to do some content entry functions for testing. What a great way to find out just how to improve the CMA for our customers.

Send questions and/or comments on this article to Rick Peterson, petersonr@michigan.gov

Portal Updates

Anne Nolan, EWD Web Developer, 1-5803

There are several portal projects in the works currently. The major project is to bring the Michigan.gov portal up to date both in "look and feel" and in content.

Portal Content Management

Portal content is managed by the Governor's Office. Eunice Link is the point person for Portal Content. She manages the Michigan.gov Home page weekly, determining which content makes it to the home page under Spotlight and What's New.

Assigned Agency Public Information Officers (PIO) manage each of the Themes. Each theme has a working group composed of cross agency personnel who submit weekly content to the Theme PIO for inclusion on the Portal.

Suggestions for home page content are compiled by the Theme Manager and forwarded to Eunice and CMA Experts Sharon Malone and Deb Christensen. Submissions are reviewed and content is targeted for the home page What's New, Spotlight or Michigan Events.

Portal to Take on Agency Layout

The Michigan.gov Portal was developed with its very own Content Display set of templates. We call this set of templates the "Portal Container".

The Agency Web Sites had different needs for content display so another set of templates was developed. We call these templates the "Agency Container".

The "Agency Container" is far more versatile and useful than the "Portal Container." In the Portal, we cannot select different page layouts for categories or show images in as many places. We cannot



use the Events or Press Release templates or a triple wide full content page.

We are working on a project to move the Portal from its own restrictive container to the "Agency Container". This will make it easier to maintain by eliminating one set of templates. It will also add versatility that will enable us to update the "Look and Feel" as well as the display of content.

Call for Help

It has been almost two years since the launch of the Michigan.gov Portal. Content can become stale if not monitored.

Please help us. If you come across outdated content, bad links or other errors, please report them to us.

Send questions and/or comments on this article
Anne Nolan, nolana@michigan.gov

Revitalizing and Improving your Site

Is your site getting stale? Do you need to redesign navigation to improve access? Has reorganization required you to move whole bodies of content to another location? Is your management pushing to change?

Give the EWD a call. We have the tools and expertise to help minimize the amount of work you will need to do to improve or change your site.

Work with us to define your requirements for change, set up the process and to ensure that the changes conform to the standards for taxonomy set during migration.

We offer consulting services to help you determine the best route for you to take!

Send questions and/or comments on this article
Anne Nolan, EWD Web Developer

CMA Best Practices and Tips

Anne Nolan, EWD Web Developer 1-5803

Asset Management

- Asset Project Path: Be sure to select the correct folder for your site when you add assets. This is how the Asset Manager identifies your agency's assets and how the Asset Association process can narrow your asset search.
- Assets and SurfAid: Use your agency acronym_ (MDOT_) as the beginning of all assets you add into Vignette. If you do that, you can filter your assets in SurfAid by asking the CMA Expert Team to add a matchstring for your assets.
- Example: This matchstring in SurfAid /documents/MDOT_* will grab all of MDOT's assets and be able to count the page views. To insert linked text boxes in a document, click Text Box on the Insert menu. Click and drag in your document where you want to insert the first text box. Insert additional text boxes where you want the text to flow.

Images

Rules for Images

- Optimize the image for Web Viewing. Keep the file size of the image below 50k if possible.
- Size the image before uploading. Many images now on the server far exceed a displayable size. This makes a very large file to download even if the CDA sizes it to fit. Shrink your file before you upload.
- Use these Recommended Sizes in Pixels
 - Associated with an article: Less than 190 pixels wide if you want the text to wrap the associated image. If the image is larger, it will display at the top of the article in the center and the article will begin below the image.
 - Double Wide Component Art 420 pixels wide
 - Single Wide Component Art 205 pixels wide

Tools to use

Here are a few image editing tools we recommend:

- **Adobe Photoshop:** High end image editing from Adobe. Fairly steep learning curve to take advantage of all features. Comes with Image Ready for special Web graphics functions. Around \$600. Current Version: 7.0 www.adobe.com
- **JASC Paintshop Pro:** Edit, enhance, and repair photos. Unique set of automatic and precision tools. Moderately easy to use. Around \$99 to download. Current Version: 8.0 www.jasc.com
- **Roxio PhotoSuite 5.0 Platinum:** Roxio PhotoSuite's guided approach to photo editing will please beginners. Entry level pricing at \$18-\$49. Current Version: 5.0 www.roxio.com
- **Ulead PhotoImpact 8.0:** This versatile program does a great job of handling digital photography, Web graphics, and vector drawing. Pricing: \$73-\$84 Current Version: 8.0 www.ulead.com

If you have a great tip for any area of Web development, send it in! Email your tips to Anne Nolan-nolana@michigan.gov

New Sites Launched!

www.mi.gov/techtalk: Jannelle Tingely and Dana Graham are the leads on this one with EWD developer Anne Nolan.

www.mi.gov/safeschools: The site was created by Anne Nolan on Tuesday, May 27 and Jeannene requested it set LIVE on Friday, May 30! Way to go Jeannene!

w3.mi.gov/ditservice: A team effort by Anne Nolan of EWD, and Jannelle Tingely and Dana Graham of DIT.

www.mi.gov/firstgentlemen: The site for Daniel Mulhern was completed by Eunice Link from the Governor's Office.

In the works: MIKidsMDA (the first agency MIKids Site), CWD(Chronic Wasting Disease Task Force), MAGIC (e-Grants), Do Not Call, No Child Left Behind...

Announcements



SurfAid Update!

John Thompson, Web Developer, EWD

<https://sa6.surfaid.ihost.com/ssa>

New SurfAid Interface

IBM has updated the user interface to increase navigation ease and enhance your reporting options. Changes include:

- **Optimization of screen area:**
Eliminated frames in order to maximize screen area.
- **Creation of common navigation design:** Improved design for common navigation through the site. Left panel is removed. Navigation bar is added to the top of your screen with drop-down menus.
- **Reorganization of Standard and frequently used reports:** Standard reports are grouped into meaningful categories, new "Favorite Reports" section.
- **A more intuitive method for changing measurements and granularity in reports:** Report measurements can be changed while viewing the report using top navigation links.
- **Menu Label Changes -**
Standard Reports: "Automated Reports "
File Admin: "Exported Reports Manager"
SecurityAdmin: "User IDs &Access Levels"
Pathing to "Page Correlation"
Abandonment and Pathing from Anchor Glossary:"Term Definitions"
- **More appealing color scheme**
- **More robust report navigation:** Reports navigation allows drilling into folders to ease access.

Quova DNS Resolution Added

Resolves your visitors' IP addresses with translations provided by Quova, Inc. for highly accurate Visitor Domain and Visitor SubDomain information.

Geography Area of Analysis

Analyze your visitors by their location down to state and province levels.

Send questions or comments about this article to John Thompson, EWD Web Developer

thompsonj@michigan.gov

For SurfAid Training: w3.mi.gov/e-michigan



Burning Questions

Q. I need to swap the positions of two of our top nav links--FAQ and Keywords. Please tell me how to do that.

A. Swap the priority numbers on the categories. The top nav links are displayed left to right, low to high priority.

Q. I'm hoping you can help me with a form question. I've created a form for the director. Upon submission, it displays the short "Thank You" message at the top of the form after the form is submitted. I've been asked if we can instead display a letter from the director. Will Vignette let me do this? Does it require javascript?

A. After testing different possibilities using Javascript and other options, I finally came up with an easy solution. The instructions for setting up the form say to NOT use an action for the <form> tag. This is so the form posts back to itself for processing. Instead, set the FORM ACTION to the confirmation or message page that you create especially for the form. Both the FORM content and the confirmation/message content MUST be set to FORM/HTML as the TYPE of content. Tested and Approved by EWD!
--- Rick Peterson

Q. I added a left nav category three days ago! It's not showing up. What's wrong?

A. A couple of checks will give you the answer. First, make sure you set your new category to LIVE. If not, set it LIVE. If it still refuses to appear, you probably need a cache clear for your Left Nav. Call Enterprise Application Maintenance and Support for a Left Nav cache clear. The daily scheduled Smart Cache clearing will not pick up on Left Nav or Right Nav changes. Sunday's Full Cache Clear should pick it up but if not, e-mail DIT-EAMSweb@michigan.gov and request a clear for your site.

Q. I keep hearing about these forms in Vignette that can mail information. How do I get one on my site and what are the possibilities?

A. A content type called FORM (HTML/FORM) has been developed that will mail the contents of a form to a mail recipient. This is a helpful content type for setting up an e-mail Comment Form, doing small polls and surveys and asking for information from the public. A second form type will handle ListServ Signup for the public wishing to receive postings from your lists.
The submitter is anonymous unless you choose otherwise. The form field values will be written as the body of the email as value pairs. *Example: Name: Anne Nolan.* This would be how the information entered in the Name field will appear in the message. With a little bit of planning, comment form input could be categorized and placed in different folders in GroupWise, routed to a subject matter expert or auto-replied to using GroupWise rules.
Space is too limited here to expand on all of the possibilities. Hopefully, we can plan a special session for more in depth coverage of Vignette "MailTo" forms. If you would be interested in attending, let us know. More information on forms can be found at w3.mi.gov/e-michigan and in the handout provided.

New Site Review Process for Web Sites

The EWD Web Project Review Team works with Agency Clients to ensure that Web projects meet appropriate guidelines and standards prior to launch. The team offers assistance in deploying new Websites that meet the structure and quality of the Michigan.gov portal -- a guarantee that visitors to Michigan.gov have a similar experience throughout the site.

The EWD Web Project Review Team monitors Web projects during crucial times such as initiation and launch. All new Web applications and Websites are reviewed on two occasions:

1. The pre-development review happens early in the design phase. This includes an assessment for conformity with State portal look and feel guidelines and discussion of security and architecture requirements.
2. The pre-launch review is held 2 - 4 weeks prior to the launch of the application.

Look and feel, accessibility requirements and security are addressed. Assistance in obtaining a unique Mchigan.gov URL, graphics and inclusion in "Spotlight" and "Online Services" page is offered. The Applications/Servers Security Checklist is also completed at this time.

The team assists in evaluating hosting and configuration options, and can offer proven successful solutions for the deployment of similar applications.

Web Project Review Team and Roles:

Ric Tombelli - EWD - look and feel
Ric Wolfinger - OSDR - security
Bill Howell - DCO - infrastructure
Beth Cook - EWD - project information and coordination

Please contact Beth Cook at 517-241-5802 for more information or to schedule a review of your project.